Access Supplier Portal to Review and Respond to Bid Opportunities

The contact entered for the selected service/material/commodity code (and established proxies) will receive email notification of bid opportunity. Note: must be invited in order to bid. The Event is not available for viewing until the "Open" date and time has been reached.

Notification example received by the primary contact and any proxies:

An event has been created for which your company has been approved. Login to the supplier portal to review or respond to this event after the open date/time, if applicable.
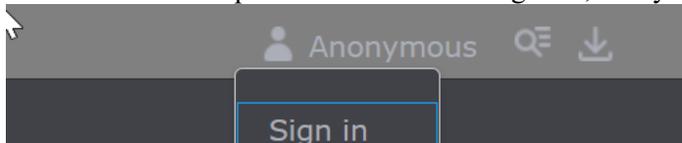Open: September 18, 2020 8:30:00 AM EDT
Close: September 22, 2020 9:00:00 AM EDT

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Login using the Username and Password established during Supplier Registration, using one of the supported browsers. Google Chrome latest version (most successful), Internet Explorer 11, Microsoft Edge Chromium latest version, Firefox latest version, Safari 5.1+
        Check **Announcements** for any downtime. Access errors will occur.

    Please note: both the Username and Password are case-sensitive.
    If the user name or password have been forgotten, the system offers self-reset capabilities.

OglethorpePower
GeorgiaTransmission
GeorgiaSystemOperations

User Name *

[   ]

⚠ Required

Password *

[   ]

Login

Register a new user
Forgot your password?

Forgot User Name   ✕

Enter your email address below. Click the OK button. We will send your user ID information to you.

Email Address:* [   ]
Confirm Email Address:* [   ]

OK   Cancel

Tip: Navigate using the "Previous/Next" buttons at the bottom of the screens, when available.

‹ Previous   Next ›

1. Click on *Events - Browse Open Events*. This will show events for which your company has been selected to bid upon that are in an "Open" status and still accepting bids.
   Note: the *Messages* section is a repository of the correspondence received via email.
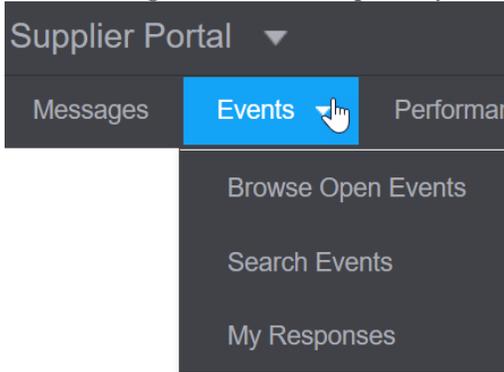
2. Select an Event by clicking on the Event #. Please note: only events with Status = Open will allow responses.

