



City of Corpus Christi

Supplier Registration and Event Response Guide

January 2023

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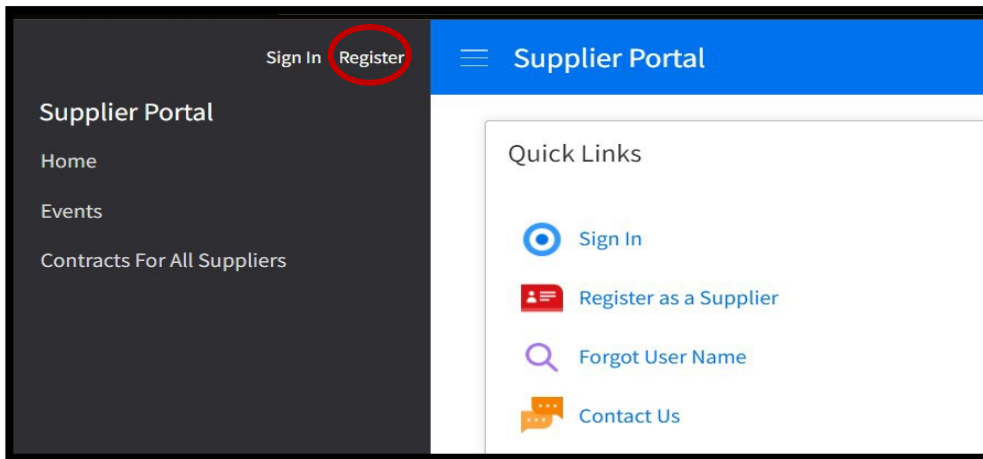
Getting Started

- Click here to open:
 - at <https://sms-corpuschristi-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/page/XiSupplyManagementSupplierPage?csk.SupplierGroup=cocc>
 - **Browser requirements:**

When registering or submitting a bid please use Google Chrome or Microsoft Edge.
 - *While the City endeavors to notify eligible bidders/proposers on its lists with regard to purchases via Requests for Bids/Proposals, the responsibility for keeping informed of City solicitations rests solely on members of the business community. Electronically generated notifications are sent as a courtesy only. Please use all the resources available to stay informed of solicitations that are available such as listing all applicable commodity codes that apply to your business when registering on our portal; utilize the City's forecasted procurements posted on the website for items that are upcoming; look for open solicitations posted on the website; and monitor the Caller-Times bid/proposal notice section for open procurements (typically posted on Sundays). Also, feel free to contact the purchasing staff with any questions you have about upcoming procurements.*
-

Step 1 – Registration

- Click **Register or Register as a Supplier** in the Quick Links



Step 2 – Enter supplier and company information

- **Please Note:** All fields flagged with an asterisk (*) are required.
 - Create your login vendor username, please use your company name. **Your login username is case sensitive and space sensitive. Please do not try to use your email address as your username.**
 - Create your password. **Your password is case sensitive and space sensitive.**
- Required fields are:
 - Vendor Username (*)
 - Password (*)
 - First Name
 - Last Name
 - Phone Number
 - E-mail address
 - Enter company information. You are not limited to just the required fields.
 - Company Name
 - Tax ID Type
 - Tax ID,
 - Country
 - Address 1, City, State Province, Postal Code, and Country
 - Please Note: The Country MUST be populated before a list of states will populate. If you choose to type your state into the State field, it is the two-letter state abbreviation.
 - Also, you must enter a Remit to Address or select the check box if the Remit Address is the same as your mailing address.
- See screenshot below

Populate your data

Registration

Enter your company information.

User Name	PRAuditing		Password	*****	
Confirm Password	*****				
Title			First Name *	Divany	
Last Name *	Gonzalez				
Main Country Code		Main Phone Number *	361-826-3161		
		Extension			
Mobile Country Code		Phone Number	<input type="checkbox"/> Sms Enabled		
Fax Country Code		Phone Number	Extension		
Email Address *	divanyg@cctexas.com		Company Name *	PR Auditing	

Populate company data

Tax ID Type	Tax ID	Attach Tax certification
USFEDERAL	1234564789	

*Either tax ID or VAT registration number is required **

VAT Registration Country	VAT registration number

Mailing Address

Street Address *

1201 Leopard St.

☐ Add More

City *

Corpus Christi

State/Province *

TX

Zip Code

78401

Country

United States ☐ Change

☒ Check If Remit To Address Is The Same As Mailing Address

Supplier Registration and Response Guide

Step 3 – Accept Terms and Conditions

1. Accept Terms and Conditions as Shown Below
2. Enter the text in image box
3. Click **NEXT** (see screenshot below)

The screenshot displays the 'Supplier Registration' portal. On the left, a sidebar contains navigation links: Registration, Diversity Codes, Questions, Commodity Codes, Certifications, Privacy Notifications, and Status. The 'Registration' link is active. The main content area is titled 'Registration' and shows a progress bar with three steps. Step 1, 'Accept Terms and Conditions as Shown Below', is the current step and is highlighted with a red circle and the number '1'. Step 2 is 'Enter the text in image box' and Step 3 is 'Click NEXT' (highlighted with a red circle and the number '3'). The 'Accept Terms and Conditions' section contains a list of terms and conditions for using the portal. Below the terms, there is a small image of a '503 Day' logo. A red arrow points to a text input field labeled 'Enter the text in image above' with the value '503day' entered. A red arrow points to the 'Next' button in the top right corner.

