
FULTON COUNTY GOVERNMENT
DEPARTMENT OF PURCHASING
&
CONTRACT COMPLIANCE



ON-LINE BIDDING FOR QUOTES



TRAINING MANUAL



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Introduction

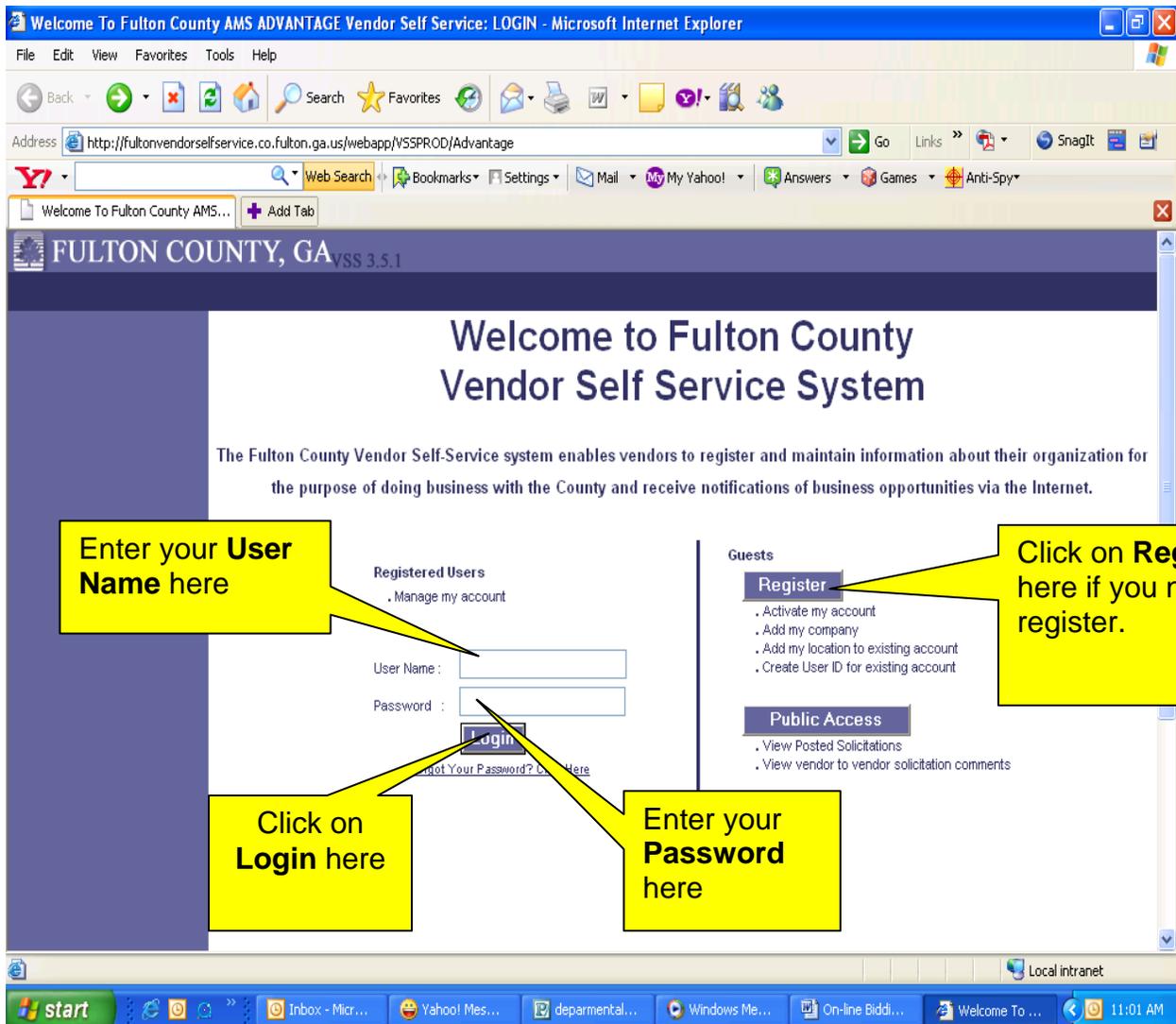
This manual has been created as a guide to help you understand and direct you through the On-line Bidding process. On-line Bidding is a procurement sourcing and solicitation tool that enables purchasing agents to electronically send informal bid opportunities via email. Fulton County requires that vendors are registered through the Fulton County Vendor Self Service System before they can respond to a quote on-line. On-line bidding then, in turn, allow registered vendors to electronically respond to the bid opportunity. On-line bidding allows vendors to submit their responses in a secure environment, allowing registered vendors to receive automatic email notifications while permitting vendors to keep track of quote status throughout the process. Our desire is that this manual will assist you with submitting your bid on-line.

HOW TO RESPOND



TO A QUOTE ON-LINE

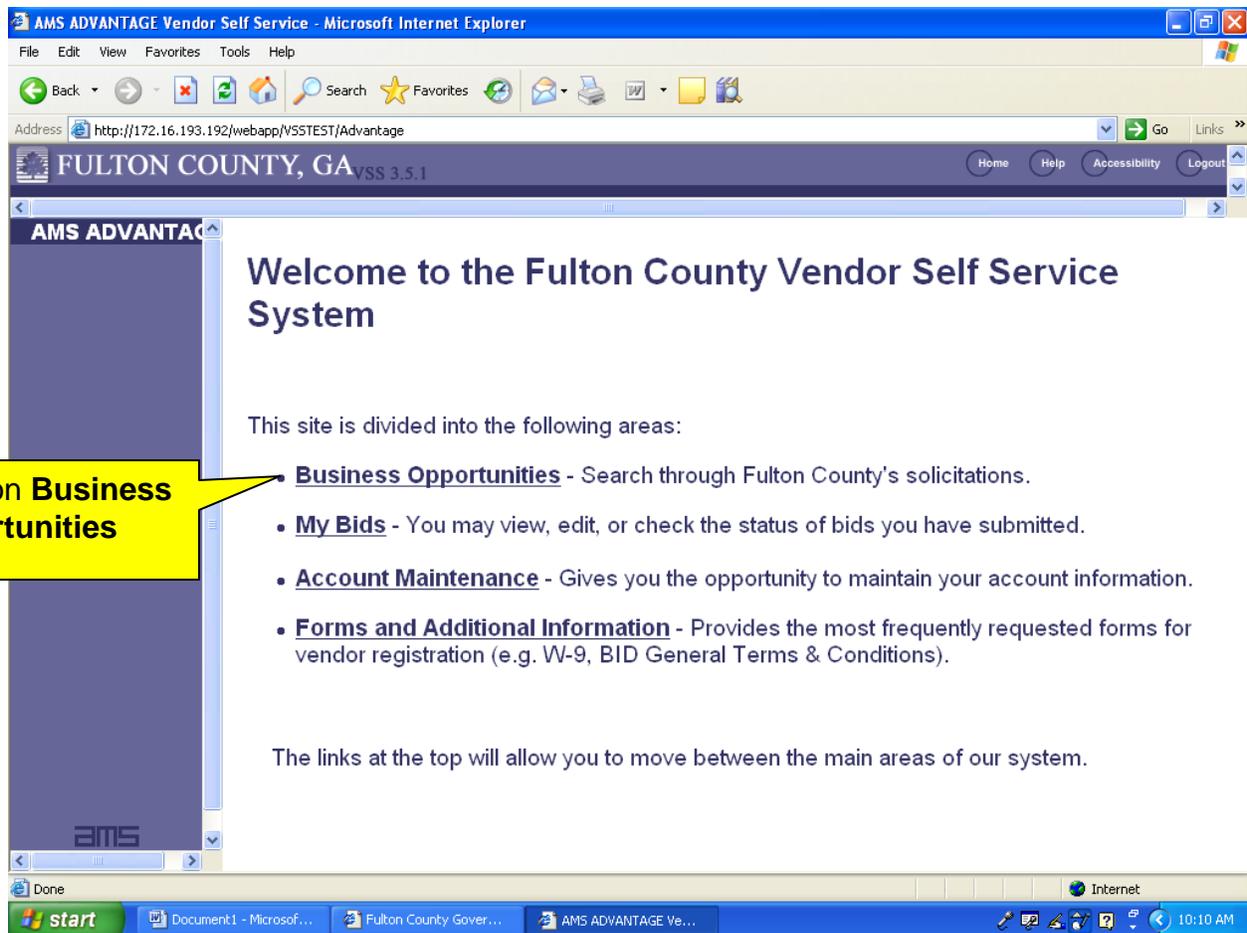
Section 1
How to Respond to a Quote On-line



(1.0) LOG-IN

- Enter the following URL address:
<http://fultonvendoreselfservice.co.fulton.ga.us>
- Registered vendors should enter User Name and Password, and click on “**Login**”.
- If you are not a registered vendor, click on “**Register**” to perform the registration process.

Section 1 How to Respond to a Quote On-line



(1.1) BUSINESS OPPORTUNITIES

- Click on **“Business Opportunities”** to obtain a list of all quotes.

