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 eVA.

**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).

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Access eVA at <a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a> and log in to your eVA account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE:</td>
<td>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. You can access all solicitations without logging in from the main eVA home screen by clicking ‘Business Opportunities’ – ‘Virginia Business Opportunities (VBO)’.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2a</th>
<th>To view open Quick Quotes from within the Portal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Choose filters: Status ‘Open’ and Opportunity Type ‘Quick Quote’.</td>
</tr>
<tr>
<td>2)</td>
<td>Once desired Quick Quote is found, click the ‘View Opportunity’ button.</td>
</tr>
</tbody>
</table>
| 3)      | To respond, click the ‘Respond Online’ button.  
**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. |

Enter your eVA **User Name** and eVA **Password**.

Click the Login button.

The Vendor Portal appears, showing all solicitations in various conditions.

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Step 2b  To access the Quick Quote application directly:

1) Click My Business at the top of screen.

2) Click Quick Quotes in the drop down menu.

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.

3) Click the desired Request ID in the Current Request List.

4) Click the ‘Create New Response’ button.

Step 3  The Quick Quote Response Header screen displays.

Step 4  Enter a Response Title. This can be any description you choose.

Step 5  Click Next. The line item displays.

To bypass this item, select ‘No Bid’ from the ‘Do you wish respond to Item 1’ field and click Next.
### Step 6
Complete the required fields for items for which you wish to respond. (Required fields are marked with a red ‘*’).

Fill in optional fields as needed, and attach necessary files.

<table>
<thead>
<tr>
<th>* Part Number</th>
<th>* Brand Name</th>
</tr>
</thead>
<tbody>
<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>(If “none” – leave asterisk)</td>
</tr>
</tbody>
</table>

### 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 and make necessary changes.

Click Next to go back to the Response Summary screen.

### Step 9
Click Submit to complete the response.

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**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.