Local Entities: Modify a Bid and Add Attachments

Who: *Local Entities utilizing the SIGMA solicitation functionality.*

What: *How to modify a solicitation transaction and add attachments.*

Introduction

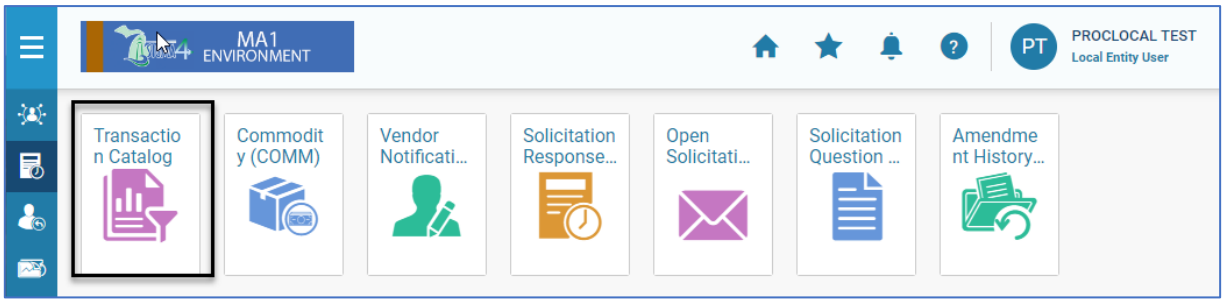
This Local Entities job aid will show how to access SIGMA, locate, and open an existing solicitation, and modify to add attachments.

A. Accessing SIGMA

1. Login using the following MILogin Third Party link: https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice/
2. From the home page, click the **SIGMA Procurement** link.
3. Review the **Terms & Conditions**, select the box to Agree.
4. Click the **Launch service** button.

B. Locate and Open an Existing Solicitation (RFP)

1. From the home screen, click the **Transaction Catalog** Quicklink.



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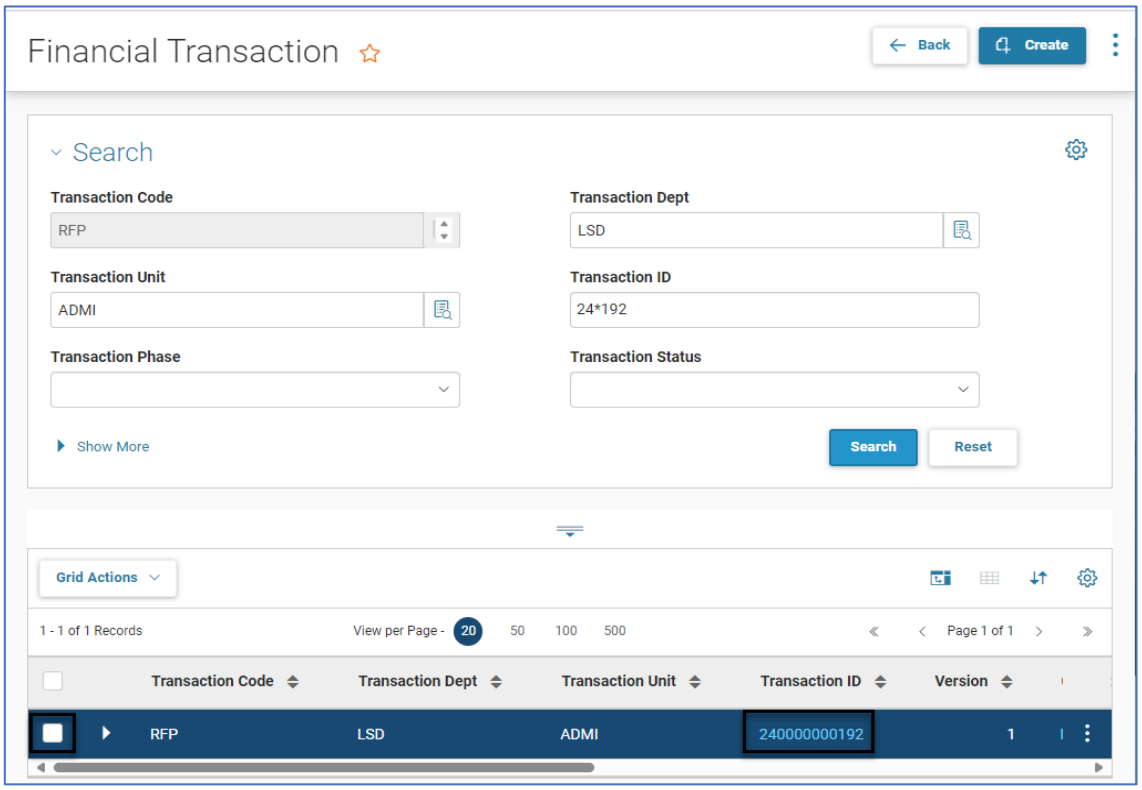
2. Within the Transaction Catalog screen, enter:
    a. **Transaction Code:** RFP
    b. **Transaction Dept:** received via email after registration completed.
    c. **Transaction Unit:** received via email after registration completed.
    d. **Transaction ID:** Ex. 240000000192 or 24*192
        - If unknown, leave blank and review returned results.
    e. Click **Search.**
        i. **Solicitation** results will be returned based on search criteria. Once solicitation is located,
        ii. Click the blue link in **Transaction ID** column to open.



