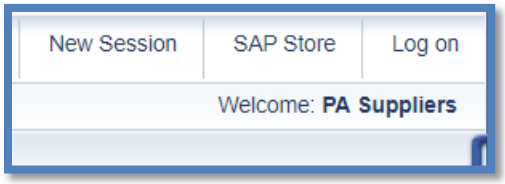
Locating and Responding to Bids in the PA Supplier Portal

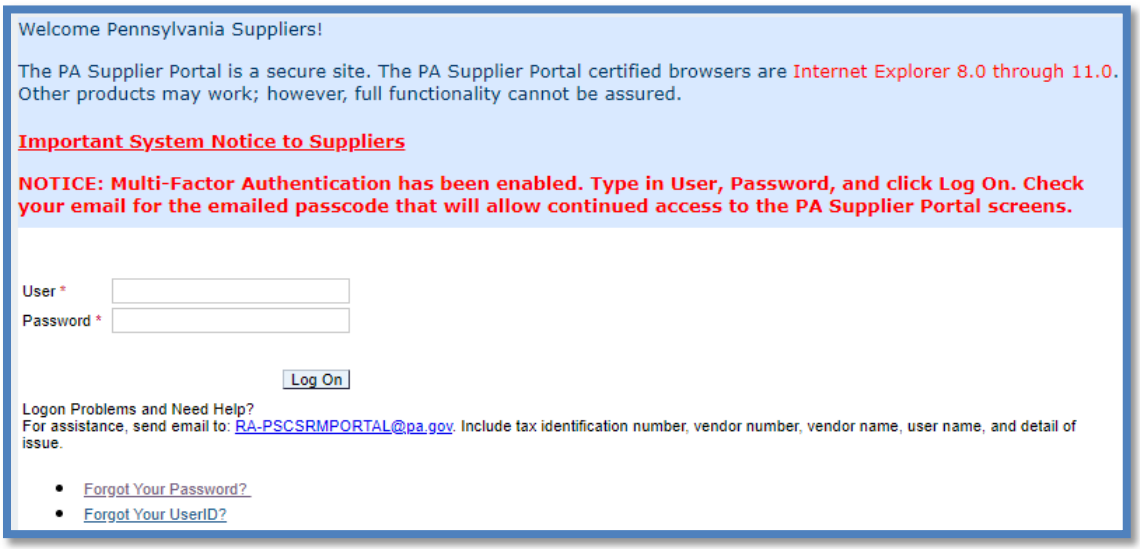
Locating a Solicitation (Bid)

1. Open your web browser and go to **www.pasupplierportal.state.pa.us**. *Please note the important information regarding compatible browsers for the PA Supplier Portal website on the Welcome page.*

