ELECTRONIC BIDDING

Supplier Response - Quick Tutorial

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

Log in to the agency's IWT bidding system. Once you have successfully logged in, you will be on the supplier bidding dashboard (*see Figure 1.)*. To access the bid events, click on "Bid Events" from the top menu bar (or click on one of the applicable Alerts).

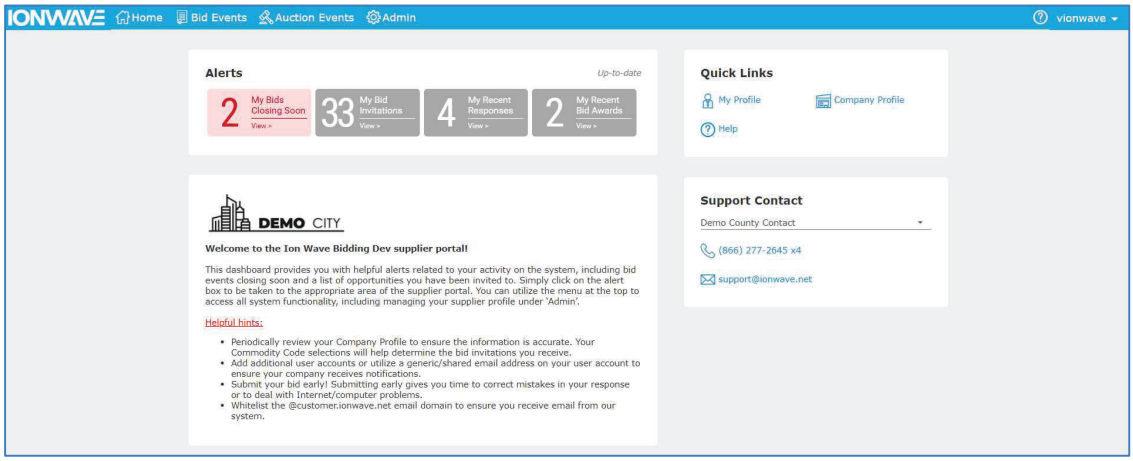


Figure 1

The available bids are displayed in to two different areas: "My Invitations" and "Other Bid Opportunities" (*see Figure 2.)* Click the **bid number** to view the bid opportunity.

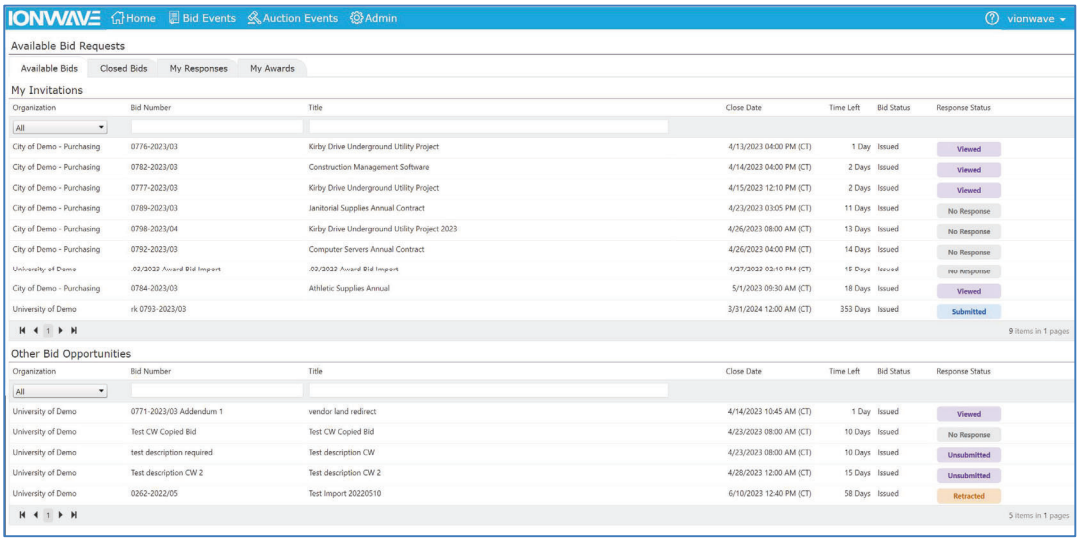


Figure 2

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

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After selecting the desired bid, you may be presented with a requested response asking your intention to respond to bid on the event (*see figure 3*).

