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1. DOCUMENT OVERVIEW

The Quick Quote application gives vendors an opportunity to respond electronically to informal solicitations issued by state and local buyers. Typically, Quick Quote is used for purchases where competitive bidding is required.

USING THIS GUIDE

The features described below are designed to help you find the information you need in this guide; please take a few minutes to review them.

HYPERLINKS

Hyperlinks have been added to help you navigate through the guide. Each entry in the Table of Contents is formatted as a hyperlink that will take you directly to that topic. Cross-references, such as “See Table 6,” or “Figure 2 shows ...” are also hyperlinked, so you can click the reference to go to the related information.

TYPOGRAPHICAL CONVENTIONS

The typographical conventions described in Table 1 are used throughout this guide. They are designed to provide visual cues to help differentiate the various kinds of objects under discussion.

Text conventions are applied to the proper name of the item but not to the defining term (screen, field, button, etcetera), which will be omitted for simplicity when possible.

<table>
<thead>
<tr>
<th>Item</th>
<th>Convention</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen Titles</td>
<td>Small caps, bold print</td>
<td><strong>CURRENT REQUEST LIST</strong> screen <strong>DASHBOARD</strong></td>
</tr>
<tr>
<td>Field Names</td>
<td>Initial caps, bold print</td>
<td><strong>Response Title</strong> field <strong>Description</strong></td>
</tr>
<tr>
<td>Control Labels</td>
<td>Initial caps, bold print</td>
<td><strong>Met Specs?</strong> radio button <strong>Do you wish to respond to Item 1?</strong> pick list</td>
</tr>
<tr>
<td>Flag or indicator setting</td>
<td>Initial caps, italic print</td>
<td>If the flag is set to Yes, then ... When set to <strong>Statement</strong>, ...</td>
</tr>
<tr>
<td>Parameter value</td>
<td></td>
<td>A request in <strong>Issued</strong> status</td>
</tr>
<tr>
<td>Phase or Status</td>
<td></td>
<td>Select <strong>Create New Response</strong> in the Navigation bar.</td>
</tr>
<tr>
<td>Menu Item or Command</td>
<td></td>
<td><strong>Submit button</strong></td>
</tr>
<tr>
<td>Buttons</td>
<td>Initial caps, bold print</td>
<td><strong>Save</strong></td>
</tr>
<tr>
<td>Item</td>
<td>Convention</td>
<td>Example</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Links</td>
<td>Links that are active in this document appear in blue text. Position the cursor over the link to see a screen tip. Links that are active in the application but are not active in this document are underlined.</td>
<td><a href="http://eva.virginia.gov/">http://eva.virginia.gov/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The <strong>Requisition</strong> link will ...</td>
</tr>
<tr>
<td>Cross-references</td>
<td>There are two types of cross references in this document. Both types are linked to the object or section to which they refer. Cross-references to tables, figures, and page numbers appear in initial caps, bold print. This type of cross-reference link can also be identified by the shading that appears when it is selected. Cross-references to text appear in blue print and are underlined for easy identification.</td>
<td>See <strong>Figure 1</strong>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See <strong>Accessing Quick Quote</strong> for more information.</td>
</tr>
</tbody>
</table>
2. ACCESSING QUICK QUOTE

All vendors can review Quick Quote requests online. However, only eVA-registered vendors can respond online.

There are several ways you can view Quick Quote requests:

- By clicking the VBO Bids button from the eVA Home page.
- By clicking the Desktop Browser, eVA Mobile App, or eVA Mobile Browser link from the Quick Quote request notification email.
- By logging on to your account and clicking the Quick Quotes link.

ACCESSING QUICK QUOTE REQUESTS FROM THE eVA HOME PAGE

To view Quick Quote requests online without logging on to your account, go to the eVA Home page (https://eva.virginia.gov/) and click the VBO Bids button (Figure 1).
Figure 1: eVA Home Page
The **Vendor Self Service** screen appears. Click the **Quick Quotes** tab (Figure 2).

**Figure 2: Vendor Self Service Screen**

The list of Quick Quote requests is sorted by the **Published On** date, in descending order.

There are three ways to see additional information about a Quick Quote request:

A. **Summary button**

B. **Request description link**

C. **Details button**

Each of these methods are discussed below.

**Figure 3: Anatomy of the Quick Quotes Tab**

Click the **Summary button** (A) to see a short description of the request. A pop-up box appears and presents basic information (Figure 4)
Figure 4: Summary Information for a Quick Quote Request

Click the request description link (B) or the Details button (C) to see detailed information (Figure 5).

Figure 5: Quick Quote Details

Table 2 describes each of the tabs on the DETAILS screen.
Table 2: Quick Quote Tabs

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments</td>
<td>Provides an easy reference to both header and item attachments. To view the</td>
</tr>
<tr>
<td></td>
<td>attachments, click the file name link.</td>
</tr>
<tr>
<td>Lots/Lines</td>
<td>Contains detailed information about the items in the request.</td>
</tr>
<tr>
<td>Bid Tabulation</td>
<td>Contains response bid tabulation information when published by the buyer after</td>
</tr>
<tr>
<td></td>
<td>the request closes.</td>
</tr>
<tr>
<td>Comments</td>
<td>Contains comments provided by the buyer.</td>
</tr>
<tr>
<td>Amendment History</td>
<td>Lists the changes made for each version of the request.</td>
</tr>
</tbody>
</table>

Click either the Respond Online or Respond By Mail buttons (Figure 5) if you want to respond to this Quick Quote. See Responding Online or Responding by Mail for more information about how to create a response.

IF you click Respond Online, you will be redirected to a log on screen. You must be a registered vendor in order to respond online to a Quick Quote request.

ACCESSING QUICK QUOTE REQUESTS FROM THE NOTIFICATION EMAIL

If Receive Solicitation Notices is selected on your user account and your Registration Level is set to Send bid notices, you will automatically receive a Quick Quote request notification email when the buyer issues a Quick Quote request and:

- At least one commodity code on the request matches the commodity codes for which you are registered.
- The service area on the requests matches a service area for which you are registered.

If your Registration Level is set to No Bid Notices, the buyer has the option to remove you from the vendor notification list, even if the request matches your commodity codes and service areas.

If you are not a registered vendor, you can still receive a notification if the buyer specifically adds you to the notification list.

THE Method of Notification for the solicitation contact must be set to Email or Receive Solicitation Notices must be selected for a User on your account in order to receive email request notifications.

You can access a Quick Quote request from the request notification email by clicking the Desktop Browser, eVA Mobile App, or eVA Mobile Browser link (Figure 66). Table 3 provides more details about each of these links.
Table 3: Available Actions in the Request Notification Email

<table>
<thead>
<tr>
<th>Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Browser</td>
<td>• Opens the Quick Quote details page (Figure 5) in VSS.</td>
</tr>
<tr>
<td></td>
<td>• Click Respond Online if you want to respond to the Quick Quote electronically.</td>
</tr>
<tr>
<td></td>
<td>• If you are not yet a registered vendor, click Respond by Mail to complete a paper response.</td>
</tr>
<tr>
<td>eVA Mobile App</td>
<td>• Opens the request in the eVA 4 Business browser.</td>
</tr>
<tr>
<td></td>
<td>• You can view the request or add it to your watch list (after you log on).</td>
</tr>
<tr>
<td>eVA Mobile Browser</td>
<td>• Opens the request in the eVA 4 Business browser.</td>
</tr>
<tr>
<td></td>
<td>• You can view the request or add it to your watch list (after you log on).</td>
</tr>
</tbody>
</table>

**YOU** must use the Desktop Browser to respond to a Quick Quote request. See the sections Navigating the Quick Quote, Viewing a Quick Quote Request, and Responding to a Request for more information.

