



Plow4VA Contractor User Guide

13 July 2018
Severe Weather Team

External Vendor Portal Page

Virginia.gov Agencies | Governor Search Virginia.Gov

Severe Weather Application System (SWAS) - Vendor Registration Portal

eVA Number *
 ? Register with eVA


New SWAS Vendor

SWAS ID
 ?

Email Address *
 ?

[District Contact List](#)

I am not a robot



VDOT Virginia Department of Transportation
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VDOT Central Office
1401 E. Broad St.
800-367-7623 (toll-free)
711 (hearing impaired)

- This is the external vendor portal page that will show when you click on the www.plow4va.com
- **If you are an Existing vendor** – enter a valid eVA Number, SWAS ID and Email address. Check the I am not a robot box. You will receive an email with a link to the first page on the Create Agreement Page. **NOTE:** If you want to work in another district then you will need to go in as a new vendor.
- **If you are a New vendor** - enter a valid eVA Number, Email and check the new SWAS Vendor box. Check the I am not a robot box. You will be directed to the first page on the Create Agreement Page.

Time Out Session Message

Severe Weather Application System (SWAS) - Vendor Registration Portal

eVA Number *
 ? [Register with eVA](#)

New SWAS Vendor


SWAS ID
 ?

Email Address *
 ?

[District Contact List](#)

I am not a robot

Your session has timed-out. If you have already received an email with your link, please go back to your email and either click or copy/paste the agreement link to continue. If you haven't received a link yet, please re-enter your eVA ID and email again on the registration page to continue.




- **Note:** Session time out is set at 20 minutes. You will receive the above message if your session times out.
- If your session times out on the location, terms, contact, or truck page you will be redirected to the home page and you will need to use the link in the email that was sent to you.
- If your session times out before you enter any information then you will be redirected to the home page and you will need to re-enter your information.
- If your session times out on the review page, you will need to enter your name and submit. The agreement should then submit.

Errors for Invalid External Page Information

- Entering an invalid eVA ID and correct email address - “Not a Valid eVA Vendor. Please click Register with eVA link to verify your eVA number or register. This link takes you directly to Virginia’s eProcurement portal”
- Entering an invalid email address – “You must enter a valid email address”
- Entering an invalid SWAS ID – “The SWAS ID field or New SWAS Vendor field is required”

Vendor Help

- Click on the individual question marks to get your eVA ID and make changes to your account.
- If you forgot your SWAS ID, click on the "Forgot SWAS ID" box and an email will be sent to your email address.
- If the screen freezes while you are working in it. Click the **refresh button**  and it will send you back to the location page. Your information will not be lost. You will need to click the next button/s until you are back on the screen you were working on.
- Once you are on the Location Page, use the “Previous” and “Next” buttons to navigate.

Location Information Page

Create Agreement [Agreement Guide](#)

Location Information Terms & Initials Vendor Information Truck Information Review Dates

District *
NOVA

AHQ (Choice 1) *
11 Burke AHQ

AHQ (Choice 2)
6 Lorton AHQ

AHQ (Choice 3)
3 Chantilly AHQ

[VDOT District Offices](#)

Next

- When the correct information is entered on the portal page and submitted, you will be redirected to the Create Agreement page.
- Select the District and up to three Area Headquarters (AHQ).
- Click the next button to proceed to the Terms Page.

Errors for Invalid Location Information

- If you choose the same AHQ more than once – You will receive the following message: “Each AHQ must have unique value selected”
- If first AHQ box not picked - You will receive the following message "The AHQ 1 field is required"

Vendor Help

- VDOT District Offices - click on this link to get the district contact information.
<http://www.virginiadot.org/about/districts.asp>
- There is a link to this Agreement Guide for help with filling out the agreement. The link displays on every page throughout the process.

Terms & Initials Page

Create Agreement [Agreement Guide](#)

Location Information **Terms & Initials** Vendor Information Truck Information Review Dates

A. VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "Vendors Manual" on the vendors tab.

B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, Section 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

C. ANTI-DISCRIMINATION: By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, Section 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

Initials

I agree to the above terms

Once terms are agreed upon changes to the District and AHQ will not be allowed.

- Review the terms, enter your initials, and check "I agree to the above terms". Click the "Next" and the Vendor information screen appears.
- The terms will be locked once the "Next" button is clicked.

