

Quick Quote

Buyer User Guide

August 2014

Version 12

26-0003

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1. GETTING STARTED

Quick Quote is a mechanism for you and other buyers in the Commonwealth of Virginia (COVA) to generate informal solicitations in an *ad hoc* format. Quick Quote fills the void between the role that the eVA eMall plays in fulfilling simple catalog orders and the role that eProcurement plays in providing a bid-and-solicitation generation and response tool.

Quick Quote uses eight steps to carry out a procurement.

1. Creating the Quick Quote request
2. Selecting vendors
3. Issuing the Quick Quote request
4. Receiving vendor responses to the Quick Quote request
5. Evaluating the Quick Quote responses
6. Awarding items to vendors
7. Creating the requisition in the eMall
8. Submitting the eMall requisition

There are several types of user roles in Quick Quote, as shown in **Table 1**. The type of role you have is determined by your supervisor. You might be assigned multiple roles. For example, you might have the Advanced and Approver roles.

Table 1: Quick Quote Roles and Associated Functionality

Role	Quick Quote Functionality
Read-only; used for supervisors who want to review their subordinates work	<ul style="list-style-type: none"> • You can view your own buysenseOrg list. • You can view the Quick Quote Guides. • You cannot create Quick Quote requests or reverse auctions. • You cannot approve Quick Quote requests.
Basic	<ul style="list-style-type: none"> • You can create Quick Quote requests and/or reverse auctions. • Any Quick Quote requests or reverse auctions must be approved before they are issued. • You can view Quick Quote requests in your own and any other assigned buysenseOrgs.
Advanced	<ul style="list-style-type: none"> • You can create Quick Quote requests and/or reverse auctions. • Quick Quote requests or reverse auctions do not require approval before they are issued. • You can view Quick Quote requests in your own and any other assigned buysenseOrgs.
Approver	<ul style="list-style-type: none"> • You can approve Quick Quote requests and reverse auctions for Basic users in your own and any other assigned buysenseOrg. • You can view Quick Quote requests in your own and any other assigned buysenseOrgs. • You cannot create Quick Quote requests.



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 that you can click the reference to go to the related information.

TYPOGRAPHICAL CONVENTIONS

The typographical conventions described in **Table 2** 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 2: Typographical Conventions Employed in This Guide

Item	Convention	Example
Screen Titles	Small caps, bold print	SAVED REPORTS screen DASHBOARD
Field Names	Initial caps, bold print	Title field Description
Control Labels	Initial caps, bold print	Use PCard check box Client Name pick list
Flag or indicator setting Parameter value Phase or Status Menu Item or Command	Initial caps, italic print	If the flag is set to <i>Yes</i> , then ... When set to <i>Statement</i> , ... An order in <i>Composing</i> status Select <i>Save</i> on the File menu
Buttons	Initial caps, bold print	Submit button Save
Links	Links that are active in this document appear in blue text. Position the cursor over the link to see a screen tip. Links that are active in the application but are not active in this document are underlined.	http://eva.virginia.gov/ The <u>Requisition</u> link will ...



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CREATE A REQUEST

Item	Convention	Example
Cross-references	<p>There are two types of cross references in this document. All 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 Figure 1.</p> <p>See Interface Tools for more information.</p>

LOGGING ON

To access Quick Quote:

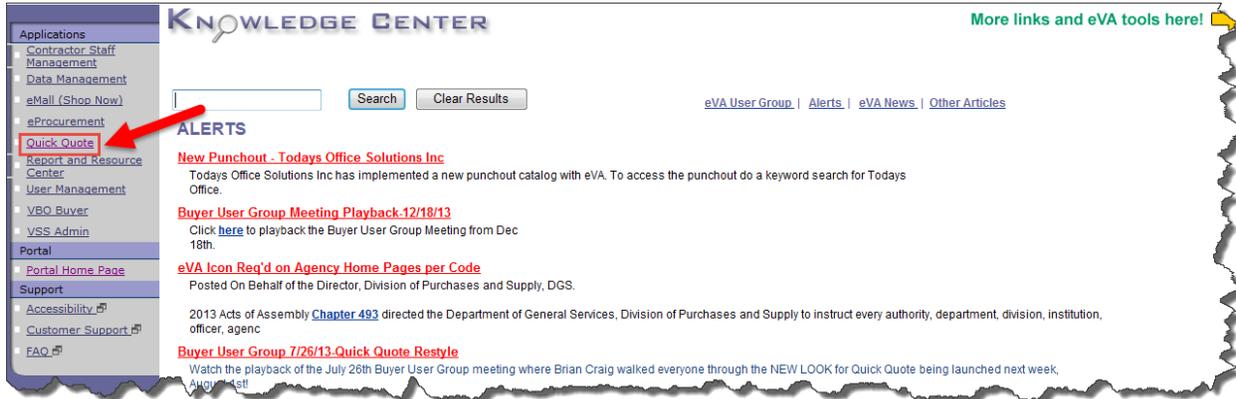
- Open your Web browser, type the URL <http://eva.virginia.gov> into the address line, and press **Enter**.
- Enter your User ID (Username) and password. Click the **Buyer Login** button (Figure 1).

Figure 1: eVA Home Page and Buyer Login Field



- On the **KNOWLEDGE CENTER** screen, click the [Quick Quote](#) link in the left menu to access Quick Quote (Figure 2). (If the [Quick Quote](#) link is not visible, contact your Procurement Office or your DPS Account Executive.)

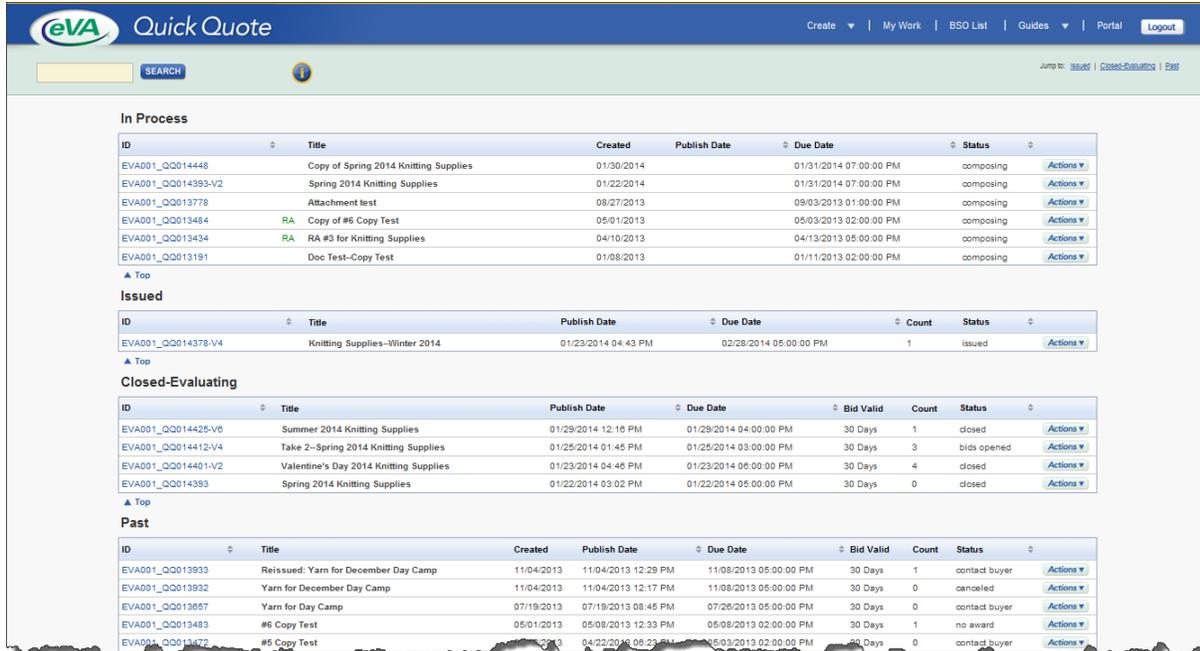
Figure 2: Quick Quote Link on the Knowledge Center Screen



MY WORK

The **MY WORK** screen is the equivalent of a Home page for Quick Quote (Figure 3).

Figure 3: MY WORK Screen



Use the **MY WORK** screen to access all of your Quick Quote requests. You can also:

- Search for Quick Quote requests
- Create Quick Quote requests

CREATE A REQUEST

- View Quick Quote requests for the buysenseOrgs (BSO) for which you are authorized (see Request by buysenseOrg List for more information)
- Access the Quick Quote user documentation

The **MY WORK** screen consists of a command bar, located at the top of the screen, and your Quick Quotes, organized in the following four panes:

- **IN PROCESS:** Quick Quotes in *composing*, *pending*, *denied*, or *submitted* status
- **ISSUED:** Quick Quotes in *issued* status
- **CLOSED-EVALUATING:** Quick Quotes that have closed, been canceled, and those that are awaiting evaluation
- **PAST:** Quick Quotes whose Bid Valid period has elapsed

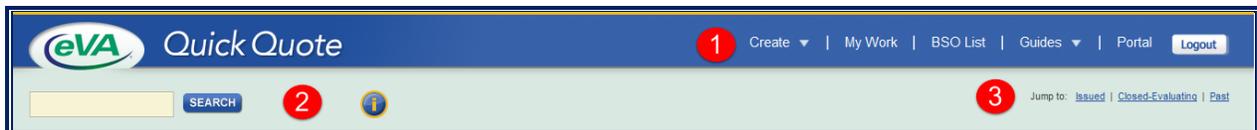


The **Bid Valid** period is the number of days from the Response Due Date during which the vendor quotes must be valid.

ACTION PANE

The action pane, located at the top of the **MY WORK** screen, contains links and drop-down menus that give you access to various Quick Quote functions (Figure 4).

Figure 4: The **MY WORK** Action Pane



1. Menus and Links

- **Create:** Use this drop-down menu to create a new Quick Quote request.
- **My Work:** Use this link to return to the main Quick Quote landing page.
- **BSO List:** Use this link to view the Quick Quote requests of the BSOs for which you are authorized.
- **Guides:** Use this drop-down menu to access the Quick Quote user guides.
- **Portal:** Use this link to return to the Portal Home page.
- **Logout:** Use this link to log out of eVA.

2. Keyword Search

- **Search:** Enter one or more keywords in the text box to search among your existing Quick Quote requests. For more information, see [Searching for a Quick Quote Request](#).
- **Information Icon:** Click the information icon (i) to see search tips.

3. Jump Links

- **Issued:** Use this link to go directly to a list of Quick Quote requests that are in *issued* status.
- **Closed-Evaluating:** Use this link to go directly to a list of Quick Quote requests that are in *closed* status or are being evaluated.
- **Past:** Use this link to go directly to a list of Quick Quote requests that are in the Past pane.

NAVIGATING THE My Work PANES

Request lists shown in the **MY WORK** screen panes are displayed in Request ID order, from newest to oldest. If there are more than 10 requests, click the **More...** button (located at the bottom right of each pane) to list additional requests.

Click a sortable column heading (**ID**, **Publish Date**, **Due Date**, or **Status**) to change the sort order (**Figure 5**). The current sort order is indicated by an up or down arrow to the right of the column heading. Select the same column to reverse the sort (ascending to descending).

Figure 5: Sortable Headings

ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ013657	Yarn for Day Camp	07/19/2013	07/19/2013 08:45 PM	07/26/2013 05:00:00 PM	30 Days	0	contact buyer	Actions
EVA001_QQ013932	Yarn for December Day Camp	11/04/2013	11/04/2013 12:17 PM	11/08/2013 05:00:00 PM	30 Days	0	canceled	Actions
EVA001_QQ013933	Reissued: Yarn for December Day Camp	11/04/2013	11/04/2013 12:29 PM	11/08/2013 05:00:00 PM	30 Days	1	contact buyer	Actions
EVA001_QQ014378-V6	Knitting Supplies--Winter 2014	02/25/2014	02/25/2014 05:04 PM	02/28/2014 05:00:00 PM	30 Days	0	contact buyer	Actions
EVA001_QQ014393	Spring 2014 Knitting Supplies	01/22/2014	01/22/2014 03:02 PM	01/22/2014 05:00:00 PM	30 Days	0	contact buyer	Actions
EVA001_QQ014401-V2	Valentine's Day 2014 Knitting Supplies	01/23/2014	01/23/2014 04:46 PM	01/23/2014 06:00:00 PM	30 Days	4	contact buyer	Actions
EVA001_QQ014412-V4	Take 2--Spring 2014 Knitting Supplies	01/25/2014	01/25/2014 01:45 PM	01/25/2014 03:00:00 PM	30 Days	3	contact buyer	Actions
EVA001_QQ014425-V6	Summer 2014 Knitting Supplies	01/29/2014	01/29/2014 12:16 PM	01/29/2014 04:00:00 PM	30 Days	1	contact buyer	Actions
EVA001_QQ014448	Camp Spring 2014 Knitting Supplies	01/30/2014	02/05/2014 04:45 PM	02/17/2014 07:00:00 PM	30 Days	0	contact buyer	Actions
EVA001_QQ014591-V4	Response versioning test	02/25/2014	02/25/2014 06:50 PM	02/28/2014 07:00:00 PM	30 Days	0	contact buyer	Actions

▲ Top More...

An **Actions** button is located to the right of each Quick Quote request (**Figure 6**). Click the button to see the possible actions for the corresponding Quick Quote request. The actions available vary depending on the status of the request.

Figure 6: The Action Buttons

ID	Title	Created	Publish Date	Due Date	Status	Actions
EVA001_QQ014448	Copy of Spring 2014 Knitting Supplies	01/30/2014		01/31/2014 07:00:00 PM	composing	Actions
EVA001_QQ014393-V2	Spring 2014 Knitting Supplies	01/22/2014		01/31/2014 07:00:00 PM	composing	Actions
EVA001_QQ013778	Attachment test	08/27/2013		09/03/2013 01:00:00 PM	composing	Actions
EVA001_QQ013484	RA Copy of #6 Copy Test	05/01/2013		05/03/2013 02:00:00 PM	composing	Actions
EVA001_QQ013434	RA #3 for Knitting Supplies	04/10/2013		04/13/2013 05:00:00 PM	composing	Actions
EVA001_QQ013191	Doc Test-Copy Test	01/08/2013		01/11/2013 02:00:00 PM	composing	Actions

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IN PROCESS PANE

This pane contains a list of requests that have not yet been issued (Figure 7).

Figure 7: *IN PROCESS* Pane

In Process						
ID	Title	Created	Publish Date	Due Date	Status	Actions
EVA001_QQ014811	Yarn Order	06/24/2014	06/27/2014 05:00 PM	07/08/2014 08:00:00 PM	composing	Actions
EVA001_QQ014810	Early Winter 2015 Knitting & Crochet Supplies	06/24/2014	08/04/2014 05:00 PM	01/09/2015 04:20:00 PM	submitted	Actions
EVA001_QQ014775	Take 5: Late Winter 2015 Knitting & Crochet Supplies	05/23/2014	10/01/2014 05:00 PM	11/28/2014 04:20:00 PM	composing	Actions
EVA001_QQ014768	Take 4: Early Winter 2014 Knitting & Crochet Supplies	05/22/2014	08/01/2014 05:00 AM	09/30/2014 04:20:00 PM	pending	Actions
EVA001_QQ014761	Take 3: Early Fall 2014 Knitting & Crochet Supplies	05/22/2014	06/02/2014 05:00 AM	07/31/2014 04:20:00 PM	composing	Actions
EVA001_QQ014636	Take 2: Knitting Supplies for Autumn Knitting Classes	03/21/2014		04/07/2014 05:00:00 PM	composing	Actions
EVA001_QQ014634	Take 2: Early Fall 2014 Knitting & Crochet Supplies	03/21/2014		04/04/2014 04:20:00 PM	denied	Actions

▲ Top

Each row in the **IN PROCESS** pane displays the Quick Quote request ID, request title, the date the request was created, the date the request will be issued (for requests with a future publish date), the response due date, and the request status.

There are four statuses for Quick Quote requests in this pane (Table 3).

Table 3: *IN PROCESS* Statuses

Status	Definition
composing	The request has been created but not submitted.
pending	The request is pending approval (Basic users only).
denied	The request was denied by the approver (Basic users only).
submitted	The request was submitted with a future publish date. You can edit, copy, or cancel/delete the request because it has not been issued.

You can take the following actions for requests in this pane (Table 4).

Table 4: *IN PROCESS* Actions

Action	Definition
Copy	Makes a copy of the request.
Cancel/Delete	Cancels the request if it is in <i>submitted</i> status and deletes it if it is in <i>composing</i> status.

ISSUED PANE

This pane contains a list of Quick Quote requests that are in *issued* status (Figure 8).

Figure 8: ISSUED Pane

ID	Title	Publish Date	Due Date	Count	Status
EVA001_QQ014378-V4	Knitting Supplies-Winter 2014	01/23/2014 04:43 PM	02/28/2014 05:00:00 PM	1	issued

ID	Title	Publish Date	Due Date	Bid Valid	Count	Status
EVA001_QQ014425-V6	Summer 2014 Knitting Supplies	01/29/2014 12:16 PM	01/29/2014 04:00:00 PM	30 Days	1	closed
EVA001_QQ014412-V4	Take 2--Spring 2014 Knitting Supplies	01/25/2014 01:45 PM	01/25/2014 03:00:00 PM	30 Days	3	bids
EVA001_QQ014401-V2	Valentine's Day 2014 Knitting Supplies	01/23/2014 04:46 PM	01/23/2014 06:00:00 PM	30 Days	4	closed
EVA001_QQ014393	Spring 2014 Knitting Supplies	01/23/2014 04:02 PM	02/28/2014 05:00:00 PM	30 Days	0	closed

Each row in the **ISSUED** pane displays the Quick Quote request ID, request title, the date the request was issued (Publish Date), the response due date, the bid valid days, the number of responses received (Count), and the request status.

There is one status for Quick Quote requests in this pane (**Table 5**).

Table 5: ISSUED Pane Status

Status	Definition
issued	The request has been issued but the response due date has not passed. You can view vendor responses if there are any.

You can take the following actions for requests in this pane (**Table 6**).

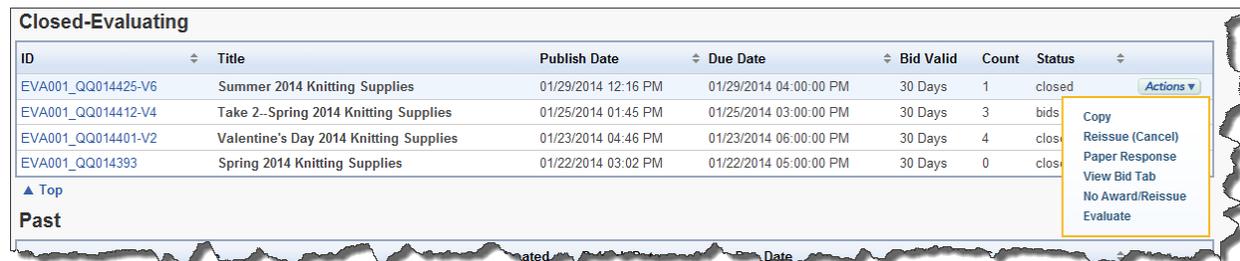
Table 6: ISSUED Pane Actions

Action	Definition
Amend	Creates a new version of the request that you can modify.
View Bid Tab	Displays the request header information and any responses that have been received.
Copy	Makes a copy of the request.
Cancel/Delete	Cancels the request.
Reissue (Cancel)	Cancels the request and creates a copy of the request that you can modify and submit.
Paper Response	Opens the paper response form for the request.
Monitor Reverse Auction	Provides a way for you to monitor the progress of a reverse auction.
Evaluate	Opens the evaluation screens so you can view responses.

CLOSED-EVALUATING PANE

This pane contains a list of Quick Quote requests that have passed their due dates (Figure 9).

Figure 9: CLOSED-EVALUATING Pane



ID	Title	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ014425-V6	Summer 2014 Knitting Supplies	01/29/2014 12:16 PM	01/29/2014 04:00:00 PM	30 Days	1	closed	Copy
EVA001_QQ014412-V4	Take 2--Spring 2014 Knitting Supplies	01/25/2014 01:45 PM	01/25/2014 03:00:00 PM	30 Days	3	bids	Reissue (Cancel)
EVA001_QQ014401-V2	Valentine's Day 2014 Knitting Supplies	01/23/2014 04:46 PM	01/23/2014 06:00:00 PM	30 Days	4	closed	Paper Response
EVA001_QQ014393	Spring 2014 Knitting Supplies	01/22/2014 03:02 PM	01/22/2014 05:00:00 PM	30 Days	0	closed	View Bid Tab
							No Award/Reissue
							Evaluate

Each row in the **CLOSED-EVALUATING** pane displays the Quick Quote request ID, request title, the date the request was issued (Publish Date), the response due date, the bid valid days, the number of responses received (Count), and the request status.

There are five statuses for requests in the **CLOSED-EVALUATING** pane (Table 7).

Table 7: CLOSED-EVALUATING Statuses

Status	Definition
closed	The response due date for the request has passed. You can evaluate responses if there are any, and then create a vendor award.
canceled	An issued request that was canceled.
bids opened	<ul style="list-style-type: none"> The request is in <i>closed</i> status and you selected the Publish Bid Tabulation check box so that vendors can view all responses. You can evaluate responses if there are any, and then create a vendor award; Or <ul style="list-style-type: none"> You have evaluated and created a vendor award for at least one line item on the request.
awarded	You have selected the Set Status to Awarded check box on the Evaluation to manually update the request status to <i>awarded</i> status. You can continue to evaluate responses, create awards, and publish bid tabulation information.
no award	You have set all lines to <i>no award</i> , or set all previously awarded lines to <i>no award</i> without awarding any lines.

You can take the following actions for requests in this pane (Table 8).

Table 8: CLOSED-EVALUATING Actions

Action	Definition
Copy	Makes a copy of the request.
Reissue (Cancel)	Cancels the request and creates a copy that you can modify and submit. This action is allowed for requests in <i>canceled</i> status that have not been reissued.
Paper Response	Opens the paper response form for the request. This action is allowed for

Action	Definition
	requests in <i>closed</i> , <i>bids opened</i> or <i>canceled</i> status.
View Bid Tab	Displays the request header information and any responses that have been received.
No Award/Reissue	<i>No awards</i> the request and creates a copy that you can modify and submit.
Evaluate	Opens the evaluation screens so that you can make award decisions for the request.

PAST PANE

After the **Bid Valid** period (Close Date plus Bid Valid days) has elapsed, the Quick Quote request moves to the **PAST** pane (Figure 10).

Figure 10: PAST Pane

ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status
EVA001_QQ013933	Reissued: Yarn for December Day Camp	11/04/2013	11/04/2013 12:29 PM	11/08/2013 05:00:00 PM	30 Days	1	contact buyer
EVA001_QQ013932	Yarn for December Day Camp	11/04/2013	11/04/2013 12:17 PM	11/08/2013 05:00:00 PM	30 Days	0	canceled
EVA001_QQ013657	Yarn for Day Camp	07/19/2013	07/19/2013 08:45 PM	07/26/2013 05:00:00 PM	30 Days	0	contact
EVA001_QQ013483	#6 Copy Test	05/01/2013	05/08/2013 12:33 PM	05/08/2013 02:00:00 PM	30 Days	1	no award
EVA001_QQ013472	#5 Copy Test	04/22/2013	04/22/2013 06:23 PM	05/03/2013 02:00:00 PM	30 Days	0	contact
EVA001_QQ013440	#4 Copy Test	04/11/2013	04/11/2013 04:24 PM	04/15/2013 02:00:00 PM	30 Days	0	contact buyer
EVA001_QQ013436	#3 Copy Test	04/11/2013	04/11/2013 03:13 PM	04/15/2013 02:00:00 PM	30 Days	0	contact buyer
EVA001_QQ013435	#2 Copy Test	04/11/2013	04/11/2013 02:09 PM	04/15/2013 02:00:00 PM	30 Days	0	contact buyer
EVA001_QQ013433	RA RA #2 for Knitting Supplies	04/10/2013	04/10/2013 04:01 PM	04/12/2013 05:00:00 PM	30 Days	2	contact buyer
EVA001_QQ013427	RA RA for Knitting Supplies	04/09/2013	04/10/2013 02:45 PM	04/11/2013 05:00:00 PM	30 Days	0	contact buyer

Each row in the **PAST** pane displays the Quick Quote request ID, request title, the date the request was created, the date the request was issued (**Publish Date**), the response due date, the bid valid days, the number of responses received (**Count**), and the request status.

There are four statuses for past requests (Table 9).

Table 9: PAST Pane Statuses

Status	Definition
canceled	An issued request that was canceled.
awarded	The Set Status to Awarded check box has been selected on the Evaluation to manually update the request status to <i>awarded</i> status.
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> without awarding any lines.
contact buyer	The buyer has not made an award decision or has not yet finalized the award for the request; the vendor should contact the buyer for more information about the status of the request.



You can take the following actions for requests in this pane (Table 10).

Table 10: PAST Pane Actions

Action	Definition
View Evaluation	Opens the evaluation screens in read-only mode.
View Responses	Opens the Response and Evaluation Review screen so you can view the vendor responses.
View Bid Tab	Displays the request header information and any responses that have been received.
Copy	Makes a copy of the request.

REQUEST STATUS SUMMARY

Table 11 lists all Quick Quote Request statuses and illustrates how the request status changes as the request moves through its life cycle.

Table 11: Request Statuses

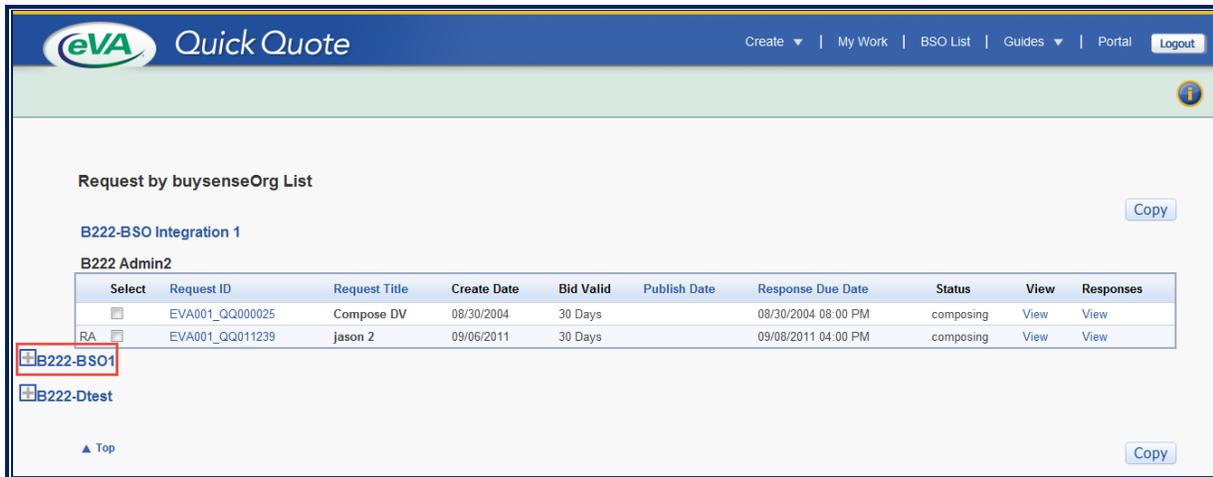
Before Bid Valid Days Expire	After Bid Valid Days Expire	Select Manual Award Indicator	Clear Manual Award Indicator
<i>composing</i>	N/A	N/A	N/A
<i>pending</i>	N/A	N/A	N/A
<i>denied</i>	N/A	N/A	N/A
<i>submitted</i>	N/A	N/A	N/A
<i>issued</i>	N/A	N/A	N/A
<i>closed</i>	<i>contact buyer</i>	<i>awarded</i>	<i>contact buyer</i>
<i>bids opened</i> (by either publishing the bid tab or submitting an award on the request)	<i>contact buyer</i>	<i>awarded</i>	<i>contact buyer</i>
<i>awarded</i> (manually awarded request)	<i>awarded</i>	N/A	<i>contact buyer</i>
<i>awarded</i> (This status is for requests in <i>awarded</i> status before June 24, 2009.)	<i>awarded</i>	N/A	N/A
<i>no award</i>	<i>no award</i>	<i>awarded</i>	<i>contact buyer</i>
<i>canceled</i>	<i>canceled</i>	N/A	N/A

REQUEST BY BUYSSENSEORG LIST

All procurement personnel are assigned to a buysenseOrg (BSO or Group Profile) within eVA. These are buying groups that have been set up within agencies to customize eVA functionality for each user. The [BSO List](#) link in the action pane allows you to view Quick Quote requests and responses created by other buyers within your BSO until the **Bid Valid** days of the request pass (**Figure 11**). Users in your BSO are displayed first. If you are authorized for other BSOs, those users are listed next, grouped by BSO. Click the BSO name to view those users and their requests.

If you need to see the work of buyers outside your BSO, your Procurement Office or your DPS Account Executive can assign permission to allow you to view Quick Quote requests from other BSOs.

Figure 11: BSO LIST Screen



You can take the following actions for requests on the BSO List (**Table 12**).

Table 12: BSO LIST Request Actions

Action	Definition
View	Opens the request screens for viewing.
View Responses	Opens the Response and Evaluation Review screen so you can view the vendor responses.
Copy	Makes a copy of the request. Available to users who have been granted <i>Create</i> access.

2. CREATE A REQUEST

Choose the **Create Request** option from the **Create** drop-down menu in the action pane (see the [Action Pane](#) section of this document). The **HEADER** screen opens.

If you have Reverse Auction access, you will have the option to create a Reverse Auction in addition to being able to create a standard Quick Quote request. For more information about Reverse Auctions, see the section [Reverse Auctions](#).

HEADER INFORMATION

The purpose of the **HEADER** screen is to capture basic information about the Quick Quote request (Figure 12). Required fields are marked with a red asterisk (*).

Figure 12: Request HEADER Screen

Table 13 below describes each of the fields that appear on the **HEADER** screen. Quick Quote fills in the buyer contact information from your User Profile. More information about the fields you will complete is provided in the sections following the table.

Table 13: HEADER Screen Fields

Field	Required?	Comment
Buyer Agency	N/A	Read-only, inferred from your User Profile
Buyer Name	N/A	Read-only, inferred from your User Profile
Buyer Phone #	N/A	Read-only, inferred from your User Profile
Buyer Email	N/A	Read-only, inferred from your User Profile

QUICK QUOTE BUYER USER GUIDE



CREATE A REQUEST

Field	Required?	Comment
Set-Aside?	No	<ul style="list-style-type: none"> • Check box <ul style="list-style-type: none"> – Checked = <i>Yes</i>; a drop-down menu listing the available SWaM values is displayed. – Unchecked = <i>No</i>
Request Title*	Yes	<ul style="list-style-type: none"> • Text box <ul style="list-style-type: none"> – Provides a description of the procurement (for example, “Knitting Supplies for Summer Camp 2014”) – Accepts up to 255 characters
Category*	Yes	<ul style="list-style-type: none"> • Drop-down list
Close Date*	Yes	<ul style="list-style-type: none"> • Text box <ul style="list-style-type: none"> – Acceptable format: <i>mm/dd/yyyy</i> – Calendar icon also available
Close Time*	Yes	<ul style="list-style-type: none"> • Text box <ul style="list-style-type: none"> – Acceptable formats: <ul style="list-style-type: none"> ○ <i>hh:mm</i> ○ <i>h:mm</i> ○ <i>h</i> ○ <i>hh</i>
Future Publish Date	No	<ul style="list-style-type: none"> • Check box <ul style="list-style-type: none"> – Checked = <i>Yes</i> – Unchecked = <i>No</i>
Publish Date	No	<ul style="list-style-type: none"> • Conditional field; appears only if Future Publish Date check box is selected <ul style="list-style-type: none"> – Acceptable format: <i>mm/dd/yyyy</i> – Calendar icon also available
Publish Time	No	<ul style="list-style-type: none"> • Conditional field; appears only if Future Publish Date check box is selected <ul style="list-style-type: none"> – Acceptable formats: <ul style="list-style-type: none"> ○ <i>hh:mm</i> ○ <i>h:mm</i> ○ <i>h</i> ○ <i>hh</i>
Bid Valid (Days)	No	<ul style="list-style-type: none"> • Drop-down list <ul style="list-style-type: none"> – Valid selections: 30-day increments up to 360 days. – Defaults to <i>30</i>
Service Area	No	<ul style="list-style-type: none"> • Drop-down list <ul style="list-style-type: none"> – Defaults to <i>10—Statewide</i> – Select multiple service areas: press and hold Ctrl key while making selections
Award Method	No	<ul style="list-style-type: none"> • Drop-down list <ul style="list-style-type: none"> – Defaults to <i>Line</i>
Comments	No	<ul style="list-style-type: none"> • Text box <ul style="list-style-type: none"> – Holds up to 255 characters
Special Terms and Conditions	No	<ul style="list-style-type: none"> • Text box <ul style="list-style-type: none"> – Holds up to 255 characters



Field	Required?	Comment
Attachments	No	<ul style="list-style-type: none">• Always includes <i>eVA Standard Terms and Conditions</i>• Maximum file size of 30 megabytes<ul style="list-style-type: none">– Special characters not allowed in file names; letters and numbers only– Maximum of 50 characters, including the file type or extension• No limit to number of attachments

SET-ASIDE

Select the **Set-Aside?** check box to designate a Quick Quote request as a Set-Aside for vendors with certain SWaM designations. Select the appropriate SWaM designation from the drop-down menu.

REQUEST TITLE AND CATEGORY

Enter the **Request Title**. The title describes the procurement and is seen by vendors and the public. The title should be descriptive enough so you can easily find the procurement on the **MY WORK** screen.

Select a **Category** from the drop-down menu. Select the value that best represents the category of goods or services you are requesting.

CLOSE DATE AND CLOSE TIME

Enter the **Close Date** and the **Close Time**. Vendors must respond with their quotes by the Close Date (also called **Due Date** on the **IN PROCESS** list).

Quick Quote requires the Close Date and Time to be at least one hour from the current time. When you are ready to send the request to vendors, Quick Quote will also verify that there is at least one hour between the Issue Date and Time, and the Close Date and Time.

Also note that if the Close Date is fewer than three days from the Issue Date, Quick Quote will issue a warning message.

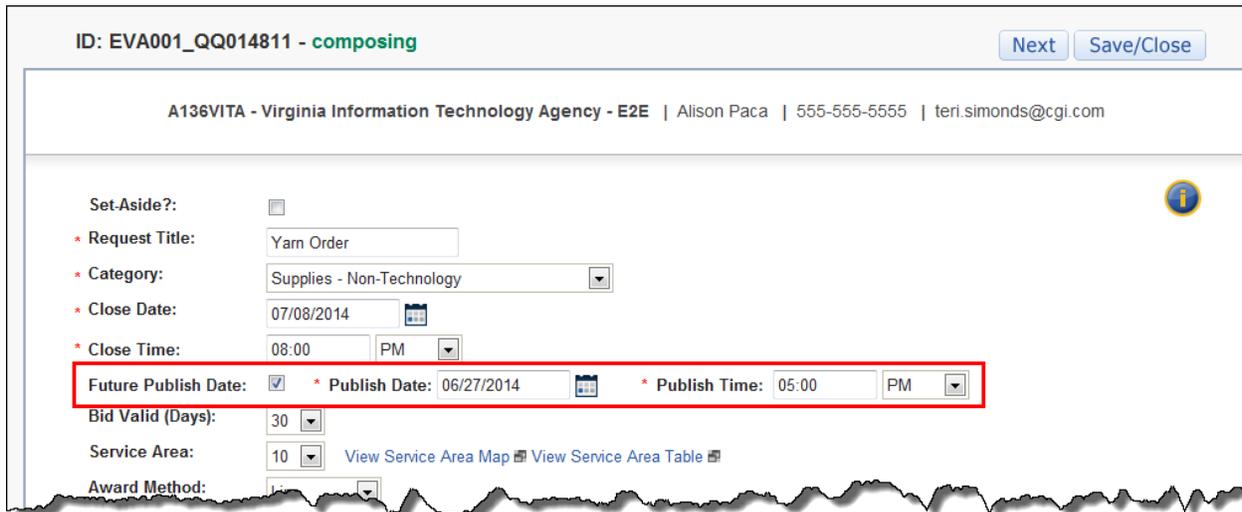
Warning: Based on a weekdays comparison of your Closing Date/Time to the Current Date/Time, you will be giving vendors less than three (3) days to prepare responses to your Quick Quote. As stated in the APSPM, you should allow 3 business days as a reasonable amount of time for vendors to prepare a response [5004].

FUTURE PUBLISH DATE

If you want Quick Quote to issue your request at some time in the future, click the **Future Publish Date** check box to activate the **Publish Date** and **Publish Time** fields (Figure 13). Enter the date and time on which you want the Quick Quote Request to be issued.

Quick Quote Requests that have a Future Publish Date remain in *submitted* status until the designated date and time. You can make changes to requests that are in *submitted* status.

Figure 13: Future Publish Date Fields



The screenshot shows a web form for creating a request. At the top, it displays the request ID 'EVA001_QQ014811 - composing' and buttons for 'Next' and 'Save/Close'. Below this, the agency information is shown: 'A136VITA - Virginia Information Technology Agency - E2E | Alison Paca | 555-555-5555 | teri.simonds@cgi.com'. The form fields include:

- Set-Aside?:
- * Request Title: Yarn Order
- * Category: Supplies - Non-Technology
- * Close Date: 07/08/2014
- * Close Time: 08:00 PM
- Future Publish Date: * Publish Date: 06/27/2014 * Publish Time: 05:00 PM** (This row is highlighted with a red box in the original image)
- Bid Valid (Days): 30
- Service Area: 10 (with links for 'View Service Area Map' and 'View Service Area Table')
- Award Method: [dropdown]

BID VALID (DAYS)

Select the number of **Bid Valid (Days)** from the drop-down list. The Bid Valid period determines the number of days that vendor quotes must be valid, counting from the Response Due Date (Close Date). If prices must remain valid longer than 30 days, select the value here and note the longer term in the comments. You can evaluate responses and make award decisions only during the bid valid period.

SERVICE AREA

Select a **Service Area** from the drop-down list. The [View Service Area Map](#) link provides a map of the available Service Areas. The [View Service Area Table](#) link opens a table that lists the cities and counties in each service area.

The Vendor List for your Quick Quote will include vendors that registered for the Service Area and NIGP Codes you select. (NIGP Codes are explained in the [Add NIGP Codes](#) section of this guide.)

