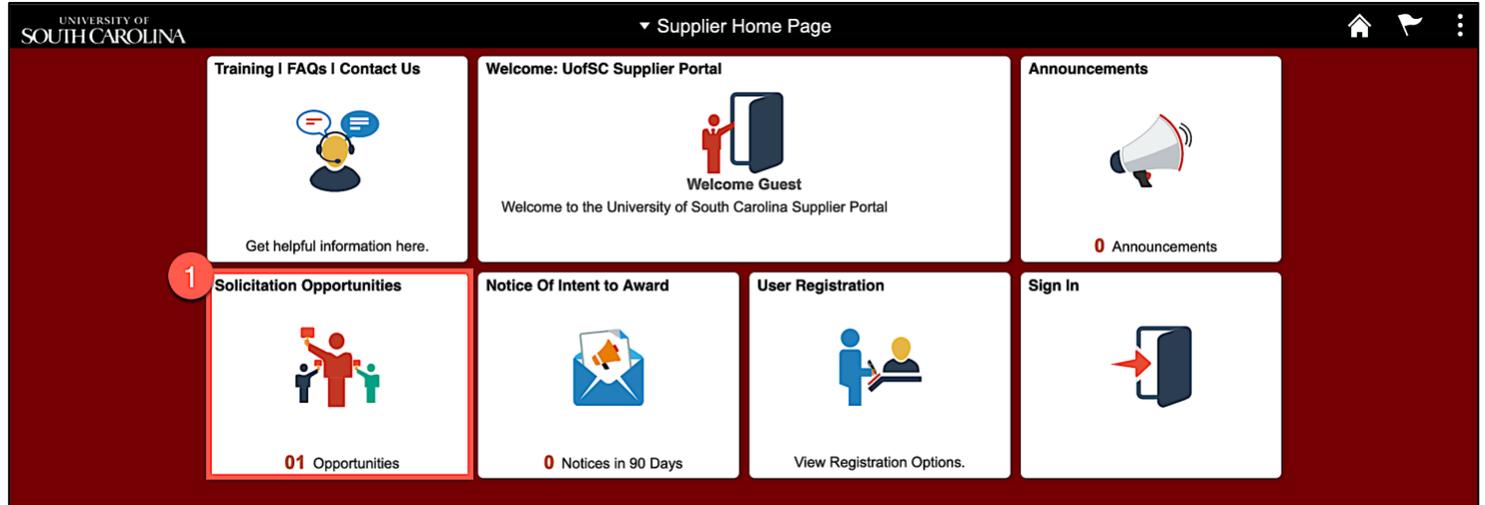


**How to filter solicitation opportunities as an Offeror/Supplier in the UofSC Solicitation system:** This guide is intended for external suppliers wishing to submit responses to UofSC solicitations. The job aid outlines the process for offeror/suppliers to filter solicitation opportunities when wanting to focus on the event types most relevant to the work they do.

**Processing Steps**

**Step 1:** On the Supplier Home Page, click the **Solicitation Opportunities** tile to view public solicitation opportunities.

**Screen Shots**



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**Step 2: Click the Filter Item button.**

**Solicitations**

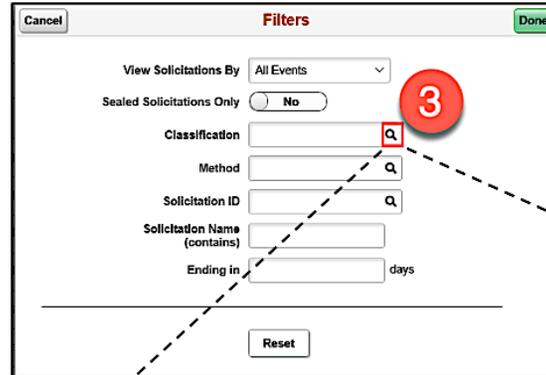
Time Zone  Date Format

**Solicitation Event Information** 26 rows

Classification	Method	Solicitation Name	Solicitation ID	Ends In	Start Date	End Date	Details
Goods and Services	Competitive Sealed Proposal	Testing invitations	210085	10 days	02/12/2021 09:39 AM EST	03/14/2021 09:39 AM EDT	>
Goods and Services	Competitive Sealed Proposal	Testing New Requirements	210097	11 days	02/16/2021 02:52 PM EST	03/15/2021 02:00 AM EDT	>
Goods and Services	Competitive Sealed Proposal	Standard Goods and Services Template	210099	14 days	02/16/2021 05:33 PM EST	03/18/2021 05:33 PM EDT	>
Goods and Services	Competitive Sealed Proposal	Staton Testing	210101	15 days	02/17/2021 10:06 AM EST	03/19/2021 10:06 AM EDT	>
Information Technology	Invitation for Bids	Staton testing II	210102	15 days	02/17/2021 01:59 PM EST	03/19/2021 01:59 PM EDT	>
Goods and Services	Invitation for Bids	Standard Goods and Services Template	210104	17 days	02/19/2021 01:30 PM EST	03/21/2021 03:00 PM EDT	>
Goods and Services	Invitation for Bids	Waste Water Services IFB Example	210103	17 days	02/19/2021 12:30 PM EST	03/21/2021 11:00 AM EDT	>
Information Technology	Competitive Sealed Proposal	RFP Test 2	210066	2 days	02/04/2021 10:38 AM EST	03/06/2021 10:38 AM EST	>
Goods and Services	Competitive Sealed Proposal	Staton Testing Event Creation before Training	210105	21 days	02/23/2021 01:53 PM EST	03/25/2021 01:53 PM EDT	>

