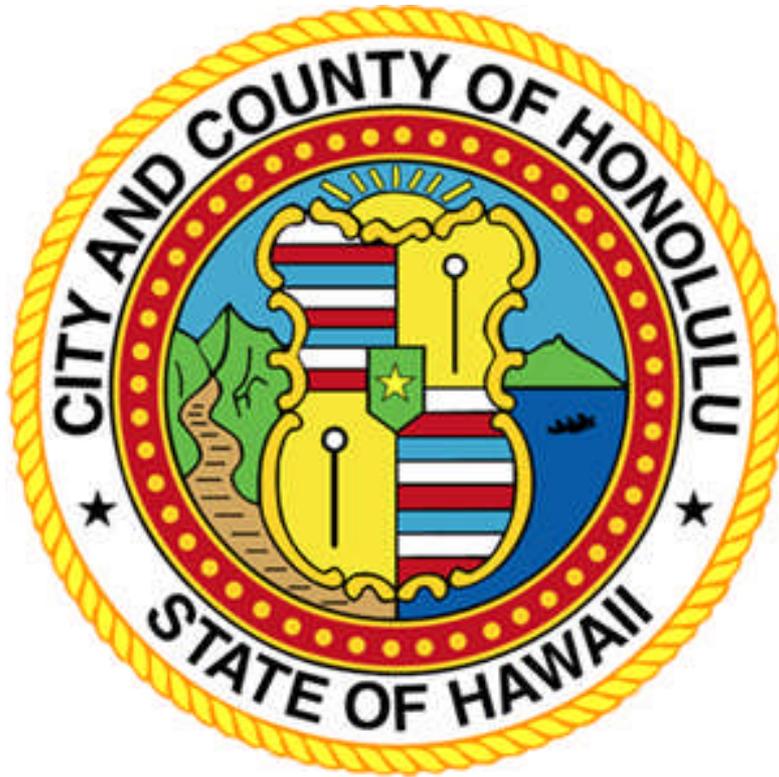


# Vendor Self Service

## - How to Enter an Offer/Bid -



February 2015

**BFS Purchasing**

Phone: (808) 768-5535

<https://www5.honolulu.gov/webapp/vss/Advantage>

[www.honolulu.gov/pur](http://www.honolulu.gov/pur)

## 1. Purpose:

To explain to potential vendors how to submit offer/bids using the City & County of Honolulu's Vendor Self Service (VSS).

Focusing on the following:

- How to enter and submit a valid Solicitation Response or SR (Offer/Bid).

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## 2. Honolulu Vendor Self Service Website

- Go to: <https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>
- Login with your User Name and Password.



The screenshot shows the Honolulu Vendor Self Service website. At the top, there is a header with the City and County of Honolulu logo and the text 'VENDOR SELF SERVICE' and 'www.honolulu.gov/pur'. Below the header, there is a 'Welcome' message: 'Honolulu Vendor Self Service will allow you to manage y auctions.' Underneath, there is an 'Announcements' section. The main content area contains a login form with the following elements: 'User ID' label, an input field with a red arrow pointing to it, 'Password' label, an input field with a red arrow pointing to it, a 'Login' button, and a 'Password Reset' link.

- Navigate to the solicitation's Solicitation Detail View page.

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## 3. Creating a SR (Offer/Bid)

- Within the Solicitation Details View, please click on the **Create Response** link at the top of the page. You will be directed to the solicitation response screen.

**\* IMPORTANT \***

**Only one (1) Bid can be submitted per organization with the same Tax payer Identification Number (SSN/EIN).**

## Vendor Self Service – How to Enter a Bid -

City and County of Honolulu  
VENDOR SELF SERVICE  
www.honolulu.gov/pur

Home | Help | Accessible Help | Site Map | Logout

Account Information | Business Opportunities | Solicitation Responses

Solicitations | My Watchlist | Surplus Auctions

New Search | Print Friendly | Ask Buyer | Bulletin Board

Welcome, HNL

**Solicitation: 1500252 Replacement of Water Heater and Valves at HPD HQ B-2**  
 Issued: 1/23/15 Last Amended: 1/26/15 **Current Status: Open**

Closing Date: 2/13/15 2:00 PM HST  
 Time Left: **7 Days, 00:29:02**

Doc Dept: Facility Maintenance  
 Buyer Name: <blank>  
 Category: <blank>  
 Type: Request for Quotes(RFQ)

