



# King County

## Supplier Solicitation User Guide

*This guide will cover:*

- *Solicitation Invite Notification*
- *Sign In and Access Supplier Portal*
- *How to Respond to a Solicitation*
- *How to Respond to an Addendum*
- *How to Revise and Resubmit a Solicitation Response*
- *How to View Solicitation Response History*
- *How to Delete a Solicitation Response*

# 1 Solicitation Invite Notification

- Registration is required to access and respond to King County solicitations. If you have not registered, refer to the [Supplier Registration User Guide](#) to get started.
- An Accept Invitation/Decline Invitation email will be sent to the solicitation contact, determined by NAICS code in the solicitation. The email is inviting the supplier to acknowledge participation to the solicitation. Acknowledging participation to solicitations is a best practice. If the supplier declines acknowledgement to the solicitation, the supplier will still be able to submit a response to a solicitation and will receive notifications for the solicitation.



Note: all supplier contacts will receive the solicitation's notifications. Ensure any supplier contacts who will be receiving the solicitation invites and has the Supplier Bidder role has a user account (Request user account checkbox when editing a supplier contact- not only an Admin Contact). For more information on adding supplier contact roles, view the [Supplier Profile Maintenance User Guide](#).



Note: the supplier will not be able to access all information from the email invitation i.e., attachments; all information can be viewed once accessing the solicitation in the system.



Note: the NAICS Codes on the supplier profile will determine which suppliers are invited to each solicitation. For more information on NAICS codes, view the [Identifying NAICS Codes User Guide](#). For more information on adding or editing NAICS codes on a supplier profile, view the [Supplier Profile Maintenance User Guide](#).

Action Required: You Are Invited to Negotiation KC000169 (Laptops for Fleet Division)

King County Finance and Procurement System <epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com>

Negotiation Invitation

**Laptops for Fleet Division**  
**King County**

From Heidi Marchetti  
G&S Solicitation [KC000169](#)  
Opens 9/10/20 8:39 PM  
Closes 9/20/20 8:39 PM  
Seeking to purchase laptops for one King County agency.

**Accept Invitation** **Decline Invitation**

Supplier [CUMINTEG123](#)  
Supplier Contact [PPREGISTERSPROSSUPPLIER CRP2TEST](#)  
Acknowledge By 9/13/20 8:39 PM

You are receiving this notification from company King County because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application.

## 2 Sign In and Access Supplier Portal



Note: The Contract Specialist is King County's single point of contact regarding an active solicitation.

Submit all inquiries in writing via email to the Contract Specialist and the Alternate Contract Specialist identified in the solicitation documents.

Addenda will be posted to the E-Procurement Supplier Portal and the Solicitation Abstracts webpage.

Clarifications will be transmitted by the Contract Specialist via E-Procurement Messages. You will receive an email and bell notification when an E-Procurement message is sent.

- Go to the [E-Procurement Supplier Portal](#). The "Sign In" page will display. Enter your "User ID" and "Password," then click "Sign In."



Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.



Note: do not use the "Company Single Sign-On" option.



Note: the E-Procurement Supplier Portal is a cloud-based software. Submit responses to solicitations in a timely manner; do not wait until the last minute in case you encounter technical or connection issues. Late responses will not be accepted.

SIGN IN  
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

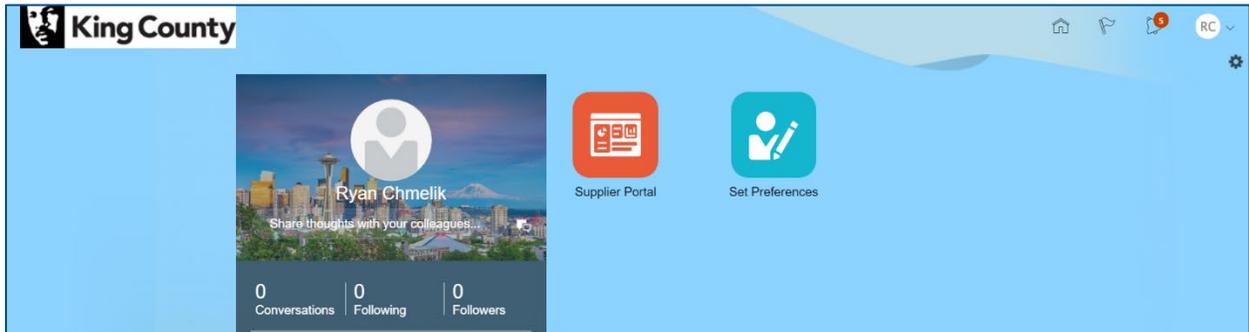
User ID

Password

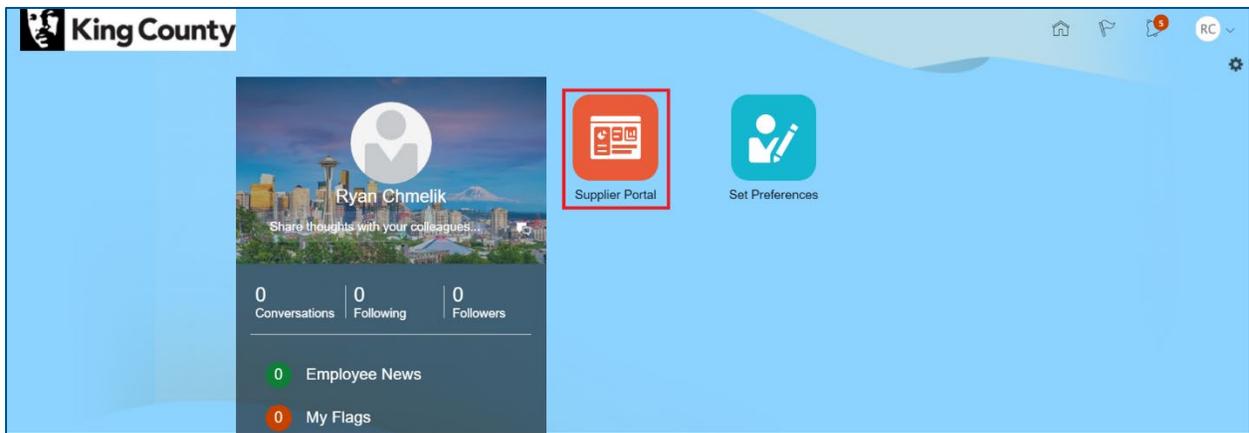
Forgot Password

Sign In

- The home page will display.



