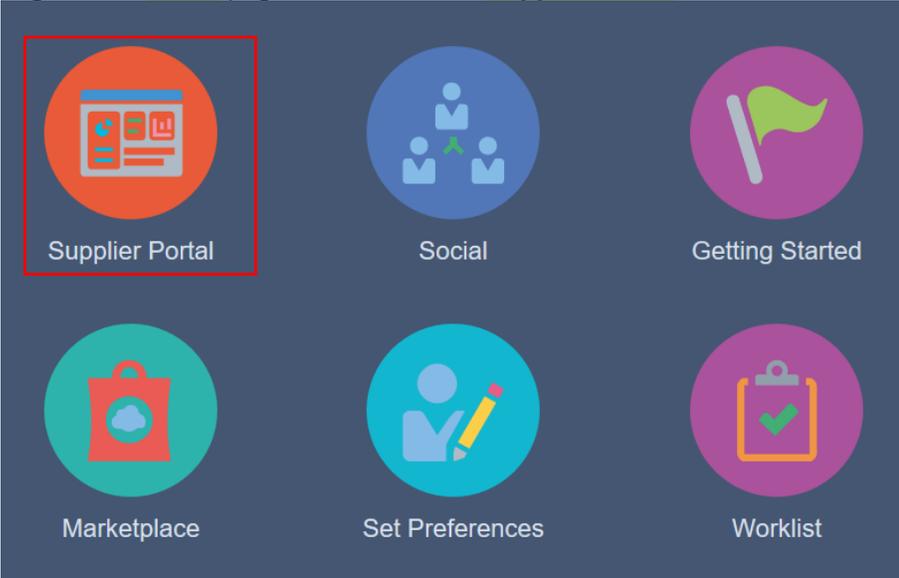


Supplier Respond via Spreadsheet

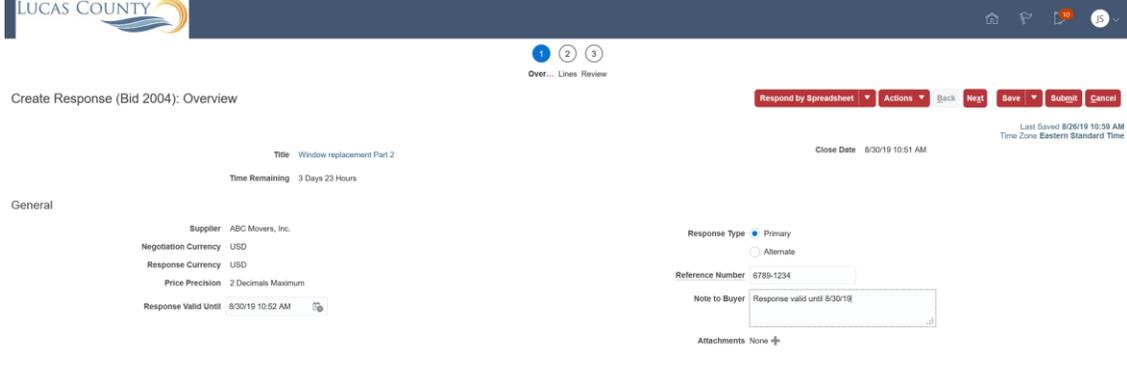
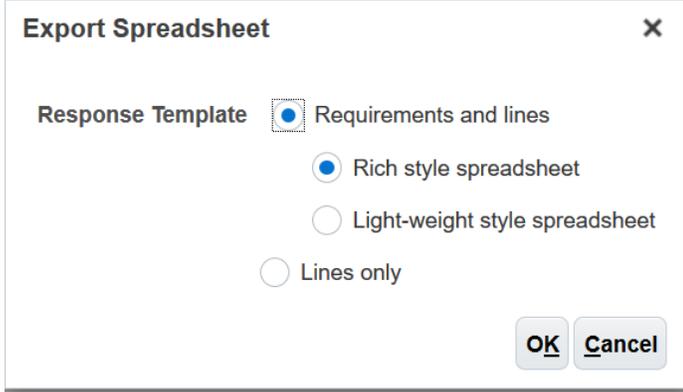
Audience: Suppliers

