This Quick Tutorial provides instructions on navigating the agency'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 logged in, you will be on the supplier bidding dashboard. To access bid events, click **Bid Events** from the top menu bar, or click on one of the applicable Alerts.

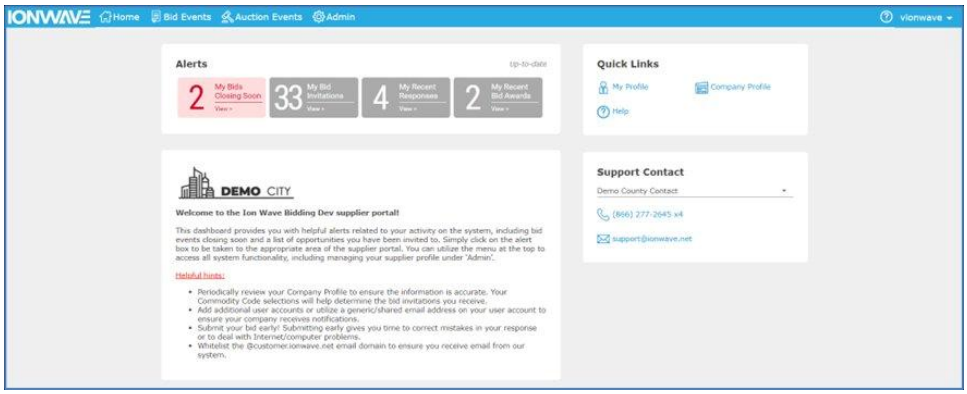

Figure 1 *Image of the home page.*

The available bids are displayed in two areas: **My Invitations** and **Other Bid Opportunities**. Click the bid number to view the bid opportunity.

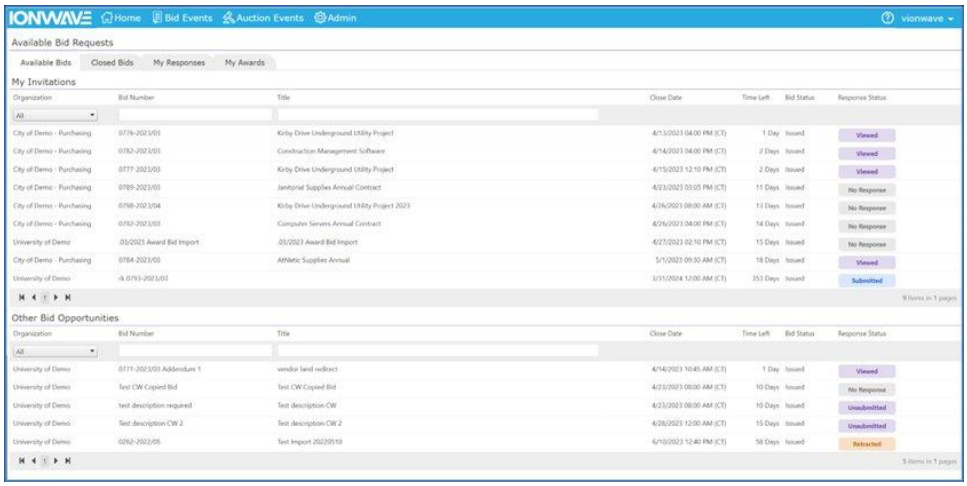

Figure 2 *Display of all active bid opportunities.*

> **Note:** *Multiple pages of bid opportunities may exist. Click to the next page (located at the bottom of the screen) to access additional pages.*

After selecting the desired bid, you may be presented with a pop-up asking your intention to respond to the bid event.

