



UNIVERSITY
of HAWAII'I
SYSTEM

Invitation for Bid

University of Hawaii Reference Guide

This abbreviated version of the *HePS Invitation for Bid Reference Guide* covers only the essential basics of creating, amending, and awarding a sealed, competitive Invitation for Bid. 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.

2009© Copyright protected.

This document is Copyright protected with all rights reserved under the Copyright Act 1968. Violation of copyright will be prosecuted to the greatest extent of the law. Information in this publication is considered confidential and proprietary by its nature. This material may not be used, duplicated or reproduced in whole or part in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior express written consent of SicommNet. If permitted, the following notice must appear on the front page of each copy of such material printed: REPRINTED WITH PERMISSION OF SICOMMNET. Any other use, reproduction or distribution is expressly prohibited.



Table of Contents

	<u>Page</u>
Part 1 – Creating and Releasing an IFB	4-14
Steps 1-7 Creating the Solicitation Header.....	4
Step 8 Selecting the Item or Service – Commodity Coding.....	5
Steps 9-14 Adding Quantity, Unit of Measure, Estimated Amount, Description, Attachments, Account Funding.....	6-8
Steps 1-3 Adding IFB information – Vendor Selection, Dates, Instructions, Title, Q&A, Pre-Bid Conference, Release IFB.....	9-14
Part 2 – Amending and Managing Solicitations.....	15-20
On Internet, Vendor Responses, Pre-Bid Conference, Questions and Answers, View Vendors.....	15
Amend a Solicitation – Dates, Attachments, Commodity Code, Add/Delete Line Items.....	16-18
Cancelling an IFB, Removing from the Internet, Closing for Award.....	19-20
Part 3 – Creating an Award.....	20-32
View Vendor Responses (Abstract) – Lump Sum, Intent to Award, Award Selection.....	21-23
Hawaii Compliance Express.....	24-25
Creating the Award Notification, Award Input Page, Review/Edit Award.....	26-28
Award by Line Item – Split Awards, PO Generator.....	29-32
Part 4 – Finding and Managing Awards.....	33-35
Award History – Finding the Award.....	33-34
Printing the Award Summary Report.....	35
Editing, Cancelling, Multiple Awards, Re-Awarding the Award.....	35
Part 5 - Approvals Manager.....	36-37
Tracking your Document in Approval.....	36
Viewing your Approval Routes.....	37
Part 6 – Search System.....	38-42
Review Documents.....	39
Review Commodity Codes.....	40
Review Notepad.....	41
Review Vendors.....	42
Part 7 – Miscellaneous.....	43
Changing your User Profile and Password.....	43
Finding Documents.....	43

Part 1 - Creating and Releasing an IFB

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 IFB 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

© 1990-2009 SicommNet, Inc. All Rights Reserved.

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="radio"/>	975	21	no	BOAT AND MOTOR RENTALS
<input type="radio"/>	120	16		BOAT BAILERS
<input type="radio"/>	120	18		BOAT COMPONENTS
<input type="radio"/>	959	34		BOAT CONSTRUCTION SERVICES
<input type="radio"/>	971	04		BOAT DOCK/MARINA SPACE RENTALS
<input type="radio"/>	120	19		BOAT FENDERS
<input type="radio"/>	120	40		BOAT FUEL TANKS
<input type="radio"/>	120	44		BOAT HARDWARE AND SUPPLIES
<input type="radio"/>	959	76		BOAT LAUNCHING SERVICES
<input type="radio"/>	959	76		BOAT LIFTING SERVICES
<input type="radio"/>	959	24		BOAT MAINTENANCE AND REPAIR
<input type="radio"/>	120	75		BOAT MOTOR PROPELLERS
<input type="radio"/>	120	20		BOAT RAMPS AND PARTS
<input type="radio"/>	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.

The screenshot displays the 'eRFB Solicitation Item Information' 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 header for the University of Hawaii, including its address: 2444 Dole St., Boshman Hall 109H, Honolulu, HI 96822.

The form is divided into several sections:

- STEP 9 Adding New Solicitation Item:** This section contains three main input areas. On the left, there's a 'Quantity' field with a value of '1' and a 'YEAR (YEAR)' dropdown menu. Below these is a button labeled 'Alternate Line Item Delivery Point(0) >>'. In the middle, the 'Estimated Price' is set to '\$ 75000', and the 'Total Estimated Price All Items' is also '75000'. There's an 'Allowable Variation in Quantity' field with a value of '0' and a note 'eg. .0875 = 8.75 %'. On the right, 'Document Information' includes 'Document Nbr.: D2008007527', 'Item No.: 001', and a 'Reference Number' field.
- STEP 10 COMMODITY INFORMATION:** This section features a 'Commodity Code' field with the value '959-76--' and a 'Save Custom Description' dropdown. Below this is a large text area for the 'Description', which contains the text: 'Storage, Lifting, and Launching of Boats includes storage, one year contract as per attached scope of work'. A character count at the bottom indicates '6,800 characters maximum' and '106' characters are currently used.
- STEP 11 FILE ATTACHMENTS(0):** This section includes a button to 'Click here to attach files' and a 'Manage Solicitation Attachments' link. Below is a table with columns for 'Filename', 'Description', 'On Req', and 'Add to Solicitation'. One attachment is listed: 'DiamondHead3.jpg' with a description of 'Scope of Work for Boat Lift and Storage'. The 'On Req' column has a 'No' value, and the 'Add to Solicitation' column has a checked checkbox.
- STEP 12 FUNDING INFORMATION:** This section has a button to 'Click to enter a Single Fund Citation' and a field for 'or, enter the number'. It also includes a field for 'of Multiple Fund Citations needed and click' and a 'GO >>' button.
- STEP 13 NOTES | (FOR INTERNAL USE ONLY):** This section has an 'open' button.

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.

If a file with the same name has already been upload there will be a popup warning. Rename the file before uploading.

The screenshot displays the 'eRFB Solicitation Item Information' page. At the top, there is a navigation bar with links: Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a header for the University of Hawaii, 2444 Dole St, Beshman Hall 109H, Honolulu, HI 96822. The main content area is titled 'Adding New Solicitation Item.' and shows 'STEP 9' with fields for Quantity (1), Estimated Price (\$75000), and Document Information (Document Nbr.: D2008007527, Item No.: 001). A 'Document Attachments' window is open, prompting the user to 'Add a file description for the file to be uploaded, here or below on the main page.' and providing a text area for 'Enter File Description:'. Below this is a 'Select file:' section with a 'Browse...' button. The window also has 'Upload File' and 'Close' buttons. In the background, 'STEP 10' shows a table for 'File Attachments(0)' with columns for Filename, Description, On Req, and Add to Solicitation. The table contains one entry: 'DiamondHead3.jpg' with description 'Scope of Work for Boat Lift and Storage', 'On Req' set to 'No', and 'Add to Solicitation' checked. At the bottom, there are sections for 'STEP 12 FUNDING INFORMATION' and 'STEP 13 NOTES | (FOR INTERNAL USE ONLY)'.

