



BUSINESS OPERATIONS  
PROCUREMENT SERVICES

# Supplier Guide

**buyND<sup>TM</sup>**  
Sourcing Manager

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## Module 1: Welcome to the *buy*ND Sourcing Manager

This is an easy step-by-step guide on how to use the *buy*ND Sourcing Manager program and respond to event opportunities.

### System Requirements

In order to access the *buy*ND Sourcing Manager, We recommend Internet Explorer 6.x or greater (IE 5.x for Macintosh) for the best system performance (<http://www.microsoft.com/ie>).

Additionally, the system will make certain documents available. In order to access these documents, you may need to download and install the following document viewers:

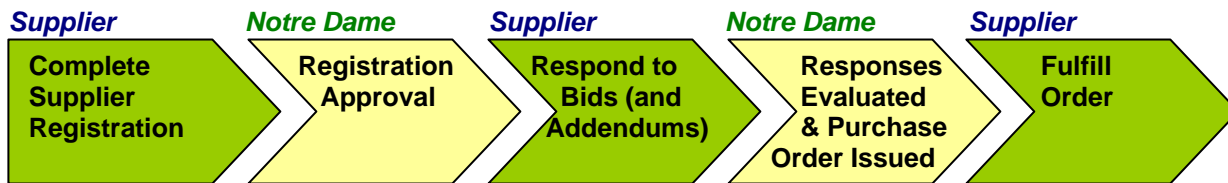
- Adobe Acrobat Reader, which is a free download from [www.adobe.com](http://www.adobe.com).
- Microsoft Excel or the Microsoft Excel Viewer, which is a free download from [www.microsoft.com/office/downloads](http://www.microsoft.com/office/downloads).

**Note:** The screenshots used in this guide were all taken from an IBM PC Compatible running Windows XP Professional using Microsoft Internet Explorer 6.0.2. The appearance of the system may be slightly different on another operating system or browser.

### Pop-up Requirements

Your browser must also allow pop-up windows or, give explicit permission to allow pop-ups from <http://sciquest.ionwave.net>


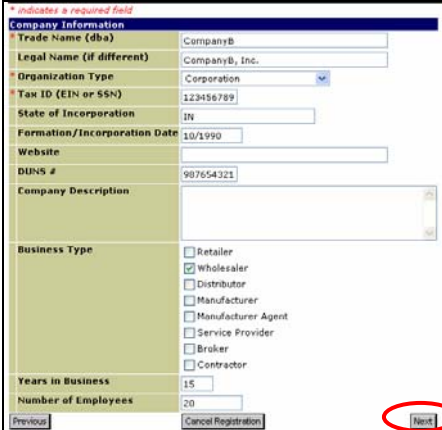
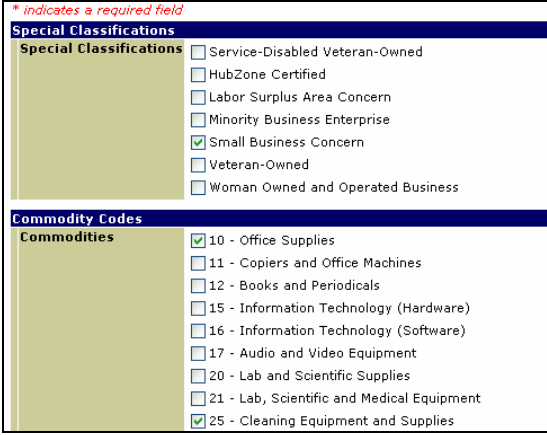
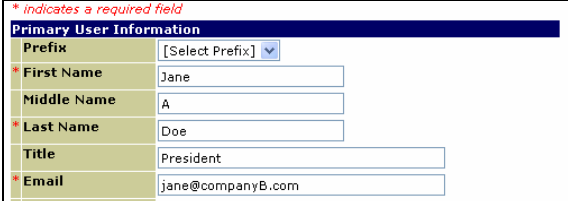
### Steps to using *buy*ND Sourcing Manager



### Support Information - Ways to Get Help

- Visit <http://buy.nd.edu/supplier> and review online info
- Contact our Help Desk at 574-631-7062
- Send any questions by email to [buy@nd.edu](mailto:buy@nd.edu)

## Module 2: Supplier Registration

Steps	Screen Display
<ol style="list-style-type: none"> <li>1. Access the following site – <a href="https://sciquest.ionwave.net/notredame">https://sciquest.ionwave.net/notredame</a>.</li> <li>2. Click on the <b>Supplier Registration</b> link to register your organization in the system.</li> <li>3. Review and click on the <b>Accept Terms &amp; Conditions</b> button to continue.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Fill in your organization's information. Required information is marked with a red asterisk (*). Then click on the <b>Next</b> button to continue.</li> <li>5. Enter your primary and remittance address, telephone, and fax information. Click on the <b>Next</b> button to continue.</li> </ol>	
<ol style="list-style-type: none"> <li>6. Click on box(es) to choose the applicable <b>Special Classification</b> for your organization.* Special classifications include, Small Business Concern, Women Owned and Operated Business, Service-Disabled Veteran Owned, Minority Business Enterprise, etc.</li> <li>7. Click on the box(es) to choose the applicable <b>Commodity Code</b> designation for your organization.** Click on the <b>Next</b> button to continue.</li> </ol> <p><i>*Please send us a copy of your Certification Certificate(s) to University of Notre Dame, Procurement Services, 709 Grace Hall, Notre Dame, IN 46556.</i></p> <p><i>**A commodity code is a classification of similar products and services.</i></p>	
<ol style="list-style-type: none"> <li>8. Fill in the <b>Primary User Information</b> and click on the <b>Next</b> button to continue.</li> <li>9. Review the information you have entered and click on the <b>Submit Registration</b> button.</li> </ol>	