Section 1 How to Respond to a Quote On-line

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://172.16.193.192/webapp/VSS/TEST/Advantage> Go Links >>

FULTON COUNTY, GA VSS 3.5.1 Home Help Accessibility Logout

Business Oppor

Search for Solic

View Commodit

Business Opportunities

help & advice Menu

This section provides access to the information about the various business opportunities currently available.

- **Search for Solicitations** View and respond to Request For Quotes (RFQs) through the standard solicitation process here. You cannot respond to Invitation To Bids (ITBs) and Request for Proposals (RFPs) solicitation online. [Click here to download ITBs or RFPs](#) from Fulton County's website.
- **View Commodity History** Search our database for information about our last ten purchases of a given commodity.

Page Navigations

AMS

start Document1 - Microsof... AMS ADVANTAGE Ve... Internet 10:12 AM

(1.2) SEARCH FOR Solicitations

- Click “**Search for Solicitations**” to see a listing of Request for Quotes (RFQs).

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

Address: http://172.16.193.192/webapp/V55TEST/Advantage

FULTON COUNTY, GA VSS 3.5.1

Welcome, Glenn King

Business Opportunities My Bids Account Maintenance Forms and Additional Information

Business Opportunities
Search for Solicitations
View Commodity History

Search for Solicitations

help & advice Menu

Allows you to search Fulton County's online solicitations. View and respond to Request For Quotes (RFQs) through the standard solicitation process here. [Click here to download ITBs or RFPs](#) from Fulton County's website. We provide an "On-Line Bidding For Quotes Training Manual" that will assist you with submitting your bid on-line. [Click here to download the manual](#). Fulton County currently does not use any discounts; please disregard that section.

Under Solicitation column RFQ... stands for Quotes

Browse Clear

Commodities : Find Status : Open

Departments : Find

Solicitation	Addendum	Description	Department
RFQ-230-09CT65549YA-1			Purchasing
RFQ-230-09RH11111YA-3	2	Office Supplies	Purchasing
RFQ-230-09RH12345YA-2	1	Office furniture	Purchasing
RFQ-181-09CT63760A-1		Paper copies	Arts & Culture
RFQ-220-08RD65519B-1		LEATHER, HIGH BACK CHAIRS, BLACK - INFORMATION TECHNOLOGY	Information Technology
RFQ-230-09GSONLINETRAINING-B-1		This Quote is for Training ONLY PLEASE DONOT QUOTE	Purchasing
RFQ-320-08RD65520B-1		HP LASERJET P2055DN PRINTER - POLICE DEPARTMENT	Police
RFQ-470-09RH65551A-1		Breakroom Furniture	Superior Court-Clerk
RFQ-520-ON-LINE-BIDDING-102-1		Exhaust Hoses for 12 months.	General Services
RFQ-540-09RH65550YA-1		40 Yd Roll Off Containers	Public Works

AMS

Internet

(1.3) SEARCHING FOR QUOTES BY STATUS

- Click on the Status drop down arrow button, and select “Open”, then click on “Browse”.

Section 1 How to Respond to a Quote On-line

The screenshot shows the 'Search for Solicitations' page in the AMS ADVANTAGE Vendor Self Service application. The page includes a search form with fields for 'Commodities' and 'Departments', and a 'Find' button. Below the search form is a table of search results. The first result is highlighted in yellow and has a checkmark in the first column. A yellow callout box points to this result with the text: 'Click on the open Request for Quote (RFQ) that you wish to respond to'.

Solicitation	Addendum	Description
✓ RFQ-230-06-VENDOR-TRAINING-1		This Quote is For Vendor Orientation Training Purpose
RFB-210-05SC45081C-2	1	Meter Readers Uniforms 2005
RFQ-183-06-DJ-TRAIN-01-1		Orientation Solicitation
RFQ-220-0647241-BR-1		
RFQ-220-06-PLEASE TEST-002-1		Test to see if you can see the Solicitation Responses
RFQ-220-06-PLEASE TEST-001-2	1	Test to see if you can see the Solicitation Responses
RFQ-540-MAY106-1		Citizens University On-Line Quote demo
RFQ-540-CITIZENSQUOTE-2	1	Citizens University On-Line Quote demo

(1.4) SELECT QUOTE

- Select the quote that you desire to view. You can only respond to quotes that have an **“Open”** status.

Section 1
How to Respond to a Quote On-line



(1.5) CREATE A RESPONSE

- Open and Review Attachment. The attachment contains detail information regarding the quote specifications.
- Then click on, **“Create Response”** to open the Response Summary.

Section 1 How to Respond to a Quote On-line

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://172.16.193.192/webapp/VSSTEST/Advantage>

FULTON COUNTY, GA VSS 3.5.1

Welcome, Glenn King

Business Opportunities My Bids Account Maintenance Forms and Additional Information

Step 1: Response Summary
Solicitation Summary
No Bid
Step 2: Commodity Response
Step 3: Criteria Responses
Document History
Document Reference
Future Triggering

SR - 230- ESR0128100000000014- 1- New- Draft

Solicitation Summary

Solicitation Summary Information

Solicitation : 09RH11111YA	Addendum : 2
Solicitation Type : RFQ	Close Date : 12/31/10
Solicitation Description : Office Supplies	Close Time : 14:00
Issuing Office : Purchasing	Phone : 404-612-4216
Requesting Office : Purchasing	Phone : 404-612-5809
Buyer : Rodney Dority	Phone : 404-612-5821
Purchasing	Fax : 404-893-1734
rodney.dority@fultoncountyga.gov	Status : Open

No Bid

Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

Top

Save Undo Attachments Submit Copy Close

Menu

ams

Done Internet

(1.6) SOLICITATION SUMMARY

- Review the solicitation summary information.
- Please note: **Solicitation Number, Solicitation Description, Addendum, Close Date, Close Time and Buyer Contact Information.**

Section 1 How to Respond to a Quote On-line

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

Address: <http://172.16.193.192/webapp/VSS/TEST/Advantage>

FULTON COUNTY, GA VSS 3.5.1

Welcome, Glenn King

Business Opportunities My Bids Account Maintenance Forms and Additional Information

Step 1: Response Summary
Solicitation Summary
No Bid
Step 2: Commodity Response
Step 3: Criteria Responses
Document History
Document Reference
Future Triggering

SR - 230- ESR0203100000000016- 1- New- Draft

Solicitation Summary

Solicitation ID: 31/10
Solicitation Description: 00
Issuing Office: 4-612-5814
Requesting Office: 4-612-5814
Buyer: 4-612-5821
4-893-1734
rodney.dority@fultoncountyga.gov Status: Open

No Bid

Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type "NO BID" and provide a reason in the comment field

Response Type: Bid
Comments: Bid
Alternate
No Bid

Click here to apply this Response Type & Comments to all of the Commodity Lines. Your request may take a moment to process

Save Undo Attachments Submit Copy Close

(1.7) COMMODITY RESPONSE

- If you want to respond to RFQ, click on **“Step 2: Commodity Response”**.
- If you do not want to respond to RFQ at this time, please turn to page 17, for instructions on how to respond as a No Bid for entire quote.

Section 1
How to Respond to a Quote On-line

Click on **Commodity Information** here

Click here to expand **Commodity Response** workspace

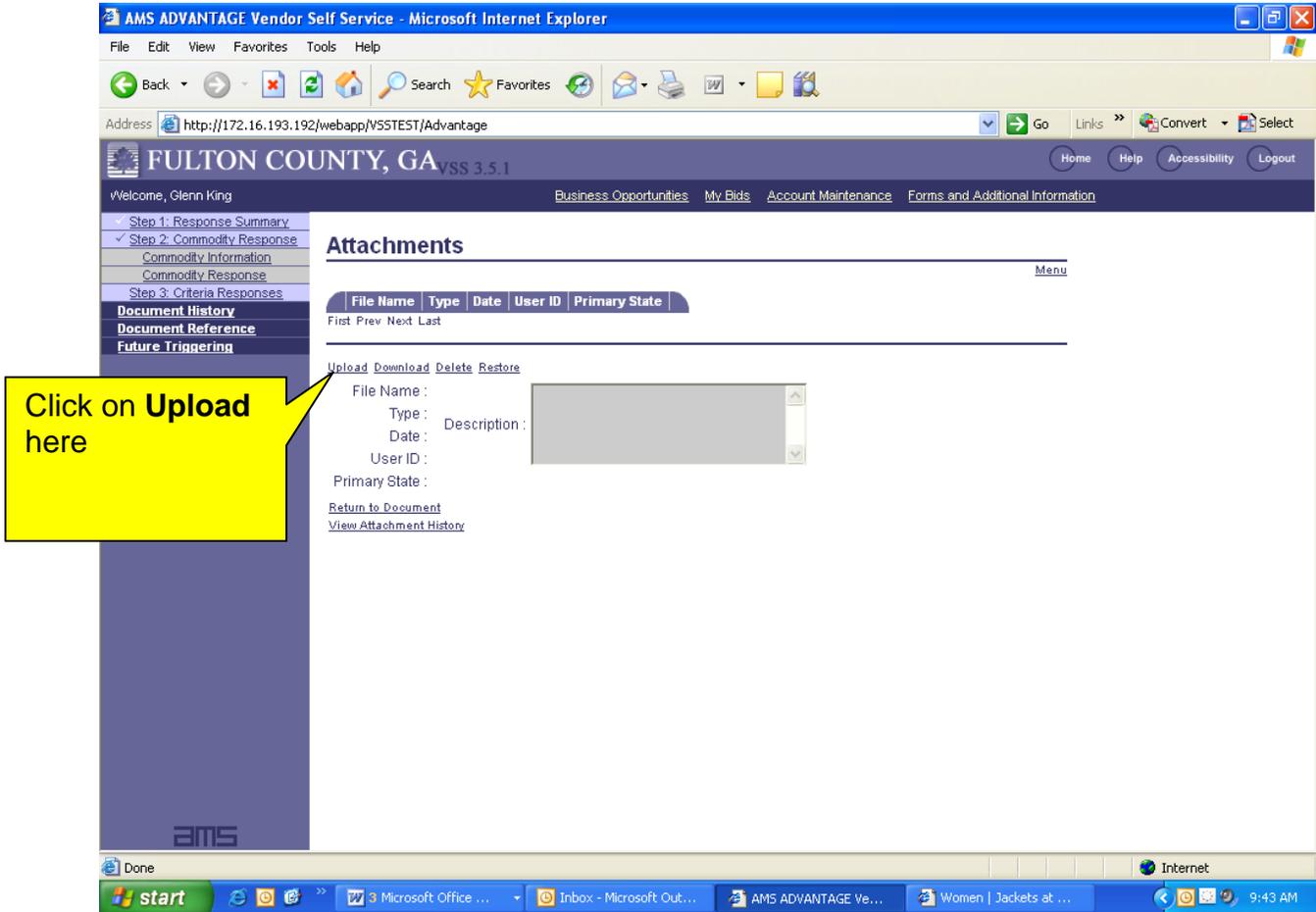
Click on the **Attachment** button here if you want to submit documents with your response

