Web**Procure**™

Supplier Response User Reference Manual

Version 2.0.11.13

Perfect Commerce

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Newport News, VA 23606

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Supplier Response User Reference Manual

Welcome to Web**Procure**.

Web**Procure** is a Web-based procurement software solution designed and built specifically for public sector agencies. Our application helps Suppliers enhance their business relationships with these agencies by streamlining the bid/quote process, automating order management, and improving communication about business opportunities. By registering with Web**Procure**, Suppliers automatically receive notification of bid and quote opportunities from participating Buying Organizations.

This user guide is intended to help users navigate through the Web**Procure** system with ease and efficiency. If unable to find an answer to your questions, please contact **Customer Support** at **(888) 304-5847** or by e-mail at ***support@perfect.com***.

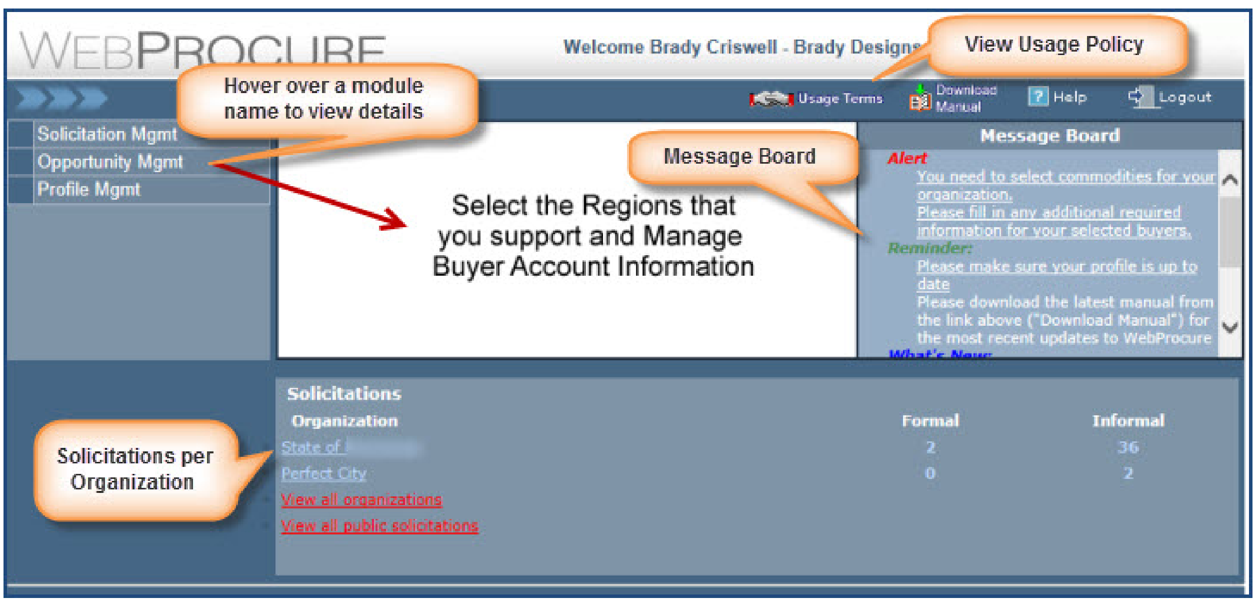
Click a topic below to get started:

- **Navigation**
- **Solicitation Mgmt**
- **Opportunity Mgmt**
- **Profile Mgmt**

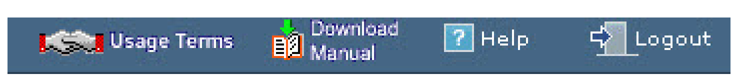
Navigation

The **Home** page of Web**Procure** provides links to the various modules that your Organization has implemented.

- Hover over a module name to view details. Each module name is a hyper link, click the link to open the module.
- **Message Board** section includes news about the product, reminders and alerts.
- **Solicitations** identifies the number of Formal and Informal solicitations available for review and response.
- **Usage Terms** may be easily reviewed.



Select a module from the left panel to open the module. Several links are available in the upper right corner.



Each one is discussed in their own topic below.

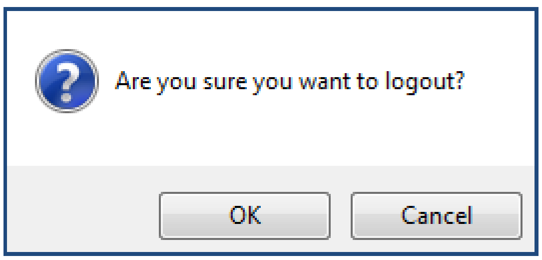
To view the **Terms and Conditions** for using Web**Procure**, select the **Usage Terms** link at any time. The ***Online Supplier Agreement*** will open in a new window. Click here to view the agreement.

NOTE: The most current agreement will be displayed when selecting the **Usage Terms** link.

When finished viewing, click **Close**.

Select this link to download this user manual. Be advised that the most current information is maintained in online help. The manual is only updated in conjunction with major product releases.

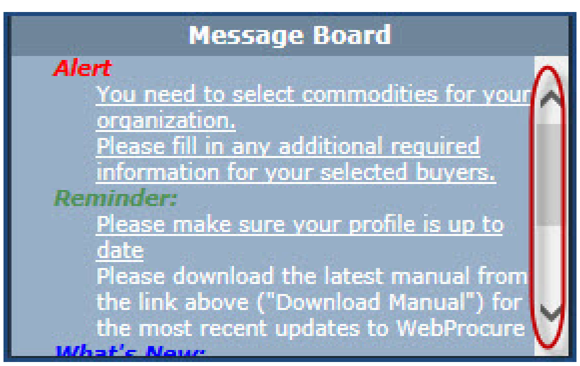
The **Logout** link is always available in the upper right corner of the application. Click the link to cleanly exit out of the application.



Click **OK** to proceed with the logout process.

Cancel keeps session open.

Alerts and reminders and news about product updates are visible in the **Message Board**.



Alerts are in red. **Reminders** in green. **What's New** is in blue.

Use the scroll bar to read the entirety of the **Message Board**.

The lower half of the page displays the solicitations per Buying Organization that are available for review and response.

Solicitations

Organization	Formal	Informal
State of	2	36
Perfect City	0	2
View all organizations		
View all public solicitations		

The Buying Organizations listed are those which you have been approved as a Supplier along with the number of active **Formal** and **Informal** solicitations those Buyers have issued.

The **Organizations** are active hyper links. Select the link to open all the **Current Solicitations** for that **Buying Organization.**

The **Formal** and **Informal** columns indicate the number of solicitations for that Organization per type.

View all organizations may be selected to show a summary listing of solicitations.

Your Buying Organizations Select an organization to review and respond to their opportunities.

Issuer	New Solicitations?	Active Formal Solicitations	Active Informal Solicitations	Actions
State of	*	2	36	View Opportunities
Perfect City	*	0	2	View Opportunities

* = new solicitations that have not yet been viewed.

Click here to learn more.

View all public solicitations may be selected to view all available solicitations.

Filter the Board By: Status: All | Type: All | State: Virginia | Keyword: | Find | Reset

Results Displayed: 0 - 10 of 12 solicitations

Bids or Quotes About To End

Organization	Solicitation Number	Solicitation Title	Status	Issue Date	Open Date	Actions
Perfect City	PC-06192013-001	Computers, Laptops and software	CLOSED	Jun 20, 2013 8:00 AM EDT	Jun 27, 2013 8:00 AM EDT	
Perfect City	PC0001	Lawn Services	AWARDED	Aug 5, 2013 10:15 AM EDT	Aug 14, 2013 8:00 AM EDT	
Perfect City	ACC002	Office Supplies Solicitation	CLOSED	Aug 5, 2013 3:00 PM EDT	Aug 13, 2013 ... AM EDT	

Click here to learn more.

The main navigation bar will vary depending upon the module the user is in. Each module's navigation bar includes a **Home** button to return to the **Home** page.

On pages that contain listings, the navigational arrows  are visible above and below the list. These arrows allow users to move between pages.

Use the first page arrow to move to the first page of the listing.

Use the last page arrow to move to the last page of the listing.

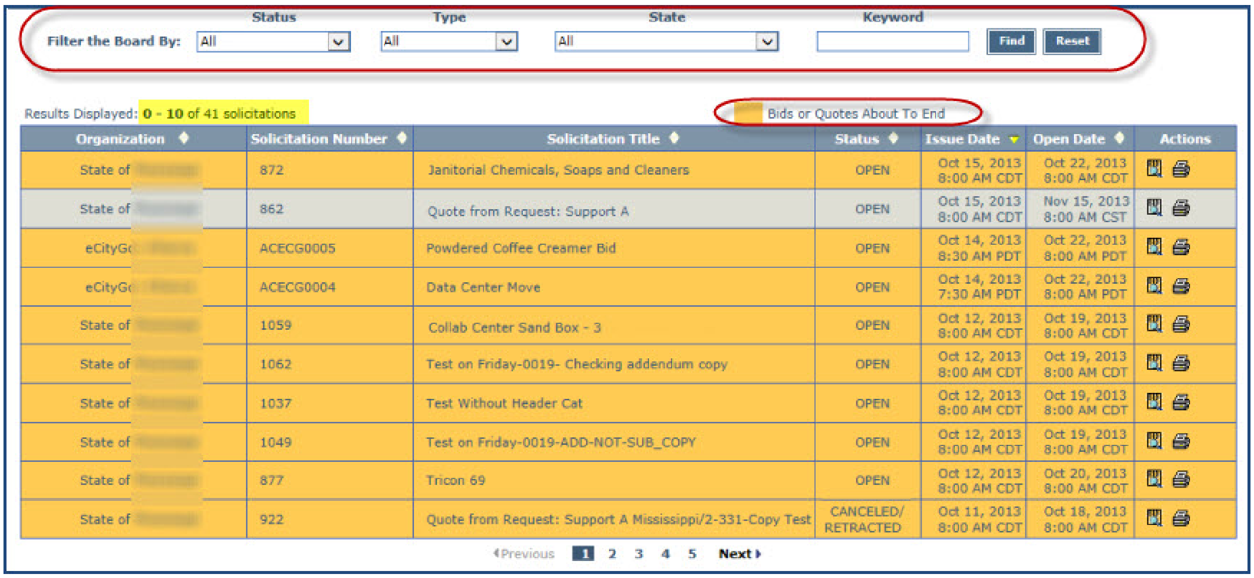
Use the next page  arrow to move to the next page in the listing.

Use the previous page  arrow to move to the previous page in the listing.

View All Public Solicitations

From the Home page, the link to **View all public solicitations** is available from the Solicitations section.

The page opens with a bid board containing a listing of public solicitations. This includes solicitations for which your Supplier Organization was not specifically invited to participate in.



Organization	Solicitation Number	Solicitation Title	Status	Issue Date	Open Date	Actions
State of [illegible]	872	Janitorial Chemicals, Soaps and Cleaners	OPEN	Oct 15, 2013 8:00 AM CDT	Oct 22, 2013 8:00 AM CDT	
State of [illegible]	862	Quote from Request: Support A	OPEN	Oct 15, 2013 8:00 AM CDT	Nov 15, 2013 8:00 AM CST	
eCityGc [illegible]	ACECG0005	Powdered Coffee Creamer Bid	OPEN	Oct 14, 2013 8:30 AM PDT	Oct 22, 2013 8:00 AM PDT	
eCityGc [illegible]	ACECG0004	Data Center Move	OPEN	Oct 14, 2013 7:30 AM PDT	Oct 22, 2013 8:00 AM PDT	
State of [illegible]	1059	Collab Center Sand Box - 3	OPEN	Oct 12, 2013 8:00 AM CDT	Oct 19, 2013 8:00 AM CDT	
State of [illegible]	1062	Test on Friday-0019- Checking addendum copy	OPEN	Oct 12, 2013 8:00 AM CDT	Oct 19, 2013 8:00 AM CDT	
State of [illegible]	1037	Test Without Header Cat	OPEN	Oct 12, 2013 8:00 AM CDT	Oct 19, 2013 8:00 AM CDT	
State of [illegible]	1049	Test on Friday-0019-ADD-NOT-SUB_COPY	OPEN	Oct 12, 2013 8:00 AM CDT	Oct 19, 2013 8:00 AM CDT	
State of [illegible]	877	Tricon 69	OPEN	Oct 12, 2013 8:00 AM CDT	Oct 20, 2013 8:00 AM CDT	
State of [illegible]	922	Quote from Request: Support A Mississippi/2-331-Copy Test	CANCELED/ RETRACTED	Oct 11, 2013 8:00 AM CDT	Oct 18, 2013 8:00 AM CDT	

◂Previous 1 2 3 4 5 Next▸

The top portion of the page includes the following filters that may be applied to refine displayed listing:

Filter the Board By:

Status - Use the drop down menu to select a Solicitation status. Options include:

- **All** - This is the default.
- **Open -** Display only open solicitations.
- **Closed** - Display past solicitations.
- **Under Eval.** - Display only those solicitations that are currently under evaluation.
- **Awarded** - Display only those solicitations that have been awarded.

- **Canceled/Retracted** - Display all canceled and retracted solicitations.

Type - Use the drop down menu to select the type of solicitation to display. Options include:

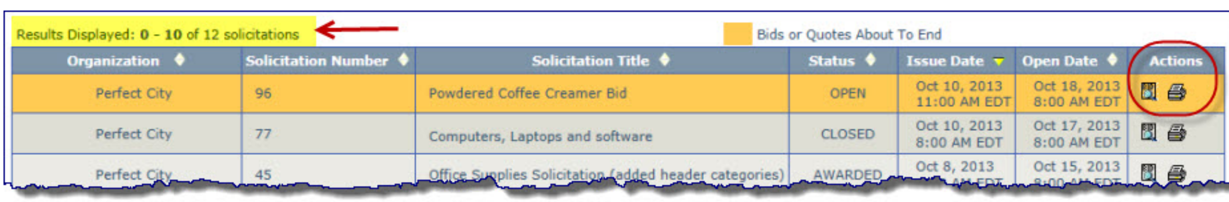
- **All** - This is the default.
- **Quotes**
- **Sealed Bids/RFPs**

State - Use the drop down menu to select the state that issued the solicitation. **All** is the default.

Keyword - Enter a full or partial search term in the **Keyword** field to display only those solicitations that contain the entered terms.

After filters and/or keywords have been entered, click **Find** to apply filter.

Reset clears filters and removes entered keywords. Search results listing returns to all solicitations.



Results Displayed: 0 - 10 of 12 solicitations

Bids or Quotes About To End

Organization	Solicitation Number	Solicitation Title	Status	Issue Date	Open Date	Actions
Perfect City	96	Powdered Coffee Creamer Bid	OPEN	Oct 10, 2013 11:00 AM EDT	Oct 18, 2013 8:00 AM EDT	
Perfect City	77	Computers, Laptops and software	CLOSED	Oct 10, 2013 8:00 AM EDT	Oct 17, 2013 8:00 AM EDT	
Perfect City	45	Office Supplies Solicitation (added header categories)	AWARDED	Oct 8, 2013	Oct 15, 2013	

The number of solicitations matching the filters or keywords is shown just above the bid board to the left.

Solicitations, (bids or quotes), highlighted in orange are about to end.

Six of the seven column headings are active hyper links and may be used to select that column as the primary sort. It acts as a toggle to switch between ascending and descending order. By default the board is sorted by **Issue Date** in descending order. The six columns are:

Organization - The Buying Organization that issued the solicitation.

Solicitation Number - The Buying Organization's assigned number to the solicitation.

Solicitation Title - The Buying Organization's name for the solicitation.

Status - The current state of the solicitation. Possible statuses include: **Open**, **Closed**, **Awarded**, **Retracted/Canceled**, or **Closed/Under Eval.**

Issue Date - This is the default sort. This is the date the solicitation was issued.

Open Date - The date the solicitation officially opened for review and responses.

The last column may not be used to sort: **Actions**

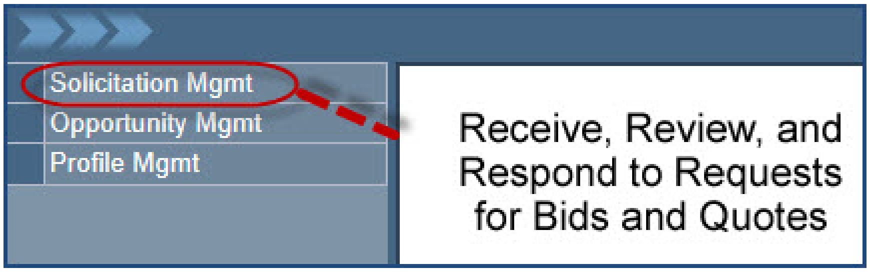
Use the arrows and the **Previous** and **Next** links to navigate between the pages of results.

Three possible icons will display:

View Solicitation Summary	Allows Suppliers to view details of the solicitation including Contact Information, Header, Items, and Documents. It also allows Suppliers to create a response. Click here for more information.
Print	Select to open or save a printable version of the solicitation.
Award Information	If the solicitation has been awarded, select this icon to view the Solicitation History report including the awarded responses.

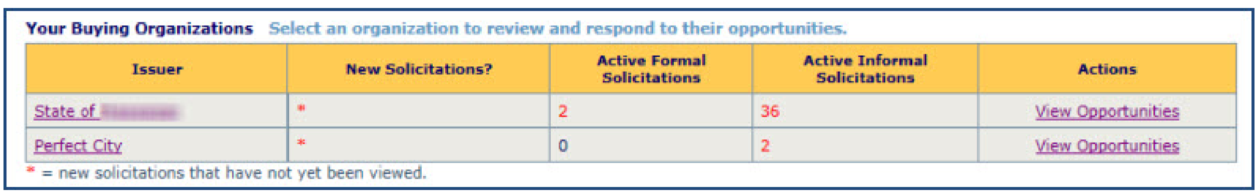
View All Organizations

This page is accessible by selecting the **Solicitation Mgmt** module from the **Home** page.



It is also accessible via the link to **View all organizations** at the bottom of the page.

The **Your Buying Organizations** page opens with a table containing a listing of issuing Buying Organizations and a count of their Formal and Informal Solicitations.



Your Buying Organizations Select an organization to review and respond to their opportunities.

Issuer	New Solicitations?	Active Formal Solicitations	Active Informal Solicitations	Actions
State of	*	2	36	View Opportunities
Perfect City	*	0	2	View Opportunities

* = new solicitations that have not yet been viewed.

Issuer - Select the active hyper linked Buying Organization name to open the **My List** view of **Current Solicitations.**

New Solicitations? - If this column has a red asterisk (*), this indicates that one or more solicitations have not been viewed.

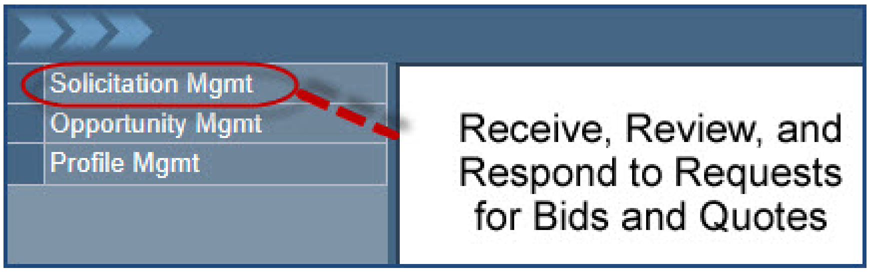
Active Formal Solicitations - The number of Formal Solicitations for the Buying Organization that are currently in **Active** status.

Active Informal Solicitations - The number of Informal Solicitations for the Buying Organization that are currently in **Active** status.

Actions - Select the **View Opportunities** link to open the **My List** view of **Current Solicitations.**

Solicitation Management

Select the **Solicitation Mgmt** module from the **Home** page to receive, review, and respond to requests for bids and quotes.



The **Your Buying Organizations** page opens with a table containing a listing of issuing Buying Organizations and a count of their Formal and Informal Solicitations.

Your Buying Organizations Select an organization to review and respond to their opportunities.

Issuer	New Solicitations?	Active Formal Solicitations	Active Informal Solicitations	Actions
State of [illegible]	*	2	36	View Opportunities
Perfect City	*	0	2	View Opportunities

* = new solicitations that have not yet been viewed.

This table is also accessible via the link to **View all organizations** at the bottom of the page.

Issuer - Select the active hyper linked Buying Organization name to open the **My List** view of **Current Solicitations.**

New Solicitations? - If this column has a red asterisk (*), this indicates that one or more solicitations have not been viewed.

Active Formal Solicitations - The number of Formal Solicitations for the Buying Organization that are currently in **Active** status.

Active Informal Solicitations - The number of Informal Solicitations for the Buying Organization that are currently in **Active** status.

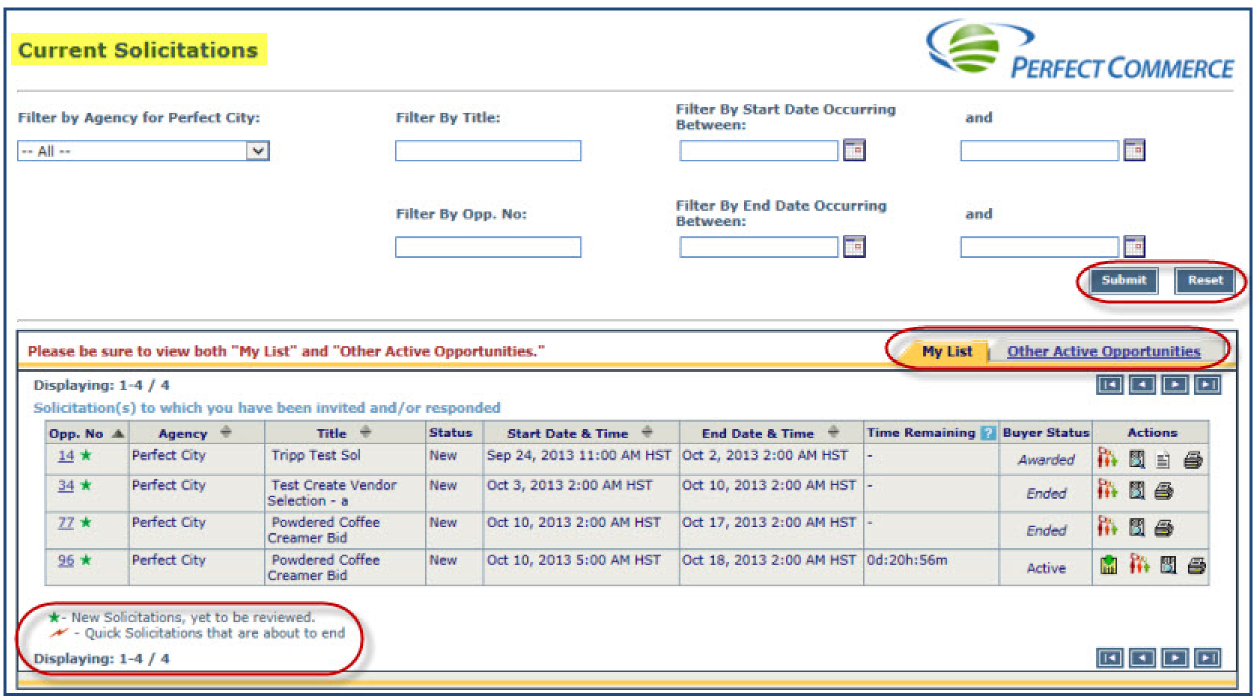
Actions - Select the **View Opportunities** link to open the **My List** view of **Current Solicitations.**

The **Current Solicitations** page is the default page displayed after selecting an organization from the **Home** page or after selecting **Solicitation Mgmt** from the **Home** page.

Current Solicitations is highlighted in the main navigation bar:

Current Solicitations

Current Solicitations opens to the **My List** view.



This page provides an overview of all the solicitations currently available for response for the selected Buying Organization. There are two views available: **My list** and **Other Active Opportunities.**

The top portion of the page provides multiple filter options that may be applied to refine displayed results.

Two views are available: **My List** and **Other Active Opportunities**

- **My List** - A listing of solicitations your Supplier Organization has been invited to participate by the Buying Organization issuing the solicitation.

- **Other Active Opportunities** - A listing of solicitations available for review and response; however, your Supplier Organization was not specifically invited to participate by the Buying Organization.

By default, the page opens to the **My List** view.

The **Actions** column contains a number of actions that may be performed on the solicitation. The type of action icons displayed will depend on the **Status** of the solicitation and the view.

Filter Current Solicitations

The top portion of the page includes the following filters that may be applied to refine displayed listing:

Filter by Agency for xx- Use the drop down list to restrict the list of solicitations to those associated with a specific agency within a Buying Organization. The default is All. Options will vary per Buying Organization.

Filter by Title - Filter solicitations by title. Enter a full or partial solicitation title name. An asterisk (*) may be used as a wild card.

Filter by Start Date Occurring Between - Use the start date range fields to list only those solicitations with duration start dates that are on a specified date or between two specified dates. Click the calendar icon to select the date.

Filter by End Date Occurring Between - Use the end date range fields to list only those solicitations with duration end dates that are on a specified date or between two specified dates. Click the calendar icon to select the date.

Filter by Opp. No - Enter a full or partial solicitation or opportunity number to display only those solicitations or opportunities that contain the entered alpha numeric characters. An asterisk (*) may be used as a wildcard.

Once filters have been applied, click **Submit** to commit those filters.

Reset removes all filters and displays all current solicitations in the **My List** view.

My List

The default view on the **Current Solicitations** page is **My List**; listing all solicitations that your Supplier Organization has been invited to participate in.

Please be sure to view both "My List" and "Other Active Opportunities."   My List   Other Active Opportunities

Displaying: 1-4 / 4

Solicitation(s) to which you have been invited and/or responded

Opp. No	Agency	Title	Status	Start Date & Time	End Date & Time	Time Remaining	Buyer Status	Actions
14 ★	Perfect City	Tripp Test Sol	New	Sep 24, 2013 11:00 AM HST	Oct 2, 2013 2:00 AM HST	-	Awarded	
34 ★	Perfect City	Test Create Vendor Selection - a	New	Oct 3, 2013 2:00 AM HST	Oct 10, 2013 2:00 AM HST	-	Ended	
77 ★	Perfect City	Powdered Coffee Creamer Bid	New	Oct 10, 2013 2:00 AM HST	Oct 17, 2013 2:00 AM HST	-	Ended	
96 ★	Perfect City	Powdered Coffee Creamer Bid	New	Oct 10, 2013 5:00 AM HST	Oct 18, 2013 2:00 AM HST	0d:20h:30m	Active	

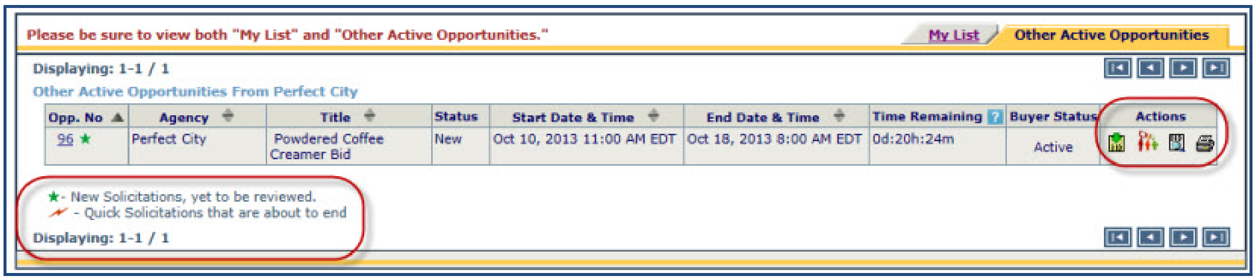
★ - New Solicitations, yet to be reviewed.
- Quick Solicitations that are about to end

Displaying: 1-4 / 4

NOTE: Most Supplier organizations are pre-selected within the Web**Procure** system during the solicitation creation process to be invited to participate in the solicitation. This pre-selected invitation is based on the commodity categories that are associated to your organization's profile, matching the commodity categories for the items that are part of a solicitation.