Procurement Services at the University of Notre Dame will review the information that you have submitted. When the registration for your organization is approved, you will receive an email confirmation. Then you will be able to access event information and submit bids.

## Maintaining Your Profile

This section of the guide will cover the process of maintaining your profile.

### Company Information

Once you have logged into the system, you can maintain your **Company Profile** by clicking on the **Admin tab**, followed by the **Company Profile sub-tab**. This tab contains all of the information about your organization that was entered during the registration process.

### Company Classifications

Once you have logged into the system, you can maintain your **Commodity Classifications** by clicking on the **Admin tab**, followed by the **Company Classifications sub-tab**. Your **Commodity Classifications** may be used by the buyer as a selection criteria for invitations to sourcing events.

Commodity Codes	
<input checked="" type="checkbox"/>	10 - Office Supplies
<input type="checkbox"/>	11 - Copiers and Office Machines
<input type="checkbox"/>	12 - Books and Periodicals
<input type="checkbox"/>	15 - Information Technology (Hardware)
<input type="checkbox"/>	16 - Information Technology (Software)
<input type="checkbox"/>	17 - Audio and Video Equipment
<input type="checkbox"/>	20 - Lab and Scientific Supplies
<input type="checkbox"/>	21 - Lab, Scientific and Medical Equipment
<input checked="" type="checkbox"/>	25 - Cleaning Equipment and Supplies

Special Classifications	
<input type="checkbox"/>	Service-Disabled Veteran-Owned
<input type="checkbox"/>	HubZone Certified
<input type="checkbox"/>	Labor Surplus Area Concern
<input type="checkbox"/>	Minority Business Enterprise
<input checked="" type="checkbox"/>	Small Business Concern
<input type="checkbox"/>	Veteran-Owned
<input type="checkbox"/>	Woman Owned and Operated Business

### Company Addresses

The system provides you with an address book that will allow you to maintain your organization's addresses. To access the address management functionality, click the **Admin tab** and then the **Address Book sub-tab**.

Address Book						
Description	Address Line 1	Address Line 2	City	State	Zip	Defaults
<input type="checkbox"/> Corporate	123 A Street		Anytown	IN	12345	<input checked="" type="radio"/>
<input type="checkbox"/> Remittance	Accounts Payable	123 A Street	Anytown	IN	12345	<input type="radio"/>

Items 1-2 shown of 2

You have the following options:

- **New** – Enter a new address to your address book.
- **Edit** – This will allow you to edit an existing address.
- **Delete** – Remove an address from your address book.

You can enter multiple addresses and set defaults for organization, billing, and shipping addresses. These are signified in the displays by the circle with the corresponding letter (in the **Defaults** column). To enter additional addresses, click the **New** button and enter the address. If this address is going to be the default organization, billing or shipping address, click the corresponding radio button and click **Save**.

## User Accounts

Once you have logged into the system, you can maintain your organization's user accounts by clicking on the **Admin tab**, followed by the **Users sub-tab**. The system will display a list of your user accounts, allowing you to create new users or edit existing users.

**Edit User Profile**

[Return](#) [Roles](#) [Save](#)

\* indicates a required field

Prefix	<input type="text"/>
User Name	* <input type="text" value="COMPANYB1"/>
First Name	* <input type="text" value="Jane"/>
Middle Name	<input type="text" value="A"/>
Last Name	* <input type="text" value="Doe"/>
Title	<input type="text" value="President"/>
Email	* <input type="text" value="jane@companyB.com"/>
Phone	<input type="text" value="574-123-4566"/>
Fax	<input type="text" value="574-123-7654"/>
Time Zone	<input type="text" value="Eastern Standard Time"/>

To keep your existing password, leave all the **Password** boxes blank. To change your password, enter your **Current Password**, then fill in both the **New Password** and **Confirm Password** boxes.

Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>

Your user account information includes the following:

- **User Name** – This is the user name you use to login to the system. The user name has to be unique in the system. **Be sure not to forget your user name.**
- **First Name** – This is a required field.
- **Last Name** – This is a required field.
- **Title** – Your title.
- **Email** – Your email address. This is the email address the system will use to notify you of sourcing events. This is a required field.
- **Phone** – Your phone number.
- **Fax** – Your fax number.
- **Time Zone** – Your time zone. This will control how the system displays dates and times to you.

