

Sourcing 6.5 Supplier Quick Reference

Navigating the System

Once you have successfully logged into the system, you will initially be shown the Bid Events tab:

[Log Off](#) | [Help](#)
Welcome Test Vendor!
 Server Time (Central): 11:26:52 am

Bid Events
Auction Events
My Profile

Available Bids
Closed Bids
My Responses
My Awards

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. Instructional guides for how to use the system are available at any time by clicking the 'Help' link at the top right.

My Invitations

Bid Number	Organization	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
ITB-2173	Demo	Janitorial Supply Contract	ITB	03/05/2012	3/5/2012 5:00:00 PM CST	5 Hrs, 47 Mins	Not Submitted
ITB-2163	Demo	Computer Servers - Contract	ITB	02/03/2012	3/6/2012 2:00:00 PM CST	1 Day	Viewed
ITB-2161	Demo	Janitorial Supply Contract	ITB	01/25/2012	3/7/2012 2:00:00 PM CST	2 Days	Not Submitted
05-113	Demo	Construction Management Software	RFP	02/13/2012	3/13/2012 2:00:00 AM CST	7 Days	Viewed
ITB-2156	Demo	Janitorial Supplies Contract	ITB	01/20/2012	3/16/2012 2:00:00 AM CST	10 Days	Viewed
ITB-2162	Demo	Frozen Food Bid	ITB	01/30/2012	3/19/2012 2:00:00 AM CST	13 Days	No Response
ITB-2157	Demo	Janitorial Supply Contract	ITB	01/20/2012	3/26/2012 3:00:00 AM CST	20 Days	Viewed
IWT-KW 2012	Demo	Custodial Supply	ITB	02/28/2012	3/28/2012 12:00:00 PM CST	23 Days	Viewed
ITB-2170	Demo	Janitorial Supply Contract	ITB	02/28/2012	3/28/2012 3:00:00 PM CST	23 Days	No Response
05-117	Demo	Construction Management Software	RFP	02/29/2012	3/29/2012 2:00:00 AM CST	23 Days	No Response

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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-2166	Demo	Office Supply Contract	ITB	02/15/2012	3/15/2012 2:00:00 PM CST	10 Days	Viewed
ITB-2153	Demo	Football Supplies Contract	ITB	01/20/2012	3/21/2012 2:00:00 AM CST	15 Days	No Response
ITB-2164	Demo	Office Supply Contract	ITB	02/13/2012	3/21/2012 2:00:00 AM CST	15 Days	No Response
KW-2012-02/22	Demo	Concessions - Bottled Water	Sealed Bid	02/22/2012	3/22/2012 12:00:00 PM CST	17 Days	Viewed

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Within the Bid Events area, you can click on the following tabs:

- **Available Bids** – The default tab, which displays current bid opportunities that you can access. To view or respond to an opportunity, click on the bid number.
- **Closed Bids** – Displays bid opportunities that have closed and are no longer available for responses. To view a closed bid opportunity, click on the bid number. To view documents (bid tabulations, award decisions, etc.) associated with the closed bid that have been published by the agency, click the 'Documents' link after you have accessed the appropriate bid.
- **My Responses** – Provides access to your responses to bid opportunities, grouped into two sections:
 - **Active Responses** – your responses to bid opportunities that are still open for bidding. You can easily continue working on your active response by clicking on the bid number.
 - **Closed Responses** – your responses to bid opportunities that have closed. To view your response to the closed bid, click on the bid number.
- **My Awards** – Displays bid opportunities on which you were awarded line items. You can click on the bid number to view the specific line items you were awarded.

Responding to a Bid Opportunity

To begin responding to a bid opportunity, click the hyperlinked bid number on the Available Bids tab.

Edit Bid Response - ITB-2173	
Return No Bid Documents Response History Bid History	
Bid Information	
Bid Number	ITB-2173 (Janitorial Supply Contract)
Close Date & Time	3/5/2012 5:00:00 PM Central
Time Left	4 hours 44 minutes 59 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.
Event Details Messages Activities Attachments Attributes Line Items Response Attachments Response Submission	
Bid Information	
Bid Type	ITB (Sealed)
Issue Date & Time	3/5/2012 11:08:17 AM Central
Close Date & Time	3/5/2012 5:00:00 PM Central
Bid Status	Issued
Bid Notes	Please be sure to review all of the attachments before entering your pricing!
Ship to Information	
Workgroup	Demo
Contact Name	John Smith
Address	PO Box 7 AnyTown, MI 48824 USA
Contact Phone	1 (555) 555-5555
Contact Fax	1 (444) 444-4444
Contact Email	jsmith@sample.edu
Bid Contact Information	
Workgroup	Demo
Contact Name	John Smith
Address	PO Box 7 AnyTown, MI 48824 USA
Contact Phone	1 (555) 555-5555
Contact Fax	1 (444) 444-4444
Contact Email	jsmith@sample.edu
Bill to Information	
Workgroup	Demo
Contact Name	John Smith
Address	PO Box 7 AnyTown, MI 48824 USA
Contact Phone	1 (555) 555-5555
Contact Fax	1 (444) 444-4444
Contact Email	jsmith@sample.edu

Various buttons will be displayed to you in the menu bar, depending on bid settings and your response status:

- **Return** – Returns you to the previous screen.
- **Intent** – If requested by the buyer, allows you to indicate whether you intend to respond to the opportunity.
- **No Bid** – Allows you to formally submit a 'No Bid' response to the agency.
- **Retract** – Allows you to retract a previously submitted response in order to make changes.
- **Documents** – Provides access to documents associated with the bid opportunity.
- **Response History** – Audit history related to your response.
- **Bid History** – Audit history related to the bid opportunity.

