Supplier Response to Solicitation

City of Atlanta
Department of Procurement
**Supplier Portal Page**

Here is an overview of the Supplier Portal home page.

- **Search Functionality**: Use the search functionality to search for an order/solicitation using the respective number.
- **Task List**: Use the task list to view/access the information related to a specific task. The important task categories include orders, agreements, and solicitations.
- **Requiring Attention**: Use the Requiring Attention section to view the graphical representation of the tasks that require immediate attention. For example, the graph in the above screenshot shows that the supplier has 10 items that require their attention. The supplier can click a section to view the details and respond to that item.
- **Recent Activity**: Use the Recent Activity section to view the activities performed over the last 30 days.
- **Transaction Reports**: Use the Transaction Reports section to view the reports of the transactions that occurred over the last 30 days.
Let’s look at the functionalities to respond to a solicitation.
Create Supplier Response for Solicitations (1 of 14)

Here are the steps to create a response to a solicitation from the Supplier Portal.

1. Click the **View Active Solicitations** sub-task under the **Solicitations** task.
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2 Switch *Invitation Received* to *Yes* to view solicitations for which the Contracting Officer has sent you an invitation. Switch to *No* to view all other solicitations.

3 Click the *Search* button to view the search results.
Select the solicitation from the search results. The line will turn blue when selected. To view the solicitation details such as the Scope of Services and forms, click the Solicitation number.

Click **Acknowledge Participation** if the option is available.

Click the **Create Response** button to begin creating your bid or proposal.
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6 Review the **Overview** section.

7 Click the **Next** button.
The Requirements screen contains the details of the solicitation.

Click the drop-down to select the page name that should be displayed in the tab.

**NOTE:** Alternatively, click the arrow button next to the drop-down menu to open the next page of the requirements details.

**NOTE:** The supplier has to review all the pages in the requirements tab to download the mandatory forms and upload the completed mandatory forms before submitting the response. Let's learn how to download a form and upload the completed form in the Supplier Portal.
Click the file name to initiate the file download process.

Click the Save button to save the file on your desktop/laptop, or the Open button to view and print the file.

NOTE: Print the downloaded form, provide all required information, and scan the completed form to generate a PDF document. The PDF document of the scanned form should be attached to the response in the Requirements tab of Supplier Portal. Let’s learn how to upload a PDF document of the scanned form.
Select the option **I am attaching a notarized copy of Form 1** (the text will vary).

Click the + button to attach the form.
Click the **+** button.

Click the **Browse** button to search and attach the completed PDF form saved on your desktop/laptop.

Select the file that has to be uploaded.

Click the **Open** button.
Click the **OK** button.
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To view all the attachments in the solicitation, click Actions > View > View Attachments.

To download all the attachments, click Actions > Download All.
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Click **Next** button after all the necessary forms are uploaded.
On the **Lines** screen, enter the required information in the field **Response Price**. This will usually be your Total Bid Price.

Click the **Next** button.
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**Review** your response carefully, and double-check that you have uploaded the correct documents.

You can **Save** your response before it is completed, and come back and submit it at a later time.

When you are ready to submit your completed response, click the **Submit** button to send your response to the solicitation.
Tips

- Avoid using the Back button on your internet browser. Instead, click Done to close a page.
- Save your uploaded forms and documents with specific and descriptive file names in order to avoid uploading blank forms or incorrect documents. E.g. “ABC Co. Required Submittal forms complete”
Information on registering as a City Supplier is available at https://www.atlantaga.gov/government/departments/procurement/home2/supplier-registration

The City’s **Supplier Portal** is available at [https://ehxr.fa.us2.oraclecloud.com/](https://ehxr.fa.us2.oraclecloud.com/)