

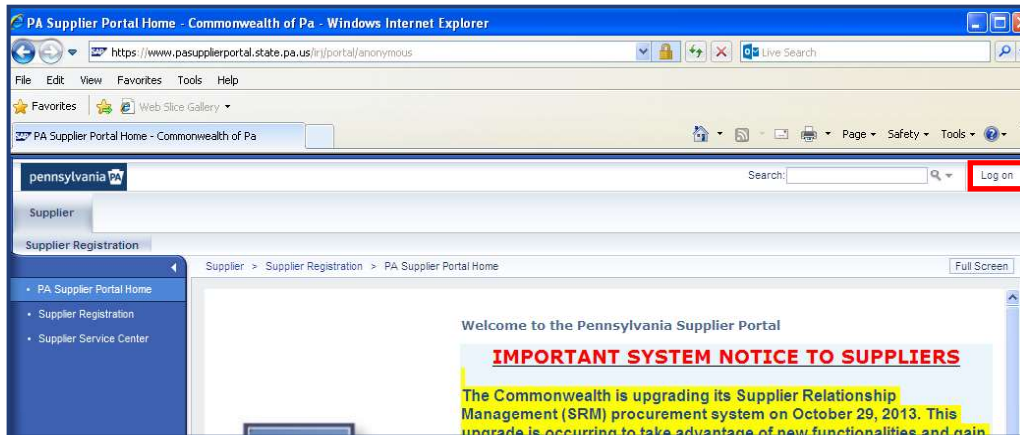
# Locating and Responding to a Solicitation

