

VBO Buyer

User Guide

February 2011, Version 5



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REVISIONS TO THIS DOCUMENT

NOTE: This Revision History section is used to document changes made to this Design document after the testing phase has started.

Revision	Revision Date	Revised By	Area of Revision	Description
1 Original	Aug. 2009	Angel Rodriguez	N/A	Original
2	Dec. 2009	Angel Rodriguez	Views	Adds filtering capability under the View Tab for users to sort the ads as follows: 1. Current Postings 2. My Current & Historical Postings 3. All Postings
3	Feb. 2010	Angel Rodriguez	Toolbar Pop Alters	1. Separates the "Save Submit" to "Save Draft" and "Submit Posting" buttons 2. Save Alert Pop Up Box message for "Save Draft" function. 3. "Other Posting" Informational Pop Up Box.
4	Jul. 2010	Angel Rodriguez	General	Increases attachment size from 10MB to 30MB.
5	Feb. 2011	Angel Rodriguez	Appendix C Notification Summary E-Mail	Further clarification to the explanation of the Statistic/Results



INTRODUCTION

The Commonwealth has implemented a VBO solicitation/award posting system called VBO Buyer. VBO Buyer is the official state web site for posting solicitation, addenda, and award actions. It is also the official site for posting solicited and unsolicited proposals under the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) and meets the public posting requirements of the Public-Private Transportation Act (PPTA). Solicitations created using the eProcurement tool will automatically be posted to the VBO Buyer listing, including the associated Bid Opening, Notice of Intent to Award, and Notice of Award.

To use this application, users must have an eVA login and be granted access to the VBO Buyer tool. The setup required for a user is quick and can be requested either from the Agency eVA Team Lead or the DPS Account Executive.

If you are with a Local Government or a Public Body, you can request access on-line at <http://www.eva.virginia.gov/localgovernment/index.htm>

Public Posting Requirements

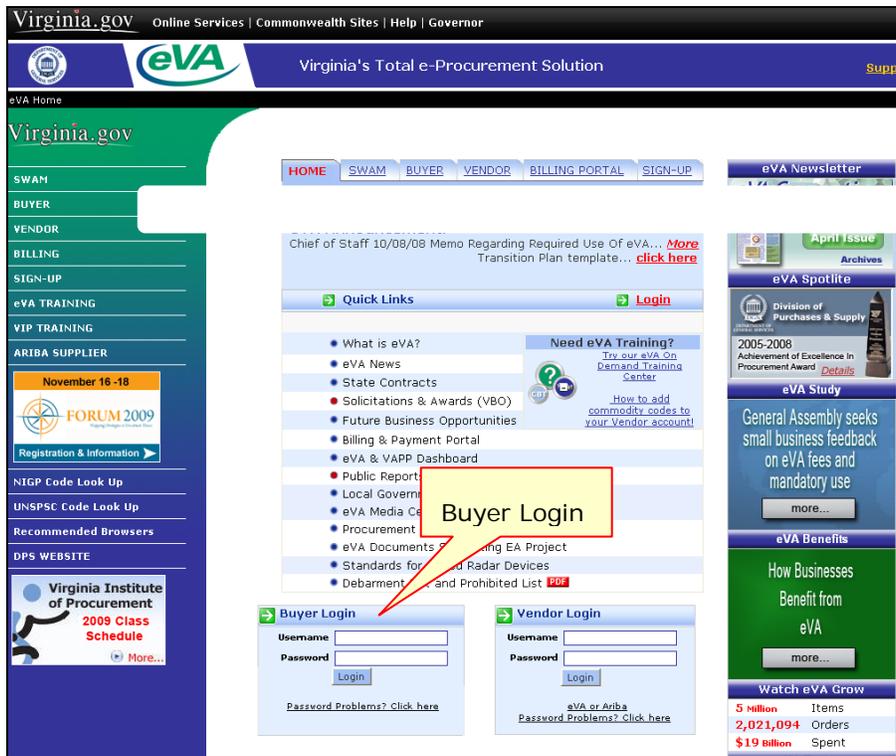
Users should be familiar with the public posting requirements that govern their organization. For most State Agencies and Institutions, the following references apply:

Document	Chapter/Section	Topic
Agency Procurement Surplus Property Manual (APSPM)	3.18	Publicly Posted Notices
	8.5	Emergency
	9.3b	Posting Requirements
Code of Virginia	2.2-4360	Award Notice Posting
Public-Private Education Facilities and Infrastructure Act of 2002, as amended	Section IV. A. 3.a and B	Posting Requirements
Public-Private Transportation Act of 1995, (as Amended) Implementation Guidelines	Sections 2.3 & 3.2	Unsolicited Proposals

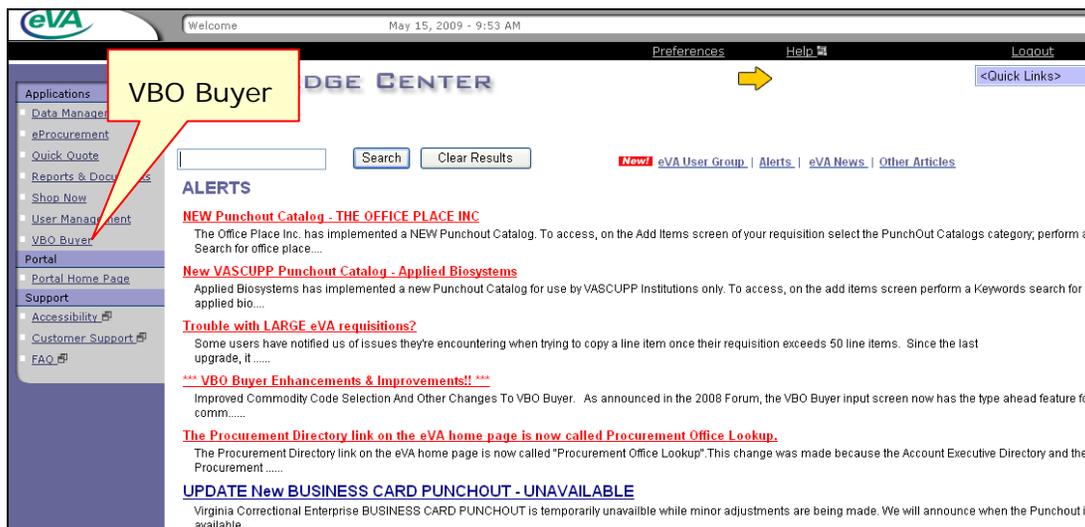
VBO BUYER NAVIGATION

Accessing VBO Buyer

From the eVA Home Page, www.eva.virginia.gov, log in at the Buyer Login with your user name and password.



From the portal navigation panel, select **VBO Buyer**.



VBO Buyer Main Page

The first page you see in VBO Buyer is the basic search page for VBO Solicitations; it displays your organization's existing solicitations in the grid (table) at the top of the page. This is filtered by security, such that users see all advertisements for the purchasing organizations (department/unit) they are authorized for.

The screenshot shows the VBO Buyer main page. A table lists solicitations with columns: Buyer ID, Number, Short Description, Version, Status, Publish Date/Time, Phase, and Published. A toolbar below the table includes buttons for New VBO, Edit Actions, View, Save Draft, Submit Posting, Print, Search, and Help. Below the toolbar is a form for 'Step 1: General Information' with fields for Number, Type, Department, Unit, Name, Phone & Ext, Fax Number, and Email.

Callouts in the image:

- Highlighted and checked:** Points to a row in the grid that is highlighted in blue and has a checkmark in the first column.
- Select a column header to re-sort:** Points to the 'Short Description' column header.
- Scroll for more details:** Points to the bottom of the grid.
- Toolbar:** Points to the toolbar buttons.

As you select an entry in the grid (table), it will be highlighted and checked; you can scroll down to view the details for that entry.

Finding and Viewing Advertisements

Viewing Your Ads

The screenshot shows the 'View' dropdown menu from the toolbar. The menu options are:

- View Notifications List
- My Current Postings
- My Current & Historical Postings
- All Postings

From the toolbar under the **View** Tab users can to sort the ads as follows:

- My Current Postings
- My Current & Historical Postings
- All Postings

Viewing the List of VBO Advertisements

- The most recently entered advertisements will be displayed first for your buying organization
- Re-sort the list by selecting any underlined column title
- Page through list with the **First, Prev, Next, and Last** buttons
- To view a specific entry, select it and scroll down to the solicitation fields

What You Can Do Next

At this point you can:

- Search for and access an existing VBO advertisement
- Create a new VBO advertisement
- Insert attachments
- Edit/change unpublished advertisements
- Delete an unpublished advertisement (prior to Publish Date & Time)
- Post Amendments/Addenda to a Published advertisement
- Cancel a Published advertisement (prior to Closing Date & Time)
- View the Vendor Notifications that lists the vendors that have been “pushed” (sent notices)
- Post Bid Opening, Notice of Intent to Award, Notice of Award and No Award information and attachments for a closed advertisement

Using the Search Feature

Search the list of advertisements by clicking the **Search** button and entering your criteria.



Search rules:

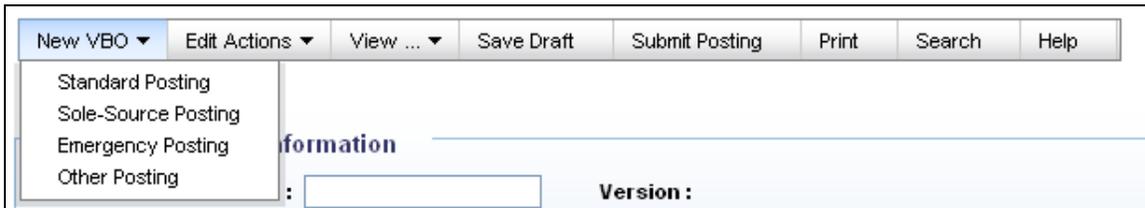
- Enter dates as mm/dd/yyyy
- Use asterisk wild cards (for example, *Smith*)

Use the asterisk (*) as a wild card before and after the search term if you are searching on the Buyer Name. To return to the full list, select the **Search** link again and select **Clear** to remove your prior search terms and click on **Ok**.