- When you select the *statewide* service area, all vendors who are registered for any of the NIGP Codes used on the Quick Quote will be added to the Vendor List, regardless of the service area for which the vendors are registered. This ensures your local service area vendors are included, provided they are registered for one or more of the NIGP Codes you select.
- When you select a specific geographic service area, the Vendor List will include all vendors that are registered for both the service area you selected **and** any of the NIGP Codes used on the Quick Quote. The Vendor List will also include all vendors that are registered for the *statewide* service area **and** any of the NIGP Codes used on the Quick Quote.

AWARD METHOD

Select an Award method; the options are defined below. You can change the award method at the time of evaluation.



- **Line:** Each line item can be awarded to a different vendor.
- **Lot:** A lot is made up of a group of items that are identified by a common lot number. All of the items in a lot are awarded to a single vendor.
- **Grand Total:** All items are awarded to a single vendor.

Quick Quote informs vendors of the award method so they can submit responses accordingly.

COMMENTS

You can enter any other information in the **Comments** field. Be aware that your comments are displayed to every user and supplier who views the Quick Quote request header. (Note: Comments are not transferred to the **AWARDS** screen or the eMail when the order is created.)

You can create one or more attachments if you need to include comments that exceed the space limit of the **Comments** field.

SPECIAL TERMS AND CONDITIONS

The **Special Terms and Conditions** field is available to note important terms and conditions. Information entered in this field is displayed to every user and supplier who views the Quick Quote request header. (Note: This information is not transferred to the **AWARDS** screen or the eMail when the order is created.)

You can create one or more attachments to add terms and conditions that exceed the space limits of the **Special Terms and Conditions** field.

ATTACHMENTS

The *eVA Std Terms and Conditions* document is automatically attached to every Quick Quote request header. This document contains information about general terms and conditions that pertain to all Quick Quote procurement transactions.

If your entity has general terms and conditions that are different from the *eVA Std Terms and Conditions*, contact your DPS Account Executive

You can include attachments of any file type. To add an attachment, click the **Manage Attachments** button (Figure 14).

Figure 14: Adding Attachments to the Request Header

ID: EVA001_QQ013776 - composing Next Save/Close

A136VITA - Virginia Information Technology Agency - E2E | Alison Paca | 555-555-5555 | teri.simonds@cgi.com

Set-Aside?:

* Request Title:

* Category:

* Close Date:

* Close Time:

Future Publish Date: * Publish Date: * Publish Time:

Bid Valid (Days):

Service Area: [View Service Area Map](#) [View Service Area Table](#)

Award Method:

Comments:

Special Terms and Conditions:

Attachments: NO ATTACHMENTS

Manage Attachments

▲ Top Next Save/Close

Click **Browse...** to open the **CHOOSE FILE** window (Figure 15).

Figure 15: ATTACHMENTS Screen

ID: EVA001_QQ013776 - composing

Attachments

Done

Step 1: Click Browse and select a file.

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

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
----------------	--------	------------------------------

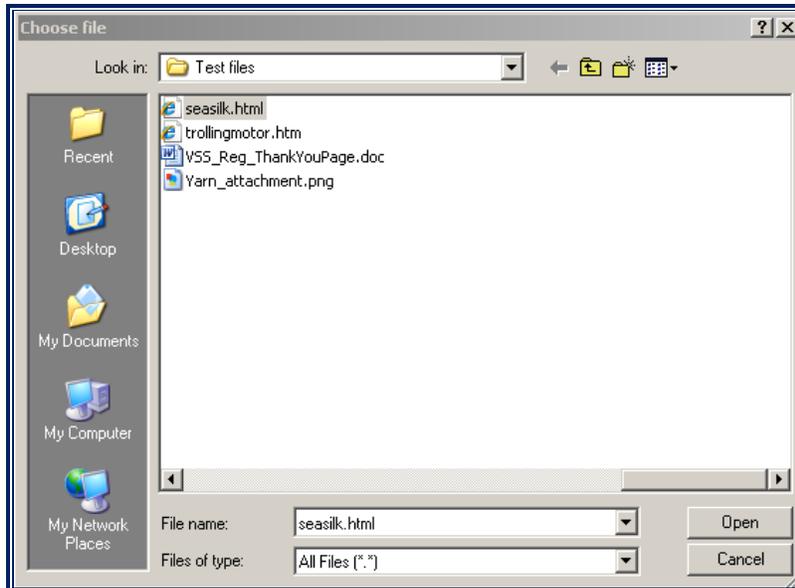
Step 4: Click Done when you are finished.

Done

▲ Top

Locate the file you want to attach (**Figure 16**). Then select the file and click **Open**.

Figure 16: CHOOSE FILE Screen



The files you attach must follow the following naming conventions:

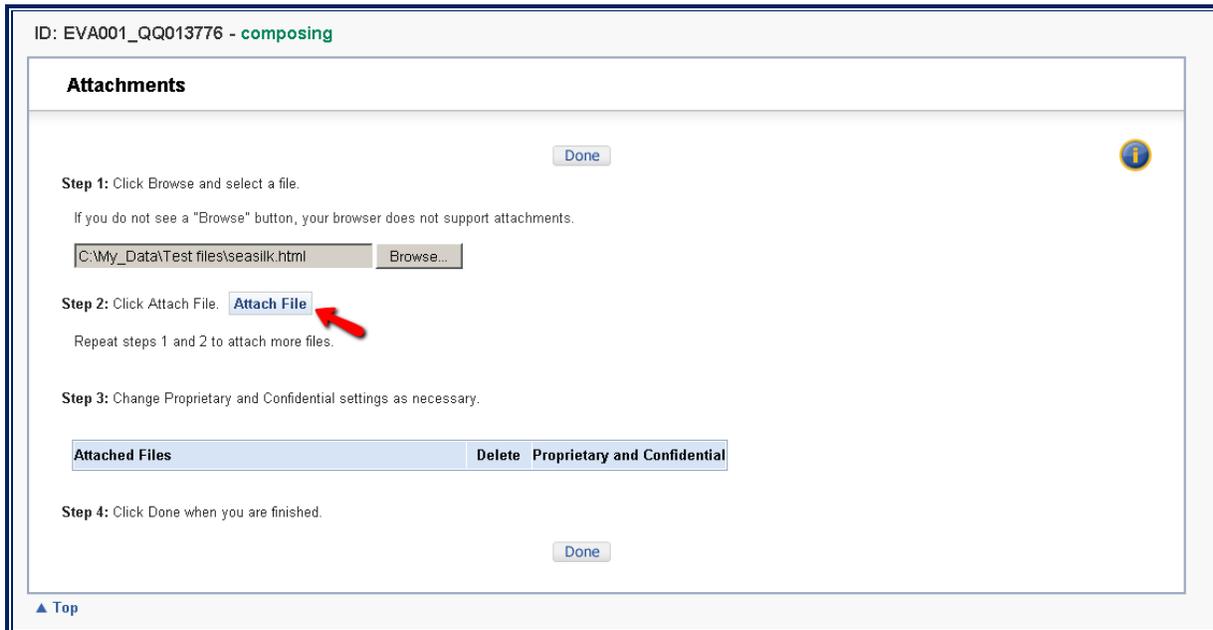
- The filename must be 50 characters or less (including the file type or extension)
- The filename must not include special characters, including (but not limited to):
 - Exclamation point (!)
 - "At" sign (@)
 - Left and right parentheses
 - Pound sign (#)
 - Dollar sign (\$)
 - Single and double quotation marks (' ")
 - Ampersand (&)
 - Caret (^)
- The filename can contain underscore (_) or hyphens (-)

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 vendors might have for downloading files through their firewalls or Internet Service Providers (ISPs).

For these reasons, if you have a large file that you need to attach to the Quick Quote, it is better to break it into two or more smaller attachments than to risk creating a situation where some of the vendors cannot access all of the information.

After the file appears in the **Browse** box, click **Attach File** to add the file to the request (**Figure 17**).

Figure 17: Attaching the Selected File



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

- **Delete** button
- **Proprietary and Confidential** check box

If you attach the wrong file, or if you decide not to include a file you have already attached, click the corresponding **Delete** button to remove the file (**Figure 18**).



Select the **Proprietary and Confidential** check box to prevent the attachment from displaying to the vendor. Only internal users will be able to view this attachment.

Figure 18: Marking the Attachments Proprietary and Confidential

Attachments

[Done](#)

Step 1: Click Browse and select a file.

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

[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
eVA Std Terms and Conditions.htm		<input type="checkbox"/>
seasilk.html	Delete	<input type="checkbox"/>

Step 4: Click Done when you are finished.

[Done](#)

Click the **Done** button to return to the **HEADER** screen.

Figure 19: Completed Request Header

ID: EVA001_QQ014459 - **composing** Next Save/Close

A136VITA - Virginia Information Technology Agency - E2E | Alison Paca | 555-555-5555 | teri.simonds@cgi.com

Set-Aside?:

* Request Title:

* Category:

* Close Date:

* Close Time:

Future Publish Date:

Bid Valid (Days):

Service Area: [View Service Area Map](#) [View Service Area Table](#)

Award Method:

Comments:

Special Terms and Conditions:

Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.#m	No
seasilk.htr	No

[Manage Attachments](#)

▲ Top Next Save/Close

Click **Next** to access the **ITEM MANAGEMENT** screen.

Click **Save/Close** to save the request and return to the **MY WORK** screen. Your request will be saved in *composing* status; you will be able to find it in the **IN PROCESS** pane on the **MY WORK** screen.

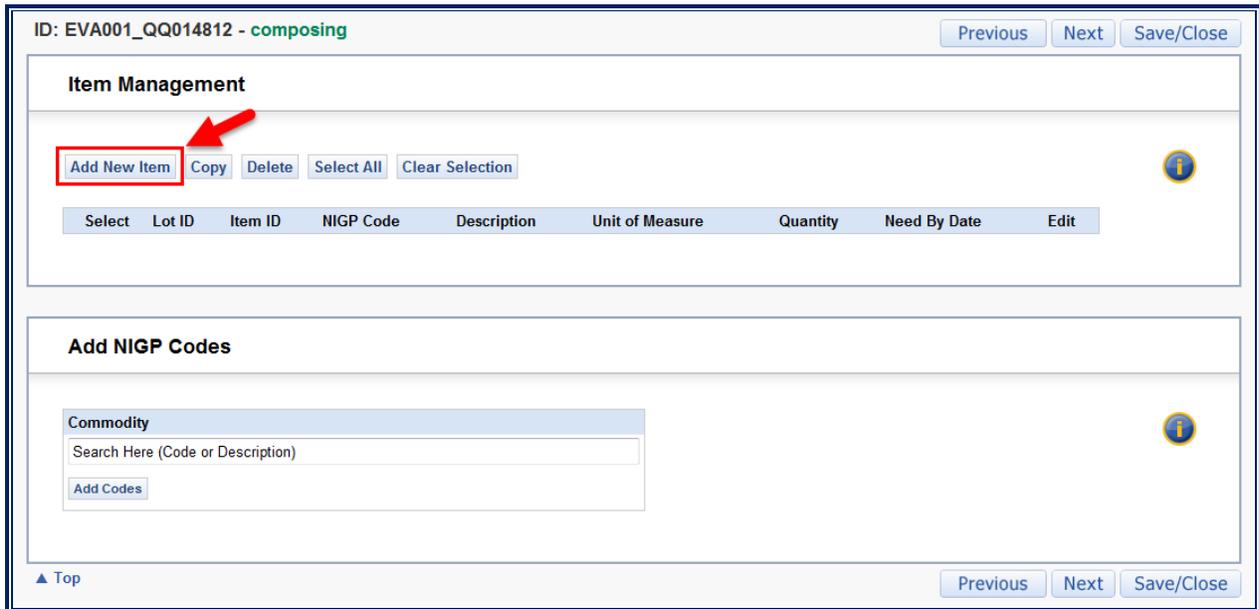


*Quick Quote automatically saves your request when you add attachments, and when using the **Next** and **Previous** buttons.*

ITEM MANAGEMENT

To add an item to your Quick Quote, click the **Add New Item** button, located in the **ITEM MANAGEMENT** pane (Figure 20).

Figure 20: ITEM MANAGEMENT Screen



The **ITEM** screen will open.



ITEM

The **ITEM** screen displays the fields for the new line item (Figure 21).

A red asterisk (*) indicates a required field. The fields are described in Table 14.

Figure 21: ITEM Screen

ID: EVA001_QQ013776 - composing

Item

[Item Management](#)

Lot Number:	<input type="text"/>
Item Number:	1
* Item Description:	<input type="text"/>
Vendor Part Num:	<input type="text"/>
Brand Name:	<input type="text"/>
* Quantity:	<input type="text" value="0"/>
* Unit of Measure:	<input type="text"/> Look up Units of Measure
UOM Description:	
* NIGP Code:	<input type="text" value="Search Here (Code or Description)"/>
NIGP Code Description:	
* Need By Date:	<input type="text" value="MM/DD/YYYY"/>
* Ship To:	VITA - Eastern Office 4053 Legato Rd. Fairfax, VA 22033
Comments:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Special Terms and Conditions:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Attachments:	NO ATTACHMENTS <input type="button" value="Manage Attachments"/>

[Item Management](#)

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Table 14: ITEM Screen Fields

Field	Required?	Comment
Lot Number	No	<ul style="list-style-type: none">Text fieldEnter a lot number if your award method is <i>Lot</i>.<ul style="list-style-type: none">If you do not enter a lot number, Quick Quote will assign all items to Lot 0 (zero)
Item Number	No	<ul style="list-style-type: none">Read-onlyQuick Quote-generated sequential number
Item Description*	Yes	<ul style="list-style-type: none">Text boxHolds up to 255 characters
Vendor Part Num	No	<ul style="list-style-type: none">Text fieldThe vendor-assigned part number for the item
Brand Name	No	<ul style="list-style-type: none">Text field
Quantity*	Yes	<ul style="list-style-type: none">Text fieldWhole numbers only<ul style="list-style-type: none">Use of decimals or fractions generates error message
Unit of Measure*	Yes	<ul style="list-style-type: none">Text fieldClick Look up Units of Measure to view list of valid abbreviations<ul style="list-style-type: none">Invalid abbreviations generate an error message
UOM Description	No	<ul style="list-style-type: none">Read-only.Quick Quote displays the description based on Unit of Measure entered.
NIGP Code*	Yes	<ul style="list-style-type: none">Drop-down list<i>Search for more ...</i> opens a searchable pick list
Need By Date*	Yes	<ul style="list-style-type: none">Acceptable format: mm/dd/yyyyCalendar icon are also available
Ship To*	Yes	Pre-populates with the default address for your Agency.
Comments	No	<ul style="list-style-type: none">Text box<ul style="list-style-type: none">Holds up to 255 characters
Special Terms and Conditions	No	<ul style="list-style-type: none">Text box<ul style="list-style-type: none">Holds up to 255 characters
Attachments	No	<ul style="list-style-type: none">Maximum file size of 30 megabytes<ul style="list-style-type: none">Special characters are not allowed in file names; use letters and numbers onlyNo limit to the number of attachments

LOT NUMBER

This field is only to be used if you chose *Lot* as the award method on the **HEADER** screen. If you do not enter a Lot Number, the system will assign all items to Lot 0 (zero).



ITEM NUMBER

This field contains a Quick Quote-generated, sequential number.

ITEM DESCRIPTION

Enter a description of the item, up to 255 characters. This field is required.

If you need additional space, create an attachment and make a note in the **Item Description** field that additional detail is in the **Attachments** section.

VENDOR PART NUM

Enter the part number of the item, as listed by the vendor.

BRAND NAME

Enter the brand name of the item.

QUANTITY

Enter a numeric quantity for the item, using whole numbers only. Quick Quote will generate an error message if the data entered is invalid.

UNIT OF MEASURE

Enter a valid abbreviation in the **Unit of Measure (UOM)** text box. Quick Quote will populate the **UOM Description** for the Unit of Measure you entered. If the abbreviation is not on the standard list, Quick Quote will generate an error message.

Click the **Look up Units of Measure** link to see a list of valid units of measure and descriptions. (Use the browser's **Search** or **Find** function to help you identify the right unit of measure.)

NIGP CODE

NIGP codes are the standardized commodity codes for goods or services that vendors have registered to provide.

Start typing a description or commodity code number in the **NIGP Code** field (**Figure 22**). A search is triggered after two characters have been entered in this field. The 20 closest matches to the commodity code or description will be displayed below the field.

To narrow the list of commodity codes that are displayed, type additional information in the **NIGP Code** field. As more characters are entered, the search results are refined. You can collapse the item code list by clicking the minus (-) sign next to the class code; click the plus (+) sign to expand it again.

Figure 22: NIGP Code Selection

To select a value from the list of search results, click the corresponding radio button so that the value is displayed in the text box. The **NIGP Code Description** will be added automatically as a read-only field (**Figure 23**). Note that you can select only an individual NIGP item code, not the class code.

Figure 23: NIGP Code Field

NEED BY DATE

Enter the date when you will need the goods or services.

SHIP TO

Quick Quote initially populates the **Ship To** address with your agency’s default address. The Ship To location name is displayed in the drop-down list and the address (street, city, state, zip) is displayed below the location name.

If the **Ship To** address on a request in *composing* status has been deleted from the list of valid eVA addresses, a warning message informs you the address is no longer valid, and you must select a new address. (You or your administrator will also want to change your default **Ship To** address in your User Profile.)

COMMENTS

You can enter any other information in the **Comments** field. Be aware that your comments are displayed to every user and vendor who views the Quick Quote request line item.

You can create one or more attachments if you need to include comments that exceed the space limit of the **Comments** field.



SPECIAL TERMS AND CONDITIONS

Use the **Special Terms and Conditions** field to give information to vendors that is specific to this line item, such as special packaging requirements. Information entered in this field is displayed to every user and supplier who views the Quick Quote request line item.

You can create one or more attachments for this line item to add terms and conditions that exceed the space limits of the **Special Terms and Conditions** field.

ATTACHMENTS

You can include attachments of any file type on each item. Click **Manage Attachments** to provide an expanded description, comments, special terms and conditions, or any other information you need to provide the vendor.

Be aware that large attachments could cause substantial delays and might exceed the limits that vendors might have for downloading files through their firewalls or ISPs.

After you have completed all of the required information, click the **Save Item** button (Figure 24).

Figure 24: Completed ITEM Screen

ID: EVA001_QQ014812 - composing

Item

[Item Management](#)

[Save Item](#) [Next](#)

Lot Number:

Item Number: 1

* Item Description:

Vendor Part Num:

Brand Name:

* Quantity:

* Unit of Measure: [Look up Units of Measure](#)

UOM Description: skein

* NIGP Code:

NIGP Code Description: Yarn, Knitting

* Need By Date:

* Ship To:

4053 Legato Rd. Fairfax, VA 22033

Comments:

Special Terms and Conditions:

Attachments: NO ATTACHMENTS [Manage Attachments](#)

[Save Item](#) [Next](#)

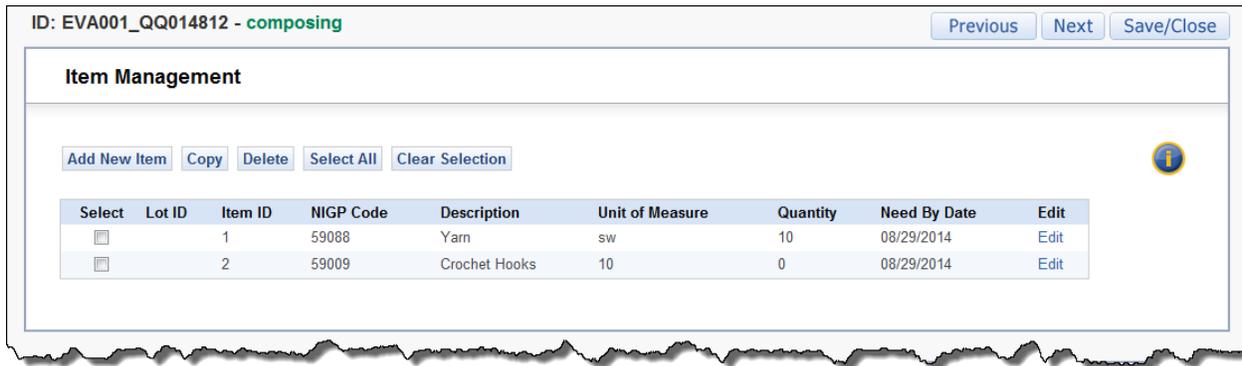
[Item Management](#)

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After the item is saved, a new **REQUEST ITEM** screen appears with a 2 in the **Item Number** field.

Enter all of the information necessary to add another item to the request. Be sure to click the **Save Item** button for each request item you *create*. **When you have finished adding items, click the Item Management link.** New items will be displayed in the list on the **ITEM MANAGEMENT** screen (Figure 25).

Figure 25: ITEM MANAGEMENT Screen Showing Item Lines



If you need to edit an item, click the **Edit** link next to the item and repeat the steps outlined above.

Table 15 lists the actions that are available for request item lines within Item Management.

Table 15: Item Line Actions

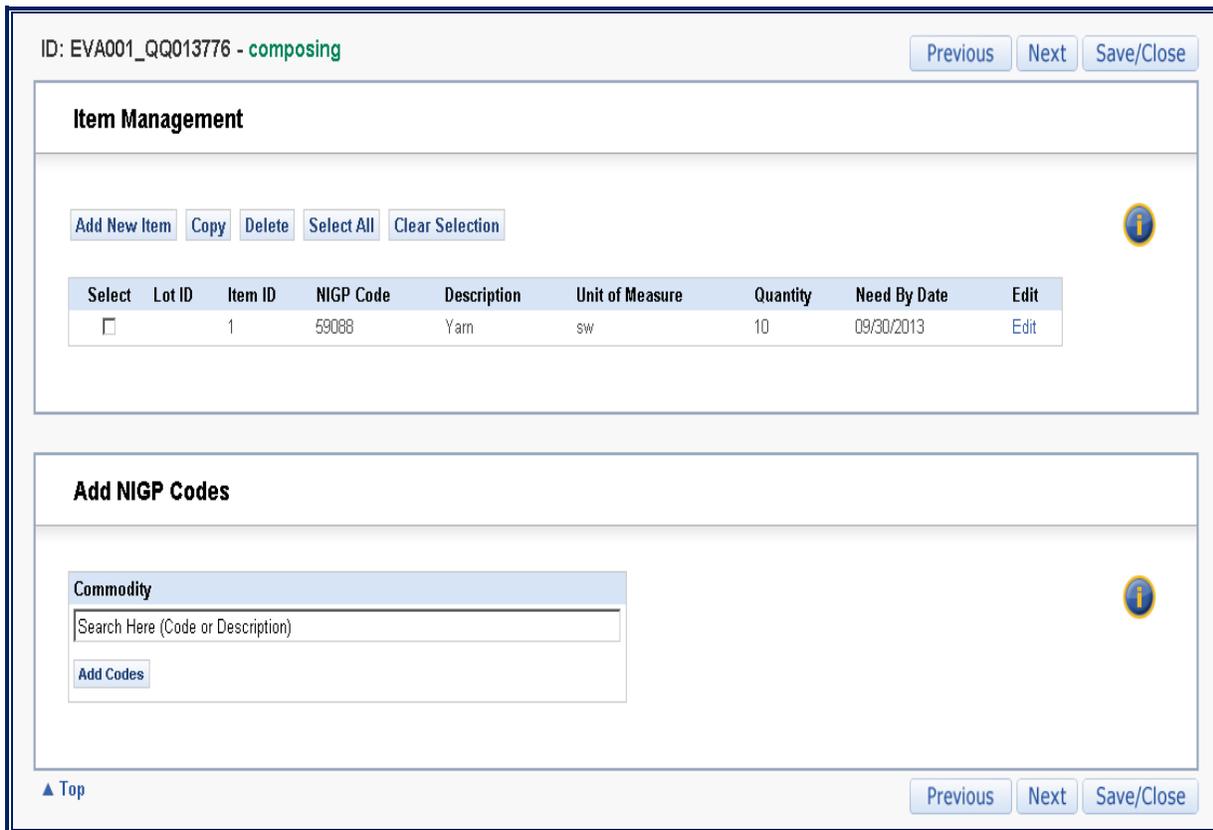
Action	What It Does
Add New Item	Opens a new Request Item screen; enter the request item information for the new item.
Copy	Allows you to copy one or more items that you selected to create new item lines. Make any changes necessary to the new items using the Edit link.
Delete	Deletes one or more items that you selected.
Edit	Click this link to change item line information.
Select All	Selects the Select checkboxes for all item lines.
Clear Selection	Removes the check from all Select checkboxes.

ADD NIGP CODES

Entering additional **NIGP CODES** is an optional step that allows you to assign multiple NIGP Codes to your Quick Quote request (**Figure 26**). This means that more vendors will be notified of the request, which in turn can mean an increase in both the quantity and quality of responses.

This approach can be especially helpful in situations where a vendor has not registered for all of the commodities for which they provide goods and services.

Figure 26: Adding Additional NIGP Codes



ID: EVA001_QQ013776 - **composing** Previous Next Save/Close

Item Management

Add New Item Copy Delete Select All Clear Selection ?

Select	Lot ID	Item ID	NIGP Code	Description	Unit of Measure	Quantity	Need By Date	Edit
<input type="checkbox"/>		1	59088	Yarn	sw	10	09/30/2013	Edit

Add NIGP Codes

Commodity ?

Search Here (Code or Description)

Add Codes

▲ Top Previous Next Save/Close

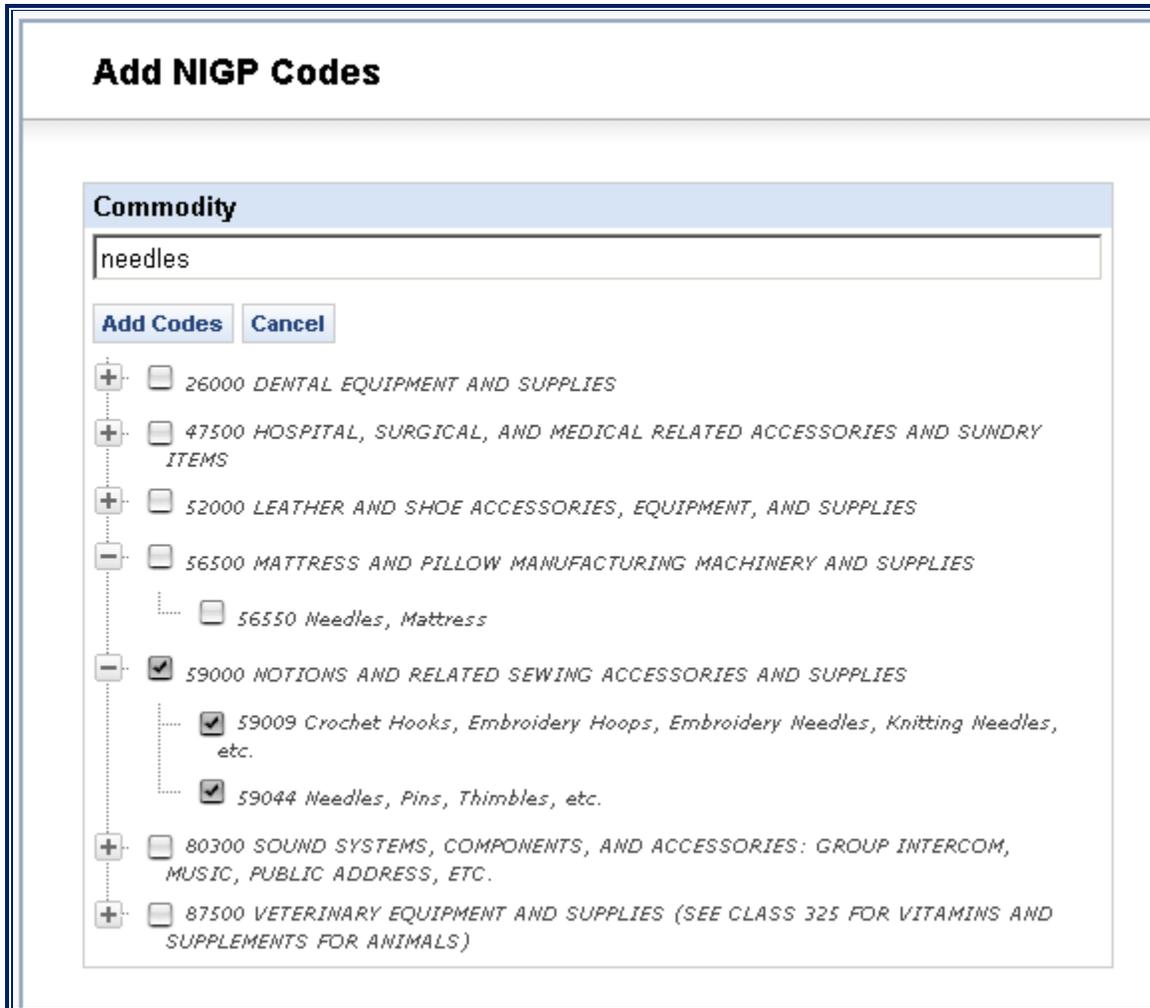
Begin as you did for the **NIGP Code** field, earlier: Start typing a description or commodity code number in the **Commodity** field (**Figure 27**). Possible matches will be displayed, as before, with two differences.

- As shown below, the commodities will have check boxes beside them instead of radio buttons. This allows you to make more than one selection.
- The class code will also have a check box, allowing you to select all values shown in the class with one click, provided that the number of added codes remains below the maximum number allowed. If you select the class code, be sure to review the selected child commodities to ensure that they are relevant to the request.

CREATE A REQUEST

Click the **Add Codes** button to add your selections to the Commodity list.

Figure 27: NIGP Code Selection

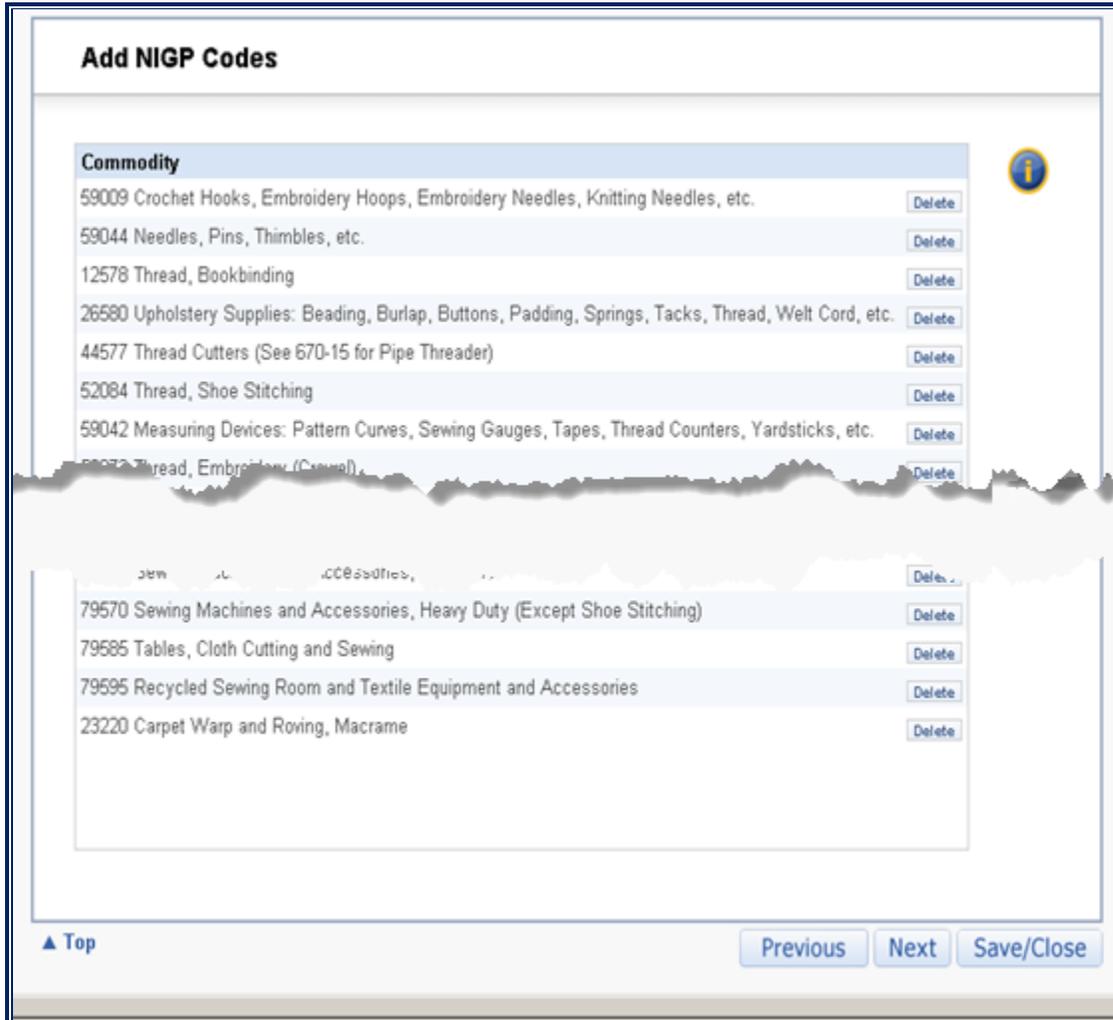


The selected codes will be displayed as read-only rows, directly above the **Commodity** search text box.

The **Add Codes** button is visible and enabled while the Quick Quote request is in *composing* status, until the maximum number of commodities has been added. The maximum number of commodities that you can add to the **ADD NIGP CODES** area is 25.

When the limit is reached, the search box and **Add Codes** button will no longer be visible (Figure 28). They remain hidden until you delete at least one record on this screen. To remove an item from the Commodity list, click the **Delete** button beside the commodity that you want to remove.

Figure 28: Add NIGP Codes Pane Showing Maximum Commodities



VENDOR LIST

As outlined in the [Service Area](#) section of this guide, Quick Quote generates a list of the vendors, based on the commodity codes and service areas named in the request, that have the same values set in their registration account.

Vendors are displayed on the Vendor List in three sections, as shown in **Table 16**.



Table 16: VENDOR LIST Screen Sections

Section	Description	Add or Delete
Notifications Required	Vendors that have selected "Send bid notices" are always notified of bidding opportunities for their registered commodity codes.	You cannot deselect vendors that chose to receive notifications.
Notifications Optional	Vendors that have selected "No bid notices" at registration.	You can deselect vendors that chose notifications optional at registration.
Ad Hoc Vendors	Vendors that you add to the Vendor List.	You can add Ad Hoc Vendors manually.



It is important for vendors to understand the value of registering in eVA with all applicable NIGP Codes and Service Area information.

Vendors that have registered multiple solicitation locations, or have identified multiple users to be notified, will appear on the Vendor List more than once. Each entry shows the vendor's company name, registration type, contact name, email address, phone number, and when available, fax number (Figure 29). If a single vendor location is registered for multiple NIGP Codes on a Quick Quote request, the vendor location will be displayed and notified only once.

Figure 29: VENDOR LIST Screen

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Vendor List

Notifications Required

Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
PacaPaca Farm	Self-Registered	Paca, Al	tlhsimonds@yahoo.com	(703)555-1212	(703)555-1212		
PacaPaca Farm	Self-Registered	Paca, Al	tlhsimonds@yahoo.com	(703)555-1212			
Sheeps-r-Us	Self-Registered	Lamb, Mary	teri.simonds@cgi.com	(555)555-5555	(555)555-5555		
Sheeps-r-Us	Self-Registered	Lamb, Mary	tlhsimonds@yahoo.com	(555)555-5555	(555)555-5555		
TLHS Fibers	Self-Registered	Sheep, Jane	system_test@hotmail.com	(703)555-1212			
TLHS Fibers	Self-Registered	Simonds, Teri	system_test@hotmail.com	(703)555-1212	(703)555-1212		
TLHS Fibers	Self-Registered	Simonds, Teri	system_test@hotmail.com	(703)555-1212			
TLHSFibers, Inc.	Self-Registered	Simonds, Teri	system_test@hotmail.com	(703)111-2222	(703)111-3333		

Notifications Optional

Deselect All Select All

Select	Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
<input checked="" type="checkbox"/>	Chois Holding	Self-Registered	Choi, Kyung	system_test@hotmail.com	(703)526-3524	(703)526-3524		
<input checked="" type="checkbox"/>	Chois Holding	Self-Registered	bbb, aaa	system_test@hotmail.com	(703)633-1299			
<input checked="" type="checkbox"/>	Sheepish Creations	Self-Registered	Cotswold, Merina	tlhsimonds@yahoo.com	(345)678-3333	(345)678-3334		
<input checked="" type="checkbox"/>	Sheepish Creations	Self-Registered	Hungerford, Elmirah	tlhsimonds@yahoo.com	(804)555-1212	(804)555-5555		

Deselect All Select All

Ad Hoc Vendors

Deselect All Select All Create New Ad Hoc Vendor

Select	Company Name	Contact Name	Email	Phone	Fax	Notify Date
--------	--------------	--------------	-------	-------	-----	-------------

Deselect All Select All Create New Ad Hoc Vendor

[▲ Top](#) Previous Next Save/Close

At any point, if you make changes to the request such as changing NIGP Codes or Service Area, this Vendor List will automatically regenerate using the new criteria.



*If a vendor you expect to be on the list does not appear, check the NIGP code entered for each item and the codes added in the **ADD NIGP CODES** area, or add the vendor as an ad hoc vendor.*

ADD AD HOC VENDORS

Until the request reaches *closed* status, you can add vendors that do not appear on the Vendor List (that is, they have not registered for the selected commodity codes or service areas, or they have not yet registered in eVA).

Click the **Create New Ad Hoc Vendor** button to add vendors (Figure 30).

Figure 30: Adding an Ad Hoc Vendor



To add vendors, you will need to enter the information described in **Table 17**. Required fields are marked with a red asterisk (*).

Table 17: Ad Hoc Vendor Field Requirements

Field	Required?	Comment
Vendor Name*	Yes	<ul style="list-style-type: none"> Text field.
Contact Name*	Yes	<ul style="list-style-type: none"> Text field.
Vendor TIN*	Yes	<ul style="list-style-type: none"> Federal Tax ID. MUST match the TIN on the vendor registration for the vendor to see the request on their QQ Current Request List. Nine digits, no hyphens.
Contact Email*	Yes	<ul style="list-style-type: none"> Conditional; required if Fax Number is blank
Contact Phone Number	No	<ul style="list-style-type: none"> 10 digits – no hyphens or spaces (for example, 8041234567).
Phone Extension	No	<ul style="list-style-type: none"> Numbers only
Contact Fax Number*	Conditional	<ul style="list-style-type: none"> Required if Email is blank 10 digits – no hyphens or spaces (for example, 8041234567).

