



eSchoolMall Vendor Response Guide

February 2010

RESPONDING TO CATEGORY DISCOUNT BID

1. Visit www.eschoolmall.com
2. Select the Vendor Login link.



3. Enter username and password.

NOTE: If not yet registered download the eSchoolMall vendor registration document from www.kybuy.org or www.kedc.org.

4. Once logged in select the create menu option from the top navigation bar.



- Select the desired bid from those displayed by clicking the radio button in the select column adjacent to the bid and then clicking the Select button.

NOTE: If the desired bid is not listed contact KPC at KPCMemberServices@kybuy.org and request that the bid be published to you.



Vendor Response

View [Create](#) [Submit](#) [Reports](#) [Awards](#) [Profile](#) Help [Logout](#)

Select a Bid, Quote Request or Project Request for the Response:

Instructions: To create a response click the Select radio button next to the bid / request of interest and then click the Select button at the bottom of the screen.

Select	Response ID	Type	Purchasing Entity	Bid / Request ID	Description	Lot Status	Response Due By	Time Remaining	Owner	Response Status
<input checked="" type="radio"/>	New	Discount	Training Organization	8	Janitorial Chemical Supplies (2007)		11/03/2006 2:00 PM ET	3h 12m		New
<input type="radio"/>	2514	Quote	Kyrene School District #28	127	Copy of May West Computers District Building Offices (Desktop Computers)		12/12/2006 12:12 AM ET	38d 13h		New
<input type="radio"/>	2642	Bid	Kyrene School District #28	93	2007 Custodial Supplies - Bid#27415 (Custodial)	No Open Lots	12/17/2006 12:20 PM ET	44d 1h		Returned and Unlocked

ESM Official Time

- The bid terms and conditions will be presented.



Create Response - Accept Terms


Instructions: Review the following Terms & Conditions. Upon completing your review either click the Accept button to accept the Terms & Conditions previous screen. Note - if you Decline the Terms & Conditions you can return at a later date and Accept them. The Bid/Request will display once the

Purchasing Entity:	Training Organization	Response ID:	2796
Bid ID:	8	Responses Due By:	11/03/2006 2:00 PM ET
Description:	Janitorial Chemical Supplies (2007)	Time Remaining:	3 hours 6 minu
Attachments:		Printable Terms:	

Discount Bid Terms and Conditions:

There are no administrative fees for vendors participating in a bid or for the vendor(s) who receive the award for the bid.

Click "Accept" below to accept the Terms and Conditions listed above:

- Review the bid terms and conditions carefully and print a copy for your records by selecting the  icon. Click Accept to agree to the terms and conditions and continue responding to the bid. Declining the terms returns the bidder to the Bid Summary page.

- Enter the discount percentage from list price in the % Discount field for each category you wish to bid. **Tip – click the Update button often to save your work.**

NOTE: You do not have to bid every category. If you wish to bid a category but are unable to offer any discount for that category enter “0” in the box.

Select	Category Description	Notes	Settings	% Discount
<input type="radio"/>	3M Projectors		2 sample items exist for this category with 0 responses	27
<input type="radio"/>	Bradford AV Equipment		2 sample items exist for this category with 0 responses	35
<input type="radio"/>	BUN AV Supplies and Projectors		3 sample items exist for this category with 0 responses	
<input type="radio"/>	Califone Media Players		0 sample items exist for this category with 0 responses	40

- The icon in the Notes column indicates the presence of KPC supplied notes related to the bid category. Click the icon to review.
- The Notes dialog box will open and display any notes associated with the category and provide an opportunity to enter any notes for KPC review in the Response Category Notes textbox.

Category Notes

Category Notes:
3M is the provide for all our projectors.

Response Category Notes:

Vendors can enter their own notes in the Response Category Notes.


Note: To save your changes, you must click update here, complete the Category on the modify response page and then click update on the modify response page.

Update





11. Utilize the Next Page and Previous Page buttons to scroll through the categories. Once all of the desired categories have been selected click the Update button.
12. Enter any bid level Response or Payment terms in the provided textboxes and click the Update button.


