



FULTON COUNTY GOVERNMENT  
DEPARTMENT OF PURCHASING  
&  
CONTRACT COMPLIANCE

# ON-LINE BIDDING TRAINING MANUAL

**Invitation To Bid - Commodities**  
**E-Quotes**





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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 formal and 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 an Invitation To Bid – Commodities (ITBC) or E-Quotes on-line. On-line bidding then, in turn, allow registered vendors to electronically respond to bid opportunities. 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 their status throughout the process. Our desire is that this manual will assist you with submitting your Invitation To Bid – Commodities and E-Quotes bid on-line.

### Invitation To Bid – Commodities (ITBC)

*Invitation to Bid for Commodities* is a formal solicitation for commodities only valued at \$50,000 or more. Invitation to Bid for Commodities has letters "ITBC" in the project number

(example RFB-520-14ITBC12345A-CJC-1 ).

### Request For Quotes (E-Quotes)

*Request for Quotes* are for goods and services valued between \$2,500 and \$49,999.99. Request for Quotes has letters "RFQ" in the project number

(example RFQ-340-14VR93082C-1 )

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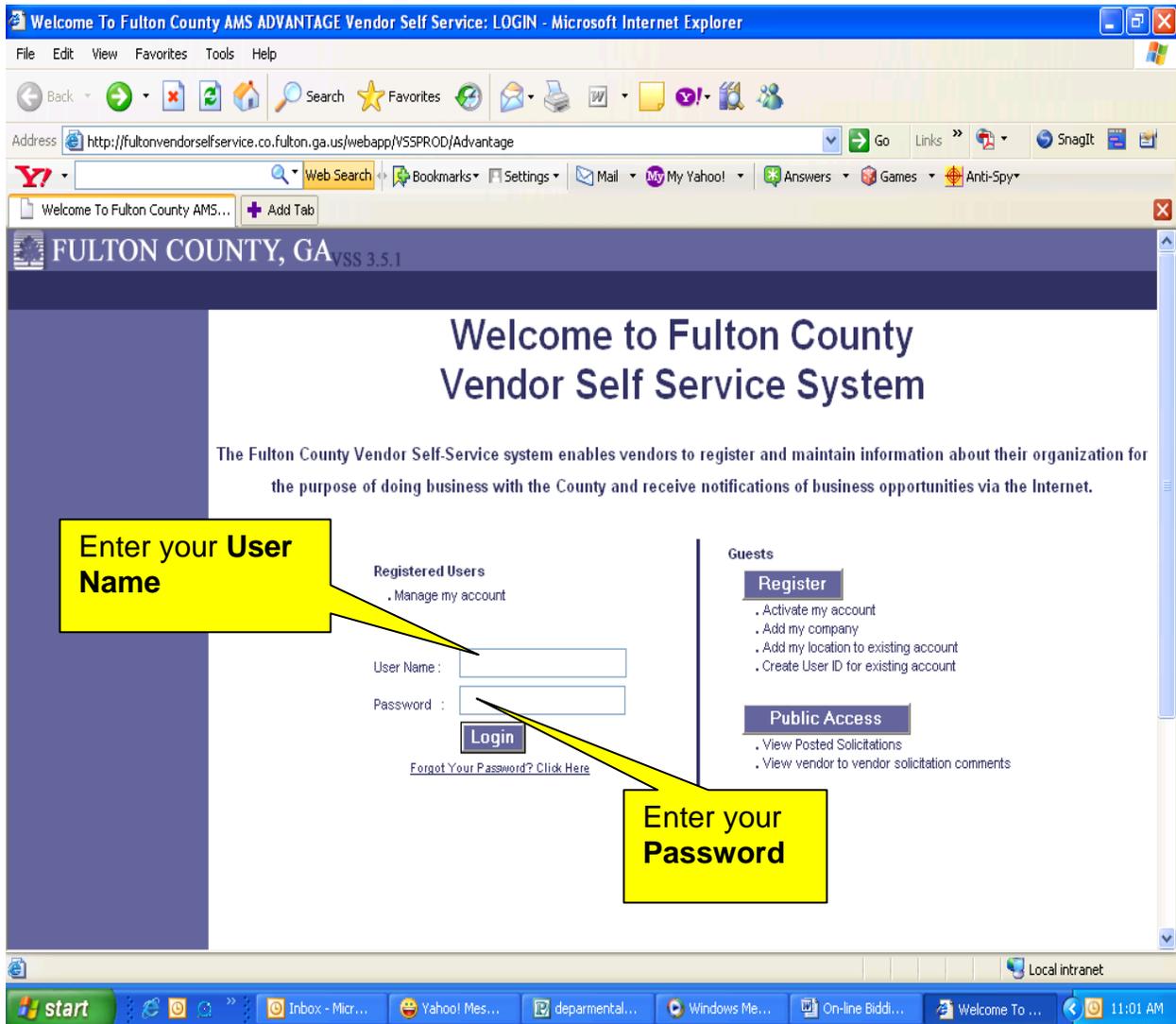
## HOW TO RESPOND



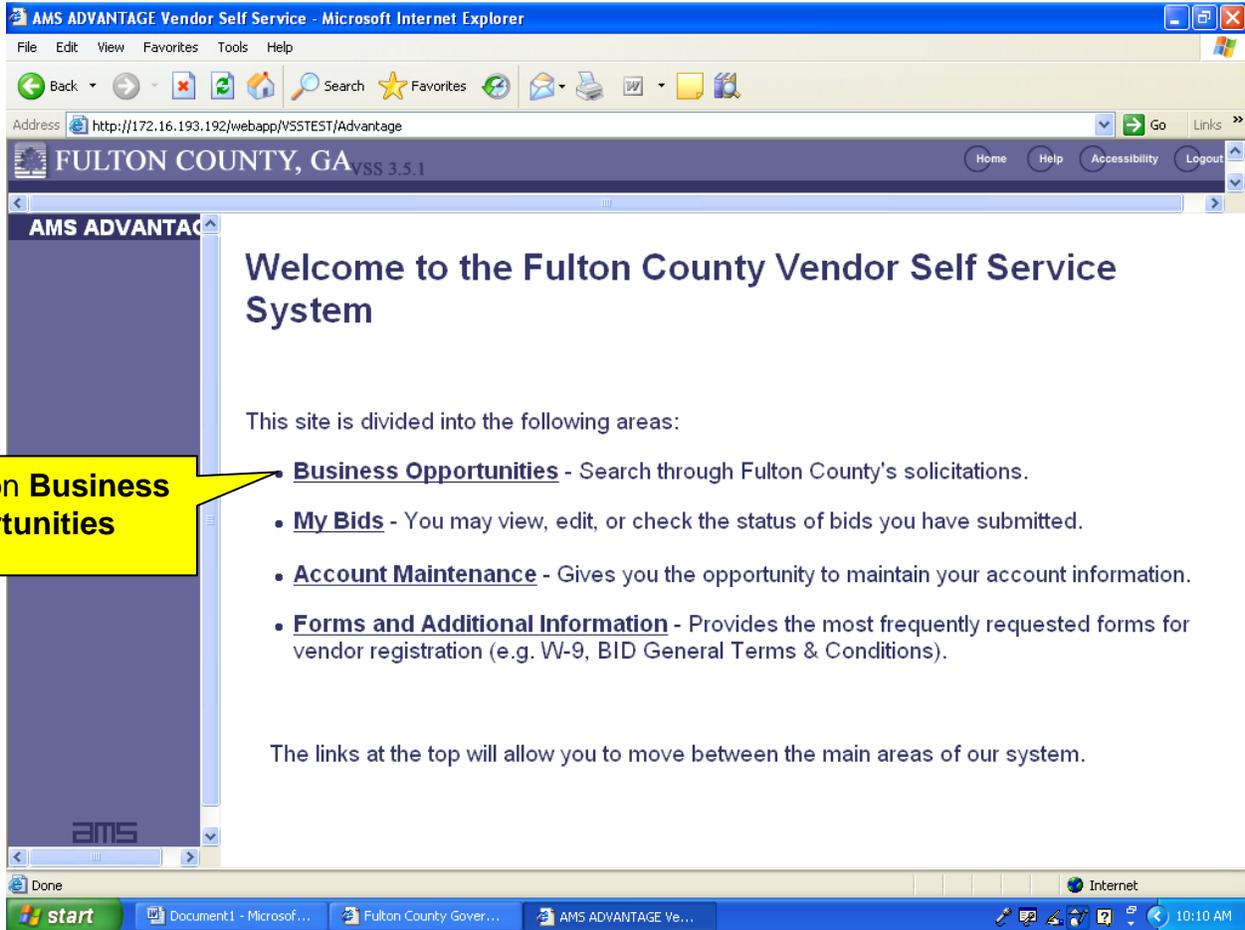
**TO INVITATION TO BID –  
COMMODITIES or E-QUOTE  
ON-LINE**

