



## Supplier User Guide

Modify Event Response Guide

December, 2012



**Supplier Event Response Guide**

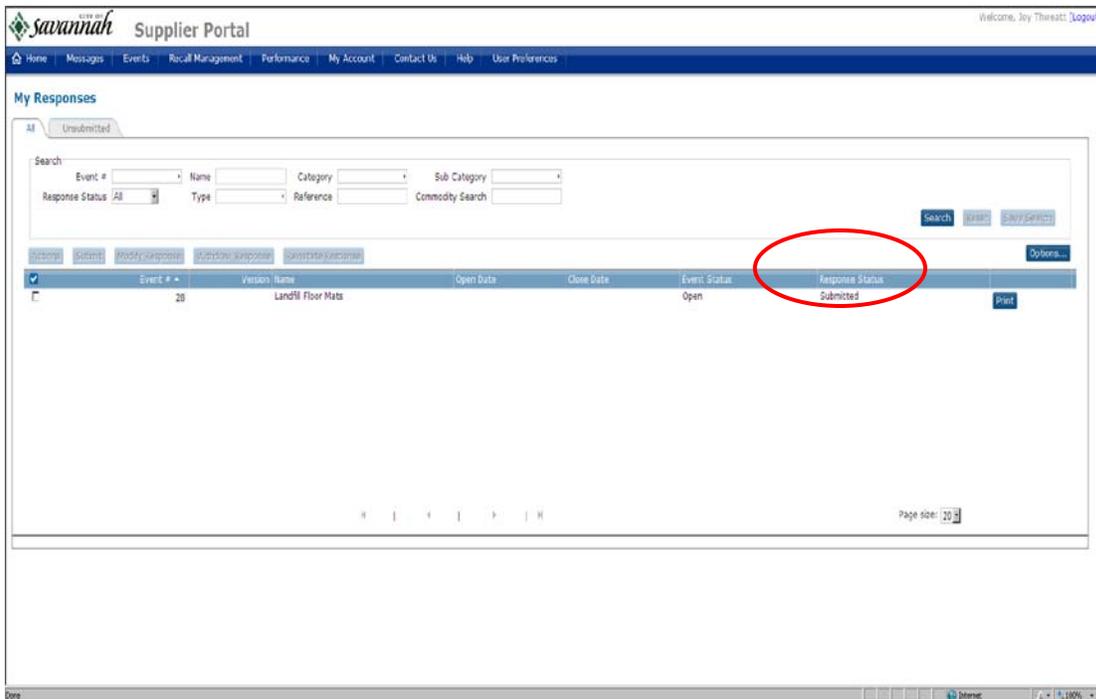
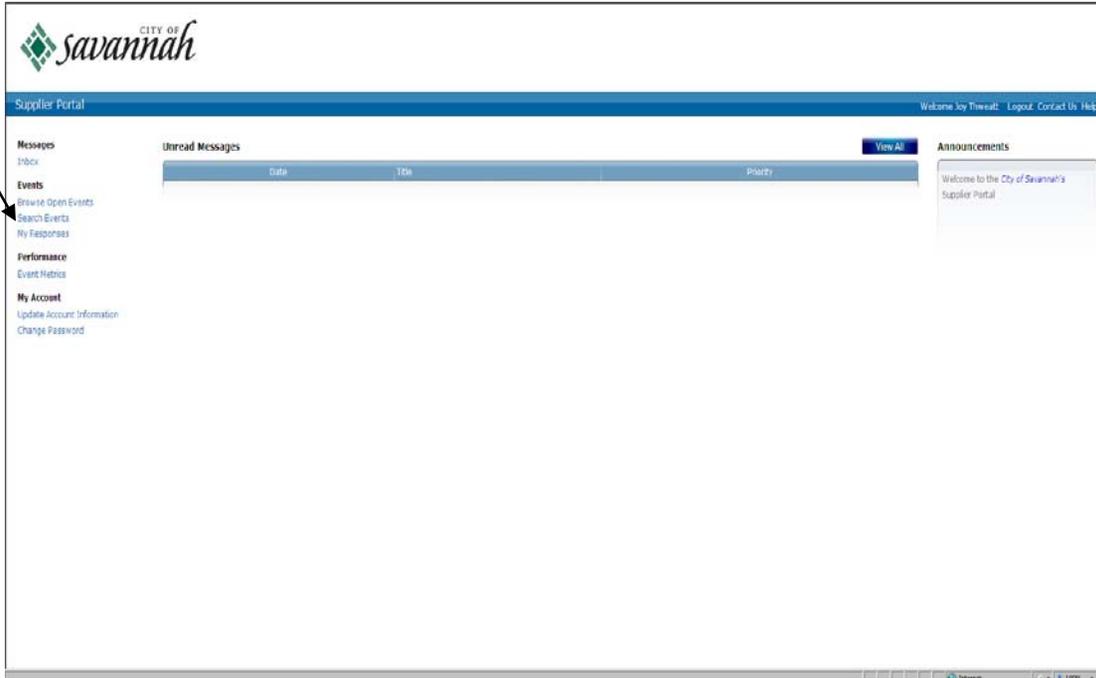
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# Supplier Event Response Guide

## Overview

Suppliers may change their responses to event any time before the event close time. Please make sure you allow enough time make changes, and resubmit your response before the close date and time. Failure to resubmit your response will render it void and not eligible for consideration.



