## Supplier users - Accessing Bid Solicitations and Initiating Quotes

#### **Empire Procure Connect Supplier Bid Solicitation Response**

Log into Government Bids Opportunities and RFP | BidNet Direct

### **Overview**

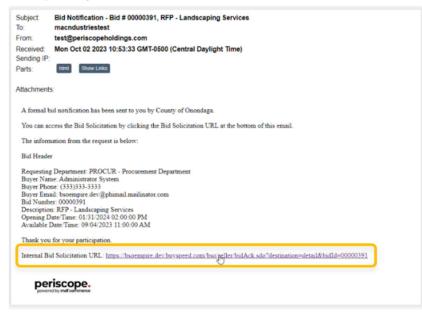
Supplier users may be able to access recently published Bid Solicitations and initiate a Quote; this can be achieved in two ways:

- 1. By clicking the corresponding link included in the Bid Notification email.
- 2. Using BidNet Direct's Search functionality.

This guide describes both methods.

## Use Case #1: Accessing from the link in the notification email

After receiving the notification for the recently published Bid Solicitation, open the email and locate the corresponding link (URL) to the document:





bidnet direct.		Vendor Registration
	Login Username Password Password Forgot your password? Login Need Help?	
	Don't have an account? Register	
Terms & Conditions   Privacy Policy   Contact Us		mdf

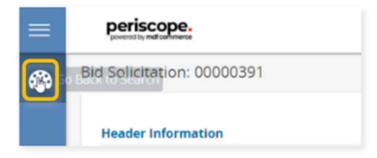
Click the link shown in the email and, if not logged in, the system will open the BidNet Direct login screen:

After entering the credentials, or if you had previously logged in, the system will automatically redirect you to the Bid Solicitation page:

periscope.					?	۲
id Solicitation: 000	000391					
Header Informatio	n					
Bid Number:	00000391	Description:	RFP - Landscaping Services	Bid Opening Date:	01/31/2024 02:00:00 PM	
Purchaser:	Administrator System	Organization:	County of Onondaga			
Department:	PROCUR - Procurement Department	Location:	PROCU - Procurement			
Fiscal Year:	23	Type Code:		Allow Electronic Quote:	Yes	
Alternate Id:		Required Date:		Available Date :	09/04/2023 11:00:00 AM	
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No	
Purchase Method:	Open Market	Rolling Enrollment Enabled:		Open Enrollment Enabled:		
Pre Bid Conference:						
Bulletin Desc:						
Ship-to Address:		Bill-to Address:				_
Required Quote At	tachments					
nequired Quote At	actiments.					
Item Information						
item information						
Item # 1: (968 - 52)	RFP - Landscaping Services					
NIGP Code: 988 - 52						
Qty	Unit Cost	UOM	Tax Rate	Tax Amount	Total Cost	

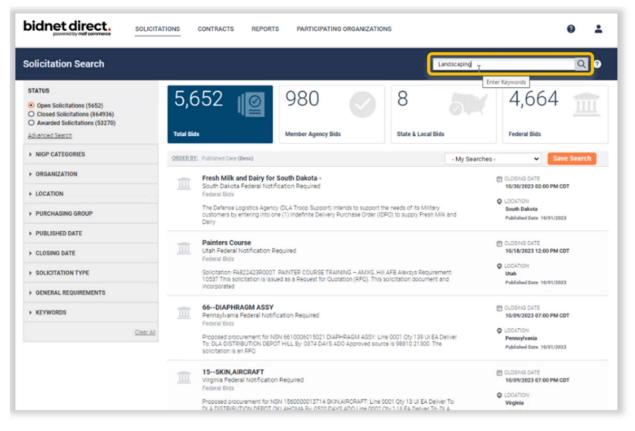


Optionally, click on the "Go Back to Search" icon on the left to return to BidNet Direct's home page:



