

**Kansas City
Board of Public Utilities**

SUPPLIER PACKAGE

STEP 2: PLACING BIDS

Supplier User Guide

June 20, 2006



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Document Introduction

Kansas City Board of Public Utilities will be conducting Request for Quote (RFQ) sourcing Events. These sourcing Events will result in buying agreements/contracts and/or Purchase Orders being negotiated with the winning bidder(s). This document is a tutorial to assist you in placing bids as a response to a sourcing Event.

Contacting Kansas City Board of Public Utilities

Event Notification email messages include Kansas City Board of Public Utilities contact information should additional assistance be necessary. For your convenience, contact information is shown below:

Kansas City Board of Public Utilities
email: esupplier@bpu.com
phone: (913) 573 – 9120

Common Terms

Term	Definition
Bid (placing a bid)	Responding to an Event by entering your answers online or uploading them via an XML file. Placing a bid is the same as Event Response.
Bidder	A potential supplier that is invited to participate in a sourcing Event. A bidder does not have a pre-existing relationship with KCBPU.
Bidder ID	The system-generated identification number assigned to each supplier during Bidder registration.
Event	An online auction for selling goods and services OR procuring goods and services in the form of a Request For Quote (RFQ) or Request For Information (RFI).
Event ID	The system-generated identification number assigned to each online auction Event.
Event Invitation	An invitation via email to participate in a specific sourcing Event.
Event Notification	A notification via email that a sourcing event(s) exists and an invitation to register as a Bidder in order to participate in the sourcing Event. Once the Bidder is registered, the Bidder can receive Event Invitations.
Event Response	Responding to an Event via entering your answers online or uploading them via an XML file.
RFI	Request For Information
RFQ	Request For Quote
Supplier	Companies invited to participate in a sourcing event for procuring goods and services. Suppliers are vendors that currently have a relationship with KCBPU.
Supplier Portal	The website for accessing the online sourcing software.



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Table of Contents

OVERVIEW 4

A: EVENT INVITATION – ACCESS THE SUPPLIER PORTAL 5

 Event Invitation Email 5

 Access the Supplier Portal 6

B. REVIEW THE EVENT / ACCEPT THE EVENT INVITATION 12

 Review the Event 12

 Accept or Decline the Invitation 14

C: RESPOND AND SUBMIT BIDS 15

 Respond and Submit a Bid Online 16

 Step 1: Enter Bid Response Online 16

 Respond Offline 29

 Step 1: Download and Save the Attachment 30

 Step 2: Enter Bid Responses in the Excel spreadsheet 31

 Upload a Bid Response 35



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Overview

Prior to launching a sourcing Event, an Event Invitation notification is emailed to all registered bidders/suppliers inviting them to participate in the event. Remember, a Bidder (supplier) can participate in sourcing Event(s) once registration is complete. The Event Invitation email provides the URL link to log into the Supplier Portal and access the sourcing Event. After logging into Supplier Portal, the Bidder can review the sourcing event and decide whether they want to participate by accepting or declining the event invitation. If the Bidder accepts the invitation and the event has started, he or she is ready to place a bid. A bid, or Event response, can be entered online or uploaded via a spreadsheet provided in the Event Invitation email. At the completion of the Event, a Bidder(s) will be awarded via an email notification.

This guide assists you through the bidding process. Refer to the [Supplier Package – Step 1: Bidder Registration](#) user guide for information on registering as a Bidder.

If you are an existing Supplier and you haven't received a user ID and password to access the system, please contact the Kansas City Board of Public Utilities by sending an email to esupplier@bpu.com.



Vendor Package: Step 2: Placing Bids

A: Event Invitation – Access the Supplier Portal

Event Invitation Email

An Event Invitation email is sent for each sourcing Event (RFI or RFQ). The Event Invitation email invites you to participate in an event and provides you with the Event ID, Event description, URL link to the Supplier Portal and the Event Terms and Conditions.

The Event Invitation email also includes several attachments. One attachment is an optional “worksheet” in PDF form used to assist you in creating your response offline. Another attachment is an XML file used to capture your Event response and upload to the online Supplier Portal. You use the XML document in lieu of responding online. Both the PDF worksheet form and the XML file is explained later in this user guide. The event may also contain other documents that are relevant to the event, which may include, but are not limited to the following document types – Word, Excel or CAD diagrams.

Subject: Event Invitation Notification
Attach: Computer_Supplies_Event.xml (71.3 KB) Computer_Supplies_Event.pdf (29.8 KB)

Event Invitation

Dear Invited Bidder,
 You have been invited to participate in a strategic sourcing event. Review this information and use the URL below to bid on this event.

Event Overview
Event Name: Computer Supplies Event Description: This event is for our Annual Computer Supplies Contract.
Event Details
Event Id: KCBPU-S800000111 Round 1 Version 1 Event Starts: 06/01/2006 1:00PM CDT Event Ends: 06/04/2006 1:00PM CDT Header Attachments: None Line Attachments: None
Event URL
Review and bid on this event
Terms and Conditions
1. Terms and Conditions for Use of the Kansas City Board of Public Utilities (BPU) E-Supplier Connection and Strategic Sourcing Procurement System. Please read the following carefully prior to using this site. The BPU Strategic Sourcing Procurement System is provided for the convenience of vendors to access procurement information. By registering on this website, you agree to the terms and conditions contained herein. BPU reserves the right to update the terms and conditions of use at any time. BPU reserves the right at any time to modify this website and shall not be liable to vendor or any third party for any modification or suspension of the service. Vendor's continued use of this website means that you accept those changes. BPU will exercise all possible and reasonable care to avoid mechanical and other failures in this procurement system. BPU is not responsible for and accepts no liability for any technical problems that result from this website. However, failure of BPU to send an email notification or email not being sent to or received by a bidder will not constitute cause for other bids/proposals received to be rejected and the requirements to be re-advertised. Vendor's users agree to: (1) provide true, accurate, current and complete information as evidenced by your registration form; and (2) maintain and properly update registration information to keep it true, accurate, current and complete. If the vendor provides any information that is untrue, inaccurate, not correct, or incomplete, BPU has the right to suspend or terminate the vendor account and refuse any current or future use of this site.