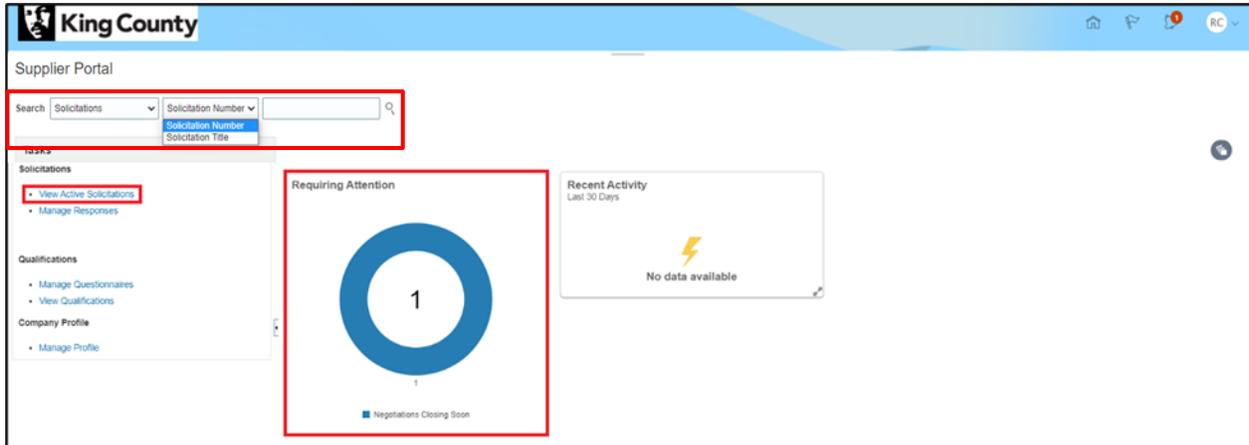
- Click the “Supplier Portal” tile.



- In the “Solicitations” section, under “Tasks,” click the “View Active Solicitations” hyperlink or click on the “Requiring Attention” dashboard to access potential solicitations requiring attention.



Note: use the “Search” fields if you have the solicitation number or solicitation title. Select the dropdown to select the “Solicitation Number” or “Solicitation Title.” Both search options require an exact entry of the solicitation number or title.



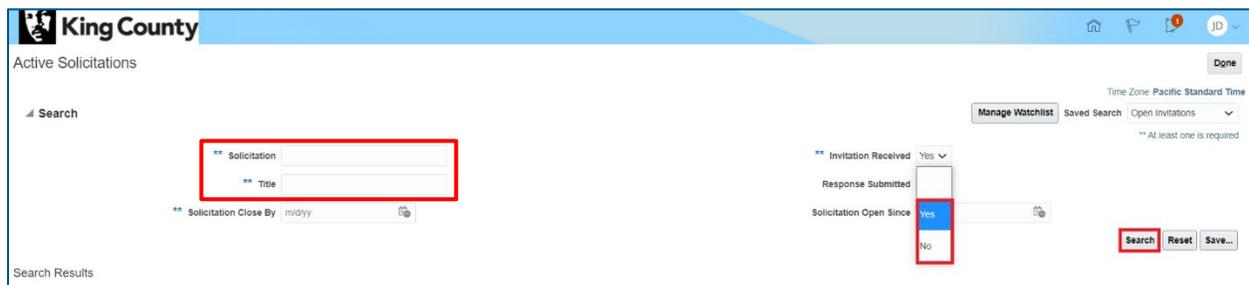
### 3 Repond to Solicitations

- The “Active Solicitations” page will display. On the “Invitation Received” dropdown, select the appropriate search parameter (“Yes” or “No”). Fill in the appropriate search parameters, click “Search” when complete.



Note: selecting “Yes” will list all solicitations the supplier is invited to. Selecting “No,” will list active publicly advertised solicitations that your firm has not been invited to.

To find a specific solicitation, use the “\*\* Solicitation” or “\*\* Title” fields to search by solicitation number or solicitation title. Both search options require an exact entry of the solicitation number or title.



- Click the desired solicitation number hyperlink.

Active Solicitations

Search

Search Results

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
KC000155.1	KCtest	G&S Solicitation	2 Days 6 Hours	3/4/21 02:22:45 ...	0		0		
KC000154.1	Seattle Bus Base	Construction Sol...	24 Days 7 Hours	3/26/21 04:15:3...	0		2		
KC000136.1	ITB - Formal Office Supplies - A	G&S Solicitation	10 Days 1 Hour	3/12/21 09:17:4...	0		0		

- The solicitation page will display. Preview the solicitation details by clicking through the links under “Table of Contents” on the left side.
- In the upper right corner, click on “Actions” drop-down, select “View,” then select “View Attachments.”

G&S Solicitation: KC000155.1

Currency = US Dollar

Title: KCtest  
Status: Active (Locked)  
Time Remaining: 2 Days 6 Hours

Open Date: 2/26/21 02:24:13 PM  
Close Date: 3/4/21 02:22:45 PM

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

Actions

- View PDF
- View Attachments
- View

**King County**  
BIDDING OPPORTUNITY  
INVITATION TO BID  
KCtest

**ATTENTION BIDDERS/PROPOSERS:**  
To view the solicitation documents, log-in to the Supplier Portal at <https://kingcounty.gov/procurement/supplierportal>  
All prospective bidders or proposers must log into King County's E-Procurement system in order to download all attachments and to submit a response to this solicitation. The link to the E-Procurement Sign In page is below:

- Click the “Actions” drop-down and select “Download All.”



Note: downloading all attachments before looking at further information in a solicitation is a best practice.

Attachments (G&S Solicitation KC000167)