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Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line



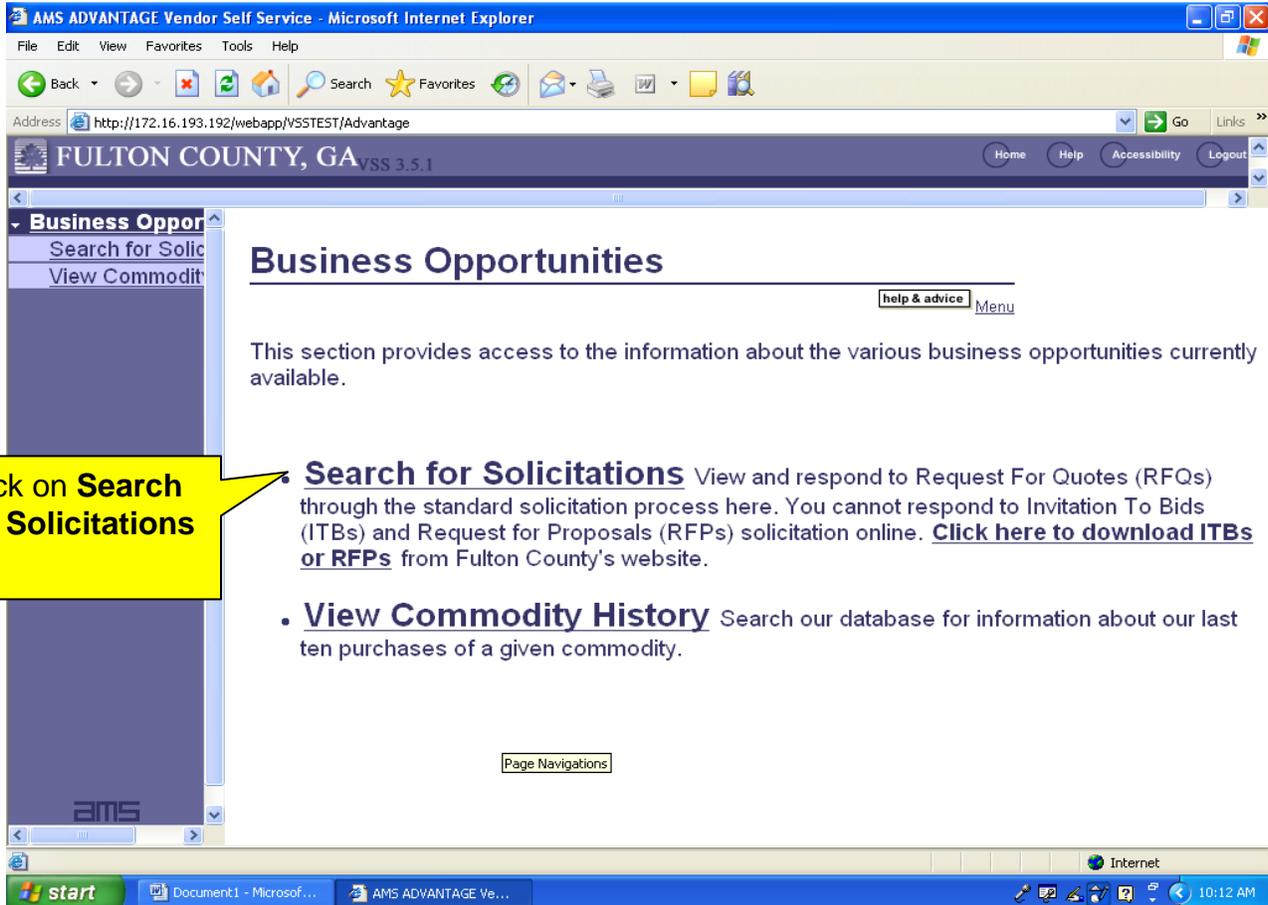
(1.0) Registered vendors should enter User Name and Password.



(1.1) Click **Business Opportunities** to obtain a list of all solicitations.

Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line

---



(1.2) Click [Search for Solicitations](#) to see a listing of solicitations.

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

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

## FULTON COUNTY, GA VSS 3.5.1

### 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 sollicitaion process here. [Click here to download ITBs or RFPs](#) from Fulton County's website.

Browse Solicitations

Commodities :  Find Status :

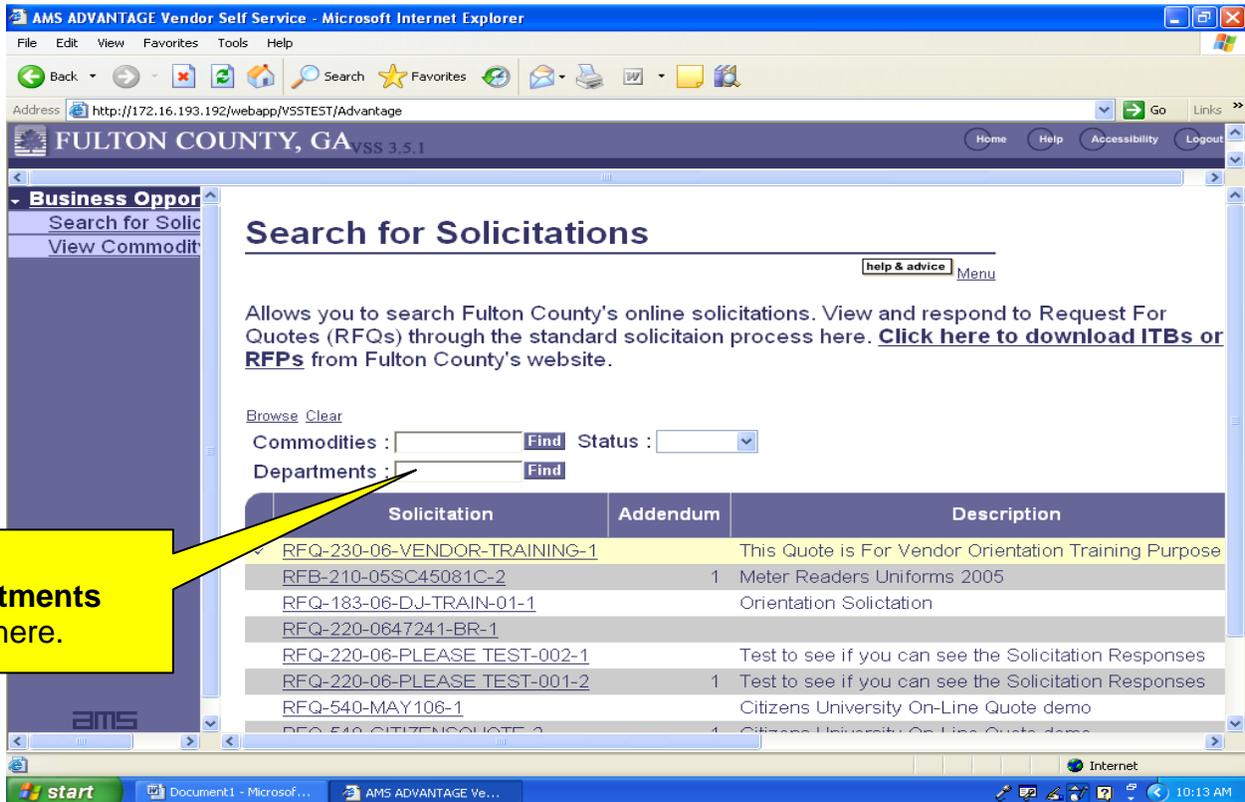
Departments :  Find

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

(1.3) To search for Invitation To Bid – Commodities (ITBC) or E-Quotes using a specific commodity code; enter commodity code, then click

