

Supplier Bid Response Quick Tutorial

Welcome to Electronic Bidding!

This Quick Tutorial provides instruction on navigation BWL's platform that utilizes Ion Wave Technologies (IWT) software system, locating bid requests, and creating and submitting a bid response.

Log in to the system. Once you have logged in, the system will open to the 'Available Bids'. (See Figure 1.)

-								м	y Profile Help Lo Welcome IONW
	Bid Events 🛛 😤 Auction I	Events 💮 Admin							
0	vailable Bids Closed Bids	My Responses M	y Awards						
~	valiable blus Closed blus	Hy Responses H	y Awarus						
	come to Enterprise Sourcing D								
	riew or respond to a current b ccess information about closed e								
	ew a quick reference guide on h								
ly	Invitations Bid Number	Constanting (Title		Issue	Date Close Date	Taralah	Rid Carton	Response Status
	bid Number	Organization	inde	Туре	issue	Late Close Date A	Turne Len	Diu Sultus	Nesponse status
2	RFP #537-2019	City of Demo - Purchasing	Computer Servers Contract	RFP	8/12/	2019 9/18/2019 02:40 PM	(CT) 22 Days	Issued	No Response
th	er Bid Opportunities								
th	er Bid Opportunities Bid Number	Organization	Title	Туре	Issue Date	Close Date 🔺	Time Left	Bid Status	Response Status
		Organization City of Demo - Purchasing		Type		Close Date			Response Status Submitted
20	Bid Number		Computer Servers Annual Contract		7/24/2019		4 Hrs, 18 Mins		
20	Bid Number RFP #526-2019	City of Demo - Purchasing	Computer Servers Annual Contract Annual Paper Supply	RFP	7/24/2019 7/31/2019	8/27/2019 02:00 PM (CT)	4 Hrs, 18 Mins 1 Day	Issued	Submitted
20 20 20	Bid Number RFP #526-2019 ITB #4001-2019	City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing	Computer Servers Annual Contract Annual Paper Supply Office Supplies Annual Contract Underground Water	RFP ITB	7/24/2019 7/31/2019 7/29/2019	8/27/2019 02:00 PM (CT) 8/28/2019 10:00 AM (CT)	4 Hrs, 18 Mins 1 Day 2 Days	Issued	Submitted No Response
20 20 20 20 20	Bid Number RFP #526-2019 ITB #4001-2019 ITB #3999-2019	City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing	Computer Servers Annual Contract Annual Paper Supply Office Supplies Annual Contract Underground Water Project	RFP ITB ITB	7/24/2019 7/31/2019 7/29/2019	8/27/2019 02:00 PM (CT) 8/28/2019 10:00 AM (CT) 8/29/2019 03:30 PM (CT)	4 Hrs, 18 Mins 1 Day 2 Days 3 Days	Issued Issued Issued	Submitted No Response No Response
1° 1° 1° 1° 1°	Bid Number RFP #526-2019 ITB #4001-2019 ITB #3999-2019 ITB #3996-2019 Addendum 1	City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing	Computer Servers Annual Contract Annual Paper Supply Office Supplies Annual Contract Underground Water Project	RFP 1TB 1TB 1TB	7/24/2019 7/31/2019 7/29/2019 7/26/2019	8/27/2019 02:00 PM (CT) 8/28/2019 10:00 AM (CT) 8/29/2019 03:30 PM (CT) 8/30/2019 03:00 PM (CT)	4 Hrs, 18 Mins 1 Day 2 Days 3 Days	Issued Issued Issued Issued Issued	Submitted No Response No Response Not Submitted
