

# Locating and Responding to a Solicitation

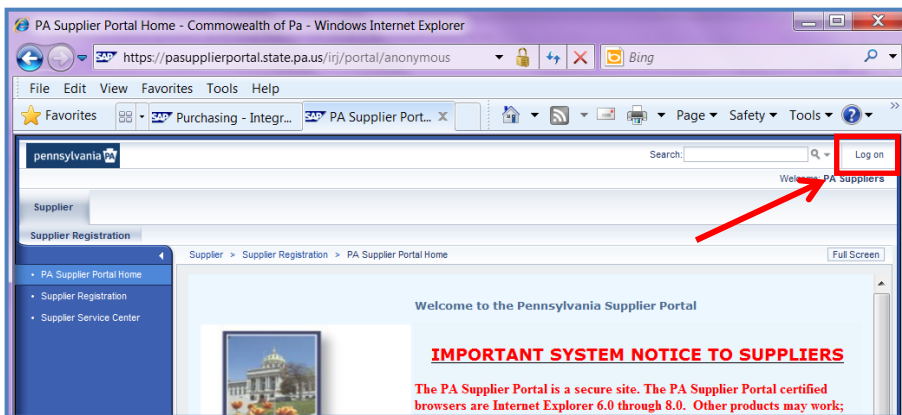
[Locating a Solicitation](#) | [Viewing the Solicitation](#) | [Header Tab](#) | [Items Tab](#) |

[Responding to the Solicitation](#) | [Edit a RFX Response](#) | [Withdraw/Re-Submit a RFX Response](#)

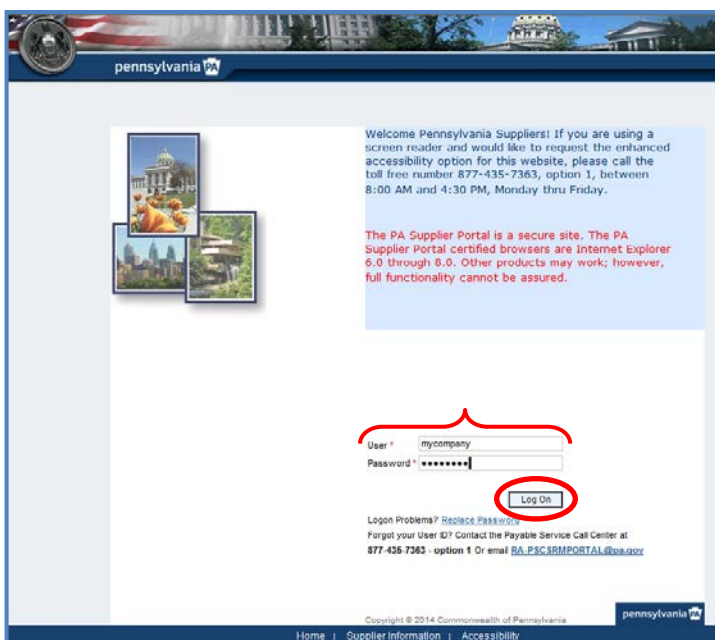
## Locating a Solicitation

Log into the [PA Supplier Portal](#) to search for and locate a specific Solicitation in SRM.

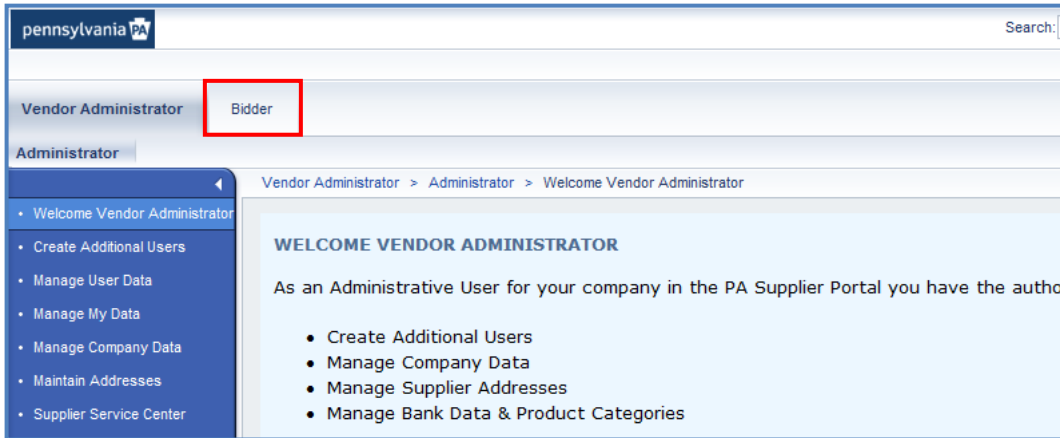
1. Open your web browser and enter [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).
2. Select the **Log on** button.



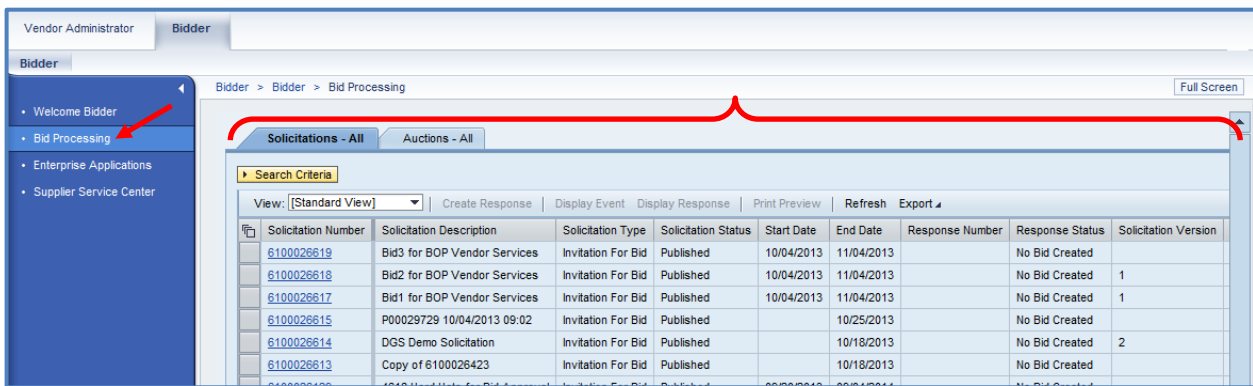
3. Enter the User ID and Password you created when you registered as a supplier, and select the **Log On** button.



