

# BID SYSTEM

## Hydro One BID System User Guide



©2017 Hydro One All rights reserved.  
Proprietary and confidential.

# 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](#).



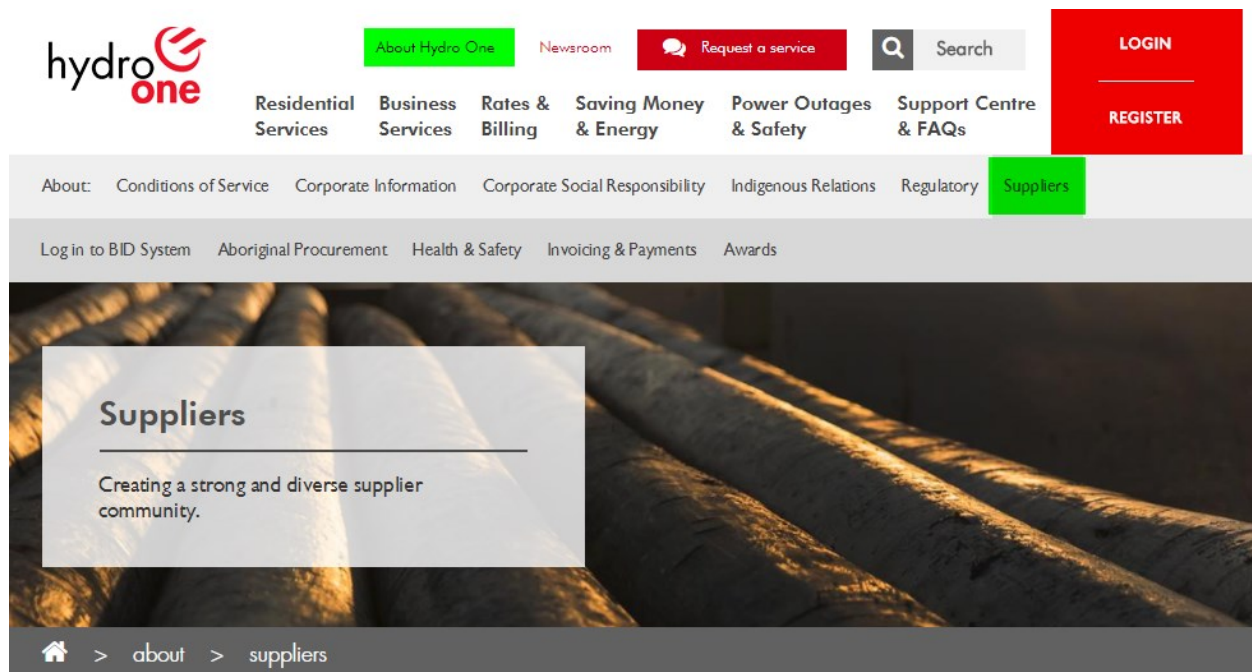
All suppliers must register on the [Supplier Self Registration website](#) to become a Bidder. Please click [here](#) to register in the BID System.

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)

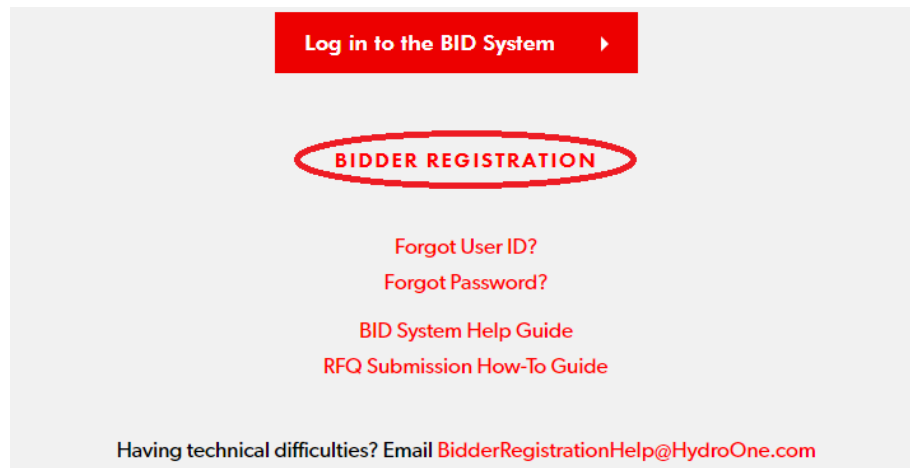


Hydro One strives to be a supply chain leader through programs and technologies that protect people, manage impacts on the environment, and promote energy efficiency. We pursue alignment with suppliers that share our vision of Corporate Social Responsibility and safety while providing the right material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

