Hennepin County Supplier Portal
Guide to Responding to an Event

Log into the Hennepin County Supplier Portal (https://supplier.hennepin.us)

Review Event Information

- In the Events section, click on the name of the event you wish to review
- Review event information: Event Description, Contact, Lines (requested items/services)
- Review event attachments
  - Click the **View Documents** link (top right)
  - Click the **View** button to download an attachment. NOTE: you may need to disable your browser's pop-up blocker.
  - Click the **OK** button to return
- To enter a response, click the **Bid on Event** button, then click the **Yes** button

Important Note

- Save often! Click the **Save for Later** button to save your work, even if you have not completed all required information and error messages appear.

Answer General Event Questions

- Scroll down to Step 1: Answer General Event Questions. A ★ indicates that an answer is required in order to submit a response to the event.
- Answer each question.
  - For yes/no or list questions, click the arrow ▾ to select your answer
  - For text questions, type your response in the provided text box
  - For questions that require an attachment response: click the **Add Comments or Attachments** link. Click the **Upload** button, then the **Choose File** button. Select the appropriate document, then click the **Upload** button. Enter an **Attachment Description**, then click the **OK** button.

Enter Line Bid Responses

If the event does not have individual lines, skip to the next section.

- Scroll down to the Step 2: Enter Line Bid Responses section. A ★ indicates that you must provide a price for the item.
- Enter unit prices in the **Your Unit Bid Price** fields
- If a price is not required and you are not interested in submitting a response to the item, click the **No Bid** checkbox
- If a line item has questions to respond to, click on the **Respond to bid questions** link at the end of the line. A ★ indicates that an answer is required)
  - Use the **Next Line** and **Previous Line** buttons to navigate between lines to answer all required questions
  - Click the **Return to Event Page** button to return to the main page

Enter Line Group Bid Response (if applicable)

If the event does not have group lines, skip to the next section.

- If you are not interested in responding to a group, click the **No Bid** checkbox
- To enter pricing for a group, click the **Bid on group items** link at the end of the group line
- Enter **Your Unit Bid Price** for each item. You must enter prices for all items within a group.
- If there is more than one group, you can use the **Next Group** and **Previous Group** buttons to navigate between groups
- Click the **Return to Event Page** button to return to the main page

Validate and Submit Response

- Click the **Validate Entries** button. If there are errors, scroll to the top of the page to view them.
  - *! Response required. You must enter a response for General Question…* indicates that you have not responded to a question in Section 1: Answer General Event Questions.
  - *! Response required. You must enter a response for line bid questions for line…* indicates that you have not responded to a line bid question. Scroll to the Enter Line Bid Responses section and click the **Respond to bid questions** link at the end of the line.
- Once all errors have been resolved, click the **Submit Bid** button
- Read the text closely. If you agree, select the **I Agree** box and click the **Sign Submission** button.
- You will receive an email confirmation with an attachment of your responses

Edit or Cancel a Response

- To finish a response that was saved for later, or to edit or cancel a submitted response, log into the Supplier Portal and click the event name
- Click the **View, Edit or Copy from Saved Bids** link (top right)
- Click the **View/Edit** link to view or edit a saved response or a previously submitted response
- Click the **Cancel** link to cancel a response