

QUICK REFERENCE GUIDE

Responding to an Event /Solicitation

January 30, 2014

The State of Minnesota government is a very complex system with many different agencies conducting business each day. When required by laws, guidelines or regulations, purchases on behalf of the state must be done through a competitive process known as **bidding**. This is done in order to ensure purchasing is done in the best interest of the state, state taxpayers, and equitably for vendors.

In the state's financial and procurement system, **SWIFT**, this process is initiated through a document known as an **event**. This is more commonly known as a solicitation, but that terminology is not used in SWIFT.

Individuals and businesses interested in participating in these events are able to do so by using the **Supplier Portal** to review existing events and submit their responses. A response in SWIFT is referred as a **bid** even if the event is requesting a proposal or information only.

Events are also used for state agencies who are offering outgoing grants to businesses or individuals. Even though you are submitting a proposal to receive money from the state, SWIFT still refers to your response as a bid. SWIFT will also refer to you as a **vendor** even though you are receiving funds and not providing goods or services.

There are three different basic types of events:

- RFB-Request for Bid
 - RFBs are generally used to procure goods or standard services.
- RFP-Request for Proposal
 - RFPs are generally used for professional or technical services or with outgoing grants.
- RFI-Request for Information
 - RFIs are much less formal and generally used with professional/technical services or outgoing grants in the beginning stages of a project to solicit general information.

Creating and Editing Responses to an Event/Solicitation

The process for responding to an event (submitting a bid) is the same regardless of the type. This guide will focus on the process of creating, submitting and editing a response to an event. If desired, you can begin a response and save it for later, or print out needed details and craft your response offline and return later to enter it into SWIFT. Generally, most events must be submitted electronically, but in some circumstances paper bids will be accepted. If you have any questions on what is allowed, contact the managing agency for the event. Also note the event end date as responses must be received before this date and time or they will not be accepted.

There are multiple aspects of the response creation/edit process covered in this guide:

- Respond to an Event/Solicitation
- Submitting a Response when a Required Question is not Answered as Directed
- Updating/Editing a Previously Entered Bid
- Cancel a Bid

Review the different sections as needed.

Respond to an Event/Solicitation

1. Begin by navigating to the SWIFT Supplier Portal: <http://supplier.swift.state.mn.us>
1. Login using your User ID and Password
Note: You must be registered as a vendor and logged in in order to respond to an event.
2. Locate the event to which you wish to respond
Note: See the **Locating Events/Solicitations** QRG for additional information on locating events.
3. Select **View Event**
Note: See the **Viewing Invitations and Accepting/Declining an Event**, QRG for additional information on the options and details listed on this page.

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 Decline invitation button if you do not wish to participate in or receive notifications regarding this 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: MMD RFB Training Example

Event ID: G0201-200002387

Event Format/Type: Sell Event

Procurement Type: ALP RFB

Event Round: 1 **Event Version:** 1

Event Start Date: 01/27/2014 11:12AM CST

Event End Date: 02/04/2014 11:12 AM CST [Click here to view the General Terms and Conditions](#)

Event Description:
Training Example See attached documents for additional information.

Contact: Bob Smith [View Address](#)

Phone: 651/201-1111

Fax:

Email: Swift_Testing@state.mn.us
[Discuss Event in Forum](#)

Live Chat Help:

Payment Terms:

My Bids: 0

Edits to Submitted Bids: Allowed

Multiple Bids: Allowed

Display: All Lines **Legend:** * Denotes a question where a response is required. Your bid cannot be submitted if a response is not provided. [Line Comments/Files](#)

Line	Description	Unit	Requested Quantity	Status	
1	Training Example Line 1	EA	2.0000		
2	Training Example Line 2		See Price Schedule		

[Search Events](#)

Expert Entry

Depending on the settings of the specific event, a message may appear asking if you would like the requested bid quantity to default as your bid quantity. If you select **Yes**, the *Your Max Bid Quantity* field will auto populate with the quantity specified by the state. It can be manually changed if desired later in the process.

2. Select **Yes** or **No** as appropriate

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.

Yes No

Next the *Event Details* page will appear. Here is where you can view the full details and attachments included with the event as well as enter the details of your bid (response).

1. Review Header Details

- a. The Event Header displays details about the event based on the information entered when the event was created
- b. The individual entering the bid as well as details about the vendor are also listed
 - i. *Name*: Identifies the name of the event
 - ii. *Event ID*: Identifies the specific SWIFT ID number of the Event
 - iii. *Event Format/Type*: Identifies the event as an RFB/RFP (Sell) or RFI
 - iv. *Procurement Type*: Identifies the type of item being purchased
 - v. *Event Round and Version*
 - vi. *Event Start Date*: Date and time the event was made available to be bid upon
 - vii. *Event End Date*: The date and time the event closed to receiving bids

Note: Bids cannot be entered into SWIFT after the event's end date.

viii. *Bid ID and Bid Date*

- 1. Identifies an individual bid from a specific vendor

Note: The Bid ID is unique to you the vendor's bids for the event, not all bids for the event. For example, both vendor A and vendor B will have a bid ID 1 and if vendor A submits a second bid (if multiple bids are allowed) it will be bid ID 2

