

**University of South Carolina
Purchasing Department – Strategic Sourcing
Entering a Solicitation Bid**

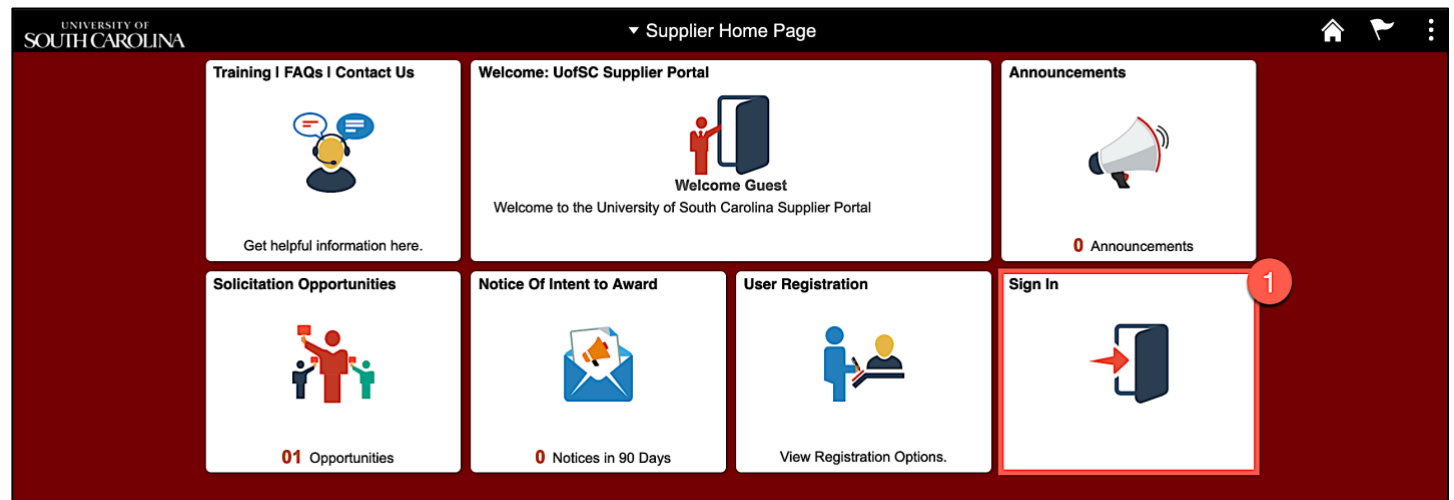
How to enter a bid as an Offeror/Supplier in the UofSC Solicitation system:

This guide is intended for external suppliers wishing to submit responses to UofSC solicitations. The job aid outlines the process for offerors/suppliers to enter a bid for a solicitation in the UofSC solicitation system.

Processing Steps

Step 1: On the Supplier Home Page, click the **Sign In** tile to sign in as an Offeror/Supplier to enter a bid for a solicitation.

