



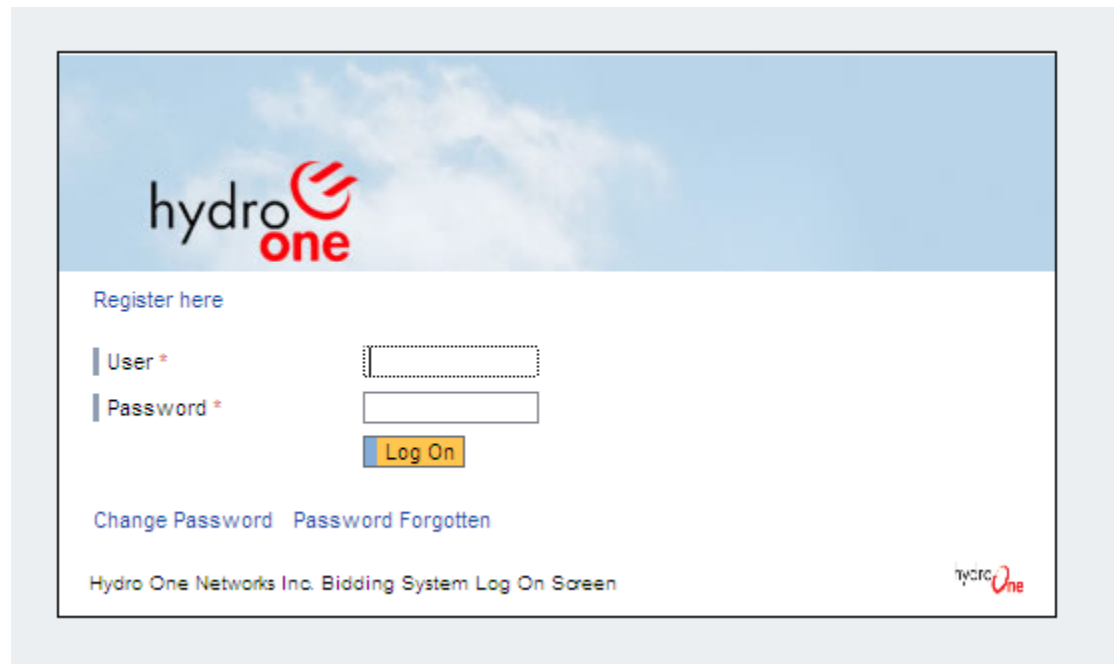
How to Use the Bidder Information Database (BID) System

BID System Key Concepts

- INQUIRIES: All RFX specific inquiries only go to the buyer identified in the RFX.
- Bidders can retrieve all RFX types from the BID System.
- To maintain a copy of the RFX (Bid Invitation) for your records, see instructions on slide 15. You must do this PRIOR to creating a bid.
- See slide 47 to understand important implications of holding, submitting, changing, changing & holding and resubmitting bids.

Log in to the BID System

Bidder enters User ID and Password provided by Hydro One





The screenshot shows the login interface for the Hydro One Bidding System. At the top left, the "hydro one" logo is displayed against a blue sky background. Below the logo, there is a "Register here" link. The main login area contains two input fields: "User *" and "Password *". Below these fields is a yellow "Log On" button. At the bottom of the login area, there are links for "Change Password" and "Password Forgotten". The footer of the page reads "Hydro One Networks Inc. Bidding System Log On Screen" and includes a small "hydro one" logo on the right.

Changing Your Password

- First time entry will prompt the user to change the password
- Enter the current Password supplied to you by Hydro One
- Choose and enter your new Password and repeat your new Password in the field provided
- Select Change to complete the transaction

Change Password

 No switch to HTTPS occurred, so it is not secure to send a password

 This is an initial password that must be changed

Users SBE500019

Current password *

New password *

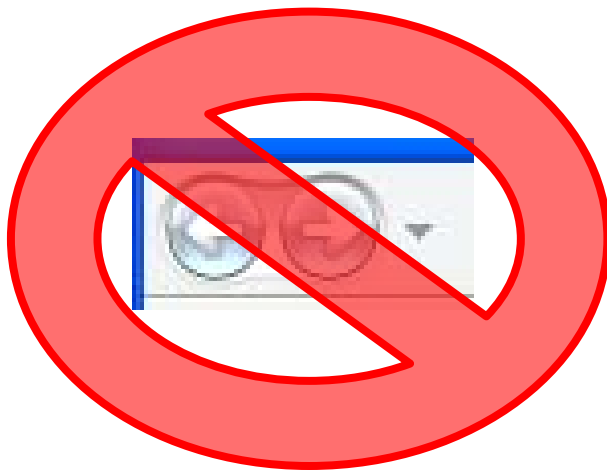
Repeat Password *

Password requirements:

- At least two characters must be different in the new password
- There must be at least one numeric (0-9)
- There must be at least one letter (A-Z)
- The password must be at least eight characters long (XXXXXXXX)
- There must be at least one lower case (a-z) and one upper case (A-Z) character

BID System Navigation

- When using the BID System, DO NOT use the Internet Explorer browser navigation buttons
- If these buttons are used, the BID System will not function properly



It is important to only use the navigation methods
within the BID System

BID System – Search Criteria

Hydro One [Home](#) | [Help](#) | [Log off](#) hydro one

Process Bids

Process Bid
Process Bidder and Contact Person

Search Criteria

Find Bid Invitations and Auctions

Number of Document:

Name:

Status:

Processed by Me:

[Extended Search](#)

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

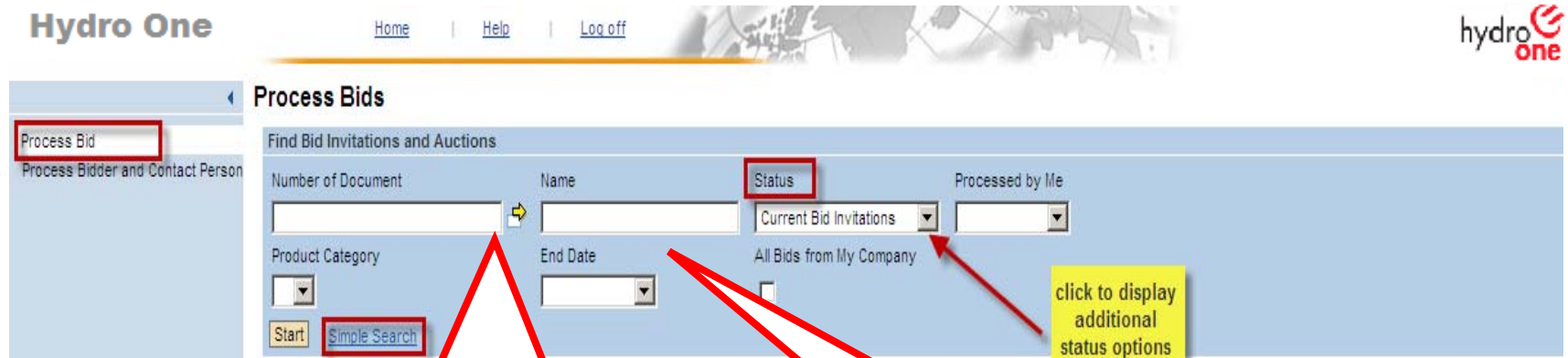
Search Result: 9 Hits

Number	Name	Trans. Type	End Date	Bid Status	Action
7000000423	AS_service test 2011.04.06 16:03:54	RFQ	2011.04.13 00:00:00	No Bid Created	
7000000422	Tendering Text / MPN Tes04/06/2011 10:12	RFQ	2011.04.13 00:00:00	No Bid Created	
7000000407	MPN & SHIP TO ADDRESS	RFQ	2011.04.28 00:00:00	No Bid Created	
7000000406	P GROUP DISPLAY FROM EXT. REQ	RFQ	2011.04.20 00:00:00	No Bid Created	
7000000402	AS_Test PGroup 04/05/2011 00:02	RFQ	2011.04.16 00:00:00	No Bid Created	
7000000340	WF	RFQ	2011.03.22 11:15:00	Bid submitted	
7000000237	Attachments test	RFQ	2011.03.03 16:20:00	Bid submitted	
7000000233	bidder role test 3	RFQ	2011.03.03 10:40:00	Release Rejected	
7000000227	role test bidder	RFQ	2011.03.02 14:38:00	Bid submitted	

A dropdown list of all the Bid Invitations (Public/ Recipient directed) based on the search criteria selected, either by the document number, name, status or processed by date

BID System – Search Criteria

- The Process Bids Screen displays a Search Engine
- The Bidder can enter the BID Number if known or Search for a bid by entering the Search Criteria in the Filters provided