Supplier Registration

Registration

Previous **3** Next

1 **Accept Terms and Conditions as Shown Below**

User/Supplier Terms and Conditions of Use for Registration:

You expressly understand and agree to acknowledge that:

- Use of the supplier portal is at your sole risk. The portal is provided on an "as is" and "as available" basis. The City of Corpus Christi assumes no responsibility for the mis-delivery or failure of transmission for purchase orders or responses to solicitations.
- Events posted on this supplier portal do not obligate the City of Corpus Christi to proceed with any project or award.
- The City of Corpus Christi expressly disclaims all warranties of every kind with respect to the intent and use of this supplier portal.
- The City shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages including, but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses resulting from: (i) the use or the inability to use the supplier portal; (ii) unauthorized access to or alteration of the user's transmissions or data; or (iii) any other matter relating to this supplier portal.
- Use of this supplier portal and its web pages and forms is governed by the laws of the State of Texas as well as the policies of the City of Corpus Christi.
- Registration to use this supplier portal is not an offer nor a guarantee for work or orders.
- Registration approval does not constitute a preferred supplier status or indicate that your company is on a preferred list.
- Registering for this supplier portal does not guarantee your organization notification of every bidding opportunity.
- User/Supplier is responsible for maintaining the confidentiality of the portal password and account and is fully responsible for all activities that occur under the password or account. User/Supplier is required to keep all contact information updated.
- The individual who registers your company becomes the primary contact and administrator for your supplier portal account. The terms and conditions apply to all future and subsequent contracts added to this account.
- Regardless of the source of any problem, it is the User's/Supplier's responsibility to ensure that its bid is timely received. Because of the discrepancies inherent in timing mechanisms (e.g. cell phone, computers, mobile devices, etc.), the bid time will be determined based upon the time indicated on the City of Corpus Christi's server for the supplier portal application. If the User/Supplier does not submit its bid before the time indicated on the City's server for the supplier portal application, the bid will be electronically denied by the supplier portal application as untimely.
- The City of Corpus Christi reserves the right to reject any bids and proposals.
- When you click "I Accept", it means you agree to the foregoing terms and conditions for the use of the supplier portal.
- Bidder agrees to comply with Chapter 176 of the Texas Local Government Code and file Form CQ with the City of Corpus Christi City Secretary's Office, if required. For more information on Form CQ and to determine if you need to file a Form CQ, please review the information on the City Secretary's website at <http://www.cctexas.com/government/city-secretary/condict-disclosure/index>.

Disclaimer: The City of Corpus Christi strives to maintain continuous access to the supplier portal website; however, from time to time, access to information and documents might be interrupted due to site user, or Internet problems. Not all access difficulties can be resolved by the City of Corpus Christi since some access failures may be due to the type of computer, communication equipment, or services employed by the website user. In an effort to allow maximum access to users, formal events will be posted a minimum of fourteen (14) working days. Users/Suppliers are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments or attachments required. For this reason, users/suppliers are encouraged to revisit all events to which they intend to respond at least three (3) days prior to the closing date. It is the user's/supplier's responsibility to check the website from time to time for new events, updates, amendments and information.

503 Day

Enter the text in image above

503day

2

3 Next

Supplier Registration and Response Guide

Step 4 – Add Diversity Codes

1. To add the diversity codes for which your business is certified click **Create**

The screenshot shows the 'Supplier Registration' interface. On the left is a sidebar with 'Supplier Portal' and navigation links. The main area is titled 'Diversity Codes' and includes a 'Previous' and 'Next' link. Below the title is a message: 'Select the diversity codes for which your business is certified.' Below this is a table titled 'Selected Diversity Codes' with columns: Diversity Code, Description, Effective Date, Expiration Date, and Attachment. A 'Create' button is circled in red with a '1' next to it.

2. Click the magnifier glass and select the diversity code (s) that apply to your business
3. click **Submit**

The screenshot shows the 'Diversity Code' form. It has fields for 'Diversity Code *', 'Effective Date', 'Expiration Date', and 'Attachment'. The magnifier glass icon next to the 'Diversity Code' field is circled in red with a '2' next to it.

The screenshot shows the 'Select Diversity Code' modal. It displays a table of diversity codes. The 'WOM' code is selected.