**Find**

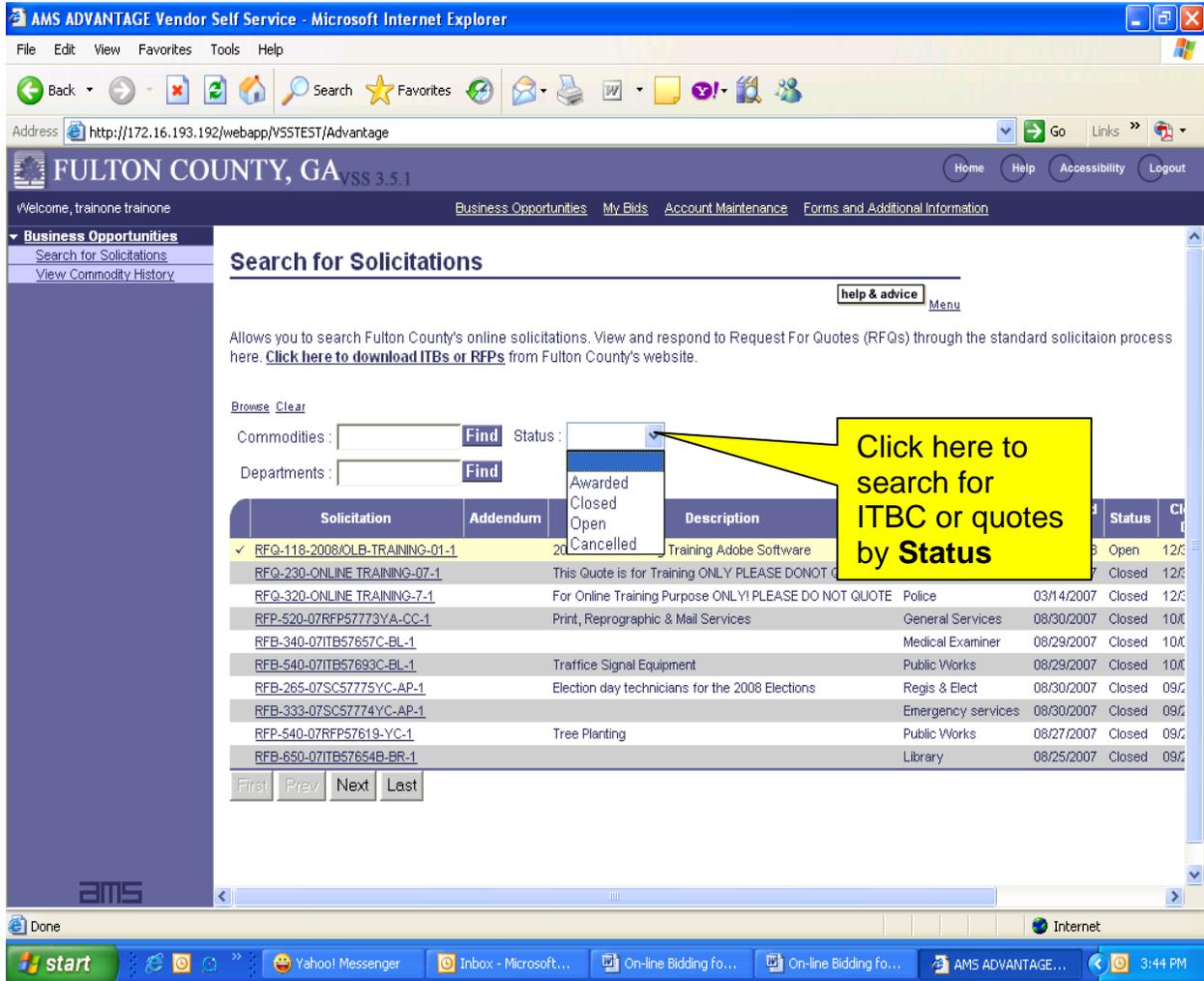
Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line



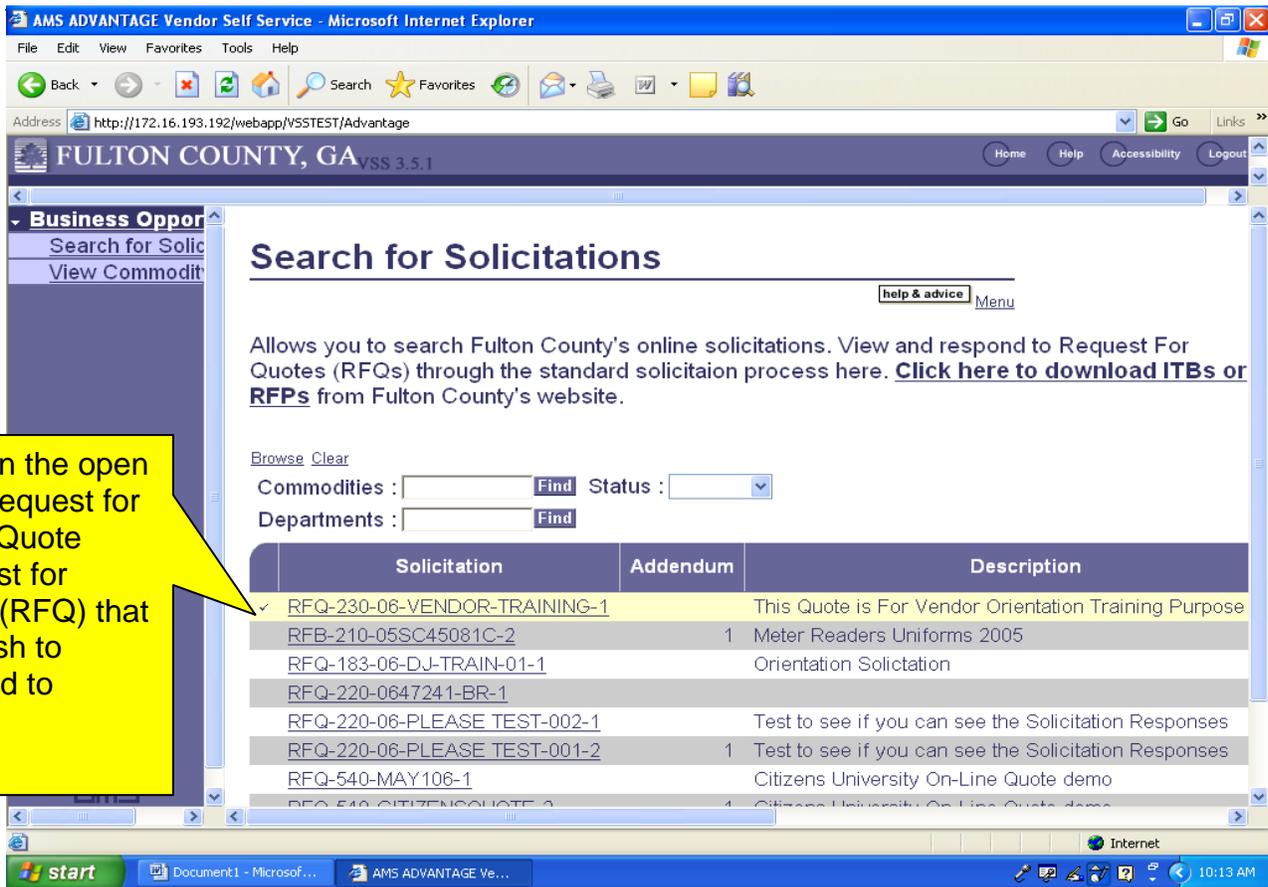
(1.4) There are two (2) ways to narrow your search when using the Departments search.

