



Aloha eBUYS Supplier Bid Solicitation Response Guide

Aloha eBUYS allows Suppliers to view Bid Solicitations and submit electronic responses called Quotes. These actions are accomplished in the Seller role. As such, a user should navigate to the Seller role to complete the activities outlined in this guide.

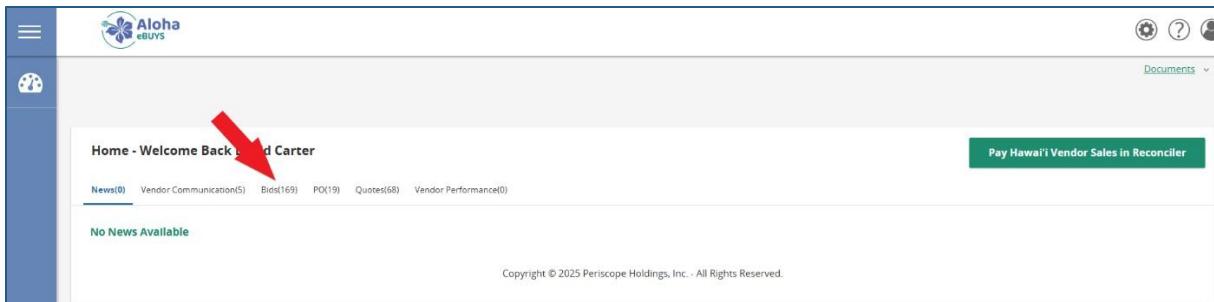
Detailed below are two ways to access Bid Solicitations within Aloha eBUYS. Option 1 shows you how to locate Bid Solicitations using the Bids tab, where you'll find open bid opportunities. Option 2 shows a direct way of locating a specific Bid Solicitation via Advanced Search.

Locate the Bid Solicitation (Option #1)

1. Log into <https://alohaebuys.hawaii.gov/bso/>

- Make sure you are logged in as the Seller by selecting the Seller role from the person icon at the top right corner.

2. Click the "Bids" Tab.



3. Under the Open Bids section locate the Bid Solicitation number.

- The Bid Solicitation number is provided in the email sent by Aloha eBUYS.
- Click on the appropriate Bid Solicitation number under Bid#.

4. Ask a Question (Optional).

- Scroll to the bottom of the screen.
- Click on the Bid Q&A button.
- For each question you have, enter a question subject and your question.

- Select the Save & Exit button.
- Re-access the Bid Q&A to review responses to your questions.

5. Click on the Create Quote button to create your Bid Solicitation response.

6. Click Yes (or No) on the Acknowledge Receipt and View Solicitation screen.

- Clicking Yes opts you into being notified when an amendment is applied to the Bid Solicitation.
- If an amendment occurs, the user who acknowledges receipt of the Bid Solicitation is emailed and needs to login to the system to locate the Bid Amendment, so they can then view the change(s).
- You're directed to the General Tab of the Quote.

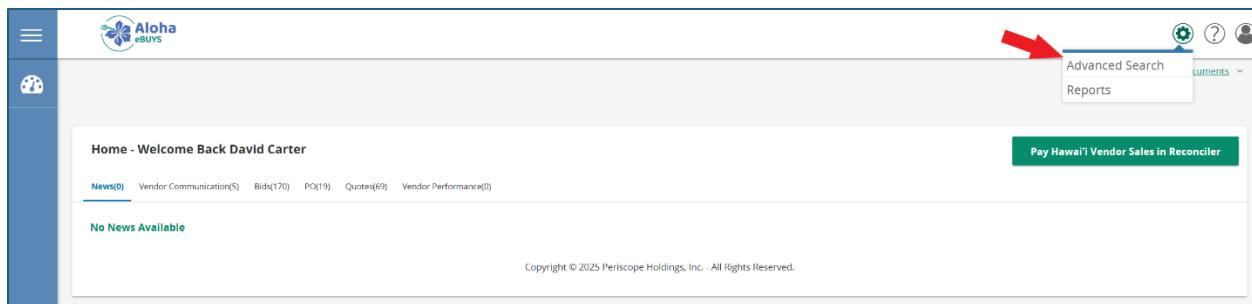
Locate the Bid Solicitation (Option #2)

1. Log to <https://alohaebuys.hawaii.gov/bso/>

- Make sure you are logged in as the Seller by selecting the Seller role from the person icon at the top right corner.

