

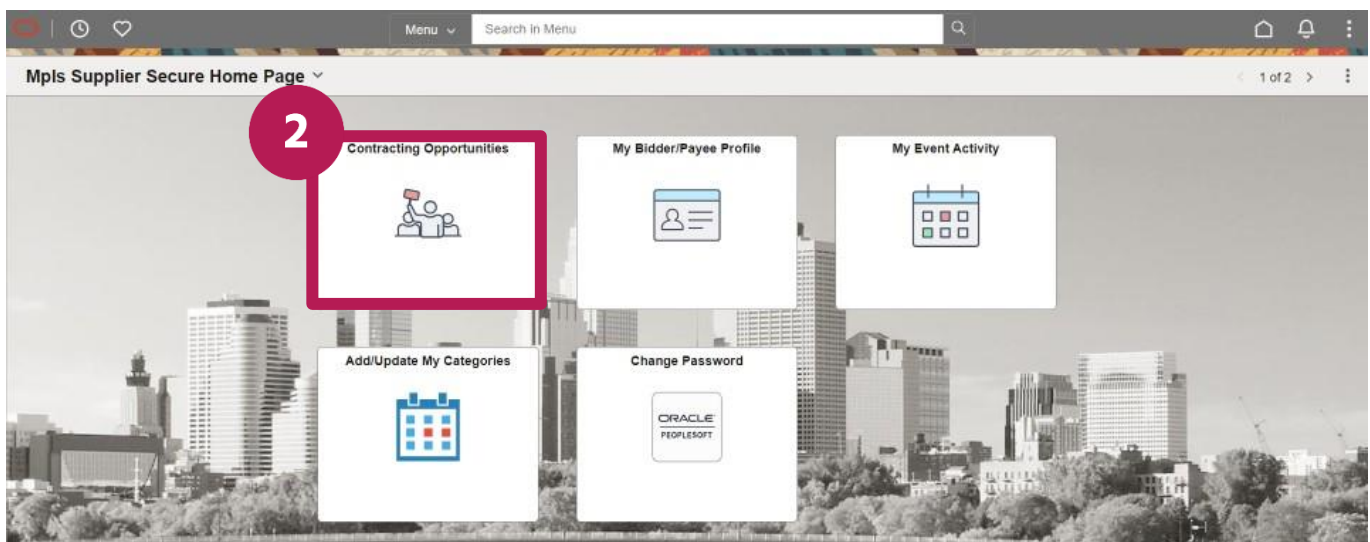
Learn how to bid on public events posted by the City of Minneapolis.

## Table of Contents

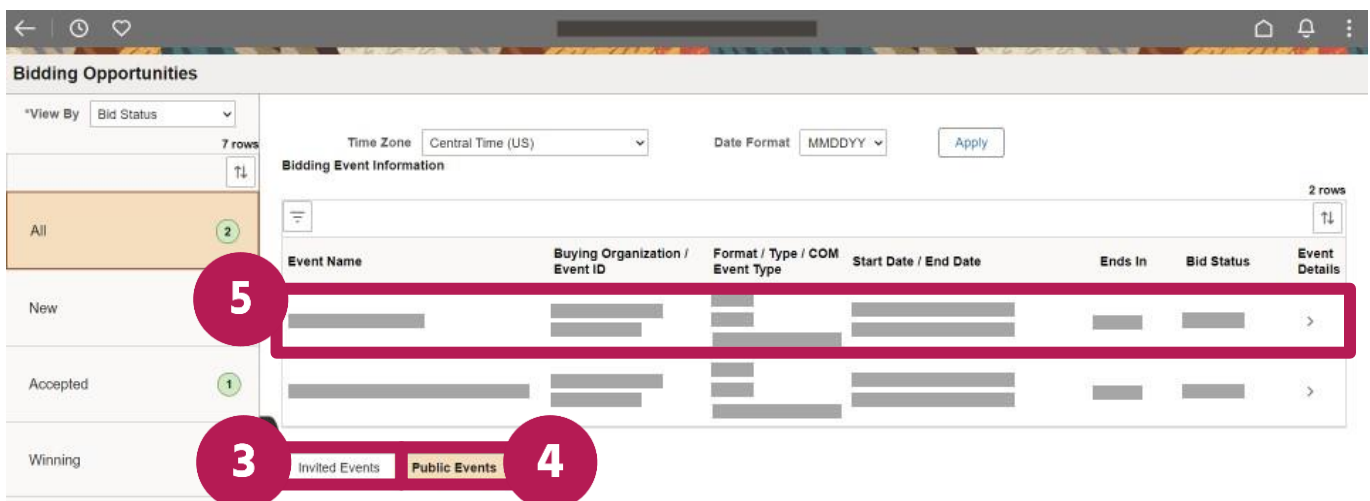
View available bidding opportunities .....	1
Bid on an event .....	2

