

# Supplier Response - Quick Tutorial

This Quick Tutorial provides instruction on navigation of this organization's Ion Wave Technologies (IWT) software system, locating bid requests, and creating and submitting a bid response.

Log in to the agency's IWT bidding system. Once you have successfully logged in, you will be on the supplier bidding dashboard (see Figure 1). To access the bid events, click on "Bid Events" from the top navigation bar (or click on one of the applicable Alerts).

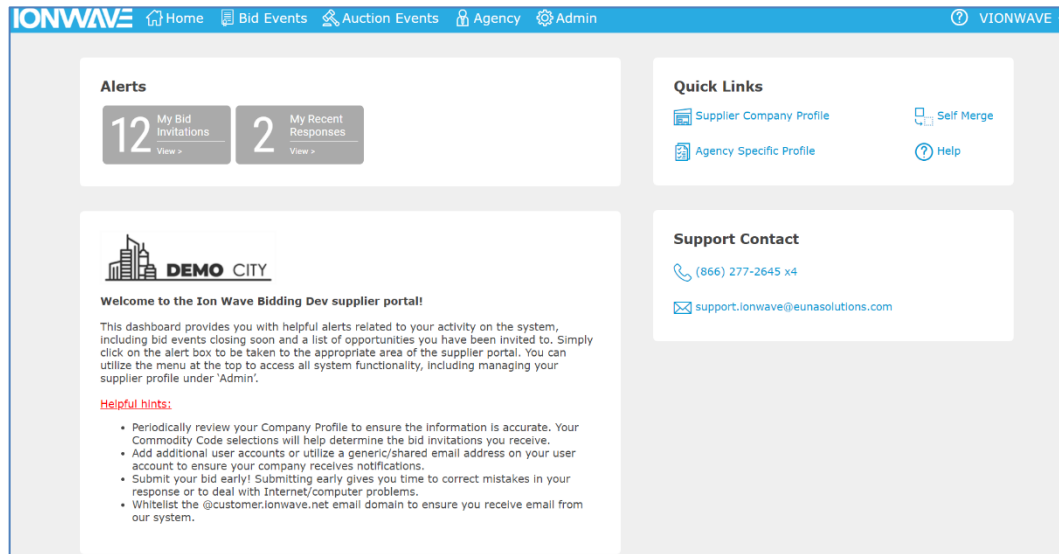


Figure 1

The available bids are displayed in two different sections: "My Invitations" and "Other Bid Opportunities" (see Figure 2.) Click the **bid number** to view the bid opportunity.

Available Bid Requests							
Organizations	Bid Number	Title	Close Date	Time Left	Bid Status	Response Status	
City of Demos - Purchasing	0776-2023-03	Water Drive Underground Utility Project	4/13/2023 04:00 PM (CT)	1 Day	Issued	Viewed	
City of Demos - Purchasing	0782-2023-03	Construction Management Software	4/16/2023 04:00 PM (CT)	2 Days	Issued	Viewed	
City of Demos - Purchasing	0777-2023-03	Water Drive Underground Utility Project	4/15/2023 12:10 PM (CT)	2 Days	Issued	Viewed	
City of Demos - Purchasing	0789-2023-03	Artificial Supplies Annual Contract	4/23/2023 03:05 PM (CT)	11 Days	Issued	No Response	
City of Demos - Purchasing	0789-2023-04	Water Drive Underground Utility Project 2023	4/26/2023 06:00 AM (CT)	13 Days	Issued	No Response	
City of Demos - Purchasing	0782-2023-03	Computer Servers Annual Contract	4/26/2023 04:00 PM (CT)	14 Days	Issued	No Response	
University of Demos	UNIVERSITY Award Bid Import	UNIVERSITY Award Bid Import	4/17/2023 02:10 PM (CT)	15 Days	Issued	No Response	
City of Demos - Purchasing	0784-2023-03	Artificial Supplies Annual	5/1/2023 09:30 AM (CT)	18 Days	Issued	Viewed	
University of Demos	UNIVERSITY Award Bid Import	UNIVERSITY Award Bid Import	5/1/2024 1:00 AM (CT)	<1 Day	Issued	Submitted	
5 items in 3 pages							
Other Bid Opportunities							
Organizations	Bid Number	Title	Close Date	Time Left	Bid Status	Response Status	
University of Demos	0777-2023-03 Addendum 1	water bid addend	4/16/2023 03:45 AM (CT)	1 Day	Issued	Viewed	
University of Demos	Test CW Expired Bid	Test CW Expired Bid	4/16/2024 09:00 AM (CT)	19 Days	Issued	No Response	
University of Demos	Test description required	Test description required	4/23/2023 09:00 AM (CT)	19 Days	Issued	Unsubmitted	
University of Demos	Test description CW 2	Test description CW 2	5/16/2023 12:00 AM (CT)	15 Days	Issued	Unsubmitted	
University of Demos	0262-2022-05	Test Import 20220510	6/10/2022 12:40 PM (CT)	59 Days	Issued	Retracted	
5 items in 3 pages							

