

## **QUICK REFERENCE GUIDE**

### *Viewing Public Events via the Supplier Portal*

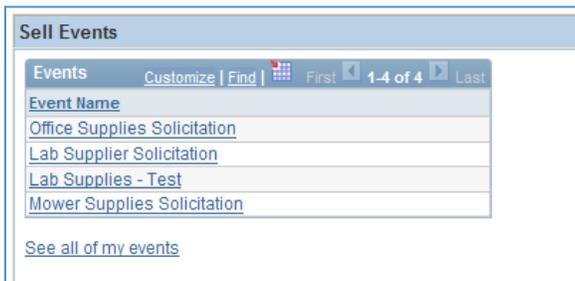
*June 1, 2011; Revised 12-12-11*

The general public has access to the public Supplier portal where they can view events that are open, canceled and awarded. Employees of the State of Minnesota can also access the public portal.

1. Navigate to <http://supplier.swift.state.mn.us/> to access the SWIFT Public Portal

Two different types of events are accessible from the main page of the Supplier Portal. Remember you are looking at the events as if you were the Supplier/Customer. The Sell Events are goods or services that the Supplier would be **selling** to the State. The Buy Events are goods that the Customer would be **buying** from the State.

2. You can utilize the Sell Events pagelet (window) or the Buy Event pagelet (window) to view events that are **currently** open for preview or bidding. By clicking any of the events found in the pagelets, you will be directed to the Event Details page where you can view the event (proceed to Step 8).



OR

3. You can click on the **See all of my events** hyperlink found in both the Sell Event pagelet and the Buy Event pagelet to access a page that will allow you to search all open or closed events (proceed to step 5).

OR

4. You can select **Manage Events and Place Bids** , **View Events and Place Bids** from the Main Menu to access the Event Search page called "View Events and Place Bids" where you can search all open or closed events (proceed to step 5).
5. Enter **Search Criteria** - The search page is displayed. Several fields and/or combination of fields can be used to narrow the search. By default, the search results will only find those events that are currently open. If you want to search for events that have ended, you must click the **Advanced Search Criteria** link and either remove the value in the **End Date From** field or change the **End Date From** value to a date in the past.

You can search using the following criteria;

- **Event ID** – The first field is the Agency Business Unit. Most vendors will not know this value. The second field is the Event ID. The event ID is the unique ID assigned by SWIFT when the Event was created and saved.
  - **Event Name** – The name given to the Event by the Buyer. Note – this field is case sensitive.
  - **Event Type** – Type of Event. Can be either an Auction or a RFX event (x is considered a wildcard which can mean RFI, RFP or RFB)
  - **Event Status** – Status of the Event
    - Awarded – Event ended and has been fully awarded to a PO or Contract.
    - Cancelled – Event was cancelled.
    - Not Awarded – Event ended but was not awarded.
    - Pending Award – Event has ended and has not yet been fully awarded to a PO or Contract.
    - Posted – Event is open for bidding.
  - **Agency Description** – This is the 5-digit Agency synonymous with Business Unit. Most vendors will not know this value.
  - **Buyer** – The Buyer's ID number. Most vendors will not know this value.
  - **Procurement Type** – Type of Event, i.e., Goods and other Services, Lease or Road Construction.
  - **Estimated Price** – Estimated total price of solicitation.
  - **Start Dates** – Date the event was open for bidding.
  - **End Dates** – Date the event closed.
  - **Category** – Commodity
6. Click the **Search** button. Events that match your search criteria will be displayed in the Search Criteria section located at the bottom of the page.

**Financial Management System** Home | Print | Sign out

Favorites | Main Menu > Manage Events and Place Bids > View Events and Place Bids

**Search Criteria**

Use Saved Search: [Dropdown]

Event ID: [Text] - [Text]

Event Name: [Text]

Event Type: [Dropdown]

Event Status: [Dropdown]

Agency Description: [Text]

Buyer: [Text]

Procurement Type: [Dropdown]

Estimated Price: [Text]

Include Declined Invitations?