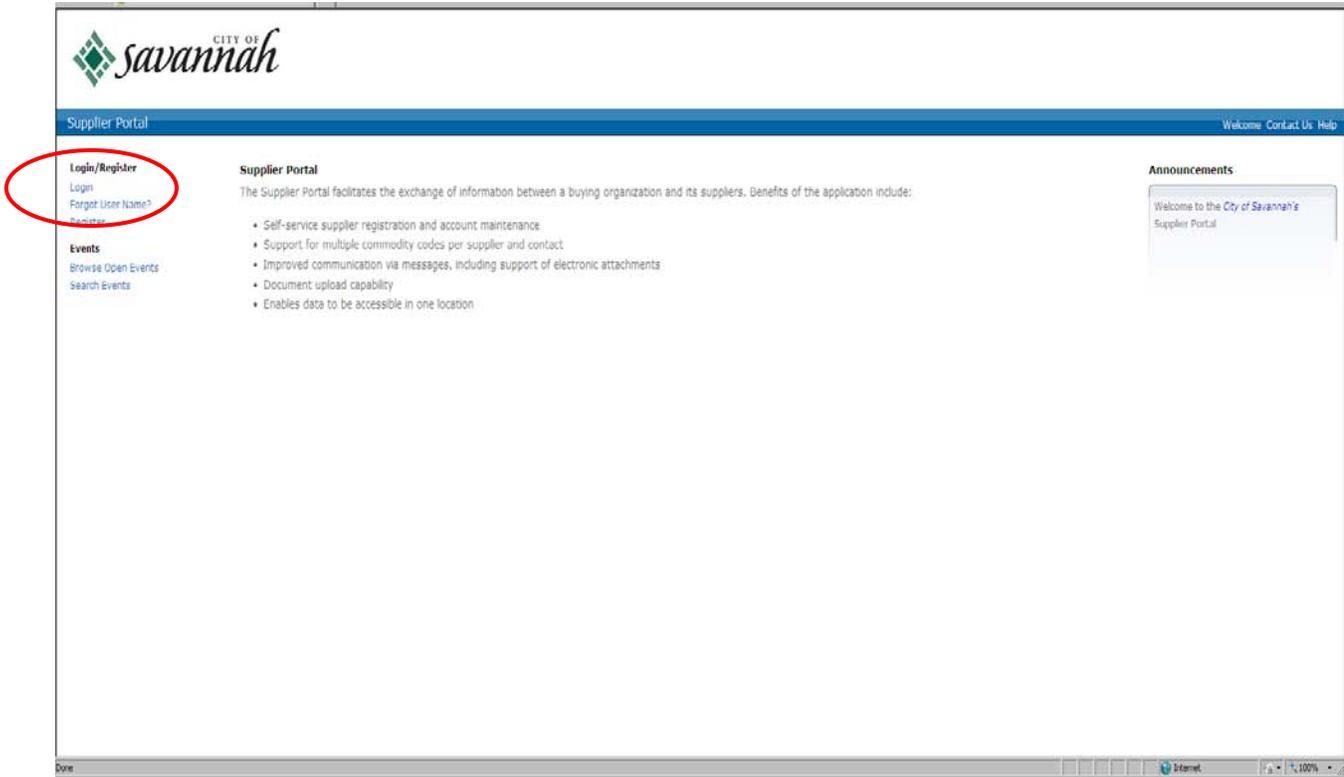
Response statuses may easily be checked by clicking on My Responses and reviewing the status column on the right hand side. Submitted is the status that indicates a valid bid response for consideration.

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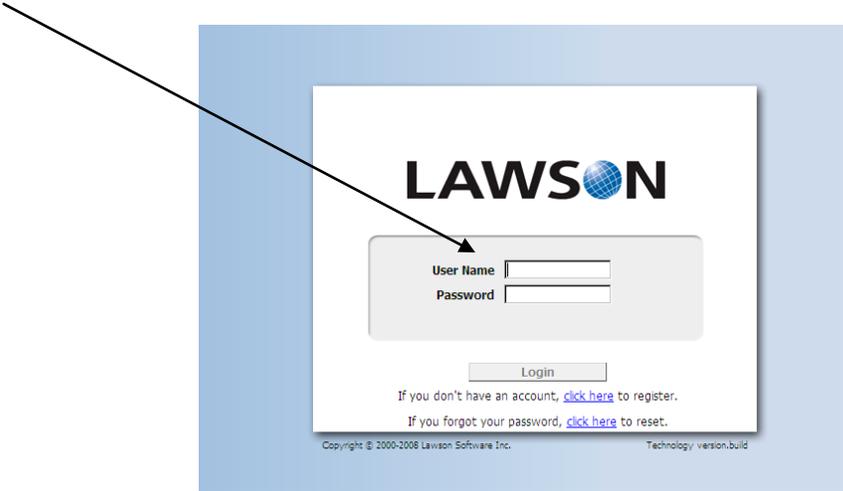
## Getting Started

