

QUICK REFERENCE GUIDE

Updated February 24, 2024

Download and Upload XML Documents

After a State agency creates an event, Bidders and Suppliers who want to do business with the State of Minnesota may bid on projects from the Supplier Portal. Bidders and Suppliers can download the details of a Strategic Sourcing Event (a.k.a. a Solicitation) as an XML document, edit the document by populating the fields in an Excel spreadsheet, and upload the document back to the Supplier Portal.

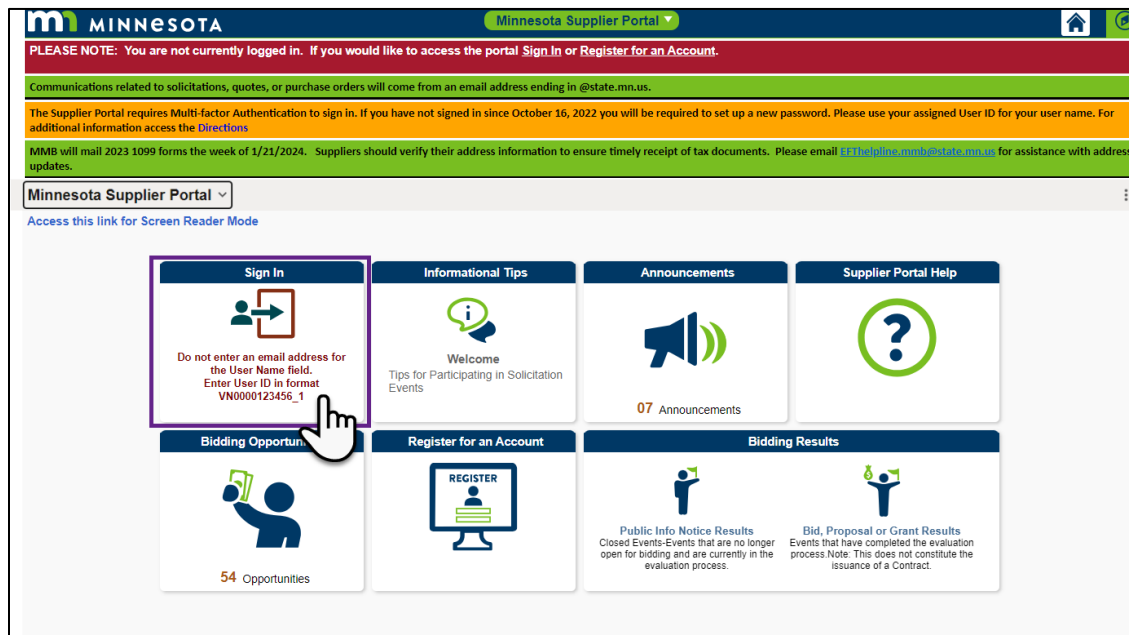
Steps to Complete:

- Step 1: Download the document.
- Step 2: Edit the document.
- Step 3: Upload the document.

Step 1: Download the document.

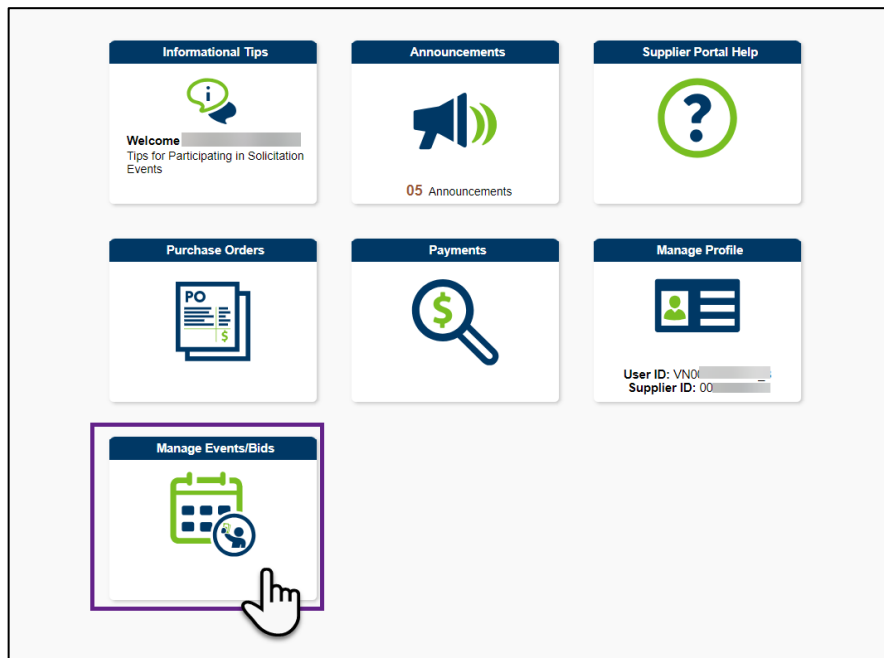
Access the Supplier Portal from the following link: <http://mn.gov/supplier>

