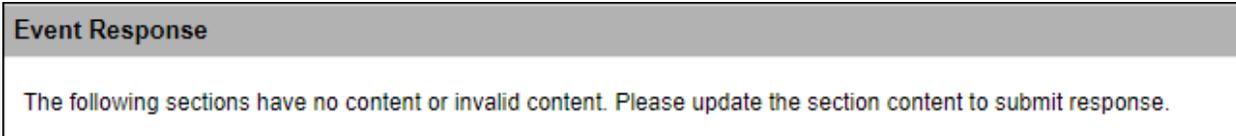# Why can't I submit my bid? What do I need to do to complete the bid and submit?

Suppliers who are trying to complete and submit a bid, may run into an issue. The steps below will show you what to look for when unable to submit a bid.

Event Response

The following sections have no content or invalid content. Please update the section content to submit response.

The message will also state the section with the missing or invalid content.

You may also see a section meeting minimum requirements box with a red '**X**'.

Sections Meeting Minimum Requirements 3/4   **✕**

There are few things to look for to complete the bid.

➢ Fields with a red asterisk (*****) signify it is a required field.

3. This needs to be filled out.

*

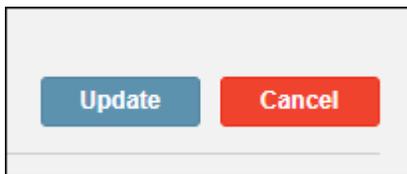* **Response Attachments:**   attachments(0)
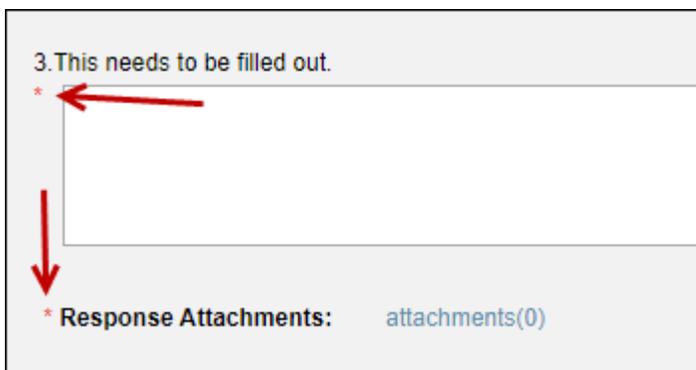
The blank text box above is not a question but a required field and is looking for text to satisfy the validation.

The response attachments above is also a required field and will need a document uploaded.

➢ To upload a document, click the green plus (+) New > browse to your file location > click open.

Add a file description, as shown below:

Section 2 - test4 - Question 1   x

➕ New 📘 Library

File Description	File Name	Date Uploaded ▾	Remove
* test document	Sample Upload Document.docx		✖

Update   **Cancel**
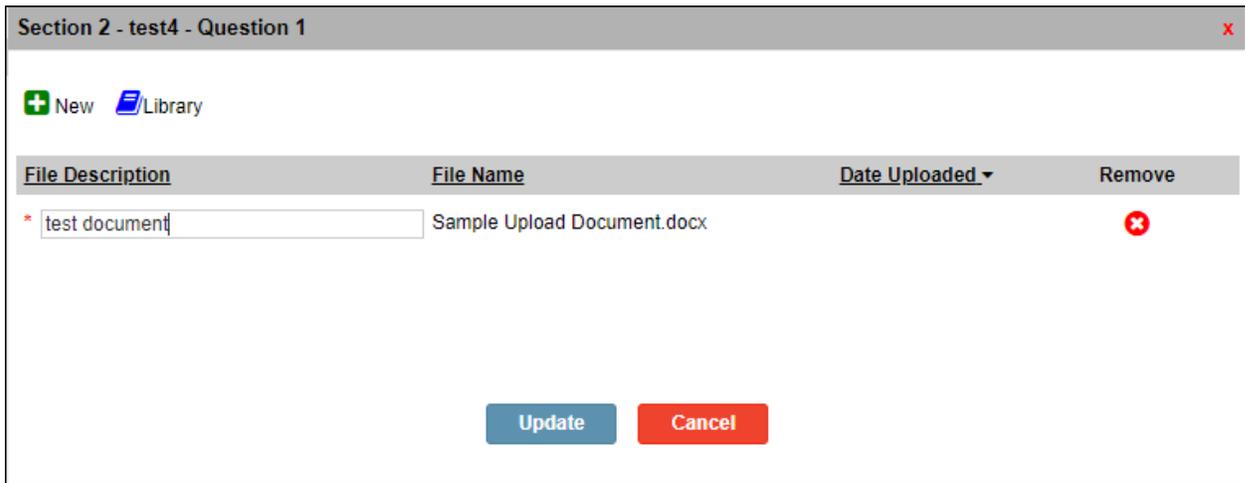
➢ Please make sure to click the Update button after any changes. This will save any text or documents to the bid.

Update   **Cancel**

When the attachment is fully loaded, it will show as below:

* Response Attachments: attachments(1)

➢ When adding the Unit Bid Price, do not add a dollar sign ($). It will show as below:

UOM	Quantity	Unit Bid Price	Extended Bid Price	Supplier Notes	Attachments	No Bid	Validation	Errors
Lot	1	$100.00			attachments (0)	☐	Invalid	• Unit Bid Price: Is not a decimal.

The Validation column shows as Invalid, and the Errors column provides additional information.

➢ When the Unit Bid Price does not have the dollar sign ($), it will show as below:

UOM	Quantity	Unit Bid Price	Extended Bid Price	Supplier Notes	Attachments	No Bid	Validation	Errors
Lot	1	100.00	100.00		attachments (0)	☐	Valid	

The Validation column shows as Valid.

➢ The Section Meeting Minimum Requirements has a green check at the end (as shown below) and signifies all areas of the bid have been completed and the bid can be submitted.

Sections Meeting Minimum Requirements 4/4 ✓

➢ The bid can be submitted at the top right of the Event screen:

Next Step: Submit Response to Customer ▾   Submit   Back