

PENNSYLVANIA SUPPLIER PORTAL

YOUR ONE STOP FOR COMMONWEALTH PROCUREMENTS



## BIDDING REFERENCE GUIDE

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## RESPONDING TO SOLICITATIONS FOR SUPPLIERS

**Welcome to the Pennsylvania (PA) Supplier Portal!** The PA Supplier Portal is your “one-stop shop” for all Commonwealth procurements. This reference guide is designed to assist your business in identifying relevant solicitations, creating appropriate responses to those solicitations, and managing responses until the solicitation end date, including holding, submitting, changing and deleting responses.

**NOTE:** This reference guide assumes your company has already registered via the PA Supplier Portal and has set-up personnel who are able to perform bidding on its behalf. If your company has not registered, please follow the 3 phase registration process available via the Supplier Service Center at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).

### Identify Solicitations

If your organization has conducted business with the Commonwealth in the past, you are probably already familiar with searching for and identifying solicitations via the website maintained by the Department of General Services (DGS), Bureau of Procurement (BOP) (<http://www.dgs.state.pa.us/procurement/site/default.asp>).

The DGS website will still contain high-level solicitation information (also know as the bid abstract), however, in order to see the complete solicitation package, inclusive of specifications and any specific information or instructions, your company must be registered and logged-in to the PA Supplier Portal. Please follow the instructions outlined below on searching for solicitations. **NOTE:** The instructions below assume you are set-up with the bidder role when accessing the PA Supplier Portal to use its solicitation response functionality.

#### Portal Main Page



The screenshot shows the Pennsylvania Supplier Portal main page. At the top, there is a dark blue header with the text "pennsylvania PA Welcome PA Suppliers" and a "SUPPLIER LOGON" button highlighted with a red circle and the number "1". Below the header is a navigation bar with "Supplier" and "Supplier Registration" links. The main content area includes a "Detailed Navigation" sidebar with links like "PA Supplier Portal Home", "New Supplier Registration", "Existing Supplier Registration", "Supplier Service Center", and "Password Reset". The main content area also contains a "Welcome to the Pennsylvania Supplier Portal!" message, a status alert, and several paragraphs of introductory text. There are three small images: a building, a city skyline, and a bridge.

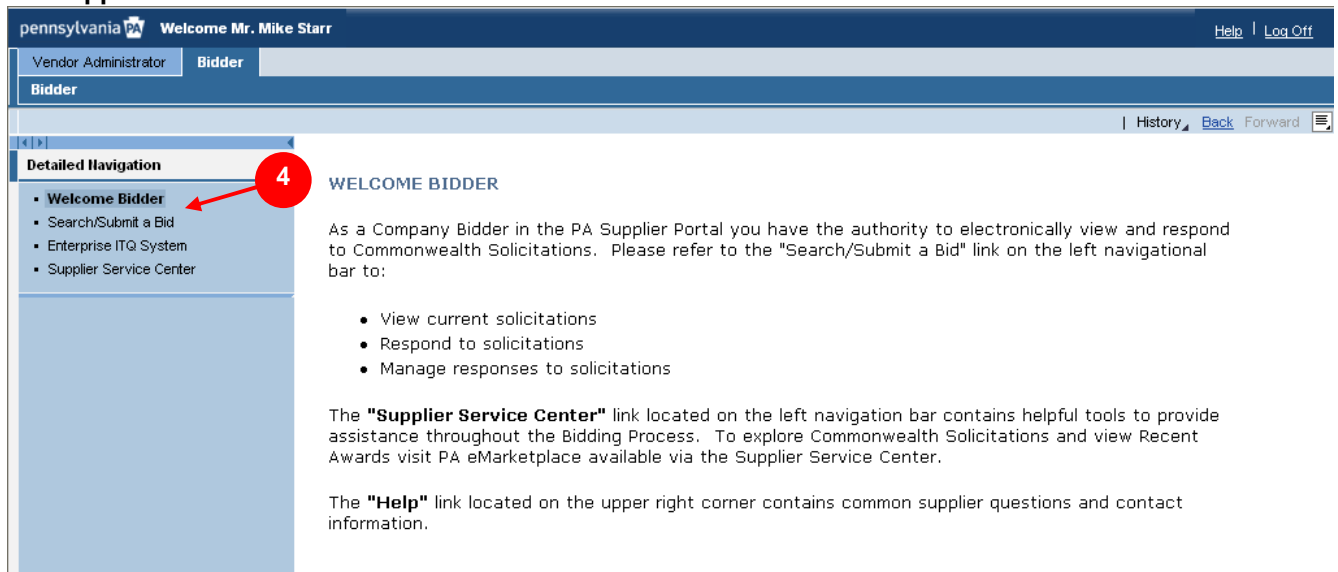
1. Go to [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) and select the **SUPPLIER LOGON** button.

Portal Logon Page



2. Enter your **Logon ID** and **Password**.
3. Select the **Log In** button. **NOTE:** The messaging below the **Log In** button does not apply to initial password set-up for administrative users or bidders upon first-time login. Rather, it applies only to those users who desire to reset or change their existing permanent passwords.

PA Supplier Portal Bidder Welcome Screen



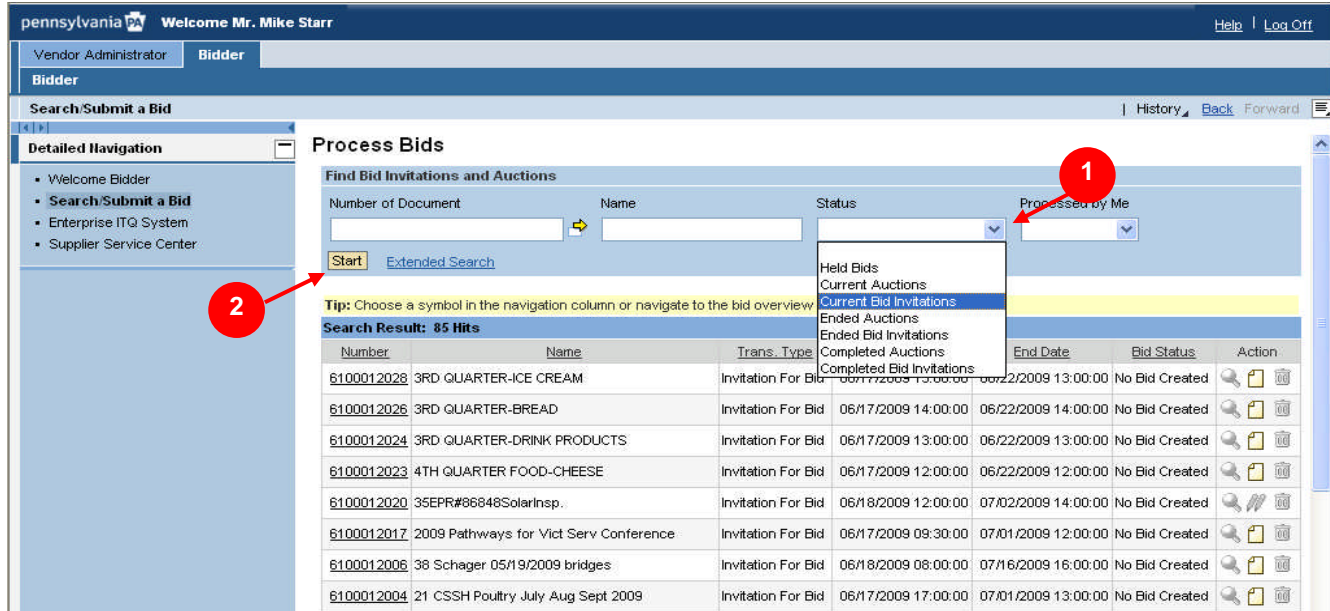
**NOTE:** The **Welcome Screen** will display dynamic content, including current procurement news, notifications on system or functionality issues that could affect solicitation response submission, and any other helpful bidding information. Please pay special attention to this message, as it will be updated regularly.

4. To begin searching for bidding opportunities, select the **Search/Submit a Bid** link in the left navigation area.

### Option 1: Search for Solicitation without Solicitation Number

Shown below is the first of two options for searching for solicitations via the PA Supplier Portal. This option provides the steps for performing a search when a specific solicitation number is unavailable or not known.

#### Process Bids Screen

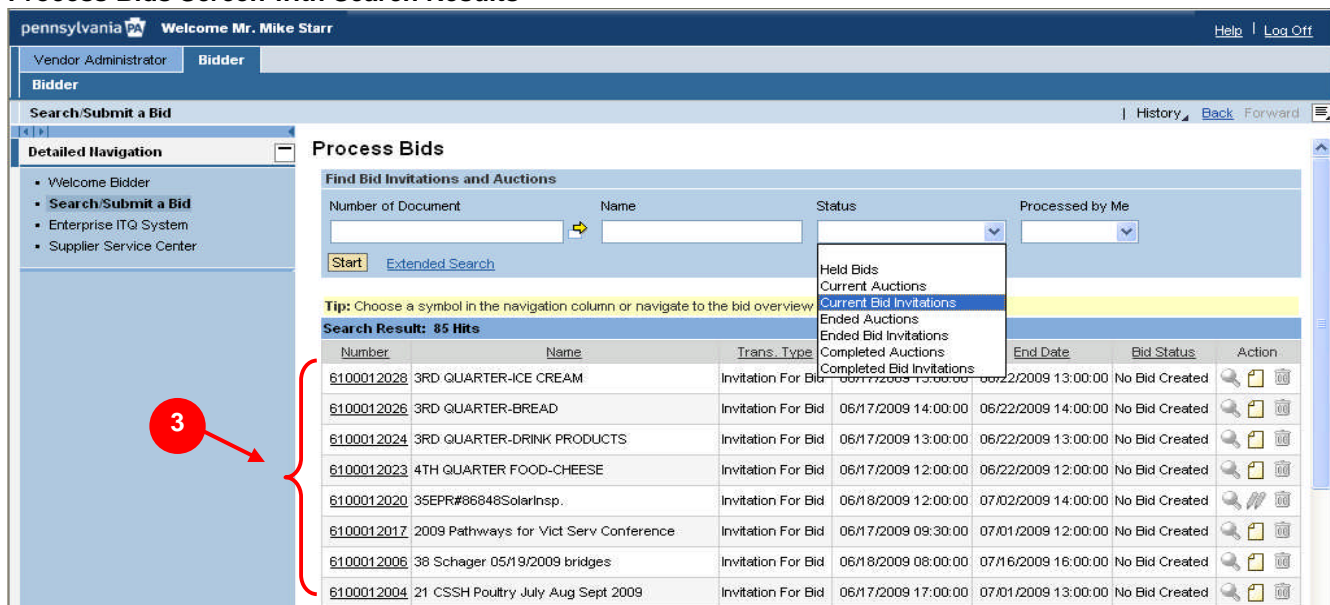


1. Make a selection from the **Status** drop-down list.

**NOTE:** The **Status** drop-down list provides you with a variety of options for narrowing your search for bid solicitation opportunities. These options include: Current (shown above), Ended, and Completed. If you wish to see all solicitation opportunities regardless of status, choose the “blank” selection from the **Status** drop-down list.

2. Select the **Start** button.

#### Process Bids Screen with Search Results



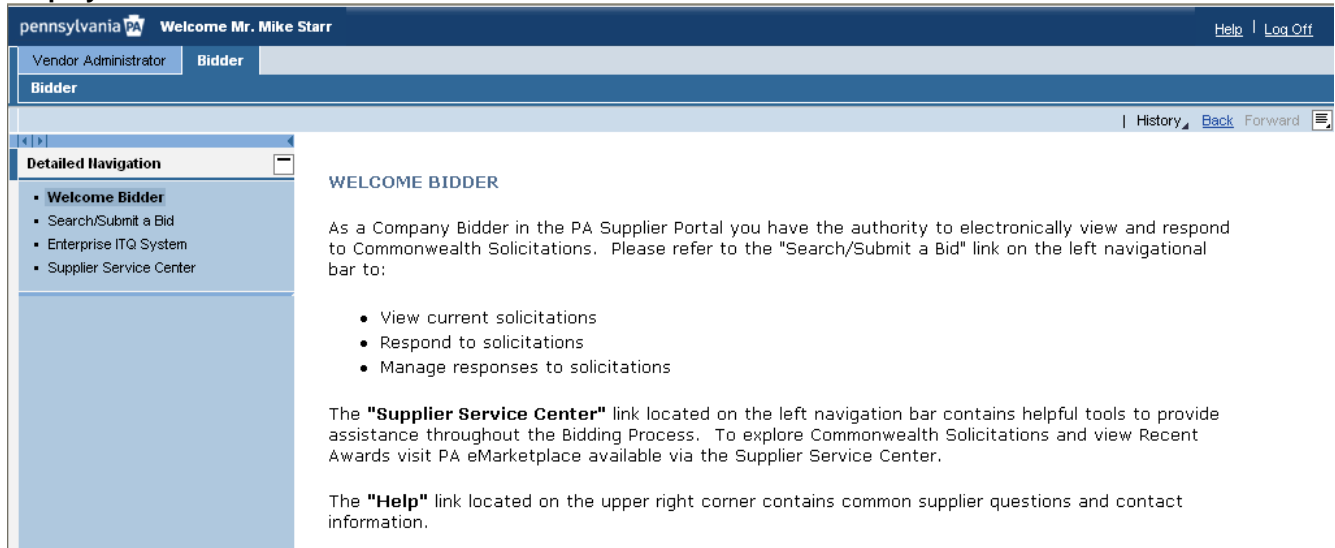
**NOTE:** Selecting the **Start** button will refresh your search results list. So, if you choose to search by a different status type within the **Status** drop-down list, be sure select the **Start** button to refresh your displayed search results list.

