

1. Introduction

NevadaEPro is the State of Nevada, Purchasing Division electronic procurement website. *NevadaEPro* is the posting location for all solicitations, including but not limited to requests for proposals (RFP), invitations to bid (ITB), requests for information (RFI), requests for qualifications (RFQ), and informal solicitations. All solicitations are referred to as “Bids” or “Bid Solicitations” All responses to Bids are referred to as “Quotes.”

2. Steps for vendors to submit a Quote

2.1 **Launch the *NevadaEPro* website by entering the web address, <https://NevadaEPro.com>, into an internet browser.**

2.2 **Click the Sign In button on the top left corner of the *NevadaEPro* homepage, enter vendor login credentials, and click Sign In. Vendors must be registered in *NevadaEPro* in order to submit a Quote. Each vendor has at least one *NevadaEPro* Seller Administrator, who is responsible for maintaining authorized user access to the vendor account on *NevadaEPro*.**

2.3 **Upon successful login, the vendor homepage displays with the Header bar visible.**

2.4 **Click the Bids tab**

2.4.1 Clicking the Bid tab displays five sections:

- 2.4.1.1 Request for Revision
- 2.4.1.2 Bids / Bid Amendments (Un-Acknowledged)
- 2.4.1.3 Open Bids
- 2.4.1.4 Open/Rolling Enrollment Bids
- 2.4.1.5 Closed Bids

2.5 **In the Open Bid section, click the Bid # hyperlink corresponding to the Bid to open and review an open Bid**

2.5.1 A new page opens with a message requesting you acknowledge receipt and view solicitation. Click Yes to acknowledge receipt of the Bid. Vendors should acknowledge receipt to receive any amendments/updates concerning the Bid. After acknowledgement, the Bid will open.

2.5.2 The Header Information section contains the following information:

- 2.5.2.1 Bid Number;
- 2.5.2.2 Description;
- 2.5.2.3 Bid Opening Date;
- 2.5.2.4 Purchaser;
- 2.5.2.5 Organization;
- 2.5.2.6 Department;
- 2.5.2.7 Location;
- 2.5.2.8 Fiscal Year;
- 2.5.2.9 Allow Electronic Quote;
- 2.5.2.10 Alternate ID;
- 2.5.2.11 Required Date;
- 2.5.2.12 Available Date;
- 2.5.2.13 Info Contact;
- 2.5.2.14 Bid Type;
- 2.5.2.15 Informal Bid Flag;
- 2.5.2.16 Purchase Method;
- 2.5.2.17 Rolling Enrollment Enabled;
- 2.5.2.18 Open Enrollment Enabled;
- 2.5.2.19 Pre Bid Conference;
- 2.5.2.20 Bulletin Description;
- 2.5.2.21 Ship-to Address;
- 2.5.2.22 Bill-to Address;
- 2.5.2.23 Print Format;
- 2.5.2.24 File Attachments;
- 2.5.2.25 Form Attachments; and,
- 2.5.2.26 Additional information depending on the Bid type.

2.5.3 The Item Information section contains information about the specific goods or services the Bid is requesting including:

- 2.5.3.1 NIGP Code;
- 2.5.3.2 Quantity;
- 2.5.3.3 Unit Cost;
- 2.5.3.4 Unit of Measure (UOM);
- 2.5.3.5 Total Discount Amount;
- 2.5.3.6 Tax Rate;
- 2.5.3.7 Tax Amount;
- 2.5.3.8 Total Cost;
- 2.5.3.9 Manufacturer;
- 2.5.3.10 Brand;
- 2.5.3.11 Model;
- 2.5.3.12 Make; and,
- 2.5.3.13 Packaging.

2.6 Click Create Quote to begin.

2.6.1 The General tab for a new Quote opens. The page is pre-populated with information from the Bid. Fields marked with an asterisk are required. Fields available to update include:

- 2.6.1.1 Description*;
- 2.6.1.2 Delivery Days;
- 2.6.1.3 Discount Percent;
- 2.6.1.4 Is “No Bid” (checkbox);
- 2.6.1.5 Alternate Bid (checkbox);
- 2.6.1.6 Shipping Terms;
- 2.6.1.7 Freight Terms;
- 2.6.1.8 Ship Via Terms;
- 2.6.1.9 Payment Terms;
- 2.6.1.10 Promised Date;
- 2.6.1.11 Info Contact; and,
- 2.6.1.12 Comments.