2. Select the **Log on** button at the top right of the page.

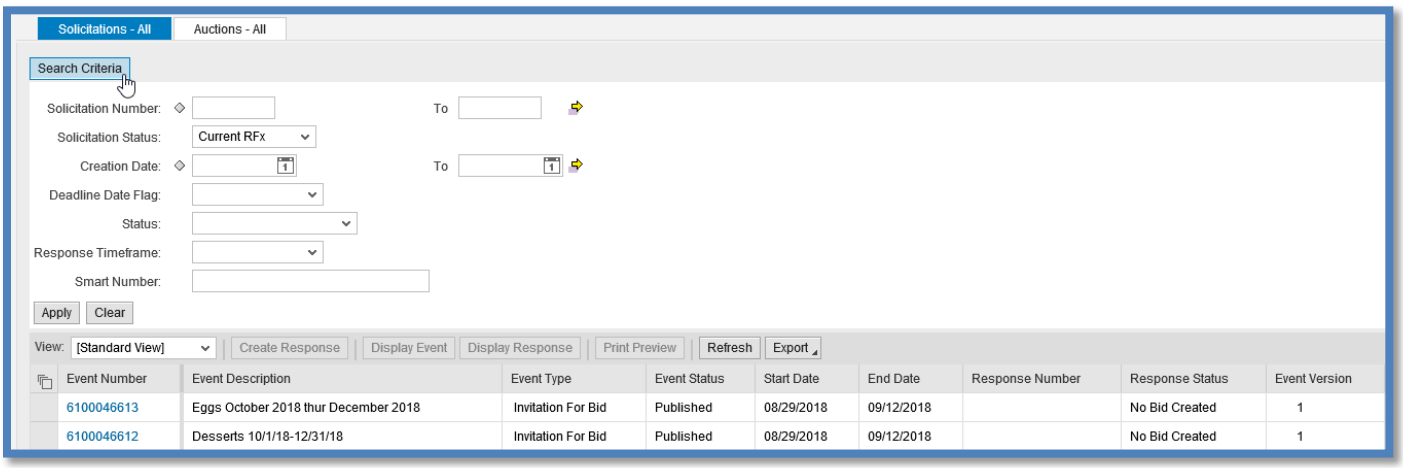


3. Enter the **User ID** and **Password** you created when you registered as a supplier and log on. Once the User ID and Password are entered, a system message will display that a passcode has been sent to your email. Once the passcode is received, enter it into the space provided to access the system. *If you are unable to log in, please call the Help Desk at (877) 435-7363 and selection Option #1.*

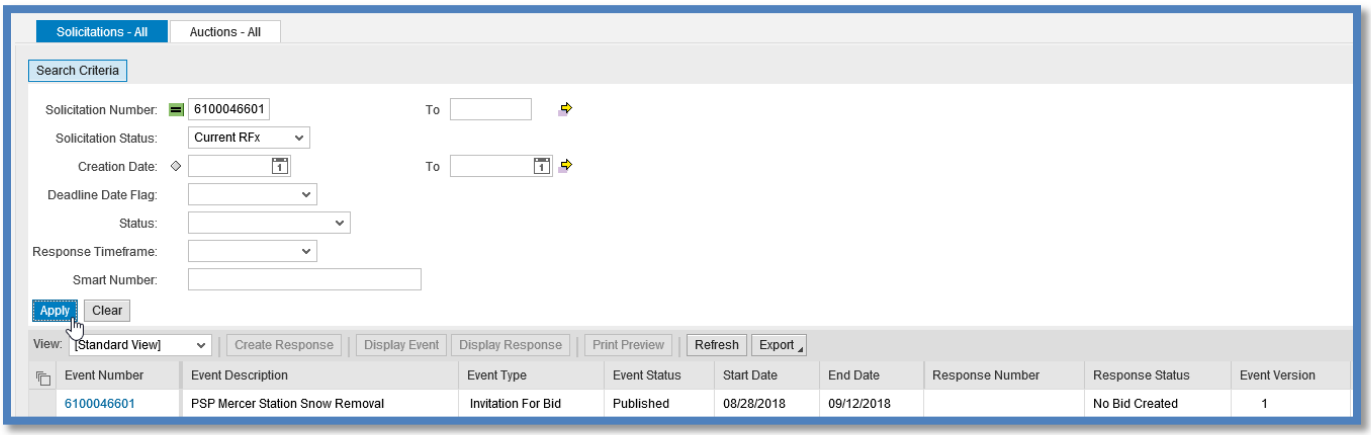


4. Choose the **Bidder** tab to begin. If you do not see a Bidder tab, another person at your company with separate log-in credentials may have been assigned the Bidder role. Work with your company's Vendor Administrator determine who has the bidder access.

5. The **Bid Processing** screen will open and will display all Events currently open for responses on the Solicitations – All tab. If the search fields seen below are not visible, select the **Search Criteria** button to display them.



6. To search for and respond to a specific Solicitation (bid), enter the **Solicitation Number** in the appropriate field and select the **Apply** button. The Solicitation will appear below. *Please ensure all fields below "Solicitation Status" are blank, as extra information such as "Status" or "Response Timeframe" may cause the system to skip over the desired Solicitation.*
7. Click the blue **Event Number** link to open the Solicitation in a new window. *If your browser asks to allow pop-ups, select "Always Allow". If the window still does not open, ensure all pop-up blockers are disabled.*

