

QUICK REFERENCE GUIDE

Locate the Event Due Date

April 15, 2013

Review the Event Due Date

When an event is created, the state agency may choose to include a Due Date. Generally the due date indicates when the goods or services are required to be received/performed by; however, the exact meaning and importance of the due date should be verified based on the event details.

The following steps direct you how to locate the due date when reviewing the event. Be aware, not all events may have a due date listed. Any questions regarding the details of the event should be directed to the event contact.

Navigating to the SWIFT Supplier Portal: <http://supplier.swift.state.mn.us>

1. Log into the SWIFT Supplier Portal using your User ID and Password

Supplier Portal

Favorites Main Menu

Login

Login here as an existing User.

User ID:

Password:

Sign In

[Vendor Registration Link](#)
Click here to register as a vendor with the State of Minnesota or locate your User ID if you are already a Vendor with the State of Minnesota.

[Create a new User Id](#)
Click here to create a new User ID. You must be a registered vendor to add a new User ID.

[Instructions for Requesting a User ID to Access the Supplier Portal](#)
Click here to open instructions for requesting a User ID to the Supplier Portal.

[Iforgot my password](#)
Click here to reset your password

[Vendor Training Guides - Interactive Version](#)
Click here to open the interactive training guides.

[Instructions for Training Guides - Interactive Version](#)
Click here to open the instructions for the interactive training guides.

[Vendor Training Guides - Text Version](#)
Click here to open the screen reader compatible training guides.

[Instructions for Enabling Accessibility Mode](#)
Click here to open the instructions for enabling accessibility mode in Supplier Portal

2. Locate the **Sell Events** section on the home page

Click [See all events](#) to locate the event

Sell Events					
Events					
Event ID	Event Name	Event Type	Procurement Type	Start Date/Time	End Date/Time
2000000849	Local Government Air Pollutant Emissions Reduction	RFx	Outgoing Grant RFP	01/17/2013 12:00PM CST	03/18/2013 02:00 PM CDT
2000001018	UNIFORMS, DEPT. NATURAL RESOURCES	RFx	Acquisition RFB	03/05/2013 1:50PM CST	03/26/2013 02:00 PM CDT
2000001023	Two Boat Packages Lund Alaskan or DNR approved	RFx	ALP RFB	03/07/2013 10:00AM CST	0 hrs, 15 mins, 13 secs
2000000863	ASAP-IT Master Contract Renewal RFP	RFx	Professional Tech/Services RFP	03/01/2013 9:00AM CST	2 hrs, 15 mins, 14 secs
2000001026	New 2012 or newer Two 115HP Motors install	RFx	ALP RFB	03/07/2013 9:00AM CST	0 hrs, 15 mins, 14 secs

[See all events](#)

1. Enter search criteria and click **Search**
2. Once you have located the event, click on the event ID link in the *Bus Unit Event ID* column to review it

Welcome, TEST
User: KARI

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Business Unit:

Event ID:

Event Name:

Event Type:

Event Status:

Buyer:

Procurement Type:

Include Declined Invitations?

Sell Event
 Purchase Event
 Request For Information

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Bus Unit-Event ID	Event Name	Format	Type	End Datetime	Status	Agency Description
P7901-2000001021	McQuay rooftop unit w/R-410A, furnish only	Sell	RFx	03/15/2013 1:00PM CDT		Corrections Department
R2901-2000001023	Two Boat Packages Lund Alaskan or DNR approved	Sell	RFx	03/15/2013 2:00PM CDT		Department of Natural Resc

An informational message appears once an event is opened. The purpose of the message is to inform you of the options available for you to act upon the event.

1. Click **OK** to continue

This will bring you to the event details page where you can see high level details about the event. In order to see details of the event lines, where the Due Date is found, you need to view the full details of the event.

Sourcing Information

After clicking the button below, the following actions may be available;

- A) Accept Invitation - To participate in this event, click the "Accept Invitation" button. NOTE: Accepting an event does not mean a bid is or will be submitted.
- B) View Event – To view event details or to begin the bidding process, click the "View Event" button.
- C) Decline Invitation – To decline the invitation, click the "Decline Invitation" button. NOTE: The Decline Invitation button will only appear if you were invited or had previously accepted the event.

2. Click **View Event**

Event Details

Welcome, KARI
User: KARI

[Information On Inquiry Options](#)

Click the Accept Invitation button to designate your desire to participate in the event.

Click the "View Event" button to view event details or to begin the bidding process. NOTE: Your bid will not be submitted for consideration until clicking the "Submit Bid" button located on the bottom of the Event Details page accessed when clicking the "View Event" button.

Event Name: NEW 2012 OR NEWER 17 FOOT WORKBOAT PACKAGE
Event ID: R2901-2000001025
Event Format/Type: Sell Event
Procurement Type: ALP RFB
Event Round: 1 **Event Version:** 1
Event Start Date: 03/07/2013 10:00AM CST
Event End Date: 0 hrs, 9 mins, 26 secs [Click here to view the General Terms and Conditions](#)

Event Description:
ALL RESPONSES MUST BE SUBMITTED ELECTRONICALLY THROUGH THE SWIFT PORTAL. NO E-MAIL OR FAXED RESPONSES WILL BE ACCEPTED.
UNIT PRICE MUST INCLUDE ALL COSTS ASSOCIATED WITH THIS PROJECT. SUCH AS SHIPPING, MATERIALS, WARRANTY AND

Contact: Karpenko, Sheri A [View Address](#) **Payment Terms:**
Phone: 651/259-5461 **My Bids:** 0
Fax: **Edits to Submitted Bids:** Allowed

A message may appear asking what quantity should default in for your bid. This does not mean you are submitting a bid at this time. This message may not appear for all events. If it does not, continue to the next step.

3. Click **Yes** or **No** as appropriate to continue

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

1. Scroll to the bottom of the page to see the *Line Detail* section
2. Click the *Click to enter pricing and view details* for the line you wish to review

Hide Line Detail

Legend: ★ Denotes a question where a response is required. Your bid cannot be submitted if a response is not provided. Line Comments/Files

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
1	★	NEW 2012 OR NEWER 17 FOOT ALUMINUM BOAT, SEE ATTACHED FOR SPECIFICATIONS	EA	1.0000	1.0000		0.0000 USD	Click to enter pricing and view details.
2	★	NEW 2012 OR NEWER 60HP BOAT MOTOR TO FIT ABOVE BOAT, SEE ATTACHED FOR SPECIFICATIONS	EA	1.0000	1.0000		0.0000 USD	Click to enter pricing and view details.
3	★	NEW 2012 OR NEWER BOAT TRAILER TO FIT ABOVE BOAT AND MOTOR, SEE ATTACHED FOR SPECIFICATIONS	EA	1.0000	1.0000		0.0000 USD	Click to enter pricing and view details.

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.

3. Scroll to the bottom of the page to review the *Shipping Information* section
4. Review as needed

Shipping Information

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
1.0000	06/01/2013	R2982H0235	View Ground	

Continue reviewing event or submitting a response as necessary.