



## Government User Quick Reference Guide

### Entering a Bid Received Offline

This quick reference guide will walk you through the process of entering a bid received offline from a vendor. This process is used when bids are not accepted online; however, the winning bid must be entered in order to award the contract in eMaryland Marketplace.

To enter a bid on behalf of a vendor, the Bid Opening Date must have passed.

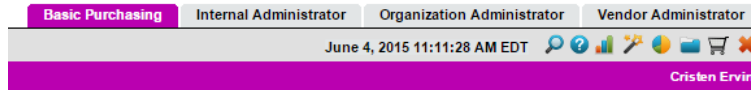
Throughout the guide, you will see Tips noted in green. These are suggestions provided based on system usage.

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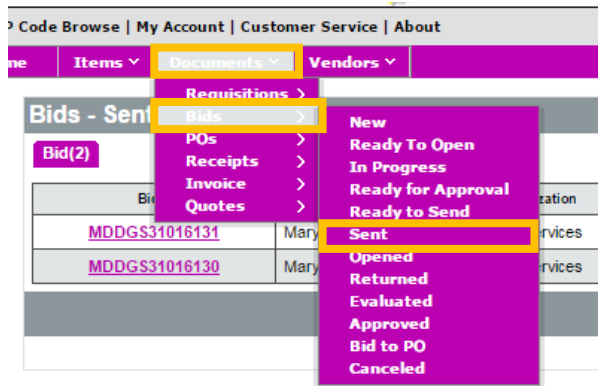
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## Opening the Bid Solicitation

After the Bid Opening Date has passed, log into eMaryland Marketplace and select the Basic Purchasing tab. If Basic Purchasing is the only role you have been assigned, this will already be selected.



Using the Documents drop-down menu, select Bids → Sent.



All of the bids you have created, that are in the “Sent” status will display. Click on the bid number for the bid you would like to enter a quote.

The screenshot shows the 'Bids - Sent' table. The first bid is highlighted with a yellow box. The table has columns for Bid #, Organization, Buyer, Description, Purchase Method, Bid Opening Date, Open Quotes, Quote History, and Bid Holder.

Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Open Quotes	Quote History	Bid Holder
<a href="#">MDDGS31016131</a>	Maryland Department of General Services	Cristen Ervin	Artificial Plants - Training	Open Market	05/19/2015 04:00:00 PM	<a href="#">Open Bid</a>		<a href="#">List</a>
<a href="#">MDDGS31016130</a>	Maryland Department of General Services	Cristen Ervin	Training Bid 1	Open Market	06/05/2015 01:30:00 PM			<a href="#">List</a>

## Entering a Bid

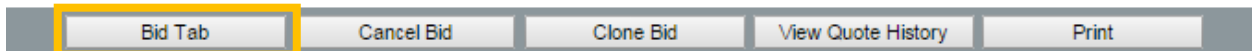
The bid will open to the Summary tab.



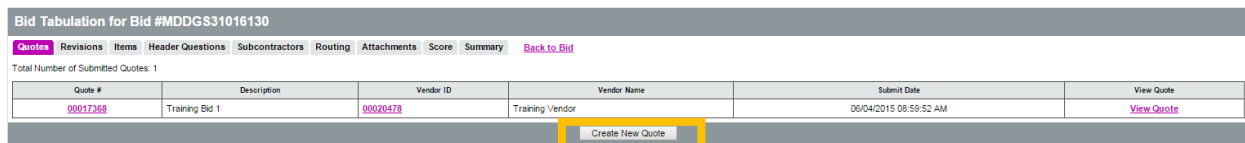
Scroll to the bottom and click **Open Bid**.



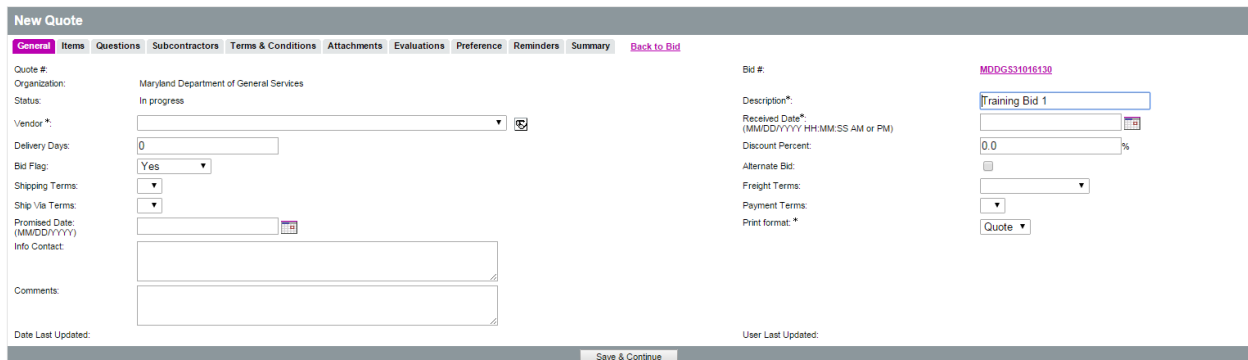
The bid will open to the Summary tab. Scroll to the bottom and click **Bid Tab**.



The Bid Tabulation screen will open. Click **Create New Quote**.



The New Quote screen will open. Complete all necessary information.



**Vendor\*** – Select the vendor who submitted the bid. Vendors are required to be registered with eMaryland Marketplace prior to receiving an award. If the vendor is not registered, you must inform them that they need to register before you can award the bid.

**Description\*** - Auto fills to the bid name. You may change this.

**Received Date\*** – Enter the date you physically received the bid.

**Bid Flag** – Allows you to indicate if the bid was late.

**Alternate Bid** – Select if this was an alternate bid.

After entering all necessary information, click **Save & Continue**.

Select the Items tab.

The items will display. Enter the Unit Costs as submitted by the vendor. Click **Save & Continue**.  
 If the vendor elected not to submit a quote for a particular line, select the box under No Bid.

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

General Evaluations

Sort by Column: Print Sequence  Sort Descending

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		

Select the Terms & Conditions tab.

Indicate if the vendor has acknowledged the terms and conditions. Click **Save & Continue**.

**Quote 00017369 - Training Vendor**

General **Items** Questions Subcontractors **Terms & Conditions** Attachments Evaluations Preference Reminders 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:

Click on the Attachments tab.

It is not required, but you are able to scan and upload the original bid documents submitted by the vendor. To do so, click **Add Attachment**.

## Quote 00017369 - Training Vendor

[General](#) [Items](#) [Questions](#) [Subcontractors](#) [Terms & Conditions](#) [Attachments](#) [Evaluations](#) [Preference](#) [Reminders](#) [Summary](#) [Back to Bid](#)

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

**i** Click [Add Attachment](#) to add attachments.

No Attachments

[Add Attachment](#)

Click on the Summary tab.

All information entered will display on the Summary tab. Review the information for accuracy and completeness.

General	Items	Questions	Subcontractors	Terms & Conditions	Attachments	Evaluations	Preference	Reminders	Summary	Back to Bid
<b>Header Information</b>										
Quote #:	00017369	Bid #:	MDDGS31016130	Status:	In progress					
Organization:	Maryland Department of General Services	Delivery Days:	0	Discount Percent:	0.0					
Description:	Training Bid 1	Alternate Bid:	No	Shipping Terms:						
Bid Flag:	Yes									

When you are satisfied, click **Submit Quote**.

[Print](#)

[Submit Quote](#)

The quote has been submitted. You may now return to the bid to process the award.