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

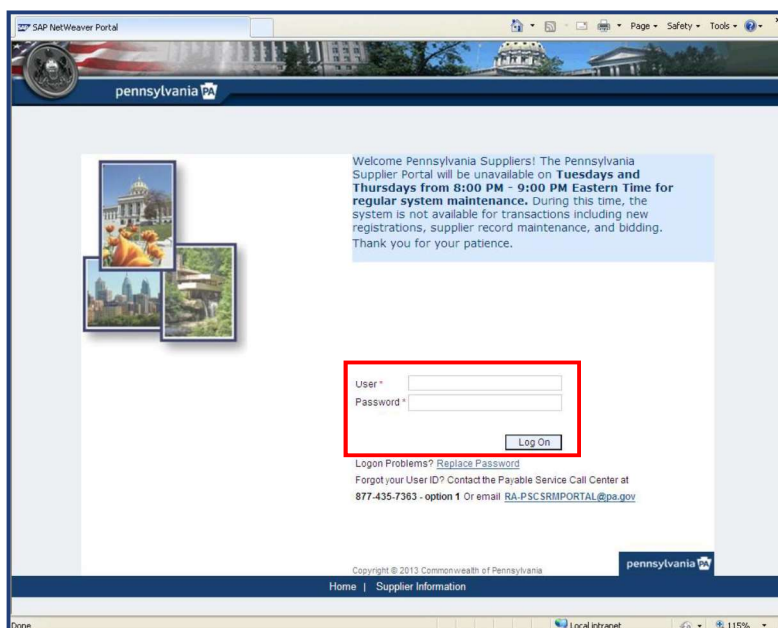
## Locating a Solicitation

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

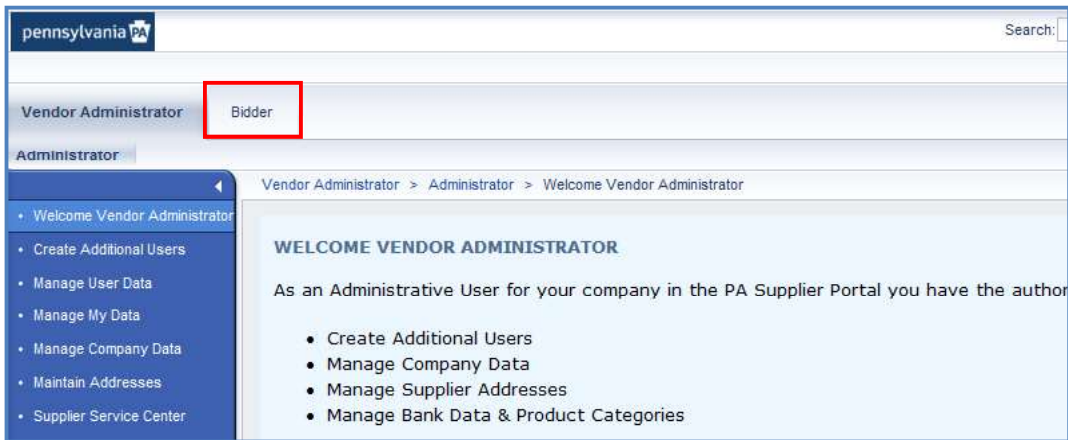
1. Open your web browser and enter [www.pasupplierportal.state.pa.us.](https://www.pasupplierportal.state.pa.us/)
2. Select the **Log on** button.



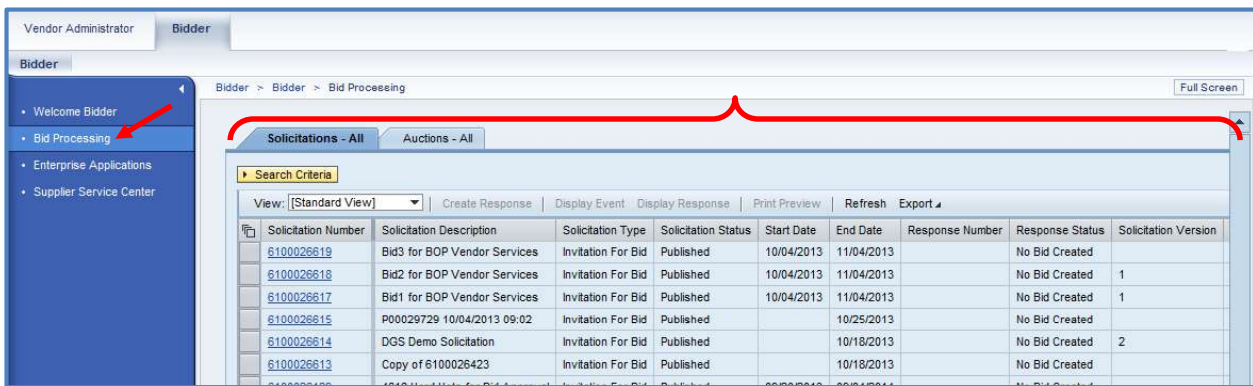
3. Enter the User ID and Password you created when you registered as a supplier, and select the **Log On** button.



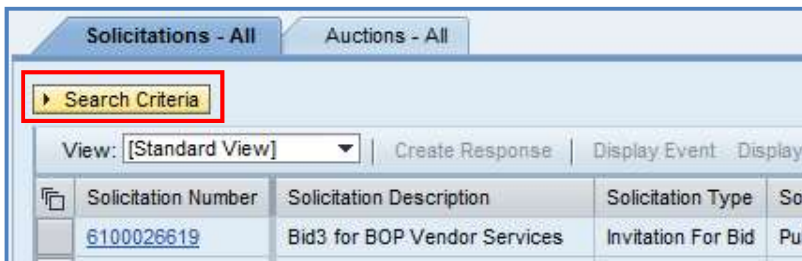
4. Choose the **Bidder** role to begin. (Note – If you have been assigned only the Bidder role by your company, you will not need to perform this step because it will already be chosen by default.)



