

ProcureWare - Vendors

Uploading Bid Documents

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How do I upload a bid document for my response?

Quick Steps

1. Under Bid menu, click Bid's Number.
2. Click "Response" tab.
3. Click "Choose File" button to pick the file to upload.
4. Click "Save" button.
5. Click "Submit Bid" and confirmation "I Accept and Submit this Bid" buttons.
6. Receive on-screen confirmation with your name, date, and time of submission.
7. Receive email confirmation code.

How do I upload a bid document for my response?

Detailed Steps with Screenshots

1. After logging in to your ProcureWare account, select the “Bids” menu item on the left side of the window.

The screenshot shows the ProcureWare Bentley Webinar Procurement Site interface. The left sidebar contains navigation options: Home, My Account, Bids (highlighted with a red box and arrow), Contracts, Activities, and Documents. The main content area displays the 'Bids' section with a header showing '6 MY SUBMITTED BIDS' and '2 MY BIDS IN PROGRESS'. Below this, there are two informational boxes: 'Number of days closed and cancelled bids are visible: 360' and 'Number of days awarded bids are visible: 60'. A filter section for 'BIDS (15 records)' includes search fields for NUMBER and TITLE, and checkboxes for STATUS (Open for Bidding, Closed to Bidding, Awarded, Cancelled) and CATEGORY CODE/TITLE. A table of bid records is displayed below.

NUMBER	TITLE	STATUS	BID TYPE	PROCESS	AVAILABLE DATE	CLARIFICATION DEADL...	DUE DAT
2019.12.12-3/16/2020 - Online Version	RFQ - We Play Area Renovation- East Sound	Open for Bidding	RFQ	One Step Unsealing	3/16/2020 12:15 PM	4/6/2020 12:04 PM	4/17/2020 12:04 PM
2019.12.12.1-Clone	Playground ADA Compliance 2020	Closed to Bidding	RFP	One Step Unsealing	3/4/2020 4:46 PM		3/6/2020 4:46 PM
2019.7	July 2019 Auction	Closed to Bidding	AUCTION	Forward Auction	7/16/2019 3:14 PM		2/22/2020 9:04 PM

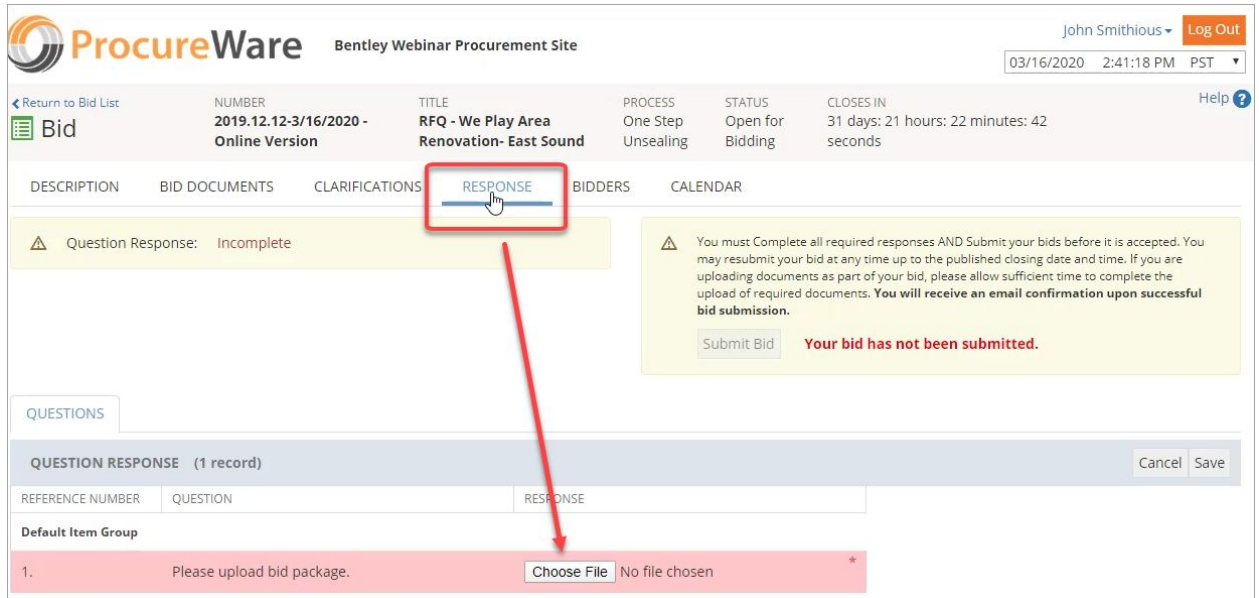
2. Select the bid you want to respond to by clicking on its bid number hyperlink under the “Number” column.

