

# **TOWN HALL MEETING**

# **NEW SOLICITATION SYSTEM**

Purchasing Department

March 24, 2021



# Today's Agenda

- New Solicitation System
- What does this mean for the Supplier/Offeror?
- Our New Supplier Portal
- Viewing Solicitation Opportunities
- Offeror vs. Supplier
- User ID Request
- Offeror Registration
- Signing in to Respond to a Solicitation
- Notifications
- Meeting Your Training Needs
- Next Steps

# **UofSC's New Solicitation System**

The University of South Carolina implemented a new online bidding system. This new web-based software system is used by the Purchasing Department to create online solicitation events, accept electronic bids and proposals, and issue notices of award for procurement contracts resulting from the solicitations.


# What does this mean for the Supplier/Offeror

This new process provides the Supplier/Offeror:


- Public access to an online listing of UofSC Goods & Services and Construction Solicitations
- An electronic Offeror registration for new potential suppliers
- Electronic creation and submission of responses to Solicitation Events by Offerors and existing UofSC Suppliers

This new system replaced the legacy method of posting solicitations on the Department's webpage and then accepting bids and proposals only by either postal mail, email, or fax. The ability to submit offers directly online will create a more efficient relationship between the Buyer and the Offeror.

# UofSC's Purchasing Website

**South Carolina**

GATEWAYS FOR: [STUDENTS](#) [FACULTY & STAFF](#) [ALUMNI](#) [PARENTS](#) [CALENDAR](#) [MAP](#) [DIRECTORY](#) [GIVE](#)

SEARCH SC.EDU 

Purchasing

Purchasing Home

COVID-19 Supplies

Our Staff

» **Solicitations and Awards**

New Solicitations and Awards Portal

Legacy Solicitations and Awards

Procurement Card

Purchasing Toolbox

Small and Minority Business

Consolidated Services

Sustainable Initiatives

**Solicitations and Awards**


The University of South Carolina is classified as a governmental body of the executive branch of South Carolina state government. As such, it is required it to follow the [South Carolina Consolidated Procurement Code](#) and its ensuing [regulations](#) which are promulgated by the [South Carolina State Fiscal Accountability Authority](#).

» **New Online Solicitation System**

The Purchasing Department is pleased to announce that our new online solicitation and bidding system is currently rolling out. This new web-based software system is used by the Purchasing Department to create online solicitation events, accept electronic bids and proposals, and issue notices of award for procurement contracts resulting from the solicitations. This new system will completely replace the legacy method of posting solicitations directly to our website.

This new system provides:

- access to a public Supplier Portal ([supplier.ps.sc.edu](#)) where UofSC Solicitation Opportunities and Award Statements are published.
- an electronic registration process for new vendors to become "Offerors" in the UofSC solicitation system.
- the ability to create and submit electronic responses to Solicitations, by both Offerors and existing UofSC Suppliers.

**South Carolina**

# UofSC's Purchasing Website

A collection of training documents is located in the Purchasing Toolbox section of our website to assist users with tasks related to the Supplier Portal.

## Purchasing

- Purchasing Home
- COVID-19 Supplies
- Our Staff
- Solicitations and Awards
- Procurement Card
- Purchasing Toolbox**
- Small and Minority Business
- Consolidated Services
- Sustainable Initiatives

### Purchasing Toolbox

We have a range of forms, documents, and helpful resources to assist you with tasks related to purchasing.

Expand a section to reveal its links and/or documents.

New Solicitation System

Expand all

[Registering as an Offeror \[pdf\]](#)


- This guide outlines the process for prospective suppliers to become "Offerors" in the UofSC solicitation system.

[Requesting a Supplier User ID \[pdf\]](#)

- This guide outlines the necessary steps for a current UofSC Supplier to request a User ID using the UofSC Solicitation System.

