

# QUICK QUOTE

## VENDOR USER GUIDE

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**Version 8**

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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 1: Typographical Conventions Employed in This Guide**

Item	Convention	Example
Screen Titles	Small caps, bold print	<b>CURRENT REQUEST LIST</b> screen <b>DASHBOARD</b>
Field Names	Initial caps, bold print	<b>Response Title</b> field <b>Description</b>
Control Labels	Initial caps, bold print	<b>Met Specs?</b> radio button <b>Do you wish to respond to Item 1?</b> pick list
Flag or indicator setting	Initial caps, italic print	If the flag is set to <i>Yes</i> , then ...
Parameter value		When set to <i>Statement</i> , ...
Phase or Status		A request in <i>Issued</i> status
Menu Item or Command		Select <i>Create New Response</i> in the Navigation bar.
Buttons	Initial caps, bold print	<b>Submit</b> button <b>Save</b>



## DOCUMENT OVERVIEW

Item	Convention	Example
Links	<p>Links that are active in this document appear in blue text. Position the cursor over the link to see a screen tip.</p> <p>Links that are active in the application but are not active in this document are underlined.</p>	<p><a href="http://eva.virginia.gov/">http://eva.virginia.gov/</a></p> <p>The <u>Requisition</u> link will ...</p>
Cross-references	<p>There are two types of cross references in this document. Both types are linked to the object or section to which they refer.</p> <p>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.</p> <p>Cross-references to text appear in blue print and are underlined for easy identification.</p>	<p>See <b>Figure 1</b>.</p> <p>See <a href="#">Accessing Quick Quote</a> for more information.</p>



## 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).

## ACCESSING QUICK QUOTE

Figure 1: eVA Home Page

Virginia.gov Agencies | Governor Search Virginia.Gov

Announcing the Xcelerator Awards: Recognizing the Power of Procurement Apply Here

**eVA** Virginia's eProcurement Portal

DEPARTMENT OF GENERAL SERVICES

f t

BUY FOR VIRGINIA | SELL TO VIRGINIA | TRANSPARENCY | CUSTOMER CARE | BILLING

Username Password Buyer Login Vendor Login Login Help Register

Welcome to eVA

Envisioning the Future of Procurement...  
Delivering it today...for everyone!

You can make eVA run more efficient by adjusting your [Browser Settings](#) eVA Customer Care 1-866-289-7367  
eVACustomerCare@dgs.virginia.gov

▼ 4,772,474 Orders ▼ \$45 Billion Spent

▼ 245 Agencies ▼ 595 Localities 13,700 Users ▼ 88,172 Vendors ▼ 983 Catalogs

Popular Features

- Open Construction Solicitations
- Awarded Construction Solicitations

State Contracts

**Solicitations Quick Quote & Awards**

Future Procurements

Procurement Transparency Public Reports

Small, Woman & Minority Owned

**APP CENTER**

Real-time access to business opportunities

eVA 4BUSINESS

eVA Approvers and Watchers have real-time access to requisitions

eVA 4APPROVERS

Download

**Local Government Buyers**

Harness the power of eProcurement. See what eVA can do for you!

Learn More

**Vendor Training**

Small Business Development Center (SBDC)  
Springfield  
August 15th  
Springfield, VA

CAPA 2014 Fall Conference  
September 12th  
Richmond, VA

Small Business Development Center (SBDC)  
University of Mary Washington  
September 16th  
Fredericksburg, VA [See All Events](#)

**Info Center**

- eVA Overview
- eVA Newsletters
- eVA Awards
- eVA Outreach
- eVA Vendors
- eVA Facts

**Contact Us**

- DPS Contact Directory
- eVA Customer Care

**Web Browser Support**

- Support and Configuration

**Resources**

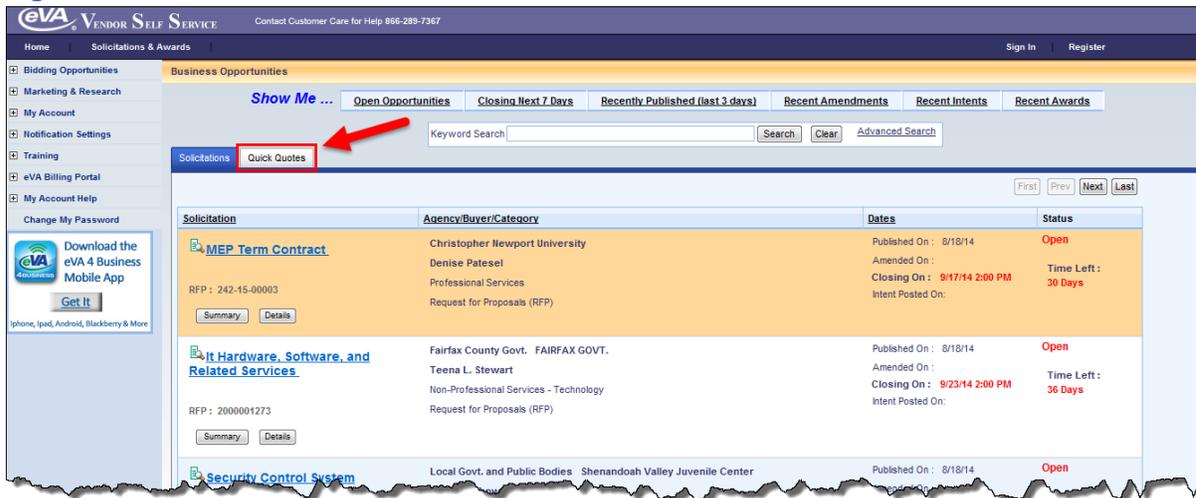
- Div. of Purchases and Supply
- Virginia Institute of Procurement
- Public Procurement Forum
- Ariba Supplier Network
- Virginia Information Technologies Agency
- Dept. of Small Business and Supplier Diversity

**Resources**

- NIGP Code Lookup
- eVA Browser Optimizer
- Privacy Statement
- FOIA
- UAT Training
- Mobile APP Center

The **VENDOR SELF SERVICE** screen appears. Click the **Quick Quotes** tab (Figure 2).

**Figure 2: Vendor Self Service Screen**



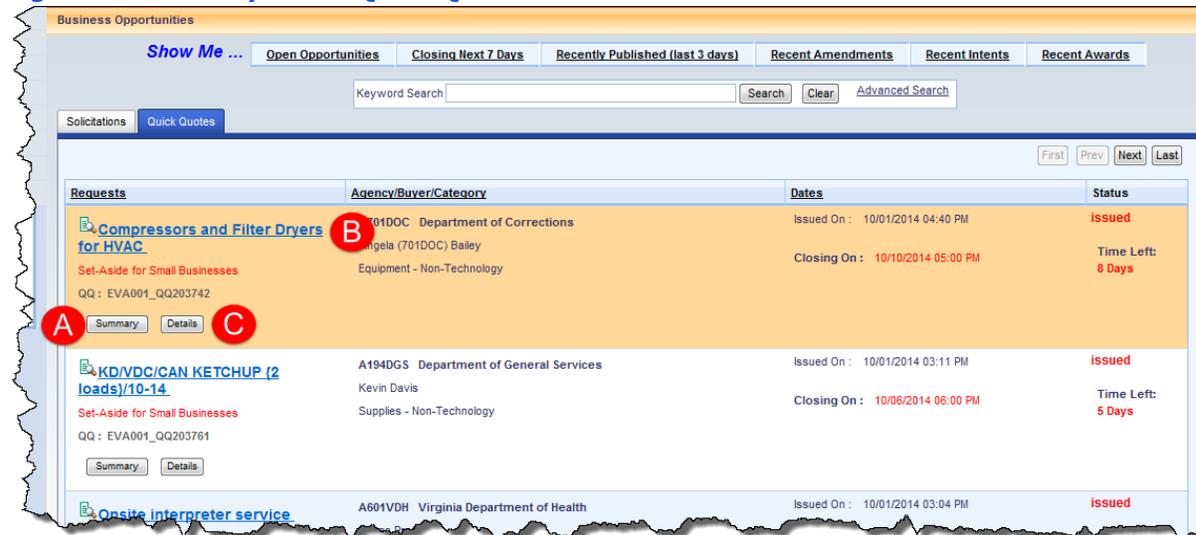
The list of Quick Quote requests is sorted by the **Published On** date, in descending order.

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

- A** Summary button
- B** Request description link
- C** Details button

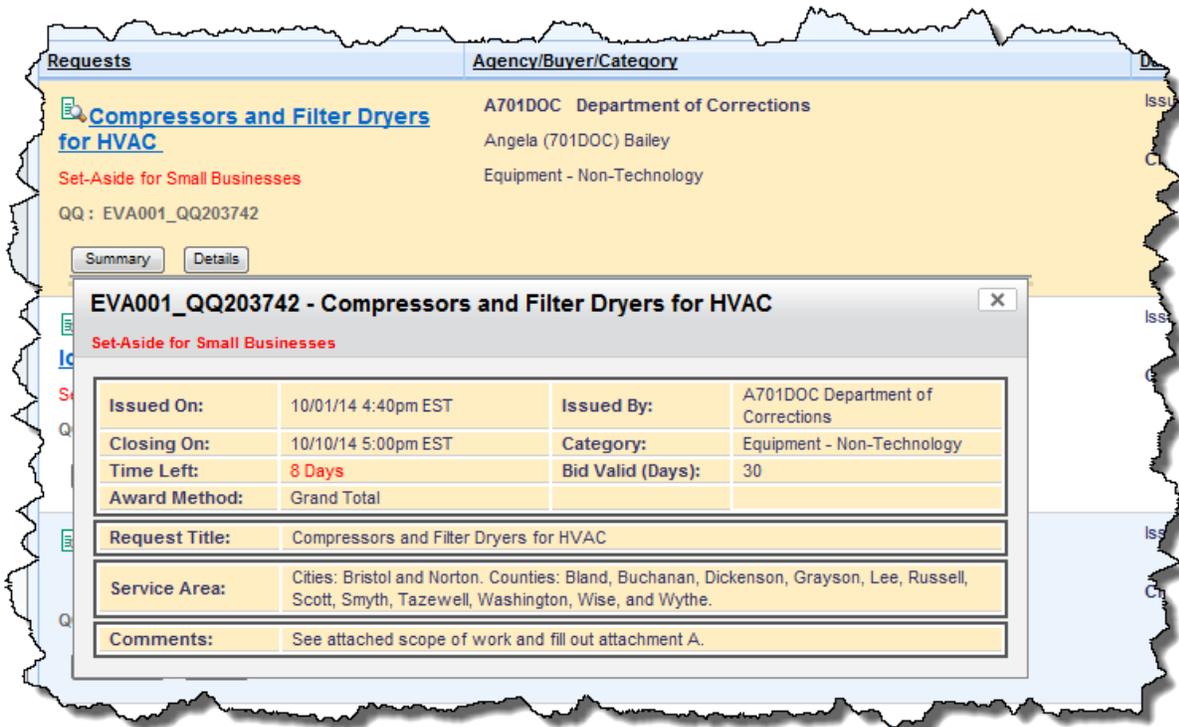
Each of these methods are discussed below.

**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**

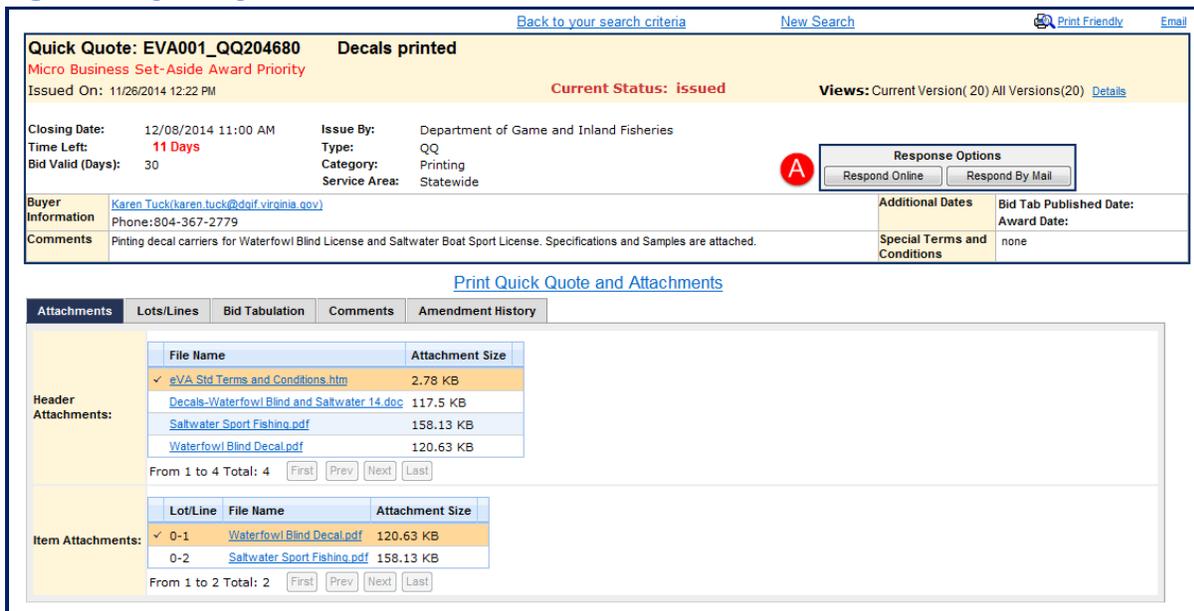


Table 2 describes each of the tabs on the **DETAILS** screen.

