

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

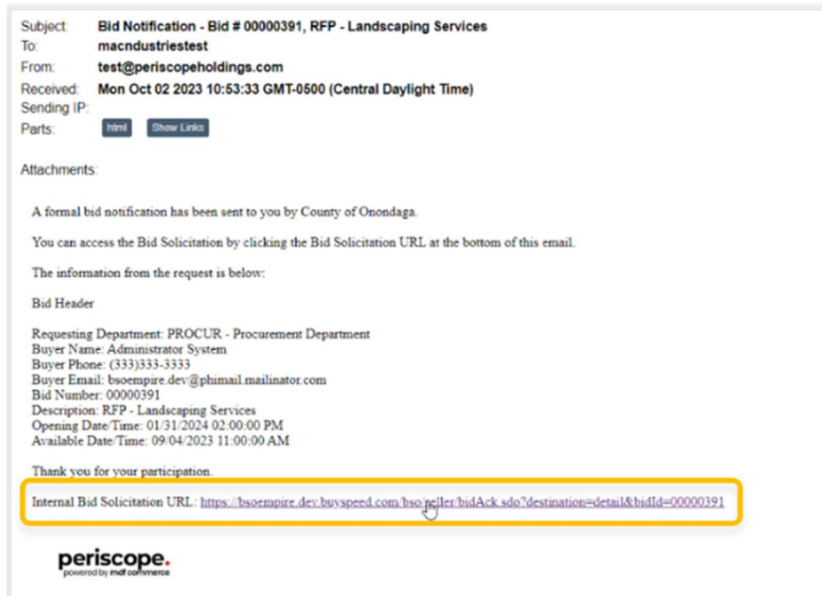
Supplier users may be able to access recently published Bid Solicitations and initiate a Quote; this can be achieved in two ways:

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

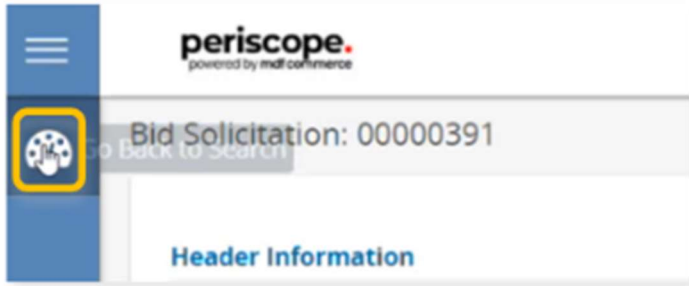
After receiving the notification for the recently published Bid Solicitation, open the email and locate the corresponding link (URL) to the document:



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

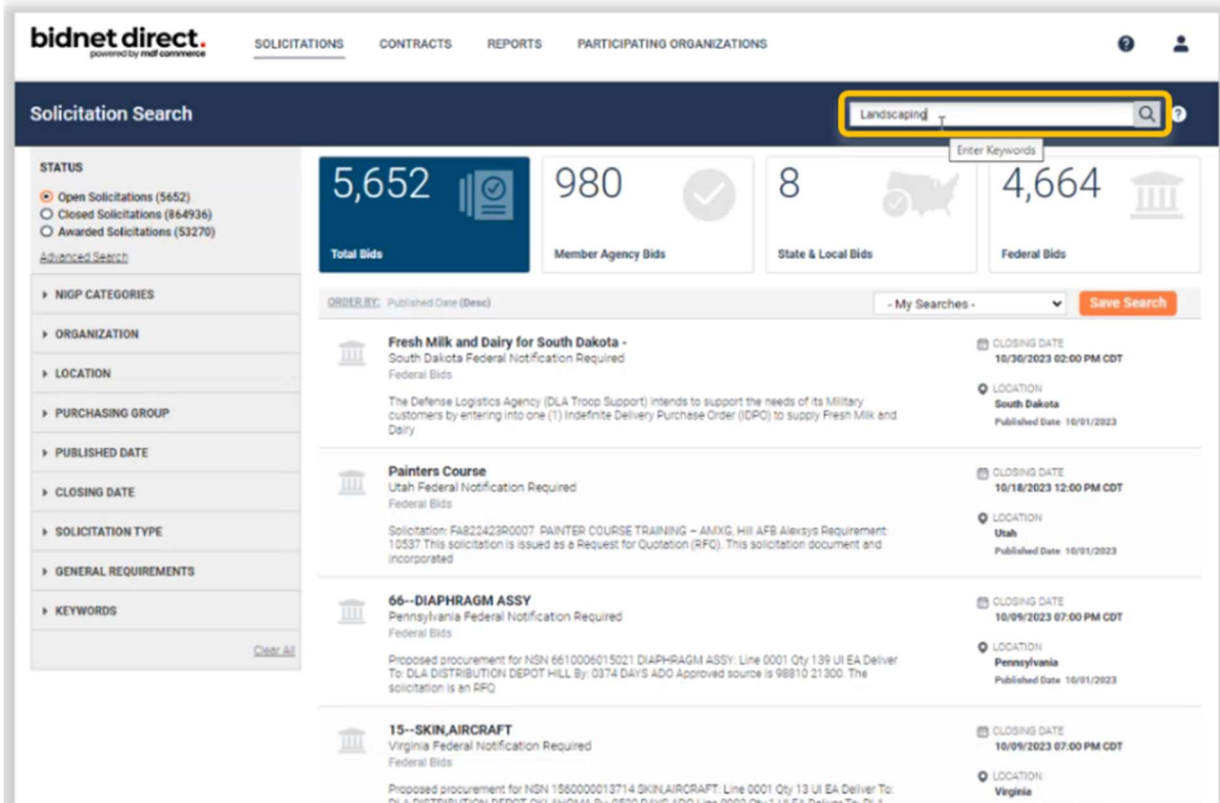
After entering the credentials, or if you had previously logged in, the system will automatically redirect you to the Bid Solicitation page:

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:

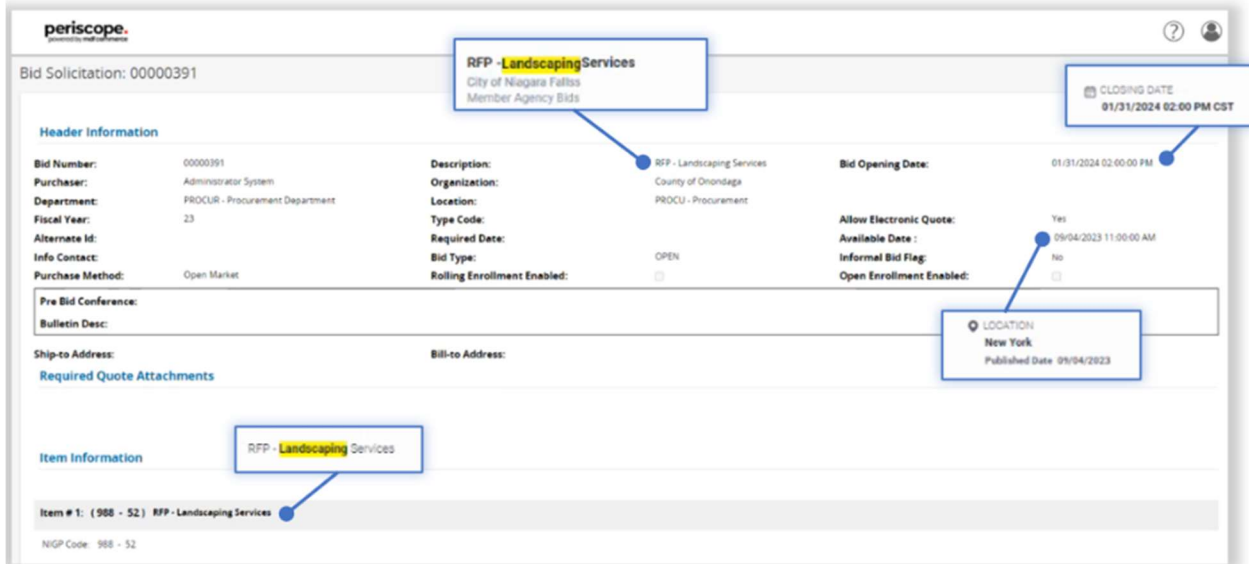


Locate and select the desired Bid from the Results list:

The system will open the corresponding Bid Solicitation page:

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

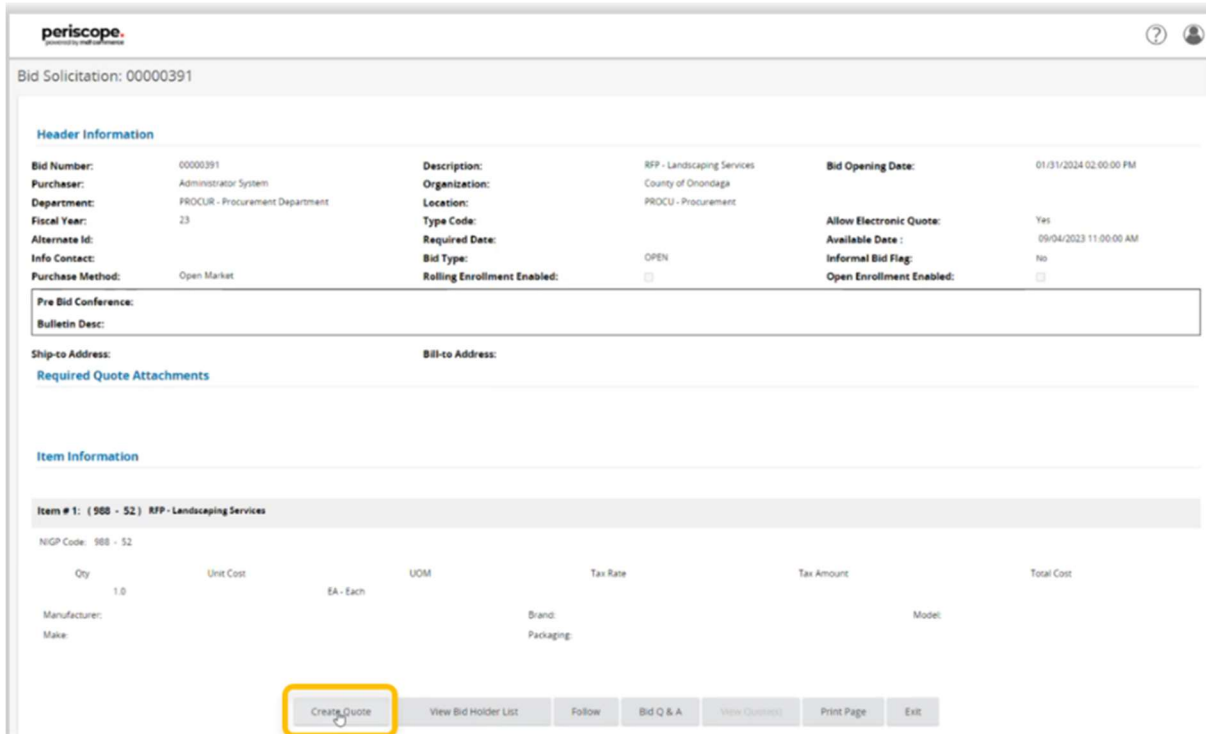
Field mapping



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

Initiating the Quote from the Bid Solicitation

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



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

The screenshot shows the 'New Quote' page with the following details:

- Quote #:** 00000391
- Organization:** County of Onondaga
- Status:** In progress
- Delivery Days:** 0
- Is "No Bid":**
- Shipping Terms:** [Dropdown menu]
- Ship Via Terms:** [Dropdown menu]
- Promised Date (MM/DD/YYYY):** [Calendar icon]
- Info Contact:** [Text input field]
- Comments:** [Text input field]
- Date Last Updated:** [Field]
- User Last Updated:** [Field]
- Bid #:** 00000391
- Bid Opening Date:** 2024-01-31 14:00:00.0
- Description:** JFP - Landscaping Services
- Discount Percent:** 0.0 %
- Alternate Bid:**
- Freight Terms:** [Dropdown menu]
- Payment Terms:** [Dropdown menu]

The 'Save & Continue' button is highlighted with a yellow box.

