CITY OF TOPEKA

e-PROCUREMENT SYSTEM

SUPPLIER RESPONSE GUIDE

NOVEMBER 1, 2021

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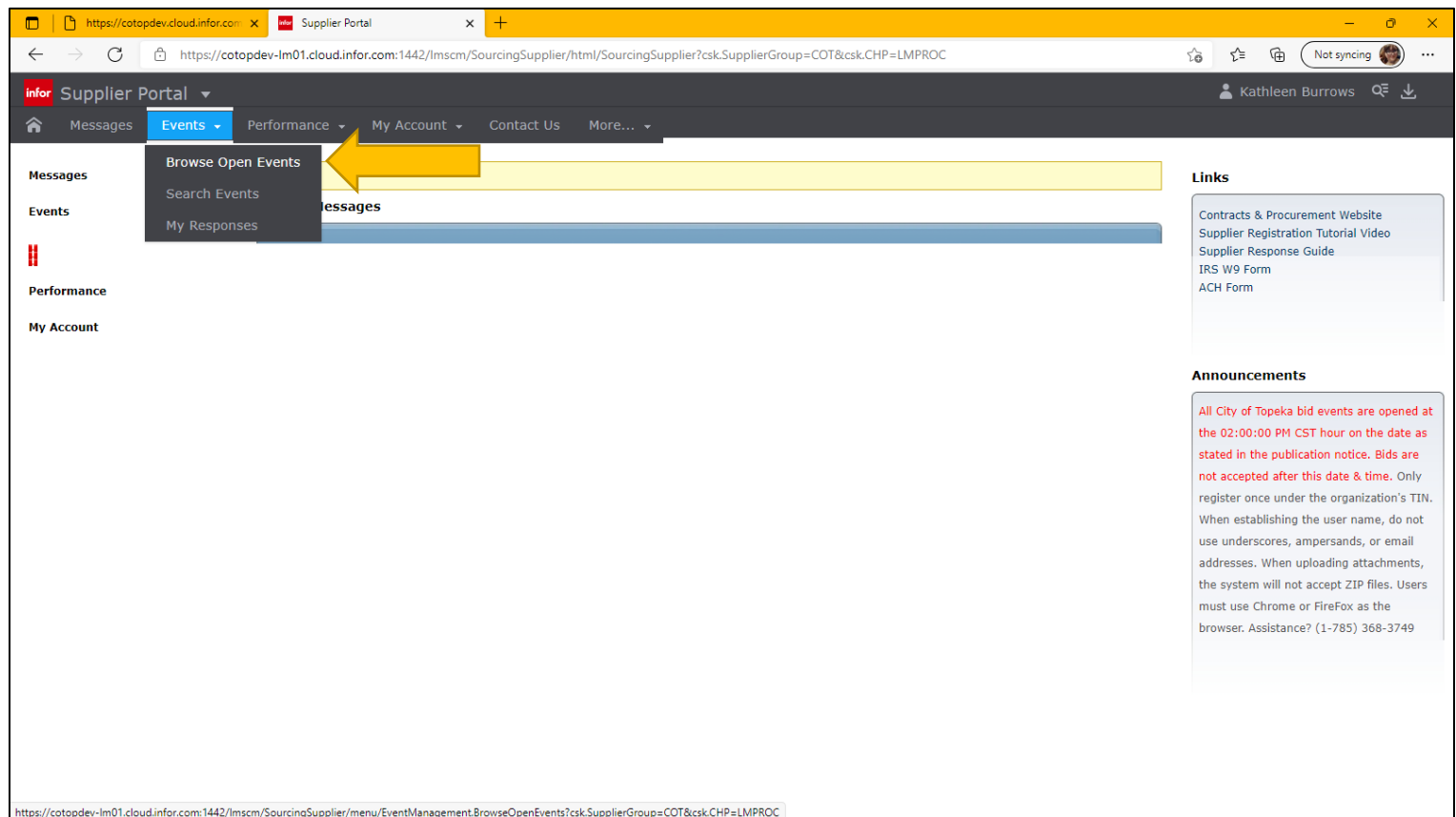# Getting Started