3. Review each tab for event details. If you do not wish to bid on this event, select the *No Bid* button.

4. Click icon to select No Bid Reason from list.
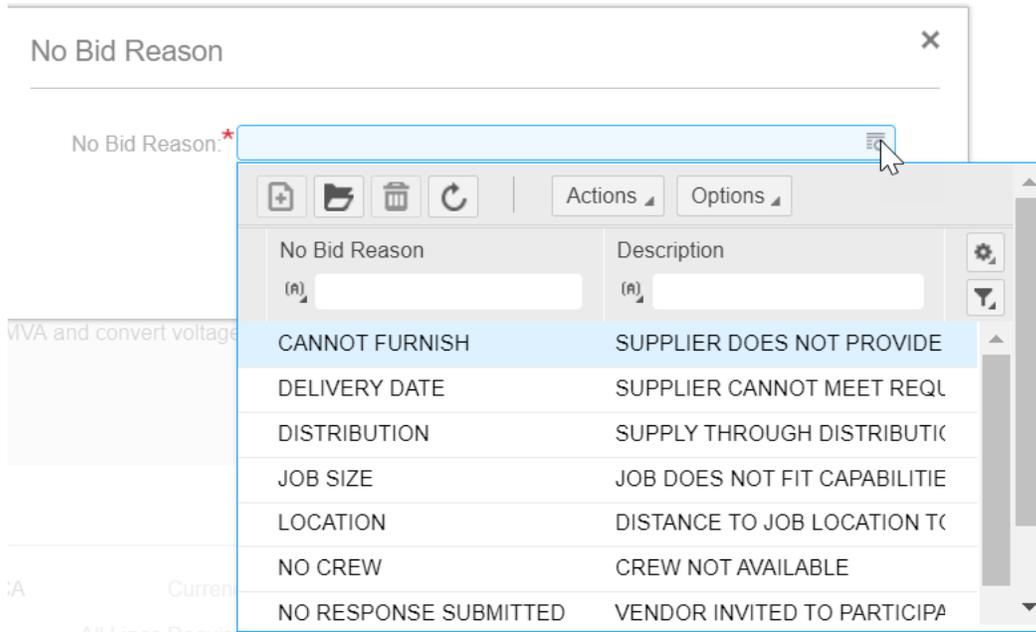
5. If you need additional information, select the *Ask a Question* button, if available. Not all events will have this option. The button will also disappear after the Q&A period ends. Tip: check the *Q&A Forum* tab in case the question has already been asked and answered.   Any questions and answers applicable to all will be posted.
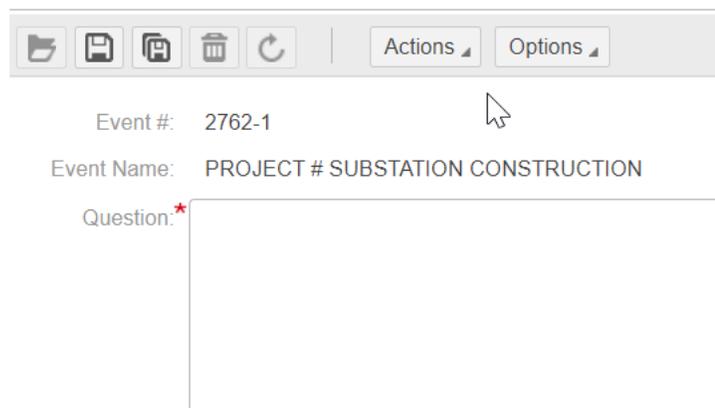
6. Enter your question and Save. The question has now been submitted and the reply will be sent via email to the address on record.

7. To bid on the Event, review the various Event Tabs. Click on ***Respond Now.*** Questions, Terms, Lines, etc. are selectable for reviewing prior to responding by clicking tab header.

8. Click *Terms and Conditions* link to review. Click in the box to ***Accept*** Terms and Conditions and ***Continue.***   This may not be applicable for all events, however, must be selected in order to continue.

9. Click ***Respond.***

10. The next screen may vary depending on item type. Details will show in the upper ***Line Details*** for all item types.

   Enter description and unit price, then click ***Continue***. A "No Bid" can also be entered at the line level.

Event # 2762-1

Line Response	Summary

Line 1 Details

Item: Item Description: OAK MOUNTAIN P88131 SS Output Type: Service

UOM:

Commodity Code: SCONS-SS-CONST-GTC-3 Commodity Description: CONSTRUCTION SUBSTATION GTC LEVEL 3

Enter Line 1 Response Information

Service Description: [   ]
UOM: [   ] UOM Detail: [   ]
Unit Price: [125,000] -or- ☐ No Bid - reason [   ]
Extended Price: 0.00
Response Comments: [   ]

-    OR –

Enter unique Vendor Item, Vendor Item Description, Quantity, Unit Price, Delivery Date and any Comments then click *Continue.*

Review Summary – Select Event Response to proceed.

Event # 2762-1

Line Response ✔	Summary

Summary

Click the event response button to continue responding to event # 2762-1

[Event Response]

Event #: 2762-1
Line #: 1
UOM:
Unit Price: 125,000
No Bid: No
Extended Price: 125,000.00

Line Responses screen – *Edit Response* as necessary, click *Continue*

Actions ▾	Options ▾								
Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price		⚙
*1		OAK MOUNTAIN P88131 SS	1.00	1.00		125,000	125,000.00	Edit response	

Records Per Page: 10

‹ Previous   Next ›

11. Answer all questions for this event then click *Continue*

   Questions are specific to each bid event so there could be events without questions.
   The question will provide additional guidance when an answer and/or attachment are required.
   TIP: use short file names for attachments (under 50 characters total).

