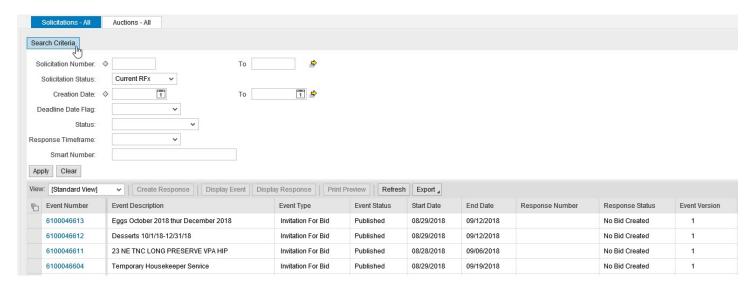
Locating and Responding to a Solicitation

Locating a Solicitation

- 1. Open your web browser and go to <u>www.pasupplierportal.state.pa.us</u>. Please note the important information regarding compatible browsers for the PA Supplier Portal website.
- 2. Select the **Log on** button at the top right of the page.
- 3. Enter the **User ID** and **Password** you created when you registered as a supplier and log on. *If you are unable to log in, please call the Help Desk at (877) 435-7363 and selection Option #1.*
- 4. Choose the **Bidder** tab to begin. If you do not see a Bidder tab, another person at your company with separate log-in credentials may have been assigned the Bidder role.



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



6. To search for and respond to a specific Solicitation, enter the **Solicitation Number** in the appropriate field and select the **Apply** button. The Solicitation will appear below. *Please ensure all fields below "Solicitation Status" are blank, as extra information such as "Status" or "Response Timeframe" may cause the system to skip over the desired Solicitation.*

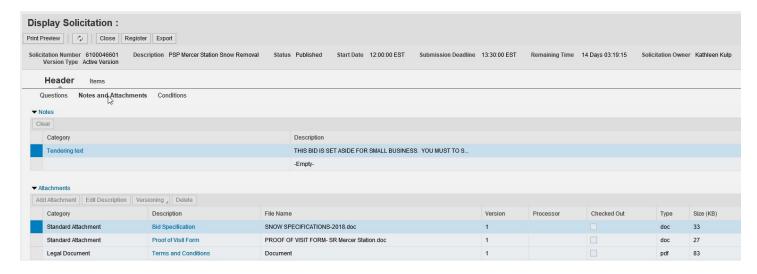


7. Click the blue **Event Number** link to open the Solicitation in a new window. *If your browser asks to allow pop-ups, select "Always Allow"*. *If the window still does not open, ensure all pop-up blockers are disabled.*

Viewing and Responding to a Solicitation

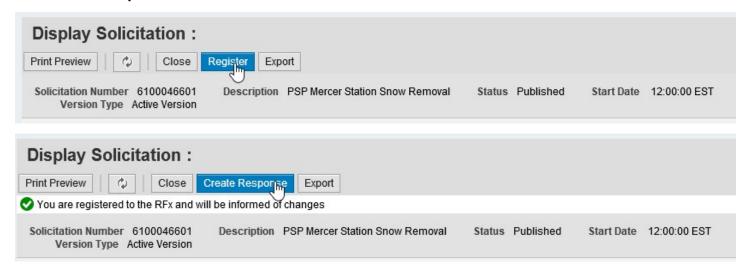
Before creating a response, browse the **Header** and **Items** tabs for bid information.

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

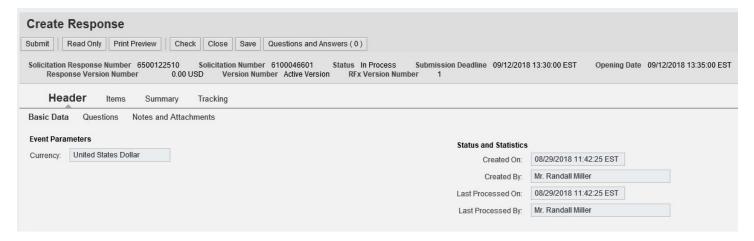


2. Download all required attachments (if necessary) by clicking the linked **Description** of each one. *It is highly recommended that you download and complete all required documents <u>before</u> creating a response.*

3. To begin your response, select **Register** to register your company for any potential change notices, then select the **Create Response** button.