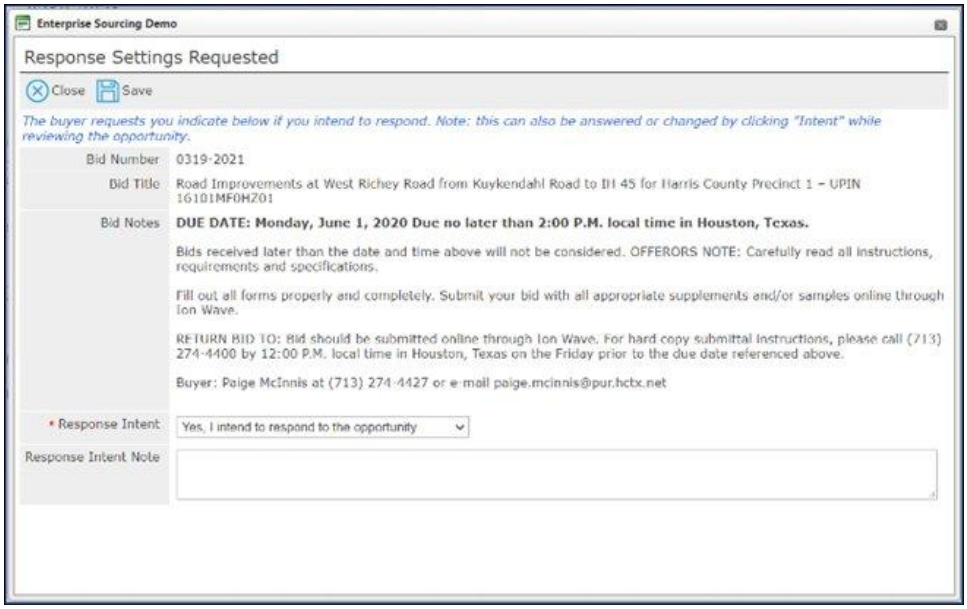

Figure 3 *Example of optional response request pop-up.*

Once inside the bid event, a series of tabs may be present. If a tab listed below does not appear on your bid, it is not applicable to the solicitation.

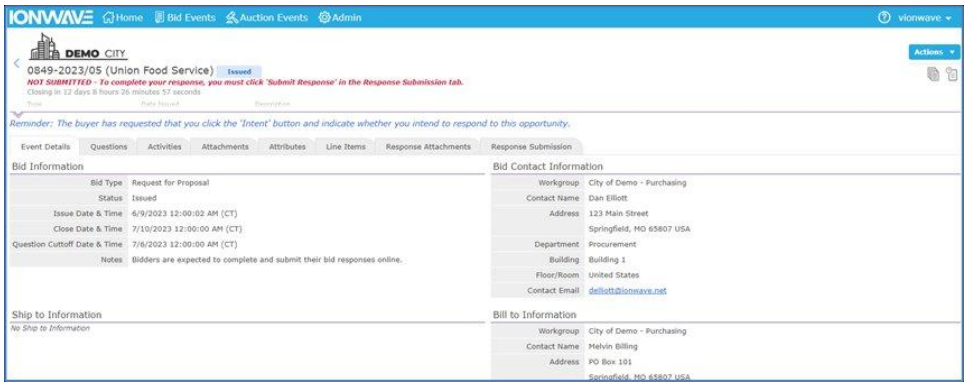

Figure 4 *Each tab includes information pertaining to the bid event.*

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, Contact, Ship To, and Bill To information.

Questions

Submit bid-specific questions by clicking **Ask Question**. Questions and answers will be reviewed at the buyer's 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.

Attachments

Bid attachments are included by the buyer for informational purposes and/or to provide a form to complete and submit as a response attachment.

- Click **Download**, then 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.

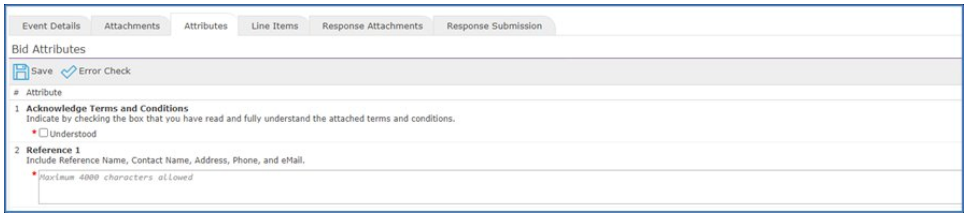

Figure 5 *Fields with red asterisk indicates required information.*

- 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 as a price or percentage in the response field on the right. An extended price will be calculated once saved.



