

## Introduction

The “Vendor Responses” Quick Reference Guide is designed to guide a Vendor through the process of responding to a Bid.

## Pre-requisites

A Vendor must be fully registered in Buy4Michigan and can log-in with their user ID and password.

## Steps

<p><b>Step 1:</b></p> <p>a.) From the home screen once logged in, select the <b>Bids Header Tab</b>.</p>																									
<p><b>Step 2:</b></p> <p>a.) From the <b>Open Bids</b> section, select the Bid you are interested in by clicking the <b>Create New</b> link.</p>	<table border="1"> <thead> <tr> <th>Bid #</th> <th>Organization</th> <th>Alternate Id</th> <th>Buyer</th> <th>Description</th> <th>Bid Opening Date</th> <th>Bid Q &amp; A</th> <th>Create Quote /View Auction</th> </tr> </thead> <tbody> <tr> <td><a href="#">AGENCY15B0001948</a></td> <td>Department of Technology Management and Budget</td> <td></td> <td>Isidra Chavez</td> <td>breathalyzer testing</td> <td>10/10/2014 11:01:00 AM</td> <td><a href="#">View</a></td> <td><a href="#">Create Quote</a></td> </tr> <tr> <td><a href="#">012315B0001946</a></td> <td>Department of Training</td> <td>C20150342-100000</td> <td>Buy4Michigan ofm_student201</td> <td>Furnace and Filters</td> <td>10/16/2014 03:00:00 PM</td> <td><a href="#">View</a></td> <td><a href="#">Create Quote</a></td> </tr> </tbody> </table>	Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	<a href="#">AGENCY15B0001948</a>	Department of Technology Management and Budget		Isidra Chavez	breathalyzer testing	10/10/2014 11:01:00 AM	<a href="#">View</a>	<a href="#">Create Quote</a>	<a href="#">012315B0001946</a>	Department of Training	C20150342-100000	Buy4Michigan ofm_student201	Furnace and Filters	10/16/2014 03:00:00 PM	<a href="#">View</a>	<a href="#">Create Quote</a>
Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction																		
<a href="#">AGENCY15B0001948</a>	Department of Technology Management and Budget		Isidra Chavez	breathalyzer testing	10/10/2014 11:01:00 AM	<a href="#">View</a>	<a href="#">Create Quote</a>																		
<a href="#">012315B0001946</a>	Department of Training	C20150342-100000	Buy4Michigan ofm_student201	Furnace and Filters	10/16/2014 03:00:00 PM	<a href="#">View</a>	<a href="#">Create Quote</a>																		
<p><b>Step 3:</b></p> <p>a.) Acknowledge the Receipt by clicking the <b>Yes</b> button.</p>	<p><b>Acknowledge Receipt and View Solicitation</b></p> <p>Bid # AGENCY15B0001948          Bid Description breathalyzer testing</p> <p>Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>																								
<p><b>Step 4:</b></p> <p>The <b>New Quote</b> page displays, defaulted to the <b>General Tab</b>.</p> <p>a.) Recommended to only fill out the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Info Contact</b></li> <li>• <b>Comments field</b></li> <li>• <b>Required field at</b></li> </ul>																									

<p style="text-align: center;"><b>the bottom of the page</b></p> <p><b>Note:</b> Shipping/freight terms, discount, promised date fields, etc. are non-applicable.</p> <p><b>DO NOT</b> check the “No Bid” box. If you choose this option, the system will notify the Buyer that you do not wish to submit a response, which will then eliminate you from the Bid.</p>																																				
<p><b>Step 5:</b></p> <p>a.) Select the <b>Items Tab</b>.</p> <p>b.) Enter in your <b>Unit Cost</b> to disclose your quote.</p>	<table border="1" data-bbox="662 911 1572 1121"> <thead> <tr> <th rowspan="2">Item #</th> <th rowspan="2">Print Sequence</th> <th rowspan="2">Questions Exist</th> <th colspan="6">Description</th> </tr> <tr> <th>Quantity</th> <th>UOM</th> <th>Unit Cost</th> <th>Discount %</th> <th>Tax Rate</th> <th>Freight</th> <th>Extended Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.0</td> <td>No</td> <td colspan="6">Need breathalyzer test equipment for 5 prison facilities. One dozen per facility unless otherwise.</td> </tr> <tr> <td></td> <td></td> <td></td> <td>5.0</td> <td>DOZ</td> <td>25000.00</td> <td>0.00</td> <td></td> <td>0.00</td> <td>\$125000.00</td> </tr> </tbody> </table>	Item #	Print Sequence	Questions Exist	Description						Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	1	1.0	No	Need breathalyzer test equipment for 5 prison facilities. One dozen per facility unless otherwise.									5.0	DOZ	25000.00	0.00		0.00	\$125000.00
Item #	Print Sequence				Questions Exist	Description																														
		Quantity	UOM	Unit Cost		Discount %	Tax Rate	Freight	Extended Amount																											
1	1.0	No	Need breathalyzer test equipment for 5 prison facilities. One dozen per facility unless otherwise.																																	
			5.0	DOZ	25000.00	0.00		0.00	\$125000.00																											
<p><b>Step 6:</b></p> <p>a.) If applicable, select the <b>Questions Tab</b> and respond.</p> <p><b>Note:</b> Some responses are Required and the Vendor must respond in order to allow the quote to be submitted. An unanswered question will generate a red error message.</p>	<table border="1" data-bbox="672 1289 1572 1394"> <thead> <tr> <th>Question #</th> <th>Required</th> <th>Question</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Yes</td> <td>Are you a disabled Veteran?</td> <td> <input checked="" type="radio"/> Yes  <input type="radio"/> No                 </td> </tr> </tbody> </table>	Question #	Required	Question	Response	1	Yes	Are you a disabled Veteran?	<input checked="" type="radio"/> Yes <input type="radio"/> No																											
Question #	Required	Question	Response																																	
1	Yes	Are you a disabled Veteran?	<input checked="" type="radio"/> Yes <input type="radio"/> No																																	

<p>Optional Tabs:</p> <p><b>Subcontractor Tab:</b> if indicated as part of a solicitation, a response may require you to indicate if you are using subcontractors.</p> <p><b>Notes:</b> Allows vendors to record comments, which are external.</p>	
<p><b>Step 7:</b></p> <ol style="list-style-type: none"> <li>Select the <b>Terms &amp; Conditions Tab.</b></li> <li>Accept the <b>Terms &amp; Conditions</b> clicking the appropriate radio button.</li> </ol>	
<p><b>Step 8:</b></p> <ol style="list-style-type: none"> <li>Select the <b>Attachments Tab</b> &amp; upload necessary document(s).</li> </ol> <p><b>Note:</b> Refer to the “Basics” QRG that provides a step-by-step process on how to properly upload an Attachment.</p>	

**Step 9:**

- a.) Select the **Summary Tab**, scroll down to the bottom of the page and click the **Submit Quote** button.
- b.) Click **OK** on the pop-up confirmation message.

Your Quote should now have a Submitted status.

**Note:** If a Vendor wants to withdraw their quote, they must do so at this stage or else you cannot go back into a specific Bid at a later time/date and withdraw your quote.