

## 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.

## 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>
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<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> </ul>																									

<ul style="list-style-type: none"> <li>Required field at the bottom of the page</li> </ul> <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 to avoid a no bid response.</p>																																				
<p><b>Step 5:</b></p> <ol style="list-style-type: none"> <li>Select the <b>Items Tab</b>.</li> <li>Enter in your <b>Unit Cost</b> to disclose your quote.</li> </ol>	<table border="1"> <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
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<p><b>Step 6:</b></p> <ol style="list-style-type: none"> <li>If applicable, select the <b>Questions Tab</b> and respond.</li> </ol> <p><b>Note:</b> Some responses are <i>required</i> and the Vendor must respond in order to continue with their quote submission. An unanswered question will generate a red error message.</p>	<table border="1"> <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																											
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<p>The <b>Subcontractor</b> and <b>Notes Tabs</b> are non-applicable.</p> <p>Skip to the <b>Terms &amp; Conditions Tab</b></p>																																				

<p><b>Step 7:</b></p> <p>a.) Select the <b>Terms &amp; Conditions Tab</b>.</p> <p>b.) Accept the <b>Terms &amp; Conditions</b>.</p>															
<p><b>Step 8:</b></p> <p>a.) Select the <b>Attachments Tab</b> &amp; upload necessary document(s).</p> <p><b>Note:</b> Refer to the “Basics” QRG that provides a step-by-step process on how to properly upload an Attachment.</p>															
<p><b>Step 9:</b></p> <p>a.) Select the <b>Summary Tab</b>, scroll down to the bottom of the page and click the <b>Submit Quote</b> button.</p> <p>b.) Click <b>OK</b> on the pop-up confirmation message.</p>	<table border="1" data-bbox="683 1352 1568 1419"> <thead> <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>5.0</td> <td>DOZ</td> <td>\$25,000.00</td> <td>0.0%</td> <td>0.0%</td> <td>\$0.00</td> <td>\$125,000.00</td> </tr> </tbody> </table>	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	5.0	DOZ	\$25,000.00	0.0%	0.0%	\$0.00	\$125,000.00
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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.

Quote 00001925 - IC LLC

General Items Questions Subcontractors Notes(1) Terms & Conditions Attachments(1) **Summary** [Back to Bid](#)

Header Information

Quote #:	00001925	Bid #:	<a href="#">AGENCY15B0001948</a>	Status:	Submitted
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Organization: Department of Technology Management and Budget