

QUICK REFERENCE GUIDE

Updated November 01, 2019

Download and Upload XML Documents

After a State agency creates an event, Bidders and Suppliers who want to do business with the State 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.

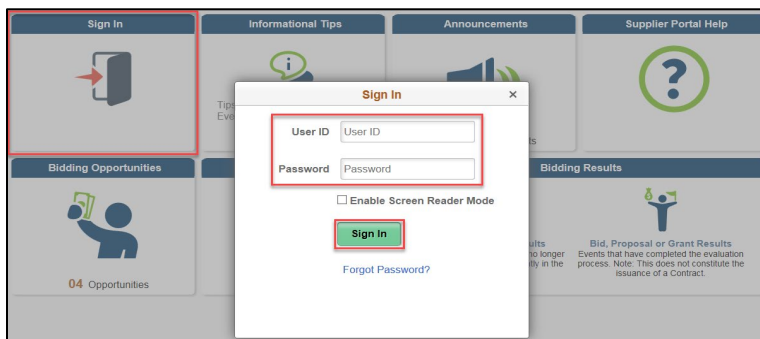
Steps to complete

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

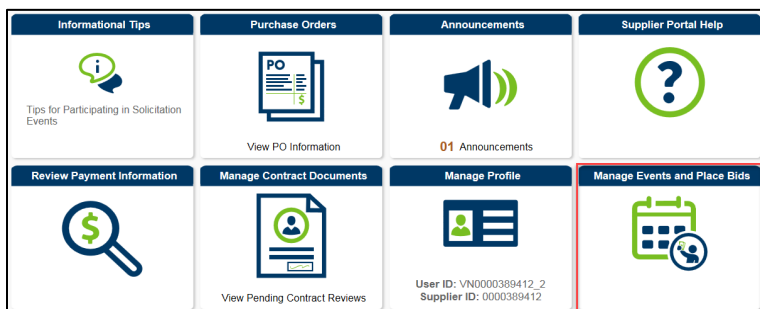
Step 1: Download the document.

Access the [Supplier Portal](http://mn.gov/supplier) 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.
3. Press the **Sign In** button.



4. Select the **Manage Events and Place 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. Press the **Search** button.

The screenshot shows the 'View Events and Place Bids' interface. On the left, a sidebar contains 'View Events and Place Bids' (highlighted) and 'My Event Activity'. The main area has a header 'View Events and Place Bids' and a user welcome message. Below the header, there's a search criteria section with the following fields: Business Unit (with a search icon), Event ID, Event Name, Event Type (dropdown), Event Status (dropdown), Buyer (with a search icon), Procurement Type (dropdown), and a checkbox for 'Include Declined Invitations?'. To the right of these fields is a 'Results Should Include:' section with checkboxes for 'Sell Event', 'Purchase Event', and 'Request For Information'. Below these are date pickers for 'Start Date' and 'End Date'. At the bottom of the search criteria section is an 'Item Description' field. Below the search criteria is a 'Categories' section with a search bar and a table with columns for 'Category' and 'Description'. At the bottom of the page, there are 'Search' and 'Clear Criteria' buttons.

- The *Search Results* will display below. Scroll to the bottom of the page to verify there are line items in the *Lines* section.

Lines

1-2 of 2 | 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		stuff	EA				<input type="checkbox"/>		Bid	

- 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

Welcome
User: _____
Vendor: _____
Location: _____

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

Event Name: Test
Event ID: T7901-2000008951
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 01/03/2019 2:01PM CST
Event End Date: 01/14/2019 02:00 PM CST

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

Event Comments and Attachments

Event ID: 2000008951

Enter Comments ? | 1 of 2 | View All

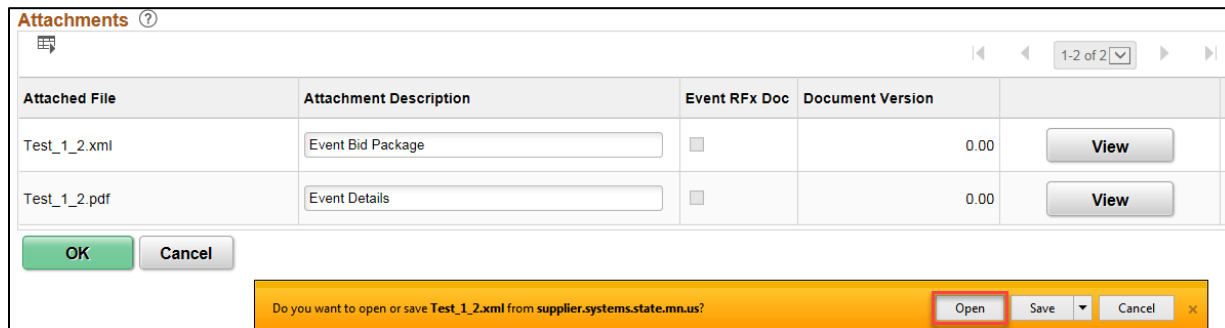
Comments: [Text Area]

Attachments ?