2. Click the Settings icon.

3. Click Advanced Search.



4. Click Bids in the Document Type field.

5. Enter the Bid Solicitation number in the Bid # field.

- The Bid Solicitation number is provided in the email sent by Aloha eBUYS.

6. Click Find it.

7. Click the Bid Solicitation number.

8. Ask a Question (Optional).

- Scroll to the bottom of the screen.
 - Click on the Bid Q&A button.
 - For each question you have, enter a question subject and your question.
 - Select the Save & Exit button.
 - Re-access the Bid Q&A to review responses to your questions.

9. Click Yes on the Acknowledge Receipt and View Solicitation screen.

- Clicking Yes opts you into being notified when an amendment is applied to the Bid Solicitation.
- You're directed to the Bid Solicitation screen.

10. Click Create Quote.

- You're directed to the General Tab of the Quote.
- If you clicked "No" on acknowledge receipt, you will be asked again to respond yes or no before proceeding.

Create the Quote

1. General tab

- Captures header level data.
- Description field (required): Description of Sellers response.
- Delivery Days (optional): Days to deliver items or services.
- Discount Percent (optional): Discount percent for all Items.
- Is "No Bid" (optional): Checkmark to formally respond to bid without actually bidding on items. This selection acknowledges you do not want to participate and will not be eligible for award on any items on the bid. If you elect to do this, skip straight to the summary tab after saving this screen.
- Shipping Terms (optional): Configurable dropdown to allow Sellers to identify their preferred Shipping Terms.
- Freight Terms (optional): Configurable dropdown to allow Sellers to identify their preferred Freight Terms.
- Ship Via Terms (optional): Configurable dropdown to allow Sellers to identify their preferred Ship Via Terms.
- Payment Terms (optional): Configurable dropdown to allow Sellers to identify their preferred Payment Terms.



- Promised Date (optional): Date items will be delivered
- Info Contact (optional): Contact information for questions regarding Quote.
- Comments (optional): Field to enter in notes for Buyer.
- Click Save & Continue
 - Quote will be saved in the system as In-progress.
- The Quote is assigned its own unique Aloha eBUYS document ID number.
 - A red validation error message appears stating the Terms & Conditions need to be acknowledged. Updating this will be covered below on the Terms & Conditions Tab.

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote Q-AGENCY-00000232 - Signature Office Solutions
Responses Due in 0 Days, 18 Hours, 40 Minutes

[General](#) [Items](#) [Questions](#) [Subcontractors](#) [Notes](#) [Terms & Conditions](#) [Attachments](#) [Summary](#) [Back to Bid](#)

Quote #:	Q-AGENCY-00000232			Bid #:	B-24-AGENCY-00000268		
Organization:	Parent Aloha eBUYS			Bid Opening Date:	2025-02-07 23:51:18.0		
Status:	In progress			Description*:	Computer Monitors		
Delivery Days:	0			Discount Percent:	0.0 %		
Is "No Bid":	<input type="checkbox"/>			Alternate Bid:	<input type="checkbox"/>		
Shipping Terms:	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="button" value="▼"/> </div>			Freight Terms:	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="button" value="▼"/> </div>		
Ship Via Terms:	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="button" value="▼"/> </div>			Payment Terms:	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="button" value="▼"/> </div>		
Promised Date: (MM/DD/YYYY)	<input type="text" value="02/07/2025"/>			Date Last Updated:	02/07/2025 05:10:27 AM		
Info Contact:	<div style="border: 1px solid #ccc; height: 40px; margin-bottom: 10px;"></div>			User Last Updated:	David Carter		
Comments:	<div style="border: 1px solid #ccc; height: 40px;"></div>			<input type="button" value="Save & Continue"/>			

2. Items tab

- Captures the Supplier's response (e.g., pricing) for each Item on the Bid Solicitation.
 - Enter the price for each item being bid against in the Unit Cost field.
- Sellers can export all the items by clicking the Export button located at the bottom of the screen, enter their Price for each Item under the Unit Cost column and removing "Y" under the No Bid column. Next save the CSV File to their computer, then upload it by clicking the Upload button, and selecting the file from their computer.