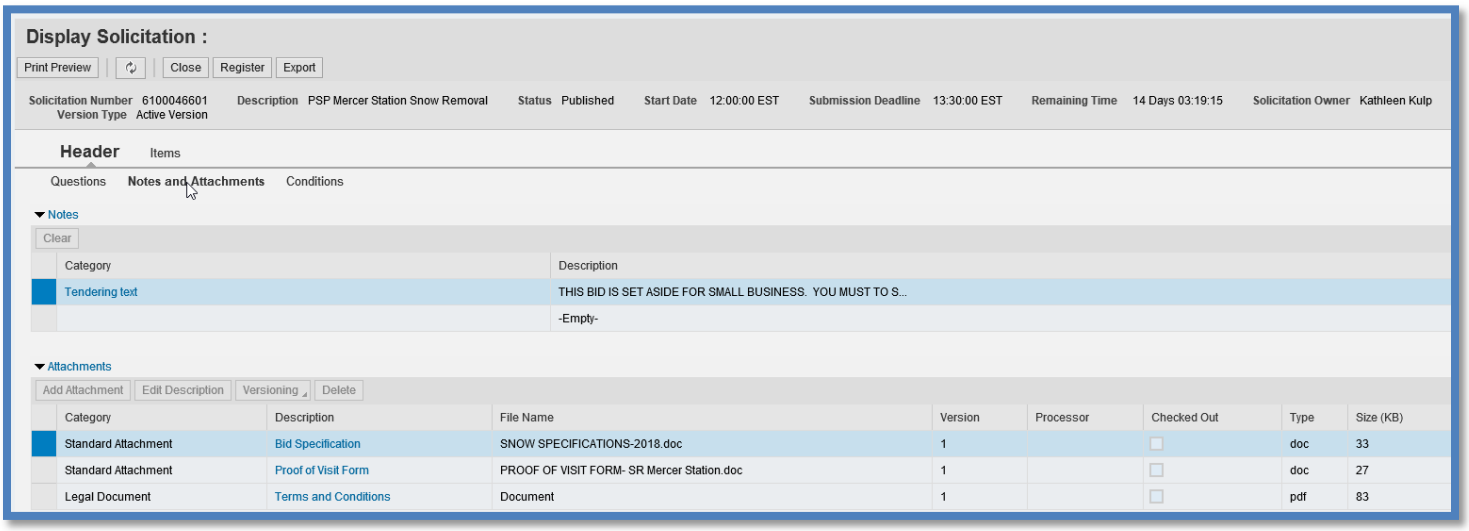


Viewing and Responding to a Solicitation (Bid)

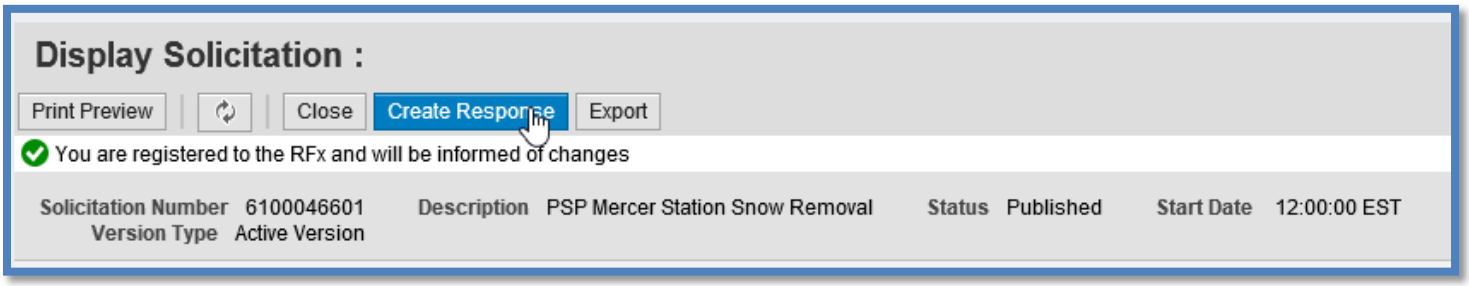
Before creating a response, browse the **Header** and **Items** tabs for bid information.

1. If you have not downloaded any bid documents, they can be found under the **Header** tab in the **Notes and Attachments** section. A description for the Solicitation can be found at the **Tendering Text** link. *Any questions about the attachments or description can be directed to the Solicitation Owner.*