**Table 2: Quick Quote Tabs**

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

Click either the **Respond Online** or **Respond By Mail** buttons (Figure 5 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**

Link	Action
Desktop Browser	<ul style="list-style-type: none"> <li>• Opens the Quick Quote details page (Figure 5) in VSS.</li> <li>• Click <b>Respond Online</b> if you want to respond to the Quick Quote electronically.</li> <li>• If you are not yet a registered vendor, click <b>Respond by Mail</b> to complete a paper response.</li> </ul>
eVA Mobile App	<ul style="list-style-type: none"> <li>• Opens the request in the eVA 4 Business browser.</li> <li>• You can view the request or add it to your watch list (after you log on).</li> </ul>
eVA Mobile Browser	<ul style="list-style-type: none"> <li>• Opens the request in the eVA 4 Business browser.</li> <li>• You can view the request or add it to your watch list (after you log on).</li> </ul>

 **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).

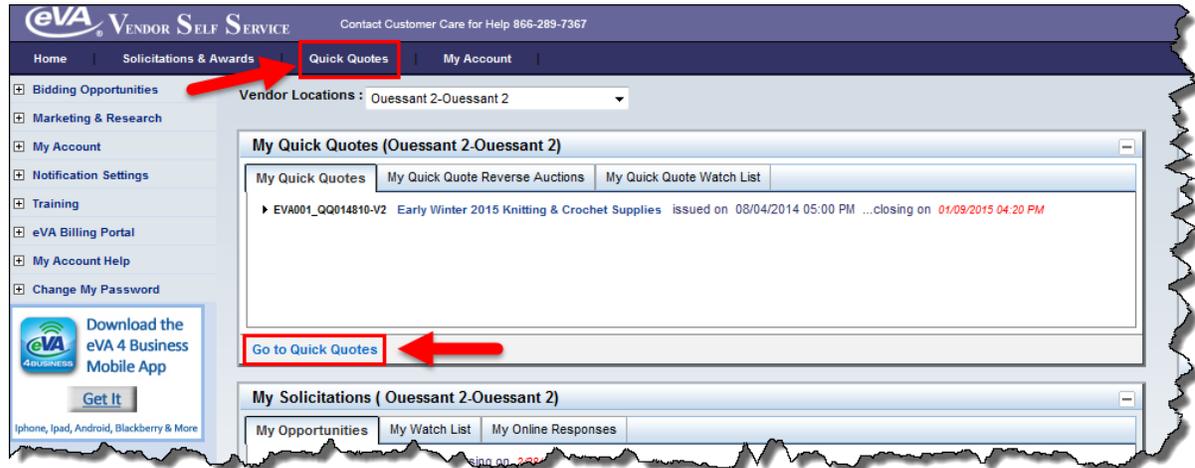
**Figure 6: Vendor Login on the eVA Home Page**



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.

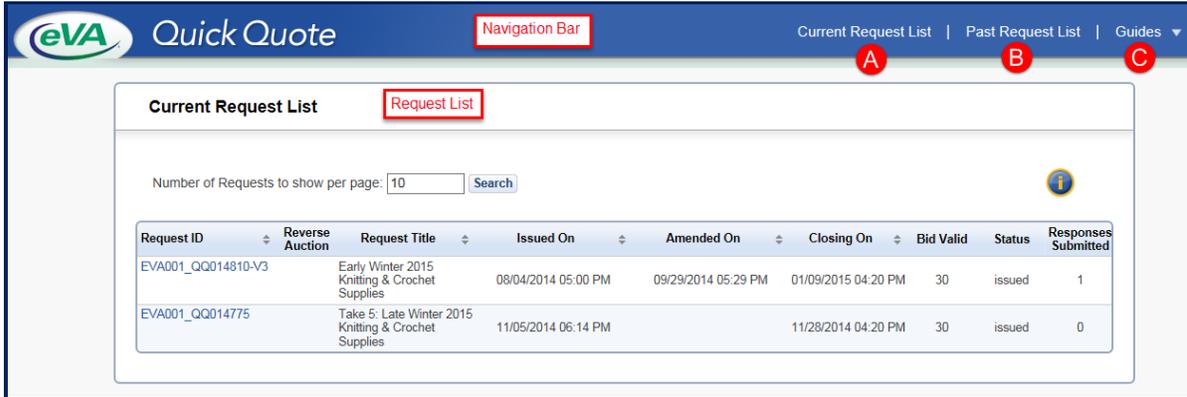
For instructions about how to register with eVA, see Appendix B: How to Register.



### 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**



### 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**



### 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.

**Figure 10: Sortable Headings**

**Past Request List**

Number of Requests to show per page:

Request ID	Reverse Auction	Request Title	Issued On	Amended On	Closing On	Bid Valid	Status	Responses Submitted
EVA001_QQ015073	Yes	Reverse Auction #3 for Basic Knitting Supplies (Winter)	11/26/2014 02:00 PM		11/28/2014 05:00 PM	30	closed	1
EVA001_QQ015043	Yes	Reverse Auction for Basic Knitting Supplies (Winter)	10/01/2014 12:12 PM		10/03/2014 05:00 PM	30	contact buyer	1
EVA001_QQ015041		Christmas Knitting Supplies	09/29/2014 06:07 PM		10/15/2014 05:00 AM	30	contact buyer	0
EVA001_QQ015029	Yes	Reverse Auction for Basic Knitting Supplies (Winter)	09/10/2014 03:55 PM		09/15/2014 05:00 PM	30	contact buyer	0
EVA001_QQ015014		Requested: Early Fall 2014 Knitting & Crochet Supplies	08/29/2014 02:52 PM		08/29/2014 03:55 PM	30	contact buyer	0
EVA001_QQ014992	Yes	Reverse Auction for Basic Knitting Supplies	08/20/2014 12:31 PM		08/29/2014 05:00 PM	30	contact buyer	1
EVA001_QQ014989-V2		Basic Knitting Supplies	08/20/2014 12:19 PM	08/22/2014 04:28 PM	08/29/2014 05:00 PM	30	awarded	1

- A** 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**).
- B** 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.
- C** Click the **Information** icon to see additional information for the request lists (**Figure 11**).
- D** 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.

[CLOSE](#)

### 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**

Request ID	Reverse Auction	Request Title	Issued On	Amended On	Closing On	Bid Valid	Status	Responses Submitted
EVA001_QQ014992	Yes	Reverse Auction for Basic Knitting Supplies	08/20/2014 12:31 PM		08/29/2014 05:00 PM	30	issued	0
EVA001_QQ014989		Basic Knitting Supplies	08/20/2014 12:19 PM		08/26/2014 05:00 PM	30	issued	0
EVA001_QQ014811		Yarn Order	08/20/2014 12:22 PM		09/02/2014 08:00 PM	30	issued	0
EVA001_QQ014810-V2		Early Winter 2015 Knitting & Crochet Supplies	08/04/2014 05:00 PM	08/04/2014 05:21 PM	01/09/2015 04:20 PM	30	issued	1
EVA001_QQ014768		Take 4: Early Winter 2014 Knitting & Crochet Supplies	08/20/2014 02:17 PM		09/30/2014 04:20 PM	30	canceled	0

Table 4 lists each column heading and its definition.

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

Column Heading	Definition
Request ID	Includes a link to the request details and your responses.
Reverse Auction	Yes indicates the request is a Reverse Auction.
Request Title	The buyer-provided description of the Quick Quote request.
Issued On	The date and time (EDT/EST) the buyer issued the request.
Amended On	The date and time (EDT/EST) the buyer issued the request amendment.
Closing On	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.
Bid Valid	The number of days that your prices must be valid; this value is set by the buyer.
Status	The current status of the request (see Table 5).
Responses Submitted	Shows the count of active responses that have been submitted by all contacts from your company; the initial value is 0.



Table 5 lists the statuses for requests on the **CURRENT REQUEST LIST**.

**Table 5: Current Request List Statuses**

Status	Definition
issued	The request has been issued and the <b>Closing On</b> date and time has not passed. You can respond to requests in this status.
canceled	The previously issued request was canceled by the buyer and the <b>Closing On</b> date and time has not yet passed. You cannot respond to requests in this status.

### 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									
Number of Requests to show per page: <input type="text" value="10"/> <input type="button" value="Search"/> 									
Request ID	Reverse Auction	Request Title	Issued On	Amended On	Closing On	Bid Valid	Status	Responses Submitted	
<a href="#">EVA001_QQ014810-V3</a>		Early Winter 2015 Knitting & Crochet Supplies	08/04/2014 05:00 PM	09/29/2014 05:29 PM	01/09/2015 04:20 PM	30	issued	1	
<a href="#">EVA001_QQ014775</a>		Take 5: Late Winter 2015 Knitting & Crochet Supplies	11/05/2014 06:14 PM		11/28/2014 04:20 PM	30	issued	1	

### REQUEST INFORMATION SCREEN

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

**Figure 14: Request Information Screen**

**A** Create New Response | Current Request List | Past Request List | Guides ▾

**B** EVA001\_QQ014810-V2 - Early Winter 2015 Knitting & Crochet Supplies

**C** Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E				
Buyer Name:	Alison Paca				
Buyer Phone #:	555-555-5555				
Buyer Email:	teri.simonds@cgi.com				
Request ID:	EVA001_QQ014810-V2				
Request Title:	Early Winter 2015 Knitting & Crochet Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	issued				
Issued On:	08/04/2014 05:00 PM				
Amended On:	08/04/2014 05:21 PM				
Closing On:	01/09/2015 04:20 PM				
Bid Valid (Days):	30				
Service Area:	10 <a href="#">View Service Area Map</a> <a href="#">View Service Area Table</a>				
Award Method:	Line				
Comments:	All goods and materials should be natural (i.e., no acrylic yarn)				
Special Terms and Conditions:	none				
Attachments:	<table border="1"> <tr><th>Attached Files</th><th>Proprietary and Confidential</th></tr> <tr><td><a href="#">eVA Std Terms and Conditions.htm</a></td><td>No</td></tr> </table>	Attached Files	Proprietary and Confidential	<a href="#">eVA Std Terms and Conditions.htm</a>	No
Attached Files	Proprietary and Confidential				
<a href="#">eVA Std Terms and Conditions.htm</a>	No				

**D** Request Items

Item 1, Worsted weight wool yarn
Item 2, Knitting Needles, circular, US8

**E** Responses

Current Responses

Active EVA001_QQ014810_RESP_1	<a href="#">Update Response</a>	<a href="#">Delete</a>
-------------------------------	---------------------------------	------------------------

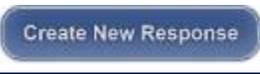
**F** Amendment History

Version	Date	Description
2	08/04/2014 05:21 PM	<a href="#">Header</a>

▲ Top [Cancel](#)

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

**Table 6: Request Information Screen Fields**

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

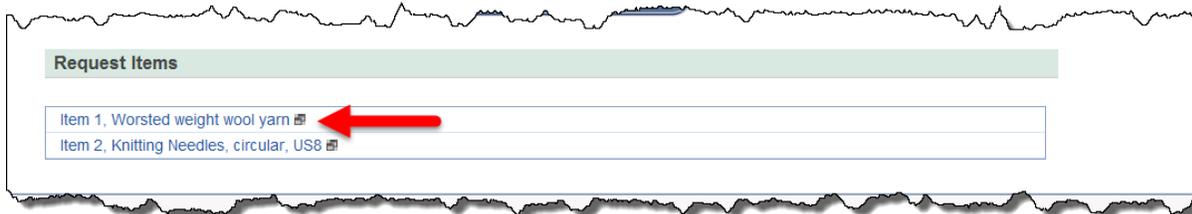
## VIEWING A QUICK QUOTE REQUEST

Field	Description
Attachments	Click the attachment link to view and save the attachment to your computer. Your computer must have the software to view the attachments, such as Adobe Acrobat Reader, a word processor (Microsoft Word), or a spreadsheet application (Microsoft Excel).
<b>D Request Items</b>	
Request Items	The list of items the buyer has requested. A separate link is provided for each line item of the request; includes the item number and the item description.
<b>E Responses</b>	
Status and response link	Contains the responses, including paper responses that you have submitted for the request. Status values are <i>Active</i> and <i>Inactive</i> . Click the <b>Update Response</b> button to change the response. Click <b>Delete</b> to delete the response.
<b>F Amendment History</b>	
Version, Date, and Description	Contains the version number of the amendment, and the date the request was amended. Click a link in the <b>Description</b> column to view the details of the change.

## 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).

**Figure 16: Request Item Screen**

**Request Item - 1**

Request ID:	EVA001_QQ014810-V2
Item ID:	1
Item Description:	Worsted weight wool yarn
Vendor Part Num:	none
Brand Name:	none
Quantity:	10
Unit of Measure:	sw
UOM Description:	skein
NIGP Code:	59088
NIGP Code Description:	Yarn, Knitting
Need By Date:	02/02/2015
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Comments:	none
Special Terms and Conditions:	none
Attachments:	NO ATTACHMENTS

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**

Field	Description
Request ID	The Quick Quote ID number of the request to which the item belongs.
Item ID	The sequential number of the item. Each line is automatically numbered.
Item Description	The buyer-entered description of the product to be purchased.
Vendor Part Num	The part number of the item requested.
Brand Name	The brand name of the item requested.
Quantity	The amount or sum of the item needed.
Unit of Measure	The unit of measure of the item requested.
UOM Description	The long description of the unit of measure.
NIGP Code	The commodity code used to classify the item.
NIGP Code Description	The standard NIGP description associated with the selected NIGP Code.
Need By Date	The date by which the buyer wants to receive the item.
Ship To	The address to which the item will be shipped.
Comments	Additional information provided by the buyer for the line item requirements.
Special Terms and Conditions	Any special terms and conditions specified by the buyer for this particular item.

