

Locating and Responding to a Solicitation

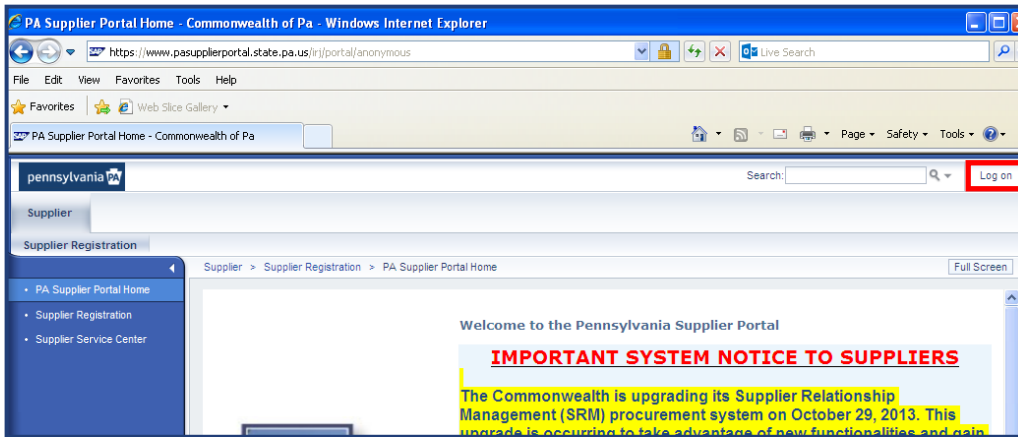
[Locating a Solicitation](#) | [Viewing the Solicitation](#) | [Header Tab](#) | [Items Tab](#) |

