

# 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'. The 'Solicitations - All' tab is selected. Below the tabs, there is a 'Search Criteria' button. Below the button, there are search filters for Solicitation Number, Solicitation Status (Current RFx), Creation Date, Deadline Date Flag, Status, Response Timeframe, and Smart Number. Below the search filters, there are buttons for 'Apply' and 'Clear'. Below the search filters, there is a 'View' dropdown menu set to 'Standard View' and buttons for 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. Below the search filters, there is a table with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, and Event Version.

| 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.*

| 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.*

|                           |  |
|---------------------------|--|
| -Empty-                   |  |
| THIS BID IS SET ASIDE FOR |  |
| -Empty-                   |  |
| -Empty-                   |  |

**Add Attachment** □ ×

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

File: C:\Users\randmiller\De

Description:

| File Name                           | Processor | Checked Out              | Type |
|-------------------------------------|-----------|--------------------------|------|
| SNOW SPECIFICATIONS-2018.doc        |           | <input type="checkbox"/> | doc  |
| PROOF OF VISIT FORM- SR Mercer Stat |           | <input type="checkbox"/> | doc  |

- 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 |
|-------------|--------------------------------------|-----------|------------|-------------------|------------------------------|-------------------|------|--------|----------|-----------|---------------|-------------|------------------|----------------|----------------------|
|             | 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                    |
|             | 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                    |
|             | 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                    |
|             | 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                    |
|             | 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                    |
|             | 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                    |
|             | 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                    |
|             | 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                    |
|             | 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                    |
|             | 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 | | 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 | | 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

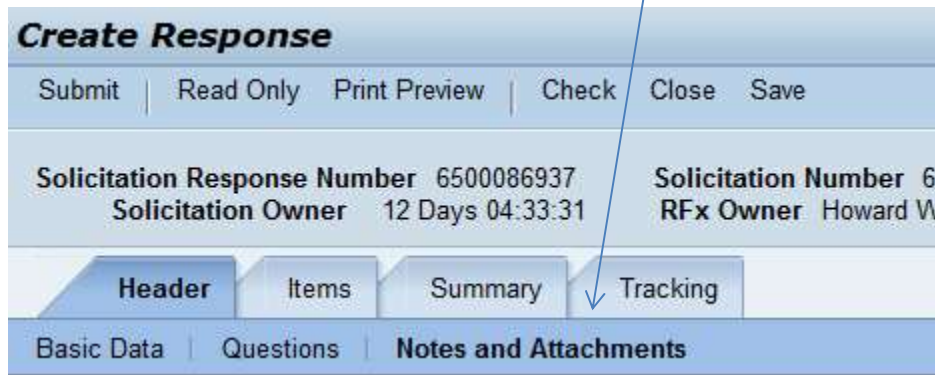
**Edit** | Print Preview | | Close | **Withdraw** | Questions and Answers ( 0 )

**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:

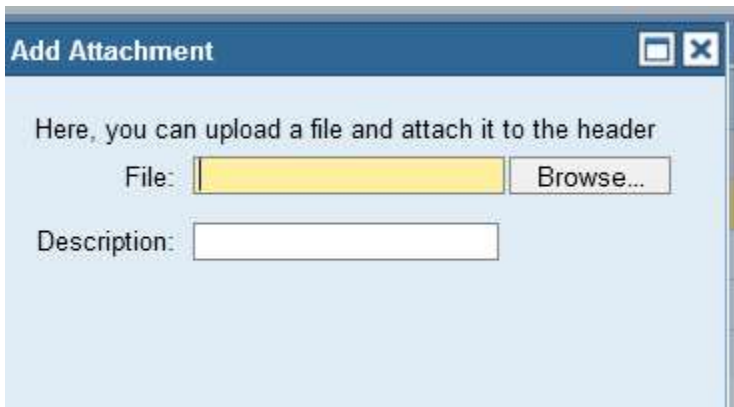
The screenshot shows the same 'Attachments' table as above. A blue arrow points from the 'Add Attachment' button in the top navigation bar to the 'Add Attachment' button in the table's header row.

| ▼ 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     |

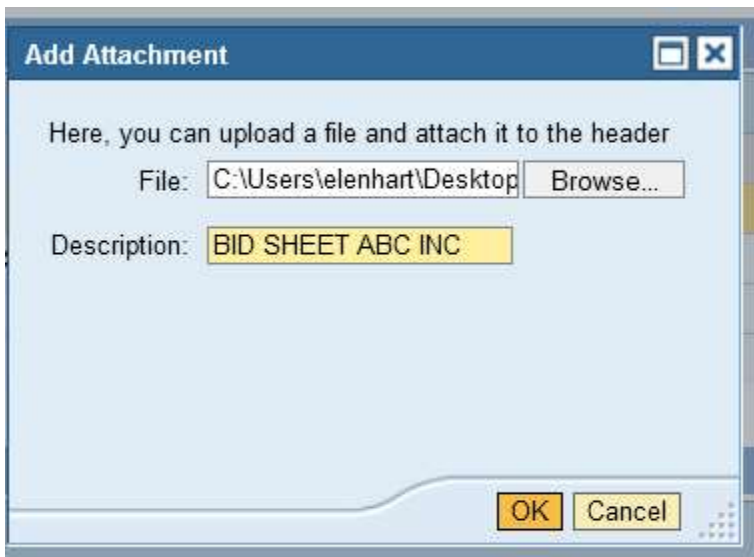


If Add Attachment is not available, make sure you are in Edit Mode and not Display mode.

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.