



**Quick Reference Guide
Business Users**

Submitting a Bid

This Quick Reference Guide provides instructions for locating, acknowledging, creating, and submitting a response to a bid solicitation. Throughout the guide, you will see Tips noted in green. These are suggestions provided based on system usage and State procurement processes.

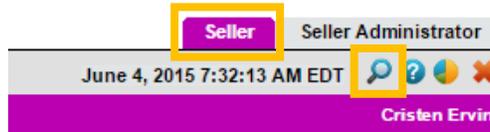
Contents

Locating and Acknowledging the Bid Solicitation	2
Reviewing the Bid Solicitation Documents	3
Responding to the Bid Solicitation	4
General Tab	4
Items Tab	6
Questions Tab	7
Subcontractors Tab	7
Notes Tab	7
Terms & Conditions Tab	7
Attachments Tab	8
Summary Tab & Submitting Your Bid Response	9

Locating and Acknowledging the Bid Solicitation

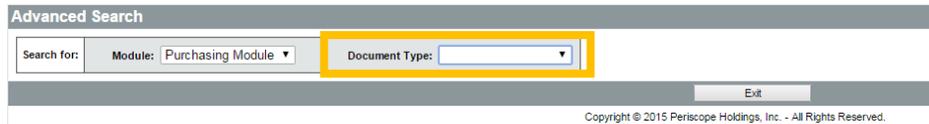
Log into eMaryland Marketplace and select the Seller tab. If Seller is the only role you have been assigned, this will already be selected.

Note: you must be logged into the system to submit a bid.

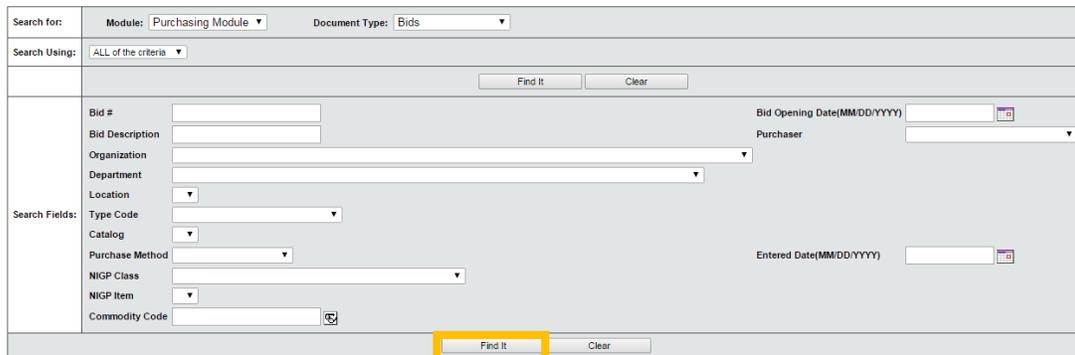


Using the  icon, search for the bid you would like to review and respond to. For more information on how to identify bid opportunities, refer to the Identifying Bid Opportunities Quick Reference Guide.

After selecting the  icon, the Advanced Search screen will open. From the Document Type dropdown menu select Bids.



The Advanced Search screen will open the bid search function.



You may search using ANY or ALL of the criteria. Enter the criteria you would like to use to perform your search and select **Find It**.

Tip: when receiving an email notification it is easiest to search using the Bid #. There is no need to enter the whole bid number, the last six digits should be enough to locate the bid you are trying to locate.

The Results screen will display.

Bid #	Description	Purchase Order #	Purchase Method	Bid Opening Date	Organization	Dept/Loc	Purchaser	Total	Status	Alternate Id
MDDGS31016131	Artificial Plants - Training		Open Market	05/19/2015 04:00:00 PM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	Sent	
MDDGS31016130	Training Bid 1		Open Market	06/05/2015 01:30:00 PM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	Sent	
MDDGS31016059	T-shirts - all sizes	MDDGS14-903422	Open Market	04/20/2015 11:15:00 AM	Maryland Department of General Services	00117 / 00117	Cristen Ervin	\$0.00	Bid to PO	0011T0000

Click on the Bid # you would like to review.

You will be asked to acknowledge the bid.

Selecting **Yes** to the query ensures the agency is aware of your interest in this Bid should they publish an addendum in the future. Selecting **No** will still allow you to view the bid details for the selected bid, but will not prompt the agency to send you updates.

Tip: to ensure you receive important updates on the bid, such as amendments, it is recommended that you acknowledge all bids which you are interested in submitting a response.

Acknowledge Receipt and View Solicitation

Bid #	MDDGS31016130
Bid Description	Training Bid 1

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Reviewing the Bid Solicitation Documents

The bid solicitation will open allowing you to review all bid information, including all attachments.

Tip: be sure to review all documents, including any bid amendments, as important changes to the bid solicitation can be made via amendment.