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

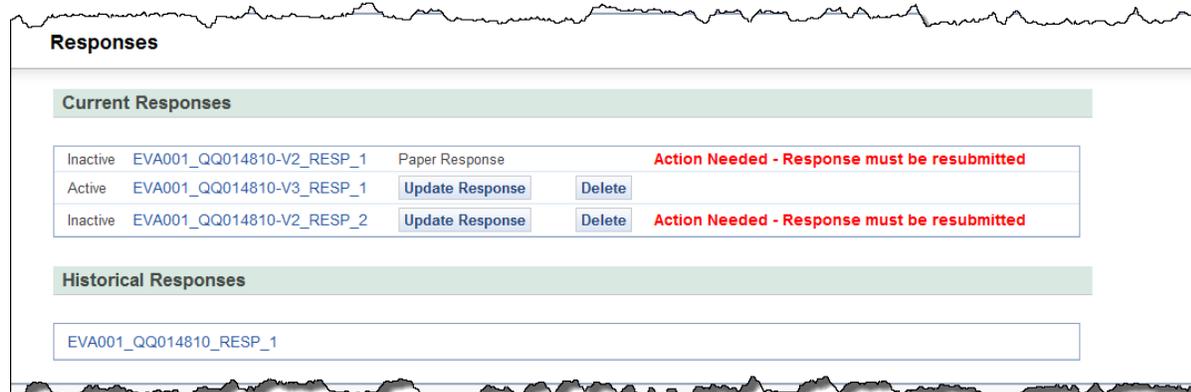


Table 8: Responses Pane Fields

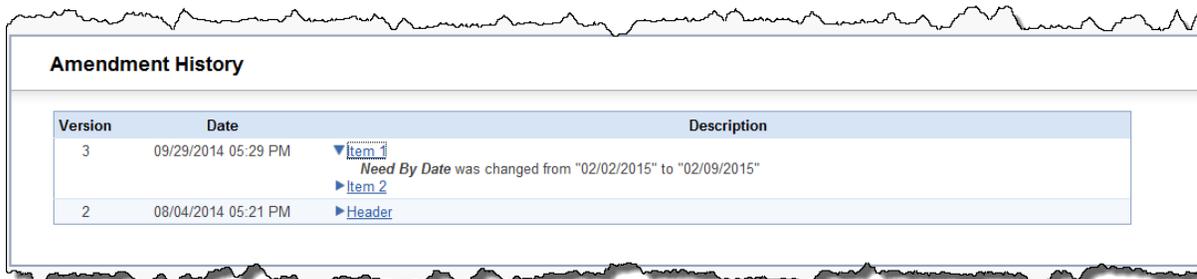
Column	Description
<b>Current Responses</b>	
Status	<ul style="list-style-type: none"> <li>The status of the response.</li> <li>Values are:                             <ul style="list-style-type: none"> <li><i>Active</i>: A current valid response.</li> <li><i>Inactive</i>: A response that is no longer valid because the buyer issued an amendment to the Quick Quote Request that requires you to submit a new response.</li> </ul> </li> </ul>
Response ID	<ul style="list-style-type: none"> <li>The ID number of the response. Each response is automatically numbered.</li> </ul>
Response Type	<ul style="list-style-type: none"> <li>The buttons <b>Update Response</b> and <b>Delete</b> indicate that this response is an electronic response.</li> <li>The value <i>Paper Response</i> indicates that the response was mailed or faxed to the buyer and was entered in Quick Quote by the buyer on your behalf.</li> </ul>
Action Needed	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Historical Responses</b>	
Response ID	<ul style="list-style-type: none"> <li>A link to a previous response version; click to view the response details.</li> </ul>

 **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**



Version	Date	Description
3	09/29/2014 05:29 PM	<ul style="list-style-type: none"> <li>▼ <a href="#">Item 1</a></li> <li>    Need By Date was changed from "02/02/2015" to "02/09/2015"</li> <li>▶ <a href="#">Item 2</a></li> </ul>
2	08/04/2014 05:21 PM	▶ <a href="#">Header</a>

Table 9 describes the information in the **AMENDMENT HISTORY** pane.

**Table 9: Amendment History Pane Fields**

Column	Description
Version	<ul style="list-style-type: none"> <li>• The version number of the amended request.</li> </ul>
Date	<ul style="list-style-type: none"> <li>• The date and time the buyer amended the request.</li> </ul>
Description	<ul style="list-style-type: none"> <li>• The section of the request that was changed.</li> <li>• Click the link to see the details of the change.</li> </ul>



## 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

Request Header					
Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E				
Buyer Name:	Alison Paca				
Buyer Phone #:	555-555-5555				
Buyer Email:	teri.simonds@cgi.com				
Request ID:	EVA001_QQ014989				
Request Title:	Basic Knitting Supplies				
Set Aside:	n/a				
Category:	Equipment - Non-Technology				
Status:	issued				
Issued On:	08/20/2014 12:19 PM				
Amended On:					
Closing On:	08/26/2014 05:00 PM				
Bid Valid (Days):	30				
Service Area:	10 <a href="#">View Service Area Map</a> <a href="#">View Service Area Table</a>				
Award Method:	Line				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1"><thead><tr><th>Attached Files</th><th>Proprietary and Confidential</th></tr></thead><tbody><tr><td><a href="#">eVA Std Terms and Conditions.htm</a></td><td>No</td></tr></tbody></table>	Attached Files	Proprietary and Confidential	<a href="#">eVA Std Terms and Conditions.htm</a>	No
Attached Files	Proprietary and Confidential				
<a href="#">eVA Std Terms and Conditions.htm</a>	No				

**Create New Response**

Request Items
Item 1, Yarn

**Responses**

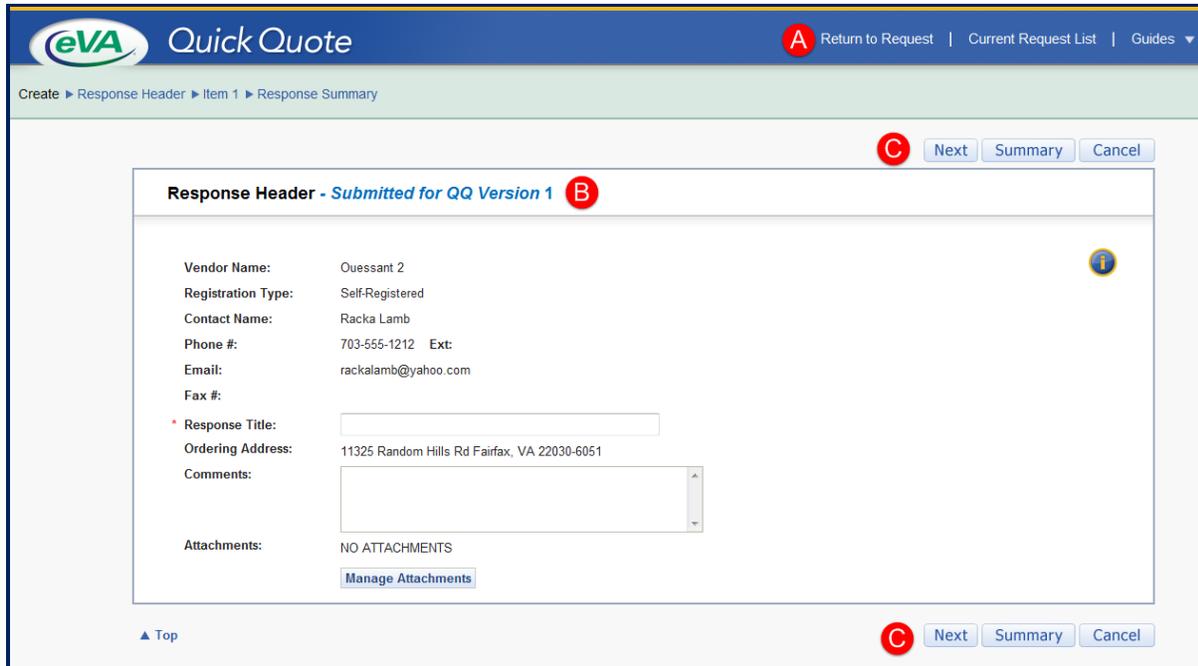
You have not submitted any responses to this request.

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**

Create > Response Header > Item 1 > Response Summary

Next Summary Cancel

**Response Header - Submitted for QQ Version 1**

Vendor Name: Ouessant 2

Registration Type: Self-Registered

Contact Name: Racka Lamb

Phone #: 703-555-1212 Ext:

Email: rackalamb@yahoo.com

Fax #:

\* Response Title:

Ordering Address: 11325 Random Hills Rd Fairfax, VA 22030-6051

Comments:

Attachments: NO ATTACHMENTS

[Manage Attachments](#)

▲ Top

Next Summary Cancel



**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.

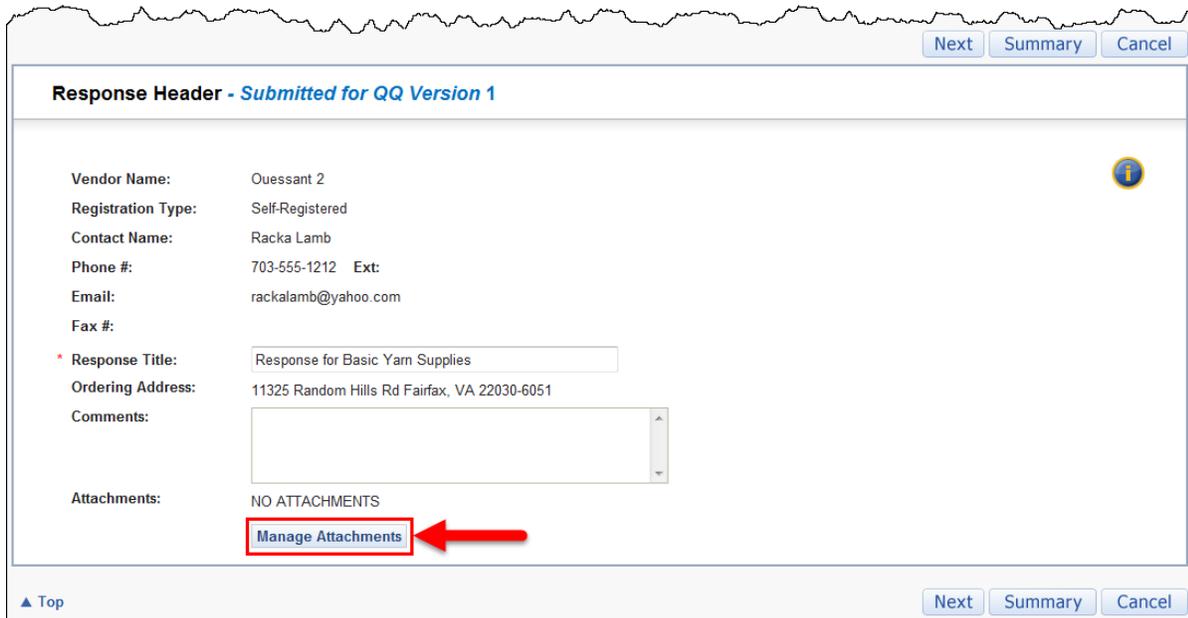
**Table 10: Response Header Fields**

Field	Required?	Description
Response Title	Required	Enter a title for your response; the title should accurately describe the response.
Comments	Optional	Enter any comments you want displayed with the response header.
Attachments	Optional	List of attachments that you have added to the response.

### ADDING AN ATTACHMENT

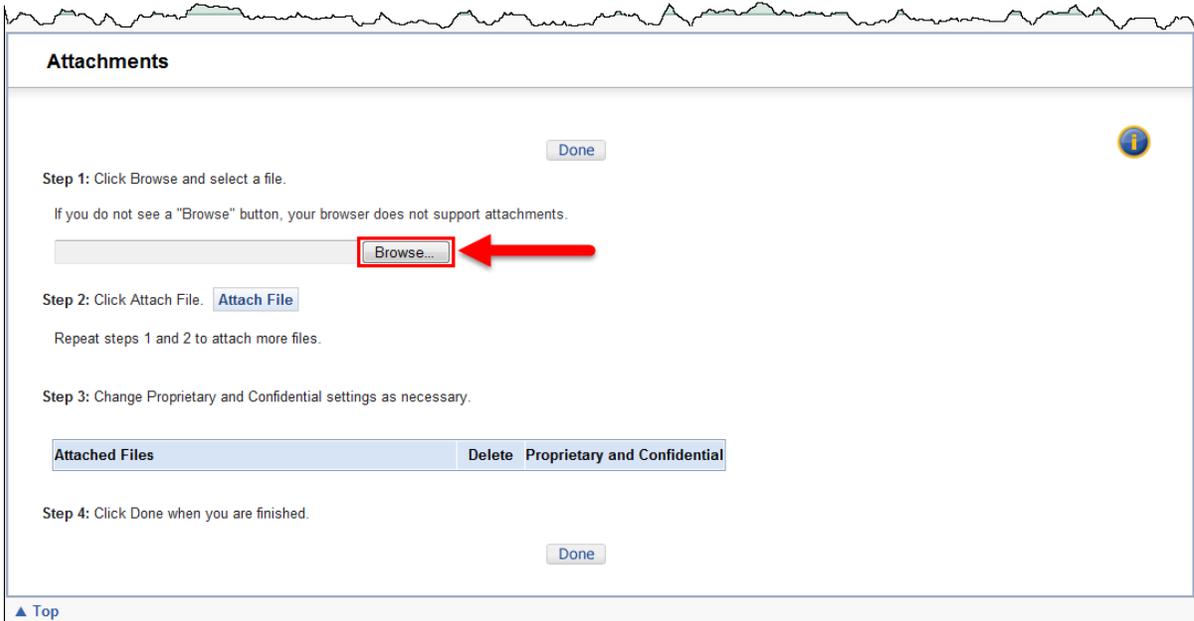
If you have attachments, such as specification sheets, that need to be included with the response, click **Manage Attachments** to attach one or more files to the response header (Figure 22). You can include attachments of any file type.

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



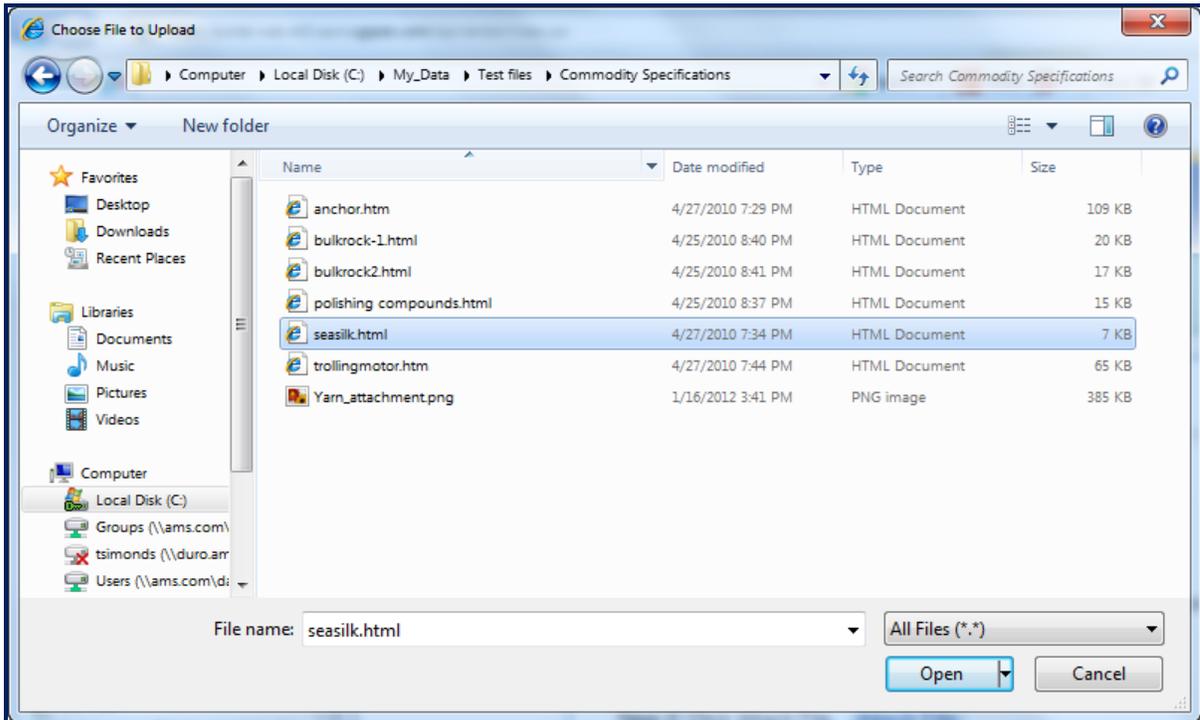
Click **Browse...** to open the **CHOOSE FILE** window (Figure 23).

