



UNIVERSITY  
*of* HAWAI'I  
SYSTEM

# ***Request for Quotations***

## **HePS Reference Guide**

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

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## Part 1 - Creating and Releasing an RFQ

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

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



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

**Step 1** – Optional Document Tracker Information – numbers or text

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

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

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

Freight and FOB information, the standard default is already set

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

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

Optional P-Card Information

**Step 6** - Optional Internal Notes

**Step 7** – Save and Get Items

The screenshot shows the 'eRFQ Solicitation Header' form in the 'Solicitation Manager' system. The form is divided into several sections, each corresponding to a step in the process:

- STEP 1: DOCUMENT INFORMATION** (Mandatory): Includes fields for Document Date (FRI MAY 15, 2009 11:27:46 AM HST), Document No. (02008007525), and an Optional Reference No. field.
- STEP 2: REQUISITIONER INFORMATION** (Mandatory): Includes fields for Requested By (State of Hawaii), Agent (HAWAII BUYER 1), Telephone No. (808-555-1212), Fax No. (808-555-1213), and Email Address (tpierce@sicomm.net).
- STEP 3: CONTACT INFORMATION** (Mandatory): Includes a Search For Agency Users section with a search bar and a search button.
- STEP 3-1: PRODUCT OR SERVICE - DATES AND FREIGHT INFORMATION** (Mandatory): Includes fields for REQUIRED DELIVERY DATE (05/03/2009), LENGTH OF CONTRACT (Start of Service Date: MM/DD/YYYY, End of Service Date: MM/DD/YYYY), and FREIGHT (Freight / Handling Included in Price, Destination, FOB Location).
- STEP 4: DELIVERY POINT INFORMATION** (Mandatory): Includes a Deliver To field (TEST) and a button to view delivery point information.
- STEP 5: BILLING INFORMATION** (Mandatory): Includes a Bill To field (Bill To Delivery Point) and a button to view billing point information.
- STEP 6: OPTIONAL DOCUMENT NOTES** (Optional): Includes a text area for notes and a button to open the notes.
- STEP 7: SAVE AND GET ITEMS** (Optional): Includes a button to save all and get items, and a button to reset all fields.

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

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

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

**Step 8 continued** – Select the appropriate item or service.

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

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

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

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

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

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

Optional Allowable variation in Quantity may be entered


Optional tracking number for the item may be entered

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

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

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

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



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

eRFQ Solicitation Item Information

Adding New Solicitation Item.

STEP 9
close
MANDATORY: \*

Quantity:

1

EACH ( EA )

Alternate Line Item Delivery Point(0) >>

Estimated Price: MANDATORY Approvals

\$ 35500

Total Estimated Price All Items: 35500

Allowable Variation in Quantity:

0

%

eg. .0875 = 8.75

Document Information:

Document Nbr.: D2008007525

Item No.: 001

Reference Number:

STEP 10 COMMODITY INFORMATION
close

Commodity Code: 120-23--
Save Custom Description

Description > \*

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

6,800 characters maximum 72

STEP 11 FILE ATTACHMENTS(0)
close

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

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

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

STEP 13 NOTES | (FOR INTERNAL USE ONLY)
open

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

6

**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.

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

eRFQ Solicitation Item Information

Adding New Solicitation Item.

STEP 9 close MANDATORY: 1

Quantity: 1  
EACH (EA)

Estimated Price: MANDATORY Approvals  
\$ 35500  
Total Estimated Price All Items: 35500  
Allowable Variation in Quantity: 0

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

Alternate Line Item

STEP 10 COMMODITY INFORMATION  
Commodity Code: 120  
Power Boats, 25  
6,800 character

Upload Document Attachment - Windows Internet Explorer  
http://training.sicomm.net/buyer/rfBPIUploadFile.html?fromCCCBody=1&fromRFQ=1&fromUserShortWindow=1

Document Attachments

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

Enter File Description:

Select file: Browse...

Upload File Close

Internet | Protected Mode: On 100%

STEP 11 FILE ATTACHMENTS(0) close

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

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

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



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

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

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

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

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

**Step 13** – Optional internal notes may be added

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

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

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

**Delete Document** – erases everything

Click **Execute** to continue

6,800 characters maximum 72

**STEP 11 FILE ATTACHMENTS(0)** close

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

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

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

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

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

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

**STEP 13 NOTES | (FOR INTERNAL USE ONLY)** open

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

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2 - Fri, 15 May 2009 hibuyer1

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 University of Hawaii eProcurement system interface. At the top, a navigation bar includes links for Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and a User menu. Below this, the University of Hawaii logo and address (2444 Dole St, Bachman Hall 109 H, Honolulu, HI 96822) are shown, along with the text "Request for Quotation". A status bar indicates the date and time: "Fri May 15 11:35:25 UTC-1000 2009".

A red banner message states: "No approval route found. Requisition R2008005856 Created for Document D2008007525. Assigned for eRFQ Solicitation creation." Below this, a "Detail Item Updated" message provides document and item information.

Two boxes display key identifiers: "Solicitation Nbr: Q2008010197" and "Requisition Nbr: R2008005856" with "Document Nbr: D2008007525".