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

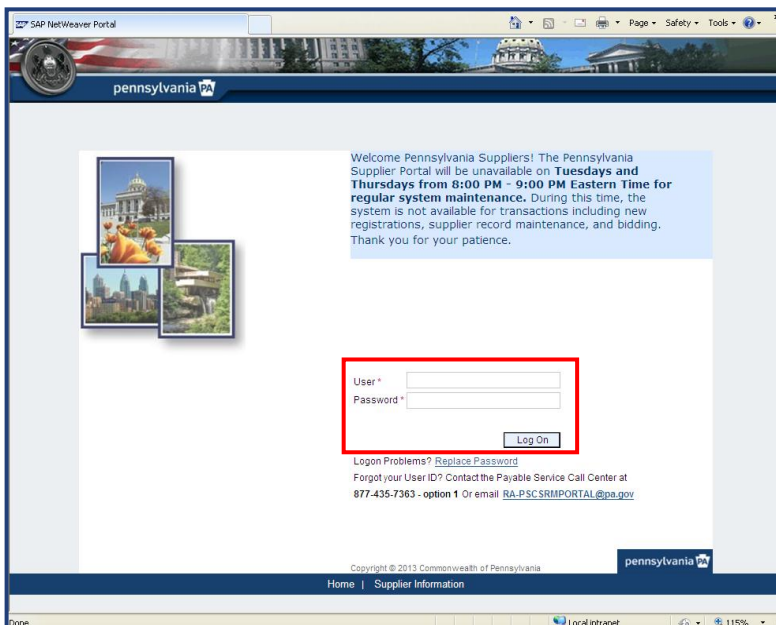
Locating a Solicitation

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

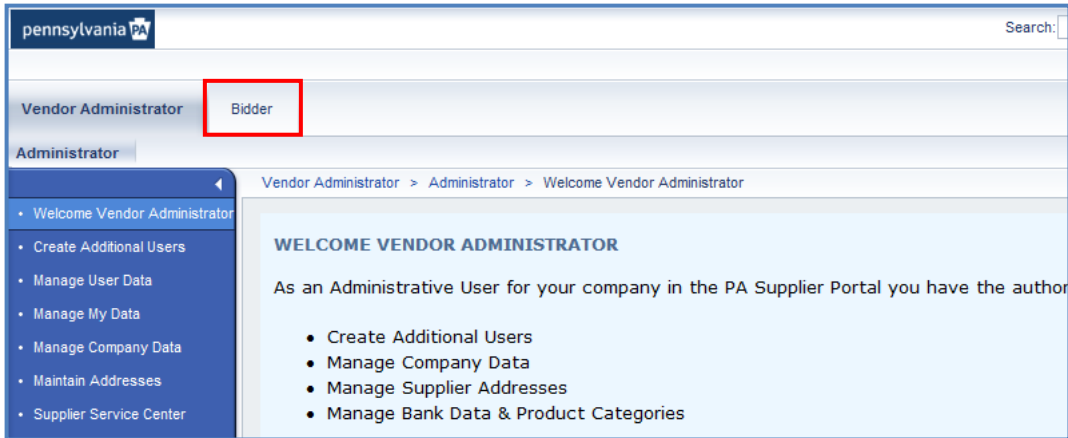
1. Open your web browser and enter www.pasupplierportal.state.pa.us.
2. Select the **Log on** button.



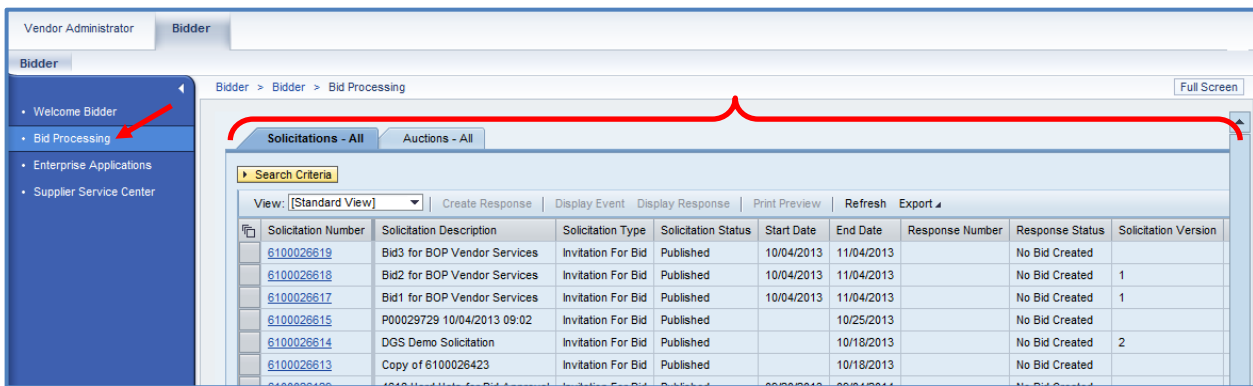
3. Enter the User ID and Password you created when you registered as a supplier, and select the **Log On** button.



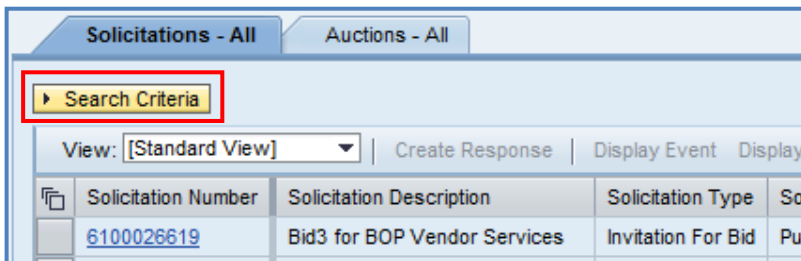
4. Choose the **Bidder** role to begin. (Note – If you have been assigned only the Bidder role by your company, you will not need to perform this step because it will already be chosen by default.)



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.



5. Select the **Search Criteria** button to display the available search fields.



By default, the **Solicitation Status** field will display Current RFx. However, you may adjust the search criteria in your POWL at any time to customize your queries.

The screenshot shows the 'Solicitations - All' tab in the POWL interface. Under the 'Search Criteria' section, the 'Solicitation Status' dropdown is highlighted with a red box and set to 'Current RFx'. Other search criteria include Solicitation Number, Creation Date, Deadline Date Flag, Status, Response Timeframe, and Smart Number. At the bottom, there are 'Apply' and 'Clear' buttons, and a table header with columns: Solicitation Number, Solicitation Description, Solicitation Type, Solicitation Status, and Start Date.