Figure 6 *Price response field is on the right.*

- 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.



Figure 7 *Some line items may have attributes to answer.*

- Line Item Attachments — Click **Download** to access files 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.
- Click **Save** to save your responses, then **Error Check** to check for missing required price fields.

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

- **Add Alternates** — Where allowed, click Add Alternate and enter the fields requested. To remove an alternate added in error, click Delete Alt.
- **No Bid** — Unless specified by the buyer, the No Bid function is not required at the line level. Click No Bid to mark a line, or Clear No Bid to remove it.
- **Add Notes** — Where allowed, click Add Notes to enter comments for buyer review.

Note: *A response of zero ($0.00) entered in the price field may not be allowed by buyers. 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 (*) next to the file name indicates it is required.

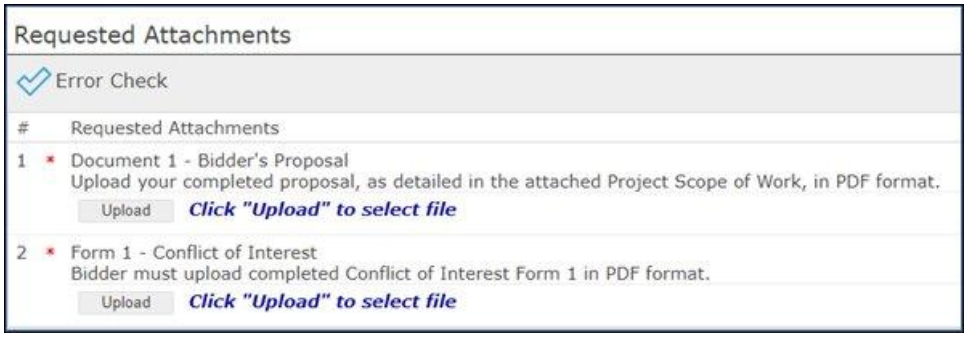

Figure 8 *Click on Upload to select the file from your computer.*

- Click **Upload**, then **Select File** in the pop-up window.
- Select the file, click **Open**, then click **Save** once uploaded.

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



Figure 9 *Agency may allow for optional attachments to be uploaded.*

- Click **New**, then **Select File** in the pop-up window.
- Highlight the file, click **Open**, enter a description, then click **Save**.

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



Figure 10 *Confirmation of successful submission.*

Submission Errors

When an error occurs, the system will display the location of the error. In the example below, errors appear in the Attributes, Response Attachments, and Response Submission tabs.

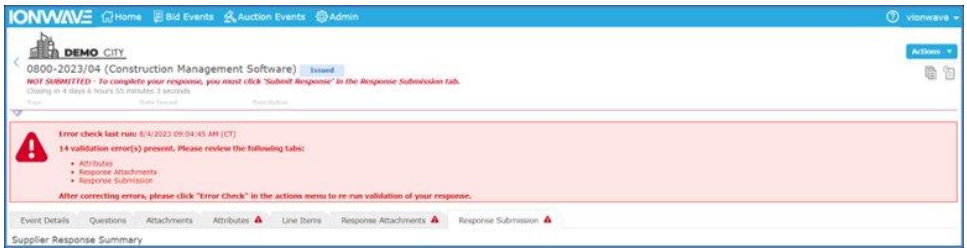

Figure 11 *Display of system message when response is missing information.*

- To resolve errors, access the tab where errors occur and complete the required fields.
- Once 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 successful submission.

Response Retraction

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



Figure 12 *Retract option may be available in Actions.*

- On the top right-hand side of the screen, click the **Actions** drop-down list and choose **Retract**.
- Confirm the retraction by typing the word **RETRACT** into the text field on the pop-up box, then click **OK**.
- Navigate to the desired tabs for editing.
- Select the Response Submission tab to submit the revised response.

> **Note:** *A retracted bid response is no longer considered submitted. You **MUST** resubmit a retracted bid response for it to be considered.*