Item Number	Print Sequence	Quote item	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	No Bid	No Charge	See Quote Attachments	Alternate Description
1	1	1.0		Computer Monitors	10.0	EA	0.0	0.0		0.0	Y			
2	2	2.0		Computer Monitors Ext.	10.0	EA	0.0	0.0		0.0	Y			

- For items not being bid against, leave the Unit Cost as \$0.

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- Click Save & Continue.
- Click Notes subtab.

3. Notes subtab

- Allows the Seller to capture internal notes regarding individual Items that may be reviewed by the Seller (or other Sellers in the Supplier's organization) at a later date.
- Agency users cannot see the Seller's notes.
 - Click item number.
- Enter information in the text box.
 - Click Save & Exit.

- Click Questions tab.

4. Questions tab

- Allows the Seller to answer questions asked by the Agency as part of the Bid Solicitation.

- If a question is required, the Seller will see a red validation error at the top of their Quote until the question is answered.

Quote Q-AGENCY-00000233 - Signature Office Solutions

Responses Due in 0 Days, 18 Hours, 24 Minutes

General Items **Questions** Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Question # Required Question

1 No If applicable, what power & connection cables are included with the items?

Response

Both a power cable for the monitor, and a display cable will be included.

[Save & Continue](#)

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- Provide an answer to the Question.
- Click Save & Continue.
- Click Subcontractors tab.

5. Subcontractors tab

- Allows the Seller to select subcontractor(s) associated with their Quote and enter planned participation information (if requested on the Bid Solicitation). A subcontractor must be registered as a Supplier in the system for the prime Vendor to add the subcontractor to the Quote.

Quote Q-AGENCY-00000233 - Signature Office Solutions

Responses Due in 0 Days, 18 Hours, 24 Minutes

General Items Questions **Subcontractors** Notes Terms & Conditions Attachments Summary [Back to Bid](#)

This Bid does not have any Required Subcontractors - if you would like to enter Subcontractors, enter them in the Other Subcontractors section below.

Other Subcontractors

Please click lookup and add vendor button to add subcontractor item.

[Lookup & Add Vendors](#)

Quote Total: \$3,300.00

[Save & Continue](#) [Save & Exit](#)

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- Click Lookup & Add Vendors.
 - Enter the Company's name in the Vendor Name field.
 - Click Find it.
 - Select the Supplier.
 - Click Save & Exit.
- Select Vendor Category Participation Type.
- Enter the Estimated Dollars - The dollar amount to be paid to the subcontractor by the vendor.

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- Click Save & Continue.
- Click Notes tab.

6. Notes tab

Quote Q-AGENCY-00000233 - Signature Office Solutions

Responses Due in 0 Days, 17 Hours, 42 Minutes

General Items Questions Subcontractors **Notes** Terms & Conditions Attachments(1) Summary [Back to Bid](#)

1 The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.

Delete All Note Date User Note

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- Allows the Seller to capture internal notes applicable to all Items listed on the Bid Solicitation.
- Agency users cannot see the Seller's notes. The Supplier may also capture notes regarding each Item on the Items Tab/Notes subtab mentioned above.
- Enter note information in the comment box.
- Click Save & Continue.
- Click Terms & Conditions tab.

7. Terms & Conditions tab

Quote Q-AGENCY-00000233 - Signature Office Solutions

Responses Due in 0 Days, 18 Hours, 17 Minutes

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Vendor Mandatory Instructions (view details)	Vendor Mandatory Instructions	88,345 bytes

Do you accept the terms & conditions of the bid?