Accessing the Quick Quote Request From Your Account

If your company is already registered to do business using eVA, log on from the eVA Home page (https://eva.virginia.gov). Enter your user name and password and click the Vendor Login button (Figure 6).

Figure 6: Vendor Login on the eVA Home Page
You can see a summary of the Quick Quote requests to which you have been invited to respond in the **My Quick Quotes** pane, including reverse auctions and requests that you are watching.

Click **Quick Quotes** in the menu bar or the **Go to Quick Quotes** link in the **My Quick Quotes** pane to view and respond to your requests (Figure 7).

**Figure 7: My Quick Quotes Pane**

The Quick Quote application opens in a new browser window.

**Not Registered?**

If you are not an eVA registered vendor, you can register your business online in order to access the request as a registered vendor.

If you are not an eVA registered vendor and have received an invitation to respond to a Quick Quote request because a buyer added you to the vendor list, you can register your business online in order to access the request as a registered vendor.

For instructions about how to register with eVA, see Appendix B: How to Register.
3. NAVIGATING THE QUICK QUOTE SCREEN

When accessing Quick Quote from your Vendor Self Service account, the **CURRENT REQUEST LIST** is displayed. There are two areas on the Quick Quote screen: the navigation bar and the request list.

**Figure 8: Quick Quote Screen**

![Quick Quote Screen](image)

### USING THE NAVIGATION BAR

The navigation bar contains links and a drop-down menu that give you access to various Quick Quote functions (Figure 8):

- **A** Current Request List: Use this link to see the open requests to which you have been invited to respond; this list is displayed when you access Quick Quote.

- **B** Past Request List: Use this link to see requests for which the Close Date has passed; you cannot respond to requests on this list.

- **C** Guides menu: Use this drop-down menu to see the user guides and frequently asked questions (FAQ) help documents that are available (Figure 9).

**Figure 9: Guides Drop-Down Menu**

![Guides Drop-Down Menu](image)

### USING THE REQUEST LIST

Request lists are initially sorted by **Request ID** in descending order (Figure 10). The format for the **CURRENT REQUEST LIST** and the **PAST REQUEST LIST** is the same.
You can adjust the number of requests you see by adjusting the value for the **Number of Requests to show per page** option. The initial value is **10**. If there are more requests than the Number of Requests value, click the **Next** button (located at the bottom right of each pane) to list additional requests (**Figure 10** D).

Click a sortable column heading (**Request ID**, **Request Title**, **Issued On**, **Amended On**, or **Closing On**) to reverse the sort order. The current sort order is indicated by an up or down arrow to the right of the column heading. Click the same column again to restore the original sort order.

Click the **Information** icon to see additional information for the request lists (**Figure 11**).

Click **Next** to go to the next page of requests.

**Figure 11: Current Request List Information Tips**

Use this page to view outstanding Quick Quote requests. To view a request, click on the Request ID link.

Click on the Past Request List link at the top of the page to view Quick Quote requests that have closed.
USING THE CURRENT REQUEST LIST

The **Current Request List** in Quick Quote shows you the requests to which you have been invited to respond (Figure 12).

**Figure 12: Current Request List**

Table 4 lists each column heading and its definition.

**Table 4: Current Request List Column Heading Definitions**

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request ID</td>
<td>Includes a link to the request details and your responses.</td>
</tr>
<tr>
<td>Reverse Auction</td>
<td>Yes indicates the request is a Reverse Auction.</td>
</tr>
<tr>
<td>Request Title</td>
<td>The buyer-provided description of the Quick Quote request.</td>
</tr>
<tr>
<td>Issued On</td>
<td>The date and time (EDT/EST) the buyer issued the request.</td>
</tr>
<tr>
<td>Amended On</td>
<td>The date and time (EDT/EST) the buyer issued the request amendment.</td>
</tr>
<tr>
<td>Closing On</td>
<td>The date and time (EDT/EST) by which responses are due; after this date and</td>
</tr>
<tr>
<td></td>
<td>time passes, the request moves to the Past Request List and you cannot</td>
</tr>
<tr>
<td></td>
<td>respond to the request.</td>
</tr>
<tr>
<td>Bid Valid</td>
<td>The number of days that your prices must be valid; this value is set by the</td>
</tr>
<tr>
<td></td>
<td>buyer.</td>
</tr>
<tr>
<td>Status</td>
<td>The current status of the request (see Table 5).</td>
</tr>
<tr>
<td>Responses Submitted</td>
<td>Shows the count of active responses that have been submitted by all contacts</td>
</tr>
</tbody>
</table>
Table 5 lists the statuses for requests on the **Current Request List**.

**Table 5: Current Request List Statuses**

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>issued</td>
<td>The request has been issued and the <em>Closing On</em> date and time has not passed. You can respond to requests in this status.</td>
</tr>
<tr>
<td>canceled</td>
<td>The previously issued request was canceled by the buyer and the <em>Closing On</em> date and time has not yet passed. You cannot respond to requests in this status.</td>
</tr>
</tbody>
</table>
4. VIEWING A QUICK QUOTE REQUEST

From the CURRENT REQUEST LIST, you can view additional details or respond to any request in issued status. To view a request, click a request link in the Request ID column (Figure 13).

Figure 13: Selecting a Request to Review

![Current Request List](image)
REQUEST INFORMATION SCREEN

After you click the Request ID link, the REQUEST INFORMATION screen is displayed (Figure 14).

**Figure 14: Request Information Screen**
There are six sections on this screen as outlined in Table 6. Click the Information icon (i) in the response header to see tips about how to use this screen.

**Table 6: Request Information Screen Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation Bar</strong></td>
<td>Contains a Create New Response link, in addition to the standard actions.</td>
</tr>
<tr>
<td><strong>Screen Heading</strong></td>
<td>Contains the Request ID and Request Title. Includes the text Reverse Auction when the request is a Reverse Auction.</td>
</tr>
<tr>
<td><strong>Create New Response</strong></td>
<td>Button to create a new response.</td>
</tr>
<tr>
<td><strong>Request Header</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Information icon" /></td>
<td>Information icon; when clicked, displays tips for using this screen.</td>
</tr>
<tr>
<td>Buyer Agency</td>
<td>The agency code and description identifying the buyer's organization.</td>
</tr>
<tr>
<td>Buyer Name</td>
<td>The name of the buyer generating the Quick Quote request.</td>
</tr>
<tr>
<td>Buyer Phone #</td>
<td>The telephone number of the buyer generating the Quick Quote request.</td>
</tr>
<tr>
<td>Buyer Email</td>
<td>The email address of the buyer generating the Quick Quote request.</td>
</tr>
<tr>
<td>Request ID</td>
<td>The system-generated number for the request.</td>
</tr>
<tr>
<td>Request Title</td>
<td>The custom title for the request entered by the buyer.</td>
</tr>
<tr>
<td>Set Aside</td>
<td>Designates the request as a set-aside for vendors with certain SWaM designations.</td>
</tr>
<tr>
<td>Category</td>
<td>The classification of the goods and services being requested (for example, Supplies – Non-Technology).</td>
</tr>
<tr>
<td>Status</td>
<td>The current status of the request (issued/canceled/awarded).</td>
</tr>
<tr>
<td>Issued On</td>
<td>The date the buyer issued the request.</td>
</tr>
<tr>
<td>Amended On</td>
<td>The date the buyer amended the request.</td>
</tr>
<tr>
<td>Closing On</td>
<td>The request is open until this date and time (EST/EDT). You can submit as many responses as you want, as well as edit or delete previously submitted responses, until the Closing On time passes.</td>
</tr>
<tr>
<td>Bid Valid (Days)</td>
<td>The number of days your prices are to remain valid.</td>
</tr>
<tr>
<td>Service Area</td>
<td>You received the invitation to respond because you have registered to serve the service area on the request. The Statewide service area is always included.</td>
</tr>
<tr>
<td>Award Method</td>
<td>The award method (Line Item, Lot, or Grand Total) the buyer will use to select the winning quotes. If the method is by Lot, the buyer has grouped line items into Lot numbers.</td>
</tr>
<tr>
<td>Comments</td>
<td>Buyers can provide comments for the entire request at the header level. This field is optional, so it might be blank.</td>
</tr>
<tr>
<td>Special Terms and Conditions</td>
<td>Buyers can indicate special terms and conditions (T&amp;Cs) for the entire request in the request header. These T&amp;Cs are in addition to the standard eVA Terms and Conditions document that is always attached to the request header. This field is optional, and will have a value of none if no special T&amp;Cs were added by the buyer.</td>
</tr>
</tbody>
</table>
**REQUEST ITEMS**

The **REQUEST ITEMS** pane (Figure 15) lists the items that the buyer has requested. Click a link to view the details for that item.

