

Locating and Responding to a Solicitation

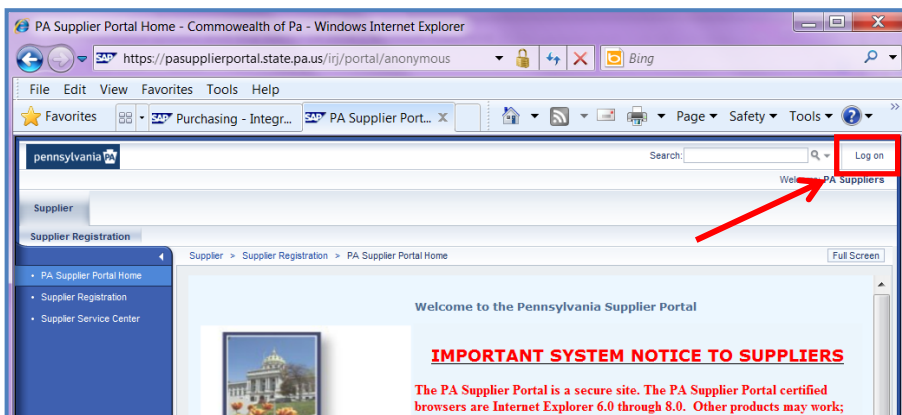
[Locating a Solicitation](#) | [Viewing the Solicitation](#) | [Header Tab](#) | [Items Tab](#) |

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

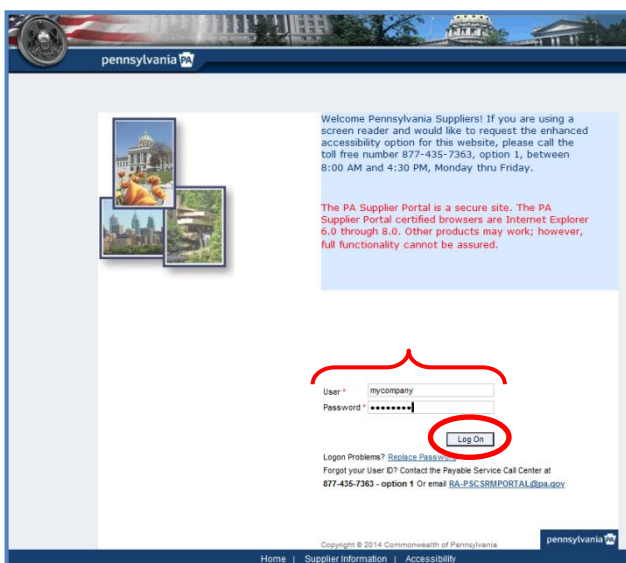
Locating a Solicitation

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

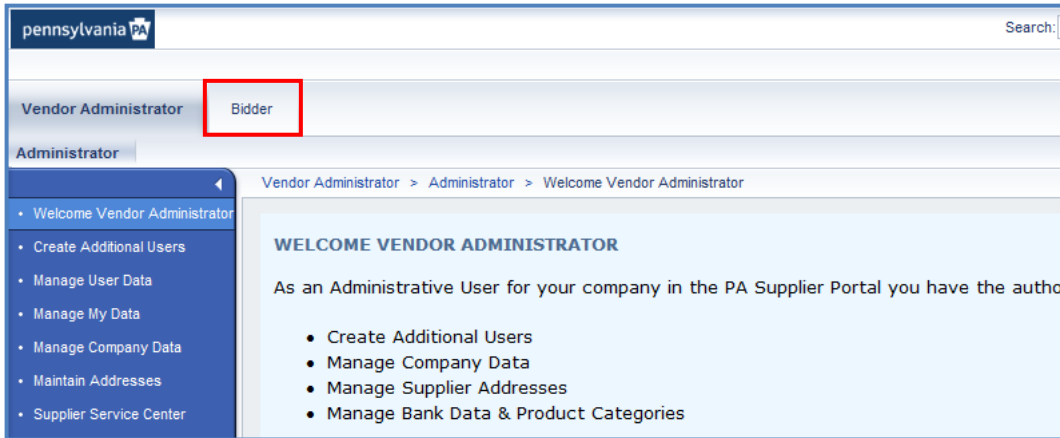
1. Open your web browser and enter www.pasupplierportal.state.pa.us.
2. Please note the important information regarding compatible browsers for the PA Supplier Portal website.
3. Select the **Log on** button.



