Iowa Vendor Self Service

Solicitation Response Reference Guide

Spring, 2015 v1

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I. Overview

Iowa Vendor Self Service (Iowa VSS) is an internet based application that provides a way for vendors to review solicitations published by the State of Iowa and bid on those solicitations. If you have registered with the State of Iowa using the Iowa VSS application, you will receive an email each time a solicitation is published with the commodity codes for which you have registered.

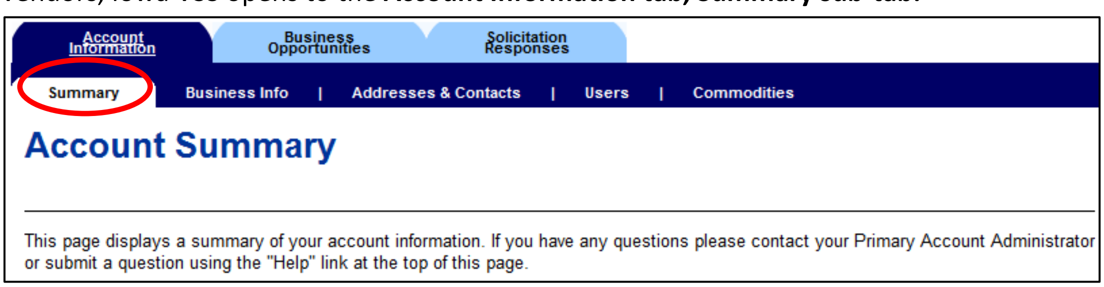
There are two levels of access to Iowa VSS, public access and full access. Public access allows anyone to locate solicitations, review the details associated with them, print them, and ask questions without having to register for a user ID. Registration adds the ability to track solicitations, bid on solicitations, and be notified of award information. This reference guide explains how to locate, track, print, and ask questions about solicitations; it assumes you have already read the Iowa Vendor Self Service (VSS) *Registration Quick Start Guide* and *Iowa Vendor Self Service (VSS) Account Help Guide* and subsequently registered for full access. (If you are not registered in Iowa VSS you can view solicitations by clicking on the Public Access button on the left side of the screen.)

II. Account Verification

When you log into the application with your registered user id, you *may* be asked to verify/update your user information. This verification occurs frequently but not every time you log in.

III. Iowa VSS Interface

The Iowa VSS Interface is divided into tabs, sub-tabs, and the informational area. For registered vendors, Iowa VSS opens to the **Account Information tab, Summary sub-tab:**



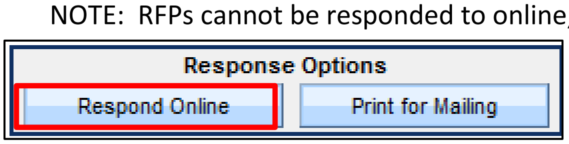
To access published solicitations, open the **Business Opportunities tab, Solicitations sub-tab**:

IV. Responding to Solicitations

NOTE: You must be a registered vendor in Iowa VSS to bid on a solicitation. If you are not registered in Iowa VSS, see the Iowa Vendor Self Service (VSS) *Registration Quick Start Guide* and *Iowa Vendor Self Service (VSS) Account Help Guide* on the front page of the Iowa VSS application for assistance in registering.

A. Creating a Response

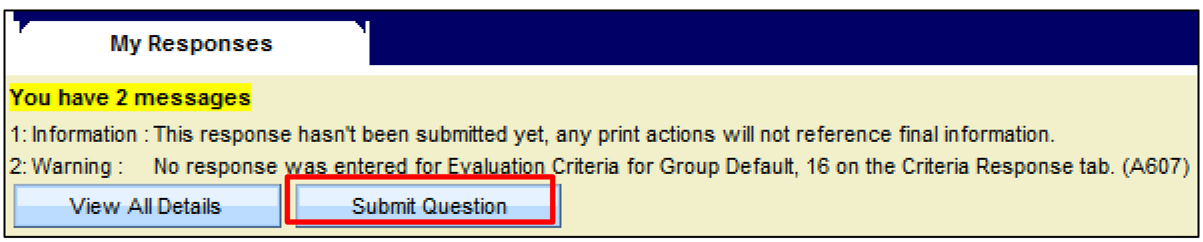
1. Log into Iowa VSS with your registered user ID and password.
2. Open the *Solicitations* page as instructed in the Section 3, **Iowa VSS Interface,** of this guide.
3. Locate the solicitation for which you want to place a bid. For detailed instructions on searching for solicitations, see the ***Iowa Solicitations Reference Guide*****.**
4. After locating the solicitation, click on the **Details** button to transition to the *Details* page.
5. Review the following sections of the solicitation details:
    a. **Lots/Lines** –Information about commodities being solicited.
    b. **Attachments** – The buyer may attach files that provide additional details about the solicitation or specific instructions regarding the solicitation process.
    c. **Additional information** – The buyer may provide additional details about the solicitation or specific instructions regarding the solicitation process which are not included in files that are attached.
    d. **Terms** – You will find general terms and conditions here. There may be additional terms and conditions provided in the Additional Information section, the Attachments section, or the Criteria section.
    e. **Criteria** – The buyer may include evaluation criteria in this section to assist with the award process. You may also see evaluation criteria in the Additional Information section or the Attachments section.
    f. **Events** - The buyer may include a schedule of events associated with the solicitation process.
    g. **Q&A List** – You may ask questions about the solicitation in this section. All questions timely posted by vendors and their associated responses from the issuer of the solicitation will be publically displayed here.
    h. **Amendment History** – If the issuer amends the solicitation after it is published, the changes will post here.
6. Click on the **Respond Online** button near the top of the page:
    NOTE: RFPs cannot be responded to online, so this button will not be active for RFPs.



7. The *Details* page will transition to the *My Responses* page:

There is a Message Center at the top of the *My Responses* page. This area displays system messages. These messages may be information, warnings or errors. Error messages must be resolved before moving to the next section. Warning and Information messages are things to take note of.

If you attempt to proceed from one response step to the next, and the system will not allow this, review the messages in the Message Center. If you have trouble interpreting or understand the messages, Section IX provides a summary of the messages and actions needed to resolve them, when needed. You can also submit a question to the System Administrator by clicking the Submit Question button:



FREQUENTLY ASKED QUESTION: Reasons why a vendor can't click on the Respond Online button to start the response process?

