Confirm your bid or proposal was received

1. Log into the Supplier Portal and select My event activity.

Tips and an	nouncements	Contracting opportunities	Event search
 You must be registered and logged into your account to submit a response Chrome and Edge are the preferred browsers. To reset your password, click the 'Log in or register' tile For technical issues, try clearing your cache/cookies View help guides on our website 			
My event activity	Bid tabulations	Update profile	Supplier Portal help
		-	

2. Select the number next to Events Bid On.

✓ Supplier Portal secure	Event Activity		
Event Activity	Welcome, Test Company1 User: Test Name1		
Event Activity Summary			
Click on number to view events below Events Invited To: 1 Events Bid On: 4	Events Awarded: 0		
▼ Search Criteria			

3. Under **Event ID** the events you responded to will be listed.

Events					Q		1 of 3 🗸	
Event ID	Format	Event Name	Event Status	Start Date	End Date	Status		
HNCTY-CFB0000284	Sell	Inmate Hygiene Supplies	Posted	10/25/2022 12:00PM PDT	01/31/2023 12:00PM PST	Accepted		
HNCTY-CFB0000309	Sell	Testing-Standard Closed	Posted	01/30/2023 8:47AM PST	02/27/2023 8:47AM PST	Accepted		
HNCTY-CFB0000311	Sell	Standard Public Commodity Bid	Posted	01/30/2023 9:06AM PST	01/31/2023 1:06PM PST	Accepted		
Refresh								

Supplier Portal Quick Guide

Note: You may see the Event Status is 'Awarded' or 'Pending Award'. This means that a contract was awarded to someone for that event, but not necessarily your organization. **To see if your organization was awarded a contract, click the number next to Events Awarded.** Additionally if you are awarded a contract, you will be contacted by Hennepin County staff. In the above screenshot, this person has not been awarded a contract as their Events Awarded is 0.

For more help:

Visit <u>Supplier Portal help</u> Call (612) 543-5412 Email <u>supplierportal@hennepin.us</u>