

## QUICK REFERENCE GUIDE

Updated February 20, 2024

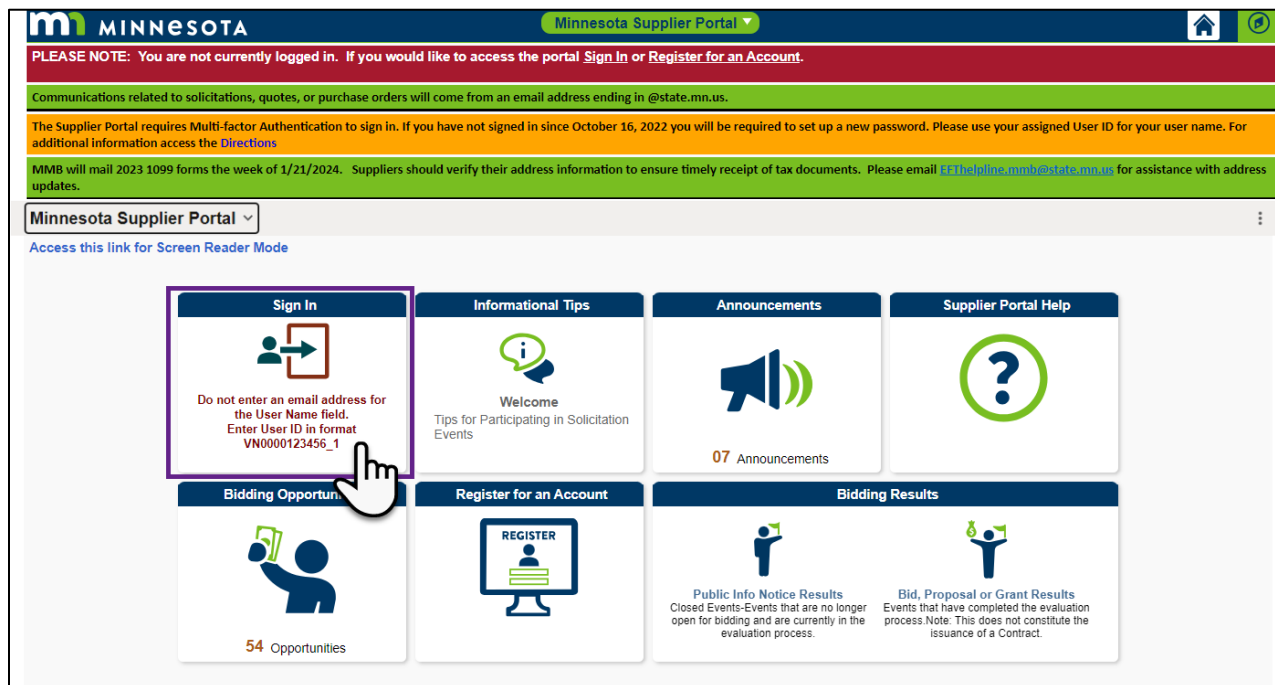
### Verify Event Dates: End Date and Delivery Due Date

When an event is created, it will have an End Date when bidding closes on the event. Suppliers can bid on the event up to this date and time.

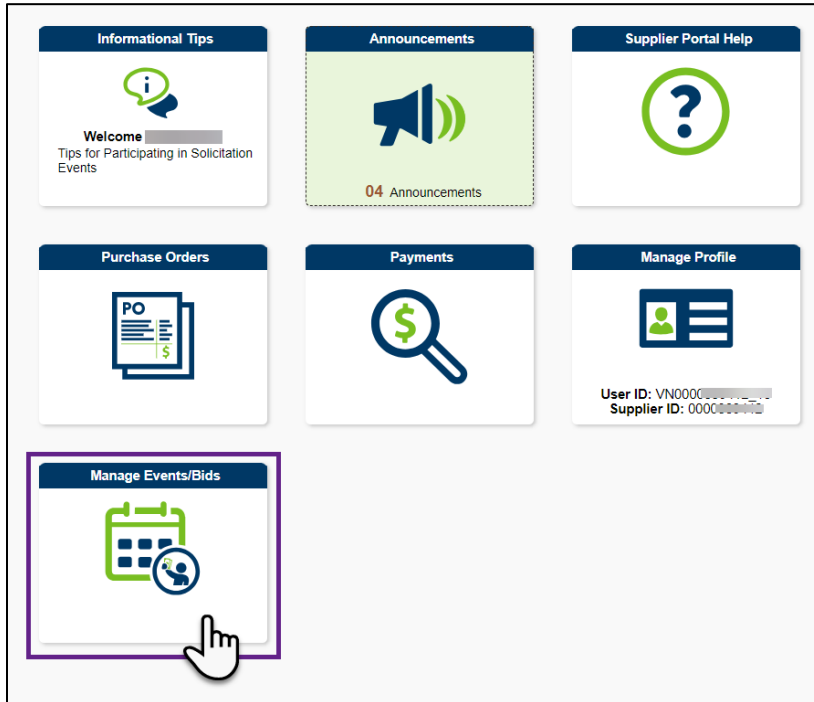
To verify the Event End Date, go to the *View Events and Place Bids* page in the Supplier Portal.

