

Washington's Electronic Business Solution

Customer Enhancements debuting on Tuesday, July 31, 2018 at 7:30 a.m.

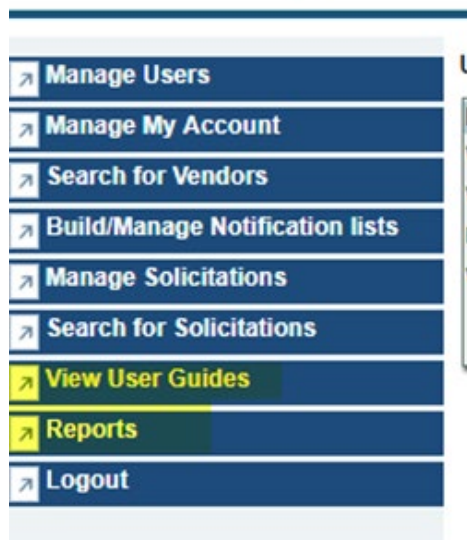
What's happening?

Washington's Electronic Business Solution (WEBS) system will be adding several new functions, going live on July 31 at 7:30 a.m. WEBS will be unavailable for an hour during the new function roll-out. Read more about the enhancements below.

Instructions on Reports

WEBS currently has ten reports. The MWBE Participation Plan report can be used to track your agency's utilization of small and minority vendors. Did you post a solicitation and not capture how many vendors were notified? The Solicitation Download Detail report provides this information. Want to increase your pool of specialized vendors for your solicitation? Use the "Vendor Commodity Code Detail" report to find a list of vendors and their contact information by commodity code.

Reports can be found under the "Reports" tab, along with an instructions document that gives details on each report and how it could be used. This document can also be found when logged into WEBS, under "View User Guides" and "Reports."



Posting Solicitations: "Selective – Master Contract Two Tier" option

Do you post solicitations under a DES Master Contract Two-Tier? If so, this enhancement is for you. There is a new option added to the type of solicitation "Selective – Master Contract Two Tier". When posting a solicitation from a Master Contract Two-Tier, please select "Selective – Master Contract Two Tier" as this will allow Contract Specialists a way to better assist you.

Step 1
You must complete the steps in order: Step 1, Step 2, Step 3 and Step 4 and fill out the fields from left to right for each step. The system will not allow you to complete the steps out of order and will prompt you with an error message.

Customer Reference Number * System Assigned Identifier
123 33678

Solicitation Title * (limited to 75 characters)
123

Description * (limited to 500 characters)
123

Solicitation Type * Open or Selective *
RFP Selective

Selection Criteria * (limited to 1000 characters)
Note: Any and all documents posted to WE disclosure. Please keep this in mind when posting information.

Choose Type
Open
Selective
Selective - Master Contract Two Tier

Searching Commodity Codes Update

When searching for vendors using commodity codes, you no longer have to put the dash between the two sets of numbers. You still have the capability to include the dash. This is now the option to search tying the 5-digit commodity codes together in a single search.

- Manage Users
- Manage My Account
- Search for Vendors
- Build/Manage Notification lists
- Manage Solicitations
- Search for Solicitations
- View User Guides
- Reports
- Logout

Search For Vendor : [help](#)

Identify search criteria using any combination of filters below

Vendor Name	Vendor FEIN (TIN)	
<input type="text"/>	<input type="text"/>	
City	State	Zip
<input type="text"/>	(Select a State) ▼	<input type="text"/>

Search By Commodity Code(s)

Search for commodity codes
Enter in a keyword or keywords for your search criteria. Click "Search Commodity Codes" to execute the search. Click the boxes next to the commodity codes and click "Save" to add them to the vendor search.

Search by Keyword or Code: [Search Commodity Codes](#)

or Search by Category

Search By Downloading Vendors [Search Solicitations](#)

All Diversity Types (OMWBE, Small Business, Veteran-Owned)
OR

Search Function for Vendors Registered

The Vendor Registration process has been updated to reduce the amount of information required in Step 1. This will prevent time loss for vendors who fill out their company information; only to find out they were already registered. By shortening the amount of information necessary in Step 1, vendors will be able to see if they are already registered in the system sooner. The registration process has gone from four steps to five; however, there are no new fields.

Questions?

Please contact WEBS Customer Service at (360) 902-7400 or webcustomerservice@des.wa.gov.