1. To log in to the Supplier Portal, select the **Sign In** tile.

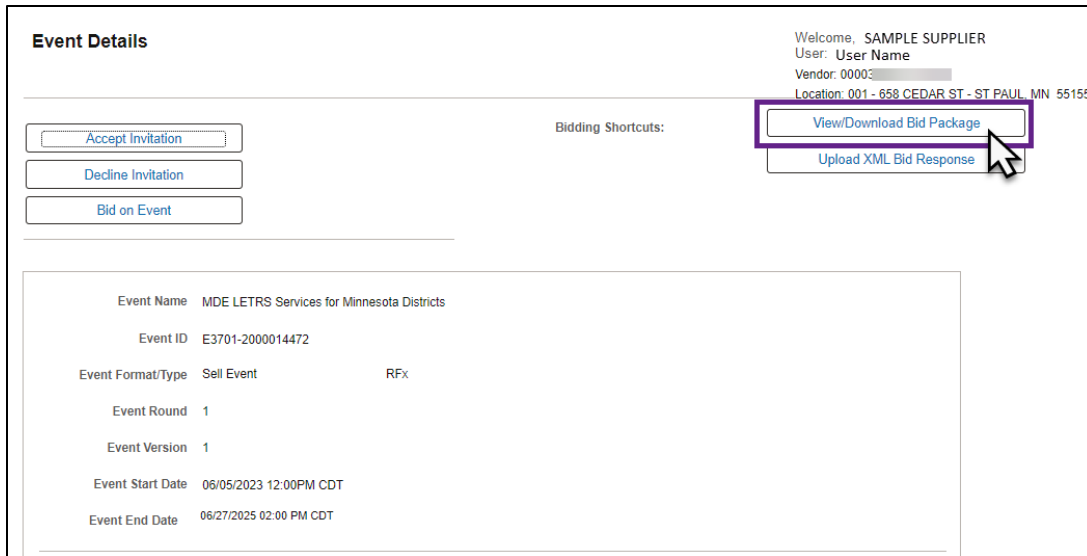


2. Enter the registered supplier information in the *User ID and Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**
3. Select the **Sign In** button and complete the multifactor authentication process. For help, please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).

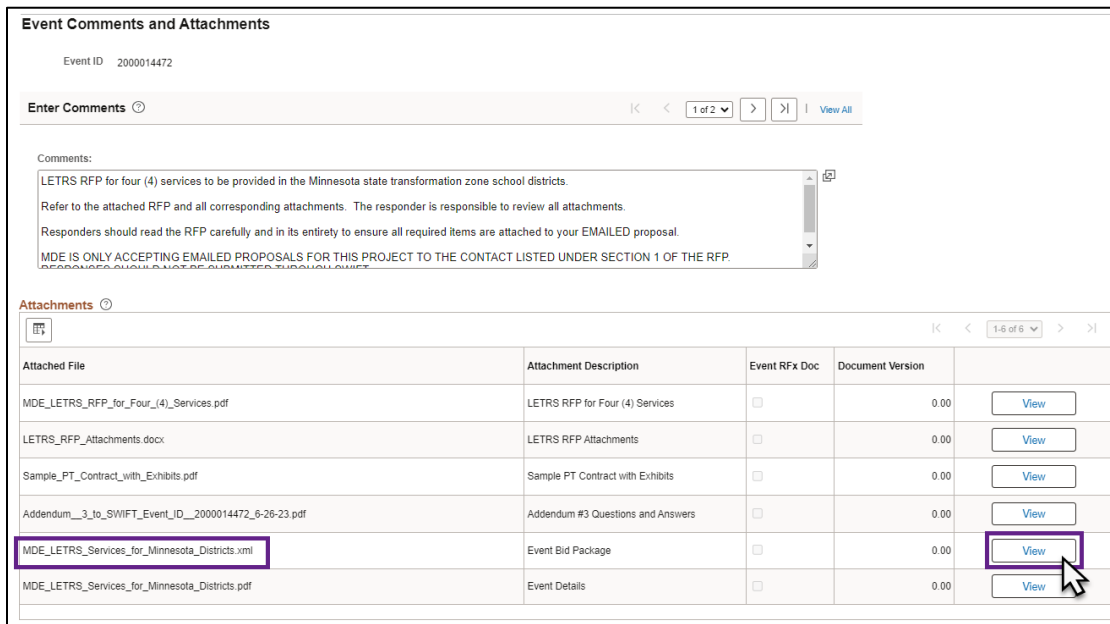
4. Select the **Manage Events /Bids** tile.