Code	Description
AMIN	American Native Indian
ASN	Asian
BLK	Black
HIS	Hispanic
VET	Veteran
WOM	Women Owned

The screenshot shows the 'Diversity Code' form with 'WOM' entered in the 'Diversity Code' field. The 'Submit' button is circled in red with a '3' next to it.

4. Click **Next**

The screenshot shows the 'Supplier Registration' interface. The 'Diversity Codes' table now includes the 'WOM' code. The 'Next' button is circled in red with a '4' next to it.

Supplier Registration and Response Guide

Step 5 – Answer Questions

1. You will need to answer the required questions. If you are not a diverse supplier, select No, then, proceed to question No. 2.
2. If Yes, click Browse to add your certificate. If you do not have your certificate available now, you can add it at a later time.

Supplier Registration

Questions

Previous Next 4

Answer the following questions related to your company. An * indicates a required field.
If you are a diverse supplier, you may upload your certification now.

Response is required

Answer

Attach Document

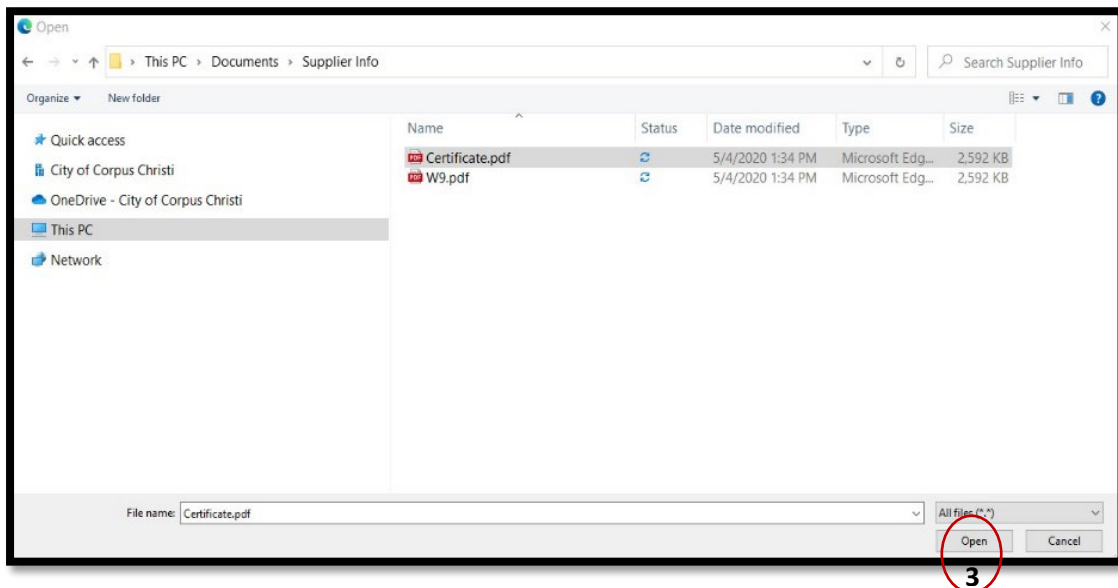
1

2 Please attach a copy of your W-9 for faster processing of PO payment.

Answer

Attach Document

2



3. If you have your certificate and or your W9, locate it under your computer's file directory and click on it. Click **Open**.
4. Click **Next**

Supplier Registration and Response Guide

Step 6 – Add Commodity Codes

Supplier Registration

Commodity Codes

Select the commodity codes for which you want to get future bid notifications.

Selected Commodity Codes

	Commodity Code	Description
<input type="checkbox"/>	910-16	Energy Conservation Services, Including Audits
<input type="checkbox"/>	918-04	Accounting, Auditing, Budget Consulting
<input type="checkbox"/>	926-23	Auditing Services, Environmental
<input type="checkbox"/>	946-20	Audit Services

1. Click **Select Commodity Codes**

IMPORTANT:

- Commodity codes are VERY important to your registration process. Select all applicable commodity codes that apply to your business.
 - If you **DO NOT** select commodity codes, you will not receive notifications and your registration will be considered incomplete.
2. You can search for keywords by using the Commodity search box. Or you can also scroll through all the commodity codes. Click the check box next to the commodity code (s) that apply to your business and then
3. click **Attach**.

Select

Available Commodity Codes

Commodity Search

audit

	Commodity Code	Description
<input type="checkbox"/>	410-30	Examining Room Suites, Not Optical or Auditory
<input type="checkbox"/>	420-04	Auditorium, Stadium, Team Seating Furniture and Bleachers
<input type="checkbox"/>	710	PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT
<input type="checkbox"/>	710-94	Recycled Prosthetic Devices, Hearing Aids, Auditory Test Equ
<input type="checkbox"/>	803-26	Group Auditory Systems, Language Laboratories, and Speech Tr
<input checked="" type="checkbox"/>	910-16	Energy Conservation Services, Including Audits
<input checked="" type="checkbox"/>	918-04	Accounting, Auditing, Budget Consulting
<input checked="" type="checkbox"/>	926-23	Auditing Services, Environmental
<input checked="" type="checkbox"/>	936-45	Hearing Devices, Aids, Auditory Training Equipment, etc.
<input checked="" type="checkbox"/>	946-20	Audit Services
<input type="checkbox"/>	961-89	Weatherization Audit Services

Close

Attach

Commodity Codes

Select the commodity codes for which you want to get future bid notifications.

