

Supplier Management System.

Click on "View Active Bid Opportunities". This will display a listing of Bid Opportunities.



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I I I	Supplier M	fanagement portunities	
	Using below are current and recent sublicitations that (75 finerg has issued. The list finer/search the issue by clicing the "Vew InterVarend Optionation below to fin specific bild opportunity (note, the cursor changes to a hand when hovering over the continue or submit a bid. All Listings	Is sorted by due date, with more recent solicitations potential at the top of the line. You can spacefic bid opportunity by clicking the opportunity). This will open the bid solicitation details and allow you to view options to Wiew Filter/Search Options.	Stores.
NAME AND ADDRESS	7000012345 - Cement on Road Work	Due Soon Some Soon 11/13/2020 2.000 mm US/Central Querior Deating 11/11/2020 1.000 pm US/Central Solid Central	
	Information for Vendors	View Active Bid Opportunities	
	Account Access	CPS Energy Bidding Documents	
	Lookup Vendor accounts or reset user passwords	List of documents that may be needed during the bidding process.	
	Account Lookup	Documents	



Log In & Dashboard.

Once you have logged in to the system, you will see your dashboard. On the left-hand panel, select "View" and "My Bid Solicitations" to access all active CPS Energy Bid Opportunities.



Select "View" to access the Bid Opportunity details.

Test	Bid Solicita	tions						
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3 2G NOW	All bid postings	available to you are lister	d below. Adjust the dates and filters to	refine or expand the list. You can	also sort and page through the list; click View to vi	iew a specific record.		
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Solicitation View of the Bid Opportunity.

From the Solicitation View, you can 1) follow the Bid Opportunity by selecting "Prime", 2) submit technical questions about the bid by selecting "Q & A", and 3) submit your bid by selecting "Submit Bid".

Test System	Solicitation: View		Help & Tools 🛠
	Below are the details of the bid solicitation. Add you	rself to the Planholders List to receive important alerts and notices, including any posted addenda.	Add as Newboldson Line
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Show All Hids All		Q&A Submit Bid	
	Bid Solicitation Details		
	COMMODITY/WORK CODES	No Codes Assigned	
	DESCRIPTION	Companies wishing to perform to this solicity in must download the Collective Document from t	his website. The Collective Document contains all pertinent information regarding responses to this
		bid opportunity.	
	SCOPE OF WORK	CPS Energy is seeking a Company to good a Cement for Road Work for a five (5) year term.	
	SPECIAL REQUIREMENTS	A Non-Mandatory Pre-Solicitation Meeting will be held for this bid opportunity. This meeti	
		Submittals are due no later than the date and time posted. CPS Energy reserves the right to reject	t late submittals.
	Staff Contact Information		
Logged on as: KCATA Test5	ORGANIZATION	CDC T	
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After selecting "Prime", the box will turn green and indicate that the Bid Opportunity has been added to your Planholders List. This means you will receive all notifications and updates related to this Bid Opportunity.

	Help & Tools 🍂
Add to Calendar Return to List	Added to Planholders List on 11/10/2020 with interest as Prime Centractor Remove from List
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Cement on Road Work 7000012345 CPS Inergy Facilities	
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Q & A Submit Bid	Þ



Submitting the Bid Response.

After selecting "Submit Bid", use the Edit Bid window to 1) enter your bid amount, 2) add any comments for the CPS Energy Procurement Team, and 3) attach any required documents.

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Logged on as: KCATA Test4 KCATA Test Vendor4	ORGANIZAT	ION				CPS E	nergy			



Attaching Required Files to the Bid Response.

When uploading your attachments, select "Upload File(s)". Close the window (top right corner) and verify that the Bid Documents status is checked.

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Completing the Bid Response.

Once the bid amount is entered and all documents have been uploaded (if required), select "Review" at the bottom of the window.

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In the Review Bid screen, select "Submit Bid" at the bottom of the window.

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After signing the attestation window, you should see a confirmation screen.

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KCATA Test Vendor4	ORGANIZAT	ION	CPS Energy	

You can select "View Bid" to see a summary of the bid that was submitted. You can also select "Edit or Withdraw Bid" at any time prior to the Bid Submission Due Date & Time to make modifications to your submittal.

System	Solicitation								
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