

The Vendor Tutorial

Federal EDI – Submitting a Bid

If you have not yet viewed Section V-4A “Accessing your EDI Management Menu” it is recommended that you review this file before proceeding.

Your EDI Inbox:

Image 1 offers an illustration of your EDI Management menu. From this menu you are able to browse both your incoming and outgoing EDI documents. The system automatically attempts to match incoming federal EDI documents with your current PV commodity code profile. All documents that correspond to your profile are placed in your EDI Inbox. You will manage your responses to federal RFQ’s through this inbox.

Step 1: To begin viewing these RFQ’s click on the button labeled **EDI Inbox**.

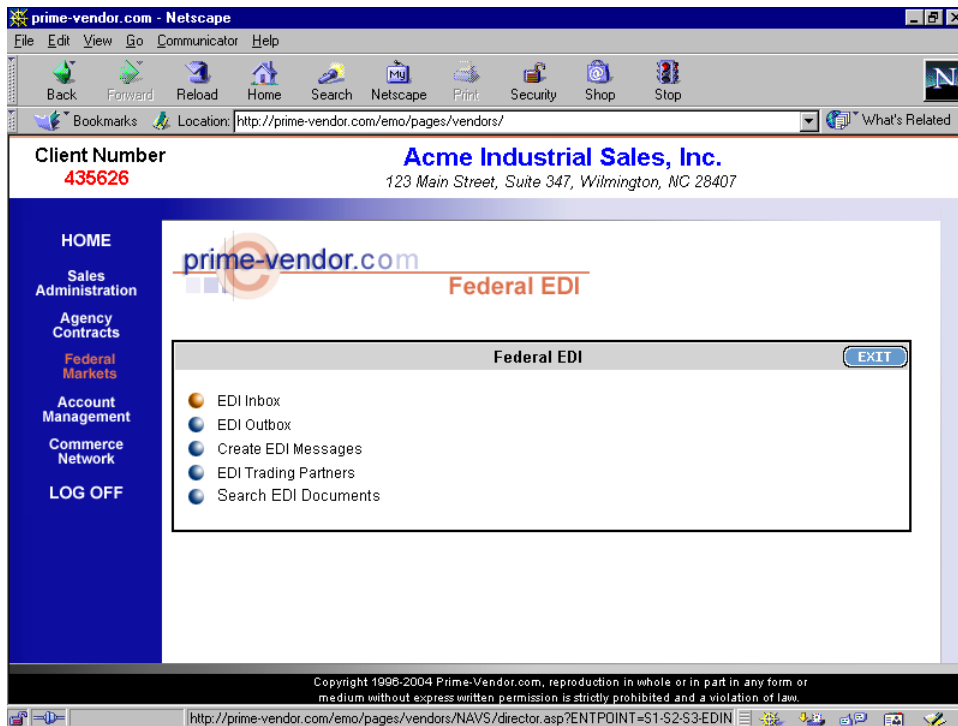


Image 1: Selecting your EDI Inbox

Step 2: Your inbox presents all of your EDI documents in a general index format to help you manage your incoming RFQ’s. All RFQ’s are displayed in order of the date they arrived into our system. RFQ’s in your inbox will be marked **NEW** until you have viewed them. The **ID Number**, **Sender**, and **DUE Date** are also displayed within the general index. To view an individual RFQ click on the **View** button next to the desired document’s **ID Number**. See Image 2.

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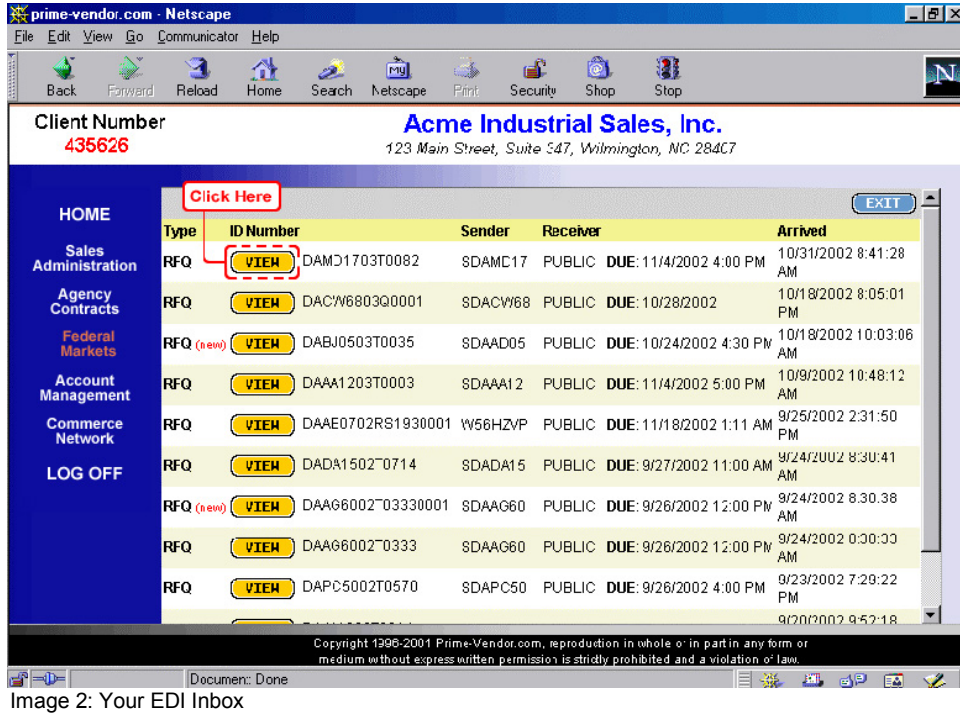


Image 2: Your EDI Inbox

Step 3: In Image 3 the vendor has opened a federal RFQ from their EDI Inbox. The initial screen of an opened RFQ is the **EDI Translation** window. Here the entire document is available to your for viewing. To look at the RFQ's individual line items click on the drop down menu located at the top of the screen. There are three options available to you through this navigation menu; **EDI Translation, View Line Items Only, and Place Bid**. Select the second option labeled **View Line Items Only** and click on the **GO** button. Image 4 offers an illustration of the Line Item screen.

NOTE: You may select any of the options from this menu at any time. The **Place Bid** option will disappear once the due date for a response has passed. The **Print** button will allow you to print the open EDI document, while the **Exit** button will take you back to your EDI Inbox.

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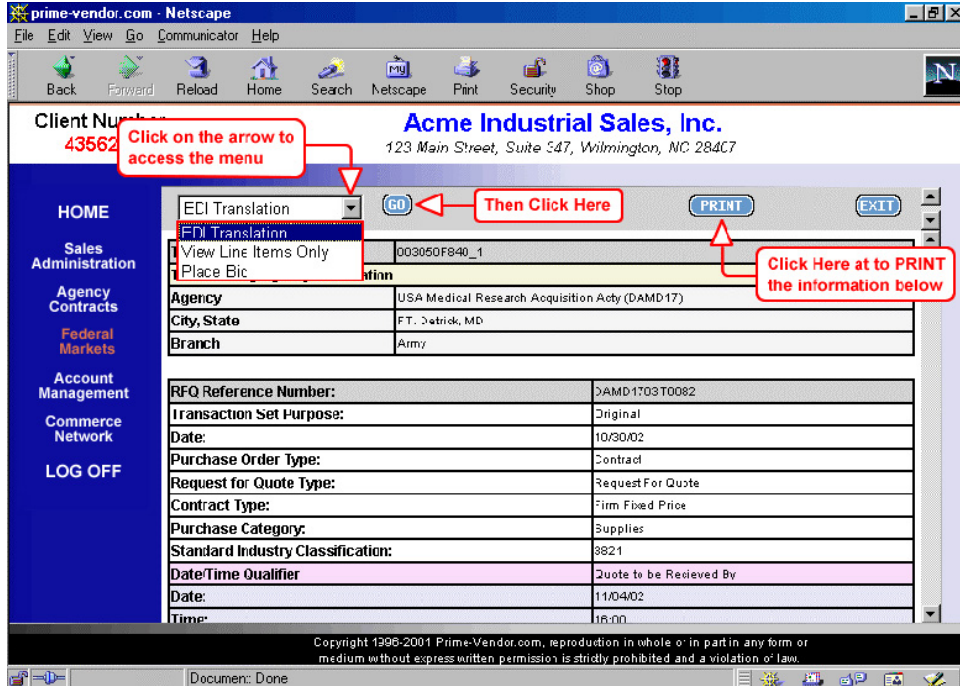


