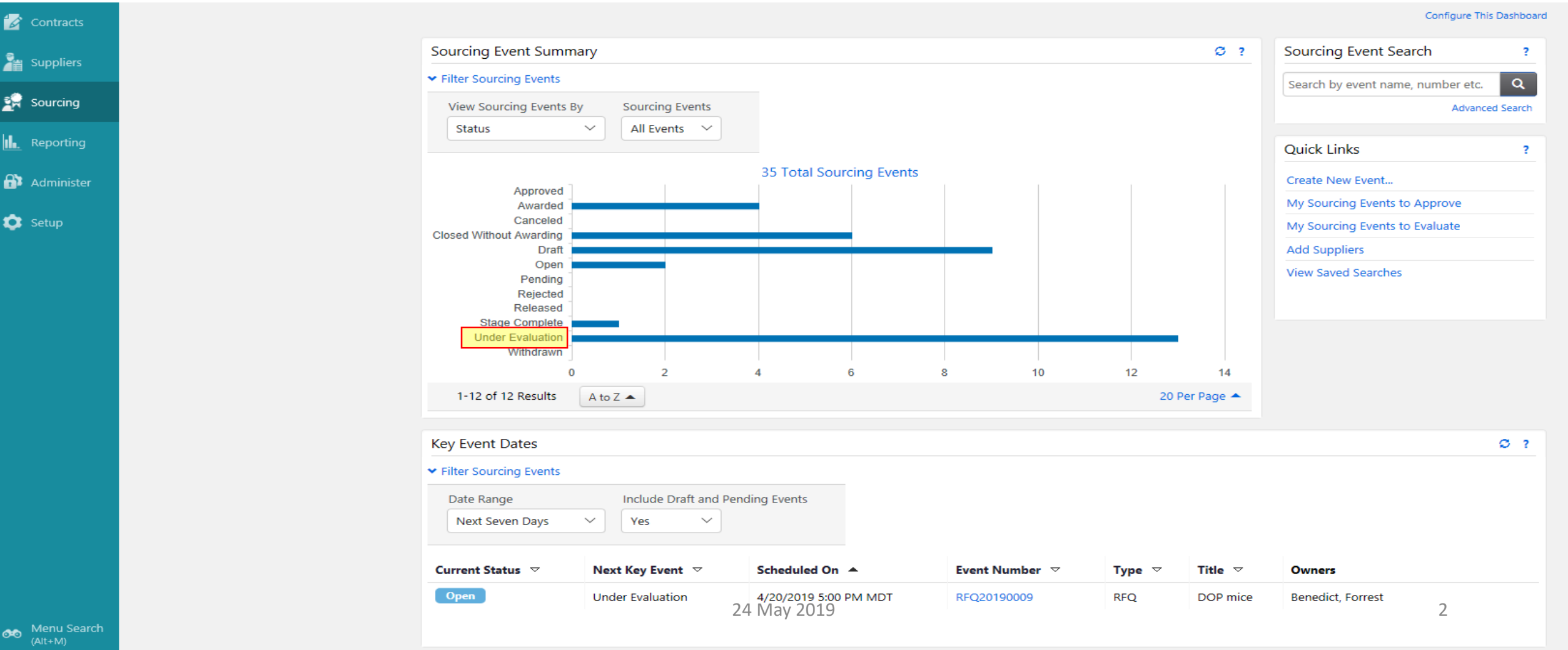
Adding a Proxy Bid (Paper Response)

