Local Entities: How to Input a Bid Advertisement

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

What: *This Local Entities job aid shows how to access SIGMA and provides steps to create and submit a solicitation in SIGMA.*

Accessing SIGMA for Local Entities:

A. Click the MiLogin Third Party link: https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice/

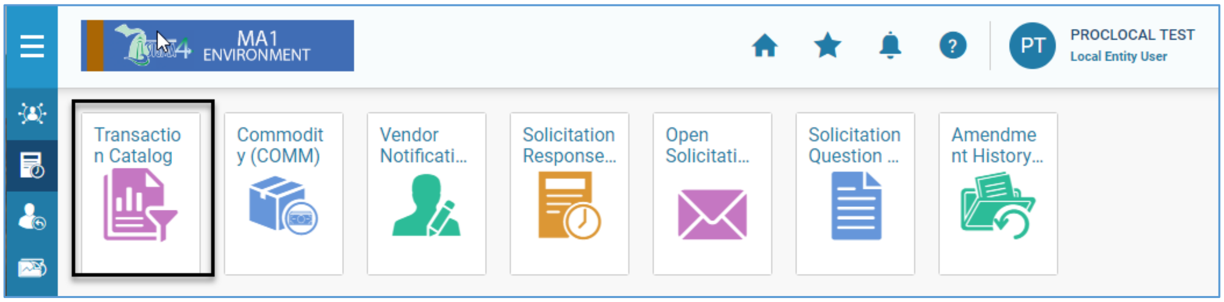
B. Select **SIGMA Procurement**.

C. Review the **Terms & Conditions**. Check the Acknowledge/Agree box.

D. Click the **Launch service** button.

Create a Request for Proposal (RFP) Solicitation

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



B. Within the Transaction Catalog screen, enter:

1. **Transaction Code:** RFP
2. **Transaction Dept:** *received via email after completed registration*

3. **Transaction Unit:** *received via email after completed registration*
4. Click **Create.**

   Note: If trying to locate a solicitation in-progress, enter the same information (code, dept and unit) and click **Search**.

C. On Create Transaction screen,

1. Check the **Auto Numbering** box.
2. Click **Continue** button at the top of the page.

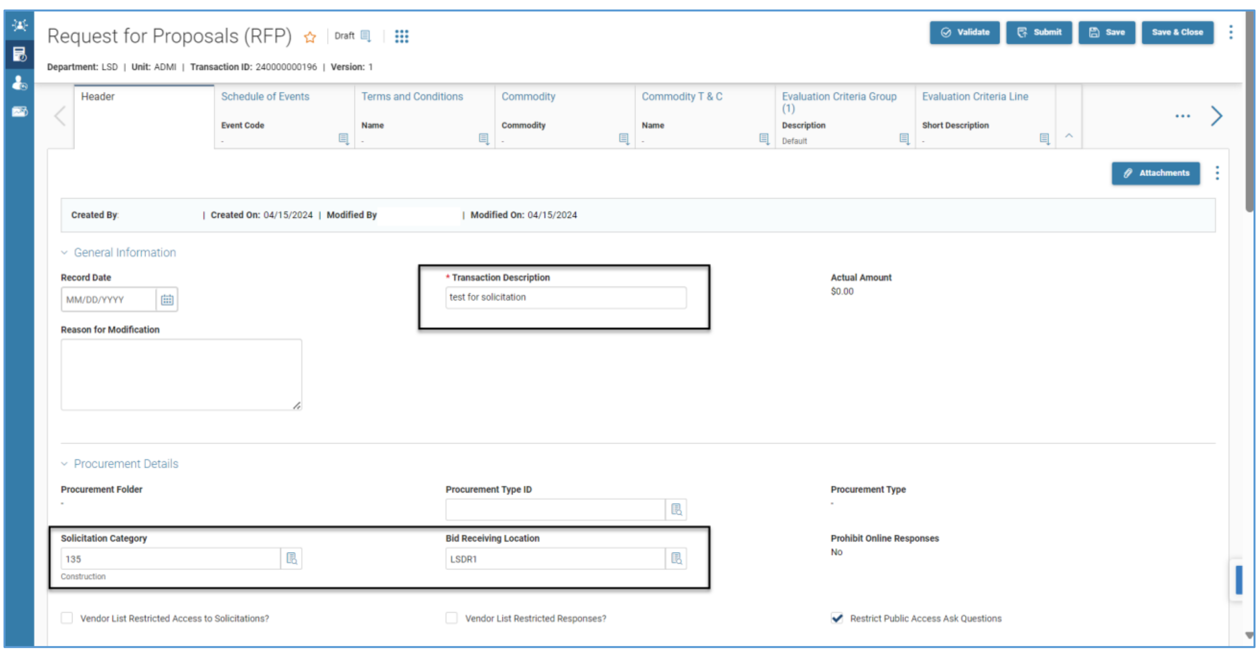
Complete the Request for Proposal (RFP)

