

# QUICK STEPS FOR A *QUICK QUOTE* REQUEST



**What** This is a handy reference for you to use when creating a *Quick Quote* request.

**How** You must have an active eVA buyer login and *Quick Quote* must be an enabled application on your account.

For more detailed information on the entire Quick Quote application, read and review the Quick Quote Buyer User Guide which is available by clicking the [Guides](#) link in Quick Quote.

|                |  |  |
|----------------|--|--|
| <b>Step 1</b>  | Login to your eVA account<br>www.eva.virginia.gov          | Enter your eVA <b>User Name</b> and <b>Password</b>  |
| <b>Step 2</b>  | Click on the <i>Quick Quote</i> link                       | Located in the left menu of the Portal Home Page under Applications  |
| <b>Step 3</b>  | View the QQ <b>Landing Page</b>                            | This screen displays Quick Quotes in separate panes that shows request in the various stages.  |
| <b>Step 4</b>  | Click <b>Create</b> , and then <b>Create Request</b>       | Located in the top, right menu.  |
| <b>Step 5</b>  | <b>Set Aside</b><br><i>(not applicable for local govt)</i> | Enter a check in the checkbox if the Quick Quote is a Side Aside. Select an option from the drop-down list.  |
| <b>Step 6</b>  | Enter a <b>Request Title</b>                               | Enter a thorough description of the product/service for which you are soliciting quotes. Be specific - what vendors will see on email/efax notification. (Max 255 characters)  |
| <b>Step 7</b>  | Select a <b>Category</b>                                   | Select the appropriate 'type' of item/service from the drop-down menu.   |
| <b>Step 8</b>  | Enter a <b>Close Date</b>                                  | Enter the close date and time that the vendor must respond with their quotes by the Close Date. NOTE: Allow a minimum of 3 business days.<br><br>To publish at a later date, enter a check in the Check Box next to Future Publish Date and then enter the future Publish Date and Time. |
| <b>Step 9</b>  | Select an option for <b>Bid Valid (Days)</b>               | Defaults to 30 days. If you want a price to be valid for a longer period, select the appropriate options.  |
| <b>Step 10</b> | Select a <b>Service Area</b>                               | Enter your service area. (Refer to Service Area Map link.)   |
| <b>Step 11</b> | Select an <b>Award Method</b>                              | Select an award option from the drop-down list. (Line/Lot/Grand Total)   |
| <b>Step 12</b> | Enter <b>Comments</b>                                      | If applicable, enter comments. (Max 255 characters)  |
| <b>Step 13</b> | Enter <b>Special Terms and Conditions</b>                  | If applicable, enter Special Terms and Conditions. (Max 255 characters)  |
| <b>Step 14</b> | Add <b>Attachment</b>                                      | If applicable, add attachments. Maximum file size of 30 megabytes. No limit to number of attachments.  |

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| <b>Step 15</b> | Click <b>Next</b>   | This button takes you to the “ <u>Item Management</u> ” screen and is located at the top right and bottom right of the screen.  |
| <b>Step 16</b> | Click <b>Add New Item</b> button  |   |
| <b>Step 17</b> | Enter information for <u>required fields</u> . Required fields are marked with a red “*” asterisk. Fill in <u>optional fields</u> as needed | <p>*Item Description                      *NIGP Code</p> <p>*Quantity                                *Need by Date</p> <p>*Unit of Measure                       *Ship to</p>                                 |
| <b>Step 18</b> | Click <b>Save Item</b>  | The first item is saved and the screen refreshes so you can enter your next item. Repeat steps <u>16</u> and <u>17</u> until all items have been entered.   |
| <b>Step 19</b> | When item entry is finished, Click <b>Item Management</b>   | This link is located at the top center and bottom center of the screen.   |
| <b>Step 20</b> | Add additional <b>Commodity/NIGP Codes</b>  | If applicable, add additional Commodity/ NIGP Codes   |
| <b>Step 21</b> | Click <b>Next</b><br>Review the Vendor List screen  | Review Vendor information; add Ad hoc Vendor(s) (State entered, or Self Registered, but not signed up with Commodity Code(s) you chose.   |
| <b>Step 22</b> | Click <b>Next</b><br>Review the Vendor Notification screen  | <b>Quick Quote</b> will notify vendors via email and fax.<br>The section titled ‘Notified by Buyer’ highlights vendors who have not selected a notification method. If desired, you may notify these vendors. |
| <b>Step 23</b> | Click <b>Next</b>   | Review the Quick Quote. If any changes need to be made, click the Previous button to navigate to the section that needs to be updated.  |
| <b>Step 24</b> | Click <b>Submit</b>   | You will see the message “Quick Quote Complete”. If approval is needed your request will be in a pending status until approved.   |