### From the portal:

- Click “Login”. Note all fields flagged with an asterisk (\*) are required

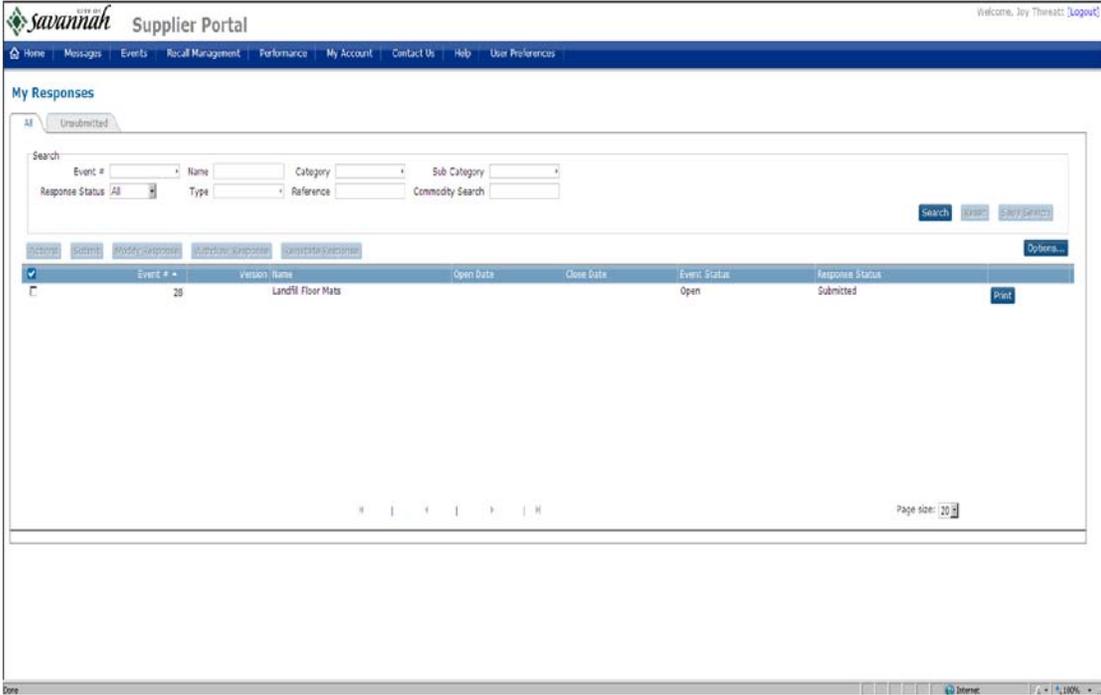
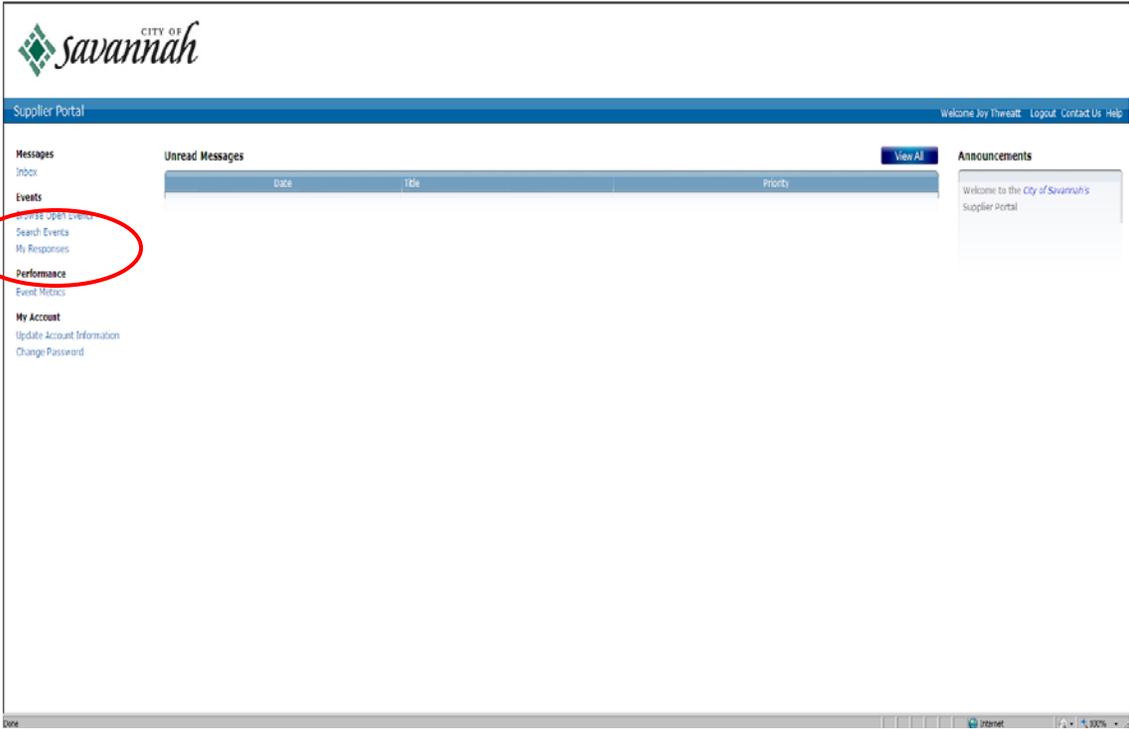


- Enter Your User Name and Password you created when you registered.



