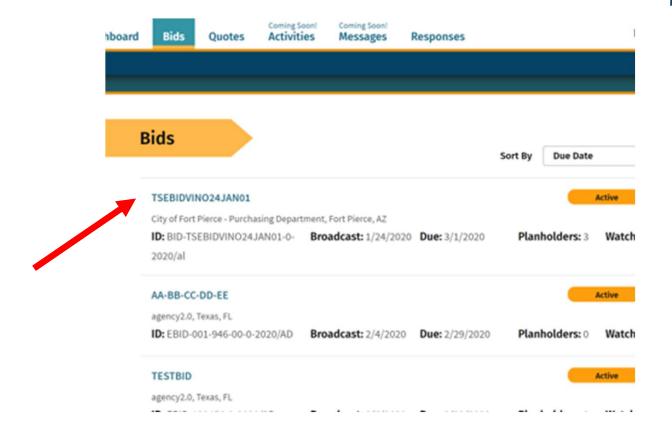


Responding to an Electronic Bid

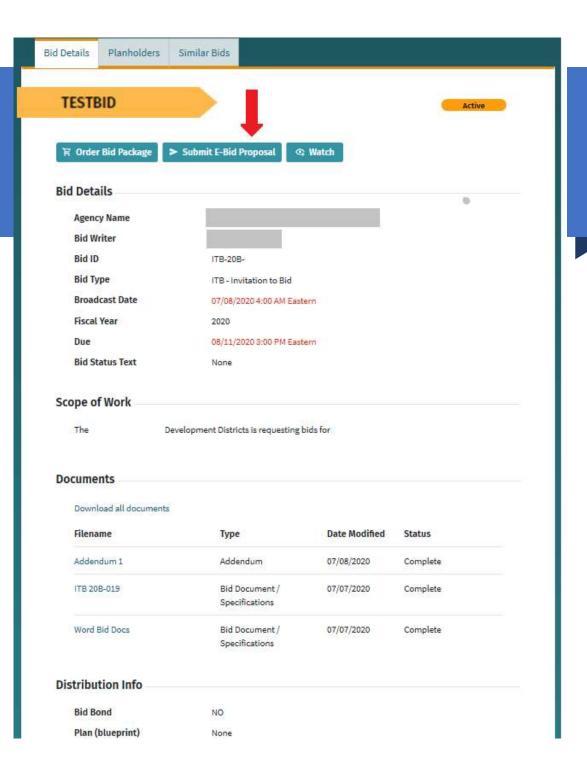
5 Step Instructions

- Many governments are moving toward requiring bid responses electronically.
   Here are the steps to respond to an eBid.
- Click on the solicitation.



Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations.

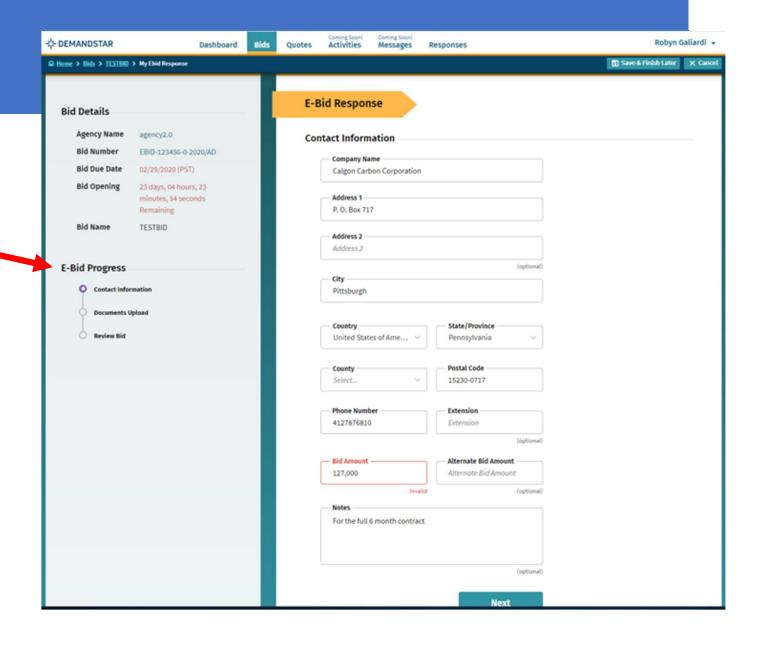
 When you are ready to submit your bid, click on "Submit E-Bid Proposal".



