Solicitation Request Quick Reference Guide
(RFB, RFC, RFP, CONST)

1. **eProcurement**
   Requisition Settings

   Name Req: RFB, RFC, RFP or CONST plus short description

   Supplier Name: Set supplier name to "BID"

   Ship To (change default if needed)

   Due Date

   Chartfield 1
   > fund, dept, acct, (if needed – program, fund source, pc bus unit, proj, activity)

   Click on the "OK" button

2. **Special Request**
   Item Description – Detailed description of item
   > being purchased

   Price

   Quantity

   Add to Cart
   > Keep adding to cart for additional lines
   > Split % if necessary (under accounting lines)

   Save for Later

   ### 3. Check Out

   If this is for "Amount Only" or Services – go to the line item, click on the "Details" icon (3rd from the right) check the "Amount Only" box, and change the "Physical Nature" to "Services" go to the bottom and click "OK"

On the Req line, click "Add" under comments. Select "Add Attachments" to attach your RFB, RFC, RFP draft & Issue Notification, Construction Fact Sheet. **All attachments must be in Word format.**

Ship to Location

> (If multiple locations, refer to the UPK "Create a Req with multiple ship to's)

Justification (detail reason for purchase, if required by agency)

Save for Later

Pre-Check Budget (see if $ is available)
> Provisionally Valid

Save & Submit

**********Wait for Approval********

Next Steps
The Purchasing Manager will send Requestor an email as to which Buyer is assigned. The assigned Buyer initiates the solicitation process. At the conclusion of the solicitation process the Buyer will:

RFB: Upon receiving bids, Requester and Approver will edit $ amount on requisition, if necessary. Buyer will

complete a Purchase Order. Contracts and Procurement will e-mail PO to vendor and Agency.

RFC / Expedited RFP / CONST: Buyer will enter a supplier contract and you'll be notified when the contract is approved for purchasing against. Contracts and Procurement will send original contract to Agency to send to supplier/customer.

RFP: Attorney will prepare the contract. Agency will obtain supplier/customer signature and return to Contracts Manager for final processing and you'll be notified when the contract is approved for purchasing against. Contracts will send original contract to Agency to send to supplier/customer.