Other Active Opportunities

The alternate view on the **Current Solicitations** page is **Other Active Opportunities**; listing all solicitations available for review and response; however, your Supplier Organization was not specifically invited to participate by the Buying Organization.



Filter Results

Regardless of the view, the column headings of the listed solicitations are the same. These are discussed below.

Five of the nine column headings are active hyper links and may be used to select that column as the primary sort. It acts as a toggle to switch between ascending and descending order. By default, the primary sort is the **Opp. No** column.

- **Opp. No** - The solicitation number assigned by the Buying Organization. The number in this column is an active hyper link and may be selected to access the solicitation for viewing and responding.
    - New solicitations that have not yet been reviewed will have a green star icon next to the solicitation number in the **Opp. No** column.
    - If a solicitation is nearing its end date and has not yet been reviewed by your Supplier Organization, a red lightning icon will display next to the solicitation number in the **Opp. No** column.

- **Agency** - The agency within the Buying Organization that issued the solicitation.
- **Status** - This column may not be used as a primary sort. The value in this column indicates one of the following:
    - **New** - Solicitation is new and has not yet been viewed by your Supplier Organization.
    - **Viewed** - Solicitation has been viewed by your Supplier Organization.
    - **Responded** - Indicates your Supplier Organization has entered a response for the solicitation.
- **Start Date & Time** - Displays the time and date the solicitation will be available for Supplier review and response.
- **End Date & Time** - Displays the deadline for the solicitation. The date and time it will close and no longer be available for Supplier review and/or response.
- **Buyer Status** - Displays current status of the solicitation.
    - **Active** - Available for review and/or response.
    - **Ended** - Solicitation is now closed and no longer available for Supplier review and/or response.
    - **Amended** - Solicitation has been changed since it was last viewed or responded to. Once the amended solicitation is viewed, status will return to **Active**.
- **Time Remaining** - The number of days, hours, and minutes remaining in the active solicitation period.
- **Actions** - The **Actions** icons will vary depending upon the combined Buyer Status and Supplier status of the solicitation. The icons are discussed in detail **here**.

Actions - Current Solicitations

Action icons will depend upon the combined Buyer and Supplier status of the solicitation. The following table identifies the icons and their meanings for current solicitations.

Submit/Edit Your Response	Create an initial response to a solicitation or edit an existing response to a solicitation. Solicitations may only be edited up until the **End Date** and **Time** of the solicitation. Click here for more information.
Collaboration Center	Select to open the Collaboration Center which allows two-way communication between your Supplier Organization and the Buying Organizations. Click here for more information.
View Solicitation Summary	Select to open the solicitation for review. If a response has been created or if the solicitation is ready to be bid on, the solicitation opens to the **Review Response** page. If documents are still pending acceptance, the solicitation will open to the **View All Items** tab advising that documents need to be accepted prior to being able to quote on items. Click here to learn more about responding to a solicitation.
Print	Select to generate a PDF version of the **Vendor Solicitation Report**.
Award Report	If the solicitation has been awarded and the Buying Organization published the award information for public view, then this icon may be selected to view the **Solicitation History** report including the awarded responses. Click here for more information.
Retract Your Response	Prior to a solicitation ending, users may choose to withdraw a submitted response to a solicitation. Select this icon to cancel all quoted items for the solicitation.

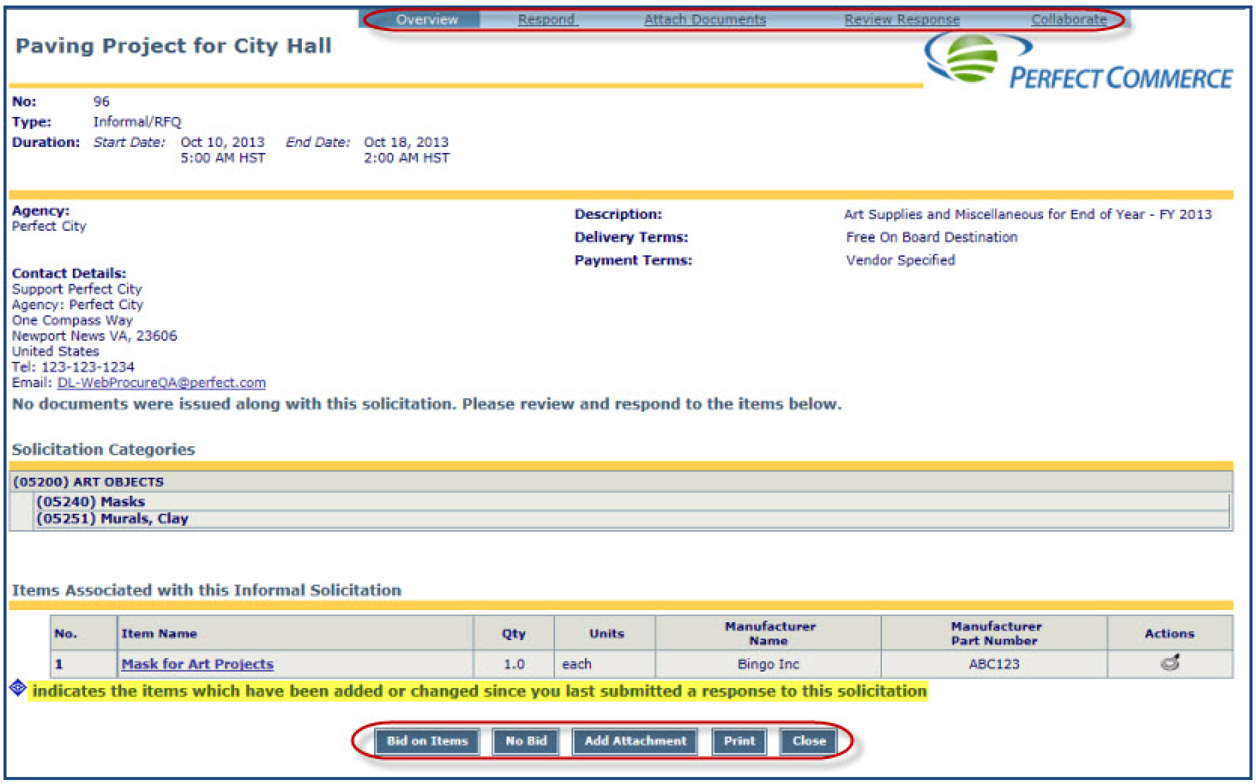
Respond to a Solicitation

To begin the **Solicitation Response** process, from the **Current Solicitations** page:

- Click the active hyper linked solicitation number link in the **Opp. No** column

  or

- Select the **Submit / Edit Your Response** icon from the **Actions** column



Once the solicitation is opened, select the specific section by using the sub-navigation bar at the top of the page.

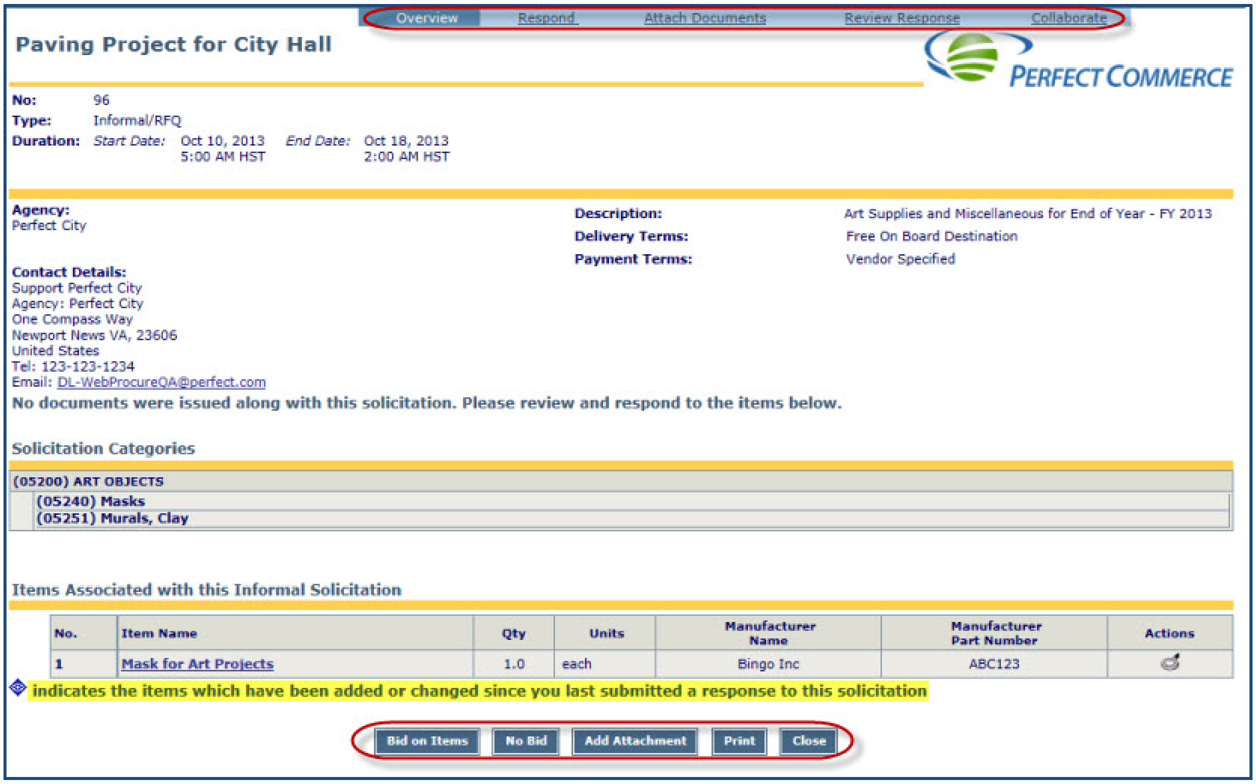
Use this navigation bar throughout response creation to navigate between the pages associated with the process.

Click a topic below to get started:

- **Overview**
- **Respond**
- **Attach Documents**
- **Review Response**
- **Collaborate**

Overview

The first step in creating a response to an **Active** solicitation is to review it.



Depending upon how the solicitation was created, the page may include all or some of the following sections:

- Header Information
- Solicitation History
- Original Solicitation Documents
- Addendum Documents
- Solicitation Categories
- Items Associated this Solicitation

Each section is discussed below:

Header Information

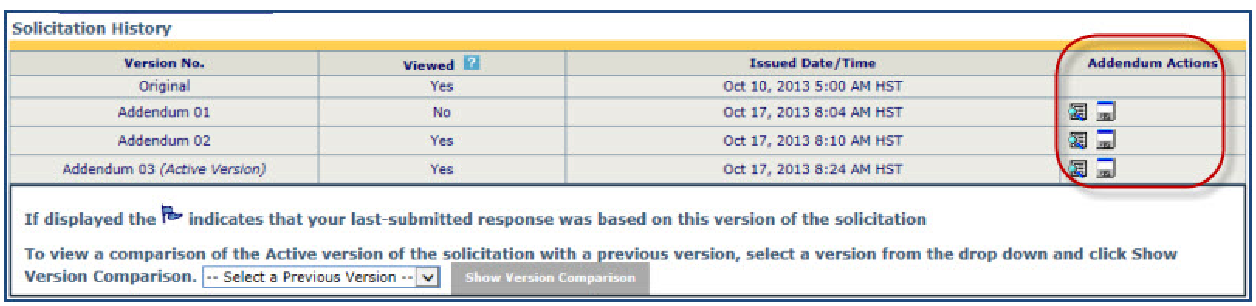
At the top of the **Overview** page, summary information about the solicitation is shown. This section cannot be edited. It includes:

- **No**. - Solicitation number assigned by the Buying Organization.
- **Type** - Identifies the solicitation as Formal or Informal.
- **Duration** - Start and End Date and times indicate how long the solicitation will be **Active** and available for review and/or response.
- **Agency** - Names the agency within the Buying Organization that issued the solicitation.
- **Description** - If a description of the solicitation was entered by the Buying Organization, it will be shown.
- **Delivery Terms -** Buyer defined delivery terms for the solicitation items.
- **Payment Terms** - Buyer defined payment terms for the solicitation.
- **Contact Details** - The contact information for the primary person responsible for the solicitation will be displayed. This information includes their name, agency, address, telephone, and email address.

- **Custom Fields** - Potentially, there are up to five additional fields that may appear on the header of the solicitation. These fields are buyer defined and if used, will vary depending on the type of the solicitation and the Buying Organization. These fields are generally used to provide specific information that is pertinent to Suppliers interested in responding to the solicitation. Below is an example of one such custom field:
    - **Bidder's Conference** - Time and date set by the Buying Organization for a pre-bidder's conference. The conference details will be outlined as well as whether or not attendance is required.

Solicitation History

If multiple solicitation versions have been issued by the Buying Organization, the **Solicitation History** section will display. This section will only display if at least one addendum has been created for the solicitation.


Solicitation History

Version No.	Viewed	Issued Date/Time	Addendum Actions
Original	Yes	Oct 10, 2013 5:00 AM HST	
Addendum 01	No	Oct 17, 2013 8:04 AM HST	
Addendum 02	Yes	Oct 17, 2013 8:10 AM HST	
Addendum 03 *(Active Version)*	Yes	Oct 17, 2013 8:24 AM HST	

If displayed the indicates that your last-submitted response was based on this version of the solicitation

To view a comparison of the Active version of the solicitation with a previous version, select a version from the drop down and click Show Version Comparison. -- Select a Previous Version -- Show Version Comparison

The following is provided for each version of a solicitation:

Version No. - Displays the original version of the solicitation along with the two-digit number of any addenda. The current version will have (**Active Version)** next to it. If a blue flag is displayed, it indicates that any previous response was based on that version of the solicitation.

Viewed - If the Supplier Organization has viewed the solicitation or addenda, it will display **Yes.**

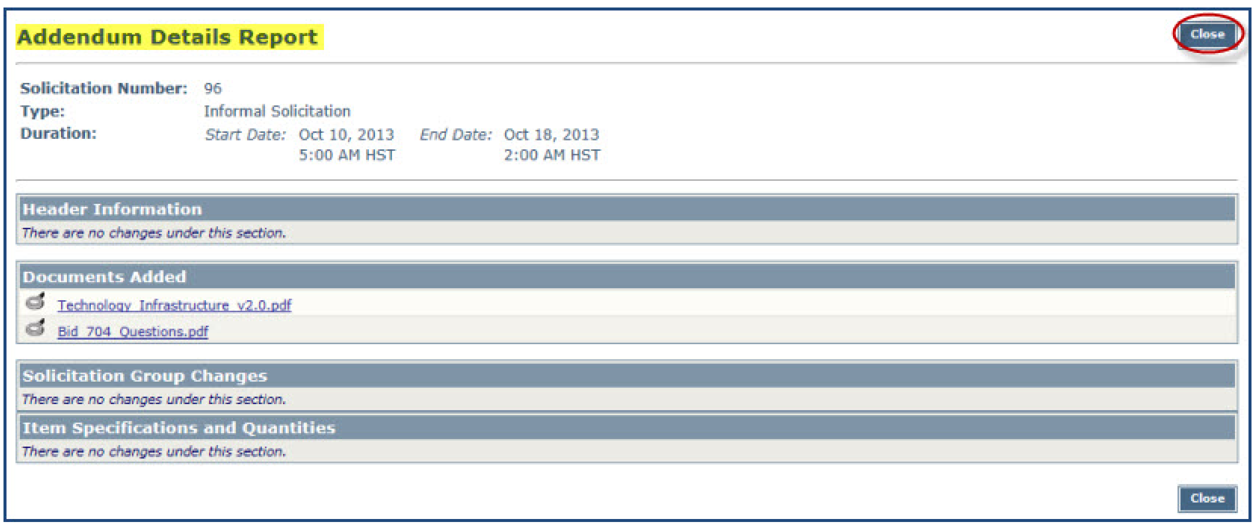
Issue Date/Time - The date and time a version became the active version of the solicitation. For the original version, it is the same as the Solicitation Start Date and Time.

Addendum Actions - Two icons are available on all but the original version of the solicitation.

View Change Details	Select to view the **Addendum Details Report.** This report displays the changes made by the Buying Organization for the version. Click here for more information.
Download Change Report	Select to download a PDF version summarizing the changes made on that version of the solicitation. Click here for more information including the steps to view a comparison report.

Addendum Details Report

Select the **View Change Details** icon from the **Addendum Actions** column on the **Overview** page to view a report that displays the changes made by the Buying Organization for the version. The **Addendum Details Report** opens:

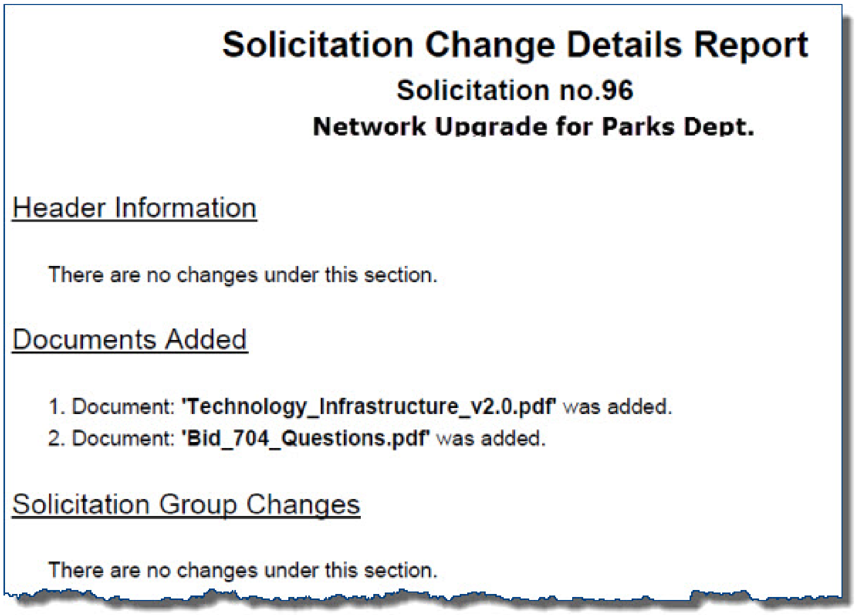


The **Addendum Details Report** shows the changes made by the Buying Organization. If changes were not made to a particular section, it will state ***There are no changes under this section***.

In the above example, the addendum details states that the only change was to add documents. Those documents may be opened for viewing by selecting the **Get Details** icon. When finished reviewing the report, click **Close** to return to the **Overview** page.

Download Change Report

Select the **Download Change Report** icon from the **Addendum Actions** column on the **Overview** page in order to obtain a .PDF version of the **Solicitation Change Details Report**.


Solicitation Change Details Report

Solicitation no.96

Network Upgrade for Parks Dept.

Header Information

There are no changes under this section.

Documents Added

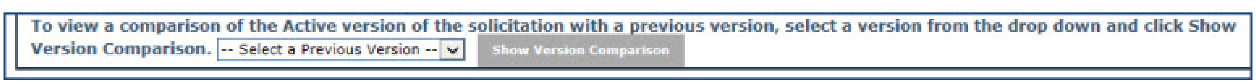
1. Document: **'Technology_Infrastructure_v2.0.pdf'** was added.
2. Document: **'Bid_704_Questions.pdf'** was added.

Solicitation Group Changes

There are no changes under this section.

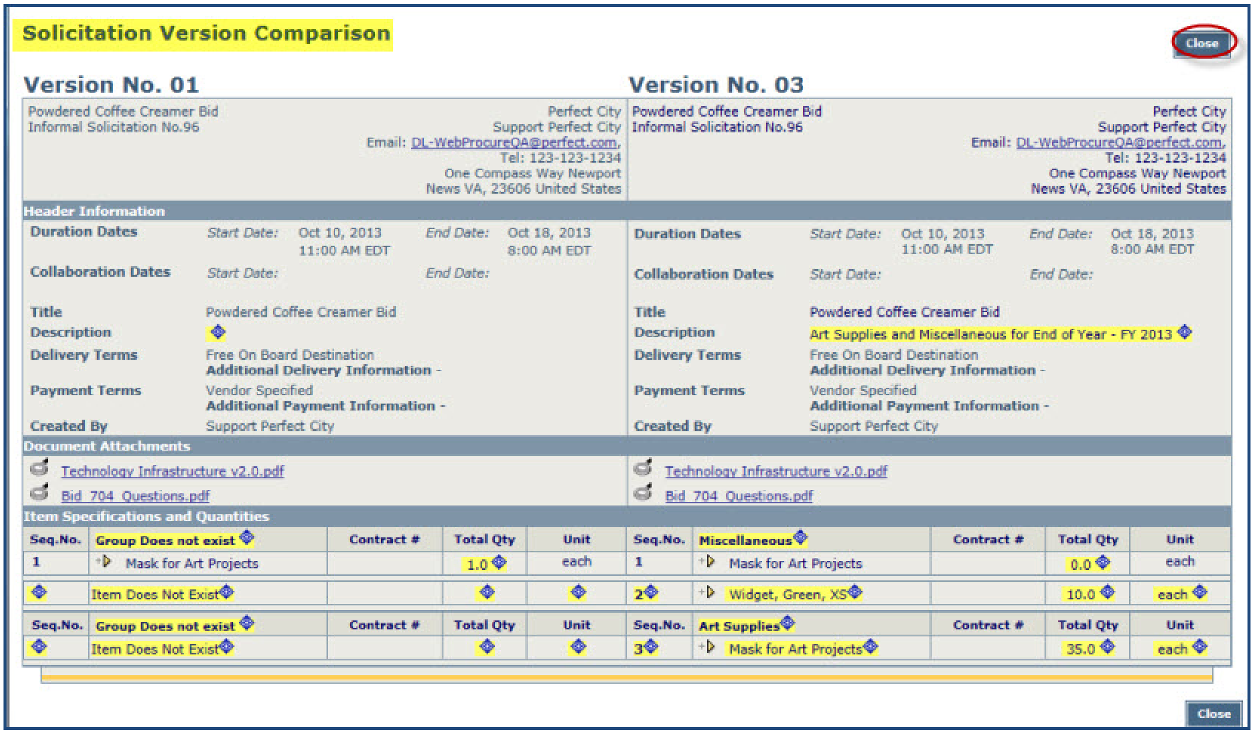
Solicitation Version Comparison

At the bottom of the **Solicitation History** section, users have the ability to view a side by side comparison of the **Active** version against another version.



Use the drop down menu to select a previous version. Click **Show Version Comparison**.

The **Solicitation Version Comparison** page opens:

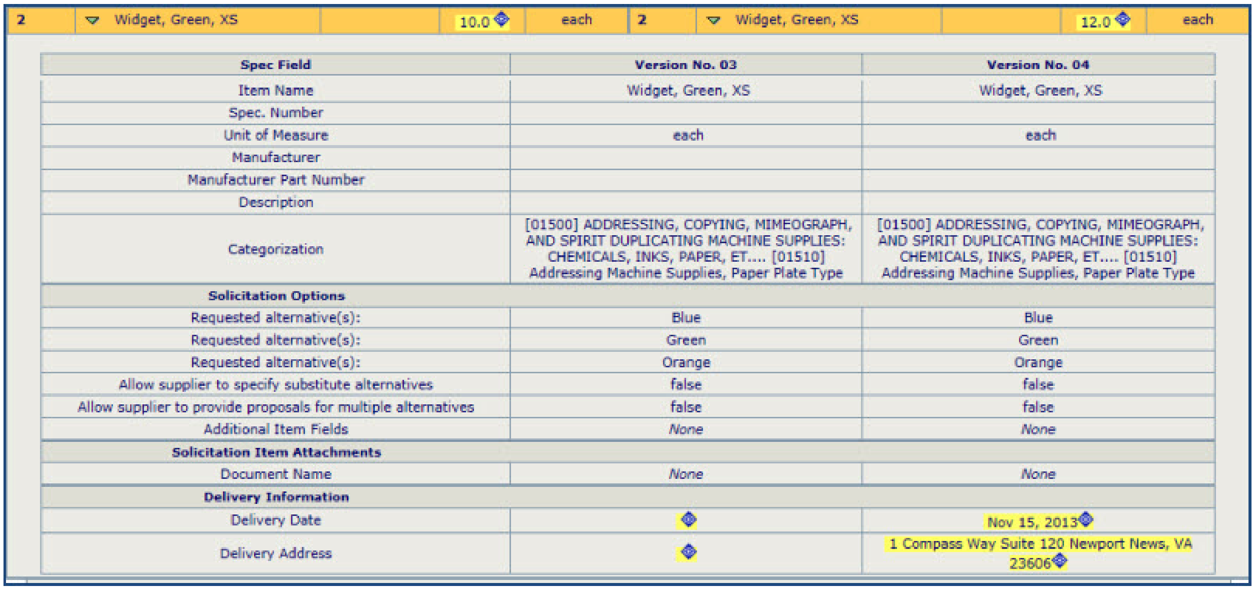


The **Active** version is always shown on the right.

Differences between the versions are highlighted in yellow and marked with the **Amended** icon.

A highlighted row indicates that additional changes were made to the details of an item.

Each item displays in a collapsed format as indicated by the right facing arrow icon. To expand and view the details of a request, select this icon.



2	Widget, Green, XS		10.0	each	2	Widget, Green, XS		12.0	each

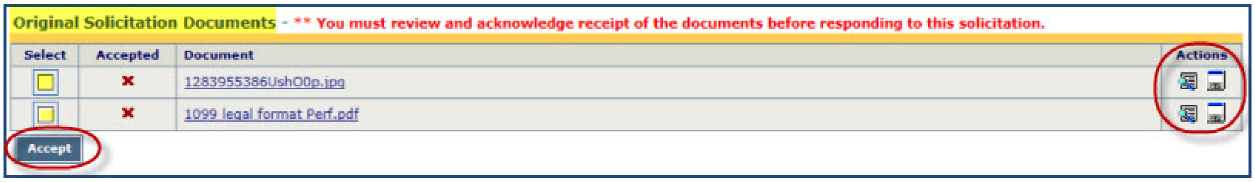
Spec Field	Version No. 03	Version No. 04
Item Name	Widget, Green, XS	Widget, Green, XS
Spec. Number		
Unit of Measure	each	each
Manufacturer		
Manufacturer Part Number		
Description		
Categorization	[01500] ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ET.... [01510] Addressing Machine Supplies, Paper Plate Type	[01500] ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ET.... [01510] Addressing Machine Supplies, Paper Plate Type
Solicitation Options		
Requested alternative(s):	Blue	Blue
Requested alternative(s):	Green	Green
Requested alternative(s):	Orange	Orange
Allow supplier to specify substitute alternatives	false	false
Allow supplier to provide proposals for multiple alternatives	false	false
Additional Item Fields	*None*	*None*
Solicitation Item Attachments		
Document Name	*None*	*None*
Delivery Information		
Delivery Date		Nov 15, 2013
Delivery Address		1 Compass Way Suite 120 Newport News, VA 23606

The arrow will now display green and downward, . Click this icon to collapse the view as needed.

When finished viewing the **Solicitation Version Comparison**, click **Close** to return to the **Overview** page.

Original Solicitation Documents

If documents were included on the original version of the solicitation, the **Original Solicitation Documents** section will display:



Acceptance of these documents by Supplier Organizations is required in order to enter a response for the solicitation.

The **Accepted** column displays a red for documents not yet accepted. It displays a green check for documents that have been accepted.

The **Document** names are active hyper links. Click to open and view the attachment.

The **Actions** column allows documents to be opened and saved as well as reviewed and accepted. See table below:

Review	Select to review and accept the document.
Download	Select to open or save the document.

NOTE: Downloading the solicitation documents to your computer is recommended. The documents may be easily accessed from your computer during the response process for the solicitation. Solicitation documents remain accessible for viewing at all times within the Web**Procure** system.

Accept Documents

[Check All] [Uncheck All]

To accept all documents at once, click the **[Check All]** link located just above the **Original Solicitation Documents** box. Click **Accept**.

To accept a document one at a time, mark the **Select** column for the document. Click **Accept**.

The red ✗ will change to a green check ✓ in both the **Select** and **Accepted** columns.

Select	Accepted	Document
✓	✓	Technology Infrastructure v2.0.pdf
☐	✗	Bid_704_Questions.pdf

Addendum Documents

[Check All] [Uncheck All]
Addendum Documents

Select	Accepted	Document	Added in Version No.	Actions
☐	✗	Technology Infrastructure v2.0.pdf	Addendum 01	
☐	✗	Bid_704_Questions.pdf	Addendum 01	

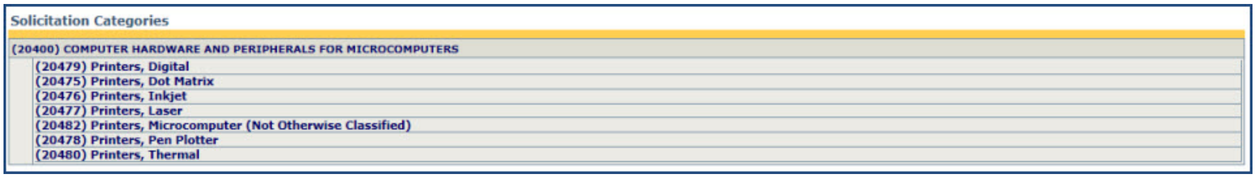
Accept

Buying Organizations may add additional documents to the solicitation at any time between the Start and End dates, as part of a solicitation addendum. Any documents added within solicitation addenda are displayed on the **Solicitation Overview** page in the **Addendum Documents** section, which appears beneath the **Original Solicitation Documents**. These addendum documents have the same information fields and actions as documents in the **Original Solicitation Documents** section, with the following addition:

- **Added in Version No.** - Indicates the version of the solicitation in which the document was added.

Solicitation Categories

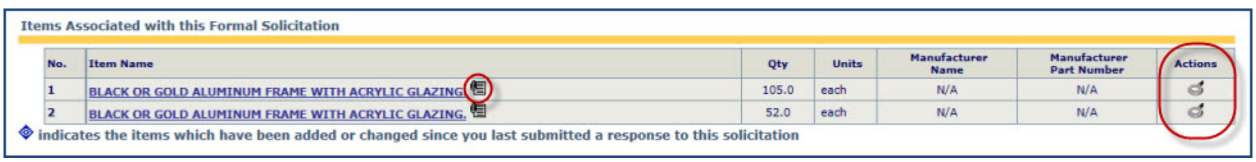
If header level categories were added to the solicitation, they will be displayed in the **Solicitation Categories** section.



This section is read-only and identifies the classifications of the solicitation.

Items Associate with this...Solicitation

Items associated with the solicitation are shown in this section. The image below represents a **Formal** solicitation, however, the same section exists on **Informal** solicitations as well.



Each **Item Name** is an active hyper link and may be selected to view the **Item Specification Detail**.

If line item attachments were added by the Buying Organization, the **Item Attachments** icon will be visible to the right of the **Item Name**. Attachments will be visible on the **Respond** page.

Select the **See Item Details** icon to open the **Item Specification Detail** window.

An item will be marked with the **Item Changed** icon if an item on the solicitation has been added or changed since a response was last submitted.

Next Steps

At the very bottom of the **Overview** page, the following action buttons are available:

Bid on Items takes Suppliers to the **Respond** page. Click here for more information.

After reviewing the solicitation, Suppliers may choose to acknowledge that they have reviewed it but are not willing to submit bids or quotes on the items. Select **No Bid** to intentionally not bid on every item on the solicitation. Click here for more information.

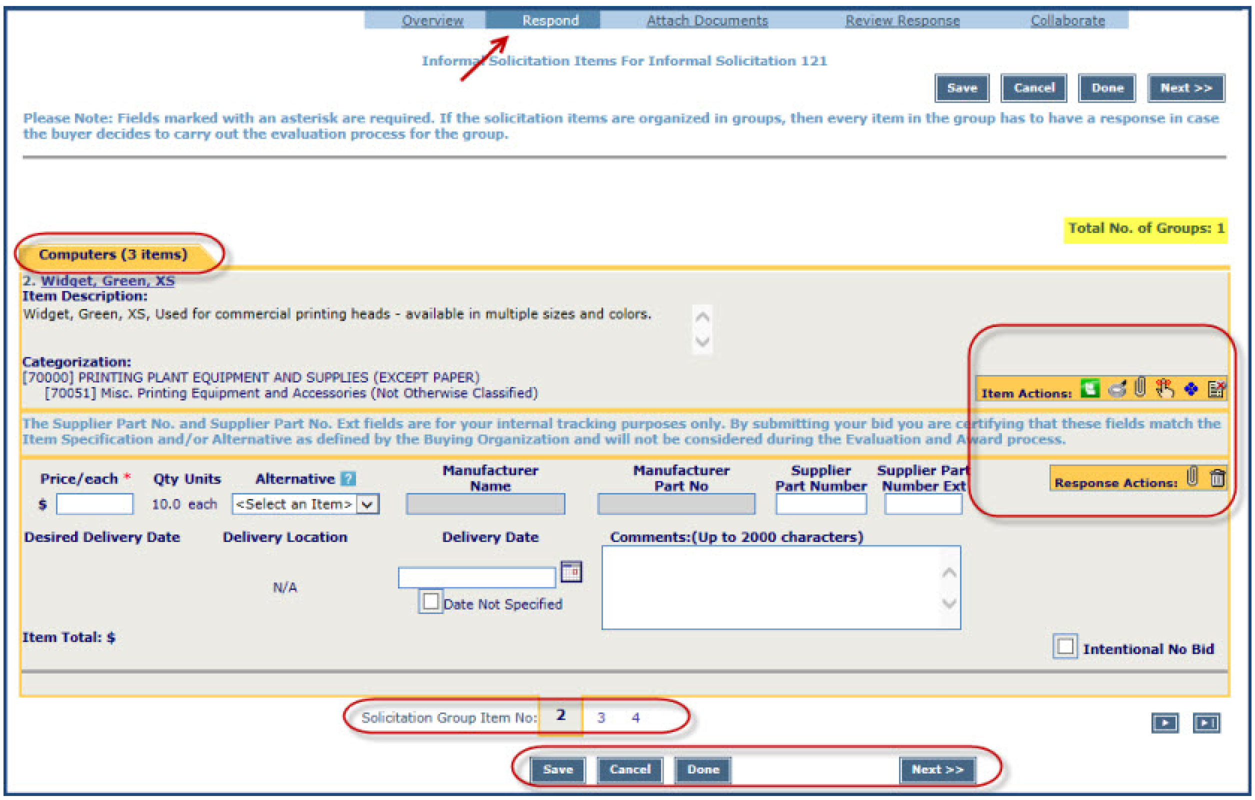
Select **Add Attachment** to add Supplier attachments to the solicitation response. This takes Suppliers to the **Attach Documents** page.

Select **Close** to return to the **Current Solicitations** page.

Respond

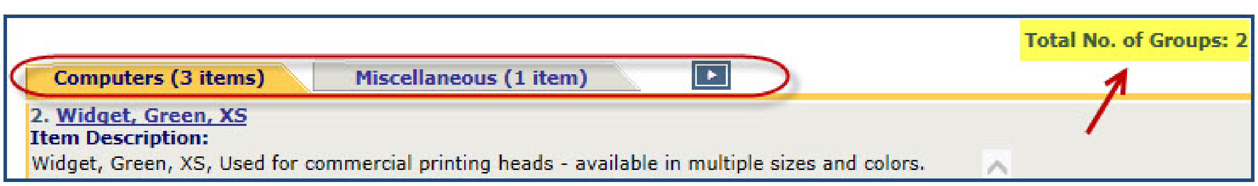
After the solicitation has been reviewed, to enter a response, choose **Bid on Items** located at the bottom of the **Overview** page or select the **Respond** hyper link in the sub-navigation bar.

The **Respond** page opens:



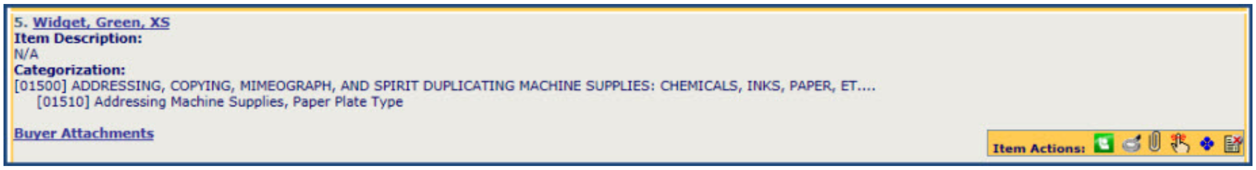
Fields marked with an asterisk (*) are required.

If items are grouped, the **Total No. of Groups** and grouping tabs will display:



Select a tab or the right facing arrow to navigate between the tabs.

Item Header



Each item on the solicitation will be numbered and identified near the top of the page. The **Item Name** is an active hyper linked and may be selected to view the **Item Specification Detail**. Click here to view a sample.

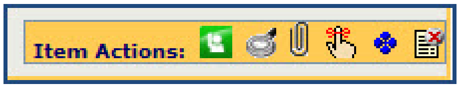
If the description is long, use the vertical scroll bar to see the entire description.

If header level categories were added to the solicitation by the Buying Organization, the **Categorization** section in the header will list them.

If the Buying Organization included line item attachments, the **Buyer Attachments** link will display. Click the link to open the **Attachments Detail**. The **Document Name** is an active link, select it to open and/or save the document. Click **Close** to return to the **Respond** page.

Item Actions

Item Actions are located on the right side of the header.



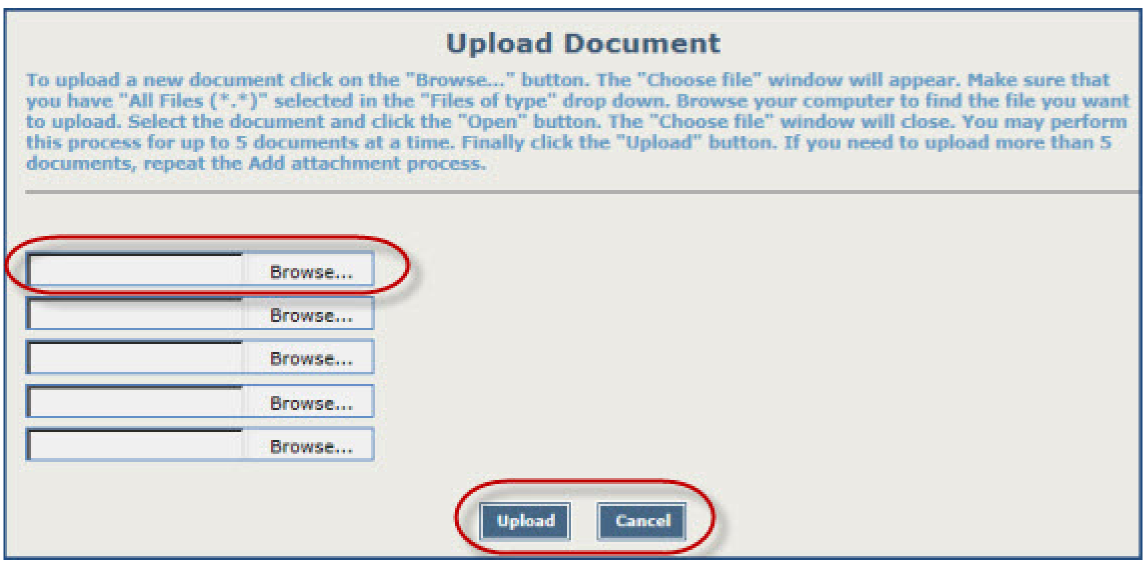
Ask a Question	If **Collaboration Center** has been utilized by the Buying Organization, this icon will be visible. It allows Suppliers to interact with the Buyer regarding the solicitation. Click here for more information.
Item Detail	Select to open the **Item Specification Detail** window.
Line item Attachment	Select to open the **Supplier Item Documents** window. Suppliers may add attachments to the line item as part of their response. Click here for more information.
Item Reminders	Select to open **Supplier Notes**. The text entered in this box are only visible to you as the Supplier; they are not visible to the Buyer. Click here for more information.
Item History	Select to open the **Item History** window. If the item has been included in other solicitations, the item history will reflect the previously bid amounts.
Intentional No Bid	Select to acknowledge the item without submitting a bid. Click here for more information.

Line Item Attachments

Select the **Line Item Attachments** icon from the **Item Actions** on the **Respond** page.

The **Supplier Item Documents** window opens:

Click **Add Attachment** to open the **Upload Document** and browse and select the document or documents to attach.



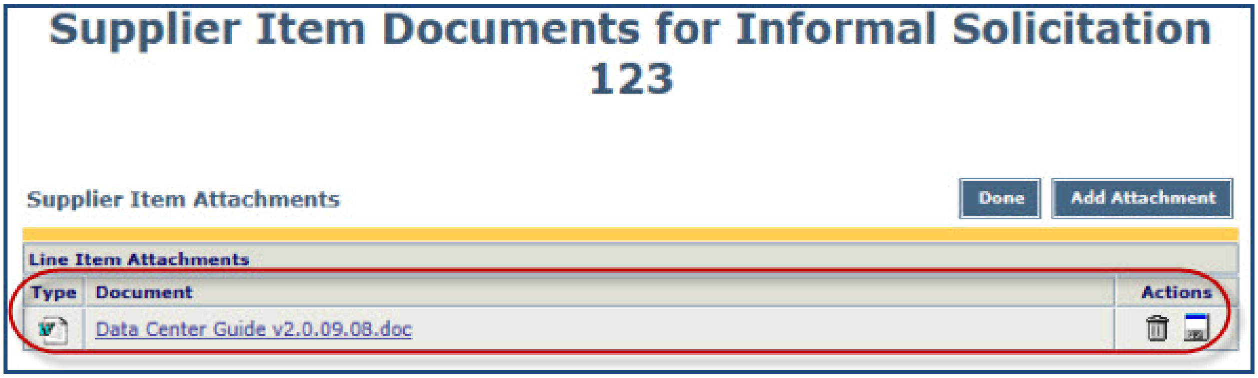
Click **Browse** to navigate to the local or network location of the file to be attached. From the **Choose File to Upload** window, select the document and click **Open**. Repeat these steps for each document that needs to be attached.

Click **Upload** to attach the documents to the solicitation.

Cancel will discard the selected documents and close the **Upload Document** window without adding any attachments.

Up to 5 files may be uploaded at a time. To add more than 5, simply click **Save**, return to the **Document Selection** window and click the **Upload New Documents** button again. Repeat the steps for browsing and selecting your documents.

After selecting **Upload**, the application will return to the larger **Supplier Item Attachments** window and display the selected documents.



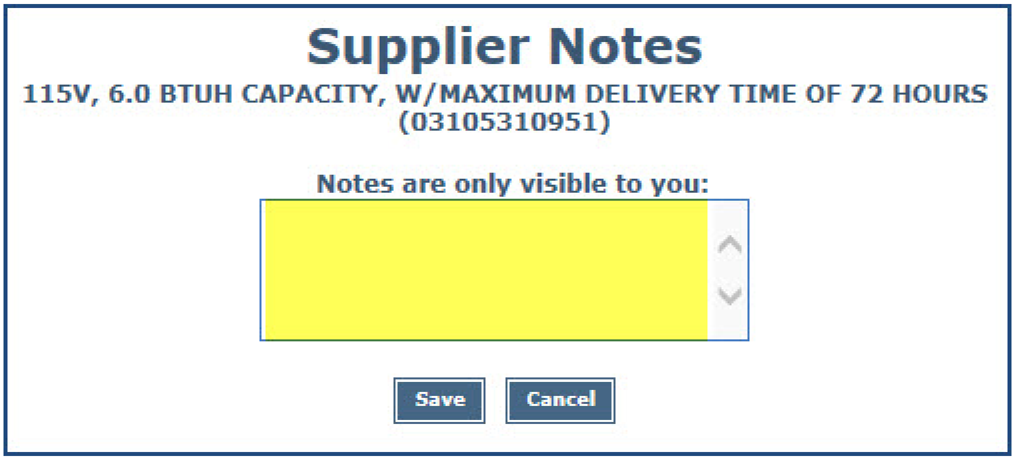
The documents will display in ascending order by **Document Name**. Each **Document Name** is an active hyper link; click to open and view the document.

Delete	Select to remove an attached document. A confirmation message will display. Click **OK** to proceed with deletion.
Download	Select to download the attachment.

When finished adding and managing the documents, click **Done**.

Item Reminders (Supplier Notes)

The Item Reminders icon opens the Suppliers Notes page.



This window allows Suppliers to enter comments or notes about the item during the response creation process.

Notes entered here are not seen by the Buying Organization that issued the solicitation.

Enter up to 2000 alpha numeric characters.

When finished, click **Save**.

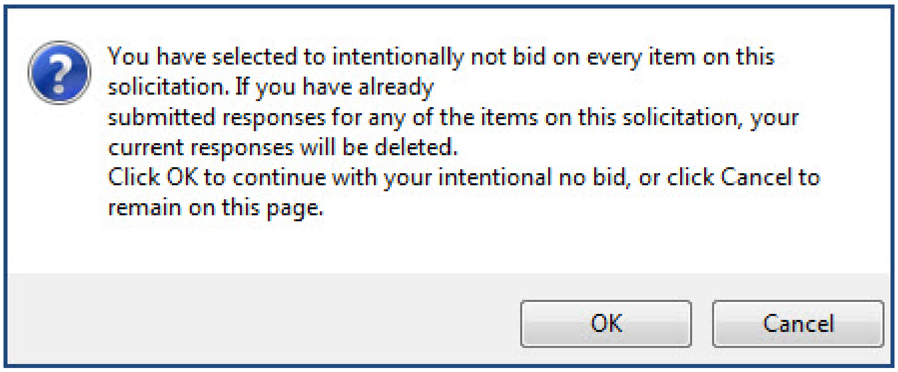
Cancel closes the **Supplier Notes** window without saving.

These notes are visible from the **Solicitation History Report** by selecting the **Item Reminders** icon.

Intentional No Bid

A Supplier may choose to acknowledge review of a solicitation without submitting any bids. To do this, simply select **No Bid** from the bottom of the **Overview** page or select the **Intentional No Bid** icon from the **Respond** page.

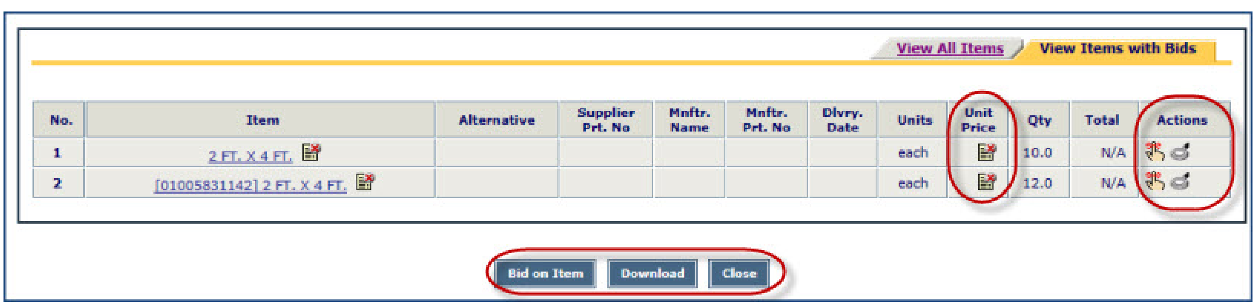
The following warning/confirmation message displays:



Click **OK** to acknowledge that no bids will be submitted and if there had been any submitted responses, those will be deleted.

Cancel closes this message.

If **OK** was selected from the above message, the message will close and the application will open the **Review Response** page to the **View Items with Bids** page of the solicitation.



No.	Item	Alternative	Supplier Prt. No	Mnftr. Name	Mnftr. Prt. No	Dlvry. Date	Units	Unit Price	Qty	Total	Actions
1	2 FT. X 4 FT.						each		10.0	N/A	
2	[01005831142] 2 FT. X 4 FT.						each		12.0	N/A	

Each item will display the **Intentional No Bid** icon in the **Item** and **Unit Price** columns.

Actions

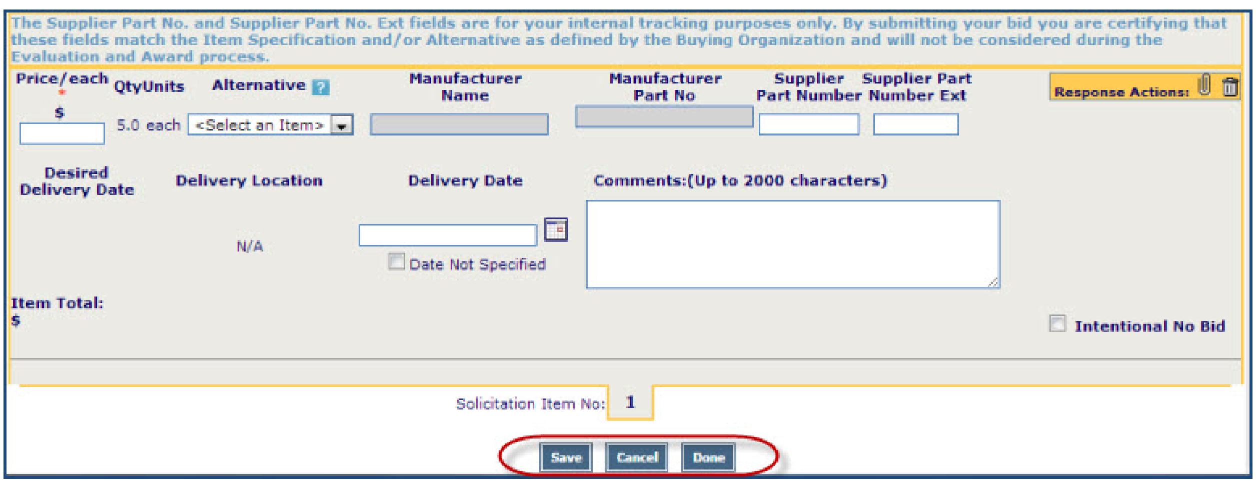
Item Reminders	Select to enter **Supplier Notes** relating to this item. Click here for more information.
See Item Details	Select to open the **Item Specification Detail** window.

To change intention and bid on the items on the solicitation, select the **Bid on Item** button available at the bottom of the page. This opens the **Respond** page. Click here for more information.

To download and view the **Vendor Solicitation Report**, click the **Download** button.

Select **Close** to return to the **Overview** page of the solicitation.

Item Details

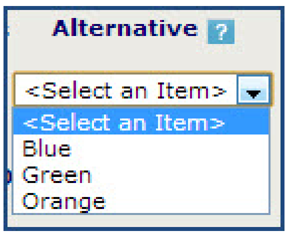


NOTE: The **Supplier Part No.** and **Supplier Part No. Ext** fields are for our internal tracking purposes only. By submitting you bid, you are certifying that these fields match the **Item Specification** and/or **Alternative** as defined by the Buying Organization and will not be considered during the **Evaluation** and **Award** process.

Price/Each $ - Enter the price per unit for the displayed item. A zero dollar amount may be entered.

Qty/Units - The Quantity field displays the number of items the Organization is requesting. Units displays the Unit of Measure for the requested item.

Alternative - The field will display as a text field when the Buyer chooses the option of allowing Suppliers to substitute alternatives. The field will display as a drop down list when the Buyer specifies alternative items, as shown below. The field will be inactive (grayed out) if the Buyer does not want the Supplier to specify an alternative and the Buyer did not enter any alternatives from which to choose.



Manufacturer Name - The **Manufacturer Name** field is only available for data entry if the Buyer chose the option for the Supplier to substitute alternatives. If the Buyer states a particular Manufacturer Name, the field will be inactive and the Buyer's specified Manufacturer will appear as the only option.

Manufacturer Part No. - The **Manufacturer Part No.** field is only available for data entry when the Buyer chooses the option for the Supplier to substitute alternatives. If the Buyer states a particular manufacturer part number, the field will be inactive and the Buyer's requested part number will appear as the only option.

Supplier Part Number - If desired, Suppliers may enter their **Supplier Part Number** for the item. This is an optional field.

Supplier Part Number Ext - If desired, Suppliers may enter their **Supplier Part Number Extension** for the item. This is an optional field.

Desired Delivery Date - If shown, this date is the Buyer's requested delivery due date.

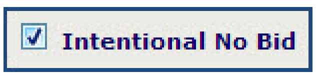
Delivery Location - If entered by the Buyer, this field indicates the location the item is to be delivered to.

Delivery Date - Use the calendar icon to select the date that you, as the Supplier, are able to deliver the item. Check the box for **Date Not Specified** to submit response without designating a delivery date.

Comments - Enter any comments about the bid or item in this box. It will be visible by the Buyer when they review the response. This is an optional field.

Item Total - This field calculates automatically based on the amount entered in the **Price/each** field. It displays the **Qty Units** x **Price/each** = **Item Total**.