3. Select the **Number** for the solicitation you would like to review and create a response.

**NOTE:** The icons in the far right column allow a bidder to perform the following bidding functions for a solicitation, as dictated by the status of the solicitation:

- = Create Icon (allows the user to create bids on open opportunities )
- = View Details Icon (allows the user to view basic data and details of a specific bid)
- = Change Icon (allows the user to change a previously held or submitted bid)
- = Delete Icon (allows the user to delete a bid)

### Display Invitation for Bid Screen

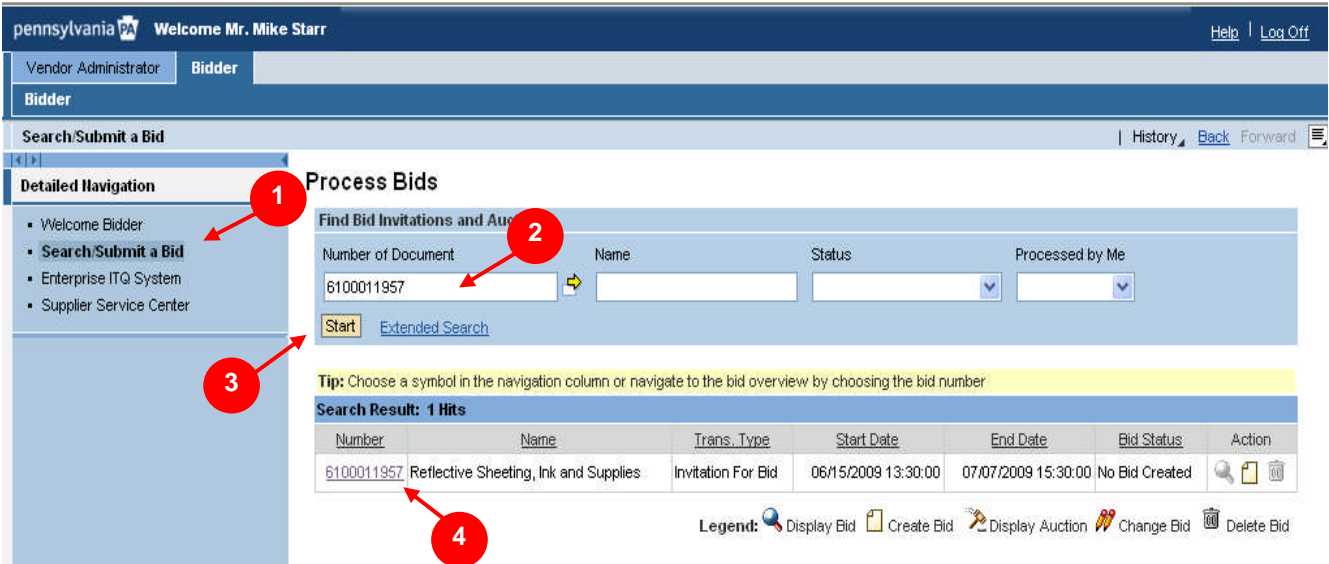


**NOTE:** Navigation through the **Display Invitation for Bid** screen allows you to perform the various required functions associated with bidding via the PA Supplier Portal, as shown in the Respond to Solicitation section of this guide.

### Option 2: Search for Solicitation with Bid Number

Shown below is the second of two options for searching for solicitations via the PA Supplier Portal. This option provides the steps for performing a search when a specific solicitation number is available and/or known.

#### Search/Submit a Bid Screen with Search Results



1. To begin searching for bidding opportunities, select the **Search/Submit a Bid** link in the left navigation area.
2. Enter the specific solicitation number you wish to search for in the **Number of Document** field.
3. Select the **Start** button.
4. Select the **Number** for the solicitation you would like to review and create a response.

**NOTE:** The icons in the far right column allow a bidder to perform the following bidding functions for a solicitation, as dictated by the status of the solicitation:

- = Create Icon (allows the user to create bids on open opportunities )
- = View Details Icon (allows the user to view basic data and details of a specific bid)
- = Change Icon (allows the user to change a previously held or submitted bid)
- = Delete Icon (allows the user to delete a bid)



## Display Invitation for Bid Screen

[pennsylvania](#) **Welcome Mr. Mike Starr** [Help](#) | [Log Off](#)

[Vendor Administrator](#) | **Bidder**

**Bidder**

[Search/Submit a Bid](#) | [History](#) | [Back](#) | [Forward](#)

**Detailed Navigation**

- Welcome Bidder
- Search/Submit a Bid**
- Enterprise ITQ System
- Supplier Service Center

### Display Invitation For Bid

[Records Management](#) | [Register](#) | [Create](#) | [Hold](#) | [Change](#) | [Refresh](#) | [Output Preview](#)

[Back to Initial Screen](#)

**Invitation For Bid: Name** Reflective Sheeting, Ink and Supplies | **Number** 6100011957 | **External Version Number** 6

[General Data](#) | [Item Data](#)

[Basic Data](#) | [Attributes](#) | [Information from Purchaser](#) | [Partner/Delivery Address](#)

Check the information for the bid invitation.

Time Zone	EST
Start Date	06/15/2009 13:30:00
End Date	07/07/2009 15:30:00
Opening Date	07/07/2009 15:30:10
Validity Period	10/01/2009 To 09/30/2011
Currency	USD United States Dollar
Guaranteed Minimum Amount	0.00
Guaranteed Minimum Level	

**NOTE:** Navigation through the **Display Invitation for Bid** screen allows you to perform the various required functions associated with bidding via the PA Supplier Portal, as shown in the Respond to Solicitation section of this guide.



## Respond to Solicitation

This section of the reference guide will assist you in responding to specific solicitation opportunities. Once you have selected the solicitation you would like to respond to, be sure to review the details closely to ensure that your response is compliant with all requirements of the solicitation, including any bid specifications or special conditions. Follow the instructions below to respond to a solicitation from the Commonwealth.

### Process Bids Screen with Search Results

The screenshot shows the 'Process Bids' screen with search results. A red circle with the number '1' points to the search results table.

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
6100012112	Dilution Contol/Dishw06/22/2009 10:46:28	Invitation For Bid	06/23/2009 10:00:00	07/31/2009 14:00:00	No Bid Created	
6100012105	23 VM Loyalsock Grower Feed	Invitation For Bid	06/23/2009 14:00:00	06/26/2009 14:00:00	No Bid Created	
6100012103	PSP 4 Garmin GPS Units, PSP Helicopters	Invitation For Bid	06/19/2009 15:30:00	07/10/2009 14:30:00	No Bid Created	
6100012075	2203 steel toe boots	Invitation For Bid	06/19/2009 16:30:00	06/28/2009 16:30:00	No Bid Created	
6100012048	7877201DLD BDL Vision Testing	Invitation For Bid	06/22/2009 17:00:00	06/26/2009 10:00:00	No Bid Created	
6100012046	31, Chevy 3500 Prime Mover, SW	Invitation For Bid	06/19/2009 08:00:00	07/02/2009 15:30:00	No Bid Created	
6100012020	35EPR#86848SolarInsp.	Invitation For Bid	06/18/2009 12:00:00	07/02/2009 14:00:00	No Bid Created	
6100012017	2009 Pathways for Vict Serv Conference	Invitation For Bid	06/17/2009 09:30:00	07/01/2009 12:00:00	No Bid Created	

1. Select the solicitation you would like to view from the search results listed.

### Display Invitation for Bid Screen

The screenshot shows the 'Display Invitation for Bid' screen. A red circle with the number '2' points to the 'Create' button. A red box highlights the 'End Date' field in the 'General Data' tab with a note.

**NOTE:** The End Date is the date on which the solicitation expires. Changes to responses can be made up until the designated time on the End Date. The Open Date is the date on which the solicitation responses will be opened and evaluated.

Field	Value
Time Zone	EST
Start Date	06/15/2009 13:30:00
End Date	07/07/2009 15:30:00
Opening Date	07/07/2009 15:30:10
Validity Period	10/01/2009 To 09/30/2011
Currency	USD United States Dollar
Guaranteed Minimum Amount	0.00
Guaranteed Minimum Level	

**NOTE:** Upon the selection of the solicitation you would like to respond to, the Display Bid screen is presented. The screen contains two tabs: General Data and Item Data. Within each tab there will be links to various components of the solicitation, as shown below. Depending upon the complexity of the solicitation and the number of line items associated with that it, a review at the line item details level may be necessary.

Tabs	Links
<b>General Data</b>	<ul style="list-style-type: none"> <li>▪ Basic Data</li> <li>▪ Attributes</li> <li>▪ Information from Purchaser</li> <li>▪ My Notes</li> <li>▪ Partner Delivery Address</li> <li>▪ Conditions</li> <li>▪ Bid Invitation Versions</li> </ul>
<b>Item Data</b>	<ul style="list-style-type: none"> <li>▪ Shows lines items associated with the solicitation</li> <li>▪ Upon selection of a line item, the following links are available:                             <ul style="list-style-type: none"> <li>– Basic Data</li> <li>– Schedule Lines</li> <li>– Information from Purchaser</li> <li>– My Notes</li> <li>– Conditions</li> <li>– Partner Delivery Address</li> </ul> </li> </ul>

**NOTE:** Each of these tabs and its corresponding links are described in more detail later in this guide. Also, keep in mind that the solicitation is being shown in “Display Only” mode at this point. While “Display Only” mode does allow you to navigate through the tabs and links shown above, it does not allow you to enter information required for a response. To create an actual response to the solicitation, follow the instructions below. Screen naming will change from “Display” to “Process”.

2. Select the **Create** button.

### Complete the General Data Tab

To submit a solicitation response, you must first review and complete the various links under the **General Data** tab. The **General Data** tab outlines general information about the solicitation.

#### Process Bid Screen – General Data Tab, Basic Data

3. Select the **Basic Data** link under the **General Data** tab. **NOTE:** By default, the **Attributes** link is displayed, so be sure to select the **Basic Data** link to view start, end and open date information for the solicitation.

Process Bid Screen – General Data Tab, Attributes

The screenshot shows the 'Process Bid' screen with the 'Attributes' tab selected. A red circle labeled '4' points to the 'Attributes' link in the navigation bar. A red circle labeled '5' points to a dropdown menu in the 'Reply' column of the 'Overview of Attributes' table. A red circle labeled '6' points to the 'Comment' column of the same table.

Question	Reply	Comment
1. HAS THE SUBMITTER READ, AND DOES THE SUBMITTER UNDERSTAND, THE TERMS AND CONDITIONS OF THIS SOLICITATION? *	<input type="text"/>	
2. IS THE OFFER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS SOLICITATION? *	<input type="text"/>	
3. DO ALL ITEMS OFFERED BY SUBMITTER CONFORM TO THE SPECIFICATIONS OF THIS SOLICITATION? *	<input type="text"/>	
4. WERE THE PRICE(S) AND AMOUNT ARRIVED AT INDEPENDENTLY AND WITHOUT CONSULTATION, COMMUNICATION OR AGREEMENT WITH ANY OTHER CONTRACTOR, SUBMITTER OR POTENTIAL SUBMITTER? *	Y: YES	

4. Select the **Attributes** link under the **General Data** tab.

**NOTE:** The **Attributes** link contains requirements of the solicitation to which you must respond. Failure to respond to these items will result in an error message upon submission. The requirements shown here will vary based upon the complexity of the solicitation.

5. Answer the required questions by selecting the appropriate choice from the drop-down list.

6. Answer any required questions by entering information in the appropriate comment box.

**NOTE:** If necessary, enter any additional information in the comment field associated with the question.

Process Bid Screen – General Data Tab, Information from Purchaser

The screenshot shows the 'Process Bid' screen with the 'Information from Purchaser' tab selected. A red circle labeled '7' points to the 'Information from Purchaser' link in the navigation bar. A red circle labeled '8' points to the 'Attachments' section at the bottom of the screen.

