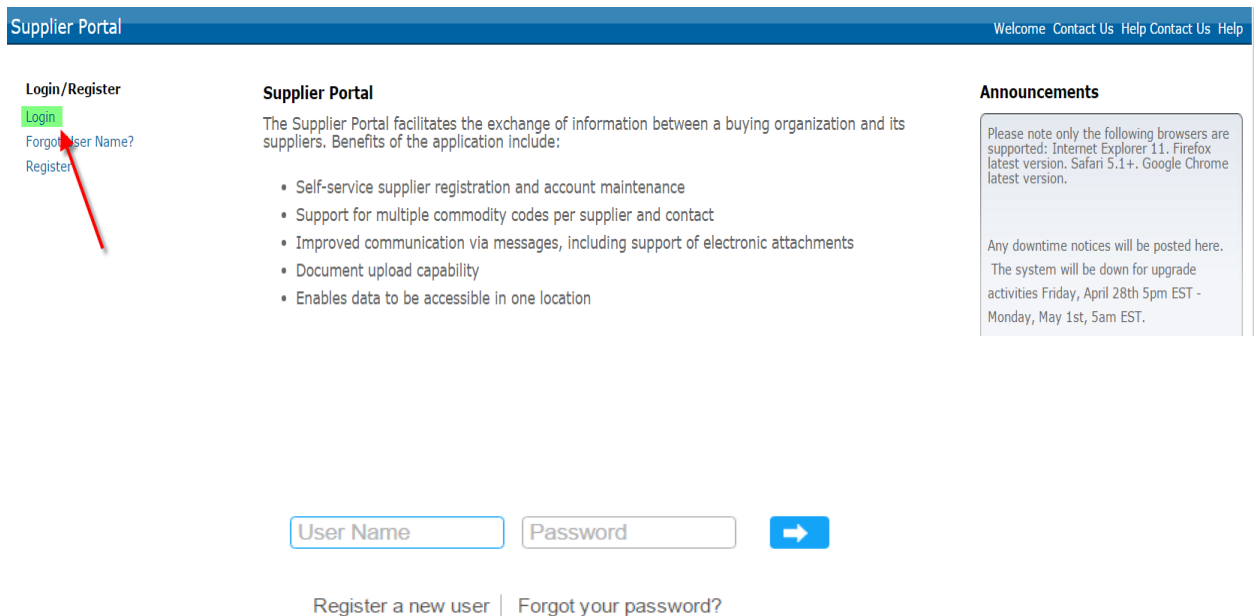


Access Supplier Portal to Review and Respond to Bid Opportunities

The contact entered for the selected service/material/commodity code (and established proxies) will receive email notification of bid opportunity. Note: must be invited in order to bid.

1. Login using the Username and Password established during Supplier Registration, using one of the supported browsers. Internet Explorer 11, Firefox or Google Chrome latest version, Safari 5.1+
Please note: both the Username and Password are case-sensitive.

If the user name or password have been forgotten, the system offers self-reset capabilities.



Supplier Portal Welcome Contact Us Help Contact Us Help

Login/Register
[Login](#)
[Forgot User Name?](#)
[Register](#)

Supplier Portal
The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location

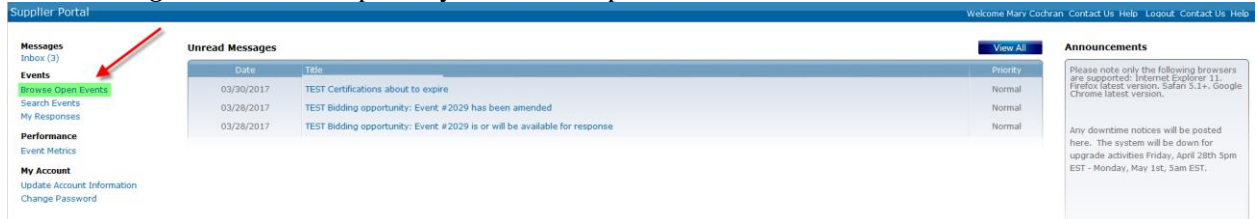
Announcements
Please note only the following browsers are supported: Internet Explorer 11. Firefox latest version. Safari 5.1+. Google Chrome latest version.
Any downtime notices will be posted here.
The system will be down for upgrade activities Friday, April 28th 5pm EST - Monday, May 1st, 5am EST.

