

BID SYSTEM

Hydro One BID System

User Guide



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Contents

Click on the page numbers below to quickly navigate through the help guide:

Part 1. Getting Started – BID System Registration	3
Part 2. Logging in to the BID System	7
System Navigation.....	8
Automated Notifications	8
Part 3. Viewing RFx	9
Part 4. Registering for a Bid Event.....	10
Part 5. Reviewing an RFx	11
Part 6. Downloading RFx Documents	13
Part 7. RFx Submission.....	14
RFQ Submission	14
Partial Bidding.....	18
Saving a Draft Bid (RFQ Response)	18
Changing/Modifying a Bid (RFQ)	19
Deleting a Bid (RFQ Response)	20
Part 8. Modifying BID Account Information.....	21
Change Account Information.....	21
Account Information – Categories, Adding/Deleting	22
Adding a New Contact Person to a Bidding Account.....	22
Troubleshooting	23
Locked Account for "Too Many Failed Attempts"	23
Security Word(s).....	23
Not Able to Open Bid Events	23
Opening Attachments from the RFP Word Document.....	23
FAQs – Frequently Asked Questions	24
How to block an account belonging to a former employee?.....	24
How to view all available RFx?	24
What are the system requirements for the use of the BID System?	24
Index	24
Contact Us	24

Part 1. Getting Started – BID System Registration



Thanks for your interest in Doing Business with Hydro One. If you would like to become a bidder for Hydro One or any of its subsidiaries, register on our [Bidder Information Database \(BID\) System](#).

All suppliers must register on the [Supplier Self Registration website](#) to become a Bidder. Please click [here](#) to register in the BID System.

After successfully registering, Bidders will be able to access the Hydro One BID System and search the website for bid opportunities of interest. Bidders will then register for each individual RFx that interests them and will be able to download the requirement, receive addenda, and prepare a submission accordingly.

Key Concepts

- Only RFQs can be submitted in the BID System. All other RFx (RFP, RFPQ, RFI, RFT) are submitted as directed in the individual RFx
- Bidders can retrieve all RFx types from the BID System

Note: This material supports Bidder data only. Supplier data is maintained separately. (Supplier data is the vendor number that Hydro One uses to issue Purchase Orders, while the Bidder data is the bidder number used in the BID System)

The screenshot shows the Hydro One website with a navigation bar at the top. The navigation bar includes links for About Hydro One, Newsroom, Request a service, Search, LOGIN, and REGISTER. Below the navigation bar, there are links for Residential Services, Business Services, Rates & Billing, Saving Money & Energy, Power Outages & Safety, Support Centre & FAQs, and a green highlighted link for Suppliers. The main content area features a large image of pipes with the title 'Suppliers' and a subtext 'Creating a strong and diverse supplier community.' Below the main content, a breadcrumb navigation shows the path: Home > about > suppliers. The page footer contains a paragraph about Hydro One's supply chain leadership and a statement about recognizing the importance of a strong supplier community.

Hydro One strives to be a supply chain leader through programs and technologies that protect people, manage impacts on the environment, and promote energy efficiency. We pursue alignment with suppliers that share our vision of Corporate Social Responsibility and safety while providing the right material or service at the right place, at the right time, and for the best value.

We recognize that a strong, diverse supplier community is essential to economic vitality and proactively seek opportunities to create strategic partnerships with our suppliers.

The Supplier Registration process is a one-time free process. If you require multiple employees within your organization to be able to access the BID System, please [add a contact person to your account](#)

1. To register for the BID System, using **Chrome**, go to <https://www.hydroone.com/about/suppliers>
2. From the **Suppliers'** page, click on **Bidder Registration**



3. In the new window that opens up, fill in the form, ensuring that the required fields (*) are complete

Welcome to Hydro One Bidder Self-Registration
HYDRO ONE NETWORKS INC.
483 Bay Street
North Tower, 15th Floor
Toronto, Ontario M5G 2P5
Canada

To register yourself as a Bidder, enter your data and choose Submit

* Required Entry

Company Details

Name of Company (Legal Name) *	<input type="text"/>
GST/HST Number	<input type="text"/>
Company Structure *	<input type="button" value="01 - Corporation"/>
I wish to self-identify as an Aboriginal Business *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Address Data

Name	
Title *	<input type="text"/>
First name *	<input type="text"/>
Last name *	<input type="text"/>
Choose Your UserID *	<input type="text"/>
E-Mail Address *	<input type="text"/>
Confirm E-mail Address *	<input type="text"/>
Telephone *	<input type="text"/>
Fax	<input type="text"/>
Street	<input type="text"/>
Building	<input type="text"/>
Floor	<input type="text"/>
City *	<input type="text"/>
Postal/Zip Code *	<input type="text"/>
Country *	<input type="button" value="Canada"/>
P.O. Box	<input type="text"/>
PO Box Station	<input type="text"/>
Extension	<input type="text"/>
Extension	<input type="text"/>
Number	<input type="text"/>
Room Number	<input type="text"/>
Province/State	<input type="button" value="Ontario"/>

The following table provides a further description of the fields. *Required Entry

Field	Description	
Company Details		
Name of Company (Legal Name) *	Legal Name of the Company (Max: 40 characters)	
GST/HST Number	First 9 digits of the GST/HST Registration Number (optional)	
Company Structure *	01 – Corporation 02 – Partnership 03 – Sole Proprietor 04 – Joint Venture	
Aboriginal Business *	If you are an Aboriginal Business and wish to be identified as such, select yes.	
Address Data		
Please fill out the required fields *	Title *: Title of the contact person (Mr., Mrs., Ms. or Dr.) First Name *: First name of the primary contact Last Name *: Last name of the primary contact Choose Your User ID *: Create a unique login Identification Email Address *: Email address of the primary contact Telephone Number *: Telephone # of the primary contact (including area code) City *: City, town, municipality of the company being registered Postal Code *: Postal Code, Zip Code or the equivalent to the company's address Country *: Country of the company	

4. Select all of the Product / Service categories that your company delivers

Note – Regardless of the category that you choose, you will still be able to access all of the RFx open to the public.

Which Product Categories can you Deliver?