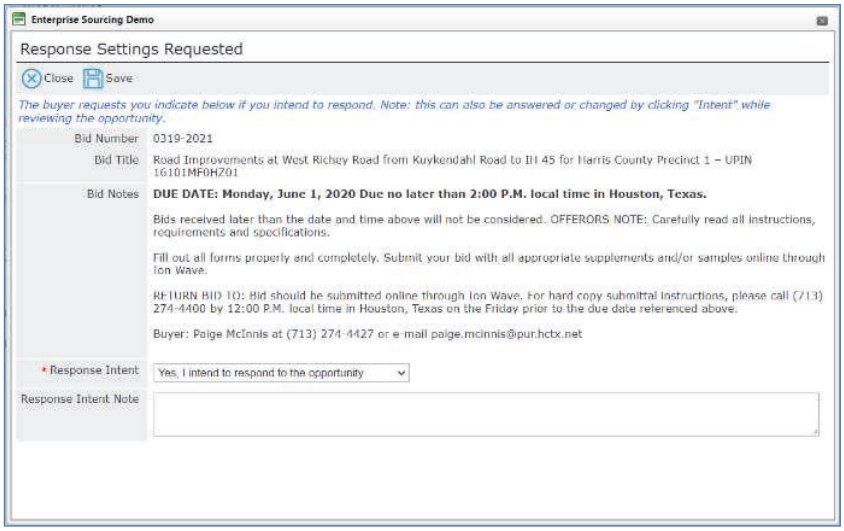


Figure 3

Once inside the bid event, a series of 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(*see Figure 4.)*

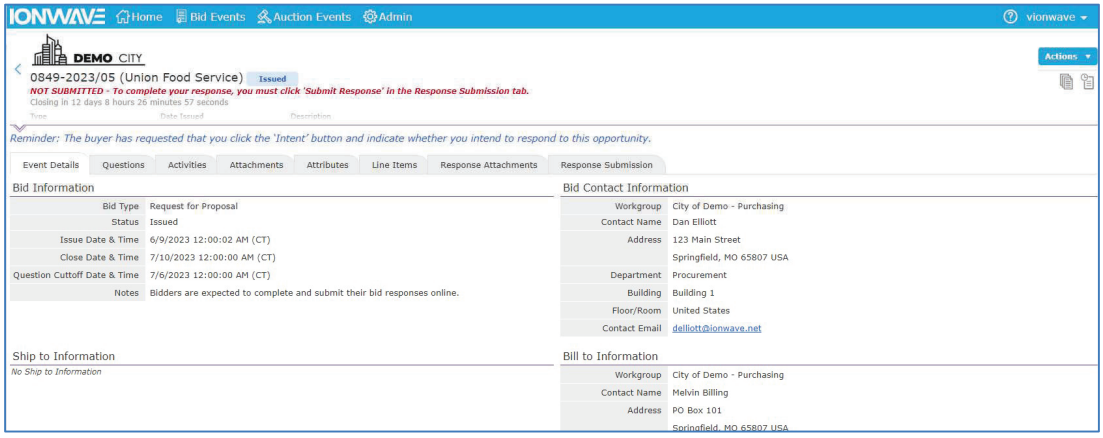


Figure 4

Below is a brief description of the content for each tab. Suppliers will start on the first tab on the left and proceed to the right through the other tabs until reaching the final tab, the “Response Submission” tab.

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

Questions – Submit bid specific questions by clicking ‘Ask Question.’ Questions and Answers provided will be reviewed at the Buyers discretion. Questions may only be asked up until the cutoff date and time.

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

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

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Participants (may or may not be displayed)– The event participation list displays 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 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 'Download'
- Save the file to your desktop or another drive.

Attributes – Attributes are a series of questions or content which may require your review and/or response.

- Read and/or answer all attributes.
- Required attributes have a red asterisk (*) to the left of the required field (*see Figure 5 below).*

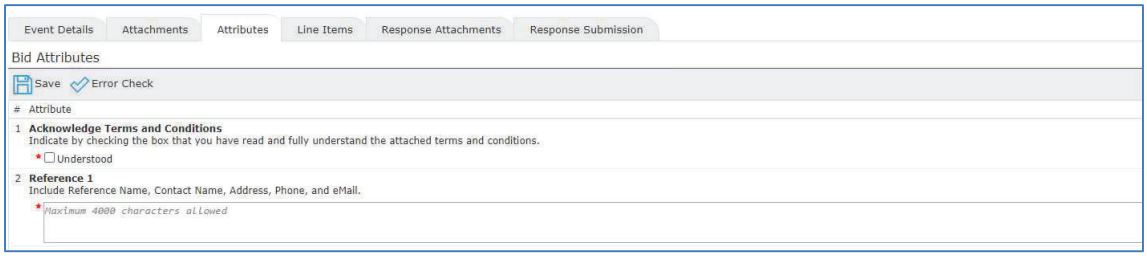


Figure 5

- A required attribute must be answered in order to submit the bid response.
- Click 'Save' on the top left of the tab (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 in the response field on the right. An extended price will be calculated once saved(*see Figure 6).*



