



Hawaii State Department of Education

Request for Quotations

HePS Reference Guide

This abbreviated version of the *HePS Request for Quotations Reference Guide* covers only the essential basics of creating, amending, and awarding a small purchasing Request for Quotation. It is not intended to cover all the functions of the HePS system nor explain all of the options or variations available to a buyer. A comprehensive **Buyer Manual** is available online within the HePS system, located under the **Main** tab on the menu bar.

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Part 1 - Creating and Releasing an RFQ

This section covers filling out basic header information (due dates, delivery and billing address), choosing and customizing the product or service (including attachments), selecting vendors, adding solicitation instructions and the response due date, and releasing the solicitation to the internet.

To begin, click on the **Create a Solicitation** Icon and choose **RFQ** from the popup



The Solicitation Header has 7 Steps.
Placing your cursor on the **Step number** will provide an explanation in a popup.

Step 1 – Optional Document Tracker Information – numbers or text

Step 2 – Optional Contact person for this solicitation – buyer is the default

Step 3 – Required Delivery Date or Start and End of Contract

Optional Priority – Normal or Rush flag will appear on emails to approvers

Freight and FOB information, the standard default is already set

Step 4 – Choose a Delivery Point or Create a New One from the drop down – Click on button to view info

Step 5 – Choose a Billing Point or Create a New One from the drop down – Click on button to view info

Optional P-Card Information

Step 6 - Optional Internal Notes

Step 7 – Save and Get Items

Solicitation Manager **Create** Awards Manager Award History Approvals Manager Miscellaneous Create New Solicitation
Terms Contact Us Help Logout

Hawaii State DOE
1390 Miller St.
Honolulu, HI 96813

eRFQ Solicitation Header

STEP 1: DOCUMENT INFORMATION

Document Date:
FRI MAY 15, 2009 11:27:46 AM HST

Document No.: 02008007525

Optional Reference No.:

STEP 2: REQUISITIONER INFORMATION

Requested By:
State of Hawaii

Agent: HAWAII BUYER 1

Telephone No.: 808-555-1212

Fax No.: 808-555-1213

Email Address: tpierce@sicomm.net

STEP 3: CONTACT INFORMATION

Search For Agency Users:

Enter a Last Name To Search By:

HAWAII BUYER 1

808-555-1212

808-555-1213

tpierce@sicomm.net

STEP 3-1: PRODUCT OR SERVICE - DATES AND FREIGHT INFORMATION

REQUIRED DELIVERY DATE: * **STEP 3-1**

05/03/2009

Priority: Normal

OR

LENGTH OF CONTRACT: * **STEP 3-1**

Start of Service Date: MM/DD/YYYY

End of Service Date: MM/DD/YYYY

STEP 3-2: FREIGHT: * **STEP 3-2**

Freight / Handling Included in Price

Destination:

FOB Location:

STEP 4: DELIVERY POINT INFORMATION

MANDATORY: *

Deliver To:
TEST

STEP 5: BILLING INFORMATION

MANDATORY: *

Bill To:
Bill To Delivery Point

STEP 6: OPTIONAL DOCUMENT NOTES | (FOR INTERNAL USE ONLY) **OPTIONAL**

STEP 7: SAVE ALL AND GET ITEMS >>

Step 8 – Choose a product or service that you are procuring by typing in a word and clicking on GO (or enter)

This will display all the instances where the word appears in the commodity coding system. Codes are used to identify which vendors will be sent notification of the solicitation

You may also enter the commodity code number if you know what it is.

Step 8 continued – Select the appropriate item or service.

The description you have chosen will be placed back into the form for your customization, it does not have to be exactly what you want at this time, just the right general category

Commodity Codes 001 through 899 are products – Commodity Codes 900 through 999 are services. The purpose of the coding is for the system to identify which vendors will get the email notification

Select	Class	Item	Get Selected Item Now:	Description
<input type="checkbox"/>	975	21	no	BOAT AND MOTOR RENTALS
<input type="checkbox"/>	120	16		BOAT BAILERS
<input type="checkbox"/>	120	18		BOAT COMPONENTS
<input type="checkbox"/>	959	34		BOAT CONSTRUCTION SERVICES
<input type="checkbox"/>	971	04		BOAT DOCK/MARINA SPACE RENTALS
<input type="checkbox"/>	120	19		BOAT FENDERS
<input type="checkbox"/>	120	40		BOAT FUEL TANKS
Select	Class	Item	Get Selected Item Now:	Description
<input type="checkbox"/>	120	44		BOAT HARDWARE AND SUPPLIES
<input type="checkbox"/>	959	76		BOAT LAUNCHING SERVICES
<input type="checkbox"/>	959	76		BOAT LIFTING SERVICES
<input type="checkbox"/>	959	24		BOAT MAINTENANCE AND REPAIR
<input type="checkbox"/>	120	75		BOAT MOTOR PROPELLERS
<input type="checkbox"/>	120	20		BOAT RAMPS AND PARTS
<input type="checkbox"/>	120	82		BOAT SAILS

Step 9 - Enter a Quantity and Unit of Measure – you may change the unit of measure using a drop down list

Now that a quantity has been entered you can split the items to various delivery locations – Click on the Alternate Line Item Delivery Point button to split quantities and assign new Delivery Points

Enter the Estimated Total Price of the item or service – for internal use only, not seen by vendors

Optional Allowable variation in Quantity may be entered


Optional tracking number for the item may be entered

Step 10 – Customize the description, up to 6,800 characters may be used (about one page in a word document) to describe the item or service

The custom description may be saved for future use by using the **Save Custom Description** drop down - Select **YES** to save

If the commodity code is not correct, you may choose another one by starting a new search in the bottom frame.

Solicitation Manager
Create
Awards Manager
Award History
Approvals Manager
Miscellaneous
CAPTURE DATA
Items
Contact Us
Help
Logout



Hawaii State DOE
1390 Miller St.
Honolulu, HI 96813

State Procurement Office

eRFQ Solicitation Item Information

Adding New Solicitation Item.

STEP 9
close
MANDATORY: *

Quantity:

1

EACH (EA)

Alternate Line Item Delivery Point(0) >>

Estimated Price: MANDATORY Approvals

\$ 35500

Total Estimated Price All Items: 35500

Allowable Variation in Quantity:

0

%

eg. .0875 = 8.75

Document Information:

Document Nbr.: D2008007525

Item No.: 001

Reference Number:

STEP 10 COMMODITY INFORMATION
close

Commodity Code: 120-23--
Save Custom Description

Description > *

Power Boats, 25 feet, twin engine, 500cc, as per attached specifications

6,800 characters maximum 72

STEP 11 FILE ATTACHMENTS(0)
close

Click here to attach files. Manage Solicitation Attachments 2 below. On Req: 2

Filename	Description	On Req	Add to Solicitation
Instructions.doc	Specifications for Power Boat	No	<input checked="" type="checkbox"/>
Boat.jpg	Picture of Boat	No	<input checked="" type="checkbox"/>

STEP 12 FUNDING INFORMATION
Click to enter a Single Fund Citation
or, enter the number
of Multiple Fund Citations needed and click GO >>

STEP 13 NOTES | (FOR INTERNAL USE ONLY)
open

STEP 14
Select an
Select an ACTION below
and
execute action >>
CLICK ONCE ONLY

Step 11 - Optionally, you may add attachments by clicking on the Click [here](#) to attach files link

Click **Browse** and find your files

Enter in a description for the file in the space indicated

Click the **Upload** File button

The uploaded file will be indicated in the box and may be viewed or deleted by clicking on the **Manage Solicitation Attachments** link

Additional files may be attached by clicking the link again

Any type of file may be uploaded except executable files (exe)

Any size file may be uploaded by the buyer but large files exceeding 4MBs are not recommended as vendors may have difficulty viewing and downloading them – large files may be broken up into smaller files if necessary

File descriptions may optionally be added.

Hawaii State DOE
1390 Miller St.
Honolulu, HI 96813

eRFQ Solicitation Item Information

Adding New Solicitation Item.

STEP 9 **MANDATORY:**

Quantity: *
EACH (EA) *

Estimated Price: **MANDATORY** **Approvals**
\$ 35500
Total Estimated Price All Items: 35500
Allowable Variation in Quantity:

Document Information:
Document Nbr.: D2008007525
Item No.: 001
Reference Number:

Alternate Line Item:

STEP 10 COMMODITY INFORMATION

Commodity Code: 120
Power Boats, 25
6,800 character

Document Attachments

Add a file description for the file to be uploaded, here or below on the main page.

Enter File Description:

Select file:

STEP 11 FILE ATTACHMENTS(0)

Click [here](#) to attach files. [Manage Solicitation Attachments](#) 2 below. On Req: 2

Filename	Description	On Req	Add to Solicitation
Instructions.doc	Specifications for Power Boat	No	<input checked="" type="checkbox"/>
Beach.jpg	Picture of Boat	No	<input checked="" type="checkbox"/>

STEP 12 FUNDING INFORMATION or, enter the number of Multiple Fund Citations needed and click

Step 12 - Optionally, you may add Account Coding/Fund Citations to the solicitation

Click **Open Single Fund Citation** button to open this area

Enter coding - Coding may be saved for future use and will be displayed in a drop down list called **Valid Cost Accounts**

To enter more than one line of coding, start by entering the number of lines needed and then click **GO** – for example; the number 4 will produce 4 lines of coding information

Multiple lines of coding allows funds to be split by percentage, estimated dollars, or quantity

Step 13 – Optional internal notes may be added

Step 14 – Select an Action by choosing from the drop down:

Save Item 001/Select Item 002 - back to Step 8 to add another item

Create eRFQ/Save eRFQ Item – continues the solicitation creation process

Delete Document – erases everything

Click **Execute** to continue

6,800 characters maximum 72

STEP 11 FILE ATTACHMENTS(0) close

Click [here](#) to attach files. [Manage Solicitation Attachments](#) 2 below. On Req: 2

Filename	Description	On Req	Add to Solicitation
Instructions.doc:	Specifications for Power Boat	No	<input checked="" type="checkbox"/>
Beach.jpg:	Picture of Boat	No	<input checked="" type="checkbox"/>

STEP 12 FUNDING INFORMATION Close Single Fund Citation View or, enter the number of Multiple Fund Citations needed and click **GO >>**

Single Fund Citation Information > Toggle Original Single Citations Values Click each header to view available values.

F/YR/APP/D	Object	CC (Cost Center)	Project Number	PH (Project Phase)	Activity
1234	56	1234	123666	24	788889

Enter Object Code Description 1234 - 56 - 1234 - 123666 - 24 - 788889 Save Above Account

STEP 13 NOTES | (FOR INTERNAL USE ONLY) open

STEP 14 Select an **Select an ACTION below.** and **execute action >>** **CLICK ONCE ONLY**

mNet, Inc. All Rights Reserved.
2 - Fri, 15 May 2009 hibuyer1

Save Item 001 / Select Item 002
Create eRFQ / Save eRFQ Item
Delete Document

Internet | Protected Mode: On

In Steps 1–14 you have created all the elements found in a basic requisition

In order to turn this information into a Solicitation there are 5 more mandatory steps (numbered as **Steps 1-5** on this page) and a few optional ones

You may also review and edit all information entered so far

This page uses collapsed functionality meaning that in order to review and edit the information you must click on the underlined links to open that area – clicking on the link again will close the area – clicking on the button called **Open All Areas** in the upper right will open all areas of review at once

To review and edit the information on the line item click on the **Edit** button in the bottom frame – this will covered a few pages later

Steps 1-5 are detailed on the next page

Main Solicitation Manager Create Awards Manager Award History Approvals Manager Miscellaneous

Line Items Contact Us Help Logout

Hawaii State DOE
1390 Miller St.
Honolulu, HI 96813

Request for Quotation

Fri May 15 11:35:25 UTC-1000 2009

Open All Areas Assign/Manage pCard Scroll Down

No approval route found.
Requisition R2008005856 Created for Document D2008007525.
Assigned for eRFQ Solicitation creation.