[Entering a Solicitation Bid/Proposal \[pdf\]](#)

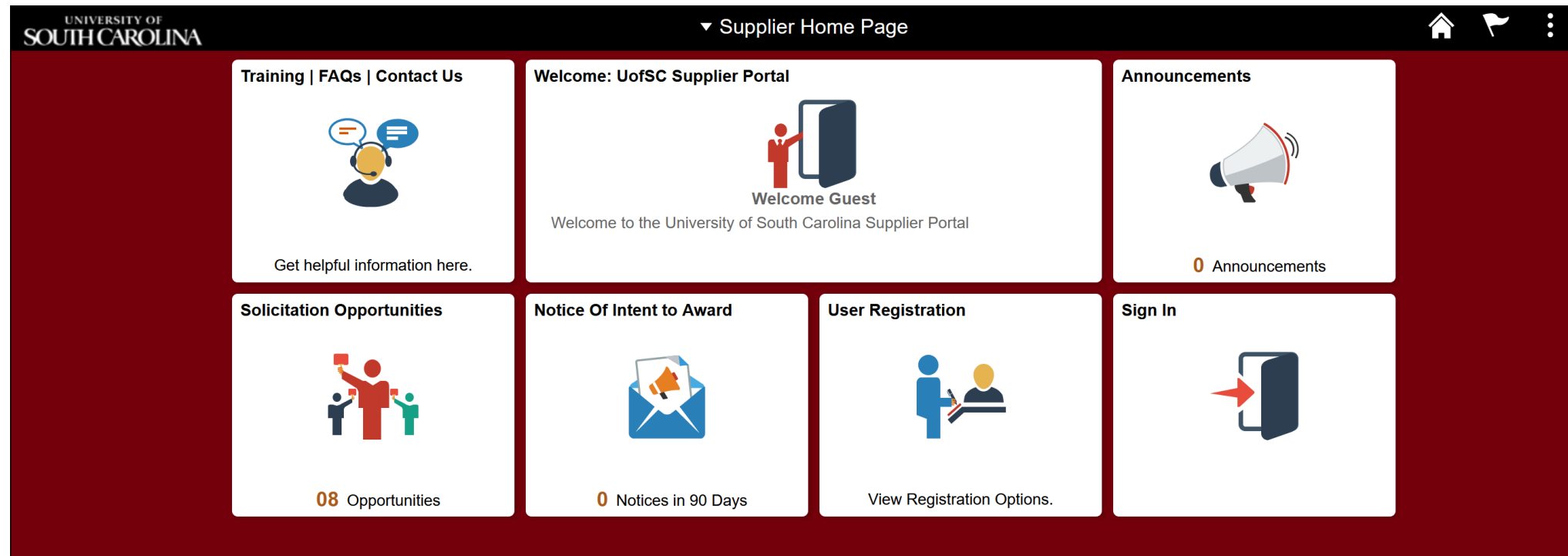
- This guide outlines the process for Offerors/Suppliers to enter a bid for a solicitation in the UofSC solicitation system.

 **South Carolina**

# Our New Solicitation Public Portal

**Offerors/Suppliers** can use the URL on our Purchasing website (supplier.ps.sc.edu) to enter the new UofSC Solicitation system where they can view Solicitation Opportunities.

The public access point for all new procurement activity (i.e. Solicitations and Awards) after March 15, 2021, will be posted and maintained within the university's Supplier Portal. On the Supplier Home Page, users will be able to view more information about Supplier and Offeror registration, including frequently asked questions and answers.



# Viewing Solicitation Opportunities



Offeror/Supplier can click the **Solicitation Opportunities** tile to view public bidding opportunities.