Screen Shots

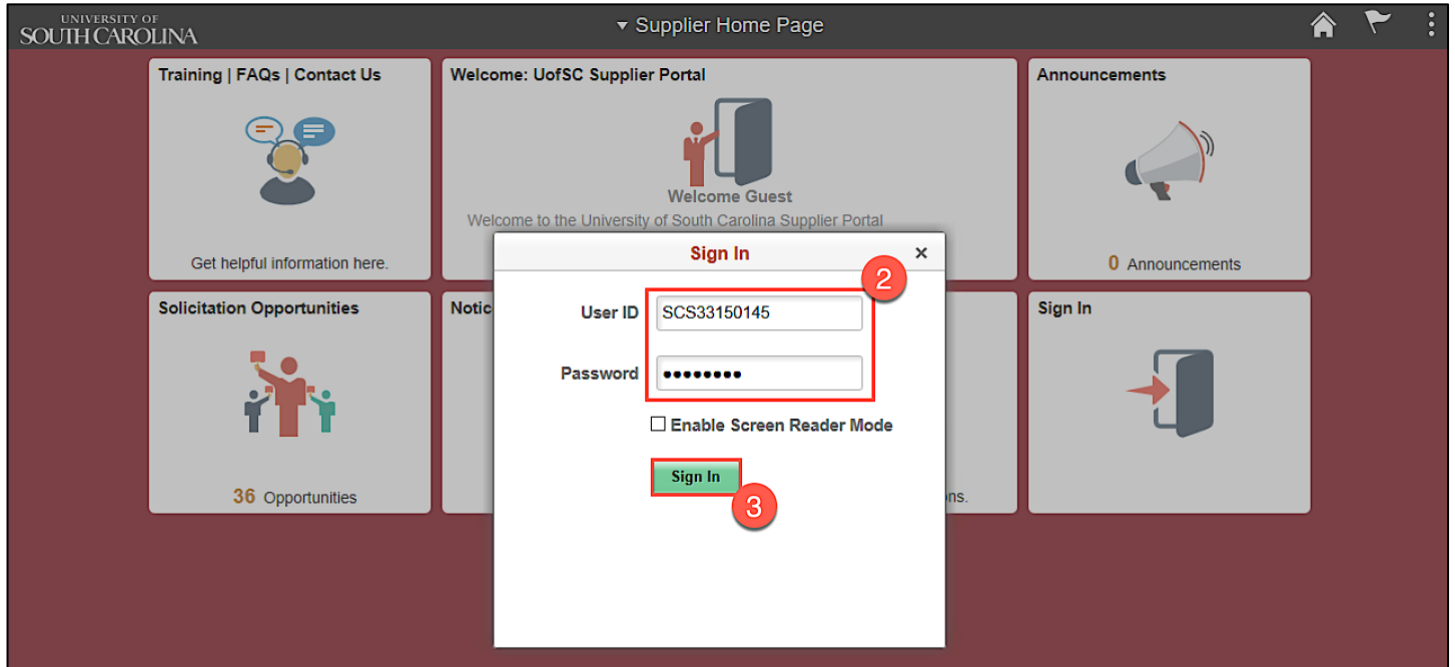


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Step 2: Enter your **User ID** and **Password**.

Step 3: Click the **Sign In** button.

To receive a **User ID** and **Password**, a potential supplier will need to register, and a current supplier will need to request a User ID.



The screenshot displays the 'Supplier Home Page' of the University of South Carolina's UofSC Supplier Portal. A 'Sign In' modal window is centered on the screen. The modal contains the following elements:

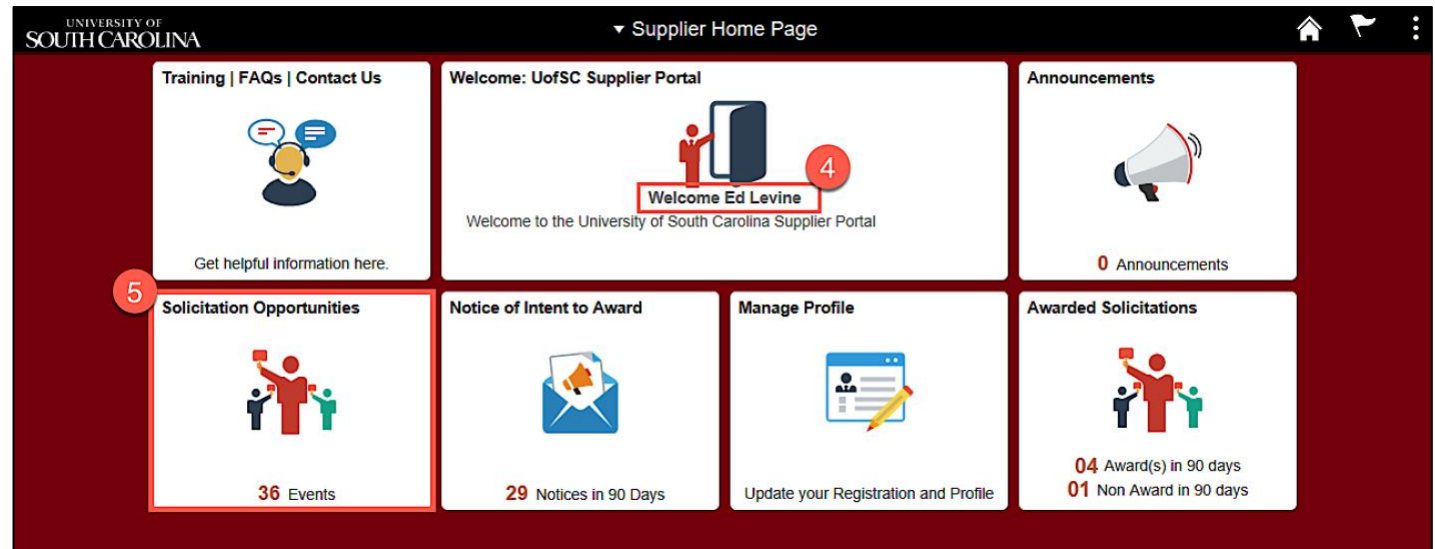
- User ID:** A text input field containing the value 'SCS33150145'. A red box highlights this field, and a red circle with the number '2' is positioned to its right.
- Password:** A text input field with masked characters (dots). A red box highlights this field.
- Sign In button:** A green button with the text 'Sign In'. A red box highlights this button, and a red circle with the number '3' is positioned below it.
- Enable Screen Reader Mode:** An unchecked checkbox with the label 'Enable Screen Reader Mode'.

The background of the portal shows several sections: 'Training | FAQs | Contact Us' with a headset icon, 'Welcome: UofSC Supplier Portal' with a 'Welcome Guest' message, 'Announcements' with a megaphone icon and '0 Announcements', and 'Solicitation Opportunities' with an icon of people and '36 Opportunities'.