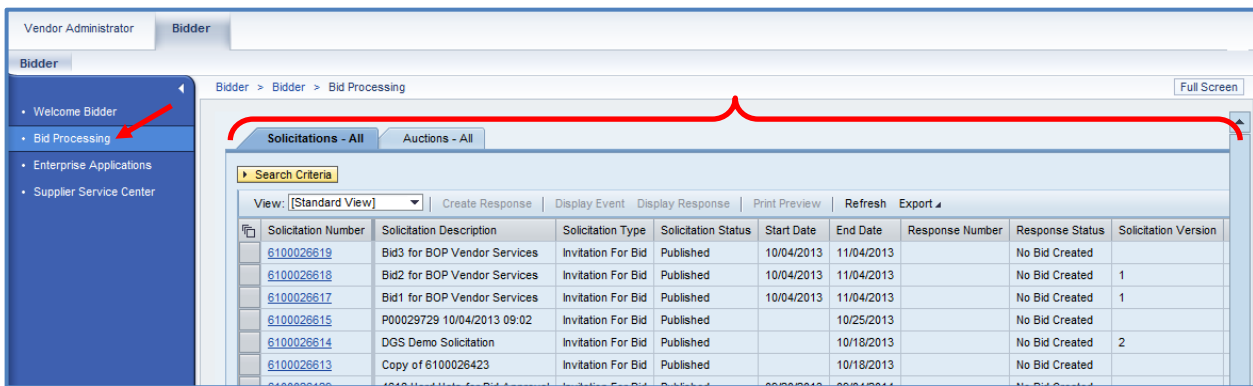
4. Enter the User ID and Password you created when you registered as a supplier, and select the **Log On** button.



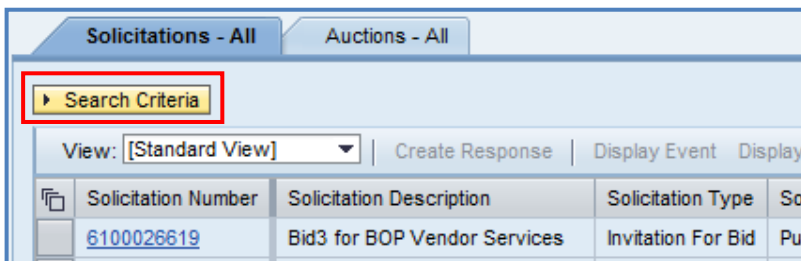
- Choose the **Bidder** role to begin. (Note – If you have been assigned only the Bidder role by your company, you will not need to perform this step because it will already be chosen by default.)



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



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



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

The screenshot shows a web interface for searching solicitations. At the top, there are tabs for 'Solicitations - All' and 'Auctions - All'. Below is a 'Search Criteria' section with several input fields and dropdown menus. The 'Solicitation Status' dropdown is highlighted with a red box and shows 'Current RFX' selected. Other fields include 'Solicitation Number', 'Creation Date', 'Deadline Date Flag', 'Response Timeframe', and 'Smart Number'. There are 'Apply' and 'Clear' buttons at the bottom of the search criteria section. Below the search criteria, there is a 'View:' dropdown set to '[Standard View]' and several action buttons: 'Create Response', 'Display Event', 'Display Response', and 'Print Pre'. At the very bottom, a table header is partially visible with columns: 'Solicitation Number', 'Solicitation Description', 'Solicitation Type', 'Solicitation Status', and 'Start D'.



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

Solicitation Number: The number assigned to the Solicitation document.

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

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

Creation Date: The data that the Solicitation was created.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

Solicitation Number: The number assigned to the Solicitation document.

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

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

Solicitation Status: The status of the Solicitation.

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

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

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

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

Solicitation Version: The most current version of the Solicitation.