The system will create the Quote with its corresponding number:

The screenshot shows the 'Quote Validation Errors' and 'Quote Validation Warnings' section. Below the warnings, the 'Quote 00000106 - Chester Industries LLC' page is shown, which is identical to the 'New Quote' page but with the 'Save & Continue' button highlighted.

Quote Validation Errors

- Terms & Conditions is not acknowledged.

Quote Validation Warnings

- Your quote has not been submitted.

Quote 00000106 - Chester Industries LLC

The 'Save & Continue' button is highlighted.

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.

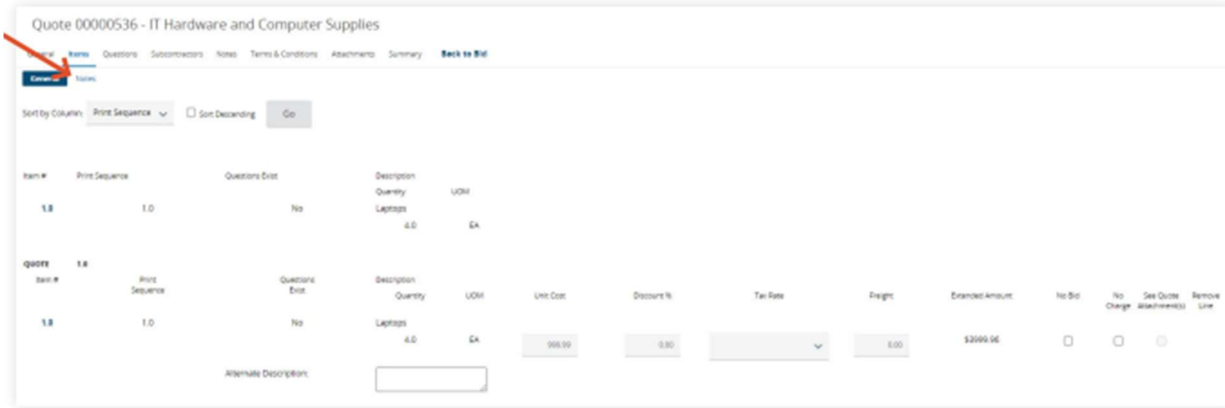
2. Items tab

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	Questions Exist	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		Computer Monitors	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

