Submit Response (Proposals) – XML

Strategic Sourcing Training Quick Reference Guide

Task: **A Bidder responds to a Bid and Solicitation by submitting their response via XML upload**

Bidder:

Bidder receives an email for an Event

- A Bidder receives an Event Invitation Notification with the PDF file, XML file and all associated file attachments of an Event

Step	Instructions
1	To submit response via XML, click the file and save all attachments in your documents folder • Click Event URL Review and bid on this event.
2	Open MS Excel • Navigate to your documents file folder then click the XML file to open • Click the Enable Editing box

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Step	Instructions
3	• On the **General Details** tab, answer all General Questions with Bid Factor Response Required: Yes • Enter each Response for each question in the Response and Response Comments box
4	• Go to the **Line Details** tab • Select **Yes/No Item** next to the No Bid box • Enter the Price Per Item in the **Response** box (Repeat these steps for Events with multiple line items)

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Step	Instructions
5	• Read the terms and conditions in the **Terms and Conditions** tab
6	• Save the document from **File, Save As,** enter a file name and **click Save** • Click **Yes** to the Microsoft Excel pop-up message

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Step	Instructions
7	• Go back to your Inbox and navigate to the Event Invitation Notification • Click the Event URL Review and bid on this event.
8	Takes you to PeopleSoft Sign-on page • Enter User ID and Password and click Sign In
9	Takes you to the Bidding Home Page • Click Click here to place a bid on Event: ENT01 - 0000000124 AP: RFP Event Response XML/Hard copy

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- Select and click the **Upload bid via Excel\XML** link
- Click Select XML File

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File Attachment page appears

- Click Browse to select the XML file with the response from your documents folder and click Upload

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Takes you to the Event Details page appears

- Click **Validate Entries** button and ensure there are **No Errors Found** in the uploaded file, then click **OK**

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From **Step 1: Answer General Event Questions**

- Review each of the General Event Questions and the Responses

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Additional Response for Every Question

- Click Add Comments or Attachments link to each to confirm responses are uploaded
  - Enter additional response for every Question in the **Add New Comments** field
  - To upload a file as additional response for every Question, click Upload
    - File Attachment page appears, click Browse to search and select the file and click Upload
    - To add more attachments, click the Add New Attachments link
- Click OK to take you back to the Event Details page

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From **Step 2: Answer General Event Questions**

- Click to uncheck the No Bid checkbox

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- Your Unit Bid Price field becomes available, a unit bid price for the Line Item
- Click the Bid link of the Line Item

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The Bid Link takes you to the Line Item page

- You can also enter Bid Price in the **Your Unit Bid Price** field (if it is not yet entered)
- Click to enter Comments or file attachments in the View/Add Question Comments and Attachments
- Click Validate Entries to make sure there are no errors found
- Click Save for Later to save entries
- Click Start Page to take you back to the Event Details page

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- Click for Line Comments and Attachments
- Enter Comments in the Add New Comments field
- Click Upload to upload a file. File Attachment page appears. Click Browse to search file in your documents folder then click Upload. Enter an Attachment Description.
- To add new attachment, click the Add New Attachments link
- Click OK to take you back to the Event Details page

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Takes you back at the Event Details page

- Click **Save for Later** to Save all entries

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- Scroll down towards the bottom of the page
- Click the Events Comments and Attachments link

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- The Event Package (PDF, XML), Attachments, Addendums, Comments/Announcements from AC Transit are listed under the View Event Attachments
- To upload your File Proposal and Response to AC Transit, click the Upload button
  - Browse the file and Upload
- Enter an Attachment Description
- Click the Add New Attachments link for additional files to Upload
- Enter any Comments in the **Add New Comments** box
- Click the OK button

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Takes you back to the Event Details page

- Click Save for Later to Save all entries
- Click Validate Entries
- Click OK if No errors are found in your entries
- Click Submit Bid

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- Bid Confirmation page appears
- Click OK

- Takes you back to the Bidding Home Page

- A softcopy of the entered Bid Response is sent to your registered Email address

End of Procedure.