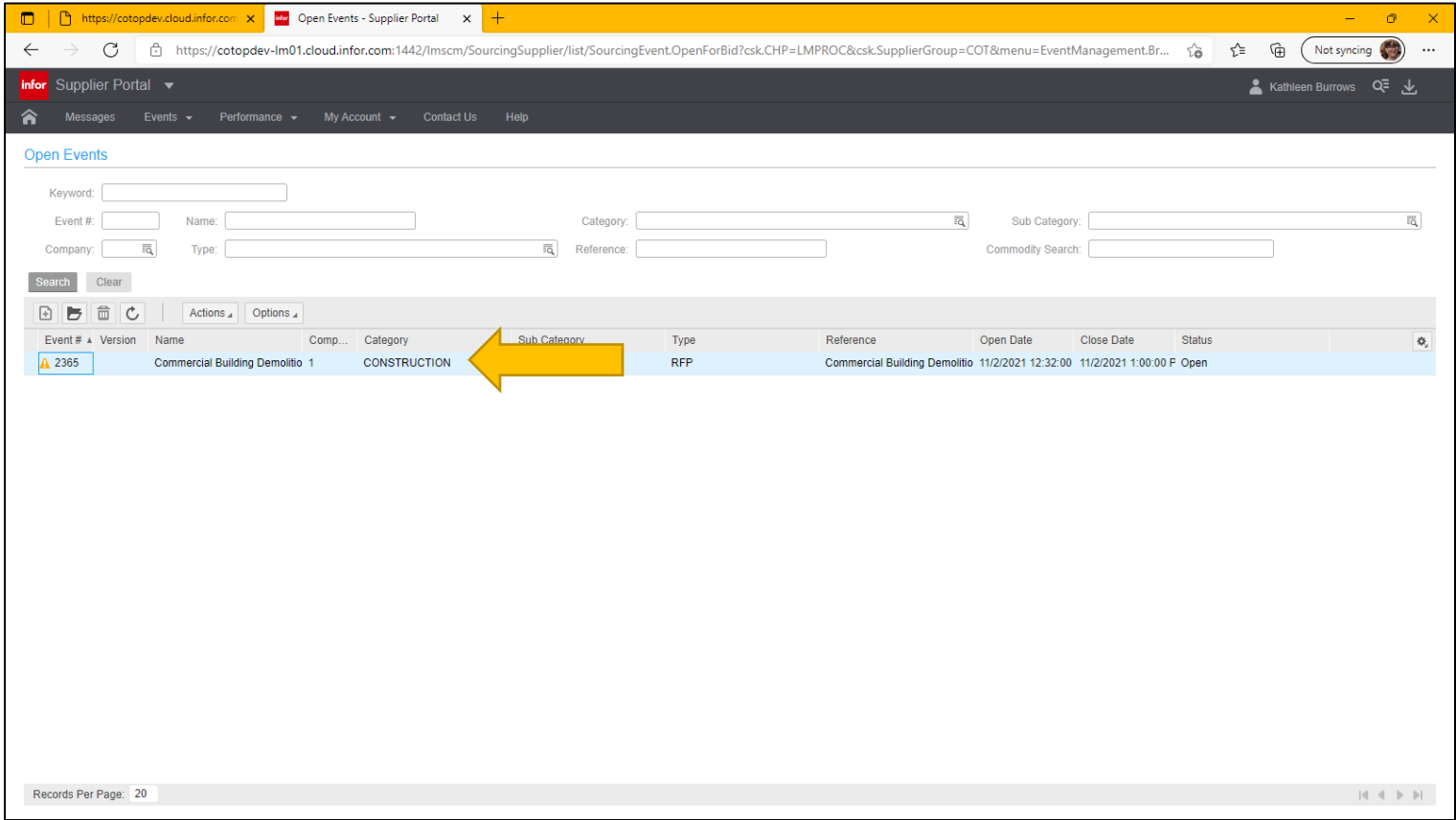1. On the Supplier Portal, Login by clicking **Anonymous Anonymous** at the top right of the screen
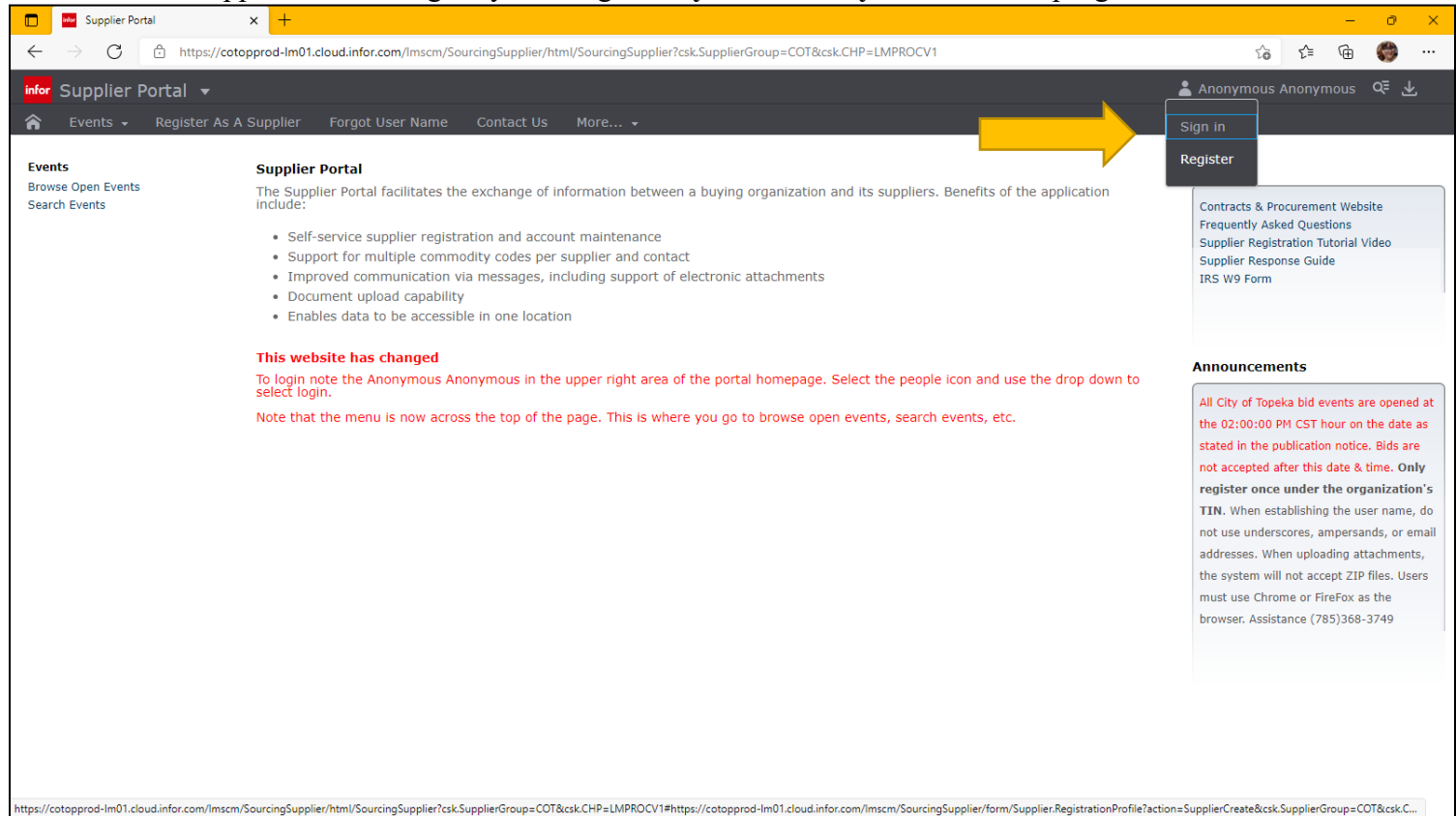
2. Once logged in, from the home screen, click on the events tab and select Browse Open to see all available events to bid.
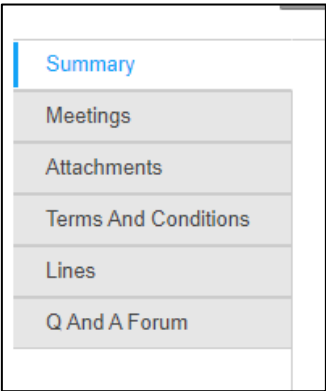
Selecting the Event

