Bidding on an Event in Sourcing Director (Responding to an Event)

This job aid is designed to assist Suppliers in responding to a Sourcing Event to which they have been invited. If you have been invited and are not already registered with the University or in the SciQuest, please see the UMich Supplier Guide for information on registering.

1. An invited Supplier will receive an email with basic information on the Event and a link to view it. Clicking on the link will take you to the login page.

```plaintext
From: University of Michigan Procurement [mailto:umich.procurement@umich.edu]
Sent: Wednesday, May 13, 2015 3:31 PM
To: sales@company.com
Subject: University of Michigan Procurement Request for Quotation - "Event Title"

Dear Company.com,

You have been invited to participate in the following Request for Quotation.

Event Number: RFO.00000XX-TECH.2015-SW
Event Title: Event Title
Event Open Date: 5/13/2015 at 4:00:00 PM EDT
Event Close Date: 5/18/2015 at 4:30:00 PM EDT
Issuing Company: University of Michigan Procurement

Please click the link to view the sourcing event

For first time users, when you click the link above you will be taken through a registration process. This registration will allow you to create an account and then gain access to view the event.

Please note that you will need to select “Yes, I intend to Bid” to be able to respond to this event. If you will not be submitting a bid, please choose “No Bid”.
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2. Clicking on Login will take you to the Login page.

3. To access the site, enter both your email, password and click on login.
4. If this is your first time accessing the system, then you will need to create an account by selecting “Create Account”.

Welcome to the University of Michigan’s supplier registration and sourcing system!

If you have a Login ID (e-mail address) and password, please enter them in the Supplier Login to the left and click the “Login” button to view sourcing events you have been invited to or to update your company information.

If you do not have a Login ID and password or have been invited to a sourcing event and never registered, please click on the Create Account button below and follow the instructions.

After completing registration, your firm is added to a database used by procurement agents when compiling bid lists or providing potential supplier names to departments. Registration with the University does not guarantee that you will receive bid requests or prequalify you as a supplier. Some contracts are long-term and may not expire for several years. In addition, there may be many suppliers registered that provide products and services similar to yours. It is not always practical to include all registered suppliers for a particular bid. Should the interest or the need for your company’s products or services present itself, you will be contacted by a procurement agent.

Please contact University of Michigan (Procurement Services) at procurement.services@umich.edu or +1 734-764-8212 for assistance.
5. If you are creating a new account you will be directed to the following page, where you enter your email and then select next.

**Welcome to the University of Michigan’s supplier registration and sourcing system!**

If you have a Login ID (e-mail address) and password please enter your email address below and click the "NEXT" button to view sourcing events you have been invited to or to update your company information.

Enter your email to Login/Create Account

If you do not have a Login ID and password or have been invited to a sourcing event and never registered, please enter your email address, click the "NEXT" button, and follow the instructions.

After completing registration, your firm is added to a database used by procurement agents when compiling bid lists or providing potential supplier names to departments. Registration with the University does not guarantee that you will receive bid requests or prequalify you as a supplier. Some contracts are long-term and may not expire for several years. In addition, there may be many suppliers registered that provide products and services similar to yours. It is not always practical to include all registered suppliers for a particular bid. Should the interest or the need for your company’s products or services present itself, you will be contacted by a procurement agent.

Please contact University of Michigan (Procurement Services) at procurement.services@umich.edu or +1 734-764-8212 for assistance.
6. The Summary page will show you the sections of the event to be read and addressed. There may be Prerequisites that need to be viewed and acknowledged before continuing on to view the rest of the Event. If so, click on Proceed to Prerequisites.
7. The Prerequisites will show. Each needs to be clicked on and read, but will be in one of three categories: Optional, Required to View Event, or Required to Enter Bid. Required to View Event and Required to Enter Bid need to be read and checked as acknowledged. They may also require that you upload a file. Required to Enter Bid Prerequisites will be marked with a star. Required to View Event Prerequisites will be marked with a lock icon.

8. Once you have completed the Prerequisites, click on Save Progress.
9. After finishing the Prerequisites, you can choose to enter your Intent to Bid. This must be done at some point in the response in order to submit a bid. If you determine that you do not wish to bid on this Event, please click on No Bid. You will have the opportunity to enter a comment on why you choose not to, but it is not required to fill out.
10. After finishing the Prerequisite section, you may have Questions to answer. Each question will be set to request an answer from one of a variety of formats (yes/no, single line text, multi-line text, attachment, etc.) and may or may not be required as part of your response. Required questions will be noted by a star at the end of the question.

11. When you have finished answering all questions, click on Save Progress.
12. After Questions, the Event Items are next. Click on View Details to get more information on each item listed. Items will require a unit price, and may require an estimated Delivery date.
13. During your viewing and responding to the Event, you may have questions for clarification. These questions should be posted by clicking on the Q&A Board.
14. Once there, click on Ask a Question.

15. The Question & Answer Board will open up. Click on Ask a Question.
16. The Ask a Question popup will open. Enter the Subject and Question, then click Submit Question.

17. After submitting a question, you have the option to withdraw it.
18. Once you click on Withdraw this Question you will get a confirmation popup. Click on Confirm to withdraw.

19. Once all the sections of the bid are completed, you can go to the Review and Submit page. The Certification box must be checked, and then you can click on Submit Response. Note: Response must be submitted before the close date/time.
20. A Response Submitted confirmation will show. The Response can be withdrawn or changed up until the close date/time.