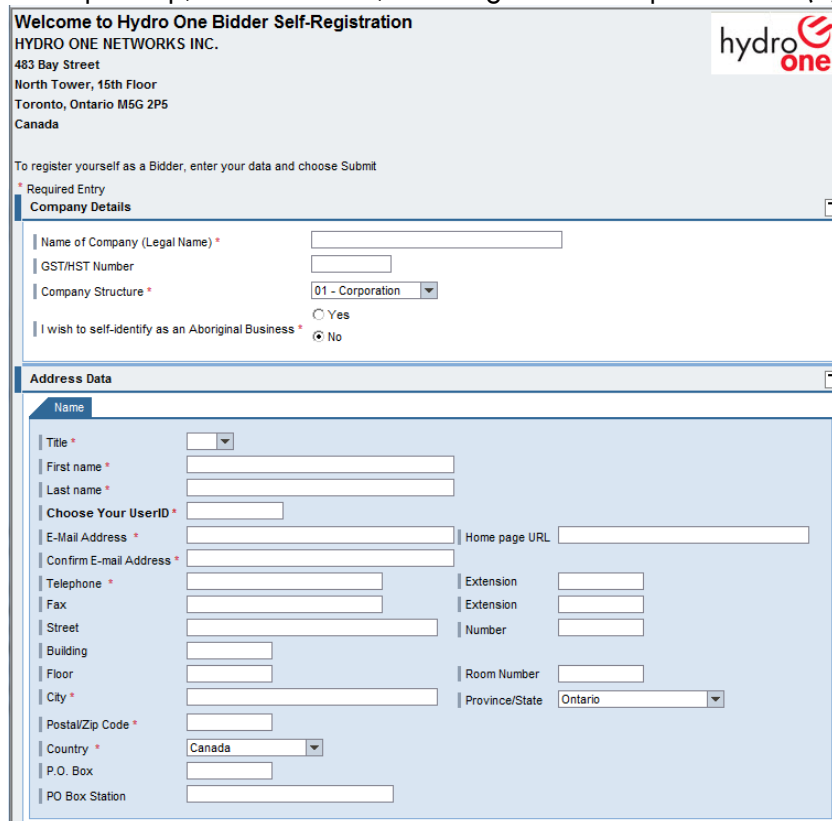
We recognize that a strong, diverse supplier community is essential to economic vitality and proactively seek opportunities to create strategic partnerships with our suppliers.

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



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

Field	Description
<b>Company Details</b>	
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.
<b>Address Data</b>	
Please fill out the required fields *	<b>Title*</b> : Title of the contact person (Mr., Mrs., Ms. or Dr.) <b>First Name*</b> : First name of the primary contact <b>Last Name*</b> : Last name of the primary contact <b>Choose Your User ID*</b> : Create a unique login Identification <b>Email Address*</b> : Email address of the primary contact <b>Telephone Number*</b> : Telephone # of the primary contact (including area code) <b>City*</b> : City, town, municipality of the company being registered <b>Postal Code*</b> : Postal Code, Zip Code or the equivalent to the company's address <b>Country*</b> : 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.

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** Enter the words above: 

**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) \*

GST/HST Number

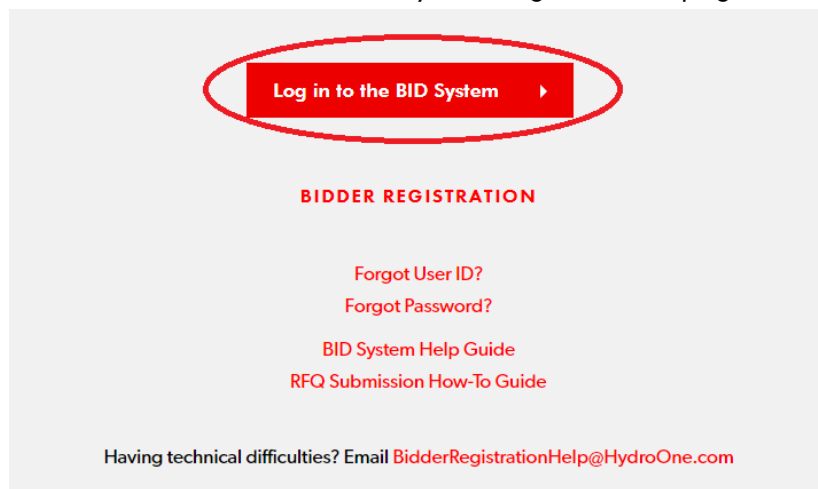
Company Structure \*

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

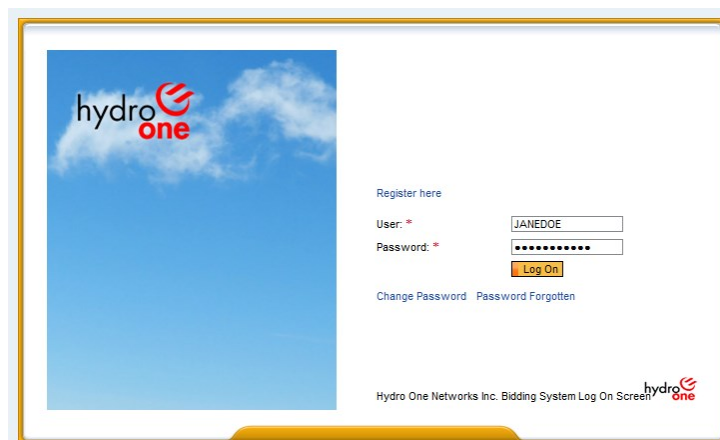
Upon successful completion of the registration process, an email from *Workflow System* will be sent to the account's primary contact email within 5-10 minutes containing a valid username and password.

## Part 2. Logging in to the BID System

1. 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](#) 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



2. 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**



3. Once you have entered the system from the first time, you will be prompted to change the password
4. Enter the current Password supplied to you by Hydro One
5. Choose and enter your new Password and repeat your new Password in the field provided
6. 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

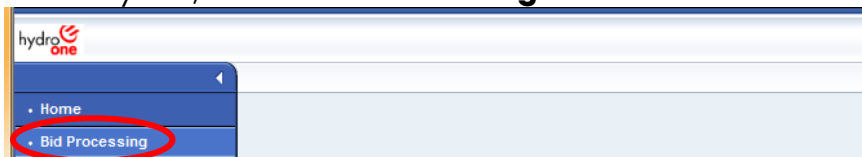
Please note that the BID System does not send automated notifications regarding new RFX opportunities. It is recommended that you log in regularly as new opportunities are posted frequently.

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.

