




CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT

PHLContracts Seller Checklist for Software Program

***** Reminder: Click "Save & Continue" on every tab *****

Looking for a quote you started but have not yet submitted?
Click on the *Quotes* tab to the right of the *News* and *Vendor Communication* tabs.
Click on the *Working* link to continue with your quote.

***** Seller Role *****

Make sure you are in the Seller role, not the Seller Admin role. Click on the user icon  on the top right of the screen. If Seller-Admin appears, click on the down triangle ▼ then select Seller. The screen will refresh with the Seller role.

General Tab

- Step 1: Save & Continue

Red validation messages will appear at the top of the screen. After reviewing and completing every tab, the warning messages will disappear and you will be able to submit your quote.

- Step 2: Select **Yes** if your business is certified as a Local Business Entity (LBE), otherwise select **No**, then click "Save & Continue"

The LBE Program does not apply to the Software Program but this question must be answered in order to proceed with your quote.

Items Tab

- Step 3: Enter the Unit Cost and Discount (optional) for each item listed in the bid

Step 4: Use Alternate Description field for additional information or include in a separate attachment uploaded in the Attachments tab

Questions Tab

- Step 5: Answer all mandatory questions

Terms & Conditions Tab

- Step 6: Download and Save all attachments listed
- Step 7: Accept the terms and conditions of the bid
- Step 8: Complete any Attachments required to be submitted with your quote

Attachments Tab

- Step 9: Attach any documents related to your quote

Summary Tab

- Step 10: Review your quote
- Step 11: Address any **Red** validation warnings

Step 12: Submit your quote