## Use Case #2: Accessing from BidNet Direct

After logging into BidNet Direct, enter the parameters in the Search box to locate the Bid from which the Quote will be created:





Locate and select the desired Bid from the Results list:

STATUS  Open Solicitations (5652)  Closed Solicitations (864936)	28		2		0		26	
O Awarded Solicitations (53270) Advanced Search	Total Bids		Member Agency	Bids	State & Local B	ids	Federal Bids	
NIGP CATEGORIES	ORDER BY:	Published Date (Desc)				- My Searches -	~	Save Search
> ORGANIZATION	0	RFP -LandscapingSer	vices				CLOSING DATE	
> LOCATION		Suffolk Country Member Agency Bids				)	01/31/2024 02:00 P	MCST
PURCHASING GROUP		Landscaping Services					New York Published Date 03/04	/2023
PUBLISHED DATE	- 0	RFP -LandscapingSer	vices				CLOSING DATE	
CLOSING DATE		City of Niagara Fall Member Agency Bids R	FP - Landscaping Service	5			01/31/2024 02:00 P	MCST
SOLICITATION TYPE		RFP - Landscaping Servic	es				New York Published Date 09/04	/2023
> GENERAL REQUIREMENTS	2 results fou	wd						
> KEYWORDS								
Cit	sar All							

The system will open the corresponding Bid Solicitation page:

periscope.					? 4
id Solicitation: 000	000391				
Header Informatio	n				
Bid Number:	00000391	Description:	RFP - Landscaping Services	Bid Opening Date:	01/31/2024 02:00:00 PM
Purchaser:	Administrator System	Organization:	County of Onondaga		
Department:	PROCUR - Procurement Department	Location:	PROCU - Procurement		
Fiscal Year:	23	Type Code:		Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	09/04/2023 11:00:00 AM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market	Rolling Enrollment Enabled:		Open Enrollment Enabled:	
Pre Bid Conference: Bulletin Desc:					
Ship-to Address:	te de la constru	Bill-to Address:			
Required Quote At	tachments				
Item Information					
Item # 1: (988 - 52)	RFP - Landscaping Services				
NIGP Code: 988 - 52					
Qty	Unit Cost	UOM T	ax Rate	Tax Amount	Total Cost

Optionally, click on the ""Go Back to Search" icon on the left to return to BidNet Direct's home page:





Field	map	ping

periscope.					? 4
8id Solicitation: 000	000391	RFP -LandscapingSer City of Niagara Fallss Member Agency Bids	vices		CLOSING DATE 01/31/2024 02:00 PM CST
Header Information	n				
Bid Number:	00000391	Description:	RFP - Landscaping Services	Bid Opening Date:	01/31/2024 02:00:00 PM
Purchaser:	Administrator System	Organization:	County of Onondaga		
Department	PROCUR - Procurement Department	Location:	PROCU - Procurement		
Fiscal Year:	23	Type Code:		Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	9/04/2023 11:00:00 AM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market	Rolling Enrollment Enabled:	D	Open Enrollment Enabled:	
Pre Bid Conference:					
Bulletin Desc:				0 100	TION
Ship-to Address: Required Quote Att	tachments	Bill-to Address:			York ished Date 01/04/2023
Item Information	RFP - Landscaping Service	15			
Item # 1: (988 - 52)	RFP - Landscaping Services				
NIGP Code: 988 - 52					

The image above identifies the Bid Solicitation fields displayed in BidNet Direct's Search results.

