



**WebProcure™**

# How to Respond to a Solicitation

Revised March 19, 2020

WebProcure™ powered by  PERFECT COMMERCE a  proactis Company

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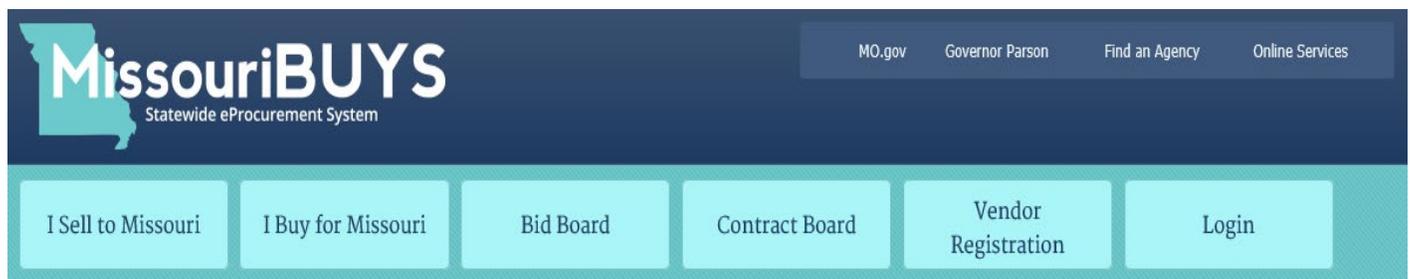
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# General Instructions

- Throughout the **MissouriBUYS** system and related documents, the terms ‘supplier’, ‘bidder’, ‘offeror’, ‘vendor’ and ‘you’ mean the person or organization that responds to and submits responses to a solicitation.
- Throughout the **MissouriBUYS** system and related documents, the term ‘contractor’ means a person or organization who is a successful awardee as a result of a solicitation and who enters into a contract or is issued a purchase order.
- When navigating the **MissouriBUYS** system, users should use the navigation buttons in the **MissouriBUYS** system rather than using the back button on the browser navigation toolbar.
- Vendors are encouraged to respond to the solicitation with an electronic response although hard copy responses that are mailed or delivered are allowed.

## Required Vendor Registration

All vendors who currently (or in the future) sell products and/or services to the state are required to register their business with the Office of Administration through MissouriBUYS regardless of whether the vendor intends to submit their responses to solicitations issued by Missouri state agencies and local governments electronically or by hard copy. A contract cannot be issued to a supplier if they are not a registered and an approved vendor in MissouriBUYS.



The vendor registration portal for registering your business is accessible by clicking on the **Register** button on the **MissouriBUYS** website (<https://missouribuys.mo.gov>). The following documents are available on the website to assist vendors with registration: **Vendor Registration Checklist**, **Vendor Registration Instructions**, **Registration Instructions for Existing WebProcure™ Vendors**, and **Condensed Vendor Registration Instructions**.

## Frequently Asked Questions

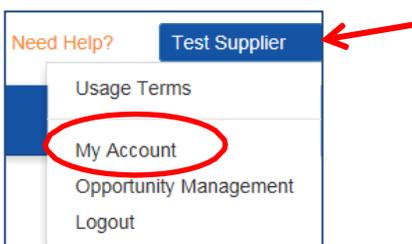
### Resources

- [Vendor Registration Checklist](#)
- [Vendor Registration Instructions](#)
- [Registration Instructions for Existing WebProcure Vendors](#)
- [Condensed Vendor Registration Instructions](#)
- [Instructions for Editing & Managing Your Vendor Profile](#)
- [Bid Response Instructions](#)
- [UNSPSC Commodity Codeset Being Utilized in MissouriBUYS](#)
- [UNSPSC Commodity Codeset – Level 1 Segment Code, Title and Description](#)
- [UNSPSC Commodity Codeset Listing \(Version 17\) in MissouriBUYS](#)
- [Computer Requirements for MissouriBUYS / WebProcure](#)

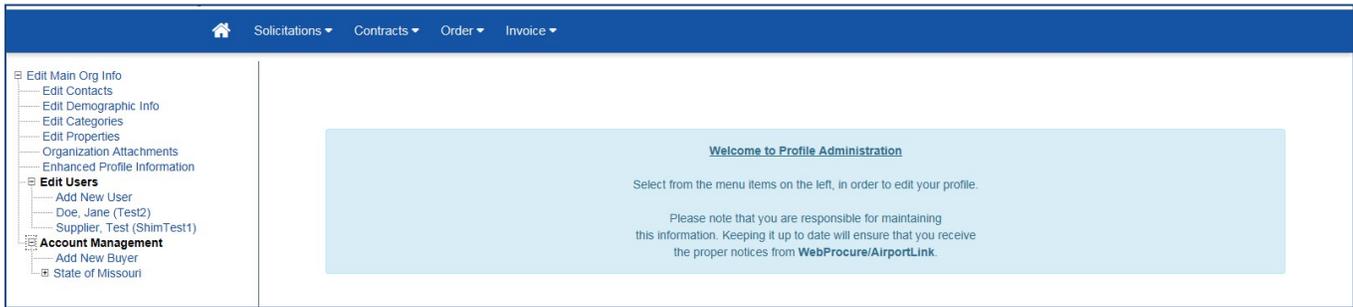
Once registered, vendors can receive automated email notifications of bid opportunities, respond to solicitations electronically, self-maintain their own account including identifying their commodity categories, manage user access/permissions for their organization, manage their solicitation opportunities, easily view and access their contracts, and view purchase orders.

## Manage Your Profile

To manage your organization’s information, including what was entered during the registration steps, log in to **MissouriBUYS** and click on your hyper linked **Name** located in the upper right corner.



Selecting **My Account** opens the administration module.

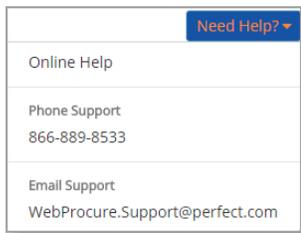


Select a link on the left toolbar to edit or add contacts, company information, banking information, and additional profile information. This is also where users are added to the system, a W-9 Form is attached, user permissions are assigned, and you can identify additional commodity code categories that your organization supports. Additional information on how to edit your profile can be found in the **‘Instructions for Editing & Managing Your Vendor Profile’** guide on the **MissouriBUYS** website.

It is highly recommended that you ensure your profile information is accurate and up-to-date.

## Need Help?

Click the **Need Help?** link to access online help and view phone and email contact information for Perfect Commerce (a PROACTIS Company), the State of Missouri’s partner for **MissouriBUYS**.



# Solicitation Response Instructions

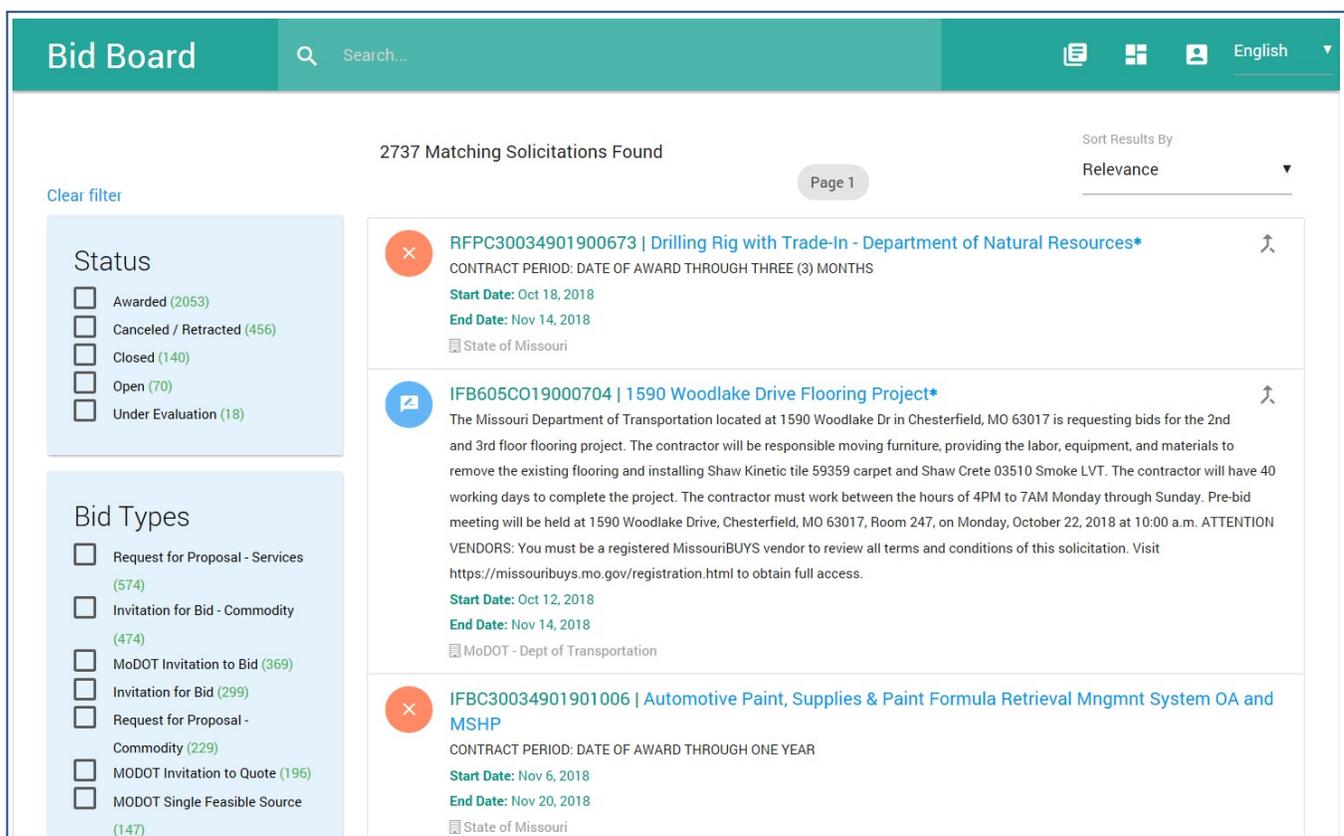
MissouriBUYS utilizes the WebProcure™ tool to allow vendors to respond to solicitations with an electronic response although hard copy responses that are mailed or delivered are allowed. Each of these response types are discussed below:

## Responding with a Hard Copy Response

Vendors may respond to a solicitation via a hard copy response by accessing the MissouriBUYS website at <https://missouribuys.mo.gov/> and clicking on the **Bid Board** button.



