

Submitting an E-Bid on DemandStar

My DemandStar Page

Once you have logged into the DemandStar website you will automatically be taken to the My DemandStar page. Click on the Suppliers tab to begin to search for the project that you will be E-Bidding on.

The screenshot displays the 'My DemandStar' page. At the top, the user is identified as 'TEST, TEST' with the organization 'Onvia Supplier Svc'. Navigation tabs include 'My DemandStar', 'Suppliers', and 'Account Info'. The page features two main sections: 'Bids Near Due Date' and 'Quotes Awaiting Award Decision', both indicating that no items are due in the next two weeks. A footer contains copyright information for Onvia, Inc. (1997-2009) and links to 'Terms of Use' and 'Privacy'.

User: TEST, TEST Organization: Onvia Supplier Svc Logout | Help

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My DemandStar Suppliers Account Info

Welcome TEST TEST

Bids Near Due Date [View Full Bid List](#)
No bids you have ordered are due in the next two weeks.

Quotes Awaiting Award Decision [View Full Quote List](#)
No quotes you have placed are due in the next two weeks.

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Click on View Bids under the Suppliers tab.

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My DemandStar **Suppliers** Account Info

View Bids View Orders View Responses

Links From
ONVIA

BUSINESS TOOLS:
Access guides to government contracting

LOCAL CONTRACTING:
An introduction

SUBCONTRACTING:
An introduction

View Bids

- Search all bids and RFP's within the DemandStar system
- Download/Order bid documents and plans

View Orders

- View bid documents that you have ordered via mail and facsimile
- View bids and plans that you have downloaded

View Responses

- View the bids you have responded to via E-Bidding

For help, call 800-711-1712 or email [Supplier Services](#)

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In the Search Criteria, choose the Agency that has posted the E-Bid and click on Search.

The screenshot displays the Onvia DemandStar user interface. At the top, the user is identified as 'TEST, TEST' and the organization as 'Onvia Supplier Svc'. The Onvia DemandStar logo is on the left, and a 'LIVE EXPERT' chat button is on the right. A navigation bar includes 'My DemandStar', 'Suppliers', and 'Account Info', with sub-links for 'View Bids', 'View Orders', and 'View Responses'. The main section is titled 'Bids' and contains a 'Select criteria' box with an information icon and the text 'Please select some criteria and perform search to see results.' Below this is the 'Search Criteria' section, which includes an 'Advanced search' heading. Under 'Advanced search', there are three fields: 'Show bids' with a radio button selected for 'All bids in the system', 'Bid Status' with a dropdown menu set to 'Active', and 'Agency' with a dropdown menu set to 'Onvia, Inc. - Agency Services'. A 'Search' button is located below these fields. At the bottom of the page, a footer contains the text: 'DemandStar is a product of Onvia, Inc. (c) 1987-2009. All rights reserved. | Terms of Use | Privacy'.

Locate the project that you are going to respond to using the E-Bidding function. Under the “Actions” column, click on E-Bidding (in orange) to begin the E-Bidding process for the selected project.

The screenshot displays the Onvia DemandStar web application interface. At the top, the user is identified as 'TEST, TEST' and the organization as 'Onvia Supplier Svc'. The interface includes a navigation bar with 'My DemandStar', 'Suppliers', and 'Account Info' tabs. Below this, there are links for '[View Bids]', 'View Orders', and 'View Responses'. The main section is titled 'Bids' and shows '1 bid found.' A table lists the bid details:

Bid Identifier	Agency Name	Bid Status	Broadcast Date	Date Due	Name	Actions
ITB-TEST-0-2009/AS	Onvia, Inc. - Agency Services	Active	5/28/2009	5/29/2009	TEST * Expensive Space Shuttle * TEST	E-Bidding, Details, Planholders, Download/Order



The 'E-Bidding, Details, Planholders, Download/Order' link in the Actions column is highlighted in orange. A red arrow points to this link. Below the table, there is a 'Search Criteria' section with an 'Advanced search' option. It includes a 'Show bids' dropdown set to 'All bids in the system', a 'Bid Status' dropdown set to 'Active', and an 'Agency' dropdown set to 'Onvia, Inc. - Agency Services'. A 'Search' button is located below these filters. At the bottom of the page, there is a footer with the text: 'DemandStar is a product of Onvia, Inc. (c) 1987-2009. All rights reserved. | Terms of Use | Privacy'.

