

Supplier Responses Guide

Supplier Response:

From the portal:

- Click “Login”, Note all fields flagged with an asterisk (*) are required.

The screenshot shows the 'Strategic Sourcing' portal. On the left is a blue navigation menu with three sections: 'What's Posted' (containing 'Browse Open Sourcing Events' and 'Browse All Sourcing Events'), 'Login/Register' (containing 'Login' and 'Register'), and 'Working With Events' (containing 'View Bid History' and 'Search Events'). An arrow points from the 'Login' link in the menu to the login form on the right. The login form has fields for 'User name' and 'Password', a 'Login' button, and links for registration and password reset.

Strategic Sourcing

Welcome to Strategic Sourcing
You can browse sourcing events available for bidding. Login or Register to start bidding.

User name
Password

Login

If you don't have an account, click [here](#) to register.
If you forgot your password, click [here](#) to reset.

- Click on Browse Open Sourcing Events to see all available bids

This screenshot is similar to the first one, showing the 'Strategic Sourcing' portal. The navigation menu on the left has three sections: 'What's Posted' (containing 'Browse Open Sourcing Events' and 'Browse All Sourcing Events'), 'Working With Events' (containing 'View Bid History' and 'Search Events'), and 'Manage My Account' (containing 'Update Account Information', 'Check Registration Status', and 'Change Password'). An arrow points from the 'Browse Open Sourcing Events' link in the menu to the right side of the page.

Strategic Sourcing

Welcome to Strategic Sourcing
You can browse sourcing events available for bidding. Login or Register to start bidding.

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- Select the event you want to bid on by double clicking on it. You can review the event by clicking on the various tabs prior to responding. Please be sure to scroll down on the summary page to see any attachments. The scroll bar is located on the right side of the screen. During any open question period you may ask a question of the buyer by clicking the “Ask A Question” button. All questions and answers can be viewed on the Q and A Forum tab. When you are ready to respond Click on Respond Now button

The screenshot shows the 'Summary' page for event 566, titled 'Desktop Computer'. At the top, there are navigation buttons: 'Back', 'Previous Record', and 'Next Record'. Below these are three buttons: 'Respond Now', 'Ask A Question', and 'Print'. The event number '566' and name 'Desktop Computer' are displayed. A horizontal menu contains tabs for 'Summary', 'Questions', 'Terms And Conditions', 'Lines', 'Q And A Forum', 'Attachments', and 'Award Summary'. The 'Summary' tab is active, showing a 'Dates' section with the following information:

Preview:	Q And A Open:	10/23/2006 08:10:00 AM	
Open:	10/23/2006 08:05:00 AM	Q And A Close:	10/23/2006 02:00:00 PM
Close:	10/25/2006 08:05:00 AM	Dispute Close:	
Requested Delivery:			

- After reviewing the Terms and Conditions of this event, check the “Accept The Terms And Conditions” box then click Continue

The screenshot shows the 'Event Response' page for event 566, titled 'Desktop Computer'. At the top, there are four tabs: 'Event Response', 'Line Responses', 'Event Questions', and 'Attachments'. The 'Event Response' tab is active. Below the tabs, there is a message: 'Read the Terms and Conditions required for responding to this event. Click Accept to continue'. The event number '566' and name 'Desktop Computer' are displayed, along with a 'Print My Response' button. A message states: 'Terms and conditions must be accepted before you can respond to this event. Click the following link to review all terms: [Terms And Conditions](#)'. Below this, there are two checkboxes: 'I Accept The Terms And Conditions For This Event' and 'I Do Not Want To Bid On This Event'. A callout box with an arrow pointing to the 'Terms And Conditions' link contains the text: 'View the terms and conditions, of this event by clicking here.' At the bottom, there are three buttons: 'Cancel', 'Back', and 'Continue'. The 'Continue' button is circled in red. A footer note reads: '* - Denotes required fields'.

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- Click the “Respond” link next to the item you are bidding on.

Event Response

Event Response | Line Responses | Attachments

At least one line must have a response in order submit a bid. An asterisk (*) on a line indicates that a response is required for that line

Supplier Line Responses

Line#	Item	Description	Quantity	UOM	
1	X-MONITOR19	MONITOR 19 INCH FLAT	6.0000	EA	Respond
2	X-PROCESSOR	PROCESSOR INTEL PENTIUM D	6.0000	EA	Respond

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Cancel Back Continue

* - Denotes required fields

- Enter the Quantity and Unit Price for each item, when complete click the Continue

Event Line Response

Line Responses

Line Details

Item: X-MONITOR19, Description: MONITOR 19 INCH FLAT, Output Type: PO, Quantity: 6.0000, UOM: EA, Requested Delivery Date: 12/15/2006, Commodity Code: 204, Commodity Description: COMPUTER HARDWARE AND PERIPHERALS FOR MICRO

Enter Line Response Information

Comparable items are not allowed for this event.

Vendor Item: []
 Vendor Item Description: []
 Quantity: []
 UOM: EA, UOM Detail: []
 Unit Price: [] - or - No Charge - or - No Bid
 Extended Price: []
 Delivery Date: []

Response Comments: []

Cancel Back Continue

Please check here to see if this event allows comparable items.

Optional fields for your product item number and description.

Optional free text comment space.

- If line questions exist they will appear when you hit continue, on the event line details.

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- Review and answer event questions, when complete click Continue. An asterisk (*) on a question indicates it is required.

Event Line Response

The following bid lines may have questions. An asterisk (*) on a question indicates that a response is required for that line question

1. How long is the warranty period?

Upload An Attachment

Sample Questions

- When you have completed your line response, click Continue.
- If you have any documents, matching the file types listed, that you want to submit as part of your bid you may attach then here by clicking the Add button and following the prompts. When finished, click Continue.

Event Response

This function allows you to attach documents, specifications, and/or pictures to your response. We will accept attachment files in the following formats: Word, Excel, PowerPoint, PDF, JPG, GIF or CSV

Attachments

Seq Number	Attachment Title	Save
No records available for the selected criteria.		

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- Once you have meet all the requirements of the event click the submit button. Note if you have not completed all required information you will not be able to submit your response. Use the back button to go back and complete the required information.

Submit Response

All requirements have been met. Click the Submit button to complete your response.

Submit

Click the Back button to review your response details, or click the Done button to complete your response at a later time.

Print My Response ← Optional: Ability to print the response you entered. Responses may also be viewed in Bid History.

← Back Done

- Clicking “Done” will return you to the list of Open Events.

Submit Response

Congratulations, your response has been submitted. Click the Done button to continue.

Print My Response ← Optional: Ability to print the response you entered. Responses may also be viewed in Bid History.

Done

* - Denotes required fields