

Learn how to review and update a bid that you've submitted in eSupplier.

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



- 3. There are two ways to review a submitted bid:
  - a. Select the number next to Events Bid On.
  - b. OR in the **Search Criteria** section, select the radio button next to **Events Bid On** and select the **Search** button.
- 4. Find the bid you'd like to review and select the **Event ID**.

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Event Activity	
Welcome, User	New Window   Personalize Page
Event Activity Summary 3a	
Click on number to view events below Events Invited To: 1 Events Bid On: 1 Events Awarded: 0	
✓ Search Criteria	
Event Format CEvents Invited To Events Bid On Events Awarded	
Event Type Date Range: From Through	
> Legend	
Events Q I K < 1of1 > 2	
Event ID Format Event Name Event Status Start Date End Date Status	

5. Select the View, Edit or Copy from Saved Bids link.

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Event Details					
			New Window	Persona	alize Page
		Welcome, User:			
Information On Inquiry Options	Bidding Shortcuts:	View, Edit or Copy from Saved Bilds			
Event Name					

- 6. To cancel the bid, select the **Cancel** link.
- 7. To view and/or make changes to the bid, select the View/Edit link.

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View, I	Edit or cop	by from Saved	Bids						1600					
							Welcome, User:				New Window	Per	sonalize Paç	P.
Even	Event Name Event ID t Format/Type ent Start Date		1		Event Round Event Version Multiple Bids									
Event	End Date:			Curre	ncy:									
Bids								< 1-1 of 1 + 0						
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved									
						7	View/Edit	Cancel		5				
Return to	Event Search													

- 8. After you make your changes, select the **Submit Bid** button.
  - a. Note: Do not select the **Save for Later** button. If you do, the bid status will change from "Submitted" to" Saved" and will not be considered a valid bid.

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Submit Bid Save for Later Cancel	Welcome, User: Validate En	New Window   Personalize Page
Event Name	Bidding Instructions	
Event ID Event Format/Type Event Round	Bid Date Bid Currency USD US Dollar	
Event Version Event Start Date Event End Date		

9. A Bid Confirmation screen will appear, and you'll receive a confirmation email.

## **Contact information**

For eSupplier support, please email us at <u>eProcurement@minneapolismn.gov</u>.