**Figure 15: Request Items Pane**

The **REQUEST ITEM** screen opens in a new browser window (Figure 16).
Click the **Next** button to view additional line items. Click **Close** to close the window.

**Table 7** describes the fields in this pane.

**Table 7: Request Item Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request ID</td>
<td>The Quick Quote ID number of the request to which the item belongs.</td>
</tr>
<tr>
<td>Item ID</td>
<td>The sequential number of the item. Each line is automatically numbered.</td>
</tr>
<tr>
<td>Item Description</td>
<td>The buyer-entered description of the product to be purchased.</td>
</tr>
<tr>
<td>Vendor Part Num</td>
<td>The part number of the item requested.</td>
</tr>
<tr>
<td>Brand Name</td>
<td>The brand name of the item requested.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The amount or sum of the item needed.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The unit of measure of the item requested.</td>
</tr>
<tr>
<td>UOM Description</td>
<td>The long description of the unit of measure.</td>
</tr>
<tr>
<td>NIGP Code</td>
<td>The commodity code used to classify the item.</td>
</tr>
<tr>
<td>NIGP Code Description</td>
<td>The standard NIGP description associated with the selected NIGP Code.</td>
</tr>
<tr>
<td>Need By Date</td>
<td>The date by which the buyer wants to receive the item.</td>
</tr>
<tr>
<td>Ship To</td>
<td>The address to which the item will be shipped.</td>
</tr>
<tr>
<td>Comments</td>
<td>Additional information provided by the buyer for the line item requirements.</td>
</tr>
<tr>
<td>Special Terms and Conditions</td>
<td>Any special terms and conditions specified by the buyer for this particular item.</td>
</tr>
</tbody>
</table>
FIELD | DESCRIPTION
--- | ---
Attachments | Click the attachment link to view and save an attachment to your computer. Your computer must have appropriate software to view the attachment, such as Adobe Acrobat Reader, a word processor (Microsoft Word), or a spreadsheet application (Microsoft Excel).

**RESPONSES**

The *Responses* pane lists all responses that your company has already submitted for the request (Figure 17). See *Responding to a Request* for detailed instructions about how to create a response.

Table 8 describes the fields in this pane.

**Figure 17: Responses Pane**

<table>
<thead>
<tr>
<th>Current Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Response ID</td>
</tr>
<tr>
<td>Response Type</td>
</tr>
<tr>
<td>Action Needed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Historical Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response ID</td>
</tr>
</tbody>
</table>

**Table 8: Responses Pane Fields**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Responses</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Status | The status of the response. Values are: 
- Active: A current valid response. 
- Inactive: A response that is no longer valid because the buyer issued an amendment to the Quick Quote Request that requires you to submit a new response. |
| Response ID | The ID number of the response. Each response is automatically numbered. |
| Response Type | The buttons Update Response and Delete indicate that this response is an electronic response. The value Paper Response indicates that the response was mailed or faxed to the buyer and was entered in Quick Quote by the buyer on your behalf. |
| Action Needed | Message indicating that your response must be updated and resubmitted or that a new response must be submitted for the amended Quick Quote Request version. |

**Historical Responses**

| Response ID | A link to a previous response version; click to view the response details. |
IF you see the Action Needed – Response must be resubmitted message in the CURRENT RESPONSES section, it is because an amendment was issued that requires a new response. You must submit a new response or update and resubmit your current response in order for your bid to be considered.

AMENDMENT HISTORY

The AMENDMENT HISTORY pane lists the changes for each issued version of the request (Figure 18).

Figure 18: Amendment History Pane

Table 9 describes the information in the AMENDMENT HISTORY pane.

Table 9: Amendment History Pane Fields

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>• The version number of the amended request.</td>
</tr>
<tr>
<td>Date</td>
<td>• The date and time the buyer amended the request.</td>
</tr>
<tr>
<td>Description</td>
<td>• The section of the request that was changed.</td>
</tr>
<tr>
<td></td>
<td>• Click the link to see the details of the change.</td>
</tr>
</tbody>
</table>

Table 9
5. RESPONDING TO A REQUEST

You can respond to requests online or by mail. This chapter explains both methods.

RESPONDING ONLINE

There are three steps to responding to a Quick Quote request:

- Enter information in the Response Header
- Provide pricing and other information for each item line
- Review and submit the response

Click the Create New Response link in the navigation bar or the Create New Response button on the Request Information screen to start your response.

Figure 19: Creating a New Response

The Response Header screen appears (Figure 20).
NAVIGATING THE QUICK QUOTE RESPONSE

There are several ways to move through the response you are creating, as illustrated in Figure 20.

**Figure 20: Response Navigation**

A. Click a link in the navigation bar to:
   - Go back to the REQUEST INFORMATION screen
   - Return to the CURRENT REQUEST LIST
   - View the user guides

B. Click a navigation link located below the navigation bar to go directly to that section in the response.

C. Use the navigation buttons to move forward or backward through the response:
   - Next: Moves to the following screen
   - Previous (not shown): Returns to the screen from which you came
   - Summary: Goes directly to the RESPONSE SUMMARY screen
   - Cancel: Cancels the response

**WARNING:** Clicking the links in the navigation bar (A) will cause your response to be discarded.
RESPONSE HEADER

The RESPONSE HEADER screen (Figure 21) contains information gathered from your registration, as well as information you provide. The registration information includes the following items and cannot be changed in your Quick Quote response:

- Vendor Name
- Registration Type
- Contact Name
- Phone Number
- Email
- Fax Number
- Ordering Address

Figure 21: Response Header Screen

IMPORTANT: If any of the read-only information in the Response Header is incorrect, contact eVA Customer Care. See eVA Customer Care for information about how to contact them.

Table 10 lists the information you need to provide for the Response Header.
Table 10: Response Header Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Required?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response Title</td>
<td>Required</td>
<td>Enter a title for your response; the title should accurately describe the response.</td>
</tr>
<tr>
<td>Comments</td>
<td>Optional</td>
<td>Enter any comments you want displayed with the response header.</td>
</tr>
<tr>
<td>Attachments</td>
<td>Optional</td>
<td>List of attachments that you have added to the response.</td>
</tr>
</tbody>
</table>

**ADDING AN ATTACHMENT**

If you have attachments, such as specification sheets, that need to be included with the response, click Manage Attachments to attach one or more files to the response header (Figure 22). You can include attachments of any file type.

**Figure 22: Adding Attachments to the Response Header**

Click **Browse**... to open the **CHOOSE FILE** window (Figure 23).
Figure 23: Attachments Screen

Locate the file you want to attach (Figure 24). Then select the file and click Open.