The Bid Information section will display on every section of the Edit Bid Response interface, allowing you to always see the bid number, the closing date/time, a time left countdown timer, and your response status.

Possible response statuses include:

- **Not Submitted** – You have not yet submitted your response. This will be displayed in bright red font.
- **Retracted** – You have previously submitted and retracted your response. This will be displayed in bright red font. Important Note: A retracted response is not a submitted response.
- **Submitted** – Your response has been successfully submitted. This will be displayed in dark green font with the timestamp of your response submission.

Below the Bid Information section, the different areas of the bid opportunity will be divided into tabs. It is highly recommended that you work through the sections from left to right and review the entire opportunity before starting your response.

The potential areas present on a bid opportunity include (only applicable areas for each bid will be displayed):

- **Event Details** – Additional bid opportunity information, including contact information and addresses.
- **Messages** – Notices from the buyer will be displayed here.
- **Activities** – Information about activities associated with the opportunity, such as pre-bid conferences.
- **Attachments** – A list of documents attached to the bid opportunity. Each document can be viewed/downloaded by clicking the [View] link.
- **Attributes** – Typically, a listing of questions that will need to be answered as part of your response. Required attributes will be denoted with a red asterisk (*) on the far right. Menu bar buttons include:
 - **Save** – Saves your responses. The system will display a save confirmation message and timestamp.
 - **Validate Attributes** - You can click the 'Validate Attributes' button at any time to verify that you have responded correctly to all required attributes.
- **Line Items** – A listing of items that will allow you to provide pricing to the buyer. Menu bar buttons include:
 - **Save** – Saves your responses. The system will display a save confirmation message and timestamp.
 - **Go to Line** – Allows you to easily jump to a specific line item.
 - **Validate Lines** - You can click the 'Validate Lines' button at any time to verify that you have responded correctly to all required lines and that entered data is formatted correctly.

Additionally, the following functions may be available within individual line items near the price field:

- **No Bid** – Allows you to submit a No Bid response on a specific line item.
- **Add Alternate** – If permitted by the buyer, allows you to propose multiple alternate specifications instead of or in addition to the requested specification.
- **Response Attachments** – Allows you to add attachments to your response. Each attachment can be a maximum of 25MB in size. To add a response attachment, click the 'New' button and provide a Title (required) and a Description (optional). Click the 'Choose File' button to browse your computer for the file you want to attach. Once you have selected the file to attach, click the 'Save' button to start the upload process. After the upload is completed, you will be returned to the Response Attachments tab and the attachment will be listed.
- **Response Submission** – This tab allows you to submit your response and consists of three sections:
 - **Your Supplier Profile** – Displays core information about your supplier profile. To make changes, click on the 'Update your Information' button.
 - **Supplier Note to Buyer** – Allows you to provide additional notes about your response to the buyer.
 - **Digital Signature** – Displays additional terms and conditions governing the submission of your response. Enter your full name and email address as the authorized individual submitting your response.

Once you have completed your response, click the 'Submit Response' button at the bottom of the Response Submission tab. If errors are present on your response, the screen will update with bright red text at the top of the screen indicating which tabs of your response have errors. Once you have corrected the errors, you must return to the Response Submission tab and re-click the 'Submit Response' button.

Once you have successfully submitted your response, the Response Status will update in bold green with a timestamp. The system will also email you a submission confirmation.

Bid Information	
Bid Number	ITB-2157 (Janitorial Supply Contract)
Close Date & Time	3/23/2012 6:00:00 PM Central
Time Left	1 hours 38 minutes 41 seconds
Response Status	Response Submitted - 3/23/2012 4:21:13 PM Central

Managing Your Profile

To manage your supplier profile within Sourcing, click on the 'My Profile' tab. This will provide you access to the following sections of your supplier profile:

- **Profile** – Displays your company information. To make changes, click the 'Edit' button.
- **Commodities** – Displays the commodity codes you have indicated apply to your company. To make changes, click the 'Edit' button. The left pane of the window will allow you to browse the commodity hierarchy, while the right pane will display codes currently selected on your account. Once you have finished your changes, click the 'Save Selections' link.
- **Special Classifications** – Displays special classifications relevant to the buying agency. If you qualify for special classifications, place a check next to the relevant classification and click 'Register'. Special Classification registrations must be approved by the agency and you may be required to provide additional documentation.
- **Address Book** – Allows you to manage addresses associated with your supplier profile. The appropriate addresses are typically created during registration and should only need to be updated with corrections.
- **Users** – Allows you to manage your user accounts. This will allow you to create multiple users that can view and respond to bid events on behalf of your company. All users receive notifications of bid opportunities, so it is recommended you have at least two users for backup purposes.