Step by Step

The goal of this task is to respond to an event.

<Note: Not all the sections in the below steps will display in all events>

<Note: You have not submitted a bid until you have clicked "Submit Response" and received a confirmation message>

Responding to Sourcing Events will vary with the customer and the event. Following is intended to be basic steps which may or may not be on the specific events you are invited to

1. From your Supplier Network home page or a customer portal, find an Open sourcing event and select the **View Event** or **Respond** button.
   a. **View Event** displays if there are prerequisites that must be reviewed prior to seeing details and responding to the event.
   b. **Respond** displays when you can immediately begin responding to the event.

2. You are navigated to the Summary page of the Event. Note the event information including key dates, payment terms, contact information and a brief description of the event.

3. If the customer has included Prerequisites Required to View Event:
   a. Click on the **Proceed to Prerequisites** button, or click on the **Prerequisites** link in the left navigation panel for the event. You are navigated to the Prerequisites page for the event.
   b. Follow the instructions on the page. This may include selecting a checkbox to confirm you have read and agreed to the terms, and/or uploading a file per the customer's request.
   c. When finished completing the requirements on the page, click the button to **Save Progress**.

4. Set your **Intent to Bid**. You can do this either of these ways:
   a. Click the button in the banner, **Yes I Intend to Bid** or **No Bid**
   b. In the left navigation for the event, click the edit icon next to the Intent to Bid, and choose **I intend to bid on this event** or **No Bid**.
   c. If you choose No Bid, then no further action is needed.

5. View **Buyer Attachments**, if provided.

    a. Click on the **Attachments** link in the left navigation for the event.

    b. While on the Prerequisites page, click the **Next** button.

    c. Download and view attachments or URL links as needed.

6. Provide **Supplier Attachments**, as appropriate. You may select to add a file or URL link.

    a. Select **Add New Attachment**.

    b. To add a file, select to **File** as the **Attachment Type**.

        i. Select the **Upload** button.

        ii. In the Upload overlay, enter a **Title** for the file. This should describe the type of attachment, such as "Additional company information" or "References".

        iii. Select to choose the file, and select the appropriate file.

        iv. Click to **Save Changes**.

        v. The **Add Attachment** overlay refreshes with the selected file. Click **Save Changes** to add it to the **Supplier Attachments** page.

    c. To add a URL link. select **Link** as the **Attachment Type**.

        i. Enter an optional **Name** for the link, such as "Company contact information" or "Terms and conditions" .

        ii. Enter the **URL** link address.

        iii. Click to **Save Changes**.

    d. As new attachments are added, you may choose the **Display Order** as you add them to the page.

7. Answer **Questions** from the customer, if provided.

    a. Navigate by selecting the **Questions** hyperlink in the left navigation panel for the event, or by selecting the Next button when on the Attachments page.

    b. Required questions are indicated with a star, and must be answered in order to submit your response.

    c. Answer other questions as appropriate to give the customer complete information. For information on providing responses via import, see Export Questions and Import Question Responses exercises.

    d. Questions may be on multiple pages and grouped on each page.

    e. Navigate to each page by selecting the page hyperlink under the Questions section in the left navigation panel for the event.

    f. You may choose to import question responses by using the export/import feature. See the **Bid Response Import/Export Guide** found on the **Questions** page by selecting **Import Options > Get Import Instructions**

    g. On each page, click to **Save Progress** or click the **Next** button to save and proceed to the next page.

8. Provide **Item** data, if appropriate.

   a. Navigate by selecting the **Items** hyperlink in the left navigation panel for the event, or by selecting the Next button when on the last Questions

   b. Items are listed on the **Product Line Items** page and/or **Service Line Items** page. Items may be grouped within the same page. For information on providing responses to items via import, see the Export Items and Import Item Responses exercises.

   c. Items that require a unit price are indicated with a star. (**Note**: If this is an **Auction** event, you will provide prices in the Auction phase. See Providing Item Bids Via the Auction Console)

   d. The customer may allow you to edit the Quantity of some product or service items.

   e. You will also see an indication if an estimated delivery is required. This may be a specific date or a number of days after the award that delivery is expected.

   f. For service line items, enter an optional estimated service start/end dates, or number of days after the award the service will be performed.

   g. Enter a comment for each item, if appropriate.

   h. If the customer has configured an item to allow alternates, select the Add Alternate Item if you would like to provide a similar item in your bid response. This may be in addition to or instead of the response to the original item. You may enter up to five alternates per item.

      i. Provide a **Name** for the item. This field is required.

      ii. Enter an optional **Description** for the item.

      iii. Enter an optional **Catalog Number** for the item.

      iv. The **Quantity**, **Unit of Measure**, and **Requested Delivery** information must be the same as the original item, and therefore is read-only.

      v. Enter a **Unit Price** for the item. This field may be required. (**Note**: If this is an **Auction** event, you will provide prices in the Auction phase. See Providing Item Bids Via the Auction Console).

      vi. Enter an **Estimated Delivery** (date or days after the award). This field may be required.

      vii. Enter optional **Comments** about the alternate item.

      viii. Enter optional or required information for any **Additional Fields** the buyer has included on the event items.

      ix. When finished, click **Save Changes**.

      x. The page will refresh, indicating the **ALT** item below the original item.

   i. If the customer has provided **Additional Item Information**, you can enter responses directly on the page.

   j. You may choose to import item responses by using the export/import feature. See the **Bid Response Import/Export Guide** found on the **Items** page by selecting **Import Options > Get Import Instructions**.

   k. On each page, click to **Save Progress** or click the **Next** button to save and proceed to the next page.

9. Ask a **Question** of the customer regarding the event.

   a. This action can be done at any time, as long as the Q&A Close Date has not passed and the event is still open.

   b. Navigate by selecting the **Q&A Board** hyperlink in the left navigation of for the event.

   c. Click the button to **Ask a Question**.

      i. Enter a **Subject** for the question.

      ii. Enter the **Question** text.

      iii. Click to **Submit Question**.

      iv. Question is recorded on the Q&A Board. If enabled, you will receive a notification when the customer responds to the question.

      v. You may select the hyperlink to **Withdraw this Question** up until the time it is answered.

      vi. View questions and answers from others that the customer publishes by selecting the Public Q&A tab on the Question & Answer board.

10. **Review and Submit** your response for the event.

    a. Select the **Review & Submit** hyperlink in the left navigation for the event.

    b. Any incomplete items are indicated with a warning message, with a hyperlink to navigate to the appropriate area.

    c. You do not have the option to certify or submit a response if you have not completed all required items.

    d. Once required items are completed:

       i. Select the checkbox **certifying** the statements you've made to be true.

       ii. Click **Submit Response**.

11. The page refreshes with a confirmation that your response was submitted. You may select to return to the event or to the customer portal home page. <u>**Your bid has not been submitted until you see this confirmation message**</u>: