

BIDDING REFERENCE GUIDE

Bidding_Ref Guide_v5.doc

Last Saved: 1/15/2010 1:24 PM

🏦 SRM 🎁 🛸 🍼

TABLE OF CONTENTS

SOLICIATION RESPONSE FUNCTIONS FOR SUPPLIERS	2
Identify Solicitations	2
Option 1: Search for Solicitation without Solicitation Number	
Option 2: Search for Solicitation with Solictiation Number	
Respond to Solicitation	
Complete the General Data Tab	
Complete the Item Data Tab	14
Register for Notifications on Changes to Solicitations	
Manage Solicitation Response	
Place a Solicitation Response on Hold	
Change a Solicitation Response: Option 1	
Change a Solicitation Response: Option 2	24
Deleting a Solicitation Response	
Check the Status of Solicitations and Responses	
Working with Attachments	

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.

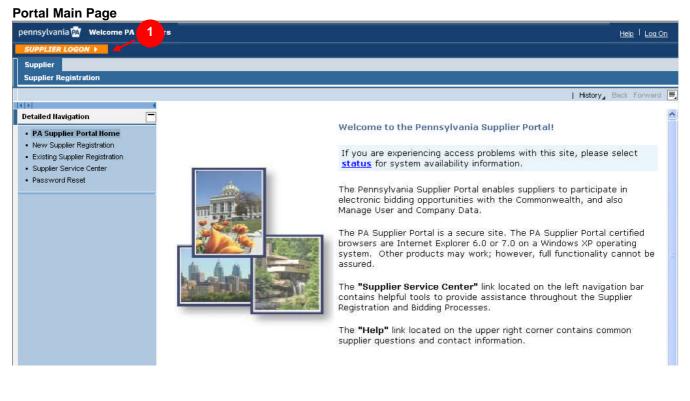
🛔 SRM 👘 🚳

NOTE: This reference guide assumes your company has already registered via the PA Supplier Portal and has setup 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.

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).

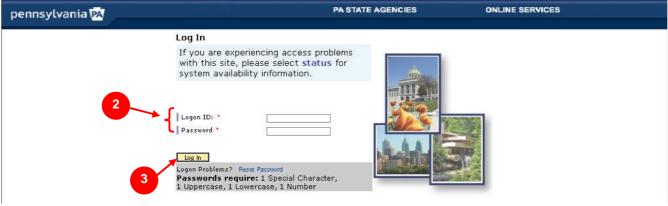
The DGS website will still contain high-level solicitation information (also know as the bid abstract), however, in order to see the complete solicitation package, inclusive of specifications and any specific information or instructions, your company must be registered and logged-in to the PA Supplier 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.



1. Go to <u>www.pasupplierportal.state.pa.us</u> and select the **SUPPLIER LOGON →**

button.

Portal Logon Page



åsrm 🎁

- 2. Enter your Logon ID and Password.
- 3. Select the 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

pennsylvania 🙀 🛛 Welcome Mr. Mike S	Starr Help Log Off
Vendor Administrator Bidder	
Bidder	
	History, Back Forward 🗏
Detailed Havingstion	
Detailed Navigation 4	WELCOME BIDDER
Welcome Bidder Search/Submit a Bid	
Search/Submit a Bid Enterprise ITQ System	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
Supplier Service Center	to commonwearth Solicitations. Please refer to the Search/Submit a bid link on the left havigational 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.

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 <u>unavailable or not known</u>.

Process Bids Screen

ennsylvania 🕺 🛛 Welcome Mr. Mike	Starr						Help Log (
Vendor Administrator Bidder							
Bidder							
earch/Submit a Bid						History_ 🖪	ack Forward
etailed Navigation	Process E	Bids					
Vvelcome Bidder	Find Bid Invi	tations and Auctions			1		
Search/Submit a Bid	Number of D	ocument Name	:	Status	Processeu by	Me	
Enterprise ITQ System		4			~	*	
Supplier Service Center	Start Ext	ended Search		Held Bids			
				Current Auctions			
2		a symbol in the navigation column or navigate t	to the bid overview	Current Bid Invitations Ended Auctions			
	Search Resu			Ended Bid Invitations			
	Number	Name		Completed Auctions	End Date	Bid Status	Action
	<u>6100012028</u>	3RD QUARTER-ICE CREAM	Invitation For Bi	Completed Bid Invitations	-00722/2009 13:00:00	No Bid Created	9, 🗂 🔟
	6100012026	3RD QUARTER-BREAD	Invitation For Bi	d 06/17/2009 14:00:00	06/22/2009 14:00:00	No Bid Created	۵ 🗋 🔎
	6100012024	3RD QUARTER-DRINK PRODUCTS	Invitation For Bi	d 06/17/2009 13:00:00	06/22/2009 13:00:00	No Bid Created	۵ 🗋 🔍
	6100012023	4TH QUARTER FOOD-CHEESE	Invitation For Bi	d 06/17/2009 12:00:00	06/22/2009 12:00:00	No Bid Created	۵ 🗋 🔎
	6100012020	35EPR#86848SolarInsp.	Invitation For Bi	d 06/18/2009 12:00:00	07/02/2009 14:00:00	No Bid Created	9,11 0
	6100012017	2009 Pathways for Vict Serv Conference	Invitation For Bi	d 06/17/2009 09:30:00	07/01/2009 12:00:00	No Bid Created	۵ 🗋 🔎
	6100012006	38 Schager 05/19/2009 bridges	Invitation For Bi	d 06/18/2009 08:00:00	07/16/2009 16:00:00	No Bid Created	۵ 🗋 🔍

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 <u>all</u> 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

ennsylvania 🗖 🛛 Welcome Mr. Mik	e Starr				<u>Help</u> <u>Log O</u>
Vendor Administrator Bidder					
Bidder					
earch/Submit a Bid					History ₄ Back Forward
etailed Navigation	Process Bids				
Welcome Bidder	Find Bid Invitations and Auctions				
Search/Submit a Bid	Number of Document	Name	Status	Processed by M	e
Enterprise ITQ System Supplier Service Center		\$		×	~
Supplier Service Center	Start Extended Search		Held Bids Current Auctions		
	Tip: Choose a symbol in the navigation	column or navigate to the bid overview	Current Bid Invitations Ended Auctions		
	Search Result: 85 Hits		Ended Bid Invitations		
	Number Nam		Completed Auctions Completed Bid Invitations	End Date	Bid Status Action
	6100012028 3RD QUARTER-ICE CREA	M Invitation For B	a - 00/17/2009 13:00:00	00722/2009 13:00:00 N	lo Bid Created 🔍 📶 🔟
3	6100012026 3RD QUARTER-BREAD	Invitation For B	id 06/17/2009 14:00:00	06/22/2009 14:00:00 N	lo Bid Created 🔍 📶 🔟
	6100012024 3RD QUARTER-DRINK PR	ODUCTS Invitation For B	id 06/17/2009 13:00:00	06/22/2009 13:00:00 N	lo Bid Created 🔍 📶 🔟
—	6100012023 4TH QUARTER FOOD-CH	EESE Invitation For B	id 06/17/2009 12:00:00	06/22/2009 12:00:00 N	lo Bid Created 🔍 📶 🍈
	6100012020 35EPR#86848SolarInsp.	Invitation For B	id 06/18/2009 12:00:00	07/02/2009 14:00:00 N	lo Bid Created 🔍 🎢 🛅
	6100012017 2009 Pathways for Vict 5	Serv Conference Invitation For B	d 06/17/2009 09:30:00	07/01/2009 12:00:00 N	lo Bid Created 🔍 📋 👼
	6100012006 38 Schager 05/19/2009 b	ridges Invitation For B	id 06/18/2009 08:00:00	07/16/2009 16:00:00 N	lo Bid Created 🔍 📶 🔟
	6100012004 21 CSSH Pouttry July Aud	Sept 2009 Invitation For B	H 06/17/2009 17:00:00	07/01/2009 13:00:00 N	lo Bid Created 🔍 📶 🕅

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.

🛔 SRM 🔰

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)
- Section 4 and the section of the secti
- # = Change Icon (allows the user to change a previously held or submitted bid)
- Image: Delete Icon (allows the user to delete a bid)

Display Invitation for Bid Screen

pennsylvania 🔯 🛛 Welcome Mr. Mike S	tarr Help Log Off
Vendor Administrator Bidder	
Bidder	
	History⊿ <u>Back</u> Forward ,≣
CD C	
Detailed Havigation 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.