The interface is divided into two main sections: "MANDATORY SOLICITATION SECTIONS" and "OPTIONAL SOLICITATION SECTIONS". The mandatory sections include:

- [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)

The optional sections include:

- [Review / Edit Contact and Buyer Information](#)
- [Review / Edit Header Notes](#)
- [Review / Edit Line Item\(s\) Quick Edit](#)
- [Establish / Review / Edit Pre-Bid Conference](#)
- [Establish / Review / Edit Questions / Answer Section](#)

## Mandatory Step 1

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

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

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

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

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

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

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

- Review / Edit Solicitation Release Information STEP 1**: Contains fields for 'Items Response' (dropdown set to 'All or none items response'), 'Est TTL Amount' (\$25320), and 'Allow Alternate bids' (dropdown set to 'NO'). To the right is a 'Select Solicitation Recipients' section with a dropdown set to 'Agency Domiciled Vendors' and a 'Review Above Recipients' button.
- Solicitation Email Date**: A date field set to 12/03/2007 with a 'Y' icon and a link to 'After Any Approvals'.
- Solicitation Responses Due**: A section with 'NO LATER THAN 5:30 on' 12/25/2007 and an 'Override Close Time' field.
- Solicitation Header File Attachments**: A section with a link to 'Click here to attach files', a 'Manage Attachments' field set to 0, and a 'below.' label.
- Required Delivery Date**: A date field set to 01/30/2008 with a 'Y' icon and a '-Priority- Normal' dropdown.
- Length Of Contract**: A section with 'Start of Contract' and 'End of Contract' fields, both set to MM/DD/YYYY and marked with a 'Y' icon.
- Freight**: A section with a 'Freight / Handling Included in Price' dropdown, a 'Destination' dropdown, and an 'FOB Location' field.

Below these sections is a 'Review / Edit Billing And Shipping Locations STEP 2' section with 'Bill To' and 'Deliver to' dropdowns set to 'DEFAULT' and 'Headquarters' respectively, each with a 'View' button and a note to click to reset.

The next section is 'Review / Edit Solicitation Vendor Instructions STEP 3', which contains a table of instructions:

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

## Mandatory Step 2

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

## Mandatory Step 3

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

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

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

## Mandatory Step 4

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

## Mandatory Step 5

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

The screenshot displays the 'MANDATORY SOLICITATION SECTIONS' of a procurement system. The interface includes a top navigation bar with links like 'Main', 'Solicitation Manager', 'Create', 'Awards Manager', etc. Below this, a series of steps are listed: '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', and 'Review / Edit Solicitation Geographic Location/Category STEP 5'. The 'STEP 3' section, 'Solicitation Instructions', is currently active. It shows a table of mandatory instructions, including 'TRANSACTION FEES', 'The SOSA is hereby incorporated by reference...', 'Unless otherwise indicated, questions regarding this solicitation must be directed...', 'TAXES SHALL BE INCLUDED IN PRICE WHEN APPLICABLE:', and 'OFFER DEEMED FIRM:'. Each instruction has a square box on the left for selection. Below the instructions, there are fields for 'Custom Title' (containing 'Power Boat') and 'Custom Description'. The 'STEP 5' section shows a 'Counties' section with checkboxes for 'Statewide', 'Honolulu' (checked), 'Maui', 'Hawaii', and 'Kauai', and a 'Category' dropdown menu with options like 'Choose A Category', 'Goods & Services', 'Construction', and 'Health & Human Services'.

MANDATORY SOLICITATION SECTIONS (Click a Link Below or Click [here](#) to Toggle All Mandatory Areas)

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

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

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

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

**Solicitation Instructions**  
Mandatory Instructions are automatically included on the Solicitation

Mandatory	Instruction(s)
<input type="checkbox"/>	<b>TRANSACTION FEES:</b> In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.85% (.0085), capped at \$5,000, to Sicommlet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the State of Hawaii pCard, Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment must be made to Sicommlet within thirty (30) days from receipt of invoice.
<input type="checkbox"/>	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 <a href="http://www.sicomm.net">www.sicomm.net</a> . 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.
<input type="checkbox"/>	Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Buyer listed.
<input type="checkbox"/>	<b>TAXES SHALL BE INCLUDED IN PRICE WHEN APPLICABLE:</b> 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.
<input type="checkbox"/>	For more information on taxes, please contact the Hawaii State Department of Taxation at (808) 587-4242 or 1-800-222-3229 or visit their <a href="http://www.hawaii.gov/tax">website</a> .
<input type="checkbox"/>	<b>OFFER DEEMED FIRM:</b> Submission of an electronic response to the State of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the State of Hawaii at the price shown in the response and under the State's Terms and Conditions.

MANDATORY SOLICITATION SECTIONS (Click a Link Below or Click [here](#) to Toggle All Mandatory Areas)

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

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

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

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

Custom Title:

Custom Description:

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

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

OPTIONAL SOLICITATION SECTIONS

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

Review / Edit [Header Notes](#)

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

**Contact and Buyer Information** – review and edit as necessary

**Header Notes** – review and edit as necessary

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

**Optional Solicitation Tile and Description** – may be added

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

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

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

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

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

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

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

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

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

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

Next is the 'Establish / Review / Edit Pre-Bid Conference' section. It includes fields for:
 

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

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

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

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

## Line Item Edit

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

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

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

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

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

Mon Jan 28

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- req\_handler\_index - Tue, 29 Jan 2008 hibuyer1

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

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

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

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

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

The solicitation will be checked for approval routing.