Image 3: Viewing a RFQ

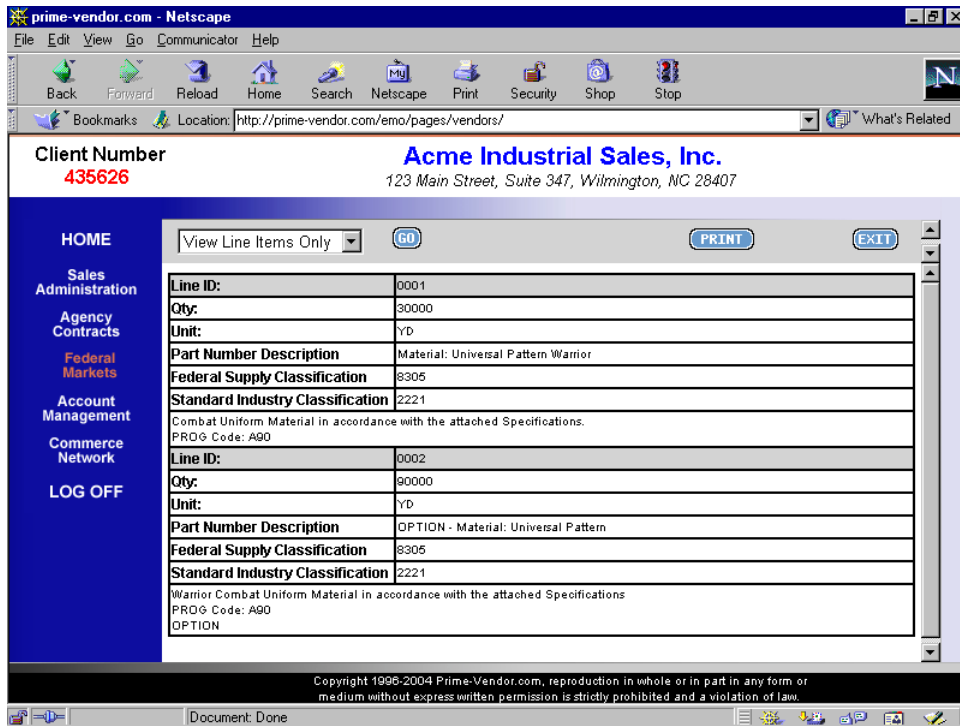


Image 4: The **View Line Items Only** screen

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Step 4: To bid on a RFQ select the **Place Bid** option followed by the **GO** button from the top menu. You will be taken to the RFQ bidding screen seen below in Image 5.

The screenshot shows a Netscape browser window displaying the RFQ bidding page for Acme Industrial Sales, Inc. The page includes a navigation menu on the left with options like HOME, Sales Administration, Agency Contracts, Federal Markets, Account Management, Commerce Network, and LOG OFF. The main content area shows a list of line items with columns for Quantity, Unit, and Bid Type. A red callout box with the text "Click Here to enter a bid on a line item" points to the "ENTER BID" button for line item C010.

Quantity	Unit	Bid Type
1	Each	Line has not been viewed
DELUX METRO MAX CART FOR SPEEDVAC SYSTEMS, THERMOSAVANT, PART# CC120/DX.		
Line ID: C009 [ENTER BID]		
1	Each	Line has not been viewed
UNIV TUBING PKG, THERMOSAVANT, PART# UTP-TEF075.		
Line ID: C010 [ENTER BID]		
1	Each	Bid without exception
CRYOCOOL, 6 LITER HEAT TRANSFER FLJID, THERMOSAVANT, PART# SCC5.		
Line ID: C011 [ENTER BID]		
1	Each	
AMMONIA NEUTRALIZING SOLUTION (4 DOTTLES), THERMOSAVANT, PART# ANS1214.		

Image 5: Preparing to place a bid on the RFQ bidding page

Step 5: The general information for the document is displayed at the top of the RFQ bidding page. To begin placing bids on individual line items scroll down to the bottom of this screen. As can be seen in Image #5, each line item is displayed in order of its **Line ID**. A brief summary accompanies each entry. To place a bid on a line click on the button labeled **Enter Bid** next to that line.

