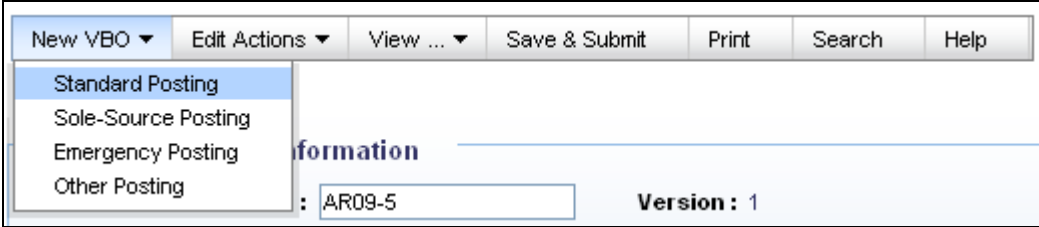


August 5, 2009

Entering VBO postings for American Recovery and Reinvestment Act Procurements (ARRA)

Login to eVA and go to the VBO Buyer application

Select Standard Posting and complete steps 1, 2, 3 & 4 (step 4 is Optional)



Step 1: General Information

▼ Step 1: General Information

*Number: ULARC1 Version: 1

*Type: IFB

*Department: P194
P194 - Long Name Field

*Unit: P01
Unit Code for P194

*Publish Date: 1/3/09 Time: 3:00 PM

*Closing Date: 1/30/09 Time: 10:00 AM

Public Bid Opening Date: Time: Type:

Pre-Bid Conference Date: Time: Type:

*Category: Supplies

Web Address: Please include http:// or https://

*Short Description: Construction IFB

*Description: Construction IFB

*Work Location: Richmond, VA

BUYER INFORMATION

*Name: Shane Caudill

*Phone & Ext: 804-786-1111

Fax Number: 804-371-7877

*Email: shane.caudill@dgs.virginia.gov

REQUESTOR INFORMATION

*Name: Shane Caudill

*Phone & Ext: 804-786-1111

Fax Number: 804-371-7877

*Email: shane.caudill@dgs.virginia.gov

AMENDMENT / CANCELLATION INFORMATION

Description:

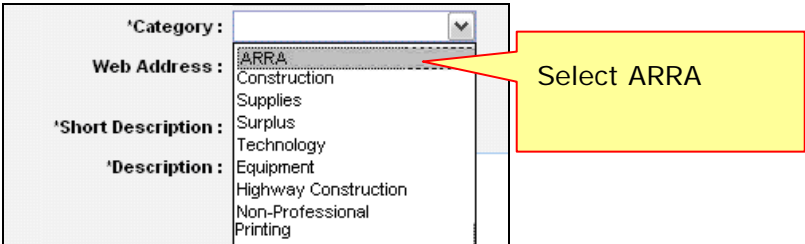
Amended Date:

Cancel Date:

Perma-Link: <https://vendor-ust.e-pro.cgipdc.com/loginEngine/index.jsp?openDoc=openDoc&DocumentCode=IFB&DepartmentCode=P194&DocumentID=1743&DocumentVersNo=1&Destination=pNASolicitation>

The right side column is pre-filled with buyer information, the left side requires buyer's input and all fields with an asterisk (*) are required.

NOTE: Under step 1 select AARRA in the "*Category:" field.



Step 2: Add/Remove Attachments

▼ Step 2: Add/Remove Attachments

Attachments

Total Attachments : 0

Use the **Attachments** button to add solicitation files. There are no restrictions on the type of document (PDF, Word, Excel, etc.) that can be attached.

WARNING: Each document should be smaller than 5MB.

Step 3: Build Commodity List

▼ Step 3: Build Commodity List

Delete	Commodity	Commodity Description
	Search Here (Code or Description)	

Add Item

First Prev Next Last

Scroll down to the Commodity Code section. Initially the screen shows no codes selected. Because the codes are used to select Vendors for automatic email/fax notification for the advertisement, select multiple Commodity Codes to fully describe the solicitation.

WARNING: YOU MUST SELECT THE COMMODITY CODE FROM THE DROP DOWN MENU.

To add Commodity Codes:

1. Start typing in the field at **Search Here**. This field has the type forward function where you can enter the 5-digit NIGP commodity code or description.

▼ Step 3: Build Commodity List

Delete	Commodity	Commodity Description
<input type="checkbox"/>	20031	Hazardous Environment Clothing

Clo

Add Item

01011 Adhesives And Ce
01014 Adhesives And Ce
01017 Aluminum Foil, Etc.
01030 Bands, Clips, And Wires (For Duct Insulation)
01038 Clips, Pins, Etc. (For Duct Insulation)
01041 Cork: Blocks, Boards, Sheets, Etc.
01056 Foam Glass: Blocks, Sheets, Etc.
01057 Foam-In-Place Insulation: Phenolic, Urethane, Etc.
01059 Foam Plastics: Blocks, Boards, Sheets, Etc.
01065 Jacketing (For Insulation): Canvas, Osnaburg, Etc.
01070 Magnesia: Blocks, Sheets, Etc.
01072 Mineral Wool: Blankets, Blocks, Boards

Published Date :

2. Click on a commodity code from the displayed list to select it.

- Click the **Add Item** button; the screen will refresh and the commodity will be added to the Commodity List.

Step 4: Free Form Vendor (Optional)

Buyers can add vendors to the notification list here (for example, add the vendor who has the current contract).

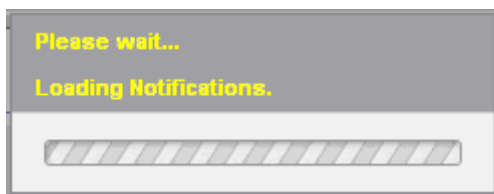
▼ Step 4: Free Form Vendors

Line	Vendor Name	Contact Name	Email Address	Phone Number	Fax Number	Method of Notification
Delete Insert Copy Paste First Prev Next Last						

Click the **Insert** link to add a vendor

Click the **Insert** link and complete Vendor information as appropriate. After you have completed entering all the Free Form Vendors, you will be ready to publish your ad.

Review the list of vendors that will be notified by clicking on the "View" and selecting "Notifications". The system will use your Commodity List and build the list of vendors.



If you need additional vendors then you will need to add more commodity codes.

Save/ Submit Advertisement

Complete your posting/advertisement by clicking the **Save and Submit** button:

[New VBO](#) ▼
 [Edit Actions](#) ▼
 [View ...](#) ▼
 [Save & Submit](#)
 [Print](#)
 [Search](#)
 [Help](#)

WARNING: Documents in the draft phase will not be published; only documents in the submitted phase will be published.

Be sure to check to see that the status on your advertisement is "Submitted". If it is in "Draft" status then you either have an error or no commodity codes. Edit to correct.

VBO								
	Buyer Name	Number	Short Description	Version	Status	Publish Date/Time	Phase	Published ?
✓	Angel Rodriguez	AR09-09	When you amend a posting in vbo, the publish date is automat	2	Open	05/13/09 05:00 PM	Submitted	No
	Angel Rodriguez	AR09-10	Draft Test	1	Open	05/13/09 04:00 PM	Draft	No
	Angel Rodriguez	AR09141414	TESTING FOR ERRORS	1	Historical	05/06/09 04:30 PM	Submitted	Yes
	Angel Rodriguez	AR09141414	TESTING FOR ERRORS	2	Cancelled	05/08/09 03:00 PM	Submitted	Yes
	Angel Rodriguez	AR09-3	Scenario 9 (Regression)	1	Closed	05/07/09 03:30 PM	Submitted	Yes