Click **Next** here to move to next line item.

(1.8) ENTERING RESPONSE

- Click on “**Commodity Information**” to display detail specifications about line items.
- Click on “**Commodity Response**” to enter unit price, number of delivery days.
- If you do not want to respond to line item(s), please turn to page 17, for instructions on how to respond as No Bid for line item(s).
- Click “**Next**” to display the next line item in the upper right corner, if “**Next**” is underlined this indicates that the quote has multiple lines, then repeat the above steps for each line item.
- Click on the **Attachment** button located at the bottom of the screen if you would like to submit a document with your response. Ex. Attachments (samples, references, certifications, licenses and etc.)
- If you do not want to submit an attachment with your response, please turn to page 15, and proceed with steps.

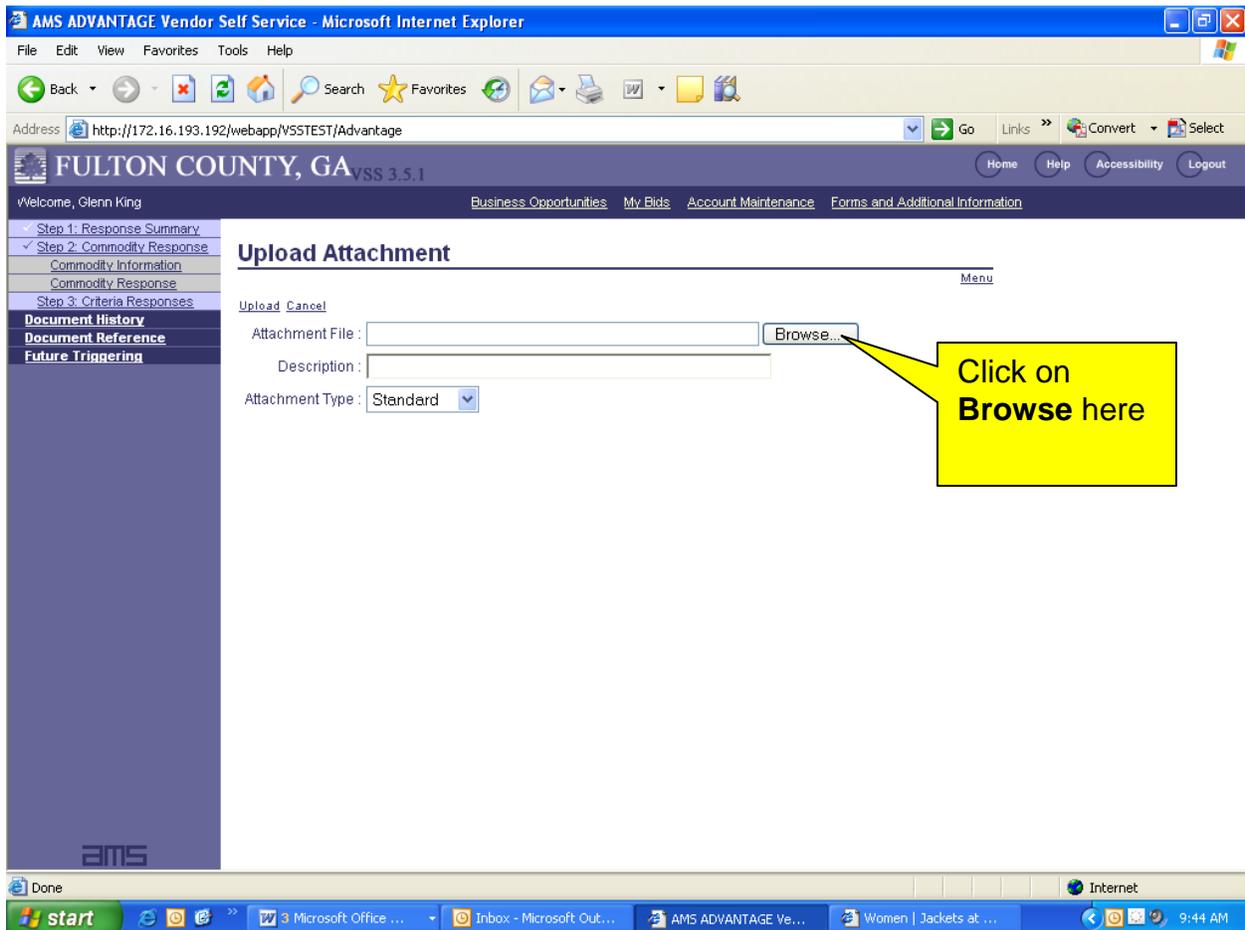
Section 1
How to Respond to a Quote On-line



(1.9) ATTACHMENTS

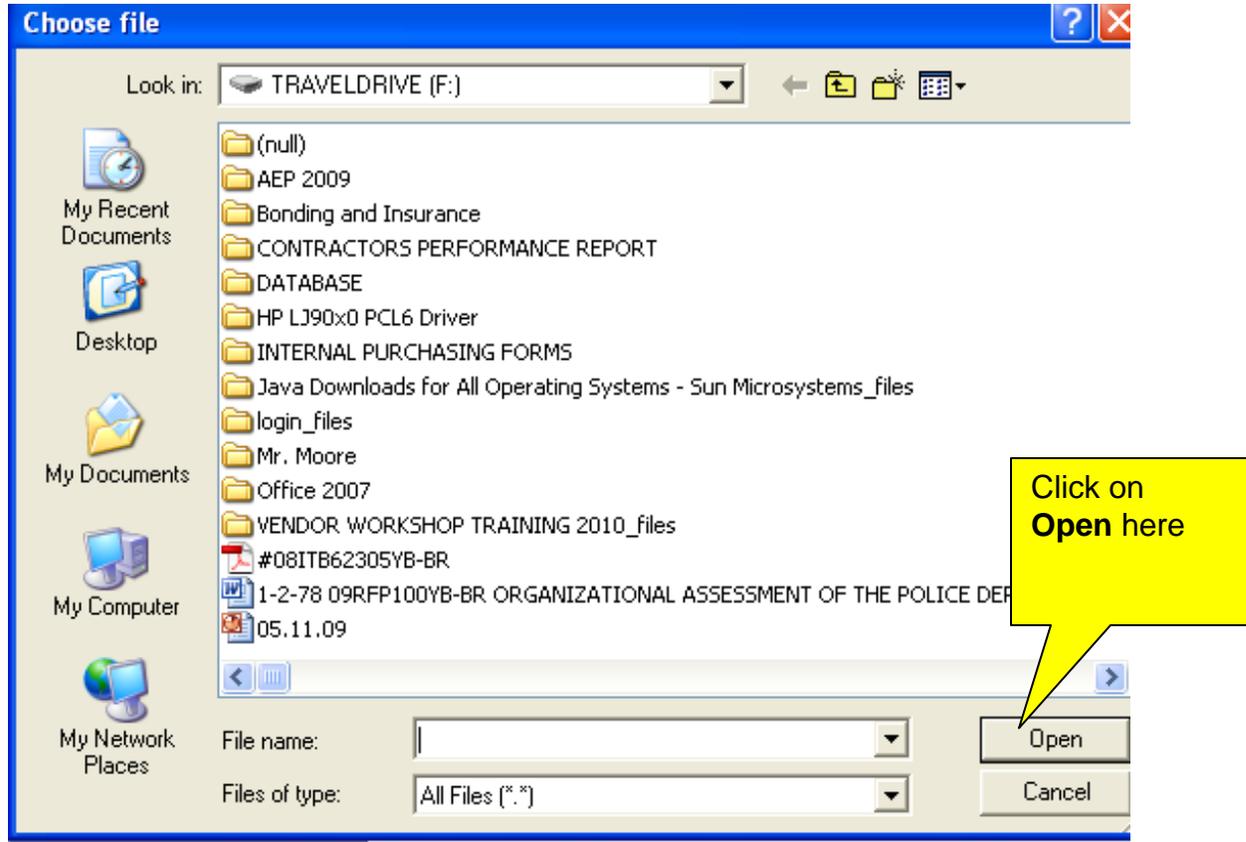
- Click on "**Upload**", to upload the document(s) you want to attach to your response.