Step 6: In Image 6, below, the vendor has begun to fill in their bid for the individual line item. A general overview of the line item is provided above the bidding form.

Step 7: Once all of the fields have been filled click on the **Place Bid** button to confirm your bid. You will then be taken back to the RFQ bidding screen where you may continue to bid on other line items or change your current line item bids.

NOTE: If you do not wish to place a bid on the selected line click on the button labeled **Exit Line** to be taken back to the RFQ bidding page.

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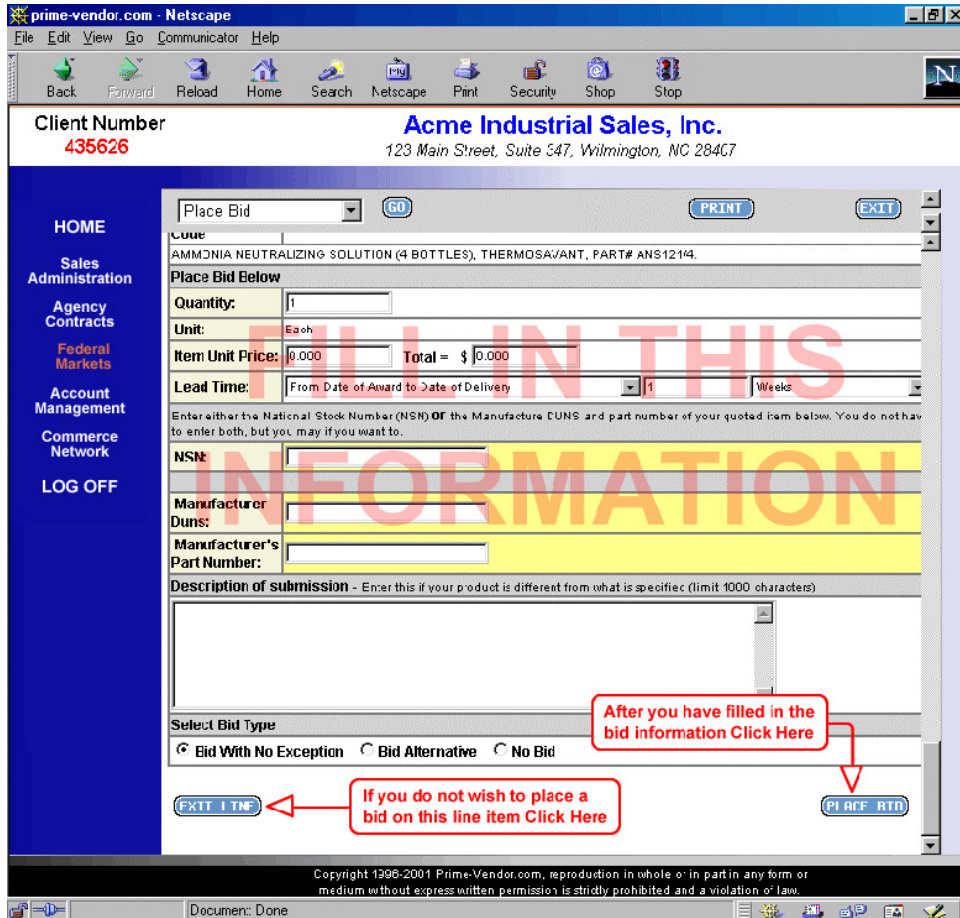


Image 6: Entering your bid

Step 8: In Image 7 the placed bid has been reflected at the bottom of the RFQ bidding page. To change your current bid on a line item click on the **Enter Bid** button next to the line item you wish to alter. To bid on a different line item click on the **Enter Bid** button next to the item you wish to place a bid on. Image 8 offers an illustration of how multiple bids are reflected on the RFQ bidding page.

NOTE: You do not have to bid on every line item of a RFQ. Line Items that have not been bid upon will be marked **Decline to Quote** when the bid is sent out to the federal agency.