- 2. Will be assigned when the bid response is submitted

Welcome, TEST
User: KARI

Event Details

Event Name:	MMD RFB Training Example		Bidding Instructions
Event ID:	G0201-2000002387	Bid ID:	New
Event Format/Type:	Sell Event	Bid Date:	
Procurement Type:	ALP RFB	Bid Currency:	<input type="text" value="USD"/> US Dollar
Event Round:	1		
Event Version:	1		
Event Start Date:	01/27/2014 11:12AM CST		
Event End Date:	02/04/2014 11:12 AM CST		

[Click here to add or view comments and/or documents related to this event.](#) [Click here to add your Non Public/Trade Secret Data.](#)

[Hide Additional Event Info](#) [Click here to view the General Terms and Conditions](#)

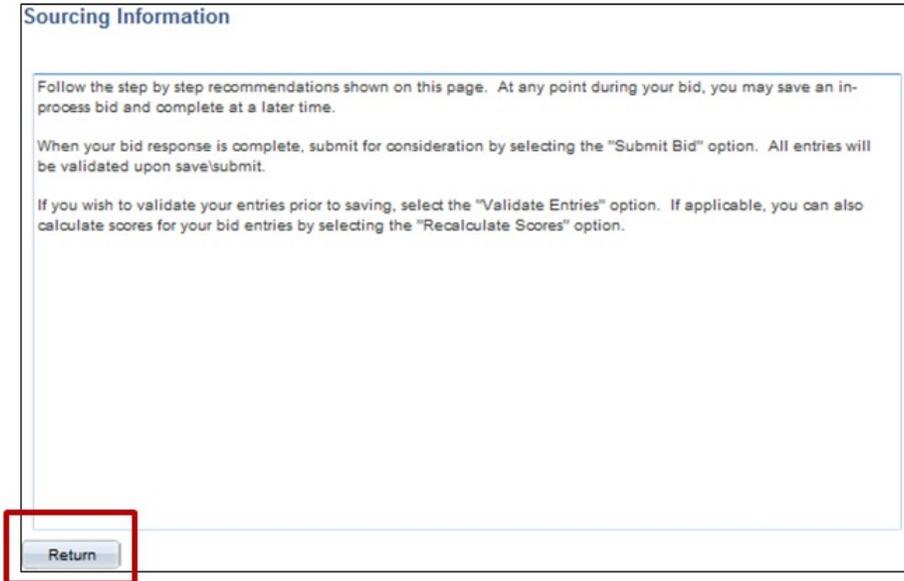
There are several links that can be found in the *Header Details* section.

2. Review the *Header Details* section Links

Click the *Bidding Instructions* link

Note: This is a generic information page and is the same for all events. If you have specific questions on responding to an event, contact the managing agency or the vendor help desk.

- a. Click **Return** to go back to the *Event Details* page



- b. Open *Click here to add or view comments and/or documents related to this event* link

- i. View Event Attachments

1. Click **View** to access attachments the managing agency included

Note: SWIFT does not restrict the type of attachments allowed; however, managing agencies generally try to make sure documents can easily be opened by vendors. If you have issues with an attachment, contact the managing agency.

2. Documents found here will generally be high level and pertain to the entire event

3. A printable PDF version of the event details is included and can be printed to review if needed

Note: This PDF does not include any attachments added to the event

- ii. Add New Attachments

1. Click **Upload** to add a document you wish to include as part of your response **Note:** There are several other spots you will have an opportunity to include attachments with your bid response. Pay attention to any instructions from the managing agency about where attachments should be added and if there are any format restrictions.

2. Once the attachment is added, include a brief description of what it is in the *Attachment Description* box

3. Click *Add New Attachments* to add additional attachments

4. Click *Delete* to remove any attachments you no longer want to include

- iii. View Event Comments

1. Review any comments or instructions left by the managing agency

- iv. Add New Comments

1. Enter any high-level comments you wish to communicate to the state about your bid

2. It is recommended you include a comment detailing any attachments you have added and any special information about them.
- c. Return to the *Event Details* page
 - i. Click **OK** to save any changes made on this page and return to the previous page
 - ii. Click **Cancel** to disregard any changes made on this page and return to the previous page

General Comments and Attachments

Business Unit: G0201 Event ID: 2000002387

Attachments

View Event Attachments		Customize	First	1-2 of 2	Last
Attached File	Attachment Description				View
Header_Level_Attachment.docx	Special T&C				View
MMD_RFB_Training_Example.pdf	Event Details				View

Add New Attachments

Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

Comments

View Event Comments

First 1 of 1 Last

See attached special T&C

Add New Comments

OK Cancel

- d. Open *Click here to add your Non Public/Trade Secret Data* link
 - i. Click **Add Attachment** to upload any confidential and non-public documents you wish to include as part of your response
 - Note:** You may wish to check with the managing agency to confirm if a document or information is considered nonpublic. If it does not meet the state’s requirements, it will not be kept confidential.
 - ii. Click the *Add a new row* icon  to add additional documents
 - iii. Click **Delete Attachment** or the *Delete row* icon  to remove any unwanted attachments