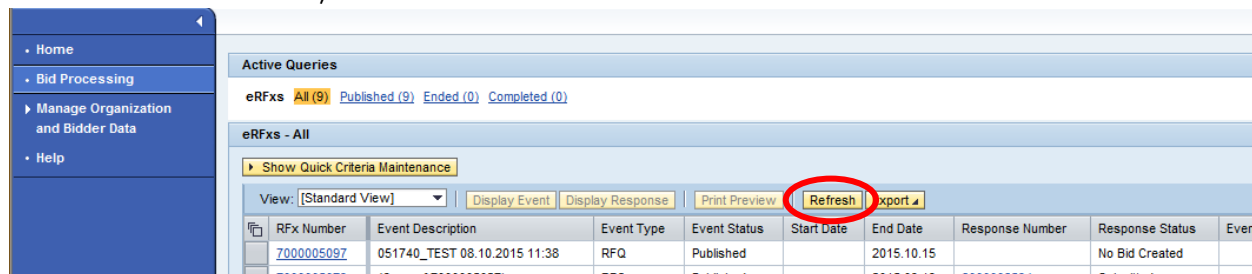


## Part 3. Viewing RFx

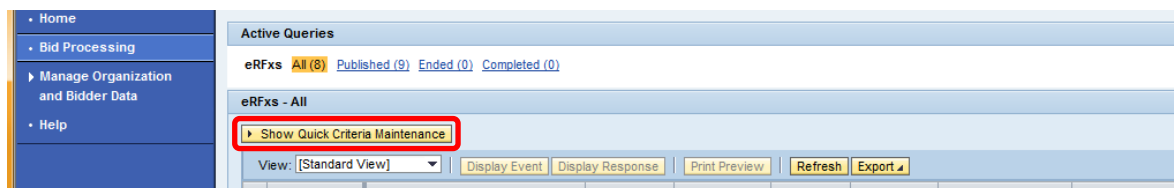
1. After logging into the BID System, click on **Bid Processing** from the left side menu to open the work area



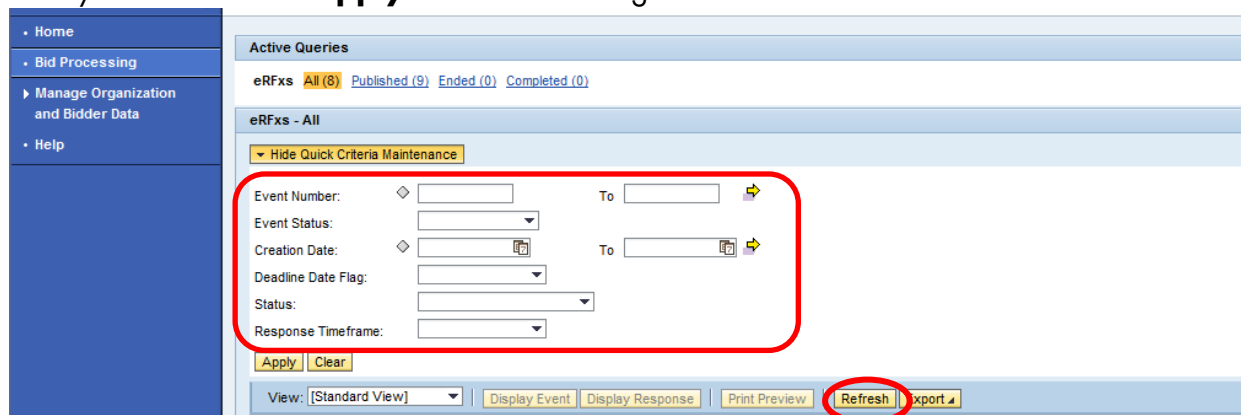
2. To view the most recent RFx, click **Refresh**



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**



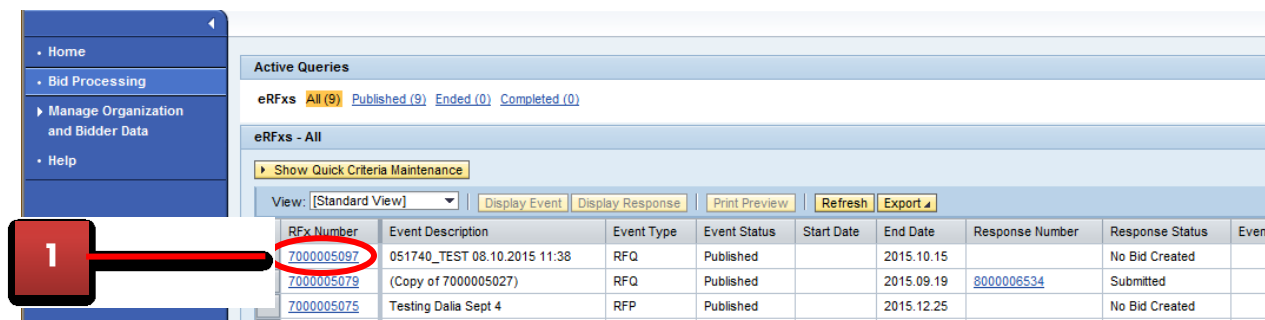
4. Clear any values and click **Apply** and **Refresh** to generate the full list



## 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

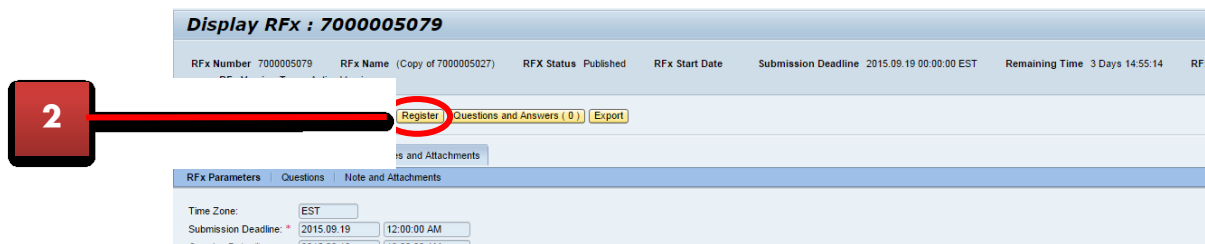


The screenshot shows the 'Active Queries' section of a web application. A sidebar on the left contains navigation links: Home, Bid Processing, Manage Organization and Bidder Data, and Help. The main content area has a header 'Active Queries' and a sub-header 'eRFxs: All (9) Published (9) Ended (0) Completed (0)'. Below this is a section 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. A table lists RFx events with columns: RFx Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, and Event. The first row is highlighted, and a red box with the number '1' points to the '7000005097' RFx Number.

