UNIVERSITY OF ILLINOIS SYSTEM

Completing the Solicitation Information Form

The Solicitation Information Form (SIF) is to be completed for requests of all types for solicitation of services and commodities for UIC, UIS, and Systems Purchasing. UIUC Users should continue to submit a Banner Requisition with a completed [UIUC Solicitation Information Form](#) sent to [urbanapurchasing@uillinois.edu](#).

The purpose of the Solicitation Information (SIF) is to:

- Provide the Purchasing Department with adequate information to formulate an appropriate solicitation method in accordance with the department's needs and requirements, University policy, and best practices.

- Ensure compliance with the Illinois Procurement Code and its rules, and other applicable Procurement laws including the Business Enterprise for Minorities, Females, and Persons with Disabilities (BEP) Act.

Use the following steps to submit a Solicitation Information Form:

1. On the iBuy homepage under the **University Forms** section, click **Solicitation Information Form**.

2. Review the instructions and download the **Solicitation Information Form (SIF)** that is linked in the instructions.

   a. **NOTE:** This will need to be filled out, saved, and attached within the iBuy Solicitation Information Form.

3. Click **Next**.

4. Enter **iBuy Bid Vendo**r or **@01829825** in the **Supplier** field.

5. Click **Search**. The iBuy Bid Vendor address will automatically select.

6. Click **Next**.

7. On the **Attachments** page, click **Add Attachments**.

8. Click **Upload** on the Attachments prompt that appears.

9. Enter the name of your Solicitation Information Form (SIF) file downloaded from the Instructions page in the **Title** field.

10. Click **Choose File** to select your completed Solicitation Information Form (SIF) file.

11. Click **Save Changes** then click **Save Changes** a second time and the popup box will close.

12. You may attach more than one document by repeating the steps 8 to 12. You will be prompted for Display Order of the attachments. If this does not matter to you, leave at the default setting of Last.

13. Once the document(s) are attached, you have the option to **Edit** the document or **Delete** the document on the **Attachments** page.

a. **NOTE:** Attachments will also live on the requisition within the **Internal Notes and Attachments** section where they can be edited and removed.

14. Click **Next**.

15. Enter a brief description of the services or supplies to be solicited.

16. For the **Estimated Dollar Amount**, set the Unit Price to **$.01** to start the SIF process.

    a. **NOTE:** After IFB/RFP is awarded and posted on the Procurement Bulletin, the requisition will be returned to the department for you to update the vendor information and dollar amount.

17. Click **Next**.

18. The **Review and Submit** requisition screen will appear. There is no action required. Click **Add and go to Cart**.

19. Enter **Commodity Code** or click the search button if you do not know the commodity code, to search by a portion of the code or description. This field is not currently required.

20. Click **Proceed to Checkout**.

21. Click **Place Order** to submit the requisition.

Editing the Requisition Before Submitting the Order

1. On the left navigation column of iBuy, click **Shop**, then click **My Carts and Orders**, then click **Open Active Shopping Cart**.

2. Click the section of the form you need to edit.

    a. **NOTE:** Much of what would be editable is within the **Order Details** section.

3. Edit and click **Save Progress**.

4. Click **Back to Requisition** on the top left corner of the Solicitation Information Form.

    a. **NOTE:** Do not select **Add and Go to Cart** or the order will be duplicated.

Editing the Requisition Once Purchasing Sends the Order Back for the Supplier and Unit Price Details

1. On the left navigation column of iBuy, click **Shop**, then click **My Carts and Orders**, then click **Open Active Shopping Cart**.

2. Find the Cart Number/Requisition Number.

3. Click the Shopping Cart Name associated with the Cart Number.

4. Scroll down the requisition to the **Vendor Details section** and click **Solicitation Information Form**.

5. On the left side of the form, click **Suppliers**.

6. In the **Supplier** field, search for the Supplier name or Supplier ID that won the bid.

   a. **NOTE:** Do not populate the other fields.

7. Click **Search**.

8. Select the Business Purchase address.

   a. **NOTE:** By default, the preferred BP address will be bold and selected. Unless otherwise instructed, this should be the address used.

9. Click **Next**.

10. If you also need to update the Unit Price, click **Form Fields**. Otherwise, skip to step 13.

11. Enter the correct awarded amount to override the Unit Price.

12. Click **Save Progress**.

13. Click **Back to Requisition** on the top left corner of the form.

14. Click **Place Order**.

   a. **NOTE:** The order will now route back to Departmental Approval and Purchasing Department.