Vendor Package: Step 2: Placing Bids

Access the Supplier Portal Directly

This topic explains how to access and login to the Supplier Portal. You do not need any special software or connections other than an Internet browser and Internet connection.

Step	Action
1	<p>Access the Supplier Portal by clicking on the URL link for placing a bid provided in the Event Invitation notification email. You will be prompted to login to the system, please proceed to Responding using the email for instructions.</p> <p>If you are having trouble with the URL link, enter the following URL into your browser's Address field and press the Enter key.</p> <p>http://www.bpu.com/vendors/index.jsp</p> <p>Result: After entering/clicking the URL, you will see the KCBPU Supplier Portal Login Page.</p>
2	Click on the Login to the Supplier Portal Link at the right.

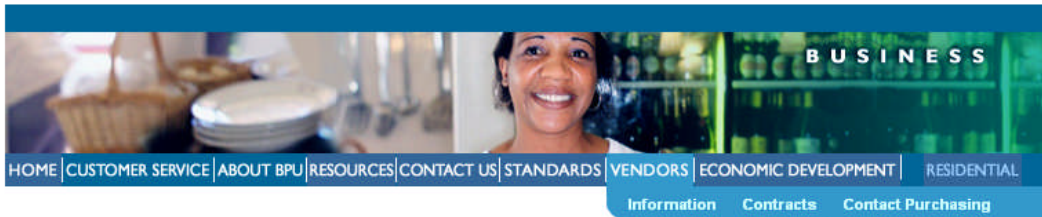


Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids



Serving the Water and Electric Needs of Kansas City, Kansas



Welcome to KC BPU Purchasing

The Purchasing Department is in the transition stage of implementing several "electronic" commerce initiatives and other special functions to enhance the way we conduct business with our vendors. The following is a brief summary of the functions that will be available soon:

New functions to be added to website:

- » Revised vendor registration format. Vendors, be sure we can find you! Soon you will be able to fill out a vendor application and maintain your company information via the Internet.
- » Email notification. This function was designed to notify registered vendors of BPU's intent to purchase goods or services.
- » Ability for vendors to respond to quotes online.
- » Ability for vendors to acknowledge purchase orders online.
- » Ability for vendors to check order receipt and payment status.

To respond online, your firm must be registered through the Vendor Registration (this will be available soon.)

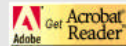
You will, of course, be able to download the documents and respond manually (hard copy) if you prefer. To submit your hard copy response you should print, complete and return forms to the Purchasing Dept. 540 Minnesota Ave., Kansas City, KS 66101, fax 913-573-9160 prior to the BIDD/RFP closing date and time.

We are excited about our new way of doing business and we will keep you informed as the various functions are available.

[Site Map](#)

Related Links:

- [Minority Business Profile](#)
- [Qualification Requirements](#)
- [Local Preference Policy](#)
- [Purchase Order Terms & Conditions](#)

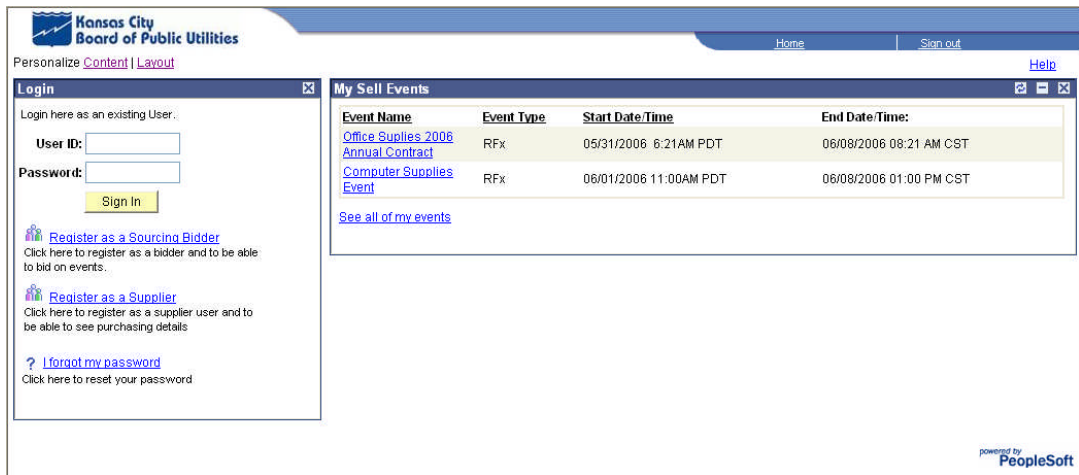


[Login to E-Submit Portal](#)

[Terms & Conditions for use of Web Site](#)



Vendor Package: Step 2: Placing Bids



Step	Action
3	Log in using the User Name and Password previously supplied to you in the Event Registration Confirmation email. Click on the Sign In Button to login to the system.
	<p>Note:</p> <p>If you have forgotten your password you can click the I forgot my password link to have the system generate a new one for you.</p> <p>If you have forgotten your user id, you can search for the Event Registration Email which includes both a User ID and Password for accessing the system. A sample Event Registration Confirmation email is shown below.</p> <p>If you cannot find the email, then you will have to contact Purchasing to get your User ID. Use the following email address esupplier@bpu.com with the subject "I forgot my User ID". Please include your Name, Phone Number, Company Name and Company Address in the body of the email for confirmation purposes.</p> <p>Clicking the enter key will cause the page to display incorrectly, if you click the Sign In button, and then the Home Button you will be able to display the page correctly</p>



Vendor Package: Step 2: Placing Bids

Subject: Sourcing Registration Approved.

