PERISCOPE
DOWNLOADING ISSUED
SOLICITATION PACKETS

Customer Support: 1-800-990-9339 or
s2g-support@periscopeholdings.com

July 2021

Go to www.sccprc.org/eRFP, select **Register**, and then click **sign in** on the top right corner to enter your login credentials.

TO DOWNLOAD A PACKET FROM YOUR HOMEPAGE:

1. Search and find the solicitation relevant to the goods/ services you provide or is of interest to you**.

   **See training guide, *Searching for Issued Solicitations* for assistance.

2. Click on the solicitation.

3. You will be redirected to a new page with the solicitation's title, summary, sourcing or organization information, start date, and end date.

4. A new page will appear and in it, you'll see two buttons with the option to (1) **download bid packet** or (2) **add to my bids*****.

   ***Click **add to my bids** to easily revisit the solicitation at a later date on Periscope's homepage under the **your saved bids** tab.

5. Select **download bid packet** .

6. A PDF that includes all documents, line items, and solicitation details will be downloaded onto your computer for you to open at your convenience.

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TO DOWNLOAD A PACKET FROM AN EMAIL NOTIFICATION:

1. Click on the link in your newly received email from Periscope.

2. You will be redirected to the solicitation's details page.

3. Repeat your account version's steps 4-6 in how "to download a packet starting from your homepage."

TO DOWNLOAD A PACKET FROM THE PROCUREMENT DEPARTMENT WEBSITE'S 'CURRENT SOLICITATIONS'**** WEB PAGE:

****Go to this URL: https://www.sccgov.org/sites/proc/DoingBusinesswiththeCounty/Pages/current-solicitations.aspx.

1. Locate the dropdown menu button that says, "**classifications**" and click on it.

2. Use the vertical scrolling bar to find and select the NIGP, UNSPSC, CSI, or NAICS classification codes that relate to the goods/ services you provide or of interest to you.

3. Automatically, upon your personalized selection of classifications, a list of current solicitations will populate to the right of the dropdown **classifications** menu.

4. Click on a solicitation that fits your preferences.

5. You will be redirected to a new page with the solicitation's title, summary, sourcing organization, start date, and end date.

6. There, you'll see two buttons with the option to (1) **download bid packet** or (2) **add to my bids*******.

   *****Click **add to my bids** to easily revisit the solicitation at a later date on Periscope's **bid opportunities** page under the **my bids** tab.