Detail Item Updated
Document: D2008007525 Item: 001 Qty: 1 UOM: EA NIGP: 12023
Total Est Amnt: \$35500 Item Est Amnt: \$35500 Created by: hbuyer1

Solicitation Nbr: Q2008010197
Reference Number:

Requisition Nbr: R2008005856
Document Nbr: D2008007525

MANDATORY SOLICITATION SECTIONS (Click a link below or click [here](#) to toggle all mandatory areas)

Review / Edit [Solicitation Release Information](#) STEP 1

Review / Edit [Billing And Shipping Locations](#) STEP 2

Review / Edit [Solicitation Vendor Instructions](#) STEP 3

Establish / Review / Edit [Custom Solicitation Title and Description](#) STEP 4

Review / Edit [Solicitation Geographic Location/Category](#) STEP 5

OPTIONAL SOLICITATION SECTIONS

Review / Edit [Contact and Buyer Information](#)

Review / Edit [Header Notes](#)

Review / Edit [Line Item\(s\) Quick Edit](#)

Establish / Review / Edit [Pre-Bid Conference](#)

Establish / Review / Edit [Questions / Answer Section](#)

Mandatory Step 1

Item Response - if the solicitation has multiple line items you can set the system to require vendors to respond to all line item (**all or none**) or allow for **individual response** using the drop down selection

Select Solicitation Recipients - vendors may be selected using either **Agency Domiciled Vendors** (meaning Hawaii only) or **All Registered Vendors** (entire system including the mainland and foreign countries) – selected vendors may be viewed by clicking on the **Review Above Recipients** button – there is an option to add additional registered vendors to this list

Solicitation Email Date - optionally, the solicitation may be kept on hold until the date entered for its release – the default is today's date

Solicitation Responses Due - Enter a due date and time (closing date) – system default is 4:30 PM HST

Solicitation Header File Attachments - optionally header files may be added – these are not the same as the line item files you may have added earlier

Review **Required Delivery Date** or **Length of Contract** and **Freight** info – edit if necessary

The screenshot displays the 'MANDATORY SOLICITATION SECTIONS' web form. At the top is a navigation bar with links: Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a sub-header 'MANDATORY SOLICITATION SECTIONS' with a note to click a link or 'here' to toggle all mandatory areas. The form is divided into several sections:

- Review / Edit Solicitation Release Information STEP 1**: Includes 'Items Response' (All or none items response), 'Est TTL Amount: \$25320', 'Allow Alternate bids: NO', and 'Select Solicitation Recipients' (Agency Domiciled Vendors, Review Above Recipients, Help).
- Only Agency Domiciled Vendors will receive email notification of this opportunity. This solicitation will only be available to Agency Domiciled Vendors logging in and reviewing their Opportunities. Click here to change.**
- Solicitation Email Date**: 12/03/2007, Y After Any Approvals.
- Solicitation Responses Due**: NO LATER THAN 5:30 on: 12/25/2007, (Override Close Time).
- Solicitation Header File Attachments**: Click here to attach files, Manage Attachments 0 below.
- Required Delivery Date**: Delivery Date: 01/30/2008, Y, Priority: Normal.
- Length Of Contract**: Start of Contract: MM/DD/YYYY, Y, End of Contract: MM/DD/YYYY, Y.
- Freight**: Freight / Handling Included in Price, Destination, FOB Location.

Below these sections is a delivery information bar: Bill To: DEFAULT View, Selected DEFAULT, Click to reset. Deliver to: Headquarters View, Selected Headquarters, Click to reset.

Review / Edit Solicitation Vendor Instructions STEP 3

Solicitation Instructions

Mandatory Instructions are automatically included on the Solicitation

Mandatory	Instruction(s)
*	PLEASE DO NOT RESPOND TO THIS SOLICITATION. IT IS FOR DEMONSTRATION PURPOSES ONLY. This is a demonstration solicitation. It will not be awarded. Items and quantities are fictitious.
*	Here is an example of a mandatory default instruction.
Optional	Instruction(s)

Mandatory Step 2

Review and edit if necessary the **Bill To** and **Deliver To** information that was selected earlier

Mandatory Step 3

Choose Solicitation Instructions – there are a number of **mandatory** instructions for vendors that will automatically appear on your solicitation (transaction fee, tax requirements, upload and download instructions, etc.)

In addition there may be a number of **optional** pre-built instructions that you may choose to add to the solicitation by clicking on the square box on the left side of the instruction

There is also a box for you to enter in **additional instructions** or information that you may need – please contact your system administrator if you would like to have additional mandatory or optional instructions added to the list for future use

Mandatory Step 4

Enter a title for the solicitation – only the title is mandatory, the title description is optional

Mandatory Step 5

Check the counties(s) where the goods or services are to be delivered. Chose a category from the dropdown selection.

The screenshot displays the 'MANDATORY SOLICITATION SECTIONS' of the eRFx system. The top navigation bar includes links for Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CREATURE DATA. Below this, a series of links allows navigation between steps: Review / Edit Solicitation Release Information (STEP 1), Review / Edit Billing And Shipping Locations (STEP 2), Review / Edit Solicitation Vendor Instructions (STEP 3), and Establish / Review / Edit Custom Solicitation Title and Description (STEP 4). The current step, STEP 3, is titled 'Solicitation Instructions' and states that mandatory instructions are automatically included. A table lists these instructions, including Transaction Fees, SOSA incorporation, contact information, taxes, and the offer deemed firm. Below the mandatory instructions, there are fields for 'Custom Title' (containing 'Power Boat') and 'Custom Description'. The bottom section, 'OPTIONAL SOLICITATION SECTIONS', includes a link for 'Contact and Buyer Information' and 'Header Notes'. At the very bottom, there are checkboxes for 'Counties' (Statewide, Honolulu, Maui, Hawaii, Kauai) and a 'Category' dropdown menu.

Main Solicitation Manager Create Awards Manager Award History Approvals Manager Miscellaneous CREATURE DATA
eRFx Solicitation Abstract Manual Entry Manual Requisition Line Items Direct PO Contact Us Help Logout

MANDATORY SOLICITATION SECTIONS (CLICK A LINK BELOW OR CLICK [here](#) TO TOGGLE ALL MANDATORY AREAS)

Review / Edit Solicitation Release Information STEP 1

Review / Edit Billing And Shipping Locations STEP 2

Bill To: View <--- Selected , Click to reset. Deliver to: View <--- Selected (DEFAULT), Click to view.

Review / Edit Solicitation Vendor Instructions STEP 3

Solicitation Instructions
Mandatory Instructions are automatically included on the Solicitation

Mandatory	Instruction(s)
*	TRANSACTION FEES: In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.85% (.0085), capped at \$5,000, to Sicommlet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the State of Hawaii pCard, Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment must be made to Sicommlet within thirty (30) days from receipt of invoice.
*	The SOSA is hereby incorporated by reference into this Electronic Solicitation as if set forth herein in its entirety, and is located on the Internet at www.sicomm.net . Failure by any Vendor to obtain a copy of the SOSA shall in no way constitute or be deemed a waiver by the HePS Contractor or the State of Hawaii for a vendor's failure to consider this document in its response to the Electronic Solicitation.
*	Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Buyer listed.
*	TAXES SHALL BE INCLUDED IN PRICE WHEN APPLICABLE: Vendors are advised that they may be liable for Hawaii state taxes including Hawaii General Excise Tax (.4%) and the applicable Use tax (.5%). Note that for the City and County of Honolulu (the island of Oahu), there is an additional .5% County Surcharge Tax (CST). Unless otherwise stated in the solicitation, offers for goods or services subject Hawaii taxes shall include all applicable taxes in the price offered.
	For more information on taxes, please contact the Hawaii State Department of Taxation at (808) 587-4242 or 1-800-222-3229 or visit their website .
	OFFER DEEMED FIRM: Submission of an electronic response to the State of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the State of Hawaii at the price shown in the response and under the State's Terms and Conditions.

MANDATORY SOLICITATION SECTIONS (CLICK A LINK BELOW OR CLICK [here](#) TO TOGGLE ALL MANDATORY AREAS)

Review / Edit Solicitation Release Information STEP 1

Review / Edit Billing And Shipping Locations STEP 2

Review / Edit Solicitation Vendor Instructions STEP 3

Establish / Review / Edit Custom Solicitation Title and Description STEP 4

Custom Title:

Custom Description:

Review / Edit Solicitation Geographic Location/Category STEP 5

Counties: Statewide: ☐ Honolulu: ☒ Maui: ☐ Hawaii: ☐ Kauai: ☐ Category: Choose A Category

OPTIONAL SOLICITATION SECTIONS

Review / Edit Contact and Buyer Information

Review / Edit Header Notes

Optional Solicitation Sections The following areas are all optional features that may be used in creating your solicitation:

Contact and Buyer Information – review and edit as necessary

Header Notes – review and edit as necessary

Line Item Quick Edit – allows you to change quantities, unit of measure, and estimated dollar amount, but not description

Optional Solicitation Tile and Description – may be added

Pre-Bid Conference – used for notifying vendors of a pre-bid conference or pre-site visit requirements – choose a date, time, place, and add notes

Questions/Answer Section – allows for vendors to submit questions online – choose to show the vendors name, a deadline for question submittal, and a time at which your answers will be published to all vendors

Prior to completion the line item may be reviewed and edited also – see the next page for information or to complete the solicitation choose:

Release Solicitation - sends it to approval routing or to the internet

File Solicitation for later action – will save and place it in Solicitation Manager/On Hold for future edits

The screenshot displays the HePS Solicitation Manager interface. At the top is a navigation bar with links: Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and a CAPTURE button. Below this is a section titled 'OPTIONAL SOLICITATION SECTIONS' with a link to 'Review / Edit Contact and Buyer Information'.

The 'Contact and Buyer Information' section contains fields for:

- Contact Person: HAWAII BUYER 1
- Phone Nbr: 808-555-1212
- Email Address: fpierce@sicomm.net
- Fax Nbr: 808-555-1213
- Buyer: HAWAII BUYER 1
- Phone Nbr: 808-555-1212
- Email Address: fpierce@sicomm.net
- Fax Nbr: 808-555-1213

Below this is a link to 'Review / Edit Header Notes'.

The 'Review / Edit Line Item(s) Quick Edit' section features a table for editing line items. A message states: 'Select Item from below frame for editing of: Fund Citations, Delivery Points, File Attachments, Descriptions, Notes. Enter fields to change. Fields not being changed do not need to be re-entered, they will retain the values shown in red.' The table has columns: Save Chges, Item, Reference Number, Quantity, UOM, and Est Total Amnt. The first row shows Item 001, Reference Number 0, Quantity (1), UOM (EA), and Est Total Amnt (35500). The original value for the estimate is shown in red as 35500.

The 'Establish / Review / Edit Pre-Bid Conference' section includes:

- Date: 06/30/2009
- Conference Time: 11:00 AM
- Responses Due: 07/15/2009
- Location: State of Hawaii, State Procurement Office, 1151 Punchbowl St., Room 230A, Honolulu, HI 96813
- Notes: Parking will validated - attendance is not mandatory but highly recommended

The 'Establish / Review / Edit Questions / Answer Section' section includes:

- Include Solicitation Questions Area on Solicitation: Yes (selected) / No
- Responses Due: 07/15/2009 Today: Fri May 15, 2009
- Vendor's name will be displayed with answers: Yes / No (selected)
- Questions Deadline: 06/29/2009
- Answers Published: 07/07/2009
- Notes Displayed to Vendors: Please enter all questions using the HePS solicitation Q&A functionality

At the bottom, there are three buttons: 'Preview Vendor Solicitation Q2008010197', 'Release Solicitation Q2008010197', and 'File Solicitation Q2008010197 for later action'. A fourth button, 'Close Solicitation Q2008010197 - no action', is also present.

Line Item Edit

Prior to release of the solicitation the line items(s) may be reviewed and edit if necessary – the options include changing the quantity, unit of measure, editing the description, editing attachments, changing the commodity code, and adding additional line items

Click on the **Edit** button in the bottom frame in the line item area. The process is the same as Steps 9-14.

Editing the Existing Line Item – click on the Click [here](#) to continue with commodity number which will open a different window with the same Steps 9-14

Choose a Different Commodity – Click [here](#) to choose a different commodity - allows you to select a new commodity code to replace the existing one – the process is the same as in Steps 8-14

Adding Another Line Item – Click on the Add Item 2 button in the center of the bottom frame – the process is the same as Steps 8-14

Mon Jan 28

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- req_handler_index - Tue, 29 Jan 2008 hibuyer1

SOLICITATION
Solicitation Rel
Billing And Ship
Solicitation Ven
SOLICITATION SE
Contact and Bu
2007008202 Ite
Delete

mNet, Inc. All Rights
t - Tue, 29 Jan 2

Requisition R200800905 Items Approved: Select by clicking the button adjacent the required item. Add Item 2

View	Edit	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
			AGENCY	fpbuyer	001	25320	12023	BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES Boats, Over 21 Feet (Including	Mon Dec 03 2007

When all reviews and edits are done, click the **Release Solicitation Q200900000** button in the upper frame.

