This document provides information, descriptions of individual pages and functionality within each of the sub-tabs (Solicitations, My Watch List, Surplus Auctions, Purchase History, and Bulletin Board) for the “Business Opportunities” Tab.

For additional information you can use the “View Frequently Asked Questions” link (sample screen shots provided), the “Help” link at the top of each page or contact the Help Desk.

At this time construction solicitations managed by the Department of Transportation and Public Facilities will not be published in VSS.

**Solicitations** – This page displays all solicitations with a status of awarded, closed, opened, reopened, or cancelled. Select the “Summary” button for additional information.

Use the advanced search functionality or select a button specific to a predetermined search criteria. The definition of “Soon” and “Recent” is within 30 days.

**FAQ page**

**Help Center**
**Solicitations View** – the following pages display information pertaining to the solicitation. The display of information is the same for all types of solicitations.
Solicitations Response – the following pages display the steps for responding to the solicitation. The steps for responding to a solicitation are the same for all types of solicitations.
**Solicitations Response – continued**

**My Responses** – to view your responses go to the “Solicitation Responses” tab. The instructions for this area are in the “Solicitation Responses (Amend or Withdraw a Response)” document.
My Watchlist – This page displays solicitations you have added to your watch list.

Surplus Auctions

Purchase History

Bulletin Board

The “Bulletin Board” allows vendors to communicate with each other and provides search functionality similar to previous pages.