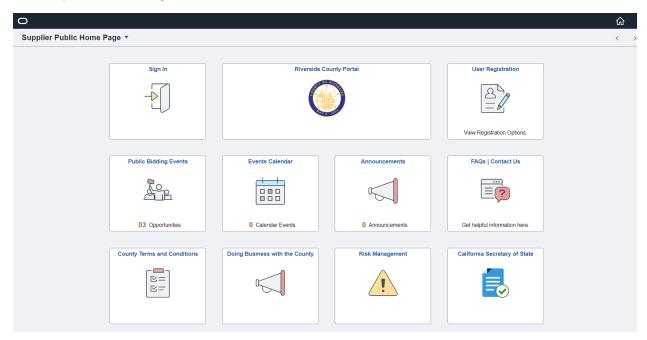
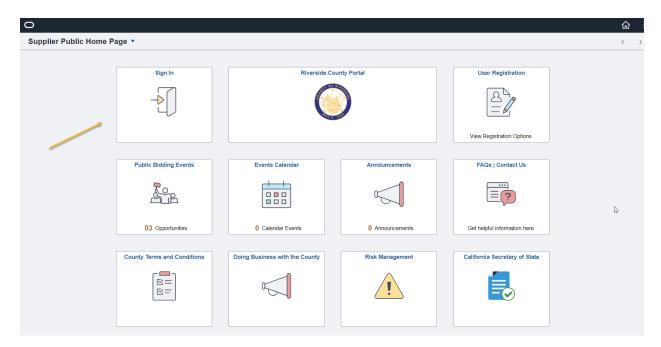
# Bidder User Guide

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

		Sign	In	×	
	User ID	SUP_HA	RRY_SMITH_CDI		
	Password	••••••			
E		Enable	Screen Reader Mo	de	
		Sign In			
		Forgot Pa	ssword?		
0					
Doing Bus	iness with the Cour	nty	Risk Man	agement	

Enter User ID and Password

Sign In

Harry Smith - CDE

Please Enter PIN	
Expires 05/17/23 10:33AM	
Notify PIN using	
Text Email Pho	ne

Save

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

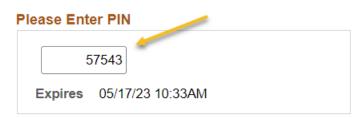
### Select Desired method to receive code

<b>□</b> りひ↑、	↓ ⊽	Ad	ditional Validation Re	equired for Peo	pleSoft Acce	ss (PIN) - I	Message (HTN	AL)	(7			×
File Message	Help											
Image: Constraint of the second se	← Reply 🗄 ≪ Reply All 📿 ~ → Forward 🛱 ~ Respond	Share to Teams Teams	<ul> <li>Move to: ?</li> <li>→ To Manager</li> <li>✓ Team Email</li> <li>Quick Steps</li> </ul>			Editing	Immersive v	Translate	Zoom	Reply with Scheduling Poll Find Time	Viva Insights Add-in	^
Additional Vali	idation Required	d for Peor	oleSoft Access	s (PIN)								
Additional Validation Required for PeopleSoft Access (PIN) $\bigcirc$ CountyOfRiverside@rivco.org $\bigcirc$ Ø Jeremy Gross $\bigcirc$ O Jeremy Gross                 Wed 5/17/2023 10:36 AM												
	with how this message is d	isplayed, click h	ere to view it in a web k	prowser.								
Hello Harry Smith - C	DE,											
You are accessing a P	eopleSoft page requir	ing addition	al validation.									
Please use the fol 57543	llowing PIN.											
This will grant you ac	cess until 2023-05-17	-10.33.16.00	0000									

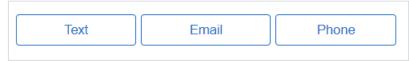
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Code received Via email

Harry Smith - CDE



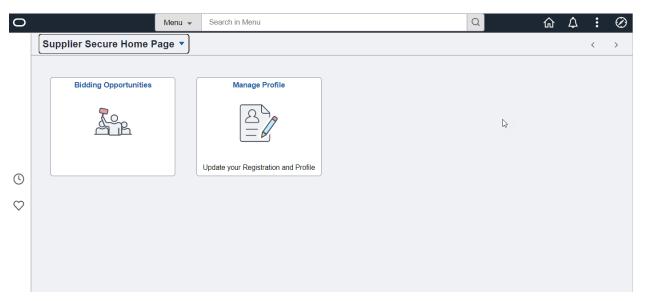
## Notify PIN using





#### Enter Code

### Select Save



## Bidder Landing Page (once logged in)

0		Menu 👻	Search in Menu	Q	ራ	$\Diamond$	:	$\oslash$
	Supplier Secure Home F	Page ▼					<	>
	Bidding Opportunities		Manage Profile	L <sub>3</sub>				
(			Update your Registration and Profile					
$\heartsuit$								