RFx Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event
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](#)



The screenshot shows the 'Display RFx : 7000005079' page. A red box with the number '2' points to the 'Register' button in the top navigation bar. The page displays various RFx details including RFx Number, RFx Name, RFx Status, RFx Start Date, Submission Deadline, and Remaining Time. Below the details are tabs for 'RFx Parameters', 'Questions', and 'Note and Attachments'. The 'RFx Parameters' tab is active, showing fields for Time Zone, Submission Deadline, and Creation Date.

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

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

**RFx Information** | [Items](#) | [Notes and Attachments](#)

**RFx Parameters** | [Questions](#) | [Note and Attachments](#)

Time Zone:

Submission Deadline: \*

Opening Date: \*

End of Binding Period:

Currency:

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

**RFx Information** | [Items](#) | [Notes and Attachments](#)

**RFx Parameters** | [Questions](#) | **Note and Attachments**

▼ Notes

[Clear](#)

Category	Description
<a href="#">Tendering text</a>	test note

▼ Attachments

[Add Attachment](#) [Edit Description](#) [Versioning](#) [Delete](#) [Create Profile](#)

Category	Description	File Name
Standard Attachment	<a href="#">Header Level Attachment</a>	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**

- 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**

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

- 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

1. Once you have registered for a Bid event, you will have access to the documents available
2. 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								

[Close](#) [Print Preview](#) [Refresh](#) [Questions and Answers \( 0 \)](#) [Export](#)

**2** [Notes and Attachments](#)

▼ Notes

[Add](#) [Clear](#)

Assigned To	Category	Text Preview
Document Header	<a href="#">Header Tendering text</a>	test note
Item01" AIRICH-SLIDING-230KV AIRBLAST BREAKER"	<a href="#">Item Tendering text</a>	tender item

▼ Attachments

[Add Attachment](#) [Edit Description](#) [Versioning](#) [Delete](#) [Create Qualification Profile](#)

Assigned To	Category	Description	File Name
Document Header	Standard Attachment	<a href="#">Header Level Attachment</a>	Attachment-159pages.docx
Position01" AIRICH-SLIDING-230KV AIRBLAST BREAKER"	Standard Attachment	<a href="#">ITEM LEVEL ATTACHMENT</a>	Attachment-159pages.docx

3. Under the **Notes** section, you will see the **Tendering Text** – which will contain further instructions from the buyer
4. 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
5. 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](mailto: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:   
Submission Deadline: \*    
Opening Date: \*    
End of Binding Period:   
Currency:

▼ **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

**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**  
End of Binding Period:   
Currency:   
Terms of Payment:

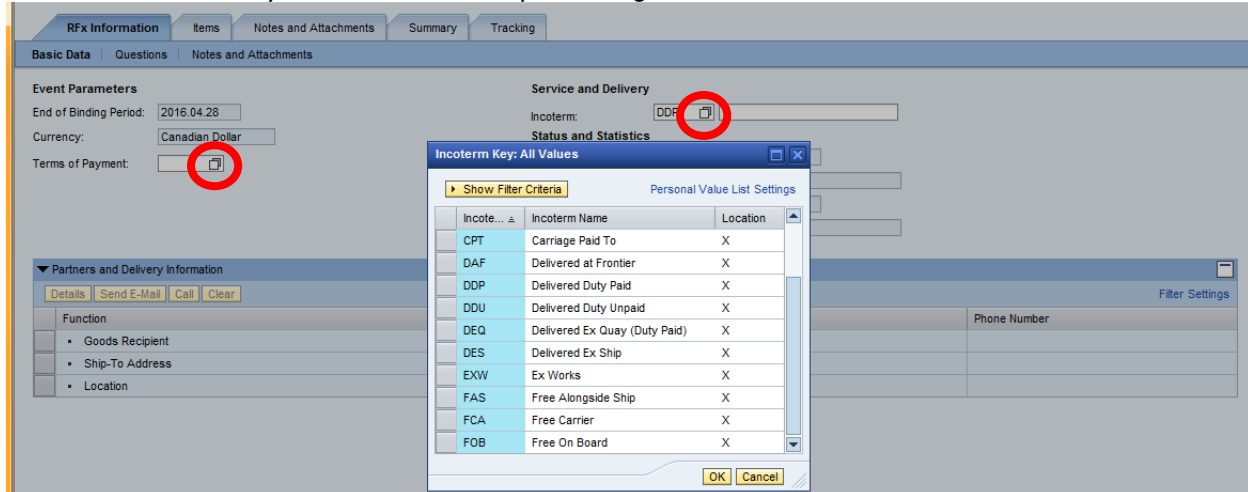
**Service and Delivery**  
Incoterm:

**Status and Statistics**  
Created On:   
Created By:   
Last Processed On:   
Last Processed By:

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

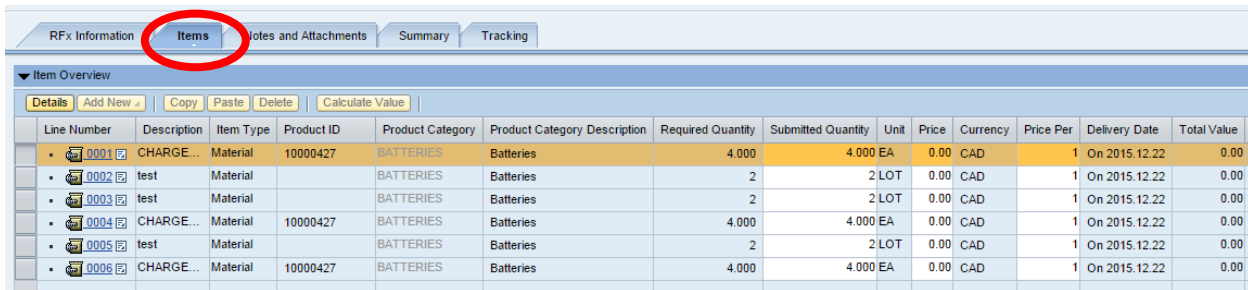
window, select the desired choice and click **Ok**

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



The screenshot shows the 'RFX Information' tab with the 'Incoterm' field highlighted. A dropdown menu is open, showing a list of Incoterms and their locations. The 'Incoterm Key: All Values' dialog box is also visible, showing a list of Incoterms and their locations.

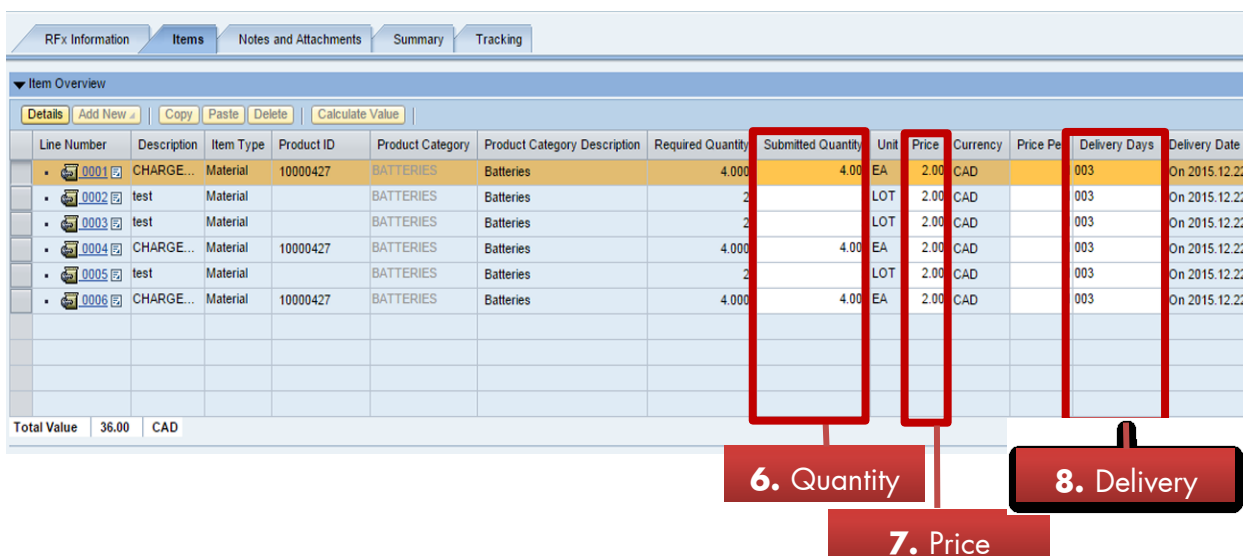
5. To Fill in the individual Item Data Fields, click on the **Items** tab, to display all the line items for the Bid Invitation



The screenshot shows the 'Items' tab with the 'Item Overview' table. The table displays line items with columns for Line Number, Description, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Submitted Quantity, Unit, Price, Currency, Price Per, Delivery Date, and Total Value.

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)



The screenshot shows the 'Items' tab with the 'Item Overview' table. Red boxes highlight the 'Submitted Quantity', 'Price', and 'Delivery Days' columns. Red arrows point from the labels '6. Quantity', '7. Price', and '8. Delivery' to the respective columns.

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		003	On 2015.12.22
0002	test	Material		BATTERIES	Batteries	2		LOT	2.00	CAD		003	On 2015.12.22
0003	test	Material		BATTERIES	Batteries	2		LOT	2.00	CAD		003	On 2015.12.22
0004	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD		003	On 2015.12.22
0005	test	Material		BATTERIES	Batteries	2		LOT	2.00	CAD		003	On 2015.12.22
0006	CHARGE...	Material	10000427	BATTERIES	Batteries	4.000	4.000	EA	2.00	CAD		003	On 2015.12.22

Total Value 36.00 CAD

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	EA	2.00	CAD	1,003	On 2015.12.22	8.00	1.0	
0002	test	Material	10000427	BATTERIES	Batteries	2	2 LOT	LOT	2.00	CAD	1,003	On 2015.12.22	4.00	3.0	
0003	test	Material	10000427	BATTERIES	Batteries	2	2 LOT	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	EA	2.00	CAD	1,003	On 2015.12.22	8.00	0.0	
0005	test	Material	10000427	BATTERIES	Batteries	2	2 LOT	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	EA	2.00	CAD	1,003	On 2015.12.22	8.00	0.0	

Total Value: 36.00 CAD

Details for item 0001 CHARGER,120VDC,60A,208VAC,3PH, INDOOR

Item Data Questions Notes and Attachments

Basic Data

Identification

Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: BATTERIES Batteries

Product ID: 10000427

Description: CHARGER,120VDC,60A,208VAC,3PH, INDOOR

Item Variant Description: Original Item

Supplier Product Number:

Net value: 8.00

Currency: Canadian Dollar

Required Quantity: 4,000 EA each

Submitted Quantity: 4,000 EA each

Price: 2.00 CAD Per: 1 EA

Delivery Date: 2015.12.22 12:00:00 AM

Delivery Days: 003

Incoterm Key/Location:

Status and Statistics

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's Remarks** to add any notes

Details for item 1 test

Item Data Questions Notes and Attachments

Notes

Clear

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

Details for item 1 test

Item Data Questions

Notes

Clear

Category

Tendering text

Bidder's Remarks

Attachments

Add Attachment Edit Description Versioning Delete Create Profile

Add Attachment

Here, you can upload a file and attach it to the selected item

File: \\0706MILPFV02\204627S\ Browse...

