



PERISCOPE SEARCHING FOR ISSUED SOLICITATIONS

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

July 2021

Go to www.sccprc.org/eRFP, select **Register**. Then click **sign in** on the top right corner of the page. Enter your login credentials.

TO CONDUCT A GENERAL SEARCH FROM YOUR HOMEPAGE:

1. Navigate to the **new for you**, **your saved bids**, or **all bids** tabs located on the homepage.
2. To see solicitations based on NIGP classification codes that are connected to your account, select the **new for you**** tab.
****Note**, to manage your NIGP classification codes, navigate to the right-hand corner of the page and hover and click on the person icon. Then, select **bid profile** in the drop-down pick list that appears. You will be redirected to a web page where you can customize your **NIGP codes**, **keywords**, and **notifications**.
3. To expand your search, navigate to the **filter** section on the left-hand side.
4. Then, click the downward arrow on one of the drop-down pick lists (**keywords**, **states/ provinces**, or the **bid end date**), type in the relevant word(s), and press enter.
5. When you are done populating the appropriate word(s), click the **search** button at the bottom of the **filter** menu and your results will populate to the right.

TO VIEW A SOLICITATION USING A PERISCOPE 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. Proceed by clicking **download bid packet** or **add to my bids*****.
*****If you click add to my bids**, you can revisit the solicitation at a later date on Periscope's **bid opportunities** page under the **your saved bids** tab.