How to Respond to Solicitations on
The University of Texas at El Paso Sourcing Manager

Once you are a registered Supplier on Sourcing Manager, log in to your Account.

- ♦ Go to the **Bids** tab.
- ♦ Under **My Recent Invitations** Click on the desired bid number to View that bid request.
- ♦ If the invitations list is empty: Under **Bidding Shortcuts**, click **View Available Bids** in the quick links box at the left. A listing of all available bids will be displayed. Check the box next to the bid you want to view and select **View**.

Bid Detail - View

View the solicitation request information to determine if you are interested in submitting a response.

- ♦ From the **My Recent Invitations** screen (above), double click the bid you want to view.
- ♦ From the **View Available Bids** option (below) you may double click the bid as well or place a check next to the bid you want to review and click **View**.

- The Bid Detail screen is broken down into sections that are self-explanatory. **Be sure to read and understand every section and bid detail prior to moving forward.**

Responding or Declining a Solicitation

- On the Bid Detail Screen click the **Respond** icon near the top of the screen.

- You will then be directed to the Edit Bid Response screen. If there is no interest in submitting a solicitation response, click the **No Bid** icon near the top of the screen. If you are interested in responding to a solicitation, please continue as follows.

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| Bids | Auctions | Admin |

Bid Requests   Bid Responses   Bid Awards

Edit Bid Response

← Return   🖫 Save   ↑ Submit   ✖ No Bid   🔍 View Response   ☁ Status   📄 Documents   📋 Response History   📋 Bid History

Bid Information		**Contact Information**		**Ship to Information**	
Organization	UTEP (UTEP Purchasing)	**Address**	500 W. University	**Address**	500 W. University Ave.

Edit Bid Response - Screen

Enter your desired bid response information in the fields provided and click **Save** to retain bid response information. By clicking **Submit** you formally send your bid response to the University of Texas at El Paso.

When responding to any solicitation, pay attention to the following sections/fields:

- **Ship to information** – The awarded vendor will be required to ship to the listed location.
- **Supplier Notes** - Enter comments for buyer review. Please note this field may not always be present.
- **Event Activities** - Events related to the bid request are found in this section (Intentions to Bid, Pre-Bid/Proposal Conferences, and Job Walks).
- **Bid Attachments** - Click **View** to access files pertaining to the bid request.

Multiple Pages of Bid Attachments - Pagination - If displayed, click to the next page to access any additional Bid Attachments.

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- **Bid Attributes** - Answer questions and review additional terms and notes pertaining to the bid. Note that some attributes will require a response in order to submit your bid.

Multiple Pages of Bid Attributes - Pagination - If displayed, click to the next page to access additional Bid Attributes.

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Remember to click **Save** in order to update and store your bid response progress.

- **Bid Messages** – View any messages specific to the bid request.

🕂 ***Response Attachments*** - If requested or desired, import a file to be associated with your bid response. Select **New** to add a new Bid Response attachment. Enter the attachment name and select your file for import. Click **Save** to attach your file.
* Maximum 25MB per file

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Add Response Attachment

⬅Return 🖫Save

* indicates a required field

* **Title**	
Description	
	1000 characters left
* **File Path**	Browse...

Prior to submitting a bid an attachment may be edited or deleted in its entirety.

Remember to click **Save** in order to update and store your bid response progress.

🕂 ***Bid Line Items*** - Enter unit pricing (or requested values) in the fields provided under Price. Extended Pricing (= Quantity X Unit Price) will display after clicking **Save**.
   -Add Alternate icon - Click on this icon to enter an Alternate and/or equivalent item for University consideration. This link is only available if alternates are allowed.
   - No Bid icon – Click this icon if you are not submitting a response to this particular line.

🕂 ***Supplier Notes*** - Enter your comments for buyer review. Please not this field may not always be present.
🕂 ***Item Attributes*** – Here you will answer any questions, complete checklists, and review additional terms and notes specific to the line item if provided.
🕂 ***Item Attachments*** - Click **View** to access files pertaining to this line item. Please not that item level attachments may not always be present.
Multiple Pages of Bid Line Items - Pagination - If displayed, click to the next page to continue responding to bid line items.

Remember to click **Save** in order to update and store your bid response progress.

Submit the Bid Response

Click the 'Submit' icon at the top of the screen to submit your bid response to the University.

> ✚ The Sealed/Informal Status screen will display when the bid is successfully received by the system. The bidder's time stamp is displayed next to the **Response Submitted** field.

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Sealed Bid Status

Bid Submitted

←Return ↓Retract 🔍View Response 📄Documents 📋Response History 📋Bid History

Bid Information

Organization	UTEP (UTEP Purchasing)
Bid Creator	Bonnie Corkran Buyer
Email	ycorkran@utep.edu
Phone	(915) 747-5488
Fax	(915) 747-5932

Bid Number	21101234-WEYLC
Bid Title	Football Stadium
Bid Type	Competitive Sealed Proposal
Bid Security	Sealed
Issue Date & Time	1/16/2011 8:07:33 PM Mountain
Close Date & Time	3/1/2011 3:00:00 PM Mountain
Bid Notes	The University of Texas at El Paso is requesting competitive sealed proposals for the construction of a new football stadium. pre-proposal: February 6, 2011 @ 10:00am Purchasing Dept. 500 W. University, Kelly Hall 3rd Floor, El Paso, TX 79902
Attachments Allowed	Yes
Response Status	Submitted
Response Submitted	2/27/2011 1:59:22 PM Mountain

Event Activities

No Event Activities

Bid Messages

No Bid Messages

Sealed Bid Items

Line	Type	Description	Your Bid	Best Bid
1	Service	Construction services for a new football stadium	$9,000,000.00	*Sealed*
2	Service	Contingency	$50,000.00	*Sealed*
3	Service	Insurance & Bonds	$900.00	*Sealed*
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Congratulations. Your bid has been successfully submitted!

Note: Once your bid has been submitted there is a **Retract** option available that will allow you to make changes to your submitted bid response. **A RETRACTED BID RESPONSE IS NO LONGER CONSIDERED "SUBMITTED". The bidder MUST resubmit a retracted bid to ensure participation in the solicitation process.**

~Thank you for your continued interest in working with the University of Texas at El Paso~