Another method to signify that the item was reviewed but to state that no bid will be submitted is to check the **Intentional No Bid** box.



Checking this box opens a confirmation message. Click **OK** to acknowledge.

To submit a bid, simply click the box to remove the mark.

Response Actions

Response Actions are only available for items in which an **Intentional No Bid** was not marked.

Response Level Attachment	In order to add or edit response level attachments, the bid must first be saved. This function is useful if the Supplier needs to attach a document specific to the response for the item. Select to view existing response attachments or add an unlimited number of new attachments. The process of uploading documents is discussed in detail here.
Delete	To delete an existing previously saved response for an item. Select the **Delete** icon. A message will display asking the user to confirm deletion of the response. Data entered in the response fields for the item will be cleared.

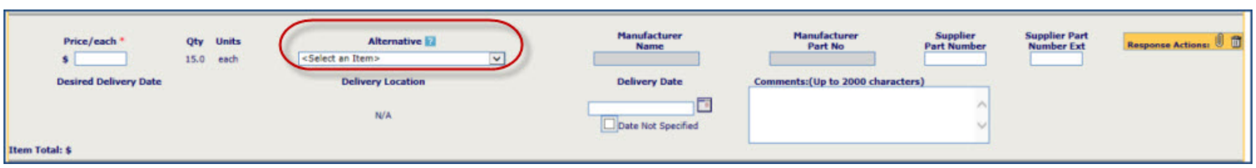
Additional Item Fields

Buying Organizations create each additional item field with an appropriate label (located above the text box) and available choices for the answer they are trying to obtain during the response process (located below the text box). Providing a choice is optional for the Buyer, therefore, not all additional item fields will have choices from which to choose. Additional item fields will be displayed near the bottom of the page.

Propose Alternative

The **Propose Alternative** button is only visible if the Buyer has elected to allow substitute alternates or has provided proposals for multiple alternatives to the items in the solicitation.

A new item section will open below the solicitation's item specification.



Use the text box to enter an alternative or the drop down menu to select one of the pre-determined alternative options. Complete other fields as needed.

Repeat this step for each alternative that needs to be entered.

Navigation/Saving

Located beneath the item section is the navigation and the action buttons.

Use the hyper linked numbers to navigate to the other items included in the solicitation. Use the arrows or the **Next** and **Previous** buttons to navigate to the next item on the solicitation.

Use the first icon to jump to the first item in the solicitation.

Use the last icon to jump to the last item in the solicitation.

Click **Save** to submit response entry into the Web**Procure** system. Responses may be modified up until the solicitation **End Date** and time.

Done closes the **Response** page and moves to the **Review Responses** page.

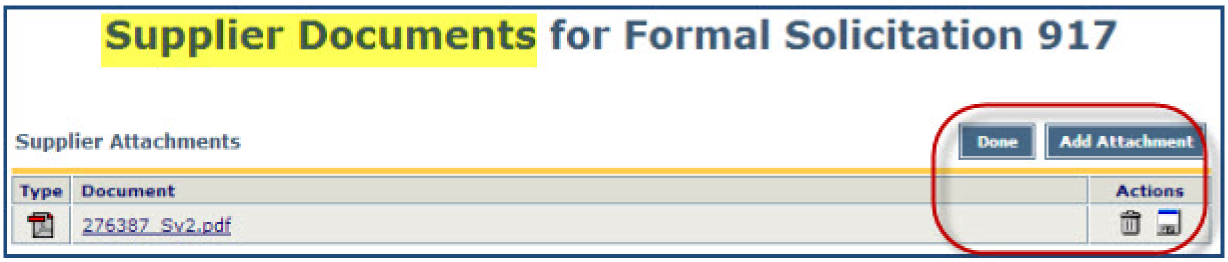
Cancel discards response entry.

Attach Documents

For each response to a solicitation, Supplier attachments may be added as needed.

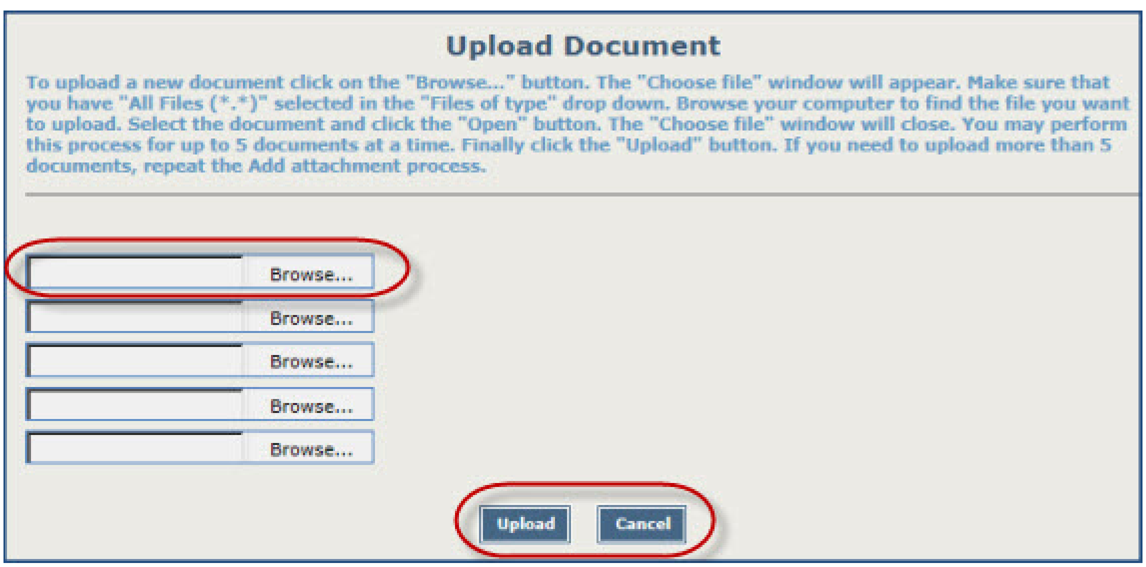
Select **Attach Documents** from the sub-navigation bar.

The **Supplier Documents** page opens.



Add Attachment

Click **Add Attachment** to open the **Upload Document** and browse and select the document or documents to attach.



Click **Browse** to navigate to the local or network location of the file to be attached. From the **Choose File to Upload** window, select the document and click **Open**. Repeat these steps for each document that needs to be attached.

Click **Upload** to attach the documents to the solicitation.

Cancel will discard the selected documents and close the **Upload Document** window without adding any attachments.

Up to 5 files may be uploaded at a time. To add more than 5, simply click **Save**, return to the **Document Selection** window and click the **Upload New Documents** button again. Repeat the steps for browsing and selecting your documents.

After selecting **Upload**, the application will return to the larger **Supplier Item Attachments** window and display the selected documents.

The documents will display in ascending order by **Document Name**. Each **Document Name** is an active hyper link; click to open and view the document.

Actions

Delete	Select to remove an attached document. A confirmation message will display. Click **OK** to proceed with deletion.
Download	Select to download the attachment.

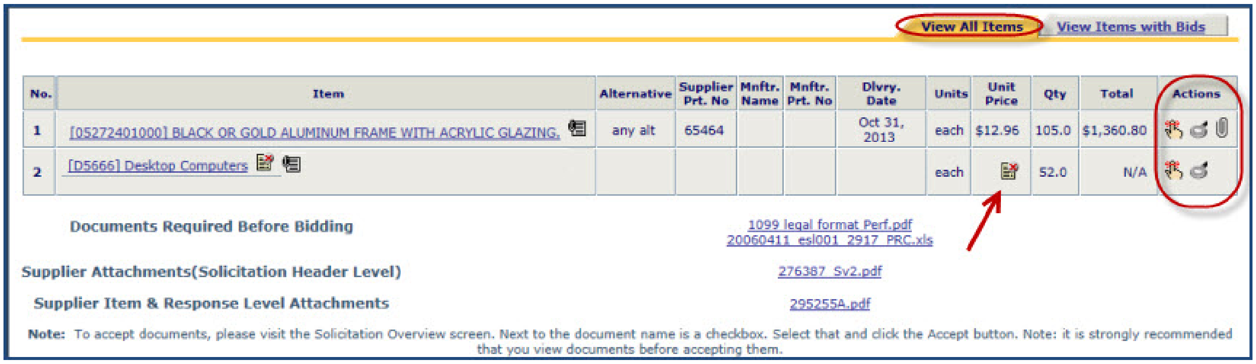
When finished adding and managing the documents, click **Done**.

Review Response

The **Review Response** page displays information regarding the response that has been entered.

View all of the items listed in the solicitation by selecting **View All Items** tab or view only the items where a response has been submitted by selecting **View Items with Bids** tab.

View All Items



View All Items | View Items with Bids

No.	Item	Alternative	Supplier Prt. No	Mnftr. Name	Mnftr. Prt. No	Dlvry. Date	Units	Unit Price	Qty	Total	Actions
1	[05272401000] BLACK OR GOLD ALUMINUM FRAME WITH ACRYLIC GLAZING.	any alt	65464			Oct 31, 2013	each	$12.96	105.0	$1,360.80	
2	[D5666] Desktop Computers						each		52.0	N/A	

Documents Required Before Bidding	1099 legal format Perf.pdf 20060411_esl001_2917_PRC.xls
Supplier Attachments(Solicitation Header Level)	276387_Sv2.pdf
Supplier Item & Response Level Attachments	295255A.pdf

Note: To accept documents, please visit the Solicitation Overview screen. Next to the document name is a checkbox. Select that and click the Accept button. Note: it is strongly recommended that you view documents before accepting them.

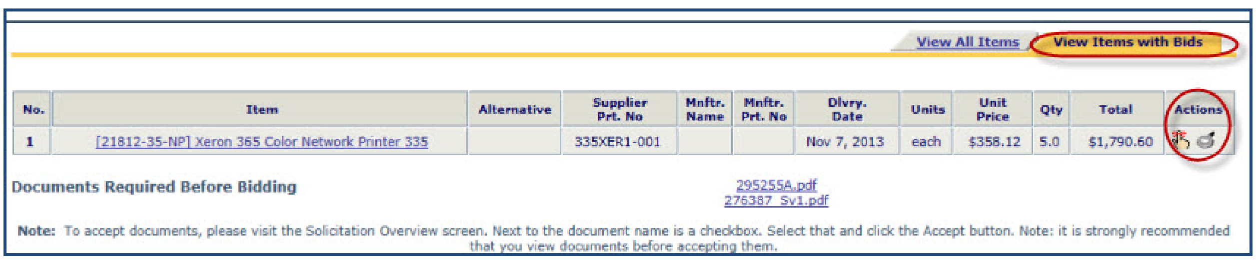
All items included in the solicitation are visible on the default view of **View All Items**.

If the Buyer included line item attachments, the **Buyer Line Attachments** icon will display.

NOTE: For items in which an **Intentional No Bid** was submitted, the **No Bid** icon displays.

Actions are discussed below.

View Items with Bids



View All Items | View Items with Bids

No.	Item	Alternative	Supplier Prt. No	Mnftr. Name	Mnftr. Prt. No	Dlvry. Date	Units	Unit Price	Qty	Total	Actions
1	[21812-35-NP] Xeron 365 Color Network Printer 335		335XER1-001			Nov 7, 2013	each	$358.12	5.0	$1,790.60	

Documents Required Before Bidding	295255A.pdf 276387_Sv1.pdf

Note: To accept documents, please visit the Solicitation Overview screen. Next to the document name is a checkbox. Select that and click the Accept button. Note: it is strongly recommended that you view documents before accepting them.

This view only includes those items in which a bid was placed or an **Intentional No Bid** was entered.

If the Buyer included line item attachments, the **Buyer Line Attachments** icon will display.

NOTE: For items in which an **Intentional No Bid** was submitted, the **No Bid** icon displays.

Actions are discussed below.

Actions

The Action icons are the same on both the **View All Items** and **View Items with Bids** view.

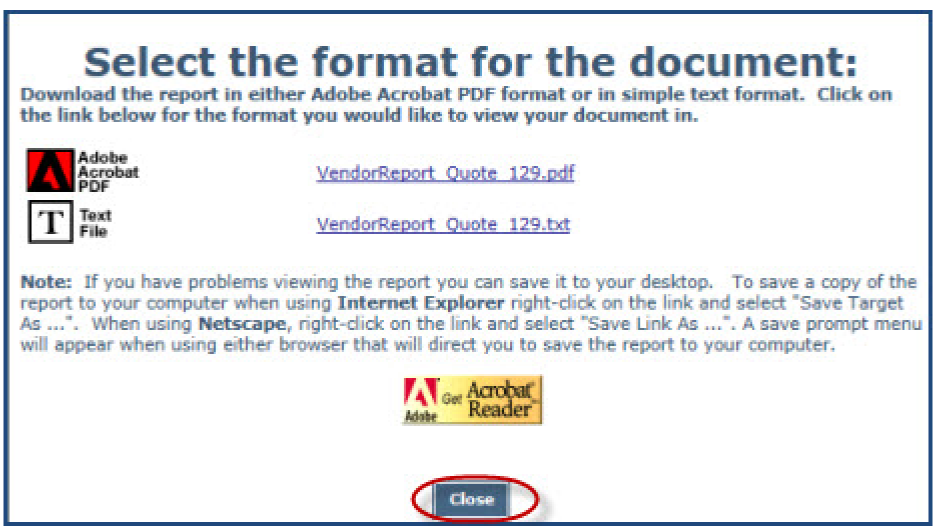
Item Reminders	Select to open **Supplier Notes**. The text entered in this box are only visible to you as the Supplier; they are not visible to the Buyer. Click here for more information.
Item Detail	Select to open the **Item Specification Detail** window.
Supplier Item Attachments	Select to view Supplier attachments relating to the line item. Click here for information on uploading documents.

Bid on Item

To alter a bid or change from an **Intentional No Bid**, click the **Bid on** Item button. The Respond page opens allowing changes to be made.

Download

To download the **Vendor Solicitation Report** in either text or PDF format, click **Download**. The **Select the format for the document** window opens.



Choose the link for the desired file. The **Vendor Solicitation Report** opens. The sample image below is a text file:

Vendor Solicitation Report
Perfect City
Solicitation 129

Start Date Oct 22, 2013 - 8:00 AM EDT
End Date Oct 29, 2013 - 8:00 AM EDT

Title : Printing Supplies
Description : Perfect Commerce offers world-class sourcing and procu

Since 1994 (first operating as DistriVision and then Commerce On
Delivery Terms : Free On Board Destination
Payment Terms : Vendor Specified

Contact Information

Name : Support Perfect City
Agency: Perfect City

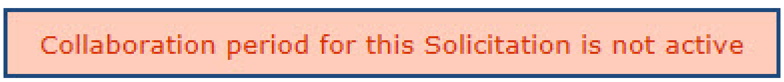
When finished reviewing the response, click **Close** to return to the **Current Solicitations** page.

Collaborate

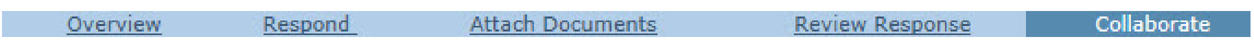
Buying Organizations may choose to enable **Collaboration Center** during the solicitation creation process. This is a specified time period in which Suppliers and Buyers can communicate. There are two views available in **Collaborate**:

- **Questions & Answers**
- **Bulletin Board**

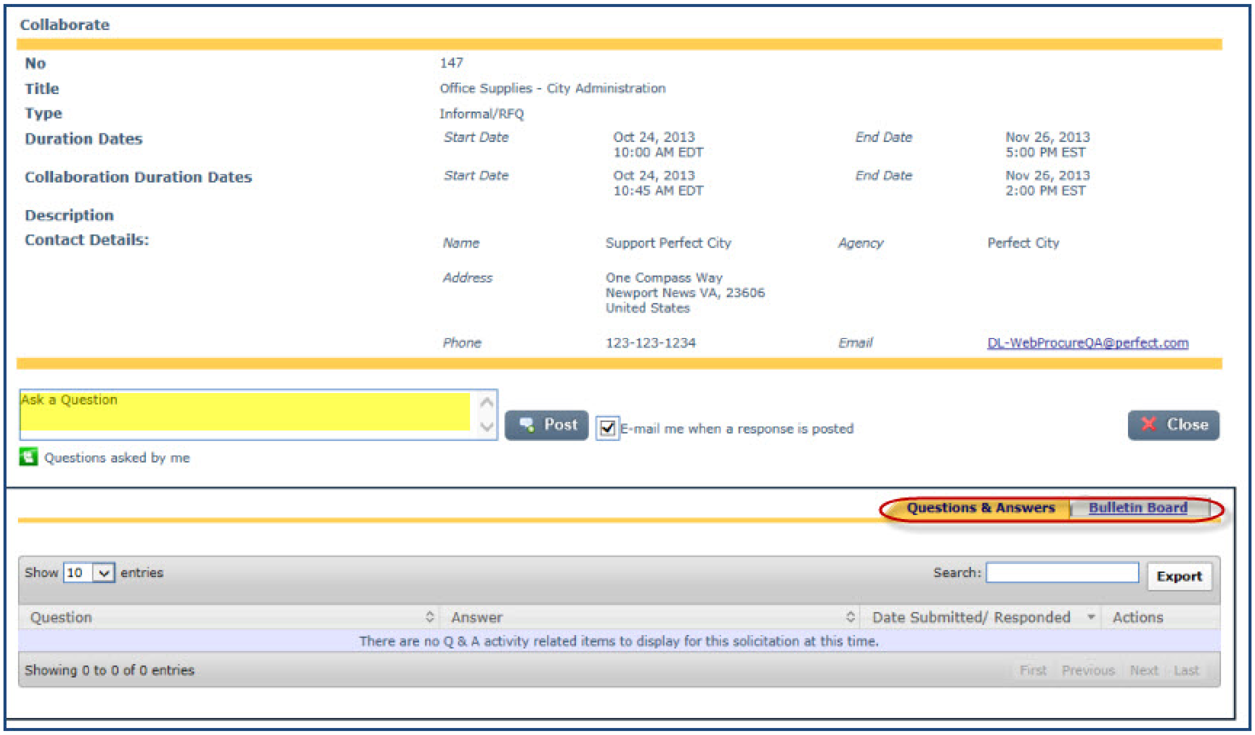
If the Buying Organization has not enabled this functionality or if the time period for collaboration has not yet arrived or expired, the following message displays:



Suppliers will be notified via an automated email notification once the collaboration period is active. Once active, select the **Collaborate** link from the solicitation sub-navigation bar:



The **Collaborate** page is also available by selecting the **Collaboration Center**  icon on the **Current Solicitations** page.



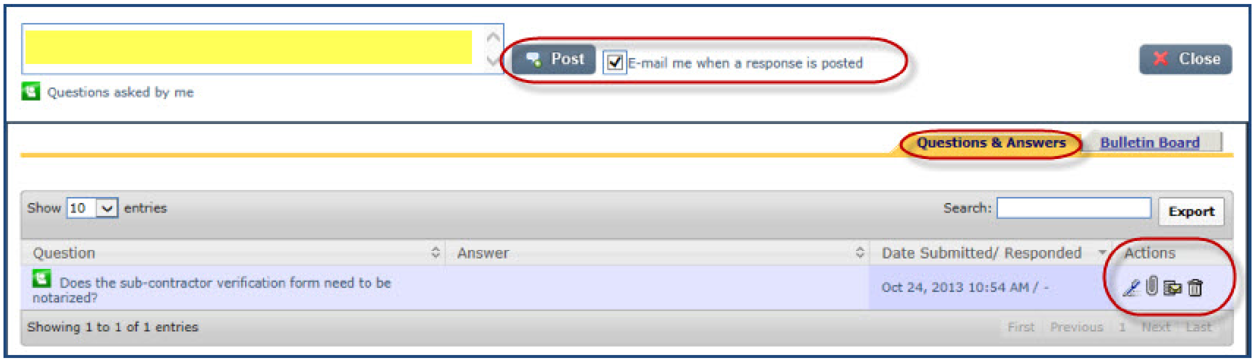
This page has several sections.

Header

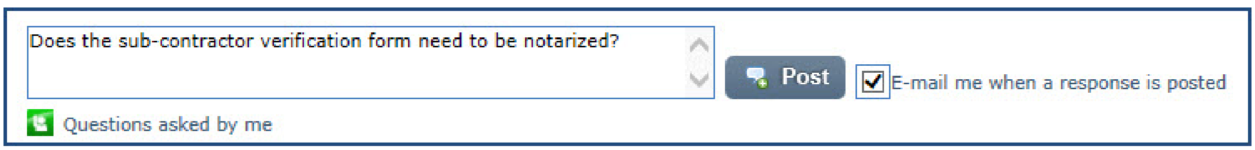
The header information contains a summary of the solicitation. This section of the page is read-only.

Questions and Answers

The default view on the **Collaborate** page is **Questions & Answers.** This listing includes all submitted questions and answers for this solicitation.



Post Question

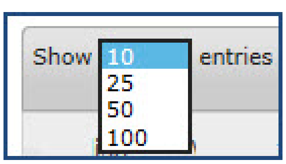


To submit a question to the Buying Organization, enter it in the text box. Click **Post.**

To receive an automated email notifying that a response has been posted, be sure to check the **E-mail me when a response is posted** box.

Show

The listing may be adjusted to show **10, 25, 50,** or **100** entries.



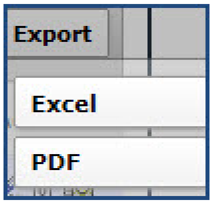
Search / Export

To refine the listing of questions and answers, enter text into the **Search** field.

As keystrokes are entered into this field, the listing of questions and answers will automatically update and reflect only those that match the entered search criteria.

To return the full listing, click into the **Search** box and click the **x** and hit **Enter (Return)** on keyboard.

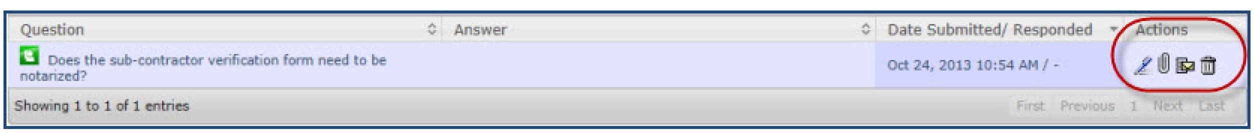
To view a **PDF** or **Excel** version of the displayed questions and answers, click **Export**.



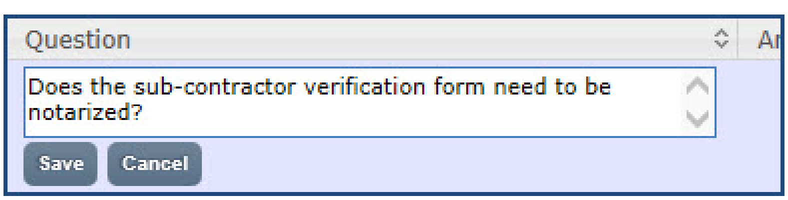
Click the desired format and save the file to a local or network location.

Questions and Answers

The **Question**, **Answer**, and **Date Submitted/Responded** column headings serve as active links to sort the list. By default, the list is sorted by **Date Submitted/Responded**; most recent is on top.



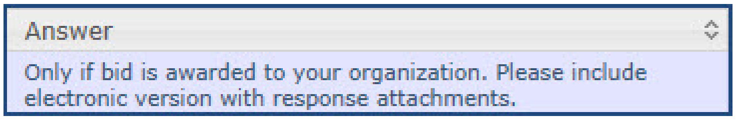
Questions that have been asked by you are marked with the **Asked by Me** icon. Those questions asked by you and that <u>have not yet been answered</u> may be edited by selecting the **Question**; it is an active hyper link.



When edits are complete, click **Save**.

Cancel discards edits and original question remains intact.

If the Buyer responded, it will display in the **Answers** box. If the answer is too long to view, use the side scroll bars inside the **Answer** window.



Actions

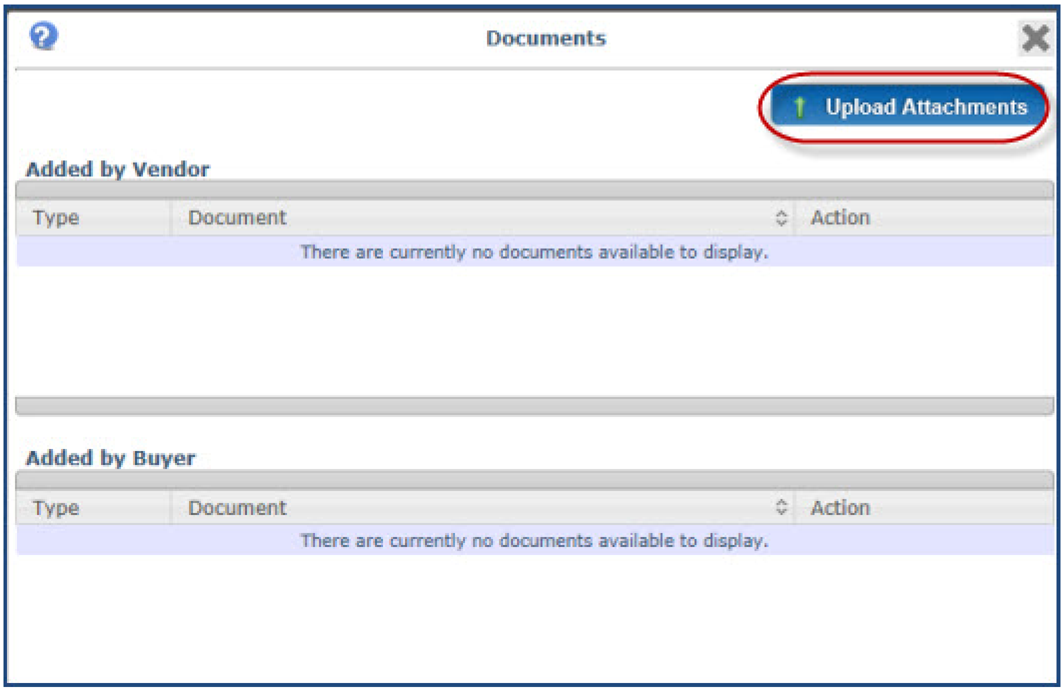
Action icons will vary depending on whether or not the question was submitted by you, whether or not it was answered, and whether or not the Buyer enabled the ability to email them directly. The following table describes each possible icon.

Edit	If the question was submitted by you and has not yet been answered by the Buying Organization, it may be edited. Click the icon to open the question for edits.
Attachments	Select this icon to include attachments with your question or to view Buyer attachments. It may also be selected to view the attachments included on a question that was asked by another Supplier. Click here for more information.
Send Email to Buyer	If the Buyer has enabled the ability to email them directly, then this icon will display. Click here for more information.
Delete	If the question was submitted by you and has not yet been answered by the Buying Organization, it may be deleted. Click the icon to remove the question.