Selected Commodity Codes

	Commodity Code	Description
<input type="checkbox"/>	918-04	Accounting, Auditing, Budget Consulting
<input type="checkbox"/>	926-23	Auditing Services, Environmental
<input type="checkbox"/>	946-20	Audit Services
<input type="checkbox"/>	961-89	Weatherization Audit Services

4. Click **Next**

Supplier Registration and Response Guide

Step 7 – Certifications

1. To add Certifications click **Create**

The screenshot shows the 'Supplier Registration' interface with the 'Certifications' tab selected. A sidebar on the left lists navigation options: Registration, Diversity Codes, Questions, Commodity Codes, Certifications (highlighted), and Proxy Notifications. The main content area has a header 'Certifications' with 'Previous' and 'Next' links. Below the header, a message states: 'Enter certification information: an effective date is required for the certification.' A table titled 'All Certifications for PR Auditing' is shown with columns: Certification Code, Contact, Effective Date, Expiration Date, Description, Attachment, and Active. Above the table are buttons for 'Save', 'Create' (highlighted with a red arrow and the number 1), and 'Delete'. A search icon is also present.

2. Search for the Certification Code and add the Effective and Expiration date and
3. click **Submit**

The screenshot shows the 'Certification' form. It includes fields for 'Supplier Name' (6513 : PR Auditing), 'Contact', 'Certification Code' (highlighted with a red circle and the number 2), 'Effective Date', 'Expiration Date', 'Attachment', and a checked 'Active' checkbox. At the bottom, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red arrow and the number 3.

Supplier Registration and Response Guide

Step 8 – Proxy Notifications

If you would like to add additional contacts in your company to be notified of event, etc. Proxy contacts can NOT respond to events. They only receive notifications.

1. Click **Create**

The screenshot shows the 'Proxy Notifications for Divany Gonzalez with PR Auditing' page. At the top right, there are buttons for 'Create', 'Save', and 'Delete'. The 'Create' button is circled in red and labeled with a red '1'. Below the buttons is a table with columns: 'First Name', 'Last Name', 'Email Address', and 'Receive Notifications?'. The table is empty, and a message in the center says 'No Proxy Notifications Entered' with a subtext: 'Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.'

2. Enter the contact information and select if you want the proxy to receive notifications.

The screenshot shows the 'Proxy Notifications' page with the 'Create' button clicked. A new row has been added to the table. The first column has a checkbox with a checkmark. The 'First Name' column contains a text input field. The 'Last Name' column contains the text '2'. The 'Email Address' column is empty. The 'Receive Notifications?' column contains a dropdown menu with 'No' selected. A red bracket labeled '2' spans the input fields for First Name, Last Name, and Email Address.

3. Select if you want them to receive notifications and Click **Save**

The screenshot shows the 'Proxy Notifications' page with the 'Save' button circled in red and labeled with a red '3'. The table now contains one row with the following data: 'Sonya' in the 'First Name' column, 'Lewis' in the 'Last Name' column, 'sonyal2@cctexas.com' in the 'Email Address' column, and a dropdown menu in the 'Receive Notifications?' column with 'Yes' selected. The dropdown menu is open, showing 'Yes' and 'No' options.

Supplier Registration and Response Guide

Step 9 – Registration Status

Registration has been **completed**.

The screenshot shows the 'Supplier Registration' page with a sidebar menu on the left containing links for Registration, Diversity Codes, Questions, Commodity Codes, Certifications, Proxy Notifications, and Status. The 'Status' link is selected. The main content area is titled 'Status' and includes a 'Previous' and 'Next' navigation bar. It displays the 'Supplier Number Is 6515' and 'Registration status: Complete'. A congratulatory message states: 'Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.' Below this, it says 'Click my account to enter additional information' with a 'My Account' button.

Step 10 – Login to Answer Security Questions

1. On the Supplier Portal, click **Sign In**

The screenshot shows the 'Supplier Portal' homepage. On the left is a dark sidebar with links for Home, Events, and Contracts For All Suppliers. At the top of the sidebar are 'Sign In' and 'Register' buttons, with 'Sign In' circled in red and labeled with a red '1'. The main content area has a blue header with the 'Supplier Portal' title and a 'Quick Links' section containing links for Sign In, Register as a Supplier, Forgot User Name, and Contact Us.