The MissouriBUYS Bid Board will populate.



From here, you may scroll through the listing of solicitations by using the page navigation links at the bottom of the page. The listing of displayed solicitations may also be refined by using the available filters located on the left side of the page. Filtering may be based on any one or combination of the following:

- **Status** (Awarded, Canceled / Retracted, Closed, Open, and Under Evaluation)
- **Bid Types** (Request for Proposal, Invitation for Bid, Request for Quote, Single Feasible Source,

Request for Information, Special Delegation of Authority, Cooperative, etc.)

- **Commodities** (Enter your search criteria next to the magnifying glass  to search and select specific UNSPSC commodity categories. Bids matching your search criteria will populate.)
- **Organization** (Select State of Missouri for bids created by the Division of Purchasing (Purchasing) or click on the name of a Specific State Agency or Local Government. Bids created by Purchasing on behalf of a state agency will typically include the name of the state agency in the title.)

The Search field on the title bar allows searches by title, commodity code, solicitation number, partial solicitation number, partial title and can be done in conjunction with the filters. Enter a keyword in the

Search field next to the magnifying glass . Bids matching your search criteria will populate. Search results can also be sorted by Relevance (i.e. by Ascending or Descending Start Date or End Date) using the drop down arrow. Filters may be reset by clicking **Clear filter**.

Once the desired solicitation has been located, click on the solicitation number or solicitation name, and the **Solicitation Summary** will populate. The **Solicitation Summary** provides solicitation details including the Contract Period, Duration Dates and Times, Delivery Terms, Payment Terms, Contact Information, Solicitation Categories (UNSPSC commodity codes), Solicitation Items (if any), and any Attachments associated with the solicitation. Scroll to the bottom of the **Solicitation Summary** to view the **Mandatory Documents** section and any Addendum documents (if applicable). This area provides access to all of the associated solicitation documents. Click on each hyper-linked document name to download, save and/or print. One, multiple, or all of these documents may need to be signed or completed and included with the hard copy response in order to adhere to the solicitation instructions. Please view and read each document in its entirety.

## Responding Electronically (Online)

To respond electronically to a solicitation, your organization must be registered in **MissouriBUYS** as a supplier for the State of Missouri. Once registered, you may access your account by clicking on the **Login** button at the top of the **MissouriBUYS** home page (<https://missouribuy.mo.gov>) or by selecting the link in your registration confirmation email.



Enter your **Username** and **Password** that you entered during registration, and click **Login**.

### Login to MissouriBUYS

**Enter Username**

**Enter Password**

[Login](#)

[Forgot password?](#)

Powered by Perfect Commerce

Once logged in, the **Home** page for the **Supplier Portal** will display.

Click on the **Solicitations** drop down to **View Current Solicitations** for the **State of Missouri**.

Organization	Solicitations		Order	Contracts	Invoice
	Formal	Informal			
State of Missouri	58	7	0	0	

## Current Solicitations

The **Current Solicitations** page opens with two available views:

- **My List** – Displays any issued solicitation(s) for which your vendor organization has been invited to participate by the specific buying organization. Also displays any solicitation(s) your vendor organization performed a ‘self-invite’. A ‘self-invite’ may be performed by selecting a solicitation from the **Other Active Opportunities** view and submitting a response. Once your vendor organization has responded (‘self-invited’), the solicitation will then display on the **My List** view.
- **Other Active Opportunities** – Lists solicitations that the specific buying organization has issued that your vendor organization was not automatically included in the system-generated bidders list. The

system-generated bidders list for a given solicitation is automatically generated based upon a match of the UNSPSC commodity categories the Buying Organization used in that solicitation and any of the UNSPSC commodity categories selected by the vendor during their vendor registration or subsequent profile updates.

**Current Solicitations**

MissouriBUYS  
Missouri's Business Source

Filter by Agency: -- All --  
Filter By Title:   
Filter By Opp. No:

Start Date From (MM/DD/YYYY):  Select Date  
Start Date to (MM/DD/YYYY):  Select Date  
End Date From (MM/DD/YYYY):  Select Date  
End Date To (MM/DD/YYYY):  Select Date

Submit Reset

Please be sure to view both "My List" and "Other Active Opportunities."  
Solicitation(s) to which you have been invited and/or responded

**My List** Other Active Opportunities

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
★ IFBC19000279	State of Missouri	Paper - State Agencies	September 03, 2018 at 2:15:00 PM CDT	September 14, 2018 at 2:00:00 PM CDT	10d:23h:22m	Active	⋮

[Add New Response](#)

Displaying: 1-1 / 1

<< < 1 2 3 4 > >>

★ - New Solicitations, yet to be reviewed.  
⚡ - Quick Solicitations that are about to end

**NOTE:** Vendors are encouraged to access and view all solicitations from both of the available views when attempting to locate a solicitation and to view all opportunities. From either tab, you may choose a solicitation to view and/or respond to.

To navigate through the **Current Solicitations** on a particular view, use the page navigation links located at the bottom of the page.



To refine the listing of displayed solicitations, there are a number of available filters located at the top of the page.

Current Solicitations

Filter by Agency

Filter By Title

Filter By Opp. No

Start Date From (MM/DD/YYYY)

Start Date to (MM/DD/YYYY)

End Date From (MM/DD/YYYY)

End Date To (MM/DD/YYYY)

Filtering may be based on any one or a combination of the following:

- **Filter by Agency**
- **Filter By Title** (Enter keyword if complete title is unknown)
- **Filter By Opp No.** (Enter solicitation number, partial numbers are allowed)
- **Start Date From / Start Date To** (Solicitation Issue Date)
- **End Date From / End Date To** (Solicitation End Date)

Once selections have been made, click **Submit** to apply those filters and refresh the listing of solicitations.

To open a solicitation for viewing, click on the bid solicitation number hyperlink in the **Opp. No** column. To respond to a solicitation, click on the + Add New Response button under the bid solicitation number or by using the **Add New Response** icon in the Actions column.

## Solicitation Overview

To get to the solicitation **Overview** page, click on + Add New Response, enter a quote name and click **OK**.

The **Overview** page outlines the solicitation’s number, type, duration, agency, point of contact’s details, description, delivery terms, payment terms, original solicitation documents, UNSPSC commodity categories, and items associated with the solicitation. System advisory messages highlight key areas that must be completed in order for a response to be submitted and/or provide information that vendors should be aware of when responding to a solicitation. Please follow the instructions provided in these system advisory messages.

# IFBC19000279 - Paper - State Agencies (Formal)

Overview Requirements Questionnaire Review Response Collaborate

**No** IFBC19000279  
**Type** Formal Solicitation (ITB,RFP,RFI)  
**Duration** *Start Date* September 03, 2018 at 2:15:00 PM CDT *End Date* September 14, 2018 at 2:00:00 PM CDT

**Agency** State of Missouri  
**Contact Details** Buyer 1  
 301 West High Street Jefferson City MO, 65101 United States  
 Tel: 573-123-1234  
 Fax: 753-223-1234  
 wp.stage@perfect.com

**Description** Paper - State Agencies  
**Delivery Term** Free On Board Destination  
**Additional Delivery Information** Various locations throughout the State of Missouri  
**Payment Terms** Net 45 Days  
**Additional Payment Information** Various locations throughout the State of Missouri

**\*\*You must review and acknowledge receipt of the documents before responding to this Solicitation.**



[Check All] [Uncheck All]

### Original Solicitation Documents

Select	Accepted	Document	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	IFBC19000279_paper_solicitation.pdf	⋮

Accept

NOTICE

**Vendor Responsibility**

The vendor is solely responsible for ensuring timely submission of their solicitation response, whether submitting an online response or a hard copy response. Failure to allow adequate time prior to the solicitation end date to complete and submit a response to a solicitation, particularly in the event technical support assistance is required, places the vendor and their response at risk of not being accepted on time.

The State of Missouri's Privacy Policy can be accessed [here](#).

Save Responses

Solicitation Categories

Printing and writing paper (14111500)

### Items Associated with this Formal Solicitation

No.	Item Name	Qty	Units	Manufacturer Name	Manufacturer Part Number	Actions
1*	No. 2 Laser Bond, 8 1/2" x 11"	2,000,000	carton	N/A	N/A	⋮
2*	No. 2 Laser Bond, Recycled, 8 1/2" x 11"	5,000,000	carton	N/A	N/A	⋮

◆ indicates the items which have been added or changed since you last submitted a response to this Solicitation



Print Close

Until all documents are accepted, the only action buttons available on the **Overview** page will be **Print** and **Close**. Select **Print** to download a PDF version of the solicitation. Select **Close** to jump to the **Review Response** page. Select **Close** again to exit the solicitation and return to the **Current Solicitations** listing. (If there are no required documents to accept, the **Bid on Items**, **No Bid**, and **Add Attachment** action

buttons will display with **Print** and **Close**.)