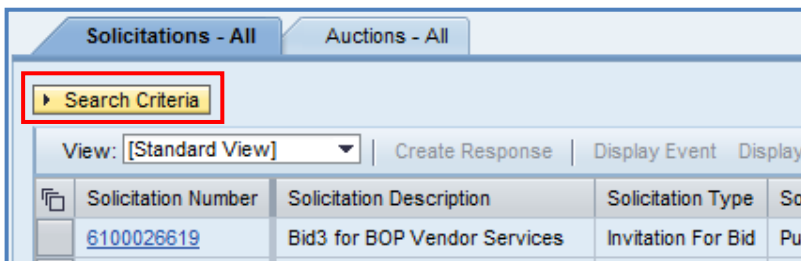
- Choose the **Bidder** role to begin. (Note – If you have been assigned only the Bidder role by your company, you will not need to perform this step because it will already be chosen by default.)



The resulting *Bid Processing* screen opens and will display your Personal Object Worklist (POWL). By default, the POWL will display all Solicitations (or RFX's) which are currently open for responses.



- If the search window for *Solicitation Number*, etc. is not visible, select the **Search Criteria** button to display the available search fields.



By default, the **Solicitation Status** field will display Current RFX because those are open for your Bid Response. (It is not recommended that you adjust the search criteria in your POWL with the status Ended RFX or Completed RFX.)

The screenshot shows a web interface for searching solicitations. At the top, there are tabs for 'Solicitations - All' and 'Auctions - All'. Below is a 'Search Criteria' section with several input fields: 'Solicitation Number' (with a diamond icon), 'Solicitation Status' (a dropdown menu currently showing 'Current RFX'), 'Creation Date' (with a diamond icon and a calendar icon), 'Deadline Date Flag' (a dropdown menu), 'Response Timeframe' (a dropdown menu), and 'Smart Number' (a text input field). There are also 'To' fields for 'Solicitation Number' and 'Creation Date'. At the bottom of the search criteria section are 'Apply' and 'Clear' buttons. Below the search criteria is a 'View:' dropdown set to '[Standard View]' and a row of action buttons: 'Create Response', 'Display Event', 'Display Response', and 'Print Pre'. At the very bottom, a table header is partially visible with columns: 'Solicitation Number', 'Solicitation Description', 'Solicitation Type', 'Solicitation Status', and 'Start D'.



There are numerous ways to search for and locate a specific Solicitation using the POWL Search Criteria.

**Solicitation Number:** The number assigned to the Solicitation document.

**Solicitation Status:** Used to display one of three (3) available statuses for the Solicitation document.

- Current RFX (system default)
- Ended RFX
- Completed RFX

**Creation Date:** The data that the Solicitation was created.

**Deadline Date Flag:** Used to display one of five (5) available timeframes for Solicitation submission deadlines.

- Today
- Next 7 Days
- Next 30 Days
- Next 90 Days
- Next 12 Months

**Status:** Used to display one of seven (7) available statuses for the supplier's bid Response document.

- Saved
- Bid submitted
- Bid Rejected
- Bid Accepted
- Transaction Completed
- Deleted
- Bid returned

**Response Timeframe:** Used to display one of five (5) available timeframes during which the supplier submitted their bid Response document.

- Today
- Last 7 Days
- Last 30 Days
- Last 90 Days
- Last 12 Months

**Smart Number:** The name and/or other information used to identify the Solicitation document.

6. Change the search criteria if desired, and select the **Apply** button to save and execute the new query.

The screenshot shows a web interface for searching solicitations. At the top, there are two tabs: "Solicitations - All" (selected) and "Auctions - All". Below the tabs is a "Search Criteria" section with a dropdown arrow. The form contains the following fields and controls:

- Solicitation Number:  To
- Solicitation Status:
- Creation Date:  To
- Deadline Date Flag:
- Status:
- Response Timeframe:
- Smart Number:

At the bottom of the form, there are two buttons: "Apply" (circled in red) and "Clear".

Your search result(s) will display in a table format, as shown in the example below:

| Solicitation Number        | Solicitation Description          | Solicitation Type  | Solicitation Status | Start Date | End Date   | Response Number | Response Status | Solicitation Version | Response Version | Start Time | End time |
|----------------------------|-----------------------------------|--------------------|---------------------|------------|------------|-----------------|-----------------|----------------------|------------------|------------|----------|
| <a href="#">6100026370</a> | Emergency Generators and Lighting | Invitation For Bid | Published           | 09/25/2013 | 09/25/2013 |                 | No Bid Created  | 1                    |                  | 17:01:00   | 17:25:00 |

Last Refresh 09/25/2013 17:02:42 EST [Refresh](#)



In the search result, note the information under each column heading:

**Solicitation Number:** The number assigned to the Solicitation document.

**Solicitation Description:** The name or other identification associated with the Solicitation document.

**Solicitation Type:** The [transaction] profile type of the Solicitation.

**Solicitation Status:** The status of the Solicitation.

**Start Date:** The date that the Solicitation will be available for supplier Responses. (If you attempt to view or respond to the Solicitation before the Start Date, it will not be available.)

**End Date:** The deadline date for submission of bid Responses.

**Response Number:** The number assigned to your company's Response to the Solicitation.

**Response Status:** The status of your company's Response to the Solicitation.

**Solicitation Version:** The most current version of the Solicitation.

**Response Version:** The most current version of your company's Response to the Solicitation.

**Start Time:** The time that the Solicitation will be available for Responses.

**End Time:** The deadline time for submission of bid Responses.

## View/Respond to a Solicitation

After locating a Solicitation, it is very important that you carefully review the entire document prior to creating and submitting your response. Ensure that you understand all requirements of the Solicitation. If you do not, and need clarification, contact the Commonwealth Purchasing Professional Agent who is responsible for the Solicitation.

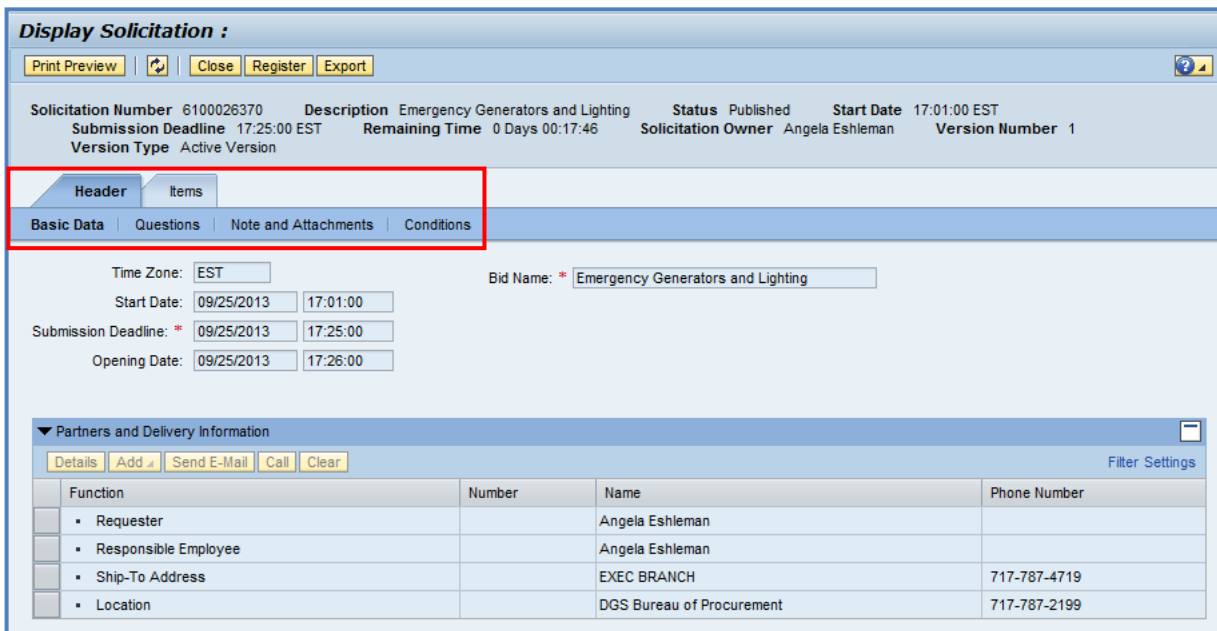
### Viewing the Solicitation

1. Select the Solicitation number to display the document.



| Solicitation Number | Solicitation Description          | Solicitation Type  | Solicitation Status | Start Date | End Date   | Response Number | Response Status | Solicitation Version | Response Version | Start Time | End time |
|---------------------|-----------------------------------|--------------------|---------------------|------------|------------|-----------------|-----------------|----------------------|------------------|------------|----------|
| 6100026370          | Emergency Generators and Lighting | Invitation For Bid | Published           | 09/25/2013 | 09/25/2013 |                 | No Bid Created  | 1                    |                  | 17:01:00   | 17:25:00 |

The *Display* function allows you to see the solicitation data on two tabs: Header and Items. These two tabs are each broken down into sub-tabs.



**Display Solicitation :**

Print Preview | Close | Register | Export

Solicitation Number: 6100026370    Description: Emergency Generators and Lighting    Status: Published    Start Date: 17:01:00 EST  
Submission Deadline: 17:25:00 EST    Remaining Time: 0 Days 00:17:46    Solicitation Owner: Angela Eshleman    Version Number: 1  
Version Type: Active Version

**Header** | Items

Basic Data | Questions | Note and Attachments | Conditions

Time Zone: EST    Bid Name: \* Emergency Generators and Lighting

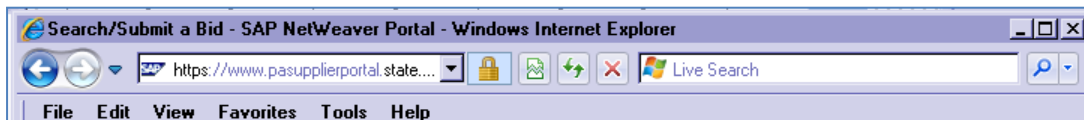
Start Date: 09/25/2013 17:01:00  
Submission Deadline: \* 09/25/2013 17:25:00  
Opening Date: 09/25/2013 17:26:00

Partners and Delivery Information

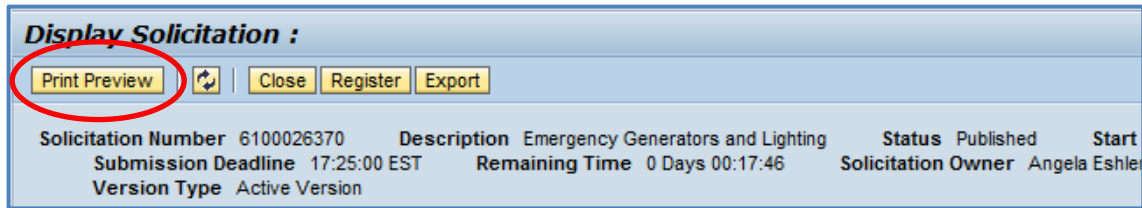
| Function             | Number | Name                      | Phone Number |
|----------------------|--------|---------------------------|--------------|
| Requester            |        | Angela Eshleman           |              |
| Responsible Employee |        | Angela Eshleman           |              |
| Ship-To Address      |        | EXEC BRANCH               | 717-787-4719 |
| Location             |        | DGS Bureau of Procurement | 717-787-2199 |