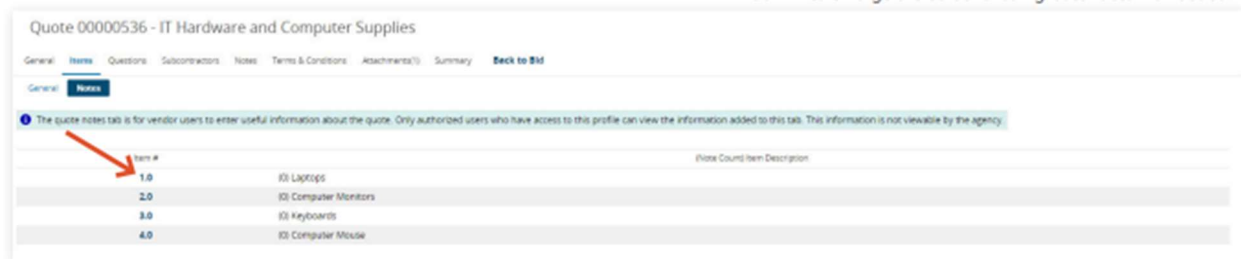


3. Note subtab

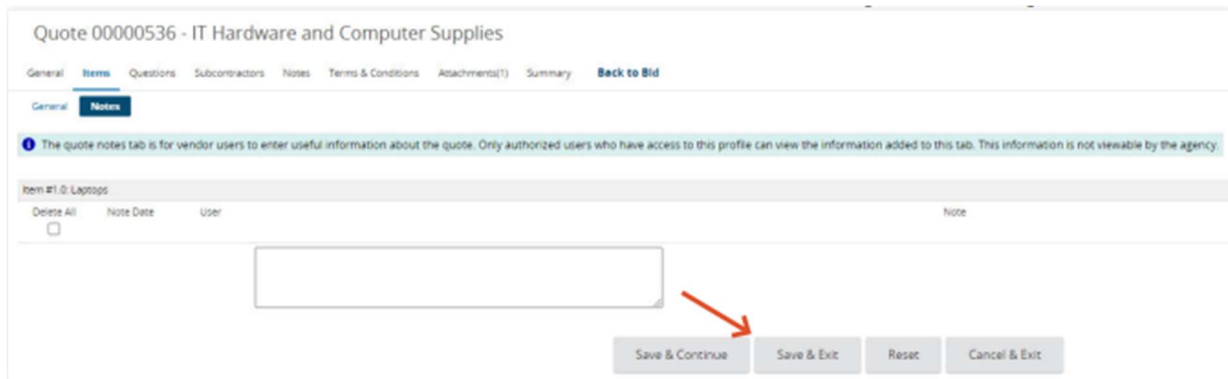
- Allows the Seller to capture internal notes regarding individual Items that may be reviewed by the Seller (or other Sellers in the Supplier’s organization) at a later date.

Organization users cannot see the Seller’s notes.

- Click item number



- Enter information in the text box
- Click Save & 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

Quote 0000536 - IT Hardware and Computer Supplies

General Items **Questions** Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Question #	Required	Question	Response
1	No	How long does it take to replace defective equipment?	Approximately 3 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

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

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

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)

- 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 Inc

General Items Questions Subcontractors Terms & Conditions **Attachments** Evaluations Preference Reminders Summary [Back to Bid](#)

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Files

Click **Add File** to add file attachments.

No File Attachments

Required Attachments

Click **Required Upload** to add file attachments. These are attachments required for the Quote, and must be included below to Submit Quote.

Name	Description		Attached By	Attached Date	Delete
Pricing Agreement	Price list of products	Required Upload			<input type="checkbox"/>
COI	Certificate of insurance	Required Upload			<input type="checkbox"/>

Save & Continue Add File

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- Click Summary tab

Quote 00000536 - IT Hardware and Computer Supplies

General Items Questions Subcontractors Terms & Conditions **Attachments** **Summary** [Back to Bid](#)

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Files

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
IT Hardware and Computer Supplies RFP Response.docx	View details	<input type="checkbox"/>	3	Michael Gallagher	02/08/2021	<input type="checkbox"/>

Forms

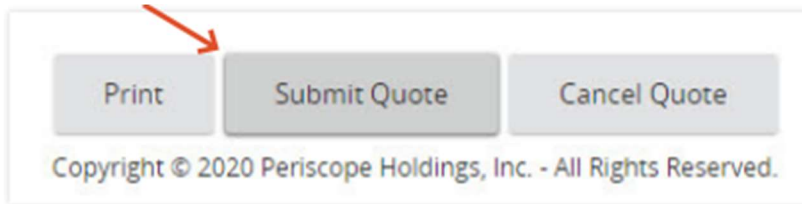
Click **Add Form** to add form attachments.

No Form Attachments

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

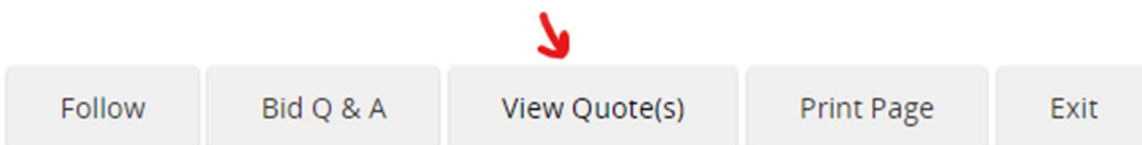


- The screen refreshes, leaving you on the Summary Tab.
- The status changes to Submitted – The Quote is officially submitted ending the process

Locate a Previously Submitted Quote:

Withdraw and Resubmit a Previously Submitted Quote:

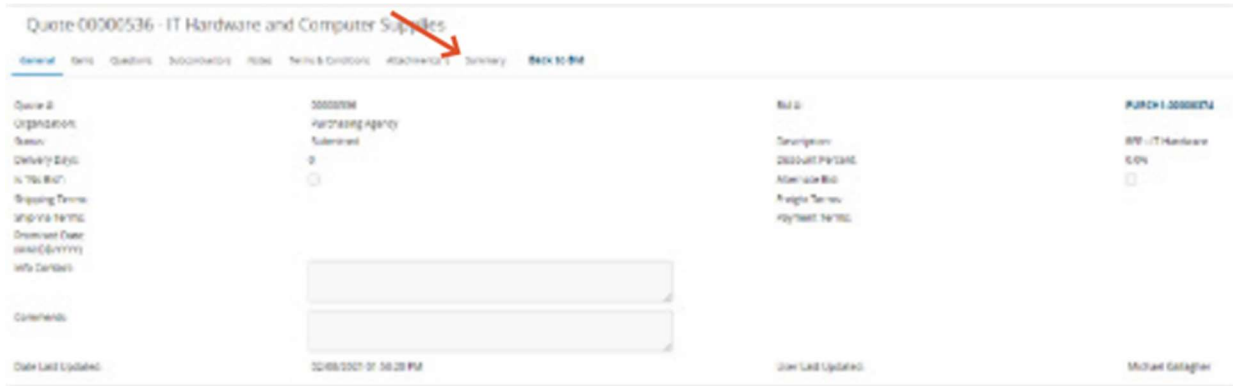
1. In BidNet Direct, locate the Solicitation.
2. Click the Solicitation link
3. From the Solicitation, if a quote has been submitted, click View Quote(s)



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

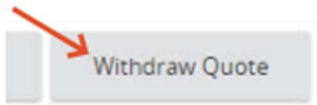
- You're directed to the General tab
- You can review an information on any of the tabs

1. Click Summary tab



2. Click Withdraw

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



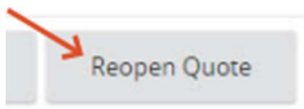
3. Click OK

- 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



4. Click Reopen Quote

- The Reopen 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

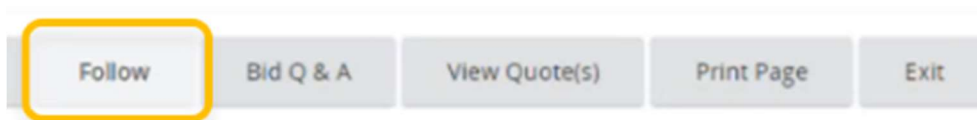
6. Click Summary tab

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



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

Acknowledge Receipt and View Solicitation

Bid #	00000391
Bid Description	RFP - Landscaping Services

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed.

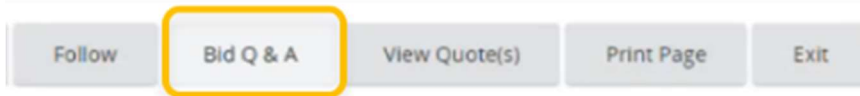
Do you want to continue?

Yes No

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.



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

Open Market Bid 00000391

Add new questions:

Question Subject	Question (max 2000 characters)
Subcontractors	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:

Open Market Bid 00000391

Current Q & A for this bid:

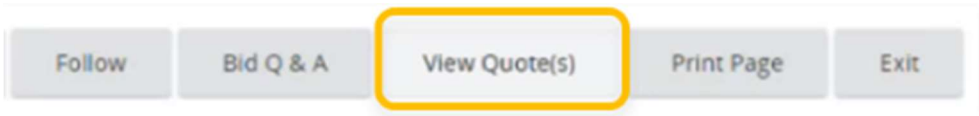
Question #	Created Date	User Created	Question Subject	Question	Answer
1	10/02/2023	Matt Chester/Chester Industries LLC	Subcontractors	Do we need to partner with subcontractors?	

Add new questions:

Question Subject	Question (max 2000 characters)