Click View Attachment to review any attachments you have added

- i. Documents included here will not be made public when the event is awarded and made public (if the event is a public event)
- e. Return to the *Event Details* page
 - i. Click **OK** to save any changes made on this page and return to the previous page
 - ii. Click **Cancel** to disregard any changes made on this page and return to the previous page

The screenshot shows a web interface titled "Attachments". At the top, it displays the following information:

- Business Unit: G0201
- Event ID: 2000002387
- Event Round: 1
- Event Version: 1
- Bidder Setid: SHARE
- Bidder ID: 0000389412
- Bidder Type: Vendor
- Bidder Location: 001

Below this information is a table with one row. The table has a column labeled "Attach Non Public / Trade Secret Data" and an "Add Attachment" button. The row contains the number "1" in the first column and an "Add Attachment" button in the second column. At the bottom of the interface are "OK" and "Cancel" buttons.

Back on the *Event Details* page, there is additional information to review.

- f. Click *Hide Additional Event Info* to collapse the description and contact information section
- g. Open *Click here to view the General Terms and Conditions* to view the general conditions for the event
- h. Review the *Description*
 - i. This field is populated with information entered by the managing agency regarding specifications and details about the event.
Note: It is very important to review the details in this field as they may contain directions and information about how to respond as well as key details about the event.
- i. *Contact, Phone, Fax, Email:* Contact information for the event manager
 - i. If you have specific questions about the details of the event, contact this individual
 - ii. General questions regarding the event process or technical issues should be directed to the vendor help line.
- j. *Online Discussion:* Not used by the state at this time
- k. *Payment Terms, Billing Location:* Specified by the managing agency and may or may not be included
- l. *Event Currency, Conversion Rate:* All events are in US Dollars
- m. *Edits to Submitted Bids:* Indicates if you are allowed to change your bid after it has been submitted
Note: If edits are allowed, you can only do so until the event end date is reached. See the *Update a Previously Entered Bid* section of this QRG for more information
- n. *Multiple Bids:* Indicates if you are allowed to submit multiple bids; also called alternative bids

[Hide Additional Event Info](#) [Click here to view the General Terms and Conditions](#)

Description:
Training Example See attached documents for additional information.

Contact:	Bob Smith	View Address	Payment Terms:	
Phone:	651/201-1111		Billing Location:	ADMIN/RISK MANAGEMENT
Fax:			Event Currency:	Dollar
Email:	Swift_Testing@state.mn.us		Conversion Rate:	1.00000000
Online Discussion:	Discuss Event in Forum		Edits to Submitted Bids:	Allowed
			Multiple Bids:	Allowed

Step 1: Answer General Event Questions

1. Review the General Event Questions
 - a. General Event Questions is additional details required from the state about your response

Note: General Questions are optional and may or may not be included on an event.
 - b. The first portion of this section indicates high level information about the questions
 - i. *General Event Questions*: Total number of questions for you to respond to
 - ii. *Required Questions*: Number of questions to which you must respond
 - iii. *Questions Responded To*: Number of questions currently with a response

Note: This number will not update until after you have saved your response
 - c. The *Legend* displays the icons used to indicate the requirements for the question
 - i. *Bid Required* ★: An answer to this question must be submitted or the bid cannot be submitted
 - ii. *Required Response* 🗨️★: The answer to this question must match the required response indicated
 - d. Click *Hide Event Questions* to hid all the questions

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions:	4
Required Questions:	4
Questions Responded To:	0

Legend

★ Denotes a question where a response is required. Your bid cannot be submitted if a response is not provided. 🗨️★ Denotes a question where your response must match the (Required Response) in order for your bid to be submitted.

[Hide Event Questions](#)

Event Questions

2. Respond to the *General Event Questions*
 - a. Question will be listed
 - b. A space is provided to enter response
 - i. Depending on the type of question (i.e., yes/no, numeric value, text box, etc.), the response area will look different
 - ii. Enter response as appropriate for the question

Note: Some questions may have a “Required Response” or a “Preferred Response” listed below the response field. In these cases, the state has a preference for how the question is answered. If it is a “Required Response”, the bid will not be accepted unless the question is answered as indicated. See the *Submitting a Response when a Required*

- c. Enter additional comments or add attachments using the [Click here to add comments and/or document that support your response to this Question](#) link
- d. Ensure all questions are answered

The screenshot shows a 'General Questions' section with four questions:

- Do you accept the General Terms and Conditions stated in the Event Details? If no, detail all exceptions. All exceptions must be detailed in the space provided below. If no exceptions are detailed below your response will be held in strict compliance with the General Terms and Conditions. Exceptions detailed in other locations within the response will not be considered. Response: [dropdown]. Required Response is: Yes. [Click here to add comments and/or documents that support your response to this Question.](#)
- Do you accept all the Special Terms and Conditions stated in the Event Details? If no, detail all exceptions. All exceptions must be detailed in the space provided below. If no exceptions are detailed below your response will be held in strict compliance with the Special Terms and Conditions. Exceptions detailed in other locations within the response will not be considered. Response: [dropdown]. Preferred Response is: Yes. [Click here to add comments and/or documents that support your response to this Question.](#)
- Name, Title, e-mail and Phone number of individual authorized to contractually obligate company. Response: [text area]. [Click here to add comments and/or documents that support your response to this Question.](#)
- Name, Title, e-mail, phone and fax numbers of individual who prepared the response. Response: [text area]. [Click here to add comments and/or documents that support your response to this Question.](#)