## Document Acceptance

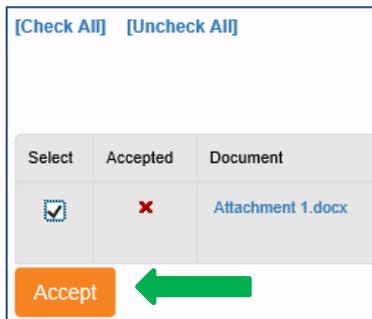
Before preparing a bid response, you must scroll down to the **Original Solicitation Documents** section and the **Addendum Documents** section, if applicable, to view and accept required documents relating to the solicitation. The acceptance of these documents must precede the submittal of a bid response.

Download and view documents by selecting the **Download Document**  icon from the **Actions** column.

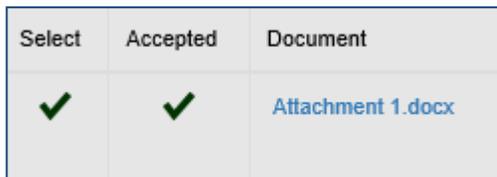
**NOTE:** For the State of Missouri, the **Original Solicitation Documents** will include the **Invitation for Bid (IFB)**, **Request for Proposal (RFP)**, **Request for Quotation (RFQ)**, **Request for Information (RFI)**, **Single Feasible Source (SFS)**, or **Cooperative Procurement** documents and any attachments thereto.

All documents should be downloaded and saved to a local or network location. Be advised that one, multiple, or all of these documents may need to be signed or completed and attached with your electronic response to the solicitation. Further instruction regarding attaching documents to your response is provided herein.

Select the **Check All** link or click on the individual **Select** check boxes to mark the documents and click **Accept**.



Once accepted, both the **Select** and **Accepted** columns will update to reflect check marks.



All documents must be accepted prior to submitting a response to the solicitation.

## Solicitation Components

The next step in creating your response will vary depending on the design of the solicitation. The following

solicitation components will impact the available action buttons at the bottom of the **Overview** page.

- If the solicitation [contains line items](#).



- If the solicitation [does not contain line items](#).



- If the solicitation contains mandatory [Requirements](#).

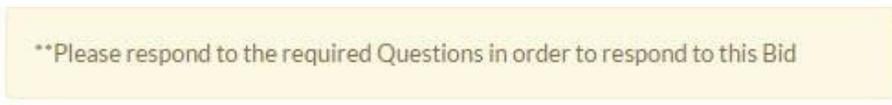


- If the solicitation contains a mandatory [Questionnaire](#).



## Requirements and Questionnaire

If the solicitation contains mandatory **Requirements** or a **Questionnaire** that requires completion, you will not be able to complete your bid response unless you enter a response to said **Requirements** or **Questionnaire**. The system will display system advisory messages indicating such. See sample images below:



**NOTE:** If the solicitation is an informal solicitation, the system messages will display the word '**Quote**' instead of '**Bid**'.

In addition to the system advisory messages, when the solicitation contains mandatory **Requirements** and/or a mandatory **Questionnaire**, the system will display action buttons at the bottom of the **Overview** page.

Use either the tabs along the top of the page or the active buttons on the bottom of the page to navigate to the **Requirements** and **Questionnaire** steps.

## Requirements

Navigate to the **Requirements** page to view and address each, if any, of the requirement components. **Requirements** are used by buying organizations to disseminate and/or capture supplemental information specific to the buying organization or specific to the solicitation.

[Home](#)
[Solicitations](#)
[Contracts](#)
[Order](#)
[Invoice](#)
[Catalogs](#)

IFBC19000418 - Copy Paper (Formal) MissouriBUYS

[Overview](#)
[Requirements](#)
[Questionnaire](#)
[Review Response](#)
[Collaborate](#)

**No:** IFBC19000418  
**Type:** Formal Solicitation (ITB,RFP,RFI)  
**Duration:** *Start Date:* September 30, 2018 at 1:30:00 PM CDT *End Date:* October 16, 2018 at 5:00:00 PM CDT

**REQUIREMENTS**  
**Requirements:**  
 To access the official solicitation document, which includes all applicable requirements, detailed specifications, and terms and conditions, the vendor must click on the Overview tab to view the solicitation. Under the Overview tab, the vendor must either: 1) print the solicitation document in order to submit a hard copy to \_\_\_\_\_, or 2) review and accept the solicitation documents under the Overview tab, and submit an electronic response to the solicitation through the MissouriBUYS system.

**Missouri Business License**  
**Business License**  
 Enter Missouri Business License Number

[Save](#)
[Close](#)

Field types will vary, but may be instructions, text response, rich text response, attachment response, or date response. Fields may be marked as optional or required.

**NOTE:** If uploading an attachment as part of your solicitation response, please know that the maximum individual file size is 80MB. File size may impact the uploading and downloading speed and may lead to browser time-outs resulting in failed upload/download attempts. Please consider this dependency when attaching very large documents.

Once completed, click **Save**.

## Questionnaire

Navigate to the **Questionnaire** page to view and answer any questions presented by the buying organization regarding the solicitation. Be aware that a buying organization’s buyer may choose to score your responses to the questionnaire as part of the evaluation and awarding process.

IFBC19000418 - Copy Paper (Formal)

Overview Requirements **Questionnaire** Review Response Collaborate

No: IFBC19000418  
Type: Formal Solicitation (ITB,RFP,RFI)  
Duration: Start Date: September 30, 2018 at 1:30:00 PM CDT End Date: October 16, 2018 at 5:00:00 PM CDT

\* indicates required Questions.

Repeat Vendor

Question	Response
*Have you done business with the State of Missouri previously?	<input type="radio"/> Yes <input type="radio"/> No
If so, when?	<input type="text"/>

Save Done Cancel

The question types will vary, but may be text, drop down, yes/no, or an attachment and a reply may be required or optional.

**NOTE:** If uploading an attachment as part of your solicitation response, please know that the maximum individual file size is 80MB. File size may impact the uploading and downloading speed and may lead to browser time-outs resulting in failed upload/download attempts. Please consider this dependency when attaching very large documents.

Be sure to click **Save** after entering your response to each question. After you have entered a response to all of the questions requiring a response, click **Done** to proceed to the next page/tab.

## ‘Sticky Notes’

Once a response has been saved, including, the acceptance of the solicitation documents and/or the handling of **Requirements** and/or **Questionnaire** questions, the system will display ‘sticky notes’ on-screen that provides the current state of your response.

The first type of note, as shown in the sample image below, will display on solicitations that contain line items. The color of the note will depend on whether or not items on the solicitation were marked as requiring a vendor response.



Using the sample image above, there are three statements:

- **\* Denotes required item response** – This statement serves as a reminder to you that items on the solicitation that are marked with an asterisk (\*) require a response.
- **Number of items responded** – This x of y count identifies the number of items on the solicitation, if any, against the number of items for which you have created a response.
- **Attachment Status** – The final statement is an advisory statement. If you have not uploaded, (added) a document as part of your response, this statement will continue to display. Once and if you upload a document using the [Attach Documents](#) process, this statement will be cleared from the ‘sticky note’.

The second possible ‘sticky note’, as shown in the sample image below, will display on solicitations that do not contain line items and require you to submit a document attachment as your solicitation response.



This statement will remain on the solicitation until you upload a document using the [Attach Documents](#) process.

# Save Electronic Response

**NOTE:** There is a clear distinction between responses that are **saved** versus responses that are **submitted**.

## Draft Response to a Solicitation (Saved)

As you create your solicitation response and click **Save**, WebProcure™ creates a **Draft** version of your response.

⚠ **DRAFT BID**  
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer. Review & Submit

The top of each page will refresh to display the status of your response as **DRAFT BID**. This means that your response has been successfully saved into the system and you may modify your response until the solicitation end date and time.

Your response will remain saved and the solicitation will be assigned a new **Status** of **Draft** on your opportunity listing pages.

A response with a **Draft** status has **not** been submitted to the buying organization.

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFBC19000418	State of Missouri	Copy Paper	September 30, 2018 at 1:30:00 PM CDT	October 16, 2018 at 5:00:00 PM CDT	16d:2h:25m	Active	⋮
Response:#1		Quote 1	Status: Draft		⋮		

For solicitations in which you have an un-submitted draft bid response, you will also receive an automated email reminder to submit your bid response.

## Solicitation with Line Items

For those solicitations which **include items** for electronic bid responses, the **Respond** tab **will be** visible once all mandatory documents on the **Overview** page have been accepted and the handling of **Requirements** and/or **Questionnaire** questions, if any, have been completed. You can enter bid amounts in the **Item Response** section on the **Respond** tab. Or, you can click on the **Download Response Template** button, enter your line item pricing information directly into the template, save your response, and use the **Import Response** button to upload the completed file into the WebProcure application.

Download Response Template Import Response

Note: Response for the item is Required.

1. No 2 bond 8 1/2"x11" paper\*

Item Description

No 2 bond 8 1/2"x11" paper

Categorization

[14000000] Paper Materials and Products

[14110000] Paper products

[14111500] Printing and writing paper

Item Response

Item Actions: ⋮

The Supplier Part No. and Supplier Part No. Ext fields are for your internal tracking purposes only. By submitting your bid you are certifying that these fields match the Item Specification and/or Alternative as defined by the Buying Organization and will not be considered during the Evaluation and Award process.