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Step 4: You will know you are signed in because the **Welcome** tile will have the Offerors/Suppliers Business or Individual name. Once signed in, you will be directed to your dedicated offeror/supplier page.

Step 5: Click the **Solicitation Opportunities** tile to view all Public solicitations.



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The **Public Events** page displays all of the events you did not receive an invitation to respond but are available for response. You can respond to any of the available solicitations.

Step 6: Click the **Invited Events** Tab to see a list of the events for which you received an event notice email, accepted, or created an offer.

Supplier Home Page
UofSC Purchasing Solicitations
Home

*View By Offer Status

5 rows

Time Zone Eastern Time (US)

Date Format MMDDYY

Apply

Solicitation Event Information

Invited Events
Public Events

| Solicitation/Solicitation ID | Classification/Method | Start Date / End Date | Ends In | Bid Status | Event Details |
|---|---|--|---------|------------|---------------|
| RFP Test 2 210066 | Information Technology Competitive Sealed Proposal | 02/04/2021 10:38 AM EST 03/06/2021 10:38 AM EST | 2 days | New | > |
| Testing buyer default 210067 | Goods and Services Competitive Sealed Proposal | 02/04/2021 05:52 PM EST 03/09/2021 05:52 PM EST | 5 days | New | > |
| Construction Project 1 210073 | Construction Services Invitation for Bids | 02/09/2021 11:30 AM EST 03/11/2021 11:30 AM EST | 7 days | New | > |
| Construction Project 2 210075 | Construction Services Construction Manager at Risk | 02/09/2021 02:17 PM EST 03/11/2021 02:17 PM EST | 7 days | New | > |
| Testing Terms and Condition Format 210078 | Construction Services Small Purchases | 02/11/2021 10:26 AM EST 03/13/2021 10:26 AM EST | 9 days | New | > |
| AI Lab Upfit - Construction Manual Line Scenario 210079 | Goods and Services Request for Quotes | 02/11/2021 03:16 PM EST 03/13/2021 03:16 PM EST | 9 days | New | > |
| Testing Event Posting and Document Attachment | Goods and Services Competitive Sealed Proposal | 02/11/2021 05:02 PM EST 03/13/2021 05:02 PM EST | 9 days | New | > |

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Step 7: To respond to an event, click the event line to go to the Solicitation Details page.

Supplier Home Page
UofSC Purchasing Solicitations

*View By Offer Status

5 rows

| | |
|----------|----|
| All | 25 |
| New | 25 |
| Accepted | 0 |
| Declined | 0 |

Time Zone Eastern Time (US)

Date Format MMDDYY

Apply

Solicitation Event Information

Invited Events Public Events

| Solicitation/Solicitation ID | Classification/Method | Start Date / End Date | Ends In | Bid Status | Event Details |
|------------------------------------|---|--|---------|------------|---------------|
| Digital Asset Management 210170 | Goods and Services Competitive Sealed Proposal | 03/04/2021 10:25 AM EST 04/03/2021 10:25 AM EDT | 30 days | New | > |

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Step 8: Review the Solicitation Event Information.

Step 9: Review the line(s) details.

Step 10: Click the **View Solicitation Package** link to review and download the document.

UofSC Purchasing Solicitations
Solicitation Details

Create Offer
Upload Offer
Accept Invitation
Decline Invitation

Solicitation Event Information

Solicitation Name: Digital Asset Management
Solicitation ID: 210170
Classification: Goods and Services
Solicitation Status: Posted
Buyer Name: Lana Widener
Sealed Event: Yes
Contact Information: Lana Widener
Description: Establish a source of supply for the University of South Carolina(USC) for the purchase of a new Hybrid Digital Asset Management system

Start Date: 03/04/2021 10:25 AM EST
End Date: 04/03/2021 10:25 AM EDT
Method: Competitive Sealed Proposal
Round: 1
Version: 1
Solicitation Type: RFx
Multiple Offers?: Not Allowed
Edit Submitted Offers?: Yes

View Solicitation Package
View Discussion Forum

Lines

| Line Number | Offer Mandatory | Line Description | Requested Quantity/UOM | Comments and Attachments |
|-------------|-----------------|---------------------------------|------------------------|--------------------------|
| 1 | No | Digital Asset Management System | 1.0000 Each | |

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To respond to the solicitation:

Step 11: Print the Solicitation document, complete the response, sign it, scan the completed package, and save to your desktop.

Step 12: Click the **Create an Offer** button.

