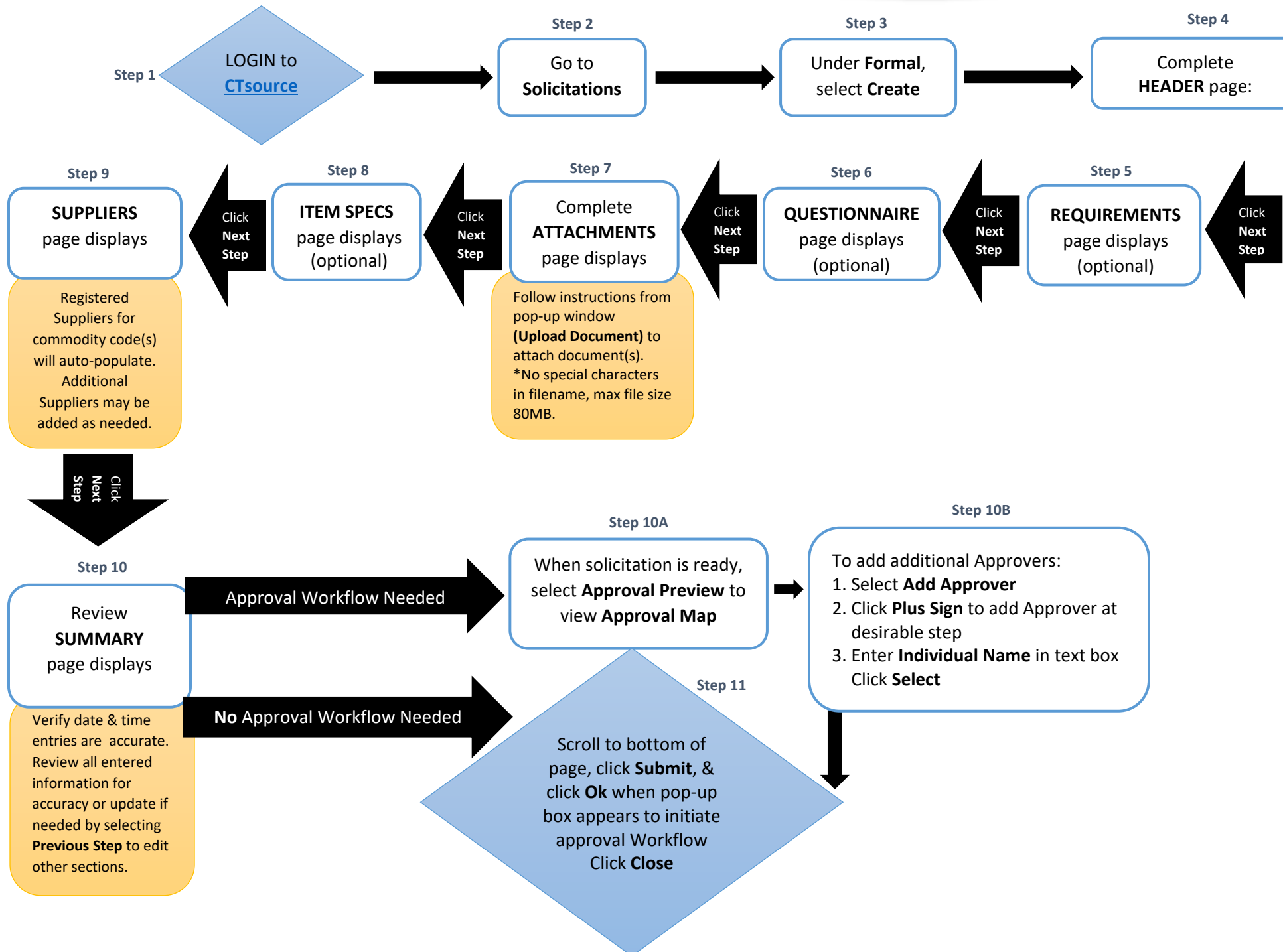


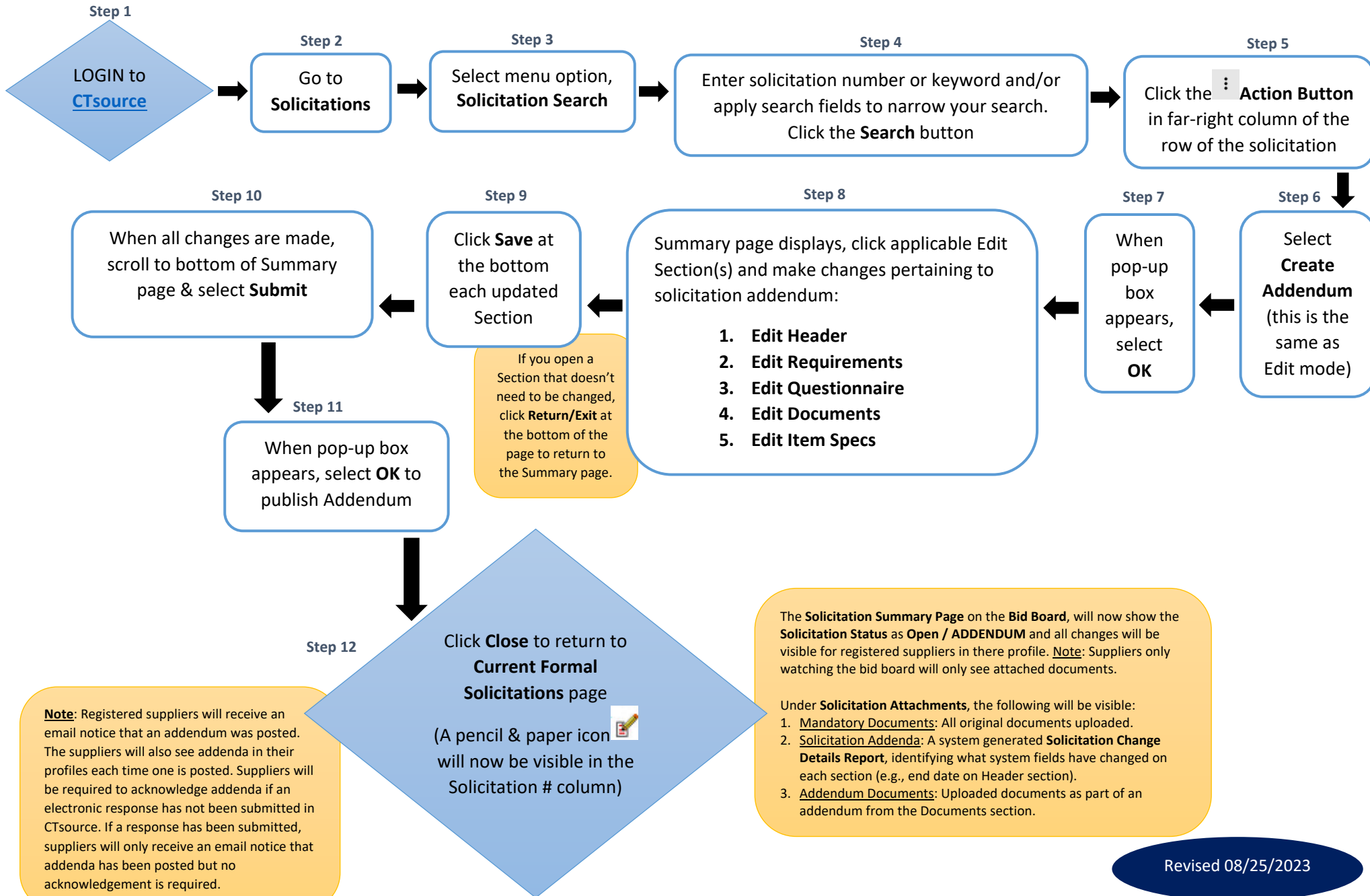
POST SOLICITATION TO BID BOARD QUICK GUIDE

[Click here for more help](#)

