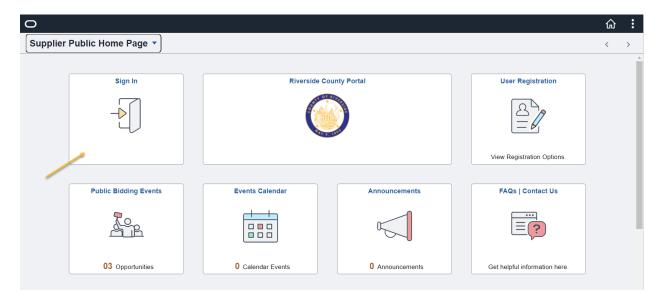
Bidding on a Strategic Sourcing Event

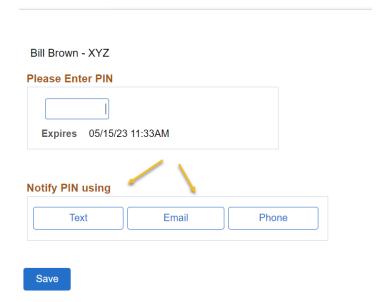
This document shows the steps for a supplier/bidder to review, enter, and monitor a strategic solurcing event in the eSupplier Portal.



Sign In to the eSupplier Portal

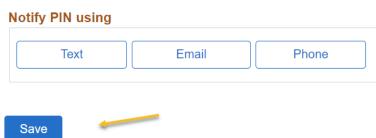
Riverside County Portal			
		Sign In	×
	User ID	User ID	- 1
	Password	•••••	- 1
		☐ Enable Screen Reader M	ode
E	ß	Sign In	
		Forgot Password?	-
			- 1
	Colondar Events	0.000	ouncoments

Sign in with User ID and Password



MFA - Select the desired method to receive the MFA Code

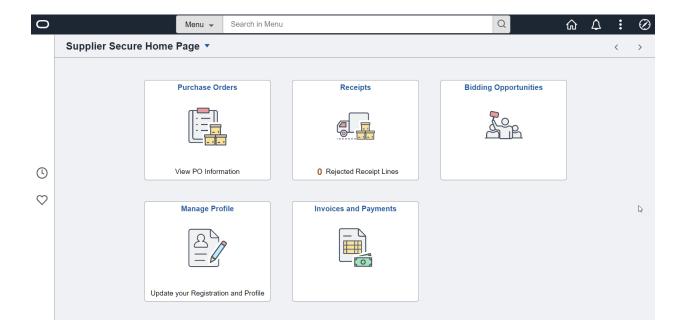
Please Enter PIN 325031 Expires 05/15/23 11:33AM



