

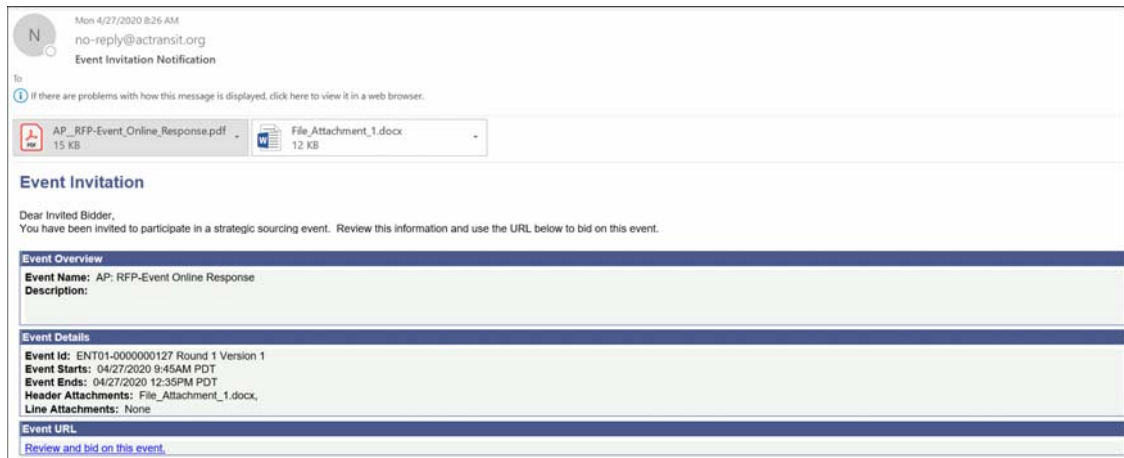



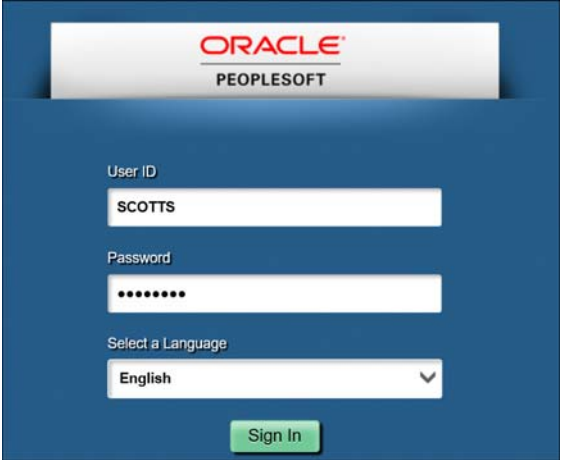

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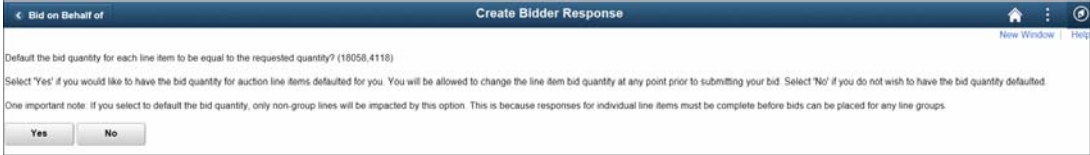
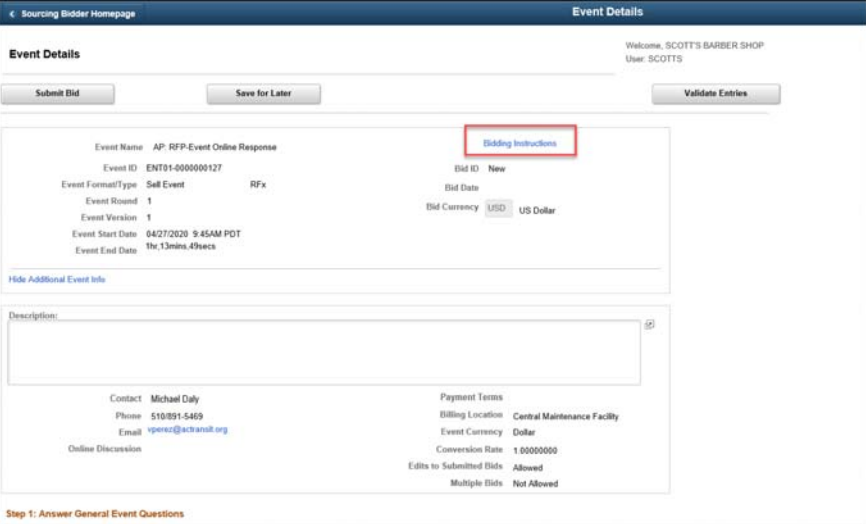
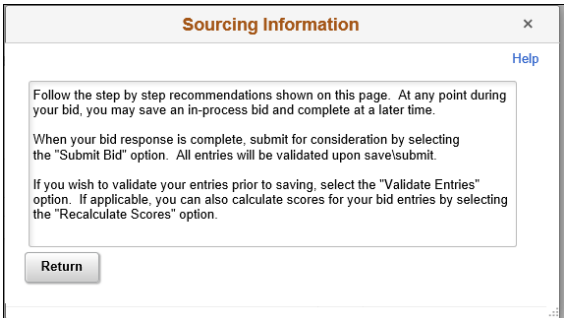
Supplier Portal Training Quick Reference Guide

