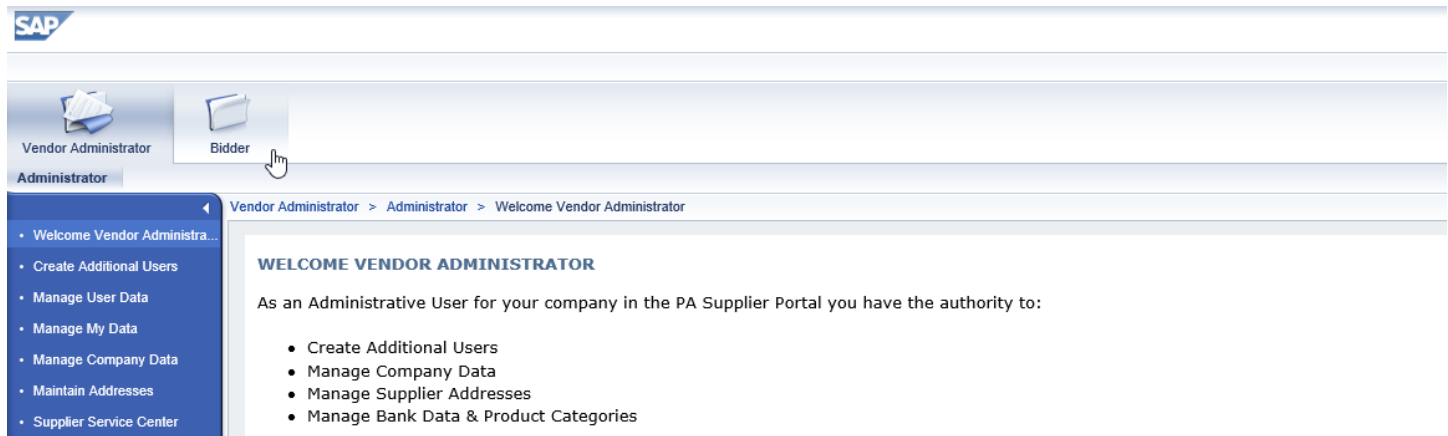


# Locating and Responding to a Solicitation

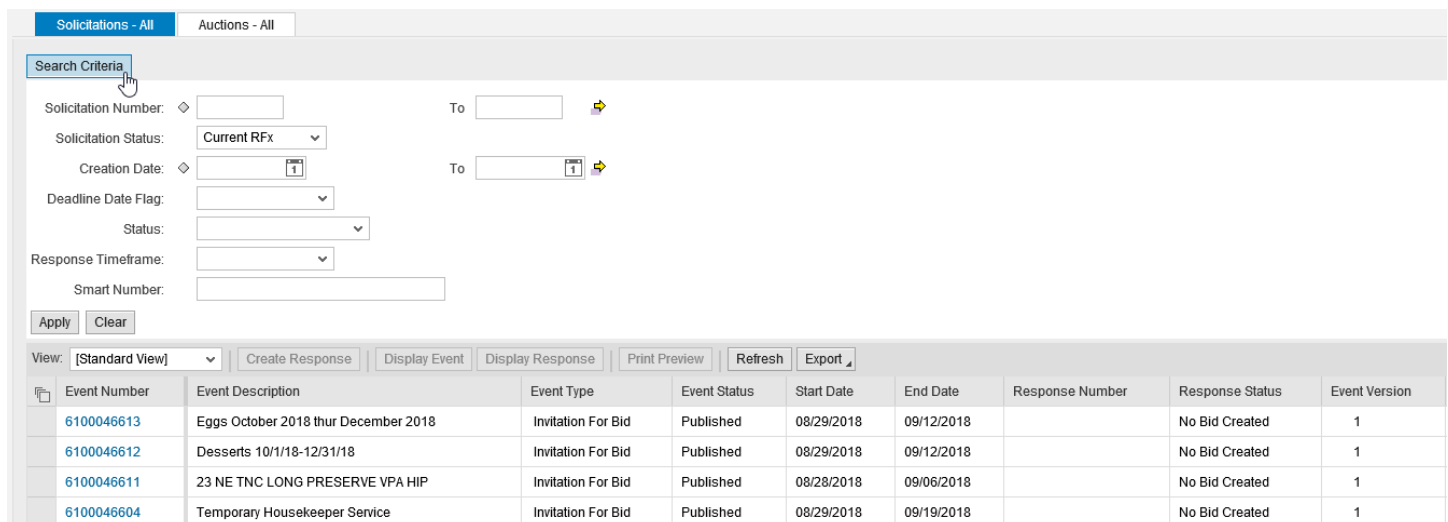
## Locating a Solicitation

1. Open your web browser and go to [www.pasupplierportal.state.pa.us](http://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.



