

QUICK REFERENCE GUIDE

Entering a Response on Behalf of a Vendor

June 14, 2012

Learn how agencies can enter a response to an event (solicitation) in SWIFT on behalf of a vendor who has bid on the event.

Basics

There are several aspects to entering a response to an event (solicitation) in SWIFT on behalf of a vendor. First, an event must be created within SWIFT including invited bidders. Second, the invited vendors must have responded to the event. Third, any vendors who were not invited must register and accept the event. (Note: if a vendor who was not invited sends in a paper copy of a bid and they did not register before the end date and time, they will not show on the list of available vendors and no bid can be entered on their behalf.) Also, the non-electronic copy of the bid with any required attachments must have been received and time/date stamped prior to the event end date and time.

Requirements

1. Event has been posted and end date reached.
2. Non-electronic copies of vendor responses were received before the announced end date/time.
3. Any attachments that were sent with the vendor's response have been scanned into your computer so they can be added to the vendor's response, where required.

Entering a Response on Behalf of a Vendor

Navigation: Sourcing, Event Responses, Create Bidder Response

1. Enter the Business Unit and Event ID you wish to enter a response for.
2. Click **search** button.
3. Click on the **Event ID number** for the vendor you are entering a response for.
4. Click the **Enter** a New Bid button.
5. Click the **Yes** or **No** button on the "default bid quantity for line items" information page.
6. Enter the vendor's response to all general questions in Step 1. General Event Questions
7. Click the "**Click to enter pricing and view details**" link (Step 2. Enter Line Bid Responses section) to enter the vendor's line item responses for each line item.
8. Click on the **Validate Entries** button found on bottom of Line Details page. Make any changes to questions if required.
9. Click on **Start Page** button.
10. Click on the **Submit Bid** button found at the bottom of the page.
11. Click the **Yes** button on the Event completed message.
12. Print a copy of the Bid Confirmation page and send as an e-mail attachment to the vendor for whom you have put in a response.
13. Click the **OK** button to return to the Create Bidder Response Page.
14. Enter any additional vendor responses or navigate to the Event Workbench page to begin the Analyze Bids process..