



Washington State Department of Enterprise Services

Attn: WEBS Government Customer Users

Subject: WEBS Enhancement goes live Tuesday, February 24, 2015 at 11 a.m.

The Prequalified List feature for customers has been enhanced. First, the title of Prequalified List will now be Notification List. The menu on the left hand side of your screen will look like this:



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Hello **GA Administrator (Administrator)** [help](#)

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

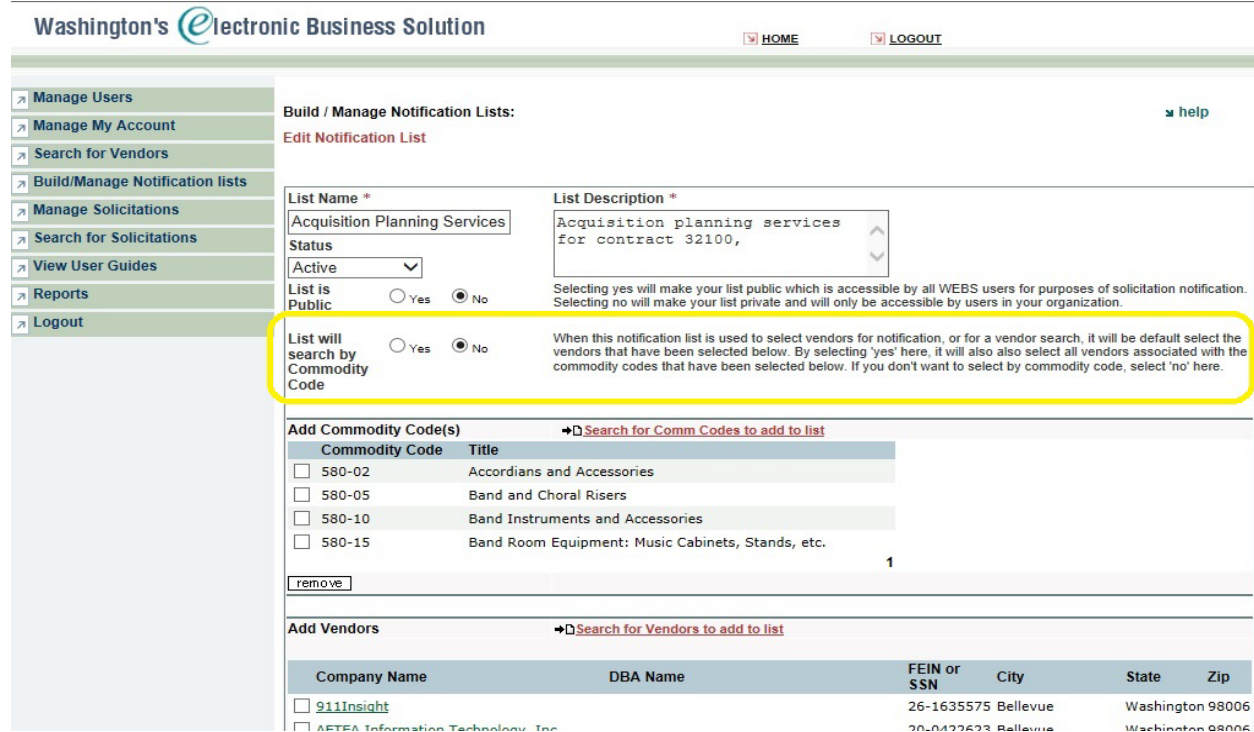
You will find the tools needed to assist you when conducting solicitation posting activities for your organization. Organizations will be able to search for vendors and view vendor information; create solicitation records and post solicitation documents to a solicitation calendar accessible by the vendor 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 only supports Microsoft Internet Explorer

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

Once inside the “Build/Manage Notification Lists” page, each notification list has a new “List will search by Commodity Code” option.



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Build / Manage Notification Lists: [help](#)

[Edit Notification List](#)

List Name * List Description *

Status

List is Public Yes No

List will search by Commodity Code Yes No

Selecting yes will make your list public which is accessible by all WEBS users for purposes of solicitation notification. Selecting no will make your list private and will only be accessible by users in your organization.

When this notification list is used to select vendors for notification, or for a vendor search, it will default select the vendors that have been selected below. By selecting 'yes' here, it will also select all vendors associated with the commodity codes that have been selected below. If you don't want to select by commodity code, select 'no' here.

Add Commodity Code(s) [Search for Comm Codes to add to list](#)

Commodity Code	Title
<input type="checkbox"/> 580-02	Accordians and Accessories
<input type="checkbox"/> 580-05	Band and Choral Risers
<input type="checkbox"/> 580-10	Band Instruments and Accessories
<input type="checkbox"/> 580-15	Band Room Equipment: Music Cabinets, Stands, etc.

[remove](#) 1

Add Vendors [Search for Vendors to add to list](#)

Company Name	DBA Name	FEIN or SSN	City	State	Zip
<input type="checkbox"/> 911Insight		26-1635575	Bellevue	Washington	98006
<input type="checkbox"/> AFTEA Information Technology, Inc		20-0422623	Bellevue	Washington	98006


If the “yes” option is selected when the list is chosen to add vendors to a solicitation, WEBS will add all vendors that are associated with commodity codes that are saved on that list. If the “no” option is

selected when the list is chosen to add vendors to a solicitation, WEBS will only add those specific vendors that are saved on that list.

How does this help me as a customer?

If you normally select vendors by commodity code and there are a number of commodity codes that you regularly choose, you could save time by creating a notification list with all your usual commodity codes. By doing this, you can select the notification list instead of having to select multiple commodity codes.

There is also the option to make your notification list available to other WEBS users.

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List Name * Acquisition Planning Services
List Description * Acquisition planning services for contract 32100,
Status Active
List is Public Yes No
List will search by Commodity Code Yes No

Add Commodity Code(s) [Search for Comm Codes to add to list](#)

Commodity Code	Title
<input type="checkbox"/> 580-02	Accordians and Accessories
<input type="checkbox"/> 580-05	Band and Choral Risers
<input type="checkbox"/> 580-10	Band Instruments and Accessories
<input type="checkbox"/> 580-15	Band Room Equipment: Music Cabinets, Stands, etc.

remove 1

Add Vendors [Search for Vendors to add to list](#)

Company Name	DBA Name	FEIN or SSN	City	State	Zip
<input type="checkbox"/> 911Insight		26-1635575	Bellevue	Washington	98006
<input type="checkbox"/> AETEA Information Technology, Inc.		20-0422623	Bellevue	Washington	98006
<input type="checkbox"/> AgreeYa Solutions, Inc.	AgreeYa	68-0428911	Folsom	California	95630

Lists selected to be "Public" will be available for all WEBS users to view and use. **However, only the creator of the list will be able to make modifications to the list.** Lists not made public will be only accessible by users within your organization.

If you do not want or plan to use this feature, this enhancement will not affect how you currently post your solicitations.

If you have questions, please contact the WEBS Customer Service Line at: (360) 902-7400 or email: webcustomerservice@des.wa.gov.