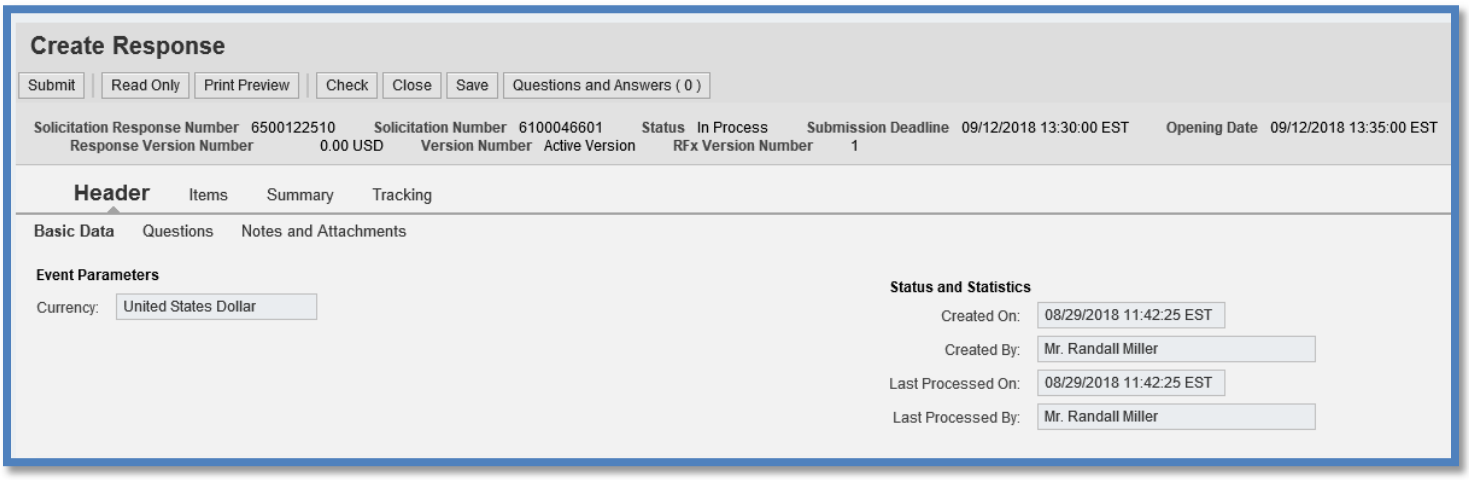
2. Download all required attachments (if necessary) by clicking the linked **Description** of each one. *It is highly recommended that you download and complete all required documents before creating a response.*



3. To begin your response, select the **Create Response** button.

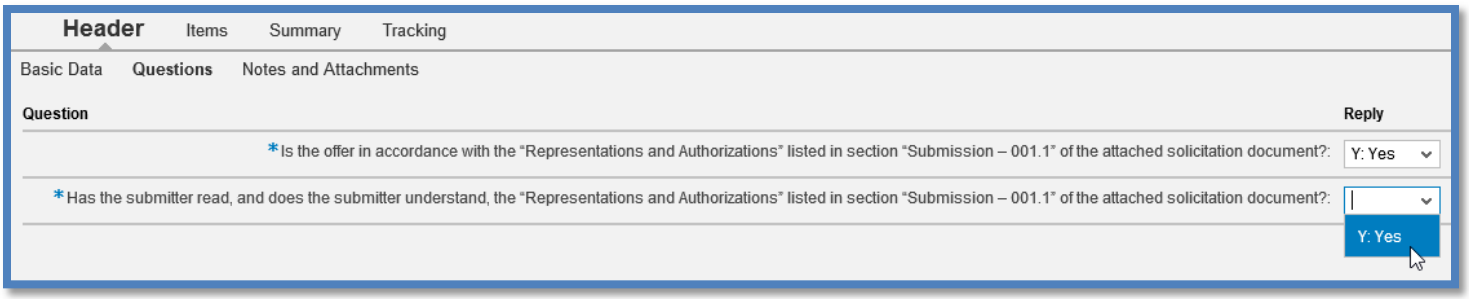


4. A new **Create Response** window will open (see below). To complete your response, a maximum of three steps must be completed before submitting. These steps are described below and can be done in any order.