UofSC Purchasing Solicitations
Solicitation Details

12

Create Offer
Upload Offer
Accept Invitation
Decline Invitation

▼ Solicitation Event Information

| | | | |
|---|---|------------------------|-----------------------------|
| Solicitation Name | Digital Asset Management | Start Date | 03/04/2021 10:25 AM EST |
| Solicitation ID | 210170 | End Date | 04/03/2021 10:25 AM EDT |
| Classification | Goods and Services | Method | Competitive Sealed Proposal |
| Solicitation Status | Posted | Round | 1 |
| Buyer Name | Lana Widener | Version | 1 |
| Sealed Event | Yes | Solicitation Type | RFx |
| Contact Information | Lana Widener | Multiple Offers? | Not Allowed |
| Description | <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Establish a source of supply for the University of South Carolina(USC) for the purchase of a new Hybrid Digital Asset Management system. </div> | | |
| View Solicitation Package View Discussion Forum | | Edit Submitted Offers? | Yes |

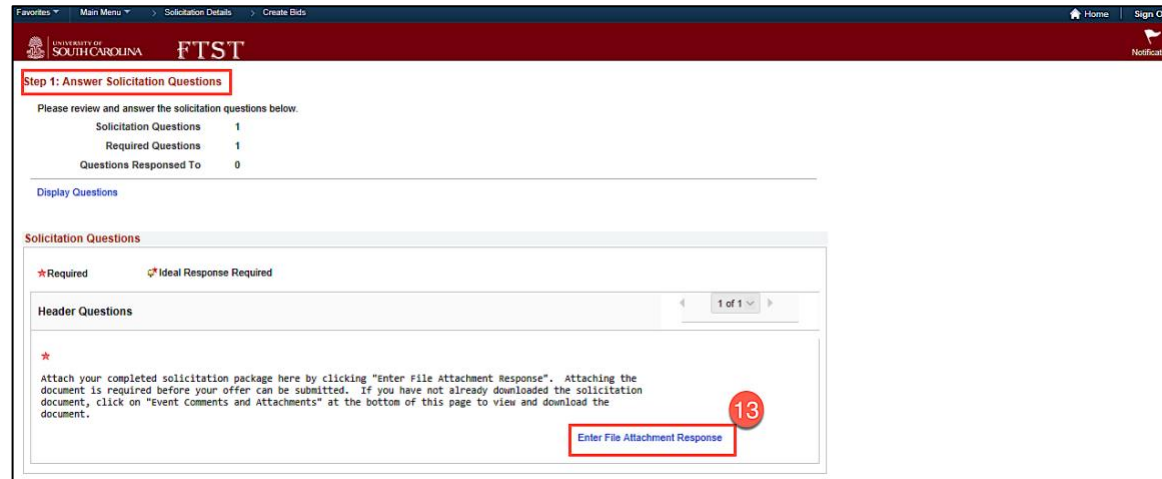
▼ Lines

1 row

| Line Number | Offer Mandatory | Line Description | Requested Quantity/UOM | Comments and Attachments |
|-------------|-----------------|---------------------------------|------------------------|--------------------------|
| 1 | No | Digital Asset Management System | 1.0000 Each | |

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Step 13: Scroll down to Step 1: Answer Solicitation Questions. Click the **Enter File Attachment Response** link and attach the completed Solicitation document.



Step 1: Answer Solicitation Questions

Please review and answer the solicitation questions below.

| Category | Count |
|------------------------|-------|
| Solicitation Questions | 1 |
| Required Questions | 1 |
| Questions Responded To | 0 |

[Display Questions](#)

Solicitation Questions

★ Required ⭐ Ideal Response Required

Header Questions

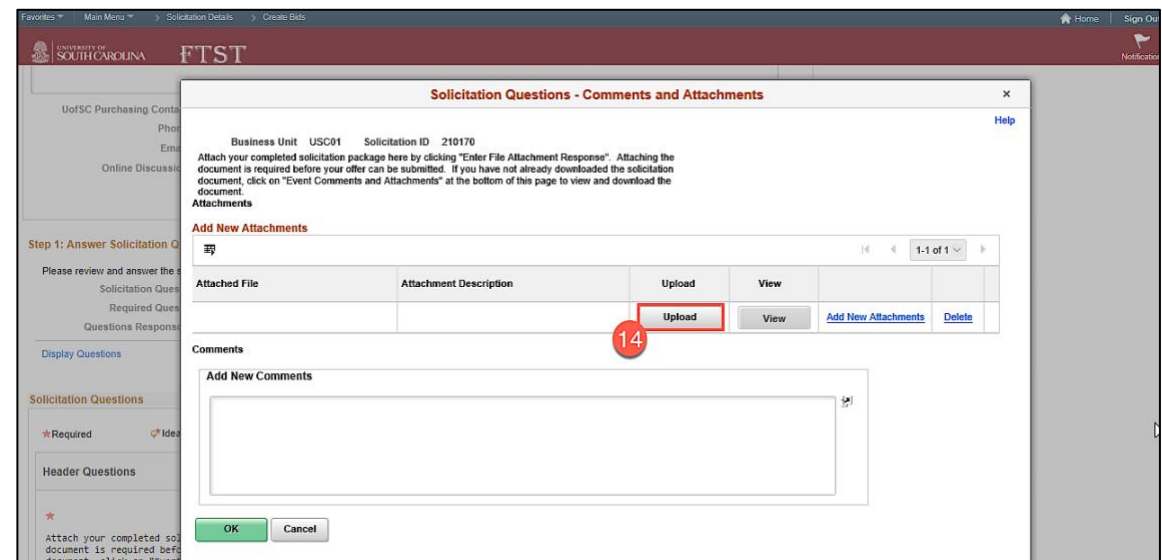
1 of 1

★

Attach your completed solicitation package here by clicking "Enter File Attachment Response". Attaching the document is required before your offer can be submitted. If you have not already downloaded the solicitation document, click on "Event Comments and Attachments" at the bottom of this page to view and download the document.

