

How to View Solicitation Events and Submit Bids



COUNTY OF
SONOMA

May 15, 2015

Register to View and Bid

Suppliers must register in Sonoma County's Supplier Portal in order to receive emailed solicitation notifications, view solicitations and attachments, and submit a bid.

[Click here to register in the Supplier Portal.](#)

Register as a **BIDDER** if you are a prospective supplier to the County of Sonoma, and have not previously received payment from the County for goods and/or services.

Register as a **VENDOR** if you have previously sold goods and/or services to the County of Sonoma.

Submission Guide

The information contained in this document is a general overview and applies to solicitations for both goods and services (RFPs, RFQs, and RFIs). Please note that our software and documentation refers to all submissions as “bids.”

For solicitation-specific questions, contact the Event Contact listed on the event.

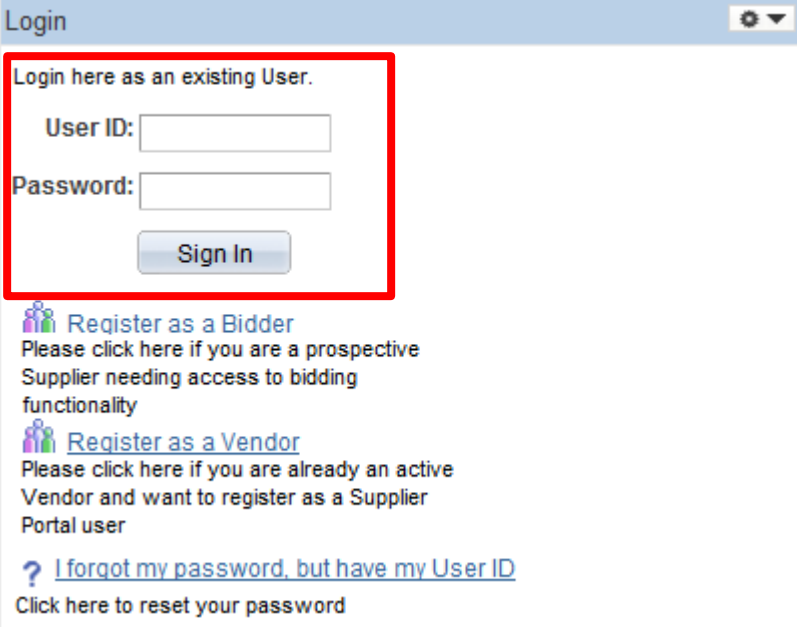
For questions regarding registration, email efs-vendor-desk@sonoma-county.org.

Login to the Supplier Portal

After registering in the [Supplier Portal](#), login using your User ID and password.

IMPORTANT - Use links and buttons to navigate.

Do not use the BACK button on your browser when navigating through the Supplier Portal. Use of your browser's BACK button will return you to the login page, and your transaction will not process.



Login

Login here as an existing User.

User ID:

Password:

 [Register as a Bidder](#)
Please click here if you are a prospective Supplier needing access to bidding functionality

 [Register as a Vendor](#)
Please click here if you are already an active Vendor and want to register as a Supplier Portal user

 [I forgot my password, but have my User ID](#)
Click here to reset your password

Search for Solicitation Events

Use the grey navigation bar below the County logo. Navigate using the following path: *Main Menu > Manage Events and Place Bids > View Events and Place Bids*.

All public solicitation events will appear in the Search Results area. To narrow your results, use search criteria near the top of the page.

Click the solicitation event you want to bid on.

View Events and Place Bids

Welcome, LMN Inc.
User: Kristin Jones

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID: ~

Event Name:

Event Type:

Event Status:

☒ Include Declined Invitations?