After you have entered the required information, click the **Save Ad Hoc Vendor** button (Figure 31).

Figure 31: AD HOC VENDOR Page

Ad Hoc Vendor Page

* Vendor Name:
 * Contact Name:
 * Vendor TIN: (9 numbers only)
 Contact Email:
 Contact Phone Number: (10 numbers only)
 Phone Extension: (numbers only)
 Contact Fax Number: (10 numbers only)

Current Ad Hocs for EVA001_QQ013776

Vendor TIN	Company Name	Contact Name	Contact Phone	Contact Fax	Contact Email
239041209	Wool, Unlimited	Ryeland Herdwick		(555)555-1212	

[Return to Vendor List](#)

The ad hoc vendor information is displayed at the bottom of the screen. You can continue to add more ad hoc vendors as needed; click the [Return to Vendor List](#) link when you are finished.

If the **Vendor TIN** on the request does not match the TIN on the vendor’s eVA registration, the Quick Quote request will not be available to the vendor in their Quick Quote list. To view the request, the vendor must either use the link in the email notification to access the Quick Quote, or log into their eVA account and find the request on the **SOLICITATIONS & AWARDS QUICK QUOTES** tab.

If you enter a **Contact Email**, Quick Quote will automatically send the invitation to the email address. If you enter a **Contact Fax Number** instead, Quick Quote will fax the request to the vendor. If you enter both, Quick Quote will send an email invitation only.

If the Ad Hoc Vendor entry has incorrect information, you can remove the vendor as shown below and enter a new Ad Hoc Vendor record with the correct information.



REMOVING VENDORS

To remove vendors from the Quick Quote request, deselect vendors in the **NOTIFICATIONS OPTIONAL** or **AD HOC VENDORS** sections by clearing the check boxes in the **Select** column; just click a selected check box to remove the check mark (**Figure 32**). Vendors that are removed from the Quick Quote request will not receive a notification about the Quick Quote request.

You cannot deselect vendors if they have already been notified (that is, the request was previously issued). Vendors in the **NOTIFICATIONS REQUIRED** section can never be deselected.



Do not clear vendor selections until you are ready to submit the request. If you exit the request without submitting it, or you make any changes to the request, the Vendor List will be regenerated and the vendors you removed will be restored.

Click the **Next** button to continue.

Figure 32: Finalizing the Vendor List

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Previous Next Save/Close

Vendor List

Notifications Required

Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
PacaPaca Farm	Self-Registered	Paca, Al	tlhsimonds@yahoo.com	(703)555-1212	(703)555-1212		
PacaPaca Farm	Self-Registered	Paca, Al	tlhsimonds@yahoo.com	(703)555-1212			
Sheeps-r-Us	Self-Registered	Lamb, Mary	teri.simonds@cgi.com	(555)555-5555	(555)555-5555		
Sheeps-r-Us	Self-Registered	Lamb, Mary	tlhsimonds@yahoo.com	(555)555-5555	(555)555-5555		
TLHS Fibers	Self-Registered	Sheep, Jane	system_test@hotmail.com	(703)555-1212			
TLHS Fibers	Self-Registered	Simonds, Teri	system_test@hotmail.com	(703)555-1212	(703)555-1212		
TLHS Fibers	Self-Registered	Simonds, Teri	system_test@hotmail.com	(703)555-1212			
TLHSFibers, Inc.	Self-Registered	Simonds, Teri	system_test@hotmail.com	(703)111-2222	(703)111-3333		

Notifications Optional

Deselect All
Select All

Select	Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
<input type="checkbox"/>	Chois Holding	Self-Registered	Choi, Kyung	system_test@hotmail.com	(703)526-3524	(703)526-3524		
<input type="checkbox"/>	Chois Holding	Self-Registered	bbb, aaa	system_test@hotmail.com	(703)633-1299			
<input checked="" type="checkbox"/>	Sheepish Creations	Self-Registered	Cotswold, Merina	tlhsimonds@yahoo.com	(345)678-3333	(345)678-3334		
<input checked="" type="checkbox"/>	Sheepish Creations	Self-Registered	Hungerford, Elmirah	tlhsimonds@yahoo.com	(804)555-1212	(804)555-5555		

Deselect All
Select All

Ad Hoc Vendors

Deselect All
Select All
Create New Ad Hoc Vendor

Select	Company Name	Contact Name	Email	Phone	Fax	Notify Date
<input checked="" type="checkbox"/>	Alpacas & More	Suri Huacaya			(777)123-7777	
<input checked="" type="checkbox"/>	Wool, Unlimited	Ryeland Herdwick			(555)555-1212	

Deselect All
Select All
Create New Ad Hoc Vendor

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Previous Next Save/Close

VENDOR NOTIFICATION

The **VENDOR NOTIFICATION** screen lists all vendors to be notified of the Quick Quote request, separated into three groups (Table 18 and Figure 33).

Table 18: Vendor Notification Types

Section	Comment
Notified by Email	Quick Quote sends an email to the vendor’s registered solicitation email address. For Ad Hoc vendors, Quick Quote uses the Contact Email entered on the Quick Quote Vendor List.
Notified by Fax	Quick Quote sends a fax to the vendor’s registered solicitation fax number. For Ad Hoc vendors, Quick Quote uses the Contact Fax entered on the Quick Quote Vendor List.
Notified by Buyer	The vendor has set its preferred method of notification to US Mail. You must notify the vendor manually. Remember to include attachments.



To prevent duplicate notifications to vendors, the notification list filters by unique email address or fax number, based on the method of notification set by the vendor.

Figure 33: VENDOR NOTIFICATION Screen

The screenshot shows the 'Vendor Notification' screen for request ID EVA001_QQ013776 - composing. The screen is divided into three sections based on notification method:

- Notified by Email:**

Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
PacaPaca Farm	Self-Registered	Paca, Al	tlhsimonds@yahoo.com	(703)555-1212	(703)555-1212		
Sheeps+Us	Self-Registered	Lamb, Mary	teri.simonds@cgi.com	(555)555-5555	(555)555-5555		
TLHS Fibers	Self-Registered	Sheep, Jane	system_test@hotmail.com	(703)555-1212			
- Notified by Fax:**

Vendor Name	Regis. Type	Contact Name	Email Address	Phone	Fax	SWAM	Notify Date
Alpacas & More		Sun Huacaya			(777)123-7777		
Wool, Unlimited		Ryeland Herdwick			(555)555-1212		
- Notified by Buyer:**

Vendor Name	Regis. Type	Contact Name	Email Address	Phone	Fax	SWAM	Notify Date
Sheepish Creations	Self-Registered	Cotswold, Merina	tlhsimonds@yahoo.com	(345)678-3333	(345)678-3334		
Sheepish Creations	Self-Registered	Hungerford, Elmira	tlhsimonds@yahoo.com	(804)555-1212	(804)555-5555		



PRINTING THE VENDOR NOTIFICATION LIST

The Vendor List is always stored with the online version of the Quick Quote request. However, if you want to keep a hard-copy record of the vendors that were notified, you can print the **VENDOR NOTIFICATION** screen using your browser's **Print** function. You can also use the hard copy as a helpful reminder to notify vendors in the **NOTIFIED BY BUYER** section. (You can return to this screen later.)

After you print this screen, click **Next** to go to the **REQUEST REVIEW** screen.

REQUEST REVIEW

Use the **REQUEST REVIEW** screen to review your Quick Quote request before submitting it (Figure 34).

Figure 34: REQUEST REVIEW Screen

ID: EVA001_QQ014580 - composing

[Previous](#)
[Submit](#)
[Save/Close](#)
[Print](#)

Request Review
History

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_QQ014580				
Request Title:	Spring Fiber Art Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	composing				
Approval Required?	Yes, Click to View Approvers				
Approve/Deny Information:	n/a				
Publish Date:	n/a				
Response Due Date:	03/10/2014 05:00 PM				
Bid Valid (Days):	30				
Service Area:	10				
Award Method:	Line				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Attached Files</th> <th style="background-color: #4F81BD; color: white;">Proprietary and Confidential</th> </tr> </thead> <tbody> <tr> <td>eVA Std Terms and Conditions.htm</td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				

Status:	composing				
Approval Required?	Yes, Click to View Approvers				
Approve/Deny Information:	n/a				
Publish Date:	n/a				
Response Due Date:	03/10/2014 05:00 PM				
Bid Valid (Days):	30				
Service Area:	10				
Award Method:	Line				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Attached Files</th> <th style="background-color: #4F81BD; color: white;">Proprietary and Confidential</th> </tr> </thead> <tbody> <tr> <td>eVA Std Terms and Conditions.htm</td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				

Request Items

Item ID:	1
Lot ID:	n/a
Item Description:	Handweaving loom
Vendor Part Num:	none
Brand Name:	none
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Need By Date:	04/07/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Comments:	none
Special Terms and Conditions:	none
Attachments:	NO ATTACHMENTS

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[Submit](#)
[Save/Close](#)

CREATE A REQUEST

If you are a Basic user and your requests must be approved before they are issued, you can see a list of available approvers by clicking the [Click to View Approvers](#) link on the **Approval Required?** Line (Figure 35).

Figure 35: Request Review—Approval Required?

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_QQ014604
Request Title:	Autumn Fiber Art Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	composing
Approval Required?	Yes, Click to View Approvers
Approve/Deny Information:	n/a
Publish Date:	n/a
Response Due Date:	04/01/2014 05:00 PM
Bid Valid (Days):	30

The list of available approvers and their contact information will be displayed (Figure 36).

Figure 36: Request Review—Available Approvers List

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_QQ014604																		
Request Title:	Autumn Fiber Art Supplies																		
Set Aside:	n/a																		
Category:	Supplies - Non-Technology																		
Status:	composing																		
Approval Required?	Yes, Click to View Approvers																		
	<table border="1"> <thead> <tr> <th>Available Approvers</th> <th>Phone Number</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>Milad, Mike</td> <td>222-222-2323</td> <td>cgi.black.list@gmail.com</td> </tr> <tr> <td>Ricks, Renisha</td> <td>5555555555</td> <td>coryjcg@cgi.com</td> </tr> <tr> <td>Ricks, Renisha</td> <td>5555555555</td> <td>coryjcg@yahoo.com</td> </tr> <tr> <td>Approver, mzakapal</td> <td>5743000012</td> <td>mkadhocguy@rocketmail.com</td> </tr> <tr> <td>Approver, mzakapal</td> <td>5743000012</td> <td>mkadhocguy@rocketmail.com</td> </tr> </tbody> </table>	Available Approvers	Phone Number	Email Address	Milad, Mike	222-222-2323	cgi.black.list@gmail.com	Ricks, Renisha	5555555555	coryjcg@cgi.com	Ricks, Renisha	5555555555	coryjcg@yahoo.com	Approver, mzakapal	5743000012	mkadhocguy@rocketmail.com	Approver, mzakapal	5743000012	mkadhocguy@rocketmail.com
Available Approvers	Phone Number	Email Address																	
Milad, Mike	222-222-2323	cgi.black.list@gmail.com																	
Ricks, Renisha	5555555555	coryjcg@cgi.com																	
Ricks, Renisha	5555555555	coryjcg@yahoo.com																	
Approver, mzakapal	5743000012	mkadhocguy@rocketmail.com																	
Approver, mzakapal	5743000012	mkadhocguy@rocketmail.com																	



Click the link again to hide the list.

You can also print the Quick Quote request by clicking the **Print** button. This screen provides the details for each item, so you can deliver a printed version of the request (along with any attachments) to the vendors in the **NOTIFIED BY BUYER** section on the **VENDOR NOTIFICATION** screen.

To print attachments, select the link for each attachment on the **REQUEST REVIEW** screen to open and print them (**Figure 37**).

Figure 37: Printing the REQUEST REVIEW Screen

ID: EVA001_QQ014812 - composing Previous Submit Save/Close Print

Request Review | History

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_QQ014812
Request Title:	Occupational Therapy Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	composing
Approval Required?	Yes, Click to View Approvers
Approve/Deny Information:	n/a
Publish Date:	n/a
Response Due Date:	07/14/2014 05:00 PM
Bid Valid (Days):	30
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none

Attachments:	Attached Files	Proprietary and Confidential
	eVA Std Terms and Conditions.htm	No

Request Items

Item ID:	1
Lot ID:	n/a
Item Description:	Handweaving Loom
Vendor Part Num:	none
Brand Name:	none
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Need By Date:	08/29/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Comments:	none
Special Terms and Conditions:	none
Attachments:	NO ATTACHMENTS

▲ Top Previous Submit Save/Close

Figure 38: Navigating to Previous Sections of the Request



To make changes, return to the **HEADER**, **ITEM MANAGEMENT**, **VENDOR LIST**, or **VENDOR NOTIFICATION** screens by clicking the corresponding navigation link below the action pane or use the **Previous** and **Next** buttons (Figure 38).

To save the Quick Quote request without issuing it, click **Save/Close**.

To send the Quick Quote request to the vendors and go to the **QUICK QUOTE COMPLETE** screen, click **Submit**. If your Quick Quote request requires approval, it will update to *pending* status, and notifications will be sent to vendors after the request has been approved by one of the assigned approvers.

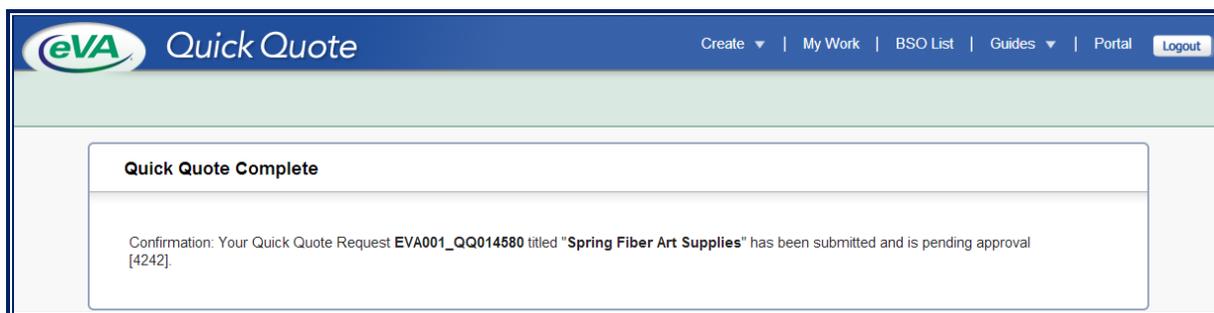
If you selected a future publish date, the Quick Quote request will update to *submitted* status, and notifications will be sent to the vendors when the request is issued on the future publish date and time you selected.

QUICK QUOTE COMPLETE

The **QUICK QUOTE COMPLETE** screen appears after you submit the request. The message on this screen will vary depending on the permissions you have in Quick Quote and whether you submitted a request with a future publish date.

If you are a Basic user, your submitted Quick Quote request will go into *pending* status until it is approved or denied by one of the assigned approvers. The **QUICK QUOTE COMPLETE** screen indicates that the request has been submitted and is pending approval (Figure 39).

Figure 39: QUICK QUOTE COMPLETE Screen—Approval Required



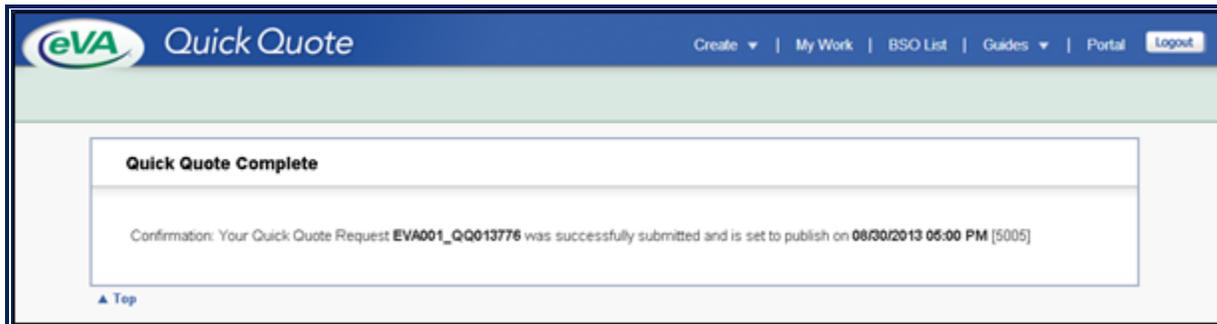
When the request is approved, the status will change to *issued* (or *submitted* if you used a future publish date), and you will be notified by email that the request was approved.

If the request is denied, the status will change to *denied*. You will be notified by email when a request is denied. You will need to edit the request, make the necessary changes, and resubmit it.

CREATE A REQUEST

If you are an Advanced user, your Quick Quote request will be submitted without needing an approval. **Figure 40** shows the **QUICK QUOTE COMPLETE** screen for an advanced user who submitted a request with a future publish date.

Figure 40: QUICK QUOTE COMPLETE Screen—No Approval Required



When the request is issued, an email is sent to all the vendors on the Vendor Notification list. The notification includes some of the Quick Quote request information—title, close date and time, line item information, the number of attachments, and buyer contact information.

Ad hoc vendors receive the same message as registered vendors. If the ad hoc vendor TIN does not match the vendor TIN at eVA registration, the Quick Quote request will not be available to the vendor in their Quick Quote list. To view the request, the vendor must either use the link in the email notification to access the Quick Quote, or log on to their eVA account and find the request on the **Solicitations & Awards Quick Quotes** tab.

HELP FOR VENDORS

The notification includes detailed instructions for accessing Quick Quote and how to get assistance.

If a vendor calls you for help with responding to a request, you can refer them to the *Quick Quote Vendor User Guide* and the *Vendor QQ Quick Guide*. Vendors can access the guides from the navigation menu of Quick Quote.

You can access the *Quick Quote Vendor User Guide* and the *Vendor QQ Quick Guide* by clicking the **Guides** drop-down menu in the action pane at the top of the screen.



Figure 41 shows a sample vendor notification. The same text is used for both email and fax notifications.

Figure 41: Sample Vendor Notification

From: noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]
Sent: Wednesday, January 22, 2014 3:03 PM
To: Simonds, Teri L
Subject: New Quick Quote Request - Spring 2014 Knitting Supplies

Teri Simonds at the **Virginia Information Technology Agency - E2E (A136)** has publicly posted the following:

Quick Quote: QQ014393 - Spring 2014 Knitting Supplies

Closing Date/Time: 01/22/2014 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: Teri Simonds 703-267-5944 teri.simonds@cgi.com

View the full Quick Quote by either:

Clicking one of these links: Desktop Browser , eVA Mobile App or eVA Mobile Browser	Logging into your eVA account (www.eVA.virginia.gov). <ol style="list-style-type: none">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.

Thank you,
eVA Customer Care

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

ADDING A VENDOR TO AN *ISSUED* OR *SUBMITTED* REQUEST

You can add new vendors after a request is submitted and is in *issued* or *submitted* status.

Locate the issued request in either the **IN PROCESS** (for requests in *submitted* status) or **ISSUED** (for requests in *issued* status) pane, and click its link under the ID column (Figure 42).

Figure 42: Locating the Request in the *ISSUED* Pane

ID	Title	Publish Date	Due Date	Count	Status	Actions
EVA001_QQ014544	Summer Fiber Art Supplies	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	0	issued	Actions
EVA001_QQ013780	Spring 2014Knitting & Crochet Supplies	02/11/2014 01:56 PM	02/21/2014 04:20:00 PM	0	issued	Actions

▲ Top

Click the Vendor List navigation link located below the action pane (Figure 43).

Figure 43: Navigating to the Vendor List

View Request ▶ Header ▶ Item Management ▶ **Vendor List** ▶ Vendor Notification ▶ Review

ID: EVA001_QQ014544 - **issued** Amend Previous Next Save/Close

Vendor List

Notifications Required

Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
Bangalore	Self-Registered	L, Govind	govindarajan.l@cgi.com	(232)342-4563	(232)342-4563		02/20/2014 11:22 AM
GK Virginia	State-Entered	K, Hrish	gautham.kuppusamy@cgi.com	(987)234-4567			02/20/2014 11:22 AM
GK Virginia	State-Entered	Kuppusamy, Gowtham	gautham.kuppusamy@cgi.com	(444)444-4444 ext: 444444			02/20/2014 11:22 AM
GK Virginia	State-Entered	Kuppusamy, Gowtham	gautham.kuppusamy@cgi.com	(991)646-6298	(991)646-6299		02/20/2014 11:22 AM
GK Virginia	State-Entered	Tham, Gow	gautham.kuppusamy@cgi.com	(708)345-5678			02/20/2014 11:22 AM
GK Virginia	State-Entered	khan, santanu	santanu.khan@cgi.com	(953)808-9211			02/20/2014 11:22 AM
Tharavadi	Self-Registered	Kuppusamy, Gautham	gautham.kuppusamy@cgi.com	(991)646-6298	(991)646-6299		02/20/2014 11:22 AM
Tharavadi	Self-Registered	Kuppusamy, Gautham	gautham.kuppusamy@cgi.com	(991)646-6298			02/20/2014 11:22 AM

Notifications Optional

Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
abcd	Self-Registered	abcd, abcd	shubham@cgi.com	(789)787-6767 ext: 23232	(789)787-6767		02/20/2014 11:22 AM
abcd	Self-Registered	dfg, sdfas	abc@xyz.com	(890)898-7887 ext: 34222	(890)898-7887		02/20/2014 11:22 AM
Bangalore	Self-Registered	L, Govind	govindarajan.l@cgi.com	(450)123-4567	(450)123-4567	S	02/20/2014 11:22 AM

Ad Hoc Vendors

Deselect All Select All Create New Ad Hoc Vendor

Select	Company Name	Contact Name	Email	Phone	Fax	Notify Date
<input type="checkbox"/>						

Deselect All Select All Create New Ad Hoc Vendor

▲ Top Previous Next Save/Close

At the bottom of the **VENDOR LIST** screen, click **Create New Ad Hoc Vendor**. Follow the instructions in the section [Add Ad Hoc Vendors](#) in this guide to add a vendor. Be sure to submit the request again on the **REQUEST REVIEW** screen so the new vendor will be notified of the request.

Figure 44: Creating a New Ad Hoc Vendor

ID: EVA001_QQ014544 - issued Amend Previous Next Save/Close

Vendor List

Notifications Required

Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
Bangalore	Self-Registered	L, Govind	govindarajan.l@cgi.com	(232)342-4563	(232)342-4563		02/20/2014 11:22 AM
GK Virginia	State-Entered	K, Harrish	gautham.kuppusamy@cgi.com	(987)234-4567			02/20/2014 11:22 AM
GK Virginia	State-Entered	Kuppusamy, Gowtham	gautham.kuppusamy@cgi.com	(444)444-4444 ext: 444444			02/20/2014 11:22 AM
GK Virginia	State-Entered	Kuppusamy, Gowtham	gautham.kuppusamy@cgi.com	(991)646-6298	(991)646-6299		02/20/2014 11:22 AM
GK Virginia	State-Entered	Tham, Gow	gautham.kuppusamy@cgi.com	(708)345-5678			02/20/2014 11:22 AM
GK Virginia	State-Entered	khan, santanu	santanu.khan@cgi.com	(953)808-9211			02/20/2014 11:22 AM
Tharavadi	Self-Registered	Kuppusamy, Gautham	gautham.kuppusamy@cgi.com	(991)646-6298	(991)646-6299		02/20/2014 11:22 AM
Tharavadi	Self-Registered	Kuppusamy, Gautham	gautham.kuppusamy@cgi.com	(991)646-6298			02/20/2014 11:22 AM

Notifications Optional

Company Name	Regis. Type	Contact Name	Email	Phone	Fax	SWAM	Notify Date
abcd	Self-Registered	abcd, abcd	shubham@cgi.com	(789)787-6767 ext: 23232	(789)787-6767		02/20/2014 11:22 AM
abcd	Self-Registered	dfg, sdfas	abc@xyz.com	(890)898-7887 ext: 34222	(890)898-7887		02/20/2014 11:22 AM
Bangalore	Self-Registered	L, Govind	govindarajan.l@cgi.com	(450)123-4567	(450)123-4567	S	02/20/2014 11:22 AM

Ad Hoc Vendors

Deselect All Select All Create New Ad Hoc Vendor

Select	Company Name	Contact Name	Email	Phone	Fax	Notify Date
<input checked="" type="checkbox"/>	Ouessant Creations	Racka Lamb	rackalamb@yahoo.com			

Deselect All Select All Create New Ad Hoc Vendor

The **Notify Date** column on the **VENDOR LIST** screen indicates when vendors were notified of the Quick Quote request. The **Notify Date** for newly added Ad Hoc Vendors will be blank until the Quick Quote is submitted and sent to the newly added vendor (**Figure 44**).



CREATE A REQUEST

After you submit the request, you will receive a confirmation on the **QUICK QUOTE COMPLETE** screen that the vendor has been notified (**Figure 45**).

Figure 45: QUICK QUOTE COMPLETE Screen

Quick Quote Complete

Confirmation: Your Quick Quote Request **EVA001_QQ014544** titled "**Summer Fiber Art Supplies**" was successfully issued. Notifications have been sent to the new ad-hoc vendors below [4168].

Company Name
Quessant Creations

[← Go to My Work](#)



*You **cannot** add additional vendors after the request has closed.*

3. MANAGING YOUR QUICK QUOTE REQUESTS

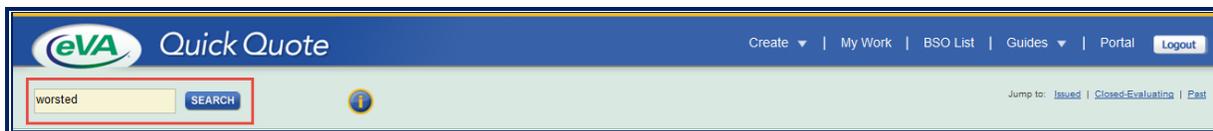
This chapter discusses how to:

- Search for a request
- Edit a request
- Copy a request
- Amend a request
- Cancel and delete a request
- Cancel and reissue a request

SEARCHING FOR A QUICK QUOTE REQUEST

You can search for your Quick Quote requests using the **Search** field in the action pane (**Figure 46**).

Figure 46: Search Field in the Action Pane



When you enter a keyword in the search field, you are creating a search filter. When you click the **Search** button, Quick Quote searches the following fields for a match:

- ID
- Title
- Item description (item lines)
- NIGP code

The search *filters out* requests that do not match and returns all of your Quick Quote requests that contain the keyword you entered (**Figure 47**).

Figure 47: Search Results

ID	Title	Created	Publish Date	Due Date	Status	Actions
EVA001_QQ013780	Spring 2014Knitting & Crochet Supplies	08/28/2013		09/30/2013 04:20:00 PM	composing	Actions
EVA001_QQ013747	Knitting Supplies for Autumn Knitting Classes	08/12/2013		09/06/2013 05:00:00 PM	composing	Actions

ID	Title	Publish Date	Due Date	Count	Status
No requests to display.					

ID	Title	Publish Date	Due Date	Bid Valid	Count	Status
No requests to display.						

ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ013794	Summer 2014Knitting & Crochet Supplies	09/11/2013	09/11/2013 02:21 PM	09/30/2013 04:20:00 PM	30 Days	1	contact buyer	Actions
EVA001_QQ013790	Wool for Spring 2014 Knitting & Crochet Supplies	09/05/2013	09/05/2013 01:48 PM	09/05/2013 03:00:00 PM	30 Days	2	contact buyer	Actions
EVA001_QQ013781	Reissued: Winter 2014--Knitting & Crochet Supplies	08/29/2013	09/04/2013 12:58 PM	09/09/2013 04:20:00 PM	30 Days	2	contact buyer	Actions
EVA001_QQ013749	Winter 2014--Knitting & Crochet Supplies	08/12/2013	08/12/2013 07:59 PM	09/06/2013 04:20:00 PM	30 Days	2	canceled	Actions
EVA001_QQ013748	Copy of Knitting & Crochet Supplies-version 4	08/12/2013	08/19/2013 05:00 PM	09/06/2013 05:00:00 PM	30 Days	0	canceled	Actions
EVA001_QQ013730	Knitting Supplies	08/01/2013	08/01/2013 02:33 PM	08/06/2013 05:00:00 PM	30 Days	0	contact buyer	Actions
EVA001_QQ013473	Copy 3 of Knitting & Crochet Supplies	04/22/2013	04/22/2013 06:31 PM	04/30/2013 05:20:00 PM	30 Days	0	contact buyer	Actions
EVA001_QQ013425	Summer 2013 Knitting & Crochet Supplies	04/08/2013	04/09/2013 06:00 PM	04/15/2013 04:20:00 PM	30 Days	0	contact buyer	Actions

If you want to enter a different keyword and search again, click the **Clear** button to remove the previous search filter.

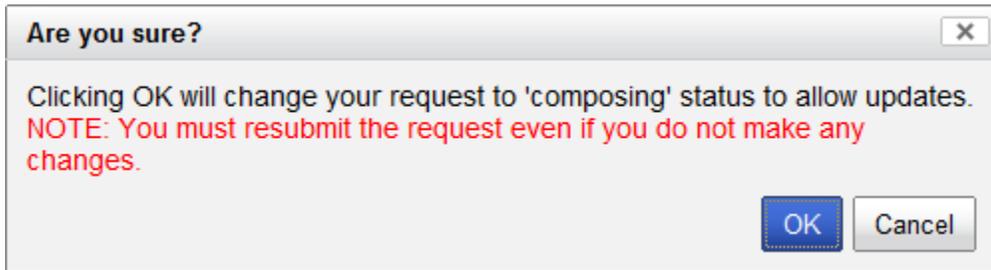
EDITING A QUICK QUOTE REQUEST

You can make changes to an existing request that is in *submitted*, *pending*, or *denied* status. From the **IN PROCESS** pane, click the Quick Quote ID link to open the request you want to change and click the **Edit** button (Figure 48).

Figure 48: Edit Button on the REQUEST REVIEW Screen

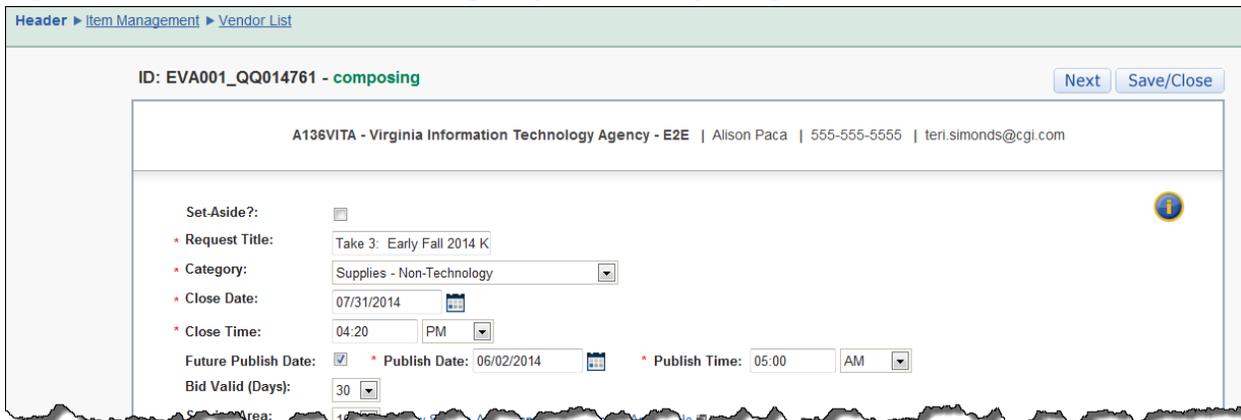
When you edit a request, the status reverts to *composing*. A confirmation box is displayed, as shown in Figure 49.

Figure 49: Edit Confirmation Box



Click OK to continue.

Figure 50: HEADER Screen Showing Request in *composing* Status



Make the necessary changes; when you are finished, click **Submit** from the **REVIEW** screen to submit the request. Click **Save/Close** to save the request without issuing it.

To change a Quick Quote request that is in *issued* status, you must create an amendment.

Follow the instructions in the section [Amending a Quick Quote Request](#) to create an amendment.

COPYING A QUICK QUOTE REQUEST

You can copy an existing request as a shortcut to creating a new Quick Quote request. Follow these steps to find an existing request that contains the information you need to copy.

1. Use the **Search** functionality to find a request that is similar to the request you want to create.

2. Click the *Copy* command in the **Actions** drop-down menu (Figure 51).

Figure 51: Choosing the Copy Command in the Actions Drop-down Menu

In Process									
ID	Title	Created	Publish Date	Due Date	Status				
EVA001_QQ013780	Spring 2014Knitting & Crochet Supplies	08/28/2013		09/30/2013 04:20:00 PM	composing	Actions ▼			
EVA001_QQ013747	Knitting Supplies for Autumn Knitting Classes	08/12/2013		09/06/2013 05:00:00 PM	composing	Actions ▼			
▲ Top									
Issued									
ID	Title	Publish Date	Due Date	Count	Status				
No requests to display.									
▲ Top									
Closed-Evaluating									
ID	Title	Publish Date	Due Date	Bid Valid	Count	Status			
No requests to display.									
▲ Top									
Past									
ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status		
EVA001_QQ013794	Summer 2014Knitting & Crochet Supplies	09/11/2013	09/11/2013 02:21 PM	09/30/2013 04:20:00 PM	30 Days	1	contact buyer	Actions ▼	
EVA001_QQ013790	Wool for Spring 2014 Knitting & Crochet Supplies	09/05/2013	09/05/2013 01:48 PM	09/05/2013 03:00:00 PM	30 Days	2	cont	View Evaluation	
EVA001_QQ013781	Reissued: Winter 2014--Knitting & Crochet Supplies	08/29/2013	09/04/2013 12:58 PM	09/09/2013 04:20:00 PM	30 Days	2	cont	View Responses	
EVA001_QQ013749	Winter 2014--Knitting & Crochet Supplies	08/12/2013	08/12/2013 07:59 PM	09/06/2013 04:20:00 PM	30 Days	2	cand	View Bid Tab	
EVA001_QQ013748	Copy of Knitting & Crochet Supplies-version 4	08/12/2013	08/19/2013 05:00 PM	09/06/2013 05:00:00 PM	30 Days	0	cand	Copy	
EVA001_QQ013730	Knitting Supplies	08/01/2013	08/01/2013 02:33 PM	08/06/2013 05:00:00 PM	30 Days	0	contact buyer	Actions ▼	
EVA001_QQ013473	Copy 3 of Knitting & Crochet Supplies	04/22/2013	04/22/2013 06:31 PM	04/30/2013 05:20:00 PM	30 Days	0	contact buyer	Actions ▼	

If there are attachments, either at the Header or Item levels, you can copy any or all of them to the new request by selecting the corresponding check box next to the attachment or attachments you want to copy and clicking **OK** (Figure 52).

Figure 52: REQUEST COPY Screen Showing Attachments

Cancel

Request Copy

Copying Request ID EVA001_QQ014459 - Fiber Art Supplies i

Step 1: Click the Select checkbox to copy the Attached Files into your new request.

Select All Clear Selection

Select	Attached Files	Proprietary and Confidential
<i>Request Header</i>		
<input type="checkbox"/>	seasilk.html	No
<input type="checkbox"/>	seasilk.html	No
<i>Request Item</i>		
No attachments		

Step 2: When done, click OK to create your new request.

OK

Click Cancel to return to the previous page without copying the selected request.

▲ Top
Cancel

If you have [Reverse Auction](#) access, there will be two buttons under **Step 2: Create New Request** and **Create Reverse Auction**; you will be instructed to choose the type of request you want to create (Figure 53).

Figure 53: REQUEST COPY Screen for User with Reverse Auction Access

Request Copy

Copying Request ID EVA001_QQ014459 - Fiber Art Supplies

Step 1: Click the Select checkbox to copy the Attached Files into your new request.

[Select All](#) [Clear Selection](#)

Select	Attached Files	Proprietary and Confidential
<i>Request Header</i>		
<input type="checkbox"/>	seasilk.html	No
<input type="checkbox"/>	seasilk.html	No
<i>Request Item</i>		
No attachments		

Step 2: Click the button to select the type of request you want to create:

[Create New Request](#) [Create Reverse Auction](#)

Click Cancel to return to the previous page without copying the selected request.

[▲ Top](#) [Cancel](#)

If there are no attachments to copy, Quick Quote displays the screen as shown in Figure 54; click **OK** to continue the copy action.

Figure 54: REQUEST COPY Screen—Attachments

Request Copy

Copying Request ID EVA001_QQ013794 - Summer 2014Knitting & Crochet Supplies

There are no attachments to copy. Click OK to continue.

[OK](#)

Click Cancel to return to the previous page without copying the selected request.