## Initiating the Quote from the Bid Solicitation

periscope.								?
Bid Solicitation: 0000	0391							
Header Information								
Bid Number: Purchaser:	00000391 Administrator System		Description: Organization:		RFP - Landscaping Services County of Onondaga	Bid Opening De	ite:	01/31/2024 02:00:00 PM
Department:	PROCUR - Procurement Dep	2000407	Location:		PROCU - Procurement			
Fiscal Year:	23		Type Code:			Allow Electroni	c Quote:	Yes
Alternate Id:			Required Date:			Available Date		09/04/2023 11:00:00 AM
Info Contect:			Bid Type:		OPEN	Informal Bid Fla	AS:	No
Purchase Method:	Open Market		Rolling Enrollment E	nabled:		Open Enrollme		
Pre Bid Conference:								
Bulletin Desc:								
Ship-to Address:			Bill-to Address:					
Required Quote Attac	hments							
Item Information								
Item # 1: (968 - 52) RFI	Landscaping Services							
NIGP Code: 988 - 52								
Qty	Unit Cost		UOM	Tax Rate		Tax Amount		Total Cost
1.0		EA - Each						
Manufacturer:				Brand:			Model:	
Make:				Packaging:				
		Create Duote	View Bid Holder List	Follow	Bid Q & A View Contract	Print Page	Exit	

After accessing the Bid Solicitation, scroll to the bottom of the page and click "Create Quote":



uote #: rganization: atus:	County of Onondaga		Bid #	00000391	
-	County of Onondaga				
atus:			Bid Opening Date:	2024-01-31 14:00:00.0	
	In progress		Description*:	RFP - Landscaping Services	
elivery Days:	0		Discount Percent:	0.0 %	
"No Bid":	0		Alternate Bid:	0	
ipping Terms:		~	Freight Terms:		~
ip Via Terms:		~	Payment Terms:	~	
omised Date: M/DD/YYYY)		(m)			
fo Contact:					
mments:					
mments:					

In the 'New Quote' page, fill out the data and click "Save & Continue":

The system will create the Quote with its corresponding number:

uote Validation Warning ur quote has not been su							
Quote 00000106	5 - Chester Industries Ll	.C					
Seneral Items Question	s Subcontractors Notes Terms &	Conditions At	tachments Summary	Back to Bid			
uote #:	00000106				Bid #:	00000391	
rganization:	County of Onondaga				Bid Opening Date:	2024-01-31 14:00:00.0	
ACT 2:	In progress				Description :	RFP - Landscaping Services	
elivery Days:	0				Discount Percent:	0.0 %	
"No Bid":	D				Alternate Bid:		
ipping Terms:		~			Freight Terms:		~
ip Via Terms:		~			Payment Terms:	~	
omised Date: M/DD/YYYY		8					
fo Contact:							
omments:							
ate Last Updated:					User Last Updated:		

Note:

Click Yes (or No) on the Acknowledge Receipt and View Solicitation screen

Clicking Yes opts you into being notified when an amendment occurs against the document

If an amendment occurs, the user who acknowledges receipt of the Bid Solicitation is emailed that a change occurred and needs to log into the system and locate the Bid Solicitation to view the change.



#### **Create the Quote:**

1. General tab

Captures header level data

- Description field (required): Description of Sellers response
- Delivery Days (optional): Days to deliver items or services
- Discount Percent (optional): Discount percent for all Items

• Is "No Bid" (optional): Checkmark to formally respond to bid without actually bidding on items.

This selection acknowledges you do not want to participate and will not be eligible for award

on any items on the bid. If you elect to do this, skip straight to the summary tab after saving this

screen.

• Shipping Terms (optional): Configurable dropdown to allow Sellers to identify their preferred

Shipping Terms

• Freight Terms (optional): Configurable dropdown to allow Sellers to identify their preferred Freight

Terms

• Ship Via Terms (optional): Configurable dropdown to allow Sellers to identify their preferred Ship

Via Terms

• Payment Terms (optional): Configurable dropdown to allow Sellers to identify their preferred

Payment Terms

- Promised Date (optional): Date to deliver Items to Organization
- Info Contact (optional): Contact information for questions regarding Quote
- Comments (optional): Field to enter in notes to Organization

#### **Click Save & Continue**

- The Quote will be saved in the system as In-progress
- The Quote is assigned its own unique document id number



• A red validation error message appears stating the Terms & Conditions needs to be

acknowledged. Updating this will be covered below on the Terms & Conditions Tab. Until the Vendor takes action on this tab, a red validation error will appear at the top of the Quote.

