Vendor UI Changes

**Use the following instructions *after* the vendor has logged and used either the "My List" or Other Active Opportunities" to find their solicitation(s).

** Key things to note: There are multiple options to view the solicitation information but not all options allow you to download or bid on a solicitation. Please read all the instructions carefully and as you navigate through IPRO (WebProcure).

For additional assistance please contact WebProcure (rebranding to Proactis at:

WebProcure Technical Support
Monday through Friday
5:00 am to 5:00 pm Pacific Time
WebProcure.Support@perfect.com
866.889.8533

1. Locate the desired solicitation

Opp. No	Agency	Title	Start Date	End Date	Time Remaining [?]	Bid Status	Actions
ITB19000111	State of Idaho	Trail Cameras and Accessories	August 21, 2018 at 5:00:00 PM MDT	September 25, 2018 at 5:00:00 PM MDT	7d:2h:14m	*Amended*	⋮

+ Add New Response

2. Click the "Actions" ellipsis (dots) to the left of the solicitation information and select "Print". This will allow you to **view** a Solicitation Summary Report. ** You cannot download documents from this view.
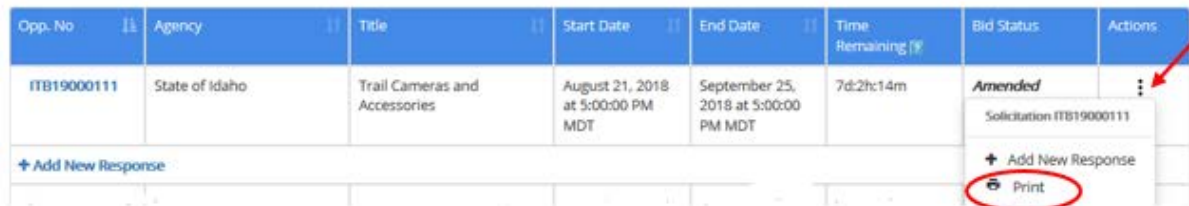
Opp. No	Agency	Title	Start Date	End Date	Time Remaining [?]	Bid Status	Actions
ITB19000111	State of Idaho	Trail Cameras and Accessories	August 21, 2018 at 5:00:00 PM MDT	September 25, 2018 at 5:00:00 PM MDT	7d:2h:14m	*Amended*	⋮
						Solicitation ITB19000111	
+ Add New Response						+ Add New Response	
						🖶 Print	

3. Select to either Open with Adobe **or** Save File, Click OK. If you chose to Save File, check your computers download folder.
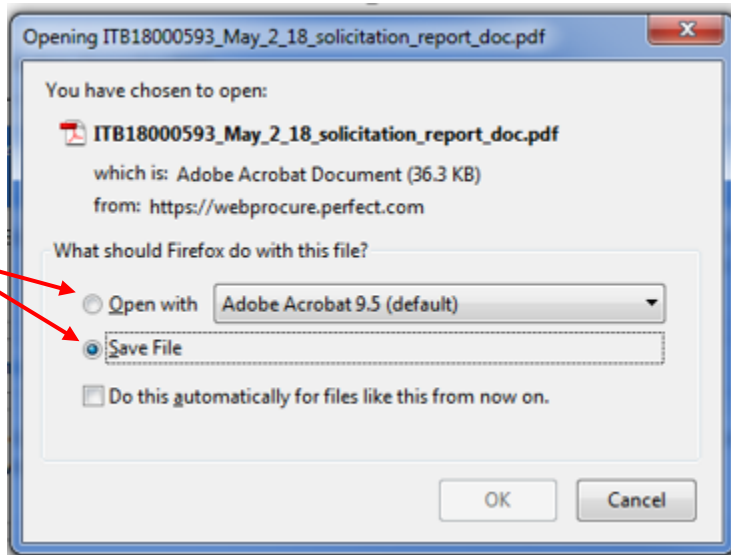
4. You may Click **Add New Response** to a begin the process to submit a bid. If you elect to Add a New Response here please Read Steps 6 through 9 before adding a response (bid).
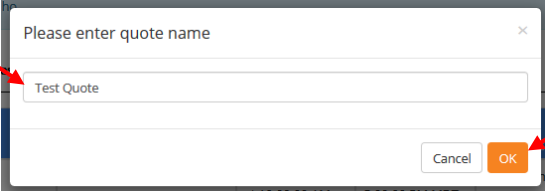
Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
ITB19000111	State of Idaho	Trail Cameras and Accessories	August 21, 2018 at 5:00:00 PM MDT	September 25, 2018 at 5:00:00 PM MDT	7d:2h:14m	*Amended*	⋮
+ Add New Response							

Solicitation ITB19000111
➕ Add New Response
🖶 Print

5. On the **LEFT** side of the bid list table:
    a. You can Click directly on the **RFP19000124** to Open and **View** the attachments or you can Click **+Add New Response** to bid on below RFP. This will be where you are able to accept documents and complete the bid process.

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ITB19000111	State of Idaho	Trail Cameras and Accessories	August 21, 2018 at 5:00:00 PM MDT	September 25, 2018 at 5:00:00 PM MDT	7d:2h:14m	*Amended*	⋮
+ Add New Response							

6. Please Note when entering name for quote after you have selected OK, the system may pause while it posts your quote under the solicitation.

7. Wait for system to load your saved Quote name. This may take some time.
8. Click on "Response#1" or response number if multiple responses have been submitted. Your quote name will in the middle "Test quote" in the example below.

Response:#1	Test quote	Status: New	⋮

9. You may use the "Action Ellipsis" to:
    a. Submit/Edit your response
    b. View Response Summary