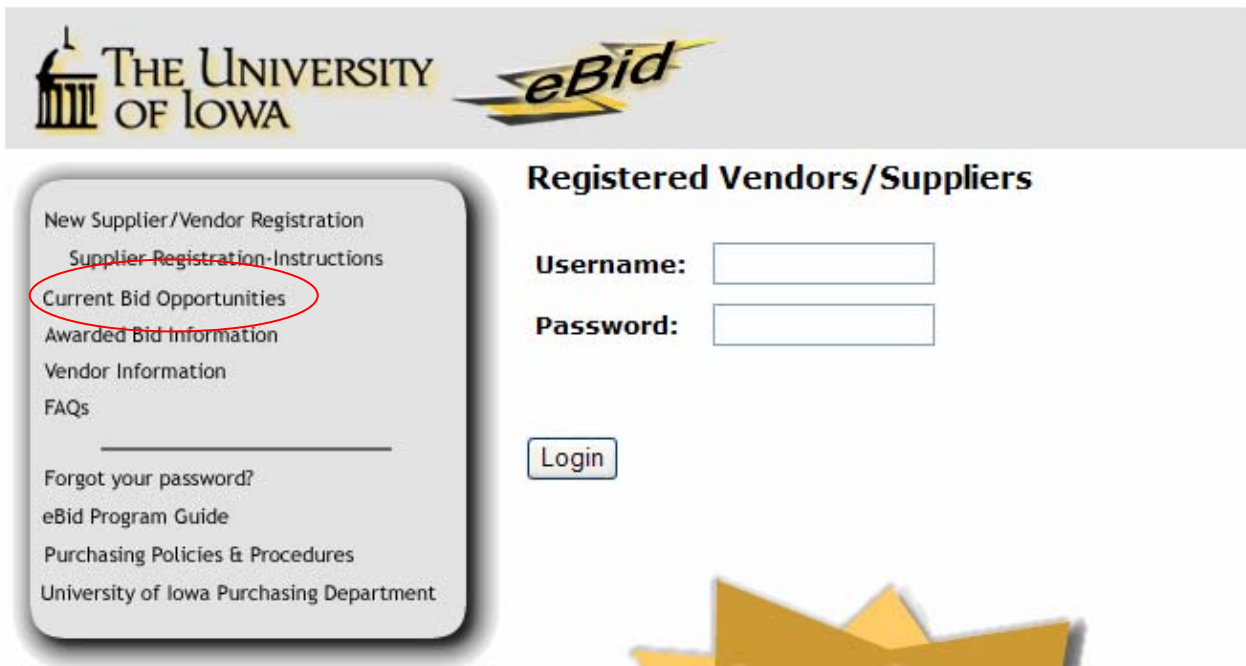


SciQuest Supplier Training Document

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Current Bid Opportunities

Click on the “Current Bid Opportunities” link



You can view the Available Bid Opportunities and the Closed Bid Opportunities. By clicking on the blue Bid Number, you can view the specific bid and any attachments.

Awarded Bid Information

Click on the “Awarded Bid Information” link

Registered Vendors/Suppliers

New Supplier/Vendor Registration
Supplier Registration-Instructions
Current Bid Opportunities
[Awarded Bid Information](#)
Vendor Information
FAQs

[Forgot your password?](#)
eBid Program Guide
Purchasing Policies & Procedures
University of Iowa Purchasing Department

Username:

Password:

Login



You can view the Awarded Bid Information. By clicking on the blue Bid Number, you can view the specific bid and any attachments.

Logging into the system

Enter your Username and Password and click the Sign In button. (If you forgot your password; click on the “**Forgot your password?**” link.)