3. Double Click to open the event you would like to respond to

The system will open the Summary form for the selected event.

4. You may view additional information about the event by clicking on each tab:
    A. Summary
    B. Meetings
    C. Terms and Conditions
    D. Lines
    E. Q And A Forum
5. You may also view all attachments to the event. Attachments will likely be detailed specifications, drawings, maps, etc.

6. When ready to respond to the bid, click on **Respond Now**

Event Response

7. Accept the Terms and Conditions, click **Next**

Entering Line Response

8. On the far right side of the line, click **Respond**

9. Enter response using the fields provided and **following the instructions at the top of the screen**. Click next

Line Response Summary

10. Review and click the **Event Response** button to continue

11. Click Next

Attachments

12. Attach Required Documentation per the instructions, click next

Submit

13. Submit Response

14. A box will pop up once **Submit** is selected to confirm response was submitted
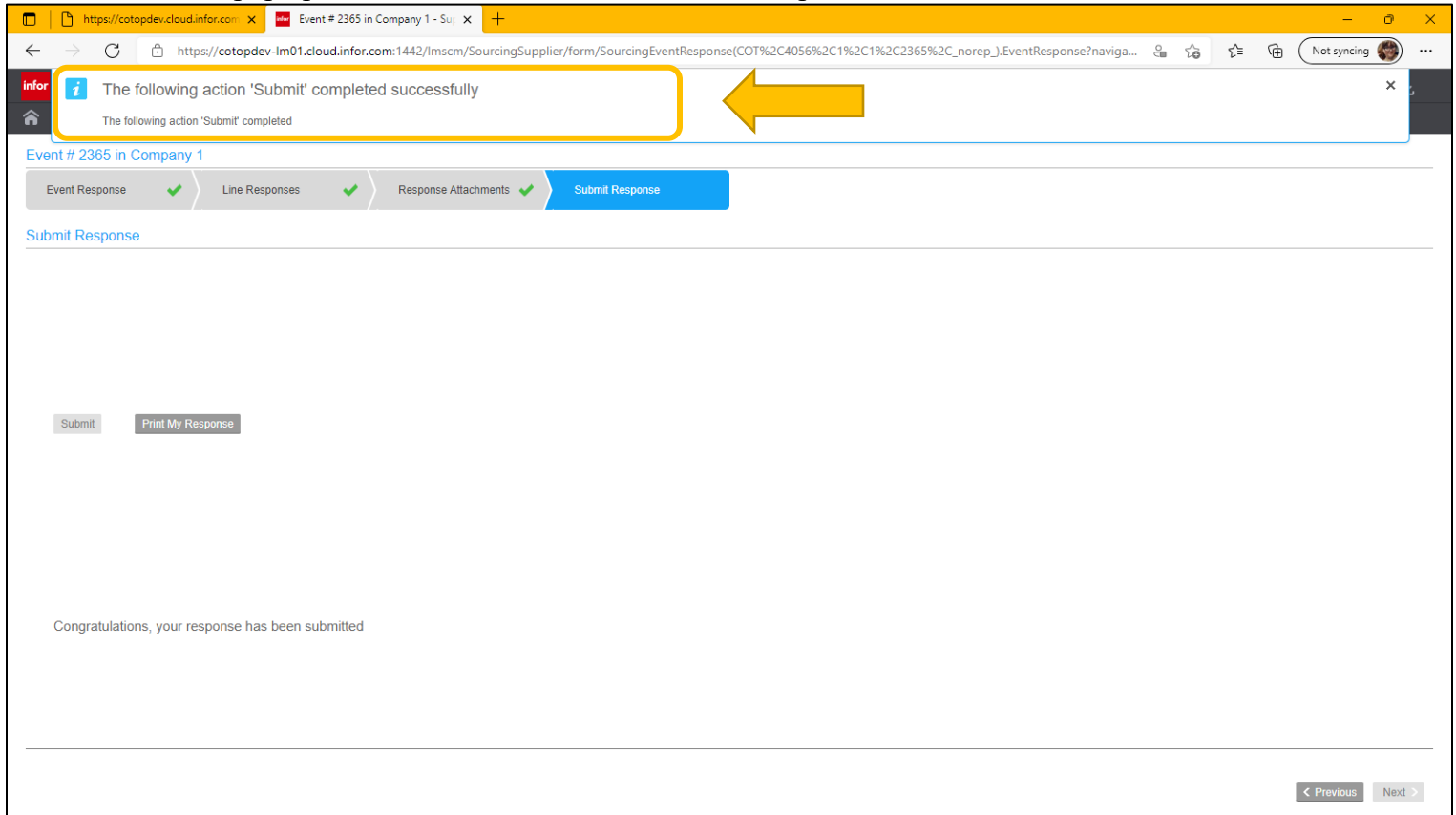
Navigate to Responses

15. To see all responses submitted by your company, click home at the top left and select **My Responses** on the menu
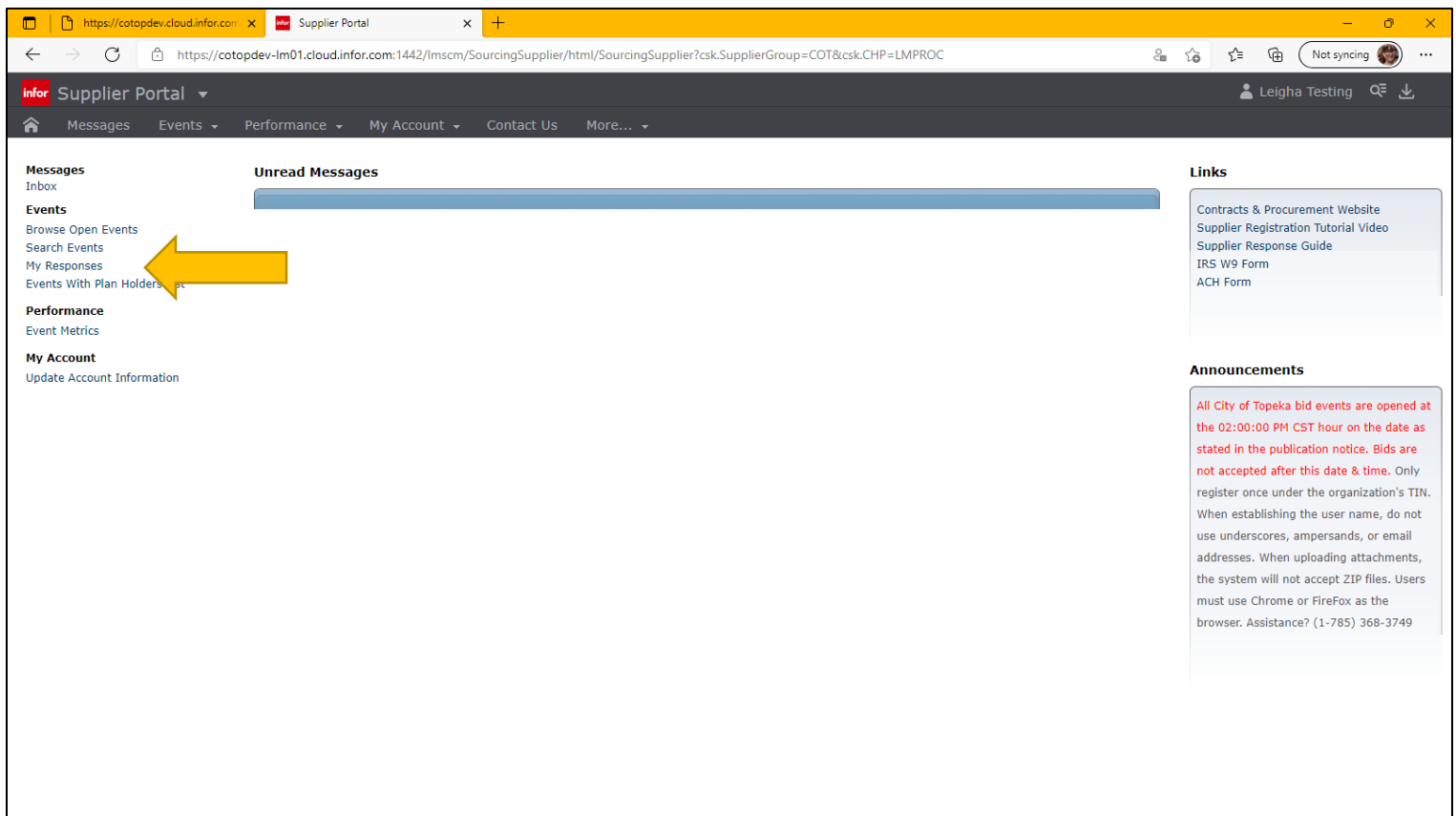
16. Under the **Responses Open for Award**, Click **View Response**