Supplier Home Page      Solicitations

Time Zone  Date Format

Solicitation Event Information 32 rows

Classification	Method	Solicitation Name	Solicitation ID	Ends In	Start Date	End Date	Details
Goods and Services	Fixed Price Bidding	Standby Capacity for Critical Services FPB	210038	4 days	01/27/2021 02:00 PM EST	02/26/2021 02:00 PM EST	>
Goods and Services	Request for Quotes	test buyer info	210042	5 days	01/28/2021 10:54 AM EST	02/27/2021 10:54 AM EST	>
Goods and Services	Competitive Sealed Proposal	Staton Testing Buyer Default	210045	5 days	01/28/2021 04:25 PM EST	02/27/2021 04:25 PM EST	>
Goods and Services	Competitive Sealed Proposal	Standard Goods and Services Template	210046	5 days	01/28/2021 07:10 PM EST	02/27/2021 07:10 PM EST	>
Goods and Services	Request for Quotes	Testing Notifications	210047	5 days	01/28/2021 07:23 PM EST	02/27/2021 07:23 PM EST	>
Information Technology	Competitive Best Value Bidding	Testing Notifications 790	210048	5 days	01/28/2021 07:29 PM EST	02/27/2021 07:29 PM EST	>
Construction Services	Task Order Contract	Testing Notifications 0000000814	210049	5 days	01/28/2021 07:30 PM EST	02/27/2021 07:30 PM EST	>



# Filtering by Classification

Supplier Home Page Solicitations

Time

Solicitation Event Information

Classification Method

Goods and Services Competitive Sealed

Goods and Services Fixed Price Bidding

Goods and Services Competitive Sealed

Goods and Services Competitive Sealed

Cancel Filters Done

View Solicitations By All Events

Sealed Solicitations Only No

Classification

Method

Solicitation ID

Solicitation Name (contains)

Ending in

Reset

On the **Solicitations** page, filter by Classification to view by a specific event type. This will allow you to focus on the event types most relevant to the work you do.

Cancel Lookup

Search for: Classification

Search Criteria

Search Results

3 rows

Classification	DESCRIPTION
CS	Construction Services
GS	Goods and Services
IT	Information Technology

# Reviewing Solicitation Details

To see the details for a specific solicitation, click on an event line.

On the **Event Details** page, you can view additional details, click the **View Solicitation Package** link to view the package, and view the event lines.

**Solicitations**

Time Zone: [Dropdown] Date Format: MMDDYY [Dropdown] [Apply]

**Solicitation Event Information** 16 rows

Classification	Method	Solicitation Name	Solicitation ID	Ends In	Start Date	End Date	Details
Goods and Services	Competitive Sealed Proposal	Event IV - Analysis and Award Testing 1-13-21	210016	1 days	01/13/2021 05:23 PM EST	02/20/2021 05:23 PM EST	>
Goods and Services	Fixed Price Bidding	Standby Capacity for Critical Services FPB	210038	7 days	01/27/2021 02:00 PM EST	02/26/2021 02:00 PM EST	>
Goods and Services	Competitive Sealed Proposal	Station Testing Buyer Default	210045	8 days	01/28/2021 04:25 PM EST	02/27/2021 04:25 PM EST	>
Goods and Services	Competitive Sealed Proposal	Standard Goods and Services Template	210046	8 days	01/28/2021 07:10 PM EST	02/27/2021 07:10 PM EST	>
Goods and Services	Competitive Sealed Proposal	Testing Invitations and Interest	210055	9 days	01/29/2021 03:48 PM EST	02/28/2021 03:48 PM EST	>
Goods and Services	Competitive Sealed Proposal	Testing Invitations and Interest	210056	9 days	01/29/2021 03:55 PM EST	02/28/2021 03:55 PM EST	>

**Event Details**

**Solicitation Event Information**

Solicitation Name: Standby Capacity for Critical Services FPB  
Solicitation ID: 210038  
Classification: Goods and Services  
Buyer Name: Kristen Moss  
Sealed Event: Yes  
Submit Multiple Offers?: Not Allowed  
Contact Information: Clarissa Clark [Avatar]  
Description: Establish critical service groups that have minimal university staffing. The University of South Carolina...  
Event Start Date: 01/27/2021 2:00PM EST  
Event End Date: 02/26/2021 2:00PM EST  
Method: Fixed Price Bidding  
Round: 1  
Version: 1  
Edit Submitted Offers?: Yes