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

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

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



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



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

On the Internet Solicitations: Select a function by clicking the button or link for the Document. Exclude Not Currently On Internet Solicitations Toggle Detail

No Approval Routes Found. Solicitation: Q200800700 released to the Internet.  
 By: FRANK PIERCE Tele:808-341-8782 Email: [fpierce@sicomm.net](mailto:fpierce@sicomm.net)  
 Email Notifications Date: 12/13/2007 Solicitation Due Date: 12/27/2007  
 (Requisition Nbr: R200800982 Document Nbr: D200801558)

View RFX	Vendor View	Responses	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
<a href="#">View</a>	<a href="#">View</a>	0 /	<a href="#">Edit Release</a>	<a href="#">Remove</a>	AGENCY	PIERCE ETA: \$12500	RFQ	<a href="#">Q200800436</a>	<a href="#">R200800611</a>	D200800982	2	00
AMENDMENT IN PROCESS This Solicitation is not visible to vendors on the Internet. It needs to be released.												
NIGP / Description: 16520: Deep Fat Fryers - changed description testing												
Solicitation Closes: Wed Nov 14 2007 5:30 PM												
Solicitation Files Attached: Header:												
Item 001: <a href="#">TestDocumentWord2007.docx</a> <a href="#">tes2.xlsx</a>												

View	Vendor View	Responses	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
<a href="#">View</a>	<a href="#">View</a>	14 /	<a href="#">Amend</a>	<a href="#">Remove</a>	AGENCY	PIERCE ETA: \$12500	RFQ	<a href="#">Q200800483</a>	<a href="#">R200800654</a>	D200801072	1	01
NIGP / Description: 04008: Bid to supply cages for the trapping and sheltering of endangered monk seals.												
Solicitation Closes: Fri Nov 30 2007 5:30 PM												
Question/Answer Period: Click <a href="#">here</a> to review or respond to Vendor Questions Questions Deadline: 11/14/2007 Answers Due Date: 11/15/2007												
CA State Vendors Only: Click <a href="#">here</a> to view member configuration. Emails and BidBoards only for vendors domiciled in CA												
Solicitation Files Attached: Header:												



## Part 2 – Amending and Managing your Solicitation

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



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

### Amending a Solicitation

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

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

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

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

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

**Solicitation Files** – click on the link to view your attachments

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

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
<a href="#">View</a>	<a href="#">View</a>	4 /	<a href="#">Amend</a>	<a href="#">Remove</a>	AGENCY	Pierce ETA: \$125000	RFI	<a href="#">I2008002533</a>	<a href="#">R2008005292</a>	D2008006773	1	01
Classic NIGP / Description: 95262: Mental Health Services												
HePS PNS: Oahu Category: Goods & Services												
Solicitation Closes: Mon Sep 15 2008 4:30 PM												
Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/08/2008 at 1:30 PM Review undefined Registered Attendees: <input type="checkbox"/>												
Question/Answer Period: Click <a href="#">here</a> to review or respond to Vendor Questions Questions Deadline: 09/03/2008 Answers Due Date: 09/09/2008												
Solicitation Files Attached: Header:												
Item 001: <a href="#">Attendees 8-5.xls</a> Scope of Work. Mental Health Services												
<a href="#">View</a>	<a href="#">View</a>	0 /	<a href="#">Amend</a>	<a href="#">Remove</a>	AGENCY	Pierce ETA: \$89000	RFP	<a href="#">P2008002571</a>	<a href="#">R2008005320</a>	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 <a href="#">here</a> to review or respond to Vendor Questions Questions Deadline: 09/15/2008 Answers Due Date: 09/18/2008												
Solicitation Files Attached: Header:												
Item 001: <a href="#">On Intern Vendor View.doc</a> Medical Services RFP <a href="#">Line Item Amendment Blank Screen.doc</a> 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.

**Vendors who have responded to this Solicitation**

Responsees to Solicitation Q2008010165 current as of: Fri May 15 18:28:56 GMT-0700 (PDT) 2009

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 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 link 'Review / Edit Amendment Information' with a magnifying glass icon and 'STEP 1'. Below this is a text box for 'Solicitation Amendment 03 / CHANGE REASON TEXT ( displayed on solicitation )'.

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

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

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

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

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

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

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

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

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

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

Solicitation Title: Power Boat

Solicitation Nbr: Q2008008940  
Reference Number: R2008005434  
Document Nbr: D2008005434

IMPORTANT NOTIFICATION: You have not yet responded to this Solicitation.

Solicitation Date of Issue: FRI MAY 15, 2009

Response Due NO LATER THAN: WED JUL 15, 2009 04:30:00 PM HST

Required Delivery Date: 09/15/2009

THIS SOLICITATION REQUIRES A RESPONSE TO ALL ITEMS

By [X] Days 3 Hours 51 minutes 41 seconds

**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

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

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

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## Close for Award

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

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

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

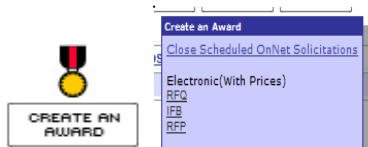
AWARDS		TO APPROVE		DIS-APPROVED					
POs Awaiting Release (0)		Awaiting My Approval (0)		My Disapproved Requisitions (0)		My Disapproved Solicitations (0)		My Disapproved Awards (0)	
Documents / Requisitions / Solicitations									
New	In Work (1)	On Hold (1)	On Net (4)	Incomplete Awards	Awaiting Award		Awaiting Award - Classic		
				PO Gen (1)	IFB (2)	RFP (1)	REQ (0)	cIFB (1)	cRFP (0)



## Part 3 - Creating an Award

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

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



Closed solicitations appear as a list in the bottom frame.