Figure 24: Choose File Screen

The files you attach must follow the naming conventions outlined below.

- The filename must be 50 characters or less (including the file type or extension)
- The filename must not include special characters, including (but not limited to):
After the file appears in the Browse box, click Attach File to add the file to the request (Figure 25).

**Figure 25: Attaching the Selected File**

The file is added to the Attached Files table under Step 3 with two options:

- Delete button
- Proprietary and Confidential check box

If you attach the wrong file, or if you decide not to include a file you have already attached, click the corresponding Delete button to remove the file (Figure 26).
BUYERS and authorized users in the buyer’s agency can view all attachments, including those marked Proprietary and Confidential.

Click the Done button to return to the RESPONSE HEADER screen.
The **Attachments** table contains the files you attached. Click the file name in the **Attached Files** column to view the file (**Figure 27 A**).

Click the **Next** button or **Item 1** in the navigation links below the navigation bar to go to the **RESPONSE ITEM** screen for first item line (**Figure 27 B**).
RESPONSE ITEM

Use the RESPONSE ITEM screen to provide pricing, delivery, and other information for the item being requested (Figure 28). You can also use this screen to indicate that you are not bidding on this item.

Figure 28: Response Item Screen

For each Response Item, the default value for the Do you wish to respond to Item #? field is Yes. If you do not want to bid on this item, select No Bid from the drop-down list.

Table 11 lists the remaining fields and their description.

Table 11: Response Item Screen Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item ID</td>
<td>Required</td>
<td>A system-assigned identification number for this item.</td>
</tr>
<tr>
<td>Vendor Part Num</td>
<td>Required</td>
<td>Initially shows an asterisk (*). If the item has a part number, delete the asterisk and enter the number. Otherwise, do not delete the asterisk. Cannot exceed 20 characters.</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Required</td>
<td>Enter the price per unit.</td>
</tr>
</tbody>
</table>
### Field | Required | Description
---|---|---
Quantity | Required | Contains the quantity specified by the buyer for the unit of measure selected. You might need to change the quantity, especially if you have changed the unit of measure. Must be numeric.
Unit of Measure | Required | Contains the unit of measure selected by the buyer. You can change it. To review the list of valid units and their descriptions, click the Look up Units of Measure link.
UOM Description | Required | The description of the Unit of Measure field. The system generates the description based on the value in the Unit of Measure field.
NIGP Code | Required | The commodity code the buyer has entered for the item line; you cannot change this value.
NIGP Code Description | Required | The commodity description for the NIGP code the buyer entered; you cannot change this value.
Comments | Optional | Enter comments to provide the buyer with additional item information. Cannot exceed 255 characters.
Delivery Date | Required | Initially populates with the Need By Date entered by the buyer. You can change the information in this field by clicking the calendar icon (📅) and selecting the date the item can be delivered to the buyer.
Ship To | Required | The address to which the item will be shipped; you cannot change this value.
Brand Name | Required | Initially shows an asterisk (*). To specify a brand name, delete the asterisk and enter the brand name information. Otherwise, do not delete the asterisk. Cannot exceed 50 characters.
Short Name | Required | The buyer has entered a name or brief description for the item. You can change the information in this field. Cannot exceed 50 characters.
Description | Required | The buyer has entered a long description. You can add to or change the information in this field to describe your product or service. Cannot exceed 255 characters.
Lead Time | Required | The number of days after you receive an award before you can deliver the product or service; initial value is 0. Must be numeric.
Met Specs? | Required | Initial value is Yes. If your product or service does not meet specification requirements, select No.
Attachments | Optional | Click Manage Attachments to open the ATTACHMENTS screen if you want to select files to attach to the line item. See Adding an Attachment for instructions.

Review the data you have entered, then:

- Click Next to respond to the next item. If there are no other items, the RESPONSE SUMMARY screen will be displayed.
- Click the Summary button or the Response Summary link to go directly to the RESPONSE SUMMARY screen. If you skip any items or do not bid on them, they will not be included on the RESPONSE SUMMARY screen and the buyer will see them as No Bid responses.
RESPONSE SUMMARY

At the RESPONSE SUMMARY screen, review the information you entered for the RESPONSE HEADER and the RESPONSE ITEMS sections.

Figure 29: Response Summary Screen
From the **Response Summary** screen (Figure 29), you can:

- Click **Previous** to return to the previous screens if you need to change any of your response information.
- Click **Cancel** to quit the response **without saving** and return to the **Request Information** page; you must respond to the confirmation message (Figure 30).
- Click **Print** to send a copy of the **Response Summary** screen to the printer.
- Click **Submit** to send the response to the buyer. A **Response Completed** confirmation screen appears with the Response ID and a Return to Current Requests List link so you can view other Quick Quote requests. If you want to return to the request, click the Return to Request link in the navigation bar (Figure 31).

**Figure 30: Response Cancellation Confirmation Screen**

![Response Cancellation Confirmation Screen](image)

**Figure 31: Response Completed Screen**

![Response Completed Screen](image)

**UPDATE OR DELETE A RESPONSE**

You can update or delete an electronic response if the **Closing On** date and time have not passed.

![NOTE: All users at the same company location can edit previously submitted responses, even if they did not create them.](image)

**Update a Response**

From the **Current Request List**, click the link in the **Request ID** column that contains the response you want to update (Figure 32).
From the **REQUEST INFORMATION** screen, there are two ways to update the response:

- Click the **Response ID** link in the **RESPONSES** section at the bottom of the screen to view the response, and then click the **Update Response** button on the **RESPONSE SUMMARY** screen.

- Click the **Update Response** button to go directly to the **RESPONSE HEADER** screen.

An **Update Response** confirmation message appears (Figure 34).
If you are sure you want to continue, click OK. This action opens the **Response Header** screen, which contains the information from your previous response.

Using the steps explained in the section **Responding to a Request**, make the necessary changes to your response.

If you decide that you do not need to make any changes, click the Cancel button and then the OK button on the confirmation screen. The new response is discarded and your existing response remains active (**Figure 35**).

**Figure 35: Canceling while Updating a Response**

| REMINDER: If your response has a status of Inactive, you **must** update and resubmit the response or create a new response in order for your bid to be considered. |

When you are finished updating your response, go to the **Response Summary** screen. Click the Submit button to submit the edited response. This action sends the updated response to the buyer and updates the status of prior version of the response to **Historical**. The response confirmation screen shows the updated version of your response.
In this example, the response ID changed from \textit{EVA001\_QQ014989-V2\_RESP\_1} to \textit{EVA001\_QQ014989-V2\_RESP\_1-V2}, indicating that an updated response was submitted (Figure 36).

The buyer sees only the active response versions and cannot see earlier historical versions. The active responses from your company are listed in the \textbf{CURRENT RESPONSES} section (Figure 37).

\textbf{Figure 37: Current and Historical Responses}

The \textbf{HISTORICAL RESPONSES} section lists all responses that your company has previously submitted. You can view historical responses but you cannot change them.

\textbf{Deleting a Response}

If you want to remove a response from being considered by the buyer, you can delete it. From the \textbf{CURRENT REQUEST LIST} (Figure 32), select the link in the Request ID column for the request that contains the response you want to delete.

In the \textbf{CURRENT RESPONSES} section, click the \textbf{Delete} button next to the response you want to delete (Figure 38).
The confirmation screen appears (Figure 39).

Click Submit to delete the response and return to the **CURRENT REQUEST LIST**. Note that the deleted response is no longer visible in the **CURRENT RESPONSES** section, nor has it been added to the **HISTORICAL RESPONSES** section (Figure 40). Click Cancel on the confirmation screen to return to the **REQUEST INFORMATION** screen without deleting the response.