**Lines** 4 rows

Line Number	Offer Required?	Line Description	Requested Quantity/UOM	Comments and Attachments
2	No	Lot 1 High Voltage Electrician	1.0000 Each	[Icon]
3	No	Lot 2 Steam Crew- Energy Systems	1.0000 Each	[Icon]
4	No	Lot 3 Energy Plant Operator	1.0000 Each	[Icon]
5	No	Lot 4 CDL driver	1.0000 Each	[Icon]

# The Solicitation Tile - Live Demonstration



# Offeror vs. Supplier

Offeror	Supplier
<p>❖ If you <u>are not</u> currently a UofSC Supplier:</p> <ul style="list-style-type: none"><li>• <b>Register as an Offeror</b> to receive a User ID and create a password.</li><li>• Use the User ID and Password to enter the secure Supplier Portal to respond to a solicitation.</li><li>• If you are awarded a solicitation, then you will become a UofSC Supplier.</li></ul>	<p>❖ If you <u>are</u> currently a UofSC Supplier:</p> <ul style="list-style-type: none"><li>• <b>Request a User ID</b> to receive a User ID and create a password. (If you haven't done so already.)</li><li>• Use the User ID and Password to enter the secure Supplier Portal to respond to a solicitation.</li></ul>

# Current UofSC Suppliers

If you are a current UofSC Supplier, but have never signed into the Supplier Portal, you will need to request a **User ID** before you can submit bids and proposals in response to posted solicitations.

The image displays a screenshot of the UofSC Supplier Portal. At the top, a navigation bar includes the University of South Carolina logo, a 'Supplier Home Page' dropdown, and icons for home, search, and a menu. Below the navigation bar is a grid of tiles: 'Sign In', 'Welcome: UofSC Supplier Portal' (with a 'Welcome Guest' message), 'User Registration' (highlighted with a red border and a dashed arrow pointing from the text above), 'Solicitation Opportunities', 'Notice Of Intent to Award', 'Announcements', and 'Training | FAQs | Contact Us'. The 'User Registration' tile is expanded, showing a 'User Registration' header and a list of registration options. The first three options are 'Domestic Supplier Request', 'International Supplier Request', and 'Register as an Offeror NEW', each with a 'More...' link and a 'Register now' button. The fourth option, 'User ID Request-Domestic', is highlighted with a red border and a dashed arrow pointing from the text above; it includes a 'More...' link and a 'Register now' button. The fifth option is 'User ID Request-InternationalA', and the sixth is 'User ID Request-InternationalB'. Both have 'More...' links and 'Register now' buttons.

Supplier Home Page

Sign In

Welcome: UofSC Supplier Portal

Welcome Guest

Welcome to the University of South Carolina Supplier Portal

User Registration

View Registration Options.

Solicitation Opportunities

Notice Of Intent to Award

Announcements

Training | FAQs | Contact Us

Supplier Home Page

User Registration

Domestic Supplier Request

Are you a new supplier? Register here as a U.S. (Domestic) supplier.

More...

Register now

International Supplier Request

Are you a new supplier? Register here as a foreign (International) supplier.

More...

Register now

Register as an Offeror NEW

Click here to register as an offeror, which will allow you to submit bids and proposals in response to posted solicitations.

More...

Register now

User ID Request-Domestic

Already a UofSC Supplier? Request a user ID here as a U.S. (Domestic) supplier.

More...

Register now

User ID Request-InternationalA

Already a UofSC supplier? Request a user ID here as a foreign (International) supplier if you have a foreign tax ID number.

More...

Register now

User ID Request-InternationalB

# Requesting a User ID

**Supplier User Registration**

Help

**Register New User Accounts**

Welcome to the University of South Carolina domestic supplier user ID request form.


**TIP:** For a step by step job aid to assist in requesting a user ID, please click [here](#).

Please complete the fields below. Any fields marked with an asterisk are required.

If you have any questions, please contact your UofSC Department Contact/Supplier Liaison.