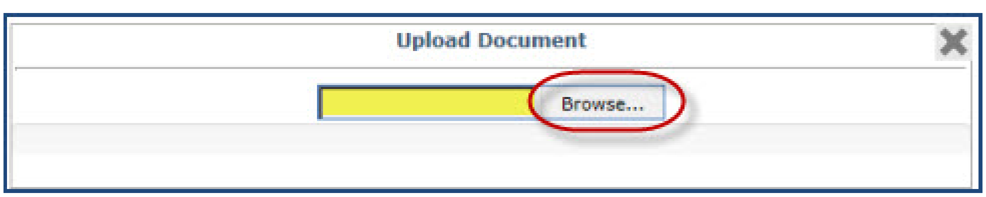
Attachments

Select the **Attachments** icon from the **Actions** column on the **Collaborate** page.

The **Documents** window opens:



This page lists any attachments loaded by the Buyer or Supplier that are currently associated with the question. To add an attachment, click **Upload Attachments.**

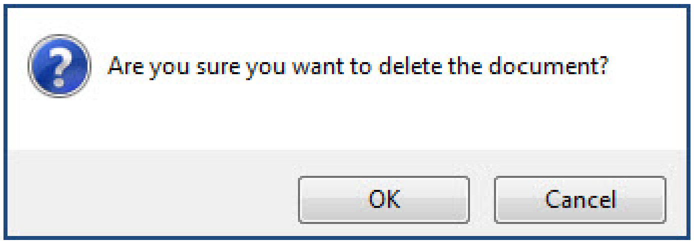


Browse to the local or network location of the file to be uploaded.

Click **Open** to select the file. The selected file will display in the **Documents** window.

Delete Attachment

If necessary, files may be removed by selecting the **Delete** icon. The following message will display:



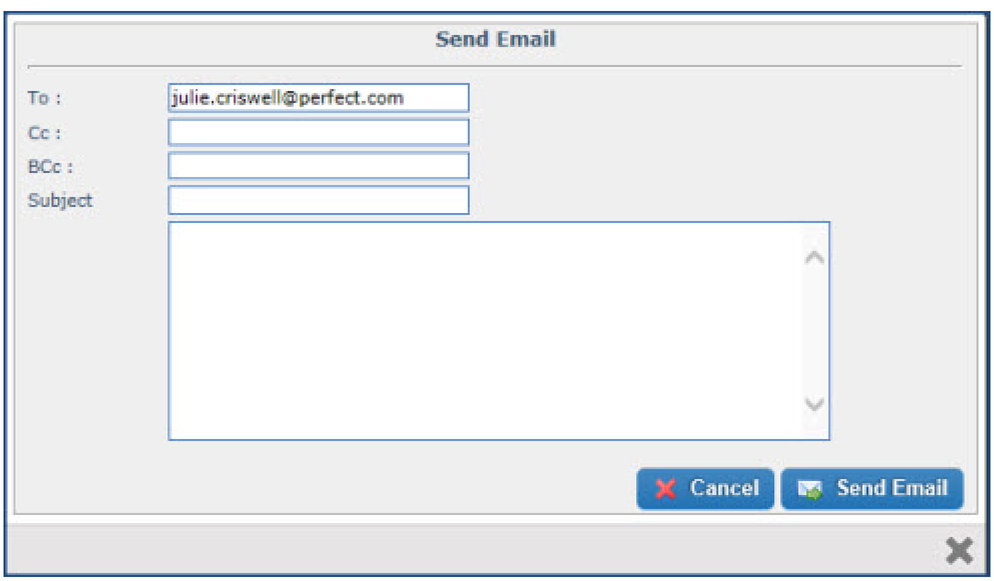
Click **OK** to proceed with the deletion of the attachment.

Cancel ends the deletion process; the attachment will remain intact.

When the addition/deletion of attachments is complete, click the **X** in the lower corner of the **Documents** window to close.

Email Buyer

If the Buyer has enabled the ability to email them directly, the **Send mail to Buyer** icon will display. To send a direct email to the Buyer through the system, click the icon.



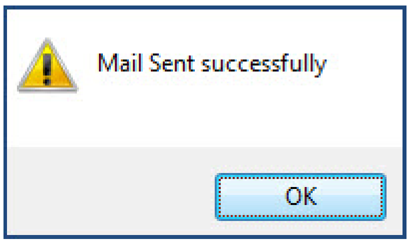
The **To:** field will be pre-populated with the Buyer's primary email address.

The **Cc:** (carbon copy) and **BCC:** (blind carbon copy) fields are optional. If needed, enter one or more valid email addresses.

The **Subject** field is required. Enter in a summary topic for the email.

Enter the message in the large text box. Click **Send Email** to send it directly to the Buyer. **Cancel** discards entered email and closes the **Send Email** window.

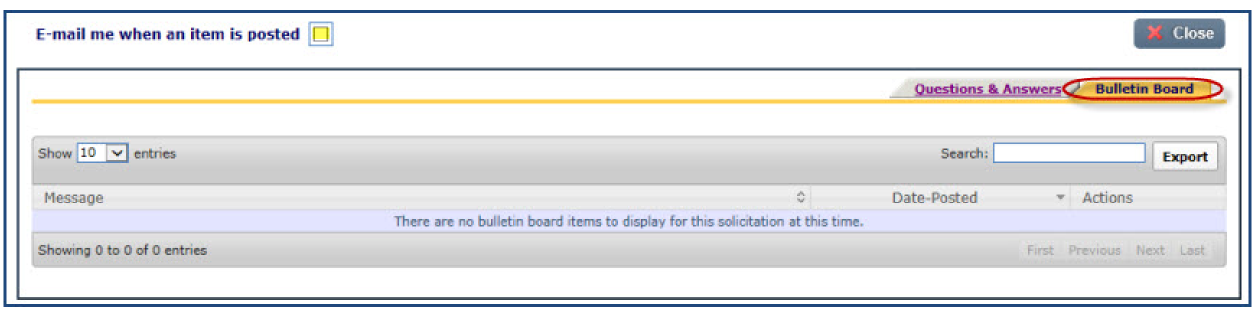
If **Send Email** is selected, the following success message displays:



Click **OK** to acknowledge.

Bulletin Board

The **Bulletin Board** page allows Buyers to communicate with all Suppliers associated with the solicitation.

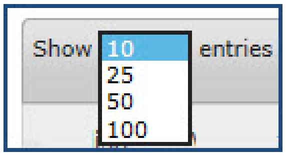


To receive notification that a message has been posted by the Buying Organization, check the **E-mail me when an item is posted** box.

Just like the **Questions & Answers** page, the listing of messages may be searched and the number shown may be adjusted.

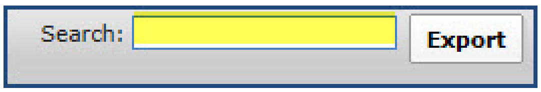
Show

The listing may be adjusted to show **10, 25, 50**, or **100** entries.



Search / Export

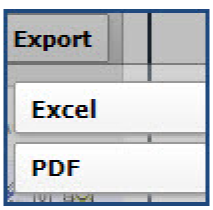
To refine the listing of questions and answers, enter text into the **Search** field.



As keystrokes are entered into this field, the listing of questions and answers will automatically update and reflect only those that match the entered search criteria.

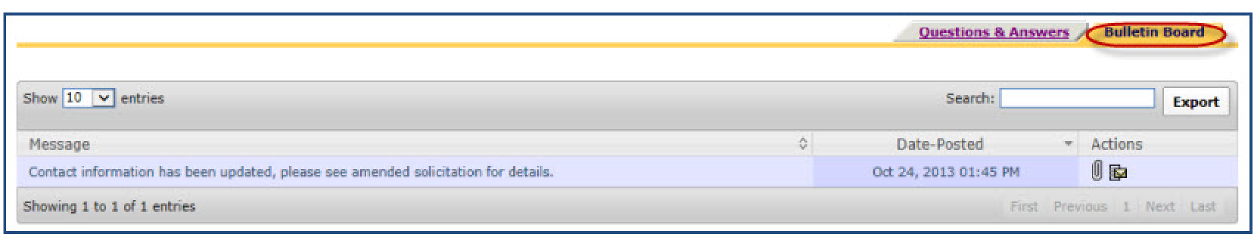
To return the full listing, click into the **Search** box and click the **x** and hit **Enter (Return)** on keyboard.

To view a **PDF** or **Excel** version of the displayed questions and answers, click **Export.**



Click the desired format and save the file to a local or network location.

The **Message** and **Date Posted** column headings serve as active links to sort the list. By default, the list is sorted by **Date Posted;** most recent is on top.



Actions

Attachments	Select this icon to view any Buyer attachments. The **Documents List** window opens. All document names are active hyper links. Click the document name to open and view.
Send Email to Buyer	If the Buyer has enabled the ability to email them directly, then this icon will display. Click here for more information.

Past Solicitations

Select the **Past Solicitation** option on the main navigation bar to display an overview of all solicitations that have reached their **End Date** and **Time**.

The solicitations are displayed in two views: **Ended Opportunities** and **Finalized and Award Opportunities**.

By default, the **Past Solicitations** opens to the **Finalized and Awarded Opportunities** view. This lists all the Formal and Informal Solicitations that have been awarded and finalized by the Buying Organization.

The alternate view of **Ended Opportunities** displays solicitations that have passed their **End** Date and **Time,** but have not been awarded by the Buying Organizations.

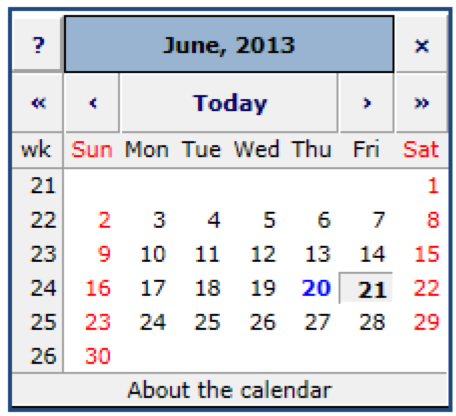
Filter Past Solicitations

The top portion of the page includes the following filters that may be applied to refine displayed listing:

Filter by Agency for xx- Use the drop down list to restrict the list of solicitations to those associated with a specific agency within a Buying Organization. The default is All. Options will vary per Buying Organization.

Filter by Title - Filter solicitations by title. Enter a full or partial solicitation title name. An asterisk (*) may be used as a wild card.

Filter by Start Date Occurring Between - Use the start date range fields to list only those solicitations with duration start dates that are on a specified date or between two specified dates. Click the calendar icon to select the date.



Filter by End Date Occurring Between - Use the end date range fields to list only those solicitations with duration end dates that are on a specified date or between two specified dates. Click the calendar icon to select the date.

Filter by Opp. No - Enter a full or partial solicitation or opportunity number to display only those solicitations or opportunities that contain the entered alpha numeric characters. An asterisk (*) may be used as a wildcard.

Once filters have been applied, click **Submit** to commit those filters.

Reset removes all filters and displays all past opportunities.

Filter Results

Regardless of the view, the column headings of the listed solicitations are the same. These are discussed below.

Five of the eight column headings are active hyper links and may be used to select that column as the primary sort. It acts as a toggle to switch between ascending and descending order. By default, the primary sort is the **Opp. No** column.

- **Opp. No** - The solicitation number assigned by the Buying Organization. The number in this column is an active hyper link and may be selected to access the solicitation for viewing and responding.
    - Informal solicitations are marked with the **Quote - Informal Solicitation**  icon in the **Opp. No** column.
    - Formal solicitations are marked with the **Bid - Formal Solicitation**  icon in the **Opp. No** column.
- **Agency** - The agency within the Buying Organization that issued the solicitation.
- **Status** - This column may not be used as a primary sort. The value in this column indicates one of the following:
    - **Viewed** - Solicitation and/or Award Report has been viewed by your Supplier Organization.
    - **Not Viewed** - Solicitation has not been viewed by your Supplier Organization.
    - **Responded** - Indicates your Supplier Organization has entered a response for the solicitation.
- **Start Date & Time** - Displays the time and date the solicitation was available for Supplier review and response.

- **End Date & Time** - Displays the deadline for the solicitation. The date and time it will close and no longer be available for Supplier review and/or response.

- **Buyer Status** - Displays current status of the solicitation.

    - **Under Review** - Indicates the solicitation is in the evaluation period of the award process.

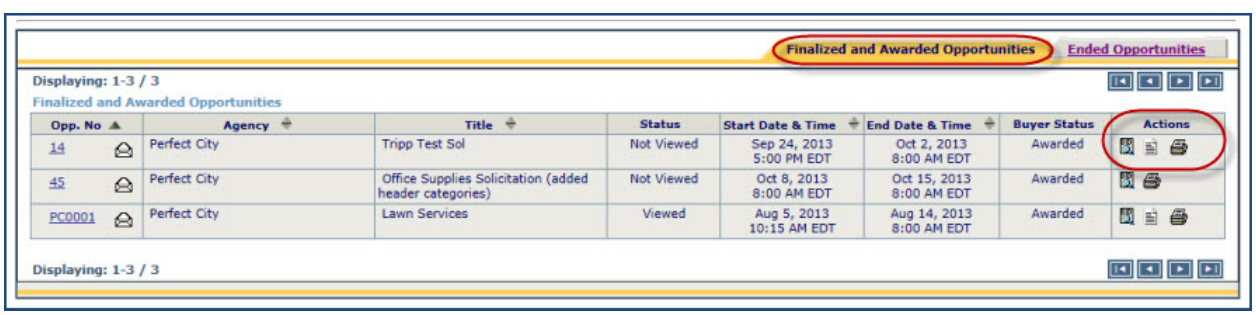
    - **Ended** - The ending date and time for the solicitation has passed and solicitation is closed. Supplier responses may no longer be accepted or edited. The solicitation has not yet entered the evaluation period of the award process.

    - **Awarded** - Indicates the Buying Organization has made an award for some or all of the items in the solicitation.

- **Actions** - The **Actions** icons will vary depending upon the combined Buyer Status and Supplier status of the solicitation as well as the view you are currently on, **Finalized and Awarded Solicitations** or **Ended Opportunities**. The icons are discussed in detail here.

Finalized and Awarded Opportunities

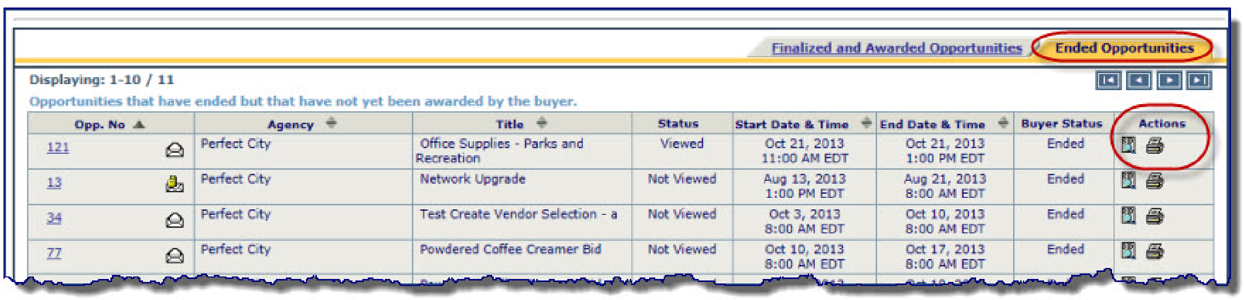
This lists all the Formal and Informal Solicitations that have been awarded and finalized by the Buying Organization.



The **Actions** icons will vary depending upon the combined Buyer Status and Supplier status of the solicitation as well as the view you are currently on, **Finalized and Awarded Solicitations** or **Ended Opportunities.** The icons are discussed in detail here.

Ended Opportunities

Displays solicitations that have passed their **End** Date and **Time**, but have not been awarded by the Buying Organizations.



The **Actions** icons will vary depending upon the combined Buyer Status and Supplier status of the solicitation as well as the view you are currently on, **Finalized and Awarded Solicitations** or **Ended Opportunities.** The icons are discussed in detail here.

Actions - Past Solicitations

The **Actions** icons will vary depending upon the combined Buyer Status and Supplier status of the solicitation as well as the view you are currently on, **Finalized and Awarded Solicitations** or **Ended Opportunities**.

View Solicitation Summary	Opens the solicitation to the **View All Items** page. Summary information of the solicitation is displayed. Click here for more information.
Print	Select to generate a PDF version of the **Vendor Solicitation Report**.
Award Report	If the solicitation has been awarded and the Buying Organization published the award information for public view, then this icon may be selected to view the **Solicitation History** report including the awarded responses. Click here for more information.

Solicitation Summary

Selecting the **View Solicitation Summary** icon from the **Past Solicitations** page opens the **Solicitation Summary**. This page opens to the **View All Items** view which lists all items on the solicitation regardless of whether or not a bid was placed.

Select the **View Items with Bids** view to see those items in which your Supplier Organization submitted a bid.

The header information provides summary information relating to the Buying Organization and solicitation duration and description.

Solicitation History Report

If a solicitation has been awarded and the Buying Organization published the award information for public view, then the **Award Report** icon will display on both the **Current Solicitations** and **Past Solicitations** listings.

NOTE: It is up to the discretion of the Buying Organization as to whether or not they make the award report public. Direct all inquiries regarding a finalized solicitation that does not have a published **Award Report** to the contact listed on the solicitation for the Buying Organization. This information is available by selecting the hyper linked **Opp. No.**

When available, select the **Award Report** icon to open the **Solicitation History Report**. The below example is for a **Formal** solicitation, however, the information provided is the same on an **Informal** solicitation as well.

View image on next page.

Formal Solicitation History Report for Formal Solicitation 850-71

No	850-71			
Title	LINENS			
Type	Formal Solicitation (ITB,RFP,RFI)			
Duration Dates	*Start Date*	Mar 7, 2007 2:00 PM HST	*End Date*	Mar 28, 2007 10:00 AM HST
Description	The purpose of this Invitation to Bid is to establish a source or sources of supply for the purchasing of Linens by all state agencies and by governing authorities within the geographic limits of the State of Mississippi.			
Delivery Terms	Free On Board Destination Additional Delivery Information - Delivery shall be accomplished within 14 days after receipt of order. Bids which indicates a delivery time greater than the specified time, will be rejected.			
Payment Terms	Net 30 Days Additional Payment Information - The "remit to" address will be the same as listed in your organization's profile that was completed during WebProcure registration.			
Additional Information	Only Qualified Products can be bid. All other responses will be rejected.			
Contact Information	Questions or problems arising from bid procedures or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 1401 Woodfolk Building, Suite A, 501 North West Street, [illegible]. Phone: [illegible]			
Pre-bidders Conference	N/A			
Special Requirements	NOTE: The Bid Form Part II document is for the cost of imprinting. Please include this to your bid submittal.			
Contact Details:	*Name*	Carolyn [illegible]	*Agency*	Office of Purchasing & Travel
	Address	P. O. Box 5644 Pearl MS, 39288 United States		
	Phone	[illegible]	*Email*	DL-WebProcureQA@perfect.com

Awarded Responses | All Responses

No.	850-000	Supplier/Contract #	Alternative	Prod. No	Manufacturer Name	Manufacturer Part Number	Delivery Date	Item Price	Awarded Item Quantity	Item Total	Evaluated Item Total
1	LINENS, 22 IN. X 44 IN., BEIGE Qty: dozen Specification Number : 85092771204	TABB TEXTILES, INC / 850-71-21408-0	Tabb	64224460B				$17.00	160.00	$2,720.00	$2,720.00
2	LINENS, 39 IN. X 75 IN. X 6 IN., WHITE Qty: dozen Specification Number : 85064661623	TABB TEXTILES, INC / 850-71-21408-0	Tabb	T180-4708				$27.00	175.00	$4,725.00	$4,725.00

Awarded

Mandatory Documents

Type	Document Name
	Linens - Instructions Special Conditions.doc
	Linens - Invitation to Bid Page.doc
	Boiler Plate- General Conditions.DOC

Award Documents

There are no award documents provided by the buyer

Print Done

Header Information

No	850-71			
Title	LINENS			
Type	Formal Solicitation (ITB,RFP,RFI)			
Duration Dates	*Start Date*	Mar 7, 2007 2:00 PM HST	*End Date*	Mar 28, 2007 10:00 AM HST
Description	The purpose of this Invitation to Bid is to establish a source or sources of supply for the purchasing of Linens by all state agencies and by governing authorities within the geographic limits of the State of Mississippi.			
Delivery Terms	Free On Board Destination Additional Delivery Information - Delivery shall be accomplished within 14 days after receipt of order. Bids which indicates a delivery time greater than the specified time, will be rejected.			
Payment Terms	Net 30 Days Additional Payment Information - The "remit to" address will be the same as listed in your organization's profile that was completed during WebProcure registration.			
Additional Information	Only Qualified Products can be bid. All other responses will be rejected.			
Contact Information	Questions or problems arising from bid procedures or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 1401 Woodfolk Building, Suite A, 501 North West Street, [illegible]. Phone: [illegible]			
Pre-bidders Conference	N/A			
Special Requirements	NOTE: The Bid Form Part II document is for the cost of imprinting. Please include this to your bid submittal.			
Contact Details:	*Name*	Carolyn [illegible]	*Agency*	Office of Purchasing & Travel
	Address	P. O. Box 5644 Pearl MS, 39288 United States		
	Phone	[illegible]	*Email*	DL-WebProcureQA@perfect.com

The header of the report includes the following information, if applicable:

- **No.** - Solicitation number assigned by the Buying Organization.
- **Title** - Solicitation name as assigned by the Buying Organization.
- **Type** - Identifies the solicitation as Formal or Informal.
- **Duration** - Start and End Date and times indicate how long the solicitation was **Active** and available for review and/or response.
- **Description** - If a description of the solicitation was entered by the Buying Organization, it will be shown.
- **Delivery Terms -** Buyer defined delivery terms for the solicitation items.
- **Payment Terms** - Buyer defined payment terms for the solicitation.
- **Additional Information** - Buyer entered miscellaneous comments or details.
- **Contact Information** - Instructions on how to contact the Buyer, if included, will be listed in this section.

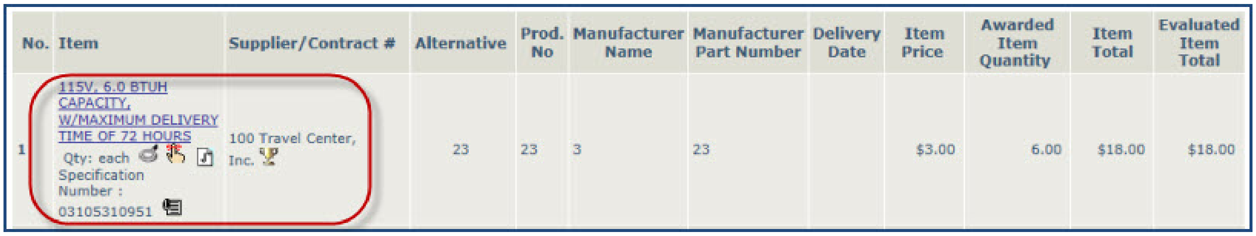
- **Custom Fields** - Potentially, there are up to five additional fields that may appear on the header of the solicitation. These fields are buyer defined and if used, will vary depending on the type of the solicitation and the Buying Organization. These fields are generally used to provide specific information that is pertinent to Suppliers interested in responding to the solicitation. Below is an example of one such custom field:
    - **Bidder's Conference** - Time and date set by the Buying Organization for a pre-bidder's conference. The conference details will be outlined as well as whether or not attendance is required.
- **Contact Details** - The contact information for the primary person responsible for the solicitation will be displayed. This information includes their name, agency, address, telephone, and email address.

Two views are available for the report:

- **Awarded Responses** - Displays the Supplier Organization that won the award for each item listed on the solicitation.
- **All Responses** - Displays all Supplier responses submitted for the items on the solicitation.

Awarded Responses

Below is an image of an awarded item:



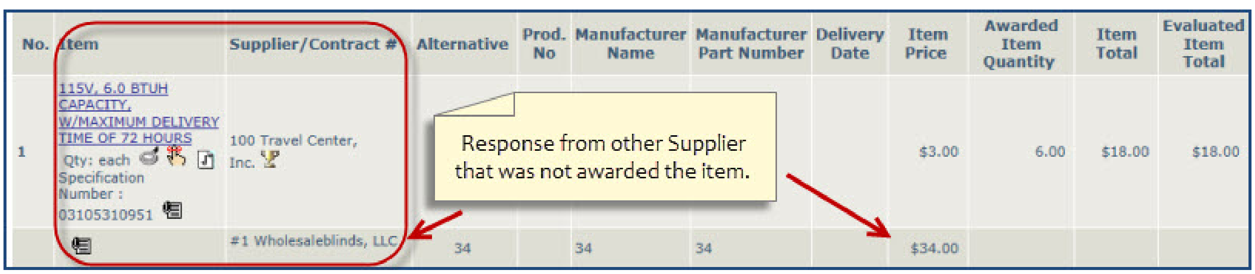
No.	Item	Supplier/Contract #	Alternative	Prod. No	Manufacturer Name	Manufacturer Part Number	Delivery Date	Item Price	Awarded Item Quantity	Item Total	Evaluated Item Total
1	115V, 6.0 BTUH CAPACITY, W/MAXIMUM DELIVERY TIME OF 72 HOURS Qty: each Specification Number : 03105310951	100 Travel Center, Inc.	23	23	3	23		$3.00	6.00	$18.00	$18.00

The **Supplier/Contract #** that was awarded the **Item** is identified on the **Awarded Responses** page. The icons shown on this page are the same for each of the two views: **Awarded Responses** and **All Responses**.

The meanings and actions behind each icon are discussed below.

All Responses

Below is an image of an awarded item with all responses:



No.	Item	Supplier/Contract #	Alternative	Prod. No	Manufacturer Name	Manufacturer Part Number	Delivery Date	Item Price	Awarded Item Quantity	Item Total	Evaluated Item Total
1	115V, 6.0 BTUH CAPACITY, W/MAXIMUM DELIVERY TIME OF 72 HOURS Qty: each Specification Number : 03105310951	100 Travel Center, Inc.						$3.00	6.00	$18.00	$18.00
		#1 Wholesaleblinds, LLC	34		34	34		$34.00			

Beneath the awarded **Supplier/Contract #** will be the other Supplier responses.

The meanings and actions behind each icon are discussed below.

Actions

See table below for icon definitions:

See Item Details	To view complete description of the item and its details, select either the hyper linked **Item** name or select this icon. The **Item Specification Details** page opens.
Item Reminders	Select this icon to view any notes that were entered by your Supplier Organization during the response process. These notes are only visible to you. Click here for more information.
Review Buyer Justification	If the Buyer has entered a justification/reason for the item/solicitation, the icon will be green in color. If the Buyer has not entered a justification/reason for the item/solicitation, the icon will be white in color.
Line Item Attachments	To view Buyer and Supplier line item attachments, select this icon. An **Attachments Detail** window will open. The **Document Names** in this window will be active hyper links and may be selected to open and view the attachments.
Attachments	If Supplier attachments were included with the response, the **Attachments** icon will be visible next to the Supplier name in the **Supplier/Contract #** column. Select the icon to download and view the attached files.
Awarded	This icon is not an action icon but rather an indicator. The trophy signifies that the item has been awarded. It will display next to the **Supplier/Contract #** that won the award.