**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):

## RESPONDING TO A REQUEST

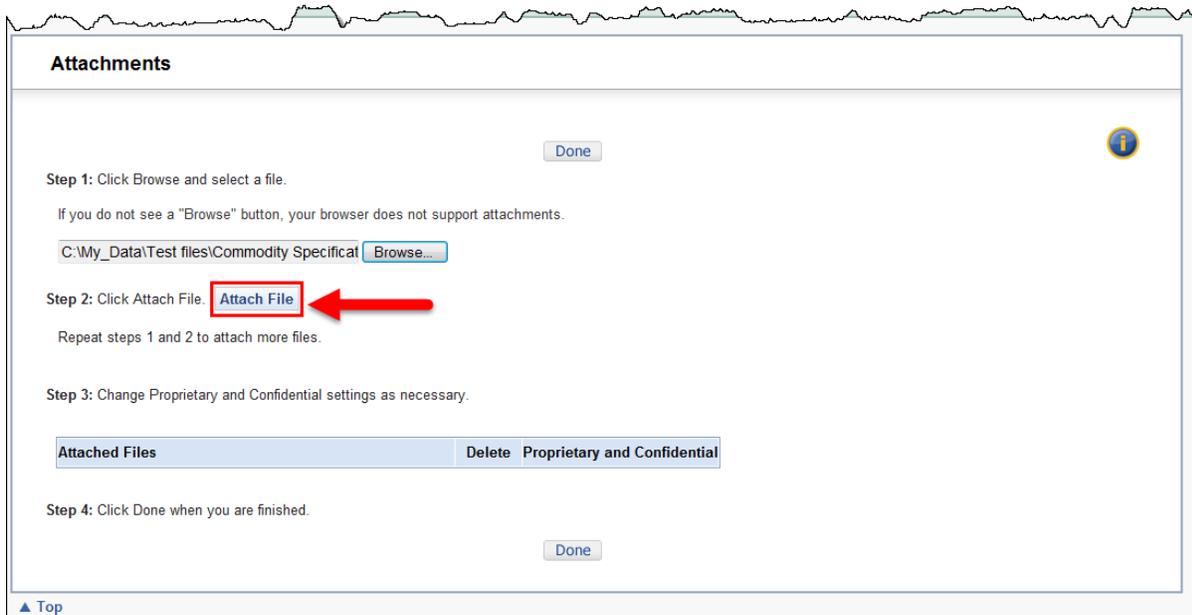
- Exclamation point (!)
- "At" sign (@)
- Left and right parentheses (( ))
- Pound sign (#)
- Dollar sign (\$)
- Single and double quotation marks (' ")
- Ampersand (&)
- Caret (^)
- The filename can contain underscores (\_) or hyphens (-)



**NOTE:** The recommended maximum file size for each **individual** attachment is 30 MB. Be aware, when creating attachments, that large attachments could cause substantial delays, and also could exceed the limits that buyers might have for downloading files through their firewalls or Internet Service Providers (ISPs).

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**



**Attachments**

[Done](#) ⓘ

**Step 1:** Click Browse and select a file.

If you do not see a "Browse" button, your browser does not support attachments.

C:\My\_Data\Test files\Commodity Specificat [Browse...](#)

**Step 2:** Click Attach File. [Attach File](#)

Repeat steps 1 and 2 to attach more files.

**Step 3:** Change Proprietary and Confidential settings as necessary.

Attached Files	Delete	Proprietary and Confidential

**Step 4:** Click Done when you are finished.

[Done](#)

▲ Top

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).

**Figure 26: Marking the Attachments Proprietary and Confidential**

### Attachments

**Step 1:** Click Browse and select a file.

If you do not see a "Browse" button, your browser does not support attachments.

**Step 2:** Click Attach File.

Repeat steps 1 and 2 to attach more files.

**Step 3:** Change Proprietary and Confidential settings as necessary.

Attached Files	Delete	Proprietary and Confidential
seasilk.html	<input type="button" value="Delete"/>	<input type="checkbox"/>
Yarn_attachment.png	<input type="button" value="Delete"/>	<input type="checkbox"/>

**Step 4:** Click Done when you are finished.

**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.

**Figure 27: Completed Response Header**

Create ▶ Response Header ▶ Item 1 ▶ Item 2 ▶ Response Summary

B
Next
Summary
Cancel

---

**Response Header - Submitted for QQ Version 1**

Vendor Name: Ouessant 2 i  
 Registration Type: Self-Registered  
 Contact Name: Racka Lamb  
 Phone #: 703-555-1212 Ext:

**Response Header - Submitted for QQ Version 1**

Vendor Name: Ouessant 2 i  
 Registration Type: Self-Registered  
 Contact Name: Racka Lamb  
 Phone #: 703-555-1212 Ext:  
 Email: rackalamb@yahoo.com  
 Fax #:  
 \* Response Title:   
 Ordering Address: 11325 Random Hills Rd Fairfax, VA 22030-6051  
 Comments:

Attachments:

Attached Files	Proprietary and Confidential
<span style="border: 1px solid red; padding: 2px;">seasilk.html</span>	No
<span style="border: 1px solid red; padding: 2px;">Yarn_attachment.png</span>	No

Manage Attachments

B
Next
Summary
Cancel

▲ Top

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**

The screenshot shows the 'Response Item 1 - Submitted for QQ Version 2' screen. At the top, there are navigation links: 'Return to Request', 'Current Request List', and 'Guides'. Below that is a breadcrumb trail: 'Create > Response Header > Item 1 > Item 2 > Response Summary'. The main content area has a title bar with 'Previous', 'Next', 'Summary', and 'Cancel' buttons. The form itself includes a 'View Request Item 1 Details' link, a 'Do you wish respond to Item 1?' dropdown menu (set to 'Yes'), and several input fields: 'Item ID' (1), 'Vendor Part Num' (with an asterisk), 'Unit Price', 'Quantity' (10), 'Unit of Measure' (sw), 'UOM Description' (skein), 'NIGP Code' (59088), 'NIGP Code Description' (Yarn, Knitting), 'Comments' (text area), 'Delivery Date' (09/15/2014), 'Ship To' (VITA - Eastern Office, 4053 Legato Rd., Fairfax, VA, 22033), 'Brand Name', 'Short Name' (Yarn), 'Description' (Yarn), 'Lead Time' (0), 'Met Specs?' (radio buttons for Yes/No), and 'Attachments' (NO ATTACHMENTS). A 'Manage Attachments' button is located at the bottom of the form. At the very bottom of the screen, there are 'Previous', 'Next', 'Summary', and 'Cancel' buttons, along with a 'Top' link.

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**

Field	Required	Description
Item ID	Required	A system-assigned identification number for this item.
Vendor Part Num	Required	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.
Unit Price	Required	Enter the price per unit.



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 <a href="#">Look up Units of Measure</a> link.
UOM Description	Required	The description of the <b>Unit of Measure</b> 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 <b>Need By Date</b> 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 <b>Manage Attachments</b> to open the <b>ATTACHMENTS</b> screen if you want to select files to attach to the line item. See <a href="#">Adding an Attachment</a> 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**

Return to Request | Current Request List | Guides ▾

Create > Response Header > Item 1 > Item 2 > Response Summary

Print Previous Submit Cancel

#### Response Summary - Submitted for QQ Version 2

##### Response Header

Vendor Name: Ouessant 2  
 Registration Type: Self-Registered  
 Contact Name: Racka Lamb  
 Phone #: 703-555-1212 Ext:  
 Email: rackalamb@yahoo.com  
 Fax #:

Request ID: EVA001\_QQ014989-V2  
 Response Title: Response for Basic Yarn Supplies  
 Ordering Address: 11325 Random Hills Rd Fairfax, VA 22030-6051  
 Comments:

Attached Files	Proprietary and Confidential
seasilk.html	No
Yarn_attachment.png	No

##### Response Items

###### Item 1

Item ID: 1  
 Vendor Part Num: \*  
 Unit Price: \$6.70  
 Quantity: 10  
 Unit of Measure: sw  
 UOM Description: skein  
 NIGP Code: 59088  
 NIGP Code Description: Yarn, Knitting  
 Total Price: \$67.00  
 Comments:

Delivery Date: 09/15/2014  
 Ship To: VITA - Eastern Office  
 4053 Legato Rd., Fairfax, VA, 22033  
 Brand Name: \*  
 Short Name: Yarn  
 Item Description: Yarn

Lead Time: 0 Calendar Days After Receipt of Order (ARO)  
 Met Specs? Yes  
 Attachments: NO ATTACHMENTS

▲ Top Print Previous Submit Cancel

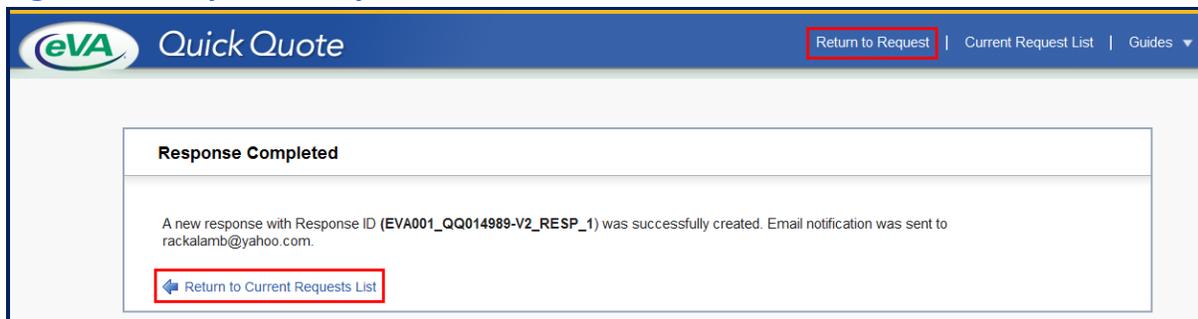
From the **RESPONSE SUMMARY** screen (Figure 29), you can:

- 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**



**Figure 31: Response Completed Screen**



## 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.

### 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).

**Figure 32: Choosing a Response to Edit**

Current Request List									
Number of Requests to show per page: <input type="text" value="10"/> <input type="button" value="Search"/>									
Request ID	Reverse Auction	Request Title	Issued On	Amended On	Closing On	Bid Valid	Status	Responses Submitted	
EVA001_QQ014992	Yes	Reverse Auction for Basic Knitting Supplies	08/20/2014 12:31 PM		08/29/2014 05:00 PM	30	issued	0	
EVA001_QQ014989-V2		Basic Knitting Supplies	08/20/2014 12:19 PM	08/22/2014 04:28 PM	08/29/2014 05:00 PM	30	issued	1	
EVA001_QQ014811		Yarn Order	08/20/2014 12:22 PM		09/02/2014 08:00 PM	30	issued	0	
EVA001_QQ014810-V2		Early Winter 2015 Knitting & Crochet Supplies	08/04/2014 05:00 PM	08/04/2014 05:21 PM	01/09/2015 04:20 PM	30	issued	1	
EVA001_QQ014768		Take 4: Early Winter 2014 Knitting & Crochet Supplies	08/20/2014 02:17 PM		09/30/2014 04:20 PM	30	canceled	0	

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.

**Figure 33: Ways to Update the Response**

**Request Items**

Item 1, Yarn   
 Item 2, Knitting needles

**Responses**

**Current Responses**

Active EVA001\_QQ014989-V2\_RESP\_1

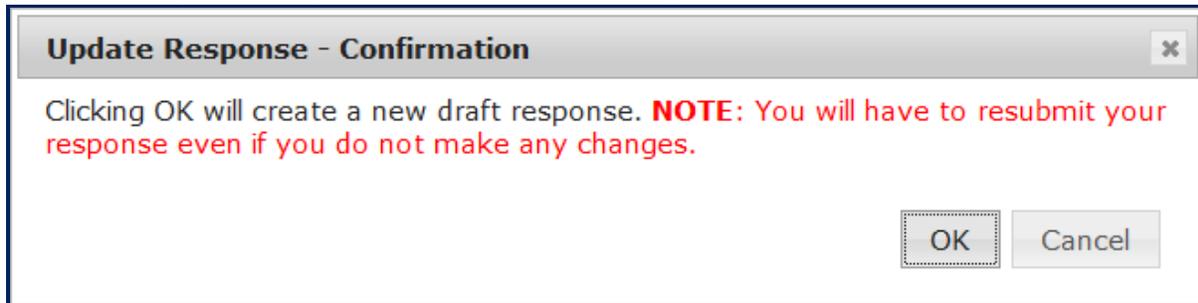
**Amendment History**

Version	Date	Description
2	08/22/2014 04:28 PM	<a href="#">▶ Header</a> <a href="#">▶ Item 2</a>

▲ Top

An **Update Response** confirmation message appears (Figure 34).