**Authentication**

**Supplier List**

*Supplier ID	U.S. Tax Identification Number	
<input type="text"/>	<input type="text"/>	

**Add**

**User Account Information** ?

Your user ID will be emailed to you

Enter a password

Confirm the password

Enter your first name and last name

\* Email ID

Use the **Register New User Accounts** form to receive a new user ID and/or request additional User IDs for individuals in your organization. You will need your Supplier ID and Tax Identification Number in order to create a new User Account. Select a form based on whether the supplier is **Domestic** or **International**.

If you can't don't know your Supplier ID, please email [purchasing@sc.edu](mailto:purchasing@sc.edu).

# Requesting a User ID - Live Demonstration



# Register as an Offeror

Registering as an Offeror will allow you to submit bids and proposals in response to posted solicitations. This registration should only be completed by companies who are currently not current UofSC Suppliers. If you are a current UofSC Supplier, this step is not required.

The image shows a screenshot of the University of South Carolina (UofSC) Supplier Portal. The top navigation bar includes the UofSC logo, a 'Supplier Home Page' dropdown, and icons for home, search, and user profile. The main content area is divided into several sections: 'Sign In', 'Welcome: UofSC Supplier Portal' (with a 'Welcome Guest' message), 'User Registration' (highlighted with a red box and a dashed arrow pointing to the 'Register as an Offeror NEW' section), 'Solicitation Opportunities', 'Notice Of Intent to Award', 'Announcements', and 'Training | FAQs | Contact Us'. The 'User Registration' section is expanded, showing a 'Supplier Home Page' breadcrumb and a 'User Registration' title. It contains five registration options, each with an icon, a description, a 'More...' link, and a 'Register now' button. The 'Register as an Offeror NEW' option is highlighted with a red box. A dashed arrow from the text on the left points to this section.

**Domestic Supplier Request**  
Are you a new supplier? Register here as a U.S. (Domestic) supplier.  
[More...](#)  
[Register now](#)

**International Supplier Request**  
Are you a new supplier? Register here as a foreign (International) supplier.  
[More...](#)  
[Register now](#)

**Register as an Offeror NEW**  
Click here to register as an offeror, which will allow you to submit bids and proposals in response to posted solicitations.  
[More...](#)  
[Register now](#)

**User ID Request-Domestic**  
Already a UofSC Supplier? Request a user ID here as a U.S. (Domestic) supplier.  
[More...](#)  
[Register now](#)

**User ID Request-InternationalA**  
Already a UofSC supplier? Request a user ID here as a foreign (International) supplier if you have a foreign tax ID number.  
[More...](#)  
[Register now](#)

**User ID Request-InternationalB**



# Offeror Registration

**Welcome:** Begin the registration process by indicating whether the type of entity you represent is a Business or an Individual.

**Identifying Information:** Enter your Tax ID number and your Company Name. If applicable, provide Government Classifications and Additional Reporting Elements information.

**Addresses:** Enter business addresses, such as Primary and Order.

**Contacts:** Select one contact for this account. Be sure to make note of your own password and User ID, the SCS\*\*\*\*\* number.

**Submit:** Review the terms and conditions and submit registration information. The Offeror will receive an email containing the new User ID and steps for how to log in.

Register Supplier/Offeror

Help

Welcome

Identifying Information

Addresses

Contacts

Categorization

Submit

Exit

Previous

Next

Welcome - Step 1 of 6

To register as an Offeror, you must complete the required information for each step of the process. Use the navigation buttons "Next" and "Previous" to move between steps. After all the required information has been entered, use the "Submit" button to complete your registration.

You will receive an email confirmation shortly after submission. If additional information is needed to finalize your registration, you will be contacted by the UofSC Purchasing Department. Please contact [purchasing@sc.edu](mailto:purchasing@sc.edu) with questions about this registration process.

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☐ Business

☐ Individual

☐ Continue from where you left

\* Required field

Exit

Previous

Next

# Register as an Offeror - Live Demonstration



# Signing in to Respond to a Solicitation

To submit bids and proposals in response to posted solicitations, all registered Offerors and Suppliers are required to **Sign In**.