This is a close-up view of the bid records table. A red box highlights the 'NUMBER' column, specifically the first row: '2019.12.12-3/16/2020 - Online Version'. The table structure is as follows:

NUMBER	TITLE	STATUS	BID TYPE	PROCESS	AVAILABLE DATE	CLARIFICATION DEADL...	DUE DAT
2019.12.12-3/16/2020 - Online Version	RFQ - We Play Area Renovation- East Sound	Open for Bidding	RFQ	One Step Unsealing	3/16/2020 12:15 PM	4/6/2020 12:04 PM	4/17/2020 12:04 PM
2019.12.12.1-Clone	Playground ADA Compliance 2020	Closed to Bidding	RFP	One Step Unsealing	3/4/2020 4:46 PM		3/6/2020 4:46 PM
2019.7	July 2019 Auction	Closed to Bidding	AUCTION	Forward Auction	7/16/2019 3:14 PM		2/22/2020 9:04 PM

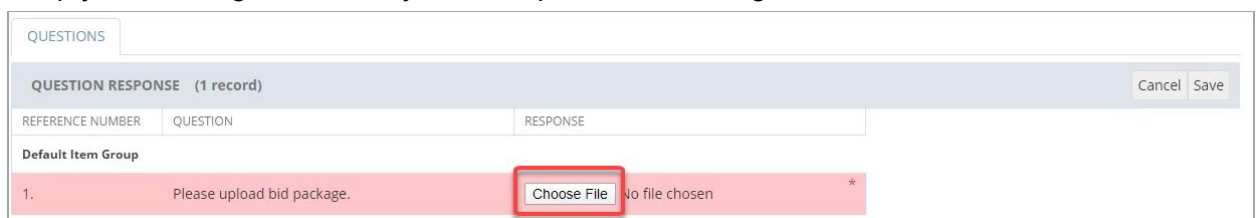
3. Click the “Response” tab on the bid.

Note: If there is no response tab, the bid does not allow online document submissions. Please reach out to the Contact on the bid (located on the bid’s “Description” tab) for questions about response methods for a bid.



4. Click the “Choose File” button to choose the document you want to upload as your response.

- If there is more than one “Choose File” button that has a red highlight, you will need to submit the requested document for each button.
 - The red highlight indicates a required response for your bid submission.
- Only one “item” can be uploaded per “Choose File” button. If you have more than one document you need to upload and there is only one “Choose File” button, you will need to zip your files together so they can be uploaded as a single item.



5. Click “Save” button to upload and save document(s).

The screenshot shows the ProcureWare interface for a bid response. At the top, the user is logged in as John Smithious. The bid details include: NUMBER 2019.12.12-3/16/2020 - Online Version, TITLE RFQ - We Play Area Renovation- East Sound, PROCESS One Step Unsealing, STATUS Open for Bidding, and CLOSES IN 31 days: 21 hours: 21 minutes: 52 seconds. The 'RESPONSE' tab is active, showing a 'Question Response: Incomplete' status. A progress bar at the bottom indicates 62% completion. A red arrow points to the 'Save' button in the bottom right corner. A red text box overlaid on the image reads: "Be sure to allow enough time to upload ALL of your documents before the Bid Due Date."

