

QUICK REFERENCE GUIDE

Updated August 29, 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.

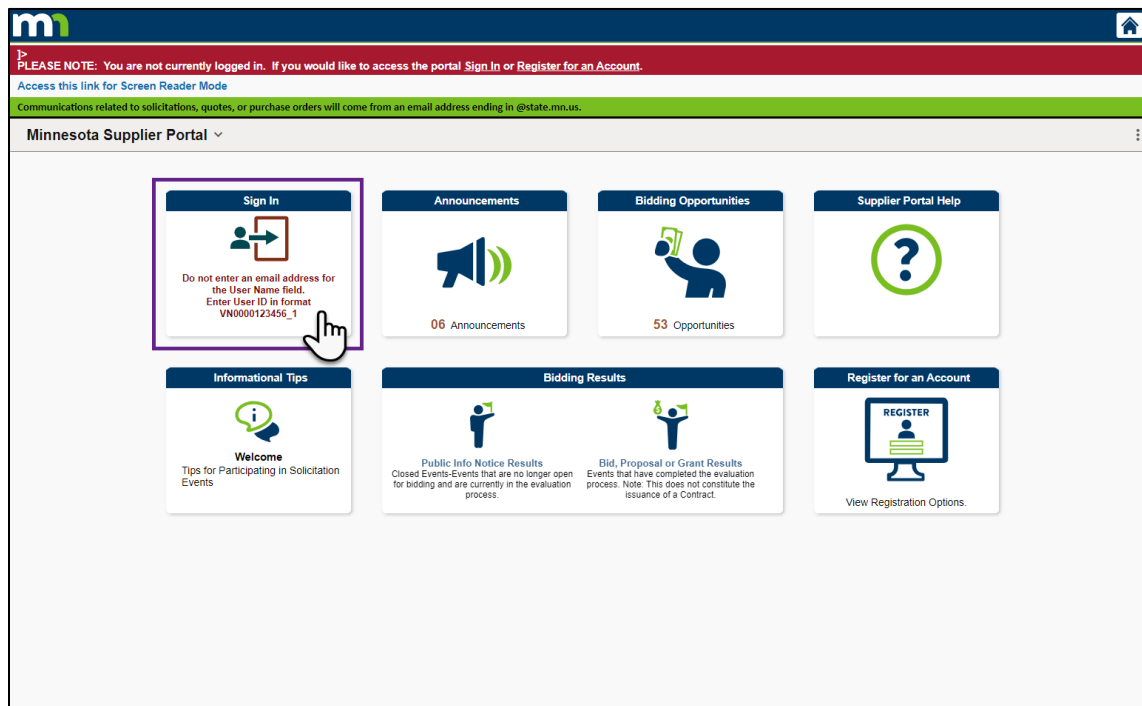
Steps to Complete:

- 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>

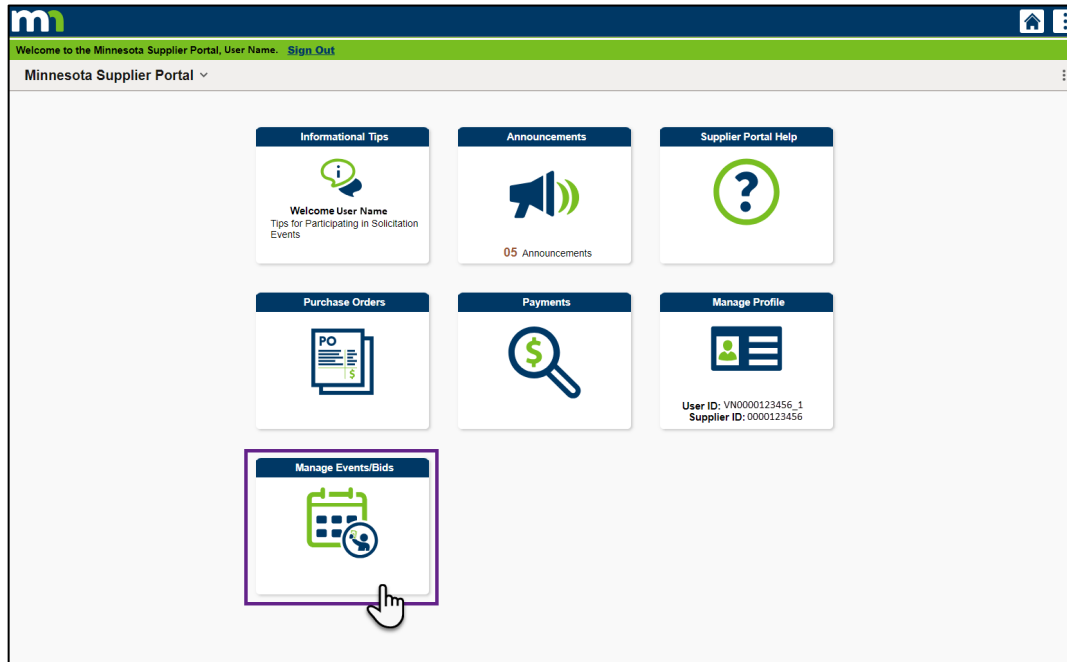
1. To log in to the Supplier Portal, select the **Sign In** tile.



