

QUICK REFERENCE GUIDE

Updated November 01, 2019

Bid on Event

The State purchases goods and services from suppliers through a competitive process known as **bidding**.

- Bidding begins when the State creates a solicitation for goods/services known as an **event**.
- When suppliers respond to an event, their response becomes a **bid**.

Note: Events also may refer to grants that the State offers to individuals and businesses.

Types of Events

There are three types of events:

1. **RFB-Request for Bid:** Request to procure goods/services.
2. **RFP-Request for Proposal:** Request to provide professional/technical services or grants.
3. **RFI-Request for Information:** Request to solicit general information.

How to bid on events

After a State agency creates an event, suppliers can bid on the event by logging in to the Supplier Portal and entering bidding amounts for each line item of the event.

Note: Pay special attention to the *Event Description*. The *Event Description* is on the *Events Details* page and provides instructions for bidders/suppliers who bid on the event. Follow these instructions carefully to ensure the bid is submitted correctly.

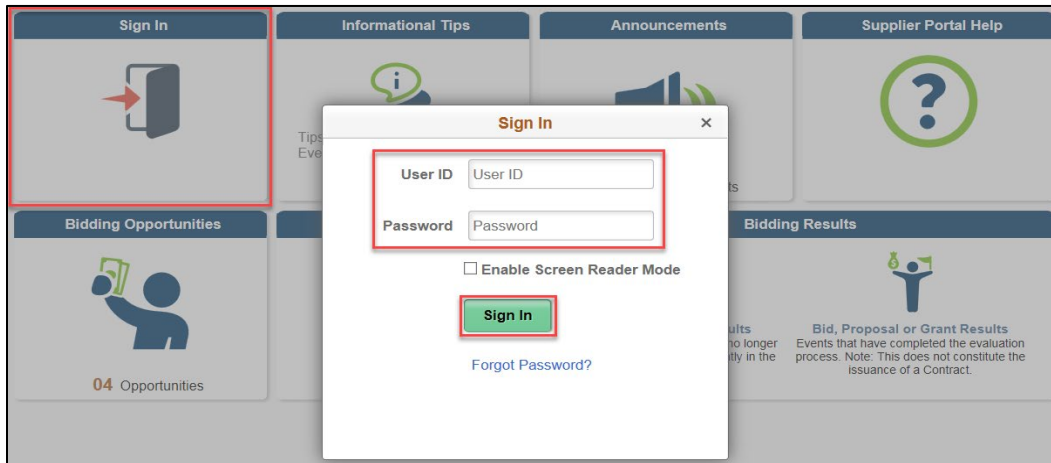
Steps to complete

- Step 1: Log in to the Supplier Portal.
- Step 2: View Event Details and Description.
- Step 3: Bid on Event.
- Step 4: View or Add Attachments/Comments.
- Step 5: Validate Entries.
- Step 6: Submit Bid.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

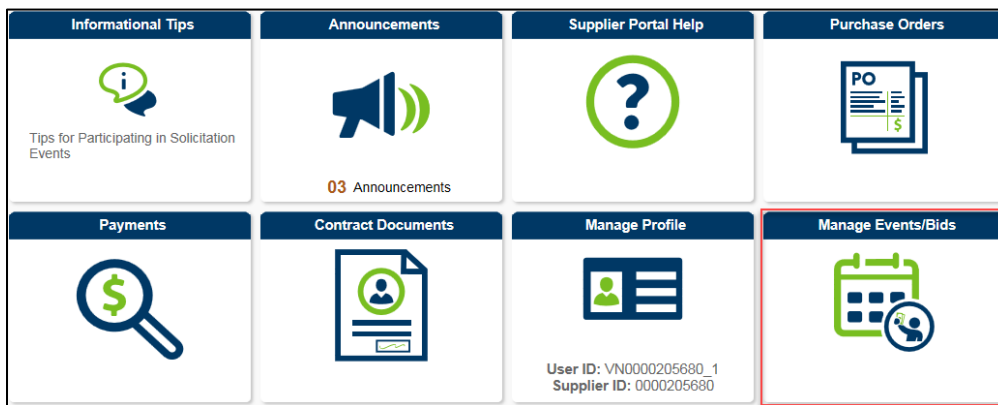
Step 1: Log in to the Supplier Portal.

1. Access the [Supplier Portal](http://supplier.swift.state.mn.us) from the following link:
<http://supplier.swift.state.mn.us>
2. To log in to the Supplier Portal, select the **Sign In** tile.
3. Enter the registered supplier's *User ID* and *Password*.
4. Press the **Sign In** button.

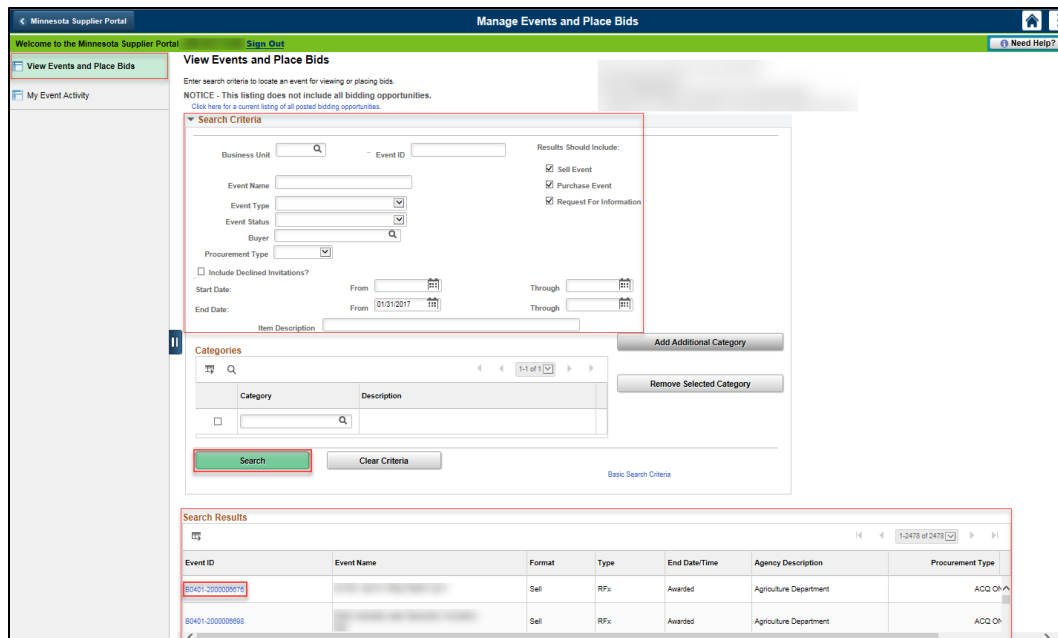


Step 2: View Event Details and Description.

1. Select the **Manage Events/Bids** tile.



2. The *View Events and Place Bids* page will display by default. In the *Search Criteria* fields, you may enter information to search for an event.
3. After entering Search Criteria, press the *Search* button. *Search Results* will appear below.
4. Select an *Event ID* to review information about the event prior to bidding on it.



5. The *Event Details* page will display, where you may review information about the event you have not bid on yet.

(Note: To bid on the event—see **Step 3** in this guide. If applicable, you also may accept the event invitation to receive notifications or updates about the event; or you may decline the event if you are not interested in seeing more information about it—see the [View, Accept, and Decline Event Invitations Quick Reference Guide](#) for details about accepting and declining events.)

To return to the *View Events and Place Bids* page, select the *Return to Event Search* link.

Event Details

Event Name: Music Recording & Production
 Event ID: E2501-2000009278
 Event Format/Type: Sell Event RFX
 Event Round: 1
 Event Version: 1
 Event Start Date: 03/01/2019 8:00AM CST
 Event End Date: Pending Award

Event Description:
 Visiting Artist to Instruct Music Recording & Production

Contact: [Redacted] Payment Terms: Net 30
 Phone: [Redacted] My Bids: 0
 Email: [Redacted] Edits to Submitted Bids: Allowed
 Multiple Bids: Not Allowed

★ Bid Required Line Comments/Files

Lines

1-1 of 1 | View All

Line	Description	Unit	Requested Quantity	Status
1	Visiting Artist to Instruct Music Recording & Production	LO	1.0000	

[Return to Event Search](#)

- From the left menu, select *My Event Activity* to review events your company has been invited to, has bid on, or has been awarded.

Minnesota Supplier Portal Manage Events and Place Bids

Welcome to the Minnesota Supplier Portal [Sign Out](#) [Need Help?](#)

View Events and Place Bids

My Event Activity Event Activity

- The *Event Activity Page* will display. Review the *Event Activity Summary* section to see the number of events your company has been invited to (*Events Invited To*), bid on (*Events Bid On*), and/or was awarded (*Event Awarded*). Select one of those numbers to display a list of the events below.

Event Activity

Event Activity Summary

Click on number to view events below

Events Invited To: 194 Events Bid On: 91 Events Awarded: 1

Search Criteria

Event Format: [Dropdown] Events Invited To Events Bid On Events Awarded

Event Type: [Dropdown] Date Range: From [Calendar] Through [Calendar]

Search

Legend

[View Details](#)

Events

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
G0211-2000007527	Sell	RECS RFP Replace Novello Roof and Skylights	Awarded	09/19/2017 10:00AM PDT	10/17/2017 10:00AM PDT	
G0211-2000007533	Sell	RECS RFP Design IT Network Loop MCF-Shakopee	Awarded	09/18/2017 6:00AM PDT	10/18/2017 10:00AM PDT	

8. *Optional:* To filter what events display in the list below, enter information in in the *Search Criteria* fields, and press the **Search** button.

Field	Field Description
Event Format	From the drop-down list, select “RFI” to view RFI events; or select “Sell” to view RFB or RFP events.
Events Invited To	Select this radio button to view events the supplier is invited to.
Events Bid On	Select this radio button to view events the supplier has responded to.
Events Awarded	Select this radio button to view events the supplier has been awarded.
Event Type	From the drop-down list, select “RFx” for all events.
Date Range: From / Through	In these fields, enter a start date and an end date for the events.

Event Activity

Event Activity Summary

Click on number to view events below

Events Invited To: 194 Events Bid On: 91 Events Awarded: 1

Search Criteria

Event Format: [Dropdown] Events Invited To Events Bid On Events Awarded

Event Type: [Dropdown] Date Range: From [Calendar] Through [Calendar]

Search

9. Select the *Event ID* to view the event details.

Events	
Event ID	Format
R2901-2000009119	Sell
R2901-2000009122	Sell
R2901-2000009121	Sell

Refresh

10. The *Event Details* page will display. Review this page to find the following event details.

Field	Field Description
Event Name	Name of the event assigned by the managing State agency.
Event ID	Identification number for the event.
Event Format/Type	Event type – RFB/RFP (Sell) or RFI.
Event Round and Event Version	Current round and version of the event.
Event Start Date	Date and time the event was made available for bidding.
Event End Date	Date and time the event closed for receiving bids.
Event Description	Description of the event, including instructions on how to bid on the event. (Pay special attention to these instructions and follow them carefully to ensure the bid is submitted correctly.)
Contact, Phone, and Email	Contact information for the event manager. (For questions about the event, contact this person.)
Payment Terms	Terms of payment specified by the managing agency, if applicable.
My Bids	Supplier’s response the event, if applicable.
Edits to Submitted Bids	If the supplier is allowed to change or edit the bid after submission.
Multiple Bids	If the supplier can submit multiple bids (a.k.a. alternative bids).
Line	Line items of the event to bid on.
Description	Description of the event being solicited by the managing State agency.
Unit	Quantity type (e.g., EA = each).
Requested Quantity	Quantity amount.
Status	Status of the event (e.g., if it has been accepted or declined by the supplier).

Event Details

Welcome, TEST
 User: [REDACTED]
 Vendor: TEST
 Location: 001 - 658 CEDAR ST - ST PAUL, MN 55155

Accept Invitation

Decline Invitation

Bid on Event

View/Download Bid Package

Upload XML Bid Response

Event Name	Plants for state parks		
Event ID	R2901-2000009119		
Event Format/Type	Sell Event		RFx
Event Round	1		
Event Version	1		
Event Start Date	03/26/2019 11:46AM CDT		
Event End Date	04/03/2019 11:41 AM CDT		

Event Description:
Plants for state parks

Contact	Karpenko, Sheri A	Payment Terms	
Phone	651/259-5461	My Bids	0
Email	kimberly.baldwin@state.mn.us	Edits to Submitted Bids	Allowed
		Multiple Bids	Not Allowed

Display: All Lines ★ Bid Required Line Comments/Files

Lines

Line	Description	Unit	Requested Quantity	Status
1	Schizachyrium scoparium	LB	150.0000	
2	Bouteloua gracilis	LB	4.0000	
3	Bouteloua curtipendula	LB	9.0000	

Step 3: Bid on Event.

1. To bid on the event, press the **Bid on Event** button.

Event Details

Accept Invitation

Decline Invitation

Bid on Event

2. A message screen will display asking “if you would like to have the bid quantity for auction line items defaulted to you.” Press **Yes** to continue.

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

Yes No

- You will return to the *Event Details* page. Under the *Lines* section, enter a bidding amount for each line item of the event in the *Your Unit Bid Price* fields.

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price		
1		Schizachryium scoparium	LB	150.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	
2		Bouteloua gracilis	LB	4.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	
3		Bouteloua curtipendula	LB	9.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	

- To decline bidding on a line item, check mark the **I Decline to Bid on this Line** box.

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price		
1		Schizachryium scoparium	LB	150.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	
2		Bouteloua gracilis	LB	4.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	
3		Bouteloua curtipendula	LB	9.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	

- If instructions in the *Event Description* direct the supplier to take action on particular line items, select the *Bid* link for the line item to open the *Line Details*.

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price		
1		Schizachryium scoparium	LB	150.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	
2		Bouteloua gracilis	LB	4.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	
3		Bouteloua curtipendula	LB	9.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	

- On the *Line Details* screen, complete whatever instructions were provided in the *Event Description* to make sure the bid gets submitted correctly.
- To return to the *Event Details* page, press the **Start Page** button.

Line Details

Save for Later **Start Page** Validate Entries

Line 2 of 3 Go To Line [dropdown] Previous Line Next Line

Line Details [?](#) I Decline to Bid on this Line

Line 2 Item ID

Bouteloua gracilis [\[icon\]](#)

Response Required No

Category Grass and forage seeds and see

[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure POUND Your Unit Bid Price [input]

Qty Requested 4.0000 Total Bid Price 0.0000 USD

Your Max Bid Quantity [input] Reserve Price No

Max Quantity 4.0000

Shipping Information

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
4.0000	04/08/2019	R291000221	View	

[Item Specification](#)

Step 4: View or Add Attachments/Comments.

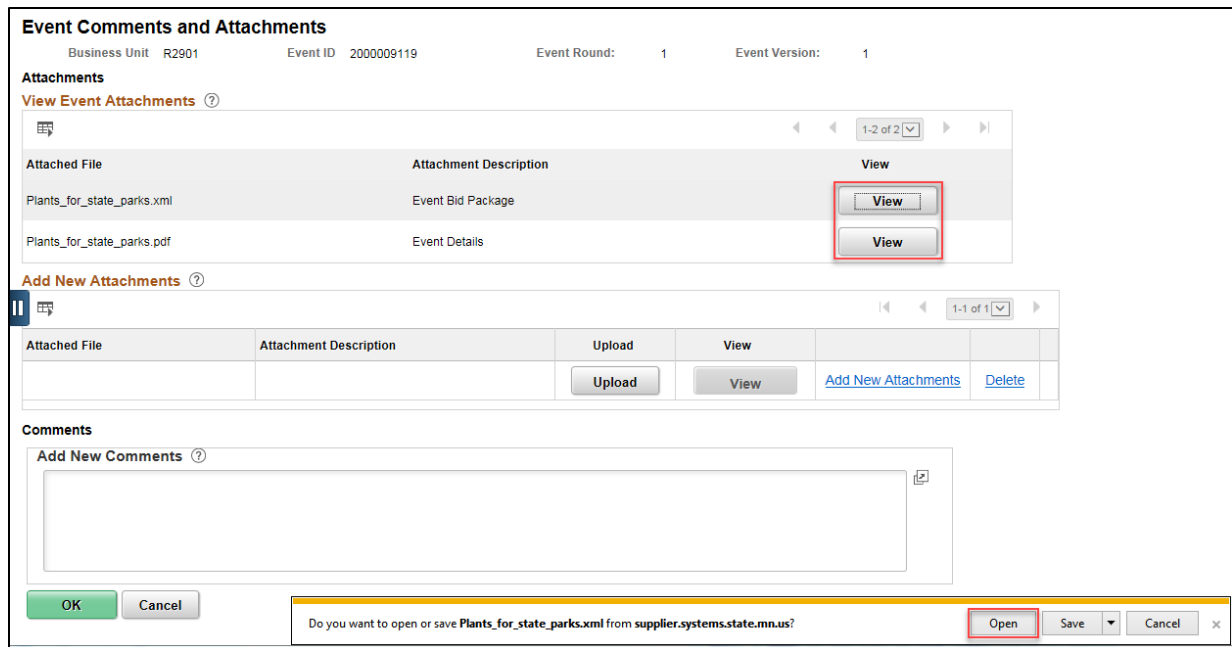
1. To view attachments associated with the bid, or to add additional comments or attachments, select the *Event Comments and Attachments* link.