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

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

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

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

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

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

Optional vendor notification of cancelled solicitation	
Solicitation: <input type="text" value="Q2008009039"/>	
Subject:	<input type="text"/>
Email body:	<div style="border: 1px solid black; height: 150px;"></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."/> <div> <input type="button" value="clear"/> <input type="button" value="review email"/> </div>
Instructions:	<p>This option is only available when a SINGLE document is moved to "On Hold".</p> <p><b>EMAILS MUST BE ENTERED PRIOR TO PRESSING "Move selected solicitations to On Hold".</b></p> <p>However as the email is not cleared after sending, it can act as a skeleton for other documents.</p> <p>Options include sending a notification to 1: all responding vendors, 2: yourself or 3: both.</p> <p><b>To send a notification:</b> select a document, enter the subject, email body and recipient, press the "Move selected solicitations to On Hold" button. You will be prompted for missing fields. Verification of sending the email will be requested prior to submission.</p>

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

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

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

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

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

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

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

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

<a href="#">Main</a> <a href="#">Solicitation Manager</a> <a href="#">Awards Manager</a> <a href="#">Award History</a> <a href="#">Approvals Manager</a> <a href="#">Miscellaneous</a> <a href="#">Capture Data</a>									
<a href="#">Abstract &gt;</a> <a href="#">RFB</a> <a href="#">RFP</a> <a href="#">RFQ</a> <a href="#">PO Generator</a> <a href="#">Auto Release</a> <a href="#">My pCard Docs</a> <a href="#">Intent To Award</a> <a href="#">Contact Us</a> <a href="#">Help</a> <a href="#">Logout</a>									
<p align="center"><b>LUMP SUM</b> Abstract of Responses for Solicitation <b>#Q2008010184</b></p> <p align="center">Click <a href="#">here</a> to attach a post award file to this solicitations header. This file will be viewable by vendors from the abstract solicitation view after award.</p>									
<p align="center"><b>Solicitation Optional Title:</b> SHEEP</p>									
<p align="center"><b>NIGP Nbr:</b> 04090      <b>Abbreviated Desc:</b> Sheep as per attached</p>									
<b>Delivery Date</b>		<b>Email Date</b>		<b>Due Date</b>		<b>Solicitation Line Items</b>		<b>Requisition Nbr</b>	
Mon Jun 01 2009 00:00:00		Wed Apr 22 2009 14:16:56		Mon May 25 2009 14:00:00		1 TOTAL		R2008005842	
<p><b>Estimated Price:</b> \$10000</p>									
<p> <a href="#">Line Item View</a> <a href="#">Pre-Bid Conference</a> <a href="#">Assign/Manage pCard</a> <a href="#">Hawaii Compliance Express Login</a> <a href="#">Professional and Vocational Licensing Search</a> </p>									
<p> <a href="#">Federal Excluded Parties List</a> <a href="#">Vendor Response Tracking</a> </p>									
<p><a href="#">Toggle All Switches</a></p>									
<b>Intent To Award / Award /</b>		<b>Price</b>	<b>Pymt Terms</b>	<b>Pymt Text</b>	<b>Discount Price</b>	<b>LABP Price NLAB: +0</b>	<b>Trans Date</b>	<b>Trans Time</b>	
Intent: <input type="radio"/> Award: <input type="radio"/>		69850.00	0		69850.00	69850.00	Tue May 12 2009	18:12:39	
<p><b>Vendor:</b> <a href="#">HAWAII VENDOR 3 P000000000005</a></p>									
<p><b>Line Item Prices:</b> 001: 69.85</p>									
<p><b>Recycle Status:</b> 001: Recycled</p>									
<p><b>Vendor Comments:</b></p>									
<p><b>Attached Files:</b></p>									
<p><b>Buyer Comments:</b></p>									
<b>Intent To Award / Award /</b>		<b>Price</b>	<b>Pymt Terms</b>	<b>Pymt Text</b>	<b>Discount Price</b>	<b>LABP Price NLAB: +0</b>	<b>Trans Date</b>	<b>Trans Time</b>	
Intent: <input type="radio"/> Award: <input type="radio"/>		80990.00	0		80990.00	80990.00	Tue May 12 2009	18:12:39	
<p><b>Vendor:</b> <a href="#">HAWAII VENDOR 3 P000000000004</a></p>									
<p><b>Line Item Prices:</b> 001: 80.99</p>									
<p><b>Recycle Status:</b> 001: Recycled</p>									
<p><b>Vendor Comments:</b></p>									
<p><b>Attached Files:</b></p>									
<p><b>Buyer Comments:</b></p>									
<p>RFQ #Q2008010184    <a href="#">DETAIL ITEMS</a>    Lump Sum ( All or None ) Award Method    ( Line Item Award: <input type="radio"/> )    <a href="#">Print</a>    <a href="#">Back</a></p>									
<b>Line Item</b>	<b>Quantity</b>	<b>UOM</b>	<b>Cmdty Code</b>	<b>Short Description</b>					<b>Status</b>
001	1000	EA	04090	Sheep as per attached					