The screenshot shows the SAP Vendor Administrator interface. At the top, there are two tabs: 'Vendor Administrator' and 'Bidder'. The 'Bidder' tab is selected. Below the tabs, there is a navigation menu with options like 'Welcome Vendor Administrator', 'Create Additional Users', 'Manage User Data', 'Manage My Data', 'Manage Company Data', 'Maintain Addresses', and 'Supplier Service Center'. The main content area displays 'WELCOME VENDOR ADMINISTRATOR' and lists administrative tasks: 'Create Additional Users', 'Manage Company Data', 'Manage Supplier Addresses', and 'Manage Bank Data & Product Categories'.

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.



The screenshot shows the Bid Processing screen. At the top, there are two tabs: 'Solicitations - All' and 'Auctions - All'. Below the tabs, there is a 'Search Criteria' button. Below the button are search filters for Solicitation Number, Solicitation Status (Current RFx), Creation Date, Deadline Date Flag, Status, Response Timeframe, and Smart Number. Below the filters are buttons for 'Apply' and 'Clear'. At the bottom, there is a table with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, and Event Version. The table contains four rows of data.

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

- 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.*

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
6100046601	PSP Mercer Station Snow Removal	Invitation For Bid	Published	08/28/2018	09/12/2018		No Bid Created	1

- 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.

- 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.*

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

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

- 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.*

- 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

- 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.

**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: United States Dollar

**Status and Statistics**  
 Created On: 08/29/2018 11:42:25 EST  
 Created By: Mr. Randall Miller  
 Last Processed On: 08/29/2018 11:42:25 EST  
 Last Processed By: Mr. Randall Miller

- 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.

**Header**    Items    Summary    Tracking

Basic Data    **Questions**    Notes and Attachments

**Question** Reply

\* Is the offer in accordance with the "Representations and Authorizations" listed in section "Submission – 001.1" of the attached solicitation document?: Y: Yes ▾

\* Has the submitter read, and does the submitter understand, the "Representations and Authorizations" listed in section "Submission – 001.1" of the attached solicitation document?:  ▾

**Y: Yes**

- 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

Clear

Category	Description
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

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"/>	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.*

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
-Empty-	THIS BID IS SET ASIDE FOR						
-Empty-	-Empty-						
-Empty-	-Empty-						
		SNOW SPECIFICATIONS-2018.doc	1		<input type="checkbox"/>	doc	33
		PROOF OF VISIT FORM- SR Mercer Stat	1		<input type="checkbox"/>	doc	27

**Add Attachment** □ ×

Here, you can upload a file and attach it to the header

File: C:\Users\randmiller\De Browse...

Description:

OK Cancel

- 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.*

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	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	1	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	1	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	1	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	13.00	USD	1	On 11/01/2018	195.00	0/0	0/0	4
5	FY18 Application Deicing Material	Material	72102901	SNOW REMOVAL SVCS		25,000	H	20.00	USD	1	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	1	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	1	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	1	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	1	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	1	On 11/01/2019	0.00	0/0	0/0	10

Total Value 20,795.00 USD


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 mandatk	
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 | Refresh | Check | Close | Re-Submit | Questions and Answers ( 0 )

## 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 | Refresh | Check | Close | Re-Submit | Questions and Answers ( 0 )

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

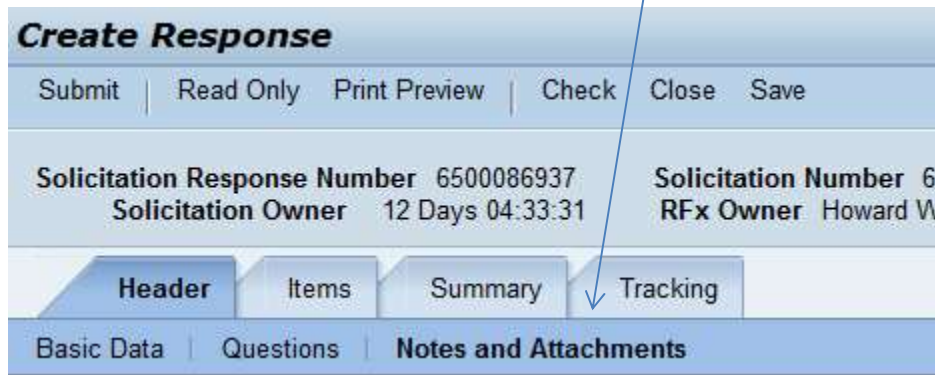
Edit | Print Preview | Refresh | Close | **Withdraw** | Questions and Answers ( 0 )

**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.**

# ATTACHING DOCUMENTS TO A BID AT [WWW.PASUPPLIERPORTAL.STATE.PA.US](http://WWW.PASUPPLIERPORTAL.STATE.PA.US)

After you have begun your response to a solicitation, answered the mandatory questions under the Header Tab and entered pricing under the Items tab (if applicable) and need to upload documents to your response, follow this step by step guide:

1. Under the Header Tab, Select Notes and Attachments:



2. Scroll down to see all the documents the Purchasing Agent/Commodity Specialist attached to the solicitation, **please review all documents.**