1-2 of 2 | View All

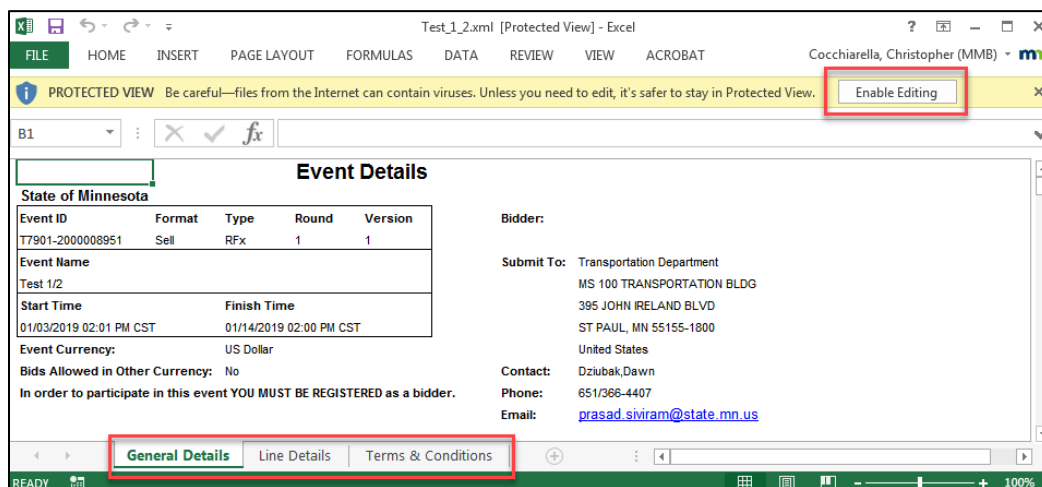
Attached File	Attachment Description	Event RFX Doc	Document Version	
Test_1_2.xml	Event Bid Package	<input type="checkbox"/>	0.00	View
Test_1_2.pdf	Event Details	<input type="checkbox"/>	0.00	View

12. A message asking if you want to open or save the XML file will display. Press **Open** to open the 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*. Press the **Enable Editing** button.



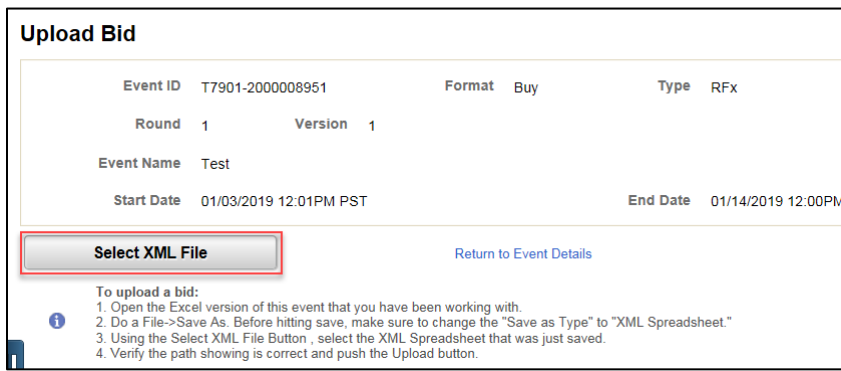
2. Enter information about the event in the required fields (highlighted in yellow).
3. Enter basic details about the event in the *General Details* tab.
4. Enter pricing details for the Event in the *Line Details* tab.
5. After entering information in all the required fields, save the Excel document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

Step 3: Upload the document.

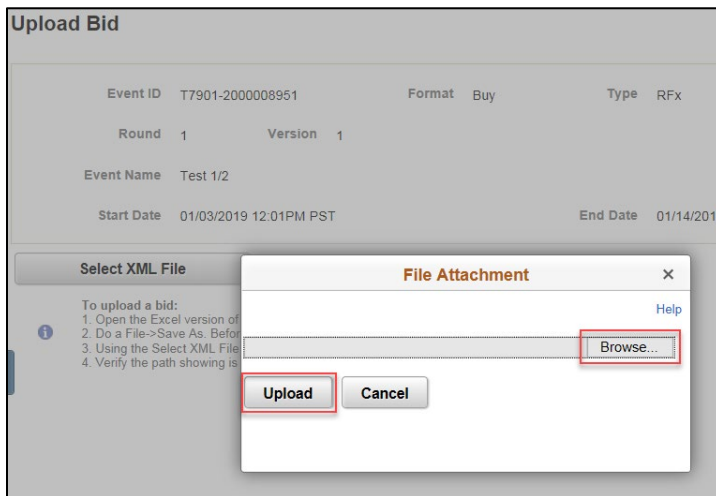
1. After all the fields in the Excel document have been completed, upload it to SWIFT by returning to the *Event Details* page and pressing the **Upload XML Bid Response** button.



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



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.



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

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		stuff	EA				<input type="checkbox"/>		Bid	
2		testing	LO	1.0000	1.0000		<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.

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

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

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

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1 Bid Date 12/17/2018 1:32:24PM CST
 Event ID 2000008923 Test upload and NOA
 Confirmation Number 00025039
 Event Format Sell Event Round 1 Version 1
 Start Date 12/12/2018 1:14PM PST End Date 12/20/2018 03:14 PM
 Your Total Price 42,425.00 USD

Please Print this Bid Confirmation Page for Your Records.