Errors for Invalid Terms & Initials Page Information

- If you do not enter initials – You will receive the following message: "The initials field is required and You must agree to terms"

Contact Information Page – Part 1

Create Agreement [Agreement Guide](#)

Location Information Terms & Initials Vendor Information Truck Information Review Dates

| | |
|---|---|
| Contact Name Jane Doe | Vendor Name Jane & Jimmie's Asphalt Company |
| Vendor Address 123 Highway 17 | City/County RUTHER GLEN |
| State VA | Zip Code 22546 |
| E-mail Jane@MyAsphalt.com | eVA Registration Number VS000000123123 |
| Phone Number 804-123-1234 | Alternate Phone Number |

- Information fields are populated by the eVA ID that is entered.
- Prepopulated information is not editable.
- Alternate phone number can be entered.
- If your company was ever terminated for default, then check the box.
- If any information is incorrect at this time, go to eVA and have it changed. You must wait for the overnight refresh for the updated information to appear in Plow4VA.

Contact Information Page – Part 2


An Agency of the Commonwealth of Virginia Virginia.gov Find an Agency

| | |
|---|--|
| SWAM Certified (Yes/No)? YES | SWAM Certification Number 123123 |
| Employees<250 (Yes/No)? | Number of Employees |
| <\$10 Million average gross revenue over the past 3 years? (Yes/No)? | |
| <input type="checkbox"/> Select this checkbox if your company was ever terminated for default | |
| State Corporation Commission (SCC) Virginia SCC Form <input type="text"/> | <input type="button" value="Upload SCC Document"/> |
| Workman's Comp (WC) Insurance Expiration Date 09/17/2020 | <input type="button" value="Upload WC Document"/> |
| General Liability (GL) Insurance Expiration Date 11/20/2020 | <input type="button" value="Upload GL Document"/> |


- If you are SWAM certified, your certification number will prepopulate.
- If you are not SWAM certified or not identified as SWAM, please fill in the fields in order.
- If you need assistance with SCC click this link: <http://www.scc.virginia.gov/clk/viewimg.aspx>
- Click on the “Virginia SCC Form” link to fill out the SCC form, then attach the SCC document by clicking on the “Upload SCC Document” button.
- Enter WC and GL insurance expiration dates and upload documents.
- Click the Next button to be directed to the Truck Page.

Truck Information Page


Create Agreement [Agreement Guide](#)




Location Information




Terms & Initials



Vendor Information



Truck Information



Review Dates

[Add Truck](#)

| VIN | Vehicle Tag | Year | Make | Model | Status | Edit | Delete |
|---|-------------|------|------|-------|--------|------|--------|
| ← Previous Next → | | | | | | | |

- If you are a new vendor, there will be no trucks to choose from. You will need to select the Add Truck link.
- If you are an existing vendor, your trucks that are already in SWAS will display at the top of the page.

Truck Information Page - Part 1

An Agency of the Commonwealth of Virginia Virginia.gov Find an Agency

Create Agreement Agreement Guide

Location Information Terms & Initials Vendor Information **Truck Information** Review Dates

Add Truck

| VIN/Serial Number | Vehicle Tag | Year | Make | Model | Status | Edit | Delete | Ins. Doc | Reg. Doc |
|-------------------|-------------|------|-------|-------|--------|------|--------|----------|----------|
| 1234 | 1234 | 2018 | Tesla | X | Saved | | | | |

Add/Edit Truck

New Existing

Truck Type
BID LINE 1: MGP \$1500 - 4 WD Pick

VIN/Serial Number
123546879
 Validate VIN

Year
2017

Make
Toyota

Truck Name/Abbreviation
4WDPick

Plate No.
IAMATEST

Model
RAV4

- When selecting the Add Truck button, this screen will appear.
- Fill out all the required fields.
- For equipment that does not have a VIN, enter the Serial Number.
- For equipment without a plate number, enter N/A.

Truck Information Page - Part 2

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Plow Length:

Spreader Capacity:

For VDOT Spreader/Plow, check box if vehicle has been rigged

Insurance Expiration Date:

Registration Expiration Date:

Requested Hourly Rate:


C:\fakepath\PLOW4VA Insurance Policy.docx

C:\fakepath\PLOW4VA Insurance Policy.docx


- If you are requesting a VDOT plow/spreader, check “For VDOT Spreader/Plow, check box if vehicle has been rigged” if your vehicle has been previously rigged.
- Add insurance and registration (for licensed equipment) expiration dates.
- Upload your insurance and registration (for licensed equipment) documents.
- Select the Cancel button to clear all fields.
- Once all equipment information has been entered, select the Save button.
- If you have more than one truck, repeat these steps to add all of your trucks.

Truck Information Page – Summary


Create Agreement Agreement Guide




Location Information




Terms & Initials



Vendor Information





Truck Information



Review Dates

[Add Truck](#)

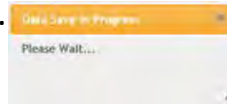
| VIN | Vehicle Tag | Year | Make | Model | Status | Edit | Delete |
|-----------|-------------|------|--------|-------|--------|---|---|
| 123546879 | IAMATEST | 2017 | Toyota | RAV4 | Saved |  |  |


Previous Next

- When a truck is saved, this grid will show at the top of the page with all the truck information that was entered.
- If you need to edit the information, click on the edit button.
- If you added the wrong truck, click on the delete button.
- **You can make changes to the trucks while in Saved status. Once you submit the agreement then no changes can be made.**
- Once all trucks have been added click next.
- If you need to go back to a previous screen click on the Previous button.