### Caution – do not use Internet Explorer’s navigation controls:



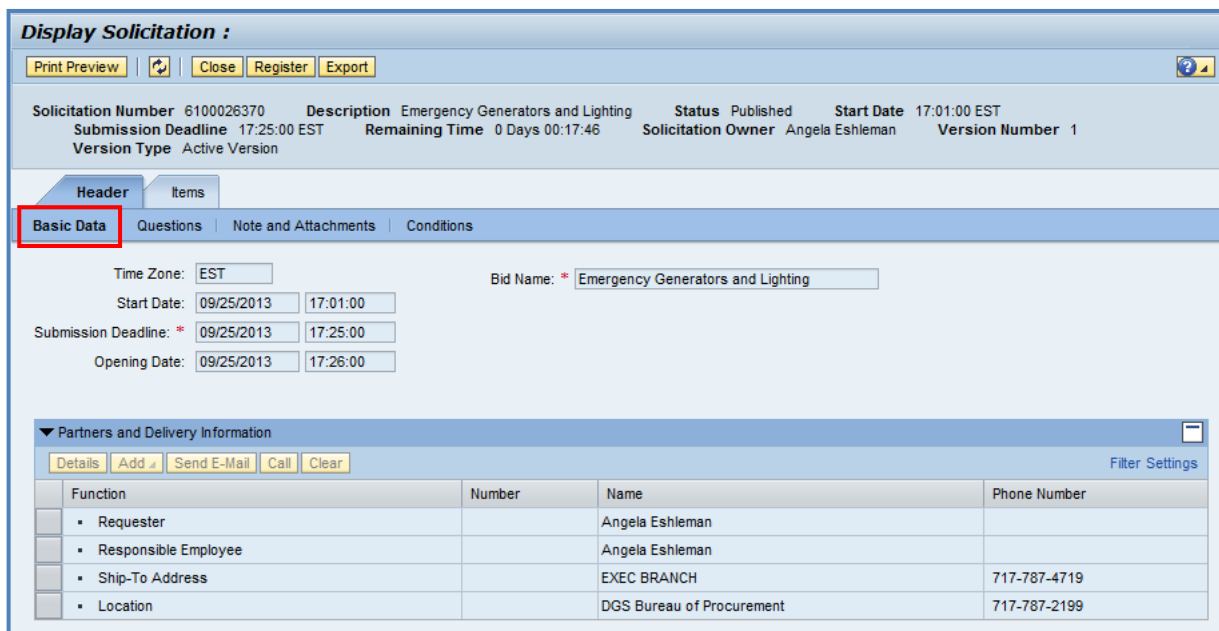
You may also view, download, and/or print an Adobe PDF copy of the Solicitation document by selecting the **Print Preview** button.



## Header Tab

The *Header* tab provides information that is pertinent to the Solicitation as a whole (as opposed to line item-specific). By default, you are on the *Header* tab, *Basic Data* sub-tab.

The *Basic Data* sub-tab contains details such as the **Start/Submission Deadline Dates** and times, and the **Opening Date** and time. It also contains information pertaining to the Commonwealth Purchasing Professional who is responsible for the Solicitation.



2. Select the *Notes and Attachments* sub-tab.

The *Notes and Attachments* sub-tab contains information provided by the Commonwealth to further describe the specifications and conditions of the Solicitation. Information can be displayed as text and/or document attachment(s).

3. Select the **Tendering Text** link to display text.
4. Select the document link in the **Description** column to display an attachment.

The screenshot shows a software interface with a 'Note and Attachments' section. The 'Notes' section contains a table with a 'Tendering text' link highlighted in yellow and a red arrow pointing to it. The 'Attachments' section contains a table with several rows. The first row in the attachments table has a 'Description' column containing the link 'STATE OF MANUFACTURE FORM', which is highlighted in yellow and has a red box around it. The table columns include Category, Description, File Name, Version, Processor, Checked Out, Type, Size (KB), Changed by, and Changed on.

| Category            | Description                                  | File Name                         | Version | Processor | Checked Out              | Type | Size (KB) | Changed by | Changed on |
|---------------------|--|-----------------------------------|---------|-----------|--------------------------|------|-----------|------------|------------|
| Standard Attachment | <a href="#">STATE OF MANUFACTURE FORM</a>    | State of Manufacture form.docx    | 1       |           | <input type="checkbox"/> | docx | 14        | P00068292  | 09/25/2013 |
| Standard Attachment | <a href="#">Specifications for Lighting</a>  | Specifications for Lighting.docx  | 1       |           | <input type="checkbox"/> | docx | 19        | P00068292  | 09/25/2013 |
| Standard Attachment | <a href="#">Specifications for Generator</a> | Specifications for Generator.docx | 1       |           | <input type="checkbox"/> | docx | 16        | P00068292  | 09/25/2013 |
| Legal Document      | <a href="#">Terms and Conditions</a>         | Document                          | 1       |           | <input type="checkbox"/> | pdf  | 44        | SRMRFC     | 09/25/2013 |



**Important Note: The attachments provided by the Commonwealth can be accessed at this time.**

After selecting Create Response as described on Page 4-\* of this Guide, the new *Notes and Attachments* section is reserved for the supplier to add their own comments along with uploading completed documents.

Be sure to open and save any required files to your computer before creating a response.



## Items Tab

The *Items* tab provides information associated with specific line items, including Quantities and Units of Measure.

In the *Item Overview* area, you will find a listing of all line items in the Solicitation.

5. To view additional line item detail, first choose (highlight) the applicable line item, and then select the **Details** button.

**Display Solicitation :**

Print Preview Close Register Export

Solicitation Number: 6100026370 Description: Emergency Generators and Lighting Status: Published Start Date: 17:01:00 EST Submission Deadline: 17:25:00 EST  
Remaining Time: 0 Days 00:20:33 Solicitation Owner: Angela Eshleman Version Number: 1 Version Type: Active Version

Header Items

Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Expand All Collapse All Filter Settings Hide Outline

| Line Number | Item Type | Option Type | Product ID | Description | Lot | Product Category | Revision Level | Quantity | Unit | Currency | Delivery Date | Notes | Attachments | Total Value | Internal Item Number |
|-------------|-----------|-------------|------------|-------------|-----|------------------|----------------|----------|------|----------|---------------|-------|-------------|-------------|----------------------|
| 1           | Material  |             | Generators |             |     | 26131803         |                | 15,000   | EA   |          |               | 1     | 0           |             | 1                    |
| 2           | Material  |             | Lighting   |             |     | 39111800         |                | 15,000   | EA   |          |               | 1     | 0           |             | 2                    |

Depending on the type of procurement, the *Item Data* sub-tab may contain additional detailed requirements such as **Manufacturer Part Number** and **External Manufacturer**, etc.

