



SUBMITTING AN E-BID ON ONVIA DEMANDSTAR

My DemandStar Page

Once you have logged in to the Onvia DemandStar Website you will automatically be taken to the *My DemandStar* page. Next, click on the **Suppliers** tab.

The screenshot shows the 'My DemandStar' page interface. At the top left is the 'DEMANDSTAR by ONVIA' logo. Below it is a navigation bar with three tabs: 'My DemandStar' (active), 'Suppliers', and 'Account Info'. The main content area starts with a 'Welcome' message. Below that is a section titled 'Bids Near Due Date' with a 'View Full Bid List' button. The text below this section states 'No bids you have ordered are due in the next two weeks.' This is followed by a section titled 'Quotes Awaiting Award Decision' with a 'View Full Quote List' button. The text below this section states 'No quotes you have placed are due in the next two weeks.' At the bottom of the page is a footer containing the text: 'DemandStar is a product of Onvia, Inc. (c) 1997-2009. All rights reserved. | [Terms of Use](#) | [Privacy](#)'.

Click on **View Bids** to search for the bid that you are submitting an E-Bid response to.

DEMANDSTAR
by **ONVIA**

LIVE EXPERT
NEED HELP? CLICK TO CHAT.

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**.

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LIVE EXPERT
NEED HELP? CLICK TO CHAT.

My DemandStar Suppliers Account Info

[View Bids] View Orders View Responses

Bids

Select criteria

 Please select some criteria and perform search to see results.

Search Criteria

Advanced search

Show bids All bids in the system

Bid Status

Agency

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Locate the project that you are going to respond to using the E-Bidding tool. Under the "Actions" column, click on **E-Bidding** to begin the E-Bidding process for the selected project.

The screenshot displays the DemandStar website interface. At the top left is the DemandStar logo with "by ONVIA" underneath. To the right is a "LIVE EXPERT" badge with the text "NEED HELP? CLICK TO CHAT." Below the logos is a navigation bar with tabs for "My DemandStar", "Suppliers", and "Account Info". Under "My DemandStar", there are links for "[View Bids]", "View Orders", and "View Responses".

The main section is titled "Bids" and includes a "Modify Search" link. It states "1 bid found." Below this is a table with the following data:

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

Below the table, it says "Page 1 of 1".

The "Search Criteria" section includes an "Advanced search" link and the following options:

- Show bids: All bids in the system
- Bid Status: ▼
- Agency: ▼

A "Search" button is located below the search criteria.

At the bottom of the page, a footer reads: "DemandStar is a product of Onvia, Inc. (c) 1997-2009. 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 **Next**.

E-Bid Response

Agency Name Onvia, Inc. - Agency Services
 Bid Number ITB-TEST-0-2009IAS
 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
Bid Forms	<input checked="" type="radio"/>	<input checked="" 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"/>

Next > Save and Finish Later Cancel

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 Onvia 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.

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by **ONVIA**

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NEED HELP? CLICK TO CHAT.

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

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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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 **Upload**.
- ▶ The uploaded document will be added to the E-Bid response.


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**





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, 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

	Adobe Acrobat (*.PDF)
	GIF Image (*.GIF)
	JPEG Image (*.JPG)
Formats	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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times, up until the Due Date/Time.


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 interface. At the top left is the DemandStar logo by ONVIA. To the right is a LIVE EXPERT chat button. Below the logo is a navigation bar with 'My DemandStar', 'Suppliers', and 'Account Info'. Underneath are links for '[View Bids]', 'View Orders', and 'View Responses'. The main heading is 'E-Bid Response Documents'. Below this, there are details for the current bid: 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), and Bid Opening (15 hours, 11 minutes, 48 seconds). A table lists documents with columns for Document Title, Format, Size, and Uploaded. One document titled 'test' is listed as a Microsoft Word file, 15 Kb, uploaded on 5/28/2009 at 9:48:13 AM. Below the table is the 'Agency Accepted File Formats' section, listing various file types like Adobe Acrobat, GIF, JPEG, TIFF, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, and Rich Text Format. The 'Upload Electronic Documents' section has a note that asterisks indicate required fields. It contains input fields for 'Document Title *' and 'Specify Upload Document *' with a 'Browse...' button. There are 'Upload' and 'Next >' buttons at the bottom. A 'Windows Internet Explorer' dialog box is overlaid on the right side, displaying a question mark icon and the text: 'The E-Bid Response Document: test will be deleted. Click OK to continue. Click Cancel to stop.' with 'OK' and 'Cancel' buttons.

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.






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/AS
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.

<< Return
Submit Response

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.

E-Bid Response Details

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.

[<< Return](#)

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 project that needs revision. Then click on **E-Bidding** which will bring you to the **E-Bid Response Details** page of the corresponding project.

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 ▼

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.

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

EDIT

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

Agency Required Documents

EDIT

Uploaded Documents

EDIT

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 Response** link to access the new page.

The screenshot shows the DemandStar by ONVIA website interface. At the top left is the DemandStar logo with 'by ONVIA' underneath. To the right is a 'LIVE EXPERT' badge with the text 'NEED HELP? CLICK TO CHAT.' Below the logo is a navigation bar with three tabs: 'My DemandStar', 'Suppliers', and 'Account Info'. Under 'My DemandStar' are links for 'View Bids', 'View Orders', and 'View Responses'. The 'View Responses' link is highlighted with a red box. On the left side, there are sections for 'Links From ONVIA', 'BUSINESS TOOLS: Access guides to government contracting', 'LOCAL CONTRACTING: An introduction', and 'SUBCONTRACTING: An introduction'. In the center, there are three sections: 'View Bids' with two bullet points, 'View Orders' with two bullet points, and 'View Responses' with one bullet point. The 'View Responses' section is also highlighted with a red 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'.

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My DemandStar **Suppliers** **Account Info**

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

Links From
ONVIA

BUSINESS TOOLS:
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View Responses

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

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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

DEMANDSTAR
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LIVE EXPERT
NEED HELP? CLICK TO CHAT.

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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