Bidder Registration Approved

Your application to become a sourcing bidder has been approved. Use the login information in this message to access the system at the URL provided below.

User ID and Password
User ID: TESTBD1 Password: TESTBI88
URL
Login to strategic sourcing application.

Step	Action
4	Navigate using the menu using the following Click on 'Manage Events and Place Bids' link then click on the 'View Events and Place Bids' Link. Check the box 'Sell Event' and click the Search Button. Proceed to Step B – Review Bid / Accept Invitation.

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search: [Dropdown]

Event ID: [Input] - [Input]

Event Name: [Input]

Event Type: [Dropdown]

Event Status: [Dropdown]

Include Declined Invitations?

Results Should Include:

Sell Event
 Purchase Event
 Request For Information

[Search] [Clear] [Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results First 1-2 of 2 Last

Event ID	Event Name	Format	Type	End Date	Status
KCBPU-SS00000102	Office Supplies 2006 Annual Contract	Sell	RFx	06/08/2006 08:21 AM CST	Accepted
KCBPU-SS00000111	Computer Supplies Event	Sell	RFx	06/08/2006 01:00 PM CST	



Vendor Package: Step 2: Placing Bids

Responding using the email

Step	Action
1	After clicking the link in the email, you will be taken to a login page where the User Name and Password fields will be displayed, Enter valid values and click the Sign In button. Result: The view events and place bids page, shown below, displays.
	Proceed to Step B – Review Bid / Accept Invitation.





Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID: Results Should Include:

Event Name:

Event Type:

Event Status:

Sell Event

Purchase Event

Request For Information

Include Declined Invitations?

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results First 1 of 1 Last

Event ID	Event Name	Format	Type	End Date
KCBPU-SS00000111	Computer Supplies Event	Sell	RFx	06/08/2006 01:00 PM CST

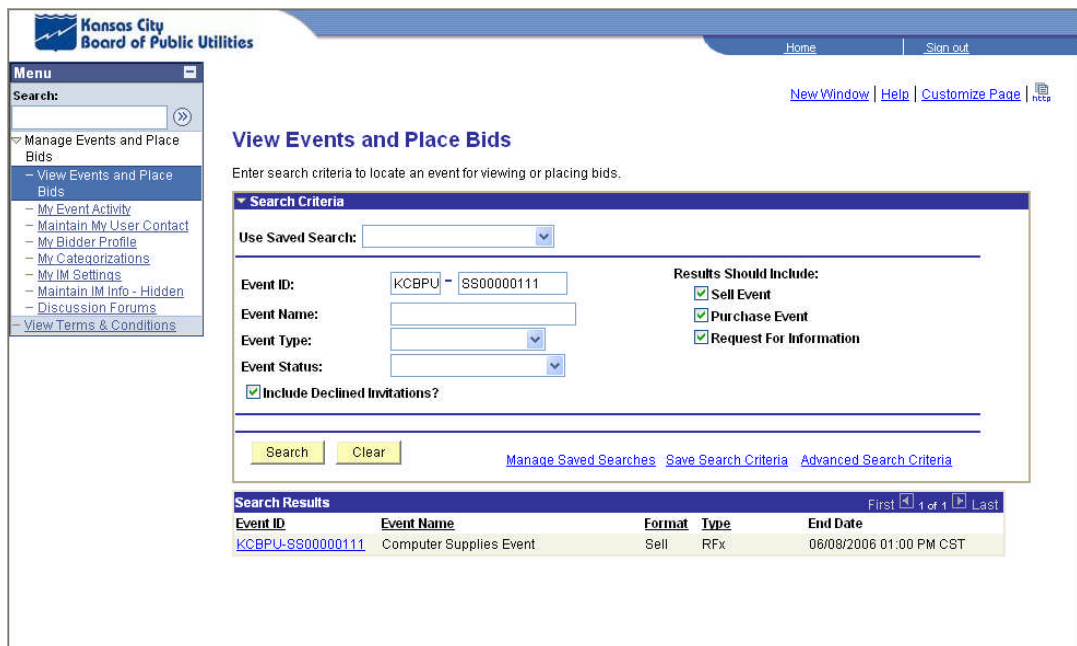
Step	Action
STOP!	This task is completed!

B. Review the Event / Accept the Event Invitation

Each sourcing Event has a designated start and end date. Prior to the Start Date/Time, the Bidder will be able to review the Event, and either Accept or Decline the Event invitation. A Bidder can submit and modify bids once the Event has started. When the event has expired, the End Date/Time has passed, Bidders can no longer submit or modify bids.

Review the Event

The event sourcing home page displays after logging into the Supplier Portal. The event sourcing home page displays a menu on the left side and lists your sourcing Events in the My Sell Events section.



The screenshot shows the 'View Events and Place Bids' page. On the left is a 'Menu' with options like 'Manage Events and Place Bids', 'My Event Activity', and 'Maintain My User Contact'. The main area has a search criteria form with fields for Event ID (KCBPU-SS00000111), Event Name, Event Type, and Event Status. There are checkboxes for 'Include Declined Invitations?' and 'Results Should Include' (Sell Event, Purchase Event, Request For Information). A search results table is shown below with one entry: 'Computer Supplies Event' with Event ID 'KCBPU-SS00000111', Format 'Sell', Type 'RFx', and End Date '06/08/2006 01:00 PM CST'.

Event ID	Event Name	Format	Type	End Date
KCBPU-SS00000111	Computer Supplies Event	Sell	RFx	06/08/2006 01:00 PM CST



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
1	Click the Event Name link for the event you want to view. Result: The Event Details page displays.

Event Details

Accept Invitation

Decline Invitation

Bid on Event

Bidding Shortcuts:

[View Event Activity](#)

[Download XML Bid Packet](#)

[Upload XML Bid Response](#)

Event Name: Computer Supplies Event
Event ID: KCBPU-SS00000111
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 2
Event Start Date: 06/01/2006 1:00PM CDT
Event End Date: 06/08/2006 01:00 PM CST

Event Description:
 This event is for our Annual Computer Supplies Contract.