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

pennsylvania 🕅 🛛 Welcome Mr. Mike S	tarr						Help Log Off
Vendor Administrator Bidder							
Bidder							
Search/Submit a Bid						History_	Back Forward 🗏
Detailed Navigation	Process Bids						
Welcome Bidder	Find Bid Invitations and Aug						
Search/Submit a Bid	Number of Document	Name		Status	Processed b	у Ме	
Enterprise ITQ System	6100011957	\$			~	~	
Supplier Service Center	Start Extended Search						
3	Tim Change a support in the particular		inata ta tha bid ayany is	uu bu abaasiaa tha bid a	unhas		
•	Tip: Choose a symbol in the navigation Search Result: 1 Hits	r column or have	igate to the bid overvie	w by choosing the bid ho	mber		
	Number Name		Trans, Type	Start Date	End Date	<u>Bid Status</u>	Action
	6100011957 Reflective Sheeting, Ink	and Supplies	Invitation For Bid	06/15/2009 13:30:00	07/07/2009 15:30:00	No Bid Created	a 🗂 🖻
	4		Legend: 🔍 D	visplay Bid 📒 Create Bid	Display Auction	💔 Change Bid	<u> Delete</u> Bid

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

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)
- Sector Sector Content and A sector Content and Cont
- # = Change Icon (allows the user to change a previously held or submitted bid)
- Image: Delete Icon (allows the user to delete a bid)

🛔 SRM 🎁 🛸 🍼

Display Invitation for Bid Screen

pennsylvania 🙀 🛛 Welcome Mr. Mike	Starr				Help Log Off
Vendor Administrator Bidder					
Bidder					
Search/Submit a Bid					<mark>∣ History₄ <u>Back</u> Forward </mark> ≣
Detailed Navigation Velcome Bidder Search/Submit a Bid	Display Invitation Fo	ster Create Hold Change	Refresh Output Preview		Back to Initial Screen
Enterprise ITQ System Supplier Service Center	Invitation For Bid: Name	Reflective Sheeting, lnk and Su	ipplies Number 610001195	External Version Number	6
	Basic Data <u>Attributes</u> <u>Inforr</u> Check the information for the bio	nation from Purchaser Partner d invitation.	Delivery Address		
			<u>(Delivery Address</u>		
	Guaranteed Minimum Amount Guaranteed Minimum Level	0.00			

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

ennsylvania 🚧 🛛 Welcome Mr. Mike				
Vendor Administrator Bidder				
Search/Submit a Bid			History_ 🖯	lack Forward
etailed Navigation 📃	Process Bids			
Welcome Bidder	Find Bid Invitations and Auctions			
Search/Submit a Bid	Number of Document Name	Status	Processed by Me	
Enterprise ITQ System Supplier Service Center	I →		× ×	
	Start Extended Search			
	Tip: Choose a symbol in the navigation column or naviga	te to the bid overview by choosing the bid nu	mber	
	Tip: Choose a symbol in the navigation column or naviga Search Result: 67 Hits Number Name	te to the bid overview by choosing the bid nu Trans. Type Start Date	mber End Date Bid Status	Action
	Search Result: 67 Hits		End Date Bid Status	Action
	Search Result: 67 Hits Number Name	Trans. Type Start Date	End Date Bid Status 07/31/2009 14:00:00 No Bid Created	1
	Search Result: 67 Hits Number Name 6100012112 Dilution Contol/Dishw06/22/2009 10:46:28	Irans.Type Start Date Invitation For Bid 06/23/2009 10:00:00 Invitation For Bid 06/23/2009 14:00:00	End Date Bid Status 07/31/2009 14:00:00 No Bid Created	۵ 🗅 🔍
1	Search Result: 67 Hits Number Name 6100012112 Dilution Contol/Dishw06/22/2009 10:46:28 6100012105 23 VWLoyalsock Grower Feed	Irans.Type Start Date Invitation For Bid 06/23/2009 10:00:00 Invitation For Bid 06/23/2009 14:00:00	End Date Bid Status 07/31/2009 14:00:00 No Bid Created 06/26/2009 14:00:00 No Bid Created 07/10/2009 14:30:00 No Bid Created	40 40
1,	Search Result: 67 Hits Number Name 6100012112 Dilution Contol/Dishw06/22/2009 10:46:28 6100012105 23 VM Loyalsock Grower Feed 6100012103 PSP 4 Garmin GPS Units, PSP Helicopters	Trans. Type Start Date Invitation For Bid 06/23/2009 10:00:00 Invitation For Bid 06/23/2009 14:00:00 Invitation For Bid 06/19/2009 15:30:00	End Date Bid Status 07/31/2009 14:00:00 No Bid Created 06/26/2009 14:00:00 No Bid Created 07/10/2009 14:30:00 No Bid Created 06/28/2003 16:30:00 No Bid Created	4.2 0 4.2 0 4.2 0
1,	Search Result: 67 Hits Number Name 6100012112 Dilution Contol/Dishw06/22/2009 10:45:28 6100012105 23 VW Loyalsock Grower Feed 6100012103 PSP 4 Garmin GPS Units, PSP Helicopters 6100012075 2203 steel toe boots	Trans. Type Start Date Invitation For Bid 06/23/2009 10:00:00 Invitation For Bid 06/23/2009 14:00:00 Invitation For Bid 06/19/2009 15:30:00 Invitation For Bid 06/19/2009 16:30:00 Invitation For Bid 06/19/2009 16:30:00 Invitation For Bid 06/22/2009 17:00:00	End Date Bid Status 07/31/2009 14:00:00 No Bid Created 06/26/2009 14:00:00 No Bid Created 07/10/2009 14:30:00 No Bid Created 06/28/2003 16:30:00 No Bid Created	ス 1 前 ス 1 前 ス 1 前 ス 1 前
1,	Search Result: 67 Hits Number Name 6100012112 Dilution Contol/Dishw06/22/2009 10:46:28 6100012105 23 WM Loyalsock Grower Feed 6100012102 PSP 4 Garmin GPS Units, PSP Helicopters 6100012075 2203 steel toe boots 6100012048 7877201DLD BDL Vision Testing	Trans. Type Start Date Invitation For Bid 06/23/2009 10:00:00 Invitation For Bid 06/23/2009 14:00:00 Invitation For Bid 06/19/2009 15:30:00 Invitation For Bid 06/19/2009 16:30:00 Invitation For Bid 06/19/2009 16:30:00 Invitation For Bid 06/22/2009 17:00:00	End Date Bid Status 07/31/2009 14:00:00 No Bid Created 06/26/2009 14:00:00 No Bid Created 06/26/2009 14:30:00 No Bid Created 06/26/2009 16:30:00 No Bid Created 06/26/2009 10:00:00 No Bid Created 06/26/2009 10:00:00 No Bid Created 07/02/2009 15:30:00 No Bid Created	

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

Display Invitation for Bid Screen

Vendor Administrator Bidder				
Bidder		2		
Search/Submit a Bid	-		History⊿ Ba	i <mark>ck</mark> Forward [
Detailed Navigation	Display Invitation F	or Bid 🖌		
Welcome Bidder	Records Management Reg	ister Create Hold Change Refrest	Output Preview Back to	Initial Screen
 Search/Submit a Bid 				
 Enterprise ITQ System 		_		
 Supplier Service Center 	Invitation For Bid: Name	Reflective Sheeting, Ink and Supplies	Number 6100011957 External Version Number 6	
	General Data Item Data			
	Basic Data <u>Attributes</u> Infor	mation from Purchaser Partner/Delivery	Y Address	
	Check the information for the b	id invitation.		
			NOTE: The End Date is the date on	which
	Time Zone	EST	the solicitation expires. Changes to	
	Start Date	06/15/2009 13:30:00	responses can be made up until the	
	End Date	07/07/2009 15:30:00		
	Opening Date	07/07/2009 15:30:10	designated time on the End Date. T	ne
	Validity Period	10/01/2009 To 09/30/2011	Open Date is the date on which the	
	Currency	USD United States Dollar	solicitation responses will be opened	and
	Guaranteed Minimum Amour	nt 0.00	evaluated.	
	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.



🛔 SRM 👘 🤞

PENNSYLVANIA SUPPLIER PORTAL

Tabs	Links
General Data	 Basic Data Attributes Information from Purchaser My Notes Partner Delivery Address Conditions Bid Invitation Versions
Item Data	 Shows lines items associated with the solicitation Upon selection of a line item, the following links are available: Basic Data Schedule Lines Information from Purchaser My Notes Conditions Partner Delivery Address

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

pennsylvania 🙀 🛛 Welcome Mr. Mike S	Starr		Help Log Off
Vendor Administrator Bidder			
Bidder			
Search/Submit a Bid		History	🖌 Back Forward 🗐
Detailed Navigation	Invitation For Bid:	Reflective Sheeting, ink and Supplies Number 6100011957 External Version Number 6	^
Vvelcome Bidder Search/Submit a Bid	General Data tem Data		
Enterprise ITQ System Supplier Service Center		iation from Purchaser My Notes Partner/Delivery Address Conditions Bid Invitation Versions 4. You can also add your own notes.	
	Bid Number	6500019640	
	Time Zone	EST	
	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	
	Bid Status		
	Target Value Bid	United States Dollar	
	Incoterm / Location	FOB # DESTINATION	
	Terms of Payment	NET 30 👻	
	Currency	USD United States Dollar	
	Created on	06/24/2009 11:08:59 by Mike Starr	
	Last processed on	06/24/2009 11:08:59 by Mike Starr	
	Guaranteed Minimum Amount	0.00	
	Guaranteed Minimum Level		

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

pennsylvania 🗖 🛛 Welcome Mr. Mike	Starr		Help Log Off
Vendor Administrator Bidder			
Bidder			
Search/Submit a Bid			History 🛛 Back Forward 🗐
Detailed Navigation	Process Bid		~
Welcome Bidder Search/Submit a Bid Enterprise ITQ System Supplier Service Center	Submit Hold Delete Check Refresh Output Preview Invitation For Bid: Ham 4 tive Sheeting, Ink and Supplies Humber 6100011957 General Data tem Data	External Version Number	Back to Initial Screen
	Basic Data Attributes Information from Purchaser My Notes Partner/Delivery Address C Check the information in your bid. You can also add your own notes.	onditions Bid Invitation Versio	<u>ns</u>
	Question	Reply	Comment
	1. HAS THE SUBMITTER READ, AND DOES THE SUBMITTER UNDERSTAND, THE TERMS AND CONDITIONS OF THIS SOLICITATION? *	~	
	2. IS THE OFFER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS SOLICITATION? *	~	
	3. DO ALL ITEMS OFFERED BY SUBMITTER CONFORM TO THE SPECIFICATIONS OF THIS SOLICITATION? *		
	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

pennsylvania 🕅 🛛 Welcome Mr. Mike	Starr		Help Log Ot	<u>ff</u>
Vendor Administrator Bidder				
Bidder		7		
Search/Submit a Bid		History	Back Forward	E,
Detailed Navigation	General Data	Data		~
Anna Anna Anna Anna Anna Anna Anna Anna	Basic Data Attributes	Information from Purchaser My Notes Partner/Delivery Address Conditions Bid Invitation Versions		
 Welcome Bidder Search/Submit a Bid 	Check the information in y	vour bid. You can also add your own notes.		
Enterprise ITQ System	Texts			
Supplier Service Center	To Display / Edit the Te	exts, 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			
8	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 Attach	nents		¥
	Cardina contraction of the second second			1.7.5

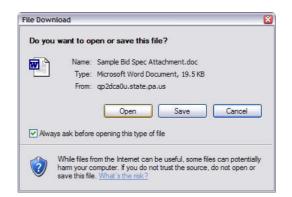
🏦 SRM 👘 🍼



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.