The User Account screen also allows you to change your password. In order to change your password, please provide your current password and enter your new password in the **New Password** and **Confirm Password** fields. **Be sure not to forget your user name.**

## Multiple Users

- If you have multiple users setup, then all users from your organization will receive email notifications and be able to view and respond to sourcing events.
- Multiple users can work on one draft response.
- If more than one user submits a bid response, then the last submitted response will override previously submitted responses.

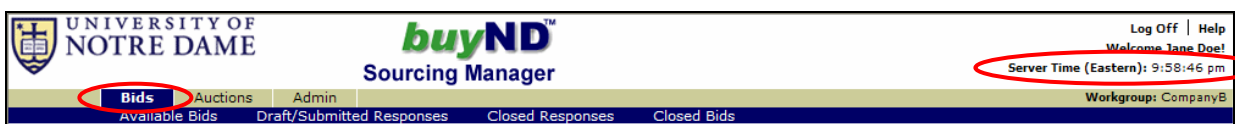
## Module 3: Working with the System—Navigation Tips

Once you have logged into the system, the supplier home page will appear. This home page is designed to give you a quick glance at recent sourcing invitations you have received and responses you have in progress (drafts). You can access sourcing events or draft responses by clicking on the **Bid Number**.

### Bids Tab

There are four bid sub-tabs in the system:

- **Available Bids** – Displays a listing of all your available sourcing events in the system.
- **Draft/Submitted Responses** – This will display a listing of all your draft responses and submitted responses to events that are still open.
- **Closed Responses** – Displays a listing of all your responses to bids that have closed (no longer accepting responses).
- **Closed Bids** – This will display a listing of all closed sourcing events in the system.

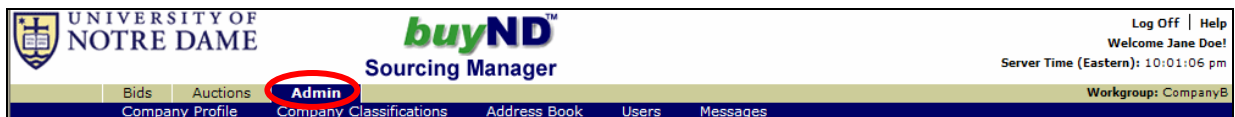


### Auctions Tab

This is currently not being used by the University of Notre Dame.

### Admin Tab

This tab allows you to update your organization's information such as **Company Profile**, **Company Classifications** (diversity status and commodity codes), **Addresses**, and maintain **user** information.



### Server Time

The system time will be displayed on every screen. This is provided as a tool to ensure you submit bids before their close time. On certain browser types, the time may not be displayed or may not automatically update. The time display is managed by your browser, which may result in the time being off by a few seconds.

### Sorting Lists

Most listings within the system will support sorting by the various columns. Columns that can be sorted will be underlined. To change the sort, click on the hyperlinked column title. By clicking on the same column title again, you can switch the sort order from ascending to descending.

### Menu Bars

To take an action on an item in a list, place a checkmark beside the item and click the menu link for the action you desire. Within a page, simply click on the action you would like to take.

## Viewing a Bid

Select a bid by clicking in the check-mark box and click **View**. The next screen will display the bid.

Bid Detail				
<a href="#">Return</a> <a href="#">Respond</a> <a href="#">Status</a> <a href="#">Documents</a> <a href="#">History</a>				
Bid Information				
<b>Organization</b>	ND Procurement Services (NotreDame)			
<b>Buyer Name</b>	Vaibhav Agarwal Senior Analyst Procurement Systems			
<b>Buyer Email</b>	vagarwal@nd.edu			
<b>Buyer Phone</b>	(574) 631-0946			
<b>Buyer Fax</b>	(574) 631-8445			
<b>Bid Number</b>	RFP 05-0112			
<b>Bid Title</b>	Supplies for Dorm			
<b>Bid Security</b>	Sealed Bid Request			
<b>Issue Date &amp; Time</b>	1/19/2005 10:08:45 PM Eastern			
<b>Close Date &amp; Time</b>	2/19/2005 12:00:00 PM Eastern			
<b>Need by Date</b>	03/19/2005			
<b>Bid Notes</b>	These supplies will be for the kitchen in the basement of one dorm.			
<b>Alternates Allowed</b>	Yes			
<b>Bid Status</b>	Issued			
<b>Response Status</b>				
Ship to Information				
<b>Address</b>	University of Notre Dame 709 Procurement Svc Notre Dame, IN 46556			
<b>Contact Name</b>				
<b>Contact Phone</b>	574-631-7062			
<b>Contact Fax</b>	574-631-8445			
<b>Contact Email</b>				
Bill to Information				
<b>Address</b>	725 Grace Hall Notre Dame, IN 46556			
<b>Contact Name</b>	Accounts Payable			
<b>Contact Phone</b>	574-631-7070			
<b>Contact Fax</b>	574-631-1234			
<b>Contact Email</b>	ap@nd.edu			
Bid Attachments				
#	Name	Description		
1	Terms and Conditions.pdf	Terms and Conditions		
Items 1-1 shown of 1				
Bid Attributes				
#	Name	Note	Response	Type
1	Terms and Conditions Acceptance	Please acknowledge the T&C's with a Yes or a No response.	Required	Text
Items 1-1 shown of 1				
Bid Messages				
No Bid Messages				

