

# **Sourcing Supplier Quick Tutorial**

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Springfield, Missouri

# Welcome to Sourcing!

The Sourcing Quick Tutorial provides instruction to suppliers on system navigation, locating bid requests and creating and submitting a response.

## System Requirements

- A standard web browser that **must have JavaScript enabled**.
  - IWT recommends Internet Explorer 9.x or greater for the best system performance.
  - Mozilla Firefox – current version recommended
  - Safari – current version recommended
  - Chrome – current version recommended
- The browser must also allow pop-up windows when accessing the system.
- Establish <this site> as a Trusted Site in your browser's Internet Options, Security settings. (<https://<this site>.ionwave.net>)

## Responding to Bid Requests – Quick Tutorial

- Login
- The page will open to the 'Available Bids'
- Click the bid number to View the bid request from the 'My Invitations' or 'Other Bid Opportunities' Section.

The screenshot shows the IonWave Sourcing Demo interface. At the top, there is a navigation bar with 'Available Bids', 'Closed Bids', 'My Responses', and 'My Awards'. Below this, a welcome message states: 'Welcome to Enterprise Sourcing Demo! To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab. To view a four page quick reference guide on how to respond to a bid, click here.' Under 'My Invitations', it says 'No Bid Requests'. The 'Other Bid Opportunities' section contains a table with the following data:

Bid Number	Organization	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
ITB-2202	Demo	Janitorial Supply Contract	ITB	06/26/2012	8/17/2012 2:00:00 PM CST	2 Days, 56 Mins	No Response
ITB-2189	Demo	Computer Servers	ITB	05/04/2012	8/20/2012 2:00:00 AM CST	2 Days	No Response
ITB-2187	Demo	Janitorial Supplies Contract	ITB	05/04/2012	8/22/2012 2:00:00 AM CST	4 Days	No Response
ITB-2188	Demo	Office Supply Contract	ITB	05/07/2012	8/24/2012 2:00:00 AM CST	6 Days	No Response
ITB-2195	Demo	Paper Products Contract	ITB	05/24/2012	8/27/2012 3:00:00 PM CST	10 Days	No Response
ITB-0210	Demo	Light Bulb Contract	ITB	07/25/2012	10/09/2012 3:00:00 PM CST	12 Days	No Response
03-115	Demo	Construction Management Software RFP	RFP	01/04/2012	8/30/2012 2:00:00 AM CST	12 Days	No Response
ITB-2207	Demo	Janitorial Supply Contract	ITB	07/31/2012	8/31/2012 12:00:00 PM CST	14 Days	No Response
05-121	Demo	Construction Project Management Software	RFP	07/26/2012	8/31/2012 3:00:00 PM CST	14 Days	No Response
KR-2012-06-06	Demo	Lamps	Sealed Bid	08/06/2012	10/6/2012 12:00:00 PM CST	20 Days	No Response

Items 1-10 shown of 13 Page 1 of 2 shown

- **Multiple Pages of Bid Attachments, Attributes and Line Items – Pagination** – If displayed, click to the next page to access additional pages. (Located at the bottom of each section)

The screenshot shows a pagination control with the text 'Items 1-15 shown of 31 • Page 1 of 3 shown' and navigation buttons for page 1, 2, 3, and a 'Next' button.

The following tabs may be present when viewing a bid. If one of the tabs listed below does not appear on your event, then it is not applicable to the event.

**Event Details** - Review bid information including Bid Notes as well as the contact, ship to and bill to information.

**Messages** – View messages specific to the bid request.

**Activities** - Activities may include an Intent to Bid, a Participation Activity such as a walk-thru or other meeting, or it may be a Non-Participation Activity listed for your information.

**Participants** - The event participation list displays only with the permission of the buying organization.

### **Attachments**

- Bid attachments are included by the buyer for a number of reasons which include but are not limited to the following:
  - Informational purposes
  - To provide the supplier with a form to complete and submit a response attachment
- **Click** the 'View' link
- Open and Save the file to your desktop or another drive

### **Attributes**

- Read and/or answer all attributes.
- Required attributes have a red asterisk (\*) to the left of the required field.
- A required attribute must be answered in order to submit the response.
- Click '**Save**' (to save your responses)
- Click '**Error Check**' (to determine if you have missed any required responses)

### **Line Items**

- Enter pricing in the price or percentage field provided.
- Required line items have a red asterisk (\*) to the left of the required price field.
- A required line item must be answered in order to submit the response.
- Item Attributes - Answer questions, complete checklists, and review additional terms and notes specific to the line item. (Line attributes may not be present on the bid request)
- Item Attachments - Click '**View**' to access the downloadable field(s) pertaining to this line item. (Item level attachments may not be present)
- Supplier Notes - Enter comments for buyer review. (Field may not be present).
- Click '**Save**' (to save your responses) – Extended pricing will display after clicking 'save.'
- Click '**Error Check**' (to determine if you have missed any required price fields)

### **Zero**

Zero (\$0.00) entered in the line item price field is defined by the buyer using one of the parameters below. The red text is the message displayed to suppliers at the line item level to indicate the parameter selected by the buyer:

- Zero is a valid response - \*A response of '0' (zero) to Unit Price is interpreted as a response.
- Zero is considered a 'No Bid'- \*A response of '0' (zero) to Unit Price is interpreted as a 'No Bid' response.
- Zero is not a valid response - \*A response of '0' (zero) to Unit Price is not interpreted as a response.

