

## 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](mailto: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	<i>Amended</i>	⋮

[+ Add New Response](#)

2. Click the “Actions” ellipsis (dots) to the right of the solicitation information and select “Print”. This will allow you to **view** a Solicitation Summary Report. \*\* You cannot download documents from this view.

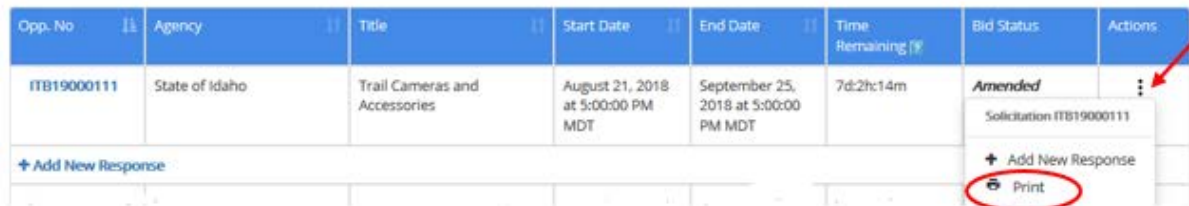
Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
ITB19000111	State of Idaho	Trail Cameras and Accessories	August 21, 2018 at 5:00:00 PM MDT	September 25, 2018 at 5:00:00 PM MDT	7d:2h:14m	<i>Amended</i>	⋮

[+ Add New Response](#)

Solicitation ITB19000111

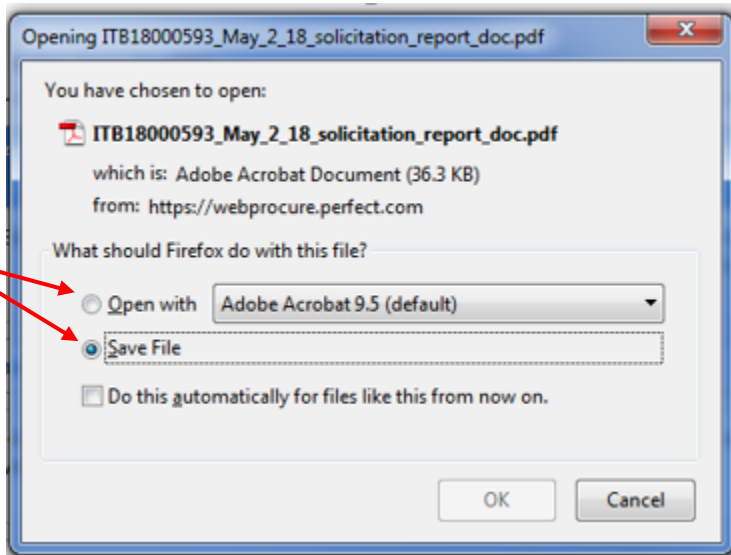
[+ Add New Response](#)

[Print](#)



## Vendor UI Changes

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	⋮ Solicitation ITB19000111 + Add New Response Print
+ Add New Response							

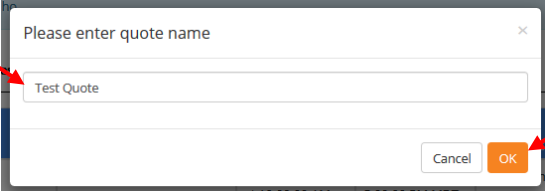
### To View/Download Documents

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.

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							

## Vendor UI Changes

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



Please enter quote name

Test Quote

Cancel OK

- Wait for system to load your saved Quote name. This may take some time.
- 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	⋮
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- You may use the "Action Ellipsis" to:
  - Submit/Edit your response
  - View Response Summary

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
ITB18000593	State of Idaho	6 x 4 Tractor Truck	March 27, 2018 at 10:00:00 AM MDT	May 02, 2018 at 5:00:00 PM MDT	0d:8h:41m	Active	⋮

Response:#1	Test quote	Status: New	⋮
+ Add New Response			

Solicitation ITB18000593

- Submit/Edit Your Response
- View Response Summary
- Collaboration Center