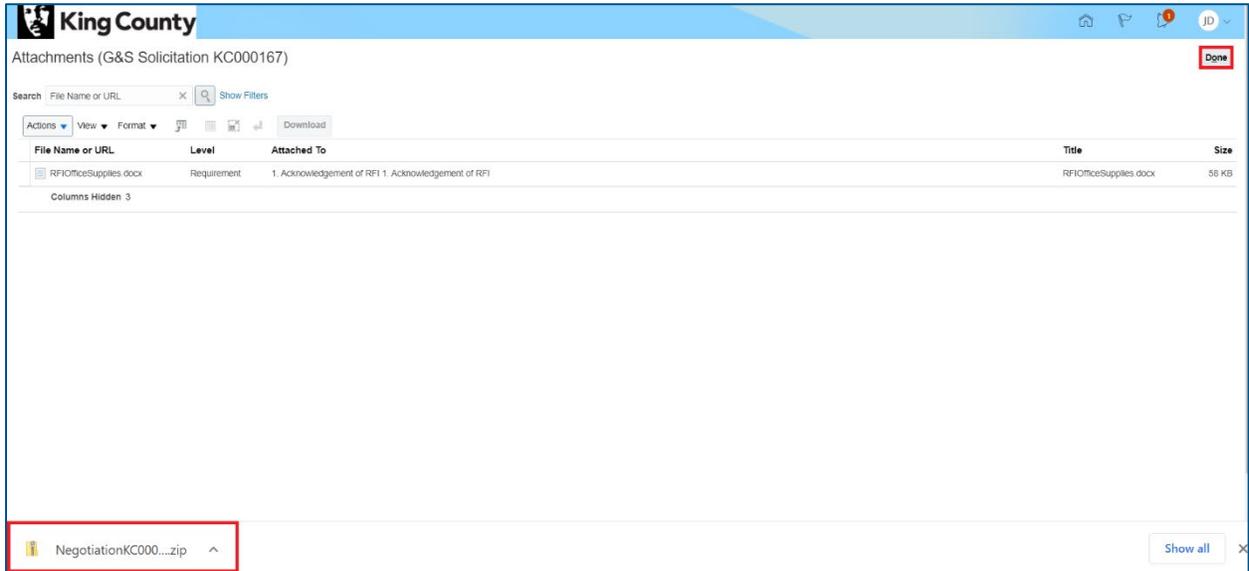
Search: File Name or URL

Actions

- Download
- Download All
- Export to Excel

Level	Attached To	Title	Size
Requirement	1. Acknowledgement of RF1	RF1OfficeSupplies.docx	58 KB

- A .zip file will download to your computer, save the .zip file and review the solicitation attachments as necessary. In the upper right corner, click “Done” when complete.



- The solicitation page will display, click “Done.”



- The “Active Solicitations” page will display, highlight the desired solicitation, click “Acknowledge Participation.”



Note: Acknowledging participation is **optional**. Suppliers who do not see this option for a solicitation can still create a response for a solicitation.

King County

Active Solicitations

Search

Manage Watchlist

Solicitation:  Invitation Received: Yes

Title:  Response Submitted: No

Solicitation Close By: m/d/yy  Solicitation Open Since: m/d/yy

Search Results

Actions View Format Freeze Detach Wrap Accept Terms **Acknowledge Participation** Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate
KC000159,1	test-addenda	A&E Solicitation	2 Days 20 Hours	10/30/20 06.51...	0	
KC000044	A&E UAT-Test Contracts- 44 Line	A&E Solicitation	3 Days 3 Hours	10/30/20 01.49...	1	

Columns Hidden 4

- The “Acknowledge Participation” pop-up will appear. In the “Will Participate” field, select “Yes.” Click “OK.”

Acknowledge Participation

Will Participate  Yes  No

Note to Buyer

OK Cancel

- Highlight the desired solicitation and click “Create Response.”

King County

Active Solicitations

Search

Manage Watchlist Saved Search Open Invitations

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
KC000155,1	KClest	G&S Solicitation	2 Days 6 Hours	3/4/21 02.22.45...	0		0		
KC000154,1	Seattle Bus Base	Construction Sol...	24 Days 7 Hours	3/26/21 04.15.3...	0		2		
KC000136,1	ITB - Formal Office Supplies - A	G&S Solicitation	10 Days 1 Hour	3/12/21 09.17.4...	0		0		

- The "Create Response" pop up will appear, click "Create."



Note: only select "Copy from an existing response" if you would like to copy your responses from an existing solicitation. This option is only available after you have submitted a response to a King County solicitation.

- The "Create Response" page will display.

- On the "Overview" page, fill in the appropriate information.

Field	Overview Details
Close Date	<ul style="list-style-type: none"> <li>Date the solicitation will be closed for submitted responses.</li> </ul>
Time Remaining	<ul style="list-style-type: none"> <li>The time remaining before the close date.</li> </ul>
Reference Number	<ul style="list-style-type: none"> <li>Optional supplier tracking number.</li> </ul>
Response Type	<ul style="list-style-type: none"> <li>This option may not be available for all suppliers.</li> <li>Primary: if there is only one response on the solicitation.</li> <li>Alternate: if there is another response that is not primary on the solicitation (do not use multiple primary responses).</li> </ul>

- Click "Next" when the "Overview" page is complete.

King County

Create Response (G&S Solicitation 18164): Overview

Overview... Requirements... Lines... Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Title ITB - Formal Office Supplies - A Close Date 3/12/21 09:17:49 AM

Time Remaining 9 Days 23 Hours

General

Supplier Training Text Supplier Response Type  Primary  Alternate

Solicitation Currency USD Reference Number

Response Currency USD

Price Precision 2 Decimals Maximum

Last Saved 3/2/21 09:38:21 AM  
Time Zone: Pacific Standard Time

- The “Requirements” page will display, answer the presented question(s). Questions with an asterisk “\*” are required.



Note: the section will vary depending on solicitation. Questions may contain branching questions depending on the answer you choose. Ensure you scroll to the bottom of the section to complete each requirement.

Solicitation attachments have been downloaded and saved to your computer before "Acknowledging Participation" in the beginning of this training document.

- The section will require you to attach your bid/proposal. Click the plus “+” icon to attach a document.

- The “Attachments” pop-up will display. Click the plus “+” icon to attach a document. Click “Choose File” to select the document to attach.

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			Ryan Chmelik	3/2/21 11:21:01 AM

- Optionally, fill in the appropriate information for “Title” and “Description” as desired. Click “OK” when complete.

**Attachments** ✕

Actions ▾ View ▾ + ✕

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File ▾	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	Ryan Chmelik	3/2/21 11.21.01 AM

Rows Selected 1 Columns Hidden 1

- The attached document will appear next to the “Response Attachments” field. Once you have completed all questions in the section with the necessary attachments, click “Next.”



Note: if all required questions are not completed, you will receive an error message and will not be able to submit your response.

**King County** Home | Search | 1 | RC ▾

1 2 3 4  
Overview | Requirements | Lines | Review

Create Response (G&S Solicitation 18164): Requirements ⓘ

▾
 ▾

 ▾

Last Saved 3/2/21 11:02:14 AM  
Time Zone Pacific Standard Time

Time Remaining 9 Days 22 Hours Close Date 3/12/21 09:17:49 AM

**Section 1. Request for Proposal Documents**

\* 1. Did you review the RFP and the Draft Agreement?

By selecting Yes, an option for Response Attachments will appear.  
Click the (+) to attach your proposal to the Response Attachments.

a. YES

\* Response Attachments  +

- The “Lines” page will display, enter the “Response Price.”



Note: some solicitations may have no lines or may have multiple lines.