Note: Searches are case sensitive.

CREATE AN ADVERTISEMENT

Use the **New VBO** button to create the type of advertisement that you need: **Standard Posting**, **Sole-Source Posting**, **Emergency Posting**, or **Other Posting**.



See the table below for Advertisement Description and Functions

<u>Type of Advertisement Description and Functions</u>			
Advertisement Type	Advertisement Type Description	Procurement Types Selection	Notification
Standard Posting	The solicitation will follow routine procurement rules	<ul style="list-style-type: none"> • 2 Step IFB • Best and Final Offer • Invitation for Bids • Invitation for Qualified Contractors • Invitation for Qualified Products • Reverse Auction • Request for Information • Req. for Negotiated Price • Request for Proposals • Request for Quotes • Test SO used for SLA measuring • Surplus • Surplus Sealed Bid • Unsealed Invitation for Bids • Unsealed Request for Proposals • Public-Private Education Facilities and Infrastructure Act • Public-Private Transportation Act 	<p>Premium vendors that have asked to be notified will automatically be sent email or fax notifications, based on their preferred notification method.</p> <p>Vendors will be notified based on their selected commodities codes as compared to the commodities codes on the advertisements.</p>
Sole-Source Posting	<p>The solicitation is determined to be a sole source.</p> <p>May be entered after closing.</p>	Sole-Source	Vendors are not notified
Emergency Posting	The solicitations follows emergency procurement rules that required be posted after the emergency as occurred.	All Types	Vendors are not notified
Other Posting	Used for other authorized situations where public posting is only required after the procurement has closed.	All Types	Vendors are not notified

Standard Posting

Complete steps 1, 2, 3 & 4; step 4 is Optional.

Step 1: General Information

The screenshot shows the top navigation bar with buttons for 'New VBO', 'Edit Actions', 'Save Draft', 'Submit Posting', 'Print', 'Search', and 'Help'. A dropdown menu is open under 'Edit Actions', showing options: 'Standard Posting', 'Sole-Source Posting', 'Emergency Posting', and 'Other Posting'. A yellow callout box with a red arrow points to the 'Standard Posting' option. Below the menu, the text 'formation' and 'Version : ' are partially visible.

Select Standard Posting then scroll down to enter the advertisement information.

The screenshot displays the 'Step 1: General Information' form. It contains various input fields and dropdown menus. The 'Number' field is filled with 'JLARC1'. The 'Type' is 'IFB'. The 'Department' is 'P194'. The 'Unit' is 'P01'. The 'Publish Date' is '1/9/09'. The 'Closing Date' is '1/30/09'. The 'Category' is 'Supplies'. The 'Short Description' and 'Description' are both 'Construction IFB'. The 'Work Location' is 'Richmond, VA'. On the right side, there are sections for 'BUYER INFORMATION', 'REQUESTOR INFORMATION', and 'AMENDMENT/CANCELLATION INFORMATION'. The 'BUYER INFORMATION' section is pre-filled with 'Shane Caudill' for name, phone, and email. The 'REQUESTOR INFORMATION' section is also pre-filled with the same details. The 'AMENDMENT/CANCELLATION INFORMATION' section has a 'Description' field and 'Amended Date' and 'Cancel Date' fields. A 'Perma-Link' is provided at the bottom right.

Note: The right side column is pre-filled with buyer information, the left side requires buyer's input and all fields with an asterisk (*) are required. Detailed information about the data entry fields is available in Appendix A.

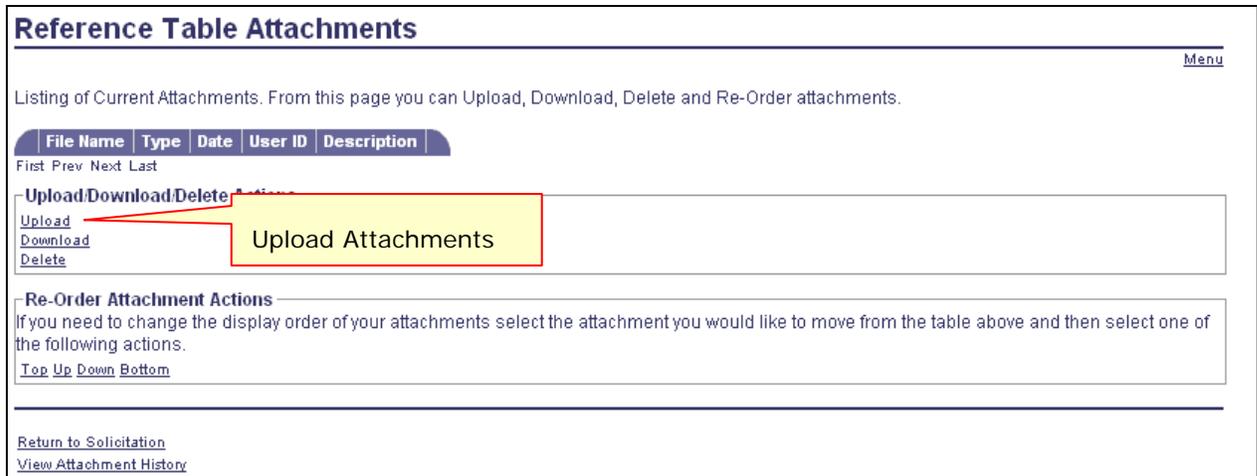
Step 2: Add/Remove Attachments



Use the **Attachments** button to add the solicitation files. There are no restrictions on the type of document (PDF, Word, Excel, etc.) that can be attached.

WARNING: Each document should be smaller than 30MB.

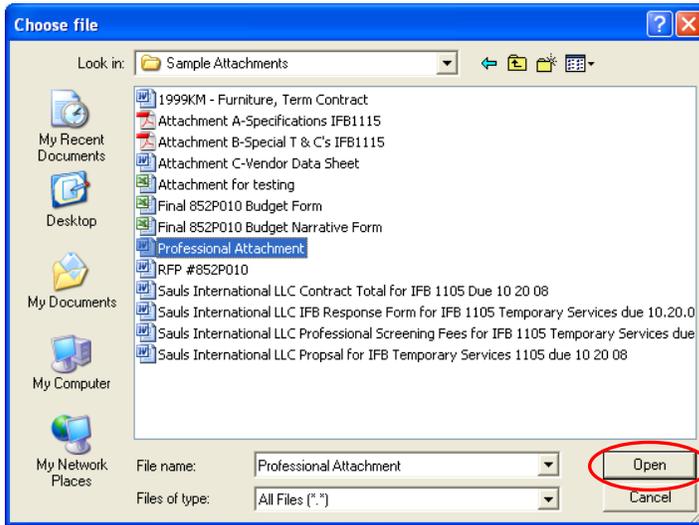
Select the **Attachments** button to open the Attachments page. VBO Buyer will automatically save your work. If there are any errors, you will see the yellow message bar instead of the Attachment screen. You must resolve all errors before you can proceed. Click the **here** link in the yellow bar to open the error message window. For a list of errors and corrections, refer to Appendix B of this guide.



Select the **Upload** link to find the file you want to attach.



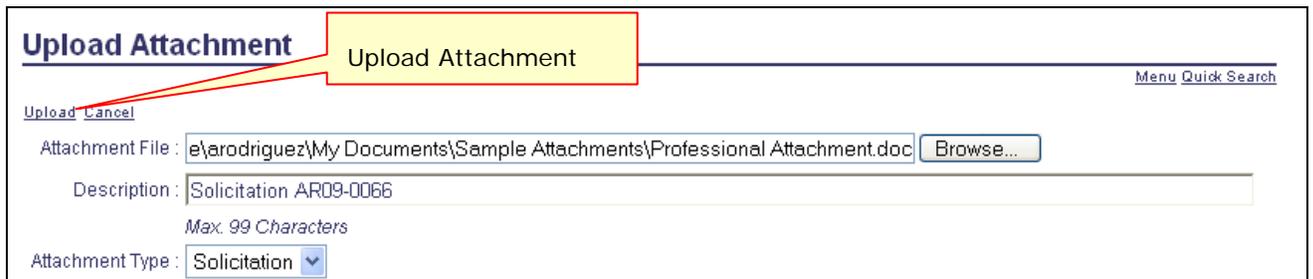
Use the **Browse...** button to open your browser's file selector.



Find the file on your computer or your network and select **Open**.

At the Upload Attachment screen, enter a Description (99) of the attachment.

NOTE: The description of the document should not exceed 99 characters.



Select the **Upload** link to add the attachment to your advertisement.

NOTE: The recommended file format/type for attachments is Adobe PDF.

Reference Table Attachments [Menu](#)

Listing of Current Attachments. From this page you can Upload, Download, Delete and Re-Order attachments.

File Name	Type	Date	User ID	Description
✓ Professional Attachment.doc	Solicitation	5/8/09	arodrigu1	Solicitation AR09-0066

First Prev Next Last

Upload/Download/Delete Actions

[Upload](#)
[Download](#)
[Delete](#)

Re-Order Attachment Actions

If you need to change the display order of your attachments select the attachment you would like to move from the table above and then select one of the following actions.

[Top](#) [Up](#) [Down](#) [Bottom](#)

[Return to Solicitation](#)
[View Attachment History](#)

At the Reference Table Attachments screen you will now see the attached file listed. Once you have uploaded your attachments, select the **Return to Solicitation** link.

What You Can Do Next:

- Continue uploading attachments by following the same sequence of steps.
- View or delete an attachment from the reference table. Select the attachment (it will be highlighted) and click **Delete** or the **Download** link.
- Finish your attachments by selecting **Return to Solicitation**.
- Review the history of your attachment activity by selecting **View Attachment History** from the reference table.