## View available bidding opportunities

1. Go to the public **eSupplier home page** and sign in.
2. Once you're on the **Supplier Secure Home Page**, select the **Contracting Opportunities** tile.



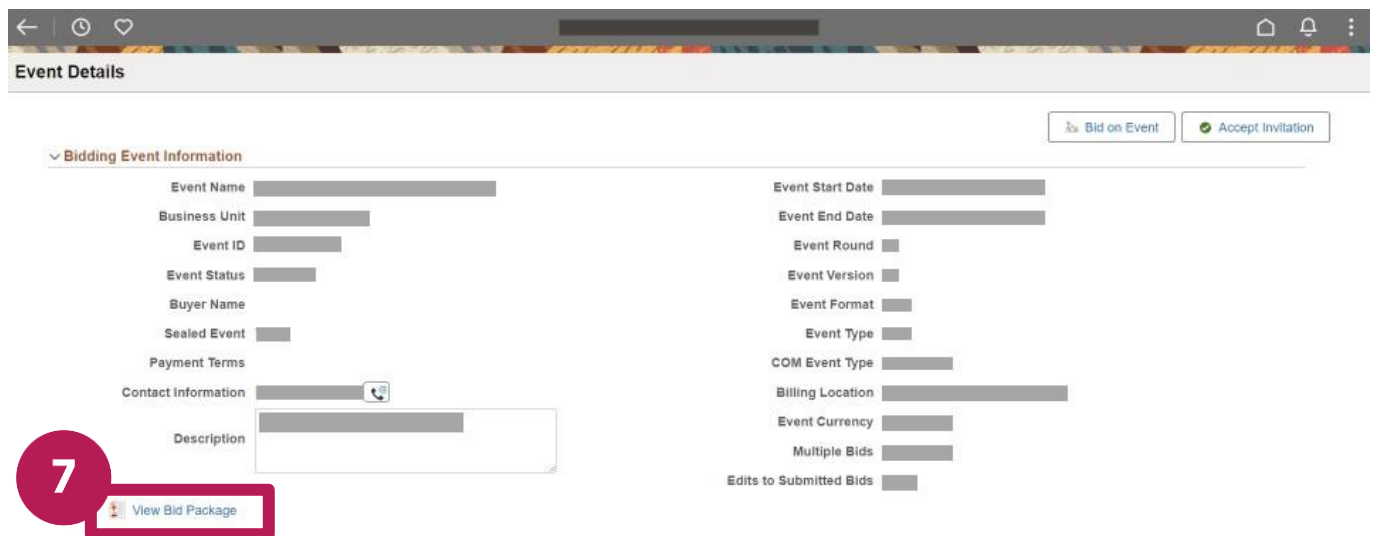
3. You'll automatically be on the **Invited Events** tab.
4. To see all public events, select the **Public Events** tab.
5. To see the details of an event, select the row.



6. On the event details page, you can:
  - a. Accept an invitation.
  - b. Indicate your interest.
  - c. View the specifics of an event.
  - d. Place your bid.