Item: Generators

Item Data Questions Notes and Attachments Conditions

Identification

Product ID: \_\_\_\_\_ Currency, Values and Pricing  
Description: Generators Required Quantity: 15,000 Each  
Product Category: 26131803 GENERATOR CONTROL/PR Service and Delivery  
Lot:

Further Properties

Manufacturer Part Number: \_\_\_\_\_  
External Manufacturer: \_\_\_\_\_

Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

| Function        | Number | Name                      | Phone Number |
|-----------------|--------|---------------------------|--------------|
| Requester       |        | Angela Eshleman           |              |
| Ship-To Address |        | EXEC BRANCH               | 717-787-4719 |
| Location        |        | DGS Bureau of Procurement | 717-787-2199 |

6. Select the *Notes and Attachments* sub-tab.

Here the *Notes and Attachments* sub-tab contains information which is specific to the line item. Again, information can be displayed as text and/or document attachment(s).

Item: Generators

Item Data Questions Notes and Attachments Conditions

Notes

Clear Filter Settings

| Category       | Description                                  |
|----------------|--|
| Tendering text | Honda EU2000iAC 2000 Watt Inverter Generator |

Attachments

Add Attachment Edit Description Versioning Delete Filter Settings

| Category                            | Description | File Name | Version | Processor | Checked Out | Type | Size (KB) | Changed by | Changed on |
|-------------------------------------|-------------|-----------|---------|-----------|-------------|------|-----------|------------|------------|
| The table does not contain any data |             |           |         |           |             |      |           |            |            |

## Responding to the Solicitation

1. Select the **Register** button.

The screenshot shows the 'Display Solicitation' interface. At the top, there are buttons for 'Print Preview', 'Close', 'Register', and 'Export'. The 'Register' button is circled in red. Below the buttons, the solicitation details are displayed: Solicitation Number 6100026370, Description Emergency Generators and Lighting, Status Published, Start Date 17, Remaining Time 0 Days 00:14:24, Solicitation Owner Angela Eshleman, Version Number 1, and Version Type. The 'Items' tab is selected, showing an 'Item Overview' table with columns for Line Number, Item Type, Option Type, Product ID, Description, Lot, Product Category, Revision Level, Quantity, Unit, and Currency. Two items are listed: 'Generators' and 'Lighting', both with a quantity of 15.000 EA.

The message "You are registered to the RFX and will be informed of changes" is returned.

2. Select the **Create Response** button.

The screenshot shows the 'Display Solicitation' interface. The 'Create Response' button is highlighted with a red box. Below the buttons, a message is displayed: "You are registered to the RFX and will be informed of changes". The solicitation details are also visible: Solicitation Number 6100026370, Description Emergency Generators and Lighting, Status Published, Start Date 17:01:00, Submission Deadline 17:25:00 EST, Remaining Time 0 Days 00:13:43, Solicitation Owner Angela Eshleman, and Version Type Active Version.

The *Create Response* screen is displayed. (For the moment, disregard the error messages at the top of the page. They will be resolved while processing the Response.)

By default, you are on the **Header** tab, *Basic Data* sub-tab.

3. Select the *Questions* sub-tab.

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', and 'Save'. Below the buttons, there are two error messages: "Question 'Has the submitter read, and does the submitter und' is mandatory; maintain Question value" and "Question 'Is the offer in accordance with the 'Representation' is mandatory; maintain Question value". The solicitation response details are displayed: Solicitation Response Number 6500067066, Opening Date 09/25/2013 17:26:00 EST, Response Version Number 0.00 USD, Solicitation Number 6100026370, Solicitation Owner 0 Days 00:12:50, Status In Process, RFX Owner Angela Eshleman, Submission Deadline 09/25/2013 17:25:00 EST, and RFX Version Number 1. The 'Header' tab is selected, and the 'Questions' sub-tab is highlighted. Below the sub-tabs, there are sections for 'Event Parameters' (Validity Period, Currency, Target Value of RFX Response) and 'Status and Statistics' (Created On, Created By, Last Processed On, Last Processed By). At the bottom, there is a section for 'Partners and Delivery Information' with a table showing Function, Number, Name, and Phone Number.

- Respond to each of the questions by selecting the dropdown in the **Reply** column.
- Select the *Notes and Attachments* sub-tab.

**Create Response**

Submit | Read Only | Print Preview | Check | Close | Save

Question "Has the submitter read, and does the submitter und" is mandatory; maintain Question value

Question "Is the offer in accordance with the "Representatio" is mandatory; maintain Question value

Solicitation Response Number 6500067066    Solicitation Number 6100026370    Status In Process    Submission Deadline 09/25/2013 17:25:00 EST  
 Opening Date 09/25/2013 17:26:00 EST    Solicitation Owner 0 Days 00:12:50    RFX Owner Angela Eshleman    Response Version Number 0.00 USD    Version Number Active Version  
 RFX Version Number 1

Header | Items | Summary | Tracking

Basic Data | Questions | Notes and Attachments

| Question   | Reply                | Comment              |
|--|----------------------|----------------------|
| Is the offer in accordance with the "Representations and Authorizations" listed in section "Submission – 001.1" of the attached solicitation document?:                            | <input type="text"/> | <input type="text"/> |
| Has the submitter read, and does the submitter understand, the "Representations and Authorizations" listed in section "Submission – 001.1" of the attached solicitation document?: | <input type="text"/> | <input type="text"/> |

- Enter any applicable notes under *Bidder's Remarks*, and/or *Add Attachments* into your bid Response.

**Create Response**

Submit | Read Only | Print Preview | Check | Close | Save

Solicitation Response Number 6500067066    Solicitation Number 6100026370    Status In Process    Submission Deadline 09/25/2013 17:25:00 EST  
 Opening Date 09/25/2013 17:26:00 EST    Solicitation Owner 0 Days 00:11:19    RFX Owner Angela Eshleman    Response Version Number 0.00 USD  
 Version Number Active Version    RFX Version Number 1

Header | Items | Summary | Tracking

Basic Data | Questions | Notes and Attachments


Notes

| Category                    | Description   |
|-----------------------------|---|
| Conditions of Participation | -Empty-   |
| Bid Invitation/Auction Text | The Commonwealth of PA is soliciting bids for purchase a... |
| <b>Bidder's Remarks</b>     | -Empty-   |
| Purchaser's Remarks         | -Empty-   |

Attachments

Add Attachment | Edit Description | Versioning | Delete

| Category                            | Description | File Name | Version | Processor | Checked Out | Type | Size (KB) | Changed by | Changed on |
|-------------------------------------|-------------|-----------|---------|-----------|-------------|------|-----------|------------|------------|
| The table does not contain any data |             |           |         |           |             |      |           |            |            |

 **Important Note: If the solicitation requires that a price list be completed and attached, it should be done at this time.**

In this instance, you would not perform Steps 7-9 below to enter line item prices.