For more help: Call toll free 866-289-7367 or Email [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov)

## QUICK STEPS FOR **QUICK QUOTE** EVALUATION

**What** This is a handy reference for you to use when performing **Quick Quote** evaluation.

**How** Your Quick Quote request must be in **Closed** or **Bids Opened** status.

|               |   |   |
|---------------|---|---|
| <b>Step 1</b> | Login to your eVA account<br><a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a> | Enter your eVA <b>User Name</b> and <b>Password</b> .                                 |
| <b>Step 2</b> | Click the <b>Quick Quote</b> link   | Located in the left menu of the Portal Home Page under Applications                   |
| <b>Step 3</b> | Refer to the Closed-Evaluating panel.   | Find the desired <u>closed</u> <b>Quick Quote</b> request you would like to evaluate. |
| <b>Step 4</b> | Click the Actions button for the desired Quick Quote and choose <b>Evaluate</b> .           | The Evaluate Request screen displays.   |

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| <b>Step 5</b>  | Click <b>Next</b>   | Click the <b>Next</b> button on the <b>Evaluate Request</b> screen to navigate to the Line Item, Lot or Grand Total review screen, as applicable to the request.  |
| <b>Step 6</b>  | Confirm the <b>Award Method</b> using the drop down menu  | See bottom of the Evaluate Request screen.<br>Choices are: Line, Lot, Grand Total (defaults as entered when request created).   |
| <b>Step 7</b>  | Click <b>Next</b><br>Review the Responses to your <b>Quick Quote</b>  | View the Line Item Evaluation Screen. The general vendor information displays: Vendor name, SWAM indicator, Qty, UOM, Unit Price, Total etc.<br><br>Click the desired response by clicking the underlined <u>Response ID</u> . Review the vendor response details: comments/met specs/attachments, etc.). If helpful, you can print the response by clicking the PRINT button.            |
| <b>Step 8</b>  | <b>Select the vendor (s)</b> by clicking the radio button in the Select column on the far left<br><br>Click <b>Next</b> | Following thorough review of the vendor response details, make a determination of the vendor to receive the award.<br><br>You can also No Award the entire Quick Quote or an individual Quick Quote line or lot by selecting the No Award radio button at the line/lot level.   |
| <b>Step 9</b>  | Review the Evaluation information<br><br>Click <b>Submit</b>  | The Evaluation Review page allows you to have one final look at your <b>Quick Quote</b> award information before you submit. After submittal the status of your <b>Quick Quote</b> will change to <i>Bids Opened</i> .  |
| <b>Step 10</b> | Requisition generated in eMall message will be displayed  | The screen will display both a unique Award ID and <b>Quick Quote</b> ID.<br>Exit Quick Quote and wait for 15-30 minutes.<br><b>TO COMPLETE THE ORDER IN eVA.</b> Click the eMall/eForms link. Your Quick Quote requisition will be identified by a prefix of "QQ". Open the QQ requisition and make necessary changes (accounting codes, etc.), then Submit.                             |
| <b>Step 11</b> | Once your order has been completed, set status to <b>Awarded</b>  | Find the Quick Quote you want to update, check the box then click the <b>Evaluate</b> button. Check the "Set status to Awarded" box; click the <b>OK</b> button on the confirmation page.<br>If necessary to reverse the action, uncheck the box so the status can revert to previous status. A countdown will display for the days remaining that this status can be changed to Awarded. |