**Figure 34: Update Response Confirmation Message**

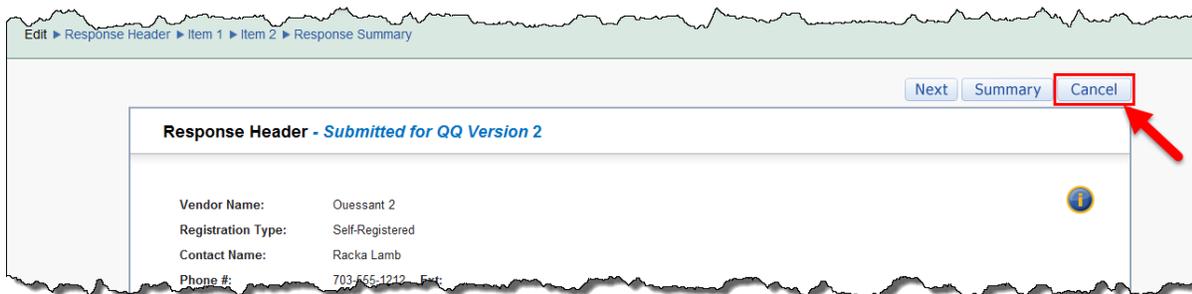


If you are sure you want to continue, click **OK**. This action opens the **RESPONSE HEADER** screen, which contains the information from your previous response.

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.

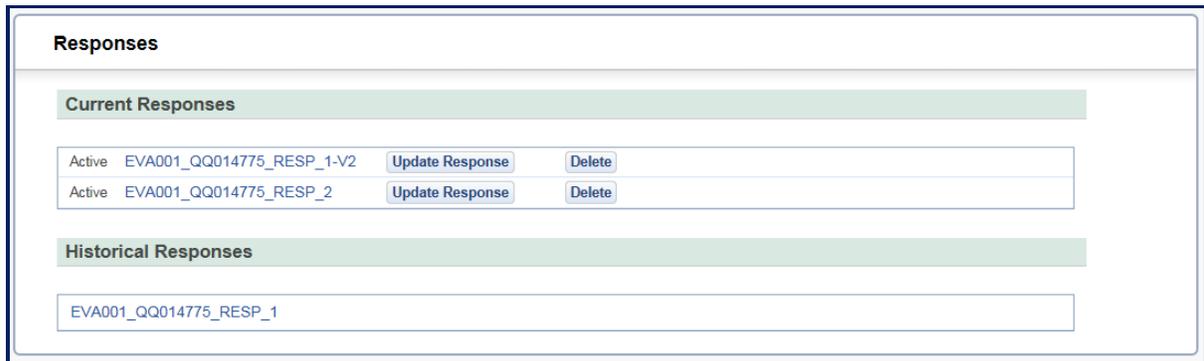
**Figure 36: Parts of the Response ID**



In this example, the response ID changed from *EVA001\_QQ014989-V2\_RESP\_1* to *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 **CURRENT RESPONSES** section (Figure 37).

**Figure 37: Current and Historical Responses**



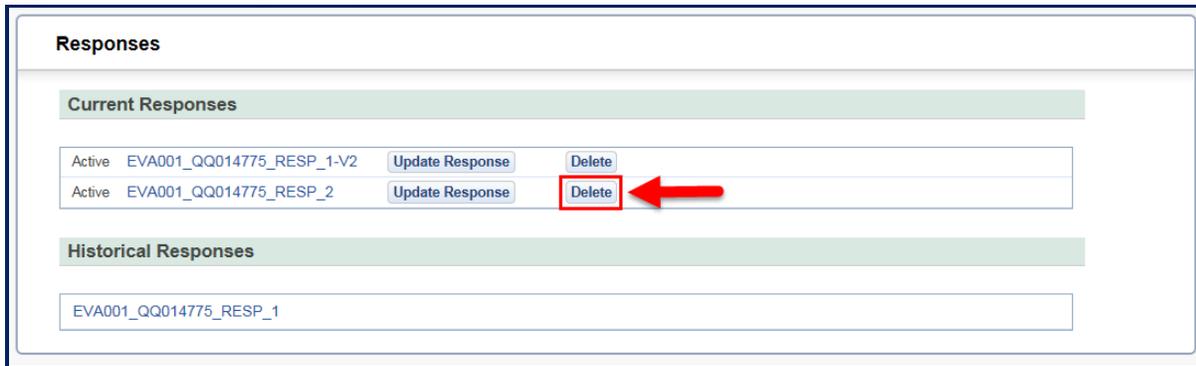
The **HISTORICAL RESPONSES** section lists all responses that your company has previously submitted. You can view historical responses but you cannot change them.

### Deleting a Response

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

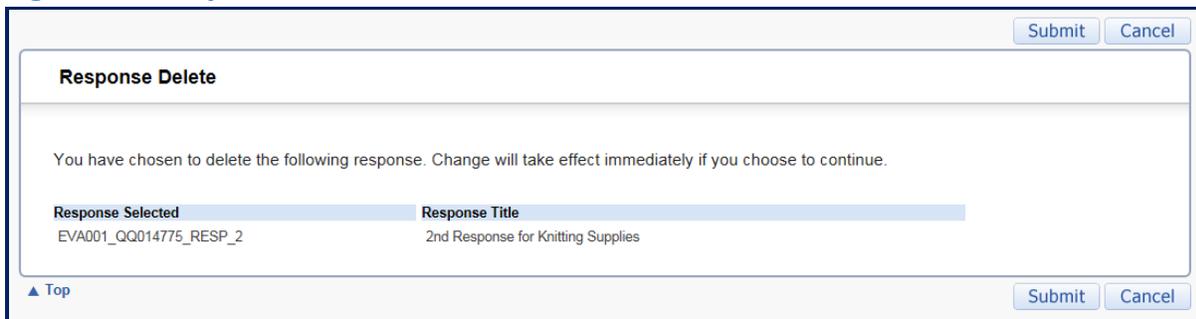
In the **CURRENT RESPONSES** section, click the **Delete** button next to the response you want to delete (Figure 38).

**Figure 38: Deleting a Response**



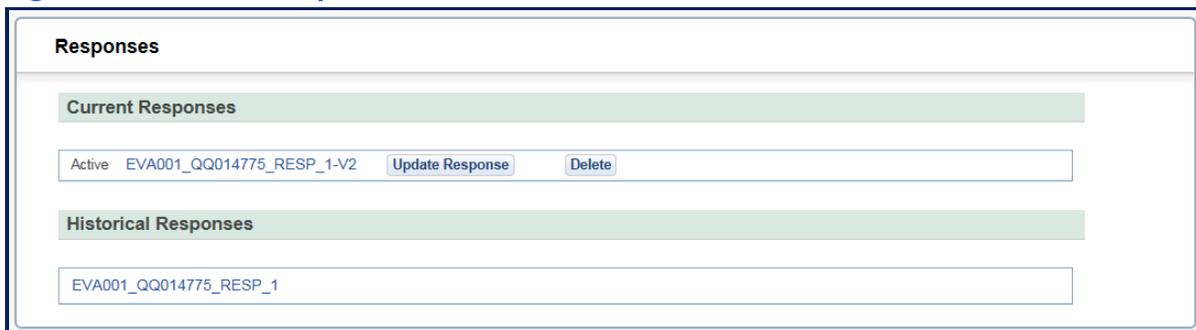
The confirmation screen appears (Figure 39).

**Figure 39: Response Delete Confirmation Screen**



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.

**Figure 40: Current Responses after Deletion**



## 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**

The screenshot shows the 'Business Opportunities' interface. At the top, there are tabs for 'Open Opportunities', 'Closing Next 7 Days', 'Recently Published (last 3 days)', 'Recent Amendments', 'Recent Intents', and 'Recent Awards'. Below these is a 'Keyword Search' field with 'Search', 'Clear', and 'Advanced Search' buttons. The main content area is divided into 'Solicitations' and 'Quick Quotes'. A table lists three requests:

Requests	Agency/Buyer/Category	Dates	Status
<a href="#">Reverse Auction for Basic Knitting Supplies (Winter)</a> RA : EVA001_QQ015043 Summary Details	A136VITA Virginia Information Technology Agency - E2E Alison Paca Equipment - Non-Technology	Issued On : 10/01/2014 12:12 PM Closing On : 10/03/2014 05:00 PM	issued Time Left: 1 Day
<a href="#">Christmas Knitting Supplies</a> QQ : EVA001_QQ015041 Summary <b>Details</b>	A136VITA Virginia Information Technology Agency - E2E Alison Paca Supplies - Non-Technology	Issued On : 09/29/2014 06:07 PM Closing On : 10/15/2014 05:00 AM	issued Time Left: 13 Days
<a href="#">Early Winter 2015 Knitting &amp; Crochet Supplies</a>	A136VITA Virginia Information Technology Agency - E2E Alison Paca	Issued On : 08/04/2014 05:00 PM Amended On : 09/29/2014 05:29 PM	issued

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

**Figure 42: Response Options**

The screenshot shows the 'Response Options' section for the 'Christmas Knitting Supplies' quick quote (EVA001\_QQ015041). The current status is 'issued'. The interface includes fields for 'Closing Date' (10/15/2014 05:00 AM), 'Time Left' (13 Days), and 'Bid Valid (Days)' (30). A 'Response Options' box contains two buttons: 'Respond Online' and 'Respond By Mail', with a red arrow pointing to the latter. Below this, there are sections for 'Buyer Information', 'Additional Dates', and 'Special Terms and Conditions'. At the bottom, there are tabs for 'Attachments', 'Lots/Lines', 'Bid Tabulation', 'Comments', and 'Amendment History'. The 'Attachments' section shows a header attachment 'eVA Std Terms and Conditions.htm' (2.78 KB) and no item attachments.

The printable response form is displayed (Figure 43).

**Figure 43: Quick Quote Paper Response Screen**

### Quick Quote Paper Response

[help & advice](#) Menu

**Paper Response Instructions**

1. Print this response form → [Print](#)
2. Complete the printed response form by entering the required information and signing the form where indicated. \* denotes required information.
3. Add your attachments to your response package.
4. Submit your response.
  - See the Terms and Conditions Section or contact the Buyer for submission instructions and address information.

Responses must be received prior to the Solicitation closing date and time listed for the Solicitation Quick Quote Request.

**Caution:** The Commonwealth reserves the right to reject responses that are not complete and accurate.

Quick Quote Details View
Send to Printer

---

**Quick Quote Paper Response EVA001\_QQ015041**

<p>Quick Quote: EVA001_QQ015041                  Type: QQ                  Title: Christmas Knitting Supplies                  Category: Supplies - Non-Technology                  Service Area: Statewide</p> <p>Special Terms &amp; Conditions: none                  Comments:                  Agency: A136VITA - Virginia Information Technology Agency - E2E                  Buyer Name: Alison Paca                  Buyer Phone: 555-555-5555</p>	<p>Current Status: issued                  Issued On: 9/29/2014 6:07 PM                  Closing On: 10/15/2014 5:00 AM                  Bid Valid (Days): 30                  Award Method: Line</p> <p>Grand Total: \$ _____</p>
---	--

**Attachments**

Attachment Name: _____	Attachment Type(Select One): <input type="checkbox"/> Standard <input type="checkbox"/> Proprietary
Attachment Name: _____	Attachment Type(Select One): <input type="checkbox"/> Standard <input type="checkbox"/> Proprietary
Attachment Name: _____	Attachment Type(Select One): <input type="checkbox"/> Standard <input type="checkbox"/> Proprietary

---

**Commodity Response Information**

Lot Number: 0

<p><b>Lot 0, Line 1</b>                  NIGP Code: 59088 Yarn, Knitting                  Description: Yarn</p> <p>*Vendor Part Number: _____                  *Brand: _____                  Met Specs?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Ship To:                  VITA - Eastern Office                  4053 Legato Rd.                  Fairfax, VA 22033                  US</p> <p>Comments:                  _____                  _____</p>	<p>Quantity: 10                  Unit of Measure: skein                  *Quantity: _____                  *Unit of Measure: _____                  *Unit Price: _____                  *Line Total: \$ _____                  *Delivery Date: _____                  *Lead Time: _____ Calendar Days After Receipt of Order (ARO)</p> <p><b>Response Type:</b>  <input type="checkbox"/> Bid  <input type="checkbox"/> No Bid</p> <p>Special Terms &amp; Conditions: none</p>
---	--

---

<p><b>Lot 0, Line 2</b>                  NIGP Code: 59009 Crochet Hooks, Embroidery Hoops, Embroidery Needles, Knitting Needles, etc.                  Description: Knitting needles</p> <p>*Vendor Part Number: _____                  *Brand: _____                  Met Specs?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Ship To:                  VITA - Eastern Office                  4053 Legato Rd.                  Fairfax, VA 22033                  US</p> <p>Comments:                  _____                  _____</p>	<p>Quantity: 5                  Unit of Measure: each                  *Quantity: _____                  *Unit of Measure: _____                  *Unit Price: _____                  *Line Total: \$ _____                  *Delivery Date: _____                  *Lead Time: _____ Calendar Days After Receipt of Order (ARO)</p> <p><b>Response Type:</b>  <input type="checkbox"/> Bid  <input type="checkbox"/> No Bid</p> <p>Special Terms &amp; Conditions: none</p>
--	--

---

**Acknowledge & Sign Statement**

In compliance with this invitation for bid and to all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services at the bid price(s) indicated. I certify that I am authorized to sign this bid.

* Name of Firm: _____	* Date: _____
* Street: _____	* Authorized Signature: _____
Street: _____	* Printed Name & Title: _____
* City: _____	* DUNS: _____
* State/Province: _____	* Vendor ID: _____
* ZIP Code: _____	* Phone (xxx) xxx-xxxx: _____
* Email Address: _____	Fax (xxx) xxx-xxxx: _____



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**

Past Request List									
Number of Requests to show per page: <input type="text" value="10"/> <input type="button" value="Search"/> 									
Request ID	Reverse Auction	Request Title	Issued On	Amended On	Closing On	Bid Valid	Status	Responses Submitted	
EVA001_QQ014944		Late Summer 2014 Knitting Supplies	08/04/2014 02:36 PM		08/04/2014 03:45 PM	30	closed	0	
EVA001_QQ014875	Yes	Reverse Auction: Yam Order	07/15/2014 06:09 PM		07/29/2014 08:00 PM	30	closed	0	
EVA001_QQ014874		Knitting Supplies for Occupational Therapy	07/15/2014 12:13 PM		07/15/2014 01:30 PM	30	awarded	1	
EVA001_QQ014855		SK-Copy Take 2: Knitting Supplies for Autumn Knitting Classes	07/11/2014 01:23 PM		07/25/2014 03:00 PM	60	closed	0	
EVA001_QQ014853		Occupational Therapy Supplies	07/10/2014 04:24 PM		07/10/2014 05:30 PM	30	contact buyer	1	
EVA001_QQ014812-V2		Occupational Therapy Supplies	07/15/2014 04:54 PM	07/15/2014 05:08 PM	07/15/2014 06:30 PM	30	canceled	3	
EVA001_QQ014676-V2		SK - Bookmobile Test	04/28/2014 06:06 PM	05/13/2014 04:29 PM	06/19/2014 05:00 PM	120	bids opened	0	
EVA001_QQ014671	Yes	RA--Weaving Supplies	04/22/2014 05:39 PM		04/23/2014 05:30 PM	30	contact buyer	1	
EVA001_QQ014664		Autumn Weaving Supplies	04/21/2014 02:52 PM		04/21/2014 04:00 PM	30	contact buyer	1	
EVA001_QQ014636		Take 2: Knitting Supplies for Autumn Knitting Classes	06/25/2014 05:33 PM		06/26/2014 12:00 PM	30	no award	0	

Table 12 lists each **PAST REQUEST LIST** column heading and its definition.