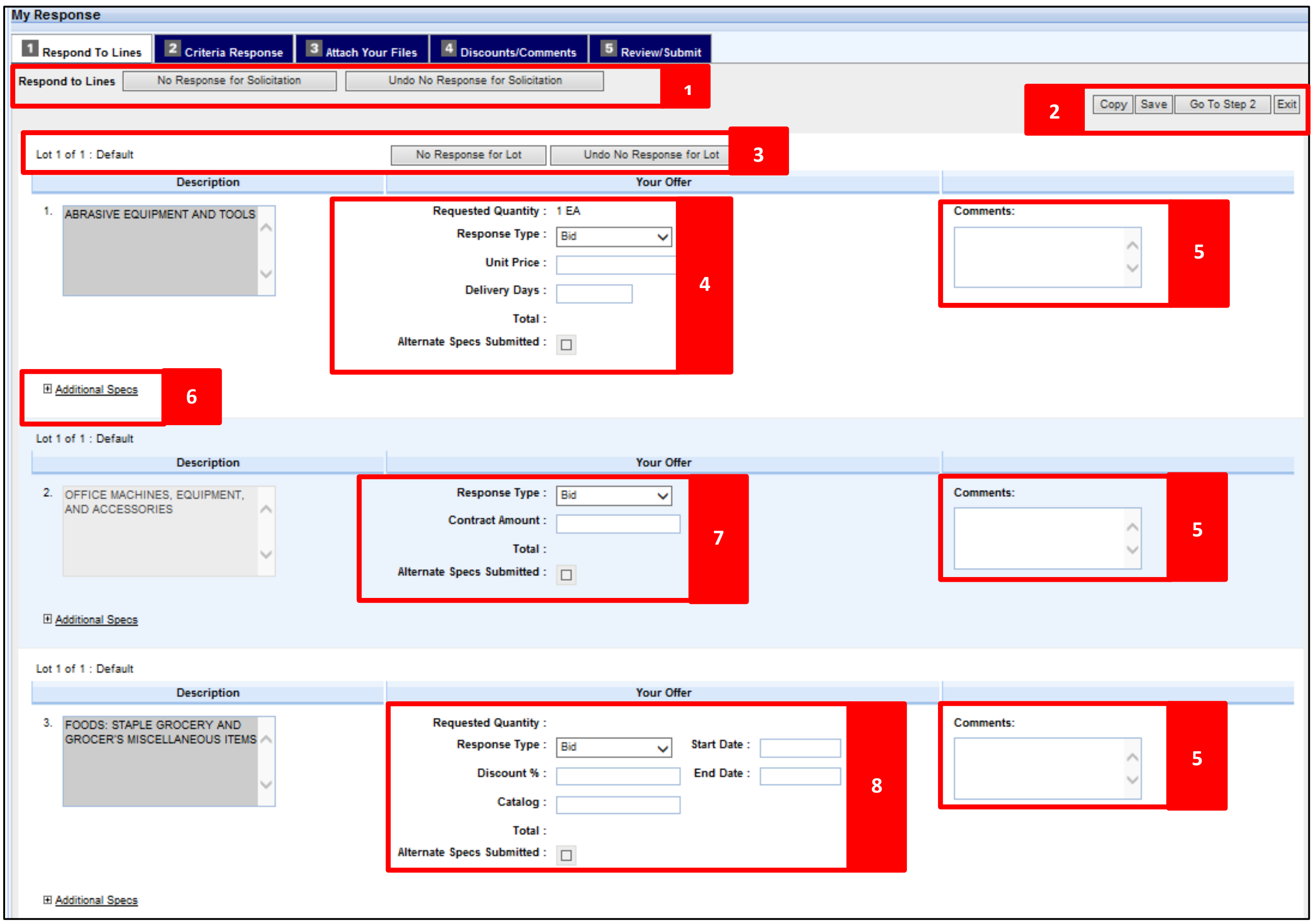
- There are 5 reasons why the Respond Online button is grayed out and inaccessible:
  1. If you entered the site through the Public Access button, you cannot bid; only registered vendors can bid by logging in using their user ID and password.
  2. If the solicitation is closed or expired, you cannot bid.
  3. If the buyer has restricted responses to a list of specific vendors, only those vendors can bid.
  4. If the buyer is not accepting online bids for the solicitation, you cannot bid.
  5. Some companies have multiple people that bid on contracts, and each person will register in Iowa VSS to bid on State of Iowa contracts. If the issuer restricts bidding to just one representative from a tax ID number, the first person under that tax ID number that logs in will find the Respond Online button accessible; subsequent bidders registered under that tax ID number will find the button inaccessible when they log in.

B. Completing a Response

The *My Responses* page has 5 potential steps to complete before your response will be submitted electronically:

1. Step 1 (Respond to Lines)

Step 1 requires you to provide response type and pricing (delivery information for items is optional unless issuer specifically requires it in attachments to the solicitation information for each commodity solicited). The following screenshot and table will help you complete this step:



	Button, Link, or Field	Description
1	**No Response for individual commodity lines buttons**	**No Response for Solicitation Button –** This button sets the Response Type field for each commodity in the solicitation to "No Bid". Use this button if you want to respond to the solicitation but do not want to bid on any commodities. It saves you the time of clicking on each commodity line and setting the response type to "No Bid". **Undo No Response for Solicitation Button –** This button reverses the No Response for Solicitation action if the action was accidental or you change your mind before you complete the response process.
2	**Utility buttons**	Theses buttons allow you to copy the response, save it for completion later, proceed to the next step, or exit the response process.
3	**No Response for a group of commodities buttons**	**No Response for Lot Button –** A "lot" is a group of commodities. Iowa VSS groups all commodities into "Lot 1" by default. If the buyer wants more than one group, s(he) can divide them into multiple lots. This button sets the response type field for each commodity in that particular lot to "No Bid". It saves you the time of clicking on each commodity line in the lot and setting the response type to "No Bid". **Undo No Response for Lot Button -** This button reverses the No Response for Lot action if the action was accidental or you change your mind before you complete the response process.
4	**Response information for an *Item* commodity line fields**	**Requested Quantity field –** This field displays the quantity and unit solicited for the associated item commodity. If there is no specific quantity being solicited, the quantity will be set to "1". **Response Type (required field) –** This field requires you to select a type of response for the associated item commodity. Valid responses include *Bid, Bid with Condition,* and *No Bid.* **Unit Price (required field) –** This field requires you to set a price per unit for the associated item commodity. **Delivery Days (optional field) –** This field is optional (unless required by a buyer in an attachment) and allows you to state the number of days between order and delivery of the associated item commodity. **Total –** This is a calculated field that multiplies the *Requested Quantity* field by the *Unit Price* field to get the aggregate cost for the entire purchase of the associated item commodity. **Alternate Specs Submitted –** This box will be automatically checked if you submit alternate specifications for the associated item commodity by entering information in the **Alternate** fields (see line 6 in this table for instructions). This box will not be checked if you upload a file(s) with alternate specifications.
5	**Comments associated with a specific commodity line fields**	**Comments (optional or required field) –** This textbox allows you to enter comments regarding a specific commodity line. It is *optional* if you select the "Bid" response type but is *required* if you select the "No Bid" or "Bid with Condition" response type. When required, it provides a means to give a short explanation for either not bidding on the associated commodity or imposing conditions on the bid for the associated commodity.