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

Solicitation Number: The number assigned to the Solicitation document.

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

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

Creation Date: The data that the Solicitation was created.

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

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

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

- Saved
- Bid submitted
- Bid Rejected

- Bid Accepted
- Transaction Completed
- Deleted
- Bid returned

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

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

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

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

Solicitations - All

Auctions - All

▼ Search Criteria

Solicitation Number:

To

Solicitation Status:

Creation Date:

To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Apply Clear

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

[illegible]



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 Responses.

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.

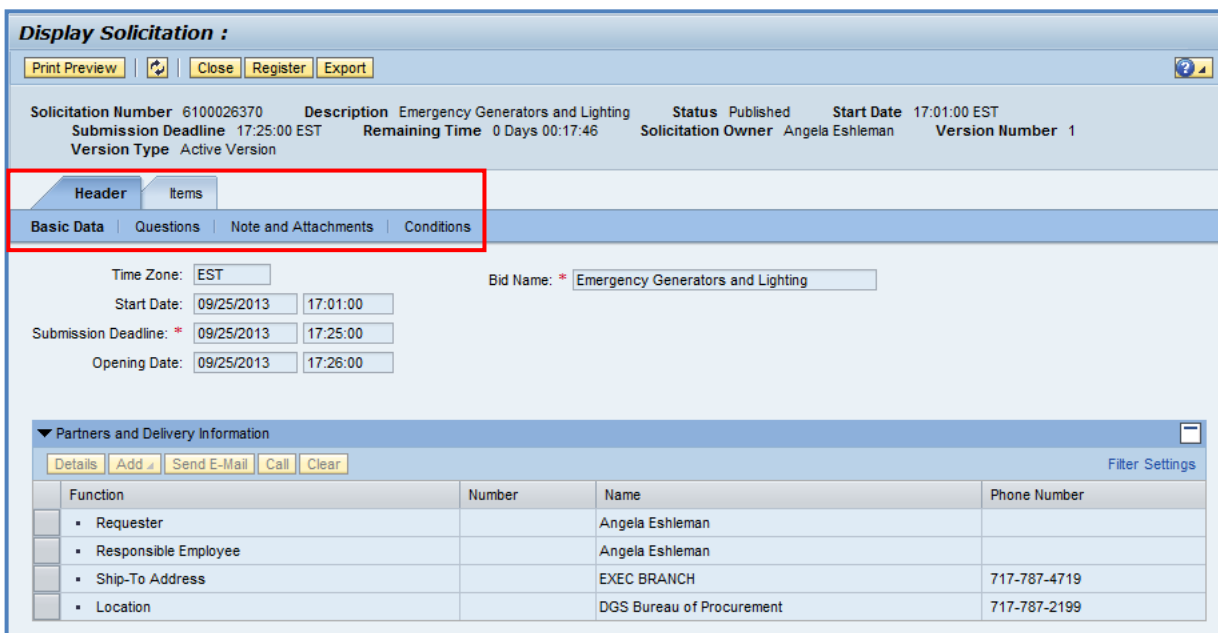
Viewing the Solicitation

1. Select the Solicitation number to display the document.



View: [Standard View]	Create Response	Display Event	Display Response	Print Preview	Refresh	Export													
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

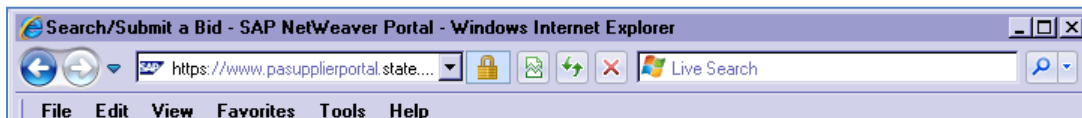
▼ Partners and Delivery Information

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.

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 Type Active Version

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.

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 **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

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.