Quote Xalidation Errors Terms & Conditions & not acknow	wight.		
bote Kalidation Warnings			
our quote has not been submitted.			
Quote 00000536 -	IT Hardware and Computer Supplies		
General barro Questions	Subcontractors Notes Terms & Conditions Assochments Summary Beck	to Bid	
vors #	00000536 Purchasing Agency	Bid #	PURCH1-00008374
tatus	in progress	Description*	85P - IT Hardware
belivery Days		Discours Percent	8.0 10
"No Rid":	0	Alternate Bid.	0
ingging Terms	Υ.	Freight Terms	
np via Terms		Payment Terrist	~
		Payment Territo	
homised Dete: MM/0D/nmmi	-		
nto Contakt:			
Commerts			
are Last Updated.	82/04/2021 02:54:46 PM	User Last Updated	Michael Galagher

#### 2. Items tab

Captures the Supplier's response (e.g., pricing) for each Item on the Bid Solicitation

• Enter the price for each Item being bid against in the Unit Cost field

• Sellers can export all the Items by clicking the Export button located at the bottom of the screen, enter their Price for each Item under the Unit Cost column and removing "Y" under the No Bid column, save the CSV File to their computer, then upload it by clicking the Upload button, and selecting the file from their computer

Item Number	Print Sequence	Quote item	<b>Questions Exist</b>	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	No Bid	No Charge	See Quote Attachments	Alternate Description
1	1	1.0		Laptops	4.0	EA	999.99	0.0		0.0				
2	2	2.0		<b>Computer Monitors</b>	4.0	EA	0.0	0.0		0.0	Y			

- Items not being bided against, leave the Unit Cost as \$0
- Click Save & Continue
- Click Notes subtab



	Quote 00000536 - IT Hardware and Computer Supplies.											
	Print Sequence 🗸 🗋											
tan# 2	Print Sequence	Questions Exist	Oescription									
			Quantity	UOM								
u	1.0	No	Laptops 4.0	EA.								
00077												
tax.e	Print Sequence	Quettions Britt	Description Quantity	UDM	Unit Cost	Docourt %	Tan Pate	Despt	Enanded Amount	Neðid	No See Quote Charge #Sectore(1)	Remove
3.8	1.0	No	Laptops									
			4.0	64	995.99	0.00	~	6.00	\$3000.06	D	0 0	
		Attentiate Description:										

#### 3. Note subtab

- Allows the Seller to capture internal notes regarding individual Items that may be reviewed by the
- Seller (or other Sellers in the Supplier's organization) at a later date.

Organization users cannot see the Seller's notes.

• Click item number

Quote 00000536 - IT Hardw	are and Computer Supplies									
General Items Questions Subcontractors	Notes Terms & Canditons Assochments()) Summary Back to BM									
General Notes										
The quick notes tab is for vendor users to enter useful information about the quice. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.										
terr #	(Note Count) from Description									
1.0	(0) Laprops									
2.0	(0) Computer Monitory									
3.0	10 Keyboards									
4.0	(2) Computer Mouse									

- Enter information in the text box
- Click Save & Exit

Quot	e 000	00536 -	IT Hardw	are an	d Computer	Supplies		
General	Items	Questions	Subcontractors	Noses	Terms & Conditions	Attachments(1)	Summary	γ Beck to Bid
General	Notes							
1 The qu	ote notes	tab is for w	endor users to er	iter useful	information about t	he quote. Only as	thorized use	users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.
tem #1.0.L	800000							
Delete All	Not	e Date	User					Note
								Save & Continue Save & Exit Reset Cancel & Exit



The seller may also capture notes applicable to all items (i.e., the Quote in general) on the notes tab