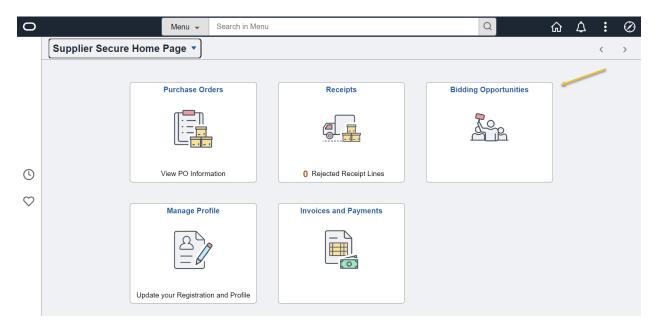
Enter the Code

Save

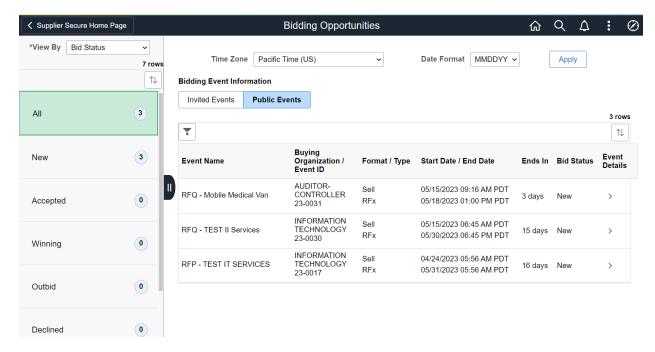
Supplier Secure Home Page



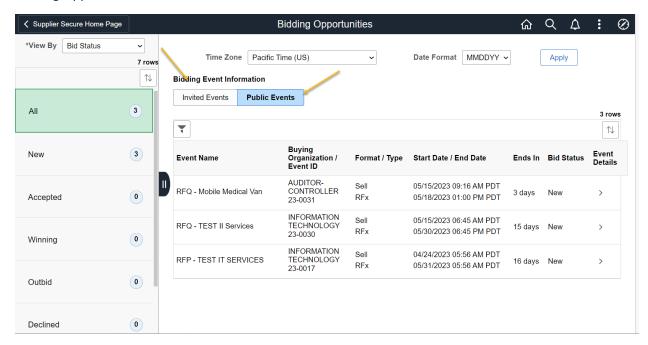
Review Events



Select the Bidding Opportunities



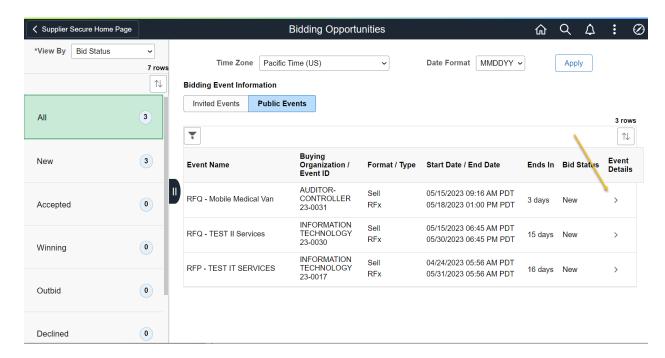
Bidding Opportunities



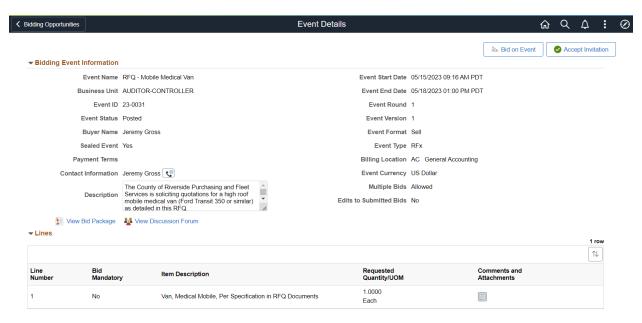
Public Event and Invited Events

Public Events – Events that are available for the public to bid on

Invited Events – Events your company is specifically invited to. This may include public events as well.

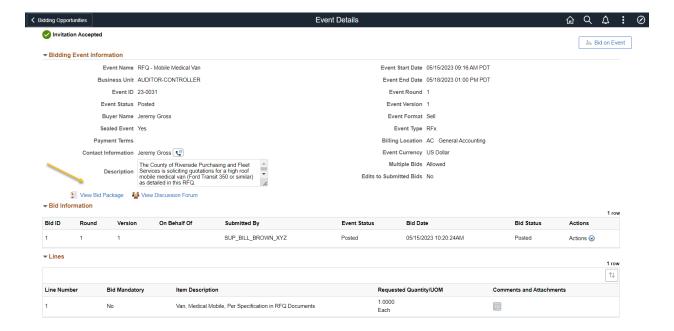


Select an Event to Review or Bid on



Event Detail

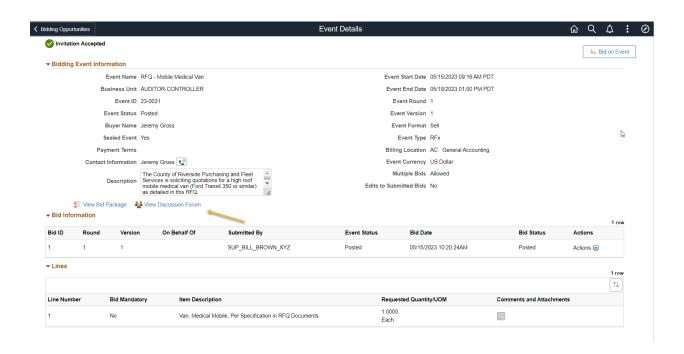
Review the Event Summary page to determine if you want to bid on the event