User Name Password

[Register a new user](#) | [Forgot your password?](#)

- Click on **Browse Open Events**. This will show events for which your company has been selected to bid upon that are in an “Open” status and still accepting bids.

Note: the **Messages** section is a repository of the correspondence received via email.



Supplier Portal

Messages
Inbox (3)
Events
[Browse Open Events](#)
Search Events
My Responses
Performance
Event Metrics
My Account
Update Account Information
Change Password

Unread Messages

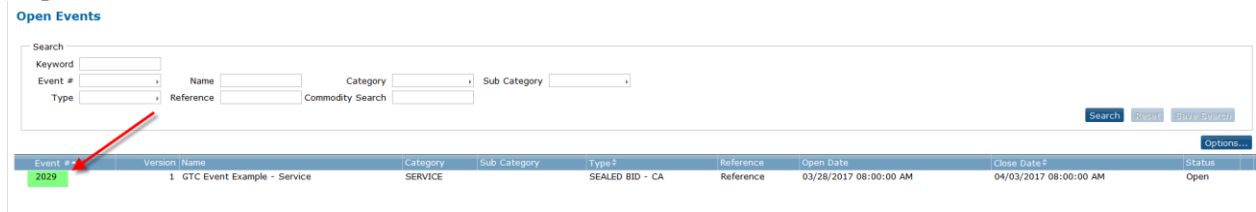
Date	Title	Priority
03/30/2017	TEST Certifications about to expire	Normal
03/28/2017	TEST Bidding opportunity: Event #2029 has been amended	Normal
03/28/2017	TEST Bidding opportunity: Event #2029 is or will be available for response	Normal

Announcements

Please note only the following browsers are supported: Internet Explorer 11, Firefox latest version, Safari 5.1+, Google Chrome latest version.

Any downtime notices will be posted here. The system will be down for upgrade activities Friday, April 28th 5pm EST - Monday, May 1st, 3am EST.

- Select an Event by clicking on the Event #. Please note: only events with Status = Open will allow responses.