 If there is an attachment to the solicitation, select the link located in the <u>Description</u> 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	
ど http://qp2dca0u.state.pa.us:8001/sap/ebp/docserver/Sample%20Bid%20Spec%20Attachment.doc?phioget - Microsoft Internet Explorer	2
File Edit View Insert Format Tools Table Go To Favorites Help	1
🕝 Back = 🜍 - 💌 😫 🏠 🔎 Search 🤺 Favorites 🤣 🎹 🔗 - 😓 🚍 🛄 🦓	
L ···································	
SAMPLE: Bid Specifications Attachment¶ ¶ FRUIT_ORANGE_FRS,100-125,MIN100,38-40#CS¶ ¶ Fresh u.s. No 1; reasonably seedless; varieties navel or valencia; no light, puffy, or spongy-fruit; no mold or decay (softness that breaks under slight pressure) beyond standard amount allowed; size 100 to 125 count, uniform in size and reasonably well colored; 38-40 lbs/containers/cartons; minimum count 100.¶	

🛔 SRM 🎁 ቚ 🍼

Process Bid Screen – General Data Tab, My Notes

pennsylvania 🕅 🛛 Welcome Mr. Mike	Starr	Help Log	<u>i Off</u>
Vendor Administrator Bidder			
Bidder			
Search/Submit a Bid		History Back Forwa	rd 📃
Detailed Navigation	General Data Item Data		^
Welcome Bidder Search/Submit a Bid	Basic Data Attributes Information from Purchaser My Notes Partner/Delivery Address Conditions Bid Invitation Version: Check the information in your bid. You can also add your own notes.	<u>s</u>	
Enterprise ITQ System	Texts		
Supplier Service Center	Bidder's Remarks		
	Attachments Upload a Document: Description Path Browse Add		

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

pennsylvania 🗖 🛛 Welcome Mr. Mike	Starr		Help Log Off
Vendor Administrator Bidder			
Bidder			
earch/Submit a Bid			History <u>Back</u> Forward
	Process Bid Submit Hold Delete Check Refresh Outp	ut Preview	Back to Initial Screen
Enterprise ITQ System Supplier Service Center	Invitation For Bid: Name 2150777430-meat-		ersion Number 1
	General Data tem Data Basic Data Attributes Information from Purchas Check the information in your bid. You can also add Partner Overview	er <u>My Notes</u> <mark>Partner/Delivery Address</mark> <u>Conditions</u> <u>Bid</u> your own notes.	Invitation Versions
	Function Number	Name	Action
	Goods Recipient 712726	Diane Aulisio	🔍 🖃 🗑
	Ship-To Address	EXEC BRANCH	a 📻 🗃 🗇
	Location 300456	DPW Clarks Summit State Hospital	a 🖛 👼

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

	pennsylvania 💀 🛛 Welcome Mr. Mi	ke Starr				Help I Log Of
Search/Submit a Bid 1 History_ Back Forward Detailed Havigation Back to Initial Screen • Welcome Bidder Same Screen • Search/Submit a Bid Enterprise ITQ System • Supplier Service Center Invitation For Bid: Hame 2150777430-mest- 07/27/2009 15:29 Humber 112771 External Operation Data Invitation For Bid: Hame 2150777430-mest- 07/27/2009 15:29 Humber 112771 External Operation Data Resize Data Attributes Information from Purchaser. Mr. Notes Partner/Delivery Address. Conditions Bid operation of the information in your bid. You can also add your own notes. Overview of Conditions Condit. Type Amount Price Unit Unit SRM Discount Percent 0.00 0.00 CAN NOT BE ENTERED OF THE ITEM OVER VIEW SCREEN. It must be entern on the item conditions screened Image: Im	Vendor Administrator Bidder					
Image: State of the state	Bidder					
Velcome Bidder Search Submit a Bid Enterprise ITQ System Supplier Service Center NOTE: If responding to a b solicitation that includes a discount off of a manufacturer's price list or conditions Conditions Sem Discount Percent 0.00 Sem Discount Percent	Search/Submit a Bid					History Back Forward
Velcome Bidder Search Submit a Bid Enterprise ITQ System Supplier Service Center NOTE: If responding to a b solicitation that includes a discount off of a manufacturer's price list or conditions Conditions Sem Discount Percent 0.00 Sem Discount Percent	* > Detailed Navigation	· · · · · · · · · · · · · · · · · · ·				
Search/Submit a Bid Enterprise ITQ System Supplier Service Center Invitation For Bid: Hame 2150777430-meet-07/27/2009 15:29 Invitation For Bid: Hame 2150777430-meet-		Submit Hold Delete Check Refresh	Output Preview			Back to Initial Screen
 Enterprise ITQ System Supplier Service Center Invitation For Bid: Hame 2150777430-meet-07/27/2009 15:23 Humber 12771 External General Data Easic Data Attributes Information from Purchaser MV Notes Partner/Delivery Address Conditions Ei Check the information in your bid. You can also add your own notes. Overview of Conditions Condit. Type Amount Price Unit Unit SRM Discount Percent COAD iscount Percent O.000 SRM Discount Percent SRM Discount Per				44		
Supplier Service Center Ceneral Data Easic Data Attributes Information from Purchaser MV Notes Partner/Delivery Address Conditions Etc Check the information in your bid. You can also add your own notes. Deerview of Condit. Type Condt. Type Condt Condt		Invitation For Bid: Name 2150777430	meat. 07/27/2009 15:29 Hu	and the second se	1 Externa	NOTE: If reaponding to a hid
Basic Data Attributes Information from Purchaser MV Notes Partner/Delivery Address Conditions Ei Check the information in your bid. You can also add your own notes. discount off of a manufacturer's price list or catalog, the percent discour CAN NOT BE ENTERED OF COAD biscourt Percent SRM Discourt Percent 0.00 Image: Conditions screet 0.000 Image: Conditions screet 0.000 SRM Discourt Percent 0.00 Image: Conditions screet 0.000 Image: Conditions screet 0.000 Image: Conditions of the item conditions screet 0.000 0.000 Image: Conditions screet 0.000 Image: Conditions screet 0.000 Image: Conditions of the item conditions screet 0.000 0.000 Image: Conditions screet 0.000 Image: Conditions screet 0.000 Image: Conditions of the item conditions screet 0.000 0.000 Image: Conditions screet 0.000 Image: Conditions screet 0.000 Image: Conditions of the item conditions screet 0.000 0.000 Image: Conditions screet 0.000 Image: Conditions screet 0.000			nicut- 01/21/2003 13:23		LACOTIN	
Check the information in your bid. You can also add your own notes. Overview of Conditions Condit. Type Condit.		General Data Item Data				solicitation that includes a
Overview of Conditions Conditions Interfactories price instrom Condit. Type Amount Price Unit Unit SRM Discount Percent 0.00 CAN NOT BE ENTERED (THE ITEM OVERVIEW) GOA Discount Percent 0.00 CAN NOT BE ENTERED (THE ITEM OVERVIEW) SCREEN. It must be entern on the item conditions screet 0.00 Conditions screet Image: Conditional conditions 0.00 Image: Conditional conditions screet Bidder must enter the percent Image: Conditional conditions 0.00 Image: Conditional conditions screet Bidder must enter the percent Image: Conditional conditi		Basic Data Attributes Information from Pu	rchaser <u>My Notes</u> <u>Partner</u> /	Delivery Address	Conditions	discount off of a
Condit. Type Amount Price Unit Unit Catalog, the percent discout SRM Discount Percent 0.00 Image: Condit in the intermediate of the			so add your own notes.			manufacturer's price list or
Image: SRM Discount Percent GOA Discount Percent GOA Discount Percent 0.00 Image: CAN NOT BE ENTERED OF THE ITEM OVERVIEW Image: SRM Discount Percent GOA Discount Percent 0.00 Image: SCREEN. It must be enter on the item conditions screened on the item condi						
SRM Discount Percent 0.00 THE ITEM OVERVIEW GOA Discount Percent 0.00 SCREEN. It must be entern on the item conditions screet Image: Comparison of the item conditions screet 0.00 Bidder must enter the percent discount they are offering for the manufacturer's price list		Condit. Type		Price Unit	Unit	
Service 0.00 SCREEN. It must be entern on the item conditions screet Image: Color of the item conditions screet 0.00 Bidder must enter the percent discount they are offering for the manufacturer's price list		×				CAN NOT BE ENTERED ON
SCREEN. It must be enter on the item conditions screen Image: screen			0.00			THE ITEM OVERVIEW
Image: Construction 0.000 on the item conditions scree		GOA Discount Percent	0.00			SCREEN. It must be entered
Image: Construction of the second		×	0.00			
Bidder must enter the perc discount they are offering f the manufacturer's price lis		~	0.00			on the item conditions screen.
discount they are offering f		×	0.00			
discount they are offering f the manufacturer's price lis			0.00			
the manufacturer's price lis						discount they are offering from
						the manufacturer's price list or
						catalog in the AMOUNT
		×	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