Bid/case *	Qty	Unit	Alternative ?	Manufacturer Name	Manufacturer Part Number	Supplier Part Number	Supplier Part Number Ext	Response Actions
USD	<input type="text"/>	10.000	case	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	⋮
Desired Delivery Date		Delivery Location		Delivery Date	Comments:(Up to 2000 characters)			
		N/A		<input type="text"/>	<input type="text"/>			
				<input type="checkbox"/> Date Not Specified				
<input type="checkbox"/> Intentional No Bid				Item Total: USD <input type="text"/>				

Item No : 1\* 2\*

> >>

Save Done Cancel

## Download Response Template

The first step in the export / import process is to select the **Download Response Template** button located at the top of the **Respond** page.

IFBC19001298 - Printer paper (Formal) MissouriBUYS

Overview Requirements Questionnaire Respond Attach Documents Review Response Collaborate

Download Response Template Import Response

Note: Response for the item is Required.

A Microsoft™ Excel spreadsheet will download with line item information.

Solicitation Number	Title									
IFBC19000418	Copy									
Group Name	Line No.	Item Name	Item Description	Categorization	Substitute Allowed	Multiple Alternates Allowed	Mandatory Response	Buyer Manufacturer Name	Buyer Manufacturer Number	
N/A	1	No. 1 Laser Bond, 8 1/2" x 11"	Copy paper	[14000000] Paper Materials and Products[14110000] Paper products[14111500] Printing and writing paper	Yes	Yes	Yes	N/A	N/A	
N/A	2	No. 1 Laser Bond, Recycled, 8 1/2" x 11"	Recycled copy paper	[14000000] Paper Materials and Products[14110000] Paper products[14111500] Printing and writing paper	Yes	Yes	Yes	N/A	N/A	

**NOTE:** Depending on your application or computer security settings, you may be required to **Enable Editing** and save to a local drive location to perform the edits.

**IMPORTANT:** Do not change the file/sheet name/names.

## Key Points Regarding the Template

- Do not refresh the page while the upload is in progress.
- Protected buyer fields may not be edited.
- Hover over a cell to view applicable instructions regarding data entry, if any.

The values in the following columns **may not be edited**:

Solicitation Number	Title	Item Name	Item Description
Categorization	Substitute Allowed	Multiple Alternates Allowed	Mandatory Response
Buyer Manufacturer Name	Buyer Manufacturer Number	Desired Delivery Date	Delivery Location
Specified Alternates	Unit	Qty	Pricing Factor
Pricing Type			

The steps to complete the **Response** worksheet in the template are as follows:

- **Bid / Unit** - This cell accepts only numeric values. Enter your bid response for each line item per unit of measure.
- **Supplier Part Number** - Enter your **Supplier Part Number**, if desired.

- **Supplier Part Number Ext** - Enter your **Supplier Part Number Ext**, if desired.
- **Delivery Date** - Enter your delivery date in MM/DD/YYYY format. If a delivery date cannot or should not be specified, leave this cell blank and choose the **Yes** option from the dropdown menu in the **Date Not Specified** column.
- **Date Not Specified** - The default value is **No**. If a **Delivery Date** is not specified, be sure to choose the **Yes** option from the dropdown menu.
- **Comments (Up to 2000 characters)** - To include comments with your line item bid response, enter up to 2000 alpha numeric characters in the **Comments** cell.
- **Intentional No Bid** - The default value is **No**. If you wish to intentionally submit a **No Bid** for this line item, be sure to select the **Yes** option from the dropdown menu.
- **Add'l Item Response** – If included, enter the information in the Add'l Item Response field that is requested in the cell to the left. There may be more than one Add'l Item Response field, which will be designated by a 1, 2, or 3, etc., in the field title.

Save the file. Be sure to not rename any worksheets or the file name.

## Import Response

To import the solicitation item's response Excel document, click on the **Import Response** button.

Import Solicitation Item's Response

**Instructions**

1. After completing the downloaded Item Response Template, select Import Response. Navigate to the local or network resource where the template has been saved.
2. Select the template. Click Open.
3. Do not refresh the page while the upload is in progress.
4. Refer to online help for detailed instruction on how to complete the downloaded template.

📁 Import Response

Click **Browse** to locate the completed and saved template. Click to highlight and select the file.

Click **Open**.

The selected file name will appear in the text box located to the right of the **Browse** button.

When ready, click the **Import Response** button.

## Validation

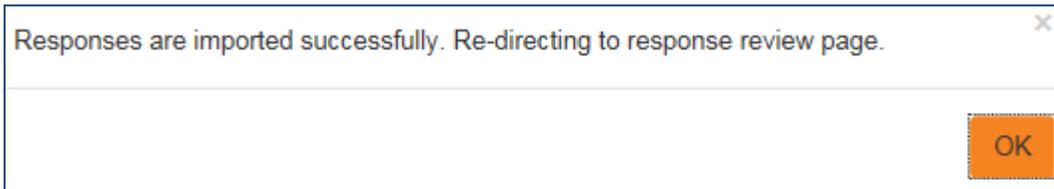
The following validations will be performed on your import:

- **File name** must be same as downloaded file name.
- **Unit price** should be numeric.

- **Delivery Date** should not be before current date.
- **Comment** cell cannot contain more than 2000 characters.
- If **Additional Item Response** is marked as required, it cannot be left blank.

## Successful Import

If the spreadsheet passes validation, the following success message displays.



Click **OK** to acknowledge and close the message.

You will land on the **Review Response** page. The line item responses entered and imported using the template will appear. Once you have completed a review of your line item/bid responses and no further changes are needed, click **Submit**.

**DRAFT BID**  
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

**Submit**

**No:** IFBC19001298  
**Title:** Printer paper  
**Type:** Formal Solicitation (ITB,RFP,RFI)  
**Duration Dates:** *Start Date* June 04, 2019 at 2:20:00 PM CDT *End Date* June 13, 2019 at 2:00:00 PM CDT  
**Description:** Printer paper for state agencies  
**Delivery Term:** Free On Board Destination  
**Payment Term:** Vendor Specified  
**Contact Details:** State of Missouri  
 Barb Shimmens  
 201 W Capitol Jefferson City MO, 65101 United States  
 Tel: 573-751-1851  
 Fax:  
 wp.training@perfect.com

[View All Items](#) [View Items with Bids](#)

[Download Response Template](#) [Import Response](#)

No.	Item	Brand	Supplier Prt. No	Mnfr. Name	Mnfr. Prt. No	Dlvry. Date	Unit	Unit Bid	Qty	Total	Actions
1*	<a href="#">No 2 bond 8 1/2"x11" paper</a>	N/A					case	35.000000	10.000	350.000000	⋮
2*	<a href="#">Recycled No 2 bond paper</a>	N/A					case	30.000000	5.000	150.000000	⋮

[Bid on Item](#) [Download](#) [Close](#)

## Group Line Items

If line items are grouped, the **Total No. of Groups** and grouping tabs will display. To navigate between

the groups, use the hyper linked group names or hyper linked arrows.



Fields marked with an asterisk (\*) are required. You must enter in a price per unit of measure or acknowledge a **'No Bid'** for each solicitation item. You can respond individually to each group line item in the **Item Response** section; or, you can use the **Download Response Template** to complete pricing for all group line items and upload your response spreadsheet using the **Import Response** button. Using the template saves vendors valuable time, especially on bids that have many line items.

When responding in the **Item Response** section, to designate an intentional no bid on an item, select the



icon located in the **Item Actions** dropdown or check the



box

located beneath the item. See the **No Bid** topics for more complete details:

- [No Bid Entire Solicitation](#)
- [No Bid on Item](#)

To enter a **'No Charge'** on an item, enter 'o' in the **Price/UoM** field. You should also indicate that the item is being proposed at **'No Charge'** in the **Comments** field.

To navigate between multiple solicitation group items, use the hyperlinked group item numbers or the hyperlinked arrows.



Be sure to click **Save** after entering your response on each item. After you have entered a response on each item, review your response by clicking **Done**.

The system 'sticky note' will update accordingly to reflect the count of items that have been responded to versus the number of items on the solicitation.

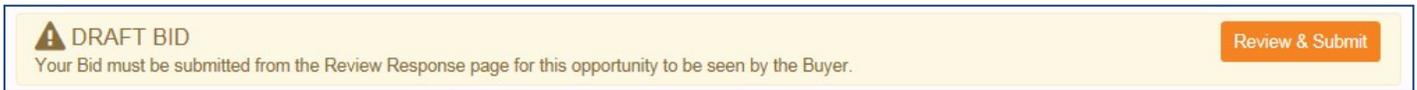
If one or more items on the solicitation are marked as **Required** by the buying organization, the 'sticky note' will display in red, as shown in the sample image below:



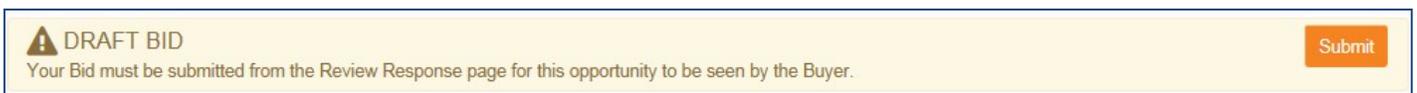
If none of the items on the solicitation are marked as **Required** by the buying organization, the ‘sticky note’ will display in yellow, as shown in the sample image below.



When your response is ready to be submitted, click the **Review & Submit** button from any page in the solicitation except **Review Response**.



Selecting **Review & Submit** opens the **Review Response** page.



The **Submit** button is located only on the **Review Response** page.

Click [here](#) to jump to the **Review and Submit** topic.

