

## QUICK REFERENCE GUIDE

Updated September 14, 2025

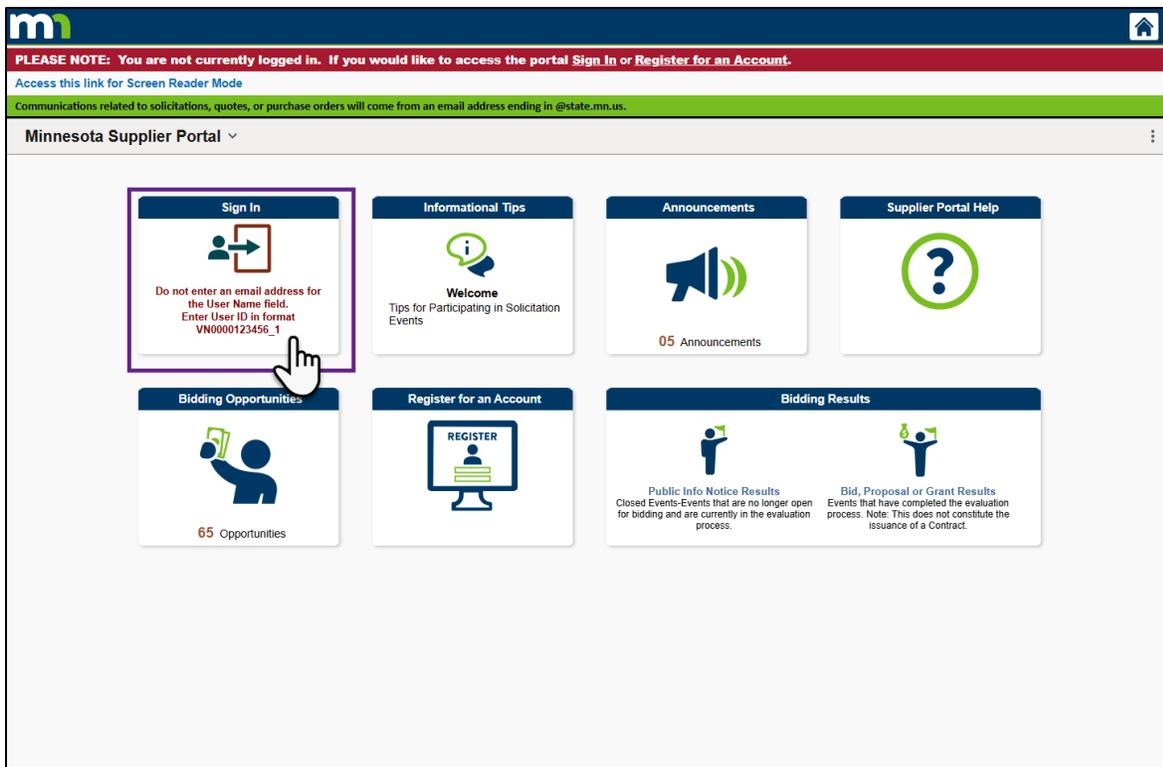
### Download and Upload XML Documents

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.

#### Step 1: Download the document.

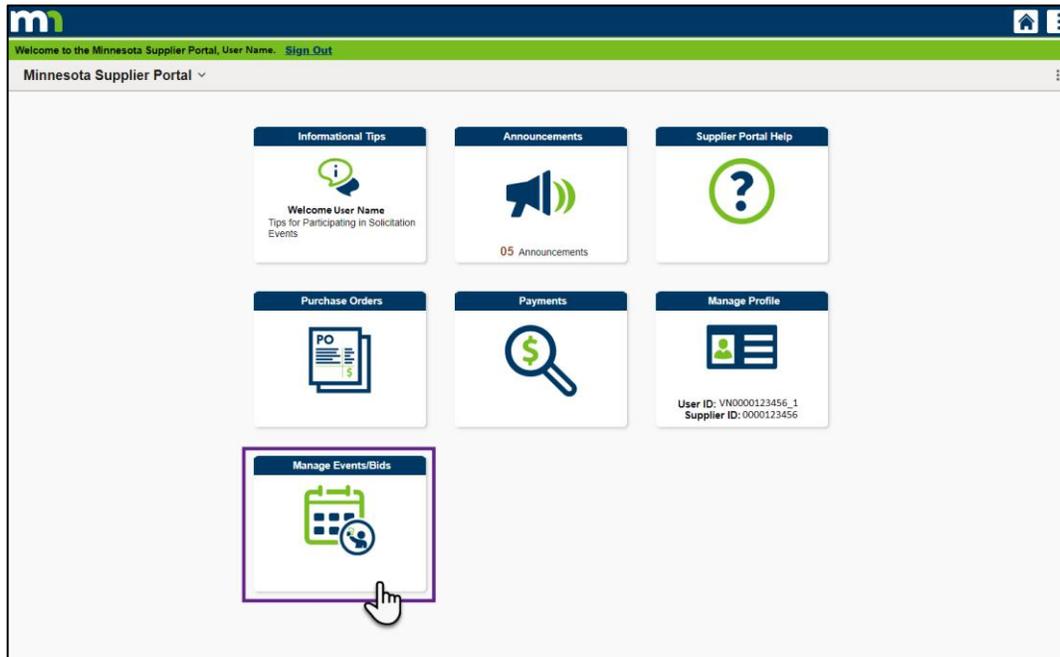
Access the Supplier Portal from the following link: <http://mn.gov/supplier>