Errors for Invalid Truck Information

- If truck type field is not entered, you will receive the following message : “The Truck Type field is required”
- If VIN is not entered, you will receive the following message: “The VIN field is required”
- If Vehicle Tag is not entered, you will receive the following message: “The Vehicle Tag field is required”
- If Year is not entered, you will receive the following message: "The Year field is required"
- If Make not entered, you will receive the following message: “The Make field is required”
- If Model not entered, you will receive the following message: “The Model field is required”
- If Requested Hourly Rate not entered, you will receive the following message: "The Requested Hourly Rate field is required“. If you exceed the maximum allowed hourly rate, you will receive an error until you are at or below the max rate.
- If the insurance document is not uploaded – There will be no message. A pop up will display saying Data Save in Progress.



- On the truck grid there will be a red flag  that will display under the Review title. Click the Edit Button **Edit** to go back to that truck and upload the document.



- If you click on the next button before adding the Insurance document you will receive the following message (**One/more Trucks have missing insurance attachments.**)

Review Dates Page – Part 1

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Create Agreement Agreement Guide

Location InformationTerms & InitialsVendor InformationTruck InformationReview Dates

Equipment Pickup: 05/25/2017

Equip Return: 05/29/2017

Last Mobilization Date: 05/16/2017

Signup Session: Sometime before it snows!

After submitting your agreement you will receive an email with a link to your agreement packages...

Are you ready to submit agreement?

In compliance with the Snow Removal Equipment Services Agreement ("Agreement") and all the conditions imposed therein, the undersigned submits this Agreement and agrees to furnish the services in accordance with the Agreement at the price(s) indicated in the Agreement. The undersigned firms hereby certifies that all information provided in the agreement and the attached hereto is true, correct and complete.

Signature (enter first name, initial, last name)

Previous Submit

- When you click the next button on the truck page, the review dates page screen will show.
- Review the dates for the District you have chosen.
- Read the compliance statement.
- Add your first name, middle initial and last name and click the Submit button.







Review Dates Page – Part 2

Thank you for submitting agreement package

- Once you click on the submit button you will receive the above message.
- An email will be generated and sent to you with the link to your agreements and any additional information.
- Close your browser to exit.




Submitted Agreements

(Existing Vendor Dashboard)

| Agreement Dashboard | | | | | | | | | |
|--|--------------------|----------|-------------------|-----------|--------------|---|---|---|--------|
| Active Packages [Please click on the View/Edit button to review or edit a package] | | | | | | | | | |
| + Add New Package | | | | | | | | | |
| Package ID | Renewal Package ID | District | Area Headquarters | Status | Total Trucks | View | Edit | Delete | Review |
| 2550 | | NOVA | Manassas AHQ | Completed | 4 |  |  |  | |
| 2557 | | NOVA | Leesburg AHQ | Submitted | 1 |  |  |  | |

- Once you have submitted agreements you can click on the link provided in the email and you will be directed to an agreements dashboard page.
- This will show what status the agreements are in.
- **You can click on the view icon only. No fields will be editable.**
- Once you click on the view icon, there will be a button to print the agreement.
- You can add a new package by clicking the Add New Package button.

Submitted Agreements (New Vendor Dashboard)




| Agreement Dashboard | | | | | | | | | |
|--|--------------------|----------------|-------------------|-----------|--------------|---|---|---|--------|
| Active Packages [Please click on the View/Edit button to review or edit a package] | | | | | | | | | |
| Package ID | Renewal Package ID | District | Area Headquarters | Status | Total Trucks | View | Edit | Delete | Review |
| 2481 | | Fredericksburg | Rumford | Submitted | 1 |  |  |  | |


- Once you have submitted agreements you can click on the link provided in the email and you will be directed to an agreements dashboard page.
- This will show what status the agreements are in.
- **You can click on the view icon only. No fields will be editable.**
- Once you click on the view icon, there will be a button to print the agreement.

Rejected Agreement Page

Agreement List


[Add New Package](#)


| Package ID | District | Area Headquarters | Assigned | Status | Total Trucks | View/Edit | Delete | Review |
|------------|----------|-------------------|----------|----------|--------------|---|---|---|
| 137 | NOVA | 2 Merrifield AHQ | | Rejected | 1 |  |  |  |


- If you are an existing vendor and any of your agreements are rejected you will be sent an email with a link to the agreements dashboard page.
- The agreement that is rejected will have a flag icon  .
- Click on that agreement and make the necessary changes.
- You will need to resubmit the agreement so it can be reviewed and approved.
- **Note:** If you are a new vendor you will not get an email to a dashboard page.