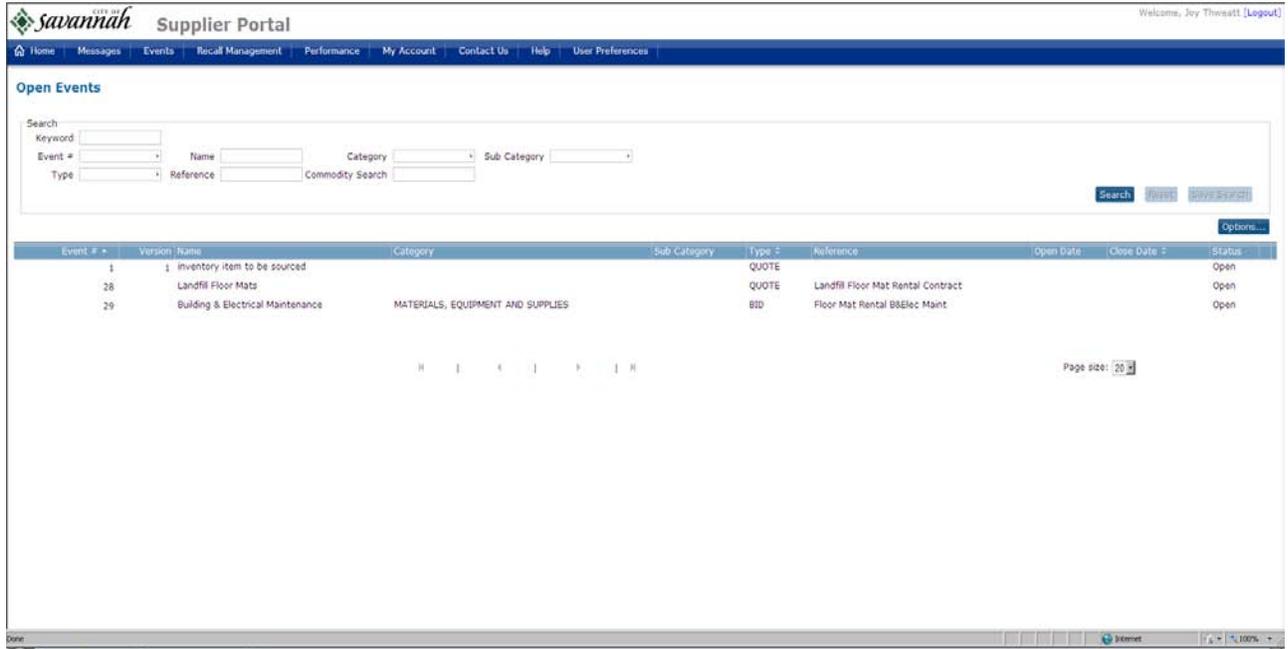
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- Click on **My Responses** option. You should now see all of your responses.



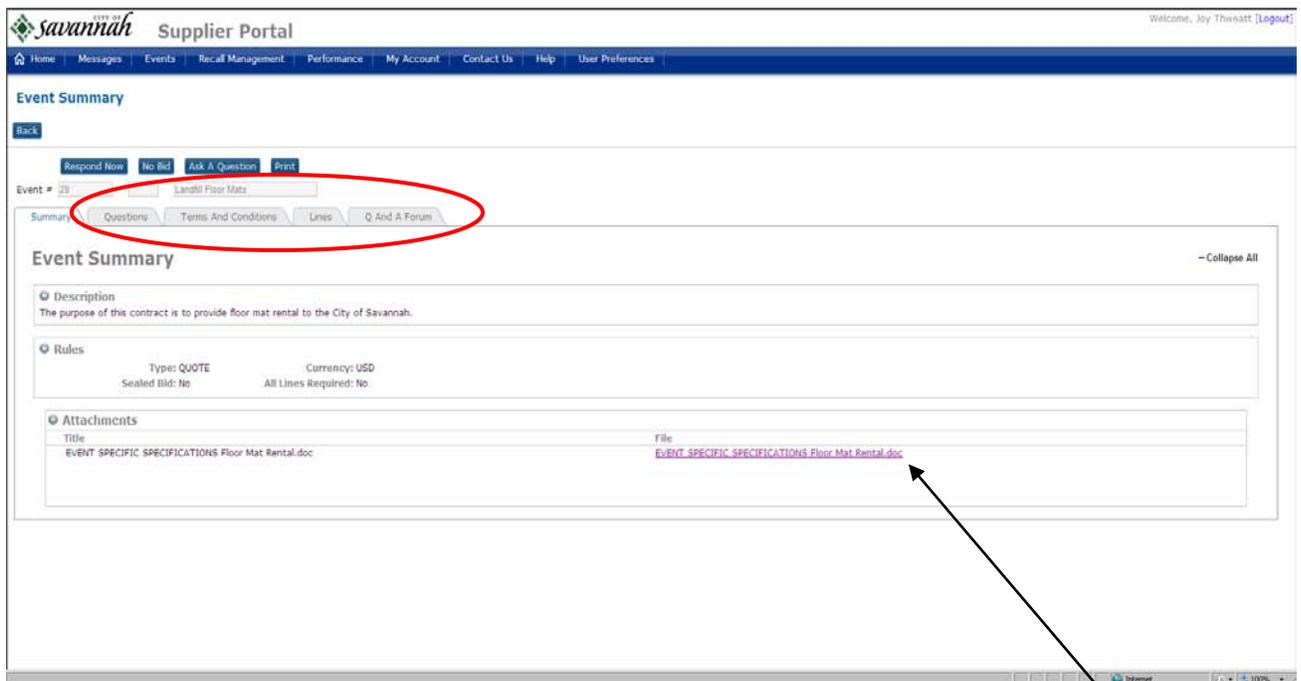
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## Selecting the Event



The system will display the list of events that are **Open**.

- Select the event you wish to bid on by double clicking on it.