Attachment History

File Name	User ID	Date	Primary State	Deleted User ID	Deleted Date
✓ Rt1-2.pdf	arodrigu1	5/9/08	Active		

First Prev Next Last

[Return](#)

Step 3: Build Commodity List

Scroll down to the Commodity Code section below. Initially the screen shows no codes selected. Because the codes are used to select Premium Vendors for automatic email/fax notification for the advertisement, select multiple Commodity Codes to fully describe the solicitation.

WARNING: YOU MUST SELECT THE COMMODITY CODE FROM THE DROP DOWN MENU.

To add Commodity Codes:



1. Start typing in the field at **Search Here**. This field has the type forward function where you can enter the 5-digit NIGP commodity code or description.



2. Select a commodity code from the drop down menu.
3. Click the **Add Item** button; the screen will refresh and the commodity will be selected.

Step 4: Free Form Vendor (Optional)

Buyers can add vendors to the notification list here (for example, add the vendor who has the current contract).

Click the **Insert** link to add a vendor

▼ Step 4: Free Form Vendors

Line	Vendor Name	Contact Name	Email Address	Phone Number	Fax Number	Method of Notification
Delete Insert Copy Paste						
First Prev Next Last						

▼ Step 4: Free Form Vendors

Line	Vendor Name	Contact Name	Email Address	Phone Number	Fax Number	Method of Notification
✓	Vendor	Joe	email@email.com	804-555-5555	804-555-5555	Email
Delete Insert Copy Paste						
First Prev Next Last						

Click the **Insert** link and complete all Vendor information..

▼ Step 4: Free Form Vendors (Optional)

Line	Vendor Name	Contact Name	Email Address	Phone Number	Fax Number	Method of Notification
✓ 1	Vendor	Vendor	Vendor@Vendor.com	804-555-5555	804-555-5555	Email
2	Vendor	Vendor	Vendor1@Vendor.com	804-555-5555	804-555-5555	Fax
3	Vendor	Vendor	Vendor3@Vendor.com	804-555-5555	804-555-5555	Email
4	Vendor	Vendor	Vendor5@Vendor.com	804-555-5555	804-555-5555	Fax
5	Vendor	Vendor	Vendor@Vendor.com	804-555-5555	804-555-5555	Email
6	Vendor	Vendor	Vendor@Vendor.com	804-555-5555	804-555-5555	Email
7	Vendor	Vendor	Vendor@Vendor.com	804-555-5555	804-555-5555	Email
8	Vendor	Vendor	Vendor@Vendor.com	804-555-5555	804-555-5555	Email
9	Vendor	Vendor	Vendor@Vendor.com	804-555-5555	804-555-5555	Email
10	Vendor	Vendor	Vendor@Vendor.com	804-555-5555	804-555-5555	Email
Delete Insert Copy Paste						
First Prev Next Last						

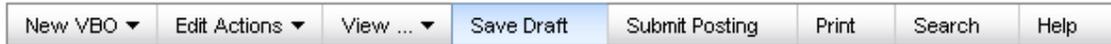
After enter more than 10 vendors, click the **Next** link to go to the next 10 vendors

After you have completed entering all the Free Form Vendors, you will be ready to publish your ad. Review the information entered on the Notification View; submit your ad for publishing by clicking the **Submit Posting** button (see the **Submit Posting** section below).

Save Draft Posting

WARNING: At a minimum you must enter a **"Number"** and **"Type"** under Step 1 under the General Information section to save a draft.

You may save a draft of the advertisement by clicking on the **Save Draft** button.



A pop up box message will appear informing you that a draft was saved but has not yet been published.



Submit Posting

After you have reviewed the Notification preview and are satisfied with the list of vendors to be notified, you are ready to publish your ad by clicking the **Submit Posting** button:



Check to see if your advertisement has been submitted by going to the grid at the top of the page.

VBO								
	Buyer Name	Number	Short Description	Version	Status	Publish Date/Time	Phase	Published ?
✓	Angel Rodriguez	AR09-09	When you amend a posting in vbo, the publish date is automat	2	Open	05/13/09 05:00 PM	Submitted	No
	Angel Rodriguez	AR09-10	Draft Test	1	Open	05/13/09 04:00 PM	Draft	No
	Angel Rodriguez	AR09141414	TESTING FOR ERRORS	1	Historical	05/06/09 04:30 PM	Submitted	Yes
	Angel Rodriguez	AR09141414	TESTING FOR ERRORS	2	Cancelled	05/08/09 03:00 PM	Submitted	Yes
	Angel Rodriguez	AR09-3	Scenario 9 (Regression)	1	Closed	05/07/09 03:30 PM	Submitted	Yes

Submission Explanation

Phase	Published	Meaning
Submitted	No	The advertisement will be published at the selected time and date requested.
Draft	No	The advertisement is a draft and cannot be published until it has been submitted
Submitted	Yes	The advertisement has been published as requested

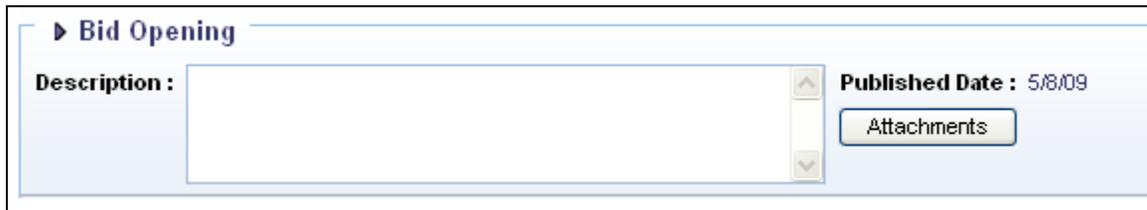
Changing an Advertisement

You can change the advertisement information anytime before the Publish Date/Time. Just overtype the data, and then click **Save & Submit**. You can confirm if your ad has been submitted or if it is in draft status by checking the grid as described above.

Updating Solicitation Events

Bid Opening

After the solicitation closes, you can enter the information on the Bid Opening.



Enter the details in the **Description** box, and upload any attachments. Click **Submit Posting**. The advertisement status will change to *Bids Opened*.

If a section is collapsed, you can expand it to reveal the Description field and Attachments button by selecting the arrow icon next to the section title.

Notice of Intent to Award

If you choose to post a Notice of Intent to Award, update this section of the advertisement.



Expand the section to reveal the Description field and Attachments button by selecting the arrow icon next to the section title. Upload the Notice of Intent to Award information as an Attachment.

Click **Submit Posting**. The advertisement Status will change to *Intent Posted*.

Notice of Award

If you choose to post a Notice of Award, update this section of the advertisement.



Expand the section to reveal the Description field and Attachments button by selecting the arrow icon next to the section title. Upload the Notice of Award information as an Attachment.

Click **Submit Posting**. The advertisement Status will change to *Awarded*.

If there is a Description or Attachment in the No Award section, the Notice of Award section must be blank.

No Award

If you choose not to award, you can update this section of the advertisement.



Expand the section to reveal the Description field and Attachments button by selecting the arrow icon next to the section title. Upload the No Award information as an Attachment.

Click **Submit Posting**. The advertisement Status will change to *No Award*.

If there is a Description or Attachment in the Notice of Award section, the No Award section must be blank.

PPEAs and PPTAs

Follow the instructions for standard posting above with the following exceptions:

- Under step 1 select PPEA or PPTA as applicable in the “*Type:” field.

Choose

Browse Clear

Document Code: PPEA, Select PPEA or PPTA as applicable

Document Type: [] Document Type Name: []

Select	Document Code	Document Name	Document Short Name	Document Type	Document Type Name
Select	PPEA	Private Education Facilities and Infrastructure (PPEA)	PPEA	SO	Solicitation
Select	PPTA	Public-Private Transportation Act (PPTA)	PPTA	SO	Solicitation

Cancel First Previous Next Last

- Under step 1 select PPEA/PPTA in the “*Category:” field.

▼ Step 1: General Information

*Number: JLARC1 Version: 1

*Type: PPEA Select PPEA or PPTA as applicable Find

*Department: P194 Find
P194 - Long Name Field

*Unit: P01 Find
Unit Code for P194

*Publish Date: 1/9/09 Time: 3:00 PM

*Closing Date: 1/30/09 Time: 10:00 AM

Public Bid Opening Date: [] Time: []

Pre-Bid Conference Date: [] Time: []

*Category: []

Web Address: []

*Short Description: []

*Description: []

*Work Location: [] Select PPEA/PPTA

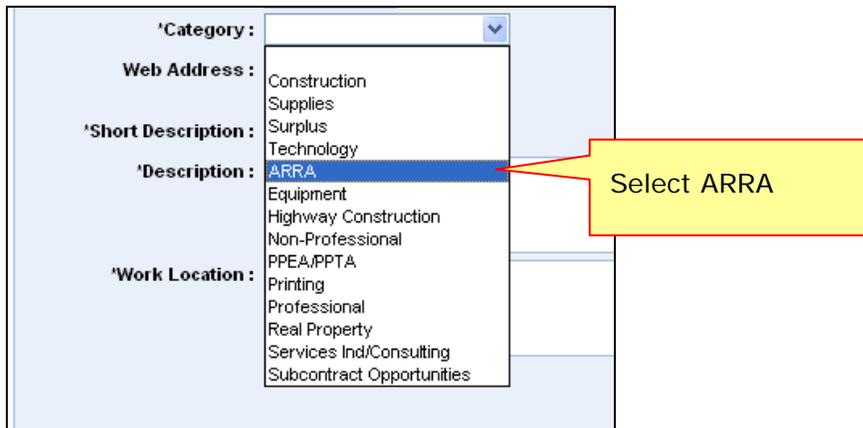
- Construction
- Supplies
- Surplus
- Technology
- Equipment
- Highway Construction
- Non-Professional
- PPEA/PPTA
- Printing
- Professional
- Real Property
- Services Ind/Consulting
- Subcontract Opportunities

American Recovery and Reinvestment Act funded Procurement (ARRA)

Complete steps 1,2,3 & 4; step 4 is optional.

Follow the instructions for standard posting above with the following exceptions.

- Under step 1 select AARA in the “*Category:” field.



