

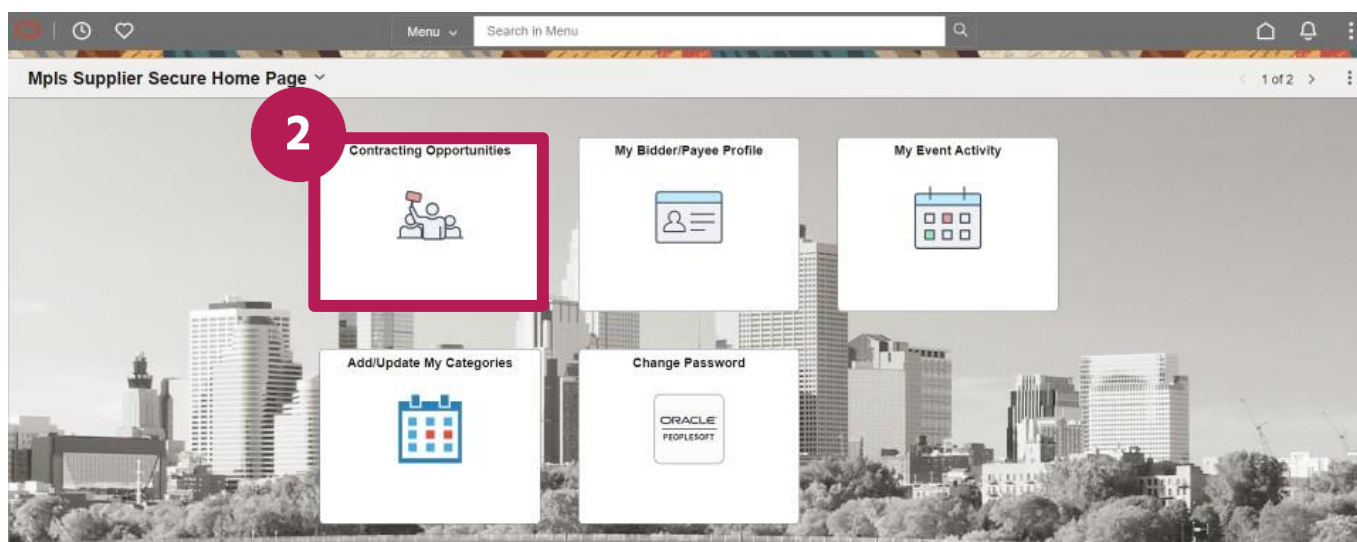
Learn how to bid on public events posted by the City of Minneapolis.

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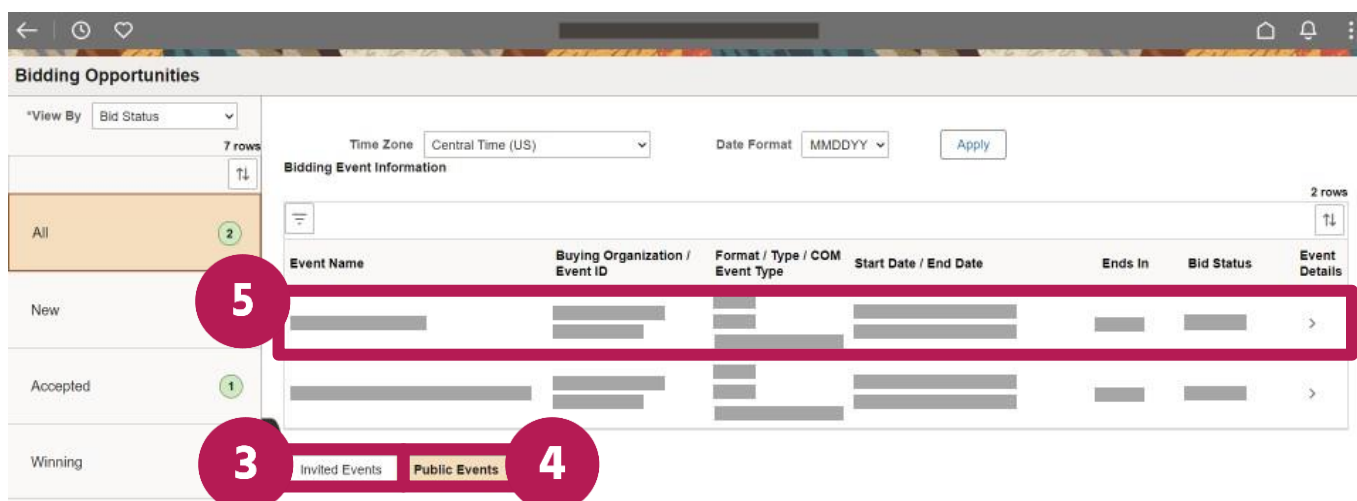
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View available bidding opportunities

1. Go to the public **eSupplier home page** and sign in.
2. Once you're on the **Supplier Secure Home Page**, select the **Contracting Opportunities** tile.