Lines

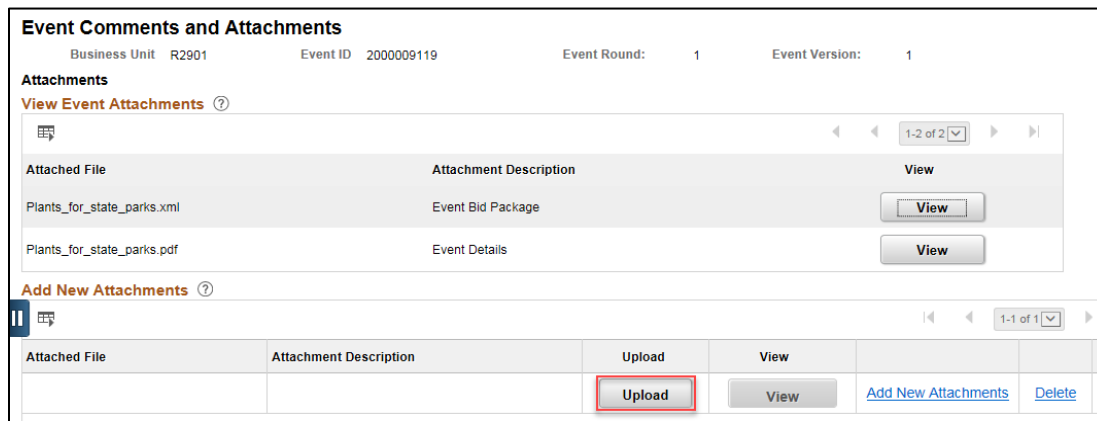
Line	Item ID
1	
2	
3	

[Event Comments and Attachments](#)

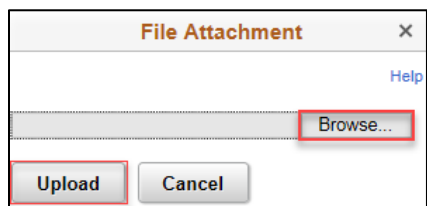
2. The *Events Comments and Attachments* screen will display. To view existing attachments or documentation associated with the bid, select the **View** button for the attached file(s).
3. A message will display asking if you want to open the file. Press the **Open** button to open and view the attachment.



4. To add additional attachments to the bid, press the **Upload** button.



5. The *File Attachment* window will display. Press **Browse** to find and attach an additional file, and then press **Upload**. The additional file will now be attached.



6. To add new comments, enter them in the *Add New Comments* field.

7. When finished on the *Events Comments and Attachments* screen, press **OK** to return to the *Event Details* page.

Event Comments and Attachments

Business Unit R2901 Event ID 2000009119 Event Round: 1 Event Version: 1

Attachments

[View Event Attachments](#) ?

Attached File	Attachment Description	View
Plants_for_state_parks.xml	Event Bid Package	<input type="button" value="View"/>
Plants_for_state_parks.pdf	Event Details	<input type="button" value="View"/>

Add New Attachments ?

Attached File	Attachment Description	Upload	View		
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	Delete

Comments

[Add New Comments](#) ?

