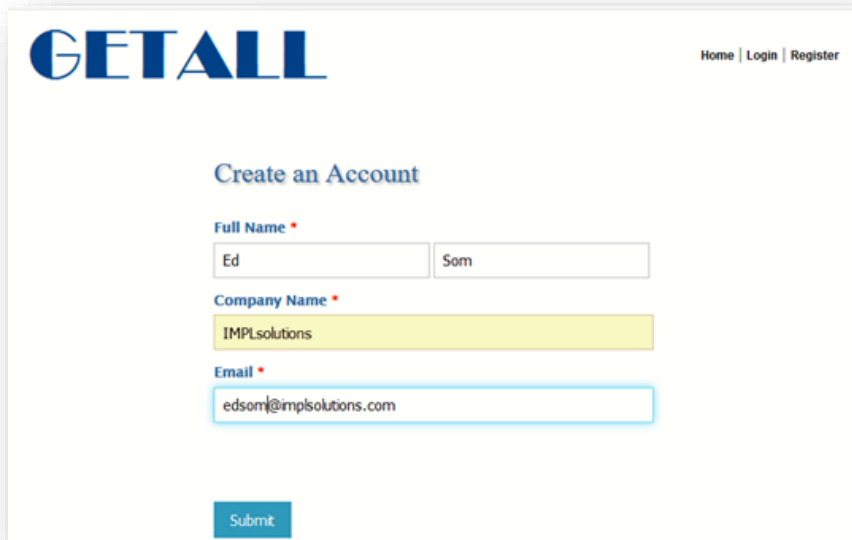


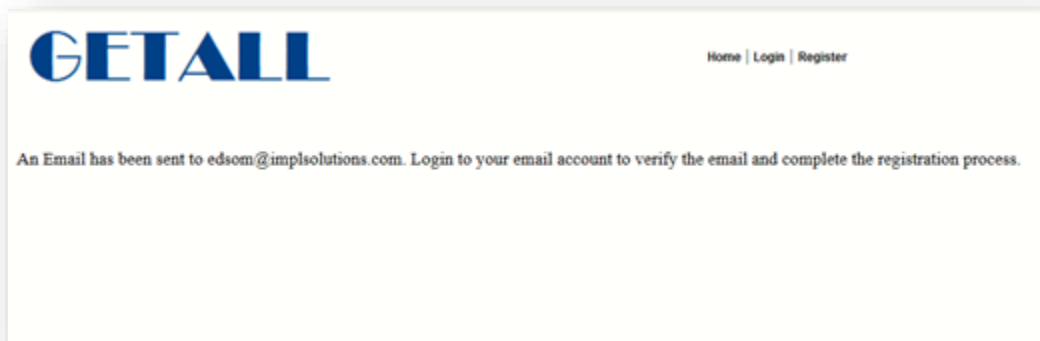
## Supplier Quick Reference Guide:

1. Welcome to GetAll portal supplier Quick Reference Guide.
2. If you never registered in [www.getall.com](http://www.getall.com), you will see the following screen. If you have an existing login and password, please login and move to step 7.