7. Select the *Items* tab.

8. In the *Item Overview* area, enter your pricing data in the **Price** field for each line item.

The screenshot shows the 'Create Response' application interface. At the top, there are navigation buttons: Submit, Read Only, Print Preview, Check, Close, Save. Below this is a header section with the following information: Solicitation Response Number: 6500067066, Solicitation Number: 6100026370, Status: In Process, Submission Deadline: 09/25/2013 17:25:00 EST, Opening Date: 09/25/2013 17:26:00 EST, Solicitation Owner: 0 Days 00:11:19, RFX Owner: Angela Eshleman, Response Version Number: 0.00 USD, Version Number: Active Version, RFX Version Number: 1.

The main area is titled 'Item Overview' and contains a table with the following columns: Line Number, Description, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Unit, Price, Currency, Price Per, Total Value, RFX / Response, RFX / Response, Internal Item Number. The first row is highlighted in orange and has a red box around the 'Price' field, which contains the value '0.00'. The second row is also highlighted in orange and has a red box around the 'Price' field, which contains the value '0.00'. The table also shows several rows of 'Material' items with a price of '0.00 USD'.

At the bottom right of the table, there is a 'Total Value' field showing '0.00 USD'.

9. Alternately, select the **Details** button to enter pricing data at the item detail level.

The screenshot shows the 'Details for item Lighting' application interface. At the top, there are navigation buttons: Item Data, Questions, Notes and Attachments, Conditions, Payment. Below this is a 'Basic Data' section with the following information: Identification, Product Category: 39111800 LIGHTING ACCESSORIES, Currency: United States Dollar, Quantity: 15,000 EA, Price: 1294.97, USD Per: 1 EA, Description: Lighting, Net value: 0.00. The 'Price' field is highlighted with a red box.

Below the 'Basic Data' section is a 'Partners and Delivery Information' section with a table showing the following information:

| Function        | Number | Name                      | Phone Number |
|-----------------|--------|---------------------------|--------------|
| Requester       |        | Angela Eshleman           |              |
| Ship-To Address |        | EXEC BRANCH               | 717-787-4719 |
| Location        |        | DGS Bureau of Procurement | 717-787-2199 |

10. Select the *Summary* tab.

11. Carefully review all of the information displayed. If necessary, make any corrections to the bid Response entries. (Note that **Conditions** means pricing; in the example below, *2 conditions added* means that prices were submitted for 2 line items.)

The screenshot shows the 'Create Response' application interface. At the top, there are navigation buttons: Submit, Read Only, Print Preview, Check, Close, Save. Below this is a header section with the following information: Solicitation Response Number: 6500067066, Solicitation Number: 6100026370, Status: In Process, Submission Deadline: 09/25/2013 17:25:00 EST, Opening Date: 09/25/2013 17:26:00 EST, Solicitation Owner: 0 Days 00:07:10, RFX Owner: Angela Eshleman, Response Version Number: 0.00 USD, Version Number: Active Version, RFX Version Number: 1.

The main area is titled 'Summary' and contains the following information: RFX Response Number: 6500067066, Items with Response: 2 out of 2 items responded to, Questions: 2 out of 2 questions answered (2 out of 2 mandatory), Notes: 3 notes added, Attachments: 1 attachments added, Conditions: 2 conditions added, Total RFX Response Value: 32,838.15 USD.

12. Select the **Check** button.

**Create Response**

Submit | Read Only | Print Preview | **Check** | Close | Save

Solicitation Response Number 6500067066      Solicitation Number 6100026370      Status  
Opening Date 09/25/2013 17:26:00 EST      Solicitation Owner 0 Days 00:07:10      RFX C  
Version Number Active Version      RFX Version Number 1

Header    Items    **Summary**    Tracking

RFX Response Number: 6500067066

13. Review all resulting messages and resolve any errors, if applicable.

|  |  |
|--|--|
|  | <p><b>Note:</b> Errors that must be resolved in order for you to submit your bid response are indicated by . Messages with  are provided for informational purposes only and can be disregarded.</p> |
|--|--|

