

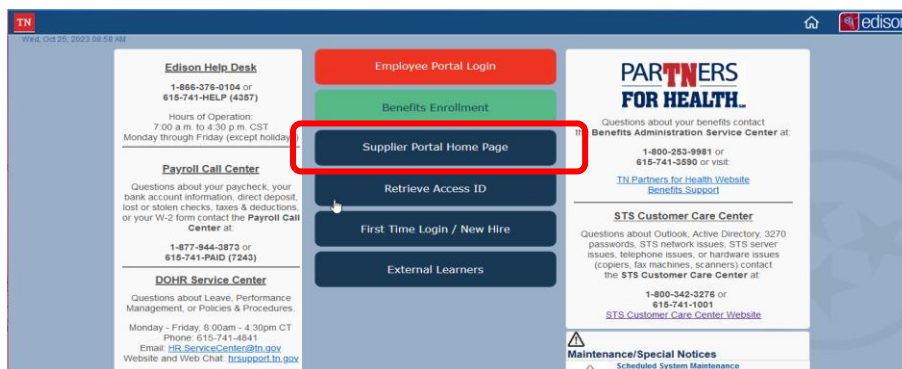
Job Aid: Reviewing Solicitations and Submitting Bids

Purpose

The purpose of this job aid is to provide a step-by-step process for reviewing solicitations and submitting a bid in the Edison system. Registered Suppliers with the State of Tennessee may participate in an Invitation to Bid (ITB) if it is either public, or they have been invited to participate.

Helpful Hints

- *Internet Explorer and FireFox are recommended web browsers. Users may experience issues if using Google Chrome.*
- *Users will want to save their work frequently to avoid losing information entered in the Edison system. Saving your work every 20 minutes is recommended to avoid the system timing out.*



1. The Supplier must first sign into the Supplier Portal Page by clicking on the **Supplier Portal Home Page** link.

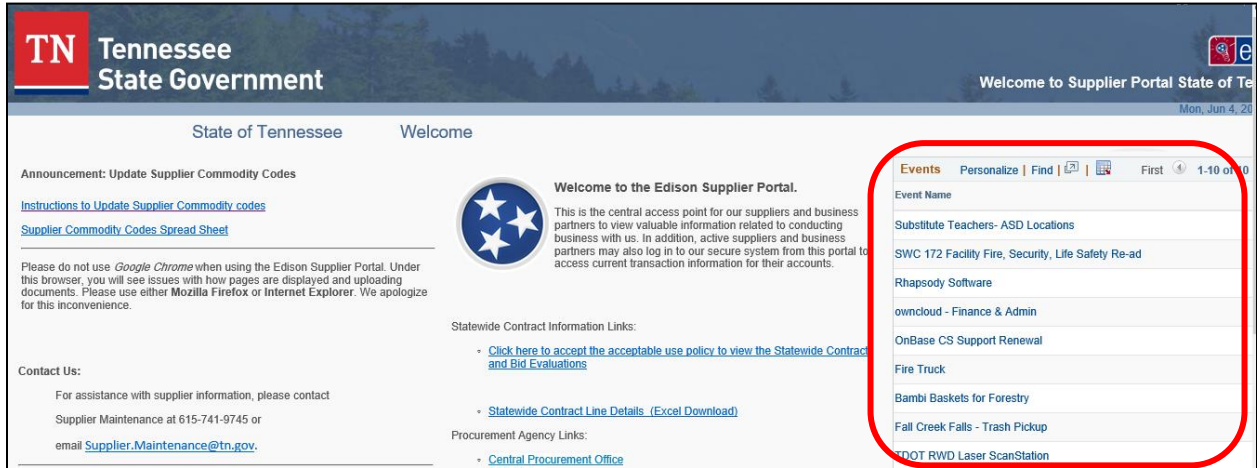
2. Click on the **Sign in** link in the middle section of the screen.