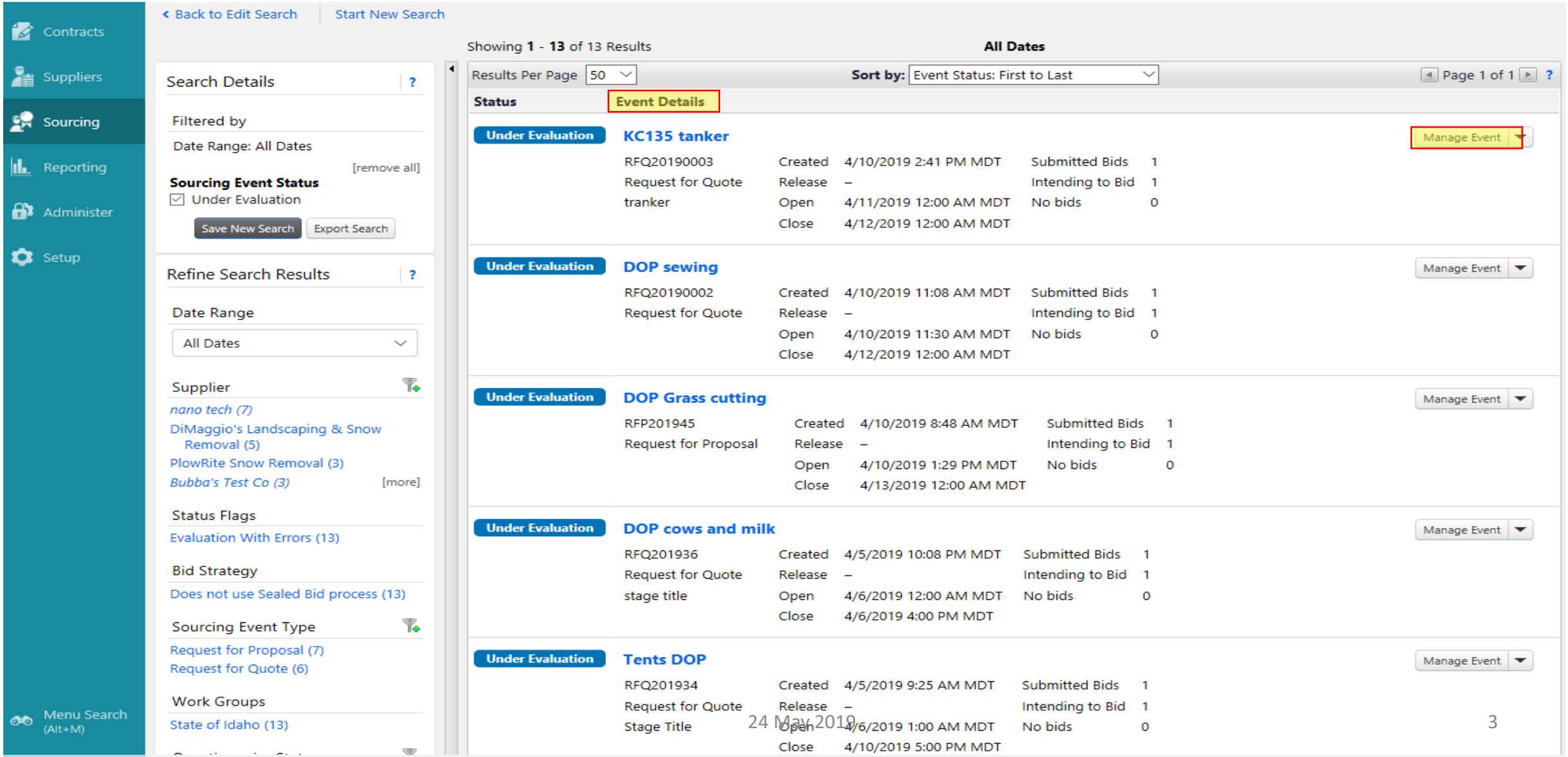
How to enter a Proxy Bid

- When the Sourcing Event has closed you may start the evaluation
- There are different ways you can find your Sourcing Event
    - For this purpose go to your Home Page
- Click on the blue line next to **Under Evaluation**



How to enter a Proxy Bid

- Select the Sourcing Event you are working on
  - Click on the Event Name highlighted in blue under the **Event Details** or click on **Manage Event**



How to Enter a Proxy Bid

- If you received paper bids you can enter the bids on behalf of the Suppliers
- Click on **Event Actions**

Quick Tip

- You must be in the **Evaluations** Section
  - **Supplier Responses** for this step to work

Contracts
Suppliers
Sourcing
Reporting
Administer
Setup

‹ Back to Results 1 of 13 Results

This event is **Under Evaluation**. You may view responses. Workflow Actions

KC135 tanker
RFQ20190003

Type: **Request for Quote**
Event Status: **Under Evaluation**
Form Request: KC135 tanker

Settings and Content
Evaluations
Supplier Responses 1
Tools

Supplier Responses Event Actions History ?