Note: Before you bid on an event, it's important to review all the documents related to the event. There may be documents that require you to download, complete, and attach to your bid submission.

7. To see documents related to the event, select the **View Bid Package** link.



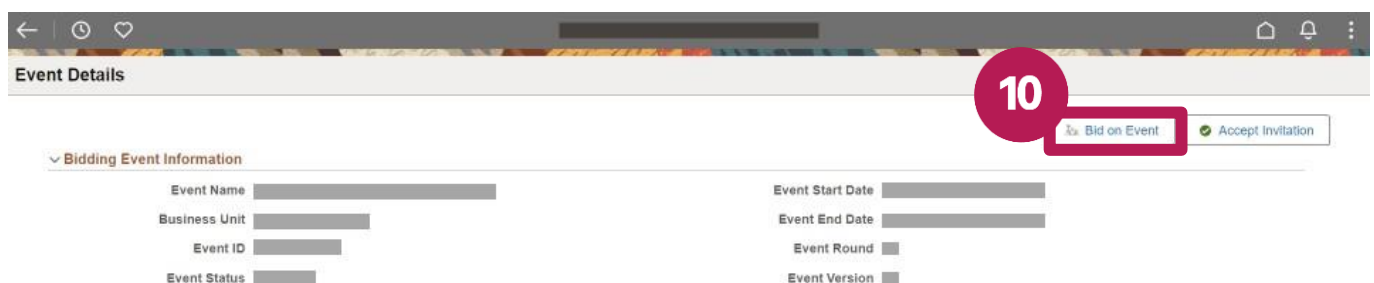
8. To open a file, select the name of the file.
  - a. Note: You may see duplicated file names if the event is public and you were invited to bid on the event. You can review and use either of these files.



9. The document will open in a new tab.

## Bid on an event

10. To bid on an event, select the **Bid on Event** button.



11. Review the details of the event.
  - a. Respond to any questions that are a part of the event.
  - b. Note: fields that have a red star next to them are required fields.
12. To upload files to the bid, select the **Event Comments and Attachments** link.

**Step 1: 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 [redacted]  
 Lines Responded To [redacted]  
 Your Total Line Pricing [redacted]

Hide Line Detail

★ Bid Required

Line Comments/Files

Lines

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[input type="text"]	<input type="checkbox"/>	[redacted]	Bid

Event Comments and Attachments

12

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

Submit Bid      Save for Later      Validate Entries

13. Select the **Upload** button.

**Event Comments and Attachments** ✕

Business Unit [redacted]    Event ID [redacted]    Event Round: [redacted]    Event Version: [redacted]

**Attachments**

View Event Attachments ⓘ

Attached File	Attachment Description	View
[redacted]	[redacted]	View
[redacted]	[redacted]	View

Add New Attachments ⓘ

Attached File	Attachment Description	Upload	View		
		Upload	View	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

