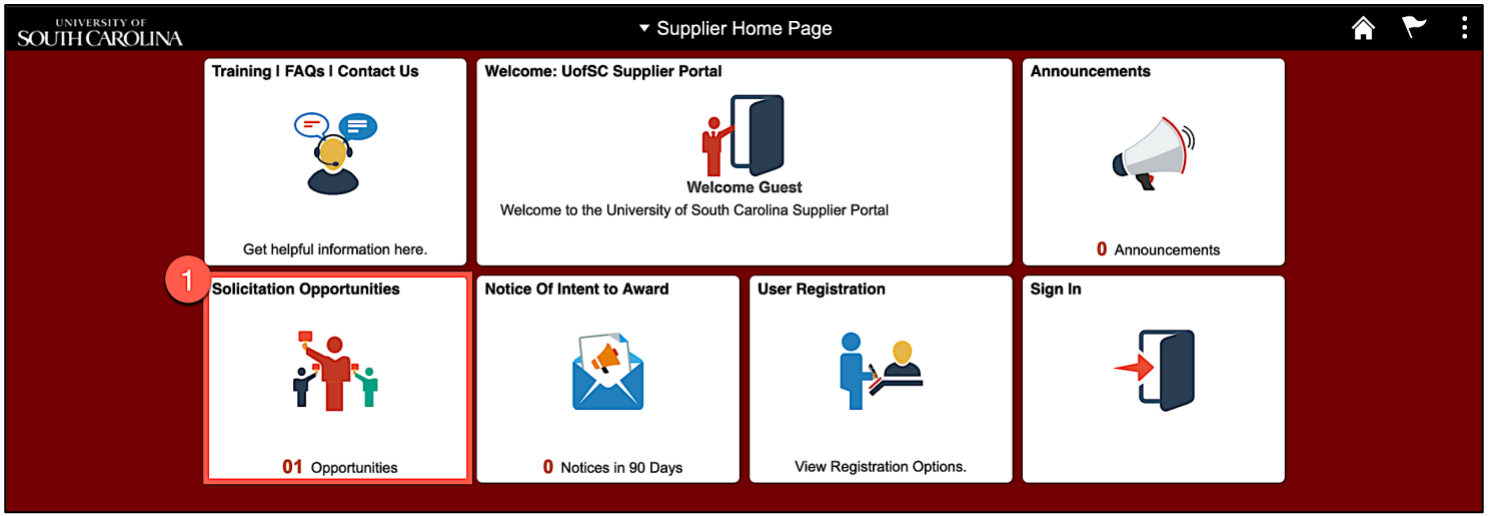
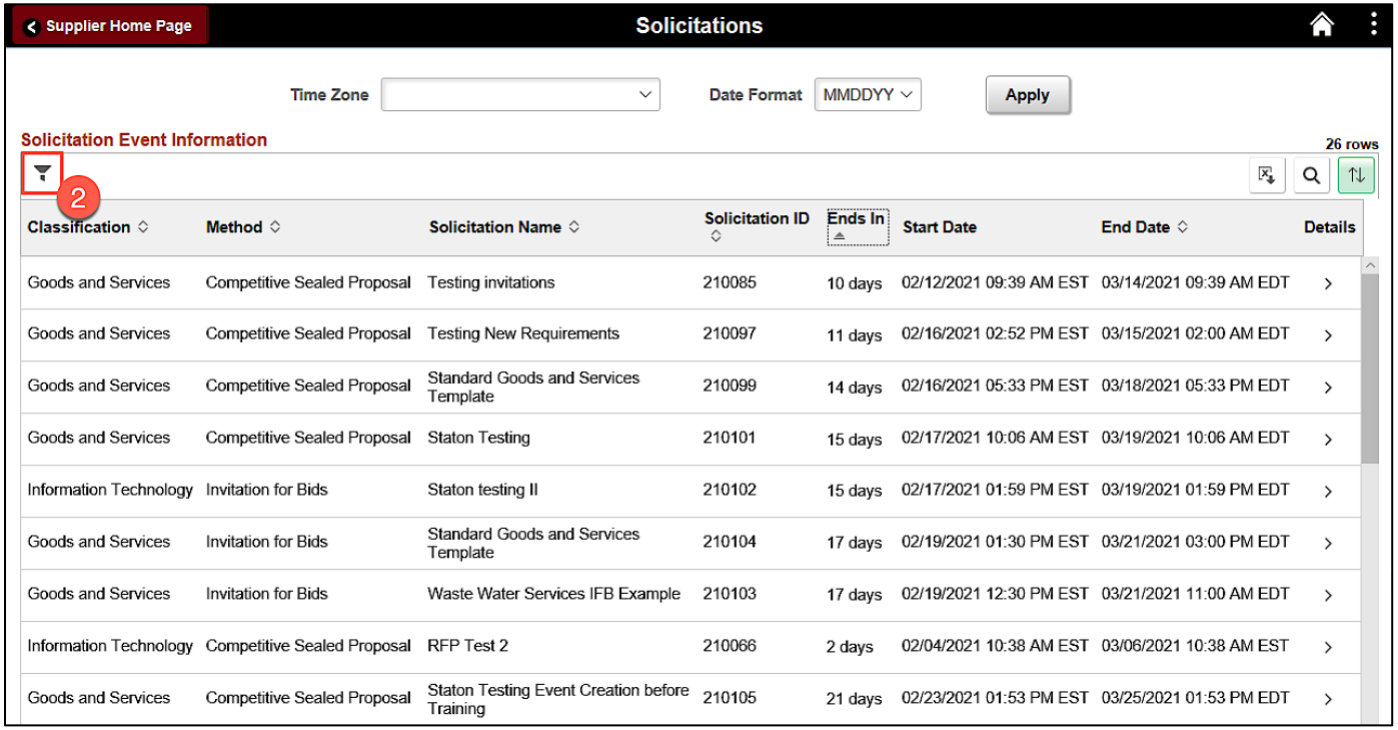
University of South Carolina
Purchasing Department – Strategic Sourcing
Filtering Solicitation Opportunities