Evaluation Actions

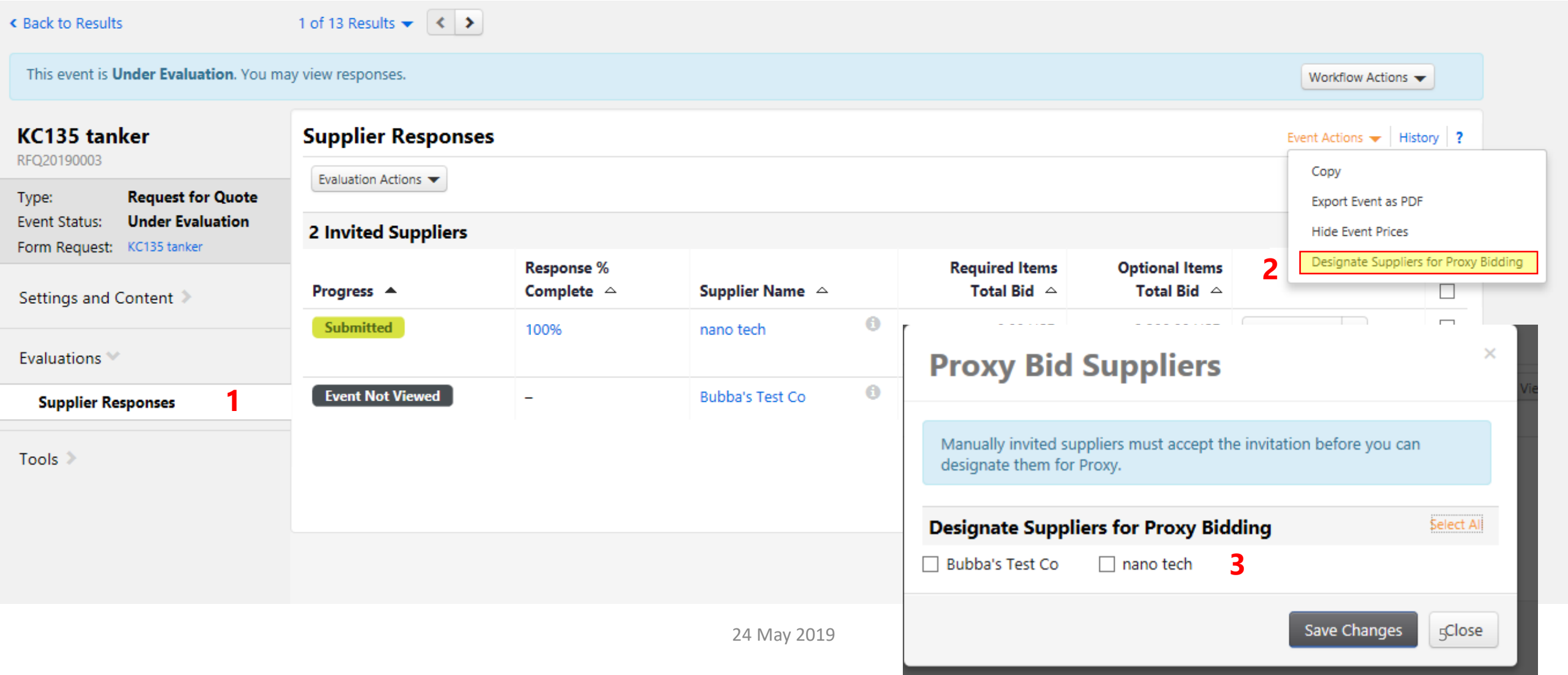
2 Invited Suppliers Evaluate Selected Responses

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Submitted	100%	nano tech	0.00 USD	2,300.00 USD (1 of 1)	View Response
Event Not Viewed	–	Bubba's Test Co	–	–	

