

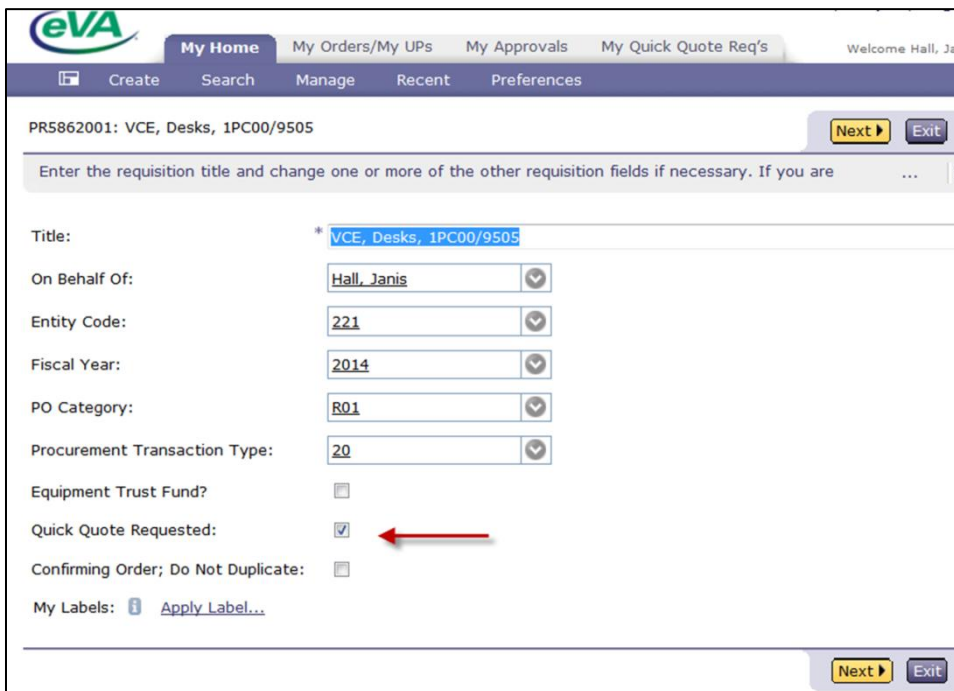
Quick Quote Process Guidelines

Non-eVA Users:

Submit a completed paper requisition to Procurement Services. Paper requisitions should include **REQUEST FOR QUOTATION** in the description section. The description must include a detailed description of the goods/services, associated quantities, delivery, performance time lines, on-premise requirements, i.e., installation, on-going maintenance and/or warranty services, and the suggested manufacturer and model/product number that will be used as a 'quality indicator' during the Request for Quotation process. Attach any quotes previously attained from vendors if applicable (not required).

eVA Users:

1. Submit an electronic purchase requisition (PR) in eVA
2. Select the checkbox for **Quick Quote Requested**
3. The same information listed above must be included in the description.



The screenshot displays the eVA system interface for creating a requisition. The top navigation bar includes 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. The main form area shows the requisition title 'PR5862001: VCE, Desks, 1PC00/9505' and a list of fields: 'On Behalf Of' (Hall, Janis), 'Entity Code' (221), 'Fiscal Year' (2014), 'PO Category' (R01), and 'Procurement Transaction Type' (20). The 'Quick Quote Requested' checkbox is checked, indicated by a red arrow. Other checkboxes for 'Equipment Trust Fund?' and 'Confirming Order; Do Not Duplicate:' are unchecked. The 'My Labels' section includes an 'Apply Label...' button. 'Next' and 'Exit' buttons are visible at the top right and bottom right of the form.