



Quick Reference Guide: Locate Vendor Bid Attachments

This document provides the steps to locate the attachments that a vendor has submitted with their bid.

NOTE: There are 3 places that a vendor can put attachments when submitting a bid. They are the header, bid factor and line.

Use the (OSS008_BID_ATTACHMENT_SUMMARY - Bid_Attachment_Summary) query to identify vendor's bid attachments on the event.

1. Access the event that is pending award by selecting the Analyze Event option. By default, you will be taken to the Analyze Total page.



Analyze Total

Analyze Total Analyze Line

Business Unit:	Event ID:	Round:	Version:	Event Name:	
99999	SPD0000094	1	6	TESTING *** DO NOT USE***	
Event Format:	Event Type:	Currency:	End Date:	Status:	Go To:
Buy	RFx	USD	01/30/2016 10:00AM EST	Pending Award	...

▸ Bid Analysis and Display Options

Analysis

Bidder Name	STATE TREASURER
Event Version Responded To:	1
Bid Number:	1
Total Bid Amount:	1.0000
Total Bid Cost	1.00
Total Event Score:	100.0000
Total Header Cost	0.00
Total Header Score:	0.0000

Bid Action:

Reject Reason:

Award by Percent:

Hide Bid:

▸ Factors

Recalculate Add / Edit Factors Unhide Bids << < > >>

Save Return to Search

[Analyze Total](#) | [Analyze Line](#)



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2. To access the header attachments/comments for a vendor, select the comment bubble that is displayed for the vendor on the Analyze Total page.

Analyze Total
[Analyze Line](#)

Analyze Total [Analyze Line](#)

Business Unit: 99999	Event ID: SPD0000094	Round: 1	Version: 2	Event Name: TESTING *** DO NOT USE***
Event Format: Buy	Event Type: RFx	Currency: USD	End Date: 04/23/2013 7:05AM EDT	Status: Pending Award
				Go To: ...

▸ Bid Analysis and Display Options

Analysis

Bidder Name	STATE TREASURER
Event Version Responded To:	1
Bid Number:	1 
Total Bid Amount:	1.0000
Total Bid Cost:	1.00
Total Event Score:	100.0000
Total Header Cost:	0.00
Total Header Score:	0.0000

Bid Action Award ▾

Reject Reason: 🔍

Award by Percent:

Hide Bid

▸ Factors

Recalculate Add / Edit Factors Unhide Bids << < > >>

 Save  Return to Search

[Analyze Total](#) | [Analyze Line](#) | [Distribution Defaults](#)



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3. Once the comment bubble is clicked, it will take you to the Response Header Comments/Attachments page where all the header attachments/comments for the vendor will be displayed.

Response Header Comments/Attachments

Business Unit: 99999 Event ID: SPD0000094

Comments

Comments:

test_file_1.txt file looks good
uploaded TestDoc.doc

Vendor's Comments

Vendor's Attachments

Attachments Personalize | Find | | First 1-2 of 2 Last

Attached File	Attachment Description	
TestDoc.doc		
TESTING____DO_NOT_USE____.pdf	Bid Details	

Return



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4. To access the header bid factor attachments/comments for a vendor, select the Factors chevron on the Analyze Total page. The section will be expanded to display the bid factors.

Analyze Total

Analyze Total Analyze Line

Business Unit:	Event ID:	Round:	Version:	Event Name:	
99999	SPD0000094	1	6	TESTING *** DO NOT USE***	
Event Format:	Event Type:	Currency:	End Date:	Status:	Go To:
Buy	RFx	USD	01/30/2016 10:00AM EST	Pending Award	...