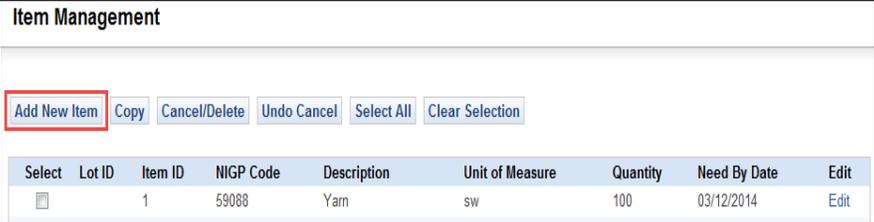
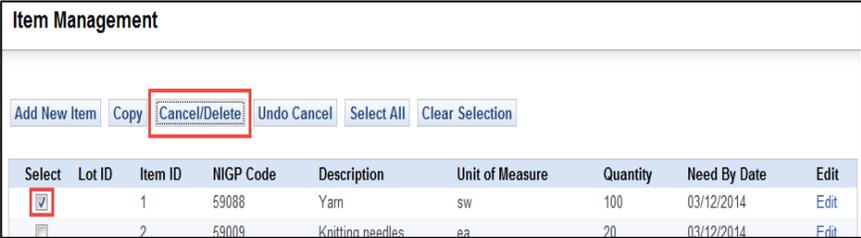
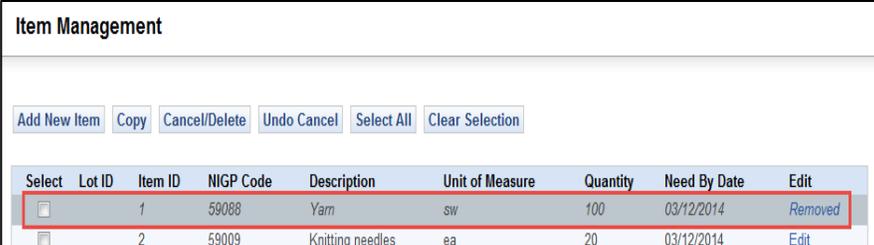
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## QUICK STEPS FOR A QUICK QUOTE ADMENDMENT

**What:** This is a handy reference for you to use when creating a **Quick Quote** amendment. You can change data, add or delete comments/attachments on the Header as well as on the items within Item Management.

**How:** Your Quick Quote request must be in **Issued** status.

|               |   |   |
|---------------|---|---|
| <b>Step 1</b> | Login to your eVA account<br><a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a> | Enter your eVA <b>User Name</b> and <b>Password</b> |
|---------------|---|---|

|               |  |  |
|---------------|--|--|
| <b>Step 2</b> | Click the <i>Quick Quote</i> link  | Located in the left menu of the Portal Home Page under Applications  |
| <b>Step 3</b> | View the <b>My Work</b> List   | The issued Quick Quotes are in the <b>Issued</b> section.  |
| <b>Step 4</b> | Choose the request that needs amending and click <b>Amend</b> from the Actions drop-down menu. |    |
| <b>Step 5</b> | Click <b>OK</b> to create the amendment.   |    |
| <b>Step 6</b> | A <b>New Version</b> is created.   | <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>ID: EVA001_QQ014378-V2 - composing</b> </div> <p>Each subsequent amendment will increment the version number (for example: V3, V4). The previous version will stay in issued status until the amendment is submitted.</p>  |
| <b>Step 7</b> | <b>Add Item(s)</b><br>(Refer to Step 10 for editing a new line item)                           | <p>To add a line to the request, click the Add New Item button and enter the information for that item.</p>   |
| <b>Step 8</b> | <b>Delete Item(s)</b>  | <p>To delete a line item, click the checkbox next to the item and click the <b>Cancel/Delete</b> button</p>   <p>You can reverse the Cancel/Delete action by clicking the <b>Undo Cancel</b> button before submitting the amendment.</p> |

