

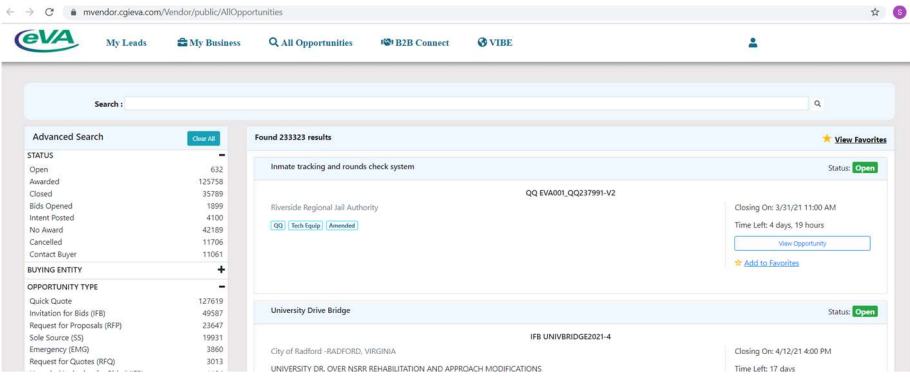
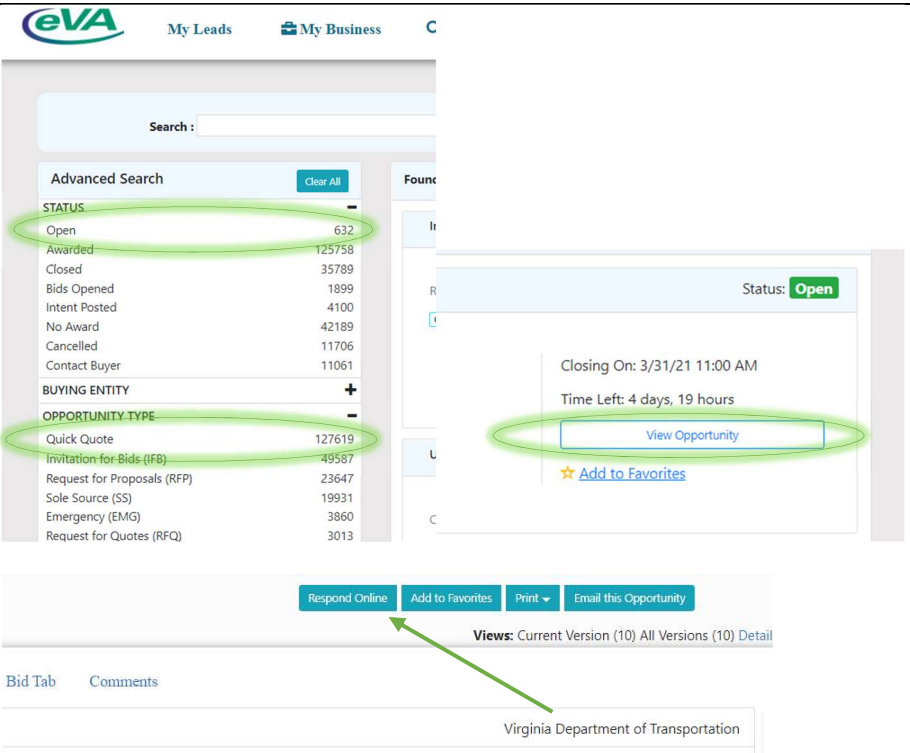
QUICK STEPS FOR A **QUICK QUOTE** RESPONSE



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 complete a response. Your company **must be fully registered with eVA** to respond online.

NOTE: If you downloaded this document from the Quick Quote application, refer to Step 2b – 3).