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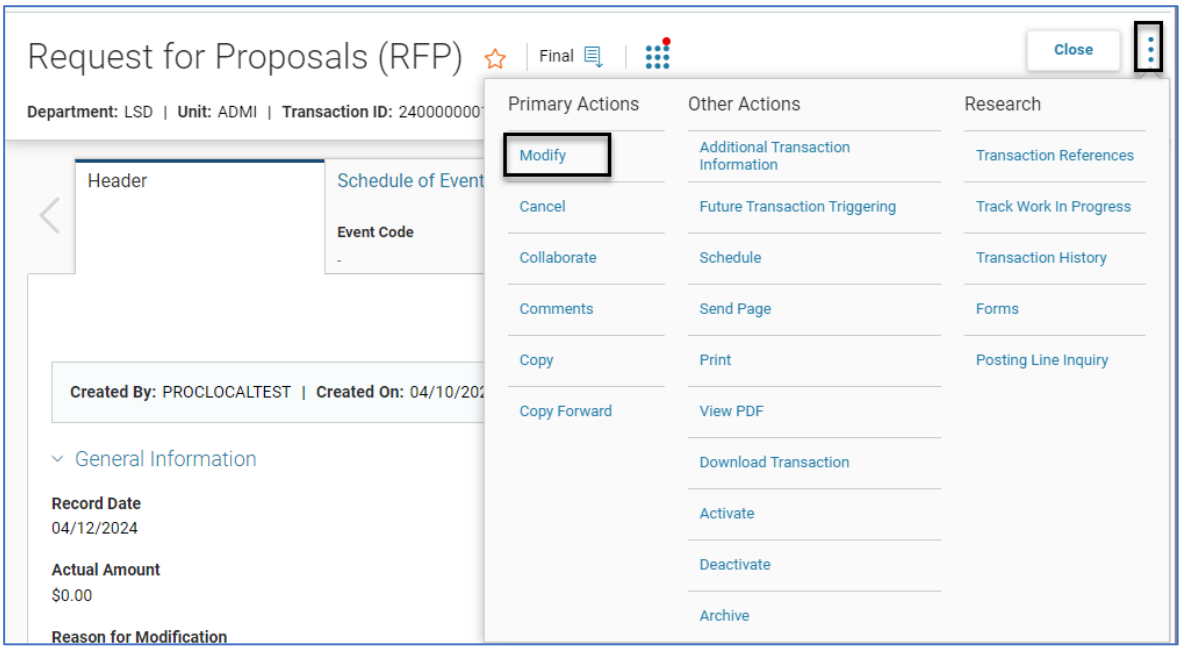
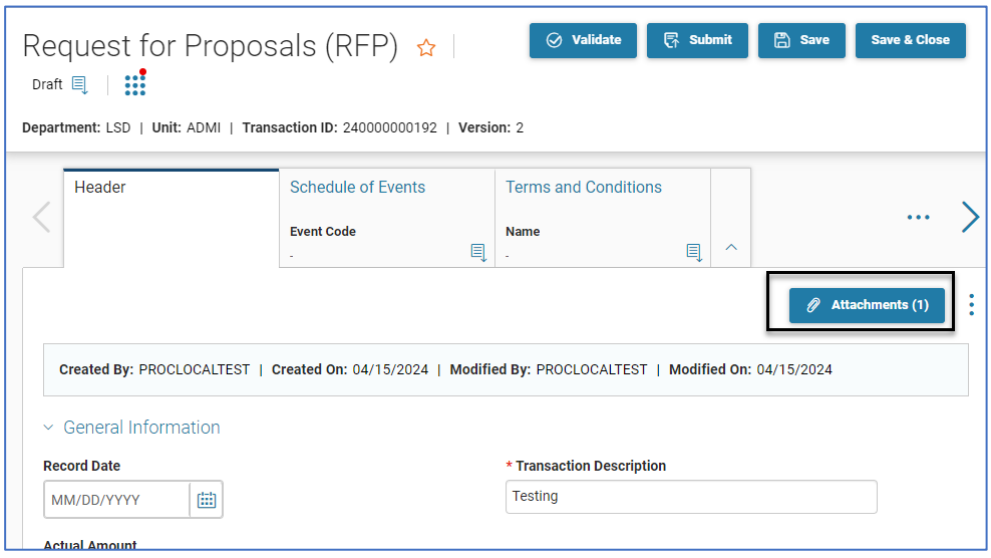
C. Modify Solicitation (RFP) and Add Attachments