Solicitation Type	Details
Architecture & Engineering Solicitations	Pricing lines do not apply.
Construction Solicitations	Pricing line will <i>typically</i> be for a total bid price.
Goods & Services Solicitations	Pricing line(s) will <i>typically</i> be solicited by item, group, or by lot.

**King County**

1 2 3 4  
Overvi... Requir... Lines Review

Create Response (G&S Solicitation 18164): Lines

Currency = US Dollar

Time Remaining 9 Days 21 Hours

Close Date 3/12/21 09:17:49 AM

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 3/2/21 11:39:19 AM  
Time Zone Pacific Standard Time

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical lev		541714			200	Each		
2	Cost-per-sample to decrease data delivery turnaround time to 60 days.		541714			25	Each		
3	Cost-per-sample to decrease data delivery turnaround time to 30 days.		541714			25	Each		
4	Cost per sample to decrease the collection area to 1 ft²		541714			25	Each		
5	Cost-per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)		541714			25	Each		
6	5 Year Total (put this total on bid cover page)		541714			1	Lump Sum		

Columns Hidden 4

- The supplier can optionally respond by spreadsheet if there are multiple lines to add. Click the “Respond by Spreadsheet” drop-down and select “Export.” A .zip file containing the .csv template will be exported to your computer.

King County

Create Response (G&S Solicitation 26491): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Export Import

Close Date 3/30/21 02:00:59 PM

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	ADA Compliant Laundry Trailer		336214			1	Each		
2	ADA Compliant Shower Combination Trailer		336214			1	Each		

Grand Totals  
All response lines are included.  
Response Amount 0.00

NegotiationKC000...zip

- Open the downloaded export .csv template on your computer. Fill out the form with the appropriate information. Save to your computer.



Note: The export .csv file will download. Fields with an asterisk “\*” are required. Fields with two asterisks “\*\*” are optional. Save the .csv file without making any edits to the format or content, only complete the columns under “\* Response Price.”

NegotiationKC000195-ResponseLines.csv - Read-Only - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Enter response value in fields marked as required or optional only. \* Required, \*\* Optional or conditionally required

Line	Item	Revision	Start Price	UOM	Estimated	Estimated	* Response Price	Target Mir	** Respon	** Note to	Target Pri	Category	Attribute	Attribute	Attribute	** Attribul	* Internal	* End of Line	Delimiter
1	Stuff											230000	[Optional]	Warranty				1	EOL

- Navigate back to the “Create Response” page. Click the “Respond by Spreadsheet” drop-down and select “Import.”

King County

Create Response (G&S Solicitation 26491): Lines

Currency = US Dollar

Time Remaining 06:18:06

Close Date 3/30/21 02:00:59 PM

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	ADA Compliant Laundry Trailer		336214			1	Each		
2	ADA Compliant Shower Combination Trailer		336214			1	Each		

Grand Totals

All response lines are included.

Response Amount 0.00

File: NegotiationKC000...zip

- The “Import Response” pop-up will appear, click “Choose File” and select your completed .csv template saved to your computer. Click “OK” when complete.

Import Response

Importing data will overwrite any existing online data.

\* File Name  No file chosen

OK Cancel

- Verify the “Response Price” lines have been added, click “Next.”

King County

Create Response (G&S Solicitation 18164): Lines

Currency = US Dollar

Time Remaining 9 Days 21 Hours

Close Date 3/12/21 09:17:49 AM

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical lev		541714			200	Each		
2	Cost-per-sample to decrease data delivery turnaround time to 60 days.		541714			25	Each		
3	Cost-per-sample to decrease data delivery turnaround time to 30 days.		541714			25	Each		
4	Cost per sample to decrease the collection area to 1 ft².		541714			25	Each		
5	Cost-per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)		541714			25	Each		
6	5 Year Total (put this total on bid cover page)		541714			1	Lump Sum		

- The “Review Response” page will display, review your response. Click “Save” if your response is not complete and would like to come back and submit at another time.

Review Response: G&S Solicitation 18164

Currency = US Dollar

Title ITB - Formal Office Supplies - A

Time Remaining 9 Days 21 Hours

Close Date 3/12/21 09:17:49 AM

Last Saved 3/2/21 11:50:56 AM  
Time Zone Pacific Standard Time

Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Attachments
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical level specifications, 1		541714	1.00	Each	200.00		
2	Cost-per-sample to decrease data delivery turnaround time to 60 days.		541714	1.00	Each	25.00		
3	Cost-per-sample to decrease data delivery turnaround time to 30 days.		541714	1.00	Each	25.00		
4	Cost per sample to decrease the collection area to 1 ft².		541714	1.00	Each	25.00		
5	Cost-per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)		541714	1.00	Each	25.00		
6	5 Year Total (put this total on bid cover page)		541714	1.00	Lump Sum	1.00		

Columns Hidden 5

- Click the “Actions” drop-down, select “Validate” to verify all details have been entered.



Note: an error message will display if your response is missing required information.

Review Response: G&S Solicitation 18164

Currency = US Dollar

Title ITB - Formal Office Supplies - A

Time Remaining 9 Days 21 Hours

Close Date 3/12/21 09:17:49 AM

Last Saved 3/2/21 11:50:56 AM  
Time Zone Pacific Standard Time

Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Attachments
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical level specifications, 1		541714	1.00	Each	200.00		
2	Cost-per-sample to decrease data delivery turnaround time to 60 days.		541714	1.00	Each	25.00		
3	Cost-per-sample to decrease data delivery turnaround time to 30 days.		541714	1.00	Each	25.00		
4	Cost per sample to decrease the collection area to 1 ft².		541714	1.00	Each	25.00		
5	Cost-per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)		541714	1.00	Each	25.00		
6	5 Year Total (put this total on bid cover page)		541714	1.00	Lump Sum	1.00		

Columns Hidden 5

- A confirmation pop-up will appear, click “OK.”

**Confirmation**

Response 18164 to solicitation KC000136,1 was validated without errors.

OK

- Click “Submit.”

King County

Review Response: G&S Solicitation 18164

Currency = US Dollar

Title: ITB - Formal Office Supplies - A

Time Remaining: 9 Days 21 Hours

Close Date: 3/12/21 09:17:49 AM

Buttons: Messages, Respond by Spreadsheet, Actions, Back, Next, Save, **Submit**, Cancel

Last Saved: 3/2/21 11:58:19 AM  
Time Zone: Pacific Standard Time

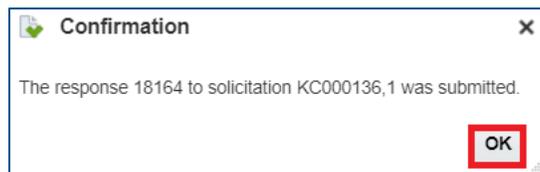
Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Attachments
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical level specifications, 1		541714	1.00	Each	200.00		
2	Cost per-sample to decrease data delivery turnaround time to 60 days.		541714	1.00	Each	25.00		
3	Cost per-sample to decrease data delivery turnaround time to 30 days.		541714	1.00	Each	25.00		
4	Cost per sample to decrease the collection area to 1 ft².		541714	1.00	Each	25.00		
5	Cost per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)		541714	1.00	Each	25.00		
6	5 Year Total (put this total on bid cover page)		541714	1.00	Lump Sum	1.00		

Columns Hidden: 5

- A confirmation pop-up with your response number will appear, click “OK.”