Save Progress

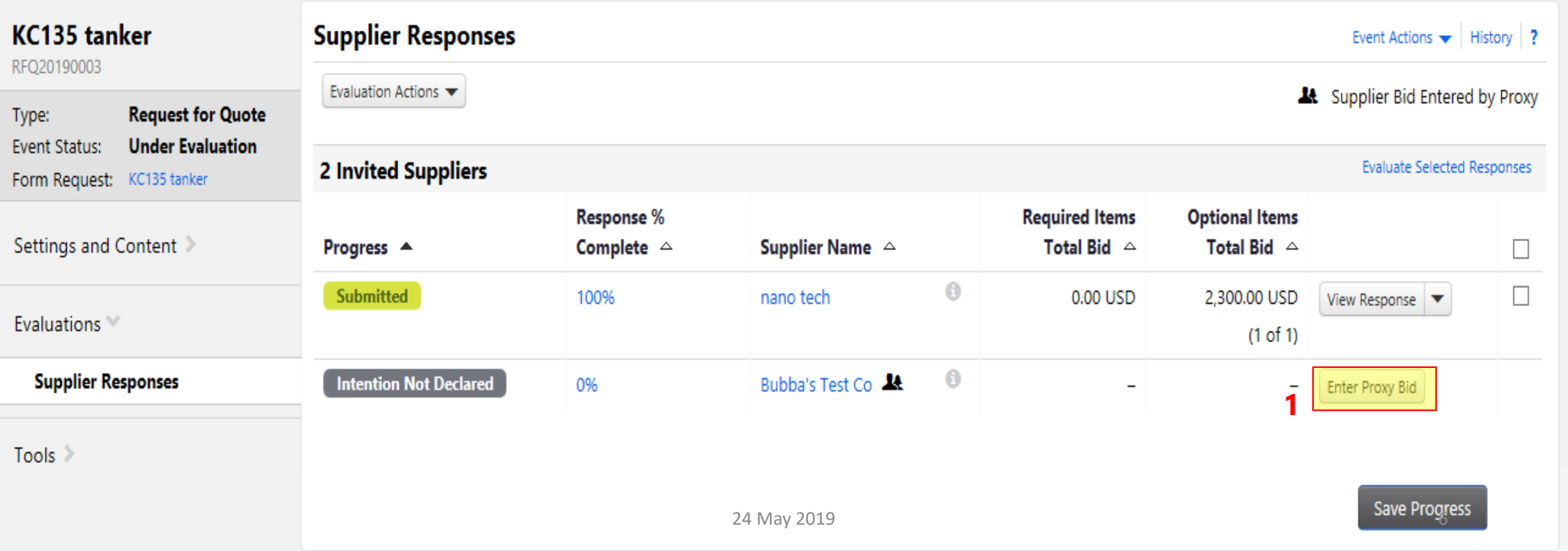
How to Enter a Proxy Bid

- Click on **Designate Suppliers for Proxy Bidding**
- On the popup select the Suppliers you want to do a Proxy Bid for



How to Enter a Proxy Bid

- Click on **Enter Proxy Bid** button next to the supplier you have a paper bid for



How to Enter a Proxy Bid

- Verify you have the right supplier selected
  - Supplier name should be at the top of the page
- Select **Yes, I intend to Bid** black button on the upper right of the page
- **Intent To Bid** status changes from **Not Set** to Yes

Contracts
Suppliers
Sourcing
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Setup

You are entering a Proxy Bid on behalf of: nano tech 1

Closed This event closed early on 5/21/2019 2:29 PM MDT. Event Schedule

Golf Cart DOP
RFQ20190077

Event Details

Response Status: **Not Started**
Intent To Bid: **Not Set**
Bid Total: **0.00 USD**

Summary
Prerequisites
Buyer Attachments
Supplier Attachments
Questions
Items
Review & Submit

My Exports and Imports

Summary

History ?

Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event.

2 Yes, I Intend to Bid | No Bid

Event Title	Golf Cart DOP	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Request for Quote	Event Open Date	5/21/2019 12:00 AM MDT
Event Number	RFQ20190077	Event Close Date	5/25/2019 12:00 AM MDT
Currency	USD	Question Submission Close Date	5/25/2019 12:00 AM MDT
Payment Terms	0% 0, Net 30		

Contacts

If you need more information on this event, please contact:

Forrest Benedict
+1 208-332-1616
Forrest.Benedict@adm.idaho.gov

Description

1. **Purpose**

Agency is requesting quotes for description of commodity or service, as further detailed below.