Example:

▼ Attachments									
Add Attachment Edit Description Versioning Delete									Filter Setting
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	<a href="#">Reciprocal Limitations</a>	Rec Limbs.doc	1		<input type="checkbox"/>	doc	72	P00046012	02/24/2015
Legal Document	<a href="#">Terms &amp; Conditions</a>	Document	1		<input type="checkbox"/>	pdf	83	SRMRFC	02/24/2015

3. Determine which documents must be completed and attached to your response.
4. After completing documents that must be included with your response, save them to your computer so you can easily find them later.
5. When responding to the solicitation and ready to submit your documents, go to Header Tab, Notes and Attachments and select ADD ATTACHMENT:

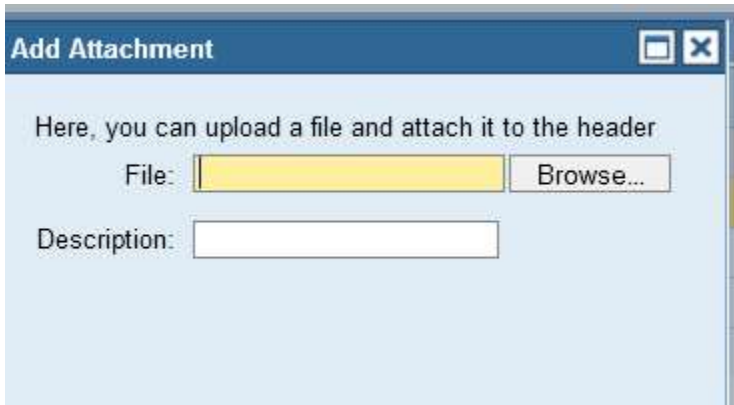
This is a duplicate of the table above. A blue arrow points from the text 'select ADD ATTACHMENT:' to the 'Add Attachment' button in the table's header.

▼ Attachments									
Add Attachment Edit Description Versioning Delete									Filter Setting
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	<a href="#">Reciprocal Limitations</a>	Rec Limbs.doc	1		<input type="checkbox"/>	doc	72	P00046012	02/24/2015
Legal Document	<a href="#">Terms &amp; Conditions</a>	Document	1		<input type="checkbox"/>	pdf	83	SRMRFC	02/24/2015

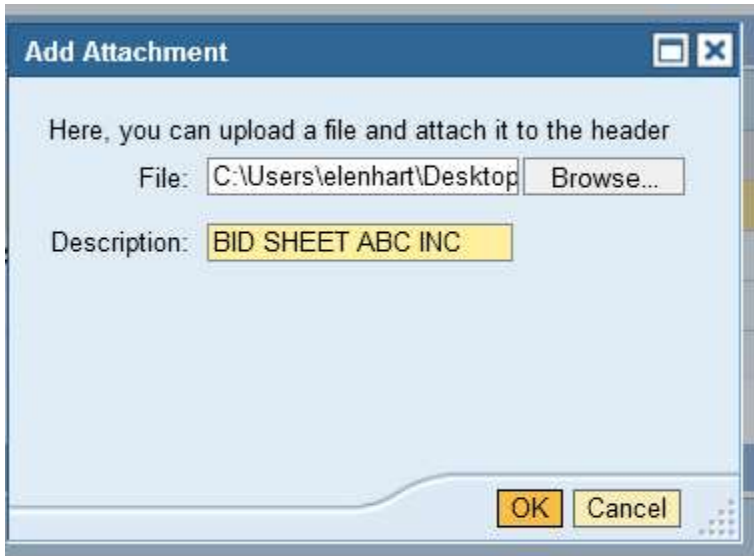


If Add Attachment is not available, make sure you are in Edit Mode and not Display mode.

6. This pop up window will appear:



7. Using the Browse field, find your saved document.  
Type in your description of the document and select OK.



8. When successfully attached, your document will appear as an attachment:

Attachments	
Category	Description
Standard Attachment	<a href="#">BID SHEET ABC INC</a>
Standard Attachment	<a href="#">Reciprocal Limitations</a>
Legal Document	<a href="#">Terms &amp; Conditions</a>



- Note: system will only allow one document to be attached at a time, repeat as necessary.

Under the Summary Tab, attachment(s) will also be listed.

**Create Response**

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

Solicitation Response Number 6500086937      Solicitation Number 6100033022      Status In Process      Submission Deadline 03/1  
Solicitation Owner 12 Days 04:22:39      RFX Owner Howard Walk      Response Version Number      0.00 USD      Vers

Header    Items    **Summary**    Tracking

RFX Response Number: 6500086937

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: No Conditions Added

Total RFX Response Value: 0.00 USD

- When response is complete, select CHECK and SUBMIT to transmit your response (bid) to the purchasing agent.
- If assistance is required, contact the help desk at 877-435-7363 option 2.