- A. If department code is known enter the three (3) digit code and click Browse
- B. If department code is unknown, click **Find** to list all department codes.

Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line



(1.5) Click the Status drop down arrow button to view solicitations by Awarded, Closed, Open, or Cancelled status.



(1.6 ) Select solicitation that you desire to view. You can only respond to Invitation To Bid – Commodities (ITBC) or E-Quotes that have an “Open” status.

### Invitation To Bid – Commodities (ITBC)

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(example RFQ-340-14VR93082C-1 )

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 Home Help Accessibility Logout

Welcome, trainone trainone Business Opportunities My Bids Account Maintenance Forms and Additional Information

Business Opportunities

Search for Solicitations

View Commodity History

Click here to **Create Response**

### Solicitation Details View

[help & advice](#) Menu

Click Create Response to respond to Open Request For Quotes (RFQs). [Click here to download ITBs and RFPs](#) from Fulton County's website.

[Questions and Answers](#) [Bulletin Board](#) [Pre-Qualified Vendors](#) [Notice of Intent to Award](#) [Notice of Award](#) [Public Bid Reading](#) [Auction Bids](#) [Addendum History](#)

[Create Response](#)

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Solicitation 2008/OLB-TRAINING-01

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Solicitation: **2008/OLB-TRAINING-01**  
Solicitation Type: **Request for Quotes**  
Description: **2008 Online Bidding Training Adobe Software**

Status: **Open**  
Issued Date: **1/18/2008**  
Closing Date: **12/31/2008**  
Closing Time: **14:00**  
Time Left: **128 Days**

Requesting Office: **Fulton County**  
Issuing Office: **Purchasing**

Phone: **404-730-8318**  
Phone: **404-730-5807**

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Contact Information

**Rodney Dority** Phone: **404-730-5821**  
Email: **rodney.dority@co.fulton.ga.us** Fax: **404-893-1734**

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Commodity Information

Group 1: Default Commodity Group

Group 4: Line 4 Line Type: Item

Done Internet

start Yahoo! Messenger Inbox - Microsoft... On-line Bidding fo... On-line Bidding fo... AMS ADVANTAGE... 4:16 PM

(1.7) View solicitation detail information, then click [Create Response](#) to open the solicitation response and begin entering your response to the solicitation.

# Section 1

## How to Respond to Invitation To Bid - Commodities or E-Quote On-line

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail News Groups

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

FULTON COUNTY, GA VSS 3.5.1 Home Help Accessibility Logout

Welcome, trainone trainone Business Opportunities My Bids Account Maintenance Forms and Additional Information

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

SR - 118- ESR0825080000000069- 1- New- Draft

**Solicitation Summary**

Solicitation Summary Information

Solicitation : 2008/OLB-TRAINING-01	Addendum : 0
Solicitation Type : RFQ	Close Date : 12/31/08
Solicitation Description : 2008 Online Bidding Training Adobe Software	Close Time : 14:00
Issuing Office : Purchasing	Phone : 404-730-5807
Requesting Office : Fulton County	Phone : 404-730-8318
Buyer : Rodney Dority	Phone : 404-730-5821
Purchasing	Fax : 404-893-1734
rodney.dority@co.fulton.ga.us	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

**Discount Information**  
Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

Top

Save Undo Attachments Submit Copy Close

Menu

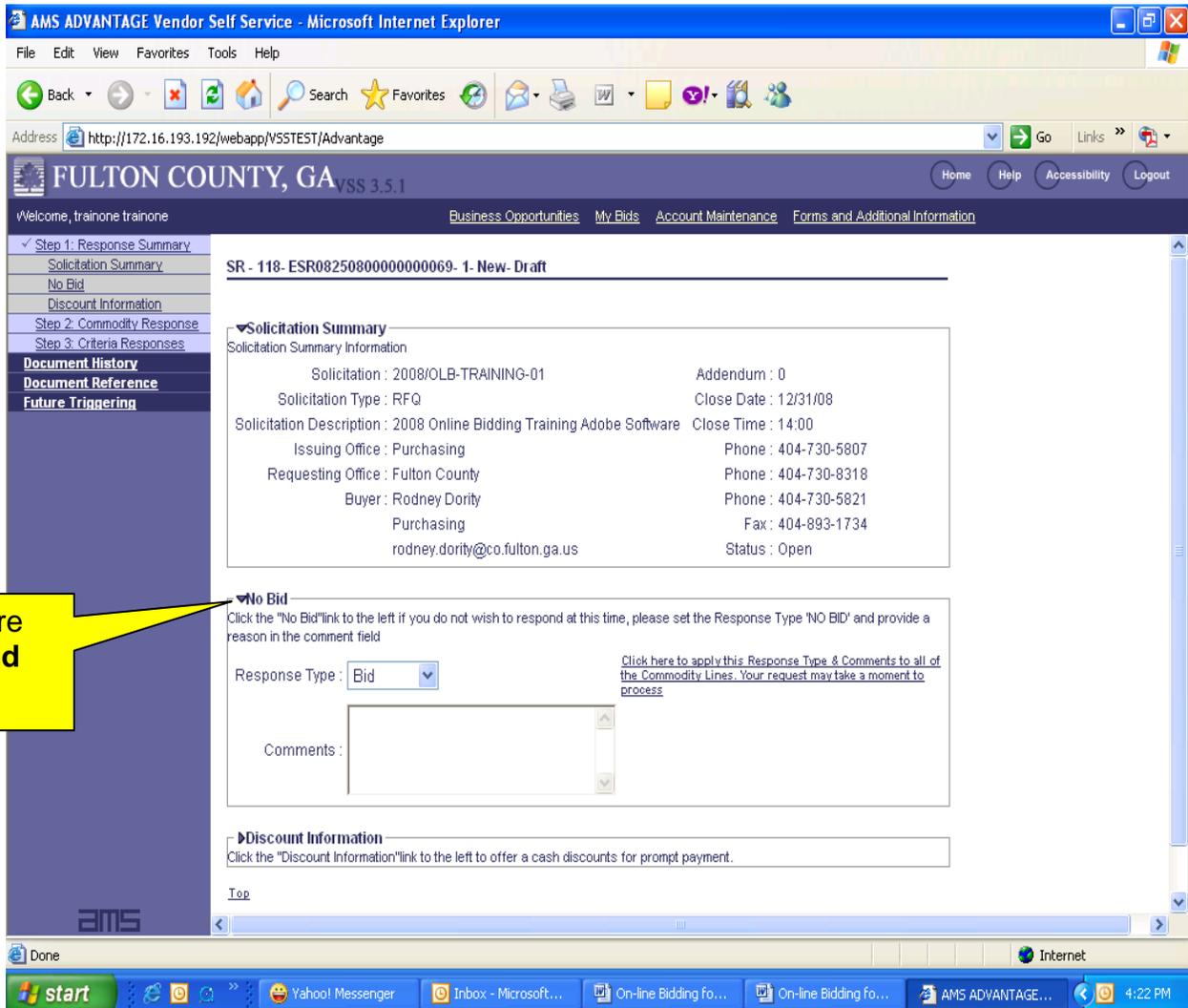
AMS

Done Internet

start Yahoo! Messenger Inbox - Microsoft... On-line Bidding fo... On-line Bidding fo... AMS ADVANTAGE... 4:20 PM

(1.8) Review the solicitation summary information.

