

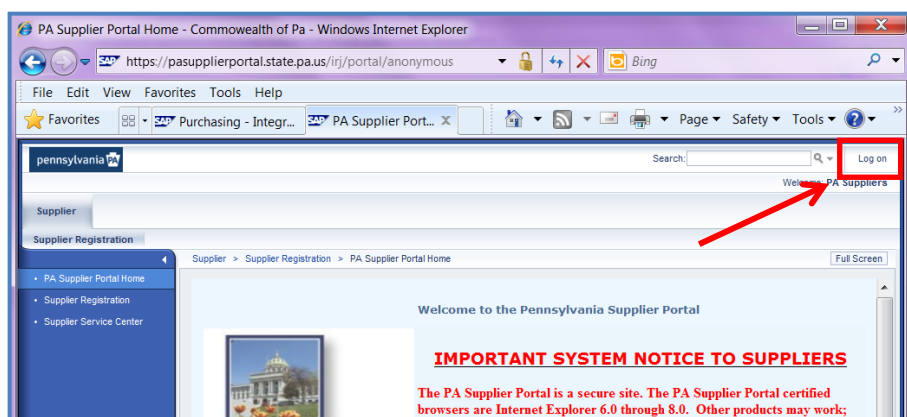
# Locating and Responding to a Solicitation

[Locating a Solicitation](#) | [Viewing the Solicitation](#) | [Header Tab](#) | [Items Tab](#) |  
[Responding to the Solicitation](#) | [Edit a RFx Response](#) | [Withdraw/Re-Submit a RFx Response](#)

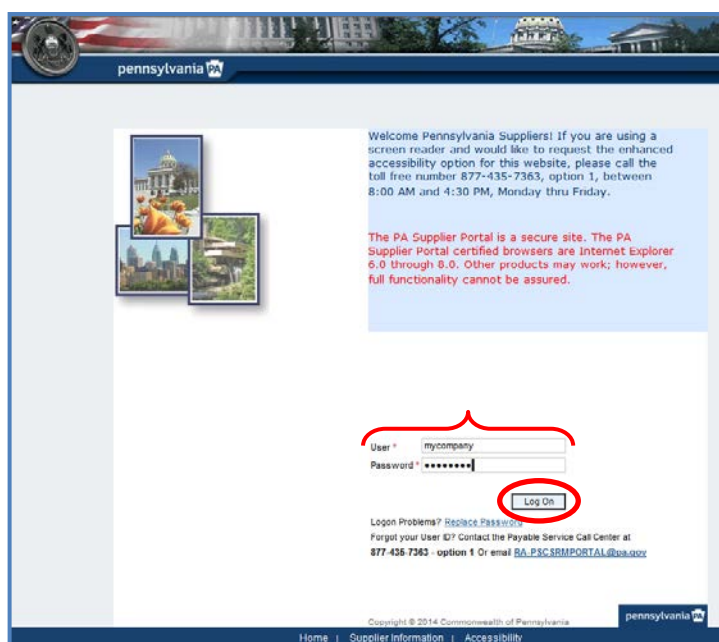
## Locating a Solicitation

Log into the [PA Supplier Portal](#) to search for and locate a specific Solicitation in SRM.

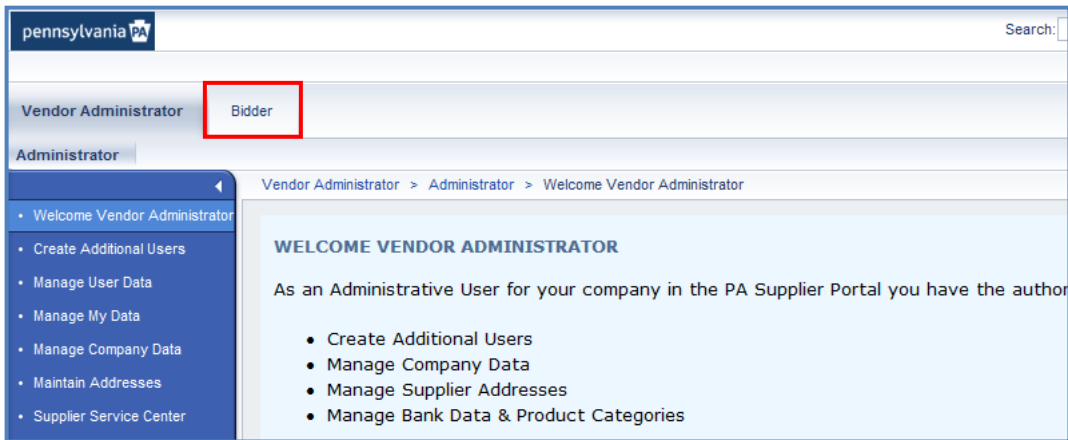
1. Open your web browser and enter [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).
2. Select the **Log on** button.



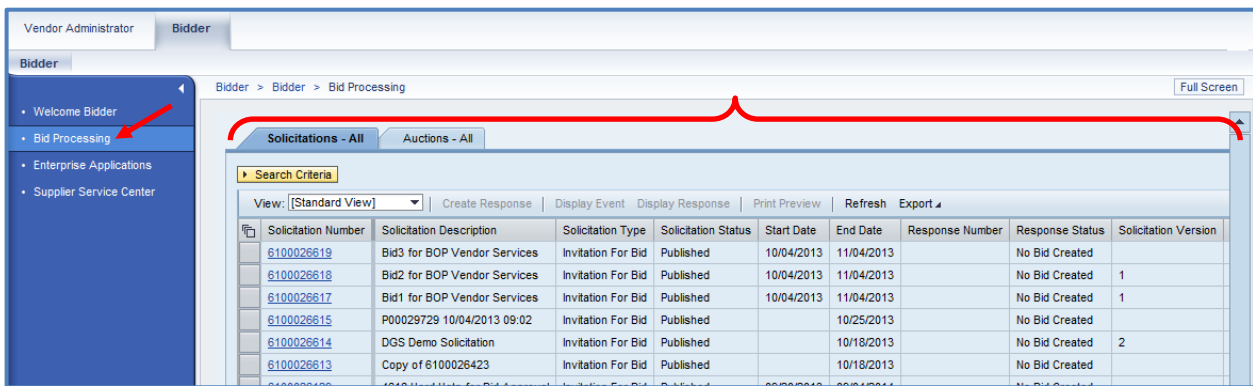
3. Enter the User ID and Password you created when you registered as a supplier, and select the **Log On** button.