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 eIFB/Save eIFB Item – continues the solicitation creation process

Delete Document – erases everything

Click **Execute** to continue

The screenshot displays the Solicitation Manager web application interface. At the top is a navigation bar with tabs: Main, Solicitation Manager (active), Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a sub-header with links: Line Items, Contact Us, Help, and Logout. The main content area is divided into several steps:

- STEP 10 COMMODITY INFORMATION**: Includes a "close" button, a "Commodity Code : 959-76--" field, a "Save Custom Description" dropdown, and a "Description" text area containing "Storage, Lifting, and Launching of Boats includes storage, one year contract as per attached scope of work". A "Text Formatting Tools" link is on the right. A character count "6,800 characters maximum 106" is at the bottom.
- STEP 11 FILE ATTACHMENTS(0)**: Includes a "close" button, a link to "Click here to attach files", a "Manage Solicitation Attachments" link, and a "below. On Req: 1" label. A table lists attachments with columns: Filename, Description, On Req, and Add to Solicitation. One attachment is shown: "DiamondHead3.jpg" with description "Scope of Work for Boat Lift and Storage", "On Req" set to "No", and "Add to Solicitation" checked.
- STEP 12 FUNDING INFORMATION**: Includes a "Close Single Fund Citation View" button, a field for "or, enter the number", and a "GO >>" button. Below is a "Single Fund Citation Information" section with a "Toggle Original Single Citations Values" link and a "Click each header to view available values." instruction. It contains fields for FYR/APP/D (1234), Object (56), CC (Cost Center) (1234), Project Number (123666), PH (Project Phase) (24), and Activity (788889). A dropdown shows the combined code "1234 - 56 - 1234 - 123666 - 24 - 788889" and a "Save Above Account" dropdown.
- STEP 13 NOTES | (FOR INTERNAL USE ONLY)**: Includes an "open" button.
- STEP 14**: A "Select an" dropdown menu is open, showing options: "Create eIFB / Save eIFB Item", "Select an ACTION below.", "Save Item 001 / Select Item 002", "Create eIFB / Save eIFB Item" (highlighted), and "Delete Document". To the right is an "execute action >>" button and a "CLICK ONCE ONLY" warning.

At the bottom left, a status bar shows "© 1995-2009 SicomNet, Inc. All Rights Reserved." and "Error on page.". At the bottom right, it shows "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

The screenshot displays the 'Solicitation Manager' web application. The top navigation bar includes links for Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this, a status bar shows the date and time: 'Mon May 18 09:07:14 UTC-1000 2009'. On the right side of the status bar are buttons for 'Open All Areas', 'Assign/Manage pCard', and 'Scroll Down'. The main content area is divided into two sections: 'MANDATORY SOLICITATION SECTIONS' and 'OPTIONAL SOLICITATION SECTIONS'. The 'MANDATORY' section lists five steps, each with a 'Review / Edit' link and a magnifying glass icon: 'Solicitation Release Information' (STEP 1), 'Billing And Shipping Locations' (STEP 2), 'Solicitation Vendor Instructions' (STEP 3), 'Custom Solicitation Title and Description' (STEP 4), and 'Solicitation Geographic Location/Category' (STEP 5). The 'OPTIONAL' section lists four additional actions: 'Contact and Buyer Information', 'Header Notes', 'Line Item(s) Quick Edit', 'Pre-Bid Conference', and 'Questions / Answer Section'. At the bottom of the page, there are three buttons: 'Preview Vendor Solicitation B2008003756', 'Release Solicitation B2008003756', and 'File Solicitation B2008003756 for later action'. A fourth button, 'Close Solicitation B2008003756 - no action', is located below the other three.

Mon May 18 09:07:14 UTC-1000 2009

Open All Areas Assign/Manage pCard Scroll Down

No approval route found.
Requisition R2008005858 Created for Document D2008007527.
Assigned for eIFB Solicitation creation.

Detail Item Updated
Document: D2008007527 Item: 001 Qty: 1 UOM: YEAR NIGP: 95976
Total Est Amnt: \$75000 Item Est Amnt: \$75000 Created by: hibuyer4

Solicitation Nbr: B2008003756
Reference Number:

Requisition Nbr: R2008005858
Document Nbr: D2008007527

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](#)

Preview Vendor Solicitation B2008003756

Release Solicitation B2008003756 File Solicitation B2008003756 for later action

Close Solicitation B2008003756 - no action

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

MANDATORY SOLICITATION SECTIONS (Click a link below or Click [here](#) to toggle ALL MANDATORY AREAS)

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

Items Response: *
Items Response:
Est TTL Amount: \$75000

Select Solicitation Recipients: *

[Review Above Recipients](#) [Help](#)

Only Agency Domiciled Vendors will receive email notification of this opportunity. This solicitation will be available to ALL Vendors logging in and reviewing their Opportunities. Click [here](#) to change.

Solicitation Email Date: *
Solicitation Email Date: [After Any Approvals](#)

Solicitation Responses Due: *
NO LATER THAN 4:30 on: [Y](#)
(Override Close Time)

Solicitation Header File Attachments:
Click [here](#) to attach files.
[Manage Attachments](#) below.

Required Delivery Date: *
Delivery Date: [Y](#)
Priority:

Length Of Contract: *
Start of Contract: [Y](#)
End of Contract: [Y](#)

Freight: *

Destination:
FOB Location:

[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

Requisition R2008005858 Items Approved: Select by clicking the button adjacent the required item. [Add Item 2](#)

View	Edit	Delete	Dept	User LName	Item	Est Amt	Commodity	Short Description	Create Date
			AGENCY	BUYER 4	001	75000	95976	Storage, Lifting, and Launching of Boats includes storage, one year contract as	Mon May 18 2009

© 1998-2009 SicomNet, Inc. All Rights Reserved.
- buyerReqDetailList - Mon, 18 May 2009 hibuyer4

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 shows the 'MANDATORY SOLICITATION SECTIONS' page. The navigation bar includes 'Main', 'Solicitation Manager', 'Create', 'Awards Manager', 'Award History', 'Approvals Manager', 'Miscellaneous', and 'CAPTURE DATA'. Below the navigation bar, there are links for 'Review / Edit Solicitation Release Information STEP 1' and 'Review / Edit Billing And Shipping Locations STEP 2'. The main section is titled 'Solicitation Instructions' and states 'Mandatory Instructions are automatically included on the Solicitation'. It contains a table with 'Mandatory' instructions. The first instruction is '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 SicommNet 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 SicommNet within thirty (30) days from receipt of invoice.' The second instruction is '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.' The third instruction is '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.' The fourth instruction is '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.' There are checkboxes for 'Statewide', 'Honolulu', 'Maui', 'Hawaii', and 'Kauai' under the 'Counties' section. A 'Category' dropdown menu is set to 'Goods & Services'.

The screenshot shows the 'MANDATORY SOLICITATION SECTIONS' page. The navigation bar includes 'Main', 'Solicitation Manager', 'Create', 'Awards Manager', 'Award History', 'Approvals Manager', 'Miscellaneous', and 'CAPTURE DATA'. Below the navigation bar, there are links for 'Review / Edit Solicitation Release Information STEP 1', 'Review / Edit Billing And Shipping Locations STEP 2', and 'Review / Edit Solicitation Vendor Instructions STEP 3'. The main section is titled 'Establish / Review / Edit Custom Solicitation Title and Description STEP 4'. It contains a form with 'Custom Title' and 'Custom Description' fields. The 'Custom Title' field contains 'Boat Lifting and Storage Service'. The 'Custom Description' field is empty. Below the form, there are checkboxes for 'Statewide', 'Honolulu', 'Maui', 'Hawaii', and 'Kauai' under the 'Counties' section. A 'Category' dropdown menu is set to 'Goods & Services'. Below the 'MANDATORY SOLICITATION SECTIONS' section, there is a section for 'OPTIONAL SOLICITATION SECTIONS' with a link for 'Review / Edit Contact and Buyer Information'.