**RESPONDING BY MAIL**

You can create a paper response and mail it to the buyer, who will enter a response in Quick Quote on your behalf.
From the Vendor Self Service BUSINESS OPPORTUNITIES screen, click the Details button for the request for which you want to create a paper response (Figure 41).

**Figure 41: Quick Quote Business Opportunities Screen**

Click the Respond by Mail button in the RESPONSE OPTIONS section (Figure 42).

**Figure 42: Response Options**

The printable response form is displayed (Figure 43).
Figure 43: Quick Quote Paper Response Screen
You must print the form and complete it by hand. Required information is denoted by an asterisk (*) and must be provided. After you have completed the form and attached any additional information, send the paper response to the buyer.

When you are a registered vendor and after the buyer enters your response into Quick Quote, you will receive an email notification that a response has been entered on your behalf (Figure 72).
6. USING THE PAST REQUEST LIST

After the Closing On date of a request has passed, the request moves to the Past Request List and you can no longer submit a response (Figure 44). Requests are first seen on the Past Request List with a status of closed. When a buyer takes an action on the request, its status will change accordingly.

Figure 44: Past Request List

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Request Title</th>
<th>Issued On</th>
<th>Amended On</th>
<th>Closing On</th>
<th>Bid Valid</th>
<th>Status</th>
<th>Response Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVA001_Q0014944</td>
<td>Late Summer 2014 Knitting Supplies</td>
<td>08/04/2014 02:36 PM</td>
<td>08/04/2014 03:45 PM</td>
<td>30</td>
<td>closed 0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014975</td>
<td>Reverse Auction: Yarn Order</td>
<td>07/15/2014 06:09 PM</td>
<td>07/25/2014 08:00 PM</td>
<td>30</td>
<td>closed 0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014974</td>
<td>Knitting Supplies for Occupational Therapy</td>
<td>07/15/2014 12:13 PM</td>
<td>07/15/2014 19:30 PM</td>
<td>30</td>
<td>awarded 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014955</td>
<td>SK Fleece Yarn for Autumn Knitting Classes</td>
<td>07/11/2014 01:23 PM</td>
<td>07/25/2014 03:00 PM</td>
<td>60</td>
<td>closed 0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014953</td>
<td>Occupational Therapy Supplies</td>
<td>07/19/2014 04:24 PM</td>
<td>07/19/2014 05:30 PM</td>
<td>30</td>
<td>contact buyer 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014812.V2</td>
<td>Occupational Therapy Supplies</td>
<td>07/15/2014 04:54 PM</td>
<td>07/15/2014 05:00 PM</td>
<td>30</td>
<td>canceled 3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014876.V2</td>
<td>SK - Bookmobile Test</td>
<td>05/28/2014 06:00 PM</td>
<td>05/28/2014 06:00 PM</td>
<td>120</td>
<td>bids opened 0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014871</td>
<td>RA - Weaving Supplies</td>
<td>04/23/2014 05:39 PM</td>
<td>04/23/2014 05:30 PM</td>
<td>30</td>
<td>contact buyer 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014664</td>
<td>Autumn Weaving Supplies</td>
<td>04/21/2014 02:52 PM</td>
<td>04/21/2014 04:00 PM</td>
<td>30</td>
<td>contact buyer 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>EVA001_Q0014636</td>
<td>Take 2: Knitting Supplies for Autumn Knitting Classes</td>
<td>06/25/2014 05:33 PM</td>
<td>06/26/2014 12:00 PM</td>
<td>30</td>
<td>no award 0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Table 12 lists each Past Request List column heading and its definition.

Table 12: Past Request List Column Heading Definitions

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request ID</td>
<td>Includes a link to the request details and your responses.</td>
</tr>
<tr>
<td>Reverse Auction</td>
<td>Yes indicates the request is a Reverse Auction.</td>
</tr>
<tr>
<td>Request Title</td>
<td>The buyer-provided description of the Quick Quote request.</td>
</tr>
<tr>
<td>Issued On</td>
<td>The date and time (EDT/EST) the buyer issued the request.</td>
</tr>
<tr>
<td>Amended On</td>
<td>The date and time (EDT/EST) the buyer issued the request amendment.</td>
</tr>
<tr>
<td>Closing On</td>
<td>The date and time (EDT/EST) by which responses are due; after this date and time passes, the request moves to the Past Request List and you cannot respond to the request.</td>
</tr>
<tr>
<td>Bid Valid</td>
<td>The number of days that your prices must be valid; this value is set by the buyer.</td>
</tr>
</tbody>
</table>
Using the Past Request List

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>The current status of the request; includes a link to the <strong>Bid Tabulation Summary</strong> screen (all statuses except canceled).</td>
</tr>
<tr>
<td>Responses Submitted</td>
<td>Shows the number of active responses to the request submitted by your company; initially 0.</td>
</tr>
</tbody>
</table>

Table 13 lists the statuses for past requests.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>closed</td>
<td>The buyer has not taken any evaluation action on the request.</td>
</tr>
<tr>
<td>bids opened</td>
<td>The buyer has not taken any action on the request and has published the Bid Tabulation Summary for vendors to view. OR The buyer has evaluated at least one line on the request. The Bid Tabulation Summary may or may not be published for vendors to view.</td>
</tr>
<tr>
<td>awarded</td>
<td>The buyer has awarded at least one line item.</td>
</tr>
<tr>
<td>no award</td>
<td>The buyer has set all lines to no award or has set all previously awarded lines to no award; no lines have been awarded.</td>
</tr>
<tr>
<td>contact buyer</td>
<td>The buyer has not made an award decision or has not yet finalized the award for the request; contact the buyer for more information about the status of the request.</td>
</tr>
<tr>
<td>canceled</td>
<td>The buyer has canceled the request.</td>
</tr>
</tbody>
</table>

**BID TABULATION SUMMARY SCREEN**

The **Bid Tabulation Summary** screen is available after the Closing On date of the request has passed. To access this screen, go to the **Past Request List** and click the link in the **Status** column (Figure 45).
Figure 45: Accessing the Bid Tabulation Summary Screen

Figure 46 shows the published **Bid Tabulation Summary** screen with responses.

Figure 46: Bid Tabulation Screen, Showing Responses
This screen displays the most recent request status and information for each of the request lines. Responses are grouped by Item ID and are sorted by Unit Price. Click the Download Responses link to save the Bid Tabulation Summary page to a Microsoft Excel file.

The message *No Responses Received* is displayed if the buyer published the Bid Tabulation Summary and there are no responses from vendors (Figure 47).

**Figure 47: Bid Tabulation Screen, Showing No Responses Received**

The message *No information is published by the buyer* is displayed if the buyer has not published the Bid Tabulation Summary (Figure 48).

**Figure 48: Bid Tabulation Summary Screen for a Bid Tab That Has Not Been Published**
**VIEW COMMENT**

If a buyer publishes a comment for vendors to see, the **View Comment** button is available on the **Bid Tabulation Summary** screen. Click the **View Comment** button to access the **View Comments** screen (Figure 49).

**Figure 49: Viewing a Comment**

The **View Comment** button will not be displayed if the buyer has not published any comments for the request.

Comments are displayed in ascending order by date and time (Figure 50). After a comment has been published, the buyer has the option to withdraw the comment. If the comment is withdrawn, it will not be displayed on the **View Comments** screen. Click the **Close** button to return to the **Bid Tabulation Summary** screen.

**Figure 50: Example of Evaluation and Award Comments**
7. REVERSE AUCTIONS

A reverse auction is a type of auction in which the roles of buyer and seller are reversed. In an ordinary (or forward) auction, buyers compete to obtain goods or services by offering increasingly higher prices to the seller. In a reverse auction, sellers compete to obtain business from the buyer by decreasing their prices.