Note and Attachments

Notes

Clear Filter Settings

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

Attachments

Add Attachment Edit Description Versioning Delete Filter Settings

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		☐	docx	14	P00068292	09/25/2013
Standard Attachment	Specifications for Lighting	Specifications for Lighting.docx	1		☐	docx	19	P00068292	09/25/2013
Standard Attachment	Specifications for Generator	Specifications for Generator.docx	1		☐	docx	16	P00068292	09/25/2013
Legal Document	Terms and Conditions	Document	1		☐	pdf	44	SRMRFC	09/25/2013

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

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:
Product Category: GENERATOR CONTROL/PR
Lot: ☐

Currency, Values and Pricing

Required Quantity: Each

Service and Delivery

Further Properties

Manufacturer Part Number:
External Manufacturer:

Partners and Delivery Information

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

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

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

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

Item : Generators

Item Data | Questions | **Notes and Attachments** | Conditions

Notes

Clear | Filter Settings

Category	Description
Tendering text	Honda EU2000IAC 2000 Watt Inverter Generator

Attachments

Add Attachment | Edit Description | Versioning | Delete | Filter Settings

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

Responding to the Solicitation

1. Select the **Register** button.

Display Solicitation :

Print Preview | | Close | **Register** | Export

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

Header | **Items**

Item Overview

Details | Add Line | Add Subline | | Cut | Copy | Paste | Delete

Line Number	Item Type	Option Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Curr
1	Material			Generators	☐	26131803		15.000	EA	
2	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.

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

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

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 attribute 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

Is the offer in accordance with the "Representations and Authorizations" listed in section "Submission - 001.1" of the attached solicitation document?

Has the submitter read, and does the submitter understand, the "Representations and Authorizations" listed in section "Submission - 001.1" of the attached solicitation document?

Reply Comment

- 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

Clear Filter Settings

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 Filter Settings

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

- Select the *Items* tab.
- In the *Item Overview* area, enter your pricing data in the **Price** field for each line item.

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

Item Overview

Details Add New Copy Paste Delete Calculate Value Filter Expand All Collapse All Settings

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Unit	Price	Currency	Price Per	Total Value	RFX / Response	RFX / Response	Internal Item Number
1	Generators	Material	26131803	GENERATOR CONTROL/P	15.000	EA	894.24	USD	1	0.00	0/0	1/0	1	
2	Lighting	Material	39111800	LIGHTING ACCESSORIES	15.000	EA	0.00	USD	1	0.00	0/0	1/0	2	
3		Material					0.00	USD	1					
4		Material					0.00	USD	1					
5		Material					0.00	USD	1					
6		Material					0.00	USD	1					
7		Material					0.00	USD	1					
8		Material					0.00	USD	1					
9		Material					0.00	USD	1					
10		Material					0.00	USD	1					
Total Value											0.00	USD		

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

The screenshot shows a web application window titled "Details for Item Lighting". It has several tabs: "Item Data", "Questions", "Notes and Attachments", "Conditions", and "Payment". The "Item Data" tab is active. Under "Basic Data", there is an "Identification" section with fields for "Product Category" (39111800), "Product ID", "Description" (Lighting), "Currency" (United States Dollar), "Quantity" (15.000 EA), "Price" (1294.97), "SD Per" (1), and "Net value" (0.00). The "Price" field is highlighted with a red rectangle. Below this is a "Further Properties" section with fields for "Supplier Product Number", "Manufacturer Part Number", and "External Manufacturer". To the right is a "Status and Statistics" section. At the bottom is a "Partners and Delivery Information" section with a table showing details for Requester, Ship-To Address, and Location.

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.

The screenshot shows the "Create Response" form with the "Summary" tab selected. The "Summary" tab is highlighted with a red rectangle. The form displays various response statistics: "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", and "Total RFx Response Value: 32,838.15 USD".

12. Select the **Check** button.

The screenshot shows the "Create Response" form with the "Check" button highlighted by a red circle. The form displays the same response statistics as the previous screenshot. The "Check" button is located in the top navigation bar, between "Print Preview" and "Close".