Applicable categories [clear selection](#)

Category Description
Abrasive & Grinding
ACDC trans schemes
ACSR conductor
Adhesives & Sealants
Backfill/Grading
Batteries
BPE Structure
Breaker - Air blast

Page of 28  

You can use the side arrows to move along the list or simply input the page number you wish to see in the middle field and hit enter. Please do not select any "OBSOLETE" categories

- 5.** Please review the **Terms and Conditions** of use and check off the box confirming that you have read the data privacy statement and accept the terms
- 6.** Enter the security words
- 7.** Click **Submit** to complete your registration

Code of Conduct/Confidentiality

(b) "Hydro One Entity" means either Hydro One Networks Inc. or one of its affiliates (as defined in the Business Corporations Act (Ontario)) which is identified in the relevant RF(x) document as the procuring entity;

(c) "RF(x) Documents" mean a set of document(s) in paper or electronic form issued by the relevant Hydro One Entity that contains information a Bidder may use to prepare and submit a proposal to such Hydro One Entity for an intended procurement, which documents can contain plans (such as blueprints) or physical items such as computer CDs, videotapes or samples of goods;

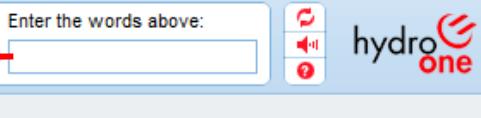
(d) "Service" means the service operated through this web site to support the distribution of information regarding the procurement of goods and services for Hydro One Entities as described in the relevant RF(x) Documents;

(e) "Submitted Documents" means any documents uploaded or otherwise transmitted from the Bidder to the relevant Hydro One Entity

5

Yes, I have read the data privacy statement and accept the terms.

6



7

8. If your registration is not processed, please scroll back up to the top of the page and see what is missing from your registration form

Welcome to Hydro One Bidder Self-Registration

HYDRO ONE NETWORKS INC.
483 Bay Street
North Tower, 15th Floor
Toronto, Ontario M5G 2P5
Canada

To register yourself as a Bidder, enter your data and choose Submit

* Required Entry

Messages

! Please Verify the Email Address

Company Details

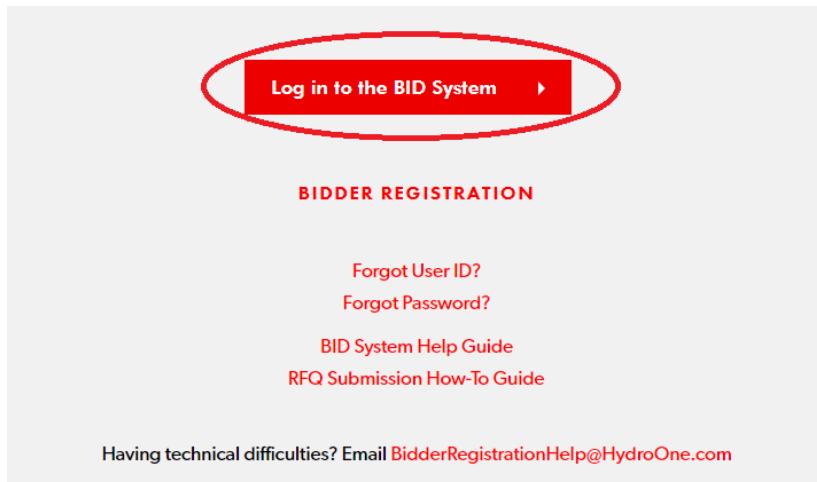
Name of Company (Legal Name) *	ABC Company LLP
GST/HST Number	
Company Structure *	02 - Partnership

If you are experiencing difficulties with registration, please check for a possible solution in the [Troubleshooting](#) section or [Contact Us](#).

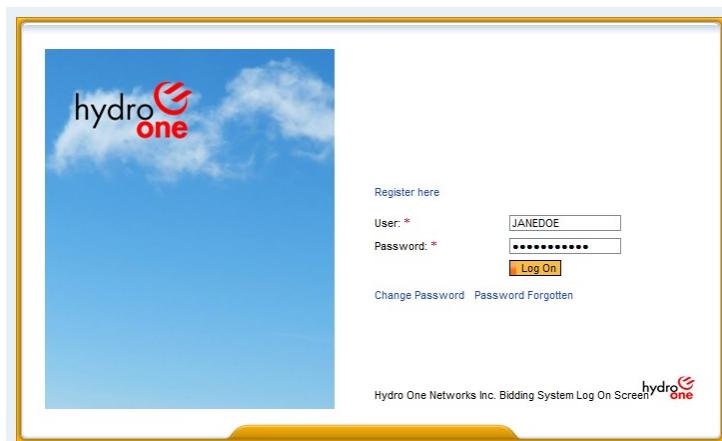
Upon successful completion of the registration process, an email from *Workflow System* will be sent to the account's primary contact email within 5-10 minutes containing a valid username and password.

Part 2. Logging in to the BID System

- Once you have registered and received your log in information, you can access the BID system. Please go to the [Doing Business with Hydro One](https://www.hydroone.com/about/suppliers) at <https://www.hydroone.com/about/suppliers> and click on the **Log in to BID System** button which can be located by scrolling down the page



- In the window that opens up, enter the User ID (the VEN 12-digit code or the personal User ID you created) and Password provided by Hydro One and click **Log on**



- Once you have entered the system from the first time, you will be prompted 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

>Password requirements:

- ★ The password must be at least eight characters long
- ★ There must be at least one number (0-9)
- ★ There must be at least one letter (A-Z)
- ★ There must be at least one lower case (a-z) and one upper case (A-Z) character

System Navigation

- Please use Google Chrome for optimal performance. If you get an error, close all current windows that you have open for Chrome – then in a fresh window, try to log-in
- When using the online BID System, DO NOT use the Chrome Navigation buttons. If these buttons are used, the BID System application will not function properly
- **Note:** Please change your Browser settings to allow pop-up windows

Automated Notifications

Please note that the BID System does not send automated notifications regarding new RFx opportunities. It is recommended that you log in regularly as new opportunities are posted frequently.

However, once you have Registered for a Bid Event, you will receive an automated email if there are any changes to that specific Bid Event.

Part 3. Viewing RFx

1. After logging into the BID System, click on **Bid Processing** from the left side menu to open the work area



2. To view the most recent RFx, click **Refresh**

A screenshot of the 'eRFx - All' list page. The 'Refresh' button in the toolbar is highlighted with a red circle. The table below shows two entries: one for an RFQ and one for a DFO.

3. In order to view the entire list of bidding opportunities open to the public (not just categories for which you have registered), ensure the search criteria is blank. To confirm there are no filters in your search, click on **Show Quick Criteria Maintenance**

A screenshot of the 'eRFx - All' list page. The 'Show Quick Criteria Maintenance' button in the toolbar is highlighted with a red circle.

4. Clear any values and click **Apply** and **Refresh** to generate the full list

A screenshot of the 'eRFx - All' list page. The search criteria maintenance section is highlighted with a red box. The 'Refresh' button in the toolbar is highlighted with a red circle.

Part 4. Registering for a Bid Event

Bidders must **Register** for each public Bid invitation to be able to access the tender documents and participate in the bidding process. Bidders who receive a directed RFx are already registered.

