This document contains instructions for the steps that must be completed in order to create and submit responses to an RFP, RFQ or RFI.

1. **Accept Mandatory Prequisites**

2. **Declare Your Intent to Bid**
   * Or declare your intent to respond to an RFI

3. **Answer Questions, Bid on Items**
   * Bid on items is not required for RFIs.

4. **Upload Attachments, Review Summary & Submit**

More training documents are available in the Links section of the Supplier Portal.
REVIEW AND ACCEPT ALL MANDATORY PREREQUISITES

In order to access Inquiry Details or Proceed to Inquiry, you must open, review and accept all mandatory prerequisites. To open a prerequisite, click the Prerequisite Name. A new window will open containing the prerequisite details.

In the View Prerequisite window, select the checkbox to accept the prerequisite and click the Submit button. This will change the status from Has Not Viewed to Accepted.

Accepting the mandatory prerequisites will activate the Inquiry Details and Proceed to Inquiry options.
On the Inquiry Details page, review the event details and related documents by scrolling down the page or using the hyperlinks at the top of the page. You will not be able to enter any responses as all pages will be “read only” until you have declared an Intent to Bid on the RFP/RFQ or declared an Intent to Respond to an RFI.

Select the Intent to Bid tab. Select the option declaring your intent to bid, complete the required fields and click the Confirm button.

This will activate the My Bid button and open the pages for you to start entering your responses.

NOTE: You can return to this tab and opt out of the event, if desired.
ANSWER QUESTIONS AND BID ON ITEMS

On the My Bid tab, enter responses to Questions. When you have completed the Questions section, click the Next button at the bottom of the page to advance to the next section. A checkmark will appear in the tab heading when you have completed the section. **Note:** An RFI does not require you to enter bids on the Items page.

For RFP or RFQ, enter your bids on the Items page either by downloading and completing an Items spreadsheet (Option 1), or by entering your bid directly on the page (Option 2).

When you have completed all required fields, click Next at the bottom of the page.
4 UPLOAD ATTACHMENTS, REVIEW SUMMARY & SUBMIT

If documents are required as part of the package, you will upload them in the Attachments section. If no preferred format is indicated, all file types will be accepted, including .ZIP files. When the attachment has successfully uploaded, the filename will show under the upload window.

Review your complete package in the Summary section. If edits are required, return to the appropriate tab, make the edits and click Next.

When you are ready to submit, click the Review and Submit Bid button.