



RESPOND TO A SOLICITATION

Wake County Vendor Self-Service Portal Quick Reference Guide

This quick reference guide demonstrates how to respond to a solicitation in the Wake County Vendor Self-Service (VSS) Portal. If you have questions about the portal or have technical issues, please call (919) 856-6120 Monday through Friday between 8:30 a.m. and 5:15 p.m. For Vendor Registration questions, email VSSVendor@wakegov.com. For Solicitation questions, contact the individual listed on the Solicitation documents.

1.	Using Chrome, go to the Wake County Vendor Self-Service Portal at https://vss.wakegov.com and log into your vendor account.	
2.	Click Business Opportunities .	

3. Use the **Search** section to search for business opportunities of interest to you.

Note: To respond to a solicitation in your watchlist, open your watchlist, click on the solicitation number, and click the 'Respond Online' button at the top-right of the page. Then follow steps 5-10 below.

Wake County

Published Solicitations

Search

Show Me: My Commodities

Keyword Search:

Category:

Status:

Type:

Show Less

Search Reset

4. The search results will display beneath the Search section.

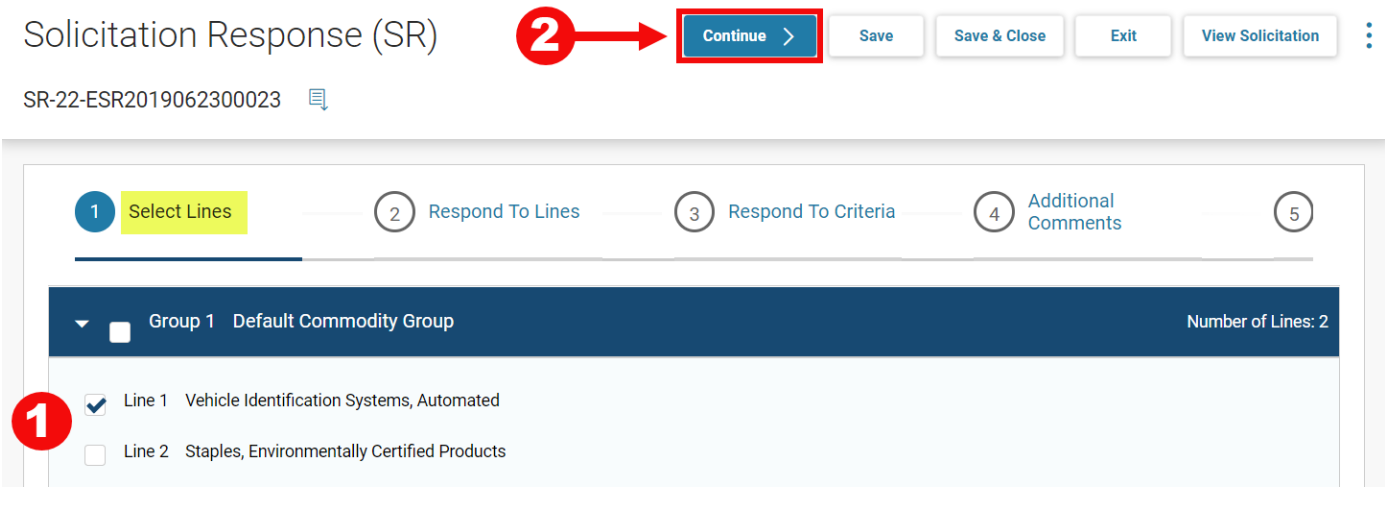
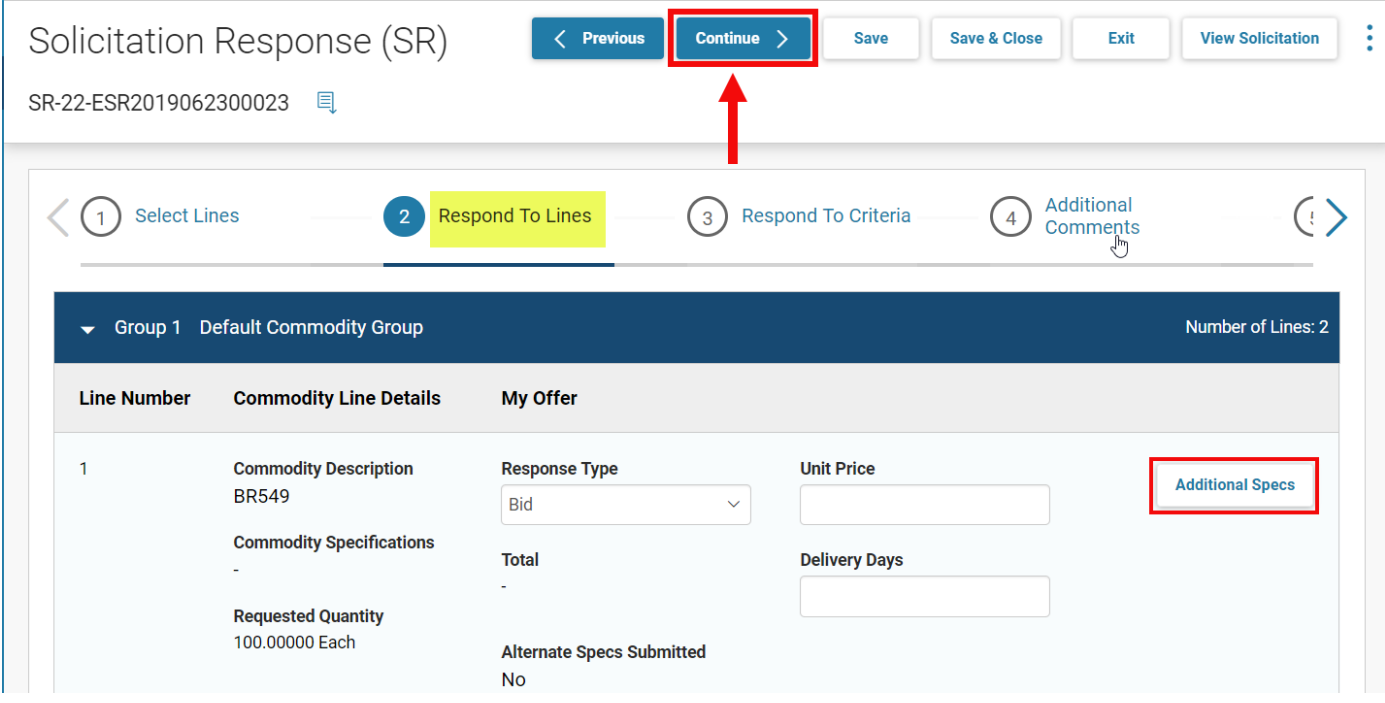
To respond to a solicitation, click the **Respond** button that corresponds to it.