▾ Bid Analysis and Display Options

Analysis

Bidder Name	STATE TREASURER
Event Version Responded To:	1
Bid Number:	1
Total Bid Amount:	1.0000
Total Bid Cost	1.00
Total Event Score:	100.0000
Total Header Cost	0.00
Total Header Score:	0.0000

Bid Action	NA <input type="button" value="v"/>
Reject Reason:	<input type="text"/> <input type="button" value="m"/>
Award % Percent:	<input type="text"/>
Header Bid	<input type="checkbox"/>

▾ Factors

Recalculate Add / Edit Factors Unhide Bids << <

[Analyze Total](#) | [Analyze Line](#)



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5. Once expanded, there will be an icon next to a bid factor if a vendor has added an attachment/comment.

Analyze Total

Analyze Total [Analyze Line](#)

Business Unit: 99999	Event ID: SPD0000094	Round: 1	Version: 2	Event Name: TESTING *** DO NOT USE***
Event Format: Buy	Event Type: RFx	Currency: USD	End Date: 04/23/2013 7:05AM EDT	Status: Pending Award <input type="button" value="Go"/>

▶ Bid Analysis and Display Options

Analysis

Bidder Name	STATE TREASURER
Event Version Responded To:	1
Bid Number:	1
Total Bid Amount:	1.0000
Total Bid Cost	1.00
Total Event Score:	100.0000
Total Header Cost	0.00
Total Header Score:	0.0000

Bid Action

Reject Reason:

Award by Percent:

Hide Bid

▼ **Factors**

Weighting	UOM	Ideal
<input type="text" value="0.00000"/>	Y	<input type="text" value="Y"/>

Georgia Based Are you a Georgia Based company as defined in SPD-SP... Supplier General Information Worksheet?

Bid Factor Comments/Attachments



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6. Once the icon is clicked, it will take you to the Response Factor Comments/Attachments page where all the bid factor attachments/comments for the vendor will be displayed.

Response Factor Comments/Attachments

Business Unit: 99999 Event ID: SPD0000094

Comments

Comment Text:

YES, I am a GA based company

Vendor's
Comments

Vendor's
Attachments

Attachments		Personalize	Find	First	1 of 1	Last
Attached File	Attachment Description					



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7. To access the line attachments, click on the Analyze Line link at the top left of the Analyze Total page.

Analyze Total

Analyze Total [Analyze Line](#)

Business Unit: 99999	Event ID: SPD0000094	Round: 1	Version: 6	Event Name: TESTING
Event Format: Buy	Event Type: RFx	Currency: USD	End Date: 01/30/2016 10:00AM EST	Status: Pending Av

▷ Bid Analysis and Display Options

Analysis

Bidder Name	STATE TREASURER
Event Version Responded To:	1
Bid Number:	1
Total Bid Amount:	1.0000
Total Bid Cost	1.00
Total Event Score:	100.0000
Total Header Cost	0.00
Total Header Score:	0.0000

Bid Action

Reject Reason:

Award by Percent:

Hide Bid



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8. Click on the Analyze option on the right side of the line.

Analyze Line

Analyze Total Analyze Line

Business Unit:	Event ID:	Round:	Version:	Event Name:
99999	SPD0000094	1	6	TESTING *** DO NOT USE***
Event Format:	Event Type:	Currency:	End Date:	Status:
Buy	RFX	USD	01/30/2016 10:00AM EST	Pending Award

Go To:

Line Items

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1		Line 1	99998	EA	1.00000	1.0000	0.0000	0.00000	Open	Analyze



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9. Once the page opens, each vendor's response will be displayed. If there are attachments/comments for a vendor, then a comment bubble will appear under their name.