The screenshot shows the Tennessee State Government Edison Supplier Portal. The header includes the TN logo and the text "Tennessee State Government" and "Welcome". The main content area is divided into three columns. The left column contains an announcement about updating supplier commodity codes with links to instructions and a spreadsheet. The middle column is titled "Welcome to the Edison Supplier Portal" and contains a "Sign In" link highlighted with a red box. The right column contains contact information for supplier assistance, payment inquiries, and password help. Below the announcement is a table of events with columns for "Event Name" and "Last".

3. Follow the prompts on the next two screens to complete the sign in process.

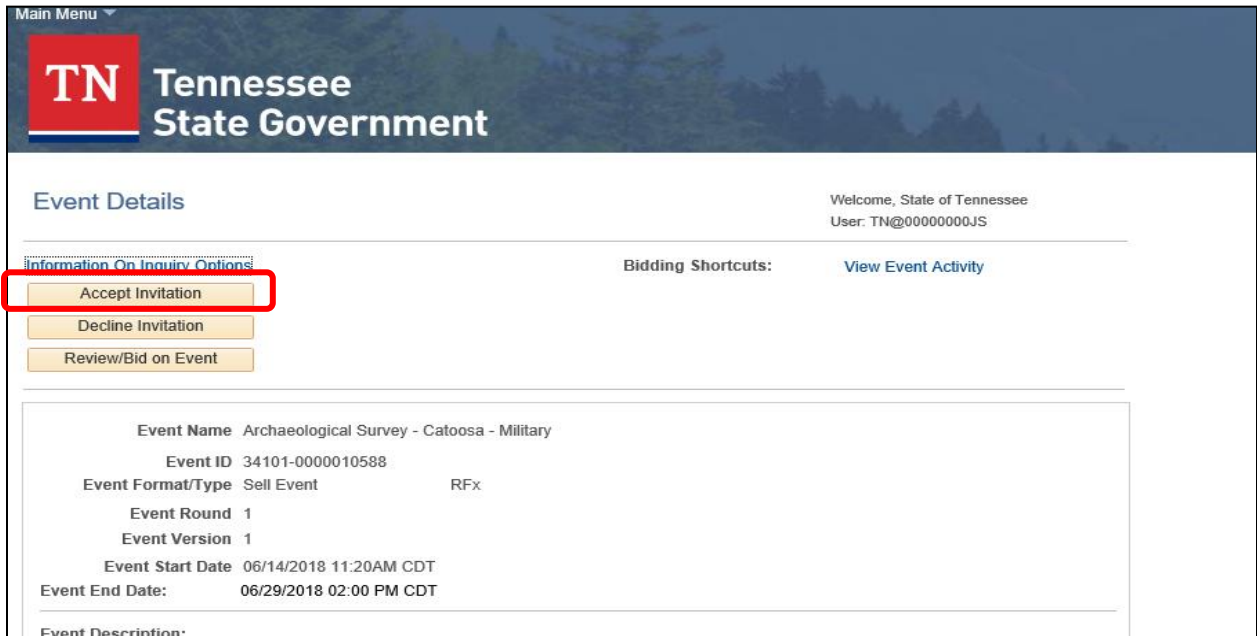
The first screenshot shows a "Sign In:" screen with the prompt "Enter your Access ID." and a text input field for the "Access ID:" highlighted with a red box. Below the field is a "Continue" button and a link that says "Where do I enter my password?". The second screenshot shows a mobile device screen with a "Sign In:" prompt and "Please enter your password". A text input field for the password is highlighted with a red box. Below the field is an "enter" button. At the bottom of the screen, there is a security image and a link that says "Forgot your password?".

- On the right side of the screen select the event you are interested in bidding on.



****Note:** After clicking on the event, the page will display information on the bid, like the description, Specifications, and Terms and Conditions.

- If you wish to accept the invitation to participate in this event, click the **Accept Invitation** button. You will not be required to submit a bid at this time; rather you will be communicating your intention to the Solicitation Coordinator.



