Submitting a Bid

JGSM-03-D

Accessing the Event – Email Invitation

To **Access the Event** through an email invitation, follow the steps below:

1 The buyer invites the Supplier to participate in a sourcing event through a **System Generated Email.** Select the **link** from the invitation email to **View** the sourcing event.
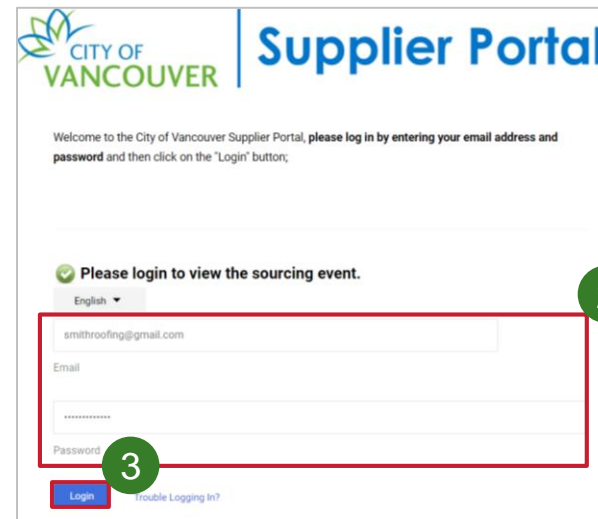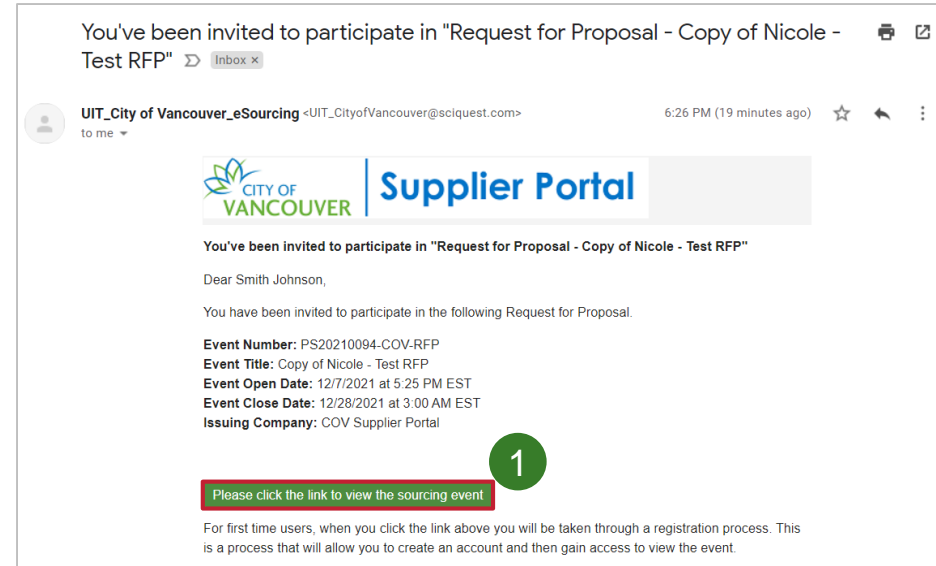
You are directed to the Supplier Portal login page.

2 Enter your **Login Credentials** in the appropriate fields.

3 Select the **Login** button.

The Event Summary page displays.

For first time users, clicking the invitation link will take you to a registration process where you need to create an account before getting access to view the event.
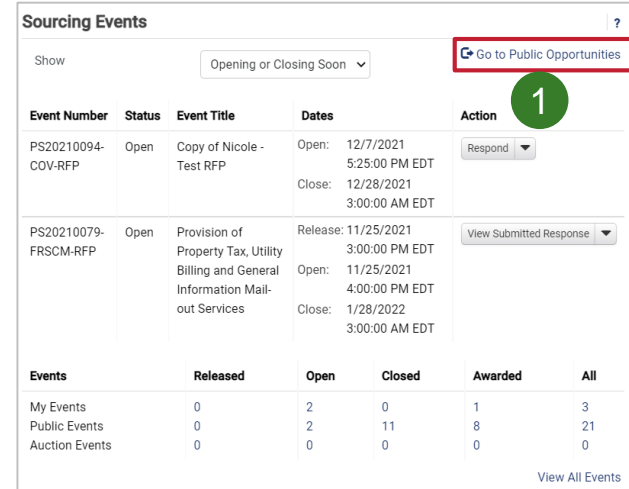
Accessing the Event – Public Portal