Yes Yes with exceptions No

If you do not accept ALL the terms & conditions, please note the exceptions below, or note "See Attachment" below and attach a document on the Attachments Tab.

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- Allows the Seller to respond to the terms and conditions associated with the Bid Solicitation. The Terms & Conditions and all other Bid Attachments are shown on the tab.
- Any attachment shown on the tab may be downloaded by the Seller.
- The Seller has the option to accept or to not accept the Terms & Conditions of the Bid. Until the Vendor takes action on this tab, a red validation error will appear at the top of the Quote.

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- Click Yes.
- Click Save & Continue.
- Click Attachments tab.

8. Attachments tab

Quote Q-AGENCY-00000233 - Signature Office Solutions

Responses Due in 0 Days, 18 Hours, 17 Minutes

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary Back to Bid

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Files 1

1 Click Add File to add file attachments.

No File Attachments

Required Attachments

No required attachments

Save & Continue Add File

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- Allows the Seller to capture any supporting documentation related to their Quote. Examples include proposal documents, product specifications, warranty documents and completed/signed forms required by the Bid Solicitation.
- Click Add File.
- Click Choose File.

Add File

1 Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

1 Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*:

Description:

File*:

Location: V.00000060

Confidential:

Save & Exit Save & Continue Save & Add New Reset Cancel & Exit

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- Select the file.
- Click Open.
- Complete the fields – The Seller may update the name for the attachment and enter a description that displays to the Organization user.
- Click Save & Exit – Repeat previous steps to add additional attachments.

9. Additional features:

- Confidential – Allows the Seller to make their attachment confidential from the public. Documents containing sensitive information, such as tax information, would be deemed

confidential.

- Click the Confidential checkbox for the document.
- Click Save & Continue.
- Delete – Allows the Seller to delete an attachment.
 - Click the Delete checkbox for the document.
 - Click Save & Continue.
- Click Summary tab.

10. Summary tab

- Allows the Seller to review all the information entered on the previous tabs for review prior to submitting the Quote.
- Once the Quote is submitted, the Seller cannot edit the document; however, the Seller may withdraw the Quote (for editing and resubmission) at any time before the Bid Opening Date and Time.
- Click Submit Quote.

Submit Quote  Cancel Quote

- Click Ok in the popup window confirming you want to submit your Quote.
- The screen refreshes, leaving you on the Summary Tab.
- The status changes to Submitted – The Quote is officially submitted ending the process.

Quote Q-AGENCY-00000233 - Signature Office Solutions

Responses Due In 0 Days, 18 Hours, 4 Minutes

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** [Back to Bid](#)

Header Information

Quote #:	Q-AGENCY-00000233	Bid #:	B-24-AGENCY-00000268	Status:	Submitted
Organization:	Parent Aloha eBUYS	Delivery Days:	0	Discount Percent:	0.0
Description:	Computer Monitors	Alternate Bid:	No	Shipping Terms:	
Bid Flag:		Payment Term:	Net 30	Quote Total:	\$3,300.00
Freight Terms:	Freight Allowed	Info Contact:	David Carter		
Ship Via Terms:					
Promised Date					
Comment:					
Date Last Updated:	02/07/2025 05:47:00 AM	User Last Updated:	David Carter		
Vendor accepts the terms & conditions with no exceptions.					
Bid					
Acknowledgements:					



Locate a Previously Submitted Quote

1. Click Quotes tab.
2. Click Submitted tab.
3. A list of all submitted Quotes displays with the associated Bid Solicitation Click Quote number.