1. To register for an RFx, click on the Bid Invitation number

RFx Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
7000005097	051740_TEST 08.10.2015 11:38	RFQ	Published	2015.10.15			No Bid Created
7000005079	(Copy of 7000005027)	RFQ	Published	2015.09.19		8000006534	Submitted
7000005075	Testing Dalia Sept 4	RFP	Published	2015.12.25			No Bid Created

2. The System will open a new window for the Bid/Response screen. Click on the **Register** to sign up for the Bid event

Note: Please make sure that your browser [allows pop-up windows](#)

RFx Number	RFx Name	RFx Status	RFx Start Date	Submission Deadline	Remaining Time	RFx Parameters
7000005079	(Copy of 7000005027)	Published		2015.09.19 00:00:00 EST	3 Days 14:55:14	

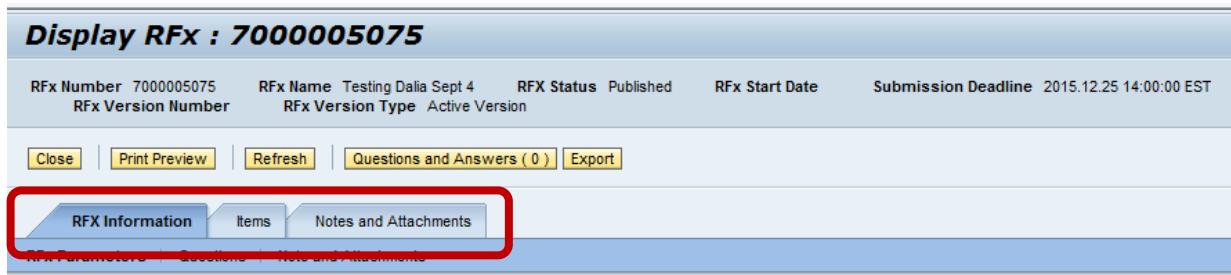
3. Once you have signed up, the system will confirm that you have been registered and any changes to the bid invitation going forward will be communicated to the signed up bidders via email. A message will appear in the Display RFQ Screen; Select **Ok**

Part 5. Reviewing an RFx

Once you have successfully [registered for a Bid event](#), you will be able to review the RFx and all the document(s) available.

Information is organized on three levels:

1. RFx Information – Information applicable to the entire bid
2. Items – Information applicable to the specific item level(s)
3. Notes and Attachments – Contains all the notes and attachments available



Display RFx : 7000005075

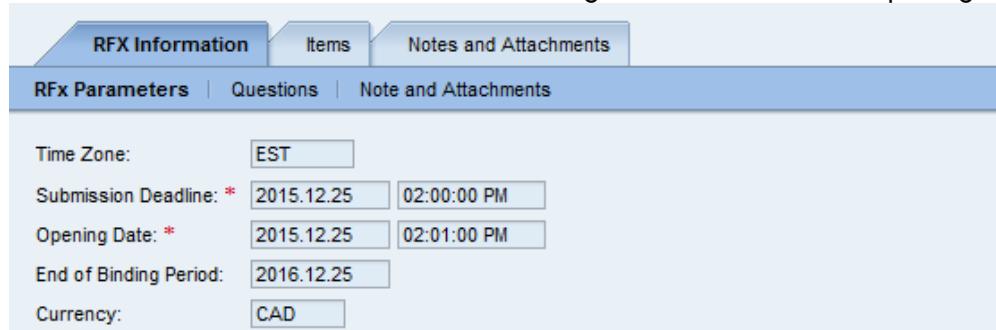
RFx Number 7000005075 RFx Name Testing Dalia Sept 4 RFx Status Published RFx Start Date Submission Deadline 2015.12.25 14:00:00 EST
RFx Version Number RFx Version Type Active Version

Close Print Preview Refresh Questions and Answers (0) Export

RFx Information Items Notes and Attachments

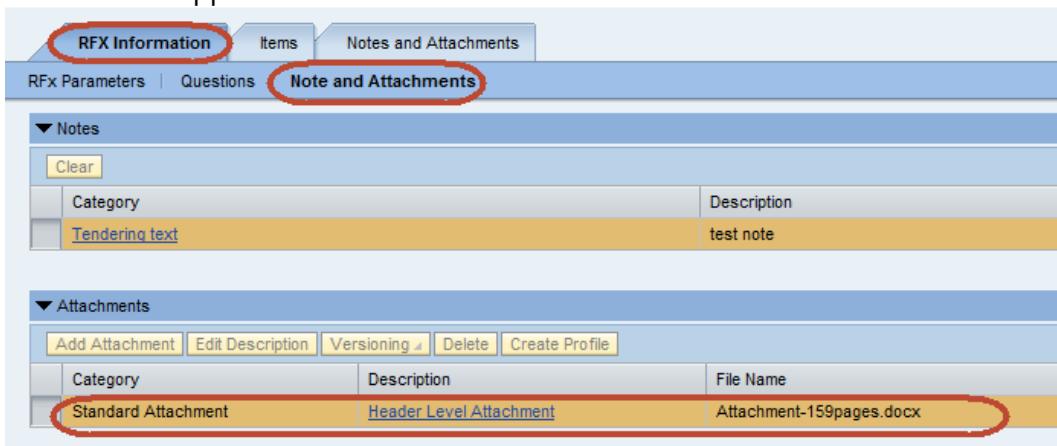
1. RFx Information – Information displayed in this section applies to the entire Bid Invitation

- **RFx Parameters** – General information in regards to the Bid Event opening and closing dates



Time Zone:	EST
Submission Deadline:	2015.12.25 02:00:00 PM
Opening Date:	2015.12.25 02:01:00 PM
End of Binding Period:	2016.12.25
Currency:	CAD

- **Notes and Attachments** – Contains all attachments applicable to the entire Bid Event. Attachments applicable to individual items will be within the 'Items' tab



▼ Notes

Category	Description
Tendering text	test note

▼ Attachments

Add Attachment	Edit Description	Versioning	Delete	Create Profile
Category	Description	File Name		
Standard Attachment	Header Level Attachment	Attachment-159pages.docx		

- **Partner/Delivery Address** – Delivery address for the goods /services. To see details of each function, please highlight the name line and click on **Details**

RFx Information Items Notes and Attachments

RFx Parameters Questions Note and Attachment

Time Zone: EST

Submission Deadline: * 2015.12.25 02:00:00 PM

Opening Date: * 2015.12.25 02:01:00 PM

End of Binding Period: 2016.12.25

Currency: CAD

Partners and Delivery Information

	Details	Add	Send E-Mail	Call	Clear
Function					
▪ Requester					
▪ Goods Recipient					
▪ Ship-To Address	Details				
▪ Location					

Details of Ship-To Address

Partner Details

Form of Address:

Name: HYDRO HydroOne Network

Care Of:

Department:

Building:

Floor / Room:

Street / House Number: 483 Bay Street

Postal Code / City: M5G 2P5 Toronto

District:

P.O. Box:

Country: CA Canada

Region: ON Ontario

Phone Number/Phone Extension: 416-345-5000

Fax Number/Fax Extension:

E-Mail: janice.coulson@hydroone

[Cancel](#)