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

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

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

View/Respond to a Solicitation

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

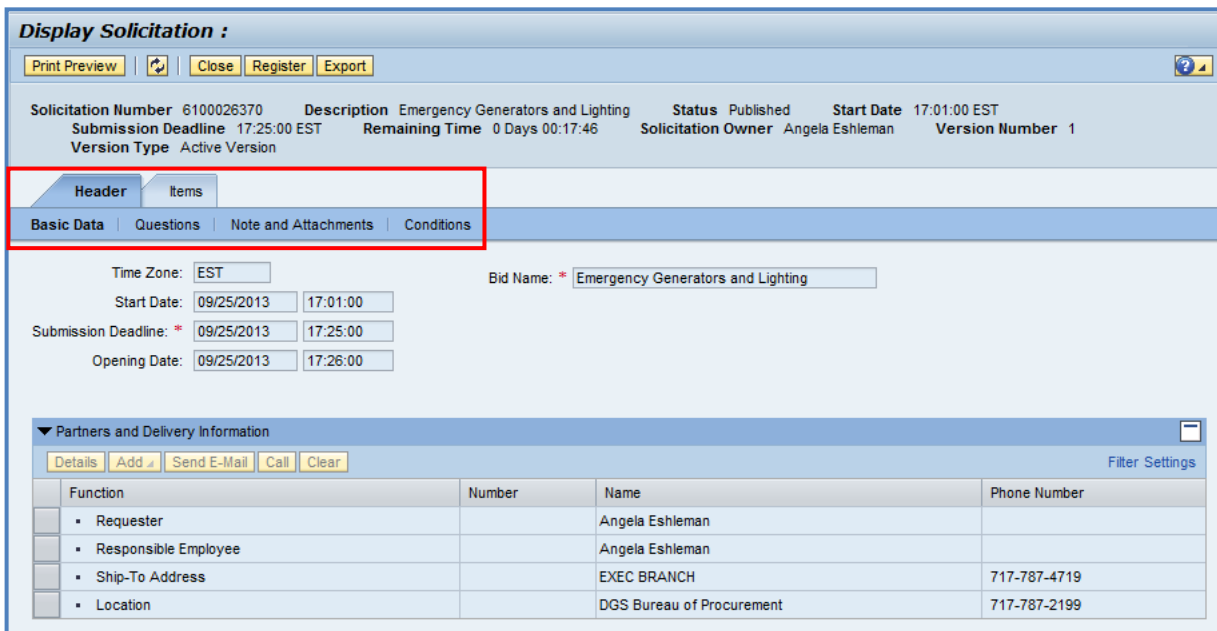
Viewing the Solicitation

1. Select the Solicitation number to display the document.



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

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



Display Solicitation :

Print Preview | Close | Register | Export

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

Header | Items

Basic Data | Questions | Note and Attachments | Conditions

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

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

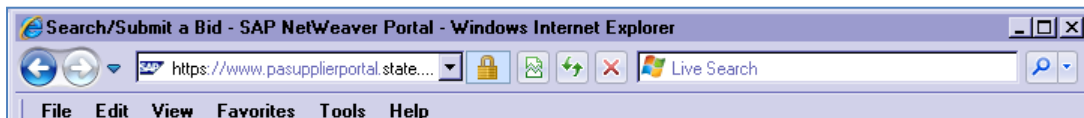
Partners and Delivery Information

Details | Add | Send E-Mail | Call | Clear Filter Settings

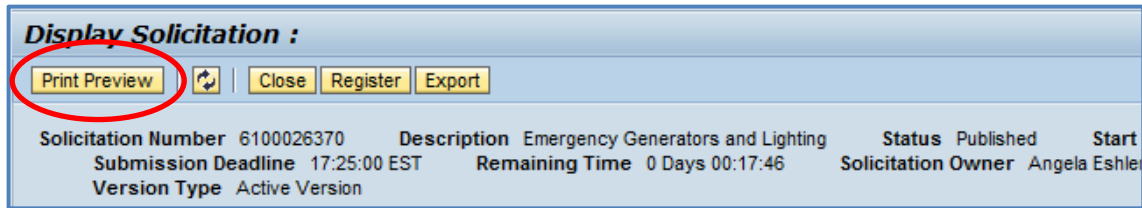
Function	Number	Name	Phone Number
Requester		Angela Eshleman	
Responsible Employee		Angela Eshleman	
Ship-To Address		EXEC BRANCH	717-787-4719
Location		DGS Bureau of Procurement	717-787-2199