Menu Search (Alt+M)

Next >

How to Enter a Proxy Bid

- **Intent To Bid** status shows **Yes**
- If there are **Prerequisites** you will need to except those first

Sourcing
Reporting
Administer
Setup

Golf Cart DOP
RFQ20190077

Event Details

Response Status:	**Not Started (by Proxy)**
Intent To Bid:	**Yes**
Bid Total:	**0.00 USD**

Summary

- Prerequisites
- Buyer Attachments ✓
- Supplier Attachments ✓
- Questions
- Items
- Review & Submit

My Exports and Imports

Menu Search (Alt+M)

Summary

History | ?

Prerequisites Required to Enter Bid
- You must complete prerequisites before you may enter your bid.

1 Proceed to Prerequisites >

Event Title	Golf Cart DOP	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Request for Quote	Event Open Date	5/21/2019 12:00 AM MDT
Event Number	RFQ20190077	Event Close Date	5/25/2019 12:00 AM MDT
Currency	USD	Question Submission Close Date	5/25/2019 12:00 AM MDT
Payment Terms	0% 0, Net 30		

Contacts

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Description

1. **Purpose**

Agency is requesting quotes for description of commodity or service, as further detailed below.

Next >

How to Enter a Proxy Bid

- Accept any Prerequisites and **Save Progress** or click **Next**

Sourcing
Reporting
Administer
Setup

Golf Cart DOP
RFQ20190077

Event Details

Response Status:	**Not Started (by Proxy)**
Intent To Bid:	**Yes**
Bid Total:	**0.00 USD**

Summary
Prerequisites
Buyer Attachments
Supplier Attachments
Questions
Items
Review & Submit

My Exports and Imports

Prerequisites

History

Please review and agree to the prerequisites listed below.

Prerequisites Required to Enter Bid
- You must complete prerequisites before you may enter your bid.

★ Required to Enter Bid

Please review and confirm your agreement to the Terms and Conditions for the RFP. ★

Terms & Conditions

☐ I certify that I have read and agree to the terms above.

Please download the Solicitation Instructions ★

Solicitation Instrutctions

☐ I certify that I have read and agree to the terms above.

Download the signature page, please sign and upload. Signature page is Required for Award of Sourcing Event. ★

Signature Page

☐ I certify that I have read and agree to the terms above.

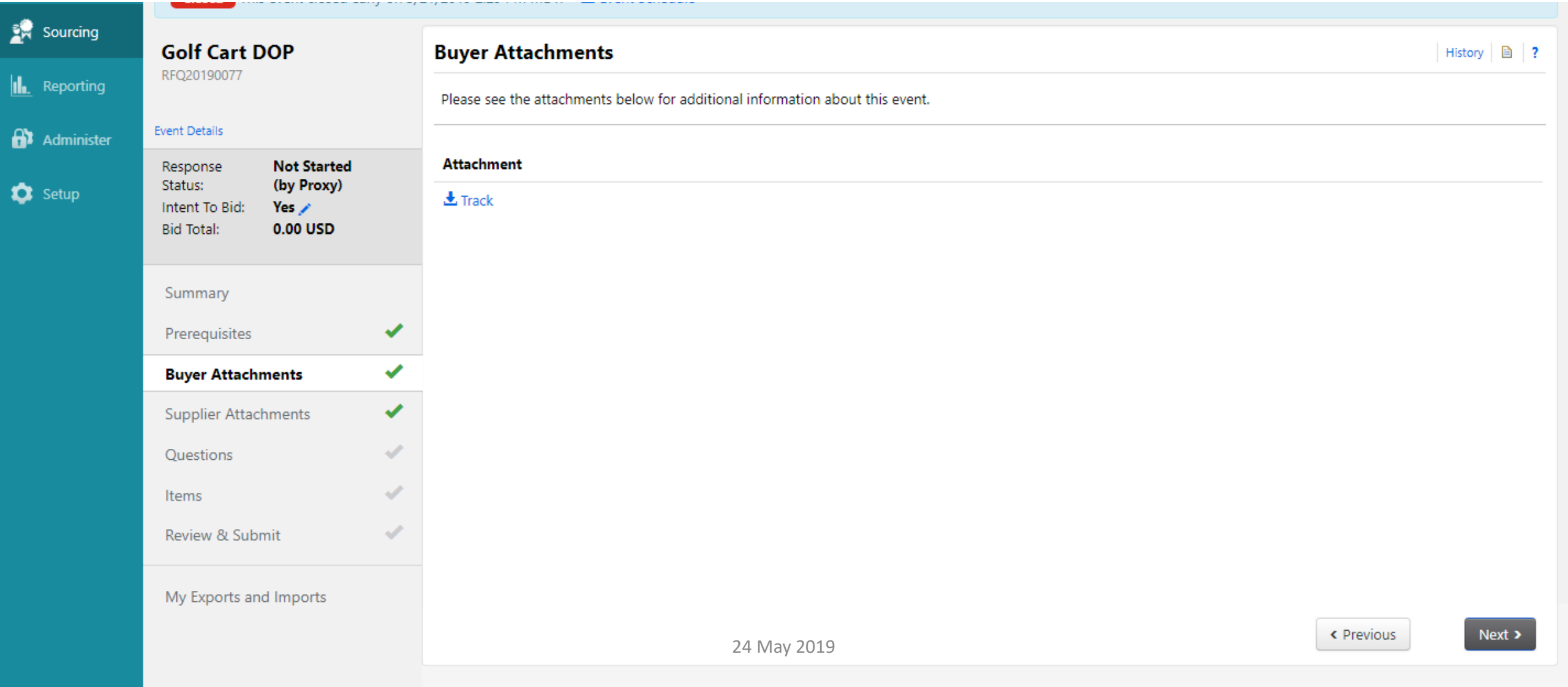
Menu Search (Alt+M)