Modifying Responses

17. If changes are necessary, click **Modify Response** or if you no long wish to be considered, click **Withdraw Bid**
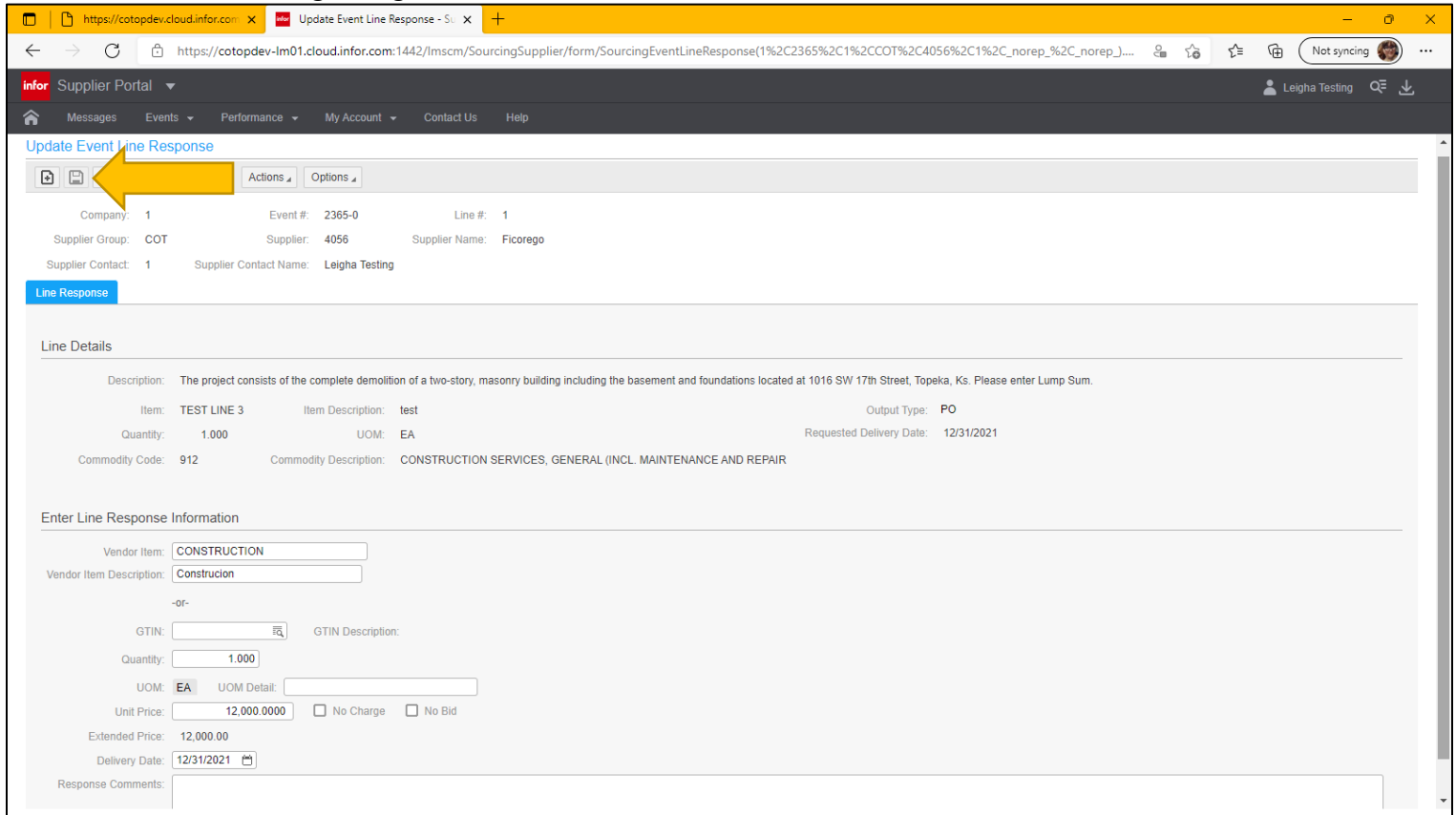
18. When Modify is selected, a confirmation will pop up stating that the response must be resubmitted. If acceptable, click **Yes.**