2. Items: This tab displays all of the line items. Information within this section applies to the each specific item level. To see notes or attachments related to a specific line item, click on the item and select **Details**

RFx Information Items Notes and Attachments

Item Overview

Details	Add Line	Add Subline	Cut	Copy	Paste	Delete	
Line Number	Item Type	Product ID	Description	Lot	Allow RFx Response Modification	Product Category	Revi
0001	Material	10000198	AIRICH-SLIDING-230KV AIRBLAST BREAKER	<input type="checkbox"/>	<input type="checkbox"/>	BKRPARTS	

Notes and Attachments specifically related to the selected line item will be displayed at the bottom of the page

RFx Information Items Notes and Attachments

Item Overview

Details	Add Line	Add Subline	Cut	Copy	Paste	Delete	
Line Number	Item Type	Product ID	Description	Lot	Allow RFx Response Modification	Product Category	Revi
0001	Material	10000198	AIRICH-SLIDING-230KV AIRBLAST BREAKER	<input type="checkbox"/>	<input type="checkbox"/>	BKRPARTS	

Item 0001: AIRICH-SLIDING-230KV AIRBLAST BREAKER

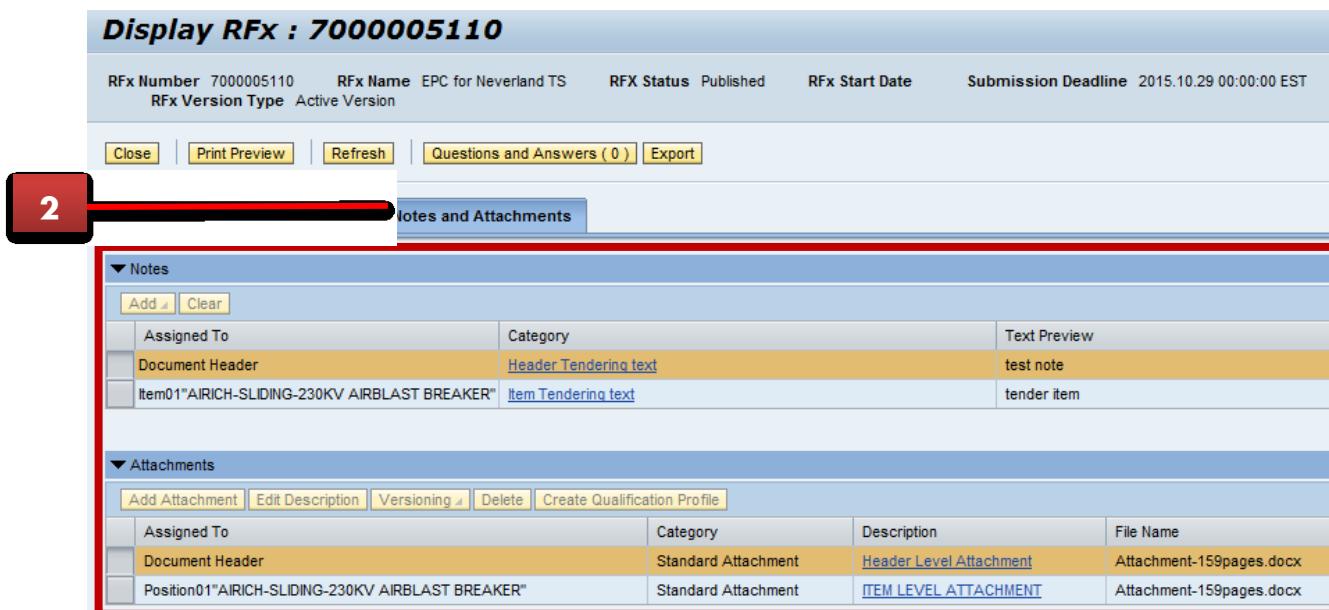
Item Data	Questions	Notes and Attachments														
<p>▼ Notes</p> <p>Clear</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Tendering text</td> <td>tender item</td> </tr> </tbody> </table> <p>▼ Attachments</p> <p>Add Attachment Edit Description Versioning Delete Create Profile</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Description</th> <th>File Name</th> <th>Version</th> <th>Pro</th> </tr> </thead> <tbody> <tr> <td>Standard Attachment</td> <td>ITEM LEVEL ATTACHMENT</td> <td>Attachment-159pages.docx</td> <td>1</td> <td></td> </tr> </tbody> </table>			Category	Description	Tendering text	tender item	Category	Description	File Name	Version	Pro	Standard Attachment	ITEM LEVEL ATTACHMENT	Attachment-159pages.docx	1	
Category	Description															
Tendering text	tender item															
Category	Description	File Name	Version	Pro												
Standard Attachment	ITEM LEVEL ATTACHMENT	Attachment-159pages.docx	1													

- The information on the **Items** tab is organized like the header level/RFx Information tab, but is only relevant to the each selected item in regards to
 - Item Data
 - Notes and attachment (Information From Purchaser)
 - Partner/Delivery Address

3. Notes and Attachments (Formerly known as Information from Purchaser): This tab contains all the notes and attachments available in the other two tabs

Part 6. Downloading RFx Documents

- Once you have registered for a Bid event, you will have access to the documents available
- Click on the **Notes and Attachment** tab to view all the communication including Tendering Text and Attachment(s) to the Bid Invitation



Display RFx : 7000005110

RFx Number 7000005110 RFx Name EPC for Neverland TS RFX Status Published RFx Start Date Submission Deadline 2015.10.29 00:00:00 EST
RFx Version Type Active Version

Notes and Attachments

Notes

Assigned To	Category	Text Preview
Document Header	Header Tendering text	test note
Item01"AIRICH-SLIDING-230KV AIRBLAST BREAKER"	Item Tendering text	tender item

Attachments

Assigned To	Category	Description	File Name
Document Header	Standard Attachment	Header Level Attachment	Attachment-159pages.docx
Position01"AIRICH-SLIDING-230KV AIRBLAST BREAKER"	Standard Attachment	ITEM LEVEL ATTACHMENT	Attachment-159pages.docx

- Under the **Notes** section, you will see the **Tendering Text** – which will contain further instructions from the buyer
- Any **Attachments** will be available at the bottom, under the "Attachments" section. If there are any Addenda to the Bid Event, they will also be available under the Attachments section. Click on the item you would like to download under the Description section and it will automatically download
- If you would like to keep a record of the Bid Invitation, please click on **Print Preview**. A PDF version of the Bid Invitation will be made available for you to save and/or print

If you have any specific question regarding the contents of the Bid Event, please contact the buyer as identified in the RFx document. If you are experiencing technical difficulties, please contact the Bidder Registration Help Desk at Help.BidderRegistration@HydroOne.com

Part 7. RFx Submission

Please note:

- ★ Only RFQs are submitted in the BID System – Please follow the steps below for RFQ submissions.
- ★ All other RFx (RFP, RFPQ, RFI, and RFT) will be submitted as directed in the individual RFx – Please [refer to the RFx document](#) for specific instructions

