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. This guide will provide a step-by-step process for reviewing solicitations and submitting a bid in the Edison system.

**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 in to 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.

3. Follow the prompts on the next two screens to complete the sign in process.
4. 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.

5. 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.

![Event Details](image)

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.

![Event Details](image)
**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.
9. 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.

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

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

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

**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 ...
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.

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

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.

**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.**