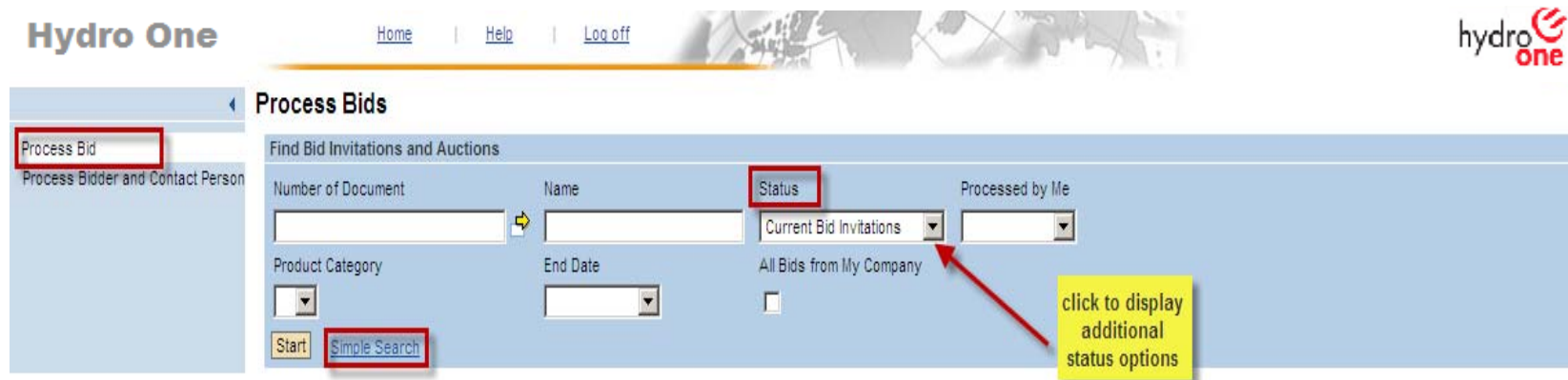


Enter the Bid Invitation Number (if known) in the Number of Document field

Enter the Bid Name in the name field (if known)

BID System – Search Criteria

A bidder can perform a [Simple Search](#) or an [Extended Search](#) to display additional search criteria



The screenshot shows the 'Process Bids' section of the Hydro One web application. The page title is 'Process Bids' and the breadcrumb trail is 'Process Bid > Process Bidder and Contact Person'. The main content area is titled 'Find Bid Invitations and Auctions' and contains several search filters:

- Number of Document:** A text input field.
- Name:** A text input field.
- Status:** A dropdown menu currently set to 'Current Bid Invitations'.
- Processed by Me:** A dropdown menu.
- Product Category:** A dropdown menu.
- End Date:** A date selection field.
- All Bids from My Company:** A checkbox.

At the bottom left, there is a 'Start' button and a 'Simple Search' button. A red arrow points from a yellow callout box to the 'Status' dropdown menu. The callout box contains the text: 'click to display additional status options'.

A description of the fields is given on the next slide

Search Criteria – Description of Fields



Field Name	Description
Number of Document	Bid Invitation Number – 10 digit unique number starting with number range 7xxxxxxx
Name	Name of the Bid Invitation
Status	<ul style="list-style-type: none">• Status of the Bid Invitation used to identify the completion status of an event. Entering a status will narrow the search result• Held Bids – Work in process bids that are created and saved but NOT submitted.• The Bids are NOT checked by the system for completeness/correctness or finalized by the user to be completed at a later date• Current Bid Invitations – Open Bid Invitations• Ended Bid Invitations – Submission date and time has reached; however the Bid Invitation has Not yet been marked “closed” by the Buyer• Completed Bid Invitations – Bid Invitations that are manually closed in the system by the Buyer• Blank Selection displays all Bid Invitations (Public/Recipient directed)

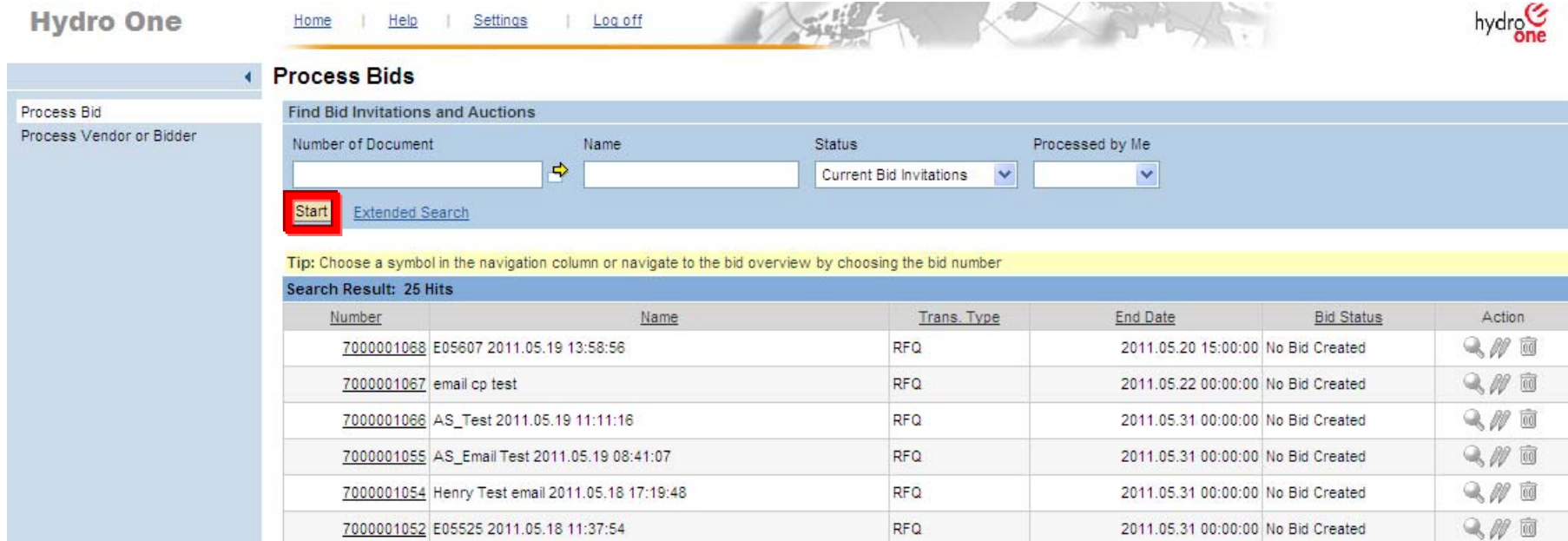
Search Criteria – Description of Fields



Field Name	Description
Processed by Me	Allows to filter Bids to display for time periods by user
End Date	Bid submission end date
Product Category	Product Category is not being used at this time
End of Binding Period	Bid Validity Period
All Bids From My Company	Displays a list of all the Bid Status from the Bidder: <ul style="list-style-type: none">• No Bid Created• Held• Bid Submitted

BID System – Search Criteria



















Once all the search criteria in the drop down menu has been entered, click **Start** to display the results of the search



The screenshot shows the 'Process Bids' section of the Hydro One web application. It includes a navigation menu with 'Home', 'Help', 'Settings', and 'Log off'. The main content area is titled 'Find Bid Invitations and Auctions' and contains search filters for 'Number of Document', 'Name', 'Status' (set to 'Current Bid Invitations'), and 'Processed by Me'. A red box highlights the 'Start' button. Below the search area is a tip and a table of search results.