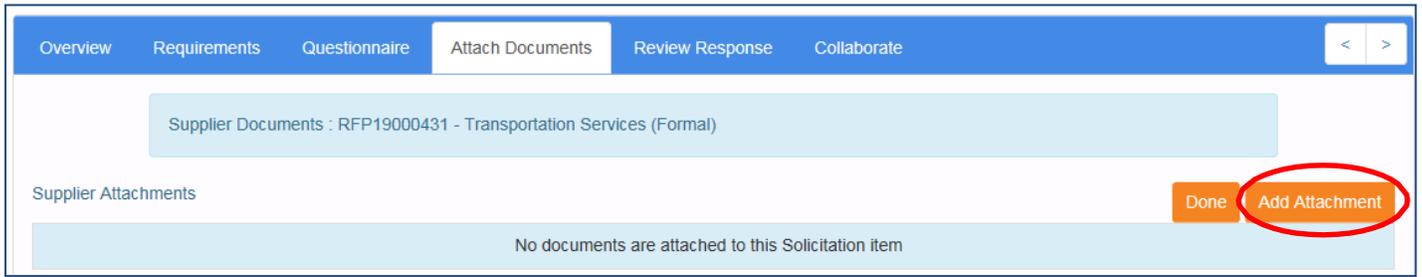
## Solicitations Without Items

For those solicitations which **do not include items**, which is fairly rare, the **Respond** tab will **not** be visible even after mandatory documents are accepted on the **Overview** page or after mandatory **Requirements** and/or **Questionnaire** questions, if any, are handled. Therefore, you must respond to the solicitation by downloading and completing the appropriate solicitation document(s) (i.e. click on the **Download** button on the **Review Response** tab) and then attaching the completed documents via the **Attach Documents** tab. The **Attach Documents** tab will not be visible until mandatory documents are accepted on the **Overview** page.

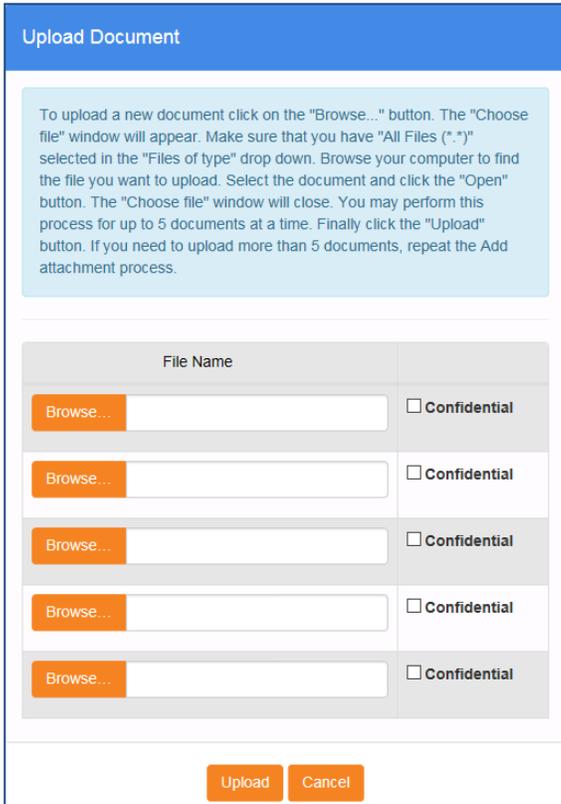
## Attach Documents to a Solicitation With or Without Items



Click **Add Attachment** to open the **Upload Document**.



The **Upload Document** window opens:



Click **Browse** or **Choose File**, depending on your web browser, to navigate to the local or network location of the file to be attached.

**NOTE:** When uploading an attachment as part of your solicitation response, please know that the maximum individual file size is 80MB. File size may impact the uploading and downloading speed and may lead to browser time-outs resulting in failed upload/download attempts. Please consider this dependency when attaching very large documents.

From the **Upload Document** window, select the document and click **Open**. Repeat these steps for each document that needs to be attached. While there is no limit placed on the number of documents that may be attached, only five documents may be uploaded at a time. Vendors are reminded to complete and attach the state agency or local government’s solicitation documents if they were included as part of the **Original Solicitation Documents** section and the **Addendum Documents** section if an addendum(s) has

been issued, as indicated on the **Overview** tab of the navigation bar.

Check the **Confidential** box next to each document that you wish to identify as a document that will not be published by default upon solicitation award. Be aware, that the State of Missouri may choose to override this setting and publish any and all documents included in the solicitation response.

Click the **Upload** button to complete the document attachment to the solicitation response.

If none of the uploaded documents were designated as **Confidential**, the application will return directly to the **Attach Documents** page.

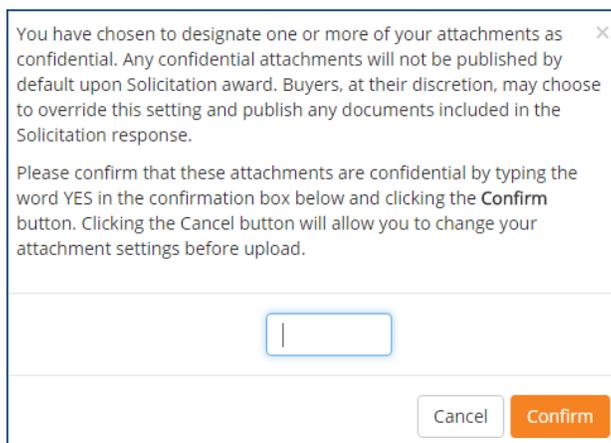
If one or more documents was designated as **Confidential**, the following advisory message will display:

Acknowledge the advisory message by entering the word **YES** in the text box.

Click **Confirm**.

The application will return to the **Attach Documents** page.

The **Attach Documents** page displays the added documents. For those documents that were identified as **Confidential**, there will be a small icon  located to the right of the hyper-linked document name.



If necessary, an attachment may be removed by clicking the **Delete**  icon or reviewed by selecting the **Download**  icon in the Actions column.

## No Bid Entire Solicitation

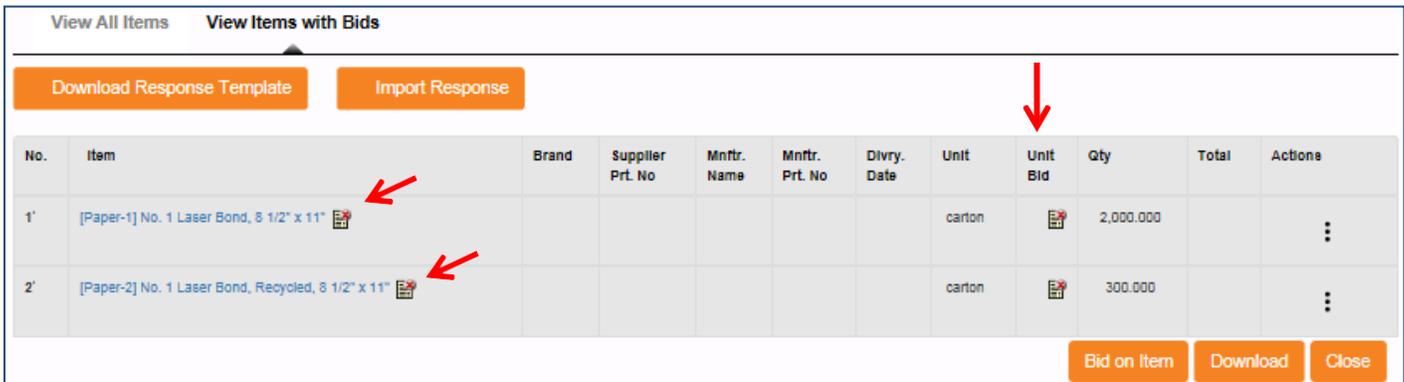
If your organization wishes to acknowledge that you reviewed a solicitation and knowingly do not wish to submit any response or bids, the **Intentional No Bid**, process may be used. To intentionally not provide a bid or response for an entire solicitation, simply select the **No Bid** button  located at the bottom of the **Overview** page and click **OK** in the confirmation message.

## Solicitation With Items – No Bid

A confirmation message displays stating that you have selected to intentionally not bid on every item on the solicitation and that if you have already submitted responses for any of the items, those responses will be deleted.

Click **OK** to proceed with your intentional no bid or **Cancel** to remain on the **Overview** page and proceed with reviewing and responding to the solicitation.

Items on the **Review Response** page will display with the **Intentional No Bid**  icon shown to the right of the hyper-linked Item description as well as in the **Unit Bid** field.



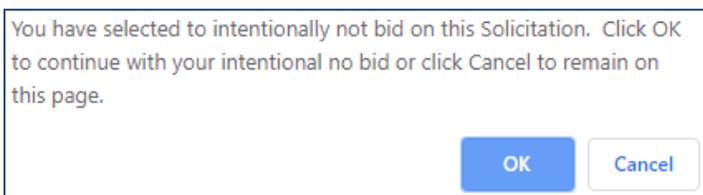
The screenshot shows the 'Review Response' page with two tabs: 'View All Items' and 'View Items with Bids'. Below the tabs are two buttons: 'Download Response Template' and 'Import Response'. A table lists two items, both marked as 'Intentional No Bid'. A red arrow points to the 'Intentional No Bid' icon in the item description, and another red arrow points to the 'Intentional No Bid' icon in the 'Unit Bid' field. At the bottom right, there are three buttons: 'Bid on Item', 'Download', and 'Close'.

No.	Item	Brand	Supplier Prt. No	Mnfr. Name	Mnfr. Prt. No	Divry. Date	Unit	Unit Bid	Qty	Total	Actions
1*	[Paper-1] No. 1 Laser Bond, 8 1/2" x 11" 						carton		2,000.000		⋮
2*	[Paper-2] No. 1 Laser Bond, Recycled, 8 1/2" x 11" 						carton		300.000		⋮

Should you wish to change your **Intentional No Bid** response on one or more items, simply click the **Bid on Item** button located at the bottom of the **Review Response** page or click on the **Bid on Items** located at the bottom of the **Overview** page and clear the **Intentional No Bid** check box  **Intentional No Bid** to re-activate the **Item Response** fields.

