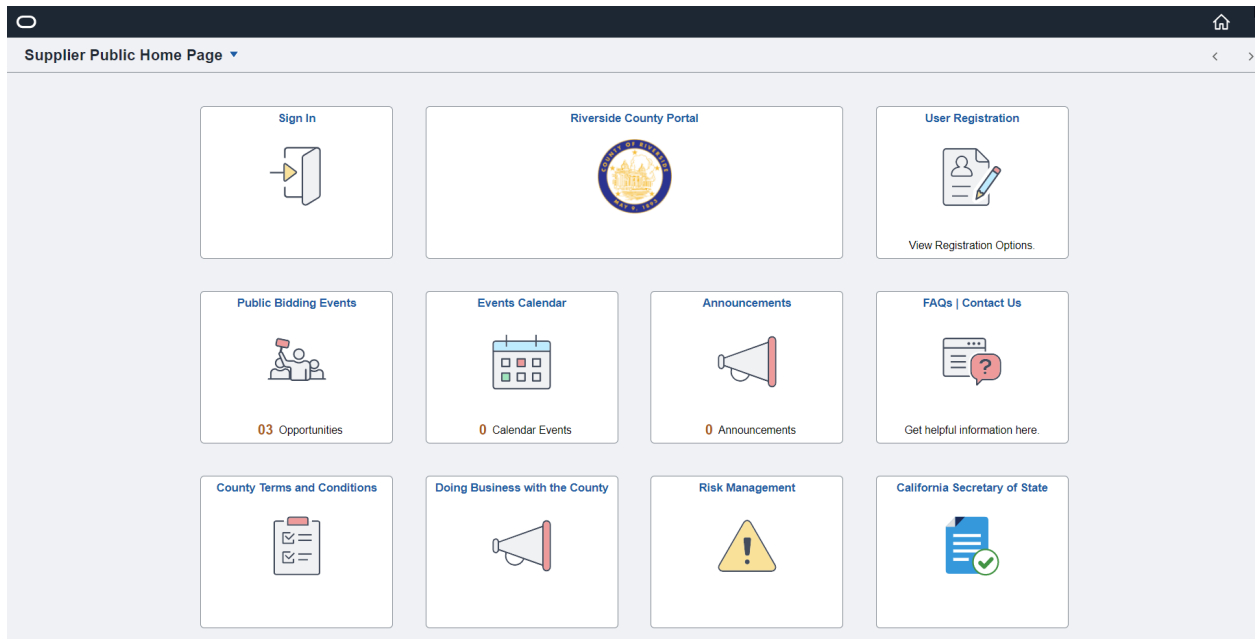


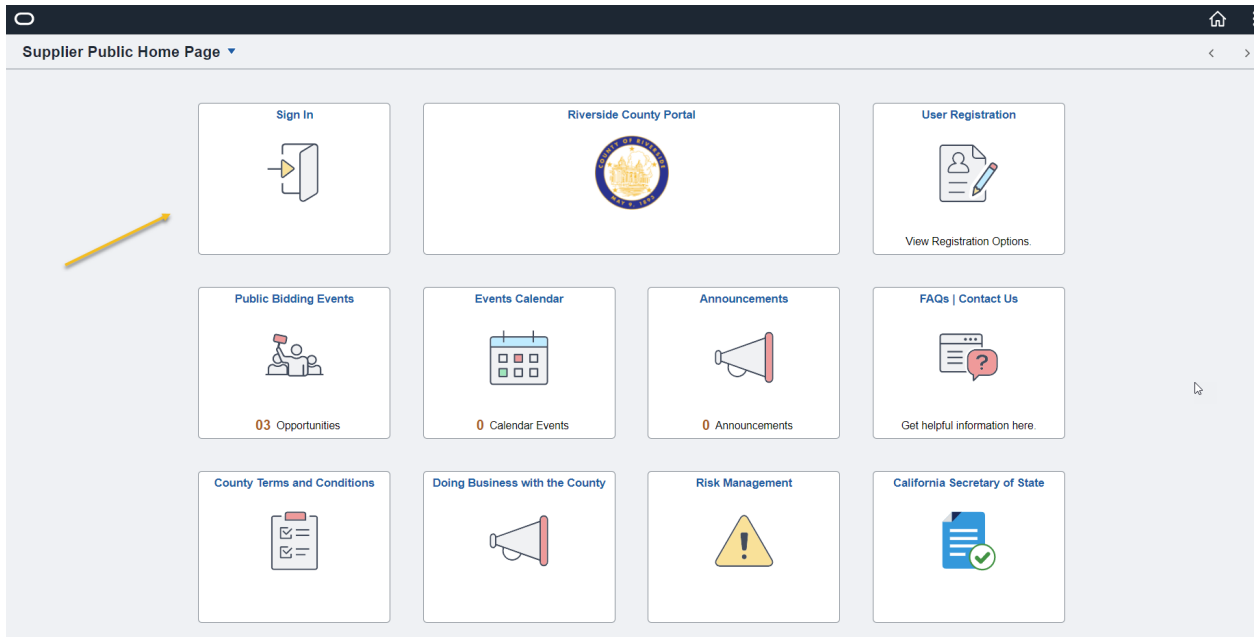
Bidder User Guide

This guide is meant for users that have registered as a Bidder for Riverside County. This document shows the access the user has as a Bidder User and shows the task and views for the user.

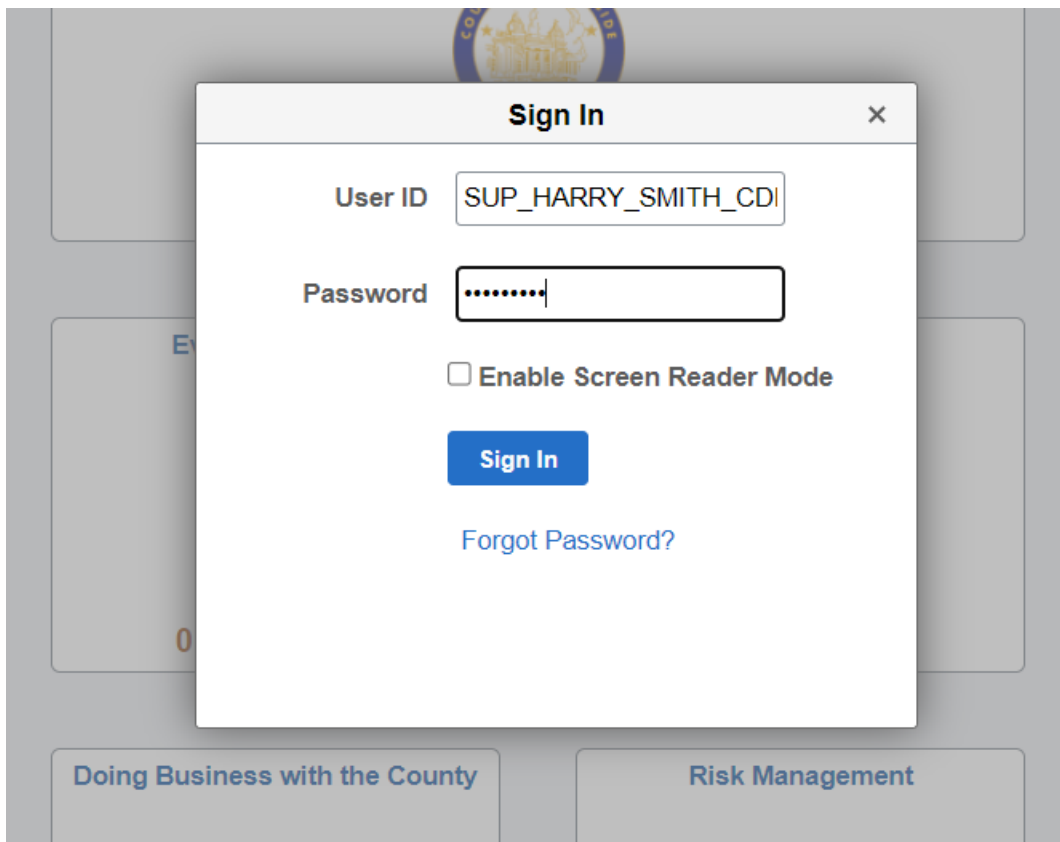
The two main task a Bidder user will have is to Bid on Events that were created and posted on the portal and to update and manage the Bidder information.



Supplier Portal Landing Page



Sign In



Enter User ID and Password

Sign In

Harry Smith - CDE

Please Enter PIN

Expires 05/17/23 10:33AM

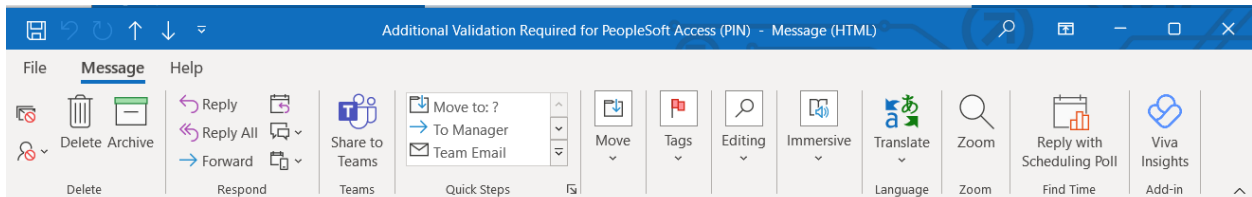
Notify PIN using

TextEmailPhone

Save


On Sign In you will need to log in through a Multi Factor Authentication (MFA)






Select Desired method to receive code



Additional Validation Required for PeopleSoft Access (PIN)

 CountyOfRiverside@rivco.org
To  Jeremy Gross

 If there are problems with how this message is displayed, click here to view it in a web browser.

  Reply  Reply All  Forward  

Wed 5/17/2023 10:36 AM

Hello Harry Smith - CDE,

You are accessing a PeopleSoft page requiring additional validation.

Please use the following PIN.

57543

This will grant you access until 2023-05-17-10.33.16.000000

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Code received Via email

Harry Smith - CDE

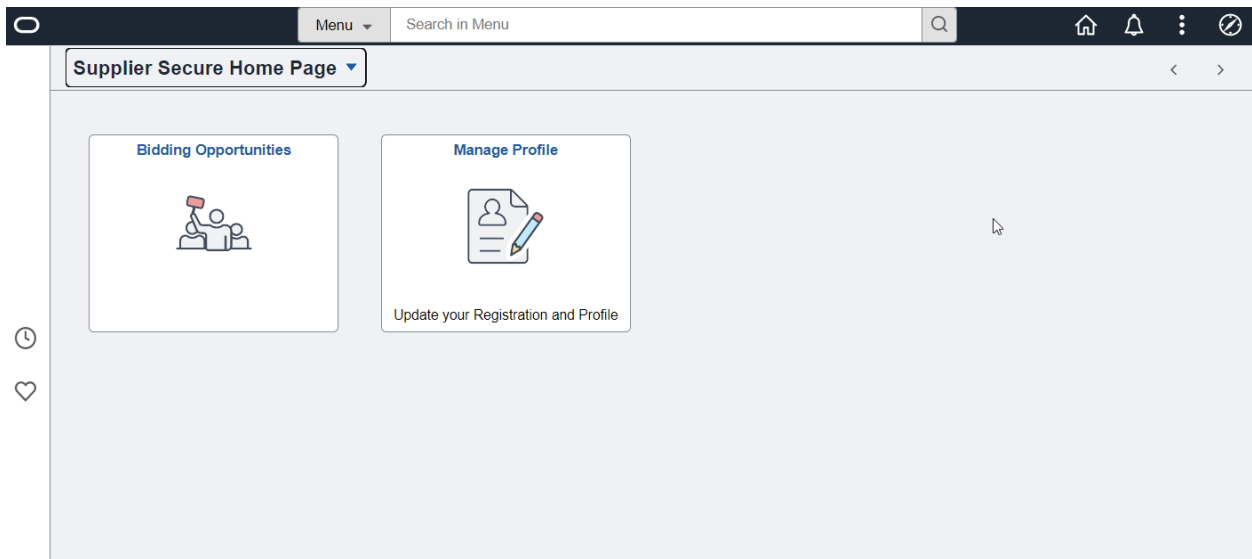
Please Enter PIN

Expires 05/17/23 10:33AM

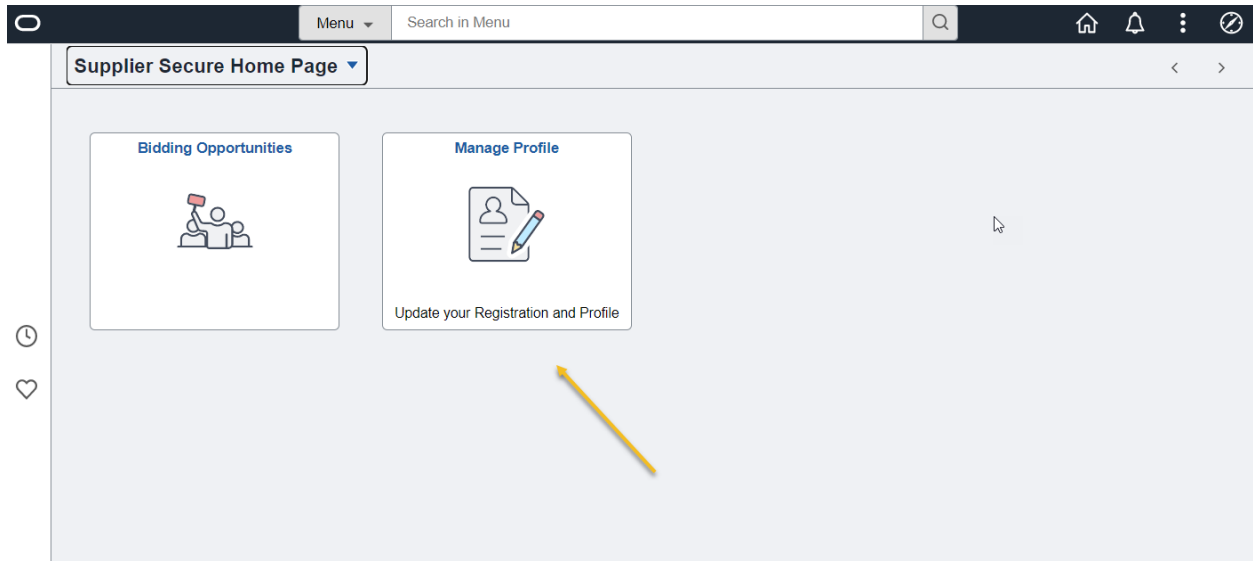
Notify PIN using

Enter Code

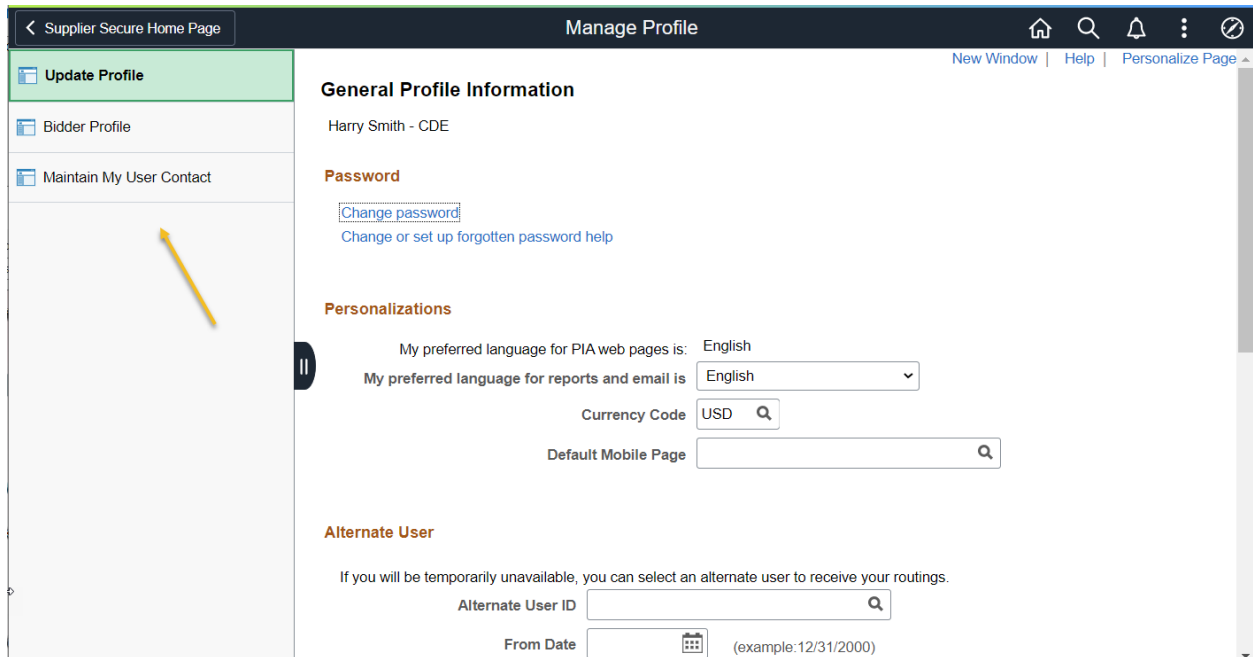
Select Save



Bidder Landing Page (once logged in)



Manage Profiles



Three Options in Manage Profiles Tile

Update Profile

Bidder Profile

Maintain My User Contact

Supplier Secure Home Page Manage Profile

Update Profile

Bidder Profile

Maintain My User Contact

General Profile Information

Harry Smith - CDE

Password

[Change password](#)
 Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English
 My preferred language for reports and email is: English
 Currency Code: USD
 Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example:12/31/2000)
 To Date: (example:12/31/2000)

Workflow Attributes

Email User Worklist User

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	jgross@cherryroad.com	<input type="button" value="+"/>	<input type="button" value="-"/>

IM Information

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text" value=""/>	SUP_JANE_SMITH_TESTCo	<input type="button" value="+"/>	<input type="button" value="-"/>

Update Profile

Can Change Password

Other general settings for user

Supplier Secure Home Page Manage Profile

Update Profile
Bidder Profile
Maintain My User Contact

Main | Addresses | Contacts | Identifications

Welcome, CDE Co.
User: Harry Smith - CDE

Company URL

Bidder Status Active Inactive

Bidder Type Business Individual

Additional Information

HUBZone Program

Sm Disadvantaged Business Prog

Size of Small Business

Other Preference Programs

Veteran-Owned Small Business

Emerging Small Business
 Women-Owned Business
 Veteran
 Disabled

Main | [Addresses](#) | [Contacts](#) | [Identifications](#)

Bidder Profile

4 Sections to Bidder Profile that can be updated

Main

Addresses

Contacts

Identifications

Supplier Secure Home Page Manage Profile

Update Profile
Bidder Profile
Maintain My User Contact

Main | Addresses | Contacts | Identifications

Welcome, CDE Co.
User: Harry Smith - CDE

Company URL

Bidder Status Active Inactive

Bidder Type Business Individual

Additional Information

HUBZone Program

Sm Disadvantaged Business Prog

Size of Small Business

Other Preference Programs

Veteran-Owned Small Business

Emerging Small Business
 Women-Owned Business
 Veteran
 Disabled

Main | [Addresses](#) | [Contacts](#) | [Identifications](#)

Bidder Profile – Main

Company URL can be entered

Additional Information on Company can be entered

Supplier Secure Home Page Manage Profile

Update Profile
Bidder Profile
Maintain My User Contact

Main Addresses Contacts Identifications

Addresses 1 of 1 View All

Main Address Ship To Address
 Bill To Address Invoice Address

Address Details

Country United States [Change Country](#)

*Address 1 123 Main Street

Address 2

Address 3

*City Riverside

County CA Postal 55555

*State CA California

[Add a New Address](#) [Delete](#)

[Save](#)

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

Bidder Profile – Addresses

Update Address

Add Additional Addresses through Add a New Address Button

Supplier Secure Home Page Manage Profile

Update Profile

Bidder Profile

Maintain My User Contact

Main | Addresses | **Contacts** | Identifications

User Information 1 of 1

First Name

Last Name

Title

Email ID

Telephone Ext

Fax

*Address Main Address

User ID SUP_HARRY_SMITH_CDE

Add Contact Delete

Save

Main | Addresses | Contacts | Identifications

Bidder Profile – Contacts

Update Profile

Add additional contacts for your company through add a contact button

Delete contacts is available for changes

Supplier Secure Home Page Manage Profile

Update Profile
Bidder Profile
 Maintain My User Contact

Main | Addresses | Contacts | **Identifications**

Standard ID Numbers

ID Type	ID Number
1 Tax Identification Number	765432785

Standard Industry Codes

SIC Code Type	SIC Code	Description
1 UNSPSC Codes	44120000	OFFICE SUPPLIES

Add SIC Code

VAT Information

*Country	Description	Country	VAT ID	Home Country
1				<input type="checkbox"/>

Add VAT Registration

Profile Questions

Please list your California Secretary of State License Number.

Save

Main | Addresses | Contacts | Identifications

Bidder Profile – Identifications

Update UNSPSC Codes

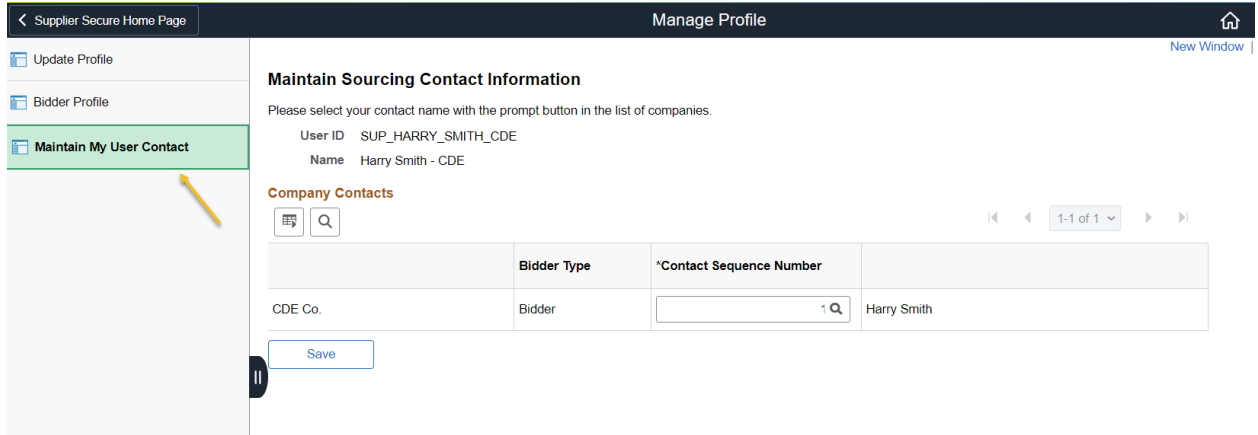
Add or delete categories based on what goods or services your company provides

Select Add SIC Code to add new categories

Select Trash Can Icon for line to delete

Update Profile Question is available if change is needed

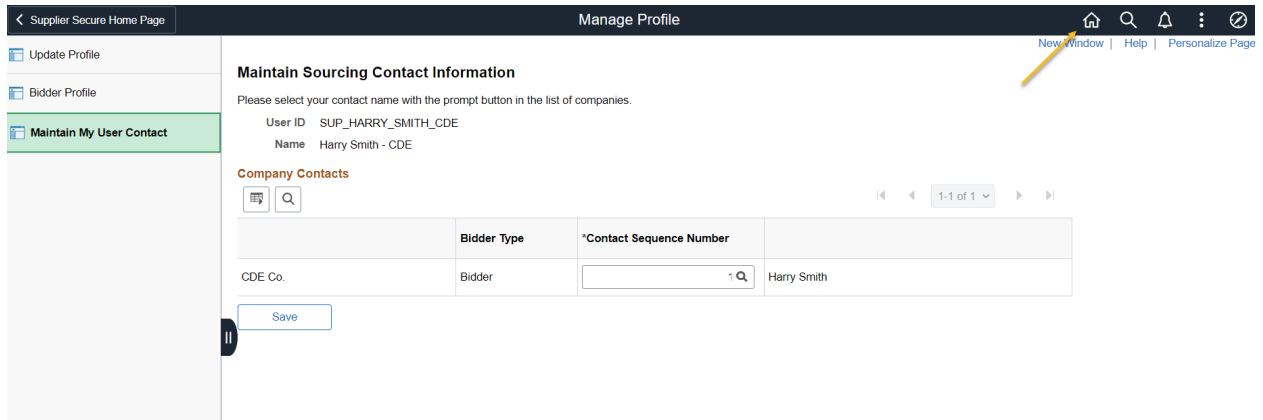
Save all changes



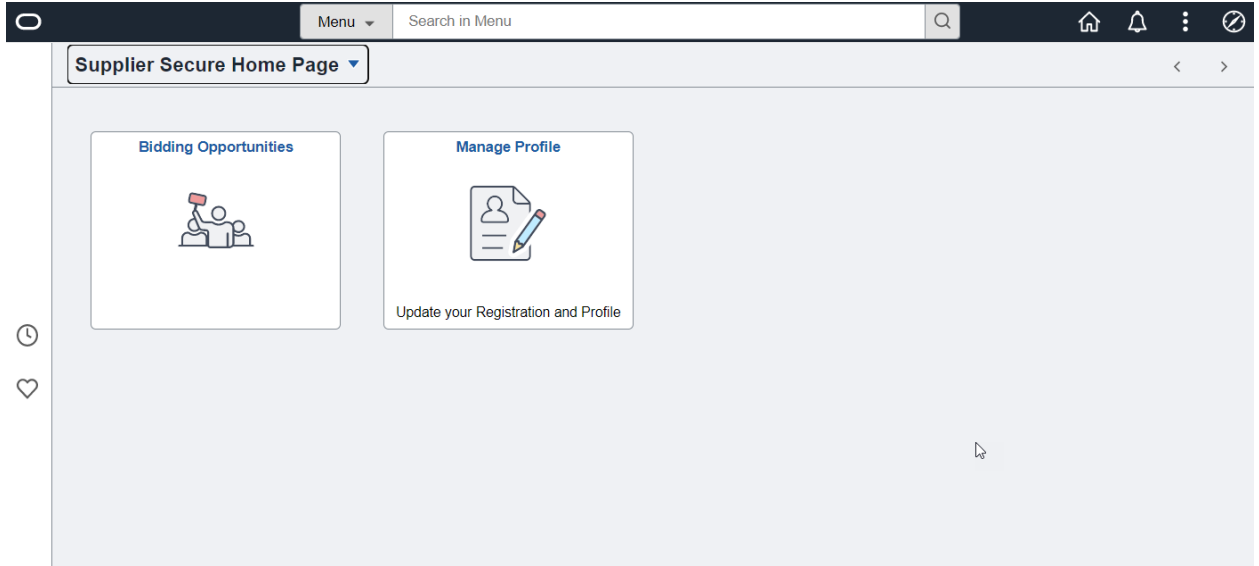
Maintain My User Contact

Links User ID to Bidder Contact

Note: This is done automatically on registration

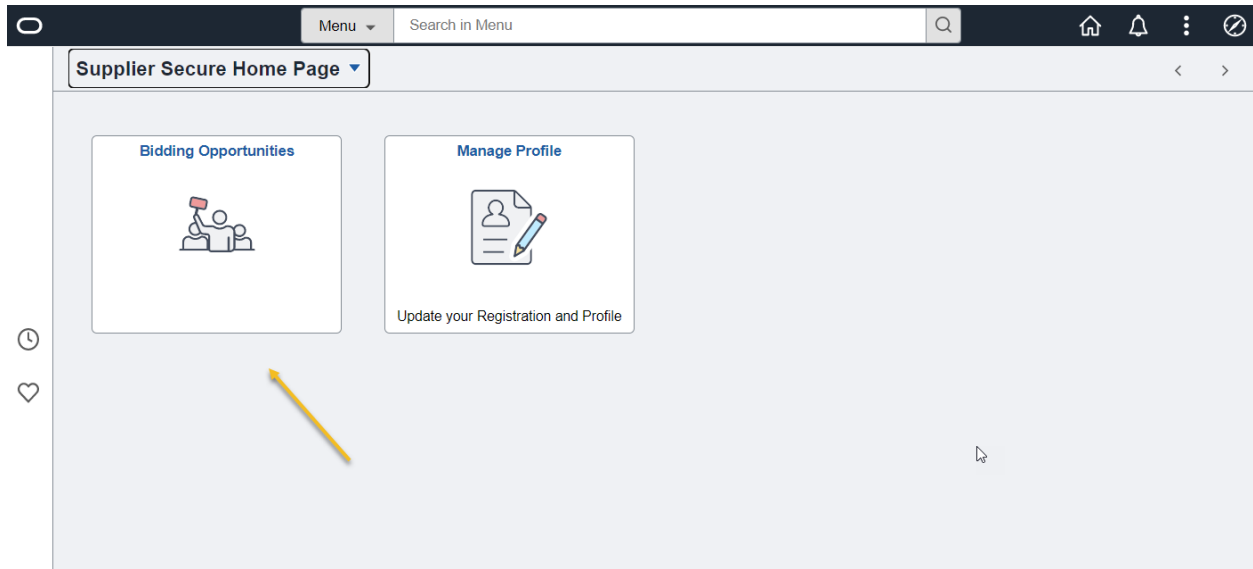


Home Icon returns use to Home Page



Bidder User Landing Page

Bidding Opportunities Tile



Bidding Opportunities

The screenshot displays the 'Bidding Opportunities' page. On the left, there is a 'View By Bid Status' filter with 7 rows. The 'All' status is selected, showing 4 items. Other statuses include New (4), Accepted (0), Winning (0), Outbid (0), Declined (0), and Withdrew (0). The main content area shows 'Bidding Event Information' with tabs for 'Invited Events' and 'Public Events'. A table lists one event:

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
RFQ - Mobile Medical Van	AUDITOR-CONTROLLER 23-0033	Sell RFX	05/17/2023 08:28 AM PDT 05/18/2023 01:00 PM PDT	1 days	New	>

The Biding Opportunities page shows Events that your company is invited to and ones that are posted on the Public Portal Page for Bidding.

Invited Events -

This is a listing of Bidding Events your company is specifically invited to. Your company was invited due to registering for the specific category code or your company was believed to be able to bid on the event.

Public Events -

Events that are on the portal for public viewing. Your company may or may not provide these goods or services. This is the general porting for all events.

The screenshot shows the 'Bidding Opportunities' page. At the top, there is a navigation bar with a home icon, search icon, notification bell, and a refresh icon. Below the navigation bar, there are filters for 'View By' (set to 'Bid Status'), 'Time Zone' (set to 'Pacific Time (US)'), and 'Date Format' (set to 'MMDDYY'). There is an 'Apply' button next to the date format filter. Below the filters, there is a 'Bidding Event Information' section with two tabs: 'Invited Events' (selected) and 'Public Events'. A table of events is displayed below the tabs. The table has columns for 'Event Name', 'Buying Organization / Event ID', 'Format / Type', 'Start Date / End Date', 'Ends In', 'Bid Status', and 'Event Details'. One event is listed: 'RFQ - Mobile Medical Van' with 'AUDITOR-CONTROLLER 23-0033' as the buying organization, 'Sell RFX' as the format, and start/end dates of '05/17/2023 08:28 AM PDT' and '05/18/2023 01:00 PM PDT'. The event ends in '1 days' and has a 'New' bid status. A sidebar on the left shows a list of bid statuses: 'All' (4), 'New' (4), 'Accepted' (0), 'Winning' (0), 'Outbid' (0), 'Declined' (0), and 'Withdrawn' (0). The 'All' status is highlighted in green.

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
RFQ - Mobile Medical Van	AUDITOR-CONTROLLER 23-0033	Sell RFX	05/17/2023 08:28 AM PDT 05/18/2023 01:00 PM PDT	1 days	New	>


Invited Events

Supplier Secure Home Page | Bidding Opportunities

*View By: Bid Status

Time Zone: Pacific Time (US) | Date Format: MMDDYY | Apply

Bidding Event Information

Invited Events | **Public Events** 

7 rows

3 rows

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
RFQ - Mobile Medical Van	AUDITOR-CONTROLLER 23-0031	Sell RFX	05/15/2023 09:16 AM PDT 05/18/2023 01:00 PM PDT	1 days	New	>
RFQ - TEST II Services	INFORMATION TECHNOLOGY 23-0030	Sell RFX	05/15/2023 06:45 AM PDT 05/30/2023 06:45 PM PDT	13 days	New	>
RFP - TEST IT SERVICES	INFORMATION TECHNOLOGY 23-0017	Sell RFX	04/24/2023 05:56 AM PDT 05/31/2023 05:56 AM PDT	14 days	New	>

Left sidebar: All (4), New (4), Accepted (0), Winning (0), Outbid (0), Declined (0), Withdrew (0)

Public Events

Supplier Secure Home Page | Bidding Opportunities

*View By: Bid Status

Time Zone: Pacific Time (US) | Date Format: MMDDYY | Apply

Bidding Event Information

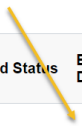
Invited Events | **Public Events**

7 rows

3 rows

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
RFQ - Mobile Medical Van	AUDITOR-CONTROLLER 23-0031	Sell RFX	05/15/2023 09:16 AM PDT 05/18/2023 01:00 PM PDT	3 days	New	>
RFQ - TEST II Services	INFORMATION TECHNOLOGY 23-0030	Sell RFX	05/15/2023 06:45 AM PDT 05/30/2023 06:45 PM PDT	15 days	New	>
RFP - TEST IT SERVICES	INFORMATION TECHNOLOGY 23-0017	Sell RFX	04/24/2023 05:56 AM PDT 05/31/2023 05:56 AM PDT	16 days	New	>

Left sidebar: All (3), New (3), Accepted (0), Winning (0), Outbid (0), Declined (0)



Select an Event to Review or Bid on

[Bid on Event](#)
[Accept Invitation](#)

Bidding Event Information

Event Name RFQ - Mobile Medical Van	Event Start Date 05/15/2023 09:16 AM PDT
Business Unit AUDITOR-CONTROLLER	Event End Date 05/18/2023 01:00 PM PDT
Event ID 23-0031	Event Round 1
Event Status Posted	Event Version 1
Buyer Name Jeremy Gross	Event Format Sell
Sealed Event Yes	Event Type RFX
Payment Terms	Billing Location AC General Accounting
Contact Information Jeremy Gross	Event Currency US Dollar
Description The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.	Multiple Bids Allowed
	Edits to Submitted Bids No

[View Bid Package](#)
[View Discussion Forum](#)

Lines

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	Van, Medical Mobile, Per Specification in RFQ Documents	1.0000 Each	

Event Detail

Review the Event Summary page to determine if you want to bid on the event

Invitation Accepted

[Bid on Event](#)

Bidding Event Information

Event Name RFQ - Mobile Medical Van	Event Start Date 05/15/2023 09:16 AM PDT
Business Unit AUDITOR-CONTROLLER	Event End Date 05/18/2023 01:00 PM PDT
Event ID 23-0031	Event Round 1
Event Status Posted	Event Version 1
Buyer Name Jeremy Gross	Event Format Sell
Sealed Event Yes	Event Type RFX
Payment Terms	Billing Location AC General Accounting
Contact Information Jeremy Gross	Event Currency US Dollar
Description The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.	Multiple Bids Allowed
	Edits to Submitted Bids No

[View Bid Package](#)
[View Discussion Forum](#)

Bid Information

Bid ID	Round	Version	On Behalf Of	Submitted By	Event Status	Bid Date	Bid Status	Actions
1	1	1		SUP_BILL_BROWN_XYZ	Posted	05/15/2023 10:20:24AM	Posted	Actions

Lines

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	Van, Medical Mobile, Per Specification in RFQ Documents	1.0000 Each	

View Bid Package – View Bid Documents

Attachments

Filename	Description
RFQ_PUARC-1695_(3).pdf	RFQ - Van Mobile Medical
RFQ_-_Mobile_Medical_Van.pdf	Event Details
RFQ_-_Mobile_Medical_Van.pdf	Event Details

View documents

Event Details

Invitation Accepted [Bid on Event](#)

Bidding Event Information

Event Name	RFQ - Mobile Medical Van	Event Start Date	05/15/2023 09:16 AM PDT
Business Unit	AUDITOR-CONTROLLER	Event End Date	05/18/2023 01:00 PM PDT
Event ID	23-0031	Event Round	1
Event Status	Posted	Event Version	1
Buyer Name	Jeremy Gross	Event Format	Sell
Sealed Event	Yes	Event Type	RFx
Payment Terms		Billing Location	AC - General Accounting
Contact Information	Jeremy Gross	Event Currency	US Dollar
Description	The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.		
		Multiple Bids	Allowed
		Edits to Submitted Bids	No

[View Bid Package](#) [View Discussion Forum](#)

Bid Information

Bid ID	Round	Version	On Behalf Of	Submitted By	Event Status	Bid Date	Bid Status	Actions
1	1	1		SUP_BILL_BROWN_XYZ	Posted	05/15/2023 10:20:24AM	Posted	Actions

Lines

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	Van, Medical Mobile, Per Specification in RFQ Documents	1,0000 Each	

View Discussion Forum – Ask Questions to the Buyer regarding the Event (Optional)

Message Board

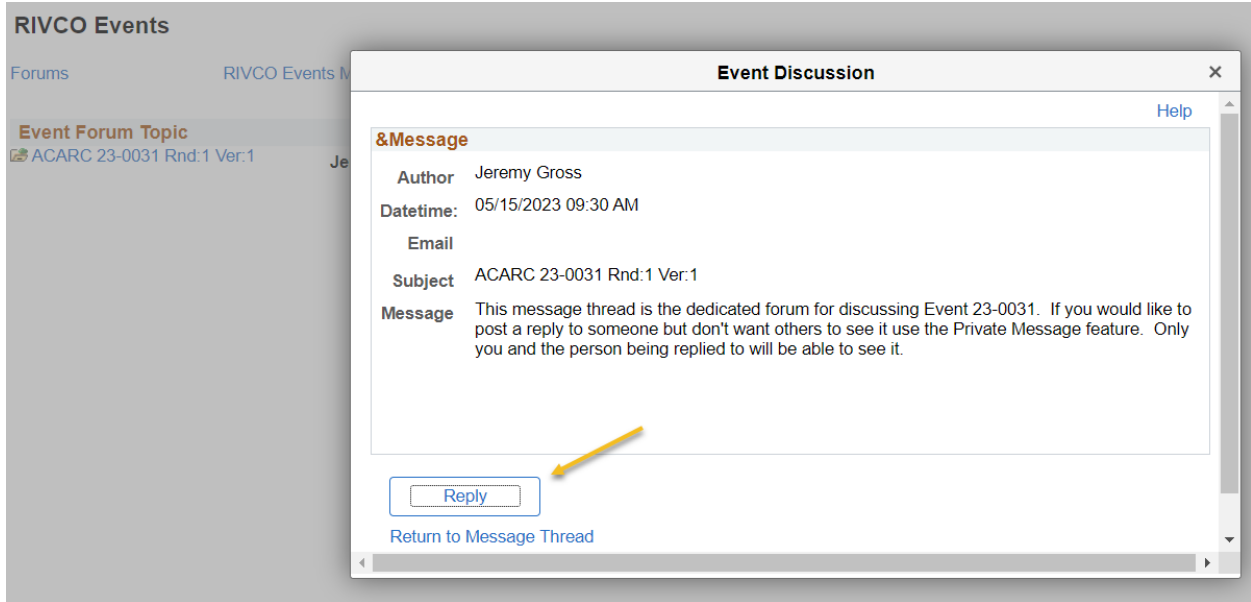
RIVCO Events

[Forums](#) [RIVCO Events Message List](#)

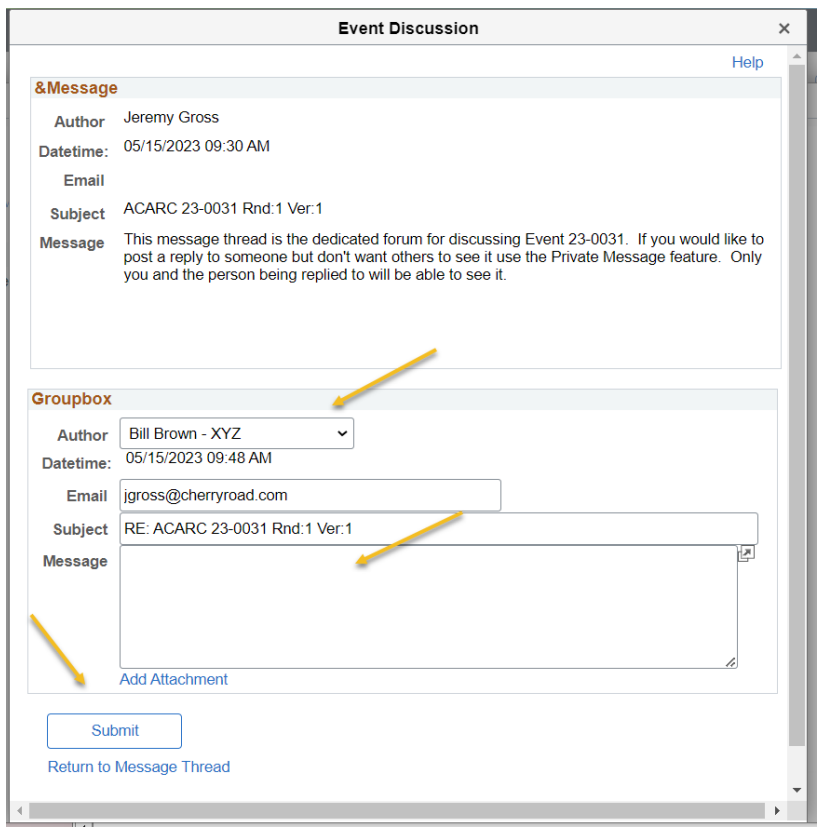
Event Forum Topic

[ACARC 23-0031 Rnd:1 Ver:1](#) **Jeremy Gross** 05/15/2023 09:30 AM

Select link to ask questions



Select Reply



Author - Select whom to send the Author

Message – Enter Question

Submit

Bidding Opportunities | **Event Details** | Home | Search | Notifications | Settings

▼ Bidding Event Information

Event Name	RFQ - Mobile Medical Van	Event Start Date	05/15/2023 09:16 AM PDT
Business Unit	AUDITOR-CONTROLLER	Event End Date	05/18/2023 01:00 PM PDT
Event ID	23-0031	Event Round	1
Event Status	Posted	Event Version	1
Buyer Name	Jeremy Gross	Event Format	Sell
Sealed Event	Yes	Event Type	RFX
Payment Terms		Billing Location	AC General Accounting
Contact Information	Jeremy Gross	Event Currency	US Dollar
Description	The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.	Multiple Bids	Allowed
		Edits to Submitted Bids	No

[View Bid Package](#) | [View Discussion Forum](#)

▼ Lines 1 row

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	Van, Medical Mobile, Per Specification in RFQ Documents	1,000 Each	

Event Details

Bid on Event – Enter Bid on Event

Accept Invitation – Stating you accept the invitation but may not enter the bid at this time. The Event will be tracked in your Accepted Invitations

Bid Invitations

The screenshot shows an Outlook email window titled "Event Invitation Notification - Message (HT...)". The ribbon includes "File", "Message", and "Help" tabs. The "Message" tab is active, showing options like "Delete", "Archive", "Reply", "Reply All", "Forward", "Share to Teams", "Move to: To Manager", "Move to: Team Email", "Move", "Tags", "Editing", "Immersive", "Translate", "Zoom", "Reply with Scheduling Poll", and "Viva Insights".

The email content is as follows:

Event Invitation Notification

no_reply_fs92tsta@rivco.org
To

Wed 5/17/2023 10:32 AM

[if there are problems with how this message is displayed, click here to view it in a web browser.](#)

RFQ_-_Mobile_Medical_Van.pdf 12 KB
 RFQ_PUARC-1695_(3).pdf 479 KB

Event Invitation

Dear Invited Bidder,
You have been invited to participate in a strategic sourcing event. Review this information and use the URL below to bid on this event.

Event Overview

Event Name: RFQ - Mobile Medical Van
Description: The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.

Event Details

Event Id: ACARC-23-0033 Round 1 Version 1
Event Starts: 05/17/2023 8:28AM PDT
Event Ends: 05/18/2023 1:00PM PDT
Header Attachments: RFQ_PUARC-1695_(3).pdf,
Line Attachments: None

Event URL

[Review and bid on this event.](#)
To discuss event 23-0033 with other invited bidders, or those hosting this event, use the following URL . This forum thread is dedicated to the discussion of event 23-0033. [Discuss this event in a dedicated forum.](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

In additions to the Bid being available to see in the Invited Bids section, the user will receive an email invitation for the event.

Bid on Event

Bidding Opportunities | **Event Details** | Home | Search | Notifications | Settings

[Bid on Event](#) | [Accept Invitation](#)

Bidding Event Information

Event Name	RFQ - Mobile Medical Van	Event Start Date	05/15/2023 09:16 AM PDT
Business Unit	AUDITOR-CONTROLLER	Event End Date	05/18/2023 01:00 PM PDT
Event ID	23-0031	Event Round	1
Event Status	Posted	Event Version	1
Buyer Name	Jeremy Gross	Event Format	Sell
Sealed Event	Yes	Event Type	RFx
Payment Terms		Billing Location	AC General Accounting
Contact Information	Jeremy Gross	Event Currency	US Dollar
Description	The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.		

[View Bid Package](#) | [View Discussion Forum](#)

Lines | 1 row

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	Van, Medical Mobile, Per Specification in RFQ Documents	1.0000 Each	

Bid on Event button

Note: You do not need to accept an invitation to bid on an event. By Bidding on the event you are accepting.

Welcome, XYZ Company
User: Bill Brown - XYZ

Event Details

Event Name	RFQ - Mobile Medical Van	Bidding Instructions	
Event ID	ACARC-23-0031	Bid ID	New
Event Format/Type	Sell Event RFX	Bid Date	
Event Round	1	Bid Currency	USD US Dollar
Event Version	1		
Event Start Date	05/15/2023 9:16AM PDT		
Event End Date	05/18/2023 01:00 PM PDT		

[Hide Additional Event Info](#)

Description:
The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.

Contact	Jeremy Gross	Payment Terms	
Phone		Billing Location	AC General Accounting
Email	Email ID	Event Currency	Dollar
Online Discussion	Discuss Event in Forum	Conversion Rate	1.0000000
		Edits to Submitted Bids	Not Allowed
		Multiple Bids	Allowed

Step 1: Answer General Event Questions

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

General Event Questions 1
 Required Questions 1
 Questions Responded To 0

[Hide Event Questions](#)

Event Questions

★ Bid Required ☑ Ideal Response Required

General Questions

★ Did you upload all the required documentation for this RFQ?

Response

Weighting 100.00000
[Add Comments or Attachments](#)

Step 2: Enter Line Bid Responses

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 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required ☑ Line Comments/Files

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1		Van, Medical Mobile, Per Specification in RFQ Documents	EA	1.0000	<input type="text"/>	<input type="text"/>	<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.

Bid on Event Page

Event Details

Welcome, XYZ Company
User: Bill Brown - XYZ

Submit Bid Save for Later Cancel Validate Entries

Event Name RFQ - Mobile Medical Van [Bidding Instructions](#)

Event ID ACARC-23-0031 Bid ID New

Event Format/Type Sell Event RFX Bid Date

Event Round 1 Bid Currency USD US Dollar

Event Version 1

Event Start Date 05/15/2023 9:16AM PDT

Event End Date 05/18/2023 01:00 PM PDT

[Hide Additional Event Info](#)

Description:
The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.

Select Bidding Instructions for additional information on how to bid

Save for Later Cancel Validate Entries

RFQ - Mobile Medical Van

ACARC-23-0031

Sell Event RFX

1

1

05/15/2023 9:16AM PDT

05/18/2023 01:00 PM PDT

and Fleet Services is soliciting quotations

Sourcing Information

Help

Follow the step by step recommendations shown on this page. At any point during your bid, you may save an in-process bid and complete at a later time.

When your bid response is complete, submit for consideration by selecting the "Submit Bid" option. All entries will be validated upon save/submit.

If you wish to validate your entries prior to saving, select the "Validate Entries" option. If applicable, you can also calculate scores for your bid entries by selecting the "Recalculate Scores" option.

Return

Return

Description:
 The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.

Contact Jeremy Gross	Payment Terms
Phone	Billing Location AC General Accounting
Email Email ID	Event Currency Dollar
Online Discussion Discuss Event in Forum	Conversion Rate 1.00000000
	Edits to Submitted Bids Not Allowed
	Multiple Bids Allowed

eMail ID - Select Email to email buyer a question

Online Discussion - Select to post a question on the Forum message board

Step 1: Answer General Event Questions

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

General Event Questions	1
Required Questions	1
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

★ Bid Required ⚡ Ideal Response Required

General Questions 1 of 1

★
 Did you upload all the required documentation for this RFQ?

Response

Weighting 100.00000
[Add Comments or Attachments](#)

Answer any questions posted in the event.

Note: Questions may not require a response and can be informational as well.

Step 2: Enter Line Bid Responses

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 1
Lines Responded To 0
Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required

🗨 Line Comments/Files

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Van, Medical Mobile, Per Specification in RFQ Documents	EA	1.0000	<input type="text"/>	<input type="text"/>	<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.

Select Event Comments and Attachments to View Bid Package.

Event Comments and Attachments

Business Unit ACARC Event ID 23-0031 Event Round: 1 Event Version: 1 [Help](#)

Attachments

View Event Attachments ?

Attached File	Attachment Description	View
RFQ_PUARC-1695_(3).pdf	RFQ - Van Mobile Medical	<input type="button" value="View"/>
RFQ_-_Mobile_Medical_Van.pdf	Event Details	<input type="button" value="View"/>
RFQ_-_Mobile_Medical_Van.pdf	Event Details	<input type="button" value="View"/>

Add New Attachments ?

Attached File	Attachment Description	Upload	View		
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	Delete

Comments

Add New Comments ?

View the Bid Documents

Event Comments and Attachments [Close]

Business Unit ACARC Event ID 23-0031 Event Round: 1 Event Version: 1 [Help]

Attachments

View Event Attachments [Help]

[List Icon] 1-3 of 3 [Navigation]

Attached File	Attachment Description	View
RFQ_PUARC-1695_(3).pdf	RFQ - Van Mobile Medical	[View]
RFQ_-_Mobile_Medical_Van.pdf	Event Details	[View]
RFQ_-_Mobile_Medical_Van.pdf	Event Details	[View]

Add New Attachments [Help]

[List Icon] 1-1 of 1 [Navigation]

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

Comments

Add New Comments [Help]

[Text Area]

Select Upload to upload your bid documentation once ready

File Attachment [Close]

Choose File | No file chosen

[Upload] [Cancel]

Event Comments and Attachments

Help

Business Unit ACARC Event ID 23-0031 Event Round: 1 Event Version: 1

Attachments

[View Event Attachments](#) ?

Attached File	Attachment Description	View
RFQ_PUARC-1695_(3).pdf	RFQ - Van Mobile Medical	View
RFQ_-_Mobile_Medical_Van.pdf	Event Details	View
RFQ_-_Mobile_Medical_Van.pdf	Event Details	View

Add New Attachments ?

Attached File	Attachment Description	Upload	View		
Specifications_-_Medical_Van.docx	<input type="text" value="Spec for Van Bidding"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	Delete

Comments

[Add New Comments](#) ?

Add description for uploaded document

Add New Attachments if desired

Note: Adding attachments likely will be required. The completed RFQ or Proposal will need to be uploaded as attachments. Look for instructions in the Event for detail of what is expected.

Delete functionality is available if needed

Ok

★ Bid Required [Line Comments/Files](#)

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Van, Medical Mobile, Per Specification in RFQ Documents	EA	1.0000	<input type="text" value="1.0000"/>	<input type="text" value="70000"/>	<input type="checkbox"/>	0.0000 USD	Bid	Comment

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.

Enter Bid Quantity

Enter Price or select No Bid

Respond to all desired lines if multiple lines exist

★ Bid Required Line Comments/Files

Lines

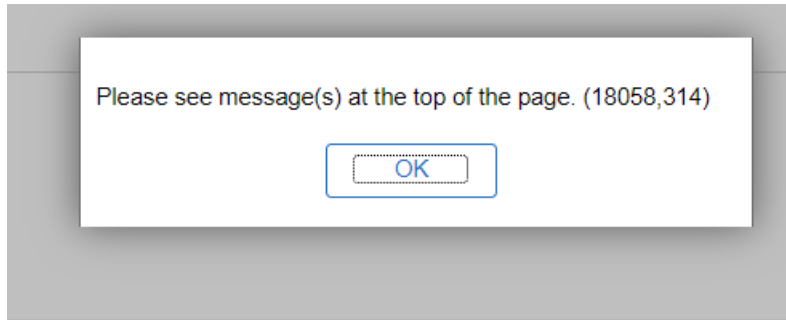
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Van, Medical Mobile, Per Specification in RFQ Documents	EA	1.0000	<input type="text" value="1.0000"/>	<input type="text" value="70000"/>	<input type="checkbox"/>	0.0000 USD	Bid	

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.

Validate Entries – This will verify if you answered all the required questions and complete required fields

If there are missing values, the issues will be listed at the top of the page

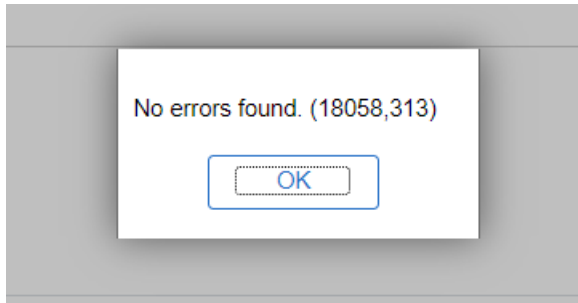


[← Event Details](#) Event Details

Event Details

! Response required. You must enter a response for General Question 1 - Did you upload all the required ...

Event Name	RFQ - Mobile Medical Van	Bidding Instructi
Event ID	ACARC-23-0031	Bid ID New
Event Format/Type	Sell Event RFX	Bid Date



Or no errors are found

★ Bid Required Line Comments/Files

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Van, Medical Mobile, Per Specification in RFQ Documents	EA	1.0000	1.0000	70000.0000	<input type="checkbox"/>	70,000.0000 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.

Save for Later – If the Bid is not ready to be submitted

Once the bid is ready for submittal

Submit Bid



Yes

Bid Confirmation

Your bid has been successfully submitted.

Bid ID	1	Bid Date	05/15/2023 10:20:24AM PDT		
Event ID	23-0031	RFQ - Mobile Medical Van			
Event Format	Sell Event	Round	1	Version	1
Start Date	05/15/2023 9:16AM PDT	End Date	05/18/2023 01:00 PM PDT		
Your Total Price	70,000.00 USD				

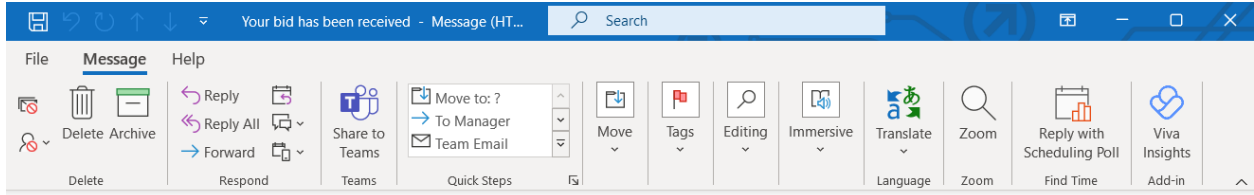
[Copy Bid](#)

Bid Confirmation

Your bid has been successfully submitted.

Bid ID	1	Bid Date	05/15/2023 10:20:24AM PDT		
Event ID	23-0031	RFQ - Mobile Medical Van			
Event Format	Sell Event	Round	1	Version	1
Start Date	05/15/2023 9:16AM PDT	End Date	05/18/2023 01:00 PM PDT		
Your Total Price	70,000.00 USD				

[Copy Bid](#)



Your bid has been received



no_reply_fs92tsta@rivco.org
To



Mon 5/15/2023 12:21 PM

If there are problems with how this message is displayed, click here to view it in a web browser.



Bid Notification

This is a confirmation of your bid placed on a strategic sourcing event. See below for details.

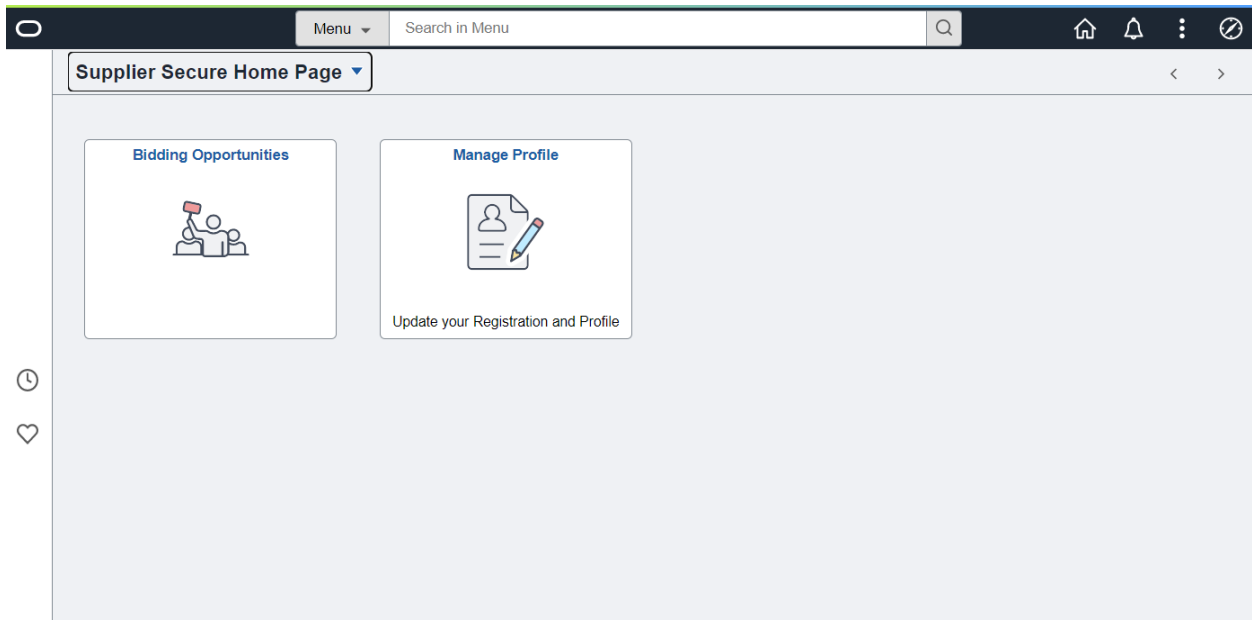
Bid Details
Event ID: ACARC - 23-0031 Round 1 Version 1 Event Name: RFQ - Mobile Medical Van Bid ID: 1 Date Posted: 05/15/23 10:20:24AM PDT
Event URL
Review and bid on this event.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

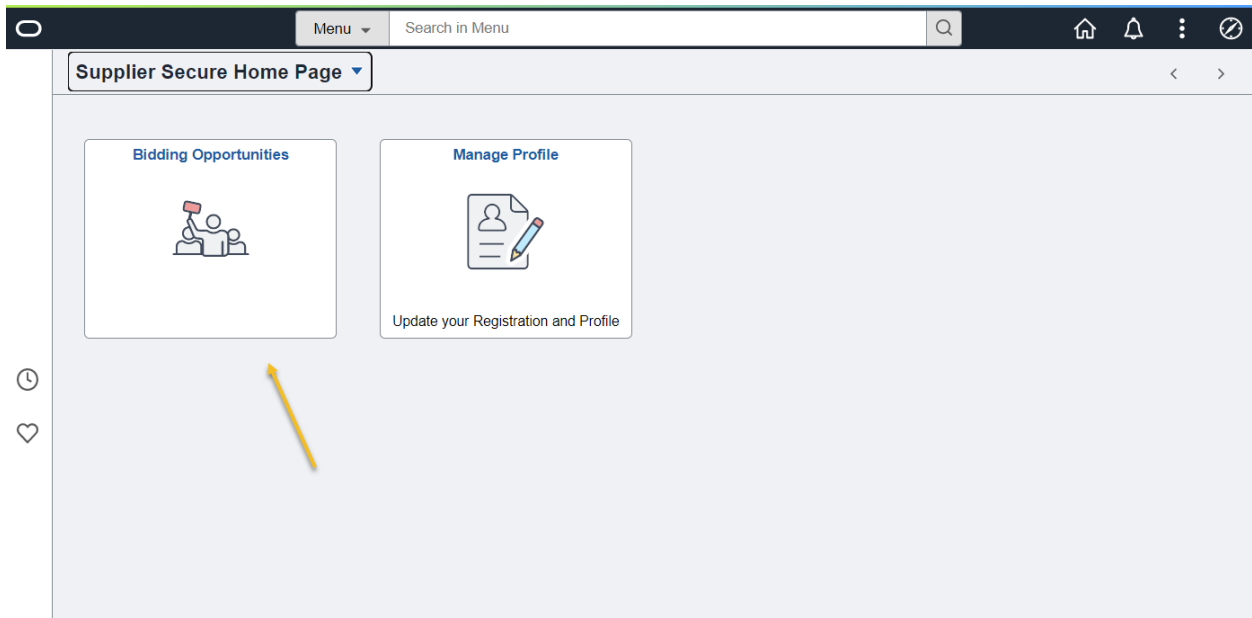
Confirmation Email

Select Home to go back to Home page

Review Bids



Bidder Home Page



Bidding Opportunities

Supplier Secure Home Page | Bidding Opportunities

Time Zone: Pacific Time (US) | Date Format: MMDDYY | Apply

Bidding Event Information

Invited Events | Public Events

7 rows

All (4) | New (3) | Accepted (1) | Winning (0) | Outbid (0) | Declined (0) | Withdrew (0)

1 row

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
RFQ - Mobile Medical Van	AUDITOR-CONTROLLER 23-0033	Sell RFX	05/17/2023 08:28 AM PDT 05/18/2023 01:00 PM PDT	1 days	Accepted	>

Bidding Opportunities | Event Details

Invitation Accepted | Bid on Event

Bidding Event Information

Event Name: RFQ - Mobile Medical Van | Event Ends In: 05/18/2023 01:00 PM PDT
 Business Unit: AUDITOR-CONTROLLER | Event Start Date: 05/17/2023 08:28 AM PDT
 Event ID: 23-0033 | Event End Date: 05/18/2023 01:00 PM PDT
 Event Status: Posted | Event Round: 1
 Buyer Name: Jeremy Gross | Event Version: 1
 Sealed Event: Yes | Event Format: Sell
 Event Type: RFX
 Billing Location: AC General Accounting
 Event Currency: US Dollar
 Multiple Bids: Allowed
 Edits to Submitted Bids: No

Description: The County of Riverside Purchasing and Fleet Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.

View Bid Package | View Discussion Forum

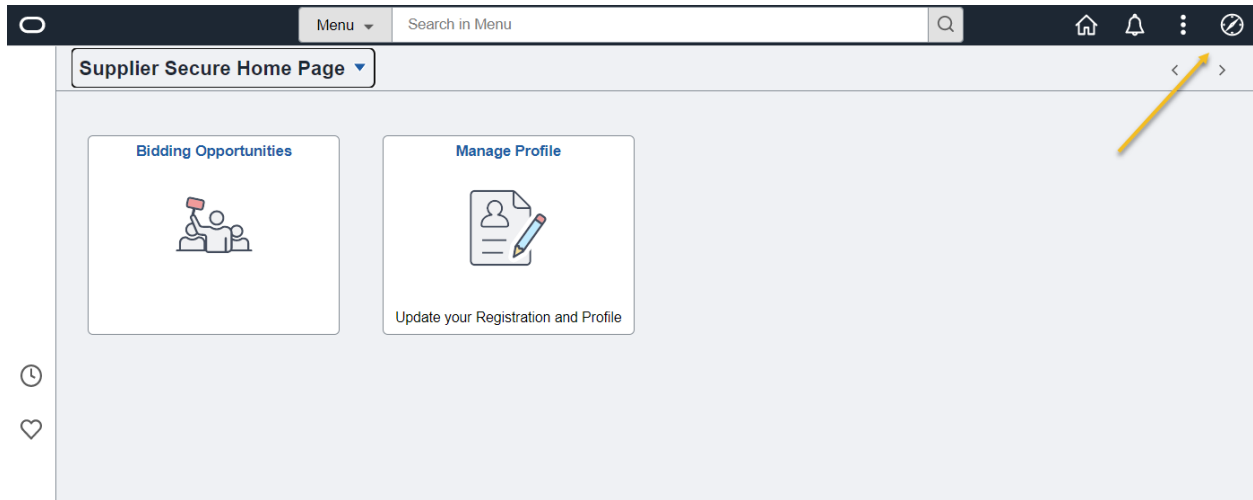
Bid Information

1 row

Bid ID	Round	Version	On Behalf Of	Submitted By	Event Status	Bid Date	Bid Status	Actions
1	1	1	Harry Smith	SUP_HARRY_SMITH_CDE	Posted	05/17/2023 9:34:05AM	Posted	Actions

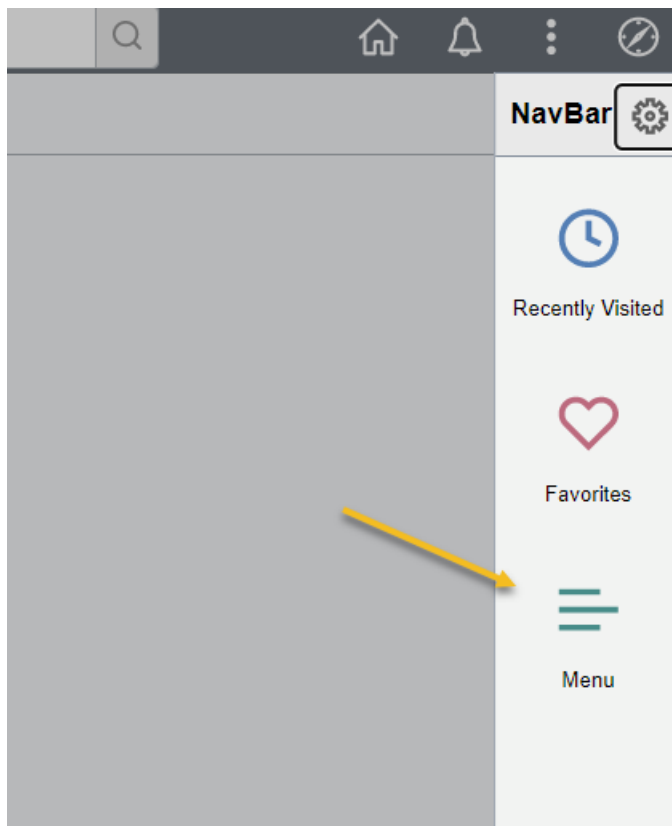
Invitation Accepted

Bidder Menu Options





Select Menu to see additional menu options


Note: Many of the items listed in the Menu will be the same pages as are listed in the Tiles. Though there are some different features and views




Menu


NavBar: Menu 


Recently Visited





Favorites


Menu


C

-  Change My Password


M

-  Manage Events and Place Bids >
-  My Preferences
-  My System Profile


R

-  Reporting Tools >

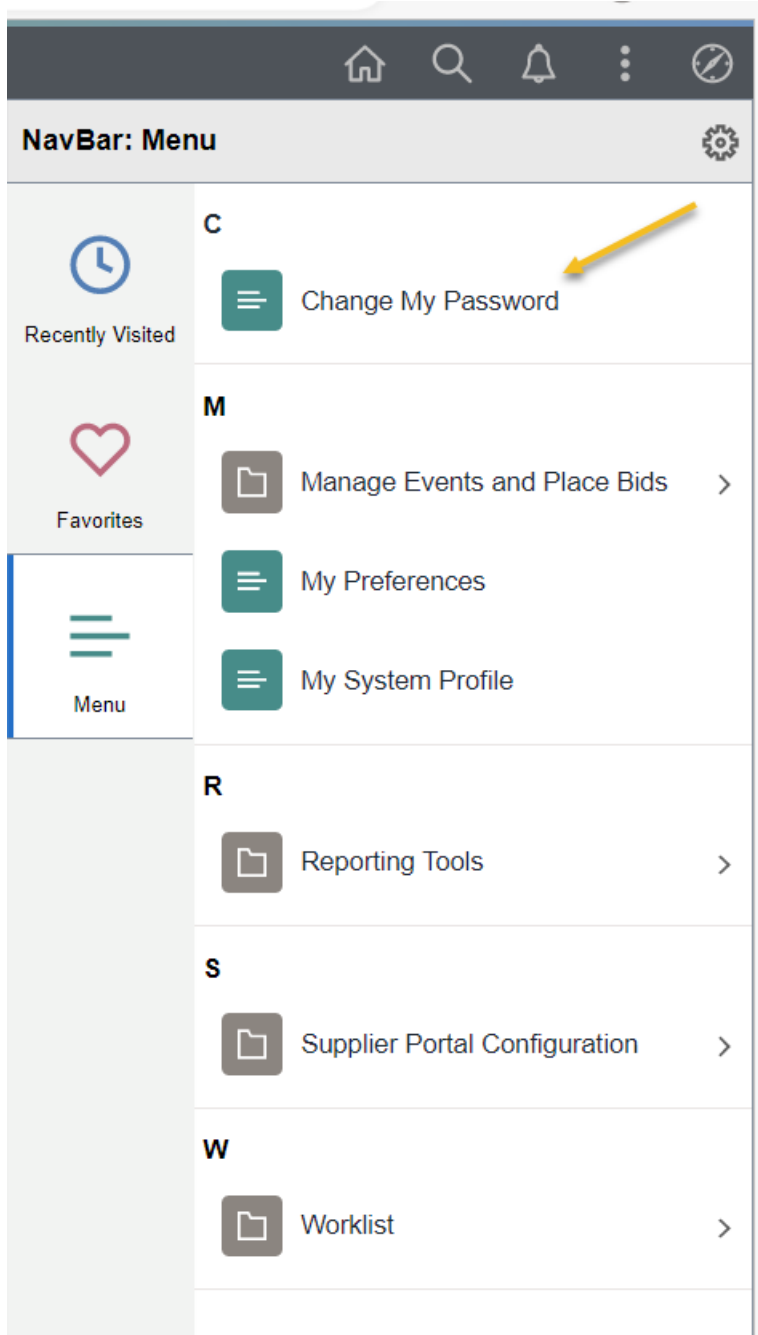
S

-  Supplier Portal Configuration >

W

-  Worklist >

Menu Options



Change My Password

User ID SUP_HARRY_SMITH_CDE

Description Harry Smith - CDE

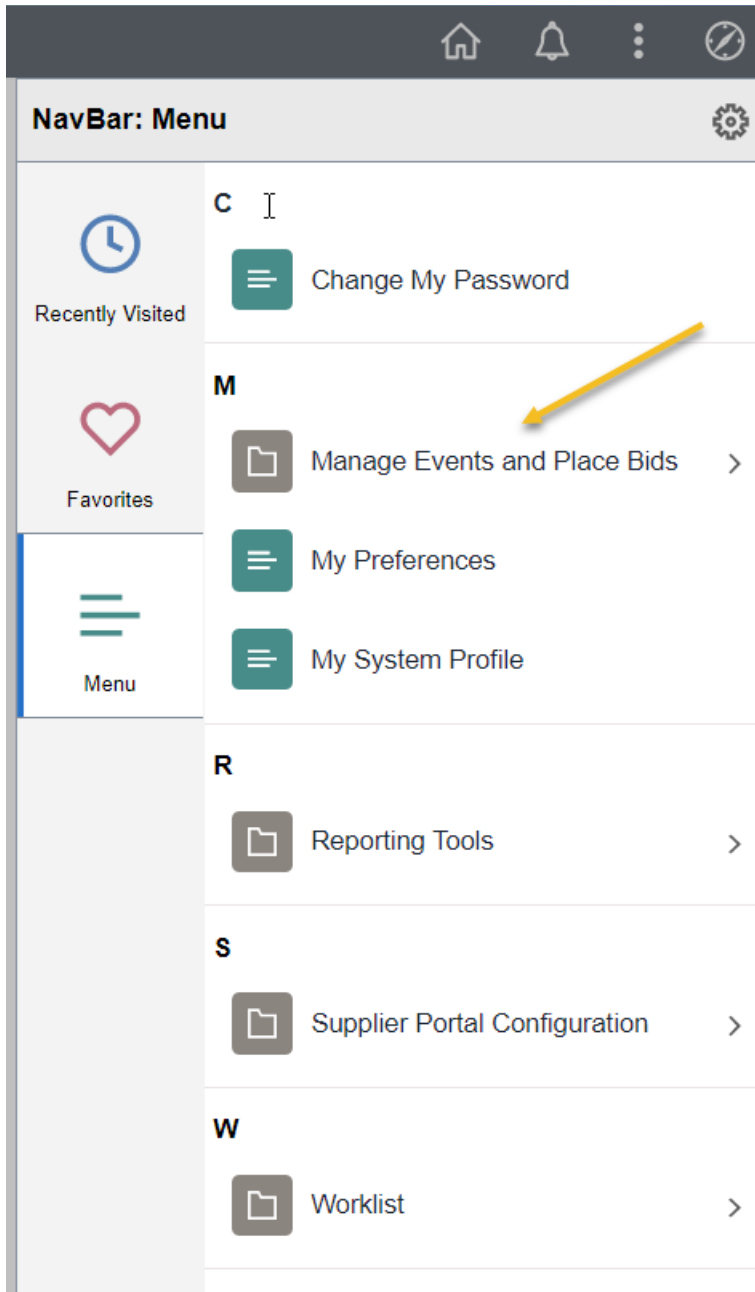
*Current Password

*New Password

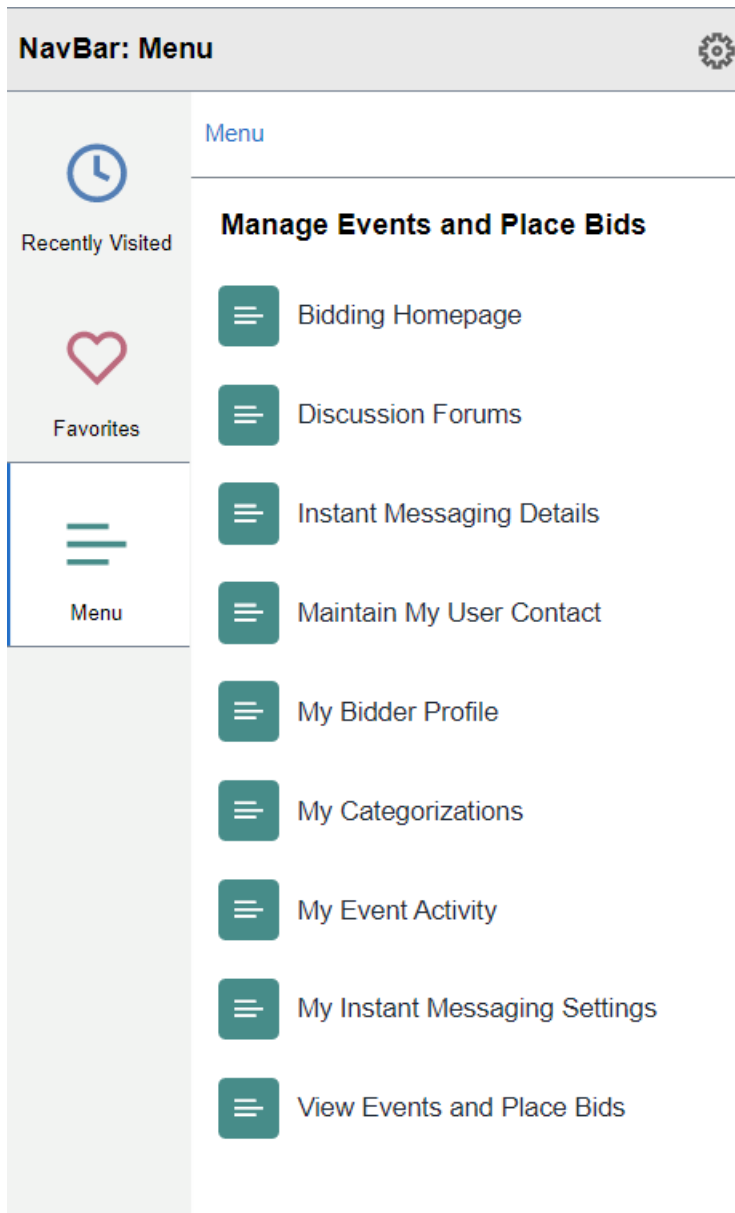
*Confirm Password

Change Password

Change My Password



Manage Events and Place Bids



Manage Events and Place Bid

The Manage Events and Place Bids is a section on the menu that is a different view than the Bidding Opportunities tile. There are some different items to view and some different views.

2 Areas that have useful information in a different view:

My Event Activity

View Events and Place Bids

Supplier Secure Home Page XYZ Company Bidding Home Page

Welcome, XYZ Company
User: Bill Brown - XYZ

XYZ Company Bidding Home Page

[Click here to access details and review your bids on Event: ACARC - 23-0031 RFQ - Mobile Medical Van](#)

[Click here for other inquiries or other events](#)

[Click here for administrative items such as updates to your profile or categorizations](#)

Bidding Home Page

Select Forum Event Activity New Window | Help | Personalize Page

Welcome, XYZ Company
User: Bill Brown - XYZ

Event Activity

Event Activity Summary

Click on number to view events below

Events Invited To: 1 Events Bid On: 1 Events Awarded: 0

Search Criteria

Event Format Events Invited To Events Bid On Events Awarded

Event Type Date Range: From Through

Legend

Events 1 of 1

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
ACARC-23-0031	Sell	RFQ - Mobile Medical Van	Posted	05/15/2023 9:16AM PDT	05/18/2023 1:00PM PDT	Accepted

Event Activities

Displays history of event

[← Bidder Activity](#) View Events and Place Bids

View Events and Place Bids Welcome, XYZ Company
User: Bill Brown - XYZ

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

Search Criteria

Use Saved Search

Event ID -

Event Name

Event Type

Event Status

Include Declined Invitations?

Results Should Include:

Sell Event

Purchase Event

Request For Information

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

Search Results 1-15 of 15

Event ID	Event Name	Format	Type	End Date	Status	
ACARC-23-0004	RFP - TEST IT SERVICES	Sell	RFx	Event Completed		
ACARC-23-0007	Test	Sell	RFx	Event Completed		
ACARC-23-0011	Test Event	Sell	RFx	Event Completed		
ACARC-23-0012	Test 2	Sell	RFx	Event Completed		
ACARC-23-0013	Test 3	Sell	RFx	Event Completed		
ACARC-23-0021	Test Forum 2	Sell	RFx	Event Completed		Discuss
ACARC-23-0023	HIV MOBILE MEDICAL VAN	Sell	RFx	Awarded		Discuss

View Events and Place Bids

Displays history of all events

User can select an Event to Bid on from this page

User can communicate in the Discussion if available.

NavBar: Menu



Recently Visited

C



Change My Password



Favorites

M



Manage Events and Place Bids >



My Preferences



My System Profile



Menu

R



Reporting Tools >

S



Supplier Portal Configuration >

W



Worklist >



Worklist

Worklist for SUP_HARRY_SMITH_CDE: Harry Smith - CDE

[Summary View](#)

Worklist Filters

Feed

Worklist Items



From	Date From	Work Item	Priority	Worked By Activity	Business Process Name	Link

[Refresh](#)

Worklist