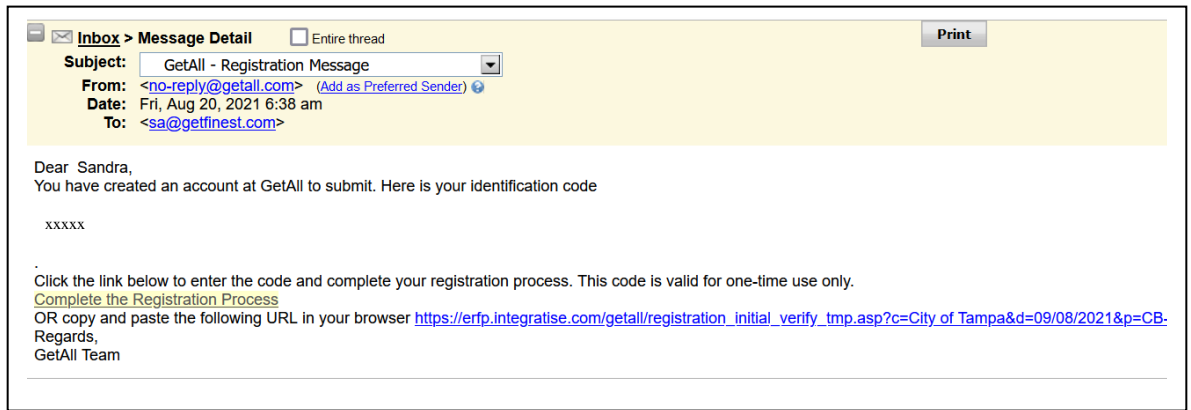


The screenshot shows the 'GETALL' logo in the top left and 'Home | Login | Register' in the top right. The main heading is 'Create an Account'. Below this, there are three input fields: 'Full Name' with two sub-fields containing 'Ed' and 'Som', 'Company Name' containing 'IMPLsolutions', and 'Email' containing 'edsom@implsolutions.com'. A blue 'Submit' button is located at the bottom of the form.

3. You will receive an email from the submission site. Please login to your email.



4. You will receive a numeric code. Copy this code. Click the link “Complete the Registration Process”.



5. Paste the code in the box and submit



6. Create your own password and confirm the password. Use at least 8 characters with upper case letters and numbers.

**Create your Password**

Password \*  
[password field]

Confirm Password \*  
[password field]

User Type \*  
 Private Sector/Business

[Create](#)

7. Now login to the submission web site with your email address as login id and the password you created.

**GETALL** Home | Login | Register

### Login Information

|| Password created. Login below. ||

Email \*  
edsom@impsolutions.com

Password \*  
[password field]

[Submit](#)

8. You will see the solicitation you are responding to:

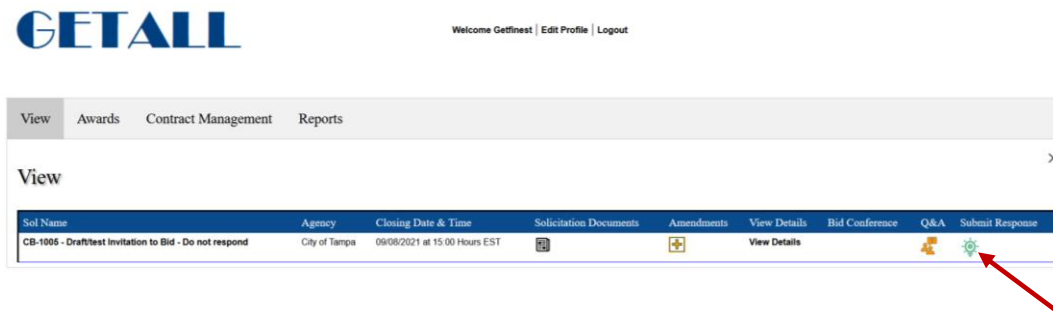
**GETALL** Welcome Gettfeast | Edit Profile | Logout

View Awards Contract Management Reports

View [close]

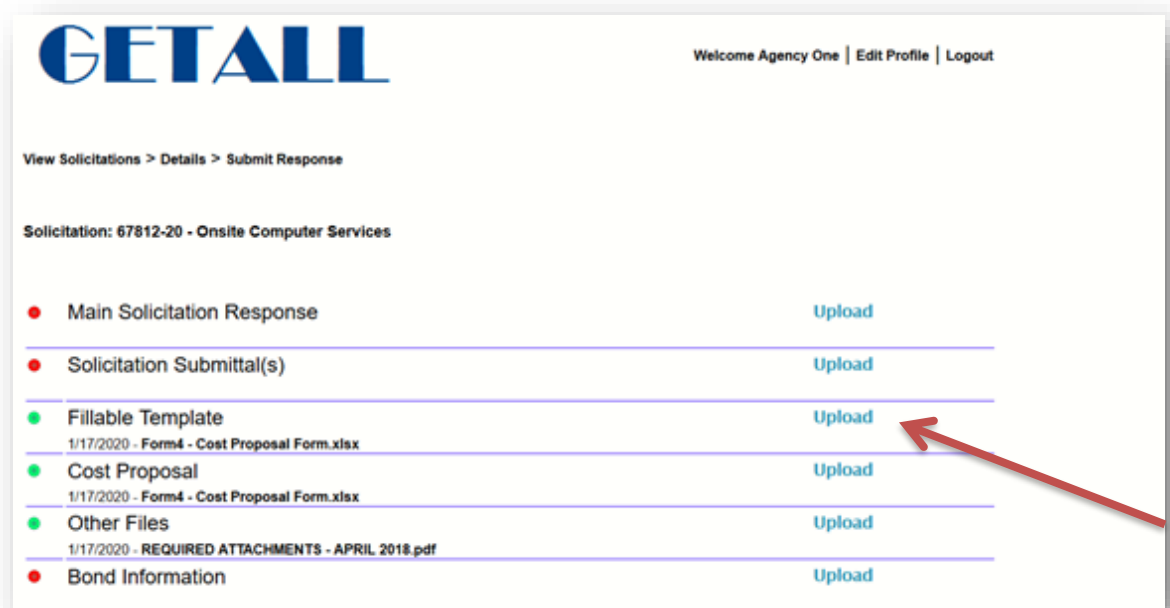
Sol Name	Agency	Closing Date & Time	Solicitation Documents	Amendments	View Details	Bid Conference	Q&A	Submit Response
CB-1005 - Draft/teat Invitation to Bid - Do not respond	City of Tampa	09/08/2021 at 15:00 Hours EST	[document icon]	[plus icon]	<a href="#">View Details</a>	[person icon]	[gear icon]	[submit icon]