Note: A solicitation cannot be modified after the close date and close time has passed.

1. Click the **3 Dot** menu at the top right of the solicitation.
2. In the **Primary Actions** column select **Modify**.
    a. A new draft version of the solicitation will be created.



3. On the **Header, General Information** section,
    a. Click the **Attachments** button at the top right of the screen.



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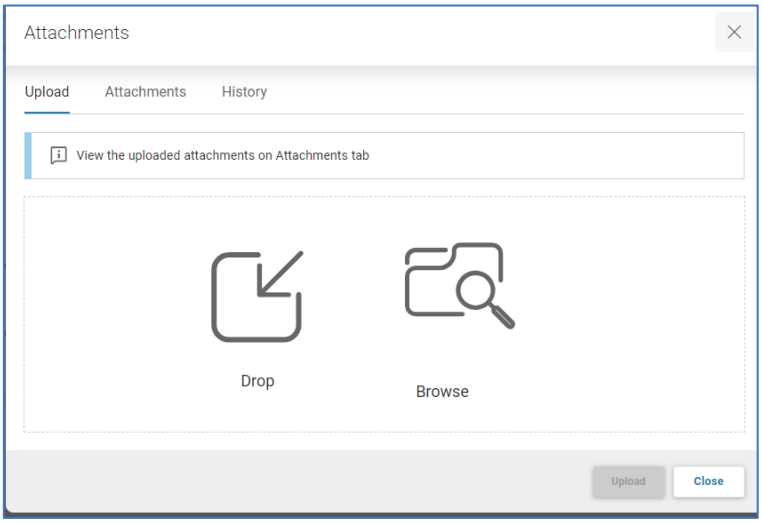
b. On the Attachments screen,

i. Click **Browse** to locate document(s) or drag and **Drop** your attachment(s).



ii. Add a **Comment** (optional)