#### **Click Questions tab**

#### 4. Questions tab

- Allows the Seller to answer questions asked by the Organization as part of the Bid Solicitation
- If a question is required, the Seller will see a red validation error at the top of their Quote until the
- question is answered
- Provide an answer to the Question
- Click Save & Continue
- Click Subcontractors tab

Quot	e 0000	000536 - IT Hardware and Computer Supplies	
General	Iters C	Questions Subcontractors Notes Terms & Conditions Atlactments Summary Back to Bid	
Question #	Required	red Question	Response
1	No	How long does it take to replace defective equipment? Approximately 3 t	to 5 business days.
		Save & Continue	

#### 5. Subcontractors tab

- Allows the Seller to select subcontractor(s) associated with their Quote and enter planned participation information (if requested on the Bid Solicitation). A subcontractor must be registered as a Supplier in the system for the prime Vendor to add the subcontractor to the Quote
- Click Lookup & Add Vendors
  - Enter the Company's name in the Vendor Name field
  - Click Find it
  - Select the Supplier
  - Click Save & Exit
  - Enter information in the text box
  - Click Save & Exit
- Select Vendor Category Participation Type



- Enter the Estimated Dollars The dollar amount to be paid to the subcontractor by the vendor
- Click Save & Continue
- Click Notes tab

						· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
Quote 000005		omputer Supplies	Back to Bid					
Subcontractors must ackn	etified in at least 1 bid tern NGP Cod ovledge inclusion. r subcontractors to acknowledge inclu	Ne						
Goal Type			Mandatory		rsfeation guind	Target N	Your N	
	Nomen-Owned Busi	PMED .	50	NO			5.9%	3006
		y participation type and amount. Note that th lat a vendor for more than one goal type, ema			a general subcontractor, and no	Cpart of the participation goal, select none for t	ne goal type. Also note that if the vent	dor certified flag is yes,
Quote Tatal: \$3,999.96								
Delete Al V	Vendor ID Vendor Name	Gow 1	los.			Estimate Percentage	Entranet Datas	
0	00004899	A Plus Comjudies, Inc.		Women Owned Busine	× ×	1.07%		120.8
			Seve & Continue	Save & Exit Look	kup & Add Vendors			

#### 6. Notes tab

- Allows the Seller to capture internal notes applicable to all Items listed on the Bid Solicitation. Organization users cannot see the Seller's notes. The Supplier may also capture notes regarding each Item on the Items Tab/Notes subtab mentioned above.
- Enter note information in the comment box
- Click Save & Continue
- Click Terms & Conditions tab

			nere and Computer Supplies
The quests     Delete all	Potes Seb is for 1	endor users t	s enser useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.
	1000 0000		
			Save & Commue Peser

#### 7. Terms & Conditions tab

Allows the Seller to respond to the terms and conditions associated with the Bid Solicitation. The Terms & Conditions and all other Bid Attachments are shown on the tab (and in the Bid Attachments).

- Any attachment shown on the tab may be downloaded by the Seller.
- The Seller has the option to accept or to not accept the Terms & Conditions of the Bid. Until the Vendor takes action on this tab, a red validation error will appear at the top of the Quote.
- Click Yes



- Click Save & Continue
- Click Attachments tab

Quote 00000536	- IT Hardware an	d Computer Suppli	es		
General Items Questions	Subcontractors Notes	Terms & Conditions Attachme	nts Summary	Back to Bld	
The following list constitutes all	the attachments for the bid v	which may include supplemental t	erms and conditio	ns.	
	File Name	Description	File Size		
RFP - IT Hardware.docx	(view details)		11,884 bytes		
Do you accept the terms & co Yes Yes Yes Yes with exception If you do not fully accept the te	ns O No	ate the exceptions below:			Save & Continue

- 8. Attachments tab
  - Allows the Seller to capture any supporting documentation related to their Quote that may be helpful to the evaluators.
    - Examples include: proposal documents, product specifications, warranty documents and completed/signed forms required by the Bid Solicitation.
  - Click Add File