RFQ Submission

If the RFx document type is an RFQ, you will be able to submit a response through the BID System. To submit a bid response, proceed as follows

1. Open the RFQ and click on **Create Response**. The system will open a new window to start the Bid Response process

Display RFx : 7000005712

RFx Number	7000005712	RFx Name	500382 2015.09.15 14:31	RFx Status	Published
RFx Version Type	Active Version				
Close Print Preview Refresh Create Response Questions and Answers (0) Export					
RFx Information Items Notes and Attachments					
RFx Parameters Questions Note and Attachments					
Time Zone:	EST				
Submission Deadline:	*	2015.09.30	12:00:00 AM		
Opening Date:	*	2015.09.30	12:00:00 AM		
End of Binding Period:	2015.10.11				
Currency:	CAD				
Partners and Delivery Information					
Details Add Send E-Mail Call Clear					
Function					

2. A new window/tab will be opened for the bid response to be created

Bid Processing **Display RFx : 7000004442** [Create RFx Response](#)

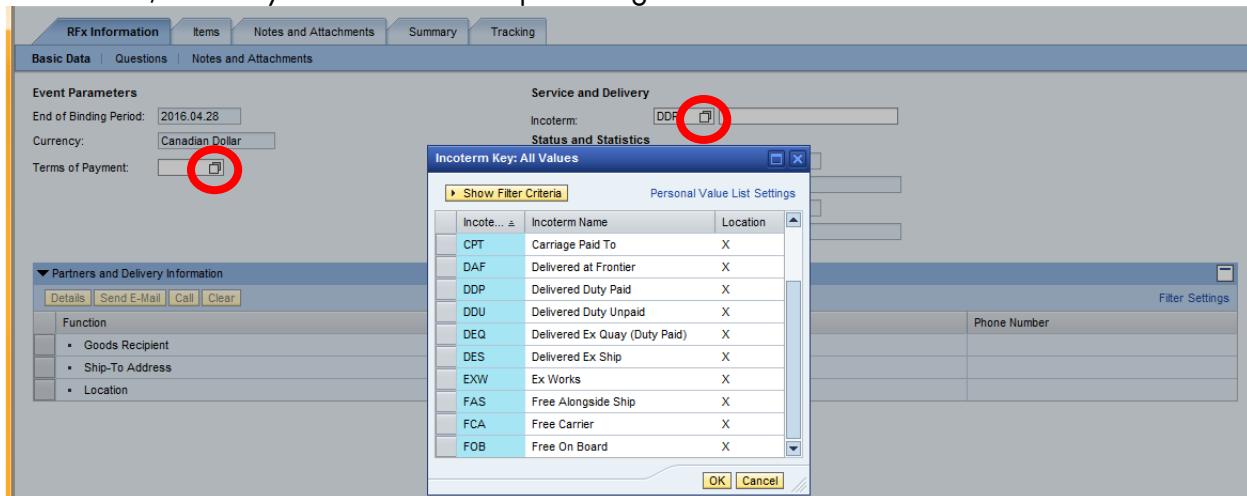
Create RFx Response

RFx Response Number	8000006571	RFx Number	7000004442	Status	In Process	Submission Deadline	2015.12.27 14:00:00 EST	Opening Date	2015.12.27 14:01:00 EST
Remaining Time	55 Days 03:53:52	RFx Owner	Husam ABUOMAR	Total Value	0.00 CAD	RFx Response Version Number	Active Version	RFx Version Number	Active V
Submit Close Read Only Print Preview Check Save Questions and Answers (0)									
RFx Information Items Notes and Attachments Summary Tracking									
Basic Data Questions Notes and Attachments									
Event Parameters					Service and Delivery				
End of Binding Period:	2016.04.28				Incoterm:	<input type="button" value=""/>			
Currency:	Canadian Dollar				Status and Statistics				
Terms of Payment:	<input type="button" value=""/>				Created On:	2015.11.02 10:06:11 EST			
					Created By:	Mr. Husam Abuomar			
					Last Processed On:	2015.11.02 10:06:11 EST			
					Last Processed By:	Mr. Husam Abuomar			

3. The RFx Information tab will have the options to complete the fields at the header level. For the **Terms of Payment** and the **Incoterm** fields, click on the icon on the right to view the options available. In the new

window, select the desired choice and click **Ok**

4. In the text field, manually enter the location pertaining to the Incoterm



5. To Fill in the individual Item Data Fields, click on the **Items** tab, to display all the line items for the Bid Invitation



For each line item that you are bidding on, please enter ALL of the following

6. **Submitted Quantity** – Default is the Quantity requesting in the RFx. This should only be changed if you are proposing a different quantity

7. Price

8. **Delivery Days** – Lead-time of item or service after receipt of purchase order to delivery date, in calendar days (e.g. 15)

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Days	Delivery Date
• 0001	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD	1	On 2015.12.22	0.00
• 0002	test	Material		BATTERIES	Batteries	2	2	LOT	2.00	CAD	1	On 2015.12.22	0.00
• 0003	test	Material		BATTERIES	Batteries	2	2	LOT	2.00	CAD	1	On 2015.12.22	0.00
• 0004	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD	1	On 2015.12.22	0.00
• 0005	test	Material		BATTERIES	Batteries	2	2	LOT	2.00	CAD	1	On 2015.12.22	0.00
• 0006	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD	1	On 2015.12.22	0.00

6. Quantity

8. Delivery

7. Price

Additionally, the Product Category and Product Category Description fields may contain information to assist you in preparing a Bid or contain information related to the Bid Invitation

9. If you are ready to submit your bid, please proceed to step #15. Otherwise, if you would like to review and include further information or attachments to your bid, please select the item number and enter any additional information in the available fields

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Days	Delivery Date	Total Value	RFx / Response
0001	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD	1.003		On 2015.12.22	8.00	1/0
0002	test	Material		BATTERIES	Batteries	2	2	LOT	2.00	CAD	1.003		On 2015.12.22	4.00	3/0
0003	test	Material		BATTERIES	Batteries	2	2	LOT	2.00	CAD	1.003		On 2015.12.22	4.00	0/0
0004	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD	1.003		On 2015.12.22	8.00	0/0
0005	test	Material		BATTERIES	Batteries	2	2	LOT	2.00	CAD	1.003		On 2015.12.22	4.00	0/0
0006	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD	1.003		On 2015.12.22	8.00	0/0

Total Value: 36.00 CAD

10. Your own reference number can be added in the **Supplier Product Number** field
11. To add attachments to your bid, applicable to the specific line item, click on the **Notes and Attachments** tab for the line item. If you would like to add attachments applicable to the full bid, please continue to step #14
12. Select **Bidder Remarks** to add any notes