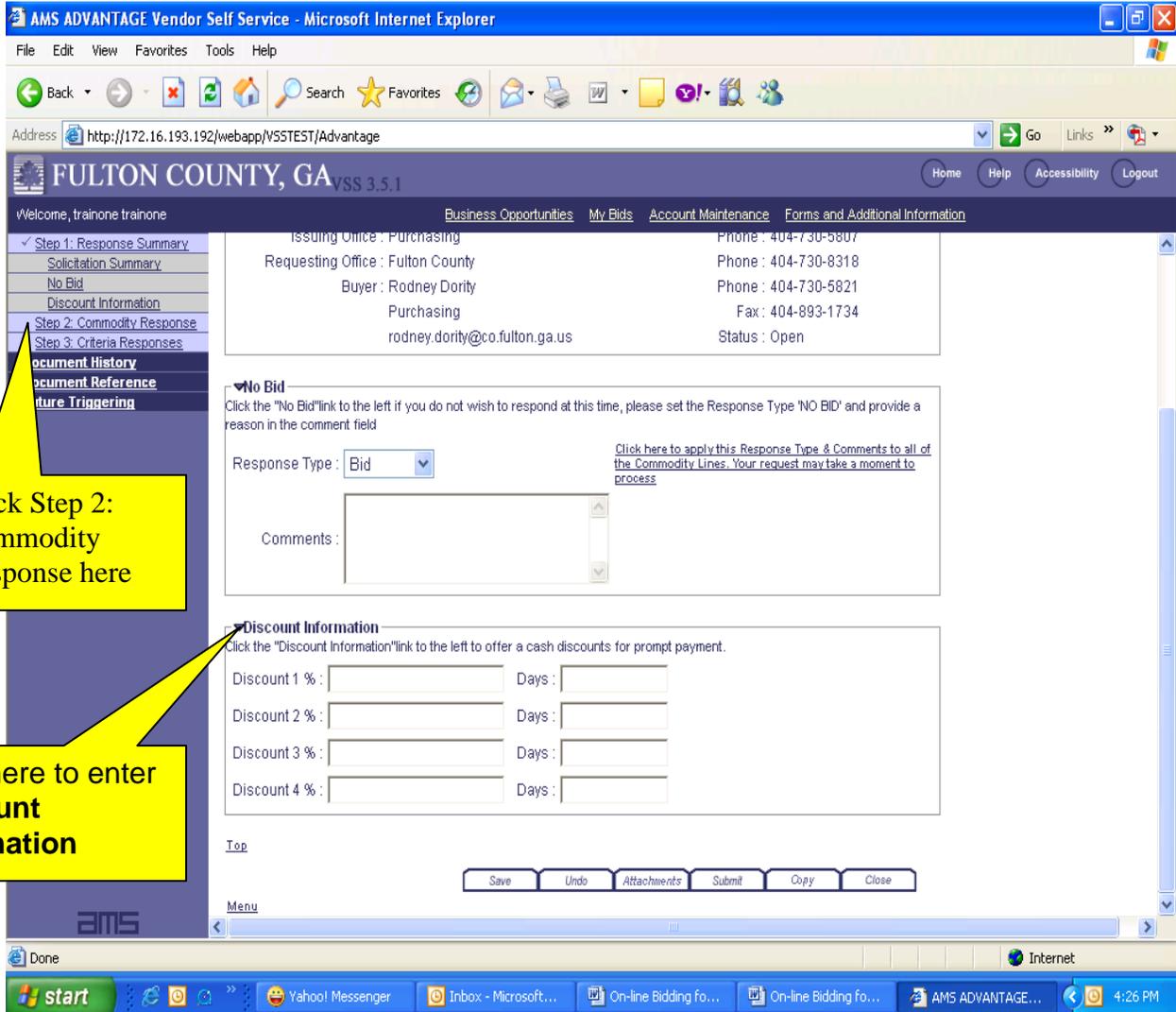
Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line



(1.9) If you do not wish to bid on the solicitation at this time, click **No Bid**, then click Response Type drop down arrow button and change “Bid” to “No Bid”. In the **Comments** section, please provide reason(s) for not bidding.

Otherwise, go to Step 2 (Commodity Response)

Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line



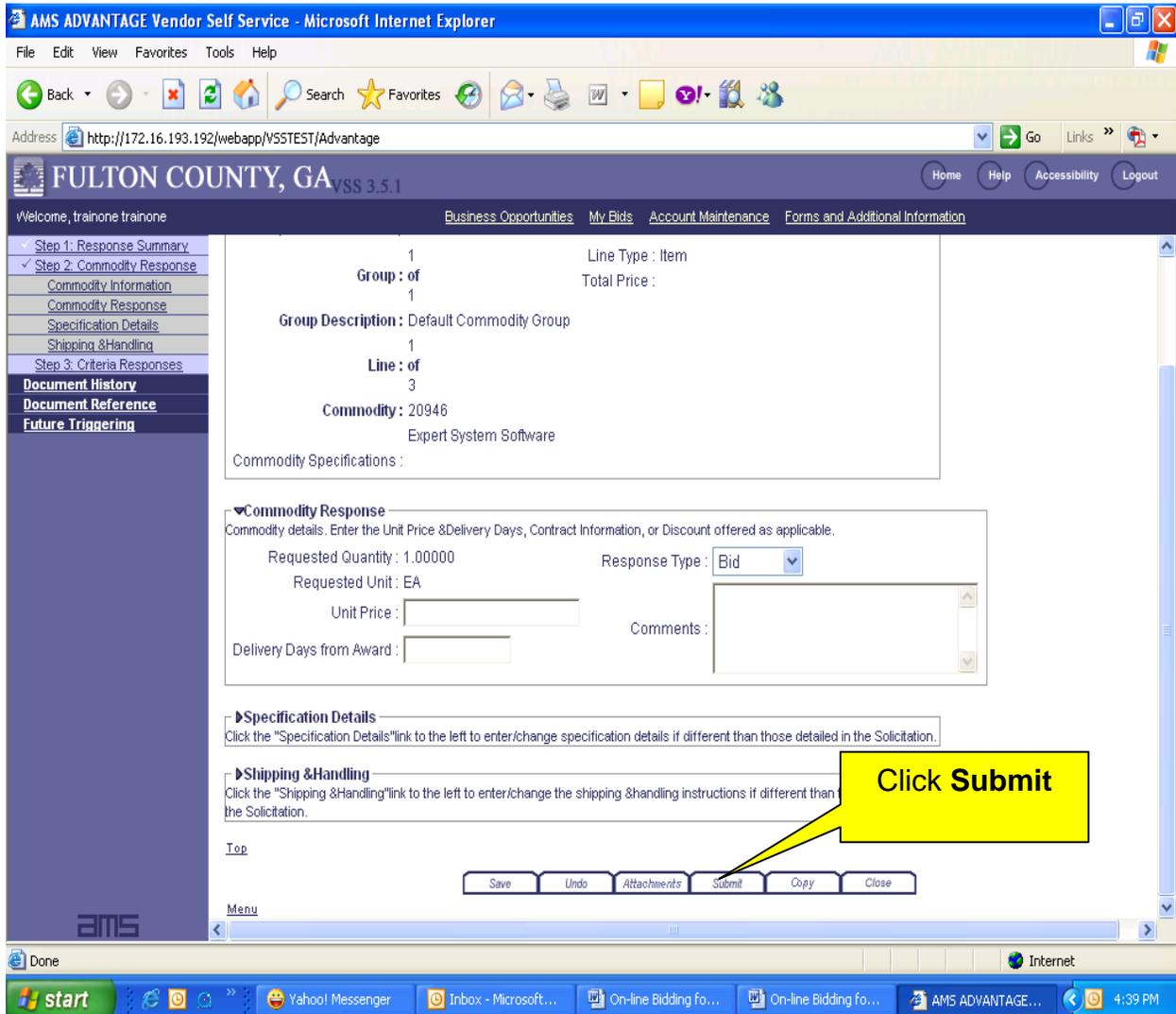
(1.10) Enter discount information if applicable; then click Step 2: Commodity Response

Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line

(1.11) Enter unit price, number of delivery days, & contract information.

If the quote has multiple lines, click **Next** in the upper right corner and follow this procedure for each line.

