

**Supplier Bid Response - Question & Answer Board**

**Purpose** is for Suppliers to ask sourcing event related questions, receive responses, read other supplier's questions and answers that have been made public, and respond to buyer-submitted questions.

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| 1. **Checklist** | Know your Sourcing Event Number, Sourcing Event Title, Bid Close Date, Question Submission Close Date, Login ID, and Password |
| 1. **Supplier portal**   Supplier can navigate from Georgia Procurement Registry (GPR) Open Bid Search to Jaggaer Supplier Network Public Bid Search.  Supplier can click on ‘**View as PDF**’ to see the detail requirements related to the event.  Supplier can click on ‘**Respond Now**’ button to review and submit the bid response. | **GPR:** <https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=50900-eRFQ-000000100-2022&sourceSystemType=jag>  **Jaggaer:** <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=Georgia&tab=PHX_NAV_SourcingAllOpps&eventNumExact=50900-eRFQ-000000100-2022> |

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| 1. Clicking on **Respond Now** which requires Supplier’s login credentials.   Supplier can enter user id as email id and password and click on Login. | Graphical user interface, text, application, email  Description automatically generated |
| 1. Event Summary page will launch, and system will prompt Supplier to click on Click Yes, I intent to Bid or No Bid.   Supplier must click on Click **Yes, I intent to Bid**. |  |

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| 1. Supplier can click on Q & A Board to communicate with issuing officer. 2. The Q & A period might close prior to the event closing date/time. If the Q & A Board is closed, the option, **Ask a Question**, will not be available. Any question posted to the Q & A Board will be answered and will be posted to the public. |  |
| 1. Supplier can click on Ask a Question.   Enter Subject, Question and optionally upload attachment as needed.  Buyer will receive email alert only if Supplier has intent to bid selected as Yes. |  |

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| 1. Questions asked by logged in Supplier will be visible under My Questions tab.   The supplier may withdraw the question until it is answered.  Sourcing Buyer will receive an email alert. |  |
| 1. Supplier Contact will receive an email alert when Buyer answered or respond to the question. 2. Alternatively, Logged Supplier can click on Notification icon to find received Notification’s information. |  |
| 1. Supplier receive the emails when Buyer posted Public Questions. |  |
| 1. Click on Public Q&A tab to know publicly answered Questions and Answers.   Some answers may be in the attachment format. |  |
| 1. Complete |  |