SEPTA Procurement and Supply Chain Management
eProcurement On-Line System Vendor User Manual

eBID Module
Version II

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Submitting an eBID Quote:

Select [View Open Bids by Category and Submit Quote(s)] on the Vendor Main Menu
There are several options for searching a bid. Select one (1) category to enter detailed bid information to search for the specified bid that interests you. However, you only need to enter the Bid Number, Keyword, Commodity Code, Open Date, or Close date information then **Submit**.

*View all* is also located above the bid option.
The bid reference # will appear. Click on the link full view of bid detail information.
The Bid Details will give several options for submitting a quote. You will see **No Quote**, **Go To Bid** or **Print**.
All questions concerning bid details please contact the buyer by clicking on the **Buyer Name** link as it appears in blue (as shown below). This will allow you to send a direct email to the buyer.
To begin the quoting process you must click the **Go to Bid** button. This will allow you to enter your line item pricing, signing of Response Forms and downloading of Bid Documents.
Go To Bid will change to WITHDRAW QUOTE.
Using the “TAB” key to move through the required values will automatically populate the total for the Schedule A

The total = Quantity x Unit Pricing.
Once you have completed entering your pricing click **Submit** to complete quote entry.
Completing Response Forms
&
Downloading Bid Documents
Submitting The Response Forms

As you will notice, the **Bid Response Forms** required are listed. Notice the **NEW!** next to each form; this indicates the document has not been signed and/or acknowledged by you (the vendor).

![Bid Response Forms](image_url)
Select each response form. The form will open in its own window (as shown below).
You will notice each form you properly complete NEW! will disappear indicating the form has been acknowledged and completed.
Note: If the forms are not properly filled out you will receive an error notification explaining the issue when attempting to submit.
**Downloading Bid Documents:**
The Bid Documents are listed same as the Response Forms. However, these documents are in PDF format and are for downloading only. This is where important bid documents are located such as: Invitation to Bid letter, Agreement, etc. Notice NEW! is displayed beside each document here as well and will only disappear once the document has be downloaded/printed/saved.
Amending Submitted Quotes
&
Saved/ Incomplete Quotes
**Saved/Incomplete Quotes**

Once you have begun entering bid information and have the need to save what you have already entered without submitting, you have the option to save your incomplete submission by selecting **Save**.
The **Save Response List** will appear displaying all bids that have been saved using your company’s registration. At this point you can log off your registration and resume later. *(Remember: A quote will not be submitted as long as if the bid is in the Save mode)*

---

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>Bid Number(s)</th>
<th>Bid Title</th>
<th>Open Date</th>
<th>Close Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-1745-A574</td>
<td>00-1745-A574</td>
<td>MEDICARE COORDINATION SERVICES ALLOW</td>
<td>06/14/2016</td>
<td>06/16/2016</td>
<td>View</td>
</tr>
<tr>
<td>16-0700-892016</td>
<td>16-0700-892016</td>
<td>AT&amp;T 1740 DIGITAL ANSWERING SYSTEM</td>
<td>06/02/2016</td>
<td>06/14/2016</td>
<td>View</td>
</tr>
<tr>
<td>16-0920-692016</td>
<td>16-0920-692016</td>
<td>PUMP CUMMINS 4370212X</td>
<td>06/03/2016</td>
<td>06/15/2016</td>
<td>View</td>
</tr>
</tbody>
</table>

Viewing responses for bids with a status of ‘Saved’.
The range of responses has been adjusted for bids that closed on or after the archive date of 12/23/2015.
Returning to a Saved Bid:

After logging into ePS, select **View Open Requisition by Category and Submit Quote(s)** under the category of the dollar threshold that applies to the saved bid.
Enter the requisition # (only no other information) then click **Submit**.

*View all* is also located above the bid option.
The bid will appear (as shown below). Click on the bid # to begin accessing the saved bid information.

![Bid View](image-url)
The Bid details will appear but notice the saved information is not displayed. In order to get to the saved information you must click on **Go To Bid** (as shown below)

At that point the saved information will be retrieved. The bid can now be completed and submitted.
AMENDING Q UOTES

Once a bid is submitted you still have the opportunity to go back and amend the quote any time before the bid closing date and time.

To do so, select Bid Confirmation List on the Vendor Main Menu screen. This will provide the bid confirmation # needed to retrieve the submitted quote.
The listing of all bids quoted will appear. Select the bid that needs to be amended.
The bid information will be displayed and ready for changes to be made.
The option to Withdraw Quote, No Quote, or Printing would be available on this screen as well.
**SEPTA eProcurement Bid Amend Form**

<table>
<thead>
<tr>
<th>Bid No</th>
<th>15-00063-A24U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodity Codes</td>
<td>1152</td>
</tr>
<tr>
<td>Open Date</td>
<td>4/5/2015</td>
</tr>
<tr>
<td>Open Time</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>Deadline</td>
<td>4/20/2016 at 4:30 PM</td>
</tr>
<tr>
<td>Delivery Date</td>
<td>6/8/2015</td>
</tr>
<tr>
<td>Basis Of Award</td>
<td>Elect/Amy</td>
</tr>
<tr>
<td>Buyer Name</td>
<td>Johnson, Deborah</td>
</tr>
<tr>
<td>Bid Title</td>
<td>PLATE NF 087703 ASSY COMPRESSOR MOUNTING</td>
</tr>
<tr>
<td>Bid Description</td>
<td>PLATE NF 087703 ASSY COMPRESSOR MOUNTING REFRIGERANT COMPRESSOR INSTALLATION OR EQUAL AS DETERMINED BY SEPTA SEPTA STOCK NO. #9010304070</td>
</tr>
<tr>
<td>Notes</td>
<td>Not Required</td>
</tr>
<tr>
<td>Bonds</td>
<td>Not Required</td>
</tr>
</tbody>
</table>

### Response Forms

- Bid Acknowledgement Form
- Buy America Certificate 1
- Disadvantaged Business Enterprise (DBE) Participation Schedule
- Certification Regarding Compliance With Immigration Reform And Control Act Of 1986
- Non-DBE Participation Schedule
- Certification Regarding Lobbying

### Bid Documents

- 14-264. ORU Cummins Turbo Bid Documents.pdf
- 14-264. ORU Cummins Turbo Invitation to bid Letter.pdf
Thank you for doing business with

SEPTA