Analyze Line

Business Unit: 99999	Event ID: SPD0000094	Round: 1	Version: 6	Event Name: TESTING *** D
Event Format: Buy	Event Type: RFx	Currency: USD	End Date: 01/30/2016 10:00AM EST	Status: Pending Award
Line: 1	Requested Quantity: 1.0000		UOM: EA	
Item ID:	Item Description: Line 1			
▷ Bid Analysis and Display Options				
Analysis				
Bidder Name	STATE TREASURY			
Event Version:	1			
Bid Number:	1			
Bid Quantity:	1.0000			
Minimum Bid Quantity	0.0000			
Total Bid Amount:	1.0000			
Total Bid Cost:	1.00			
Total Line Score:	100.0000			
Bid Action:	NA	<input type="checkbox"/>		
Reject Reason Code:	<input type="text"/>	<input type="text"/>		
Award by Percent:	<input type="text"/>	<input type="text"/>		
Award Quantity:	<input type="text"/>	<input type="text"/>		
Hide Bid	<input type="checkbox"/>			
▷ Factors				



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10. Once the comment bubble is clicked, it will take you to the Response Line Comments/Attachments page where all the line attachments/comments for the vendor will be displayed.

Response Line Comments/Attachments

Business Unit: 99999 Event ID: SPD0000094 **Line: 1**

Comments

Comments:

Detail line test file

Vendor's Comments

Vendor's Attachments

Attachments Personalize | Find | [Print] | [Grid] First [Left Arrow] 1 of 1 [Right Arrow] Last

Attached File	Attachment Description	
TestDoc.doc		[Download Icon]

Return



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11. If there are additional lines, they can be accessed by clicking the arrow to get the page. It is possible for a vendor to have attachments at each of the lines, so they all should be reviewed.

Analyze Line

Business Unit: 99999 Event ID: SPD000095 Round: 1 Version: 9 Event Name: TESTING EVENT
Event Format: Buy Event Type: RFX Currency: USD End Date: 09/18/2012 5:00PM EDT Status: Pending Award

Line: 1 Requested Quantity: 1.0000 UOM: EA Start Price:

Item ID: Item Description: Biological Supplies Weighting:

[Bid Analysis and Display Options](#)

Analysis

Bidder Name	WORLD PRECISION INSTRUMENTS INC	VWR INTERNATIONAL INC	VASHAW SCIENTIFIC INC	SCIENCE KIT INC	NIKON INSTRUMENTS INC
Event Version:	5	3	2	5	6
Bid Number:	1	1	1	1	1
Bid Quantity:	1.0000	1.0000	1.0000	1.0000	1.0000
Minimum Bid Quantity	0.0000	0.0000	0.0000	0.0000	0.0000
Total Bid Amount:	0.0000	0.0000	0.0000	0.0000	0.0000
Total Bid Cost:	0.00	0.00	0.00	0.00	0.00
Total Line Score:	100.0000	100.0000	100.0000	100.0000	100.0000

Bid Action:

Reject Reason Code:

Award by Percent:

Award Quantity:

Hide Bid

[Factors](#)

Recalculate Unhide Bids << < > >> Go To Line

OK Cancel Apply



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12. If there are line bid factor questions (other than price), then select the Factors chevron to review the responses. Any attachment or comment will be displayed with the page icon as shown on the bid factor bids page in Step 5 above.

Analyze Line

Business Unit:	Event ID:	Round:	Version:	Event Name:	
99999	SPD0000094	1	6	TESTING *** DO NOT USE***	
Event Format:	Event Type:	Currency:	End Date:	Status:	
Buy	RFX	USD	01/30/2016 10:00AM EST	Pending Award	
Line:	1	Requested Quantity:	1.0000	UOM: EA	Start Price:
Item ID:	Item Description:		Line 1	Weighting:	

▸ Bid Analysis and Display Options

Analysis

Bidder Name	STATE TREASURER
Event Version:	1
Bid Number:	1
Bid Quantity:	1.0000
Minimum Bid Quantity	0.0000
Total Bid Amount:	1.0000
Total Bid Cost:	1.00
Total Line Score:	100.0000

Bid Action:

Reject Reason Code:

Award by Percent:

Award Quantity:

Hide Bid

Factors

[Add/Edit Bid Factors](#)

Weighting UOM Ideal

What is your bid price?

<input type="text" value="100.00000"/>	0	<input type="text" value="1.00"/>
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