

## Responding to Formal Bids

A Formal Bid in BuySpeed Online (BSO) is a solicitation for a quote for goods and/or services with a formalized process for viewing and judging the responses. Bid opportunities can be sent directly to vendors via their preferred available contact method (email, fax or mail), but also may be made viewable to anyone accessing BSO. If the entity publishing the bid opportunity allows, vendors can submit their quotes electronically through BSO.

### Finding a Formal Bid

If you were not notified about a bid, you can see any open bid opportunities without logging in to BSO by clicking **Open Bids** from the BSO login screen. This will display a list of all open bid opportunities.

Welcome To **BuySpeed Online TEST**  
Welcome to the BSO TEST environment

**Register**  
Register here to begin using BuySpeed Online TEST.  
Vendors, please read this [disclaimer](#) prior to registering.

**Open Bids**  
View open bid opportunities.

Login ID:   
Password:

**Open Bids**  
Show Bids for Category: All

**Bid(1)**

Bid #	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Pre-Bid Conference	Bid Holder List
00000084		Administrator System	TEST	Open Market	04/23/2009 07:44:00 PM		

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### Finding Open Bid Opportunities

If you've been notified regarding a Bid, login to BSO with your username and password. Clicking the **Bids** tab will display a list of the Bids for which you can submit a quote. **Open Bids** are available to any vendor that would like to submit a quote. **Closed Bids** are displayed only to vendors specifically chosen by the buyer for this solicitation. Locate the bid you were notified about by **Bid #** in the far left column.

## Responding to Formal Bids

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News(0) **Bids(30)** PO(5) Quotes(0)

**Open Bids**

Bid #	Alternate	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Create Quote /View Auction	Bid Holder
<a href="#">00000084</a>		Administrator System	TEST	04/23/2009 07:44:00 PM		<a href="#">View</a>	<a href="#">Create Quote</a>	
<a href="#">00000024</a>		Ruth Callahan	Musical Instruments Feb 08	04/23/2009 02:00:00 PM	<a href="#">Scheduled</a>	<a href="#">View</a>	online quote not allowed	

**Closed Bids**

Bid #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
<a href="#">00000083</a>	Administrator System	TEST	04/23/2009 11:50:00 AM	Not awarded yet.
<a href="#">00000082</a>	Joe A. Marolf	replac. req.	10/29/2008 10:00:00 AM	GREENWOOD CLEANING SYSTEMS MARION BRUSH MFG CO
<a href="#">00000081</a>	Kathy Kinley	Educational Items	10/24/2008 03:26:08 PM	Not awarded yet.
<a href="#">00000080</a>	Joe A. Marolf	replen. req	10/09/2008 02:00:00 PM	Not awarded yet.
<a href="#">00000077</a>	Joe A. Marolf	replen. 2031.0273	10/06/2008 02:00:00 PM	J.P. GASWAY CO

[View More...](#)

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### Finding a Bid

#### Viewing / Acknowledging a Formal Bid

Once you've found a bid you'd like to view and/or acknowledge, click the corresponding link in the **Bid #** column. If you haven't acknowledged receipt of this bid previously, you'll be prompted to do so. Acknowledging the bid will ensure you receive any future correspondence about the solicitation. Whether you acknowledge the bid or not, you'll also be given an option to view the bid.

If the bid has been setup to allow electronic quote submission, you'll see a **Create Quote** button at the bottom of the bid solicitation. Click this to respond to the bid through BSO. Depending on the entity issuing the solicitation, you may also be able to respond via mail or fax.

NOTE: You may be restricted from viewing and/or acknowledging a bid if you have not logged in to BSO. If you do not have a login, click **Register** on the login screen to create an account for your entity.

## Responding to Formal Bids

**Bid Solicitation: 00000084**

**Header Information**

<b>Bid Number:</b> 00000084	<b>Description:</b> TEST	<b>Bid Opening Date:</b> 04/23/2009 07:44:00 PM
<b>Purchaser:</b> Administrator System	<b>Department:</b> 0090 - G AVE NW	<b>Location:</b> 0090F - Purchasing
<b>Fiscal Year:</b> 09	<b>Type Code:</b>	<b>Allow Electronic Quote:</b> Yes
<b>Alternate Id:</b>	<b>Required Date:</b>	<b>Available Date :</b> 04/23/2009 11:44:00 AM

**Info Contact:**  
**Bulletin Desc:**

<b>Ship-to Address:</b> Ruth Callahan Cedar Rapids Community School District Purchasing Department 931 Blairs Ferry Road NE Cedar Rapids, IA 52402 US Email: test@goperiscope.com Phone: (319)558-2321 FAX: (319)298-2326	<b>Bill-to Address:</b> Cedar Rapids Community School District Accounting Department 907 15th Street SW Cedar Rapids, IA 52404-1700 US Email: test@goperiscope.com Phone: (319)558-2301 FAX: (319)558-2099
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**Item Information**

**Item # 1:** Floor Buffing Pads - 13"- red - 5/cs 3M Thickline or accepted equal

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
5.0		CS - Case				

Manufacturer: \_\_\_\_\_ Brand: \_\_\_\_\_ Model: \_\_\_\_\_  
Make: \_\_\_\_\_ Packaging: \_\_\_\_\_

Print Page   **Create Quote**   Bid Q & A   Exit

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### Viewing a Bid

## Creating & Submitting a Quote

After selecting **Create Quote**, a blank Quote form will appear with a set of tabs across the top. Proceed through the tabs, making sure to complete each required field (noted by an asterisk), and clicking **Save & Continue** before selecting a new tab.

## Responding to Formal Bids

**New Quote**

[General](#) | [Items](#) | [Questions](#) | [Subcontractors](#) | [Notes](#) | [Terms & Conditions](#) | [Attachments](#) | [Summary](#) | [Back to Bid](#)

Quote #:

Status:

Delivery Days:

Is "No Bid":

Shipping Terms:

Ship Via Terms:

Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated:

Bid #: [024848](#)

Description:

Discount Percent:  %

Alternate Bid:

Freight Terms:

Payment Terms:

User Last Updated:

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### Creating a Quote

On the **Items Tab**, provide a **Unit Price** for each item you would like to bid on. Also ensure that you have selected an option on the **Terms & Conditions Tab**, as you will not be able to proceed before doing so. Once you've completed your quote, select the **Summary Tab** to review your quote. Respond to the Formal Bid by selecting **Submit Quote**.

**Quote 00001028**

[General](#) | [Items](#) | [Questions](#) | [Subcontractors](#) | [Notes](#) | [Terms & Conditions](#) | [Attachments](#) | [Summary](#) | [Back to Bid](#)

**Header Information**

Quote #: 00001028

Description: test

Bid Flag:

Freight Terms:

Promised Date

Comment:

Date Last Updated: 05/20/2009 02:26:17 AM

Bid #: [024848](#)

Delivery Days: 0

Alternate Bid: No

Ship Via Terms:

Info Contact:

User last Updated: rejan.giguere

Status: In progress

Discount Percent: 0.0

Shipping Terms:

Payment Term:

Quote Total \$0.00

Vendor accepts the terms & conditions with no exceptions.

**Item Information**

**Print Sequence # 1.0 : test item**

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No

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### Submitting a Quote