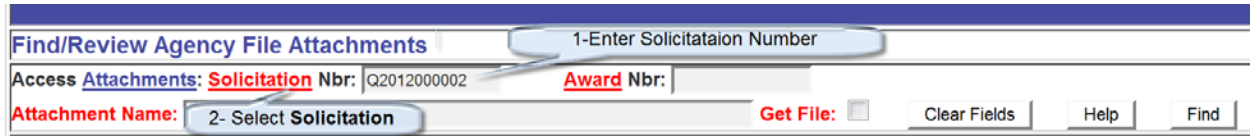
How Do I
Find Solicitation or Vendor Attachments after Award?

Once a solicitation is awarded, "snapshots" or "static" copies of the documents are available for viewing to ensure a proper record is kept. Links may therefore not be live. You can access all attachments from **Search System**.

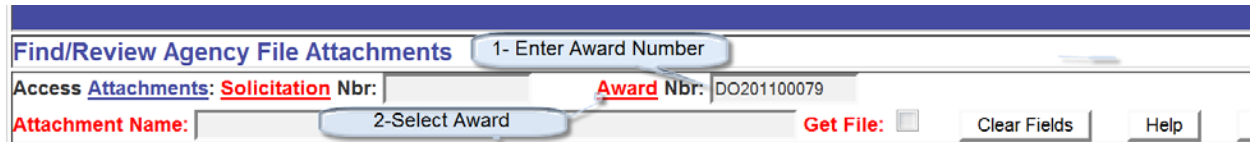
Accessing Solicitation or Award Attachments

Log in. From the icons, select **Search System**, click anywhere in the pop-up. Scroll to **Find/Review Agency File Attachments.**

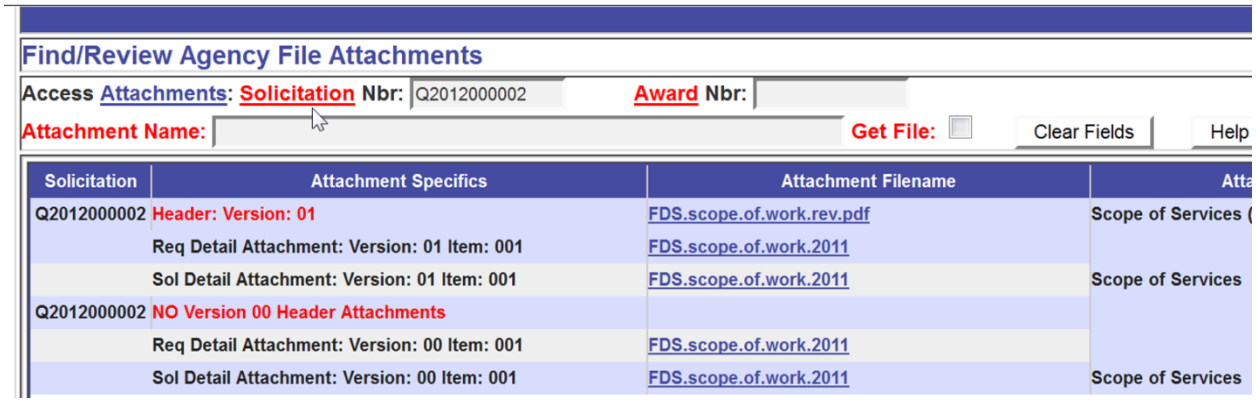
For solicitation attachments, enter the solicitation number in the **Solicitation Nbr** text box and select **Solicitation**.



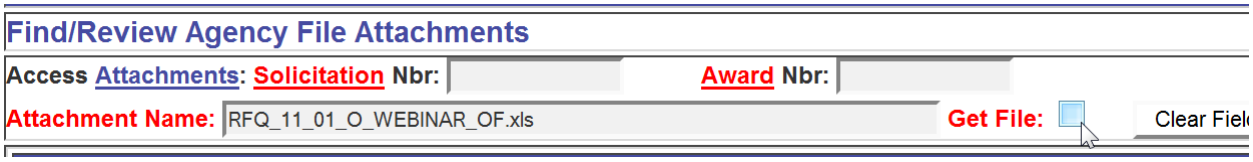
For award attachments enter the award number in **Award Nbr** text box and select **Award**.



Note: Links to all addenda/amendment attachments are accessible.



To search by the file name:
Enter the file name in the **Attachment name** textbox and select the **Get File** checkbox**.**



Use the above procedures to access any State of Hawaii HePS account solicitation or award attachments.

To search for all the attachments you have uploaded in HePS:
Select the **Attachments** Link.