Registered Vendors/Suppliers

New Supplier/Vendor Registration
Supplier Registration-Instructions
Current Bid Opportunities
Awarded Bid Information
Vendor Information
FAQs

[Forgot your password?](#)
eBid Program Guide
Purchasing Policies & Procedures
University of Iowa Purchasing Department

Username:

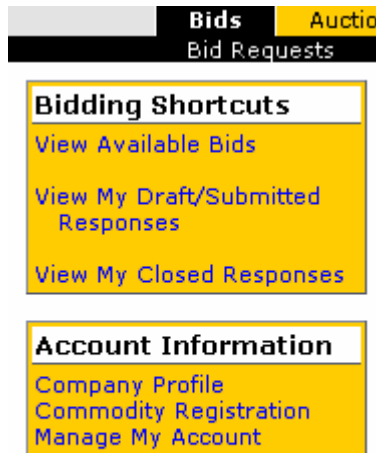
Password:

Login



Side Bar Overview

Below is a snapshot of the side bar once logged into the system



Bidding Shortcuts

"View Available Bids" → By clicking this link you can see the available and closed bids

"View My Draft/Submitted Responses" → Shows your Draft Responses and Submitted Responses to bids

"View My Closed Responses" → Shows your Closed Responses to bids

Account Information

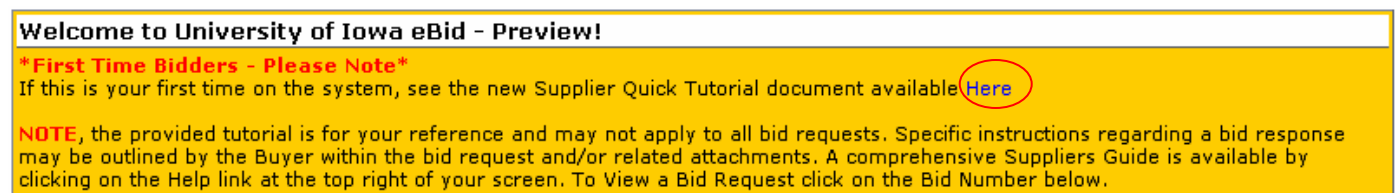
"Company Profile" → Thru this link you can edit your company profile

"Commodity Registration" → By clicking this link you can adjust (add or remove) your Commodity Classifications

"Manage My Account" → This allows you to edit all aspects of your company profile including the primary user

First Time Bidders Quick Tutorial Document

Use the link in the following screenshot to go view the Supplier Quick Tutorial document



Home Page Navigation

Here is a screenshot of the home page

Bids Auctions Admin
 Bid Requests Bid Responses Bid Awards

Bidding Shortcuts
 View Available Bids
 View My Draft/Submitted Responses
 View My Closed Responses

Account Information
 Company Profile
 Commodity Registration
 Manage My Account

Welcome to University of Iowa eBid - Preview!
First Time Bidders - Please Note
 If this is your first time on the system, see the new Supplier Quick Tutorial document available [Here](#)
NOTE, the provided tutorial is for your reference and may not apply to all bid requests. Specific instructions regarding a bid response may be outlined by the Buyer within the bid request and/or related attachments. A comprehensive Suppliers Guide is available by clicking on the Help link at the top right of your screen. To View a Bid Request click on the Bid Number below.

My Recent Invitations

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
JMK-67890	Computers	RFQ- Sealed	3/22/2008 1:00:00 PM EST	24 Days	No Response
KW-2008-02/14 Addendum 1	Snack Products - 2	RFQ- Sealed	3/14/2008 1:00:00 PM EST	16 Days	No Response

My Recent Draft Responses
 No Responses

The tabs across the top of the screen allow you to navigate between Bids, Auctions and Admin sections

Below the tabs, you can toggle between Bid Requests; Bid Responses and Bid Awards when on the Bids tab

There are sections on the page for My Recent Invitations; this shows bids that you have received an invitation to participate; this invitation is based on the parameters set by the Purchasing Agent preparing the bid opportunity and may be based on your commodity classification(s). Also is a section for My Recent Draft Responses; which shows any responses you are currently preparing for a bid and haven't submitted yet. You can view any of the bids listed under either of these sections by clicking on the blue bid number.

