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.
Click on **View Bids** to search for the bid that you are submitting an E-Bid response to.
In the Search Criteria, choose the Agency that has posted the E-Bid and click on **Search**.
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.
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.
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.

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
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.
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.
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.
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.
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: 5/26/2009 1:00:00 AM Pacific time
Bid Opening: 14 hours, 57 minutes, 18 seconds
Status: Complete
Response Submitted On: 5/26/2009 1:00:06 PM
History: View

Contact Information

Company Name: Onvia Supplier Svc
Address 1
Address 2
City: Seattle
State: Washington
Postal Code
Phone: 8003312622
Fax: 8003312622
Country: United States of America
Bid Amount: $0.00
Alternate Bid Amount
Notes

Agency Required Documents

Uploaded Documents

1. Test

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.
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 displays 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