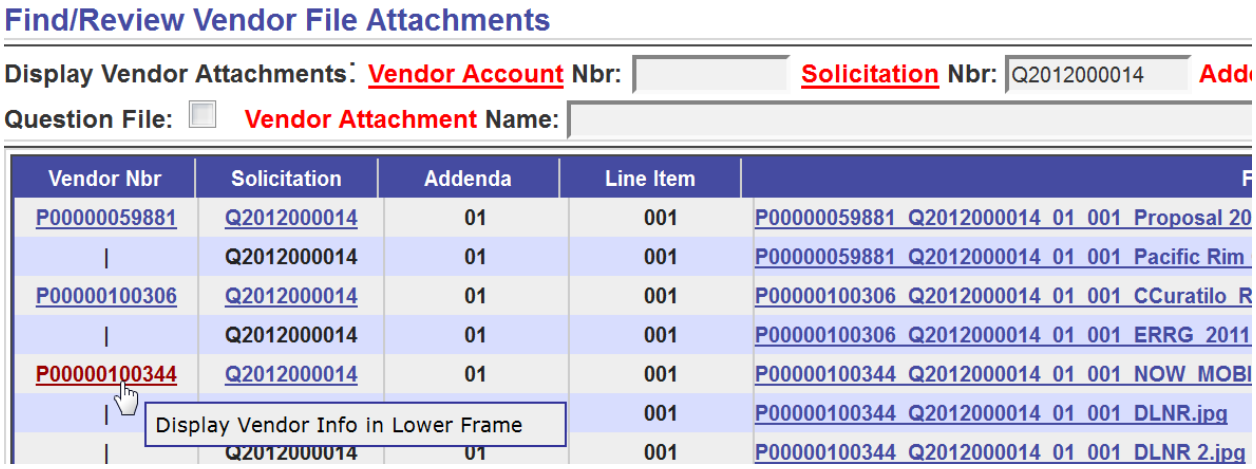
Accessing Vendor Attachments

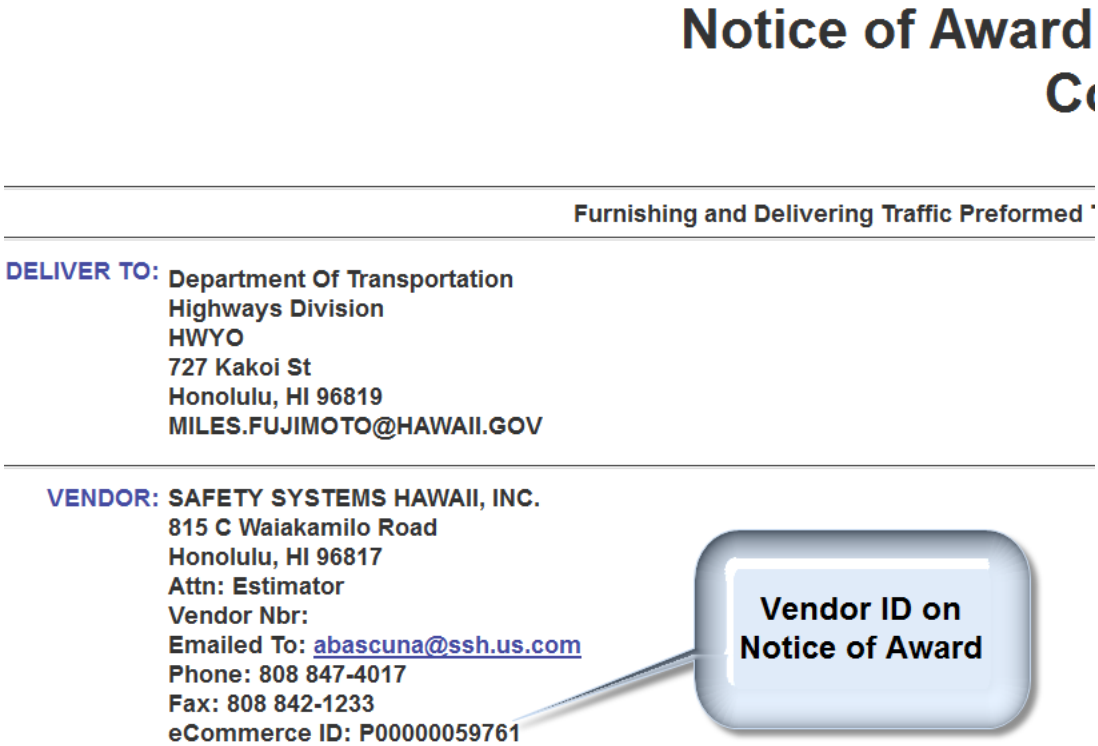
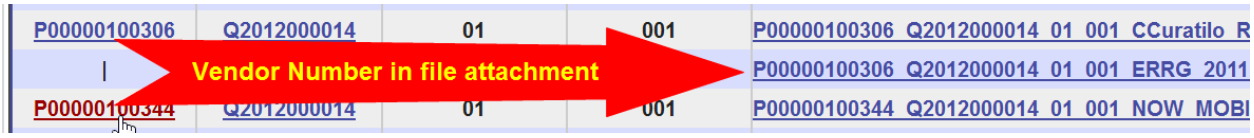
Log in. From the **icons,** select **Search System,** click anywhere in the pop-up. Scroll to **Find/Review Vendor File Attachments.** Similar to searching for solicitation and award attachments, you may search for vendor attachments.

For all vendor response attachments for a solicitation, enter the solicitation number in the **Solicitation Nbr** text box and select **Solicitation**.

Note: All vendor attachments are accessible for all addenda and all line items.

In the listing of attachments, the vendor number is a link (left column). Select the vendor number for information about the vendor including the vendor name.



To search by the file name, enter the file name in the **Vendor Attachment Name** textbox and select the **Get File** checkbox**.**

Vendors account number. The vendor account number is the account number assigned by SicommNet. It will begin with the letter **P**. You can find the vendor account number in several places including the vendor search, the abstract, vendor response tracking and the file attachment name.