A. On the Header tab, **General Information** Section,

1. Enter a **Transaction Description**

B. On Header, **Procurement Details** Section,

1. Enter or Select Bid Receiving Location using picklist
2. Enter or Select **Solicitation Category** using picklist (optional)

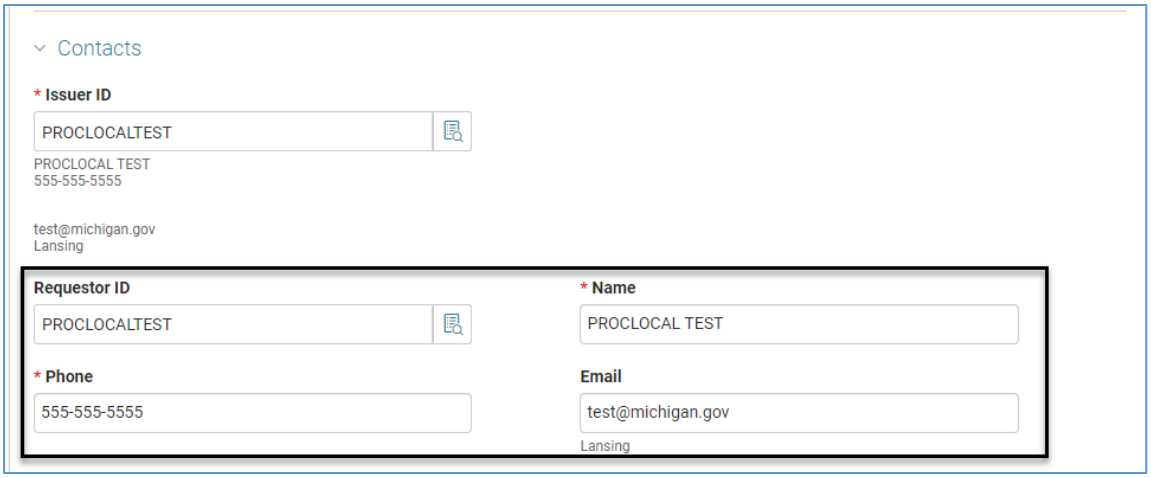


C. On **Header**, **Contacts** Section**,**

1. Enter a **Requestor ID** or search and select by clicking the picklist.

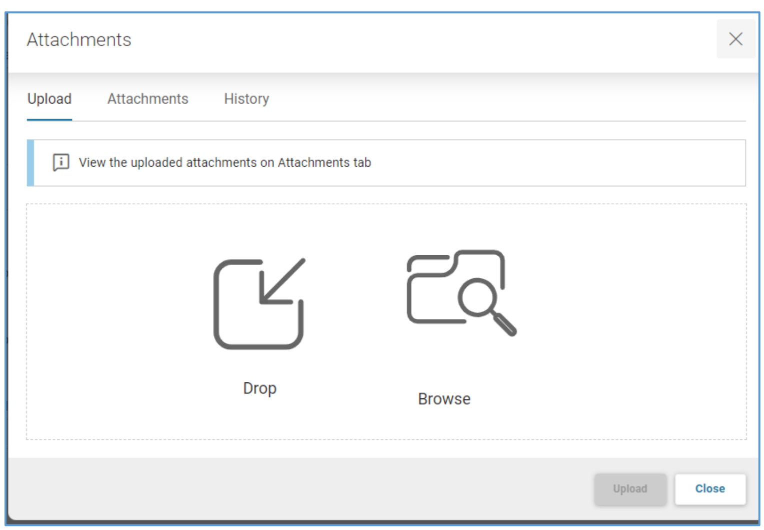
2. Click **Save** at the top right corner of the screen to populate your name, phone number, and email address.

   Note: If not selecting your user id, leave the Requester ID field blank and manually enter the person's name, phone number, and email address.



D. Adding an **Attachment**

1. Click the **Attachments** button at the top right of the screen and click B**rowse** to locate document(s) or drag and **Drop** your attachment(s).



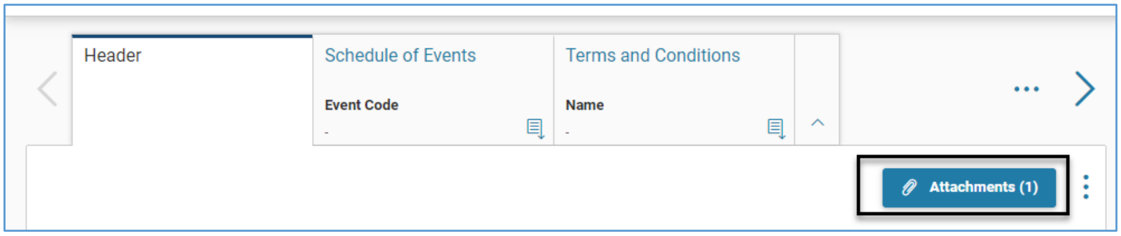
   a. Add a **Comment** (optional).

   b. Repeat steps if attaching multiple documents.

c. Click the **Upload** link at the bottom of the screen, address errors if necessary. You will be notified that the files have uploaded successfully.

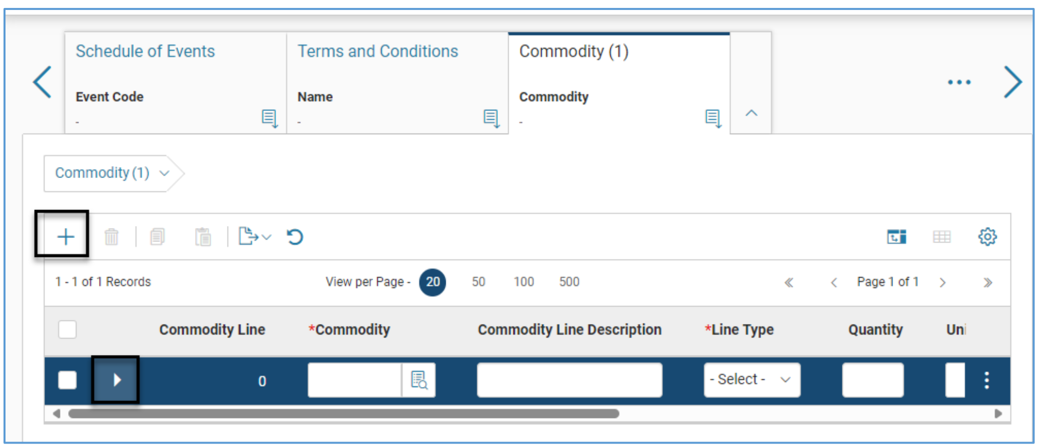
d. Click **Close** to exit the Attachments window.

