

## REVERSE AUCTION BIDDING INSTRUCTIONS

**Note: Any of the following internet browsers maybe used to submit bids via the LaGov Reverse Auction site: Turn off pop-up blockers before you begin.**

Go to the LaPAC Website and locate the Bid Number. If you received an email notification of the bid invitation you may click the link in the email to access LaPAC and the bid invitation.

**\*\*Please view and download\*\*** all the attachments associated with the Reverse Auction, as they may include questions or requests for information. These documents should be saved/downloaded to your local file where they can be reviewed and populated with your specific bidder information. Your response documents can then be submitted to the State via your online Bid Response. Attachments and Notes can also be viewed within LaGov. Please review the steps starting on Page 9 (*Notes and Attachments – How to*).

### How To Participate in the Live Auction

1. Open the Bid Invitation by clicking on the Bid Number in the Description column.

**Office of State Procurement**

**LaPAC**  
Welcome to the Louisiana Procurement and Contract Network Help

[LaPAC Public Menu](#) | 
 [Bids by Category](#) | 
 [Bids by Department](#) | 
 [Search for Open Bids](#) | 
 [Search by Bid Number](#) | 
 [Vendor Registration Menu](#)

**Results of Search**

Department: [All](#)  
 Category: [All](#)  
 Begin Date:  
 End Date:  
 Compare Date:  
 Keywords:

To view or print the bid document, click on the bid number below. Any subsequent addenda will also be available via this website. If an addendum has been issued, it will be located directly under the bid being modified and will be designated as an addendum. Solicitations for Statewide Term Contracts are in **RED**.

It is the bidder's responsibility to ensure that all addenda have been reviewed and, if need be printed, signed, and returned.

**WHO SHOULD BE CONTACTED?** If you are having difficulty retrieving a solicitation document, or the document is incomplete, click on the code or number listed in the HELP column to obtain technical assistance. This will display a new screen that will show the person to contact to help you retrieve the document. **IF, HOWEVER, YOU HAVE A QUESTION CONCERNING THE DETAILS OF A SOLICITATION, CONTACT THE PERSON LISTED IN THE SOLICITATION DOCUMENT.**

NEW To change the sort order (Bid Number, Bid Open Date/Time), click on the underlined column heading to sort by that value.

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
107112-2003036	AGPS REQ ANNATEST 050410 02 <b>Bid Cancelled: 07/16/2010</b> Original: <a href="#">107112-2003036</a>	05/05/2010	05/26/2020 11:00:00 AM CT	<a href="#">107112</a>
	BID OPENING DATE AND TIME REVISED <b>Addendum 1: <a href="#">107112-2003036-1</a></b>	05/05/2010		
107112-2003037	ANNATEST 05052010 01 <b>Bid Cancelled: 05/05/2010</b> Original: <a href="#">107112-2003037</a>	05/05/2010	05/19/2020 10:00:00 AM CT	<a href="#">107112</a>
	CANCELLING SOLICITATION <b>Addendum 1: <a href="#">107112-2003037-1</a></b>	05/05/2010		
3000006753	AWARD MEDALS Original: <a href="#">3000006753</a> Attachments: ATTACHMENT A: PICTURE OF MEDAL	01/24/2017	03/01/2017 10:00:00 AM CT	<a href="#">107001</a>

# REVERSE AUCTION BIDDING INSTRUCTIONS

- Click the **ONLINE RESPONSE LINK** on the Auction Request for Information.

**STATE OF LOUISIANA**  
Office of State Procurement  
REQUEST FOR INFORMATION

TO SUBMIT AN ELECTRONIC (ONLINE) RESPONSE CLICK THE LINK BELOW.