View Bid Package - View Bid Documents



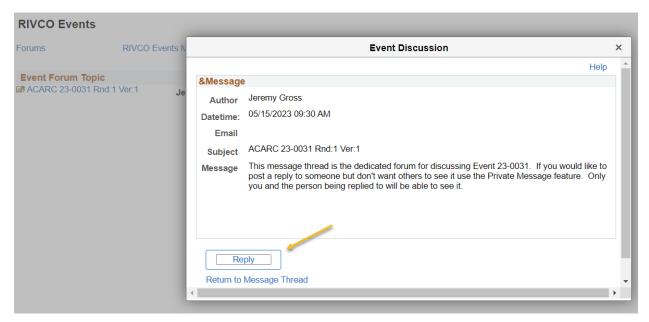
View documents



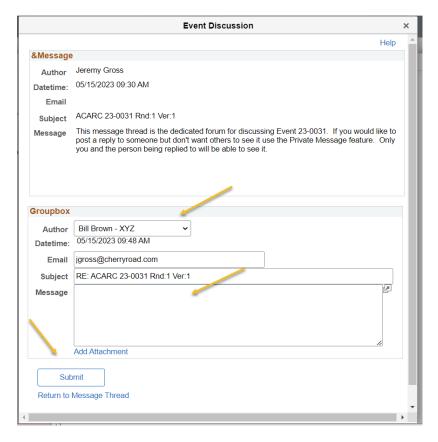
View Discussion Forum – Ask Questions to the Buyer regarding the Event (Optional)



Select link to ask questions



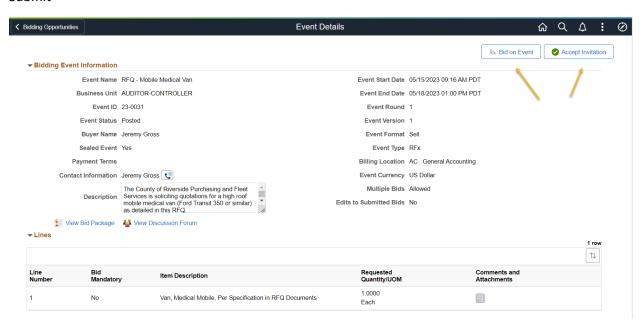
Select Reply



Author - Select whom to send the Author

Message - Enter Question

Submit

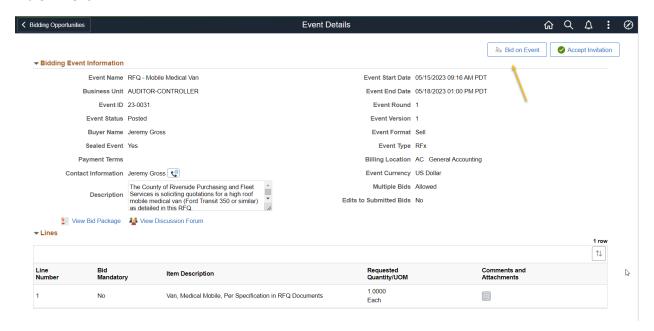


Event Details

Bid on Event - Enter Bid on Event

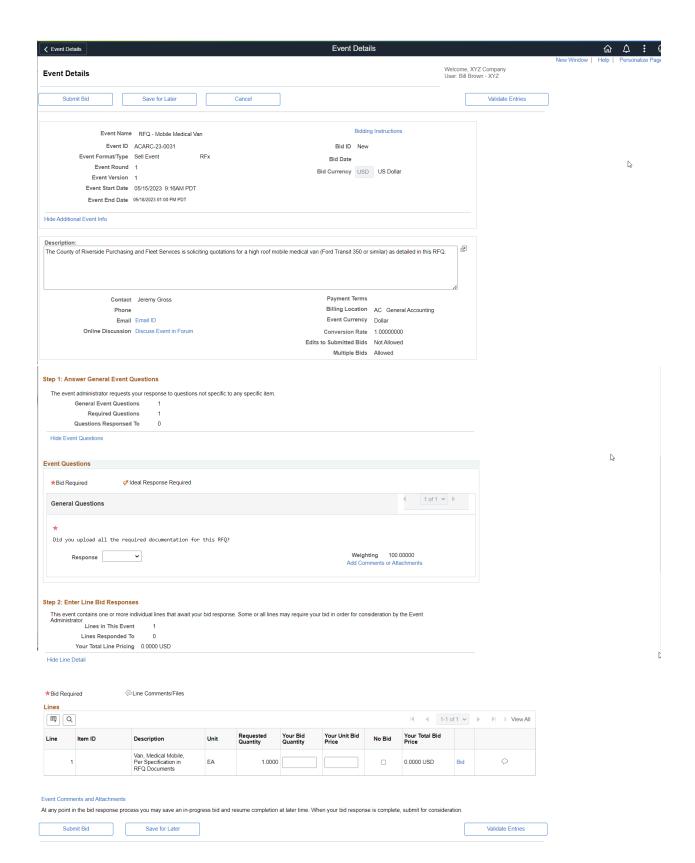
Accept Invitation – Stating you accept the invitation but may not enter the bid at this time. The Event will be tracked in your Accepted Invitations