The screenshot shows a web form with several fields. The 'Description' field is open, displaying a list of options. The options are: Construction, Supplies, Surplus, Technology, ARRA, Equipment, Highway Construction, Non-Professional, PPEA/PPTA, Printing, Professional, Real Property, Services Ind/Consulting, and Subcontract Opportunities. The 'ARRA' option is highlighted in blue. A yellow callout box with a red arrow points to the 'ARRA' option and contains the text 'Select ARRA'.

Sole Source Posting, Emergency, and Other Postings

- Complete step 1 as described
- Update the Solicitation Events and
- Complete step 3

The screenshot shows the 'New VBO' dropdown menu with the following options: Standard Posting, Sole-Source Posting, Emergency Posting, and Other Posting. The last three options are enclosed in a red rectangular box. Below the menu, there are input fields for 'Information' and 'Version'.

Note: When Selecting **Other Posting** an informational pop up will appear reminding that just like in **Sole-Source Posting** or **Emergency Posting** types ads vendors will not be notified.



Step 1: General Information

Select the applicable type of advertisement.

Note: The page will refresh and you will see **Sole-Source Posting** or **Emergency Posting** types displayed next to Step 1. The **Other Posting** will not.

The screenshot shows the 'General Information Sole Source' form. The title bar is highlighted with a red box. Fields include:

- *Number: AR09-8
- *Type: SS (with Find button)
- *Department: P194 (with Find button)
- *Unit: P01 (with Find button)
- *Publish Date: 5/11/09 (with calendar icon)
- Time: 11:00 AM (dropdown)
- *Closing Date: (with calendar icon)
- Time: (dropdown)
- Public Bid Opening Date: (with calendar icon)
- Time: (dropdown)
- Pre-Bid Conference Date: (with calendar icon)
- Time: (dropdown)
- Type: (dropdown)
- *Category: (dropdown)
- Web Address: (text field)
- *Short Description: (text field)
- *Description: (text area)
- *Work Location: (text area)

The screenshot shows the 'General Information Emergency' form. The title bar is highlighted with a red box. Fields include:

- *Number: AR09-8
- *Type: ifb (with Find button)
- *Department: P194 (with Find button)
- *Unit: P01 (with Find button)
- *Publish Date: 5/11/09 (with calendar icon)
- Time: 11:30 AM (dropdown)
- *Closing Date: (with calendar icon)
- Time: (dropdown)
- Public Bid Opening Date: (with calendar icon)
- Time: (dropdown)
- Pre-Bid Conference Date: (with calendar icon)
- Time: (dropdown)
- Type: (dropdown)
- *Category: (dropdown)
- Web Address: (text field)
- *Short Description: (text field)
- *Description: (text area)
- *Work Location: (text area)

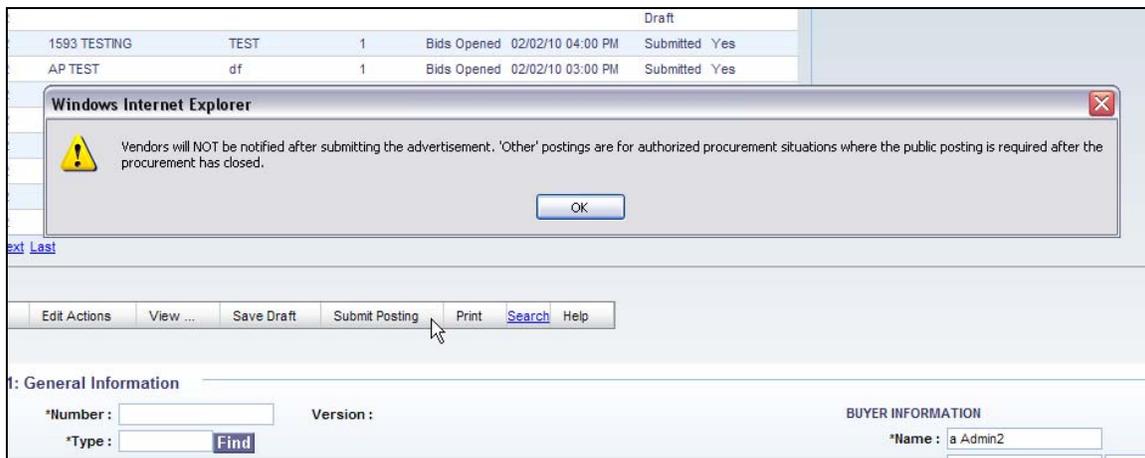
Note that the right side column is pre-filled with buyer information, the left side requires buyer's input, and all fields with an asterisk (*) are required. Detailed

information regarding the data entry fields is available in [Appendix B](#).

Scroll down to and enter the advertisement information.

Note different from a standard advertisement you need to:

1. Applicable for Sole Source only:
 - Select or typing in the **Type** field SS (Sole Source).
2. Applicable for Other only:
 - Pop-up message will be displayed to inform buyers there will be no notifications sent for 'Other' Postings.



3. Applicable to all Sole Source Posting, Emergency and Other Posting
 - The **Published Date** will default to the current date.
 - The **Published Time** will default to the next available publishing time.

*WARNING: If the Publish Date/Time passes before entering commodity codes or completing attachments, you must use **Amend Posting** to finish.*

- The **Closing Date** should be the date that the quote was received.
- The **Closing Time** should be the time that the quote was received.

Go to the Solicitation Events and update as applicable. You must enter text in at least one of the Description fields for Bid Opening, Notice of Intent to Award, Notice of Award, or No Award.

WARNING: You cannot enter information in both the Notice of Award and No Award sections. These sections are discussed in more detail later in this guide.

Add/Remove Attachments



Use the **Attachments** button to add the applicable files. This section is the same as for a standard posting. After you have uploaded your attachments, select the **Return to Solicitation** link.

Step 3: Build Commodity List

Scroll down to the Commodity Code section and select *Commodity Codes applicable*. This section is the same as for standard postings.

VENDOR NOTIFICATIONS

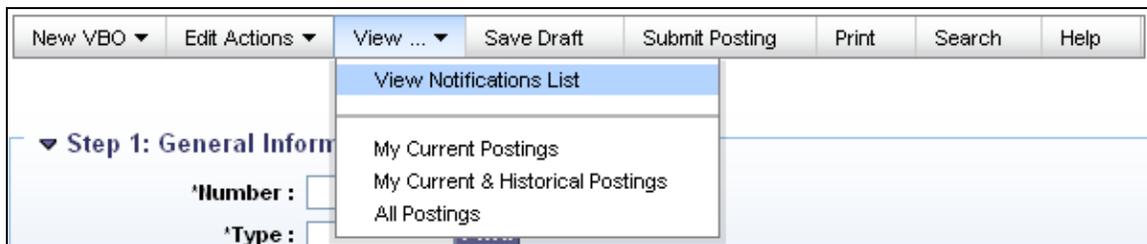
When **Standard** advertisements reach their Publish Date and Time, VBO Buyer sends email or fax notifications to all Premium Vendor locations that have registered for a Commodity selected on the advertisement. Notifications are also sent for any amendment or cancellation of the **Standard** advertisement.

You can only Amend or Cancel an advertisement while its Status is Open.

Notifications are not sent for **Sole-Source**, **Emergency**, and **Other** postings. The notification view provides a page for buyers to preview the notification list, including the notification statistics, prior to or after publishing a VBO advertisement. These preview notification lists can be downloaded to easily search for specific vendors.

Notification Views Prior to Issuance of the Advertisement

Buyers can preview the vendor notification list allowing buyers to determine if they need to modify the commodities listed for the solicitation in an attempt to meet the desired notification statistics. Under the **View** button, click the **View Notification Lists** link.



Note: Be patient; it will take a few minutes to generate the list; the following image will appear:



*Note: A new list will be generated every time you click the **View Notification Lists** link.*

*Note: Use the **View Notifications** link to view the Notification list before or after an advertisement is published.*

To sort the list of Vendors, select any underlined column title.

Notifications Preview

FB-A136-223423423.1

Return to VBO Ad

Help & Advice

▼ Notification Summary

163 Individual Vendors
136 non-SWaM
27 SWaM

SWaM Statistics
9 Women Owned Business
11 Minority Owned Business
8 Small Business

Delivery Statistics
246 Emails
8 Faxes
0 Requested U.S. Mail

Return to VBO Ad

▼ Notifications

Vendor	HQ Legal Name	Location Name	SWaM	Address	Contact	User	Emails
V50000002579	Jvendor	Jlocation		123 blah st centreville, VA 20120	asdf asdf 234-234-2342		as@aol.com
V50000002475	Jvendor	Jlocation		123 blah st centreville, VA 20120	steven sigal 234-234-2342		system_test@hotmail.com
V80000002430	QWERTY	QWERTY		123 blah ST centreville, VA 20120	steven sigal 345-345-3454	ssigal1	system_test@hotmail.com
V50000000975	SK Shake1	SK Shake1 - L		4050 Legato Fairfax, VA 22033	Susan Kennedy 703-267-5129	skshake1	system_test@hotmail.com
V50000001720	SK Tues	SK Tues		4050 Legato Fairfax, VA 22033	Susan Sktues.New 703-267-5129	susan.kennedy@cgi.com	
V80000000973	Toshiba	Fairfax Office		4050 Legato Road Fairfax, VA 22033	Candace Baker 703-267-7359		Candace.Baker@cgi.com
V50000000822	testcase2jusstSSN	testcase2		123 blah st centreville, VA 20120	jason gunther 333-222-3332		system_test@hotmail.com
V500000002474	Jvendor	Jlocation		123 blah st centreville, VA 20120	asdf asdf 234-234-2342	asdf0	system_test@hotmail.com
E2843	Lanky	Lanky Loop		78 Lanky Loop Fairfax, VA 20122	Lanky Loo 703-887-5030	lanky	etest00@hotmail.com
E2791	Tammy	One Lane		455 Legato Lane Fairfax, VA 12345	Tammy Tootone 704-899-3828		etest00@hotmail.com
V50000002474	Jvendor	Jlocation		123 blah st centreville, VA 20120	steven sigal 234-234-2342		system_test@hotmail.com
V50000002867	Redskins Park	jaasontest3		123 bvl st 234 blah st centreville, VA 20120	jason3 gunther3 234-234-2342	gunther59	as@a.com
V80000000548	TLHS Fibers	Leesburg		123 Leesburg Way Leesburg, VA 20175	Jane Sheep 703-555-1212	TLHSFibers2	tlhsmonds@yahoo.com
V50000002434	QWERTY	invable		123 blah ST centreville, VA 20120	steven sigal 345-345-3454		system_test@hotmail.com
V50000000540	TLHS Fibers	Leesburg		123 Leesburg Way Leesburg, VA 20175	Teri Simonds 703-555-1212	TLHSFibers1	tlhsmonds@yahoo.com
V500000001647	SK 63	SK 63 - New		4050 Legato fax, VA 22033	Susan Testing 703-267-5129	sk63new	susan.kennedy@cgi.com
E12				11 Main Street fax, VA 22033	Frank Jones 555-123-4567	summi2	system_test@hotmail.com
E2015				7 Gator Side fax, VA 22222	Trig Pony 222-303-9999		etest00@hotmail.com
V50000000065	Taylor	Fairfax - nj		12039 Ad HL Roads suite 834 Maneo, NJ 08832	M E 202-326-8958	ME	ME@cgi-ams.com
V80000000821	testcase1jusstSSN	testcase1		123 blah st centreville, VA 20120	jason gunther 234-234-2342		system_test@hotmail.com

