

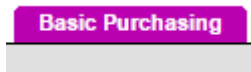


## Government User Quick Reference Guide

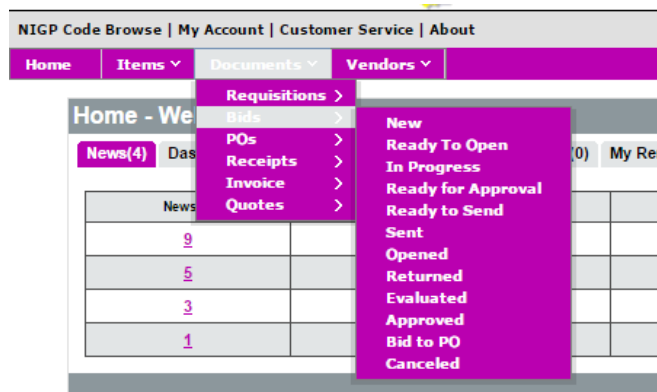
### Requesting a Proposal Revision


In some situations you may need to contact a vendor and request a quote revision, or a best and final offer. If your organization accepts bid responses online, you may complete this request in eMaryland Marketplace.

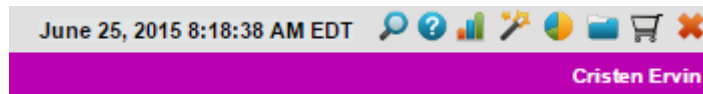
Log onto eMaryland Marketplace and select the Basic Purchasing tab. If this is the only user role assigned to you, this tab will already be selected



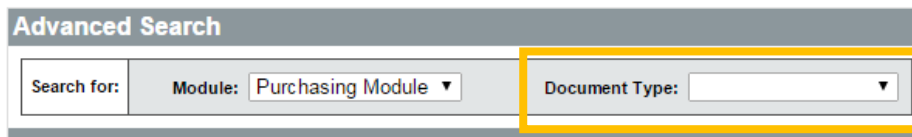
Locate your bid in eMaryland Marketplace. There are several ways to accomplish this. Search Option #1 - You may use the Documents drop-down menu to open a list of bids in a specific status.



Search Option #2 – Use the  icon (located in the upper right of your screen) to perform an advanced search.



From the Advanced Search box, select Bids in the Document Type box.



The Advanced Search box will expand providing a variety of search criteria options.

**Advanced Search**

Search for:	Module: <span>Purchasing Module</span> ▼	Document Type: <span>Bids</span> ▼	
Search Using:	<span>ALL of the criteria</span> ▼		
<input type="button" value="Find It"/> <input type="button" value="Clear"/>			
<b>Search Fields:</b>	Bid #	<input type="text"/>	Bid Opening Date(MM/DD/YYYY) <input type="text"/>
	Bid Description	<input type="text"/>	Purchaser <span>▼</span>
	Current Major Status	<span>▼</span>	Alternate Id <input type="text"/>
	Current Minor Status	<span>▼</span>	
	Organization	<span>▼</span>	
	Department	<span>▼</span>	
	Location	<span>▼</span>	
	Type Code	<span>▼</span>	
	Catalog	<span>▼</span>	
	Purchase Method	<span>▼</span>	Entered Date(MM/DD/YYYY) <input type="text"/>
	Required Date(MM/DD/YYYY) <input type="text"/>		Update Date(MM/DD/YYYY) <input type="text"/>
	NIGP Class	<span>▼</span>	
	NIGP Item	<span>▼</span>	
	Commodity Code <input type="text"/>		Stock Item Number <input type="text"/>
	<input type="button" value="Find It"/> <input type="button" value="Clear"/>		

Enter the search criteria you would like to use to locate your bid. You may enter as few or as many criteria as you would like to expand or narrow your search results. Select Find It when all criteria are entered.

Once you perform your search, your results will display.

Results											
Bid #	Description	Purchase Order #	Purchase Method	Bid Opening Date	Organization	Dept/Loc	Purchaser	Total	Status	Alternate Id	
<a href="#">MDDGS31016132</a>	Training Bid for eMM Users		Open Market		Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	In Progress		
<a href="#">MDDGS31016131</a>	Artificial Plants - Training		Open Market	06/05/2015 09:18:00 AM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	Sent		
<a href="#">MDDGS31016130</a>	Training Bid 1		Open Market	06/04/2015 12:00:00 PM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	Opened		
<a href="#">MDDGS31016059</a>	T-shirts - all sizes	<a href="#">MDDGS14-903452</a>	Open Market	04/20/2015 11:15:00 AM	Maryland Department of General Services	00117 / 00117	Cristen Ervin	\$0.00	Bid to PO	0011T0000	
<a href="#">MDDGS31015693</a>	Training Bid for eMM Users		Open Market	11/30/2014 10:25:00 AM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	In Progress		

If the bid you are searching for did not display in your results, go back, revise your search criteria, and perform the search again.

Select the Bid # link next to the bid you would like to open and review.

After selecting the bid # for the bid you would like to open, the bid will display on the screen.

