

## 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:

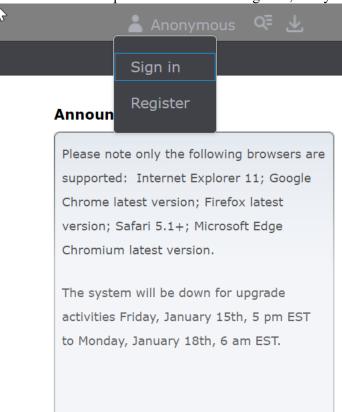
An event has been created for which your company has been approved. Login to the supplier portal to review or respond to this event after the open date/time, if applicable. Open: September 18, 2020 8:30:00 AM EDT Close: September 22, 2020 9:00:00 AM EDT

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.





J.	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 us	er ID information to you.
Email Address.*		
Confirm Email Address:*		

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

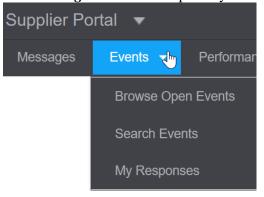
Cancel



3



 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.

Open Events						
Keyword:						
Event #:			Nar	me:		
Category:						
Search Clear						
Actions 🖌 🖸	ptions 🖌					
Ev Ve Name Category	Sub Category	Туре	Reference	Open Date	Close Date +	*Status
2754 4 OAK MOUNTAIN P SERVICE	ASTIPSUM	SEALED BID - CA	NW	8/25/2020 1:00:00 PM	9/29/2020 10:00:00 AM	Open
2762 1 PROJECT # SUBS SERVICE	ASTIPSUM	SEALED BID - CA	NW	9/27/2020 4:30:00 PM	10/1/2020 10:00:00 AM	Open

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

Event #: 2762 Version: 1	Event Name: PROJECT # SUBSTATION CONSTRUCTION
No Bid	espond Now Ask A Question
Summary	
Contacts	tes
Attachments	Open: 9/27/2020 4:30:00 PM
Questions	Close: 10/1/2020 10:00:00 AM
Terms And Conditions	Q And A Open: 9/27/2020 4:30:01 PM
Lines	Q And A Close: 9/30/2020 10:00:00 AM
Q And A Forum	scription
Amendments	rease capacity from 35 5 MVA to 60 MVA and convert voltage from 12 kV to 25 kV. (2) new transformers. Remove T-16315 and T-10673. No pre-bid meeting. Tentative schedule: 10/26-12/23/2020.
	les
	Type: SEALED BID - CA Currency: USD
	Sealed Bid: Yes All Lines Required: Yes
	d Bond Required. No



4. Click icon to select No Bid Reason from list.

No Bid Reason		×	
No Bid Reason:*		Ē	
	E 🖻 🗰 🖒 🛛 Ac	tions A Options A	
	No Bid Reason	Description	٥,
	(A)	(A)	
IVA and convert voltage	CANNOT FURNISH	SUPPLIER DOES NOT PROVIDE	-
	DELIVERY DATE	SUPPLIER CANNOT MEET REQL	
	DISTRIBUTION	SUPPLY THROUGH DISTRIBUTIC	
	JOB SIZE	JOB DOES NOT FIT CAPABILITIE	
	LOCATION	DISTANCE TO JOB LOCATION T(	
A Curren	NO CREW	CREW NOT AVAILABLE	
A Curren	NO RESPONSE SUBMITTED	VENDOR INVITED TO PARTICIPA	-

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.

Ask A Questio	n	
		Actions A Options A
Event #:	2762-1	
Event Name:	PROJECT	# SUBSTATION CONSTRUCTION
Question:*		

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.



Unit Price

0

Extended Price

0.00 F

- 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.

Event Response	Line Respor			Response Attachments		nse
Click the followin	g link to reviev	w all terms and	d conditions	erms and conditions		
Laccept the terms	and conditions for th	his event and conf	irm that I am authori:	ed to accept these terms and o	conditions and submit bids for r	ny company
I accept the terms	and conditions for th	his event and conf	irm that I am authori:	ed to accept these terms and o	conditions and submit bids for r	my company
I accept the terms	and conditions for th	his event and conf	irm that I am authori:	ed to accept these terms and o	conditions and submit bids for r	my company
I accept the terms	and conditions for th	his event and conf	îrm that I am authori;	ed to accept these terms and o	conditions and submit bids for r	my company
Click <i>Respond</i> . Event # 2762	and conditions for th	his event and conf	îrm that I am authori;	ed to accept these terms and o	conditions and submit bids for r	ny company

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

Line Quantity Response Quantity UOM

0.00

1.00

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

Line #

\*1

Item

Description

OAK MOUNTAIN P88131 SS



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	
	nse Information	
Service Description:		
	UOM Detail:	
Service Description:		
Service Description: UOM:	UOM Detail:	
Service Description: UOM: Unit Price:	UOM Detail:	
Service Description: UOM: Unit Price: Extended Price:	UOM Detail:	

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

.ine # 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	dit response	
ords Per Page: 10								

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 V Line Responses V 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 doox	
Both researce and effectment are required	
N .	•

Previous
Next >



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





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

Event # 2762							
Event Response	~	Line Responses	~	Question Responses	~	Restonse Attach nts	Submit Re
Create					ATTAO AND I	CH ANY DOCUMENTS, SPE PICTURES YOU HAVE FOR	CIFICATIONS THIS EVENT
(A)							

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*.

Event # 27	62								
Event Res	sponse 🗸	Line Responses		Question sponses	~	Response Attachments	~	Submit Response	
Submit Re	sponse								
Your I	- ·	-	ted. Your b	id amount is	s 125,000	0.00. Click the S	ubmit butt	ton to complete your re	spo
Jubin		My Response							
-	The fol	lowing acti	on 'Su	hmit' c	omole	ated succ	oceful	llv	
-	THE IU	lowing acti	on Su	DITIL O	Jubic	eleu succ	Cosiui	iiy	
	The follow	ing action 'Subn	nit' comple	eted					



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

Unsubmitted Initial Responses Unsubr		Unsubmitted Best And Fina	I Unsubmitted Pricing	Responses Open For Award	Historical Response	s
nsubmitted Initi	al Respor	nses				
Submit Print F	esponse	View Response				
Event # 🔺	Version	Name		Open Date	Cur	rrent Close Date
۵,	=,	(A)		=	8	
2754	4		P88131 SUBSTATION CON	STRUCTION 8/25/2020 1:00:00 P	M 9/29	9/2020 10:00:00 /

- 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.

infor Supplier F	Portal 🔻				
s Messages	Events 👻	Performance - My	y Account 👻 Contact I	Us Help	
Unsubmitted Initia	al Browse Ope	n Events Best And Fina	I Unsubmitted Pricing	Responses Open For Award	Historical Responses
Unsubmitted Ir	n <mark>it</mark> Search Ever	nts			
Submit Print	R My Respons	ses			
Event # 🔺	Version	Name		Open Date	Curren
=,		(A)		=	e

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

Search	ar						
	Ç	Actions Options					
Event # 🔺	Version	Open		Open Date	Current Close Date	Event Status	Response Status
2754	4	Modify Response	31 SUBSTATION CON	8/25/2020 1:00:00 PM	9/29/2020 10:00:00 AM	Open	Submitted
2762	1		ON CONSTRUCTION	9/27/2020 4:30:00 PM	10/1/2020 10:00:00 AM	Open	Submitted
		Withdraw Response					

## "Sign Out" after complete with session.

