

## Vendor Bid Response – Helpful Tips (Revised August 20, 2020)

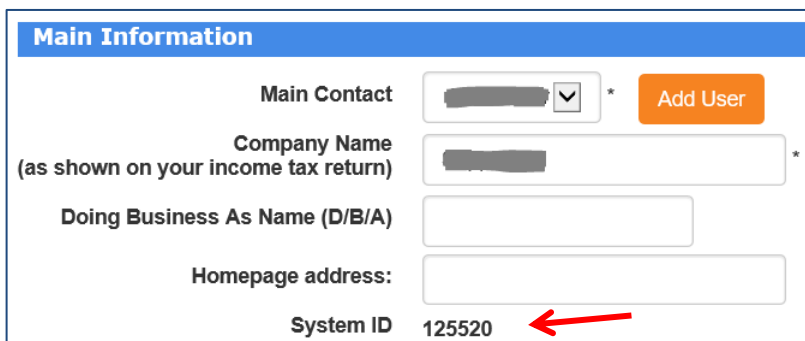
This document contains information that may be useful for vendors. This document outlines the following:


- 1) Where a vendor can find their MissouriBUYS System ID number.
- 2) Ways a vendor can confirm their online bid was submitted to solicitations in MissouriBUYS.
- 3) What the vendor can do if they created a draft bid response in MissouriBUYS and can't seem to locate the draft.
- 4) What happens if the vendor retracts their submitted bid response?

### Where Can I Find My MissouriBUYS System ID Number?

When submitting a bid response, if you do not know your MissouriBUYS System ID number, you can locate your WebProcure System ID number and convert it to your ten (10) digit MissouriBUYS System ID number by following these steps:

- Log in to MissouriBUYS (<https://missouribuys.mo.gov>).
- Click on the drop down arrow located next to your name in the upper right hand corner and click on **My Account**.
- In the upper left hand side of the screen, click **Edit Main Org Info**.
- Your vendor WebProcure System ID number can be found in the **System ID** field under **Main Information**.
- To convert the System ID number to your MissouriBUYS System ID, add 'MB' and zero(s) to the beginning of the number to create your ten (10) digit MissouriBUYS System ID number which should be used when submitting bid responses. In the example below, the full MissouriBUYS System ID number is MB00125520.



Main Information	
Main Contact	<input type="text" value="REDACTED"/> * <input type="button" value="Add User"/>
Company Name (as shown on your income tax return)	<input type="text" value="REDACTED"/> *
Doing Business As Name (D/B/A)	<input type="text"/>
Homepage address:	<input type="text"/>
System ID	125520 

## Steps You Can Take To Receive Confirmation of Bid Submissions

As a vendor, you can edit your vendor profile/account prior to submitting your online bid so that you receive an automated email confirmation that your electronic bid response was successfully submitted to the state. Once you set this up initially, you will receive an email notification each time you successfully submit an electronic bid in MissouriBUYS. (Note: If you wait to set this up in your profile after you’ve submitted an online bid, you won’t receive notifications on that specific bid, but you will on future submissions.)

Here are the steps you, as a vendor, can take to edit your profile/account to ensure you receive electronic bid submission email confirmation:

- You or your company’s main contact in MissouriBUYS needs to log in to MissouriBUYS (<https://missouribuys.mo.gov>).
- Click on the drop down arrow located next to your name in the upper right hand corner.
- Click **My Account**.
- In the upper left hand side of the screen, click **Edit Main Org Info**.
- Scroll down the screen to the **Bid Notification** section or click on the **Bid Notification** hyperlink in the upper right hand corner of the screen.
- Check the appropriate box(es) as to which organizational contact(s) should receive notification of electronic bid response submissions. Click **Save**.

Bid Notification
Receive notifications for bid response submission
<input type="checkbox"/> Main Contact User Name/ID <input type="checkbox"/> Purchase Order Contact <input type="checkbox"/> Solicitation Contact <input type="checkbox"/> Remittance Contact

Please note: There are four contacts that can be selected to receive the bid response submission notifications; i.e. Main Contact User Name/ID, Purchase Order Contact, Solicitation Contact, and Remittance Contact. If you are unsure who is listed for these contacts for your organization, you can click on **Edit Contacts** in the menu in the upper left corner. The contact information will populate. If edits are necessary to any of the contact information fields, you should make the edits and click **Save**.