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



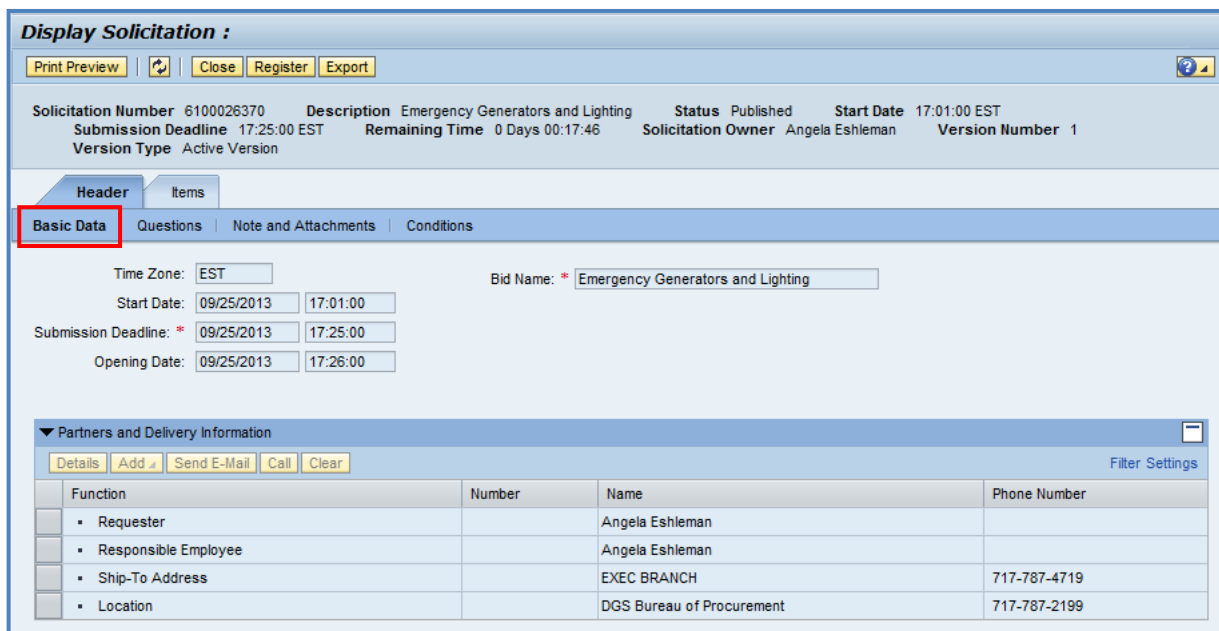
You may also view, download, and/or print an Adobe PDF copy of the Solicitation document by selecting the **Print Preview** button.



Header Tab

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

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



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

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

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

The screenshot shows a software interface with a 'Header' and 'Items' section. The 'Note and Attachments' tab is highlighted with a red box. Below this, there are two sections: 'Notes' and 'Attachments'.

Notes Section:

Category	Description
Tendering text	The Commonwealth of PA is soliciting bids for purchase a...
	-Empty-

Attachments Section:

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



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

After selecting Create Response as described on Page 10 of this Guide, the new *Notes and Attachments* section is reserved for the supplier to add their own comments along with uploading completed documents.

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

Items Tab

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

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

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

Display Solicitation :

Print Preview Close Register Export

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

Header Items

Item Overview

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

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

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

Item: Generators

Item Data Questions Notes and Attachments Conditions

Identification

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

Further Properties

Manufacturer Part Number: _____ External Manufacturer: _____

Partners and Delivery Information

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

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

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

Item: Generators

Item Data Questions Notes and Attachments Conditions

Notes

Clear Filter Settings

Category	Description
Tendering text	Honda EU2000iAC 2000 Watt Inverter Generator

Attachments

Add Attachment Edit Description Versioning Delete Filter Settings

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

Responding to the Solicitation

1. Select the **Register** button.

The screenshot shows the 'Display Solicitation' interface. At the top, there are buttons for 'Print Preview', 'Close', 'Register', and 'Export'. The 'Register' button is circled in red. Below the buttons, the following information is displayed:

Solicitation Number	6100026370	Description	Emergency Generators and Lighting	Status	Published	Start Date	17
Remaining Time	0 Days 00:14:24	Solicitation Owner	Angela Eshleman	Version Number	1	Version Type	

Below this is a tabbed interface with 'Header' and 'Items' tabs. The 'Items' tab is active, showing an 'Item Overview' section with a table of items:

Line Number	Item Type	Option Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Cur
	Material			Generators		26131803		15.000	EA	
	Material			Lighting		39111800		15.000	EA	