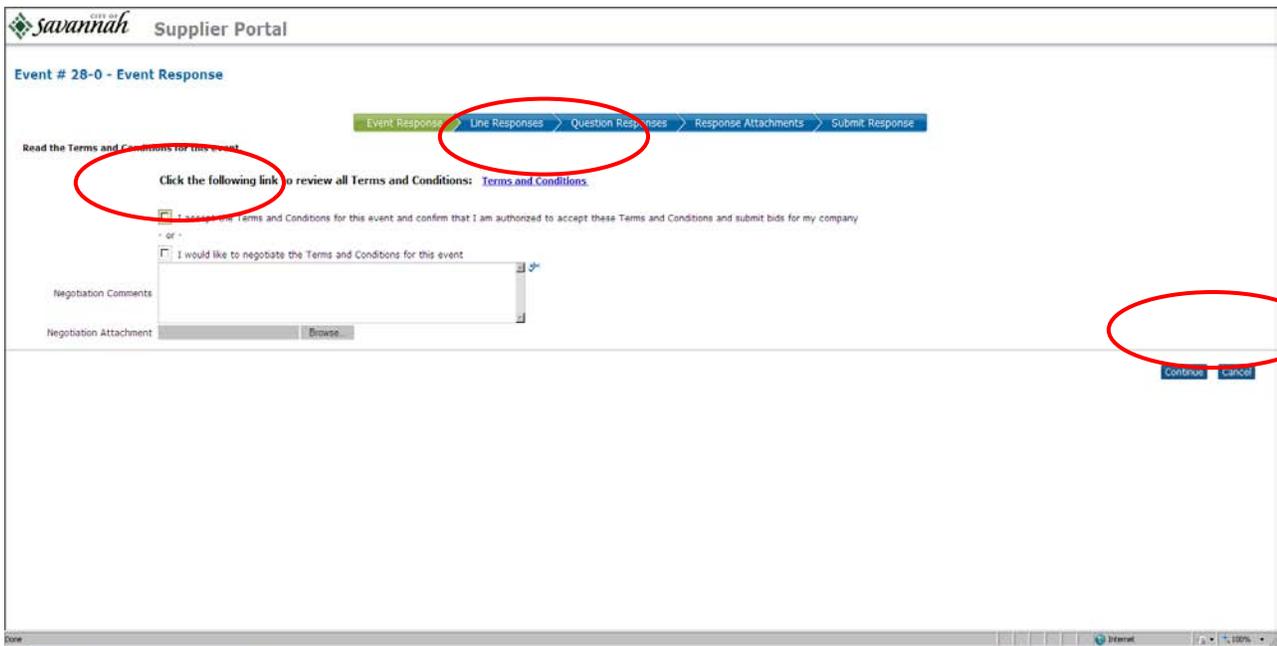
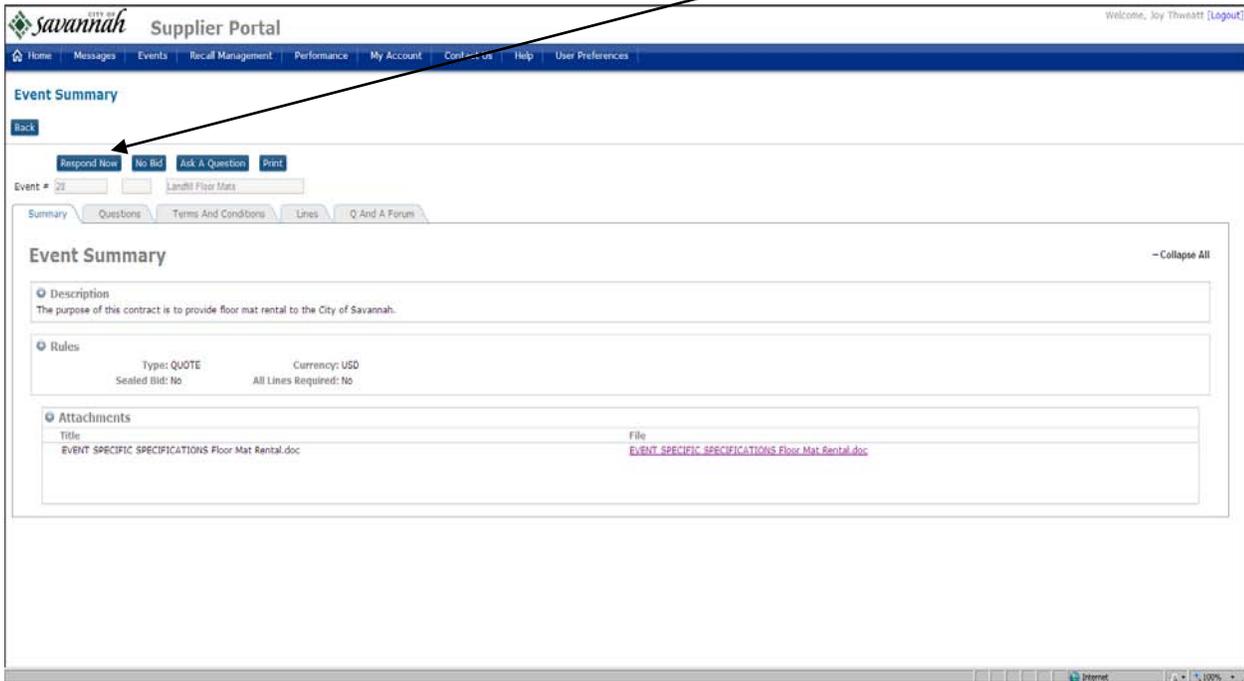


The systems will open the **Summary Form** of the event.

- You may view additional information about the event by clicking in each tab: Questions, Terms and Conditions, Lines and Q & A Forum. Be sure to look for any attachments that may include important information.

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- When ready to respond to the bid, click on **Respond Now**.



- If you are ready to enter your response, click the box to accept the **Terms and conditions**
- Click Continue →

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## Entering Line Responses

Event # 28-0 - Line Responses

Sourcing Event Response Created

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An \* by the line number indicates a response is required. Vendor item field is required. Please make item unique for each line item.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	Options
1		3x4 Brown Mats	300.0000		EA			Respond

Page size: 10

Back Continue Cancel

The system will display all the lines associated with this event. To respond:

- Click the **Respond** hyperlink to the right of the line.
- The system will open the line details form.

Event # 28-0 - Line Response

Line Response

Respond to at least one event line. An \* by the line number indicates a response is required. Vendor item field is required. Please make item unique for each line item.