First Prev Next Last Download From 1 to 20 Total 345

Top

Return to Ad

Return to VBO Ad

Return to VBO Ad

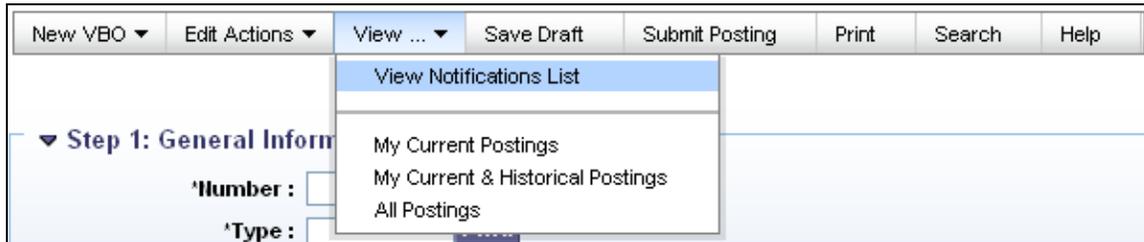
The following fields are displayed on this screen:

Field	Description
Vendor	The System ID for the Vendor location that has been selected for notification.
HQ Legal Name	The legal name of Vendor.
Location Name	The location legal name that the vendor has registered in the eVA Vendor Portal.
SWaM	Notification that Vendor is a Single, Woman, or Minority owned business.
Contact	Point of contact for Vendor.
Email/Fax	The email address or fax number used by VBO Buyer for the notification.

Vendors selected a Notification Type during registration.

Notification Views after Issuance of the Advertisement

After the Standard advertisement is published, the **View Notifications** link becomes active and will list all vendor locations that were notified. The list will also identify any vendor that has registered for solicitation notifications by postal delivery. To sort the list of Vendors, select any underlined column title.





Vendor Notification

The page contains a listing of all Vendor Notifications that have been sent for this Solicitation. The information on this screen is read-only and will be updated when the Solicitation is published. If you wish to update your notification please select on the "Update Postal Notification" button. You can also view and download the mailing address information for the Postal Notifications by selecting the "Get Postal Mailing List" button.

Solicitation	Vendor	HQ Legal Name	Location Name	State	Address	Contact	Phone	Email	Postal			
FB-A136-2522423-1						aeof	234-234-2342	aeof.com	51409			
FB-A136-2522423-1	V5000002179	Vendor	Location		123 Main St centerville, VA 20120	aeof aeof	234-234-2342	aeof.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002478	Vendor	Location		123 Main St centerville, VA 20120	elven egel	234-234-2342	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002400	GHERTY	GHERTY		123 Main St centerville, VA 20120	elven egel	345-345-3454	aeof1	system_mail@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	V5000002075	SK Shaker1	SK Shaker1 - L		4050 Legatts Fairfax, VA 22033	Susan Kennedy	703-267-6126	sakshaker1	system_mail@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	V5000001720	SK Tues	SK Tues		4050 Legatts Fairfax, VA 22033	Susan Shutes	703-267-6126	susan.kennedy@cp.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000000973	Tanika	Fairfax Office		4050 Legatts Road Fairfax, VA 22033	Carolee Brame	703-267-7399	Carolee.Brame@cp.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002322	Westcoast2	Westcoast2		123 Main St centerville, VA 20120	jean gunther	333-333-3332	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002474	Vendor	Location		123 Main St centerville, VA 20120	aeof aeof	234-234-2342	aeof1	system_mail@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	E2843	Larky	Larky Lane		78 Larky Lane Fairfax, VA 22122	Larky Lee	703-867-3030	larky	steve01@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	E2791	Tammy	Old Lane		405 Legatts Lane Fairfax, VA 12345	Tammy Tootom	704-999-9999	steve02@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002474	Vendor	Location		123 Main St centerville, VA 20120	elven egel	234-234-2342	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002067	Reston Park	RestonPark		123 Main St centerville, VA 20120	jean3 gunther3	234-234-2342	gunther3	aeof.com	51409	Solicitation	None
FB-A136-2522423-1	V5000000548	FLHS Flans	Leesburg		123 Leesburg Way Leesburg, VA 20175	Jane Sheno	703-555-1212	TLSH@ms2	shenome@yaho.com	51409	Solicitation	None
FB-A136-2522423-1	V5000002434	GHERTY	inville		123 Main St centerville, VA 20120	elven egel	345-345-3454	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002048	FLHS Flans	Leesburg		123 Leesburg Way Leesburg, VA 20175	Teri Simons	703-555-1212	TLSH@ms2	shenome@yaho.com	51409	Solicitation	None
FB-A136-2522423-1	V5000001647	SK E3	SK E3 - New		4050 Legatts Fairfax, VA 22033	Susan Teeling	703-267-6126	aeof@ms	susan.kennedy@cp.com	51409	Solicitation	None
FB-A136-2522423-1	E12	Congressional Quarters	Summit Rowing - West St		123 Main Street Fairfax, VA 22033	Frank James	555-123-4567	summit2	system_mail@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	E2815	Trig	Trig Lane		7777 Quater Side Fairfax, VA 22022	Trig Perry	202-363-6996	steve03@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000000965	Taylor Wade	Fairfax - M		12030 Ad Rd Roads M09 E24 Warren, MI 48052	M E	263-336-8988	ME	WE@cp.com	51409	Solicitation	None
FB-A136-2522423-1	V5000002021	Westcoast1	Westcoast1		123 Main St centerville, VA 20120	jean gunther	234-234-2342	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002581	Reston Park	park2		787 Beeing Way Arlington, VA 20148	jean gunther	234-234-2342	gunther12	system_mail@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	V5000001647	SK E3	SK E3 - New		4050 Legatts Fairfax, VA 22033	Teeling Susan	703-267-6126	susan.kennedy@cp.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002581	Reston Park	park2		787 Beeing Way Arlington, VA 20148	Rob Wery	703-893-3322	none@none.none	51409	Solicitation	None	
FB-A136-2522423-1	E3878	Taylor Wade	Ordering Location 2 for ER 118		Solicitation 2 Address Fairfax, WV 28602	Leta gi	222-222-2222	taylorwade	steve04@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	V5000001720	SK Tues	SK Tues		4050 Legatts Fairfax, VA 22033	Susan Teel	703-267-6126	stus	system_mail@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	V5000000437	Orange Man Group	Headquarters		123 Orange Avenue Fairfax, VA 22033	Oliver Orange	555-555-5555	steve05@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002069	Rob Teel Case 1	HS Teel Case 1		9878989 8978989, VA 21232	Jerry Pennington	703-655-3333	jean101	robert.jerry@cp.com	51409	Solicitation	None
FB-A136-2522423-1	V5000001989	TK Corp	Charity		4050 Legatts Rd Fairfax, VA 22033	Yur Kovin	555-123-1234	yurkor	emailnotification@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	E3878	Taylor Wade	Ordering Location 2 for ER 118		Solicitation 2 Address Fairfax, WV 28602	Stan Smith	703-736-8163	steve06@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002434	Arlington	Arlington		8818 Hunting Lodge Arlington, VA 20148	Werry Rob	703-655-3332	rob	robert.jerry@cp.com	51409	Solicitation	None
FB-A136-2522423-1	V5000002433	skLT	skLT		123 Main St centerville, VA 20120	elven egel	234-234-2342	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002069	Reston Park	Westcoast2		3243 Main St centerville, VA 20120	jean gunther	324-343-3242	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002429	Quary	Quary		123 Main St centerville, VA 20120	elven egel	345-345-3454	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	E2811	Truck	airington		11	TF	765-655-9999	Truck	aeof.com	51409	Solicitation	None
FB-A136-2522423-1	V5000002433	skLT	skLT		123 Main St centerville, VA 20120	elven egel	345-345-3453	aeof13	lucy.fairfax@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	V5000002433	skLT	skLT		123 Main St centerville, VA 20120	jean gunther	234-234-2342	gunther11	system_mail@hotmail.com	51409	Solicitation	None
FB-A136-2522423-1	V5000002433	skLT	skLT		123 Main St centerville, VA 20120	jean gunther	234-234-2342	system_mail@hotmail.com	51409	Solicitation	None	
FB-A136-2522423-1	V5000002433	skLT	skLT		123333 Main St centerville, VA 20120	Berry Rob	703-655-3332	rob1	robert.jerry@cp.com	51409	Solicitation	None
FB-A136-2522423-1	V5000002433	skLT	skLT		2333 Main St centerville, VA 20120	jean gunther	234-234-2342	gunther15	aeof.com	51409	Solicitation	None

Download List to Excel
[Download](#)

Return to Ad
[Return to VBO Ad](#)

The following fields are displayed on this screen:

Field	Description
Solicitation	Number associated with the document. This number will be displayed as the Solicitation number in Vendor Self Service (Vendor Portal).
Vendor	The System ID for the Vendor location that has been selected for notification.
HQ Legal Name	The legal name of Vendor.
Location Name	The location legal name that the vendor has registered in the eVA Vendor Portal.
SWaM	Notification that Vendor is a Single, Woman, or Minority owned business.
Address	The address that the vendor has registered in the eVA Vendor Portal.
Contact	Point of contact for Vendor.
User	The User ID of the individual at that location that will receive the notification.
Email/Fax	The email address or fax number used by VBO Buyer for the notification.
Date Sent	The date that notification was sent to the vendor. For postal situations, the Buyer enters this date by clicking on the Update Postal Notifications button.
Notification Type	The notification method that the vendor has selected. If it is email or fax, VBO Buyer will automatically notify the vendor and list the Date Sent. If it is Postal, the Buyer needs to manually print the advertisement and send it to the vendor. The Buyer can then update this list to record the Date Sent.
Failed Delivery	If the notification fails to be delivered, the record will be set to true. If the notification has been sent successfully, the record will be set to false.