3. Review Line Information
 - a. The top of the section indicates high level information about the event lines
 - b. The *Legend* displays the icons used to indicate the requirements for the question
 - i. *Bid Required*★: The bid cannot be submitted without a bid for this line
 - ii. Line Comments/Files : Click this icon to review comments and attachments specific to the line

The screenshot shows the 'Step 2: Enter Line Bid Responses' summary:

- This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.
- Lines in This Event: 2
- Lines Responded To: 0
- Your Total Line Pricing: 0.0000 USD
- Legend: ★ Denotes a question where a response is required. Your bid cannot be submitted if a response is not provided.  Line Comments/Files

- c. Each line will be listed showing the description and the requested quantity
- d. If line will not be bid upon, click the *I decline to bid on this Line* checkbox
Note: If this checkbox is checked, you will not be considered for this line even if you respond to aspects of the line. If you wish to bid on the line, make sure this checkbox is NOT checked.

- e. Review attached documents and comments specific to the line, or add your relevant information by clicking the *Comments/Files* icon
 - i.  This icon indicates there are comments and attachments already included
 - ii.  This icon indicates there are not currently any comments and attachments, but they can still be added as necessary
- f. Open the *Click to enter pricing and view details* link to enter line bid

There are two different types of lines you may see on events: Those with a price schedule, and those without. A price schedule is a way to enter complex pricing. Instead of just entering a specific number, you will complete a price list/schedule or budget and include it as a separate attachment with your response. When a price schedule is used, you will not indicate a quantity on the line.

Line that does not have a Price Schedule Attached

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		Training Example Line 1	EA	2.0000	2.0000		<input type="checkbox"/>	0.0000 USD	Click to enter pricing and view details.

Line With a Price Schedule Attached

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	
2		Training Example Line 2			See Price Schedule		<input type="checkbox"/>		Click to enter pricing and view details.

4. Review line details and requirement
 - a. *Line Description*: Specifies what is being bid upon
 - b. *Category*: Specifies the type of good or service being requested
 - c. *Click here to add or view comments and/or documents related to this Line*: View comments and attachments from the event creator specific to the line or to add comments and attachments from the vendor
 - d. *I decline to bid on this Line*: Click checkbox if line will not be bid
 - i. This checkbox will not be available if response is required
 - e. *Response Required*: Indicates if the line must be bid upon in order for bid to be considered responsive

Limited information about the line is seen on the *Event Details* page.

5. Open *Click to enter pricing and view details.* link to view the full line details.
 - a. Line: x of x
 - i. Indicates which line of the event you are reviewing
 - b. Go To Line
 - i. Drop down menu to navigate between nonconsecutive event lines
 - ii. Select the line you wish to review from the drop down list
 - c. Previous Line/Next Line:
 - i. Use these buttons to navigate between consecutive lines
 - ii. If the button is not available, you are already at the first or last line of the event
 - d. Line
 - i. Line number of the event
 - e. The description of the event line as provided by the managing agency will appear in the box below this line number Item ID

- i. Internal item number of line
 - ii. Generally this will be blank as it is not currently used by the state
- f. I decline to bid on this line
 - i. Indicates intention to bid on the line
 - ii. If you do not want to include this line in your bid, check the checkbox
Note: If this checkbox is checked, you will not be considered for this line even if you respond to aspects of the line. If you wish to bid on the line, make sure this checkbox is NOT checked.
- g. Response Required
 - i. Indicates if the line is required as part of your bid
 - ii. If the line is required, you will not be given the option to decline to bid
- h. Category
 - i. Description of internal state categorization of the item indicated on the line
 - ii. This is related to the category notification you can optionally sign up to receive regarding state events
- i. [Click here to add or view comments and/or documents related to this Line.](#)
 - i. View comments or attachments associated with this specific line
 - ii. Add comments or attachments of your own associated with this specific line

Line that does not have a Price Schedule Attached

- j. Review line details
 - i. Unit of Measure
 - 1. Unit of order specified
 - 2. Contact managing agency if you have questions about the unit of measure
 - ii. Qty Requested
 - 1. Quantity requested by managing agency
 - iii. Your Max Bid Quantity
 - 1. The maximum quantity you are able to provide
Note: This field may be prepopulated for you based on the yes/no text box that appeared when the event was first opened. If a value appears, it can manually be changed.

Also note, the managing agency may have set up the event to only allow bids for the requested quantity, in these cases, the bid quantity cannot be changed.