Section 1 How to Respond to a Quote On-line



(1.10) UPLOAD ATTACHMENT

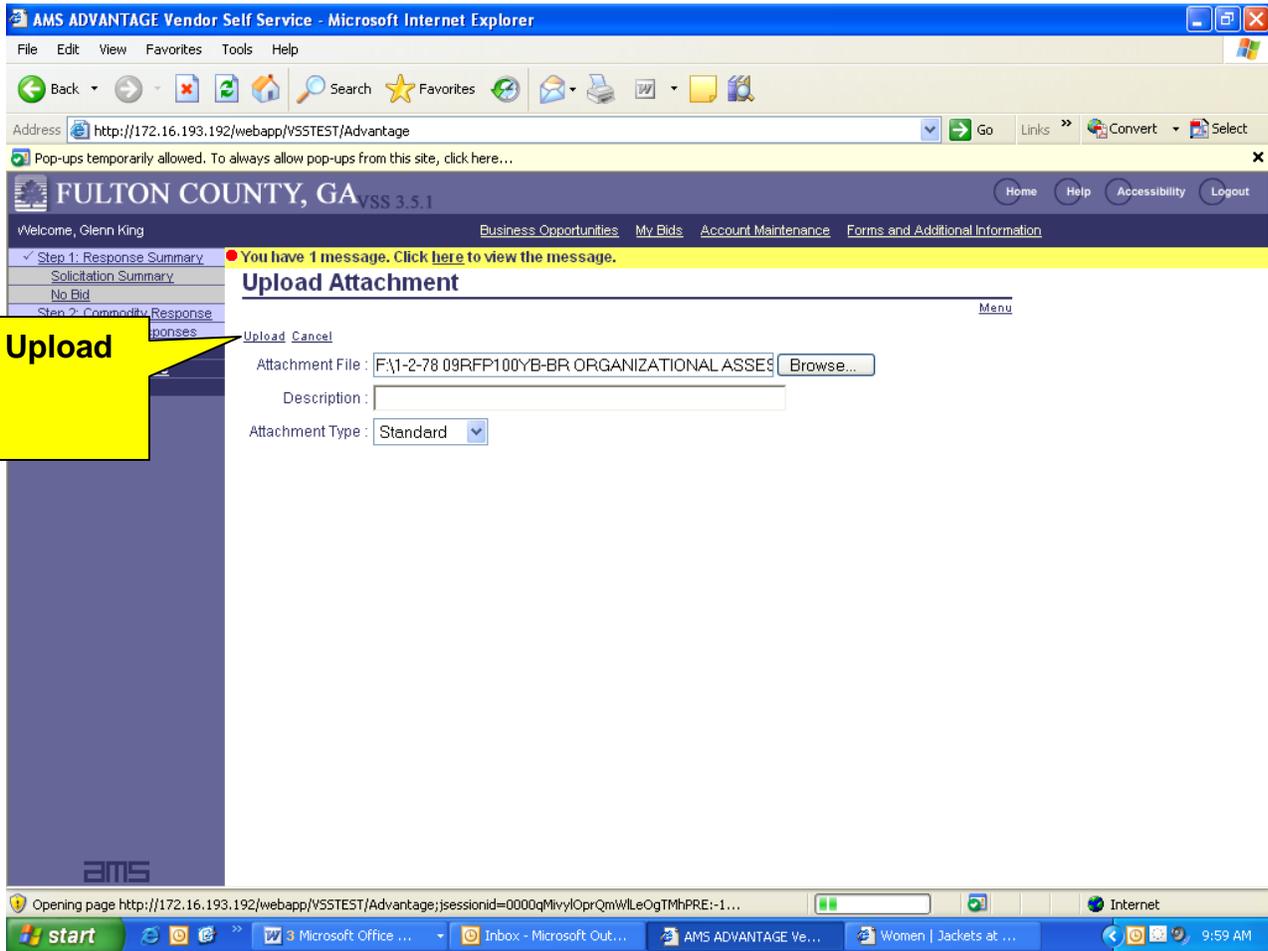
- Click on “**Browse**” to view the document(s) you want to upload.



(1.11) CHOOSE FILE

- Choose the file(s) you want to attach to your response, then click on “**Open**”.

Section 1
How to Respond to a Quote On-line



(1.12) UPLOADED ATTACHMENT

- Click on **“Upload”** to upload the document you selected.

Section 1 How to Respond to a Quote On-line

The screenshot shows the AMS ADVANTAGE Vendor Self Service interface in Microsoft Internet Explorer. The browser address bar displays <http://172.16.193.192/webapp/VSS/TEST/Advantage>. The page header includes the logo for FULTON COUNTY, GA VSS 3.5.1 and navigation links for Home, Help, Accessibility, and Logout. A sidebar on the left contains a navigation menu with options like Step 1: Response Summary, Step 2: Commodity Response, and Document History. The main content area is titled 'Attachments' and features a table with columns for File Name, Type, Date, User ID, and Primary State. A single attachment is listed with a yellow background, indicating it has been uploaded. Below the table, there are links for Upload, Download, Delete, and Restore, followed by a detailed view of the selected document's metadata. A yellow callout box with a speech bubble points to the 'Return to Document' link, with the text 'Click on Return to Document here.'

File Name	Type	Date	User ID	Primary State
1-2-78 09RFP100YB-BR ORGANIZATIONAL ASSESSMENT OF THE POLICE DEPARTMENT #2 02 11 09.doc	Standard	2/12/10	train01	New

Return to Document
View Attachment History

(1.13) LIST OF ATTACHMENTS

- In yellow is the list of documents that have been uploaded.
- To return to Commodity Response, click on “**Return to Document**”.

Section 1
How to Respond to a Quote On-line

FULTON COUNTY, GA VSS 3.5.1

Welcome, Glenn King

Business Opportunities My Bids Account Maintenance Forms and Additional Information

Step 1: Response Summary
Step 2: Commodity Response
Commodity Information
Commodity Response
Step 3: Criteria Responses

Document History
Document Reference
Future Triggering

SR - 230- ESR0214100000000037- 1- New- Draft

First Prev Go To Next Last

Commodity Information

Commodity Information Summary

Group : of 1 1 Line Type : Item Total Price :

Group Description : Default Commodity Group

Line : of 1 5

Commodity : 80024
Boots, Rubber, Safety Toe

Commodity Specifications :

Commodity Response

Commodity details. Enter the Unit Price & Delivery Days, Contract Information, or Discount offered

Requested Quantity : 25.00000 Response Type : Bid

Requested Unit : EA

Unit Price :

Delivery Days from Award :

Comments :