To receive a User ID and Password, a potential supplier will need to register, and a current supplier will need to request a User ID as demonstrated in previous slides.

The screenshot displays the 'Supplier Home Page' of the University of South Carolina. The page features a dark header with the university's name and a navigation bar with links to Training, FAQs, and Contact Us. The main content area is divided into several sections: a 'Welcome: UofSC Supplier Portal' section with a 'Welcome Guest' message, an 'Announcements' section showing 0 announcements, a 'Solicitation Opportunities' section showing 08 opportunities, a 'Notice Of Intent to Award' section, a 'User Registration' section, and a 'Sign In' section. A 'Sign In' modal is open in the foreground, containing fields for 'User ID' and 'Password', a checkbox for 'Enable Screen Reader Mode', and a 'Sign In' button. The modal is highlighted with a red border.

UNIVERSITY OF SOUTH CAROLINA

▼ Supplier Home Page

Training | FAQs | Contact Us

Welcome: UofSC Supplier Portal

Welcome Guest

Welcome to the University of South Carolina Supplier Portal

Announcements

0 Announcements

Solicitation Opportunities

08 Opportunities

Notice Of Intent to Award

User Registration

Sign In

**Sign In**

User ID

Password

☐ Enable Screen Reader Mode

**Sign In**

# Signing in to Respond to a Solicitation

How will you know if you are signed in? The **Welcome** tile will display the User's name. Once signed in, you are presented with the dedicated offeror/supplier page.

The screenshot displays the 'Supplier Home Page' of the University of South Carolina. The page features a dark header with the university's name and a navigation bar. The main content area is divided into seven tiles. The 'Welcome' tile prominently displays the user's name, 'Jane White', in a red-bordered box. Other tiles provide quick access to training, solicitations, and profile management, each accompanied by an icon and a count of items.




Tile Title	Icon Description	Count / Action
Training   FAQs   Contact Us	Headset with speech bubbles	Get helpful information here.
Welcome: UofSC Supplier Portal	Person at a computer	Welcome Jane White Welcome to the University of South Carolina Supplier Portal
Announcements	Megaphone	0 Announcements
Solicitation Opportunities	Three people holding a flag	33 Events
Notice of Intent to Award	Envelope with a bell	29 Notices in 90 Days
Manage Profile	Profile card with a pencil	Update your Registration and Profile
Awarded Solicitations	Three people holding a flag	0 Award(s) in 90 days 0 Non Award in 90 days

# Using the Solicitation Details Page

The **Public Events** page displays all the events for which you did not receive a direct invitation, but are publicly available for responses. To respond to an event, click the event line to go to the Solicitation Details page.

[Supplier Home Page](#)

UofSC Purchasing Solicitations



\*View By

Offer Status

5 rows

↕

All33

New33

Accepted0

Declined0

Withdrew0

Time Zone

Eastern Time (US)

Date Format

MMDDYY

Apply

Solicitation Event Information

Invited EventsPublic Events

25 rows

↕




Solicitation/Solicitation ID	Classification/Method	Start Date / End Date	Ends In	Bid Status	Event Details
No.2 LeConte Relocation 210144	Goods and Services Invitation for Bids	03/02/2021 08:56 AM EST 03/28/2021 03:00 PM EDT	5 days	New	>
Staton Testing Invitations 210157	Goods and Services Competitive Sealed Proposal	03/01/2021 11:46 AM EST 03/31/2021 11:47 AM EDT	8 days	New	>
Digital Asset Management 210170	Goods and Services Competitive Sealed Proposal	03/04/2021 10:25 AM EST 04/03/2021 10:25 AM EDT	11 days	New	>
Remove all furniture from Taylor House 210175	Goods and Services Invitation for Bids	03/05/2021 03:43 PM EST 04/04/2021 03:43 PM EDT	12 days	New	>
Globe Theater RFP 210106	Goods and Services Competitive Sealed Proposal	02/23/2021 04:15 PM EST 04/06/2021 11:00 AM EDT	14 days	New	>
Testing AUC_EVT_PDF 210178	Goods and Services Request for Quotes	03/11/2021 11:36 AM EST 04/10/2021 11:36 AM EDT	18 days	New	>
Standard Goods and Services Template 210179	Goods and Services Request for Quotes	03/11/2021 01:14 PM EST 04/10/2021 01:14 PM EDT	18 days	New	>

# Using the Solicitation Details Page

Click the **Invited Events Tab** to see a list of the events for which you received an event notice email, accepted, or created an offer. To respond to an event, click the event line to go to the Solicitation Details page.