Rejected Truck Page


Create Agreement [Agreement Guide](#)


Location Information




Terms & Initials


Vendor Information




Truck Information


Review Dates

[Add Truck](#)

| VIN/Serial Number | Vehicle Tag | Year | Make | Model | Status | Edit | Delete | Review |
|-------------------|-------------|------|------|-------|----------|---|---|--------|
| 23drgy789ijo | test0531 | 2017 | Ford | F350 | Rejected |  |  | |

⬅ Previous Next ➡

- If any trucks are rejected you will receive an email with a link to the agreement that has the rejected trucks.
- This is the screen that will show.
- You can click on the edit icon  to make changes to the truck or you can click on the trash can icon  to delete the truck.

Rejected Truck Page – Cont'd

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Create Agreement Agreement Guide

Location Information Terms & Inlets Vendor Information Truck Information Review Dates

Add Truck

| VIN | Vehicle Tag | Year | Make | Model | Status | Edit | Delete |
|-----------|-------------|------|--------|-------|----------|------|--------|
| 123546879 | IAMATEST | 2017 | Toyota | RAV4 | Rejected | | |

Add/Edit Truck

Replace Remove Edit:

New Existing

Truck Type
4 WD/Single Axle Vehicle with Owner

VIN
123546879

Plate No.
IAMATEST

Year
2017

Make
Toyota

Model
RAV4

Plow Length
0

Spreader Capacity
0

Requested Hourly Rate
55

Vehicle Rigged?

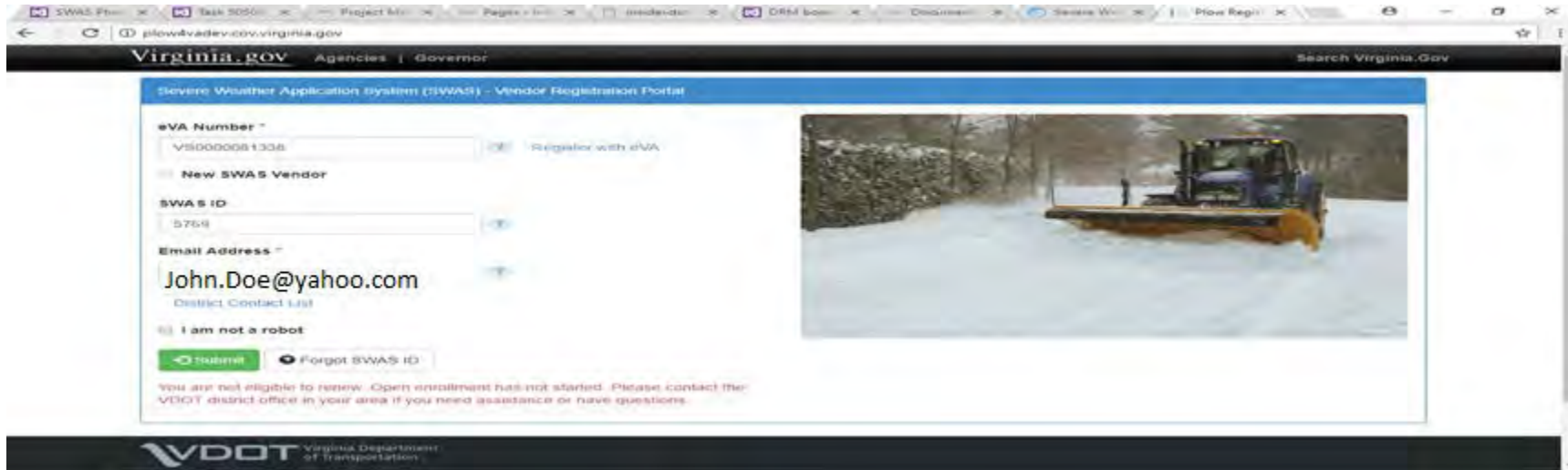
- When you click on the edit icon, this page will show.
- You can either remove, replace or edit the truck information.
- Save your changes.
- Resubmit the agreement so it can be reviewed and approved.

Error Messages



- If the open enrollment period has ended for the season you will get this message: “The open enrollment period has ended for this snow season. Please contact the VDOT District office in your area if you need assistance or have questions.”
- The New SWAS Vendor checkbox will be disabled.

Error Messages



- If you are not eligible to renew. Then you will receive this error message. “You are not eligible to renew. Open enrollment has not started. Please contact the VDOT District office in your area if you need assistance or have questions.”
- The New SWAS Vendor checkbox will be disabled.