8. To confirm all attachments are included in the event, press the **Confirm Attachment** button.

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

9. The *Confirm Attachments* screen will display. Press the **Confirmed** button.

Confirm Attachments

Business Unit R2901 Event ID 2000009119 Event Round 1 Event Version 1

Bidder Setid SHARE Bidder ID 0000389412 Bidder Type Supplier Bidder Location 001

General Comments and Attachments

	Attachment Description	Attached File
1		

Line Level Attachments

	Attachment Description	Attached File
1		

BF LINE type level

	Attachment Description	Attached File
1		

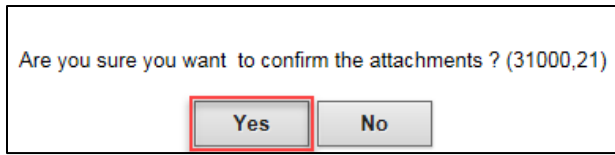
Question Comments & Attachments

	Attachment Description	Attached File
1		

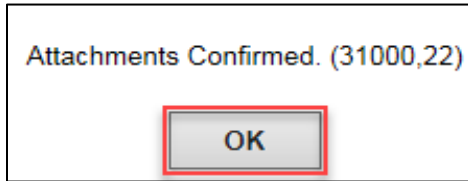
 Click this button to confirm that all required attachments are visible.

 Click this button to return to Event Details page to add or delete attachments.

10. A confirmation message will display. Press the **Yes** button.



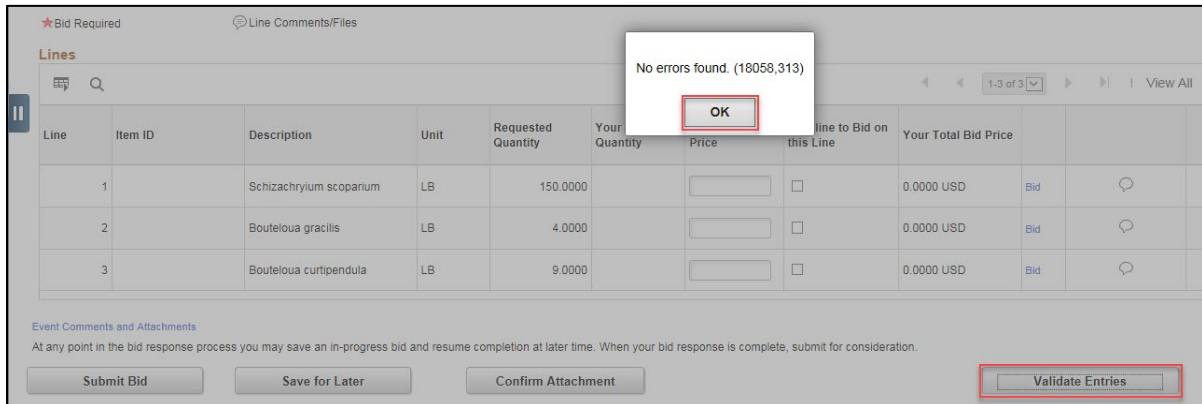
11. Another confirmation message will display. Press **OK**.



Note: When viewing attachments, you can download the XML documents, edit these documents, and upload them back to the Supplier Portal. For more details on downloading, editing, and/or uploading XML documents, see the [Downloading and Uploading XML Documents Quick Reference Guide](#).

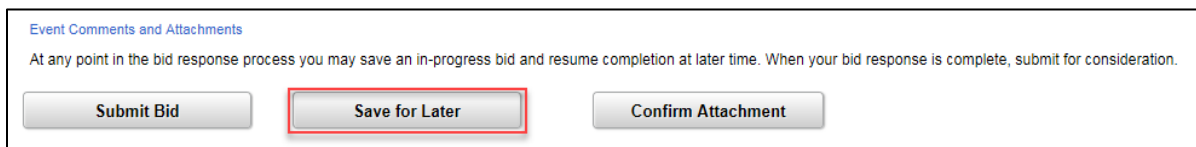
Step 5: Validate Entries.

1. To validate entries before submitting the bid, press the **Validate Entries** button.
2. A message will display stating, “No errors found.” Press **OK**.



Step 6: Submit Bid.

1. If you are not ready to submit the bid, press the **Save for Later** button.



2. If you are ready to submit the bid, press the **Submit Bid** button.