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 25 Hits






















Number	Name	Trans_Type	End Date	Bid Status	Action
7000001088	E05607 2011.05.19 13:58:56	RFQ	2011.05.20 15:00:00	No Bid Created	  
7000001067	email cp test	RFQ	2011.05.22 00:00:00	No Bid Created	  
7000001066	AS_Test 2011.05.19 11:11:16	RFQ	2011.05.31 00:00:00	No Bid Created	  
7000001055	AS_Email Test 2011.05.19 08:41:07	RFQ	2011.05.31 00:00:00	No Bid Created	  
7000001054	Henry Test email 2011.05.18 17:19:48	RFQ	2011.05.31 00:00:00	No Bid Created	  
7000001052	E05525 2011.05.18 11:37:54	RFQ	2011.05.31 00:00:00	No Bid Created	  

BID System – Sign up Process

- It is mandatory for bidders to complete the Sign Up process for each public bid invitation to be able to participate in the bidding process
- Bidders who receive directed RFx are already Signed Up.
- Click on the Bid Invitation number that you wish to participate in

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

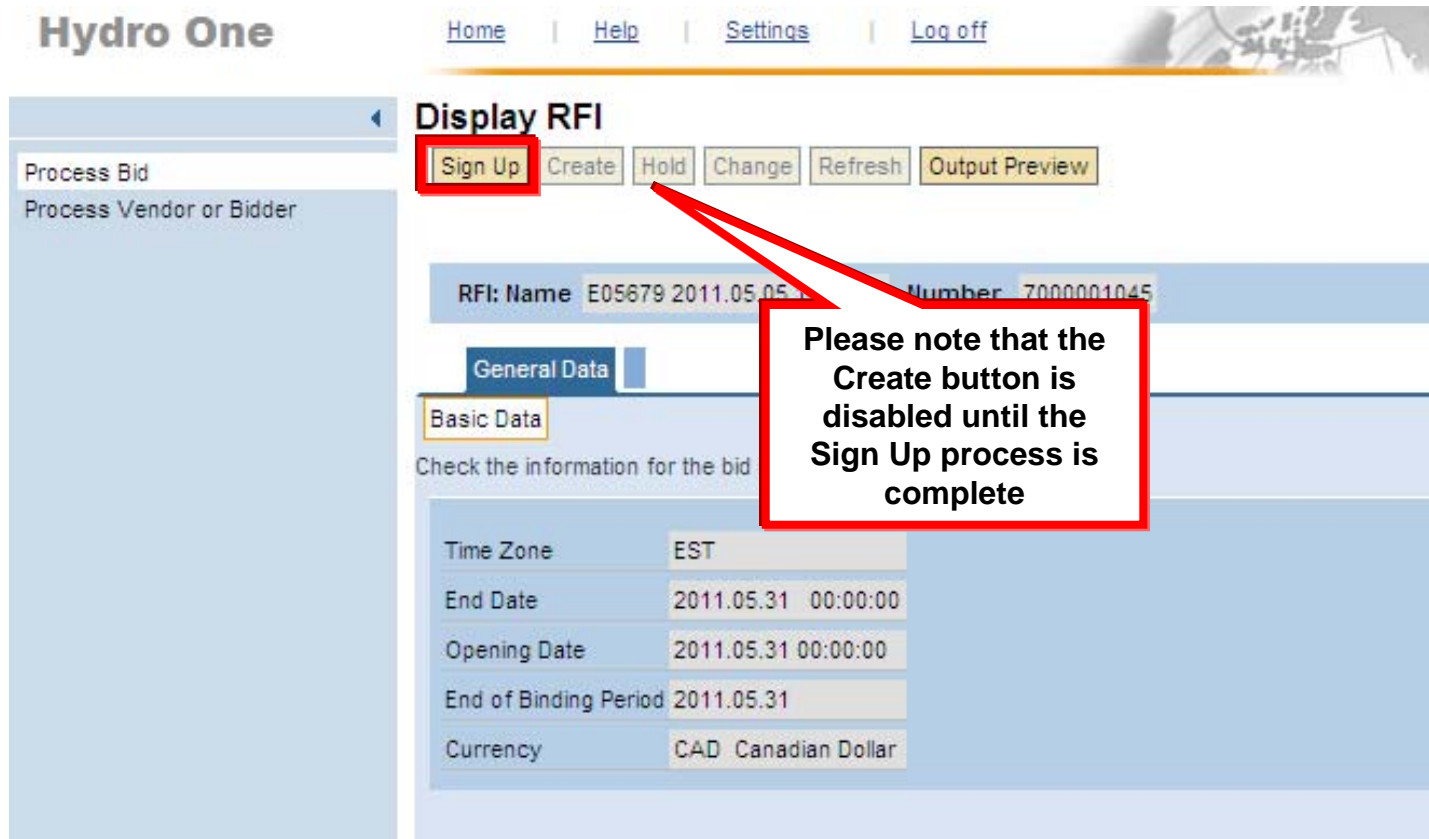
Search Result: 25 Hits

Number	Name	Trans. Type	End Date	Bid Status	Action
7000001068	E05607 2011.05.19 13:58:56	RFQ	2011.05.20 15:00:00	No Bid Created	  
7000001067	email cp test	RFQ	2011.05.22 00:00:00	No Bid Created	  
7000001066	AS_Test 2011.05.19 11:11:16	RFQ	2011.05.31 00:00:00	No Bid Created	  
7000001055	AS_Email Test 2011.05.19 08:41:16		2011.05.31 00:00:00	No Bid Created	  
7000001054	Henry Test email 2011.05.18 17:11:16		2011.05.31 00:00:00	No Bid Created	  
7000001052	05523		2011.05.31 00:00:00	No Bid Created	  
7000001051	AS_Test Email 2011.05.18 10:59:59		2011.05.31 00:00:00	No Bid Created	  

Opens Document
in Display Mode

BID System – Sign Up Process






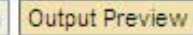
Sign up for the selected Bid by clicking on the  button



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[Home](#) | [Help](#) | [Settings](#) | [Log off](#)

Display RFI

RFI: Name E05679 2011.05.05.1 Number 7000001045

General Data

Basic Data

Check the information for the bid

Time Zone	EST
End Date	2011.05.31 00:00:00
Opening Date	2011.05.31 00:00:00
End of Binding Period	2011.05.31
Currency	CAD Canadian Dollar

Please note that the Create button is disabled until the Sign Up process is complete

Signing Up

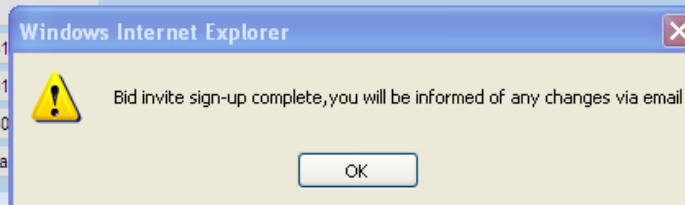
- Once you have signed up, the system will confirm that you have been Registered and any changes to the bid invitation going forward will be communicated to the signed up bidders via email for all RFx.
- Select ok. A message will appear in the Display RFQ Screen

Display RFQ

RFQ: Name AS_Test 2011.05.19 11:11:16 Number 7000001066

Check the information for the bid invitation.

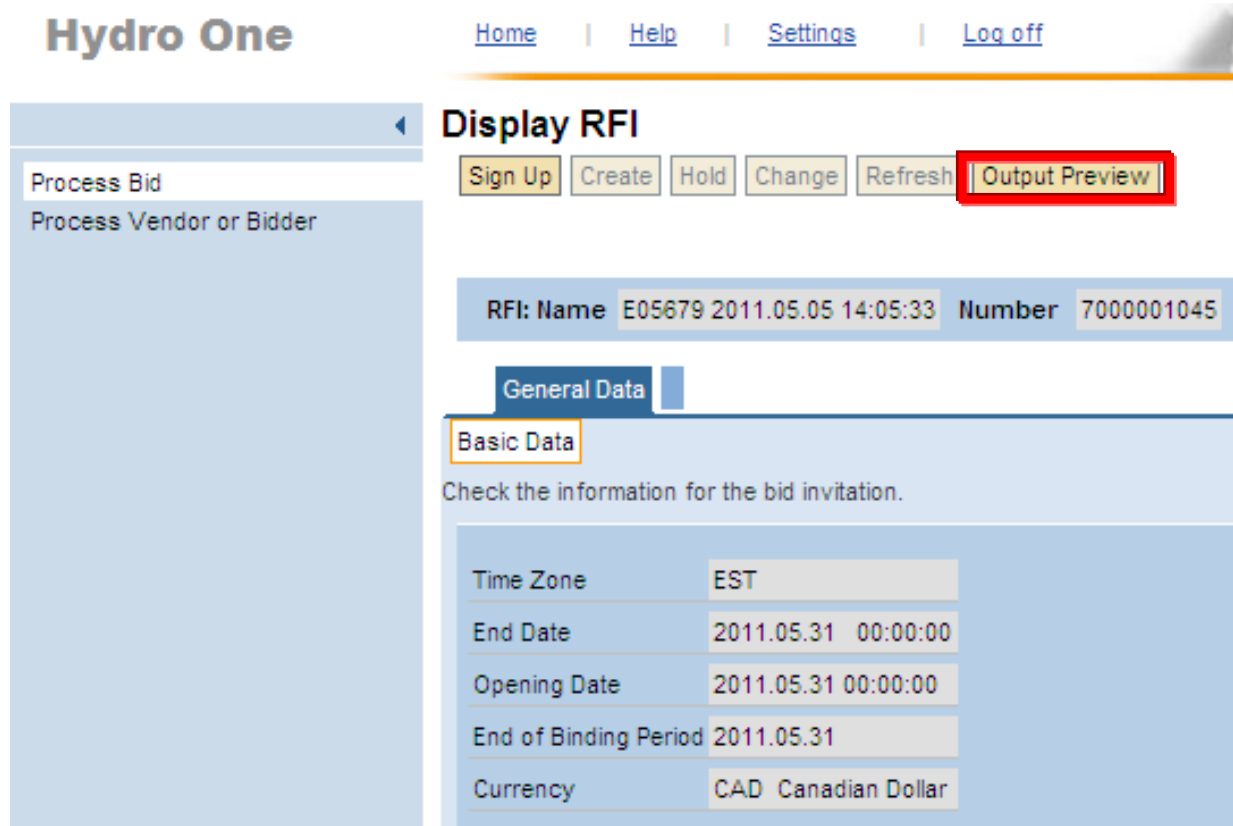
Time Zone	EST
End Date	2011.05.31
Opening Date	2011.05.31
End of Binding Period	2011.06.30
Currency	CAD Cana



1 Message

Maintain a record of the Bid Invitation

Print or save a copy of the Bid Invitation for your records by clicking on the Output Preview button and print or save **PRIOR** to creating a Bid.