## If using the Intent to Award email

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

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

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

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

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

**Vendor Notification of Intent to Award Solicitation**

Cancel This Intent to Award - Return to Abstract

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

Email Subject:  Review Email Attach a File 0

**Intent To Award Email body:**

HAWAII VENDOR 3  
Vendor Address  
City, State Zip

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

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

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

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

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

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

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

Cancel This Intent to Award - Return to Abstract

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

**Solicitation Q2008010184 Item:**

Vendor	Send Email	Vendor Name	Intent To Award	Award
1	<input checked="" type="checkbox"/>	HAWAII VENDOR 3 P00000000005	YES	
2	<input checked="" type="checkbox"/>	HAWAII VENDOR 3 P00000000004	NO	
Review email: <input type="text"/>				
3	<input checked="" type="checkbox"/>	HAWAII VENDOR 1 P00000000003	NO	

If not using the Intent to Award

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

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

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

Main

Solicitation Manager

Awards Manager

Award History

Approvals Manager

Miscellaneous

CAPTURE DATA

Abstract >

RFB

RFP

RFQ

PO Generator

Auto Release

My pCard Docs

Intent To Award

Contact Us

Help

Logout

Comments:

Attached Files:

SCHAFFER MARKETING CERTIFICATE OF VENDOR COMPLIANCE

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

Intent To Award / Award / BAFO

Intent To Award: ☐

Award: ☒

BAFO: ☐

Line Item Prices: 0

Recycle Status: 0

Vendor: B

Comments:

Attached Files:

Vendor Name: BARONIDAHO2

DBA/Trade Name:

Issue Date: 12/13/2007 08:46:22

Status: RECORD NOT FOUND. NOT COMPLIANT

Intent To Award / Award / BAFO

Intent To Award: ☐

Award: ☒


BAFO: ☐

Line Item Prices: 0

Recycle Status: 0

http://c10.sicomm.net/?hceRecdToCall=2&fromData=&formName=lumpSumAward&bvResponses=&lowBidders= - Windows Internet Explorer

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

Dept. of Accounting and General Services



PROCUREMENT OFFICE  
CERTIFICATE OF VENDOR COMPLIANCE

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

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

Your Options follow:

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

Print

Close

RFQ #Q200800107

DETAIL ITEMS

Lump Sum ( AN OR MORE ) AWARD METHOD

( LINE ITEM AWARD )

AWARD

CONFIRM

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	

24



Hawaii Compliance Express – continued

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

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

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

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

Comments:

Attached Files:

SCHAFER MARKETING CERTIFICATE OF VENDOR COMPLIANCE

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

Intent To Award / Award / BAFO

Intent To Award: ☐ Award: ☒ BAFO: ☐

Line Item Prices: 0

Recycle Status: 0

Vendor: B

Comments:

Attached Files:

Vendor Name: BARON

DBA/Trade Name:

Issue Date: 12/13/2

Status: RECOR

Intent To Award / Award / BAFO

Intent To Award: ☐ Award: ☐ BAFO: ☐

Line Item Prices: 0

Recycle Status: 0

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

 Certificate of Compliance

Dept. of Accounting and General Services

PROCUREMENT OFFICE  
CERTIFICATE OF VENDOR COMPLIANCE



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

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

Your Options follow:

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

Print

Close

RFQ #Q200800107

DETAIL ITEMS

Lump Sum ( All of Requirements ) Award Required

( Line Item Award )

STATUS

DOC#

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

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

### Mandatory Award Section **Step 1** -

Click the link to open this area and choose the

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

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

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

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

**General Comments** – add comments

**Line Item Attachments** – add or remove attachments

**Line Item Award Instructions Internal Comments Area**

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

The screenshot shows the 'Awarded By' page for the University of Hawaii. The top navigation bar includes links for Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and Capture Data. Below this, there are links for Abstract, RFB, RFP, RFQ, PO Generator, Auto Release, My pCard Docs, Intent To Award, Contact Us, Help, and Logout. The page is titled 'Awarded By' and 'Awarded To'. The 'Awarded To' section shows the University of Hawaii logo and contact information: 2444 Dole St, Bachman Hall 109 H, Honolulu, HI 96822. The 'Awarded To' section also lists the vendor information: HAWAII VENDOR 3, 567 Honolulu Blvd, Honolulu HI, 96837, Alice Wonderland, email@aiocomm.net, and Vendor Nbr: 124567. The main section is titled 'Complete the Award of (Q2008010184- 01)'. It includes a 'MANDATORY AWARD SECTION' with a 'Review / Edit' link and a 'STEP 1' indicator. The 'Award Type' is set to 'Award Type - Award Basis - Competition Type'. The 'Basis of Award' is 'Adequate Price Competition' and the 'Competition Type' is 'Open Competition'. The 'Competition Comments' section is currently empty. The 'Signed By' field is also empty. 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', 'Line Item File Attachments', 'Line Item Award Instructions / Internal Comments Area', and 'Award Email Distribution'. The bottom of the page has a 'COMPLETE AWARD' section with a 'Select an action...' dropdown and an 'Execute Action' button. The status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%' zoom.



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

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

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

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

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

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

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

The main content area is titled 'Commerce Network' and displays a 'Notice of Award for Definite Quantity Contract' with the contract number 'DO200800032' and a status of 'subject to change'. The page is divided into several sections:

- DELIVER TO:** Public Buy Net Headquarters, Name 2, Name 3, 2918 5th Avenue, Address 2, San Diego, CA 92103, jberan@sicomm.net.
- VENDOR:** SCHAFER MARKETING, 5245 Gaylord Drive, San Diego, CA 92117-1032, Attn: Principal, Quoted By: Stuart Schaffer.
- Terms:** Discount, Terms text, Ex: 5% = 0.05 30 net 31 days = 30 net 31.
- Required Delivery Date:** Sun Sep 30, 2007.
- Start of Service Date:** MM/DD/YYYY Y.
- End of Service Date:** MM/DD/YYYY Y.
- RFQ#:** Q200800107.
- DOC#:** D200800147.
- Contact:** FRANK PIERCE 808-341-8782.
- Buyer:** FRANK PIERCE 808-341-8782.

