

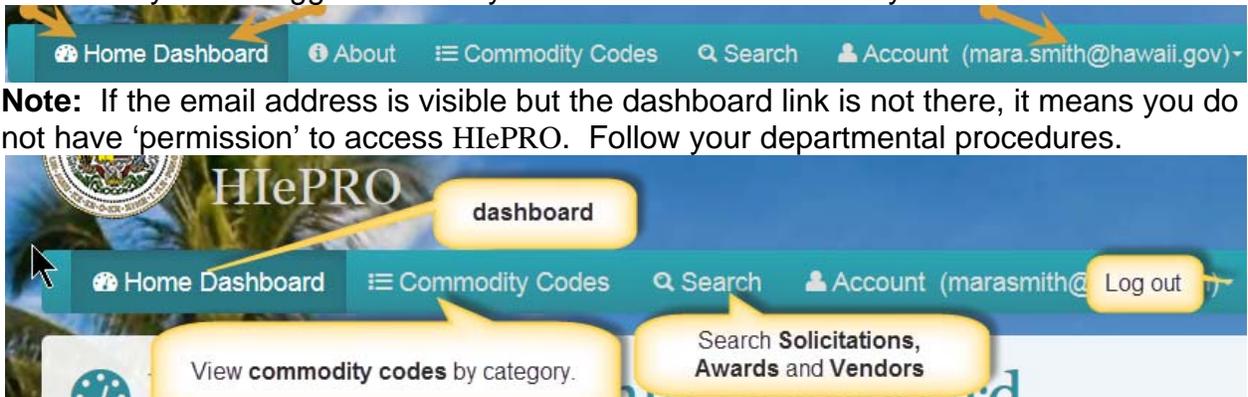
Hawaii State eProcurement HIePRO Quick Reference for Buyers Part 3

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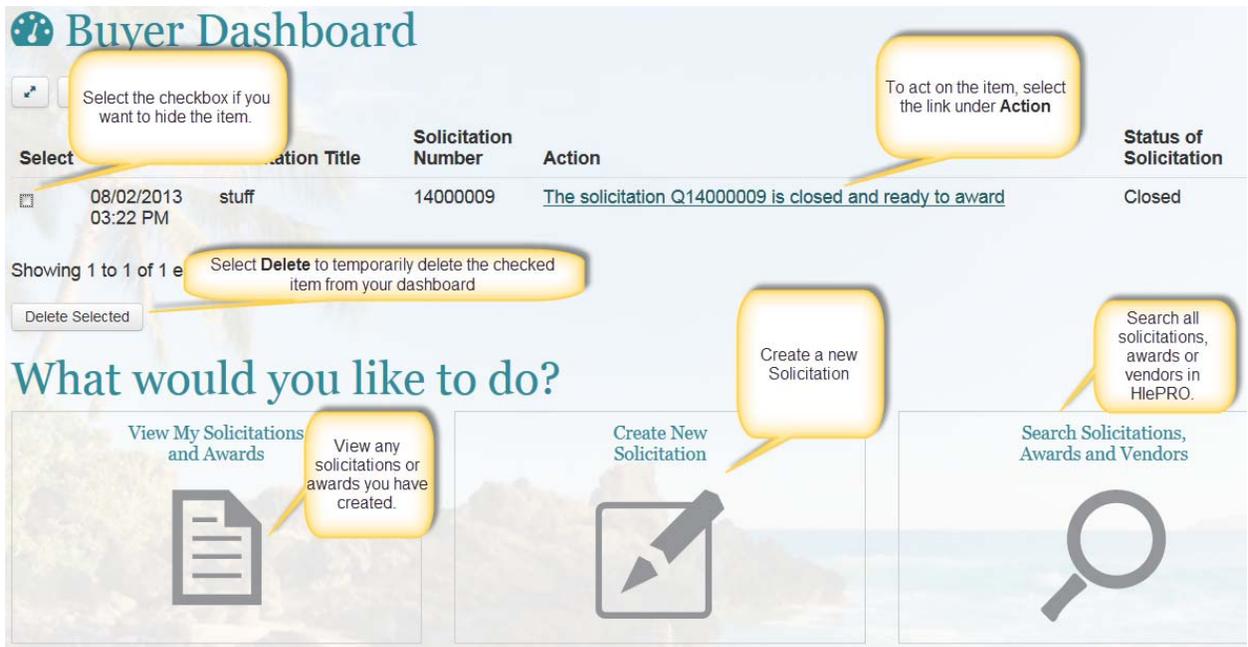
Reminders

You know you are logged in when you see the Dashboard and your email address

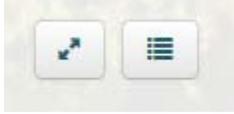


Note: If the email address is visible but the dashboard link is not there, it means you do not have 'permission' to access HIePRO. Follow your departmental procedures.

If you are in a function and need to get back to the **Dashboard** to conduct another function select the Home Dashboard link.



On HiePRO when you search you will often see 2 buttons at the top of the results. These buttons provide options in viewing the results of the search.



The button with the diagonal arrows controls how many records appear on a page. The button with the bullets allows you to control which columns appear. The choices will differ depending on what you are searching.