- iv. Max Quantity

- i. The maximum quantity the state is willing to accept for the bid
- v. Your Unit Bid Price
 - 1. Unit price of the bid you are willing to offer
- vi. Total Bid Price
 - 1. Your extended bid price of unit price multiplied by bid quantity
- vii. Reserve Price
 - 1. Not used by the state
- k. Enter Your Unit Bid Price
 - i. The Unit bid price represents the price based on the Unit of Measure requested **For Example:** If the State is looking for a bid based on 5 Lots, the bid price would represent the price for 1 lot. The system will calculate the Unit price x 5 to arrive at the total bid price.
- l. Enter Your Max Bid Quantity if applicable

Exact request quantity required.

Unit of Measure:	EACH	Your Unit Bid Price:	<input type="text"/>
Qty Requested:	2.0000	Total Bid Price:	0.0000 USD
Your Max Bid Quantity:	<input type="text"/>	Reserve Price:	No
Max Quantity:	2.0000		

Line With a Price Schedule Attached

If the line is set up as a price schedule, the bid price and quantity fields will not appear. Instead, a check box is there to remind you to include your price schedule. Checking this box is required if you plan on bidding on this line.

- m. Check I have attached my Price Schedule(s) checkbox
- n. Click the Click here to add or view comments and/or documents related to this Line link to add the price schedule document

Line: 2 of 2 Go To Line: Previous Line Next Line

Line Details

Line: 2 Item ID: I decline to bid on this Line

Training Example Line 2 Response Required: No

I have attached my Price Schedule(s):

Category: Office supplies > Office Equip

[Click here to add or view comments and/or documents related to this Line.](#)

Exact request quantity required.

An attachment with a price breakdown/schedule or budget is required to be included on the event for a line set up as a price schedule. The managing agency will include an attachment about the price schedule in the line level attachments section. If there is no direction to include the price schedule, make sure it is done here, otherwise attach it as directed.

Also make sure you have not inadvertently checked the *I decline to bid on this Line* checkbox instead of the *I have attached my Price Schedule(s)* checkbox. If you decline the line, any price schedule you add will not be considered as it is assumed you do not want to bid on this line.

SWIFT will allow you to submit your bid without an attachment as long as the price schedule checkbox is checked, so make sure it is done so your bid is not rejected.

The *Line Comments and Attachments* section may also include additional comments or documentation related to this specific line. You may also add your own comments and attachments as appropriate. The page works the same as the general comments and attachments section (step 2C) and each line will have a separate comment and attachment link. Pay careful attention to the line number to ensure you are adding details in the appropriate place

6. Return to the *Line Details* page
 - a. Click **OK** to save any changes made on this page and return to the previous page
 - b. Click **Cancel** to disregard any changes made on this page and return to the previous page

Line Comments and Attachments

Event ID: 2000002387 Line: 2

Training Example Line 2

Attachments

View Event Attachments			Customize First 1 of 1 Last
Attached File	Attachment Description	View	
Price_Schedule.docx	Price Schedule Template	View	

Add New Attachments Customize | First 1 of 1 Last

Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

Comments

View Event Comments First 1 of 1 Last

See Attached Price Schedule

Add New Comments

Back on the *Line Details* page the next section is the *Line Questions*. This is similar to the *General Questions* section on the first page of the event, but these questions are specific to the line. These are optional so many events may not have any question for the lines.

7. Respond to line questions as appropriate
 - a. Be sure to note if a response is preferred or required

- b. Add any supporting comments or documentation using the *Click here to add comments that support your response to this Question* link for the specific line question

Line Questions Previous Questions **1-2 of 2** Next Questions

★ Name, Title, e-mail and Phone number of individual authorized to contractually obligate company.

Response

[Click here to add comments that support your response to this Question.](#)

★ If awarded, will you provide proof of insurance in the amounts outlined in the attached Terms and Conditions found in the solicitation?

Response

Preferred Response is: Yes

[Click here to add comments that support your response to this Question.](#)

The remaining sections of the line may or may not have details depending on how the event was created by the managing agency. If you have questions on any of these sections, contact the managing agency.

- 8. Review Shipping information and Item specifications as needed
 - a. Shipping Information and Item specifications are not required on the event, so there may not be information in these sections

Exact request quantity required.

Shipping Information			
Due Date	Ship To Location	Ship Via	Freight Terms
02/09/2014	G020100000	View	

Item Specification

- 9. Click the *Expand section* icon to view Item specifications

Item Specification

- 10. Review *Item Specification* section as appropriate

Item Specification	
Mfg ID:	Mfg Item ID:
Length:	Vendor Item ID:
Item Volume:	Item Height:
Item Width:	Volume UOM:
Item Weight:	Dimension UOM:
Item Size:	Weight UOM:
	Item Color:

- 11. If the event has multiple lines, enter bid details for all lines
- 12. After all information has been entered, the bid can be saved or submitted
 - a. **Save for Later:** Save entered bid information and return to submit bid later

Note: A bid in progress can be saved at any point in the process if necessary and can be completed later as long as the event end date has not been reached. Be aware you may receive error messages if all required fields are not completed when you save the response.
 - b. **Start Page:** Return to the first page to submit bid

