Supplier Bid Response Quick Tutorial

Welcome to Electronic Bidding!

This Quick Tutorial provides instruction on navigation of this organizations Ion Wave Technologies (IWT) software system, locating bid requests, and creating and submitting a bid response.

Responding to Bid Requests – Quick Tutorial

Log in to the system. Once you have successfully logged in, you will be on the supplier bidding dashboard. To access the bid events, click on "Bid Events" from the top menu bar. (See Figure 1.)



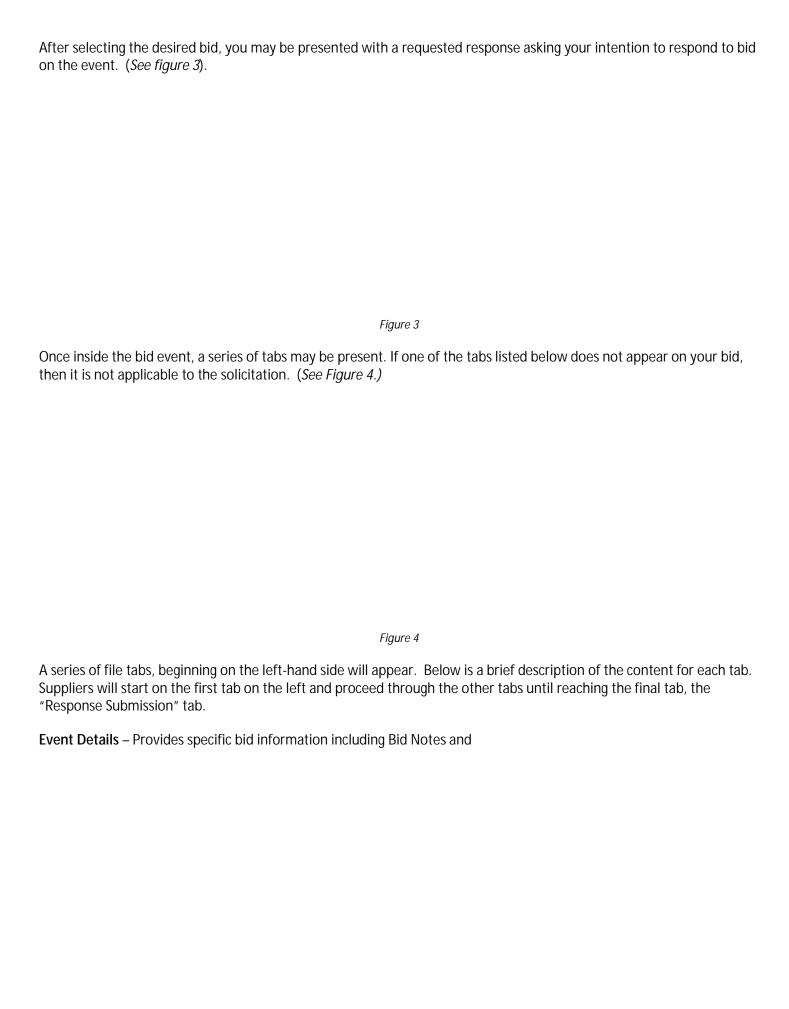
Figure 1

The available bids are displayed in to two different areas: "My Invitations" (bid events which are based on the commodity affiliated with your business) and "Other Bid Opportunities". Click the **bid number** to view the bid opportunity.

NOTE: Multiple pages of bid opportunities may exist. Click to the next page (located on the bottom of the screen) to access additional pages. (See Figure 2.)



Figure 2



<u>Participants</u> (may or may not be displayed)— The event participation lists display only with the permission of the buying organization.

- x Event Participants Displays of list of suppliers who have viewed and are potentially responding to the bid.
- x Event Invitations -

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

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

<u>No Bid</u> – 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:

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

<u>Add Notes</u> – 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.

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

<u>Response Attachments</u> – This tab allows suppliers to upload documents for buyer review.

<u>Requested Attachments</u> – 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. (*See Figure 9.*)

Figure 9

- x Click "Upload"
- x Click "Select File" in the pop-up window
- x Highlight the file to be attached and click 'Open'
- x The file will upload, then click 'Save'

Other Response Attachments – Ability to include additional documents for buyer review.

Download Button (located at the left of the file name) – Click to view the attachment.utm26	

x Select the Response Submission tab to 'S	Submit' the revised response
Important Note: A retracted bid response is no I response to considered.	onger considered "submitted." The user <u>MUST</u> resubmit a retracted bid