| <p><b>Step 9</b></p>                | <p><b>Copy Item(s)</b></p>                               | <p>To copy a line, select the line and click the <b>Copy</b> button.</p> <div data-bbox="662 142 1539 373"> <p>Item Management</p> <p>Add New Item <b>Copy</b> Cancel/Delete Undo Cancel Select All Clear Selection</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Lot ID</th> <th>Item ID</th> <th>NIGP Code</th> <th>Description</th> <th>Unit of Measure</th> <th>Quantity</th> <th>Need By Date</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>1</td> <td>59088</td> <td>Yarn</td> <td>sw</td> <td>100</td> <td>03/12/2014</td> <td>Edit</td> </tr> </tbody> </table> </div>   | Select                 | Lot ID      | Item ID         | NIGP Code | Description  | Unit of Measure | Quantity | Need By Date       | Edit                          | <input checked="" type="checkbox"/> |                        | 1 | 59088  | Yarn    | sw | 100 | 03/12/2014 | Edit |                                     |  |   |       |      |    |     |            |             |
|-------------------------------------|--|--|------------------------|-------------|-----------------|-----------|--------------|-----------------|----------|--------------------|-------------------------------|-------------------------------------|------------------------|---|--------|---------|----|-----|------------|------|-------------------------------------|--|---|-------|------|----|-----|------------|-------------|
| Select                              | Lot ID   | Item ID  | NIGP Code              | Description | Unit of Measure | Quantity  | Need By Date | Edit            |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| <input checked="" type="checkbox"/> |  | 1  | 59088                  | Yarn        | sw              | 100       | 03/12/2014   | Edit            |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| <p><b>Step 10</b></p>               | <p><b>Edit Item(s)</b></p>                               | <p>Make necessary changes to any line by clicking the <b>Edit</b> link. When the item opens, you will be available to edit any information previously entered.</p> <div data-bbox="670 548 1539 730"> <p>Item Management</p> <p>Add New Item Copy Delete Select All Clear Selection</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Lot ID</th> <th>Item ID</th> <th>NIGP Code</th> <th>Description</th> <th>Unit of Measure</th> <th>Quantity</th> <th>Need By Date</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>1</td> <td>59088</td> <td>Yarn</td> <td>SW</td> <td>100</td> <td>06/30/2015</td> <td>Edit</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>2</td> <td>59088</td> <td>Yarn</td> <td>SW</td> <td>100</td> <td>06/30/2015</td> <td><b>Edit</b></td> </tr> </tbody> </table> </div> <p><i>Note: When a line item is copied, you'll want to make changes by clicking the Edit link.</i></p> | Select                 | Lot ID      | Item ID         | NIGP Code | Description  | Unit of Measure | Quantity | Need By Date       | Edit                          | <input type="checkbox"/>            |                        | 1 | 59088  | Yarn    | SW | 100 | 06/30/2015 | Edit | <input checked="" type="checkbox"/> |  | 2 | 59088 | Yarn | SW | 100 | 06/30/2015 | <b>Edit</b> |
| Select                              | Lot ID   | Item ID  | NIGP Code              | Description | Unit of Measure | Quantity  | Need By Date | Edit            |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| <input type="checkbox"/>            |  | 1  | 59088                  | Yarn        | SW              | 100       | 06/30/2015   | Edit            |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| <input checked="" type="checkbox"/> |  | 2  | 59088                  | Yarn        | SW              | 100       | 06/30/2015   | <b>Edit</b>     |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| <p><b>Step 11</b></p>               | <p>After making all changes, click <b>Next</b>.</p>      | <p>Proceed through the vendor lists until you see the Request Review screen.</p>   |                        |             |                 |           |              |                 |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| <p><b>Step 12</b></p>               | <p><b>Request Review Screen</b></p>                      | <div data-bbox="670 968 1539 1094"> <p>Request Review History</p> <p><b>*Are your changes material?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div> <p>Material changes are those that can affect a vendor's response. If <b>Yes</b> is chosen or mandated by the system then vendors will need to Update their previous responses and/or submit new responses.</p> <p>The following constitute a material change:</p> <ul style="list-style-type: none"> <li>• Header: Bid Valid Days, Award Method, new comments/attachments</li> <li>• Line Item: Quantity, UOM, Need by Date, Ship To, new comments/attachments</li> <li>• Item Management: Adding a new line, canceling a line</li> </ul> <p>Material changes require that the vendor submit a new response. If the changes are not material but you want vendors to submit new responses, click the <b>Yes</b> button. Otherwise, click the <b>No</b> button.</p>   |                        |             |                 |           |              |                 |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| <p><b>Step 13</b></p>               | <p>Click <b>Submit</b> to issue the amended request.</p> | <p>The request ID shows the appended version number on the QQ that is either 'pending' (waiting for approval) or appears 'reissued'.</p> <div data-bbox="670 1724 1539 1881"> <p>Issued</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Title</th> <th>Publish Date</th> <th>Due Date</th> <th>Count</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>EVA001_QQ014378-V2</td> <td>Knitting Supplies-Winter 2014</td> <td>01/22/2014 10:04 AM</td> <td>02/28/2014 05:00:00 PM</td> <td>0</td> <td>issued</td> <td>Actions</td> </tr> </tbody> </table> <p>▲ Top</p> </div>   | ID                     | Title       | Publish Date    | Due Date  | Count        | Status          | Actions  | EVA001_QQ014378-V2 | Knitting Supplies-Winter 2014 | 01/22/2014 10:04 AM                 | 02/28/2014 05:00:00 PM | 0 | issued | Actions |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| ID                                  | Title  | Publish Date   | Due Date               | Count       | Status          | Actions   |              |                 |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |
| EVA001_QQ014378-V2                  | Knitting Supplies-Winter 2014                            | 01/22/2014 10:04 AM  | 02/28/2014 05:00:00 PM | 0           | issued          | Actions   |              |                 |          |                    |                               |                                     |                        |   |        |         |    |     |            |      |                                     |  |   |       |      |    |     |            |             |