9. You can see the solicitation name (sol Name), Agency issuing the Solicitation (Agency), Closing Date and Time, Solicitation Documents, Amendments, Details of Solicitation (View Details), Prebid Conference details if any, Q&A(ask questions to the buyer), and submit your response.



10. When submitting a response, please upload files in the specific categories as requested by the Agency.

The screen below is for RFP's.



The screen below is for Bids (Lot by Lot example)

[View Solicitations](#) > [Details](#) > [Submit Response](#)

Upload all solicitation submittals

Solicitation Submittal(s) [Upload](#)

Solicitation: 00-000-0000 - Electrical Delivery Order (DR) DO NOT RESPOND

Lot Name	# of Line Items	Lot Price Quoted	File Uploaded	Submit/Edit Response	Delete/Withdraw Response
Normal Working Hours	3				
Per Call Trip Charge	2				
Material Cost	2				
Emergency Charges	3				
Sub-Contractors Cost	2				

Submit Solicitation to the Agency? [YES](#) | [NO](#)

11. Browse the file you would like to upload. You can only upload one file at a time. Examples shown in the rest of the document is for RFP's. For Bids is similar.

[View Solicitations](#) > [Details](#) > [Submit Response](#)

Upload all solicitation submittals

Solicitation Submittal(s) [Upload](#)

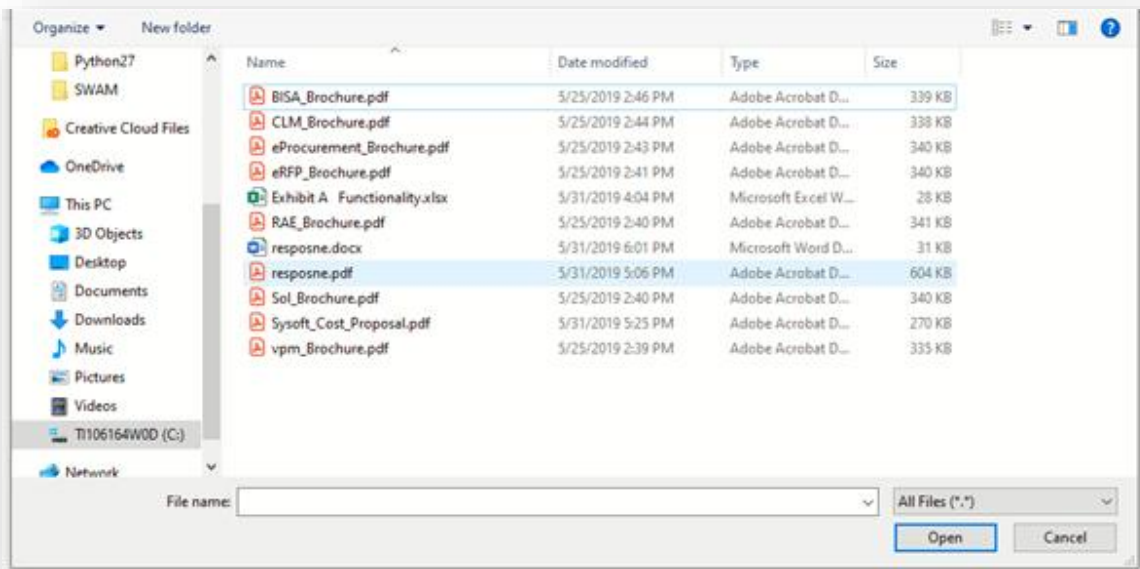
Solicitation: 00-000-0000 - Electrical Delivery Order (DR) DO NOT RESPOND

