Plow4VA Contractor User Guide

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Severe Weather Team
• 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.
• **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

- 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](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.
• 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

- 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.
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.
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.
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.
• 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.
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 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.)
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.
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)

- 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)

- 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

- 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

- 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

- 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.