At the bottom of the page, there is a 'COMPLETE AWARD' section with a dropdown menu for 'Select an action' and buttons for 'Execute Action' and 'Review / Edit Award'. The dropdown menu is open, showing options: 'Select an action', 'Complete Award', and 'Cancel Award Action'.

Footer text: © 1998-2007 SicommNet, Inc. All Rights Reserved. - agency\_buyer\_AwardInput - Fri, 14 Dec 2007 fpbuyer

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

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

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

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

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

	<a href="#">Main</a>   <a href="#">Solicitation Manager</a>   <a href="#">Awards Manager</a>   <a href="#">Award History</a>   <a href="#">Approvals Manager</a>   <a href="#">Miscellaneous</a>   <a href="#">CAPTURE DATA</a> <a href="#">Abstracts</a>   <a href="#">RFQ</a>   <a href="#">RFP</a>   <a href="#">RFQ</a>   <a href="#">PO Generator</a>   <a href="#">Auto Release</a>   <a href="#">My pCard Docs</a>   <a href="#">Intent To Award</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">Logout</a>
---	---

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



## Secure Internet Commerce Network

THIS NUMBER MUST APPEAR ON ALL DOCUMENTS

Notice of Award for Definite Quantity Contract  
DO200800032

---

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

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

---

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

Required Sun Sep 30, 2007  
Delivery Date:  
  
RFQ#: Q200800107  
DOC#: D200800147

---

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

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

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

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

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

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

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

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

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.


Confirm your choice of this vendor selection in the popup.

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

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

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

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


 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 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?

Direction:  Add To  Set All: ☐

FedID: XX-XXXX234  
IP Addr: 76.92.26.95

---

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

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

1520	2 TTL Items	R200800685	001	12	EA
------	-------------	------------	-----	----	----

Delivery Date	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	Price	Trans Date	Trans Time
Intent: <input type="radio"/> Award: <input type="radio"/>	9.07	0	9.07	Fri Nov 30 2007	16:53:43

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

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

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 Generator Back View Transactions Log

		Awarded		Awarded to		Award Specifics		
Create	Un-Award	Solicitation	LI Nbr			Qty	UOM	Commodity
		Q200800504 - 00	001	BARONIDAHQ2		12	EA	20120
			002	Sicommnet		50	EA	20120

Back

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- agencyBuyerAwardLineItems - Fri, 14 Dec 2007 16:01:01



