

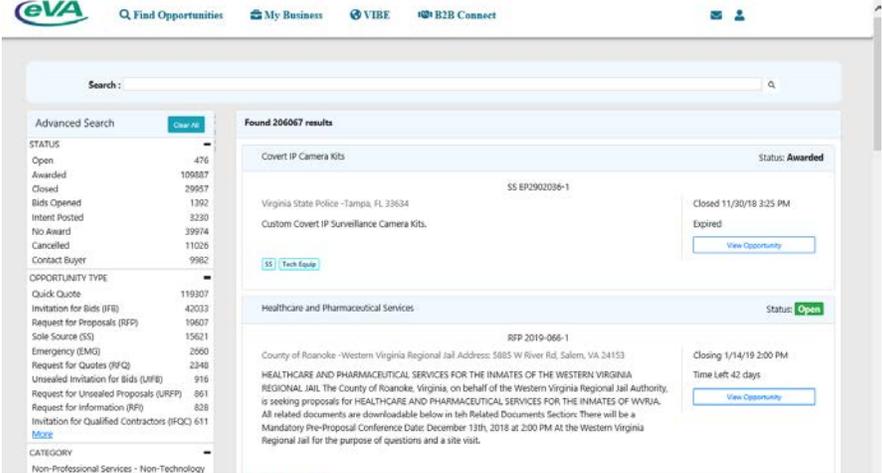
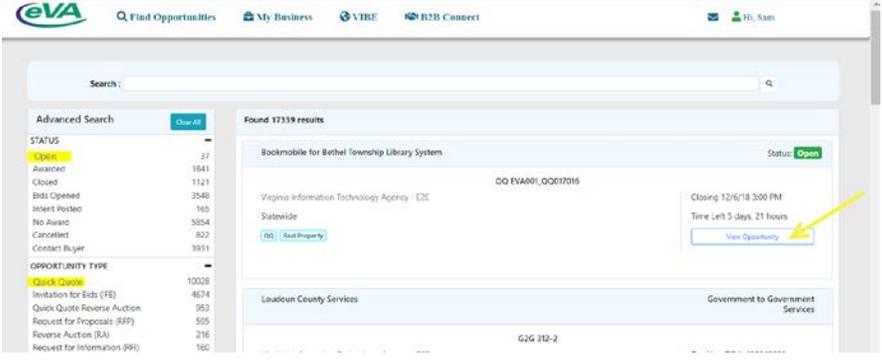
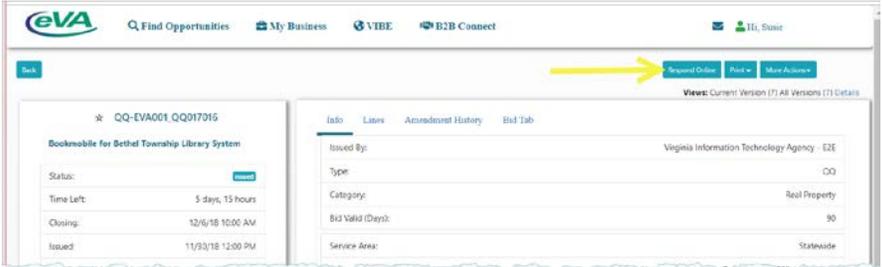
# QUICK STEPS FOR A *QUICK QUOTE* RESPONSE

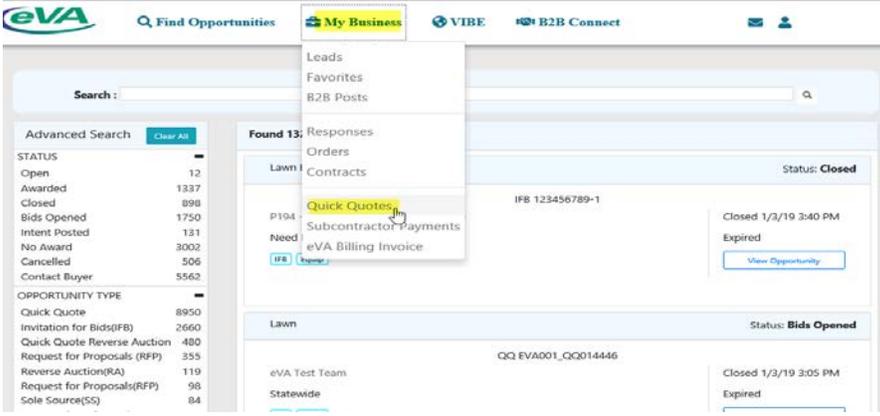
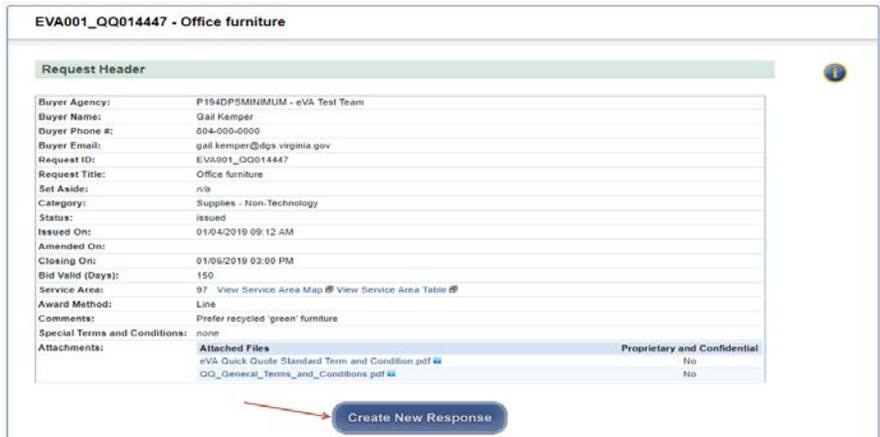