**Step 3:** Click the **Classification Lookup** button.

**Step 4:** Select the appropriate classification option from the list.



**Filters**

View Solicitations By: All Events

Sealed Solicitations Only: No

Classification: [ ] [Q]

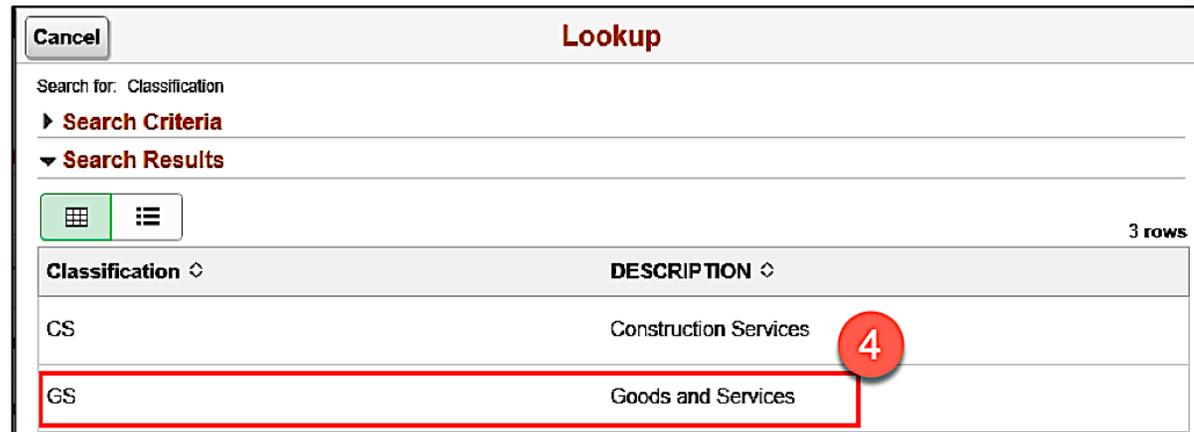
Method: [ ] [Q]

Solicitation ID: [ ] [Q]

Solicitation Name (contains): [ ]

Ending in: [ ] days

Reset



**Lookup**

Search for: Classification

▶ **Search Criteria**

▼ **Search Results**

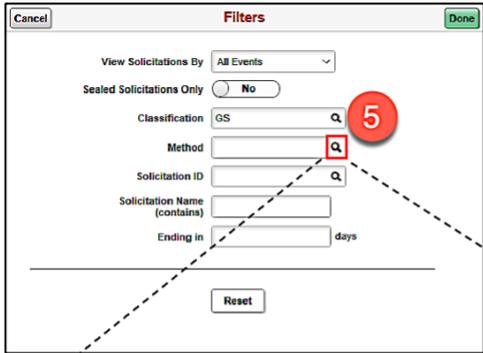
3 rows

Classification	DESCRIPTION
CS	Construction Services
GS	Goods and Services

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**Step 5:** Click the **Method Lookup** button.

**Step 6:** Select the appropriate method from the list.



**Filters**

View Solicitations By: All Events

Sealed Solicitations Only: No

Classification: GS

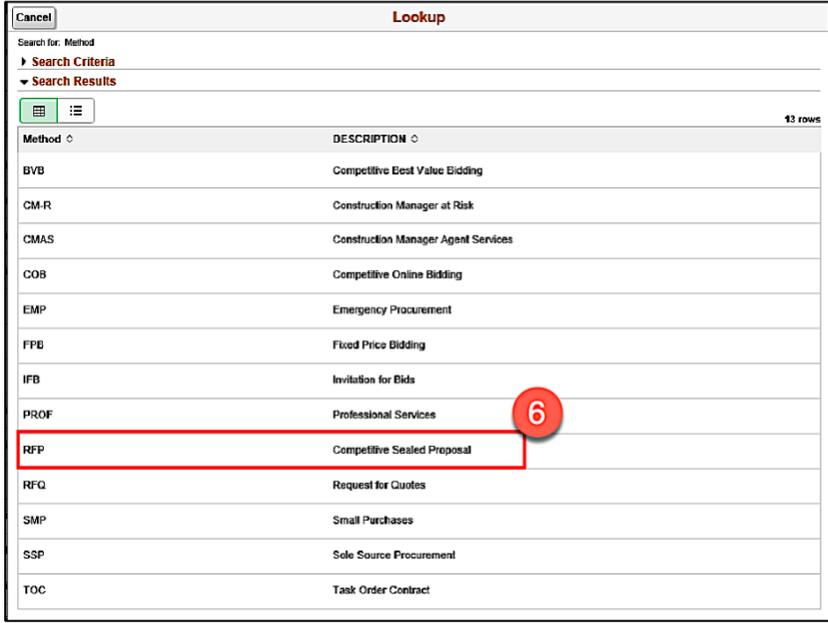
Method: [Search Icon]

