# Locating and Responding to a Solicitation

Locating a Solicitation

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

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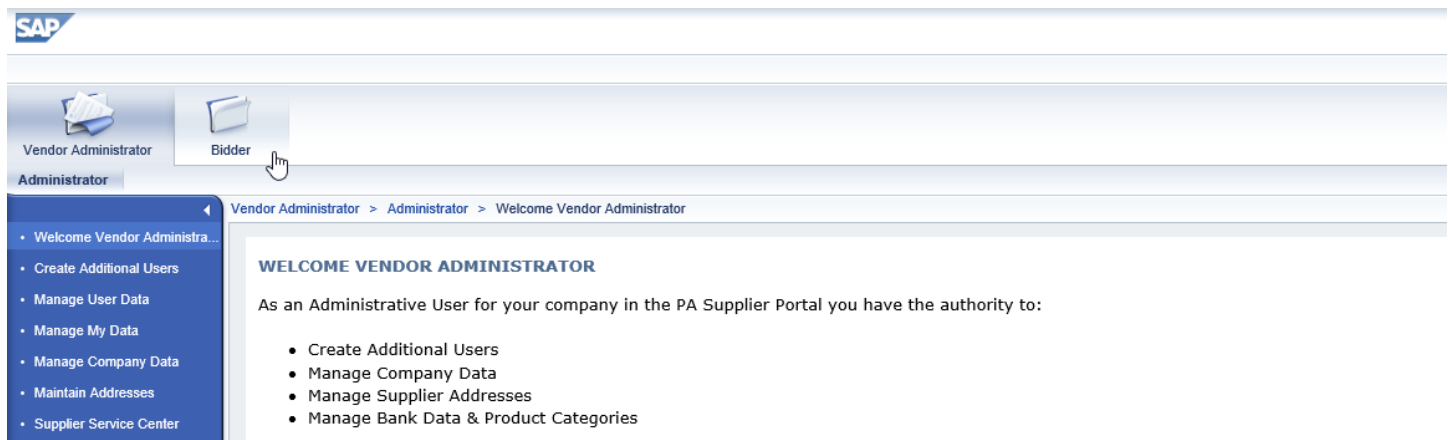
5. The **Bid Processing** screen will open and will display all Events currently open for responses. If the search fields seen below are not visible, select the **Search Criteria** button to display them.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
6100046613	Eggs October 2018 thru December 2018	Invitation For Bid	Published	08/29/2018	09/12/2018		No Bid Created	1
6100046612	Desserts 10/1/18-12/31/18	Invitation For Bid	Published	08/29/2018	09/12/2018		No Bid Created	1
6100046611	23 NE TNC LONG PRESERVE VPA HIP	Invitation For Bid	Published	08/28/2018	09/06/2018		No Bid Created	1
6100046604	Temporary Housekeeper Service	Invitation For Bid	Published	08/29/2018	09/19/2018		No Bid Created	1

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 before 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.*

9. 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.

Header	Items	**Summary**	Tracking		
			RFx Response Number:	6500122510	
			Items with Response:	25 out of 25 items responded to	
			Questions:	2 out of 2 questions answered (2 out of 2 mandato	
			Notes:	1 notes added	
			Attachments:	No Attachments Added	
			Conditions:	25 conditions added	
			Total RFx Response Value:	60,220.00 USD	

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

Create Response

| Submit | Read Only | Print Preview | Check | Close | Save | Delete | Questions and Answers (0) |

⚠️ In order to complete your bid as a valid bid response, you must select the Submit button.

Solicitation Response Number 6500122510   Solicitation Number 6100046601   Status Saved   Submission Deadline
Response Version Number   60,220.00 USD   Version Number Active Version   RFx Version Number   1

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

Create Response

| Submit | Read Only | Print Preview | Check | Close | Save | Questions and Answers (0) |

Solicitation Response Number 6500122510   Solicitation Number 6100046601   Status In Process   Submission Deadline
Response Version Number   60,220.00 USD   Version Number   C1   RFx Version Number   1

✅ RFx response 6500122510 submitted

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

Create Response

| ✏️ Edit | Print Preview | ↻ | Check | Close | Questions and Answers (0) |

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.