Vendors selected a Notification Type during registration. VBO Buyer will automatically notify vendor locations that registered for *Email* or *Fax* Notification Type. For *Postal Service* notification, the Buyer must prepare and send the notification.

Buyers will receive a confirmation email with summary information of the notification which includes SWAM information and Permalink to the Solicitation posted in VSS. See Appendix C.

Viewing and Updating Vendors for Postal Notifications

If there are vendors that have requested Postal Service notifications, you must:

1. Get the Mailing Addresses for the selected vendors
2. Send the notifications to the vendors
3. Update the Sent Date on the Vendor Notification table

Get Mailing Addresses

To view the addresses for the required *Postal Service* notifications, select **Get Postal Mailing Addresses** from the Vendor Notification screen

The VBO Buyer displays the mailing address information required to deliver the printed advertisement to the registered vendors that are on the notification list.

Select the **Download** link to retrieve the addresses into a spreadsheet.

Your browser might prompt you to **Open** or **Save** the file. If you select Open, your browser will open the spreadsheet in a separate browser window.

You can then **Save** the file to disk and use it for a mail merge. You can close the spreadsheet window to return to the Postal Notification Delivery Information screen.

Select **Return to Vendor Notification List**.

Postal Notification Updates

After you have sent the printed advertisements to the vendors that selected Postal Service notification, you can update the Vendor Notification list with the date that you sent the notifications.

Vendor Notification help & advice [Menu](#)

This page contains a listing of all Vendor Notifications that have been sent for this Solicitation. The information on this screen is read-only and will be updated when the Solicitation is published. If you wish to update the Notification Sent information for your postal notifications please select on the "Update Postal Notifications" button. You can also view and download the mailing address information for the Postal Notifications by selecting the "Get Postal Mailing Addresses" button.

Solicitation	Vendor	HQ Legal Name	Location Name	SWaM	Address	Contact	User	Email/Fax	Date Sent	Notification Type	Failed Delivery
IFB-A136-DR TEST 42-1	VS0000002579	jvendor	Jlocation		123 blah st centreville, VA 20120	asdf adsf		a@aol.com	7/1/09	Solicitation	false
IFB-A136-DR TEST 42-1	VS0000002475	jvendor	Jlocation		123 blah st centreville, VA 20120	steven sigal		system_test@hotmail.com	7/1/09	Solicitation	false
IFB-A136-DR TEST 42-1	VS0000000052	eProcurement--2:37 Tuesday	Vienna		4000 Legato Fairfax, VA 22033	Shirley Temple 703-307-7033		17033077033@faxmail.com	7/1/09	Solicitation	false
IFB-A136-DR TEST 42-1	E3037	Vida Doce	John's Cafe		9801 Shadow Wood drive verona, WI 53593	Joseph Elkredge 555-555-5555		e@x.com	7/1/09	Solicitation	false

From the Vendor Notification screen, select **Update Postal Notifications**.

Postal Notification Updates help & advice [Menu](#)

Please update the Notification Sent Date field with the date that the postal notifications were mailed to the Vendors.

Solicitation	Vendor	Contact Name	Date Sent	Created By	Created On	Last Modified By	Last Modified On
IFB-A136-TAMARA'S TEST-1	E12	Frank Jones	9/13/04	sa	9/13/04	advjm	8/1/05
IFB-A136-TAMARA'S TEST-1	E2773	Taylor Made	9/13/04	sa	9/13/04	advjm	8/1/05
IFB-A136-TAMARA'S TEST-1	E12	Frank Jones		sa	9/13/04	advjm	8/1/05
IFB-A136-TAMARA'S TEST-1	E2773	Taylor Made	9/13/04	sa	9/13/04	advjm	8/1/05
IFB-A136-TAMARA'S TEST-1	E2773	Tamara Made	9/13/04	sa	9/13/04	advjm	8/1/05

At the Postal Notification Updates page, you can log the date you sent the advertisement information to the vendors registered for Postal Service notification.

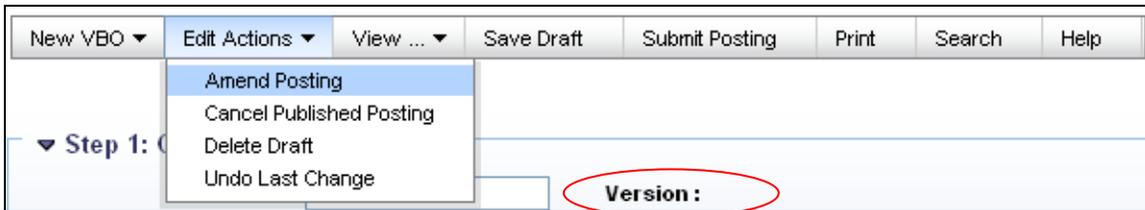
For each vendor, enter the date directly or select it from the pop-up calendar tool. Then click **Save**. You can enter corrections to these dates at any time.

Select **Return to Vendor Notification List**. Then select **Return to VBO Ad** to return to the Advertisement.

AMEND AN ADVERTISEMENT

Advertisements can be amended only when they are still *Open* (prior to the Closing Date and Time). After they reach *Closed*, *Bids Opened*, *Intent Posted*, *Awarded*, *No Award*, or *Cancelled* status, they cannot be amended. (The **Amend Posting Entry** link will no longer be active.)

Find the advertisement to be amended using the **Search** button or by sorting or paging as described earlier in this guide.



After you locate your advertisement, select the **Amend Posting** link. A new version of the advertisement will open with the next Version number. Make all necessary changes. Complete the names, dates, and upload the attachments just as if you were creating the original advertisement.

Enter information in the Amendment/Cancellation Information box.

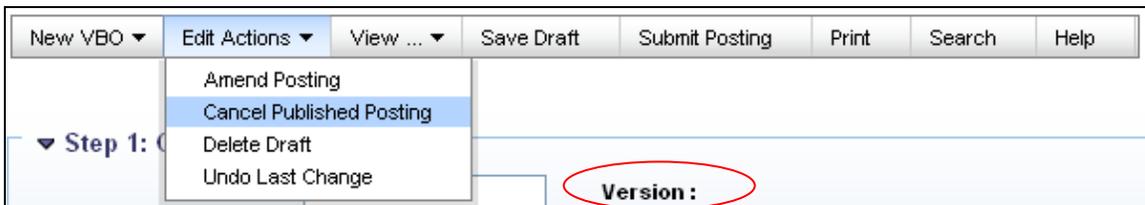
Select the Publish Date/Time to publish the amendment. When complete, click **Submit Posting**. At the Publish Date/Time, VBO Buyer will make the new version visible to vendors and send vendor notifications to the appropriate Premium registered vendor locations.

CANCEL AN ADVERTISEMENT

Advertisements can only be canceled when they are still *Open* (prior to Closing Date and Time). After they reach *Closed*, *Bids Opened*, *Intent Posted*, *Awarded*, *No Award*, or *Cancelled* status, they cannot be canceled. (The **Cancel Published Posting** link is no longer active.)

To cancel an advertisement that has already closed, the Buyer should post a notice in the No Award section of the advertisement.

Find the advertisement to be canceled using the **Search** button or by sorting or paging as described earlier in this guide.

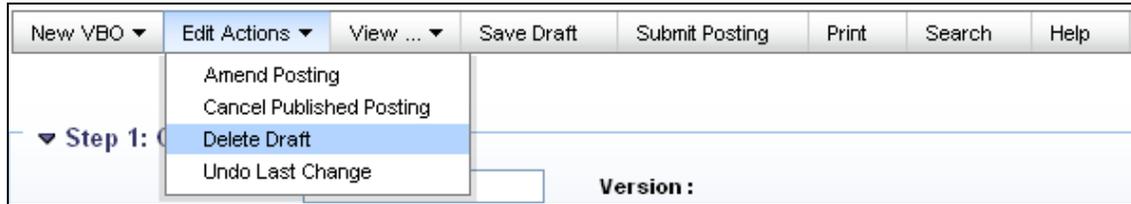


After you locate your advertisement, select the **Cancel Published Posting** link. A new version of the advertisement will open with the next Version number. The Publish Date and Time are automatically selected as the next posting time.

Enter any explanation or necessary information in the Amendment/Cancellation Information box. When complete, click on the **Save Draft** button. Select the Publish Date/Time to publish the canceled, VBO Buyer will make the canceled version visible to vendors and send vendor notifications to the appropriate Premium registered vendor locations. When finished, click on the **Submit Posting** button.