Task: Respond to a Bid and Solicitation by Signing In from the Email on Event Interest Notification and submitting the response Online

- Bidder:**
- Bidder receives an email for Bid
 - A Bidder receives an Event Invitation Notification. The email may contain PDF file, XML file and all associated file attachments of an Event
 - Click Event URL [Review and bid on this event.](#)



Step	Instructions
1	<ul style="list-style-type: none"> Takes you to PeopleSoft Sign-on page Enter Email Address (User ID) and Password and click  
2	<ul style="list-style-type: none"> Takes you to the Bidding Home Page Click Click here to place a bid on Event: ENT01 - 0000000127 AP: RFP-Event Online Response 

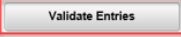

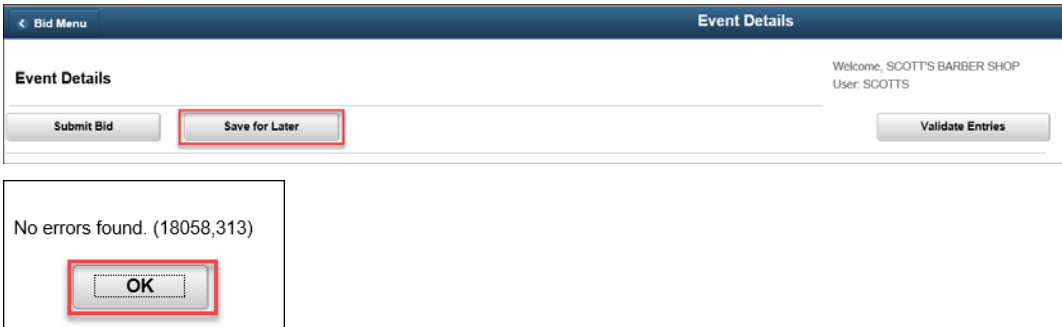

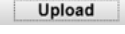


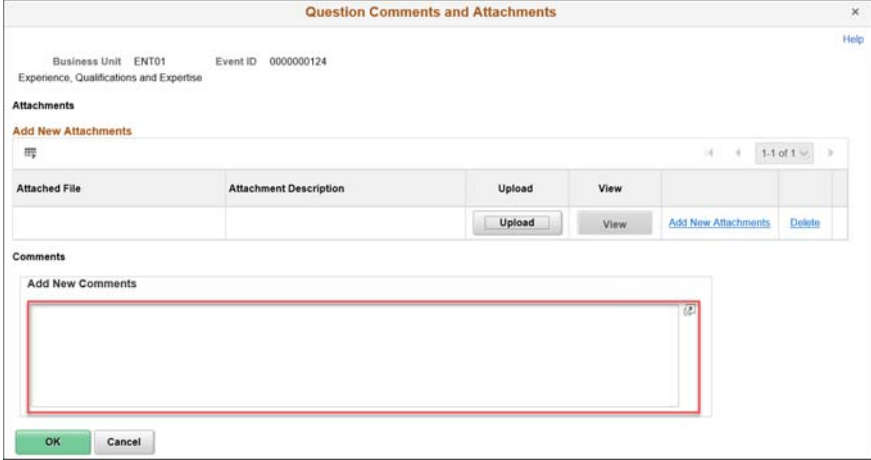
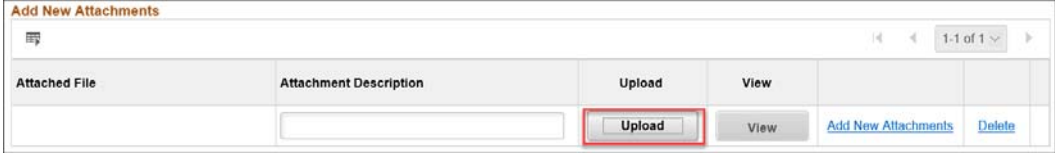
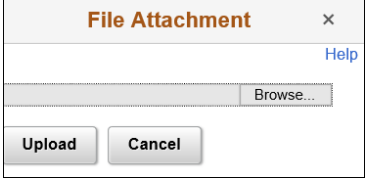
Step	Instructions
3	<ul style="list-style-type: none"> Click the Bid using online entry link Select Yes or No, if Yes, the Bid Quantity does not appear on the Line Bid Quantity; if No, the Bid Quantity appears on the Line Bid Quantity  
4	<ul style="list-style-type: none"> Takes you to the Event Details page Click the Bidding Instructions link 
5	<ul style="list-style-type: none"> Sourcing Information page comes up Click Return 