Bid Solicitation: MDDGS31016130

Header Information					
Bid Number:	MDDGS31016130	Description:	Training Bid 1	Bid Opening Date:	06/05/2015 01:30:00 PM
Purchaser:	Cristen Ervin	Organization:	Maryland Department of General Services		
Department:	00115 - OFFICE OF BUSINESS PROGRAMS	Location:	MS - OFFICE OF BUSINESS PROGRAMS		
Fiscal Year:	14	Type Code:		Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	05/14/2015 04:00:00 PM
Info Contact:	Procurement Officer: Contact Information	Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				
Pre Bid Conference:	Pre-Bid Information: Date, Time, Location, RSVP, Instructions				
Bulletin Desc:	Description of Bid				

To review any questions and answers submitted regarding this bid, click on Bid Q&A.

To submit a response to this bid solicitation, click **Create Quote**.

The New Quote screen will open allowing you to enter information to submit your bid response. You will have a series of tabs to complete.

Responding to the Bid Solicitation

General Tab

The first tab is the General tab. This information is not used by the State of Maryland. Select **Save and Continue** and continue to the Items tab.

The screenshot shows the 'New Quote' form with the following details:

- Quote #:** (empty)
- Organization:** Maryland Department of General Services
- Status:** In progress
- Delivery Days:** 0
- Is "No Bid":**
- Shipping Terms:** (dropdown menu)
- Ship Via Terms:** (dropdown menu)
- Promised Date (MM/DD/YYYY):** (empty)
- Info Contact:** (text area)
- Comments:** (text area)
- Date Last Updated:** (empty)
- Biid #:** MDDG531916130
- Description*:** Training Bid 1
- Discount Percent:** 0.0%
- Alternate Bid:**
- Freight Terms:** (dropdown menu)
- Payment Terms:** (dropdown menu)
- User Last Updated:** (empty)
- Action:** Save & Continue (highlighted)

Quote # - A quote number will automatically be assigned once the General tab is saved.

Bid # - The assigned number to the bid you are responding to.

Organization – The organization purchasing the product or service being solicited.

Status – Indicates the status of the bid submission. At this point, while the bid response is being created the bid will remain in the “In Progress” status.

Description* – Defaults to the description of the bid. This field can be changed.

Delivery Days – Days to deliver the items or services from award of PO.

Discount Percent – If entered, will automatically be applied to all items on quote. This can be done on an item by item basis on the bid tab. **Tip: many organizations do not accept a discount percentage on a bid. If you are unsure if this field is used by the buying organization, contact the purchaser, or submit a question using the Q&A tab.**

Is “No Bid” – Checking this box indicates that you will not be providing a response to this bid. Once this box is checked select Save & Continue on the bottom of the screen then proceed to the Summary tab to submit your response. **Tip: many organizations ask that rather than submitting a “No Bid” through eMaryland Marketplace, you provide this information in writing to the procurement officer. To ensure you are properly submitting your “No Bid” response, carefully review the solicitation documents or contact the procurement officer at the buying organizations.**

Alternate Bid – If this is a second quote for a vendor, it can be flagged as an alternate bid. **Tip: DO NOT submit alternate bids unless the solicitation clearly states that alternate bids will be accepted. If alternate bids are not being accepted, and you submit multiple bids, all bids submitted by that vendor will be rejected. If you are unsure if multiple or alternate bids are being accepted, read the solicitation documents carefully or contact the procurement officer at the buying organization.**

Shipping Terms – Not used.

Freight Terms – Select Freight Prepaid or leave blank.

Ship via Terms – Not used.

Payment Terms – Not used.

Promised Date – Date to deliver items to agency.

Info Contact – Contact information for the person who will be responsible for answering questions regarding the quote.

Comments – Field to enter notes to the agency.

After completing all relevant fields, click **Save & Continue**.

Validation Errors and Warnings may appear at the top of the screen.



Validation Errors are messages that indicate things that must be completed before the bid can be submitted. In this case, the warning is indicating that you have not acknowledged the Terms & Conditions. Ignore this for now, you will complete this step shortly.



Validation Warnings are messages stating that something has not been done, however, you are able to submit the quote without correcting. In this case, the warning is just stating that your quote has not been submitted.

Click on the Items tab.

Items Tab

The items tab is where the vendor enters their pricing.

The buying organization will enter line items for the products and/or services they are requesting a quote for. Each line item will include a description of the item, the NIGP code associated with the item, the quantity being purchased, and the unit of measurement. You may also see additional information attached to a line such as alternate descriptions, attachments, or questions. To review additional information for each line, click on the line item number under the Item # column.

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid												
General Notes												
Sort by Column: Print Sequence <input type="checkbox"/> Sort Descending <input type="button" value="Go"/>												
Item #	Print Sequence	Questions Exist	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	
1	1.0	No	5.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Alternate Description:												
2	2.0	No	2.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Alternate Description:												
3	3.0	No	40.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Alternate Description:												
4	4.0	Yes	40.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Alternate Description:												
Quote Response Total										\$0.00		

Enter your pricing per unit of measurement in the Unit Cost field. You will notice total cost for the line will automatically be calculated in the Extended Amount field.

Tip: The State of Maryland does not use the Discount % or Freight fields; therefore vendors should leave these fields blank.