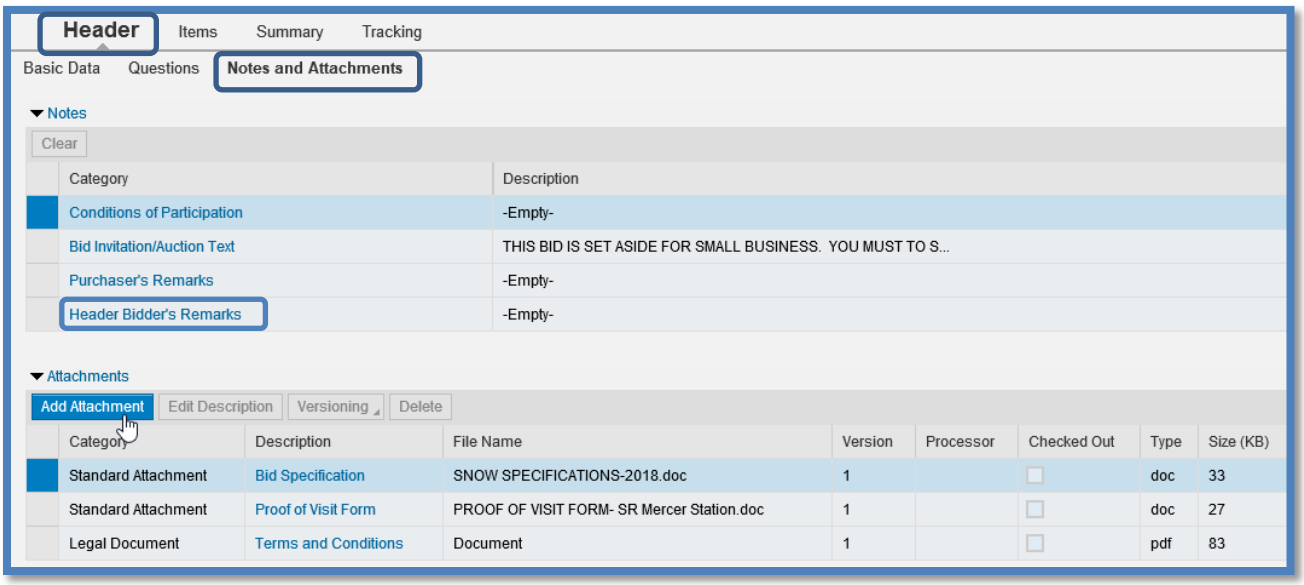


5. Under the default **Header** tab, select **Questions** to answer two mandatory questions. Select "Yes" from the **Reply** drop-down menu on each one to indicate that you have read and understood the listed attachments.

    a. Representations and Authorizations can be found in the Terms and Conditions found in the attachments.

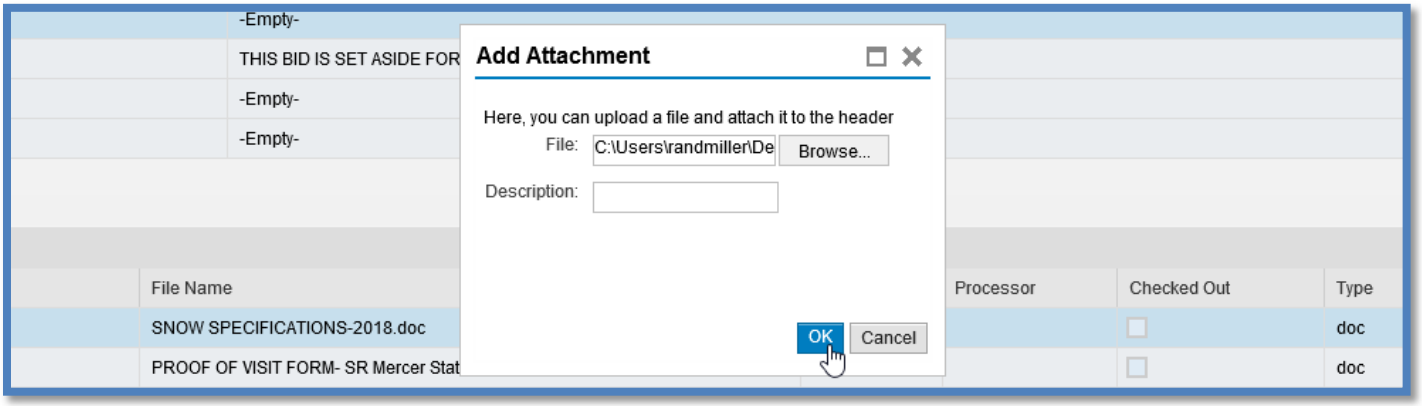


6. Under the **Header** tab section, **Notes and Attachments**, select the **Header Bidder's Remarks** link to add any additional notes or select the **Add Attachment** button (highlighted below) to add any additional documents.