Reverse auctions in Quick Quote are indicated by a Yes in the Reverse Auction column in the CURRENT REQUEST LIST (Figure 51).

Figure 51: Reverse Auction in the Current Request List

You can bid on and monitor the progress of reverse auctions. View the reverse auction by clicking the link in the Request ID column; the REQUEST INFORMATION screen opens (Figure 52).
Click an item link in the **REQUEST ITEMS** section (A) to see the details for that item in a new browser window (Figure 53).
Use the Next and Previous buttons to move between item lines; click Close to close the window and return to the Request Information screen.

To participate in or monitor the auction, click the Join Auction link in the navigation bar or the Join Auction button (Figure 52). There are three sections on the Reverse Auction Monitoring screen (Figure 54).

**Request Information**: This section provides basic information about the Reverse Auction request and allows you to monitor the time remaining in the auction.
**Bid Monitoring:** This section lists your bid information, as well as the current low bid. Use the Refresh button to update Current Low Bid and Time Left. Click Create Bid to create a new bid. You do not have to create a bid to monitor an auction.

**Your Current Response Details:** This section displays your auction bid details.

**Creating a Reverse Auction Bid**

To create a bid for a reverse auction, click Create Bid (Figure 55).

**Figure 55: Creating a Reverse Auction Bid**

A table appears in the **Your Current Response Details** section where you can enter unit prices for each of the item lines (Figure 56).
Figure 56: Entering a Reverse Auction Response

You must:

A. Enter a response title.
B. Enter the unit price for each item.
C. Use the Add Attachments button to add attachments, as needed.
D. Review the Grand Total under My Draft Bid in the Bid Monitoring section; a value in My Draft Bid indicates that you have not yet submitted your bid.
E. Click the Submit Bid button to submit the bid.

In this example (Figure 56), the Current Low Bid field contains a value, indicating that at least one vendor has placed a bid. If this field is empty, no one has placed a bid.

If your bid has missing or incomplete information, it will not be submitted until all errors are resolved.

Tips for Bidding

Keep in mind the following tips when creating your reverse auction bid.

- Zero ($0) will be accepted as a valid Unit Price bid; however, your bid Grand Total cannot be zero ($0).
Never enter a Total Price in the Unit Price field; the line Total and bid Grand Total prices will be calculated for you.

View the Current Low Bid details for each item line to help you determine your item line bid price.

Monitor the Grand Total to see the value of your draft bid as it is being prepared.

Use the Cancel Bid button to cancel your draft bid. See Canceling a Draft Bid for more information about how to cancel a draft bid.

Auction bids are evaluated by Grand Total bid price and not by individual line items.

The Grand Total of your bid cannot be the same as the Current Low Bid.

Your bid cannot tie with your previous bid or any other bid in the auction.

Your bid does not have to beat another vendor’s bid to be accepted; however, your bid must beat the Current Low Bid Grand Total price to become the new Current Low Bid for the auction.

CANCELING A DRAFT BID

If you decide that you no longer want to submit the reverse auction bid you are working on, you can cancel the draft bid by clicking the Cancel Bid button (Figure 57).

Figure 57: Canceling a Draft Bid
A confirmation message is displayed (Figure 58).

**Figure 58: Cancel Bid Confirmation Message**

When you click **OK**, the draft bid is discarded. The previous **REVERSE AUCTION MONITORING** screen is displayed and the **My Draft Bid** field has been cleared (Figure 59). Click **Cancel** to return to the draft bid to continue working on it.

**Figure 59: Reverse Auction Monitoring Screen after Canceling a Draft Bid**

**MONITORING THE REVERSE AUCTION**

After you submit your bid, the grand total value appears in the **My Current Bid** field in the
**Bid Monitoring** section, with a message indicating your bid status in relation to the other bids that have been received (Figure 60). Table 14 contains a list of bid status messages.

**Figure 60: Bid Monitoring Screen after Placing a Bid**

Table 14: Bid Status Messages

<table>
<thead>
<tr>
<th>Bid Status</th>
<th>Displays When</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are currently the low bidder.</td>
<td>Your active bid is the current low bid for the reverse auction.</td>
</tr>
<tr>
<td>You are not currently the low bidder.</td>
<td>Your active bid is not the current low bid for the auction.</td>
</tr>
<tr>
<td>You are no longer the low bidder – A new low bid has been received.</td>
<td>Your active bid was the current low bid and a new low bid is submitted while you are monitoring the auction.</td>
</tr>
</tbody>
</table>

You can take the following actions after you submit a bid or to compete against a new low bid (Figure 60):

- **Refresh**: Refreshes the screen and updates the current low bid.
- **Change Your Bid**: Enables the fields in the My Current Bid Details column to allow you to update your bid pricing; you will need to resubmit your bid. Refer to the section **Changing your Bid** for more information.
- **Withdraw-Delete Bid**: Removes your current bid from the auction. Refer to the section **Withdrawing from the Auction** for more information.
As shown in Figure 61, when another vendor submits a bid that replaces your low bid, the screen refreshes and:

- Displays a message that a new low bid has been received.
- Updates the Current Low Bid information in the YOUR CURRENT RESPONSE DETAILS section.

Figure 61: Bid Monitoring Screen Showing a New Low Bid

Click Change Your Bid to create another bid if you want to compete against the new low bid.

**TIME LEFT**

The *Time Left* field tracks how much time is left in the auction and changes accordingly as described in Table 15.

<table>
<thead>
<tr>
<th>Time Left</th>
<th>Displays As</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 24 hours</td>
<td>Days</td>
<td>3 Days</td>
</tr>
<tr>
<td>Between 24 hours and 4 hours</td>
<td>Hours</td>
<td>8 Hours</td>
</tr>
<tr>
<td>Between 1 hour and 4 hours</td>
<td>Hours and minutes</td>
<td>3 Hours 15 Minutes</td>
</tr>
<tr>
<td>Less than 1 hour</td>
<td>Minutes and seconds</td>
<td>5 Minutes 10 Seconds</td>
</tr>
<tr>
<td>None</td>
<td>Auction Closed</td>
<td></td>
</tr>
</tbody>
</table>
You cannot update or submit bids after the Response Due Date has passed and the auction has closed.

**CHANGING YOUR BID**

As the auction progresses, you can choose to update your bid in order to remain competitive. Click the *Change Your Bid* button. The screen will change to enable the fields in the *Your Current Response Details* section. These fields will contain your prior bid information and can be changed.

Follow the same steps to update bid information as you did to create the bid. See *Creating a Reverse Auction Bid* for detailed information. Be sure to click *Submit Bid* after you have entered the new bid information and corrected any errors that have been flagged. Your existing bid will remain valid and the new bid will not be accepted until all errors have been corrected.

**REMEMBER:** When your changed bid submission is successful, your previous active bid is no longer valid.

**TIPS FOR CHANGING YOUR BID**

Keep in mind the following tips when changing your reverse auction bid.

- You may change any or all lines in your bid. If you change only the lines on which you were outbid, the bid pricing on lines that you did not change will remain valid.
- You can change your bid as often as needed until the auction closes.
- View *Time Left* to keep track of the amount of time remaining in the auction; when the Response Due Date is reached and the auction closes, bids can no longer be submitted.

**WITHDRAWING FROM THE AUCTION**

If you decide you no longer want to participate in the reverse auction, you can withdraw from it and delete your bid. Click the *Withdraw-Delete Bid* button (Figure 62).
Figure 62: Withdrawing from a Reverse Auction

The **Response Delete** confirmation screen appears (Figure 63).

**Figure 63: Response Delete Confirmation**

When you click **Submit**, your bid is withdrawn from the auction and deleted. The **Your Current Response Details** section is updated to show that you have not submitted a bid for the auction (Figure 64).
**IMPORTANT:** Previously submitted bids that are withdrawn cannot be reinstated after you withdraw from the auction.