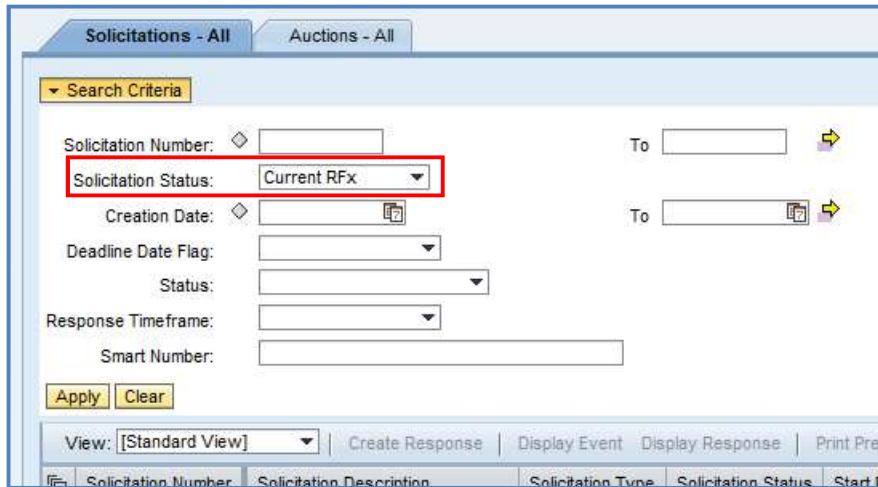
The resulting *Bid Processing* screen opens and will display your Personal Object Worklist (POWL). By default, the POWL will display all Solicitations (or RFx's) which are currently open for responses.



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.



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





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.

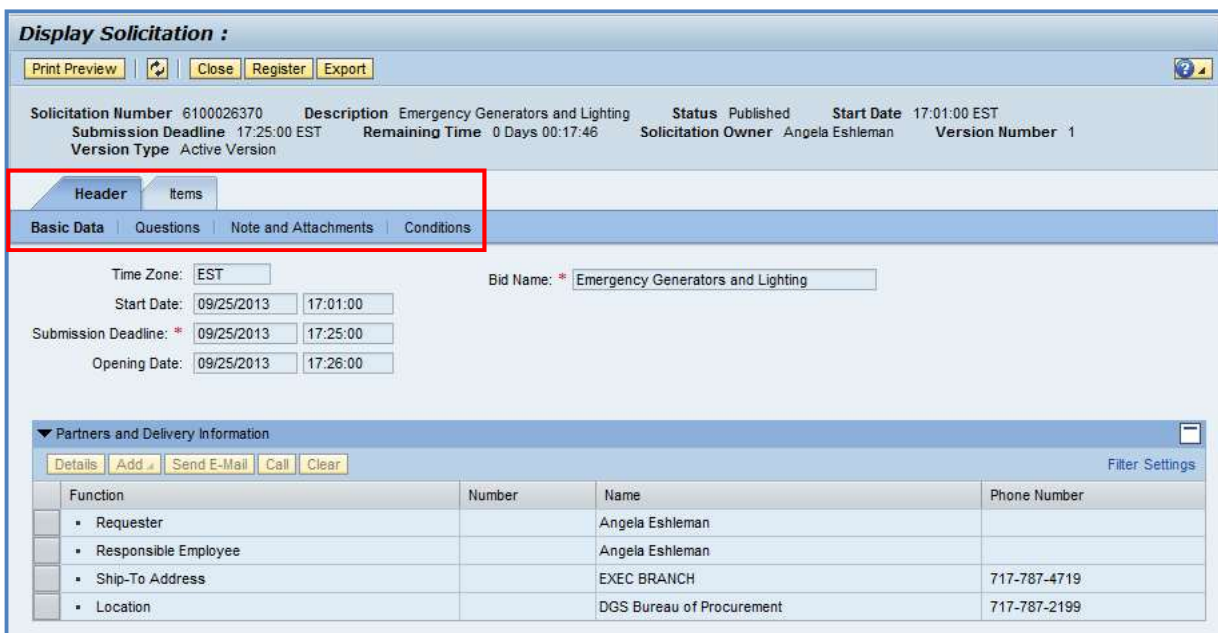
### Viewing the Solicitation

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.