The solicitation will be checked for approval routing.

The solicitation will be displayed on the **On Internet** page. The **vendor view** of the solicitation will appear as separate window and allow you to see your solicitation as the vendor sees it. The pink area will contain information about whether the solicitation has been released to the internet or has been sent to approval touting.

If in approval routing, you will get an email confirmation that the solicitation has been released when the last approver has approved it.

The **On Internet** page displays information about the solicitation including; number of responses, list of vendors emailed, questions and answers, pre-bid conference. It is where amendments are done (**Amend**) and when a solicitation can be cancelled (**Remove**). It has a link to the actual view that a vendor sees (**Vendor View**).

	Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA
	New In Work On Hold On Internet Awaiting Award Awarded Find Contact Us Help Logout

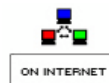


Hawaii State DOE
1390 Miller St.
Honolulu, HI 96813

On the Internet Solicitations: Select a function by clicking the button or link for the Document. Exclude Not Currently On Internet Solicitations Toggle Detail												
No Approval Routes Found. Solicitation: Q200800700 released to the Internet. By: FRANK PIERCE Tele:808-341-8782 Email: fpierce@sicomm.net Email Notifications Date: 12/13/2007 Solicitation Due Date: 12/27/2007 (Requisition Nbr: R200800982 Document Nbr: D200801558)												
View RFX	Vendor View	Responses	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	0 / 	Edit Release	Remove	AGENCY	PIERCE ETA: \$12500	RFQ	Q200800436	R200800611	D200800982	2	00
AMENDMENT IN PROCESS This Solicitation is not visible to vendors on the Internet. It needs to be released.												
NIGP / Description:		16520: Deep Fat Fryers - changed description testing										
Solicitation Closes: Wed Nov 14 2007 5:30 PM Solicitation Files Attached: Header: Item 001: TestDocumentWord2007.docx tes2.xlsx												
View	View	14 / 	Amend	Remove	AGENCY	PIERCE ETA: \$12500	RFQ	Q200800483	R200800654	D200801072	1	01 
NIGP / Description:		04008: Bid to supply cages for the trapping and sheltering of endangered monk seals.										
Solicitation Closes: Fri Nov 30 2007 5:30 PM Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 11/14/2007 Answers Due Date: 11/15/2007 CA State Vendors Only: Click here to view member configuration. Emails and BidBoards only for vendors domiciled in CA Solicitation Files Attached: Header:												

Part 2 – Amending and Managing your Solicitation

This section covers how to amend a solicitation that is on the internet. It allows for every aspect of the solicitation to be reviewed and edited as necessary. Vendors are notified by email of all amendments and the system tracks all changes.



To begin, click on the **On Internet** Icon

Amending a Solicitation

All parts of a solicitation may be reviewed, edited, or amended as necessary – in addition this page contains this information:

Click on the **small round button** next the number of responses to view names of vendors who have responded – prices are not displayed




Pre-Bid Conference – vendors may optionally signup to attend. Click on the **check box** to view attendees

Question/Answer Period – Click **here** to view and respond to vendor questions

Vendors – if Agency Domiciled Vendor option was chosen, click on **here** to review that list

Solicitation Files – click on the link to view your attachments

To begin amending a solicitation, click on the word **Amend** which is a link.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA												
New In Work On Hold On Internet Awaiting Award Awarded Find Consolidation Mgmt Contact Us Help Logout												
 <div>Hawaii State DOE 1390 Miller St. Honolulu, HI 96813</div>												
Internet Solicitations: Select a function by clicking the button or link for the Document. Display All Internet Related Solicitations Toggle Detail												
View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	4 / 	Amend	Remove	AGENCY	Pierce ETA: \$125000	RFI	I2008002533	R2008005292	D2008006773	1	01
Classic NIGP / Description: 95262: Mental Health Services												
HePS PNS: Oahu Category: Goods & Services												
Solicitation Closes: Mon Sep 15 2008 4:30 PM												
Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/08/2008 at 1:30 PM Review undefined Registered Attendees: <input type="checkbox"/>												
Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 09/03/2008 Answers Due Date: 09/09/2008												
Solicitation Files Attached: Header:												
Item 001: Attendees 8-5.xls Scope of Work. Mental Health Services												
View	View	0 / 	Amend	Remove	AGENCY	Pierce ETA: \$89000	RFP	P2008002571	R2008005320	D2008006808	1	01
NIGP / Description: 94874: Professional Medical Services												
HePS PNS: Oahu Category: Professional Services												
Solicitation Closes: Mon Sep 08 2008 4:30 PM												
Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/04/2008 at 3:30 PM Review undefined Registered Attendees: <input type="checkbox"/>												
Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 09/15/2008 Answers Due Date: 09/18/2008												
Solicitation Files Attached: Header:												
Item 001: On Intern Vendor View.doc Medical Services RFP Line Item Amendment Blank Screen.doc Special Terms and Conditions												

Amending a solicitation

Before you begin the amendment a separate popup window will appear called the **Vendor Response Tracker**. It shows

- Vendors who have already responded
- Vendors who were emailed the solicitation (**Review Email Recipients** button)
- Vendor who have opened their email or logged in and viewed the solicitation (**Review Vendors Who Viewed Solicitation Detail** button)

To continue the amendment process close this informational window..

This window can be opened at any time by clicking on the **Toggle Responsees View** button.

The screenshot shows a web application interface for the Hawaii State DOE. A popup window titled "Amendment Recipients - Windows Internet Explorer" is open, displaying a table of vendors who have responded to solicitation Q2008010165. The table includes columns for Vendor Name, Vendor ID, Recipient, Date Emailed, Date Accessed, Version, and Download IP Address. There are four vendors listed, all with a version of 02. The window also includes buttons for "Review 12 Email Recipients" and "Review 0 Vendors Who Viewed Solicitation Detail".

Vendor Name	Vendor ID	Recipient	Date Emailed	Date Accessed	Version	Download IP Address
HAWAII VENDOR 1	P00000000003	John Doe	TUE MAY 12, 2009 05:50:03 PM HST	TUE MAY 12, 2009 06:13:14 PM HST	02	132.160.192.10
HAWAII VENDOR 3	P00000000004	John Smith	TUE MAY 12, 2009 05:50:04 PM HST	TUE MAY 12, 2009 06:13:15 PM HST	02	132.160.192.10
HAWAII VENDOR 3	P00000000005	Alice Wonderland	TUE MAY 12, 2009 05:50:07 PM HST	TUE MAY 12, 2009 06:13:15 PM HST	02	132.160.192.10
HAWAII VENDOR	P00000000002	Aloha Taylor	TUE MAY 12, 2009 05:50:08 PM HST	THU MAY 07, 2009 03:31:15 PM HST	00	132.160.192.10

4 Vendors responded to this Solicitation

Buttons: Review 12 Email Recipients, Review 0 Vendors Who Viewed Solicitation Detail, Close

Mandatory Step 1

Before anything can be changed on the page you must first enter in a reason for the amendment by typing in your reason in the **REASON TEXT** box. This information is included on email notifications to the vendor regarding your amendment.

Mandatory Steps 2-6 may be reviewed and edited. Click on the text links to open those areas.

Optional Solicitation Sections may be opened by clicking on the text links.

To amend information on the line item (quantity, unit of measure, description, attachments, commodity code) click on the **Amend** button in the lower frame. The process is the same as when you were editing the original solicitation described earlier on Page 13.

To add another line item, click on the **Add Item 2** button in the center of the page in the lower frame. The process is the same as described earlier in Steps 8-14.

To finish and release the amendment, click on the **Release Amended Solicitation** button or you may choose to save your changes and **File Amended Solicitation for Future Release**.

The screenshot displays the 'Solicitation Manager' interface. At the top is a navigation bar with tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a sub-menu with: New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Consolidation Mgmt, Contact Us, Help, and Logout.

The main content area is titled 'MANDATORY AMENDMENT REASON SECTION'. It includes a link 'Review / Edit Amendment Information' with a magnifying glass icon and 'STEP 1'. Below this is a text box for 'Solicitation Amendment 03 / CHANGE REASON TEXT (displayed on solicitation)'.

Below the text box is a section for 'View Past Amendments' with 'Current Ver. 02' and 'Amendment Reason: extend closing date'.

The next section is 'MANDATORY SOLICITATION SECTIONS' with a note '(Click a LINK BELOW OR Click here TO TOGGLE ALL MANDATORY AREAS)'. It contains several links: 'Review / Edit Solicitation Release Information' (STEP 2), 'Review / Edit Billing And Shipping Locations' (STEP 3), 'Review / Edit Solicitation Vendor Instructions' (STEP 4), 'Review / Edit Custom Solicitation Title and Description' (STEP 5) with a red link 'Custom Title or Description Exists', 'Review / Edit Solicitation Islands/Category' (STEP 6), 'Review / Edit Contact and Buyer Information', 'Review / Edit Header Notes', 'Review / Edit Line Item(s) Quick Edit', 'Establish / Review / Edit Pre-Bid Conference' with red links 'The Bid Conference has passed.' and 'Pre-Bid Conference Exists', and 'Establish / Review / Edit Questions / Answer Section' with red links 'The Question/Answers Period has passed.' and 'Q & A's Exist'.

Below these sections are three buttons: 'Preview Vendor Solicitation Q2008009300 - 03', 'Release Amended Solicitation Q2008009300 - 03', and 'File Amended Solicitation Q2008009300 - 03 Save for Future Release'.

At the bottom is a table titled 'Solicitation Q2008009300 Items On the Internet: Select by clicking the button adjacent the required item. Add Item 2'. The table has columns: View, Responses, Amend, Delete, Dept, User LName, Item, Est Amnt, Commodity, Short Description, and Create Date. The first row shows: 6 / 1, AGENCY, Pierce, 001, 125000, 8016055750, and 'SIGNS, CONSTRUCTION WARNING ORANGE, DIAMOND W/BLACK BORDER, 30 IN., HIGH INTENS' with a 'Create Date' of 'Wed May 23 2007'.

The amended solicitation may be checked for approval routing just like the original release depending upon your internal setup.

If approval routing is found, you will receive an email notification when it is approved and released.

It will again be displayed on the **On Internet** page.

Notice that the **Current Version** has changed to **01**. The small magnifying glass icon opens a display of the previous version reasons.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA												
New In Work On Hold On Internet Awaiting Award Awarded Find Consolidation Mgmt Contact Us Help Logout												
Internet Solicitations: Select a function by clicking the button or link for the Document. Display All Internet Related Solicitations Toggle Detail												
View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	4 /	Amend	Remove	AGENCY	Pierce ETA: \$125000	RFI	I2008002533	R2008005292	D2008006773	1	01
<p>Classic NIGP / Description: 95262: Mental Health Services HePS PNS: Oahu Category: Goods & Services Solicitation Closes: Mon Sep 15 2008 4:30 PM Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/08/2008 at 1:30 PM Review undefined Registered Attendees: <input type="checkbox"/> Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 09/03/2008 Answers Due Date: 09/09/2008 Solicitation Files Attached: Header: Item 001: Attendees 8-5.xls Scope of Work, Mental Health Ser</p>												
View	View	0 /	Amend	Remove	AGENCY	Pierce ETA: \$89000					08	1 01
<p>NIGP / Description: 94874: Professional Medical Services HePS PNS: Oahu Category: Professional Services Solicitation Closes: Mon Sep 08 2008 4:30 PM Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/04/2008 at 3:30 PM Review u Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 09/15/2008 Answers Due Date: 09/18/2008 Solicitation Files Attached: Header: Item 001: On Intern Vendor View.doc Medical Services RFP Line Item Amendment Blank Screen.doc Special Terms and Conditions</p>												
View	View	6 /	Amend	Remove	AGENCY	Pierce ETA: \$5000	RFQ	Q2008008940	R2008004483	D2008005434	1	03
<p>NIGP / Description: 42560: Office Furniture HePS PNS: Statewide Category: Goods & Services Solicitation Closes: Wed Oct 01 2008 4:30 PM HI State Vendors Only: Click here to view member configuration. Emails and Vendor View only for vendors domiciled in HI</p>												
View	View	6 /	Amend	Remove	AGENCY	Pierce ETA: \$120009	RFQ	Q2008009300	R2008004841	D2008006073	1	02
<p>NIGP / Description: 80160: Construction Warning Signs HePS PNS: Maui Category: Goods & Services Solicitation Closes: Fri Nov 28 2008 2:00 PM</p>												

Hawaii State DOE
1390 Miller St.
Honolulu, HI 96813

Solicitation Title: Power Boat
Solicitation Nbr: Q2008018197
Reference Number:
Requisition Nbr: R2008005434
Document Nbr: D2008007325

IMPORTANT NOTIFICATION: You have not yet responded to this Solicitation.
Solicitation Date of Issue: FRI MAY 15, 2009
Response Due NO LATER THAN: WED JUN 15, 2009 04:30:00 PM HST
THIS SOLICITATION REQUIRES A RESPONSE TO ALL ITEMS
Required Delivery Date: 06/03/2009

Deleting or removing a solicitation that is on the internet is done by clicking on the word **Remove**.