Category	Description
Tendering text	-Empty-
Bidder's Remarks	-Empty-

13. To add attachments, click on **Add Attachment**. In the new window, click on **Browse** to locate the document on your computer and provide the document name in the **Description** section. If you want to attach more documents to the specific item, repeat this step

14. To add Attachments applicable to the full bid, not an individual line item, click on the **Notes and Attachments** at the header level. Any other attachments assigned to a specific line item will also be visible in this tab. Click on **Add Attachment** to include a file to the bid

Create RFx Response

RFx Response Number 8000008197 RFx Number 7000005874 Status In Process Submission Deadline 2015
Remaining Time 25 Days 09:53:31 RFx Owner Husam Abuomar Total Value 0.00 CAD RFx Response Ve

Submit Close | Read Only | Print Preview | Check | Save | Questions and Answers (0)

RFx Information Items **Notes and Attachments** Summary Tracking

▼ Notes

Assigned To	Category	Text Preview
Item01"test"	Bidder's Remarks	Please see manufacturer's warranty certification

▼ Attachments

Assigned To	Category	Description	File Name
Position01"test"	Standard Attachment	WARRANTY CERTIFICATION	Item 01 Warranty Certification.pdf

15. Check that all the relevant data has been entered by hitting the **Check** button

Create RFx Response

RFx Response Number 8000008197 RFx Number 7000005874 Status In Process Submission Deadline 2015.11.28 00:00:00
Total Value 0.00 CAD RFx Response Version Number Active Version RFx Version Number Active V

Submit Close | Read Only | Print Preview | **Check** | Save | Questions and Answers (0)

16. Only enter prices for the line items that are being bid on. Please note that the system pre-populates 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

Create RFx Response

RFx Response Number 8000008051 RFx Number 7000005712 Status In Process Submission Deadline 2015.11.28 00:00:00
RFx Response Version Number Active Version RFx Version Number Active V

Line 1 : Quantity is entered, must enter values for Price and Delivery Days.
Line 2 : Quantity is entered, must enter values for Price and Delivery Days.
Line 3 : Quantity is entered, must enter values for Price and Delivery Days.
Line 4 : Quantity is entered, must enter values for Price and Delivery Days.
Line 5 : Quantity is entered, must enter values for Price and Delivery Days.

17. If you have successfully entered all of the data, a confirmation message will appear. Click **Submit** to complete your Bid Response

Create RFx Response

RFx Response Number 8000008051 RFx Number 7000005712 Status In Process Submission Deadline 2015.11.28 00:00:00
RFx Response Version Number Active Version RFx Version Number Active V

RFx response is complete and contains no errors

Submit Close | Read Only | Print Preview | Check | Save | Questions and Answers (0)

18. Once the bid is submitted a window will pop up confirming the submission. The Bid Status will display as "Submitted" in the Process Bid transaction

RFx response 8000008051 submitted

eRFxs - All								
Show Quick Criteria Maintenance View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export								
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	
7000005712	500382 2015.09.15 14:31	RFQ	Published	Refresh	2015.09.30	8000008051	Submitted	
7000005710	186509 2015.09.11 14:26:34	RFQ	Published		2015.09.17	8000008045	Submitted	
7000005709	Test RFQ By HA-Yvette	RFQ	Published		2015.09.12	8000008030	Submitted	

Partial Bidding

To submit a partial Bid, if applicable, please enter zero for the Quantity, Price and Delivery fields for the items for which you do NOT want to bid. Only enter values for the other items. For example, in the submission seen below, a quote will not be provided for Line Item number six

RFx Information | Items | Notes and Attachments | Summary | Tracking

Item Overview

Item Overview													
Details Add New Copy Paste Delete Calculate Value													
Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Days	Delivery Date
• 0001	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD	1 003	On 2015.12.22	
• 0002	test	Material		BATTERIES	Batteries	2		2 LOT	2.00	CAD	1 003	On 2015.12.22	
• 0003	test	Material		BATTERIES	Batteries	2		2 LOT	2.00	CAD	1 003	On 2015.12.22	
• 0004	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD	1 003	On 2015.12.22	
• 0005	test	Material		BATTERIES	Batteries	2		2 LOT	2.00	CAD	1 003	On 2015.12.22	
• 0006	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	0.000	EA	0.00	CAD	000	On 2015.12.22	

Warning Message Reminder

- If there was a line item left blank without a price, the system will issue a warning message. A partial bid may be allowed and in that case, it may NOT be mandatory to enter a price for all line items on the Bid Invitation. Please refer to the RFx document for further details

 No price entered for some items.

Saving a Draft Bid (RFQ Response)¹

- The BID System allows bidders to save a draft response, prior to the closing date. To put your bid on hold, after you have entered the values in the system, select the **Save** button

RFx Response Number 8000008052	RFx Number 7000005719	Status In Process	Submission Deadline 2015.10.10 00:00:00 EST	Opening Date 2015.10.10 0
Total Value 0.00 CAD	RFx Response Version Number Active Version	RFx Version Number Active V		
<input type="button" value="Submit"/> <input type="button" value="Close"/> <input type="button" value="Read Only"/> <input type="button" value="Print Preview"/> <input type="button" value="Check"/> <input style="border: 2px solid red; border-radius: 50%; padding: 2px; margin-right: 5px;" type="button" value="Save"/> <input type="button" value="Questions and Answers (0)"/>				

- A confirmation message will appear to let you know that the RFQ response is Saved

 Response 8000008052 saved

7000004750	402210 2015.06.18 11:55	RFQ	Published		2015.06.29	8000006380	Saved
------------	-------------------------	-----	-----------	--	------------	------------	-------

¹ Please note that **only RFQs** are submitted in the BID System. All other RFx (RFP, RFPQ, RFI, and RFT) will be submitted as directed in the individual RFx

Changing/Modifying a Bid (RFQ)

Bidders can only make changes to a bid prior to the Bid Submission Deadline.

1. Click on the Response Number

2. Click on **Edit**

Display RFx Response 8000008053

RFx Response Number	8000008053	RFx Number	7000005719	Status	Submitted	Submission Deadline	2015.10.10 00:00:00 EST	Opening Date	2015.10.10 00:00:00 EST
Total Value	666.00 CAD	RFx Response Version Number	Active Version	RFx Version Number	Active V				
<input type="button" value="Edit"/> <input type="button" value="Close"/> <input type="button" value="Print Preview"/> <input type="button" value="Refresh"/> <input type="button" value="Withdraw"/> <input type="button" value="Questions and Answers (0)"/>									
<input type="button" value="RFx Information"/>		<input type="button" value="Items"/>	<input type="button" value="Notes and Attachments"/>	<input type="button" value="Summary"/>	<input type="button" value="Tracking"/>				
<input type="button" value="Basic Data"/>		<input type="button" value="Questions"/>	<input type="button" value="Notes and Attachments"/>						

3. Once in edit mode, it is possible to make changes to Bids as required following the procedure outlined in [RFQ Submission](#). Click **Submit** to finalize your response