****Note:** If you are ready to bid on the event, then you may select the 'Bid on Event' option. When you select this choice you will also be accepting the event invitation. Alternatively, if you do not wish to participate in the event, you may select the 'Decline Invitation'

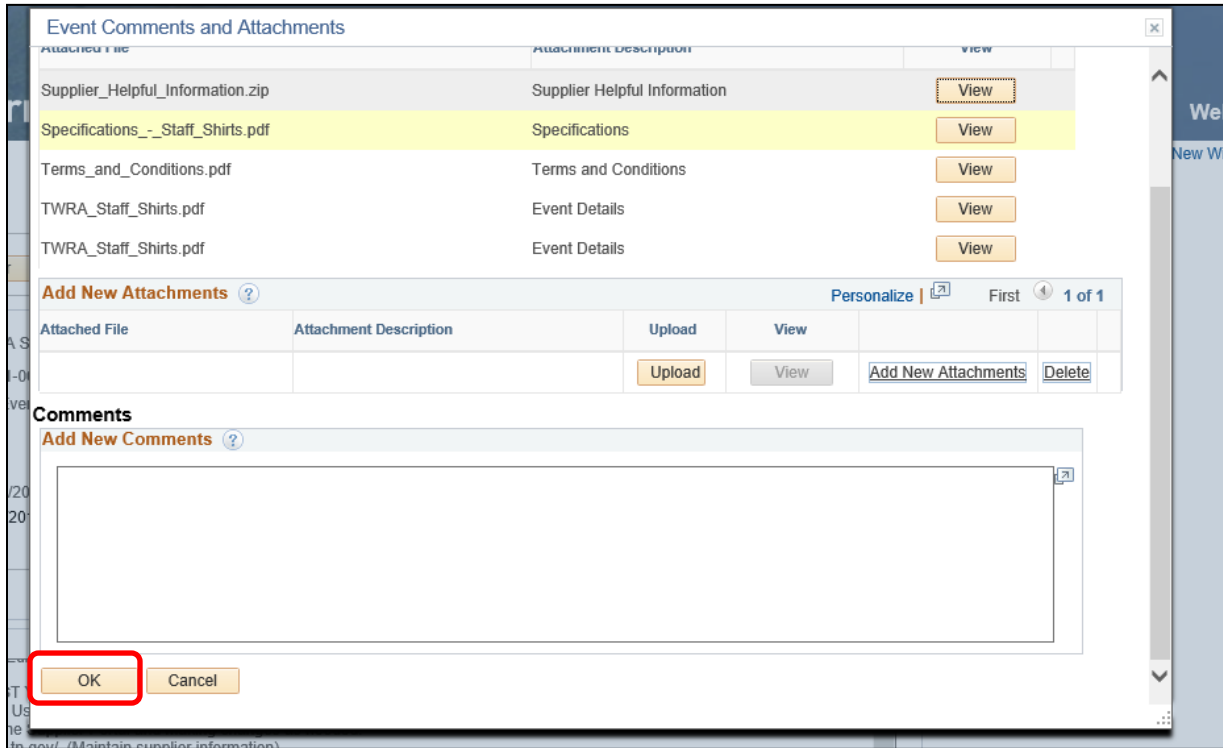
6. If you are ready to bid on the event, click the **Review/Bid on Event** button. When you select this choice you will also be accepting the event invitation.