Hydro One [Home](#) | [Help](#) | [Settings](#) | [Log off](#)

Process Bid
Process Vendor or Bidder

Display RFI

Sign Up Create Hold Change Refresh **Output Preview**

RFI: Name E05679 2011.05.05 14:05:33 Number 7000001045

General Data

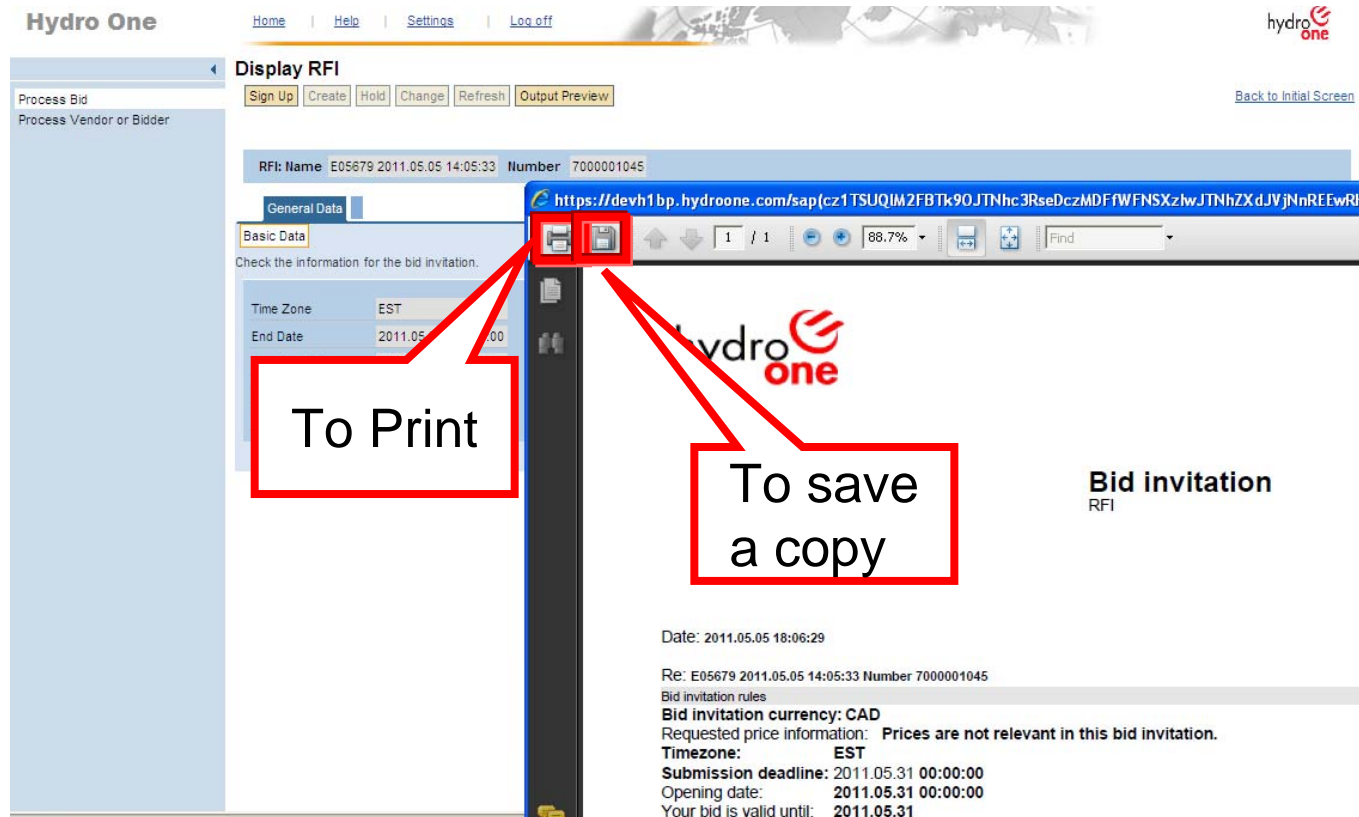
Basic Data

Check the information for the bid invitation.

Time Zone	EST
End Date	2011.05.31 00:00:00
Opening Date	2011.05.31 00:00:00
End of Binding Period	2011.05.31
Currency	CAD Canadian Dollar

Output Preview

A PDF file will open in a separate window. Please note: **This is your ONLY opportunity to save or print a copy of the Bid Invitation**



Hydro One Home Help Settings Log off

hydro one

Display RFI

Sign Up Create Hold Change Refresh Output Preview Back to Initial Screen

RFI: Name E05679 2011.05.05 14:05:33 Number 7000001045

General Data

Basic Data

Check the information for the bid invitation.

Time Zone EST

End Date 2011.05.31 00:00

hydro one

Bid invitation RFI

Date: 2011.05.05 18:06:29

Re: E05679 2011.05.05 14:05:33 Number 7000001045

Bid invitation rules

Bid invitation currency: CAD

Requested price information: Prices are not relevant in this bid invitation.

Timezone: EST

Submission deadline: 2011.05.31 00:00:00

Opening date: 2011.05.31 00:00:00

Your bid is valid until: 2011.05.31

Before Entering a Bid

You **MUST** save a copy or print a copy of the RFx **PRIOR** to selecting create

Display RFQ

Sign Up **Create** Hold Change Refresh Output Preview

[Back to Initial Screen](#)

RFQ: Name AS_Email Test 2011.05.19 08:41:07 Number 7000001055

General Data Item Data

Basic Data Information from Purchaser Partner/Delivery Address

Check the information for the bid invitation.

Time Zone	EST
End Date	2011.05.31 00:00:00
Opening Date	2011.05.31 00:00:00
End of Binding Period	2011.07.31
Currency	CAD Canadian Dollar

1 Message

 Bid invite sign-up complete, you will be informed of any changes via email

Close


Use Data Tabs to review the RFx

- Information on the Display RFx and Process Bid Screens is organized on 2 levels:
 - General Data: Information Displayed in this section apply to the entire Bid Invitation
 - Item Data: Information displayed in this section applies to the specific item level Click on the Information from Purchaser to view all the communication including Tendering Text and an attachments to the Bid Invitation


Process Bid

RFQ: Name AS_Test Email 2011.05.18 10:59:34 Number 7000001051

Check the information in your bid. You can also add your own notes.

Bid Number	8000000763
Time Zone	EST
End Date	2011.05.31 00:00:00
Opening Date	2011.05.31 00:00:00
End of Binding Period	2011.06.29
Bid Status	
Incoterm / Location	<input type="text"/>  <input type="text"/>
Terms of Payment	<input type="button" value="v"/>
Currency	CAD Canadian Dollar
Created on	2011.05.20 09:29:52 by Ms. Jane Doe
Last processed on	2011.05.20 09:29:52 by Ms. Jane Doe

1 Message

 Bid invite sign-up complete,you will be informed of any changes via email

Entering a Bid

- Only RFQs are submitted in the BID System.
- All other RFx (RFP, RFPQ, RFI, RFT) will be submitted as directed in the individual RFx.

Entering a Bid

- Select “Create” if you intend to respond to the Bid Invitation
- Clicking on the **Create** button, displays the **Basic Data** within the General Data Tab

Display RFQ

[Sign Up](#)
[Create](#)
[Hold](#)
[Change](#)
[Refresh](#)
[Output Preview](#)

[Back to Initial Screen](#)

RFQ: Name Number


[General Data](#)
[Item Data](#)

[Basic Data](#) |
 [Information from Purchaser](#) |
 [Partner/Delivery Address](#)

Check the information for the bid invitation.