2. Type in the username and password just created. Click the Blue box to login

The screenshot shows the Infor login form. It features the Infor logo at the top. Below it are two input fields: 'User Name *' with the text 'PRAuditing' and 'Password *' with masked characters. A blue 'Sign In' button is at the bottom. A red arrow labeled with a blue '2' points to the 'Sign In' button.

Supplier Registration and Response Guide

3. Answer the security questions in the text box to enable password reset for your account, then
4. click Save Questions. You are ready to use the Supplier Portal

Security Questions

Please answer 2 question(s) to enable password reset for your account, then press save

1. What year was your company created?

2022

2. Where is your company based?

3. What is your mother's maiden name?

3

Save 4

Logging In

Go to the City of Corpus Christi Supplier Portal website located at <https://sms-corpuschristi-prd.inforcloudsuite.com/fsm/SupplyManagementSupplier/page/XiSupplyManagementSupplierPage?csk.SupplierGroup=cocc>

If you have already registered with a username and password, in the top, left corner, click **Sign In**. If you have **NOT** registered, click **Register** and follow the directions on the screen.

Supplier Portal

Sign In Register

Quick Links

- Sign In
- Register as a Supplier
- Forgot User Name
- Contact Us

Welcome

Links And Attachments

- Contracts and Procurement
- Forecasted Procurements
- Department Contacts - Quotes
- Under \$50k

Instructions And Announcements

NOTICE: The Supplier Portal will experience service interruptions between September 20th through October 10th as part of routine maintenance. Please call 311 with any questions.

You can now attach a copy of your Company's W-9 for faster payment processing. Log on to the portal to attach now.

Open Events

Testing, Ohio Department Audit

Open: 01/12/2022

Close: 01/15/2022

Event: 949

Contracts For All Suppliers

Contract from Contract_Blink Lines

Effective: 8/4/2022

Expiration Date: 8/4/2027

Contract from Contract Commitment Error

Effective: 8/2/2022

Expiration Date:

Enter the username and password that you registered.

infor

User Name *

Password *

Sign In

Register

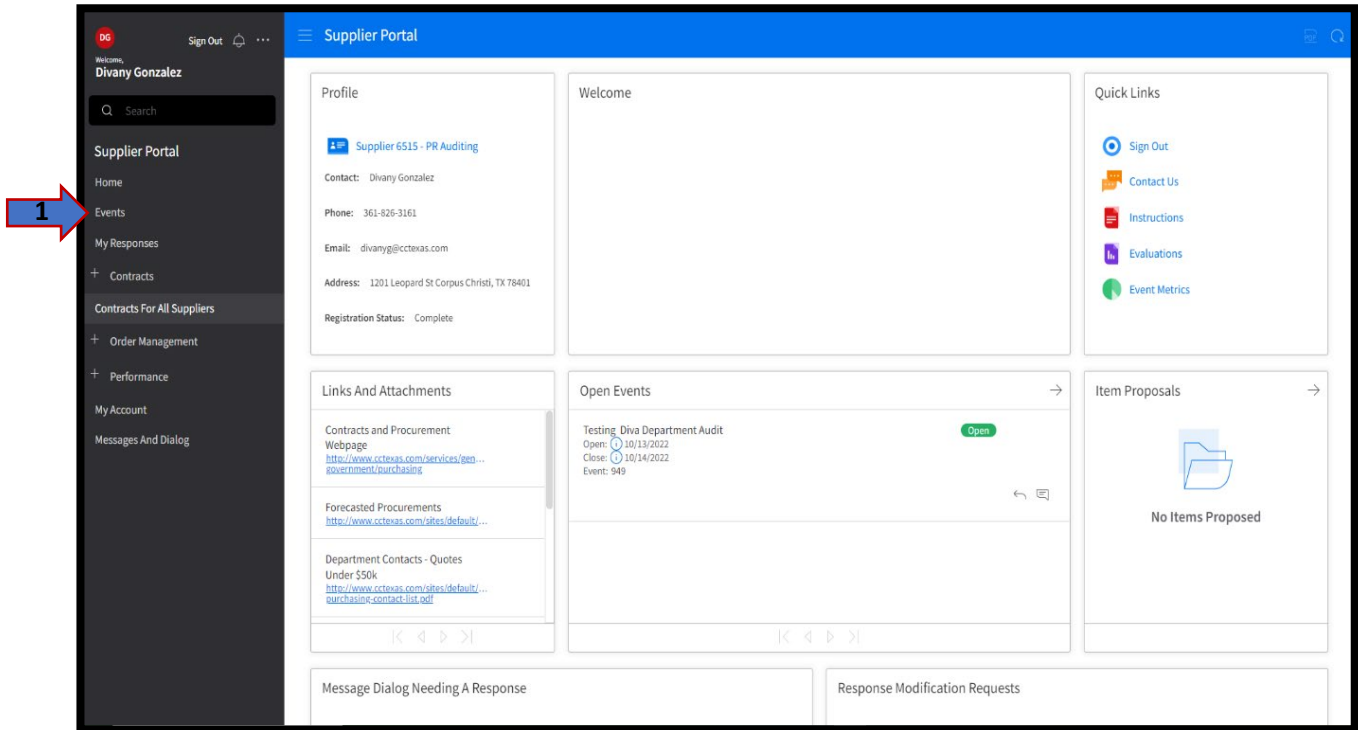
Forgot password?