Contact: David Brunet - Developer	Payment Terms: Net 30
Phone:	My Bids: 0
Email: dbrunet@bpu.com	Edits to Submitted Bids: Allowed
Online Discussion:	Multiple Bids: Allowed
Live Chat Help:	

Display: All Lines ★ Bid Required Line Comments/Files

Find | View All | First 1-9 of 9 Last

Line Description	Unit	Requested Quantity
1 Battery Group 22 (1) Junk Battery - \$2.00 Credit Tkt. #6614	EA	100.0000
2 Battery Group 24 (1) Junk Returned - \$2.00 Credit Tkt #30281	EA	100.0000
3 Battery Group 27 (1) Junk Battery - \$2.00 Credit Tkt. #27444	EA	100.0000
4 Battery Group C-70 1-junk Returned - \$2.00 Credit Tkt #28685	EA	100.0000
5 Battery Group Diesel Trk#31s18 (stud Typ (2) Junk Battery - \$6.00 Credit Tkt #30116	EA	100.0000
6 Battery Term Adapt Topside **do Not Reo	EA	100.0000

Step	Action
2	Perform the following to review the Event details: <ul style="list-style-type: none"> Use the right scroll bar to move up and down the page.



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

	<ul style="list-style-type: none"> Use the Line Items scroll area Find View All First 1-9 of 9 Last to move through line items that are not currently displayed.
STOP!	This task is completed!

Accept or Decline the Invitation

After you have reviewed the sourcing Event details, the Bidder can choose to Accept or Decline the invitation.

Event Details

Accept Invitation Decline Invitation Bid on Event	Bidding Shortcuts: View Event Activity Download XML Bid Packet Upload XML Bid Response
---	---

Step	Action
1	<p>From the Event Details page, do one of the following:</p> <ul style="list-style-type: none"> Click the Accept Invitation Accept Invitation button to accept the invitation but place a bid at a later time. The View Events and Place Bids page appears. Click the Decline Invitation Decline Invitation button if you choose not to participate. You can click the Decline Invitation button after you accept the invitation in the case that you change your decision to participate. Click the Bid on Event Bid on Event button to accept the invitation and place a bid now. The Create Bid Response page displays.
	Refer to the next topic for instructions on placing a bid.
STOP!	This task is completed!



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

C: Respond and Submit Bids

There are two possible methods for responding and submitting bids.

- If you have Microsoft Excel 2002 (XP) or later, you can use the xml attachment to enter your responses and then upload your bid to the online system to complete the submit process.
- Or, you can use the PDF worksheet to respond to the bid offline and then log on to the online system to submit it electronically.
-

This topic explains how to respond and submit bids and is broken into 3 sections: "Respond and Submit a Bid Online", "Respond Offline", and "Upload a Bid Response".



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Respond and Submit a Bid Online

This topic explains how to respond and submit your bid in the online system.

Note: You do have the option to use the PDF file as a “worksheet” to work on your Event response offline. However, you still need to submit the bid online by re-entering your answers in the online system. Refer to the next section, “Respond Offline”, for responding offline.

Step 1: Enter Bid Response Online

Step	Action
1	<p>Refer to the Event Invitation – Access the supplier portal topic within this document to log in to the online system.</p> <p>From the Supplier Portal – Event Sourcing home page, click the Event Name link for the event in which you are submitting a bid.</p> <p>Result: The Event Details page displays.</p>

Event Details

<input type="button" value="Accept Invitation"/> <input type="button" value="Decline Invitation"/> <input type="button" value="Bid on Event"/>	Bidding Shortcuts: View Event Activity Download XML Bid Packet Upload XML Bid Response										
<hr/> <p>Event Name: Computer Supplies Event Event ID: KCBPU-SS00000111 Event Format/Type: Sell Event RFx Event Round: 1 Event Version: 2 Event Start Date: 06/01/2006 1:00PM CDT Event End Date: 06/08/2006 01:00 PM CST</p> <hr/> <p>Event Description: This event is for our Annual Computer Supplies Contract.</p> <hr/> <table border="0"> <tr> <td>Contact: David Brunet - Developer</td> <td>Payment Terms: Net 30</td> </tr> <tr> <td>Phone:</td> <td>My Bids: 0</td> </tr> <tr> <td>Email: dbrunet@bpu.com</td> <td>Edits to Submitted Bids: Allowed</td> </tr> <tr> <td>Online Discussion:</td> <td>Multiple Bids: Allowed</td> </tr> <tr> <td>Live Chat Help:</td> <td></td> </tr> </table>		Contact: David Brunet - Developer	Payment Terms: Net 30	Phone:	My Bids: 0	Email: dbrunet@bpu.com	Edits to Submitted Bids: Allowed	Online Discussion:	Multiple Bids: Allowed	Live Chat Help:	
Contact: David Brunet - Developer	Payment Terms: Net 30										
Phone:	My Bids: 0										
Email: dbrunet@bpu.com	Edits to Submitted Bids: Allowed										
Online Discussion:	Multiple Bids: Allowed										
Live Chat Help:											




Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
2	<p>From the Event Details page, click the Bid on Event  button.</p> <p>Result: The Event Details page displays.</p>
	<p>Note: If you have previously started to bid, the View, Edit or Copy from Saved Bids button displays. The following page will display after clicking the View/Edit Saved Bid button allowing you to edit or cancel a bid:</p> <p>Click the Cancel icon to cancel a bid, or use the View/Edit icon to edit a bid.</p>

View, Edit or copy from Saved Bids

Welcome, David Inc

Event Name:	Computer Supplies Event			Event Round:	1
Event ID	KCBPU-SS00000111	Event Format/Type:	Sell Event RFX	Event Version:	2
Event Start Date:	06/01/2006 1:00PM CDT	Multiple Bids	Allowed		
Event End Date:	06/08/2006 01:00 PM CST	Currency	US Dollar		

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	
1	1	2	Saved	Posted	06/05/2006 4:20PM CDT	View/Edit Copy Cancel Upload

[Return to Event Search](#)



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
3	Review the event details displayed at the top of the Event Details page. Click the Add General Comments and Attachments link to add comments or attachments to your response.
	IMPORTANT: Use the Save For Later <input type="button" value="Save for Later"/> button at any time to save your work. It is recommended to save your work periodically for lengthy Event responses to prevent loss of data.