Submit | Close | Read Only | Print Preview | Check | Save | Questions and Answers (0)

RFx Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters	Service and Delivery
End of Binding Period: 2015.10.29	Incoterm: <input type="text"/>
Currency: Canadian Dollar	Status and Statistics
Terms of Payment: <input type="text"/>	Created On: 2015.09.30 10:19:41 EST
	Created By: Mr. Real Madrid
	Last Processed On: 2015.09.30 10:19:41 EST
	Last Processed By: Mr. Real Madrid

▼ Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function

- Goods Recipient
- Ship-To Address
- Location

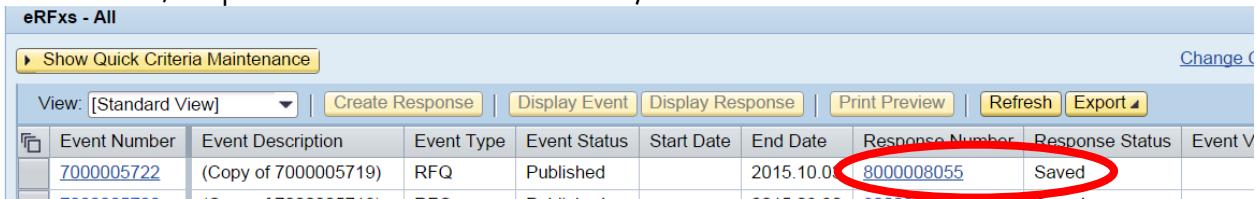
Status Implications on Submitting Bids

- If you click **Edit** to modify a Submitted Bid, and it is put on **Saved** mode, the first version of the bid is still active and will be the submitted when the deadline is reached. In order to withdraw the original bid, the **Withdraw** button must be selected prior to the closing date
- 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

Deleting a Bid (RFQ Response)²

Delete a Saved Bid

1. To delete a Bid in Saved status, open the Saved Bid/Response
(Note: Your bid/Response number starts with 8000*)



eRFxs - All									
Show Quick Criteria Maintenance Change Criteria									
View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export									
	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event V
7000005722	(Copy of 7000005719)	RFQ	Published		2015.10.0		8000008055	Saved	

2. Click on **Edit**



RFx Response Number 8000008055 RFx Number 7000005722 Status Saved Submission Date 2015.10.0
Remaining Time 2 Days 13:00:31 RFx Owner Husam Abuomar Total Value 0.00 CAD
[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Check](#) [Questions and Answers \(0 \)](#)

3. Click the **Delete** button



Edit RFx Response 8000008055

RFx Response Number 8000008055 RFx Number 7000005722 Status Saved Submission Date 2015.10.0
Remaining Time 2 Days 12:43:23 RFx Owner Husam Abuomar Total Value 0.00 CAD
[Submit](#) [Close](#) [Read Only](#) [Print Preview](#) [Check](#) [Save](#) [Delete](#) [Questions and Answers \(0 \)](#)

4. A confirmation message will appear. Select **Ok** if you wish to continue with the deletion

Delete (Withdraw) a Submitted Bid

You can only withdraw a Submitted Bid before its closing time has been reached.

1. To Withdraw a bid that has been submitted, please access the bid and click on the **Withdraw** button

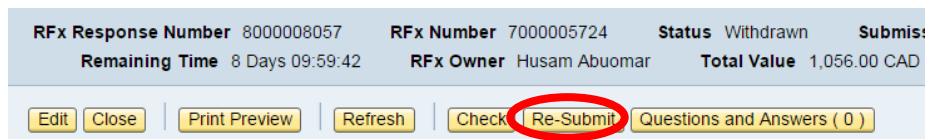


RFx Response Number 8000008057 RFx Number 7000005724 Status Submitted
Opening Date 2015.10.09 00:00:00 EST Remaining Time 8 Days 10:20:01 RFx Response Version Number Active Version RFx Version Number Active V
[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Withdraw](#) [Questions and Answers \(0 \)](#)

2. A confirmation message will appear

RFx response 8000008057 (500382 2015.09.30 13:35) withdrawn

3. Once you withdraw the Bid/Response, the system will give you the option to Re-submit by clicking the **Re-Submit** button



RFx Response Number 8000008057 RFx Number 7000005724 Status Withdrawn Submission Date 2015.10.0
Remaining Time 8 Days 09:59:42 RFx Owner Husam Abuomar Total Value 1,056.00 CAD
[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Check](#) [Re-Submit](#) [Questions and Answers \(0 \)](#)

² Please note that **only RFQs** are submitted and can be deleted in the BID System. All other RFx (RFP, RFPQ, RFI, and RFT) will be submitted as directed in the individual RFx

Part 8. **Modifying BID Account Information**

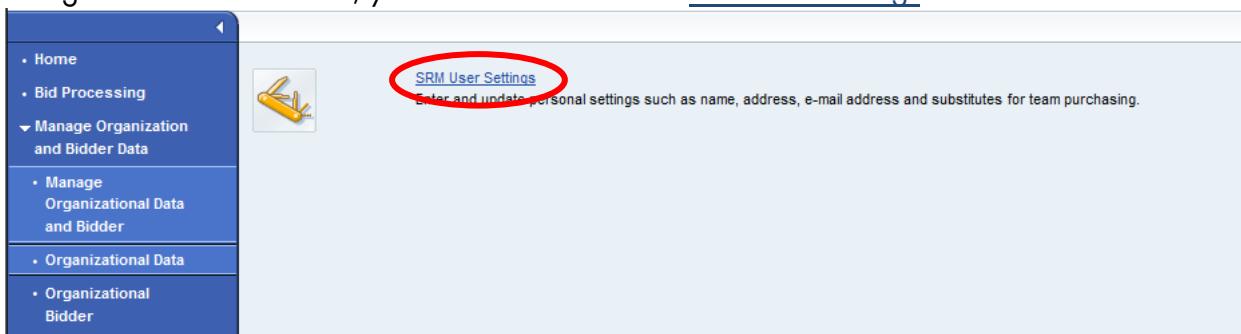
Change Account Information

To update your account information, follow these steps:

1. Click on **Manage Organization and Bidder Data** from the left side menu and click on **Organizational Data**



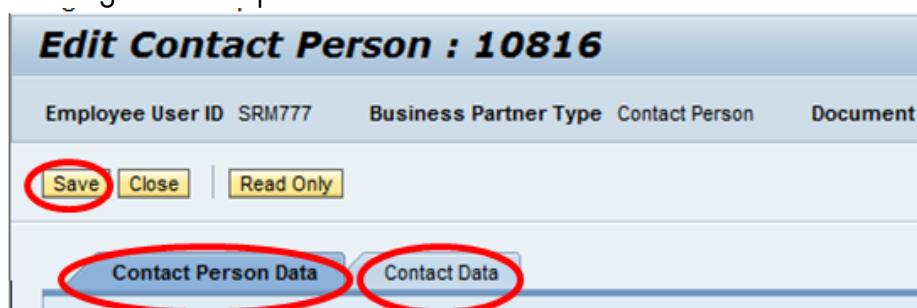
2. In the right side of the window, you will need to click on SRM User Settings



