



# Create a Bid for a Request for Information/Quotation

## Purpose

A vendor will use this procedure to create a bid in response to a Request for Information or Quotation (RFx).

## Trigger

Perform this procedure when submitting a bid.

## Prerequisites

- Vendor has been registered as a Southwest One vendor
- An RFx has been created and is currently active
- Vendor has been added to the RFx as a Bidder

## Procedure

1. Start the bid processing transaction by logging in to the Supplier Portal with ID and password, then selecting the 'My Services' tab.

### Process Bids

Find Bid Invitations and Auctions

Number of Document:  Name:  Status:  Processed by Me:

[Extended Search](#)

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 6 Hits

Number	Name	Trans_Type	Start Date	End Date	Bid Status	Action
<a href="#">1000000136</a>	Computers	Req for Quote_Closed	10/29/2008 15:16:00	10/30/2008 11:00:00	No Bid Created	
<a href="#">1000000135</a>	Computers	Req for Quote_Closed	10/29/2008 15:00:00	10/30/2008 11:00:00	No Bid Created	
<a href="#">1000000086</a>	Bid inv with price	Req for Quote_Open		10/31/2008	No Bid Created	
<a href="#">1000000083</a>	Computer	SWON Auction 01	10/30/2008 12:00:00	10/30/2008 14:00:00	No Bid Created	
<a href="#">1000000081</a>	Computers	SWON Auction 01	10/30/2008 12:00:00	10/30/2008 13:00:00	No Bid Created	
<a href="#">1000000072</a>	Bid for Test	Req for Info_Open	10/22/2008 12:40:00	10/31/2008	No Bid Created	

Legend: Display Bid Create Bid Display Auction Change Bid Delete Bid

2. Click the Action button for the relevant RFx.

## Process Bid

[Submit](#) [Hold](#) [Delete](#) [Check](#) [Refresh](#) [Download](#) [Upload](#) [Output Preview](#)

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Req for Quote\_Closed: Name Computers Number 1000000136


[General Data](#) [Item Data](#)



Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.  
(2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.

Display Documents

**Item Overview**

Find Item

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Price	Required	Action
1	Computer	Material	ICT	100 each	0 / 0	0 / 0	GBP Per 1	On	

Legend:  Display item details  Change price

### 3. Click the Action button .

## Process Bid

[Submit](#) [Hold](#) [Delete](#) [Check](#) [Refresh](#) [Download](#) [Upload](#) [Output Preview](#)


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Req for Quote\_Closed: Name Computers Number 1000000136

[General Data](#) [Item Data](#)

Basic Data | [Information from Purchaser](#) | [My Notes](#) | [Partner/Delivery Address](#) [Back](#) [Continue](#) [Back to Item Overview](#)

Item Detail 1: Computer

Item Category	Material
Vendor Product Number	<input type="text"/>
Product Category	ICT
Quantity of Bid Invitation	100 each
Submitted Quantity	100 each
Price	<input type="text"/> British Pound Per <input type="text"/> each
Item Value	0.00 GBP
Delivery Time (Duration)	<input type="text"/> Days
Required	at 00:00:00
Incoterm	<input type="text"/>  <input type="text"/>

### 4. As required, complete/review the following fields:

Vendor Product Number (Example: 12345)

Price (Example: 1500)

Delivery Time (Duration) (Example: 10)

### 5. Click the General Data tab control [General Data](#).

## Process Bid

[Submit](#) [Hold](#) [Delete](#) [Check](#) [Refresh](#) [Download](#) [Upload](#) [Output Preview](#)

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Req for Quote\_Closed: Name **Computers** Number **1000000136**

[General Data](#) [Item Data](#)

[Basic Data](#) | [Attributes](#) | [Information from Purchaser](#) | [My Notes](#) | [Partner/Delivery Address](#)

Check the information in your bid. You can also add your own notes.

Bid Number	1000000052
Time Zone	UTC
End Date	10/30/2008 11:00:00
Opening Date	10/30/2008 11:00:00
Bid Status	

- Click the link [Attributes](#).

## Process Bid

[Submit](#) [Hold](#) [Delete](#) [Check](#) [Refresh](#) [Download](#) [Upload](#) [Output Preview](#)

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Req for Quote\_Closed: Name **Computers** Number **1000000136**

[General Data](#) [Item Data](#)

[Basic Data](#) | [Attributes](#) | [Information from Purchaser](#) | [My Notes](#) | [Partner/Delivery Address](#)

Check the information in your bid. You can also add your own notes.