Event # 2762

Event Response ✔	Line Responses ✔	Question Responses	Response Attachments	Submit Response

1   What is your percentage mark-up for materials?

Response is required

* Answer: [   ]

2   What is your percentage mark-up for 3rd party rentals?

Response is required

* Answer: [   ]

3   What is your percentage mark-up for sub-contractors?

Response is required

* Answer: [   ]

4   Please complete the attached Subcontractors Form and re-attach. If "none", please mark accordingly and send.

Bid Exh C List of Subcontractors.docx

Both response and attachment are required

‹ Previous   Next ›

   Correct any error messages received.

🛇 Error   ✕

Attachment is required for question Please complete the attached Subcontractors Form and re-attach. If "none", please mark accordingly and send.

OK

12. Click *Create* to attach any documentation, specifications, etc. relating to the bid or click Continue if there are no attachments.

13. Click on Submit to send the bid. This is a critical step. This actually sends the bid. Print response for your files if desired. Click *Done*. *Note: the bid is retained in history under **Events – My Responses.***

14. In the event you forget to submit, it will show under "Unsubmitted Initial Responses"

Unsubmitted Initial Responses	Unsubmitted Best And Final	Unsubmitted Pricing	Responses Open For Award	Historical Responses

Unsubmitted Initial Responses

Submit	Print Response	View Response

Event # ▲	Version	Name	Open Date	Current Close Date
2754	4	OAK MOUNTAIN P88131 SUBSTATION CONSTRUCTION	8/25/2020 1:00:00 PM	9/29/2020 10:00:00 AM

15. Choose Event and "Submit"; Other valid actions will show under "Actions"

16. Submitted responses will move to *Responses Open For Award*, then to *Historical Responses* after the close

Modifying a Submitted Bid

1. Click on *Events - My Responses*.   This will show events for which responses have been at least started. Please note this area will not show events for which you have been invited to but have not started a response yet.
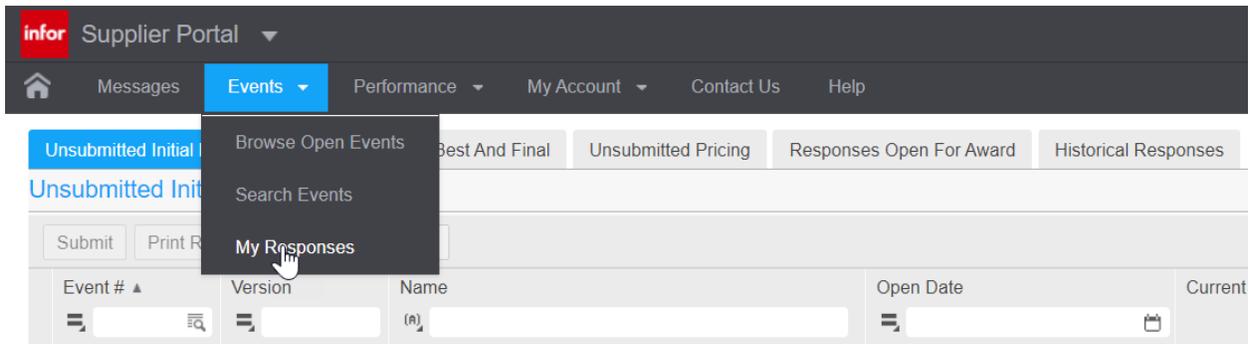
2. Select desired tab. Select appropriate action.
Open if wish to review
Modify Response if wish to make changes – be sure to resubmit if modify
Withdraw Response if no longer wish to participate
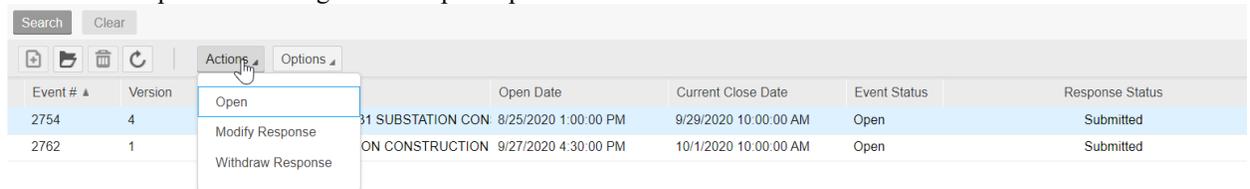
"Sign Out" after complete with session.