6. Click “Submit Bid” button to submit your bid response.

The screenshot shows the ProcureWare interface with the bid response status updated to 'Question Response: Complete - REMEMBER TO SUBMIT'. The 'Submit Bid' button is highlighted with a red box. The bid details are the same as in the previous screenshot, but the 'CLOSES IN' time is now 31 days: 21 hours: 21 minutes: 44 seconds. The 'RESPONSE' tab is active, and the progress bar is no longer visible.

a. You will need to click the “I Accept and Submit this Bid” button to finalize your submission.

The screenshot shows a 'Submit Bid' dialog box. The text inside reads: "By submitting this bid I acknowledge that I have reviewed the online information, documents and any addenda associated with this bid, that I am authorized to legally bind the company that I represent to the offer that I have presented, and that I accept the terms and conditions presented." At the bottom right, there are two buttons: "I Do Not Accept" and "I Accept and Submit this Bid". The "I Accept and Submit this Bid" button is highlighted with a red box.

7. Upon successful bid submission you will see your name, date, and time of submission on the Response tab. You will also receive an email with a confirmation code.

The screenshot displays the ProcureWare Bentley Webinar Procurement Site interface. At the top left is the ProcureWare logo and the text "Bentley Webinar Procurement Site". On the top right, the user "John Smithious" is logged in, with a "Log Out" button and a clock showing "03/16/2020 2:43:19 PM PST". Below this is a navigation bar with a "Return to Bid List" link and a "Bid" icon. A table provides bid details: NUMBER "2019.12.12-3/16/2020 - Online Version", TITLE "RFQ - We Play Area Renovation- East Sound", PROCESS "One Step Unsealing", STATUS "Open for Bidding", and CLOSING IN "31 days: 21 hours: 20 minutes: 41 seconds". A "Help" icon is also present. Below the navigation bar are tabs for "DESCRIPTION", "BID DOCUMENTS", "CLARIFICATIONS", "RESPONSE" (which is active), "BIDDERS", and "CALENDAR". The main content area shows two green notification boxes. The first says "Question Response: Complete". The second, highlighted with a red box, says "You may withdraw your bid up to the bid's stated due date and time. Withdrawing your bid will delete all of your bid responses." Below this is a red "Withdraw Bid" button and the text "Submitted by John Smithious 3/16/2020 2:43:14 PM". At the bottom right of this area, the text "Successful Submission" is written in red. A "QUESTIONS" button is located at the bottom left of the main content area.

How do I change submitted documents before the bid closes to bidding?

Submitted bids can only be edited, saved, and re-submitted before a bid closes to bidding.

1. On the bid you want to change, click the “Edit” button in the area above the documents you previously uploaded.

- This will give you access to change the document(s).

The screenshot displays the ProcureWare Bentley Webinar Procurement Site interface. At the top, the user is logged in as John Smithious, with a 'Log Out' button and a date/time dropdown showing 03/16/2020 2:44:05 PM PST. The main header includes the ProcureWare logo and the site name. Below this, a navigation bar shows the current bid details: 'Return to Bid List', 'Bid', 'NUMBER: 2019.12.12-3/16/2020 - Online Version', 'TITLE: RFQ - We Play Area Renovation- East Sound', 'PROCESS: One Step Unsealing', 'STATUS: Open for Bidding', and 'CLOSES IN: 31 days: 21 hours: 19 minutes: 55 seconds'. A 'Help' icon is also present.