SUBMIT NON-ELECTRONIC RESPONSE  
TO : Office of State Procurement  
P.O. Box 94095  
Baton Rouge LA 70804-9095

Physical Address:  
1201 N. Third Street, Suite 2-160  
Baton Rouge, LA 70802

RFx Number: 3000008680  
Version: 1  
Buyer: LYNN GODWIN  
Buyer Phone: 225-342-8033  
E-Mail: lynn.godwin@la.gov  
Scheduled Begin Date:  
Scheduled End Date:

Vendor No.: \_\_\_\_\_  
Solicitation: 3000008680  
Opening Date: 10/19/2017

Vendor Name and Address: (to be completed by Vendor)

**ONLINE RESPONSE LINK**  
[https://la.gov/vendors/as.doa.louisiana.gov/rfx?saasrm\\_boid=269F753DC8031ED7AD8742EAD52B68F3](https://la.gov/vendors/as.doa.louisiana.gov/rfx?saasrm_boid=269F753DC8031ED7AD8742EAD52B68F3)

- Enter your LaGov vendor ID number (User) and password. *Note: Your ID and Password were created and activated during the vendor registration process in the LaGov Vendor Portal site. If you have not registered in LaGov, go back to LaPAC and click the link to the LaGov registration site.*

LaGov - STATE OF LOUISIANA  
LAGOV VENDOR SELF SERVICE

User \*  Ex. P00654321  
Password \*  (Password is case sensitive)

[Vendor Payment Inquiry](#)  
[Browser Requirements](#)

**Note:** There are two parts to the Auction process. Part 1 (covered in Steps 4-22 below) is to answer any questions required by the State and to submit any requested attachments and information (excluding pricing). Part 2 (covered in Steps 23- 32) covers submitting bid pricing within the live auction. **NOTE: Vendors MUST enter pricing in the Live Auction Cockpit. Pricing submitted via attachments, fax, mail, or any other method will not be accepted.**

# REVERSE AUCTION BIDDING INSTRUCTIONS

- The Auction Request for Information is displayed.
- Click the **Register** button at the top of the screen. This registers your company as a bidder on this particular auction request for information document.
- Click the **Create Response** button.
- An RFX Response is created with your unique response number.

**Create RFX Response: 4000015901**  
**Submit** **Read Only** **Print Preview** **Check** **Close** **Save**  
Number 4000015901    RFX Number 3000009464    Status In Process  
Total Value 0.00 USD

- To proceed, read the Notice and check the box to accept the terms.

Attention: La. R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to the State of Louisiana. By clicking the box below, you acknowledge one of the following four descriptions applies to the signer of this bid:

- The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.
- The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. If this applies a copy of the resolution, certification, or other supportive documents should be attached hereto.
- The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
- The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.

**IMPORTANT NOTE:**  
For the purposes of LaGov Supplier Portal bidding, the Signature of Authorized Signatory of Bidder is represented by the LaGov Supplier Portal user Log-In ID. The Name of Authorized Signatory of Bidder is represented by the contact person associated with the LaGov Supplier Portal user Log-In ID.

**Yes, I have read the above Notice and accept the terms.**

- Click on the word "Questions".

**RFX Information**    Items    Notes and Attachments    Summary    Tracking  
**Basic Data**    **Questions**    Notes and Attachments

- Answer any questions presented. Note: Questions with an \* are mandatory and must be answered before information can be submitted.

**RFX Information**    Items    Notes and Attachments    Summary    Tracking  
**Basic Data**    **Questions**    Notes and Attachments

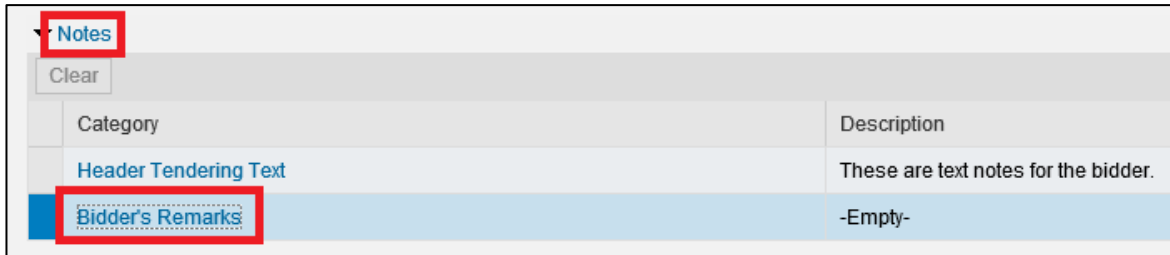
Question	Reply	Comment
* Have you reviewed all attachments to the bid invitation and answered all questions?:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
* Have you attached / included all required files to the bid response?:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
* Have you attached the signature page to the bid response?:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

- Click the **Check** button at the top of the screen.
- To add bidder's remarks and attachments (for example, specifications) click on Notes and Attachments.