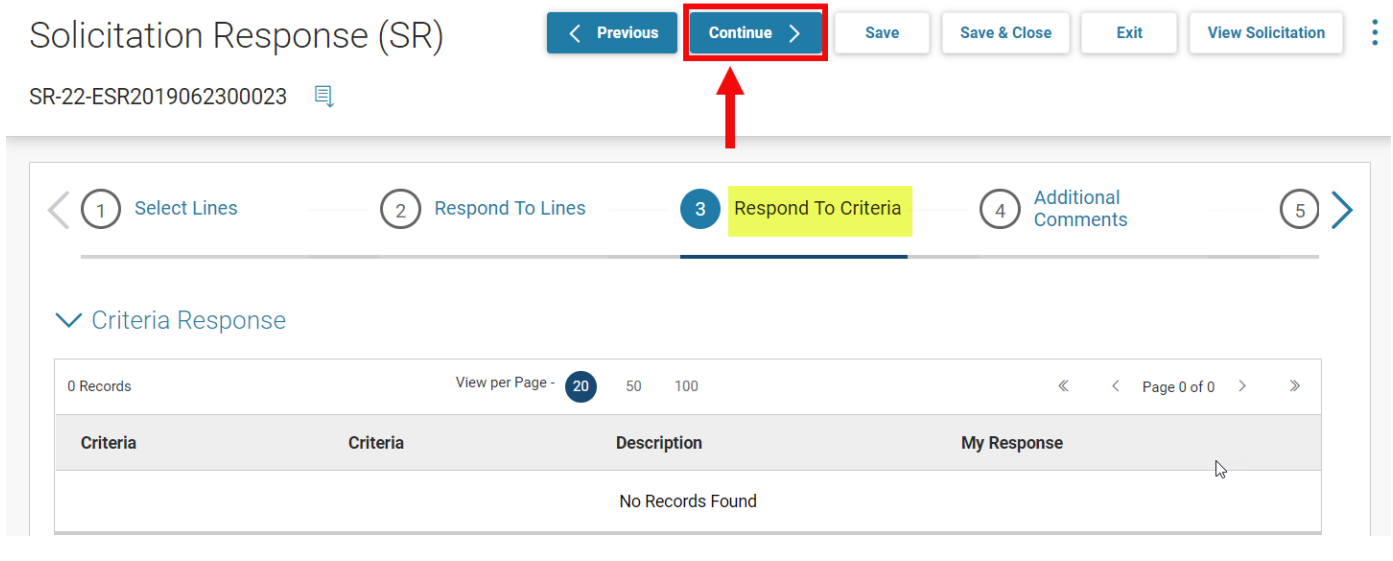
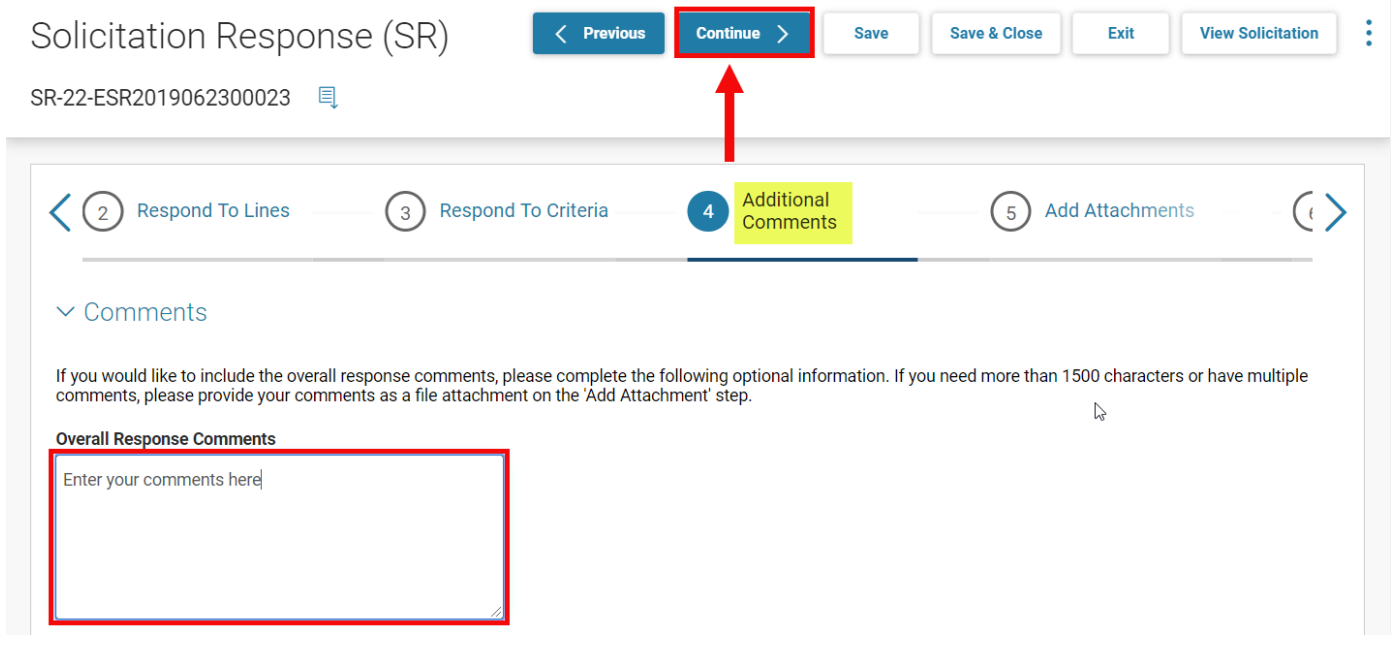
Wake County

