

Supplier Bid Response Quick Tutorial

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Springfield, Missouri

Welcome to Electronic Bidding!

This Quick Tutorial provides instruction on system navigation, locating bid requests, and creating and submitting a response.

Responding to Bid Requests – Quick Tutorial

- Login
- The page will open to the 'Available Bids'
- Click the bid number to View the bid request from the 'My Invitations' or 'Other Bid Opportunities' Section.



My Profile | Help | Log Off
Welcome RJENNINGS123!

Available Bids | Closed Bids | My Responses | My Awards

Welcome to Enterprise Sourcing Demo!
To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.
To view a quick reference guide on how to respond to a bid, [click here](#).

My Invitations

| Bid Number | Organization | Bid Title | Bid Type | Bid Issue Date | Bid Close Date/Time | Time Left | Response Status |
|---|--------------|-------------------|----------|----------------|-----------------------------|-----------|-----------------|
| ITB #3083-2016 | Demo | Computer Servers | ITB | 09/01/2016 | 10/1/2016 12:00:00 PM (CT) | 3 Days | Submitted |
| ITB #3069-2016 Addendum 1 | Demo | Water & Pipe | ITB | 09/20/2016 | 10/20/2016 03:00:00 PM (CT) | 23 Days | No Response |
| ITB-2800 | Demo | Section 400 Paper | ITB | 08/15/2016 | 11/12/2016 12:00:00 PM (CT) | 45 Days | Viewed |

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Other Bid Opportunities

| Bid Number | Organization | Bid Title | Bid Type | Bid Issue Date | Bid Close Date/Time | Time Left | Response Status |
|---|--------------|-------------------------------------|----------|----------------|----------------------------|----------------|-----------------|
| ITB #3064-2016 Addendum 1 | Demo | Janitorial Supplies Annual Contract | ITB | 08/23/2016 | 9/28/2016 12:00:00 PM (CT) | 23 Hrs, 9 Mins | Not Submitted |
| ITB #3065-2016 Addendum 1 | Demo | New Trucks with Trade-In | ITB | 08/23/2016 | 9/29/2016 12:00:00 PM (CT) | 1 Day | No Response |
| ITB #3075-2016 Addendum 1 | Demo | Athletic supply | ITB | 08/31/2016 | 9/30/2016 12:00:00 PM (CT) | 2 Days | No Response |
| ITB #3082-2016 | Demo | Computer Servers | ITB | 09/07/2016 | 10/1/2016 12:00:00 PM (CT) | 3 Days | Viewed |
| RFP #288-2016 Addendum 2 | Demo | Construction Management Software | RFP | 09/01/2016 | 10/1/2016 12:00:00 PM (CT) | 3 Days | Viewed |
| RFP #289-2016 | Demo | Construction Management Software | RFP | 09/14/2016 | 10/1/2016 12:00:00 PM (CT) | 3 Days | Viewed |
| ITB #3070-2016 Addendum 1 | Demo | Athletic Supplies Annual Contract | ITB | 08/30/2016 | 10/3/2016 12:00:00 PM (CT) | 5 Days | No Response |
| ITB #3071-2016 Addendum 1 | Demo | Computer Servers | ITB | 08/30/2016 | 10/4/2016 12:00:00 PM (CT) | 6 Days | No Response |
| RFP #285-2016 Addendum 1 | Demo | Construction Management Software | RFP | 08/30/2016 | 10/5/2016 12:00:00 PM (CT) | 7 Days | No Response |
| ITB #3072-2016 Addendum 1 | Demo | Janitorial Supplies Annual Contract | ITB | 08/30/2016 | 10/6/2016 12:00:00 PM (CT) | 8 Days | No Response |

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- **NOTE:** Multiple Pages May Exist – Click to the next page to access additional pages. (Located at the bottom of each section)

After selecting the desired bid, the following tabs may be present. If one of the tabs listed below does not appear on your bid, then it is not applicable to the solicitation.