## Manage Profiles

Supplier Secure Home Page	Manage Profile		ŵ	Q	$\Diamond$	:	$\oslash$
Update Profile	General Profile Information	New Wind	low	Help	Perso	nalize F	°age ▲
E Bidder Profile	Harry Smith - CDE						
🛅 Maintain My User Contact	Password						
\	Change password Change or set up forgotten password help						1
	Personalizations						
	My preferred language for PIA web pages is: English						
	My preferred language for reports and email is English						
	Currency Code USD Q						
	Default Mobile Page	Q					
	Alternate User						
5	If you will be temporarily unavailable, you can select an alternate user to receive your routing	S.					
	Alternate User ID Q						
	From Date (example:12/31/2000)						-

## Three Options in Manage Profiles Tile

- Update Profile
- Bidder Profile
- Maintain My User Contact

Supplier Secure Home Page		Manage Profile
🔚 Update Profile	General Profile Information	
🔚 Bidder Profile	Harry Smith - CDE	
T Maintain My User Contact	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 Q	
	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       Imp	
	Primary Email Account Email Type Email Address	
	Image: Second system     Email Address       Image: Second system     Image: Second system       Image: Second system     Image: Second system	
	IM Information	
	Protocol XMPP Domain UserID Password	
	XMPP Q SUP_JANE_SMITH_TESTCo + -	
	Save	

## Update Profile

Can Change Password

Other general settings for user

Supplier Secure Home Page		Manage Profile	
Tofile	Main         Addresses         Contacts         Identifie	cations	
Bidder Profile     Maintain My User Contact	Company URL	Welcome, CDE Co. User: Harry Smith - CDE	
	Bidder Status	Bidder Type	
	Active Inactive	Business	
	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	
	Save		
	Main   Addresses   Contacts   Identifications		

### Bidder Profile

4 Sections to Bidder Profile that can be updated

Main

Addresses

Contacts

Identifications

Supplier Secure Home Page			Manage F	Profile	
Topdate Profile	Main	Addresses Contacts Identific	ations		
🔚 Bidder Profile					Welcome, CDE Co.
📔 Maintain My User Contact					User: Harry Smith - CDE
		ompany URL			
	Bidder S	tatus	Bidder Typ	e	
		Active		Business	
		◯ Inactive		Individual	
	Additio	nal Information			
		HUBZone Program		~	
	<b>U</b>	Sm Disadvantaged Business Prog		~	5
		Size of Small Business		~	
		Other Preference Programs		~	
		Veteran-Owned Small Business		~	
			Emerging Small Bus     Women-Owned Bus     Veteran     Disabled		
	Save				
	Main   Ado	dresses   Contacts   Identifications			



Company URL can be entered

Additional Information on Company can be entered

Supplier Secure Home Page	Manage Profile
T Update Profile	Main Addresses Contacts Identifications
🔚 Bidder Profile	
T Maintain My User Contact	Addresses         Q         I         I         I of 1         I         View All
	Image: Main Address       Ship To Address         Bill To Address       Invoice Address         Address Details       Invoice Address
	Country         United States         Change Country           *Address 1         123 Main Street
	Address 2
	II Address 3
	*City Riverside
	County CA Postal 55555
	*State CA Q 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

<b>K</b> Supplier Secure Home Page	Manage Profile
T Update Profile	Main Addresses Contacts Identifications
📄 Bidder Profile	
👕 Maintain My User Contact	User Information Q I I I I of 1 V V
	First Name Harry
	Last Name Smith
	Title
	Email ID jgross@cherryroad.com
	Telephone 615/612-8384 Ext
	Fax
	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	Main	Addresses	Contacts	Identifications					
🛅 Bidder Profile									
T Maintain My User Contact	Standard	ID Numbers					1-1 of 1		
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	1 Tax Identification Number 786432765								
		Tax identification inc							
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		SC Codes		4412000		FICE SUPPLIES	î		
		Add SIC Code							
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	1	٩					D	ũ	
	Ado	d VAT Registration							
					ſ	Q   14 4 1 of 1 🗸	► ►		
	Profile G	Questions			l				
	Please lis	st your California Sec	retary of State Lice		8687	9798	11		
				/					
	Sav	ie )							
	Main   Ad	dresses   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

Supplier Secure Home Page			Manage Profile			ራ
👕 Update Profile	Maintain Sourcing Contact Inf	formation				New Window
🔚 Bidder Profile	Please select your contact name with the p		companies.			
The Maintain My User Contact	User ID SUP_HARRY_SMITH_CD Name Harry Smith - CDE Company Contacts	Ε			€ 1-1 of 1 ∨	
		Bidder Type	*Contact Sequence Number			
	CDE Co.	Bidder	1Q	Harry Smith		

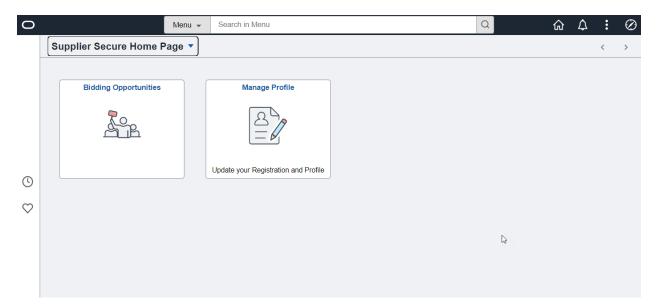
## Maintain My User Contact

Links User ID to Bidder Contact

Note: This is done automatically on registration

Supplier Secure Home Page			Manage Profile		<u>_</u>	<u>ක                                    </u>	. : .	Ø
📔 Update Profile	Maintain Sourcing Contact Inf	ormation			New Win	dow   Help   I	Personalize	2age
📔 Bidder Profile	Please select your contact name with the p		companies.					
📄 Maintain My User Contact	User ID SUP_HARRY_SMITH_CD Name Harry Smith - CDE	E						
	Company Contacts			₫ _ ₫ _ 1-1	of 1 🗸 🕨 🕨			
		Bidder Type	*Contact Sequence Number					
	CDE Co.	Bidder	1Q	Harry Smith				
	Save II							

Home Icon returns use to Home Page



Bidder User Landing Page

## **Bidding Opportunities Tile**

0		Menu 👻	Search in Menu	Q	ŵ	$\Diamond$	:	$\oslash$
	Supplier Secure Home P	age 🔻					<	>
	Bidding Opportunities		Manage Profile					
	Bidding Opportunities							
()			Update your Registration and Profile					
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				$\triangleright$				

## **Bidding Opportunities**

Supplier Secure Home Page			Bidding Oppor	tunities		ώ	Q 🗘	: Ø
*View By Bid Status	✓ 7 rows	Time Zone Pacifi Bidding Event Information	c Time (US)	<b>~</b> [	Date Format MMDDYY ~	App	bly	
All	4	Invited Events Public	Events					1 row
New	4	Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Accepted	0	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	>
Winning	0							
Outbid	0							
Declined	0							
Withdrew	0							

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.

Supplier Secure Home Page			Bidding Opport	unities		ώ	Q D	: 0
*View By Bid Status	∽ 7 rows ↑↓	Time Zone Pacific Time Bidding Event Information	e (US)	•	Date Format MMDDYY 🗸	Ap	oly	
All	4	Invited Events Public Even	ts					1 row
New	4	Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Accepted	0	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	>
Winning	0							
Outbid	0							
Declined	0							
Withdrew	0		<i>G</i> <sup>2</sup>					

Invited Events

Supplier Secure Home Page			Bidding Opport	unities		ώ	Q ()	: Ø
*View By Bid Status	✓ 7 rows	Time Zone Pacific Ti Bidding Event Information	me (US)	<b>~</b>	Date Format MMDDYY -	App	bly	
All	4	Invited Events Public Even	ents					3 rows
New	4	Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Accepted	0	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	>
Winning	0	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	>
Outbid	0	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	>
Declined	0							
Withdrew	0							

### Public Events

Supplier Set	ecure Home Page			Bidding Opportu	inities		ŵ	Q D	: @
*View By	Bid Status	~ 7 rows	Time Zone Pacific	Time (US)	~	Date Format MMDDYY ~		Apply	
		$\uparrow\downarrow$	Bidding Event Information						
		3	Invited Events Public Ev	vents					
All	II		T					\ \	3 rows
New		3	Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Accepted		0	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	>
Winning		0	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	>
Outbid		0							
Declined		0							

Select an Event to Review or Bid on

idding Opportunities		Event Details		ſ	λ Ο Φ	:
			[	As Bid on Event	Accept Inv	vitation
<ul> <li>Bidding Event Information</li> </ul>						
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			
	The County of Riverside Purchasing and Fleet	Multiple Bids	Allowed			
Description	Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.	Edits to Submitted Bids	No			
👔 View Bid Package	Niew Discussion Forum					
▼ Lines					1	l row
						↑↓
Line Bid Number Mandator	ry Item Description	Requested Quantity/UOM		mments and tachments		
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

