# Electronic State Business Daily (ESBD) System User Guide

Welcome to the new ESBD! The look and feel is completely different, but users will find familiarity with the data entry process. To post a solicitation, users navigate the system by providing the required information. This user guide contains instructions and screen shots demonstrating the posting process from start to finish.

Users will login to the new CPA Portal to access the application. Your agency superuser can provide access, or you may contact the SPD Outreach Team for assistance.

Requirements before bid solicitation entry:
- Identify your NIGP class/item code(s)
- Save your solicitation documents to your computer

1. Go to TxSmartbuy.com to login to the Portal and click the **Sign In** button. Enter your login credentials to begin.
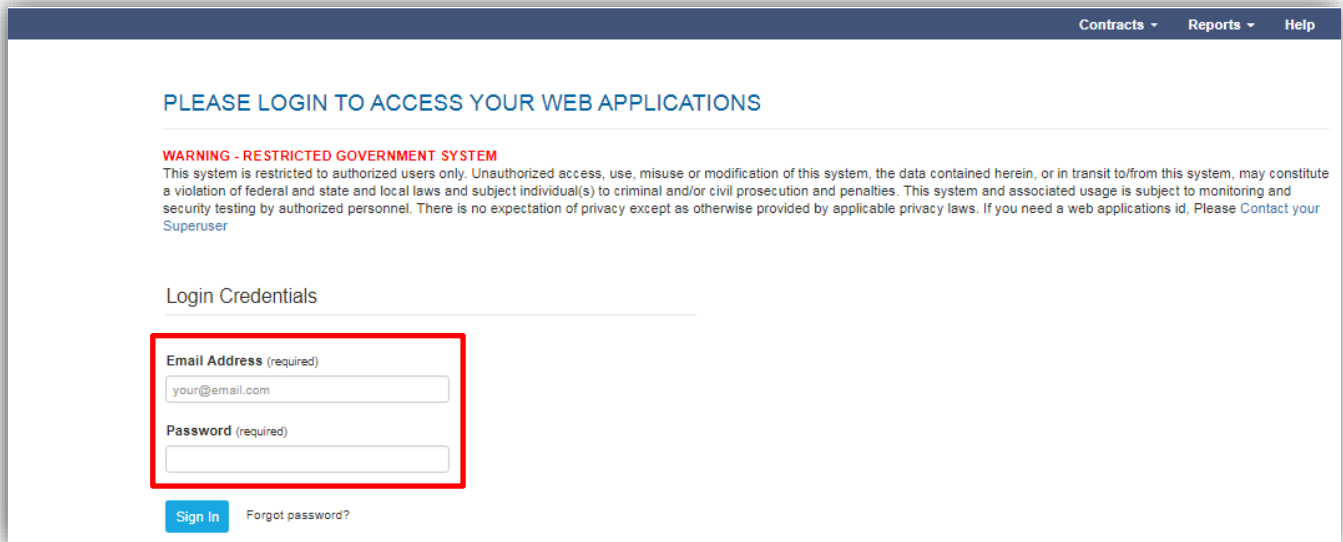
2. Once you login, you'll be on the My Account page. Select the ESBD app on the left.
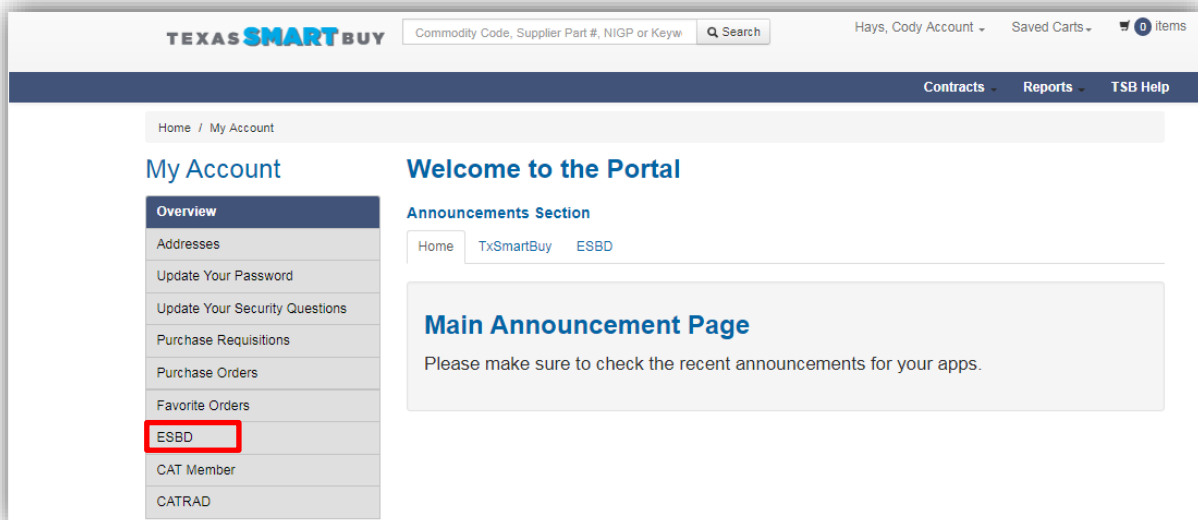
3. You can view and search posts submitted by you or your entire agency, as well as view the status. To post a solicitation, click **Create Solicitation**.
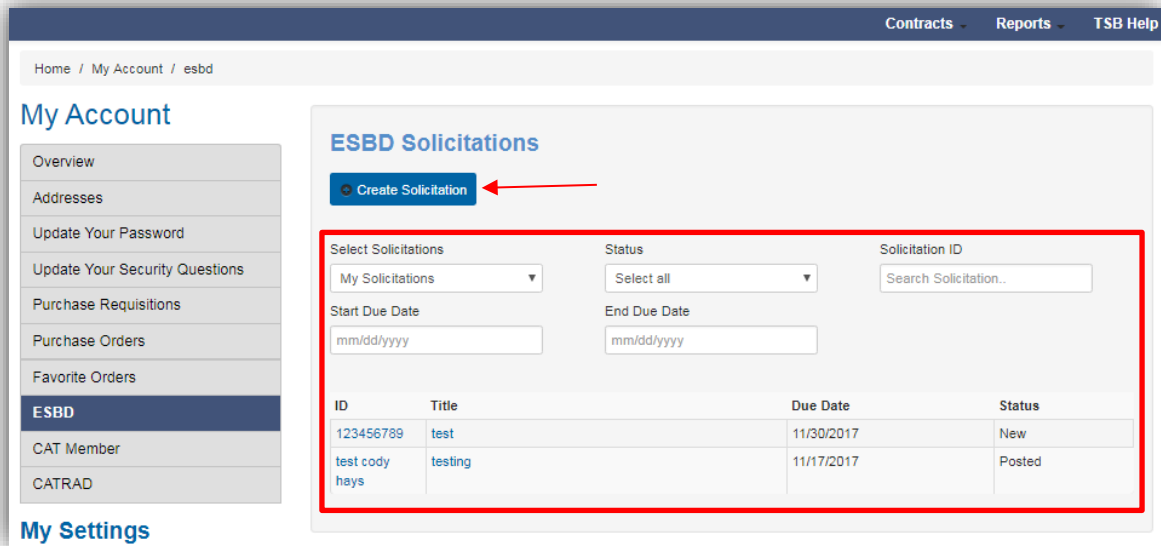
4. Users will answer the preliminary questions prior to advancing to the next step. Depending on your answers, you will proceed to post to the ESBD or redirect to the CATRAD application as required by statute (state agencies only). If your solicitation is part of a Major Information Resources Project (MIRP), you'll be routed to the CATRAD application. Click **Create Solicitation** to proceed.