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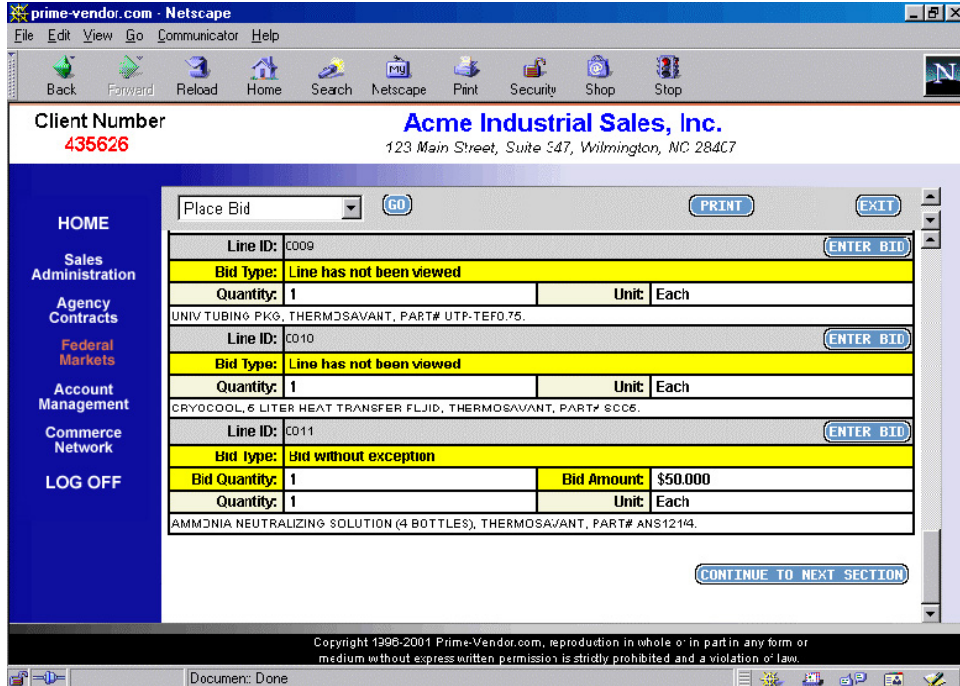


Image 7: The bid has been placed

Step 9: Click on the button labeled *Continue to Next Section* once you have completed your line item bidding.

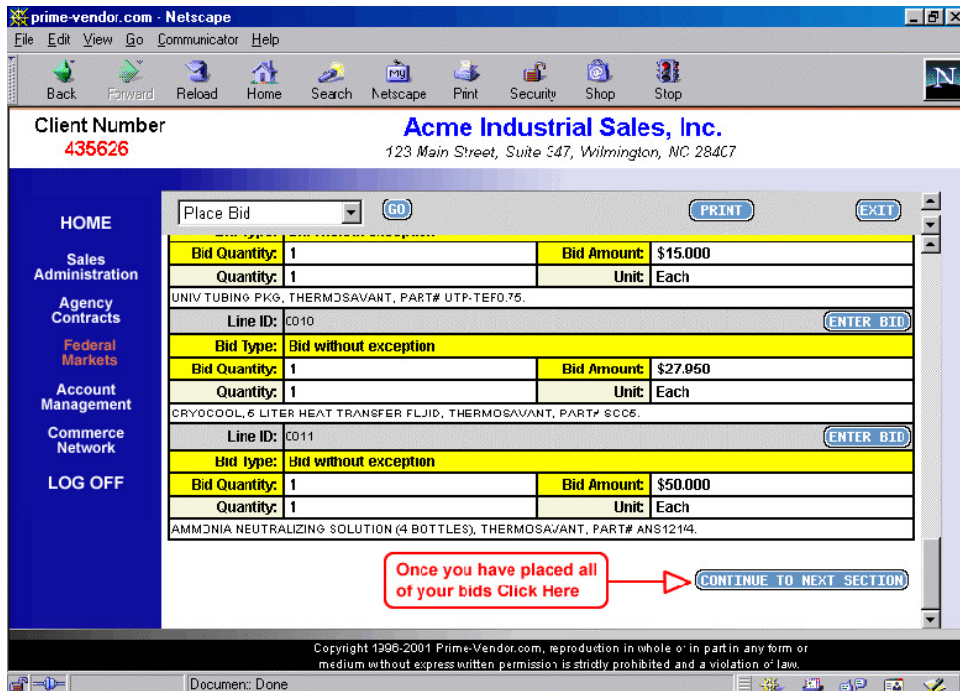


Image 8: Continuing to the next section

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Step 10: Once you have finished bidding on the line items for a RFQ you must verify your company's information and set the terms of sale. Image 9 offers an example of the **Company Information** form. You must complete this form to conclude the bidding process. The company information that we currently have on file will automatically be placed in the corresponding blanks. You may modify this information before your response to the RFQ is submitted. You may also enter the terms of sale for your bid at the bottom of this form.