Note: the response will not be submitted until you click the “Submit” button.



- End of process.

## 4 Addendum Notification and Response

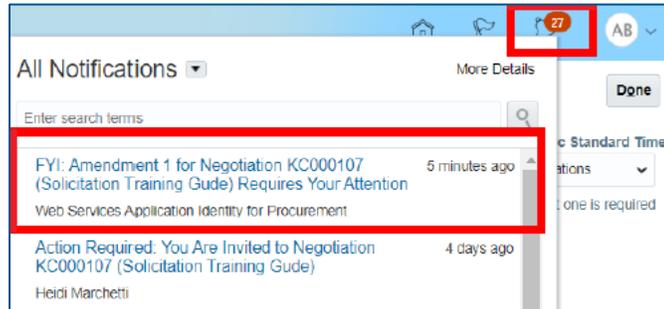
- Acknowledgement of each addendum for each solicitation is required.
- **IMPORTANT:** If an addendum is issued after you have submitted a response to a solicitation, **you must acknowledge the addendum and resubmit your response.** If both actions are not completed for each addendum, your response will not be considered. To learn how to review and resubmit your response, refer to section 5, "Revise & Resubmit a Solicitation Response" of this user guide.

- Once logged into the system, a notification will appear on the bell icon that an “Amendment Requires Your Attention.” Click the bell icon and click the notification link.

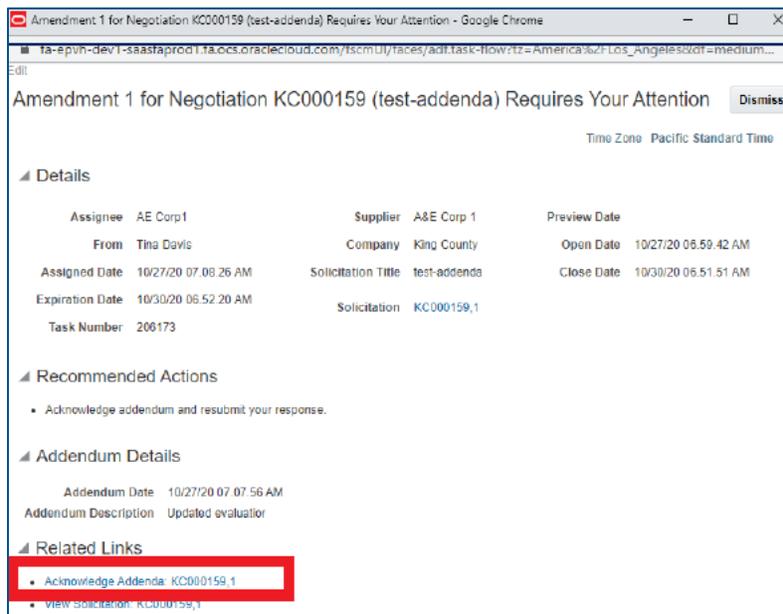


Note: addendum and amendment are used interchangeably.

Amendment notifications will also be sent via email.



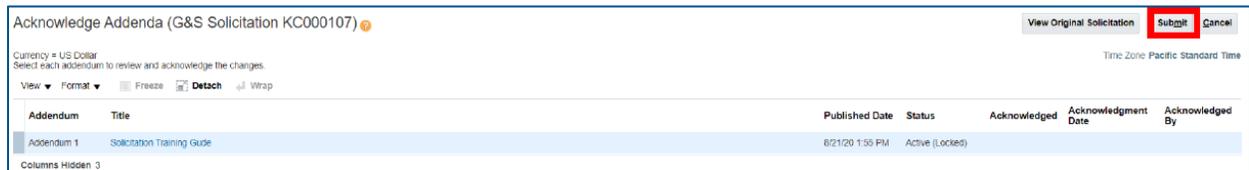
- Under the “Related Links” section, click the “Acknowledge Addenda” hyperlink.



- The “Acknowledge Addenda” page will display, check the “Acknowledgement” box stating you have reviewed and acknowledged the amendment for the solicitation.



- Click “Submit.”



- A confirmation pop-up will appear, click “Yes” if you would like to create a **new** response. Click “No” if you have an existing response created.



- **IMPORTANT:** After reviewing and acknowledging and addenda, consider if you need to adjust an existing response to comply with the addenda. To learn how to review and resubmit your response, refer to section 5 "Revise & Resubmit a Solicitation Response" of this user guide.
- **IMPORTANT:** If an addendum is issued after you have submitted a response to a solicitation, **you must acknowledge the addendum and resubmit your response.** If both actions are not completed for each addendum issued, your response will not be considered. To learn how to review and resubmit your response, refer to section 5, "Revise & Resubmit a Solicitation Response" of this user guide.
- End of process.

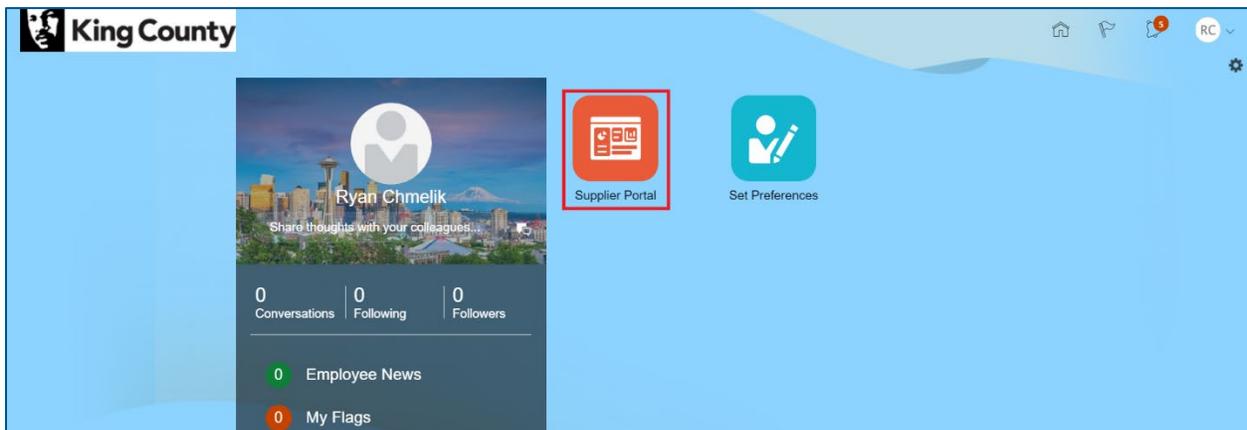
## 5 Revise & Resubmit Solicitation Response

- Responses to solicitation can be revised and resubmitted any time before the solicitation close date and time.