Enter information requested pageby-page and you can see what will come next via the menu bar on the left under "E-Bid Progress".

If there is not a total bid amount in your submission, please put "0".

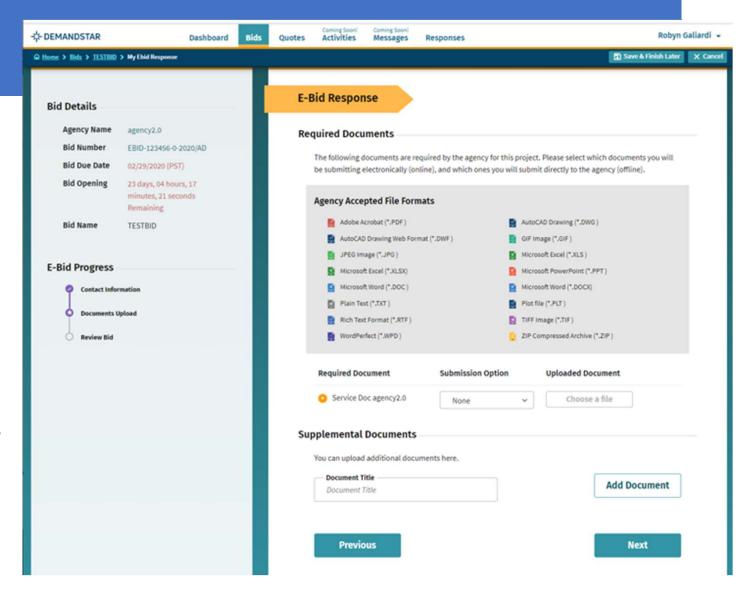
Example: a request for qualifications opportunity may not require a bid amount so vendors will input "0" under "Bid Amount".



After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to uploaded separately.

### TIP:

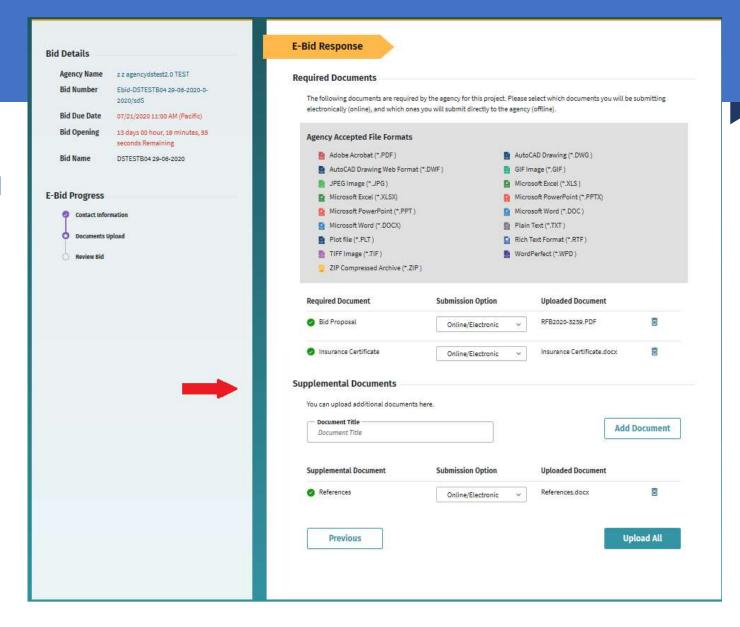
There is a place for you to add "Supplemental", i.e. non-required, documents.



# Step 4 continued

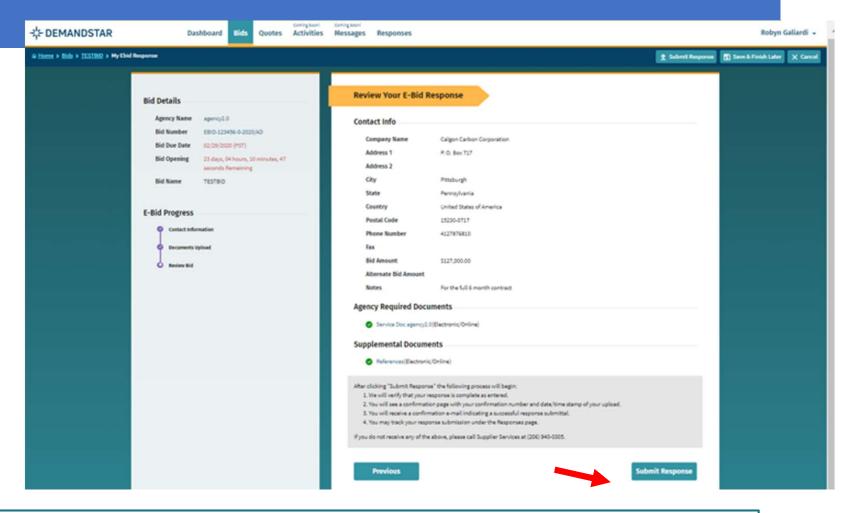
## TIP:

There is a place for you to add "Supplemental", i.e. non-required, documents.



Review Your E-Bid Response, and if everything is correct, then press "Submit Response".

You are done! And the government to which you've submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.



For more help in responding to an eBid, please call (206) 940-0305 or email: support@demandstar.com

## CONFIRMATION

You will receive an email confirming that you have successfully submitted a response to an eBid solicitation.

Note that you can *update* your eBid response until the Bid Due Date and Time.

eBid Submission Confirmation - EBID-DSTEST01 01042020-0-2020/DB D Inbox x

supplierservices@demandstar.com

9:59 AM (1 minute ago)

### **RESPONSE CONFIRMATION**

### Dear

Congratulations! You just successfully submitted a response to Z Demandstar Agency's bid, DSTEST01 01042020. Your confirmation number is 21050.

Here are the details of your response, for your records:

Z Demandstar Agency

Bid Identifier: EBID-DSTEST01 01042020-0-2020/DB

Bid Name: DSTEST01 01042020

Bid Amount: \$25000 Alt Bid Amount: \$18000

### Required documents submitted:

1	DS Agency Ebid 1	Electronic/Online
2	DS Agency Ebid3	Electronic/Online

### Supplemental documents submitted:

1	Test document	Electronic/Online
2	Part Inventory	Electronic/Online

You may update your eBid response up until the Bid Due Date and Time, which is 10/31/2020 at 15:30 (Pacific).

You may also update your responses by logging into www.demandstar.com and clicking on the "Responses" tab.

#### Sincerely,

The DemandStar Team

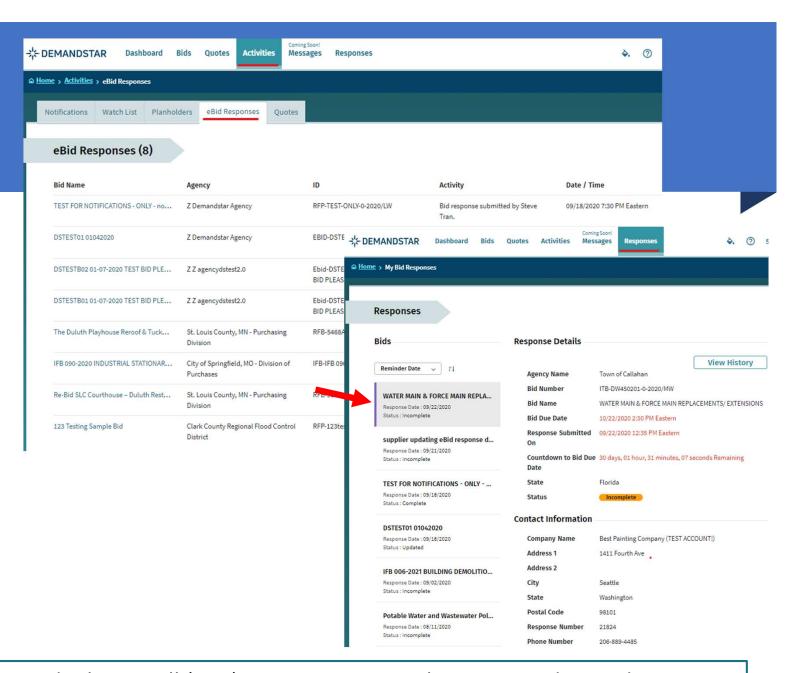
## CONFIRMATION

You may change information and re-upload documents until the due date.

[NOTE: make sure you are doing this well before the **time** of the opening!]

There are two ways of confirming your activity and responses:

- Look at *all* your eBid Responses under Activities
- 2. View History per each solicitation to which you responded



For more help in responding to an eBid, please call (206) 940-0305 or email: support@demandstar.com