### Bid Header

The information in this section of the event applies to the entire bid. It consists of the following sections – Bid Information, Contact Information, Ship-To and Bill-To Information, Bid Attachments, Bid Attributes, and Bid Messages. These sections are further explained below:

#### Bid Information:

- **Bid Number** – This is the bid number assigned by the buyer.
- **Bid Title** – Descriptive title for the bid entered by the buyer.
- **Bid Security** – One of three bid types – RFQ, RFI, or Sealed Bid. See Appendix 1 for further explanation.
- **Issue Date & Time** – The date the bid was issued and available for supplier responses.
- **Close Date & Time** – The date the bid will close and responses will no longer be accepted.
- **Need By Date** – The anticipated date the buyer is requesting receipt of products or services.
- **Bid Notes** – Additional notes from the buyer about the bid opportunity.
- **Alternates Allowed** – The system will indicate whether you will be allowed to specify alternate items.
- **Response Status** – The system will display your current response status:
  - **No Response/Viewed** – Indicates that you have not yet begun a response for the bid.
  - **Edited** – Indicates that you have created a response, but have not submitted it.
  - **Submitted** – Indicates that you have successfully submitted your bid response.
  - **Retracted** – Indicates that you had submitted your response, but retracted it in order to make changes. After retraction, a bid **must** be submitted again **before** the **Close Date & Time** unless you choose not to respond.

**Contact Information:** All bid related questions should be sent to the contact listed in this section.

**Ship-To Information:** Shipping address information for the products or services.

**Bill-To Information:** Billing address information for the bid.

**Bid Attachments:** These are documents attached to the bid. You can access the document(s) by clicking on the **View** link. **It is your responsibility to view all attachments associated with the bid.**

**Bid Attributes:** Additional questions or information the buyer has added to the bid. Text or numeric responses to the attributes may be required. The system will display a red asterisk (\*) for required fields. Example: A required-text attribute may be entered for the supplier to accept the “Bid Terms and Conditions”.

**Bid Messages:** Information or clarification messages may be added to the bid by the buyer after it is issued.

### Bid Lines

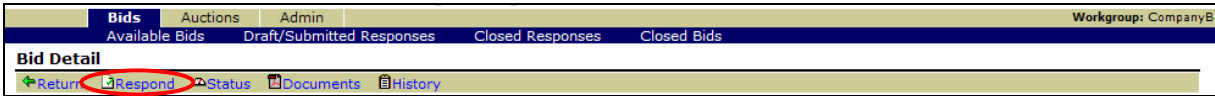
These are the products or services that the buyer is sourcing. Each line item has the desired quantity, unit of measure (UOM), description of the product or service. The lines may also have additional information in attributes or attachments. **It is your responsibility to view all attachments associated with the bid.** Text or numeric responses to the attributes may be required. The system will display a red asterisk (\*) for required fields. Example: A required-numeric attribute may be required enter the “Lead Time” for a product.

Bid Line Items						
Line	Qty	UOM	Description			
1	12	EA	Heavy duty aluminum pans			
<b>Manufacturer:</b> Brand A <b>Manufacturer #:</b> 123454 <b>Commodity:</b> 40 - Food Products, Kitchen Equipment and Vending <b>Item Notes:</b>						
<b>Item Attributes</b>						
#		Name		Note	Response	Type
1		2-Quart Size		Indicate how many 2-Quart pans you can provide.	Required	Numeric
2		1.5 Quart Size		Indicate how many 1.5-Quart pans you can provide.	Required	Numeric
2	12	EA	Plastic dinner service. Include dinner, salad, and mug. No bowls necessary			
<b>Manufacturer:</b> Brand B <b>Manufacturer #:</b> 11111 <b>Commodity:</b> 40 - Food Products, Kitchen Equipment and Vending <b>Item Notes:</b>						
<b>Item Attributes</b>						
#		Name		Note	Response	Type
1		Service Frequency		Will you be able to provide this as a regular service every week?	Optional	Text
3	40	EA	Plastic tumblers - 16 oz.			
<b>Manufacturer:</b> Company A <b>Manufacturer #:</b> 123454 <b>Commodity:</b> 40 - Food Products, Kitchen Equipment and Vending <b>Item Notes:</b> Any color is acceptable.						
<b>Item Attributes</b>						
#		Name		Note	Response	Type
1		Dishwasher Safe		Indicate with a "Yes" or "No" if you can provide dishwasher safe products.	Required	Text
<b>Items 1-3 shown of 3</b>						

# Module 4: Responding to Bids, Retractions, and Addendums

## Responding to Bids

After viewing the bid, click on the **Respond** link. Follow the steps below to enter and submit a response:



Steps	Screen Display																								
<p><b>1. Respond to header</b></p> <ol style="list-style-type: none"> <li><b>Supplier Notes</b> – If you wish to provide additional information on your response.</li> <li><b>Response Attachments</b> – On certain bids, the buyer may allow or require you to attach documents to your response. If this is the case, the <b>Response Attachments</b> section will be present. To attach a document, click the <b>New</b> link, browse for the file you wish to attach, and click <b>Save</b>.</li> <li><b>Bid Attributes</b> – Enter numeric or text response to the attributes as applicable.</li> </ol>	<p>The screenshot shows the 'Edit Bid Response' screen. It has a top navigation bar with 'Edit Bid Response', 'Submit', 'View Response', 'Status', 'Documents', and 'History'. The main content is divided into several sections: 'Bid Information' (Organization, Bid Creator, Email, Phone, Fax, Bid Number, Bid Title, Bid Security, Issue Date &amp; Time, Close Date &amp; Time, Need by Date, Bid Notes), 'Contact Information' (Address, Contact Name, Contact Phone, Contact Fax, Contact Email), 'Ship to Information' (Address, Contact Name, Contact Phone, Contact Fax, Contact Email), 'Supplier Information' (Supplier Name, Contact Name, Address, Phone, Fax, Email), and 'Supplier Note to Buyer' (Supplier Notes). There is also a 'Bid Attachments' section at the bottom.</p>																								
<p><b>2. Respond to lines</b></p> <ol style="list-style-type: none"> <li><b>Unit Price</b> – This field allows you to provide your pricing for the line item. <u>This field only supports numeric responses. Do not enter '\$' signs in this field.</u></li> <li><b>Extended Price</b> – Once you have entered a unit price and have saved your response, the Extended Price will be displayed. This is confirmation to you that your pricing has been saved and is a chance to double-check the response.</li> <li><b>Supplier Notes</b> – This field allows you to provide additional notes to the buyer on a specific line item.</li> <li><b>Item Attributes</b> – Enter a numeric or text response to the attributes as applicable.</li> </ol>	<p>The screenshot shows the 'Bid Line Items' screen. It features a table with columns: 'Line', 'Qty', 'UOM', 'Description', 'Unit Price', and 'Ext. Price'. There are three line items listed. Below the table, there are sections for 'Item Attributes' and 'Supplier Notes' for each item.</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Qty</th> <th>UOM</th> <th>Description</th> <th>Unit Price</th> <th>Ext. Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12 EA</td> <td></td> <td>Heavy duty aluminum pans Commodity: 40 - Food Products, Kitchen Equipment and Vending</td> <td></td> <td>0.00</td> </tr> <tr> <td>2</td> <td>12 EA</td> <td></td> <td>Plastic dinner service. Include dinner, salad, and mug. No bowls necessary. Commodity: 40 - Food Products, Kitchen Equipment and Vending</td> <td></td> <td>0.00</td> </tr> <tr> <td>3</td> <td>40 EA</td> <td></td> <td>Plastic tumblers - 16 oz. Commodity: 40 - Food Products, Kitchen Equipment and Vending</td> <td></td> <td>0.00</td> </tr> </tbody> </table>	Line	Qty	UOM	Description	Unit Price	Ext. Price	1	12 EA		Heavy duty aluminum pans Commodity: 40 - Food Products, Kitchen Equipment and Vending		0.00	2	12 EA		Plastic dinner service. Include dinner, salad, and mug. No bowls necessary. Commodity: 40 - Food Products, Kitchen Equipment and Vending		0.00	3	40 EA		Plastic tumblers - 16 oz. Commodity: 40 - Food Products, Kitchen Equipment and Vending		0.00
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3	40 EA		Plastic tumblers - 16 oz. Commodity: 40 - Food Products, Kitchen Equipment and Vending		0.00																				
<p><b>3. Review response</b></p> <ol style="list-style-type: none"> <li>This will save your response in a draft format. If you are ready to submit your response, go to Step 4. If not, then you can access the draft response at a later time under the <b>Draft/Submitted Response</b> sub-tab.</li> </ol>																									
<p><b>4. Save and submit your response</b></p> <p>Once the response is submitted, you will receive a confirmation email from <a href="mailto:buy@nd.edu">buy@nd.edu</a>.</p>																									

## Respond to Packages

Buyers can also group line items into packages. Example – a desktop computer must have a monitor, keyboard, mouse, CPU unit, cables, etc. Packages are clearly identified in the Response view and edit screen and differ from individual line items in a few key ways:

- **Alternates** – Packages do not currently support providing alternates.
- **Required response** – The system will require you to respond to all items in a package.
- **Pricing** – Enter a unit price for each item in the package. The system will calculate the total package price.

## Specifying Alternate Items

The system gives you the ability to add multiple alternates for each line item if allowed by the buyer. Follow the steps below to add an alternate:

1. Click the **New Alt** link to the left of a line item when you are editing your response. If the **New Alt** link is not present, the buyer has instructed the system to not allow alternates to be specified.
2. Once you click the **New Alt** link, the system will duplicate the line item, specifying 'Alt 1' to the left of the line item. You can then enter an alternate quantity, unit of measure, pricing, specification, manufacturer, manufacturer number, notes, and attribute responses. **Be sure to provide the alternate specification in the provided fields.**
3. Continue to enter your response as explained in the section above.

