

## Introduction

The “How to Submit Questions to a Buyer” Quick Reference Guide is designed to provide the minimum steps necessary in understanding how and where Vendors submit their questions regarding a Bid Solicitation.

## Pre-requisites

A Vendor must be registered in Buy4Michigan.

## Steps

<p><b>Step 1:</b></p> <ol style="list-style-type: none"> <li>Once logged in, select the <b>Bids Header Tab</b>.</li> <li>Scroll down to the <b>Open Bids</b> Section.</li> <li>Choose the appropriate Bid and click the <b>View</b> link under the <b>Bid Q&amp;A</b> column.</li> </ol>	<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="#">AGENCY15B0002050</a></td> <td>Department of Technology Management and Budget</td> <td></td> <td>Isidra Chavez</td> <td>food service dispensers</td> <td>12/09/2014 09:31:00 AM</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="#">AGENCY15B0002050</a>	Department of Technology Management and Budget		Isidra Chavez	food service dispensers	12/09/2014 09:31:00 AM	<a href="#">View</a>	<a href="#">Create Quote</a>
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<p><b>Step 2:</b></p> <p>The Questions page displays.</p> <ol style="list-style-type: none"> <li>Enter in your Question subject and Question(s).</li> <li>Once complete, click the <b>Save &amp; Exit</b> button.</li> </ol> <p><b>Note:</b> “Save &amp; Continue” stays on the same page and does not allow you to continue submitting your quote process.</p>	<p>Add new questions:</p> <table border="1"> <tr> <td><input type="text" value="Question Subject"/></td> <td><input type="text" value="Question (max 2000 characters)"/></td> </tr> <tr> <td><input type="text" value="Items"/></td> <td><input type="text" value="Do you need other items besides utensils and gloves?"/></td> </tr> </table> <p><a href="#">Save &amp; Exit</a> <a href="#">Save &amp; Continue</a> <a href="#">Reset</a> <a href="#">Cancel &amp; Exit</a></p>	<input type="text" value="Question Subject"/>	<input type="text" value="Question (max 2000 characters)"/>	<input type="text" value="Items"/>	<input type="text" value="Do you need other items besides utensils and gloves?"/>												
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<p><b>Step 3:</b></p> <p>The page defaults back to the home page.</p> <ol style="list-style-type: none"> <li>Select the <b>Bids Header Tab</b> again.</li> <li>Scroll back down to the <b>Open Bids</b> section and click the <b>Create New</b> link to continue your quote submission.</li> </ol>																	

**Note:** Your question submitted in step #2 is saved in the system. To view, just click the **View** link as you did in Step #1.

For further assistance in creating your quote, refer to the “**Vendor Response to a Bid**” Quick Reference Guide.

Open Bids							
Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction
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