## Solicitation Without Items – No Bid

If the **No Bid** button was selected on the **Overview** page of a solicitation that does not contain items, the following confirmation message displays:



Click **OK** to proceed with your intentional no bid or **Cancel** to proceed with reviewing and responding to the solicitation.

The **Review Response** page displays a system advisory message stating that the solicitation is currently designated as **Intentional No Bid**.

Overview Requirements Questionnaire Attach Documents **Review Response** Collaborate

**DRAFT BID** Submit

Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

---

<b>No</b>	RFP19000431	
<b>Title</b>	Transportation Services	
<b>Type</b>	Formal Solicitation (ITB,RFP,RFI)	
<b>Duration Dates</b>	<i>Start Date</i>	<i>End Date</i>
	October 02, 2018 at 9:00:00 AM CDT	October 16, 2018 at 2:00:00 PM CDT
<b>Description</b>	OA	
	Contract Period November 1, 2018 through December 31, 2018	
<b>Delivery Term</b>	Free On Board Destination	
<b>Payment Term</b>	Net 45 Days	
<b>Contact Details</b>	State of Missouri	
	Barb Shimmens	
	201 W Capitol Jefferson City MO, 65101 United States	
	Tel: 573-751-1851	
	Fax:	
	wp.stage@perfect.com	

**Solicitation Categories**

Mixed mode urban and suburban transportation for passengers (78112001)

Transportation and Storage and Mail Services (78000000)

This Solicitation is currently designated as "Intentional No Bid". 

**Documents Required Before Bidding**

Test Exhibit A.docx

**Note:** To accept documents, please visit the Solicitation Overview screen. Next to the document name is a checkbox. Select that and click the Accept button. Note: it is strongly recommended that you view documents before accepting them.

Download Close

## No Bid on Item

If your organization wishes to acknowledge that you reviewed a solicitation item and knowingly do not wish to submit a bid on one or more items, the **Intentional No Bid** process may be used. To intentionally not provide a response for a particular item, go to the **Respond** tab, select the  **Intentional No Bid** icon located in the **Item Actions** dropdown or simply check the  **Intentional No Bid** check box in the **Item Response** section.

Item Response
Item Actions: ⋮

The Supplier Part No. and Supplier Part No. Ext fields are for your internal tracking purposes only. By submitting your bid you are certifying that these fields match the Item Specification and/or Alternative as defined by the Buying Organization and will not be considered during the Evaluation and Award process.

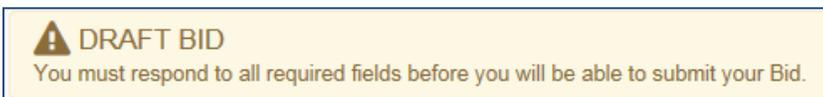
Bid/carton *	Qty	Unit	Alternative	Manufacturer Name	Manufacturer Part Number	Supplier Part Number	Supplier Part Number Ext	
USD <input type="text" value="0.000000"/>	1,000.000	carton		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	⋮
Desired Delivery Date		Delivery Location		Delivery Date	Comments:(Up to 2000 characters)			
		N/A		<input type="text"/> <input type="checkbox"/> Date Not Specified				
<input checked="" type="checkbox"/> Intentional No Bid				Item Total: USD <input type="text" value="0.000000"/>				

All of the **Item Response** fields will be greyed out and inactive. Should you wish to change your **Intentional No Bid** response on one or more items, simply click the **Bid on Item** button located at the bottom of the **Review Response** page or click the **Bid on Items** button located at the bottom of the **Overview** page and clear the **Intentional No Bid** check box  **Intentional No Bid** to re-activate the **Item Response** fields.

Proceed with entering your bid amounts as discussed in the [Solicitation with Line Items](#) topic.

## Review Response

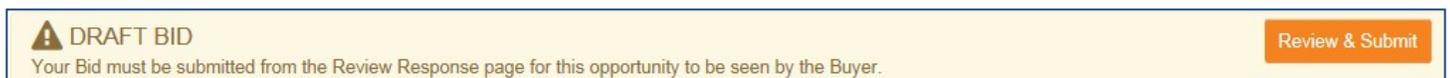
If you have not responded to all required fields on the solicitation, a warning message will display at the top of the **Review Response** page. This message reminds you that you must respond to all required fields to enable the **Submit** button.



Please follow the guidance of the ‘sticky notes’ and system advisory messages regarding the steps that need to be followed in order to complete the response.

## Review and Submit

When your response is ready to be submitted, click the **Review & Submit** button from any page in the solicitation except **Review Response**.



Selecting **Review & Submit** opens the **Review Response** page. The **Submit** button is located only on the **Review Response** page.

⚠ DRAFT BID
Submit

Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

Click **Submit**. Once you **Submit**, the top of the **Review Response** page will refresh to display **Submission confirmation email sent**.

Overview
Requirements
Questionnaire
Respond
Attach Documents
Review Response
Collaborate
<
>

Submission confirmation email sent
Retract

This means that your response has been successfully submitted into the WebProcure™ system and you may modify your response up until the solicitation end date and time.

**Submitted Bids** will be visible to the buying organization at the end date and time of the solicitation.

- Be aware that buying organizations may award **Informal** solicitations prior to their end date and time and prior to your submitting your planned response.
- **Formal** solicitations may **not** be awarded prior to the solicitation end date and time.
- A **submitted bid response** is considered **electronically signed**.

Once you have submitted your bid response, your response will be assigned a **Status** of **Responded** on your **My List** opportunity listing pages.

My List		Other Active Opportunities						
Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions	
IFBC19000317	State of Missouri	Paper - State Agencies	September 07, 2018 at 2:30:00 PM CDT	October 17, 2018 at 5:00:00 PM CDT	6d:21h:13m	Active	⋮	
Response:#1		Quote 1	Status: Responded				⋮	

**IMPORTANT:** Remember the bid remains in **Draft** mode until you click **Submit**. It will not be visible to the buying organization at the end date and time unless you click **Submit** prior to the solicitation end date and time.

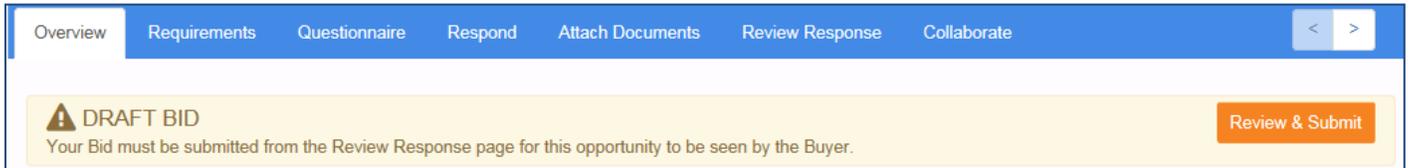
## Edit Solicitation Draft Response

Solicitation responses may be modified up until the solicitation’s end date and time. To perform an edit, locate the solicitation from the **Current Solicitations – My List** page. Select the **Response** hyperlink under the **Opp. No.** that you wish to edit or select the **Submit/Edit Your Response**  icon from the **Actions**

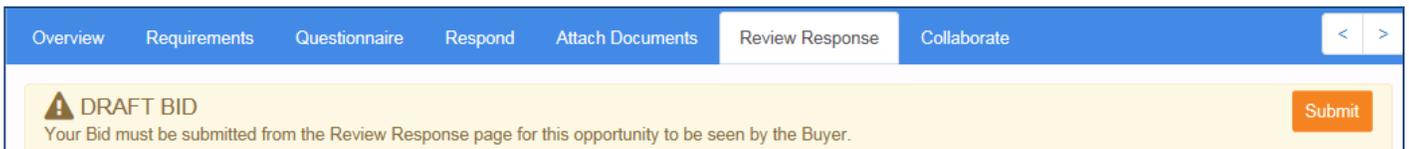
column. The solicitation opens to the **Overview** page.

## Edit Draft Bid

If your response is currently in **Draft** mode, make any and all edits as needed. When you are ready to submit your response, click **Review & Submit**.

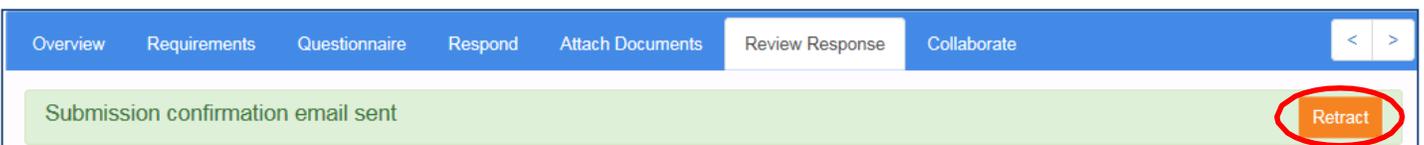


Once you confirm the edits are complete and accurate, click **Submit** from the **Review Response** page.



## Edit Submitted Bid

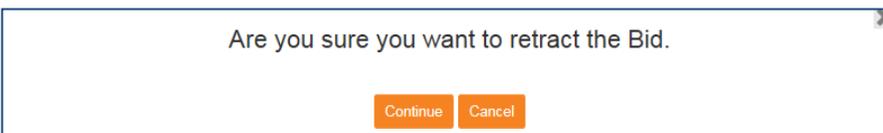
If the **Status** of your response is **Responded**, then your response will need to be retracted.