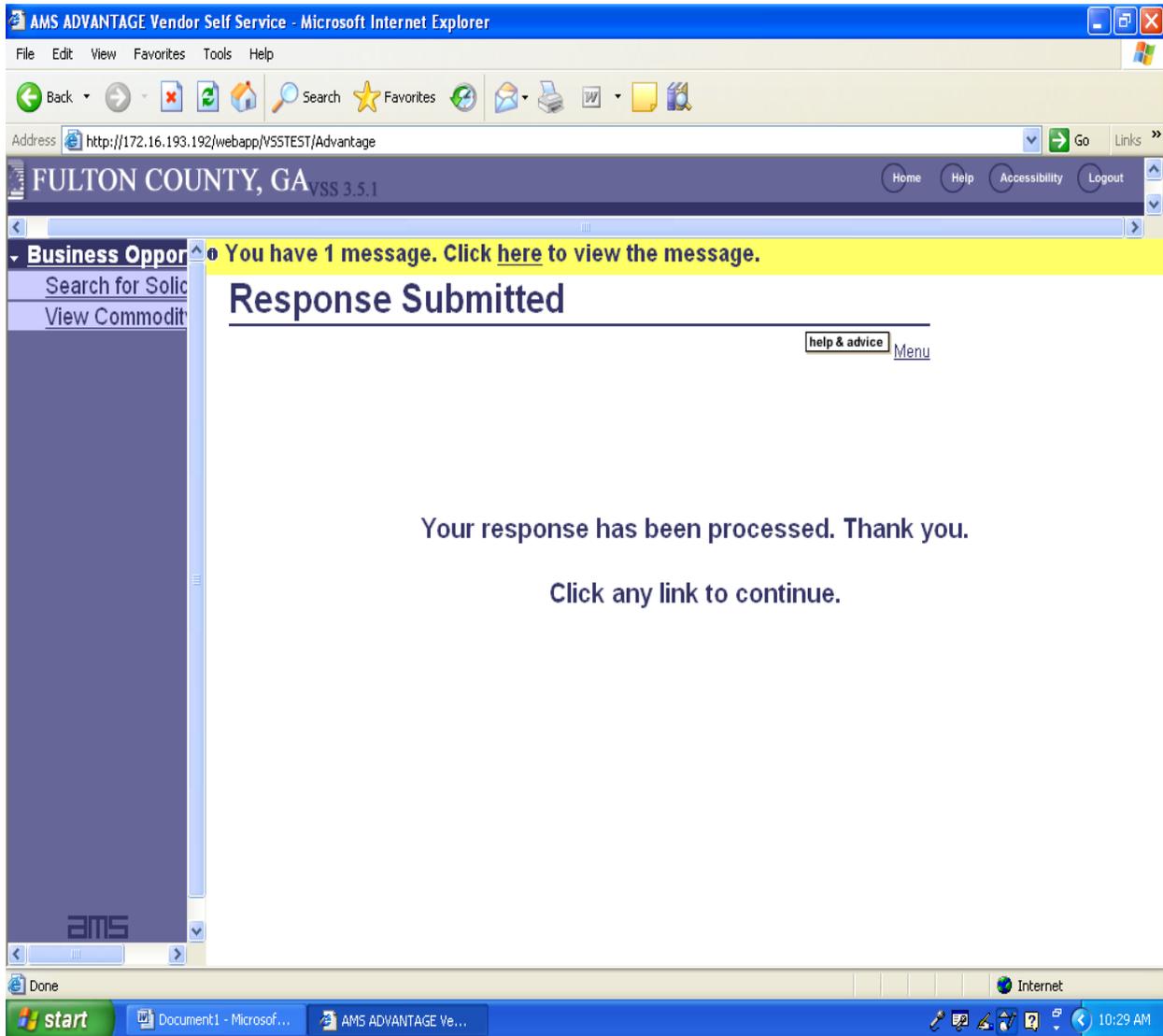
Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line



(1.12) After responding to all lines click  .

Section 1  
How to Respond to Invitation To Bid - Commodities or E-Quote On-line

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(1.13) You have successfully submitted your Invitation To Bid – Commodities (ITBC) or E-Quote.

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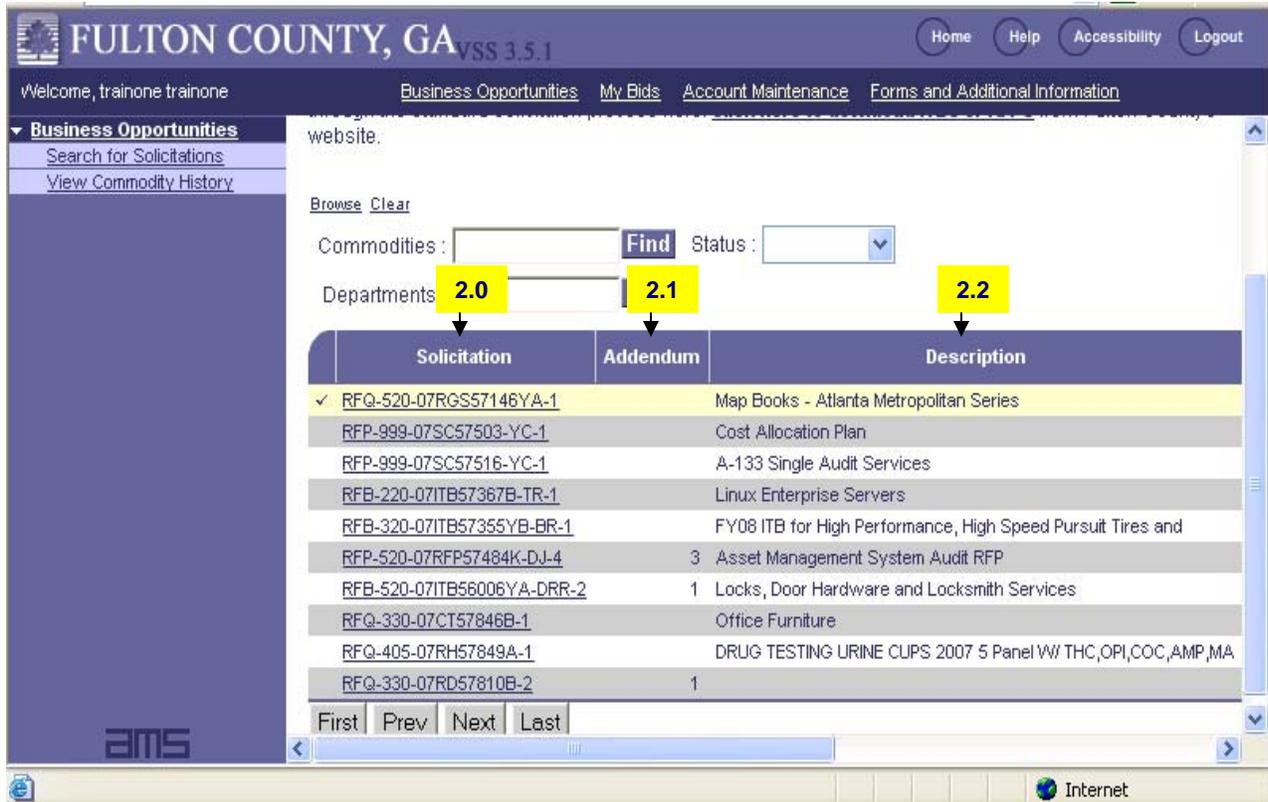
# **NAVIGATING THROUGH**



# **THE SYSTEM**

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Section 2  
Navigating Through the System



2.0 **Solicitations** – Are all solicitation that can be viewed.

2.1 **Addendum** - This column is used to keep track of revisions in the form of an “Addendum” made to Invitation To Bid – Commodities (ITBC) or E-Quotes.

2.2 **Description** - This column is used to identify the quote and/or provide a brief description of an Invitation To Bid – Commodities (ITBC) or E-Quote.

