



# Using AASHTOWare Project Bidder Quoter Submission:

- A. If you do not have an account, please submit a user access request here:
- 1) Make sure you select the "bidder/quoter" account box in order to gain access.
  - 2) <https://dot.nebraska.gov/business-center/external-user-access-request/>
- B. If you have an account already, log into <https://dotawproject.nebraska.gov>  
Additional information and the ability to report an Issue can be found here:  
<https://dot.nebraska.gov/business-center/getting-started/>

Once logged in the vendor can either view previous submissions or submit new subcontractor/supplier quotes

C. How to Submit New Quotes:

- 1) Search and select a letting. (Example: 25022701). Search and select the bidder (company in which the vendor is representing). Then click Save.

▼ Add Bidder Save ?

Letting\* Bidder\*

Q 25022701 0000 - TEST

02/27/2025

Bidder/Quoter Summary Bidder - Successfully Saved

▼ Bid Letting: 25022701 - 02/27/2025 1:30 PM Save ?

Select Bidders... 0 marked for deletion 0 changed Expand All

| No ... | Ven... | Short Name | Signed ... | Sig... | Quot... |
|--------|--------|------------|------------|--------|---------|
| > Yes  | 0000   | TEST       |            |        | 0       |

Submitting More Quotes? Submitting No Quotes Received?

Click the row action (blue triangle) in this box to the right and select the link: Add Vendor: NOQUOTES to your list of quotes.

Unlisted Vendor?

To add an unlisted vendor, click on the component action (white triangle in blue bar) and select the link for 'Submit Unlisted Venc

Comment

- 2) Select the row action on the right side and then select "Select Quoters"

Select Bidders... 0 marked for deletion 0 changed Expand All

| No Q... | Vendor | Short Name | Signed By | Sig... | Quot... |
|---------|--------|------------|-----------|--------|---------|
| > Yes   | 0000   | TEST       |           |        | 0       |

Submitting More Quotes? Submitting No Quotes Received?

Click the row action (blue triangle) in this box to the right and select the link for 'Sel Add Vendor: NOQUOTES to your list of quotes.

Unlisted Vendor?

To add an unlisted vendor, click on the component action (white triangle in blue bar) and select the link for 'Submit Unlisted Vendor'

Comment

Actions

- Delete
- Select Quoters...



# Using AASHTOWare Project Bidder Quoter Submission:

- 3) The vendor will be presented with the “Select Quoters” modal window. The vendor can search and select as many quoters as needed. Once all have been selected, click “Add to Bidder”. You are only required to select the quoter you received quotes from. No other information is necessary.

| Select                   | Vendor | Short Name               |
|--------------------------|--------|--------------------------|
| <input type="checkbox"/> | 0003   | ATKINSON SAND AND GRAVEL |
| <input type="checkbox"/> | 9405   | ATKINSON SENIOR CENTER   |

- 4) Click save

| Vendor | Short Name | Proposals |
|--------|------------|-----------|
| 0000   | TEST       | 0         |

- 5) Additional quoters can be added by clicking the row action button again and selecting them in the “Select Quoters” modal window.

| Vendor | Short Name | Proposals |
|--------|------------|-----------|
| 0000   | TEST       | 0         |



# Using AASHTOWare Project Bidder Quoter Submission:

## D. How to View Previous Submissions:

Using the “Bidder Quoter Overview” on the Dashboard, the vendor can search for previous lettings.

The screenshot shows the AASHTOWare Project dashboard. At the top, there are navigation tabs: Home, Previous, My Pages, and QA Environment. Below this, there are links for 'Add Bidder' and 'Bidder Quoter Overview'. The main content area is titled 'PROJECT NDOT EXTERNAL ROLE for Non Agency Bidder/Quoter User'. There are several sections: 'Home Page News', 'Add Bidder' (with a search bar for 'Letting\*' and a dropdown for 'Bidder\*' set to '0000 - TEST'), and 'Bidder Quoter Overview' (with a search bar and an 'Advanced' link). At the bottom, it says 'No rows found matching criteria.' and '0 changed'.

Once a letting has been located, the vendor can use the hyperlink on the number of quoters to see the entire submission.

The screenshot shows the 'Bidder Quoter Overview' table. It has a search bar and an 'Advanced' link. The table has the following columns: Letting ID, Letting Date, Bidder, Workflow Phase, and Quoters. There is one row of data: Letting ID 25072401, Letting Date 07/24/2025, Bidder 0000 - TEST, Workflow Phase Initial, and Quoters (with a blue arrow pointing to the number). At the bottom right, it says '0 changed'.

