



## SUPPLIER PORTAL

### Submitting a Bid

#### [Abstract](#)

This job aid will show you how to submit a bid to a Request for an Event.



**Business Process:**

**Submitting a Bid**

**Supporting Job Aid**

Effective Date: 9/19/2023

Revision: 02

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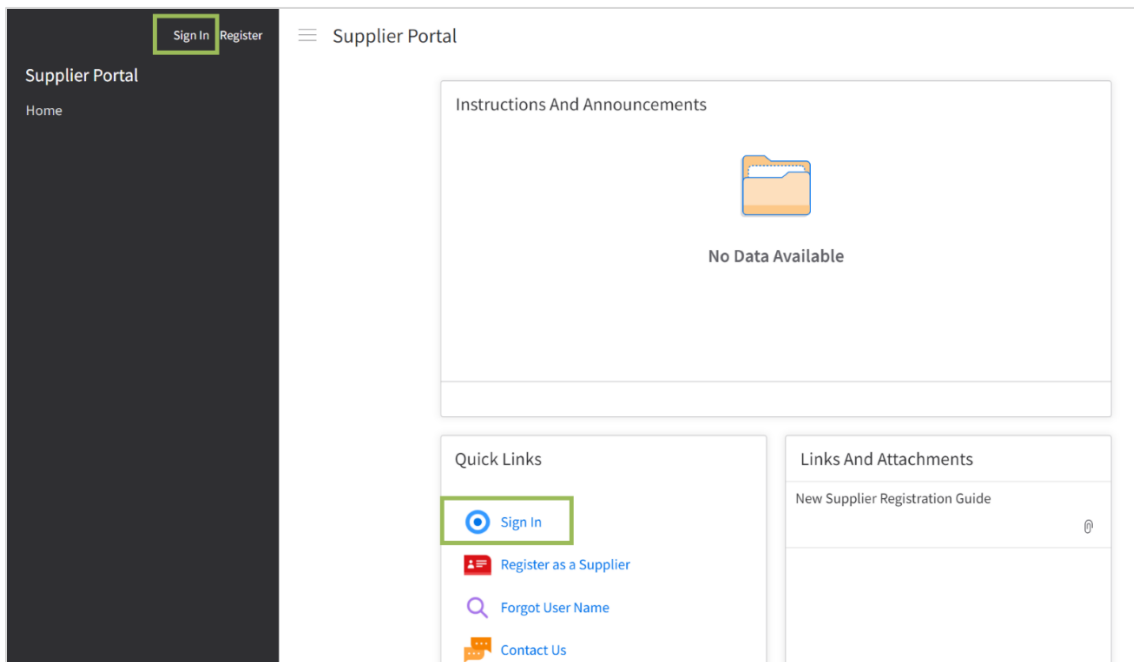
## Overview

A supplier has the opportunity to bid on an event created by the buyer/supplier. This document provides step-by-step guidance on how submit a bid to a Request for an Event.

## Log into the Supplier Portal

You can access the Supplier Portal [here](#).