Open Events

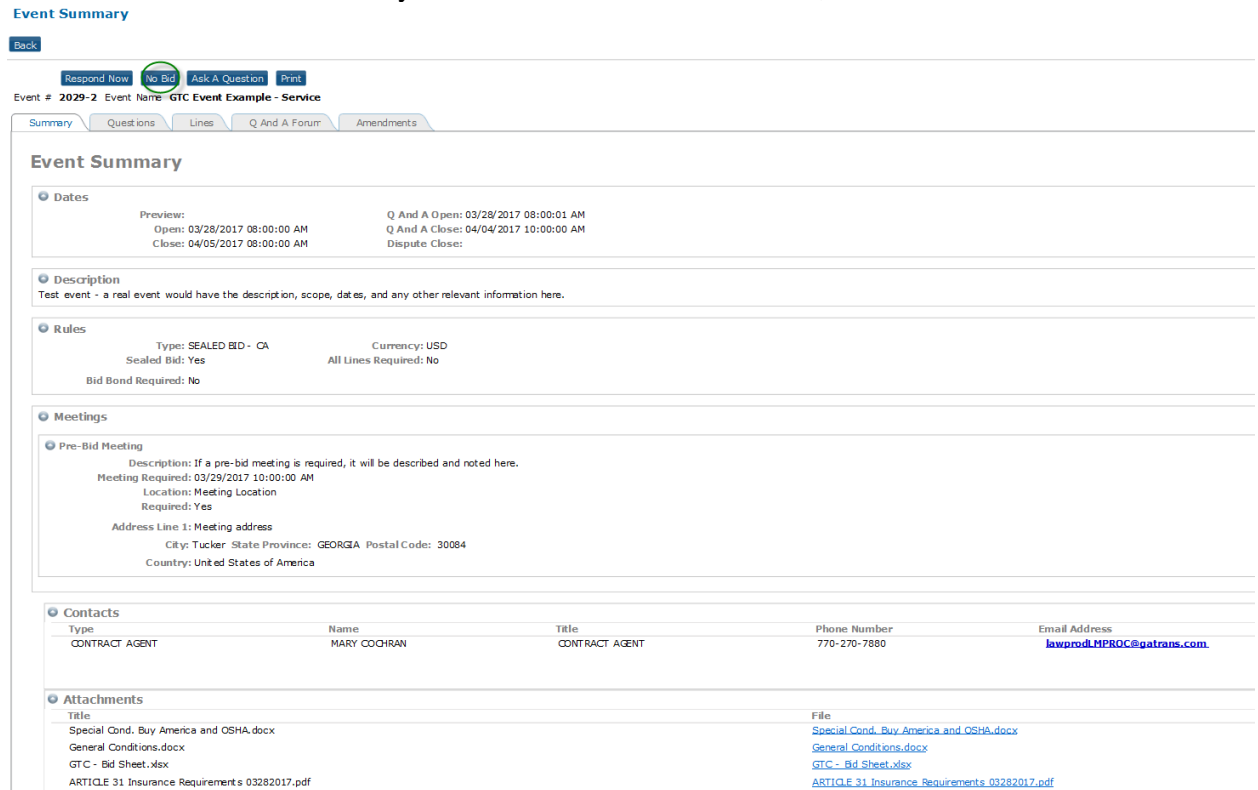
Search

Keyword
 Event # Name Category Sub Category
 Type Reference Commodity Search

Search Reset Apply Search

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Status
2029	1	GTC Event Example - Service	SERVICE		SEALED BID - CA	Reference	03/28/2017 08:00:00 AM	04/03/2017 08:00:00 AM	Open

- Review each tab for event details. If you do not wish to bid on this event, select the **No Bid** button.



Event Summary

Back

Respond Now No Bid Ask A Question Print

Event # 2029-2 Event Name GTC Event Example - Service

Summary Questions Lines Q And A Forum Amendments

Event Summary

Dates

Preview: Q And A Open: 03/28/2017 08:00:01 AM
 Open: 03/28/2017 08:00:00 AM Q And A Close: 04/04/2017 10:00:00 AM
 Close: 04/05/2017 08:00:00 AM Dispute Close:

Description

Test event - a real event would have the description, scope, dates, and any other relevant information here.

Rules

Type: SEALED BID - CA Currency: USD
 Sealed Bid: Yes All Lines Required: No
 Bid Bond Required: No

Meetings

Pre-Bid Meeting

Description: If a pre-bid meeting is required, it will be described and noted here.
 Meeting Required: 03/29/2017 10:00:00 AM
 Location: Meeting Location
 Required: Yes
 Address Line 1: Meeting address
 City: Tucker State Province: GEORGIA Postal Code: 30084
 Country: United States of America

Contacts

Type	Name	Title	Phone Number	Email Address
CONTRACT AGENT	MARY COCHRAN	CONTRACT AGENT	770-270-7880	lawprod.MPROC@gatrans.com

Attachments

Title	File
Special Cond. Buy America and OSHA.docx	Special Cond. Buy America and OSHA.docx
General Conditions.docx	General Conditions.docx
GTC - Bid Sheet.xlsx	GTC - Bid Sheet.xlsx
ARTICLE 31 Insurance Requirements 03282017.pdf	ARTICLE 31 Insurance Requirements 03282017.pdf

- Click icon to Select Reason for No Bid from list. Click **OK**.



- If you need additional information, select the **Ask a Question** button, if available. Not all events will have this option. The button will also disappear after the Q&A period ends. Tip: check the **Q&A Forum** tab in case the question has already been asked and answered.

Event Summary

Back



- Enter your question and Save. The question has now been submitted and the reply will be sent via email to the address on record.