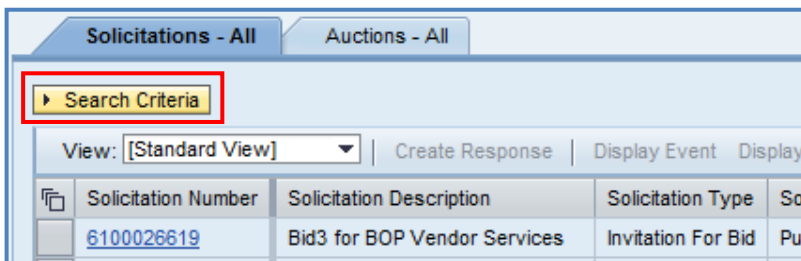
4. Choose the **Bidder** role to begin. (Note – If you have been assigned only the Bidder role by your company, you will not need to perform this step because it will already be chosen by default.)



The resulting *Bid Processing* screen opens and will display your Personal Object Worklist (POWL). By default, the POWL will display all Solicitations (or RFx's) which are currently open for responses.



5. If the search window for *Solicitation Number*, etc. is not visible, select the **Search Criteria** button to display the available search fields.



By default, the **Solicitation Status** field will display Current RFx because those are open for your Bid Response. (It is not recommended that you adjust the search criteria in your POWL with the status Ended RFx or Completed RFx.)

The screenshot shows a web interface for searching solicitations. The 'Solicitation Status' dropdown menu is highlighted with a red rectangle and is currently set to 'Current RFx'. Other search criteria include Solicitation Number, Creation Date, Deadline Date Flag, Status, Response Timeframe, and Smart Number. There are 'Apply' and 'Clear' buttons at the bottom left of the search criteria section. Below the search criteria, there is a 'View' dropdown set to 'Standard View' and several action buttons: 'Create Response', 'Display Event', 'Display Response', and 'Print Pre'. At the very bottom, a table header is partially visible with columns: 'Solicitation Number', 'Solicitation Description', 'Solicitation Type', 'Solicitation Status', and 'Start D'.



There are numerous ways to search for and locate a specific Solicitation using the POWL Search Criteria.

**Solicitation Number:** The number assigned to the Solicitation document.

**Solicitation Status:** Used to display one of three (3) available statuses for the Solicitation document.

- Current RFx (system default)
- Ended RFx
- Completed RFx

**Creation Date:** The data that the Solicitation was created.

**Deadline Date Flag:** Used to display one of five (5) available timeframes for Solicitation submission deadlines.

- Today
- Next 7 Days
- Next 30 Days
- Next 90 Days
- Next 12 Months

	<p><b>Status:</b> Used to display one of seven (7) available statuses for the supplier's bid Response document.</p> <ul style="list-style-type: none"> <li>– Saved</li> <li>– Bid submitted</li> <li>– Bid Rejected</li> <li>– Bid Accepted</li> <li>– Transaction Completed</li> <li>– Deleted</li> <li>– Bid returned</li> </ul> <p><b>Response Timeframe:</b> Used to display one of five (5) available timeframes during which the supplier submitted their bid Response document.</p> <ul style="list-style-type: none"> <li>– Today</li> <li>– Last 7 Days</li> <li>– Last 30 Days</li> <li>– Last 90 Days</li> <li>– Last 12 Months</li> </ul> <p><b>Smart Number:</b> The name and/or other information used to identify the Solicitation document.</p>
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6. Change the search criteria if desired, and select the **Apply** button to save and execute the new query.

The screenshot shows a web interface for searching solicitations. At the top, there are two tabs: 'Solicitations - All' (selected) and 'Auctions - All'. Below the tabs is a 'Search Criteria' section. It contains several input fields and dropdown menus: 'Solicitation Number' with a 'To' field, 'Solicitation Status' with a dropdown, 'Creation Date' with a calendar icon and a 'To' field, 'Deadline Date Flag' with a dropdown menu currently showing 'Today', 'Status' with a dropdown, 'Response Timeframe' with a dropdown, and 'Smart Number' with a text input field. At the bottom left of the search criteria section, there are two buttons: 'Apply' (highlighted with a red circle) and 'Clear'.

Your search result(s) will display in a table format, as shown in the example below:

[illegible]

In the search result, note the information under each column heading:

**Solicitation Number:** The number assigned to the Solicitation document.

**Solicitation Description:** The name or other identification associated with the Solicitation document.

**Solicitation Type:** The [transaction] profile type of the Solicitation.

**Solicitation Status:** The status of the Solicitation.

**Start Date:** The date that the Solicitation will be available for supplier Responses. (If you attempt to view or respond to the Solicitation before the Start Date, it will not be available.)

**End Date:** The deadline date for submission of bid Responses.

**Response Number:** The number assigned to your company's Response to the Solicitation.

**Response Status:** The status of your company's Response to the Solicitation.

**Solicitation Version:** The most current version of the Solicitation.

**Response Version:** The most current version of your company's Response to the Solicitation.

**Start Time:** The time that the Solicitation will be available for Responses.

**End Time:** The deadline time for submission of bid Responses.

## View/Respond to a Solicitation

After locating a Solicitation, it is very important that you carefully review the entire document prior to creating and submitting your response. Ensure that you understand all requirements of the Solicitation. If you do not, and need clarification, contact the Commonwealth Purchasing Professional Agent who is responsible for the Solicitation.