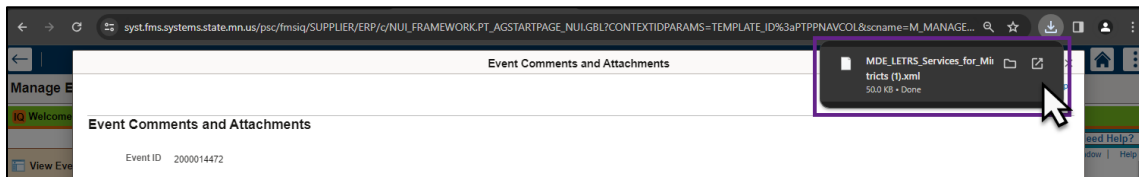
5. On the left menu, make sure the *View Events and Place Bids* page is selected.
6. In the *Search Criteria* section, enter information about the event in the following fields:
 - *Business Unit*: Enter the State agency.
 - *Event ID*: Enter the identification number for the event.
 - *Event Name*: Enter the name of the event assigned by the managing State agency.
 - *Event Type*: Select “RFx” for all State events.
 - *Event Status*: Select the status of the event.
 - *Buyer*: Enter the buyer identification number.
 - *Procurement Type*: Select the type of procurement.
 - *Start Date*: Enter the date and time the event was made available for bidding.
 - *End Date*: Enter the date and time the event closed for receiving bids.
 - *Item Description*: Enter the description of the item, if applicable.
 - Check mark any of the boxes to **Sell Events, Purchase Events, Requests For Information, and/or Include Declined Invitations**.
7. In the *Categories* section, enter the UNSPSC Category Code for the event.
8. Select the **Search** button.



12. The *Event Comments and Attachments* page will display. In the Attachments section, find the *Attached File* name ending in “.xml” and select the **View** button to download the XML document.



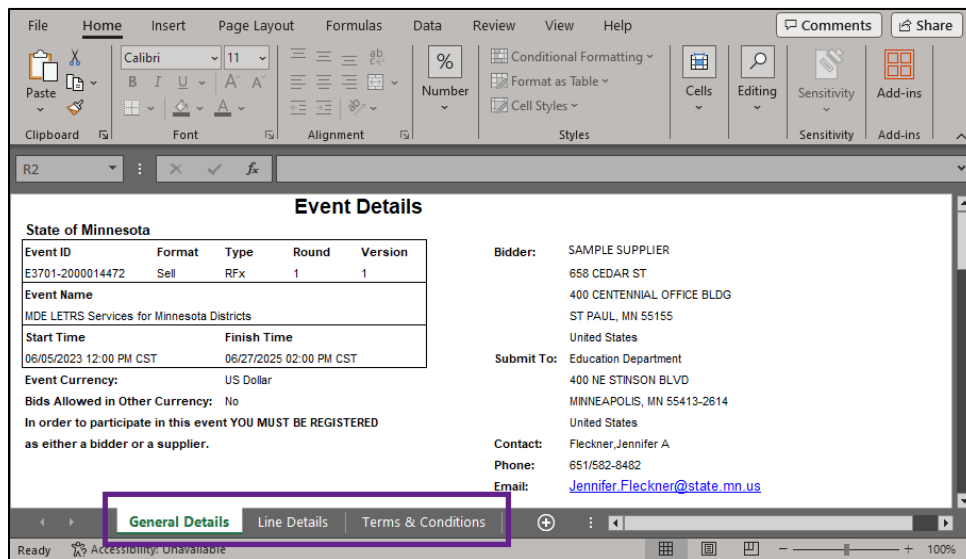
13. A popup box may display. Select the **File Open Icon** or locate the file in the **Downloads File**.



Step 2: Edit the document.

1. The XML file will open in an Excel document with three tabs of information for the Strategic Sourcing Event: *General Details*, *Line Details*, and *Terms & Conditions*.