Additional Dates Bid Opening Date: Intent Posted Date: Award Date: More... [see Events tab](#)

[Add this item to Watch List](#)

**Response Options**  
[Respond Online](#)

[Print Solicitation](#)

Lots/Lines Attachments Additional Information Terms Criteria Events Q & A List Amendment History Bulletin Board

Lot 1: Default Commodity Group

Description	Requested	More Information
	Service Start : 1/19/2015 Service End : 3/18/2015	<a href="#">View Purchase History</a> Commodity : 91468 Plumbing

### 4. Entering Offer/Bid Information

The bidding process is broken into three steps. Use the panel on the left side of the screen to navigate between steps.

- Step 1: Respond To Lines
- Step 2: Criteria Response
- Step 3: Attach Your Files
- Step 4: Discount Comments
- Step 5: Review/Submit

City and County of Honolulu  
VENDOR SELF SERVICE  
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Home | Help | Accessible Help | Site Map | Logout

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Welcome, HNL

**You have 2 messages**  
 1: Information - This response hasn't been submitted yet, any print actions will not reference final information.  
 2: Information - Document validated successfully  
[View All Details](#)

**My Online Response**  
 Time Left: **7 Days, 00:12:02**

**Solicitation: 1500252**

Solicitation Summary | Attachments

Solicitation 1500252

Procurement Folder: 833902  
 Solicitation: 1500252  
 Solicitation Type: Request for Quotes  
 Description: Replacement of Water Heater and Valves at HPD HQ B-2

Solicitation Version Number: 2  
 Amendment: 1  
 Status: Open  
 Issued Date: 1/26/2015  
 Closing Date: 2/13/2015  
 Closing Time: 2:00 PM  
 Time Left: 7 Days  
 Public Bid Open Date:  
 Public Bid Open Time:  
 Help Desk Phone: 808.769.6516

By: [Behalf Of Office: Honolulu](#)

**My Response**

**1 Respond To Lines** | 2 Criteria Response | 3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit

Respond to Lines

Lot 1 of 1 : Default Commodity Group

Description	Your Offer

## Step 1: Respond To Lines

Click on **Step 1: Respond To Lines** tab to bring up the listing of the commodity lines. The **Step 1: Respond To Lines** provides field for entering in the bid price for each commodity line.

1. If Line Type = “Item”, please enter the following fields:

- **Unit Price:** (Shall include all applicable taxes and freight/shipping costs)
- **Delivery Days from Award:** (Number Value i.e. 30, if 2 weeks = 14)
- **Model Number:** (model number and/or part number of the goods item)

2. If Line Type = “Service”, please enter the following fields:

- **Contract Amount:** (Lump sum total shall include all applicable taxes)

**\* IMPORTANT \***

The City & County of Honolulu will not accept any Bid entered with condition(s).

## Step 2: Criteria Response

Click on **Step 2: Criteria Response** tab, if applicable.

1. The **Step 2: Criteria Response** section provides fields for entering your response to the criteria included in the solicitation. Only evaluation criteria requiring responses will be included in this section.

## Step 3: Attach Your Files

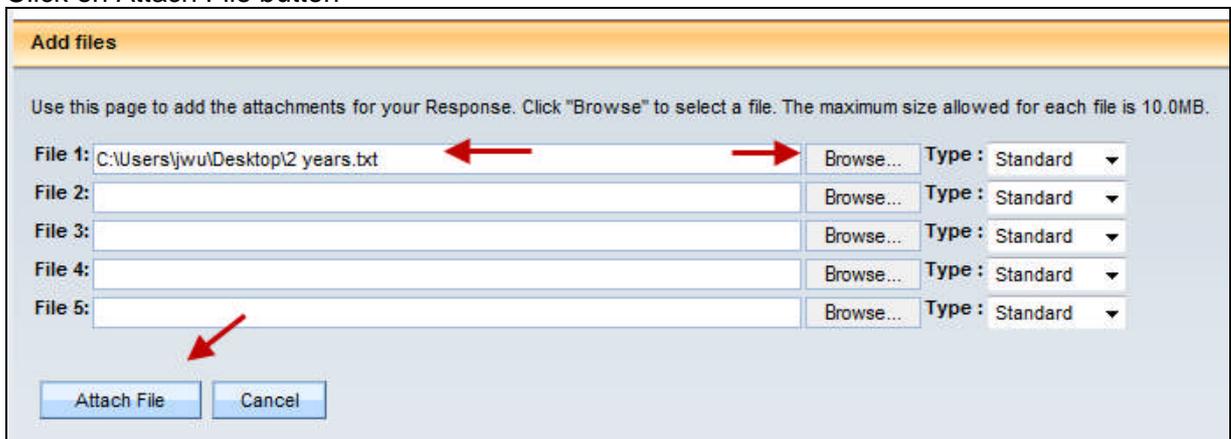
Click on **Step 3: Attach Your Files** tab, if your bid needs to include attachments.