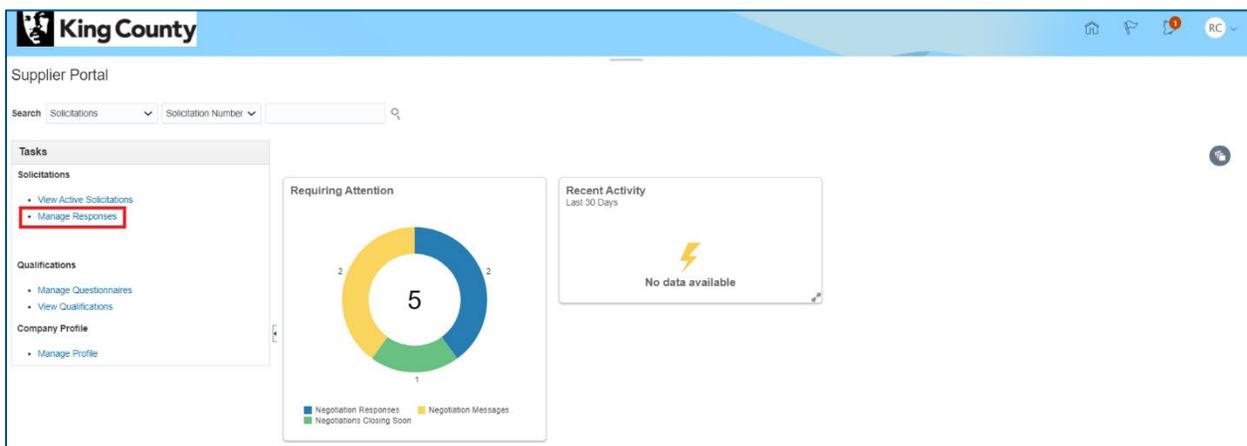


Note: if your response has been submitted, and an addendum is issued, you must log-in and acknowledge the addendum before revising and resubmitting your response. Resubmission of your response is **required** for each addendum issued. Refer to the previous section “4 Addendum Notification and Response.”

- Once logged into the system, from the homepage, click the “Supplier Portal” tile.



- In the “Solicitations” section, under “Tasks,” click “Manage Responses.”



- The “Manage Responses” page will display, enter the appropriate search parameters, click “Search.”



Note: the “\*\*Solicitation Title,” “\*\*Solicitation,” and “\*\*Response” fields require an exact solicitation title, solicitation number, or response number.

**King County**

Manage Responses Done

Search Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone: Pacific Standard Time

\*\* At least one is required

\*\* Solicitation Title

\*\* Response Status: Active or draft

\*\* Solicitation

Line Description

\*\* Response

**Search** Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
18159	Draft	KC000155.1	KClest	G&S Solicitation	1 Day 5 Hours	0	
18164	Active	KC000136.1	ITB - Formal Office Supplies - A	G&S Solicitation	9 Days	0	
18162	Draft	KC000154.1	Seattle Bus Base	Construction So...	23 Days 6 Hours	2	

Columns Hidden: 8

- Highlight the solicitation you would like to revise your response to and click “Revise.”



Note: response revisions are only an option if there is still “Time Remaining” on the solicitation. The “Response Status” will indicate “Draft” for responses not yet submitted and “Active” for responses that have been submitted.

“Draft” responses are automatically locked. Draft responses that are locked can be viewed only and can be submitted. To make edits to a draft response, you must unlock the draft first. Select the “Actions” dropdown, then select “Unlock Draft.” A draft response is automatically locked every time the draft is saved.

“Active” responses do not have the lock feature.

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
18159	Draft	KC000155.1	KCDeat	G&S Solicitation	1 Day 5 Hours	0	
18164	Active	KC000136.1	ITB - Formal Office Supplies - A	G&S Solicitation	9 Days	0	
18162	Draft	KC000154.1	Seattle Bus Base	Construction So.	23 Days 6 Hours	2	

- The “Create Response” page will display. Click “Next” to navigate to the desired page where revision(s) need to be made.

Create Response (G&S Solicitation 18165): Overview

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Title ITB - Formal Office Supplies - A Close Date 3/12/21 09:17:49 AM

Time Remaining 9 Days

Supplier Training Test Supplier

Solicitation Currency USD Response Type  Primary  Alternate

Response Currency USD Reference Number

Price Precision 2 Decimals Maximum

- Once revision(s) have been made, click “Next” to navigate to the “Review” page. After reviewing, click “Submit” when complete.



Note: in this example, a “Response Price” was revised on the “Lines” page. On the “Changed Lines” tab, notice the documented revision.

Review Response: G&S Solicitation 18165

Currency = US Dollar

Title: ITB - Formal Office Supplies - A

Time Remaining: 9 Days

Close Date: 3/12/21 09:17:49 AM

Overview Requirements **Changed Lines**

Line	Description	Details	Category Name	Response Price	UOM Name	Previous Line Amount	Line Amount	Estimated Total Amount	Attachments
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft <sup>2</sup> area with taxonomic resolution to Ecology's lowest practical		541714	2.00	Each	200.00	400.00		

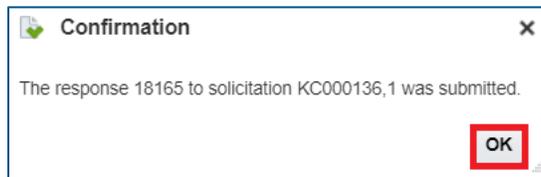
Grand Totals

All response lines are included.

Response Amount: 501.00

Previous Response Amount: 301.00

- A confirmation pop-up will appear, click “OK.”



- End of process.

## 6 View Solicitation Response History

- Once logged into the system, from the homepage, click the “Supplier Portal” tile.