The **Remove** functions are:

Permanently Delete this Solicitation - will remove the solicitation from the internet and delete all documents

Stage this solicitation for re- release to On-Hold – vendor responses will be lost

Temporarily take this solicitation offline – vendor responses will be saved and will display when the solicitation is re-released


Demote solicitation to a requisition In-Work – vendor responses will be lost

Close for Award – this will close a solicitation prematurely before the scheduled closing date and should not be used with notifying the vendors of such action using the email section or by amending the solicitation

Cancel Remove Action

It has an optional **email** to vendors that can be used to notify

View	View	0 / 1	Amend	Remove	AGENCY	PIERCE ETA: \$25320	RFQ	Q200800652	R200800905	D200801457	1	00
NIGP / Description:		12023: BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES Boats, Over 21 Feet (Including										
Solicitation Closes: Tue Jan 15 2008 5:30 PM												
Pre-Bid Conference: A Pre-Bid Conference is scheduled for 01/07/2008 at 10:00 AM Review 0 Registered Attendees: <input type="checkbox"/>												
Question/Answer Period:		Click here to review or respond to Vendor Questions Questions Deadline: 01/14/2008 Answers Due Date: 01/17/2008										
CA State Vendors Only: Click here to view member configuration. Emails and BidBoards only for vendors domiciled in CA												
Solicitation Files Attached: Header:												
Item 001: View3.JPG												
1 - 13 of 13												

		Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA										
New		In Work	On Hold	On Internet	Awaiting Award	Awarded	Find	Contact Us	Help	Logout		
Optional vendor notification of cancelled Internet solicitation												
Solicitation: Q200800499												
Subject:												
Email body:												
Email all responding vendors: <input type="checkbox"/> cc self: <input type="checkbox"/>												
Status:		Select a solicitation, enter a subject, body and select a recipient to send.										
		Toggle clear Review email Help Transactions Log Back to On Internet										
Instructions:		Email is not cleared after processing, it can act as a skeleton for other documents. Options include sending a notification to 1: all responding vendors, 2: vendors who received an email notification, 3: yourself or 4: all. To send a notification: select a solicitation, enter the subject, email body and recipient. You will be prompted for missing fields. Verification of sending the email will be requested prior to submission.										
Actions:		Permanently Delete this Solicitation Temporarily take this solicitation offline Stage this solicitation for re-release to On-Hold Demote solicitation to a requisition In-Work Cancel Remove Action Close For Award										

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Close for Award

Closing a solicitation for award is the process in which a solicitation is removed from the internet and staged in the **Awards Manager/Abstract** area so that a buyer may view the responses and create an award. The closing date and time for a solicitation is preset by the buyer prior to releasing the solicitation. At the prescribed time of closing the vendor can no longer access the solicitation and enter a response. However, the solicitation remains on the internet (with a message it is closed and blocked access) until the system processes it and moves the responses to the **Awards Manager/Abstract** area. This process can happen at five (5) different times:

1. When the evening system batch process occurs
2. When **logging in** to the system
3. When clicking on the **Awards Manager** tab
4. When clicking on the **Create an Award** quick link icon and **Close Scheduled OnNet Solicitations** link
5. When clicking on the **Session Summary Awaiting Award** link

Each time one of these methods is used you will get a display telling you if any solicitations were closed for you.

At 04/30/2009 05:59:27 the Following Solicitations Closed for Award

Solicitation: B200800764	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
Solicitation: B200800766	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS
Solicitation: P200800352	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Typ
Solicitation: P200800353	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Typ
Solicitation: Q200800894	CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED, WORK Athletic Clot

At 05/13/2009 10:26:08 the Following Solicitations Closed

Solicitation: B200800787	Beach Rake (towable)
--------------------------	----------------------

Session Summary: Wed May 13 07:2, 7:25:56 A.M. | FRANK PIERCE (fbuyer)

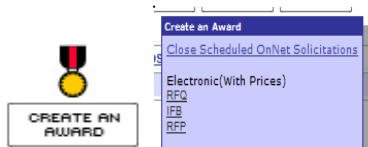
AWARDS		TO APPROVE		DIS-APPROVED					
POs Awaiting Release (0)		Awaiting My Approval (0)		My Disapproved Requisitions (0)		My Disapproved Solicitations (0)		My Disapproved Awards (0)	

Documents / Requisitions / Solicitations				Incomplete Awards		Awaiting Award		Awaiting Award - Classic	
New	InWork (1)	On Hold (1)	On Net (4)	PO Gen (1)	IFB (2)	RFP (1)	RFQ (0)	cIFB (1)	cRFP (0)

Part 3 - Creating an Award

This section covers how to view vendor responses, select a vendor for award, and create the award notification.

To begin, click on the **Create an Award** icon and click on **Close Scheduled OnNet Solicitations** link first and then on the **RFQ** link



Closed solicitations appear as a list in the bottom frame.


To open the solicitation and view the responses click on the **Lump Sum** button. **Line Item (Split Awards)** will be covered on page 29.

Optionally, you may choose to move the solicitation to **On Hold** where you can edit and re-release it or **Delete** the solicitation. This most commonly used when there are no vendor responses.

Enter a check mark in the **first square box** next to the number of responses to move the solicitation on-hold or the **second box** to delete the solicitation. If choosing to delete, you will prompted to enter a reason. Then click on the **Move Selected Solicitations to On Hold/Delete** button.

In addition you may send an optional email to notify vendors of your actions by completing the email in the upper frame.

Confirmation popup messages will appear with an explanation of the actions you are taking.

	Main	Solicitation Manager	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA		
	Abstract >	RFB	RFQ	PO Generator	Auto Release	My pCard Docs	Intent To Award	Contact Us	Help

Optional vendor notification of cancelled solicitation	
Solicitation: Q2008009039	
Subject:	
Email body:	
Email all responding vendors: <input type="checkbox"/> cc self: <input type="checkbox"/>	
Status:	Select a solicitation, enter a subject, body and select a recipient to send.
<input type="button" value="clear"/> <input type="button" value="review email"/>	
Instructions:	<p>This option is only available when a SINGLE document is moved to "On Hold".</p> <p>EMAILS MUST BE ENTERED PRIOR TO PRESSING "Move selected solicitations to On Hold".</p> <p>However as the email is not cleared after sending, it can act as a skeleton for other documents.</p> <p>Options include sending a notification to 1: all responding vendors, 2: yourself or 3: both.</p> <p>To send a notification: select a document, enter the subject, email body and recipient, press the "Move selected solicitations to On Hold" button. You will be prompted for missing fields. Verification of sending the email will be requested prior to submission.</p>

RFQ Solicitations Awaiting Award							
Move selected solicitations to On Hold / Delete				<input type="button" value="Reset"/>	<input type="button" value="Print"/>	<input type="button" value="Back"/>	<input type="button" value="Resolicited Log"/> <input type="button" value="Alt Proposals Log"/>
RFQ Nbr	Delivery Date	<input type="button" value="View Responses"/> <input type="button" value="Lump Sum"/> <input type="button" value="Line Item"/> <input type="button" value="TVL"/>	Responses / Move To On Hold / Delete	Line Items For Award / Awarded	Close Date	Commodity	Short Description
Q2008009039	Fri Dec 25 2009	LS: <input type="radio"/> N/A	10 <input type="checkbox"/> <input checked="" type="checkbox"/>	1 / 0	Fri Dec 18 2009 16:30:00	15505	BUILDING
Deletion Reason: <input type="text"/>		<input type="button" value="Delete"/> Delete. Add a reason. Find In Miscellaneous > History > RFQ					
Q2008009477	Mon Aug 11 2008	LS: <input type="radio"/> N/A	14 <input type="checkbox"/> <input type="checkbox"/>	270	Tue Mar 25 2008 16:30:00	05528	AUTOMOTIVE FANS, CAB FAN,
Q2008009481	Wed Nov 26 2008	LS: <input type="radio"/> N/A	11 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Fri Oct 31 2008 12:30:00	20454	Computer Notebook
Q2008009633	Tue Jul 01 2008	LS: <input type="radio"/> N/A	15 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Fri Jun 27 2008 14:00:00	42560	CHAIRS

Vendor responses are displayed on the **Abstract** page arranged in order from lowest to highest cost. Responses are separated by a dark blue line.

At the bottom of the page you can optionally click to create the abstract page as an **Excel file (cvs)**.

The page shows all relevant information about the vendor and their quotation and has buttons or websites that have information about pre-bid conference, Professional and Vocational Licensing (DCCA), Federal Excluded Parties List, vendor response tracking, and questions and answers.

Intent to Award – opens an email system where you may send a notification of intent or ask for additional documents (Compliance documents). There is also an optional email that can be sent to the non-selected vendors.

Award – is where you choose the awarded vendor and create the award notification.

The vendor's name is a link to their profile information.

Vendor comments and file attachments will appear if a vendor submits that info.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA										
Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout										
LUMP SUM Abstract of Responses for Solicitation #Q2008010184										
Click here to attach a post award file to this solicitations header. This file will be viewable by vendors from the abstract solicitation view after award.										
Solicitation Optional Title: SHEEP										
NIGP Nbr: 04090 Abbreviated Desc: Sheep as per attached										
Delivery Date			Email Date			Due Date			Solicitation Line Items	
Mon Jun 01 2009 00:00:00			Wed Apr 22 2009 14:16:56			Mon May 25 2009 14:00:00			1 TOTAL	
									Requisition Nbr	
									R2008005842	
Estimated Price: \$10000										
Line Item View		Pre-Bid Conference		Assign/Manage pCard		Hawaii Compliance Express Login		Professional and Vocational Licensing Search		
Federal Excluded Parties List					Vendor Response Tracking					
Toggle All Switches										
Intent To Award / Award /		Price		Pymt Terms		Pymt Text		Discount Price		
Intent: <input type="radio"/> Award: <input type="radio"/>		69850.00		0				69850.00		
								LABP Price NLAB: +0		
								Trans Date		
								Tue May 12 2009		
								Trans Time		
								18:12:39		
Vendor:		HAWAII VENDOR 3 P00000000005								
Line Item Prices:		001: 69.85								
Recycle Status:		001: recycled								
Vendor Comments:										
Attached Files:										
Buyer Comments:										
Intent To Award / Award /		Price		Pymt Terms		Pymt Text		Discount Price		
Intent: <input type="radio"/> Award: <input type="radio"/>		80990.00		0				80990.00		
								LABP Price NLAB: +0		
								Trans Date		
								Tue May 12 2009		
								Trans Time		
								18:12:39		
Vendor:		HAWAII VENDOR 3 P00000000004								
Line Item Prices:		001: 80.99								
Recycle Status:		001: Recycled								
Vendor Comments:										
Attached Files:										
RFQ #Q2008010184 DETAIL ITEMS Lump Sum (All or None) Award Method (Line Item Award: <input type="radio"/>) Print Back										
Line Item	Quantity	UOM	Cmdty Code	Short Description						Status
001	1000	EA	04090	Sheep as per attached						

If using the Intent to Award email

Clicking on **Intent to Award** will open an email system where you may send a notification of intent or ask for additional documents. Compliance documents are the most common so wording has already been entered for you, but may be edited as needed.

There is also a second optional email that can be sent information to the non-selected vendors. Scroll down to the pink email area to access it.

To disable the emails to the non-selected vendors **remove the check mark** next to their names in the bottom frame. To fully use this feature another short lesson is available.

To send the emails to the vendor chose a response **due date** from the calendar and click on the **Send Intent to Award Emails** button.

Once you have confirmed the email the Intent to Award will be staged in the **Awards Manager – Intent to Award** sub menu. From there you may record the date of the vendor response, create the award, or cancel the intent to award and send it back to the **Abstract** stage.

