



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 . 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**.



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

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

[Proceed to Prerequisites >](#)

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.*

Read & Certify ★

SUPPLIER CODE OF CONDUCT

I certify that I have read and agree to the terms above.

Read & Certify

The University of Michigan has a longstanding commitment to sound, ethical and socially responsible practices. To ensure that such practices are codified for the University's suppliers, the President's Task Force on Purchasing Ethics and Policies has developed a Code of Conduct for University of Michigan Suppliers.

To promote socially responsible purchasing, UM and suppliers will aspire to follow the Code of Conduct. The Code of Conduct is not a contractual document but preference may be given to suppliers, when all other criteria are equal, who demonstrate compliance with the Code.

University employees are prohibited from accepting any gifts, services or gratuities from suppliers or potential suppliers. Respondent and supplier conformance to this standard is expected.

[I agree](#) [Close](#)

Click the **Next** button to move to the next screen.

Summary	
Prerequisites	✓
Buyer Attachments	✓
Questions	✓
Page 1	✓
RFP Response	✓
Items	✓
Review & Submit	
Q & A Board	
My Exports and Imports	



2 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 you can exit the bid and no further action needs to be taken.

If you select , the warning box is changed:

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

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

Event Details	
Response Status:	Draft
Intent To Bid:	Yes
Bid Total:	30,150.00 USD



3

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.

Summary

- Prerequisites ✓
- Buyer Attachments ✓
- Questions ✓**
 - Page 1 ✓
 - RFP Response ✓
- Items ✓**
- Review & Submit
- Q & A Board
- My Exports and Imports

#	Item Name, Description, Etc	Qty	UOM	Requested Service Delivery	Unit Price (USD)	Total Price (USD)	Estimated Service Delivery	
5	TOTAL	1	Each	-	<input type="text"/>	-	<input type="text"/> <input type="calendar"/>	<input type="text"/> <input type="calendar"/>
2.	PROPOSAL COST							
1	View Details							<input type="button" value="Respond to Item"/>

Comment: 1000 characters remaining



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.

All sections are now complete, and you may submit your bid below.

Section	Progress
Summary	✔ No Required fields
Prerequisites	✔ Required fields complete
Buyer Attachments	✔ No Required fields
Questions	✔ Required fields complete
Page 1	✔ Required fields complete
RFP Response	✔ Required fields complete
Items	✔ Required fields complete
Certification	

I certify that the statements and information in this response are true and correct to the best of my knowledge and belief. *

The final step to submit your bid is to click the  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  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  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.