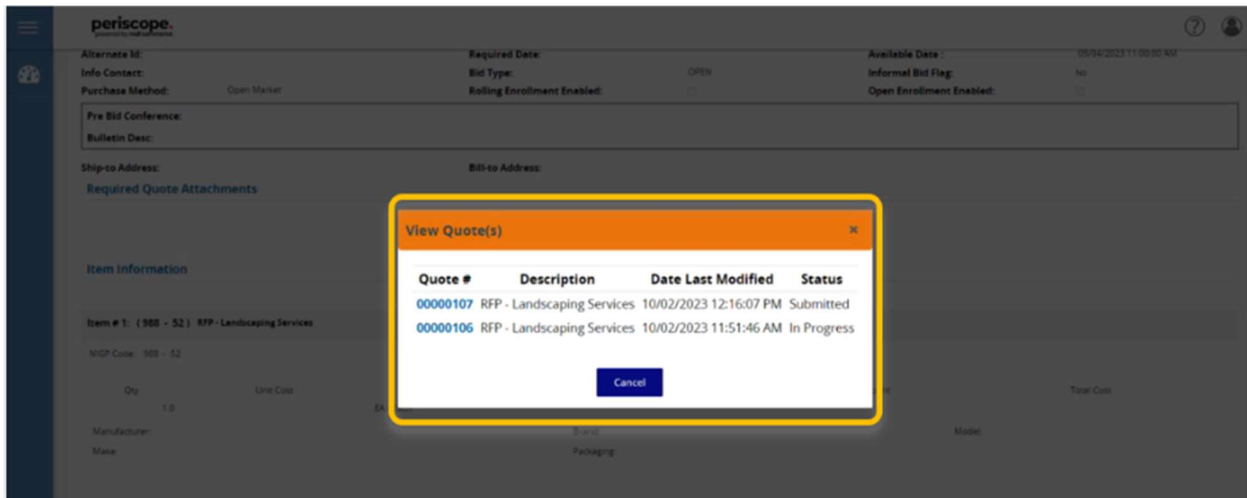
Save & Exit Save & Continue Reset Cancel & Exit

"View Quote(s)" button



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:



"Print Page" button

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

BID SOLICITATION

Default Organization
5000 Plaza on the Lake
Suite 100
Austin, TX 78746

BID OPENING DATE AND TIME:
01/31/2024 02:00:00 PM

BID NUMBER:
BIO BID NUMBER: 00000391

BUYER: Administrator System
Phone#: (333)333-3333

DELIVERY REQUIRED:

Vendor Information:
V
E
N
D
O
R
Chester Industries LLC
125 Main Street
Austin, TX 78757
US

Buyer Information:
S
H
I
P
T
O
Default Organization

Item	Class Item	Quantity	Unit	Unit Price	Total
1	388 - 52 RFP - Landscaping Services	1.0	EA		
TOTAL:					

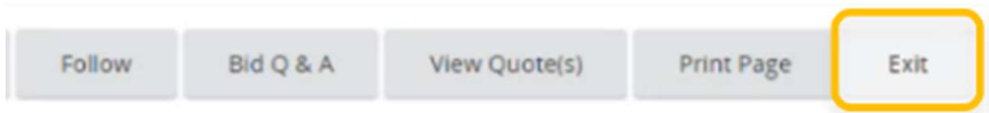
NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS ON REVERSE SIDE OF THIS FORM.

WE AGREE TO FURNISH ANY OR ALL OF THE ITEMS QUOTED AT THE PRICES SHOWN. QUOTE MUST BE HELD FIRM FOR PERIOD OF 60 DAYS.