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).**

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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.

Manage Events and Place Bids

Welcome to the Minnesota Supplier Portal. User Name: [Sign Out](#)

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.
NOTICE - This listing does not include all bidding opportunities.
[Click here for a current listing of all posted bidding opportunities.](#)

Welcome, SAMPLE SUPPLIER
 User: USER NAME
 Vendor: 0000123456 - SAMPLE SUPPLIER
 Location: 001 - 858 CEDAR ST 4TH FLOOR - ST PAUL, MN 55155

Search Criteria

Business Unit Event ID

Event Name

Event Type

Event Status

Buyer

Procurement Type

☒ Include Declined Invitations?

Start Date: From Through

End Date: From Through

Item Description

Results Should Include:
☒ Sell Event
☒ Purchase Event
☒ Request For Information

Categories

Category	Description
<input type="text"/>	<input type="text"/>

Search **Clear Criteria**

[Basic Search Criteria](#)

9. The *Search Results* will display below. Select the **Event ID** to open the event.

Search Results

Event ID	Event Name	Format	Type	End Date/Time	Agency Description	Procurement Type
E3701-2000014472	MDE LETRS Services for Minnesota Districts	Sell	RFx	06/27/2025 02:00 PM CDT	Education Department	PT RFP
G0211-2000014937	RECS RFP Design & PM for Upgrade Security MCF-SHK	Sell	RFx	02/06/2024 12:00 PM CST	Admin - Real Estate & Constr	PT RFP
G0211-2000015222	RECS Re-Solicit RFP Design Repair & Inspect Bridge	Sell	RFx	02/21/2024 12:00 PM CST	Admin - Real Estate & Constr	PT RFP

10. Scroll to the bottom of the *Events Detail* page to verify there are line items in the *Lines* section.

Lines

Line	Description	Unit	Requested Quantity	Status
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	

- To download the lines on a spreadsheet for easy analysis and data entry, scroll back to the top of the *Event Details* page and select the **View/Download Bid Package** button.

Event Details

Accept Invitation

Decline Invitation

Bid on Event

Welcome, SAMPLE SUPPLIER
User: User Name
Vendor: 0000123456 - SAMPLE SUPPLIER
Location: 001 - 658 CEDAR ST - ST PAUL, MN 55155

Bidding Shortcuts:

View/Download Bid Package

Upload XML Bid Response

Event Name MDE LETRS Services for Minnesota Districts

Event ID E3701-2000014472

Event Format/Type Sell Event RFx

Event Round 1

Event Version 1

Event Start Date 06/05/2023 12:00PM CDT

Event End Date 06/27/2025 02:00 PM CDT

- 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.

Event Comments and Attachments

Event ID 2000014472

Enter Comments

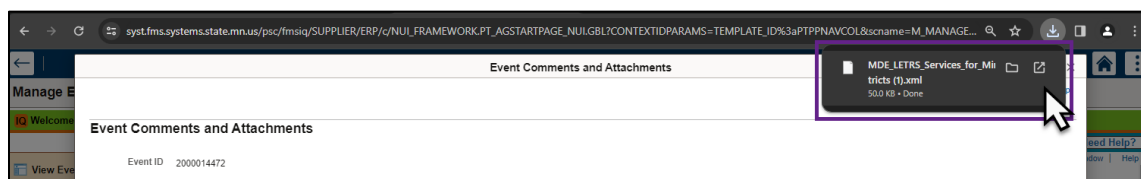
Comments:

LETRS RFP for four (4) services to be provided in the Minnesota state transformation zone school districts. Refer to the attached RFP and all corresponding attachments. The responder is responsible to review all attachments. Responders should read the RFP carefully and in its entirety to ensure all required items are attached to your EMAILED proposal. MDE IS ONLY ACCEPTING EMAILED PROPOSALS FOR THIS PROJECT TO THE CONTACT LISTED UNDER SECTION 1 OF THE RFP.