[▲ Top](#) [Cancel](#)

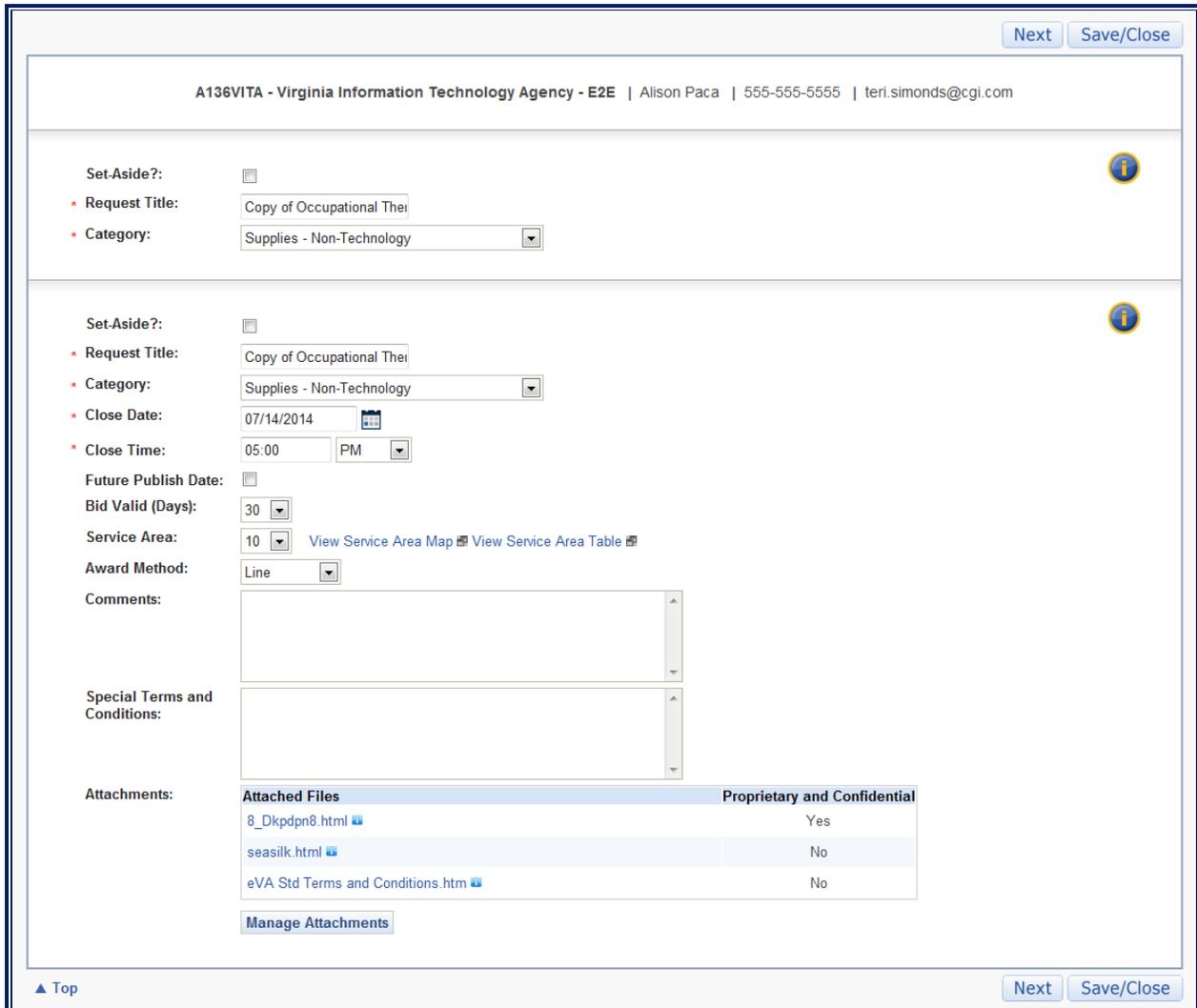
The new request will contain all data from the original request, with these exceptions:

- If the **Set-Aside?** box was checked in the original request, the set-aside designation will not copy forward to the new request.
- Your current user information (Name, Agency, Phone, Email, Ship To) will be added to the new request, even if the original request had different information or you copied another user's request.

MANAGING YOUR QUICK QUOTE REQUESTS

- The link to the current *eVA Std Terms and Conditions* will be displayed.
 - The Request Title will be preceded by the words, "Copy of...".
3. Enter a new Request Title and adjust the dates for the new request. Make any changes needed to header fields.

Figure 55: Header Screen for the Copied Request



A136VITA - Virginia Information Technology Agency - E2E | Alison Paca | 555-555-5555 | teri.simonds@cgi.com

Next Save/Close

Set-Aside?:

* Request Title: Copy of Occupational Ther

* Category: Supplies - Non-Technology

Set-Aside?:

* Request Title: Copy of Occupational Ther

* Category: Supplies - Non-Technology

* Close Date: 07/14/2014

* Close Time: 05:00 PM

Future Publish Date:

Bid Valid (Days): 30

Service Area: 10 [View Service Area Map](#) [View Service Area Table](#)

Award Method: Line

Comments:

Special Terms and Conditions:

Attachments:

Attached Files	Proprietary and Confidential
8_Dkdpn8.html	Yes
seasilk.html	No
eVA Std Terms and Conditions.htm	No

Manage Attachments

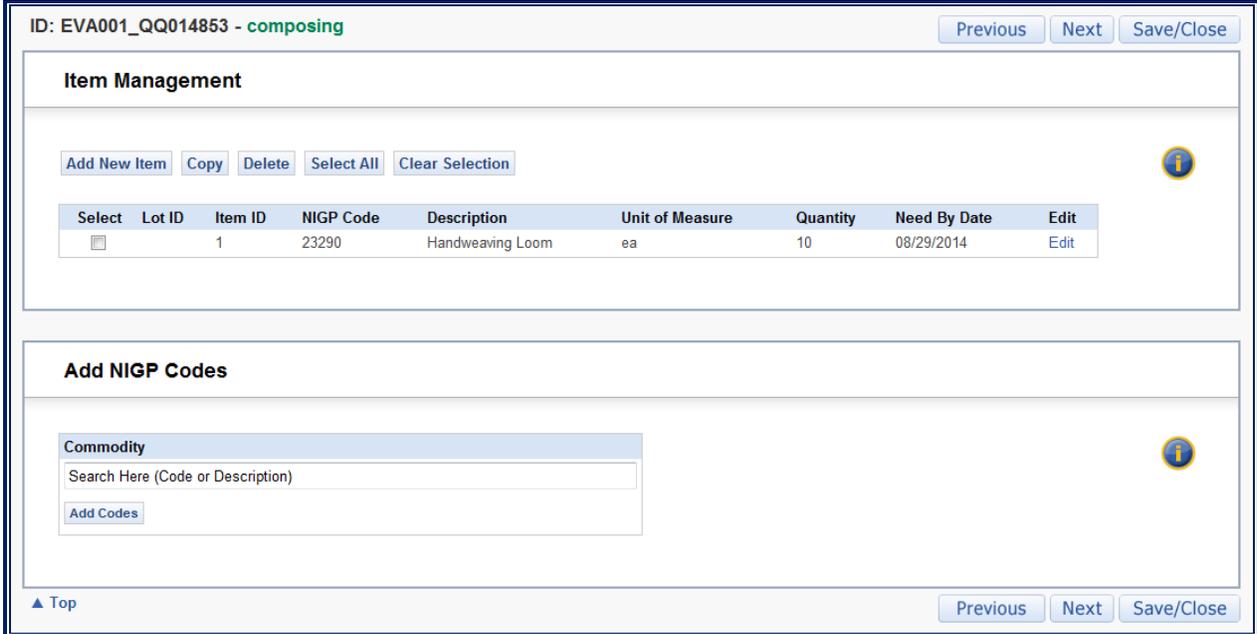
▲ Top

Next Save/Close

4. Click the **Manage Attachments** button to include additional attachments, if needed. Remember that the default *eVA Std Terms and Conditions* will be attached automatically, along with any attachments you chose to copy forward into the new request.
5. Click **Next** to continue to the **ITEM MANAGEMENT** screen (Figure 56). The items from the copied request will be displayed.
- Update any item by clicking the corresponding **Edit** link (to the right of the item).
 - Add any other items you need, using the **Add New Item** button.

- Create a new item by clicking the **Select** check box next to an existing item and then clicking the **Copy** button.
- Delete any item by clicking the **Select** check box next to the item and then clicking the **Delete** button.

Figure 56: ITEM MANAGEMENT Screen for a Copied Request



ID: EVA001_QQ014853 - **composing** Previous Next Save/Close

Item Management

Add New Item Copy Delete Select All Clear Selection i

Select	Lot ID	Item ID	NIGP Code	Description	Unit of Measure	Quantity	Need By Date	Edit
<input type="checkbox"/>	1	23290		Handweaving Loom	ea	10	08/29/2014	Edit

Add NIGP Codes

Commodity

Search Here (Code or Description)

Add Codes i

▲ Top Previous Next Save/Close

6. The codes from the **ADD NIGP CODES** section of the copied request will be displayed at the bottom of the screen. You can delete any of these codes or add new ones.
7. Click **Next** on the **ITEM MANAGEMENT** screen to generate the Vendor List.
8. Click the **Next** button to continue to the **VENDOR NOTIFICATION** screen.
9. Click the **Next** button to continue to the **REQUEST REVIEW** screen.
 - Click **Submit** on the **REQUEST REVIEW** screen to send the Quick Quote request to the vendors and go to the **QUICK QUOTE COMPLETE** screen. For information on how the submitted request is processed, see the [Request Review](#) section of this document.
 - To save the new request without issuing it, click **Save/Close**.

AMENDING A QUICK QUOTE REQUEST

You can make the following changes to Quick Quote requests that are in *issued* status:

- Change the Close date and time
- Add, modify, or remove item lines
- Add or remove comments
- Add or remove Special Terms and Conditions

- Add or remove attachments

To create an amendment to a request, follow the steps outlined below.

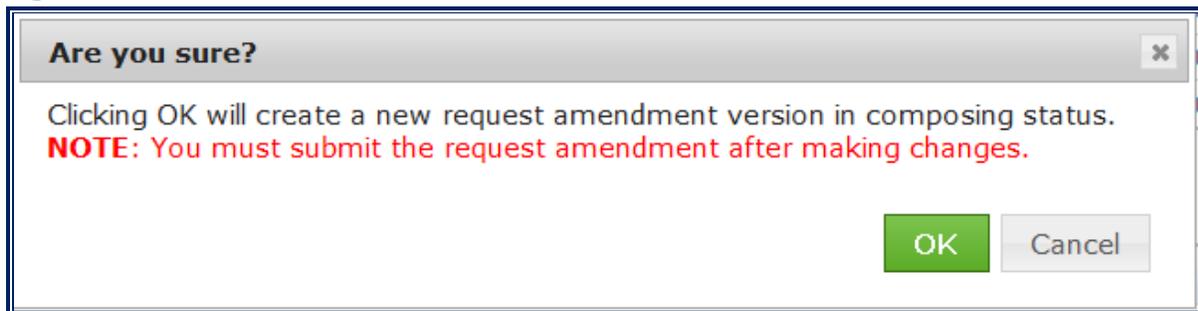
1. From the **ISSUED** pane, click **Amend** in the **Actions** drop-down menu for the request you want to modify.

Figure 57: Actions Menu Showing Amend



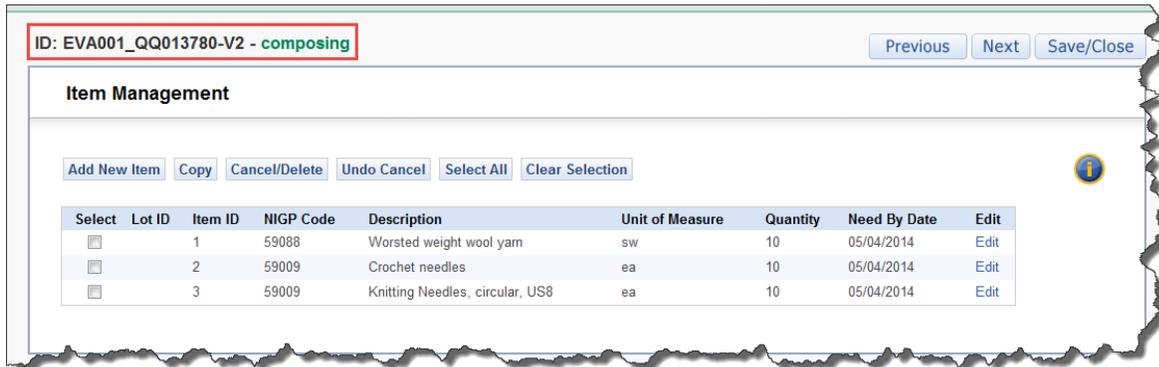
2. Click **OK** to create the amendment.

Figure 58: Amend Confirmation Screen



3. A new version of the Quick Quote request will be created. All request information from the prior version, including the set-aside designation, attachments, active and removed or canceled lines, and ad hoc vendors, will be copied into the new request version. Note that the previous version will stay in *issued* status until the amendment is issued.
4. Make any changes needed to the request header. Use the **Manage Attachments** button to add or delete attachments, as needed.
5. Click **Next** to continue to the **ITEM MANAGEMENT** screen. The request item lines from the prior version will be displayed. A new version of the Quick Quote request is automatically saved in *composing* status, and the request ID is displayed with the amendment version number. Each subsequent amendment will increment the version number (for example: V3, V4).

Figure 59: ITEM MANAGEMENT Screen Showing Updated Quick Quote ID



6. You can take the actions listed in **Table 19** for request Item lines within **ITEM MANAGEMENT**.

Table 19: Amend Actions for Item Lines

Action	What It Does
Add New Item	Opens the ITEM screen; enter the request item information for the new item.
Copy	Copies one or more items that you have selected; make changes to the new items using the Edit link.
Cancel/Delete	Removes one or more items that you have selected: <ul style="list-style-type: none"> Deletes a line that was added within this <i>composing</i> amendment version. Marks the line as <i>Removed</i> if the line was copied forward from the previous version of the request.
Undo Cancel	Reverses the Cancel/Delete action for lines marked <i>Removed</i> within this composing amendment version, but only if clicked before submitting the amendment.
Edit	Provides the ability to change an item line. Be sure to click the Save Item button on the REQUEST ITEM screen to save your changes. Click the Item Management link to return to the ITEM MANAGEMENT screen.

- The codes from the **ADD NIGP CODES** section of the prior request version are displayed at the bottom of the screen. You can delete any of these codes or add new ones.
- Click **Next** to generate the Vendor List for your request amendment.
- The Vendor List is generated as described in the [Vendor List](#) section, and the **VENDOR LIST** screen is displayed. All responding vendors are added to the **NOTIFICATIONS REQUIRED** section. You can remove any vendors in the **NOTIFICATIONS OPTIONAL** section, as well as add vendors to the **AD HOC VENDORS** section.
- Click **Next** to move to the **VENDOR NOTIFICATION** screen.
- Click **Next** to go to the **REQUEST REVIEW** screen.



- 12.** Answer the **Material Changes** question at the top of the **REQUEST REVIEW** screen (Figure 60). If the changes you made to the request are material (that is, they require vendors who have responded to submit a new response), select **Yes**; otherwise, select **No**. **Table 20** shows the fields on the Quick Quote request that are considered material and require a Yes response to the material changes question.

Table 20: Automatic Material Change Fields

Header	Item Line	Item Management
Bid Valid Days	Quantity	Add a new line
Award Method	Unit of Measure	Remove or cancel a line
	Need By Date	
	Ship To	



QUICK QUOTE BUYER USER GUIDE

MANAGING YOUR QUICK QUOTE REQUESTS

Figure 60: Material Change Prompt on Submit

ID: EVA001_QQ013780-V2 - composingPrevious Submit Save/Close Print

Request ReviewHistory

***Are your changes material?** Yes No

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_QQ013780-V2
Request Title:	Spring 2014 Knitting & Crochet Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	composing
Approval Required?	Yes, Click to View Approvers
Approve/Deny Information:	n/a
Publish Date:	n/a
Response Due Date:	03/03/2014 04:20 PM
Bid Valid (Days):	30
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none
Attachments:	Attached Files Proprietary and Confidential
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none
Attachments:	Attached Files Proprietary and Confidential eVA Std Terms and Conditions htm No

Request Items

Item ID: 1

Lot ID: n/a

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: 05/04/2014

Ship To: VITA - Eastern Office
4053 Legato Rd., Fairfax, VA, 22033

Comments: none

Special Terms and Conditions: none

Attachments: NO ATTACHMENTS

Item ID: 2 - Line Removed/Canceled [Show Details](#)

Item ID: 3

Lot ID: n/a

Item Description: Knitting Needles, circular, USB

Vendor Part Num: none

Brand Name: none

Quantity: 10

Unit of Measure: ea

UOM Description: each

NIGP Code: 59009

NIGP Code Description: Crochet Hooks, Embroidery Hoops, Embroidery Needles, Knitting Needles, etc.

Need By Date: 05/04/2014

Ship To: VITA - Eastern Office
4053 Legato Rd., Fairfax, VA, 22033

Comments: none

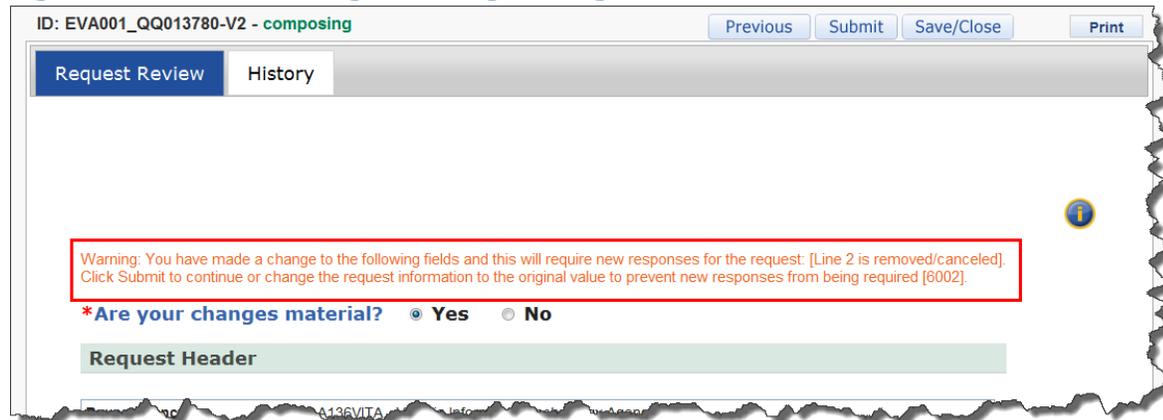
Special Terms and Conditions: none

Attachments: NO ATTACHMENTS

▲ TopPrevious Submit Save/Close

13. Click **Submit** to submit the amended request. If the changes you made are material, Quick Quote issues a warning message; click **Submit** again to submit the request amendment.

Figure 61: Material Change Warning Message



AMENDMENT WORKFLOW

When you amend a Quick Quote request:

- The QQ version has a version number appended to it (for example, -V2); this number is incremented each time you amend the request. Note that the current issued version is available and vendors can respond to it until the amended request is issued, either immediately or at the future publish date and time.
- Approvers, if any, will receive a notification to approve the request; if approved, the request will be issued.
- All vendors that were on the original vendor list that have not responded will be notified that an amended request was issued.
- All vendors that responded to a request that was amended will receive a notification requesting them to review the amended request as well as their response. If the changes in the amendment are material, the notification will indicate that the previous response is no longer valid and to submit a new response. Additionally, all vendors that responded that were not on the original vendor list will be added to the **Notifications Required** list.

REVIEWING REQUEST HISTORY

Quick Quote keeps a record of all changes made to Quick Quote requests after they have been submitted, including approvals and denials. You can view the changes on the **History** tab within the Quick Quote **REQUEST REVIEW** screen.

The initial view shows an abbreviated description for each action. Click the Item links to see additional information about each change (**Figure 62** and **Figure 63**).

Figure 62: Request History Screen, Item Links Collapsed

Version	Date	Action	User	Description
4	02/25/2014 03:02 PM	Approved	Simonds, Teri	See Details
4	02/25/2014 03:02 PM	Amended	apaca1	▶ Item 2
4	02/25/2014 03:01 PM	Submitted	apaca1	▶ Item 2
3	02/25/2014 02:59 PM	Approved	Simonds, Teri	See Details
3	02/25/2014 02:59 PM	Amended	apaca1	▶ Item 3
3	02/25/2014 02:51 PM	Submitted	apaca1	▶ Item 3
2	02/25/2014 02:16 PM	Approved	Simonds, Teri	See Details
2	02/25/2014 02:16 PM	Amended	apaca1	▶ Item 2
2	02/25/2014 02:09 PM	Submitted	apaca1	▶ Item 2
1	02/24/2014 07:03 PM	Approved	Simonds, Teri	See Details
1	02/24/2014 06:53 PM	Submitted	apaca1	▶ Item 1
1	02/20/2014 05:37 PM	Denied	Simonds, Teri	See Details

Figure 63: Request History Screen, Item Links Expanded

Version	Date	Action	User	Description
4	02/25/2014 03:02 PM	Approved	Simonds, Teri	See Details
4	02/25/2014 03:02 PM	Amended	apaca1	▼ Item 2 This line has been deleted
4	02/25/2014 03:01 PM	Submitted	apaca1	▼ Item 2 This line has been deleted
3	02/25/2014 02:59 PM	Approved	Simonds, Teri	See Details
3	02/25/2014 02:59 PM	Amended	apaca1	▼ Item 3 This line has been added
3	02/25/2014 02:51 PM	Submitted	apaca1	▼ Item 3 This line has been added
2	02/25/2014 02:16 PM	Approved	Simonds, Teri	See Details
2	02/25/2014 02:16 PM	Amended	apaca1	▼ Item 2 This line has been added
2	02/25/2014 02:09 PM	Submitted	apaca1	▼ Item 2 This line has been added
1	02/24/2014 07:03 PM	Approved	Simonds, Teri	See Details
1	02/24/2014 06:53 PM	Submitted	apaca1	▼ Item 1 Quantity was changed from "10" to "5"
1	02/20/2014 05:37 PM	Denied	Simonds, Teri	See Details

Click the [See Details](#) link to view comments for all approve and deny actions for the request. The **VIEW COMMENTS** screen appears (Figure 64). Click **Close** to return to the **REQUEST REVIEW** screen.



Figure 64: VIEW COMMENTS Screen

ID: EVA001_QQ014580-V4 - **issued** Close

View Comments

Comments

Date Created:	02/20/2014 05:37 PM ET
Comment Type:	Denied Change the quantity as discussed.
Date Created:	02/25/2014 02:16 PM ET
Comment Type:	Approved 12-dents are fine, but you might want to consider adding additional reed sizes.

[▲ Top](#) Close

CANCELING AND REISSUING A QUICK QUOTE REQUEST

You can cancel and reissue requests that are in *issued* or *cancelled* status. The existing request is updated to *cancelled* and a new request is created by copying the existing (*cancelled*) request. Only one cancel and reissue action is allowed for each request.



You *cannot* cancel and reissue a request that has already been reissued; you will receive an error message.

To cancel and reissue a new request, follow the steps outlined below.

1. From the **ISSUED** pane, click the **Actions** drop-down menu next to the request you want to cancel and reissue, and select **Reissue (Cancel)**.

Figure 65: Actions Menu showing Reissue (Cancel)

In Process

ID	Title	Created	Publish Date	Due Date	Status	Actions
EVA001_QQ013780-V2	Spring 2014Knitting & Crochet Supplies	02/19/2014		03/03/2014 04:20:00 PM	pending	Actions
EVA001_QQ013747	Knitting Supplies for Autumn Knitting Classes	08/12/2013		02/19/2014 05:00:00 PM	denied	Actions

▲ Top

Issued

ID	Title	Publish Date	Due Date	Count	Status	Actions
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	1	issued	Actions
EVA001_QQ014544	Summer Fiber Art Supplies	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	0	issu	Actions

▲ Top

Closed-Evaluating

ID	Title	Publish Date	Due Date	Bid Valid	Count	S	Actions
EVA001_QQ014459	Fiber Art Supplies	02/10/2014 12:33 PM	02/14/2014 05:00:00 PM	30 Days	0	cl	Actions
EVA001_QQ013780	Spring 2014Knitting & Crochet Supplies	02/11/2014 01:56 PM	02/21/2014 04:20:00 PM	30 Days	0	close	Actions

▲ Top

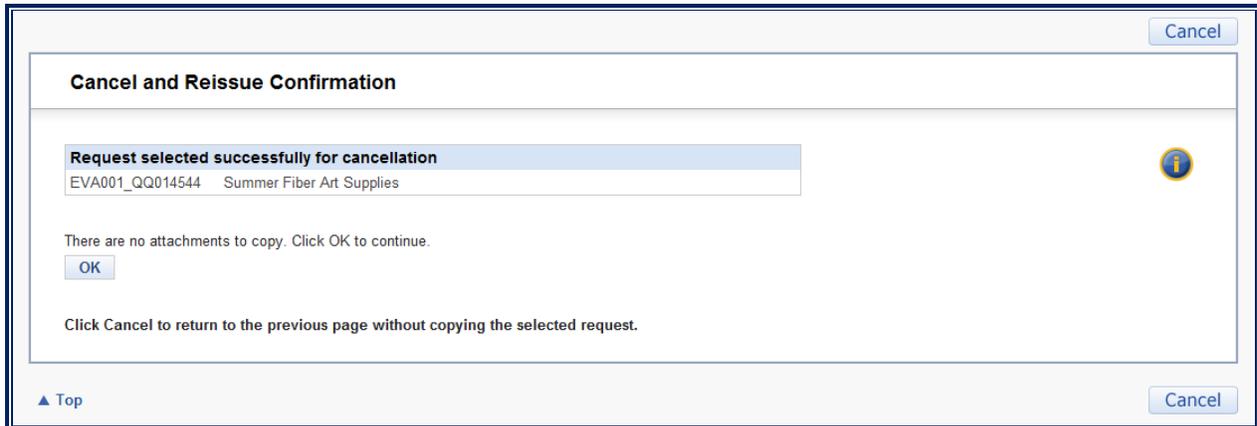
Past

ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ013780	Spring 2014Knitting & Crochet Supplies	02/11/2014 01:56 PM	02/21/2014 04:20:00 PM	09/30/2014 04:20:00 PM	30 Days	0	close	Actions

The 'Actions' dropdown menu for the first row in the 'Issued' table is open, showing the following options: Amend, View Bid Tab, Copy, Cancel/Delete, **Reissue (Cancel)**, Paper Response, Evaluate.

2. The **CANCEL AND REISSUE CONFIRMATION** screen displays the Quick Quote request that will be canceled and indicates whether there are attachments to copy.

Figure 66: CANCEL AND REISSUE CONFIRMATION Screen



If there are attachments, either at the Header or Item levels, you can copy any or all of them to the new request by selecting the corresponding check box next to the attachment or attachments you want to copy and clicking **OK**.

Click **Cancel** to return to the **MY WORK** screen—the reissue action will be canceled and the status of the selected request will remain unchanged. Click **OK** to continue the cancel and reissue action. The selected Quick Quote request will be updated to *canceled* status and a new request will be created.

If you have [Reverse Auction](#) access, you will see **Create New Request** and **Create Reverse Auction** buttons instead of the **OK** button; you will be instructed to choose the type of request you want to create.

All of the data from the original request will be copied into the new request, with these exceptions:

- If the **Set-Aside?** box was checked, the set-aside designation will not copy forward to the new request.
- Your current user information (Name, Agency, Phone, Email, Ship To) will be added to the new request, even if the original request had different information.
- The link to the current *eVA Std Terms and Conditions* will be displayed.
- The Request Title will be preceded by the words “Copy of...”.

Figure 67: Header Screen for a Reissued Request

A136VITA - Virginia Information Technology Agency - E2E | Alison Paca | 555-555-5555 | teri.simonds@cgi.com

Next Save/Close

Set-Aside?:

Request Title: Copy of Summer Fiber Art

Category: Supplies - Non-Technology

Close Date: 02/28/2014

Close Time: 05:00 PM

Future Publish Date:

Bid Valid (Days): 30

Service Area: 10 [View Service Area Map](#) [View Service Area Table](#)

Award Method: Line

Comments:

Special Terms and Conditions:

Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

Manage Attachments

▲ Top

Next Save/Close

3. Enter a new **Request Title** and adjust the dates for the new request. Make any additional changes needed to header items.

Figure 68: Header Screen Showing Changes Made for the Reissue

ID: EVA001_QQ014594 - **composing** Next Save/Close

A136VITA - Virginia Information Technology Agency - E2E | Alison Paca | 555-555-5555 | teri.simonds@cgi.com



Set-Aside?:

Request Title: Reissued Summer Fiber A

Category: Supplies - Non-Technology

Close Date: 03/03/2014

Close Time: 05:00 PM

Future Publish Date:

Bid Valid (Days): 30

Service Area: 10 [View Service Area Map](#) [View Service Area Table](#)

Award Method: Line

Comments:

Special Terms and Conditions:

Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No
Yarn_attachment.png	No

[Manage Attachments](#)

Request Items

Item 1, Handweaving loom

▲ Top Next Save/Close

4. Click the **Manage Attachments** button to add any additional attachments needed. The default *eVA Std Terms and Conditions* attachment will be automatically added to the newly created reissued request, along with any attachments you chose to copy from the old request.
5. Click **Next** to continue to the **ITEM MANAGEMENT** screen, where the items from the copied request will be displayed.
 - Update any item by clicking the **Edit** link next to the item.
 - Add any additional items needed using the **Add New Item** button. Copy an existing item to create a new item by clicking the **Select** check box next to the item you want to copy and clicking the **Copy** button.
 - Delete any item by clicking the **Select** check box next to the item and clicking the **Delete** button.
6. The **Add NIGP Codes** from the copied request are displayed at the bottom of the screen. You can delete any of these codes or add new ones.
7. Click **Next** on the **ITEM MANAGEMENT** screen to generate the Vendor List.

8. Click **Next** to continue to the **VENDOR NOTIFICATION** screen.
9. Click the **Next** button to continue to the **REQUEST REVIEW** screen.
 - Click **Submit** on the **REQUEST REVIEW** screen. The Quick Quote request will be sent to the vendors and the **QUICK QUOTE COMPLETE** screen will be displayed. For information on how the submitted request is processed, see the [Request Review](#) section of this document.
 - To save the new request without issuing it, click **Save/Close**.

CANCELING OR DELETING A QUICK QUOTE REQUEST

You can delete requests that have not been issued (that is, requests that are in *composing*, *pending*, *denied*, or *submitted* status). Vendors will never see deleted requests because they were never issued.

You can cancel requests that have been issued but have not closed. When vendors view the request, they will see that it is in *cancelled* status.

To cancel or delete requests, go to the **IN PROCESS** or **ISSUED** panes. Click the **Actions** drop-down menu next to the request you want to cancel or delete, and select **Cancel/Delete** (Figure 69).

Figure 69: Actions Menu Showing Cancel/Delete

In Process							
ID	Title	Created	Publish Date	Due Date	Status	Actions	
EVA001_QQ014594	Reissued Summer Fiber Art Supplies	02/26/2014		03/03/2014 05:00:00 PM	composing	Actions	
EVA001_QQ013780-V2	Spring 2014 Knitting & Crochet Supplies	02/19/2014		03/03/2014 04:20:00 PM	pending	Actions	
EVA001_QQ013747	Knitting Supplies for Autumn Knitting Classes	08/12/2013		02/19/2014 05:00:00 PM	denied	Copy	Cancel/Delete

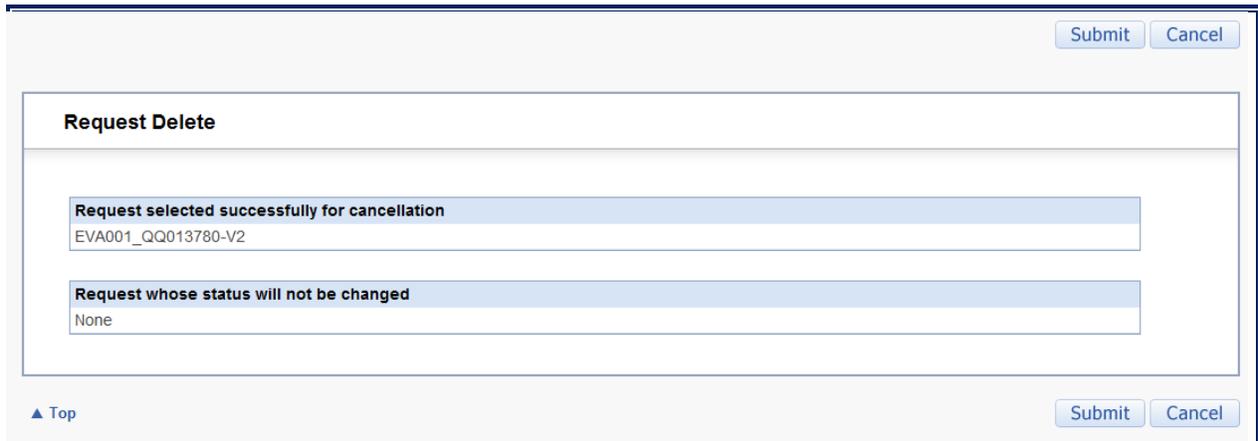
Issued							
ID	Title	Publish Date	Due Date	Count	Status	Actions	
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	1	issued	Actions	

Closed-Evaluating							
ID	Title	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ014544	Summer Fiber Art Supplies	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	30 Days	0	canceled	Actions
EVA001_QQ014459	Fiber Art Supplies	02/10/2014 12:33 PM	02/14/2014 05:00:00 PM	30 Days	0	closed	Actions

MANAGING YOUR QUICK QUOTE REQUESTS

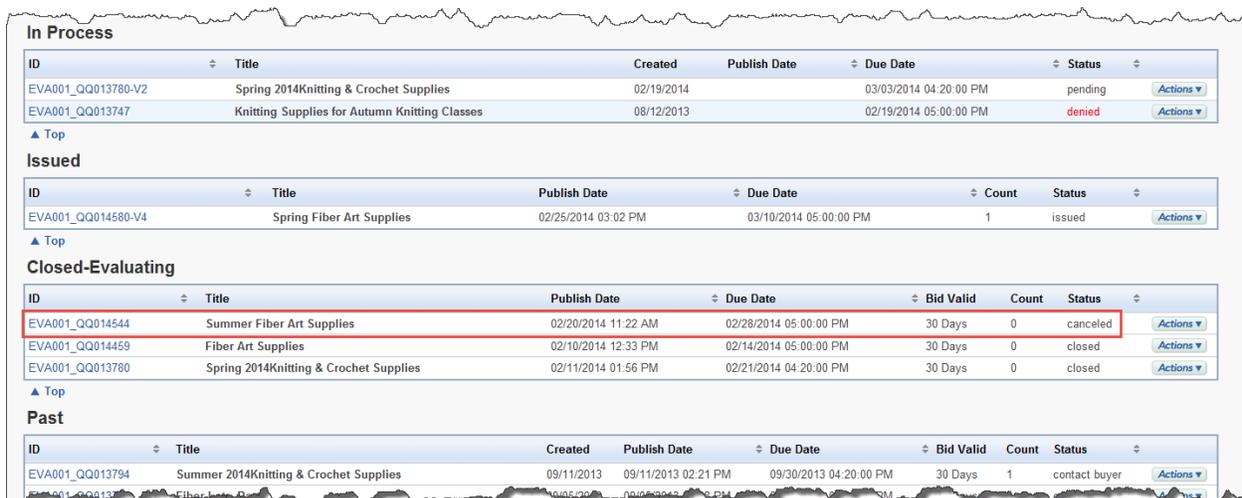
If you select a request that is in any status other than *composing*, *submitted*, or *issued*, the request status will not change. The **REQUEST DELETE** screen displays the request that will be deleted or canceled (Figure 70).

Figure 70: REQUEST DELETE Screen



Click **Submit** to continue the cancel or delete action and return to the **MY WORK** screen. The status of the request you changed is updated. Requests that are in *submitted*, *pending*, *denied*, or *composing* status are deleted and removed from the **MY WORK** screen. Requests that are in *issued* status move to the **CLOSED-EVALUATING** pane with the updated status of *canceled* (Figure 71).

Figure 71: MY WORK Screen Showing Canceled Request



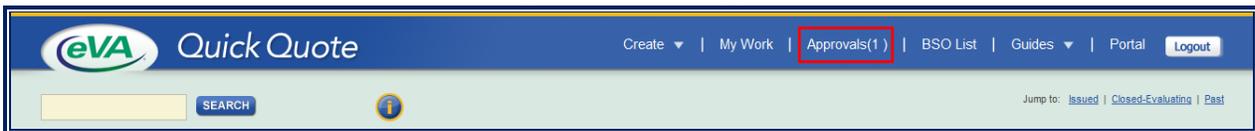
In Process							
ID	Title	Created	Publish Date	Due Date	Status		
EVA001_QQ013780-V2	Spring 2014Knitting & Crochet Supplies	02/19/2014		03/03/2014 04:20:00 PM	pending	Actions ▼	
EVA001_QQ013747	Knitting Supplies for Autumn Knitting Classes	08/12/2013		02/19/2014 05:00:00 PM	denied	Actions ▼	
Issued							
ID	Title	Publish Date	Due Date	Count	Status		
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	1	issued	Actions ▼	
Closed-Evaluating							
ID	Title	Publish Date	Due Date	Bid Valid	Count	Status	
EVA001_QQ014544	Summer Fiber Art Supplies	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	30 Days	0	canceled	Actions ▼
EVA001_QQ014459	Fiber Art Supplies	02/10/2014 12:33 PM	02/14/2014 05:00:00 PM	30 Days	0	closed	Actions ▼
EVA001_QQ013780	Spring 2014Knitting & Crochet Supplies	02/11/2014 01:56 PM	02/21/2014 04:20:00 PM	30 Days	0	closed	Actions ▼
Past							
ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status
EVA001_QQ013794	Summer 2014Knitting & Crochet Supplies	09/11/2013	09/11/2013 02:21 PM	09/30/2013 04:20:00 PM	30 Days	1	contact buyer

4. APPROVING QUICK QUOTE REQUESTS

When a user submits a request that requires approval, all approvers for the user will receive an email notification indicating that there is a request that needs to be approved (see [Approval Required Notification](#) in [Appendix A Buyer Notifications](#)).

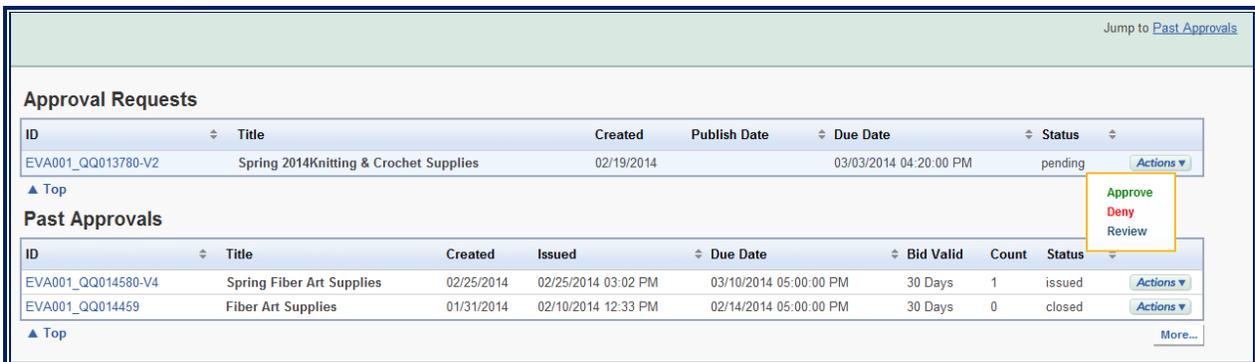
If you have been designated as an approver in Quick Quote, you will have an [Approvals](#) link in the action pane. The number in parentheses indicates how many requests are ready for approval ([Figure 72](#)).

Figure 72: Action Pane for a User Designated as an Approver



Click [Approvals](#) to open the **APPROVALS** screen.