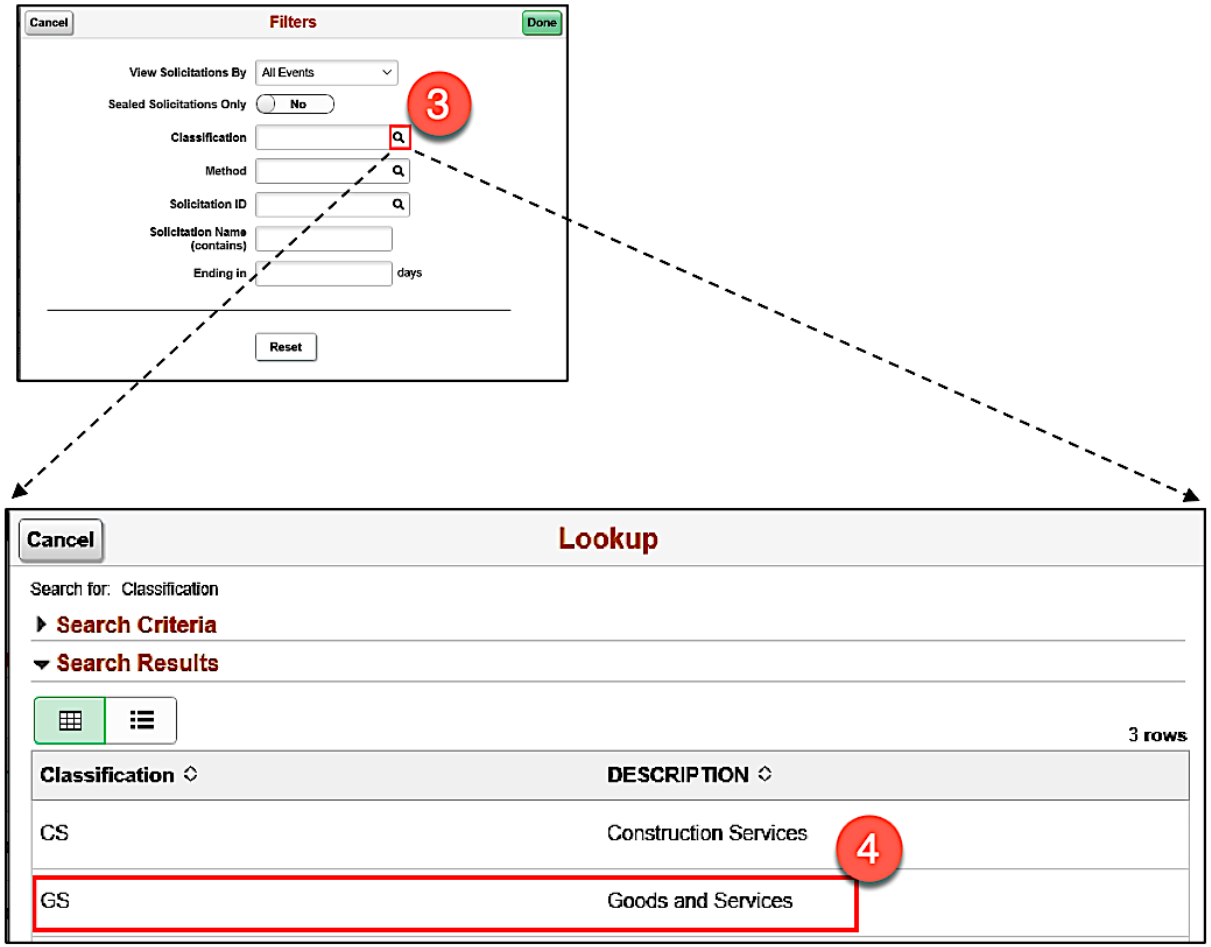
How to filter solicitation opportunities as an Offeror/Supplier in the UofSC Solicitation system: This guide is intended for external suppliers wishing to submit responses to UofSC solicitations. The job aid outlines the process for offeror/suppliers to filter solicitation opportunities when wanting to focus on the event types most relevant to the work they do.	
Processing Steps	**Screen Shots**
Step 1: On the Supplier Home Page, click the **Solicitation Opportunities** tile to view public solicitation opportunities.	