Line 1 Details

Description: 3x4 Brown Mats

Item: 3x4 Brown Mats

Quantity: 300.0000

UOM: EA

Output Type: Contract

Manufacturer Code: 578-55

Commodity Code: 578-55

Commodity Description: Mats: All Kinds (Not Otherwise Clas)

Enter Line 1 Response Information

Vendor Item: [highlighted]

Vendor Item Description:

Quantity:

UOM: EA

UOM Detail:

Unit Price: -or- No Charge -or- No Bid - reason:

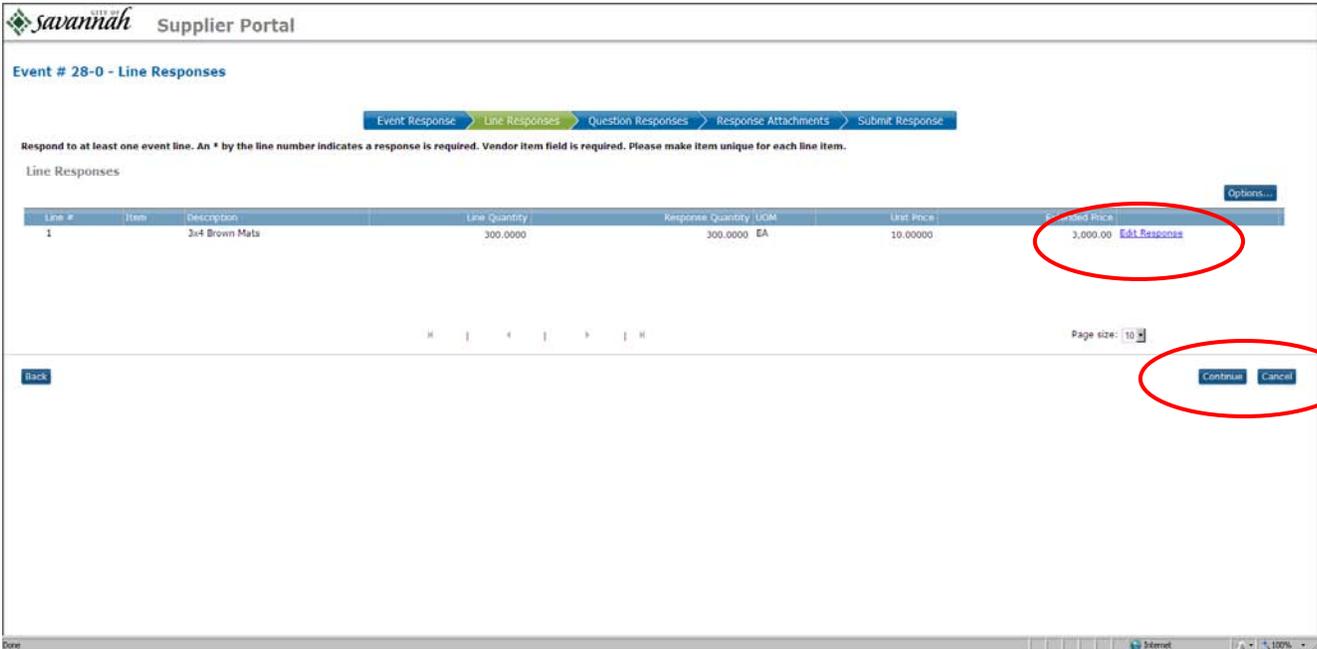
Extended Price:

Response Comments:

Continue Cancel

- Enter item information: Vendor Item Number (a number is required!), Description, Bid Quantity, Unit of Measure, Unit price, any comments
- Click **Continue** →

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The system will return to the summary form and you will see the line status updated to Edit Response.

- Continue to update other lines as needed. When finished, click **Continue** →

# Supplier Event Response Guide

## Entering Responses to Event Questions

Event # 28-0 - Question Responses

Event Response > Line Responses > **Question Responses** > Response Attachments > Submit Response

Respond to the questions for this event. An \* before the question indicates that an answer is required.

1. \* How many People are on your staff?  
Answer

2. \* Have you completed and attached the Employment Verification Affidavit form? The form is attached and must be submitted with your registration. This form must be completed by the supplier prior to receiving an award of a contract. This form must be submitted one time only.  
As required under Senate Bill 529 - "Georgia Security and Immigration Compliance Act" of 2006, O.C.G.A. Section 2, Article 3 13-10-01, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the "Employment Eligibility Verification (EEV) Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://e-verify.uscis.gov/enrol/StartPage.aspx?25=YES>. Bidders shall comply with this new rule and submit the attached "Contractor Affidavit and Agreement."  
[EEV Form.doc](#)  
Answer   
Attach Document  Browse

3. \* Have you completed and attached the Systematic Alien Verification for Entitlements form? The form is attached and must be submitted with your registration prior to receiving an award of a contract.  
O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal Systematic Alien Verification for Entitlements (SAVE) Program. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the SAVE form prior to receiving any City contract. The affidavit is attached for your completion. Please attach to your supplier registration. This only has to be completed once.  
[SAVE Form.doc](#)  
Answer   
Attach Document  Browse