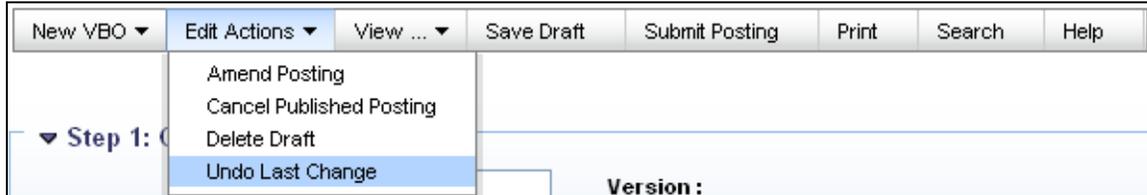
DELETE DRAFT ADVERTISEMENT

Draft ad can be deleted at any time. After you locate your advertisement, on the **Edit Actions** menu, click **Delete Draft**.



UNDO LAST CHANGE

Undo Last Change is a command that will erase **only** the last change made before saving the advertisement. To undo a change, on the **Edit Actions** menu, click **Undo Last Change**.



After you locate your advertisement, on the **Edit Actions** menu, select the **Delete Draft** link.

ERROR MESSAGES

If there are any errors, VBO Buyer will display a yellow message bar at the top of the screen.



Error Message Behavior

VBO Buyer will save your information and check your advertisement for errors whenever you select **Submit Posting** or **Attachments**. This includes not only the required fields, but also specific business rules for other fields.

*Your advertisement will **NOT** be saved unless all errors are corrected.*

View Error Message

Click the **View All link** in the yellow bar to open the detailed error message window.

Error Messages [Menu](#)

This page lists errors or warnings from the previous page. Errors must be corrected before your information can be saved. Click [Here](#) to close this window and return to previous page.

Message	Severity	Context
Category is required.	Error	
Type is required.	Error	
Published Time is required.	Error	
Work Location is required.	Error	
Number is required.	Error	
Invalid Requestor Phone Number. (CC013)	Error	
Invalid Buyer Phone Number. (CC013)	Error	
Published Date is required.	Error	
Closing Date is required.	Error	

VBO Buyer does not check for all possible errors at once. You may find that VBO Buyer will not check the rest of your information until you have corrected the first set of errors that have been identified.



Again, it is important that you continue to make corrections until you can **Submit Posting** and not get the yellow error bar.

For detailed information regarding error messages and corrections, refer to Appendix B of this guide.

APPENDIXES

Appendix A - Data Entry Fields Information

Fields with an asterisk (*) are required. The number in parenthesis in the Definition column is the max number of characters allowed for the field.

Step 1: General Information – **Right side column** pre-filled buyer information

Field	Definition
*Buyer Name	Name of individual who is the Procurement Professional on the solicitation – will default to your name, but can be changed (61)
*Buyer Phone Number	Contact phone number for Procurement Professional—will default to your phone number, but can be changed (30)
Buyer Phone Extension	Extension number for Procurement Professional, if applicable (6)
Buyer Fax Number	Contact fax number for Procurement Professional (30)
*Buyer Email	Email address for Procurement Professional—will default to your email address, but can be changed (100)
*Requestor Name	Name of individual, other than the Buyer, that your vendors can contact for information. Could be the person requesting the solicitation (on behalf of) or a Technical Contact. This will default to your name, but can be changed (61).
*Requestor Phone	Contact phone number for Requestor—will default to your phone number, but can be changed (30)
Requestor Phone Ext	Extension number for Requestor, if applicable (6)
Requestor Fax Number	Contact fax number for Requestor (individual requesting the solicitation).
*Requestor Email	Email address of Requestor—will default, but can be changed (100)
Amendment/ Cancellation Information	Text field for entering a description of the Amendment/Cancellation to the Solicitation. .(Not used with the initial posting)
Amended Date	Display only field showing the date the Solicitation was last amended. If this is Version 1, this field will be blank. (Not used with the initial posting)
Cancel Date	Display only field showing the date the Solicitation was canceled. (Not used with the initial posting)
Permalink	Permalink, or permanent link, is a URL that points to the Ad in VBO.



Step 1: General Information – **Left side column** requiring buyer’s input.

Field	Definition
*Number	Solicitation Number (50) – must be unique for each advertisement
Version	System-generated Version number of the solicitation. The solicitation is Version 1 when it is first published. Each amendment or cancellation gets the next version number increment. For example, the first amendment to a solicitation would be Version 2.
*Type	Solicitation type of the document - use the Find button
*Department	Department (Agency) that the advertisement is being created for—your department will be the default value. If you are authorized to place advertisements for other agencies, use the Find button to select the Department (Agency).
*Unit	Unit for which the advertisement is being posted. Your Unit will default in this field and will usually be <i>VBO</i> , except that a Local Government or Public Body may see a description of the organization. If you are authorized to place advertisements for other purchasing shops (Units) within your Agency/Organization, use the Find button to select the appropriate Unit.
*Published Date	Date that you want the Solicitation to be published on the eVA Vendor Portal. This date can be a current or future date. For Sole-Source , Emergency , and Other postings, this will default to today’s date.
*Published Time	Time that you want the Solicitation to be published on the eVA Vendor Portal. Select from the list of allowed ½ hour time increments. For Sole-Source , Emergency , and Other postings, this will default to the next available publishing time today’s date. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><i>WARNING: If the Publish Date/Time passes before entering commodity codes or completing attachments, you must use Amend Posting to finish.</i></p> </div>
*Closing Date	Solicitation closing date after which responses will no longer be accepted. For Standard postings, this date must be equal to or greater than the Publish Date. For Sole-Source , Emergency , and Other postings this should be the date that the quote was received.
*Closing Time	Solicitation closing time after which responses will no longer be accepted. For Standard postings, this time, in conjunction with the Closing Date, must be greater than the Publishing Date and Time. For Sole-Source , Emergency , and Other postings this should be the time that the quote was received.
Public Bid Opening Date	If applicable to the solicitation, the date that all bids will be publicly opened. If entered, this date must be equal to or greater than the Closing Date.
Public Bid Opening Time	If applicable to the solicitation, the time that all bids will be publicly opened. Required if a Public Bid Opening Date is entered. If entered, this time, in conjunction with the Public Bid Opening Date, must be equal to or greater than the Closing Date and Time.
Pre-Bid Conference Date	Date for the Pre-Bid Conference. This is a required field if a Pre-Bid Conference Type is chosen. For Standard postings, must be greater than Publishing Date and less than Closing Date. For Sole-Source and Emergency postings this Date must be in the past and less than the Closing Date.
Pre-Bid Conference Time	Time for the Pre-Bid Conference. This is a required field if a Pre-Bid Conference Type is chosen. For Standard postings, this time, in conjunction with the Pre-Bid Conference Date, must be greater than Publishing Date/Time and less than Closing Date/Time. For Sole-Source and Emergency postings this must be in the past and less than the Closing Date/Time.
Pre-Bid Conference Type	Type of Pre-Bid Conference: Pre-Bid Conference, Mandatory Pre-Bid Conference, Pre-Proposal Conference, or Mandatory Pre-Proposal Conference.
*Category	Category associated with the document, which vendors will be use as a search



Field	Definition																												
	value. Select using the dropdown list.																												
	<table border="1" style="width: 100%; background-color: #ffffcc;"> <thead> <tr> <th style="background-color: #800000; color: white;">Categories</th> <th style="background-color: #800000; color: white;">Definition</th> </tr> </thead> <tbody> <tr> <td>ARRA</td> <td>American Recovery and Reinvestment Act funded Procurement</td> </tr> <tr> <td>Construction (General)</td> <td>Building, altering, repairing, improving or demolishing any structure or building, and any draining, dredging, excavation, grading or similar work upon real property</td> </tr> <tr> <td>Equipment</td> <td>All equipment excluding Technology</td> </tr> <tr> <td>Highway Construction</td> <td>Highway construction, services, supplies, maintenance and repair</td> </tr> <tr> <td>Non-Professional (Services)</td> <td>Repairs, maintenance, buildings, and grounds and all others not included in Construction, Highway Construction, Services Ind/Consulting and Professional categories.</td> </tr> <tr> <td>Professional (Services)</td> <td>Accounting, actuarial services, architecture, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering services</td> </tr> <tr> <td>PPEA/PPTA</td> <td>(Public-Private Education & Infrastructure Act): Public private partnership projects. Solicited or unsolicited Public-Private Transportation Act of 1995, (as Amended) Implementation Guidelines</td> </tr> <tr> <td>Printing</td> <td>Printing services and products</td> </tr> <tr> <td>Real Property</td> <td>Lease of office space, purchase/sale of land, appraisals/broker services</td> </tr> <tr> <td>Services Ind/Consulting</td> <td>Individual or Consulting including counseling, education, management and research, training and general consulting services.</td> </tr> <tr> <td>Supplies</td> <td>Food, clothing, textiles, office, medical, hardware supplies and materials, etc.</td> </tr> <tr> <td>Surplus</td> <td>Auction or sealed bid sale of state surplus property</td> </tr> <tr> <td>Technology</td> <td>Technology related procurements, including word processing, micro and mini-computers, peripherals, software, telecommunications, and support services</td> </tr> </tbody> </table>	Categories	Definition	ARRA	American Recovery and Reinvestment Act funded Procurement	Construction (General)	Building, altering, repairing, improving or demolishing any structure or building, and any draining, dredging, excavation, grading or similar work upon real property	Equipment	All equipment excluding Technology	Highway Construction	Highway construction, services, supplies, maintenance and repair	Non-Professional (Services)	Repairs, maintenance, buildings, and grounds and all others not included in Construction, Highway Construction, Services Ind/Consulting and Professional categories.	Professional (Services)	Accounting, actuarial services, architecture, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering services	PPEA/PPTA	(Public-Private Education & Infrastructure Act): Public private partnership projects. Solicited or unsolicited Public-Private Transportation Act of 1995, (as Amended) Implementation Guidelines	Printing	Printing services and products	Real Property	Lease of office space, purchase/sale of land, appraisals/broker services	Services Ind/Consulting	Individual or Consulting including counseling, education, management and research, training and general consulting services.	Supplies	Food, clothing, textiles, office, medical, hardware supplies and materials, etc.	Surplus	Auction or sealed bid sale of state surplus property	Technology	Technology related procurements, including word processing, micro and mini-computers, peripherals, software, telecommunications, and support services
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Web Address	The web address (URL) the buyer can user for reference. Please include the http:// or https:// part of the address and verify that the entire URL is correct. Vendors can select this link directly from the advertisement to launch the URL in a new browser																												