6	**Standard list of commodity specifications link**	Issuers *may* use the following standard specifications for solicited item commodities: Manufacturer, Serial Number, Part Number, Specification, Product/Category, Size, Model, Color, Drawing, MSDS, Piece, Warranty Type, Detailed Instructions, Packing Instructions, Hazardous Material Instructions, Special Handling Instructions, and Additional Handling Instructions. To see specification and instruction requirements, click the **Additional Specs** link. There will also be blank fields in this area, corresponding to each standard specification and special instruction field; this is where you can offer alternate specifications and instructions. If these blank fields are gray, alternates are not allowed by the issuer. If the fields are white, alternates are allowed. **The issuer may choose to attach files with comprehensive specifications and instructions rather than using these fields to communicate specifications.**
7	**Response information for a *Service* commodity line fields**	**Response Type (required field) –** This field requires you to select a type of response for that specific service commodity line. Valid responses include *Bid, Bid with Condition,* and *No Bid.* **Contract Amount (required field) –** This field requires you to enter the total cost for the service being solicited. **Do not enter an hourly rate here. If an hourly rate is required, the issuer will set the commodity type as an Item which has a Unit Price field for you to fill in with the hourly rate.** **Total –** This field displays the amount you entered in the Contract Amount field. **Alternate Specs Submitted –** This box will be automatically checked if you submit alternate specifications for the associated commodity. This box will not be checked if you upload a file(s) with alternate specifications.
8	**Response information for a *Discount* commodity line fields**	**Response Type (required field) –** This field requires you to select a type of response for that specific discount commodity line. Valid responses include *Bid, Bid with Condition,* and *No Bid.* **Discount % (required field)—** This field requires you to enter the discount percentage from standard pricing you will be offering for this particular commodity. **Catalog (required field) –** This field is required even though the State of Iowa isn't currently using the catalog functionality. Enter **Catalog** in this field. **Start Date (required field) –** This field requires you to enter the date the discount from standard pricing begins for this particular commodity. **End Date (required field) –** This field requires you to enter the date the discount from standard pricing ends for this particular commodity.

INTEGRATED INFORMATION FOR IOWA

Frequently Asked Questions about Step 1 – Respond to Lines

Q. How do I offer alternate specifications when I bid on Item commodities?

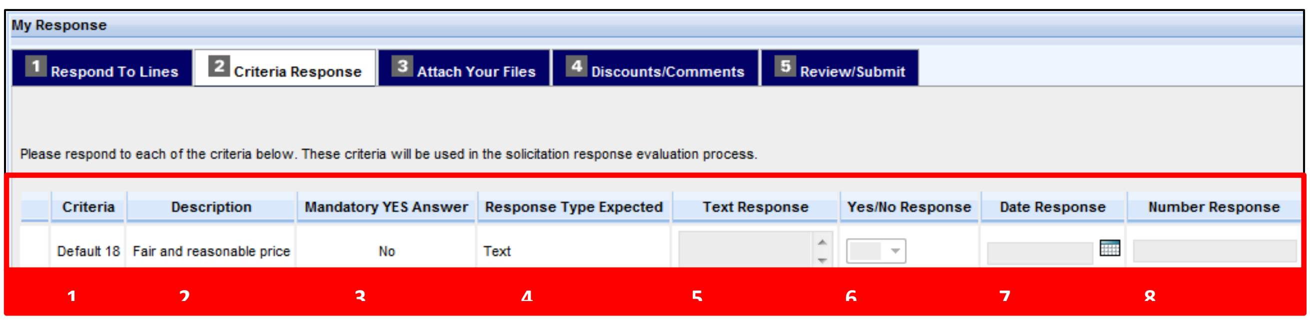
A. If the issuer has included standard specifications in their solicitation, those specs will publish in the Details of the solicitation, and you can enter alternate specs in Step 1 of your response for each standard spec listed. If the issuer has not published standard specs, you can still offer your own specs in Step 1 because those standard spec fields will be present. Otherwise, you may attach a file(s) containing alternate specs in Step 3 of the response process.

Q. Why are the Alternate Spec fields grayed out?

A. The issuer is not permitting alternate specs.

2. *Step 2 (Criteria Response)*

Step 2 requires you to respond to evaluation criteria if the issuer has included evaluation criteria in the solicitation. If the issuer has included criteria, the criteria lines will display in this section. The following screenshot and table will help you complete this step:

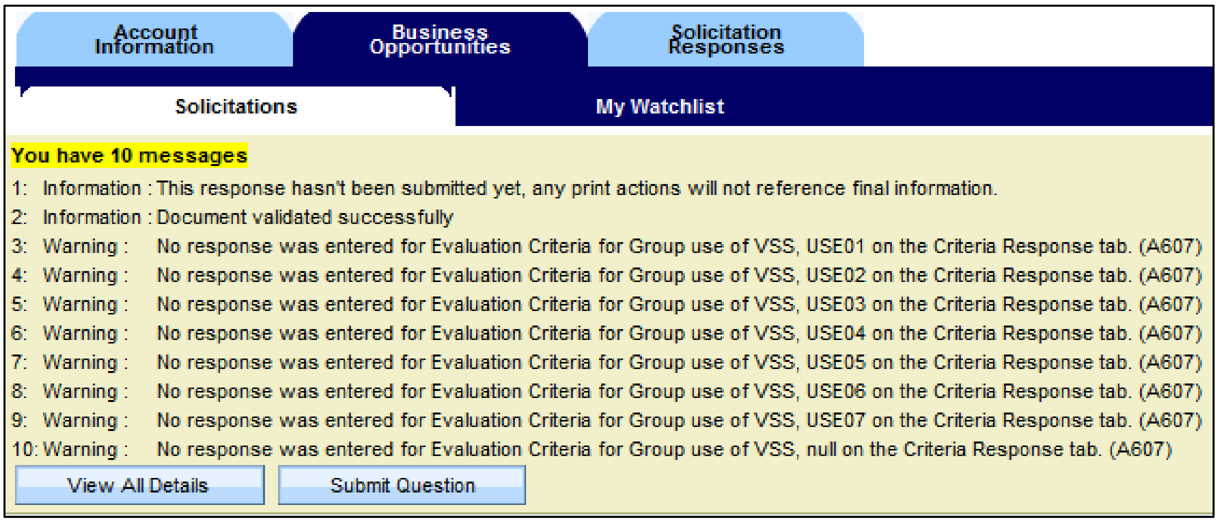


	Field	Description
1	**Criteria**	This column displays the name or internal code number of each criteria requiring a response.
2	**Description**	This column displays a short description of each criteria requiring a response.
3	**Mandatory YES Answer**	If the associated evaluation criteria simply requires a Yes or No answer from you, the issuer may choose to only accept a "Yes" answer. If the issuer accepts only a Yes answer then you will see a "Yes" in this field. If you are allowed to answer Yes or No then you will see a "No" in this field.
4	**Response Type Expected**	This column displays the type of response you are expected to give for each criteria line. The response required will be either a text, date, yes/no, or number format.
5	**Text Response**	If the criteria line requires a text response, enter it here.
6	**Yes/No Response**	If the criteria line requires a Yes or No response, select the appropriate answer here.
7	**Date Response**	If the criteria line requires a date for the response, click the calendar icon to select a date.
8	**Number Response**	If the criteria line requires a numerical response, enter the number here.

Frequently Asked Questions about Step 2 – Criteria Response

Q. If a solicitation has evaluation criteria, do I have to answer all the criteria?

The issuer is expecting you to answer all of the questions. The system will not require you to answer each question. If you do not answer, you will receive a warning in the Message section at the top of the page, as illustrated below. You will have to click the Submit button twice to submit your response, first to acknowledge that you did not answer all the criteria and a second time to complete the submission.

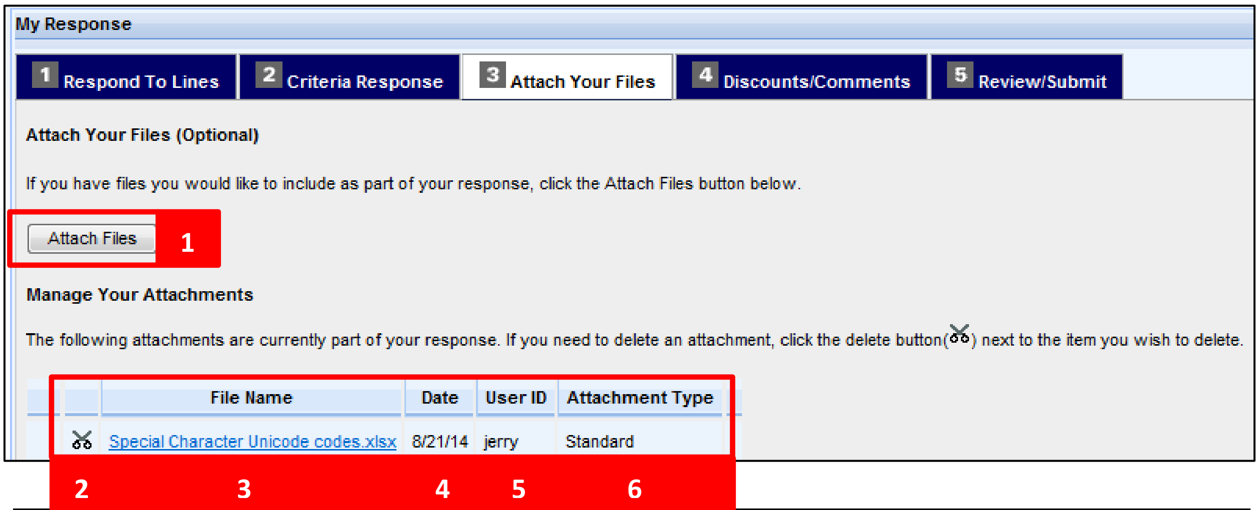


Q. What is the maximum length of a text response?

You can enter a maximum of 1500 characters in the **Text Response** box.

3. ***Step 3 (Attach Your Files)***

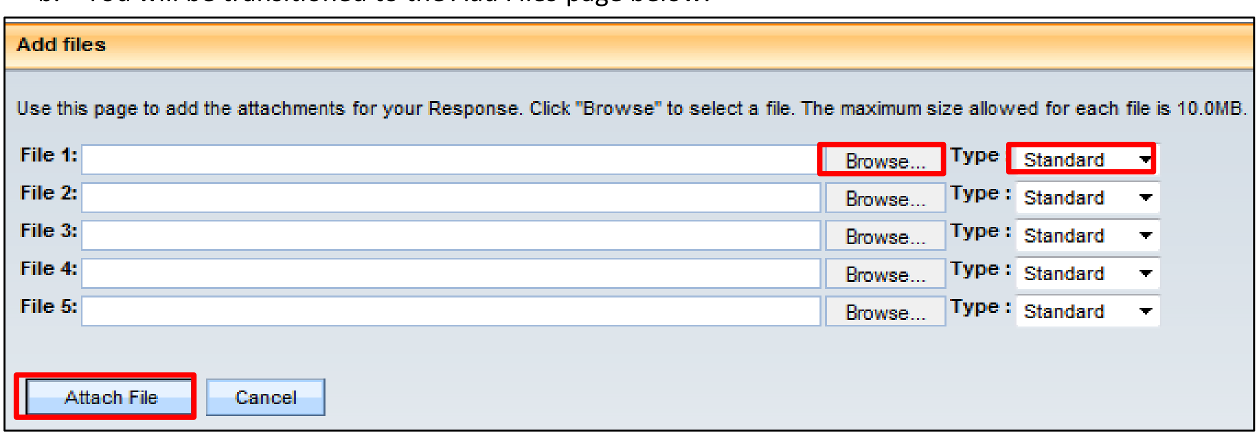
Step 3 permits you to upload files into your response to include documents, spreadsheets, pictures, or other file types with your bid. The following screenshot and table will help you complete this step:



	Field	Description
1	**Attach files**	Click this button to start the file attachment process.
2	**Delete attached file**	Click the scissors icon to delete the associated file.
3	**Open attached file**	Click the blue link to open the associated file.
4	**Attachment date**	This is the date the file was attached to the response.
5	**User ID**	This is the user ID of the person who attached the file.
6	**File type**	This is the file type of the attachment.

Instructions for attaching a file:

a. Click the **Attach Files** button.
b. You will be transitioned to the *Add Files* page below:



c. Click the **Browse** button to locate the file you want to attach.
d. Leave the **Type** at the default value, “Standard”.

e. After attaching the file, a link to the file will display in the **File 1** field:

f. Repeat Steps 3 and 4 for each additional file you want to attach. Each subsequent file will display in **File 2, File 3**, etc…

g. Click the **Attach File** button after you have uploaded all your files.