Create Response - Discount Categories

Instructions: Enter your response in the Percent Discount field provided below. Important - Click the Update button at the bottom of the screen frequently to save your entry. If you wish to forward this response to someone else in your organization click the Forward button and follow the instructions at the top of the screen.

Purchasing Entity: Kentucky Purchasing Cooperative Response ID: 4473
 Bid ID: 21 Time Remaining: 6 hours 49 minutes
 Description: CLS2010 Terms:
 Effective Date Range: 2/12/2010 - 12/31/2010 Attachments: 

Response Terms: Payment Terms:



Select	Category Description	Notes	Sample Items	% Discount
<input type="checkbox"/>	ATHLETIC - Apparel Catalog List Price		0 sample items exist for this category with 0 responses	<input type="text" value="0.0000"/>
<input type="checkbox"/>	ATHLETIC - Apparel Store Shelf		0 sample items exist for this category with 0 responses	<input type="text"/>
<input type="checkbox"/>	ATHLETIC - Equipment Catalog List Price		0 sample items exist for this category with 0 responses	<input type="text"/>
<input type="checkbox"/>	ATHLETIC - Equipment Store Shelf		0 sample items exist for this category with 0 responses	<input type="text"/>

13. The presence of file attachments to this bid will be denoted by the presence of the  icon in the Attachment field. Click on the icon to view or download any available attachments.

Modify Discount Bid Response Attachments

Bid ID: 21
Description: CLS2010



Discount Bid Attachments

Description	File Name	Type	Size	Created	Last Accessed	View
TEST AGAIN	Technology Wigs.docx	application/vnd.openxmlformats-officedocument.word	19 Kb	2/11/2010 3:38:29 PM	2/11/2010 3:38:29 PM	
TEST SPREADSHEET	TEST SPREADSHEET.xlsx	application/vnd.openxmlformats-officedocument.spre	8 Kb	2/11/2010 3:38:29 PM	2/11/2010 3:38:29 PM	

Response Attachments

Description	File Name	Type	Size	Created	Last Accessed	View	Delete
-------------	-----------	------	------	---------	---------------	------	--------

NOTE: If the bid specifications require you to provide information using an attached form or template you must first download the file locally to your computer and then reattach it to the bid once it is completed.

14. To save an attachment locally click the  icon in the View column and select save in the File Download dialog box. Save the file to the desired location.
15. Open the downloaded file, provide all required information, and save it locally.
16. To upload the completed file to the bid. Click the  icon in the attachment field. Click the Attach button.

Response Attachments							
Description	File Name	Type	Size	Created	Last Accessed	View	Delete
<input type="button" value="Attach"/> <input type="button" value="Close"/>							

17. Provide a description for the attachment and click the Continue button.

Modify Discount Catalog Response Attachments - Attach

Discount Catalog ID: 21
Description: CLS2010

Attachment Description:

18. Select the Browse button to locate the file to attach.

Modify Discount Catalog Response Attachments - Attach

Discount Catalog ID: 21
Description: CLS2010

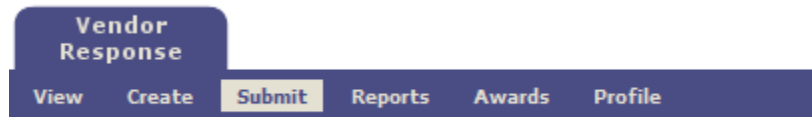
Attachment Description: Upload File

Attach File:

- Select Continue to upload the file. Once the upload is complete the file should be displayed in the Response Attachments section of the Modify Discount Bid Response Attachments window.

Response Attachments							
Description	File Name	Type	Size	Created	Last Accessed	View	Delete
Upload File	KPC Bid Vendor Response Guide.docx	application/octet-stream	1.16 Mb	2/12/2010 11:15:33 AM	2/12/2010 11:15:33 AM		

- Select the Close button to return to the bid response.
- When the bid is completed and ready to be submitted to KPC for consideration choose the Submit option from the top navigation bar.