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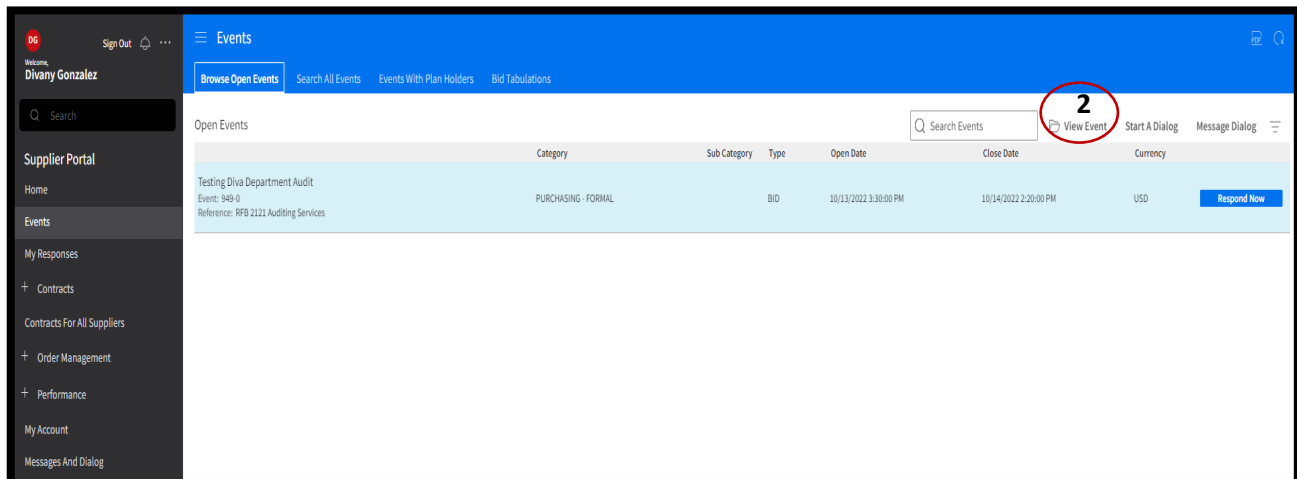
Supplier Registration and Response Guide

Step 11- Browse Events

Click on Events to view events open for bid in the top, left corner to view all projects currently open for bidding. Also, you can see open events in your Supplier Portal home page.



Below is a view of all projects currently open for bidding. To view project details and to bid on the project Click on **View Event**.



Supplier Registration and Response Guide

Step 12- Summary Information

THE **SUMMARY** TAB CONTAINS IMPORTANT INFORMATION about the event. The Open and Close dates, Rules, the Pre-Bid Meeting information, Attachments, Contacts, Q & A Forum and Amendments.

- The attachments include plans, specifications, contract documents and other relevant information. Please view each attachment and read each solicitation through completely as each are different.
 - **Bid Package-** The bidder will need to open the Bid Package and Print and/or Save all documents contained in the Bid Package. ALL forms in the Bid Package will need to be filled out and signed. The completed Bid Package will need to be uploaded to the Supplier Portal to successfully bid on the project.

The screenshot displays the 'Event 949-2 Summary' page. The left sidebar contains the following sections:

- Testing Diva Department Audit**
The City of Corpus Christi hereby issues this request for bids (RFB). The City is seeking bids from firms interested and qualified in Auditing Services.
- Dates**
 - Open: 10/13/2022 3:30:00 PM
 - Q And A Open: 10/13/2022 3:32:00 PM
 - Q And A Close: 10/17/2022 1:20:00 PM
 - Close: 10/17/2022 2:20:00 PM
- Rules**

Type	LOW
BID	RESPONSIBLE BID
Currency	Sealed Bid
USD	Yes
All Lines Required	Yes

The main content area has two tabs: 'Event Information' (selected) and 'Lines'. It contains several panels:

- Response Progress**: Shows 'Event Lines' with a progress bar at '0 of 1'.
- Contacts**: Lists 'Sonya Lewis' as the 'PURCHASING CONTACT' with a profile icon and an email icon.
- Q and A Forum**: Displays 'No questions at the moment' and a prompt to ask a question by clicking the 'plus' icon.
- Attachments**: Lists two items:
 - RFP 2121- Audit Services Testing Diva
 - RFP 2121- Audit Services Testing Diva Bid Package (highlighted with a red arrow)
- Meetings**: Lists a 'Pre-Bid Conference' via 'WebEx' on 10/28/2022 at 3:03:03 PM.
- Amendments**: Shows two versions of an 'Extended' amendment with version numbers and dates.