Iding Oppo	ion Accepted				Event Details			<u> </u>	Δ :
								Ja Bi	d on Event
Bidding	g Event Info	mation							
		Event Name	RFQ - Mobile Medical Van		Ev	ent Start Date 05/15/2023 09:16 AM	PDT		
	В	usiness Unit	AUDITOR-CONTROLLER		E	vent End Date 05/18/2023 01:00 PM	PDT		
		Event ID	23-0031			Event Round 1			
	E	event Status	Posted			Event Version 1			
		Buyer Name	Jeremy Gross			Event Format Sell			
	S	ealed Event	Yes			Event Type RFx			
	Pay	ment Terms			В	Iling Location AC General Account	ling		
	Contact	Information	Jeremy Gross 🔇		E	vent Currency US Dollar			
		Description	The County of Riverside Purch Services is soliciting quotation mobile medical van (Ford Tran as detailed in this RFQ.	asing and Fleet s for a high roof sit 350 or similar)	Edits to S	Multiple Bids Allowed ubmitted Bids No			
	👔 View Bid	Package 🐴	View Discussion Forum						
Bid Info	ormation								1 row
Bid ID	Round	Version	On Behalf Of	Submitted By	Event Status	Bid Date	Bid Status	Actions	Trow
1	1	1		SUP_BILL_BROWN_XYZ	Posted	05/15/2023 10:20:24AM	Posted	Actions 🕑	
Lines									1 row
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Line Num	iber	Bid Mandat	ory Item Descripti	on	Red	uested Quantity/UOM	Comments and Attachm	ients	
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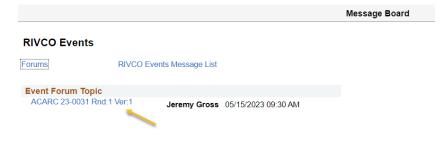
### View Bid Package – View Bid Documents

	View Bid Package	×
Filename	Description	
RFQ_PUARC-1695_(3).pdf	RFQ - Van Mobile Medical	
RFQMobile_Medical_Van.pdf	Event Details	
RFQMobile_Medical_Van.pdf	Event Details	

#### View documents

🕗 Invitat	ion Accepted							to Rid	on Event
Bidding	g Event Inform	nation						as bid	Un Event
	E	vent Name	RFQ - Mobile Medical Van		Ever	nt Start Date 05/15/2023 09:16 AM	PDT		
	Bus	siness Unit	AUDITOR-CONTROLLER		Eve	nt End Date 05/18/2023 01:00 PM	PDT		
		Event ID	23-0031		E	vent Round 1			
	Ev	ent Status	Posted		Ev	vent Version 1			
	В	uyer Name	Jeremy Gross		E	vent Format Sell			
	Se	aled Event	Yes			Event Type RFx			3
	Payn	nent Terms			Billi	ng Location AC General Account	ing		
	Contact I	nformation	Jeremy Gross 📢		Eve	nt Currency US Dollar			
		Description	The County of Riverside Purch Services is soliciting quotation mobile medical van (Ford Tran as detailed in this RFQ.	asing and Fleet s for a high roof sit 350 or similar)		Iultiple Bids Allowed			
	🚺 View Bid P	ackage 🦂	View Discussion Forum						
Bid Info	ormation								1 row
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									1 row
									↑↓
		Bid Mandat	ory Item Descripti	on	Requ	ested Quantity/UOM	Comments and Attachment	s	
Line Num	ber								

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



Select link to ask questions

<b>RIVCO Events</b>				
Forums	RIVCO Events N		Event Discussion	×
			Help	
Event Forum Topic ACARC 23-0031 Rnd:1	1 \ /or 1	&Message		
AUARU 23-003 FRIId. I	Je	Author	Jeremy Gross	
		Datetime:	05/15/2023 09:30 AM	- 11
		Email		- 18
		Subject	ACARC 23-0031 Rnd:1 Ver:1	- 18
		Message	This message thread is the dedicated forum for discussing Event 23-0031. If you would like to post a reply to someone but don't want others to see it use the Private Message feature. Only you and the person being replied to will be able to see it.	I
				1
				18
		Rep	<u>oly</u>	
		Return to I	Message Thread	-
		•		•

### Select Reply

	Event Discussion	×
	Hel	p ·
&Message		
Author	Jeremy Gross	
Datetime:	05/15/2023 09:30 AM	
Email		
Subject	ACARC 23-0031 Rnd:1 Ver:1	
Message	This message thread is the dedicated forum for discussing Event 23-0031. If you would like t post a reply to someone but don't want others to see it use the Private Message feature. Onl you and the person being replied to will be able to see it.	
Groupbox		
Author	Bill Brown - XYZ   05/15/2023 09:48 AM	
Datetime:	U3/13/2023 09.40 MIVI	
Email	jgross@cherryroad.com	
Subject	RE: ACARC 23-0031 Rnd:1 Ver:1	
Message		
<u> </u>	Add Attachment	
Sub	mit	
Return to I	Message Thread	
		Þ

Author - Select whom to send the Author

Message – Enter Question

Submit

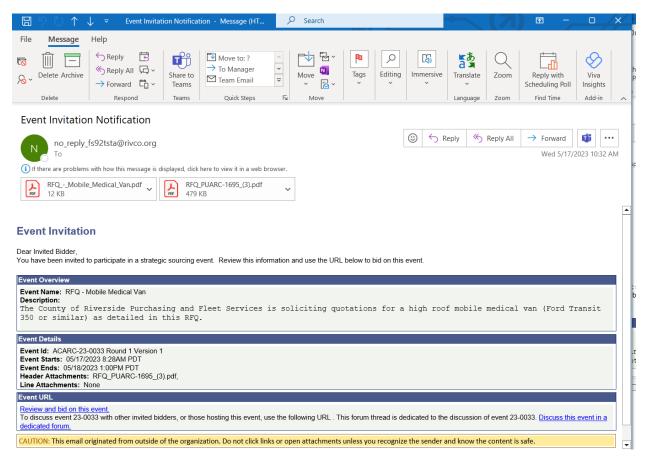
idding Opportunities		Event Details		슶 Q & :
			🕹 Bid on Event	Accept Invitation
<ul> <li>Bidding Event Inform</li> </ul>	ion			
Event !	me RFQ - Mobile Medical Van	Event Start Date	05/15/2023 09:16 AM PDT	
Business	Jnit AUDITOR-CONTROLLER	Event End Date	05/18/2023 01:00 PM PDT	
Eve	t ID 23-0031	Event Round	1	
Event S	tus Posted	Event Version	1	
Buyer	me Jeremy Gross	Event Format	Sell	
Sealed B	ent Yes	Event Type	RFx	
Payment 1	ms	Billing Location	AC General Accounting	
Contact Inform	ion Jeremy Gross 📢	Event Currency	US Dollar	
	The County of Riverside Purchasing and Fleet	Multiple Bids	Allowed	
Descri	ion Services is soliciting quotations for a high roof mobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.	Edits to Submitted Bids	No	
👔 View Bid Pac	ge 🛛 🎍 View Discussion Forum			
✓ Lines				1 row
Line Bid Number Mar	atory Item Description	Requested Quantity/UOM	Comments and Attachments	
1 No	Van, Medical Mobile, Per Specification in RFQ	Documents 1.0000 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**



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**

idding Opportunitie	es		Event Details		ſ	ζρί	: (
					Le Bid on Event	Accept Invita	ation
<ul> <li>Bidding Ever</li> </ul>	nt Information						
	Event Name R	FQ - Mobile Medical Van	Event Start Date	05/15/2023 09:16 AM PDT	1		
	Business Unit A	UDITOR-CONTROLLER	Event End Date	05/18/2023 01:00 PM PDT			
	Event ID 2	3-0031	Event Round	1	``		
	Event Status P	osted	Event Version	1			
	Buyer Name Je	eremy Gross	Event Format	Sell			
	Sealed Event Ye	es	Event Type	RFx			
F	Payment Terms		Billing Location	AC General Accounting			
Conta	act Information Je	eremy Gross 📢	Event Currency	US Dollar			
		The County of Riverside Purchasing and Fleet	Multiple Bids	Allowed			
	r	Services is soliciting quotations for a high roof nobile medical van (Ford Transit 350 or similar) as detailed in this RFQ.	Edits to Submitted Bids	No			
1 Vie	w Bid Package	View Discussion Forum					
- Lines		-					
						1 ro	
						î↓	<u>.</u>
Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM		omments and tachments		
1	No	Van, Medical Mobile, Per Specification in RFG	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.

<pre>Endotability Michigan Biology Standard Stan</pre>	<pre>End Calabia for the last of the</pre>	Event De	etails				Event Det	ails				New Window	Help   Personalize Pag
<pre>but the register is and the register is a</pre>	<pre>     Control of the control of</pre>	Event D	etails										nop i reisonalizer aş
<pre>bit for the for the form of the form</pre>	<pre>Minit WebSection With Six Six Bud New Exercise Six Six Six Six Six Bud New Exercise Six Six Six Six Six Six Six Six Six Bud New Exercise Six Six Six Six Six Six Six Six Six Six</pre>	Sub	omit Bid	Save for Later	Cancel	]					Validate Entries		
<pre>March or March o</pre>	<pre>     function of the second seco</pre>						Bide	ling Instruction	s.				
<pre>bit for the first provide of the first provide</pre>	<pre>beneformating wild body wild bo</pre>				IN				5				
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Validate Entries

Bid on Event Page

Submit Bid Save for Later

✓ Event Details	Event Details
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 root	mobile medical van (Ford Transit 350 or similar) as detailed in this RFO

Select Bidding Instructions for additional information on how to bid

Save for Later C	ancel	Validate En	itries
RFQ - Mobile Medical Van ACARC-23-0031	Sourcing Information	×	
Sell Event RFx 1 1 05/15/2023 9:16AM PDT 05/18/2023 01:00 PM PDT	He 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.		
g and Fleet Services is soliciting quotations	Return	•	

Return

e 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

The event duministrator requests your i	esponse to questions not specific to any specific item.		
General Event Questions	1		
Required Questions	1		
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General Questions			
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Answer any questions posted in the event.

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

Step 2: En	ter Line Bid Re	spon	ses								
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Select Event Comments and Attachments to View Bid Package.

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View Event Attachments ⑦						1-3 of 3 🗸 🕨	
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RFQMobile_Medical_Van.pdf		Event Details				View	
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View the Bid Documents

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## Select Upload to upload your bid documentation once ready

	File Attachment	×
	Choose File No file chosen Upload Cancel	
Descriptio	n Upload	

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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

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#### Enter Bid Quantity

Enter Price or select No Bid

### Respond to all desired lines if multiple lines exist

★Bid Requi	red 🤇	Line Comments/Files								
Lines										
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Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
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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

Please see message(s) at the top of the page. (18058,314)		
✓ Event Details	Event	Details
Event Details		
! Response required. You must enter a response for General Question 1 - Did you upload all the required		
Submit Bid Save for Later Cancel		
Event Name RFQ - Mobile Medical Van		Bidding Instruction
Event ID ACARC-23-0031	Bid ID	New
Event Format/Type Sell Event RFx	Bid Date	

No errors found. (18058,313)

### Or no errors are found

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Su	bmit Bid	Save for Later	]							Validate Entries

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

## Once the bid is ready for submittal

#### Submit Bid

)	
	Are you done making changes and would like to post this bid? (18058,398)
I	Warning: Response may NOT be edited after posting. If you are not planning to make anymore changes to this bid press "Yes", otherwise press "No" and choose "Save For Later".
s	Yes No

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 R	FQ - Mobile Medical	l Van				
Event Format Sell Event		Round	1	Version	1	
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Bid Confirmation Your bid has been successfully submitted. Bid ID 1 Bid Date 02 Event ID 23-0031 RFQ - Mobile Medical Van Event Format Sell Event Round 1 Start Date 05/15/2023 9:16AM PDT End Date 05 Your Total Price 70,000.00 USD	5/15/2023 10:20:24AM PDT Version 1	Bid Confirmation				
Bid Confirmation Your bid has been successfully submitted. Bid ID 1 Bid Date 02 Event ID 23-0031 RFQ - Mobile Medical Van Event Format Sell Event Round 1 Start Date 05/15/2023 9:16AM PDT End Date 05 Your Total Price 70,000.00 USD	5/15/2023 10:20:24AM PDT Version 1	Bid Confirmation				

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File Message	Help														
ि ∭ — ⊗ ~ <sup>Delete</sup> Archiv	Reply → Forward → Forward	Share to Teams	<ul> <li>Move to: ?</li> <li>→ To Manager</li> <li>✓ Team Email</li> </ul>	< > >	Move	Tags	D Editing	Imme	rsive	Translate	e Zoom	Reply v Schedulin		Viva Insights	5
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i If there are probl	ems with how this message is o	displayed, click	here to view it in a web b	rowser.											
Your_Bid.p 14 KB	df ~														

#### **Bid Notification**

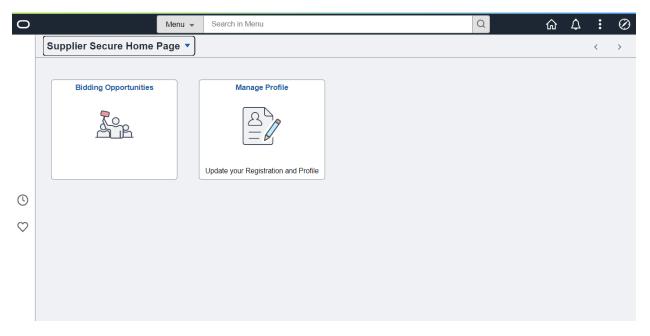
This is a confirmation of your bid placed on a strategic sourcing event. See below for details.

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**

0		Menu 👻	Search in Menu		Q	ŵ	$\Diamond$	:	$\oslash$
	Supplier Secure Home	Page 🔻						<	>
	Bidding Opportunities		Manage Profile						
	A.B.								
			Update your Registration and Profile	J					
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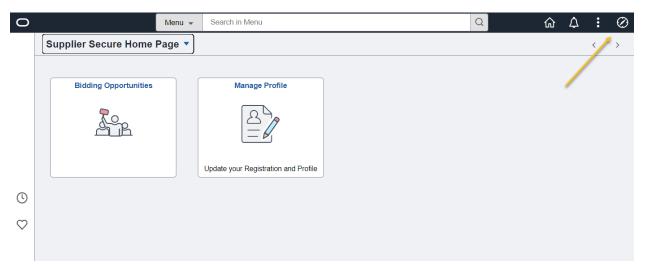
**Bidding Opportunities** 

Supplier Secure Home Page			Bidding Oppor	tunities		ŵ	Q D	: ⊘
*View By Bid Status	✓ 7 rows	Time Zone Pacific Tir Bidding Event Information	ne (US)	~	Date Format MMDDYY -	Apt	bly	
All	4	Invited Events Public Eve	ents					1 row
New	3	Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Accepted	1	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	>
Winning	0							
Outbid	0							N
Declined	0							2
Withdrew	0							

