



CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT

PHLContracts Seller Checklist for Small Order Purchases

***** Reminder: Click "Save & Continue" on every tab *****

Looking for a quote you started but have not yet submitted?
Click on the *Quotes* tab to the right of the *News* and *Vendor Communication* tabs.
Click on the *Working* link to continue with your quote.

***** Seller Role *****

Make sure you are in the Seller role, not the Seller Admin role. Click on the user icon  on the top right of the screen. If Seller-Admin appears, click on the down triangle ▼ then select Seller. The screen will refresh with the Seller role.

General Tab

- Step 1: Save & Continue

Red validation messages will appear at the top of the screen. After reviewing and completing every tab, the warning messages will disappear and you will be able to submit your quote.

- Step 2: Select **Yes** if your business is a certified as a Local Business Entity (LBE), otherwise select **No**, then click "Save & Continue"

The LBE Program does not apply to Small Order Purchases but this question must be answered in order to proceed with your quote.

Items Tab

- Step 3: Enter the Unit Cost for each item listed in the bid

Questions Tab

- Step 4: Answer all mandatory questions

Terms & Conditions Tab

- Step 5: Download and Save all attachments listed
- Step 6: Accept the terms and conditions of the bid
- Step 7: Complete any Attachments required to be submitted with your quote

Attachments Tab

- Step 8: Do you have an executed Consent & Authorization form in your vendor profile?
If not, attach a copy in the Attachments Tab. No quote will be considered without a Consent & Authorization form on file.
- Step 9: Have you attached the **optional** LGBTQ Applicant Opportunity Data Form?
- Step 10: Attach any documents related to your quote

Summary Tab

- Step 11: Review your quote

- Step 12: Address any **Red** validation warnings
- Step 13: Submit your quote