

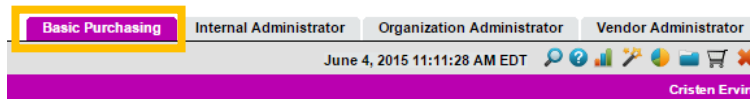


Government User Quick Reference Guide

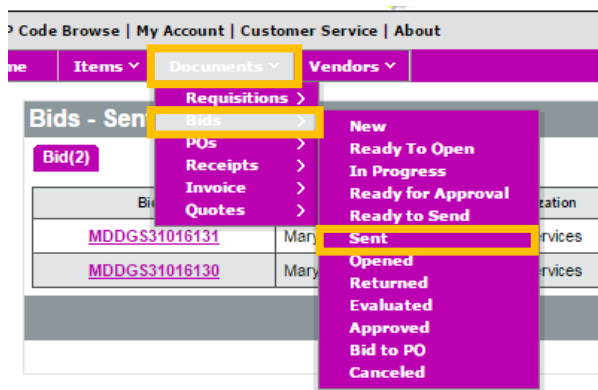
Extending the Bid Opening Date

This quick reference guide will walk you through the process of extending the bid opening date.

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.



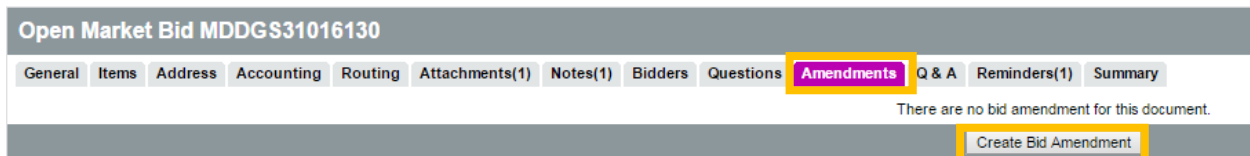
Using the Documents drop-down menu, select Bids → Sent.



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 extend the Bid Opening Date.

| Bids - Sent | | | | | | | | | |
|-------------------------------|-----------------------------------------|---------------|------------------------------|-----------------|------------------------|--------------------------|---------------|------------|----------------------|
| Bid(2) | | | | | | | | | |
| Bid # | Organization | Buyer | Description | Purchase Method | Bid Opening Date | Open Quotes | Quote History | Bid Holder | |
| MDDGS31016131 | Maryland Department of General Services | Cristen Ervin | Artificial Plants - Training | Open Market | 05/19/2015 04:00:00 PM | Open Bid | | | List |
| MDDGS31016130 | Maryland Department of General Services | Cristen Ervin | Training Bid 1 | Open Market | 06/05/2015 01:30:00 PM | | | | List |

The bid will open. Click on the Amendments tab. Click Create Bid Amendment.



The bid will re-open in an edit format. This allows you to change selected information within the bid documents.

Bid Amendment - Open Market Bid MDDGS31016130 Status: ZBS - Sent

General | Items | Attachments(1) | **Summary** | Back to Bid

Bid Number: MDDGS31016130
 Status: ZBS - Sent
 How Solicited: 00115 - OFFICE OF BUSINESS PROGRAMS
 Department: M9 - OFFICE OF BUSINESS PROGRAMS
 Location: M9 - OFFICE OF BUSINESS PROGRAMS
 Show on Web:

Required Date:
 Available Date: (MM/DD/YYYY HH:MM:SS AM or PM) 05/14/2015 04:00:00 PM

Bid Type: Open Bid
 Control Code: Open Market
 Print Detail:
 Purchase Method:
 Tax Rate:
 Item Single Award Only:


Info Contact: Procurement Officer Contact Information
 Pre-Bid Conference: (Max size: 250 characters)
 Bulletin Desc:
 Quote Notification:
 Date Last Updated: 06/03/2015 03:56:02 PM

Description: Training Bid 1
 Purchaser: Ervin, Cristen
 Type Code: 2014
 Fiscal Year: Maryland Department of General Services
 Organization:

Allow Electronic Bidding:
 Bid Opening Date: (MM/DD/YYYY HH:MM:SS AM or PM) 06/05/2015 01:30:00 PM

Purge Date:
 Informal Bid:
 Estimated Cost: \$0.00
 Alternate ID:
 Solicitation Enabled: No

User last Updated: Cristen Ervin

Enter the new Bid Opening Date by clicking on the  icon. Remember to select the time then the date. Click **Save & Continue**.

Click on the Summary tab.

The Summary tab will display the changes that were made to the bid solicitation. You may change the description or add comments to the amendment.

Click **Apply Bid Amendment**.

Bid Amendment - Open Market Bid MDDGS31016130 Status: ZBS - Sent

General | Items | Attachments(1) | **Summary** | Back to Bid

Comment for the whole bid amendment:

Header/Item Changes

| Modified Field | Item # | Description | User Updated | Date Updated | Show to Vendor |
|------------------|--------|------------------------------------------------------------------------------------|---------------|------------------------|-------------------------------------|
| Bid Opening Date | Header | Bid Opening Date changed from "06/05/2015 01:30:00 PM" to "06/04/2015 12:00:00 PM" | Cristen Ervin | 06/04/2015 11:24:53 AM | <input checked="" type="checkbox"/> |

Comment:

After you click "Apply Bid Amendment", all the changes will be updated in the real document and vendors will be notified if you choose to show some changes to vendor.

The Vendor Notification screen will display showing all of the vendors that were notified of the amendment.

Vendor Notification Result

Subject: Bid Amendment Notification - Bid # MDDGS31016130, Training Bid 1

Email Recipients

Delivery Date: 06/04/2015 11:28:17 AM

| Vendor ID | Vendor Name | Email Address |
|-----------|----------------------------------|----------------------------------------|
| 138150 | Brown's Catering & Entertainment | JOCQUE BROWN (test@dgs.state.md.us) |
| 102640 | SYSCO EASTERN MARYLAND LLC | NANCY LINCK (test@dgs.state.md.us) |
| 00000719 | Tidewater Management Group LLC | Dwight Gorsuch (test@dgs.state.md.us) |
| 154280 | FEESERS, INC. | SUE LUBNOW (test@dgs.state.md.us) |
| 00004203 | Acosta, Inc | Susan Fleishman (test@dgs.state.md.us) |
| 00007455 | Heritage Fare | Wendell Turner (test@dgs.state.md.us) |
| 00002820 | Lou's House Catering | Myron Chase (test@dgs.state.md.us) |
| 318751 | Dutch Mill Catering | KEVIN LINNANE (test@dgs.state.md.us) |
| 304551 | DPG & Associates LLC | DANA JAMES (test@dgs.state.md.us) |
| 00020123 | Missey's Desserts | Melissa Davis (test@dgs.state.md.us) |

Click **OK** at the bottom of the screen.

The updated bid solicitation will display. You will see that now there is a (1) in the Amendments tab indicating there is one bid amendment.



You will also notice that the new Bid Opening Date is displayed.

| Header Information | |
|--------------------------|-----------------------------------------|
| Bid Number: | MDDGS31016130 |
| Purchaser: | Cristen Ervin |
| Organization: | Maryland Department of General Services |
| Fiscal Year: | 14 |
| Show On Web: | Yes |
| Bid Opening Date: | 06/04/2015 12:00:00 PM |

You may create bid amendments up until the Bid Opening Date and time.