To **Access the Event** through the public portal**,** login to the **Supplier Portal** and follow the steps below:

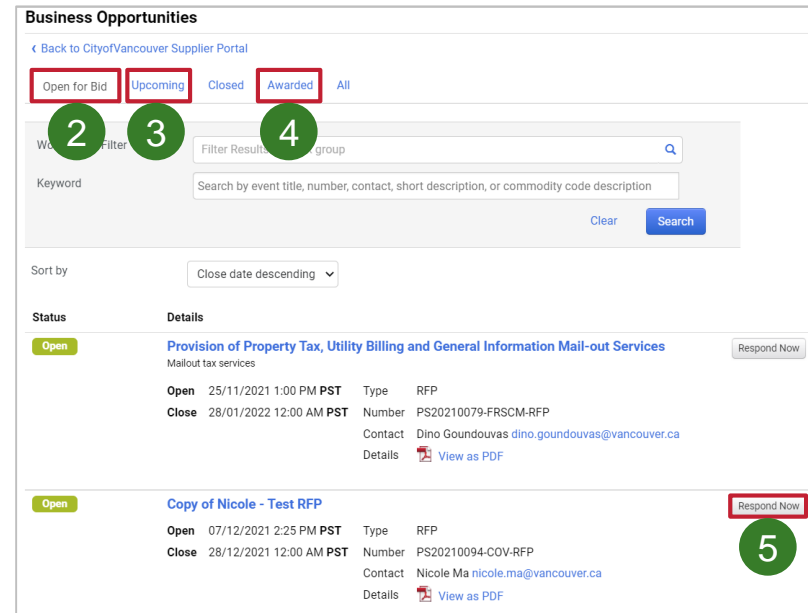**1** Select the **Go to Public Opportunities** link.

*You will be directed to the **COV Procurement Opportunities** page*

Select the following tabs for more information:

2 **Open for Bid**
View events that are currently open for bidding.

3 **Upcoming**
View upcoming events.

4 **Awarded**
View events that have recently been awarded.

5 Select the **Respond Now** button next to the event name to be directed to the **Event Summary** page.

3 Select the **Yes, I Intend to Bid** button.

*A message will appear requesting that you complete **prerequisites** before you can **enter a bid**.*