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Strategic Sourcing Training Quick Reference Guide

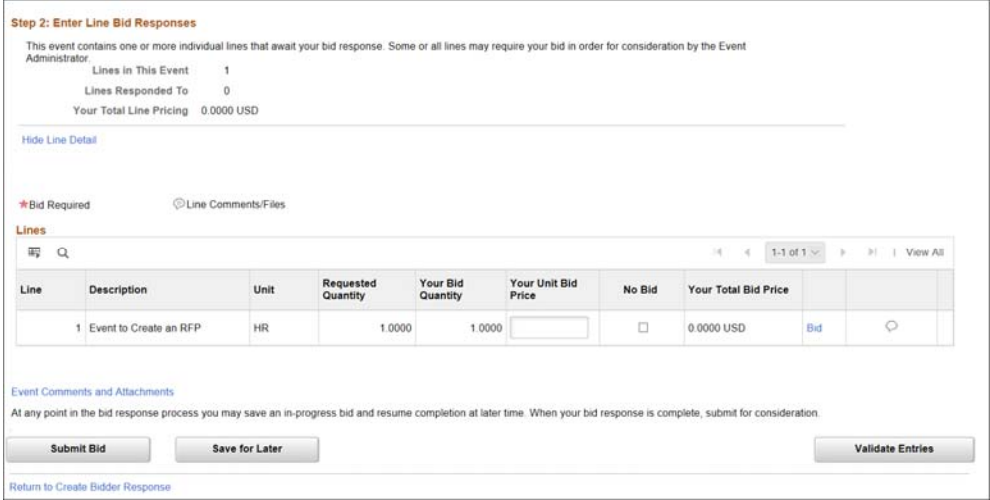
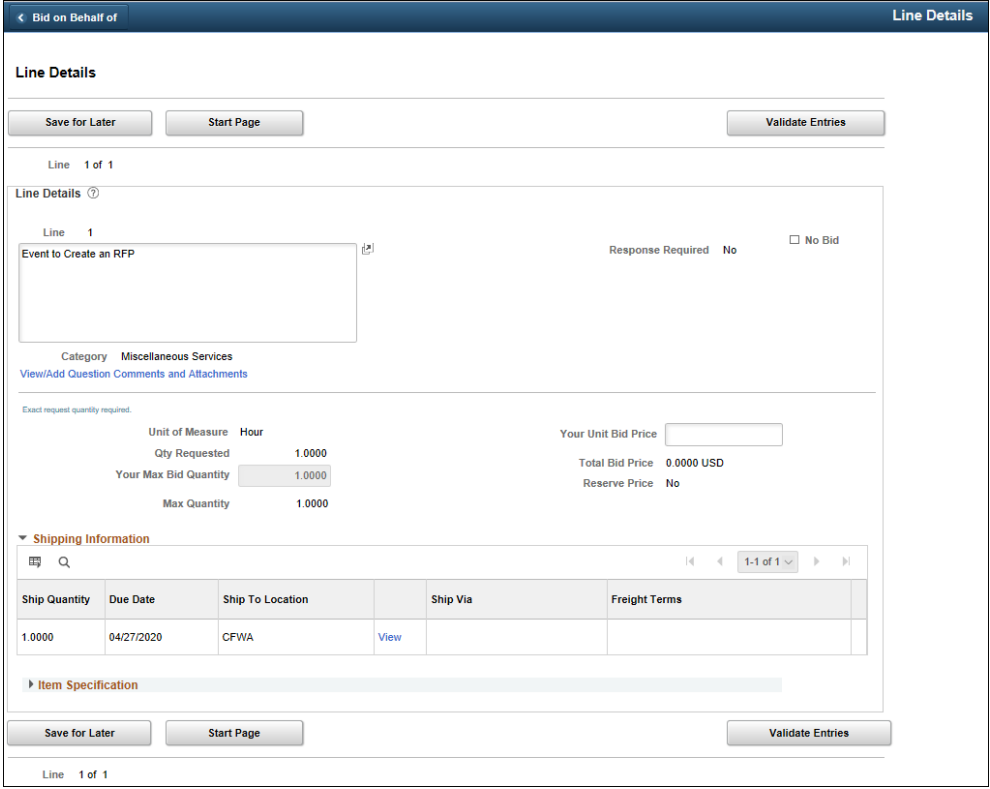
Step	Instructions						
6	<p>Under Step 1: Answer General Event Questions</p> <ul style="list-style-type: none">○ Note the number of General Event Questions and the Required Questions○ A General Question denoted with * is Bid Required● Enter your answers in the Response field● Answer all Required Questions<ul style="list-style-type: none">○ Questions not denoted by an asterisk are optional and not required <div data-bbox="295 554 1281 1965"><p>Step 1: Answer General Event Questions</p><p>The event administrator requests your response to questions not specific to any specific item.</p><table><tr><td>General Event Questions</td><td>6</td></tr><tr><td>Required Questions</td><td>6</td></tr><tr><td>Questions Responded To</td><td>0</td></tr></table><p>Hide Event Questions</p><p>Event Questions</p><p>*Bid Required *Ideal Response Required</p><p>Previous Question 1 of 6 Next Questions</p><p>General Questions</p><p>* Experience, Qualifications and Expertise</p><p>Response <input type="text"/> Add Comments or Attachments</p><p>* Quality of work as verified by work references</p><p>Response <input type="text"/> Add Comments or Attachments</p><p>* Provide total cost/amount relative to the services</p><p>Response <input type="text"/> Add Comments or Attachments</p><p>* Demonstrated ability to perform the services or provide the goods described</p><p>Response <input type="text"/> Add Comments or Attachments</p><p>* Demonstrated history of providing similar services to comparable entities (preferably within the State of California)</p><p>Response <input type="text"/> Add Comments or Attachments</p><p>* Number of Employees, Gross Receipts for last year</p><p>Response <input type="text"/> Add Comments or Attachments</p></div>	General Event Questions	6	Required Questions	6	Questions Responded To	0
General Event Questions	6						
Required Questions	6						
Questions Responded To	0						

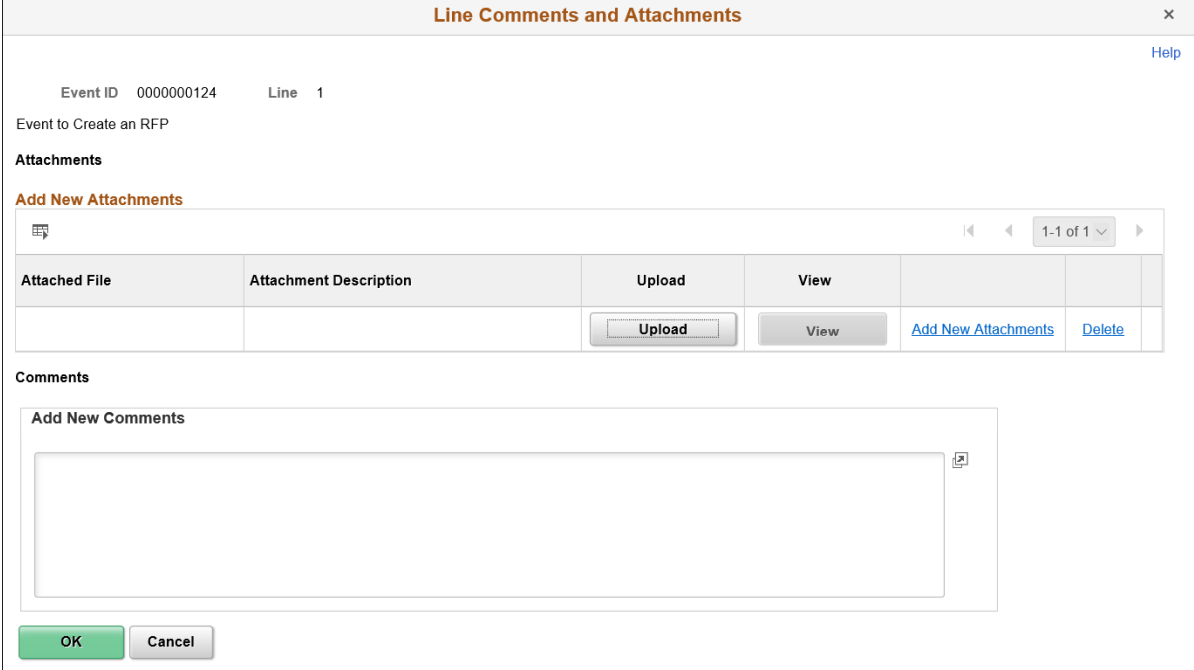
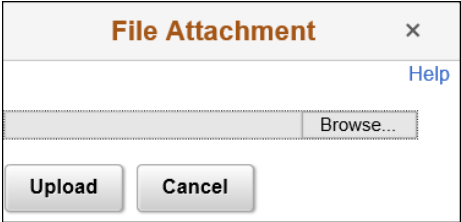