Published Solicitations

Back

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status	
VSS Testing	Finance Department Scott R Hanner	RFB-22-201900000000021-1 Request for Bids (RFB) -	06/24/2019 11:00 AM EDT 0 Days, 17:13:47 Open	Respond
Testing T and C	Finance Department Scott R Hanner	RFB-22-201900000000022-3 Request for Bids (RFB) -	06/25/2019 10:00 AM EDT 1 Days, 16:13:47 Open	Respond
VSS Testing	Finance Department Sheila C Hopkins	RFB-22-201900000000020-1 Request for Bids (RFB) -	06/27/2019 12:45 PM EDT 3 Days, 18:58:47 Open	Respond

5.	<p>In the <i>Select Lines</i> section, select your commodities from the <i>Default Commodity Group</i>, then click Continue.</p>	
6.	<p>In the <i>Respond To Lines</i> section, enter the requested information. When you're ready, click Continue.</p> <p>Note: Click the <i>Additional Specs</i> button to see alternate product or shipping specifications.</p>	

<p>7.</p>	<p>In the <i>Respond To Criteria</i> section, enter the requested information, then click Continue.</p>	
<p>8.</p>	<p>In the <i>Additional Comments</i> section, use the Overall Response Comments field to enter your comments (optional), then click Continue.</p> <p>Note: If you need more than 1500 characters or have multiple comments, please provide them as a file attachment in the <i>Add Attachments</i> section.</p>	

9. In the *Add Attachments* section, click the Add Attachments button to add any supporting documentation (optional), and then click **Continue**.

Note: If you opt to add attachments, you can either drag-and-drop a file from a File Explorer window, or browse to your file and upload it.

Solicitation Response (SR)

SR-22-ESR2019062300023

< Previous **Continue** > Save Save & Close Exit View Solicitation

2 Respond To Lines 3 Respond To Criteria 4 Additional Comments 5 **Add Attachments**

Add Attachments

If you have files that you wish to include as part of your response, click the **Add Attachments** button.

Attachment List

0 Records View per Page - 20 50 100 Page 0 of 0

File Name	Date	User ID	Attachment Type	Description
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10. In the *Review & Submit* section, review your response and when you're ready, click Submit Response.

Note: Click the three vertical dots at the top-right to see additional options such as discarding or printing your response.

Solicitation Response (SR)

SR-22-ESR2019062300023

< Previous **Submit Response** Save Save & Close Exit View Solicitation

3 Respond To Criteria 4 Additional Comments 5 Add Attachments 6 **Review & Submit**

Related Actions

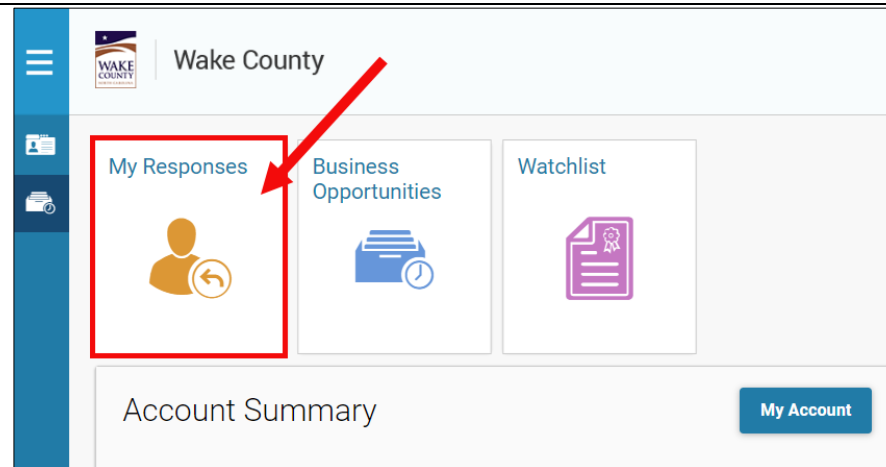
- Discard Response
- No Bid
- Bid All Lines
- Print Response

Response Summary

Response ID: ESR2019062300023 Legal Name: John Bell

11. To access your responses to solicitations, click My Responses on the home page.

Additionally, from any page you can select the **Business Opportunities** icon on the left navigation, then click **Solicitation Responses**, then click **My Responses**.



OR

