

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 on the Welcome page.



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. Once the User ID and Password are entered, a system message will display that a passcode has been sent to your email. Once the passcode is received, enter it into the space provided to access the system. *If you are unable to log in, please call the Help Desk at (877) 435-7363 and selection Option #1.*

Welcome Pennsylvania Suppliers!

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are **Internet Explorer 8.0 through 11.0**. Other products may work; however, full functionality cannot be assured.

Important System Notice to Suppliers

NOTICE: Multi-Factor Authentication has been enabled. Type in User, Password, and click Log On. Check your email for the emailed passcode that will allow continued access to the PA Supplier Portal screens.

User *

Password *

Logon Problems and Need Help?
For assistance, send email to: RA-PSCSRMPORTAL@pa.gov. Include tax identification number, vendor number, vendor name, user name, and detail of issue.

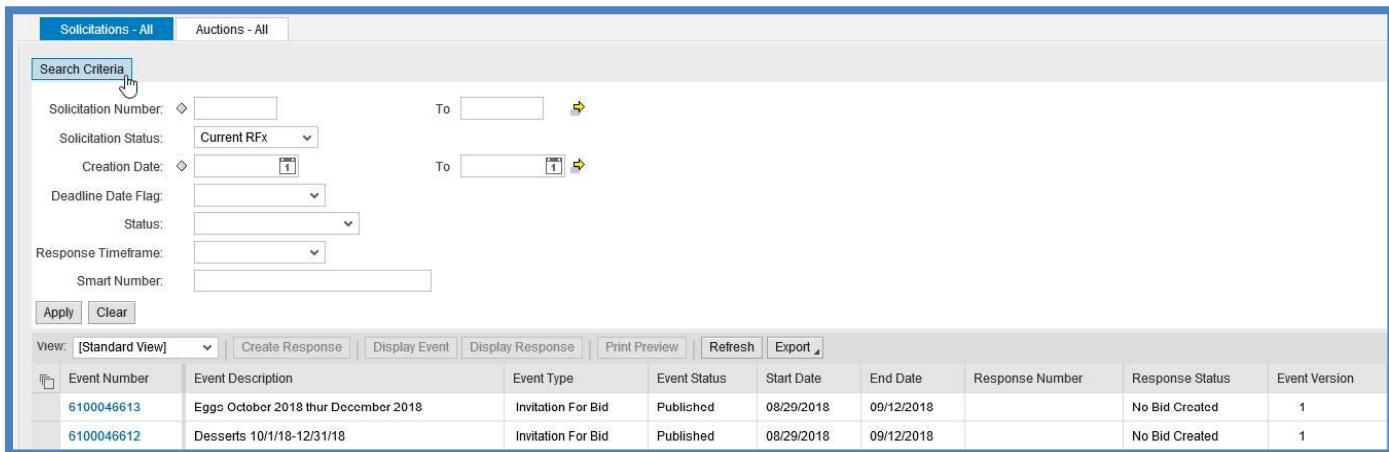
- [Forgot Your Password?](#)
- [Forgot Your UserID?](#)

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. Work with your company's Vendor Administrator determine who has the bidder access.



The screenshot shows the SAP Vendor Administrator interface. The top navigation bar has 'SAP' and 'Administrator' buttons. Below the navigation bar, there are two icons: 'Vendor Administrator' and 'Bidder'. The 'Bidder' icon is highlighted with a mouse cursor. The main content area shows the 'Welcome Vendor Administrator' page with the title 'WELCOME VENDOR ADMINISTRATOR'. It states: 'As an Administrative User for your company in the PA Supplier Portal you have the authority to:' followed by a list: '• Create Additional Users' and '• Manage Company Data'.

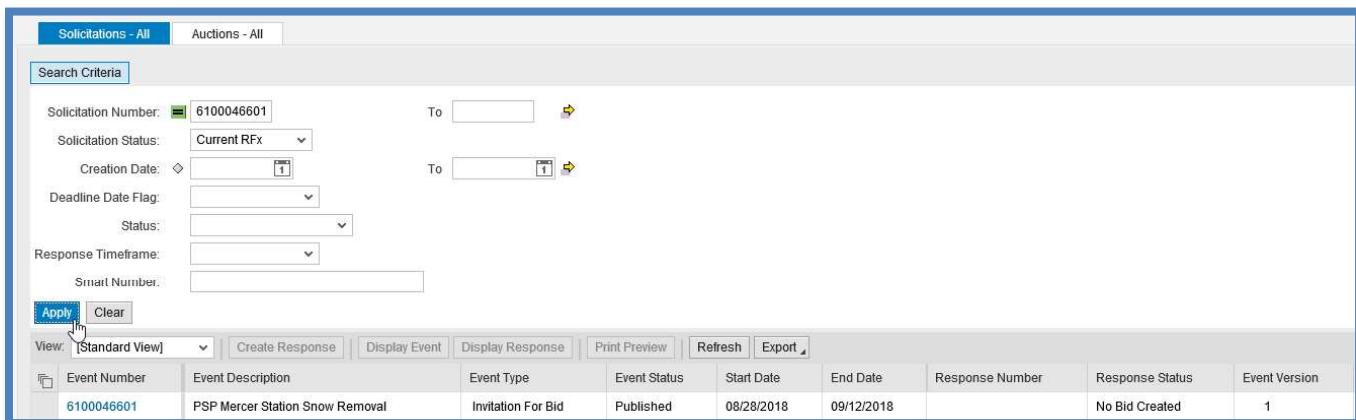
5. The **Bid Processing** screen will open and will display all Events currently open for responses on the **Solicitations – All** tab. If the search fields seen below are not visible, select the **Search Criteria** button to display them.