The screenshot shows the 'Event Details' page for the 'SWC 172 Facility Fire, Security, Life Safety Re-ad' event. The page header includes 'Event Details' and user information: 'Welcome, State of Tennessee' and 'User: TN@00000000JS'. Below the header, there are three main sections: 'Information On Inquiry Options', 'Bidding Shortcuts:', and 'View Event Activity'. Under 'Information On Inquiry Options', there are two buttons: 'Decline Invitation' and 'Review/Bid on Event'. The 'Review/Bid on Event' button is highlighted with a red rectangular box. Below these buttons, the event details are listed: Event Name, Event ID (32110-0000010544), Event Format/Type (Sell Event RFX), Event Round (1), Event Version (1), Event Start Date (06/01/2018 11:55AM CDT), and Event End Date (06/19/2018 02:00 PM CDT). An 'Event Description' section follows, containing a scrollable text area with the text: 'PRE-BID CONFERENCE NOTIFICATION', 'READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments.', and a link: 'If the Review and bid on this event link included in the e-mail notification does not work please go to'. The 'Event Comments and Attachments' button is visible in the bottom right corner of the page.

7. In the bottom right corner, click the **Event Comments and Attachments** button. This will allow you to view comments and attachments associated with the event such as the Terms and Conditions, Specifications, etc.

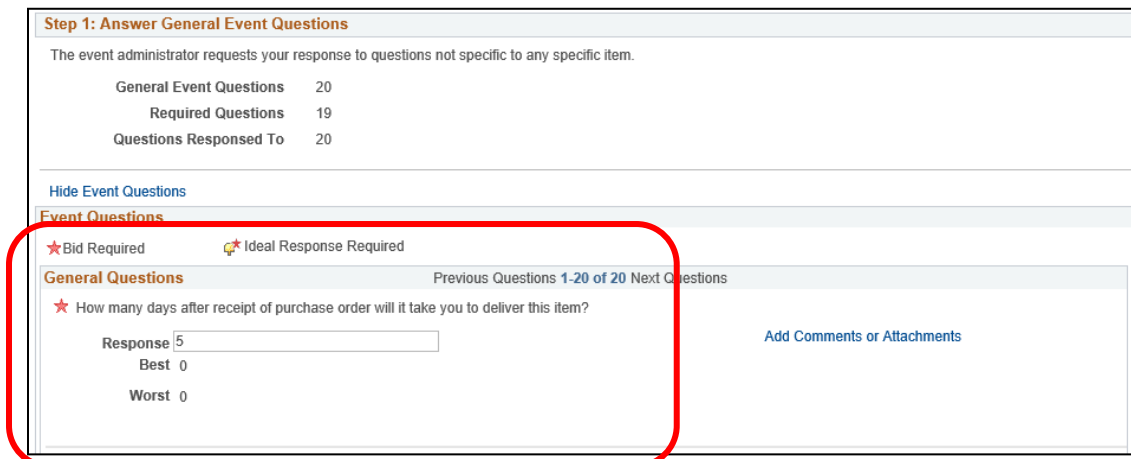
The screenshot shows the 'Event Details' page for the same event. The page header is identical to the previous screenshot. Below the header, there are three buttons: 'Submit Bid', 'Save for Later', and 'Validate Entries'. The event details are listed again, including 'Event Name', 'Event ID', 'Event Format/Type', 'Event Round', 'Event Version', 'Event Start Date', and 'Event End Date'. To the right of the event details, there is a 'Bidding Instructions' section with fields for 'Bid ID New', 'Bid Date', and 'Bid Currency' (set to 'USD' with 'US Dollar' as the label). The 'Event Comments and Attachments' button is highlighted with a red rectangular box. At the bottom left of the page, there is a link: 'Hide Additional Event Info'.

****Note:** The following screen will appear and you will be able to view each document attached. Suppliers are encouraged to read the entire document including all attachments, as some attachments may require a response from the supplier. Click the **“OK”** button to return to the event details/bid page.



8. Scroll down the event details page to find and answer the Event Questions/Bid Factors (These include drop down and fill in the blank formats).

****Note:** Required questions are indicated by a red star.



- To add attachments or comments, click the **Add Comments or Attachments** link next to each individual question. Not all questions require use of the **Add Comments or Attachments** link.

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	20
Required Questions	19
Questions Responded To	20

[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions **1-20 of 20** Next Questions

★ How many days after receipt of purchase order will it take you to deliver this item?

