



## View Bids

Step #	Do This:
1	<p>Using your password and User ID, sign in on the Bidder and Supplier Registration page.</p> <p>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.</p> <p>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>.</p>
2	<p>Click the <b>Manage Events and Place Bids</b> link. There are five sub-menus: View Events and Place Bids; My Event Activity; Maintain My User Contact; My Bidder Profile; and Discussion Forums</p>
3	<p>Click on <b>View Events and Place Bids</b></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 <b>Sell Event</b>.</li> <li>• To search by a Request for Information (RFI) click in the box next to <b>Request for Information</b>.</li> <li>• To view additional bid events that have been awarded in the past, cancelled, or are pending, do the following: <ul style="list-style-type: none"> <li>○ Click on the drop-down arrow in the <b>Event Status</b> field and select the appropriate status for what you want.</li> </ul> </li> <li>• Click <b>Search</b></li> </ul>
4	<p>For more search options, click on the blue link <b>Advanced Search Criteria</b>.</p> <ul style="list-style-type: none"> <li>• You will see four additional search options. <ul style="list-style-type: none"> <li>○ Item Description</li> <li>○ Category Description</li> <li>○ Start Date (Type the date or click on the calendar icon)</li> <li>○ End Date (Type the date or click on the calendar icon)</li> </ul> </li> <li>• Click <b>Search</b></li> </ul>
5	<p>You can also save your search criteria if this is a search that you will use often.</p> <ul style="list-style-type: none"> <li>• Click on <b>Save Search Criteria</b></li> </ul>

### To View Bids in the Georgia Procurement Registry

Step #	Do This:
1	<p>From the State Purchasing Website, look in the middle of the page under Top Viewed Pages and Supplier Services.</p> <ul style="list-style-type: none"> <li>• Click on <b>Georgia Procurement Registry (Bid Opportunities)</b>.</li> <li>• Click on <b>Georgia Procurement Registry</b> again.</li> <li>•</li> </ul>
2	<p>You will see five (5) search options.</p> <ul style="list-style-type: none"> <li>• Bid Status</li> <li>• Government Type</li> <li>• Select Government Entity</li> <li>• Search Title and Description, and</li> <li>• Type of Bid Response Required</li> </ul>
3	<p>You can sort the bid list by Bid Number, Title, Agency Name, Bid Closing Date, or Bid Posting Date.</p> <ul style="list-style-type: none"> <li>• Click <b>Search</b></li> </ul>

**Quick Reference Guide  
Team Georgia Marketplace**



Step #	Do This:
<b>NOTE:</b>	<b>You must be registered in order to respond to bids.</b>
<b>To View Bids in eQuote</b>	
1	From the State Purchasing Website, look in the middle of the page under Top Viewed Pages and Supplier Services. <ul style="list-style-type: none"> <li>• Click on <b>Georgia Procurement Registry (Bid Opportunities)</b>.</li> <li>• Click on <b>Georgia Procurement Registry</b> again.</li> </ul>
2	Scroll to the bottom of the search page and click on <b>eQuote</b> .
3	You will see three (3) search options: <ul style="list-style-type: none"> <li>• Bid Status</li> <li>• Select Government Entity</li> <li>• eQuote Search Title</li> </ul>
4	You can sort the bid list by Agency Name, Title, eQuote Number, eQuote Closing Date, or eQuote Posting Date
5	Click <b>Search</b>
6	For additional information, you may click <b>Vendor's Guide to eQuote</b>