Lot Name	# of Line Items	Lot Price Quoted	File Uploaded	Submit/Edit Response	Delete/Withdraw Response
Normal Working Hours	3				
Per Call Trip Charge	2				
Material Cost	2				
Emergency Charges	3				
Sub-Contractors Cost	2				

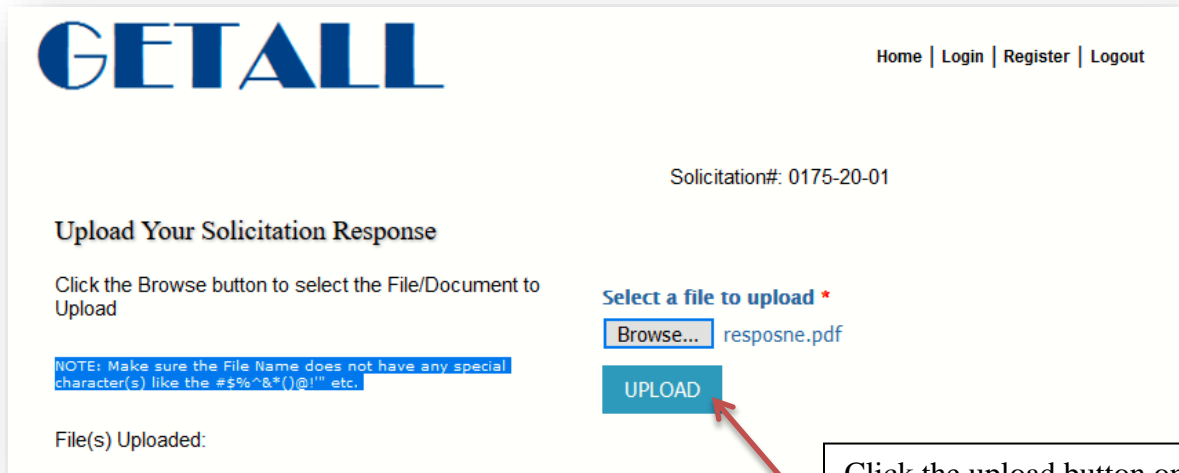
Submit Solicitation to the Agency? [YES](#) | [NO](#)



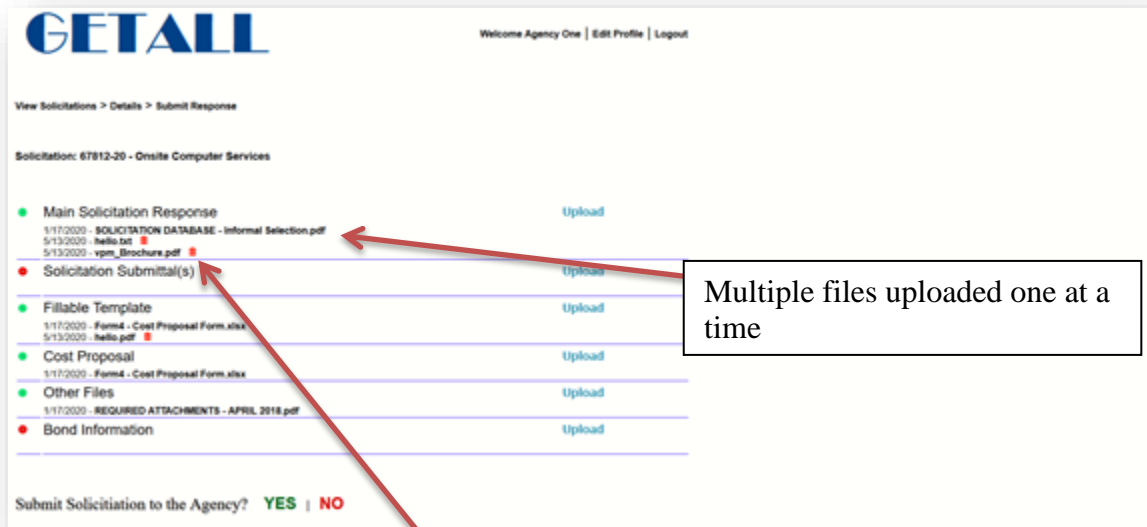
12. **NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & \* ( ) @ ! ' " etc.**



