

Respond to Bids

	ou must register in Team Georgia Marketplace to Respond to a Bid.
Steps	Action:
1	Sign in on the supplier portal with user id and password.
	Supplier portal Link: https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.
	GBL?
	Sign In ×
	User ID User ID
	Password
	Sign in
2	Click on 'Bidding Opportunities' tile OR on Your WorkCenter> Manage Events and Place Bids>
	My Event Activity.
	Bidding Opportunities Your WorkCenter
	Manage Events and Place Bids View Events and Place Bids
	□ View Events and Place Bids □ My Event Activity
	Or View Terms & Conditions
3	Click on 'Public Events' tab out of 2 tabs 'Invited Events' and 'Public Events' available. To filter the
	search option, click on 'Filter Item' . You will be able to search for bid opportunities (called Events)
	based on the criteria. There will be a list of recent opportunities at the bottom of the page.
	Invited Events Public Events
4	Event Details
	Click on the Event Details arrow in which you have an interest. You will see Event Details
	screen: Event Name, Event ID, Event Format Type, Event Round, Event Version, Event Start Date,
	Event End Date, Event Description, Buyer Contact Information, Payment Terms, My Bids, Edits to
	Submitted Bids, Multiple Bids, Line Details including Line Description, Unit, Requested
	Quantity, Status, and a Comment Bubble.
	 Multiple lines will indicate that you may respond to those lines you select.
	Other times, the event will require you to respond to ALL lines. OF CHEST TO CHASH THE COMMENT BURBLE AT THE SAID OF THE LINE.
5	BE SURE TO CLICK IN THE COMMENT BUBBLE AT THE END OF THE LINE! Click View Bid Dackage to view Header Comments and Attachments that may not be
3	Click View Bid Package to view Header Comments and Attachments that may not be attached at the line level. Each bid that you will view will include Instructions to help you
	respond to bids. These instructions will be different if the Bid is for a Quote versus a Proposal.
	View Bid Package
6	If you are interested in the bid, but would like to return later, select Accept Invitation to return at
	any time before the Event closes or ends to submit your bid response.
	NOTE: If you have already selected Bid on Event , click Save for Later to return at any time.
	Bid on Event Accept Invitation
7	If you have questions about the Event or the attachments, comments, and/or bid factors, contact
	event Buyer or listed contact person.
	NOTE: Do not submit any questions with your bid response as a comment or attachment since
	these will not be seen until the Event is closed and the bid responses are opened.
8	To return to the Event, click Bidding Opportunities tile.
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9	When the Event reopens, you will see two buttons at the top of the Event Details screen.
	Decline Invitation
	Bid on Event
10	If you want to Bid on the Event, click Bid on Event on the Event Details screen.
11	At the top of the screen, you will see three buttons:
	Submit Bid; Save for Later; Validate Entries Submit Bid Save for Later Validate Entries
12	Look at the sections of the Event
	 The first section is the Event Name and Start and End Dates
	It is very important to note the date and time the Event ends
	 You can save your responses and then return as many times as you like before the end
	date before submitting the actual bid response
	You can also enter your Bid Response and submit it – and then return to edit the
4.2	response and submit a new response, all before the end date and time
13	The second section is where the Bid factor questions are listed
4.4	Answer each Event Question Add Comments or Attachments for each question, if required. In the part postion, Line Bid Despenses, you are required to view segments and attachments at
14	In the next section, Line Bid Responses, you are required to view comments and attachments at
	the Line Level by clicking on the Comment Bubble NOTE: If there are dots in the Comment Bubble, there are comments associated with that
	line.
	Click View to view <u>each</u> of the Line Item attachments
	Click Return to return to the Event
15	Click Event Comments and Attachments to review Header Comments.
	Click View under View Event Attachments next to Attachment Description to view Header
	attachments.
	 You may attach your own files by clicking on Upload
	 Click 'Choose File' to search your computer for your files
	 Select your file, then click Upload to attach the file
	 You may attach additional files by clicking on 'Add New Attachments' link.
	You may then insert your own comments in the box labeled Add New Comments
16	Click OK to return to the first page
17	 At the top of the screen, select either Save for Later; Start Page; or Validate Entries
	It is recommended that you go back to the Start Page to review all information before final
	submission of the bid response
	After reviewing the information, click Validate Entries to validate that all required
	fields are answered. A small box telling you that there are no errors should appear.
	Now you are ready to click the Submit Bid button A screen appears as confirmation, and will include the End Date. You will also receive an
	 A screen appears as confirmation, and will include the End Date. You will also receive an email confirmation
	 When you return to the View Events page, you will see that your bid was submitted
	and accepted
18	End
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