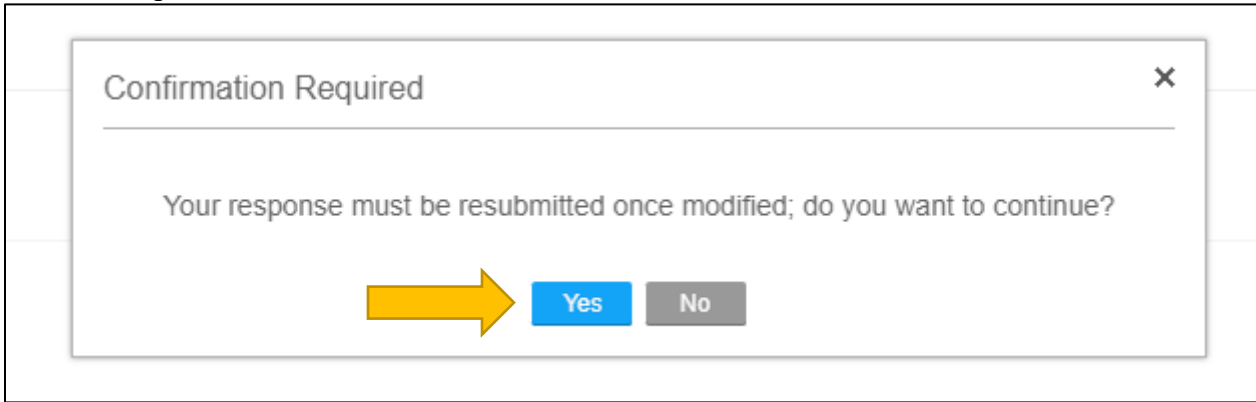
19. Once in the modification page, click on the tab you would like to modify and **double click** to open
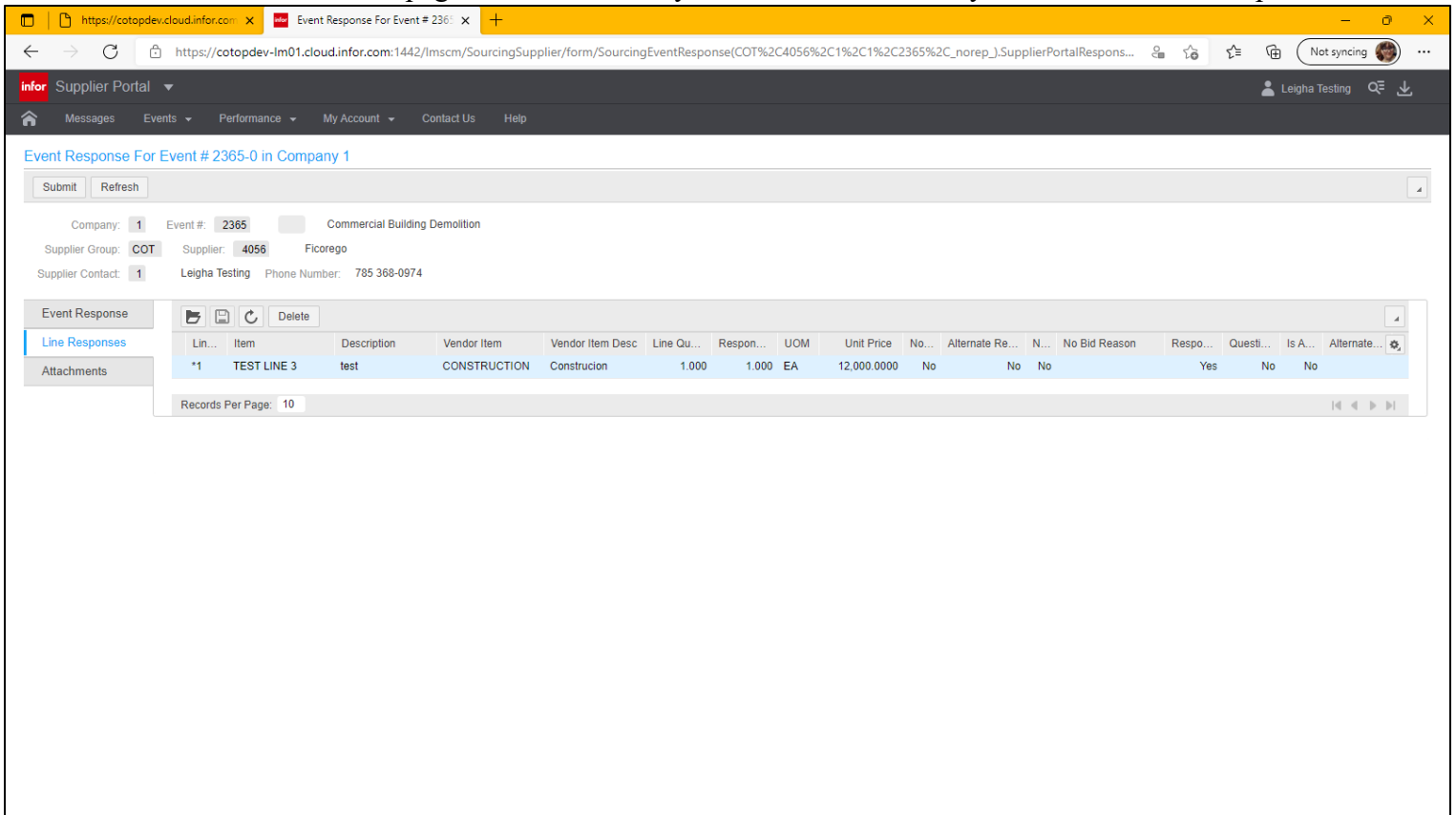
20. Once done making changes, click the save icon