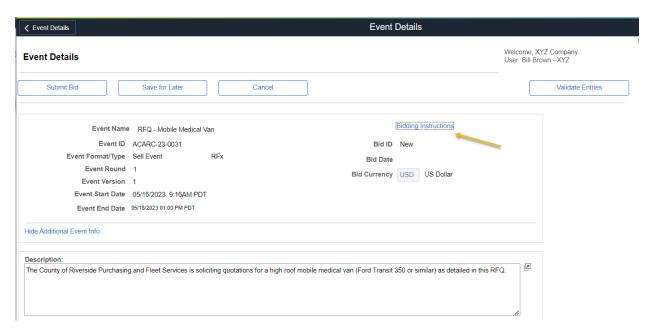
Bid on Event



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.





Select Bidding Instructions for additional information on how to bid

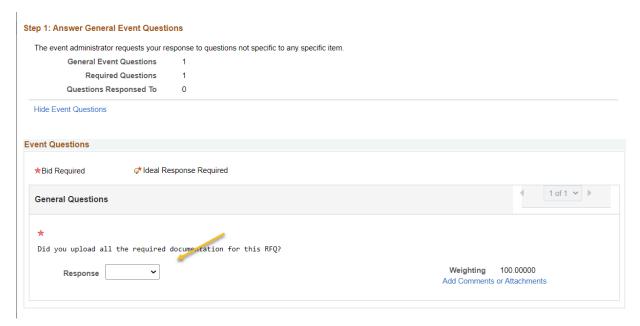


Return



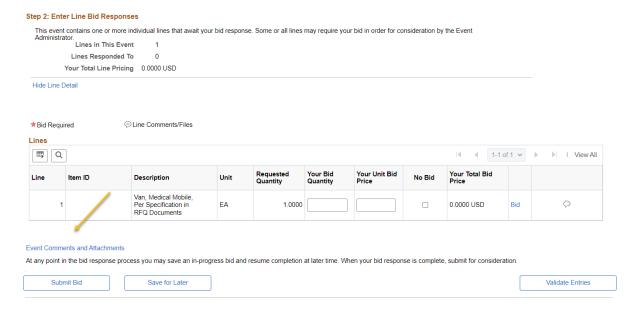
eMail ID - Select Email to email buyer a question

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

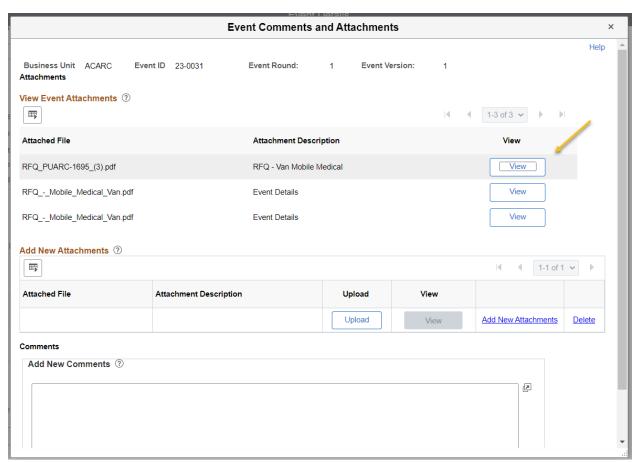


Answer any questions posted in the event.

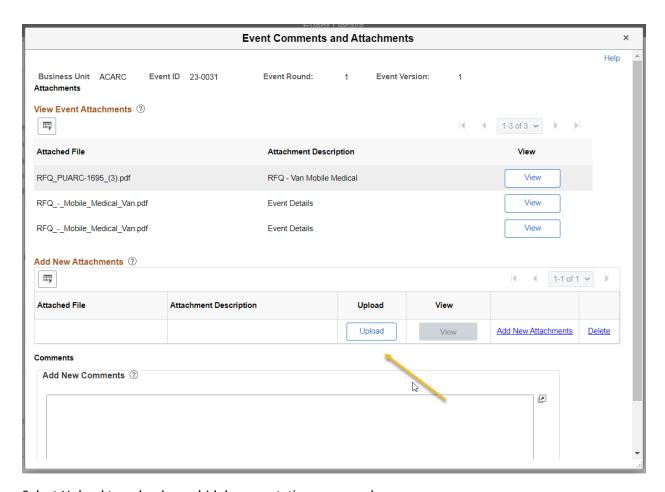
Note: Questions may not require a response and can be informational as well.



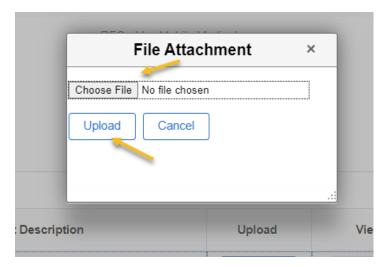
Select Event Comments and Attachments to View Bid Package.

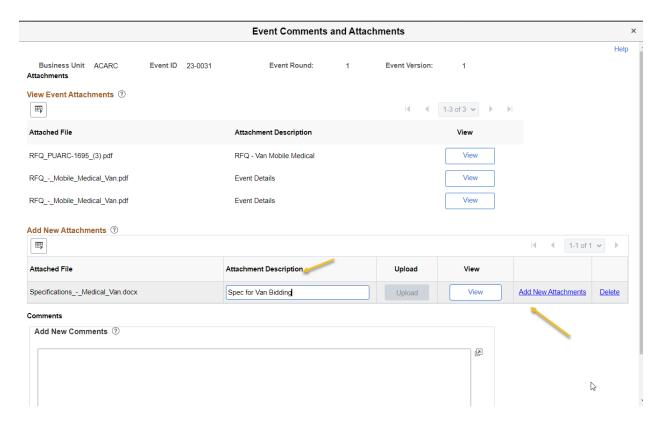


View the Bid Documents



Select Upload to upload your bid documentation once ready





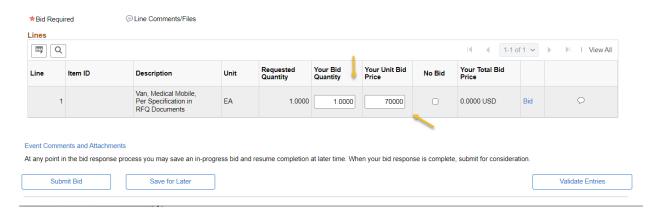
Add description for uploaded document

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

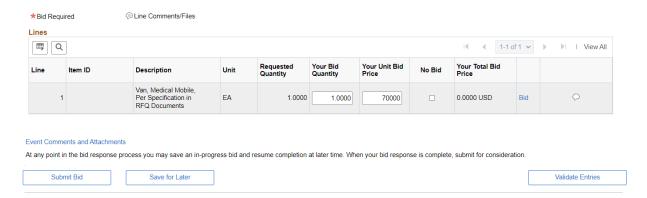
Ok



Enter Bid Quantity

Enter Price or select No Bid

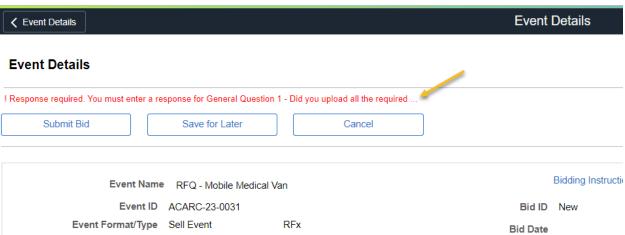
Respond to all desired lines if multiple lines exist

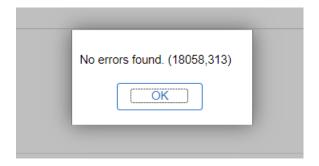


Validate Entries – This will verify if you answered all the required questions and complete required fields

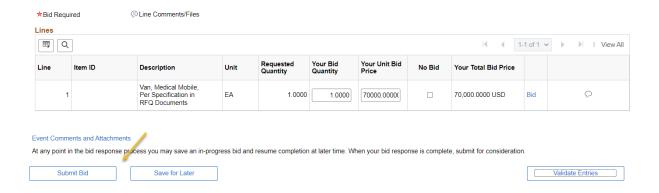
If there are missing values, the issues will be listed at the top of the page







Or no errors are found



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

Once the bid is ready for submittal

Submit Bid



Yes

Bid Confirmation 〈 Bid Menu **Bid Confirmation**

Your bid has been successfully submitted.