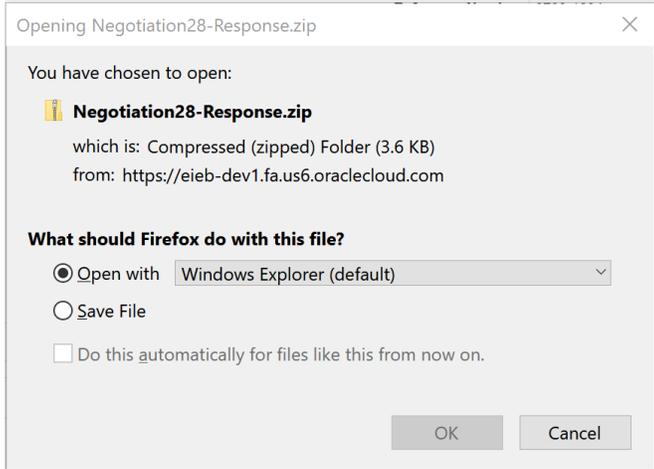
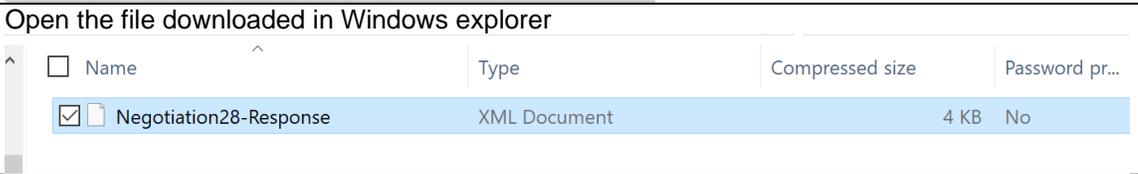
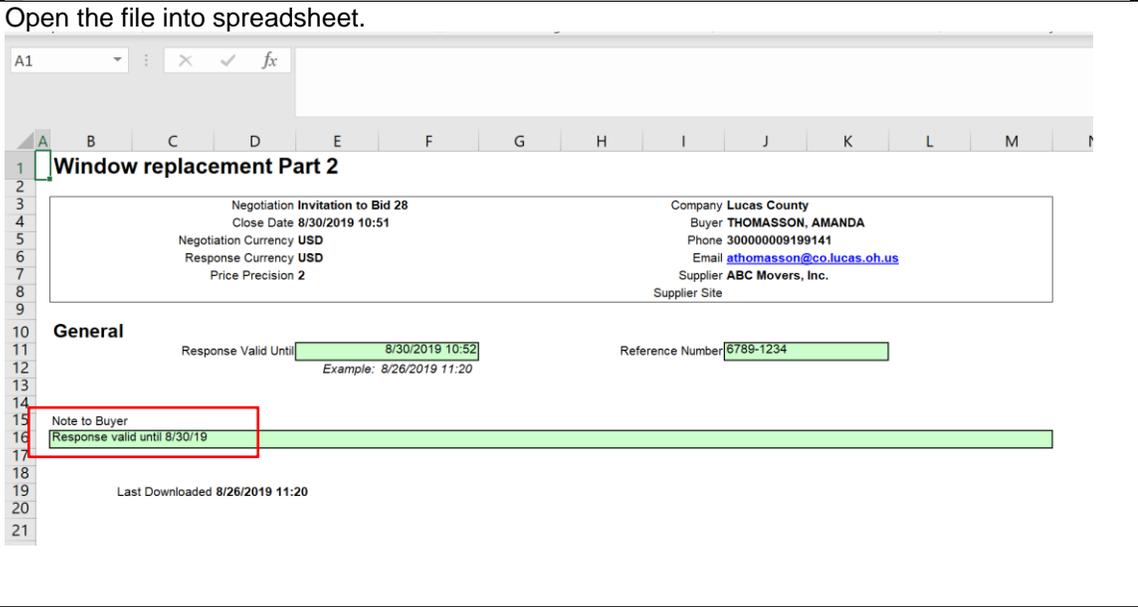
Purpose: Importing negotiation lines by spreadsheet effectively reduces negotiation creation time by completing a spreadsheet file offline that Lucas County uses to import your line information. This feature is especially useful for negotiations with a large number of lines or complex lines with multiple attributes. This job aid will assist you with using a spreadsheet file by importing it to your new negotiation.

Note: *Trainstop* refers to the numbers indicated in the top, center of the page.

Step	Action
3	<p>Login to the Home page and click on the Supplier Portal icon.</p> 
4	<p>Under Tasks (left of screen), select > Negotiations > View Active Negotiations link.</p> 
5	<p>Use the criteria to search a single agreement or click the Search button to display a list of agreements.</p>
6	<p>Select a Negotiation from the list.</p>

7	<p>Select the Acknowledge Participation button.</p>
8	<p>Select the Will Participate Yes radio box and optionally add a Note to the Buyer.</p>
9	<p>Click the OK button.</p>
10	<p>Click the Create Response button.</p>
11	<p>Click Accept button for Terms and Conditions.</p>

	<p>Accept Terms and Conditions</p> <p>Accept the following terms and conditions before responding to this negotiation.</p> <p>By responding to this solicitation, the supplier acknowledges and agrees to be bound by the terms and conditions of the solicitation and certifies that the person submitting the response is authorized to sign and bind the supplier. The supplier agrees that a resulting contract is the complete and exclusive statement of the agreement between the parties, which supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of the Solicitation. I certify that any and all information contained in this submittal is true, and I further certify that this submittal is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The use of your user name and password constitutes your signature in response to this solicitation.</p> <p style="text-align: right;">Accept Cancel</p>
	<p>On the Overview page enter Reference Number, Note to Buyer and Response Valid Until, if applicable.</p> 
12	<p>Click the Respond by Spreadsheet dropdown.</p> 
13	<p>Select Format: Rich style spreadsheet.</p> 
14	<p>Click the OK button.</p>
15	<p>Click Open Windows Explorer (Default).</p>