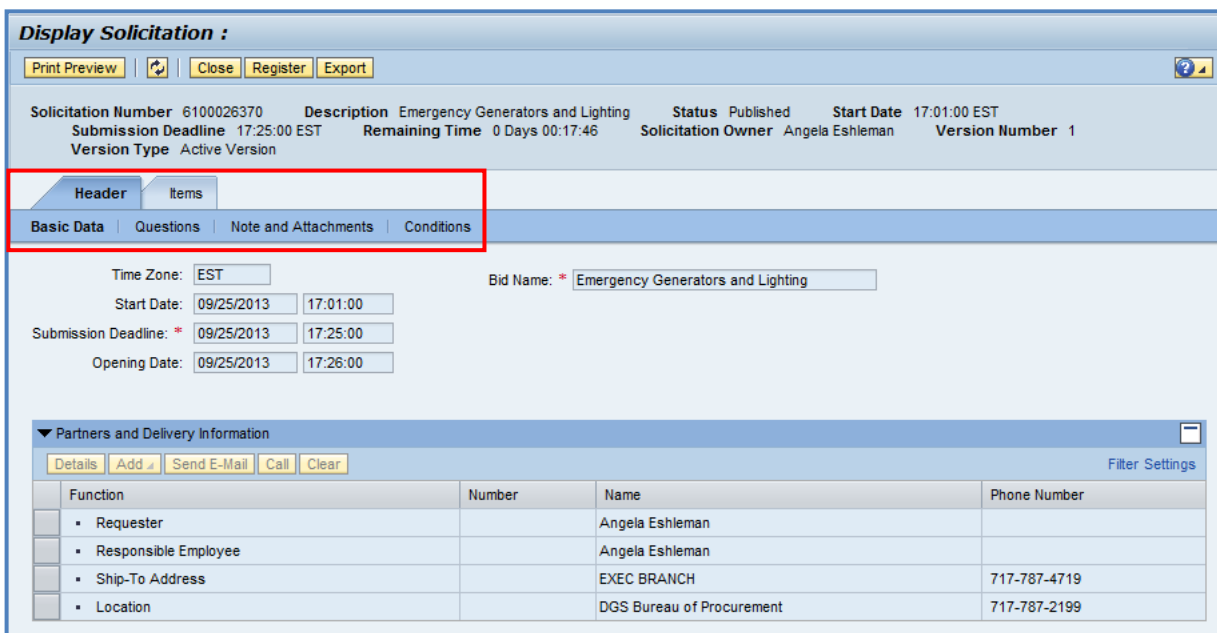
### Viewing the Solicitation

1. Select the Solicitation number to display the document.



Solicitation Number	Solicitation Description	Solicitation Type	Solicitation Status	Start Date	End Date	Response Number	Response Status	Solicitation Version	Response Version	Start Time	End time
6100026370	Emergency Generators and Lighting	Invitation For Bid	Published	09/25/2013	09/25/2013		No Bid Created	1		17:01:00	17:25:00

The *Display* function allows you to see the solicitation data on two tabs: Header and Items. These two tabs are each broken down into sub-tabs.



**Display Solicitation :**

Print Preview Close Register Export

Solicitation Number 6100026370 Description Emergency Generators and Lighting Status Published Start Date 17:01:00 EST  
Submission Deadline 17:25:00 EST Remaining Time 0 Days 00:17:46 Solicitation Owner Angela Eshleman Version Number 1  
Version Type Active Version

**Header** Items

Basic Data Questions Note and Attachments Conditions

Time Zone: EST Bid Name: \* Emergency Generators and Lighting

Start Date: 09/25/2013 17:01:00  
Submission Deadline: \* 09/25/2013 17:25:00  
Opening Date: 09/25/2013 17:26:00

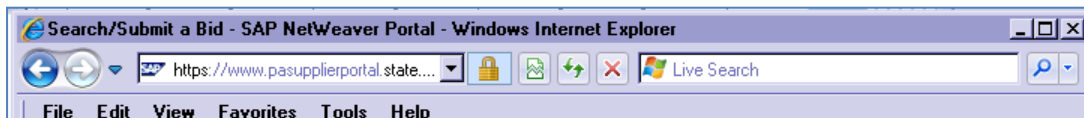
▼ Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		Angela Eshleman	
Responsible Employee		Angela Eshleman	
Ship-To Address		EXEC BRANCH	717-787-4719
Location		DGS Bureau of Procurement	717-787-2199



**Caution – do not use Internet Explorer’s navigation controls:**



You may also view, download, and/or print an Adobe PDF copy of the Solicitation document by selecting the **Print Preview** button.

**Display Solicitation :**

[Print Preview](#) [Close](#) [Register](#) [Export](#)

Solicitation Number 6100026370 Description Emergency Generators and Lighting Status Published Start Date 17:01:00 EST  
Submission Deadline 17:25:00 EST Remaining Time 0 Days 00:17:46 Solicitation Owner Angela Eshleman  
Version Type Active Version

## Header Tab

The *Header* tab provides information that is pertinent to the Solicitation as a whole (as opposed to line item-specific). By default, you are on the *Header* tab, *Basic Data* sub-tab.

The *Basic Data* sub-tab contains details such as the **Start/Submission Deadline Dates** and times, and the **Opening Date** and time. It also contains information pertaining to the Commonwealth Purchasing Professional who is responsible for the Solicitation.

**Display Solicitation :**

[Print Preview](#) [Close](#) [Register](#) [Export](#)

Solicitation Number 6100026370 Description Emergency Generators and Lighting Status Published Start Date 17:01:00 EST  
Submission Deadline 17:25:00 EST Remaining Time 0 Days 00:17:46 Solicitation Owner Angela Eshleman Version Number 1  
Version Type Active Version

**Header** **Basic Data** Questions Note and Attachments Conditions

Time Zone:  Bid Name: \*

Start Date:

Submission Deadline: \*

Opening Date:

▼ Partners and Delivery Information

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Phone Number
Requester		Angela Eshleman	
Responsible Employee		Angela Eshleman	
Ship-To Address		EXEC BRANCH	717-787-4719
Location		DGS Bureau of Procurement	717-787-2199

2. Select the *Notes and Attachments* sub-tab.

The *Notes and Attachments* sub-tab contains information provided by the Commonwealth to further describe the specifications and conditions of the Solicitation. Information can be displayed as text and/or document attachment(s).