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 Title 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 'Solicitation Manager' web application interface. The top navigation bar includes links for Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this, a sub-navigation bar shows Line Items, Contact Us, Help, and Logout.

The main content area is titled 'Review / Edit Line Item(s) Quick Edit'. It features a table for editing line items. The table has columns for 'Save Chges', 'Item', 'Reference Number', 'Quantity', 'UOM', and 'Est Total Amnt \$'. The 'Est Total Amnt \$' column shows 'Orig: 75000' and '(75000)'. A red 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.'

Below the table, there is a section for 'Establish / Review / Edit Pre-Bid Conference'. It includes fields for Date (06/15/2009), Conference Time (2:00 PM), and Responses Due (07/14/2009). A 'Vendor Presentation Example' link is also present. The 'Location' field shows 'State of Hawaii, State Procurement Office, 1151 Punchbowl St., Room 230A, Honolulu, HI 96813'. The 'Notes' field contains the text: 'Attendance is not mandatory but highly recommended. Parking will be validated at the state garage on punchbowl.'

Below the Pre-Bid Conference section, there is a section for 'Establish / Review / Edit Questions / Answer Section'. It includes a checkbox for 'Include Solicitation Questions Area on Solicitation: Yes: No:'. The 'Responses Due' field shows '07/14/2009 Today: Mon May 18, 2009'. The 'Vendor's name will be displayed with answers:' field has 'Yes: No:'. The 'Questions Deadline' field shows '06/17/2009' and the 'Answers Published' field shows '06/29/2009'. The 'Notes Displayed to Vendors' field contains the text: 'Please submit all question throu HePS by 6-17-2009. Questions may not be withdrawn and answers will become part of the solicitation scope of work. submitted'.

At the bottom of the page, there are three buttons: 'Preview Vendor Solicitation B2008003756', 'Release Solicitation B2008003756', and 'File Solicitation B2008003756 for later action'. A 'Close Solicitation B2008003756 - no action' button is also present.

The footer of the page shows 'Requisition B2008005858 Items Approved: Select by clicking the button adjacent the required item. Add Item 2'.

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

The screenshot displays the SicommNet Buyer's Request Handler interface. The top navigation bar includes tabs for Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this, a status bar shows 'In Work', 'On Hold', 'On Internet', 'Awaiting Award', 'Awarded', 'Find', 'Contact Us', 'Help', and 'Logout'. The main content area is titled 'EDIT CURRENT ITEM' and shows 'Editing Document: D2007004304 Item 1'. It includes a link to 'Click here to continue with commodity 8016055750.' and a section with 'OR' and 'CLICK HERE TO CHOOSE A DIFFERENT COMMODITY'. The bottom frame contains a table with columns: View, Edit, Delete, Dept, User LName, Item, Est Amnt, Commodity, Short Description, and Create Date. The table lists one item: AGENCY, fpbuyer, 001, 25320, 12023, BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES, Mon Dec 03 2007.

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 B200900000** 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**).

Internet Solicitations: Select a function by clicking the button or link for the Document. [Display All Internet Related Solicitations](#) [Toggle Detail](#) [Bottom](#)

No Approval Routes Found. Solicitation: B2008003756 released to the Internet.
 By: HAWAII BUYER 4 Tele:808-000-0000 Email: fpierce@sicomm.net
 Email Notifications Date: 05/18/2009 Solicitation Due Date: 07/14/2009
 (Requisition Nbr: R2008005858 Document Nbr: D2008007527)

View RFX	Vendor View	Responses/ Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	0 /	Amend	Remove	AGENCY	BUYER 4 ETA: \$75000	RFB	B2008003756	R2008005858	D2008007527	1	00

NIGP / Description: 95976: Boat Lifting and Storage Service
 HePS PNS: Honolulu Category: Goods & Services

Solicitation Closes: Tue Jul 14 2009 10:00 AM
 Pre-Bid Conference: A Pre-Bid Conference is scheduled for 06/15/2009 at 2:00 PM Review [undefined](#) Registered Attendees: ☐
 Question/Answer Period: Click [here](#) to review or respond to Vendor Questions Deadline: 06/17/2009
 Solicitation Files Attached: Header:
 Item 001: [DiamondHead3.jpg](#)

View	View	10 /	Amend	Remove	AGENCY

NIGP / Description: 39310: Food - Chips
 HePS PNS: Hawaii Category: Goods & Services

Solicitation Closes: Thu Jun 11 2009 4:30 PM
 HI State Vendors Only: Click [here](#) to view member configuration.

View	View	3 /	Amend	Remove	AGENCY

NIGP / Description: 42008: Stacking Chairs
 HePS PNS: Hawaii Category: Goods & Services

Solicitation Closes: Fri May 29 2009 4:30 PM
 Pre-Bid Conference: A Pre-Bid Conference is scheduled for 05/27/2009 at 2:00 PM
 Question/Answer Period: Click [here](#) to review or respond to Vendor Questions Deadline: 05/27/2009
 HI State Vendors Only: Click [here](#) to view member configuration.

BIP Hdr Items Mailer - Windows Internet Explorer

http://training.sicomm.net/fasttrackb2b/rfBIP_Respond.html?fromApprovalSystem=&browserType=IE&snapshot=1&t

University of Hawaii
 2444 Dole St
 Bachman Hall 109 H
 Honolulu, HI 96822

Mon May 18, 9:28:57 A.M. UTC-1000 2009
 HH:MM:SS adjusted to system server hh:mm:ss [Close](#)

Solicitation Title: Boat Lifting and Storage Service

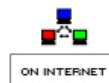
Solicitation Nbr: B2008003756	Requisition Nbr: R2008005858
Reference Number:	Document Nbr: D2008007527

IMPORTANT NOTIFICATION: You have not yet responded to this Solicitation

Solicitation Date of Issue: MON MAY 18, 2009	Solicitation CLOSING (Due) Date: TUE JUL 14, 2009 10:00:00 AM HST
-------------------------------------------------	----------------------------------------------------------------------

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>University of Hawaii 2444 Dole St Bachman Hall 109 H Honolulu, HI 96822</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
Class: 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 Internet 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 University of Hawaii. A popup window titled "Amendment Recipients - Windows Internet Explorer" is open, displaying a table of vendors who have responded to a solicitation. The table has columns for Vendor Name, Vendor ID, Recipient, Date Emailed, Date Accessed, Version, and Download IP Address. There are four rows of data, all for vendors from Hawaii. The window also includes buttons for "Review 12 Email Recipients", "Review 0 Vendors Who Viewed Solicitation Detail", and "Close".

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

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, there is a navigation bar with tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a sub-navigation bar with links: 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 "Review / Edit Amendment Information" link with a magnifying glass icon and "STEP 1" label. Below this is a text box for "Solicitation Amendment 03 / CHANGE REASON TEXT (displayed on solicitation)".