[Enter File Attachment Response](#)

Step 14: Click the **Upload** button.



Solicitation Questions - Comments and Attachments

Business Unit: USC01 Solicitation ID: 210170

Attach your completed solicitation package here by clicking "Enter File Attachment Response". Attaching the document is required before your offer can be submitted. If you have not already downloaded the solicitation document, click on "Event Comments and Attachments" at the bottom of this page to view and download the document.

Attachments

Add New Attachments

| Attached File | Attachment Description | Upload | View |
|---------------|------------------------|------------------------|----------------------|
| | | Upload | View |

[Add New Attachments](#) [Delete](#)

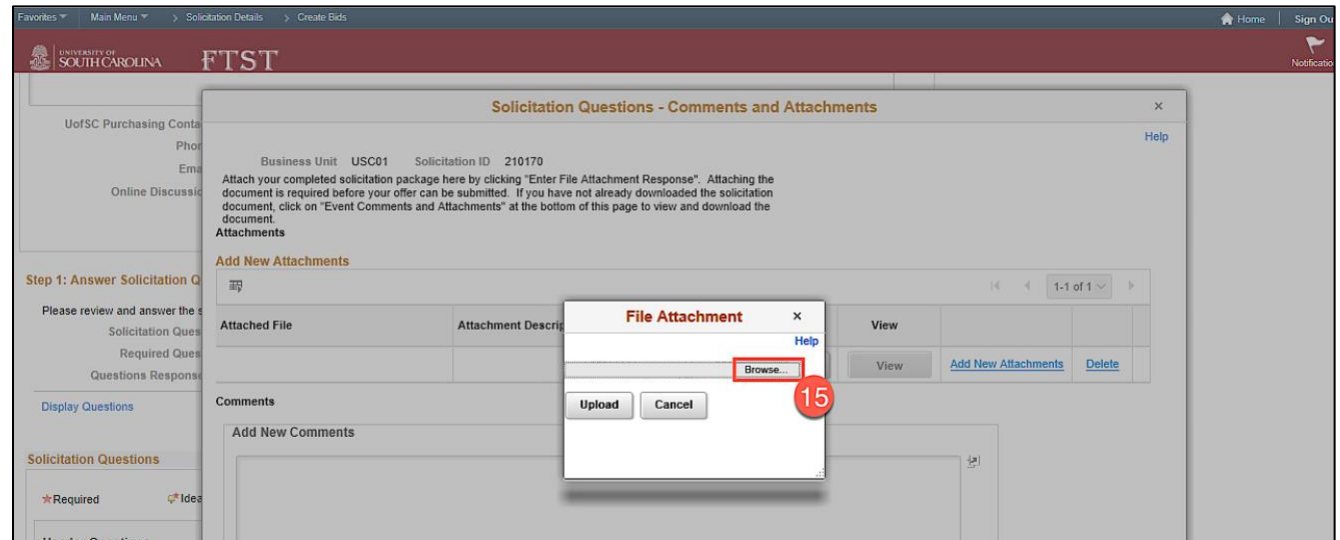
Comments

Add New Comments

OK Cancel

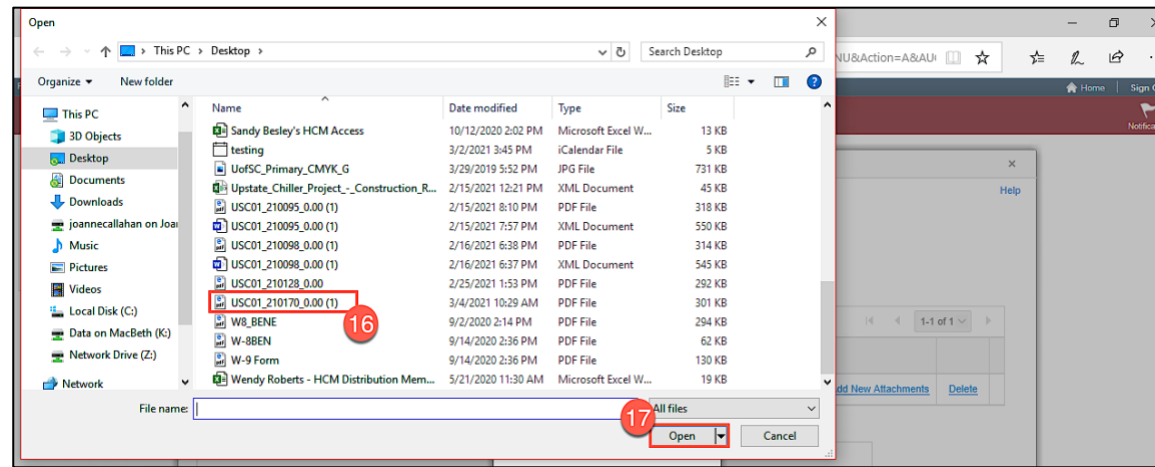
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Step 15: Click the **Browse** button.



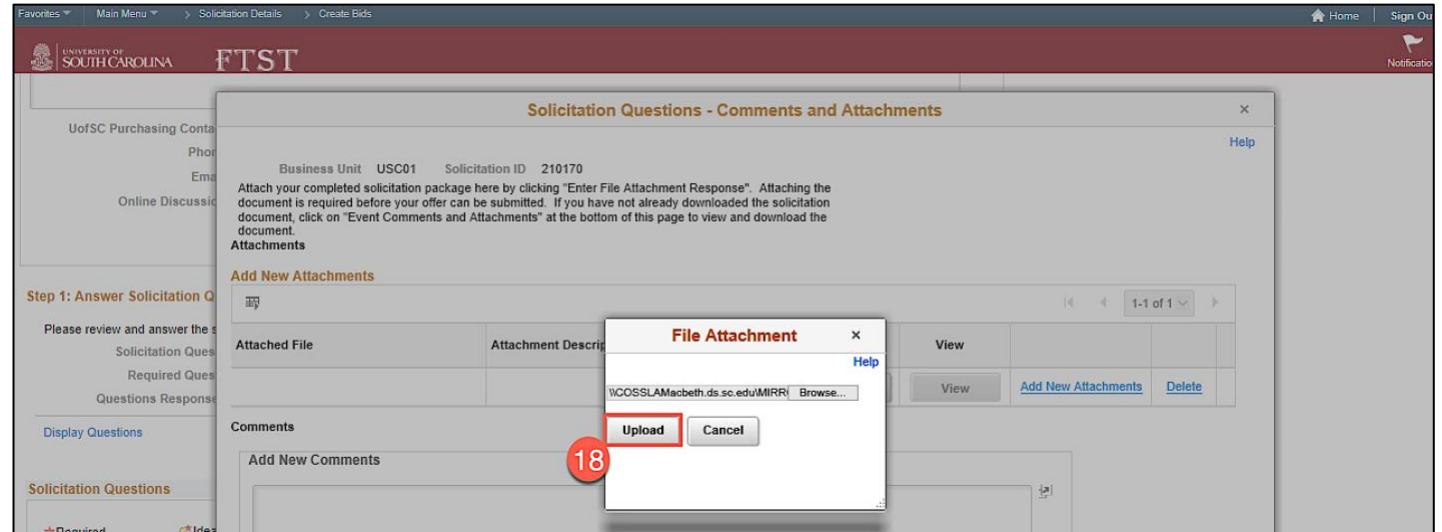
Step 16: Select the completed Solicitation Document saved on your desktop. Be sure to save the document as a PDF before attaching to your response.

Step 17: Click the **Open** button.



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Step 18: Click the **Upload** button.