Vendor Notification of Intent to Award Solicitation

Cancel This Intent to Award - Return to Abstract

Vendor Name: CGS search Solicitation: All Items To Vendor ID: P00000000005

Email Subject: Review Email Attach a File

Intent To Award Email body:

HAWAII VENDOR 3
Vendor Address
City, State Zip

Based upon your response to our Solicitation (Number: Q2008010184), we intend to award the selected items upon receipt of the following documents:

- Tax Clearance Certificate
- Dept. of Labor and Industrial Relations Certificate of Compliance
- Certificate of Good Standing

The above documents must be received no later than 10 days from the date of this Intent to Award.

For a variety of reasons, the State may find cause for cancellation of the award, thus the State of Hawaii is not liable for any work, contract, costs, expenses, loss of profit, or any damages whatsoever incurred by your company prior to receipt of the Notice of Award.

Hawaii Compliance Express. Alternately, instead of separately applying for these certificates at various state agencies, vendors may choose to use the Hawaii Compliance Express (HCE), which allows businesses to register online

HAWAII BUYER 1
808-555-1212
fpierce@sicomm.net

Bcc self: ☒ Bcc list: (email addresses, seperated by commas) Bcc self "Not Selected": ☐

Cancel This Intent to Award - Return to Abstract

Reset to Original Today: 05/15/2009 Due Date: Send Intent To Award Emails

Solicitation Q2008010184 Item:

Solicitation Q2008010184 Item:		Responding Vendors		
Vendor	Send Email <input checked="" type="checkbox"/>	Vendor Name	Intent To Award	Award
1	X	HAWAII VENDOR 3 P00000000005	YES	<input type="button" value="Award"/>
2	<input checked="" type="checkbox"/>	HAWAII VENDOR 3 P00000000004	NO	
Review email: <input type="text"/>				
3	<input checked="" type="checkbox"/>	HAWAII VENDOR 1 P00000000003	NO	

If not using the Intent to Award

When you have selected your vendor and are ready to award, click on the **Award** button. HePS will automatically access the **Hawaii Compliance Express (HCE)** system to check for vendor compliance and show you the results.

In this example, the vendor is compliant in 3 areas only and not the 4th area, so they are **not compliant**. If compliancy is not required for this award notification you may optionally continue the award process by clicking on the **Award** button.

You may also just **Close** this window and go back to the Abstract page view. The results of the HCE check are placed on the Abstract page directly below the vendor's response.

[Main](#) | [Solicitation Manager](#) | [Awards Manager](#) | [Award History](#) | [Approvals Manager](#) | [Miscellaneous](#) | [CAPTURE DATA](#)
[Abstract >](#) [RFB](#) [RFP](#) [RFQ](#) | [PO Generator](#) | [Auto Release](#) | [My pCard Docs](#) | [Intent To Award](#) | [Contact Us](#) | [Help](#) | [Logout](#)

Comments: _____
 Attached Files: _____

SCHAFFER MARKETING CERTIFICATE OF VENDOR COMPLIANCE

Vendor Name: SCHAFFER MARKETING	Hawaii Tax#:
DBA/Trade Name:	FEIN/SSN#:
Issue Date: 12/13/2007 08:45:49	UI#:
Status: RECORD NOT FOUND. NOT COMPLIANT	DCCA FILE#:

Intent To Award / Award / BAFO

Intent To Award: ☒
 Award: ☐
 BAFO: ☐

Line Item Prices: 0
 Recycle Status: 0

Vendor: B

Comments: _____
 Attached Files: _____

Vendor Name: BARONIDAHO2
 DBA/Trade Name:
 Issue Date: 12/13/2007 08:46:22
 Status: **RECORD NOT FOUND. NOT COMPLIANT**

Hawaii Tax#:
 FEIN/SSN#:
 UI#:
 DCCA FILE#:

**STATE OF HAWAII
 STATE PROCUREMENT OFFICE
 CERTIFICATE OF VENDOR COMPLIANCE**

Pursuant to Section 103D-310, HRS, and Section 3-122-112, HAR, this document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Your Options follow:

Try Again:	Try Again	Trys: 2	Re-Submit the same information to Hawaii Compliance Express
Create The Award:	Create The Award		Make the Award to this Vendor
Create An Intent To Award:	Create An Intent To Award		Notify the Vendor(s) of your Intent to Award this Solicitation to the Selected Vendor
Attempt to log into Compliance Express:	Log into Compliance Express		Log into the Hawaii Compliance Express Website
Try Again Later:	Try Again Later		Close this Abstract and return to the Awards Page

Print Close

RFQ #Q200800107 [DETAIL ITEMS](#) [Lump Sum \(An Or More\) Award Method](#) [\(Line Item Award\)](#) [Print](#) [Close](#)

Line Item	Quantity	UOM	Cmty Code	Short Description	Status
001	100	PR	80005	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIG	

Hawaii Compliance Express – continued

This page shows the results when a vendor is not a part of the HCE system.

The vendor will be displayed as Not Compliant and you have options to continue with the award (**Create the Award**) or **Try Again Later**) or contact the vendor by using the **Create an Intent to Award** email system.

You may also **Close** this window and go back to the Abstract page view.

If the HCE system is unavailable a message will appear (not pictured).

Comments:

Attached Files:

SCHAFER MARKETING CERTIFICATE OF VENDOR COMPLIANCE

Vendor Name:	SCHAFER MARKETING	Hawaii Tax#:	
DBA/Trade Name:		FEIN/SSN#:	
Issue Date:	12/13/2007 08:45:49	UI#:	
Status:	RECORD NOT FOUND. NOT COMPLIANT		
	DCCA FILE#:		

Intent To Award / Award / BAFO

Intent To Award: ☐ Award: ☒ BAFO: ☐

Line Item Prices: 0

Recycle Status: 0

Vendor: E

Comments:

Attached Files:

Vendor Name: BARON

DBA/Trade Name:

Issue Date: 12/13/2

Status: RECOR


Intent To Award / Award / BAFO

Intent To Award: ☐ Award: ☐ BAFO: ☐

Line Item Prices: 0


Recycle Status: 0

At: 12/13/2007 08:46:22 The Following Report was received from:

 Certificate of Compliance

Dept. of Accounting and General Services

STATE OF HAWAII
STATE PROCUREMENT OFFICE
CERTIFICATE OF VENDOR COMPLIANCE



Pursuant to Section 103D-310, HRS, and Section 3-122-112, HAR, this document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name:	BARONIDAHO2	Hawaii Tax#:	
DBA/Trade Name:		FEIN/SSN#:	
Issue Date:	12/13/2007 08:46:22	UI#:	
Status:	RECORD NOT FOUND. NOT COMPLIANT		
	DCCA FILE#:		

Your Options follow:

Try Again:	Try Again	Trys: 2	Re-Submit the same information to Hawaii Compliance Express
Create The Award:	Create The Award	Make the Award to this Vendor	
Create An Intent To Award:	Create An Intent To Award	Notify the Vendor(s) of your Intent to Award this Solicitation to the Selected Vendor	
Attempt to log into Compliance Express:	Log into Compliance Express	Log into the Hawaii Compliance Express Website	
Try Again Later:	Try Again Later	Close this Abstract and return to the Awards Page	

Print

Close

RFQ #Q200800107

DETAIL ITEMS

Lump Sum (All of Requirements) Award Required

(Line Item Award)

STATUS

DOC#

Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
001	100	PR	80005	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIG	

Once a vendor has been selected by choosing the Award button, you will be taken to the **Award Input** page.

Mandatory Award Section **Step 1** -

Click the link to open this area and choose the

- **1-1 Award Type**
- **Award Instructions**
- **Optional Agency Award Number**
- **1-2 Basis of Award**
- **1-3 Competition Type**
- **Competition Comments**
- **1-4 Signed By**

and optionally you can **Assign/Manage pCard** and add **Competition Comments** that can be seen by approvers and auditors.

Optional Award Sections - Click on the links to open these areas and enter optional information on the award.

Lag Days – set a future release date for this award and add header attachments

General Comments – add comments

Line Item Attachments – add or remove attachments

Line Item Award Instructions Internal Comments Area

Award Email Distribution – allows you to send a copy of the award to other people

The screenshot displays the 'Award Input' page for the Hawaii State Department of Education (DOE). The page is titled 'Complete the Award of (Q2008010184- 01)'. It features a navigation bar at the top with links to Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below the navigation bar, there is a section for 'Awarded By' and 'Awarded To'. The 'Awarded By' section includes the Hawaii State DOE logo and address: 1390 Miller St., Honolulu, HI 96813. The 'Awarded To' section includes the vendor information: HAWAII VENDOR 3, 567 Honolulu Blvd, Honolulu HI, 96837, Alice Wonderland, email@aicom.net, and Vendor Nbr: 124567. The main section is titled 'MANDATORY AWARD SECTION' and contains several tabs: 'Award Type', 'Award Instructions', 'Agency Award Nbr', 'HCE Compliancy', and 'Assign/Manage pCard'. The 'Award Type' tab is selected, showing 'STEP 1-1'. Below this, there are fields for 'Basis of Award' (Adequate Price Competition, STEP 1-2) and 'Competition Type' (Open Competition, STEP 1-3). A large text area for 'Competition Comments' is present, with a note 'Not displayed on Award review'. Below the comments area is a 'Signed By' field (STEP 1-4). The 'OPTIONAL AWARD SECTIONS' include 'Lag Days/Release Dates - Line Items Review - Estimated Total Price - Shipping Info - Award Header Attachments', 'General Comments Area', 'Line Item File Attachments', 'Line Item Award Instructions / Internal Comments Area', and 'Award Email Distribution'. At the bottom, there is a 'COMPLETE AWARD' section with buttons for 'Select an action', 'Execute Action', and 'Review / Edit Award'.

The final step before releasing the Award Notification is to click on the **Review/Edit Award** button on the lower right of the page.

All parts of the award are available for review and editing as needed. Pay special attention to the **delivery** or **state/end of service** dates to be sure they are accurate.

Optionally you may add line items, delete line items, add comments, change descriptions and attachments, and adjust quantities and pricing if necessary to complete the award.

The bottom of the page has a link to open an optional email to notify vendors of any significant changes you made to the award.

Choose the **Close No Action** button if no changes were made or the **Save Changes** button on the bottom of the page. Popup confirmations will appear.

You will be returned to the **Award Input** page for final release action. Click on **Select an Action**, choose **Complete Award** and click on **Execute Action**.

The screenshot displays the 'Secure Internet Commerce Network Purchase Order' interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL: <http://c10.sicomm.net/buyer/po001ReviewEdit.html?changeOrder=&poLINbr=28okToEdit=&solicitationFilesMayBePresent=1>. The page header includes navigation tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below these are links for Abstract, RFB, RFP, RFQ, PO Generator, Auto Release, My pCard Docs, Intent To Award, Contact Us, Help, and Logout.

The main content area is titled 'Commerce Network' and displays a 'Notice of Award for Definite Quantity Contract' with the contract number 'DO200800032' and a status of 'subject to change'. The page is divided into sections for 'DELIVER TO:', 'VENDOR:', and 'Terms:'. The 'DELIVER TO:' section lists 'Public Buy Net Headquarters' with address '2918 5th Avenue, San Diego, CA 92103' and contact 'jberan@sicomm.net'. The 'VENDOR:' section lists 'SCHAFER MARKETING' with address '5245 Gaylord Drive, San Diego, CA 92117-1032' and contact 'Stuart Schaffer'. The 'Terms:' section shows 'Discount' and 'Terms text' with 'Ex: 5% = 0.05 30 net 31 days = 30 net 31'. The 'Required Delivery Date' is 'Sun Sep 30, 2007'. The 'Start of Service Date' and 'End of Service Date' are both 'MM/DD/YYYY'. The 'RFQ#' is 'Q200800107' and the 'DOC#' is 'D200800147'. The 'Contact' is 'FRANK PIERCE' with phone number '808-341-8782' and the 'Buyer' is 'FRANK PIERCE' with phone number '808-341-8782'.

At the bottom of the page, there is a 'COMPLETE AWARD' section with a dropdown menu for 'Select an action' and buttons for 'Execute Action' and 'Review / Edit Award'. The dropdown menu options are 'Select an action', 'Complete Award', and 'Cancel Award Action'. The page footer includes the copyright notice '© 1998-2007 SicommNet, Inc. All Rights Reserved.' and the file path 'agency_buyer_AwardInput - Fri, 14 Dec 2007 fpbuyer'.

The completed **Award Notification** will be displayed. A popup will indicate if the award is being sent to approval routing or if it is being released to the vendor.

Actual email of the award to the vendor does not go out until the nightly batch process. The award can be edited at anytime before the batch is processed.

Non-selected vendors who had responded get an email telling them who was awarded.

The bottom of the page has a **Print Button** if you wish to have a hard copy of the award.