pennsylvania 🕅 🛛 Welcome Mr. Mike	Starr					<u>Help</u> <u>Log Off</u>
Vendor Administrator Bidder						
Bidder						
Search/Submit a Bid						History_ Back Forward
Detailed Havigation	Process E					
Welcome Bidder	Submit	Delete Check Refresh	Output Preview			Back to Initial Screen
Search/Submit a Bid Enterprise ITQ System						
Supplier Service Center	Invitation	For Bid: Name 2150777430-	meat- 07/27/2009 15:29	Number 6100012771	External Version Number	1 12
	General D	ata ttem Data				
	Basic Data A	ttributes Information from Pu	rchaser <u>My Notes</u> <u>Par</u>	tner/Delivery Address Cor	nditions Bid Invitation Versions	
	Check the infor	mation in your bid. You can als	so add your own notes.			
	Compare					
	Select two ve	rsions that you wish to compa	are			
	Version Ove	erview				
	Selection	Doc./Version Type	ExternalVersion	Created on	Doc	. Name
	V	Active Doc.	1	08/11/2009 15:49:58	2150777430-meat- 07/27/	2009 15:29
		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 <u>can view</u> them to compare information contained therein.

🛔 SRM 👘 🍼



Complete the Item Data Tab

To continue with your solicitation response, you must now review and complete the various links under the Item Data tab. The Item Data tab provides detailed information on each line item in the solicitation.

Process Bid Screen - Item Data Tab

	e Starr							<u>Help</u> <u>Loq O</u>
Vendor Administrator Bidder								
3idder								
earch/Submit a Bid						Ĭ.	History_ Ba	ck Forward
etailed Navigation	Proc	ess Bid						
Vvelcome Bidder Search/Submit a Bid	Subr	nit Hold Delete Check Refresh Output Pr	eview				Back to	o Initial Screer
Enterprise ITQ System Supplier Service Center	Inv	vitation For Bid: Name 215077	7/2009 15:29	Number 6100012771	External Version I	lumber 1		
		Seneral Data (!) Item Data						
		> Please use the "Check" button to verify the pri umeric form, ie. Per 1. IP – Attributes are mandatory! Go to >>>General E isplay Documents				Jinee muat be		ini vinioa a
		umeric form; ie. Per 1. P – Attributes are mandatory! Go to >>>General [Since must be		in minou u
	TI Di Item C	umeric form; ie. Per 1. P – Attributes are mandatory! Go to >>>General [isplay Documents				ance must be		in vinou u
14	TI Di Item C	umeric form; ie. Per 1. P – Attributes are mandatory! Go to >>>General E isplay Documents Dverview		s and respond to all attribute	35.	Attachments (buyer/ine)	Notes	
14	nu Ti Di Item (→ <u>Finc</u> Item	umeric form; ie. Per 1. P – Attributes are mandatory! Go to >>>General E isplay Documents Dverview I <u>Item</u>	Data — Attribute:	s and respond to all attribute Product Category	es. Submitted	Attachments	Notes (buyer/me)	
14	n(1) □ Di Item (<u>• Finc</u> Item	umeric form; ie. Per 1. P – Attributes are mandatoryl Go to >>>General I isplay Documents Dverview 1 <u>Item</u> Description	Data – Attribute: Item Category	s and respond to all attribute Product Category	ss. Submitted Guantity 900.000 US Pound	Attachments (buyer/me)	Notes (buyer/me) 1_/0_	
14	n(Ti Di Rem (► Fins tem 1 M 2 M	umeric form; le. Per 1. P – Attributes are mandatoryl Go to >>>General E isplay Documents Description Description IEAT BEEF,GROUND,FINE GRIND,#3M	Data — Attribute Item Category Material Material	s and respond to all attribute Product Category FROZEN MEAT/POULTRY	Submitted Guantity 900.000 US Pound 150.000 US Pound	Attachments (buyer/me) 0_/0_	Notes (buyer/me) 1_ / 0_ 1_ / 0_	
14	tem 0 1 M 2 M 3 M	umeric form; ie. Per 1. P – Attributes are mandatory! Go to >>>General E isplay Documents: Description IEAT BEEF,GROUND,FINE GRIND,#3M IEAT BEEF,GROUND,PATTIES,FINE GRIND,#4M	Data — Attribute Item Category Material Material	S and respond to all attribute Product Category FROZEN MEAT/POULTRY FROZEN MEAT/POULTRY	Submitted Guantity 900.000 US Pound 150.000 US Pound 750.000 US Pound	Attachments (buyer/ine) 0_ / 0 0_ / 0	Notes (buyer/me) 1. / 0 1. / 0 1. / 0	
14	1 M 2 M 3 M 4 M	umeric form; le. Per 1. P – Attributes are mandatory! Go to >>>General E isplay Documents Description IEAT BEEF, GROUND, FINE GRIND,#3M IEAT BEEF, GROUND, PATTIES, FINE GRIND,#4M IEAT BEEF, TOPRND, CAPOFF, RAVY, BONELS,#6M	Data — Attributes Item Category Material Material	FROZEN MEAT/POULTRY	Submitted Guantity 900.000 US Pound 150.000 US Pound 750.000 US Pound	Attachments (buyerAne) <u>0</u> / 0 <u>0</u> / 0 <u>0</u> / 0	Notes (buyer/me) 1 / 0 1 / 0 1 / 0 1 / 0	

- Select the Item Data tab. The line items contained in the solicitation will be displayed.
 Select the line item to which you will be responding. NOTE: For the purposes of illustration, the following example is shown (1).

NOTE: Depending upon the complexity of the solicitation, there may be more than one line item that requires detailed examination and completion.

Process Bid Screen – Item Data Tab, Basic Data

pennsylvania 🙀 🛛 Welcome Mr. Mike 🤅	Starr		Help Log Off
Vendor Administrator Bidder			
Bidder			
Search/Submit a Bid			History 🛛 Back Forward 🗐
Detailed Navigation	General Data (!) Item Dat		~
Welcome Bidder Search/Submit a Bid Enterprise ITQ System Supplier Service Center	Basic <u>Schedule</u> , Ir	nformation from I <u>Mv</u> I <u>Conditions</u> <u>Partner/Deliv</u> urchaser I <u>Notes</u> I <u>Conditions</u> <u>Address</u>	ery <back <u="">Continue > Back to item Overview</back>
Supplier Service Center	Item Category Vendor Product Number Manufacturer Manufacturer Part Number Product Category Submitted Quantity Price Delivery Time (Duration) Required Incoterm Origin Acceptance Origin Acce in Bid Invitation Guaranteed Minimum Amount	Material Materi	15

🏦 SRM 👘 🍼

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

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

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.

```
< Back Continue > Back to Item Overview
```

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**.

ennsylvania 🕅 🛛 Welcome Mr. Mike	te Starr						E	lelp Log C
Vendor Administrator Bidder Bidder		16						
Search/Submit a Bid						Ĺ	History_ Ba	<u>k</u> Forward
▶ Detailed Navigation 👘	Proce	ss Bid						
Welcome Bidder Search/Submit a Bid Enterprise ITQ System	Submit	Hold Delete Check Refresh Output Pr	eview				<u>Back to</u>	Initial Screer
Supplier Service Center	Invita	ation For Bid: Name 2150777430-meat- 07/2	7/2009 15:29	Humber 6100012771	External Version	Number 1		
		Terrar and the second se						
		heral Data () tem Data	- 1/2 (1988)	100000 KU 100000 KU	10 KANI AK		1	
	Tip:>>> num TIP -	herai Data (1) Item Data Please use the "Check" button to verify the pri eric form; ie. Per 1. - Attributes are mandatory! Go to >>>General D lay Documents:			_	price must be	in numeric for	m without a
	Tip:>>> num TIP -	Please use the "Check" button to verify the pri eric form; le. Per 1. – Attributes are mandatory! Go to >>>General D lay Documents.			_	price must be	in numeric for	m without a
	Tip: >>> num TIP - Disp	Please use the "Check" button to verify the pri eric form; le. Per 1. – Attributes are mandatory! Go to >>>General [lay Documents erview			35.			m without a
	Tip: >>> num TIP - Disp Item Ove	Please use the "Check" button to verify the pri eric form; le. Per 1. – Attributes are mandatory! Go to >>>General [lay Documents erview		s and respond to all attribute	35.	price must be Attachments (buyer/me)	Notes	m without a
	Tip:>>> num TIP - Disp Item Ove Find It	Please use the "Check" button to verify the pri eric form; le. Per 1. – Attributes are mandatory! Go to >>>General D lay Documents. erview iem	Data — Attribute	s and respond to all attribute	es. Submitted Quantity	Attachments	Notes	m without a
	Tip: >>> num TIP - Disp Item Over ▶ Find It Item	Please use the "Check" button to verify the pri eric form; ie. Per 1. - Attributes are mandatory! Go to >>>General I lay Documents erview tem Description	Data – Attribute Item Category	s and respond to all attribute	es. Submitted Guantity 900.000 US Pound	Attachments (buyer/me)	Notes (buyer/me)	m without a
	Tip: >>> num TIP- Disp Item Ove • Find It Item 1_MEA 2_MEA	Please use the "Check" button to verify the pri eric form; ie. Per 1. - Attributes are mandatory! Go to >>>General D lay Documents erview tem Description AT BEEF,GROUND,FINE GRIND,#3M	Nata – Attribute Item Category Material	s and respond to all attribute Product Category FROZEN MEAT/POULTRY	submitted Guantity 900.000 US Pound 150.000 US Pound	Attachments (buyer/me) <u>0</u> / 0	Notes (buyer/me) 1_/ 0_	m without a