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: VN000123456\_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.

**Manage Events and Place Bids**

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

**View Events and Place Bids**

Welcome, SAMPLE SUPPLIER  
User: USER NAME  
Vendor: 0000123456 - SAMPLE SUPPLIER  
Location: 001 - 656 CEDAR ST 4TH FLOOR - ST PAUL, MN 55155

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.](#)

**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"/>

Basic Search Criteria

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

Basic Search Criteria

**Search Results**

Event ID	Event Name	Format	Type	End Date/Time	Status	Agency Description
E3701-2000014472	MDE LETRS Services for Minnesota Districts	Sell	RFx	06/27/2025 02:00 PM CDT	Accepted	Education Department
G0211-2000015977	RECS RFP MC Construction Testing & Inspection	Sell	RFx	06/30/2025 12:00 PM CDT		Admin - Real Estate & Constr
R3201-2000016...	MPCA-Freight Switcher Locomotive Repower/Replace	Sell	RFx	05/20/2025 04:00 PM CDT		Pollution Control Agency

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

★ Bid Required Line Comments/Files

**Lines**

Line	Description	Unit	Requested Quantity	Status
1	MC CONSTRUCTION TESTING/INSPECTION	EA	1.0000	

11. 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** link.

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.

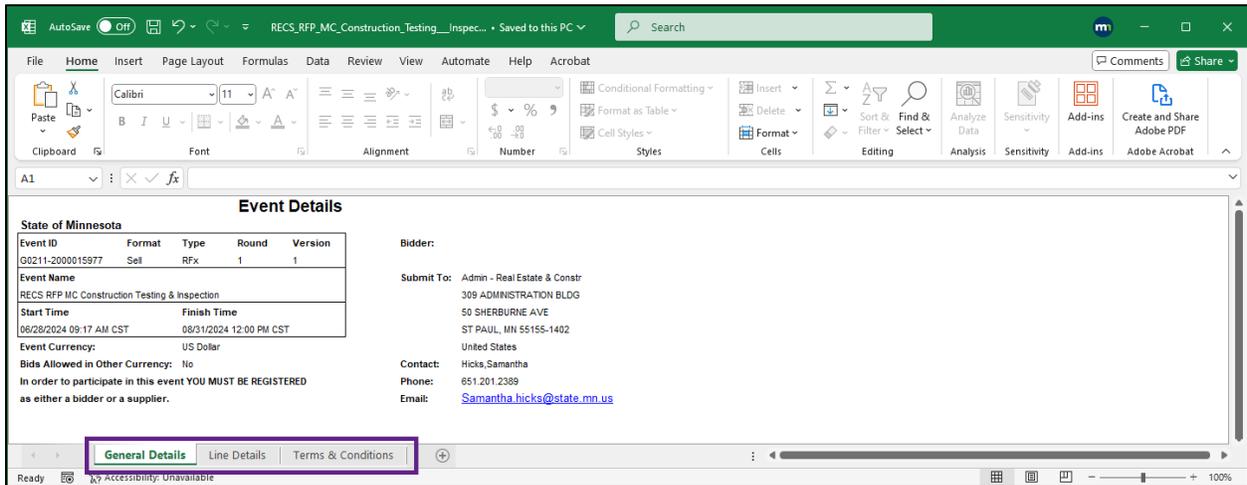
Attached File	Attachment Description	Event RFX Doc	Document Version
RFP_MC_Testing-Inspection_15977.pdf	RFP	<input type="checkbox"/>	0.00 <a href="#">View</a>
RFP-_Testing_and_Inspections-_Exhibit_A_6.26.2024.doc	Exhibit A	<input type="checkbox"/>	0.00 <a href="#">View</a>
Submission_Checklist.docx	Submission Checklist	<input type="checkbox"/>	0.00 <a href="#">View</a>
<b>RECS_RFP_MC_Construction_Testing___Inspection.xml</b>	Event Bid Package	<input type="checkbox"/>	0.00 <b><a href="#">View</a></b>
RECS_RFP_MC_Construction_Testing___Inspection.pdf	Event Details	<input type="checkbox"/>	0.00 <a href="#">View</a>