Supplier Registration and Response Guide

Step 13- Question & Answers

The **Q&A** Forum will list questions submitted by bidders and answers from City staff.

The screenshot shows the 'Event 949-2 Summary' page. The 'Q and A Forum' tab is selected, indicated by a red arrow. The forum currently has no questions. The left sidebar contains 'Testing Diva Department Audit' information, including dates and rules. The main content area is divided into several sections: 'Response Progress' (0 of 1), 'Contacts' (Sonya Lewis, Purchasing Contact), 'Attachments' (RFP 2121- Audit Services Testing Diva), 'Meetings' (Pre-Bid Conference, WebEx), and 'Amendments' (Extended, Version Number: 1).

Step 14- Asking a Question

To ask a question about the bid process or the project, click the **+** sign to **create**. The Q and A Close Date is found on the Summary tab.

The screenshot shows the 'Event 949-2 Summary' page. The 'Q and A Forum' tab is selected. A red circle highlights the 'Q And A Close' date (10/17/2022 1:20:00 PM) in the 'Dates' section. A red arrow points to the 'Supplier Create' button (marked with a red '1') in the top right corner of the 'Q and A Forum' section. The forum currently has no questions.

Supplier Registration and Response Guide

Type your question into the text box and select **Save**. Save and New will allow you to ask several questions without leaving this screen.

Event #
949-2

Event Name
Testing Diva Department Audit

Question *

Save 2

Step 15- Amendments (also known as Addendums)

If there is an amendment, there will be an **Amendment tab** with details. The full addendum will be posted as an **attachment**. So, please download from the Summary tab, **Attachments** section.

Event 949-2 Summary

Print Event Create Supplier Message And Dialog

Testing Diva Department Audit

The City of Corpus Christi hereby issues this request for bids (RFB). The City is seeking bids from firms interested and qualified in Auditing Services.

Dates

Open
10/13/2022 3:30:00 PM

Q And A Open
10/13/2022 3:32:00 PM

Q And A Close
10/17/2022 1:20:00 PM

Close
10/17/2022 2:20:00 PM

Rules

Type LOW

BID RESPONSIBLE BID

Currency Sealed Bid

USD Yes

All Lines Required

Yes

Response Progress

Respond Now

Event Lines
0 of 1

Contacts

SL Sonya Lewis
PURCHASING CONTACT

Q and A Forum

No questions at the moment

To ask a question, click the 'plus' in the top right.

Attachments

RFP 2121- Audit Services Testing Diva

RFP 2121- Bid Package Revised Add #1

Meetings

Pre-Bid Conference
WebEx
10/28/2022 3:03:03 PM

Amendments

Extended
Version Number: 1
Version Date: 10/14/2022 8:24:59 AM

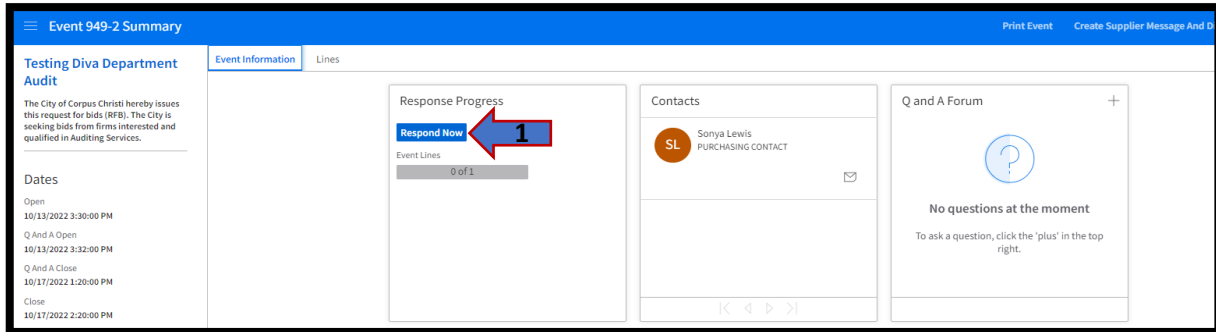
Attachment Modification
Version Number: 2
Version Date: 10/14/2022 9:28:20 AM