Solicitation ID: [Search Icon]

Solicitation Name (contains):

Ending in: days

Reset

**Lookup**

Search for: Method

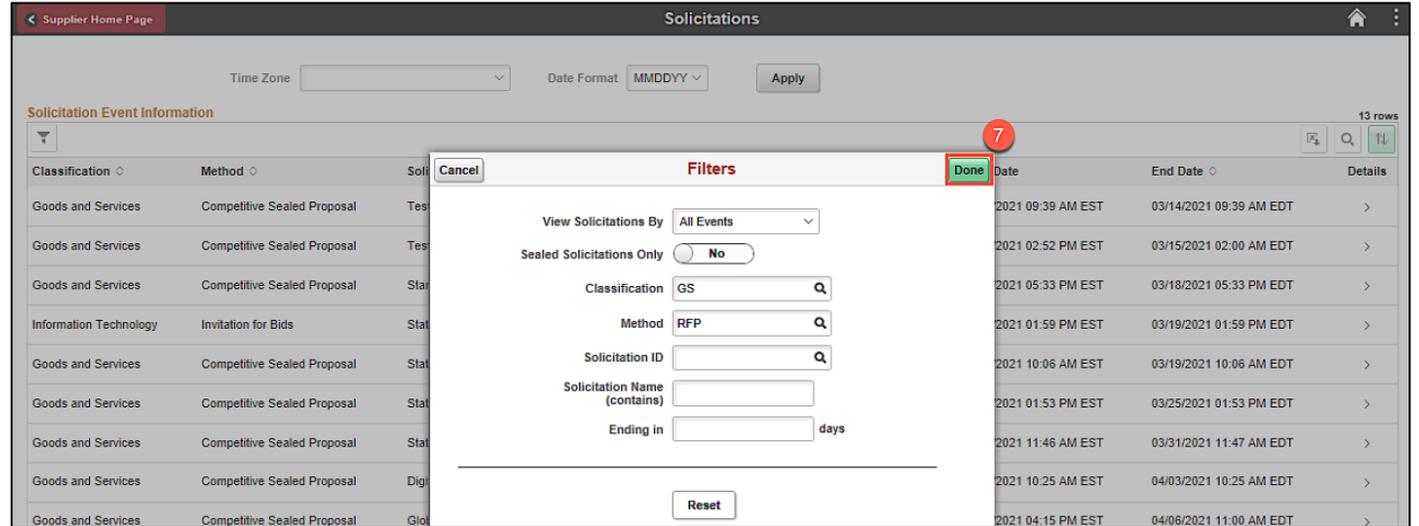
Search Criteria

Search Results

Method	DESCRIPTION
BVB	Competitive Best Value Bidding
CM-R	Construction Manager at Risk
CMAS	Construction Manager Agent Services
COB	Competitive Online Bidding
EMP	Emergency Procurement
FPB	Fixed Price Bidding
IFB	Invitation for Bids
PROF	Professional Services
<b>RFP</b>	<b>Competitive Sealed Proposal</b>
RFQ	Request for Quotes
SMP	Small Purchases
SSP	Sole Source Procurement
TOC	Task Order Contract

## University of South Carolina Purchasing Department – Strategic Sourcing Filtering Solicitation Opportunities

**Step 7:** Click the **Done** button to complete the Filter process.



The screenshot shows the 'Solicitations' page in the UofSC system. A 'Filters' dialog box is open, allowing users to refine their search. The dialog includes the following options:

- View Solicitations By:** All Events (dropdown)
- Sealed Solicitations Only:** No (radio button)
- Classification:** GS (text input with search icon)
- Method:** RFP (text input with search icon)
- Solicitation ID:** (text input with search icon)
- Solicitation Name (contains):** (text input)
- Ending in:** (text input) days

