

## **Submitting an Offer**

This document is a quick-reference guide for suppliers who would like to submit a response to a solicitation via the APP Supplier Portal. If you have any questions, please contact the APP Help Desk at 602-542-7600 or to submit an issue use this form https://spo.az.gov/app- service-request. Questions can be emailed to app@azdoa.gov. Additional resources are also available on the SPO Website: https://spo.az.gov/ For more information on submitting an offer, go to https://spo.az.gov/app/supplier/training and reference the Submitting an Offer training course.

## **Initialize Response**

1. Once logged into APP, select the Sourcing tab on the top header and then click **Manage my Proposals** on the dropdown menu.

a. If the particular sourcing event does not appear, select **Show public requests for proposals** and use the keywords to find the event.

2. Select the individual RFx line item by clicking the **Pencil** icon.

	General Info.	Sourcing Contracts	s Catalogs	Orders	Invoicing	Performance		¢	9 Gilbert D
< "D ☆	View Public R	RFP						Search	
Keywords	c	ommodities							
			<u>ب</u> م	Search	Reset				
RFx types	St	tatus	•						
Begin		Fx Awarded	•						
🛗 Min value	🛗 Max value		•						
Agency	•								
Code Label		Commodity				Agency	Begin (UTC-7)	End (UTC-7) Status	RFx Awa
BPM002264 Test C	QRG upgrade	Mining and Well Dri	lling Machinery a	nd Accessorie	25	Arizona Department of Administration	3/19/2020 10:30:00 AM	3/19/2020 12:00:00 Open for PM Bidding	
BPM002263 D359 RFP	119 Default Begin Date	- Mining and Well Dri	lling Machinery a	nd Accessorie	es	<ul> <li>Arizona Department of Administration</li> </ul>	3/16/2020 12:00:00 AM	3/16/2020 3:15:00 PM Achieved	

- 3. Select **Participate in Solicitation** if the supplier wants to respond to bid.
- 4. The supplier must acknowledge receipt of the solicitation by clicking **I acknowledge receipt of this RFx**, followed by confirmation of supplier intentions to bid with a response of "will bid" or "no bid".
  - a. Once the appropriate selection is made, click Valid.

	To answer to this RFx, please confirm that you intend to bid.
To answer to this RFx, please acknowledge receipt	<ul> <li>WILL BID: our intent is to respond to this RFx.</li> </ul>
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	<u>NO BID</u> : we will not be able to respond to this RFx.
I acknowledge receipt of this RFx	Valid



## **Complete Response**

**Note I:** Any field with a red asterisk indicates required completion.

**Note II:** If suppliers have any questions about the Sourcing Event during this process, they can submit them via the Discussion Forum. Please refer to the Discussion Forum reference material for more detailed guidance.

If you have no documents to upload, skip to step number six on page three.

- 5. Once in the Sourcing Event, select **Your Offer Infos & Docs** on the left side panel to upload documents you want to include in your response.
- 6. Complete all text boxes with a red vertical line.
  - a. Label
- 7. Under Supplier Documents, select Add Document.

< "D ☆	Test QRG upgrade (BPM002264) : Lot 1 / Rour	nd 1		Sea
i View RFx	B Save	Download all contents of this RFx	Validate & Submit Proposal	Cancel Proposal
Discussions with buyer	Remaining time : 0d 01h 04min 27s - 🛦 No proposal has	been submitted		
⊟ History	Acknowledgement	Supplier Documents		
Manage my Team Your Offer Infos &	Submission acknowledged on 3/19/2020 at 10:43 AM	Add Document		
Docs Items (F)	General Information	0 Result(s)		
	Label * Proposal # 1			
	Validity End			

- 8. Choose if the document you are uploading is a **Supplier Financial Document** or a **Supplier Technical Document.** 
  - a. Fill out all required fields:
    - i. Title
    - ii. Document (may click or drag desired attachment)
    - iii. Status (leave as Approved)

	■ Save Save	& Close	ave & Preview Delete	
Title			Information	
At Title*			Status *	
Su		en	Approved	-
Summary			Document ① English ·	ick or Drag to add files
La		en	Confidential?	
Va			Technical Envelope	
De			Proposals	



Note: Select the Confidential? Checkbox if it applies to the uploaded attachment.

9. Select **Save & Close**.

10. The uploaded attachment will appear under Your Infos & Docs tab on the left side panel, under **Supplier Documents.** 

a.If there are multiple documents to upload, select **Add Document** next to the previous document to add another attachment.

11. Navigate to the **Technical questionnaire** (if applicable) on the left side panel.

a.Upload requested attachments and complete questions that need to be answered if applicable.

12. Select the **Financial questionnaire** tab on the left side panel.

a.Upload requested attachments and complete questions that need to be answered if applicable.

	開 Save 🛛 🍓 Download all contents of this RFx 🛛 Validate & Send my answer 🖉 Cancel this Offer
i View RFx	Remaining time :24d 10h 59min 19s - 🕰 No proposal has been submitted
Your Offer Infos & Docs	
Financial questionnaire Items (F)	Drop here your RFI answer (in Excel format) (a) Click or Drag to add a file
Discussions with buyer History	입 Download in Excel 2007-2010 format (xlsx) 답 Download in Excel (97-2003 format (xlsx)
Manage my Team	Category for Financial Section Category for Financial Section Document Upload Request - Financial Questionnaire B Click or Drag to add a file
	Solicitation Question - Where do you answer questions on a solicitation if asked?

Note: The progress bar will illustrate 100% when all required questions have been completed. 13. Click **Save**.

- 14. Select the **Items (F)** tab on the left side panel.
  - a.Insert offering price (if applicable).

View RFx	Save     Download all contents of this RFx     Validate & Submit Proposal	Cancel Proposa
	Remaining time : Od 00h 27min 17s - 🛦 No proposal has been submitted	
iscussions with iyer	Export / Import	
History		
anage my Team	Drop here your quotation form (in Excel format)	
our Offer Infos & ocs	Click or Drag to add a file	
Items (F)	Currency Total USD Total per currency	
	Keywords Unanswered Items Q. Search Reset	
	Response	
	+ Code Type Label Qty Order Unit Deliv. date Unit price Amount Deliv. date	

Note: With high volume contracts, Procurement Officers will specify for suppliers to complete and attach the Catalog Upload Template instead of using the Item tabs. Please refer to the Catalog Upload reference material for more detailed guidance.



## Submit Response

15. Upon completing the response, click the green Validate & Submit Proposal on the top of the screen.

- a. A pop-up window will appear confirming the user would like to submit the response. Verify all documents and attachments.
- b. Upon verification, click **Submit my proposal** as confirmation.

i View RFx		Save Download all contents of this RFx Validate & Submit Proposal Cancel Proposal				
Discussions with ouyer	Remaining time	: Od 00h 21min 07s - 🛦 No proposal has been submitted				
≡ History	Do you really want to submit your proposal?					
Manage my Team	Export / In	Once an offer is submitted, it cannot be modified. You will only be able to create a new one.				
Your Offer Infos & Docs	🖹 Download i 🖹 Download i	<ul> <li>1 / 1 items have been filled. (Financial Section)</li> <li>1 document(s) have been attached to the proposal. (Technical Section)</li> </ul>				
Items (F)		Total number of attached documents: 1				
	Currency					
	USD	Cancel Submit my proposal				
		Keywords				

Note: Once submitted, the user will see a confirmation flag on the top of the screen stating that the bid has been submitted with the associated time stamp. The flag will remain static for the user to view at any time.