Ask A Question

Back Save Save and New

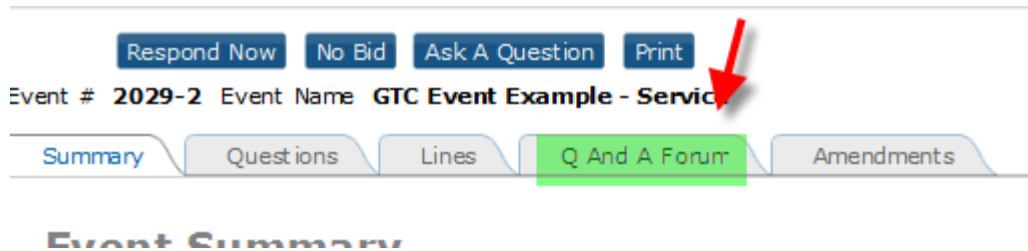
Event # **2029-2**

Event Name **GTC Event Example - Service**

* Question

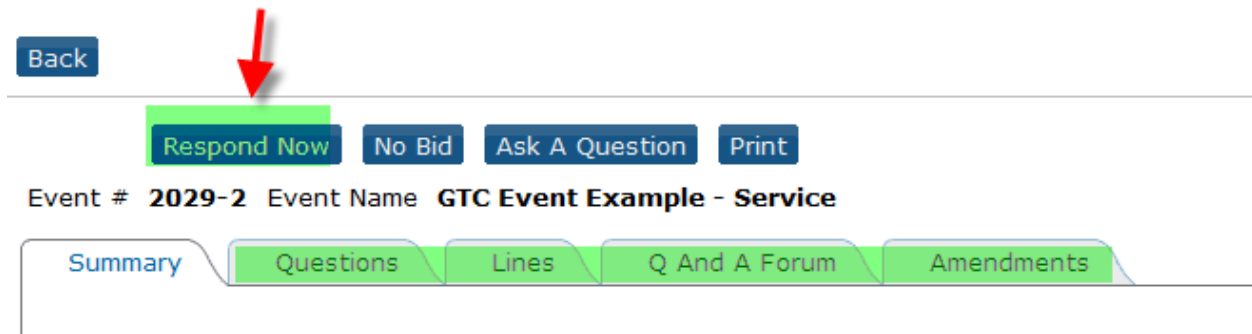
Enter your question here - then "Save"
 If multiple questions, "Save and New".
 System automatically sends notification to the "main contract".

8. If the question is applicable for all suppliers, the question and response will be posted in the *Q And A Forum* tab.

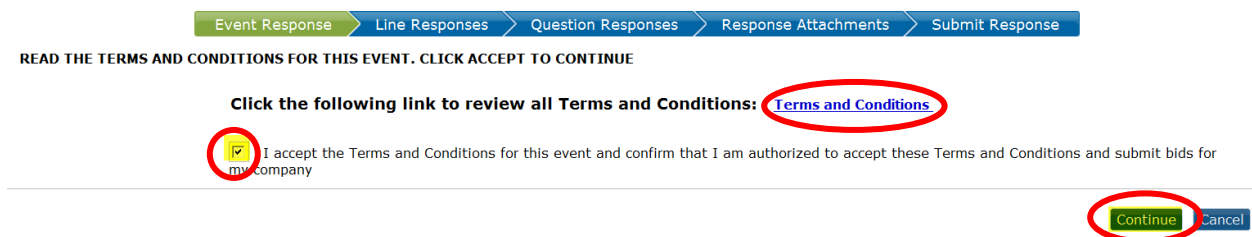


9. To bid on the Event, review the various Event Tabs. Click on *Respond Now*. Questions, Terms, Lines, etc. are selectable for reviewing prior to responding by clicking tab header.

Event Summary



10. Click *Terms and Conditions* link to review. Click in the box to *Accept* Terms and Conditions and *Continue*. This may not be applicable for all events, however, must be selected in order to continue.