- Choose the bid response to submit by clicking the radio-button located in the Select column adjacent to the correct bid. Click the Select button.

Select a Bid, Quote Request or Project Request for the Response

Instructions: To view a response click the Select radio button next to the bid / request of interest and then click the Select button at the bottom of the screen.

Select	Response ID	Type	Purchasing Entity	Bid / Request ID	Description	Response Due By	Time Remaining	Owner	Response Status
<input type="radio"/>	4473	Discount	Kentucky Purchasing Cooperative	21	CLS2010	2/12/2010 5:00 PM	5h 33m	Atkins, Sam	In Progress
<input checked="" type="radio"/>	4475	Discount	Kentucky Purchasing Cooperative	24	Copy of Copy of CLS2010	2/12/2010 5:00 PM	5h 33m	Atkins, Sam	In Progress

Addendum exists for the Bid/Request

- A summary of the bid will be displayed for review.

Submit Response

Instructions: Review the following summary information of your response. Select a PO Contact name from the pull down menu provided below. The PO Contact name selected will be communicated to the purchasing entity for inclusion on future purchase orders. To view your response prior to submission click the View button below. Note - once the Submit button is selected your response will be submitted and you can no longer make any changes. Click the Submit button to send your response.

Purchasing Entity:	Kentucky Purchasing Cooperative	Response ID:	4475
Bid ID:	24	Time Remaining:	5 hours 22 minutes
Description:	Copy of Copy of CLS2010	Terms:	

PO Contact:

Notice: Check the check boxes below to indicate that you agree to complete the items listed. Please consult either the [Terms & Conditions](#) for this Discount Bid or contact the purchasing entity facilitating the Discount Bid for specific requirements. If required, these items must be sent under separate cover directly to the purchasing entity facilitating the Discount Bid not to Demo eSchoolMall.



Bid Bond
 Insurance Certificate

If you need additional information or customer support please contact the purchasing entity facilitating the Discount Bid or Demo eSchoolMall.

24. To view the complete response, prior to submission, click the View button.

View Response - Discount Categories

Instructions: Enter your response in the Percent Discount field provided below. Important - Click the Update button at the bottom of the screen frequently to save your entry. If you wish to forward this response to someone else in your organization click the Forward button and follow the instructions at the top of the screen.

Purchasing Entity: Kentucky Purchasing Cooperative Response ID: 4475
 Bid ID: 24 Time Remaining: 5 hours 20 minutes
 Description: Copy of Copy of CLS2010 Terms: 
 Effective Date Range: 2/12/2010 - 2/19/2010 Attachments: 
 Response Terms: Payment Terms:

Select	Category Description	Notes	Sample Items	% Discount
<input type="checkbox"/>	cat 2		0 sample items exist for this category with 0 responses	2.0000
<input type="checkbox"/>	cat 4		0 sample items exist for this category with 0 responses	4.0000
<input type="checkbox"/>	cat 6		0 sample items exist for this category with 0 responses	6.0000
<input type="checkbox"/>	cat 9		0 sample items exist for this category with 0 responses	9.0000
<input type="checkbox"/>	cat 11		0 sample items exist for this category with 0 responses	11.0000
<input type="checkbox"/>	cat 13		0 sample items exist for this category with 0 responses	13.0000

NOTE: This is a view only screen. To make changes prior to submission select the create option from the top navigation and follow the instructions outlined earlier in this document.

25. Select a PO Contact name from the pull down menu. The PO Contact name selected will be communicated to the purchasing entity for inclusion on future purchase orders.
26. Check all the checkboxes to indicate agreement with or completion of the items listed. Consult the Terms & Conditions of this bid for specific requirements.
27. Click the Submit button to send your bid response to KPC for consideration.

NOTE: Once the Submit button is selected the response will be submitted and changes can no longer be made. To request that the bid be returned prior to bid opening contact KPCMemberServices@kybuy.org. Once opened no bid may be returned.