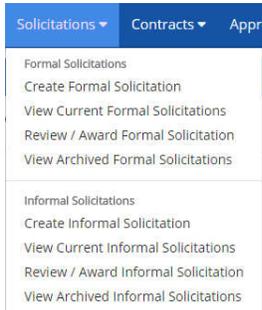


## Informal Solicitation Creation – Quick Reference

1. Enter your “Username” and “Password” assigned to you for the training session (the password field is case sensitive). Click .

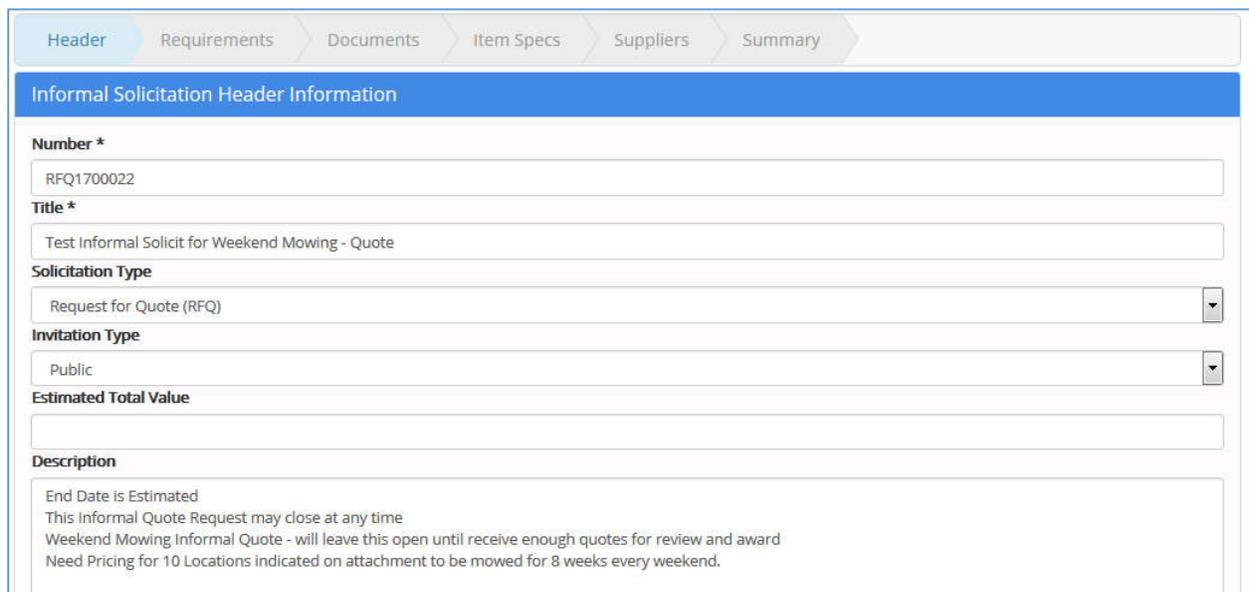
2. Click Solicitations from the Home page. Click the Create Informal Solicitation option from the dropdown listing



3. The Create page will open – Enter the Header Information (see sample below)

- a. Number
- b. Title
- c. Solicitation Type – Request for Quote (RFQ), Request for Information (RFI), or Single Feasible Source (SFS) -this will default to the first 3-4 digits of the Assigned number, followed by the next available number
- d. Estimated Total Value - (this value will not be visible to Vendors – it will be used for Workflow and Reporting) – enter numbers only – no dollar sign
- e. Description
- f. Scroll to bottom of page and enter dates and hit Next Page

Note: If the solicitation will go through the Approval process, the start date and time must be set to allow time for the approval process; otherwise, if the approval process is not completed before the start date and time, a new start date and time, and end date and time will automatically be set 24 hours later.

A screenshot of the 'Informal Solicitation Header Information' form. The form is displayed in a browser window with a navigation bar at the top containing 'Header', 'Requirements', 'Documents', 'Item Specs', 'Suppliers', and 'Summary'. The form fields are as follows: 'Number \*' with the value 'RFQ1700022'; 'Title \*' with the value 'Test Informal Solicit for Weekend Mowing - Quote'; 'Solicitation Type' with a dropdown menu set to 'Request for Quote (RFQ)'; 'Invitation Type' with a dropdown menu set to 'Public'; 'Estimated Total Value' with an empty text box; and 'Description' with a text area containing the text: 'End Date is Estimated', 'This Informal Quote Request may close at any time', 'Weekend Mowing Informal Quote - will leave this open until receive enough quotes for review and award', and 'Need Pricing for 10 Locations indicated on attachment to be mowed for 8 weeks every weekend.'

**Solicitation Duration**

**Start Date and Time (EDT) \***  
08/06/2016 8:00AM

**End Date and Time (EDT) \***  
08/13/2016 11:00AM

[Exit](#) [Next Step](#)

4. On Requirements, hit Next Step

**Requirements : RFQ1700022 - Test Informal Solicit for Weekend Mowing - Quote (Informal)**

Enter one or more fields. Preset fields (if any) applicable to this solicitation type have been automatically added.

[Add New Section](#)

[Exit](#) [Previous Step](#) [Next Step](#)

5. On Documents, Attach Documents with Locations/Details OR if no Details, hit Next Step

**Document Selection : RFQ1700022 - Test Informal Solicit for Weekend Mowing - Quote (Informal)**

You may select the documents from the library by clicking on the "Upload Document from Library" button below. If the document does not exist, a new document can be uploaded by clicking on the "Upload New Document" button.

[Upload Documents from Library](#) [Add new document](#)

There are no documents for this solicitation.

[Exit](#) [Previous Step](#) [Next Step](#)

6. Build/Find A Line Item with commodity code for your Solicitation – this is the item the Supplier/Vendors will bid on. Search Spec Library or Create Line Item using Description/Commodity Code. Once Built – Hit Next Step

Required Response	No.	Quantity	Units	Specification Number	Item Specification Name	Actions
<input type="checkbox"/>	1	1.0	each	1	Lawn Mowing Services	    

[Save](#)

[Exit](#) [Previous Step](#) [Next Step](#)

7. Supplier Search based on your Commodities entered on your line item. Scroll to Bottom, Hit Add All, Accept Message that All Suppliers have been added. Scroll to Bottom, Hit Next Step:



 ✓	Peter Scalamandre Sons, Inc.
 ✓	PSL Industries, Inc.
 ✓	Ry-Lecia Corp.
 ✓	Stasi Brothers Asphalt Corp \$
 ✓	The Brickman Group
 ✓	TRUGREEN LP

[View Audit Detail](#) [Done](#) [Previous Step](#) [Submit](#) [Approval Preview](#)

When establishing a SFS Solicitation in MissouriBUYS, buyers should follow the guidelines below:

1. Create **Informal** Solicitation
2. Select Single Feasible Source from **Solicitation Type**
3. Select the **Invitation Type "Private"**.
4. Change the Solicitation Duration "End Date" to a date beyond the expected award date. If necessary, process an addendum to extend the End Date. Note: An informal solicitation can be awarded prior to the End Date and Time.
5. Make sure the Supplier Invitation List only includes the SFS vendor. All other vendors registered for the commodity code that appear on the Supplier Invitation List should be removed as the SFS should be the only vendor notified of the SFS.