Bidding Opp	ortunities				Event Details		ŵ	Q	$\Diamond$	:
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	Event	Name	RFQ - Mobile Medical	/an		t Ends In 05/18/2023 01:00 PM PD t Date 05/17/2023 08:28 AM F				
	Busines	s Unit	AUDITOR-CONTROLL	ER						
	Ev	ent ID	23-0033			I Date 05/18/2023 01:00 PM F	וטי			
	Event \$	Status	Posted			Round 1				
	Buyer	Name	Jeremy Gross		Event Ve	ersion 1				
	Sealed	Event	Yes		Event Fo	ormat Sell				
P	Payment .	Terms			Event	Type RFx				
	-		Jeremy Gross 📢		Billing Loo	cation AC General Accountin	ıg			
001110				le Purchasing and Fleet	Event Cur	rency US Dollar				
	Descr	iption	Services is soliciting q	uotations for a high roof	Multiple	Bids Allowed				
			as detailed in this RFC	ord Transit 350 or similar)	// Edits to Submitted	Bids No				
1	View Bio	l Packa	ge 🛛 🙀 View Discussi	on Forum						
➡ Bid Info	ormation	1							1 rc	
Bid ID	Round	Versi	on On Behalf Of	Submitted By	Event Status	Bid Date	Bid Status	Act	1 ro	w
4	4	1		•		05/17/2023 9:34:05AM	Posted			
1	1	1	Harry Smith	SUP_HARRY_SMITH_CE	E POSIEC	03/17/2023 9.34.05AM	rusted	Acti	ons 🕑	

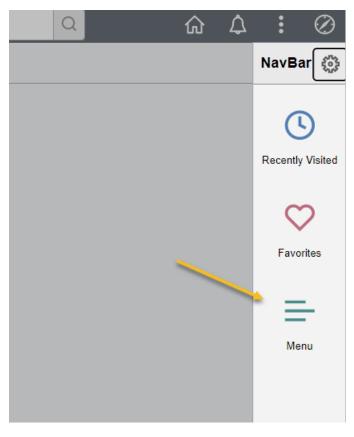
## Invitation Accepted

### **Bidder Menu Options**

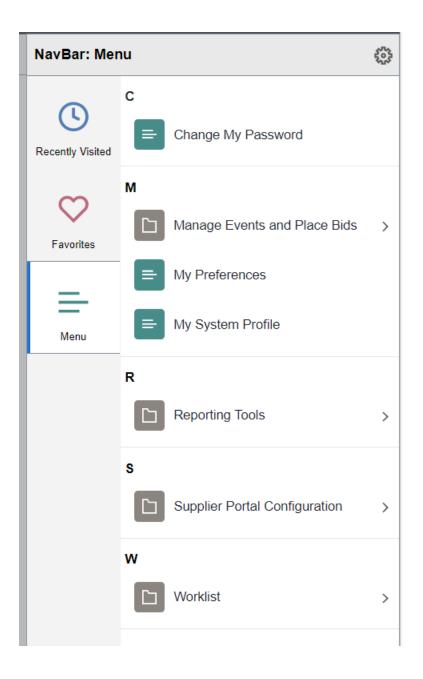


Select Menu to see additional menu options

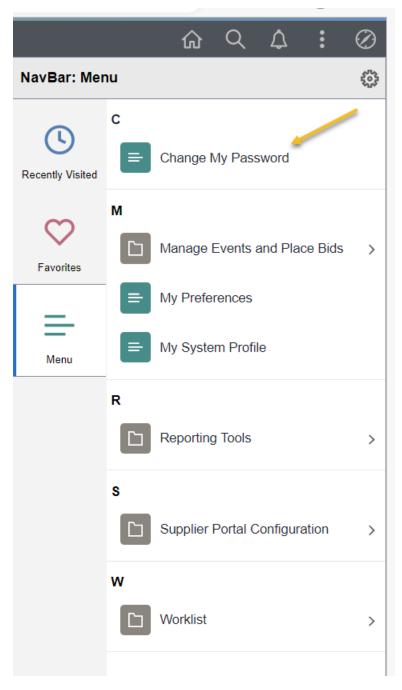
Note: Many of the items listed in the Menu will be the same pages as are listed in the Tiles. Though there are some different features and views