Event Details

<input type="button" value="Submit Bid"/>	<input type="button" value="Save for Later"/>	<input type="button" value="Validate Entries"/>
Event Name: Computer Supplies Event	Event ID: KCBPU-SS00000111	Bid ID: 1
Event Format/Type: Sell Event RFX	Event Round: 1	Bid Date:
Event Version: 2	Event Start Date: 06/01/2006 1:00PM CDT	Bid Currency: <input type="button" value="USD"/> US Dollar
Event End Date: 06/09/2006 01:00 PM CST	Add General Comments and Attachments	
Hide Additional Event Info		
Description: This event is for our Annual Computer Supplies Contract.		
Contact: David Brunet - Developer	Payment Terms: Net 30	Billing Location: Corporate Accounting
Phone:	Event Currency: Dollar	Conversion Rate: 1.00000000
Email: dbrunet@bpu.com	Edits to Submitted Bids: Allowed	Multiple Bids: Allowed
Online Discussion:		



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
4	The Event may have general questions that pertain to the overall Event in the “Step 1: Answer General Event Questions” section. The questions come in various forms including Fill In The Blank and Multiple Choice. Answer the general questions, if applicable.

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	3
Required Questions	3

[Hide Event Questions](#)

Event Questions

★ Bid Required 🌟 Ideal Response Required

Previous Questions 1-3 of 3 Next Questions

★ Is your company or any of its affiliates located in Kansas City, Kansas?

Response: [Add Comments or Attachments](#)

Ideal: Yes

★ Is your company a minority enterprise?

Response: [Add Comments or Attachments](#)

Ideal: Yes

★ Will you accept payment for this order by Visa?

Response: [Add Comments or Attachments](#)

Ideal: Yes



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
5	<p>You may enter your bid quantity and Bid Price on this main page, or if you require more detail on the individual items, you can click on the Bid Button next to each item to enter the Line Details Page where you can also enter your Bid Quantity and Bid Price.</p> <p>Within the Line Details Page (shown below) you can review the item details. You can click the Previous Line Next Line button to cycle through each item.</p> <p>If an item has any line questions associated to it, you will only see them in the Line Details Page. It is best to use the Line Details page to cycle through the individual items when entering your responses.</p>

Step 2: 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: 9
Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

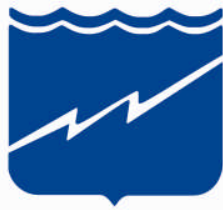
Previous Lines 1-9 of 9 Next Lines

Line Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
1 Battery Group 22 (1) Junk Battery - \$2.00 Credit Tkt. #6614	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid
2 Battery Group 24 (1) Junk Returned - \$2.00 Credit Tkt #30281	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid
3 Battery Group 27 (1) Junk Battery - \$2.00 Credit Tkt. #27444	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid
4 Battery Group C-70 1-junk Returned - \$2.00 Credit Tkt #28685	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid
5 Battery Group Diesel Trk#31s18 (stud Typ (2) Junk Battery - \$6.00 Credit Tkt #30116	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid
6 Battery Term Adapt Topside **do Not Reo	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid
7 Battery Group 75-5 (s,m)	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid
8 Battery Group C-70 (s,m)	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid
9 Battery Group 36r (s,m)*	EA	100.0000	<input type="text"/>	<input type="text"/>	0.0000 USD	Bid

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

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

[Return to Event Search](#)



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Line Details

Line Sequence Number: 1 of 23 **Go To Line:**

Line: 1 **Response Required:** No
 Glove Shoulder Split Leather - Leather Palm-safety Cuffs-knuckle
 Straps Gun Cut- Gloved Unlimited 7522

Category: Gloves
[View/Add Question Comments and Attachments](#)

Unit of Measure:	Each	Your Unit Bid Price:	<input type="text"/>
Qty Requested:	1.0000	Total Bid Price:	0.0000 USD
Your Max Bid Quantity:	<input type="text"/>	Reserve Price:	No

Line Questions Previous Questions 1 of 1 Next Questions

★ What is your lead time for delivery of this item in days?

Response [Add Comments](#)

Best: 1.0000
Worst: 30.0000


Shipping Information				
Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
1.0000	06/22/2006		View	

[Item Specification](#)



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
6	<p>Click the View/Add Question Comments and Attachments icon go to the Line Comments and Attachments Page.</p> <p>Result: The Line Comments and Attachments page displays.</p> <p>Use the Line Comments and Attachments link to enter general comments or attach files to be included in your line response. Perform one of the following actions:</p> <ul style="list-style-type: none"> • Use the Upload button to upload the first attachment. • Use the Add New Attachment link to add additional attachments. • Use the Delete link to delete an attachment. • Use the View Link to view an attached document. • Click the OK button to save and exit this page. • Click the Cancel Button to leave this page without saving.
	<p><u>TIP</u>: You have the option of adding comments and attachments to the following 3 areas in a sourcing Event.</p> <ul style="list-style-type: none"> • For a single general question – Response Line Comments Add Comments or Attachments icon displays next to each question. • • For the entire Event – Add General Comments and Attachments link displays on the Create Bid Response page. • • For a single line item – Bid Line Comments/Attachments  icon displays next to the line item on the Event Details page and the View/Add Question Comments and Attachments link displays on the Line Details page for a line item. <p>Note: Each “comments and attachments” page functions the same way; you can view Event comments and attachments and add your own comments and attachments.</p> <p>Note: You must have Acrobat Reader to view PDF files. If you do not have a copy of this on your system you can go to www.adobe.com/acrobat and follow the instructions to download a free copy.</p>



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Line Comments and Attachments

Event ID: SS00000111 Line: 1

Battery Group 22 (1) Junk Battery - \$2.00 Credit Tkt. #6614

Attachments

Add New Attachments		First 1 of 1	
Attached File	Attachment Description	Upload	View
		Upload	View
		Add New Attachments	Delete

Comments

Add New Comments

OK Cancel



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
7	Click OK when you are finished entering comments. Result: The Line Details Page re-displays.

Line Details

Save for Later
Start Page
Validate Entries

Line Sequence Number: 1 of 23 Go To Line: Previous Line Next Line

Line: 1 **Response Required:** No

Glove Shoulder Split Leather - Leather Palm-safety Cuffs-knuckle Straps Gun Cut- Gloved Unlimited 7522

Category: Gloves
[View/Add Question Comments and Attachments](#)

Unit of Measure: Each	Your Unit Bid Price: <input type="text"/>
Qty Requested: 1.0000	Total Bid Price: 0.0000 USD
Your Max Bid Quantity: <input type="text"/>	Reserve Price: No

Line Questions Previous Questions 1 of 1 Next Questions

★ What is your lead time for delivery of this item in days?

Response [Add Comments](#)

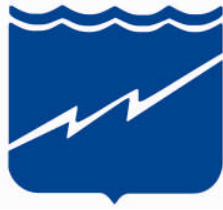
Best: 1.0000
Worst: 30.0000

Shipping Information

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
1.0000	06/22/2006	View		

Item Specification

Mfg ID:	Mfg Item ID:
Length:	
Item Volume:	Item Height:
Item Width:	Volume UOM:
Item Weight:	Dimension UOM:
Item Size:	Weight UOM:
	Item Color:



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
8	View the various sections on the Line Detail page including “Line Questions”, “Bid Quantity”, “Bid Unit Price”, “Shipping Information” and, “Item Specification”.
9	Enter the bid price for this item in the Your Unit Bid Price field on the Line Details page. The Bid Price is the unit price. Result: The Bid Price you enter here will display in the Bid Price field on the Event Details page.
10	Click the Validate Entries button when you are finished on the Line Details page. Result: The Validation result will display. You should get a message of ‘No Errors Found’, if you receive errors review the specific error message and make the necessary correction to the line specified. Line Details <hr/> <p>! You must respond to all required question for line 1.</p>
11	Repeat steps 5 - 10 for each line item.



Kansas City Board of Public Utilities

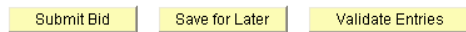
Vendor Package: Step 2: Placing Bids


Step	Action
12	<p>After you have completed your bid response for this sourcing Event, you are ready to review and submit the bid responses. Click the Save for Later Button at the top of the line details page. This will initiate the validation process and notify you of any errors.</p> <p>Click the 'Start Page' Button to return to the Event Details Page.</p> <p>Result: The bottom Event Details page displays with the Submit Button at the top of the page.</p>

Line Details



Event Details



Step	Action
13	<p>Click on Validate Entries  link to check the Event bid response for errors such as an unanswered "response required" question.</p> <p>Any errors will be listed at the top of the page after validation is done. Please make required corrections and click on the "Validate Entries" button again to make sure your corrections have passed all edits. If you get additional errors, please repeat the process of making corrections and validating responses until all errors have been corrected.</p>
14	<p>After reviewing your bid response and determining the response is ready to be submitted as the final bid, click the Submit Bid button.</p> <p>Note: If you have made a mistake after submitting a bid, you may be able to edit the bid depending on the restrictions placed on the Event. Otherwise, you may be able to enter a second bid. Verify the restrictions of the Event in the "Event Details" section of the Event.</p>



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

15	<p>You will receive a Bid Submitted confirmation.</p> <p>Bid Confirmation</p> <p>Your bid has been successfully submitted.</p> <table><tr><td>Bid ID:</td><td>2</td><td>Bid Date:</td><td>06/05/2006 5:37:48PM CDT</td></tr><tr><td>Event ID:</td><td>SS00000111</td><td>Computer Supplies Event</td><td></td></tr><tr><td>Event Format:</td><td>Sell Event</td><td>Round:</td><td>1 Version: 2</td></tr><tr><td>Start Date:</td><td>06/01/2006 11:00AM PDT</td><td>End Date:</td><td>06/08/2006 01:00 PM CST</td></tr><tr><td>Your Total Price:</td><td>2,800.00 USD</td><td></td><td></td></tr></table> <p><input type="button" value="OK"/> <input type="button" value="Copy Bid"/></p>	Bid ID:	2	Bid Date:	06/05/2006 5:37:48PM CDT	Event ID:	SS00000111	Computer Supplies Event		Event Format:	Sell Event	Round:	1 Version: 2	Start Date:	06/01/2006 11:00AM PDT	End Date:	06/08/2006 01:00 PM CST	Your Total Price:	2,800.00 USD		
Bid ID:	2	Bid Date:	06/05/2006 5:37:48PM CDT																		
Event ID:	SS00000111	Computer Supplies Event																			
Event Format:	Sell Event	Round:	1 Version: 2																		
Start Date:	06/01/2006 11:00AM PDT	End Date:	06/08/2006 01:00 PM CST																		
Your Total Price:	2,800.00 USD																				
16	Click OK to be returned to the View Events and Place Bids Page.																				
17	You will receive an email message with a copy of your Bid Responses, please review this and ensure that it is accurate.																				
STOP!	This task is completed!																				