**Overview of Attributes**

Question	Reply	Comment
DO YOU AGREE TO OUR TERMS AND CONDITIONS (SEE ATTACHED)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Reply	

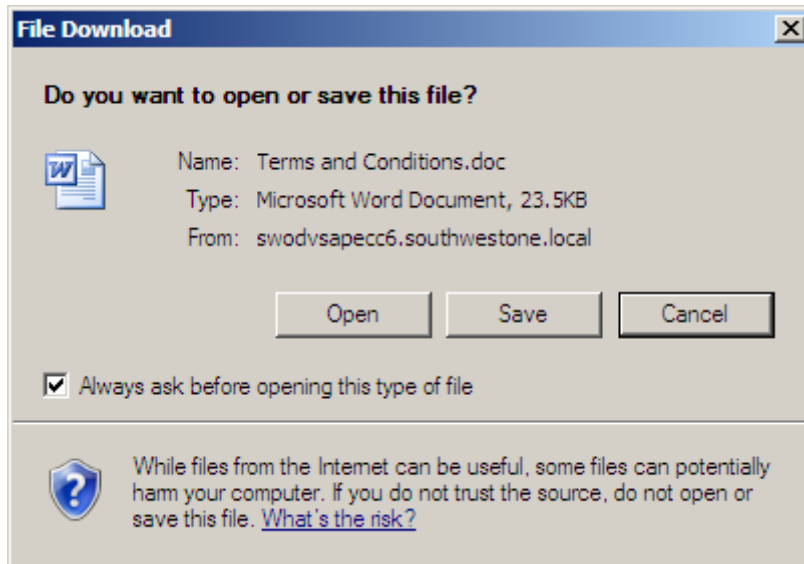
- Click Yes radio button  Yes to confirm the Terms and Conditions.
- Click the link [Information from Purchaser](#) to view a copy of the Terms and Conditions (Example).

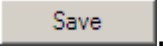
Attachments

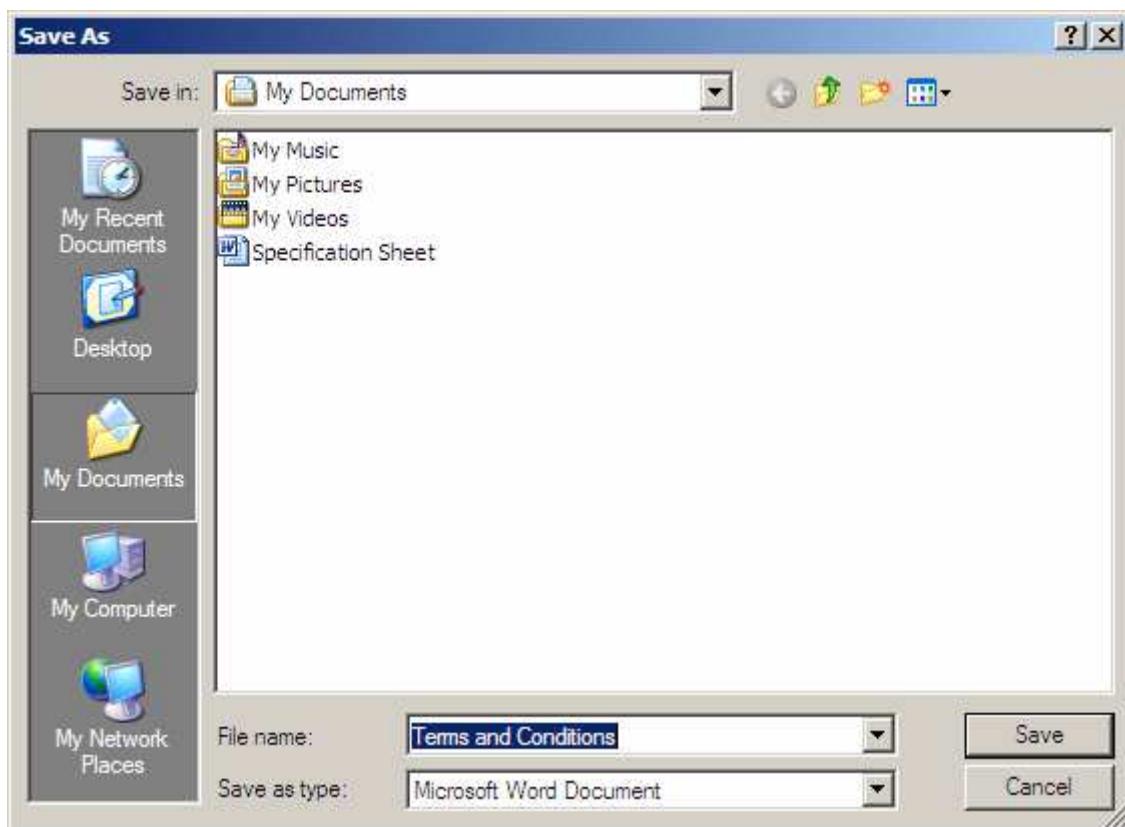
**Overview of Attachments**

	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
	<a href="#">Terms and Conditions</a>	Standard Attachment	1		doc	24	PURCH01	10/29/2008 15:15:42