Time Zone	EST
End Date	2011.05.31 00:00:00
Opening Date	2011.05.31 00:00:00
End of Binding Period	2011.07.31
Currency	CAD Canadian Dollar

1 Message

 Bid invite sign-up complete,you will be informed of any changes via email

[Close](#)

General Data

The information on the General Data tab is relevant to the entire bid invitation in regards to:

- Basic Data
- Information From Purchaser
- My Notes
- Partner/Delivery Address

General Data

Item Data

Basic Data | Information from Purchaser | My Notes | Partner/Delivery Address

Check the information in your bid. You can also add your own notes.

Item Data

- The information on the Item Data tab is relevant to each item
- Select the item by clicking on the item number to access the Item Data information

Process Bid

[Back to Initial Screen](#)

RFQ: Name AS_Test Email 2011.05.18 10:59:34 Number 7000001051

Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.
 (2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.

Display Documents

Item Overview

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity		Price	Delivery ARO. Days	Required	Attachments (buyer/me)	Notes (buyer/me)
1	KR-GASKET FOR CIRCUIT BREAKER	Material	Breaker parts	100.000	each	CAD Per 1		On 2011.06.29	0 / 0	0 / 0

Legend: Display item details Change

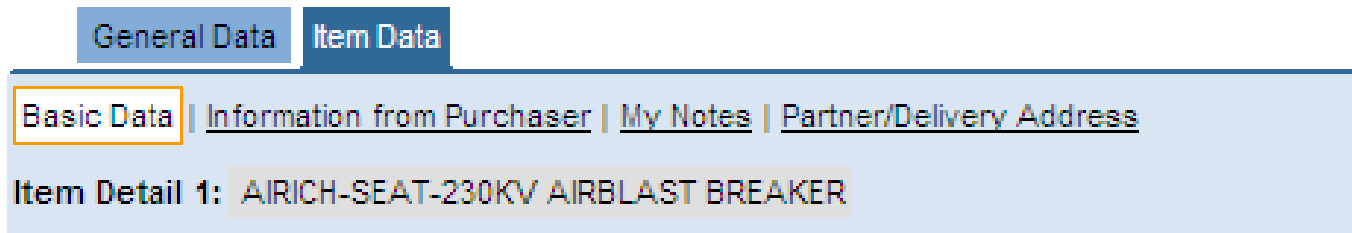
1 Message

Bid invite sign-up complete,you will be informed of any changes via email

Item Data

The information on the Item Data tab is organized like the information on the General Data tab, but is only relevant to the selected item in regards to:

- Basic Data
- Information From Purchaser
- My Notes
- Partner/Delivery Address



Entering a Bid – General Data

Complete the following fields at the header level:

Incoterm/ Location	R Required	The INCO Term (International Commercial Terms) designation and the Location pertaining to the INCO Term. Data entered at the header level applies to all individual items in the bid. If the INCO Term is different for an individual item, that term should be entered at the item level
Currency	C Conditional	If the RFx allows different currencies to be used, select the currency for your bid

Incoterm

If you click on the Incoterm  button, you will be taken to a screen where you can choose the appropriate three-letter trade term

General Data | Item Data

Basic Data | Information from Purchaser | My Notes | Partner/Delivery Address

Check the information in your bid. You can also add your own notes.

Bid Number	8000000768
Time Zone	EST
End Date	2011.05.31 00:00:00
Opening Date	2011.05.31 00:00:00
End of Binding Period	2011.06.30
Bid Status	
Incoterm / Location	<input type="text"/> 
Terms of Payment	<input type="button" value="v"/>
Currency	CAD Canadian Dollar
Created on	2011.05.20 13:18:12 by Ms. ...
Last processed on	2011.05.20 13:18:12 by Ms. ...

Search Result Find Incoterms: 13 Entries

<u>Incoterm</u> ▲	<u>Incoterm Name</u>
CFR	Cost and Freight
CIF	Cost, Insurance and Freight
CIP	Carriage and Insurance Paid To
CPT	Carriage Paid To
DAF	Delivered at Frontier
DDP	Delivered Duty Paid
DDU	Delivered Duty Unpaid
DEQ	Delivered Ex Quay (Duty Paid)
DES	Delivered Ex Ship
EXW	Ex Works
FAS	Free Alongside Ship
FCA	Free Carrier
FOB	Free On Board

Entering a Bid – Information from Purchaser



Selecting the “Information from Purchaser” tab will display the Invitation and / or Addenda and documents Hydro One posts to the RFX pertaining to all items in that Bid Invitation if under General Data tab or to the specific Item of under the Item tab

General Data | **Item Data**

Basic Data | **Information from Purchaser** | My Notes | Partner/Delivery Address

Check the information in your bid.

Texts

To Display / Edit the Texts, Choose the Appropriate Text Type

Text Overview

Text Type	Text Preview (60 Chars.)
Tendering text	Subject: Invitation Letter Re: Request for Tender: RFT ...
Purchaser's Remarks	DSRDIUYFYIYFIU

Tendering text

Subject: Invitation Letter
Re: Request for Tender: RFT Number 70000000450

Description:

This Request for Tender ("RFT") is being issued by Inergi LP on behalf of Hydro One xxxxxxxxxxxx Inc. Notwithstanding any document to the contrary Hydro One xxxxxxxxxxxx Inc. is the sole purchaser with respect to this RFT and any subsequent award; and the equipment and/or material(s) being purchased will be used by Hydro One xxxxxxxxxxxx Inc. or its affiliate.

Your tender submission, Part 4, is due in possession of the Purchaser no later than the time, date and at the address referenced in the attached RFT.

Attachments

Overview of Attachments

Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
<input type="radio"/> part 1 - commercial exceptions	Standard Attachment	1		doc	222	E05378	19.01.2011 09:18:50

Entering a Bid – My Notes

- Bidder can enter any notes/remarks for the buyer in the Bidder's Remarks section as well as attach any documents to the Bid
- Click on **My Notes** from the General Data tab to enter comments in the Bidder's Remarks section regarding the entire bid or the Item Data tab to enter comments regarding a particular item

Item Detail 1: "0" RINGS, RING, ABB A913506P26-Jan31-1

Texts

Bidder's Remarks

Please refer to the Technical Specifications and drawings attached

Attachments

Upload a Document:

Description: Technical Specifications

Path: \\0706mlp\fv\01\E05679S\SynchFolder\ Browse...

Add

Overview of Attachments

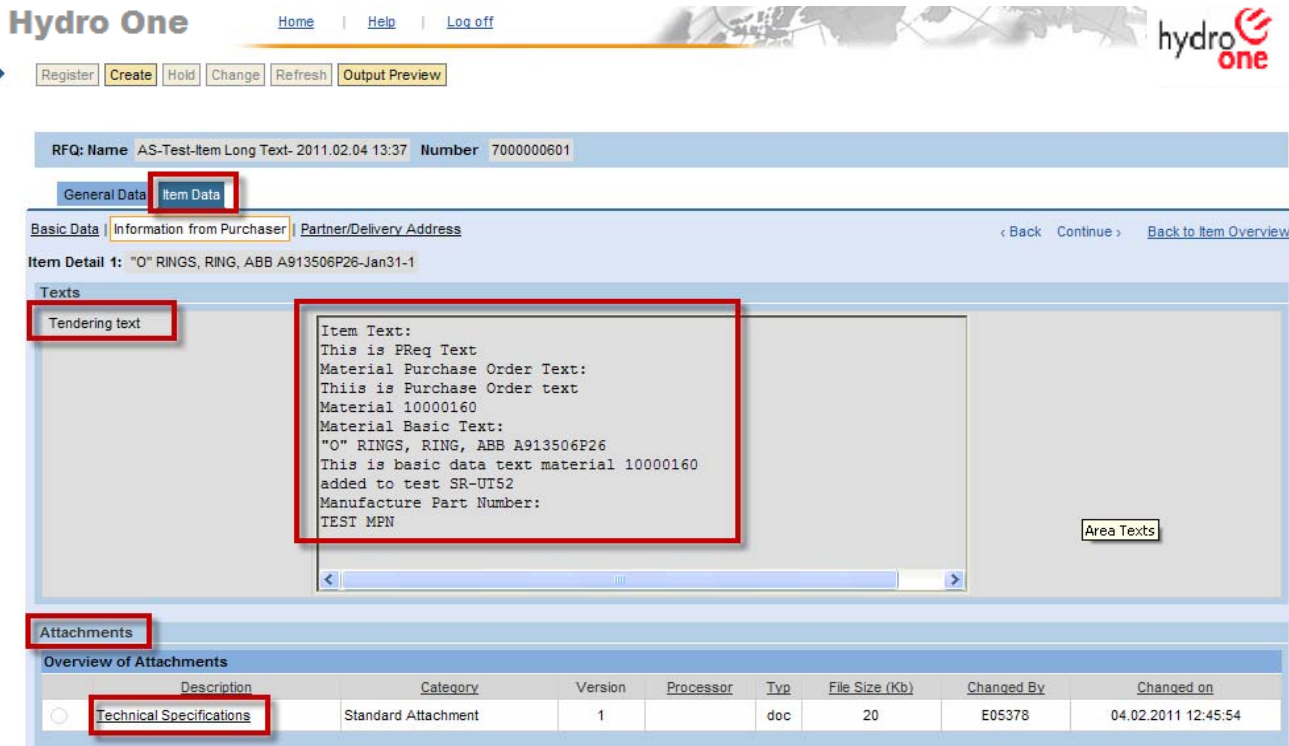
	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
4	Technical Drawings	Standard Attachment	1		doc	1215	E0001	04.02.2011 13:12:44