**Bid Line Items**

Line	Qty	UOM	Description	Unit Price	Ext. Price															
1	12	EA	Heavy duty aluminum pans <b>Manufacturer:</b> Brand A <b>Manufacturer #:</b> 123454 <b>Commodity:</b> 40 - Food Products, Kitchen Equipment and Vending <b>Item Notes:</b> <b>Supplier Notes:</b>		0.00															
<div style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>#</th> <th>Name</th> <th>Note</th> <th>Type</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2-Quart Size</td> <td>Indicate how many 2-Quart pans you can provide.</td> <td>Numeric</td> <td><input type="text"/></td> </tr> <tr> <td>2</td> <td>1.5 Quart Size</td> <td>Indicate how many 1.5-Quart pans you can provide.</td> <td>Numeric</td> <td><input type="text"/></td> </tr> </tbody> </table> </div>						#	Name	Note	Type	Response	1	2-Quart Size	Indicate how many 2-Quart pans you can provide.	Numeric	<input type="text"/>	2	1.5 Quart Size	Indicate how many 1.5-Quart pans you can provide.	Numeric	<input type="text"/>
#	Name	Note	Type	Response																
1	2-Quart Size	Indicate how many 2-Quart pans you can provide.	Numeric	<input type="text"/>																
2	1.5 Quart Size	Indicate how many 1.5-Quart pans you can provide.	Numeric	<input type="text"/>																
1	12	EA	Alternate Specification:		0.00															
<div style="border: 1px solid black; padding: 5px;"> <p><b>Alt 1</b></p> <p><b>Alt Manufacturer:</b> <input type="text"/> <b>Alt Manufacturer #:</b> <input type="text"/></p> <p><b>Supplier Notes:</b></p> </div>																				
<div style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>#</th> <th>Name</th> <th>Note</th> <th>Type</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2-Quart Size</td> <td>Indicate how many 2-Quart pans you can provide.</td> <td>Numeric</td> <td><input type="text"/></td> </tr> <tr> <td>2</td> <td>1.5 Quart Size</td> <td>Indicate how many 1.5-Quart pans you can provide.</td> <td>Numeric</td> <td><input type="text"/></td> </tr> </tbody> </table> </div>						#	Name	Note	Type	Response	1	2-Quart Size	Indicate how many 2-Quart pans you can provide.	Numeric	<input type="text"/>	2	1.5 Quart Size	Indicate how many 1.5-Quart pans you can provide.	Numeric	<input type="text"/>
#	Name	Note	Type	Response																
1	2-Quart Size	Indicate how many 2-Quart pans you can provide.	Numeric	<input type="text"/>																
2	1.5 Quart Size	Indicate how many 1.5-Quart pans you can provide.	Numeric	<input type="text"/>																

## Retracting and Editing a Submitted Response

**Retract a submitted response** – Allows a submitted response to be retracted and/or edited by the supplier before the closing date and time. Follow the steps below to retract a response:

1. Click **Retract**. If you do not wish to respond to the event, no further action is necessary.
2. **Edit and Resubmit a response** – Click the **Edit** link. This allows you to make changes and resubmit the response. Follow instructions on page 9 - Responding to Bids.
3. **Save and Submit** your response.

The screenshot shows a web application interface with a navigation bar at the top containing 'Bids', 'Auctions', and 'Admin'. Below this is a sub-navigation bar with 'Available Bids', 'Draft/Submitted Responses', 'Closed Responses', and 'Closed Bids'. The 'Workgroup' is identified as 'CompanyND'. The main content area is titled 'Informal RFQ Status' and includes a navigation menu with 'Return', 'Retract', 'View Response', 'Documents', and 'History'. The 'Retract' link is circled in red. Below the navigation menu is the 'Bid Information' section, which lists various details: Organization (ND Procurement Services (NotreDame)), Bid Creator (Nancy Fulcher Procurement Specialist), Email, Phone ((574) 631-4369), Fax ((574) 631-8445), Bid Number (05-0023nf), Bid Title (AV Equipment for Classrooms), Bid Security (Informal Quotation), Issue Date & Time (1/16/2005 11:19:45 PM Eastern), Close Date & Time (1/18/2005 12:00:00 PM Eastern), Need by Date (03/16/2005), Bid Notes, Alternates Allowed (No), Attachments Allowed (No), and Response Status (Submitted). Below this is the 'Bid Messages' section, which states 'No Bid Messages'. At the bottom is the 'Informal RFQ Items' section, which contains a table with columns 'Line', 'Qty', 'UOM', 'Description', 'Your Bid', and 'Low Bid'. The table has one row: '1 1000 pkg Projector lamps' with a 'Your Bid' of '6.30' and a 'Low Bid' of 'Sealed'.

**Remember: A retracted response is no longer valid, so if you are making changes, be sure to resubmit it before the closing time!**

## Printing a Copy of your Response

By utilizing the **Documents** tab, you may save or print PDF versions of the bid invitation and your response.

## Accessing Response Data

Once you have logged into the system, you access a listing of all your responses to closed bids by clicking on the **Bids** tab, followed by the **Closed Responses** sub-tab.