Figure 73: Approvals Actions Menu



All requests waiting for approval are in *pending* status and are displayed in the **APPROVAL REQUESTS** pane. There are three actions you can take for requests in *pending* status ([Figure 73](#)):

- *Approve*: Approves the request, which moves to *issued* or *submitted* status
- *Deny*: Denies the request, which moves to *denied* status
- *Review*: Opens the **REQUEST REVIEW** screen so you can see the details of the request; you can approve or deny the request from this screen

REVIEWING REQUESTS

Click *Review* on the **Actions** drop-down menu to open the **REQUEST REVIEW** screen ([Figure 74](#)).

Figure 74: REQUEST REVIEW Screen for Approvals

ID: EVA001_QQ014601 - pending
Previous Save/Close Print

Request Review

History



Approve
Deny

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_QQ014601				
Request Title:	Early Fall 2014 Knitting & Crochet Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	pending				
Approval Required?	Yes, Click to View Approvers				
Approve/Deny Information:	n/a				
Publish Date:	n/a				
Response Due Date:	03/03/2014 04:20 PM				
Bid Valid (Days):	30				
Service Area:	10				
Award Method:	Line				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Attached Files</th> <th style="width: 50%;">Proprietary and Confidential</th> </tr> </thead> <tbody> <tr> <td>eVA Std Terms and Conditions.htm </td> <td style="text-align: center;">No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				

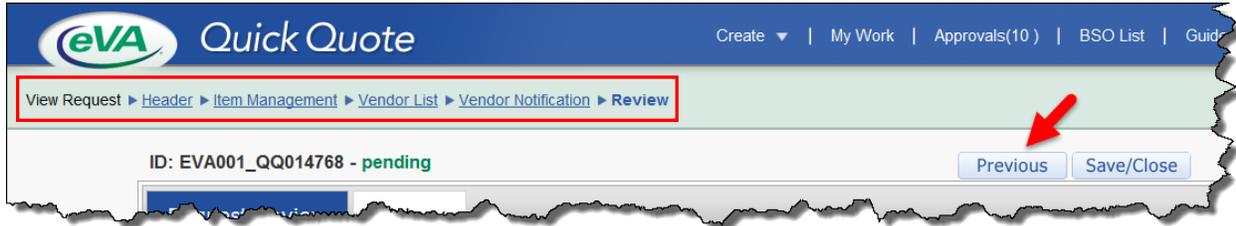
Request Items

Item ID:	1
Lot ID:	n/a
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:	05/04/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Comments:	none
Special Terms and Conditions:	none
Attachments:	NO ATTACHMENTS

▲ Top
Previous Save/Close

If you want more information about the request, click the **Previous** button, or navigate to the request section you want by clicking the appropriate navigation link located below the action pane (Figure 75).

Figure 75: Navigation Options



After you have completed your review, you can approve or deny the request by clicking the **Approve** or **Deny** buttons at the top of the **REQUEST REVIEW** screen.

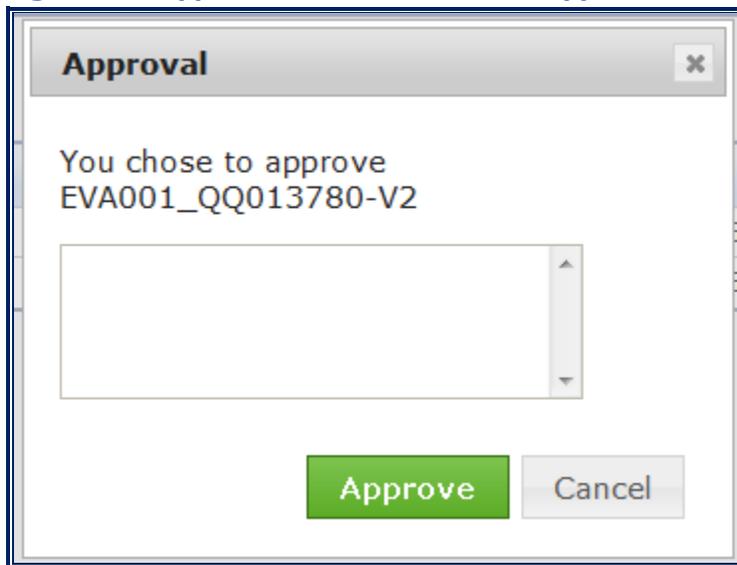
APPROVING REQUESTS

To approve a request:

- From the **REQUEST REVIEW** screen, click the **Approve** button.
- From your **APPROVALS** screen, click *Approve* on the **Actions** drop-down menu for the request.

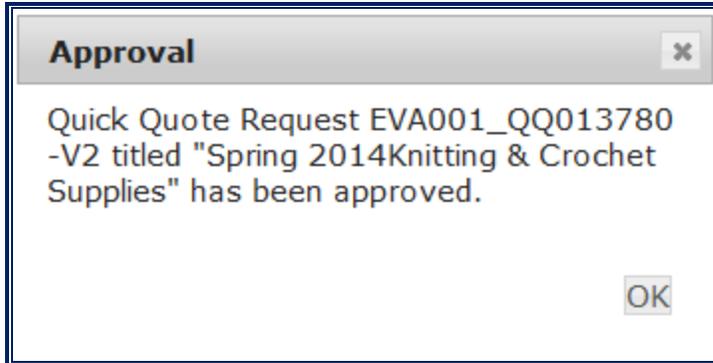
The **APPROVAL** confirmation box appears (Figure 76). You can add an optional comment in the text box. Click **Approve** to approve the request. Click **Cancel** to return to your previous screen without approving the request.

Figure 76: Approval Confirmation Box—Approve



The confirmation box appears, indicating your Approve action (Figure 77).

Figure 77: Approve Action Confirmed



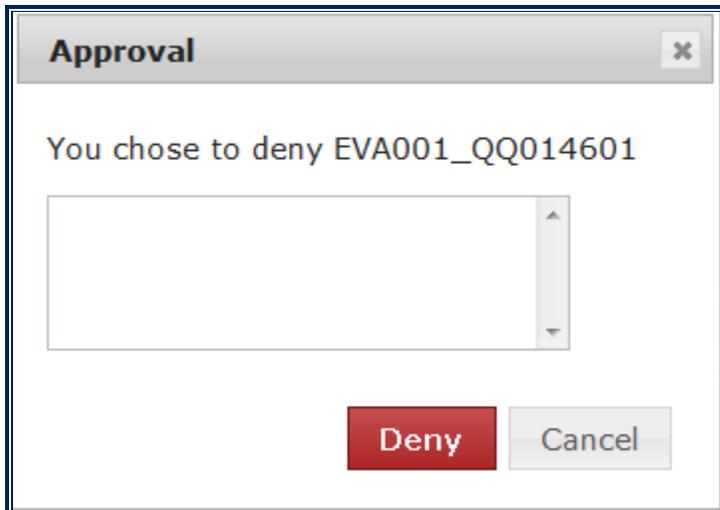
When you approve a request, the status changes to *issued* or *submitted* status, and the request moves from the **APPROVAL REQUESTS** pane to the **PAST APPROVALS** pane. The buyer also receives email notification of the approval.

DENYING REQUESTS

To deny a request, click **Deny** from the **Actions** drop-down menu or from the **REQUEST REVIEW** screen.

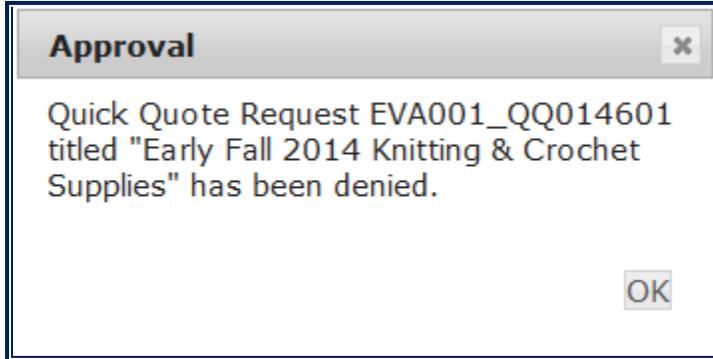
The **APPROVAL** confirmation box appears (Figure 78). When you deny a request, you **must** add a comment in the text box. Click **Deny** to deny the request or **Cancel** to return to the previous screen.

Figure 78: Approval Confirmation Box—Deny



The confirmation box appears indicating your deny action (**Figure 79**).

Figure 79: Deny Action Confirmed



When you deny a request, the status changes to *denied* status, and the request moves from the **APPROVAL REQUESTS** pane to the **PAST APPROVALS** pane (**Figure 80**). The buyer receives email notification of the denial. The buyer can then edit the request, make the necessary changes, and resubmit it.

Figure 80: PAST APPROVALS Pane

ID	Title	Created	Issued	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ014601	Early Fall 2014 Knitting & Crochet Supplies	02/27/2014		03/03/2014 04:20:00 PM	30 Days	0	denied	Actions
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	30 Days	1	issued	Actions
EVA001_QQ014459	Fiber Art Supplies	01/31/2014	02/10/2014 12:33 PM	02/14/2014 05:00:00 PM	30 Days	0	closed	Actions
EVA001_QQ013780-V2	Spring 2014 Knitting & Crochet Supplies	02/19/2014	02/27/2014 05:15 PM	03/03/2014 04:20:00 PM	30 Days	0	issued	Actions

▲ Top More...

5. VENDOR RESPONSES

Vendors can either respond online to a Quick Quote request or they can send in a paper response that the buyer can enter on their behalf. Vendors can respond multiple times to a request, or they can update their response.

When a request is amended and the changes are material, all responding vendors must respond again or update their previous response in order for their bids to be considered.

After the Response Due date and time passes, the request closes. Vendors cannot make any more changes, and they cannot submit, update, or delete any responses.

RESPONDING MULTIPLE TIMES

Vendors can offer multiple quotes for a request line item by submitting separate responses to the Quick Quote request. In this case, you will see multiple responses from the same vendor (Figure 81).

Figure 81: Evaluation Screen Showing Multiple Responses from the Same Vendor

The screenshot displays the 'Line Item Evaluation' interface. It features two tables, one for 'ITEM 1' and one for 'ITEM 2'. Each table lists responses from 'Sheeps-r-Us' with two different response IDs (RESP_1 and RESP_2) highlighted in red boxes. The interface includes navigation buttons (Previous, Next, Cancel) and a 'Download Responses' link.

Line Item Evaluation											
ITEM 1 Qty = 10, UOM = sw, Desc = Worsted weight wool yarn											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Sheeps-r-Us	Self-Registered		10	sw	\$5.00	\$50.00	No	1	EVA001_QQ014601_RESP_2	
<input type="radio"/>	Sheeps-r-Us	Self-Registered		10	sw	\$10.00	\$100.00	No	1	EVA001_QQ014601_RESP_1	
<input type="radio"/>	No Award This Line										

ITEM 2 Qty = 10, UOM = ea, Desc = Knitting Needles, circular, US8											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Sheeps-r-Us	Self-Registered		10	ea	\$8.00	\$80.00	No	1	EVA001_QQ014601_RESP_2	
<input type="radio"/>	Sheeps-r-Us	Self-Registered		10	ea	\$10.00	\$100.00	No	1	EVA001_QQ014601_RESP_1	
<input type="radio"/>	No Award This Line										

CHANGING THE RESPONSE

Vendors can update their responses as often as they want until the request closes. They can view their submitted responses and update their responses to make changes to any fields for any line. They can also delete active submitted responses.

Figure 82 shows the vendor’s first response to a request.

Figure 82: Evaluation Screen Showing Vendor’s Initial Response

Line Item Evaluation

[Add Comment](#) ?

ITEM 1 Qty = 1, UOM = sw, Desc = Worsted weight yarn											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Ouessant Creations	Self-Registered		1	sw	\$8.00	\$8.00	No	1	EVA001_QQ013747_RESP_1	
<input type="radio"/>	No Award This Line										

ITEM 2 Qty = 0, UOM = ea, Desc = Knitting needles											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Ouessant Creations	Self-Registered		0	ea	\$5.00	\$0.00	No	1	EVA001_QQ013747_RESP_1	
<input type="radio"/>	No Award This Line										

[Download Responses](#)

In Figure 83, the vendor has updated the first response. Note that the response ID ends with V2, indicating that it is the second version of the vendor’s original response.

Figure 83: Evaluation Screen Showing Vendor’s Updated Response

Line Item Evaluation

[Add Comment](#) ?

ITEM 1 Qty = 1, UOM = sw, Desc = Worsted weight yarn											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Ouessant Creations	Self-Registered		10	sw	\$8.00	\$80.00	No	1	EVA001_QQ013747_RESP_1-V2	
<input type="radio"/>	No Award This Line										

ITEM 2 Qty = 0, UOM = ea, Desc = Knitting needles											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Ouessant Creations	Self-Registered		--	--	\$0.00	*\$0.00	No	1	EVA001_QQ013747_RESP_1-V2	
<input type="radio"/>	No Award This Line										

[Download Responses](#)

RESPONDING TO AN AMENDED REQUEST

Vendors respond to an amended request the same way they do for requests that have never been amended. If they haven't responded to the request, they can create either an online or a paper response.

If the amendment changes are material, the vendors' responses become inactive and they must respond again, either by updating the previous response or by creating a new response.

If the amendment changes are not material, all previously submitted responses are still valid and active. However, vendors can choose to update their existing responses or create new responses.

ENTERING PAPER RESPONSES

A vendor might send a paper response to your Quick Quote request instead of responding electronically. When this happens, you can enter the paper response on the vendor's behalf. After you submit the paper response, an email or fax notification is sent to the vendor to let them know the paper response has been entered on their behalf. Vendors can view paper responses submitted on their behalf, but they cannot edit them. You can enter paper responses for requests that are in *closed*, *bids opened*, or *canceled* status until the Bid Valid Days expires.



You cannot enter a paper response for a request after it has been evaluated and an award decision has been made.

To enter a paper response, follow these steps:

1. Select *Paper Response* from the **Actions** drop-down menu next to the request for which you want to enter a paper response (Figure 84).

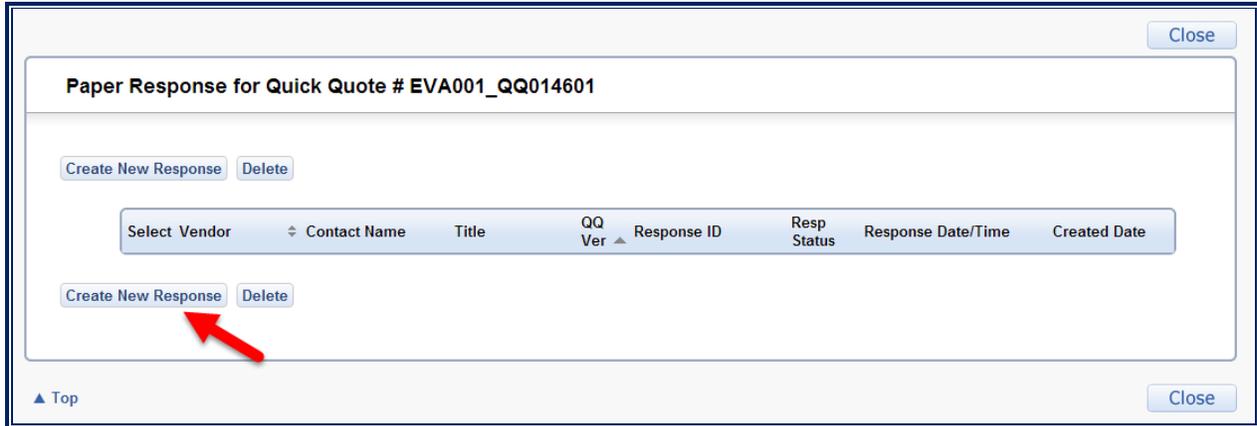
Figure 84: Actions Menu Showing Paper Response

In Process							
ID	Title	Created	Publish Date	Due Date	Status	Actions	
EVA001_QQ014604	Autumn Fiber Art Supplies	02/27/2014		04/01/2014 05:00:00 PM	composing	Actions	
▲ Top							
Issued							
ID	Title	Publish Date	Due Date	Count	Status	Actions	
EVA001_QQ014601	Early Fall 2014 Knitting & Crochet Supplies	03/03/2014 01:58 PM	03/06/2014 04:20:00 PM	2	issued	Actions	
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	1	issued	Actions	
EVA001_QQ013747	Knitting Supplies for Autumn Knitting Classes	03/03/2014 01:58 PM	03/19/2014 05:00:00 PM	1	issued	Amend View Bid Tab Copy Cancel/Delete Reissue (Cancel) Paper Response Evaluate	
▲ Top							
Closed-Evaluating							
ID	Title	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ014544	Summer Fiber Art Supplies	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	30 Days	0	canceled	Actions
EVA001_QQ014459	Fiber Art Supplies	02/10/2014 12:33 PM	02/14/2014 05:00:00 PM	30 Days	0	closed	Actions
EVA001_QQ013780-V3	Spring 2014 Knitting & Crochet Supplies	03/03/2014 01:58 PM	03/04/2014 04:20:00 PM	30 Days	0	closed	Actions
▲ Top							
Past							
ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status

VENDOR RESPONSES

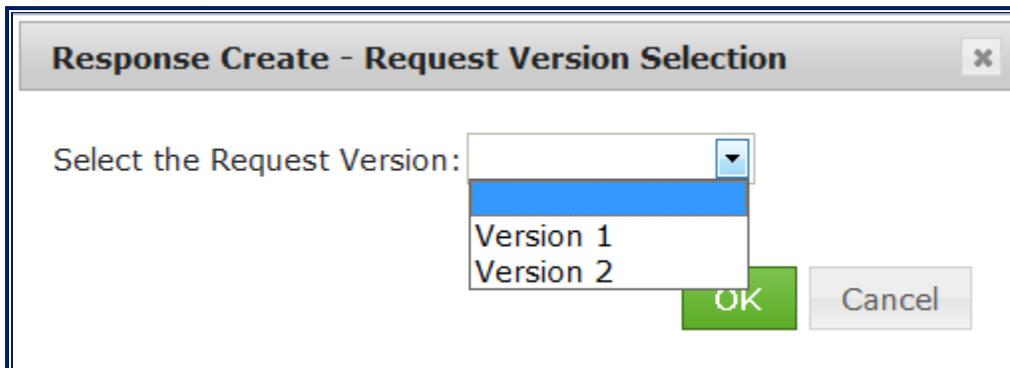
2. Click the **Create New Response** button on the **PAPER RESPONSE FOR QUICK QUOTE #** screen (Figure 85).

Figure 85: Paper Response Screen



- If the request has been amended, you must choose the request version against which the response is to be submitted (Figure 86).

Figure 86: Request Version Selection Box



3. The table on the **VENDOR SELECTION** screen initially displays all vendors who were on the Vendor List when the request was created, with the exception of ad hoc vendors.
 - If the vendor for which you want to create the paper response is on the list, select the radio button next to the vendor. Click **Next** to open the **RESPONSE HEADER** screen (Figure 87).

Figure 87: Vendor Selection Screen

Paper Response - Vendor Selection

Tax ID or Company Name 

Company Name	Contact Name	Email	Phone Number	Fax Number
<input type="radio"/> Chois Holding	aaa bbb	system_test@hotmail.com	703-633-1299	
<input checked="" type="radio"/> PacaPaca Farm	Al Paca	tlhsimonds@yahoo.com	703-555-1212	
<input type="radio"/> Parisienne Knits	Kelly Hill	scharolais@yahoo.com	01 55 55 24 24 66	
<input type="radio"/> Parisienne Knits	Kelly Hill	scharolais@yahoo.com	01 55 55 24 24 66	
<input type="radio"/> Sheeps in Wolves Clothing	Awassi Cheviot	scharolais@yahoo.com	703-555-1212	
<input type="radio"/> Sheeps-r-Us	Mary Lamb	tlhsimonds@yahoo.com	555-555-5555	(555)555-5555
<input type="radio"/> TLHS Fibers	Jane Sheep	system_test@hotmail.com	703-555-1212	
<input type="radio"/> TLHS Fibers	Teri Simonds	system_test@hotmail.com	703-555-1212	
<input type="radio"/> TLHSFibers, Inc.	Teri Simonds	system_test@hotmail.com	703-111-2222	(703)111-3333
<input type="radio"/> Wild West Sheep	Charity Rider	scharolais@yahoo.com	703-555-1212	
<input type="radio"/> Wild West Wools	Racka Lamb	rackalamb@yahoo.com	703-555-1212	
<input type="radio"/> Wild West Wools	Sarda Priangan	jappenze@yahoo.com	703-555-1212	

▲ Top

- If the vendor for which you want to create the paper response is not on the list, you can search for it. **The vendor must be registered and active.** Enter the vendor **Tax ID** or **Company Name** in the corresponding text box and click **Search** (Figure 88). After you have found the vendor, select it and click **Next** to open the **RESPONSE HEADER** screen.

Figure 88: Searching for a Vendor

Paper Response - Vendor Selection

Tax ID or Company Name 

Company Name	Contact Name	Email	Phone Number	Fax Number
<input checked="" type="radio"/> Sheepish Creations	Merina Cotswold	tlhsimonds@yahoo.com	345-678-1212	
<input type="radio"/> Sheepish Creations	Merina Cotswold	tlhsimonds@yahoo.com	345-678-1212	



*If you select the wrong vendor, click the **Clear** button to remove it.*

- If the vendor is not on the initial list, and you cannot find it during your search, you cannot enter a paper response at that time. Contact the vendor and have the vendor register in eVA.
- 4.** The **RESPONSE HEADER** screen will be displayed (**Figure 89**). The vendor information will be populated automatically, and you will be listed as the preparer of the paper response.
- Enter the date on which you received the paper response in the **Response Received Date/Time** fields. (Note: The date/time cannot be later than the response due date, nor before the request publish date.) Enter a **Response Title** and any comments. Use the **Manage Attachments** button to add any attachments.

Figure 89: Response Header Screen for Paper Response

[Next](#) [Summary](#) [Cancel](#)

Response Header - Submitted for QQ Version 1

Preparer:	apaca1	
* Response Received Date:	<input type="text" value="03/05/2014"/>	
* Response Received Time (EST):	<input type="text" value="04:55:00"/> <input type="text" value="PM"/>	
Response Date Display:	03/05/2014 04:55:00 PM	
Vendor Name:	Sheepish Creations	
Registration Type:	Self-Registered	
Contact Name:	Cotswold, Merina	
Phone #:	345-678-1212 Ext:	
Email:	tlhsimonds@yahoo.com	
Fax #:		
* Response Title:	<input type="text" value="Response to Early Fall 2014 Knitting Supplies"/>	
Ordering Address:	456 Shepherd's Way Leesburg, VA 20175	
Comments:	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	
Attachments:	NO ATTACHMENTS Manage Attachments	

[▲ Top](#)

[Next](#) [Summary](#) [Cancel](#)



VENDOR RESPONSES

- Click **Next**. The first **RESPONSE ITEM** screen will be displayed with information pre-populated from the Item information entered in the Quick Quote request. Enter the Unit Price for the line item and edit any other information (**Figure 90**).

Figure 90: Response Item Screen for Paper Response

Previous Next Summary Cancel

Response Item 1 - Submitted for QQ Version 1

View Request Item 1 Details

Do you wish respond to Item 1? ▼

Item ID: 1

Vendor Part Num: * Delivery is F.O.B. destination unless otherwise designated.

Unit Price: Price will be rounded to 10 digits after the decimal.

Quantity:

Unit of Measure: Look up Units of Measure

UOM Description: skein

NIGP Code: 59088

NIGP Code Description: Yarn, Knitting

Comments:

Delivery Date:

Ship To: VITA - Eastern Office
4053 Legato Rd., Fairfax, VA, 22033

Brand Name: *

Short Name:

Description:

Lead Time: Calendar Days After Receipt of Order (ARO)

Met Specs? Yes No

Attachments: NO ATTACHMENTS
Manage Attachments

▲ Top
Previous Next Summary Cancel

6. If the vendor did not respond to a particular line item, select *No Bid* from the **Do you wish to respond to Item #?** drop-down list (Figure 91). Click **Next** to go to the next **RESPONSE ITEM** screen. Continue entering the vendor's response Item information and clicking **Next** until you have placed a bid for each item.

Figure 91: Indicating *No Bid* for a Line Item

The screenshot shows a web form titled "Response Item 2". At the top right, there are four buttons: "Previous", "Next", "Summary", and "Cancel". Below the title, there is a link "View Request Item 2 Details" with a small icon. The main question is "Do you wish respond to Item 2?", followed by a dropdown menu that is currently set to "No Bid". This dropdown menu is highlighted with a red rectangular box. Below this, there are three input fields: "Item ID:" with the value "2", "Vendor Part Num:" with an asterisk and a text input field, and "Unit Price:" with a text input field. To the right of the "Vendor Part Num:" field is the text "Delivery is F.O.B. destination unless otherwise designated." and to the right of the "Unit Price:" field is the text "Price will be rounded to 10 digits after the decimal." There is also a blue information icon on the right side of the form.



VENDOR RESPONSES

- After you enter the vendor response for all items, click **Summary** to go the **RESPONSE SUMMARY** screen, where you can review the response information (Figure 92). Note that *No bid* items do not appear on the **RESPONSE SUMMARY** screen. When your review is complete, click **Submit** to submit the paper response.

Figure 92: Response Summary for Paper Response

Previous Submit Cancel

Response Summary - Submitted for QQ Version 1

Response Header

Preparer: apaca1

Response Received Date/Time: 03/05/2014 04:55:00 PM

Vendor Name: Sheepish Creations

Registration Type: Self-Registered

Contact Name: Cotswold, Merina

Phone #: 345-678-1212 Ext:

Email: tlhsimonds@yahoo.com

Fax #:

Request ID:	EVA001_QQ014601
Response Title:	Response to Early Fall 2014 Knitting Supplies
Ordering Address:	456 Shepherd's Way Leesburg, VA 20175
Comments:	<div style="border: 1px solid gray; height: 20px;"></div>

Attachments: none

Response Items

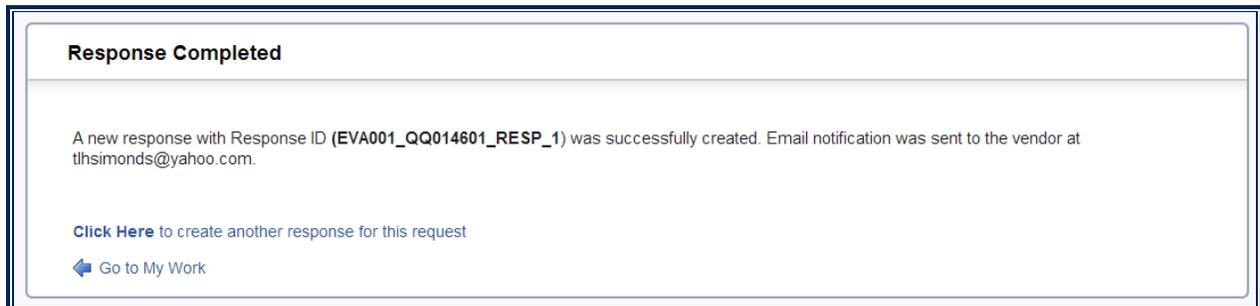
Item 1

Item ID:	1
Vendor Part Num:	*
Unit Price:	\$10.00
Quantity:	10
Unit of Measure:	sw
UOM Description:	skein
NIGP Code:	59088
NIGP Code Description:	Yarn, Knitting
Total Price:	\$100.00
Comments:	<div style="border: 1px solid gray; height: 20px;"></div>
Delivery Date:	05/04/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Brand Name:	*
Short Name:	Worsted weight wool yarn
Item Description:	<div style="border: 1px solid gray; height: 20px;">Worsted weight wool yarn</div>
Lead Time:	0 Calendar Days After Receipt of Order (ARO)
Met Specs?	Yes
Attachments:	NO ATTACHMENTS

▲ Top
Previous Submit Cancel

8. The **RESPONSE COMPLETED** screen confirms the response has been submitted and the vendor will be notified that a paper response has been submitted on its behalf (**Figure 93**). If you have additional responses to enter for the request, click **Click Here to create another response for this request**; otherwise, click **Go to My Work** to return to the **MY WORK** screen.

Figure 93: RESPONSE COMPLETED Screen



6. EVALUATING THE REQUEST

This section examines the evaluation and award process, including how to compare responses using your chosen award method. It also covers *No Award* scenarios.

VIEWING RESPONSES BEFORE A REQUEST CLOSES

You can view responses before a request closes, but you cannot evaluate them until the Response Due Date passes. The **Count** column on your **MY WORK** screen lists the number of active vendor responses received for each request. To view vendor responses, choose *Evaluate* from the **Actions** drop-down menu for the request (**Figure 94**).

Figure 94: Actions Menu Showing Evaluate



Summary information for the active vendor responses is available on the **BID TABULATION SUMMARY** screen; access this screen by clicking the **View Bid Tab** option in the **Actions** drop-down menu.



EVALUATING THE REQUEST

Click the **Next** button on the **EVALUATE REQUEST** screen to navigate to the **LINE ITEM**, **LOT** or **GRAND TOTAL EVALUATION** screen, as applicable to the request (Figure 95).

Figure 95: EVALUATION REQUEST Screen

Evaluate Request

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_QQ014853				
Request Title:	Occupational Therapy Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	issued				
Response Due Date:	07/10/2014 05:30 PM				
Service Area:	10				
Award Method:	Line				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Attached Files</th> <th style="text-align: left;">Proprietary and Confidential</th> </tr> </thead> <tbody> <tr> <td>eVA Std Terms and Conditions.htm </td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm 	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm 	No				

Evaluation History
There is no evaluation history for this request.

Award Method:

▲ Top

This screen displays all active vendor responses that have been received for the request. The **Attachments** column indicates whether the vendor response includes attachments (**Figure 96**).

Figure 96: Line Item Evaluation

Line Item Evaluation

[Add Comment](#)

ITEM 1 Qty = 10, UOM = ea, Desc = Handweaving Loom											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Ouessant 2	Self-Registered		10	ea	\$400.00	\$4000.00	No	1	EVA001_QQ014853_RESP_1	
<input type="radio"/>	Parisienne Knits	Self-Registered		10	ea	\$500.00	\$5000.00	No	1	EVA001_QQ014853_RESP_1	
<input type="radio"/>	No Award This Line										

[Download Responses](#)

▲ Top

Click the links in the **Response ID** column to view the Response Summary for each vendor's response. Click the **Close** button on the **RESPONSE SUMMARY** screen to close the summary and return to the evaluation (**Figure 97**).



EVALUATING THE REQUEST

Figure 97: RESPONSE SUMMARY Screen

EVA001_QQ014853_RESP_1 Close

Response Summary - Submitted for QQ Version 1

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

Response Header

Response ID:	EVA001_QQ014853_RESP_1
Response Title:	Bid for Occupational Therapy Supplies
SWAM:	
Ordering Address:	none
Response Date:	07/10/2014 04:28:14 PM
Comments:	
Attachments:	none

Response Items

Item 1

Item ID:	1
Vendor Part Num:	*
Unit Price:	400.00
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Total Price:	\$4,000.00
Comments:	
Delivery Date:	08/29/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Brand Name:	*
Short Name:	Handweaving Loom
Item Description:	Handweaving Loom
Lead Time:	0 Calendar Days After Receipt of Order (ARO)
Met Specs?	Yes
Attachments:	none

▲ Top Close

DOWNLOADING RESPONSES

From the **LINE ITEM**, **LOT**, or **GRAND TOTAL EVALUATION** screen, click the Download Responses link to open a Microsoft Excel spreadsheet that contains all active responses (Figure 98). You will be prompted to save the file or to open it in a new window.

Downloaded responses will be sorted in ascending order by **Lot #**, **Item #**, and **Total**.

Figure 98: Excel Spreadsheet Containing Downloaded Responses

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Quick Quote Responses													
3	Lot #	Item #	Buyer Quantity	Buyer UOM	Buyer Item Description	Vendor	Registration Type	SWAM	Response ID	Vendor Qty	Vendor UOM	Vendor Unit Price	Total	Attachments
4	0	1	10	sw	Worsted weight wool yarn	Sheeps--Us	Self-Registered		EVA001_QQ013781_RESP_1	10	sw		4	##### No
5	0	2	10	ea	Crochet needles	Sheepish Creations	Self-Registered		EVA001_QQ013781_RESP_1	10	ea		5.5	##### No
6	0	2	10	ea	Crochet needles	Sheeps--Us	Self-Registered		EVA001_QQ013781_RESP_1	10	ea		0	*\$0.00 No
7	0	3	10	ea	Knitting Needles, circular, US8	Sheepish Creations	Self-Registered		EVA001_QQ013781_RESP_1	10	ea		3	##### No
8	0	3	10	ea	Knitting Needles, circular, US8	Sheeps--Us	Self-Registered		EVA001_QQ013781_RESP_1	10	ea		4	##### No
9	0	3	10	ea	Knitting Needles, circular, US8	Sheeps--Us	Self-Registered		EVA001_QQ013781_RESP_1	10	ea		6	##### No

After you have viewed or saved the Responses file, close the Excel spreadsheet. Click the **Cancel** button in the evaluation to return to the **MY WORK** screen.



*You **cannot** evaluate your request or make award decisions until the request closes; you will receive an error message on the **EVALUATION REVIEW** screen.*

EVALUATING AND AWARDING RESPONSES

After the request closes and all paper responses have been entered, you can begin evaluating the responses and selecting the vendors that will receive awards.

From the **MY WORK** screen, click *Evaluate* in the **Actions** drop-down menu next to the request you want to evaluate (Figure 99).

Figure 99: Actions Menu Showing Evaluate

ID	Title	Publish Date	Due Date	Count	Status	Actions
EVA001_QQ014635	Copy of Summer Fiber Art Supplies	03/21/2014 12:02 PM	05/30/2014 05:00:00 PM	2	issued	Actions
EVA001_QQ014604-V3	Autumn Fiber Art Supplies	03/20/2014 01:58 PM	04/01/2014 05:00:00 PM	0	issued	Actions

▲ Top

Closed-Evaluating

ID	Title	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ014601	Early Fall 2014 Knitting & Crochet Supplies	03/03/2014 01:58 PM	03/06/2014 04:20:00 PM	30 Days	3	closed	Actions
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	30 Days	1		Copy Reissue (Cancel) Paper Response View Bid Tab No Award/Reissue Evaluate
EVA001_QQ014544	Summer Fiber Art Supplies	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	30 Days	0		
EVA001_QQ013780-V3	Spring 2014Knitting & Crochet Supplies	03/03/2014 01:58 PM	03/04/2014 04:20:00 PM	30 Days	0		
EVA001_QQ013747	Knitting Supplies for Autumn Knitting Classes	03/03/2014 01:58 PM	03/19/2014 05:00:00 PM	30 Days	1		

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Past

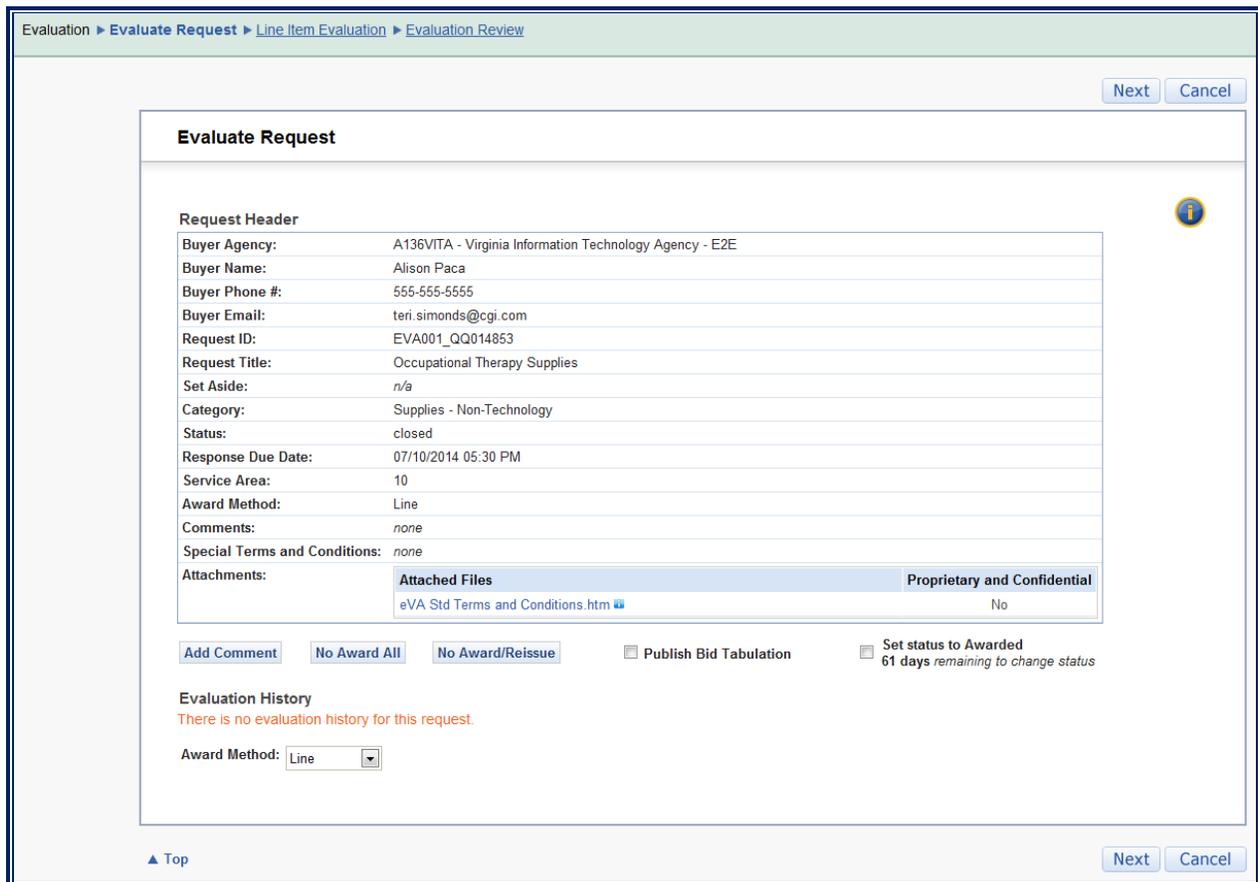
ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status
----	-------	---------	--------------	----------	-----------	-------	--------

EVALUATING THE REQUEST

The **EVALUATE REQUEST** screen shows the Request Header with the award method set to the value selected when you created the request (**Figure 100**).

It also provides a check box that allows you to publish the bid tabulation, and a second check box that lets you set the status of the request to *Awarded*. Note that the number of days during which you can change the request status is displayed with the **Set status to Awarded** check box. For more information about changing the request status to *Awarded*, see the section [Changing the Request to awarded Status](#). For information about publishing the bid tabulation, see the section [Publishing the Bid Tabulation](#).