11. Click **Respond**.

Event # 2029-2 - Line Responses

Sourcing Event Response Created

Event Response Line Responses Question Responses Response Attachments Submit Response

RESPOND TO AT LEAST ONE EVENT LINE. AN ASTERISK INDICATES A RESPONSE IS REQUIRED

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity / UOM	Unit Price	Extended Price	Response
*1		Service Line Example	1.0000				Respond

12. The next screen may vary depending on item type. Details will show in the upper **Line Details** for all item types.

Enter description and unit price, then click **Continue**. A “No Bid” can also be entered at the line level.

Event # 2029-2 - Line Response

Line Response

RESPOND TO AT LEAST ONE EVENT LINE. AN ASTERISK INDICATES A RESPONSE IS REQUIRED

Line 1 Details

Description **full line description**
 Item
 UOM
 Commodity Code
 Item Description **Service Line Example**
 Commodity Description **CONSTRUCTION**
 Output Type **Service**

Enter Line 1 Response Information

Service Description

UOM UOM Detail

Unit Price -or- No Bid - reason

Extended Price

Response Comments

Continue Cancel

- OR -

Enter unique Vendor Item, Vendor Item Description, Quantity, Unit Price, Delivery Date and any Comments then click **Continue**.

Event # 792-1 - Line Response

Line Response

RESPOND TO AT LEAST ONE EVENT LINE. AN ASTERISK INDICATES A RESPONSE IS REQUIRED

Line 2 Details

Description: FAULT CIRCUIT INDICATOR, SMART RECEIVER, 2.4 GHZ, EFFECTIVE RANGE 100FT, 12-60VDC SUPPLY, (8) OUTPUT CONTACTS, POLE MOUNT, SCADA, INCLUDES MULTI-CONDUCTOR DATA CABLE 15-20FT LENGTH, TO BE USED WITH LINE MOUNTED SMART TRANSMITTER FF9221 AND FF9240

Item: FF9220 Item Description: FCI POLE MNT SCADA TL SMAR Output Type: Blanket

Quantity: 20.0000 UOM: EA

Manufacturer Code: Division: Manufacturer Number:

Commodity Code: MFUSE-FAULT Commodity Description: FUSE FAULT INDICATORS

Enter Line 2 Response Information

Vendor Item: [Redacted]

Vendor Item Description: [Redacted]

Quantity: [Redacted]

UOM: EA UOM Detail: [Redacted]

Unit Price: [Redacted] -or- No Charge -or- No Bid - reason: [Redacted]

Extended Price: [Redacted]

Response Comments: [Redacted]

Continue

Cancel

Line Responses screen – *Edit Response* as necessary, click *Continue*

Event # 2029-2 - Line Responses

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

RESPOND TO AT LEAST ONE EVENT LINE. AN ASTERISK INDICATES A RESPONSE IS REQUIRED

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity / UOM	Unit Price	Extended Price	
*1		Service Line Example	1.0000	1.0000	15,000.00000	15,000.00	Edit response



* | < | > | *

Page size: 10

Back

Continue

Cancel

13. Answer all questions for this event then click *Continue*
 Questions are specific to each bid event so there could be events without questions.
 The question will provide additional guidance when an answer and/or attachment are required.

RESPOND TO THE QUESTIONS FOR THIS EVENT. SOME QUESTIONS REQUIRE A RESPONSE

1. Please complete the attached Subcontractors Form 1059-1 and re-attach.
[Exhibit C Subcontractor Form 1059-1 Bid .doc](#)

Answer
 Attach document

2. What is your percentage mark-up for 3rd party rentals?
 Answer

3. Additional insurance coverage is required. Please review Section 15 of the Special Conditions. The successful contractor must provide a Certificate of Insurance for this specific contract to cover the entire contract period. I certify I have reviewed the insurance requirements and will provide a certificate with the executed contract if my company is awarded the contract.
Response is required

* Answer

14. Click on ***Add*** to attach any documentation, specifications, etc. relating to the bid or click Continue if there are no attachments.