Menu



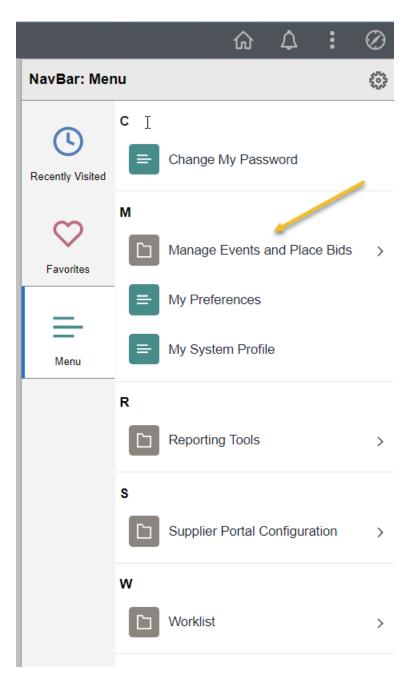
Menu Options



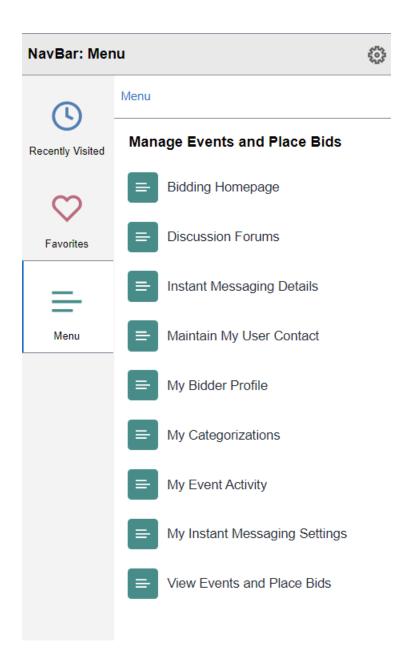
Change My Password

<b>K</b> Supplier Secure Home Page		Change Password	1	ራ	Q	$\Diamond$	:	$\oslash$
	User ID	SUP_HARRY_SMITH_CDE						
	Description	Harry Smith - CDE						
	*Current Password		B					
	*New Password							
	*Confirm Password							
		Change Password						

Change My Password



Manage Events and Place Bids



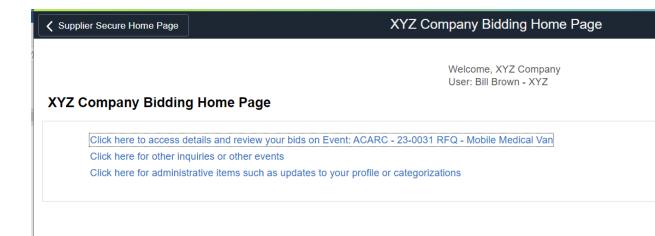
#### Manage Events and Place Bid

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



### **Bidding Home Page**

Select Forum					Event Activity				ŵ	$\Diamond$	:	$\oslash$
Event Activity						Welcome, XYZ C User: Bill Brown -	ompany	New Window	Help	Perso	nalize P	age
Event Activity Summ	nary											
Click on number to vie Events Invited To:	ew events belo 1		ents Bid On:	1	Events Awarded	: 0						
<ul> <li>Search Criteria</li> </ul>												
Event Form	nat	~	Events Invite	ed To	⊖ Events Bid O	n O	Events Awarded					
Event Typ	pe	~	Date Range:		From	Through		]				
▶ Legend												
Events							Q	1 of 1 🗸	•			
Event ID	Format	Event Name		Event Status	Start Date	End Date	Status					
ACARC-23-0031	Sell	RFQ - Mobile M	edical Van	Posted	05/15/2023 9:16AM PDT	05/18/2023 1:00PM	PDT Accepted					

#### **Event Activities**

Displays history of event

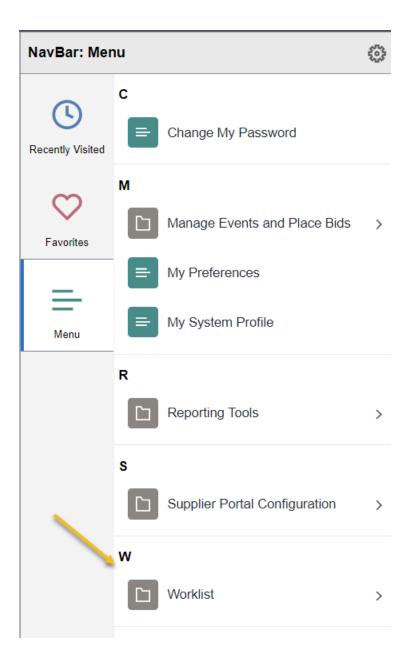
K Bidder Activity			View Ev	w Events and Place Bids							
View Events and Place		Welcome, XYZ C User: Bill Brown									
<ul> <li>Search Criteria</li> </ul>											
Use Saved Search	~										
Event ID		ults Should Inclu	ıde:								
Event Name		<ul> <li>Sell Event</li> <li>Purchase Event</li> <li>Request For Information</li> </ul>									
Event Type	×										
Event Status	~										
Include Declined Invitatio	ns?										
Search Clear Criteria											
Manage Saved Searches Save Search Criteria Advanced Search Criteria											
Search Results											
E.							1-15 of 15 🗸 🕨				
Event ID	Event Name	Format	Туре	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.



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					New Window	Help	Persona	alize P	age 🔺
Worklist									
Worklist for SUP_HAP	RRY_SMITH_CDE: Harry	Smith - CDE							
Summary View				Worklist Filters	~	Feed -			
Worklist Items									
■ Q									
From	Date From	Work Item	Priority	Worked By Activity	Business Process Name		Li	ink	



Worklist