Access the Supplier Portal from the following link: <http://mn.gov/supplier>

1. To log in to the Supplier Portal, select the **Sign In** tile.
2. Enter the registered supplier information in the **User ID** and **Password** fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456\_1).**
3. Select the **Sign In** button and complete the multifactor authentication process. For help, please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).



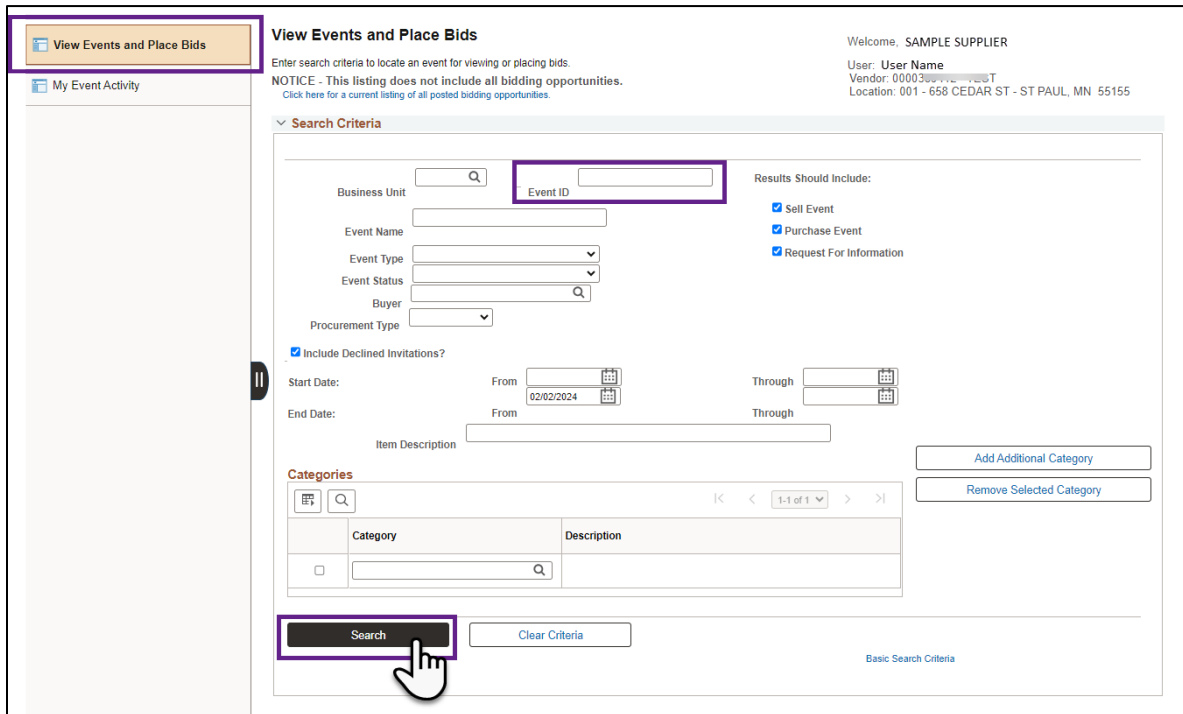
4. Select the **Manage Events/Bids** tile.



5. On the left menu, make sure the *View Events and Place Bids* page is selected.

6. In the *Search Criteria* section, enter the event identification number in the *Event ID* field.

7. Select the **Search** button.



- The *Search Results* will display below. Find the *Event ID* for the event. The *End Date* will be listed for that event under the *End Date/Time* column.

Event ID	Event Name	Format	Type	End Date/Time	Agency Description
E3701-2000014472	MDE LETRS Services for Minnesota Districts	Sell	RFX	06/27/2025 02:00 PM CDT	Education Department
G0211-2000015197	RECS RFP Design & PM for Upgrade Security MCF-SHK	Sell	RFX	02/06/2024 12:00 PM CST	Admin - Real Estate & Constr
G0211-2000015222	RECS Re-Solicit RFP Design Repair & Inspect Bridge	Sell	RFX	02/21/2024 12:00 PM CST	Admin - Real Estate & Constr

## Verify Event Delivery Due Date

When an event is created, it will include a due date for the delivery of goods or services. To verify the Event Delivery Due Date, view the Event Line Details from the Supplier Portal.

