



Quick Steps for Submitting an Electronic Solicitation Response

Need help? Call eVA Customer Care at 866-289-7367 or Email eVACustomerCare@dgs.virginia.gov

General Requirements

- Your business must be eVA registered and in active status.
- **AVOID waiting until the day the solicitation closes to submit your response. Delaying submission could put your response at risk of not being accepted on time.**

1	Login to eVA	<p>Login with your eVA account <i>user name</i> and <i>password</i> @ https://vendor.eprocgipdc.com/loginEngine/index.jsp</p> <p>** If you have not registered, use the <i>Register</i> button</p>
2	Find the Solicitation	<ol style="list-style-type: none"> i. Click Solicitations & Awards (upper left of the page) ii. Enter solicitation number/description in Keyword Search iii. Click Search button iv. Click Details button for the solicitation you wish to view <p>Didn't find it? Use the Advanced Search link and options</p>
3	Review the Solicitation	Review the solicitation posting and attachments
4	Enter Your Response	<ol style="list-style-type: none"> i. Click the Respond Online button ii. If field is available, enter Total Response Information iii. Attach your files <ol style="list-style-type: none"> a. Click Attach Files button b. Click Browse, locate the file you want to attach, and click Open, repeat as necessary c. Click Attach File(s) button <p>NOTE: If you need to attach more than five files, repeat a-c.</p> <ol style="list-style-type: none"> iv. Respond to Reminders, Evaluation Criteria, Discounts, and enter any Overall Response Comments as applicable. <p><i>For solicitations not requesting line item information, skip to Step 5, Review & Submit Your Response.</i></p> <ol style="list-style-type: none"> v. Click Next: Line Items button vi. For lines you would like to respond to, enter your response in Unit Price and Delivery Days or Contract Amount. <p>NOTE: If you are responding with a condition, select Respond w/ Condition. Additional information per line item can be provided by expanding the Comments, Product Specs, and Shipping/Handling Details links.</p> <ol style="list-style-type: none"> vii. For lines you do not want to respond to, select No Response.

5	Review & Submit Your Response	<ul style="list-style-type: none"> i. Click Next: Review & Submit button ii. Review response and click Submit iii. Click Submit on pop to confirm submission of response <p>You will receive a THANK YOU confirmation screen once your response has successfully been submit and you may either print your response or return to the home page.</p>
6	Verify Acceptance / Review Response	<ul style="list-style-type: none"> i. Click Go to Home Page button or click Home link (top of page) ii. Click My Online Response tab under My Solicitations iii. Find the solicitation number and corresponding Response ID, if labeled “Accepted” your response has been accepted iv. Click the response number to review
7	Amend response	<ul style="list-style-type: none"> i. From the Home page, click My Online Response tab under My Solicitations ii. Find the latest version of your solicitation response and click the response number iii. Click Edit button (top of page) iv. Update information as necessary v. Click Next: Review & Submit button <p>NOTE: You will receive a warning message for incomplete fields that required.</p> <ul style="list-style-type: none"> vi. Review response and click Submit vii. Confirm submission of response by clicking Submit button on pop up. <p>NOTE: You will receive a THANK YOU confirmation screen once your response has successfully been submit.</p>
8	Withdraw Response	<ul style="list-style-type: none"> i. From the Home page, click My Online Response tab under My Solicitations ii. Find the latest version of your solicitation response and click the response number iii. Click Withdraw button (top of page) iv. Confirm and click Withdraw button on pop up v. Status under My Online Response will be Withdrawn