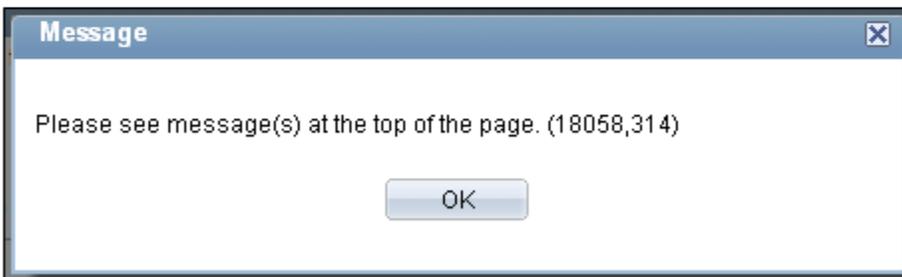
- c. **Validate Entries:** Verify if all required fields are complete and responses to questions are in the correct format

<input type="button" value="Save for Later"/>	Click the Save for Later button if you want to save your work and complete at a later time.
<input type="button" value="Start Page"/>	Click the Start Page button to return to the Main page of this event.
<input type="button" value="Validate Entries"/>	Click the Validate Entries button to have the system validate your response to ensure you have completed all necessary information.

- 13. If **Validate Entries** is clicked and there are no errors, a confirmation message will be received
 - a. Message is informational only, click **OK** to continue



- 14. If **Validate Entries** is clicked, and there are problems, the following messages may be received
 - a. They are informational, so click **OK** continue



Errors can be reviewed at the top of the start page

- 15. Click **Start Page** to return to the main page if entries were validated from the line page

<input type="button" value="Save for Later"/>	Click the Save for Later button if you want to save your work and complete at a later time.
<input type="button" value="Start Page"/>	Click the Start Page button to return to the Main page of this event.
<input type="button" value="Validate Entries"/>	Click the Validate Entries button to have the system validate your response to ensure you have completed all necessary information.

16. Review error message(s) and correct any problems

Welcome, TEST
User: KARI

Event Details

! Response required. You must enter a response for General Question 3 - Name, Title, e-mail and Phone nu ...
! Response required. You must enter a response for General Question 4 - Name, Title, e-mail, phone and f ...

Event Name:	MMD RFB Training Example	Bidding Instructions
Event ID:	G0201-2000002387	Bid ID: New
Event Format/Type:	Sell Event	Bid Date:
Procurement Type:	ALP RFB	Bid Currency: <input type="text" value="USD"/> US Dollar
Event Round:	1	
Event Version:	1	
Event Start Date:	01/27/2014 11:12AM CST	
Event End Date:	02/04/2014 11:12 AM CST	

[Click here to add or view comments and/or documents related to this event.](#) [Click here to add your Non Public/Trade Secret Data.](#)

17. Once any errors are corrected, and the bid is ready, click **Submit Bid**
- If the bid is being entered before the start date, it can be saved, but not submitted
 - Responses will be validated when bid is submitted, if any errors they must be resolved before the bid can be successfully submitted

Submit Bid Click the Submit Bid button when you have entered all required information and are ready to submit your response to this event.

Save for Later Click the Save for Later button if you want to save your work and complete at a later time.

Validate Entries Click the Validate Entries button to have the system validate your response to ensure you have completed all necessary information.

[Return to Create Bidder Response](#)

18. Once bid is submitted, a confirmation will be received
19. Click **OK** to continue and you are returned to the *View Events and Place Bids* search Page
20. Click **Copy Bid** if alternate bids are allowed and you wish to use this bid as a template for an additional response.

Bid Confirmation

Your bid has been successfully submitted.

Bid ID:	2	Bid Date:	01/27/2014 2:12:40PM CST
Event ID:	2000002387	MMD RFB Training Example	
Confirmation Number:	00006199		
Event Format:	Sell Event	Round:	1
		Version:	1
Start Date:	01/27/2014 11:12AM CST	End Date:	02/04/2014 11:12 AM CST
Your Total Price:	20,000.00 USD		

Expert Entry

Submitting a Response when a Required Question is not Answered as Directed

If one of the questions in either the *General Questions* section or the *Line Questions* sections has a required response, the question must be answered as indicated or the bid will not be accepted. If you choose not to answer with the required response, you are still able to submit the bid, but it will be considered disqualified.

★ Do you accept the General Terms and Conditions stated in the Event Details? If no, detail all exceptions. All exceptions must be detailed in the space provided below. If no exceptions are detailed below your response will be held in strict compliance with the General Terms and Conditions. Exceptions detailed in other locations within the response will not be considered.

Response:

Required Response is: Yes

If you attempt to validate your bid with an incorrect required response, you will see a message similar to the following at the top of the page. Note that “ideal value” is referring to the required response.

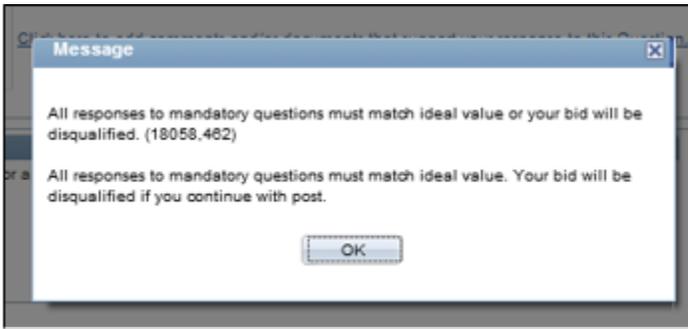
Event Details User: KARI

! Your response must match ideal value for general question 1 - Do you accept the General Terms ...

