

Washington's Electronic Business Solution

Introducing a new enhancement on Thursday, November 30, 2017

What's happening?

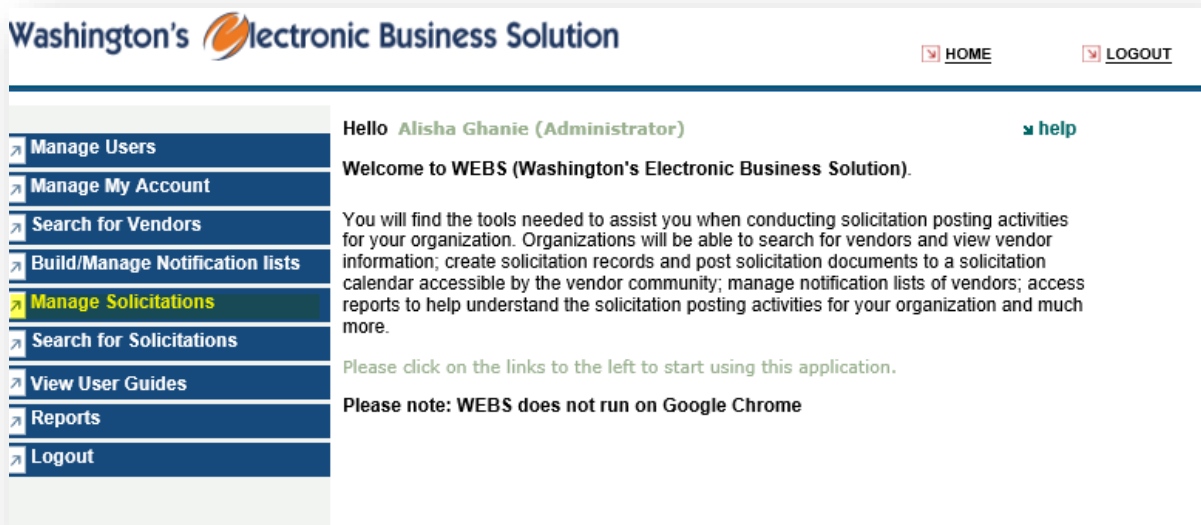
Washington's Electronic Business Solution (WEBS) system will be adding a new function to the "Manage Solicitations" section of WEBS. You will now be able to create a copy of any solicitation from your organization.


What does this mean?

This function was designed to save time and reduce the amount of entries needed when creating a new solicitation. If you regularly create solicitations for reoccurring items or services, be sure to check out this upgrade.

How do I create a copy of a solicitation?

1. Log in to WEBS: <https://fortress.wa.gov/ga/webs/>.
2. Select "Manage Solicitations."



Washington's  Electronic Business Solution

HOME LOGOUT

Hello **Alisha Ghanie (Administrator)** [help](#)

Welcome to WEBS (Washington's Electronic Business Solution).

You will find the tools needed to assist you when conducting solicitation posting activities for your organization. Organizations will be able to search for vendors and view vendor information; create solicitation records and post solicitation documents to a solicitation calendar accessible by the vendor community; manage notification lists of vendors; access reports to help understand the solicitation posting activities for your organization and much more.

Please click on the links to the left to start using this application.

Please note: WEBS does not run on Google Chrome

Navigation menu items:

- Manage Users
- Manage My Account
- Search for Vendors
- Build/Manage Notification lists
- Manage Solicitations**
- Search for Solicitations
- View User Guides
- Reports
- Logout

3. Select a solicitation you would like to copy. (Note: You may choose a solicitation that is in any status, but you can only create a copy of a solicitation that was created within your organization.)

Manage Solicitations [help](#)

[ADD NEW SOLICITATION](#)

- [Manage Users](#)
- [Manage My Account](#)
- [Search for Vendors](#)
- [Build/Manage Notification lists](#)
- [Manage Solicitations](#)**
- [Search for Solicitations](#)
- [View User Guides](#)
- [Reports](#)
- [Logout](#)

Draft

Scheduled

Posted


Closed

Archived

K L M N O P Q R S T U V W X Y Z - [Normal View](#) - [Full List](#)

Description	Cust. Ref #	Contact Name	Delete
123	123	Alisha Ghanie	<input type="checkbox"/>
123	123	Alisha Ghanie	<input type="checkbox"/>
123	123	Dale Abersold	<input type="checkbox"/>
AED Units and	AED units and accessories - NASPO SW17300	Gerald Flrod	<input type="checkbox"/>

4. Select "Make a copy of this solicitation".

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[HOME](#) [LOGO](#)

- [Manage Users](#)
- [Manage My Account](#)
- [Search for Vendors](#)
- [Build/Manage Notification lists](#)
- [Manage Solicitations](#)**
- [Search for Solicitations](#)
- [View User Guides](#)
- [Reports](#)
- [Logout](#)

Manage Solicitations :

[Edit Solicitation Record](#)

Solicitation Status: Draft

[Make a copy of this solicitation](#)