Event Details – Review bid information including Bid Notes and Contact, Ship To, and Bill To information.

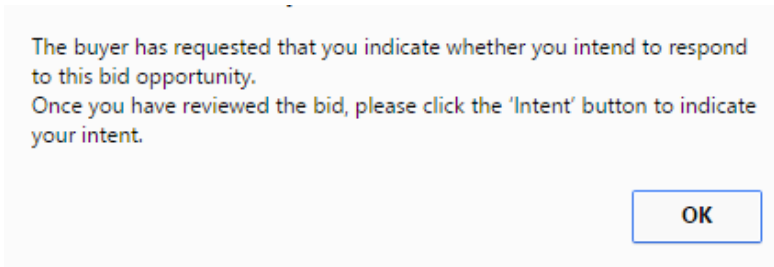
Messages – View messages specific to the bid request.

Questions – Submit bid specific questions up until the Cutoff Date and Time provided by clicking 'Ask Question.' Questions and Answers provided will be reviewed at the Buyers discretion.

Activities – Review and respond (as applicable) to bid related activities. Activities Types may include:

- Participation Activity: Review activity information that the buyer is requesting your participation
- Non-Participation Activity: Provided for informational purposes

- Intent to Bid: Before beginning a bid response, a pop-up window will be presented, after clicking 'OK' you can register your intent by selecting the 'Intent' function in the top toolbar.



Reminder: The buyer has requested that you click the 'Intent' button and indicate whether you intend to respond to this opportunity.

Return Intent No Bid Documents Response History Bid History Error Check Response

Participants – The event participation lists display only with the permission of the buying organization.

- Event Participants – Displays of list of suppliers who have viewed and are potentially responding to the bid.
- Event Invitations – Displays of list of suppliers who received an invitation to the bid.

Attachments – Bid attachments are included by the buyer for a number of reasons which include but are not limited to the following: Informational purposes and/or to provide the supplier with a form to complete and submit as a response attachment.

- Click the 'Download' function
- Open and Save the file to your desktop or another drive

Attributes

- Read and/or answer all attributes.
- Required attributes have a red asterisk (*) to the right of the required field.
- A required attribute must be answered in order to submit the response.
- Click 'Save' (to save your responses)
- Click 'Error Check' (to determine if you have missed any required responses)

Line Items

- Enter your response in the price or percentage field provided. An extended price will be calculated onced save.

| Quantity UOM | Response | Extended |
|--------------|------------|-------------|
| 50 EA | Unit Price | No Response |

- Item Attributes - Answer questions, complete specification requests, and review additional terms and notes specific to the line item. (Line attributes may not be present on the bid request)

| Item Attributes | |
|--|----------------------------|
| # Attribute | Response |
| 1 Recycled Material What is the percentage of recycled material in your paper? | Numbers only, no symbols * |

- Item Attachments - Click 'Download' to access the file(s) pertaining to this line item. (Item level attachments may not be present)
- Required fields have a red asterisk (*) to the right of the response field.
- A required field must be answered in order to submit the response.
- Click 'Save' (to save your responses).
- Click 'Error Check' (to determine if you have missed any required price fields).

- A line item may include one or more of the following options:

 Add Alternate
  No Bid
  Add Notes

Add Alternates – Where allowed, you can bid an alternate.

- Click ‘Add Alternate’ and enter the fields requested.
- If an alternate is added in error, click ‘Delete Alt’ on the right of the screen.

No Bid – Unless specified by the buyer, you do not have to use the ‘No Bid’ function at the line level. If using the ‘No Bid’ function, do the following:

- Click ‘No Bid’ (if you prefer to ‘no bid’ a line)
- Click ‘Clear No Bid’ to remove a ‘No Bid.’

Add Notes – Where allowed, click ‘Add Notes’ to enter comments for buyer review.

Please Note: A response of zero (\$0.00) entered in the price field is defined by the buyer using one of the parameters below.