Description: Certification of Warranty

OK Cancel



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

Add Clear

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

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

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		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												
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
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	0.000	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)<sup>1</sup>

- 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 00:00:00 EST
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 )			

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

✓ Response 8000008052 saved

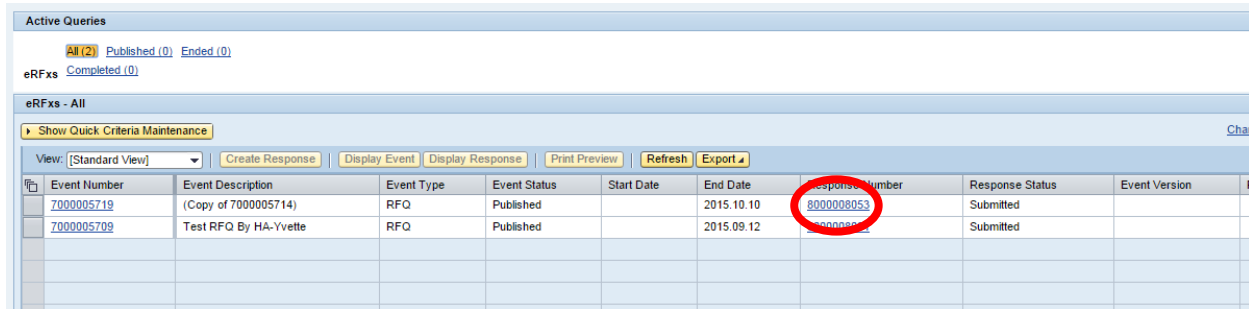
7000004750	402210 2015.06.18 11:55	RFQ	Published		2015.06.29	8000006380	Saved
------------	-------------------------	-----	-----------	--	------------	------------	-------

<sup>1</sup> 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)

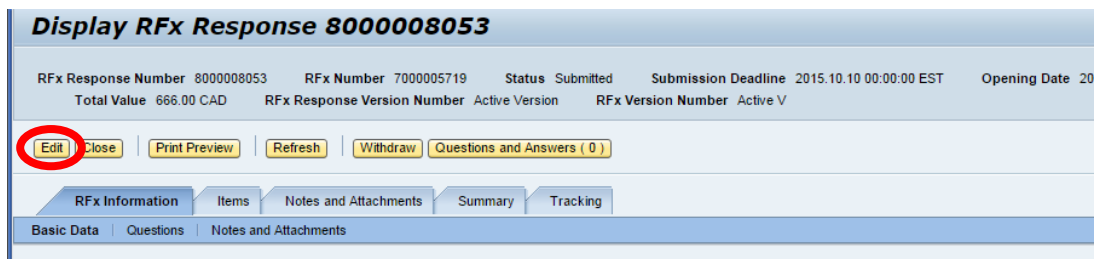
Bidders can only make changes to a bid prior to the Bid Submission Deadline.

### 1. Click on the Response Number



Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
7000005719	(Copy of 7000005714)	RFQ	Published		2015.10.10	8000008053	Submitted	
7000005709	Test RFQ By HA-Yvette	RFQ	Published		2015.09.12		Submitted	

### 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

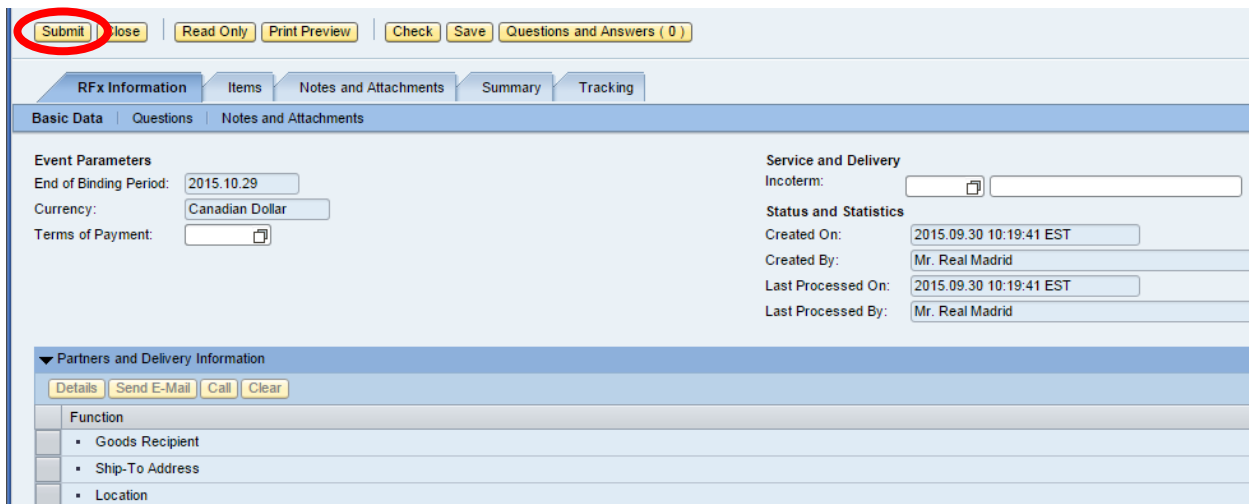
Total Value 666.00 CAD   RFX Response Version Number Active Version   RFX Version Number Active V