21. There will be a pop up for confirmation the change has been saved

Submit Modified Response

22. Click the home button to exit change view and select **Unsubmitted Responses**

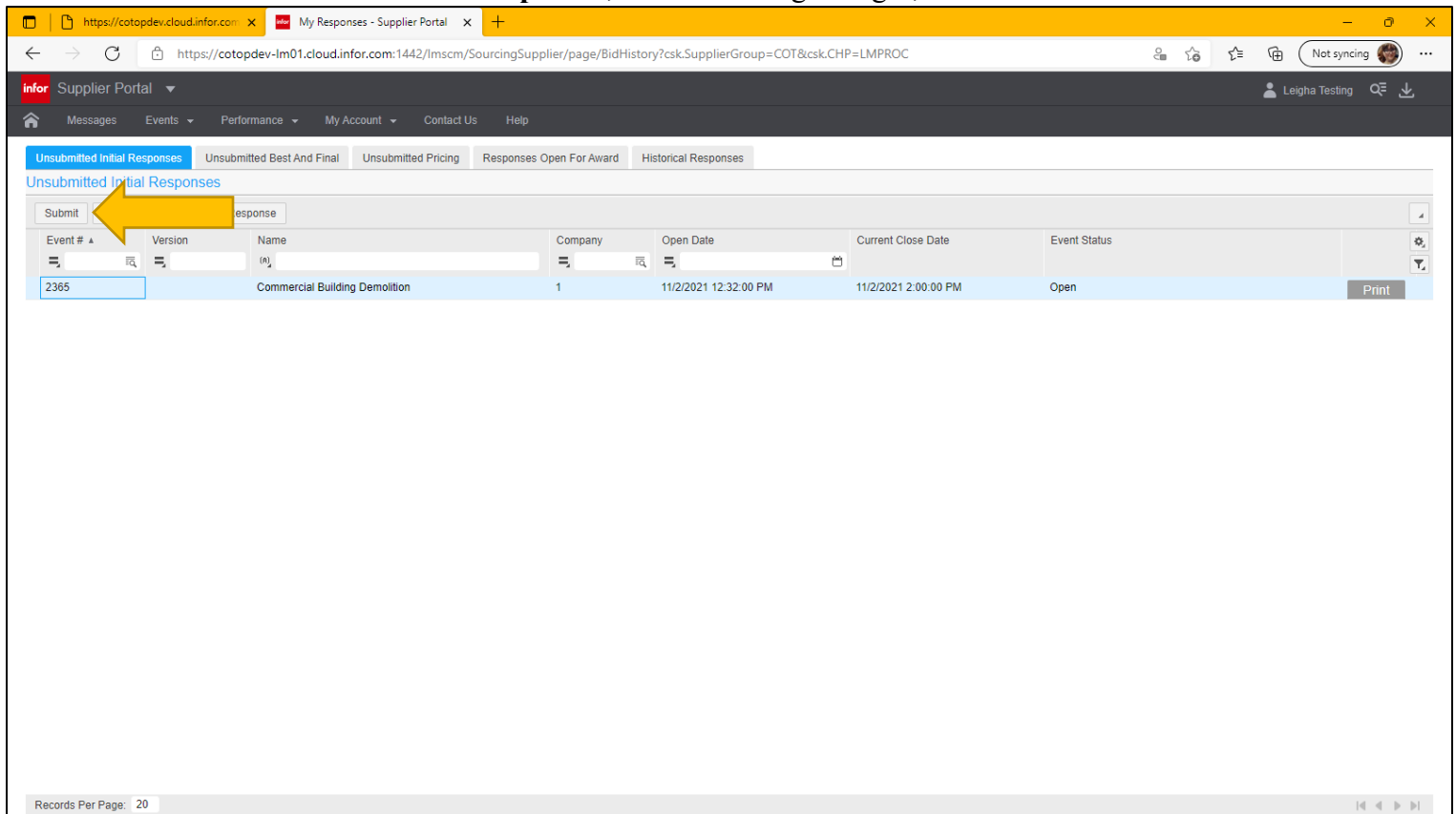23. Click on **Unsubmitted Initial Responses**, if done making changes, **select the bid event and click Submit**