13. Choose your file and upload one at a time. Click upload once and wait for the next screen. Large files may take a while to upload.



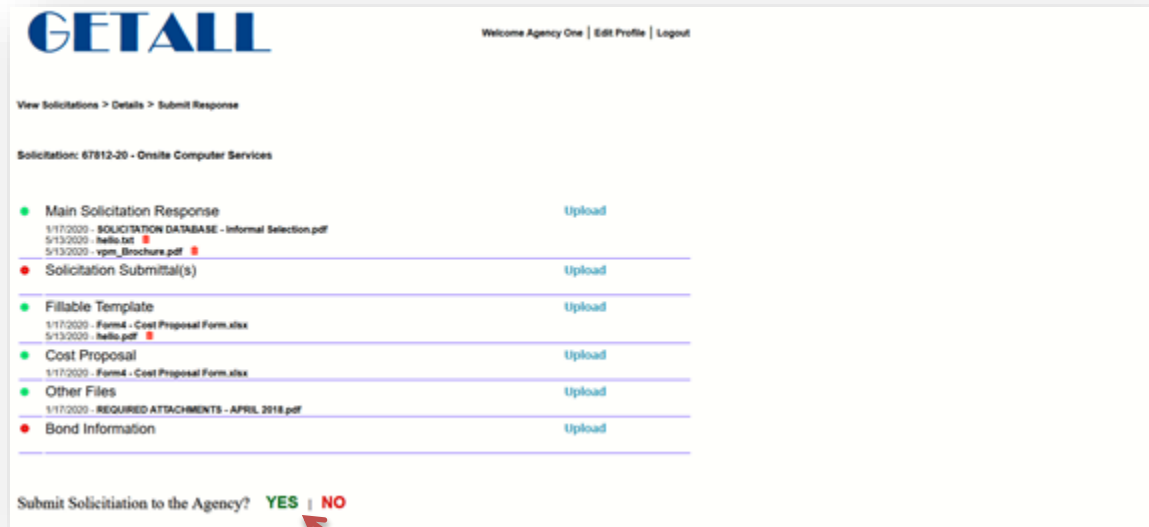
14. This screen confirms that the file has been received by the system. Clicking the **red button or trash next to the file** allows you to delete the file in case you have uploaded an incorrect file.



