GVI BUY
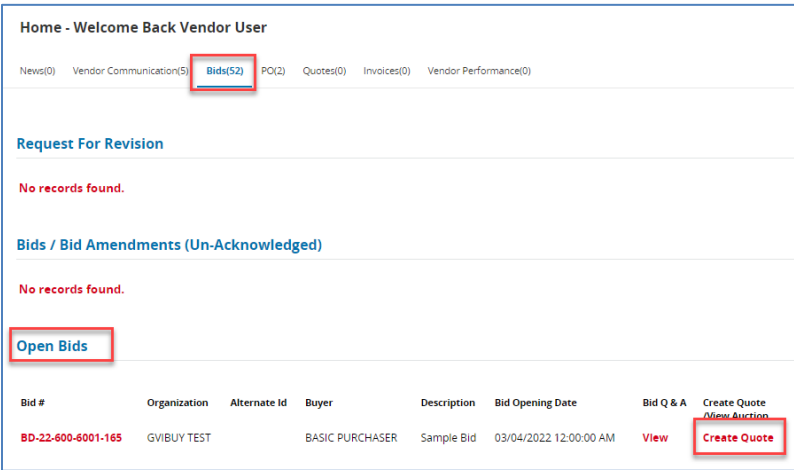## Department of Property & Procurement

Vendor User Guide:
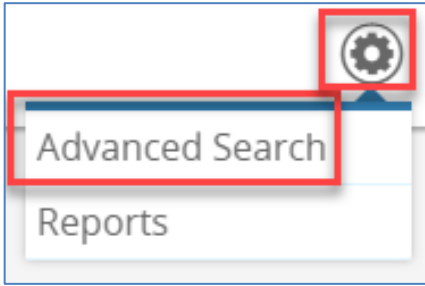## How to Respond to a Formal Bid Solicitation in GVIBUY

This User Guide shows how to:

- Search for Open Bid Solicitations
- Create a Quote (electronic response to a Bid Solicitation)
- Submit a Quote

Of Special Note:

GVIBUY allows Vendors to view Bid Solicitations and submit electronic responses called Quotes. A user must be logged in as the Seller role in order to search for and respond to Bid Solicitations.

Screenshot	Directions
Home - Welcome Back Vendor User News(0) Vendor Communication(5) **Bids(52)** PO(2) Quotes(0) Invoices(0) Vendor Performance(0) **Request For Revision** No records found. **Bids / Bid Amendments (Un-Acknowledged)** No records found. **Open Bids** Bid # Organization Alternate Id Buyer Description Bid Opening Date Bid Q & A Create Quote /View Auction BD-22-600-6001-165 GVIBUY TEST BASIC PURCHASER Sample Bid 03/04/2022 12:00:00 AM View **Create Quote**	**Step 1a: Search for the Bid Solicitation using Document Quick Navigation (Option 1)** 1. Log into GVIBUY at gvibuy.buyspeed.com. Make sure you are logged in as the Seller (Select Seller role from top right icon) 2. Click the **Bids** tab in Document Quick Navigation on the Home Screen 3. Under the section Open Bids locate the Bid Solicitation number 4. The Bid Solicitation number is provided in the email sent by GVIBUY 5. Click **Create Quote** 6. Click **Yes** to Acknowledge Receipt. 7. You're directed to the General Tab of the Quote 8. Proceed to Step 2

Screenshot	Directions

Step 1b: Search for the Bid Solicitation using Advanced Search (Option 2)

1. Log into GVIBUY at gvibuy.buyspeed.com. Make sure you are logged in as the Seller (Select Seller role from top right icon)

2. Click the **Settings** icon (gear)

3. Click **Advanced Search**

4. Select **Bid Solicitations** in the Document Type drop-down menu

5. Enter the Bid Solicitation number in the Bid # field

6. The Bid Solicitation number is provided in the email sent by GVIBUY

7. Click **Search**

8. Click the Bid Solicitation number hyperlink

9. Click **Yes** on the Acknowledge Receipt.

10. Click **Create Quote**

11. You're directed to the General Tab of the Quote

12. Proceed to Step 2, where you will create a Quote to respond to the Bid Solicitation.

Screenshot	Directions

Screenshot

New Quote

Responses Due in 3 Days, 7 Hours, 4 Minutes

General   Items   Questions   Subcontractors   Notes   Terms & Conditions   Attachments   Summary

Quote #:		Bid #:	
Organization:	GVIBUY TEST	Bid Opening Date:	2022-03-04 00:00:00.0
Status:	In progress	Description*:	Sample Bid Response
Delivery Days:	0	Discount Percent:	0.0 %
Is "No Bid":	☐	Alternate Bid:	☐
Shipping Terms:	⌄	Freight Terms:	⌄
Ship Via Terms:	⌄	Payment Terms:	⌄

Promised Date:
(MM/DD/YYYY)   📅

Info Contact:

Comments:

Quote Valid To Date * : (MM/DD/YYYY)   03/31/2022   📅

Date Last Updated: User Last Updated:

Save & Continue

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Quote Validation Errors   ✕
Terms & Conditions is not acknowledged.

