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City of Johnson City, Tennessee

HOW TO SUBMIT A BID (QUOTE) ON-LINE

A. First log into the system using your login and password information. This is case sensitive. All lowercase please.

B. From your Home Page, if the bid is available for on-line bidding it will be located in the "Open Bids" section. To create a bid response, click on "Create Quote/Bid". NOTE: Not all our bids are available for on-line bidding.

C. Once you click on "Create Quote", you should see "New Quote" screen. No information is required on this screen. Click "Save & Continue" at the bottom of the page to create your Quote Number. You are going to simply start at the "General" tab and work your way to the "Summary" tab to complete your bid response.

D. Once you created your Quote Number, you will see the "Quote Validation Errors" shown in red print. These are simply reminders that you will need to complete before you will be permitted to submit your quote online. You can fulfill these requirements as you move from tab to tab.

E. Click on the "Items" tab and start inputting your bid pricing. All lines default to "No Bid". Once you start putting in your pricing, the "No Bid" column will un-check the box. The online system will automatically compute your extensions. Continue putting in your pricing and when you reach the bottom of the page "Save & Continue" before proceeding to the next page if more items exist. If more items exist, the application will

state a second page by the numbers at the bottom of the page. Remember to “Save & Continue” if you input any pricing on any page, otherwise your pricing won’t be saved.

F. After you have completed the pricing on the “Items” tab and have saved - click on the “Questions” tab and answer any presented questions. Click “Save & Continue” to save your answers before moving on to the next tab.

G. The next tab is “Notes”. If you wish to add some type of note to the Purchasing Director, you can do this here. This is not a required tab to populate by the bidder.

H. The next tab is the “Terms & Conditions” tab. All bidders must accept or not accept our Terms and Conditions listed in the bid document. If you answer, “Yes, with exception”, you will need to list what exception you are not in agreement with. Remember to “Save & Continue”.

I. The next tab is “Attachments”. Click on “Browse Repository”. Click on “add file” next to the quote folder. From the Add File page, click on “Browse”. You should be prompted to locate your attachments within your computer files. Once you find your files and insert them into the repository you will be brought back to the Add File page. You can add more files if you wish by following the same procedure. If you scanned all your documents as one file, then you would choose to “Save & Exit”. If you scanned your documents as individual files, then you would “Save & Continue” until you had attached all the required documents.

J. Once you “Save & Exit” you will be brought to the “Attachments” tab that shows what you have attached. You can delete files and continue to add more files if you wish. If you delete any files, click “Save” or your files won’t be deleted.

K. The last tab is the “Summary” tab. This is a summary of all the information that you put in on the other tabs. If you want to make a change on any item, you can. Simply go back to the tab that is applicable and make your changes. If you want to change a price, go to the “Items” tab. If you want to change an attachment, go to the “Attachments” tab. If you are finished entering your quote, scroll down to the bottom of the page and “Submit Quote”. Once you submit your quote, your quote has a new status of “submitted”.

L. **You will receive an email confirmation that your bid has been submitted**. You can also go to your Home Page and see that your quote/bid is there. Click on "Home" and then "Control Center". From here you can click on your quote/bid number and make any changes to the quote/bid by clicking on "Withdraw Quote" from the bottom of the page. Once you withdraw the quote/bid, click on "Reopen Quote" from the bottom of the page and then you can make any changes necessary. Once you have made your changes, you will need to "Submit Quote" again from the Summary tab. The system does not assume that you wish to resubmit the quote/bid once you make changes. You are responsible for resubmitting your quote/bid.

NOTE: THE CITY OF JOHNSON CITY SHALL NOT BE RESPONSIBLE FOR TECHNICAL DIFFICULTIES EXPERIENCED BY VENDORS TRYING TO SUBMIT THEIR BID RESPONSE LESS THAN ONE HOUR PRIOR TO OPENING TIME!

Welcome To

City of Johnson City - BSO Online

Register

Register here to begin using City of Johnson City - BSO Online.
Vendors, please read this disclaimer prior to registering.

Complete Registration

Complete registration here to begin using City of Johnson City - BSO Online.
Vendors, please read this disclaimer prior to completing registration.

Open Bids

Browse open bid opportunities.

Login ID:

Password:

Login

Forgot your password?

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