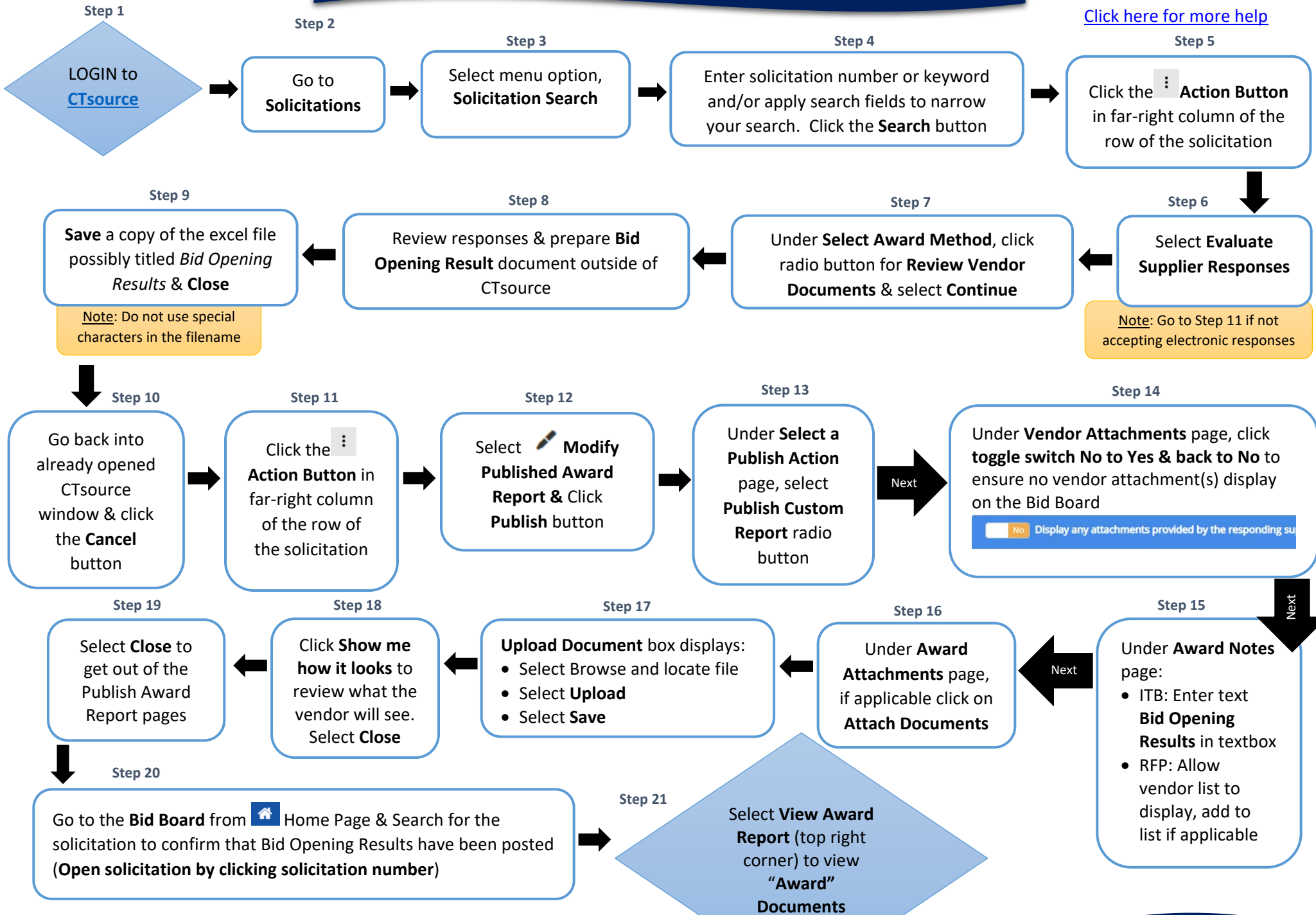


- ✓ Number (Enter unique solicitation number)
- ✓ Title (Enter concise description in Title Case)
- ✓ Solicitation Type (Select from dropdown)
- ✓ Evaluation Type (**Single Envelope**)
- ✓ Who can see this bid? (**Everyone**)
- ✓ Who can respond to this bid? (**All Vendors**)
- ✓ Calculate Estimated Total Value from Sum of Estimated Line Item Price (**No**)
- ✓ Estimated Total Value: (Skip)
- ✓ Description (Enter summary for the need.)
- ✓ Justification (Optional - buyer view only/not public)
- ✓ Justification Attachments (Optional - buyer view only if needed)
- ✓ Solicitation Contact (Edited as needed)
- ✓ Restricted Access (**No**)
- ✓ The Solicitation will not contain any line items (**Select checkbox if using attachments only**)
- ✓ Solicitation Categories (Select highest level to invite registered suppliers)
- ✓ Delivery Terms (Change default as needed)
- ✓ Delivery Notes
- ✓ Payment Terms (Change default as needed)
- ✓ Payment Notes
- ✓ Custom Fields (Unique to org.)
Add New Section (Can be used if needed)
- ✓ Demand Aggregation Duration (Skip)
- ✓ Solicitation Duration (Start/end dates & time)
- ✓ Vendor Q/A Duration (Optional only if accepting electronic supplier responses)