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

## 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.

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		26131803	Generators				15.000	EA			1	0		1
2	Material		39111800	Lighting				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:

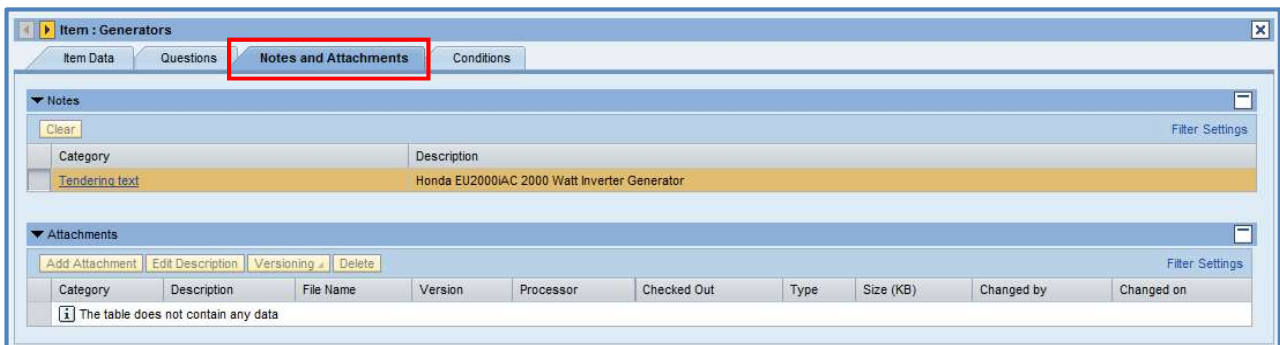
**Partners and Delivery Information**

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

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

Category	Description
Tendering text	Honda EU2000IAC 2000 Watt Inverter Generator

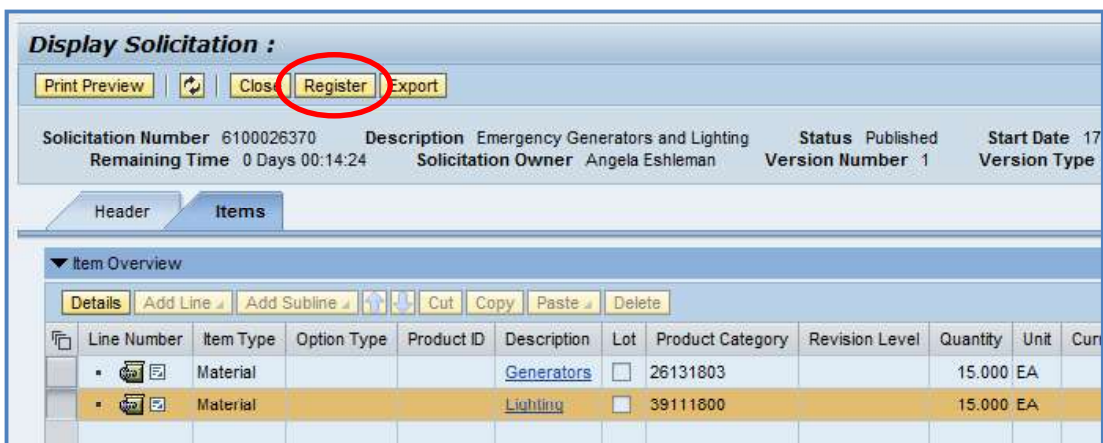
**Attachments**

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									

## 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	<input type="checkbox"/>	26131803		15.000	EA	
2	Material			Lighting	<input type="checkbox"/>	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	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.

**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	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	

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. Sha sh

Last Processed On: 09/25/2013 17:12:11 EST

Last Processed By: Mr. Sha 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

- 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...
<b>Bidder's Remarks</b>	-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  
 Solicitation Owner 0 Days 00:11:19 RFX Owner Angela Eshleman Response Version Number 0.00 USD Version Number Active Version  
 Opening Date 09/25/2013 17:26:00 EST 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	28131003	GENERATOR CONTROL/P	15.000	EA	894.24	USD	1	0.00	0/0	1/0	1	
2	Lighting	Material	29111500	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.