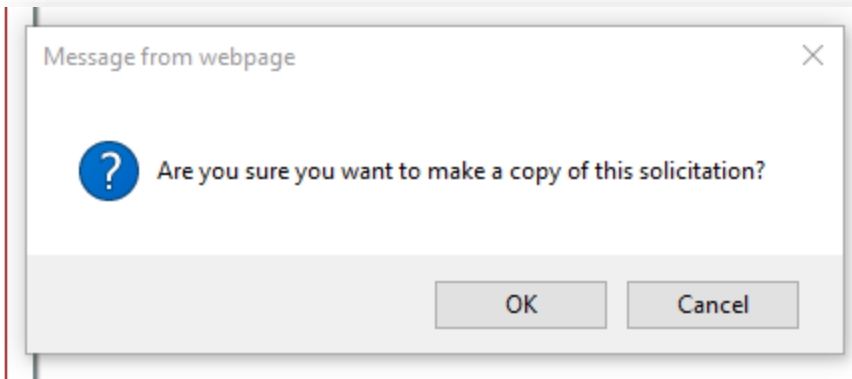
Step 1

You must complete the steps in order: Step 1, Step 2, Step 3 and Step 4 and fill out the fields from left to right for each step. The system will not allow you to complete the steps out of order and will prompt you with an error message.

Customer Reference Number * System Assigned Identifier

Solicitation Title * (limited to 75 characters)

5. A pop up box will appear asking you to verify that you wish to make a copy. Select "Ok."



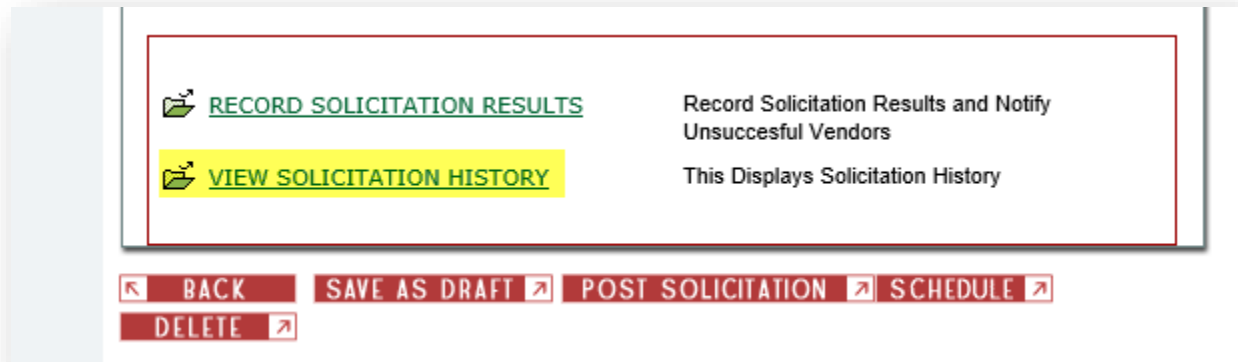
6. The copied solicitation will appear on your screen. You will now need to:
 - Upload documents to the new solicitation. Documents from previous solicitations will not copy over. All other information will be transferred to the new solicitation.
 - Review all of the steps and make edits where necessary.

Solicitation Type *	Open or Selective *																																																																																																																
RFP	Selective																																																																																																																
Selection Criteria * (limited to 1000 characters, required only for selective solicitations)																																																																																																																	
Note: Any and all documents posted to WEBS are public record and are subject to disclosure. Please keep this in mind when posting documents that may contain sensitive information.																																																																																																																	
NOTE: If no link to download the solicitation is available, then this is a "selective" opportunity, open only to bidders who belong to a pre-qualified bidder pool based on a previous solicitation in which they participated for future work opportunities under																																																																																																																	
The Post Date is the date the solicitation will post to the solicitation calendar. The Inactive Date is the date the solicitation will drop off the solicitation calendar.																																																																																																																	
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Contact Name *	Contact Phone *																																																																																																																
Alisha Ghanie	(360) 407-9033 ext.																																																																																																																



Important Notes:

- The new copy of the solicitation will use the commodity codes and counties selected in the original posting and will have the most current vendors associated to those commodity codes. You can edit these commodity codes if necessary.
- If the original solicitation you are copying used a notification list and the list was created after January 2016, the notification list will carry over to the solicitation copy you are creating. If the notification list on the original solicitation was created prior to January 2016, you will need to select vendors using commodity codes and counties or search for a new notification list.

- The copy of the solicitation you have created will have a note under “view solicitation history” saying it has been copied.



The screenshot displays a web interface for managing solicitations. It features a central panel with two main options: "RECORD SOLICITATION RESULTS" and "VIEW SOLICITATION HISTORY". The "VIEW SOLICITATION HISTORY" option is highlighted in yellow. Below this panel is a navigation bar with several buttons: "BACK", "SAVE AS DRAFT", "POST SOLICITATION", "SCHEDULE", and "DELETE".

 RECORD SOLICITATION RESULTS	Record Solicitation Results and Notify Unsuccessful Vendors
 VIEW SOLICITATION HISTORY	This Displays Solicitation History

BACK **SAVE AS DRAFT** **POST SOLICITATION** **SCHEDULE**
DELETE

Resources:

[View instructions on how to post a solicitation.](#)

Questions?

Please contact WEBS Customer Service at (360) 902-7400 or webcustomerservice@des.wa.gov.