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Respond Offline

There are two attachments on the Event Invitation notification email that are available for you to use to work on your Bid offline. The two attachments are an .xml file and a pdf file. The purpose of both attachments is as follows:

- The intent of the .xml file is to provide a document where the Bidder can record their responses offline and then, submit their bid by uploading the file. This is a convenient method that doesn't require a connection to the online system and allows the Bidder to easily work with co-workers on completing the bid response. **IMPORTANT:** Using the .xml file requires MS Excel 2002 (XP) version or a later version. You cannot use the .xml file if you have an earlier version than MS Excel 2002 (XP) because earlier versions cannot handle .xml files. Earlier versions of MS Excel that cannot be used with the .xml file include Excel 97, 98, or 2000.
- The intent of the .pdf file is to provide an option for working offline for those Bidders that do not have access to the MS Excel 2002 (XP) version or a later version and, therefore, cannot use the .xml file. The Bidder can print the PDF file out and write the answers on the paper copy. The Bidder will ultimately have to manually re-enter the bid response in the online system using the pdf file as a reference.

Refer to the "Respond and Submit a Bid Response Online" section to re-enter your bid response and submit online.

Refer to the "Upload a Bid Response" section to upload your XML file once you have completed the file in Excel.



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step 1: Download and Save the Attachment

Step	Action
1	<p>At the bottom of the Event Invitation email, there is an attachment with the file extension “.xml” and an attachment with the file extension “.pdf”. Download and save these files on your local system.</p>
	<p>Note: If necessary, contact your system administrator for help to download and save the attachment.</p>
2	<p>Once the .xml attachment is saved on your local system, open it in Microsoft Excel. There are several methods to open the file:</p> <ul style="list-style-type: none">• From Excel, click on the File Open icon in the toolbar, navigate to the saved file and double-click on the saved file to open it.• Navigate to the saved file using Windows Explorer, right-click on the saved file, select the Open With option and click on Microsoft Excel. <p>Once the .pdf attachment is saved on your local system, open it in Adobe Acrobat Reader and print the file.</p>



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step 2: Enter Bid Responses in the Excel spreadsheet.

The Excel spreadsheet consists of three separate worksheets – General Details, Line Details and Terms & Conditions. You will only be allowed to enter data in valid response cells. All other cells are protected, so you cannot change them.

After you have completed the worksheet, save the Excel file as an XML file. Do this by selecting **File > Save As**, change the **Save as Type** field to **XML Spreadsheet**, then click the Save button. Note: Do not change the name of the file. Changing the name will prevent the upload process from executing.

General Details Worksheet – This worksheet contains comments and questions relating to the sourcing Event. Answer questions by entering your answer or selecting it from a drop down list field. The answer cells are identifiable by the background color. Also, you may enter comments next to each question in the Response Comments cell provided.

Please read the questions carefully and provide accurate responses. Kansas City Board of Public Utilities reserves the right to audit your responses. Incorrect responses may cause you to be excluded from any awards.



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Event Details				
PeopleSoft Strategic Sourcing				
Event ID	Format	Type	Round	Version
KCBPU-SS00000111	Sell	RFx	1	1
Event Name				
Computer Supplies Event				
Start Time		Finish Time		
06/01/2006 01:00 PM PDT		06/04/2006 01:00 PM PDT		
Event Currency:		US Dollar		
Bids Allowed in Other Currency: No				
Bidder:		TEST		
		540 Minnesota Ave Kansas City, KS 66101 United States		
Submit To:		KC Board of Public Utilities Purchasing Dept 540 Minnesota Ave Kansas City, KS 66101 United States		
Contact:		David Brunet - Developer		
Phone:				
Email:		dbrunet@bpu.com		
Event Description				
This event is for our Annual Computer Supplies Contract.				
General Questions				
Question	UOM	Best	Worst	Response:
Is your company or any of its affiliates located in Kansas City, Kansas?		Yes		<input type="text"/>
<i>Bid Factor Response Required: Yes</i>				
<i>Ideal Response Required: No</i>				
Response Comments				
<input type="text"/>				
Is your company a minority enterprise?		Yes		<input type="text"/>
<i>Bid Factor Response Required: Yes</i>				
<i>Ideal Response Required: No</i>				
Response Comments				
<input type="text"/>				
Will you accept payment for this order by Visa?		Yes		<input type="text"/>
<i>Bid Factor Response Required: Yes</i>				
<i>Ideal Response Required: No</i>				
Response Comments				
<input type="text"/>				



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Line Details Worksheet - This worksheet contains comments and questions relating to event line items. You will be allowed to enter bid quantity and bid Price for the item. Continue this process for each line item you wish to bid on.

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Round	Version
KCBPU-SS00000111	Sell	RFx	1	1
Event Name Computer Supplies Event				
Start Time 06/01/2006 01:00 PM PDT		Finish Time 06/04/2006 01:00 PM PDT		
Event Currency:		US Dollar		
Bids Allowed in Other Currency: No				

Bidder: TEST
540 Minnesota Ave
Kansas City, KS 66101
United States

Submit To: KC Board of Public Utilities
Purchasing Dept
540 Minnesota Ave
Kansas City, KS 66101
United States

Contact: David Brunet - Developer
Phone:
Email: dbrunet@bpu.com

Line Details

Line: 1 **Item ID:** 1021001 **Line Quantity:** 100 **UOM:** EA
Bid Required: No **Reserve Price:** No
Description: Battery Group 22 (1) Junk Battery - \$2.00 Credit Tkt. #6614

Quantity:

You may bid more than the requested line quantity up to the specified maximum quantity.

Price Details	Best	Worst	Response:
What is your bid price for this line item?		0	<input type="text"/>

Quantity Details	Requested
Minimum Quantity:	0
Maximum Quantity:	0

Line: 2 **Item ID:** 1021002 **Line Quantity:** 100 **UOM:** EA
Bid Required: No **Reserve Price:** No
Description: Battery Group 24 (1) Junk Returned - \$2.00 Credit Tkt #30281

Quantity:

You may bid more than the requested line quantity up to the specified maximum quantity.