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

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

The screenshot shows the 'Display Solicitation' interface. At the top, there are buttons for 'Print Preview', 'Close', 'Create Response', and 'Export'. The 'Create Response' button is highlighted with a red box. Below the buttons, a message is displayed:

You are registered to the RFX and will be informed of changes

Below this is a tabbed interface with 'Header' and 'Items' tabs. The 'Header' tab is active, showing the following information:

Solicitation Number	6100026370	Description	Emergency Generators and Lighting	Status	Published	Start Date	17:01:00
Submission Deadline	17:25:00 EST	Remaining Time	0 Days 00:13:43	Solicitation Owner	Angela Eshleman	Vers	
Version Type	Active Version						

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

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

3. Select the *Questions* sub-tab.

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', and 'Save'. Below the buttons, there are two error messages:

- Question "Has the submitter read, and does the submitter und" is mandatory; maintain Question value
- Question "Is the offer in accordance with the "Representation" is mandatory; maintain Question value

Below the error messages, the following information is displayed:

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

Below this is a tabbed interface with 'Header', 'Items', 'Summary', and 'Tracking' tabs. The 'Header' tab is active, showing a sub-tabbed interface with 'Basic Data', 'Questions', and 'Notes and Attachments' sub-tabs. The 'Questions' sub-tab is highlighted with a red box.

Below the sub-tabs, there are two sections: 'Event Parameters' and 'Status and Statistics'.

Event Parameters

Validity Period: [] - []
Currency: United States Dollar
Target Value of RFX Response: [] 0.00 USD

Status and Statistics

Created On: 09/25/2013 17:12:11 EST
Created By: Mr. S [] h
Last Processed On: 09/25/2013 17:12:11 EST
Last Processed By: Mr. S [] h

Below these sections is a section for 'Partners and Delivery Information' with a table:

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

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

Create Response

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

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

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

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

Header | Items | Summary | Tracking

Basic Data | Questions | Notes and Attachments

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

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

Create Response

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

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

Header | Items | Summary | Tracking

Basic Data | Questions | Notes and Attachments


Notes

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

Attachments

Add Attachment | Edit Description | Versioning | Delete

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

 **Important Note: Many solicitations require that pricing be provided on a Bid Item Sheet attachment. For these types of solicitations, the Bid Item Sheet should be completed at attached at this time along with any required price list(s).**

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

7. Select the *Items* tab.

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

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

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

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

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

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

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

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

10. Select the *Summary* tab.

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

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

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

12. Select the **Check** button.

The screenshot shows the 'Create Response' interface. At the top, there is a navigation bar with buttons: Submit, Read Only, Print Preview, Check (circled in red), Close, and Save. Below this, there is a summary section with the following information: Solicitation Response Number 6500067066, Solicitation Number 6100026370, Status RFX C, Opening Date 09/25/2013 17:26:00 EST, Solicitation Owner 0 Days 00:07:10, Version Number Active Version, and RFX Version Number 1. At the bottom, there are tabs for Header, Items, Summary (selected), and Tracking. The RFX Response Number is displayed as 6500067066.