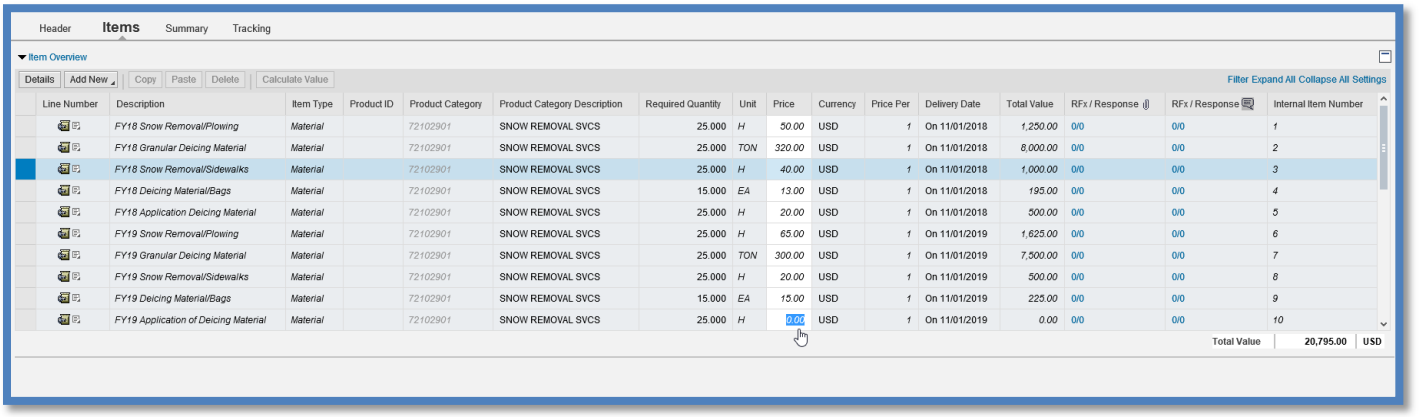


7. When the **Add Attachment window** pops up, select **Browse** to search your computer for a completed attachment, open the file, and click "OK" to add it to the list (see below). If you have more than one completed attachment to add, repeat this step as necessary. *If no attachments are required, skip this step.*

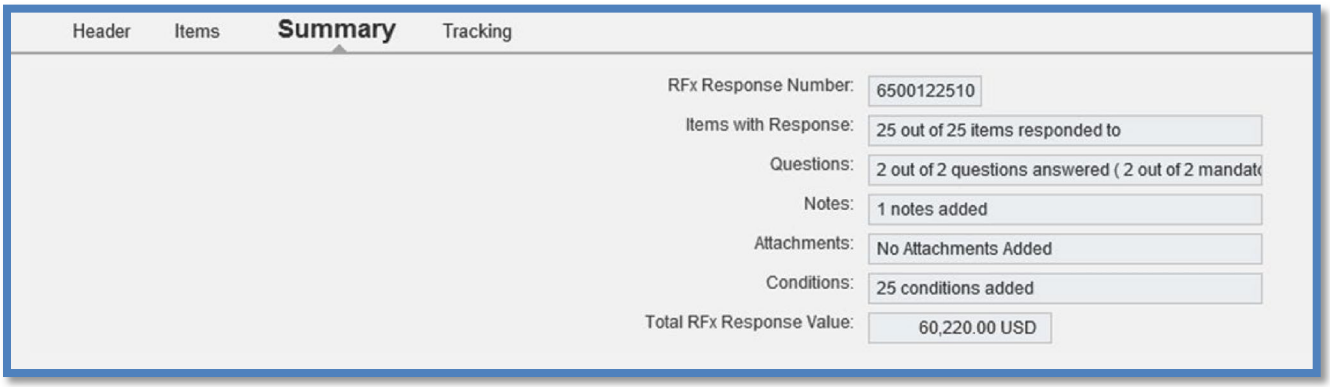
   - If the Add Attachments button is not available (grayed out), make sure you are in the Edit Mode and not Display mode.
   - System will only allow one document to be attached at a time, repeat steps as necessary



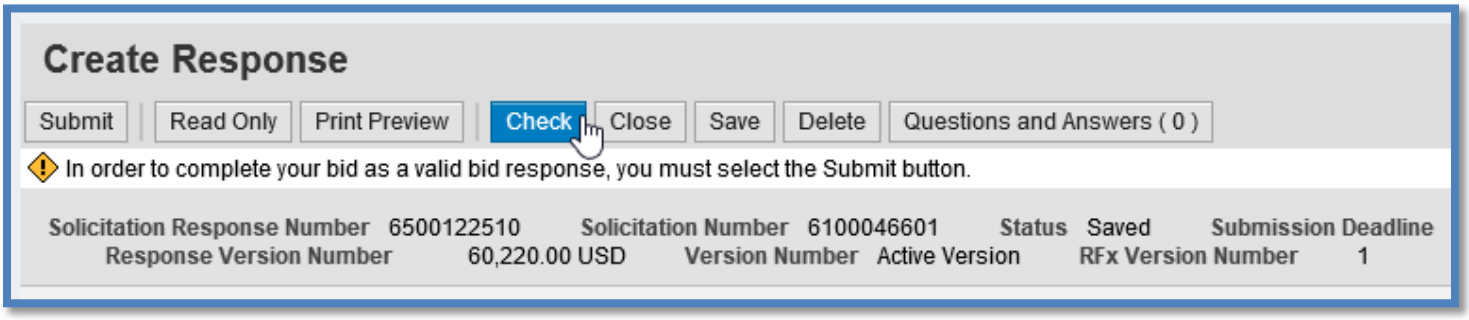
8. Select the **Items** tab to enter line item prices. Prices should be entered in the **Price** column per unit of measure. Pressing Enter after each price will update the **Total Value** amount at the bottom right. If there are more than 10 total line items, scroll down to complete them all. *If a price sheet was completed as an attachment, skip this step.*