E-Bid Response Page

By clicking on the E-Bidding link, you will be taken to the E-Bid Response page. The DemandStar system will pre-populate the Contact information fields. Verify that the information is correct and update any information that is incorrect. Fill in all required information. Select “Online” or “Offline” for each required document in the Agency Required Documents section.

Once you have filled out all of the fields, click on the “Next” button.

User: TEST, TEST
Organization: Onvia Supplier Svc
Logout | Help

My DemandStar
Suppliers
Account Info

[\[View Bids\]](#) [View Orders](#) [View Responses](#)

E-Bid Response

Agency Name: Onvia, Inc - Agency Services
 Bid Number: ITB-TEST-0-2009K4G
 Bid Name: TEST * Expensive Space Shuttle * TEST
 Bid Due Date: 5/29/2009 1:00:00 AM Pacific time
 Bid Opening: 15 hours, 19 minutes, 41 seconds

E-Bidding Address

E-Bidding is a new Onvia DemandStar offering and is currently in a free introductory period. The form below is pre-populated with the contact information we have on file. If you wish to use a different address for this response, please edit the fields.

Contact Information

*Indicates required fields

Company Name *

Address 1 *

Address 2

City *

State *

Postal Code *

Phone *

Fax

Country *

Bid Amount *

Alternate Bid Amount

Notes

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online) and which ones you will submit directly to the agency (offline).

Agency Required Documents

Document	None	Online/ Electronic	Offline/ Manual	Not submitting
	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bid Forms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Qualifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bid Bond	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attaching Documents to the Bid Response

This page allows you to upload your electronic bid documents associated to the E-Bid. The page contains a list of Agency accepted document formats, which can be used as a guideline. All of the files attached to your E-Bid response must fall into a format displayed in this list. The DemandStar system will still allow you to upload any document regardless of actual Format, but it is likely that the agency will not have the appropriate software to view part or all of your response.

To upload a document:

- Enter in the Document Title/Name in the “Document Title” field.
- Then click on the “Browse” button to locate the document that you wish to upload.
- Once the document has been selected, click on the “Upload”
- The uploaded document will be added to the E-Bid response.

User: TEST, TEST Organization: Onvia Supplier Svc Logout | Help

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My DemandStar Suppliers Account Info

[View Bids] View Orders View Responses

E-Bid Response Documents

Agency Name Onvia, Inc. - Agency Services
Bid Number ITB-TEST-0-2009/AS
Bid Name TEST * Expensive Space Shuttle * TEST
Bid Due Date 5/29/2009 1:00:00 AM Pacific time
Bid Opening **15 hours, 12 minutes, 52 seconds**

No response documents uploaded

Agency Accepted File Formats

Adobe Acrobat (*.PDF)	
GIF Image (*.GIF)	
JPEG Image (*.JPG)	
Microsoft Excel (*.XLS)	TIFF Image (*.TIF)
Microsoft PowerPoint (*.PPT)	ZIP Compressed Archive (*.ZIP)
Microsoft Word (*.DOC)	
Rich Text Format (*.RTF)	

Upload Electronic Documents

* indicates required fields

Document Title *

Specify Upload Document *

(Type the path of the document, or click the Browse button.)

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Document Upload – View/Edit Uploaded Documents

The uploaded document will appear in a table at the bottom of the E-Bid Response Upload page. The table will contain an Actions column with two options. You can click on the “View” link to review the uploaded document, to make sure that it was stored in the DemandStar system correctly. You can click on the “Remove” link if you would like to permanently delete the document from the response.

You can also upload additional documents by filling out the “Document Title” field and the “Specify Upload Document” field and clicking on the “Upload” button. The table will continue to grow as additional documents are uploaded. Once all of the response documents have been uploaded, click on the “Next” button.

* You can add new versions of your documents to the E-Bid response an unlimited number of times, up until the Due Date/Time.