3. Select the **Tendering Text** link to display text.
4. Select the document link in the **Description** column to display an attachment.

The screenshot shows a software interface with a 'Note and Attachments' section. The 'Notes' section has a table with two columns: 'Category' and 'Description'. The 'Category' column has a link 'Tendering text' highlighted by a red arrow. The 'Attachments' section has a table with columns: 'Category', 'Description', 'File Name', 'Version', 'Processor', 'Checked Out', 'Type', 'Size (KB)', 'Changed by', and 'Changed on'. The 'Description' column has three links highlighted by a red box: 'STATE OF MANUFACTURE FORM', 'Specifications for Lighting', and 'Specifications for Generator'. The 'File Name' column has corresponding file names: 'State of Manufacture form.docx', 'Specifications for Lighting.docx', and 'Specifications for Generator.docx'. The 'Version' column has the value '1' for all three. The 'Processor' column is empty. The 'Checked Out' column has checkboxes. The 'Type' column has values 'docx', 'docx', and 'pdf'. The 'Size (KB)' column has values '14', '19', and '44'. The 'Changed by' column has values 'P00068292' and 'SRMRFC'. The 'Changed on' column has the value '09/25/2013'.



**Important Note: The attachments provided by the Commonwealth can be accessed at this time only.**

After selecting Create Response as described on Page 4-\* of this Guide, the new *Notes and Attachments* section is reserved for the supplier to add their own comments along with uploading completed documents.

Be sure to open and save any required files to your computer before creating a response.



## Items Tab

The *Items* tab provides information associated with specific line items, including Quantities and Units of Measure.

In the *Item Overview* area, you will find a listing of all line items in the Solicitation.

5. To view additional line item detail, first choose (highlight) the applicable line item, and then select the **Details** button.

**Display Solicitation :**

Print Preview Close Register Export

Solicitation Number: 6100026370 Description: Emergency Generators and Lighting Status: Published Start Date: 17:01:00 EST Submission Deadline: 17:25:00 EST  
Remaining Time: 0 Days 00:20:33 Solicitation Owner: Angela Eshleman Version Number: 1 Version Type: Active Version

Header Items

Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Expand All Collapse All Filter Settings Hide Outline

Line Number	Item Type	Option Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Total Value	Internal Item Number
1	Material		Generators			26131803		15,000	EA			1	0		1
2	Material		Lighting			39111800		15,000	EA			1	0		2

Depending on the type of procurement, the *Item Data* sub-tab may contain additional detailed requirements such as **Manufacturer Part Number** and **External Manufacturer**, etc.

Item : Generators

Item Data Questions Notes and Attachments Conditions

Identification

Product ID: Description: Generators Product Category: 26131803 GENERATOR CONTROL/PR Lot: ☐

Currency, Values and Pricing

Required Quantity: 15,000 Each

Service and Delivery

Further Properties

Manufacturer Part Number: External Manufacturer:

Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		Angela Eshleman	
Ship-To Address		EXEC BRANCH	717-787-4719
Location		DGS Bureau of Procurement	717-787-2199

6. Select the *Notes and Attachments* sub-tab.

Here the *Notes and Attachments* sub-tab contains information which is specific to the line item. Again, information can be displayed as text and/or document attachment(s).

Item : Generators

Item Data Questions Notes and Attachments Conditions

Notes

Clear Filter Settings

Category	Description
Tendering text	Honda EU2000iAC 2000 Watt Inverter Generator

Attachments

Add Attachment Edit Description Versioning Delete Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									

## Responding to the Solicitation

1. Select the **Register** button.

The screenshot shows the 'Display Solicitation' interface. At the top, there are buttons for 'Print Preview', 'Close', 'Register' (circled in red), and 'Export'. Below these buttons, the following information is displayed:

Solicitation Number	6100026370	Description	Emergency Generators and Lighting	Status	Published	Start Date	17
Remaining Time	0 Days 00:14:24	Solicitation Owner	Angela Eshleman	Version Number	1	Version Type	

Below the header, there are tabs for 'Header' and 'Items'. The 'Items' tab is selected, showing an 'Item Overview' table with columns: Line Number, Item Type, Option Type, Product ID, Description, Lot, Product Category, Revision Level, Quantity, Unit, and Currency. Two items are listed:

Line Number	Item Type	Option Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency
1	Material		26131803	Generators				15.000	EA	
2	Material		39111800	Lighting				15.000	EA	

The message "You are registered to the RFx and will be informed of changes" is returned.

2. Select the **Create Response** button.

The screenshot shows the 'Display Solicitation' interface. At the top, there are buttons for 'Print Preview', 'Close', 'Create Response' (highlighted in red), and 'Export'. Below these buttons, a message box states: "You are registered to the RFx and will be informed of changes". Below the message box, the following information is displayed:

Solicitation Number	6100026370	Description	Emergency Generators and Lighting	Status	Published	Start Date	17:01:00
Submission Deadline	17:25:00 EST	Remaining Time	0 Days 00:13:43	Solicitation Owner	Angela Eshleman	Vers	
Version Type	Active Version						

The *Create Response* screen is displayed. (For the moment, disregard the error messages at the top of the page. They will be resolved while processing the Response.)

By default, you are on the **Header** tab, *Basic Data* sub-tab.

3. Select the *Questions* sub-tab.

The screenshot shows the 'Create Response' interface. At the top, there are buttons for 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', and 'Save'. Below these buttons, there are two error messages:

- Question "Has the submitter read, and does the submitter und" is mandatory; maintain Question value
- Question "Is the offer in accordance with the "Representation" is mandatory; maintain Question value

Below the error messages, the following information is displayed:

Solicitation Response Number	6500067066	Solicitation Number	6100026370	Status	In Process	Submission Deadline	09/25/2013 17:25:00 EST
Opening Date	09/25/2013 17:26:00 EST	Solicitation Owner	0 Days 00:12:50	RFX Owner	Angela Eshleman		
Response Version Number	0.00 USD	Version Number	Active Version	RFX Version Number	1		

Below the header, there are tabs for 'Header', 'Items', 'Summary', and 'Tracking'. The 'Header' tab is selected, showing sub-tabs for 'Basic Data', 'Questions' (highlighted in red), 'Notes and Attachments', and 'Tracking'. The 'Questions' sub-tab is selected, showing the following information:

Function	Number	Name	Phone Number
Ship-To Address		EXEC BRANCH	717-787-4719
Location		DGS Bureau of Procurement	717-787-2199

4. Respond to each of the questions by selecting the dropdown in the **Reply** column.
5. Select the *Notes and Attachments* sub-tab.

