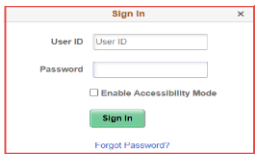
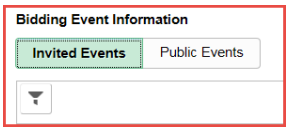
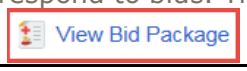
Quick Reference Guide
Team Georgia Marketplace

Respond to Bids

- You 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? 
2	Click on 'Bidding Opportunities' tile OR on **Your WorkCenter**> **Manage Events and Place Bids**> **My Event Activity.** or
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. 
4	 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. BE SURE TO CLICK IN THE COMMENT BUBBLE AT THE END OF THE LINE!
5	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. 
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.
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 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 • Answer each Event Question Add Comments or Attachments for each question, if required.
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 each 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 receivean email confirmation • When you return to the **View Events** page, you will see that your bid was submitted and accepted
18	End