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



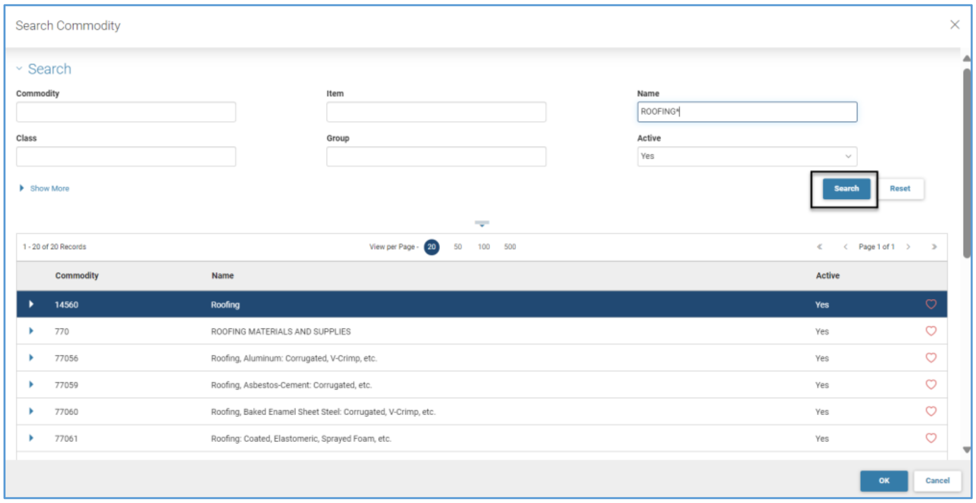
E. On the **Commodity** tab, **General Information** section,

1. Click **Plus** button (+) to insert a new line near the top left of the page. Click the **Expand** option to complete the following fields.