Frequently Asked Questions about Step 3 – Attach Your Files

Q. How many files can I attach to my solicitation response?

A. There is no limit to the number of files you can attach.

Q. What is the maximum file size I am allowed to attach?

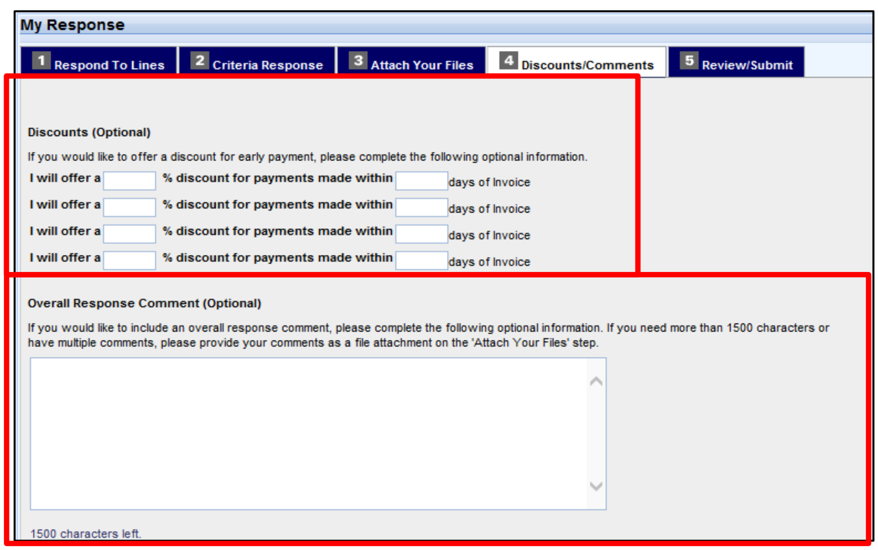
A. The maximum file size is 10 MB per file

Q. Is there a size limit for all the files added together?

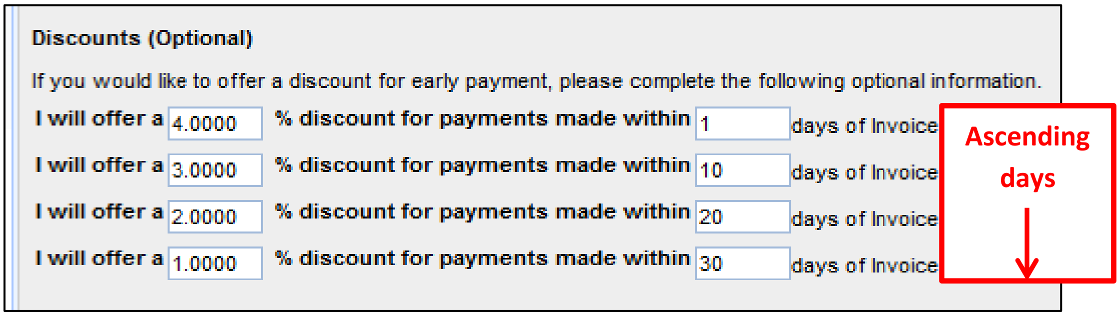
A. No, you are only limited to 10MB *per file*; you may attach as many files as necessary.

4. Step 4 (Discounts/Comments)

Step 4 permits you to include a discount schedule for timely payments. Additionally, the **Overall Response Comment** textbox allows you to enter up to 1500 characters of text to provide additional comments associated with the response. Step 4 is not required. The discount schedule and comments are optional:



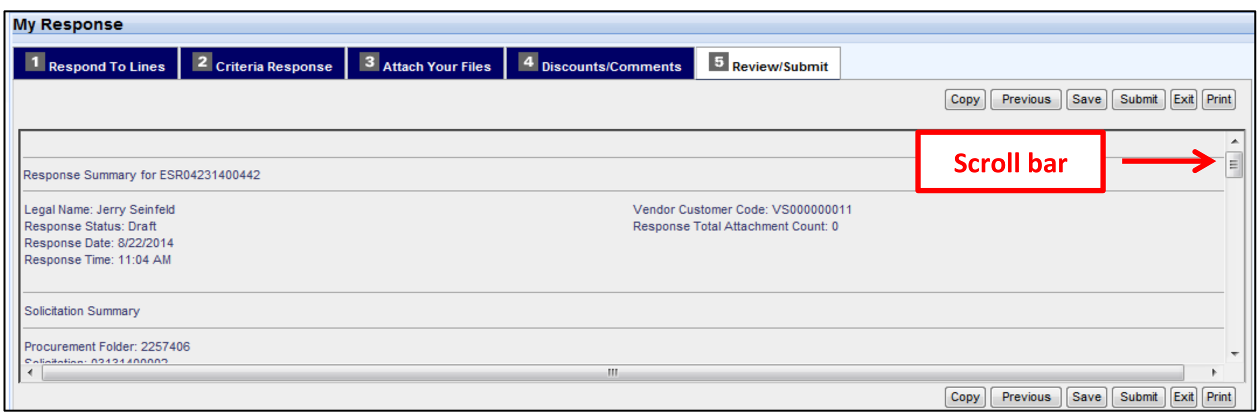
If you offer discounts, begin with the discount for the *earliest* payment date, otherwise an error will be issued when you attempt to go to Step 5. The following is an example of the *correct* way to enter discounts:



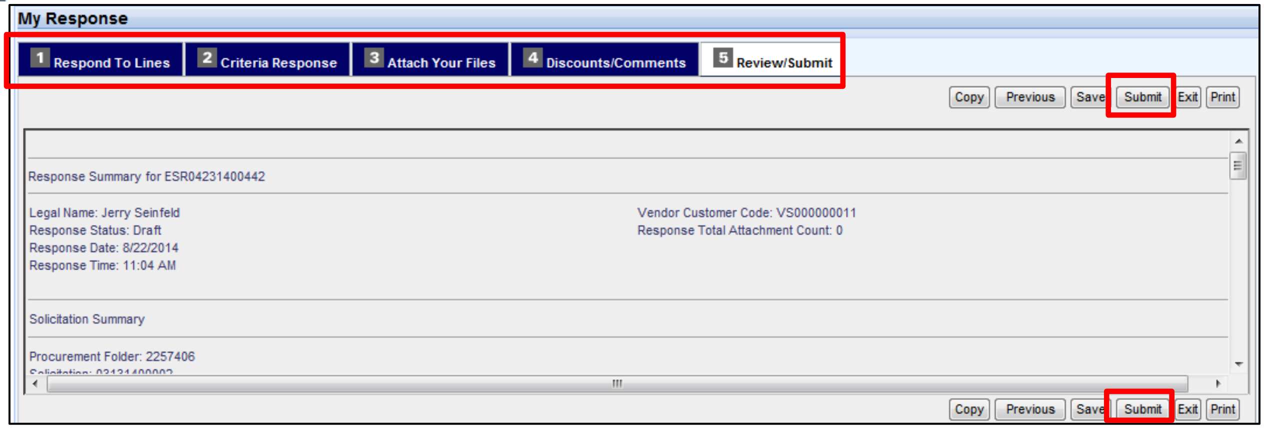
5. Step 5 (Review/Submit)