Price Details	Best	Worst	Response:
What is your bid price for this line item?			<input type="text"/>

Quantity Details	Requested
Minimum Quantity:	0
Maximum Quantity:	0

Note: In some instances, you may need to view an attachment. In these instances, you will need to navigate to the online system. Refer to the "Respond and Submit a Bid Online" section to learn how to navigate online to the attachments.



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Terms & Conditions Worksheet – Please read the Terms & Conditions carefully. You do not have to enter any responses on this page. By submitting your bid, you are signifying your acknowledgement and acceptance of the Terms & Conditions.

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Round	Version
KCBPU-SS00000111	Sell	RFx	1	1
Event Name Computer Supplies Event				
Start Time 06/01/2006 01:00 PM PDT		Finish Time 06/04/2006 01:00 PM PDT		
Event Currency: US Dollar				
Bids Allowed in Other Currency: No				

Bidder: TEST
540 Minnesota Ave
Kansas City, KS 66101
United States

Submit To: KC Board of Public Utilities
Purchasing Dept
540 Minnesota Ave
Kansas City, KS 66101
United States

Contact: David Brunet - Developer

Phone:

Email: dbrunet@bpu.com

Terms & Conditions

1. Terms and Conditions for Use of the Kansas City Board of Public Utilities (BPU) E-Supplier Connection and Strategic Sourcing Procurement System. Please read the following carefully prior to using this site. The BPU Strategic Sourcing Procurement System is provided for the convenience of vendors to access procurement information. By registering on this website, you agree to the terms and conditions contained herein. BPU reserves the right to update the terms and conditions of use at any time. BPU reserves the right at any time to modify this website and shall not be liable to vendor or any third party for any modification or suspension of the service. Vendor's continued use of this website means that you
2. Password and User ID. Vendor's users will have a password and user ID upon completion of the registration process. Vendor's registered users are responsible for maintaining the confidentiality of the password and are responsible for all activities under that password. Vendor agrees to: (1) immediately notify the BPU Purchasing Department of any unauthorized use of vendor's password or user ID or any other breach of security; and (2) ensure that vendor properly logs off the account at the end of each session. Vendor is responsible for all content uploaded, posted, emailed, transmitted, or otherwise made available to BPU through this site by the vendor or through the vendor's account.
3. Operations of Website Security. BPU will not process any electronic bid or proposal if doing so might endanger the BPU system operations. All attachments must be free from electronic security risks, such as viruses and worms. In the event BPU decides that it will not process vendor's bid or proposal document because of suspected security concerns or files are found to be corrupted or unusable, BPU will make a good faith effort to notify the vendor that the vendor's electronic bid or proposal will not be processed, but in all cases vendor is responsible for timely delivery of bid or proposal documents in compliance with BID/RFP requirements



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Upload a Bid Response

Once you have entered all responses for the general questions and line item questions, you are ready to upload the xml spreadsheet. The upload process actually enters all of your responses into the on-line system. After you have completed the upload process, you will have the opportunity to verify and modify any responses as long as you do it before the sourcing Event End Date/Time.

Step	Action
1	Navigate to the on-line sourcing Event you wish to upload. Once you have opened the appropriate sourcing Event, the Event Details page displays.
2	From the Event Details Page Click the Upload XML Bid Response button. The Upload Bid page displays.

Upload Bid

Event ID:	KCBPU-SS00000111	Format: Buy	Type: RFX
Round:	1	Version:	2
Event Name:	Computer Supplies Event		
Start Date:	06/01/2006 11:00AM PDT	End Date:	06/08/2006 11:00AM PDT

Select XML File

[Return to Event Details](#)

To upload a bid:

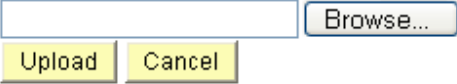
1. Open the Excel version of this event that you have been working with.
2. Do a File->Save As. Before hitting save, at the bottom of the window make sure to change the "Save as Type" to "XML Spreadsheet."
3. Using the button above, select the XML Spreadsheet that was just saved.
4. Verify the path showing is correct and push the Upload button.





Step	Action
3	Follow the instructions listed on this page. Click the Select XML File button.

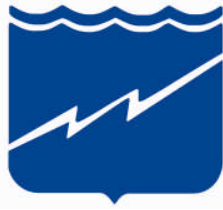


Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
4	<p>Type in the path to the saved .xml file if you know it, Or, click on the Browse button to navigate to the saved .xml file. Browse to the location for the xml file, double-click on the file and the path will be entered into the proper field.</p> 

Step	Action
5	After the correct directory path is displayed in the field, click the Upload button.
6	Click the Validate Entries button to check your bid responses for errors. Any errors will be listed at the top of the page after validation is complete. Please make required corrections and repeat the validation process.
7	<p>Optionally, you can add comments and attachments in three areas of a sourcing Event:</p> <ul style="list-style-type: none"> • For a single general question – Response Line Comments  icon displays next to each question. • For the entire Event –  Add General Comments and Attachments link displays on the Create Bid Response page. • For a single line item – Bid Line Comments/Attachments  icon displays next to the line item on the Create Bid Response page and  Add General Comments and Attachments link displays on the Line Details page for a line item. <p>Note: Each “comments and attachments” page functions the same way; you can view Event comments and attachments and add your own comments and attachments.</p> <p>Note: You must have Acrobat Reader to view PDF files. If you do not have a copy of this on your system you can go to www.adobe.com/acrobat and follow the instructions to download a free copy.</p>
8	When you are ready to submit the bid, click the Submit Bid button on the Create Bid Response page.



Kansas City Board of Public Utilities

Vendor Package: Step 2: Placing Bids

Step	Action
STOP!	This process is complete.