3. You'll automatically be on the **Invited Events** tab.
4. To see all public events, select the **Public Events** tab.
5. To see the details of an event, select the row.



6. On the event details page, you can:
 - a. Accept an invitation.
 - b. Indicate your interest.
 - c. View the specifics of an event.
 - d. Place your bid.

Note: Before you bid on an event, it's important to review all the documents related to the event. There may be documents that require you to download, complete, and attach to your bid submission.

7. To see documents related to the event, select the **View Bid Package** link.

The screenshot shows the 'Event Details' page. At the top right, there are two buttons: 'Bid on Event' and 'Accept Invitation'. Below these, there is a section titled 'Bidding Event Information'. This section contains two columns of fields. The left column includes: Event Name, Business Unit, Event ID, Event Status, Buyer Name, Sealed Event, Payment Terms, Contact Information, and Description. The right column includes: Event Start Date, Event End Date, Event Round, Event Version, Event Format, Event Type, COM Event Type, Billing Location, Event Currency, Multiple Bids, and Edits to Submitted Bids. A red circle with the number 7 is placed over the 'View Bid Package' link, which is located below the 'Description' field.

8. To open a file, select the name of the file.
 - a. Note: You may see duplicated file names if the event is public and you were invited to bid on the event. You can review and use either of these files.

The screenshot shows the 'View Bid Package' dialog box. It has a title bar with a close button. Below the title bar, there is a section titled 'Attachments'. This section contains a table with two columns: 'Filename' and 'Description'. The table has two rows. The first row has a filename that is partially obscured by a red circle with the number 8. The second row has a filename that is also partially obscured by the same red circle. The description for both rows is 'Event Details'.

9. The document will open in a new tab.

Bid on an event

10. To bid on an event, select the **Bid on Event** button.

The screenshot shows the 'Event Details' page. At the top right, there are two buttons: 'Bid on Event' and 'Accept Invitation'. A red circle with the number 10 is placed over the 'Bid on Event' button. Below these buttons, there is a section titled 'Bidding Event Information'. This section contains two columns of fields. The left column includes: Event Name, Business Unit, Event ID, and Event Status. The right column includes: Event Start Date, Event End Date, Event Round, and Event Version.

11. Review the details of the event.
 - a. Respond to any questions that are a part of the event.
 - b. Note: fields that have a red star next to them are required fields.
12. To upload files to the bid, select the **Event Comments and Attachments** link.

Step 1: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event [redacted]
 Lines Responded To [redacted]
 Your Total Line Pricing [redacted]

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines

[grid icon] [search icon] [1-1 of 1] [View All]

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[input field]	<input type="checkbox"/>	[redacted]	Bid

[Event Comments and Attachments](#) **12**

At any point in the bid response process, you can save an in-progress bid and resume completion at a later time. When your bid response is complete, submit for consideration.

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

13. Select the **Upload** button.

Event Comments and Attachments [close icon]

Business Unit [redacted] Event ID [redacted] Event Round: [redacted] Event Version: [redacted]

Attachments

View Event Attachments [help icon]

[grid icon] [1-2 of 2] [View All]

Attached File	Attachment Description	View
[redacted]	[redacted]	View
[redacted]	[redacted]	View

Add New Attachments [help icon]

[grid icon] [1-1 of 1] [View All]

Attached File	Attachment Description	Upload	View		
		Upload 13	View	Add New Attachments	Delete

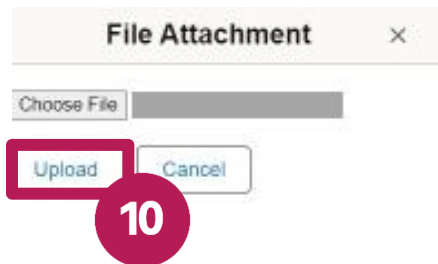
14. Select the **Choose File** button.

File Attachment [close icon]

