

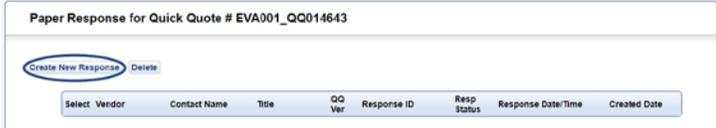
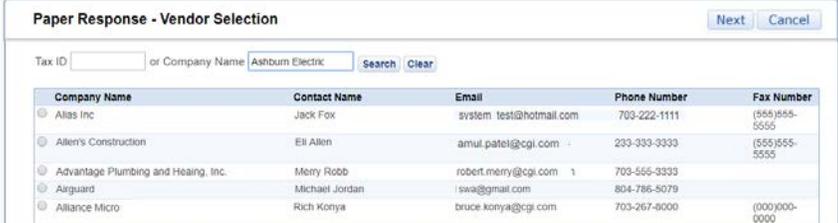
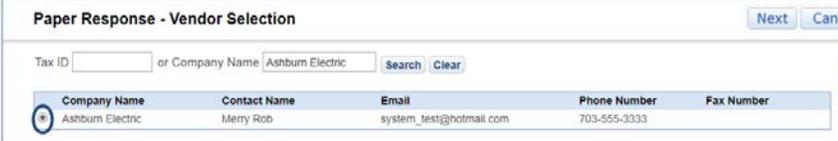
# QUICK STEPS FOR ENTERING A PAPER RESPONSE



**What:** This is a handy reference to use when entering a paper response into a *Quick Quote* request.

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

For complete detailed information on the Quick Quote application, review the Quick Quote Buyer User Guide (click [Guides](#) link in Quick Quote).

<b>Step 1</b>	Login to your eVA account <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 down arrow on the 'Go To' link, then click Quick Quote	Located at top left of the Buyer Portal Page. Quick Quote opens and displays Quick Quotes in separate panes, showing requests in various stages, if applicable.
<b>Step 3</b>	Find the applicable QQ ID and click the drop down under Actions to select ' <b>Paper Response</b> '	Located in the top, right menu.
<b>Step 4</b>	Click 'Create Paper Response' button.	
<b>Step 5</b>	Search for applicable vendor and click Next button.	
<b>Step 6</b>	Select the radio button and click Next button.	
<b>Step 7</b>	Enter necessary supplier information.	<p>Response Header – Enter data in fields</p> <ul style="list-style-type: none"> <li>- Response Receive Date/Time/Title (required)</li> <li>- Response Comments and/or attachments</li> </ul>
<b>Step 8</b>	Enter line item information provided by supplier.	<ul style="list-style-type: none"> <li>- Unit Price/Vendor Part#/Comments/Brand Name/Lead Time and click Next.</li> <li>- Repeat above step for every line item</li> </ul>
<b>Step 9</b>	Review and Submit	<p>Response Summary – review information to ensure accuracy and click the Submit button.</p> 

## QUICK STEPS FOR *QUICK QUOTE* EVALUATION

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

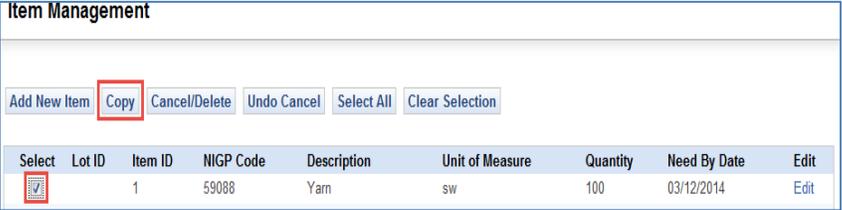
**How:** Your Quick Quote request must be in *Closed* or *Bids Opened* status.

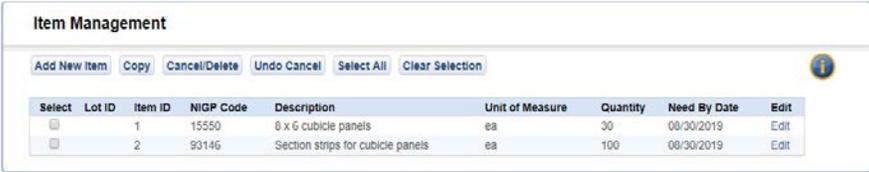
<b>Step 1</b>	Login to your eVA account www.eva.virginia.gov	Enter your eVA <b>User Name</b> and <b>Password</b> .
<b>Step 2</b>	Click the down arrow on the ‘Go To’ link, then click <b>Quick Quote</b>	Located top left of Buyer Portal screen.
<b>Step 3</b>	Refer to the Closed-Evaluating panel	Find the 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.
<b>Step 5</b>	Confirm the <b>Award Method</b> using the drop down menu	See bottom of the Evaluate Request screen. Choices are: Line, Lot, Grand Total (defaults as entered when request was created).
<b>Step 6</b>	Click <b>Next</b> Review the Responses to your <b>Quick Quote</b>	View the Line Item, Lot or Grand Total Evaluation screen, as applicable to the request. The general vendor information displays: Vendor name, SWAM indicator, Qty, UOM, Unit Price, Total etc.  Open the response by clicking the <u>Response ID</u> . Review the vendor response details: comments/met specs/attachments, etc.). If helpful, print the response by clicking the PRINT button.
<b>Step 7</b>	<b>Select the vendor (s)</b> by clicking the radio button in the Select column on the far left  Click <b>Next</b>	Following thorough review of the vendor response details, make a determination of the vendor to receive the award.  (You can also ‘No Award’ the Quick Quote or an individual Quick Quote line/lot by selecting the ‘No Award’ radio button at the line/lot level.)
<b>Step 8</b>	Review the Evaluation information  Click <b>Submit</b>	The Evaluation Review page allows you to have one final look at the <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 9</b>	Requisition generated in eMall message will be displayed	The screen will display both a unique Award ID and <b>Quick Quote</b> ID. Exit Quick Quote and wait for 15-30 minutes.  <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 10</b>	Once your order is completed in the eMall, the Quick Quote will automatically be set to Awarded status.	If necessary to reverse the award, access Quick Quote and click the Evaluate link on the applicable Quick Quote. Uncheck the Awarded box so status reverts to previous status. A countdown will display for the days remaining where status can be changed back to Awarded.