1. Click on the Attach Files button.



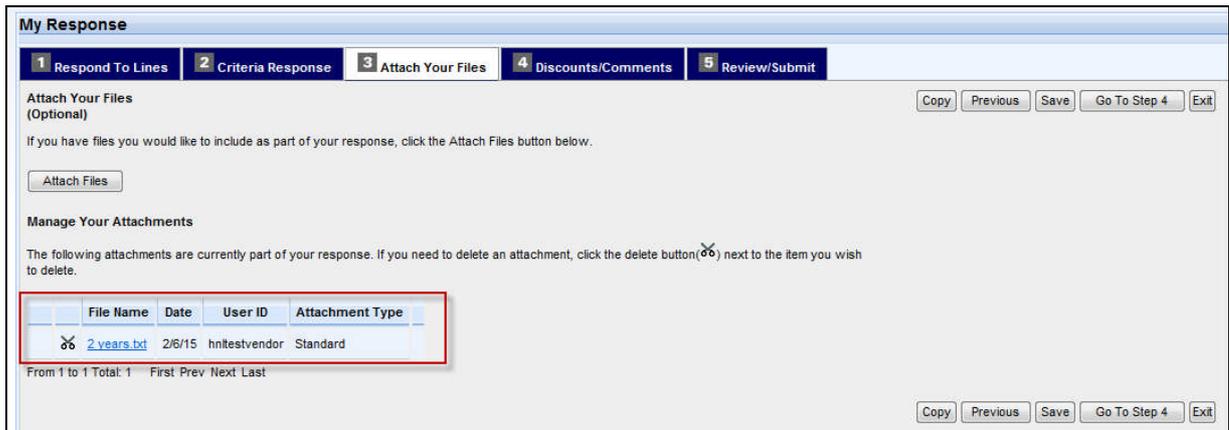
The screenshot shows the 'My Response' interface with five tabs: '1 Respond To Lines', '2 Criteria Response', '3 Attach Your Files', '4 Discounts/Comments', and '5 Review/Submit'. The '3 Attach Your Files' tab is active. Below the tabs, there are buttons for 'Copy', 'Previous', 'Save', 'Go To Step 4', and 'Exit'. The main content area is titled 'Attach Your Files (Optional)' and contains the text: 'If you have files you would like to include as part of your response, click the Attach Files button below.' A red arrow points to the 'Attach Files' button. Below this, there is a section titled 'Manage Your Attachments' with the text: 'The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.'

2. Click on Browse to search for the file to upload.
3. Click on Attach File button



The screenshot shows the 'Add files' dialog box. It has a title bar 'Add files' and a message: 'Use this page to add the attachments for your Response. Click "Browse" to select a file. The maximum size allowed for each file is 10.0MB.' There are five rows for file uploads. The first row is filled with the path 'C:\Users\jwu\Desktop\2 years.txt'. Each row has a 'Browse...' button and a 'Type' dropdown menu set to 'Standard'. A red arrow points to the 'Attach File' button at the bottom left of the dialog.