Process Bid Screen – Item Data Tab

🛔 SRM 🎁 🛸 🍼

TIP: Please read the "Tip" located below the General Data and Item Data tabs

General Data (I) 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 withou numeric form; ie. Per 1.	a dollar sign. Item per unit of measure must be in
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 **A**. This IS NOT an error message, but only displaying how you have submitted your pricing.

18 Messa <u>c</u>	18 Messages					
4	ttem 9 - Price entered as 10.00 per 1 US Pound					
4	ttem 8 - Price entered as 10.00 per 1 US Pound					
4	ttem 7 - Price entered as 10.00 per 1 US Pound					
4	ttem 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 (\underline{I}). Error messages will appear at the bottom of your screen and will be denoted with an orange square \square .

Process Bid Screen – Item Data Tab (Errors

pennsylvania 🚧 🛛 Welcome Mr. Mike Star							Help Log Off
Vendor Administrator Bidder							
Bidder							
Search/Submit a Bid					I.	History 🔒	lack Forward 🗮
Welcome Bidder Search/Submit a Bid Enterprise ITQ System Supplier Service Center	General Data (1) tem Data p:>>> Please use the "Check" button to verify the pr numeric form; ie. Per 1. TP — Attributes are mandatory! Go to >>> General	27/2009 15:29 ice entered for e	each line on the bid before				to Initial Screen
	Display Documents						
	m Overview						
	Find Item			Ordenatived		Materia	
tte	m Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)		
	1 MEAT BEEF, GROUND, FINE GRIND, #3M	Material	FROZEN MEAT/POULTRY	900.000 US Pound	<u>o</u> / <u>o</u>	<u>1</u> /0	10.00
	2 MEAT BEEF, GROUND, PATTIES, FINE GRIND, #4M	Material	FROZEN MEAT/POULTRY	150.000 US Pound	<u>o</u> / <u>o</u>	<u>1 / 0</u>	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 Mess	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

pennsylvania 🙀 🛛 Welcome Mr. Mike Starr							Help Log Off
Vendor Administrator Bidder							
Bidder							
Search/Submit a Bid					L.	History_ 🛛	ack Forward 💻
Detailed Havigation 🛛 🧧 Pr	ocess Bid					Dealer	
Welcome Bidder Search/Submit a Bid Enterprise ITQ System	ubmit Hold Delete Check Refresh Output P	review				Dack	to Initial <u>Screen</u>
	Invitation For Bid: Name 2150777430-meat- 07/	27/2009 15:29	Number 6100012771	External Version	lumber 1		
General Data Item Data Tip:>>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< ttem price must be in numeric form without a do numeric form; ie. Per 1. TIP - Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes.							
] Display Documents						
Ite	m Overview						
14	ind Item						
tter	n Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)		
	1 MEAT BEEF, GROUND, FINE GRIND, #3M	Material	FROZEN MEAT/POULTRY	900.000 US Pound	<u>0</u> /0	1/0	10.00
	2 MEAT BEEF, GROUND, PATTIES, FINE GRIND, #4M	Material	FROZEN MEAT/POULTRY	150.000 US Pound	<u>o</u> / <u>o</u>	<u>1</u> / <u>0</u>	10.00

18. To submit your response, select the Submit 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:

Microso	ft Internet Explorer 🛛 🔀
⚠	Bid 2150777430-meat- 07/27/2009 15:29 submitted



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.

🛔 SRM 🎁 🛸 🍼

Process Bid Screen – Bid Submission

pennsylvania 💀 🛛 Welcome Mr. Mike	Starr	Help Log Off					
Vendor Administrator Bidder							
Bidder		20					
Search/Submit a Bid	19	Histor, dack Forward 🗏					
Detailed Havigation	Process Bid Submit Hold Delete Check Refresh Output Preview	Back to Initial Screen					
Welcome Bidder Search/Submit a Bid Enterprise ITQ System							
Supplier Service Center	Invitation For Bid: Name 2150777430-meat- 07/27/2009 15:29 Number	er 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 numeric form, ie. Per 1. TIP – Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes. Display Documents							
	Item Overview						
	▶ <u>Find Item</u> Item Description Item Category Pro	oduct Category Submitted Attachments Notes Quantity (buyer/me) (buyer/me)					
	1 MEAT BEEF, GROUND, FINE GRIND, #3M Material FROZE	N MEAT/POULTRY 900.000 US Pound <u>0 / 0</u> <u>1 / 0</u> 10.00					
	2 MEAT BEEF, GROUND, PATTIES, FINE GRIND, #4M Material FROZE	N MEAT/POULTRY 150.000 US Pound <u>0</u> / 0 <u>1</u> / 0 10.00					

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: <u>www.adobe.com</u>.

۱ ا 🎝 🔶 🌍 🖓 🚽 🗊	🕑 💿 77.1% 🕶 🛃 🛃 Find	•
s às	ORIGINAL QUOT - Invitation For Bid 2150777430-meat- 07/27/2009 15:	Page 1 of 9
	QUOT Effective Date:	Bid Number:
	08/13/2009	6500020978
ssuing Office: Diane Aulisio Commonwealth of Pennsylvania US	Supplier Name/Address: MULTIPLE AWARD VENDOR MULTIPLE AWARD VENDOR 555 Walnut Street HBG PA 17101 US Telephone #717-705-9213 Fax #717- Email: pchapman@state.pa.us Your SAP Vendor Number with us: 30098	
Please Return Quotation to:	Type of Security furnished if required:	Return Bid by:
ommonwealth of Pennsylvania US	Certified bank cashier's check Irrevocable letter of credit Certificate of deposit	Bid Endng Date: 09/03/2009
	 Other as specified by bid Bond - If annual bond: 	Bid Endng Time: 13:00:00
lease Deliver To: PW-Clarks Summit St Hosp- Dietary	What is the name of the principal on the bon	Contract (if
451 Hillside Drive Iarks Summit PA 18411-9505 US	Procurement Contact: Buyer: Diane Aulisio Phone: 570-587-7375	applicable)
	Fax:	Delivery Date: See Items

Sample Bid Output

20. Select Log Off to end your session.

🛔 SRM 👘 🍼

🏦 SRM 🎁 🛸 🍼

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

pennsylvania 🔯 🛛 Welcome Mr. Mike	Starr						Help Log Off
Vendor Administrator Bidder							
Bidder							
Search/Submit a Bid						History_	Back Forward
Detailed Navigation	Process E	Bids					^
Velcome Bidder	Find Bid Inv	itations and Auctions					
 Search/Submit a Bid 	Number of D	ocument Name		Status	Processe	d by Me	
 Enterprise ITQ System Supplier Service Center 		⇒			~	~	
Supplier Service Ceriter	Start Ext	ended Search					
	Tip: Choose Search Res	a symbol in the navigation column or naviga	te to the bid overviev	v by choosing the bid i	number		
	Number	Name	Trans, Type	Start Date	End Date	Bid Status	Action
(A CONTRACTOR OF A CONTRACTOR O	Dan Scott test LAC do not use	CONTRACTOR CONTRACTOR	10/19/2007 08:30:00	la contra de la cont	1111 10 10 UNIVER	
							and the second se
		2108, Prepared Salads-Oct/Nov/Dec, 2009	Invitation For Bid	08/19/2009 12:00:00			9/10
	<u>6100012811</u>	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	۵ 🗋 🔍
	<u>6100012809</u>	7840440000 COMBO TREE FY09	Invitation For Bid	08/17/2009 07:00:00	08/31/2009 12:30:00	No Bid Created	R 🖞 🗑
	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	R 🖸 🗇 🗍
	6100012804	7840440000 ELECTRICAL REPAIRS FY09	Invitation For Bid	08/19/2009 07:00:00	09/02/2009 12:00:00	No Bid Created	a 🗂 🖻

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

pennsylvania 🙀 🛛 Welcome Mr. Mike	Starr				Help Log Off
Vendor Administrator Bidder					
Bidder					
Search/Submit a Bid	2				History _₄ <u>Back</u> Forward 🗐
Detailed Navigation	Display Invitation Fo	or Bid			
Vvelcome Bidder	Register Create Hold Ch	ange Refresh Output Pr	eview		Back to Initial Screen
 Search/Submit a Bid 					
Enterprise ITQ System					-
Supplier Service Center	Invitation For Bid: Name	2113-MISC, FROZEN: Octor	er 2009 Number 6100012768	External Version Number	1
	General Data Item Data				
	Basic Data <u>Attributes</u> Inform	nation from Purchaser Parl	ner/Delivery Address		
	Check the information for the bio				
	Time Zone	EST			
	Start Date	08/19/2009 10:00:00			
	End Date	09/15/2009 10:00:00			
	Opening Date	09/15/2009 10:05:00			
	Currency	USD United States Dollar			
	Guaranteed Minimum Amount	0.00			
	Guaranteed Minimum Level				

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.