Click Submit here

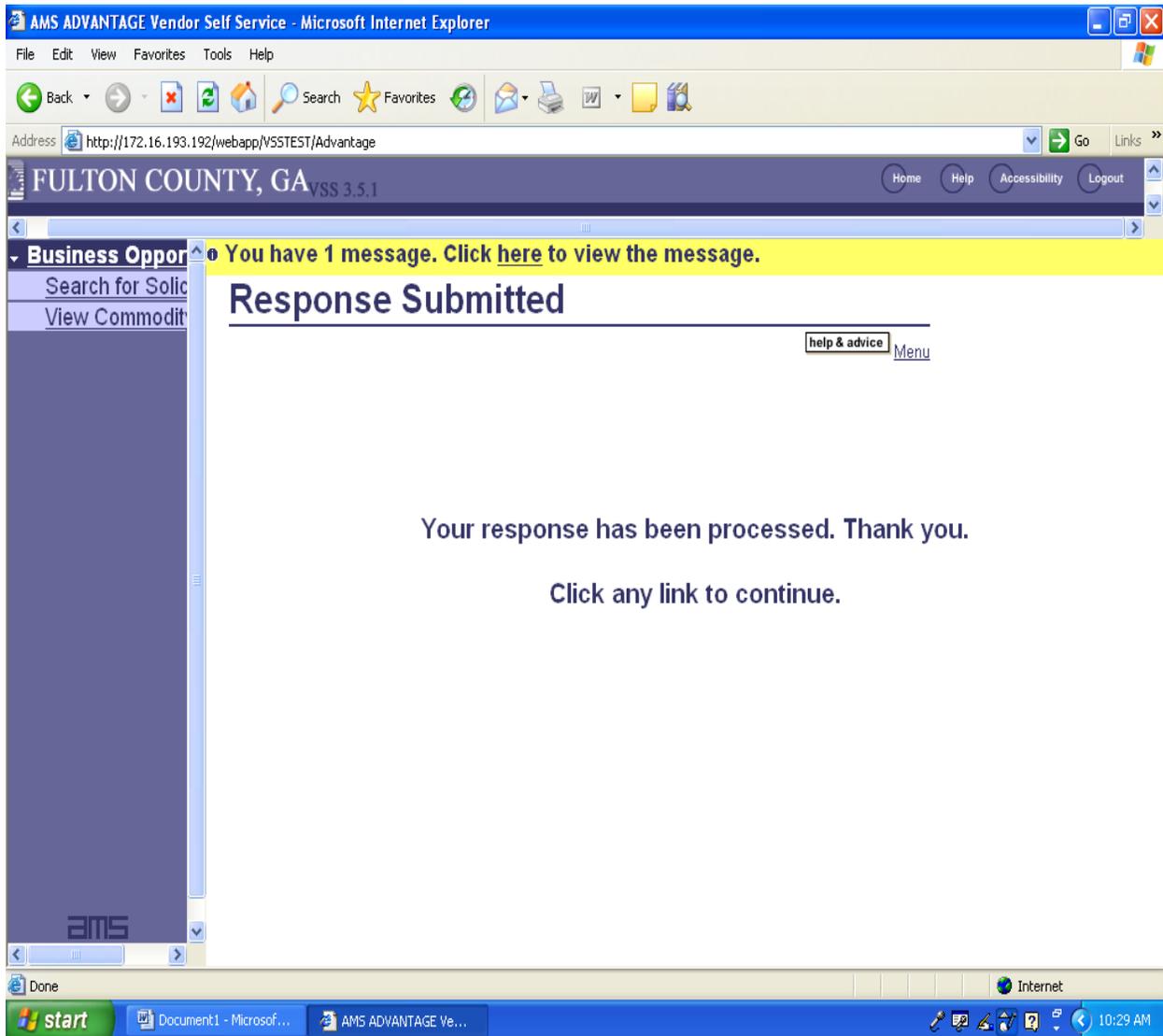
Top

Save Undo Attachments Submit Copy Close

Menu

(1.14) SUBMITTING RESPONSE

- After responding to all line items, click on “**Submit**” located at the bottom of the screen.



(1.15) RESULTS

- The Response Submitted screen is displayed.
- If your quote was submitted successfully without errors you will **ONLY** have one (1) message.
- If you have more than one (1) message, please contact the buyer for further assistance.

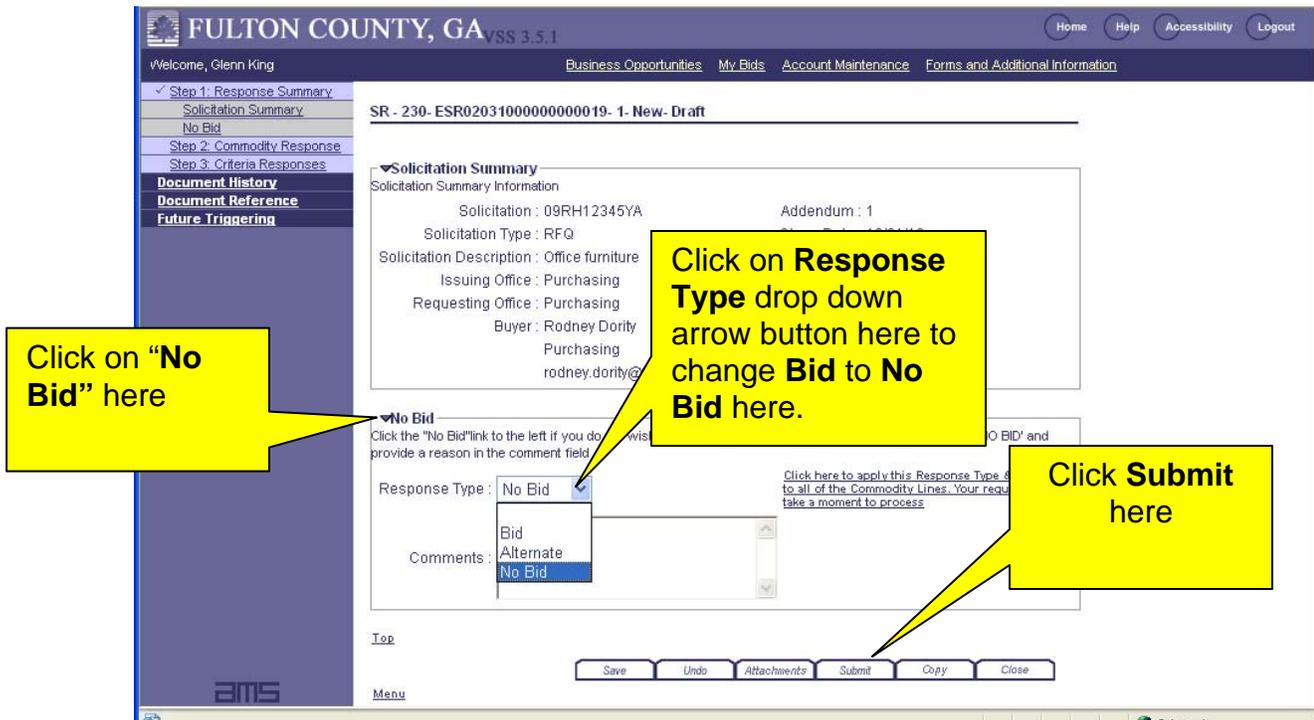
HOW TO RESPOND



TO A QUOTE OR LINE ITEM

AS NO BID

Section 2
How to Respond to a Quote or Line Item as No Bid



(2.0) RESPONDING TO AN ENTIRE QUOTE AS NO BID

- If you do not want to respond to an entire quote, click on **“No Bid”**, to expand section. Then click on the **Response Type** drop down arrow button and select **“No Bid”**.
- In the **Comments** box, please provide your reason(s) for not bidding on RFQ.
- Then click on, **“Click here to apply this Response Type and Comments to all of the Commodity Lines. Your request may take a moment to process”**.

Clicking on the above underlined statement applies your response type and comments to all of the commodity lines for the entire quote.

- Then click **“Submit”**.

Section 2
How to Respond to a Quote or Line Item as No Bid

Click **Next** to move to next line item here

(2.1) RESPONDING TO LINE ITEMS AS NO BID

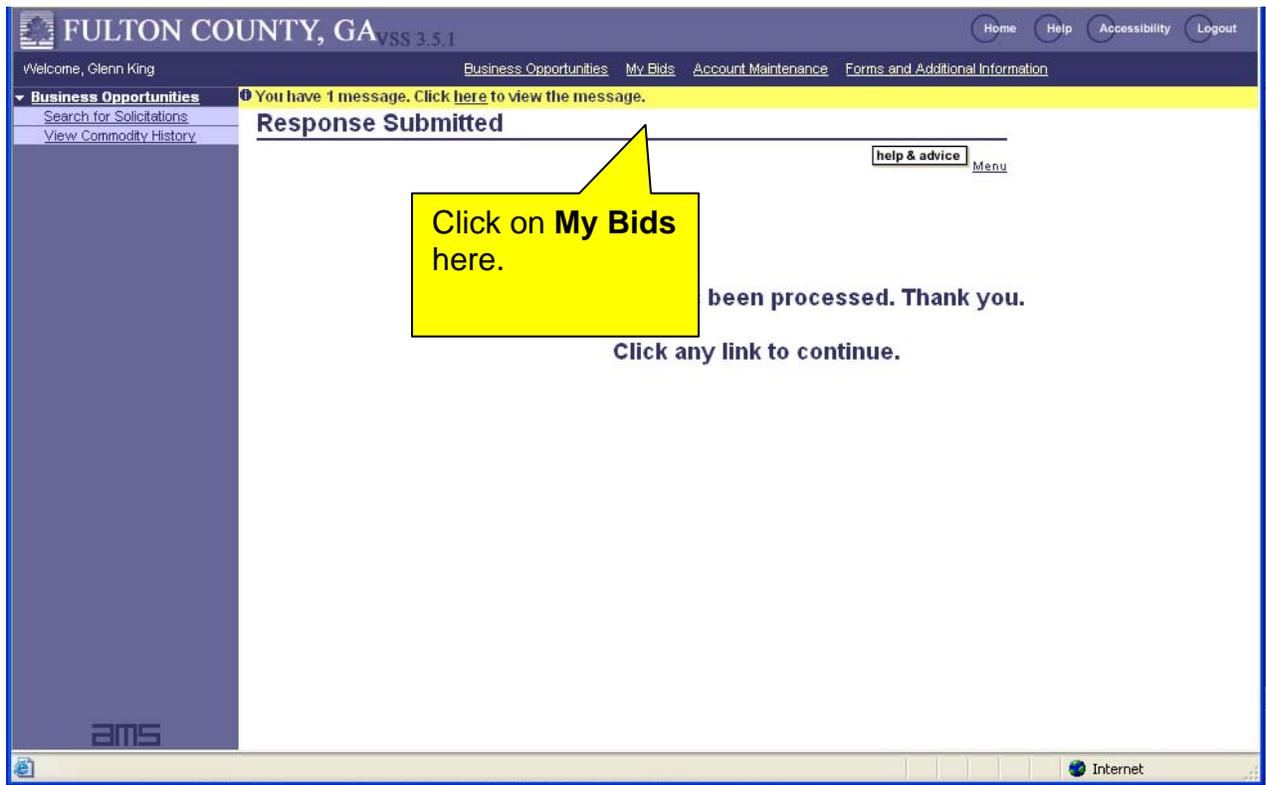
- If you do not want to respond to specific line item(s). For that line item in the **Commodity Response** section, click the **Response Type** drop down arrow button and select “**No Bid**”.
- In the **Comments** box, please provide your reason(s) for not bidding on RFQ.
- Then click on “**Next**” to proceed to next line item.
- After responding to all line items as a **Bid** or **No Bid**, please turn back to page 9 and proceed with steps.