5. Create your solicitation notice by filling out the required fields. Click **Next** to proceed.

6. Enter the appropriate NIGP class/item code(s) and click **Add** to apply them to your posting. You may add as many NIGP codes as necessary. Click the red 'X' to remove any commodify codes. Click **Next** to proceed or **Previous** to go back to step 1.
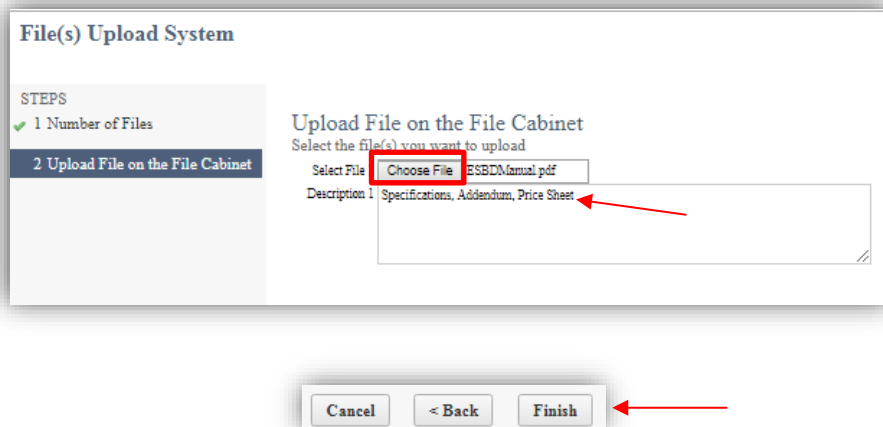
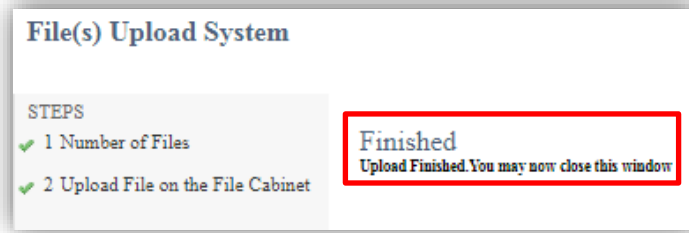7. Click **Upload Files** to attach your solicitation documents.

8. Use the drop-down to select the number of files to upload. Click **Next**.


9. Click **Choose File** to locate your solicitation document(s). Enter a brief description for the file contents. Click **Finish** when complete.

10. Once complete, you will close the window to return to your posting.

11. Once your files are uploaded, you will see them at the bottom of the screen. You can continue to upload additional files, remove files or click **Review Solicitation** to proceed.
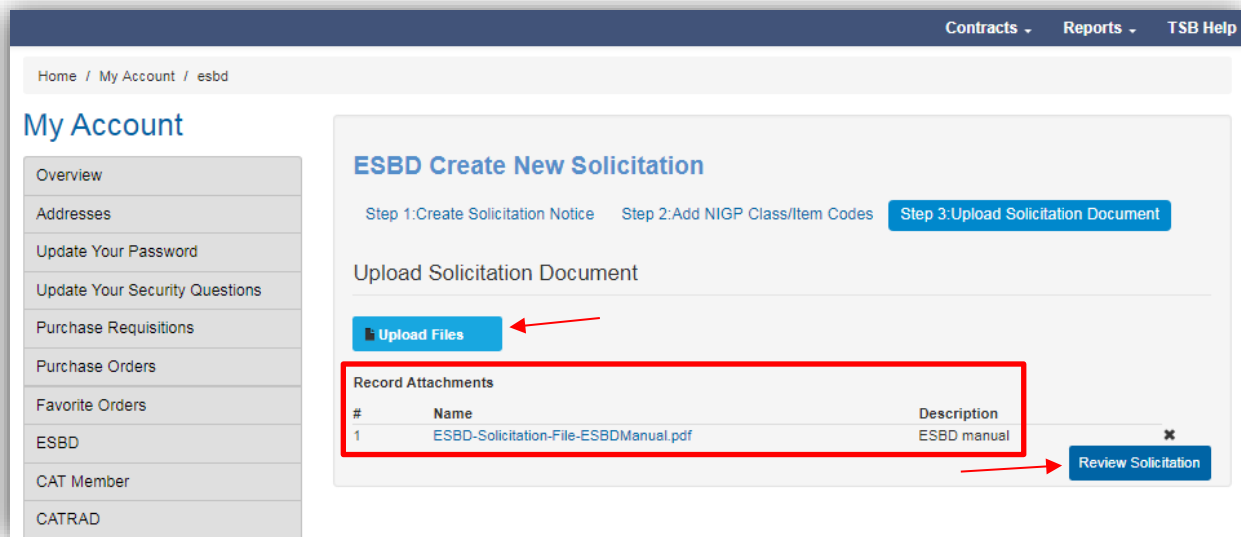
12. You can review your posting and attachments, add/remove attachments, print, cancel the solicitation, modify or approve. Click **Approve Solicitation** to go to the final screen (your posting will be publicly available depending on the Solicitation Posting Date that was entered on page 3).

13. On the final screen, you can still cancel or modify the posting. You will receive an email receipt of your posting along with a direct link.

14. Your solicitation will also be listed on your ESBD **My Account** page, including the status.

15. To post the Award, look in your solicitations list for a status of "Closed." Click the solicitation ID or the title to open the solicitation. Click **Award**.

16. Use the Solicitation Status drop-down to select the type of award. Enter the contractor information in the fields provided. Click the green button to add fields for multiple contractors and click the red button to remove additional fields. Click **Submit** to post the award notice.

My Account

| Overview |
| Addresses |
| Update Your Password |
| Update Your Security Questions |
| Purchase Requisitions |
| Purchase Orders |
| Favorite Orders |
| ESBD |
| CAT Member |
| CATRAD |

My Settings

| Profile |

ESBD Award Notice

Agency Name: TxCPA Agency for Testing - 54321

Agency Number: 304

Solicitation Title: oct 9

Solicitation ID: 12379

Solicitation Status: Please Select

Contractor Name	Mailing Address	Value Per Contractor	Hub Status	Award Date	
		$	Select		
		$	Select		

Submit