Figure 100: EVALUATE REQUEST Screen



Evaluation > Evaluate Request > Line Item Evaluation > Evaluation Review

Next Cancel

Evaluate Request

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_QQ014853
Request Title:	Occupational Therapy Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	closed
Response Due Date:	07/10/2014 05:30 PM
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none

Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

Publish Bid Tabulation
 Set status to Awarded
 61 days remaining to change status

Evaluation History
 There is no evaluation history for this request.

Award Method:

▲ Top

Next Cancel

You can award by *Line*, *Lot*, or *Grand Total*. You can change the award method using the drop-down list, however, Quick Quote displays a warning if you change the award method from the value you selected in the request.

You must use the same award method for all items on a request. You cannot split the award method (that is, use the Lot method for some lines and award the rest of the lines by the Line Item method).



You can make award decisions until the Bid Valid Days expire.

AWARD METHODS AND EVALUATING YOUR REQUEST

The **LINE ITEM**, **LOT**, and **GRAND TOTAL EVALUATION** screens allow you to compare prices using the selected award method. You can manipulate the appearance of the data displayed on these screens, to some extent, for more convenient viewing. For example:

- Responses are initially sorted in descending order by **Total**. Click the **Total** column heading to view the responses in ascending order; click the column heading again to revert to descending order.
- To sort responses by SWAM type, click the **SWAM** column heading.

The **Attachments** column indicates whether the vendor response includes attachments—*Yes* if there are any header or line attachments and *No* if there are no attachments in the response.

To view the details of a response, click the corresponding link in the **Response ID** column to open the Response Summary. To view response attachments, use the **Attached Files** link in the Response Summary. Click **Close** in the Response Summary to close the response information.

Table 21 lists the options available to you when evaluating a request that has multiple lines or lots.

Table 21: Award Method and Options

Award Method	Vendor Award	No Award	No Decision
Line Item	Individual lines can be awarded to different vendors.	Individual lines can be set to <i>No Award This Line</i> .	Individual lines can be left undecided.
Lot	Individual lots can be awarded to a different vendor (all line items in the lot are awarded to one vendor).	Individual lots can be set to <i>No Award This Lot</i> (all line items in the lot are set to <i>No Award</i>).	Individual lots can be left undecided.
Grand Total	All line items are awarded to one vendor.	All line items are set to <i>No Award</i> .	All line items are left undecided.
Request Status	Updates to <i>bids opened</i> when at least one line is awarded to a vendor.	Updates to <i>no award</i> when all lines are set to no award.	Remains in <i>closed</i> status during the bid valid period when all lines have no decision. Exception: When the bid tab is published, the status will update to <i>bids opened</i> .

Line Item Evaluation

The Line Item Evaluation method groups responses by Line Item. Each section shows an item number with the quantity, unit of measure, and description from the request. Beneath that information, there is one row for each vendor that entered a bid on the line item.



EVALUATING THE REQUEST

Along with the vendor name, you will see the SWAM type, unit price, total price, and other information that will help you compare and evaluate responses (Figure 101).

When you have completed your evaluation, click the radio button next to the vendor to which you want to award the line item.

You cannot award to a vendor that made a *No Bid* response. No Bid lines are indicated with ***\$0.00** in the **Total** column, and dashes (--) in the **Qty** and **UOM** columns. Quick Quote will display a warning message on the **EVALUATION REVIEW** screen when a vendor with a no bid item is selected.

Click the **No Award This Line** radio button to indicate no award for a specific line item.

Figure 101: LINE ITEM EVALUATION Screen

Line Item Evaluation

Buttons: [Add Comment](#) [No Award All](#) [No Award/Reissue](#)

ITEM 1 Qty = 10, UOM = sw, Desc = Worsted weight wool yarn

Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input checked="" type="radio"/>	Sheeps-r-Us	Self-Registered		10	sw	\$5.00	\$50.00	No	1	EVA001_QQ014601_RESP_2	
<input type="radio"/>	Sheepish Creations	Self-Registered		10	sw	\$10.00	\$100.00	No	1	EVA001_QQ014601_RESP_1	P
<input type="radio"/>	Sheeps-r-Us	Self-Registered		10	sw	\$10.00	\$100.00	No	1	EVA001_QQ014601_RESP_1	
<input type="radio"/>	No Award This Line										

ITEM 2 Qty = 10, UOM = ea, Desc = Knitting Needles, circular, US8

Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Sheepish Creations	Self-Registered		--	--	\$0.00	*\$0.00	No	1	EVA001_QQ014601_RESP_1	P
<input type="radio"/>	Sheeps-r-Us	Self-Registered		10	ea	\$8.00	\$80.00	No	1	EVA001_QQ014601_RESP_2	
<input type="radio"/>	Sheeps-r-Us	Self-Registered		10	ea	\$10.00	\$100.00	No	1	EVA001_QQ014601_RESP_1	
<input checked="" type="radio"/>	No Award This Line										

[Download Responses](#)

Buttons: [Previous](#) [Next](#) [Cancel](#)

If you want to *No Award* all item lines and reissue the request, click the **No Award/Reissue** button near the top of the screen. If you want to *No Award* all item lines **without** reissuing the request, click the **No Award All** button.

Note that when the **Set status to Awarded** check box is selected on the **EVALUATE REQUEST** screen, the following options will be disabled on the **LINE ITEM EVALUATION** screen:

- **No Award All** button
- **No Award/Reissue** button
- **No Award This Line** radio buttons

Refer to the section [No Award and Reissue a Quick Quote Request](#) for additional instructions about how to *No Award and Reissue* a request. Refer to the section [Changing the Request to awarded Status](#) for information about the **Set status to Awarded** check box.

After you have made the award decisions, click **Next** to go to the **EVALUATION REVIEW** screen. See the section [Evaluation Review](#) for more information.

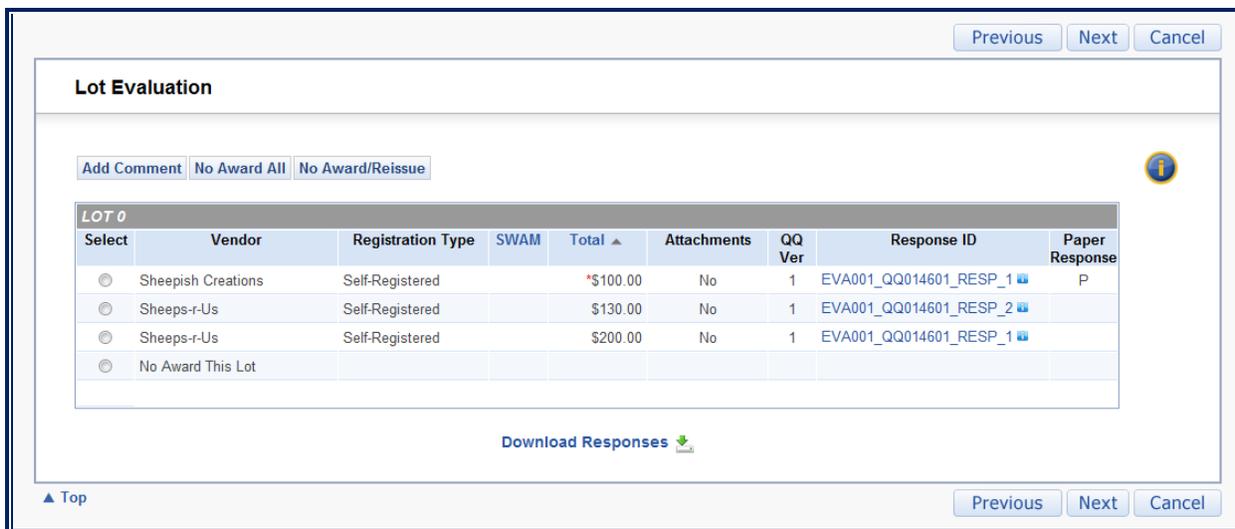
Lot Evaluation

The Lot Evaluation method groups responses by Lot (**Figure 102**).

Click the radio button next to the vendor to whom you want to award the Lot.

Click the **No Award This Lot** radio button to *no award* all line items within that Lot.

Figure 102: LOT EVALUATION Screen



If a response lot includes a *No Bid* line, it is marked with an asterisk (*). You cannot award to a vendor with a No Bid response. If necessary, change the award method to *Line Item*.

If you want to *No Award* all lots and reissue the request, click the **No Award/Reissue** button near the top of the screen. If you want to *No Award* all item lines **without** reissuing the request, click the **No Award All** button.

Note that when the **Set status to Awarded** check box is selected on the **EVALUATE REQUEST** screen, the following options will be disabled on the **LOT EVALUATION** screen:

- **No Award All** button
- **No Award/Reissue** button
- **No Award This Lot** radio buttons

Refer to the section [No Award and Reissue a Quick Quote Request](#) for additional instructions about how to *No Award and Reissue* a request. Refer to the section [Changing the Request to awarded Status](#) for information about the **Set status to Awarded** check box.

After you have made the award decisions, click **Next** to go to the **EVALUATION REVIEW** screen. See the section [Evaluation Review](#) for more information.

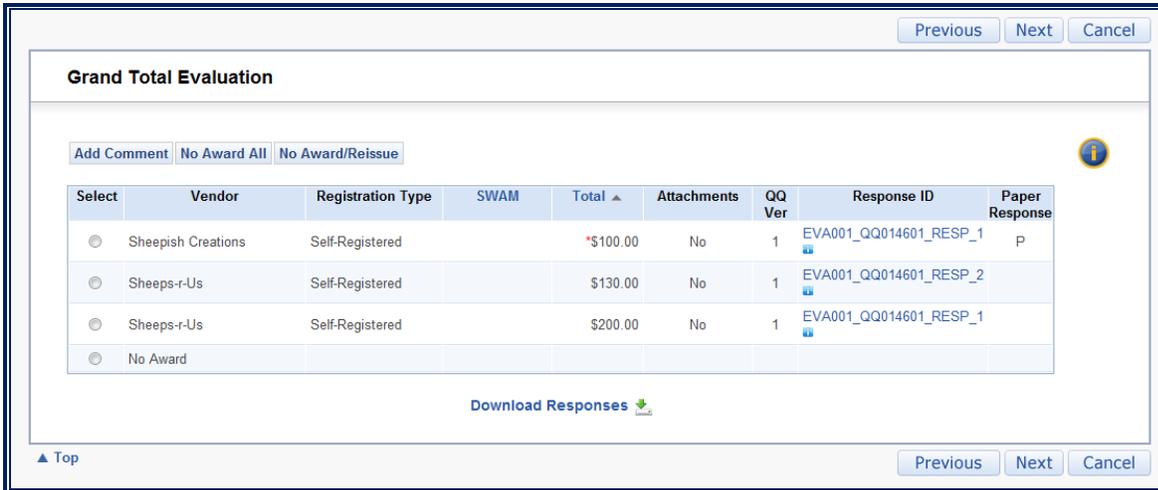
Grand Total Evaluation

The Grand Total Evaluation method groups responses by Total price (**Figure 103**).

Click the radio button next to the vendor to whom you want to award the entire request.

Click the **No Award** radio button to *no award* all request item lines.

Figure 103: GRAND TOTAL EVALUATION Screen



Select	Vendor	Registration Type	SWAM	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Sheepish Creations	Self-Registered		*\$100.00	No	1	EVA001_QQ014601_RESP_1	P
<input type="radio"/>	Sheeps-r-Us	Self-Registered		\$130.00	No	1	EVA001_QQ014601_RESP_2	
<input type="radio"/>	Sheeps-r-Us	Self-Registered		\$200.00	No	1	EVA001_QQ014601_RESP_1	
<input type="radio"/>	No Award							

If a response includes a *No Bid* line, it will be marked with an asterisk (*). You cannot award to a vendor with a *No Bid* response. If necessary, change the award method to *Line Item*.

If you want to *no award* all item lines and reissue the request, click the **No Award/Reissue** button near the top of the screen. If you want to *No Award* all item lines **without** reissuing the request, click the **No Award All** button.

Note that when the **Set status to Awarded** check box is selected on the **EVALUATE REQUEST** screen, the following options will be disabled on the **GRAND TOTAL EVALUATION** screen:

- **No Award All** button
- **No Award/Reissue** button
- **No Award** radio buttons

Refer to the section [No Award and Reissue a Quick Quote Request](#) for further instructions about how to *No Award and Reissue* a request. Refer to the section [Changing the Request to awarded Status](#) for information about the **Set status to Awarded** check box.

After you have made the award decision, click **Next** to go to the **EVALUATION REVIEW** screen. See the section [Evaluation Review](#) for more information.

EVALUATION REVIEW

The **EVALUATION REVIEW** screen displays a summary of the vendor selections you made during the [Evaluating and Awarding Responses](#) process. The award method is also indicated. Items for which vendor selections have been made or that have been set to *no award* are displayed for review.

LINE ITEM EVALUATION REVIEW

An example of the Evaluation Review for a Line Item award is shown in **Figure 104**.

Figure 104: Line Item Evaluation Review Screen

Evaluation > Evaluate Request > Line Item Evaluation > Evaluation Review

Evaluation Review

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	555-555-5555
Buyer Name:	Alison Paca
Buyer Email:	teri.simonds@cgi.com
Request ID:	EVA001_QQ014853
Request Title:	Occupational Therapy Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	bids opened
Response Due Date:	07/10/2014 05:30 PM
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none

Attachments:	Attached Files	Proprietary and Confidential
	eVA Std Terms and Conditions.htm	No

Grand Total: \$5,000.00

Response Items Selected

ITEM 1

Vendor Name:	Parisienne Knits
Registration Type:	Self-Registered
SWAM:	
Item ID:	1
Vendor Part Num:	*
Unit Price:	\$500.00
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Total Price:	\$5,000.00
Ordering Address:	404, rue de Rois, sud Paris, 75018
Comments:	none
Delivery Date:	08/29/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Brand Name:	*
Short Name:	Handweaving Loom
Item Description:	Handweaving Loom
Lead Time:	0
Met Specs?	Yes
Attachments:	none

Click **Submit** when you are ready to submit the evaluation. The **REQUISITION GENERATED IN eMALL** confirmation screen will be displayed.



EVALUATING THE REQUEST

LOT EVALUATION REVIEW

An example of the Evaluation Review for a Lot award is shown in **Figure 105**.

Figure 105: Lot Evaluation Review Screen

Evaluation > Evaluate Request > Lot Evaluation > Evaluation Review

Evaluation Review

[Add Comment](#)

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E				
Buyer Phone #:	555-555-5555				
Buyer Name:	Alison Paca				
Buyer Email:	teri.simonds@cgi.com				
Request ID:	EVA001_QQ014853				
Request Title:	Occupational Therapy Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	bids opened				
Response Due Date:	07/10/2014 05:30 PM				
Service Area:	10				
Award Method:	Lot				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Attached Files</th> <th style="width: 40%;">Proprietary and Confidential</th> </tr> </thead> <tbody> <tr> <td>eVA Std Terms and Conditions.htm </td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				
Grand Total:	\$5,000.00				

Response Items Selected

LOT 0
ITEM 1

Vendor Name:	Parisienne Knits
Registration Type:	Self-Registered
SWAM:	
Item ID:	1
Vendor Part Num:	*
Unit Price:	\$500.00
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Total Price:	\$5,000.00
Ordering Address:	404, rue de Rois, sud Paris, 75018
Comments:	none
Delivery Date:	08/29/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Brand Name:	*
Short Name:	Handweaving Loom
Item Description:	Handweaving Loom
Lead Time:	0
Met Specs?	Yes
Attachments:	none

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Click **Submit** when you are ready to submit the evaluation. The **REQUISITION GENERATED IN eMALL** confirmation screen will be displayed.

GRAND TOTAL EVALUATION REVIEW

An example of the Evaluation Review for a Grand Total award is shown in **Figure 106**.

Figure 106: Grand Total Evaluation Review Screen

Evaluation > Evaluate Request > Grand Total Evaluation > Evaluation Review

Previous Submit Cancel

Evaluation Review

[Add Comment](#)

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E				
Buyer Phone #:	555-555-5555				
Buyer Name:	Alison Paca				
Buyer Email:	teri.simonds@cgi.com				
Request ID:	EVA001_QQ014853				
Request Title:	Occupational Therapy Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	bids opened				
Response Due Date:	07/10/2014 05:30 PM				
Service Area:	10				
Award Method:	Grand Total				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Attached Files</th> <th style="width: 50%;">Proprietary and Confidential</th> </tr> </thead> <tbody> <tr> <td>eVA Std Terms and Conditions.htm </td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				
Grand Total:	\$5,000.00				

Response Items Selected

ITEM 1

Vendor Name:	Parisiene Knits
Registration Type:	Self-Registered
SWAM:	
Item ID:	1
Vendor Part Num:	*
Unit Price:	\$500.00
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Total Price:	\$5,000.00
Ordering Address:	404, rue de Rois, sud Paris, 75018
Comments:	none
Delivery Date:	08/29/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Brand Name:	*
Short Name:	Handweaving Loom
Item Description:	Handweaving Loom
Lead Time:	0
Met Specs?	Yes
Attachments:	none

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Previous Submit Cancel

Click **Submit** when you are ready to submit the evaluation. The **REQUISITION GENERATED IN eMALL** confirmation screen will be displayed.



No Award All Evaluation Review

When you take the **No Award All** action on a request, a warning message is displayed on the **EVALUATION REVIEW** screen and all items are marked as ***NO AWARD*** (Figure 107).

Figure 107: No Award All Evaluation Review Screen

Evaluation Review

[Add Comment](#)

Request Header
Warning: All request lines are set to No Award. [4200]

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E				
Buyer Phone #:	555-555-5555				
Buyer Name:	Alison Paca				
Buyer Email:	teri.simonds@cgi.com				
Request ID:	EVA001_QQ013747				
Request Title:	Knitting Supplies for Autumn Knitting Classes				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	closed				
Response Due Date:	03/19/2014 05:00 PM				
Service Area:	10				
Award Method:	Line				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Attached Files</th> <th style="width: 40%;">Proprietary and Confidential</th> </tr> </thead> <tbody> <tr> <td>eVA Std Terms and Conditions.htm </td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				
Grand Total:	\$0.00				

Response Items Selected

ITEM 1 *NO AWARD*

Item ID:	1
Quantity:	1
Unit of Measure:	sw
UOM Description:	skein
NIGP Code:	59088
NIGP Code Description:	Yarn, Knitting
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Item Description:	Worsted weight yarn

ITEM 2 *NO AWARD*

Item ID:	2
Quantity:	0
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	59009
NIGP Code Description:	Crochet Hooks, Embroidery Hoops, Embroidery Needles, Knitting Needles, etc.
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Item Description:	Knitting needles

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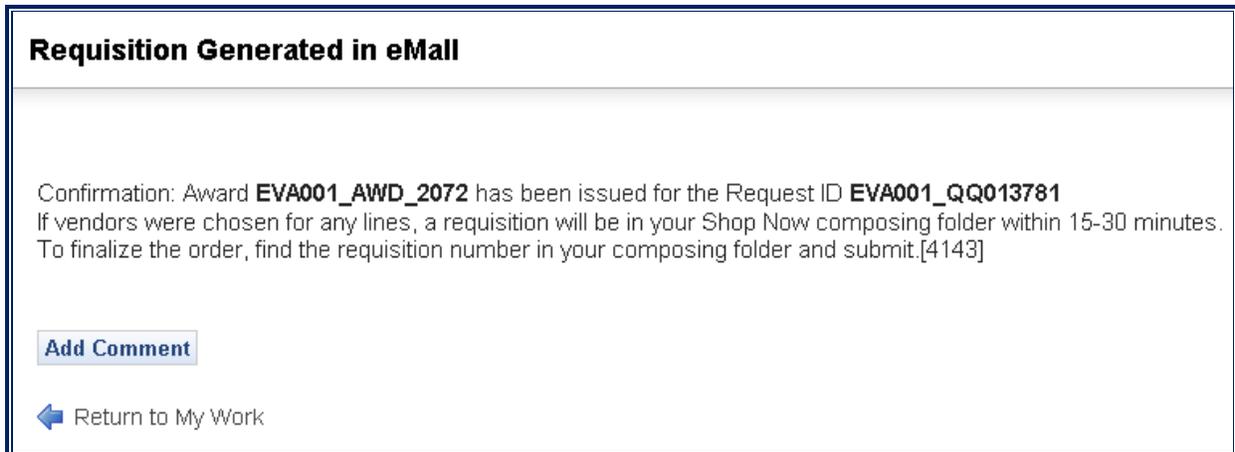
[Previous](#)
[Submit](#)
[Cancel](#)

Click **Submit** when you are ready to submit the evaluation. The **REQUISITION GENERATED IN eMALL** pane will be displayed. Because all lines were set to *no award*, no requisition will be created in the eMall.

Requisition Generated in eMall

Upon submitting the evaluation, the **REQUISITION GENERATED IN eMALL** pane is displayed (Figure 108).

Figure 108: REQUISITION GENERATED IN eMALL Confirmation Screen



To add comments to your request, refer to the [Adding Comments](#) section in this guide.

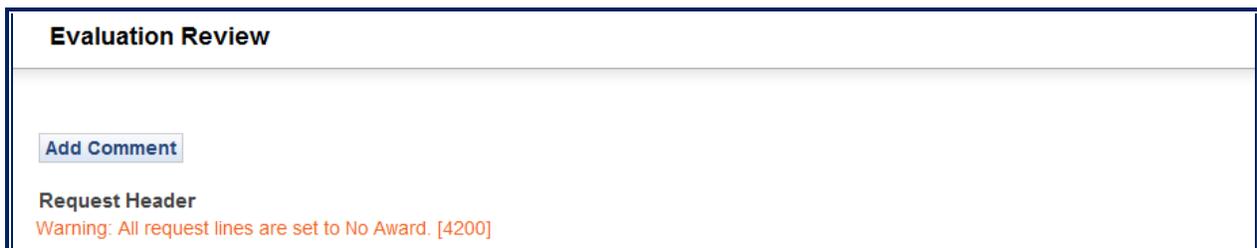
To publish the bid tab for your request, refer to the [Publishing the Bid Tabulation](#) section in this guide.

To complete the award process, refer to the [Finalizing the Award](#) section in this guide.

ERRORS AND WARNINGS

Note that a warning is displayed if you chose to no award one or more lines (or lots, depending on the award method you chose). An example of this warning is shown in the line item **EVALUATION REVIEW** screen (Figure 109).

Figure 109: Evaluation Review No Award Warning Message



NO AWARD AND REISSUE A QUICK QUOTE REQUEST

You can *No Award and Reissue* requests in *closed*, *bids opened*, or *no award* status while the request is within its bid valid period. The existing request will be updated to *No Award* and a new request will be created. You can only *No Award and Reissue* one request at a time, and only one *No Award and Reissue* action will be allowed on a request. The **No Award/Reissue** action is available on the following Quick Quote screens:

- My Work
- Evaluate Request
- Line Item Evaluation
- Lot Evaluation
- Grand Total Evaluation



You cannot No Award and Reissue a request that has already been reissued; you will receive an error message.

To *No Award and Reissue* a request, follow the steps outlined below.

1. From **MY WORK**: Click *No Award/Reissue* on the **Actions** menu of the request you want to *No Award and Reissue* (Figure 110).

Figure 110: Actions Menu Showing No Award/Reissue

ID	Title	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ014853	Occupational Therapy Supplies	07/10/2014 04:24 PM	07/10/2014 05:30:00 PM	30 Days	2	bids opened	Actions
EVA001_QQ014636	Take 2: Knitting Supplies for Autumn Knitting Classes	06/25/2014 05:33 PM	06/26/2014 12:00:00 PM	30 Days	0	closed	<ul style="list-style-type: none"> Copy Reissue (Cancel) Paper Response View Bid Tab No Award/Reissue Evaluate

2. From the **EVALUATION** screens: Click *Evaluate* on the **Actions** menu of the request you want to *No Award and Reissue* and then click **No Award/Reissue** on the **EVALUATE REQUEST**, **LINE ITEM EVALUATION**, **LOT EVALUATION**, or **GRAND TOTAL EVALUATION** screen (Figure 111, Figure 112, Figure 113, and Figure 114).

Figure 111: EVALUATE REQUEST Screen—No Award/Reissue

Evaluate Request

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_QQ013747
Request Title:	Knitting Supplies for Autumn Knitting Classes
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	closed
Response Due Date:	03/19/2014 05:00 PM
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none

Attached Files

Proprietary and Confidential

eVA Std Terms and Conditions.htm
No

Publish Bid Tabulation
 Set status to Awarded
34 days remaining to change status

Evaluation History
There is no evaluation history for this request.

Award Method: Line

Figure 112: Line Item Evaluation—No Award/Reissue

Line Item Evaluation

ITEM 1 Qty = 1, UOM = sw, Desc = Worsted weight yarn											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Ouessant Creations	Self-Registered		10	sw	\$8.00	\$80.00	No	1	EVA001_QQ013747_RESP_1-V2	
<input type="radio"/>	No Award This Line										

ITEM 2 Qty = 0, UOM = ea, Desc = Knitting needles											
Select	Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Ouessant Creations	Self-Registered		--	--	\$0.00	*\$0.00	No	1	EVA001_QQ013747_RESP_1-V2	
<input type="radio"/>	No Award This Line										

EVALUATING THE REQUEST

Figure 113: Lot Evaluation—No Award/Reissue

The screenshot shows the 'Lot Evaluation' interface. At the top, there are three buttons: 'Add Comment', 'No Award All', and 'No Award/Reissue' (which is highlighted with a red box). Below this is a table with the following data:

LOT 0	Select	Vendor	Registration Type	SWAM	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
	<input type="radio"/>	Ouessant Creations	Self-Registered		*\$80.00	No	1	EVA001_QQ013747_RESP_1-V2	
	<input type="radio"/>	No Award This Lot							

Below the table is a 'Download Responses' button with a download icon. At the bottom of the screen, there are navigation buttons: 'Top', 'Previous', 'Next', and 'Cancel'.

Figure 114: Grand Total Evaluation—No Award/Reissue

The screenshot shows the 'Grand Total Evaluation' interface. At the top, there are three buttons: 'Add Comment', 'No Award All', and 'No Award/Reissue' (which is highlighted with a red box). Below this is a table with the following data:

Select	Vendor	Registration Type	SWAM	Total ▲	Attachments	QQ Ver	Response ID	Paper Response
<input type="radio"/>	Ouessant Creations	Self-Registered		*\$80.00	No	1	EVA001_QQ013747_RESP_1-V2	
<input type="radio"/>	No Award							

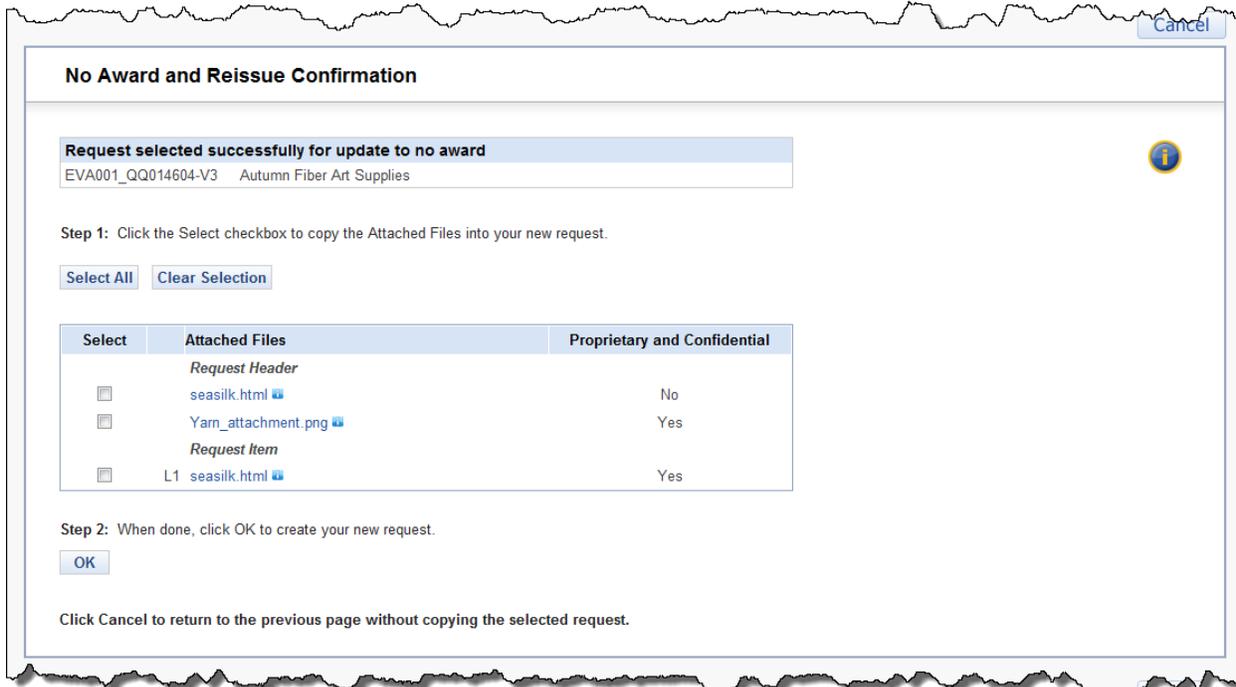
Below the table is a 'Download Responses' button with a download icon.

- The **NO AWARD AND REISSUE CONFIRMATION** screen in Figure 115 displays the Quick Quote request that was selected for *No Award and Reissue*. If there are attachments at the header or line item levels, you have the option to include them on the reissued request.



If there are no added attachments on the request selected for No Award and Reissue, a message will be displayed, indicating there are no attachments to copy.

Figure 115: NO AWARD/REISSUE Confirmation Screen



- Click **OK** to continue the *No Award and Reissue* action and create a reissued request. Click **Cancel** to return to your **MY WORK** screen; the *No Award and Reissue* action will be canceled, and the status of the request will remain unchanged.

The new request will contain all data copied from the original request, with the following differences:

- If the **Set-Aside?** box was selected, that selection will not copy forward to the new request
 - Your current user information (Name, Agency, Phone, Email, Ship To) will be added to the new request, even if the original request had different information
 - The link to the current *eVA Std Terms and Conditions* will be displayed
 - The **Request Title** is preceded by the words "Copy of..."
- Make any changes necessary to the Request Header and the request items. When you have finished making changes, submit the reissued request or save/close it to submit later.



Comments will be added to the reissued request, and to the record of the existing No Award request, to document the reissue action.

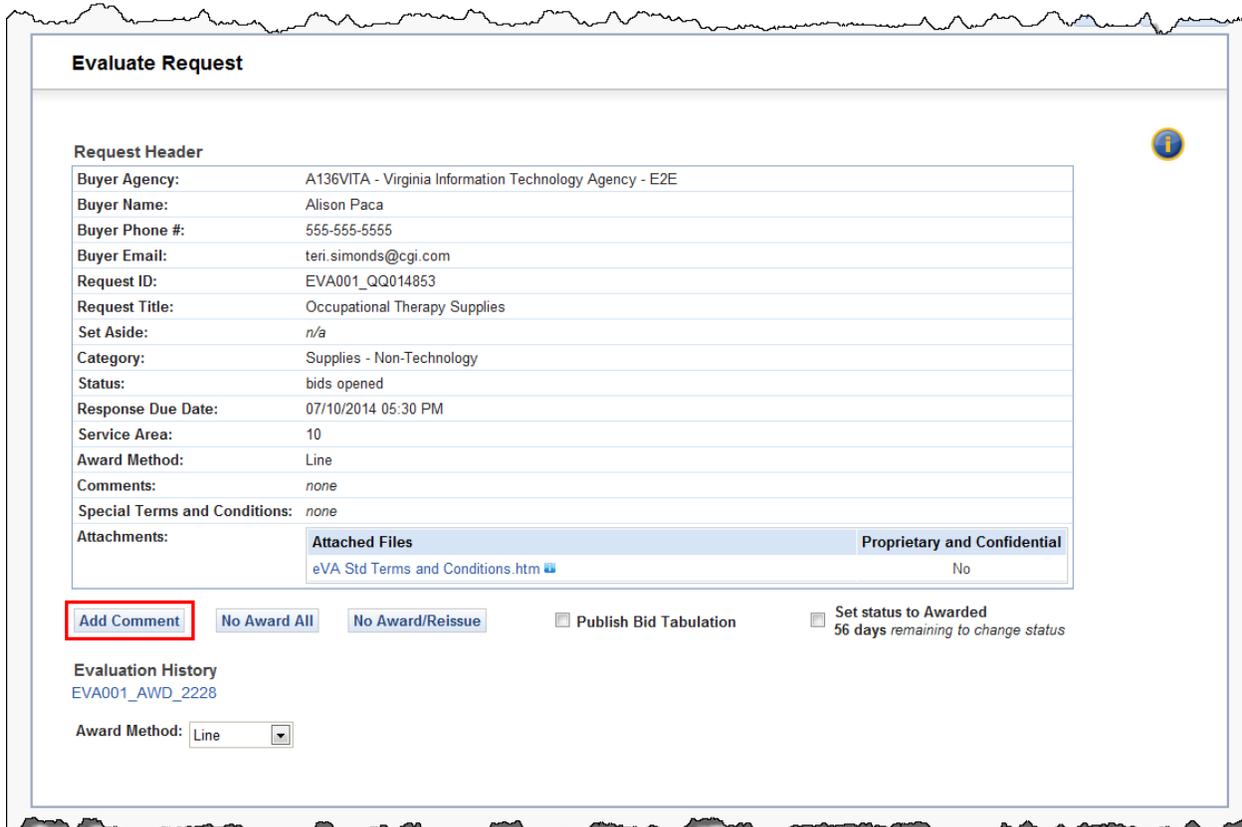
To add comments to your request, refer to the [Adding Comments](#) section in this guide.

To publish the bid tab for the no awarded request, refer to the [Publishing the Bid Tabulation](#) section in this guide.

ADDING COMMENTS

If you want to make a comment during the evaluation process, click the **Add Comment** button (Figure 116). (Note: This button appears on multiple screens in Quick Quote, including the **EVALUATION** and **BID TABULATION SUMMARY** screens. You can access the **ADD COMMENTS** screen wherever the button is available.)

Figure 116: EVALUATE REQUEST Screen—Add Comment



The screenshot shows the 'Evaluate Request' interface. At the top, there is a 'Request Header' section with a table of details. Below this, there are several buttons: 'Add Comment' (highlighted with a red box), 'No Award All', 'No Award/Reissue', 'Publish Bid Tabulation', and 'Set status to Awarded'. The 'Set status to Awarded' button has a sub-label '56 days remaining to change status'. Below the buttons is an 'Evaluation History' section with a link 'EVA001_AWD_2228' and an 'Award Method' dropdown menu set to 'Line'.

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_QQ014853				
Request Title:	Occupational Therapy Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	bids opened				
Response Due Date:	07/10/2014 05:30 PM				
Service Area:	10				
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>eVA Std Terms and Conditions.htm</td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				

Enter the comment in the text box. The comment can contain up to 255 characters, including spaces. The character counter above the text box indicates the number of characters remaining.

Select a comment type of *Evaluation*, *Award*, or *No Award* (Figure 117). You can select more than one comment type, but you **must** select at least one. This will allow you to filter comments by type.

Click the **Save** button to save the comment.

Click the **Clear** button to clear the text box.

Figure 117: ADD COMMENTS Pane

ID: EVA001_QQ014853 - bids opened Return

Add Comments

Maximum Characters 255
202 Characters Remaining. ?

We might need to request additional weaving supplies.

Evaluation Award No Award

Save Clear

Comments

Comment content here.

To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

Publish Withdraw Copy

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

Evaluation Award No Award Internal Approved Denied

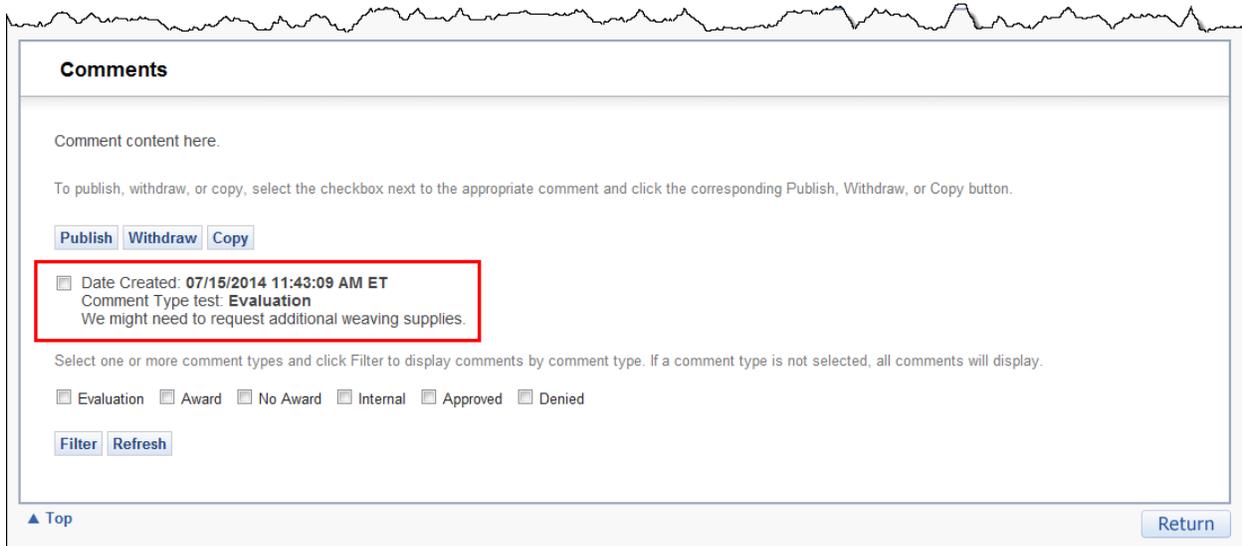
Filter Refresh

▲ Top Return

EVALUATING THE REQUEST

After you save the comment, it will appear in the **COMMENTS** section at the bottom of the **ADD COMMENTS** screen (Figure 118). A **Date Created** line will be inserted above the comment.

Figure 118: COMMENTS Pane Showing Evaluation Comment



If the requests you create require approval, you might see additional comments that have been added by Quick Quote. In Figure 119, the approver did not approve the request before the close date, and Quick Quote automatically denied it. For more information about approvals, see [Approving Quick Quote Requests](#).

Figure 119: COMMENTS Pane Showing Denied Comment



If you want vendors to see the comment, select the check box next to the comment and click **Publish** (Figure 120). A **Date Published** line will be inserted to indicate when you published the comment.

Figure 120: Publishing a Comment

Comments

Comment content here.