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

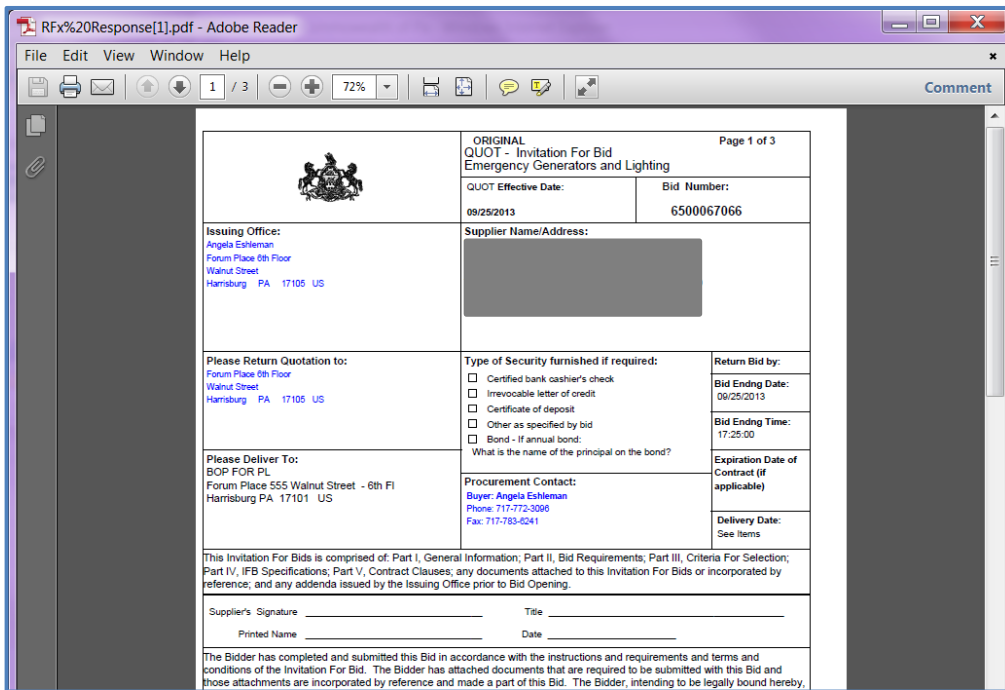
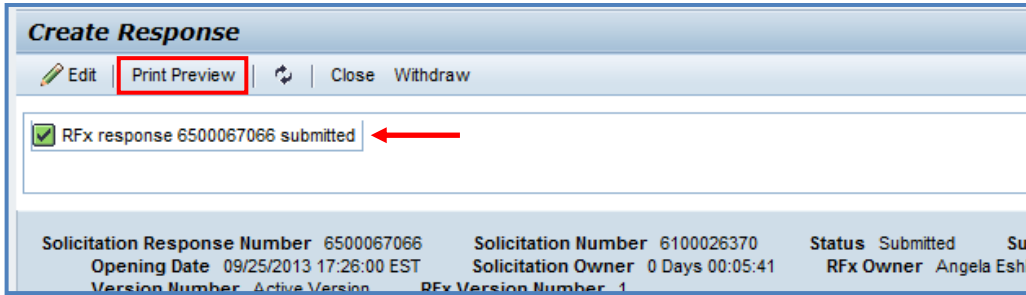
Note: Errors that must be resolved in order for you to submit your bid response are indicated by . Messages with are provided for informational purposes only and can be disregarded.

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

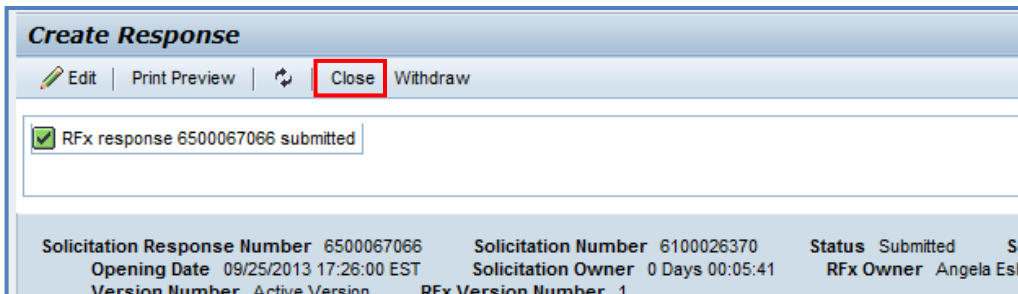
The screenshot shows the 'Create Response' interface. At the top, there is a navigation bar with buttons: Submit (highlighted with a red box), Read Only, Print Preview, Check, Close, and Save (highlighted with a red box). Below this, there is a message box with a green checkmark and the text: 'RFX response is complete and contains no errors'. Below the message box, there is a summary section with the following information: Solicitation Response Number 6500067066, Solicitation Number 6100026370, Status In Process, Opening Date 09/25/2013 17:26:00 EST, Solicitation Owner 0 Days 00:07:10, RFX Owner Angela Es, Version Number Active Version, and RFX Version Number 1. At the bottom, there are tabs for Header, Items, Summary (selected), and Tracking. The RFX Response Number is displayed as 6500067066.