**Create Response**

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

Question "Has the submitter read, and does the submitter und" is mandatory; maintain Question value

Question "Is the offer in accordance with the "Representatio" is mandatory; maintain Question value

Solicitation Response Number: 6500067066   Solicitation Number: 6100026370   Status: In Process   Submission Deadline: 09/25/2013 17:25:00 EST  
 Opening Date: 09/25/2013 17:26:00 EST   Solicitation Owner: 0 Days 00:12:50   RFX Owner: Angela Eshleman   Response Version Number: 0.00 USD   Version Number: Active Version

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?:

Reply | Comment

6. Enter any applicable notes under *Bidder's Remarks*, and/or *Add Attachments* into your bid Response.

**Create Response**

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

Solicitation Response Number: 6500067066   Solicitation Number: 6100026370   Status: In Process   Submission Deadline: 09/25/2013 17:25:00 EST  
 Opening Date: 09/25/2013 17:26:00 EST   Solicitation Owner: 0 Days 00:11:19   RFX Owner: Angela Eshleman   Response Version Number: 0.00 USD  
 Version Number: Active Version   RFX Version Number: 1

Header | Items | Summary | Tracking

Basic Data | Questions | Notes and Attachments

Notes

Clear | Filter Settings

Category	Description
Conditions of Participation	-Empty-
Bid invitation/Auction Text	The Commonwealth of PA is soliciting bids for purchase a...
<b>Bidder's Remarks</b>	-Empty-
Purchaser's Remarks	-Empty-

Attachments

Add Attachment | Edit Description | Versioning | Delete | Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									



**Important Note: If the solicitation requires that a price list be completed and attached, it should be done at this time.**

In this instance, you would not perform Steps 7-9 below to enter line item prices.

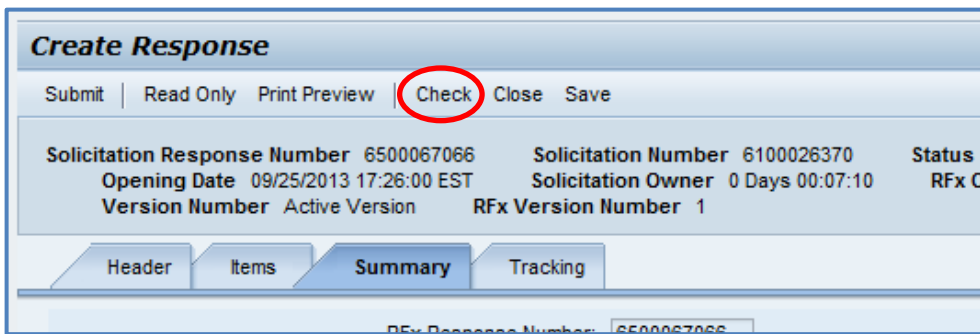
7. Select the *Items* tab.

8. In the *Item Overview* area, enter your pricing data in the **Price** field for each line item.

The screenshot shows the 'Create Response' window with the 'Item Overview' tab selected. The table below lists the items with their respective pricing data. The 'Price' field for the first item is highlighted with a red box.


Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Unit	Price	Currency	Price Per	Total Value	RFX / Response	RFX / Response	Internal Item Number
1	Generators	Material	39111800	GENERATOR CONTROL	PR	15.000	EA	894.24	USD	1	0.00	0/0	1/0	1
2	Lighting	Material	39111800	LIGHTING ACCESSORIES		15.000	EA	0.00	USD	1	0.00	0/0	1/0	2
3		Material						0.00	USD	1				
4		Material						0.00	USD	1				
5		Material						0.00	USD	1				
6		Material						0.00	USD	1				
7		Material						0.00	USD	1				
8		Material						0.00	USD	1				
9		Material						0.00	USD	1				
10		Material						0.00	USD	1				
11		Material						0.00	USD	1				
12		Material						0.00	USD	1				
13		Material						0.00	USD	1				
14		Material						0.00	USD	1				
15		Material						0.00	USD	1				
16		Material						0.00	USD	1				
17		Material						0.00	USD	1				
18		Material						0.00	USD	1				
19		Material						0.00	USD	1				
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22		Material						0.00	USD	1				
23		Material						0.00	USD	1				
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25		Material						0.00	USD	1				
26		Material						0.00	USD	1				
27		Material						0.00	USD	1				
28		Material						0.00	USD	1				
29		Material						0.00	USD	1				
30		Material						0.00	USD	1				
31		Material						0.00	USD	1				
32		Material						0.00	USD	1				
33		Material						0.00	USD	1				
34		Material						0.00	USD	1				
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38		Material						0.00	USD	1				
39		Material						0.00	USD	1				
40		Material						0.00	USD	1				
41		Material						0.00	USD	1				
42		Material						0.00	USD	1				
43		Material						0.00	USD	1				
44		Material						0.00	USD	1				
45		Material						0.00	USD	1				
46		Material						0.00	USD	1				
47		Material						0.00	USD	1				
48		Material						0.00	USD	1				
49		Material						0.00	USD	1				
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51		Material						0.00	USD	1				
52		Material						0.00	USD	1				
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61		Material						0.00	USD	1				
62		Material						0.00	USD	1				
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68		Material						0.00	USD	1				
69		Material						0.00	USD	1				
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89		Material						0.00	USD	1				
90		Material						0.00	USD	1				
91		Material						0.00	USD	1				
92		Material						0.00	USD	1				
93		Material						0.00	USD	1				
94		Material						0.00	USD	1				
95		Material						0.00	USD	1				
96		Material						0.00	USD	1				
97		Material						0.00	USD	1				
98		Material						0.00	USD	1				
99		Material						0.00	USD	1				
100		Material						0.00	USD	1				
101		Material						0.00	USD	1				
102		Material						0.00	USD	1				
103		Material						0.00	USD	1				
104		Material						0.00	USD	1				
105		Material						0.00	USD	1				
106		Material						0.00	USD	1				
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109		Material						0.00	USD	1				
110		Material						0.00	USD	1				
111		Material						0.00	USD	1				
112		Material						0.00	USD	1				
113		Material						0.00	USD	1				
114		Material						0.00	USD	1				
115		Material						0.00	USD	1				
116		Material						0.00	USD	1				
117		Material						0.00	USD	1				
118		Material						0.00	USD	1				
119		Material						0.00	USD	1				
120		Material						0.00	USD	1				
121		Material						0.00	USD	1				
122		Material						0.00	USD	1				
123		Material						0.00	USD	1				
124		Material						0.00	USD	1				
125		Material						0.00	USD	1				
126		Material						0.00	USD	1				
127		Material						0.00	USD	1				
128		Material						0.00	USD	1				
129		Material						0.00	USD	1				
130		Material						0.00	USD	1				
131		Material						0.00	USD	1				
132		Material						0.00	USD	1				
133		Material						0.00	USD	1				
134		Material						0.00	USD	1				
135		Material						0.00	USD	1				
136		Material						0.00	USD	1				
137		Material						0.00	USD	1				
138		Material						0.00	USD	1				
139		Material						0.00	USD	1				
140		Material						0.00	USD	1				
141		Material						0.00	USD	1				
142		Material						0.00	USD	1				
143		Material						0.00	USD	1				
144		Material						0.00	USD	1				
145		Material						0.00	USD	1				
146		Material						0.00	USD	1				
147		Material						0.00	USD	1				
148		Material						0.00	USD	1				
149		Material						0.00	USD	1				
150		Material						0.00	USD	1				
151		Material						0.00	USD	1				
152		Material						0.00	USD	1				
153		Material						0.00	USD	1				