Supplier Home Page

UofSC Purchasing Solicitations



\*View By Offer Status

5 rows

↕

All 33

New 32

Accepted 1

Declined 0

Withdrew 0

Time Zone Eastern Time (US)

Date Format MMDDYY

Apply

Solicitation Event Information

Invited Events Public Events

3 rows

⌵

Solicitation/Solicitation ID	Classification/Method	Start Date / End Date	Ends In	Bid Status	Event Details
Testing AUC_EVT_PDF (Not Sealed) 210194		03/14/2021 04:04 PM EDT 04/13/2021 04:04 PM EDT	21 days	Accepted	>
Testing AUC_EVT_PDF (with Excel) 210195	Construction Services Invitation for Bids	03/17/2021 12:35 PM EDT 04/16/2021 12:35 PM EDT	24 days	New	>
H27-6134 USC 707 Catawba Upfit - CAS Art Studios 210196		03/17/2021 12:47 PM EDT 11/16/2021 12:47 PM EST	238 days	New	>

# Using the Solicitation Details Page

**All:** All Public Events that are active, including both Public and Invited Events.

**New:** These are events that you have taken no action on.

**Accepted:** If you accept an event invitation, those events will be grouped here, and you will be notified of new event activity.

**Declined:** If you decline an invitation, those events will be grouped here.

**Withdrew:** If you submit a bid and withdraw before the deadline, it will be viewable here.

[Supplier Home Page](#)

UofSC Purchasing Solicitations

\*View By Offer Status

5 rows

↑↓

All 32

New 29

Accepted 2

Declined 1

Withdrew 0

Time Zone Eastern Time (US)

Date Format MMDDYY

Apply

Solicitation Event Information

Invited Events Public Events

25 rows

↑↓

Solicitation/Solicitation ID	Classification/Method	Start Date / End Date	Ends In	Bid Status	Event Details
Standby Capacity for Critical Services FPB 210038	Goods and Services Fixed Price Bidding	01/27/2021 02:00 PM EST 02/26/2021 02:00 PM EST	4 days	New	>
test buyer info 210042	Goods and Services Request for Quotes	01/28/2021 10:54 AM EST 02/27/2021 10:54 AM EST	5 days	New	>
Staton Testing Buyer Default 210045	Goods and Services Competitive Sealed Proposal	01/28/2021 04:25 PM EST 02/27/2021 04:25 PM EST	5 days	New	>
Standard Goods and Services Template 210046	Goods and Services Competitive Sealed Proposal	01/28/2021 07:10 PM EST 02/27/2021 07:10 PM EST	5 days	New	>
Testing Notifications 210047	Goods and Services Request for Quotes	01/28/2021 07:23 PM EST 02/27/2021 07:23 PM EST	5 days	New	>
Testing Notifications 790 210048	Information Technology Competitive Best Value Bidding	01/28/2021 07:29 PM EST 02/27/2021 07:29 PM EST	5 days	New	>

\*\*Solicitation Start and End Dates will determine what is available to be viewed.

# Responding to a Solicitation

To respond to a Solicitation:

1. Review the Solicitation Details.
2. Click the **View Solicitation Package** link to view and download the document(s).
3. Print the Solicitation document, complete your response, sign it, scan the completed package, and save to your computer.
4. Click the **Create Offer** button.

