CHA Supplier Portal Training

HOW TO RESPOND TO AN EVENT

Department of Procurement and Contracts
Responding to an Event - Home Page

Side tabs allow you to navigate through the system

Any new portal messages will be here!

- Search Events
- Maintain Responses
- Locate Event Submittal Info
Browse Open Events

Double click on the Event of your choice
View Event from Portal...or
Print Out and Review
Download Attachments

Open each attachment
Ask a Question

The Supplier Portal allows you to communicate with Procurement Specialist(s) directly through the portal.
Q&A Error Message

If the question and answer deadline has passed, you will receive the error message below

*You will not be able to ask questions before or after the allotted date and time*

Please reference the solicitation document for deadlines
Once you have reviewed the Event and are ready to submit a response select Respond Now.
Accept the Terms & Conditions

Accept the terms and continue

**Important: Please read the Terms and Conditions for bidding electronically**
You **MUST** respond to every line!
Fill in Line Item Information

Event # 26-0 - Line Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line 1 Details

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Description</th>
<th>Output Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' HIGH PLATFORM HEELS</td>
<td>6&quot; Fuschia High Platform Heels</td>
<td>PO</td>
</tr>
</tbody>
</table>

Commodity Code | DDS
Commodity Description | ABRASIVES

Enter Line 1 Response Information

<table>
<thead>
<tr>
<th>Vendor Item</th>
<th>Vendor Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UOM | EA
Unit Price | -on, No Charge, -on, No Bid - reason
Extended Price
Delivery Date
Response Comments

Continue | Cancel
Fill in Line Item Information cont.

Helpful Hint: Be careful when selecting “No Bid” on a line. This may deem your bid/proposal Non-Responsive.
Once the system accepts your pricing for each line (with no errors) it will allow you to move on to the next line.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Item</th>
<th>Description</th>
<th>Line Quantity</th>
<th>Response Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0’ HIGH PLATFORM HEELS</td>
<td>0’ Fuschia High Platform Heels</td>
<td>1.0000</td>
<td>1.0000</td>
<td>6.9900</td>
<td>6.9900</td>
</tr>
<tr>
<td>2</td>
<td>CELPHONE</td>
<td>TEST</td>
<td>10.0000</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>LAPTOPS TEST</td>
<td>100 Laptop</td>
<td>23.0000</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>NAVY FLIP FLOPS</td>
<td>All men sizes navy flip flops</td>
<td>30.0000</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PANTS</td>
<td>Navy Pans</td>
<td>10.0000</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>TEST LAPTOPS</td>
<td>Laptops for testing</td>
<td>1.0000</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>THIS IS THE VTEST 04 22 2014</td>
<td>This Req will generate an Event</td>
<td>1.0000</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*8</td>
<td>HEAD BANDS</td>
<td>Head Band</td>
<td>50.0000</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Line Error Message

If your line has an error, you will receive an error message like the below:
Complete Each Line!

Helpful Tip:
If there is ONLY one (1) line item, your full lump sum total must be submitted on that line. Please reference the solicitation Fee Form for additional instructions.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Item</th>
<th>Description</th>
<th>Line Quantity</th>
<th>Response Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0&quot; HIGH PLATFORM HEELS</td>
<td>0&quot; Fuschia High Platform Heels</td>
<td>1.0000</td>
<td>1.0000</td>
<td>EA</td>
<td>5.99</td>
<td>5.99</td>
</tr>
<tr>
<td>2</td>
<td>CELLPHONE</td>
<td>TEST</td>
<td>10.0000</td>
<td>6.0000</td>
<td>EA</td>
<td>399.00</td>
<td>2,394.00</td>
</tr>
<tr>
<td>3</td>
<td>LAPTOPS TEST</td>
<td>500 Laptop</td>
<td>23.0000</td>
<td>23.0000</td>
<td>EA</td>
<td>100.00</td>
<td>2,300.00</td>
</tr>
<tr>
<td>4</td>
<td>NAVY FIP FLOPS</td>
<td>All men sizes navy fip flops</td>
<td>30.0000</td>
<td>30.0000</td>
<td>EA</td>
<td>6.00</td>
<td>180.00</td>
</tr>
<tr>
<td>5</td>
<td>PANTS</td>
<td>Navy Pants</td>
<td>10.0000</td>
<td>10.0000</td>
<td>EA</td>
<td>23.99</td>
<td>239.90</td>
</tr>
<tr>
<td>6</td>
<td>TEST LAPTOPS</td>
<td>Laptops for testing</td>
<td>1.0000</td>
<td>1.0000</td>
<td>EA</td>
<td>1,083.69</td>
<td>1,083.69</td>
</tr>
<tr>
<td>7</td>
<td>THIS IS THE VTEST 04 22 2014</td>
<td>This Req will generate an Even</td>
<td>1.0000</td>
<td>1.0000</td>
<td>EA</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>*6</td>
<td>HEAD BANDS</td>
<td>Head Band</td>
<td>50.0000</td>
<td>1.0000</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Documents Required

If a document is required at the time of electronic submission, the system will prompt you to provide it.

FYI - You will not be able to move forward with submitting your bid until all required documents are attached.
If there is specific question(s) related to an Event, it will be located in the Question Response section of the Event. If the question is marked with an asterisk (*) it is required before continuing with your submission.

1. Are you bonded?
   - Answer

2. Do you have other colors?
   - Answer

Respond to the questions for this event. An * indicates a required field.
Question Attachments
Add an attachment if needed for questions

No I am not

Do you have other colors?

Yes, they also come in blue.
Event Response Attachments

Add all Event Response Attachments here i.e. BF pages, Bid/Proposal, Specs, Drawings, Schedules, etc...
Attaching a Document to the Portal

Select Browse

Locate File on Computer

Select Open
Attaching a Document to the Portal

Event Response - Attachments

Attach any documents, specifications, and pictures you have for this event.