Results Should Include:

☒ Sell Event

☒ Purchase Event

☒ Request For Information

Search

Clear Criteria

[Manage Saved Searches](#)

[Save Search Criteria](#)

[Advanced Search Criteria](#)

Search Results						Personalize 	First 	4-2 of 2 	Last 
Event ID	Event Name	Format	Type	End Date					
SC001-0000000125	Valve: Manufactured by Pratt	Sell	RFx	04/13/2015 02:00 PM PDT	Discuss				
SC001-0000000126	Emergency Snow and Ice Removal	Sell	RFx	04/13/2015 02:00 PM PDT	Discuss				

View a Solicitation Event

Step 1 of 4

This page shows a brief overview of an event solicitation.

Click **“Bid on Event”** to view and download all details about an event solicitation, including RFPs, RFQs, and other attachments.

Note: Clicking **“Bid on Event”** does not obligate you to bid. It will allow you to view the event and documents.

Event Details

Welcome, LMN Inc.
User: Kristin Jones

[Information On Inquiry Options](#)

Bidding Shortcuts:

[View Event Activity](#)

Accept Invitation

Decline Invitation

Bid on Event

Event Name: Emergency Snow and Ice Removal
Event ID: SC001-0000000126
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 03/16/2015 9:09AM PDT
Event End Date: 04/13/2015 02:00 PM PDT

Event Description:

The County of Sonoma (the County) is seeking vendor(s) to provide emergency snow removal services in the case of a significant snow and/or ice event in which the County cannot remove snow in a timely manner with existing resources.

This contract will supplement crew forces during a significant snow event. The contract is intended to provide additional on call equipment for loading and hauling snow when snow levels are so great the snow must be disposed of off-site. Because of the nature

Contact: Project Manager
Phone: 707/555-1212
Email: ProjectManager@sonoma-county.org
Online Discussion: [Discuss Event in Forum](#)
Live Chat Help:

Payment Terms:
My Bids: 0
Edits to Submitted Bids: Allowed
Multiple Bids: Allowed

★ Bid Required

Line Comments/Files

Lines				
Personalize Find View All First 1 of 1 Last				
Line	Description	Unit	Requested Quantity	Status
1	Snow and Ice Removal	LS	1.0000	

View a Solicitation Event

Step 2 of 4

For RFPs, RFQs, or RFIs, select **YES**.

If you want to bid the exact quantity requested, select **YES**.

If you want to bid a different quantity than requested, select **NO**.

Do you want to bid the exact quantity requested? (NOTE: Always select "Yes" for RFPs, RFQs, or RFIs) (18058,4118)

If you want to bid the exact quantity requested, select "Yes" and the bid quantity will default to the requested quantity. You can change the bid quantity at any time before submitting your bid.

If you want to bid a different quantity than requested, select "No" and enter the quantity manually.

Yes

No

View a Solicitation Event

Step 3 of 4

The following screen shots are partial views of the Event Details page; scroll down on your computer screen to view all event-related information.

Click to view and download attachments, including RFPs, RFQs, RFIs, addenda, and Question and Answers.

A new window will open with a listing of all attachments. Click to view and download the attachments.

Click "OK" when finished to return to the previous page.

Event Details

Welcome, LMN Inc.
User: Kristin Jones

Submit Bid

Save for Later

Validate Entries

Event Name: Emergency Snow and Ice Removal [Bidding Instructions](#)
Event ID: SC001-0000000126 Bid ID: New
Event Format/Type: Sell Event RFX Bid Date:
Event Round: 1 Bid Currency: US Dollar
Event Version: 1
Event Start Date: 03/16/2015 9:09AM PDT
Event End Date: 04/13/2015 02:00 PM PDT

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

General Comments and Attachments

Business Unit: SC001 Event ID: 0000000126

Attachments

View Event Attachments		Personalize	First	1	2	3	Last
Attached File	Attachment Description	View					
RFP_Emergency_Snow_and_Ice_Removal.pdf	RFP for Emergency Snow and Ice Removal	View					
2-23-15_COUNTY_OF_SONOMA_BID_TERMS_AND_CONDITIONS.pdf	Terms and Conditions	View					
Bid_References_Fillable.pdf	Bid References	View					
Local_Business_Declaration_Services_Fillable.pdf	Local Business Declaration for Services	View					
Emergency_Snow_and_Ice_Removal.pdf	Event Details	View					

Add New Attachments

Attached File	Attachment Description	Upload	View	Add New Attachments		Delete
		Upload	View			

Comments

Add New Comments

OK

Cancel

View a Solicitation Event

Step 4 of 4

Scroll down on your computer screen to view the rest of the event.