Step 11: Once you have filled in all of the appropriate information, click on the button labeled **Review** to examine a summary of your bid. You may click on the **Previous Page** button to return to the RFQ bidding screen.

prime-vendor.com - Netscape

Client Number: **435626**

Acme Industrial Sales, Inc.
123 Main Street, Suite 347, Wilmington, NC 28407

Place Bid [GO] [PRINT] [EXIT]

Sellers Address Information

Sellers Name:	Acme Industrial Sales, Inc.
Address 1:	123 Main Street
Address 2:	Suite 347
City:	Wilmington
State:	NC North Carolina
Zip Code:	28407
Country:	United States

Company Codes

Client Code:	435626
CAGE Code:	38196
DUNS Number:	011472255
Federal Supply Schedule:	

Contact Information

Name:	Alfred T. Simpson
Phone:	1-555-555-5555
Fax:	1-555-555-5555
Email:	jacme@prime-vendor.com

Terms of Sale \ Discount Percentage

Discount Percent:	0.0	Days Due:	0	Net Days:	30
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Comments (limit 2000 characters)

[PREVIOUS PAGE] [REVIEW]

Click Here to review your bid before it is placed

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Image 9: Entering your company information and the terms and conditions of the bid

Step 12: On the RFQ bid summary page, illustrated in Image 10, you may examine a summary of your line item bids. Once you have finished reviewing your response you may confirm your bid by clicking on the **Submit** button. A screen will notify you that your submission is being processed.

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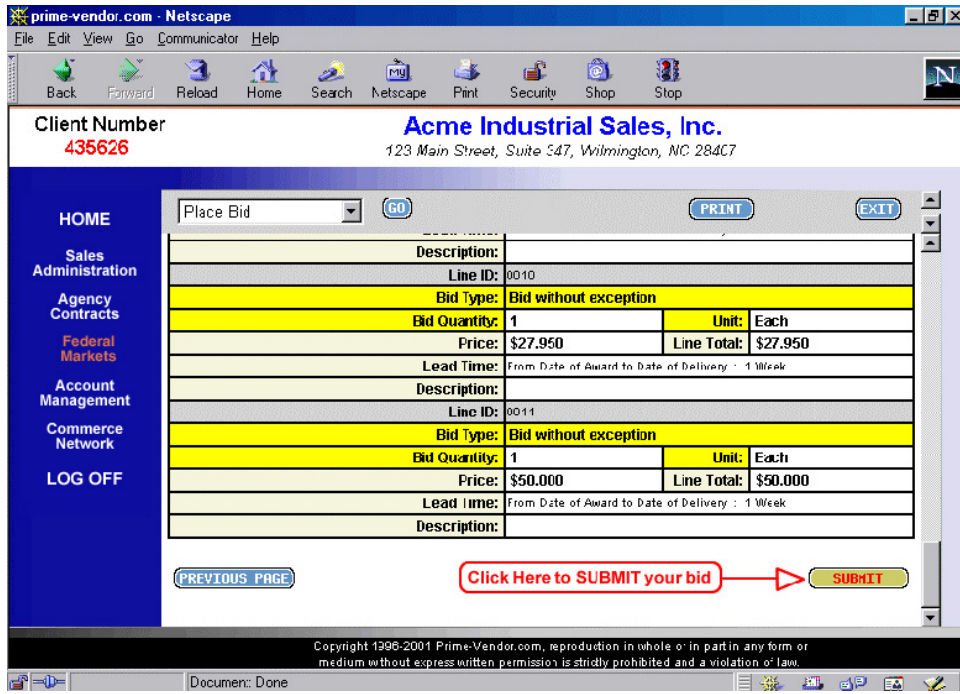


Image 10: Final review of bid and submission