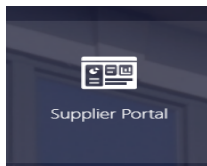




CITY OF CHATTANOOGA PURCHASING DEPARTMENT
RESPONDING TO SOLICITATIONS QUICKSTART GUIDE
423-643-7230

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.

At this stage you will be on the cover page of the solicitation. You can review the contents of the documents electronically by clicking on the blue hyperlink on the left for Overview, Requirements, Lines & Contract terms. After downloading required documents and viewing the solicitation electronically, you are ready to create your response.

- In the top right of the **Cover Page** click on the blue button labeled “**Create Response**”.
- If there are amendments for the solicitation, you will be prompted to acknowledge them before proceeding.
- There may be one or more amendments. You will need to highlight each one individually and click the small box next to Acknowledgment to complete the task.

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Air Filters	5/24/23 1:18 PM	Active (Locked)			

Columns Hidden 3

Amendment 1: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for solicitation 200499.
Amendment Description Answers to questions

- After acknowledging all Amendments, click the **Submit** button in the top right of the screen. The system will take you to the first page of the response.
- **On Page 1-the Overview page**, the only section that needs to be filled out is the first section labeled General.
- In the column on the left, fill in the box next to **Response Valid Until** with a date 45 days from the date the solicitation closes guaranteeing that you will hold your pricing for that length of time.
- In the column on the left, **Reference Number & Note to Buyer is optional**. All attachments required to be submitted as part of your response must be uploaded. Under Note to Buyer you will see **Attachments** with a small plus sign next to it.
- Click on the small plus sign to open the upload dialog box.
- When the box opens, click on the button labeled **Choose File** to take you to your computer’s directory. You have a choice to upload each document separately or as one PDF.
- If you need to reach out to the buyer with questions, click on the blue button labeled **Messages** in the top right of the screen. A new dialog box will open to write your message and submit.
- **Page-2 is the Requirements page** which encompasses our terms and conditions. Please carefully read each section and respond by clicking the tiny circle next to your response.
- **Page-3 is the Lines page** where you will enter your pricing. The pricing format may be different depending on the type of solicitation. Enter your price in the editable square under **Response**

Price in the header. As the information is entered, the software will total each line amount and at the bottom of the page.

- **Page-4 is the Review page** which allows you to review your responses and go back to the original section to update if needed.
- At this point you can submit your response or save to come back to at another time. Even if a response has been submitted, you can always revise it before the final date & time that it is due.
- To revise your response, choose **Manage Responses** in the task list on the left on the dashboard page.
- When the page loads, make sure that your response is highlighted in blue.
- If you need to update it, click on the **Revise** button in the ribbon just above it. The software will take you back to the Overview page of the response.
- If you wish to unlock the response or delete it, click on **Actions** in the ribbon and choose the correct action.

Questions?? Need Help?? Please reach out to suppliersupport@chattanooga.gov.