

NevadaEPro Vendor Quote Submission Instructions

Go to <https://nevadaepro.com>.



Sign In

Click


1. Enter the Login ID
2. Enter the Password



Sign In

3. Click

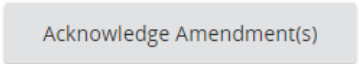
To view bids and submit responses you need to be logged in as the Seller. The Seller page will say “Home - Welcome Back” followed by your name. If your page says “Maintenance Home Page for:” followed by your company name you are logged in as the Seller Administrator and need to change your role. To change your role:

1. Click  in the top right corner.
2. Under your name, click on “Seller Administrator” to display the list of roles you have access to.
3. Click “Seller”


You are now on the Seller page.

Viewing Bids

To view bids, you will select the “Bids” Tab from the Seller page. There are various sections on the Bid Page.

1. **Request For Revision** – These will be bids that you have submitted a response to and the Purchasing Officer has given you the opportunity to make a correction or provide additional information for consideration.
2. **Bids / Bid Amendments (Un-Acknowledged)** – These will be bids that you have previously viewed and acknowledged that have since been updated or had amendments done. They will stay in this section until you click the Bid # and view the bid and click  at the bottom of the page.
3. **Open Bids** – These are the current bids that are available for Vendor Response, only the first five (5) bids show, to view the rest please click on “View More...” under the last displayed bid.
4. **Open/Rolling Enrollment Bids** – These are bids that either have no time limit for submitting responses or bids that have a recurring response period each year.
5. **Closed Bids** – These are all the bids that have been entered in NevadaEPro and have since closed. Again, only the first five (5) bids show, to view the rest please click on “View More...” under the last displayed bid.

You can also locate bids by doing an Advanced Search.

1. Click on  and select “Advanced Search” from the drop down.
2. Under “Document Type:” select “Bids”.

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3. You can search for bids by using any or all the available fields. If you are searching by “Bid #” you are only required to enter the characters after the dash, i.e. S561.

Bids-Open

The Open Bids page will list all the bids that are currently open listed in the order they were posted to NevadaEPro. You will see:

- Bid # - By clicking the bid number the bid will open.
- Organization – This is the Department that the solicitation is for.
- Alternate Id – This is an internal reference number.
- Buyer – This is the Purchasing Officer or Agency Representative that is running that solicitation.
- Description – This is a one-line description of what the solicitation is for.
- Purchase Method
 - Open Market – This is generally a one-time purchase
 - Blanket – This is a contract for goods or services for a specified period
- Bid Opening Date – This is the date and time, down to the second, that responses or quotes are due by. All times in NevadaEPro are Pacific Standard Time. **After the time specified no quotes can be submitted.**
- Bid Q & A – This will allow you to submit questions to the Purchasing Officer regarding this bid up to the date and time specified on the bid. You can then also view questions submitted by others once answered by the Purchasing Officer.
- Quotes – Clicking on “Create New” will start a new quote.
- Bid Holder – If not hidden by the Purchasing Officer this is a list of vendors that have acknowledged the bid.

Viewing a Bid

When you click on a bid number for the first time you will be taken to the “Acknowledge Receipt and View Solicitation” screen. By clicking “Yes” on this screen, you are adding yourself to the Bid List and will be notified of any updates, amendments and status changes for the bid. Clicking “No” will take you to the Bid Solicitation without adding you to the Bid List.

The Bid Solicitation is broken up into two (2) sections, “Header Information” and “Item Information”.

In “Header Information” pay special attention to:

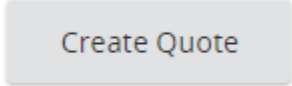
- Bid Number
- Description
- Bid Opening Date – **Remember that no responses can be submitted after this date and time**
- Info Contact – This is the contact information for the Purchasing Officer running the solicitation
- Pre Bid Conference – This will give you the information regarding any required conference or the date and time that questions are due
- Ship-to Address – This is the address that the items or services are being shipped to
- File Attachments – **It is important to review all the file attachments as they will provide important information regarding the solicitation, in addition some attachments must be completed by the vendor and attached to the quote.**

“Item Information” contains details about the specific item(s) such as quantity and unit of measure.

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Submitting a Quote

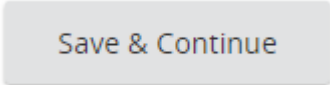
To start a quote, click on “Create New” for the bid you are interested in on the Open Bid Page or click

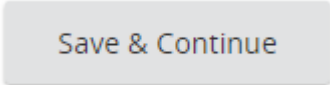
A rectangular button with a light gray background and the text "Create Quote" in a dark gray font.

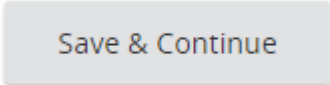
at the bottom of the Bid Page.