1. Click **Sign In**.



2. Enter **User Name** and **Password**.
3. Click **Sign In**.

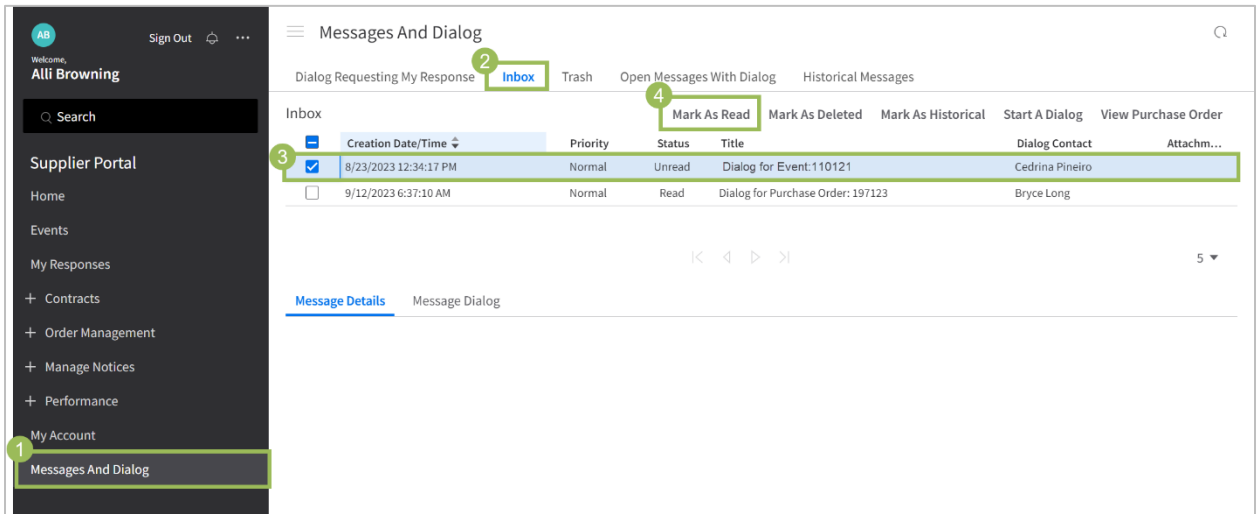




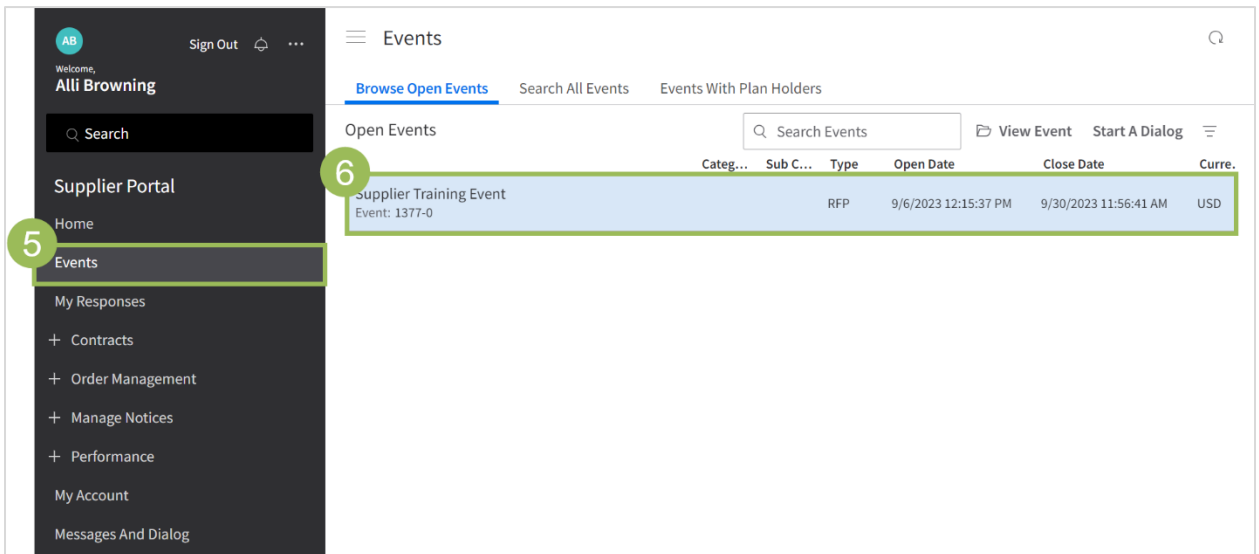
## Submitting a Bid

1. In the left-hand menu, click **Messages and Dialog**.
2. Click **Inbox** tab. I ass
3. Select the preferred **Event**.
4. Click **Mark as Read**.

**NOTE:** This will notify the Buyer that you have seen the Event.



5. In the left-hand menu, click **Events**.
6. Double click the preferred **Event**.





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7. On the Event Information tab, click **Respond Now**.

The screenshot shows the 'Event 1377-0 Summary' page. The left sidebar contains navigation options like 'Supplier Portal', 'Events', and 'My Responses'. The main content area is titled 'Supplier Training Event' and includes a description, dates, and rules. The 'Event Information' tab is selected, and the 'Response Progress' section features a prominent blue 'Respond Now' button highlighted with a green box. Below this, there is a section for 'Event Lines' showing '0 of 1' and a 'Contacts' section.

8. To bid on the event, check the box next to “I accept the terms and conditions for this event, and I confirm that I am authorized to accept these terms and conditions and submit bids for my company.”
9. Click **Next**.

The screenshot shows the 'Event Response' form for 'Event # 1377-0'. The left sidebar has 'Event Response' selected. The main content area includes a 'Read the Terms and Conditions for this event.' section. Below that, a checkbox is checked, and the text reads: "I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company." This text is highlighted with a green box and a green circle with the number 8. Below this, there are links for 'View Event Details' and 'View Attachments'. The 'No Bid Selection' section has an unchecked checkbox for 'I do not want to bid on this event'. In the top right corner, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a green box and a green circle with the number 9.





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- 10. On the **Line Responses** tab, select a line item.
- 11. Click **View or Maintain Details**.

Line #	Item	Description	Vendor Item	Line Quant...	Response ...	Unit of Mea...	Unit Price	Extended A...
1	Software			1.000	0.000		0.000000	0.00

- 12. Complete the following fields:
  - a. **Vendor Item:** Enter your User ID.
  - b. **Delivery Date:** Enter the delivery date (if applicable).
  - c. **Unit Price:** Enter the unit price.
  - d. **Quantity:** Enter the quantity value.
- 13. Click **Next**.

Vendor Item:

Unit Price:  Or  No Charge Or  No Bid

Quantity:  Unit of Measure:  UOM Detail:





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14. On the Line Response Summary Page, click **Finish**.

Event 1377-0 - Supplier Training Event

Line Response Summary

Line response details have been entered

Line #	Item Number	Item Description
1		Software

**Finish**

Click the finish button to return to event response process  
Alternatively, use back on browser to return to event response process

15. On the **Line Response** tab, click **Next**.

Event # 1377-0

Line Responses

Respond to at least one event line. Response values can be entered directly on list.

Line Responses

<input checked="" type="checkbox"/>	Line #	Item	Description	Vendor Item	Line Qua...	Respons...	Unit of M...	Unit Price	Extended...
<input checked="" type="checkbox"/>	1	Software		WALKMEDEMO3	1.000	1.000		1.000000	1.00

20

16. On the **Response Attachments** tab, click **Create** to attach necessary documentation. (Optional)

17. Click **Next**.

Event # 1377-0

Response Attachments

Attach any documents, specifications, and pictures you have for this event.

Attachments

<input type="checkbox"/>	Attachment Title	Attachment
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No Data Available





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18. On the **Submit Response** tab, click **Submit**.

**NOTE:** You can view the Bid details by clicking Print My Responses.

Event # 1377-0

Event Response

Line Responses

Response Attachments

**Submit Response**

Submit Response Previous Next

**Submit** **Print My Response**

To be eligible for award, your response must be submitted by September 30, 2023 11:56:41 AM PDT

IMPORTANT- if you intend to submit the response, please click the submit button

**Congratulations! Your bid for the event has now been submitted.**