• Click Choose File (Google Chrome) or Click Browse (Internet Explorer, Mozilla Firefox)

Add File				-		-
0 Name is the display na	ame for the file that will appear where attachment repository file	es are displayed. It can be different from the nat	me on disk and can contain	alphanumeric chara	cters, spaces, and spec	cial characters up to a maximum length of 200
Marking an item "Conf	Idential" will ensure the document is only seen by relevant pers	onnel and will not be displayed publicly.				
Name*:						
Description:	N					
File":	Choose File No file chosen					
Location:	00010915					
Confidential:	0					
		Save & Exit	Save & Continue	Reset	Cancel & Exit	
		Save a cet	Save a Coronse	NASAS.	Cancel & Exit	

- Select the file
- Click Open

• Complete the fields – The Seller may update the Name for the attachment and enter a description



that displays to the Organization user

• Click Save & Exit – Repeat previous steps to add additional attachments

Additional features:

• Confidential – Allows the Seller to make their attachment confidential from the public. Documents containing sensitive information, such as tax information, would be deemed confidential.

- Click Confidential associated with the document
- Click Save & Continue
- Delete Allows the Seller to delete an attachment
  - Click Delete associated with the document
  - Click Save & Continue
- Required Quote Attachments Sellers may be asked to supply required quote attachments. This request will appear in the Required Attachments section. To upload required quote attachment, click the Required Upload link.

Quote 00000284 - Wellness I	nc								
General Items Questions Subcontractors	Terms & Conditions Attachments	Evaluations Preference	Reminders Summary Bac	<u>k to Bid</u>					
Marking an item "Confidential" will ensure the doc	ument is only seen by relevant pers	onnel and will not be displa	ayed publicly.						
Files 0									
Click Add File to add file attachments.									
No File Attachments									
Required Attachments									
Click Required Upload to add file attachments	. These are attachments required fo	or the Quote, and must be i	included below to Submit Quote.						
Name	Description		~	At	ttached By	Attached Date	Delete		
Pricing Agreement	Price list of products		Required Upload						
сог	Certificate of Insurance		Required Upload						
			Save & Continue	Add File					
		Co	opyright © 2024 Periscope Holdin	s, Inc All Rights Reserved.					

#### • Click Summary tab

Quote 00000536 - IT Hardware and Computer Supplies							
Marking an item "Confidencial" will ensure the document is only seen by relevant personnel and will not be displayed public	ay.						
Files							
5874	Dec	ngelon	Conference	Örber	Attached By	Attached Date	<b>Deiete</b>
IT Handware and Computer Supplies RFP Response Jocs (Iview details)			0	0.	Michael Gallagher	62/86/2021	0
Forms							
Cick Add Farm to add form attachments.							
	No Farm Aduschments						
	Save & Continue Add File	Add Form					



- 9. Summary tab
  - Allows the Seller to review all the information entered on the previous tabs for review prior to
  - submitting the Quote.
  - Once the Quote is submitted, the Seller cannot edit the document; however, the Seller may withdraw the Quote (for editing and resubmission) at any time before the Bid Opening Date and Time.
  - Click Submit Quote
    - Click Ok in the popup window confirming you want to submit your Quote

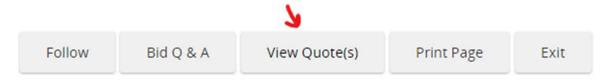
Print	Submit Quote	Cancel Quote
-------	--------------	--------------

- The screen refreshes, leaving you on the Summary Tab.
- The status changes to Submitted The Quote is officially submitted ending the process

#### Locate a Previously Submitted Quote:

Withdraw and Resubmit a Previously Submitted Quote:

- 1. In BidNet Direct, locate the Solicitation.
- 2. Click the Solicitation link
- 3. From the Solicitation, if a quote has been submitted, click View Quote(s)