Mandatory Documents

Mandatory Documents	
Type	Document Name
	1099 legal format Perf.pdf
	20060411_esl001_2917_PRC.xls

Documents that were required by the Buying Organization for Suppliers to accept in order to submit a response are displayed in the **Mandatory Documents** section. Each **Document Name** is an active hyper link. Select a link to open and/or save the document to your local or network location.

Award Documents

Award Documents		
Type	Document Name	
	Site+Requirements.doc	Oct 18, 2013 1:40:28 PM CDT

If the Buying Organization included attachments with their published Award Report, those attachments will display in the **Award Documents** section. Each **Document Name** is an active hyper link. Select a link to open and/or save the document to your local or network location.

Print

Located at the very bottom of the **Solicitation History Report** page is the option to **Print**. Click this button to create a PDF version of the **Quote History Report;** providing award information.

Quote History Report

Quote 1169

Contact Information

Name: Support

Agency: State c

Address: 10780 Parkridge Blvd., Suite 400, Reston VA, 20191, United States

Phone: 571-382-1000

Fax: 1571-382-1005

Email: DL-WebProcureQA@perfect.com

Quote started: Oct 18, 2013 3:45 PM EDT

Quote opened: Oct 18, 2013 4:00 PM EDT

Quote finalized: Oct 18, 2013 4:15 PM EDT

This report was created on Oct 18, 2013 3:25:06 PM

Report created by the WebProcure Bidding System

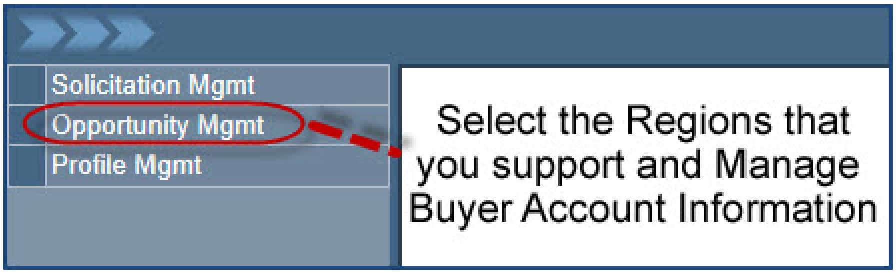
Based on preferences of **State of** as outlined in the terms and conditions of this bid document, the following price adjustment factors are applied in evaluation of the vendor responses and final award recommendation:-

No.	*Item*	*Supplier*	*Alternative*	*Prod. No*	*Mfr. Name*	*Mfr. No*	*Delivery Date*	*Item Price*	*Awarded Item Qty.*	*Item Total*	*Evaluated Item Total*
3	LAVA AGGREGATE, RED, USED FOR	Bidders' Resource		000512			Nov 1, 2013	$68.00	10.00 unknown	$680.00	$680.00

When finished viewing the **Solicitation History Report** page, click **Done.**

Opportunity Management

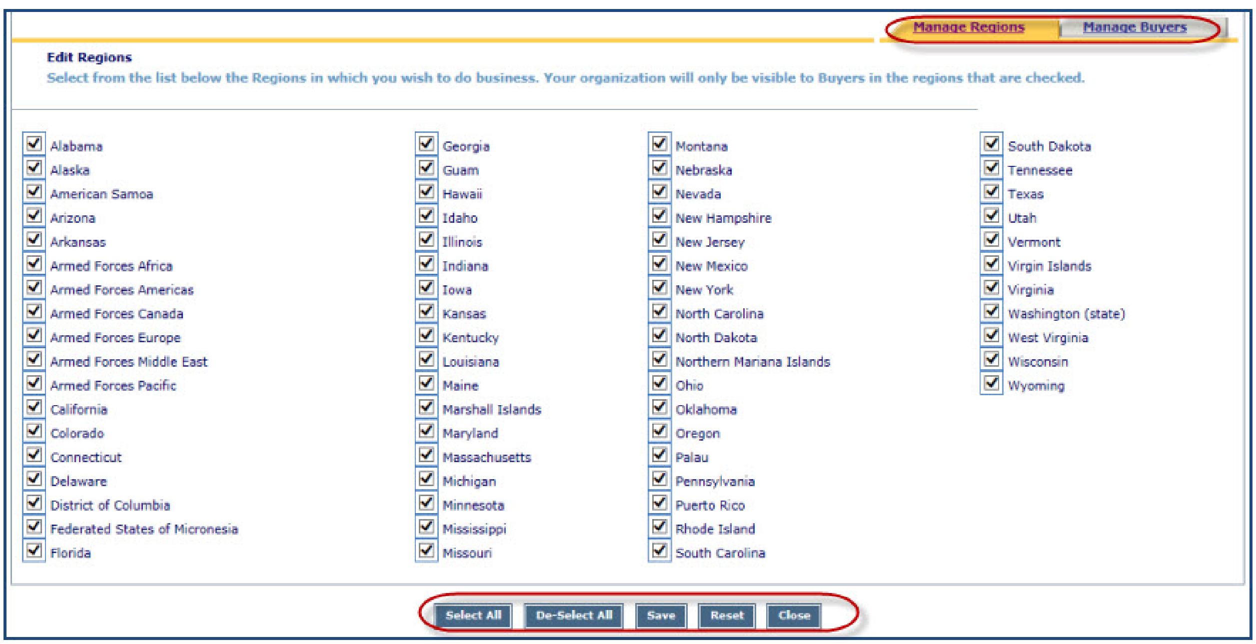
This page is accessible by selecting the **Opportunity Mgmt** module from the Home page.



The two pages inside of the **Opportunity Management** module allow Suppliers to designate the regions in which they wish to do business as well as reach out to Buyers in order to be added to their vendor list.

By default, selecting **Opportunity Mgmt** opens to the **Manage Regions**.

Manage Regions



Use the check boxes to indicate the regions in which your Supplier Organization wishes to do business. Your organization will only be visible to Buyers in the regions that are checked.

To mark every region, click **Select All**.

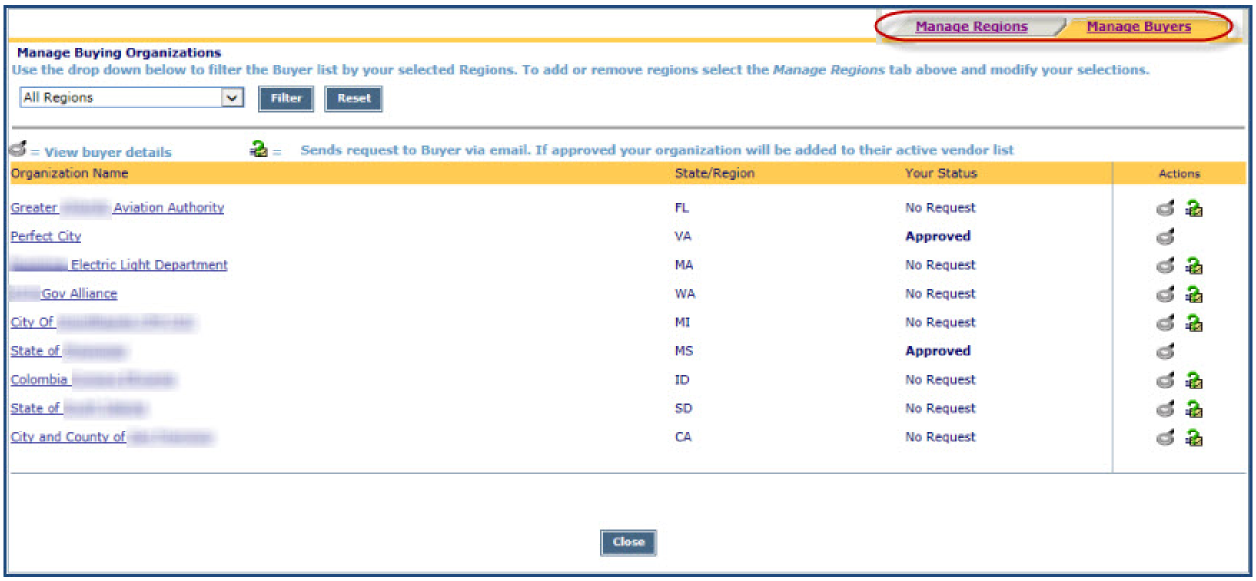
To unmark every region, click **De-Select All**.

Reset reverts any changes that were made back to the previously saved selections.

When edits are made, click **Save** to maintain them.

Close Opportunity Management without saving any changes.

Manage Buyers



By default, Buyers for **All Regions** display. This page displays the Buying Organization(s) that your Supplier Organization may request to do business through the Web**Procure** system.

Filter

Use the drop down menu to select an alternate region and display only those Buyers in the selected region. Click **Filter**.

Listed below is the information shown for each organization.

Organization Name - The name of Buyer Organizations available in the region(s) selected. The name is displayed as an active hyper link. Select the link to view the Buyer's contact information.

State/Region - Displays the region(s) or state(s) where the Buyer Organization is located.

Your Status - Identifies your current status with the individual Buying Organization.

- **No Request** - Indicates that you have not yet requested to do business with the Organization through the Web**Procure** system.
- **Approved** - Indicates that the Buying Organization has approved you as a Supplier.
- **Denied** - The Buying Organization has denied your request to do business with them through the Web**Procure** system.
- **Pending** - The Buying Organization has yet to approve you to do business with them.

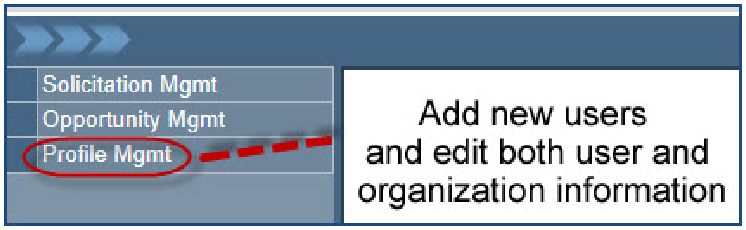
Actions

View Buyer Info	Select to view the contact information for the Buying Organization.
Send Approval Request to Buyer	Select to send a request to the Buying Organization. This request will alert them via e-mail that your organization would like to conduct business with them through the Web**Procure** system.

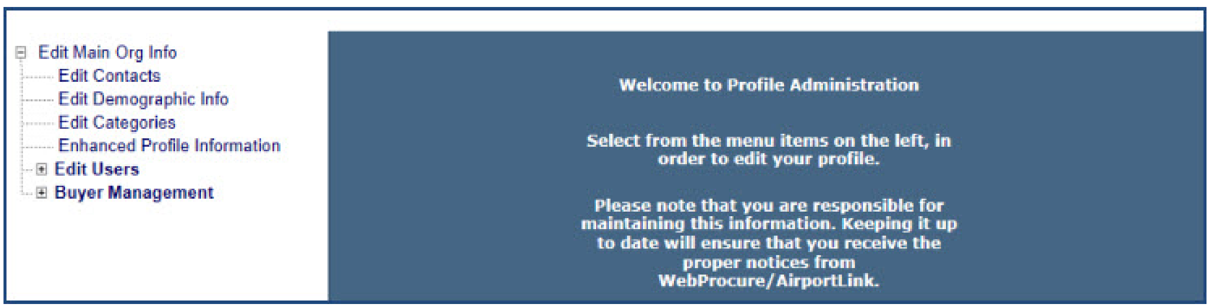
When finished with **Opportunity Management**, simply click **Close** to return to the **Home** page.

Profile Management

Select the **Profile Management** option from the **Home** page to add or edit user and organization information.



The **Profile Administration** menu tree will open in the left frame of the page.



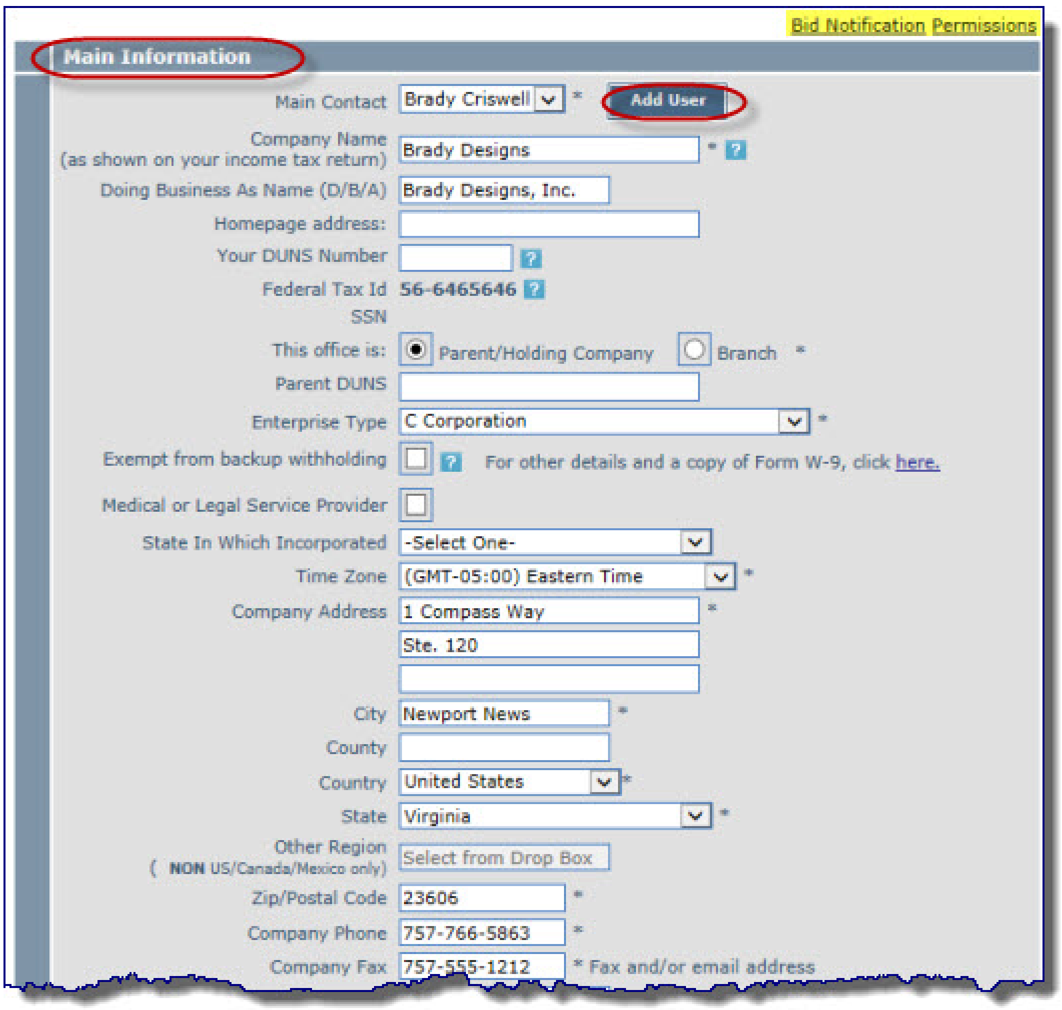
Menu options include the following:

- Edit Main Org Info
- Edit Contacts
- Edit Demographic Info
- Edit Categories
- Enhanced Profile Information
- Edit Users
    - Including Add New Users
- Buyer Management
    - Including Add New Buyer

Edit Main Organization Info

Select the **Edit Main Org Info** option from the menu tree located in the left frame of the page to view all your organization's contact information to make updates or verify information.

The **Main Information** is displayed in the right frame of the page.



Main Information

All of your organization's general information is captured in the **Main Information** section.

Required information is noted with an * (asterisk).

Enter any updated or additional information regarding your organization in the desired field.

Key points for this section include the following:

- **Company Name** - Your Company Name must match the Company Name on record with the IRS for your Tax Identification Number. If you file with a Social Security Number, you must enter your name exactly as you show it on your Federal tax Return.

- **Your DUNS Number** - The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. D&B links the D&B D-U-N-S Numbers of parents, subsidiaries, headquarters, and branches on more than 64 million corporate family members around the world. Used by the world's most influential standards-setting organizations, it is recognized, recommended and/or required by more than 50 global, industry and trade associations, including the United Nations, the U.S. Federal Government, the Australian Government, and the European Commission. In today's global economy, the D&B D-U-N-S Number has become the standard for keeping track of the world's businesses.

- **Federal Tax ID** - During your initial registration a Federal Tax Identification Number (TIN), either a Federal Employer Identification Number (FEIN), or a Social Security Number (SSN) was entered to identify your organization in Web**Procure**. Buying agencies may used this information to associate your Web**Procure** registration with their accounting and payment systems for Federal tax reporting. There are a number of reasons that may result in your obtaining a new TIN. See **www.IRS.gov** for information on TIN and tax reporting. If you have a new TIN, you must create a new vendor registration in WebProcure based on your new TIN. You should directly notify any Buying Organizations that you have created a new registration based on your new TIN. This may have implications regarding existing contracts or orders with the Buying Organizations.

- **Exempt from backup withholding** - By checking this box on the **Main Information** section, you are stating that your organization is **Exempt from backup withholding**. Please note that most organizations are Not Exempt, so only certify that your Exempt if absolutely certain it applies to your organization. **NOTE**: If you use a substitute form, you are required to provide the **Form W-9** instructions to the payee only if he or she requests them. However, if the IRS has notified the payee that backup withholding applies, then you must instruct the payee to strike out the language on the certification that relates to under-reporting. For additional details and a copy of **Form W-9**, click here.
- An email address is required if your **Fax Number** is the same as your **Phone Number**. **Email** is also required for international vendors. You can obtain a free email address. Click here to learn more about this link.
- The Web**Procure Usage Terms Accepted** section is read-only and provides the date the terms were accepted and the date and time the profile was created.

The next sections on this page relate to **Bid Notifications** and **Permissions**.

Bid Notifications

The next section is **Bid Notifications.** Activating notifications for the listed contact types will send an email to the contact that contains the current state of a solicitation showing a summary of the bids for each item on the solicitation.

There are four contact types that may configured for your organization:

- Main Contact
- Purchase Order Contact
- Solicitation Contact
- Remittance Contact

The topic of **Contacts** are discussed here.

Permissions

Listed below are all of the permissions used in Web**Procure** Administration of Supplier Organizations.

- **Bid / Quotes**
    - **Create / Edit Item Reminders** - Allows users to create and edit line item reminders.
    - **Respond to Bids / Quotes** - Allows users to respond to Formal and Informal Solicitations.

   - **View Past Bids / Quotes** - Allows users to view finalized or closed solicitations.

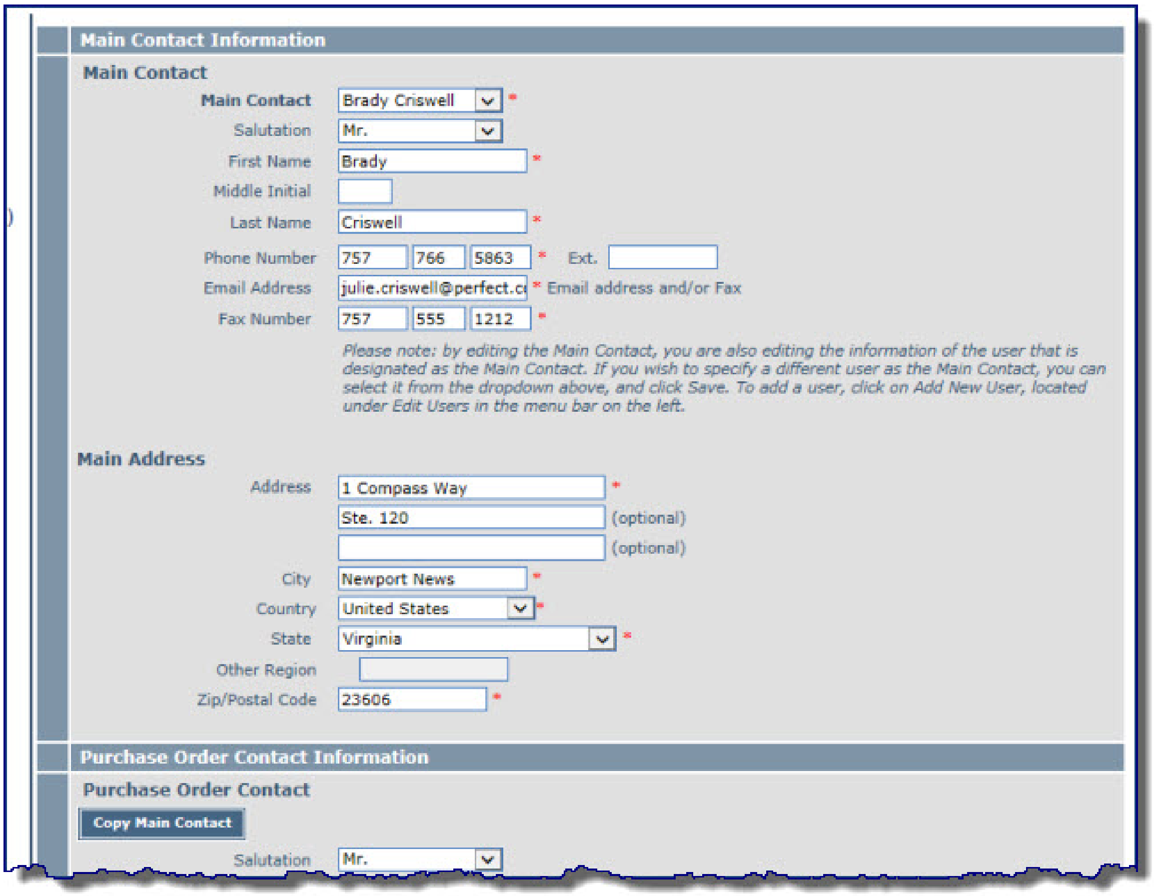
- **General**
   - **Access to Account Management** - Allows users to access the **Opportunity Management** module to manage the regions that the organization wishes to do business and manage the Account Codes, if used.
   - **Access to Edit Organization's Information** - Allows users to access the **Profile Management** module and perform edits on both the organization and other users.
- **Collaboration**
   - M**anage Collaboration** - Allows users to post questions to the **Questions & Answers** section of the **Collaborate** page. It also allows users to view the **Bulletin Board** topics. For more information on **Collaborate,** click here.
   - **View Collaboration** - Allows users to view the **Questions & Answers** as posted by the Suppliers and Buying Organization for a solicitation. For more information on **Collaborate**, click here.

Click **Save** to maintain the changes.

Click **Reset** to return the changes to the previously saved information.

Edit Contacts

Select the **Edit Contacts** option from the menu tree located in the left frame of the page. The **Contacts Information** page is displayed in the right frame of the screen.



Enter or edit your organization's contact information in four separate sections: **Main Contact Information**, **Purchase Order Contact Information**, **Solicitation Contact Information**, and **Remittance Contact Information**.

Required information is noted with a red (*) asterisk.

If the **Purchase Order, Solicitation**, or **Remittance** contact is the same as the **Main Contact** simply click **Copy Main Contact** and **Copy Main Address** in each section respectively. This will transfer the **Main Contact** and **Main Address** information into that section.

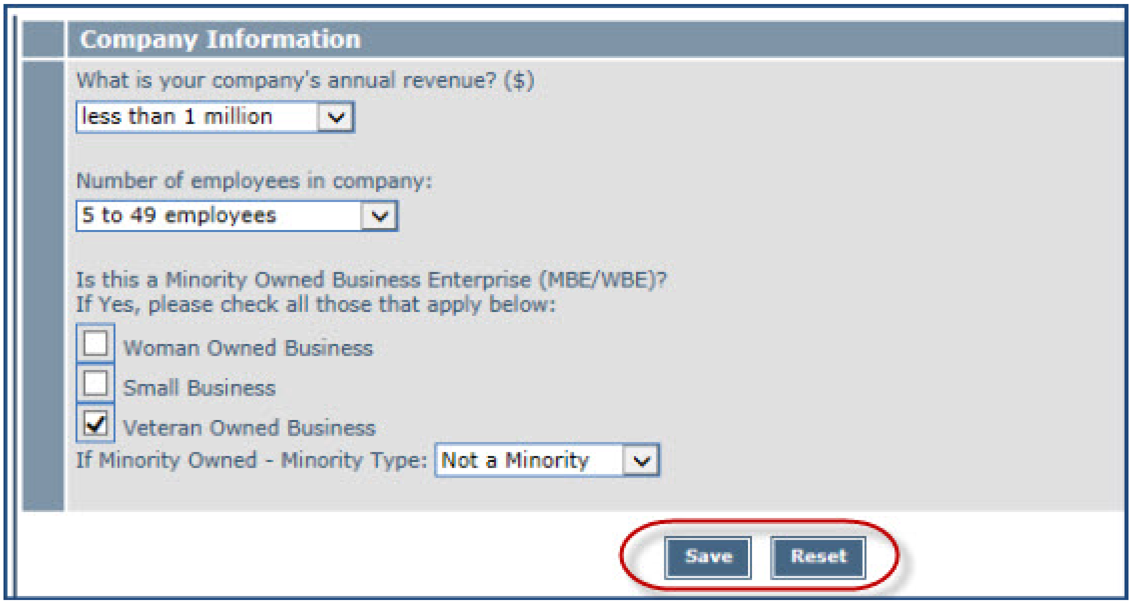
Click **Save** to maintain the changes.

Click **Reset** to return the changes to the previously saved information.

Demographic Information

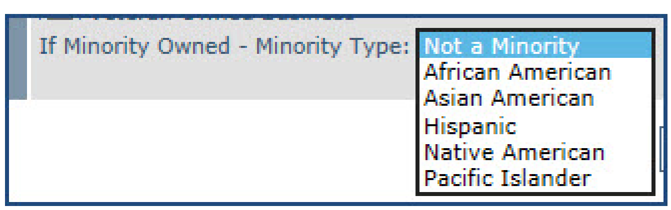
Select the **Edit Demographic Info** option from the menu tree located in the left frame of the page.

The **Company Information** page is displayed in the right frame of the page, as shown below.



Select your company's **annual revenue** and the **number of employees** in your company from the drop-down menu.