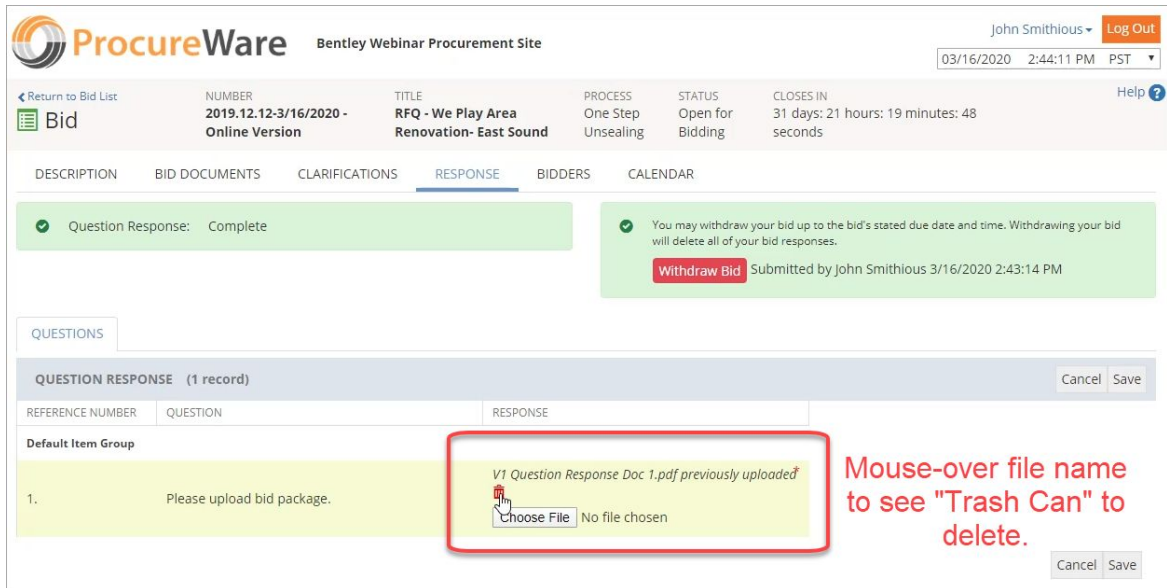
The main content area has several tabs: 'DESCRIPTION', 'BID DOCUMENTS', 'CLARIFICATIONS', 'RESPONSE' (selected), 'BIDDERS', and 'CALENDAR'. Under the 'RESPONSE' tab, there are two green notification boxes. The first says 'Question Response: Complete'. The second says 'You may withdraw your bid up to the bid's stated due date and time. Withdrawing your bid will delete all of your bid responses.' Below this is a red 'Withdraw Bid' button and the text 'Submitted by John Smithious 3/16/2020 2:43:14 PM'.

Below the notifications is a 'QUESTIONS' section. It shows a dropdown for 'QUESTION RESPONSE (1 record)'. A table lists the question response details:

REFERENCE NUMBER	QUESTION	RESP...	GROUP LABEL	ORDER	RESPONSE
1.	Please upload bid package.	Yes	Default Item Group	1	V1 Question Response Doc 1.pdf

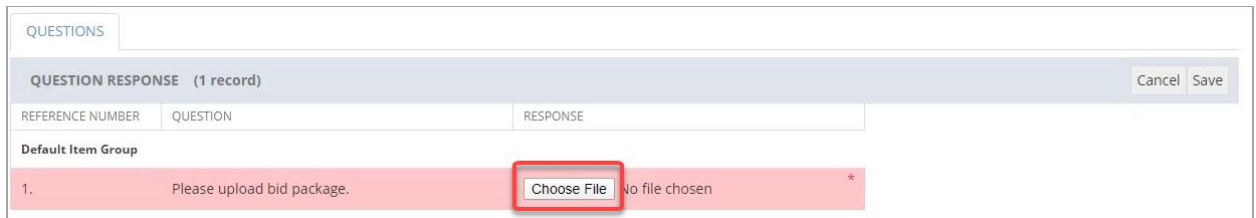
An 'Edit' button with a gear icon is highlighted with a red box in the top right corner of the table area.