King County

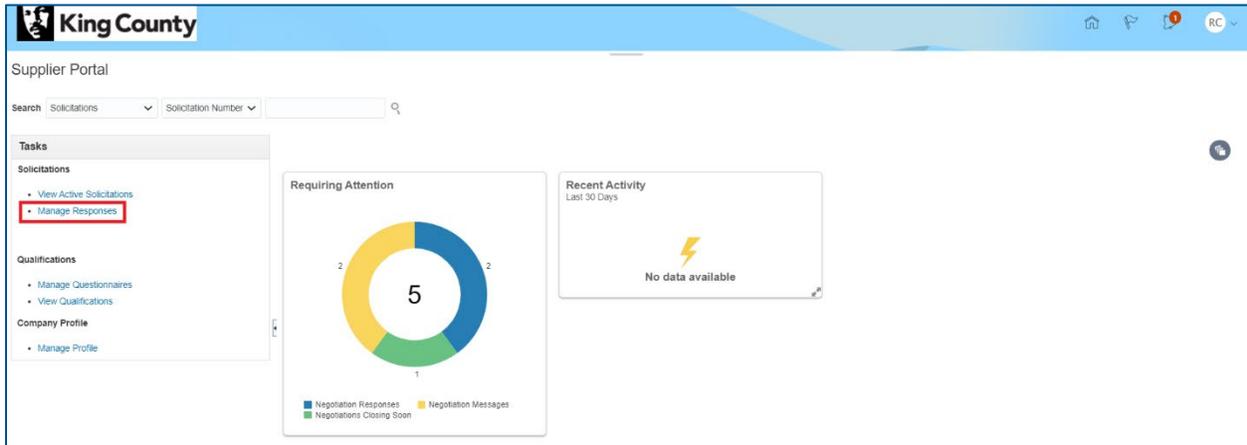
Ryan Chmelik

Supplier Portal

Set Preferences

0 Conversations | 0 Following | 0 Followers

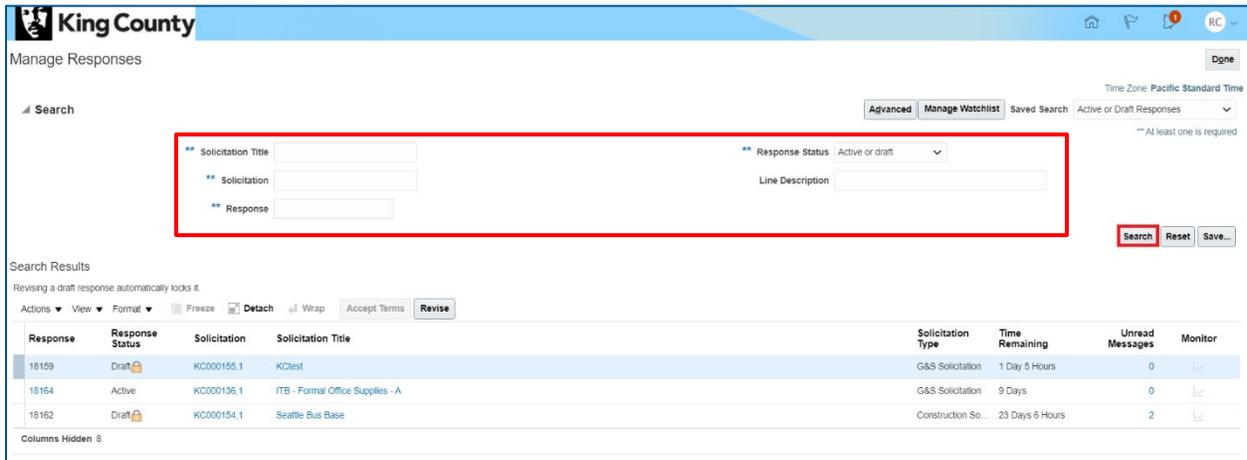
- In the “Solicitations” section, under “Tasks,” click “Manage Responses.”



- The “Manage Responses” page will display, enter the appropriate search parameters, click “Search.”



Note: the “\*\*Solicitation Title,” “\*\*Solicitation,” and “\*\*Response” fields require an exact solicitation title, solicitation number, or response number.



- Click the desired solicitation "Response" hyperlink.



Note: response number hyperlinks will only be enabled for "Active" responses ("Active" responses are responses that have been submitted).

King County Manage Responses

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Pacific Standard Time

\*\* At least one is required

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
18159	Draft	KC000155.1	KClest	G&S Solicitation	1 Day 4 Hours	0	
18165	Active	KC000136.1	ITB - Formal Office Supplies - A	G&S Solicitation	8 Days 23 Hours	0	
18162	Draft	KC000154.1	Seattle Bus Base	Construction So...	23 Days 5 Hours	2	

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- In the upper right corner, click the "Actions" drop-down and select "View Response History."

King County G&S Solicitation: 18165 (G&S Solicitation KC000136.1)

Messages Revise Actions Done

View Response History

Create Response

View Response PDF

Overview Requirements Lines

General

Supplier Training Test Supplier

Supplier Site

Supplier Contact Chmelik, Ryan

Response Currency USD

Price Precision 2 decimals maximum

Response Valid Until

Response Type Primary

Reference Number

Note to Buyer

Attachments None

- On the "Response History" page, all responses from the supplier will be listed. Response(s) with a "Status" of "Archived" are previous submitted response(s) and a response with a "Status" of "Active" is the most recent response submitted. Click "Done" when done reviewing.



Note: King County will only consider "Active" responses.

Response History (G&S Solicitation KC000136,1)

Currency = US Dollar

Title: ITB - Formal Office Supplies - A

Status: Active (Locked)

Time Remaining: 8 Days 23 Hours

Close Date: 3/12/21 09:17:49 AM

Buttons: Messages, Create Response, Done

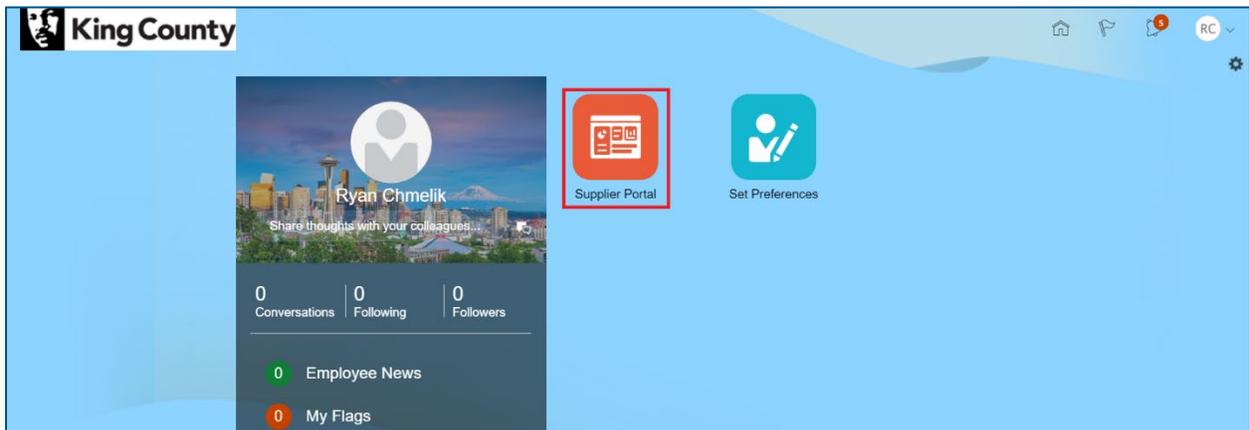
Supplier	Supplier Site	Supplier Contact	Response	Response Type	Status	Transformed Amount	Time of Response	Response Valid Until
Training Test Supplier		Chmelik, Ryan	18165	Primary	Active	501.00	3/3/21 09:05:28 ...	
Training Test Supplier		Chmelik, Ryan	18164	Primary	Archived	301.00	3/2/21 12:02:06 ...	