4 Select the **Proceed to Prerequisites** button.

*The **Prerequisites** section displays.*

Prerequisite Section

1 Select each **Prerequisite** link.
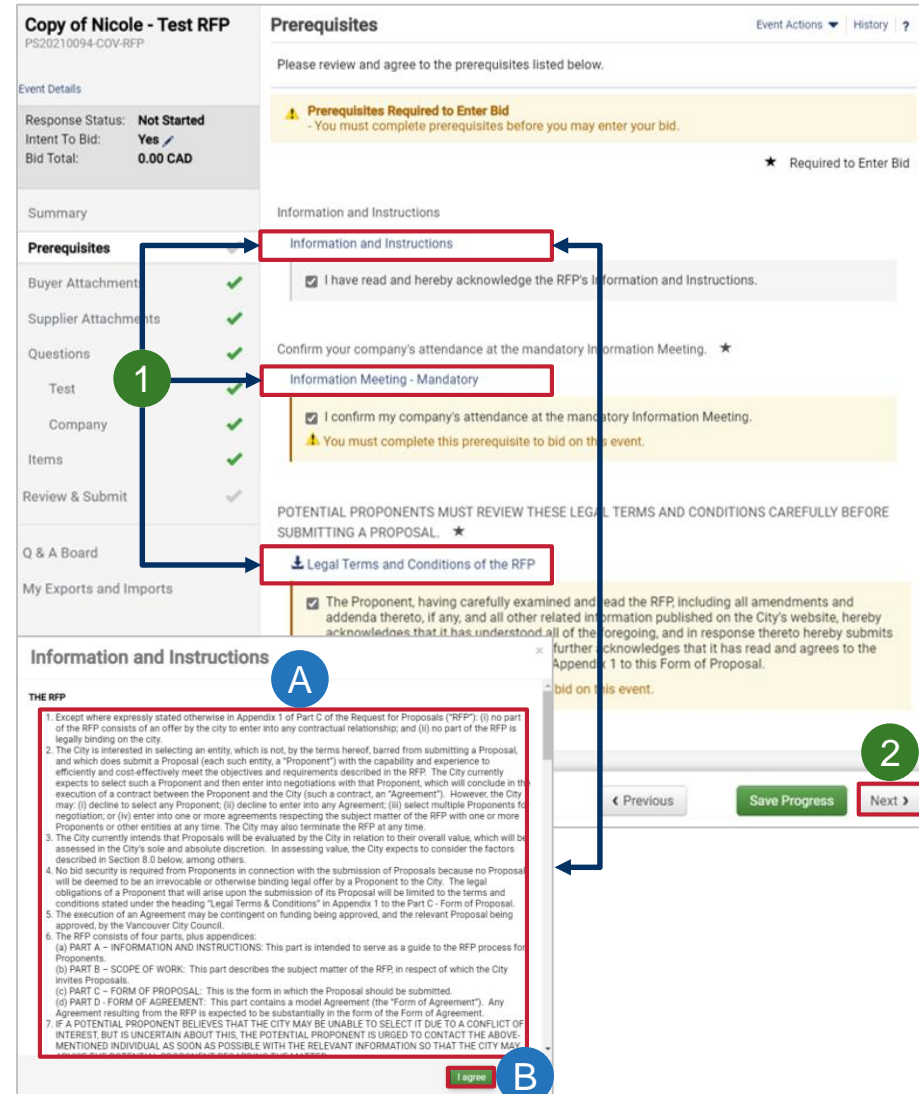
A pop-up window will display.

A **Read** the **Information** from each pop-up window.

B Select the **I agree** button to **Acknowledge** and **Agree** with the events **Prerequisite Requirements**.

2 Select the **Next** button after acknowledging all the **Prerequisite Requirements** in this section.
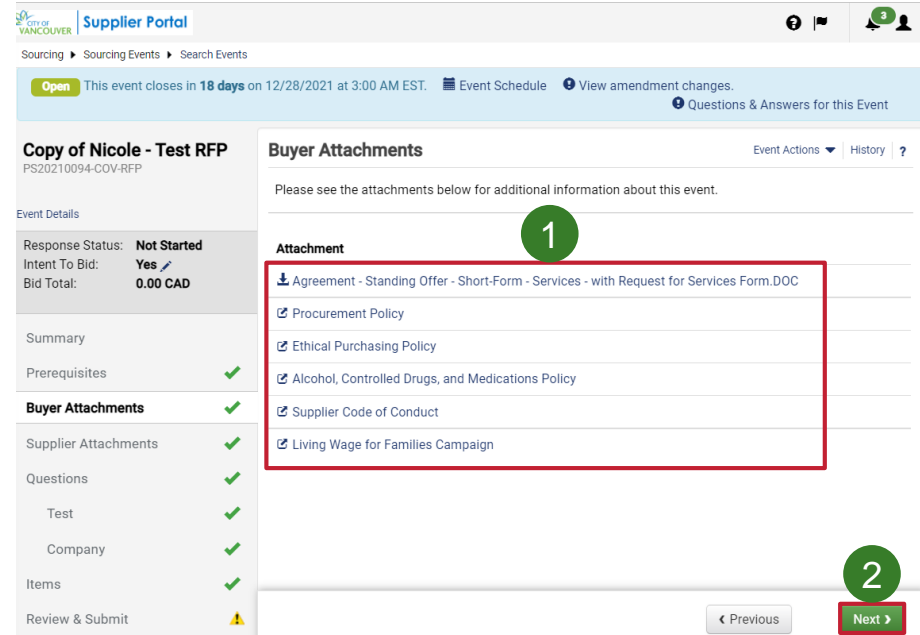
The checkbox will turn green after selecting the **I agree** button for each Prerequisite Requirement.

Buoyer Attachment Section

To ensure that **Buyer** and **Supplier** Interests are aligned, follow the steps below:

1   Under **Attachment** click on each document link to review it and ensure that buyer and supplier interests are aligned.