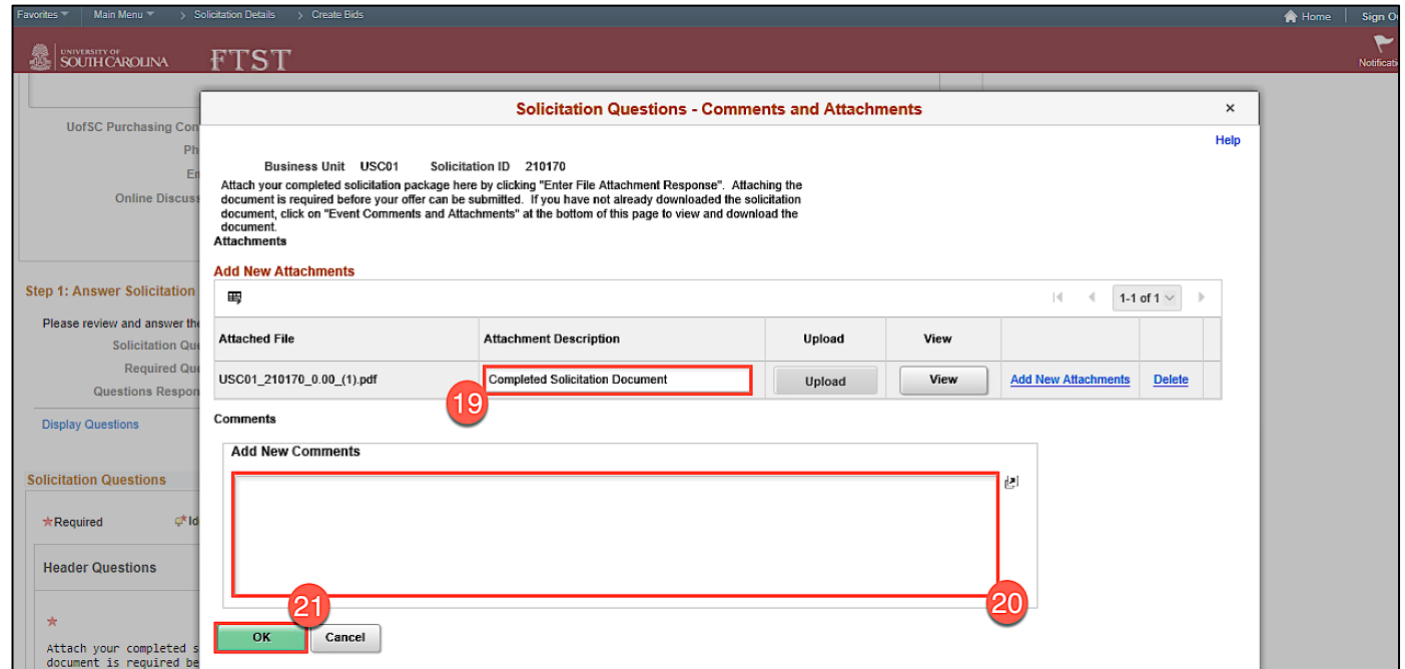


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Step 19: Add an Attachment Description.

Step 20: Add applicable comments.

Step 21: Click the **OK** button.



Solicitation Questions - Comments and Attachments

Business Unit USC01 Solicitation ID 210170

Attach your completed solicitation package here by clicking "Enter File Attachment Response". Attaching the document is required before your offer can be submitted. If you have not already downloaded the solicitation document, click on "Event Comments and Attachments" at the bottom of this page to view and download the document.

Attachments

Add New Attachments

| Attached File | Attachment Description | Upload | View |
|---------------------------|---------------------------------|--------|------|
| USC01_210170_0.00_(1).pdf | Completed Solicitation Document | Upload | View |

