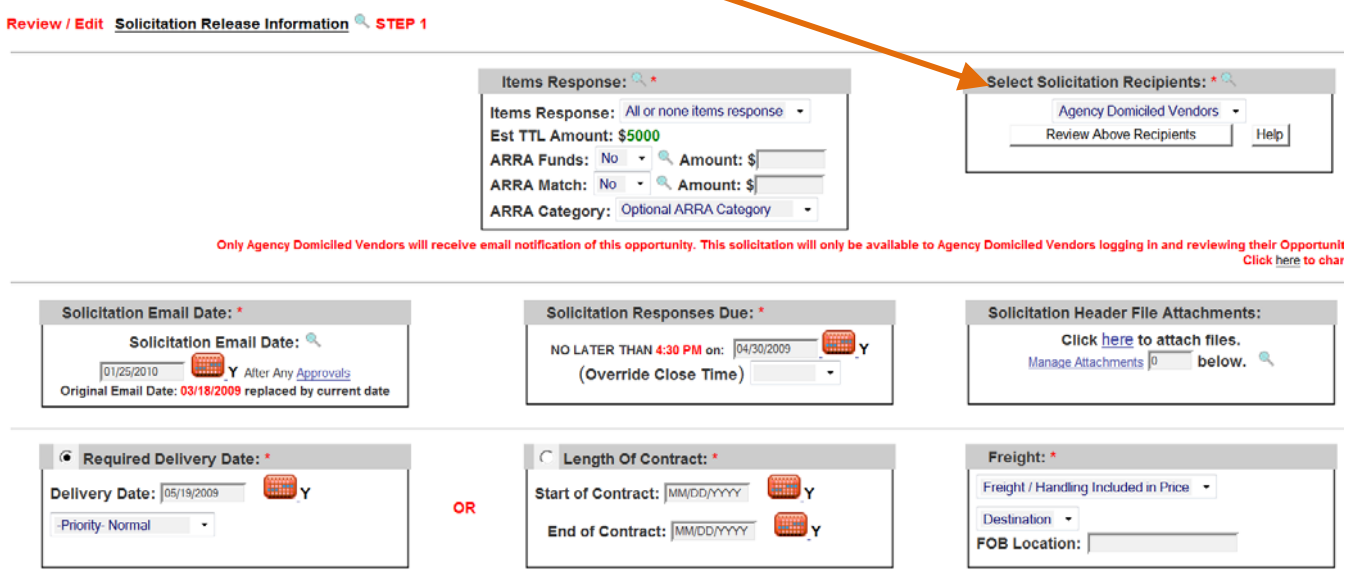
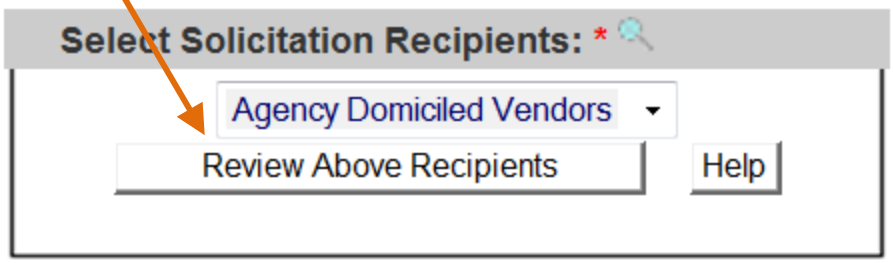
HePS
How Do I…
Add Vendors in HePS to My Solicitation Notification List?

In the last phase of creating a solicitation, the buyer may check who will be receiving a solicitation and add vendors who are in HePS but are not in the commodity code selected.

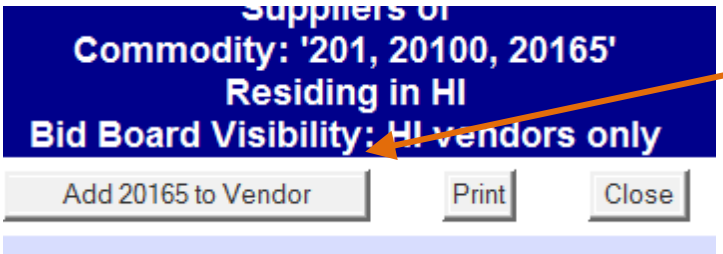
This is located in mandatory solicitation sections, **Step 1 Solicitation Release Information.** It is in the **Select Solicitation Recipient** box.



1. Select the **Review Above Recipients** button to view the vendors to whom the solicitation will be sent.



2. A new page will appear, listing all the vendors who will be sent an email notice of the solicitation. At the top of the click the **Add** *(commodity code number)* **to Vendor** button.



3. A new search page will appear. Enter the name of the company in the value box and click the **Find Vendor** button.

4. A list of vendors meeting your search criteria will appear. Find the vendor you wish to include and click the check box to the left of the vendor name. This will add the commodity code to the vendor profile and the vendor will be sent the notice of the solicitation.

Note: When **Agency Domiciled Vendors** (Hawaii Only), is selected in the **Select Recipients** box, vendors with non-Hawaii addresses will not receive the solicitation even if you have selected them here. If you want a non-Hawaii vendor to receive or be able to see the solicitation, you must select **All Registered Vendors** in the **Select Solicitation Recipients** box.

The choice of *Agency Domiciled* or *All Registered* vendors is only available in the small purchase request for quotes (RFQ) function. It is not available in the IFB or RFP functions.

Questions? Contact us:

Mara Smith 587-4704 mara.smith@hawaii.gov
Wendy Orita 586-0563 wendy.m.orita@hawaii.gov
Bonnie Kahakui 587-4702 bonnie.a.kahakui@hawaii.gov