**Edit**   Close   Print Preview   Refresh   Withdraw   Questions and Answers ( 0 )

RFx Information   Items   Notes and Attachments   Summary   Tracking

Basic Data   Questions   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**

End of Binding Period: 2015.10.29  
Currency: Canadian Dollar  
Terms of Payment:

**Service and Delivery**

Incoterm:

**Status and Statistics**

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

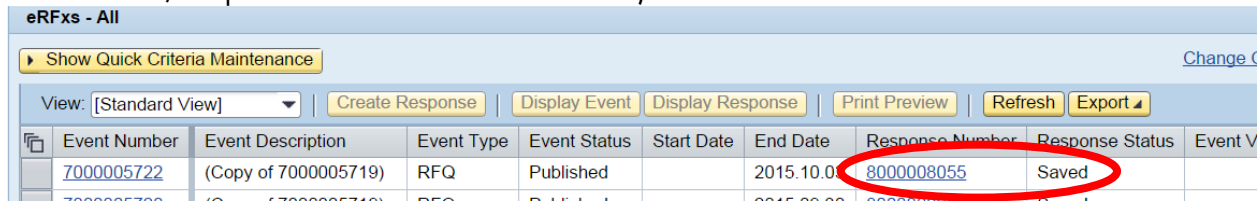
### Status Implications on Submitting Bids

- 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)<sup>2</sup>

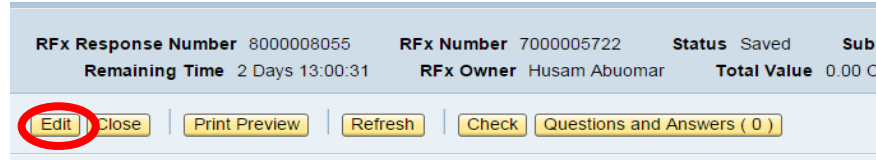
### Delete a Saved Bid

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



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	

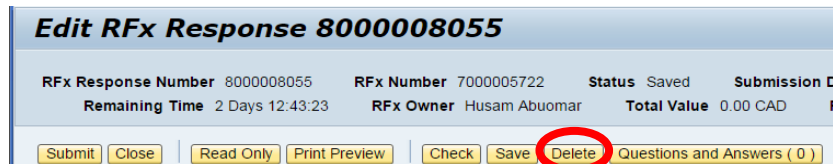
2. Click on **Edit**



RFx Response Number 8000008055 RFx Number 7000005722 Status Saved Subm  
Remaining Time 2 Days 13:00:31 RFx Owner Husam Abuomar Total Value 0.00 C

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 D  
Remaining Time 2 Days 12:43:23 RFx Owner Husam Abuomar Total Value 0.00 CAD F

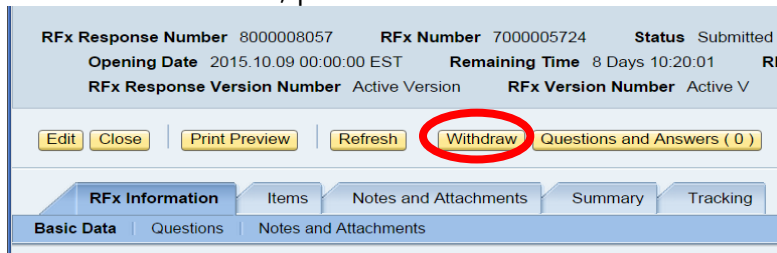
Submit Close Read Only Print Preview Check Save Delete Questions and Answers ( 0 )

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 RF  
RFx Response Version Number Active Version RFx Version Number Active V

Edit Close Print Preview Refresh Withdraw Questions and Answers ( 0 )

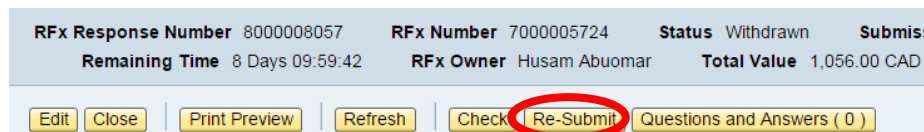
RFx Information Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

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 Submis:  
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 )

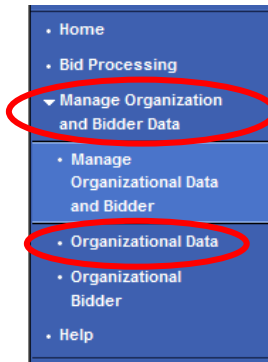
<sup>2</sup> Please note that **only RFQs** are submitted and can be deleted in the BID System. All other RFx (RFP, RFPQ, RFI, and RFT) will be submitted as directed in the individual RFx