Step	Instructions
7	<ul style="list-style-type: none"> Click Save for Later to save all entries Click  and No Errors found message appear Click  
8	<ul style="list-style-type: none">  Additional Response for Every Question Click the Add Comments or Attachments link next to each question <ul style="list-style-type: none"> Enter additional response for every Question in the Add New Comments field To upload a file as additional response for every Question, click  <ul style="list-style-type: none"> File Attachment page appears, click Browse to search and select the file and click  To add more attachments, click the Add New Attachments link Click  to take you back to the Event Details page   



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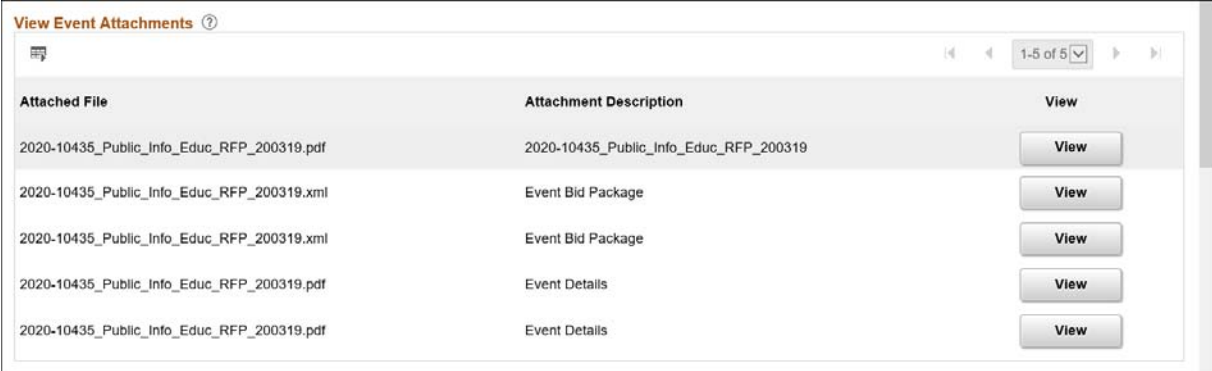
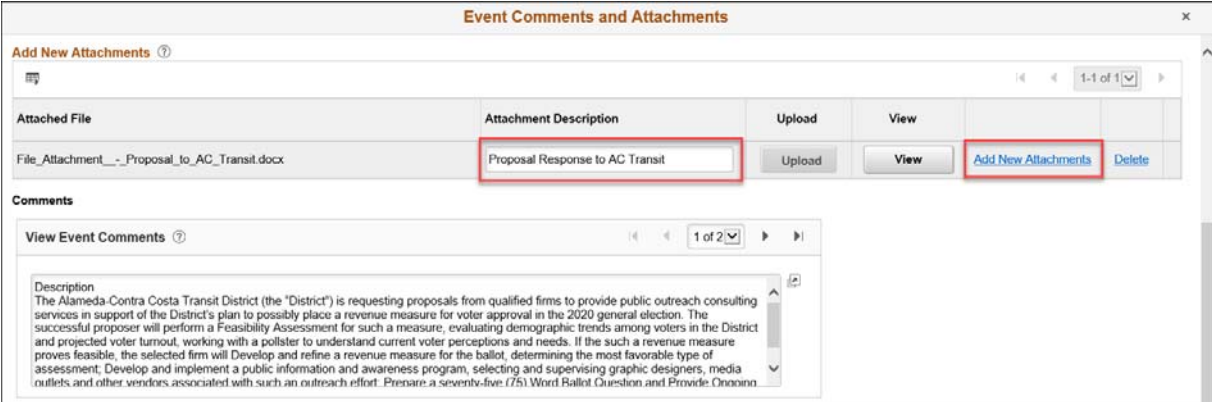
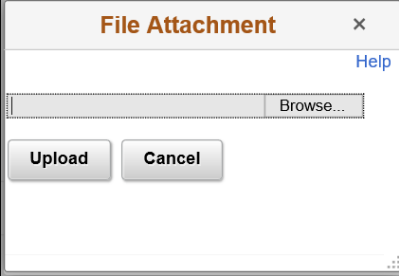
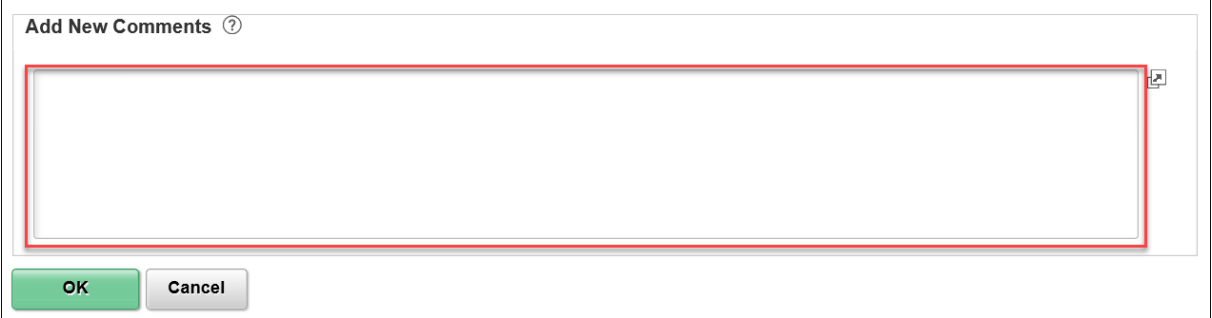
Step	Instructions
9	<p>From Step 2: Enter Line Bid Response</p> <ul style="list-style-type: none">Enter the Unit Bid Price for the Line ItemClick the Bid link of the Line Item  <p>The screenshot shows the 'Step 2: Enter Line Bid Responses' interface. At the top, it states 'This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.' Below this, it shows 'Lines in This Event: 1', 'Lines Responded To: 0', and 'Your Total Line Pricing: 0.0000 USD'. There is a 'Hide Line Detail' link. A section for '*Bid Required' and 'Line Comments/Files' is visible. A table titled 'Lines' contains one row: Line 1, Description 'Event to Create an RFP', Unit 'HR', Requested Quantity '1.0000', Your Bid Quantity '1.0000', Your Unit Bid Price (input field), No