4. The Step 3 Attach Your Files tab should now display your uploaded file.



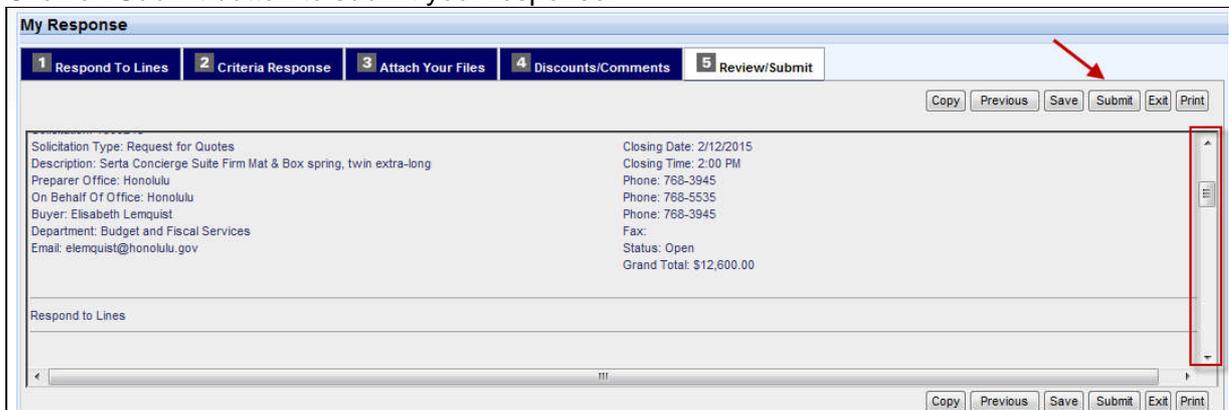
## Step 4: Discounts/Comments

Skip **Step 4: Discounts/Comments** section.

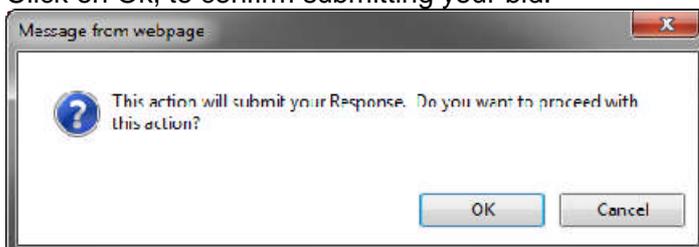
## Step 5: Review/Submit

Click on **Step 5: Review/Submit** tab to review your response.

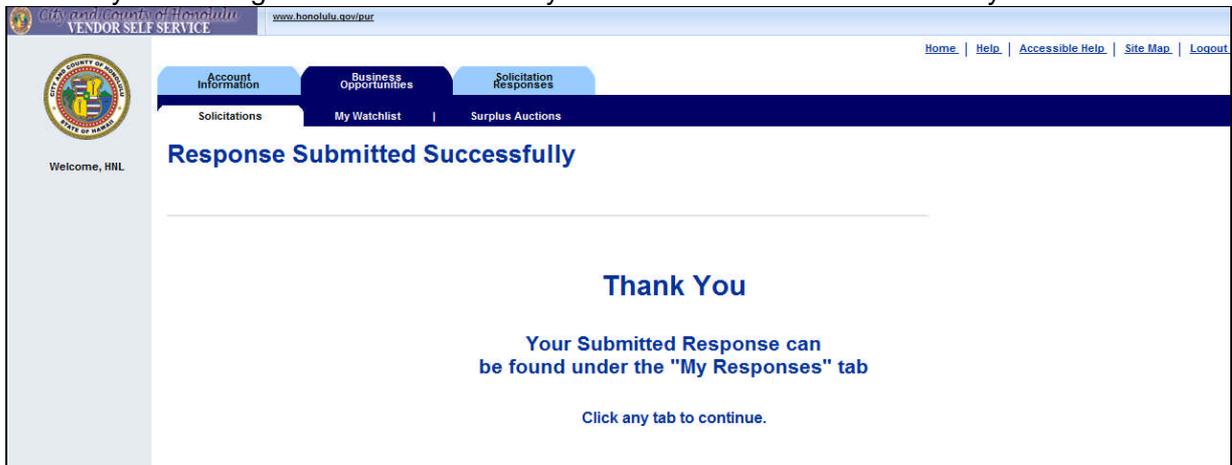
1. Use the scroll in the bottom window to review your response.
2. Click on Submit button to submit your response.



3. Click on Ok, to confirm submitting your bid.



4. A thank you message should indicate that your bid was submitted successfully.



If you have any questions, please contact the help desk at (808) 768-5535 or [bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov) .

Additional help guides are available on the City and County of Honolulu Purchasing website: [www.honolulu.gov/pur](http://www.honolulu.gov/pur), under the Help Guides section.