To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

Publish **Withdraw** **Copy**

Date Created: 07/15/2014 11:43:09 AM ET
 Date Published: 07/15/2014 11:55 AM ET
Comment Type test: **Evaluation**
We might need to request additional weaving supplies.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

Evaluation Award No Award Internal Approved Denied

▲ Top

You can withdraw a comment after it is published by selecting the comment and clicking **Withdraw** (Figure 121). A **Date Withdrawn** line will be added to the comment to indicate when you withdrew the comment. Vendors will no longer see that comment.

Figure 121: Withdrawing a Comment

Comments

Comment content here.

To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

Publish **Withdraw** **Copy**

Date Created: 07/15/2014 11:43:09 AM ET
 Date Published: 07/15/2014 11:55 AM ET
 Date Withdrawn: 07/15/2014 11:58 AM ET
Comment Type test: **Evaluation**
We might need to request additional weaving supplies.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

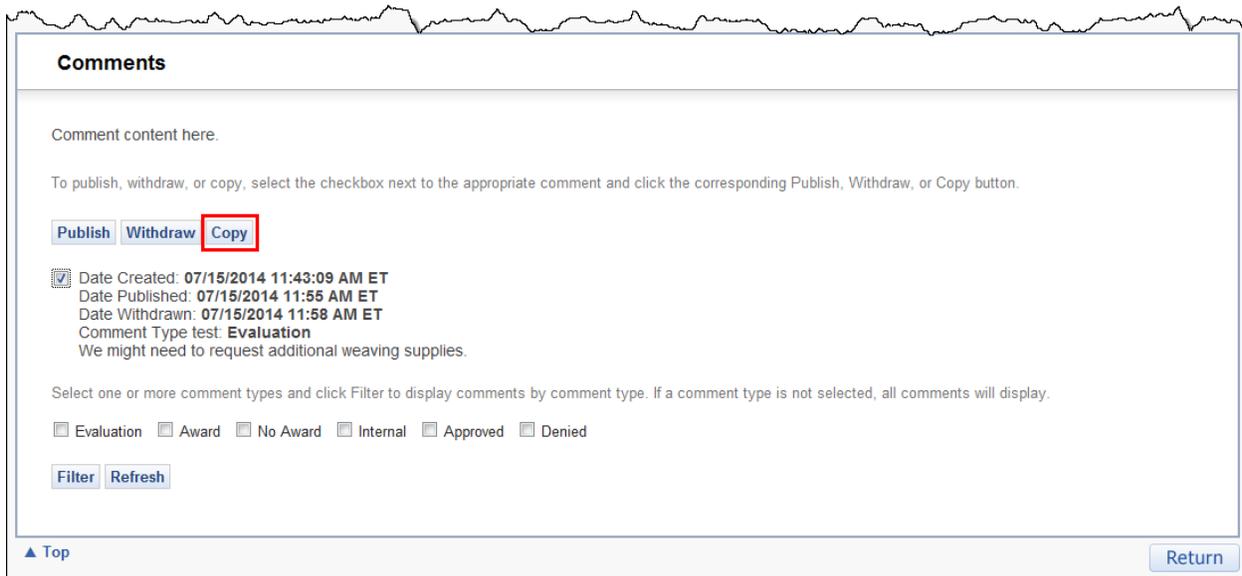
Evaluation Award No Award Internal Approved Denied

▲ Top

EVALUATING THE REQUEST

After you withdraw a comment, you cannot publish it again. However, you can make a copy of the comment and publish the copied comment. To copy a comment, select the check box next to the comment and click **Copy** (Figure 122).

Figure 122: Copying a Comment



Comments

Comment content here.

To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

Date Created: 07/15/2014 11:43:09 AM ET
Date Published: 07/15/2014 11:55 AM ET
Date Withdrawn: 07/15/2014 11:58 AM ET
Comment Type test: **Evaluation**
We might need to request additional weaving supplies.

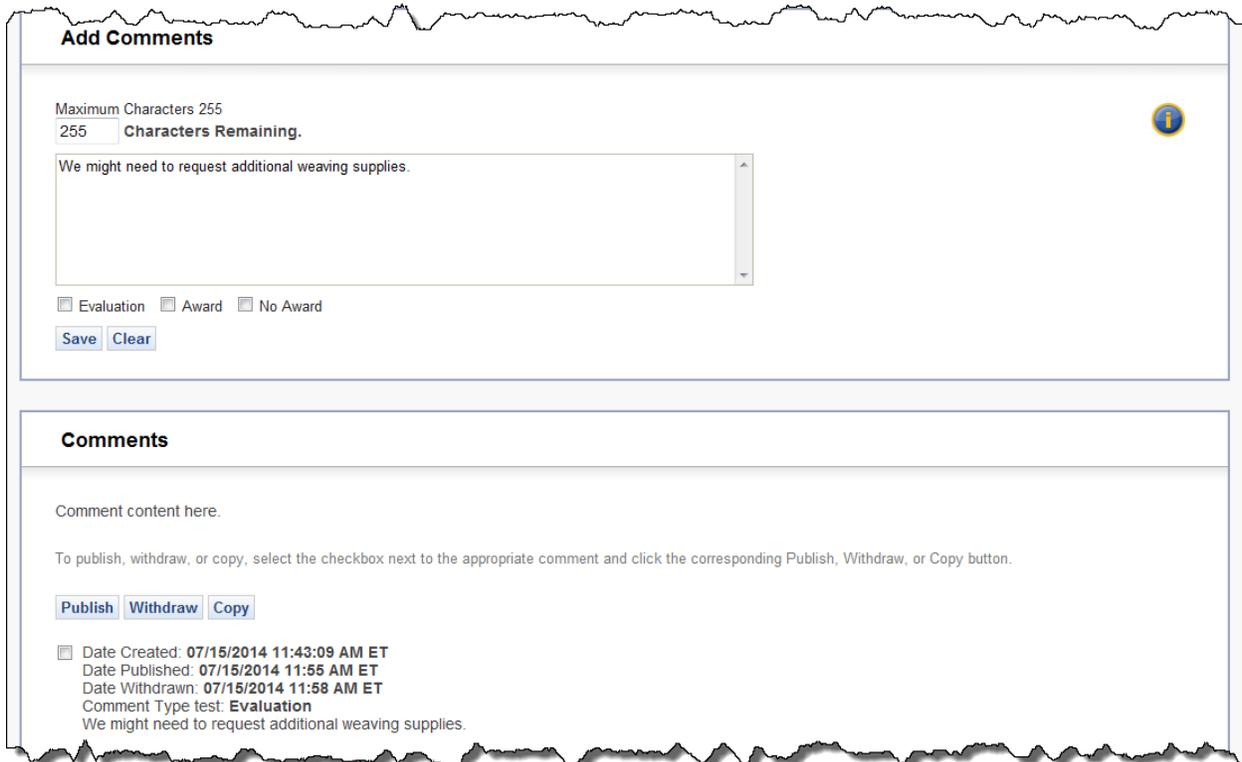
Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

Evaluation Award No Award Internal Approved Denied

[▲ Top](#)

The copied text appears in the text box, where you can edit the comment as needed (Figure 123). To save the copied comment, select a comment type and click **Save**.

Figure 123: ADD COMMENTS Pane Showing Copied Comment



Add Comments

Maximum Characters 255
255 Characters Remaining.

We might need to request additional weaving supplies.

Evaluation Award No Award

Save **Clear**

Comments

Comment content here.

To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

Publish **Withdraw** **Copy**

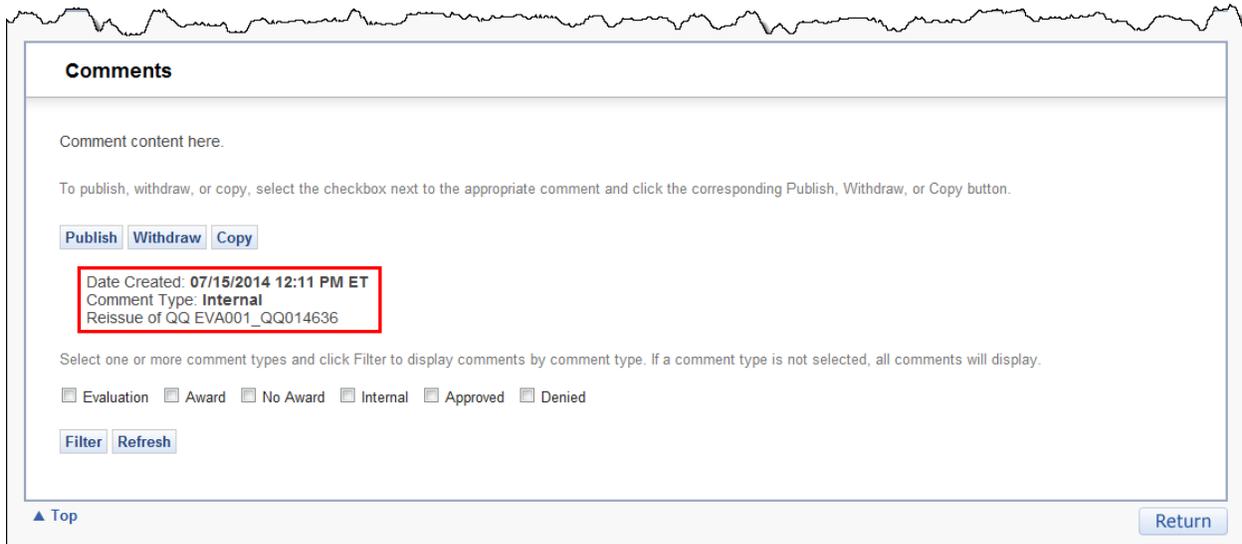
Date Created: 07/15/2014 11:43:09 AM ET
Date Published: 07/15/2014 11:55 AM ET
Date Withdrawn: 07/15/2014 11:58 AM ET
Comment Type test: **Evaluation**
We might need to request additional weaving supplies.

Internal comments are system-generated comments that are added to the request as a result of a *Cancel and Reissue* or *No Award and Reissue* action. Internal comments provide a reference between the Canceled or No-Awarded request and the reissued request.

EVALUATING THE REQUEST

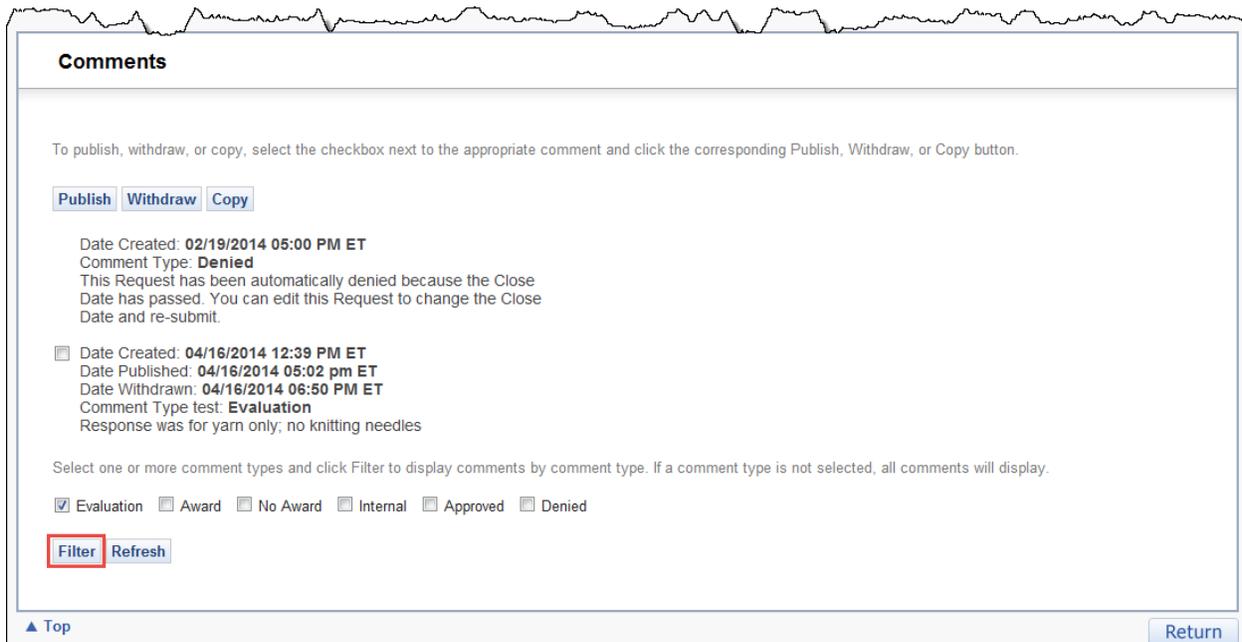
You can view internal comments in the **COMMENTS** section at the bottom of the screen (Figure 124). **Publish**, **Withdraw**, and **Copy** actions are not available for internal comments.

Figure 124: COMMENTS Pane Showing Internal Comment



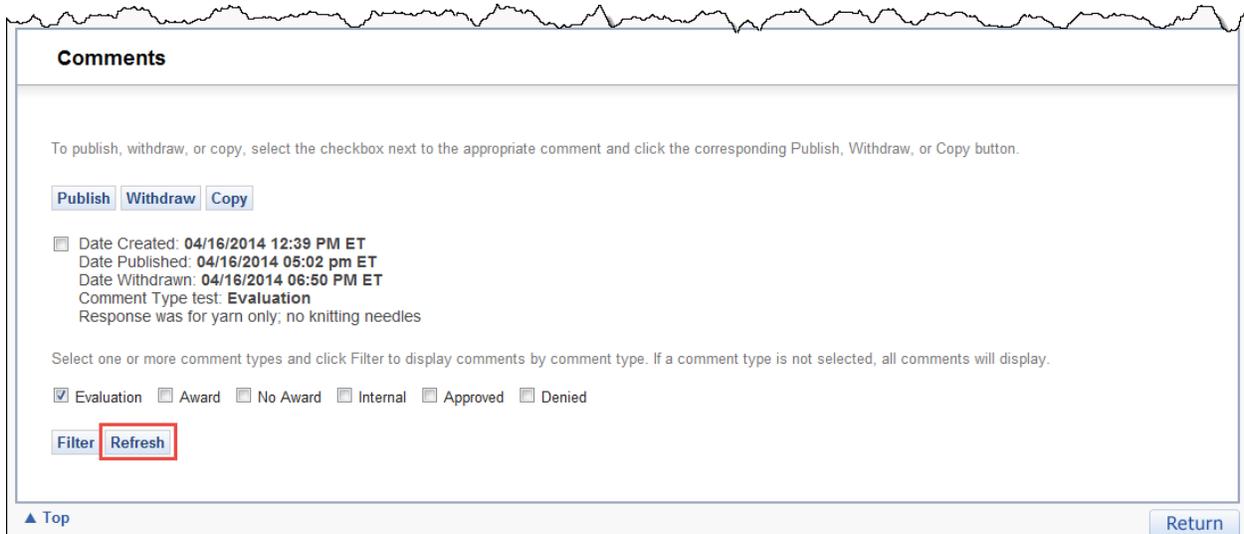
To view comments by comment type, select one or more comment types at the bottom of the screen and click **Filter** (Figure 125).

Figure 125: Filtering Comments



Click **Refresh** to remove any filters and display all comments (Figure 126).

Figure 126: Removing Comments Filter



Comments

To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

[Publish](#) [Withdraw](#) [Copy](#)

Date Created: 04/16/2014 12:39 PM ET
Date Published: 04/16/2014 05:02 pm ET
Date Withdrawn: 04/16/2014 06:50 PM ET
Comment Type test: **Evaluation**
Response was for yarn only; no knitting needles

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

Evaluation Award No Award Internal Approved Denied

[Filter](#) [Refresh](#)

[▲ Top](#) [Return](#)

Click **Return** to go back to the **EVALUATE REQUEST** screen. (Note: If you accessed the **ADD COMMENTS** screen from a screen in Quick Quote other than the **EVALUATE REQUEST** screen, you will be returned to that screen.)

PUBLISHING THE BID TABULATION

The vendor bid information can be published until the Bid Valid Days of the request passes. If you want to publish the vendor bid information, select the **Publish Bid Tabulation** check box (Figure 127). (Note: This check box is available on the **EVALUATE REQUEST** and the **BID TABULATION SUMMARY** screens.)

Figure 127: Publishing the Bid Tabulation

Evaluate Request

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_QQ014664
Request Title:	Autumn Weaving Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	closed
Response Due Date:	04/21/2014 04:00 PM
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none

Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No
Yarn_attachment.png	Yes
seasilk.html	No

Publish Bid Tabulation
 Set status to Awarded
 61 days remaining to change status

Evaluation History
 There is no evaluation history for this request.

Award Method:

The **CONFIRMATION** screen is displayed (Figure 128). Click **OK** to publish the Bid Tabulation and return to the **EVALUATE REQUEST** screen. Click **Cancel** to return to the previous screen without publishing the Bid Tabulation.

Figure 128: Bid Tab Confirmation Screen

ID: EVA001_QQ014664 - closed OK Cancel

Confirmation

Bid Tab will be published when you click OK.

▲ Top OK Cancel



Be aware that vendors will receive an email or fax notification **each time** you publish the Bid Tabulation.

After the Bid Tabulation is published, the status of the request changes from *closed* to *bids opened* (Figure 129). If the request status is *no award* or *awarded* at the time the bid tab is published, the request status will not change.

Figure 129: EVALUATE REQUEST Screen Showing *bids opened* Status

Evaluate Request

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_QQ014664
Request Title:	Autumn Weaving Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	bids opened
Response Due Date:	04/21/2014 04:00 PM
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none

Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No
Yarn_attachment.png	Yes
seasilk.html	No

Publish Bid Tabulation Set status to Awarded
61 days remaining to change status

Evaluation History

To unpublish the Bid Tabulation, clear the **Publish Bid Tabulation** check box. The **CONFIRMATION** screen will be displayed (Figure 130). Click **OK** to unpublish the Bid Tabulation; the status will change from *bids opened* to *closed*.

Figure 130: Unpublished Confirmation Screen

ID: EVA001_QQ014664 - bids opened

Confirmation

Bid Tab will be unpublished when you click OK.

[▲ Top](#)



EVALUATING THE REQUEST

To continue evaluating your request, click **Next** on the **EVALUATE REQUEST** screen. Refer to the section [Evaluating and Awarding Responses](#) for information about evaluating your request.

Click the **Cancel** button in the evaluation to return to the **MY WORK** screen.

7. FINALIZING THE AWARD

This section explains how an eMall Requisition is created from a Quick Quote award.

AWARD COMPLETION

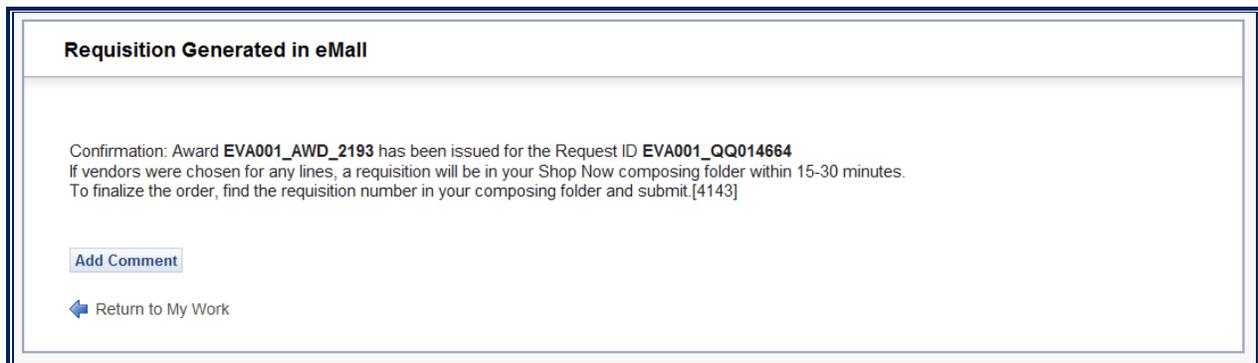
When you submit an evaluation with a vendor award, two things happen:

- The status of the request changes to *bids opened*, and
- An eMall requisition is created for the awarded lines with you as the buyer.

REQUISITION GENERATED IN eMALL SCREEN

After you click **Submit** on the **EVALUATION REVIEW** screen, the **REQUISITION GENERATED IN eMALL** screen will be displayed, showing the ID number associated with your submitted evaluation decisions (**Figure 131**). You can add a comment at this time by clicking the **Add Comment** button. Click **My Work** to return to the **MY WORK** screen.

Figure 131: REQUISITION GENERATED IN eMALL Screen



The requisition is typically created in the eMall **Composing** folder within 30 minutes of the award submission.

eMALL REQUISITION CREATION

The eMall creates a requisition from the Quick Quote evaluation using your User Profile and Group Profile default values for all Requisition Header, Line, Accounting, Ship To, and Bill To fields. The requisition uses the same edits and approval workflow as any other requisition you create in the eMall.

- The requisition number is created from the Quick Quote request ID and award number, and is stored at the header and line levels on the Requisition. Storing the requisition number with each line helps identify whether the requisition lines were created in Quick Quote or the eMall.
- Because Quick Quote does not store details on a vendor's **Ordering Location**, the vendor's first Ordering Location is associated with all line items.



FINALIZING THE AWARD

- The **Need-by Date** will be the buyer’s delivery date, unless the vendor’s Lead Time (that is, number of days from the Award Date) requires a later date.
- The **Commodity Code** field shows the commodity description.
- The NIGP Code from the Quick Quote request appears in the **NIGP Commodity Code** field on the eMail requisition.

You can edit any field, including choosing a different vendor ordering location. You can also add other items, add comments, and add attachments, as needed.

After the requisition is fully approved, the eMail creates a purchase order for each vendor and ordering location on the requisition.

Figure 132 shows an example of an eMail requisition created from a Quick Quote award. To view line item details in the requisition, click the **Detail** button for the line item you want to view.

Figure 132: Ariba Requisition for a Quick Quote Award

The screenshot shows the Ariba requisition interface. At the top, there is a navigation bar with the eVA logo and user information. The main header displays the requisition title 'QQ:QQ014664_AWD2193 - Autumn Weaving Supplies' and its status 'Composing'. Below the header, there are tabs for 'Summary', 'Approval Flow', 'Orders', 'Receipts', and 'History'. The 'Summary' tab is active, showing various fields such as Title, Entity, Fiscal Years, and Procurement Transaction Type. A 'Line Items' table is visible, containing one item: 'Schacht - * - Handweaving loom' with a quantity of 5, a unit price of \$160.00000 USD, and a total amount of \$800.00000 USD. A red arrow points to the 'Detail' button next to this line item. Below the table, there are sections for 'SHIPPING - ENTIRE REQUISITION' and 'COMMENTS - ENTIRE REQUISITION', each with an 'Add' button.

The **REQUISITION DETAILS: VIEW LINE ITEM** screen will be displayed (Figure 133). It includes:

- The Quick Quote ID, along with the Quick Quote Award ID, in the **Item X Reference** field
- The Quick Quote NIGP Code in the **NIGP Commodity Code** field

You can add comments and attachments for the line item, as needed.

Figure 133: Ariba Requisition Details

Requisition Details: View Line Item

QQ:QQ014664_AWD2193: Autumn Weaving Supplies

Items: 1 Total: \$800.00000 USD OK

Review or edit the details of this line item.

LINE ITEM DETAILS

Market Price:

No.: 1

Description: Schacht - * - Handweaving loom

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty: 5

UOM: each

Price: \$160.00000 USD

Commodity Code: Miscellaneous sewing supplies, Weaving needles ...

Supplier: PARISIENNE KNITS

Location: FRANCE

Reg. Type: Self-Registered

Contract List: (Pick from List)

Contract #:

Small Business:

Minority Business:

Woman Owned Business:

Item X Ref: QQ014664:AWD2193

ERP PO Number:

NIGP Commodity Code: 23290

Integration Non-Registered Vendor DUNS#: 12

Resale Flag:

Bill To: VITA - Southern Office 2

Additional Data:

ERP PO Number:

ACCOUNTING - BY LINE ITEM

Fund: (no value)

Program: 10

Sub-Object: T9

Cost Center: (no value)

Billing Element: (no value)

SHIPPING - BY LINE ITEM

Ship To: VITA - Eastern Office

Deliver To: Recv. Dept.

Need-by Date: Mon, 4 Aug, 2014

COMMENTS - BY LINE ITEM

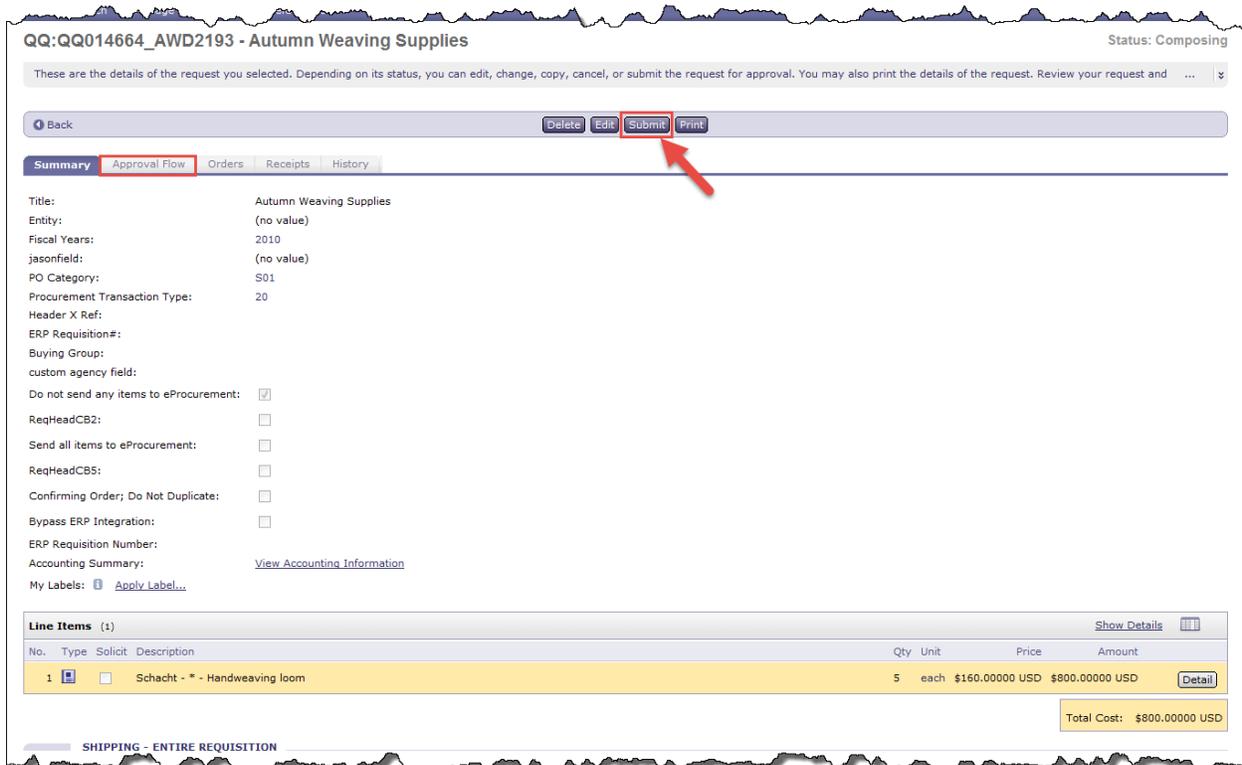
ATTACHMENTS - BY LINE ITEM

When you are ready, click **OK** to return to the **REQUISITION SUMMARY** screen.

SUBMITTING THE EMAIL REQUISITION

After you have reviewed the requisition details, click **Submit** to create an order to be sent to the vendor (Figure 134). Note that the requisition might need to be approved before the order is generated. Click the **Approval Flow** tab to view the approval information.

Figure 134: Ariba Requisition Showing Approval Flow Tab and Submit Button



CHANGING THE REQUEST TO AWARDED STATUS

The status of your Quick Quote remains *bids opened* after the order for your award is generated in the eMail; it will update to *contact buyer* after the bid valid period expires. You must manually update the request status to *awarded* in Quick Quote.

From the **MY WORK** screen, click *Evaluate* in the **Actions** drop-down menu next to the request you want to update. On the **EVALUATE REQUEST** screen, select the **Set status to Awarded** checkbox (Figure 135).



You can manually update the status to awarded for up to 30 days past the expiration of the bid valid days. The number of days left to make the update displays next to the **Set status to Awarded** checkbox.

Figure 135: Setting the Status to *awarded*

Evaluate Request

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_QQ014601				
Request Title:	Early Fall 2014 Knitting & Crochet Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	contact buyer				
Response Due Date:	03/06/2014 04:20 PM				
Service Area:	10				
Award Method:	Line				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table border="1"> <tr> <th>Attached Files</th> <th>Proprietary and Confidential</th> </tr> <tr> <td>eVA Std Terms and Conditions.htm</td> <td>No</td> </tr> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				

Publish Bid Tabulation
 Set status to Awarded
 14 days remaining to change status

The **CONFIRMATION** screen displays (Figure 136). Click **OK** to update the request status to *awarded*. Click **Cancel** to return to the **EVALUATE REQUEST** screen without changing the request status.

Figure 136: Request Status Change Confirmation Screen

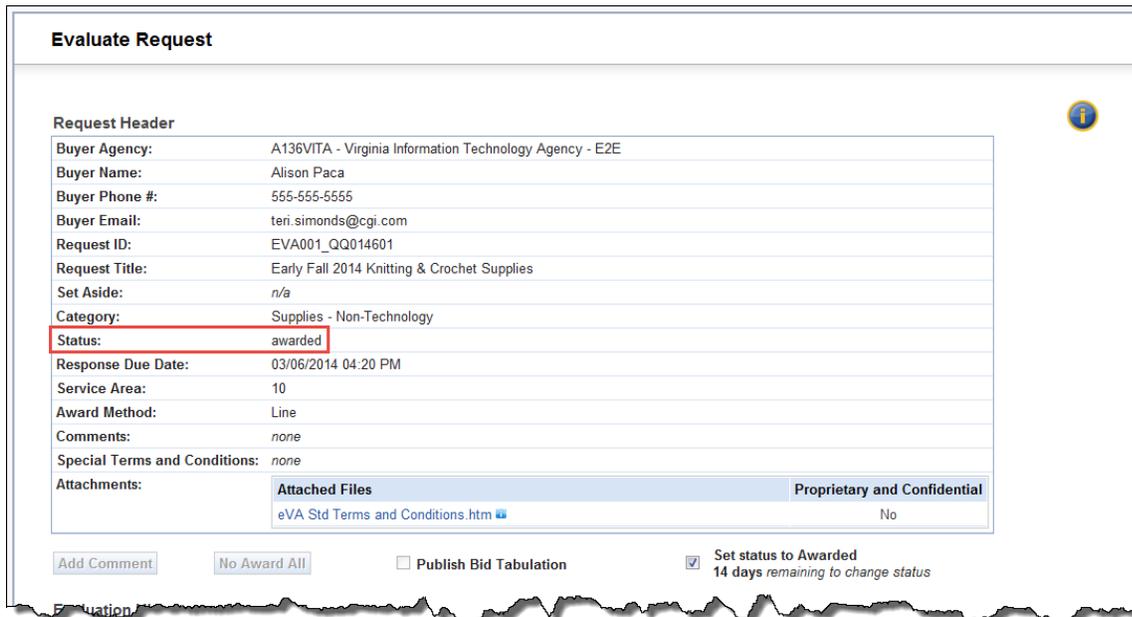
ID: EVA001_QQ014601 - contact buyer

Confirmation

The Request Status will be updated when you click OK. Click Cancel to cancel the update and return to the previous page.

As shown below, you will be returned to the **EVALUATE REQUEST** screen, and the status of the request will be *awarded* (Figure 137).

Figure 137: Evaluate Request Screen Showing *awarded* Status



Evaluate Request

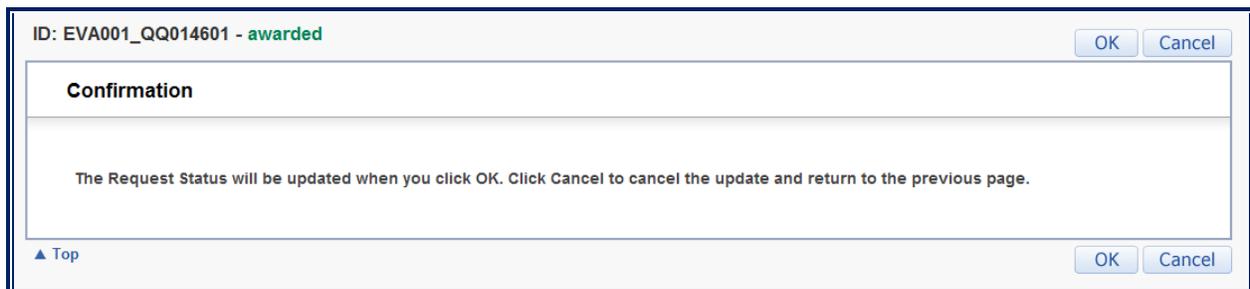
Request Header

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_QQ014601				
Request Title:	Early Fall 2014 Knitting & Crochet Supplies				
Set Aside:	n/a				
Category:	Supplies - Non-Technology				
Status:	awarded				
Response Due Date:	03/06/2014 04:20 PM				
Service Area:	10				
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>eVA Std Terms and Conditions.htm</td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	eVA Std Terms and Conditions.htm	No
Attached Files	Proprietary and Confidential				
eVA Std Terms and Conditions.htm	No				

Publish Bid Tabulation
 Set status to Awarded
14 days remaining to change status

To reverse the manual *awarded* status, click the **Set status to Awarded** check box to clear it. The **CONFIRMATION** screen will be displayed (Figure 138). Click **OK** to reverse the manual *awarded* status. Click **Cancel** to return to the **EVALUATE REQUEST** screen without changing the request status.

Figure 138: Request Status Change Confirmation Screen



ID: EVA001_QQ014601 - **awarded**

Confirmation

The Request Status will be updated when you click OK. Click Cancel to cancel the update and return to the previous page.

You will be returned to the **EVALUATE REQUEST** screen and the **Set status to Awarded** check box will have been cleared. The request status is updated to the appropriate pre-awarded status. If the request returns to *closed* or *bids opened* status, you can create paper responses.



RE-AWARDING A REQUEST

If a situation arises, such as a vendor failing to perform, you can re-evaluate the Quick Quote request. You can re-evaluate a request as many times as needed until the Bid Valid Days of the request passes. At that time, the request moves from the **CLOSED-EVALUATING** pane to the **PAST** pane.

8. EVALUATION HISTORY

Quick Quote keeps a record of the evaluation history for each request. You can view the evaluation history of a request in three places:

- The **BID TABULATION SUMMARY** screen
- The **EVALUATE REQUEST** screen
- The **RESPONSE AND EVALUATION REVIEW** screen (*PAST* requests only)

BID TABULATION SUMMARY SCREEN

You can view the evaluation history on the **BID TABULATION SUMMARY** screen from the **CLOSED-EVALUATING** and **PAST** panes. To view the Bid Tab, click *View Bid Tab* in the **Actions** menu (Figure 139) for any request that is in one of the following statuses:

- closed (**CLOSED-EVALUATING**)
- bids opened (**CLOSED-EVALUATING**)
- awarded (**CLOSED-EVALUATING** and **PAST**)
- no award (**CLOSED-EVALUATING** and **PAST**)
- contact buyer (**PAST**)

Figure 139: Actions Menu Showing View Bid Tab

The screenshot shows the Bid Tabulation Summary screen for a request titled 'Copy of Summer Fiber Art Supplies'. The request is in 'issued' status. Below the request header, there are two panes: 'Closed-Evaluating' and 'Past'. The 'Closed-Evaluating' pane contains a table with columns: ID, Title, Publish Date, Due Date, Bid Valid, Count, and Status. The 'Past' pane contains a table with columns: ID, Title, Created, Publish Date, Due Date, Bid Valid, Count, and Status. An 'Actions' menu is open over the 'Closed-Evaluating' table, with 'View Bid Tab' highlighted in red.

ID	Title	Publish Date	Due Date	Bid Valid	Count	Status
EVA001_QQ014664	Autumn Weaving Supplies	04/21/2014 02:52 PM	04/21/2014 04:00:00 PM	30 Days	2	bids opened
EVA001_QQ014604-V3	Autumn Fiber Art Supplies	03/20/2014 01:58 PM	04/01/2014 05:00:00 PM	30 Days	0	no award

ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status
EVA001_QQ014601	Early Fall 2014 Knitting & Crochet Supplies	02/27/2014	03/03/2014 01:58 PM	03/06/2014 04:20:00 PM	30 Days	3	contact buyer
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	30 Days	1	contact buyer
EVA001_QQ014544	Summer Fiber Art Supplies	02/10/2014	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	30 Days	0	canceled
EVA001_QQ014459	Fiber Art Supplies	01/31/2014	02/10/2014 12:33 PM	02/14/2014 05:00:00 PM	30 Days	0	contact buyer
EVA001_QQ013794	Summer 2014 Knitting & Crochet Supplies	09/11/2013	09/11/2013 02:21 PM	09/30/2013 04:20:00 PM	30 Days	1	contact buyer
EVA001_QQ013792	Fiber Lots, Part 2	09/05/2013	09/05/2013 02:28 PM	09/09/2013 02:00:00 PM	30 Days	2	contact buyer
EVA001_QQ013791	Fiber Lots	09/05/2013	09/05/2013 02:23 PM	09/09/2013 02:00:00 PM	30 Days	0	canceled
EVA001_QQ013790	Wool for Spring 2014 Knitting & Crochet Supplies	09/05/2013	09/05/2013 01:48 PM	09/05/2013 03:00:00 PM	30 Days	2	contact buyer
EVA001_QQ013781	Reissued: Winter 2014--Knitting & Crochet Supplies	08/29/2013	09/04/2013 12:58 PM	09/09/2013 04:20:00 PM	30 Days	2	contact buyer
EVA001_QQ013780-V3	Spring 2014 Knitting & Crochet Supplies	03/03/2014	03/03/2014 01:58 PM	03/04/2014 04:20:00 PM	30 Days	0	contact buyer



The **BID TABULATION SUMMARY** screen is also available for requests in issued status to allow you to view summary information for the active vendor responses for your Quick Quote.



EVALUATION HISTORY

The **BID TABULATION SUMMARY** screen displays all vendor responses and award decisions for the request (Figure 140). Click a link under the ID column to view the evaluation history.

