City of Topeka e-Procurement
Supplier User Guide

Entering Event Responses

October 10, 2011
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Getting Started

From the portal:

• Click “Login”, Note all fields flagged with an asterisk (*) are required.

  - Enter your username
  - Enter your password
  - Click Login button
Click on Browse Open Sourcing Events to see all available events to bid.
System will display all Events that are Open for Bidding.

Selecting the Event
The system will display the list of events **Open Events**.
- Select the event you want to bid on by double clicking on it.

The system will open the Summary form for the selected event.
- You may view additional information about the event by clicking on each tab: Questions, Terms and Conditions, Lines, Q And A Forum, etc.
- You may also view all attachments to the event. Attachments will likely be detailed specifications, drawings, maps, etc.
- When ready to respond to the bid, click on **Respond Now**
• Check the box beside “I Accept the Terms and Conditions for This Event.
• CLICK Continue ➔
Event # 53-1 - Event Response

Read the Terms and Conditions for this event.

Click the following link to review all Terms and Conditions: Terms and Conditions

I accept the Terms and Conditions for this event and confirm that I am authorized to accept these Terms and Conditions and submit bids for my company.

Continue Cancel
Entering Line Responses

The system will display all the lines associated with this event. To respond:

- Click the **Respond** hyperlink to the right of the line.

The system will open the line details form.
**Enter item information:**  Vendor Item Number, Description, Bid Quantity, UOM Detail for clarification, Unit Price or No Charge or No Bid. You may also include any comments that assist the buyer in consideration of your bid.

- When finished, click Continue →

The system will return to the summary form and you will see the line status updated to **Edit Response**.
- Continue to update other lines as needed.
Some events have been set by the buyers to allow alternate bids. Alternate bids can be entered using the **Add** hyperlink next to the **Edit Response** hyperlink.
• Click the Add button, and add your alternate response.

• Complete your alternate response by entering your vendor item and description, quantity and unit price. Alternately you can add the delivery date and comments.

• When you have finished entering responses, click Continue →
- You can continue to add as many alternative responses as you would like for the specific event line item.
- Once finished click the Back button.
## Event # 70-1 - Line Responses

Respond to at least one event line. An * by the line number indicates a response is required.

### Line Responses

<table>
<thead>
<tr>
<th>Line #</th>
<th>Item Description</th>
<th>Line Qty/D</th>
<th>Respond Qty/UOM</th>
<th>Line Value</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Alternate Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BEACH TOWELS</td>
<td>100.0000</td>
<td>100.0000</td>
<td>10.0000</td>
<td>EA</td>
<td>7,500.00</td>
<td>Edit Response View (1)</td>
</tr>
<tr>
<td>2</td>
<td>BEACH TOYS BALLS AND SAND ITEMS</td>
<td>1.0000</td>
<td>LS</td>
<td>7,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PLASTIC LOUNGE CHAIRS ADJUSTABLE LOUNGE CHAIRS</td>
<td>Various colors</td>
<td>100.0000</td>
<td>EA</td>
<td>7,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>FLOATING DEVICES</td>
<td>Mission Devices</td>
<td>1.0000</td>
<td>LS</td>
<td>7,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Entering responses to Event Questions

- Enter responses to any questions listed.
- If response allows a document to be uploaded you can upload a document.
- When finished, click **Continue →**
Adding an Attachment to your Response

- Click the **Add** button

The system will open the Attachments form.
- Enter a title for the Attachment
- Click the **Browse** button to display files
- Highlight file and click **Open** (this will attach the file)
- Click **Continue** →
The system will display your attachment.
- Click Continue →
Submit and Print Your Response

- Click **Submit** to complete the event and send responses to the City of Topeka.
- Use the **Print My Response** button to obtain a hard copy of your responses.
- Click **Done** to return to Open Events form.
Registration Incomplete

If you do not register for Commodity Codes at the time of registration, the system will display a message when you sign into the site.

When attempting to enter an Event response a message will also display, and stop you from entering the response. Registering for Commodity Codes also ensures that you are notified of event opportunities related to your line of business. Please review the manual, Supplier Registration Guide, to complete the Commodity Code registration.