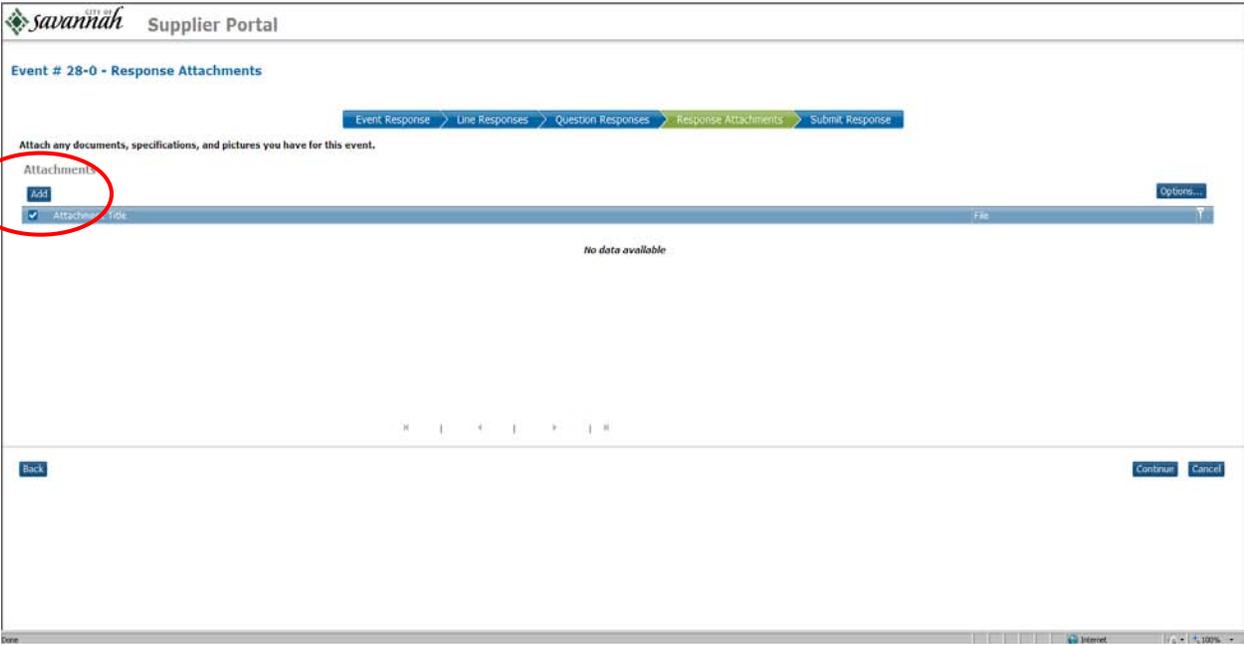
4. \* Do you have the required insurance? This bid requires contractors to perform work on city-owned property. Insurance requirements are attached.  
[Insurance Requirements.doc](#)  
Answer   
Attach Document  Browse

[Back](#) [Continue](#) [Cancel](#)

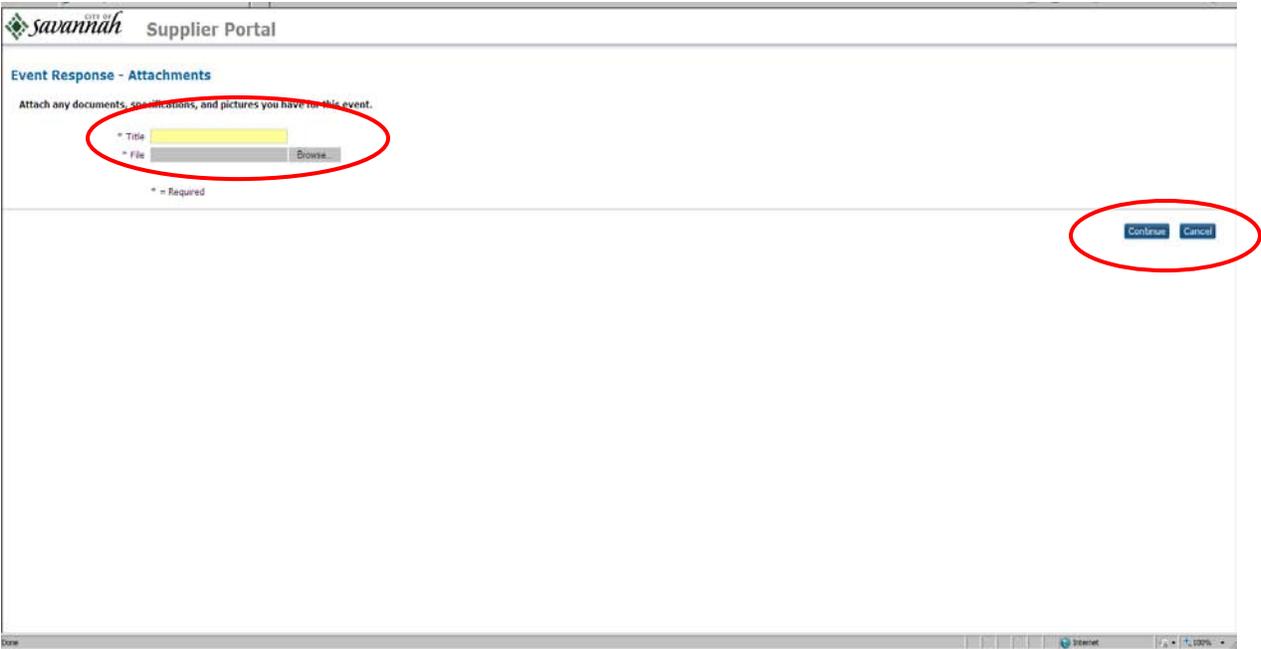
- Enter response to any question listed. You may also upload any attachments associated with the question by using the Browse button to locate your attachment.
- When complete, click **Continue** →

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## Adding an Attachment to Your Response