To save this for review and submittal at a later time, click “Save for Later.”

When you are ready to bid, navigate to *Main Menu > Manage Events and Place Bids > View Events and Place Bids*.

Click on the event to reopen it and place your bid.

Instructions on how to place a bid follow.

The County of Sonoma (the County) is seeking vendor(s) to provide emergency snow removal services in the case of a significant snow and/or ice event in which the County cannot remove snow in a timely manner with existing resources.

This contract will supplement crew forces during a significant snow event. The contract is intended to provide additional on call equipment for loading and hauling snow when snow levels are so great the snow must be disposed of off-site. Because of the nature of the work, the use of the contract will vary greatly from year to year.

Contact:	Project Manager	Payment Terms:	
Phone:	707/555-1212	Billing Location:	EFS TEAM
Email:	ProjectManager@sonoma-county.org	Event Currency:	Dollar
Online Discussion:	Discuss Event in Forum	Conversion Rate:	1.00000000
		Edits to Submitted Bids:	Allowed
		Multiple Bids:	Allowed

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 1
Required Questions: 1
Questions Responded To: 0

[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ Do you Accept Sonoma County Terms and Conditions?
Please enter exceptions

Response: [Add Comments or Attachments](#)

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1
Lines Responded To: 0
Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines		Personalize		First Previous Lines 1 of 1 Next Lines						
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Snow and Ice Removal	LS	1.0000	1.0000		☐	0.0000 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Find a Solicitation Event

Navigate using the following path:
Main Menu > Manage Events and Place Bids > View Events and Place Bids.

All public solicitation events will appear in the Search Results area. Utilize the Search Criteria section at the top of the page to narrow your results.

Click on the solicitation event you want to bid on.

View Events and Place Bids

Welcome, LMN Inc.
User: Kristin Jones

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID: -

Event Name:

Event Type:

Event Status:

☒ Include Declined Invitations?

Results Should Include:
☒ Sell Event
☒ Purchase Event
☒ Request For Information

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results						Personalize	First	4-2 of 2	Last
Event ID	Event Name	Format	Type	End Date	Status				
SC001-0000000125	Valve: Manufactured by Pratt	Sell	RFx	04/13/2015 02:00 PM PDT					Discuss
SC001-0000000126	Emergency Snow and Ice Removal	Sell	RFx	04/13/2015 02:00 PM PDT	Accepted				Discuss

Submit Your Bid

Step 1 of 6

Accept Invitation will save the event for review and completion at a later date. It will not allow you to view the event and download attachments.

If you don't want to participate in this event, select **Decline Invitation** and respond to the questions on the next page.

Bid on Event will take you to the Event Details page, where you can view and download attachments and comments, and bid.

Please note – clicking on “**Accept Invitation**” or “**Bid on Event**” does NOT obligate you to bid.

Event Details

Welcome, LMN Inc.

User: Kristin Jones

Information On Inquiry Options

Bidding Shortcuts:

[View Event Activity](#)

Accept Invitation

Decline Invitation

Bid on Event

Event Name: Valve: Manufactured by Pratt
Event ID: SC001-0000000125
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 03/16/2015 8:52AM PDT
Event End Date: 04/13/2015 02:00 PM PDT

Event Description:

48" PRATT XR70 150# FLANGED BUTTERFLY VALVE W/EPDM SEAT SST DISC EDGE GEAR W/2" OP NUT EPOXY LINED & COATED. No SUBSTITUTIONS ALLOWED. MDT-6S & Valve Size 48 see attached specifications. Include Freight charges in bid price.