14. Select the **Submit** button if your bid response is complete, or **Save** if you are not yet ready to submit.

**Create Response**

**Submit** | Read Only | Print Preview | Check | Close | **Save**

RFX response is complete and contains no errors

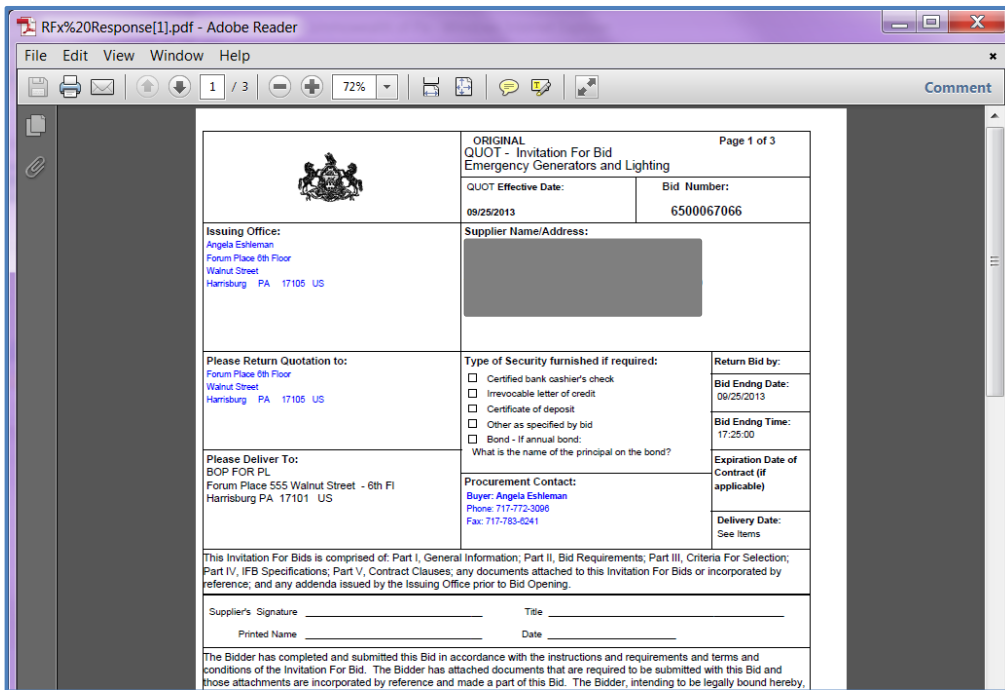
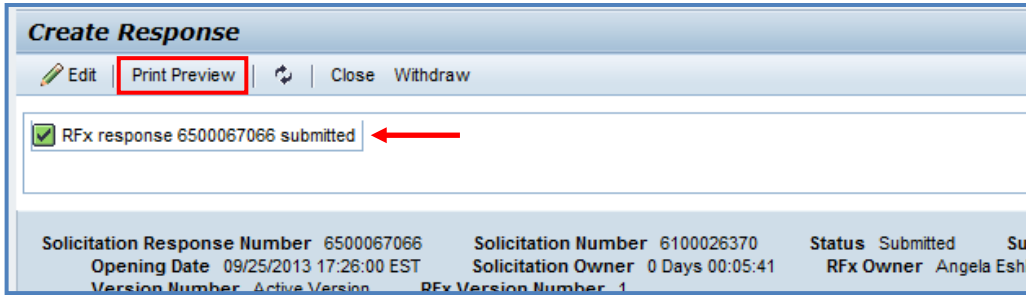
Solicitation Response Number 6500067066      Solicitation Number 6100026370      Status In Process  
Opening Date 09/25/2013 17:26:00 EST      Solicitation Owner 0 Days 00:07:10      RFX Owner Angela Es  
Version Number Active Version      RFX Version Number 1

Header    Items    **Summary**    Tracking

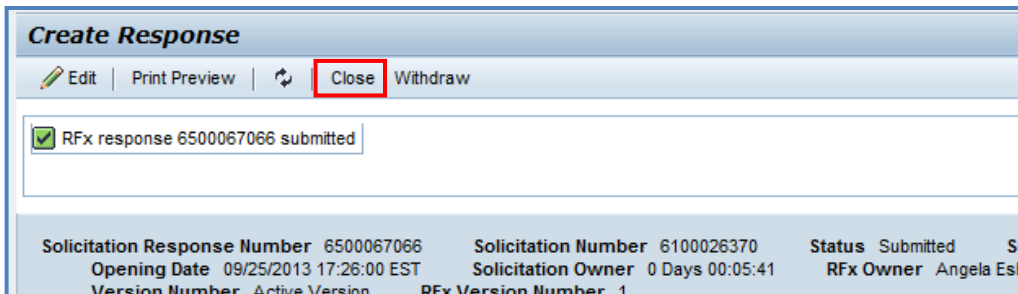
RFX Response Number: 6500067066

A corresponding message will display that your bid has been *Held* or *Submitted*.

15. If you wish, select the **Print Preview** button to see your entire Response in PDF format.



16. Select the **Close** button to exit your bid Response.



The POWL refreshes to display the submitted *Response Number* and *Response Status*.

17. If you wish to make any edits and/or withdraw your Response prior to the Submission Deadline, select the *Response Number* link.

| Solicitation Number | Solicitation Description          | Solicitation Type  | Solicitation Status | Start Date | End Date   | Response Number | Response Status | Solicitation Version | Response Version | Start Time | End time |
|---------------------|-----------------------------------|--------------------|---------------------|------------|------------|-----------------|-----------------|----------------------|------------------|------------|----------|
| 6100026370          | Emergency Generators and Lighting | Invitation For Bid | Published           | 09/25/2013 | 09/25/2013 | 6500067066      | Submitted       |                      |                  | 17:01:00   | 17:25:00 |

18. Select the **Edit** button to begin making changes.

19. Alternately, select the **Withdraw** button to withdraw your Response.

**Create Response**

[Edit](#) [Print Preview](#) [Close](#) [Withdraw](#)

Solicitation Response Number 6500067066    Solicitation Number 6100026370    Status Submitted  
 Submission Deadline 09/25/2013 17:25:00 EST    Opening Date 09/25/2013 17:26:00 EST    Solicitation Owner 0 Days 00:04:45  
 RFX Owner Angela Eshleman    Response Version Number 0.00 USD    Version Number Active Version    RFX Version Number 1

**Event Parameters**

Validity Period:  -   
 Currency:   
 Target Value of RFX Response:  USD

**Status and Statistics**

Created On:   
 Created By:   
 Last Processed On:   
 Last Processed By:

**Partners and Delivery Information**

| Function          | Number | Name                      | Phone Number |
|-------------------|--------|---------------------------|--------------|
| ▪ Ship-To Address |        | EXEC BRANCH               | 717-787-4719 |
| ▪ Location        |        | DGS Bureau of Procurement | 717-787-2199 |

## Edit a RFX Response

1. Select the **Edit** button to begin making changes.
2. Navigate through the document and make any necessary changes.

In the below example, we have revised the price for Line Item 2.

**Create Response**

Submit | Read Only | Print Preview | Check | Close | Save

Solicitation Response Number 6500067066 Solicitation Number 6100026370 Status In Process  
Submission Deadline 09/25/2013 17:25:00 EST Opening Date 09/25/2013 17:26:00 EST Solicitation Owner 0 Days 00:04:24  
RFX Owner Angela Eshleman Response Version Number 0.00 USD Version Number C1 RFX Version Number 1

Header **Items** Summary Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value

| Line Number | Description | Item Type | Product ID | Product Category | Product Category Description | Required Quantity | Unit | Price  | Currency | Price |
|-------------|-------------|-----------|------------|------------------|------------------------------|-------------------|------|--------|----------|-------|
| 1           | Generators  | Material  |            | 26131803         | GENERATOR CONTROL/PR         | 15.000            | EA   | 894.24 | USD      |       |
| 2           | Lighting    | Material  |            | 39111800         | LIGHTING ACCESSORIES         | 15.000            | EA   | 1250   | USD      |       |
| 3           |             | Material  |            |                  |                              |                   |      | 0.00   | USD      |       |