## Section 2 Navigating Through the System

AMS ADVANTAGE Vendor Self Service - Microsoft Internet Explorer

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
	Medical Examiner	Medical Examiner	08/29/2007	Closed	10/03/2007	11:00:00	false
	Traffic Signal Equipment	Public Works	08/29/2007	Closed	10/03/2007	11:00:00	false
	Election day technicians for the 2008 Elections	Regis & Elect	08/30/2007	Closed	09/26/2007	11:00:00	false
	Emergency services	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	Library	08/25/2007	Closed	09/25/2007	11:00:00	false

- 2.3 **Department** - Identifies the user department requesting the service or commodity.
- 2.4 **Published Date** - Identifies the date that solicitations are posted for public viewing and response.
- 2.5 **Status** - Identifies if the solicitation is open or closed. Once a solicitation is closed no responses can be accepted.
- 2.6 **Closing Date** - Identifies the last day that responses will be accepted.
- 2.7 **Closing Time** - Identifies the time for responses. No response will be accepted after the closing date and time has expired.
- 2.8 **Prequalified List** - Identifies if a prequalification is required. The word "true" indicates prequalification is required, the word "false" indicates no prequalification is needed.

## Section 2 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

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.

Browse Clear

Commodities :  Find Status :

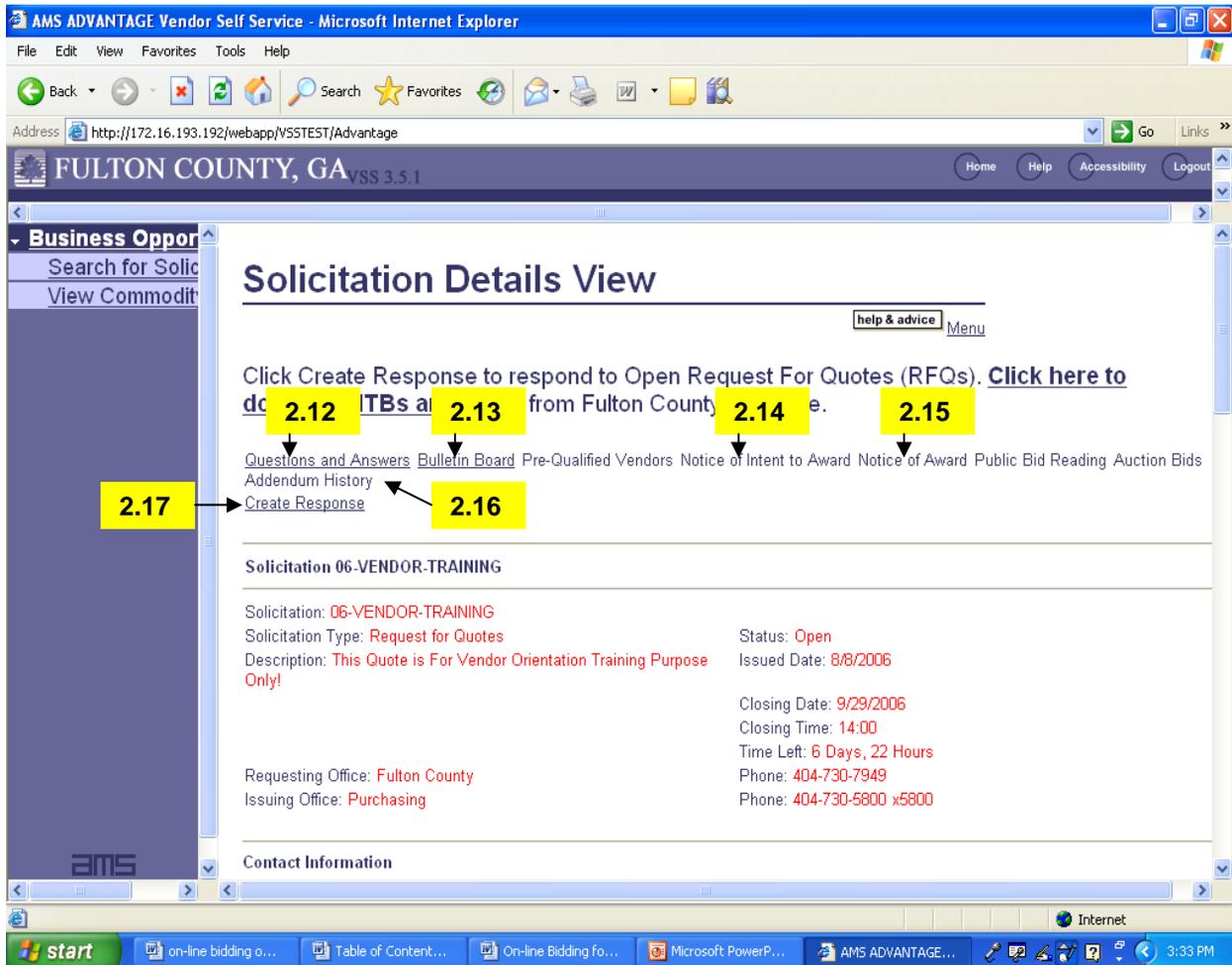
Departments :

Solicitation	Addendum	Description	Department	Published Date	Status	C...
RFQ-118-2008/OLB-TRAINING-01-1		2008 Online Bidding Training Adobe Software	County Manager	01/18/2008	Open	12/3
RFQ-230-ONLINE TRAINING-07-1		This Quote is for Training ONLY PLEASE DONOT QUOTE	Purchasing	03/14/2007	Closed	12/3
RFQ-320-ONLINE TRAINING-7-1		For Online Training Purpose ONLY! PLEASE DO NOT QUOTE	Police	03/14/2007	Closed	12/3
RFP-520-07RFP57773YA-CC-1		Print, Reprographic & Mail Services	General Services	08/30/2007	Closed	10/0
RFB-340-07ITB57657C-BL-1			Medical Examiner	08/29/2007	Closed	10/0
RFB-540-07ITB57693C-BL-1		Traffic Signal Equipment	Public Works	08/29/2007	Closed	10/0
RFB-265-07SC57775YC-AP-1		Election day technicians for the 2008 Elections	Regis & Elect	08/30/2007	Closed	09/0
RFB-333-07SC57774YC-AP-1			Emergency services	08/30/2007	Closed	09/0
RFP-540-07RFP57619-YC-1		Tree Planting	Public Works	08/27/2007	Closed	09/0
RFB-650-07ITB57654B-BR-1			Library	08/25/2007	Closed	09/0

First Prev Next Last

- 2.9 **Search for Solicitations by Commodities** – Search based on the Commodities that you selected during registration.
- 2.10 **Search for Solicitations by Status** – The System provides vendors an option to check for Invitation to Bid – Commodities (ITBC) or Quotes that are Awarded, Closed, Opened, and/or Cancelled.
- 2.11 **Search for Solicitations by Department** – There should be a three (3) digit number that identifies the department (Ex. 230 = Purchasing, 245 = Tax Commissioner's and etc.)