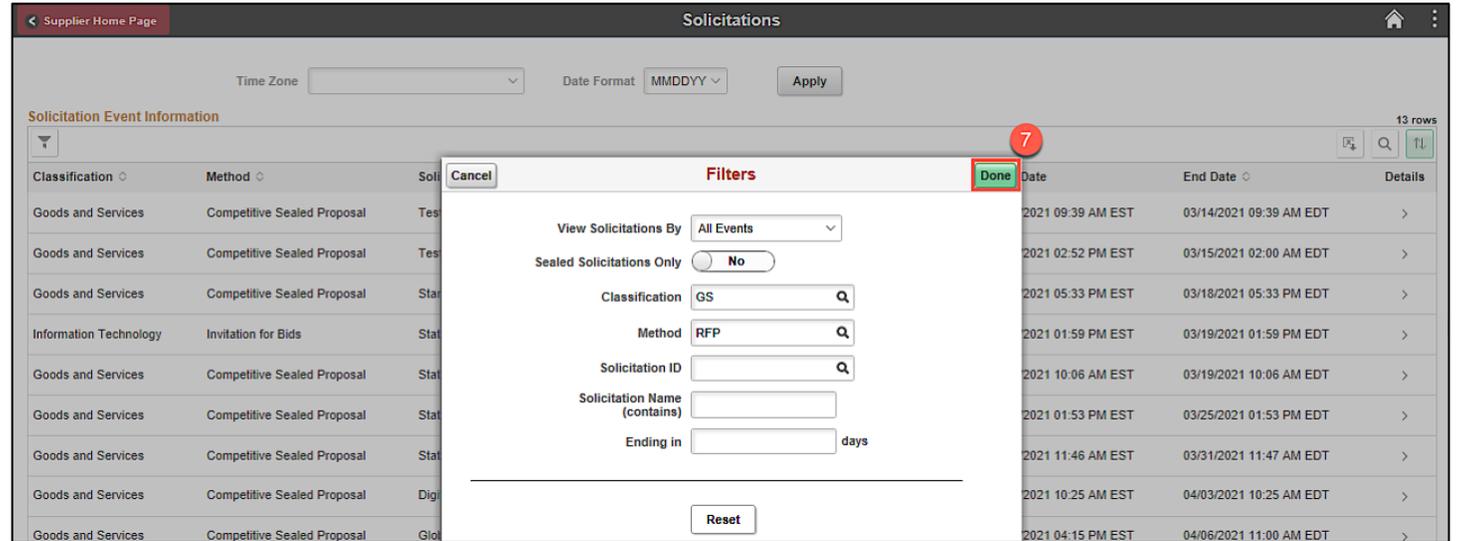
The dialog has 'Cancel' and 'Done' buttons. The 'Done' button is highlighted with a red box and a red circle containing the number 7. The background shows a table of solicitation events with columns for Classification, Method, Status, Date, and End Date.

Classification	Method	Status	Date	End Date	Details
Goods and Services	Competitive Sealed Proposal	Test	2021 09:39 AM EST	03/14/2021 09:39 AM EDT	>
Goods and Services	Competitive Sealed Proposal	Test	2021 02:52 PM EST	03/15/2021 02:00 AM EDT	>
Goods and Services	Competitive Sealed Proposal	Stat	2021 05:33 PM EST	03/18/2021 05:33 PM EDT	>
Information Technology	Invitation for Bids	Stat	2021 01:59 PM EST	03/19/2021 01:59 PM EDT	>
Goods and Services	Competitive Sealed Proposal	Stat	2021 10:06 AM EST	03/19/2021 10:06 AM EDT	>
Goods and Services	Competitive Sealed Proposal	Stat	2021 01:53 PM EST	03/25/2021 01:53 PM EDT	>
Goods and Services	Competitive Sealed Proposal	Stat	2021 11:46 AM EST	03/31/2021 11:47 AM EDT	>
Goods and Services	Competitive Sealed Proposal	Digi	2021 10:25 AM EST	04/03/2021 10:25 AM EDT	>
Goods and Services	Competitive Sealed Proposal	Glo	2021 04:15 PM EST	04/06/2021 11:00 AM EDT	>

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**Step 8:** The solicitations are now filtered by the appropriate classification and method. This will allow you to focus on the event types most relevant to the work you do.

**Thank you for reviewing UofSC’s solicitation opportunities!**



The screenshot shows the 'Solicitations' page in the UofSC system. A 'Filters' dialog box is open, allowing users to refine their search. The dialog includes the following options:

- View Solicitations By:** All Events (dropdown)
- Sealed Solicitations Only:** No (toggle)
- Classification:** GS (text input)
- Method:** RFP (text input)
- Solicitation ID:** (text input)
- Solicitation Name (contains):** (text input)
- Ending in:** (text input) days

The background shows a table of 13 rows of solicitation data with columns for Date, End Date, and Details. A red circle with the number '7' is placed over the 'Done' button in the top right corner of the 'Filters' dialog box.