## Another Way You Can Confirm Your Online Bid Was Submitted

If you create a draft online response to a bid opportunity, you will see a yellow “**DRAFT BID**” banner at the top of the screens. When you hit the **Submit** button on the **Review Response** page, the yellow “**DRAFT BID**” banner will change to a green “**Submission confirmation email sent**” banner as shown in the following screen shots.

## Review and Submit

When your response is ready to be submitted, click the **Review & Submit** button from any page in the solicitation except **Review Response**.

⚠ DRAFT BID  
 Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.
 Review & Submit

Selecting **Review & Submit** opens the **Review Response** page. The **Submit** button is located only on the **Review Response** page.

⚠ DRAFT BID  
 Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.
 Submit

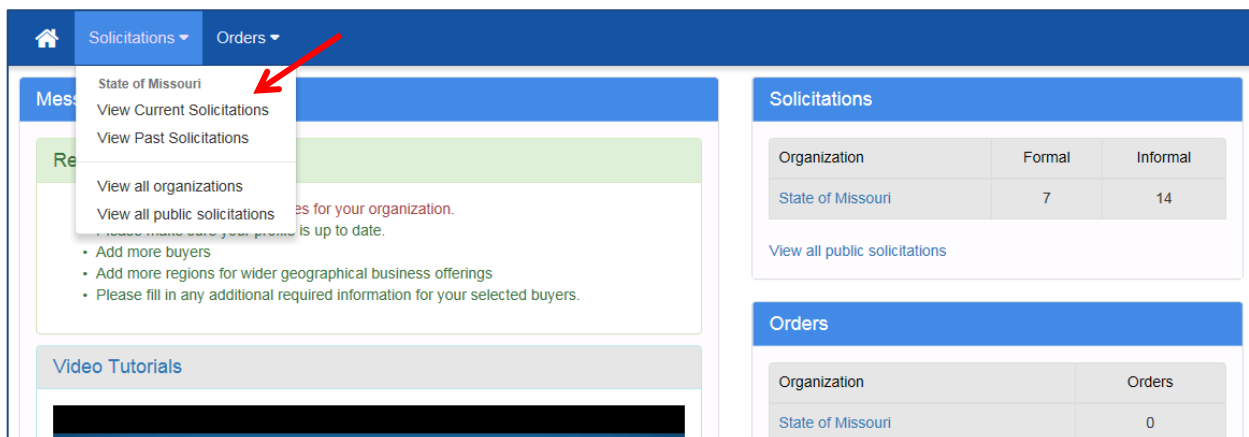
Click **Submit**. Once you **Submit**, the top of the **Review Response** page will refresh to display a green **'Submission confirmation email sent'** banner.

Submission confirmation email sent
Retract

This means that your response has been successfully submitted into the WebProcure™ system and you may modify your response up until the solicitation end date and time.

## Where You Can Confirm You've 'Responded' to a Bid

Log in to MissouriBUYS and Click on **View Current Solicitations** from the **Solicitations** drop down.




The screenshot shows the MissouriBUYS user interface. At the top, there are navigation tabs for 'Solicitations' and 'Orders'. The 'Solicitations' dropdown menu is open, and a red arrow points to the 'View Current Solicitations' option. Below the menu, there are two summary tables:

Organization	Formal	Informal
State of Missouri	7	14

Below the 'Solicitations' table is a link: 'View all public solicitations'. Below that is the 'Orders' section with another table:

Organization	Orders
State of Missouri	0

As a vendor, you will be able to see your bid opportunities on the **My List** page. When you successfully submit an electronic response to a bid, **Responded** will appear in the **Status** field.

Current Solicitations


Filter by Agency

Start Date From (MM/DD/YYYY)

Filter By Title

Start Date to (MM/DD/YYYY)

Filter By Opp. No

End Date From (MM/DD/YYYY)

End Date To (MM/DD/YYYY)

Please be sure to view both "My List" and "Other Active Opportunities."

Solicitation(s) to which you have been invited and/or responded

**My List**   Other Active Opportunities

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFBC30034901901307	State of Missouri	Monthly Meats - DOC	June 11, 2019 at 10:30:00 AM CDT	June 19, 2020 at 2:00:00 PM CDT	226d:22h:51m	Active	⋮
Response:#1		Quote 1	Status: Responded				⋮

[Add New Response](#)

Displaying: 1-1 / 1

★ - New Solicitations, yet to be reviewed.  
 ⚡ - Quick Solicitations that are about to end

### You've Created a Draft Response and Can't Seem to Locate the Draft

If you saved a 'Draft' response to a bid solicitation (i.e. you did not **Submit** the response before exiting the system), your draft response will be on the **My List** page or on the **Other Active Opportunities** page under **View Current Solicitations**. (The system automatically defaults to **My List**.)