Step 2: Click the **Filter Item** button.



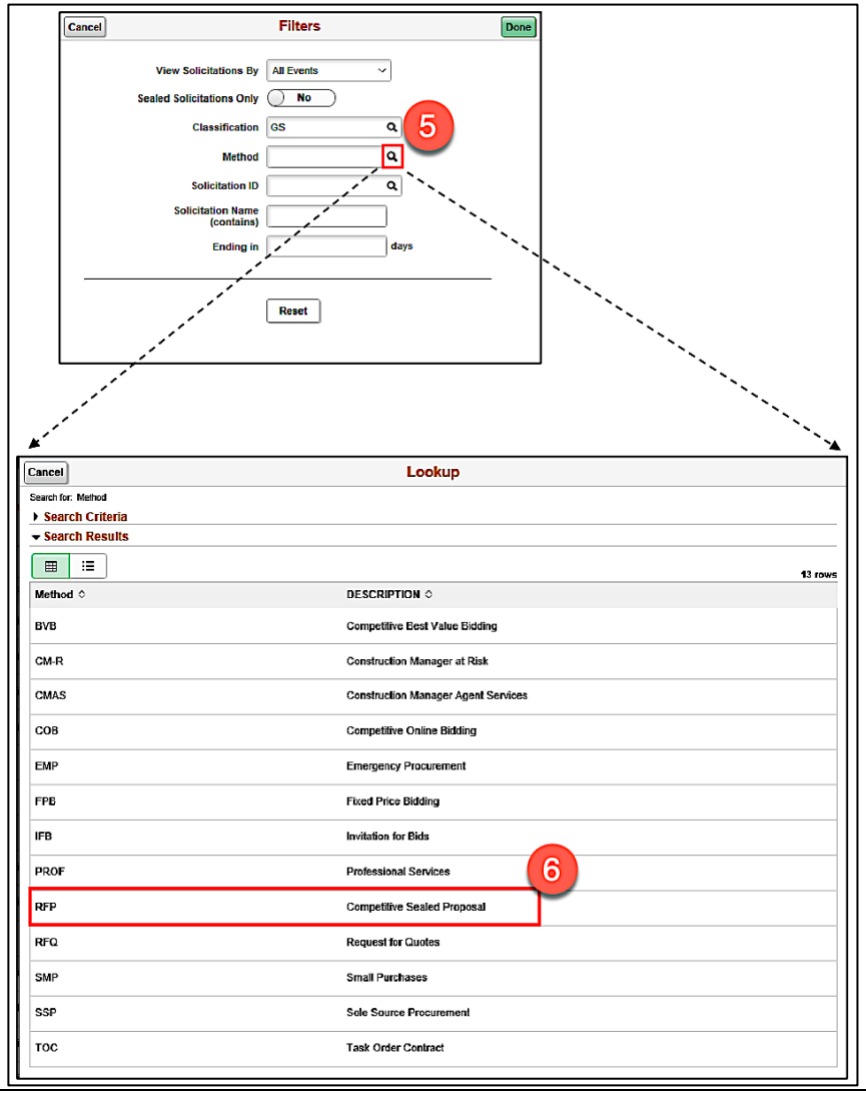
Step 3: Click the **Classification Lookup** button.

Step 4: Select the appropriate classification option from the list.