Results Should Include:  
 Sell Event  
 Purchase Event  
 Request For Information

Start Date: From: [Date] Through: [Date]  
 End Date: From: 06/22/2011 Through: [Date]  
 Item Description: [Text]

**Categories** Customize | Find | First 1 of 1 Last

Category	Description
[Text]	[Text]

Add Additional Category  
Remove Selected Category

Search Clear Criteria

Manage Saved Searches Save Search Criteria Basic Search Criteria

**Search Results**

Event ID	Event Name	Format	Type	End Datetime	Status	Agency Description
<a href="#">B2201-200000774</a>	Test PO 66 Analyze Export 3	Sell	RFx	06/30/2011 3:09PM CDT		Employment & Econ
<a href="#">B2201-200000778</a>	Test PO66 Upload XML Bid 2	Sell	RFx	07/17/2011 4:32PM CDT		Employment & Econ

7. Click on an **Event ID** hyperlink to view that particular event.

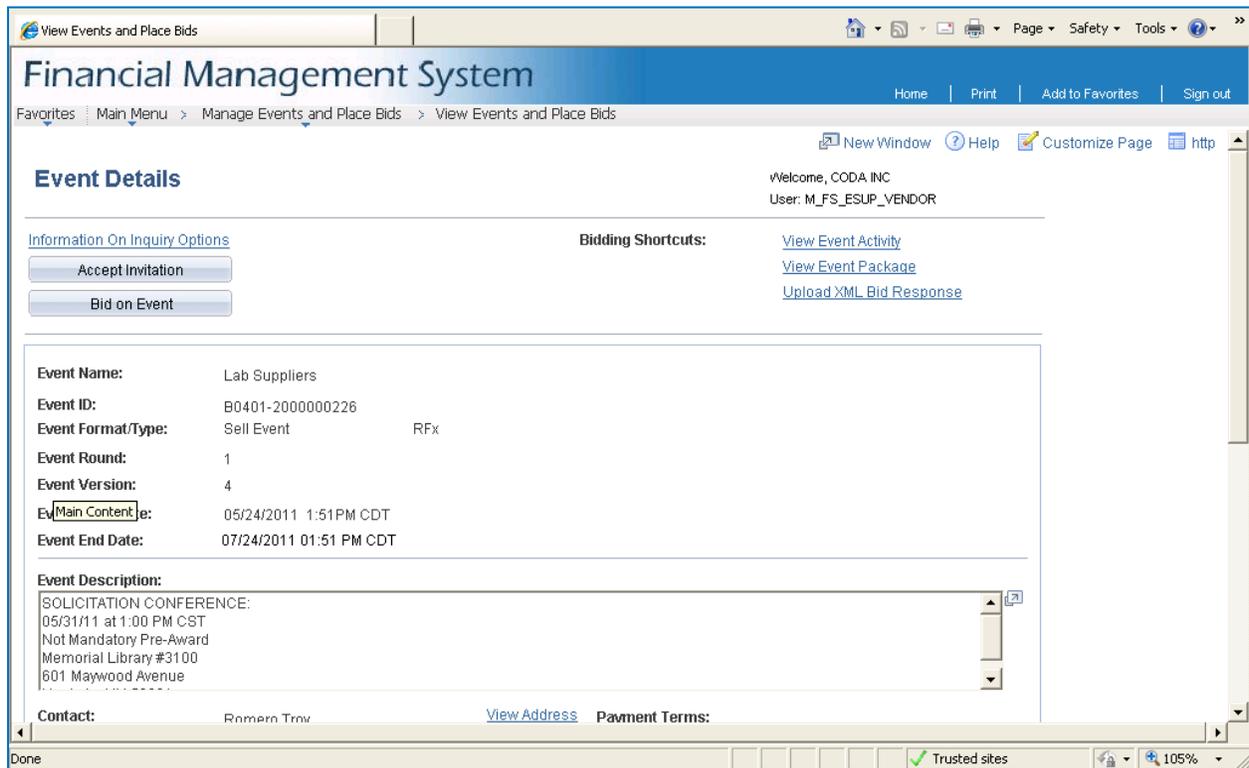
*Note – You can click on the different column labels to sort by that field. For example, if you click on the End Date label the system will sort the events by End Date.*

8. Click the **OK** button when the Sourcing Information page is displayed.

9. The Event Details page is displayed. The Event Details page will provide event information, such as Line Items, Descriptions, Requested Quantities, Event Preview Date, Event Start Date, Event End Date and Payment Terms.

*Note – Only Vendors who have registered with the State of Minnesota will be able to see the Accept Invitation Button, Decline Invitation and Bid on Event.*

10. Click on the **View Event Package** link in order to either open the PDF version of the Event or to download the XML version of the event. By viewing the PDF version or the XML version the user can view all of the details including the Questions (Bid Factors). The PDF version and XML version can also be printed.



11. Click the **OK** button or the **Cancel** Button to return to the Event Details page.
12. Click the **Return to Event Search** link located at the bottom of the page to navigate back to the **View Events and Place Bids** page.