If your company qualifies under one of the categorizations, indicate a **Minority-Owned Business** by selecting the check box next to **Woman-Owned Business**, **Small Business**, or **Veteran-Owned Business**, or by using the drop-down box to select the minority type for a minority- owned business



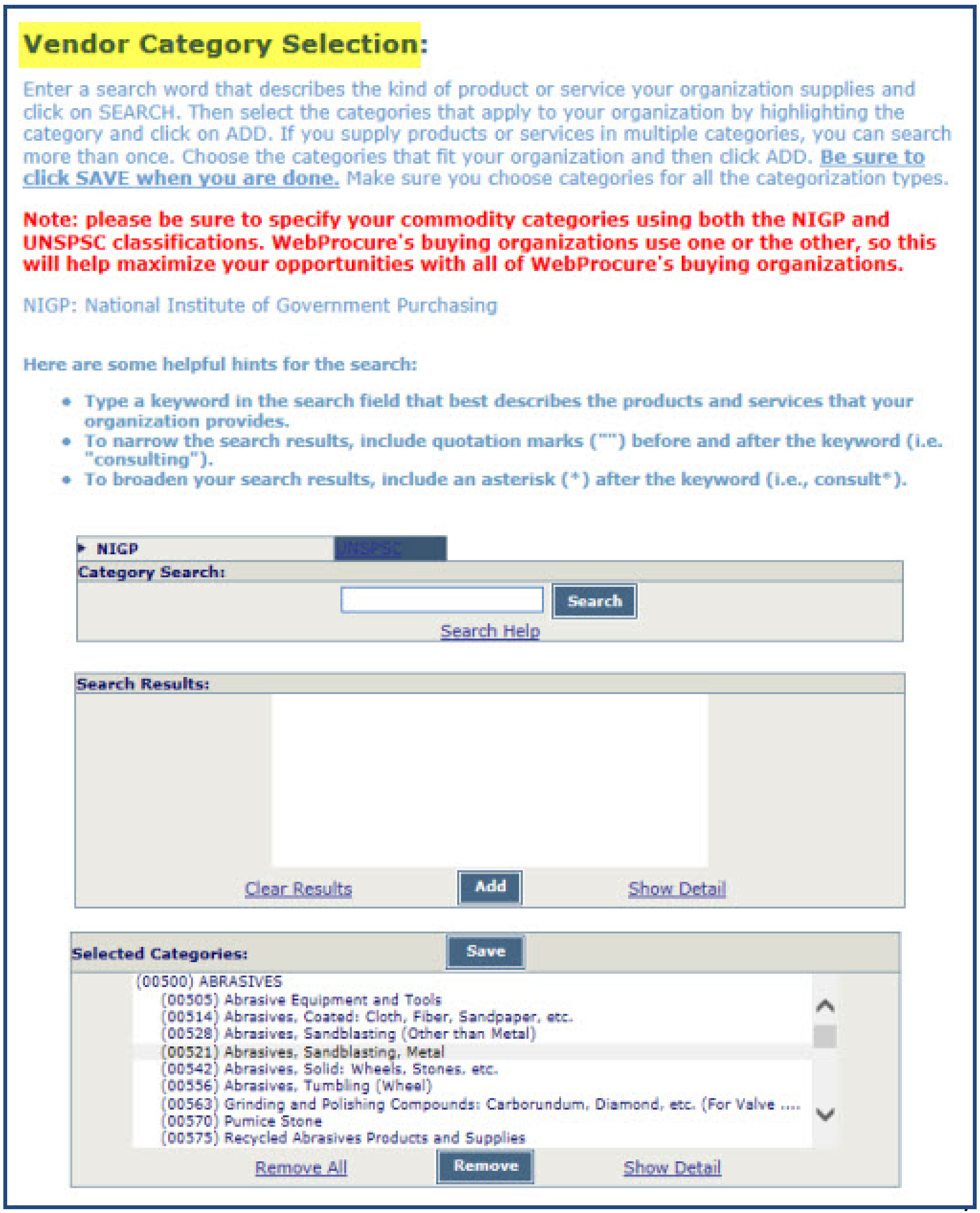
Click **Save** to maintain the changes.

Click **Reset** to return the changes to the previously saved information.

Edit Categories

Buying Organizations use commodity classification codes to identify Suppliers for specific items or services and to provide notices of new solicitations. If you do not assign the commodity categories that your organization provides, you will not receive automatic notices of new solicitations.

Select the **Edit Categories** option from the menu tree located in the left frame of the page. The **Vendor Category Selection** page will be displayed in the right frame of the page as shown below.



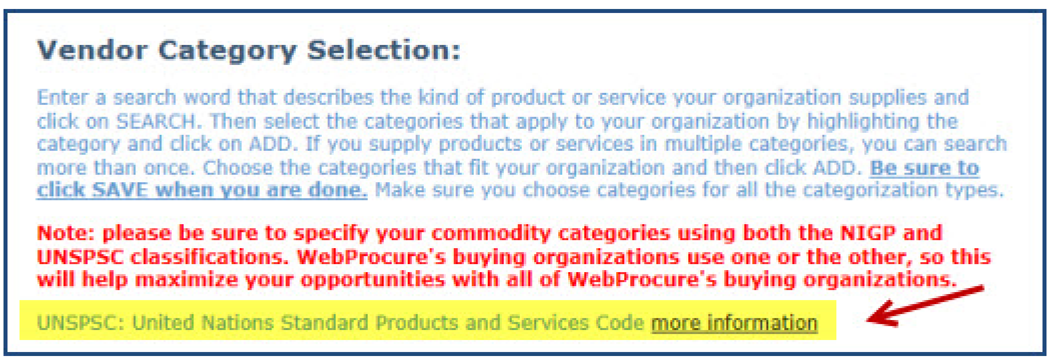
NIGP / UNSPSC

There are two commodity classification standards available to categorize your organization:

- **NIGP**
- **UNSPSC**

There are two commodity codes available to categorize your organization: **UNSPSC** and **NIGP**. The **NIGP** commodity code is the default. To change the commodity code to categorize your Supplier Organization by, select the link representing the code that you desire as seen below.

Once selected, the top of the page will refresh to display the selected classification structure. The image below shows that the user selected UNSPSC:

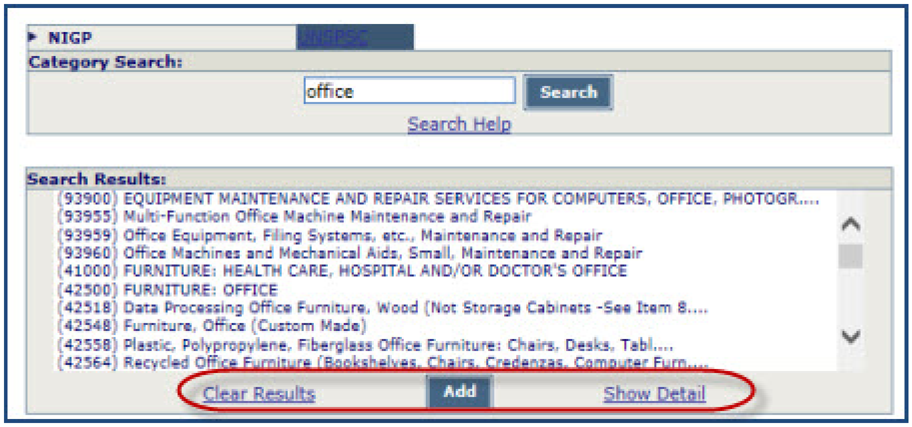


For more information on UNSPSC as a classification structure, click here.

Category Search

Enter in a keyword in the **Category Search** section that describes the product or service that your organization provides.

Click **Search.**

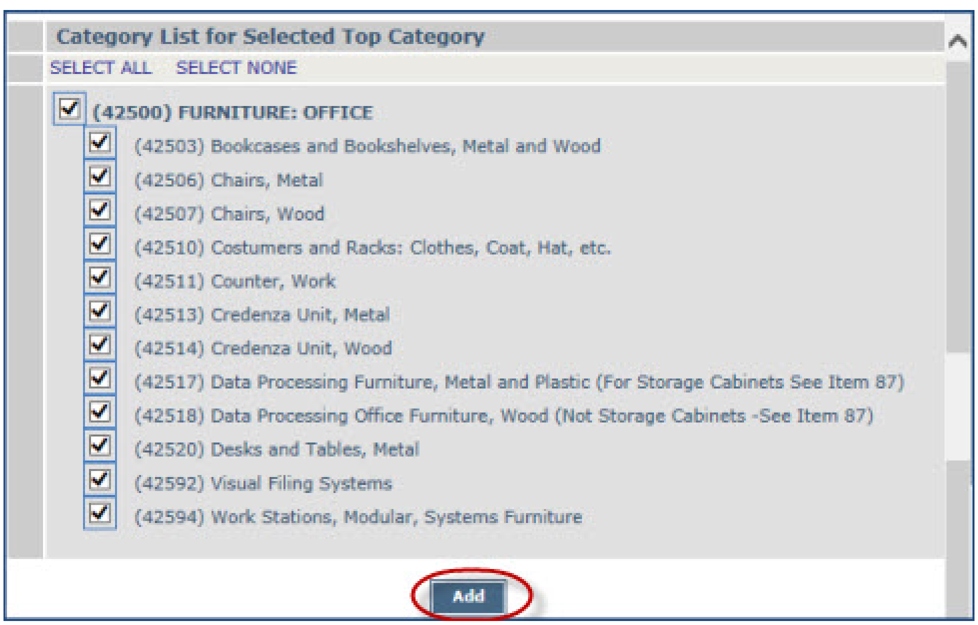


Matching commodities are displayed in the **Search Results** section.

Select the category name(s) that describes the product and/or service that your organization provides.

Click **Add**.

The **Category List for the Selected Top Category** window is displayed, as shown below.



- Select the check box next to the **Top Category** if all the categories listed in the window represent commodities supplied by your organization.

  Or

- Select only the subcategories that represent the commodities supplied by your organization.

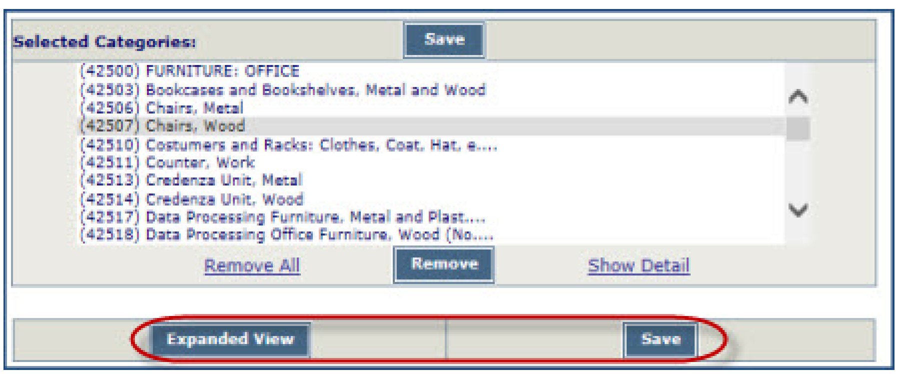
Click **Add** to return to the **Vendor Category Selection** page.

Clear Results removes the listing of matching commodities that matched the entered keyword.

Show Detail allows a commodity to be chosen and details viewed. Click here to view an example.

Selected Categories

The **Selected Categories** section will update automatically to include your selections.



Repeat the search process and add process to ensure that all the appropriate commodity codes are assigned. Click **Save** to maintain changes.

This categorization process is the same for **UNSPSC** and **NIGP** codes.

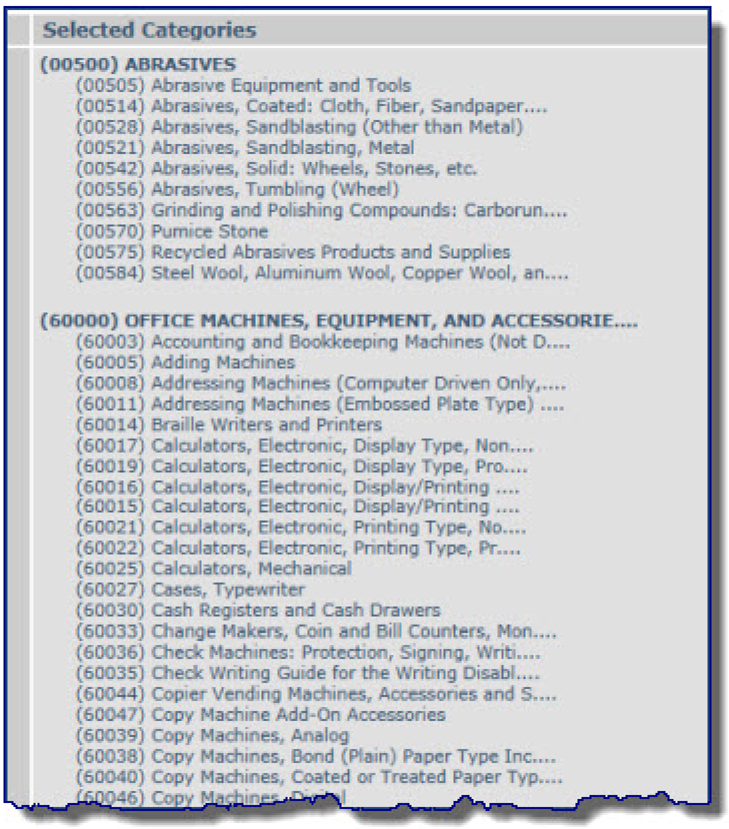
To remove a currently assigned commodity, click to select the commodity and click **Remove.** The removal process happens instantly without confirmation. Click **Save** to maintain changes.

To remove all currently assigned commodities, simply click **Remove All**. Click **Save** to maintain changes.

Show Detail allows a commodity to be chosen and details viewed. Click here to view an example.

Expanded View

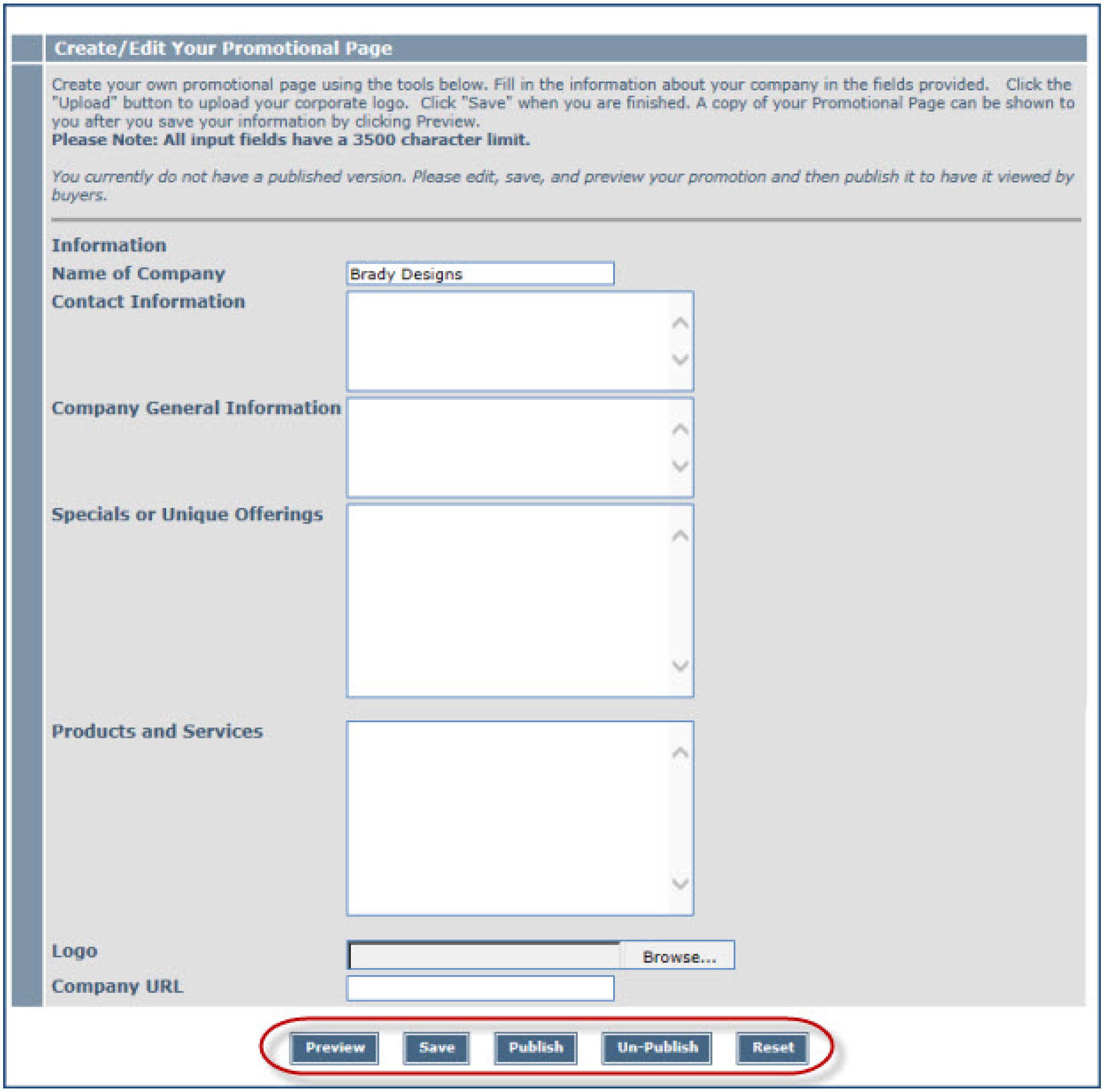
Select **Expanded View** to view a complete listing of commodities that are currently assigned.



Close to return to the **Vendor Category Selection** page.

Enhanced Profile Information

Select the **Enhanced Profile Information** link to create a promotional page. The page will be displayed to Buying Organizations through the Web**Procure** system.



The **Create/Edit Your Promotional Page** allows a Supplier Organization to provide customer-focused information to the Buying Organization through their profile. This information will be displayed to Buyers whenever they select the Supplier name or the **Supplier Information** icon within the Web**Procure** system.

A description and instructions for each available field is below:

Name of Company - This information will be pre-populated with your company name.

Contact Information - Enter in contact information for your organization. Buying Organizations may use this information to reach out during a solicitation process.

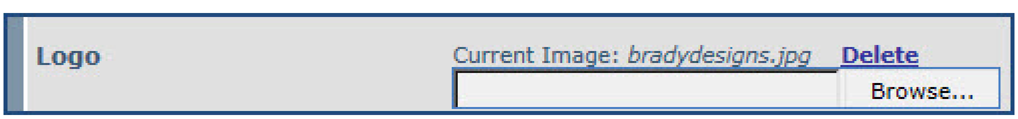
Company General Information - Details about our organization may be entered here to further advertise your organization's strengths and abilities.

Specials or Unique Offerings - This field may be used to enter in information that would separate your organization from other Supplier Organizations within the Web**Procure** system.

Products and Services - Highlight the key products or services that your organization supplies.

NOTE: All fields have a 3500 character limit.

Logo - Click **Browse** to navigate to the local or network location of your company logo. This image must be a .jpg (JPEG) or .gif file type and no larger than 200 x 200 pixels. Once an image is successfully uploaded, the filename will display above the logo field.



If necessary, it may be removed and then replaced. Click **Delete** to remove it.

Company URL - Enter in the URL for your organization's website.

Preview

To preview how the information entered will appear to the Buying Organization, click **Preview.**

Brady Designs

Enhanced Vendor Profile Information Page

Brady Designs

Main Contact Information

Main Contact :	Brady Criswell
Phone :	757-766-5863
Email :	julie.criswell@perfect.com
Fax :	757-555-1212
Address :	1 Compass Way Ste. 120 Newport News, VA, 23606, United States

Unique Offerings
Seasonal Sales Offered

Company General Information
a full service graphic design firm with an emphasis on arts, education, and human services. Having fun, doing good work and making a profit for our customers.

Products/Services
Anything in the graphic design realm including marketing and promotional materials. Print and web campaigns.

Other Company Information

Company URL :	www.perfect.com
Minority Owned :	**N**
Women Owned :	**N**
Small Business :	**N**
American Veteran :	✓
Enterprise Type :	C Corporation
HQ :	**N**
Supplier Exempt from W-9 Withholding? :	**N**
Doing Business As :	**N/A**
Medical or Legal Service Provider:	**N**
State In Which Incorporated :	**N/A**
WebProcure Contract Received :	**N**
WebProcure Contract Received Date:	**N/A**
WebProcure Usage Terms Accepted :	
Buying Organization's Additional Terms Accepted:	
WebProcure System Supplier ID:	
Supplier Created in External (Financial) System:	**N**

Close

Close to return to the **Enhanced Profile Information** page.

Save changes without pushing it out to the Web**Procure** system.

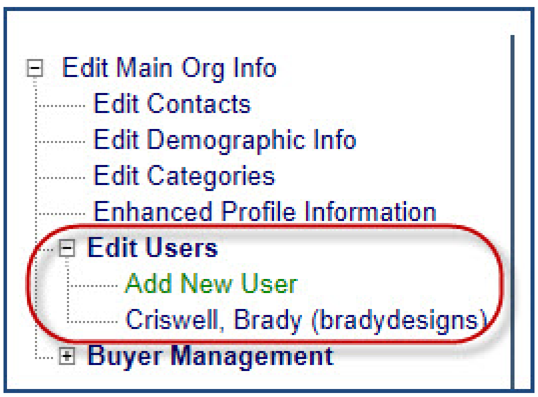
Publish - To submit the information on the promotional page into the Web**Procure** system. Once published, it will be visible to Buyers.

Un-Publish - To make edits to the entered information.

Reset clears any edits without saving.

Edit Users

From the left menu, select **Edit Users**.



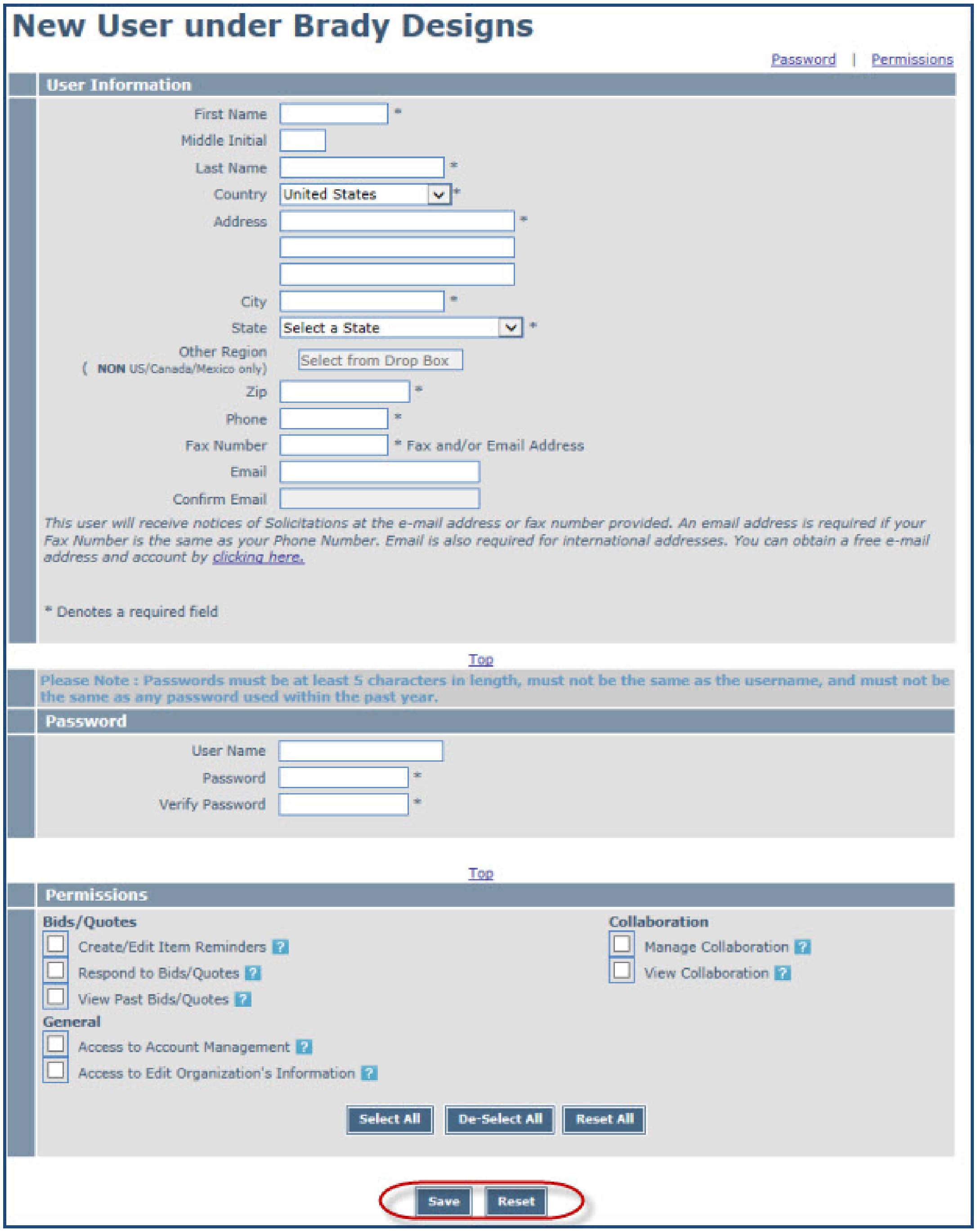
Existing users may be edited and/or new users created.

Click a topic below to learn more:

- **Add New User**
- **Edit User**

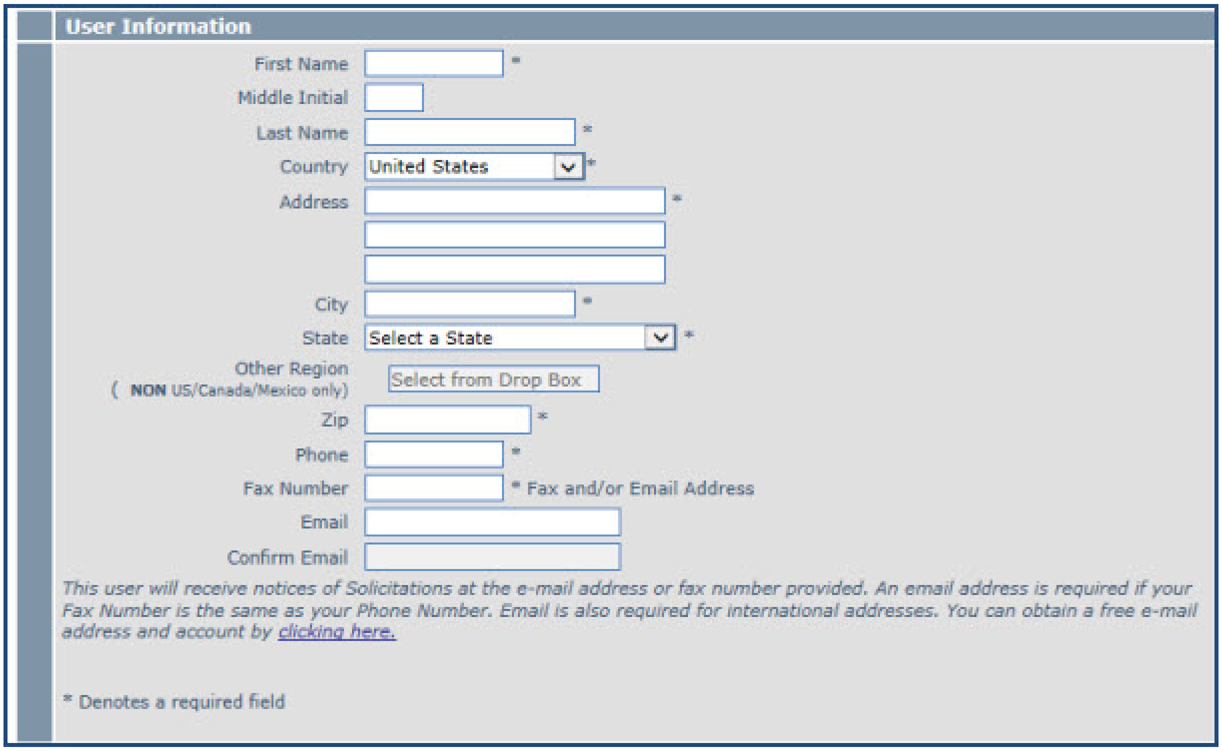
Add New User

Select **Add New Users**.