Reviewing Bid Opportunities

By viewing the available bids or your recent invitations, click on the blue bid number to review the bid. This will take you to the Bid Detail page.

Bids Auctions Admin
 Bid Requests Bid Responses Bid Awards

Bid Detail
[Return](#) [Respond](#) [History](#)

Bid Information		Contact Information	
Organization	University of Iowa Purchasing (University of Iowa Purchasing)	Address	202 PCO
Buyer Name	Jayne Keiser Purchasing Agent II		
Buyer Email	jayne-keiser@uiowa.edu		Iowa City, IA 55242 USA
Buyer Phone	(319) 335-0305	Contact Name	Jayne Keiser Purchasing Agent II
Buyer Fax	(319) 335-0381	Department	Purchasing
Bid Number	JMK-67890	Building	PCO
Bid Title	Computers	Floor/Room	202
Bid Type	RFQ- Sealed	Contact Phone	(319) 335-0305
Bid Security	Sealed	Contact Fax	(319) 335-0381
Issue Date & Time	2/22/2008 3:11:14 PM Eastern	Contact Email	jayne-keiser@uiowa.edu
Close Date & Time	3/22/2008 1:00:00 PM Eastern		
Bid Notes			
Bid Status	Issued		
Status Reason	Bid request issued by the system.		
Ship to Information		Bill to Information	
Address	202 PCO	Address	202 PCO
	Iowa City, IA 52242		Iowa City, IA 52240 USA
Contact Name	Chris Leichty	Contact Name	AP
Department	Purchasing	Department	AP
Building	PCO	Building	PCO
Floor/Room	202	Floor/Room	202
Contact Phone	(319) 335-0384	Contact Phone	(319) 335-1234
Contact Fax	(319) 335-2443	Contact Fax	(319) 335-1222
Contact Email		Contact Email	jennifer-wilkins@uiowa.edu

The "Return" link under Bid Detail will take you to the previous screen. The "Respond" link will allow you to prepare a bid response. The "History" link will shows a Bid Audit History of any changes/adjustments made to the bid.

The above screenshot shows the Bid Information, Contact Information, Ship to Information and Bill to Information in regards to the bid you are viewing.

Additional sections on are shown below

Event Activities

No Event Activities

Bid Attachments

#	Name	Description
1	RFPterms.pdf (34KB) View	Use for RFPs.

Items 1-1 shown of 1

Bid Attributes

#	Name	Note	Response	Type
1	Years in business	place the numeric value of years in business in the space provided.	Required	Numeric
2	Terms & Conditions Acknowledgement	I agree	Required	Checkbox

Items 1-2 shown of 2

Bid Messages

No Bid Messages

Bid Line Items

Line	Specification
1	Percent Off
	Qty UOM Description
	1 EA Optiplex computer
	Manufacturer: Dell Manufacturer #: 7512
	Item Notes:

Items 1-1 shown of 1

Event Activities section shows any upcoming events related to the bid (such as a phone conference); Bid Attachments includes attached file for your review pertaining to the bid (terms and conditions, ect); Bid Attributes are questions or acknowledgements pertaining to requirements of the bid; Bid Messages show any messages related to the bid posted by the Purchasing Agent; Bid Line Items shows the requested goods/services and specifications.

