

Responding to a Spot Bid

This document is a quick reference guide for suppliers wishing to respond to a Spot Bid in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at <u>app@azdoa.gov</u>. Additional resources are also available on the SPO website: <u>https://spo.az.gov/</u>.

Submit a Spot Bid Proposal

- 1. Once logged into APP, navigate to the Sourcing dropdown and select **Manage my Proposals** on the dropdown menu.
- 2. Open the sourcing project by clicking the **Pencil** \checkmark icon

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- 3. Review the information on the **View RFx** left margin tab.
- 4. To upload documents to your response, navigate to the Your Offer Infos & Docs left margin tab.
- 5. Click the Add Document button in the Supplier Documents section to add proposal documents.

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- 6. Fill out all required fields:
 - a. Title
 - b. Status (leave as Approved)
 - c. Document (may click or drag desired attachment)
- 7. Click Save & Close.

Supplier Documents						淮 🖶 🗖 ×
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8. The document(s) now displays in the table, repeat the steps above to upload additional attachments.

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			<u>Title</u>		<u>Type</u>	ŧ	Att.	Contact 🚖	Validity End Date 🚖	Version	<u>Confidential?</u>
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- 9. Navigate to the **Item** left margin tab.
- 10. Enter your price in the **Unit Price** column for each line item.

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11. Attach the line item pricing documents for each line item.

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A file attachment is required for each line item, the same attachment is recommended for each line item.

- 12. Click Save.
- 13. Review all information and attachments.
- 14. Click Validate & Submit Proposal at the top of the page.
- 15. Click OK.
- 16. Click Submit my proposal.

	■ Save	Download all contents of this RFx	Validate & Submit Proposal	Cancel Proposal
	Do you really want to submit yo	our proposal?	14	
; tim clic	Once an offer is submitted, it cannot be mode • 1 / 1 items have been filled. • 1 document(s) have been attached to t • 1 document(s) have been attached to t • Total number of attached documents:	ified. You will only be able to create a new on he proposal. (Proposal) he proposal. (Items) 2	e.	
/ In 				16
oad i oad i			Cancel Submit	my proposal

Your proposal has been submitted and is viewable by the buyer.		
 Your proposal has been successfully submitted. Buyers have been notified. Access History to view all submitted proposals. Bid Submitted on 5/16/2024 9:16:44 AM 	×	

Resources

Click the link below for more information on submitting offers processes in APP:

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgra de/supplier-management-qrgs#