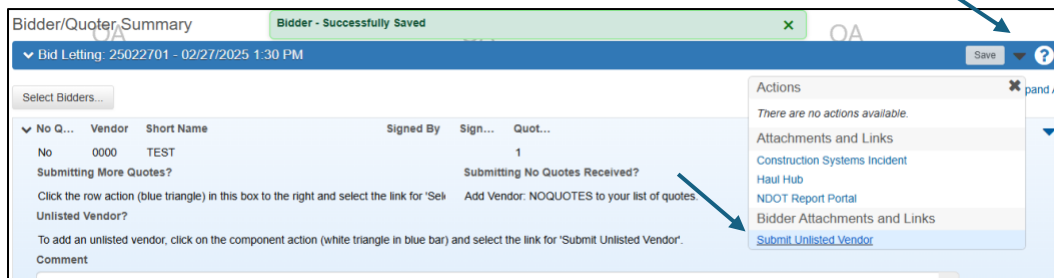
| Letting ID | Letting Date | Bidder      | Workflow Phase | Quoters |
|------------|--------------|-------------|----------------|---------|
| 25072401   | 07/24/2025   | 0000 - TEST | Initial        |         |



# Using AASHTOWare Project Bidder Quoter Submission:

## E. How to Submit an Unlisted Vendor:

- 1) If a quoter does not appear in the list, use the action button (white triangle inside the blue bar) and locate the "Submit Unlisted Vendor".



- 2) This will take the vendor to a new page where vendor information can be submitted to NDOT. This information will be processed and later included in the selection list.

NEBRASKA  
Good Life. Great Journey.  
DEPARTMENT OF TRANSPORTATION

HOME TRAVEL BUSINESS CENTER PROJECTS SAFETY AERONAUTICS PUBLIC TRANSIT

REGISTER AN UNLISTED VENDOR

Please complete the following form to submit an unlisted vendor.

Select Vendor... Contact Name

Contact Phone Contact Email

Please enter the information for the Unlisted Vendor/Source

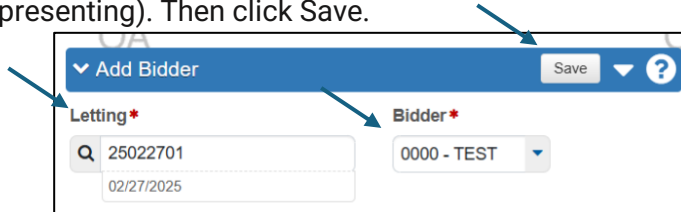
Company

Address

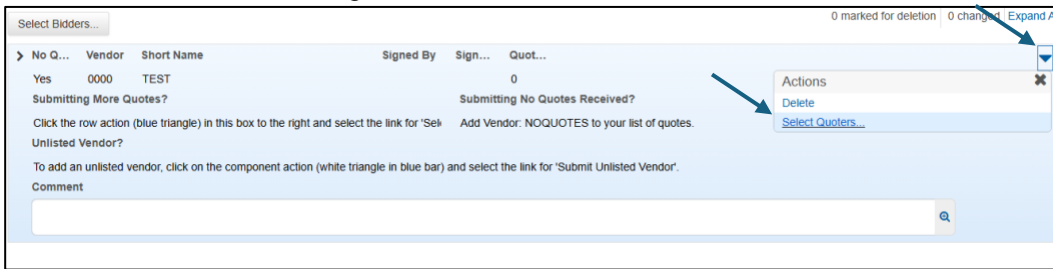
# Using AASHTOWare Project Bidder Quoter Submission:

## F. How to Submit "No Quotes Received":

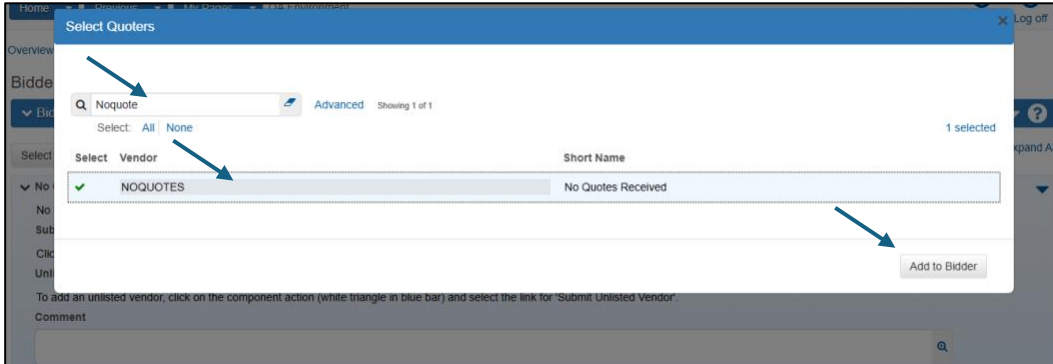
- 1) If the vendor did not procure any subquotes, the vendor can submit "No Quotes Received", by the following method.
- 2) Search and select a letting. (Example: 25022701). Search and select the bidder (company in which the vendor is representing). Then click Save.



- 3) Select the row action on the right side and then select "Select Quoters"



- 4) In the "Quoter" search box, select "NOQUOTES" and then select "Add to Bidder".



- 1) Click save