Event Name:	MMD RFB Training Example	Bidding Instructions
Event ID:	G0201-2000002387	Bid ID: New

If you choose not to change your response, and submit your bid, you will see the following informational message. This is informational and will not stop you from continuing.

1. Click **OK**



If you wish to continue submitting the bid with the incorrect response, you can do so, but be aware your bid will be considered disqualified.

2. Click **Submit Bid** a second time.

Your bid will be considered submitted, but not “accepted” and disqualified.

3. Click **OK** to continue and you are returned to the *View Events and Place Bids* search Page
4. Click **Copy Bid** if you wish to use this bid as a template for an additional

response. You will receive a confirmation of the submission, but again note it is considered disqualified.

Bid Confirmation

Your bid has been disqualified and successfully submitted

Bid ID:	1	Bid Date:	01/27/2014 2:08:32PM CST
Event ID:	2000002387	MMD RFB Training Example	
Confirmation Number:	00006198		
Event Format:	Sell Event	Round:	1
Start Date:	01/27/2014 11:12AM CST	End Date:	02/04/2014 11:12 AM CST
Your Total Price:	20,000.00 USD		

Expert Entry

The bid has still been posted even though it is disqualified and can be reviewed from the *My Event Activity* page (see the **Viewing Invitations and Accepting/Declining an Event** QRG for additional information on this page). The bid cannot, however be edited. You do have the option to create a second bid even if multiple bids are not allowed on the event.

1. Click *View* to review the disqualified bid
2. Click *Copy* to use the disqualified bid as a template to submit another response

Welcome, TEST
User: KARI

View, Edit or copy from Saved Bids

Event Name: MMD RFB Training Example
 Event ID: G0201-2000002387 Event Round: 1
 Event Format/Type: Sell Event RFX Event Version: 1
 Event Start Date: 01/27/2014 11:12AM CST Multiple Bids: Allowed
 Event End Date: 02/04/2014 11:12 AM CST Currency: US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved		
1	1	1	Disq.	Posted	01/27/2014 2:08PM CST	View	Copy

[Return to Event Search](#)

If you are viewing a disqualified bid you will see an indication at the top of the page noting its status. The submit button at the bottom of the page will not be available.

Welcome, TEST
User: KARI

Event Details

1 Disqualified Bid

Event Name: MMD RFB Training Example [Bidding Instructions](#)
 Event ID: G0201-2000002387 Bid ID: 1

Updating/Editing a Previously Entered Bid

Depending on how a managing agency chooses to set up their event, you may or may not be allowed to edit a response after you have submitted it. You can see if it's allowed on the *Event Details* page when you are reviewing the event. If it is allowed, you are able to edit your response up to the end date and time of the event.

The only exception to this is bids that were submitted and disqualified, or bids you chose to cancel. These cannot be edited, but you are allowed to submit a second response in these cases even if the event does not allow multiple (alternative) bids.

Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed

1. Navigate to the *My Event Activity* page Manage Events and Place Bids>My Event Activity **Note:** See the **Viewing Invitations and Accepting/Declining an Event** QRG for additional information on this page
2. Search for the event you wish to edit and click the link in the *Event ID* column

Event Activity User: KARI

Event Activity Summary

Click on number to view events below

Events Invited To: [4](#) Events Bid On: [2](#) Events Awarded: [0](#)

Search Criteria

Event Format: Events Invited To Events Bid On Events Awarded

Event Type: Date Range: From: Through:

Search

Legend

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
G0201-2000002387	Sell	MMD RFB Training Example	Posted	01/27/2014 11:12AM CST	02/04/2014 11:12AM CST	
G0211-2000002283	Sell	RECS RFP Study Facility	Posted	01/29/2014 4:00PM CST	02/05/2014 12:00PM CST	
G0211-2000002323	Sell	Expansion-MCF, Shakopee RFP RECS Design MDH Lab Heat	Posted	01/27/2014 3:00PM CST	01/31/2014 12:00PM CST	
G0211-2000002348	Sell	Wheel Replacement RECS RFP Testing & Inspection	Posted	01/30/2014 3:30PM CST	02/05/2014 12:00PM CST	

This brings you to the *Event Details* page where you can see a high level overview of the event.

3. Click the *View, Edit or Copy from Saved Bids* link

Event Details Welcome, KARI
User: KARI

[Information On Inquiry Options](#) [View, Edit or Copy from Saved Bids](#)

Event Name:	MMD RFB Training Example
Event ID:	G0201-2000002387
Event Format/Type:	Sell Event
Procurement Type:	ALP RFB
Event Round:	1
Event Version:	1
Event Start Date:	01/27/2014 11:12AM CST
Event End Date:	02/04/2014 11:12 AM CST

[Click here to view the General Terms and Conditions](#)

This will bring you to the *View, Edit or copy from Saved Bids* page where you will see all activity related to your submission of an event.