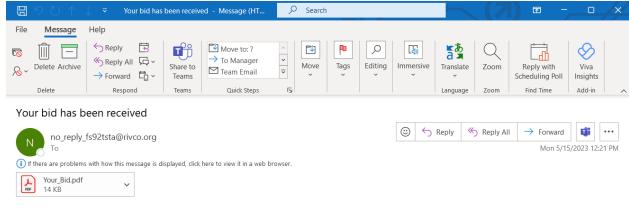
Bid Date 05/15/2023 10:20:24AM PDT Bid ID 1

Event ID 23-0031 RFQ - Mobile Medical Van
Event Format Sell Event F Round 1 Version 1

End Date 05/18/2023 01:00 PM PDT Start Date 05/15/2023 9:16AM PDT

Your Total Price 70,000.00 USD Copy Bid





Bid Notification

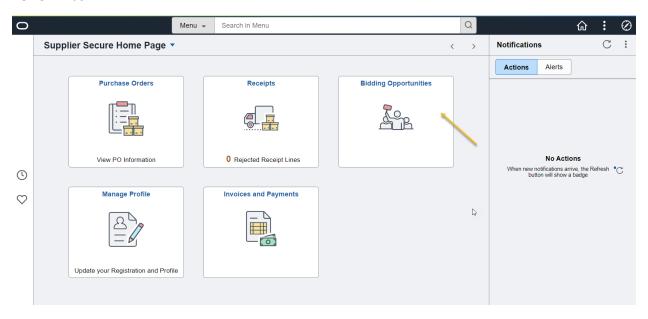
This is a confirmation of your bid placed on a strategic sourcing event. See below for details.

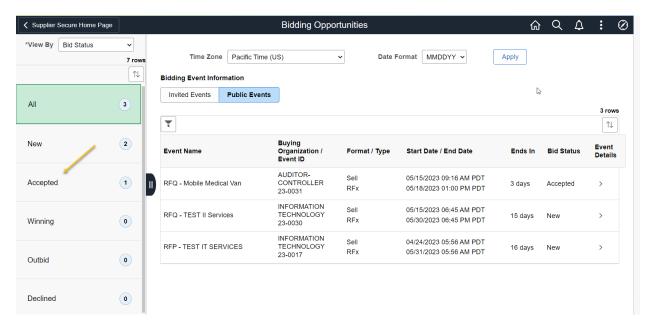


Confirmation Email

Select Home to go back to Home page

Review Bids

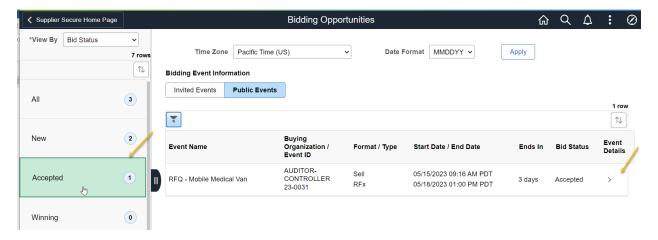


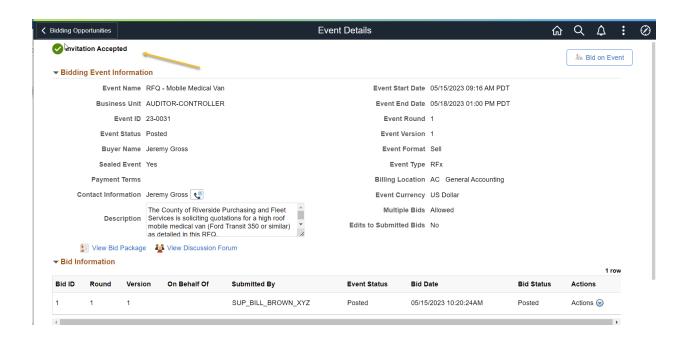


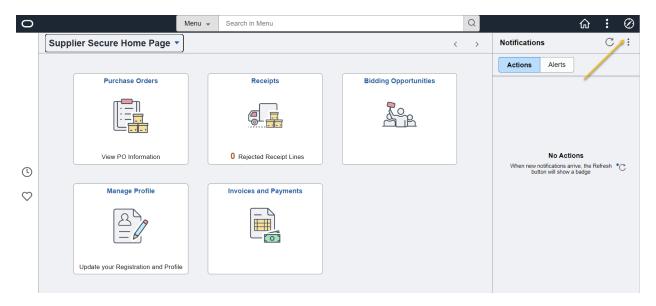
Accepted Bid

Or Winning Bids or Declined

Note: The Entered bids will now be in Accepted Bids and Bids you accepted without entry of the Bid