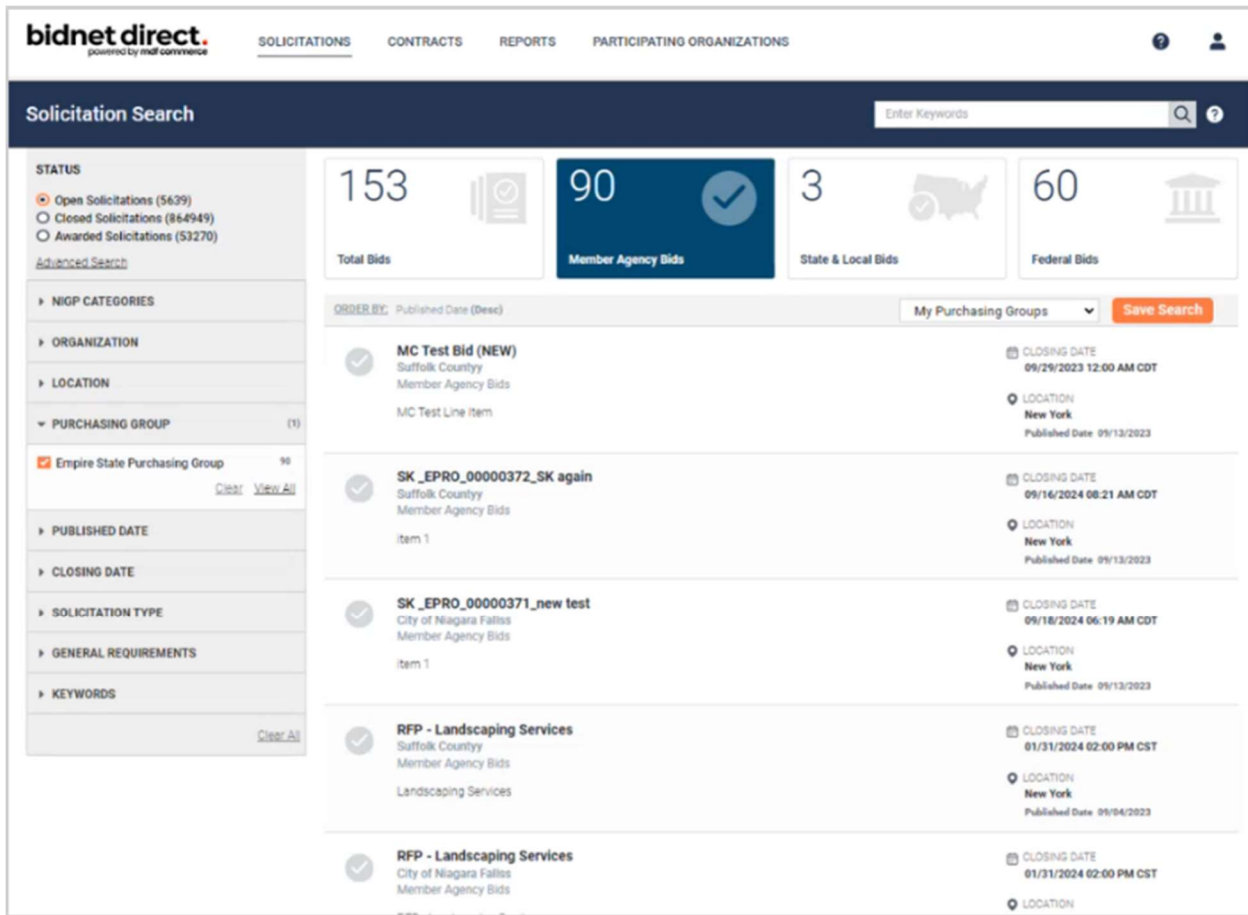
TERMS OF PAYMENT: _____
DELIVERY: _____
TELEPHONE NUMBER: _____

CONTRACTOR: Chester Industries LLC
SIGNATURE: _____
NAME AND TITLE: _____

"Exit" button



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



bidnet direct.
powered by mall commerce

SOLICITATIONS CONTRACTS REPORTS PARTICIPATING ORGANIZATIONS

Solicitation Search

Enter Keywords

STATUS

- Open Solicitations (5639)
- Closed Solicitations (864949)
- Awarded Solicitations (53270)

[Advanced Search](#)

153 Total Bids

90 Member Agency Bids

3 State & Local Bids

60 Federal Bids

ORDER BY: Published Date (Desc) My Purchasing Groups [Save Search](#)

Bid Title	Location	Closing Date
MC Test Bid (NEW) Suffolk County Member Agency Bids MC Test Line Item	New York Published Date: 09/13/2023	09/29/2023 12:00 AM CDT
SK_EPRO_00000372_SK again Suffolk County Member Agency Bids item 1	New York Published Date: 09/13/2023	09/16/2024 08:21 AM CDT
SK_EPRO_00000371_new test City of Niagara Falls Member Agency Bids item 1	New York Published Date: 09/13/2023	09/18/2024 06:19 AM CDT
RFP - Landscaping Services Suffolk County Member Agency Bids Landscaping Services	New York Published Date: 09/04/2023	01/31/2024 02:00 PM CST
RFP - Landscaping Services City of Niagara Falls Member Agency Bids	New York	01/31/2024 02:00 PM CST