Figure 2

**NOTE:** Multiple pages of bid opportunities may exist. Click to the next page (located on the bottom of the screen) to access additional pages.

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If you are registered for multiple Agencies and have merged your accounts together, you will see all Agency bids listed with the Agency Name and profile picture next to the Bid information (*see Figure 3*).

To view a Bid, click on the line of the Bid you would like to view. To go back to the list, click on the Bid Events option on the navigation bar.









Other Bid Opportunities								
Agency	Bid Number	Title	Issue Date	Close Date	Time Left	Bid Status	Response Status	
All								
 University of Central Missouri	Main Building Remodel CW	Main Building Remodel CW	4/19/2024	7/9/2024 12:00 AM (CT)	18 Days	Issued	No Response	
 Round Rock ISD, TX	2024-0419	Private Truck Bid	4/19/2024	7/24/2024 02:00 PM (CT)	33 Days	Issued	No Response	
 Round Rock ISD, TX	25-001 Addendum 1	Facility Disinfection Services	2/6/2024	12/27/2024 02:00 PM (CT)	189 Days	Issued	Viewed	
 Canyons School District, UT	2024-00125	Ceremonies and Awards - Perpetual Bid	3/25/2024	3/1/2027 01:00 AM (CT)	983 Days	Issued	No Response	
 New Caney ISD, TX	2024-0016	Certificates and Awards	3/25/2024	3/1/2027 02:00 PM (CT)	983 Days	Issued	No Response	
 Forney ISD, TX	2024 - 102	Awards and Ceremonies	3/12/2024	3/29/2028 02:00 PM (CT)	1377 Days	Issued	No Response	
 Brazosport College, TX	24/25 # 10485	Awards & Ceremonies Perpetual Bid	3/11/2024	4/30/2028 12:00 AM (CT)	1409 Days	Issued	No Response	
 Sherman ISD, TX	2023 - Perpetual Bid Addendum 1	Awards & Ceremonies	3/11/2024	4/30/2028 02:00 PM (CT)	1409 Days	Issued	No Response	
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>							8 items in 1 pages	

Figure 3

After selecting the desired bid, depending on how the Buyer set up the Bid, you may be presented with a requested response asking your intention to respond to bid on the event (*see figure 4*).

Enterprise Sourcing Demo

Response Settings Requested

Close

Save

The buyer requests you indicate below if you intend to respond. Note: this can also be answered or changed by clicking "Intent" while reviewing the opportunity.

Bid Number

0319-2021

Bid Title

Road Improvements at West Richey Road from Kuykendahl Road to IH 45 for Harris County Precinct 1 – UPIN 16101MFOH201

Bid Notes

**DUE DATE: Monday, June 1, 2020 Due no later than 2:00 P.M. local time in Houston, Texas.**

Bids received later than the date and time above will not be considered. OFFERORS NOTE: Carefully read all instructions, requirements and specifications.

Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples online through Ion Wave.

RETURN BID TO: Bid should be submitted online through Ion Wave. For hard copy submittal instructions, please call (713) 274-4400 by 12:00 P.M. local time in Houston, Texas on the Friday prior to the due date referenced above.

Buyer: Paige McInnis at (713) 274-4427 or e-mail [paige.mcinnis@pur.hctx.net](mailto:paige.mcinnis@pur.hctx.net)

Response Intent

Yes, I intend to respond to the opportunity

Response Intent Note

Figure 4

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Once inside the bid event, a series of tabs will be present. If one of the tabs listed below does not appear on the bid, then it is not applicable to the solicitation (see Figure 5.)

