THIS DOCUMENT CONTAINS INSTRUCTIONS FOR THE STEPS THAT MUST BE COMPLETED IN ORDER TO CREATE AND SUBMIT RESPONSES TO AN RFP, RFQ OR RFI.

1. Accept Mandatory Prerequisites
2. Declare your Intent to Bid*
   *OR DECLARE YOUR INTENT TO RESPOND TO AN RFI
3. Answer Questions and Bid on Items*
   *NOT REQUIRED FOR AN RFI
4. Review and Submit Response

Login to the University of Michigan’s Supplier Registration and Sourcing System. Locate the event on your home page and click View Event. If you want to export the event in a zip file to view all event information, attachments, questions, and items click the dropdown arrow on the View Event button and select Export Event.

Support Questions? Please reach out to the contact listed on the sourcing event.
1 Accept Mandatory Prerequisites

Accept Prerequisites

Note: Any prerequisite with a lock or a star next to it must be accepted in order to complete the bidding process

Click on the Proceed to Prerequisites button to access the content.

Then either click the I agree button or click Close and check the box that says I certify that I have read and agree to the terms above.

Click the Next button to move to the next screen.
Declare your Intent to Bid

Declare Intent to Bid
On the top of the screen is a box that contains a notification to declare your intent to bid. After reviewing the information on the bid event, click the appropriate button.

⚠️ Intent to Bid Not Set
- You must set your Intent to Bid to “Yes” to respond to this event.

If you select ☑️ No Bid, you can exit the bid and no further action needs to be taken.
If you select ☑️ Yes, I Intend to Bid, the warning box is changed:

⚠️ Prerequisites Required to Enter Bid
- You must complete prerequisites before you may enter your bid.

Proceed to Prerequisites

Note: At any time you can change your Intent To Bid by clicking on the pencil icon in the upper left of the screen.
Answer Questions and Bid on Items

Answer Questions

Complete all the questions on each page and click the Next button.

You also have the option of exporting the questions to a spreadsheet, answering them on the spreadsheet, and importing the answers. To do so, click the Export button at the top of the page and follow the instructions. To import your responses click the Import Options button and select Import Responses and complete the resulting pop-up.

Bid on Items

Enter your pricing in the Unit Price field for each line listed and click Save Progress or Next at the bottom of the page. You may also follow the same export process as Questions above and import your bids.
4  Review and Submit Response

If all the checkmarks for each section are green you are ready to submit your response. Click the checkbox at the bottom to certify that your bid and responses are true and correct to the best of your knowledge.

Note: You can modify or withdraw your bid and question responses up until the time the bid event closes. If you withdraw your bid, your question responses and bid amounts will not be deleted, but you will need to Review and Submit your bid a second time to place your bid.

The final step to submit your bid is to click the Submit Response button. Congratulations you have just submitted your bid!

To modify a question response or bid amount on an event go to the homepage and click the View Submitted Response button next to the event. Navigate to the proper page using the left-hand navigation pane, change the response or bid amount and click the Save Progress button. Your response or bid amount will be changed. There is no need to Review and Submit a second time if you change items and do not withdraw your bid.

Support Questions? Please reach out to the contact listed on the sourcing event.