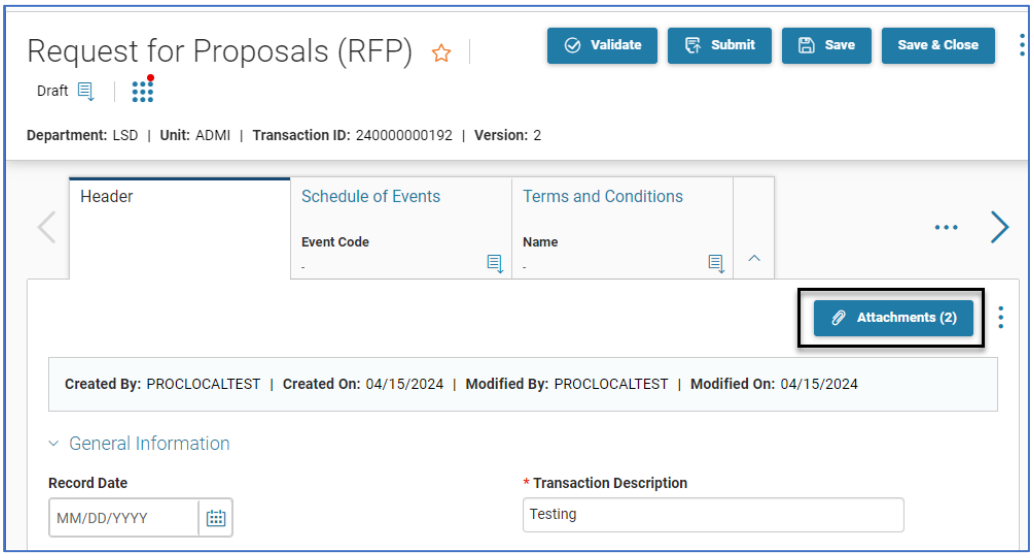
iii. Repeat steps if attaching multiple documents.

iv. Click the **Upload** link at the bottom of the screen.

- Once uploaded, the screen will show attachment has uploaded successfully.

c. Click **Close,** if no more attachments need to be added.

4. Once attachments are uploaded, the number of documents attached will populate on the **Attachments** button.



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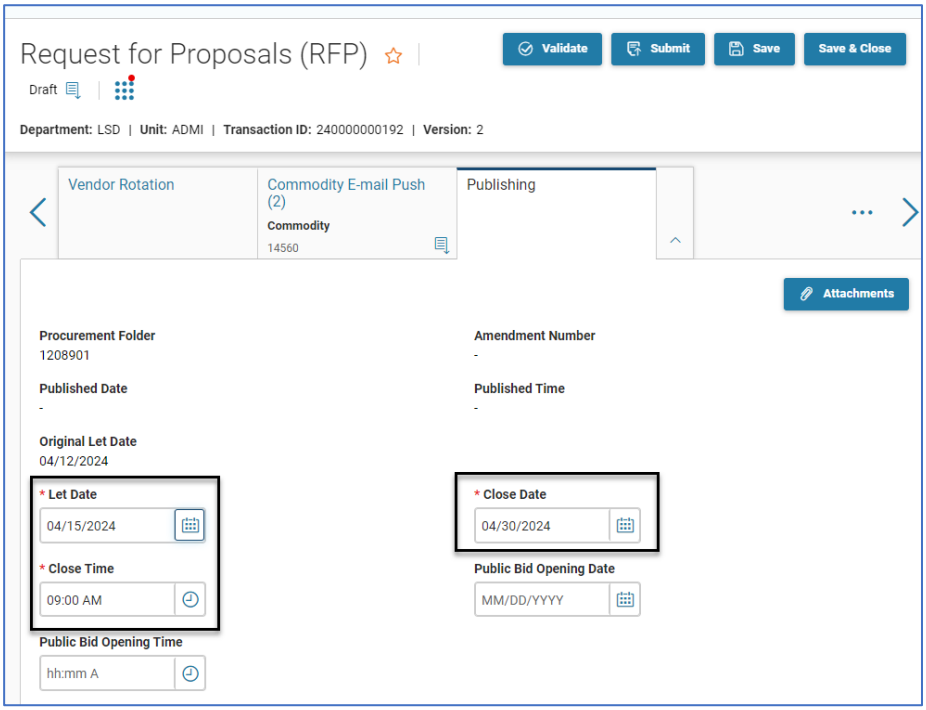
D. Publishing

1. On the **Publishing** tab, complete the following fields,
    a. **Let Date**: Date this solicitation publishes.
    a. **Close Date**: Date this solicitation closes.
    b. **Close Time**: Time this solicitation closes.



E. Solicitation Validation and Submission

1. Click **Validate** at the top of the screen.
    - If any errors occur, each will be listed at the top of the screen.
    - Validate successfully message should be received.
2. Click **Submit** located at the top of the screen.
    - Message will reflect "Transaction submitted successfully."
    - The solicitation will now be in **Final** phase and will sync over to VSS on the next available cycle.

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