13

14. Select the **Choose File** button.

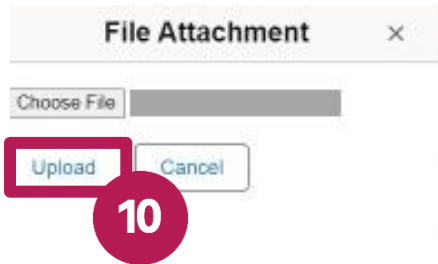
**File Attachment** ✕

Choose File    No file chosen

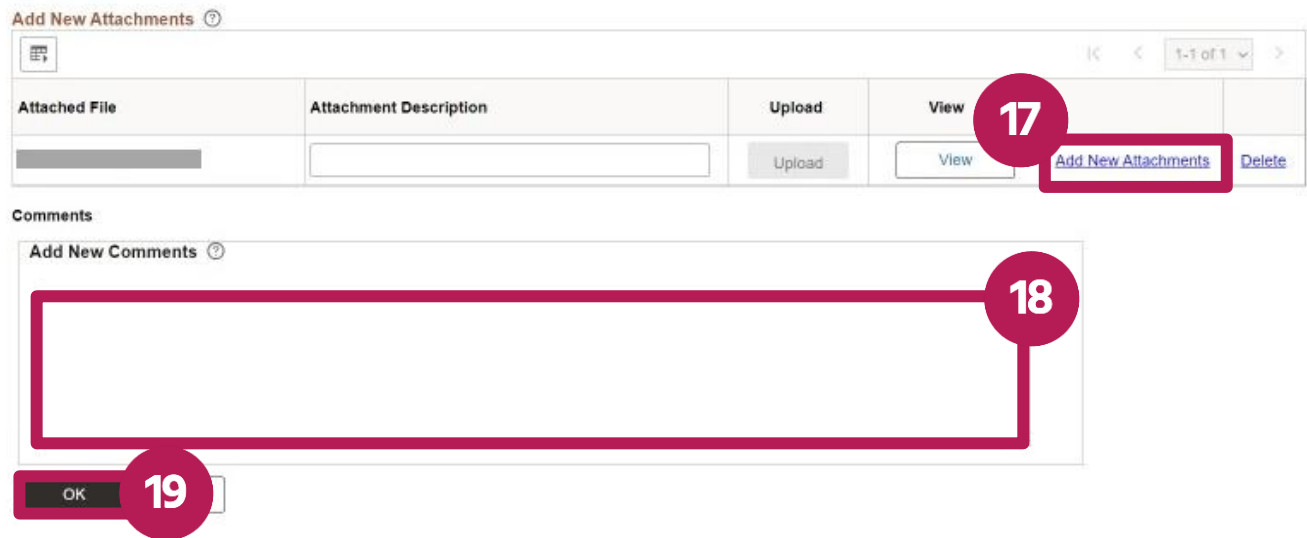
Upload    Cancel

10

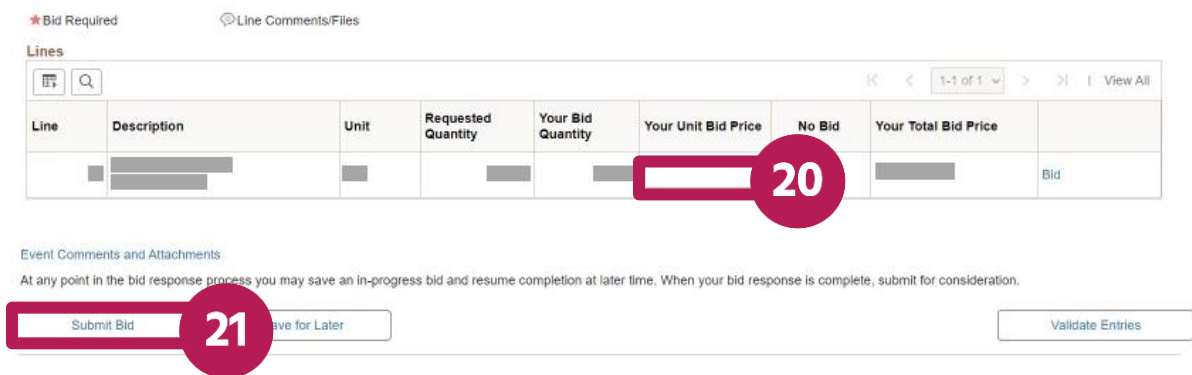
- 15. Find and select the file.
- 16. Select the **Upload** button.



- 17. To add another file, select the **Add New Attachments** link.
- 18. To add a comment, use the **Add New Comments** field.
- 19. Select the **OK** button.



- 20. In the **Your Unit Bid Price** field, enter your bid price.
- 21. Select the **Submit Bid** button.



- 22. A **Bid Confirmation** screen will appear.
- 23. You'll also receive a confirmation email.