24 May 2019

‹ Previous | Save Progress | Next ›

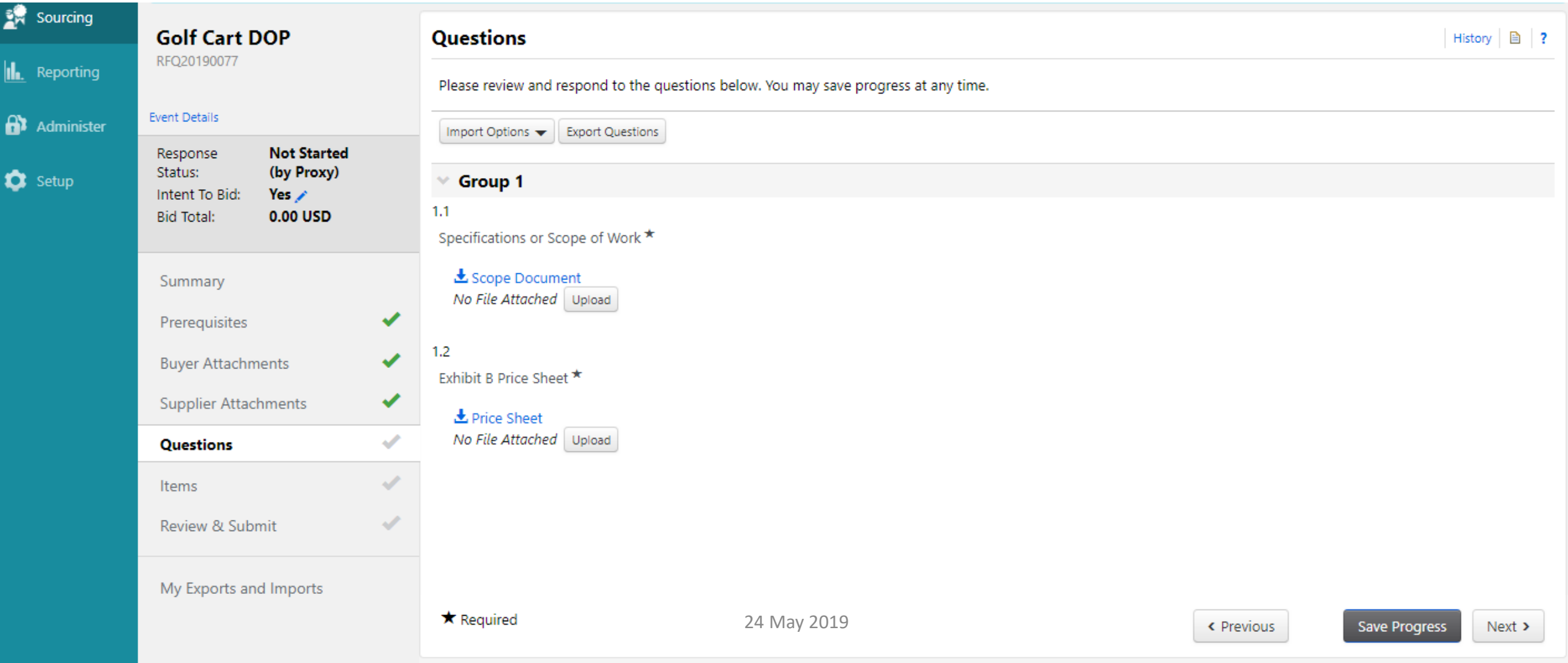
How to Enter a Proxy Bid

- Supplier should have already downloaded these attachments



How to Enter a Proxy Bid

- Answer any questions



How to Enter a Proxy Bid

- Fill out line items
- Total won't calculate until you select **Save Progress** or click **Next**
- If there are a lot of items to respond to you can do the following:
  - **Export Items**
  - Fill out the exported spreadsheet
  - **Import** spreadsheet (any answers you have responded to will be replaced with the imported information)

Closed This event closed on 4/12/2019 at 4/12/2019 12:00 AM MDT. Event Schedule

KC135 tanker
RFQ20190003

Event Details

Response Status:	**Not Started (by Proxy)**
Intent To Bid:	**Yes**
Bid Total:	**0.00 USD**

Summary
Prerequisites ✓
Supplier Attachments ✓
Items ✓
Review & Submit ⚠
My Exports and Imports

Items

History | ?

Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

Import Options | Export Items

Product Line Items (1)

Go To All Groups | Expand All Additional Item Fields | Collapse All Additional Item Fields

Group P1 (1 - 1 of 1 items)

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (USD)	Total Price (USD)	Estimated Delivery	
P1.1	KC135 tanker View Details	1	Each	–	6500	–	04/20/2019 mm/dd/yyyy	Respond to Item

Comment: Green in color

986 characters remaining

Total Price (USD) **0.00**

Total for Product Items	**0.00** USD
Total for Service Items	**0.00** USD
Grand Total for Bid	**0.00** USD

★ Required

‹ Previous | Save Progress | Next ›

How to Enter a Proxy Bid

- If **Progress** shows all green arrows than you are cleared to **Submit Request**
