



QUICK STEPS FOR A *QUICK QUOTE* RESPONSE

What This is a handy reference for your company to use when responding to an email request to bid on a product or service through

How When you receive an email inviting your company to respond to a *Quick Quote*, follow the steps below to respond

Important: Your company **must** be fully registered with eVA to respond

Step 1	Log in to your eVA account: www.eva.virginia.gov	Enter your eVA User Name : _____ Enter your eVA Password : _____		
Step 2	Click on Business Opportunities			
Step 3	Click <i>Quick Quote</i>			
Step 4	View Current Request list	This shows all current requests		
Step 5	Click the Request ID you want	This opens up the Quick Quote, enabling you to respond.		
Step 6	View the request	(Click on each item) <ul style="list-style-type: none"> Request details Attachments (You must have the appropriate software to view buyer attachments) Terms & Conditions 		
Step 7	Click Create New Response			
Step 8	Enter a Response Title	This can be any description you choose		
Step 9	To respond to 1 st item, click Yes	This is a drop down menu at top of screen of EACH item. Default is set to Yes .		
Step 10	Enter responses for required fields (marked with a red “*”) <p>Fill in <u>optional fields</u> as needed (You may also attach files.)</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> * Part Number Price Unit of Measure (UOM) Quantity Delivery Date </td> <td style="width: 50%; vertical-align: top;"> * Brand Name Short Name Description Lead Time (days) </td> </tr> </table> <p>(If “none” – leave asterisk)</p>	* Part Number Price Unit of Measure (UOM) Quantity Delivery Date	* Brand Name Short Name Description Lead Time (days)
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Step 11	Click Next	This is located at the top right and also at the bottom right of screen This takes you to the “Response Item 2” screen, or the Response Summary screen, if no other items		
Step 12	Click Yes to respond OR choose “No Bid”	Drop Down menu at top of screen. Default is set to Yes .		
Step 13	Repeat Steps 10-12 until all items are complete	You may vary your responses – bidding on some items and not others		
Step 14	Review your responses and click Submit	At “Response Summary” screen, all completed items display		

For more help

- Call toll free **866-289-7367** or email the buyer noted on the notification for procurement information
- In depth training guide is available from the left menu AFTER you click on Quick Quote (Step 3 above)