🛔 SRM 🍯

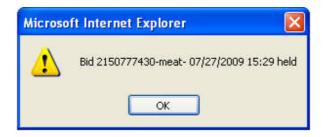
Place a Solicitation Response on Hold

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

pennsylvania PA Welcome Mr. Mike S	tarr			Help Log Off
Vendor Administrator Bidder				
Bidder				
Search/Submit a Bid			History 🔒 🗎	lack Forward 🗏
Detailed Navigation Welcome Bidder	Process Bid Submit Hold Delete Check Refresh Output I	Preview	Back	to Initial Screen
Search/Submit a Bid Enterprise ITQ System Supplier Service Center	Invitation For Bid: Name 2150777430-meat- 07 General Data Item Data	/27/2009 15:29 Ilumber 6100012771	External Version Number 1	_
	Tip: >>> Please use the "Check" button to verify the p numeric form; ie. Per 1. TIP – Attributes are mandatory! Go to >>>Genera			orm without a dr
	Display Documents			
	ltem Overview			
	▶ <u>Find Item</u>			
	item Description	Item Category Product Category	Submitted Attachments Notes Quantity (buyer/me) (buyer/me)	
	1 MEAT BEEF, GROUND, FINE GRIND, #3M	Material FROZEN MEAT/POULTRY	900.000 US Pound <u>0</u> / 0 <u>1</u> / 0	1.00
	2 MEAT BEEF, GROUND, PATTIES, FINE GRIND, #4M	Material FROZEN MEAT/POULTRY	150.000 US Pound <u>0 / 0 1 / 0</u>	1.00

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





for performing this action already been submitted the two search methods	, provide	d the solicitation h	as no						
Process Bids Screen w	ith Sear	ch Results							
pennsylvania 🕺 🛛 Welcome Mr. Mike S	Starr							Help Log (Dff
Vendor Administrator Bidder									
Bidder									
Search/Submit a Bid							History_	Back Forward	
Detailed Navigation 📃	Process I	Bids							^
Welcome Bidder	Find Bid Inv	itations and Auctions							r II
 Search/Submit a Bid 	Number of E	ocument Na	me		Status	Processe	d by Me		
 Enterprise ITQ System Supplier Service Center 		⇒				~	~		
Supplier Service Certer	Start Ext	ended Search							
	The Observe	a symbol in the navigation column							
	Search Res		or navigat	e to the bid overviev	v by choosing the bid	number			1
	Number	Name		Trans, Type	Start Date	End Date	Bid Status	Action	
	700000097	Dan Scott test LAC do not use		ENGLISH AUCTION	10/19/2007 08:30:00	10/19/2007 11:30:00	Auction is Active	م // 🖻 🏃	
	6100012842	2108, Prepared Salads-Oct/Nov/D	Dec, 2009	Invitation For Bid	08/19/2009 12:00:00	08/26/2009 10:00:00	No Bid Created	9/10	
×)	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	۵ 🗋 🔍	

6100012804 7840440000 ELECTRICAL REPAIRS FY09 Invitation For Bid 08/19/2009 07:00:00 09/02/2009 12:00:00 No Bid Created

Change a Solicitation Response: Option 1

PENNSYLVANIA SUPPLIER PORTAL

Provided below are instructions for making changes to your solicitation response. This is the first of two options ner of

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

6100012809 7840440000 COMBO TREE FY09

6100012806 038 Grimes Vault Toilet FD#7-Re-Bid

Display Bid Screen

ennsylvania 🚧 🛛 Welcome Mr. M	Mike Starr				Help Log Of
Vendor Administrator Bidder					
Bidder		2			
Search/Submit a Bid		2			History Back Forward
Detailed Navigation	📄 Display Bid 🖌				
Vvelcome Bidder	Register Change Del	ete Check Refresh Output Preview			Back to Initial Screen
 Search/Submit a Bid 					
 Enterprise ITQ System Supplier Service Center 	Invitation For Bid: Ila	me 2150777430-meat- 07/27/2009 15:29	Number 610001277	1 External Version Humber	1
 Supplier Service Center 	initiation for blank				
	General Data	Data			
	Basic Data <u>Attributes</u>	nformation from Purchaser <u>My Notes</u> <u>Pa</u>	ther/Delivery Address	Conditions Bid Invitation Versions	
	Check the information in yo	ur bid.			
	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	Calculate value		
	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			
	PERSONAL PROPERTY AND A PROPERTY AND				

Invitation For Bid 08/17/2009 07:00:00 08/31/2009 12:30:00 No Bid Created

Invitation For Bid 08/18/2009 08:00:00 09/02/2009 16:00:00 No Bid Created



- 🗋 🔟

۵ 🗋 🔍

3 🗂 🗑

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.

🛔 SRM 🍯

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

pennsylvania 🙀 🛛 Welcome Mr. Mike	Starr			Help Log Off
Vendor Administrator Bidder				
Bidder				
Search/Submit a Bid			I	History, Back Forward 🗏
Detailed Navigation	Process Bid	0		A
Welcome Bidder Search/Submit a Bid Enterprise ITQ System	Submit Hold Delete Check Refresh Output	Preview		Back to Initial Screen
Supplier Service Center	Invitation For Bid: Name 2150777430-meat- 07	//27/2009 15:29 Humber 6100012771	External Version Number 1	
	General Data Item Data Tip:>>> Please use the "Check" button to verify the pnumeric form; ie. Per 1. TIP - Attributes are mandatory! Go to >>>Genera Display Documents Display Documents Display Documents			e in numeric form without a de
	Item Overview			
	▶ <u>Find Item</u>			
3	Item Description	Item Category Product Category	Submitted Attachment Quantity (buyer/me)	s Notes I (buyer/me)
	1 MEAT BEEF, GROUND, FINE GRIND, #3M	Material FROZEN MEAT/POULTR	Y 900.000 US Pound <u>0</u> / 1	0 1 / 0 1.00
	2 MEAT BEEF, GROUND, PATTIES, FINE GRIND, #4M	Material FROZEN MEAT/POULTR	Y 150.000 US Pound 0_ / 1	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

pennsylvania 🗖 🛛 Welcome Mr. Mike Starr	Help Log Off
Vendor Administrator Bidder	5
Bidder	
Search/Submit a Bid	History_ <u>Back</u> Forward 🛒
Vvelcome Bidder Search/Submit a Bid Enterprise ITQ System	ck Refresh Output Preview Back to Initial Screen
6	
General Data Item Data	
	Information from I My I Conditions Partner/Delivery Address < Back Continue > Back to Item Overview
Item Detail 1: MEAT BEEF,GI	
Item Category	Material
Vendor Product Number	
Manufacturer	A
Manufacturer Part Number	A 4
Product Category	FROZEN MEAT/POULTRY
Submitted Quantity	900.000 US Pound
Price	1.00 United States Dollar Per 1 US Pound
Delivery Time (Duration)	Days
Required	12/31/2009 at 00:00:00
Incoterm	FOB A



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

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

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 **A**. This IS NOT an error message, but only displaying how you have submitted your pricing.

18 Messag	es
4	ttem 9 - Price entered as 10.00 per 1 US Pound
4	ttem 8 - Price entered as 10.00 per 1 US Pound
4	ttem 7 - Price entered as 10.00 per 1 US Pound
4	ttem 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 (\underline{I}). Error messages will appear at the bottom of your screen and will be denoted with an orange square \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

pennsylvania 🙀 🛛 Welcome Mr. Mike	Starr					Help Log Off
Vendor Administrator Bidder						
Bidder						
Search/Submit a Bid					History_	Back Forward
Detailed Navigation	Process Bids					
Welcome Bidder	Find Bid Invitations an	d Auctions				
Search/Submit a Bid	Number of Document	Name		Status	Processed by Me	
Enterprise ITQ System		P			💌 🛛 Last 30 Days 💌	
Supplier Service Center	Start Extended Sear	sh				
		he navigation column or navig	ate to the bid overviev	v by choosing the bid numb	er	
	Search Result: 1 Hits	Metal Metal		0000000000000		
	Number	Name	Trans, Type	Start Date	End Date Bid Statu	
	<u>6100012771</u> 21507774	30-meat- 07/27/2009 15:29	Invitation For Bid	08/13/2009 16:00:00	09/03/2009 13:00:00 Held	a, 🎢 👼
			Legend: 🔍 Dis	splay Bid 🖞 Create Bid 🥇	원 Display Auction <i>ൺ</i> 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

	ylvania 💁 🛛 Welcome Mr. Mike Starr									<u>Help</u> <u>Loq</u>	Off
Vend	or Administrator Bidder										
Bidde	er										
Searc	:h/Submit a Bid		3						History	Back Forwar	rd 💻
10.00	bont Hold Delete Check Refresh Output Pr	eview							B	ack to Initial Scre	en
Tip:	A pata Item Data See the "Check" button to verify the pri numeric form; ie. Per 1. TP – Attributes are mandatory! Go to >>>General D	ce entered for	each line on the bid before	External Version I submitting. <<< ttem p		in numeric f	and the second	and the operation of the second	em per unit o	f measure must b	be ir
	TP - Althoules are manuatory! Go to apageneral L	ata - Attribute	s and respond to all attribut	es.			2				
1000	nie – Auribules are mandaloryi Go to sesoenerai L Display Documents	ata — Attribute	s and respond to all attribut	BS.			2				
	an a	ata — Attribute	s and respond to all attribut	es.			2				
🗖 Iten	Display Documents	vata — Attribute	s and respond to all attribut	es.			2				
🗖 Iten	Display Documents I Overview	item Category	10 - 11 - 12 - 14 - 14 - 14 - 14 - 14 - 14		Attachments (buyer/ine)		2	Price		Required	Ac
<mark>ltem</mark> ▶ <u>Fi</u> i	Display Documents I Overview I <u>nd Item</u>		10 - 11 - 12 - 14 - 14 - 14 - 14 - 14 - 14	Submitted Quantity		(buyer/me)			1	Required	-
∎ Item Item	Display Documents I Overview <u>nd Item</u> Description	Item Category	Product Category	Submitted Guantity 900.000 US Pound	(buyer/me)	(buyer/me) <u>1</u> / <u>0</u>	1.00	Price	1		•