Click **Cancel** on the **RESPONSE DELETE** screen to stop the withdraw action and return to the auction without withdrawing your bid (Figure 63). You will be returned to the bid monitoring screen; your active bid is displayed along with the updated current low bid information (Figure 65).
If you decide that you want to continue bidding in the auction after you withdraw, you can join the auction again by clicking the Create Bid button in the Bid Monitoring section (see Creating a Reverse Auction Bid and Figure 64).
8. eVA CUSTOMER CARE

If you have questions that are not answered in this guide, please contact eVA Customer Care. Email your questions and requests to eVA Customer Care at eVACustomerCare@dgs.virginia.gov.

For other questions, contact eVA Customer Care directly at the toll-free number, 866-289-7367.
APPENDIX A: VENDOR NOTIFICATIONS

This section provides examples of the notifications that vendors receive during the life of a Quick Quote request.

QUICK QUOTE REQUEST NOTIFICATION

Figure 66: Quick Quote Request Notification

![Quick Quote Request Notification](image)

From: noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]
Sent: Monday, August 04, 2014 5:01 PM
To: Lamb, Racka
Subject: New Quick Quote Request - Early Winter 2015 Knitting & Crochet Supplies

Alison Paca at the Virginia Information Technology Agency - E2E (A136) has publicly posted the following:

Quick Quote: QQ014810 - Early Winter 2015 Knitting & Crochet Supplies

Closing Date/Time: 01/09/2015 04:20 PM

<table>
<thead>
<tr>
<th>Line</th>
<th>Qty</th>
<th>UOM</th>
<th>Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>skein</td>
<td>Worstest weight wool yarn</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>each</td>
<td>Knitting Needles, circular, US8</td>
</tr>
</tbody>
</table>

Attachments: 1 document

Buyer: Alison Paca 555-555-5555 alison.paca@dgs.virginia.gov

View the full Quick Quote by either:

- Desktop Browser, eVA Mobile App or eVA Mobile Browser
- Logging into your eVA account ([www.eVA.virginia.gov](http://www.eVA.virginia.gov)).
  1. From your account, click the Quick Quote link.
  2. Click the Quick Quote ID in the Current Request List.


You received this notification because you have configured your eVA account to receive solicitation notifications for the commodity code(s) identified by the agency on this Quick Quote.

Please do not reply to this automated notification. If you have questions please contact us at (866) 289-7367 or eVACustomerCare@dgs.virginia.gov.

Thank you,

eVA Customer Care

-----DO NOT REPLY TO THIS NOTIFICATION -----
Figure 67: Reverse Auction Notification

From: noreturnUAT@dgs.virginia.gov (mailto:noreturnUAT@dgs.virginia.gov)
Sent: Tuesday, July 15, 2014 6:12 PM
To: Lamb, Zacka
Subject: New Quick Quote Request - Reverse Auction: Yarn Order

Alison Paca at the Virginia Information Technology Agency - E2E (A136) has publicly posted the following:

**Quick Quote Reverse Auction:** QQ014875 - Reverse Auction: Yarn Order

**Closing Date/Time:** 07/29/2014 08:00 PM

<table>
<thead>
<tr>
<th>Line</th>
<th>Qty</th>
<th>UOM</th>
<th>Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>200</td>
<td>skein</td>
<td>Worsted weight wool yarn</td>
</tr>
</tbody>
</table>

**Attachments:** 1 document

**Buyer:** Alison Paca  555-555-5555  alison.paca@dgs.virginia.gov

View the full Quick Quote by either:
- Clicking one of these links: Desktop Browser, eVA Mobile App or eVA Mobile Browser
- Logging into your eVA account (www.eVA.virginia.gov)
  1. From your account, click the Quick Quote link
  2. Click the Quick Quote ID in the Current Request List.


You received this notification because you have configured your eVA account to receive solicitation notifications for the commodity code(s) identified by the agency on this Quick Quote.

Please do not reply to this automated notification. If you have questions please contact us at (866) 289-7367 or eVACustomerCare@dgs.virginia.gov.

Thank you,
eVA Customer Care

-----DO NOT REPLY TO THIS NOTIFICATION -----
AMENDED QUICK QUOTE NOTIFICATION

The email in Figure 68 is sent to all vendors who appear on the notification list and who have not responded to the Quick Quote.

Figure 68: Amended Quick Quote Notification

<table>
<thead>
<tr>
<th>Line</th>
<th>Qty</th>
<th>UOM</th>
<th>Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>each</td>
<td>Handweaving Loom</td>
</tr>
</tbody>
</table>

Attachments: 2 documents

Buyer: Alison Paca  555-555-5555  alison.paca@dgs.virginia.gov

View the full Amended Quick Quote by either:

- Desktop Browser, eVA Mobile App
- eVA Mobile Browser

Logging into your eVA account (www.eVA.virginia.gov).
1. From your account, click the Quick Quote link.
2. Click the Quick Quote ID in the Current Request List.


You received this notification because you have configured your eVA account to receive solicitation notifications for the commodity code(s) identified by the agency on this Quick Quote.

Please do not reply to this automated notification. If you have questions please contact us at (866) 289-7367 or eVACustomerCare@dgs.virginia.gov.

Thank you,
eVA Customer Care

-----DO NOT REPLY TO THIS NOTIFICATION -----
AMENDED QUICK QUOTE NOTIFICATION—NEW RESPONSES NOT REQUIRED

The email in Figure 69 is sent to all vendors who responded to a Quick Quote request before it was amended. If you receive this email, it is because an amendment was issued that does not require a new response. Review the changes to the request to ensure that you do not need submit a new response or update your current response.

Figure 69: Amended Quick Quote Notification (New Responses Not Required) Sent to Responding Vendors

The email in Figure 69 is sent to all vendors who responded to a Quick Quote request before it was amended. If you receive this email, it is because an amendment was issued that does not require a new response. Review the changes to the request to ensure that you do not need submit a new response or update your current response.

<table>
<thead>
<tr>
<th>Line</th>
<th>Qty</th>
<th>UOM</th>
<th>Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>skein</td>
<td>Worsted weight wool yarn</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>each</td>
<td>Knitting Needles, circular, US8</td>
</tr>
</tbody>
</table>

**New Responses may not be required:** It is important to review the summary of changes below and review your existing responses to determine whether you need to revise and resubmit your current response. **PLEASE NOTE:** The status of any responses you have submitted has not changed due to this amendment. Please log-in and review the status of any responses you have submitted.

Alison Paca at the Virginia Information Technology Agency - E2E (A136) has amended/changed the following:

**Quick Quote:** QQ014810 - Version 2 - Early Winter 2015 Knitting & Crochet Supplies

**Closing Date/Time:** 01/09/2015 04:20 PM

**Attachments:** 1 document

**Buyer:** Alison Paca  555-555-5555  alison.paca@dgs.virginia.gov

View the full Amended Quick Quote by either:

- Clicking one of these links: Desktop Browser, eVA Mobile App or eVA Mobile Browser
- Logging into your eVA account (www.eVA.virginia.gov):
  1. From your account, click the Quick Quote link
  2. Click the Quick Quote ID in the Current Request List


You received this notification because you have configured your eVA account to receive solicitation notifications for the commodity code(s) identified by the agency on this Quick Quote.

Please do not reply to this automated notification. If you have questions please contact us at (866) 289-7367 or eVACustomerCare@dgs.virginia.gov.