Below the text box is a section titled "MANDATORY SOLICITATION SECTIONS" with a note: "(CLICK A LINK BELOW OR CLICK [here](#) TO TOGGLE ALL MANDATORY AREAS)". This section contains several links with magnifying glass icons and step numbers:

- 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 [Custom Title or Description Exists](#)
- Review / Edit [Solicitation Islands/Category](#) STEP 6

Below this is a section titled "OPTIONAL SOLICITATION SECTIONS" with the following links:

- Review / Edit [Contact and Buyer Information](#)
- Review / Edit [Header Notes](#)
- Review / Edit [Line Item\(s\) Quick Edit](#)
- Establish / Review / Edit [Pre-Bid Conference](#) [The Bid Conference has passed.](#) [Pre-Bid Conference Exists](#)
- Establish / Review / Edit [Questions / Answer Section](#) [The Question Answers Period has passed.](#) [Q & A's Exist](#)

At the bottom of the main content area, there are two buttons: "Preview Vendor Solicitation Q2008009300 - 03" and "Release Amended Solicitation Q2008009300 - 03".

Below the buttons is a table titled "Solicitation Q2008009300 Items On the Internet: Select by clicking the button adjacent the required item." The table has columns: View, Responses, Amend, Delete, Dept, User LName, Item, Est Amnt, Commodity, Short Description, and Create Date. The table contains one row of data:

View	Responses	Amend	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
	6 /			AGENCY	Pierce	001	125000	8016055750	SIGNS, CONSTRUCTION WARNING ORANGE, DIAMOND W/BLACK BORDER, 30 IN., HIGH INTENS	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.

The screenshot displays the Hawaii State Procurement System (HSPS) interface. At the top, there is a navigation bar with tabs for Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and a User Profile icon. Below this is a sub-navigation bar with links for New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Consolidation Mgmt, Contact Us, Help, and Logout.

The main content area is titled "Internet Solicitations: Select a function by clicking the button or link for the Document." and includes a "Display All Internet Related Solicitations" link and a "Toggle Detail" button. Below this is a table listing various solicitations. The table has columns for View RFX, Vendor View, Responses/Participants, Amend, Remove, Dept, Originator, Type, Solicitation Nbr, Requisition Nbr, Document Nbr, Items, and Current Version.

The first row of the table shows a solicitation with the following details:

- View RFX: [View](#)
- Vendor View: [View](#)
- Responses/Participants: 4 /
- Amend: [Amend](#)
- Remove: [Remove](#)
- Dept: AGENCY
- Originator: Pierce
- Type: RFI
- Solicitation Nbr: [I2008002533](#)
- Requisition Nbr: [R2008005292](#)
- Document Nbr: D2008006773
- Items: 1
- Current Version: 01

Below the table, the details for the selected solicitation are displayed:

- 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: ☐
- 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

The second row of the table shows another solicitation:

- View RFX: [View](#)
- Vendor View: [View](#)
- Responses/Participants: 0 /
- Amend: [Amend](#)
- Remove: [Remove](#)
- Dept: AGENCY
- Originator: Pierce
- Type: RFP
- Solicitation Nbr: [P2008002571](#)
- Requisition Nbr: [R2008005320](#)
- Document Nbr: D2008006808
- Items: 1
- Current Version: 01

Below this row, the details for the selected solicitation are displayed:

- Classic 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: ☐
- 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 Internet Vendor View.doc](#) Medical Services RFP
 - [Line Item Amendment Blank Screen.doc](#) Special Terms and Conditions

The third row of the table shows a third solicitation:

- View RFX: [View](#)
- Vendor View: [View](#)
- Responses/Participants: 6 /
- Amend: [Amend](#)
- Remove: [Remove](#)
- Dept: AGENCY
- Originator: Pierce
- Type: RFP
- Solicitation Nbr: [P2008002571](#)
- Requisition Nbr: [R2008005320](#)
- Document Nbr: D2008006808
- Items: 1
- Current Version: 01

Below this row, the details for the selected solicitation are displayed:

- Classic 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

The fourth row of the table shows a fourth solicitation:

- View RFX: [View](#)
- Vendor View: [View](#)
- Responses/Participants: 6 /
- Amend: [Amend](#)
- Remove: [Remove](#)
- Dept: AGENCY
- Originator: Pierce
- Type: RFP
- Solicitation Nbr: [P2008002571](#)
- Requisition Nbr: [R2008005320](#)
- Document Nbr: D2008006808
- Items: 1
- Current Version: 02

Below this row, the details for the selected solicitation are displayed:

- Classic NIGP / Description:** 80160: Construction Warning Signs
- HePS PNS:** Maui **Category:** Goods & Services
- Solicitation Closes:** Fri Nov 28 2008 2:00 PM

An inset window titled "HSPS Items Mailer - Windows Internet Explorer" is open, displaying a detailed view of a solicitation. The window shows the University of Hawaii logo and contact information (2444 Dole St, Bachman Hall 109 H, Honolulu, HI 96822). It also displays the solicitation title "Power Boat", the solicitation number "I2008002533", the requisition number "R2008005292", and the document number "D2008006773". A "IMPORTANT NOTIFICATION" section states: "You have not yet responded to this Solicitation." and "THIS SOLICITATION REQUIRES A RESPONSE TO ALL ITEMS". The response deadline is "WED JUL 15, 2009 04:30:00 PM HST". The required delivery date is "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 them of your actions. If using, the email must be completed first before any action is taken.

View	View	0 / C	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: <input type="text" value="Q200800499"/>											
Subject: <input type="text"/>											
Email body: <div><div></div></div>											
Email all responding vendors: <input type="checkbox"/> cc self: <input type="checkbox"/>											
Status: <input type="text" value="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: <small>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.</small>											
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											

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: B200800786	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

NO Solicitations Found to Close at This Time

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

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

Create an Award

- Close Scheduled OnNet Solicitations
- Electronic (With Prices)
 - RFQ
 - RF
 - SFP
- Classic Postings
 - RF
 - SFP

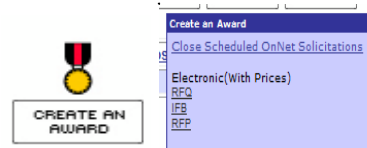
Session Summary: Wed May 13 07:2, 7:25:56 A.M. | FRANK PIERCE (fbuyer)

AWARDS		TO APPROVE		DIS-APPROVED					
POs Awaiting Release (0)		Awaiting Mfr Approval (0)		Mfr Disapproved Requisitions (0)		Mfr Disapproved Solicitations (0)		Mfr 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)	RF (1)	RFQ (0)	cRF (1)	cRF (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 **IFB** 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.

Optional vendor notification of cancelled solicitation

Solicitation: B2008003592

Subject:

Email body:

Email all responding vendors: ☐ cc self: ☐

Status: Select a solicitation, enter a subject, body and select a recipient to send.

Instructions: This option is only available when a SINGLE document is moved to "On Hold".
EMAILS MUST BE ENTERED PRIOR TO PRESSING "Move selected solicitations to On Hold".
 However as the email is not cleared after sending, it can act as a skeleton for other documents.
 Options include sending a notification to 1: all responding vendors, 2: yourself or 3: both.
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.

