
HOW TO FIND AWARD DOCUMENTS

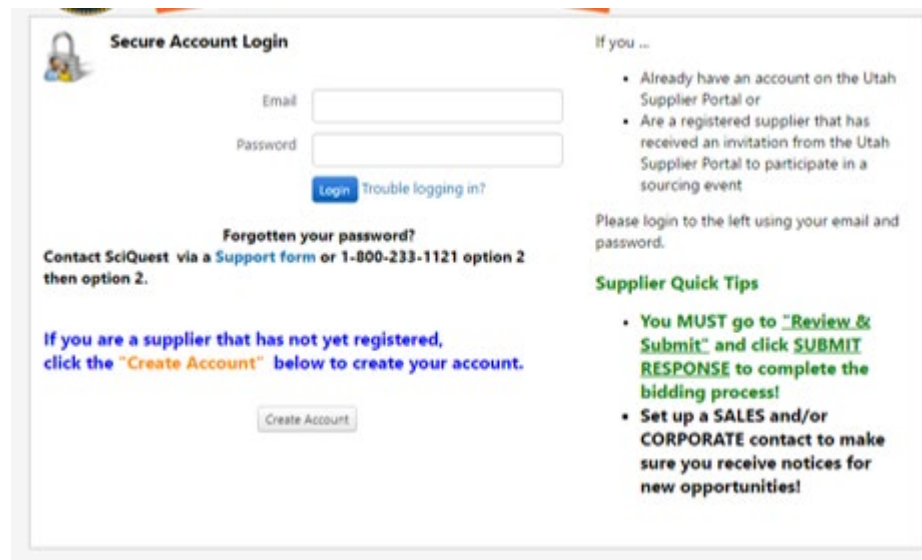
STEP BY STEP INSTRUCTION FOR VENDORS UPDATED 08/30/2019



Utah Division of Purchasing
and General Services

FINDING AWARD DOCUMENTS

- Step 1: Go to the U3P login page to sign into your SciQuest account and sign in.
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>



The screenshot shows the 'Secure Account Login' page. It features a login form with fields for 'Email' and 'Password', a 'Login' button, and a link for 'Trouble logging in?'. Below the form, there is a section for 'Forgotten your password?' with instructions to contact SciQuest via a support form or a phone number. A 'Create Account' button is also present. On the right side, there is a section titled 'If you ...' with a list of conditions for logging in, followed by 'Supplier Quick Tips' which include instructions on how to complete the bidding process and set up a sales or corporate contact.

Secure Account Login

Email

Password

[Login](#) [Trouble logging in?](#)

Forgotten your password?
Contact SciQuest via a [Support form](#) or 1-800-233-1121 option 2 then option 2.

If you are a supplier that has not yet registered, click the ["Create Account"](#) below to create your account.

[Create Account](#)

If you ...

- Already have an account on the Utah Supplier Portal or
- Are a registered supplier that has received an invitation from the Utah Supplier Portal to participate in a sourcing event

Please login to the left using your email and password.

Supplier Quick Tips

- You **MUST** go to **"Review & Submit"** and click **SUBMIT RESPONSE** to complete the bidding process!
- Set up a **SALES** and/or **CORPORATE** contact to make sure you receive notices for new opportunities!



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FINDING AWARD DOCUMENTS

- Step 2: From the home page click on the “Go to Public Opportunities” link.

Welcome to Utah Supplier Management Portal

Customer Contact

Name: Utah Supplier Portal Support
Email: sciquestadmin@utah.gov

Quick Links to Common Tasks

[Manage Registration Profile](#)

Sourcing Events

Show: [Go to Public Opportunities](#)

Showing 1-5 of 10 results

Event Number	Status	Event Title	Dates	Action
CN17071	Open	Lower Beaver River Rock Hauling	Open: 1/18/2017 2:00:00 PM MST Close: 2/1/2017 2:00:00 PM MST	View Event
CN17062	Open	Job Order Contracting (JOC)	Open: 12/21/2016 4:00:00 PM MST Close: 2/6/2017 2:00:00 PM MST	View Event
SLCC2017825	Open	SLCC Elevator Maintenance	Open: 1/11/2017 12:00:00 AM MST Close: 2/9/2017 1:00:00 AM MST	View Event
CN17064	Open	Limestone Quarry Project	Open: 12/9/2016 2:00:00 PM MST Close: 2/21/2017 2:00:00 PM MST	View Event
UDOT 2017 Standards	Open	UDOT 2017 Standard Specification Book and Drawing / Changes	Release: 1/9/2017 5:00:00 PM MST Open: 1/9/2017 5:30:00 PM MST Close: 3/31/2017 5:00:00 PM MST	View Event

Events	Released	Open	Closed	Awarded	All
My Events	0	10	11	22	43
Public Events	0	100	211	365	676

[View All Events](#)



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- Step 3: Select the “All” tab at the top of the screen
- Step 4: Type in your event number, title, or description and then search for the event
- Step 5: Once the documents have been posted by the procurement unit they will be located under the Award Documents section below.

Business Opportunities

[Back to StateOfUtah Vendor Portal](#)

[Open for Bid](#) [Upcoming](#) [Closed](#) [Awarded](#) **All**

RH17019

Event Status

Open Released Closed Canceled Awarded

Sort by

Status

Awarded

Details

Gravimetric Analysis
DEQ - Department of Environmental Quality - Division of Air Quality - DAQ

Open	11/10/2016 12:00 PM MST	Type	IFB
Close	11/18/2016 2:00 PM MST	Number	RH17019
		Contact	Chad [redacted]@utah.gov
		Details	View PDF
		Award Documents	RH170019 Bid Results.xlsx