Contact: Project Manager
Phone: 707/555-1212
Email: ProjectManager@sonoma-county.org
Online Discussion: [Discuss Event in Forum](#)
Live Chat Help:

Payment Terms:

My Bids: 0
Edits to Submitted Bids: Allowed
Multiple Bids: Allowed

Display: All Lines

★ Bid Required

Line Comments/Files

Lines				
Personalize Find View All First 1-2 of 2 Last				
Line	Description	Unit	Requested Quantity	Status
1	48" PRATT XR70 150# FLANGED BUTTERFLY VALVE W/EPDM SEAT SST DISC EDGE GEAR W/2" OP NUT EPOXY LINED & COATED. No SUBSTITUTIONS ALLOWED. MDT-6S & Valve Size 48 see attached specifications.	EA	1.0000	
2	Shipping/Freight; enter 0.00 if no shipping/freight charge	EA	1.0000	

Submit Your Bid

Step 2 of 6

For RFPs, RFQs, or RFIs, select **YES**.

If you want to bid the exact quantity requested, select **YES**.

If you want to bid a different quantity than requested, select **NO**.

Do you want to bid the exact quantity requested? (NOTE: Always select "Yes" for RFPs, RFQs, or RFIs) (18058,4118)

If you want to bid the exact quantity requested, select "Yes" and the bid quantity will default to the requested quantity. You can change the bid quantity at any time before submitting your bid.

If you want to bid a different quantity than requested, select "No" and enter the quantity manually.

Yes

No

Step 3 of 6

Click “View/Add General Comments and Attachments” to view comments and documents, including RFPs, RFQs, RFIs, addenda, and Questions & Answers. A new screen will open.

Add any comments by typing in the blank “Add New Comments” field.

Click "OK" when finished.

Event Details

Welcome, LMN Inc.
User: Kristin Jones

Submit Bid

Save for Later

Validate Entries

Event Name:

Valve: Manufactured by Pratt

[Bidding Instructions](#)

Event ID:

SC001-0000000125

Bid ID:

New

Event Format/Type:

Sell Event

RFx

Bid Date:

Event Round:

1

Bid Currency:

USD

US Dollar

Event Version:

1

Event Start Date:

03/16/2015 8:52AM PDT

Event End Date:

04/13/2015 02:00 PM PDT

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

General Comments and Attachments

Business Unit: SC001 Event ID: 0000000125

Attachments

View Event Attachments Personalize | 1/1 First 1 of 1

Attached File	Attachment Description	View
Pratt_Valve_Specifications.pdf		View
Bid_No_SubS_CountY_or_Dept_Standard.pdf		View
Local_Business_Declaration_Goods_Fillable.pdf		View
2-23-15_COUNTY_OF_SONOMA_BID_TERMS_AND_CONDITIONS.pdf		View
Valve__Manufactured_by_Pratt.pdf	Event Details	View

Add New Attachments Personalize | 1/1 First 1 of 1

Attached File	Attachment Description	Upload	View	Add New Attachments	Delete
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments

OK Cancel

Submit Your Bid

Step 4 of 6

Answer the required question regarding your acceptance of Sonoma County Terms and Conditions. To add supporting comments regarding your contract acceptance or exceptions, click “Add Comments or Attachments” and upload.

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions:	1
Required Questions:	1
Questions Responded To:	0

[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1 Next Questions

★ Do you Accept Sonoma County Terms and Conditions?
Please enter exceptions

Response: 3 - Yes

[Add Comments or Attachments](#)

Submit Your Bid

Step 5 of 6

Enter your **bid quantity and unit bid price** for each line (red box). Click “No Bid” (purple box) on a line if you are not bidding on that particular line.

Note: if you are submitting a proposal for a RFP, RFQ, or RFI, enter \$.01 as your pricing. This allows your proposal to be submitted through our electronic system. The County will evaluate your proposal based upon the actual costs shown in your proposal submission.

If there is a line for **shipping/freight** and shipping/freight charges are involved, enter your total shipping/freight cost for all lines.

If there is no shipping/freight charge, enter 0.00 as the unit bid price on the line. *Please do not use the “No Bid” box for freight or change the bid quantity on the freight line, as errors will result.* After entering 0.00, press the “tab” key on your keyboard – the field will appear blank.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the

Event Administrator.