**What** This is a handy reference for your company to use when responding to an email request to bid on a product or service through

**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><b>Step 1</b></p>	<p>Access eVA at <a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a> and log in to your eVA account.</p> <p>NOTE: You do not need to be logged into eVA to view Quick Quotes on adjacent screen. You must, however, 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 home screen by clicking ‘Business Opportunities’ – ‘Virginia Business Opportunities (VBO)’.</i></p>	<p>Enter your eVA <b>User Name</b> and eVA <b>Password</b>.</p> <p>Click the Login button.</p> <p>The Vendor Portal appears, showing all solicitations in various conditions.</p> 
<p><b>Step 2a</b></p>	<p>To view <u>open Quick Quotes</u> from within the Portal:</p> <ol style="list-style-type: none"> <li>1) Choose filters: Status ‘Open’ and Opportunity Type ‘Quick Quote’.</li> <li>2) Once desired Quick Quote is found, click the ‘View Opportunity’ button.</li> <li>3) To respond, click the ‘Respond Online’ button.</li> </ol> <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><b>Step 2b</b></p>	<p>To access the Quick Quote application directly:</p> <ol style="list-style-type: none"> <li>1) Click <b>My Business</b> at the top of screen.</li> <li>2) Click <b>Quick Quotes</b> in the drop down menu.</li> </ol> <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> <ol style="list-style-type: none"> <li>3) Click the desired <b>Request ID</b> in the Current Request List.</li> <li>4) Click the 'Create New Response' button.</li> </ol>	  
<p><b>Step 3</b></p>	<p>The Quick Quote Response Header screen displays.</p>	
<p><b>Step 4</b></p>	<p>Enter a <b>Response Title</b>.</p>	<p>This can be any description you choose.</p>
<p><b>Step 5</b></p>	<p>Click <b>Next</b>. The line item displays.</p>	<p>The screen defaults to 'Yes' for your response. To bypass this item, select 'No Bid' from the 'Do you wish respond to Item 1' field and click <b>Next</b>.</p>

<b>Step 6</b>	Complete the required fields for items for which you wish to respond. (Required fields are marked with a red ‘*’) Fill in <u>optional fields</u> as needed, and attach necessary files.	<table border="0"> <tr> <td>* Part Number</td> <td>* Brand Name</td> </tr> <tr> <td>Price</td> <td>Short Name</td> </tr> <tr> <td>Unit of Measure (UOM)</td> <td>Description</td> </tr> <tr> <td>Quantity</td> <td>Lead Time (days)</td> </tr> <tr> <td>Delivery Date</td> <td></td> </tr> </table> <p>(If “none” – leave asterisk)</p>	* Part Number	* Brand Name	Price	Short Name	Unit of Measure (UOM)	Description	Quantity	Lead Time (days)	Delivery Date	
* Part Number	* Brand Name											
Price	Short Name											
Unit of Measure (UOM)	Description											
Quantity	Lead Time (days)											
Delivery Date												
<b>Step 7</b>	Repeat Steps 5 and 6 for all line items.	After completing your responses to all line items, clicking <b>NEXT</b> takes you to the Response Summary screen for your review.										
<b>Step 8</b>	Review your response on the Response Summary screen.	If necessary to adjust a response, click <b>Previous</b> to go to the item needing adjustments and make necessary changes.  Click <b>Next</b> to go back to the Response Summary screen.										
<b>Step 9</b>	Click <b>Submit</b> to complete the response.											

**For technical help, call toll free 866-289-7367**

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

**A complete Vendor User Guide is available under the ‘Guides’ link in Quick Quote.**

Bid Tab

**To view a published Bid Tabulation for a closed Quick Quote, return to the Vendor Portal, find the applicable Quick Quote and click on the Bid Tab link to open the page, as shown below.**