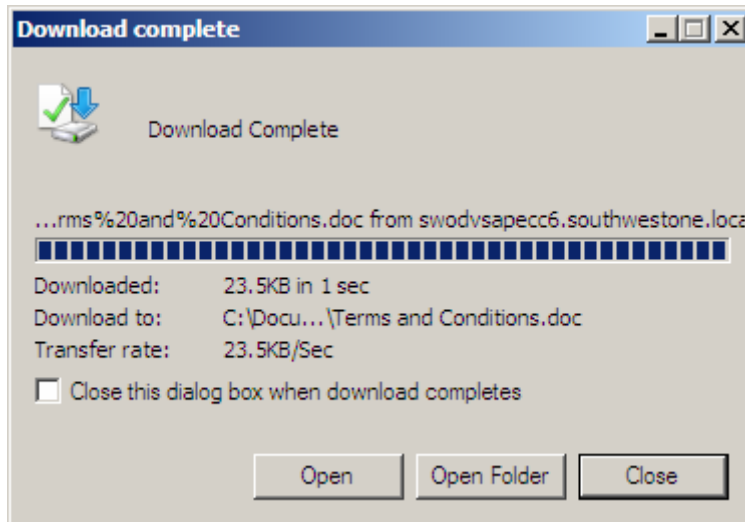
- Click the Description link [Terms and Conditions](#).

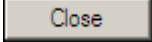


10. Click the Save button .



11. Select the folder and click the Save button .



12. Click the Close button .



13. Click the link [My Notes](#) to enter comments or attach additional documentation.

General Data | Item Data

Basic Data | Attributes | Information from Purchaser | My Notes | Partner/Delivery Address

Check the information in your bid. You can also add your own notes.

**Texts**

Bidder's Remarks: See Attached Document

**Attachments**

Upload a Document:

Description: Specification

Path:  Browse...

Add

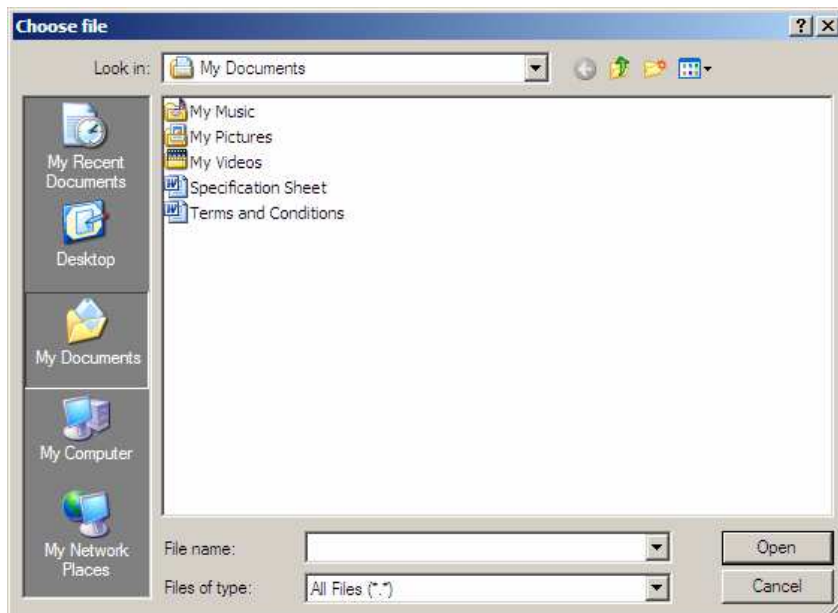
No Documents Available

14. As required, complete/review the following fields:

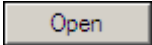
Bidder's Remarks (Example: See attached document)

Description (Example: Specification)

Path (Navigate your way to the document you wish to upload)



15. Click Specification Sheet list item  Specification Sheet (Example document).

16. Click the Open button .

**Attachments**

Upload a Document:

Description

Path

No Documents Available

16. Click the Add button  to upload the document to the bid.

**Process Bid**

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Req for Quote\_Closed: Name Computers Number 1000000136

[Basic Data](#) | [Attributes](#) | [Information from Purchaser](#) |  | [Partner/Delivery Address](#)

Check the information in your bid. You can also add your own notes.

**Texts**

Bidder's Remarks	See Attached Document
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17. Click the Submit button  to finish your entry.



18. Click the OK button .

## Result

The vendor has successfully created a bid!