Figure 6

- Line 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(*see Figure 7).*

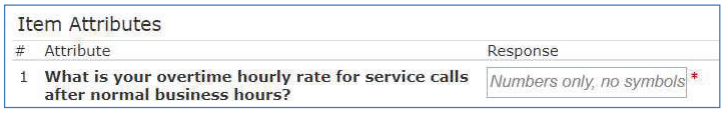


Figure 7

- Line Item Attachments - Click 'Download' to access the file(s) pertaining to this line item. (Item level attachments may not be present)

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- 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 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 may not be allowed by the buyers. Also, in some cases, they may choose to receive zeroes as a 'No Bid'.

Response Attachments – This tab allows suppliers to upload 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(*see Figure 8).*

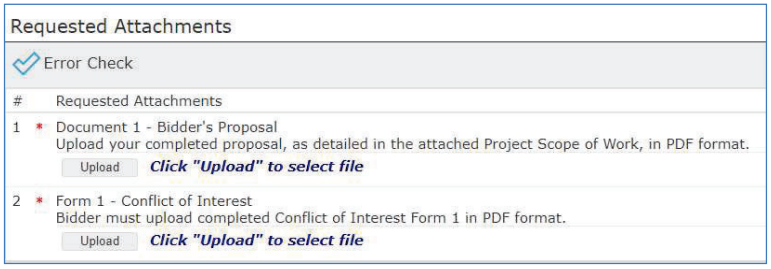


Figure 8

- Click "Upload".
- Click "Select File" in the pop-up window.
- Select the file to be attached and click 'Open'.
- Click 'Save' once the file has been uploaded.

Other Response Attachments – Ability to include additional documents for buyer review. Availability for suppliers to add other response attachments is at the buyer's discretion(*see Figure 9).*

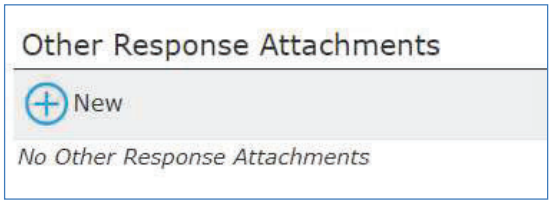


Figure 9

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- 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’.

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 250 megabytes per file.

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

- 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) and 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. (*See Figure 10.)*

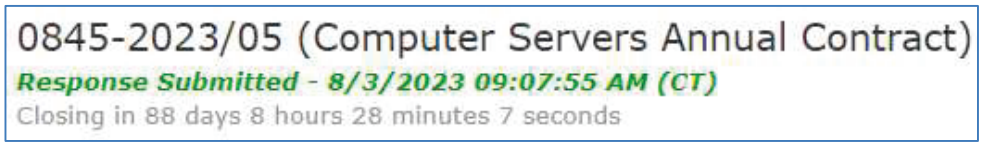


Figure 10

Submission Errors

When an error(s) occurs, 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 (*see Figure 11).*

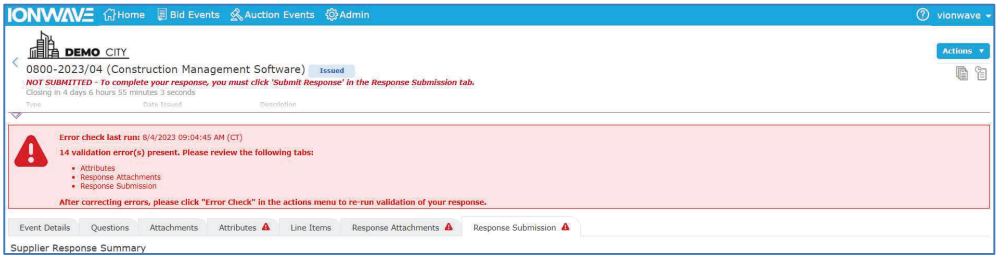


Figure 11

- 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.

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Response Retraction – This function is available at the buyer's discretion and can be used to retract a submitted response for additional editing (*see Figure 12).*

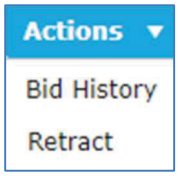


Figure 12

- On the top right-hand side of the screen, click the 'Actions' drop-down list and choose 'Retract'.
- Confirm Retract by typing the word 'Retract' into the text field on the pop-up box and then click the 'OK' button.
- 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 considered.

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