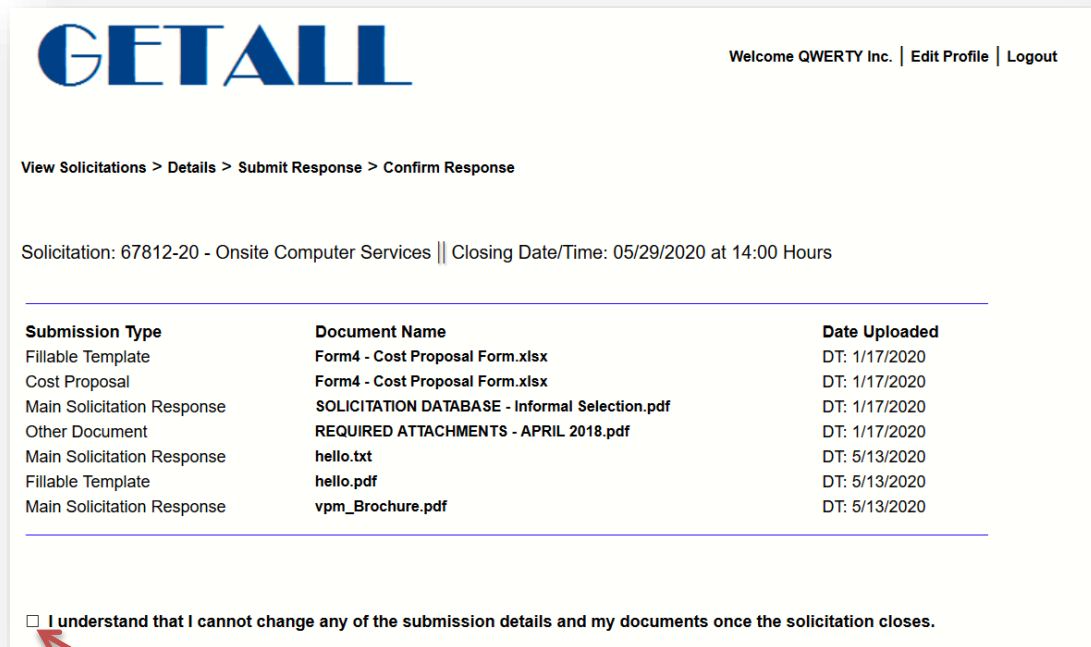
You can delete the file by clicking the red button or trash

15. You can only upload one file at a time. If you upload the same file (same file name) again, it will overwrite the last version. After you upload the second file (if needed), it will show up in the uploaded file list. Do not click YES (Submit Solicitation to the Agency) until you have uploaded all files and you are sure of your files.

16. Now click the YES (Submit Solicitation to the Agency) button to send the files to the Agency.



17. You can view the files uploaded. You need to confirm the submission finally by clicking the check box below that mentions that you cannot change your submission any further.





18. You can then submit the solicitation response.

**GETALL** Welcome QWERTY Inc. | Edit Profile | Logout

View Solicitations > Details > Submit Response > Confirm Response

Solicitation: 67812-20 - Onsite Computer Services || Closing Date/Time: 05/29/2020 at 14:00 Hours

Submission Type	Document Name	Date Uploaded
Fillable Template	Form4 - Cost Proposal Form.xlsx	DT: 1/17/2020
Cost Proposal	Form4 - Cost Proposal Form.xlsx	DT: 1/17/2020
Main Solicitation Response	SOLICITATION DATABASE - Informal Selection.pdf	DT: 1/17/2020
Other Document	REQUIRED ATTACHMENTS - APRIL 2018.pdf	DT: 1/17/2020
Main Solicitation Response	hello.txt	DT: 5/13/2020
Fillable Template	hello.pdf	DT: 5/13/2020
Main Solicitation Response	vpm_Brochure.pdf	DT: 5/13/2020

I understand that I cannot change any of the submission details and my documents once the solicitation closes.

Submit Solicitation

19. You will see the screen that shows that the solicitation response was received. An email will be sent to you as a confirmation receipt.

20. If you like to retract or cancel your submission, please click the icon in Cancel/Retract column as shown below:

**GETALL** Welcome PQR Inc | Edit Profile | Logout

View Awards Contract Management Reports

View

Sol Name	Agency	Closing Date & Time	Solicitation Documents	Amendments	View Details	Bid Conference	Q&A	Submit Response	Cancel/Retract
2022C-04 - Construction Services: Annual NEW (2022) General Contractor Pre-Qualification	Florida State College at Jacksonville	09/30/2021 at 14:00 Hours EST			View Details				
71092921 - IRRIGATION SERVICES	City of Tampa	09/29/2021 at 15:00 Hours EST			View Details				

The system will warn you and on your clicking “Yes” your submission will be retracted.

Welcome DEF Inc | [Edit Profile](#) | [Logout](#)[View Solicitations](#) > [Delete](#)

Solicitation: 00-000-0000 - Electrical Delivery Order (DR) DO NOT RESPOND

**\*\*\* WARNING \*\*\***

This solicitation was confirmed on 6/8/2021 12:02:42 PM MST.

Delete your confirmation? [YES](#) || [NO](#)

You may always re-submit your response till the solicitation closing date and time 09/13/2021 at 14:00 Hours EST

You may resubmit your response till the solicitation closing data and time by clicking submit response. The system will ask you to reconfirm.