The screenshot shows the Bid Processing screen. At the top, there are tabs for 'Solicitations - All' and 'Auctions - All'. Below the tabs is a 'Search Criteria' button. The search criteria fields include: 'Solicitation Number' (with a dropdown and a 'To' field), 'Solicitation Status' (set to 'Current RFx'), 'Creation Date' (with a dropdown and a 'To' field), 'Deadline Date Flag' (dropdown), 'Status' (dropdown), 'Response Timeframe' (dropdown), and 'Smart Number' (text input). Below the search criteria are buttons for 'Apply' and 'Clear'. Underneath these are buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The main area displays a table of events:

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

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.*



The screenshot shows the Bid Processing screen with the 'Solicitations - All' tab selected. The 'Search Criteria' button is highlighted with a mouse cursor. The search criteria fields are identical to the previous screenshot. The main area displays a table of events, with the first row (Event Number 6100046601) highlighted in blue, indicating it is selected.

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.*

Display Solicitation :

Print Preview |  | Close | Register | Export

Solicitation Number	6100046601	Description	PSP Mercer Station Snow Removal	Status	Published	Start Date	12:00:00 EST	Submission Deadline	13:30:00 EST	Remaining Time	14 Days 03:19:15	Solicitation Owner	Kathleen Kulp
Version Type	Active Version												

Header Items

Questions Notes and Attachments Conditions

Notes

Clear

Category	Description
Tendering text	THIS BID IS SET ASIDE FOR SMALL BUSINESS. YOU MUST TO S...
	-Empty-

Attachments

Add Attachment | Edit Description | Versioning | Delete

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Standard Attachment	Bid Specification	SNOW SPECIFICATIONS-2018.doc	1	<input type="checkbox"/>	<input type="checkbox"/>	doc	33
Standard Attachment	Proof of Visit Form	PROOF OF VISIT FORM- SR Mercer Station.doc	1	<input type="checkbox"/>	<input type="checkbox"/>	doc	27
Legal Document	Terms and Conditions	Document	1	<input type="checkbox"/>	<input type="checkbox"/>	pdf	83

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

Display Solicitation :

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

Solicitation Number	6100046601	Description	PSP Mercer Station Snow Removal	Status	Published	Start Date	12:00:00 EST
Version Type	Active Version						

Display Solicitation :

Print Preview |  | Close | **Create Response** | Export

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

Solicitation Number	6100046601	Description	PSP Mercer Station Snow Removal	Status	Published	Start Date	12:00:00 EST
Version Type	Active Version						

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 steps are described below and can be done in any order.

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 09/12/2018 13:30:00 EST Opening Date 09/12/2018 13:35:00 EST
 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

Currency:

Status and Statistics

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

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.

a. Representations and Authorizations can be found in the Terms and Conditions found in the attachments.

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?

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.

Header Items Summary Tracking

Basic Data Questions **Notes and Attachments**

Notes

Conditions of Participation	-Empty-
Bid Invitation/Auction Text	THIS BID IS SET ASIDE FOR SMALL BUSINESS. YOU MUST TO S...
Purchaser's Remarks	-Empty-
Header Bidder's Remarks	-Empty-

Attachments

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Standard Attachment	Bid Specification	SNOW SPECIFICATIONS-2018.doc	1	<input type="checkbox"/>		doc	33
Standard Attachment	Proof of Visit Form	PROOF OF VISIT FORM- SR Mercer Station.doc	1	<input type="checkbox"/>		doc	27
Legal Document	Terms and Conditions	Document	1	<input type="checkbox"/>		pdf	83

- 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.*

- If the Add Attachments button is not available (grayed out), make sure you are in the Edit Mode and not Display mode.
- System will only allow one document to be attached at a time, repeat steps as necessary

-Empty-	THIS BID IS SET ASIDE FOR	<h3>Add Attachment</h3> <input type="checkbox"/> <input type="button" value="X"/> <p>Here, you can upload a file and attach it to the header</p> <p>File: <input type="text" value="C:\Users\randmiller\De"/> <input type="button" value="Browse..."/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>		
File Name	Processor	Checked Out	Type	
SNOW SPECIFICATIONS-2018.doc	<input type="checkbox"/>	<input type="checkbox"/>	doc	
PROOF OF VISIT FORM- SR Mercer Stat	<input type="checkbox"/>	<input type="checkbox"/>	doc	