Attachments

Attached File	Attachment Description	Event RFx Doc	Document Version	
MDE_LETRS_RFP_for_Four_(4)_Services.pdf	LETRS RFP for Four (4) Services	<input type="checkbox"/>	0.00	View
LETRS_RFP_Attachments.docx	LETRS RFP Attachments	<input type="checkbox"/>	0.00	View
Sample_PT_Contract_with_Exhibits.pdf	Sample PT Contract with Exhibits	<input type="checkbox"/>	0.00	View
Addendum__3_to_SWIFT_Event_ID__2000014472_6-26-23.pdf	Addendum #3 Questions and Answers	<input type="checkbox"/>	0.00	View
MDE_LETRS_Services_for_Minnesota_Districts.xml	Event Bid Package	<input type="checkbox"/>	0.00	View
MDE_LETRS_Services_for_Minnesota_Districts.pdf	Event Details	<input type="checkbox"/>	0.00	View

- 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.

Event ID	Format	Type	Round	Version
E3701-2000014472	Sell	RFx	1	1

Event Name
MDE LETRS Services for Minnesota Districts

Start Time 06/05/2023 12:00 PM CST **Finish Time** 06/27/2025 02:00 PM CST

Event Currency: US Dollar

Bids Allowed in Other Currency: No

In order to participate in this event YOU MUST BE REGISTERED as either a bidder or a supplier.

Bidder: SAMPLE SUPPLIER
658 CEDAR ST
400 CENTENNIAL OFFICE BLDG
ST PAUL, MN 55155
United States

Submit To: Education Department
400 NE STINSON BLVD
MINNEAPOLIS, MN 55413-2614
United States

Contact: Fleckner, Jennifer A
Phone: 651/562-8482
Email: Jennifer.Fleckner@state.mn.us

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.

Event Details

Welcome, SAMPLE SUPPLIER
User: User Name
Vendor: 0000123456 - SAMPLE SUPPLIER
Location: 001 - 658 CEDAR ST - ST PAUL, MN 55155

Bidding Shortcuts:

Accept Invitation
Decline Invitation
Bid on Event
View/Download Bid Package
Upload XML Bid Response

Event Name: MDE LETRS Services for Minnesota Districts
Event ID: E3701-2000014472
Event Format/Type: Sell Event RFx
Event Round: 1
Event Version: 1
Event Start Date: 06/05/2023 12:00PM CDT
Event End Date: 06/27/2025 02:00 PM CDT

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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

Select XML File

Return to Event Details

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.

- The File Attachment window will display. Select the **Choose File** button, find and attach the saved Excel document, and press the **Upload** button to upload the file.

File Attachment

Choose File

No file chosen

Upload

Cancel

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

Lines

1-1 of 1

View All

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.

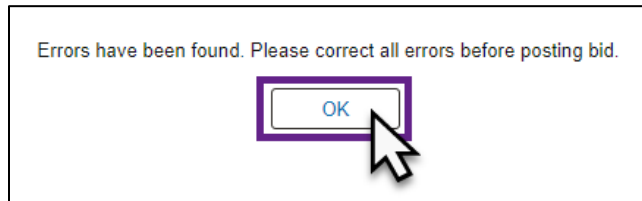
Submit Bid

Save for Later

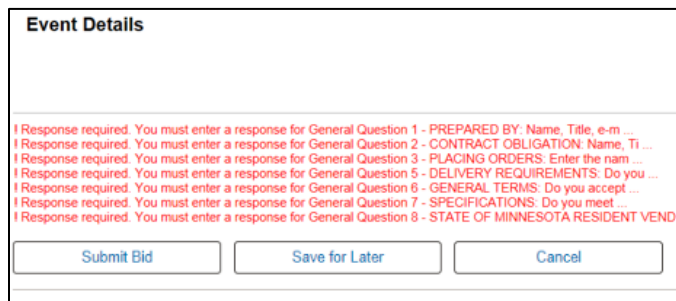
Confirm Attachment

Validate Entries

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



- 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.



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

