### 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 | Screen Shots
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**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.
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.
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.
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.
Step 7: To respond to an event, click the event line to go to the Solicitation Details page.
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.
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.
Step 13: Scroll down to Step 1: Answer Solicitation Questions. Click the **Enter File Attachment Response** link and attach the completed Solicitation document.

Step 14: Click the **Upload** button.
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.
Step 18: Click the **Upload** button.
Step 19: Add an Attachment Description.

Step 20: Add applicable comments.

Step 21: Click the OK button.
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 cannot be submitted until this box is checked.

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