## Create Response and Submit - IFB, RFQ, RFP, RFI

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Step	Action
1.	Click the <b>Supplier Portal</b> link. Supplier Porta





<ul> <li>Create ASN</li> <li>Create ASN</li> <li>Upload ASN or ASBN</li> <li>View Recipts</li> <li>View Returns</li> <li>Contracts and Deliverables</li> <li>Manage Contracts</li> <li>Manage Deliverables</li> <li>Consigned Inventory</li> <li>Review Consigned Inventory</li> <li>Revie</li></ul>	Shippiler Portal * Manage Shipments				
<ul> <li>View Returns</li> <li>View Returns</li> <li>View Returns</li> <li>Manage Contracts</li> <li>Manage Contracts</li> <li>Manage Contracts</li> <li>Manage Deliverables</li> <li>Consigned Inventory</li> <li>Review Consigned Inventory</li> <li>Review Consigned Inventory Transactions</li> <li>Solicitations</li> <li>View Adve Solicitations</li> <li>Manage Responses</li> <li>Supplier News</li> </ul>	Create ASN     Create ASBN     Upload ASN or ASBN     Journ Descripte		2		
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Company Profile	<ul> <li>View Qualifications</li> </ul>				
company Prome	Company Profile				

Step	Action
3.	Click on the View Active Solicitations link.
	View Active Solicitations
	<ul> <li>Note: If you did not receive an invitation to the solicitation you will need to change the option for Invitation Received from YES to NO</li> </ul>

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Active Solicitations								Done
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Step	Action
4.	Click the <b>70034-21</b> link.
	70034-21



Step	Action
5.	Click the <b>Overview</b> link to view the solicitation overview
	Overview

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Step	Action
6.	Click the Expand All link to view the solicitation details
	Expand All

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Step	Action
7.	Click the Lines link to view the Line information.
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Step	Action
8.	Click the <b>Contract Terms</b> link to view the Terms.
	Contract Terms

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1 PROVISION OF SERVICES

2 CONTRACT AMOUNT

4 KEY PERSONNEL

In return for the services identified in this Contract, a the County certifies that sufficient funds are budgete with the Pricing Schedule.

3 TIME OF THE ESSENCE AND COMPLET

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OK Cancel

Step	Action
10.	Click the Save File option.
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The Contractor shall provide the services to the conducted and completed in accordance with reco considered complete when the Contract Administra This is another update to clause offline Save File

The Contractor shall assign to this Contract the key personnel included in the Solicitation Response.

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Time shall be of the essence to this Contract, except where it is specifically provided to the contrary, provided that schedules are mutually agreed to and the Contractor shall not be responsible for delays and related damages due to circumstances or events beyond its direct control.

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	4 KEY PERSONNEL				
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11.	Click the <b>OK</b> button.
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		In return for the services identified in this Contract, and subject to the "Termination for Non-Appropriation of Funds" clause, the County certifies that sufficient funds are budgeted and appropriated and shall compensate the Contractor in accordance with the Pricing Schedule.
		3 TIME OF THE ESSENCE AND COMPLETION
		Time shall be of the essence to this Contract, except where it is specifically provided to the contrary, provided that schedules are mutually agreed to and the Contractor shall not be responsible for delays and related damages due to circumstances or events beyond its direct control.
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Step	Action
16.	Click on the <b>View</b> list option.
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Step	Action
17.	Click on the <b>View Attachments</b> list option to download and view the solicitation attachments.
	View Attachments



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Step	Action
18.	To Download all attachments, Click the Actions drop down and click Download All. To view and download individual attachment, follow from step 19
	View Attachments

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Step	Action
19.	Select the attachment row.

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20.	Click the <b>Download</b> button.
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21.	Click on the <b>OK</b> button.					
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Step	Action
22.	Double-click the Header Attachments list item.



Step	Action
23.	View the attachment. Click the <b>Minimize</b> button.

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24.	Click on the <b>Done</b> button.

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Cover Page						Download	Contract
Overview	Clauses	Deliverables					
Lines Contract Torms	Clauses						
Contract terms	I. SPE	ECIAL PROVISIONS					
		1 PROVISION OF SERVICES					
		The Contractor shall provide the services to the County as described in thi conducted and completed in accordance with recognized and customarily acc considered complete when the Contract Administrator approves the products a This is another update to clause offline	s Cont epted is acci	tract. Tas industry eptable.	ks and best pra This is a	all reports s actices and s test update	shall be shall be clause.
		2 CONTRACT AMOUNT					
		In return for the services identified in this Contract, and subject to the "Terminal the County certifies that sufficient funds are budgeted and appropriated and sha with the Pricing Schedule.	ion for Il com	r Non-Ap pensate	propriati the Cont	on of Funds" ractor in acc	clause, ordance
		3 TIME OF THE ESSENCE AND COMPLETION					
		Time shall be of the essence to this Contract, except where it is specifically prov are mutually agreed to and the Contractor shall not be responsible for delays an events beyond its direct control.	ided to d relat	o the cont ed dama	rary, pro ges due	vided that sc to circumsta	hedules ances or
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25.	Click on the Create Response button.				
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Supplier A & M Concrete Corporation Supplier Site STERLING-42685	Response Type  Primary Alternate
Solicitation Currency USD Response Currency USD	Reference Number
Price Precision 2 Decimals Maximum	Note to Buyer
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Name Description	Value Clauses

Step	Action
26.	Click in the Note to Buyer field to enter any notes to buyer. (Optional)



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27.	Enter the desired information into the Note to Buyer field. Enter "Test".