- Zero is a valid response – An extended price of \$0.00 is displayed and stored, upon save.
- Zero is considered a ‘No Bid’ – No Bid is displayed upon save.
- Zero is not a valid response – A response of ‘0’ (zero) is cleared and ‘No Response’ is displayed, upon save.

Response Attachments – Used to provide documents for buyer review.

Requested Attachments – A required or optional file that the buyer has requested. A red asterisk (*) located next to the requested file name indicates that it is required.

| # | Requested Attachments |
|---|--|
| 1 | * W-9 <input type="button" value="Upload"/> <i>Click "Upload" to select file</i> |

- Click “Upload”
- Click “Select File” in the pop-up window
- Highlight the file to be attached and click ‘Open’
- The file will upload, then click ‘Save’

Other Response Attachments – Ability to include additional documents for buyer review. Availability is at the buyer’s discretion.

Other Response Attachments

| |
|--|
| * New <i>No Other Response Attachments</i> |
|--|

- Click “New”
- Click “Select File” in the pop-up window
- Highlight the file to be attached and click ‘Open’
- Enter a Description of the attached file and click ‘Save’

Download Button (located at the left of the file name) – Click to view the attachment.

Delete Button (located to the right of the file name) – Click to remove the attachment.

Please Note: If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file.

The maximum file size is 100 megabytes per file.


Response Submission – After completing your bid response, you must submit successfully before the close date & time.

- Supplier Note to Buyer – Enter an optional note to the buyer. This field may not be available on all bids.
- Digital Signature - Enter Your Full Name (Required) & Your Email Address (Required)
- Click “Error Check” to determine if you have missed any required fields.
- Click ‘Submit’ Response’
- A successfully submitted response will display ‘Response Submitted’ followed by the date and time stamp in the Response Status field.

| | |
|------------------------------|---|
| Bid Number | RFP #285-2016 Addendum 1 (Construction Management Software) |
| Close Date & Time | 10/5/2016 12:00:00 PM (CT) |
| Time Left | 20 hours 1 minutes 19 seconds |
| Response Status | Response Submitted - 10/4/2016 03:30:21 PM (CT) |

Submission Errors – When an error(s) occur, the system will display the location of error(s). In the example below, the errors occur in the Attributes tab, Response Attachments tab, and Response Submission tab.


| | |
|------------------------------|--|
| Bid Number | RFP #285-2016 Addendum 1 (Construction Management Software) |
| Close Date & Time | 10/5/2016 12:00:00 PM (CT) |
| Time Left | 19 hours 51 minutes 49 seconds |
| Response Status | NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab. |

 **Error Check - There are 4 Error Messages Present in Your Response! Please review the following tabs:**

- **Attributes**
- **Response Attachments**
- **Response Submission**

| | | | | | | |
|---------------|-----------|-------------|------------|------------|----------------------|---------------------|
| Event Details | Questions | Attachments | Attributes | Line Items | Response Attachments | Response Submission |
|---------------|-----------|-------------|------------|------------|----------------------|---------------------|

Supplier Response Summary

 Save  Error Check

- **Digital Signature: You must enter the full name of the individual responding to this event.**
- **Digital Signature: You must enter the email address of the individual responding to this event.**

| General/Corporate Address | | Your User Profile |
|---------------------------|---------------------------------------|---------------------|
| Supplier Name | ABC Supply | Title |
| Address | 1234 Street Address City, FL 32092 | Name |
| | | Office Phone |

- To resolve errors, you must access the tab where errors occur and complete.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

System Notification – An email notification will be sent to confirm response failure or response submission.

Response Retraction – This function is available at the buyer’s discretion and can be used to retract a submitted response for additional editing.



- From the top toolbar, select the ‘Retract’ function
- Navigate to the desired tabs for editing
- Select the Response Submission tab to ‘Submit’ the revised response

Important Note: A retracted bid response is no longer considered “submitted.” The user MUST resubmit a retracted bid response to be considered.