# QUICK STEPS FOR A *QUICK QUOTE* AMENDMENT

**What:** This is a handy reference to use when creating a *Quick Quote* amendment.  
You can add or delete: header data, line item data, and comments/attachments.

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

<b>Step 1</b>	Login to your eVA account at <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 down arrow on the 'Go To' link, then click Quick Quote	Located in top left of the Buyer Portal screen.
<b>Step 3</b>	View the <b>My Work List</b>	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; margin-bottom: 10px;"> <p style="text-align: center;"><b>ID: EVA001_QQ014378-V2 - composing</b></p> </div> <p>Each subsequent amendment will increment the version number (for example: V3, V4). The previous version will stay in issued or open status until the amendment is submitted.</p>
<b>Step 7</b>	<b>Add Item(s)</b> <i>(See Step 9 for edit info)</i>	To add a line to the request, click the Add New Item button and enter the information for <i>that</i> item.
<b>Step 8</b>	<b>Copy Item(s)</b>	<p>To copy a line or lines, select the checkbox(es) and click the <b>Copy</b> button.</p> 

<p><b>Step 9</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 can edit any information entered previously.</p>  <p><i>Note: When a line item is copied, make necessary changes by clicking the Edit link.</i></p>
<p><b>Step 10</b></p>	<p>After making changes, click <b>Next</b></p>	<p>Proceed through the vendor lists until you see the Request Review screen.</p>
<p><b>Step 11</b></p>	<p><b>Request Review Screen</b></p>	 <p>Material changes are those that can affect a vendor's response. If <b>Yes</b> is chosen or mandated by the system, vendors will need to update their previous responses and/or submit new responses.</p> <p>The following constitutes 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.</p> <p>If changes are non-material but you want new responses, click the <b>Yes</b> button. Otherwise, click the <b>No</b> button.</p>
<p><b>Step 12</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 is either 'pending' (awaiting approval) or 'reissued'.</p> 

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

**Note**

**Additional Information:**  
Vendor/ Public View

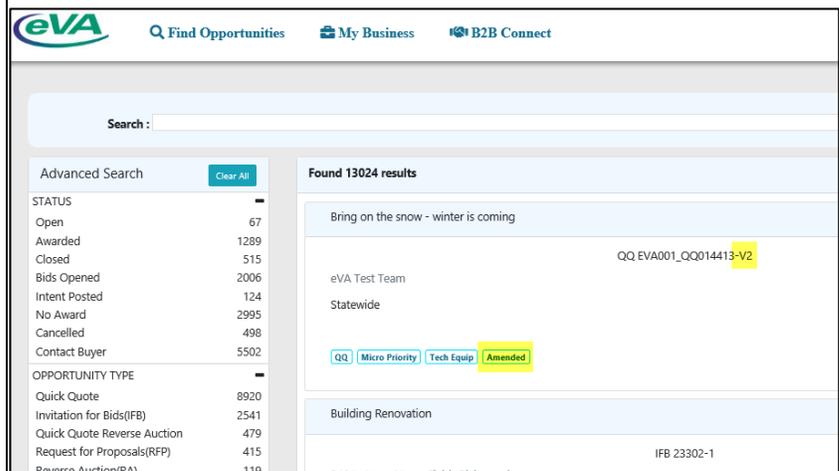
After an amendment is published, the amendment appears on the 'My Lead' list for the logged in vendor *if* the vendor previously responded or is signed up for the designated QQ commodity codes. Additionally, the next morning, vendors will receive a Summary email of all solicitations that meet their profile or response criteria. Notifications to responding vendors will include additional text to advise whether the amendment results in material changes requiring new responses.

If amendment changes are material, previous responses are no longer valid and not available for viewing or evaluation.

To review an amended QQ, navigate to the Business Opportunities link on the eVA Home page, then click Virginia Business Opportunities on the drop-down.



Find your amended QQ on the following screen, as illustrated:



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