Supplier Portal Quick Guide

View a bid tabulation

Bid tabulations for public goods and general service events are posted on the Supplier Portal.

1. Select the **Bid tabulations** tile.



2. Select the **Event ID** that you are interested in viewing.

 Supplier Secure 	Home Page	Bid Tabulations	Bid Tabulations					
Select an event below, then click the 'View Documents' link to view the bid tabulation for that event.								
6								
Event ID 🗘	Event Name 🗘	Type of Opportunity \diamond	End Date/Time: ◊					
CFB0000290	11-3 Standard Public Commodity Bid	Commodities/Goods	12/01/22 3:22PM					
CFB0000293	12-2 Standard Public Commodity Bid	Commodities/Goods	12/05/22 9:07AM					
CFB0000294	Bid on a public event, which tab does the event ap	Commodities/Goods	12/06/22 9:22AM					
CFB0000295	Decline Invtations, which tab does the event appea	Commodities/Goods	12/06/22 9:24AM					
CFB0000296	Cancel bid response, which tab does the event appe	Commodities/Goods	12/06/22 9:25AM					
CFB0000299	New and old users 20 lines	Commodities/Goods	12/06/22 3:35AM					

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3. Select View Documents

Bid Tabulations		Event Details
Event Details		Welcome, Guest User: Guest
	Bidding Shortcuts:	View Documents
Event Name 12-7 Standard Public Commodity Rid		

4. Click the **View** button next to the Bid tabulation document.

Attachments ⑦									
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Attached File	Attachment Description	Event RFx Doc	Document Version						
Standard_terms_and_conditions.pdf	Standard Terms and Conditions		0.00	View					
Bid_tabulation.docx	Bid tabulation		0.00	View					

5. The document will open. If it doesn't, make sure you don't have a pop-up blocker enabled.

For more help:

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