## Addendums, Bid Extensions and Early Closings

Bids		Auctions	Admin	Workgroup: CompanyB	
Available Bids		Draft/Submitted Responses		Closed Responses	Closed Bids
<b>Response Detail</b>					
<a href="#">Return</a> <a href="#">Retract</a> <a href="#">Status</a> <a href="#">Documents</a> <a href="#">History</a>					
<b>Bid Information</b>		<b>Contact Information</b>		<b>Ship to Information</b>	
<i>Header information has been changed as part of an addendum. See 'History' for details.</i>					
<b>Organization</b>	ND Procurement Services (NotreDame)	<b>Address</b>	University of Notre Dame 709 Procurement Svc Notre Dame, IN 46556	<b>Address</b>	University of Notre Dame 709 Procurement Svc Notre Dame, IN 46556
<b>Bid Creator</b>	Nancy Fulcher Procurement Specialist	<b>Contact Name</b>	Nancy	<b>Contact Name</b>	
<b>Email</b>		<b>Contact Phone</b>	574-631-7062	<b>Contact Phone</b>	574-631-7062
<b>Phone</b>	(574) 631-4369	<b>Contact Fax</b>	574-631-8445	<b>Contact Fax</b>	574-631-8445
<b>Fax</b>	(574) 631-8445	<b>Contact Email</b>	buy.nd.edu	<b>Contact Email</b>	
<b>Bid Number</b>	RFP 05-0111 Addendum 1				
<b>Bid Title</b>	Supplies for Office Kitchen				
<b>Bid Security</b>	Sealed Bid Request				
<b>Issue Date &amp; Time</b>	1/19/2005 5:00:15 PM Eastern				
<b>Close Date &amp; Time</b>	1/19/2005 10:00:00 PM Eastern				
<b>Need by Date</b>	03/01/2005				
<b>Bid Notes</b>	These supplies will be for the kitchen in the basement of one dorm.				
<b>Alternates Allowed</b>	Yes				
<b>Attachments Allowed</b>	Yes				
<b>Response Status</b>	Submitted				

**Addendums** – Created if a buyer needs to make a change to an issued bid.

- Suppliers will be notified by email that the buyer has issued an addendum. The email notification sent by the system will clearly indicate the status of your original response. While issuing an addendum a buyer can:
  - allow your existing response, or
  - unsubmit the existing responses and require the suppliers to resubmit a response. You may resubmit your original response if no changes is required by the addendum. An unsubmitted response is no longer valid, so if you are making changes, be sure to resubmit it before the closing time!, or
  - delete all existing responses. This will require the supplier to respond to the bid again based on the addendum. A deleted response is no longer valid, so be sure to resubmit it before the closing time!
- All header and line changes will be identified in the bid addendum. The **History** tab of the bid addendum also maintains an audit trail of the changes.
- Edit** and **Submit** any changes before the Close Date & Time.

**Bid Extensions** and **Early Close Date** notifications will also be sent by email to the suppliers. If you have not already responded, please be sure to submit a response in a timely manner.

## Module 5: Award Notification

### Awarded Bids

A buyer in Procurement Services at the University of Notre Dame will evaluate the responses. Based on the type of product or service in the sourcing event the response awards will be made by individual lines or by supplier. When an award has been made, the Bid Status will change to **Awarded**. The responding supplier(s) will be notified by e-mail that an award has been made.

Suppliers can view their awarded lines by selecting an Awarded Bid from **Closed Responses** and clicking on the **Status**.

Bids		Auctions	Admin	Workgroup: CompanyND			
Available Bids		Draft/Submitted Responses	Closed Responses	Closed Bids			
<b>Closed Responses</b>							
View <input type="checkbox"/> Status <input type="checkbox"/> Documents							
Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Bid Status	Response Status	
<input type="checkbox"/> 012705 1.3	Make invitation PDF available to Suppliers	Informal Quotation	01/27/2005	1/27/2005 10:45:00 AM EST	Awarded	Submitted	
<input type="checkbox"/> 012705 test 1.1	Award test after fix	Informal Quotation	01/27/2005	1/27/2005 10:37:25 AM EST	Awarded	Submitted	
<input type="checkbox"/> Test unsubmit	unsubmit	Informal Quotation	01/21/2005	1/21/2005 2:03:01 PM EST	Cancelled	Submitted	
<input type="checkbox"/> 011805TR7	Disposable Paper Products	Sealed Bid Request	01/18/2005	1/18/2005 5:00:00 PM EST	Closed	Submitted	
<input type="checkbox"/> 05-0023nf	AV Equipment for Classrooms	Informal Quotation	01/16/2005	1/18/2005 12:00:00 PM EST	Unsealed	Retracted	
<input type="checkbox"/> Award test 1.5B	Award by line	Informal Quotation	01/14/2005	1/14/2005 8:31:33 AM EST	Awarded	Submitted	
<input checked="" type="checkbox"/> Award Test 1.5C	Award by supplier	Informal Quotation	01/14/2005	1/14/2005 8:31:23 AM EST	Awarded	Submitted	
<input type="checkbox"/> Award Test 1.5 A	Make award available to Suppliers	Informal Quotation	01/14/2005	1/14/2005 8:21:13 AM EST	Awarded	Submitted	
<input type="checkbox"/> Award Test 2.5	Make available to suppliers Make invitation PDF available to Suppliers	Sealed Bid Request	01/14/2005	1/14/2005 8:20:56 AM EST	Awarded	Submitted	
<input type="checkbox"/> Award 2.3	Make available on the public list	Sealed Bid Request	01/13/2005	1/14/2005 12:30:00 AM EST	Awarded	Submitted	
<input type="checkbox"/> Award Test 2.5	Make award available to Suppliers	Sealed Bid Request	01/13/2005	1/14/2005 12:30:00 AM EST	Awarded	Submitted	
<input type="checkbox"/> Award Test 2.4	Make tabulation available to Suppliers	Sealed Bid Request	01/13/2005	1/14/2005 12:20:00 AM EST	Awarded	Submitted	
<input type="checkbox"/> Award Test 2.2	Make available on the public list	Sealed Bid Request	01/13/2005	1/13/2005 11:20:00 PM EST	Awarded	Submitted	
<input type="checkbox"/> Award Test 2.1	Notify all participant Suppliers of the award	Sealed Bid Request	01/13/2005	1/13/2005 11:15:00 PM EST	Awarded	Submitted	
<input type="checkbox"/> AWARDEST1.5	Make award available to Suppliers	Informal Quotation	01/13/2005	1/13/2005 2:50:00 PM EST	Awarded	Submitted	