Edit Description Delete 5

Click on the file name to open attachment

Information From Purchaser – item level

- Click on [Information from Purchaser](#) to view all the communication including Tendering Text and any attachments to the Bid Invitation
- Select the Tendering Text button to display the Tendering Text



Hydro One [Home](#) | [Help](#) | [Log off](#)

Register Create Hold Change Refresh Output Preview

RFQ: Name AS-Test-Item Long Text- 2011.02.04 13:37 Number: 7000000601

General Data **Item Data**

Basic Data Information from Purchaser Partner/Delivery Address [Back](#) [Continue](#) [Back to Item Overview](#)

Item Detail 1: "O" RINGS, RING, ABB A913506P26-Jan31-1

Texts

Tendering text

```

Item Text:
This is PReq Text
Material Purchase Order Text:
This is Purchase Order text
Material 10000160
Material Basic Text:
"O" RINGS, RING, ABB A913506P26
This is basic data text material 10000160
added to test SR-UT52
Manufacture Part Number:
TEST MPN
    
```

Area Texts

Attachments

Overview of Attachments

	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
<input type="radio"/>	Technical Specifications	Standard Attachment	1		doc	20	E05378	04.02.2011 12:45:54

My Notes - Uploading Attachments

Item Detail 1: "O" RINGS, RING, ABB A913506P26-Jan31-1

Texts

Bidder's Remarks: Please refer to the Technical Specifications and drawings attached

Attachments

Upload a Document:

Description: Technical Specifications

Path: \\0706mpfv01\E05679S\SynchFolder\ Browse...

Add


Overview of Attachments

	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
4	Technical Drawings	Standard Attachment	1		doc	1215	E0001	04.02.2011 13:12:44

Edit Description Delete 6 Click on the file name to open attachment

- Click on **Browse...** to locate the document on your computer.
- Provide the document name in the **Description** section.
- Click **Add** to attach the document to the Bid Invitation.
- Click **Edit Description** to edit the description
- To delete the attachment select the attachment and **Delete**
- The attachment will be listed under the “Overview of Attachments” section.

Entering a Bid – Item Data

- Clicking on **Item Data**, displays all the line items for the Bid Invitation
- Checking off the Display Documents check box lists any attachments from the buyer to the individual line items. Clicking on the  button displays the Information from Purchaser Tab for the specific line item

Process Bid

[Back to Initial Screen](#)

RFQ: Name AS_attachment 2011.02.02 14:24:37 Number 7000000589







Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.
 (2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.

Display Documents

Indicates that there are attachments for some line items on the Bid Invitation

Item Overview

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Price	Required	Documents	Action
1	"O" RINGS, RING, ABB AG333800P23	Material	Breaker parts	1.000 each	1 / 0	1 / 0	CAD Per 1	On 28.02.2011		
2	"O" RINGS, RING, ABB AG333800P4	Material	Breaker parts	2.000 each	1 / 0	1 / 0	CAD Per 1	On 28.02.2011		
3	"O" RINGS, RING, ABB AG333800P23	Material	Breaker parts	3.000 each	0 / 0	0 / 0	CAD Per 1	On 28.02.2011		

Entering a Bid – Item Data

Click on the Line item Number or the Details Icon to display the Item details required to submit the bid

Hydro One [Home](#) | [Help](#) | [Log off](#)

Process Bid [Back to Initial Screen](#)

Submit Hold Delete Check Refresh Upload Output Preview

RFQ: Name AS_TPD_E05378 2011.01.24 10:32:55 Number 7000000499



General Data **Item Data**

Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.
 (2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.



Display Documents

Item Overview

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Price	Required	Action
1	CHARGER,120VDC,60A,208VAC,3PH, INDOOR	Material	Batteries	11.000 each	0 / 0	0 / 0	CAD Per 1	On 23.02.2011	
2	BKR-BATTERY CHARGER MOD. 5732C3	Material	Batteries	21.000 each	0 / 0	0 / 0	CAD Per 1	On 23.02.2011	

Add Items

Legend:  Display item details  Change price

Tab Page

Filling in the Item Data Fields

- Some field are required to be filled out in order to submit a bid for an RFQ
- The available fields are explained in the tables to follow

Use	Description
<p style="text-align: center;">R Required</p>	<p>Field must be completed in order to proceed with the bid</p>
<p style="text-align: center;">C Conditional</p>	<p>A data element requirement designator, which indicates that the presence of a specified data element is dependent on the value or presence of other data elements in the segment</p>

Entering a Bid – Item Data Fields

Field Name	Use	Description
Vendor Product Number	Conditional	Description of the Vendor Product Number. Ex. GXD1547
Submitted Quantity	Conditional	Default is the Quantity requesting in the RFx. This should only be changed if the Bidder is proposing a different quantity
Delivery Time (ARO) Days	Required	Lead-time of item or service after receipt of purchase order to delivery date – in calendar days Ex. 15
Incoterm/Location	Conditional	Enter only if differs from the information entered in the Header for changes per item

Entering a Bid – Item Data Fields

Additionally, the following fields may contain information to assist the Bidder in preparing a Bid or contain information related to the Bid Invitation

Field	Value
Product Category	Describes the category of the product
Qty of Bid Invitation	The Quantity required for the Rfx, subject to the terms of the Rfx.

Line Item Pricing

- Enter the Pricing information for each line item that you are bidding on
- Only enter prices for the line items that are being bid on
- Please note, SAP prepopulates a quantity for each item in the Bid. If you do not want to bid on an item, the quantity must be removed, otherwise you will receive an error message when trying to Submit.
- The bid can not be considered for items that do not have a price entered

Check that all the relevant data has been entered by hitting the “Check” button

Process Bid


Submit Hold Delete **Check** Refresh Output Preview

RFQ: Name E05513 2011.01.31 12:01:46 Number 7000000555

General Data Item Data

Basic Data | Information from Purchaser | My Notes | Partner/Delivery Address

Item Detail 1: BR-KSO-Oil-46KV-800A-1000MVA


Item Category	Material
Vendor Product Number	<input type="text"/>
Product Category	Breaker - Oil Filled
Quantity of Bid Invitation	1.000 each
Submitted Quantity	<input type="text" value="1.000"/> each
Price	<input type="text"/> Canadian Dollar Per <input type="text" value="1"/> each
Item Value	0.00 CAD
Delivery Time (Duration)	<input type="text"/> Days
Required	at 00:00:00
Incoterm	<input type="text"/>  <input type="text"/>

Warning Message Reminder

Process Bid

RFQ: Name AS_TPD_E05378 2011.01.24 10:32:55 Number 7000000499

Item Detail 2: BKR-BATTERY CHARGER MOD. 5732C3

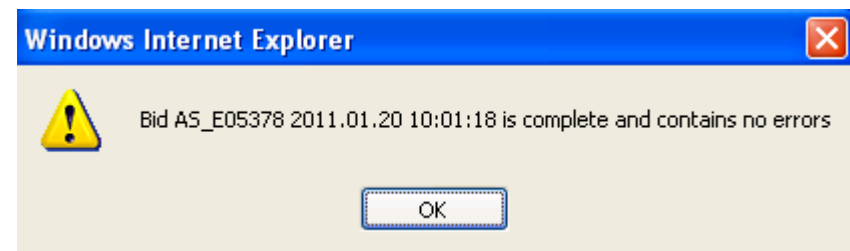
Item Category	Material
Vendor Product Number	<input type="text"/>
Product Category	Batteries
Quantity of Bid Invitation	21.000 each
Submitted Quantity	<input type="text" value="21.000"/> each
Price	<input type="text"/> Canadian Dollar Per <input type="text" value="1"/> each
Item Value	0.00 CAD
Delivery Time (Duration)	<input type="text"/> Days
Required	22.02.2011 at 23:00:00
Incoterm	<input type="text"/>  <input type="text"/>