Open Market Bid MDDGS31016130 Status: 2BO - Opened

**General** | Items | Address | Accounting | Routing | Attachments(1) | Notes(1) | Bidders | Questions | Amendments(1) | Q & A | Reminders(1) | Summary

Bid Number: MDDGS31016130  
 Status: 2BO - Opened  
 How Solicited: Email  
 Department: 00115 - OFFICE OF BUSINESS PROGRAMS  
 Location: M9 - OFFICE OF BUSINESS PROGRAMS  
 Show on Web:   
 Required Date: 05/14/2015 04:00:00 PM  
 Available Date: 05/14/2015 04:00:00 PM  
 Bid Type: Open Bid  
 Control Code:  
 Print Dest Detail:  
 Purchase Method: Open Market  
 Tax Rate:  
 Item Single Award Only:   
 Info Contact: Procurement Officer Contact Information  
 Pre-Bid Conference: Pre-Bid Information: Date, Time, Location, RSV/P, Instructions  
 Bulletin Desc: Description of Bid  
 Quote Notification:   
 Date Last Updated: 06/04/2015 11:28:16 AM

Description: Training Bid 1  
 Purchaser: Cristen Ervin  
 Type Code:  
 Fiscal Year: 2014  
 Organization: Maryland Department of General Services  
 Allow Electronic Response:   
 Bid Opening Date: 06/04/2015 12:00:00 PM  
 Purge Date:  
 Informal Bid:   
 Estimated Cost: \$0.00  
 Alternate ID:  
 Print Format: \* Bid Print New  
 Solicitation Enabled: No

User last Updated: Cristen Ervin

Save & Continue

Select the Summary tab.

[General](#) | [Items](#) | [Address](#) | [Accounting](#) | [Routing](#) | [Attachments\(1\)](#) | [Notes\(1\)](#) | [Bidders](#) | [Questions](#) | [Amendments\(1\)](#) | [Q & A](#) | [Reminders\(1\)](#) | **Summary**

Scroll to the bottom of the screen and select **Bid Tab**.

[Bid Tab](#) | [Cancel Bid](#) | [Clone Bid](#) | [View Quote History](#) | [Print](#)

The Bid Tabulation screen will open.

Select the Revisions tab.

The received quotes will display. Select the Request Revision box for the vendor you would like to contact. Enter the Due Date then click the **Create Notification** button to the right of the vendor.

Bid Tabulation for Bid #MDDGS31016130

[Quotes](#) | **Revisions** | [Items](#) | [Header Questions](#) | [Subcontractors](#) | [Routing](#) | [Attachments](#) | [Score](#) | [Summary](#) | [Back to Bid](#)

Revision: Revision 1

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
<input type="checkbox"/>	Training Vendor			<input type="text"/>	<a href="#">Create Notification</a>
<input type="checkbox"/>	Training Vendor			<input type="text"/>	<a href="#">Create Notification</a>

Send Notification to Selected Vendors

You will be able to enter a customized email to this specific vendor with instructions as to what the request is for. Note: If you selected multiple vendors and customize an email, this email will be sent to all selected vendors.

Complete the Subject and Text of the email. You may add additional vendors if you would like. You may also add attachments. When finished, click **Submit Revision Request**.

**Send Quote Revision Email**

Vendor Recipients: Training Vendor: \_\_\_\_\_

Additional Email Recipients: \_\_\_\_\_

From: Cristen Ervin (test@dgs.state.md.us)

Subject\*: \_\_\_\_\_

Text\*: \_\_\_\_\_

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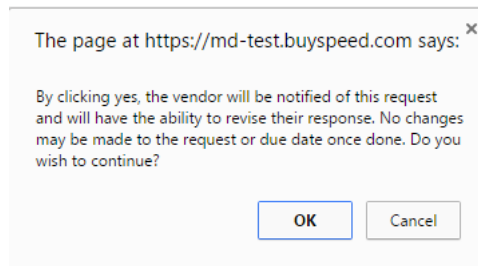
**Attachments**

No Attachments

File:  No file chosen

Description: \_\_\_\_\_

You will receive a message asking you if you would like to continue. Click **OK**.



The revision request will be emailed to the vendor and posted to the vendors eMaryland Marketplace homepage.

Note: The bid cannot be tabulated or awarded if a revision request is outstanding.

You will receive confirmation of the revision request correspondence.

**Revision Request Mail Result**

Subject: Bid # MDDGS31016130 - Bid Revision Request

**Email Recipients**

Delivery Date: 09/25/2015 09:12:40 AM

Vendor ID	Vendor Name	Email Address
90929479	Training Vendor	Cristen Ervin (cristen.ervin@maryland.gov)

## Closing the Revision Process

Once you are ready to review the revised Quotes, return to the Revision tab on Bid Tab of your bid and click the Close Revision Process button. If a revision was submitted by a vendor, that revised Quote will replace their original on the Bid Tab. You are now able to continue with the evaluation and award, if you can conduct another revision by selecting the next round in the Revision dropdown and then starting the request process again.

Bid Tabulation for Bid #MDDGS31016130

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Revision Email Communication

Revision: Revision 1

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
	Training Vendor	<a href="#">View</a>	06/04/2015 08:59:52 AM	06/25/2015 09:30:00 AM	Email sent to cristen.erwin@maryland.gov at 06/25/2015 09:12:46 AM
<input type="checkbox"/>	Training Vendor			<input type="text"/>	<input type="button" value="Create Notification"/>