Make sure the No Bid field for each line is not checked or your bid submission for the line will not be recognized. If you are choosing not to bid on a particular line, make sure this box is checked.

If you are choosing not to charge for a particular line, check the box marked No Charge.

Click **Save & Continue**.



You may add notes to individual lines using the Notes tab under the Items tab. Notes are only visible by the vendor.

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid												
General Notes												
<p>i The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.</p>												
Item #	(Note Count)Item Description											
1	(0) 12 inch round chocolate cake with peanut butter frosting garnished with dark chocolate shavings. Each cake to serve 20 . View Detail											
2	(0) Rectangular sheet cake to serve 40 people. Vanilla with chocolate frosting. Piping on top in yellow to read: "Thank Yo. View Detail											
3	(0) Standard size cupcakes. Red velvet with cream cheese frosting. No additional decorations.											
4	(0) Standard size cupcakes. Vanilla bean cupcake with a white chocolate buttercream frosting. No additional decorations.											

Click on the Questions tab.

Questions Tab

If the buying organizations has created questions to be answered by the vendor, the questions will display here. Some questions are mandatory.

If there are any questions, provide a response and select Save & Continue.

Quote 00017368 - Training Vendor

General Items **Questions** Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

There are no questions.

Subcontractor Tab

This tab is not used by most buying organizations.

Notes Tab

This tab is available for the vendor to enter notes about the bid. This tab is not viewable by the buying organization.

General Items Questions Subcontractors **Notes** Terms & Conditions Attachments Summary [Back to Bid](#)

i The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.

Delete	Note Date	User	Note
<input type="checkbox"/>			<input type="text"/>

Save & Continue Reset

Terms & Conditions

Review the attached Terms & Conditions document(s) and indicate if you accept.

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
 Terms and Conditions.pdf (Terms and Conditions.pdf)	Terms and Conditions	8,135 bytes

Do you accept the terms & conditions of the bid?

Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

Click **Save & Continue**.

Attachments

You may need submit additional information or forms using the Attachments tab. To upload an attachment, click **Add Attachment**.

Quote 00017368 - Training Vendor

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary Back to Bid

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Click Add Attachment to add attachments.

No Attachments

Add Attachment

The Add File screen will open. Select a file to upload by clicking Choose File. You may add a file description. Once the file has been selected click **Save & Exit** to upload file.

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*

Description:

File* No file chosen

Confidential

Save & Exit Save & Continue Reset Cancel & Exit

The Attachments tab will display all files that have been uploaded to the bid.

Quote 00017368 - Training Vendor

General Items Questions Subcontractors Notes Terms & Conditions **Attachments(1)** Summary Back to Bid

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name	Description	Confidential	Attached By	Attached Date	Delete
Chocolate Cake Example.jpg		<input type="checkbox"/>	Cristen Ervin	06/04/2015	<input type="checkbox"/>

Save & Continue Add Attachment

Click on the Summary tab.

Summary Tab & Submitting Your Bid Response

The Summary tab will summarize all information included in your bid submission. Carefully review all of the information for accuracy and completeness.

Quote 00017368 - Training Vendor

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** Back to Bid

Header Information

Quote #:	00017368	Bid #:	MDDGS31016130	Status:	In progress
Organization:	Maryland Department of General Services			Discount Percent:	0.0
Description:	Training Bid 1	Delivery Days:	0	Shipping Terms:	
Bid Flag:		Alternate Bid:	No	Payment Term:	
Freight Terms:		Ship Via Terms:		Quote Total	\$300.00
Comment:	Vendor accepts the terms & conditions with no exceptions.				
Date Last Updated:	06/04/2015 08:45:53 AM	User last Updated:	Cristen Ervin		

Attachments: [Chocolate Cake Example.jpg](#)

Item Information

Print Sequence # 1.0 : (375 - 30) 12 inch round chocolate cake with peanut butter frosting garnished with dark chocolate shavings. Each cake to serve 20 people. Cake to be presented on silver round board.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
5.0	EA	\$30.00	0.0%	0.0%	\$0.00	\$150.00	No	No

If you are satisfied with the information you have provided, click **Submit Quote** at the bottom of the screen.



Once the quote is submitted, the quote is officially saved for view once the agency opens the bid. Note: buying organizations are not able to view bids until the bid opening date.

You will note that once the quote has been submitted, the Status will change from "In Progress" to "Submitted".

Quote 00017368 - Training Vendor

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** Back to Bid

Header Information

Quote #:	00017368	Bid #:	MDDGS31016130	Status:	Submitted
----------	----------	--------	---------------	---------	-----------

Once the quote has been submitted, you will receive an email confirming the submission.

Quote 00017368 has been submitted

emaryland@emaryland.buyspeed.com 9:01 AM (42 minutes ago) ☆
to

This email confirmation is to confirm to the Vendor that their quote has been submitted. Thank You, Maryland Department of General Services (Multi-Service Center)

Use this link to log on to eMaryland Marketplace Training: <http://MD-TEST.Buyspeed.com/bs0-train/login.sdo>