

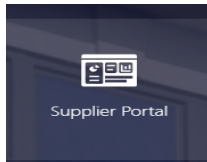


CITY OF CHATTANOOGA PURCHASING DEPARTMENT
FINDING A OPEN SOLICITATION QUICKSTART GUIDE

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suppliersupport@chattanooga.gov

- After logging into the Portal
- Click on the Supplier Portal Icon



- The system will take you to the Supplier Dashboard.
- In the Task Menu on the left look for **Solicitations**
 - [View Active Solicitations](#)
- Click on View Active Solicitations.
- When the new page loads, look for **** Invitation Received**
- Change the "Yes " in the box to "No" and click on the Search Button.
- The system will take you to the list of open solicitations
- Click on the blue number with the hyperlink for the solicitation you are interested in.
- When the cover page loads, you can review the document electronically.
- To download the documents , click on the "Actions" button in the top left of the screen
- When the drop down shows, click on "View"
- You will see PDF (the complete solicitation)-click to download
- Click on "Attachment"s to download affidavits, specifications, amendments, etc.

Questions! Need Support! Please reach out to suppliersupport@chattanooga.gov