Comments

Add New Comments

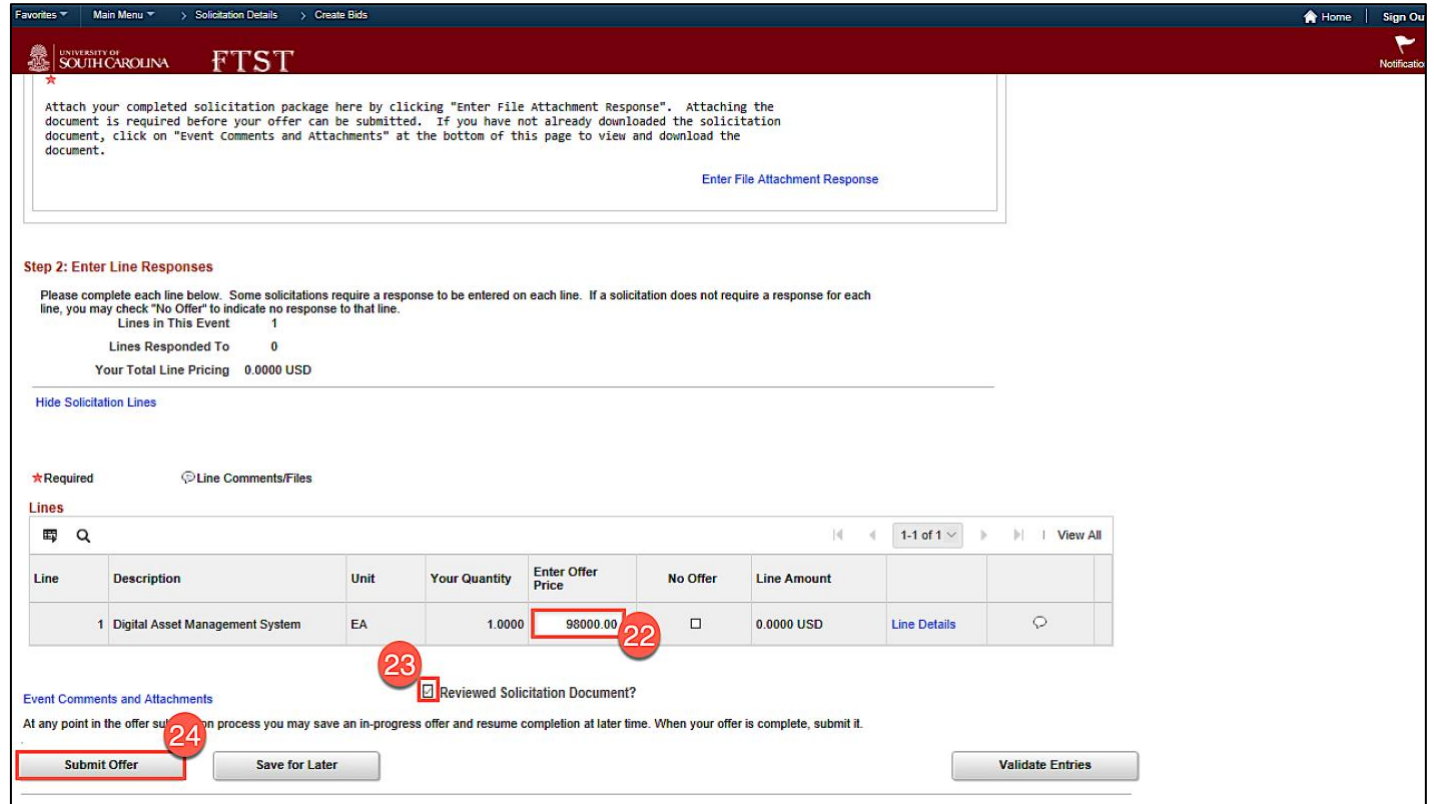
OK Cancel

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Step 22: Scroll down to Step 2: Enter Line Responses. Click in the **Enter Offer Price** field and enter an appropriate offer. Be sure to do this for all available lines.

Step 23: Select the Reviewed Solicitation Document. The Offer can not be submitted until this box is checked.

Step 24: Click the **Submit Offer** button.



Attach your completed solicitation package here by clicking "Enter File Attachment Response". Attaching the document is required before your offer can be submitted. If you have not already downloaded the solicitation document, click on "Event Comments and Attachments" at the bottom of this page to view and download the document.

[Enter File Attachment Response](#)

Step 2: Enter Line Responses

Please complete each line below. Some solicitations require a response to be entered on each line. If a solicitation does not require a response for each line, you may check "No Offer" to indicate no response to that line.

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

[Hide Solicitation Lines](#)

★ Required Line Comments/Files

Lines

| Line | Description | Unit | Your Quantity | Enter Offer Price | No Offer | Line Amount | | |
|------|---------------------------------|------|---------------|-------------------|--------------------------|-------------|------------------------------|--|
| 1 | Digital Asset Management System | EA | 1.0000 | 98000.00 | <input type="checkbox"/> | 0.0000 USD | Line Details | |

[Event Comments and Attachments](#)

☒ Reviewed Solicitation Document?

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

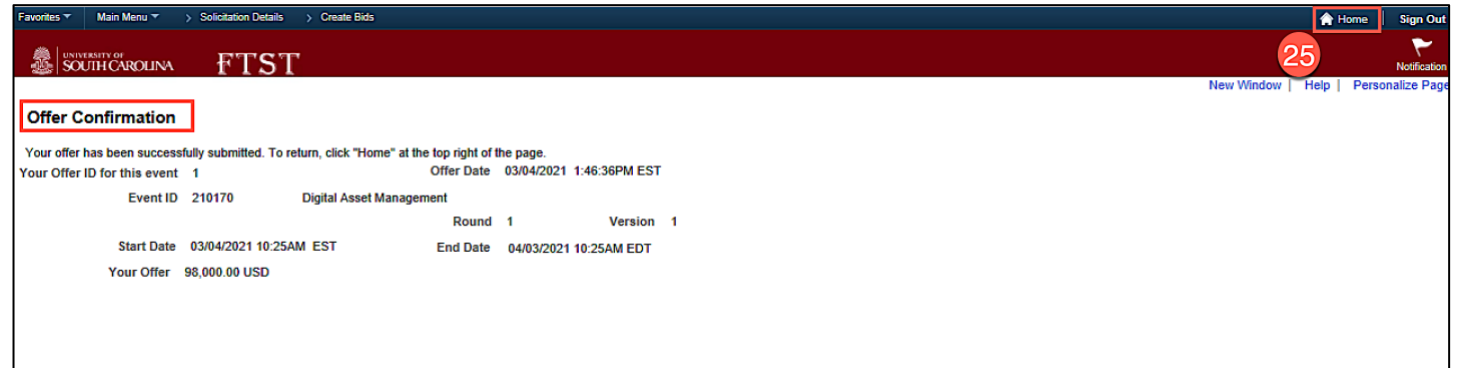
[Submit Offer](#) [Save for Later](#) [Validate Entries](#)

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Your offer has been successfully submitted.

Step 25: Click the **Home** icon to continuing to review and/or respond to solicitations.

Thank you for responding to a UofSC Solicitation!



The screenshot shows the 'Offer Confirmation' page in the FTST system. The page header includes the University of South Carolina logo and 'FTST'. A red box highlights the 'Home' icon in the top right corner, with a red circle containing the number '25' next to it. The main content area displays the following information:

Offer Confirmation

Your offer has been successfully submitted. To return, click "Home" at the top right of the page.

Your Offer ID for this event: 1 Offer Date: 03/04/2021 1:46:36PM EST

Event ID: 210170 Digital Asset Management

Round: 1 Version: 1

Start Date: 03/04/2021 10:25AM EST End Date: 04/03/2021 10:25AM EDT

Your Offer: 98,000.00 USD