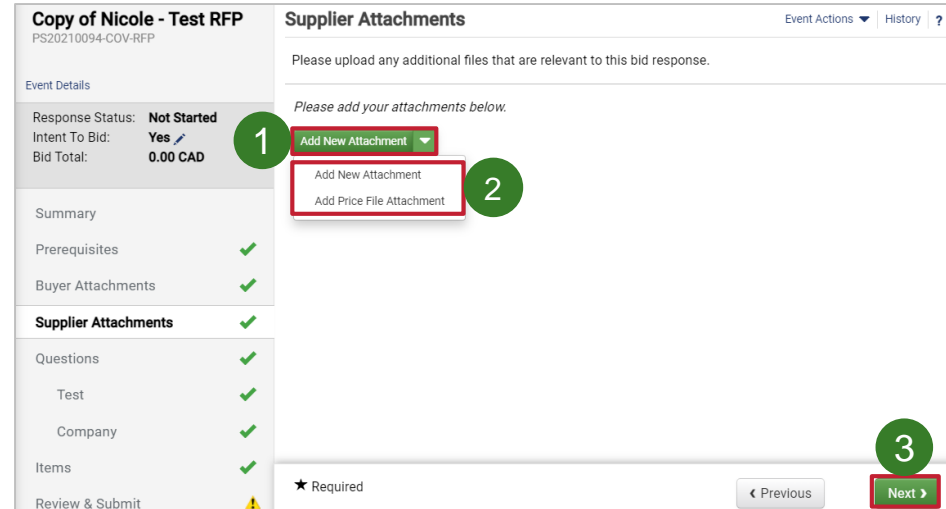**2**   Select the **Next** button to proceed to the **Supplier Attachments** section.

Suppliers Attachment Section

1 Suppliers can click the **Add New Attachment** drop-down button to upload any **Supplementary** documentation they want to provide the buyer.

2 Select an **attachment type** option from the drop-down list.

> *An **Attachment** window displays for you to upload any documents.*

3 Select the **Next** button to proceed to the **Questions** Section.
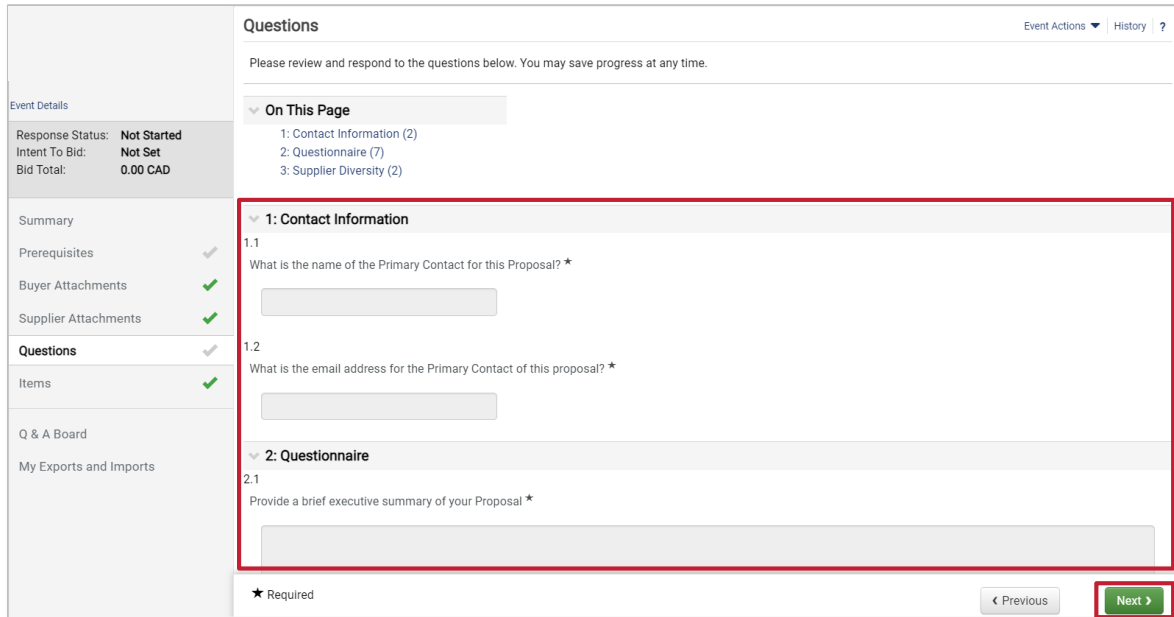
Questions Section

To complete the **Questions** section, follow the steps below:

1 Complete all the **Mandatory** questions that are marked by **asterisks(*)**.

2 Select the **Next** button to proceed to the **Items** Section.
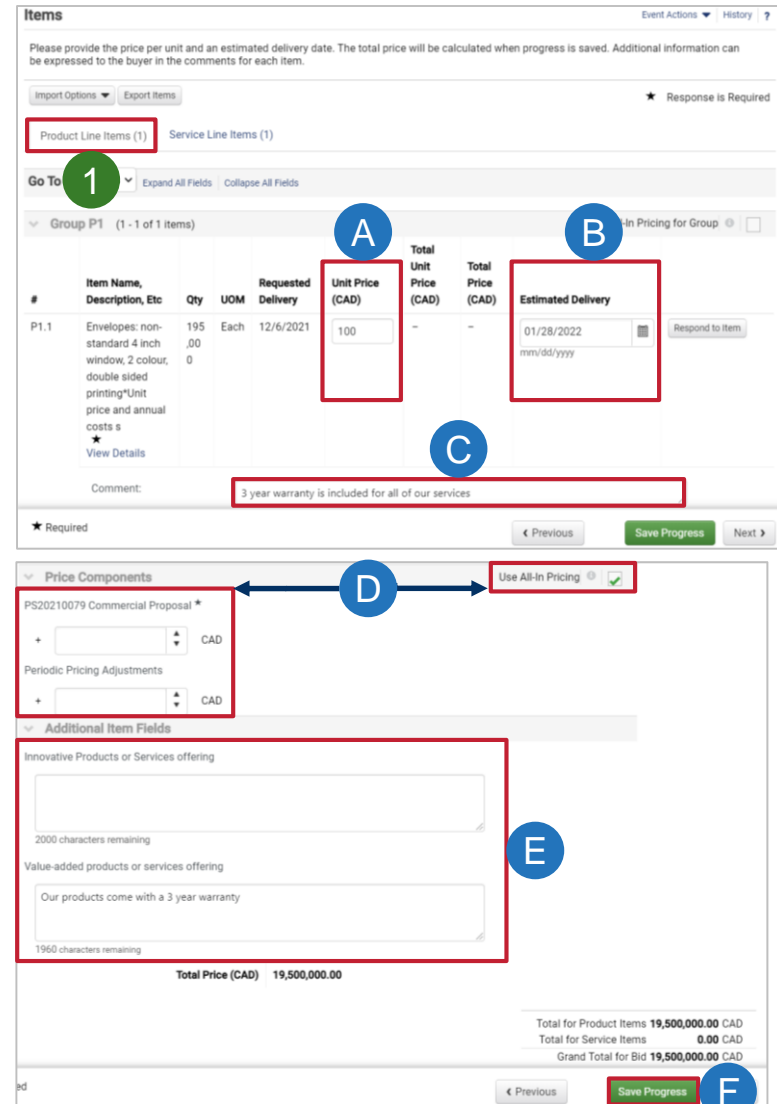
Items Section – Product Line Items

To complete the **Items** section, follow the steps below:

1 Select the **Product Line Items** tab.

A **Enter** the **Unit Price** for the product(s) being sourced.

B Select the Calendar icon and select the **Estimated Delivery** date.

C **Enter** any **Comments** you wish to leave for the **Buyer**.

D Enter the **Commercial Proposal** and **Periodic Pricing Adjustment** amount or click the **Unit All-In Pricing** checkbox to eliminate individual allowance and fee fields.

E Enter additional product or service offerings in the **Comments** field.

F Select the **Save Changes** button.

Items Section – Service Line Items

2 Select the **Service Line Items** tab.

A **Enter** the **Unit Price** for the services being sourced.

B Select the **Calendar** icon and select the **Estimated Delivery** date.

C **Enter** any **Comments** you wish to leave for the **Buyer**.

D Enter the **Commercial Proposal** and **Periodic Pricing Adjustment** amount or click the **Unit All-In Pricing** checkbox to eliminate individual allowance and fee fields.

E Enter additional service offerings in the **Comments** field.

F Select the **Save Progress** button.

3 Select the **Next** button.

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Review & Submit Section

1   **Review** all the sections to check for completion.

2   Select the **Certification** checkbox to acknowledge that the statements in the bid application are true.

3   Select the **Submit Response** button.

*A **Confirmation Screen** will display to notify the supplier that the bid has been successfully **Submitted**.*

*On this confirmation screen, suppliers will be able to see the events' **release, open and close** Dates to either review or withdraw their Bid Submission.*

The Bid can be adjusted and resubmitted prior to the event close date even after initial submission.

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