**Table 12: Past Request List Column Heading Definitions**

Column Heading	Definition
Request ID	Includes a link to the request details and your responses.
Reverse Auction	Yes indicates the request is a Reverse Auction.
Request Title	The buyer-provided description of the Quick Quote request.
Issued On	The date and time (EDT/EST) the buyer issued the request.
Amended On	The date and time (EDT/EST) the buyer issued the request amendment.
Closing On	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.
Bid Valid	The number of days that your prices must be valid; this value is set by the buyer.



Column Heading	Definition
Status	The current status of the request; includes a link to the <b>BID TABULATION SUMMARY</b> screen (all statuses except <i>canceled</i> ).
Responses Submitted	Shows the number of active responses to the request submitted by your company; initially <i>0</i> .

Table 13 lists the statuses for past requests.

**Table 13: Past Request Statuses**

Status	Definition
closed	The buyer has not taken any evaluation action on the request.
bids opened	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.
awarded	The buyer has awarded at least one line item.
no award	The buyer has set all lines to <i>no award</i> or has set all previously awarded lines to <i>no award</i> ; no lines have been awarded.
contact buyer	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.
canceled	The buyer has canceled the request.

## 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**

Past Request List

Number of Requests to show per page:   

Request ID	Reverse Auction	Request Title	Issued On	Amended On	Closing On	Bid Valid	Status	Responses Submitted
EVA001_QQ015043	Yes	Reverse Auction for Basic Knitting Supplies (Winter)	10/01/2014 12:12 PM		10/03/2014 05:00 PM	30	closed	1
EVA001_QQ015029	Yes	Reverse Auction for Basic Knitting Supplies (Winter)	09/10/2014 03:55 PM		09/15/2014 05:00 PM	30	closed	0
EVA001_QQ015014		Requested: Early Fall 2014 Knitting & Crochet Supplies	08/29/2014 02:52 PM		08/29/2014 03:55 PM	30	contact buyer	0
EVA001_QQ014992	Yes	Reverse Auction for Basic Knitting Supplies	08/20/2014 12:31 PM		08/29/2014 05:00 PM	30	contact buyer	1
EVA001_QQ014989-V2		Basic Knitting Supplies	08/20/2014 12:19 PM	08/22/2014 04:28 PM	08/29/2014 05:00 PM	30	awarded	1
EVA001_QQ014944		Late Summer 2014 Knitting Supplies	08/04/2014 02:36 PM		08/04/2014 03:45 PM	30	contact buyer	0
EVA001_QQ014875	Yes	Reverse Auction: Yarn Order	07/15/2014 06:09 PM		07/29/2014 08:00 PM	30	contact buyer	0
EVA001_QQ014874		Knitting Supplies for Occupational Therapy	07/15/2014 12:13 PM		07/15/2014 01:30 PM	30	awarded	1
EVA001_QQ014855		SK-Copy Take 2: Knitting Supplies						

Figure 46 shows the published **BID TABULATION SUMMARY** screen with responses.

**Figure 46: Bid Tabulation Screen, Showing Responses**

Quick Quote Current Request List | Past Request List | Guides ▾

**Bid Tabulation Summary**

Request ID:	EVA001_QQ014761	Status:	bids opened
Request Title:	Take 3: Early Fall 2014 Knitting & Crochet Supplies	Issued On:	08/29/2014 12:44 PM
Set Aside:	n/a	Closing On:	08/29/2014 02:30 PM
Category:	Supplies - Non-Technology	Amended On:	
Bid Valid Days:	30	Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	555-555-5555	Buyer Name:	Alison Paca
Buyer Email:	teri.simonds@cgi.com		

[Download Responses](#)

ITEM 1 Qty = 10, UOM = sw, Desc = Worsted weight wool yarn					
Vendor	SWAM	Qty	UOM	Unit Price	Total Price
Sheeps-r-Us		10	sw	\$4.50	\$45.00
Ouessant 2		10	sw	\$7.890754	\$78.90754

ITEM 2 Qty = 10, UOM = ea, Desc = Knitting Needles, circular, US8					
Vendor	SWAM	Qty	UOM	Unit Price	Total Price
Sheeps-r-Us		10	ea	\$2.00	\$20.00
Ouessant 2		10	ea	\$8.4590876	\$84.590876

[Download Responses](#)

## USING THE PAST REQUEST LIST

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 screenshot shows the 'Quick Quote' interface with a 'Bid Tabulation Summary' window. The window contains a table with the following data:

Request ID:	EVA001_QQ015014	Status:	bids opened
Request Title:	Requested: Early Fall 2014 Knitting & Crochet Supplies	Issued On:	08/29/2014 02:52 PM
Set Aside:	n/a	Closing On:	08/29/2014 03:55 PM
Category:	Supplies - Non-Technology	Amended On:	
Bid Valid Days:	30	Buyer Agency:	A136VITA - Virginia Information Technology Agency - EZE
Buyer Phone #:	555-555-5555	Buyer Name:	Alison Paca
Buyer Email:	teri.simonds@cgi.com		

Below the table, the message **\* No Responses Received \*** is displayed in red. The interface includes a 'Close' button at the top right and a 'Close' button at the bottom right, along with a 'Top' link at the bottom left.

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**

The screenshot shows the 'Quick Quote' interface with a 'Bid Tabulation Summary' window. The window contains a table with the following data:

Request ID:	EVA001_QQ014874	Status:	awarded
Request Title:	Knitting Supplies for Occupational Therapy	Issued On:	07/15/2014 12:13 PM
Set Aside:	n/a	Closing On:	07/15/2014 01:30 PM
Category:	Supplies - Non-Technology	Amended On:	
Bid Valid Days:	30	Buyer Agency:	A136VITA - Virginia Information Technology Agency - EZE
Buyer Phone #:	555-555-5555	Buyer Name:	Alison Paca
Buyer Email:	teri.simonds@cgi.com		

Below the table, the message **\* No information is published by the buyer \*** is displayed in red. The interface includes a 'Close' button at the top right and a 'Close' button at the bottom right, along with a 'Top' link at the bottom left.

## 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 screenshot shows the 'Bid Tabulation Summary' window with a 'Close' button in the top right. Below the title is a table with the following data:

Request ID:	EVA001_QQ014761	Status:	bids opened
Request Title:	Take 3: Early Fall 2014 Knitting & Crochet Supplies	Issued On:	08/29/2014 12:44 PM
Set Aside:	n/a	Closing On:	08/29/2014 02:30 PM
Category:	Supplies - Non-Technology	Amended On:	
Bid Valid Days:	30	Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	555-555-5555	Buyer Name:	Alison Paca
Buyer Email:	teri.simonds@cgi.com		

Below the table are two buttons: 'View Comment' (with a red arrow pointing to it) and 'Download Responses' with a download icon. At the bottom, there is a table for 'ITEM 1' with the following data:

Vendor	SWAM	Qty	UOM	Unit Price	Total Price
Sheeps-r-Us		10		\$4.50	\$45.00



*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

The screenshot shows the 'View Comments' window with a 'Close' button in the top right. Below the title is a table with the following data:

Comments	
Date Created:	09/02/2014 05:47 PM ET
Date Published:	09/02/2014 05:47 pm ET
Comment Type:	Evaluation QQ will be awarded in the next couple of days.
Date Created:	09/02/2014 05:54 PM ET
Date Published:	09/02/2014 05:55 pm ET
Comment Type:	Award Awarded to two different vendors.

At the bottom left is a 'Top' button with an upward arrow, and at the bottom right is a 'Close' button.



## 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.

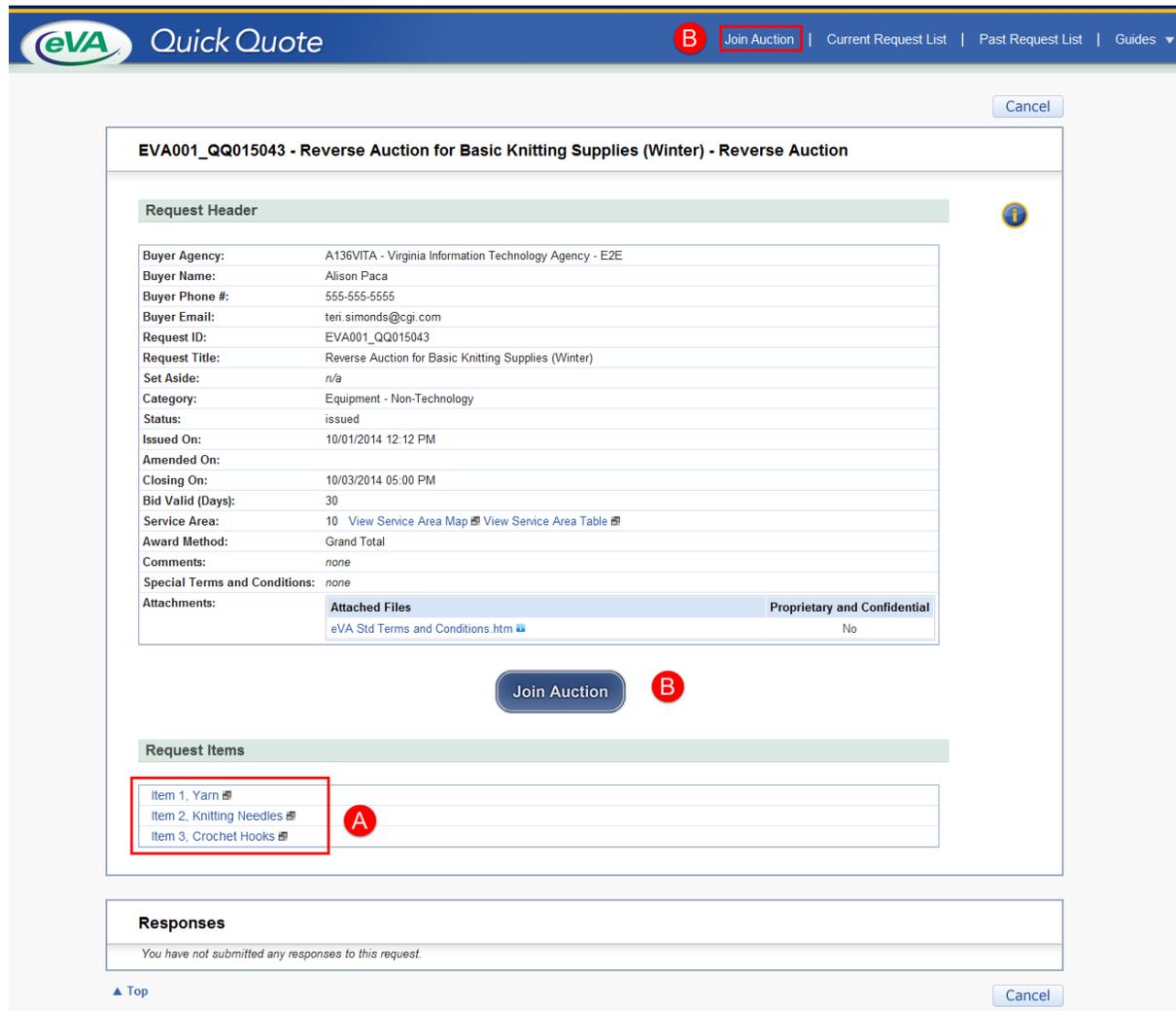
Reverse auctions in Quick Quote are indicated by a Yes in the **Reverse Auction** column in the **CURRENT REQUEST LIST** (Figure 51).

**Figure 51: Reverse Auction in the Current Request List**

Current Request List									
Number of Requests to show per page: <input type="text" value="10"/> <input type="button" value="Search"/>									
Request ID	Reverse Auction	Request Title	Issued On	Amended On	Closing On	Bid Valid	Status	Responses Submitted	
EVA001_QQ015043	Yes	Reverse Auction for Basic Knitting Supplies (Winter)	10/01/2014 12:12 PM		10/03/2014 05:00 PM	30	issued	0	
EVA001_QQ015041		Christmas Knitting Supplies	09/29/2014 06:07 PM		10/15/2014 05:00 AM	30	issued	0	
EVA001_QQ014810-V3		Early Winter 2015 Knitting & Crochet Supplies	08/04/2014 05:00 PM	09/29/2014 05:29 PM	01/09/2015 04:20 PM	30	issued	1	

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).

Figure 52: Reverse Auction Request Information Screen



Click an item link in the **REQUEST ITEMS** section (A) to see the details for that item in a new browser window (Figure 53).

Figure 53: Reverse Auction Item Screen

Request Item - 1 - Reverse Auction	
Request ID:	EVA001_QQ015043
Item ID:	1
Item Description:	Yarn
Vendor Part Num:	none
Brand Name:	none
Quantity:	500
Unit of Measure:	sw
UOM Description:	skein
NIGP Code:	59088
NIGP Code Description:	Yarn, Knitting
Need By Date:	10/14/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Comments:	none
Special Terms and Conditions:	none
Attachments:	NO ATTACHMENTS

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 **B**).

There are three sections on the **REVERSE AUCTION MONITORING** screen (Figure 54).

Figure 54: Reverse Auction Monitoring Screen

**Reverse Auction for Basic Knitting Supplies (Winter) - Reverse Auction**

**A** Request Information  
Request ID: EVA001\_QQ015043      Response Due Date: 10/03/2014 05:00 PM      **Time Left: 2 Days**

**B** Bid Monitoring  
My Current Bid      My Draft Bid      Current Low Bid  
\$3,614.50      **Refresh**      **Create Bid**

**C** Your Current Response Details  
*You have not yet submitted a bid for this request.*

**A** **REQUEST INFORMATION:** This section provides basic information about the Reverse Auction request and allows you to monitor the time remaining in the auction.

## REVERSE AUCTIONS

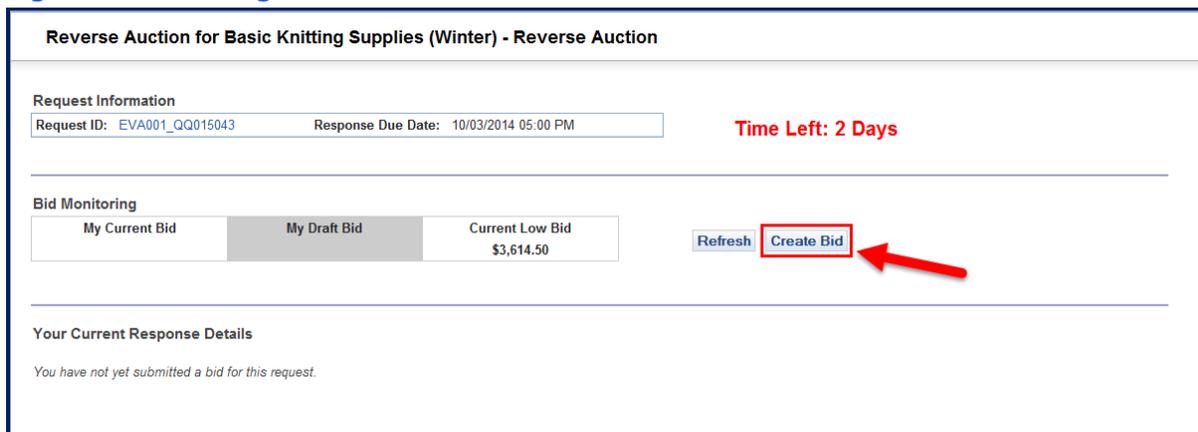
**B** **BID MONITORING:** This section lists your bid information, as well as the current low bid. Use the **Refresh** button to update **Current Low Bid** and **Time Left**. Click **Create Bid** to create a new bid. You do not have to create a bid to monitor an auction.

**C** **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**



Reverse Auction for Basic Knitting Supplies (Winter) - Reverse Auction		
<b>Request Information</b>		
Request ID: EVA001_QQ015043	Response Due Date: 10/03/2014 05:00 PM	<b>Time Left: 2 Days</b>
<b>Bid Monitoring</b>		
My Current Bid	My Draft Bid	Current Low Bid \$3,614.50
		<input type="button" value="Refresh"/> <input type="button" value="Create Bid"/>
<b>Your Current Response Details</b>		
You have not yet submitted a bid for this request.		

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**

**Reverse Auction for Basic Knitting Supplies (Winter) - Reverse Auction**

---

**Request Information**  
 Request ID: EVA001\_QQ015043      Response Due Date: 10/03/2014 05:00 PM      **Time Left: 2 Days**

---

**Bid Monitoring** D

My Current Bid \$0.00	My Draft Bid \$3,372.22	Current Low Bid \$3,614.50
--------------------------	----------------------------	-------------------------------

---

**Your Current Response Details** A

\*Response Title:  E

\* Unit Price is required for each item line.

Line	Description	Quantity	Brand Name	Vendor Part Num	Delivery Date	Ship To	* My Draft Bid Details		Current Low Bid	
							Unit Price	Total	Unit Price	Total
1	Yarn <a href="#">View Request Item 1 Details</a>	500	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.30	\$2,650.00	\$5.678	\$2,839.00
2	Knitting Needles <a href="#">View Request Item 2 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.00	\$500.00	\$4.50	\$450.00
3	Crochet Hooks <a href="#">View Request Item 3 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$2.22222	\$222.22	\$3.255	\$325.50
<b>Grand Total</b>								<b>\$3,372.22</b>		<b>\$3,614.50</b>

E

---

**Attachments:** C

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).



## REVERSE AUCTIONS

- 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**

**Reverse Auction for Basic Knitting Supplies (Winter) - Reverse Auction**

---

**Request Information**  
 Request ID: EVA001\_QQ015043      Response Due Date: 10/03/2014 05:00 PM      **Time Left: 2 Days**

---

**Bid Monitoring**

My Current Bid \$0.00	My Draft Bid \$3,372.22	Current Low Bid \$3,614.50
--------------------------	----------------------------	-------------------------------

---

**Your Current Response Details**

\*Response Title:

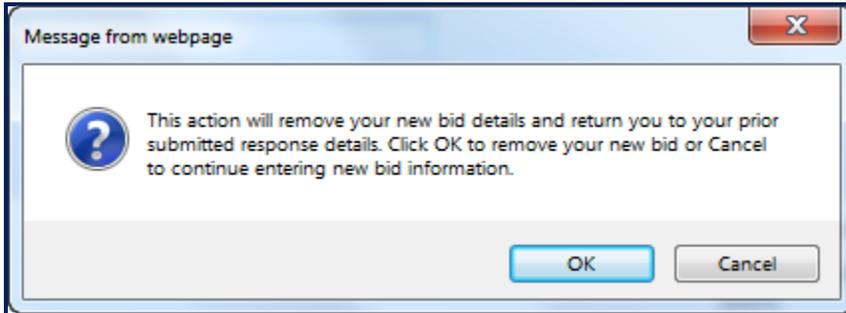
\* Unit Price is required for each item line.

Line	Description	Quantity	Brand Name	Vendor Part Num	Delivery Date	Ship To	* My Draft Bid Details		Current Low Bid	
							Unit Price	Total	Unit Price	Total
1	Yarn <a href="#">View Request Item 1 Details</a>	500	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.30	\$2,650.00	\$5.678	\$2,839.00
2	Knitting Needles <a href="#">View Request Item 2 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.00	\$500.00	\$4.50	\$450.00
3	Crochet Hooks <a href="#">View Request Item 3 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$2.22222	\$222.22	\$3.255	\$325.50
<b>Grand Total</b>								<b>\$3,372.22</b>	<b>\$3,614.50</b>	

**Attachments:**

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

**Reverse Auction #3 for Basic Knitting Supplies (Winter) - Reverse Auction**

---

**Request Information**  
 Request ID: EVA001\_QQ015043      Response Due Date: 10/03/2014 05:00 PM      **Time Left: 2 Days**

---

**Bid Monitoring**

My Current Bid \$3,900.00	<b>My Draft Bid</b>	Current Low Bid \$3,614.50	<a href="#">Refresh</a>	<a href="#">Change Your Bid</a>	<a href="#">Withdraw-Delete Bid</a>
------------------------------	---------------------	-------------------------------	-------------------------	---------------------------------	-------------------------------------

*You are not currently the low bidder.*

---

**Your Current Response Details**  
 Response Title: Response to RA#3

Line	Description	Quantity	Brand Name	Vendor Part Num	Delivery Date	Ship To	My Current Bid Details		Current Low Bid	
							Unit Price	Total	Unit Price	Total
1	Yarn <a href="#">View Request Item 1 Details</a>	500	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$6.00	\$3,000.00	\$5.678	\$2,839.00
2	Knitting Needles <a href="#">View Request Item 2 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.00	\$500.00	\$4.50	\$450.00
3	Crochet Hooks <a href="#">View Request Item 3 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$4.00	\$400.00	\$3.255	\$325.50
<b>Grand Total</b>								<b>\$3,900.00</b>		<b>\$3,614.50</b>

## MONITORING THE REVERSE AUCTION

After you submit your bid, the grand total value appears in the **My Current Bid** field in the

## REVERSE AUCTIONS

**BID MONITORING** section, with a message indicating your bid status in relation to the other bids that have been received (Figure 60 **A**). Table 14 contains a list of bid status messages.

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

**Reverse Auction for Basic Knitting Supplies (Winter) - Reverse Auction**

---

**Request Information**  
 Request ID: EVA001\_QQ015043      Response Due Date: 10/03/2014 05:00 PM      **Time Left: 2 Days**

---

**Bid Monitoring**

My Current Bid \$3,372.22	My Draft Bid	Current Low Bid \$3,372.22	Refresh	Change Your Bid	Withdraw-Delete Bid	<b>B</b>
------------------------------	--------------	-------------------------------	---------	-----------------	---------------------	----------

**A** → You are currently the low bidder.

---

**Your Current Response Details**

Response Title: Ouessant 2 RA Response

Line	Description	Quantity	Brand Name	Vendor Part Num	Delivery Date	Ship To	My Current Bid Details		Current Low Bid	
							Unit Price	Total	Unit Price	Total
1	Yarn <a href="#">View Request Item 1 Details</a>	500	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.30	\$2,650.00	\$5.30	\$2,650.00
2	Knitting Needles <a href="#">View Request Item 2 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.00	\$500.00	\$5.00	\$500.00
3	Crochet Hooks <a href="#">View Request Item 3 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$2,222.22	\$222.22	\$2,222.22	\$222.22
<b>Grand Total</b>								<b>\$3,372.22</b>		<b>\$3,372.22</b>

**Table 14: Bid Status Messages**

Bid Status	Displays When
You are currently the low bidder.	Your active bid is the current low bid for the reverse auction.
You are not currently the low bidder.	Your active bid is not the current low bid for the auction.
You are no longer the low bidder – A new low bid has been received.	Your active bid was the current low bid and a new low bid is submitted while you are monitoring the auction.

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

- **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**

**Reverse Auction for Basic Knitting Supplies (Winter) - Reverse Auction**

---

**Request Information**  
 Request ID: EVA001\_QQ015043      Response Due Date: 10/03/2014 05:00 PM      **Time Left: 2 Days**

---

**Bid Monitoring**

My Current Bid \$3,372.22	My Draft Bid	Current Low Bid \$3,337.22	<input type="button" value="Refresh"/>	<input type="button" value="Change Your Bid"/>	<input type="button" value="Withdraw-Delete Bid"/>
------------------------------	--------------	-------------------------------	--	--	--

You are no longer the low bidder - A new low bid has been received.

---

**Your Current Response Details**  
 Response Title: Ouessant 2 RA Response

Line	Description	Quantity	Brand Name	Vendor Part Num	Delivery Date	Ship To	My Current Bid Details		Current Low Bid	
							Unit Price	Total	Unit Price	Total
1	Yarn <a href="#">View Request Item 1 Details</a>	500	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.30	\$2,650.00	\$5.25	\$2,625.00
2	Knitting Needles <a href="#">View Request Item 2 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.00	\$500.00	\$4.99999999	\$500.00
3	Crochet Hooks <a href="#">View Request Item 3 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$2.22222	\$222.22	\$2.1222222	\$212.22
<b>Grand Total</b>								<b>\$3,372.22</b>		<b>\$3,337.22</b>

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 15: Time Left Descriptions**

Time Left	Displays As	Example
More than 24 hours	Days	3 Days
Between 24 hours and 4 hours	Hours	8 Hours
Between 1 hour and 4 hours	Hours and minutes	3 Hours 15 Minutes
Less than 1 hour	Minutes and seconds	5 Minutes 10 Seconds
None	Auction Closed	

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

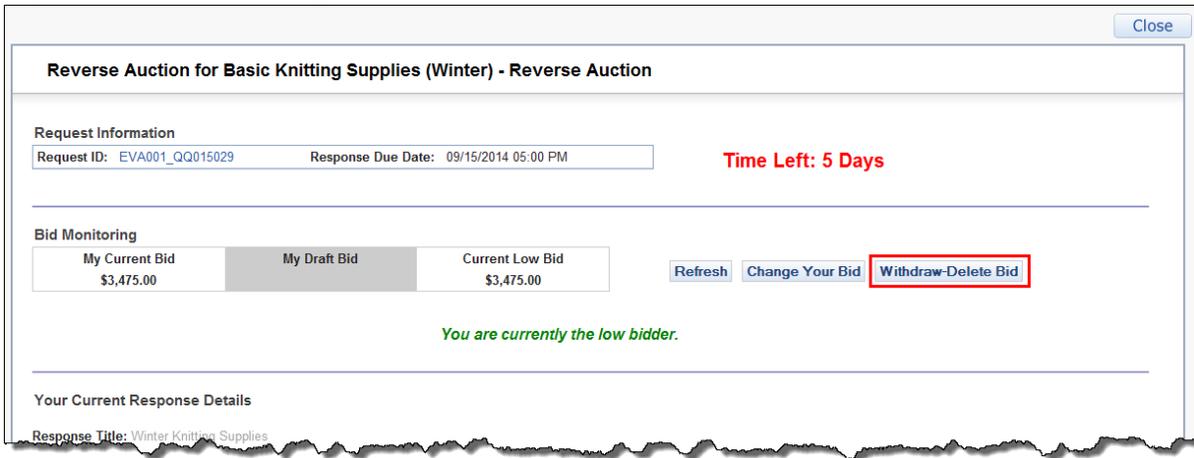
Keep in mind the following tips when changing your reverse auction bid.

- 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

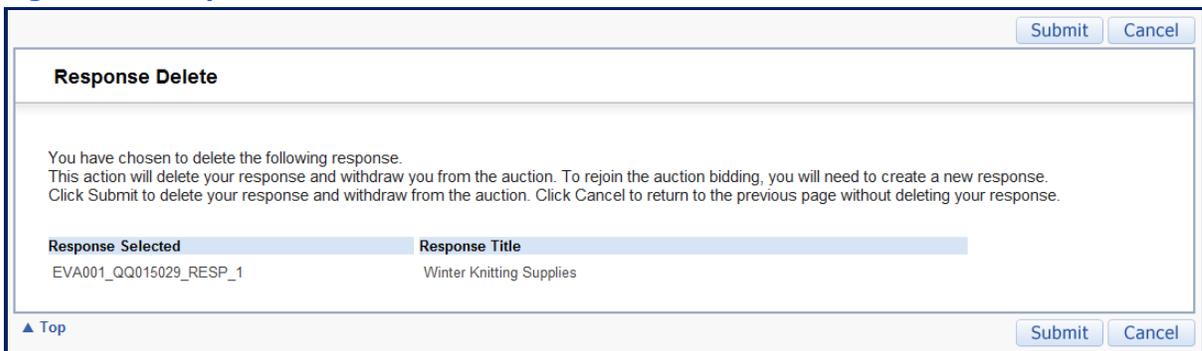
If you decide you no longer want to participate in the reverse auction, you can withdraw from it and delete your bid. Click the **Withdraw-Delete Bid** button ([Figure 62](#)).