2. Mouse-over the document you want to change and click the “Trash Can” icon to delete the old document.



The screenshot shows the ProcureWare interface for a bid. At the top, it displays the user name "John Smithious" and a "Log Out" button. The bid details include: NUMBER: 2019.12.12-3/16/2020 - Online Version; TITLE: RFQ - We Play Area Renovation- East Sound; PROCESS: One Step Unsealing; STATUS: Open for Bidding; CLOSING IN: 31 days: 21 hours: 19 minutes: 48 seconds. The "RESPONSE" tab is active, showing a "Question Response: Complete" status. A table titled "QUESTION RESPONSE (1 record)" has columns for REFERENCE NUMBER, QUESTION, and RESPONSE. The first row shows a question "Please upload bid package." and a response area containing a file name "V1 Question Response Doc 1.pdf previously uploaded*" and a "Choose File" button. A red box highlights the file name and the "Choose File" button. A red text annotation to the right of the box reads: "Mouse-over file name to see 'Trash Can' to delete."

3. Click the “Choose File” button to choose the document you want to upload as your response.



This screenshot is a close-up of the "QUESTION RESPONSE" table from the previous image. The "RESPONSE" column for the first row is highlighted in red. The "Choose File" button is circled with a red box, indicating the next step in the process.

4. Click "Save" button to upload and save document(s).

NOTE: SAVING CHANGES TO YOUR BID WILL **UNSUBMIT YOUR CURRENT BID - YOU MUST RESUBMIT YOUR BID IF YOU EDIT AND SAVE IT.**

ProcureWare Bentley Webinar Procurement Site

John Smithious Log Out

03/16/2020 2:42:08 PM PST

Return to Bid List Bid

NUMBER: 2019.12.12-3/16/2020 - Online Version

TITLE: RFQ - We Play Area Renovation- East Sound

PROCESS: One Step Unsealing

STATUS: Open for Bidding

CLOSES IN: 31 days: 21 minutes: 52 seconds

DESCRIPTION BID DOCUMENTS CLARIFICATIONS RESPONSE BIDDERS CALENDAR

Question Response: Incomplete

You must Complete all required responses AND Submit your bids before it is accepted. You may resubmit your bid at any time up to the published closing date and time. If you are uploading documents as part of your bid, please allow sufficient time to complete the upload of required documents. You will receive an email confirmation upon successful bid submission.

Submit Bid Your bid has not been submitted.

QUESTIONS

QUESTION RESPONSE (1 record)

REFERENCE NUMBER QUESTION RESPONSE

62%

Default Item Group

1. Please upload bid package. Choose File V1 Question Response Doc 1.pdf

Be sure to allow enough time to upload ALL of your documents before the Bid Due Date.

Attention!

You must resubmit your bid in order for it to be considered.

You MUST resubmit your bid after saving a change in order to have a submitted bid.

5. Click "Submit Bid" button to submit your new bid response.

ProcureWare Bentley Webinar Procurement Site

John Smithious Log Out

03/16/2020 2:42:16 PM PST

Return to Bid List Bid

NUMBER: 2019.12.12-3/16/2020 - Online Version

TITLE: RFQ - We Play Area Renovation- East Sound

PROCESS: One Step Unsealing

STATUS: Open for Bidding

CLOSES IN: 31 days: 21 minutes: 44 seconds

DESCRIPTION BID DOCUMENTS CLARIFICATIONS RESPONSE BIDDERS CALENDAR

Question Response: Complete - REMEMBER TO SUBMIT

You must Complete all required responses AND Submit your bids before it is accepted. You may resubmit your bid at any time up to the published closing date and time. If you are uploading documents as part of your bid, please allow sufficient time to complete the upload of required documents. You will receive an email confirmation upon successful bid submission.

Submit Bid Your bid has not been submitted.

QUESTIONS

QUESTION RESPONSE (1 record)

REFERENCE NUMBER QUESTION RESP... GROUP LABEL ORDER RESPONSE

Default Item Group

1. Please upload bid package. Yes Default Item Group 1 V1 Question Response Doc 1.pdf

- b. You will need to click the “I Accept and Submit this Bid” button to finalize your submission.

Submit Bid ✕

By submitting this bid I acknowledge that I have reviewed the online information, documents and any addenda associated with this bid, that I am authorized to legally bind the company that I represent to the offer that I have presented, and that I accept the terms and conditions presented.