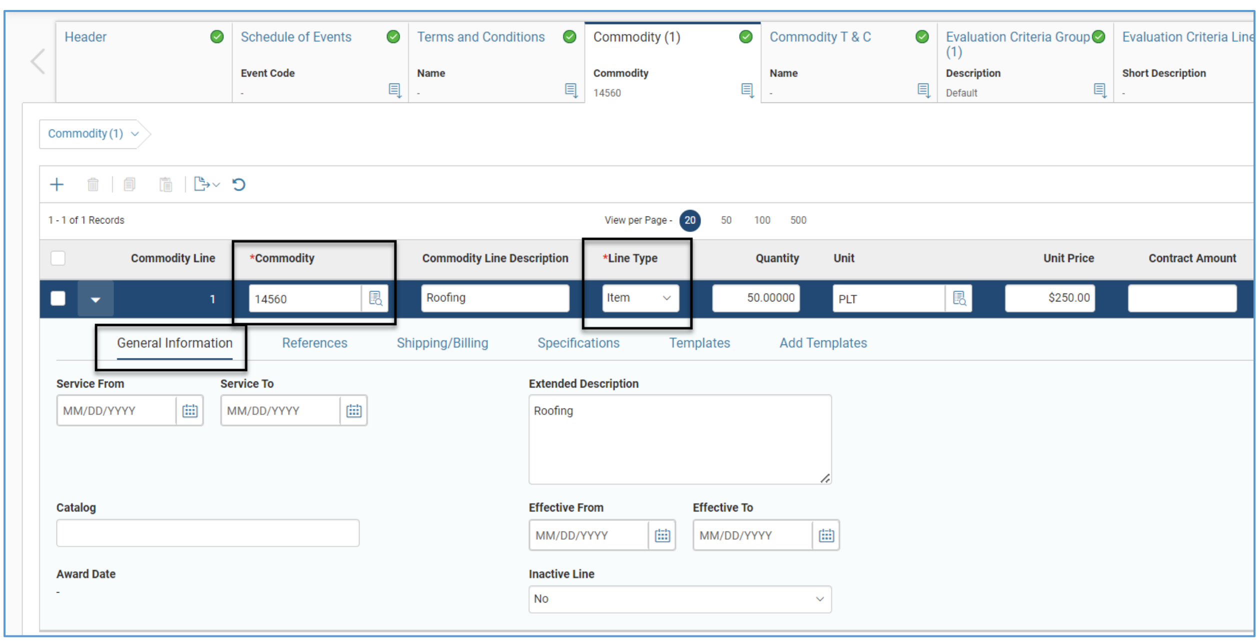


2. **Commodity** - click the  to view and select commodity codes.

Note: You can **Search** by group, class, item, or name. To add a commodity, highlight the commodity line then click **OK,** repeat steps as needed.



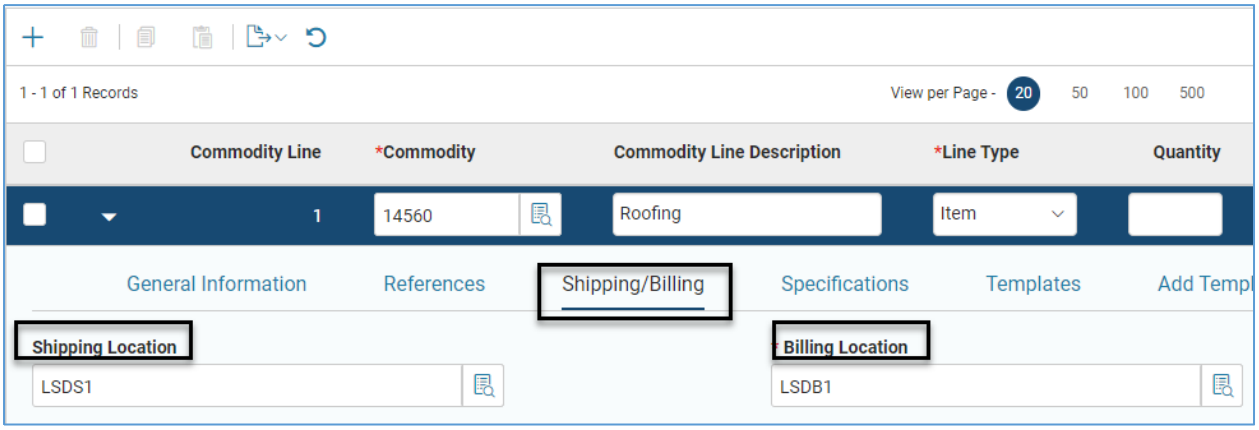
3. Click **Save** near the top right of the screen to update related fields.
4. **Select Line Type** – click the down arrow to choose a line type.
   a. Line Type **Item** used for Tangible goods.