3. Select the *Summary* tab.
4. Carefully review the revised information, including the new *Response Value*.

**Create Response**

Submit | Read Only | Print Preview | Check | Close | Save

Solicitation Response Number 6500067066 Solicitation Number 6100026370 Status In Process  
Submission Deadline 09/25/2013 17:25:00 EST Opening Date 09/25/2013 17:26:00 EST Solicitation Owner 0 Days 00:04:24  
RFX Owner Angela Eshleman Response Version Number 0.00 USD Version Number C1 RFX Version Number 1

Header Items **Summary** Tracking

RFX Response Number: 6500067066

Items with Response: 2 out of 2 items responded to

Questions: 2 out of 2 questions answered (2 out of 2 mandatory)

Notes: 3 notes added

Attachments: 1 attachments added

Conditions: 2 conditions added

Total RFX Response Value: 32,163.60 USD

5. Select the **Check** button, and address any resulting error messages.
6. Select the **Submit** button.

**Create Response**

**Submit** | Read Only | Print Preview | **Check** | Close | Save

RFX response is complete and contains no errors

Solicitation Response Number 6500067066 Solicitation Number 6100026370 Status In Process  
Submission Deadline 09/25/2013 17:25:00 EST Opening Date 09/25/2013 17:26:00 EST Solicitation Owner 0 Days 00:04:24



A message displays confirming submission of the updated Response.

7. Select the **Close** button to exit your bid Response.

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Edit', 'Print Preview', 'Close', and 'Withdraw'. The 'Close' button is highlighted with a red box. Below the buttons, a message box contains a green checkmark and the text 'RFx response 6500067066 submitted'. The main content area displays a summary of the response with the following details:

|                              |                         |                         |                         |                    |                 |
|------------------------------|-------------------------|-------------------------|-------------------------|--------------------|-----------------|
| Solicitation Response Number | 6500067066              | Solicitation Number     | 6100026370              | Status             | Submitted       |
| Submission Deadline          | 09/25/2013 17:25:00 EST | Opening Date            | 09/25/2013 17:26:00 EST | Solicitation Owner | 0 Days 00:02:16 |
| RFx Owner                    | Angela Eshleman         | Response Version Number | 0.00 USD                | Version Number     | Active Version  |
|                              |                         |                         |                         | RFx Version Number | 1               |

At the bottom, there are tabs for 'Header', 'Items', 'Summary', and 'Tracking'. The 'Summary' tab is selected. Below the tabs, the 'RFx Response Number' is displayed as '6500067066'.

## Withdraw/Re-Submit a RFx Response

1. Select the **Withdraw** button prior to the Submission Deadline to withdraw your bid Response.

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Edit', 'Print Preview', 'Close', and 'Withdraw'. The 'Withdraw' button is highlighted with a red box. Below the buttons, a message box contains a green checkmark and the text 'RFx response 6500067066 submitted'. The main content area displays a summary of the response with the following details:

|                              |                         |                         |                         |                    |                 |
|------------------------------|-------------------------|-------------------------|-------------------------|--------------------|-----------------|
| Solicitation Response Number | 6500067066              | Solicitation Number     | 6100026370              | Status             | Submitted       |
| Submission Deadline          | 09/25/2013 17:25:00 EST | Opening Date            | 09/25/2013 17:26:00 EST | Solicitation Owner | 0 Days 00:02:16 |
| RFx Owner                    | Angela Eshleman         | Response Version Number | 0.00 USD                | Version Number     | Active Version  |
|                              |                         |                         |                         | RFx Version Number | 1               |

At the bottom, there are tabs for 'Header', 'Items', 'Summary', and 'Tracking'. The 'Summary' tab is selected. Below the tabs, the 'RFx Response Number' is displayed as '6500067066' and 'Items with Response: 2 out of 2 items responded to'.

A message displays confirming that the Response was withdrawn.

Note that the option to *Re-Submit* becomes available.

2. Select the **Re-Submit** button to resubmit the Response.

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Edit', 'Print Preview', 'Check', 'Close', and 'Re-Submit'. The 'Re-Submit' button is highlighted with a red box. Below the buttons, a message box contains a green checkmark and the text 'RFx response 6500067066 (Emergency Generators and Lighting) withdrawn'. The main content area displays a summary of the response with the following details:






|                              |                         |                         |                         |                    |                 |
|------------------------------|-------------------------|-------------------------|-------------------------|--------------------|-----------------|
| Solicitation Response Number | 6500067066              | Solicitation Number     | 6100026370              | Status             | Withdrawn       |
| Submission Deadline          | 09/25/2013 17:25:00 EST | Opening Date            | 09/25/2013 17:26:00 EST | Solicitation Owner | 0 Days 00:01:59 |
| RFx Owner                    | Angela Eshleman         | Response Version Number | 0.00 USD                | Version Number     | Active Version  |
|                              |                         |                         |                         | RFx Version Number | 1               |

At the bottom, there are tabs for 'Header', 'Items', 'Summary', and 'Tracking'. The 'Summary' tab is selected. Below the tabs, the 'RFx Response Number' is displayed as '6500067066' and 'Items with Response: 2 out of 2 items responded to'.

A message displays confirming resubmission of the Response.

3. Select the **Close** button to exit your bid Response.

**Create Response**

 Edit |  Print Preview |   Close |  Withdraw

Rfx response 6500067066 (Emergency Generators and Lighting) resubmitted


Rfx response is complete and contains no errors

Solicitation Response Number 6500067066    Solicitation Number 6100026370    Status Submitted  
Submission Deadline 09/25/2013 17:25:00 EST    Opening Date 09/25/2013 17:26:00 EST    Solicitation Owner 0 Days 00:01:41  
Rfx Owner Angela Eshleman    Response Version Number 0.00 USD    Version Number Active Version    Rfx Version Number 1

Header    Items    **Summary**    Tracking

Rfx Response Number:

Items with Response:

|   |  |
|---|--|
|  | If you need assistance with viewing and/or responding to a solicitation in the <a href="#">PA Supplier Portal</a> , please contact the <i>Customer Service Center</i> by dialing toll-free (877) 435-7363 and select Option 2, or send an e-mail to <a href="mailto:srmhelp@pa.gov">srmhelp@pa.gov</a> . |
|---|--|

END