The screenshot shows the IONWAVE Bid Event interface for a bid titled "0849-2023/05 (Union Food Service)". The interface includes a navigation bar with tabs: Home, Bid Events, Auction Events, and Admin. Below the navigation bar, there are several tabs: Event Details, Questions, Activities, Attachments, Attributes, Line Items, Response Attachments, and Response Submission. The "Event Details" tab is currently selected, displaying bid information such as Bid Type (Request for Proposal), Status (Issued), Issue Date & Time (6/5/2023 12:00:02 AM (CT)), Close Date & Time (7/5/2023 12:00:00 AM (CT)), and Question Cutoff Date & Time (7/5/2023 12:00:00 AM (CT)). It also includes a reminder to click the "Intent" button and a note that bidders are expected to complete and submit their bid responses online. On the right side, there is a "Bid Contact Information" section with details for the City of Demio - Purchasing, including contact name (Dan Elliott), address (123 Main Street, Springfield, MO 65807 USA), department (Procurement), building (Building 1), floor/room (United States), and contact email (delliott@ionwave.net). Below this, there is a "Bill to Information" section with details for the City of Demio - Purchasing, including contact name (Melvin Billing), address (PO Box 101, Springfield, MO 65807 USA).

Figure 5

Below is a brief description of the content for each tab. Suppliers will start on the first tab on the left and proceed to the right through the other tabs until reaching the final tab, the “Response Submission” tab.

**Event Details** – Provides specific bid information including Bid Notes and Contact, Ship To, and Bill To information.

**Questions** – Submit bid specific questions by clicking ‘Ask Question.’ Questions and Answers provided will be reviewed at the Buyers discretion. Questions may only be asked up until the cutoff date and time.

**Activities** – Review and respond (as applicable) to bid related activities. Activity Types may include:

- Participation Activity: Review activity information that the buyer is requesting your participation.
- Non-Participation Activity: Provided for informational purposes.

**Attachments** – Bid attachments are included by the buyer for reasons which include, but are not limited to, the following: Informational purposes and/or to provide the supplier with a form to complete and submit as a response attachment.

- Click ‘Download’ to view or save the file to your desktop or other drive

**Attributes** – Attributes are a series of questions or content which may require your review and/or response.

- Read and/or answer all attributes.
- Required attributes have a red asterisk (\*) to the left of the required field (see Figure 6).

The screenshot shows the IONWAVE Bid Attributes interface. It includes a navigation bar with tabs: Event Details, Attachments, Attributes, Line Items, Response Attachments, and Response Submission. The "Attributes" tab is currently selected, displaying a list of attributes to be completed. The attributes are: 1. Acknowledge Terms and Conditions (Indicate by checking the box that you have read and fully understand the attached terms and conditions. \* Understand), and 2. Reference 1 (Include Reference Name, Contact Name, Address, Phone, and eMail. \* Maximum 4000 characters allowed). The interface also includes a "Save" button and an "Error Check" button.

Figure 6

- A required attribute must be answered in order to submit the bid response.
- Click ‘Save’ on the top left of the tab (to save your responses).
- Click ‘Error Check’ to determine if you have missed any required responses.

**NOTE:** If there are Errors present, you must resolve the errors before the system will allow you to submit your response.

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**Line Items** - Enter your response in the price or percentage in the response field on the right. An extended price will be calculated once saved (see Figure 7).

Face Mask, 5 REVO-G2BD-R-44758 black; 5 REVO-G3BD-44975 black	10	EA	<div>Unit Price</div>	No Response
Manufacturer: Riddell		Manufacturer #: REVO		
Item Note: Use the Add Alt feature to submit an alternate for this item.				
<div>+ Add Alternate</div> <div>⊗ No Bid</div> <div>📝 Add Notes</div>				

Figure 7

**Line-Item Attributes** - Answer questions, complete specification requests, and review additional terms and notes specific to the line item. (Item level attributes may not be present) (see Figure 8).

Item Attributes	
#	Attribute
1	What is your overtime hourly rate for service calls after normal business hours?
	<div>Response</div> <div>Numbers only, no symbols*</div>

Figure 8

**Line-Item Attachments** - Click 'Download' to access the file(s) pertaining to this line item. (Item level attachments may not be present)

- Required fields have a red asterisk (\*) to the right of the response field. A required field must be answered in order to submit the response.
- Click 'Save' (to save your responses).
- Click 'Error Check' (to determine if you have missed any required price fields).

A line item may include one or more of the following options:

**Add Alternates** – Where allowed, you can bid an alternate.

- Click 'Add Alternate' and enter the fields requested.
- If an alternate is added in error, click 'Delete Alt' on the right of the screen.

**No Bid** – Unless specified by the buyer, you do not have to use the 'No Bid' function at the line level. If using the 'No Bid' function, do the following:

- Click 'No Bid' (if you prefer to 'no bid' a line)
- Click 'Clear No Bid' to remove a 'No Bid.'