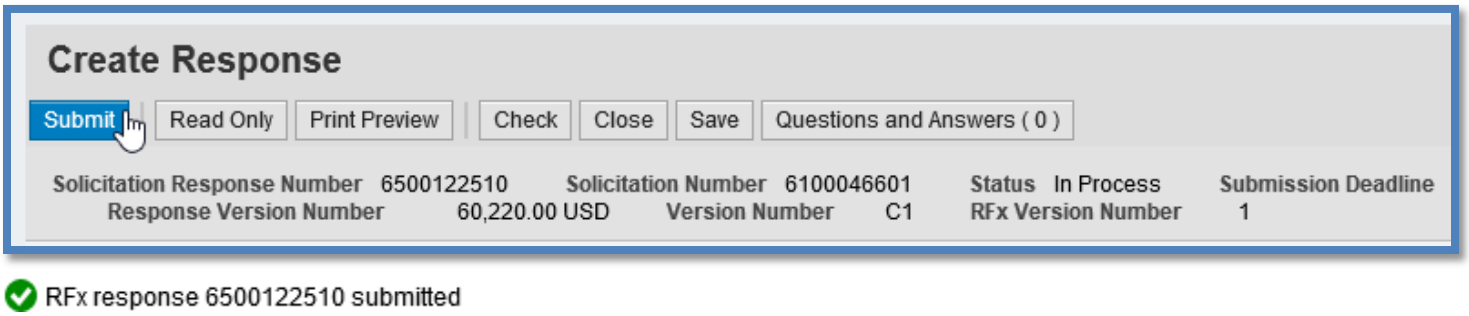
9. Before submitting your response, select the **Summary** tab (see below) to review entries. Ensure that all applicable steps have been completed: all **Items** are responded to (if necessary), all **Questions** are answered (mandatory), all **Notes and Attachments** are included (if necessary), and the **Total Response Value** is accurate.



10. When all information is correct, click the **Check** button at top. You will be prompted to submit the response.

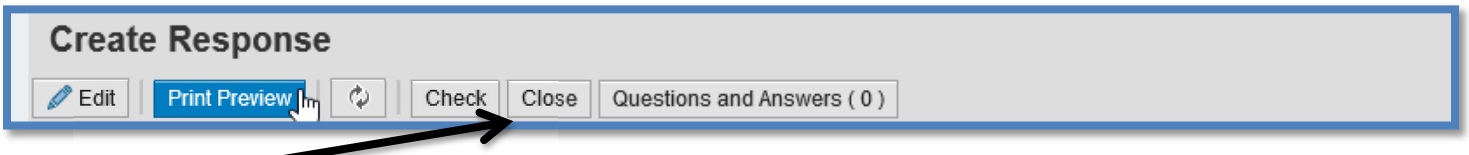


11. Finally, click the **Submit** button. An approval message will appear below.



RFx response 6500122510 submitted

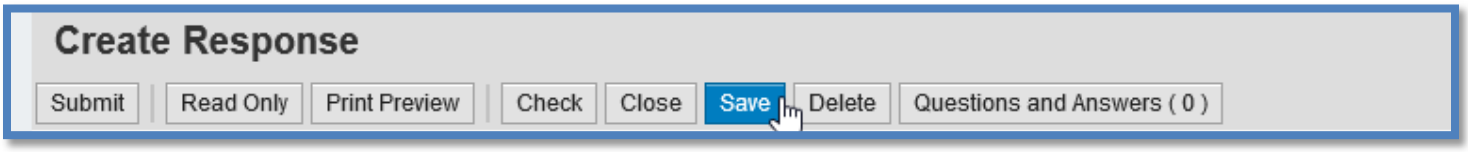
12. If desired, a PDF copy of your bid can be viewed or saved by clicking the **Print Preview** button. Any attached documents will <u>not</u> be included. *You do not need to print or mail this file.*