Supplier Registration and Response Guide

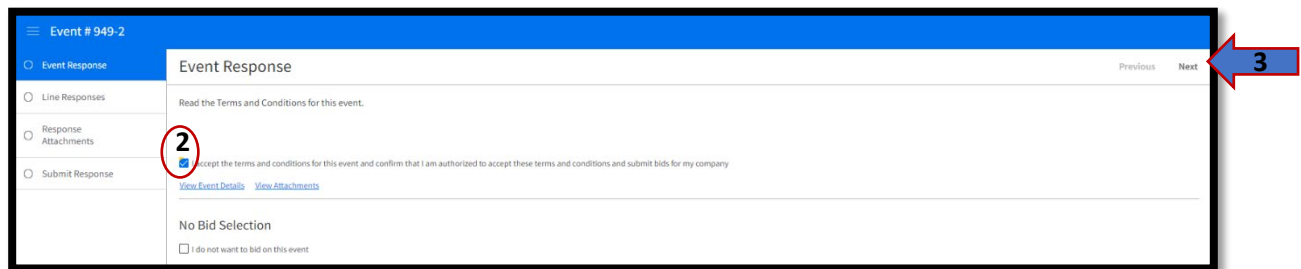
Submit a Bid

Step 16- Event Response

1. To Submit a Bid, click the **Respond Now** button found at the top of the screen above the tabs. The Event Response screen will open.



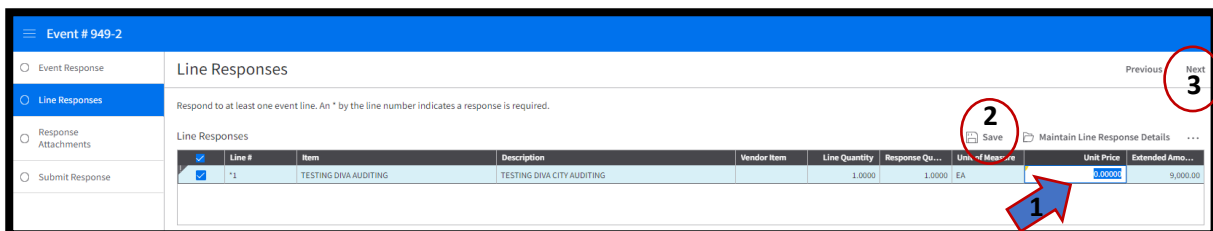
2. Check the box, to accept the Terms and Conditions of the project and confirm that you authorized to accept these terms and conditions and submit bids for your company.



3. Click **Next** to proceed to the Line Responses section.

Step 17- Line Responses

1. In the Line Response section, find the Line item that you want to bid on. At the end of the line, click in the **Unit Price** box add your **Bid Amount**
2. click **Save**.



ALL lines **MUST** be responded to. Repeat above for all additional lines.

3. After **ALL** lines have been responded to click **NEXT** to proceed to Response Attachments.

Supplier Registration and Response Guide

Step 18-Response Attachments

It is **REQUIRED** that you attach your completed Bid Package. Attach any documents that may be necessary by clicking the

Event # 949-2

Response Attachments

Attach any documents, specifications, and pictures you have for this event.

Attachments

	Attachment Title	Attachment
No Data Available		

Previous Next

1 Create

1. **CREATE** button in the top, left corner
2. Enter a title/description of the file.
3. Click Browse to locate the file saved on your computer.
4. After you have finished attached files, click **Submit**.

Attachments

* Title

* File

* = Required

Cancel Submit

2 3 4

Response Attachments

Attach any documents, specifications, and pictures you have for this event.

Attachments

	Attachment Title	Attachment
<input type="checkbox"/>	Auditors License-Testing Oliva.pdf	Auditors License-Testing Oliva.pdf

Previous Next

5

5. When done adding attachments to your bid response, click **NEXT** at the bottom of the screen to proceed to the Submit Response section.

Supplier Registration and Response Guide

Step 19-Submit Response

YOU MUST CLICK **SUBMIT** to finish submitting your response.

When you submitting your response make sure you it says **CONGRATULATIONS**.

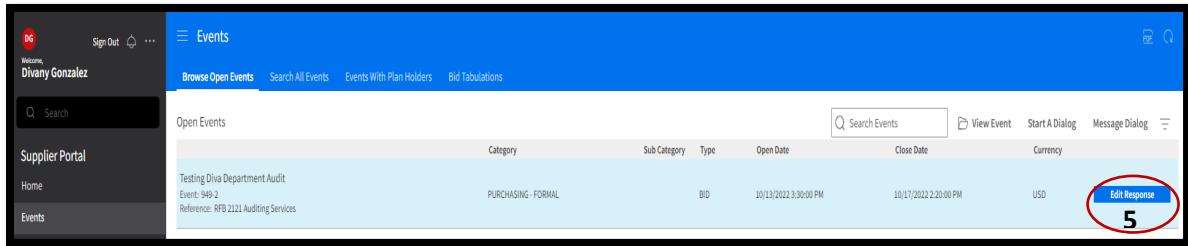
Step 20 - Modifying a Response

1. Open **My Responses**.

2. Click **Responses Open For Award**
3. Click **Modify Response**.
4. Click **OK** to confirm you want to continue.

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5. Click **Edit Response**. You **MUST** resubmit your bid by following the instructions per the **Entering a Response instructions** above.



You will follow the same instructions as referenced in the **Submit a Bid** section above.