## Part 4 – Finding and Managing Awards

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

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



### All Awards List

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

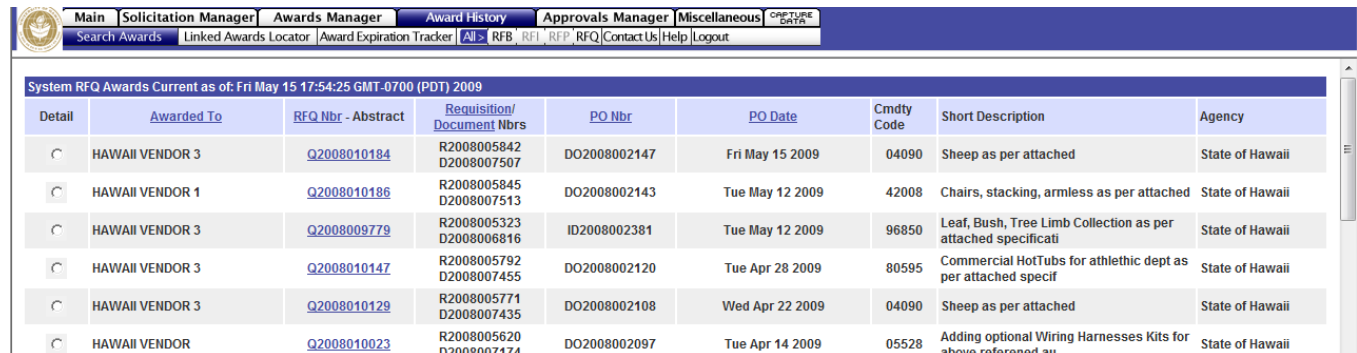
### Search Awards

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

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

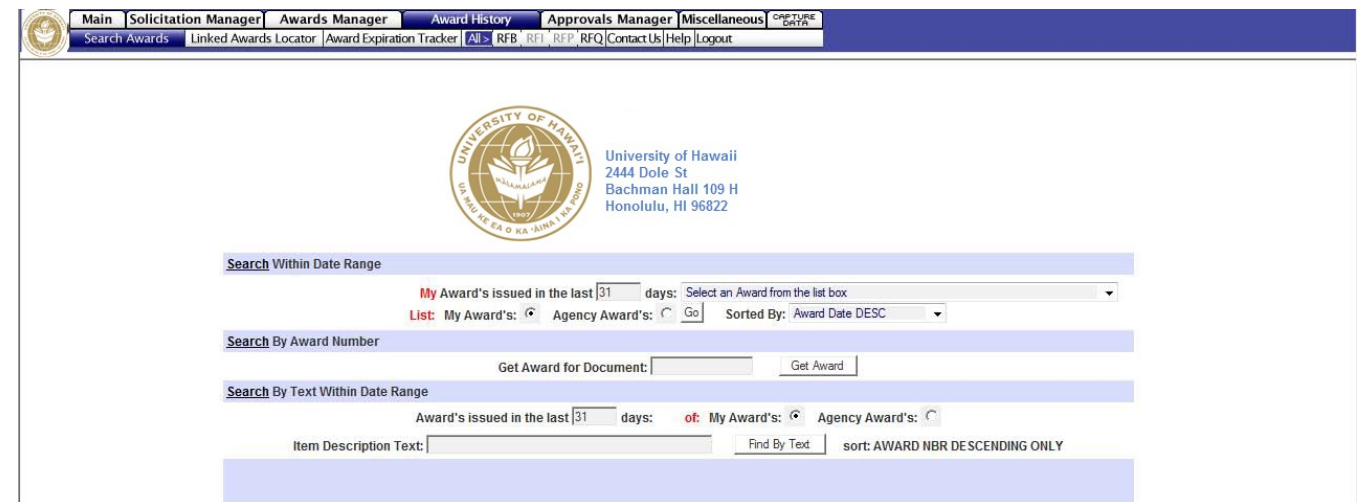
**By Text Within Date Range** – choose the date range and enter in words that appear in the line item description on the award you are searching for. Click on **Find by Text**. A list of awards will display

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



The screenshot shows the 'All Awards List' page. At the top is a navigation bar with tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CREATURE DATA. Below the navigation bar is a sub-menu: Search Awards, Linked Awards Locator, Award Expiration Tracker, All, RFB, RFI, RFP, RFQ, Contact Us, Help, and Logout. The main content area displays a table of awards. The table has columns: Detail, Awarded To, RFQ Nbr - Abstract, Requisition/Document Nbrs, PO Nbr, PO Date, Cmdty Code, Short Description, and Agency. The table is titled 'System RFQ Awards Current as of: Fri May 15 17:54:25 GMT-0700 (PDT) 2009'. There are 6 rows of award data.

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



The screenshot shows the 'Search Awards' page. At the top is a navigation bar with tabs: Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CREATURE DATA. Below the navigation bar is a sub-menu: Search Awards, Linked Awards Locator, Award Expiration Tracker, All, RFB, RFI, RFP, RFQ, Contact Us, Help, and Logout. The main content area features the University of Hawaii logo and contact information. Below this are three search sections: 'Search Within Date Range', 'Search By Award Number', and 'Search By Text Within Date Range'. The 'Search Within Date Range' section has a dropdown for 'My Award's issued in the last 31 days' and a 'Select an Award from the list box' dropdown. The 'Search By Award Number' section has a 'Get Award for Document' input field and a 'Get Award' button. The 'Search By Text Within Date Range' section has a dropdown for 'Award's issued in the last 31 days', a 'Find By Text' input field, and a 'sort: AWARD NBR DESCENDING ONLY' dropdown.

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

Scroll to the bottom to access other functionalities.



[Main](#)

[Solicitation Manager](#)

[Awards Manager](#)

[Award History](#)

[Approvals Manager](#)

[Miscellaneous](#)

[CAPTURE DATA](#)

[Search Awards](#)

[Linked Awards Locator](#)

[Alternate Proposal Locator](#)

[Award Expiration Tracker](#)

[All](#)

[RFB](#)

[RFI](#)


[RFP](#)

[RFQ](#)

[Contact Us](#)

[Help](#)

[Logout](#)



Secure Internet Commerce  
Network

Notice of Award for Definite Quantity Contract

THIS NUMBER MUST APPEAR  
ON ALL DOCUMENTS

Notice of Award for Definite Quantity Contract  
DO200800032

Bill To:

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

DELIVER TO:

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

VENDOR:

SCHAFER MARKETING  
5245 Gaylord Drive  
San Diego, CA 92117-1032  
Attn: Principal  
Vendor Nbr:  
Emailed To: [stuart\\_schaffer@yahoo.com](mailto:stuart_schaffer@yahoo.com)  
Phone: 858-270-6664  
Fax:  
Account Number: P00000056676

Quoted By:

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

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.

The primary areas you will access are:

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

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

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

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

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

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Part 5 – Approvals Manager

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

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




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

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

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

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

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



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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 (hiapprover1) writes  
PO DO2008001472 Approved by hiapprover1  
Purchase Instrument: DO2008001472  
Award notifications scheduled to be mailed

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

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

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

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

Route Info:	ID: 537	Commodity: All	Dollars: Equal or Greater: 1	
Stop 1	Stop 2	Stop 3	Stop 4	Stop 5
Approver ID: hiapprover1				
Approval / CC: Approval				
To Date: Wed Jul 11 2007				
From Date:				
Status:				
Start Lastname search at:		Click to find user for info/email: ( then click userid for email)		