## Part 8. Modifying BID Account Information

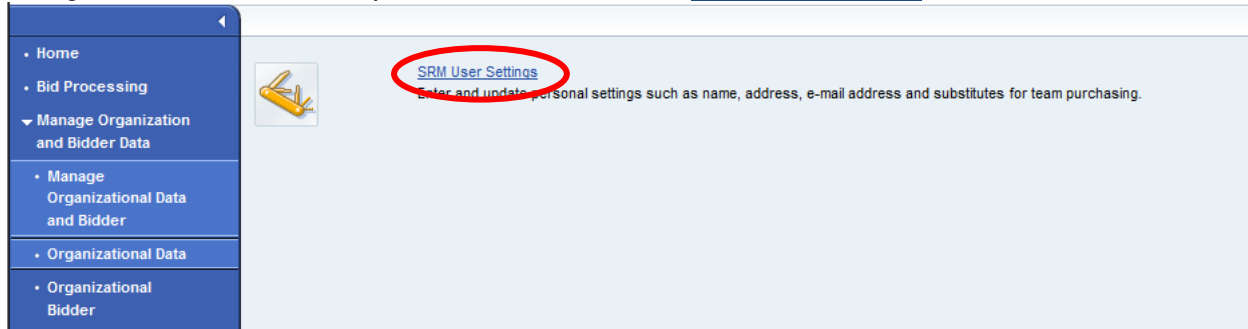
### Change Account Information

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**



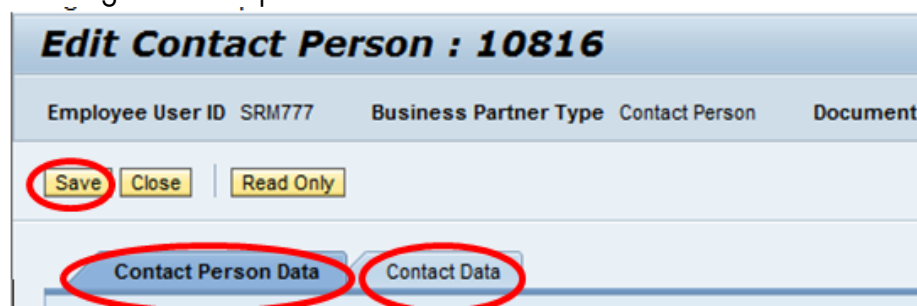
2. In the right side of the window, you will need to click on [SRM User Settings](#)



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

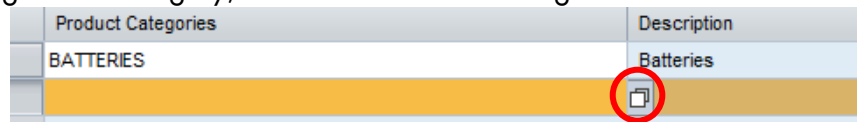
1. To add / delete a category, select **Manage Organization and Bidder Data** from the left side menu and click **Edit** to make any changes
2. Click on the **Bidder Data** tab



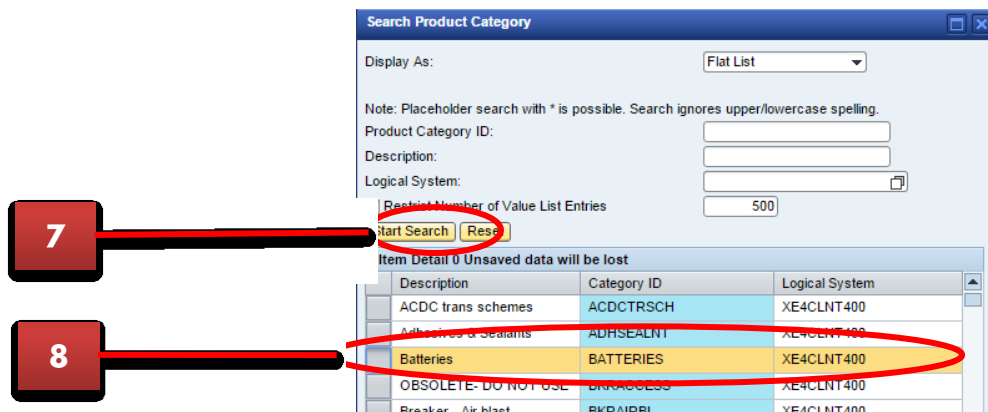
3. You can delete an existing category by clicking **Delete** or if you want to add a new category, click on **Add Lines**



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**



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 **Manage 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

### Locked Account for “Too Many Failed Attempts”

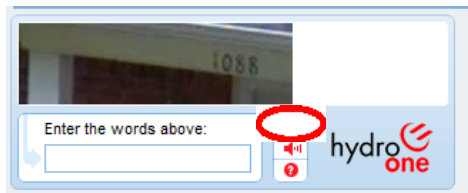
If your account has been locked for too many failed attempts, reset your existing password by following the **Forgot Password** on the Doing Business with Hydro One portal:

<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](mailto: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 the 'eRFx - All' interface. On the left, there is a sidebar with a 'Help' link. The main area is titled 'eRFx - All' and has a tab labeled 'Hide Quick Criteria Maintenance'. Below this tab, there are several search criteria fields: 'Event Number', 'Event Status', 'Creation Date', 'Deadline Date Flag', 'Status', and 'Response Timeframe'. Each field has a dropdown menu. To the right of these fields are 'To' date fields. Below the search criteria, there are 'Apply' and 'Clear' buttons. A red box highlights the search criteria fields, and another red box highlights the 'Refresh' button, with a red arrow pointing to it. Below the search criteria, there is a table 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'. The table contains two rows of data.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
7000005725	(Copy of 7000005724)	RFQ	Published		2015.09.30	8000008058	Withdrawn			0
7000005724	500382 2015.09.30 13:35	RFQ	Published		2015.10.09	8000008057	Submitted			0

## Index

<b>Opening Date</b>	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
<b>Process Submission Deadline</b>	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
<b>Remaining Time</b>	The amount of time remaining for a Bid Event to expire
<b>RFx Number</b>	The RFx (RFQ) number in which you created the Response/Bid against
<b>RFx Owner</b>	The Hydro One buyer's first and last name. This is your contact person for any questions related to the Bid Event
<b>RFx Response Number</b>	Your Response/Bid number, which starts with 80000
<b>Status</b>	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](mailto:Help.BidderRegistration@HydroOne.com)