**Texts**  
To Display / Edit the Texts, Choose the Appropriate Text Type

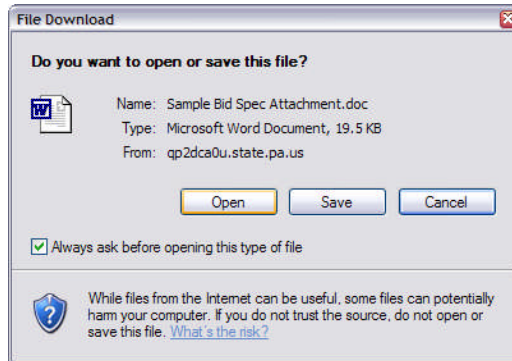
Text Type	Text Preview (60 Chars.)
Tendering text	Deliveries must be made by 10:00 AM. Bids will be received n...
Purchaser's Remarks	

**Attachments**  
Overview of Attachments

7. Select the [Information from Purchaser](#) link under the **General Data** tab.

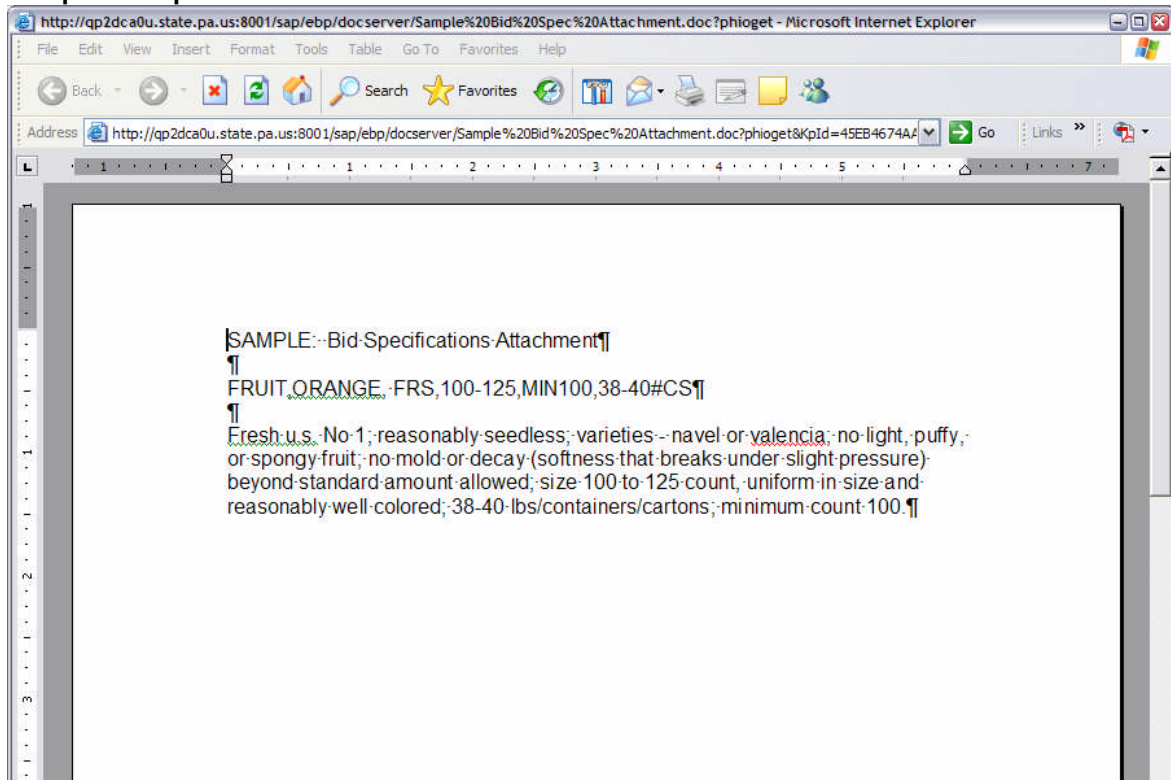
**NOTE:** The **Information from Purchaser** link contains information provided by the Commonwealth to further describe the specifications and conditions of the solicitation. Information can be displayed directly on this page or as a document attached to the solicitation.

8. If there is an attachment to the solicitation, select the link located in the Description column (use the scroll bar on the right to view all attachments). **NOTE:** For the purposes of illustration, the following example is shown ([Sample Bid Specification](#)).

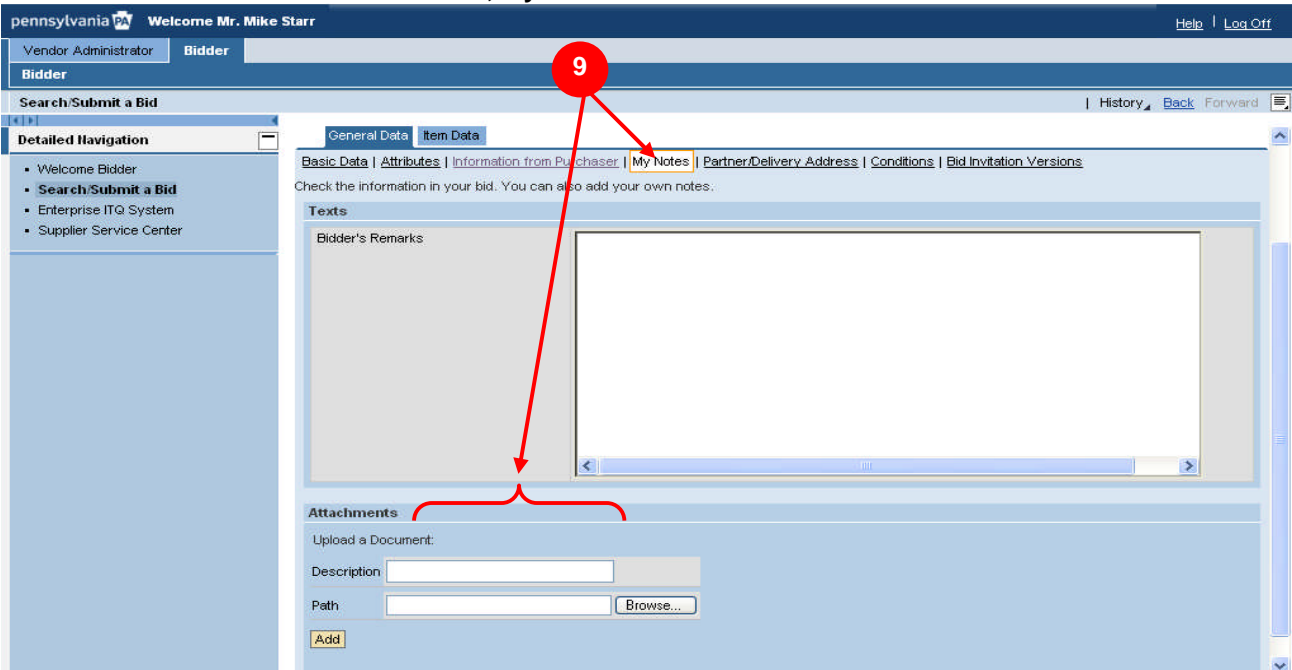


**NOTE:** Upon selection of the link, a **File Download** dialogue box will be displayed. Open the attachment and review it carefully. A sample bid specification is shown below. For additional information on working with attachments, please see **Appendix A** located at the end of this manual.

**Sample Bid Specification**



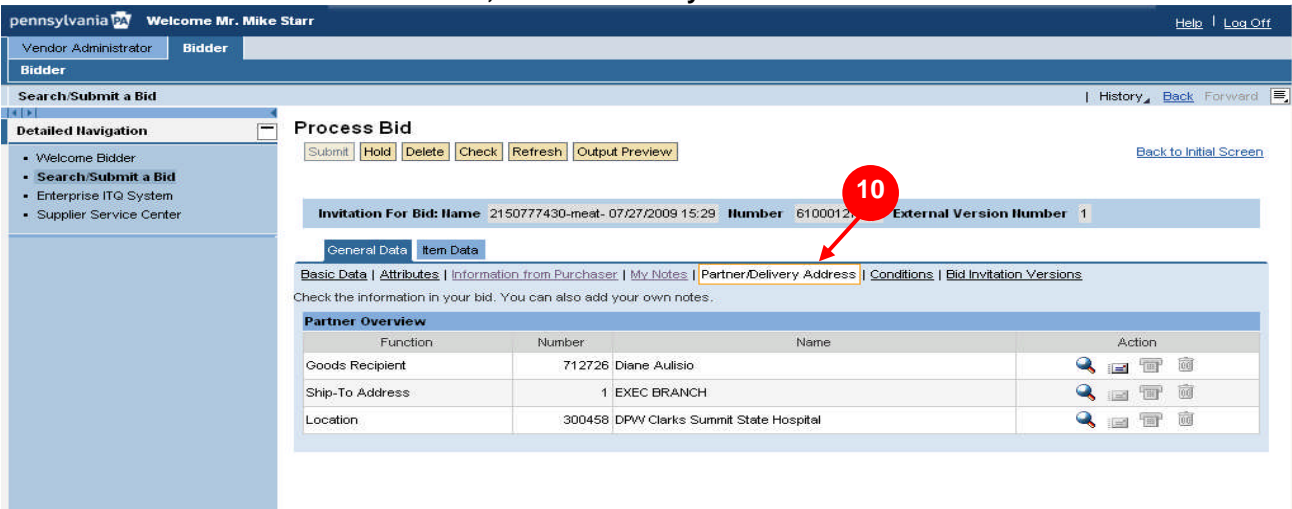
**Process Bid Screen – General Data Tab, My Notes**



9. Select the [My Notes](#) link under the **General Data** tab.

**NOTE:** The **My Notes** link contains an area for you to insert any comments associated with your response. Also included is the ability to attach any required documentation to accompany your solicitation response (e.g., word processing files or spreadsheets; however suppliers are reminded that attachments or comments which seek to modify the specifications or terms and conditions, including the attachment of supplier terms and conditions, may cause a solicitation to be rejected as a conditional bid or proposal). *For additional information on working with attachments, please see **Appendix A** located at the end of this manual.*

**Process Bid Screen – General Data Tab, Partner Delivery Address**



10. Select the [Partner/Delivery Address](#) link under the **General Data** tab.

**NOTE:** The **Partner Delivery Address** link contains delivery address information for the materials or services being requested as part of the solicitation.



**Process Bid Screen – General Data Tab, Conditions**

**NOTE:** If responding to a bid solicitation that includes a discount off of a manufacturer's price list or catalog, the percent discount **CAN NOT BE ENTERED ON THE ITEM OVERVIEW SCREEN.** It must be entered on the item conditions screen.

Bidder must enter the percent discount they are offering from the manufacturer's price list or catalog in the **AMOUNT** column.

Condit. Type	Amount	Price Unit	Unit
SRM Discount Percent	0.00		
GOA Discount Percent	0.00		
	0.00		
	0.00		
	0.00		
	0.00		
	0.00		
	0.00		
	0.00		
	0.00		

11. Select the **Conditions** link under the **General Data** tab. Review any conditions associated with the solicitation.

**NOTE:** The **Conditions** link contains a listing of any conditions associated with a given line item. Examples of commonly used conditions include discounts off of gross price or surcharges.

**Process Bid Screen – General Data Tab, Bid Invitation Versions**

Selection	Doc./Version Type	ExternalVersion	Created on	Doc. Name
<input checked="" type="checkbox"/>	Active Doc.	1	08/11/2009 15:49:58	2150777430-meat- 07/27/2009 15:29
<input checked="" type="checkbox"/>	Historical Version	1	08/12/2009 09:14:59	2150777430-meat- 07/27/2009 15:29

12. Select the **Bid Invitation Versions** link under the **General Data** tab.

**NOTE:** The **Bid Invitation Versions** link contains historical versions of the solicitation. While you cannot respond to previous versions of the solicitation, you can view them to compare information contained therein.

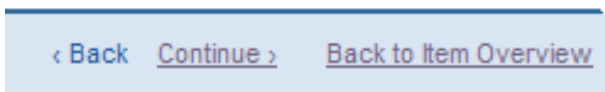




15. As required, complete/review the following fields:

Field Name	Description
<b>Vendor Product Number</b>	Enter your Product Number in this field.
<b>Manufacturer</b>	If your product is produced by a manufacturer, you can enter it in this field. It is searchable by selecting the  button.
<b>Manufacturer Part Number</b>	If the manufacturer part number differs from your company's part number, enter it here. It is searchable by selecting the  button.
<b>Price</b>	Enter Price in this field.
<b>Per</b>	Defaults based upon bid specifications.
<b>Target Value Bid</b>	<b>DO NOT ENTER ANYTHING IN THIS FIELD.</b>
<b>Delivery Time (Duration)</b>	Enter the estimated lead time for delivery. Duration (i.e. Days, Weeks, etc.) defaults in based upon bid specifications.
<b>Incoterm</b>	Please ensure that this field displays FOB DESTINATION as the delivery terms.
<b>Origin Acceptance</b>	<b>DO NOT ENTER ANYTHING IN THIS FIELD.</b>

**NOTE:** Remember to complete all necessary fields. Based upon the number of line items in the bid invitation, it may be necessary to repeat these steps for each line item. To access additional line items, use the navigation options displayed on right side of the screen, as shown below.