3. Once you click on SRM User Settings, the system will open a new window or tab. In the new window/tab, you will see the information for your account. To make a change, click on the **Edit** Button



4. Make all of the necessary changes for the Contact and Personal data in the two tabs
5. Click on **Save** once changes are completed



6. A confirmation message will appear once the changes have been processed

Account Information – Categories, Adding/Deleting

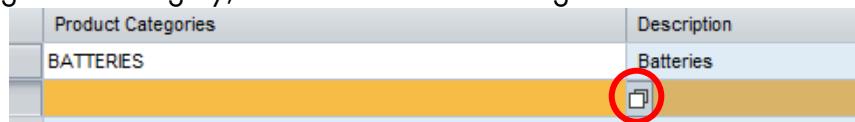
1. To add / delete a category, select **Manage Organization and Bidder Data** from the left side menu and click **Edit** to make any changes
2. Click on the **Bidder Data** tab



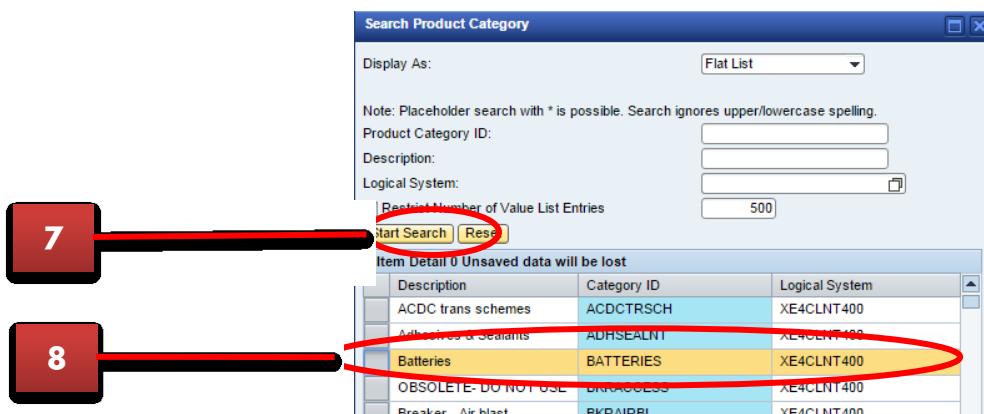
3. You can delete an existing category by clicking **Delete** or if you want to add a new category, click on **Add Lines**



4. To continue adding a new category, click on the Product categories Search box



5. In the new window, click on **Start Search** to view the full list or search for a specific category using the input fields. Select the desired Product Category and click **Ok**



Description	Category ID	Logical System
ACDC trans schemes	ACDCTRSH	XE4CLNT400
Adhesive & Sealants	ADHSEALNT	XE4CLNT400
Batteries	BATTERIES	XE4CLNT400
OBSOLETE- DO NOT USE	BRKACCESS	XE4CLNT400
Breaker - Air blast	RKRAIRRI	XF4CLNT400

6. Once you are finished adding, click on **Save**. You will see a confirmation message letting you know that the changes were saved

 Business partner 6000008140 changed successfully

Adding a New Contact Person to a Bidding Account

In order to add a new contact person to your bidding account, proceed as follows

1. From the left menu, click on **Mange Organization and Bidder Data**
2. Click on **Organizational Bidder** and complete the required fields (as marked with the *)
3. Click on **Send Request** to submit the request
4. The email address of the new contact person will receive an email with the log in details: User ID and temporary password to access the system

Troubleshooting

Locked Account for "Too Many Failed Attempts"

If your account has been locked for too many failed attempts, reset your existing password by following the **Forgot Password** on the Doing Business with Hydro One portal:

<https://www.hydroone.com/about/suppliers>

Once you have reset the password, the email address registered in your account will receive a message with the temporary log in. Please make sure that you copy and paste this information when logging in.

Security Word(s)

If you are having difficulties reading the security words provided, click on the refresh button to get a new selection.



Not Able to Open Bid Events

The BID system will open Bid Events in a new window/tab – depending on the system browser being used and the preferences setup. In order to ensure, the new window/tab opens, ensure "Allow Pop-ups" is selected.

- **Chrome**

Block or allow pop-ups for a specific site. Open Chrome. Find the page that has pop-ups blocked for you. At the end of the address bar, click the pop-up blocker icon. Click the link for the pop-up window you'd like to see. To always see pop-ups for the site, select Always show pop-ups from [site]

- **Safari**

Drop down the '**Safari**' menu and choose 'Preferences'. Select 'Security' and untick '**Block pop-up windows**'. Alternatively you can click on the top left on **Safari** and in that menu there is a '**Block Pop-up Windows**' option. Click on that so that it is not checked

Opening Attachments from the RFP Word Document

Once you open the RFP document in Word, you need to click on **Enable Editing** in order to access all of the documents attached

FAQs – Frequently Asked Questions

How to block an account belonging to a former employee?

Send request to Help.BidderRegistration@HydroOne.com

What are the system requirements for the use of the BID System?

While all web browsers are compatible with the BID System, Google Chrome is the recommended browser for optimal performance

How to view all available RFx?

In order to view the **entire list** of RFPs, RFTs, RFIs & RFQs open to the public, please ensure you leave the search criteria blank in the **Show Quick Criteria Maintained** tab (as seen below). To clear the fields in the drop-down lists, select the blank option and click **Refresh**

The screenshot shows a search interface for 'eRFx - All'. At the top, there is a 'Show Quick Criteria Maintenance' dropdown. Below it are search fields for Event Number, Event Status, Creation Date, Deadline Date Flag, Status, and Response Timeframe, each with a 'Clear' button. At the bottom of this section is a 'Refresh' button. The main area displays a table of search results with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, and Q&A. Two rows are visible: one for '7000005725' (RFQ, Published) and another for '7000005724' (RFQ, Published).

Index

Opening Date The date and time where the Purchaser (Hydro One) will be able to see the bids submitted for a particular Bid Event. The opening date occurs after the process submission deadline

Process Submission Deadline Closing time for the Bid Event. As a bidder, you will NOT be able to submit or modify your bid after this date and time

Remaining Time The amount of time remaining for a Bid Event to expire

RFx Number The RFx (RFQ) number in which you created the Response/Bid against

RFx Owner The Hydro One buyer's first and last name. This is your contact person for any questions related to the Bid Event

RFx Response Number Your Response/Bid number, which starts with 80000

Status The current status of the document you are working on

Contact Us

The Bidder Registration Help Desk is available to answer inquiries through
Help.BidderRegistration@HydroOne.com