User: TEST, TEST Organization: Onvia Supplier Svc Logout | Help

My DemandStar Suppliers Account Info

[View Bids] View Orders View Responses

E-Bid Response Documents

Agency Name Onvia, Inc. - Agency Services
Bid Number ITB-TEST-0-2009/IAS
Bid Name TEST * Expensive Space Shuttle * TEST
Bid Due Date 5/29/2009 1:00:00 AM Pacific time
Bid Opening **15 hours, 11 minutes, 48 seconds**

Document Title	Format	Size	Uploaded	Status	Action
1  test	Microsoft Word	15 Kb	5/28/2009 9:48:13 AM	Complete	View , Remove

Agency Accepted File Formats

Formats

- Adobe Acrobat (*.PDF)
- GIF Image (*.GIF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLS)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOC)
- Rich Text Format (*.RTF)
- TIFF Image (*.TIF)
- ZIP Compressed Archive (*.ZIP)

Upload Electronic Documents

* indicates required fields

Document Title *

Specify Upload Document *

(Type the path of the document, or click the Browse button.)

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Delete Document Confirmation

If you click on the "Remove" link a popup window will appear to confirm that you do want to delete the selected document. By clicking on the "OK" button, the document will be removed from the DemandStar system and you will be returned to the E-Bid Response Upload page. If you click on the "Cancel" button, the document will not be deleted. The system will just return you to the E-Bid Response Upload page.

The screenshot shows the DemandStar user interface. At the top, the user is identified as 'TEST, TEST' and the organization as 'Onvia Supplier Svc'. The page title is 'E-Bid Response Documents'. A table lists a document titled 'test' with a format of 'Microsoft Word', a size of '15 Kb', and an upload date of '5/28/2009 9:48:13 AM'. A confirmation dialog box from 'Windows Internet Explorer' is overlaid on the table, asking 'The E-Bid Response Document: test will be deleted. Click OK to continue. Click Cancel to stop.' Below the table, there is a section for 'Agency Accepted File Formats' listing various file types like PDF, GIF, JPEG, etc. At the bottom, there is an 'Upload Electronic Documents' section with input fields for 'Document Title' and 'Specify Upload Document', and buttons for 'Upload' and 'Next >'. The footer contains copyright information for Onvia, Inc. (c) 1997-2009.

User: TEST, TEST Organization: Onvia Supplier Svc Logout Help

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My DemandStar Suppliers Account Info

[View Bids] View Orders View Responses

E-Bid Response Documents

Agency Name Onvia, Inc. - Agency Services
Bid Number ITB-TEST-0-2009/AS
Bid Name TEST * Expensive Space Shuttle * TEST
Bid Due Date 5/29/2009 1:00:00 AM Pacific time
Bid Opening **15 hours, 11 minutes, 49 seconds**

	Document Title	Format	Size	Uploaded
1	test	Microsoft Word	15 Kb	5/28/2009 9:48:13 AM

Agency Accepted File Formats

Formats: Adobe Acrobat (*.PDF), GIF Image (*.GIF), JPEG Image (*.JPG), Microsoft Excel (*.XLS), Microsoft PowerPoint (*.PPT), Microsoft Word (*.DOC), Rich Text Format (*.RTF), TIFF Image (*.TIFF), ZIP Compressed (*.ZIP)

Upload Electronic Documents

* indicates required fields

Document Title *

Specify Upload Document *

(Type the path of the document, or click the Browse button.)

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Response Review Page

This page allows you to review your E-Bid response prior to submitting it to the system. If for some reason you find that some information needs to be updated you can click on the "Edit" button for the respective section and return to the page to make the change. If everything looks good and the response is ready to go, click on the "Submit Response" button.

User: TEST, TEST Organization: Onvia Supplier Svc Logout Help

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My DemandStar Suppliers Account Info

[View Bids] View Orders View Responses

E-Bid Response Details

E-Bid Response Reminder

 You must **submit** your Bid Response when it is complete.