1° 1° 1° 1° 1° 1° 1°	Bid Number RFP #526-2019 ITB #4001-2019 ITB #3999-2019 ITB #3996-2019 Addendum 1 ITB #4006-2019	City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing	Computer Servers Annual Contract Annual Paper Supply Office Supplies Annual Contract Underground Water Project Fire Hydrants	RFP ITB ITB ITB ITB	7/24/2019 7/31/2019 7/29/2019 7/26/2019 8/13/2019	8/27/2019 02:00 PM (CT) 8/28/2019 10:00 AM (CT) 8/29/2019 03:30 PM (CT) 8/30/2019 03:00 PM (CT) 9/4/2019 08:00 AM (CT)	4 Hrs, 18 Mins 1 Day 2 Days 3 Days 7 Days	Issued Issued Issued Issued Issued Issued	Submitted No Response No Response Not Submitted No Response
~ ~ ~ ~ ~ ~ ~	Bid Number RTP #526-2019 ITB #4001-2019 ITB #3099-2019 ITB #3096-2019 Addendum 1 ITB #4006-2019 RTP #531-2019	City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing Demo County	Computer Servers Annual Contract Annual Paper Supply Office Supples Annual Contract Underground Water Project Fire Hydrants Office Furniture	RFP 118 118 118 118 118 RFP	7/24/2019 7/31/2019 7/29/2019 7/26/2019 8/13/2019 8/13/2019 8/6/2019	8/27/2019 02:00 PM (CT) 8/28/2019 10:00 AM (CT) 8/29/2019 03:30 PM (CT) 8/30/2019 03:00 PM (CT) 9/4/2019 08:00 AM (CT) 9/6/2019 10:00 AM (CT)	4 Hrs, 18 Mins 1 Day 2 Days 3 Days 7 Days 10 Days	Issued Issued Issued Issued Issued Issued Issued	Submitted No Response No Response Not Submitted No Response No Response
the chara ch	Bid Number RFP #526-2019 IT8 #4001-2019 IT8 #3999-2019 IT8 #3996-2019 Addendum 1 IT8 #4006-2019 RFP #531-2019 ITB #4004-2019	City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing Demo County Demo County	Computer Servers Annual Contract Annual Paper Supply Office Supplies Annual Contract Underground Water Project Fire Hydrants Office Furniture Office Furniture RFQ Office Remodel	RFP ITB ITB ITB RFP ITB	7/24/2019 7/31/2019 7/29/2019 7/26/2019 8/13/2019 8/6/2019 8/6/2019	8/27/2019 02:00 PM (C1) 8/28/2019 10:00 AM (C1) 8/29/2019 03:30 PM (C1) 8/30/2019 03:30 PM (C1) 9/4/2019 03:00 PM (C1) 9/4/2019 03:00 AM (C1) 9/4/2019 10:05 AM (C1) 9/8/2019 10:05 AM (C1)	4 Hrs, 18 Mins 1 Day 2 Days 3 Days 7 Days 10 Days 10 Days	Issued Issued Issued Issued Issued Issued Issued Issued	Submitted No Response No Response Not Submitted No Response No Response No Response
~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Bid Number RFP #526-2019 ITB #4001-2019 ITB #3999-2019 ITB #3996-2019 Addendum 1 ITB #4006-2019 RFP #531-2019 RFP @2019 - 001	City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing City of Demo - Purchasing Demo County Demo County Demo County	Computer Servers Annual Contract Annual Roper Supply Office Supplies Underground Water Project Underground Water Project Price Hydraits Office Furniture Office Furniture Office Furniture Construction Management Software	RFP ITB ITB ITB ITB RFP ITB RFQ (Qualification)	7/24/2019 7/31/2019 7/29/2019 7/26/2019 8/6/2019 8/6/2019 8/6/2019 8/8/2019	8/27/2019 02:00 PM (C1) 8/28/2019 10:00 AM (C1) 8/29/2019 03:30 PM (C1) 8/30/2019 03:30 PM (C1) 9/4/2019 03:00 PM (C1) 9/4/2019 03:00 AM (C1) 9/4/2019 10:05 AM (C1) 9/8/2019 10:05 AM (C1)	4 Hrs, 18 Mins 1 Day 2 Days 3 Days 7 Days 10 Days 10 Days 10 Days	Issued Issued Issued Issued Issued Issued Issued Issued	Submitted No Response No Response Not Submitted No Response No Response No Response