Thank you,
eVA Customer Care

-----DO NOT REPLY TO THIS NOTIFICATION-----
AMENDED QUICK QUOTE NOTIFICATION—NEW RESPONSES REQUIRED

The email in Figure 70 is sent to all vendors who responded to a Quick Quote request before it was amended. If you receive this email, it is because an amendment was issued that requires a new response. You must submit a new response or update your current response in order for your bid to be considered.

Figure 70: Amended Quick Quote Notification (New Responses Required)

From: noreturnUAT@dgs.virginia.gov  [mailto: noreturnUAT@dgs.virginia.gov]
Sent: Wednesday, January 22, 2014 11:59 AM
To: Lamb, Racks
Subject: Amended Quick Quote Request - Knitting Supplies--Winter 2014

NEW RESPONSES REQUIRED: Your previous response is NO LONGER VALID. You must either edit and resubmit your previous response or submit a new response to be considered for this Quick Quote.

Alison Paca at the Virginia Information Technology Agency - E2E (A136) has amended/changed the following:

Quick Quote: QQ014378 - Version 3 - Knitting Supplies--Winter 2014

Closing Date/Time: 02/28/2014 05:00 PM

<table>
<thead>
<tr>
<th>Line</th>
<th>Qty</th>
<th>UOM</th>
<th>Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100</td>
<td>skin</td>
<td>Yarn</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td>each</td>
<td>Knitting needles</td>
</tr>
<tr>
<td>3</td>
<td>100</td>
<td>packet</td>
<td>Stitch markers</td>
</tr>
</tbody>
</table>

Attachments: 1 document

Buyer: Alison Paca  555-555-5555  alison.paca@dgs.virginia.gov

View the full Amended Quick Quote by either:

- Clicking one of these links:
  - Desktop Browser, eVA Mobile App or eVA Mobile Browser
  - Logging into your eVA account (www.eVA.virginia.gov)
    - 1. From your account, click the Quick Quote link.
    - 2. Click the Quick Quote ID in the Current Request List.


You received this notification because you have configured your eVA account to receive solicitation notifications for the commodity code(s) identified by the agency on this Quick Quote.

Please do not reply to this automated notification. If you have questions please contact us at (866) 289-7367 or eVACustomerCare@dgs.virginia.gov.

Thank you,

eVA Customer Care

-----DO NOT REPLY TO THIS NOTIFICATION-----
ELECTRONIC RESPONSE RECEIVED NOTIFICATION

Figure 71: Electronic Response Received Notification

From: racka.lamb@ouessant2.com [mailto: racka.lamb@ouessant2.com]
Sent: Tuesday, July 15, 2014 5:37 PM
To: Lamb, Racka
Subject: Your new/revised Quick Quote Response has been received for request QQ014812 - Version 2 - Occupational Therapy Supplies

-----DO NOT REPLY TO THIS NOTIFICATION-----

Your online response for Quick Quote QQ014812 - Version 2 - Occupational Therapy Supplies has been received.

Important - this Quick Quote may be amended/changed prior to the close date/time. It is your responsibility to monitor for changes and, if necessary, revise or resubmit your response. Amendments that require new responses will invalidate this response and a new response must be submitted prior to the close date/time.

To view your response, access the Quick Quote by either:

| Clicking one of these links: Desktop Browser, eVA Mobile App or eVA Mobile Browser |
| Logging into your eVA account (http://www.eva.virginia.gov) |
| 1. In your account, click on 'Go to Quick Quote'. |
| 2. Click the Quick Quote ID in the Current Request List. |
| 3. Under 'Current Responses', click the Response ID. |


Please do not reply to this automated notification. If you have questions please contact us at (866) 289-7367 or eVACustomerCare@dgs.virginia.gov

Thank you,
eVA Customer Care

-----DO NOT REPLY TO THIS NOTIFICATION-----
Figure 72: Paper Response Entered Notification

From: racka.lamb@ouessant2.com
Sent: Tuesday, July 15, 2014 5:52 PM
To: Lamb, Racka
Subject: Your new/revised Quick Quote Response has been entered on your behalf for QQ014812 - Occupational Therapy Supplies

-----DO NOT REPLY TO THIS NOTIFICATION-----

The new or revised response that you submitted to Alison Paca at the Virginia Information Technology Agency - E2E (A136) for Quick Quote QQ014812 - Occupational Therapy Supplies has been entered on your behalf into eVA, the Commonwealth of Virginia’s eProcurement system.

Important - this Quick Quote may be amended/changed prior to the close date/time. It is your responsibility to monitor for changes and, if necessary, revise or resubmit your response. Amendments that require new responses will invalidate this response and a new response must be submitted prior to the close date/time.

To view your response, access the Quick Quote by either:

- Clicking one of these links:
  - Desktop Browser, eVA Mobile App or eVA Mobile Browser
- Logging into your eVA account (http://www.eva.virginia.gov):
  1. In your account, click on 'Go to Quick Quote'.
  2. Click the Quick Quote ID in the Current Request List.
  3. Under 'Current Responses', click the Response ID.


Please do not reply to this automated notification. If you have questions please contact us at (866) 289-7367 or eVACustomerCare@dgs.virginia.gov

Thank you,
eVA Customer Care

-----DO NOT REPLY TO THIS NOTIFICATION-----
CANCELED REQUEST NOTIFICATION

Figure 73: Canceled Request Notification

From: Alison Paca [mailto:monoreturnUAT@dgs.virginia.gov]
Sent: Tuesday, July 15, 2014 5:57 PM
To: Lamb, Racka
Subject: Cancelled eVA Quick Quote Request - Occupational Therapy Supplies

***This is NOT a new Quick Quote Request***

Dear Racka Lamb of Gueissant 2,

The eVA Quick Quote EVA001_QQ014812-V2 titled "Occupational Therapy Supplies" has been cancelled by the Buyer. If you have any questions, please contact the Buyer directly.

If you need help with Quick Quote, please contact eVA Customer Care at (866) 289-7367 or by email at eVACustomerCare@dgs.virginia.gov.

Email sent to: racka.lamb@gueissant2.com
BID TABULATION PUBLISHED NOTIFICATION

**Figure 74: Bid Tab Published Notification**

From: noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]
Sent: Tuesday, July 15, 2014 6:17 PM
To: Lamb, Radda
Subject: A Quick Quote Bid Tabulation has been posted

***THIS IS NOT A NEW QQ REQUEST***

The Bid tabulation for the following Quick Quote Request has been posted.

**Occupational Therapy Supplies**

Request ID: EVA001_QQ014853
Close Date/Time: 07/10/2014 05:30 PM
Service Area: Statewide

To see the Bid Tabulation information, use one of the Quick Quote links provided below to access the QQ Request details and view Bid Tabulation section.

To view the Bid Tabulation:

2. Click the Solicitations & Awards (VBO) link.
3. Click the Quick Quotes tab.
4. Enter the Quick Quote number referenced above in the Keyword Search field and click the Go button.
5. Click the Details button and then click the Bid Tabulation tab.


Please do not reply to this automated notification. If you have questions please contact us at (866) 289-7567 or evACustomerCare@dgs.virginia.gov

Thank you,
eVA Customer Care

-----DO NOT REPLY TO THIS NOTIFICATION -----
APPENDIX B: HOW TO REGISTER

To register, go to https://eva.virginia.gov and click the Register link to go to the eVA REGISTRATION screen (Figure 75 and Figure 76).

Figure 75: eVA Home Page

The eVA Registration screen has links to information that you will need for the registration process. After you have gathered the information you need, click the New to eVA—Register link (Figure 76).
The Vendor Self Service **SEARCH FOR YOUR COMPANY LOCATION** screen opens in a new browser window (Figure 77).
Search for your company’s name to ensure that it is not already registered. If no match is found, click the **New Registration** button (**Figure 77**) and follow the subsequent instructions to complete the registration for your company.