Bid checkbox, and Your Total Bid Price '0.0000 USD'. A 'Bid' link is present in the last column. Below the table, there are 'Event Comments and Attachments' instructions and buttons for 'Submit Bid', 'Save for Later', and 'Validate Entries'. A 'Return to Create Bidder Response' link is at the bottom left.</p>
10	<p>The Bid Link takes you to the Line Item page</p> <ul style="list-style-type: none">You can also enter Bid Price on the Your Unit Bid Price fieldEnter Comments or file attachments in the View/Add Question Comments and AttachmentsClick Start Page to take you back to the Event Details page  <p>The screenshot shows the 'Line Details' page. At the top, it says 'Bid on Behalf of' and 'Line Details'. There are buttons for 'Save for Later', 'Start Page', and 'Validate Entries'. Below, it shows 'Line 1 of 1' and 'Line Details' with a question mark icon. The line details include: Line 1, Description 'Event to Create an RFP', Response Required 'No', and 'No Bid' checkbox. The category is 'Miscellaneous Services' with a link to 'View/Add Question Comments and Attachments'. Under 'Exact request quantity required', it shows 'Unit of Measure: Hour', 'Qty Requested: 1.0000', 'Your Max Bid Quantity: 1.0000', 'Max Quantity: 1.0000', 'Your Unit Bid Price' (input field), 'Total Bid Price: 0.0000 USD', and 'Reserve Price: No'. A 'Shipping Information' section contains a table with columns: Ship Quantity, Due Date, Ship To Location, Ship Via, and Freight Terms. The row shows: 1.0000, 04/27/2020, CFWA, View, and an empty field. At the bottom, there are buttons for 'Save for Later', 'Start Page', and 'Validate Entries', and 'Line 1 of 1'.</p>