* Title: Cassandra April Projects for Linda
* File: C:sers\dcrawford\Documents\01

* = Required

Continue Cancel
PLEASE NOTE!

There is NO maximum file capacity size when uploading a document.

If you receive the below size error message. Please note, this is the size of your file NAME not the file size.

** Please make sure your file name is less than 50 characters **

DPC will not accept any late bids due to this error message.
This message now appears!
Continue It will appear in section. Add more if needed.
Change Attachment Title (if needed)

Select Update List

Suppliers Portal

Event # 26-0 - Response Attachments

Attach any documents, specifications, and pictures you have for this event.

Attachments

- Spec
- Schedules

File
- Cassandra
- April
- Projects
- Lima.doc
- Cassandra
- Max
- Projects
- Lima.doc

Page size: 10

Back Continue Cancel
If everything is ok with your response you will get the following message

Continue
Submit Response

**Please Note** Until you hit Submit and get a message stating your response has been accepted, you have not submitted a response to the Event.

---

Submit Response

Your response is ready to be submitted. Your bid amount is 9,226.99. Click the Submit button to complete your response

Submit  Print My Response

You have not entered a bid bond id or attached a paper bid bond; an id must be entered or a paper bid bond must be attached

To be eligible for award, your response must be submitted by June 12, 2014 4:30:00 PM CDT June 12, 2014 4:30:00 PM CDT

IMPORTANT - clicking the *Done* button will not submit the response. If you intend to submit the response, please click the submit button

Done
**RECOMMENDATION**

- Always print a copy of your Event Response for your records and proof of submittal…. prior to submission
**Printing Response**

### Response For Supplier: The Last Test Vendor

**Event # 320**

**Vendor: test@testing.com**

- **Question:** How long will it take to create an event from event with no bids?
  - **Answer:** 2.0 hours

**Reference:** 5914

**Document:** E:\CHA\CHAA\GG\12\32\63\320

### Question Responses

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you kinds?</td>
<td>No</td>
</tr>
<tr>
<td>Are you backs?</td>
<td>No</td>
</tr>
</tbody>
</table>

**Response Attachments**

- Schedules
- Bid Search
- Project Timeline

### Line Responses

**Event # 320:** New test CREATE EVENT FROM EVENT WITH NO BIDS

**Line 1: 6" Fuchsia High Platform Heels**

- **Brand:** HIGH HEELS HIGH HEELS
- **Type:** Fuchsia High Platform Heels
- **Quantity:** 1000
- **Unit Price:** $12.99
- **Extended Price:** $32.99

**Notes:**
- **Bill Quantity:** 1000
- **No Charge:** No
- **No Bids:** No
- **Vendor Name:** NULL
- **Comment:** No order from this vendor.
If everything looks good select **Submit!**

**Please Note:**
If your Final Lump Sum Bid/Proposal amount does not match here. The lines were not completed correctly.

The bid amount will total from all of the entered lines (whether one (1) line or 100 lines)

i.e. if the above amount should total $10,000 but the final amount is $9,226.99, you need to revise the line(s) (see slides 28-33). Each line should reflect the total price for that specific line item. Each line is a cumulative amount towards your final bid amount.
If you receive the following message, your bid has been submitted **SUCCESSFULLY**!

**Helpful Hint:**
Although your response has been submitted, you may withdraw your bid/proposal as many times as you like until the bid due date and time to edit your submittal.
Viewing The Awardee for an Event

If registered, click login

Note: If not registered click register and complete the process
### Find the Event Number

Search for event number and click on it. **Note:** Event must be in Awarded status to view.
Look for Award Summary tab and click on it.
Under **Events>My Responses** you can monitor all bid history and pending actions.
Messages Tab

- Any message from the system providing information or a required action.
Performance – Event Metrics

- Overview

Event Metrics

Cassandra Crawford
Event Invitations:
Event Responses:
  - Lines Bid:
  - Lines Awarded:
  - Success Rate:
  - Amount Bid:
  - Amount Awarded:
  - Success Rate:
Alternate Lines Bid:
Alternate Lines Awarded:
Alternate Amount Bid:
Alternate Amount Awarded:
Events No Bid:
Events No Bid:
My Account: Update All Account Information

- Reset Password
System Administrator

Anna Epps – aepps@thecha.org
HELP

FAQ’S

Frequently Asked Questions

My Account
Q. How do I register as a supplier on your website?
Q. What is a primary contact, and how does my company change our primary contact?
Q. How will I know when my registration is complete?
Q. How do I update my contact information?
Q. Why is it important to set up commodity codes on my profile?
Q. What is a proxy?
Q. Why do I get an error message when trying to access your web page?

Messages and the inbox
Q. What are messages?
Q. How can I manage messages?

Alerts
Q. What are alerts?

Finding Events
Q. What is an event?
Q. How can I find events to respond to?
Q. How can I get more information about an event?

Responding to an Event
Q. How do I submit a response?
Q. How do I retrieve and submit a response I drafted earlier?
Q. How can I see my past responses?
Q. How do I add to or change a response I already submitted?
Q. Who will see my response?
Q. How will I know if my response was successful?
Q. What are event metrics?

General Questions
Q. What if I have trouble logging in to the website?
Q. What if I forget my user name?
Q. How do I change my password?
Q. What if I forget my password?
Q. Where can I get information about what you require of suppliers?
Q. If I exit in the middle of a task, will my work be saved?
Q. Why do I get the Warning: Page has Expired error message in my browser?

My Account
User Preferences

- Any saved searches, etc.
CONGRATULATIONS

- YOU ARE NOW AN ADVANCED SUPPLIER USER!!!