Field	Definition
	window.
*Short Description	Text field for entering a short description of the Solicitation. This field will be displayed as the Description on the Solicitation Search page in the eVA Vendor Portal (60). LOCAL GOVT: always begin this field with the name of your organization. (For example; Hanover Volunteer Fire Dept: Seeking services for...).
*Description	Text field for entering a description of the Solicitation (1500) LOCAL GOVT: always begin this field with the name of your organization. (For example; Hanover Volunteer Fire Dept: Seeking services for...)
Work Location	The location where the work described in the solicitation is to be performed.
Bid Opening	Free form field. For Sole-Source and Emergency postings, you must enter text in at least one of the Description fields for Bid Opening, Notice of Intent to Award, Notice of Award, or No Award. You may also add attachments specific to these sections. You cannot enter information in both the Notice of Award and No Award sections.
Notice of Intent to Award	
Notice of Award	
No Award	
Notice Sent Date	The date when VBO Buyer sends email or fax notifications to all Premium Vendor locations that have registered for a Commodity selected on a Standard advertisement that has reached its Publish Date & Time.
Version Effective End Date	The last date for which this version of the advertisement is effective.



Appendix B - Listing of Error Messages

The following table lists, alphabetically, the error messages that you may see while using VBO Buyer and the corrective action you should take.

Error Message	What it Means – Corrective Action
Action not authorized for the current user.	Unit field is blank, or you entered an invalid value. For all users except eVALite, should enter "VBO"
Category is required.	You did not choose a VBO Category
Closing Date and time cannot be greater than Current Date and time (A2223)	The Close Date/Time you entered is in the future. This should be the date/time for the solicitation close.
Closing Date cannot be greater than Public Bid Opening Date (A2223)	You have chosen a Public Bid opening before the solicitation closes.
Closing Date is required	You have left either the Close Date or Close Time blank.
Commodity is required.	The field is blank. You did an INSERT but did not enter a Commodity Code. OR You tried to delete an empty commodity INSERT. You must enter a value and then use the delete.
Department is required.	You do not have your Agency Code in the Department field.
Invalid Dept (A111), Unit (T01), Fiscal Year (2004) combination. Cannot obtain the remaining Org codes. Error while checking security on row data.	You are not completely setup to use the VBO. Contact eVA Customer Care or your Account Executive.
Invalid Requestor Phone Number (CC013)	The phone number that is entered does not follow the 804-123-1234 format.
Invalid Buyer Phone Number (CC013)	The phone number that is entered does not follow the 804-123-1234 format.
Missing Bid Description. This entry is required. (V139)	You did not enter a description for the solicitation.
Missing Bid Short Description. This entry is required. (V139)	You did not enter a short description.
Missing Buyer Email. This entry is required. (V139)	The Buyer Email field is either blank or does not have an "@" in the email address.
Missing Buyer Name. This entry is required. (V139)	The Buyer Name field is blank.
Missing Buyer Phone. This entry is required. (V139)	The field is blank or, there are too many characters, should be format of 804-123-1234
Missing Requestor Email. This entry is required. (V139)	The Requestor Email field is either blank or does not have an "@" in the email address.
Missing Requestor Name. This entry is required. (V139)	The Requestor Name field is blank.
Missing Requestor Phone. This entry is required. (V139)	The field is blank or, there are too many characters, should be format of 804-123-1234



Error Message	What it Means – Corrective Action
Missing Unit Code. This entry is required. (V139)	The Unit field is blank,
Number is required	You left the Solicitation Number field blank
Object 'R_NAP_SO' has no valid primary key value, action aborted	You have left the Solicitation Number, Department or Unit fields blank.
Pre-Bid Conference Date and Time must be greater than Published Date and Time and less than Close Date and Time. (C011)	Your Pre-Bid conference is scheduled in the past. OR Pre-Bid conference is scheduled after the solicitation close
Published Date is required.	Publish Date is blank
Published Date/Time cannot be greater than Closing Date/Time (A2223)	Your Close Date/Time is before the date you want the solicitation posted.
Published Time is required.	Publish Time is blank
The data entered for Buyer Phone Number is invalid	You have entered something other than a standard phone number; should be format of 804-123-1234
The data entered for Requestor Phone Number is invalid	You have entered something other than a standard phone number; should be format of 804-123-1234
The Unit Code does not exist on the Unit Table. (A761)	You entered an invalid value for Unit. For all users except eVALite, should enter "VBO"
Type is required.	You have left the Type field blank
Unique constraint (APPCOMM.PKEY_R_NAP_SO_COMM) violated	You have the same Commodity Code listed more than once. You must change the extra entry to a different number before VBO Buyer will let you delete it or save.
Unknown message: c:C010,v:Pre-Bid Conference Type/Date/Time%	You have said that you are having a Pre-Bid Conference, but did not specify a Date and Time.
You are required to enter a description in at least one of the following sections: Bid Opening, Notice of Intent to Award, Notice of Award (V181)	Sole Source or Emergency ads require you to enter something in one of these three fields.
You cannot post both Award and No Award. One of these sections must be blank and not have attachments. (V193)	You cannot post both Award and No Award. One of these sections must be blank and not have attachments.

Appendix C – Notification Summary E-Mail

----- DO NOT REPLY TO THIS EMAIL -----

Dear Buyer:

This email provides a summary of eVA notifications for Solicitation IFB P194 20876-1 Amendment #0.

The detailed notification list can be downloaded within the VBO Buyer or eProcurement solicitation.

Solicitation Notification Summary

24 Individual Vendors Notified

19 non-SWaM
5 SWaM
 2 Small Businesses
 2 Minority Owned Businesses
 1 Women Owned Business

} SWaM information

SWaM Vendors with multiple certifications counted once with precedence going to Small Business, then to Minority Owned Business, then to Women Owned Business.

} SWaM explanation

Delivery Statistics/Results
48 Emails
2 Faxes
2 Undeliverable Email/Fax
2 request U.S. Mail notification (eVA does NOT send U.S. Mail)

} Delivery Information

These numbers include one notice per Vendor and additional notices to Vendor contacts if requested.

} Delivery Explanation

Download the Notification List to view undeliverable and U.S. Mail notifications. Check with your Procurement Office for any requirements regarding these vendors.

Use this link to access your posted Solicitation (IFB P194 20876-1 Amendment #0): <https://vendor-uat.epro.cgipdc.com/loginEngine/index.jsp?openDoc=openDoc&DocumentCode=IFB&DepartmentCode=P194&DocumentID=20876&DocumentVersNo=1&Destination=pSolicitation>

} Permalink

If you have questions, please contact eVA Customer Care at ☎ 1-866-289-7367 or eVACustomerCare@dgs.virginia.gov.

Explanation of the Statistic/Results

Using the example above:

- eVA send 50 notifications (48 emails + 2 Faxes) to notified 24 individual vendors.
- 2 Failed deliveries within the 50 Email/Fax
- Additionally 2 request U.S. Mail notification (eVA does NOT send U.S. Mail)

Appendix D – FAQ

1. How can I see what my ad looks like on the public side once it's posted?
 - *Go to the eVA home page <http://www.eva.virginia.gov/> and select Solicitations & Awards (VBO) to go to the VBO site. Search for your ad and open it to view.*
2. As a local government organization, I have a need to view VBO ads that are created in other parts of our organization. How can I gain access to these?
 - *Go to the eVA home page <http://www.eva.virginia.gov/> and select Solicitations & Awards (VBO) to go to the VBO site. Search for your ad and open it to view it.*
3. Do I have to post a Notice of Intent?
 - *Please check your local procurement procedures and/or the ASPSM*
4. If I want to enter a different buyer name, my organization rather than a person's name, would that be possible?
 - *Yes, just edit the information.*
5. Can the blue bar on the left disappear?
 - *Yes it can. Click on hold between the edge of the blue and the white area and drag it to the left.*
6. How soon will I get the email notification?
 - *You should receive the email notification within 30 minutes.*
7. How can I get another notification email if I deleted the original one?
 - *You cannot get another email, however you can go to Notification Preview and download a list of vendors notified.*
8. What is a Permalink?
 - *A permalink, or permanent link, is a URL that will take you to your specific ad. It is emailed to the vendors when they are notified.*
9. Can I delete or retract an ad after it has been submitted?
 - *If it is published the ad can neither cancel nor retracted. Ads can not be deleted once they have been published.*
 - *No, if it has been published.*

10. How do I post a PPEA or PPTA?

- *When creating the ad, select **Standard Posting** and follow the instructions under the section titled "PPEAs and PPTAs".*

11. What does VBO stand for?

- *Virginia Business Opportunity*

12. What is VBO?

- *It is the official state web site for posting solicitations, addenda and award actions. Buyers post their information and vendors can look for business opportunities and follow the procurement activity.*

13. Can I change my ad information?

- *Yes, if it has not been published yet, if the ad is published you can amend it.*

14. How can I save my work?

- *As long as any errors are corrected, the ad will save automatically. If the error messages are not addressed, the ad will not save. You can also click on save and submit.*

15. Can I copy my ad and create a new one from?

- *This functionality is not available at this time*

16. Is it mandatory to use VBO?

- *The use of VBO is completely voluntary. See your procurement policies.*

17. There is a lot of information on the screen, how can I make it easier to navigate?

- *You can collapse steps 1, 2 and 3 by clicking the ► in each box when you are not editing them.*

18. What do I do if my solicitation has closed and I need to extend it?

- *Only ads that are open can be extended.*

19. Where can I send my suggestions to improve the program?

- *Sign up for the eVA User Group Social Networking at <http://evausergroup.ning.com/>*