<p>Step 1</p>	<p>Access eVA at https://eva.virginia.gov/ then log in to your eVA account.</p> <p>NOTE: You do not need to be logged into eVA to view Quick Quotes, but you must be logged in to respond to an open Quick Quote.</p> <p><i>You can access all solicitations without logging in from the main eVA homepage by clicking on Business Opportunities → Virginia Business Opportunities (VBO) at the top of the page.</i></p>	<p>Enter your eVA User Name and eVA Password.</p> <p>Click the Login button.</p> <p>The Vendor Portal appears, showing all solicitations in various conditions.</p> 
<p>Step 2a</p>	<p>To view open Quick Quotes from within the Portal:</p> <ol style="list-style-type: none"> Choose filters <ul style="list-style-type: none"> Status: Open Opportunity Type: Quick Quote. Once desired Quick Quote is found, click the View Opportunity button. To respond, click the Respond Online button. <p><i>Note: If you are not logged into eVA, you will be directed to the log in page. You will need to enter your eVA User Name and eVA Password to continue.</i></p>	 <p>Views: Current Version (10) All Versions (10) Detail</p> <p>Bid Tab Comments</p> <p>Virginia Department of Transportation</p>

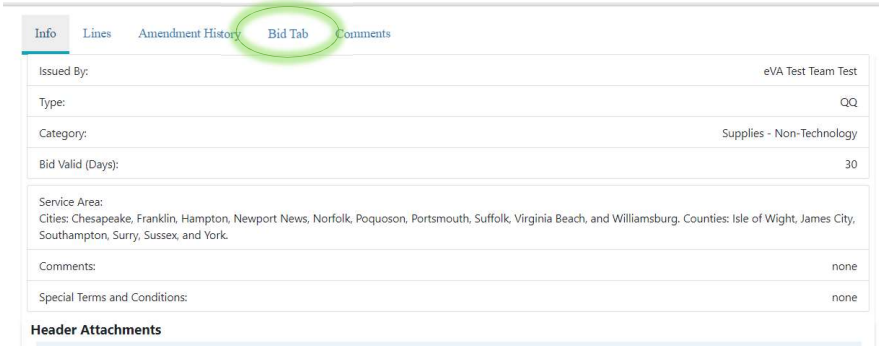
QUICK STEPS FOR A *QUICK QUOTE* RESPONSE



<p>Step 2b</p>	<p>To access opportunities attached to your profile (Notices & Favorites):</p> <ol style="list-style-type: none"> 1. Click My Leads at the top of screen. 2. Select View Opportunity next to the listing. 3. Click the Respond Online button. 	
<p>Step 3</p>	<p>The Quick Quote Response Header screen displays.</p>	
<p>Step 4</p>	<p>Enter a Response Title.</p>	<p>This can be any description you choose.</p>
<p>Step 5</p>	<p>Click Next. The line item displays.</p>	<p>The screen defaults to Yes for your response.</p> <p>To bypass this item, select No Bid from the Do you wish respond to Item 1 field then click Next.</p>
<p>Step 6</p>	<p>Complete the required fields that are marked with a red asterisk (*).</p> <p>Fill in optional fields as needed then attach necessary files.</p> <p>Leave the asterisk in these fields that are marked as required if there is no information to provide:</p> <ul style="list-style-type: none"> • Vendor Part Num • Brand Name 	

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Step 7	Repeat Steps 5 and 6 for all line items.	After completing your responses to all line items, clicking NEXT takes you to the Response Summary screen for your review.
Step 8	Review your response on the Response Summary screen.	If necessary to adjust a response, click Previous to go to the item needing adjustments to make necessary changes. Click Next to go back to the Response Summary screen.
Step 9	Submit response.	Click Submit to complete the response.
Bid Tab	View the Bid Tabulation	<p>To view a published Bid Tabulation for a closed Quick Quote, return to the Vendor Portal, find the applicable Quick Quote then click on the Bid Tab link to open the page, as shown below.</p> 

Need Assistance?

For technical help, please contact eVA Customer Care at:

Hours: 8:00AM – 4:45PM MF

1-866-289-7367

OUTSIDE US: 804-371-2525

Email: eVACustomerCare@DGS.Virginia.gov

For questions about the Quick Quote, please email the buyer to request assistance.

A complete Quick Quote user guide is available in the Quick Quote application under **Guides**.