### Viewing Awarded Lines

Lines you have been awarded will be displayed at the bottom of the screen. The quantity desired by the buyer and your quoted prices will be displayed next to the bid line number.

Bids		Auctions	Admin	Workgroup: CompanyND			
Available Bids		Draft/Submitted Responses	Closed Responses	Closed Bids			
<b>Informal RFQ Status</b>							
Return View Documents History							
<b>Bid Information</b>							
Organization	ND Procurement Services (NotreDame)						
Bid Creator	Nancy Fulcher Procurement Specialist						
Email							
Phone	(574) 631-4369						
Fax	(574) 631-8445						
Bid Number	Award Test 1.5C						
Bid Title	Award by supplier						
Bid Security	Informal Quotation						
Issue Date & Time	1/14/2005 8:28:13 AM Eastern						
Close Date & Time	1/14/2005 8:31:23 AM Eastern						
Need by Date	03/14/2005						
Bid Notes							
Alternates Allowed	No						
Attachments Allowed	No						
Response Status	Submitted						
<b>Bid Messages</b>							
No Bid Messages							
<b>Your Awarded Informal RFQ Items</b>							
Line	Description	Award Qty	Award Price	Award Reason			
1	binders with ND	1000	20.00				
2	10 oz tumblers - plastic, gold with blue interlocking ND	10000	.10				
3	pens - blue with gold interlocking nd	2000	1.00				
4	shirts- blue with gold ND	3000	15.00				

## Appendix 1: Definition of Bid Types

Definitions	Viewing Response in the System		
	Supplier View		Buyer View
	Own	Competitor	
<p><b>Request for Information (RFI)</b>                      A request for Information (RFI) is an invitation for supplier to submit information on various products or services based upon a concept or scope of work.</p>	✓		✓
<p><b>Request for Quote (RFQ)</b>                      A request for Quote (RFQ) is an invitation for suppliers to submit information on various products or services based upon a concept or scope of work. It is used to obtain appropriate information for planning purposes: pricing, delivery information, and terms and conditions from suppliers.</p>	✓		✓
<p><b>Sealed Bids (RFB and RFP)</b>                      A Sealed Bid is a bid that has been submitted and the contents are not revealed or known until the bid Close Date &amp; Time. All Sealed Bid data is encrypted by the system until the bid closes and has been manually unsealed by the buyer. There are two types of Sealed Bids:</p> <p><b>1. Request for Bid (RFB)</b>                      An RFB is an invitation for suppliers to bid on established standards or specifications</p> <ul style="list-style-type: none"> <li>• RFB's are generally for a one-time purchase</li> <li>• Pricing and availability are the primary selection criteria.</li> </ul> <p><b>2. Request for Proposal (RFP)</b>                      An RFP is an invitation for suppliers to propose a product and/or service based upon a concept or scope of work.</p> <ul style="list-style-type: none"> <li>• RFP's are more complex than RFB's</li> <li>• If accepted, RFP's generally lead to a long-term relationship</li> <li>• Selection criteria vary and may include items such as quality, company stability, price, reputation, and terms and conditions.</li> <li>• A committee representing a cross-section of University constituents may be involved in the evaluation and selection of the supplier.</li> </ul>	✓		✓  Only after bid close date & time.

## Appendix 2: Supplier Emails and Notifications

The system will send the following emails as confirmations or notifications during the Supplier Registration process:

- Registration confirmation
- Registration approval
- Inactivation notification
- Activation notification
- Password reset notification

The system will send the following emails as confirmations or notification during a bid process:

- Bid invitation
- Response submission confirmation
- Bid addendum notification
- Response retraction confirmation
- Early bid closing notification
- High priority message
- Normal priority message
- Cancelled bid notification