Summary

Agency Name	Onvia, Inc. - Agency Services
Bid Number	ITB-TEST-0-2009/IAS
Bid Name	TEST * Expensive Space Shuttle * TEST
Bid Due Date	5/29/2009 1:00:00 AM Pacific time
Bid Opening	15 hours, 9 minutes, 18 seconds
Status	Incomplete
Response Submitted On	
History	View

Contact Information **EDIT**

Company Name	Onvia Supplier Svc
Address 1	1260 Mercer St
Address 2	
City	Seattle
State	Washington
Postal Code	98109
Phone	8003312822
Fax	8003312822
Country	United States of America
Bid Amount	\$0.00
Alternate Bid Amount	
Notes	

Agency Required Documents **EDIT**

1. Bid Forms 
2. Qualifications 
3. Bid Bond 

Uploaded Documents **EDIT**

1. test

E-Bid Confirmation

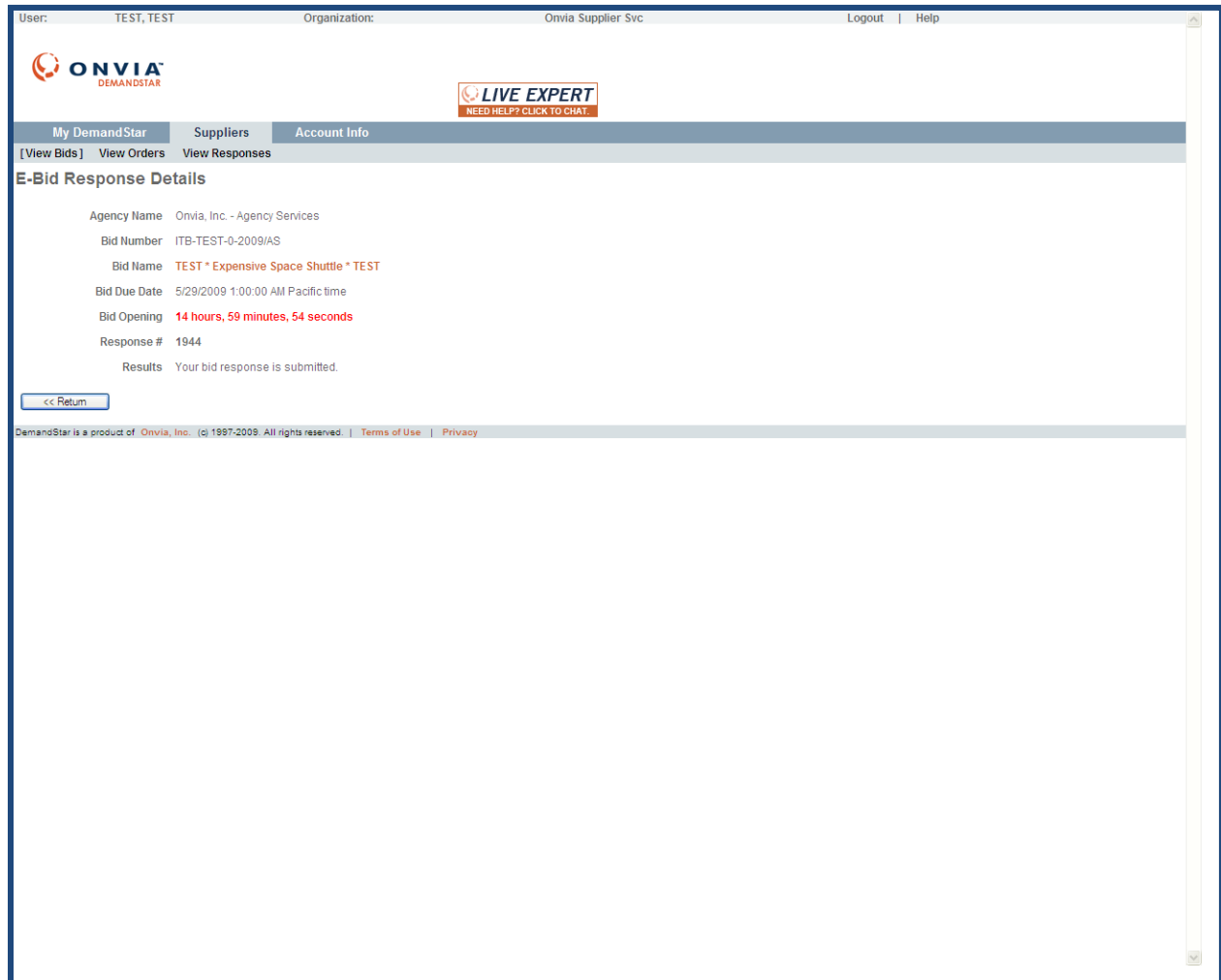
After clicking "Submit Response" the following process will begin:

- We will verify that your response is complete as entered.
- You will see a confirmation page with your confirmation number and date/time stamp of your upload.
- You will receive a confirmation e-mail indicating a successful response submittal.
- You may track your response submission under the View Responses page.

If you do not receive any of the above, please call Supplier Services at (800) 711-1712.

Submitted Response Confirmation Page

Once you have submitted your response to the DemandStar system, you will be presented with a confirmation page. This page will provide a warning message if any pertinent information has been left out or incorrectly entered in.



The screenshot displays the DemandStar web interface. At the top, the user is identified as 'TEST, TEST' and the organization as 'Onvia Supplier Svc'. The page features the DemandStar logo and a 'LIVE EXPERT' chat button. A navigation bar includes 'My DemandStar', 'Suppliers', and 'Account Info'. Below this, there are links for '[View Bids]', 'View Orders', and 'View Responses'. The main content area is titled 'E-Bid Response Details' and lists the following information:

- Agency Name: Onvia, Inc. - Agency Services
- Bid Number: ITB-TEST-0-2009/AS
- Bid Name: TEST * Expensive Space Shuttle * TEST
- Bid Due Date: 5/29/2009 1:00:00 AM Pacific time
- Bid Opening: 14 hours, 59 minutes, 54 seconds
- Response #: 1944
- Results: Your bid response is submitted.

A '<< Return' button is located below the details. The footer contains the text: 'DemandStar is a product of Onvia, Inc. (c) 1997-2009. All rights reserved. | Terms of Use | Privacy'.

Revising E-Bid Submissions

If you need to revise your response, log in to DemandStar and click on “Supplier” and then “View Bids” to locate the relevant E-Bid submission that needs revision. Then click on “E-Bidding” which will bring you to the **E-Bid Response Details** page of the corresponding project.

User: TEST, TEST Organization: Onvia Supplier Svc Logout | Help

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My DemandStar Suppliers Account Info

[View Bids] View Orders View Responses

Bids

Modify Search

7 bids found.

Bid Identifier	Agency Name	Bid Status	Broadcast Date	Date Due ▼	Name	Actions
ITB-TEST-0-2009/AS	Onvia, Inc. - Agency Services	Active	5/28/2009	5/29/2009	TEST * Expensive Space Shuttle * TEST	E-Bidding, Details, Planholders, Download/Order
IFB-0-0-2008/AS	Onvia, Inc. - Agency Services	Under Evaluation	6/13/2008	2/6/2009	Spaceship (This is not an actual solicitation. It is for test purposes only)	E-Bidding, Details, Planholders
IFB-08-0206CD-0-2008/AS	Onvia, Inc. - Agency Services	Recommendation of Award	5/28/2008	5/30/2008	Painting Services (System Test. This is not an actual bid solicitation)	Details, Planholders
d8-test031407-0-2007/AS	Onvia, Inc. - Agency Services	Under Evaluation	3/14/2007	3/15/2007	test	E-Bidding, Details, Planholders
d8-4857-0-2006/AS	Onvia, Inc. - Agency Services	Under Evaluation	1/5/2007	3/1/2007	Hardcopy Plans	Details, Planholders
d8-2568745-0-2006/AS	Onvia, Inc. - Agency Services	Cancelled	11/7/2006	11/30/2006	test	Details, Planholders
d8-4569-0-2006/AS	Onvia, Inc. - Agency Services	Awarded	10/19/2006	10/25/2006	Electronic Panroom Test	Details, Planholders

Page 1 of 1

Search Criteria

Advanced search



Show bids All bids in the system

Bid Status

Agency

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From this page you can edit the Contact Information, Agency Required Documents, and Uploaded Documents. You can revise your E-Bid response an unlimited number of times, up until the Due Date/Time.