**Figure 62: Withdrawing from a Reverse Auction**



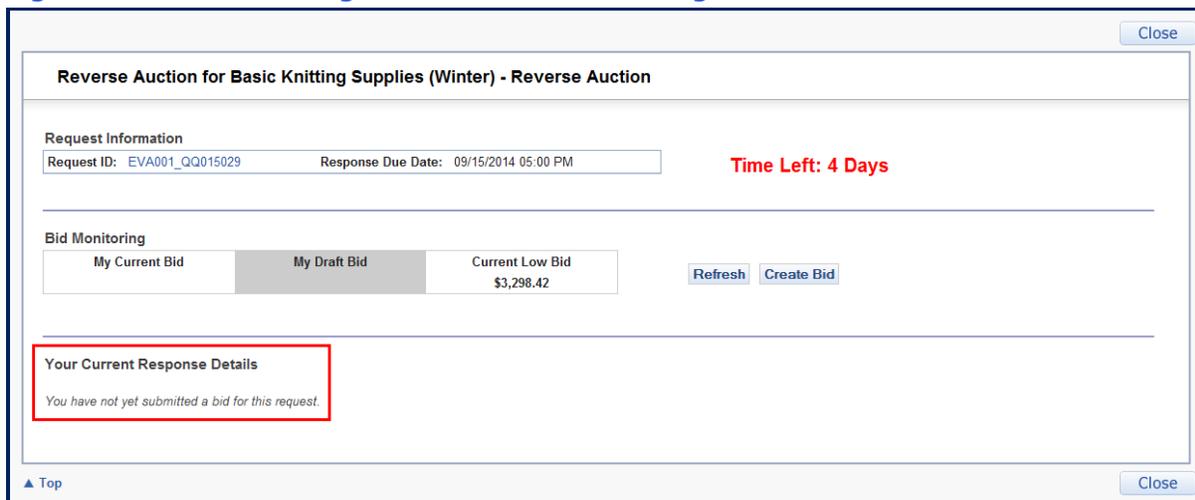
The **RESPONSE DELETE** confirmation screen appears (Figure 63).

**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).

**Figure 64: Bid Monitoring Screen after Withdrawing from the Auction**



Reverse Auction for Basic Knitting Supplies (Winter) - Reverse Auction

Request Information  
Request ID: EVA001\_QQ015029      Response Due Date: 09/15/2014 05:00 PM      **Time Left: 4 Days**

Bid Monitoring

My Current Bid	My Draft Bid	Current Low Bid	Refresh	Create Bid
		\$3,298.42		

Your Current Response Details  
You have not yet submitted a bid for this request.

 **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**).

Figure 65: Updated Bid Monitoring Screen

**Reverse Auction for Basic Knitting Supplies (Winter) - Reverse Auction**

---

**Request Information**  
 Request ID: EVA001\_QQ015043      Response Due Date: 10/03/2014 05:00 PM      **Time Left: 2 Days**

---

**Bid Monitoring**

My Current Bid \$3,372.22	My Draft Bid	Current Low Bid \$3,337.22	<a href="#">Refresh</a>	<a href="#">Change Your Bid</a>	<a href="#">Withdraw-Delete Bid</a>
------------------------------	--------------	-------------------------------	-------------------------	---------------------------------	-------------------------------------

*You are no longer the low bidder - A new low bid has been received.* ←

---

**Your Current Response Details**  
 Response Title: Ouessant 2 RA Response

Line	Description	Quantity	Brand Name	Vendor Part Num	Delivery Date	Ship To	My Current Bid Details		Current Low Bid	
							Unit Price	Total	Unit Price	Total
1	Yarn <a href="#">View Request Item 1 Details</a>	500	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.30	\$2,650.00	\$5.25	\$2,625.00
2	Knitting Needles <a href="#">View Request Item 2 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$5.00	\$500.00	\$4.99999999	\$500.00
3	Crochet Hooks <a href="#">View Request Item 3 Details</a>	100	*	*	10/14/2014	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033	\$2.22222	\$222.22	\$2.1222222	\$212.22
<b>Grand Total</b>								<b>\$3,372.22</b>		<b>\$3,337.22</b>

## REJOINING THE AUCTION AFTER YOU WITHDRAW

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](mailto: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

**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

Line	Qty	UOM	Desc
1	10	skein	Worsted weight wool yarn
2	10	each	Knitting Needles, circular, US8

**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: <a href="#">Desktop Browser</a> , <a href="#">eVA Mobile App</a> or <a href="#">eVA Mobile Browser</a>	Logging into your eVA account ( <a href="http://www.eVA.virginia.gov">www.eVA.virginia.gov</a> ). 1. From your account, click the Quick Quote link. 2. Click the Quick Quote ID in the <i>Current Request List</i> .
---	--

Online bidding instructions are available at: <http://eva.virginia.gov/library/files/buyers/qq-online-bidding-instructions.pdf>

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](mailto:eVACustomerCare@dgs.virginia.gov).

Thank you,  
eVA Customer Care

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

### REVERSE AUCTION 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, Racka  
**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

Line	Qty	UOM	Desc
1	200	skein	Worsted weight wool yarn

**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: <a href="#">Desktop Browser</a> , <a href="#">eVA Mobile App</a> or <a href="#">eVA Mobile Browser</a>	Logging into your eVA account ( <a href="http://www.eVA.virginia.gov">www.eVA.virginia.gov</a> ). 1. From your account, click the Quick Quote link. 2. Click the Quick Quote ID in the <i>Current Request List</i> .
---	--

Online bidding instructions are available at: <http://eva.virginia.gov/library/files/buyers/qq-online-bidding-instructions.pdf>

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](mailto: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

**From:** noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]  
**Sent:** Tuesday, July 15, 2014 5:12 PM  
**To:** Lamb, Racka  
**Subject:** Amended Quick Quote Request - Occupational Therapy Supplies

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

**Quick Quote:** QQ014812 - Version 2 - Occupational Therapy Supplies

**Closing Date/Time:** 07/15/2014 06:30 PM

Line	Qty	UOM	Desc
1	10	each	Handweaving Loom

**Attachments:** 2 documents

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

View the full Amended Quick Quote by either:

Clicking one of these links: <a href="#">Desktop Browser</a> , <a href="#">eVA Mobile App</a> or <a href="#">eVA Mobile Browser</a>	Logging into your eVA account ( <a href="http://www.eVA.virginia.gov">www.eVA.virginia.gov</a> ). 1. From your account, click the Quick Quote link. 2. Click the Quick Quote ID in the <i>Current Request List</i> .
---	--

Online bidding instructions are available at: <http://eva.virginia.gov/library/files/buyers/QQ-online-bidding-instructions.pdf>

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](mailto: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**

**From:** noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]  
**Sent:** Monday, August 04, 2014 5:23 PM  
**To:** Lamb, Racka  
**Subject:** Amended Quick Quote Request - Early Winter 2015 Knitting & Crochet Supplies

**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

Line	Qty	UOM	Desc
1	10	skein	Worsted weight wool yarn
2	10	each	Knitting Needles, circular, US8

**Attachments:** 1 document

**Buyer:** Alison Paca 555-555-5555 [alison.paca@dgs.virginia.gov](mailto:alison.paca@dgs.virginia.gov)

View the full Amended Quick Quote by either:

Clicking one of these links: <a href="#">Desktop Browser</a> , <a href="#">eVA Mobile App</a> or <a href="#">eVA Mobile Browser</a>	Logging into your eVA account ( <a href="http://www.eVA.virginia.gov">www.eVA.virginia.gov</a> ). 1. From your account, click the Quick Quote link. 2. Click the Quick Quote ID in the <i>Current Request List</i> .
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Online bidding instructions are available at: <http://eva.virginia.gov/library/files/buyers/qq-online-bidding-instructions.pdf>

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](mailto: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, Racka  
**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

Line	Qty	UOM	Desc
1	100	skein	Yarn
2	20	each	Knitting needles
3	100	packet	Stitch markers

**Attachments:** 1 document

**Buyer:** Alison Paca 555-555-5555 [alison.paca@dgs.virginia.gov](mailto:alison.paca@dgs.virginia.gov)

View the full Amended Quick Quote by either:

Clicking one of these links: <a href="#">Desktop Browser, eVA Mobile App</a> or <a href="#">eVA Mobile Browser</a>	Logging into your eVA account ( <a href="http://www.eVA.virginia.gov">www.eVA.virginia.gov</a> ). 1. From your account, click the Quick Quote link. 2. Click the Quick Quote ID in the <i>Current Request List</i> .
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Online bidding instructions are available at: <http://eva.virginia.gov/library/files/buyers/qq-online-bidding-instructions.pdf>

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](mailto: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) [mailto: [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.

Online bidding instructions are available at: <http://eva.virginia.gov/library/files/buyers/qq-online-bidding-instructions.pdf>

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

Thank you,  
eVA Customer Care

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



**PAPER RESPONSE ENTERED NOTIFICATION**

**Figure 72: Paper Response Entered Notification**

**From:** racka.lamb@ouessant2.com [mailto: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: <a href="#">Desktop Browser</a> , <a href="#">eVA Mobile App</a> or <a href="#">eVA Mobile Browser</a>	Logging into your eVA account ( <a href="http://www.eva.virginia.gov">http://www.eva.virginia.gov</a> ). 1. In your account, click on 'Go to Quick Quote'. 2. Click the Quick Quote ID in the <i>Current Request List</i> . 3. Under 'Current Responses', click the Response ID.
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Online bidding instructions are available at: <http://eva.virginia.gov/library/files/buyers/qq-online-bidding-instructions.pdf>

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

Email sent to: [racka.lamb@ouessant2.com](mailto:racka.lamb@ouessant2.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, Racka

**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:

1. Go to the eVA site at <http://www.eva.virginia.gov>.
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.

Online bidding instructions are available at: <http://eva.virginia.gov/library/files/buyers/qq-online-bidding-instructions.pdf>

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

Figure 76: eVA Registration Information Screen

Virginia.gov Agencies | Governor Search Virginia.Gov

Announcing the Xcelerator Awards: Recognizing the Power of Procurement Apply Here

**eVA** Virginia's eProcurement Portal

DEPARTMENT OF GENERAL SERVICES

I BUY FOR VIRGINIA I SELL TO VIRGINIA TRANSPARENCY CUSTOMER CARE BILLING

Username Password Buyer Login Vendor Login Login Help Register

eVA Home > Registration for Buyers and Vendors

### eVA Registration

#### Buyers

eVA provides tools for every aspect of conducting a procurement . Requisition, Approvals, Sourcing, Orders, Contracts, etc.

State Agencies, Colleges and Universities  
Contact your procurement office to request a login.

Local Government  
Cities, Towns, Counties, Community Service Boards, Authorities, Public Schools and all other Public Bodies are welcome to leverage eVA's electronic procurement tools, free training and support.

#### Vendors

eVA gives your company easy access to tools that will make doing business with the Commonwealth efficient and save you money.

**New to eVA - Register**

- Registration Quick Guide
- Brief registration 'How To' video
- Do you have a DUNS number? [Get one here](#)
- Look up your Commodity Codes
- Small, Woman or Minority Owned Businesses click here

New Location to your eVA Account

- Add Location Quick Guide

Ariba Network Registration

Necessary to receive orders electronically from the Commonwealth, your Ariba Network Account also makes you an available supplier to all other Ariba customers.

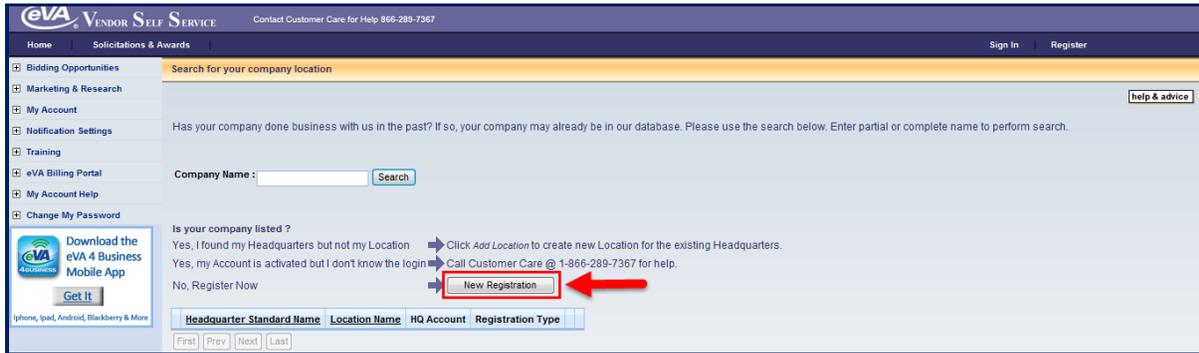
Paper Registration

For vendors with limited access to the internet, download our printable registration packet.

<b>Info Center</b> <ul style="list-style-type: none"><li>eVA Overview</li><li>eVA Newsletters</li><li>eVA Awards</li><li>eVA Outreach</li><li>eVA Vendors</li><li>eVA Facts</li></ul>	<b>Contact Us</b> <ul style="list-style-type: none"><li>DPS Contact Directory</li><li>eVA Customer Care</li></ul> <b>Web Browser Support</b> <ul style="list-style-type: none"><li>Support and Configuration</li></ul>	<b>Resources</b> <ul style="list-style-type: none"><li>Div. of Purchases and Supply</li><li>Virginia Institute of Procurement</li><li>Public Procurement Forum</li><li>Ariba Supplier Network</li><li>Virginia Information Technologies Agency</li><li>Dept. of Small Business and Supplier Diversity</li></ul>	<b>Resources</b> <ul style="list-style-type: none"><li>NIGP Code Lookup</li><li>eVA Browser Optimizer</li><li>Privacy Statement</li><li>FOIA</li><li>UAT Training</li><li>Mobile APP Center</li></ul>
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The Vendor Self Service **SEARCH FOR YOUR COMPANY LOCATION** screen opens in a new browser window (Figure 77).

**Figure 77: Search for your company location Screen**



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.