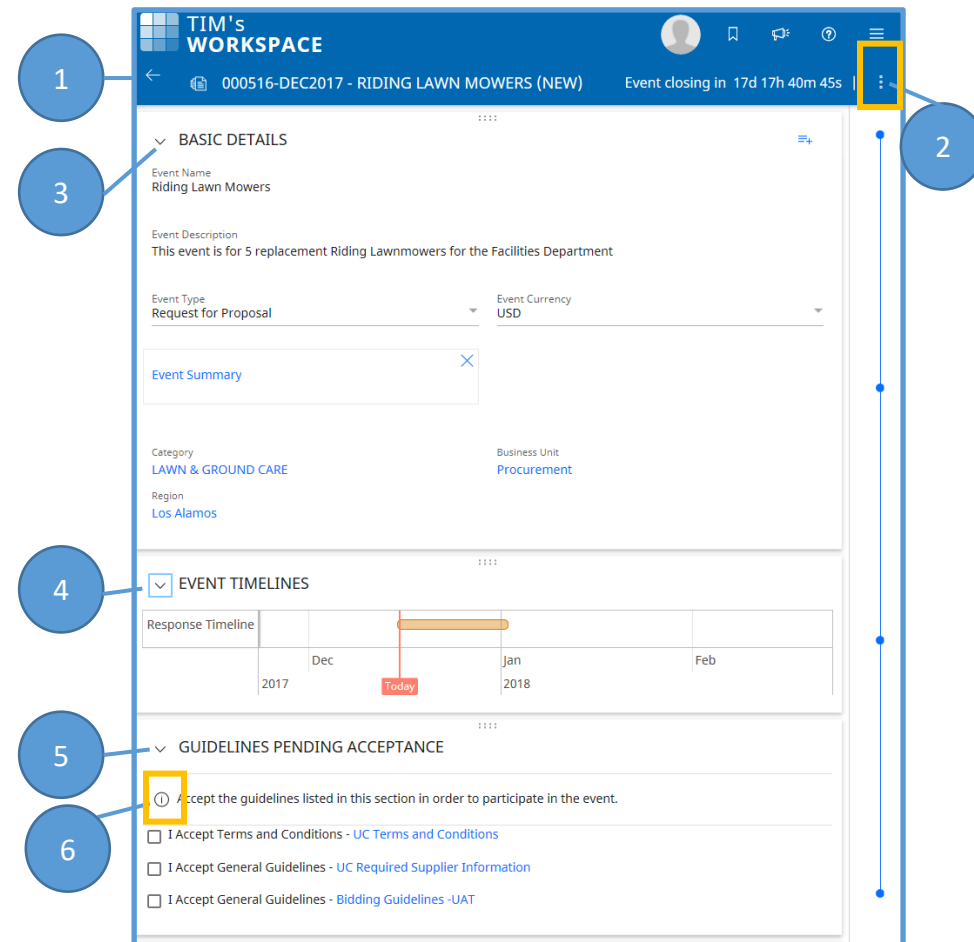


Supplier Bid Response

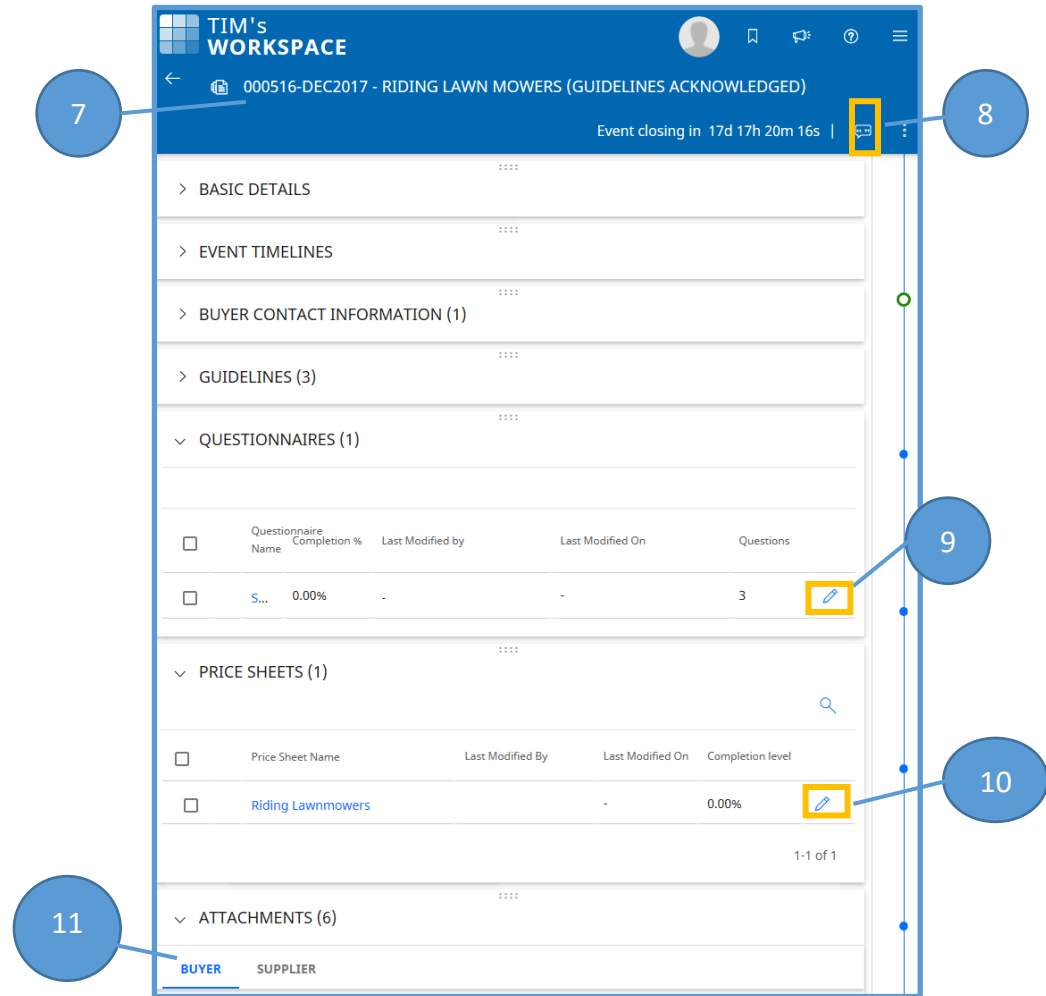
Suppliers can access the bid response page from the Public Bid Site, and click on the event on which they wish to respond. Alternately, if the Supplier has received an email invitation to participate in an event, they should follow the instructions in the email.

Instructions Bid Response key fields

1. The top menu bar provides the name of the event as well as the date when the event closes.
2. If you wish to decline participation in the event, click the **Actions** icon and select **Decline Invitation**.
3. The **Basic Details** section contains the basic details of the event (event name, description, summary etc.).
4. The **Event Timelines** section shows a graphical representation of the start and end date/times for the event.
5. The **Guidelines Pending Acceptance** section is very important as you cannot access additional details of the event, submit a response or take any other actions until you have reviewed and accepted the Guidelines attached to the event.
6. Check the box(es) next to the Guidelines you are prepared to accept, and click the **Accept Guidelines** button in the lower right corner of the screen (not shown).





7. The event name displays **GUIDELINES ACKNOWLEDGED** in the top menu bar after the boxes mentioned in Steps 5 and 6 above have been checked.
8. Click the **Discussion Forum** icon to communicate with the Buyer to ask questions, etc.
9. To reply to the questions within this section, click the **Respond** icon.
10. To provide pricing, click the **Respond** icon.
11. Click on **BUYER** to review any attachments that have been uploaded by the buyer to this event. Click Supplier to upload any attachments.
12. When you have completed all sections, click the **Submit Responses** button in the lower right corner of your screen (not shown).



Supplier Bid Response

Tips

- Please use the Discussion Forum  icon for all of your communications with the buyer to ensure the most efficient response to your questions.
- Should you encounter any technical problems, click on the Help Center  icon in the top right of your screen for technical support contact information.

Warnings

- You will not be able to respond to an event without first accepting any attached guidelines.