2.6.2 It is important to note that the Bid documents (attachments) may specify some or all of these terms and may prohibit you from altering these terms in your response. Read the Bid documents carefully and fill fields that are applicable or required for the Bid to which you are responding.

2.6.3 Update these fields as applicable to the Bid and click Save & Continue to save changes. The initial save create and assigns a Quote Number.

- 2.6.3.1 After the initial save, additional Fields may appear on the General tab that the vendor must complete and then click Save & Continue again.

2.6.4 The page refreshes and messages display at the top of the page. Any message in red is an error and must be resolved before the Quote can be submitted. Any message in yellow is a warning and will allow processing to continue.

2.7 Click the Items tab.

2.7.1 The Items tab displays information about the items requested in the Bid. To view additional details about an item, click the item number hyperlink.

2.7.2 Item information can be entered on the Items tab or within the Item Details. Input all of your Quote information and click Save & Exit or Save & Continue depending on the page.

2.7.3 After completing the information on the Items tab, click Save & Continue before moving to the next tab.

2.8 Click the Questions tab.

- 2.8.1 If applicable, the Questions tab displays questions the State requests the vendor to respond to as part of their Quote.
- 2.8.2 After completing the information on the Questions tab, click Save & Continue before moving to the next tab.

2.9 Click the Subcontractors tab

- 2.9.1 If applicable, the Subcontractors tab displays information about subcontractor requirements.

2.10 Click the Notes tab

- 2.10.1 The Notes tab is a place for the vendor to include internal notes about a Bid or Quote. Any notes entered are for vendor use only and are not viewable by the State.

2.11 Click the Terms & Conditions Tab.

- 2.11.1 The Terms & Conditions tab refers to the terms and conditions that apply to the Bid. This tab also provides links to any documents included with the Bid, which may include terms and conditions and/or requirements of the Bid. Terms and conditions must be accepted before your Quote can be submitted. If your acceptance is subject to any exceptions, those exceptions must be identified here. Exceptions cannot contradict the requirements of the Bid, or required State standard forms and attachments for the Bid. For instance, a Bid may specify that exceptions may or will result in disqualification of your Quote.
- 2.11.2 After completing the information on the Terms & Conditions tab, click Save & Continue before moving to the next tab.

2.12 Click the Attachments Tab.

- 2.12.1 Follow the prompts to upload and name all required attachments, forms, and Bid response documents in accordance with the instructions contained in the Bid or attached documents. After uploading each file or form, click Save & Continue. After you have uploaded all required documents click Save & Exit. Be sure to review your attachments to make sure all required documents have been submitted.
- 2.12.2 After completing the information on the Attachments tab, click Save & Continue before moving to the next tab.

2.13 Click the Summary tab.

2.13.1 Review the information and return to the applicable tab to update/correct, as needed. If the information is correct, click Submit Quote at the bottom of the page.

2.13.2 A popup window displays asking for verification that you wish to submit your Quote. Click OK to submit the Quote.

2.13.3 The Summary tab redisplay the Quote with an updated status of submitted.

2.14 Your Quote submission is confirmed only when you receive a confirmation email from NevadaEPro. If you have submitted a Quote and have not received an email confirmation, please contact the Purchasing Division at NevadaEPro@NevadaEPro.com or (775) 684-0170.

If you wish to revise or withdraw a Quote after submission, you may do so in NevadaEPro (1) for a formal Bid, prior to the bid opening date, or (2) for an informal Bid (which may be viewed upon receipt), prior to the opening of your Quote by the issuing entity or the bid opening date, whichever is earlier.

2.15 Vendors may only submit multiple Quotes in response to a Bid if the Bid authorizes multiple Quote submissions. If you submit multiple Quotes in response to a Bid that does not allow multiple Quotes, only the latest submission prior to the Bid opening date will be evaluated.

2.16 Any questions about submitting a Quote should be directed to the Purchaser listed on the Bid it is regarding.