Lines in This Event: 2

Lines Responded To: 0

Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required

Line Comments/Files

Lines		Personalize	First Prev					No Bid	Your Total Bid Price		
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price					
1		48" PRATT XR70 150# FLANGED BUTTERFLY VALVE W/EPDM SEAT SST DISC EDGE GEAR W/2" OP NUT EPOXY LINED & COATED. No SUBSTITUTIONS ALLOWED. MDT-6S & Valve Size 48 see attached specifications.	EA	1.0000	1.0000			☐	0.0000 USD	Bid	
2		Shipping/Freight; enter 0.00 if no shipping/freight charge	EA	1.0000	1.0000			☐	0.0000 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid

Save for Later

Validate Entries

2		Shipping/Freight; enter 0.00 if no shipping/freight charge	EA	1.0000	1.0000	0.00		☐	0.0000 USD	Bid	
---	--	--	----	--------	--------	------	--	--------------------------	------------	---------------------	--

2		Shipping/Freight; enter 0.00 if no shipping/freight charge	EA	1.0000	1.0000			☐	0.0000 USD	Bid	
---	--	--	----	--------	--------	--	--	--------------------------	------------	---------------------	--

Submit Your Bid

Step 6 of 6

After entering all unit bid prices, press the “Tab” button on your keyboard. This will update your total bid price and total line pricing. **Confirm your bid prices** (green boxes).

If prices are correct, click “**Validate Entries.**” If you get an error message, fix the error and click “Validate Entries” again.

Upon receiving “No Errors Found” message, you may **save your bid for later, or submit your bid now.**

The submission process is not complete until **Submit Bid** is selected, and you have received confirmation.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Manager.

Lines in This Event: 2
Lines Responded To: 0
Your Total Line Pricing: 2,650.0000 USD

[Hide Line Detail](#) ★ Bid Required Line Comments/Files

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		48" PRATT XR70 150# FLANGED BUTTERFLY VALVE W/EPDM SEAT SST DISC EDGE GEAR W/2" OP NUT EPOXY LINED & COATED. No SUBSTITUTIONS ALLOWED. MDT-6S & Valve Size 48 see attached specifications.	EA	1.0000		1.0000	2500.000000	☐	2,500.0000 USD	Bid
2		Shipping/Freight; enter 0.00 if no shipping/freight charge	EA	1.0000		1.0000	150.000000	☐	150.0000 USD	Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Bid Confirmation

An on-screen confirmation will immediately appear after your submission

You will also receive an emailed confirmation.

Bid Confirmation

Your bid has been successfully submitted.

Bid ID:	1	Bid Date:	03/16/2015 11:59:59AM PDT
Event ID:	0000000125	Valve:	Manufactured by Pratt
Event Format:	Sell Event	Round:	1
Start Date:	03/16/2015 8:52AM PDT	Version:	1
		End Date:	04/13/2015 02:00 PM PDT

Your Total Price: 2,650.00 USD

OK

Copy Bid

Bid Notification

This is a confirmation of your bid placed on a solicitation. See below for details.

Bid Details

Event ID: SC001 - 0000000125 Round 1 Version 1
Event Name: Valve: Manufactured by Pratt
Bid ID: 1
Date Posted: 03/16/15 11:59:59AM PDT

Retrieving a Saved Bid

Navigate to *Manage Events & Place Bids* > *View Events & Place Bids* and click on the event.

Click “In-Process”

Click “View/Edit” to access your saved bid.

View Events and Place Bids

Welcome, LMN Inc.

User: Kristin Jones

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID: -

Event Name:

Event Type:

Event Status:

☒ Include Declined Invitations?