***Any item on this page with [View](#) next to it is an attachment that will open in a separate window.

Responding to Bid Opportunities

Click on the Respond link under Bid Detail

Bid Detail

Return	Respond	History	
Bid Information		Contact Information	
Organization	University of Iowa Purchasing (University of Iowa Purchasing)	Address	202 PCO
Buyer Name	Jayne Keiser Purchasing Agent II		
Buyer Email	jayne-keiser@uiowa.edu		Iowa City, IA 55242 USA
Buyer Phone	(319) 335-0305	Contact Name	Jayne Keiser Purchasing Agent II
Buyer Fax	(319) 335-0381	Department	Purchasing
Bid Number	JMK-67890	Building	PCO
Bid Title	Computers	Floor/Room	202
Bid Type	RFQ- Sealed	Contact Phone	(319) 335-0305
Bid Security	Sealed	Contact Fax	(319) 335-0381
Issue Date & Time	2/22/2008 3:11:14 PM Eastern	Contact Email	jayne-keiser@uiowa.edu
Close Date & Time	3/22/2008 1:00:00 PM Eastern		
Bid Notes			
Bid Status	Issued		
Status Reason	Bid request issued by the system.		
Ship to Information		Bill to Information	
Address	202 PCO	Address	202 PCO
	Iowa City, IA 52242		Iowa City, IA 52240 USA
Contact Name	Chris Leichty	Contact Name	AP
Department	Purchasing	Department	AP
Building	PCO	Building	PCO
Floor/Room	202	Floor/Room	202
Contact Phone	(319) 335-0384	Contact Phone	(319) 335-1234
Contact Fax	(319) 335-2443	Contact Fax	(319) 335-1222
Contact Email		Contact Email	jennifer-wilkins@uiowa.edu

You are now ready to create a bid response; below is the screen you will see

Edit Bid Response

[Return](#) [Save](#) [Submit](#) [No Bid](#) [View Response](#) [Status](#) [Documents](#) [Response History](#) [Bid History](#)

Bid Information		Contact Information		Ship to Information	
Organization	University of Iowa Purchasing (University of Iowa Purchasing)	Address	202 PCO	Address	202 PCO
Bid Creator	Jayne Keiser Purchasing Agent II		Iowa City, IA 55242 USA		Iowa City, IA 52242
Email		Contact Name	Jayne Keiser Purchasing Agent II	Contact Name	Chris Leichty
Phone	(319) 335-0305	Department	Purchasing	Department	Purchasing
Fax	(319) 335-0381	Building	PCO	Building	PCO
Bid Number	JMK-67890	Floor/Room	202	Floor/Room	202
Bid Title	Computers	Contact Phone	(319) 335-0305	Contact Phone	(319) 335-0384
Bid Type	RFQ- Sealed	Contact Fax	(319) 335-0381	Contact Fax	(319) 335-2443
Bid Security	Sealed	Contact Email	jayne-keiser@uiowa.edu	Contact Email	
Issue Date & Time	2/22/2008 3:11:14 PM Eastern				
Close Date & Time	3/22/2008 1:00:00 PM Eastern				
Bid Notes					
Attachments Allowed	No				
Response Status	Viewed				
Supplier Information		Supplier Note to Buyer			
Supplier Name	LND Green	Supplier Notes <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			
Address	357772 Coastal Rd PO Box 321 Hilton Head, SC 32654				
Contact Name					
Phone	1 (800) 777 7777				
Fax	1 (800) 777 7776				
Email					

Enter any notes you want the buyer to have regarding this bid in the Supplier notes box
 Your company information will be shown in the supplier information section.

Event Activities

No Event Activities

Bid Attachments

#	Name	Description
1	RFPterms.pdf (34KB) View	Use for RFPs.

Items 1-1 shown of 1

Bid Attributes

#	Name	Note	Type	Response
1	Years in business	place the numeric value of years in business in the space provided.	Numeric	<input type="text"/> *
2	Terms & Conditions Acknowledgement	I agree	Checkbox	<input type="checkbox"/> Agreed *

Items 1-2 shown of 2

Bid Messages

No Bid Messages

Bid Line Items

[Go to Line](#) [No Bid Lines](#)

Line	Specification	Percent Off	Extended
1	Percent Off Qty UOM Description 1 EA Optiplex computer Manufacturer: Dell Manufacturer #: 7512 Item Notes: Supplier Notes:	<input type="text"/> *No Bid	

Items 1-1 shown of 1

The above screenshot displays the other information you need to review and complete. Bid Attachments can be viewed by clicking on [View](#) to the right of the file name. Bid Attributes with a red asterisk require responses. Bid Line Items are the place to enter the price per line and any notes regarding the goods/services.