IFB Solicitations Awaiting Award

Move selected solicitations to On Hold / Delete

IFB 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					
B2008003592	Wed Nov 28 2007	LS: <input type="checkbox"/>	LI: <input type="checkbox"/>		45 <input type="checkbox"/> <input checked="" type="checkbox"/>	3 / 0	Wed Oct 31 2007 16:30:00	07042	VEHICLES, SPORT UTILITY,
Deletion Reason: <input type="text"/> <input type="button" value="Delete"/> <input type="button" value="Add a reason."/> <input type="button" value="Find In Miscellaneous > History > RFQ"/>									
B2008003593	Wed Nov 21 2007	LS: <input type="checkbox"/>	N/A		15 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Wed Oct 31 2007 16:30:00	08075	Tags, Pet Identification
B2008003651	Wed Dec 31 2008	LS: <input type="checkbox"/>	N/A		10 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Thu Dec 18 2008 17:30:00	20034	Clothing
B2008003684	Mon Mar 16 2009	LS: <input type="checkbox"/>	N/A		7 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Fri Feb 27 2009 16:30:00	94620	audit

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 bid 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 RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout										
LUMP SUM Abstract of Responses for Solicitation #B2008003684										
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: audit										
NIGP Nbr: 94620 Abbreviated Desc: FINANCIAL SERVICES Auditing										
Delivery Date		Email Date		Due Date		Solicitation Line Items		Requisition Nbr		
Mon Mar 16 2009 00:00:00		Wed Feb 25 2009 12:44:47		Fri Feb 27 2009 16:30:00		1 TOTAL		R2008005598		
Estimated Price: \$75000										
Line Item View		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"/>		1.01		0				1.01		
								LABP Price NLAB: +0		
								Trans Date		
								Tue May 12 2009		
								Trans Time		
								18:12:59		
Vendor: HAWAII VENDOR 3 P00000000005										
Line Item Prices: 001: 1.01										
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"/>		8.80		0				8.80		
								LABP Price NLAB: +0		
								Trans Date		
								Tue May 12 2009		
								Trans Time		
								18:12:59		
Vendor: HAWAII VENDOR 3 P00000000004										
Line Item Prices: 001: 8.8										
Recycle Status: 001: Recycled										
Vendor Comments:										
Attached Files:										
Buyer Comments:										
RFB #B2008003684 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	1	YEAR	94620	FINANCIAL SERVICES Auditing						

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.

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

Vendor Notification of Intent to Award Solicitation

Cancel This Intent to Award - Return to Abstract

Vendor Name: HAWAII VENDOR 3
CGS search
Solicitation: B2008003684
All Items
To Vendor ID: P00000000005

Email Subject: Intent to award solicitation: B2008003684
Review Email
Attach a File
0

Intent To Award
Email body:

HAWAII VENDOR 3
Vendor Address
City, State Zip

Based upon your response to our Solicitation (Number: B2008003684), 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
tpierce@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: 05/18/2009
Due Date: MM/DD/YYYY
Send Intent to Award Emails

Instructions:

To send a notification: Enter the subject, edit the email body, enter the due date. Pressing the "Send Intent to Award Emails" button will verify your inputs. You will be prompted for missing fields. Verification of sending the email will be requested prior to submission.

The reason entered in the "Not Selected" email body area below, between the XXXXX and XXXXX will be replaced by reasons entered in the lower frame for vendor emails where entered. If no alternate email is entered the main body "Not Selected" email, in the pink shaded area will be sent.

Solicitation B2008003684 Item:

Responding Vendors

Vendor	Send Email	Vendor Name	Intent To Award	Award
1	X	HAWAII VENDOR 3 P00000000005	YES	
2	<input checked="" type="checkbox"/>	HAWAII VENDOR 3 P00000000004	NO	
3	<input checked="" type="checkbox"/>	Id Vendor P00000000070	NO	
4	<input checked="" type="checkbox"/>	Sicommnet testSys Vendor P00000000100	NO	

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

University of Hawaii
2444 Dole St
Bachman Hall 109 H
Honolulu, HI 96822

Intent To Award Solicitations Outstanding
Review Awarded
Review Cancelled

Review	Cancel Intent	Award	Status	Item	Solicitation Orig Solicitation	Email Sent	Package Due	Action Date Package Received	Vendor Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Work	All	Q2008010107	Thu Apr 23, 2009	Thu Apr 30, 2009	MM/DD/YYYY	SHARKS R US
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Work	All	Q2007008202	Tue May 12, 2009	Thu May 21, 2009	MM/DD/YYYY	CHARLES TEST COMPANY HI

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:							
Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent To Award: <input type="radio"/>	4924.00	0		4924.00	4924.00	Sun Aug 10 2007	17:45:44
Award: <input type="radio"/>							
BAFO: <input type="radio"/>							
Line Item Prices							
Recycle Status							
Vendor							
Comments							
Attached Files							
Intent To Award / Award / BAFO							
Intent To Award: <input type="radio"/>							
Award: <input type="radio"/>							
BAFO: <input type="radio"/>							
Line Item Prices							
Recycle Status							
Vendor							
Comments							
Attached Files							
Vendor							
DBA/Trade Name							
Issue							
S							
Form							

At: 12/13/2007 08:44:37 The Following Report was received from:

Certificate of Compliance
Dept. of Accounting and General Services

UNIVERSITY OF HAWAII
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:	CONSORTIUM ON READING EXCELLENCE, INC.	Hawaii Tax#:	W20226134
DBA/Trade Name:	CORE	FEIN/SSN#:	94-3264308
Issue Date:	12/13/2007	UI#:	No Record
Status:	NOT COMPLIANT	DCCA FILE#:	36579

Status of Compliance for this Vendor on Issue Date

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Not Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Print Close Award

RFQ #Q200800107 DETAIL ITEMS Lump Sum (All or None) Award Method (Line Item Award: ☐) Print Back

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	

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).

<div>  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 </div>							
<div> <div>Comments:</div> <div>Attached Files:</div> </div>							
Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent To Award: <input type="radio"/> Award: <input type="radio"/> BAFO: <input type="checkbox"/>	4924.00	0		4924.00	4924.00	Sun Aug 19 2007	17:45:44
Line Item Prices							
Recycle Status							
Vendor							
Comments							
Attached Files							
Intent To Award / Award / BAFO							
Intent To Award: <input type="radio"/> Award: <input type="radio"/> BAFO: <input type="checkbox"/>							
Line Item Prices							
Recycle Status							
Vendor							
Comments							
Attached Files							
Vendor							
DBA/Trade Name							
Issue Date							
Status							
Form							
Print							
Close							
Award							

At: 12/13/2007 08:44:37 The Following Report was received from:

Certificate of Compliance
Dept. of Accounting and General Services

UNIVERSITY OF HAWAII
 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:	CONSORTIUM ON READING EXCELLENCE, INC.	Hawaii Tax#:	W20226134
DBA/Trade Name:	CORE	FEIN/SSN#:	94-3264308
Issue Date:	12/13/2007	UI#:	No Record
Status:	NOT COMPLIANT	DCCA FILE#:	36579

Status of Compliance for this Vendor on Issue Date

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Not Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Print Close Award

RFQ #Q200800107 [DETAIL ITEMS](#) Lump Sum (All or None) Award Method (Line Item Award: ☐) [Print](#) [Back](#)

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 University of Hawaii. The top navigation bar includes links like 'Main', 'Solicitation Manager', 'Awards Manager', 'Award History', 'Approvals Manager', 'Miscellaneous', and 'CAPTURE DATA'. The 'Awards Manager' section is active, showing 'Awarded By' (University of Hawaii, 2444 Dole St, Bachman Hall 109H, Honolulu, HI 96822) and 'Awarded To' (HAWAII VENDOR 3, 213 Iao Needle, Lahaina HI, 96761, John Smith, emode@sicom.net, Vendor Nbr: 123456).