13. Review all resulting messages and resolve any errors, if applicable.
14. Select the **Submit** button if your bid response is complete, or **Save** if you are not yet ready to submit.

Create Response

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

☒ RFX response is complete and contains no errors

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

Header Items **Summary** Tracking

RFX Response Number: 6500067066

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

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

Create Response

Edit **Print Preview** Close Withdraw

☒ RFX response 6500067066 submitted

Solicitation Response Number	6500067066	Solicitation Number	6100026370	Status	Submitted
Opening Date	09/25/2013 17:26:00 EST	Solicitation Owner	0 Days 00:05:41	RFX Owner	Angela Esh
Version Number	Active Version	RFX Version Number	1		

RFx%20Response[1].pdf - Adobe Reader

File Edit View Window Help

1 / 3 72%

Page 1 of 3

ORIGINAL QUOT - Invitation For Bid Emergency Generators and Lighting

QUOT Effective Date: 09/25/2013 Bid Number: 6500067066

Issuing Office: Angela Eshleman, Forum Place 6th Floor, Walnut Street, Harrisburg PA 17105 US

Supplier Name/Address:

Please Return Quotation to: Forum Place 6th Floor, Walnut Street, Harrisburg PA 17105 US

Type of Security furnished if required:

Return Bid by:

Please Deliver To: BOP FOR PL, Forum Place 555 Walnut Street - 6th Fl, Harrisburg PA 17101 US

Procurement Contact: Buyer: Angela Eshleman, Phone: 717-772-3098, Fax: 717-783-4241

Expiration Date of Contract (if applicable):

Delivery Date: See Items

This Invitation For Bids is comprised of: Part I, General Information; Part II, Bid Requirements; Part III, Criteria For Selection; Part IV, IFB Specifications; Part V, Contract Clauses; any documents attached to this Invitation For Bids or incorporated by reference; and any addenda issued by the Issuing Office prior to Bid Opening.

Supplier's Signature _____ Title _____
Printed Name _____ Date _____

The Bidder has completed and submitted this Bid in accordance with the instructions and requirements and terms and conditions of the Invitation For Bid. The Bidder has attached documents that are required to be submitted with this Bid and those attachments are incorporated by reference and made a part of this Bid. The Bidder, intending to be legally bound hereby,

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

Create Response

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

☒ RFX response 6500067066 submitted

Solicitation Response Number 6500067066 Solicitation Number 6100026370 Status Submitted Su
Opening Date 09/25/2013 17:26:00 EST Solicitation Owner 0 Days 00:05:41 RFX Owner Angela Esh
Version Number Active Version RFX Version Number 1

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.

Solicitations - AllAuctions - All

Search Criteria

View: [Standard View]Create ResponseDisplay EventDisplay ResponsePrint PreviewRefreshExport

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 | **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: 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. Sh
Last Processed On: 09/25/2013 17:12:11 EST
Last Processed By: Mr. Sh

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		
4		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' form. At the top, there is a navigation bar with buttons: Edit, Print Preview, a refresh icon, Close (highlighted with a red box), and Withdraw. Below this, a message box contains a green checkmark and the text 'RFx response 6500067066 submitted'. The main content area displays a summary of the response with the following details:

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

Below the summary, there are tabs for Header, Items, Summary (selected), and Tracking. At the bottom, 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' form. At the top, there is a navigation bar with buttons: Edit, Print Preview, a refresh icon, Close, and Withdraw (highlighted with a red box). Below this, a message box contains a green checkmark and the text 'RFx response 6500067066 submitted'. The main content area displays a summary of the response with the following details:

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

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

A message displays confirming that the Response was withdrawn.

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

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

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

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

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

A message displays confirming resubmission of the Response.

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

Create Response

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

☒ RFX response 6500067066 (Emergency Generators and Lighting) resubmitted

☒ RFX response is complete and contains no errors

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

Header | Items | **Summary** | Tracking

RFX Response Number: 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 *Customer Service Center* by dialing toll-free (877) 435-7363 and select Option 2, or send an e-mail to srmhelp@pa.gov.

END