Bid Attributes

Attribute #41: Terms & Conditions Acknowledgement - This attribute has been changed as part of an addendum. See 'History' for details.

Attribute #42: Terms and Conditions Acknowledgement #2 - This attribute has been changed as part of an addendum. See 'History' for details.

#	Name	Note	Type	Response
1	Supplier Background Information	Provide a brief description of your firm including the name(s) of its owner(s) and/or principal officer(s), the date of origin and/or incorporation and the length of time your company has been in the business of providing Household Moving Services.	Long Text	<input type="text"/>
2	Insurance	Provide certificates of insurance showing the coverage maintained by your organization. See attached specifications for the insurance requirements specific to this Request for Proposal.	Note	N/A
3	Firm for Sale	If your firm is currently for sale or involved in any transaction to expand or to become acquired by another organization, please explain. If your firm has been involved in any reorganization, acquisition, or merger within the last three (3) years, please explain.	Long Text	<input type="text"/>
4	Complaints Filed	Have any complaints been filed with state or federal agencies or have any lawsuits been brought in which your firm was alleged to have violated any laws? If so, describe in detail the circumstances and the outcome, including the names and the docket number of the case.	Long Text	<input type="text"/>
5	Communications with University	Explain in detail the way in which your firm will consult with University personnel on an ongoing basis to discuss both strengths and weaknesses of the Household Moving Services provided as a result of this RFP and recommended practices that seek to promote maximum efficiencies.	Long Text	<input type="text"/>
6	Education and Supervision of Employees	Describe in detail various programs that are made available to your firm's personnel for continuing education opportunities, (i.e., automation enhancements, product knowledge, etc.). If your firm employs temporary help, what provisions are made to ensure that these employees are adequately trained and adequately supervised during a move? Does your firm agree to be responsible for the actions of all employees, including temporary help?	Long Text	<input type="text"/>
13	Exceptions to Discounts	List all items, which are exceptions to the previously stated interstate and intrastate discount percentages that may occur during a household move.	Long Text	<input type="text"/>
14	Minimum Weight Option	Some Carriers in the state of Iowa may operate under a minimum weight option that includes moving lower weight households (on an intrastate basis) at the Carrier's convenience or as an expedited service. As an example, this minimum weight option may apply on shipments of less than 5,000 pounds. These shipments, when classified as expedited service, would be charged at a 5,000-pound line haul rate regardless of actual weight. This minimum weight option would not be applicable, however, if the load was moved at Carrier's convenience. Please state if this minimum weight option is applicable or not applicable in terms of this RFP. If it is applicable, what are the terms of the minimum weight requirement?	Long Text	<input type="text"/>
15	Rate Adjustments	Do you agree that the University of Iowa and its Shippers are exempt from all seasonal rate adjustments for the duration of this contract and its renewal period? See attached specifications. If no, please explain what rate variations may be expected.	Long Text	<input type="text"/>

Items 1-15 shown of 43 • Page 1 of 3 shown

1 2 3 >

Above is an example of a bid with 43 bid attributes and is a good example of your need to pay close attention to the grey bar below each section. The initial page shows Items 1-15 of 43. Towards the left edge of the there are numbers 1 2 3 and arrows which allow you to toggle thru to the additional bid attributes. You always want to be aware of the possibility of multiple pages within some sections when responding to bids. This will ensure that you have fully read and completed all aspects related to the bid.

THE UNIVERSITY OF IOWA eBid

Server

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

Click "Submit" under the Edit Bid Response and your bid is submitted. You have an opportunity to withdraw or change your bid prior to the closing time by clicking on the appropriate link under the Edit Bid Response section.

CONTACT INFORMATION:

Please send any questions/comments to: ebid@uiowa.edu.