Figure 1

The available bids are displayed in to two different areas: "My Invitations" (bid events which are based on the commodity affiliated with your business) and "Other Bid Opportunities". Click the bid number to view the bid opportunity.

NOTE: If you do not see the bid you are looking for, you can search by typing the bid number into the search boxes near the top of each section. Multiple pages of bid opportunities may exist. Click to the next page (located on the bottom of each section) to access additional pages. (*See Figure 1.*)

After selecting the desired bid, an *Intent to Bid* window may pop-up requesting a response of your intention to participate in the bid event. (*See Figure 2*).

Enterprise Sourcing Demo		E
Response Intent R	equested	
Close Window	ave	
	that you indicate whether you intend to respond. You can he event and respond later by clicking 'Intent'.	
Bid Number	ITB #4017-2019	
Bid Title	Guard Rail Installation	
Activity Name	General Contractor - Planholder Intent	
Description	My company intends to participate as a General Contractor.	
 Response Intent 	Select *	
Response Intent Note		1

Figure 2

If you choose not to respond via the pop-up window, a reminder will appear at the top of the bid opportunity screen. You can register your intent by selecting the 'Intent' function in the top toolbar. (*See Figure 3*).



Figure 3

Once the desired bid opportunity has been selected, a series of tabs may be present. If one of the tabs listed below does not appear on your bid, then it is not applicable to the solicitation. (See Figure 4).

Edit Bid Response	e - ITB #3996-2019 Addendum 1		
Return No Bid	1 🖶 Documents 🔋 Response History 💡 Bid History 🔗 Error Check Response		
Information has been c	hanged as part of an addendum. See 'Bid History' for details.		
Bid Number IT	B #3996-2019 Addendum 1 (Underground Water Project)		
Close Date & Time 8/	30/2019 03:00:00 PM (CT)		
Time Left 1	days 6 hours 45 minutes 26 seconds		
Response Status NC	IT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.		
Event Details Me	essages Questions Activities Attachments Attributes Line Items Response Attachm	Plan Holders	Response Submission
Bid Information		Bid Contact Informa	ation
Bid Type	ITB	Workgroup	City of Demo - Purchasing
Issue Date & Time	7/26/2019 02:00:00 PM (CT)	Contact Name	Rachael Jennings
Close Date & Time	8/30/2019 03:00:00 PM (CT)	Address	3653 South Ave
Bid Status	Issued		Springfield, MO 65807 USA
Question Cutoff Date	8/20/2019 01:00:00 PM (CT)	Department	Procurement
Bid Notes	Bidders are expected to complete and submit their bid responses online.	Floor/Room	United States
	The Project entails construction of approximately 1,957 L.F. of underground electrical duct bank (1,455 L.F.	Contact Phone	(417) 823-7773 x26
	of 6x6" PVC conduits, 285 L.F. of 4x6" PVC conduits, and 217 L.F. of 2x6" PV conduits) contained within an easement along K-Billy Drive from Luge Rd, to the Amerilite Property.	Contact Fax	(417) 8237773
	casement along it only only only and lage tall to the vinenitie modelty.	Contact Email	rjennings@ionwave.net
Ship to Information	1	Bill to Information	
Workgroup	City of Demo - Purchasing	Workgroup	City of Demo - Purchasing
Contact Name	Jim Roberts	Contact Name	Melvin Billing
Address	111 Main St	Address	PO Box 1
	Springfield, MO 65802 USA		AnyTown, MI 48824 USA
Department	Receiving	Department	Accounting
Building	Warehouse	Building	Building 1
Floor/Room	South Dock	Floor/Room	7th, 701

Figure 4

Event Details Tab – Information specific to the bid opportunity will be displayed on this tab, including: bid notes, contact, ship to, and bill to information.

Messages Tab – Messages sent by the buyer, specific to the bid request, will be displayed here.

Questions Tab – If this tab is displayed, you will be able to submit bid specific questions (until the Cutoff Date and Time provided) by clicking 'Ask Question.' Questions and answers provided will be reviewed at the Buyers discretion. (*See Figure 3*).

Activities Tab – Any events, specific to this bid opportunity, will be displayed here for you to review and respond (as applicable). Activity types may include:

- Participation Activity: activity requiring your participation
- Non-Participation Activity: activities provided for informational purposes

Attachments Tab - The buyer may include a number of attachments to the bid opportunity for a number of reasons which include, but are not limited to, the following: Informational purposes and/or to provide the supplier with a form to complete and submit as a response attachment. Do access the documents:

- Click the 'Download' function located to the left of the document.
- Open and Save the file to your desktop or another drive.

Attributes Tab – The attributes tab contains a series of questions or notes from the buyer to suppliers responding to the bid opportunity. Many of the questions will be required, and you will not be able to submit until you have responded. Here are a few additional notes covering the attributes:

- Read and/or answer all attributes.
- Required attributes have a red asterisk (*) to the right of the required field.
- A required attribute must be answered in order to submit the response.
- Click 'Save' (to save your responses)
- Click 'Error Check' (to determine if you have missed any required responses) (See Figure 6).

Line Items Tab - Enter your response in the price or percentage field provided. Click on the save button to retain your entries. Once the information has been saved, an extended price will be calculated. *(See Figure 7).*

E	Save 🔗 Error Check			Response T	otal: \$25,000.00
#	Specification	Quantity	UOM	Response	Extended
1	Base Bid	1	PKG		\$25,000.00

Figure 5

There may be some additional responses required on the Line Items Tab. These may include the following:

• Item Attributes – Additional questions related to the bid line item may be included. Answer the questions, complete specification requests, and review additional terms and notes specific to the line item. (NOTE: Line attributes may not be present on the bid request). (See Figure 8).