12. Select the **Check** button.





The screenshot shows the 'Create Response' form. At the top, there is a navigation bar with buttons: Submit, Read Only, Print Preview, Check, Close, and Save. The 'Check' button is circled in red. Below the navigation bar, there is a section with the following information: Solicitation Response Number 6500067066, Solicitation Number 6100026370, Status RFx C, Opening Date 09/25/2013 17:26:00 EST, Solicitation Owner 0 Days 00:07:10, Version Number Active Version, and RFx Version Number 1. At the bottom, there are tabs for Header, Items, Summary, and Tracking. The 'Summary' tab is selected.

13. Review all resulting messages and resolve any errors, if applicable.

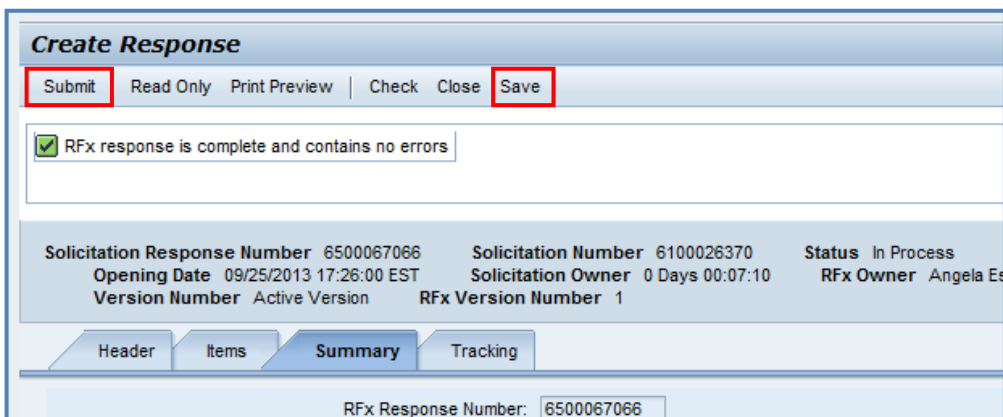


**Note: If the solicitation requires that a price list be completed and attached, it should be done at this time.**

In this instance, you would not perform Steps 7-9 below to enter line item prices.

Errors that must be resolved in order for you to submit your bid response are indicated by . Messages with  are provided for informational purposes only and can be disregarded.

14. Select the **Submit** button if your bid response is complete, or **Save** if you are not yet ready to submit.



The screenshot shows the 'Create Response' form. At the top, there is a navigation bar with buttons: Submit, Read Only, Print Preview, Check, Close, and Save. The 'Submit' and 'Save' buttons are highlighted with red boxes. Below the navigation bar, there is a section with a green checkmark and the text 'RFx response is complete and contains no errors'. Below this, there is a section with the following information: Solicitation Response Number 6500067066, Solicitation Number 6100026370, Status In Process, Opening Date 09/25/2013 17:26:00 EST, Solicitation Owner 0 Days 00:07:10, RFx Owner Angela Es, Version Number Active Version, and RFx Version Number 1. At the bottom, there are tabs for Header, Items, Summary, and Tracking. The 'Summary' tab is selected.

A corresponding message will display that your bid has been *Held* or *Submitted*.

15. If you wish, select the **Print Preview** button to see your entire Response in PDF format.

**Create Response**

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

✓ RFX response 6500067066 submitted

Solicitation Response Number 6500067066    Solicitation Number 6100026370    Status Submitted    Su  
Opening Date 09/25/2013 17:26:00 EST    Solicitation Owner 0 Days 00:05:41    RFX Owner Angela Esh  
Version Number Active Version    RFX Version Number 1

RFx%20Response[1].pdf - Adobe Reader

File Edit View Window Help

1 / 3 72%

Page 1 of 3

**ORIGINAL QUOT - Invitation For Bid**  
**Emergency Generators and Lighting**

QUOT Effective Date: 09/25/2013    Bid Number: 6500067066

Issuing Office:  
Angela Eshleman  
Forum Place 6th Floor  
Walnut Street  
Harrisburg PA 17105 US

Supplier Name/Address:

Please Return Quotation to:  
Forum Place 6th Floor  
Walnut Street  
Harrisburg PA 17105 US

Type of Security furnished if required:  
☐ Certified bank cashier's check  
☐ Irrevocable letter of credit  
☐ Certificate of deposit  
☐ Other as specified by bid  
☐ Bond - If annual bond:  
What is the name of the principal on the bond?