**No Bid** – Unless specified by the buyer, you do not have to use the ‘No Bid’ function at the line level. You can leave a non-required price field blank and the ‘No Bid’ is assumed. If using the ‘No Bid’ function, do the following:

- Click ‘No Bid’ (if you prefer to ‘no bid’ a line)
- Click ‘Clear’ to remove a ‘No Bid.’

**Add Alternates** – Where allowed, you can bid an alternate.

- Click ‘Add Alternate’ – enter the fields provided.
- If you added an alternate in error, Click ‘Delete’ at the left of the screen. (located just under the *Alt #*)

**Add Notes** – Where allowed, click to add a supplier note. Leave the field blank and “Save” to close the expanded field.

**Requested Attachments** – A requested attachment is a required or optional attachment that the buyer has requested. A red asterisk ( \* ) located next to the requested file name indicates that it is required.

- Click “Upload”
- The file selection window will open
- Click “Select File”
- Highlight the file to be attached
- Click “Open”
- The file will upload

**Download Button** (located at the left of the file name) - Click to view the attachment.

**Delete Button** (located on the far right column next to the file name) – Click to remove the attachment.

If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file. You cannot download the file and save changes to the file while it is attached to a response.

**The maximum file size limit is 25 megabytes.**

**Other Response Attachments** – Attach response attachments that have not been requested by the buyer. The other response attachments section is only available if the buyer allows.

- Click “New”
  - Click the “Select File” button
  - Highlight the File
  - Click “Open”
  - Enter the Description (REQUIRED)
  - Click “Upload”
- To view your response attachment, click the **Download** button
- If you have attached the wrong file, “Delete” the file and attach the correct file. The delete button is located in the far right column.

**The maximum file size limit is 25 megabytes.**

## **Response Submission**

- **Update your Information** – Update your supplier profile or your user profile by using the ‘Update’ link.

- **Supplier Note to Buyer** – Enter a note to the buyer. (Optional)
- **Digital Signature** - Enter Your Full Name (Required) & Your Email Address (Required)
- Click “**Error Check Response**” (to determine if you have missed any required fields.)
- Click ‘**Submit**’ **Response**’
  
- A **successfully submitted response** will display ‘Response Submitted’ followed by the date and time stamp in the Response Status field.
  
- **Retract**’ to make changes to the submitted bid response
  
- A retracted bid response is no longer considered “submitted”. The user **MUST** ‘**Submit**’ a retracted bid response again

## Submission Errors

- When errors occur, the system will display the location of the errors. In the example below, the errors occur in the Attributes, Line Items and Response Submission Tab.

The screenshot displays the 'Edit Bid Response' page for bid TST-2013-09/25. The page includes navigation tabs for Return, No Bid, Documents, Response History, Bid History, and Error Check Response. Key information includes the Bid Number (TST-2013-09/25 (Art Supplies)), Close Date & Time (10/25/2013 12:00:00 PM Central), Time Left (28 days 1 hours 33 minutes 58 seconds), and Response Status (NOT SUBMITTED). A prominent red error message box states: 'Error Check - There are 4 Error Messages Present in Your Response! Please review the following tabs: Attributes, Line Items, Response Submission Tab'. Below this, a tabbed interface shows 'Attributes' selected. The 'Supplier Response Summary' section contains two error messages: 'Digital Signature: You must enter the email address of the individual responding to this event.' and 'Digital Signature: You must enter the full name of the individual responding to this event.'. At the bottom, there are sections for 'Your Supplier Profile' and 'Your User Profile', each with an 'Update your Information' link.

- Go to the problem area and correct the errors.
- The example above indicates an Attribute Tab error.
- You must go to the tab that contains the errors to review the error detail and correct.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

## Bid Closing

The system will generate and send an email notification when the event closes.

Login and Click the event number in the listing to view the bid.

Click 'Documents' to review your Supplier Individual Response Document and other associated documents

## Bid Award and Award Detail

The system will generate and send an email notification when the bid is awarded.

Login and Click the event number in the listing to view the bid and associated pre-award and award documentation.