

Supplier Tip



Downloading Solicitation Documents

Want a quicker, more effective way to download all documents associated with the solicitation with one-click?

Log into your eVA supplier account and download all of the solicitation's documents directly from the Sourcing RFx.

1. Click **Manage RFx's** under the Sourcing tab

The screenshot shows the eVA Supplier Portal interface. The top navigation bar has tabs: General Info, Sourcing (which is highlighted in green), Contracts, Catalogs, Orders, Invoicing, Performance, and cXML Management. Below the tabs, there's a 'Supplier Portal' section with a 'My Leads' button. A dropdown menu is open over the 'Manage RFx's' button, showing the option 'Manage early Contract Document'. To the right, there are two sections: 'Announcement' (with the message 'The content is not set') and 'Action Items'.

2. Locate the solicitation you'd like to access and click on the **RFx Name**

The screenshot shows the 'Manage RFx's' search results page. The search bar at the top has 'Keywords' and 'RFx Status' dropdowns, and search buttons. The results table has columns: RFx Progress, Sourcing Project, Lot #, Round #, RFx Name, RFx Status, Opportunity Type, Remaining Time, Begin (UTC+0), End (UTC+0), Response Total, My Rank, Best Bid, and Forum. One record is listed: 'IFB 1234 Roof Replacement' (Status: Open, Opportunity Type: Invitation for Bids (IFB), Remaining Time: 10d 23h 38min 41s, Begin: 7/9/2025 6:39:28 PM, End: 7/25/2025 6:00:00 PM, Response Total: 0.00000 USD, My Rank: n.a., Best Bid: n.a.).

RFx Progress	Sourcing Project	Lot #	Round #	RFx Name	RFx Status	Opportunity Type	Remaining Time	Begin (UTC+0)	End (UTC+0)	Response Total	My Rank	Best Bid	Forum
●○○ In Progress	BPM004644	1	0	IFB 1234 Roof Replacement	Open	Invitation for Bids (IFB)	10d 23h 38min 41s	7/9/2025 6:39:28 PM	7/25/2025 6:00:00 PM	0.00000 USD	n.a.	n.a.	

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3. Click **Download all documents of the RFx** link. This will download a Zip file containing all of the solicitation's documents.

The screenshot shows a web-based application interface for managing RFx proposals. The top navigation bar includes a back arrow, a refresh icon, a star icon, and a search bar with the placeholder 'Search'. The main title is 'IFB 1234 Roof Replacement (BPM004644) - Lot : 1 / Round : 0'. On the left, a sidebar menu lists 'Overview', 'Response Information', 'Discussions', 'Item', 'History', and 'My Team'. The main content area has a header with buttons for 'Save', 'Save & Close', 'Download all contents of this RFx' (which is highlighted with a yellow box and a tooltip explaining it creates a ZIP file with RFx files, Excel answer form for Questionnaire, and Excel answer form for Items), 'Validate & Submit Proposal', and 'Cancel Proposal'. A status message indicates 'Remaining time : 10d 23h 38min 07s' and 'No proposal has been submitted'. Below this is a section titled 'RFx general info' containing fields for 'Business Process Code' (BPM004644), 'Label' (IFB 1234 Roof Replacement), 'Lot#' (1), and '1'.