**NOTE:** Be sure to review and complete, as necessary, the additional links under the **Item Data** tab. These links are very similar to the links under the **General Data** tab; however, they are at the line item level rather than the overall solicitation level. The additional links are as follows: **Schedule Lines, Information from Purchaser, My Notes, Conditions, and Partner Delivery Address.**

**Process Bid Screen – Item Data Tab**

Invitation For Bid: Name 2150777430-meat- 07/27/2009 15:29 Number 6100012771 External Version Number 1

General Data (1) Item Data

Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< Item price must be in numeric form without a decimal numeric form, ie. Per 1.  
TIP – Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes.

Display Documents

**Item Overview**

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)
1	MEAT BEEF,GROUND,FINE GRIND,#3M	Material	FROZEN MEAT:POULTRY	900.000 US Pound	0 / 0	1 / 0
2	MEAT BEEF,GROUND, PATTIES,FINE GRIND,#4M	Material	FROZEN MEAT:POULTRY	150.000 US Pound	0 / 0	1 / 0
3	MEAT BEEF, TOPRND,CAPOFF,RAW,BONELS,#6M	Material	FROZEN MEAT:POULTRY	750.000 US Pound	0 / 0	1 / 0
4	MEAT BEEF, SAND. STEAK,THIN SL,FRZ,9M	Material	FROZEN PROCESSED/PRE	300.000 US Pound	0 / 0	1 / 0

**TIP:** Please read the “Tip” located below the [General Data](#) and [Item Data](#) tabs

General Data (1) Item Data

**Tip:** >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< Item price must be in numeric form without a dollar sign. Item per unit of measure must be in numeric form, ie. Per 1.  
 TIP – Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes.

16. Once you have entered all the information in your response for each of the line items within the solicitation, select the **Check** button.

**NOTE:** If no errors exist in your response, line item pricing messages will be displayed and denoted with a yellow triangle ⚠. This IS NOT an error message, but only displaying how you have submitted your pricing.

18 Messages

⚠	Item 9 - Price entered as 10.00 per 1 US Pound
⚠	Item 8 - Price entered as 10.00 per 1 US Pound
⚠	Item 7 - Price entered as 10.00 per 1 US Pound
⚠	Item 6 - Price entered as 10.00 per 1 US Pound

**NOTE:** In the event your response contains errors, the tab(s) containing errors will be denoted with an exclamation point (!). Error messages will appear at the bottom of your screen and will be denoted with an orange square 🟠.

**Process Bid Screen – Item Data Tab (Errors)**

17

Invitation For Bid: Name 2150777430-meat- 07/27/2009 15:29 Number 6100012771 External Version Number 1

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer.me)	Notes (buyer.me)	
1	MEAT BEEF,GROUND,FINE GRIND,#3M	Material	FROZEN MEAT/POULTRY	900.000 US Pound	0 / 0	1 / 0	10.00
2	MEAT BEEF,GROUND, PATTIES,FINE GRIND,#4M	Material	FROZEN MEAT/POULTRY	150.000 US Pound	0 / 0	1 / 0	10.00

17. Select the tab with the exclamation point (!) to correct or enter information (e.g., [General Data](#)). **NOTE:** Be sure to review the error messages displayed on the tab requiring correction, as shown below.

4 Messages

🟠	Attribute 1. The Submitter has read and understands the term is mandatory. Maintain attribute value
🟠	Attribute 2. The offer is in accordance with the terms and c is mandatory. Maintain attribute value
🟠	Attribute 3. All items offered by Submitter will conform to is mandatory. Maintain attribute value
🟠	Attribute To make a commitment to utilize DGS-certified mino is mandatory. Maintain attribute value

Close

Process Bid Screen – Bid Submission

Invitation For Bid: Name 2150777430-meat- 07/27/2009 15:29 Number 6100012771 External Version Number 1

General Data Item Data

Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< Item price must be in numeric form without a decimal point, ie. Per 1.  
TIP – Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes.

Display Documents

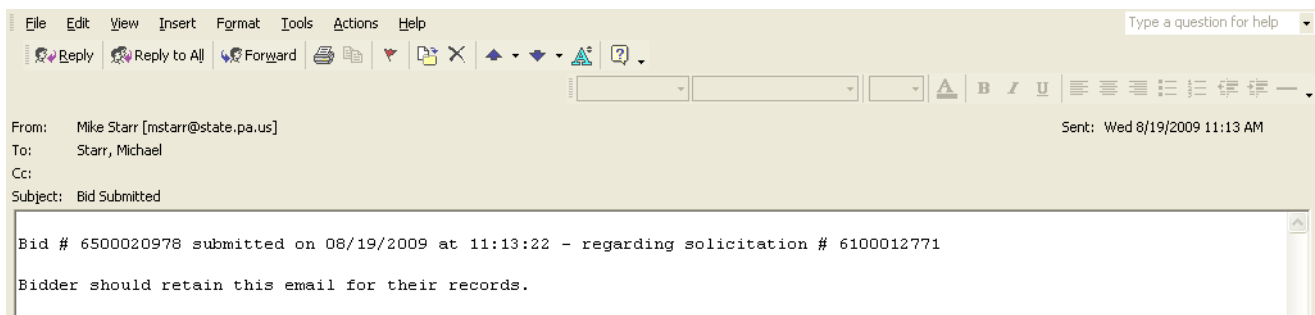
Item Overview

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Price
1	MEAT BEEF,GROUND,FINE GRIND,#3M	Material	FROZEN MEAT/POULTRY	900.000 US Pound	0 / 0	1 / 0	10.00
2	MEAT BEEF,GROUND, PATTIES,FINE GRIND,#4M	Material	FROZEN MEAT/POULTRY	150.000 US Pound	0 / 0	1 / 0	10.00

18. To submit your response, select the button.

**NOTE:** You will receive immediate confirmation of successful submission of a solicitation response, followed by an e-mail confirmation to your registered e-mail address:



**NOTE:** Submission of responses can only occur during the timeframe specified in the solicitation. Submissions are NOT allowed AFTER the solicitation end date. If you wish to delete a previously submitted response PRIOR TO the end date, follow the steps outlined later in this guide.

Process Bid Screen – Bid Submission

19. After you have submitted your solicitation response, you are able to generate a printable copy for your records. To do so, select the **Output Preview** button. This copy will only include the main bid document, any line item pricing and mandatory attributes. All attachments need to be printed separately.

**NOTE:** The PA Supplier Portal generates documents in Adobe PDF format. If you do not have Adobe Acrobat Reader, it is available at: [www.adobe.com](http://www.adobe.com).

Sample Bid Output

20. Select **Log Off** to end your session.

## Register for Notifications of Changes to Solicitations

Once you have identified or completed a response to a specific solicitation, it is highly recommended that you register for notifications of changes to the solicitation. This will ensure that you receive updated information on the solicitation, which may, in turn, require action within your response. **NOTE: Changes to solicitations will also still continue to be posted to the DGS website.** To register for notifications of changes to solicitations, follow the instructions below.

### Process Bids Screen with Search Results

The screenshot shows the 'Process Bids' interface. At the top, it says 'Welcome Mr. Mike Starr' and 'Vendor Administrator Bidder'. The main area is titled 'Process Bids' and contains a search filter section with fields for 'Number of Document', 'Name', 'Status', and 'Processed by Me'. Below this is a table of search results with 58 hits. A red circle with the number '1' points to the first row of the table.

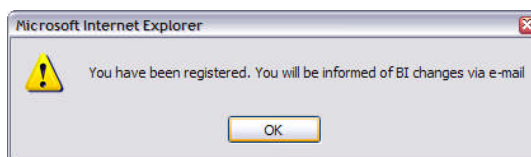
Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
7000000097	Dan Scott test LAC do not use	ENGLISH AUCTION	10/19/2007 08:30:00	10/19/2007 11:30:00	Auction is Active	[Icons]
6100012842	2108, Prepared Salads-Oct/Nov/Dec, 2009	Invitation For Bid	08/19/2009 12:00:00	08/26/2009 10:00:00	No Bid Created	[Icons]
6100012811	P00450916 08/17/2009 08:27:54	Request For Quote	08/17/2009 10:00:00	08/20/2009 13:30:00	No Bid Created	[Icons]
6100012809	7840440000 COMBO TREE FY09	Invitation For Bid	08/17/2009 07:00:00	08/31/2009 12:30:00	No Bid Created	[Icons]
6100012806	038 Grimes Vault Toilet FD#7-Re-Bid	Invitation For Bid	08/18/2009 08:00:00	09/02/2009 16:00:00	No Bid Created	[Icons]
6100012804	7840440000 ELECTRICAL REPAIRS FY09	Invitation For Bid	08/19/2009 07:00:00	09/02/2009 12:00:00	No Bid Created	[Icons]

1. Select the solicitation you wish to view from the search results listed. **NOTE: As described earlier in this guide, you can search for solicitation opportunities several ways.**

### Display Invitation for Bid Screen

The screenshot shows the 'Display Invitation For Bid' screen. At the top, it says 'Welcome Mr. Mike Starr' and 'Vendor Administrator Bidder'. The main area is titled 'Display Invitation For Bid' and contains a row of buttons: 'Register', 'Create', 'Hold', 'Change', 'Refresh', and 'Output Preview'. Below this is a summary bar with fields for 'Invitation For Bid: Name', 'Number', and 'External Version Number'. The 'Register' button is highlighted with a red circle and the number '2'.

2. Select the **Register** button. You will receive immediate confirmation of your registration for the solicitation.





## Manage Solicitation Response

The instructions provided here assume you have checked your solicitation for errors, as shown above, and have made appropriate corrections. Therefore, it is recommended that you check your solicitation response prior to taking further action.

### Place a Solicitation Response on Hold

Provided below are instructions for placing your response to a solicitation on hold. Holding your response saves your current work and allows you to return to it at a later date to complete additional section or make any required adjustments prior to submission.

#### Process Bid Screen – Item Data Tab

Vendor Administrator Bidder

Search/Submit a Bid

Process Bid

Submit Hold Delete Check Refresh Output Preview

Invitation For Bid: Name 2150777430-meat- 07/27/2009 15:29 Number 6100012771 External Version Number 1

General Data Item Data

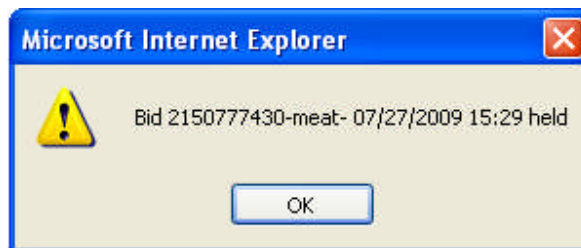
Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< Item price must be in numeric form without a decimal point. TIP – Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes.

Display Documents

Item Overview

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)
1	MEAT BEEF, GROUND, FINE GRIND, #3M	Material	FROZEN MEAT/POULTRY	900.000 US Pound	0 / 0	1 / 0
2	MEAT BEEF, GROUND, PATTIES, FINE GRIND, #4M	Material	FROZEN MEAT/POULTRY	150.000 US Pound	0 / 0	1 / 0

1. Select the **Hold** button. **NOTE:** Upon holding your solicitation response, an immediate confirmation will be displayed.



## Change a Solicitation Response: Option 1

Provided below are instructions for making changes to your solicitation response. This is the first of two options for performing this action in the system. Changes are allowed to solicitations that are on **hold** OR have either already been **submitted**, provided the solicitation has not ended. The instructions assume you have used one of the two search methods described earlier in this guide.

### Process Bids Screen with Search Results

The screenshot shows the 'Process Bids' screen. On the left is a 'Detailed Navigation' menu with 'Search/Submit a Bid' selected. The main area is titled 'Process Bids' and contains a search filter section with fields for 'Number of Document', 'Name', 'Status', and 'Processed by Me'. Below this is a 'Search Result: 58 Hits' table. A red circle with the number '1' points to the first row of the table.

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
7000000097	Dan Scott test LAC do not use	ENGLISH AUCTION	10/19/2007 08:30:00	10/19/2007 11:30:00	Auction is Active	
6100012842	2108, Prepared Salads-Oct/Nov/Dec, 2009	Invitation For Bid	08/19/2009 12:00:00	08/26/2009 10:00:00	No Bid Created	
6100012811	P00450916 08/17/2009 08:27:54	Request For Quote	08/17/2009 10:00:00	08/20/2009 13:30:00	No Bid Created	
6100012809	7840440000 COMBO TREE FY09	Invitation For Bid	08/17/2009 07:00:00	08/31/2009 12:30:00	No Bid Created	
6100012806	038 Grimes Vault Toilet FD#7-Re-Bid	Invitation For Bid	08/18/2009 08:00:00	09/02/2009 16:00:00	No Bid Created	
6100012804	7840440000 ELECTRICAL REPAIRS FY09	Invitation For Bid	08/19/2009 07:00:00	09/02/2009 12:00:00	No Bid Created	

1. Select the solicitation you wish to view from the search results listed.

### Display Bid Screen

The screenshot shows the 'Display Bid' screen. At the top, there are buttons for 'Register', 'Change', 'Delete', 'Check', 'Refresh', and 'Output Preview'. A red circle with the number '2' points to the 'Change' button. Below the buttons, the 'Invitation For Bid' details are shown, including Name, Number, and External Version Number. There are tabs for 'General Data' and 'Item Data'. Under 'General Data', there are links for 'Basic Data', 'Attributes', 'Information from Purchaser', 'My Notes', 'Partner/Delivery Address', 'Conditions', and 'Bid Invitation Versions'. A section titled 'Check the information in your bid.' contains a table of bid details.