Results Should Include:
☒ Sell Event
☒ Purchase Event
☒ Request For Information

Search

Clear Criteria

[Manage Saved Searches](#)[Save Search Criteria](#)[Advanced Search Criteria](#)

Search Results							Personalize	First	1-2 of 2	Last
Event ID	Event Name	Format	Type	End Date	Status					
SC001-0000000125	Valve: Manufactured by Pratt	Sell	RFx	04/13/2015 02:00 PM PDT	Accepted	Discuss				
SC001-0000000126	Emergency Snow and Ice Removal	Sell	RFx	04/13/2015 02:00 PM PDT	Accepted	Discuss				

Event Details

Welcome, LMN Inc.

User: Kristin Jones

[Information On Inquiry Options](#)

Bidding Shortcuts:

[View Event Activity](#)

[View, Edit or Copy from Saved Bids](#)

[Bid on Event](#)

Event Name: Valve: Manufactured by Pratt
Event ID: SC001-0000000125
Event Format/Type: Sell Event RFx
Event Round: 1
Event Version: 1
Event Start Date: 03/16/2015 8:52AM PDT
Event End Date: 04/13/2015 02:00 PM PDT

Event Description:
48" PRATT XR70 150# FLANGED BUTTERFLY VALVE W/EPDM SEAT SST DISC EDGE GEAR W/2" OP NUT EPOXY LINED & COATED. No SUBSTITUTIONS ALLOWED. MDT-6S & Valve Size 48 see attached specifications. Include Freight charges in bid price.

Contact: Project Manager
Phone: 707/555-1212

Payment Terms:
My Bids:

[1 In-Process](#)

Bids							Personalize	First	1 of 1	Last
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved					
1	1	1	Saved	Posted	03/16/2015 11:54AM PDT	View/Edit	Copy			Cancel

Editing a Submitted Bid

Step 1 of 3

Edits to submitted bids must be successfully submitted prior to the event's ending date and time.

Navigation Path: *Main Menu > Manage Events and Place Bids > My Event Activity.*

Click on "Events Bid On."

Click on Event you want to edit.

Click on "View, Edit, or Copy from Saved Bids."

Event Activity

Welcome, Tiger Natural Gas, Inc. / Tiger, Inc.
User: Tiger

Event Activity Summary

Click on number to view events below

Events Invited To: [14](#)

Events Bid On: [14](#)

Events Awarded: [5](#)

Search Criteria

Event Format:

Event Type:

☒ Events Invited To

☐ Events Bid On

☐ Events Awarded

Date Range:

From:

Through:

Search

Legend

[Return to Event Search](#)

[SC001-0000000088](#)

Sell

Widgets

Posted

02/11/2015 3:55PM PST

02/16/2015 6:00PM PST

Event Details

Welcome, Tiger Natural Gas, Inc. / Tiger, Inc.
User: Tiger

[Information On Inquiry Options](#)

Bidding Shortcuts:

[View Event Activity](#)

[View, Edit or Copy from Saved Bids](#)

Bid on Event

Event Name: Widgets
Event ID: SC001-0000000088
Event Format/Type: Sell Event RFx
Event Round: 1
Event Version: 1
Event Start Date: 02/11/2015 3:55PM PST
Event End Date: 02/16/2015 06:00 PM PST

Editing a Submitted Bid

Step 2 of 3

Identify the bid you want to edit.

To edit your bid, click “View/Edit.”

Welcome, Tiger Natural Gas, Inc. / Tiger, Inc.
User: Tiger

View, Edit or copy from Saved Bids

Event Name:	Widgets	Event Round:	1
Event ID	SC001-0000000088	Event Version:	1
Event Format/Type:	Sell Event RFX	Multiple Bids:	Allowed
Event Start Date:	02/11/2015 3:55PM PST	Currency:	US Dollar
Event End Date:	02/16/2015 06:00 PM PST		

Bids						Personalize	First	1 of 1	Last
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	1	Posted	Posted	02/11/2015 4:39PM PST	View/Edit	Copy		Cancel

Editing a Submitted Bid

Step 3 of 3

You will be returned to the Event Details page.

Edit your bid, following the same process outlined in the “Enter Your Bid” section.

