Verify Event Dates: End Date and Delivery Due Date

Verify Event End Date

When an event is created, it will have an End Date when bidding closes on the event. Suppliers can bid on the event up to this date and time.

To verify the Event End Date, go to the View Events and Place Bids page in the Supplier Portal.

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
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 the event identification number in the Event ID field.

7. Press the Search button.

8. The Search Results will display below. Find the Event ID for the event. The End Date will be listed for that event under the End Date/Time column.
Verify Event Delivery Due Date

When an event is created, it will include a due date for the delivery of goods or services. To verify the Event Delivery Due Date, view the Event Line Details from the Supplier Portal.

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.
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 the event identification number in the Event ID field.
7. Press the Search button.
8. The *Search Results* will display below. Select the *Event ID* to view the event.

9. The *Event Details* page will display. Look over this page to view basic details about the event, such as the *Event Name*, *Event ID*, *Event Start Date* and *Event End Date*, etc.

   **Note:** To search for and select another event, select the *Return to Event Search* link toward the bottom of the screen.

10. To verify the Event Delivery Due Date, press the *Bid on Event* button to show additional details about the event.
11. A message may appear asking if you would like to have the default quantity for your bid. Press Yes or No to continue.

**Note:** Answering this question not mean you are choosing to submit a bid at this time.

12. The Event Details page will expand to show additional details about the event. Scroll to the bottom of the page to find the Lines section, and select the Bid link for the event line.

13. The Line Details page will display. Below the Shipping Information section, verify the Event Delivery Due Date under the Due Date column.

**Note:** If there are multiple lines, each line may have a different Event Delivery Due Date.