ALERT!	**Always review the Message Center in the upper left of the page before submitting your response to see if there are errors, warnings and/or informational messages.**

Step 5 permits a review of the information that was entered in the previous four steps of the response process; use the scroll bar to the right to move through the information:



- **If the information is incorrect or you want to make changes:**
  Click on the tab of any step to modify information you entered in that step:
- **If the information is correct and you are ready to submit the response:**
  Click the **Submit** button to submit your response:

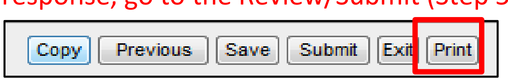


After submitting your response the display will transition to the *Thank You* page.

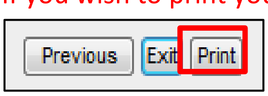
Frequently Asked Questions about Step 5 – Review/Submit

Q. How do I print a copy of my bid?

A. There is a Print button in the Review/Submit tab (Step 5) that can be used during the response process (see **Note** below) or after the response is submitted. If you wish to print your work-in-progress response, go to the Review/Submit (Step 5) section and click the Print button; it will look like this:



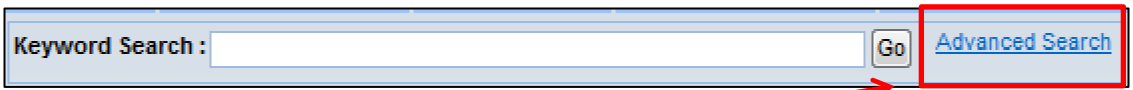
Note: you may only open the Step 5 tab if you have completed the Step 1 tab.
If you wish to print your completed response, the button will look like this:



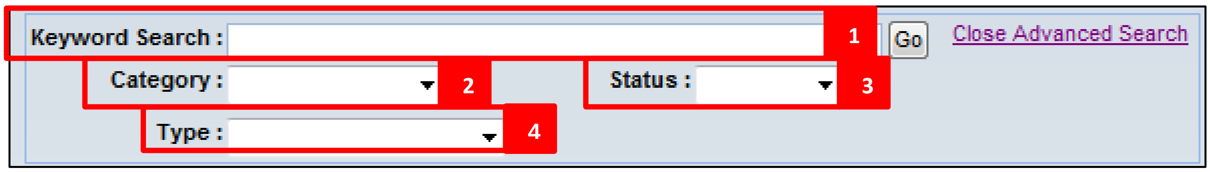
V. Locating Responses

A. Searching for a Specific Solicitation

The **Keyword Search** field in the *Solicitations* page is the only search field displayed by default.



To see more search fields, click the Advanced Search link:

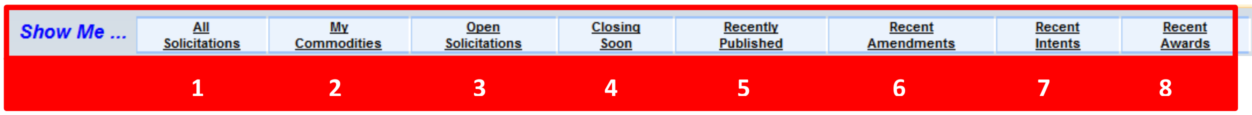


The table below provides details about the search fields. You can enter alpha or numeric characters in the **Keyword Search field**; case is ignored. The other three search fields use a drop-down list with pre-defined search elements:

Search Field	How to Search	What is Searched	Search Results
1 **Keyword Search**	Type in a word(s) or text that you expect to appear in the solicitation	Commodity Description Solicitation Name Solicitation Description Department Number Issuer Name	Only those solicitations that contain the text you entered will be returned.
2 **Category**	Solicitation categories are not used by the State.	N/A	N/A
3 **Status**	Click the black arrow to open the drop-down list. Select an entry from the list.	Each solicitation has a status of *Open, Closed, Awarded,* or *Cancelled*. You may filter all solicitations using an entry in this list.	Only those solicitations that have the status you selected from the filter list will be returned.
4 **Type**	Click the black arrow to open the drop-down list. Select an entry from the list.	Each solicitation must be an *RFP, RFQ, RFI,* or *RFB*. You may filter all solicitations using an entry in this list.	Only those solicitations that are the type you selected from the filter list will be returned.

B. Filtering Solicitations

The ***Show Me*** filters, located above the **Keyword Search** field are a set of pre-defined filters that offer a quick way to limit the number of solicitations displayed.



The following table describes how each ***Show Me*** filter works:

Filter		What is Returned by the Filter
1	**All Solicitations**	This filter displays all solicitations.
2	**My Commodities**	This filter returns a list of solicitations containing the commodity codes for which you registered.
3	**Open Solicitations**	This filter returns a list of solicitations that are open for bidding.
4	**Closing Soon**	This filter returns a list of solicitations closing in the next 10 days
5	**Recently Published**	This filter returns a list of solicitations published to Iowa VSS in the last 30 days.
6	**Recent Amendments**	This filter returns a list of solicitations amended in the last 10 days.
7	**Recent Intents**	This filter returns a list of solicitations that have entered the Intent to Award phase in the last 10 days
8	**Recent Awards**	This filter returns a list of solicitations awarded in the last 90 days

