



# 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

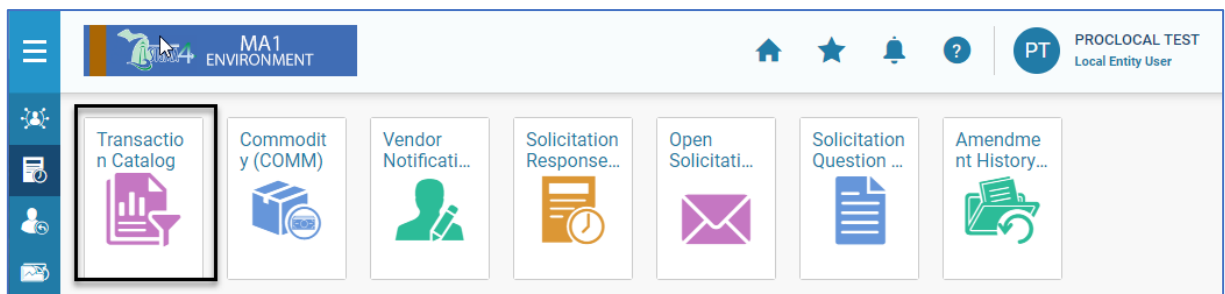
This Local Entities job aid will show how to access SIGMA, locate, and open an existing solicitation, and modify to add attachments.

### A. Accessing SIGMA

1. Login using the following MILogin Third Party link:  
<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpse/lfservice/>
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.





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.

Financial Transaction ☆

← Back Create

Search

Transaction Code: RFP

Transaction Unit: ADMI

Transaction Phase: [Dropdown]

Transaction Dept: LSD

Transaction ID: 24\*192

Transaction Status: [Dropdown]

Show More Search Reset

Grid Actions

1 - 1 of 1 Records View per Page - 20 50 100 500 Page 1 of 1

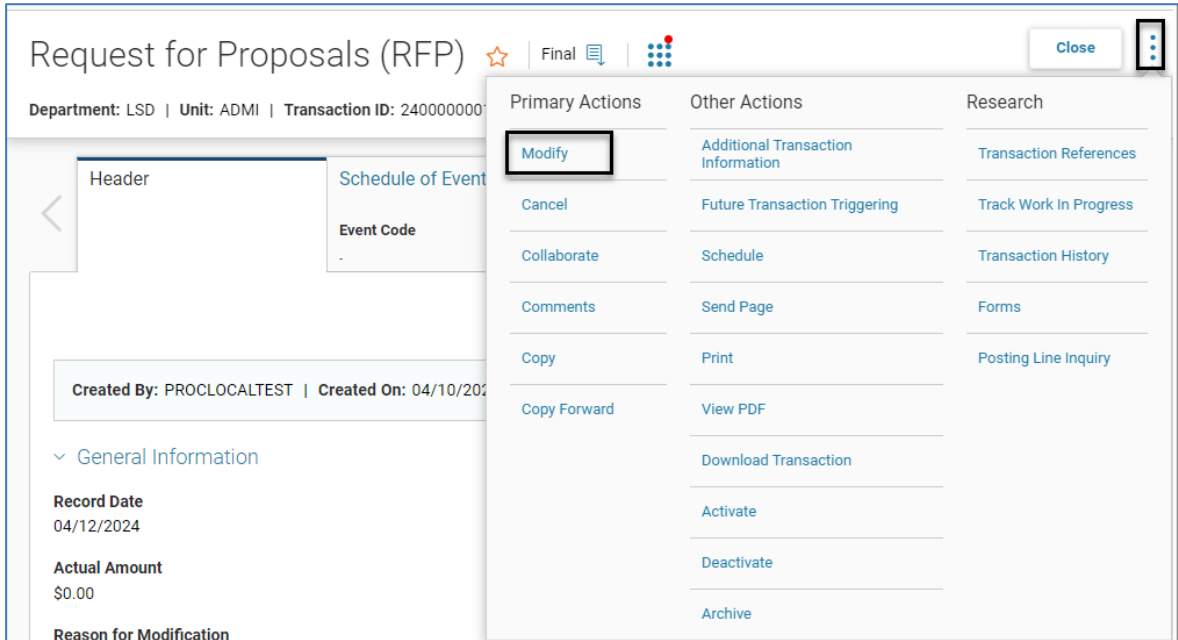
Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Version
RFP	LSD	ADMI	240000000192	1