Response

Best 0

Worst 0

[Add Comments or Attachments](#)

- Click the **Upload** button, then the **Browse** button next to each individual question.

Question Comments and Attachments

Business Unit 32110 Event ID 0000010544

Please enter the number of days that your bid offer will expire from the bid opening date:

Attachments

[Add New Attachments](#) Personalize | ²¹ First 1 of 1

Attached File	Attachment Description	Upload	View
		Upload	View

Comments

[Add New Comments](#)

[OK](#) [Cancel](#)

Attachment Description Upload View Personalize

File Attachment

[Browse...](#)

[Upload](#) [Cancel](#)

11. Once any necessary attachments or comments have been added, enter your bid response for each line item. Scroll down to ensure all line items have been completed.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 12
 Lines That Require a Response 12
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)
 ★ Bid Required [Line Comments/Files](#)

Lines [Personalize](#) | [First](#) [Previous Lines 1-12 of 12](#) [Next Lines](#)

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★	MG90 VEHICLE ROUTER WITH 2 LTE-A AND DUAL WIFI AC 3X3 MIMO AND 5 GB ETHERNET PORTS	EA	200.0000		<input type="text"/>	.0000 USD	Bid	Line Comments/Files
2	★	MG90 VEHICLE ROUTER WITH 2 LTE-A-PRO (CAT. 12) INCLUDING BAND 14 AND DUAL WIFI AC 3X3 MIMO AND 5 GB ETHERNET PORTS	EA	1000.0000		<input type="text"/>	0.0000 USD	Bid	Line Comments/Files

****Note:** If you want to add a comment regarding your bid, click the Line Comments/Files icon to bring up the following screen.

Save for Later Start Page Validate Entries

Line 1 of 12 Go To Line Previous Line Next Line

Line Details [?](#)

Line 1	Item ID	Response Required
MG90 VEHICLE ROUTER WITH 2 LTE-A AND DUAL WIFI AC 3X3 MIMO AND 5 GB ETHERNET PORTS ?		Yes
Category NETWORK ROUTERS		
View/Add Question Comments and Attachments		

NOTE: For Dummy lines, you may be required to enter a value under the “Your Unit Bid Price” header in order to submit your bid. If there is an evaluation model spreadsheet attached to the bid event, pricing must be entered on the spreadsheet and uploaded. Along with uploading the evaluation model spreadsheet, enter 0.01 as the value under the “Your Unit Bid Price” header as this field may require an entry in order to submit your bid.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 1
 Your Total Line Pricing 0.0100 USD

Hide Line Detail
 ★ Bid Required Line Comments/Files

Lines Personalize | First Previous Lines 1 of 1 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Dummy Line. Please complete and upload the SWC 172 Evaluation Model EA spreadsheet to provide pricing.		1.0000	1.0000	0.0100000	<input type="checkbox"/>	0.0100 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

12. Click the **View/Add Question Comments and Attachments** button under the line item box to enter any special information pertaining to the bid or attach any additional information pertaining to your bid amount.

Save for Later Start Page Validate Entries

Line 1 of 12 Go To Line Previous Line Next Line

Line Details

Line 1 Item ID
 MG90 VEHICLE ROUTER WITH 2 LTE-A AND DUAL WIFI AC 3X3 MIMO AND 5 GB ETHERNET PORTS
 Response Required Yes

Category NETWORK ROUTERS

View/Add Question Comments and Attachments

13. Click the **Validate Entries** button under the line item box to confirm that everything required on the bid has been entered.