Section 2  
Navigating Through the System

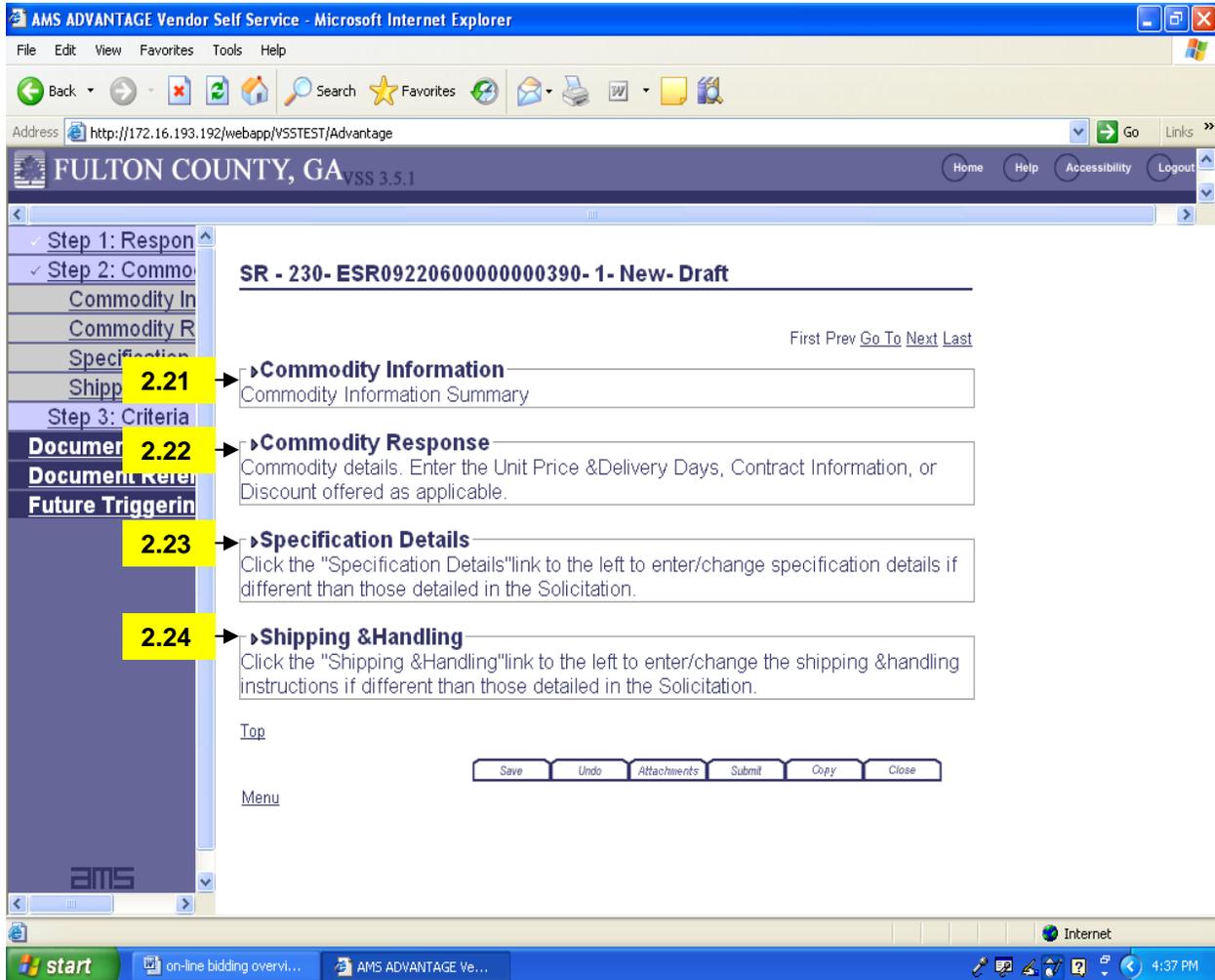


- 2.12 **Question and Answers** – Allows you to ask questions and provide answers directly to the Buyer.
- 2.13 **Bulletin Board** – Allows Vendors to communicate with other vendors.
- 2.14 **Notice of Intent to Award** - Informs vendors they are considered for award.
- 2.15 **Notice of Award** – Informs vendors that the solicitation has been awarded and to whom.
- 2.16 **Addendum History** – Keeps a history of all Addenda associated with a solicitation.
- 2.17 **Create Response** – Allows Vendors to respond to open Invitation To Bid – Commodities (ITBC) or Quotes.

## Section 2 Navigating Through the System

- 2.18 **Solicitation Summary** – Provides summary information on the solicitation (who, what, when, and where).
- 2.19 **No Bid** – To be used if vendors does wish to bid on a particular item at that time, please set the Response Type 'NO BID' and provide an explanation in the comment field.
- 2.20 **Discount Information** - Allows vendors to offer cash discounts for prompt payment.

## Section 2 Navigating Through the System



- 2.21 **Commodity Information** – Provides information on each item listed in the Quote.
- 2.22 **Commodity Response** – Allows vendors to enter the Unit Price, Delivery b/c Days, Contract Information, or Discount offered as applicable.
- 2.23 **Specification Detail** - Allows vendors to enter/change specification details if different than those detailed in the solicitation.
- 2.24 **Shipping and Handling** – Allows vendors to enter/change the shipping and handling instructions if different than those detailed in the solicitation.

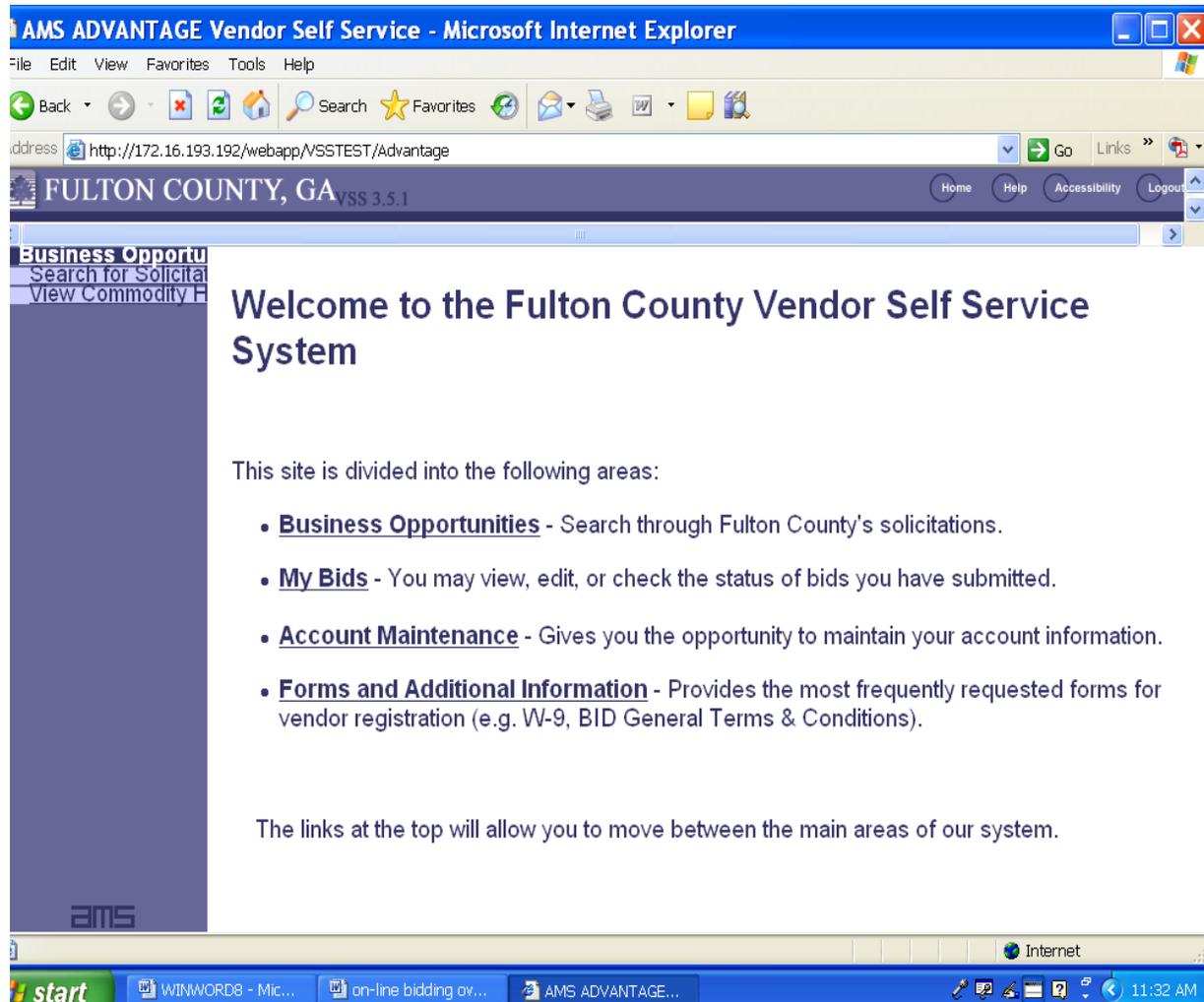
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# Miscellaneous



# Navigational Features

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**3.0 My Bids-** This Option is where vendors click 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.

### 3.1 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.

## 3.2 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.

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## 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 solicitation 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 solicitation on-line.

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 solicitations 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 response instead of an on-line?

A: No, effective September 1, 2008, quotes will only be accepted on-line and effective May, 1, 2014, Invitation To Bid – Commodities will only be accepted on-line.

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## **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.

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