      i. Enter Quantity, Unit and Unit Price for estimate of goods to be purchased.
   b. Line **Type Service** used for Intangible services.
      i. Enter Contract Amount for estimate of service to be provided.



F. On **Commodity** tab, **Shipping/Billing** section,

1. Select or Review Shipping and Billing Locations

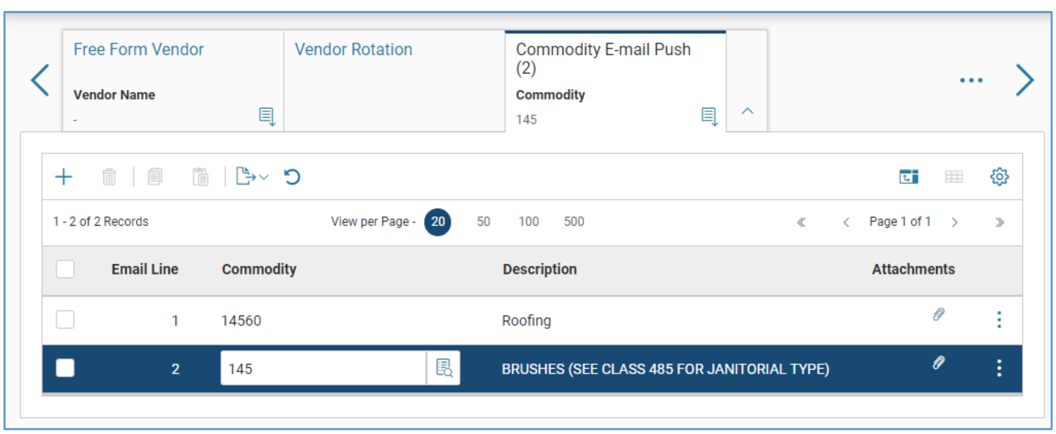
   Note: Click Validate at top of page. Shipping and Billing location fields will populate as needed.