Response
Numbers only, no symbol:*

Figure 6

- Item Attachments The buyer may include some additional documentation related to the bid line. Click 'Download' to access the file(s) pertaining to this line item. (NOTE: Item level attachments may not be present).
- Required fields have a red asterisk (*) to the right of the response field.
- A required field must be answered in order to submit the response.
- Click 'Save' (to save your responses).
- Click 'Error Check' (to determine if you have missed any required price fields). (See Figure 7 above).
- A line item may include one or more of the following options (See Figure 9):

Add Alternate No Bid Add Notes

Figure 7

Add Alternates option- Where allowed, you can bid an alternate.

• Click 'Add Alternate' and enter the fields requested. (See Figure 10).

ALT 1		•	5	EA Unit Price	No Response
		Manufacturer #:	* uestions, please		<u>Delete Alt. 1</u>
	contact the Purchasing Depa	irtment at 123-4567			

Figure 8

• If an alternate is added in error, click 'Delete Alt' on the right of the screen.

No Bid – Unless specified by the buyer, you do not have to use the 'No Bid' function at the line level. If using the 'No Bid' function, do the following:

• Click 'No Bid' (if you prefer to 'no bid' a line). (NOTE: a pop-up window will appear asking you to confirm you wish to 'no bid' the line item. Select "ok" to 'no bid' the line. (See Figure 11).

ONWA	Apps A Helpdesk: Ion Wax https://demolonwa		rs no bid this line item? No bidding this lin onse data for this line item!	Annual Goals M ie	My Profil	e Help Log Off Icome IONWAVE
Bid Events	😤 Auction Events 🛛 🖗	Admir	ок с	incel		
Edit Bid Respo	onse - RFP #531-2019					
	Bid 🖶 Documents 🔋 R	esponse History 📔 Bid His	story 🔗 Error Check Response	e		
Bid Number	RFP #531-2019 (Office Furn	iture)				
Close Date & Time	9/6/2019 10:00:00 AM (CT)					
Time Left	7 days 17 hours 51 minutes	38 seconds				
Response Status	NOT SUBMITTED - To complete	e your response, you must click	k 'Submit Response' in the Respons	se Submission tab.		
Event Details	Questions Line Items	Response Attachments	Plan Holders Response S	ubmission		
Bid Line Items						
Save 🚫 No B	Bid Lines 🤣 Error Check				Respon	se Total: \$0.00
# Specification			Quantity	UOM	Response	Extended
1 Office Chairs				5 EA	Unit Price	No Response

Figure 9

• To remove the 'no bid', click "Clear No Bid". (See Figure 12).

Ed	it Bid Respo	nse - RFP	#531-2019						
Ð	Return 🛞 No	Bid 📴 Do	cuments 🔋 R	esponse History 🔋 Bid H	istory 🤣 Error (heck Response			
	Bid Number	RFP #531-2	019 (Office Furn	iture)					
Clos	se Date & Time	9/6/2019 10	0:00:00 AM (CT)						
	Time Left	7 days 17 h	ours 48 minutes	59 seconds					
R	esponse Status	NOT SUBMIT	TED - To complete	e your response, you must clic	k 'Submit Response	' in the Response	Submission tab	».	
E	vent Details	Questions	Line Items	Response Attachments	Plan Holders	Response Sul	mission		
Bid	Line Items								
B	Save 🚫 No B	Bid Lines 🤣	Error Check					Respons	e Total: \$0.00
#	Specification					Quantity	UOM	Response	Extended
1	Office Chairs					5 EA			No Bid
	WheelsReclines	15 degrees or	more						
	Item Notes:	All responses n Department at	nust be submitted 123-4567	online via our electronic syste	em. For any question	ns, please contact	the Purchasing	🕀 Add Alternate 🔗 Clear No E	id Add Notes

Figure 10

Add Notes – Where allowed, click 'Add Notes' to enter comments for buyer review.

Please Note: A response of zero (\$0.00) entered in the price field is defined by the buyer using one of the parameters below:

- Zero is a valid response An extended price of \$0.00 is displayed and stored, upon save.
- Zero is considered a 'No Bid' No Bid is displayed upon save.
- Zero is not a valid response A response of '0' (zero) is cleared and 'No Response' is displayed, upon save.