Event # 2029-2 - Response Attachments

ATTACH ANY DOCUMENTS, SPECIFICATIONS AND PICTURES YOU HAVE FOR THIS EVENT

Attachments

Attachment Title	File
No data available	

15. Attach Bid File – Excel, Word, etc. Use ***Browse*** to assist in quickly locating your file path. Click ***Continue***.

Event Response - Attachments

ATTACH ANY DOCUMENTS, SPECIFICATIONS AND PICTURES YOU HAVE FOR THIS EVENT

* Title

* File

* = Required

Verify attachments. Add more as needed. Click ***Continue***.

ATTACH ANY DOCUMENTS, SPECIFICATIONS AND PICTURES YOU HAVE FOR THIS EVENT

Attachments

Attachment Title	File
<input type="checkbox"/> Service Bid Units Example.xlsx	Service Bid Units Example.xlsx

Page size:

16. Click on Submit to send the bid. This is a critical step. This actually sends the bid. Print response for your files if desired. Click **Done**. *Note: the bid is retained in history under **Events – My Responses**.*

Event # 2029-2 - Submit Response

Submit Response Bid must be "submitted"

Your response is ready to be submitted. Your bid amount is 15,000.00. Click the Submit button to complete your response
 Before you submit this event, review the following list to ensure your response is accurate
- you have not responded to some non- required questions for this event
Any review notes will be shown

To be eligible for award, your response must be submitted by April 5, 2017 8:00:00 AM EDT
IMPORTANT - clicking the * Done * Button will not submit the response. If you intend to submit the response, please click the submit button

17. In the event you forget to submit, “Unsubmitted Responses” will show on the menu.

Supplier Portal

Messages

Inbox (4)

Events

[Browse Open Events](#)

[Search Events](#)

[My Responses](#)

🚫 Unsubmitted Responses

Performance

[Event Metrics](#)

My Account

[Update Account Information](#)

[Change Password](#)

Choose Event and “Submit”; Other valid actions will show under “Actions”

My Responses

Event #	Version Name	Open Date	Current Close Date	Event Status
2029	2 GTC Event Example - Service	03/28/2017 08:00:00 AM	04/05/2017 08:00:00 AM	Open

18. Submitted responses will move to **Responses Open For Award**, then to **Historical Responses** after the close

My Responses

Unsubmitted Initial Responses | Unsubmitted Best And Final | Unsubmitted Pricing | **Responses Open For Award** | Historical Responses

Search

Event # Name Category Sub Category
 Response Status All Type Reference Commodity Search

Search Reset Save Search

Actions **Withdraw Response**

Event #	Version	Name	Open Date	Current Close Date	Event Status	Response Status	Print	View Response
2029	2	GTC Event Example - Service	03/28/2017 08:00:00 AM	04/05/2017 08:00:00 AM	Open	Submitted	Print	View Response

Access Supplier Portal to Review and Modify Bids

1. Click on **My Responses**. This will show events for which responses have been at least started. Please note this area will not show events for which you have been invited to but have not started a response yet.

Messages

[Inbox \(4\)](#)

Events

[Browse Open Events](#)

[Search Events](#)

[My Responses](#)

Performance

[Event Metrics](#)

My Account

[Update Account Information](#)

[Change Password](#)

2. Select desired tab. Select appropriate action.

Open if wish to review

Modify Response if wish to make changes – be sure to resubmit if modify

Withdraw Response if no longer wish to participate

My Responses

Unsubmitted Initial Responses | Unsubmitted Best And Final | Unsubmitted Pricing | **Responses Open For Award** | Historical Responses

Search

Event # Name Category Sub Category
 Response Status All Type Reference Commodity Search

Search Reset Save Search

Actions **Withdraw Response**

Event #	Version	Name	Open Date	Current Close Date	Event Status	Response Status	Print	View Response
2029	2	GTC Event Example - Service	03/28/2017 08:00:00 AM	04/05/2017 08:00:00 AM	Open	Submitted	Print	View Response

Open
 Modify Response
 Withdraw Response