**Details for item Lighting**

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

**Basic Data**

**Identification**

Product Category: 39111800 LIGHTING ACCESSORIES  
Product ID:   
Description: Lighting  
Currency: United States Dollar  
Quantity: 15,000 EA  
Price: 1294.97  
SD Per: 1 EA  
Net value: 0.00

**Further Properties**

Supplier Product Number:   
Manufacturer Part Number:   
External Manufacturer:

**Status and Statistics**

**Partners and Delivery Information**

Details

Function	Number	Name	Phone Number
Requester		Angela Eshleman	
Ship-To Address		FXFC 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.

**Create Response**

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

Solicitation Response Number: 6500067066  
Opening Date: 09/25/2013 17:26:00 EST  
Version Number: Active Version

Solicitation Number: 6100026370  
Solicitation Owner: 0 Days 00:07:10  
RFx Version Number: 1

Status: In Process  
Submission Deadline: 09/25/2013 17:25:00 EST  
RFx Owner: Angela Eshleman  
Response Version Number: 0.00 USD

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: 32,838.15 USD

12. Select the **Check** button.

**Create Response**

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

Solicitation Response Number: 6500067066  
Opening Date: 09/25/2013 17:26:00 EST  
Version Number: Active Version

Solicitation Number: 6100026370  
Solicitation Owner: 0 Days 00:07:10  
RFx Version Number: 1

Status: In Process  
Submission Deadline: 09/25/2013 17:25:00 EST  
RFx Owner: Angela Eshleman  
Response Version Number: 0.00 USD

Header | Items | **Summary** | Tracking

RFx Response Number: 6500067066



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 Es  
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 Esleman, 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 Esleman, Phone: 717-772-3096, Fax: 717-783-4241

This Invitation For Bids is comprised of: Part I, General Information; Part II, Bid Requirements; Part III, Criteria For Selection; Part IV, IFR 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: Printed Name: Title: 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.

The screenshot shows the 'Create Response' form. At the top, there are buttons: Edit, Print Preview, Close (highlighted with a red box), and Withdraw. Below the buttons, a message box says 'RFX response 6500067066 submitted'. At the bottom, there is a summary section with the following information:

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		

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.

The screenshot shows the POWL table. The 'Response Number' link '6500067066' is highlighted with a red box. The table has the following columns: Solicitation Number, Solicitation Description, Solicitation Type, Solicitation Status, Start Date, End Date, Response Number, Response Status, Solicitation Version, Response Version, Start Time, and End time.

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.

The screenshot shows the 'Create Response' form. At the top, there are buttons: Edit (highlighted with a red box), Print Preview, Close, and Withdraw (highlighted with a red box). Below the buttons, there is a summary section with the following information:

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

Below the summary section, there are tabs: Header, Items, Summary, and Tracking. The 'Header' tab is selected. Under the 'Header' tab, there are sections: Basic Data, Questions, and Notes and Attachments. The 'Basic Data' section is expanded, showing '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. Sh [ ]

Last Processed On: 09/25/2013 17:12:11 EST

Last Processed By: Mr. Sh [ ]

Below the 'Basic Data' section, there is a section: Partners and Delivery Information. It has a table with the following columns: Function, Number, Name, and Phone Number.

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	36131800	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 this, it says '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 this, it says '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

<b>Solicitation Response Number</b>	6500067066	<b>Solicitation Number</b>	6100026370	<b>Status</b>	Submitted
<b>Submission Deadline</b>	09/25/2013 17:25:00 EST	<b>Opening Date</b>	09/25/2013 17:26:00 EST	<b>Solicitation Owner</b>	0 Days 00:01:41
<b>RFX Owner</b>	Angela Eshleman	<b>Response Version Number</b>	0.00 USD	<b>Version Number</b>	Active Version
				<b>RFX Version Number</b>	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](mailto:srmhelp@pa.gov).

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