Quote Validation Warnings   ✕
Your quote has not been submitted.

Directions

Step 2: Complete the Quote General Tab.
In GVIBUY, a Bid Solicitation response is called a Quote. Different types of Bid Solicitations will require different responses. Follow the directions on the Bid Solicitation and associated attachments to determine the requirements for each Bid Solicitation.

1. Description field (required): Description of Sellers response (defaults to value entered by Buyer)

2. Delivery Days (optional): Days to deliver items or services

3. Discount Percent (optional): Discount percent for all Items

4. Is "No Bid" (optional): Checkmark to formally respond without bidding on items. If you elect to do this, skip straight to the summary tab after saving this screen.

5. Note: Shipping Terms, Freight Terms, Ship Via Terms and Payment Terms are not configured by the Territory at this time but may be enabled in the future.

6. Comments (optional)

7. Quote Valid to Date (required): **Enter the Date** your quote/response expires

8. Click **Save & Continue**

9. A red validation error message appears stating the Terms & Conditions needs to be acknowledged. This message will be addressed in a later step.

10. The yellow validation warning indicates your quote is in progress, but has not yet been submitted.

11. Click the **Items** tab

Screenshot	Directions

Step 3: Complete the Quote Items tab
The Items tab is where you will list your price for each item on the Bid Solicitation unless a detailed proposal response is required. In those instances, price entry is disabled, you will return a proposal as an attachment, and the **See Quote Attachments** check box is enabled. Attachments are addressed in a later step.

1. Enter the price response for each Item in the Unit Cost field. If you are unable to enter a price in this field, and the **See Quote Attachments** check box is checked, your price response must be returned in the form of attachments. Attachments will be covered in a later step.

2. If not bidding on select items, it is recommended to select **No Bid** for each no-bid item, rather than leaving the price as $0.00

3. Checking **No Charge** indicates a bid response with no cost for the item listed

4. If enabled, **Add Quote Line** provides the option to create alternate quotes for each item to allow for multiple pricing scenarios. Alternate quote items can be removed by selecting the **Remove Line** checkbox.

5. Click **Save & Continue**

6. The **Notes Subtab** allows you to take internal notes for each item. Notes are not visible by anyone outside your organization, not even the Buyer.

7. Click the **Questions** tab

Note: For large lists of items, Sellers can export all the Items by clicking the Export button located at the bottom of the screen. If you elect to use this option, save the exported .csv file to your computer. Enter a Price for each Item under the Unit Cost column, remove "Y" under the No Bid column, and upload it by clicking the Upload button.

Screenshot	Directions

Screenshot (top):

Quote Q0000000096 - Test Vendor
Responses Due in 3 Days, 5 Hours, 49 Minutes

General   Items   **Questions**   Subcontractors   Notes   Terms & Conditions   Attachments   Summary   **Back to Bid**

There are no questions.

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Directions (top):

Step 4: Complete the Quote Questions Tab

The Questions Tab is where Sellers will answer any questions required by the Buyer. This is not Q&A for Buyers, however. Questions for Buyers (such as when a pre-bid conference may be held, for example) are submitted on the Bid Solicitation General Tab.

1. Answer any questions.

2. Click **Save & Continue** after answering each question.

3. Not every Bid Solicitation will have Questions. If there are no questions, click the **Subcontractors** tab if applicable.

Screenshot (bottom):

Quote Q0000000096 - Test Vendor
Responses Due in 3 Days, 5 Hours, 41 Minutes

General   Items   Questions   **Subcontractors**   Notes   Terms & Conditions   Attachments   Summary   **Back to Bid**

This Bid does not have any Required Subcontractors - if you would like to enter Subcontractors, enter them in the Other Subcontractors section below.

Other Subcontractors

Please click lookup and add vendor button to add subcontractor item.