4. If multiple quotes have been submitted, user will be prompted to select the quote.

- You're directed to the General tab
- You can review an information on any of the tabs



#### 1. Click Summary tab

Quote 00000536 - IT Ha	ardware and Computer Supplies		
derend these theathers become	HERE ALL AND DESCRIPTION AND DESCRIPTION		
Querie A	5000000M	Ref 20	PUNCH LODGERTA
Organization.	Auronasing Agency Ruterritinent	Severapore	872 - IT Handware
Derivery Bayes		DEDUKT PAYTANE.	6.0%
N 796 BIOT		Advertised Biol	
Support Trans.		A wight Tax you	
ship via terms		rayment to mu	
Draminant Date: (sear-Cdurring)			
info Daribell			
Contentiends.			
Date Last Updated	CORRECTOR OF SHIDE PM	Dier Leit Updated	Michael Gatagher

#### 2. Click Withdraw

The Withdraw button is located at the bottom of the Summary tab



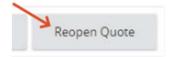
#### 3.Click OK

- A popup window displays asking "Are you sure you want to withdraw this quote?
- Your screen refreshes, leaving you on the Summary tab
- The status of your Quote changes to Withdrawn

Quote 0000	0536 - IT Hardw	are and Computer	Supplies				
General Rems O	uestors Subcardivectors	Notes Terms & Conditions	Attachments(T) Semanar	Back to Bid			
						~	
Header Informa	ition						
Quote #:	00000538 Purchasing Agency	Bid #:		,	URCH1-00000374	Status:	Wohdrawn

#### 4. Click Reopen Quote

The Withdraw button is located at the bottom of the Summary tab



#### 5. Click the appropriate tab(s)

- Go to any of the tabs that a modification or addition needs to be made
- Once all the modifications are made to your Quote, go to the Summary tab to resubmit your Quote



- 6. Click Summary tab
- 7. Click Submit Quote
  - Click Ok in the popup window confirming you want to submit your Quote
  - The screen refreshes, leaving you on the Summary Tab.
  - The status changes to Submitted The Quote is officially submitted ending the process

#### **Additional Features**

#### "Follow" button

Follo	DW BI	id Q & A	View Quote(s)	Print Pag	ge Exit

The "Follow" button allows users to opt into email notifications about the Bid Solicitation:

knowledge Receipt and	a view Solicitation
Bid #	00000391
Bid Description	RFP - Landscaping Services
If you do not want to acknowled	wnload of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this documen Ige click No, and the bid will be displayed.

In the 'Acknowledge Receipt and View Solicitation' page, click "Yes" to acknowledge the download of the Bid; after this, the user may be receiving future correspondence emails regarding the document.



#### "Bid Q & A" button

If the buying organization has allowed for online Q&A, the solicitation will have a Bid Q &A button.

Follow	Bid Q & A	View Quote(s)	Print Page	Exit

The Bid Q & A section of the document is where BidNet Direct suppliers can submit any questions about this particular opportunity:

pen Market Bid 00000391	
new questions:	
Question Subject	Question (max 2000 characters)
ubcontractors	Do we need to partner with subcontractors?
	Save & Exit Save & Continue Reset Cancel & Exit

Similarly, this option can be used to review any potential answers to those questions:

Question #	Created Date	User Created	Que	estion Subject	Question	Answei
1	10/02/2023	Matt Chester/Chester Industrie	s LLC Subcontractor	s	Do we need to partner with subcontractors?	
dd new que						
	Question Sub	bject		Question	(max 2000 characters)	



# "View Quote(s)" button Follow Bid Q & A View Quote(s) Print Page Exit

This option is used when Suppliers need to navigate back to an 'In Progress' Quote, or to a previously submitted Quote, for its review or withdrawal.