Bid Number	6500020978
Time Zone	EST
End Date	09/03/2009 13:00:00
Opening Date	09/03/2009 13:30:00
Bid Status	Held
Total Value (Net)	0.00 United States Dollar
Incoterm / Location	FOB DESTINATION
Terms of Payment	NET 30
Currency	USD - United States Dollar
Created on	08/19/2009 11:11:14 by Mike Starr
Last processed on	08/19/2009 11:36:32 by Mike Starr
Guaranteed Minimum Amount	0.00

2. Select the **Change** button.



**NOTE:** Once you select to change a solicitation response, all aspects that were originally completed are now available for editing or additions. Most common changes will include price changes, delivery times or conditions changes. Changes can be made at both the overall solicitation level or at the line item level. The instructions below assume you have chosen to make a change to your response on one of the line items.

If you wish to change a solicitation response, it is recommended that all aspects of the response are completely reviewed prior to resubmission.

### Process Bid Screen – Item Data Tab

Invitation For Bid: Name: 2150777430-meat-07/27/2009 15:29 Number: 6100012771 External Version Number: 1

General Data | **Item Data**

Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< Item price must be in numeric form without a decimal numeric form; ie. Per 1.  
TIP – Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes.

Display Documents

**Item Overview**

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)
1	MEAT BEEF,GROUND,FINE GRIND,#3M	Material	FROZEN MEAT/POULTRY	900.000 US Pound	0 / 0	1 / 0 1.00
2	MEAT BEEF,GROUND, PATTIES,FINE GRIND,#4M	Material	FROZEN MEAT/POULTRY	150.000 US Pound	0 / 0	1 / 0 1.00

3. Select the line item you wish to change (e.g., line item 1)

### Process Bid Screen – Item Data Tab, Basic Data

Invitation For Bid: Name: 2150777430-meat-07/27/2009 15:29 Number: 6100012771 External Version Number: 1

General Data | **Item Data**

Basic Data | Schedule Lines | Information from Purchaser | My Notes | Conditions | Partner/Delivery Address

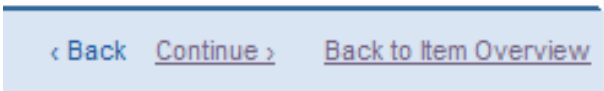
**Item Detail 1:** MEAT BEEF,GROUND,FINE GRIND,#3M

Item Category	Material
Vendor Product Number	<input type="text"/>
Manufacturer	<input type="text"/>
Manufacturer Part Number	<input type="text"/>
Product Category	FROZEN MEAT/POULTRY
Submitted Quantity	900.000 US Pound
Price	1.00 United States Dollar Per 1 US Pound
Delivery Time (Duration)	<input type="text"/> Days
Required	12/31/2009 at 00:00:00
Incoterm	FOB <input type="text"/>

4. As required, complete/review the following fields:

Field Name	Description
<b>Vendor Product Number</b>	Enter your Product Number in this field.
<b>Manufacturer</b>	If your product is produced by a manufacturer, you can enter it in this field. It is searchable by selecting the  button.
<b>Manufacturer Part Number</b>	If the manufacturer part number differs from your company's part number, enter it here. It is searchable by selecting the  button.
<b>Price</b>	Enter Price in this field.
<b>Per</b>	Enter the Per Unit in this field. This will be 1, 10, 100, 1000.....(if left blank field defaults in based upon bid specifications).
<b>Target Value Bid</b>	<b>DO NOT ENTER ANYTHING IN THIS FIELD.</b>
<b>Delivery Time (Duration)</b>	Enter the estimated lead time for delivery. Duration (i.e. Days, Weeks, etc.) defaults in based upon bid specifications.
<b>Incoterm</b>	Please ensure that this field displays FOB DESTINATION as the delivery terms.
<b>Origin Acceptance</b>	<b>DO NOT ENTER ANYTHING IN THIS FIELD.</b>

**NOTE:** Remember to complete all necessary fields. Based upon the number of line items in the bid invitation, it may be necessary to repeat these steps for each line item. To access additional line items, use the navigation options displayed on right side of the screen, as shown below.



5. To error check your response, select the **Check** button.

**NOTE:** If no errors exist in your response, line item pricing messages will be displayed and denoted with a yellow triangle . This IS NOT an error message, but only displaying how you have submitted your pricing.

18 Messages	
	Item 9 - Price entered as 10.00 per 1 US Pound
	Item 8 - Price entered as 10.00 per 1 US Pound
	Item 7 - Price entered as 10.00 per 1 US Pound
	Item 6 - Price entered as 10.00 per 1 US Pound

**NOTE:** In the event your response contains errors, the tab(s) containing errors will be denoted with an exclamation point (!). Error messages will appear at the bottom of your screen and will be denoted with an orange square . Be sure to review the error messages displayed within those tabs for more details on the errors, as shown earlier in this guide.

6. Select either the **Submit** or the **Hold** button.

## Change a Solicitation Response: Option 2

Provided below are the instructions for making changes to your solicitation response using the second option for performing this action in the system. Again, changes are allowed to solicitations that are on **hold** OR have either already been **submitted**, provided the solicitation has not ended. The instructions assume you have used one of the two search methods described earlier in this guide.

### Process Bids Screen with Search Results

**Find Bid Invitations and Auctions**

Number of Document:  Name:  Status:  Processed by Me:

**Start** [Extended Search](#)

**Tip:** Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

**Search Result: 1 Hits**

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
6100012771	2150777430-meat- 07/27/2009 15:29	Invitation For Bid	08/13/2009 16:00:00	09/03/2009 13:00:00	Held	

**Legend:** Display Bid Create Bid Display Auction Change Bid Delete Bid

1. Identify the desired solicitation response you would like to change and select the icon to initiate the change process.

### Bid Display Screen – Item Data

**Process Bid**

**Submit** **Hold** **Delete** **Check** **Refresh** **Output Preview**

**Invitation For Bid: Name** 2150777430-meat- 07/27/2009 15:29 **Number** 6100012771 **External Version Number** 1

**1** **Data** **Item Data**

**Tip:** >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< Item price must be in numeric form without a dollar sign. Item per unit of measure must be in numeric form, ie. Per 1.  
TIP – Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes.

Display Documents

**Item Overview**

**Find Item**

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Price	Required	Ac
1	MEAT BEEF,GROUND,FINE GRIND,#3M	Material	FROZEN MEAT/POULTRY	900.000 US Pound	0 / 0	1 / 0	1.00 USD Per 1	On 12/31/2009	
2	MEAT BEEF,GROUND, PATTIES,FINE GRIND,#4M	Material	FROZEN MEAT/POULTRY	150.000 US Pound	0 / 0	1 / 0	1.00 USD Per 1	On 12/31/2009	
3	MEAT BEEF, TOPRND,CAPOFF,RAW,BONELS,#6M	Material	FROZEN MEAT/POULTRY	750.000 US Pound	0 / 0	1 / 0	1.00 USD Per 1	On 12/31/2009	

**NOTE:** For illustration purposes, the instructions listed here assume you want to make changes to price information only.

2. Enter the changes directly into the **Price** fields on this screen.

**NOTE:** If modifications or additions to other areas of your response are required (i.e., changes other than those shown above), use the first option for changing a solicitation response described earlier in this guide. Again, most common changes will include price changes, delivery times or conditions changes. Changes can be made at both the overall solicitation level or at the line item level. The instructions below assume you have chosen to make a change to your response on one of the line items.

**If you wish to change a solicitation response, it is recommended that all aspects of the response are completely reviewed prior to resubmission.**

3. To error check your response, select the **Check** button.

**NOTE:** If no errors exist in your response, line item pricing messages will be displayed and denoted with a yellow triangle . This IS NOT an error message, but only displaying how you have submitted your pricing.

18 Messages	
	Item 9 - Price entered as 10.00 per 1 US Pound
	Item 8 - Price entered as 10.00 per 1 US Pound
	Item 7 - Price entered as 10.00 per 1 US Pound
	Item 6 - Price entered as 10.00 per 1 US Pound

**NOTE:** In the event your response contains errors, the tab(s) containing errors will be denoted with an exclamation point (!). Error messages will appear at the bottom of your screen and will be denoted with an orange square . Be sure to review the error messages displayed within those tabs for more details on the errors, as shown earlier in this guide.

4. Select either the **Submit** or the **Hold** button.

### Deleting a Solicitation Response

Provide below are instruction for deleting a solicitation response.

### Process Bids Screen with Search Results

The screenshot displays the 'Process Bids' interface. On the left, a 'Detailed Navigation' menu is visible, with a red circle containing the number '1' and an arrow pointing to the 'Search/Submit a Bid' link. The main content area shows search filters for 'Number of Document', 'Name', 'Status', and 'Processed by Me'. Below the filters, a 'Search Result: 1 Hits' table is displayed with the following data:

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
6100012771	2150777430-meat- 07/27/2009 15:29	Invitation For Bid	08/13/2009 16:00:00	09/03/2009 13:00:00	Held	

Below the table, a legend identifies the icons: Display Bid, Create Bid, Display Auction, Change Bid, and Delete Bid.

1. Identify the desired solicitation response you would like to delete.

### Display Bid Screen

Bid Number	6500020978
Time Zone	EST
End Date	09/03/2009 13:00:00
Opening Date	09/03/2009 13:30:00
Bid Status	Held
Total Value (Net)	0.00 United States Dollar
Incoterm / Location	FOB DESTINATION
Terms of Payment	NET 30
Currency	USD United States Dollar
Created on	08/19/2009 11:11:14 by Mike Starr
Last processed on	08/20/2009 11:07:43 by Mike Starr
Guaranteed Minimum Amount	0.00

2. Select the **Change** button.

### Process Bid Screen – Item Data Tab

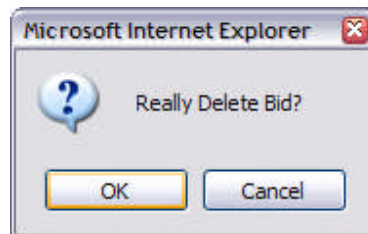
Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer.me)	Notes (buyer.me)
1	MEAT BEEF,GROUND,FINE GRIND,#3M	Material	FROZEN MEAT/POULTRY	900.000 US Pound	0 / 0	1 / 0 1.00
2	MEAT BEEF,GROUND, PATTIES,FINE GRIND,#4M	Material	FROZEN MEAT/POULTRY	150.000 US Pound	0 / 0	1 / 0 1.00
3	MEAT BEEF, TOPRND,CAPOFF,RAW,BONELS,#6M	Material	FROZEN MEAT/POULTRY	750.000 US Pound	0 / 0	1 / 0 1.00

3. Select the **Item Data** tab.
4. Select the **Delete** button.



**NOTE:** Solicitation responses with Held or Submitted status may be deleted any time **PRIOR** to the ending date of the solicitation. If the response has been submitted, it may be necessary to change one of the previously entered fields to activate the **Delete** button.