Home - Welcome Back David Carter					Pay Hawai'i Vendor Sales in Reconciler
News(0)	Vendor Communication(5)	Bids(171)	PO(19)	Quotes(69)	Vendor Performance(0)
Informal(1)	Working(0)	Submitted(68)	Revision(0)	Withdrawn(0)	
Quote # Q-AGENCY-00000233	Organization Parent Aloha eBUYS	Bid # B-24-AGENCY-00000268	Bid Opening Date 02/07/2025 11:51:18 PM	Date Last Modified 02/07/2025 05:47:00 AM	

- You're directed to the General tab.
- You can review any information on any of the tabs.

Withdraw and Resubmit a Previously Submitted Quote

1. Click Summary tab.

Quote Q-AGENCY-00000233 - Signature Office Solutions

Responses Due in 0 Days, 18 Hours, 1 Minutes

General	Items	Questions	Subcontractors	Notes	Terms & Conditions	Attachments(1)	Summary	Back to Bid
Quote #: Q-AGENCY-00000233 Organization: Parent Aloha eBUYS Status: Submitted Delivery Days: 0 Is "No Bid": <input type="checkbox"/> Shipping Terms: Ship Via Terms: Promised Date: (MM/DD/YYYY) Info Contact: Comments: Date Last Updated: 02/07/2025 05:47:00 AM	Bid #: B-24-AGENCY-00000268 Bid Opening Date: 2025-02-07 23:51:18.0 Description: Computer Monitors Discount Percent: 0.0% Alternate Bid: <input type="checkbox"/> Freight Terms: Payment Terms: Freight Allowed Net 30							

2. Click Withdraw.

- The Withdraw button is located at the bottom of the Summary tab

3. Click Ok.

- A popup window displays asking "Are you sure you want to withdraw this quote?"
- Your screen refreshes, leaving you on the Summary tab.
- The status of your Quote changes to Withdrawn.

Quote Q-AGENCY-00000233 - Signature Office Solutions
Responses Due in 0 Days, 17 Hours, 58 Minutes

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** [Back to Bid](#)

Header Information

Quote #:	Q-AGENCY-00000233	Bid #:	B-24-AGENCY-00000268	Status:	Withdrawn
Organization:	Parent Aloha eBUYS	Delivery Days:	0	Discount Percent:	0.0
Description:	Computer Monitors	Alternate Bid:	No	Shipping Terms:	
Bid Flag:		Payment Term:	Net 30	Quote Total	\$3,300.00
Freight Terms:	Freight Allowed	Info Contact:			
Ship Via Terms:					
Promised Date					
Comment:	Vendor accepts the terms & conditions with no exceptions.				
Date Last Updated:	02/07/2025 05:52:47 AM	User Last Updated:	David Carter		
Bid Acknowledgements:					

4. Click Reopen Quote.

- The Reopen Quote button is located at the bottom of the Summary tab.
- Your screen refreshes, leaving you on the Summary tab.
- The status of your Quote changes to In Progress.

Quote Q-AGENCY-00000233 - Signature Office Solutions
Responses Due in 0 Days, 17 Hours, 58 Minutes

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** [Back to Bid](#)

Header Information

Quote #:	Q-AGENCY-00000233	Bid #:	B-24-AGENCY-00000268	Status:	In progress
Organization:	Parent Aloha eBUYS	Delivery Days:	0	Discount Percent:	0.0
Description:	Computer Monitors	Alternate Bid:	No	Shipping Terms:	
Bid Flag:		Payment Term:	Net 30	Quote Total	\$3,300.00
Freight Terms:	Freight Allowed	Info Contact:			
Ship Via Terms:					
Promised Date					
Comment:	Vendor accepts the terms & conditions with no exceptions.				
Date Last Updated:	02/07/2025 05:53:00 AM	User Last Updated:	David Carter		
Bid Acknowledgements:					

5. Click the appropriate tab(s).

- Go to any of the tabs where a modification or addition needs to be made.
- Once all modifications are made to your Quote, go to the Summary tab to resubmit your Quote.

6. Click Summary tab.

7. Click Submit Quote.

- Click Ok in the popup window confirming you want to submit your Quote.
- The screen refreshes, leaving you on the Summary Tab.
- The status changes to Submitted – The Quote is officially submitted ending the process.