



## Respond to Bids

- To Print this document, click on File, then Print.
- To download this document or the bid information to your computer, click on File, Save As and then choose the file to put it in, name it and then click Save.
- To open attachments in the solicitation, you must disable Pop-Up Blockers in your browser by going to the menu option Tools>Pop-Up Blocker>Disable/Turn off Pop-Up Blocker. You must also hold down the <CTRL> key on your keyboard while clicking on "View" in the solicitation to open attachments.

Step #	Do This:
1	<p>You must register in Team Georgia Marketplace in order to Respond to a Bid. To register click on the link below <a href="#">Team Georgia Marketplace Supplier Services</a> and then click on registration for instructions.</p> <ul style="list-style-type: none"> <li>• If you are already registered, using your password and User ID, sign in on the Bidder and Supplier Registration page. <ul style="list-style-type: none"> <li>• For security reasons, if you have not already changed your password, please click on Change My Password in the main menu options and follow instructions located in "Register as a Supplier" Quick Reference Guide.</li> <li>• If you have not already saved the Registration page as a Favorite in your web browser, please click on <b>Favorites</b> on your toolbar and select <b>Add to Favorites</b>.</li> </ul> </li> </ul>
2	Each bid that you will view will include Instructions to help you respond to bids. These instructions will be different if the Bid is for a Quote versus a Proposal.
3	In the menu to the left, click on <b>Manage Events and Place Bids</b> .
4	<p>Select View Events and Place Bids:</p> <ul style="list-style-type: none"> <li>• To search by a Sell Event to view or respond to Requests for Quotes (RFQ) or Requests for Proposals (RFP), click in the box next to Sell Event.</li> <li>• To search by a Request for Information (RFI) click in the box next to Request for Information.</li> <li>• Click Search</li> </ul> <p>There will be a list of recent opportunities at the bottom of the page.</p> <p>More detailed instructions to search and view events are in the "Search and View Bids" Quick Reference Guide.</p>
5	<p>When you see a bid opportunity in which you have an interest, click on the blue Event ID number in order to open it. You will see <b>Event Details</b> screen which includes:</p> <ul style="list-style-type: none"> <li>• Bidding Shortcuts: <b>View Event Activity, View Event Package, Upload XML Bid Response.</b></li> <li>• Event Name, Event ID, Event Format Type, Event Round, Event Version, Event Start Date, Event End Date, Event Description, Buyer Contact Information, Payment Terms, My Bids, Edits to Submitted Bids, Multiple Bids</li> <li>• <b>Line Details</b> including <b>Line Description, Unit, Requested Quantity, Status, and a Comment Bubble</b></li> <li>• <b>Multiple lines will indicate that you may respond to those lines you select.</b></li> <li>• <b>Other times, the event will require you to respond to ALL lines.</b></li> <li>• <b>BE SURE TO CLICK IN THE COMMENT BUBBLE TO THE RIGHT OF STATUS FIELD!</b></li> <li>•</li> </ul>
6	<p>Click on the <b>Comment Bubble</b> for <u>each line</u>.</p> <ul style="list-style-type: none"> <li>• This will show comments from the Buyer as well as attachments that you should read.</li> </ul>

7	If you are interested in the bid, but would like to return at a later time, select <b>Accept Invitation</b> to return at any time before the Event closes or ends to submit your bid response. NOTE: If you have already selected <b>Bid on Event</b> , click <b>Save for Later</b> to return at any time.
8	If you have questions about the Event or the attachments, comments, and/or bid factors, contact your Buyer or listed contact person. NOTE: Do not submit any questions with your bid response as a comment or attachment since these will not be seen until the Event is closed and the bid responses are opened.
9	To return to the Event, click on <b>Manage Events and Place Bids, My Event Activity</b> . The list displayed will contain your Accepted Bids. If you have previously selected <b>Bid on an Event</b> , you must change the Search Criteria. Click on <b>Events Bid On</b> and click <b>Search</b> to display the event for which you started the bid.
10	When the Event reopens, you will see two buttons at the top of the <b>Event Details</b> screen. <ul style="list-style-type: none"> <li>• <b>Decline Invitation</b></li> <li>• <b>Bid on Event</b></li> </ul>
11	If you Decline the Invitation, you will be asked to provide a reason. You will see: <ul style="list-style-type: none"> <li>• OTHER</li> <li>• Unable to meet terms of the event</li> <li>• Insufficient time to respond</li> </ul> You may also enter additional comments. Be as specific as possible. Click <b>Continue</b> . If you Decline and Invitation, your Event History will note this. You can change your mind and respond to the Event by clicking on the Event ID and either <b>Accept the Invitation</b> or <b>Bid on the Event</b> . You can do this up until the time the Event ends.
12	If you want to Bid on the Event, click <b>Bid on Event</b> on the <b>Event Details</b> screen.
13	At the top of the screen, you will see three buttons: <ul style="list-style-type: none"> <li>• <b>Submit Bid; Save for Later; Validate Entries</b></li> </ul>
14	Look at the sections of the Event <ul style="list-style-type: none"> <li>• The first section is the Event Name and Start and End Dates</li> <li>• It is very important to note the date and time the Event ends</li> <li>• You can save your responses and then return as many times as you like before the end date before submitting the actual bid response</li> <li>• You can also enter your Bid Response and submit it – and then return to edit the response and submit a new response, all before the end date and time</li> </ul>
15	<b>Click on View General Comments and Attachments</b> <ul style="list-style-type: none"> <li>• To open attachments in the solicitation, you must first disable Pop-Up Blockers in your Internet browser by going to the menu option Tools&gt;Pop-Up Blocker&gt;Disable/Turn off Pop-Up Blocker</li> <li>• Click <b>View</b> under View Event Attachments next to Attachment Description to view Header attachments. <b>NOTE: You must also hold down the &lt;CTRL&gt; key on your keyboard while clicking on View in the solicitation to open attachments</b></li> <li>• You may attach your own files by clicking on Upload</li> <li>• Click <b>Browse</b> to search your computer for your files</li> <li>• Select your file, then click Upload to attach the file</li> <li>• You may attach additional files by clicking on Add New Attachments</li> </ul>
16	Read <b>View Event Comments</b> to review Header Comments
17	You may then insert your own comments in the box labeled <b>Add New Comments</b>
18	Click <b>OK</b> to return to the first page
19	The second section is where the Bid factor questions are listed <ul style="list-style-type: none"> <li>• Answer each Event Question</li> <li>• Add Comments or Attachments for each question, if required. Upload attachments as you would in Step 15</li> </ul>

20	<p>In the next section, Line Bid Responses, you are required to view comments and attachments at the Line Level by clicking on the <b>Comment Bubble</b></p> <p><b>NOTE: If there are dots in the Comment Bubble, there are comments associated with that particular line.</b></p> <ul style="list-style-type: none"><li>• Click <b>View</b> to view <u>each</u> of the Line Item attachments</li><li>• Click <b>Return</b> to return to the Event</li></ul>
21	<p>You can enter your bid price several ways:</p> <ul style="list-style-type: none"><li>• Enter your Unit Bid Price on the start page and then press &lt;TAB&gt; or &lt;ENTER&gt; on your keyboard; OR</li><li>• Click on <b>Bid</b> to open the entire Bid Response area</li><li>• You can upload attachments and add comments at the line level</li><li>• You will see Shipping information</li><li>• Enter your Unit Bid Price</li><li>• At the top of the screen, select either <b>Save for Later; Start Page;</b> or <b>Validate Entries</b></li><li>• It is recommended that you go back to the <b>Start Page</b> to review all information before final submission of the bid response</li><li>• After reviewing the information, click <b>Validate Entries</b>. A small box telling you that there are no errors should appear</li><li>• Now you are ready to click the <b>Submit Bid</b> button</li><li>• A screen appears as confirmation, and will include the End Date. You will also receive an email confirmation</li><li>• When you return to the <b>View Events</b> page, you will see that your bid was submitted and accepted</li></ul>
22	<p>After submitting a bid, if you go back into Team Georgia Marketplace to <b>review</b> or <b>make changes</b>, re-SUBMIT BID. By clicking <b>SAVE FOR LATER</b>, Your bid is now in a saved status and <b>CANNOT</b> be evaluated or considered as a submitted bid response while in this status. If your bid is complete, you must submit your bid by clicking the <b>Submit Bid</b> option.</p>