	
16	<p>Open the file downloaded in Windows explorer</p> 
18	<p>Open the file into spreadsheet.</p> 
19	<p>Review and optionally enter a comment in the Note to Buyer field.</p>

20 Click the **Lines** tab in the workbook.

Window replacement Part 2

Regulation Invitation to Bid 28
 Close Date 8/20/2019 10:51
 Regulation Currency USD
 Response Currency USD
 Price Precision 2

Company Lucas County
 Buyer THOMASSON, AMANDA
 Phone 30000009199141
 Email amthomasson@lucos.oh.us
 Supplier ABC Movers, Inc.
 Supplier Site

Response Amount (USD) 8.00

Line	Item	Revision	Start Price	UOM	Negotiation Quantity	Response Price	Response Quantity	Promised Delivery Date	Note to Buyer	Requested Delivery Date	Target Price	Category Name	Location	Note to Suppliers
1	Furniture Moving		50.00								931	Support Services		
2	Hand Trucks		15.00	Gross							931	Support Services		

Attributes

Attribute	Target Value	Response Value
Goods		
Manufacturer		F&M Moving Products
Part Number		11-222-333-5
Delivery Time (In calendar days)		5

Numeric value only

3 Blankets

Attribute	Target Value	Response Value
Goods		
Manufacturer		
Part Number		
Delivery Time (In calendar days)		

Numeric value only

Last Downloaded 8/20/2019 11:20

General **Lines (1 - 3)**

Enter required attributes (indicated by yellow fields) into the **Response Value** fields.

Attributes

Attribute	Target Value	Response Value
Goods		
Manufacturer		F&M Moving Products
Part Number		11-222-333-5
Delivery Time (In calendar days)		5

Numeric value only

21 Enter **Response Price** and any additional applicable information.

Line	Item	Revision	Start Price	UOM	Negotiation Quantity	Response Price
1	Furniture Moving		50.00			45.00
2	Hand Trucks		15.00	Gross	1	10.00

22 Enter **Promised Delivery Date**.

Promised Delivery Date
8/30/2019
8/30/2019

23 Save As spreadsheet on your hard drive.

Window replacement Part 2

Negotiation Invitation to Bid 28
 Close Date 8/30/2019 10:51
 Negotiation Currency USD
 Response Currency USD
 Price Precision 2

Company Lucas County
 Buyer THOMASSON, AMANDA
 Phone 30000009199141
 Email athomasson@lco.lucas.oh.us
 Supplier ABC Movers, Inc.
 Supplier Site

Response Amount (USD) **63.00**

Line	Item	Revision	Start Price	UOM	Negotiation Quantity	Response Price	Response Quantity	Promised Delivery Date	Note to Buyer	Requested Delivery Date	Target Price	Category Name	Location	Note to Suppliers
1	Furniture Moving		51.00			45.00		8/30/2019	Delivered by 8/30/19		999		Support Services	
2	Hand Trucks		15.00	Gross	1	10.00	1	8/30/2019	Delivered by 8/30/19		931		Support Services	
3	Blankets		10.00	Box of 5	1	8.00	1	8/30/2019	Delivered by 8/30/19		931		Support Services	

Attributes for Line 1:

Attribute	Target Value	Response Value
Goods		
Manufacturer		F&B Moving Products
Part Number		11-222-333-5
Delivery Time (In calendar days)		5

Attributes for Line 3:

Attribute	Target Value	Response Value
Goods		
Manufacturer		B&I Blankets Co.
Part Number		db-12312
Delivery Time (In calendar days)		5

Last Downloaded 8/26/2019 11:20

General Lines (1 - 3)

24 **Close.**

25 Click **Respond by Spreadsheet** and select **Import**.

Create Response (Bid 2004): Overview

Over... Lines Review

Respond by Spreadsheet Actions Back Next Save Submit Cancel

Export Import

Title Window replacement Part 2

Time Remaining 3 Days 23 Hours

General

Supplier ABC Movers, Inc.

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until 8/30/19 10:52 AM

Response Type Primary

Reference Number 6789-1234

Note to Buyer Response valid until 8/30/19

26 **Browse** and select the file.

Import Response

Importing data will overwrite any existing online data.

* File Name OK Cancel

27 Click the **OK** button.

28 Review any notes to the buyer.

29 Click **Lines** Trainstop. (Trainstop refers to the numbers indicated in the top, center of the page.)

Create Response (Bid 2004): Lines

Over... Lines Review

Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar

Time Remaining 3 Days 22 Hours

Close Date 8/30/19 10:51 AM

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Furniture Moving		988	50.00	45.00			45.00	8/30/19
2	Hand Trucks		931	15.00	10.00	1	Gross	10.00	8/30/19
3	Blankets		931	10.00	8.00	1	Box of 5	8.00	8/30/19

Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 63.00

30 Review responses.

31 Click the **Save** button.

32 Click the **Submit** button.

33 Click the **OK** button.