The award can be found again in **Award History**.

	Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA
Abstracts RFP RFQ RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout	

Bill To:
Secure Internet Commerce Network
PublicBuy.net
2918 5th Avenue
San Diego, CA 92103



Secure Internet Commerce Network

THIS NUMBER MUST APPEAR ON ALL DOCUMENTS

Notice of Award for Definite Quantity Contract
DO200800032

DELIVER TO: Pubic Buy Net Headquarters
Name 2
Name 3
2918 5th Avenue
Address 2
San Diego, CA 92103
jberan@sicomm.net

Date: Thu Dec 13, 2007
Quoted By: Stuart Schaffer
F.O.B: Destination
Terms:

VENDOR: SCHAFER MARKETING
5245 Gaylord Drive
San Diego, CA 92117-1032
Attn: Principal
stuart_schaffer@yahoo.com
Phone: 858-270-6664
Fax:
Account Number: P00000056676

Required Sun Sep 30, 2007
Delivery Date:

RFQ#: Q200800107
DOC#: D200800147

Contact: [FRANK PIERCE](#) 808-341-8782
Buyer: [FRANK PIERCE](#) 808-341-8782

Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIGHTWEIGHT, NYLON AND SUEDE, LEATHER UPPERS, E.V.A. MIDSOLE WEDGE, REMOVEABLE INSOLES, STEEL SHANK, SUEDE LEATHER TOE OVER PATCH, PADDED LEATHER ANKLE COLLAR AND BELLOW TONGUE MEN'S SIZE 6, MEDIUM WIDTH (800-05-32-100) (nt)	100 PR	21.86	2186.00
Sub-Total:				2186.00
Total:				2186.00
Transaction Fee	SicommNet will bill, via separate invoice, the 0.85% (0.0085) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..	18.58		
General Comments:				
Instructions: Freight / Handling Included in Price 1: MANDATORY Award Instruction #2. 2: MANDATORY Award Instruction #1. 3: Notice of Award -- Mandatory Instruction #1				
				By: FRANK PIERCE

To create awards by **Line Item (Split Awards)** go to the **Awards Manager/RFQ** page as before and select **Line Item** instead of **Lump Sum**.

The line items will be displayed in the bottom frame. You can select which item to work on. It will be marked as **In Work** and the Abstract will display the prices for that line item only.

There are two options for awarding by line item. 1) You can select a vendor for a line item and complete that award, then do another, or 2) you may select the vendors for all the line items first and then create the awards.

RFQ Nbr	Delivery Date	View Responses			Responses / Move To On Hold / Delete	Line Items For Award / Awarded	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
Q2008009039	Fri Dec 25 2009	LS: <input type="radio"/>	N/A		10 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Fri Dec 18 2009 16:30:00	15505	BUILDING
Q2008009477	Mon Aug 11 2008	LS: <input type="radio"/>	N/A		14 <input type="checkbox"/> <input type="checkbox"/>	2 / 0	Tue Mar 25 2008 16:30:00	05528	AUTOMOTIVE FANS, CAB FAN,
Q2008009481	Wed Nov 26 2008	LS: <input type="radio"/>	N/A		11 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Fri Oct 31 2008 12:30:00	20454	Computer Notebook
Q2008009633	Tue Jul 01 2008	LS: <input type="radio"/>	N/A		15 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Fri Jun 27 2008 14:00:00	42560	CHAIRS
Q2008009681	Wed Oct 22 2008	LS: <input type="radio"/>	Lk: <input type="radio"/>		30 <input type="checkbox"/> <input type="checkbox"/>	2 / 0	Tue Sep 30 2008 16:30:00	05528	AUTOMOTIVE ACCESSORIES FO
Q2008009894	Thu Jan 22 2009	LS: <input type="radio"/>	Lk: <input type="radio"/>		10 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Thu Dec 25 2008 16:30:00	20032	Medical Wear
		View Responses			Responses /	Line Items			

RFQ #Q200800504
DETAIL ITEMS
Line Item Award Method
Award Checked To: BARONIDAH02
Go
(Lump Sum Award: ☐)
Print
Back
Show Awarded


Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
In Work. <input checked="" type="checkbox"/>		001	12	EA	20120	Bands: Hat as per attached specifications	
BARONIDAH02 is available to be awarded items: 001, 002,							
<input type="checkbox"/>		002	50	EA	20120	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,	

After reviewing the abstract information, check the box next to **In Work** on the line items to want to award to a vendor

Then select the awarded vendor from the drop down list in the center of the bottom frame, **Award Checked To:**

Click the **Go** button.

This will assign the line item(s) you have selected to the vendor you have chosen. The system will also check the HCE for compliance.

 <div> Hawaii State DOE 1390 Miller St. Honolulu, HI 9681 </div>									
<div> Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA </div> <div> Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout </div>									
INDIVIDUAL LINE ITEM Abstract of Responses for Solicitation #Q200800504									
NIGP Nbr: 20120		Abbreviated Desc: Bands: Hat as per attached specifications							
Estimated Price		RFQ Line Items	Requisition Nbr	Line Item	Quantity	UOM			
1520		2 TTL Items	R200800685	001	12	EA			
Delivery Date		Email Date			Due Date				
Thu Nov 29 2007 00:00:00		Thu Oct 25 2007 11:56:16			Tue Nov 20 2007 17:30:00				
Assign/Manage pCard		Hawaii Compliance Express Login			Federal Excluded Parties List				
Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time		
Intent: <input type="radio"/> Award: <input checked="" type="radio"/>	9.07	0		9.07	9.07	Fri Nov 30 2007	16:53:43		
Dynamic Preference %:					Direction: Add To <input type="button" value="go"/>			Set All: <input type="button" value=""/>	
Vendor: BARONIDAHQ2 P00000056541						FedID: XX-XXXX234 IP Addr: 76.92.26.95			
Recycled Status: Recycled									
Comments:									

RFQ #Q200800504 DETAIL ITEMS Line Item Award Method Award Checked To: BARONIDAHQ2 <input checked="" type="button" value="Go"/> (Lump Sum Award: <input type="radio"/>) <input type="button" value="Print"/> <input type="button" value="Back"/> <input type="button" value="Show Awarded"/>									
<div> Select Multiple Item Awardee RYBRE AUTO CS COMPUTER SYSTEMS FULL SERVICE VENDOR low level BARONIDAHQ2 Sicommet New vendor the new vendor Acme Electron Guns Sicommet SURFER BOY INC </div>									
Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short D	Bands:		Status
In Work: <input checked="" type="checkbox"/>		001	12	EA	20120				
BARONIDAHQ2 is available to be awarded items: 001, 002,									
<input type="checkbox"/>	<input type="checkbox"/>	002	50	EA	20120		CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,		


Confirm your choice of this vendor selection in the popup.

You will then be asked if you wish to award this line item now (**OK**) or continue selecting vendors for the other line items (**Cancel**).

Normally it is best to continue to select all the vendors for each line item first, then do the awards later. If you choose to do the award for one line item only, the other line items will remain in the abstract waiting for you to process.

Your first line item will be marked as **Awarded** and you can select the second line item (**In Work**) and choose a vendor from the drop down exactly as before.

[Main](#) | [Solicitation Manager](#) | [Awards Manager](#) | [Award History](#) | [Approvals Manager](#) | [Miscellaneous](#) | [CAPTURE DATA](#)
[Abstract >](#) | [RFB](#) | [RFP](#) | [RFQ](#) | [PO Generator](#) | [Auto Release](#) | [My pCard Docs](#) | [Intent To Award](#) | [Contact Us](#) | [Help](#) | [Logout](#)


Hawaii State DOE
 1390 Miller St.
 Honolulu, HI 9681

INDIVIDUAL LINE ITEM Abstract of Responses for Solicitation #Q200800504

NIGP Nbr: 20120		Abbreviated Desc: Bands: Hat as per attached specifications					
Estimated Price	RFQ Line Items	Requisition Nbr	Line Item	Quantity	UOM		
1520	2 TTL Items	R200800685	001	12	EA		
Delivery Date		Email Date		Due Date			
Thu Nov 29 2007 00:00:00		Thu Oct 25 2007 11:56:16		Tue Nov 20 2007 17:30:00			
Assign/Manage pCard		Hawaii Compliance Express Login		Federal Excluded Parties List			
Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent: <input type="radio"/> Award: <input type="radio"/>	9.07	0		9.07	9.07	Fri Nov 30 2007	16:53:43
Dynamic Preference %:							
Vendor: BARONIDAH02_P00000056541							
Recycled Status: Recycled							
Comments:							

Windows Internet Explorer
Award Items 001 To: BARONIDAH02 Now?
OK Cancel

Direction: Add To go Set All: ☐

FedID: XX-XXXX234
IP Addr: 76.92.26.95

RFQ #Q200800504 [DETAIL ITEMS](#) Line Item Award Method Award Checked To: BARONIDAH02 Go (Lump Sum Award: ☐) Print Back Show Awarded

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	12	EA	20120	Bands: Hat as per attached specifications	
BARONIDAH02 is available to be awarded items: 001, 002,							
<input type="checkbox"/>	<input type="checkbox"/>	002	50	EA	20120	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,	

1520		2 TTL Items		R200800685		001		12		EA	
Delivery Date		Email Date		Due Date							
Thu Nov 29 2007 00:00:00											
Assign/Manage pCard											
Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time				
Intent: <input type="radio"/> Award: <input type="radio"/>	9.07	0				Fri Nov 30 2007	16:53:43				
Excluded Parties List											

Windows Internet Explorer
Award Items 001 To: BARONIDAH02
Press "Cancel" to Continue Awarding Items to Other Vendors (or to abort awarding at this time)
Press "OK" to CREATE THE PURCHASE ORDER for BARONIDAH02 NOW
OK Cancel

When all line items have been reviewed and a vendor selected for award on each of them, go to the **PO Generator** sub tab on the menu bar.

You selections will be displayed in a list. Choose to either **Create** or **Un-Award**.

Create will take you to the Awards Input page where you process the award in the normal fashion described earlier.

Un-Award will cancel your vendor selection and move the line item back to the abstracts page.

BASEC eCommerce System - BUYER - Windows Internet Explorer

http://c10.sicomm.net/buyer/index.html?toolSource=awardsManagerMenuLocal.html&menuFUNCTION=12&dataFRAMESTRING=agencyBuyerAwardLineItems.html


File Edit View Favorites Tools Help

Links SPO BASEC Login BASEC Training BASIC Admin BASEC c10 RFXList-Hawaii RFXList - HHSC RFXList-Judiciary Vendor Login Capital One CC Catalog Catalog FAQ Catalog Training Site

BASEC eCommerce System - BUYER

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA

Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout



Hawaii State DOE
1390 Miller St.
Honolulu, HI 9681

Purchase Order Generator Back View Transactions Log

		Awarded		Awarded to		Award Specifics		
Create	Un-Award	Solicitation	LI Nbr			Qty	UOM	Commodity
		Q200800504 - 00	001	BARONIDAHO2		12	EA	20120
			002	Sicommnet		50	EA	20120

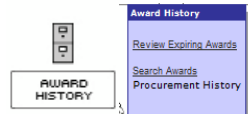
Back

© 1998-2007 SicommNet, Inc. All Rights Reserved.
- agencyBuyerAwardLineItems - Fri, 14 Dec 2007 16:01:01

Part 4 – Finding and Managing Awards

This section will describe how to find your awards and manage them, including editing or cancelling an award, multiple awards, cancel and re-stage for award to another vendor, change orders, copying and reusing the RFQ used for the award, and printing of the PO Summary Report.

You can access your awards by using the **Award History** tab, **All RFQ** listing or by the **Award History** icon, **Search Awards** link.



All Awards List

Click on **Awards History** tab and then on **RFQ** sub menu to display all awards from an RFQ. The most current is on top.