Figure 140: BID TABULATION SUMMARY Screen

ID: EVA001_QQ014664 - bids opened Close

Bid Tabulation Summary

Request ID:	EVA001_QQ014664	Status:	bids opened
Request Title:	Autumn Weaving Supplies	Issued Date:	04/21/2014 02:52 PM
Set Aside:	n/a	Response Due Date/Time:	04/21/2014 04:00 PM
Category:	Supplies - Non-Technology	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

[Add Comment](#) Publish Bid Tabulation: [Download Responses](#)

ITEM 1 Qty = 5, UOM = ea, Desc = Handweaving loom								
Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total Price	Attachments	ID
Parisienne Knits	Self-Registered		5	ea	\$160.00	\$800.00	No	EVA001_AWD_2193
Ouessant 2	Self-Registered		5	ea	\$830.00	\$4150.00	No	

ITEM 2 Qty = 5, UOM = ea, Desc = Sleying hooks								
Vendor	Registration Type	SWAM	Qty	UOM	Unit Price	Total Price	Attachments	ID
Ouessant 2	Self-Registered		5	ea	\$4.25	\$21.25	No	
Parisienne Knits	Self-Registered		5	ea	\$5.00	\$25.00	No	

[Download Responses](#)



Select or deselect the **Publish Bid Tabulation** check box on the **BID TABULATION SUMMARY** screen to publish or unpublish the response summary information to vendors. (This publish action is the same as that on the **EVALUATE REQUEST** screen.)

The **AWARD SUMMARY** screen opens in a new window and displays the award designations made during your evaluation (Figure 141). Click the **Close** button to close the screen and return to the **BID TABULATION SUMMARY** screen.



Figure 141: AWARD SUMMARY Screen

Award ID: EVA001_AWD_2193 Close

Award Summary

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	555-555-5555
Buyer Name:	Alison Paca
Buyer Email:	teri.simonds@cgi.com
Request ID:	EVA001_QQ014664
Request Title:	Autumn Weaving Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	bids opened
Response Due Date:	04/21/2014 04:00 PM
Service Area:	10
Award Method:	10
Comments:	none
Special Terms and Conditions:	none

	Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm		No
Yarn_attachment.png		Yes
seasilk.html		No

Grand Total: \$800.00

Response Items Selected

ITEM 1

Vendor Name:	Parisiennne Knits
Registration Type:	Self-Registered
SWAM:	
Item ID:	1
Vendor Part Num:	*
Unit Price:	\$160.00
Quantity:	5
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Total Price:	\$800.00
Ordering Address:	404, rue de Rois, sud Paris, 75018
Comments:	Schacht 13" Cricket Loom
Delivery Date:	08/04/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Brand Name:	Schacht
Short Name:	Handweaving loom
Item Description:	Handweaving loom
Lead Time:	0
Met Specs?	Yes
Attachments:	none

ITEM 2*NO AWARD*

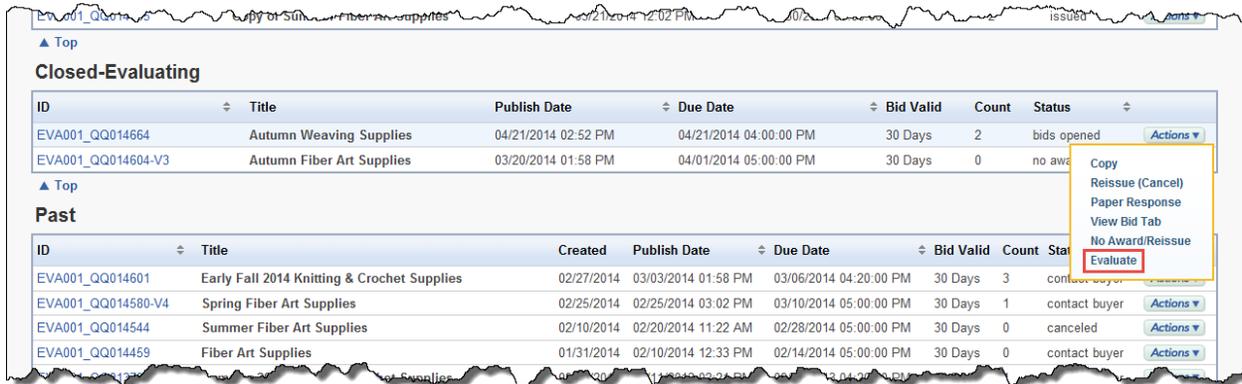
Item ID:	2
Quantity:	5
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Item Description:	Sleying hooks

▲ Top Close

EVALUATE REQUEST SCREEN

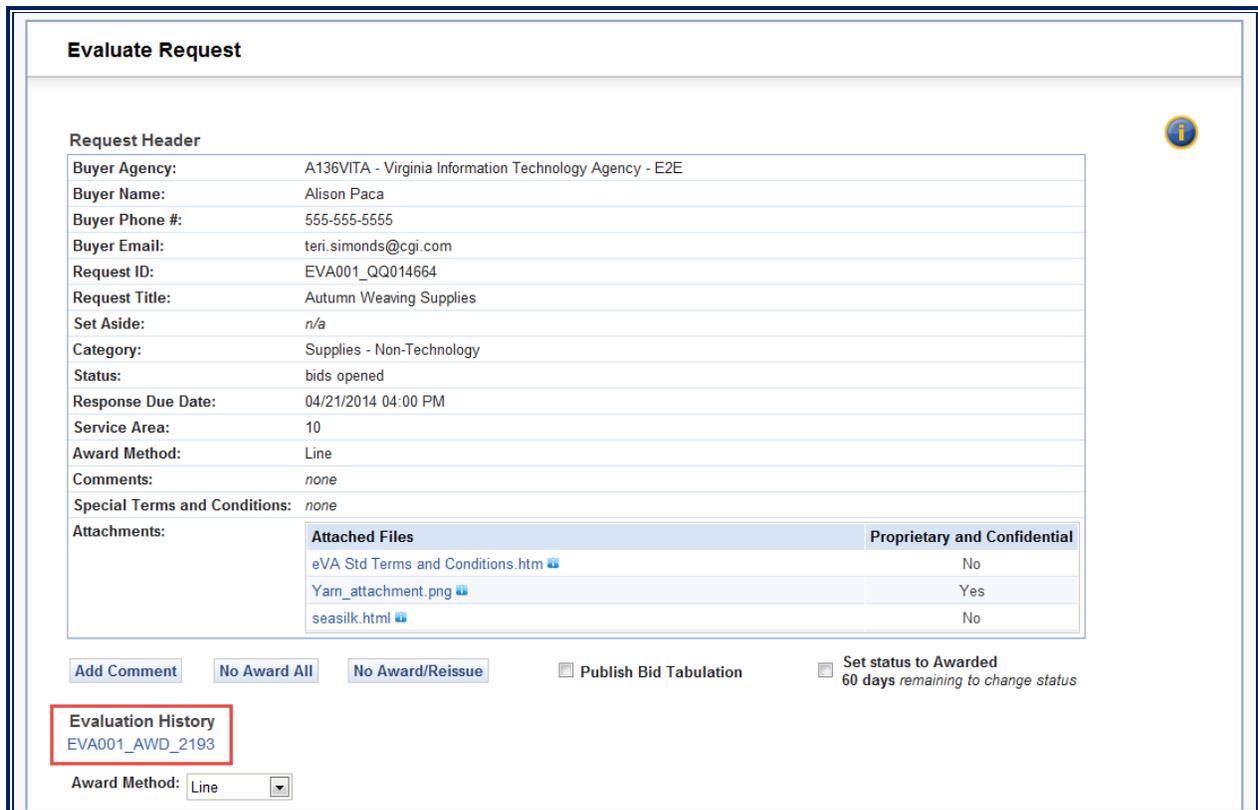
To view the evaluation history from the **CLOSED-EVALUATING** pane, select *Evaluate* from the **Actions** menu next to the request for which you want to view the history (Figure 142).

Figure 142: Actions Menu Showing Evaluate on CLOSED-EVALUATING Pane



Next, click an ID link in the **EVALUATION HISTORY** section (Figure 143).

Figure 143: Evaluate Request—Evaluation History





The **AWARD SUMMARY** screen opens in a new window and displays the award designations made during your evaluation (**Figure 144**). Click the **Close** button to close the screen and return to the **EVALUATE REQUEST** screen.



Figure 144: AWARD SUMMARY Screen

Award ID: EVA001_AWD_2193 Close

Award Summary

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	555-555-5555
Buyer Name:	Alison Paca
Buyer Email:	teri.simonds@cgi.com
Request ID:	EVA001_QQ014664
Request Title:	Autumn Weaving Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	bids opened
Response Due Date:	04/21/2014 04:00 PM
Service Area:	10
Award Method:	10
Comments:	none
Special Terms and Conditions:	none

	Attached Files	Proprietary and Confidential
	eVA Std Terms and Conditions.htm	No
	Yarn_attachment.png	Yes
	seasilk.html	No

Grand Total: \$800.00

Response Items Selected

ITEM 1

Vendor Name:	Parisienne Knits
Registration Type:	Self-Registered
SWAM:	
Item ID:	1
Vendor Part Num:	*
Unit Price:	\$160.00
Quantity:	5
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Total Price:	\$800.00
Ordering Address:	404, rue de Rois, sud Paris, 75018
Comments:	Schacht 13" Cricket Loom
Delivery Date:	08/04/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Brand Name:	Schacht
Short Name:	Handweaving loom
Item Description:	Handweaving loom
Lead Time:	0
Met Specs?	Yes
Attachments:	none

ITEM 2*NO AWARD*

Item ID:	2
Quantity:	5
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Item Description:	Sleying hooks

▲ Top Close

To view the evaluation history for a past request from the **EVALUATE REQUEST** screen, find the request in the **PAST** pane and select *View Evaluation* from the Actions menu (Figure 145).

Figure 145: Actions Menu Showing View Evaluation in PAST Pane

▲ Top

Past

ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ014601	Early Fall 2014 Knitting & Crochet Supplies	02/27/2014	03/03/2014 01:58 PM	03/06/2014 04:20:00 PM	30 Days	3	contact buyer	Actions ▼
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	30 Days	1	contact buyer	Actions ▼
EVA001_QQ014544	Summer Fiber Art Supplies	02/10/2014	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	30 Days	0	canceled	Actions ▼
EVA001_QQ014459	Fiber Art Supplies	01/31/2014	02/10/2014 12:33 PM	02/14/2014 05:00:00 PM	30 Days	0	contact buyer	Actions ▼
EVA001_QQ013794	Summer 2014 Knitting & Crochet Supplies	09/11/2013	09/11/2013 02:21 PM	09/30/2013 04:20:00 PM	30 Days	1	contact buyer	Actions ▼
EVA001_QQ013792	Fiber Lots, Part 2	09/05/2013	09/05/2013 02:28 PM	09/09/2013 02:00:00 PM	30 Days	2	contact buyer	Actions ▼
EVA001_QQ013791	Fiber Lots	09/05/2013	09/05/2013 02:23 PM	09/09/2013 02:00:00 PM	30 Days	0	canceled	Actions ▼
EVA001_QQ013790	Wool for Spring 2014 Knitting & Crochet Supplies	09/05/2013	09/05/2013 01:48 PM	09/05/2013 03:00:00 PM	30 Days	2	contact buyer	Actions ▼
EVA001_QQ013781	Reissued: Winter 2014–Knitting & Crochet Supplies	08/29/2013	09/04/2013 12:58 PM	09/09/2013 04:20:00 PM	30 Days	2	contact buyer	Actions ▼
EVA001_QQ013780-V3	Spring 2014 Knitting & Crochet Supplies	03/03/2014	03/03/2014 01:58 PM	03/04/2014 04:20:00 PM	30 Days	0	contact buyer	Actions ▼
EVA001_QQ013776	Yarn for OT	08/27/2013	08/30/2013 05:00 PM	09/03/2013 02:00:00 PM	30 Days	0	contact buyer	Actions ▼
EVA001_QQ013749	Winter 2014–Knitting & Crochet Supplies	08/12/2013	08/12/2013 07:59 PM	09/06/2013 04:20:00 PM	30 Days	2	canceled	Actions ▼
EVA001_QQ013748	Copy of Knitting & Crochet Supplies-version 4	08/12/2013	08/19/2013 05:00 PM	09/06/2013 05:00:00 PM	30 Days	0	canceled	Actions ▼
EVA001_QQ013747	Knitting Supplies for Autumn Knitting Classes	08/12/2013	03/03/2014 01:58 PM	03/19/2014 05:00:00 PM	30 Days	1	contact buyer	Actions ▼
EVA001_QQ013730	Knitting Supplies	08/01/2013	08/01/2013 02:33 PM	08/06/2013 05:00:00 PM	30 Days	0	contact buyer	Actions ▼
EVA001_QQ013473	Copy 3 of Knitting & Crochet Supplies	04/22/2013	04/22/2013 06:31 PM	04/30/2013 05:20:00 PM	30 Days	0	contact buyer	Actions ▼
EVA001_QQ013425	Summer 2013–Knitting & Crochet Supplies	04/08/2013	04/09/2013 06:00 PM	04/15/2013 04:20:00 PM	30 Days	0	contact buyer	Actions ▼

View Evaluation
View Responses
View Bid Tab
Copy

The **EVALUATE REQUEST** screen is displayed.

The only field that is enabled is the *Set status to Awarded* checkbox. You can manually update the status to *awarded* for up to 30 days past the expiration of the bid valid days by clicking the **Set status to Awarded** check box. After 30 days have passed, the checkbox is disabled and the status cannot be changed (Figure 146).

Figure 146: EVALUATE REQUEST Screen—PAST Pane

Evaluate Request

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_QQ013781
Request Title:	Reissued: Winter 2014--Knitting & Crochet Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	contact buyer
Response Due Date:	09/09/2013 04:20 PM
Service Area:	10
Award Method:	Line
Comments:	none
Special Terms and Conditions:	none
Attachments:	none

Publish Bid Tabulation Set status to Awarded
Time expired to change status

Evaluation History
[EVA001_AWD_2072](#)

Award Method:

▲ Top

Click an award ID link in the **EVALUATION HISTORY** section to see the award summary. Click the **Close** button to close the **AWARD SUMMARY** screen and return to the **EVALUATE REQUEST** screen.

RESPONSE AND EVALUATION REVIEW SCREEN

To view the evaluation history from the **PAST** pane, select *View Responses* from the **Actions** menu next to the request for which you want to view the history (Figure 147).

Figure 147: Actions Menu Showing View Responses

ID	Title	Created	Publish Date	Due Date	Bid Valid	Count	Status	Actions
EVA001_QQ014671	RA-Weaving Supplies	04/22/2014	04/22/2014 05:39 PM	04/23/2014 05:30:00 PM	30 Days	2	contact buyer	Actions
EVA001_QQ014664	Autumn Weaving Supplies	04/15/2014	04/21/2014 02:52 PM	04/21/2014 04:00:00 PM	30 Days	2	contact buyer	Actions
EVA001_QQ014635-V2	V2 Copy of Summer Fiber Art Supplies	04/23/2014	04/23/2014 04:02 PM	05/30/2014 05:00:00 PM	30 Days	0	cont	View Evaluation View Responses View Bid Tab Copy
EVA001_QQ014604-V3	Autumn Fiber Art Supplies	03/20/2014	03/20/2014 01:58 PM	04/01/2014 05:00:00 PM	30 Days	0	no a	Actions
EVA001_QQ014601	Early Fall 2014 Knitting & Crochet Supplies	02/27/2014	03/03/2014 01:58 PM	03/06/2014 04:20:00 PM	30 Days	3	cont	Actions
EVA001_QQ014580-V4	Spring Fiber Art Supplies	02/25/2014	02/25/2014 03:02 PM	03/10/2014 05:00:00 PM	30 Days	1	cont	Actions
EVA001_QQ014544	Summer Fiber Art Supplies	02/10/2014	02/20/2014 11:22 AM	02/28/2014 05:00:00 PM	30 Days	0	canceled	Actions
EVA001_QQ014459	Fiber Art Supplies	01/31/2014	02/10/2014 12:33 PM	02/14/2014 05:00:00 PM	30 Days	0	contact buyer	Actions
EVA001_QQ013794	Summer 2014Knitting & Crochet Supplies	09/11/2013	09/11/2013 02:21 PM	09/30/2013 04:20:00 PM	30 Days	1	contact buyer	Actions
EVA001_QQ013792	Fiber Lots, Part 2	09/05/2013	09/05/2013 02:28 PM	09/09/2013 02:00:00 PM	30 Days	2	contact buyer	Actions

Next, click an ID link in the **EVALUATION HISTORY** section (Figure 148).

Figure 148: RESPONSE AND EVALUATION REVIEW SCREEN

Response and Evaluation Review

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_QQ014664

Request Title: Autumn Weaving Supplies

Set Aside: n/a

Category: Supplies - Non-Technology

Status: contact buyer

Response Due Date: 04/21/2014 04:00 PM

Service Area: 10

Award Method: Line

Comments: none

Special Terms and Conditions: none

Attachments	Attached Files	Proprietary and Confidential
	eVA Std Terms and Conditions.htm	No
	Yarn_attachment.png	Yes
	seasilk.html	No

[View Comment](#)

Evaluation History

EVA001_AWD_2193

Responses Submitted

Response 1 - Parisienne Knits

Response 2 - Ouessant 2

[Cancel](#)



EVALUATION HISTORY

The **AWARD SUMMARY** screen opens in a new window and displays the award designations made during your evaluation (Figure 149). Click the **Close** button to close the screen and return to the **RESPONSE AND EVALUATION REVIEW** screen.

Figure 149: AWARD SUMMARY Screen

Award ID: EVA001_AWD_2193 Close

Award Summary

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	555-555-5555
Buyer Name:	Alison Paca
Buyer Email:	teri.simonds@cgi.com
Request ID:	EVA001_QQ014664
Request Title:	Autumn Weaving Supplies
Set Aside:	n/a
Category:	Supplies - Non-Technology
Status:	contact buyer
Response Due Date:	04/21/2014 04:00 PM
Service Area:	10
Award Method:	10
Comments:	none
Special Terms and Conditions:	none

Attachments:	Attached Files	Proprietary and Confidential
	eVA Std Terms and Conditions htm	No
	Yarn_attachment.png	Yes
	seasilk.html	No

Grand Total: \$800.00

Response Items Selected

ITEM 1

Vendor Name:	Parisienne Knits
Registration Type:	Self-Registered
SWAM:	
Item ID:	1
Vendor Part Num:	*
Unit Price:	\$160.00
Quantity:	5
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Total Price:	\$800.00
Ordering Address:	404, rue de Rois, sud Paris, 75018
Comments:	Schacht 13" Cricket Loom
Delivery Date:	08/04/2014
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Brand Name:	Schacht
Short Name:	Handweaving loom
Item Description:	Handweaving loom
Lead Time:	0
Met Specs?	Yes
Attachments:	none

ITEM 2 'NO AWARD'

Item ID:	2
Quantity:	5
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	23290
NIGP Code Description:	Weaving Looms and Materials, Hand
Ship To:	VITA - Eastern Office 4053 Legato Rd., Fairfax, VA, 22033
Item Description:	Sleying hooks

▲ Top Close

9. 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.

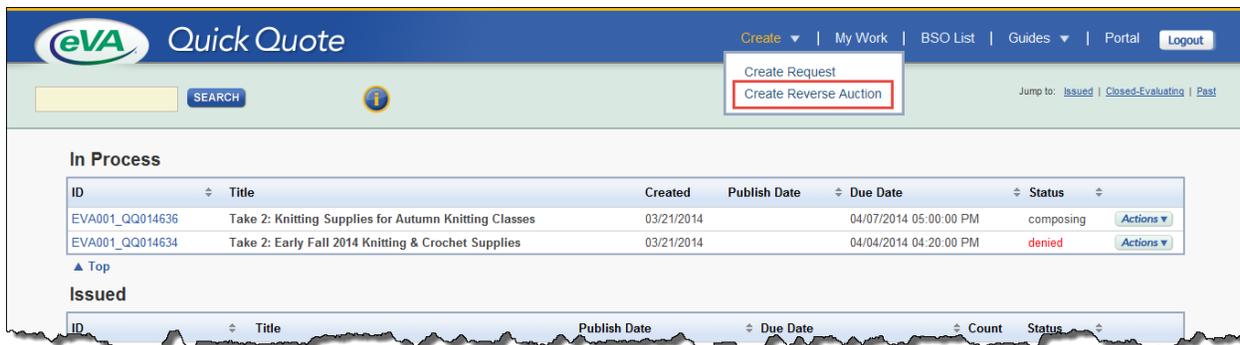
BEFORE YOU BEGIN

You must be authorized to create reverse auctions in Quick Quote. Contact your supervisor to request access.

CREATE A REVERSE AUCTION

Click *Create Reverse Auction* on the **Create** action menu (Figure 150).

Figure 150: Creating a Reverse Auction



The **REQUEST HEADER** screen opens. From this point forward, you will create a Reverse Auction just as you would create a standard Quick Quote request. Note the following requirements:

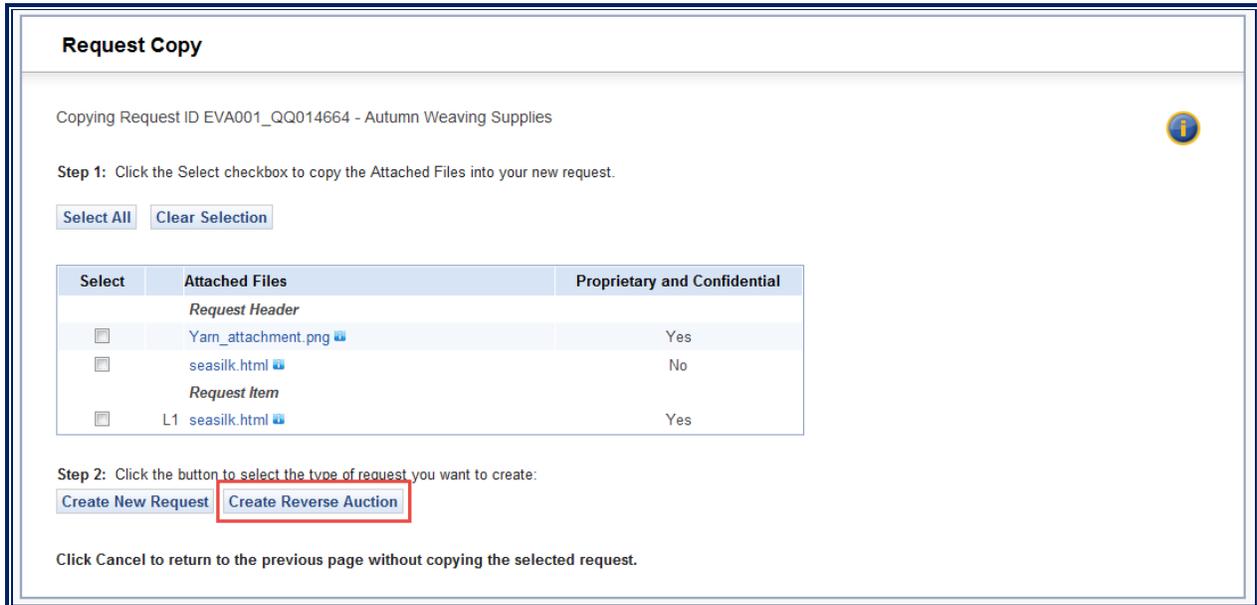
- The close date must be at least 24 hours from the current time.
- The award method for reverse auctions is Grand Total and cannot be changed.
- Reverse auctions are limited to six request item lines.

For more information about how to create a Quick Quote request, see the section [Create a Request](#).

COPY A QUICK QUOTE REQUEST

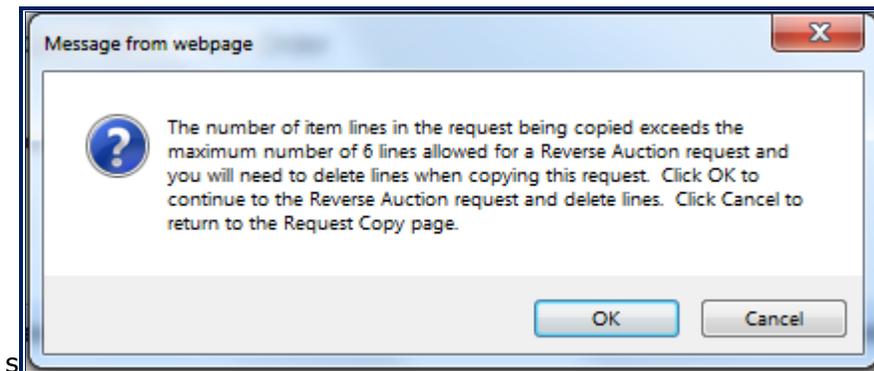
You can copy an existing request as a shortcut to creating a new Quick Quote reverse auction. Select *Copy* from the **Actions** menu next to the request you want to copy, and then click **Create Reverse Auction** (Figure 151).

Figure 151: Copying a Request to Create a Reverse Auction



If the existing request contains more than six items, a message will display when the copied request is created; you must delete item lines in the new request until there are no more than six items (Figure 152).

Figure 152: Error Message for Too Many Items



For more information about how to copy a Quick Quote request, see the section [Copying a Quick Quote Request](#).

ADD VENDOR TO AN ISSUED REVERSE AUCTION

You can add new vendors while the reverse auction is in *issued* status. The method is the same as for a standard Quick Quote request.

For more information about how to add vendors to a Quick Quote request, see the section [Add Ad Hoc Vendors](#).

CANCEL AND REISSUE A REVERSE AUCTION

You can cancel and reissue reverse auction requests that are in *issued* or *canceled* status. The method is the same as for a standard Quick Quote request. If you are canceling and reissuing a standard request to create a new reverse auction and the request contains more than six items, a message will display the reissued request is created. You must delete item lines in the new request until there are no more than six items.

For more information about how to cancel and reissue a Quick Quote request, see the section [Canceling and Reissuing a Quick Quote Request](#).

CANCEL OR DELETE A REVERSE AUCTION REQUEST

You can delete reverse auction requests that have not been issued (that is, are still in *composing* or *submitted* status), and you can cancel reverse auction requests that have been issued but have not closed. The methods are the same as for a standard Quick Quote request.

For more information about how to cancel or delete a Quick Quote request, see the section [Canceling or Deleting a Quick Quote Request](#).

MONITOR AND EVALUATE A REVERSE AUCTION

You can monitor the reverse auction after it has been submitted. Select *Reverse Auction Monitoring* from the **Actions** menu next to the reverse auction you want to monitor (Figure 153). This action is only available while the reverse auction is open, in *issued* status.

Figure 153: Actions Menu Showing Reverse Auction Monitoring

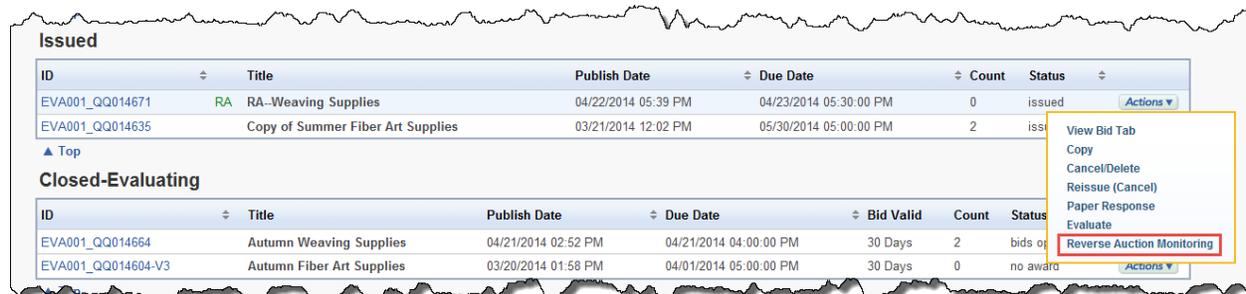
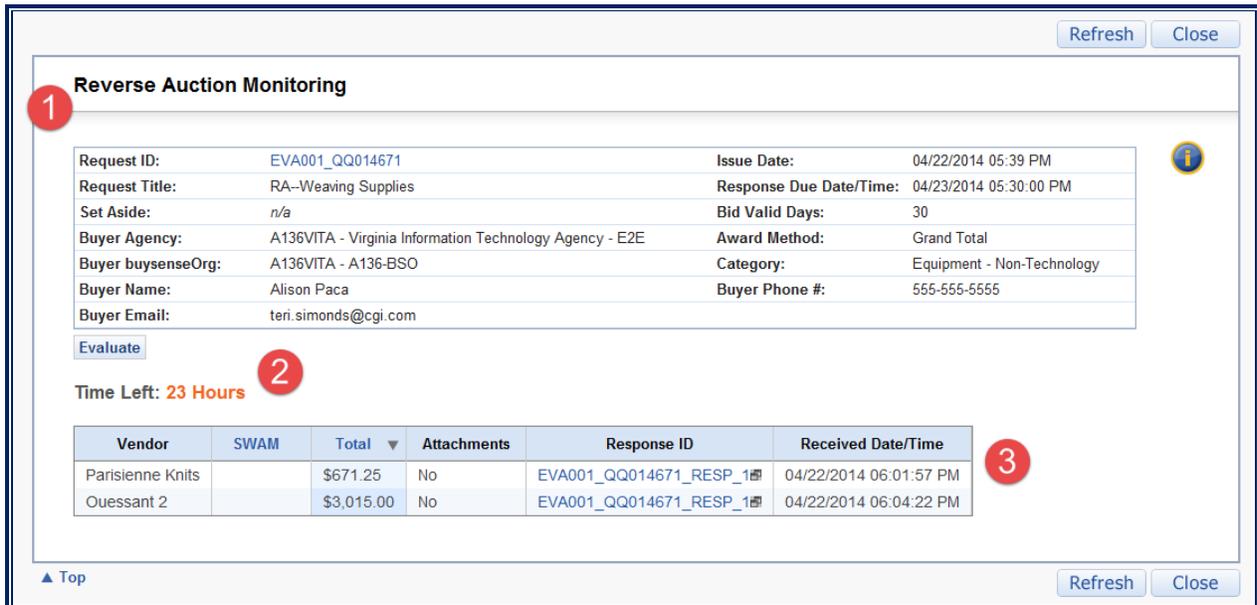


Figure 154: REVERSE AUCTION MONITORING Screen



Reverse Auction Monitoring

Request ID: EVA001_QQ014671 Issue Date: 04/22/2014 05:39 PM

Request Title: RA-Weaving Supplies Response Due Date/Time: 04/23/2014 05:30:00 PM

Set Aside: n/a Bid Valid Days: 30

Buyer Agency: A136VITA - Virginia Information Technology Agency - E2E Award Method: Grand Total

Buyer buysenseOrg: A136VITA - A136-BSO Category: Equipment - Non-Technology

Buyer Name: Alison Paca Buyer Phone #: 555-555-5555

Buyer Email: teri.simonds@cgi.com

Evaluate

Time Left: 23 Hours

Vendor	SWAM	Total	Attachments	Response ID	Received Date/Time
Parisienne Knits		\$671.25	No	EVA001_QQ014671_RESP_1	04/22/2014 06:01:57 PM
Ouessant 2		\$3,015.00	No	EVA001_QQ014671_RESP_1	04/22/2014 06:04:22 PM

As shown in **Figure 154**, the **REVERSE AUCTION MONITORING** screen contains:

1. The request header summary information,
2. The amount of time left until the request close date and time is reached and the reverse auction closes, and
3. A summary of the current vendor responses.

The **Time Left** format changes based on the close date and time (**Table 22**).

Table 22: Time Left Format for Reverse Auctions

Time Left to Close	Time Left Display Format	Example
Over 24 hours	Number of days	2 Days
Between 24 hours and 4 hours	Number of hours	7 Hours
Between 1 and 4 hours	Number of hours and minutes	2 Hours 3 Minutes
Within 1 hour	Number of minutes and seconds	50 Minutes 15 Seconds; 50 Seconds
At close date and time	Auction Closed	

The vendor response information automatically refreshes every thirty seconds when the time left is over thirty minutes, and every five seconds when the time left is thirty minutes or less. You can manually refresh the vendor response information by clicking the **Refresh** button.



PAPER RESPONSES

Paper responses are not available for Reverse Auction requests.

EVALUATING REVERSE AUCTION RESPONSES

You can evaluate responses to the Reverse Auction requests by clicking *Evaluate* on the **Actions** menu or the **Evaluate** button on the **REVERSE AUCTION MONITORING** screen. The evaluation process is the same as for standard Quick Quote requests, except that the award method for Reverse Auctions is set to Grand Total and cannot be changed.

Note that **Grand Total** and **Total Price** values are rounded to two digits after the decimal on the **GRAND TOTAL EVALUATION** screen.

For information about how to evaluate responses, see the section [Evaluating and Awarding Responses](#).

AWARDING A REVERSE AUCTION REQUEST

The award process for a reverse auction is the same as for standard Quick Quote requests. Note that the Award Method is restricted to Grand Total and cannot be changed.

When the reverse auction is awarded, the **Total Price** value is rounded to two digits after the decimal, and this price is included in the award that is sent to the eMail.

For information about how to award a Quick Quote request, see the section [Finalizing the Award](#).

NO AWARD AND REISSUE A REVERSE AUCTION

You can *No Award and Reissue* reverse auction requests that are in *closed*, *bids opened* or *no award* status. The method is the same as for a standard Quick Quote request.

For more information about how to *No Award and Reissue* a Quick Quote request, see the section [No Award and Reissue a Quick Quote Request](#).



APPENDIX A BUYER NOTIFICATIONS

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

APPROVAL REQUIRED NOTIFICATION

Figure 155: Approval Required Notification

From: noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]
Sent: Tuesday, July 15, 2014 4:56 PM
To: Simonds, Teri L
Subject: eVA Quick Quote Request - Occupational Therapy Supplies Requires Your Approval

Dear Member of Quick Quote Approver Role for BuysenseOrg A136-BSO,

An eVA Quick Quote EVA001_QQ014812 titled "Occupational Therapy Supplies" has been submitted by Alison Paca for your approval.

To view this Quick Quote, please click the following link:

[EVA001_QQ014812](#)

You may also log into eVA and navigate to the Quick Quote section to review items pending your approval. If you need help with Quick Quote, please contact eVA Customer Care at (866) 289-7367 or by email at eVACustomerCare@dgs.virginia.gov.

REQUEST APPROVED NOTIFICATION

Figure 156: Request Approved Notification

From: noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]
Sent: Tuesday, July 15, 2014 4:56 PM
To: Paca, Alison
Subject: Approved eVA Quick Quote Request - Occupational Therapy Supplies

Dear Alison Paca,

The eVA Quick Quote EVA001_QQ014812 titled "Occupational Therapy Supplies" has been Approved by Teri Simonds

If you have any questions, please contact Teri Simonds 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.



REQUEST DENIED NOTIFICATION

Figure 157: Request Denied Notification

From: noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]
Sent: Tuesday, July 15, 2014 4:28 PM
To: Paca, Alison
Subject: Denied eVA Quick Quote Request - Take 4: Early Winter 2014 Knitting & Crochet Supplies

Dear Alison Paca,

The eVA Quick Quote EVA001_QQ014768 titled "Take 4: Early Winter 2014 Knitting & Crochet Supplies" has been Denied by Teri Simonds

If you have any questions, please contact Teri Simonds 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.



APPENDIX B 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 158: Quick Quote Request Notification

From: noreturnUAT@dgs.virginia.gov [mailto:noreturnUAT@dgs.virginia.gov]
Sent: Tuesday, July 15, 2014 12:16 PM
To: Simonds, Teri L
Subject: New Quick Quote Request - Knitting Supplies for Occupational Therapy

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

Quick Quote: QQ014874 - Knitting Supplies for Occupational Therapy

Closing Date/Time: 07/15/2014 01:30 PM

Line	Qty	UOM	Desc
1	1	skein	Worsted weight yarn
2	0	each	Knitting needles

Attachments: 1 document

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

View the full Quick Quote by either:

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

Thank you,
eVA Customer Care

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



REVERSE AUCTION NOTIFICATION

Figure 159: 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: Desktop Browser , eVA Mobile App or eVA Mobile Browser	Logging into your eVA account (www.eVA.virginia.gov). 1. From your account, click the Quick Quote link. 2. Click the Quick Quote ID in the <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.

Thank you,
eVA Customer Care

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



AMENDED QUICK QUOTE NOTIFICATION (NEW RESPONSES NOT REQUIRED)

The email in Figure 160 is sent to all vendors on the initial notification list and who have not responded.

Figure 160: Amended Quick Quote Notification (New Responses Not Required)

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.com

View the full Amended Quick Quote by either:

Clicking one of these links: Desktop Browser , eVA Mobile App or eVA Mobile Browser	Logging into your eVA account (www.eVA.virginia.gov). 1. From your account, click the Quick Quote link. 2. Click the Quick Quote ID in the <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) indentified by the agency on this Quick Quote.

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

Thank you,
eVA Customer Care

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

QUICK QUOTE BUYER USER GUIDE



APPENDIX B: VENDOR NOTIFICATIONS

The email in **Figure 161** is sent to all vendors who responded to the request before it was amended.

Figure 161: 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.com

View the full Amended Quick Quote by either:

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

Thank you,
eVA Customer Care

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



AMENDED QUICK QUOTE NOTIFICATION (NEW RESPONSES REQUIRED)

Figure 162: 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.

Teri Simonds 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 703-555-1212 alison.paca@dgs.virginia.com

View the full Amended Quick Quote by either:

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

Thank you,
eVA Customer Care

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



ELECTRONIC RESPONSE RECEIVED NOTIFICATION

Figure 163: Electronic Response Received Notification

From: racka.lamb@ouessant2.com [mailto: racka.lamb@ouessant2.com]

Sent: Tuesday, July 15, 2014 5:37 PM

To: Lamb, Racka

Subject: Your new/revised Quick Quote Response has been received for request QQ014812 - Version 2 - Occupational Therapy Supplies

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

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

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

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

Clicking one of these links:

[Desktop Browser](#), [eVA Mobile App](#) or [eVA Mobile Browser](#)

Logging into your eVA account (<http://www.eva.virginia.gov>).

1. In your account, click on 'Go to Quick Quote'.
2. Click the Quick Quote ID in the *Current Request List*.
3. Under 'Current Responses', click the Response ID.

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

Thank you,
eVA Customer Care

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



PAPER RESPONSE ENTERED NOTIFICATION

Figure 164: 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:

[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

Thank you,
eVA Customer Care

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



CANCELED REQUEST NOTIFICATION

Figure 165: 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.

Email sent to: racka.lamb@ouessant2.com



BID TABULATION PUBLISHED NOTIFICATION

Figure 166: 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

Thank you,
eVA Customer Care

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