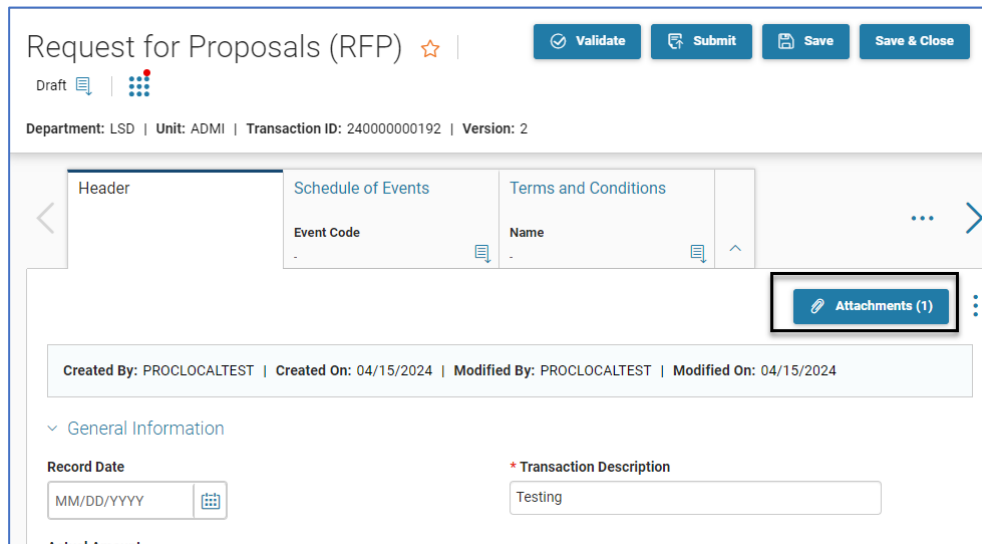
### C. Modify Solicitation (RFP) and Add Attachments

**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.



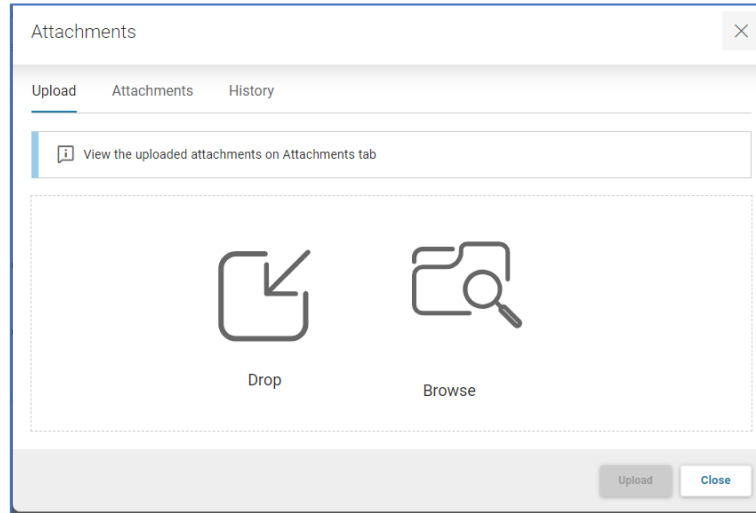
3. On the **Header, General Information** section,
  - a. Click the **Attachments** button at the top right of the screen.





b. On the Attachments screen,

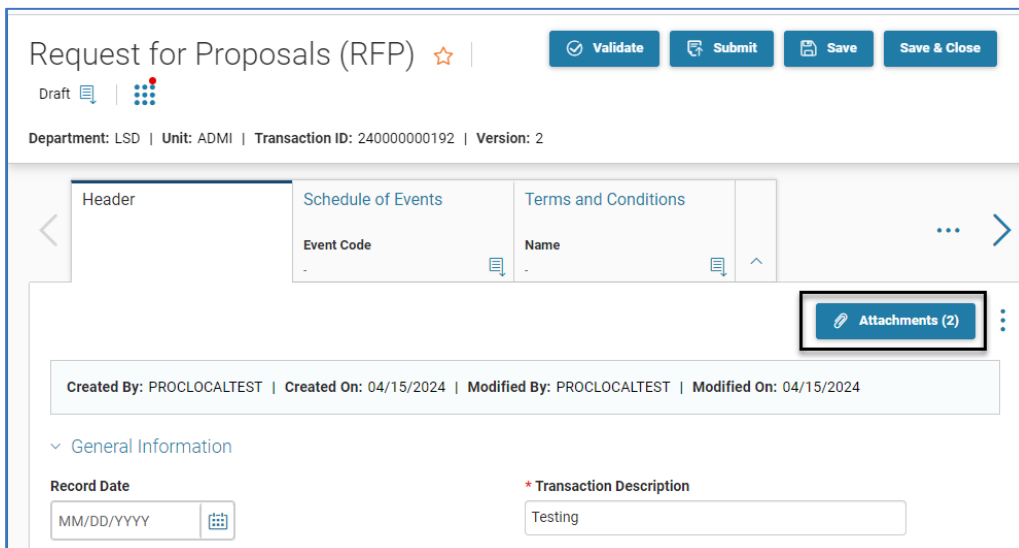
- i. Click **Browse** to locate document(s) or drag and **Drop** your attachment(s).



- 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.





## 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.

Request for Proposals (RFP) ☆ | Validate Submit Save Save & Close

Draft |

Department: LSD | Unit: ADMI | Transaction ID: 240000000192 | Version: 2

Vendor Rotation Commodity E-mail Push (2) Publishing

Commodity 14560

Attachments

Procurement Folder 1208901

Amendment Number -

Published Date -

Published Time -

Original Let Date 04/12/2024

\* Let Date 04/15/2024

\* Close Date 04/30/2024

\* Close Time 09:00 AM

Public Bid Opening Date MM/DD/YYYY

Public Bid Opening Time hh:mm A

## 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.