

Using AASHTOWare Project Bidder Quoter Submission:

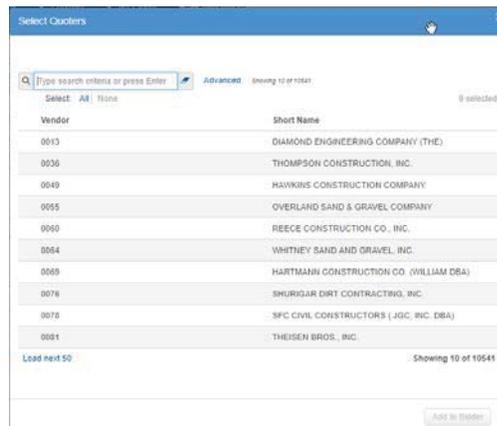
1. Log into <https://dotawproject.nebraska.gov>
 - a. If you do not have an account, please send the following information to NDOT.AWProjectSupport@nebraska.gov : Person Name, Direct Email (No Shared Inboxes), Phone, Company, Physical Mailing Address. Please include "Bidder/Quoter Request" in the subject line.
 - b. When logging in make sure to select "Non-Agency" from the drop down selection.

A screenshot of a login form. It has a text input field containing 'v.tyler.carlson', a password field with masked characters, a dropdown menu for 'State of Nebraska - DOT', and another dropdown menu with 'Non-Agency' selected. A mouse cursor is pointing at the 'Non-Agency' option.

2. Once logged in the user can either submit new bidder quoter records or can view previous submissions
 - a. To submit new records:
 - i. Search and select a letting
 - ii. Search and select the bidder (company in which the user is representing)
 - iii. Search and select the first quoter
 - iv. Click save
 - v. Once the first quoter has been added, additional quoters can be added by clicking the row action button:



- vi. The user will be presented with the "Select Quoters" modal window. The user can search and select as many quoters as needed. Once all have been selected, click "Add to Bidder".



Note: Repeat steps 'v' and 'vi' as many times as needed to add quoters.

Note: Steps 'i' through 'iv' can be repeated as well to add more quoters.

- vii. If a quoter does not appear in the list, use the component action button and locate the "Submit Unlisted Vendor". This will take the user to a new page where vendor information can be submitted to NDOT. This information will be processed and later included in the selection list.

- viii. If the user is submitting “No Quotes Received”, it can be completed by two methods:
 - 1. In the “Quoter” search box, select “NOQUOTES”
 - 2. After adding one or more quoters, the user can remove all quoters from the “Bidder/Quoter Summary” page. Then the bidder record is left with no quoters.
- b. To view previous submissions:
 - i. Using the “Bidder Quoter Overview” on Dashboard (or home screen) or by navigating to overview via quick links throughout system, the user can search for previous lettings.
 - ii. Once a letting has been located, the user can use the hyperlink on the number of quoters to see the entire submission.