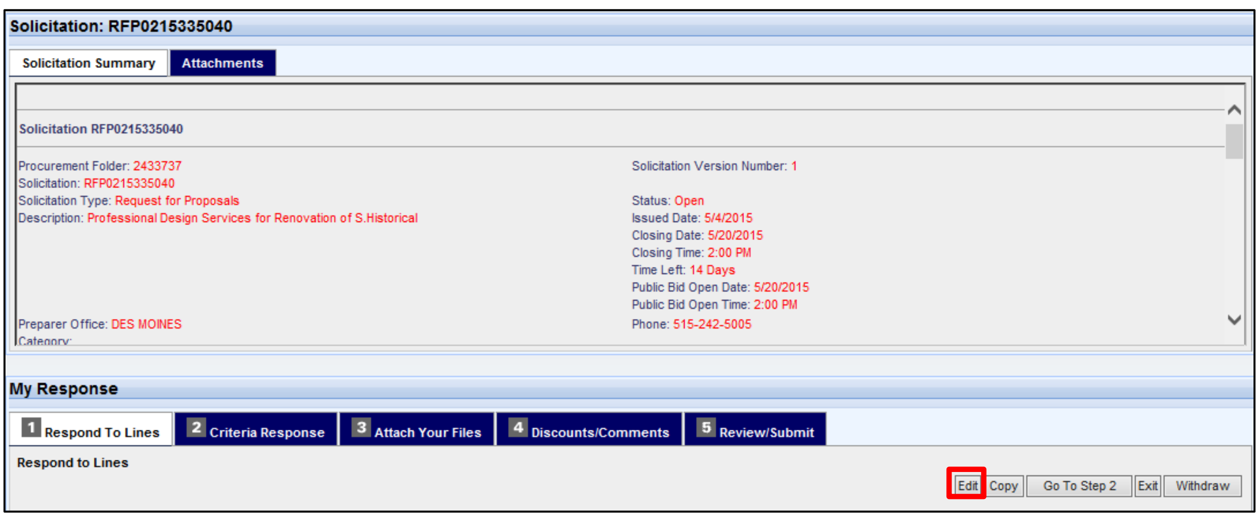
VI. Completing an In-Progress Response

You can edit a response that has been started but not completed as long as the solicitation is still open by following these instructions:

1. After logging into Iowa VSS, navigate to the **Solicitation Responses tab, My Responses sub-tab**.
2. Search for the in-progress response. It will have a **Response Status** of *Draft* as in the following screenshot.
3. Click on the appropriate blue link in the **Link to Response** column to open your in-progress response:

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-005-ESR03041400008-1	jerry	Draft	03/04/2014	RFB-005-CKM98-2	Open	03/03/2015 04:00 PM CST
SR-005-ESR04231400441-1	jerry	Draft	04/23/2014	RFQ-005-03131400002-1	Open	03/13/2018 09:00 PM CDT
SR-005-ESR04231400442-1	jerry	Draft	04/23/2014	RFQ-005-03131400002-1	Open	03/13/2018 09:00 PM CDT

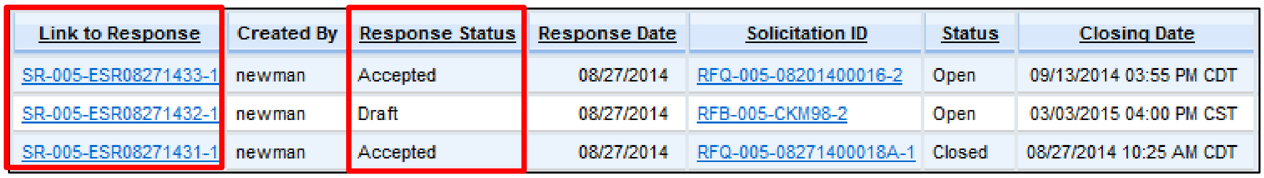
4. You will be transitioned to your solicitation response. Click the Edit button to resume work on the response. Continue with the steps in Section IV B to submit your response.



VII. Editing a Submitted Response

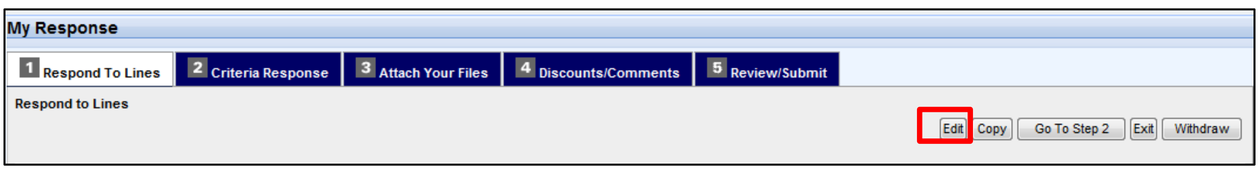
You can edit a response that has been submitted as long as the solicitation is still open. Follow the instructions below:

1. After logging into Iowa VSS, navigate to the **Solicitation Responses tab, My Responses sub-tab**.
2. Search for the completed response. It will have a **Response Status** of *Accepted* as in the following screenshot.
3. Click on the appropriate blue link in the **Link to Response** column to open your completed response:



Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-005-ESR08271433-1	newman	Accepted	08/27/2014	RFQ-005-08201400016-2	Open	09/13/2014 03:55 PM CDT
SR-005-ESR08271432-1	newman	Draft	08/27/2014	RFB-005-CKM98-2	Open	03/03/2015 04:00 PM CST
SR-005-ESR08271431-1	newman	Accepted	08/27/2014	RFQ-005-08271400018A-1	Closed	08/27/2014 10:25 AM CDT

5. You will be transitioned to your solicitation response. Click the Edit button to make any updates or changes to your original response. Continue with the steps in Section IV B to submit your response.



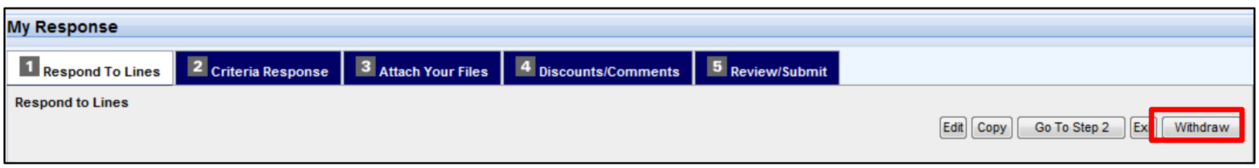
VIII. Withdrawing a Submitted Response

If you need to withdraw a completed response before the solicitation closes, follow these instructions:

1. After logging into Iowa VSS, navigate to the **Solicitation Responses tab, My Responses sub-tab**.
2. Search for the completed response. It will have a **Response Status** of *Accepted* as in the screenshot below.
3. Click on the appropriate blue link in the **Link to Response** column to open your completed response:

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-005-ESR08271433-1	newman	Accepted	08/27/2014	RFQ-005-08201400016-2	Open	09/13/2014 03:55 PM CDT
SR-005-ESR08271432-1	newman	Draft	08/27/2014	RFB-005-CKM98-2	Open	03/03/2015 04:00 PM CST
SR-005-ESR08271431-1	newman	Accepted	08/27/2014	RFQ-005-08271400018A-1	Closed	08/27/2014 10:25 AM CDT

4. You will be transitioned to your solicitation response. Click the Withdraw button to withdraw your bid:



5. The response status of your bid will change from *Accepted* to *Withdrawn:*

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-005-ESR08291434-1	elaine	WithDrawn	08/29/2014	RFQ-005-03131400002-1	Open	03/13/2018 09:00 PM CDT

Frequently Asked Questions about editing responses

Q. Why is the Edit button not displayed in my response?

A. A response cannot be edited once the solicitation closes or when the response has been withdrawn. If a response has been withdrawn and you wish to resubmit a bid, you will have to start a new response.