The main content area is titled 'Complete the Award of (B2008003684- 01)'. It features a 'MANDATORY AWARD SECTION' with the following details:

- Award Type:** Notice of Award for Definite Quantity Contract (DO) (STEP 1-1)
- Award Instructions:** (Link)
- Agency Award Nbr:** 12345
- Basis of Award:** Adequate Price Competition (STEP 1-2)
- Competition Type:** Open Competition (STEP 1-3)
- Competition Comments:** The low bid was not selected because: Offer does not have proper licensing. (Not displayed on Award review)
- Signed By:** Bill Johnson (Approver) (STEP 1-4)

Below the mandatory section is the 'OPTIONAL AWARD SECTIONS' area, which includes links for:

- Lag Days/Release Dates - Line Items Review - Estimated Total Price - Shipping Info - Award Header Attachments
- General Comments Area (Review Vendor Line Item Comments)
- Line Item File Attachments
- Line Item Award Instructions / Internal Comments Area
- Award Email Distribution

At the bottom, the 'COMPLETE AWARD' section contains 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 'Review / Edit Award' page in the SicommNet system. The browser address bar shows the URL: <http://training.sicomm.net/buyer/po001ReviewEdit.html?changeOrder=>. The page header includes the University of Hawaii logo and the text 'State of Hawaii Purchase Order'. The main content area shows the 'Bill To' information for the University of Hawaii, including the address: 2444 Dole St, Bachman Hall 109 H, Honolulu, HI 96822. The 'Notice of Award for Definite Quantity Contract' is displayed, with the contract number DO2008002148 and the subject 'subject to change'. The 'Currently Selected subject to change' section shows the 'Award Release Date' and 'Vendors Award Notification Date' as 05/18/2009. The 'DELIVER TO' section shows the same address as the 'Bill To' section. The 'VENDOR' section lists 'HAWAII VENDOR 3' with contact information for John Smith. The 'Terms' section shows 'Discount' terms. The 'Required Delivery Date' is 03/16/2009. The 'Start of Service Date' and 'End of Service Date' are both set to MM/DD/YYYY. The 'RFQ#' is B2008003684 and the 'DOC#' is D2008007151. The 'Contact' section shows 'HAWAII BUYER 1' with the phone number 808-555-1212. The left sidebar contains navigation links such as 'Main Solicitation', 'MANDATORY AWARD SECTION', 'Review / Edit Award Type', 'Award Types', 'Basis of Award', 'Competition Comments', 'Not displayed on Award review', 'Signed By', 'OPTIONAL AWARD SECTION', 'Lag Days/Release Dates - L', 'General Comments Area', 'Line Item File Attachments', 'Line Item Award Instruction', 'Award Email Distribution', and 'COMPLETE AWARD'. The bottom of the page features a footer with the copyright notice '© 1999-2007 SicommNet, Inc. All Rights Reserved.' and the date 'Fri, 14 Dec 2007 10:00:00 AM'. A dropdown menu is open, showing the options 'Select an action.', 'Complete Award', and 'Cancel Award Action'.

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



Bill To: University of Hawaii
 2444 Dole St
 Bachman Hall 109 H
 Honolulu, HI 96822

THIS NUMBER MUST APPEAR
 ON ALL DOCUMENTS

 Notice of Award for Definite Quantity Contract
 DO2008002148
 Agency Internal PO Nbr:
 12345

audit

DELIVER TO:
 University of Hawaii
 2444 Dole St
 Bachman Hall 109 H
 Honolulu, HI 96822

Date: **Mon May 18 2009**
 Quoted By: **John Smith**
 F.O.B: **Destination**
 Terms:

VENDOR: HAWAII VENDOR 3
 213 Iao Needle
 Lahaina, HI 96761
 Attn: Account Manager
 Vendor Nbr: 123456
 Emailed To: emode@sicomm.net
 Phone: 123 123-1234
 Fax:
 Account Number: P00000000004

Required **Mon Mar 16, 2009**
 Delivery Date:

 RFQ#: **B2008003684**
 DOC#: **D2008007151**

Contact: [HAWAII BUYER 1](#) 808-555-1212
 Buyer: [HAWAII BUYER 1](#) 808-555-1212

Item No	Description	Quantity UOM	Unit Price	EXTENSION
1	FINANCIAL SERVICES Auditing (946-20) (nt)	1 YEAR	8.80	8.80
Sub-Total:				8.80
Total:				8.80
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..		0.07	
General Comments:				
Instructions:				
Freight / Handling Included in Price				
By: Bill Johnson				

[Print Award Document](#)
[PO Options](#)

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.

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"/>	LF: <input type="checkbox"/>		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"/>	LF: <input type="checkbox"/>		10 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	Thu Dec 25 2008 16:30:00	20032	Medical Wear
		View Responses			Responses /	Line Items			

Done

Internet

Protected Mode: On

100%


RFQ #Q200800504	DETAIL ITEMS	Line Item Award Method	Award Checked To:	BARONIDAHO2	Go	(Lump Sum Award: <input type="checkbox"/>)	Print	Back	Show Awarded
Select	UnAward	Line Item	Quantity	UOM	Cmddy Code	Short Description	Status		
In Work, <input checked="" type="checkbox"/>		001	12	EA	20120	Bands: Hat as per attached specifications			
BARONIDAHO2 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,			


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.

 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									



University of Hawaii
 2444 Dole St
 Bachman Hall 109 H
 Honolulu, HI 96822

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"/> Dynamic Preference %:	9.07	0		9.07	9.07	Fri Nov 30 2007	16:53:43
				Direction: Add To <input type="button" value="go"/>		Set All: <input type="checkbox"/>	
Vendor: BARONIDAH02 P00000056541						FedID:	XX-XXXX234
Recycled Status: Recycled				IP Addr:		76.92.26.95	
Comments:							


RFQ #Q200800504																																										
DETAIL ITEMS		Line Item Award Method		Award Checked To: BARONIDAH02		<input type="button" value="Go"/> (Lump Sum Award: <input type="checkbox"/>)		<input type="button" value="Print"/>	<input type="button" value="Back"/>	<input type="button" value="Show Awarded"/>																																
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Select</th> <th>UnAward</th> <th>Line Item</th> <th>Quantity</th> <th>UOM</th> <th>Cmnty Code</th> <th>Short D</th> <th>Status</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>001</td> <td>12</td> <td>EA</td> <td>20120</td> <td>Bands: SURFER BOY INC</td> <td></td> </tr> </table> </div> <div style="flex: 2;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Select Multiple Item Awardee RYBRE AUTO CS COMPUTER SYSTEMS FULL SERVICE VENDOR low level BARONIDAH02 Sicommet New vendor the new vendor Acme Electron Guns Sicommet SURFER BOY INC </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="8">BARONIDAH02 is available to be awarded items: 001, 002.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>002</td> <td>50</td> <td>EA</td> <td>20120</td> <td>CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,</td> <td></td> </tr> </table> </div> </div>											Select	UnAward	Line Item	Quantity	UOM	Cmnty Code	Short D	Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	12	EA	20120	Bands: SURFER BOY INC		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,	
Select	UnAward	Line Item	Quantity	UOM	Cmnty Code	Short D	Status																																			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	12	EA	20120	Bands: SURFER BOY INC																																				
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,																																				

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.


