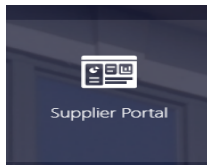




CITY OF CHATTANOOGA PURCHASING DEPARTMENT
FINDING AN OPEN SOLICITATION QUICKSTART GUIDE
423-643-7230

purchasing@chattanooga.gov
suppliersupport@chattanooga.gov

- After logging into the Portal
- Click on the Supplier Portal Icon



- The system will take you to the Supplier Dashboard.

- In the Task Menu on the left look for **Solicitations**

- [View Active Solicitations](#)

- Click on View Active Solicitations.
- When the new page loads, look for

**** Invitation Received**

- Change the “Yes “ in the box to “No” and click on the Search Button.
- The system will take you to the list of open solicitations
- Click on the blue number with the hyperlink for the solicitation you are interested in.
- When the cover page loads, you can review the document electronically.
- To download the documents , click on the **“Actions”** button in the top right of the screen
- When the drop down shows, click on **“View”**
- You will see PDF (the complete solicitation)-click to download
- Click on **“Attachments”** to download affidavits, specifications, amendments, etc.
- Highlight the specific attachment in blue and click on the **Download** button.

Questions! Need Support! Please reach out to suppliersupport@chattanooga.gov