- If you need to go back and check your information just click on the **Section** you need under the **Section** heading
- Certify the submission found under **Certification** than **Submit Response**

Closed This event closed on 4/12/2019 at 4/12/2019 12:00 AM MDT. Event Schedule

KC135 tanker
RFQ20190003

Event Details

Response Status: **Draft (by Proxy)**
Intent To Bid: **Yes**
Bid Total: **6,500.00 USD**

Summary
Prerequisites
Supplier Attachments
Items
Review & Submit

My Exports and Imports

Review & Submit

History ?

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

All sections are now complete, and you may submit your bid below.

Section	Progress
Summary	No Required fields
Prerequisites	Required fields complete
Supplier Attachments	No Required fields
Items	Required fields complete

Certification

You are certifying this response on behalf of **Bubba's Test Co**

☐ I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

‹ Previous Submit Response

How to Enter a Proxy Bid

- Verify the Submitted bid amount found in the Header
- Header will also display the last day and time you can update or withdraw this bid

Response Submitted

Next Steps

You have submitted a bid of **6,500.00 USD**. You have until **4/12/2019 12:00 AM MDT** to withdraw or change your bid.

- Return to Supplier Response Summary for this event
- Go to my homepage
- Go to Sourcing Dashboard

Event Summary

Event Title	KC135 tanker	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Request for Quote	Event Open Date	4/11/2019 12:00 AM MDT
Event Number	RFQ20190003	Event Close Date	4/12/2019 12:00 AM MDT
Stage Title	tranker	Question Submission Close Date	4/12/2019 12:00 AM MDT
Currency	USD		
Payment Terms	0% 0, Net 30		