 University of Hawaii
 2444 Dole St
 Bachman Hall 109 H
 Honolulu, HI 96822

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

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
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"/>	<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				Tue Nov 20 2007 17:30:00							
Assign/Manage pCard				Excluded Parties List							
Intent To Award / Award	Price	Pymt Terms									
Intent: <input type="radio"/> Award: <input type="radio"/>	9.07	0									

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

LABP Price: -0.05

Trans Date: Fri Nov 30 2007
Trans Time: 16:53:43

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



University of Hawaii
2444 Dole St
Bachman Hall 109 H
Honolulu, HI 96822

Purchase Order GeneratorBackView 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

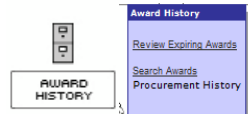
Back

© 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 IFB used for the award, and printing of the PO Summary Report.

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



All Awards List

Click on **Awards History** tab and then on **RFB** sub menu to display all awards from an **IFB/RFB**. 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.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA								
Search Awards Linked Awards Locator Award Expiration Tracker All RFB RFI RFP RFQ Contact Us Help Logout								
System RFB Awards Current as of: Mon May 18 13:07:13 GMT-0700 (PDT) 2009								
Detail	Awarded To	RFB Nbr - Abstract	Requisition/Document Nbrs	PO Nbr	PO Date	Cmdty Code	Short Description	Agency
<input type="radio"/>	HAWAII VENDOR 3	B2008003684	R2008005598 D2008007151	DO2008002148	Mon May 18 2009	94620	FINANCIAL SERVICES Auditing	State of Hawaii
<input type="radio"/>	HAWAII VENDOR	B2008003748	R2008005817 D2008007486	DO2008002134	Thu May 07 2009	76003	Backhoe, Cat Model as per attached	State of Hawaii
<input type="radio"/>	HAWAII VENDOR 3	B2008003726	R2008005741 D2008007392	DO2008002086	Thu Apr 09 2009	82008	Boilers, High Pressure as per attached specification	State of Hawaii
<input type="radio"/>	HAWAII VENDOR 3	B2008003723	R2008005726 D2008007353	DO2008002080	Tue Mar 24 2009	76027	Heavy Duty Generators as per attached specifications	State of Hawaii
<input type="radio"/>	Id Vendor	B2008003692	R2008005676 D2008007270	DO2008002061	Wed Mar 11 2009	76027	Generators, heavy duty, as per attached specifications	State of Hawaii
<input type="radio"/>	HAWAII VENDOR 1	B2008003677	R2008005590 D2008007140	ID2008002397	Thu Feb 05 2009	94620	Auditing of FINANCIAL SERVICES as per attached scope of work	State of Hawaii

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA	
Search Awards Linked Awards Locator Award Expiration Tracker All RFB RFI RFP RFQ Contact Us Help Logout	
 <div>University of Hawaii 2444 Dole St Bachman Hall 109 H Honolulu, HI 96822</div>	
Search Within Date Range	
My Award's issued in the last 31 days: Select an Award from the list box	
List: My Award's: Agency Award's: Go Sorted By: Award Date DESC	
Search By Award Number	
Get Award for Document: Get Award	
Search By Text Within Date Range	
Award's issued in the last 31 days: of: My Award's: Agency Award's:	
Item Description Text: Find By Text sort: AWARD NBR DESCENDING ONLY	

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.

 Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPS/STARS Search Awards Linked Awards Locator Alternate Proposal Locator Award Expiration Tracker All RFB RFI RFP RFQ Contact Us Help Logout				
		<h2>Secure Internet Commerce Network</h2>		
Bill To: Secure Internet Commerce Network PublicBuy.net 2918 5th Avenue San Diego, CA 92103		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		Quoted By: Stuart Schaffer Date: Thu Dec 13, 2007 F.O.B: Destination Terms:		
VENDOR: SCHAFFER 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		Required Sun Sep 30, 2007 Delivery Date: Solicitation#: Q200800107 DOC#: D200800147		
Contact: FRANK PIERCE 808-341-8782 Buyer: FRANK PIERCE 808-341-8782				
Assign/Manage pCard				
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:				
By accepting this order, seller agrees to accept all standard terms and conditions and those appearing on or attached to this order.				

Scroll to the bottom and us the
Select an Action drop down to view
all available functions

The primary areas you will access
are:

Create a New Solicitation – will
copy the original IFB so you can use
it again

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

Print Document

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

Re-email Document to Vendor

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

AWARD Summary Report – a full
history of the procurement from first
creation to final award, has all the
details needed for approvers and
auditors

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

<div><div>MainSolicitation ManagerAwards ManagerAward HistoryApprovals ManagerMiscellaneousCAPTURE DATA</div><div>Search AwardsLinked Awards LocatorAward Expiration TrackerAll> RFB, RF1, RFP, RFQContact UsHelpLogout</div></div>				
Vendor ID#: 123456 Emailed To: emode@sicomm.net Phone: 123 123-1234 Fax: Account Number: P00000000004			Solicitation#: Q2008009238 DOC#: D2008006000	
Contact: HAWAII BUYER 1 808-555-1212 Buyer: HAWAII BUYER 1 808-555-1212			<div>Assign/Manage pCard</div>	
Item No	Description	Quantity UOM	Unit Price	EXTENSION
01	DOG FOOD, DRY 40 LB/BAG - EUKANUBA OR EQUAL (325-25-35-200) (nt)	1000 BAG	35.30	35300.00
Sub-Total:				35300.00
Total:				35300.00
Action	SicommNet will bill, via separate invoice, the 0 Solicitation Instructions and Terms and Conditions Sicommnet, Inc., and is due within 30 days from the date of award.			
General Comments:				
Actions:	nt / Handling Included in Price			
RD NOTICE: This document is an award notification only d not proceed with the ordering or delivering of goods or services , and/or notice to proceed is received. DO NOT DUPLICATE				
Purchase order will be sent under separate cover. Contractor ces contracted until an agency issued contract, purchase				
By: HAWAII BUYER 1				
Execute ActionBack to All Awards				
fpierce@sicomm.net				

1008 SicommNet, Inc. All Rights Reserved.
Display - Tue, 29 Jan 2008 hibuylr1

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 IFBs 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.

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

[Awaiting My Approval](#)
[My RFxs >](#)
[In Approval](#)
[Dis-Approved/My REQs >](#)
[In Approval](#)
[Dis-Approved](#)
[My POs >](#)
[In Approval](#)
[Dis-Approved](#)
[Contact Us](#)
[Help](#)
[Menu](#)
[Logout](#)



University of Hawaii
2444 Dole St
Bachman Hall 109 H
Honolulu, HI 96822

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 (hiaprover1) writes
PO DO2008001472 Approved by hiaprover1
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 on: Wed Jul 11 2007

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
Award notifications (B2007003545) are scheduled for release on: Wed Jul 11 2007

http://training.sicomm.net/buyer/req_doc_approvalList.html?tempuser_id=undefined&docNbr=DO200...