4. Review the saved/submitted bids
 - a. Bid ID
 - i. Unique identifier based on your user ID of the bid you previously saved/submitted
 - ii. If you have multiple bids, all of them for the event should be listed.
 - b. Round
 - i. Round number of the event for which the bid was submitted
 - ii. Contact the managing agency for questions about different rounds
 - c. Version
 - i. Version number of the event for which the bid was submitted
 - ii. Contact the managing agency for questions about different versions
 - d. Bid Status
 - i. Indicates if a bid has been accepted or not
 1. *Disqualified*-Bid was posted but did not meet the minimum

- requirements of the event
- 2. *Cancelled*-Bid was posted but was withdrawn by the vendor
- 3. *Saved*-The bid has been entered by the vendor but not yet submitted for consideration
- 4. *Posted*-The bid has been completed and fully submitted for consideration
- e. Event Status
 - i. Indicates a bid has been saved by SWIFT
 - ii. Will always be *Posted* regardless of the bid status
- f. Bid Last Saved
 - i. Date and time of the last changes made to the bid
- g. Actions
 - i. These columns are not labeled, but the links indicate what you are allowed to do with the bid
 - 1. View
 - a. The bid can be reviewed but not changed
 - b. This will be shown for any cancelled or disqualified bids, or for all bids after the event end date is reached
 - 2. View/Edit
 - a. The bid can be updated and resubmitted as necessary
 - b. This is only allowed on saved bids or bids with a bid status of *Posted* when the event is set up to allow editing of submitted bids
 - c. This option will only be available until the end date and time of the event
 - 3. Copy
 - a. Use this link to submit an additional bid using the original as a template
 - b. This option is only available if multiple bids are allowed for the event or if all previous bids have been disqualified/cancelled
 - c. This option will only be available until the end date and time of the event
 - 4. Cancel
 - a. Use this link to withdraw your bid
 - b. This is only available until the end date and time of the event

Welcome, TEST
User: KARI

View, Edit or copy from Saved Bids

Event Name:	MMD RFB Training Example		
Event ID	G0201-2000002387	Event Round:	1
Event Format/Type:	Sell Event RFx	Event Version:	1
Event Start Date:	01/27/2014 11:12AM CST	Multiple Bids:	Allowed
Event End Date:	02/04/2014 11:12 AM CST	Currency:	US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved			
1	1	1	Disq.	Posted	01/27/2014 2:08PM CST	View	Copy	
2	1	1	Posted	Posted	01/27/2014 2:12PM CST	View/Edit	Copy	Cancel

[Return to Event Search](#)

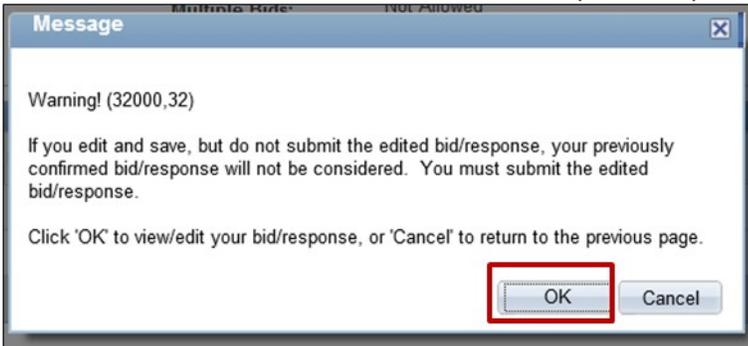
Bids							
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved		
1	1	1	Disq.	Posted	01/27/2014 2:08PM CST	View	Cancel
2	1	1	Cancelled	Posted	01/27/2014 2:15PM CST	View	
3	1	1	Posted	Posted	01/28/2014 3:52PM CST	View/Edit	Cancel

1. Click *View/Edit* for the response to be edited

Bids							
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved		
1	1	1	Disq.	Posted	01/27/2014 2:08PM CST	View	Cancel
2	1	1	Cancelled	Posted	01/27/2014 2:15PM CST	View	
3	1	1	Saved	Posted	01/28/2014 3:57PM CST	View/Edit	Cancel

A warning message will appear to remind you that the edited response will replace the existing one even if you have not actually submitted the edited bid.

2. Click **OK** to continue or **Cancel** to stop the edit process



5. Make the appropriate edits as necessary
 6. Save or submit your bid as appropriate
- Note:** You will not have a successfully posted bid until you click the **Submit Bid** button. Your bid will not be in consideration if you only use the **Save for Later** button even if you had submitted it before you began the edit process.

Submit Bid	Click the Submit Bid button when you have entered all required information and are ready to submit your response to this event.
Save for Later	Click the Save for Later button if you want to save your work and complete at a later time.
Validate Entries	Click the Validate Entries button to have the system validate your response to ensure you have completed all necessary information.

When the bid is submitted, a confirmation message will be given. If you only save the edits with the intention of returning to submit it later, the confirmation will not be given.