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.*

Item Overview													Filter	Expand All	Collapse All	Settings	
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 Per	Delivery Date	Total Value	RFx / Response	RFx / Response	Internal Item Number	
1	FY18 Snow Removal/Plowing	Material	72102901	SNOW REMOVAL SVCS		25.000	H	50.00	USD		f	On 11/01/2018	1,250.00	0/0	0/0	1	
2	FY18 Granular Deicing Material	Material	72102901	SNOW REMOVAL SVCS		25.000	TON	320.00	USD		f	On 11/01/2018	8,000.00	0/0	0/0	2	
3	FY18 Snow Removal/Sidewalks	Material	72102901	SNOW REMOVAL SVCS		25.000	H	40.00	USD		f	On 11/01/2018	1,000.00	0/0	0/0	3	
4	FY18 Deicing Material/Bags	Material	72102901	SNOW REMOVAL SVCS		15.000	EA	12.00	USD		f	On 11/01/2018	180.00	0/0	0/0	4	
5	FY18 Application Deicing Material	Material	72102901	SNOW REMOVAL SVCS		25.000	H	20.00	USD		f	On 11/01/2018	500.00	0/0	0/0	5	
6	FY19 Snow Removal/Plowing	Material	72102901	SNOW REMOVAL SVCS		25.000	H	65.00	USD		f	On 11/01/2019	1,625.00	0/0	0/0	6	
7	FY19 Granular Deicing Material	Material	72102901	SNOW REMOVAL SVCS		25.000	TON	300.00	USD		f	On 11/01/2019	7,500.00	0/0	0/0	7	
8	FY19 Snow Removal/Sidewalks	Material	72102901	SNOW REMOVAL SVCS		25.000	H	20.00	USD		f	On 11/01/2019	500.00	0/0	0/0	8	
9	FY19 Deicing Material/Bags	Material	72102901	SNOW REMOVAL SVCS		15.000	EA	15.00	USD		f	On 11/01/2019	225.00	0/0	0/0	9	
10	FY19 Application of Deicing Material	Material	72102901	SNOW REMOVAL SVCS		25.000	H	0.00	USD		f	On 11/01/2019	0.00	0/0	0/0	10	
													Total Value	20,795.00			

9. Before submitting your response, select the **Summary** tab (see below) to review entries. 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 mandatory)
		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 not 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.*

Create Response

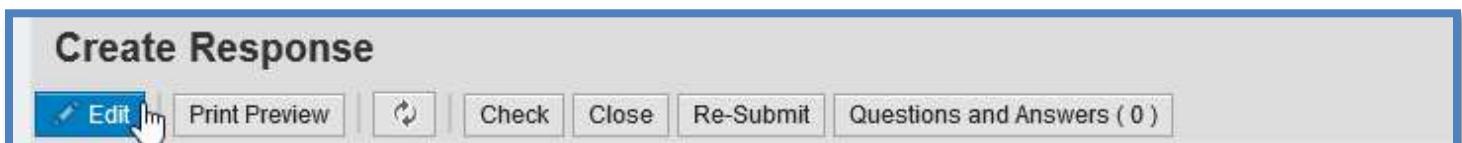
Submit | Read Only | Print Preview | Check | Close | **Save** | Delete | Questions and Answers (0)



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.*

Create Response

Edit | Print Preview |  | Check | Close | Re-Submit | Questions and Answers (0)



Note: When all information has been entered, bidders must select the **Submit** button to send the response to the Commonwealth.

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.

Create Response

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

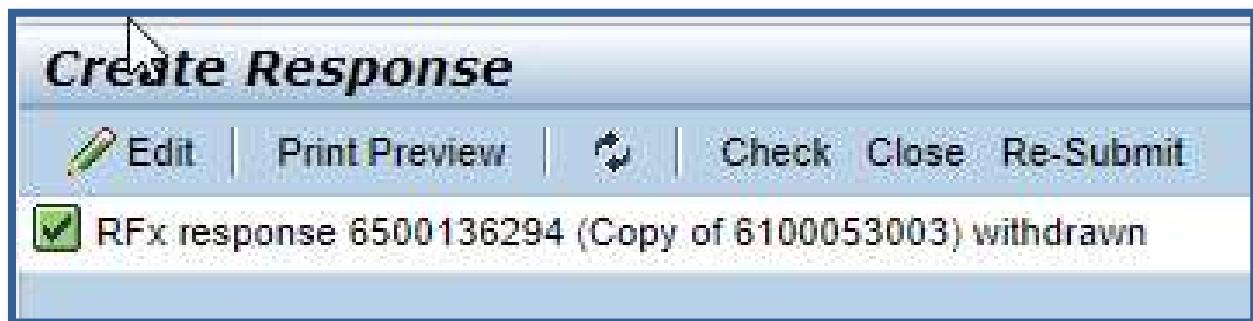


2. To withdraw a submitted bid response, open the **Response Number** link and click the **Withdraw** button any time after submitting. If desired, a withdrawn bid can still be re-submitted by clicking the **Re-Submit Bid** button on the same menu.

Create Response

 **Edit** | Print Preview |  | Check | Close | Re-Submit

RFx response 6500136294 (Copy of 6100053003) withdrawn



Any additional questions about locating or responding to PA Supplier Portal Solicitations can be directed to the Help Desk at (844) 724-7267.