This page is broken into three sections. Each one is discussed below.

User Information



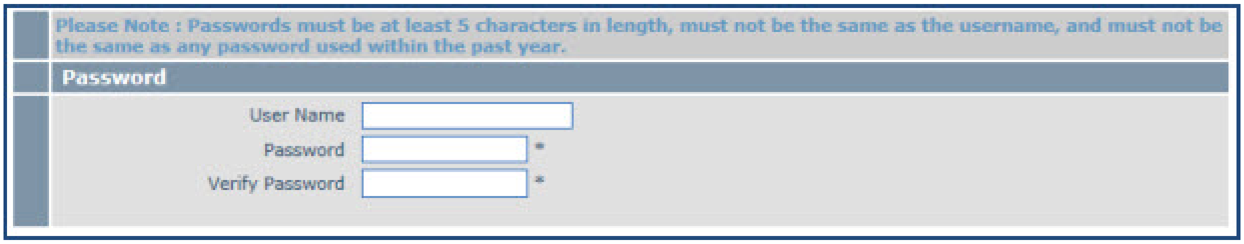
The required information fields are noted with an asterisk (*).

Enter in all the information for the user.

Be aware that the user will receive notices of solicitations at the email address or fax number provided. An email address is required if the **Fax Number** is the same as the **Phone Number**. The email field is also required for international addresses.

Password

Create the **User Name** and **Password** for the new user.



We recommend using the person's *first initial and last name*. (for example: jsmith)

When the user logs on to the system the first time, they will use the password created here.

Upon a successful login, the user will be prompted to create a new password that is meaningful to them.

The password field is case sensitive; therefore, if capitalization is used when creating the new password, the same capitalization must be repeated during the log on process.

NOTE: Passwords have to be at least five characters in length and cannot contain the user name or the word 'password'.

Permissions

Following are all of the permissions available for assignment to user profiles:

- **Bid / Quotes**
  - **Create / Edit Item Reminders** - Allows users to create and edit line item reminders.
  - **Respond to Bids / Quotes** - Allows users to respond to Formal and Informal Solicitations.
  - **View Past Bids / Quotes** - Allows users to view finalized or closed solicitations.
- **General**
  - **Access to Account Management -** Allows users to access the Opportunity Management module to manage the regions that the organization wishes to do business and manage the **Account Codes**, if used.
  - **Access to Edit Organization's Information** - Allows users to access the **Profile Management** module and perform edits on both the organization and other users.
- **Collaboration**
  - **Manage Collaboration** - Allows users to post questions to the **Questions & Answers** section of the **Collaborate** page. It also allows users to view the **Bulletin Board** topics. For more information on **Collaborate**, click here.
  - **View Collaboration** - Allows users to view the **Questions & Answers** as posted by the Suppliers and Buying Organization for a solicitation, however, they cannot submit a question. For more information on **Collaborate**, click here.

Click **Save** to maintain the changes.

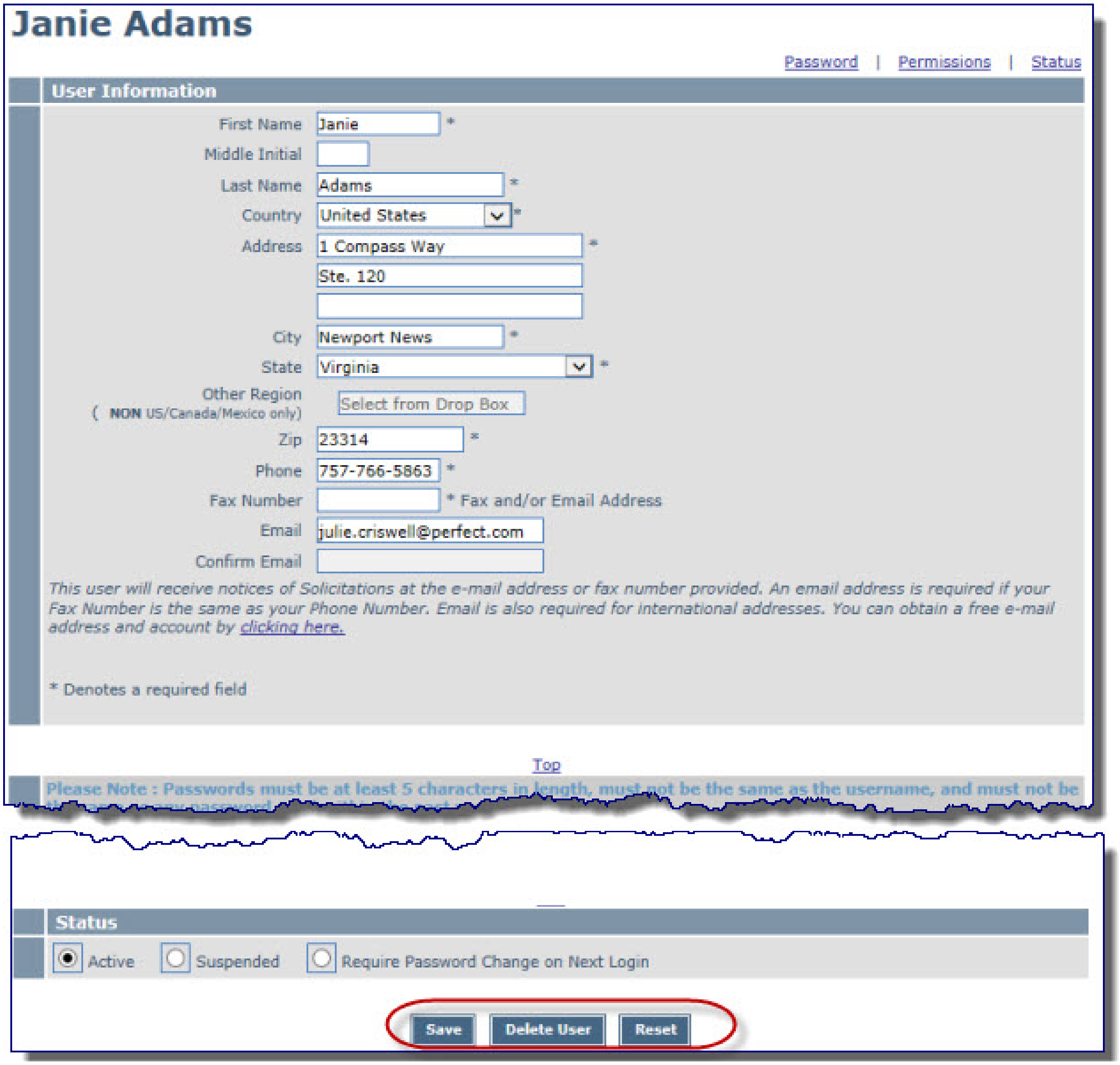
Click **Reset** to return the changes to the previously saved information.

Once the new user is added, their name will appear inside the left pane menu tree. To perform edits, select their hyper linked name.

Edit Existing User

Expand the **Edit Users** option and select the user's name from the menu tree located in the left pane.

The **User Information** page is displayed, as shown below.



The sections on this page are the same as the **Add New User** page except for a new section called **Status**.

User Information

The required information fields are noted with an asterisk (***)**.

Enter in all the information for the user.

Be aware that the user will receive notices of solicitations at the email address or fax number provided. An email address is required if the **Fax Number** is the same as the **Phone Number**. The email field is also required for international addresses.

Password

The **User Name** field is not an editable field. Once a **User Name** is established for a user in the system, it cannot be changed.

A user's password may be changed or reset at any time. To change a user's password, type the new password in the **Password** and **Verify Password** fields. The **Password** field is case sensitive.

NOTE: Passwords have to be at least five characters in length and cannot contain the user name or the word 'password'.

Permissions

Following are all of the permissions available for assignment to user profiles:

- **Bid / Quotes**
    - **Create / Edit Item Reminders** - Allows users to create and edit line item reminders.
    - **Respond to Bids / Quotes** - Allows users to respond to Formal and Informal Solicitations.
    - **View Past Bids / Quotes** - Allows users to view finalized or closed solicitations.

- **General**
    - **Access to Account Management -** Allows users to access the Opportunity Management module to manage the regions that the organization wishes to do business and manage the **Account Codes**, if used.
    - **Access to Edit Organization's Information** - Allows users to access the **Profile Management** module and perform edits on both the organization and other users.
- **Collaboration**
    - **Manage Collaboration** - Allows users to post questions to the **Questions & Answers** section of the **Collaborate** page. It also allows users to view the **Bulletin Board** topics. For more information on **Collaborate**, click here.
    - **View Collaboration** - Allows users to view the **Questions & Answers** as posted by the Suppliers and Buying Organization for a solicitation, however, they cannot submit a question. For more information on **Collaborate**, click here.

Status

Mark the appropriate radio button to designate the user's current status.

Active - If a user has logged in for the first time and changed their password, their status is set to **Active**.

Suspended - Set a user’s status to **Suspended** if they are no longer able to use the Web**Procure** system. The user may be reactivated by changing their status to **Active**.

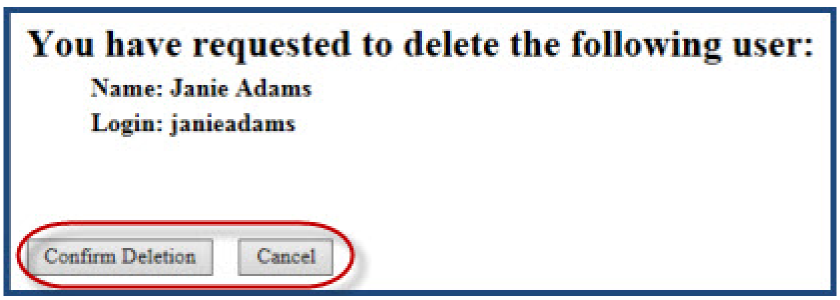
Require Password Change on Next Login - When a new user is created, their default status is **Require Password Change on Next Login**. Their status may not be manually changed to **Active**. The user must first log on and change their assigned password. This status may be manually set if a user forgets their password and it needs to be reset. To do this, enter a new password and select the **Require Password Change on Next Login** option. The next time the user logs on they will be required to change their password.

Click **Save** to maintain the changes.

Click **Reset** to return the changes to the previously saved information.

Delete User

To remove a user from the WebProcure system, simply click **Delete User**. The following confirmation step will display:



To proceed with the deletion of the user account, click **Confirm Deletion**.

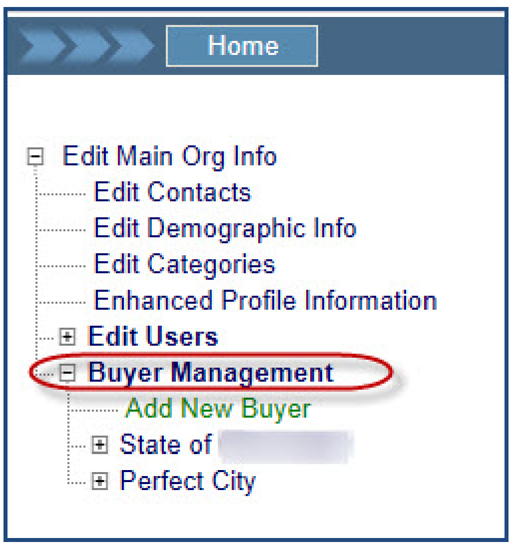
Cancel ends the deletion process; user account remains intact.

Once deleted, a confirmation statement displays:

Buyer Management

Manage all Buying Organizations, as well as completing all required customized fields for specific Buying Organizations through the **Buyer Management** option. Users with the appropriate permissions may add new Buyer accounts, obtain contact information for current Buying Organizations assigned to your Supplier Organization, and view agency-specific information and associated account codes.

Expand the **Buyer Management** option from the menu tree located in the left frame of the page.

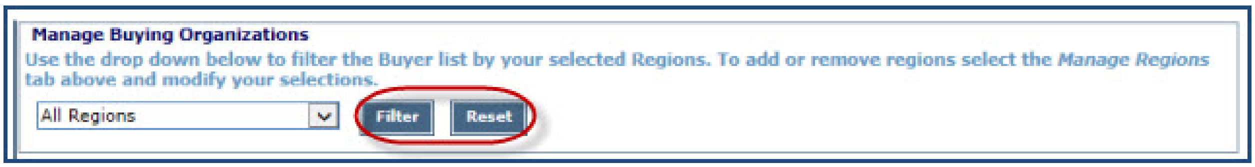


There are two functions available: Add New Buyer and Edit Existing Buyer.

Add New Buyer

Select the **Add New Buyer** option from the menu tree located in the left frame of the page.

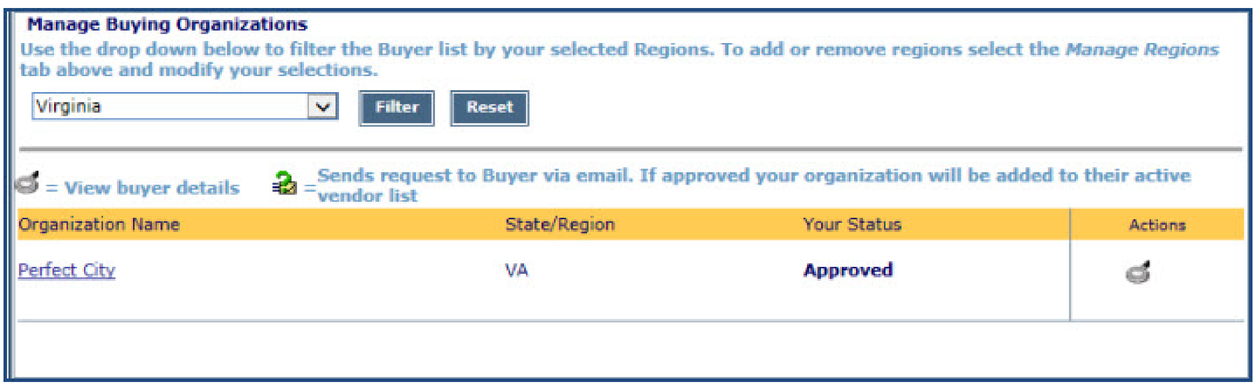
The **Manage Buying Organizations** window is displayed, as shown below.



Use the drop down menu to select a region.

Select **Filter**.

A list of Buyers available within the selected region will display.



Listed below is the information shown for each organization:

- **Organization Name** - The name of the Buying Organization available in the region selected. The **Organization Name** is an active hyper link and may be selected to view the **Buyer Information** including contact details.
- **State/Region** - Indicates the state or region of the Buying Organization.
- **Your Status** - Identifies your current status in relation to the Buying Organization. Possible statuses include:

- **No Request** - Your Supplier Organization has not yet requested to do business with the Organization.
- **Approved** - Indicates the Buying Organization has approved you as a Supplier.
- **Denied** - The Buying Organization has denied your request to do business with them.
- **Pending** - The Buying Organization has yet to approve or deny your organization doing business with them.

Actions

Send Approval Request to Buyer	Select to send a request to the Buying Organization. The email notifies the Buyer that you would like to do business with them. A confirmation message will display. The **Your Status** column will update to reflect **Pending**. The **Buyer Management** menu on the left will update with the added Buying Organization's name.
View Buyer Info	Select to view details about the Buyer including contact information.

Edit Existing Buyer

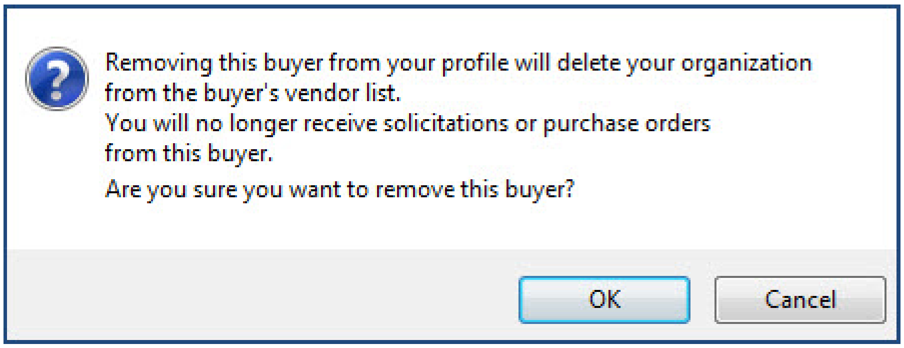
Expand the Buying Organizations name listed under the **Buyer Management** option from the menu tree in the left frame of the page. The expanded view contains the following options: **Additional Required Attributes**, **Account Codes**, **Additional Terms**, **Attachments**, and **Service Level**.

The right side of the page displays the Buyer's contact information.

Remove

In order to remove a Buying Organization from your listing of associated Buyers, click **Remove** button located below the **Remittance Contact Information**.

The following warning message displays:



Click **OK** to proceed with removing this Buyer from your listing of associated Buyers.

Cancel ends the removal process; Buyer remains intact.

From the left side pane, several options are available:

Additional Required Attributes

Select **Additional Required Attributes** to view any additional fields required from the specific Buying Organization in order to complete the registration process.

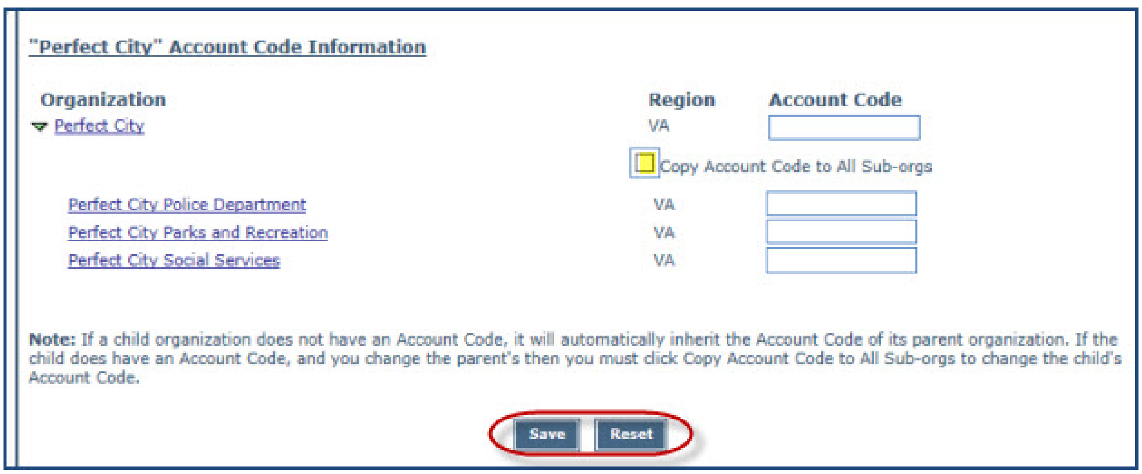
Complete these additional required fields, if any.

Click **Save** to maintain changes.

Click **Reset** to clear any of the changes made.

Account Codes

If your organization has a specific internal **Account Code** or customer code used to reference Buying Organizations, provide the account codes in the available fields.



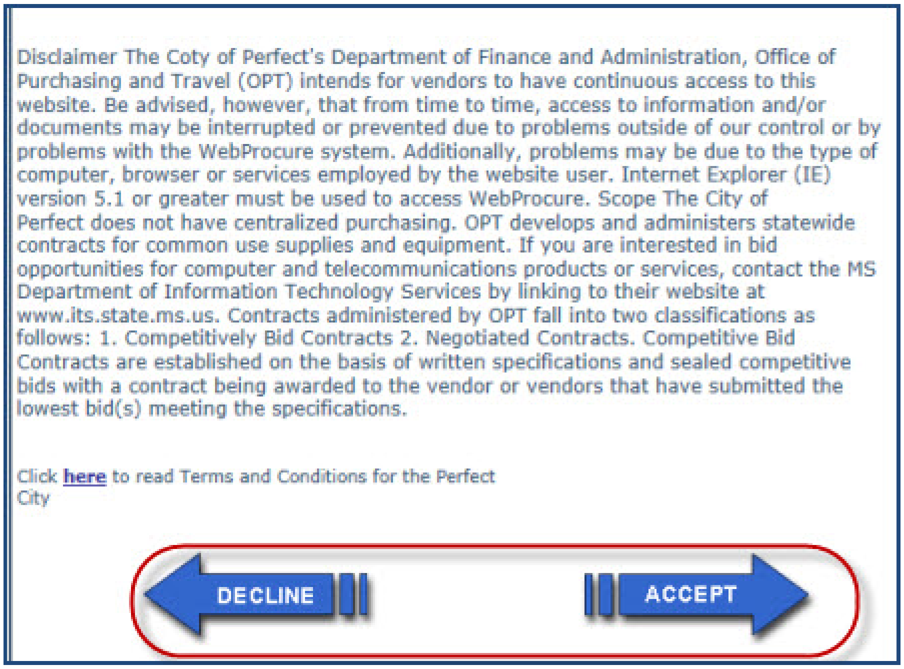
- If a child organization does not have an **Account Code**, it will automatically inherit the **Account Code** of its parent organization.
- If the child organization does have an **Account Code**, and you change the parent's then you must select the **Copy Account Code to All Sub-orgs** check box. It will change the child's **Account Code**.

Save changes.

Reset to clear changes and return values to their previous state.

Additional Terms

Select **Additional Terms** to view the Terms and Conditions of the specific Buying Organization, if any.



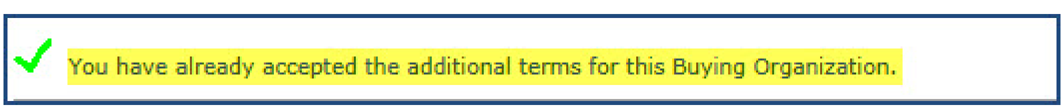
After reading the terms and conditions, click **Accept** to accept the Terms and Conditions of the selected Buying Organization.

or

Decline to decline the Terms and Conditions of the selected Buying Organization.

Terms and Conditions may be reviewed at any time by selecting the **Additional Terms** link.

Once the terms have been accepted, the following message will display:



If no Terms and Conditions are required by a specific Buying Organization, the following message window is displayed on the **Additional Terms** page:

This Buying Organization does not require you to accept additional terms.

Attachments

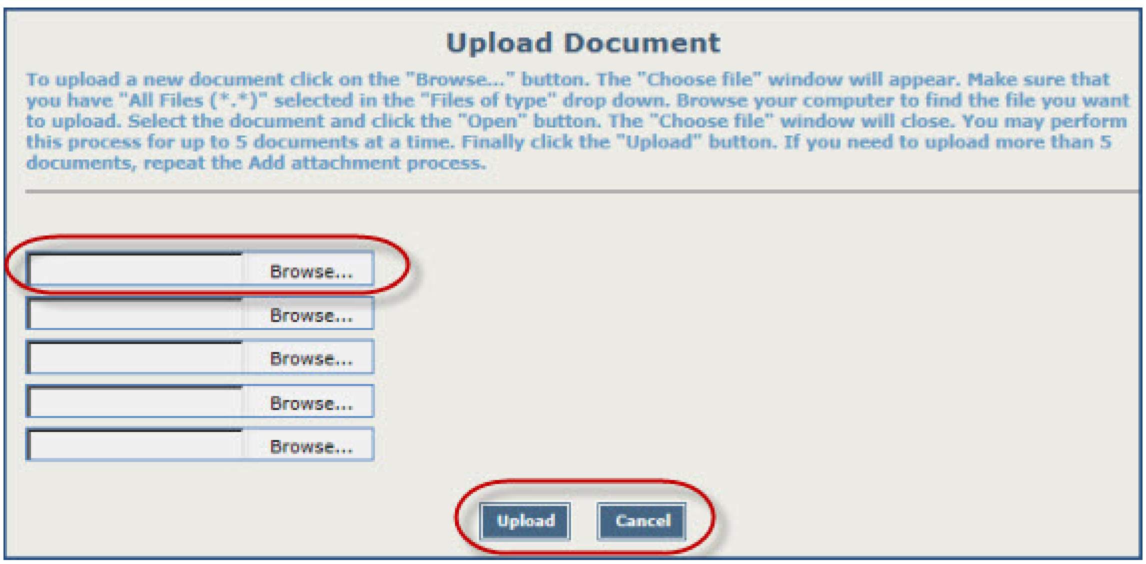
Select **Attachments** to view uploaded documents for the specific Buying Organization.

The **Attachments** page is displayed, as shown below. There are two section: **Attachments** and **Attachment Uploaded by <Buyer Organization>**.

Following is a description of each.

Attachments

Click **Upload New Document.**

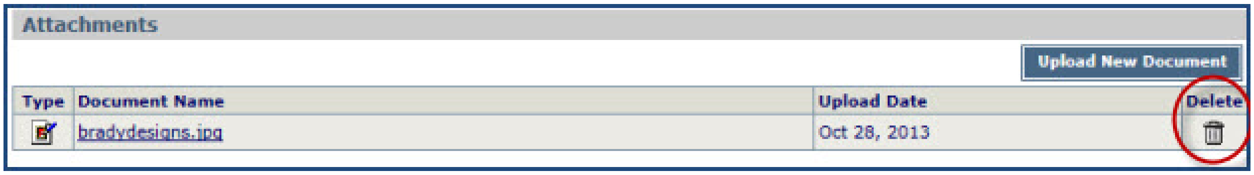


Click **Browse.** Navigate to the local or network location of the document. Click **Open.** The selected file will display on the **Upload Document** window. Repeat the selection process for each attachment to be added.

When finished selecting documents, click **Upload.**

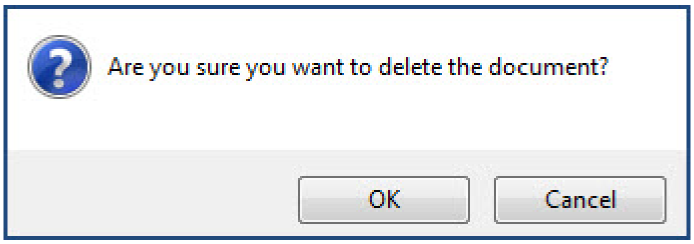
Cancel closes the upload window without adding attachments.

The uploaded documents will display in the **Attachments** section.



To remove an attached document, click the **Delete** icon.

A confirmation message will display:



Click **OK** to proceed with deletion.

Cancel ends the deletion process; document remains attached to the Buyer profile.

Attachments Uploaded by the <Buying Organization> Section

Any documents attached by the specific Buying Organization to your organization's profile will be displayed in the **Attachments Uploaded by the <Buying Organization>** section. Document names are displayed as links. Select the **Document Name** link to view the associated document.