How to Submit an Application in the eProcurement System
When you are ready to submit, start by saving your draft one last time. Then click Continue.
If you are missing information, you will be given an error message on the top of the page.
Usually the error messages direct to something left undone in the application. In the last example, the error message indicated that the lines (found under the lines tab) had not been filled out.
In this example, the error is about an unanswered question in the application (or Requirements section). The Quote Value refers to your (in this case, missing) answer.
Once your application is free from errors, you are ready to proceed and submit! At this point, clicking “Continue” should put your application into the “Review and Submit” phase.
This is your last chance to review all your data and confirm that it is accurate. Check your attachments and scroll to the bottom of the screen to see all your responses.
At the bottom of the screen you will be asked to provide an electronic signature. Be sure to fill in the signature before checking the box!
Then click “Submit”.
Make sure that you see this submittal confirmation screen. The eProcurement system will not send a confirmation email so it is critical that you see this screen.