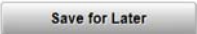








Step	Instructions
11	<ul style="list-style-type: none"> Click for Line Comments and Attachments Enter Comments in the Add New Comments field Click to upload a file. File Attachment page appears. Click Browse to search file in your documents folder then click . Enter an Attachment Description. To add new attachment, click the Add New Attachments link Click to take you back to the Event Details page  
12	<ul style="list-style-type: none"> Scroll down towards the bottom of the page Click the Events Comments and Attachments link 
13	<ul style="list-style-type: none"> The Event Package (PDF, XML), Attachments, Addendums, Comments/Announcements from AC Transit are listed under the View Event Attachments To upload your entire File Proposal and Response to AC Transit, click the Upload button



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Step	Instructions																										
	<ul style="list-style-type: none">○ Browse the file and Upload● Enter an Attachment Description● Click the Add New Attachments link for additional files to Upload● Enter any Comments in the Add New Comments box● Click the OK button  <table border="1"><thead><tr><th>Attached File</th><th>Attachment Description</th><th>View</th></tr></thead><tbody><tr><td>2020-10435_Public_Info_Educ_RFP_200319.pdf</td><td>2020-10435_Public_Info_Educ_RFP_200319</td><td><button>View</button></td></tr><tr><td>2020-10435_Public_Info_Educ_RFP_200319.xml</td><td>Event Bid Package</td><td><button>View</button></td></tr><tr><td>2020-10435_Public_Info_Educ_RFP_200319.xml</td><td>Event Bid Package</td><td><button>View</button></td></tr><tr><td>2020-10435_Public_Info_Educ_RFP_200319.pdf</td><td>Event Details</td><td><button>View</button></td></tr><tr><td>2020-10435_Public_Info_Educ_RFP_200319.pdf</td><td>Event Details</td><td><button>View</button></td></tr></tbody></table>  <table border="1"><thead><tr><th>Attached File</th><th>Attachment Description</th><th>Upload</th><th>View</th></tr></thead><tbody><tr><td>File_Attachment_-_Proposal_to_AC_Transit.docx</td><td><input type="text" value="Proposal Response to AC Transit"/></td><td><button>Upload</button></td><td><button>View</button></td></tr></tbody></table>  	Attached File	Attachment Description	View	2020-10435_Public_Info_Educ_RFP_200319.pdf	2020-10435_Public_Info_Educ_RFP_200319	<button>View</button>	2020-10435_Public_Info_Educ_RFP_200319.xml	Event Bid Package	<button>View</button>	2020-10435_Public_Info_Educ_RFP_200319.xml	Event Bid Package	<button>View</button>	2020-10435_Public_Info_Educ_RFP_200319.pdf	Event Details	<button>View</button>	2020-10435_Public_Info_Educ_RFP_200319.pdf	Event Details	<button>View</button>	Attached File	Attachment Description	Upload	View	File_Attachment_-_Proposal_to_AC_Transit.docx	<input type="text" value="Proposal Response to AC Transit"/>	<button>Upload</button>	<button>View</button>
Attached File	Attachment Description	View																									
2020-10435_Public_Info_Educ_RFP_200319.pdf	2020-10435_Public_Info_Educ_RFP_200319	<button>View</button>																									
2020-10435_Public_Info_Educ_RFP_200319.xml	Event Bid Package	<button>View</button>																									
2020-10435_Public_Info_Educ_RFP_200319.xml	Event Bid Package	<button>View</button>																									
2020-10435_Public_Info_Educ_RFP_200319.pdf	Event Details	<button>View</button>																									
2020-10435_Public_Info_Educ_RFP_200319.pdf	Event Details	<button>View</button>																									
Attached File	Attachment Description	Upload	View																								
File_Attachment_-_Proposal_to_AC_Transit.docx	<input type="text" value="Proposal Response to AC Transit"/>	<button>Upload</button>	<button>View</button>																								