6. Upon successful bid submission you will see your name, date, and time of submission on the Response tab. You will also receive an email with a confirmation code.

ProcureWare Bentley Webinar Procurement Site John Smithious [Log Out](#)
03/16/2020 2:43:19 PM PST Help ?

[Return to Bid List](#) **Bid**

NUMBER	TITLE	PROCESS	STATUS	CLOSES IN
2019.12.12-3/16/2020 - Online Version	RFQ - We Play Area Renovation- East Sound	One Step Unsealing	Open for Bidding	31 days: 21 hours: 20 minutes: 41 seconds

DESCRIPTION BID DOCUMENTS CLARIFICATIONS **RESPONSE** BIDDERS CALENDAR

✔ Question Response: Complete

✔ You may withdraw your bid up to the bid's stated due date and time. Withdrawing your bid will delete all of your bid responses.
[Withdraw Bid](#) Submitted by John Smithious 3/16/2020 2:43:14 PM

Successful Submission

[QUESTIONS](#)

How do I withdraw a submitted bid before the bid closes to bidding?

Bids can only be withdrawn before a bid closes to bidding.

1. On the bid you want to withdraw, click the “Withdraw Bid” button.
 - Note: This button will not appear unless you have successfully submitted a bid *and* the bid has not closed to bidding.

ProcureWare Bentley Webinar Procurement Site

John Smithious Log Out

03/16/2020 2:45:36 PM PST

Return to Bid List Bid

NUMBER	TITLE	PROCESS	STATUS	CLOSES IN
2019.12.12-3/16/2020 - Online Version	RFQ - We Play Area Renovation- East Sound	One Step Unsealing	Open for Bidding	31 days: 21 hours: 18 minutes: 23 seconds

DESCRIPTION BID DOCUMENTS CLARIFICATIONS RESPONSE BIDDERS CALENDAR

Question Response: Complete

You may withdraw your bid up to the bid's stated due date and time. Withdrawing your bid will delete all of your bid responses.

Withdraw Bid submitted by John Smithious 3/16/2020 2:45:06 PM

QUESTIONS

QUESTION RESPONSE (1 record) Edit

REFERENCE NUMBER	QUESTION	RESP...	GROUP LABEL	ORDER	RESPONSE
1.	Please upload bid package.	Yes	Default Item Group	1	V2 Question Response: Doc 1.pdf

2. Confirm that you want to withdraw your submitted bid. This will delete all of your bid responses.

Withdraw Bid

You have chosen to Withdraw your bid. This will delete all of your bid responses. Do you wish to proceed?

Click to confirm your withdraw of your submitted bid.

Cancel Withdraw Bid

3. Upon successful bid withdrawal, you will see your name, date, and time of withdrawal on the Response tab.

- Note that all prior responses have been deleted.

The screenshot displays the ProcureWare Bentley Webinar Procurement Site interface. At the top, the user is logged in as John Smithious, with a 'Log Out' button. The current date and time are 03/16/2020, 2:45:48 PM PST. The main header includes a 'Return to Bid List' link and a 'Bid' icon. The breadcrumb trail shows: DESCRIPTION > BID DOCUMENTS > CLARIFICATIONS > RESPONSE > BIDDERS > CALENDAR. The 'RESPONSE' tab is active. A yellow notification box on the left indicates 'Question Response: Incomplete'. A larger yellow notification box on the right, highlighted with a red border, contains the following text: 'Withdrawn by John Smithious 3/16/2020 2:45 PM'. Below this, a message states: 'You must Complete all required responses AND Submit your bids before it is accepted. You may resubmit your bid at any time up to the published closing date and time. If you are uploading documents as part of your bid, please allow sufficient time to complete the upload of required documents. You will receive an email confirmation upon successful bid submission.' At the bottom of this box is a 'Submit Bid' button and the text 'Your bid has not been submitted.'