Remember to log out when you are done using HiePRO. (For Security)

Pre-Offer Conference

- **Pre-Offer Conference Date and location.** If a pre-bid conference will be conducted, this section must be completed. It will appear on the procurement notices site for HiePRO solicitations. Remember to leave a reasonable time between the date of release of the solicitation and the date of the conference.
- If conducting the pre-offer (pre-bid) conference via teleconference, webinar, or other conferencing medium buyers may utilize the pre-offer conference comments field to enter the information and link. In the street address for the location, refer the vendor to the pre-offer comments section.
- Vendors may register for the pre-offer conference by entering the number attending from the vendor company.
- Buyers see the company and number attending. Buyers may edit the number attending. This appears on the **General Information** tab

Pre-Offer Conference

Yes No

Pre-Offer Conference Date

11/12/13 10:00 AM

Pre-Offer Conference Location

If the pre-offer conference is being conducted by webinar or other conferencing medium, indicate so in the street address

Address

conducted online by webinar-See Pre-Offer Comments below

Address 2

City

Honolulu

State

Hawaii

Zip Code

96813

Enter details about the pre-offer conference here.

Pre-Offer Conference Comments

The conference will be conducted by online webinar. To register go to: <http://registerforwebinar5643.com>

Questions about the pre-offer conference? contact the buyer for this solicitation or call 808 555-1111

Buyers can see and edit how many are attending

Pre-Offer Registration Table

Vendor Name	Number of Attendees
Vendor02 Training site	6
Total Number of Attendees	6

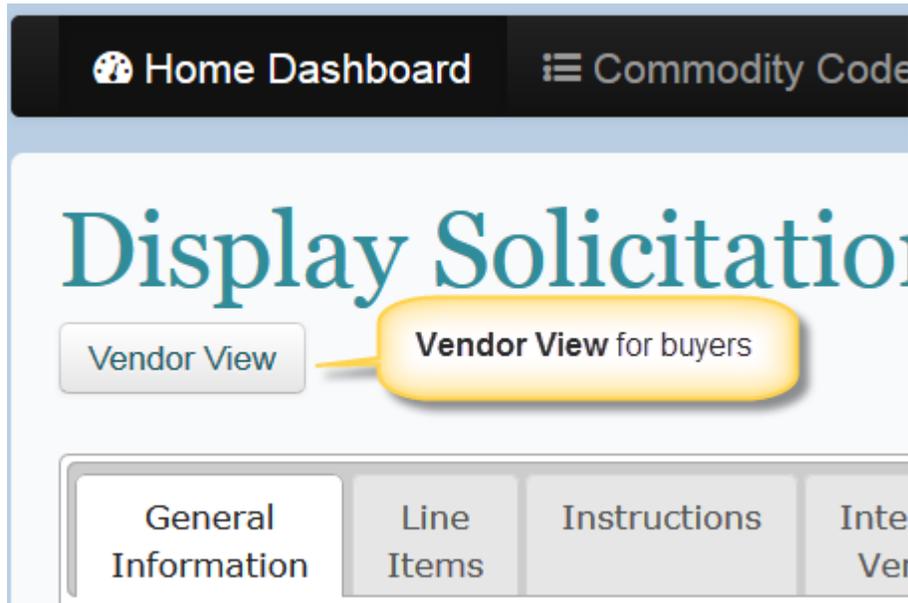
Vendor View

Buyers have a vendor view tab to see what vendors see for the solicitation.

Vendors have a similar view as the buyer with the following exceptions:

- Offers tab shows only the account holders offer.
- Questions and answers shows only the account holders questions until the answers are released. Then it shows all answers (but not who asked the question.)
- **History** tab does not include actions by other vendors.

- There is no **Approval Status** or **Protest** tab



Questions and Answers

Once the solicitation is released, questions may be answered by selecting the questions tab in the solicitation.

- Select the **View My Solicitations and Awards** tile.
- From the **Solicitation** tab select the solicitation number.
- Select the **Questions & Answers** tab.
- A buyer may edit questions asked by vendors (to remove identifying information, correct typos, etc.)
- A buyer may add questions and answers.
- On the answers due date the questions and answers will be published even if all questions are not answered.
- Buyers may publish answers to the unanswered questions as they are answered. Remember to issue an addendum each time answers are published.
- Once the answers due date has passed, a buyer may schedule another round of questions and answers.

Edit and answer questions

General Information	Line Items	Instructions	Interested Vendors	Vendor Notification	Approval Status	Questions Answers
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Questions & Answers

1. Will you accept red jennys too?

Edit

Edit the question

Q&A tab

Answer the question

2. What age range do you want?

Edit

Save All and Publish on Due Date

When you are done answering questions, save all to publish on due date

Add a question and answer it

Add Question

why is there air?

Add a new question

Ask

Once you select **Ask**, you may answer the question

3. **why is there air?**

Edit

Save All and Publish on Due Date

Offers/Abstract

Prior to the submittal date, this tab will show vendors who have responded (but not quotes or bids). After the submittal due date, this tab shows responses and becomes the abstract.

Abstract Table



Prior to Submittal Due date the buyer may see who submitted an offer but not the offer.

Vendor	Price	Date & Time	Award	Details	Attachmer
Vendor02 Training site					

Once the solicitation closes, you may view the abstract by selecting the **Offers** tab.

- From the **Dashboard**, select the link under **Action**. The solicitation will open.
- Select the **Offers** tab.
- Select **Details** to see the details of each offer; and/or
- Select the line item in the line item table to view responses by line item

Abstract Table



After the Submittal Due Date the details are visible and award may be made.

If all is being awarded to a single vendor, select create.

The version (addendum) that was active at the time the vendor responded.

01400

Vendor	Price	Date & Time	Award	Details	Attachments	Make Public	Versi Solic
Vendor02 Training site	\$1023549.44	09/05/2013 7:08 AM	Create	View			00
CellUmuch	\$307200	09/04/2013 7:47 AM	Create	View			00

Showing 1 to 2 of 2 entries

To see offers by line item, select the line item number in the Line item Table

Line Item Table

Line Item Number	Title	Quantity	Unit of Measure	Commodity Code
1	4 drawwr metal file cabinets	1024	EACH	42540

Questions?
hiepro@hawaii.gov or 808-586-0554