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*.

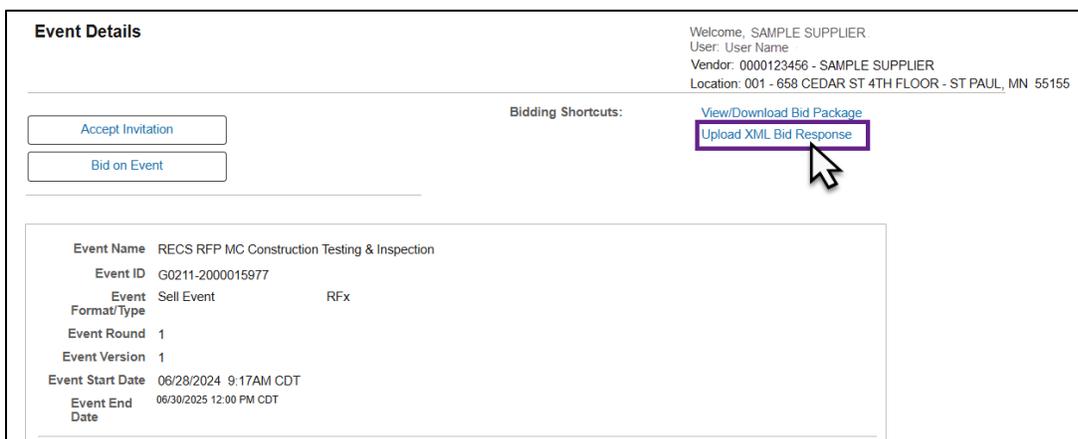
**NOTE:** If the document opens in Protected View, select the **Enable Editing** button to proceed.



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** link.



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

### Upload Bid

Welcome, SAMPLE SUPPLIER  
User: User Name

Event ID	G0211-2000015977	Format	Buy	Type	RFx
Round	1	Version	1		
Event Name	RECS RFP MC Construction Testing & Inspection				
Start Date	06/28/2024 9:17AM CDT		End Date	06/30/2025 12:00PM 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.

3. 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

4. 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		MC CONSTRUCTION TESTINGINSPECTION	EA	1.0000	1.0000	3450.000000	<input type="checkbox"/>	3,450,000 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

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

Errors have been found. Please correct all errors before posting bid.

OK

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.

**Event Details**

! Response required. You must enter a response for General Question 1 - PREPARED BY: Name, Title, e-m ...  
! Response required. You must enter a response for General Question 2 - CONTRACT OBLIGATION: Name, Ti ...  
! Response required. You must enter a response for General Question 3 - PLACING ORDERS: Enter the nam ...  
! Response required. You must enter a response for General Question 5 - DELIVERY REQUIREMENTS: Do you ...  
! Response required. You must enter a response for General Question 6 - GENERAL TERMS: Do you accept ...  
! Response required. You must enter a response for General Question 7 - SPECIFICATIONS: Do you meet ...  
! Response required. You must enter a response for General Question 8 - STATE OF MINNESOTA RESIDENT VEND

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

**Bid Confirmation**

Your bid has been successfully submitted.

<b>Bid ID</b>	1	<b>Bid Date</b>	05/05/2025 12:39:29PM CDT
<b>Event ID</b>	2000015977	RECS RFP MC Construction Testing & Inspection	
<b>Confirmation Number</b>	00048604	<b>Round</b>	1
<b>Event Format</b>	Sell Event	<b>Version</b>	1
<b>Start Date</b>	06/28/2024 9:17AM CDT	<b>End Date</b>	06/30/2025 12:00 PM CDT
<b>Your Total Price</b>	3,450.00 USD		

Please Print this Bid Confirmation Page for Your Records.