## Retract

Once a bid has been submitted, a **Retract** button will be visible at the top of the **Review Response** page. If you have previously submitted a response and need to make edits to data on the **Requirements**, **Questionnaire**, **Respond** or **Attach Documents** pages, click **Retract**. **Retract** may also be used to completely withdraw a submitted response.

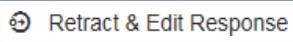
A confirmation message will display:

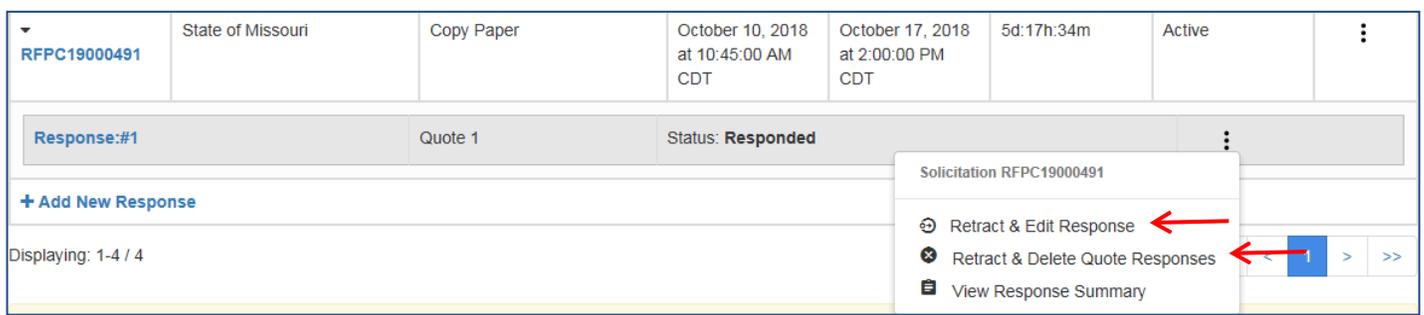


Click **Continue** to proceed with bid retraction.

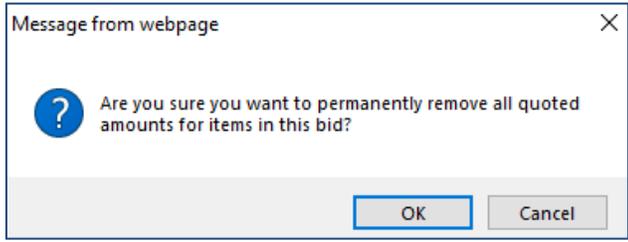
**Cancel** ends the retraction process, and the previous response remains intact.

If you proceed with the retraction, the **Status** will revert to **Draft**. Make the necessary edits. Click **Review & Submit** to review your response. From the **Review Response** page, click **Submit** to send your modified response.

You can also ‘Retract and Edit’ or ‘Retract & Delete’ a response from the Current Solicitations view by clicking on the  or  icons in **More Actions**. Clicking on the **Retract and Edit Response** icon from here will take you to the **Review Response** page to make your edits.



When clicking on the **Retract and Delete Quote Responses** icon, the following confirmation message will appear:



You will receive the following confirmation message when clicking **OK**.



## Collaboration Center (if applicable to the solicitation)

Buying organizations may choose to enable **Collaboration Center** during the solicitation creation process. This is a specified time period in which vendors and buyers can communicate. If the buyer has not enabled this functionality, or if the time period for collaboration has not yet arrived or expired, the following message displays:



Your vendor organization will be notified via an automated e-mail notification once the collaboration period is active. When a Collaboration Center is Active for a Current Solicitation, the **Collaboration Center**

Active icon  will appear in the **Bid Status** column.

My List		Other Active Opportunities					
Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFBC19000317	State of Missouri	Paper - State Agencies	September 07, 2018 at 2:30:00 PM CDT	October 17, 2018 at 5:00:00 PM CDT	5d:21h:52m	Amended 	

Once active, you can get to the **Collaborate** page by clicking on the Collaborate tab or selecting the **Collaboration Center**  icon in the **Actions** column on the **Current Solicitations** page. By default, the system opens to the **Questions & Answers** tab.

## Questions & Answers

To submit a question to the buying organization, enter it in the **Ask a Question** text box.

**Ask a Question**

Ask a Question

**Post**  E-mail me when a response is posted **Close**

 **Questions asked by me**

**Questions & Answers** **Bulletin Board**

Show 10 entries Search:  **Export**

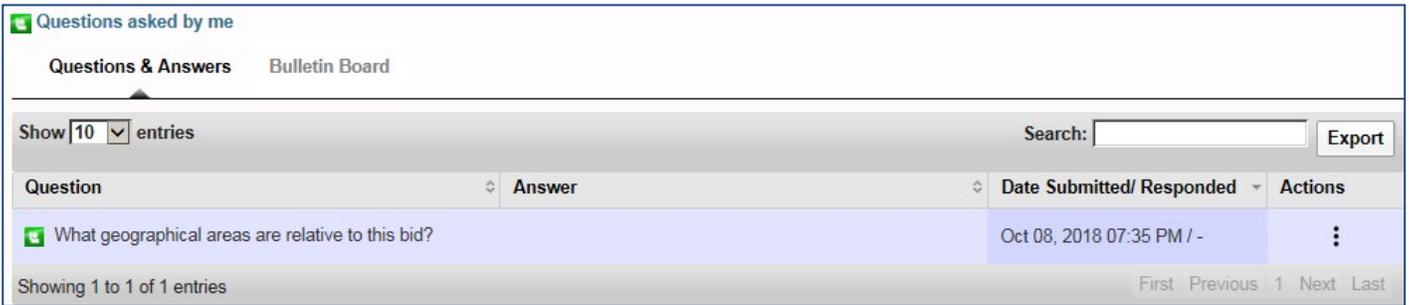
Question	Answer	Date Submitted/ Responded	Actions
There are no Q & A activity related items to display for this Solicitation at this time.			

Showing 0 to 0 of 0 entries First Previous Next Last

By default, the **E-mail me when a response is posted** box is checked which means you will receive an automated e-mail notifying you that a response has been posted.

Click **Post**.

Questions posted by you will appear within the **Question and Answers** list view. All questions posted by a member of your organization will be identified by the **Questions asked by me**  icon. The presence of this icon allows you to quickly distinguish between your questions and questions asked by other vendor organizations.



To refine the listing of questions and answers, enter text into the **Search** field.



To view a **PDF** or **Excel** version of the displayed questions and answers, click **Export**.

Click the desired format and save the file to a local or network location.



Several **Action** icons are available; the icons will vary depending on whether or not the question was asked by your vendor organization, whether or not the question has yet been answered by the buying organization and parameters set by the buying organization.

	<b>Edit Question</b>	If the question was submitted by your vendor organization and has not yet been answered by the buying organization, it may be edited. Click the icon to open the question for edits.
	<b>Attachments</b>	This icon is multi-purpose. Select this icon to: Include attachments with your question, view attachments that the buyer included with their answer, or to view the attachments included on a question that was asked by another vendor.
	<b>Send Mail to Buyer</b>	If the buying organization has enabled the ability to email them directly, then this icon will display. Select this icon to compose and send an email regarding this solicitation.
	<b>Delete Question</b>	If the question was submitted by your vendor organization and has not yet been answered by the buying organization, it may be deleted. Click the icon to remove the question. A confirmation message will display. Click <b>OK</b> to proceed with the deletion of the question. Click <b>Cancel</b> to keep question.

## Bulletin Board

The **Bulletin Board** page allows the buying organization to communicate with one, multiple, or all vendors associated with the solicitation. Select the **Bulletin Board** tab to view any messages.



To refine the listing of posts, enter text into the **Search** field.



As you begin typing into the **Search** field, the listing of posts will automatically update and reflect only those that match the entered search criteria.

To view a **PDF** or **Excel** version of the displayed posts, click **Export**.



Click the desired format and save the file to a local or network

location. Two **Action** icons are available.

	<b>Attachments</b>	Select this icon to view attachments that the buying organization included with their <b>Bulletin Board Post</b> , if any. The <b>Documents List</b> page opens. All document names are active hyper-links. Click the document name to open and view.
	<b>Send Mail to Buyer</b>	If the buying organization has enabled the ability to email them directly, then this icon will display. Select this icon to compose and send an email regarding this solicitation.

Buying organizations utilize the **Collaboration Center - Bulletin Board** to post announcements. They may choose to publish those posts to one, multiple, or all vendors associated with the solicitation in one of the following methods:

- **Via Email / Fax**
- **Via an Addendum to Solicitation**

If the decision to publish as an addendum is made, the amended version of the solicitation will be identified in the **Solicitation History** on the **Overview** page. The **Addendum Documents** section of the **Overview** page will contain a report of the published post that may be viewed and/or downloaded. This report must be accepted in order to submit your solicitation response. See sample image below.

Addendum Documents			
Select	Accepted	Document	Added in Version No.
✘	✘	Test Exhibit A.docx	Addendum 03
✘	✘	Collaboration Center Items - IFBC19000317 - Addendum # 5.pdf	Addendum 05

## Solicitation Addendum

Active solicitations may be modified by buying organizations via the addendum process. If this occurs, the status of the solicitation will display as **Amended**.

My List		Other Active Opportunities						
Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions	
IFBC19000317	State of Missouri	Paper - State Agencies	September 07, 2018 at 2:30:00 PM CDT	October 17, 2018 at 5:00:00 PM CDT	5d:22h:9m	Amended	⋮	

Each version of the solicitation will be accessible and the versions can be compared. Find the solicitation and click on your **Response** hyperlink which will open the solicitation.

