

Responding to Informal Bids

In BuySpeed Online (BSO), an Informal Bid is distinguished from a Formal Bid because it has no established Opening Date for viewing submitted quotes. Instead, quotes submitted by a vendor can be viewed and awarded at the user's discretion. Generally, a broader type of users is allowed to initiate an Informal Bid, rather than just employees in the Purchasing Department.

Finding the Informal 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 #	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 or an Informal Quote Request, 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.

Within the **Quotes Tab**, there is an **Informal** sub-tab which displays any Informal Quote Requests. In the far right column labeled **Informal Quote**, select **Create** to provide a quote for requested items. Informal Quote Requests differ from Informal Bids in the depth of response preferred. Informal Quote Requests require only a quantitative response, while Informal Bids may ask for more qualitative information.

Responding to Informal Bids

The screenshot shows the 'Home - Welcome Back Test Tester' interface. At the top, there are navigation tabs: News(0), **Bids(30)**, PO(5), and Quotes(0). Below this is the 'Open Bids' section with a table:

Bid #	Alternate Id	Buyer	Description	Bid Opening Date
0000084		Administrator System	TEST	04/23/2009 07:44 PM
0000024		Ruth Callahan	Musical Instruments Feb 08	04/23/2009 02:00 PM

Below the 'Open Bids' table is the 'Closed Bids' section with a table:

Bid #	Buyer	Description	Bid Opening Date
0000083	Administrator System	TEST	04/23/2009 11:50:00 AM
0000082	Joe A. Marolf	replac. req.	10/29/2008 10:00:00 AM
0000081	Kathy Kinley	Educational Items	10/24/2008 03:26:08 PM
0000080	Joe A. Marolf	replen. req.	10/09/2008 02:00:00 PM
0000077	Joe A. Marolf	replen. 2031.0273	10/06/2008 02:00:00 PM

At the bottom of the 'Closed Bids' table is a [View More...](#) link. To the right, there is a 'Home - Welcome Back User Test' section with navigation tabs: News(0), Bids(2082), **PO(32)**, **Quotes(4)**, **Informal(2)**, **Working(1)**, Submitted(1), and Withdrawn(0). Below this is a table:

Req Number	Description	Estimated Total	Bid Ending Date	Informal Quote
AY-09-62956	Office chairs	Unknown	May 11, 2009 1:00:00 AM	create
AY-09-62955	Office chairs	Unknown	May 2, 2009 10:48:00 AM	create

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Finding an Informal Bid or Quote Request

Viewing / Acknowledging an Informal 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 Informal Bids

Bid Solicitation: 00000084

Header Information

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

Info Contact:

Bulletin Desc:

Ship-to Address:	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	Bill-to Address:	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

For Informal Bids, 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 Informal 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:

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 Informal 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

Vendor accepts the terms & conditions with no exceptions.

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

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

Responding to Informal Bids

To respond to an Informal Quote Request, after selecting **Create** in the **Informal Quote** column, you'll be displayed a screen asking for to enter a **Unit Price** and **Freight** cost for each requested item. If you do not carry a requested item or you do not wish to bid on an item, select **No Bid** in the far right column. Once complete, select **Save & Exit**.

Informal Quote - Requisition

Header Information

Requisition Number	AY-09-62956	Description	Office chairs
Buyer	Administrator System Phone: (512)472-9062 Ext. 206 charris@goperiscope.com		
Ship To	Deb John H Mulroy Civic Center 13th Floor 421 Montgomery Street Syracuse, NY 13202	Bill To	Deb John H Mulroy Civic Center 13th Floor 421 Montgomery Street Syracuse, NY 13202

Item Information

Sort by Column: Print Sequence ▾ Sort Descending Go

Req Item Info	Quantity	Unit Cost	UOM	Tax Code	Freight	Extended Amount	Quote Total	No Bid
Item # : 1 Print Sequence: 1.0 (425 - 60) Task Chair, Full Functioning adjustable and articulating with arms. Grade 3 fabric, Vogel Peterson #EL210M, Color Port #... View Detail Quantity(UOM) : 2.00(EA)	2	0.00	EA - Each	▾	0.00	\$0.00	\$0.00	No Charge <input type="checkbox"/>
						\$0.00	\$0.00	

! Please save your changes before sorting . Otherwise, your changes will be lost.

Save & Exit Save & Continue Exit

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Responding to an Informal Quote Request