- On the left menu, make sure the *View Events and Place Bids* page is selected.
- In the *Search Criteria* section, enter the event identification number in the *Event ID* field.
- Select the **Search** button.

**View Events and Place Bids**

Welcome, SAMPLE SUPPLIER  
 User: User Name  
 Vendor: 00003899-TEST  
 Location: 001 - 658 CEDAR ST - ST PAUL, MN 55155

Enter search criteria to locate an event for viewing or placing bids.  
 NOTICE - This listing does not include all bidding opportunities.  
[Click here for a current listing of all posted bidding opportunities.](#)

**Search Criteria**

Business Unit: [ ] Event ID: [ ] Results Should Include:  
 Sell Event  
 Purchase Event  
 Request For Information

Event Name: [ ]  
 Event Type: [ ]  
 Event Status: [ ]  
 Buyer: [ ]  
 Procurement Type: [ ]

Include Declined Invitations?

Start Date: From [02/02/2024] Through [ ]  
 End Date: From [ ] Through [ ]

Item Description: [ ]

**Categories**

Category	Description
[ ]	[ ]

[ Add Additional Category ]  
 [ Remove Selected Category ]

[ Search ] [ Clear Criteria ]

4. The *Search Results* will display below. Select the *Event ID* to view the event.

Event ID	Event Name	Format	Type	End Date/Time	Agency Description
E3701-2000014472	MDE LETRS Services for Minnesota Districts	Sell	RFx	06/27/2025 02:00 PM CDT	Education Department
G0211-2000015222	RECS RFP Design & PM for Upgrade Security MCF-SHK	Sell	RFx	02/06/2024 12:00 PM CST	Admin - Real Estate & Co
G0211-2000015222	RECS Re-Solicit RFP Design Repair & Inspect Bridge	Sell	RFx	02/21/2024 12:00 PM CST	Admin - Real Estate & Co

5. The *Event Details* page will display. Look over this page to view basic details about the event, such as the *Event Name*, *Event ID*, *Event Start Date* and *Event End Date*, etc.

**Note:** To search for and select another event, select the *Return to Event Search* link toward the bottom of the screen.

6. To verify the Event Delivery Due Date, select the **Bid on Event** button to show additional details about the event.

**Event Details**

Event Name MDE LETRS Services for Minnesota Districts  
 Event ID E3701-2000014472  
 Event Format/Type Sell Event RFx  
 Event Round 1  
 Event Version 1  
 Event Start Date 06/05/2023 12:00PM CDT  
 Event End Date 06/27/2025 02:00 PM CDT

7. A message may appear asking if you would like to have the default quantity for your bid. Press **Yes** or **No** to continue.

**Note:** Answering this question does not mean you are choosing to submit a bid at this time.

Default the bid quantity for each line item to be equal to the requested quantity? (18058.4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

- The *Event Details* page will expand to show additional details about the event. Scroll to the bottom of the page to find the *Lines* section, and select the *Bid* link for the event line.

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price
1		All four (4) LETRS services have an hourly rate that responders should provide when Attachment B Cost Proposal is submitted via email to the contact listed Section 1 of the RFP. See Attachment B Cost Proposal for additional information.	DO	1.0000			<input type="checkbox"/>	0.0000 USD

- The *Line Details* page will display. Below the *Shipping Information* section, verify the Event Delivery Due Date under the *Due Date* column.

**Note:** If there are multiple lines, each line may have a different Event Delivery Due Date

**Line Details**

Save for Later    Start Page    Validate Entries

Line 1 of 1

**Line Details**

Line 1    Item ID     I Decline to Bid on this Line

Response Required No

All four (4) LETRS services have an hourly rate that responders should provide when Attachment B Cost Proposal is submitted via email to the contact listed Section 1 of the RFP. See Attachment B Cost Proposal for additional information.

Category Specialized educational servic

View/Add Question Comments and Attachments

Exact request quantity required.

Unit of Measure DOLLAR    Your Unit Bid Price

Qty Requested 1.0000    Total Bid Price 0.0000 USD

Your Max Bid Quantity    Reserve Price No

Max Quantity 1.0000

**Shipping Information**

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
1.0000	06/27/2025	E3710000	<a href="#">View</a>	