HOW TO CONFIRM



QUOTE ACCEPTANCE

Section 3 How to Confirm Quote Acceptance



(3.0) MY BIDS

- To confirm quote acceptance, click on “My Bids”.

Section 3
How to Confirm Quote Acceptance

FULTON COUNTY, GA VSS 3.5.1

Welcome, Glenn King

Business Opportunities My Bids Account Maintenance Forms and Additional Information

AMS ADVANTAGE

My Bids

[help & advice](#) [Menu](#)

Browse [Clear](#)

Response ID : Solicitation :

Created By : Closing Date :

Response Status :

Link To Response	Response ID	Created By	Response Status	Response Date	Solicitation	Status	Closing Date
SR,118,ESR09220800000000417,1	ESR09220800000000417	train01	Draft	09/22/2008	2008-TRAINING-OLB-01	Closed	12/31/2008
SR,240,ESR10020800000000457,1	ESR10020800000000457	train01	Draft	10/02/2008	08RD63942B	Closed	10/03/2008
SR,118,ESR10020800000000459,1	ESR10020800000000459	train01	Draft	10/02/2008	2008/OLB-TRAINING-01	Closed	12/31/2008
SR,520,ESR10020800000000460,1	ESR10020800000000460	train01	Draft	10/02/2008	2008-TRAINING-OLB-02	Closed	12/31/2008
SR,118,ESR10020800000000461,1	ESR10020800000000461	train01	Draft	10/02/2008	2008-TRAINING-OLB-01	Closed	12/31/2008
SR,118,ESR10070800000000474,1	ESR10070800000000474	train01	Draft	10/07/2008	2008-TRAINING-OLB-01	Closed	12/31/2008
SR,118,ESR10070800000000475,1	ESR10070800000000475	train01	Draft	10/07/2008	2008-TRAINING-OLB-01	Closed	12/31/2008
SR,118,ESR10080800000000479,1	ESR10080800000000479	train01	Draft	10/08/2008	2008-TRAINING-OLB-01	Closed	12/31/2008
SR,310,ESR10090800000000492,1	ESR10090800000000492	train01	Draft	10/09/2008	08CR64102C	Closed	10/10/2008
SR,310,ESR10090800000000495,1	ESR10090800000000495	train01	Draft	10/09/2008	08CR64102C	Closed	10/10/2008

First [Prev](#) [Next](#) [Last](#)

Click on Last here if underlined

(3.1) SUBMITTED BIDS

- A list of bids you responded to will be listed.
- To confirm your most recent response was accepted. Click on **“Last”** to be directed to the last page.

Section 3
How to Confirm Quote Acceptance

The screenshot displays the 'My Bids' section of the Fulton County, GA VSS 3.5.1 website. It includes search filters for Response ID, Solicitation, Created By, and Closing Date. A yellow callout box highlights the 'Response Status' column in the table below, stating 'The Response Status column is located here'. The table contains two rows of bid data, both with a status of 'Accepted'.

Link To Response	Response ID	Created By	Response Status	Response Date	Solicitation	Status	Closing Date	Closing Time
✓ SR_230_ESR0204100000000020.1	ESR0204100000000020	train01	Accepted	02/04/2010	09RH11111YA	Open	12/31/2010	14:00:00
SR_230_ESR0204100000000021.1	ESR0204100000000021	train01	Accepted	02/04/2010	09RH11111YA	Open	12/31/2010	14:00:00

(3.2) RESPONSE STATUS

- In the Response Status column it should show “**Accepted**”. This is confirmation that your quote was submitted and accepted.
- If the Response Status does not show, “**Accepted**”, please contact the buyer who is the contact person for the RFQ.

NAVIGATING THROUGH



THE SYSTEM

The screenshot shows the 'Business Opportunities' section of the Fulton County, GA VSS 3.5.1 website. A search filter is applied, and a table of results is displayed. The table has three columns: 'Solicitation', 'Addendum', and 'Description'. Yellow callouts with arrows point to these columns: 4.0 points to the 'Solicitation' column, 4.1 points to the 'Addendum' column, and 4.2 points to the 'Description' column. The table contains several rows of data, with the first row highlighted in yellow.

Solicitation	Addendum	Description
✓ RFQ-520-07RGS57146YA-1		Map Books - Atlanta Metropolitan Series
RFP-999-07SC57503-YC-1		Cost Allocation Plan
RFP-999-07SC57516-YC-1		A-133 Single Audit Services
RFB-220-07ITB57367B-TR-1		Linux Enterprise Servers
RFB-320-07ITB57355YB-BR-1		FY08 ITB for High Performance, High Speed Pursuit Tires and
RFP-520-07RFP57484K-DJ-4	3	Asset Management System Audit RFP
RFB-520-07ITB56006YA-DRR-2	1	Locks, Door Hardware and Locksmith Services
RFQ-330-07CT57846B-1		Office Furniture
RFQ-405-07RH57849A-1		DRUG TESTING URINE CUPS 2007 5 Panel VW/ THC,OPI,COC,AMP,MA
RFQ-330-07RD57810B-2	1	

- 4.0 **Solicitations** – This column list is where the quote number is listed.
- 4.1 **Addendum** - This column is used to keep track of revisions in the form of an “Addendum” made to the quotes.
- 4.2 **Description** - This column is used to identify the quote and/or provide a brief description of the quote.

Section 4 Navigating Through the System

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://172.16.193.192/webapp/VSSTEST/Advantage>

FULTON COUNTY, GA VSS 3.5.1

Welcome, trainone trainone

Business Opportunities My Bids Account Maintenance Forms and Additional Information

Business Opportunities

Search for Solicitations

View Commodity History

help & advice Menu

County's online solicitations. View and respond to Request For Quotes (RFQs) through the standard solicitation process

RFQs or RFPs from Fulton County's website.

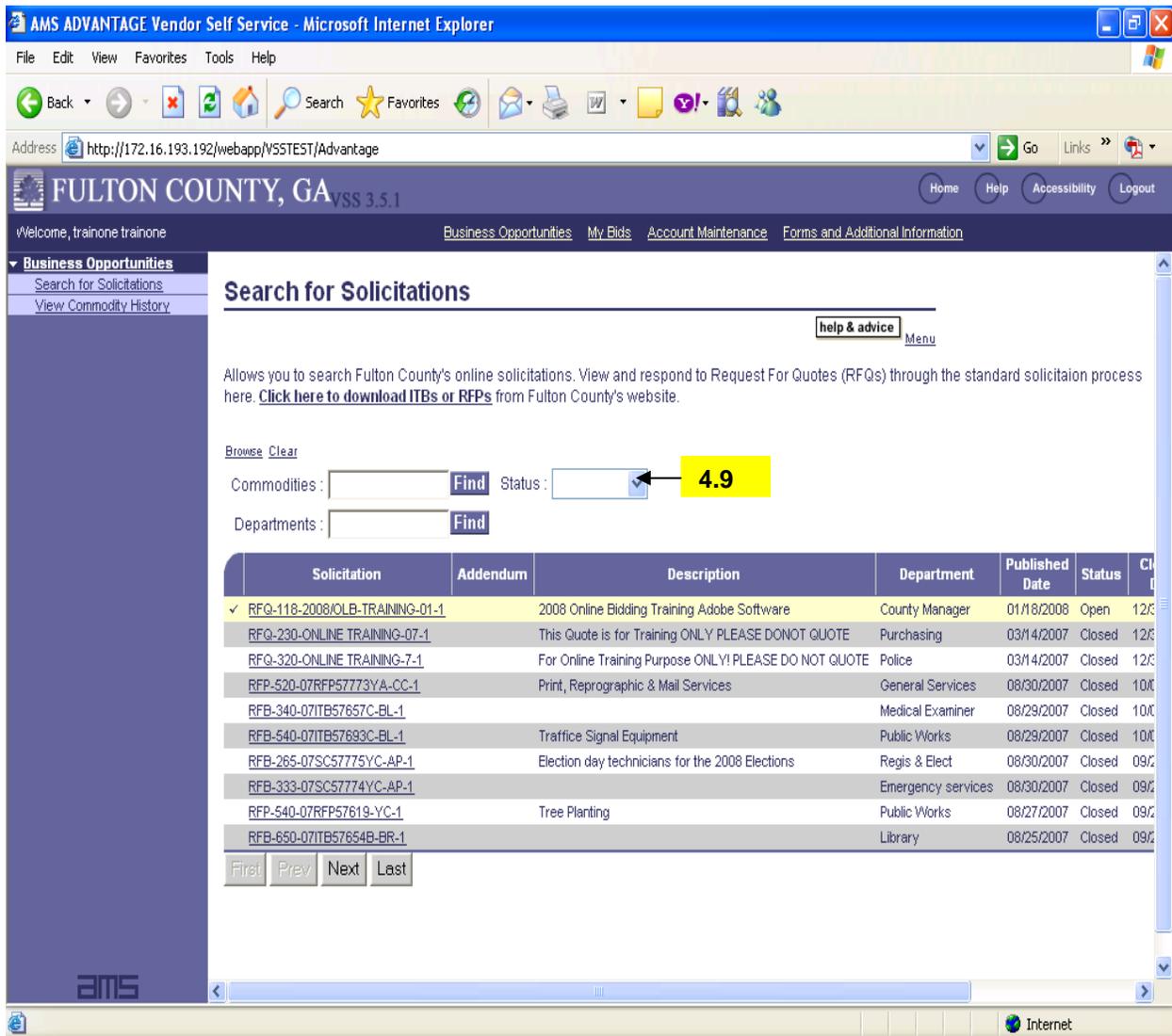
Find Status:

Find

Addendum	Description	Department	Published Date	Status	Closing Date	Closing Time	Prequalified List
-01-1	2008 Online Bidding Training Adobe Software	County Manager	01/18/2008	Open	12/31/2008	14:00:00	false
7-1	This Quote is for Training ONLY PLEASE DONOT QUOTE	Purchasing	03/14/2007	Closed	12/31/2007	14:00:00	false
1	For Online Training Purpose ONLY! PLEASE DO NOT QUOTE	Police	03/14/2007	Closed	12/31/2007	14:00:00	false
1	Print, Reprographic & Mail Services	General Services	08/30/2007	Closed	10/04/2007	11:00:00	false
	Traffic Signal Equipment	Medical Examiner	08/29/2007	Closed	10/03/2007	11:00:00	false
	Election day technicians for the 2008 Elections	Public Works	08/29/2007	Closed	10/03/2007	11:00:00	false
		Regis & Elect	08/30/2007	Closed	09/26/2007	11:00:00	false
		Emergency services	08/30/2007	Closed	09/26/2007	11:00:00	false
	Tree Planting	Public Works	08/27/2007	Closed	09/26/2007	11:00:00	false
		Library	08/25/2007	Closed	09/25/2007	11:00:00	false

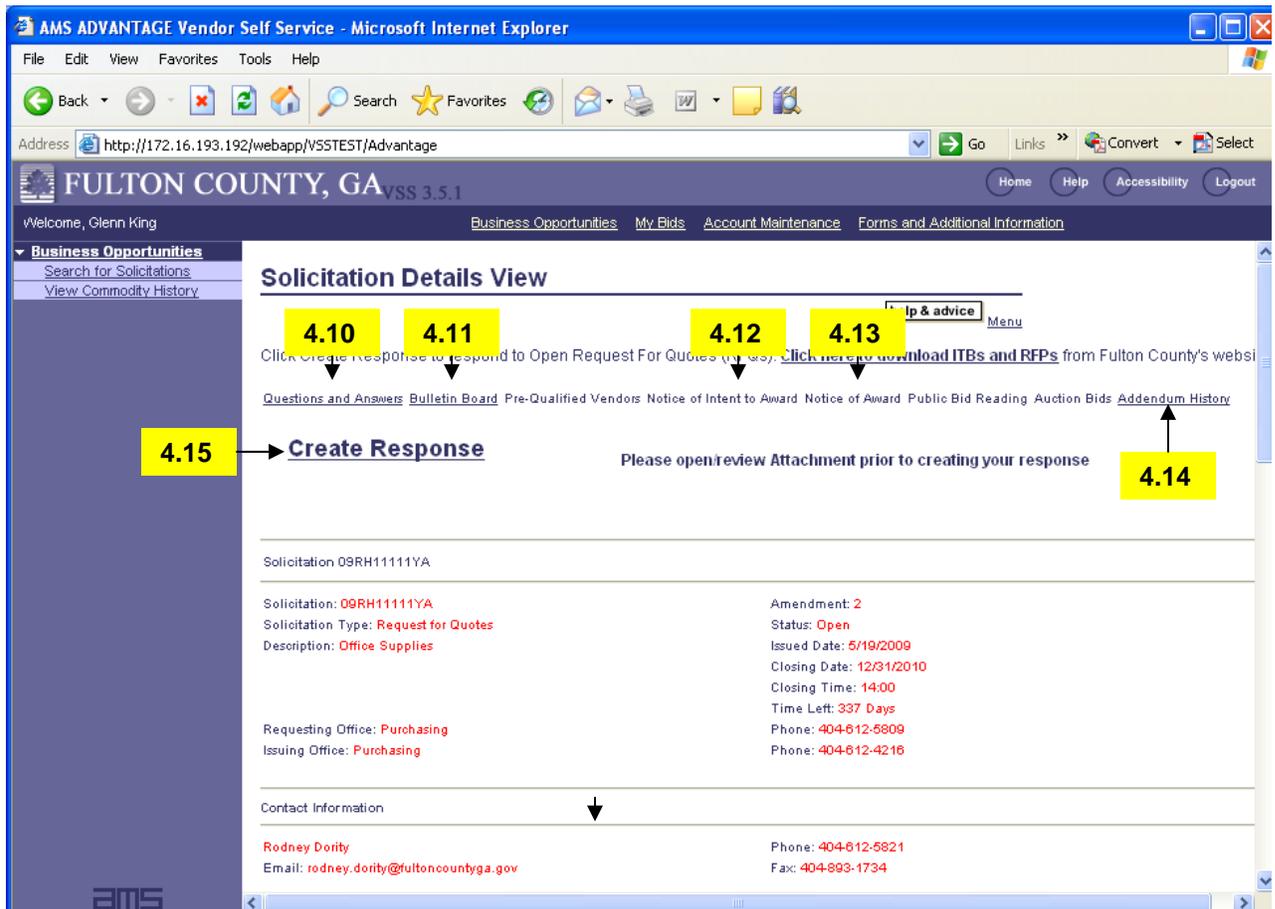
- 4.3 **Department** - Identifies the user department requesting the service or commodity.
- 4.4 **Published Date** - Identifies the date that quotes are posted for public viewing and response.
- 4.5 **Status** - Identifies if the quote is open or closed. Once a quote is closed no responses can be accepted.
- 4.6 **Closing Date** - Identifies the last day that responses will be accepted.
- 4.7 **Closing Time** - Identifies the time for responses. No quote will be accepted after the closing date and time has expired.
- 4.8 **Prequalified List** - Identifies if a prequalification is required. The word "true" indicates prequalification is required, the word "false" indicates no prequalification is needed.

Section 4
 Navigating Through the System



4.9 **Search for Quotes by Status** – The System provides vendors an option to view for Quotes that are Awarded, Closed, Opened, and/or Cancelled.

Section 4 Navigating Through the System



- 4.10 **Question and Answers** – Allows you to ask questions and provide answers directly to the Buyer.
- 4.11 **Bulletin Board** – Allows Vendors to communicate with other vendors.
- 4.12 **Notice of Intent to Award** - Informs vendors they are considered for award.
- 4.13 **Notice of Award** – Informs vendors that the Quote has been awarded and to whom.
- 4.14 **Addendum History** – Keeps a history of all Addenda associated with Quote.
- 4.15 **Create Response** – Allows Vendors to respond to open Quotes.

Section 4 Navigating Through the System

The screenshot displays the AMS ADVANTAGE Vendor Self Service interface in Microsoft Internet Explorer. The browser address bar shows the URL: <http://172.16.193.192/webapp/VSS/TEST/Advantage>. The page title is "FULTON COUNTY, GA VSS 3.5.1". The navigation menu includes "Home", "Help", "Accessibility", and "Logout". The main content area is titled "SR - 230-ESR0128100000000014- 1- New- Draft".

On the left sidebar, a navigation menu lists several steps: "Step 1: Response Summary", "Solicitation Summary", "No Bid", "Step 2: Commodity Response", "Step 3: Crit...", "Document R...", "Document R...", and "Future Triggering". A yellow box labeled "4.16" points to the "Solicitation Summary" link, and another yellow box labeled "4.17" points to the "No Bid" link.