**Add Notes** – Where allowed, click 'Add Notes' to enter comments for buyer review.

**Note:** A response of zero (\$0.00) entered in the price field may not be allowed by the buyers. Also, in some cases, the buyer may choose to receive zeroes as a 'No Bid'.

**Response Attachments** – This tab allows suppliers to upload documents for buyer review.

**Requested Attachments** – A required or optional file that the buyer has requested. A red asterisk (\*) located next to the requested file name indicates that it is required (see Figure 9).

Requested Attachments	
<div>✔ Error Check</div>	
#	Requested Attachments
1	<div>* Document 1 - Bidder's Proposal</div> <div>Upload your completed proposal, as detailed in the attached Project Scope of Work, in PDF format.</div> <div><div>Upload</div> <div>Click "Upload" to select file</div></div>
2	<div>* Form 1 - Conflict of Interest</div> <div>Bidder must upload completed Conflict of Interest Form 1 in PDF format.</div> <div><div>Upload</div> <div>Click "Upload" to select file</div></div>

Figure 9

- Click "Upload".
- Click "Select File" in the pop-up window.

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- Select the file to be attached and click 'Open'.
- Click 'Save' once the file has been uploaded.

Other Response Attachments – Ability to include additional documents for buyer review. Availability for suppliers to add other response attachments is at the buyer's discretion (see Figure 10).



Figure 10

- Click "New".
- Click "Select File" in the pop-up window.
- Highlight the file to be attached and click 'Open'.
- Enter a Description of the attached file and click 'Save'.

**Note:** If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file.

**The maximum file size is 250 megabytes per file.**

**Response Submission** – After completing your bid response, you must submit successfully before the close date and time of the bid event.

**Supplier Note to Buyer** – Enter an optional note to the buyer. This field may not be available on all bids.

**Digital Signature** - Enter your full name (Required) and your email address (Required)

- Click "Error Check" to determine if you have missed any required fields.
- Click 'Submit' Response'.
- A successfully submitted response will display 'Response Submitted' followed by the date and time stamp in the
- Response Status field. (See Figure 11.)

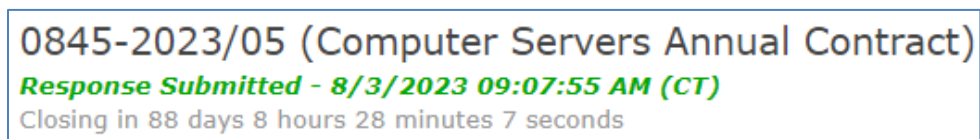


Figure 31

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## Submission Errors

When an error(s) occurs, the system will display the location of error(s). In the example below, the errors occur in the Attributes tab, Response Attachments tab, and Response Submission tab (see Figure 12).

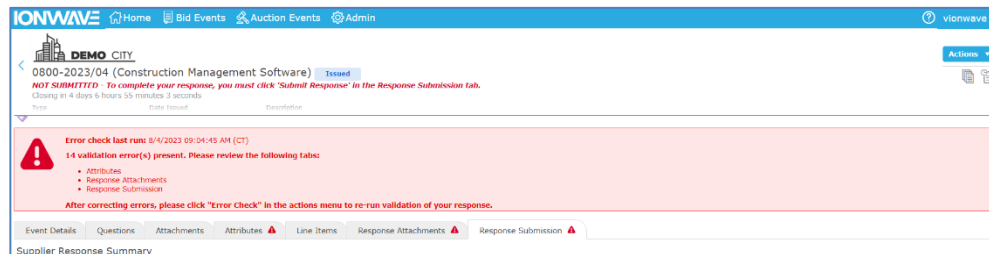


Figure 12

- To resolve errors, you must access the tab where errors occur and complete.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

**System Notification** – An email notification will be sent to confirm response failure or response submission.

**Response Retraction** – This functionality is available at the buyer’s discretion and can be used to retract a submitted response for additional editing (see Figure 13).

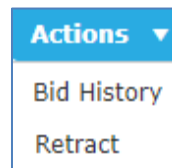


Figure 13

- On the top right-hand side of the screen, click the ‘Actions’ drop-down list and choose ‘Retract’.
- Confirm Retract by typing the word ‘Retract’ into the text field on the pop-up box and then click the ‘OK’ button.
- Navigate to the desired tabs for editing.
- Select the Response Submission tab to ‘Submit’ the revised response.

**Important Note:** A retracted bid response is no longer considered submitted. The user **MUST** resubmit a retracted bid response to be considered.