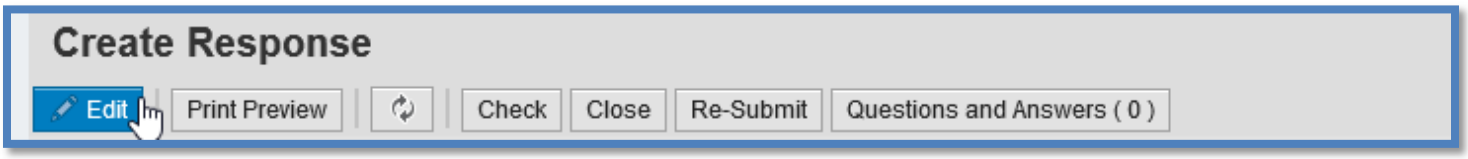
13. **Close** and **Log Off** to exit the PA Supplier Portal.

Saving a Solicitation (Bid) Response

1. To save a response, click the **Save** button at any time when working on it. *Please note that this will simply "freeze" the response until you are ready to resume work.*



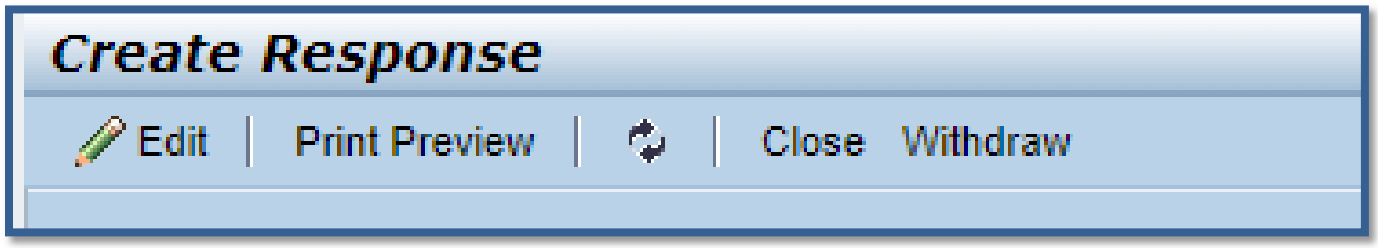
2. When ready to resume work, click the **Edit** button to pick up where you left off. *If you have logged off between sessions, open the Response Number link to find the Edit button.*



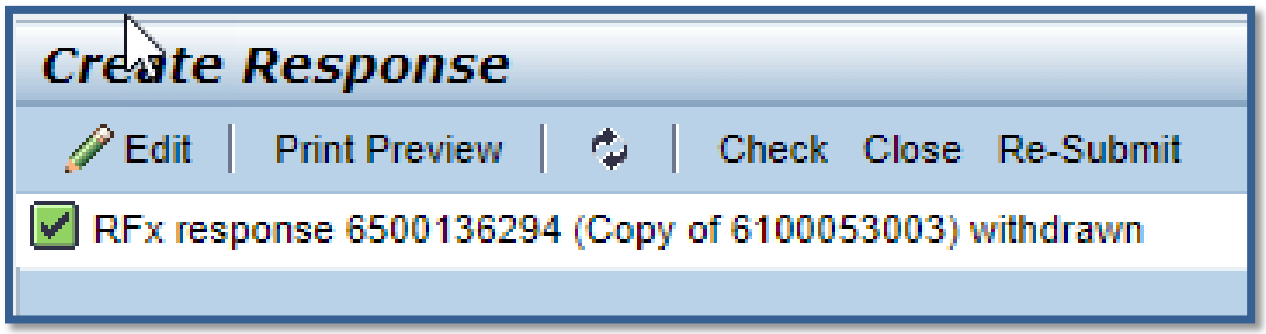
Note: *When all information has been entered, bidders must select the* ***Submit*** *button to send the response to the Commonwealth.*

Editing or Withdrawing a Response

1. To edit your response after submitting, open the **Response Number** link and click the **Edit** button. Make any desired changes and click the **Check** and **Submit** buttons as before. Your new response will overwrite the previous one. This can be done an unlimited number of times before the bid deadline.



2. To withdraw a submitted bid response, open the **Response Number** link and click the **Withdraw** button any time after submitting. If desired, a withdrawn bid can still be re-submitted by clicking the **Re-Submit Bid** button on the same menu.



Any additional questions about locating or responding to PA Supplier Portal Solicitations can be directed to the Help Desk at (877) 435-7363, Option #2.