1 Message



No price entered for some items

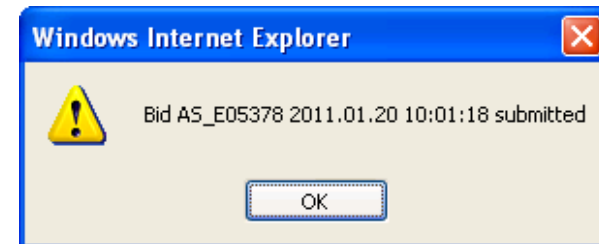
- **Example:** If no price entered for a line item, system will issue a warning message. It is NOT mandatory to bid for all line items on the Bid Invitation.
- Upon clicking the check button if the bid is correct and complete a window populates with the Bid # validating the bid is complete and without errors




Submit the Bid

When the Bid is ready for submission:

- Click on the **Submit** button to submit the bid. Once the bid is submitted a window will pop up confirming the submission. Select ok.
- The Bid Status will display as “Bid Submitted” in the Process Bid transaction
- **Do not use Submit to Hold Bids.**



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Process Bids

Process Bid
Process Bidder and Contact Person

Find Bid Invitations and Auctions

Number of Document: Name: Status: Processed by Me:

Product Category: End Date: All Bids from My Company:

[Simple Search](#)

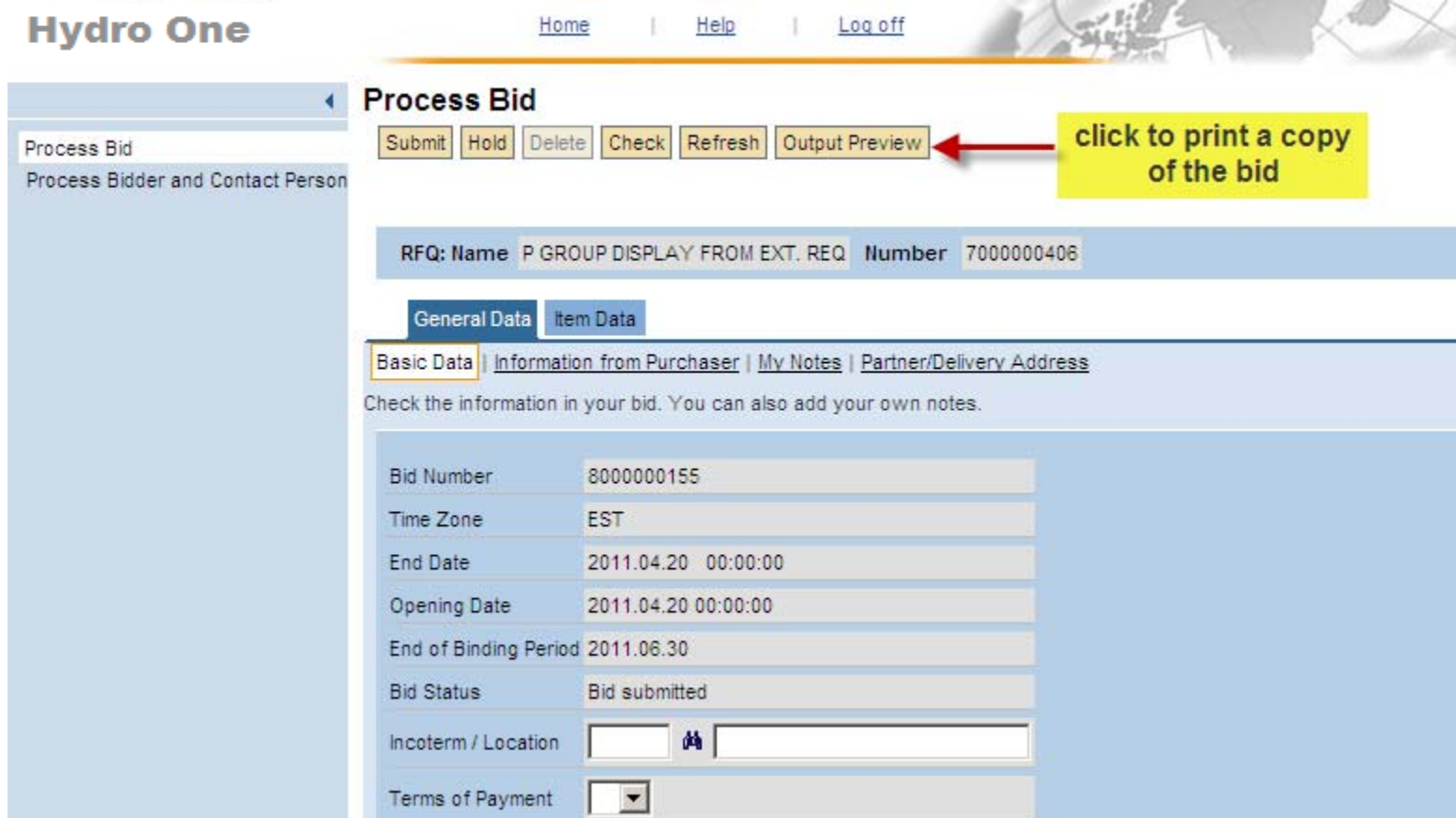
Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 5 Hits

Number	Name	Trans_Type	End Date	Bid Status	Action
7000000407	MPN & SHIP TO ADDRESS	RFQ	2011.04.28 00:00:00	Bid submitted	

Print Bid

Click on the Output Preview to print or share a PDF copy of the bid
 You can print a bid submission at any time, including after the End Date