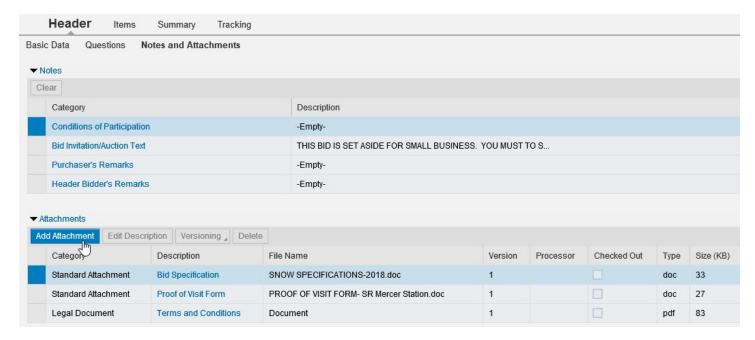
4. A new **Create Response** window will open (see below). To complete your response, a maximum of three steps must be completed before submitting. These can be done in any order.



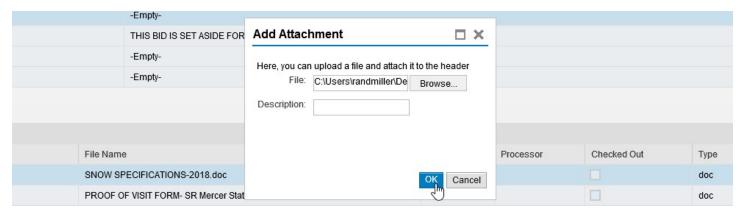
5. Under the default **Header** tab, select **Questions** to answer two mandatory questions. Select "Yes" from the **Reply** drop-down menu on each one to indicate that you have read and understood the listed attachments.



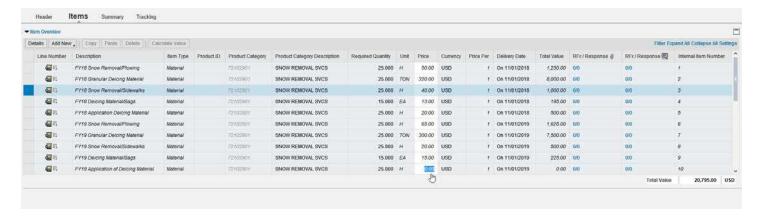
6. Under the **Header** tab section **Notes and Attachments**, select the **Header Bidder's Remarks** link to add any additional notes or select the **Add Attachment** button (highlighted below) to add any additional documents.



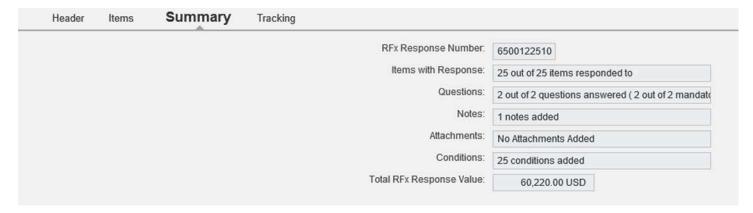
7. When the **Add Attachment window** pops up, select **Browse** to search your computer for a completed attachment, open the file, and click "OK" to add it to the list (see below). If you have more than one completed attachment to add, repeat this step as necessary. *If no attachments are required,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



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



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



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



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



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



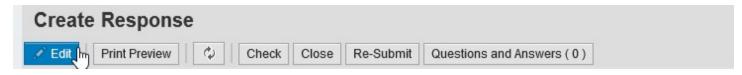
13. Close and Log Off to exit the PA Supplier Portal.

Saving a Solicitation Response

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

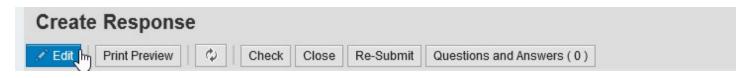


2. When ready to resume work, click the **Edit** button to pick up where you left off. *If you have logged off between sessions, open the Response Number link to find the Edit button.*



Editing or Withdrawing a Response

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



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



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