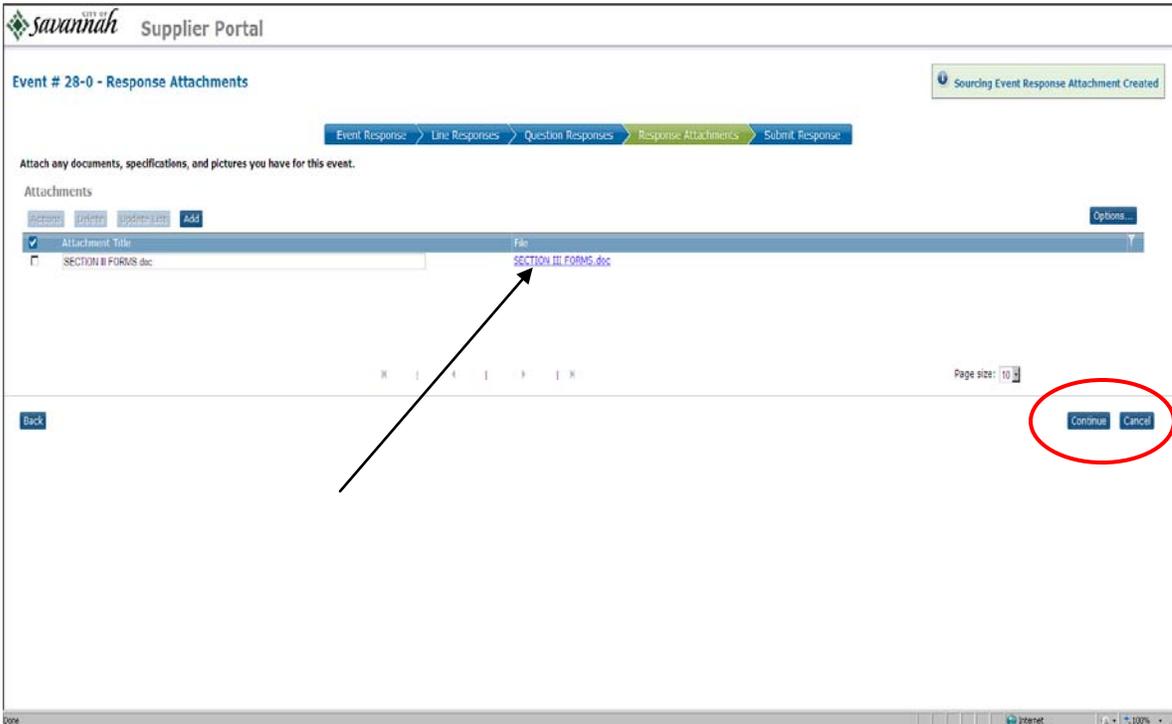


- Click on the **Add** button. The system will open the Attachments form



- Click the **Browse** button to display files for attachment
- Highlight the file you wish to attach and click **Open** ( This will attach the file)
- Click **Continue** →

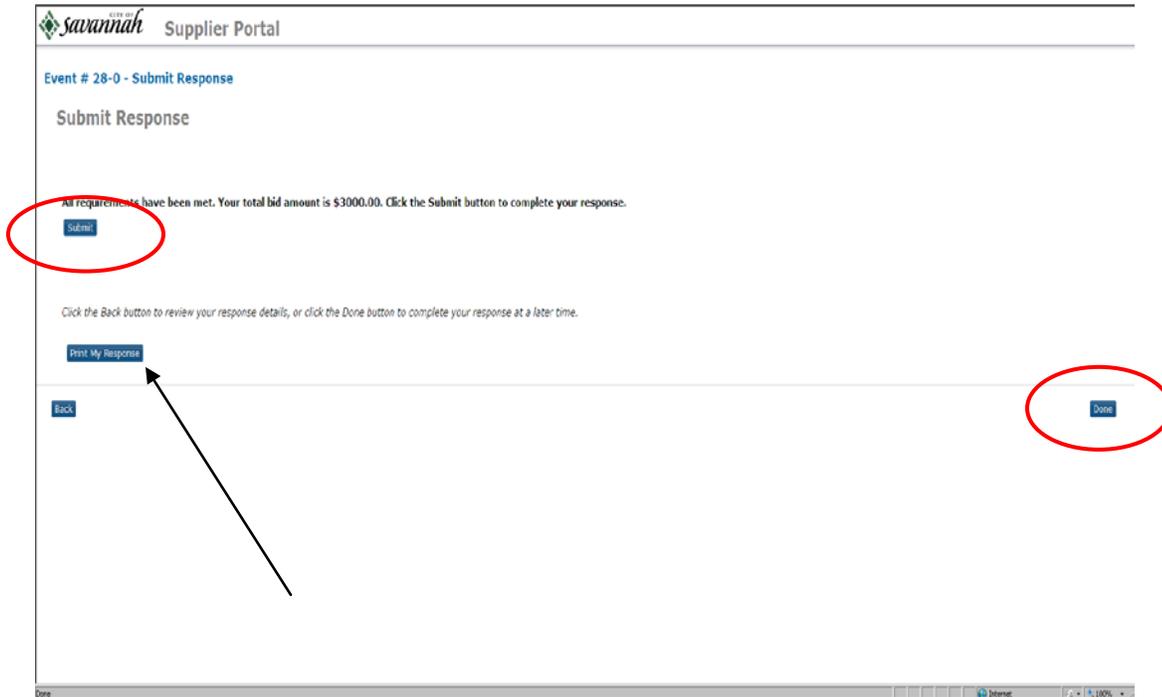
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- The system will display your attachment.
- Click **Continue** →

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## Submit and Print Your Response



- Click **Submit** to complete the event and send response to the City of Savannah
- Use the **Print My Response** button to obtain a hard copy of your response
- Click **Done** to return to **Open Event** form
- Your event is not submitted until you click Done. Be sure to complete this final step!