Step	Instructions															
14	<ul style="list-style-type: none"> Click  to Save all entries Click  Click OK if No errors are found in your entries Click  <div data-bbox="298 516 1433 663" style="border: 1px solid #ccc; padding: 5px;"> <p>Event Comments and Attachments</p> <p>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.</p> <p style="text-align: center;">    </p> <p>Return to Create Bidder Response</p> </div> <div data-bbox="298 678 565 821" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>No errors found. (18058,313)</p> <p style="text-align: center;"></p> </div>															
15	<ul style="list-style-type: none">  Bid Confirmation page appears Click the OK button Takes you back to the Bidding Home Page A softcopy of the entered Bid Response in the General Questions is sent to your registered email address <ul style="list-style-type: none"> Attachments and files included in the Response are not included in the email <div data-bbox="298 1062 1446 1472" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="background-color: #2c5e8c; color: white; padding: 2px 5px; display: flex; justify-content: space-between;"> < Bid Menu Bid Confirmation </div> <p>Bid Confirmation</p> <p>Your bid has been successfully submitted.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Bid ID 1</td> <td style="width: 33%;">Bid Date 04/27/2020 12:23:54PM PDT</td> <td style="width: 33%;"></td> </tr> <tr> <td>Event ID 0000000127</td> <td>AP: RFP-Event Online Response</td> <td></td> </tr> <tr> <td>Event Format Sell Event</td> <td>Round 1</td> <td>Version 1</td> </tr> <tr> <td>Start Date 04/27/2020 9:45AM PDT</td> <td>End Date 0hrs,10mins,53secs</td> <td></td> </tr> <tr> <td colspan="3">Your Total Price 15,000.00 USD</td> </tr> </table> <p style="text-align: center;"></p> </div> <div data-bbox="298 1503 1458 1833" style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c5e8c; color: white; padding: 2px 5px; display: flex; justify-content: space-between;"> < Bid Confirmation SCOTT'S BARBER SHOP Bidding Home Page </div> <p style="text-align: center; font-size: small;">Welcome, SCOTT'S BARBER SHOP User: SCOTTS</p> <p>SCOTT'S BARBER SHOP Bidding Home Page</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Click here to access details and review your bids on Event: ENT01 - 0000000127 AP: RFP-Event Online Response</p> <p>Click here for other inquiries or other events</p> <p>Click here for administrative items such as updates to your profile or categorizations</p> </div> </div>	Bid ID 1	Bid Date 04/27/2020 12:23:54PM PDT		Event ID 0000000127	AP: RFP-Event Online Response		Event Format Sell Event	Round 1	Version 1	Start Date 04/27/2020 9:45AM PDT	End Date 0hrs,10mins,53secs		Your Total Price 15,000.00 USD		
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Step	Instructions							
	<div data-bbox="297 384 1443 1205"><p data-bbox="310 401 730 514"> Tue 4/28/2020 11:04 AM no-reply@actransit.org Your bid has been received</p><p data-bbox="310 527 1185 590">To  If there are problems with how this message is displayed, click here to view it in a web browser.</p><div data-bbox="310 625 691 703"> Your_Bid.pdf 18 KB</div><h3 data-bbox="326 793 586 829">Bid Notification</h3><p data-bbox="326 873 1258 903">This is a confirmation of your bid placed on a strategic sourcing event. See below for details.</p><table border="1" data-bbox="326 940 1443 1100"><thead><tr><th data-bbox="326 940 1443 968">Bid Details</th></tr></thead><tbody><tr><td data-bbox="326 982 1443 1010">Event ID: ENT01 - 0000000124 Round 1 Version 2</td></tr><tr><td data-bbox="326 1010 1443 1037">Event Name: AP: RFP Event Response XML/Hard copy</td></tr><tr><td data-bbox="326 1037 1443 1064">Bid ID: 1</td></tr><tr><td data-bbox="326 1064 1443 1092">Date Posted: 04/28/20 11:03:13AM PDT</td></tr></tbody></table><table border="1" data-bbox="326 1108 1443 1178"><thead><tr><th data-bbox="326 1108 1443 1136">Event URL</th></tr></thead><tbody><tr><td data-bbox="326 1150 1443 1178">Review and bid on this event.</td></tr></tbody></table></div>	Bid Details	Event ID: ENT01 - 0000000124 Round 1 Version 2	Event Name: AP: RFP Event Response XML/Hard copy	Bid ID: 1	Date Posted: 04/28/20 11:03:13AM PDT	Event URL	Review and bid on this event.
Bid Details								
Event ID: ENT01 - 0000000124 Round 1 Version 2								
Event Name: AP: RFP Event Response XML/Hard copy								
Bid ID: 1								
Date Posted: 04/28/20 11:03:13AM PDT								
Event URL								
Review and bid on this event.								
	End of Procedure.							