Return Bid by:  
Bid Ending Date: 09/25/2013  
Bid Ending Time: 17:25:00  
Expiration Date of Contract (if applicable)  
Delivery Date: See Items

Please Deliver To:  
BOP FOR PL  
Forum Place 555 Walnut Street - 6th Fl  
Harrisburg PA 17101 US

Procurement Contact:  
Buyer: Angela Eshleman  
Phone: 717-772-3096  
Fax: 717-783-4241

This Invitation For Bids is comprised of: Part I, General Information; Part II, Bid Requirements; Part III, Criteria For Selection; Part IV, IFB Specifications; Part V, Contract Clauses; any documents attached to this Invitation For Bids or incorporated by reference; and any addenda issued by the Issuing Office prior to Bid Opening.

Supplier's Signature \_\_\_\_\_ Title \_\_\_\_\_  
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

The Bidder has completed and submitted this Bid in accordance with the instructions and requirements and terms and conditions of the Invitation For Bid. The Bidder has attached documents that are required to be submitted with this Bid and those attachments are incorporated by reference and made a part of this Bid. The Bidder, intending to be legally bound hereby,

16. Select the **Close** button to exit your bid Response.

**Create Response**

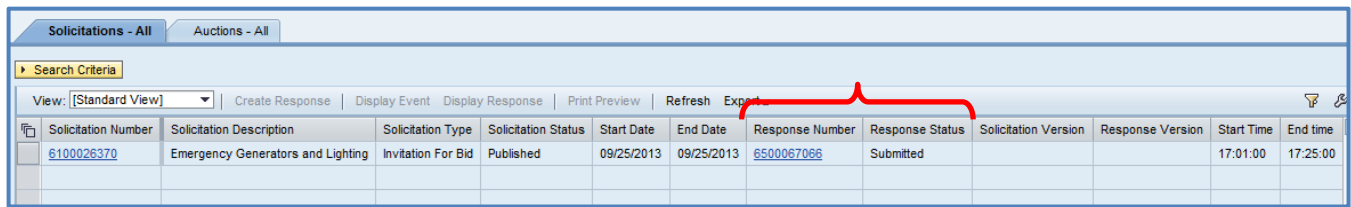
Edit | Print Preview | Refresh | **Close** | Withdraw

✓ RFX response 6500067066 submitted

Solicitation Response Number 6500067066    Solicitation Number 6100026370    Status Submitted    Su  
Opening Date 09/25/2013 17:26:00 EST    Solicitation Owner 0 Days 00:05:41    RFX Owner Angela Esh  
Version Number Active Version    RFX Version Number 1

The POWL refreshes to display the submitted *Response Number* and *Response Status*.

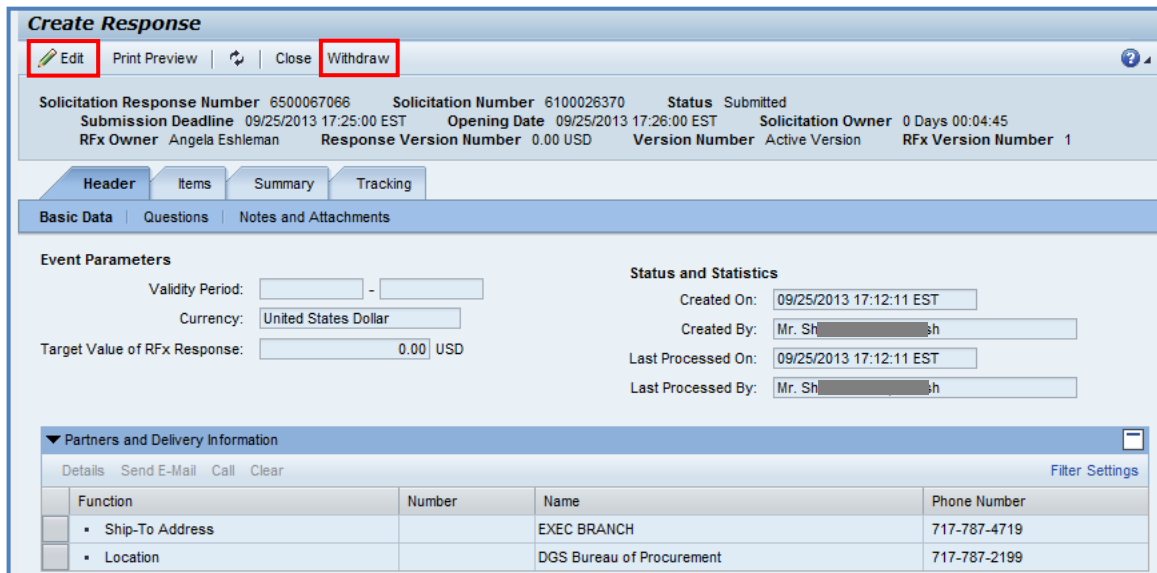
17. If you wish to make any edits and/or withdraw your Response prior to the Submission Deadline, select the *Response Number* link.