Columns Hidden: 2

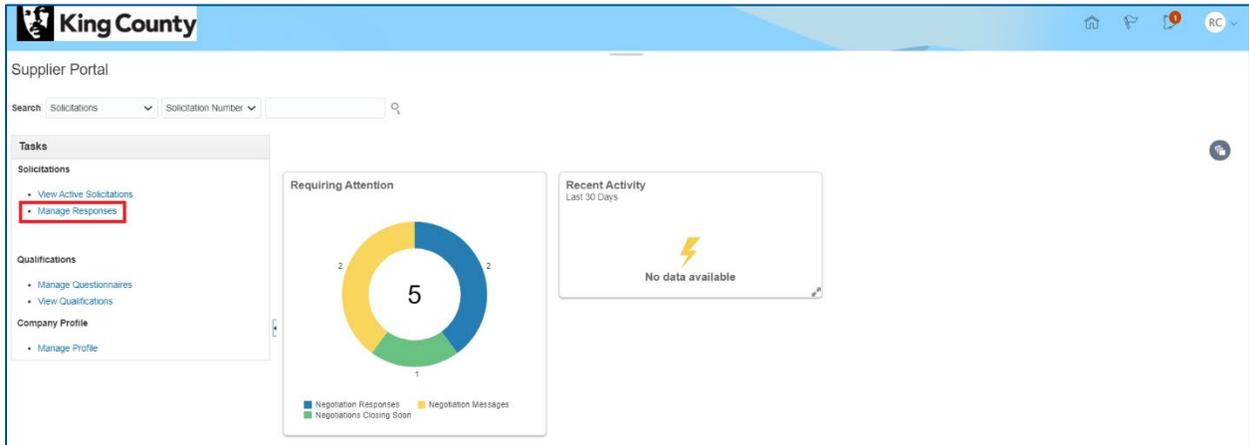
- End of process.

## 7 Delete Solicitation Response

- Once logged into the system, from the homepage, click the "Supplier Portal" tile.



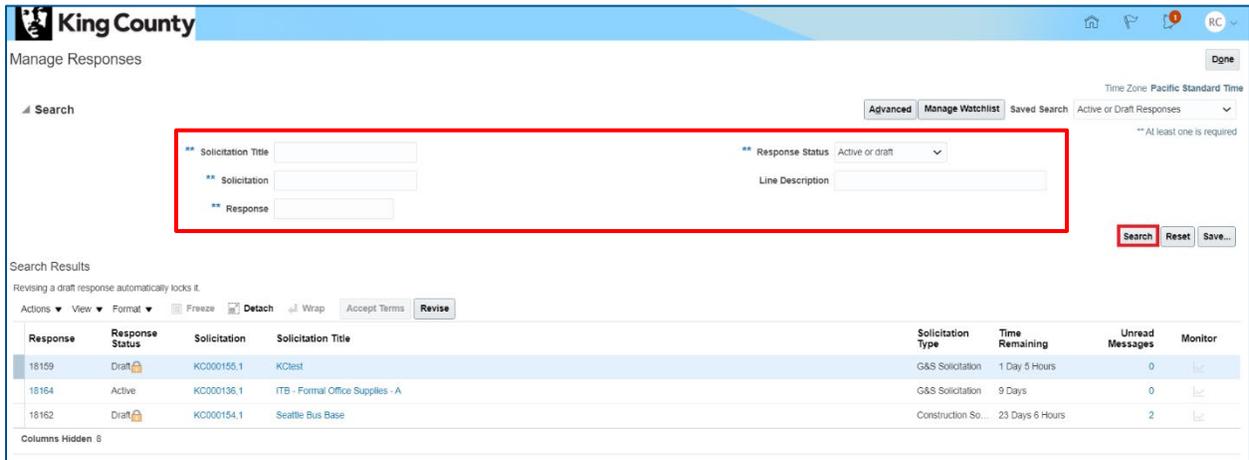
- In the “Solicitations” section, under “Tasks,” click “Manage Responses.”



- The “Manage Responses” page will display, enter the appropriate search parameters, click “Search.”



Note: the “\*\*Solicitation Title,” “\*\*Solicitation,” and “\*\*Response” fields require an exact solicitation title, solicitation number, or response number.



- Highlight the desired solicitation response, click the “Actions” drop-down and select “Delete Draft.”

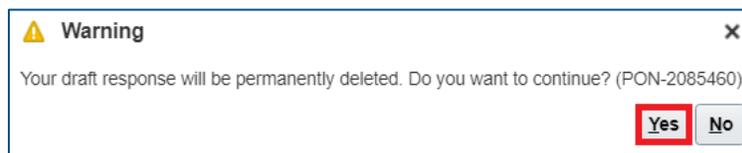


Note: responses only can be withdrawn before the solicitation close date. If you would like to withdraw after the close date, contact King County via email.

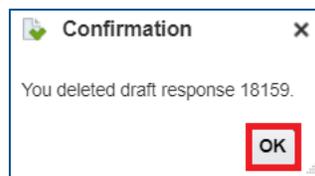
Active responses can only be revised and cannot be deleted or withdrawn whether the solicitation be open or closed. If you would like to withdraw an active response, contact King County via email.

response status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
draft	KC000155.1	KClest	G&S Solicitation	1 Day 1 Hour	0	
active	KC000136.1	ITB - Formal Office Supplies - A	G&S Solicitation	8 Days 20 Hours	0	
draft	KC000154.1	Seattle Bus Base	Construction So...	23 Days 2 Hours	2	

- A warning pop-up will appear, click “Yes.”



- A confirmation pop-up will appear, click “OK.”



- End of process.