**Solicitation Details**

[Create Offer](#) [Upload Offer](#) [Accept Invitation](#) [Decline Invitation](#)

**Solicitation Event Information**

Solicitation Name	Standard Goods and Services Template	Start Date	02/16/2021 05:33 PM EST
Solicitation ID	210099	End Date	03/18/2021 05:33 PM EDT
Classification	Goods and Services	Method	Competitive Sealed Proposal
Solicitation Status	Posted	Round	1
Buyer Name	Lana Widener	Version	1
Sealed Event	Yes	Solicitation Type	RFx
Contact Information	Lana Widener	Multiple Offers?	Allowed
Description	Replace the Event Name and This Description after copying the template		

[View Solicitation Package](#) [View Discussion Forum](#)

**Lines**

Line Number	Offer Mandatory	Line Description	Requested Quantity/UOM	Comments and Attachments
1	No	This line was entered manually	1.0000 Each	



# Responding to a Solicitation

To complete the Offer:

1. Scroll down to **Step 1: Answer Solicitation Questions**. Click the **Enter File Attachment Response** link and upload the completed Solicitation response document from your computer.
2. Scroll down to **Step 2: Enter Line Responses**. Click in the **Enter Offer Price** field and enter an appropriate offer. Be sure to do this for all available lines.
3. Click the **Submit Offer** button.

**Step 1: Answer Solicitation Questions**

The event administrator requests your response to questions not specific to any specific item.

Solicitation Questions	1
Required Questions	1
Questions Responded To	0

[Display Questions](#)

**Solicitation Questions**

★ Required    🌟 Ideal Response Required

Header Questions

1 of 1

★

Attach your completed solicitation package here. Attaching the document is required before your offer can be submitted.

[Enter File Attachment Response](#)

**Step 2: Enter Line Responses**

PURCHASING TEAM REVIEW THIS AND PROVIDE MIKE THE TEXT REQUIRED 18058-4004. This event contains one or more individual lines that await your response. Some or all lines may require your offer in order for consideration by the Event Administrator.

Lines in This Event	1
Lines Responded To	0
Your Total Line Pricing	0.0000 USD

[Hide Solicitation Lines](#)

★ Required    🗨 Line Comments/Files

**Lines**

1-1 of 1

Line	Description	Unit	Your Quantity	Enter Offer Price	No Offer	Line Amount	
1	This line was entered manually	EA	1.0000	<input type="text"/>	<input type="checkbox"/>	0.0000 USD	<a href="#">Line Details</a>

**Event Comments and Attachments**

At any point in the offer submission process you may save an in-progress offer and resume completion at later time. When your offer is complete, submit it.

[Submit Offer](#)    [Save for Later](#)    [Validate Entries](#)

# Responding to a Solicitation - Live Demonstration



# User Resources

A collection of training documents is located in the Purchasing Toolbox section of our website to assist users with tasks related to the Supplier Portal.

## Purchasing

- Purchasing Home
- COVID-19 Supplies
- Our Staff
- Solicitations and Awards
- Procurement Card
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- Small and Minority Business
- Consolidated Services
- Sustainable Initiatives


### Purchasing Toolbox

We have a range of forms, documents, and helpful resources to assist you with tasks related to purchasing.

Expand a section to reveal its links and/or documents.

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Expand all

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[Requesting a Supplier User ID \[pdf\]](#)

- This guide outlines the necessary steps for a current UofSC Supplier to request a User ID using the UofSC Solicitation System.

[Entering a Solicitation Bid/Proposal \[pdf\]](#)

- This guide outlines the process for Offerors/Suppliers to enter a bid for a solicitation in the UofSC solicitation system.

# NEXT STEPS

- Offeror Registration is now available. Visit the [Purchasing Toolbox](#) for step-by-step instructions.
- Electronic creation and submission of responses to Solicitations by both Offerors and existing UofSC Suppliers must now be completed in this new solicitation system. Step-by-step instructions are available on the Purchasing website.
- Reach out to [purchasing@sc.edu](mailto:purchasing@sc.edu) if you have any questions.

**THANK YOU FOR JOINING US TODAY!**