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:	hiaprover1				
Approval / CC:	Approval				
To Date:	Wed Jul 11 2007				
From Date:					
Status:					
Start Lastname search at: <input type="text"/> 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](#)
[Page Info](#)

[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
Specifics					Assigned Workflow Routes										
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

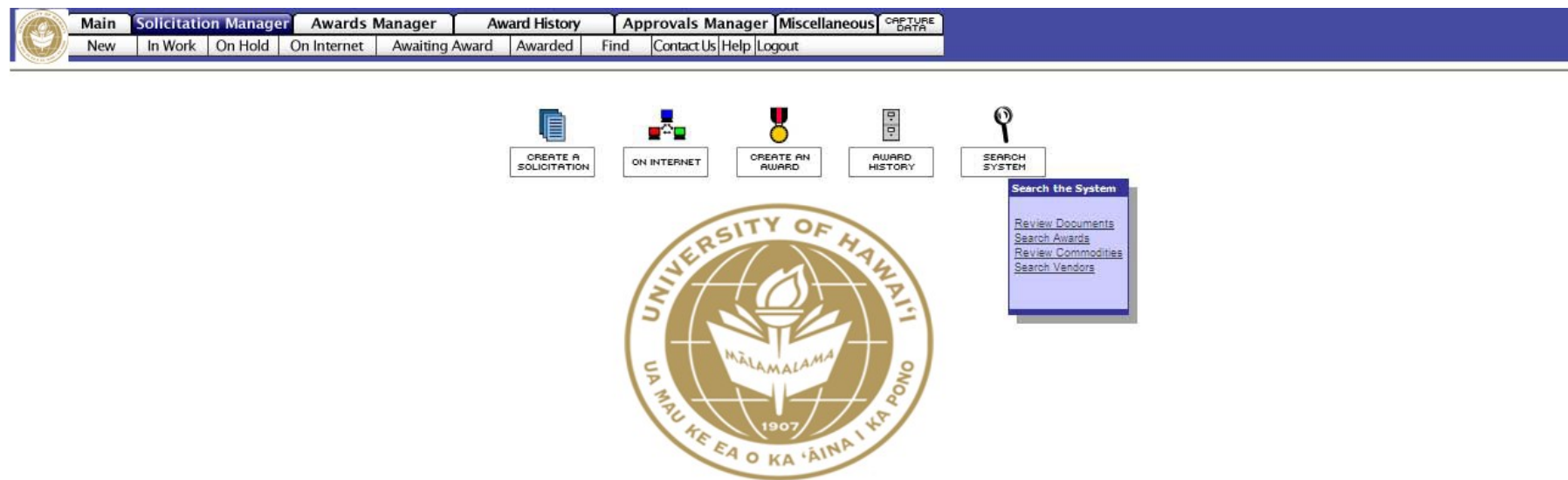
POs Awaiting Release	Awaiting Approval	Disapproved Requisitions	Disapproved Solicitations	Disapproved Purchase Orders
DO2008001656 DO2008001663 DO2008001673 DO2008001674 DO2008001681 DO2008001686	No Documents Awaiting Approval	No Disapproved Requisitions	No Disapproved Solicitations	DO2008001554

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 Bids between 8-1-07 to 12-14-07.



[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](#)



University of Hawaii
2444 Dole St
Bachman Hall 109 H
Honolulu, HI 96822

SYSTEM SEARCH Enter Required Search Parameters

[Review Document](#)

Number: [Get Document](#)

OR

Document Type:

From (or Only) Date: [Calendar](#) To Date: [Calendar](#)

[Review Document\(s\)](#) [Reset Document Search Parameters](#)

OR

[Review Awards](#)

Search on Description :

[Search Awards](#)

BACK

View	Department	User Name	Status	RFQ Number	NIGP Code	Date Created	Short Description
	AGENCY	HAWAII BUYER 1	Awards Mngr -> 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 Mngr -> 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”

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
	075	57	WATER HOSE AND REEL ASSY., AUTOMOTIVE
	075	66	WATER PUMP LUBRICANT

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 SicomNet web 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 secondary bar with buttons: 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 Item Nbr" (set to h1buyer1), "OR Other Notepad Name:" (set to Item:), and "OR Vendor Notepad(BASEC ID):". Below these are buttons for "Review Notepad Entries", "Create Notepad Entry", and "Vendor BASEC IDs/Notepads". A "Reset" button is also present.

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	P000000000154
		HI	P000000000027
		State	System Number
		HI	P000000000030

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

- 12/12/2007 04:00:30 PM DBEDTOPIAEVA
- Vendor has the cleanest teeth in Honolulu!07/20/2007 05:12:10 PM dhhlrrobinso
- vendor needs his job for toothpaste!06/27/2007 04:57:00 PM LNRENGOCHING
- 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 LNRFORIBUSTO

At the bottom of the popup window are buttons: 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="checkbox"/>	ABC	jojn john	john.john@hawaii.gov	808-596-5125	
<input type="checkbox"/>	BOBOS BOBOS BOBO	bobo bobobola	lovel.horita@hawaii.gov	800-888-8888	800-888-8889
<input type="checkbox"/>	CAROL TEST5	Carol Hudnell	carol@sicomm.net	555-555-5555	
<input type="checkbox"/>	CHARLES TEST COMPANY HI	Charles Sirl	charles@sicomm.net	619-294-9191	
<input type="checkbox"/>	CONRAD ENTERPRISES	Kevin Nako	kevin.nako@hi.gov	808-587-1987	
<input type="checkbox"/>	DEPARTMENT OF TRANSPORTATION DOTA	GELA C LUCAS	GELA.LUCAS@HAWAII.GOV	808-838-8627	808-838-8653

View

Vendor Name	Contact Name	Email	Phone	Fax
<input type="checkbox"/> GTB CORP.	TOM BUSIC G BUSIC	BUSICG001@hawaii.rr.com	808-927-1556	
<input type="checkbox"/> HAWAII VENDOR 1	John Doe	test5@sicomm.net	123-123-1234	
<input type="checkbox"/> HAWAII VENDOR 3	Alice Wonderland	email@sicomm.net	123-123-1234	
<input type="checkbox"/> HOPACO HOPACO	John Smith	jsmith@hotmail.com	808-832-1296	
<input type="checkbox"/> 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.

The screenshot shows the 'Update User Info' form. At the top is a navigation bar with tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below the navigation bar is the University of Hawaii logo and contact information: University of Hawaii, 2444 Dole St, Bachman Hall 109 H, Honolulu, HI 96822. The form itself has a title bar 'GOLD Highlighted Fields indicate MANDATORY Input.' and a section 'Agency Staff'. Fields include: Department ID (AGENCY), User Type (Level 1 Buyer), Buyer Code, First Name (HAWAII), MR. (checkbox), Last Name (BUYER 1), Title/Position (Buyer), Telephone (508.855.1212), FAX, Email (hawaii@uconn.net), User ID (hbuyert - not editable), Password (*****), and Verify Password (*****). There is an 'Interface Frames Display' dropdown set to 'Use the "List" frame as little as possible'. Below this are three checkboxes: 'For Requisition Approvals: As A Page (selected)', 'For Solicitation Approvals: In-Line', and 'For Award Approvals: In-Line'. A note states: 'NOTE: With a large number of Documents the In-Line method results in a slower page load time.' At the bottom right is an 'Update User Info' button.

The screenshot shows the 'Main' navigation bar. It has tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below the tabs are links: New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Contact Us, Help, and 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 IFB yet, only a requisition. Click on **Manage** to open and continue working on this document and turn it into an IFB.

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

The screenshot shows the 'Main' navigation bar. It has tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below the tabs are links: Abstract >, RFB, RFP, RFQ, PO Generator, Auto Release, My pCard Docs, Intent To Award, Contact Us, Help, and 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.