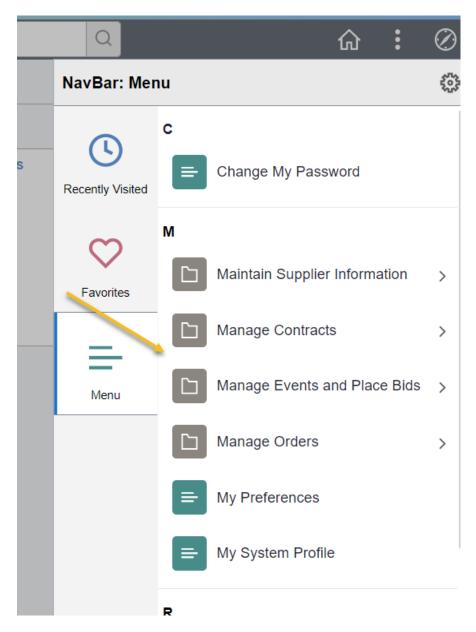




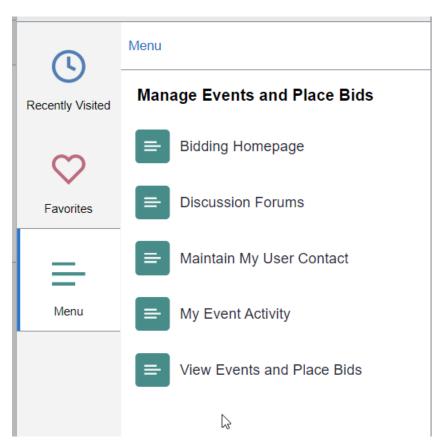


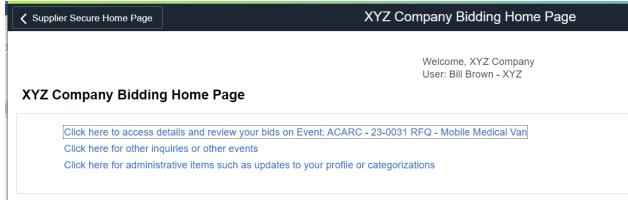
View Events and Place Bid

The View 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.

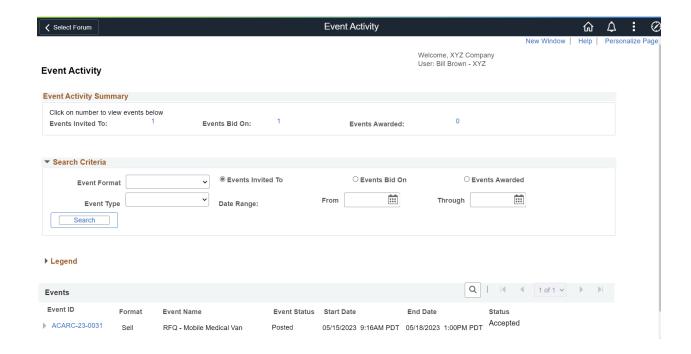


Manage Events and Place Bids



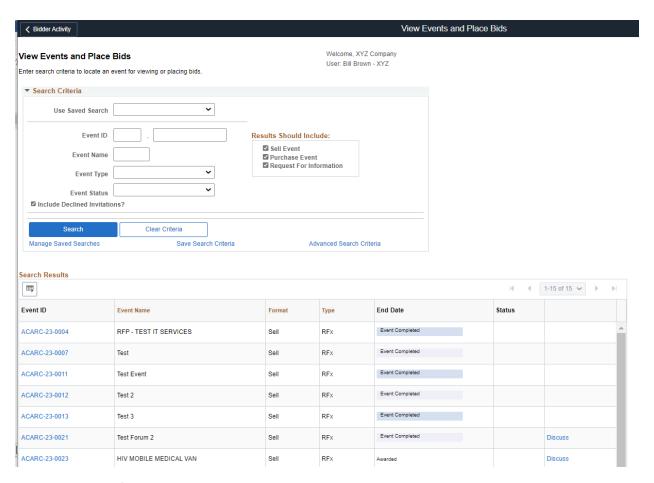


Bidding Home Page



Event Activities

Displays history of event



Displays history of all events