Response Attachments Tab – The buyer may request a bidding supplier to provide documents for the buyer's review. A red asterisk (*) located to the left of the requested file name indicates that it is required. (*See Figure 13*).

Return 🛛 No	Bid 📴 Documents	Response Histo	ry 🔋 Bid Histor	y 🛷 Error Cl	heck Response		
Information has bee	en changed as part of a	addendum. See 'l	Bid History' for de	tails.			
Bid Number	ITB #3996-2019 Adde	ndum 1 (Undergrou	ind Water Project)				
Close Date & Time	8/30/2019 03:00:00 P	M (CT)					
Time Left	22 hours 45 minutes 26	seconds					
Response Status	NOT SUBMITTED - To co	mplete your response	e, you must click 'Si	ıbmit Response'	in the Response :	Submission tab.	
Event Details	Messages Questio	ns Activities	Attachments	Attributes	Line Items	Response Attachments	Plan Holders
							Response Submissi
Crror Check							
		d CIQ Form					
Completed Cor Bidder Must Up	ichments iflict of Interest Form						
Completed Cor Bidder Must Up Upload C 2 Bid Bond / Sur Attach a bid bo	ichments iffict of Interest Form aload Completed and Signe lick "Upload" to select I ety nd in the amount of 5% o	ile f the total bid amoun	t here.				
Completed Cor Bidder Must Up Upload C 2 Bid Bond / Sur Attach a bid bo	ichments ifflict of Interest Form load Completed and Signe lick "Upload" to select I ety nd in the amount of 5% o lick "Upload" to select I	ile f the total bid amoun	t here.				
 Error Check Requested Atta Completed Coro Bidder Must Up Upload Bid Bond / Sur Attach a bid bo Upload 	ichments ifflict of Interest Form load Completed and Signe lick "Upload" to select I ety nd in the amount of 5% o lick "Upload" to select I	ile f the total bid amoun	t here.				
 Error Check Requested Atta Completed Coro Bidder Must Up Upload Bid Bond / Sur Attach a bid bo Upload 	ichments iflict of Interest Form lioad Completed and Signa lick "Upload" to select I ety and In the amount of 5% o lick "Upload" to select I 2	ile f the total bid amoun	t here.				
 Frror Check Requested Atta Completed Cor Bidder Must Up Upload Bid Bond / Sur Attach a bid bo Upload Items 1-2 shown of 	ichments iflict of Interest Form lioad Completed and Signa lick "Upload" to select I ety and In the amount of 5% o lick "Upload" to select I 2	ile f the total bid amoun	t here.				

Figure 11

- To attach a file, click "Upload".
- Click "Select File" in the pop-up window.
- Highlight the file to be attached and click 'Open'.
- The file will upload, then click 'Save'.

Other Response Attachments – Suppliers may be provided the opportunity to include additional documents for buyer review. Availability of this feature is at the buyer's discretion. *(See bottom of Figure 13).* To attach an additional document,

Other Response Attachments

- Click "New" ⊕_{New}
- Click "Select File" in the pop-up window
- Highlight the file to be attached and click 'Open'
- A description of the file is required. Enter a description of the attached file in the space provided and click 'Save'.

If you wish to **view** the attached document, click the **Download Button** (located at the left of the file name). To delete an attached file, select the **Delete Button** (located to the right of the file name) – Click to remove the attachment. (See Figure 14).

Edit Bid Res	ponse - ITB	#3996-20	19 Addend	um 1				
Return 😣	No Bid 📴 Do	cuments 🔋	Response Histo	ory 🔋 Bid Histor	y 🤣 Error C	heck Response		
Information has	been changed a	s part of an ad	dendum. See '	Bid History' for de	tails.			
Bid Numb	er ITB #3996-	2019 Addendur	n 1 (Undergrou	und Water Project)				
Close Date & Tin	ne 8/30/2019	03:00:00 PM (0	T)					
Time Le	eft 22 hours 34	minutes 12 seco	nds					
Response Stat	IS NOT SUBMIT	TTED - To comple	te your respons	e, you must click 'S	ubmit Response'	in the Response	Submission tab.	
Event Details	Messages	Questions	Activities	Attachments	Attributes	Line Items	Response Attachments	
Plan Holders	Response Su	Ibmission						
Requested At	tachments							
Error Check								
# Requested	Attachments							
	Conflict of Interes		Q Form					×
Download	CIQ.pdf (24 KB)						Delete
2 Bid Bond / S Attach a bid	Surety bond in the amo	unt of 5% of the	total bid amour	nt here.				
Upload	Click "Upload	" to select file						

Figure 12

Please Note: If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file.