G. Review Commodity **Email Push**

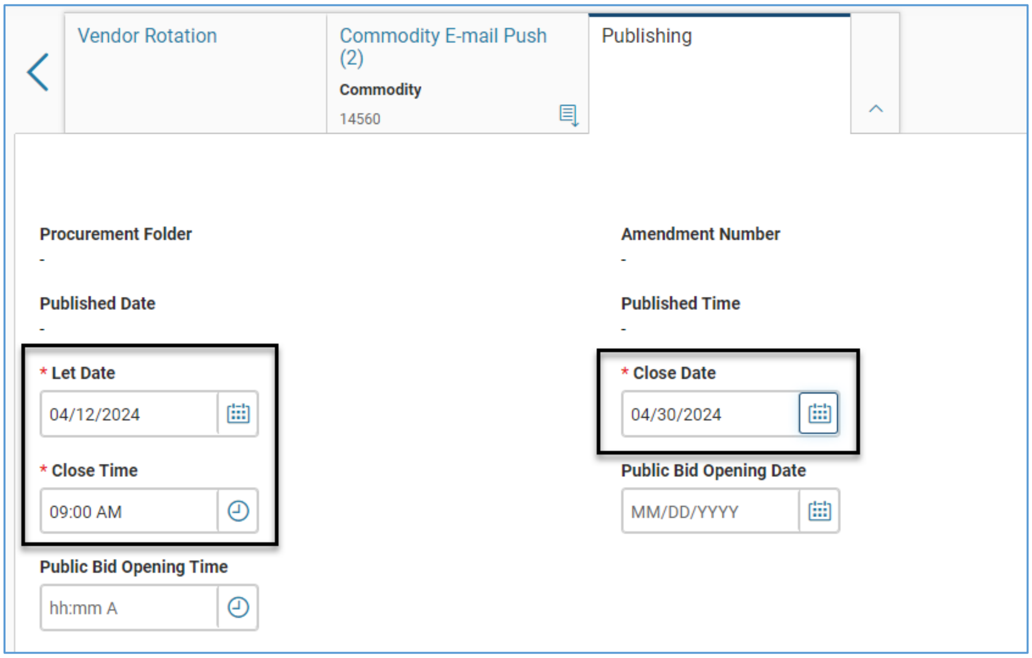
1. If applicable, both 3-digit and 5-digit commodity codes will populate based off the selected commodities codes from the Commodity tab.

2. Vendors registered for these commodity codes will be sent an email notification once solicitation has published.



H. On the Publishing tab, complete the following fields,

1. **Let Date**: Date this solicitation publishes.
2. **Close Date**: Date this solicitation closes.
3. **Close Time**: Time this solicitation closes.