The "Solicitation Summary" section contains the following information:

Solicitation Summary Information	
Solicitation : 09RH11111YA	Addendum : 2
Solicitation Type : RFQ	Close Date : 12/31/10
Solicitation Description : Office Supplies	Close Time : 14:00
Issuing Office : Purchasing	Phone : 404-612-4216
Requesting Office : Purchasing	Phone : 404-612-5809
Buyer : Rodney Dority	Phone : 404-612-5821
Purchasing	Fax : 404-893-1734
rodney.dority@fultoncountyga.gov	Status : Open

The "No Bid" section contains the following text:

No Bid
Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

Buttons at the bottom of the page include: Save, Undo, Attachments, Submit, Copy, Close.

- 4.16 **Solicitation Summary** – Provides summary information on the Quote (who, what, when, and where).
- 4.17 **No Bid** – To be used if vendors wish to not bid on a particular line item or Quote.

Section 4
Navigating Through the System

FULTON COUNTY, GA VSS 3.5.1

Welcome, Glenn King

Business Opportunities My Bids Account Maintenance Forms and Additional Information

Step 1: Response Summary
Step 2: Commodity Response
Commodity Information
Commodity Response
Step 3: Criteria Responses

Document History
Document Reference
Future Triggering

SR - 230- ESR0214100000000037- 1- New- Draft

Commodity Information

Commodity Information Summary

Group : of 1 Line Type : Item
Total Price :
Group Description : Default Commodity Group
Line : of 1
Commodity : 80024
Boots, Rubber, Safety Toe
Commodity Specifications :

Commodity Response

Commodity details. Enter the Unit Price & Delivery Days, Contract Information, or Discount offered as applicable.

Requested Quantity : 25.00000 Response Type : Bid
Requested Unit : EA
Unit Price :
Delivery Days from Award :
Comments :

Save Undo Attachments Submit Copy Close

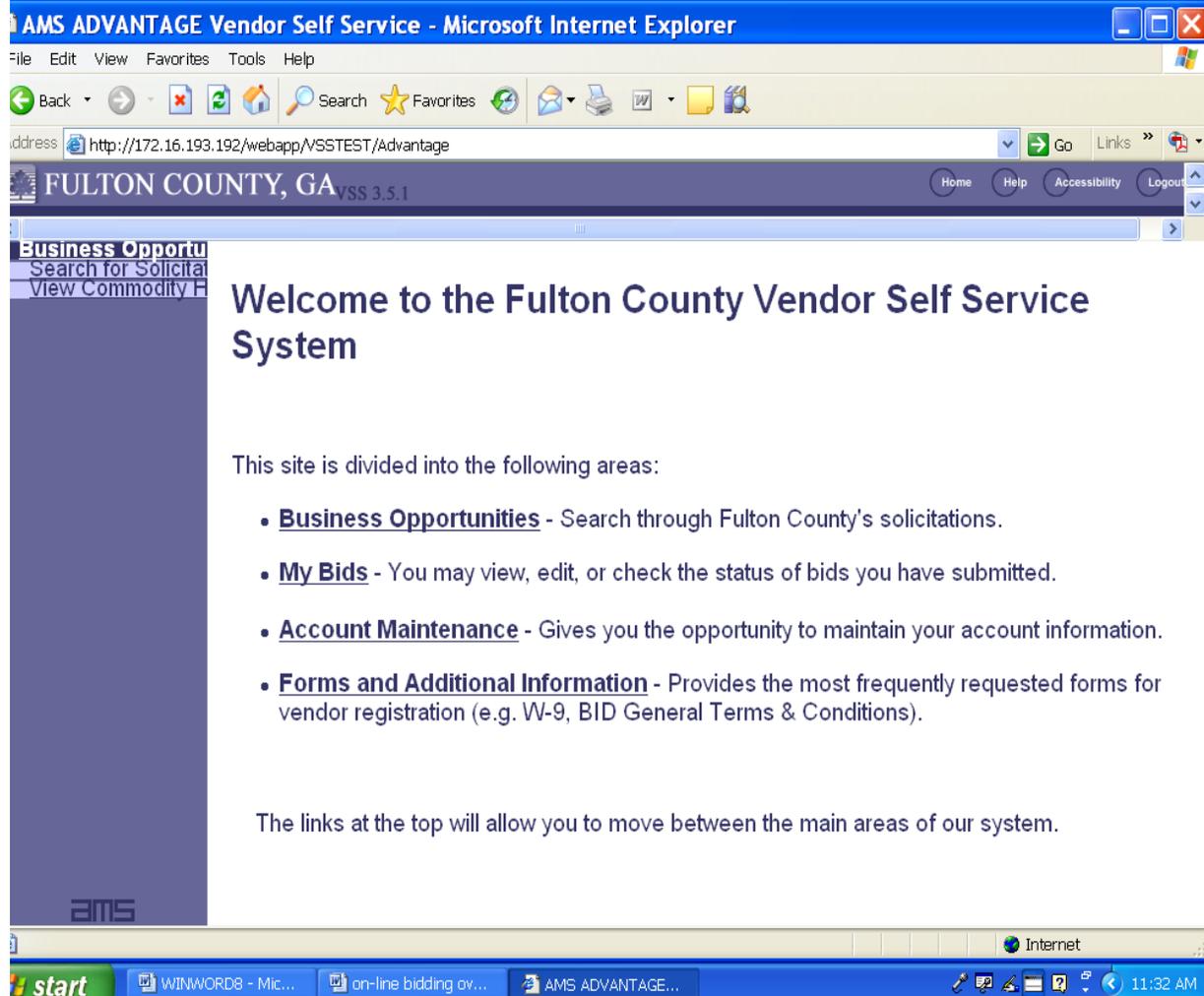
4.18 **Commodity Information** – Provides information on each item listed in the Quote.

4.19 **Commodity Response** – Allows vendors to enter the Unit Price, Delivery b/c Days, Contract Information, or Discount offered as applicable.

Miscellaneous



Navigational Features



5.0 My Bids- This option is where vendors can select to view, edit, or check the status of bids they have submitted. You can link to any of the responses by clicking on the desired response link under the **Link to Response** column. You will only be able to make changes to responses that you created and have not previously been withdrawn.

5.1 My Bids Toolbar



- **Edit**-Changes the mode of a document from read-only to editable.
- **Attachments**- Allow you to upload and attach files created in other applications (for example, Excel spreadsheets and Word documents), to Advantage
- **Withdraw**- The user (Vendor) has chosen to withdraw a response. For this to happen the response must have already been accepted, the solicitation must be open.
- **Copy** – Used to create a new document from an exiting document of the same document.
- **Close**- Closes the currently opened document. If any unsaved changes have been made to the document, you are prompted to save their changes before the document is closed.

5.2 Solicitation Response Toolbar Features



- **Save-** You are required to explicitly save the changes to the database by selecting the save option on the page.
- **Undo -** Restores an existing document to its last saved condition during data entry.
- **Attachments-** Allow you to upload and attach files created in other applications (for example, Excel spreadsheets and Word documents), to Advantage .
- **Submit –** Commits any updated/changes to the database if there are no errors.
- **Copy –** Used to create a new document from an exiting document of the same document.
- **Close-** Closes the currently opened document. If any unsaved changes have been made to the document, you are prompted to save their changes before the document is closed.

FREQUENTLY ASKED QUESTIONS (FAQ's)

Below are some FAQ's:

Q: How do I get a User ID and Password?

A: You can create your User ID and Password through vendor registration.

Q: Can I view quotes without logging into the system?

A: Yes, by clicking on Public Access.

Q: Can I respond to a quote if I'm not a registered vendor?

A: No, only registered vendors can respond to quotes online.

Q: How do I respond to quotes online if I do not own a computer?

A: Local Libraries, Kiosk located in the lobby of the Department of Purchasing & Contract Compliance

Q: How will I be notified of quotes?

A: You will be notified by email based upon quotes using the commodity code(s) you selected during registration.

Q: How will I be notified if awarded?

A: Awarded vendor(s) will receive an email and purchase order.

Q: How can I view Notice of Award?

A: By clicking on Notice of Award on Solicitation Details View page.

Q: Can a quote be withdrawn?

A: Yes, prior to closing date and time.

Q: How can I change my unit price or contract amount after acceptance?

A: After quote has been accepted you can change your pricing by clicking on My Bid and click on the response to be changed and click edit.

Q: How will I be notified of addendum?

A: There are two (2) ways you can be notified (1) Vendors will be notified by email, if you have responded to quote. (2) If the commodity code is being used that you selected during registration.

Q: If I need help, who will assist me?

A: You can call the person listed as the contact person for the quote.

Q: Can I submit a faxed quote instead of quoting on-line?

A: No, effective September 1, 2008, quotes will only be accepted on-line.

FREQUENTLY ASKED QUESTIONS (FAQ's) (Continued)

Q: How will I know the total number of lines in the quote?

A: The Commodity Summary page will state the number of lines to be quoted.

Q: How do I get to the next line in the quote?

A: Click, on Next in the upper right hand corner of the page.

Q: Will my comments be viewed?

A: Yes, comments are viewed on the tabulation sheet.

Q: Where can I get a copy of the tabulation sheet?

A: Tabulation sheets can be viewed or downloaded from the County's website.

Q: How can I change my quote once it has been accepted?

A: By clicking on My Bids and retrieving the original quote and clicking on Edit and going to Step 2, Commodity Response page and make the necessary changes.