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28.	Click the Manage Attachments + sign to attach any documents to the bid response.
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29.	Click the Browse button. Browse



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32.	Click in the <b>Description</b> field to enter the description of the attachment.



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Step	Action
33.	<b>Example:</b> Enter the desired information into the <b>Description</b> field. Enter " <b>Insurance requirements</b> ".

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34.	Click the Add graphic to add more documents.
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36.	Select the attachments from your computer.
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37.	Click the <b>Open</b> button.
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38.	Click in the <b>Description</b> field to enter the description.	

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39.	<b>Example:</b> Enter the desired information into the <b>Description</b> field. Enter " <b>Bid Submission</b> ".

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40.	Click on the <b>Ok</b> button.

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41.	Click on the Next button.
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42.	Click in the <b>Response Price</b> field to enter the price.

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43.	<b>Example:</b> Enter the desired information into the <b>Response Price : Line</b> field. Enter " <b>100000</b> ".

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Step	Action
44.	Click on the Next button.
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Supplier	A & M Concrete Corporation	Response Type Primary						
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Supplier Supplier Ster Solicitation Currency Response Currency Price Precision	A & M Concrete Corporation STERLING-42685 USD USD 2 Decimals Maximum	Response Type Primary Reference Number Note to Buyer Test Attachments Req Post appr	roval.xlsx (1 r	nore)	li.			
Supplier Supplier Stell Solicitation Currency Response Currency Price Precision Response Valid Until Contract Term	A & M Concrete Corporation STERLING-42685 USD USD 2 Decimals Maximum	Response Type Primary Reference Number Note to Buyer Test Attachments Req Post appr	roval.xisx (1 r	nore)	ţi.			
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Step	Action
45.	This is the review page of entered response. Click the Lines link. Lines

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		010	messages Respo	and by spreadsheet	ACU		34	Last Sav	ed 6/15/2*	1 10:25 PM
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Step	Action
46.	Click on the <b>Save</b> button. <b>Note:</b> You can click the Save drop down arrow to save and close the response if you wish to submit it later. Otherwise, click Submit.

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eview Re	sponse: Quote 4	001 ②	Messages Resp	ond by Spreadsheet	<ul> <li>Action</li> </ul>	s ▼ <u>B</u> ack Ne	<u>(</u> t Save ▼ Su	b <u>m</u> it <u>C</u> ance
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Time	e Remaining 6 Days 16 H	ours						
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Step	Action
47.	Click on the <b>Submit</b> button.
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Invitation for Bids: 7	70034-21 Messages Create Response	Actions ▼ Done
Currency = US Dollar	Time Zc The response 4001 to solicitation 70034-21 was submitted. Tritte Side walk	ne Eastern Standard Time M
	Status Active (Loc OK Jacobia Characteria) Active (Loc OK Jacobia	
ті	ime Remaining 6 Days 16 Hours	
Table of Contents	Contract Torms	
Cover Page	Contract terms	
5		Download Contract
Overview		
Overview Lines	Clauses Deliverables	
Overview Lines Contract Terms	Clauses Deliverables I. SPECIAL PROVISIONS I PROVISION OF SERVICES The Contractor shall provide the services to the County as described in this Contract. Tasks a conducted and completed in accordance with recognized and customarily accepted industry best considered complete when the Contract Administrator approves the products as acceptable. This i This is another update to clause offline	nd all reports shall be practices and shall be s a test update clause.
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Step	Action
48.	Click the <b>OK</b> button.
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	Title S	ide walk repair Open Dat	e 6/15/211	0:10 PM		
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Table of Contents	Contrac	et Terms				-
Cover Page					Download	Contract
Overview					Download	contract
Lines	Clauses	Deliverables				
Contract Terms						
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		1 PROVISION OF SERVICES				
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		3 TIME OF THE ESSENCE AND COMPLETION				
		Time shall be of the essence to this Contract, except where it is specifically provi are mutually agreed to and the Contractor shall not be responsible for delays and events beyond its direct control.	led to the col related dam	ntrary, pro ages due	vided that scl to circumsta	nedules ances or
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Step	Action
49.	Click on the <b>Done</b> button.
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▲ Search			Manag	e Watchlist S	aved Search	Open Invi	itations	~
** Solicitation			** Invitat	ion Received	Yes 🗸	** At le:	ast one is	required
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Step	Action
50.	Click on the <b>Done</b> button again.
	Done

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orders v Order Number	Q		_
Tasks			6
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Manage Orders	Requiring Attention		
<ul> <li>Manage Schedules</li> </ul>			
<ul> <li>Acknowledge Schedules in Spreadsheet</li> </ul>			
areements			
<ul> <li>Manage Agreements</li> </ul>			
Shipments			
Manage Shipments			
Create ASN			
Create ASBN			
<ul> <li>Upload ASN or ASBN</li> </ul>	2		
View Receipts			
View Returns	Negotiations Closing Soon		
Contracts and Deliverables	L		
<ul> <li>Manage Contracts</li> </ul>	Recent Activity		
<ul> <li>Manage Deliverables</li> </ul>	Last 30 Days		

Step	Action
51.	Click on the <b>Home</b> graphic to go back to home page.



Step	Action
52.	
	End of Procedure.