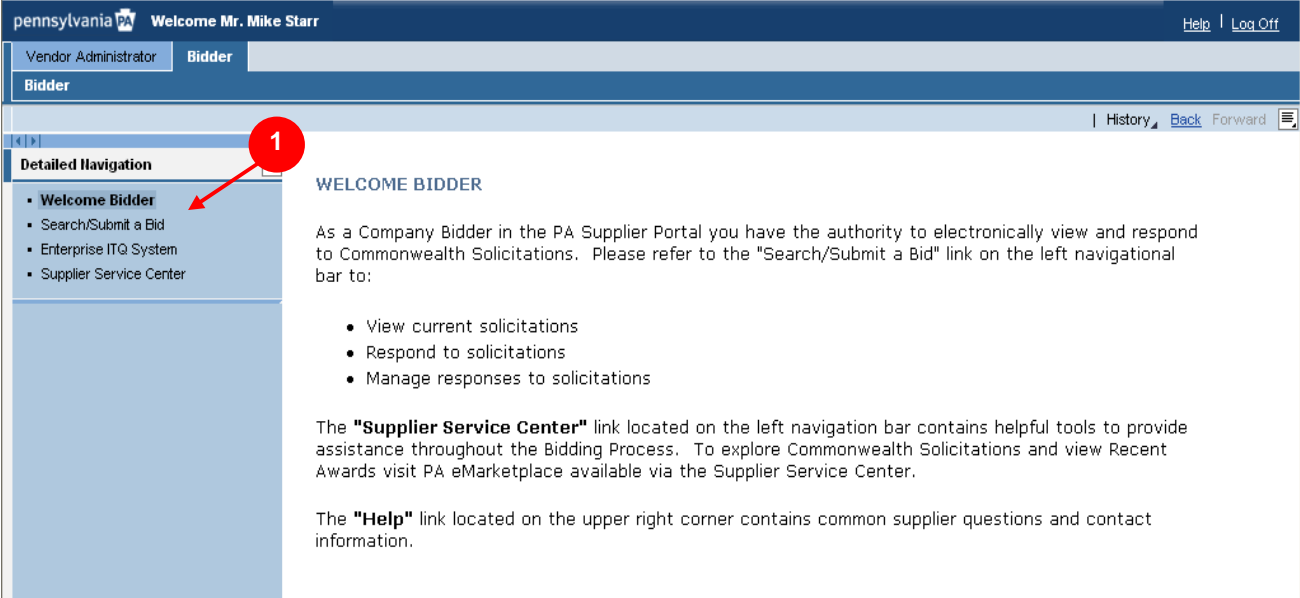
To prevent accidental deletion of a solicitation response, the PA Supplier Portal prompts you to verify your delete action, as shown below:



## Check the Status of Solicitations and Responses

Suppliers are able to check the status of solicitations by the Commonwealth, as well as the status of solicitation response submissions, using the steps described below.

### PA Supplier Portal Bidder Welcome Screen



Vendor Administrator Bidder

Help | Log Off

History | Back Forward

**Detailed Navigation**

- **Welcome Bidder**
- Search/Submit a Bid
- Enterprise ITQ System
- Supplier Service Center

**WELCOME BIDDER**

As a Company Bidder in the PA Supplier Portal you have the authority to electronically view and respond to Commonwealth Solicitations. Please refer to the "Search/Submit a Bid" link on the left navigational bar to:

- View current solicitations
- Respond to solicitations
- Manage responses to solicitations

The "**Supplier Service Center**" link located on the left navigation bar contains helpful tools to provide assistance throughout the Bidding Process. To explore Commonwealth Solicitations and view Recent Awards visit PA eMarketplace available via the Supplier Service Center.

The "**Help**" link located on the upper right corner contains common supplier questions and contact information.

1. Select the **Search/Submit a Bid** link in the left navigation area.

Process Bids Screen with Search Results

pennsylvania PA Welcome Mr. Mike Starr Help | Log Off

Vendor Administrator Bidder

Search/Submit a Bid History | Back Forward

**Process Bids**

Find Bid Invitations and Auctions

Number of Document:  Name:  Status:  Processed by Me:

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

**Search Result: 82 Hits**

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
7000000097	Dan Scott test LAC do not use	ENGLISH AUCTION	10/19/2007 08:30:00	10/19/2007 11:00:00	Auction is Active	
6100012926	2117-RFQ. Gtrly Dairy, Oct-Dec09, AS	Request For Quote	08/20/2009 11:55:00	08/26/2009 10:00:00	No Bid Created	
6100012918	2117-IFB. Frozen Juice, Oct-Dec09, AS	Invitation For Bid	08/20/2009 14:40:00	09/08/2009 15:00:00	No Bid Created	
6100012907	21, PRODUCE, SEPTEMBER 2009	Request For Quote	08/20/2009 11:00:00	08/25/2009 08:00:00	No Bid Created	
6100012906	21 FRESH PREP VEGS, SEPT 09	Request For Quote	08/20/2009 11:00:00	08/25/2009 08:00:00	No Bid Created	
6100012893	2117-IFB. Frz Fruit & Veg, Oct-Dec09, AS	Invitation For Bid	08/20/2009 14:30:00	09/08/2009 13:00:00	No Bid Created	
6100012890	2115-Bid- Frz Misc Foods; OCT-DEC 2009	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:00:00	No Bid Created	
6100012887	2115-Bid for Fresh Produce; Oct-Dec 09	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:00:00	No Bid Created	
6100012884	2115-Bid; Fish & Fish Products- Oct/Dec	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:00:00	No Bid Created	
6100012883	2115-Bid- Poultry; Oct-Dec 2009	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:00:00	No Bid Created	
6100012882	2115-Bid;Meat & Meat Products-Oct-Dec 09	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:00:00	No Bid Created	

Detailed View of Bid Status and Action Columns

Bid Status	Action
No Bid Created	
Bid submitted	
No Bid Created	
Bid under review	
Bid under review	
Bid submitted	
Bid under review	
No Bid Created	
Bid under review	
Bid under review	
Bid submitted	

- Review the **Bid Status** column to see the status of your solicitation response
- Select any available icon from the Action column to perform that specific action to your solicitation response.  
**NOTE:** As described earlier in this guide, the icons are as follows:

- = Create Icon (allows the user to create responses to open opportunities)
- = View Details Icon (allows the user to view basic data and details of a specific response)
- = Change Icon (allows the user to change a previously held or submitted response)
- = Delete Icon (allows the user to delete a previously submitted response)

**NOTE:** After any review, change or submission of a solicitation response, select the  button to refresh the screen to display the most current status.



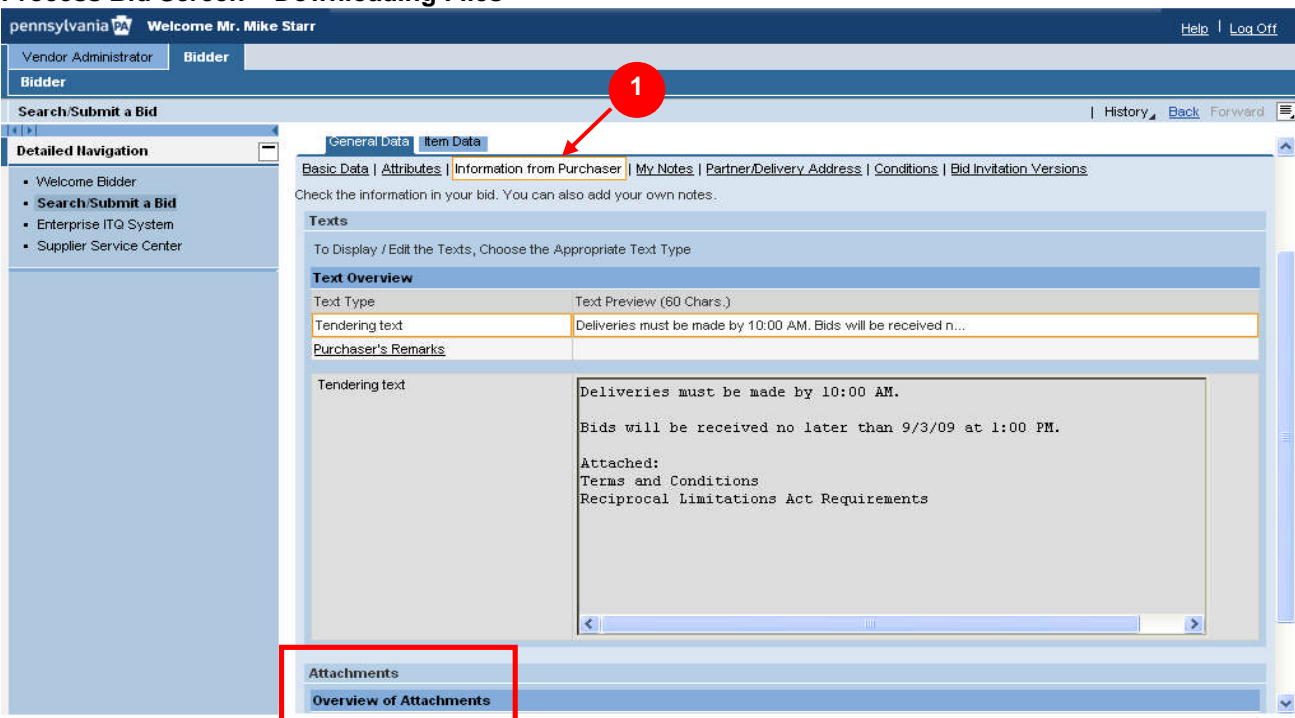
## Appendix A

### Working with Attachments

This section is designed to assist users in downloading, completing and uploading attachments for solicitations. While not all solicitations have documents that need to be attached and sent in with your bid, you are encouraged to review all notes from purchaser and any documents attached to the solicitation.

### Downloading Attachments

#### Process Bid Screen – Downloading Files



The screenshot displays the 'Process Bid Screen' in the Pennsylvania Supplier Portal. The user is logged in as Mr. Mike Starr. The page is titled 'Bidder' and shows a navigation menu on the left with 'Search/Submit a Bid' selected. The main content area has tabs for 'General Data' and 'Item Data'. Under 'General Data', there are links for 'Basic Data', 'Attributes', 'Information from Purchaser', 'My Notes', 'Partner/Delivery Address', 'Conditions', and 'Bid Invitation Versions'. A red circle with the number '1' points to the 'Information from Purchaser' link. Below the links is a 'Texts' section with a 'Text Overview' table. The table has columns for 'Text Type' and 'Text Preview (60 Chars.)'. The 'Text Type' column has 'Tendering text' and 'Purchaser's Remarks'. The 'Text Preview' column shows 'Deliveries must be made by 10:00 AM. Bids will be received n...'. Below the table is a large text area with the text: 'Deliveries must be made by 10:00 AM. Bids will be received no later than 9/3/09 at 1:00 PM. Attached: Terms and Conditions Reciprocal Limitations Act Requirements'. At the bottom left, there is an 'Attachments' section with a link for 'Overview of Attachments'.

1. Select the [Information from Purchaser](#) link under the **General Data** tab.

**NOTE:** The **Information from Purchaser** link contains information provided by the Commonwealth to further describe the specifications and conditions of the solicitation. Information can be displayed directly on this page or as a document attached to the solicitation.

- If there is an attachment to the solicitation, select the link located in the Description column (use the scroll bar on the right to view all attachments). **NOTE:** For the purposes of illustration, the following example is shown (Reciprocal Limitations Act Requirements).

**Process Bid Screen – Downloading Files**

To Display / Edit the Texts, Choose the Appropriate Text Type

**Text Overview**

Text Type: Text Preview (60 Chars.)

Tendering text: Deliveries must be made by 10:00 AM. Bids will be received n...

Purchaser's Remarks:

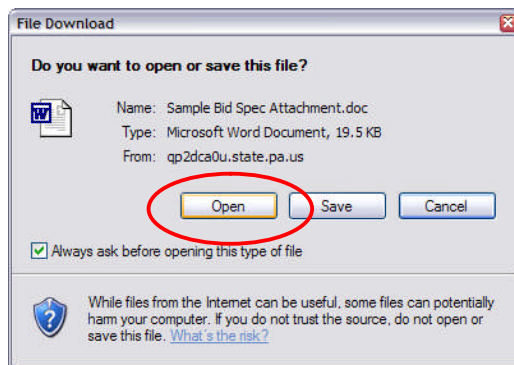
Tendering text: Deliveries must be made by 10:00 AM. Bids will be received no later than 9/3/09 at 1:00 PM. Attached: Terms and Conditions, Reciprocal Limitations Act Requirements

**Attachments**

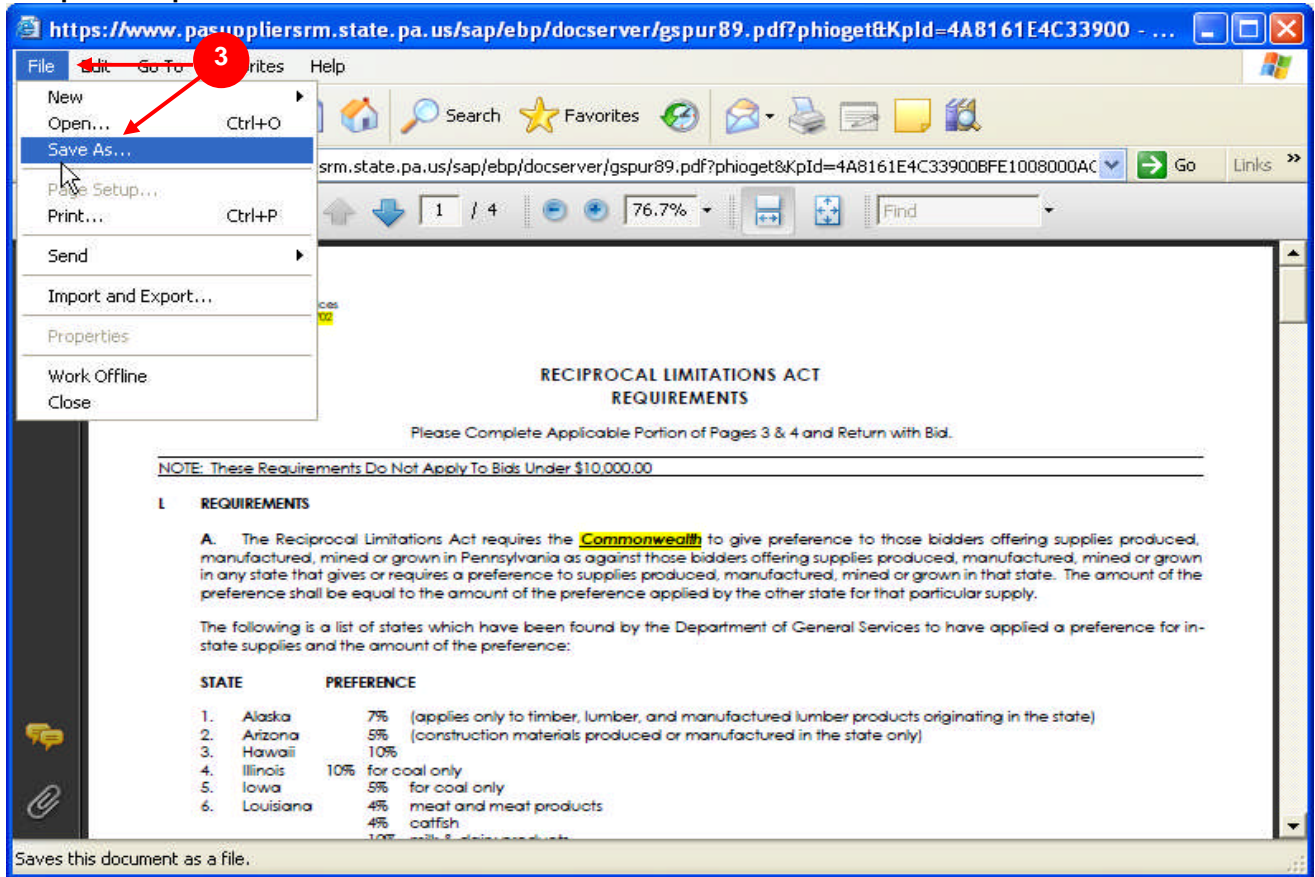
**Overview of Attachments**

	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
<input checked="" type="radio"/>	<a href="#">Reciprocal Limitations Act Requirements</a>	Standard Attachment	1		pdf	23	P00428468	08/11/2009 16:02:49
<input type="radio"/>	<a href="#">Document</a>	Legal Document	1		pdf	72	XIAPPLUSER	08/11/2009 16:09:38

**NOTE:** Upon selection of the link, a **File Download** dialogue box will be displayed OR the file will open automatically depending on your system settings. Open the attachment and review it carefully. A sample bid specification is shown below.

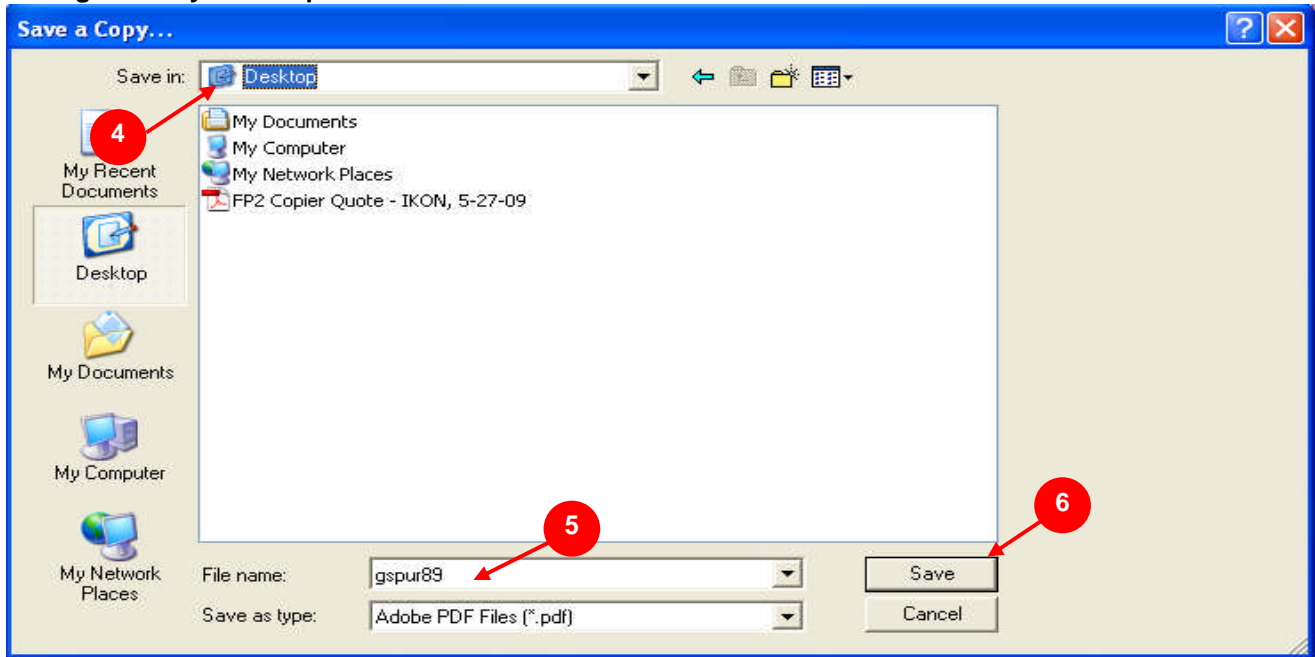


Sample Bid Specification



3. In the upper left corner of the document, click on File, then click on Save As

Saving files to your computer



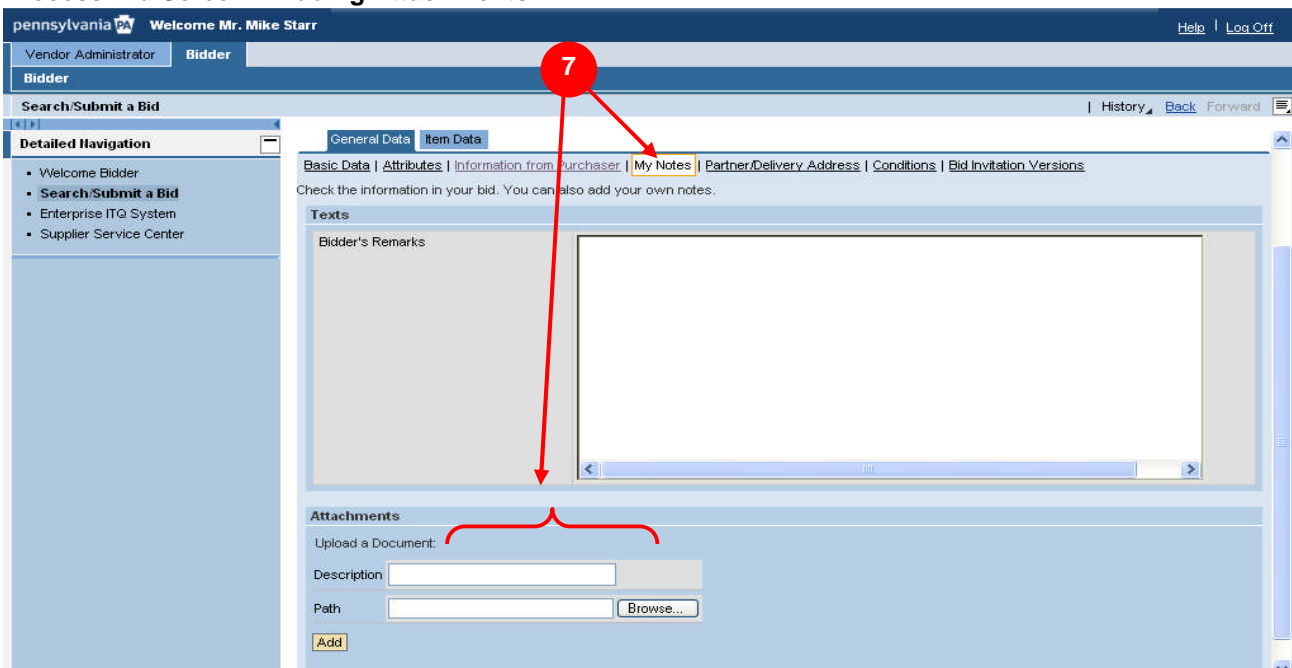
4. In the Save In box, select “Desktop”. This will save the file to the desktop of your computer. You can store the files to another location after you have completed and submitted your response.
5. The file name will default, do not change the name.
6. Click the Save button to save the file to your desktop.

**NOTE:** At this time you can open the downloaded file(s) on your computer, review the information and complete the form(s) if necessary. Read all notes from purchaser and document information to determine what files are required to be submitted with your response. The next section contains instructions on **adding attachments** to your response.

## Adding Attachments

7. Select the My Notes link under the **General Data** tab.

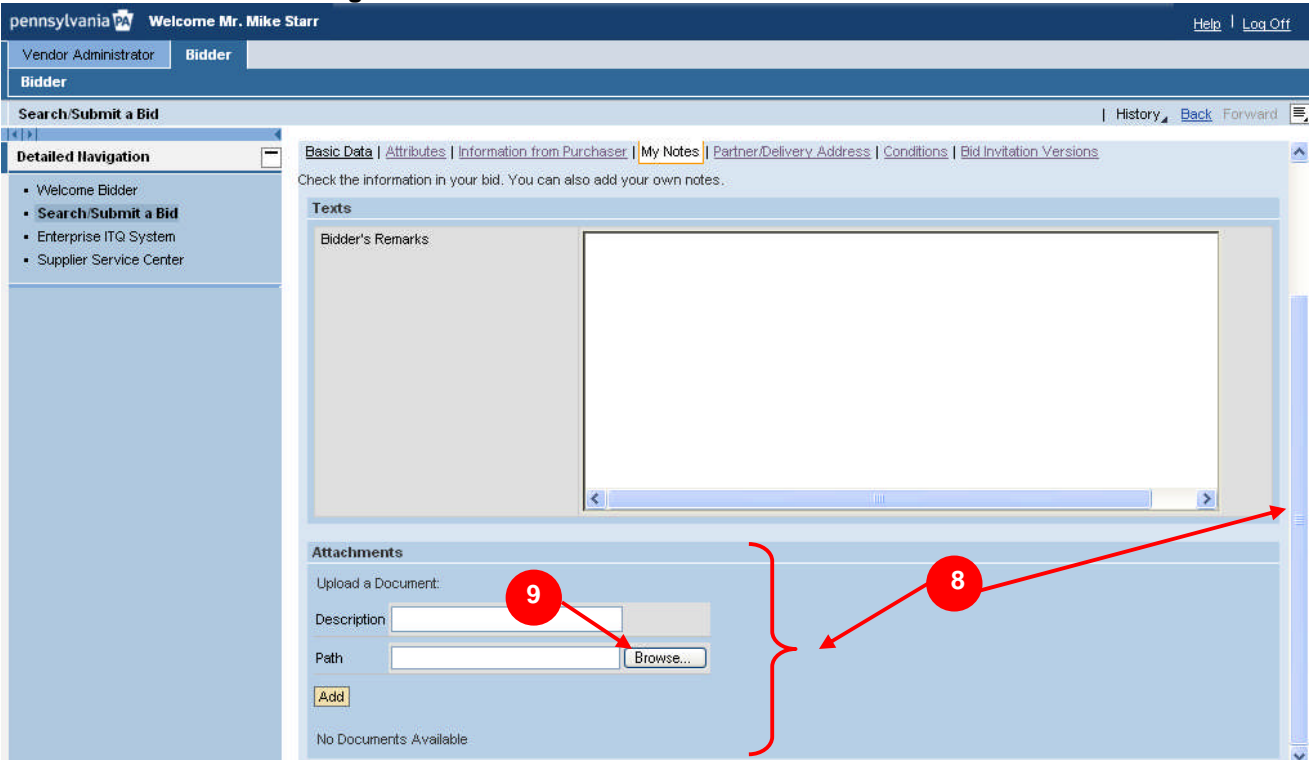
### Process Bid Screen – Adding Attachments



The screenshot displays the 'Process Bid Screen' for adding attachments. The page header includes 'pennsylvania PA' and 'Welcome Mr. Mike Starr'. The navigation menu on the left shows 'Search/Submit a Bid' as the active option. The main content area features a 'General Data' tab, with a sub-tab for 'My Notes' highlighted by a red circle and arrow labeled '7'. Below the 'My Notes' link is a large text area for 'Bidder's Remarks'. At the bottom, the 'Attachments' section includes fields for 'Description' and 'Path', and a 'Browse...' button.