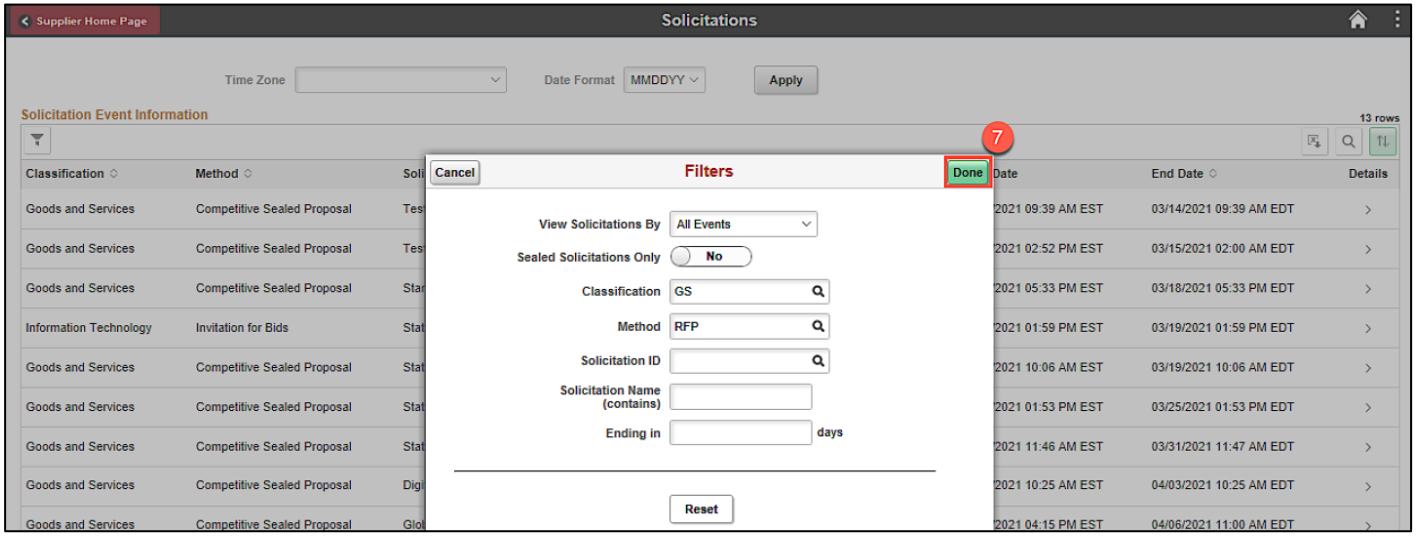


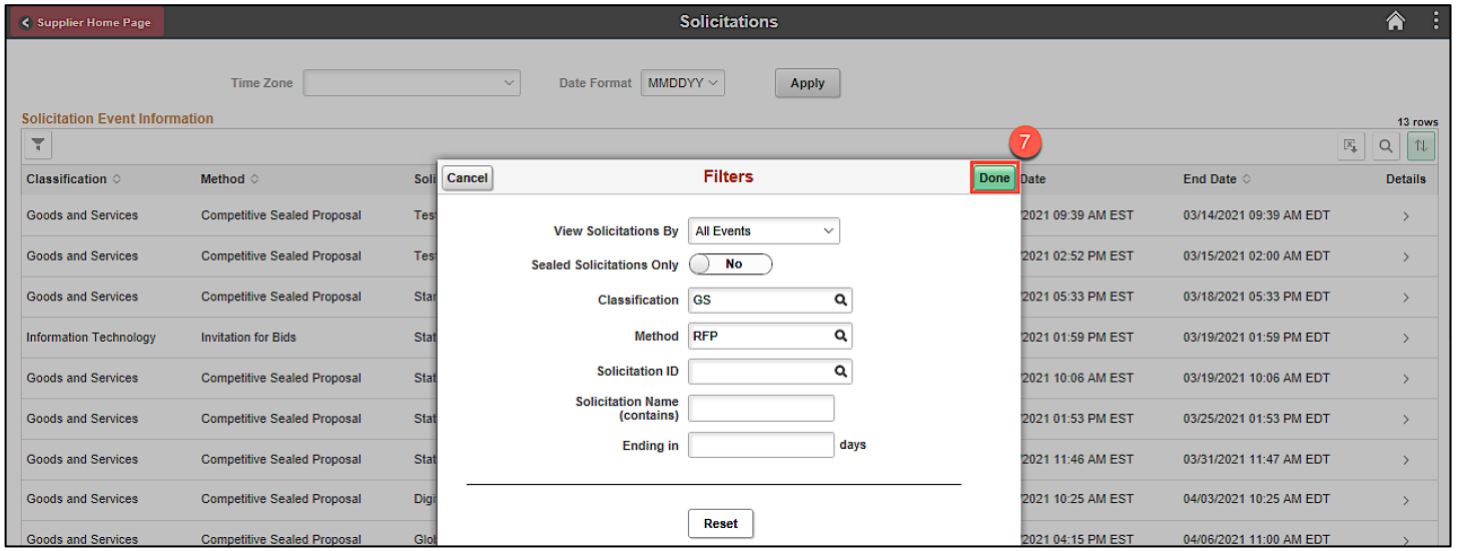
Step 5: Click the **Method Lookup** button.

Step 6: Select the appropriate method from the list.



Step 7: Click the **Done** button to complete the Filter process.



Step 8: The solicitations are now filtered by the appropriate classification and method. This will allow you to focus on the event types most relevant to the work you do.

Thank you for reviewing UofSC's solicitation opportunities!