CREATE A SOLICITATION ADDENDUM QUICK GUIDE

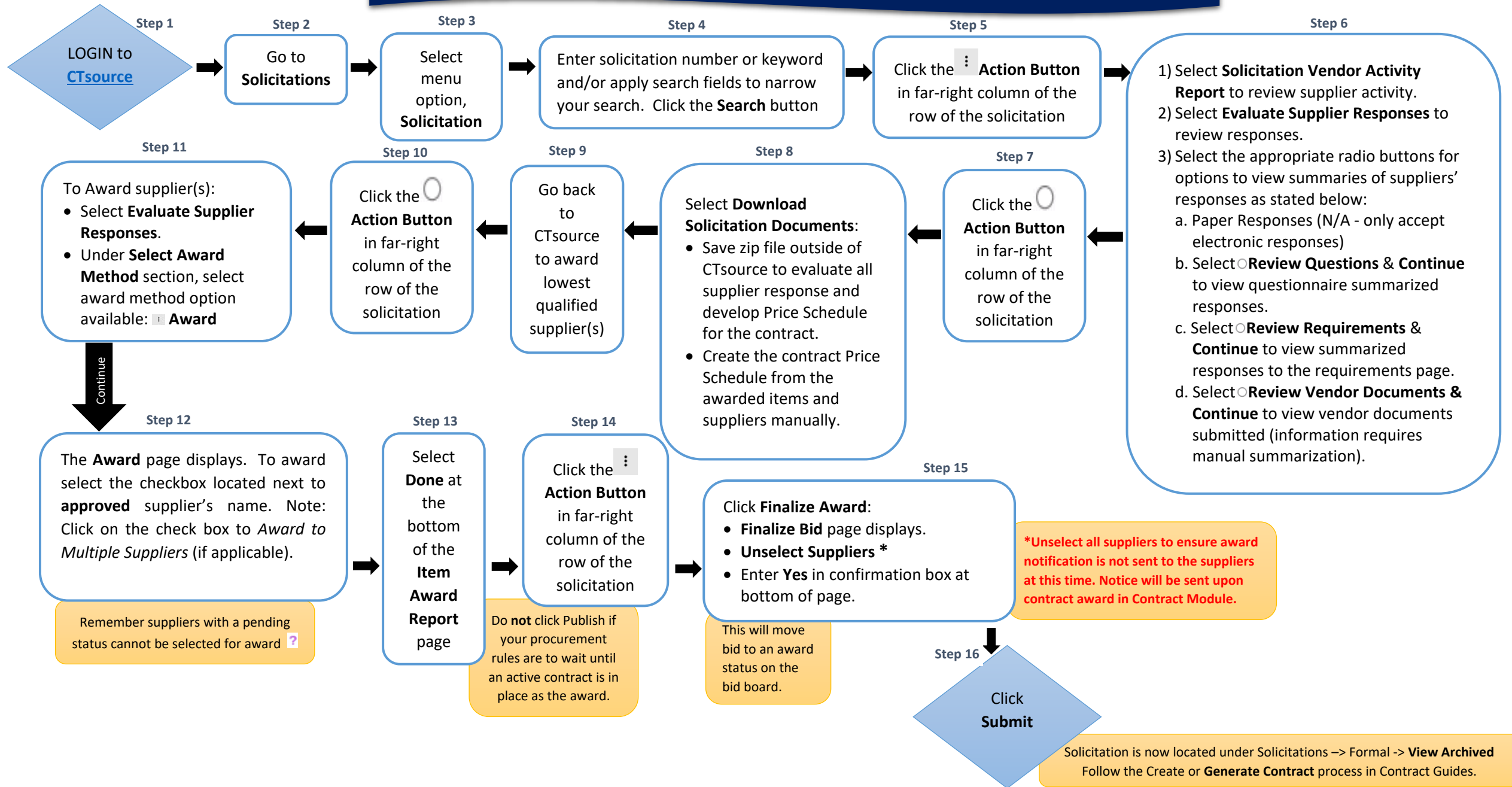


POST BID OPENING RESULTS FOR ELECTRONIC RESPONSES QUICK GUIDE



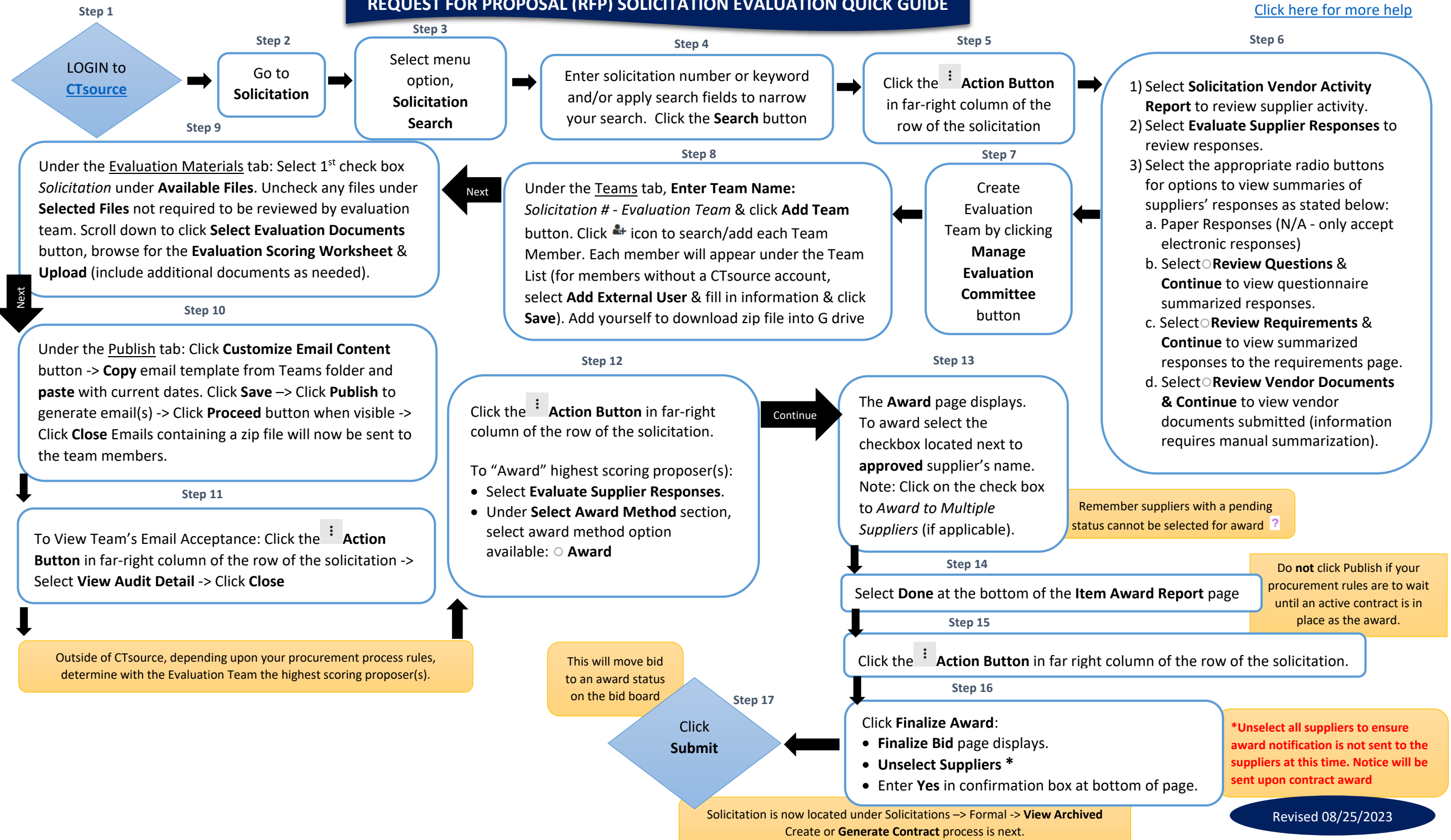
INVITATION TO BID (ITB) SOLICITATION EVALUATION ATTACHMENT RESPONSE QUICK GUIDE

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REQUEST FOR PROPOSAL (RFP) SOLICITATION EVALUATION QUICK GUIDE

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Remember suppliers with a pending status cannot be selected for award ?

Do not click Publish if your procurement rules are to wait until an active contract is in place as the award.

*Unselect all suppliers to ensure award notification is not sent to the suppliers at this time. Notice will be sent upon contract award

This will move bid to an award status on the bid board

Solicitation is now located under Solicitations -> Formal -> View Archived Create or Generate Contract process is next.

HOW TO APPROVE A SUPPLIER QUICK GUIDE

[Click here for more help](#)

