

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 <u>app@azdoa.gov</u>. Additional resources are also available on the SPO website: <u>https://spo.az.gov/</u>.

Suppliers will navigate to their proposals and select their desired request. The supplier will indicate if they want to bid or not, then add their financial and technical documents, then validate and submit their proposals.

Initialize Response

- 1. Once logged into APP, navigate to the Sourcing dropdown and select **Manage my Proposals** on the dropdown menu.
 - a. If the particular sourcing event does not appear, select **Show Public Requests for Proposals** from the dropdown and search for the sourcing event.
- 2. Select the individual RFx line item by clicking the **Pencil** icon

く り ☆	Manage my Proposals				
Keywords Filters RFx Status : Op	Proposal Progress	RFx Sta Open	tus for Bidding X	On Hold ×) • Q {
2 Proposal Progress • • • • • • • • • • • • • • • • • • •	Sourcing Project	<u>Lot</u> #	<u>Round</u> #	Label Sweet Treats for Arizona 8	€ 3.3.2023 (i)

- 3. Select **Participate in RFx** if the supplier wants to respond to bid. (This step is required if supplier was not invited to participate by procurement officer.)
- 4. 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**.
- 5. Once the appropriate selection is made, click 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 QRG for more detailed guidance.

6. To upload documents to your response, navigate to the **Your Offer Infos & Docs** tab on the left side panel and click the **Add Document** button.

Your Offer Infos & Docs Discussions with buyer	Remaining time : 7d 06h 52min 19s Please click Save before leaving this p	- 🋦 No proposal has been submitted age.
⊟ History	Acknowledgement	Supplier Documents
Manage my Team Items (F)	Submission acknowledged on 8/3/2023 at 4:57 PM	Add Document 6
\$ Financial questionnaire	General Information	Keywords
	Label* Proposal # 1	Q Search Reset

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

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

9. Select Save & Close

Supplier Technical Docur	nents			🖶 🗖 🗙
	Save Save & Close	Close	Save & Preview Delete	
Title	9		Information	
Title* Document Title a		en	Status* Approved b Document (3)*	Q -
Summary			English C C C C C C C C C	
		CII	EN - Logos.zip 📎 💿	

- 10. The uploaded attachment will appear under the **Your Infos & Docs** tab on the left side panel, under **Supplier Documents.**
 - a. If there are multiple documents to upload, select **Add Document** and follow the steps above.
- 11. Navigate to the **Financial questionnaire** tab (if applicable) on the left side panel.
- a. Upload requested attachments and complete questions that need to be answered if applicable.
- 12. Navigate to the **Technical questionnaire** tab (If applicable) on the left side panel.
 - a. Upload requested attachments and complete questions that need to be answered if applicable.

~		Save Download all contents of this RFx	Validate & Submit Proposal Ca
i View RFx			
Your Offer Infos & Docs	11		
	Overview	Section 1	
Discussions with buyer	Section 1 2/2		
I≡ History	Section 2 1/1	Where are you located?	
Manage my Team			
Items (F)		Answer*	
\$ Financial questionnaire		Mesa, AZ	
		When can you deliver?	
		Answer*	

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

* View RFx			Save	🗈 Down	load all conte	ents of this	RFx Val	idate & Submit Proposal	Cancel Prop
Your Offer Infos & Docs	Currency*	Total per curre	otal ncy						
Discussions with buyer	Keywords	Show unan	swered items only	Q Search	Reset	:			
Manage my Team									
Items (F)	Response								
 Financial questionnaire 	0 Selected							14	
	+ Code :	► Type ≑	Label 🌲	Qty ≑	Order 🌲	Unit \$	Deliv. date	Unit price* 🖨	Amount 🌲
		Required Item	Dark Chocolates					20.0000	
		Required Item	Milk Chocolates					18.0000	
	2 Record(s)								

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.

- 16. 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.
- 17. Upon verification, click **Submit my proposal** as confirmation.

Save Download all contents of this RFx	Validate & Submit Proposal	Cancel Proposal
Do you really want to submit your proposal?	16	
 Once an offer is submitted, it cannot be modified. You will only be able to create a new one 2 / 2 items have been filled. (Financial Section) 3 / 3 questions have been filled. (Financial Section) 1 document(s) have been attached to the proposal. (Technical Section) 1 document(s) have been attached to the proposal. (Financial Section) 1 document(s) have been attached to the proposal. (Questionnaires) Total number of attached documents: 3 	2.	17
	Cancel	it my proposal

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.

Resources

Click the link below for more information on submitting offers in APP: https://spo.az.gov/suppliers/app-support/quick-reference-guides