Once you have finished entering your bid, validate your entries and then **save your bid for later, or submit your bid now.**

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions

★ Do you Accept Sonoma County Terms and Conditions?
Please enter exceptions

Response: 3 - Yes

Add Comments or Attachments

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 3

Lines Responded To: 3

Your Total Line Pricing: 1,000.0000 USD

Hide Line Detail

★ Bid Required Line Comments/Files

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Widgets - Small	EA	1000.0000	1000.0000	0.500000	☐	500.0000 USD	Bid	
2		Widgets - Large	EA	500.0000	500.0000	1.000000	☐	500.0000 USD	Bid	
3		Shipping	EA	1.0000	1.0000		☐	0.0000 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

Cancelling a Submitted Bid

Step 1 of 3

Cancellations of submitted bids must be successfully submitted prior to the event's ending date and time.

Navigation Path: *Main Menu > Manage Events and Place Bids > My Event Activity.*

Click on "Events Bid On."

Click on Event you want to cancel.

Click on "View, Edit, or Copy from Saved Bids."

Event Activity

Welcome, Tiger Natural Gas, Inc. / Tiger, Inc.
User: Tiger

Event Activity Summary

Click on number to view events below

Events Invited To: [14](#)

Events Bid On: [14](#)

Events Awarded: [5](#)

Search Criteria

Event Format:

☒ Events Invited To

☐ Events Bid On

☐ Events Awarded

Event Type:

Date Range:

From:

Through:

Legend

[Return to Event Search](#)

SC001-0000000088	Sell	Widgets	Posted	02/11/2015 3:55PM PST	02/16/2015 6:00PM PST
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Event Details

Welcome, Tiger Natural Gas, Inc. / Tiger, Inc.
User: Tiger

[Information On Inquiry Options](#)

Bidding Shortcuts:

[View Event Activity](#)

[View, Edit or Copy from Saved Bids](#)

Event Name:	Widgets
Event ID:	SC001-0000000088
Event Format/Type:	Sell Event RFX
Event Round:	1
Event Version:	1
Event Start Date:	02/11/2015 3:55PM PST
Event End Date:	02/16/2015 06:00 PM PST

Cancelling a Submitted Bid

Step 2 of 3

Identify the bid you want to edit.

To cancel **your bid**, click “Cancel.”

Welcome, Tiger Natural Gas, Inc. / Tiger, Inc.
User: Tiger

View, Edit or copy from Saved Bids

Event Name:	Widgets			Event Round:	1
Event ID	SC001-0000000088			Event Version:	1
Event Format/Type:	Sell Event	RFX		Multiple Bids:	Allowed
Event Start Date:	02/11/2015 3:55PM PST			Currency:	US Dollar
Event End Date:	02/16/2015 06:00 PM PST				

Bids						Personalize	First	1 of 1	Last
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	1	Posted	Posted	02/11/2015 4:39PM PST	View/Edit	Copy	Cancel	

Cancelling a Submitted Bid

Step 3 of 3

Review Cancel Bid information.

If you still want to cancel, click **“Cancel This Bid.”**

If you do not want to cancel your bid, click **“Return to Bid Search.”**

Cancel Bid

Business Unit:	SC001	Event Round:	1
Event ID:	0000000088	Event Version:	1
Event Name:	Widgets	Event Format:	Buy
Bid ID:	1		
Bid Status:	Posted		
Last Saved:	02/11/2015 4:39PM PST		

[Cancel This Bid](#)

[Return to Bid Search](#)

Review Your Event Activity

Navigate using the following path:
Main Menu > Manage Events and Place Bids > My Event Activity.

Review the events you have been invited to, bid on, and awarded.
Search criteria are provided for your convenience.

Welcome, Tiger Natural Gas, Inc. / Tiger, Inc.
User: Tiger

Event Activity

Event Activity Summary

Click on number to view events below

Events Invited To:	14	Events Bid On:	14	Events Awarded:	5
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Search Criteria

Event Format:		☒ Events Invited To	☐ Events Bid On	☐ Events Awarded
Event Type:		Date Range:	From:	Through:
Search				

Legend

[Return to Event Search](#)