When you registered, you entered a commodity code(s) appropriate for the product(s)/service(s) you offer, and you receive automated notification of new bid opportunities matching your code(s). These matches will appear on your **My List** page while all other bid opportunities (i.e. ones that don't match your commodity code(s)) will appear on the **Other Active Opportunities** page. Vendors are encouraged to look at bid opportunities on both pages.

If you create a draft bid response to an opportunity you found on the **Other Active Opportunities** page, you will find your draft response on the **Other Active Opportunities** page. You will see **Draft** in the **Status** field of your response.

Please be sure to view both "My List" and "Other Active Opportunities."

Other Active Opportunities : State of Missouri

My List **Other Active Opportunities**

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFBM605CO18000792	MoDOT - CO	IFBM Template Sample - Facilities v2	November 04, 2018 at 8:00:00 AM CST	November 11, 2018 at 2:00:00 PM CST	21555d:23h:2m	Active	⋮
Response:#1		Quote 1	Status: <b>Draft</b>		⋮		
Response:#2		Quote 2	Status: <b>New</b>		⋮		
Response:#3		Quote 3	Status: <b>New</b>		⋮		

You can open your draft by clicking on the **Response** or by clicking on the **Submit/Edit Your Response** action key under **More Actions**.


My List **Other Active Opportunities**



Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFBM605CO18000792	MoDOT - CO	IFBM Template Sample - Facilities v2	November 04, 2018 at 8:00:00 AM CST	November 11, 2018 at 2:00:00 PM CST	21555d:22h:20m	Active	⋮
Response:#1		Quote 1	Status: <b>Draft</b>		⋮		
Response:#2		Quote 2	Status: <b>New</b>		⋮		
Response:#3		Quote 3	Status: <b>New</b>		⋮		

+ Add New Response

Solicitation IFBM605CO18000792  
 Submit/Edit Your Response  
 View Response Summary


Once the response is completed and you hit **Submit**, the bid opportunity will move to your **My List** page and **Responded** will appear in the **Status** column.




My List  Other Active Opportunities

Opp. No	Agency	Title	Start Date	End Date	Time Remaining 	Bid Status	Actions
IFBC30034901901307	State of Missouri	Monthly Meats - DOC	June 11, 2019 at 10:30:00 AM CDT	June 19, 2020 at 2:00:00 PM CDT	226d:21h:8m	Active	⋮
Response:#1		Quote 1	Status: Responded		⋮		
Add New Response							
IFBM605CO18000792 ★	MoDOT - CO	IFBM Template Sample - Facilities v2	November 04, 2018 at 8:00:00 AM CST	November 11, 2078 at 2:00:00 PM CST	2155d:22h:7m	Active	⋮
Response:#1		Quote 1	Status: Responded 		⋮		
Response:#2		Quote 2	Status: New		⋮		
Response:#3		Quote 3	Status: New		⋮		




### Retracting A Submitted Bid Response


If you need to revise a bid response you submitted electronically, you can find the solicitation on your **My List** page until the solicitation end date and time. Locate the solicitation number in the **Opp No** column and click on the appropriate **Response #** you want to revise/retract.

My List  Other Active Opportunities

Opp. No	Agency	Title	Start Date	End Date	Time Remaining 	Bid Status	Actions
IFBC30034901901307 	State of Missouri	Monthly Meats - DOC	June 11, 2019 at 10:30:00 AM CDT	June 19, 2020 at 2:00:00 PM CDT	225d:23h:27m	Active	⋮
Response:#1 		Quote 1	Status: Responded		⋮		

Click on the **Review Response** tab and click **Retract**.

Overview Requirements Questionnaire Respond Attach Documents **Review Response**  Collaborate  

Submission confirmation email sent  **Retract**

If you **Retract** your response, the **Status** will return to **Draft**, and the solicitation will appear on the **My List** page OR the **Other Active Opportunities** page depending on where you originally found the solicitation. If you originally found the bid opportunity on the **Other Active Opportunities** page,



when you **Retract** your submitted response, the bid opportunity will go back to the **Other Active Opportunities** page and the **Status** will change from **Responded** to **Draft**. Once you submit a revised response for the bid opportunity, the solicitation will appear again on your **My List** page and the **Status** will go back to **Responded**.