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

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



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



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

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

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

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

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

Create Response

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

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

Header Items Summary Tracking

Basic Data Questions Notes and Attachments

Event Parameters

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

Status and Statistics

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

Partners and Delivery Information

Details Send E-Mail Call Clear [Filter Settings](#)

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

Edit a RFX Response

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

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

Create Response

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

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

Header **Items** Summary Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Unit	Price	Currency	Price
1	Generators	Material		26131803	GENERATOR CONTROL/PR	15.000	EA	894.24	USD	
2	Lighting	Material		39111800	LIGHTING ACCESSORIES	15.000	EA	1250.00	USD	
3		Material						0.00	USD	

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

Create Response

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

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

Header Items **Summary** Tracking

RFX Response Number: 6500067066

Items with Response: 2 out of 2 items responded to

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

Notes: 3 notes added

Attachments: 1 attachments added

Conditions: 2 conditions added

Total RFX Response Value: 32,163.60 USD

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

Create Response

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

RFX response is complete and contains no errors

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

A message displays confirming submission of the updated Response.

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

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Edit', 'Print Preview', a refresh icon, 'Close' (highlighted in red), and 'Withdraw'. Below this is a message box with a green checkmark and the text 'RFx response 6500067066 submitted'. A summary table is displayed below the message:

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

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

Withdraw/Re-Submit a RFx Response

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

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Edit', 'Print Preview', a refresh icon, 'Close', and 'Withdraw' (highlighted in red). Below this is a summary table:

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

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

A message displays confirming that the Response was withdrawn.

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

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

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Edit', 'Print Preview', a refresh icon, 'Check', 'Close', and 'Re-Submit' (highlighted in red). Below this is a message box with a green checkmark and the text 'RFx response 6500067066 (Emergency Generators and Lighting) withdrawn'. A summary table is displayed below the message:

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

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

A message displays confirming resubmission of the Response.

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

Create Response

Edit | Print Preview | **Close** | Withdraw

Rfx response 6500067066 (Emergency Generators and Lighting) resubmitted


Rfx response is complete and contains no errors

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

Header | Items | **Summary** | Tracking

Rfx Response Number: 6500067066

Items with Response: 2 out of 2 items responded to

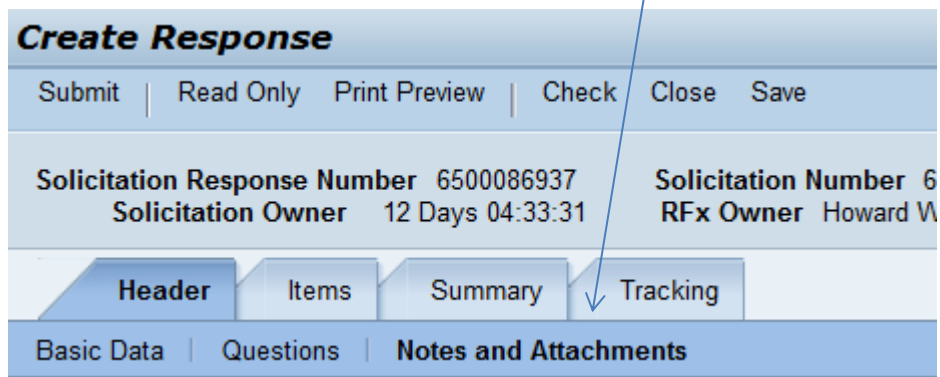
	If you need assistance with viewing and/or responding to a solicitation in the PA Supplier Portal , please contact the <i>Customer Service Center</i> by dialing toll-free (877) 435-7363 and select Option 2, or send an e-mail to srmhelp@pa.gov .
---	--

END

ATTACHING DOCUMENTS TO A BID AT WWW.PASUPPLIERPORTAL.STATE.PA.US

After you have begun your response to a solicitation, answered the mandatory questions under the Header Tab and entered pricing under the Items tab (if applicable) and need to upload documents to your response, follow this step by step guide:

1. Under the Header Tab, Select Notes and Attachments:



2. Scroll down to see all the documents the Purchasing Agent/Commodity Specialist attached to the solicitation, **please review all documents.**

Example:

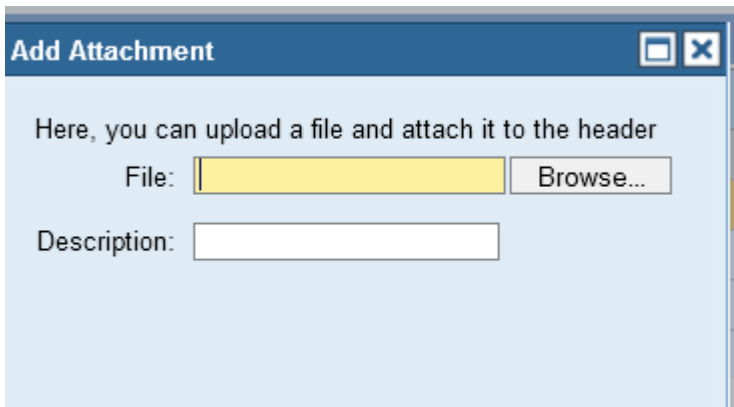
▼ Attachments									
Add Attachment Edit Description Versioning Delete									Filter Setting
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Reciprocal Limitations	Rec Limbs.doc	1		<input type="checkbox"/>	doc	72	P00046012	02/24/2015
Legal Document	Terms & Conditions	Document	1		<input type="checkbox"/>	pdf	83	SRMRFC	02/24/2015

3. Determine which documents must be completed and attached to your response.
4. After completing documents that must be included with your response, save them to your computer so you can easily find them later.
5. When responding to the solicitation and ready to submit your documents, go to Header Tab, Notes and Attachments and select ADD ATTACHMENT:

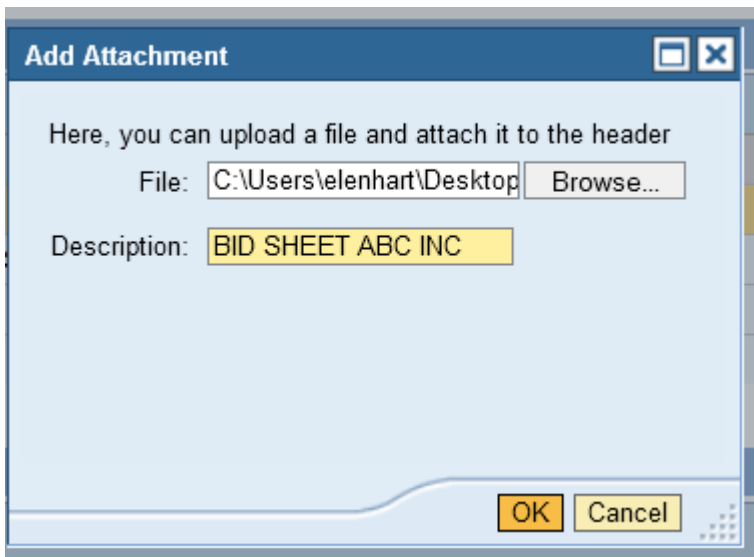
▼ Attachments									
Add Attachment Edit Description Versioning Delete									Filter Setting
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Reciprocal Limitations	Rec Limbs.doc	1		<input type="checkbox"/>	doc	72	P00046012	02/24/2015
Legal Document	Terms & Conditions	Document	1		<input type="checkbox"/>	pdf	83	SRMRFC	02/24/2015

If Add Attachment is not available, make sure you are in Edit Mode and not Display mode.

6. This pop up window will appear:



7. Using the Browse field, find your saved document.
Type in your description of the document and select OK.



8. When successfully attached, your document will appear as an attachment:

▼ Attachments	
Add Attachment Edit Description Versioning ▲ Delete	
Category	Description
Standard Attachment	BID SHEET ABC INC
Standard Attachment	Reciprocal Limitations
Legal Document	Terms & Conditions

- 9. Note: system will only allow one document to be attached at a time, repeat as necessary.

Under the Summary Tab, attachment(s) will also be listed.

Create Response			
Submit	Read Only	Print Preview	Check Close Save
Solicitation Response Number	6500086937	Solicitation Number	6100033022
Solicitation Owner	12 Days 04:22:39	RFX Owner	Howard Walk
Status	In Process	Submission Deadline	03/1
Response Version Number		0.00 USD	Versi
Header	Items	Summary	Tracking
RFX Response Number: 6500086937			
Items with Response: 2 out of 2 items responded to			
Questions: 2 out of 2 questions answered (2 out of 2 mandatory)			
Notes: 3 notes added			
Attachments: 1 attachments added			
Conditions: No Conditions Added			
Total RFX Response Value: 0.00 USD			

- 10. When response is complete, select CHECK and SUBMIT to transmit your response (bid) to the purchasing agent.
- 11. If assistance is required, contact the help desk at 877-435-7363 option 2.