

# Review and Bid on a Sourcing Event

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Once a sourcing event is available on VendorNet it can be reviewed and have a bid entered.

**NOTE:** If an account needs to be created, use the information at the top of the page to access additional information.

## Review and Bid on a Sourcing Event

1. Search for the Sourcing Event.
2. Click **Respond Now**.
3. Review the event information by clicking **Next** at the bottom of each page or click the page name in the left side menu bar.
4. Review *Prerequisites*.
  - Click the **form name** hyperlink to download the document.
  - Complete the form and save changes.
  - Review the certification statement and **check the box** to confirm.
  - Click **Upload**.
  - Enter **Title**.
  - Click **Browse** to search for and select the file.
  - Click **Save Changes**.
  - Repeat for all prerequisites.
  - Click **Save Progress**.
5. At the top of the page click **Yes, I Intend to Bid**.
6. Click **Next**.
7. Review *Buyer Attachments*.
8. Add *Supplier attachments* relevant to bid response.
  - Click the down arrow for **Add New Attachment**.
  - Click **Attachment Type**.
  - Select **File** to upload.
  - Click **Save Changes**.
  - Click **Next**.
9. Click **Next** to move from the *Questions* page to the first set of questions.
10. Respond to incomplete questions by downloading and upload documents or answering questions.
11. Click **Save Progress** to record answers.
12. Click **Next** and answer other question sets.
13. Review *Items* page.

- Enter **Unit Price** of *Items*.
- Enter **Estimated Delivery** date.
- Add **Comment**, as applicable.
- Repeat steps for each item.
- Click **Save Progress** to calculate total price.
- Click **Next**.

14. Review the statement at top of *Review & Submit* page.

15. Confirm that all sections are marked green.

**NOTE:** If a section is not complete, click the section name to jump to that section.

16. Review and mark the **Certification** statement, at the bottom of the page.

17. Click **Submit Response**.

**NOTE:** Email notification will be sent to confirm that bid has been successfully submitted.

## Submit Questions

1. Click **Questions & Answers for this Event** hyperlink in the top blue bar.

2. Click **Ask a Question**.

3. Enter the **Subject**.

4. Enter your **Question**.

5. **Select File** to add an attachment, optional.

6. Click **Submit Question**.