I. Click **Save** near the top right of the screen.

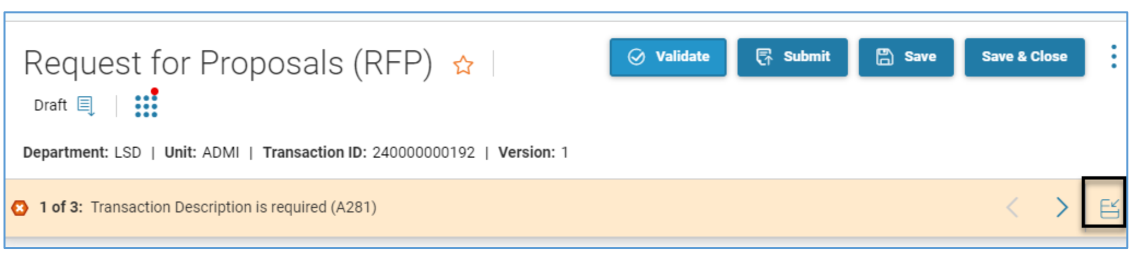
Solicitation Validation and Submission

A. Click **Validate** button at the top of the screen.

- Validate successfully message should be received.

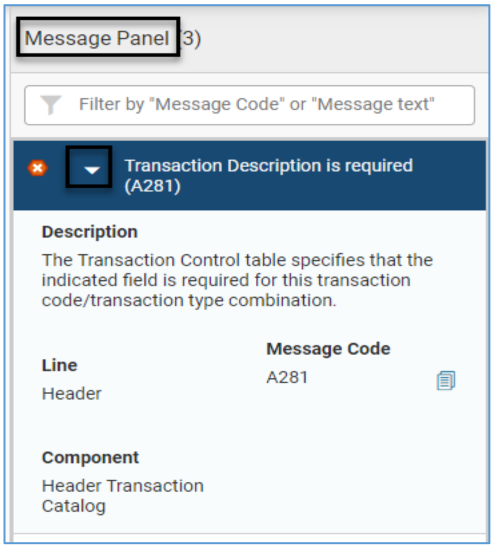
B. If any errors occur, each will be listed at the top of the screen.

1. Click the **Show All Messages** to the right of error to view the exact error.



2. A line per error will be displayed within the **Message Panel**.

Note: Expand each line listed to view details of the error.



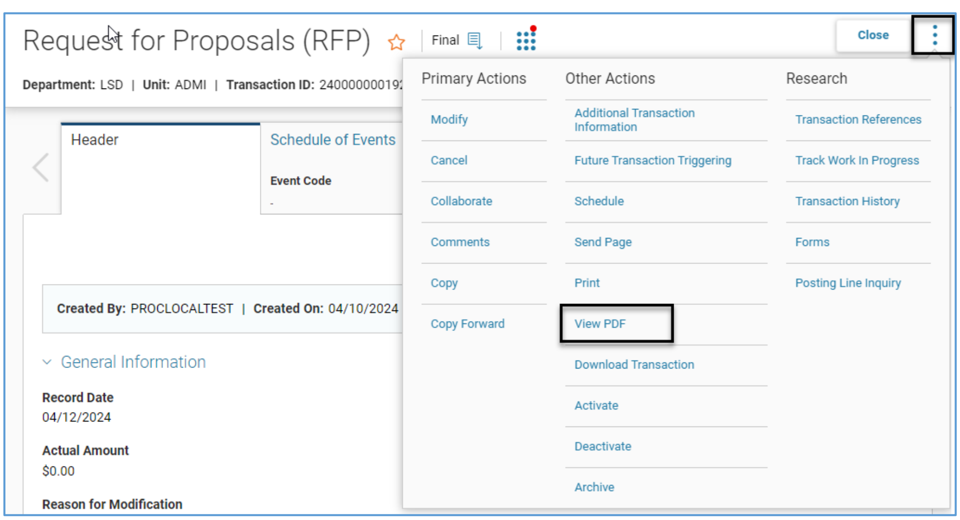
3. Review and correct any errors.

C. Click **Submit** button 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.

View PDF

A. View a PDF of the solicitation by clicking the **3-dot** menu located on the top right of the screen.



1. The screen will refresh, and a new Download will automatically generate with the solicitation PDF.
2. Click **Open file** to view.