Q. How do I discard a Draft response?

A. Draft responses cannot be discarded.

Q. In the list of my responses, I see multiple responses for the same solicitation. Why is that?

A1. If you edited a response that you previously submitted (see Section VII for editing instructions), there will be two responses with the same ID number, but one will have the extension -1, and the other will have the extension -2, etc. Only the most recent response (in this example: -2) will be visible to the issuer of the solicitation.

A2. If you did not edit a response that you previously submitted, but instead created a new response to the same solicitation, both responses will have different ID numbers. The issuer of the solicitation will evaluate both of them.

A3. If there are multiple users registered under the same vendor code (meaning the Administrator added additional users, each with their own user ID and password), and multiple users bid, each user will see all the bids for the vendor code in the list of 'My Responses". The issuer of the solicitation will evaluate all of them.

Q. What is a "Response Status"?

A. Each response has a status of Draft, Rejected, Accepted, Withdrawn, or FIN Rejected:

- **Draft** – your response is in process; it has not been submitted electronically. You have not finished the response steps. Complete your response and submit it to bid on the solicitation.
- **Rejected** – your response is in process; it has not been submitted electronically. There are issues with your data entry, and you must correct those before the response will submit. The specific issues are communicated in the Message Center at the top left of the page when you are completing your response.
- **Accepted** – your response has been completed and submitted electronically.
- **Withdrawn** – your response has been completed and submitted electronically. Subsequently, you withdrew the response from evaluation before the bid closed. Withdrawn bids are not considered in the award process.
- **FIN Rejected** – your response has been completed and submitted electronically; the system encountered a technical problem while processing the response. In this situation, contact the issuer of the solicitation.

IX. Messages in Iowa VSS Processing

The following table provides a list of commonly seen messages in Iowa VSS when vendors respond to a bid:

Severity of Message	Message	Explanation of Message	Where Encountered	Action Needed
Error	When Bidding on an Item, a unit price must be entered for <commodity line with missing unit price> on the Respond to Lines tab	A Unit Price is required when bidding on an Item.	Step 1: Respond to Lines	Enter a unit price on the referenced commodity line.
Error	Discount Percentage must be between 0 and 100 on the Discounts/Comments tab (A1429)	Discount Percentage must be greater than zero	Step 1: Respond to Lines	Enter a value in the discount field of 0-100.
Error	When selecting either Bid with Condition or No bid, comments must be entered for <commodity line> on the Respond to Lines tab. (A1384)	When choosing a Response Type of Bid with Condition or No Bid, comments must be entered for each commodity line.	Step 1: Respond to Lines	For each commodity where Bid with Conditions or No Bid was selected, enter comments in the Comment box on the right.
Error	When Bidding on Service, a Contract Amount must be entered for <commodity line missing information> on the Respond to Lines tab. (A1397)	When the line type of the commodity is Service, a Contract Amount must be entered.	Step 1: Respond to Lines	Enter the amount of your bid for the service in the Contract Amount field.
Error	When performing Discount Bid, an Effective From Date must be entered for <commodity line missing information> on the Respond to Lines tab. (A1398)	When the line type of the commodity is Discount, an Effective From Date must be entered.	Step 1: Respond to Lines	Enter begin date of the discount period in the Start Date field to the right of the Response Type field.
Error	When performing a Discount Bid, a Discount Percent must be entered for <commodity missing information> on the Respond to Lines tab. (A1387)	When the line type of the commodity is Discount, a discount % must be entered.	Step 1: Respond to Lines	Enter the percent of the discount you are offering in the Discount % field.
Error	When performing a Discount Bid, an Effective To Date must be entered for <commodity missing information> on the Respond to Lines tab. (A1389)	When the line type of the commodity is Discount, an Effective To Date must be entered.	Step 1: Respond to Lines	Enter the end date of the discount period in the End Date field to the right of the Discount % field
Error	When performing a Discount bid, a Catalog must be entered for <commodity missing information> on the Respond to Lines tab. (A1386)	When the line type of the commodity is Discount, the Catalog field must be populated.	Step 1: Respond to Lines	Even though this is a required field, the State of Iowa is not currently using catalog

				functionality. Enter: Catalog
Information	Delivery Days were not entered when Bidding on an Item.	Number of days from purchase to delivery were not entered when Bidding on an Item.	Step 1: Respond to Lines	This information is optional, unless required in the attachments to the bid. If required, click on the Respond to Lines tab and enter Delivery Days for the appropriate commodity lines.
Warning	No response was entered for Evaluation Criteria for <criteria name/group> null on the Criteria Response tab. (A607)	Evaluation Criteria was included in the solicitation and a response was not provided for each criterion.	Step 2: Criteria Response	To respond to the Evaluation Criteria, click on the Criteria Response tab and enter appropriate values/data for each Criteria line.
Warning	A mandatory criteria must be answered YES. If the answer is no or left blank, a bid will not be accepted. Upon receipt, if an answer is YES and is eventually determined NO, the bid is disqualified <name of criteria/group> (V167)	The Evaluation Criteria is expecting a Mandatory Yes. Please review your response by clicking on the Criteria Response tab.	Step 2: Criteria Response	Please review your response by clicking on the Criteria Response tab and enter an appropriate response.
Severe	Cannot Submit this response for Solicitation because it has already been closed (A6188)	This message is received when a solicitation response is started, but not submitted before the close date and time of the solicitation. The vendor cannot submit their bid.	Step 5: Review/Submit	No action is possible as the solicitation has closed.
Information	Document validated successfully	The information entered validates against system edits.	Throughout the response when all edits have been cleared and vendor is able to move to the next step.	No action is required until you are ready to Submit your response. Once your response is complete, click the Submit button.
Error	Action Not Permitted. Only the originator of this Response or a Master user can modify this Response.	Only the Primary Account Administrator or the person who submitted the bid can modify it.	When clicking the Edit Button in an Accepted response in the Solicitations Responses tab at the top of the screen.	If the response needs to be modified, contact the originator of the response or your Primary Account Administrator.
Information	This response hasn't been submitted yet, and print actions will not reference final information.	Your response has not been submitted, so if printed, your printed copy will not reference the final information you entered.	Throughout the response until the response is successfully submitted.	No action is required. Please note, however, that if you print your response prior to it being submitted, the

				information in your printed document will not reference the final information you entered.