

Supplier Bid Response Quick Tutorial

Welcome to Electronic Bidding!

This Quick Tutorial provides instruction on navigation of this organizations Ion Wave Technologies (IWT) software system, locating bid requests, and creating and submitting a bid response.

Responding to Bid Requests – Quick Tutorial

Log in to the system. Once you have successfully logged in, you will be on the supplier bidding dashboard. To access the bid events, click on “Bid Events” from the top menu bar. (See Figure 1.)



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: Multiple pages of bid opportunities may exist. Click to the next page (located on the bottom of the screen) to access additional pages. (See Figure 2.)

Bid Number	Organization	Title	Type	Issue Date	Status
0335-2021		Computer Servers Annual	RFP	3/18/2021 1:10:00 PM (CT)	Issued
0319-2021	City of Demo - Purchasing	Contract			Viewed
0184-2020	City of Demo - Purchasing	Contract			No Response
0336-2021	City of Demo - Purchasing	Office Supplies Annual Contract	RFP	2/22/2021 3:15/2021 04:00 PM (CT)	Issued
0337-2021	City of Demo - Purchasing	Bus Shelter Cleaning Services	RFP	2/22/2021 3:12/2021 11:05 AM (CT)	Issued
4358-2021	City of Demo - Purchasing	King Drive Underground Utility	ITB	2/25/2021 3/25/2021 10:05 AM (CT)	Viewed
0338-2021	City of Demo - Purchasing	Recreational & Athletic Equipment Supplies	RFP	2/26/2021 3/26/2021 03:00 PM (CT)	Issued
0342-2021	City of Demo - Purchasing	Athletic Supplies Annual Contract	RFP	3/1/2021 3/18/2021 04:00 PM (CT)	No Response
4362-2021	City of Demo - Purchasing	New RAM Trucks with Trade In	ITB	3/2/2021 3/31/2021 09:00 AM (CT)	Issued

Figure 2

After selecting the desired bid, you may be presented with a requested response asking your intention to respond to bid on the event. (See *figure 3*).

Figure 3

Once inside the bid event, 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*.)

Figure 4

A series of file tabs, beginning on the left-hand side will appear. Below is a brief description of the content for each tab. Suppliers will start on the first tab on the left and proceed through the other tabs until reaching the final tab, the "Response Submission" tab.

Event Details – Provides specific bid information including Bid Notes and

Participants (may or may not be displayed)– The event participation lists display only with the permission of the buying organization.

- x Event Participants – Displays of list of suppliers who have viewed and are potentially responding to the bid.
- x Event Invitations –

Add Alternates – Where allowed, you can bid an alternate.

- x Click 'Add Alternate' and enter the fields requested.
- x 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:

- x Click 'No Bid' (if you prefer to 'no bid' a line)
- x Click 'Clear No Bid' to remove a 'No Bid.'

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.

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

Response Attachments – This tab allows suppliers to upload documents for buyer review.

Requested Attachments – A required or optional file that the buyer has requested. A red asterisk (*) located next to the requested file name indicates that it is required. (See *Figure 9*.)

Figure 9

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

Other Response Attachments – Ability to include additional documents for buyer review.

Download Button (located at the left of the file name) – Click to view the attachment.utm26

x Select the Response Submission tab to 'Submit' the revised response

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