Solicitations - All											
Search Criteria											
View: [Standard View]   Create Response   Display Event   Display Response   Print Preview   Refresh   Export											
Solicitation Number	Solicitation Description	Solicitation Type	Solicitation Status	Start Date	End Date	Response Number	Response Status	Solicitation Version	Response Version	Start Time	End time
<a href="#">6100026370</a>	Emergency Generators and Lighting	Invitation For Bid	Published	09/25/2013	09/25/2013	<a href="#">6500067066</a>	Submitted			17:01:00	17:25:00

18. Select the **Edit** button to begin making changes.

19. Alternately, select the **Withdraw** button to withdraw your Response.



**Create Response**

[Edit](#) | [Print Preview](#) | [Close](#) | [Withdraw](#)

Solicitation Response Number 6500067066   Solicitation Number 6100026370   Status Submitted  
Submission Deadline 09/25/2013 17:25:00 EST   Opening Date 09/25/2013 17:26:00 EST   Solicitation Owner 0 Days 00:04:45  
RFx Owner Angela Eshleman   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**

Validity Period:  -   
Currency:   
Target Value of RFx Response:  USD

**Status and Statistics**

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

**Partners and Delivery Information**

Details | Send E-Mail | Call | Clear | [Filter Settings](#)

Function	Number	Name	Phone Number
Ship-To Address		EXEC BRANCH	717-787-4719
Location		DGS Bureau of Procurement	717-787-2199

## Edit a RFX Response

1. Select the **Edit** button to begin making changes.
2. Navigate through the document and make any necessary changes.

*In the below example, we have revised the price for Line Item 2.*

**Create Response**

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

Solicitation Response Number: 6500067066   Solicitation Number: 6100026370   Status: In Process  
Submission Deadline: 09/25/2013 17:25:00 EST   Opening Date: 09/25/2013 17:26:00 EST   Solicitation Owner: 0 Days 00:04:24  
RFX Owner: Angela Eshleman   Response Version Number: 0.00 USD   Version Number: C1   RFX Version Number: 1

Header | **Items** | Summary | Tracking

▼ Item Overview

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
1	Generators	Material	26131803	GENERATOR CONTROL/PR	15.000	EA	894.24	USD		
2	Lighting	Material	39111800	LIGHTING ACCESSORIES	15.000	EA	1250.00	USD		
3		Material					0.00	USD		
4		Material					0.00	USD		

3. Select the *Summary* tab.
4. Carefully review the revised information, including the new *Response Value*.

**Create Response**

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

Solicitation Response Number: 6500067066   Solicitation Number: 6100026370   Status: In Process  
Submission Deadline: 09/25/2013 17:25:00 EST   Opening Date: 09/25/2013 17:26:00 EST   Solicitation Owner: 0 Days 00:04:24  
RFX Owner: Angela Eshleman   Response Version Number: 0.00 USD   Version Number: C1   RFX Version Number: 1

Header | Items | **Summary** | Tracking

RFX Response Number: 6500067066

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: 2 conditions added

Total RFX Response Value: 32,163.60 USD

5. Select the **Check** button, and address any resulting error messages.
6. Select the **Submit** button.

**Create Response**

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

✓ RFX response is complete and contains no errors

Solicitation Response Number: 6500067066   Solicitation Number: 6100026370   Status: In Process  
Submission Deadline: 09/25/2013 17:25:00 EST   Opening Date: 09/25/2013 17:26:00 EST   Solicitation Owner: 0 Days 00:04:24



A message displays confirming submission of the updated Response.

7. Select the **Close** button to exit your bid Response.

The screenshot shows the 'Create Response' interface. At the top, there is a toolbar with buttons: Edit, Print Preview, a refresh icon, **Close** (highlighted with a red box), and Withdraw. Below the toolbar, a message box displays a green checkmark and the text 'RFx response 6500067066 submitted'. The main area contains a summary table with the following data:

Solicitation Response Number	6500067066	Solicitation Number	6100026370	Status	Submitted
Submission Deadline	09/25/2013 17:25:00 EST	Opening Date	09/25/2013 17:26:00 EST	Solicitation Owner	0 Days 00:02:16
RFx Owner	Angela Eshleman	Response Version Number	0.00 USD	Version Number	Active Version
				RFx Version Number	1

Below the table are tabs for Header, Items, **Summary**, and Tracking. At the bottom, the 'RFx Response Number' is displayed as 6500067066.

## Withdraw/Re-Submit a RFx Response

1. Select the **Withdraw** button prior to the Submission Deadline to withdraw your bid Response.

The screenshot shows the 'Create Response' interface. The toolbar now includes a **Withdraw** button (highlighted with a red box) instead of the 'Close' button. The message box displays a green checkmark and the text 'RFx response 6500067066 submitted'. The summary table data is identical to the previous screenshot. The 'RFx Response Number' is 6500067066, and the 'Items with Response' section shows '2 out of 2 items responded to'.

A message displays confirming that the Response was withdrawn.

Note that the option to *Re-Submit* becomes available.

2. Select the **Re-Submit** button to resubmit the Response.

The screenshot shows the 'Create Response' interface. The toolbar now includes a **Re-Submit** button (highlighted with a red box) instead of the 'Withdraw' button. The message box displays a green checkmark and the text 'RFx response 6500067066 (Emergency Generators and Lighting) withdrawn'. The summary table data is identical to the previous screenshots, but the 'Status' is now 'Withdrawn'. The 'RFx Response Number' is 6500067066, and the 'Items with Response' section shows '2 out of 2 items responded to'.

A message displays confirming resubmission of the Response.

3. Select the **Close** button to exit your bid Response.

Create Response

Edit

Print Preview

Close

Withdraw

☒ Rfx response 6500067066 (Emergency Generators and Lighting) resubmitted

☒ Rfx response is complete and contains no errors

Solicitation Response Number 6500067066Solicitation Number 6100026370Status Submitted

Submission Deadline 09/25/2013 17:25:00 ESTOpening Date 09/25/2013 17:26:00 ESTSolicitation Owner 0 Days 00:01:41

Rfx Owner Angela EshlemanResponse Version Number 0.00 USDVersion Number Active VersionRfx Version Number 1

Header

Items

Summary

Tracking

Rfx Response Number: 6500067066

Items with Response: 2 out of 2 items responded to



If you need assistance with viewing and/or responding to a solicitation in the [PA Supplier Portal](#), please contact the *Customer Service Center* by dialing toll-free (877) 435-7363 and select Option 2, or send an e-mail to [srmhelp@pa.gov](mailto:srmhelp@pa.gov).

END