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 **A**. This IS NOT an error message, but only displaying how you have submitted your pricing.

18 Message	es and a second
4	ttem 9 - Price entered as 10.00 per 1 US Pound
4	ttem 8 - Price entered as 10.00 per 1 US Pound
4	ttem 7 - Price entered as 10.00 per 1 US Pound
4	ttem 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 **I**. 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

pennsylvania 🕅 🛛 Welcome Mr. Mike	Starr						Help Log (Dff
Vendor Administrator Bidder								
Bidder								
Search/Submit a Bid					1	History	Back Forward	E,
Detailed Navigation	Process B	ids						
Welcome Bidder	Find Bid Invit	ations and Auctions						
Search/Submit a Bid	Number of Do	ocument N	lame	Status	Processed by Me	e i		
 Enterprise ITQ System 					Last 30 Days	*		
Supplier Service Center	Start Exte	nded Search		191 1				
1	Tip: Choose a Search Resu	symbol in the navigation colum	n or navigate to the bid overvie	w by choosing the bid numb	per			
	Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action	
	6100012771	2150777430-meat- 07/27/2009	915:29 Invitation For Bid	08/13/2009 16:00:00	09/03/2009 13:00:00	Held	🔍 🎢 🛅	
			Legend: 🔍 D	splay Bid 🦆 Create Bid	Display Auction <i>ฟ</i> (Change Bid	ወ Delete Bid	

🏦 SRM 👘 🥟

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

Display Bid Screen

Vendor Administrator Bidder					
Bidder					
Search/Submit a Bid		2			History Back Forward
isear ch/submit a biù	🔍 1997 (n. 1993)				HISTORY Dack Forward
etailed Navigation	– Display Bid 样				
 Welcome Bidder 	Register Change Dele	ete Check Refresh Output Preview			Back to Initial Screen
Search/Submit a Bid					
Enterprise ITQ System					- 71
Supplier Service Center	Invitation For Bid: Na	me 2150777430-meat- 07/27/2009 15:29	Number 610001277	1 External Version Number	1
	General Data	ata			
	Basic Data L Attributes Lu	nformation from Purchaser My Notes Par	tner/Delivery Address I	Conditions I Bid Invitation Versio	IDS
	Check the information in yo				
	Bid Number				
	Dia Namber	6500020978			
	Time Zone	6500020978 EST			
	Time Zone	EST			
	Time Zone End Date	EST 09/03/2009 13:00:00			
	Time Zone End Date Opening Date	EST 09/03/2009 13:00:00 09/03/2009 13:30:00	Calculate value		
	Time Zone End Date Opening Date Bid Status	EST 09/03/2009 13:00:00 09/03/2009 13:30:00 Held	Calculate value		
	Time Zone End Date Opening Date Bid Status Total Value (Net)	EST 09/03/2009 13:00:00 09/03/2009 13:30:00 Held 0.00 United States Dollar	Calculate value		
	Time Zone End Date Opening Date Bid Status Total Value (Net) Incoterm / Location	EST 09/03/2009 13:00:00 09/03/2009 13:30:00 Held 0.00 United States Dollar FOB DESTINATION	Calculate value		
	Time Zone End Date Opening Date Bid Status Total Value (Net) Incoterm / Location Terms of Payment	EST 09/03/2009 13:00:00 09/03/2009 13:30:00 Held 0.00 United States Dollar FOB DESTINATION NET 30	Calculate value		
	Time Zone End Date Opening Date Bid Status Total Value (Net) Incoterm / Location Terms of Payment Currency	EST 09/03/2009 13:00:00 09/03/2009 13:30:00 Held 0.00 United States Dollar FOB DESTINATION NET 30 USD United States Dollar	Calculate value		

2. Select the Change button.

Process Bid Screen – Item Data Tab

ennsylvania 🕅 🛛 Welcome Mr. Mik	ke Starr	Help Log C
Vendor Administrator Bidder		
Bidder	4	
Search/Submit a Bid		History ₄ <u>Back</u> Forward
etailed Navigation	Process Bid	
Welcome Bidder Search/Submit a Bid	Submit Hold Delete Check Return Output Preview	Back to Initial Screen
 Enterprise ITQ System Supplier Service Center 	Invitation For Bid: Name, 2150777430-meat- 07/27/2009 15:29 Number 6100012771 External Version Number	ber 1
	General Data Item Data Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< tem price more formation.	must be in numeric form without a
		must be in numeric form without a
	Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< them price more income form; ie. Per 1. TIP – Attributes are mandatory! Go to >>>General Data – Attributes and respond to all attributes. Display Documents tem Overview	must be in numeric form without a
	Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< them price means the price means the price of the pric	must be in numeric form without a shments Notes rer/me) (buyer/me)
	Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< Item price mumeric form; ie. Per 1.	chiments Notes
	Tip: >>> Please use the "Check" button to verify the price entered for each line on the bid before submitting. <<< then price main numeric form; le. Per 1.	chments Notes ver/me) (buyer/me)

- 3. Select the tem 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.

🛔 SRM 👘

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.

pennsylvania 🕅 🛛 Welcome Mr. Mike	Starr Help Loo	<u>a C</u>
Vendor Administrator Bidder		
Bidder		
	History Back Forwa	ard
14181		
Detailed Navigation	WELCOME BIDDER	
• Welcome Bidder		
 Search/Submit a Bid 	As a Company Bidder in the PA Supplier Portal you have the authority to electronically view and respond	
Enterprise ITQ System	to Commonwealth Solicitations. Please refer to the "Search/Submit a Bid" link on the left navigational	
Supplier Service Center	bar to:	
	View current solicitations	
	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.

🏦 SRM 👘 🍼

Process Bids Screen with Search Results

ennsylvania PA Welcome Mr. M Vendor Administrator Bidder								Help Log Of
Bidder								
Search/Submit a Bid	4						History	Back Forward
Detailed Navigation	 Process E 	Bids						
Welcome Bidder	Find Bid Inv	itations and Auctions						
 Search/Submit a Bid 	Number of D	ocument	Name		Status	Process	ed by Me	
Enterprise ITQ System			\$			~	~	3
Supplier Service Center	Start Ext	ended Search					2	
	Province in the second s	a symbol in the navigation c	olumn or navigat	e to the bid overview	v by choosing the bid r	number		
	Search Res						•	
	Number	Name		Trans. Type	Start Date	End Date	<u>Bid Status</u>	Action
	700000097	Dan Scott test LAC do not i	lse	ENGLISH AUCTION	10/19/2007 08:30:00	10/19/2007 11:10:0	0 Auction is Active	
	<u>6100012926</u>	2117-RFQ. Qtrly Dairy, Oct	Dec09, AS	Request For Quote	08/20/2009 11:55:00	08/26/2009 10:000	10 No Bid Created	9, 🗂 🔟
	<u>6100012918</u>	2117-IFB. Frozen Juice, Oc	t-Dec09, AS	Invitation For Bid	08/20/2009 14:40:00	09/08/2009 15:3 <mark>0:0</mark>	0 No Bid Created	《 // 面
	6100012907	21, PRODUCE, SEPTEMBER	2009	Request For Quote	08/20/2009 11:00:00	08/25/2009 08:00:0	0 No Bid Created	Q 🖞 🔞
	6100012906	21 FRESH PREP VEGS, SEF	РТ 09	Request For Quote	08/20/2009 11:00:00	08/25/2009 08:00:0	0 No Bid Created	20
		2117-IFB. Frz Fruit & Veg, (Invitation For Bid	08/20/2009 14:30:00	00092000942000	0 No Bid Created	3/10
		1998 	12					and the second
	<u>6100012890</u>	2115-Bid- Frz Misc Foods;	OCT-DEC 2009	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:00:0	IO No Bid Created	
	<u>6100012887</u>	2115-Bid for Fresh Produce	e; Oct-Dec 09	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:00:0	0 No Bid Created	< 2 ₪
	<u>6100012884</u>	2115-Bid; Fish & Fish Produ	icts- Oct/Dec	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:0 <mark>0</mark> :0	0 No Bid Created	2 🗂 🗇
	6100012883	2115-Bid- Poultry; Oct-Dec	2009	Request For Quote	08/20/2009 09:00:00	09/02/2009 09:0 <mark>0:0</mark>	0 No Bid Created	Q 🗂 🖻
	1947 - 1948			2.5				