Lookup & Add Vendors

Quote Total: $0.00

Save & Continue   Save & Exit

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Directions (bottom):

Step 5: Complete the Quote Subcontractors Tab (Optional)

If there are subcontractors, or subcontractors are required, Search for the companies and add them on this tab. To be listed on this tab, a company must be registered in GVIBUY. If there are no subcontractors, you can skip this step.

1. A pop-up appears. Enter your search criteria and click **Find It.**

2. Select the Vendor

3. Click **Save & Exit**

4. If required, select Vendor Category Participation Type (this is not common)

5. Enter the Estimated Dollars - The dollar amount to be paid to the subcontractor by the vendor

6. Click **Save & Continue**

7. Click the **Notes** tab

Screenshot	Directions

Quote Q0000000096 - Test Vendor
Responses Due in 3 Days, 5 Hours, 25 Minutes

General | Items | Questions | Subcontractors | **Notes** | Terms & Conditions | Attachments | Summary | **Back to Bid**

ⓘ The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.

Delete All | Note Date | User | Note
☐

Save & Continue   Reset

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Step 6: Complete the Quote Notes Tab (optional)
Notes are optional and only visible to your organization. Buyers cannot see your notes. Follow the steps to add a note. You may add multiple notes.

1. **Enter a note** in the comment box
2. Click **Save & Continue**
3. Click **Terms & Conditions** tab

Quote Q0000000096 - Test Vendor
Responses Due in 3 Days, 5 Hours, 19 Minutes

General | Items | Questions | Subcontractors | Notes | **Terms & Conditions** | Attachments | Summary | **Back to Bid**

Do you accept the terms & conditions of the bid?

⦿ Yes   ○ Yes with exceptions   ○ No
If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

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Step 7: Complete the Quote Terms & Conditions Tab
Terms and Conditions will be defined by the Buyer in the Bid Solicitation document attachments. You must make a selection to submit your Quote.

1. Click the **Yes** radio button to accept the Terms of the Bid Solicitation.
2. Click **Save & Continue**.
3. Click the **Attachments** tab.

Screenshot	Directions

Screenshot

Add File

ℹ **Name** is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

ℹ Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*:

Description:

File*: [Choose File] No file chosen

Location: V00000023

Confidential: ☐

[Save & Exit] [Save & Continue] [Reset] [Cancel & Exit]

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Files

ℹ Click **Add File** to add file attachments.

No File Attachments

Required Attachments

ℹ Click Required Upload to add file attachments. These are attachments required for the Quote, and must be included below to

Name	Description	
Sample Required Quote Attachment	Bidders must include an attachment of this file type	Required Upload
Second Sample Required Quote Attachment	This must be included with your Quote response	Required Upload

[Save & Continue] [Add File]

Directions

Step 8: Add Attachments the Quotes Attachments Tab

The Attachments tab allows the Seller to include supporting documentation related to their Quote. Examples include proposal documents, product specifications, certifications or other forms required by the Bid Solicitation. Attachment file names may only contain alphanumeric file names and cannot include any special characters.

1. Click **Add File**. The Add File screen opens

2. Depending on your browser of choice, click **Choose File** or **Browse**

3. **Select** the file

4. Click **Open**

5. **Enter a Name** for the Attachment

6. **Enter a Description** for the Attachment

7. Click **Save & Exit.** Repeat for each attachment you wish to add.

8. Click the **Summary** tab

Note:

- Files marked **Confidential** cannot be seen by the general public.

- Some Buyers may require certain types of Attachments be attached with your Quote. In these instances, you must upload a file within those specifications. For example, a required attachment type might be a certain business certification. In these instances, click the **required upload** hyperlink and add files as shown in the steps above.

Screenshot	Directions

Step 9: Validate and Submit the Quote
The Summary tab is where a Seller will review the information entered on their Quote and submit to the Buyer. Once the Open Date has been reached, Buyers will open and review Quotes. Quotes must be submitted in advance of the Open Date. Any quote not submitted by the Open Date is considered unsubmitted and will generally not be considered for evaluation. To submit the Quote, follow the steps.

1. Review the information and ensure all of the submitted data is correct. If there are errors, Quotes can be withdrawn and resubmitted, but it is good practice to ensure Quotes are comprehensive before submitting.

2. Once all information has been validated, scroll to the bottom of the screen and click **Submit**.

3. A popup appears asking if you want to submit the Quote. Click **OK** to confirm.

4. The screen refreshes. Your quote is now submitted.

5. Quotes may be withdrawn by clicking the **Withdraw Quote** button on the same screen.