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

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

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

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

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

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

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

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

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

System Enhancements

Approval Responsibilities for hibuyer1

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

Current Session Summary

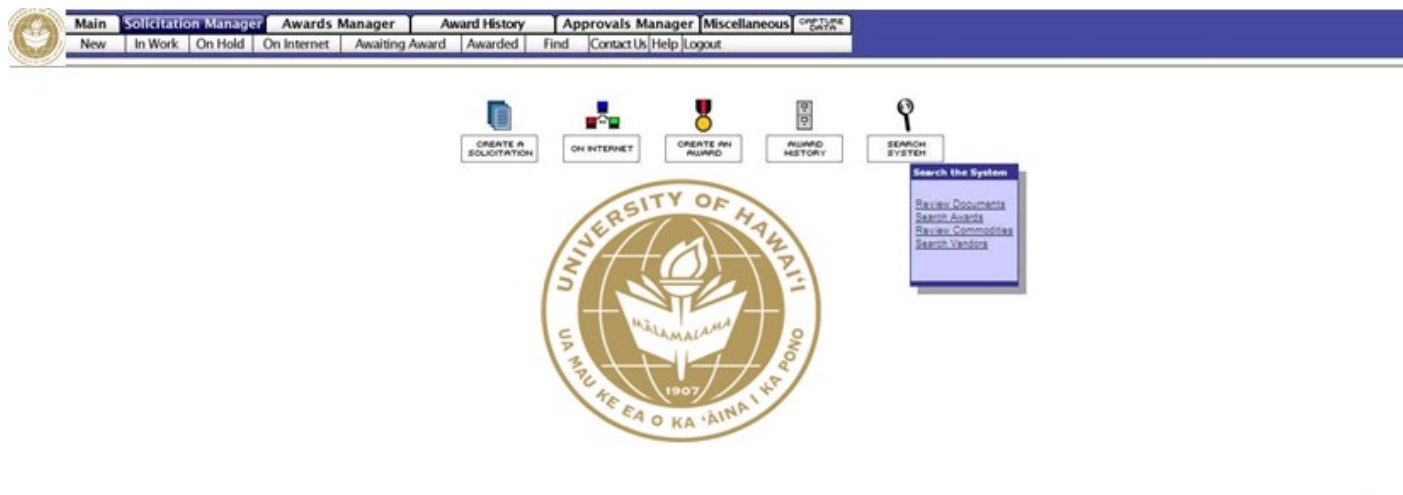
POs Awaiting Release	Awaiting Approval	Disapproved Requisitions	Disapproved Solicitations	Disapproved Purchase Orders
DO2008001656 DO2008001663 DO2008001673 DO2008001674 DO2008001681 DO2008001686	No Documents Awaiting Approval	No Disapproved Requisitions	No Disapproved Solicitations	DO2008001554

Browser Environment

## Part 6 – Search System

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

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





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

## Review Documents

**Document Type** - Pick a document type from the drop down


**From and To** - Select search dates

Click on **Review Documents**

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


The fourth column will show the current status of the document

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



[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](#)



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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”

LIST Class Item	Description
019 * AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	
019 53 WATERMELONS	
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	
050 * ART EQUIPMENT AND SUPPLIES	
050 40 WATERCOLORS	
052 * ART OBJECTS	
052 56 WATER COLOR PAINTINGS, ORIGINAL	
060 * AUTOMOTIVE AND TRAILER MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS	
060 35 WATER PUMPS, AUTOMOTIVE	
060 42 WATER FILTERS, AUTOMOTIVE	
065 * AUTOMOTIVE AND TRAILER BODIES, ACCESSORIES, AND PARTS	
065 92 WATER TANK BODIES FOR TRUCKS	
075 * AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES	

## Notepad

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

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

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

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

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

The main content area is titled "Notepad". It contains search criteria fields: "Document & Line Item Nbr", "OR Other Notepad Name:", and "OR Vendor Notepad(BASEC ID):". There are input fields for "hibuyer1" and "Item:", with a red note "Item blank for all entries". Below these are buttons for "Review Notepad Entries", "Create Notepad Entry", and a "Vendor BASEC IDs/Notepads" search section with a "Reset" button.

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: Name, City, State, and System Number. The data rows are:

Name	City	State	System Number
<a href="#">HAWAII VENDOR</a>	Anahola	HI	<a href="#">P00000000002</a>
<a href="#">HAWAII VENDOR 1</a>	Honolulu	HI	<a href="#">P00000000003</a>
<a href="#">HAWAII VENDOR 3</a>	Lahaina	HI	<a href="#">P00000000004</a>
<a href="#">HAWAII VENDOR 3</a>	Honolulu	HI	<a href="#">P00000000005</a>
		CA	<a href="#">P00000000154</a>
		HI	<a href="#">P00000000027</a>
		State	System Number
		HI	<a href="#">P00000000030</a>

A popup window is open, showing the "Vendor: HAWAII VENDOR 1 0 ( P00000000003 ) System Notepad". It displays a list of notes with timestamps:

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

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:  OR Zip:

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

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

## Part 7 – Miscellaneous

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

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

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

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

GOLD Highlighted Fields indicate MANDATORY Input.

Agency Staff

Department ID: AGENCY

User Type: Level 1 Buyer

Buyer Code:

First Name: [text box]

MI: [text box]

Last Name: [text box]

Title/Position: [text box]

Telephone: [text box]

FAX: [text box]

Email: [text box]

User ID: h1buyer1 (not editable)

Password: [text box]

Verify Password: [text box]

Interface Frames Display: Use the "List" frame as little as possible [checkbox checked]

Approval Route Display: For Multiple Document [checkbox checked]

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

For Requisition Approvals: As a Pop-Up Window [checkbox checked]

For Solicitation Approvals: In-Line [checkbox checked]

For Award Approvals: In-Line [checkbox checked]

Update User Info



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

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



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.