Bid Status	Action
No Bid Created	9, 🗂 🖻
Bid submitted	a, // 🖻
No Bid Created	۵ 🗋 🔎
Bid under review	a, // 🗊
Bid under review	a, // 🖻
Bid submitted	a, // 🖻
Bid under review	a, // 🗊
No Bid Created	2 🗋 🔞
Bid under review	a, // 🖻
Bid under review	9,11 0
Bid submitted	🤍 // 🗊

- 2. Review the Bid Status column to see the status of your solicitation response
- 3. 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)
 - Solution = View Details Icon (allows the user to view basic data and details of a specific response)
 - *M* = Change Icon (allows the user to change a previously held or submitted response)
 - $\overline{\mathbf{M}}$ = Delete Icon (allows the user to delete a previously submitted response)

NOTE: After any review, change or submission of a solicitation response, select the **Start** 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

pennsylvania 🙀 🛛 Welcome Mr. Mike	Starr		Help Log Off		
Vendor Administrator Bidder					
Bidder		1			
Search/Submit a Bid		History	Back Forward	۳,	
Detailed Navigation	General Data Item Data				
Detailed Navigation		n from Purchaser My Notes Partner/Delivery Address Conditions Bid Invitation Versions	~	-	
Welcome Bidder	Check the information in your bid. Yo				
 Search/Submit a Bid Enterprise ITQ System 	Texts				
Supplier Service Center	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				
	Tendening 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			Y	

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 <u>Description</u> column(use the scroll bar on the right to view all attachments). NOTE: For the purposes of illustration, the following example is shown (<u>Reciprocal Limitations Act Requirements</u>).

🛔 SRM 👘

Process Bid Screen – Downloading Files

Detailed Navigation	To Display / Edit the Texts, Choose the Appropriate Text Type									
Welcome Bidder	Text	Overview								
Search/Submit a Bid	Text	Type Text	t Preview (60 Chars.)							
Enterprise ITQ System	Tend	lering text Deli	veries must be made by 10):00 AM. E	ids will be re	eceive	ed n			
Supplier Service Center	Purc	haser's Remarks								
	Ten	Bi At Te	liveries must be m ds will be receive tached: rms and Conditions ciprocal Limitatio	d no la	ter than	9/3) PM.		III
	Attac	hments								
2	Over	view of Attachments								
		Description	Category	Version	Processor	Түр	File Size (Kb)	Changed By	Changed on	
	0	Reciprocal Limitations Act Requirements	Standard Attachment	1		pdf	23	P00428468	08/11/2009 16:02:49	
	0	Document	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.

	Name: Sample Bid Spec Attachment.doc
	Type: Microsoft Word Document, 19.5 KB
	From: qp2dca0u.state.pa.us
Alwa	Open Save Cancel

\$spm	1	
an oran	-	 <u> </u>

Sample Bid Specification

Attps://www.pasuopliers	rm.state.pa.us/sap/ebp/docserver/gspur89.pdf?phioget&KpId=4A8161E4C33900 🔳 🗖 🔀
File Edit Go To 3 rites	Help 🧨
New Open Ctrl+O Save As	Search 👷 Favorites 🧐 🔗 - 🌺 🚍 🛄 🛍
Paive Setup Print Ctrl+P Send	srm.state.pa.us/sap/ebp/docserver/gspur89.pdf?phioget&KpId=4A8161E4C33900BFE1008000AC
Import and Export	
Work Offline Close	RECIPROCAL LIMITATIONS ACT REQUIREMENTS
L REQUIREMENT A. The Re- manufacture in any state t preference st The following	Sprocal Limitations Act requires the Commonwealth to give preference to those biddets offering supplies produced, inned or grown in Pennsylvania as against those biddets offering supplies produced, manufactured, mined or grown in that state. The amount of the preference applied by the other state for that particular supply. is a list of states which have been found by the Department of General Services to have applied a preference for in- and the amount of the preference: PREFERENCE 7% (applies only to timber, lumber, and manufactured lumber products originating in the state) 5% (construction materials produced or manufactured in the state only) 10% 5% 5% for coal only

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

Saving files to your computer

Save a Copy							? 🔀
Save in:			•	← 🛍 💣 💷•		7	
4 My Recent Documents Desktop	Hy Document My Computer My Network F FP2 Copier Q						
My Documents My Computer			5			6	
My Network Places	File name:	gspur89		<u> </u>	Save	ļ	
	Save as type:	Adobe PDF Files (*.po	df)	•	Cancel		//

4. In the <u>Save In</u> 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.

🍰 SRM 🎁 🛸

- 5. The file name will default, do not change the name.
- 6. Click the <u>Save</u> 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

pennsylvania 🚧 🛛 Welcome Mr. Mike	Starr Help	Log Off
Vendor Administrator Bidder	7	
Bidder		
Search/Submit a Bid	History_ <u>Back</u>	Forward 📃
Detailed Navigation	General Data tem Data	^
Vvelcome Bidder Search/Submit a Bid	Basic Data Attributes Information from Curchaser My Notes Partner/Delivery Address Conditions Bid Invitation Versions Check the information in your bid. You can also add your own notes.	
Enterprise ITQ System	Texts	
Supplier Service Center	Bidder's Remarks	
	Attachments Upload a Document:	
	Description	
	Path Browse	
	Add	
		~

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

pennsylvania 🔯 🛛 Welcome Mr. Mike	Starr	Help Log Off
Vendor Administrator Bidder		
Bidder		
Search/Submit a Bid	History_	Back Forward
Detailed Navigation	Basic Data Attributes Information from Purchaser My Notes Partner/Delivery Address Conditions Bid Invitation Versions	^
Welcome Bidder	Check the information in your bid. You can also add your own notes.	
Search/Submit a Bid	Texts	
Enterprise ITQ System Supplier Service Center	Bidder's Remarks	
		3
	Attachments	
	Upload a Document: 9	
	Description	
	Peth Browse	
	Add	
	No Documents Available	

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

Attaching files to your response

Choose file			? 🔀
Look in:	🕝 Desktop		
My Recent Documents Desktop My Documents	My Documents My Computer My Network Places BEX Browser Chesapeake Blueprint Series Microsoft Office Publisher 2007 QuickLaunch Desktop Remedy 7.1 SAP Logon-Pad Tweak SAP GUI CCPulse+ 7.0 E.S.S. FP2 Copier Quote - IKON, 5-27		
My Computer	gspur89 QuickTrack		
My Network Places	File name: Files of type: All Files (*.*)	<u> </u>	Open Cancel
			/

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

Choose file			? 🔀
Look in:	🞯 Desktop	• 🖬 🍅 📾 •	
My Recent Documents Desktop My Documents	My Documents My Computer My Network Places Ex Browser Chesapeake Blueprint Series Microsoft Office Publisher 2007 QuickLaunch Desktop Remedy 7.1 SAP Logon-Pad Tweak SAP GUI CCPulse+ 7.0 E.S.S.	Securities Securities Reports Shortcut to Bid Logbook 3 Windows Explorer	
My Computer	gspur89 d R QuickTrack	-11	
My Network Places	File name: gspur89 Files of type: All Files (*.*)		Open Cancel

Attaching files to your response

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

pennsylvania 🔯 Welcome Mr. Mike		<u>Help</u>	Log Off	1111
Vendor Administrator Bidder				
Bidder				
Search/Submit a Bid	History_	Back F	orward [۳,
Detailed Navigation	Basic Data Attributes Information from Purchaser My Notes Partner/Delivery Address Conditions Bid Invitation Versions			^
Velcome Bidder	Check the information in your bid. You can also add your own notes,			
 Search/Submit a Bid 	Texts			
Enterprise ITQ System Supplier Service Center	Bidder's Remarks	>		
	Attachments Upload a Document:			
14	Description iprocal Limitations Act Requirements Path C:Documents and Settings/unstarr/D(Browse)			
	Add 12 No Documents Available			~

Process Bid Screen – Adding Attachments

🛔 SRM 🎁 🛸 🍼

- 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

🛔 SRM 🎁 🛸

14. Click Add to attach the document to your response. To add additional documents, follow the same process.

Process Bid Screen – Adding Attachments

pennsylvania 🔯 Welcome Mr. Mike Starr						Help Log Off	
Vendor Administrator Bidder							
Bidder							
Search/Submit a Bid						Hi	story, <u>Back</u> Forward 📃
Detailed Navigation -	Bidder's Remarks						^
Welcome Bilder Search/Submit a Bid Enterprise ITQ System Supplier Service Center	K						
	Attachments						
	Upload a Document:						
	Description						
	Path	Browse					
	Add						
	Overview of Attachments						
	Description	<u>Category</u>	Version Proce	essor Typ	File Size (Kb)	Changed By	Changed on
	Reciprocal Limitations Act Requirements		1	pdf	23	MSTARR	08/20/2009 16:02:42
	Edit Description Delete	The concernence of the second se	A)	1	*5.8 ×5.8		~

NOTE: All documents added to your response will be listed at the bottom of the <u>My Notes</u> tab. These documents can be edited or deleted by first selecting the appropriate document and then utilizing the <u>Edit Description</u> or <u>Delete</u> 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.