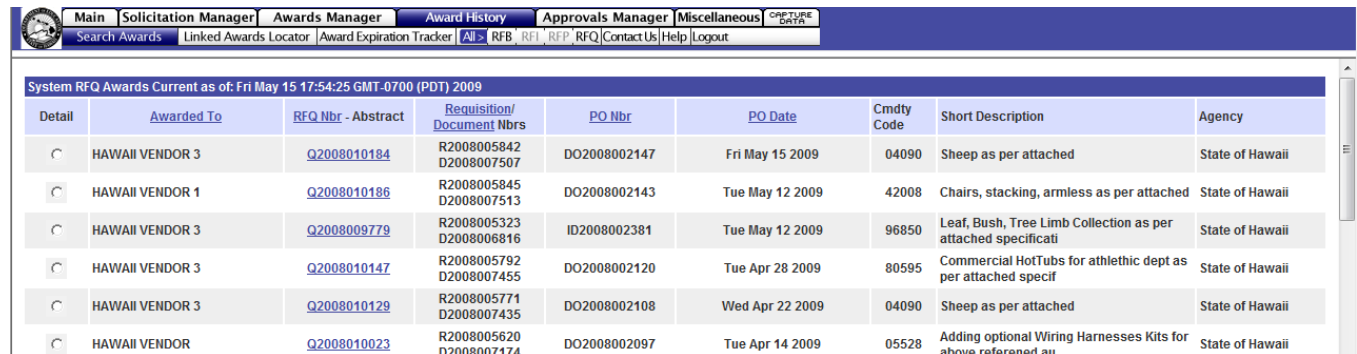
Search Awards

Within date Range – The default is 31 days but can be changed up to 9999. If you change the number of days, select **GO** and allow time for the sorting. The choose from the drop down **Select an Award from the List Box**

By Award Number – You can enter the award number in the **Get Award for Document** area.

By Text Within Date Range – choose the date range and enter in words that appear in the line item description on the award you are searching for. Click on **Find by Text**. A list of awards will display

Note: You can search your awards only or those of the whole agency.



The screenshot shows the 'System RFQ Awards Current as of: Fri May 15 17:54:25 GMT-0700 (PDT) 2009' page. It features a navigation bar with tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below the navigation bar is a sub-menu: Search Awards, Linked Awards Locator, Award Expiration Tracker, All, RFB, RFI, RFP, RFQ, Contact Us, Help, and Logout. The main content area displays a table of awards.

Detail	Awarded To	RFQ Nbr - Abstract	Requisition/ Document Nbrs	PO Nbr	PO Date	Cmdty Code	Short Description	Agency
<input type="radio"/>	HAWAII VENDOR 3	Q2008010184	R2008005842 D2008007507	DO2008002147	Fri May 15 2009	04090	Sheep as per attached	State of Hawaii
<input type="radio"/>	HAWAII VENDOR 1	Q2008010186	R2008005845 D2008007513	DO2008002143	Tue May 12 2009	42008	Chairs, stacking, armless as per attached	State of Hawaii
<input type="radio"/>	HAWAII VENDOR 3	Q2008009779	R2008005323 D2008006816	ID2008002381	Tue May 12 2009	96850	Leaf, Bush, Tree Limb Collection as per attached specificati	State of Hawaii
<input type="radio"/>	HAWAII VENDOR 3	Q2008010147	R2008005792 D2008007455	DO2008002120	Tue Apr 28 2009	80595	Commercial HotTubs for athletic dept as per attached specifi	State of Hawaii
<input type="radio"/>	HAWAII VENDOR 3	Q2008010129	R2008005771 D2008007435	DO2008002108	Wed Apr 22 2009	04090	Sheep as per attached	State of Hawaii
<input type="radio"/>	HAWAII VENDOR	Q2008010023	R2008005620 D2008007174	DO2008002097	Tue Apr 14 2009	05528	Adding optional Wiring Harnesses Kits for above referenced au	State of Hawaii




The screenshot shows the 'Search Awards' page. It features the same navigation bar as the previous screenshot. The main content area includes the Hawaii State Department of Education logo and contact information: Hawaii State DOE, 1390 Miller St., Honolulu, HI 9681. Below this is a search form with the following sections:

- Search Within Date Range**: A dropdown menu for 'My Award's issued in the last 31 days' and a dropdown for 'Select an Award from the list box'. Below this is a 'List: My Award's' section with radio buttons for 'Agency Award's' and 'Go', and a 'Sorted By: Award Date DESC' dropdown.
- Search By Award Number**: A text input field for 'Get Award for Document:' and a 'Get Award' button.
- Search By Text Within Date Range**: A text input field for 'Item Description Text:', a 'Find By Text' button, and a 'sort: AWARD NBR DESCENDING ONLY' dropdown.

Your award or the award of others if you had chosen to show awards from others will be displayed.

Scroll to the bottom to access other functionalities.

				
		<h2 style="text-align: center;">Secure Internet Commerce Network</h2>		
<p>Bill To: Secure Internet Commerce Network PublicBuy.net 2918 5th Avenue San Diego, CA 92103</p>		<p style="text-align: right;">THIS NUMBER MUST APPEAR ON ALL DOCUMENTS</p> <p style="text-align: right;">Notice of Award for Definite Quantity Contract DO200800032</p>		
<p>DELIVER TO: Pubic Buy Net Headquarters Name 2 Name 3 2918 5th Avenue Address 2 San Diego, CA 92103 jberan@sicomm.net</p>		<p>Quoted By: Stuart Schaffer Date: Thu Dec 13, 2007 F.O.B: Destination Terms:</p>		
<p>VENDOR: SCHAFER MARKETING 5245 Gaylord Drive San Diego, CA 92117-1032 Attn: Principal Vendor Nbr: Emailed To: stuart_schaffer@yahoo.com Phone: 858-270-6664 Fax: Account Number: P00000056676</p>		<p>Required Sun Sep 30, 2007 Delivery Date:</p> <p>Solicitation#: Q200800107 DOC#: D200800147</p>		
<p>Contact: FRANK PIERCE 808-341-8782 Buyer: FRANK PIERCE 808-341-8782</p> <p style="text-align: right;">Assign/Manage pCard</p>				
Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIGHTWEIGHT, NYLON AND SUEDE, LEATHER UPPERS, E.V.A. MIDSOLE WEDGE, REMOVEABLE INSOLES, STEEL SHANK, SUEDE LEATHER TOE OVER PATCH, PADDED LEATHER ANKLE COLLAR AND BELLOW TONGUE MEN'S SIZE 6, MEDIUM WIDTH (800-05-32-100) (nt)	100 PR	21.86	2186.00
Sub-Total:				2186.00
Total:				2186.00
Transaction Fee	SicommNet will bill, via separate invoice, the 0.85% (0.0085) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice.		18.58	
<p>General Comments:</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Instructions:</p> <p>Freight / Handling Included in Price</p> <p>1: MANDATORY Award Instruction #2.</p> <p>2:</p> </div> <div> <p>By accepting this order, seller agrees to accept all standard terms and conditions and those appearing on or attached to this order.</p> </div> </div>				

The primary areas you will access are:

Create Change Order – Change Order, Contract Modification, Amendment, or Extension

Email Document to Below – enter in any valid email address in the space provided

Modify Document Description – cancel the award, create a multiple award, re-stage for award to another vendor

Certificate of Vendor Compliance
– view and print a copy of HCE
compliance certificates

Click from the drop down and click on **Execute Action** to open that functionality

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Part 5 – Approvals Manager

This section will describe how to find and view your approval routes and how to check on the status of a solicitation or award that is in approval routing.

To begin click the **Approvals Manager** tab.




Awaiting My Approval – are documents that you are the approver for. Click on the sub-tab to display a list for your approval.

My RFX’s – are your RFQs that need approved by someone else. Click **In Approval** to see those still waiting for approval. Click **Dis-Approved** to work on those that have returned to you as rejected by your approver.

MY POs – are your awards that need approved by someone else. Click **In Approval** to see those still waiting for approval. Click **Dis-Approved** to work on those that have returned to you as rejected by your approver.

This is a sample that shows an award that is still waiting for approval. To see this type of info click on the **View Approvals** button in the blue area on the left of the popup. This is the info for this one particular award,

Additionally you can review all the routes assigned to you by clicking on the white **Show Approval Routes** in the center, This shows all routes assigned to you.



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1390 Miller St.
Honolulu, HI 9681

In Approval POs: Select a function by clicking the button adjacent the Document.

Show Approval Routes

View	Edit	View Approvals	Delete	Dept	Originator	PO Nbr	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	NIGP
				AGENCY	hibuyer1	DO2008001472	B2007003545	R2007002912	D2007003237	1	20034

Description: CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED,

Date Required: Thu May 31 2007

Scheduled Release Date: Wed Jul 11 2007

Wed Jul 11 17:14:49 GMT-0700 (PDT) 2007
HAWAII APPROVER 1 (hiapprover1) writes
PO DO2008001472 Approved by hiapprover1
Purchase Instrument: DO2008001472
Award notifications scheduled to be mailed

Wed Jul 11 17:06:54 GMT-0700 (PDT) 2007
Award DO2008001472 Created and forwarded
Award scheduled for release on: Wed Jul 11 2007
Award notifications are scheduled for release

Tue Apr 03 16:09:09 GMT-0700 (PDT) 2007
The solicitation (B2007003545) has been released

Tue Apr 03 14:43:49 GMT-0700 (PDT) 2007
hibuyer1 writes
On not solicitation(B2007003545) awarded

Approval Status for Document Number: DO2008001472 (Estimated Total Amount: 0) Current Stop: 1 of 1

Route Info:

ID: 537

Commodity: All

Dollars: Equal or Greater: 1

Stop 1	Stop 2	Stop 3	Stop 4	Stop 5
Approver ID: hiapprover1				
Approval / CC: Approval				
To Date: Wed Jul 11 2007				
From Date:				
Status:				

Start Lastname search at: Click to find user for info/email: (then click userid for email)

You assigned approval routes are also viewable under **Miscellaneous** tab, **Session Info** sub-tab.

If you have approval routes where you are the approver they will be listed under **Approval Responsibilities**. Approval routes assigned to your documents are listed under **Assigned Workflow Routes**.

In addition this page shows the number of current documents in work and their status.

It also has a copy of the login page info – scroll to the bottom to see this info.

[Main](#)
[Solicitation Manager](#)
[Create](#)
[Edit](#)
[Awards Manager](#)
[Award History](#)
[Approvals Manager](#)
[Miscellaneous](#)
[CAPTURE DATA](#)

[My Profile](#)
[My Commodities](#)
[Terms](#)
[NIGP](#)
[Vendors](#)
[Manage TVL](#)
[User Logs](#)
[History >](#)
[RFB](#)
[RFI](#)
[RFP](#)
[RFQ](#)
[Session Info](#)
[Contact Us](#)
[Help](#)
[Menu](#)
[Logout](#)

User: **HAWAII BUYER 1 Level 1 Buyer (hibuyer1)**
Agency: **State of Hawaii (A00000000025)**
Department: **AGENCY**
Today: **FRI DEC 14, 2007 05:43:59 PM HST**
Last Logon: **FRI DEC 14, 2007 04:44:12 PM HST**

RA	SA	PA	IA	App	DA	ON	AA	BH	BW	BA	BDA	Aw	UA
0	0	0	0	2	0	7	11	3	1	0	0	3	3

[IA Requisitions In Approval](#)
[IA Requisitions Requiring My Approval](#)
[IA Solicitations Requiring My Approval](#)
[IA Awards Requiring My Approval](#)
[App Approved Reqs Awaiting Buyer Action](#)
[DA Dis-Approved Requisitions](#)
[ON RFxs On Net](#)
[AA RFxs Awaiting Award](#)
[BH RFxs Not Released](#)
[BW Requisitions In Work](#)
[BA In Buyer RFx Approval](#)
[BDA Buyer RFx Dis-Approved](#)
[Aw Awarded RFxs](#)

[System Enhancements](#)

Approval Responsibilities for hibuyer1

Specifics					WorkFlow / Approval Routing										
ID	DeptID	DocType	Cmdty Code	Dollar Amt	UserType	Lvl 1	Type	Lvl 2	Type	Lvl 3	Type	Lvl 4	Type	Lvl 5	Type
Assigned Workflow Routes															
Specifics					WorkFlow / Approval Routing										
Route	DocType	Cmdty Code	Dollar Amt	Lvl 1	Type	Lvl 2	Type	Lvl 3	Type	Lvl 4	Type	Lvl 5	Type		
537															