Only fields with a * after them are required, all other fields are optional. Some fields will be prefilled with answers, you do not need to change those. When clicking “Save & Continue” on any page the system will not automatically move you to the next page, you will have to select the page.

1. General Tab

A rectangular button with a light gray background and the text "Save & Continue" in a dark gray font.

- a. Click , this will refresh the page and assign a quote number. Once a quote number has been issued you can exit your quote and come back to complete it at another time.
You will see some red “Quote Validation Errors” at the top of the page. These errors will be addressed as you progress through the quote.
- b. Federal Funds and Procurement Type will be prefilled.
- c. Goods Preference – Read the statement and select “Yes” or “No” from the drop down under “Does this Preference Apply to your Company?”
- d. Bid Prices are valid for the following number of days – Enter a number only in this field. This question will not be on all procurements.
- e. Pending Litigation - Read the statement and select “Yes” or “No” from the drop down under “Does any of the above apply to your company??”

A rectangular button with a light gray background and the text "Save & Continue" in a dark gray font.

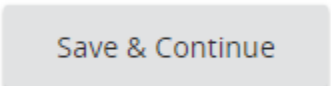
- f. Click

2. Items

- a. For each item that you want to bid on enter the Unit Cost, Discount %, and Freight (commas are not allowed in those fields, only numbers and the decimal). Tax Rate is not used. If you are including an item for no cost, please ensure you select the “No Charge” Box. The Extended Amount will update and the “No Bid” box will uncheck once you click “Save and Continue”.
- b. For solicitations where a cost schedule is required to be attached to the quote the Unit Cost, Discount % and Freight fields will be unavailable. Ensure you select the “See Quote Attachment(s)” box for the item(s).

Note: Any item where the “No Bid” box is checked, indicates that you are not bidding on that item. If all items are checked “No Bid” your quote cannot be processed for a contract if you were to be awarded a contract. Ensure that any items you want to bid on include pricing or you have indicated “See Quote Attachment(s)”.

- c. Once you have completed all the items you are bidding on click

A rectangular button with a light gray background and the text "Save & Continue" in a dark gray font.

3. Questions – Not all bids include questions for the vendor to answer. When you click on this tab answer any questions listed. If there are no questions simply click on Subcontractors.

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4. Subcontractors – This tab is not currently used.
5. Notes – Vendors can add notes to the quote, but these notes cannot be seen by any State users,

Save & Continue

they are only for the vendors use. If notes are entered then click on , if no notes are entered you can click on the “Terms & Conditions” Tab.

6. Terms & Conditions – This is another opportunity for vendors to download and review the attachments included with the bid. Vendors are also required to accept the terms and conditions of the bid. If “Yes with exceptions” or “No” are selected, the vendor must enter the exceptions they

Save & Continue

have to the terms and conditions. Once completed click .

7. Attachments – This is where vendors will upload any documentation that they want considered as part of the quote. This includes documents that were part of the bid and required the vendor to complete them.

Add File

- a. To upload a file, click .
- b. Click and navigate to where the file is saved on your computer, once the file is selected click “Open”. Depending on the vendor’s browser you may see “Browse” instead of “Choose File”.
- c. The name of the file will automatically populate in the “Name” field. Ensure there are no special characters included in the name as it can cause errors in the system.
- d. Confidential – Some files may be marked confidential, such as Technical Proposals or financial documentation. The Purchasing Officer may require you to uncheck the “Confidential” box on files that are required to be part of the public record.

Save & Exit

- e. Once you have selected your file click .
- f. Repeat as necessary to add additional files. After the last file is attached, click

Save & Continue

8. Summary – Review all the information you have entered into the quote, if everything is

Submit Quote

satisfactory, click at the bottom of the page. If there are any red “Quote Validation Errors” at the top of the page the “Submit Quote” button will not be available, you must resolve all the errors to submit your quote. Once you click “Submit Quote” a validation box will open asking, “Are you sure you want to submit this quote?”, clicking “Yes” will submit your quote.

If it is past the Bid Opening date and time, even one second the “Submit Quote” button will not be available, and you will not be able to submit your quote.

Once your quote is submitted you will receive an email confirming the submission.

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Accessing an InProgress Quote

Once a quote number has been generated the quote is saved to the user's account to be accessed later. To access an in-progress quote:

1. From the Home Page click on "Quotes"
2. Click on "Working"
3. Click on the "Quote #"

Yes

4. Click to acknowledge that the quote has not been submitted yet.

Cancelling an InProgress Quote

Cancel Quote

From the "Summary" page of the quote click , a validation box will open, "To cancel the quote all the quote data will be deleted from the system. Are you sure you want to proceed?", clicking "Yes" will cancel your quote.