The maximum file size is 100 megabytes per file.

Plan Holders Tab – The plan holders tab contains information on suppliers who may be participating in the bid opportunity. The buyer configures the list to populate with all invited suppliers or based on supplier actions on the bid.

Response Submission – The final process in submitting a bid is located in the Response Submission tab. After completing your bid response, you must submit successfully before the close date & time of the bid event. There are several features located on the Response Submission tab:

- Supplier Note to Buyer Allows suppliers to enter an optional note to the buyer. This field may not be available on all bids.
- Digital Signature Enter Your Full Name & Your Email Address. Both of these fields are required to be completed.
- Click "Error Check" to determine if you have missed any required fields. (See Figure 15).

Event Details	Messages Questions	Activities A	Attachments	Attributes	Line Items	Response Attachments
Plan Holders	Response Submission					
Supplier Resp	oonse Summary					
Save 🔗	for Check					Response Total: \$25,000.00
When you have	completed your response, click t	the "Submit Resp	onse" button be	low.		
General/Corpo	orate Address	Your User Pr	ofile			
Supplier Name	Ion Wave Technologies, Inc.	Title				
Address	ss 3653 South Ave	Name	Vendor Suppor	t		
Phone	Springfield, MO 65807	Office Phone	(417) 823-777	3 x4		
Fax	(417) 823-7773 x4	Fax Phone				
Contact Name	(417) 823-7778	Mobile Phone				
Email		Email	iwtdemo@gma	il.com		
Linda						
Supplier Note	to Buyer					
Supplier Notes						
				11		
Digital Signat						
	ur response, you certify that you are					
* Your Full Nam	e:	* You	r Email Address:			
		Sub	mit Respo	nse		

Figure 13

- Click 'Submit Response'
- A successfully submitted response will display 'Response Submitted' followed by the date and time stamp in the Response Status field. (*See Figure 16*).

Return 🕂 Retract 🗐 Documents 🔋 Response History 🔋 Bid History									
Bid Number	RFP #537-201	FP #537-2019 (Computer Servers Contract)							
Close Date & Time	9/18/2019 02:	40:00 PM (C	T)						
Time Left	19 days 22 ho	urs 4 minute	s 50 seconds						
Response Status	Response Sub	mitted - 8/2	9/2019 04:35:04	РМ (СТ)					
Event Details	Questions	Activities	Attachments	Attributes	Line Items	Response Attachments	Plan Holders		
	Response Subr	nission							

Figure 14

Submission Errors – When an error(s) occurs, the system will display the location of error(s). In the example below, the errors occur in the Attributes tab, Response Attachments tab, and Response Submission tab. (*See Figure 17*).

Edit Bid Response - ITB #4018-2019			
Return 🛞 No Bid 🖶 Documents 🖺 Response History 省 Bid History 🔗 Error Check Response			
Bid Number ITB #4018-2019 (Office Supplies Annual Contract)			
Close Date & Time	10/4/2019 12:00:00 PM (CT)		
Time Left	35 days 19 hours 21 minutes 7 seconds		
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.			
	Questions Activities Attachments Attributes Line Items Response Attachments Response Submission		
Bave			
2 validation error(s) present • Digital Signature: You must enter the full name of the individual responding to this event • Digital Signature: You must enter the email address of the individual responding to this event			

Figure 15

- To resolve errors, you must access the tab where errors occur and complete.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

System Notification – An email notification will be sent to confirm response failure or response submission.

Response Retraction – This function is available at the buyer's discretion and can be used to retract a submitted response for additional editing. (See Figure 18).

Response Detail - RFP #537-2019			
Return 👃 Retract 🛱 Documents 🖺 Response History 🖺 Bid History			
Bid Number	RFP #537-2019 (Computer Servers Contract)		
Close Date & Time	9/18/2019 02:40:00 PM (CT)		
Time Left	19 days 22 hours 3 minutes 36 seconds		
Response Status	Response Submitted - 8/29/2019 04:35:04 PM (CT)		



- From the top toolbar, select the 'Retract' function.
- Navigate to the desired tabs for editing.
- Select the Response Submission tab to 'Submit' the revised response.

Important Note: A retracted bid response is no longer considered "submitted." The user <u>MUST</u> resubmit a retracted bid response to be considered.