

QUICK STEPS FOR A *QUICK QUOTE* RESPONSE



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

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

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

Step 1	Login to your eVA account: www.eva.virginia.gov	Enter your eVA User Name : _____ Enter your eVA Password : _____
Step 2	Click on Business Opportunities	
Step 3	Click on <i>Quick Quote</i>	
Step 4	View Current Request list	This shows all current requests The <u>Vendor User Guide</u> is also available in the left menu.
Step 5	Click the Request ID you want	This opens up the Quick Quote, enabling you to respond.
Step 6	Click on the status under the status column	You can view the results of <i>Quick Quote</i> requests in Bids Opened, Awarded, or No Award status
Step 7	Click Create New Response	
Step 8	Enter a Response Title	This can be any description you choose
Step 9	To respond to 1 st item, click Yes	This is a drop down menu at top of screen of EACH item. Default is set to Yes .
Step 10	Enter responses for required fields (marked with a red “*”) Fill in <u>optional fields</u> as needed (You may also attach files.)	* Part Number * Brand Name Price Short Name Unit of Measure (UOM) Description Quantity Lead Time (days) Delivery Date (If “none” – leave asterisk)
Step 11	Click Next	This is located at the top right and also at the bottom right of screen This takes you to the “Response Item 2” screen, or the Response Summary screen, if no other items
Step 12	Click Yes to respond OR choose “No Bid”	Drop Down menu at top of screen. Default is set to Yes .
Step 13	Repeat Steps 10-12 until all items are complete	You may vary your responses – bidding on some items and not others
Step 14	Review your responses and click Submit	At “Response Summary” screen, all completed items display

For more help

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

QUICK STEPS TO VIEW A *QUICK QUOTE* BID TAB SUMMARY



What This is a handy reference for your company to use when reviewing the results of a Quick Quote request on 

How When you receive an email notifying you that a *Quick Quote* bid tabulation has been posted, follow the steps below to view these results:

Important: Your company **must** be fully registered with eVA and have been invited to the *Quick Quote* request to view these results online

Step 1	Login to your eVA account: www.eva.virginia.gov	Enter your eVA User Name : _____ Enter your eVA Password : _____
Step 2	Click on Business Opportunities	
Step 3	Click on <i>Quick Quote</i>	
Step 4	Click on the Past Request list from the menu on the left	This shows all requests where the close date and time have passed.
Step 5	Find the Request ID you wish to view	
Step 6	Click on the status of the request under the status column	You may view the results of <i>Quick Quote</i> requests online that are in Bids Opened, Awarded, or No Award status, if they have been published by the buyer.

For more help

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