[Choose File](#) No file chosen

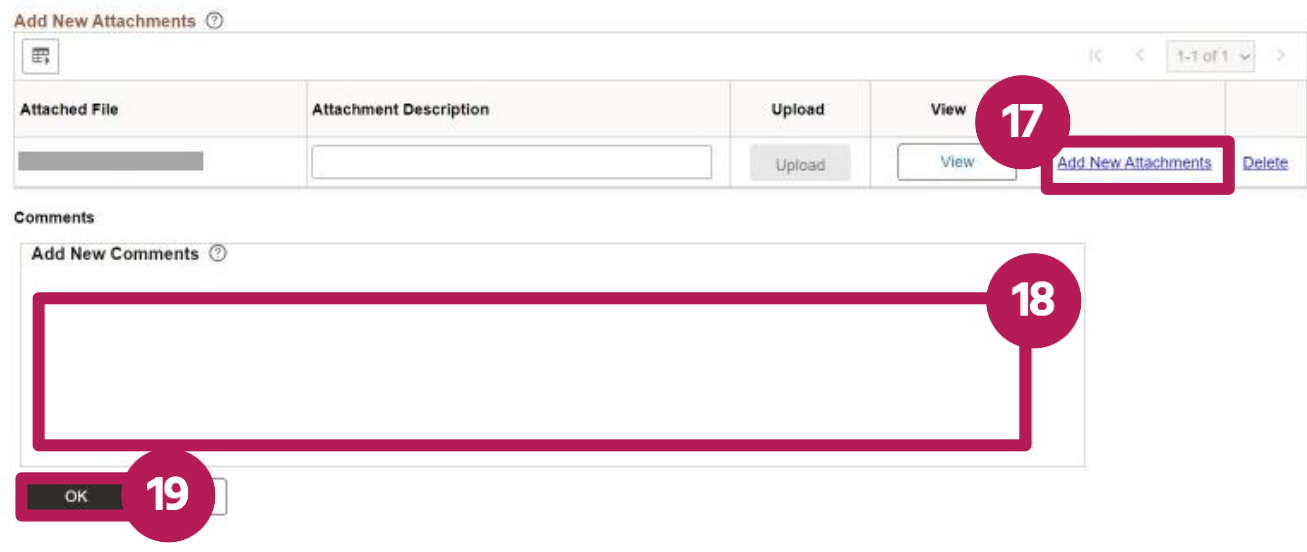
[Upload](#) **10** [Cancel](#)

15. Find and select the file.
16. Select the **Upload** button.



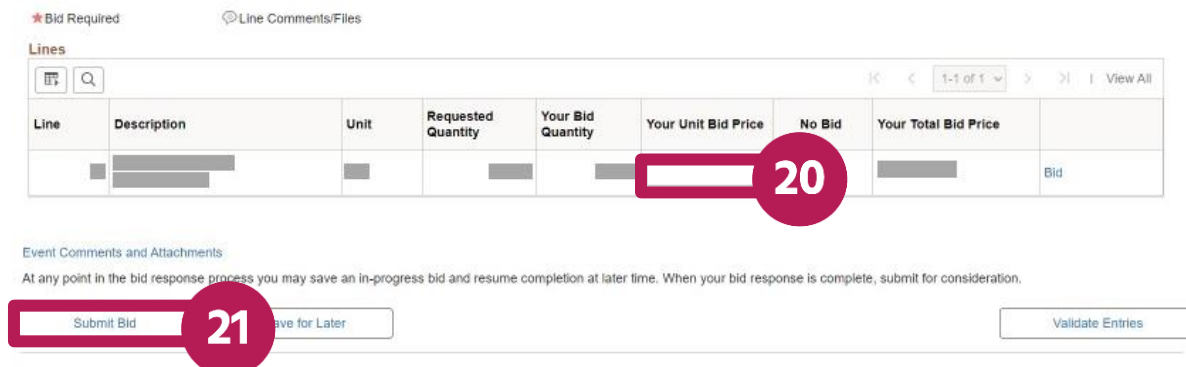
A dialog box titled "File Attachment" with a close button (X). It contains a "Choose File" button and a text input field. Below the input field are two buttons: "Upload" and "Cancel". The "Upload" button is highlighted with a red box and a red circle containing the number 10.

17. To add another file, select the **Add New Attachments** link.
18. To add a comment, use the **Add New Comments** field.
19. Select the **OK** button.



The "Add New Attachments" section shows a table with columns: "Attached File", "Attachment Description", "Upload", and "View". The "Add New Attachments" link is highlighted with a red box and a red circle containing the number 17. Below this is the "Comments" section with an "Add New Comments" field. The text input field for comments is highlighted with a red box and a red circle containing the number 18. At the bottom of the comments section is an "OK" button, highlighted with a red box and a red circle containing the number 19.

20. In the **Your Unit Bid Price** field, enter your bid price.
21. Select the **Submit Bid** button.



The "Lines" section shows a table with columns: "Line", "Description", "Unit", "Requested Quantity", "Your Bid Quantity", "Your Unit Bid Price", "No Bid", and "Your Total Bid Price". The "Your Unit Bid Price" field is highlighted with a red box and a red circle containing the number 20. Below the table is the "Event Comments and Attachments" section with a text input field. At the bottom is a "Submit Bid" button, highlighted with a red box and a red circle containing the number 21.

22. A **Bid Confirmation** screen will appear.
23. You'll also receive a confirmation email.