IFBC19000317	State of Missouri	Paper - State Agencies	September 07, 2018 at 2:30:00 PM CDT	October 17, 2018 at 5:00:00 PM CDT	6d:2h:30m	Active	⋮
Response:#1		Quote 1	Status: <b>Draft</b>			⋮	
Response:#2		Quote 2	Status: <b>Responded</b>			⋮	

In the center of the **Overview** page will be the **Solicitation History** section. It identifies the solicitation versions, each with a date and time stamp and whether or not your vendor organization viewed that particular version. If a blue flag icon is displayed next to a version number, then this is an indicator that your vendor organization submitted a response based on that particular version. If necessary, you may need to compare the versions of the solicitation to ensure accuracy of your submitted responses.

Solicitation History				
Version No.	Viewed	Issued Date/Time	Accepted	Addendum Actions
Original	Yes	September 30, 2018 at 1:30:00 PM CDT	September 30, 2018 at 1:30:00 PM CDT	N/A
Addendum 01	Yes	October 10, 2018 at 7:54:35 PM CDT	October 10, 2018 at 7:54:35 PM CDT	⋮

⚑ indicates that your last-submitted response was based on this version of the Solicitation.

To view a comparison of the Active version of the Solicitation with a previous version, select a version from the drop down and click Show Version Comparison.

-- Select a Version --

Show Version Comparison

# Compare Versions

To view a comparison of the active version of the solicitation with a previous version, select a version from the drop down and click the **Show Version Comparison** button.

To view a comparison of the Active version of the solicitation with a previous version, select a version from the drop down and click Show Version Comparison.

Version: Original ▾

[Show Version Comparison](#)

The **Solicitation Version Comparison** page opens.

**Solicitation Version Comparison**

Original Version	Version No. 02
Paper - State Agencies Formal Solicitation No.IFBC19000503	State of Missouri Paper - State Agencies Formal Solicitation No No.IFBC19000503

**Header Information**

<b>Contact</b> Buyer 1 301 West High Street Jefferson City MO, 65101 United States Tel: 573-123-1234 Fax: 753-223-1234 wp.stage@perfect.com	<b>Contact</b> Buyer 1 301 West High Street Jefferson City MO, 65101 United States Tel: 573-123-1234 Fax: 753-223-1234 wp.stage@perfect.com
<b>Duration Dates</b> Start Date: October 11, 2018 at 6:30:00 PM CDT End Date: October 19, 2018 at 2:00:00 PM CDT	<b>Duration Dates</b> Start Date: October 11, 2018 at 6:30:00 PM CDT End Date: October 19, 2018 at 2:00:00 PM CDT
<b>Collaboration Dates</b> Start Date: <span style="color: blue;">◆</span> End Date: <span style="color: blue;">◆</span>	<b>Collaboration Dates</b> Start Date: <span style="color: yellow;">◆</span> October 11, 2018 at 7:05:00 PM CDT End Date: <span style="color: yellow;">◆</span> October 19, 2018 at 12:00:00 PM CDT
<b>Title</b> Paper - State Agencies	<b>Title</b> Paper - State Agencies
<b>Description</b> Paper - State Agencies	<b>Description</b> Paper - State Agencies
<b>Delivery Terms</b> Free On Board Destination Additional Delivery Information - Various locations throughout the State of Missouri	<b>Delivery Terms</b> Free On Board Destination Additional Delivery Information - Various locations throughout the State of Missouri
<b>Payment Terms</b> Net 45 Days Additional Payment Information - Various locations throughout the State of Missouri	<b>Payment Terms</b> Net 45 Days Additional Payment Information - Various locations throughout the State of Missouri
<b>Custom Fields</b>	<b>Custom Fields</b>
<b>Created By</b> Barb Shimmens	<b>Created By</b> Barb Shimmens

**Document Attachments**

Document was not added ◆

[↻ Exhibit A.docx ◆](#)

**Requirements**

[Compare Requirements](#)

**Questionnaire**

[Compare Questionnaire](#)

**Item Specifications and Quantities**

Seq.No.		Contract #	Total Qty	Seq.No.		Contract #	Total Qty
1*	▶ [Paper 1 ] No. 2 Laser Bond, 8 1/2" x 11"		1,000.000	1*	▶ [Paper 1 ] No. 2 Laser Bond, 8 1/2" x 11"		1,000.000
2*	▶ [Paper 2 ] No. 2 Laser Bond, Recycled, 8 1/2" x 11"		2,000.000	2*	▶ [Paper 2 ] No. 2 Laser Bond, Recycled, 8 1/2" x 11"		2,000.000

[Close](#)

## Differences

The information from each version is shown side-by-side. The differences are highlighted in yellow, with the exception of added documents, ([see below](#)). In the following sample image, a collaboration period was enabled for the solicitation as indicated by the highlighted **Collaboration Dates**. In the **Original** version, collaboration dates were not established and in the amended **Version No. 02**, a date range of **October 11, 2018 to October 19, 2018** was entered.

Solicitation Version Comparison			
Original Version		Version No. 02	
Paper - State Agencies Formal Solicitation No.IFBC19000503		Paper - State Agencies Formal Solicitation No No.IFBC19000503	
State of Missouri		State of Missouri	
Header Information			
Contact	Buyer 1 301 West High Street Jefferson City MO, 65101 United States Tel: 573-123-1234 Fax: 753-223-1234 wp.stage@perfect.com	Contact	Buyer 1 301 West High Street Jefferson City MO, 65101 United States Tel: 573-123-1234 Fax: 753-223-1234 wp.stage@perfect.com
Duration Dates	<i>Start Date:</i> October 11, 2018 at 6:30:00 PM CDT <i>End Date:</i> October 19, 2018 at 2:00:00 PM CDT	Duration Dates	<i>Start Date:</i> October 11, 2018 at 6:30:00 PM CDT <i>End Date:</i> October 19, 2018 at 2:00:00 PM CDT
Collaboration Dates	<i>Start Date:</i> <i>End Date:</i>	Collaboration Dates	<i>Start Date:</i> <b>October 11, 2018 at 7:05:00 PM CDT</b> <i>End Date:</i> <b>October 19, 2018 at 12:00:00 PM CDT</b>
Title	Paper - State Agencies	Title	Paper - State Agencies
Description	Paper - State Agencies	Description	Paper - State Agencies
Delivery Terms	Free On Board Destination Additional Delivery Information - Various locations throughout the State of Missouri	Delivery Terms	Free On Board Destination Additional Delivery Information - Various locations throughout the State of Missouri
Payment Terms	Net 45 Days Additional Payment Information - Various locations throughout the State of Missouri	Payment Terms	Net 45 Days Additional Payment Information - Various locations throughout the State of Missouri
Custom Fields		Custom Fields	

If documents were added as part of the solicitation amendment, they will not be highlighted in yellow, however, the added documents will be shown in the **Document Attachments** section when versions are compared.

In the sample image below, the document named **Exhibit A.docx** was not included in the **Original** version but was added in the amended **Version No.02**.

Document Attachments	
Document was not added	Exhibit A.docx

Click **Close** to exit the **Solicitation Version Comparison** page. Added documents will be displayed in the **Addendum Documents** section of the **Overview** page. This topic is discussed next.

## Addendum Documents

Buying organizations may add additional documents to the solicitation at any time between the start and end dates, as part of a solicitation addendum. Any documents added within a solicitation addendum are displayed on the **Overview** page in the **Addendum Documents** section, which appears beneath the **Original Solicitation Documents**. These addendum documents have the same information fields and actions as documents in the **Original Solicitation Documents** section, with the following addition:

- **Added in Version No.** - Indicates the version of the solicitation in which the document was added.

Original Solicitation Documents				
Select	Accepted	Document	Actions	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test Exhibit A.docx	⋮	
Addendum Documents				
Select	Accepted	Document	Added in Version No.	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delivery Schedule.docx	Addendum 01	⋮

Accept

To accept, review, and/or download these **Addendum Documents** follow the same steps as those described in the [Document Acceptance](#) topic discussed earlier.

## Vendor Addenda Acceptance Acknowledgement

The buying organization may require acknowledgement from vendors when an addendum(s) is issued. In order to accept the addendum(s), the vendor must View & Accept Change Details from the **Overview** tab. The vendor must click **View & Accept Change Details** from the Addendum Actions.

Solicitation History				
Version No.	Viewed ?	Issued Date/Time	Accepted	Addendum Actions
Original	No	November 13, 2018 at 4:23:00 PM EST	N/A	
Addendum 01	Yes	November 13, 2018 at 4:25:46 PM EST	No	⋮

ⓘ indicates that your last-submitted response was based on this version of the Solicitation.

- View & Accept Change Details
- Download Change Report

The **Addendum Details Report** opens notifying the vendor of the changes made in the addendum. The vendor must click the **Accept Addendum** button at the bottom of this page. If the Addendum is not accepted, the vendor will not have the option to submit its bid response on the **Review Response** page.

**NOTE:** Not all addendums will require acknowledgement from the vendor. This is established by the buyer creating the addendum.

### Addendum Details Report

Solicitation Number: IFBC19000756  
Type: Formal Solicitation  
Duration: Start Date: Nov 13, 2018 4:23 PM EST End Date: Nov 13, 2018 5:00 PM EST

### Header Information

*There are no changes under this section.*

### Solicitation Fields

*There are no changes under this section.*

### Solicitation Questionnaire

*There are no changes under this section.*

### Documents Added

Field Name	Previous Value	New Value
Documents Added	N/A	IFBC30034901801306_-_Printing_-_Warrants_and_Leader_Stock.docx

### Solicitation Group Changes

*There are no changes under this section.*

### Item Specifications and Quantities

*There are no changes under this section.*

[Accept Addendum](#) [Close](#)