Current Session Summary

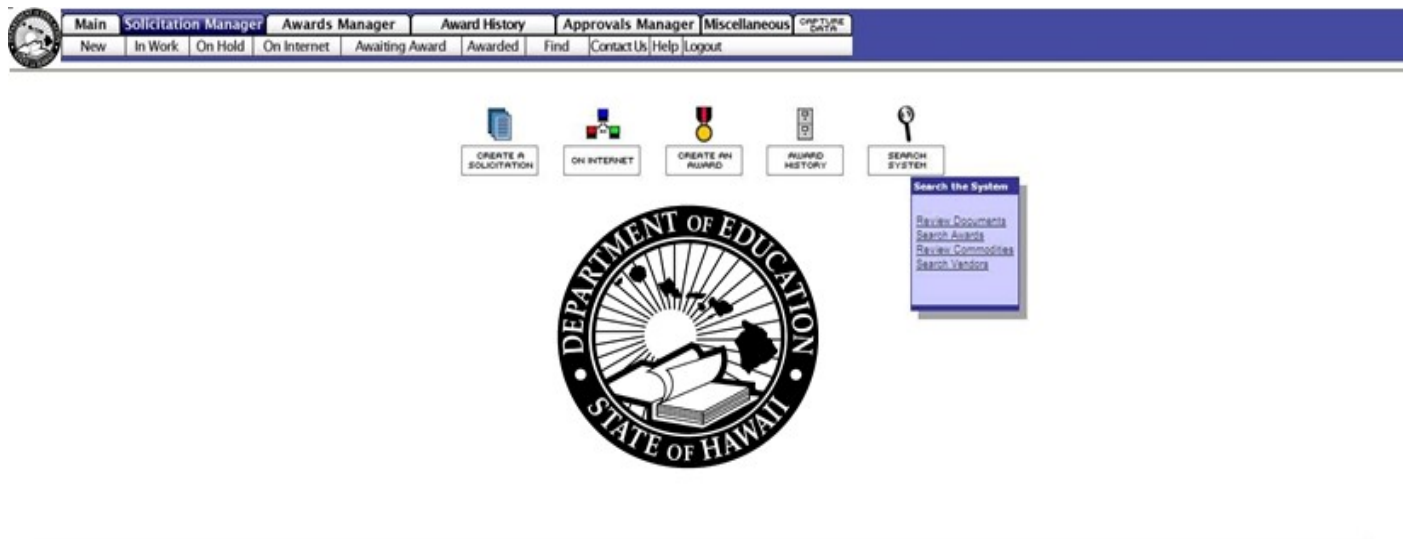
POs Awaiting Release	Awaiting Approval	Disapproved Requisitions	Disapproved Solicitations	Disapproved Purchase Orders
DO2008001656 DO2008001663 DO2008001673 DO2008001674 DO2008001681 DO2008001686	No Documents Awaiting Approval	No Disapproved Requisitions	No Disapproved Solicitations	DO2008001554

Browser Environment

Part 6 – Search System

This section will describe how to use the search functions in the system. It includes Review Documents, Review Commodities, Review Notepad, and Review Vendors.

To begin click the **Search System** Icon and choose anything on the popup display.



There are 4 searches all on this same page – scroll down to see each one. Search criteria is entered in the top frame and results appear in the bottom.

Review Documents

Document Type - Pick a document type from the drop down


From and To - Select search dates

Click on **Review Documents**

The bottom frame will show all documents found in your search criteria for the time specified

The fourth column will show the current status of the document

This example shows all Request for Quotations between 8-1-07 to 12-14-07.



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Honolulu, HI 9681

SYSTEM SEARCH Enter Required Search Parameters

[Review Document](#)

Number:

OR

Document Type:






From (or Only) Date: To Date:

OR

[Review Awards](#)

Search on Description:

[BACK](#)


View	Department	User Name	Status	RFQ Number	NIGP Code	Date Created	Short Description
	AGENCY	HAWAII BUYER 1	Awards Mngtr -> Abstract	Q2008008885	32525	Thu Aug 23, 2007	Cat Food
	DAGS	CYRUS WILSON	Awarded	Q2008009122	4251742265	Wed Dec 05, 2007	FURNITURE: OFFICE Data Processing Furniture, Metal and Plastic (For Storage Cab
	AGENCY	HAWAII APPROVER 1	In Approval	Q2008008764	70063	Wed Aug 15, 2007	PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS) Paper and Chemistry for D
	DOH	ROBIN DENTON	Awards Mngtr -> Abstract	Q2008008777	91004	Mon Aug 13, 2007	Air Duct Cleaning Services as per attached specifications
	DPS	DEEANN KAMA	Awarded	Q2008008788	2077290000	Wed Aug 15, 2007	toners - hp laserjet 1320
	DOH	HEIDI MATEO	Awarded	Q2008008785	4256030345	Wed Aug 15, 2007	FURNITURE: OFFICE Posture Chairs (Ergonomic) CHAIRS, ERGONOMIC, METAL, PROFESS
			Awards				

Review Commodities

Text/Number – enter either a word or the commodity code number and select **Review Commodities** button

Show Classes From – click on the button below Show Classes from to see a complete list of all the top level 3-digit class codes (approximately 260). Click on **Review Commodities** button

This example shows a search all commodities that contain the word “water”

 Main Solicitation Manager Create Edit Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA									
New In Work On Hold Pre-Encumbrance Hold On Internet Awaiting Award Awarded Find Consolidation Mgmt Contact Us Help Menu Logout									

Review Commodities

Text / Nbr:

AND / OR

Index lookup:
Scan Index:
Show Classes (from):
Scan Classes (for):
Drill Down:

To review all items within a Class click the LIST button and then review class items as required.

LIST	Class	Item	Description
<input type="button" value="C"/>	019	*	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
	019	53	WATERMELONS
<input type="button" value="C"/>	031	*	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
	031	14	WATER SYSTEM, CHILLED (PORTABLE)
	031	24	WATER TREATMENT CONTROLS, COOLING TOWER
	031	27	WATER TREATMENT, COOLING TOWER
<input type="button" value="C"/>	050	*	ART EQUIPMENT AND SUPPLIES
	050	40	WATERCOLORS
<input type="button" value="C"/>	052	*	ART OBJECTS
	052	56	WATER COLOR PAINTINGS, ORIGINAL
<input type="button" value="C"/>	060	*	AUTOMOTIVE AND TRAILER MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
	060	35	WATER PUMPS, AUTOMOTIVE
	060	42	WATER FILTERS, AUTOMOTIVE
<input type="button" value="C"/>	065	*	AUTOMOTIVE AND TRAILER BODIES, ACCESSORIES, AND PARTS
	065	92	WATER TANK BODIES FOR TRUCKS
<input type="button" value="C"/>	075	*	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES

Notepad

Saved notes can be retrieved by entering information in the search area

Search by Document and Line Item Notes, other notepad entries, or by Vendor Notepad

This example shows notes on Hawaii Vendor 1 that have been entered by buyers

You may enter a new notepad entry and click on **Save Note** in the bottom of the popup window.

The screenshot displays the SicommNet application interface. At the top is a navigation bar with tabs: Main, Solicitation Manager, Create, Edit, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a sub-menu bar with options: New, In Work, On Hold, Pre-Encumbrance Hold, On Internet, Awaiting Award, Awarded, Find, Consolidation Mgmt, Contact Us, Help, Menu, and Logout.

The main content area is titled "Notepad". It contains search criteria fields: "Document & Line ItemNbr", "OR Other Notepad Name:" (with a dropdown menu), and "OR Vendor Notepad(BASEC ID):". There are also buttons for "Review Notepad Entries", "Create Notepad Entry", and "Vendor BASEC IDs/Notepads". A "Reset" button is located at the bottom right of the search area.

Below the search area is a table titled "Agency Vendors: Get notepad by clicking name, Send email by clicking system number." The table has columns for Name, City, State, and System Number. The data rows are as follows:

Name	City	State	System Number
HAWAII VENDOR	Anahola	HI	P00000000002
HAWAII VENDOR 1	Honolulu	HI	P00000000003
HAWAII VENDOR 3	Lahaina	HI	P00000000004
HAWAII VENDOR 3	Honolulu	HI	P00000000005
		CA	P00000000154
		HI	P00000000027
		State	System Number
		HI	P00000000030

A popup window is open, displaying the "Vendor: HAWAII VENDOR 1 (P00000000003) System Notepad". The window shows a list of notes with timestamps and user initials. The notes are:

- 12/12/2007 04:00:30 PM DBEDTOPMAEVA
- Vendor has the cleanest teeth in Honolulu!07/20/2007 05:12:10 PM dhhlrobinso
- vendor needs his job for toothpaste!06/27/2007 04:57:00 PM LURENGGCHING
- Vendor submits low prices06/20/2007 04:31:19 PM hidotairmvil
- Vendor forgot to use toothpaste today... YIKES!06/20/2007 04:31:07 PM LNRFORNBUSTO

At the bottom of the popup window, there are buttons for "Back", "Print", "Find", "Save Note", "Reset", and "CC: VENDOR (and save)".

Review Vendors

The vendor database may be searched by:

Name

Commodity Code (a number from the search above)

City

County


State

Zip

Click on **Review Vendors** to see the results alphabetically in the bottom frame

This example shows vendors for Honolulu County.

Click on **View** to see more information on the specific vendor, including name, address, email, awards, commodity codes, notepad, and profile.



Main

Solicitation Manager

Awards Manager

Award History

Approvals Manager

Miscellaneous

CAPTURE DATA

New

In Work

On Hold

On Internet

Awaiting Award

Awarded

Find

Contact Us

Help

Logout

Review Vendors

Responses to Current RFQs: ☐

OR

By Name: ☐ <--- Check to Search by Vendor DBA

OR

By Commodity:

AND / OR

By City: & / or County: Honolulu

Click for Counties / Cities review:

AND State: HAWAII OR Zip:

Vendor Listing as of Fri May 15 18:22:35 GMT-0700 (PDT) 2009

View	Vendor Name	Contact Name	Email	Phone	Fax
<input type="radio"/>	ABC	jojn john	john.john@hawaii.gov	808-596-5125	
<input type="radio"/>	BOBOS BOBOS BOBO	bobo bobobola	joyel.horita@hawaii.gov	800-888-8888	800-888-8889
<input type="radio"/>	CAROL TEST5	Carol Hudnell	carol@sicomm.net	555-555-5555	
<input type="radio"/>	CHARLES TEST COMPANY HI	Charles Sirl	charles@sicomm.net	619-294-9191	
<input type="radio"/>	CONRAD ENTERPRISES	Kevin Nako	kevin.nako@hi.gov	808-587-1987	
<input type="radio"/>	DEPARTMENT OF TRANSPORTATION DOTA	GELA C LUCAS	GELA.LUCAS@HAWAII.GOV	808-838-8627	808-838-8653
<input type="radio"/>	GTB CORP.	TOM BUSIC G BUSIC	BUSICG001@hawaii.rr.com	808-927-1556	
<input type="radio"/>	HAWAII VENDOR 1	John Doe	test5@sicomm.net	123-123-1234	
<input type="radio"/>	HAWAII VENDOR 3	Alice Wonderland	email@sicomm.net	123-123-1234	
<input type="radio"/>	HOPACO HOPACO	John Smith	jsmith@hotmail.com	808-832-1296	
<input type="radio"/>	HOPACO HOPACO	John Smith	jsmith@hotmail.com	808-832-4600	

Part 7 – Miscellaneous

This section will describe how to use change your User Profile and Password and find documents you have saved and need to open and work on again.

Profile and Password information is found under **Miscellaneous/My Profiles** on the Menu bar.

Passwords must be at least 7 digits long, contain a minimum of 2 capital letters and 2 numbers.

Click on the **Update User Info** button to apply changes.

GOLD Highlighted Fields indicate MANDATORY Input.

Agency Staff

Department ID: AGENCY

User Type: Level 1 Buyer

Buyer Code:

First Name: HAWAII

MI:

Last Name: BUYER 1

Title/Position: Buyer

Telephone: 808-555-1212

FAX:

Email: hawaii@doe.hawaii.net

User ID: hibuyer1 (not editable)

Password: *****

Verify Password: *****

Interface Frames Display: Use the "Link" frame as little as possible

Approval Route Display: For Multiple Document

NOTE: With a large number of Documents the In-Line method results in a slower page load time

For Requisition Approvals: As A Pop-Up Window

For Solicitation Approvals: In-Line

For Award Approvals: In-Line

Update User Info

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA

New In Work On Hold On Internet Awaiting Award Awarded Find Contact Us Help Logout

When creating a solicitation you may have inadvertently left the process or lost internet connectivity at some point. When that happens, the system will save as much of the document as it can and it will be found again as a partial requisition under **Solicitation Manager/New**. It is not a RFQ yet, only a requisition. Click on **Manage** to open and continue working on this document and turn it into an RFQ.

After a solicitation has been created there is an option to **File RFQ for Later Action**. Your solicitation can be found again under **Solicitation Manager/On Hold**. Click **Manage** to open and continue working on this document.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA

Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout

If you leave the **Award Input** page while creating a Notice of Award, your vendor selection is saved under **Awards Manager/PO Generator**. Options are to continue to **Create** the award or **Un-Create** the vendor selection and return it to the Abstracts page.