24. A confirmation of the submission will pop up
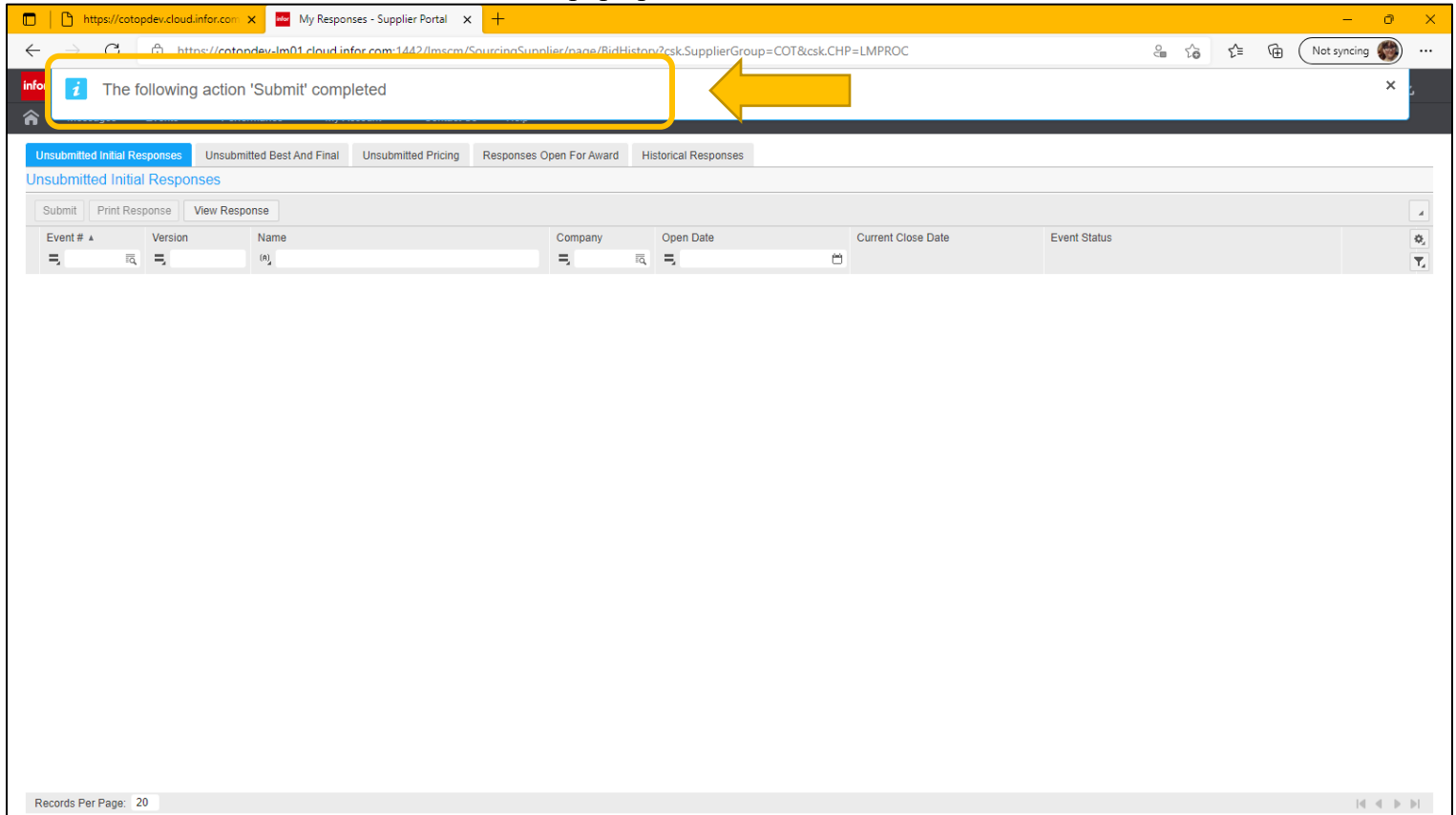

25. To check the status, click on **Responses Open For Award** and see the **Response Status** on the right hand side.