**\*\*\*\*\* See below for important notes \*\*\*\*\***

**Note**      **Additional Information:**  
Vendor/ Public View

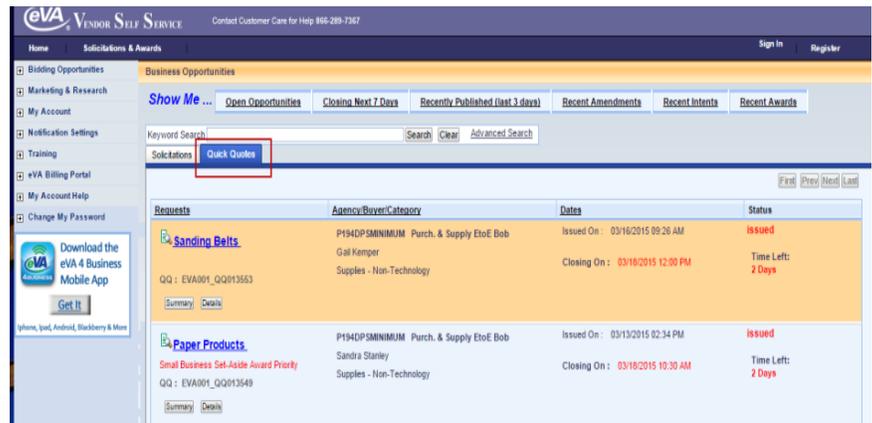
After the amendment is issued, an amendment notification is sent to all the vendors on the vendor list and to all vendors who responded who were not on the original vendor list. The notification sent to responding vendors will include additional text to advise them as to whether the amendment results in material changes that require new responses.

If the changes in the amendment are material, any responses previously received are no longer valid and are not available for viewing or evaluation.

Navigate to this button on the eVA Home page:



Find your QQ on this screen, as shown:



The below illustrates a changed/amended Quick Quote.



For more help: Call toll free 866-289-7367 or Email [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov)

For more detailed information on the entire Quick Quote application, read and review the Quick Quote Buyer User Guide which is available by clicking the [Guides](#) link in Quick Quote.