Event Details Welcome, State of Tennessee
User: TN@00000000JS

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Event Name	SWC 172 Facility Fire, Security, Life Safety Re-ad	Bidding Instructions
Event ID	32110-0000010544	Bid ID New
Event Format/Type	Sell Event RFX	Bid Date
Event Round	1	Bid Currency <input type="text" value="USD"/> US Dollar
Event Version	1	
Event Start Date	06/01/2018 11:55AM CDT	
Event End Date	06/19/2018 02:00 PM CDT	

[Event Comments and Attachments](#)

[Hide Additional Event Info](#)

****Note: If you receive an error message, scroll to the top of the page to identify errors and any missing information that will be highlighted in red.**

Line Details

- ! Response required. You must enter a response for General Question 1 - I (we) agree to strictly abide b ...
- ! Response required. You must enter a response for General Question 2 - Please enter the number of days ...
- ! Response required. You must enter a response for General Question 3 - What is the Brand/Model you are ...
- ! Response required. You must enter a response for General Question 5 - How many days will it take to de ...
- ! Response required. You must enter a response for General Question 6 - List the Return Goods Policy:
- ! Response required. You must enter a response for General Question 7 - Service Experience, Time in Busi ...
- ! Response required. You must enter a response for General Question 8 - Technical Assistance Enter the ...
- ! Response required. You must enter a response for General Question 9 - Please list the following inform ...
- ! Response required. You must enter a response for General Question 10 - The bidder shall indicate their ...
- ! Response required. You must enter a response for General Question 11 - Please complete the attached for ...
- ! Response required. You must enter a response for General Question 12 - Iran Divestment Act. By submiss ...

[Save for Later](#) [Start Page](#) [Validate Entries](#)

14. To submit your bid, click the **Submit** button. If you are **not** ready to submit your bid click the **Save for Later** button. If submitting your bid, please skip to #17.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
 Lines Responded To 1
 Your Total Line Pricing 0.0100 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines Personalize | First Previous Lines 1 of 1 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Dummy Line. Please complete and upload the SWC 172 Evaluation Model spreadsheet to provide pricing.	EA	1.0000	1.0000	0.010000	<input type="checkbox"/>	0.0100 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid
Save for Later

Validate Entries

15. Click the **View, Edit or Copy from Saved Bids** hypertext.

Event Details Welcome, State of Tennessee
User: TN@00000000JS

[Information On Inquiry Options](#)

Bidding Shortcuts:

[View Event Activity](#)

[View, Edit or Copy from Saved Bids](#)

Review/Bid on Event

Event Name Fire Truck
Event ID 32101-0000010539
Event Format/Type Sell Event RFX
Event Round 1
Event Version 2
Event Start Date 05/21/2018 8:00AM CDT
Event End Date: 07/10/2018 02:00 PM CDT

16. When your saved bids page appears, choose the bid that you want to finish and submit. Once the bid page appears, follow the instructions above based on where you left off.

Welcome, State of Tennessee
User: TN@00000000JS

[View, Edit or copy from Saved Bids](#)

Event Name Fire Truck
 Event ID 32101-0000010539
 Event Format/Type Sell Event RFX
 Event Start Date 05/21/2018 8:00AM CDT
 Event End Date: 07/10/2018 02:00 PM CDT

Event Round 1
 Event Version 2
 Multiple Bids Allowed
 Currency: US Dollar

Bids									
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	2	Posted	Posted	06/05/2018 3:38PM CDT	View/Edit	Copy	Cancel	
2	1	2	Saved	Posted	06/12/2018 2:50PM CDT	View/Edit	Copy	Cancel	

[Return to Event Search](#)

17. Once your bid has been successfully submitted, a Bid Confirmation message will appear with pertinent information. Please keep this for your records and proof of your bid submission.

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1
Event ID 0000010544
Event Format Sell Event
Start Date 06/01/2018 11:55AM CDT
Your Total Price 0.01 USD

Bid Date 06/04/2018 3:24:04PM CDT
SWC 172 Facility Fire, Security, Life Safety Re-ad
Round 1 **Version 1**
End Date 06/19/2018 02:00 PM CDT

Copy Bid

*NOTE: You may click the **Copy Bid** button to print your bid or to enter additional or revised bids prior to the solicitation due date.*



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