• This is the external vendor portal page that will show when you click on the [www.plow4va.com](http://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.
Invalid Information Entered

• If invalid eVA ID and correct email address – You will receive the following message (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).
• If invalid email address - You will receive the following message (You must enter a valid email address).
• If invalid SWAS ID – You will receive the following message (The SWAS ID field or New SWAS Vendor field is required).

Vendor Help

• District contact list - click on this link to get the district contact information. http://www.virginiadot.org/business/resources/maintenance/maintenance_District_Contact_List.pdf
• ? – 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.
• Note: 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.
• Note: Once you are on the Location Page their will be a previous button on each page moving forward. Use this button to return to a previous 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. The terms page will show.
Invalid Information Entered

• 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 the Agreement Guide for help with filling out the agreement. The link displays on every page throughout the process.
Create Agreement Page – Terms Page

- Review the terms, enter your initials and check I agree.
- Click the next button and the Vendor information screen appears.
- The terms will be locked once the next button is clicked.
- Click on the previous button to return to the previous screen.
Invalid Information Entered

• If you do not enter initials – You will receive the following message (The initials field is required and You must agree to terms).
The information is populated by the eVA ID that is entered.

**Note:** do not click in the grayed out boxes. These fields are not editable.

The only fields that are editable are the alternate phone number, Small Business Supplier Diversity (SBSD), and State Corporation Commission (SCC).

If your company has defaulted then check the box.

If any information is incorrect at this time then go back to eVA and have it changed.

If you need to go back to a previous page click the previous button.

If you need assistance with SCC click this link: [http://www.scc.virginia.gov/clk/viewimg.aspx](http://www.scc.virginia.gov/clk/viewimg.aspx)

Click on the Virginia SCC Form link to fill out the form and upload.

Attach the SCC document by clicking on the Upload SCC Document button.

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 click the Add Truck.

If you are an existing vendor, your trucks that are already in SWAS will display at the top of the page.

If you need to go back to a previous screen click on the Previous button.
Click on the Add Truck button, this screen will appear.
Fill out all the required fields.

**Note:** If you go over the required hourly rate you will receive an error until you are at or below the max rate.

**Note:** If you pick a piece of equipment that does not have a VIN then enter the Serial Number. **Note:** If you pick a piece of equipment that does not have a plate number then enter N/A.
Upload your insurance and workers compensation document.
If a licensed vehicle then the registration document needs to be uploaded. **Note:** Registration is not required for heavy equipment.
Click the Save button.
If you are requesting a VDOT spreader or plow and your vehicle has been previously rigged check the Vehicle Rigged box.
If you have more than one truck then continue to add all of your trucks.
Click the cancel button to clear the fields.
When a truck is saved a 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.
Invalid Information Entered

- If truck type field not entered – You will receive the following message (The Truck Type field is required)
- If VIN not entered – You will receive the following message (The VIN field is required)
- If Vehicle Tag not entered – You will receive the following message (The Vehicle Tag field is required)
- If Year 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 Make field is required)
- If Requested Hourly Rate not entered – You will receive the following message (The Requested Hourly Rate field is required)
- 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.
You need to review the dates for the district you have chosen.
You need to read the next steps message.
You need to read the compliance statement.
Add your first name, middle initial and last name and click the submit button.
To go back to a previous screen click on the Previous 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.
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.
• 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.
Renewal Process

• The renewal period will be from May 15th to June 29th of each year.

• If you are eligible to renew you will receive an email with a link to the Plow4VA.com website. This link will take you to the Plow4VA.com website dashboard.

• The dashboard will show your agreement packages available to renew.

• Click on the package/s you want to renew.
Renewal Process – Cont’d

• You will be directed to the Location Page. This page will not be able to be edited. Click next to proceed to the Terms Page.

• Read the terms and conditions for this agreement, add initials, click agree and click next to proceed to the Contact Page.

• Click next to proceed to the Truck Page.

• Choose a truck to edit, replace 1:1 or delete. (See Truck summary grid for additional information).

• Click next to go to the Review Dates Page. Review the information and then sign and submit your package.
Error Messages

• If the renewal and open enrollment periods have 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.
Renewal Grid

- When you click the link in the email you will be directed to this dashboard.
- If there are no errors the review icon will be spinning. Click on the icon to renew.
- The Add Package button is hidden for the renewal process.
• If a truck is deleted from a package the review icon will not be spinning. The package will not be able to be renewed.
Error with Renewal Packages Cont’d

• If a truck is deleted in SWAS after the renewal email has been sent then the package will not be able to be renewed.
Error with Renewal Packages Cont’d

- If all trucks have been deleted on a package the grid will show 0 trucks and a red flag with the following message “Please contact VDOT for assistance”.
Outside Renewal Time Frame

- If you saved your renewal package and did not complete before the renewal end date then the package will stay in saved status. It will be viewable only. You will receive the following error message “The renewal period has ended. This package can only be viewed at this time. To use the trucks for another package you will need to delete this renewal package. Contact VDOT for assistance.”.

- Once you delete the package then your trucks will be available to add to a new package during open enrollment.
• If a package is in the process of being renewed then there will be a red flag with this message “This package is currently being renewed.”.
• Once a package has been renewed it will show in the active package grid.
When user comes to Renewal Dashboard within renewal window but clicks on the Renew button after Renewal window

• If you click on a package outside of the renewal window you will receive this message.
Within Renewal Window- One of the trucks for the first renewal package is in use by the second package that is being renewed

• If you are trying to renew a package that has a truck in use with another package you will receive this message “One or more trucks are in use. This package cannot be renewed at this time. Contact VDOT for assistance.”
Error Exception When Two Tabs are Opened

- If you click on a package and then open another window and re-click on that package you will receive the above error message.
If you never choose a package to renew and the renewal window has ended, this is the screen you will see. At this time you will not have any packages to renew and you will have to wait until open enrollment to add a package.
This is the revised truck summary grid for the renewal process. The Replace 1:1 column has been added.

The Add Truck in the upper left corner is disabled during the renewal window.

Click on a truck to either Edit, Replace 1:1 or Delete.
• The only editable field on the truck page during the renewal window is the Plate No. The upload documents are available so current insurance and registration information can be uploaded.
View Agreement

To view your agreement, click on the 📄 icon.

A new window will open with all of the information for the agreement (except for the uploaded documents)
Click on the Print button in the upper right corner.

A new window will open. You can print the document or save it to PDF.
• When editing or replacing a truck and there is something wrong with the truck information after you have saved the truck, a red flag will appear under the Review column.
• You will need to click on the edit or replace 1:1 icons and fix the error on the truck before continuing.
Error with Trucks Cont’d

• When all trucks are error free and in a saved status, click the Next button to be directed to the Review Dates page.
Review Dates Page

Review the information.
Add you signature.
Click on the Submit button.
You will receive this message if the package was submitted successfully.
To check on the status of your agreement package/s, click on the link that was provided for you when your agreement was submitted.

In the Status column you will see the status of the package.

The status can be either submitted, rejected or completed.
Error on Package and/or Truck

- If there is an error on the package and/or truck you will see a red flag in the review column under the active package grid.
- Click on the edit button to make changes to the package and/or truck and resubmit the package.