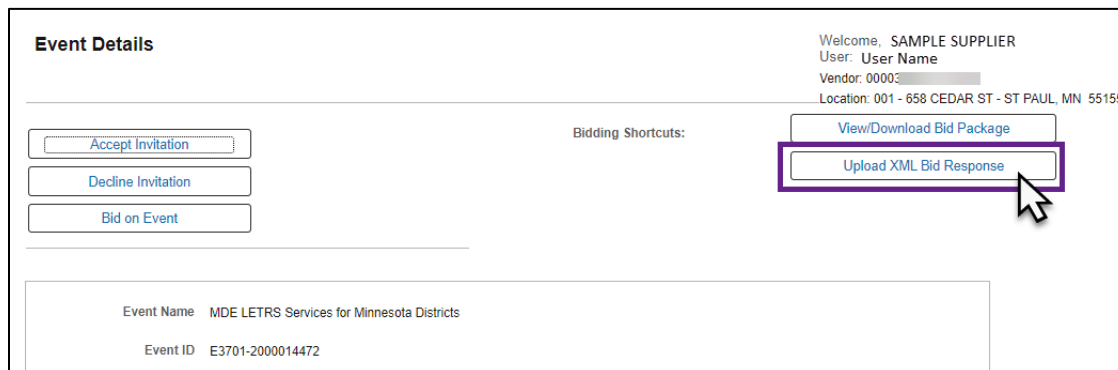
NOTE: If the document opens in Protected View, select the **Enable Editing** button to proceed.



2. Enter information about the event in the required fields (highlighted in yellow).
3. Enter basic details about the event in the *General Details* tab.
4. Enter pricing details for the Event in the *Line Details* tab.
5. After entering information in all the required fields, save the Excel document (e.g., to your desktop or shared drive).

Step 3: Upload the document.

1. After all the fields in the Excel document have been completed, upload it to SWIFT by returning to the *Event Details* page and pressing the **Upload XML Bid Response** button.



2. The *Upload Bid* page will display. Press the **Select XML File** button.

Upload Bid Welcome, SAMPLE SUPPLIER
User: User Name

Event ID	E3701-2000014472	Format	Buy	Type	RFx
Round	1	Version	1		
Event Name	MDE LETRS Services for Minnesota Districts				
Start Date	06/05/2023 12:00PM CDT		End Date	06/27/2025 2:00PM CDT	

To upload a bid:

1. Open the Excel version of this event that you have been working with.
2. Do a File->Save As. Before hitting save, make sure to change the "Save as Type" to "XML Spreadsheet."
3. Using the Select XML File Button, select the XML Spreadsheet that was just saved.
4. Verify the path showing is correct and push the Upload button.

3. The File Attachment window will display. Press the **Browse** button, find and attach the saved Excel document, and press the **Upload** button to upload the file.

Upload Bid Welcome, SAMPLE SUPPLIER
User: User Name

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File Attachment

Choose File

4. Data from the XML Spreadsheet will populate on the *Event Details* page. Select the **Submit Bid** button to submit the bid.

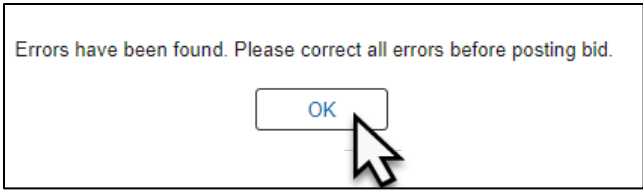
Lines

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		All four (4) LETRS services have an hourly rate that responders should provide when Attachment B Cost Proposal is submitted via email to the contact listed Section 1 of the RFP. See Attachment B Cost Proposal for additional information.	DO	1.0000		250.00	<input type="checkbox"/>	0.0000 USD	Bid

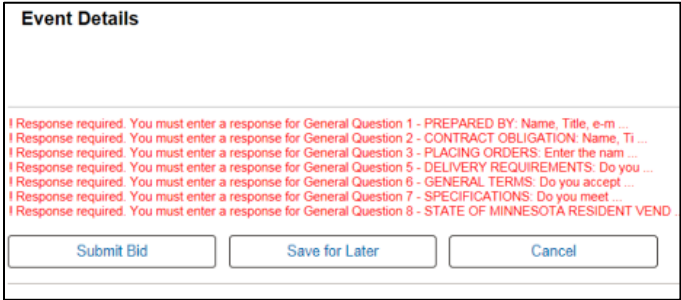
Event Comments and Attachments

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.

5. If there are any errors, an error message will display.



6. Scroll to the top of the screen to see what responses are required to successfully submit the bid. After making the appropriate corrections, resubmit the bid.



7. After successfully submitting the bid, the *Bid Confirmation* screen will display. Select the **View Confirm Attachments** button to print the bid confirmation.