[My DemandStar](#) [Suppliers](#) [Account Info](#)

[\[View Bids\]](#) [View Orders](#) [View Responses](#)

E-Bid Response Details

Summary

Agency Name	Onvia, Inc. - Agency Services
Bid Number	ITB-TEST-0-2009/AS
Bid Name	TEST * Expensive Space Shuttle * TEST
Bid Due Date	5/29/2009 1:00:00 AM Pacific time
Bid Opening	14 hours, 57 minutes, 18 seconds
Status	Complete
Response Submitted On	5/28/2009 1:00:06 PM
History	View

Contact Information

Company Name	Onvia Supplier Svc
Address 1	1260 Mercer St
Address 2	
City	Seattle
State	Washington
Postal Code	98109
Phone	8003312822
Fax	8003312822
Country	United States of America
Bid Amount	\$0.00
Alternate Bid Amount	
Notes	

Agency Required Documents

1. Bid Forms (Electronic/Online) ✓
2. Qualifications (Electronic/Online) ✓
3. Bid Bond (Electronic/Online) ✓

Uploaded Documents

1. test

[<< Return](#)

E-Bid Responses

Viewing Responses you have Submitted

The Supplier tab will have a new section called “View Responses”. The new View Responses page will display a list of the responses that you have submitted to the DemandStar system. This list will make it easy for you to keep track of all of the bids that you have submitted a response for. Click on the “View Responses” link to access the new page.

The screenshot displays the DemandStar web application interface. At the top, the user is identified as 'TEST, TEST' and the organization as 'Onvia Supplier Svc'. The main navigation bar includes 'My DemandStar', 'Suppliers', and 'Account Info'. Below this, there are tabs for 'View Bids', 'View Orders', and 'View Responses'. The 'View Responses' tab is currently selected. On the left side, there are links for 'Links From ONVIA', 'BUSINESS TOOLS: Access guides to government contracting', 'LOCAL CONTRACTING: An introduction', and 'SUBCONTRACTING: An introduction'. The main content area features three sections: 'View Bids' (with sub-links for searching and downloading), 'View Orders' (with sub-links for viewing documents and plans), and 'View Responses' (with a sub-link for viewing bids responded to via E-Bidding). The 'View Responses' link is highlighted with a red rectangular box. At the bottom, there is a footer with the text 'DemandStar is a product of Onvia, Inc. (c) 1997-2009. All rights reserved. | Terms of Use | Privacy'.

E-Bid Response Page

This new page allows you to view the E-Bids that you have submitted online responses for. When you first access the Responses page, the page will open automatically with the most recent responses in descending Date Due order. A maximum of 200 bids can be viewed at one time. If more than 200 responses are found when searching a message will indicate that 200 bids is the maximum number of responses returned. The documents can be sorted by clicking on the column heading names.

- Clicking on the “Details” link opens the E-Bid Response Details page for the respective E-Bid.
- Clicking on the Bid link opens the Bid Details page for the E-Bid
- Clicking on the History link opens the Bid Event History page. This page display a full history of all transactions that you have performed for the E-Bid, including the Date/Time Stamp of when the action occurred and the name of the person that performed the action.

If you are looking for a specific bid response you can scroll down to the bottom of the Responses page and use the search tool provided. You can search by:

- Bid Name, Agency Name, Response Status, or Bid Identifier Number

User: TEST, TEST Organization: Onvia Supplier Svc Logout | Help

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My DemandStar Suppliers Account Info

View Bids View Orders [View Responses]

Responses

Modify Search

1 response found.

Bid Identifier	Agency Name	Bid Status	Broadcast	Date Due	Name	Status	Actions
ITB-TEST-0-2009/AS	Onvia, Inc. - Agency Services	Active	5/28/2009	5/29/2009	TEST * Expensive Space Shuttle * TEST	Complete	Details, Bid, History

Page 1 of 1

Search Criteria

Bid Name

Agency

Status

Bid Identifier - - - / (Sample: RFP-5454-0-2000/CWD)

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