After clicking on "View Quote(s)", the system opens a window with the list of quotes associated with the Bid Solicitation and, if needed, the user can click on the desired Quote number from the list to begin its review and/or modification, depending on the use case:

=	periscope.		0 🗳
đ	Alternete Id: Info Contact: Purchase Method: Open Marian	Required Date Available Date : Bid Type: OPEN Informal Bid Flag: Rolling Enrollment Enabled: Open Enrollment Enabled:	
	Pre Bid Conference: Bulletin Desc:		
	Ship-to Address: Required Quote Attachments	Bilto Address	
	Item information	View Quote(s) × Quote # Description Date Last Modified Status	
	Item # 1: (568 - 52) 879-Landscaping Services	00000107 RFP - Landscaping Services 10/02/2023 12:16:07 PM Submitted 00000106 RFP - Landscaping Services 10/02/2023 11:51:46 AM In Progress	
	WCP Core . 551 - 52 Dry Unit Core 1.0	Cancel	Torial Cans
	Manufacture: Male	Bond Model Peckaging	

#### "Print Page" button

This option provides access to the printable version of the Bid Solicitation:

	BIC	SOLICITATION								
B	Default Organization 5009 Pizza on the Lake Suite 100 Austin, TX 78746									
			_	-		BID O	PENING	ATE AND	TIME:	
			01/31/2024 02:00:00 PM							
			BID NUMBER:							
							SO BID NUM	BER: 000003	91	
				_			BUYER:	Administre	ator System	
			Phone#: (333)333-3333							
				-		DELIVERY R	EQUIRED:			
V E N D O R	Chester Holdwiths LC 123 Main Grove Austin, TX 70757 U			De	efault Organ	ization				
Item	Class Item			-		Quentity	U	vit	Unit Price	Total
1	[588 - 52 RFP - Landscaping Services			_	1	1.0	1	A	i i	
		RE SUBJECT TO THE TERMS AND C		_					TOTAL:	
DELIVERY.	NUTE AL BUI ALLEU		REE TO 15. ester in	dus	URNISH ANY	OR ALL OF THE ITEMS QU	IOTED AT T	HE PRICES S	HOWN. QUOTE MUST BE HELI	D FIRM FOR PERIOD OF





By selecting the "Exit" button, the user will be sent back to the Solicitation Search page in BidNet Direct:

Solicitation Search		nter Keywords Q 3			
STATUS Open Solicitations (5639) Closed Solicitations (864949) Awarded Solicitations (53270) Advanced Search	153 90 S Total Bids Momber Agency Bids State & Local Bids	60 min			
NIGP CATEGORIES	ORDER BY: Published Date (Desc)	My Purchasing Groups    Save Search			
> ORGANIZATION	MC Test Bid (NEW)	CLOSING DATE			
> LOCATION	Suffolk Country Member Agency Bids	09/29/2023 12:00 AM CDT			
· PURCHASING GROUP (1)	MC Test Line /tem	LOCATION     New York     Published Date 09/13/2023			
Empire State Purchasing Group 90 Clear View All	SK_EPR0_00000372_SK again Suffolk Countyy	CLOSING DATE 09/16/2024 08:21 AM CDT			
PUBLISHED DATE	Member Agency Bids item 1	LOCATION     New York			
> CLOSING DATE		Published Date 09/13/2023			
SOLICITATION TYPE	SK_EPRO_00000371_new test City of Nagara Fallss	CLOSING DATE 09/18/2024 06:19 AM CDT			
GENERAL REQUIREMENTS	Member Agency Bids item 1	C LOCATION New York			
KEYWORDS		Published Date 05/13/2023			
Clear Al	RFP - Landscaping Services Suttolic Country Member Agency Bids	CLOSING DATE 01/31/2024 02:00 PM CST			
	Landscaping Services	LOCATION     New York     Published Date: 09/04/2023			
	RFP - Landscaping Services     City of Niagara Falliss     Member Agency Bids	CLOSING DATE 01/31/2024 02:00 PM CST			