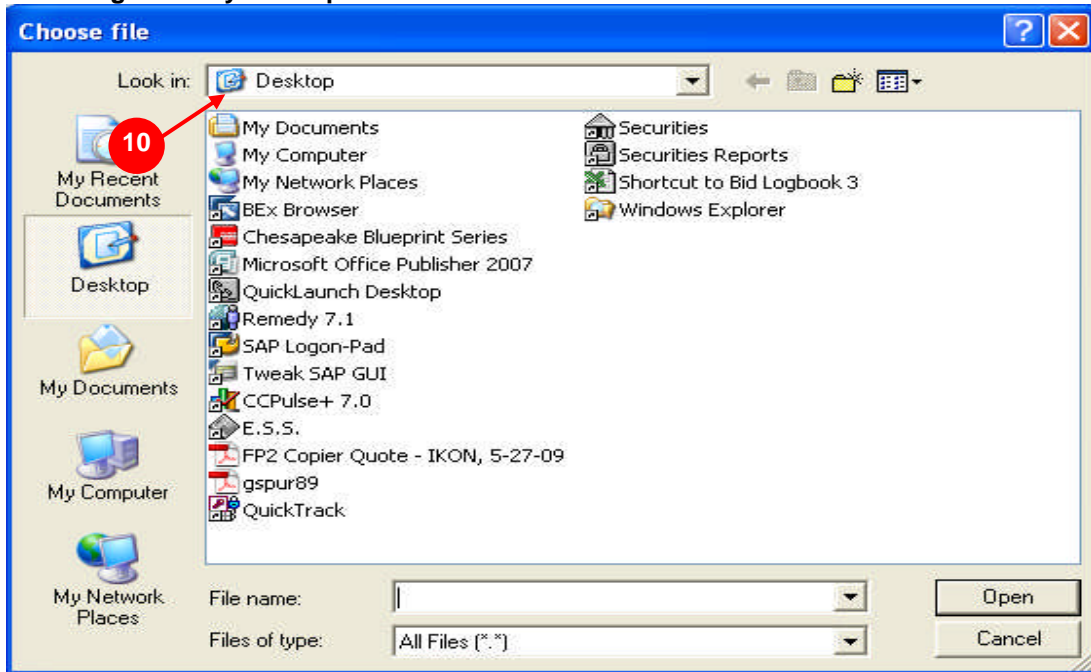
**NOTE:** The **My Notes** link contains an area for you to insert any comments associated with your response. Also included is the ability to attach any required documentation to accompany your solicitation response (e.g., word processing files or spreadsheets; however suppliers are reminded that attachments or comments which seek to modify the specifications or terms and conditions, including the attachment of supplier terms and conditions, may cause a solicitation to be rejected as a conditional bid or proposal).

**Process Bid Screen – Adding Attachments**



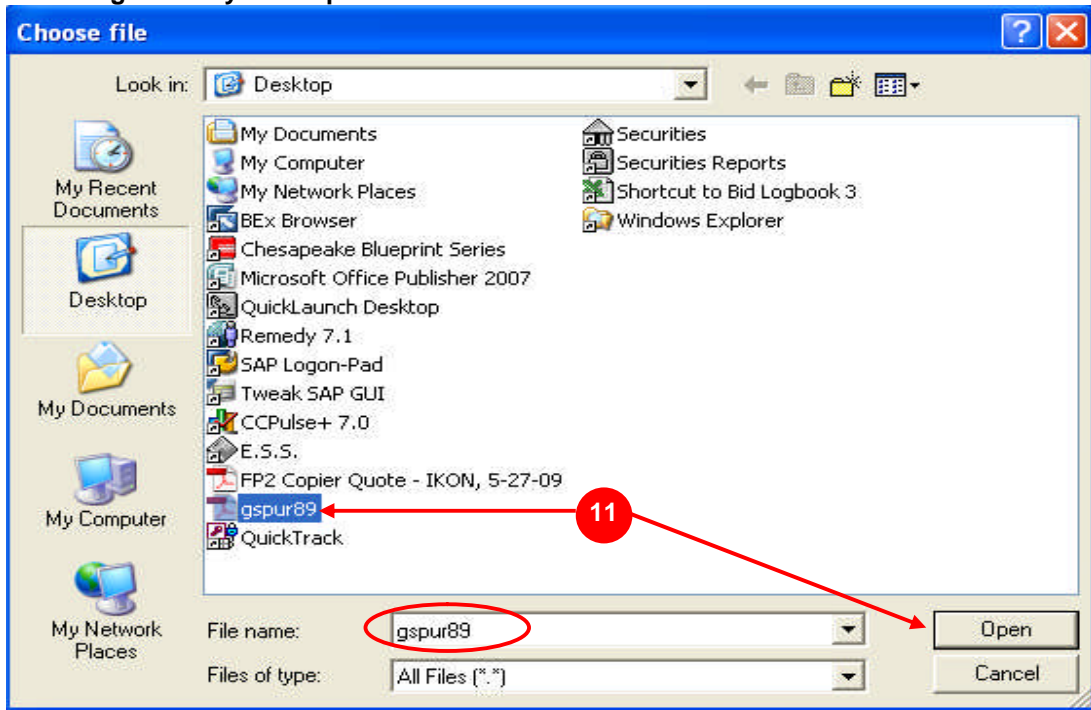
- 8. Use the bar to the right to scroll down to the attachments section.
- 9. Select Browse to access the files to be attached to your response.

**Attaching files to your response**



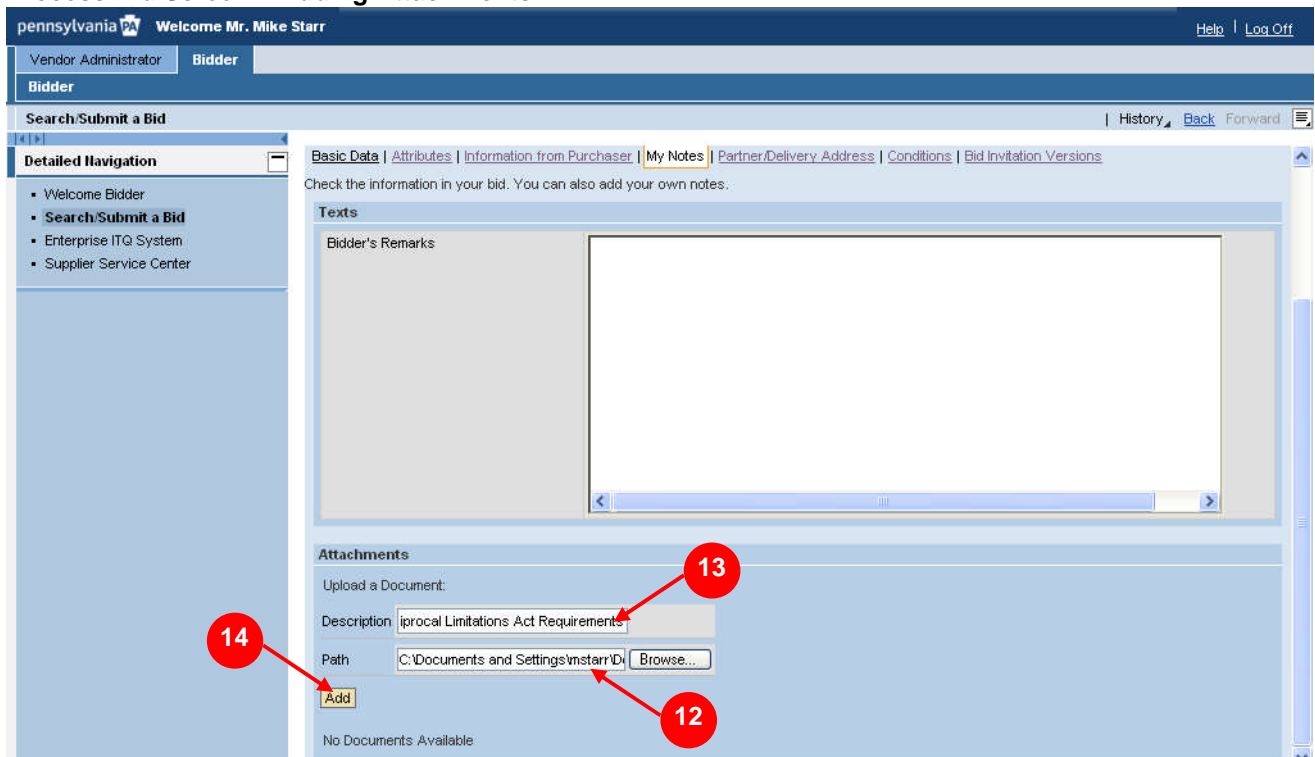
- 10. In the Look In box, select "Desktop".

**Attaching files to your response**



11. Select the appropriate file from the list, then click Open. The file name will automatically populate, do not change the name.

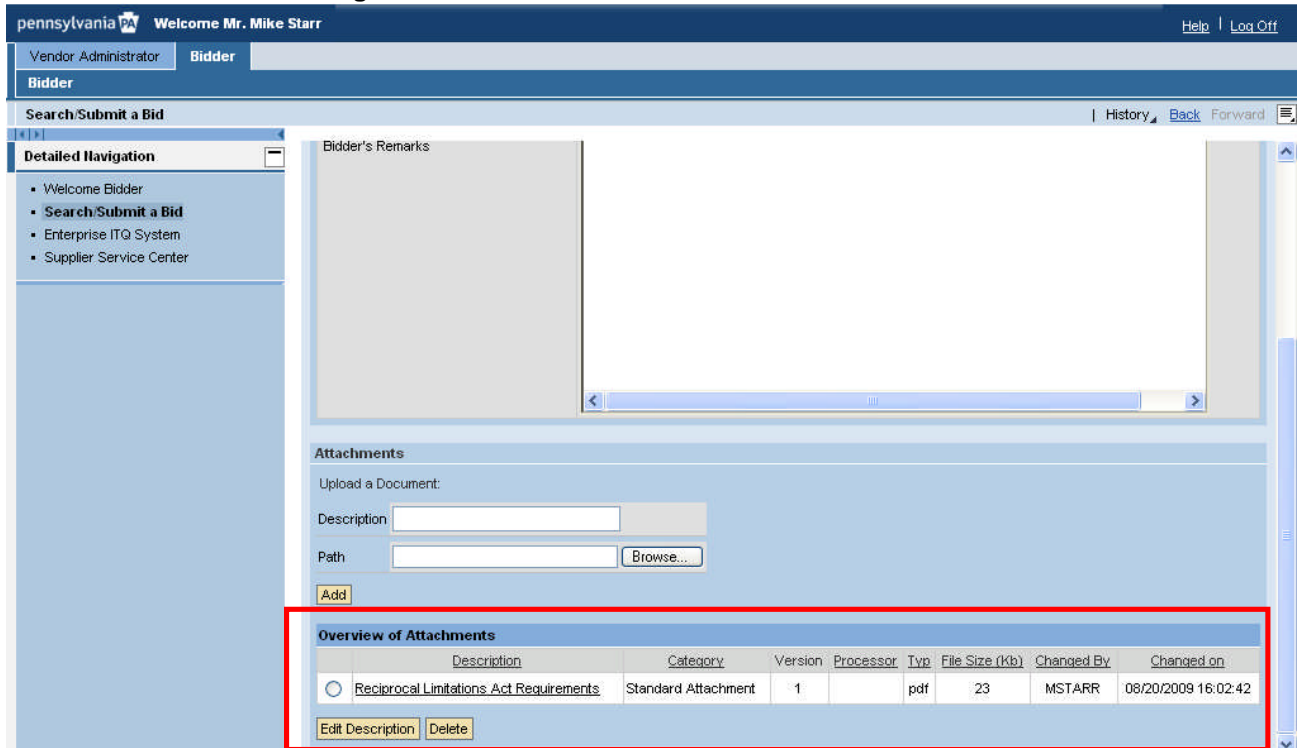
**Process Bid Screen – Adding Attachments**





12. The file path will populate into your response.
13. The Description field can be populated with the original name of the document listed on the Purchasers Notes tab
14. Click **Add** to attach the document to your response. To add additional documents, follow the same process.

### Process Bid Screen – Adding Attachments



pennsylvania PA Welcome Mr. Mike Starr Help | Log Off

Vendor Administrator Bidder

Search/Submit a Bid

Detailed Navigation

- Welcome Bidder
- Search/Submit a Bid
- Enterprise ITQ System
- Supplier Service Center

Bidder's Remarks

Attachments

Upload a Document:

Description

Path  Browse...

Add

Overview of Attachments

	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
<input type="radio"/>	<a href="#">Reciprocal Limitations Act Requirements</a>	Standard Attachment	1		pdf	23	MSTARR	08/20/2009 16:02:42

Edit Description Delete

**NOTE:** All documents added to your response will be listed at the bottom of the [My Notes](#) tab. These documents can be edited or deleted by first selecting the appropriate document and then utilizing the **Edit Description** or **Delete** buttons located at the bottom of the page.

**When you have finished your attachments, complete and submit your response as described earlier in this guide.**