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Process Bid

Process Bid
 Process Bidder and Contact Person

Submit Hold Delete Check Refresh **Output Preview**

click to print a copy of the bid

RFQ: Name P GROUP DISPLAY FROM EXT. REQ Number 7000000406

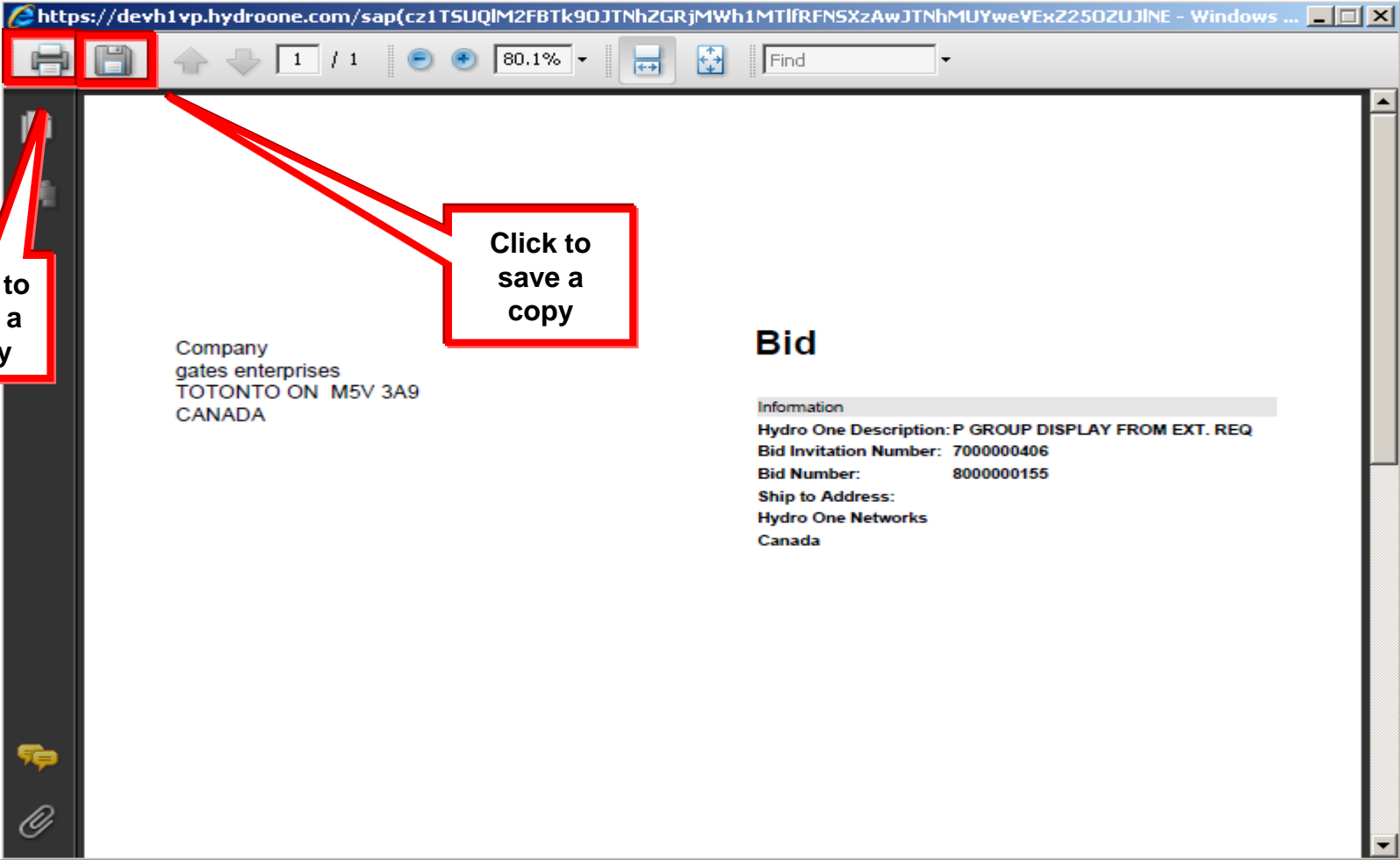
General Data Item Data

Basic Data Information from Purchaser My Notes Partner/Delivery Address

Check the information in your bid. You can also add your own notes.

Bid Number	8000000155
Time Zone	EST
End Date	2011.04.20 00:00:00
Opening Date	2011.04.20 00:00:00
End of Binding Period	2011.06.30
Bid Status	Bid submitted
Incoterm / Location	<input type="text"/> <input type="text"/>
Terms of Payment	<input type="text"/>


Print Bid



Click to print a copy


Click to save a copy

Change Bid

- The Bidder can make changes to the Bid prior to the bid End Date
- From the Process Bid application find the appropriate Bid Invitation and click on the pencil  icon to directly enter into the Change Mode and make required changes to the Bid.

Process Bids

Find Bid Invitations and Auctions





Number of Document  Name Status Processed by Me

[Start](#) [Extended Search](#)

Click on the pencils to open the bid

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 25 Hits

Number	Name	Trans. Type	End Date	Bid Status	Action
7000001068	Sample Name Change	RFQ	2011.05.20 15:00:00	No Bid Created	
7000001067	email cp test	RFQ	2011.05.22 00:00:00	No Bid Created	
7000001066	AS_Test 2011.05.19 11:11:16	RFQ	2011.05.31 00:00:00	Bid submitted	
7000001055	AS_Email Test 2011.05.19 08:41:07	RFQ	2011.05.31 00:00:00	No Bid Created	

Change Bid Implications

- If a bidder clicks to make a change to a bid, and it's put on HOLD, you have effectively withdrawn the previous bid.
- Be mindful that if you do not revisit a HELD bid, and the Bid Invitation closes, you have not submitted.

Change Bid

Bidder can also click on the bid number itself to enter into the display mode and then click on the change button to make required changes to the Bid

Process Bids













Find Bid Invitations and Auctions

Number of Document: → Name: Status: Current Bid Invitations Processed by Me:

[Start](#) [Extended Search](#)


Tip: Choose a symbol in the navigation column or navigating to the bid page by choosing the bid number

Search Result: 25 Hits

Number	Name	Trans. Type	End Date	Bid Status	Action
7000001068	Sample Name Change	RFQ	2011.05.20 15:00:00	No Bid Created	  
7000001067	email test	RFQ	2011.05.22 00:00:00	No Bid Created	  
7000001066	AS_Test 2011.05.19 11:11:16	RFQ	2011.05.31 00:00:00	Bid submitted	  
7000001055	AS_Email Test 2011.05.19 08:41:07	RFQ	2011.05.31 00:00:00	No Bid Created	  

Click on the bid number to open the bid

Change Bid

Bidder can also click on the magnifying glass  icon to enter into the display mode and then click on the change button to make required changes to the Bid

Process Bids













Find Bid Invitations and Auctions

Number of Document: → Name: Status: Processed by Me:

[Start](#) [Extended Search](#)

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 25 Hits

Number	Name	Trans. Type	End Date	Bid Status	Action
7000001068	Sample Name Change	RFQ	2011.05.20 15:00:00	No Bid Created	  
7000001067	email cp test	RFQ	2011.05.22 00:00:00	No Bid Created	  
7000001066	AS_Test 2011.05.19 11:11:16	RFQ	2011.05.31 00:00:00	Bid submitted	  
7000001055	AS_Email Test 2011.05.19 08:41:07	RFQ	2011.05.31 00:00:00	No Bid Created	  

Click on the magnifying glass to open the bid

Change Bid

Once in the change mode, it is possible to make changes to Bids as required following the procedure outlined in Creating Bids.

Display Bid

Change Delete Check Refresh Output Preview

RFQ: Name AS_... 2011.05.19 11:11:16 Number 7000001066

General Data Item Data



Basic Data Information from Purchase Notes Partner/Delivery Address

Check the information in your bid.

Bid Number	8000000768
Time Zone	EST
End Date	2011.05.31 00:00:00
Opening Date	2011.05.31 00:00:00
End of Binding Period	2011.06.30
Bid Status	Bid submitted
Incoterm / Location	DDP toronto
Terms of Payment	10 Days 2.5 %, 30 Days Net
Currency	CAD Canadian Dollar
Created on	2011.05.20 13:18:12 by Ms. Jane Doe
Last processed on	2011.05.20 13:18:12 by Ms. Jane Doe

Click on the Change button to make changes to the bid

Delete Held Bid

The bidder can delete the Bid anytime before it is submitted. The bid status should not have the status Bid Submitted, in which case the trash can icon  will not be available. Deletion can be done by clicking the trash can  on the appropriate line from the Process Bid transaction

Process Bids














Find Bid Invitations and Auctions

Number of Document: Name: Status: Processed by Me:

 [Extended Search](#)

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 25 Hits

Number	Name	Trans. Type	End Date	Bid Status	Navigation
7000001068	Sample Name Change	RFQ	2011.05.20 15:00:00	No Bid Created	 
7000001067	email cp test	RFQ	2011.05.22 00:00:00	No Bid Created	 
7000001066	AS_Test 2011.05.19 11:11:16	RFQ	2011.05.31 00:00:00	Bid submitted	  
7000001055	AS_Email Test 2011.05.19 08:41:07	RFQ	2011.05.31 00:00:00	Held	  
7000001054	Henry Test email 2011.05.18 17:19:48	RFQ	2011.05.31 00:00:00	No Bid Created	  

Click on the trash can to delete the bid


Delete Held Bid

Process Bid

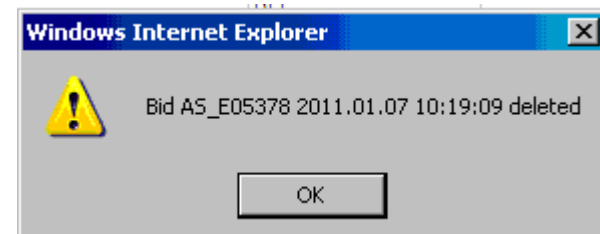
RFQ: Name E05378 2011.01.24 13:12:16 Number 7000000500

[Information from Purchaser](#) |
 [My Notes](#) |
 [Partner/Delivery Address](#)

Check the information in your bid. You can also add your own notes.

Bid Number	8000000268
Time Zone	EST
End Date	24.01.2011 16:00:00
Bid Status	Held
Incoterm / Location	FOB  PLANT
Terms of Payment	30 Days Net <input type="button" value="v"/>
Currency	CAD Canadian Dollar
Created on	24.01.2011 13:20:41 by Mr. doo waah

- The Bid Invitation can also be deleted by clicking on the button in the mode from within the Bid itself
- If a bid is held, you must click on the button so that you can hit the button
- Once deleted, a window will pop up confirming the deletion



Status Implications on Submitting Bids



- If a Bid is in Held status and the Bid Invitation End Date is reached no Bid is submitted.
- While making a change to a previously submitted Bid and if the Bid Invitation End Date is reached the previously submitted bid is still valid.
- Changing a Bid and Submitting overwrites the previously submitted Bid.
- If a previously submitted Bid is changed and in Held status no Bid is submitted. The act of changing and Holding a previously Submitted bid **WITHDRAWS** the last submitted Bid.