**RFX Information**    Items    Notes and Attachments  
**Basic Data**    Questions    **Notes and Attachments**

## REVERSE AUCTION BIDDING INSTRUCTIONS

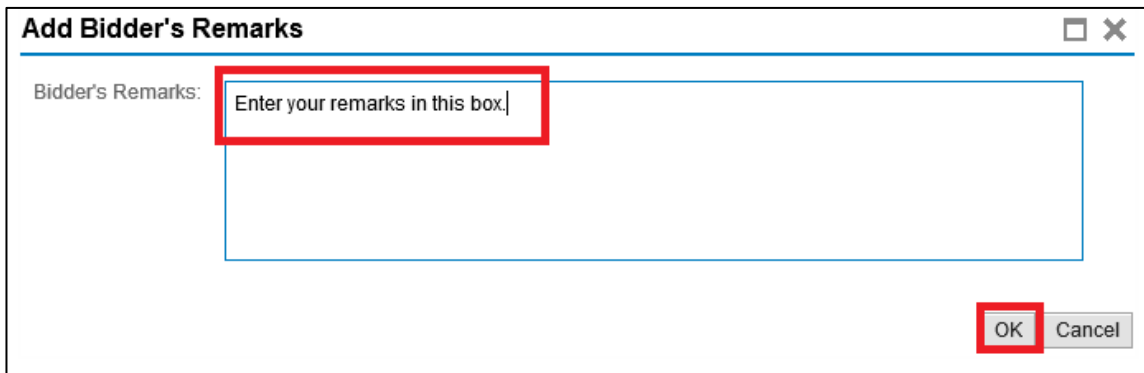
13. To add Bidder's Remarks, click on Notes then click on Bidder's Remarks. Bidder's Remarks are optional and not required.



The screenshot shows a 'Notes' section with a 'Clear' button and a table. The table has two columns: 'Category' and 'Description'. The first row is 'Header Tendering Text' with the description 'These are text notes for the bidder.' The second row is 'Bidder's Remarks' with the description '-Empty-'. Both the 'Notes' header and the 'Bidder's Remarks' row are highlighted with red boxes.

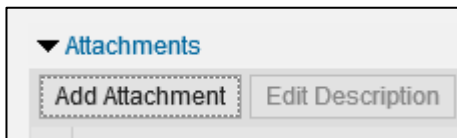
Category	Description
Header Tendering Text	These are text notes for the bidder.
Bidder's Remarks	-Empty-

14. A pop-up box will appear. Enter any comments in the box and click OK.



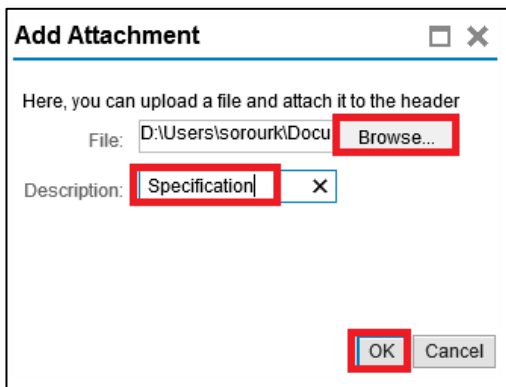
The screenshot shows a dialog box titled 'Add Bidder's Remarks'. It contains a text area with the placeholder text 'Enter your remarks in this box.' and two buttons at the bottom: 'OK' and 'Cancel'. The text area and the 'OK' button are highlighted with red boxes.

15. In the Attachments section of the screen, click on the **Add Attachment** button to attach your response documentation.



The screenshot shows the 'Attachments' section with a dropdown arrow and two buttons: 'Add Attachment' and 'Edit Description'. The 'Add Attachment' button is highlighted with a red box.


16. Browse your computer and select the file(s) to be attached to the Response. Enter a description of the attached file, i.e. Specification, then click the **OK** button.

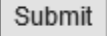



The screenshot shows a dialog box titled 'Add Attachment'. It contains the text 'Here, you can upload a file and attach it to the header'. Below this, there is a 'File:' field with the path 'D:\Users\isorourk\Docu' and a 'Browse...' button. Below that, there is a 'Description:' field with the text 'Specification' and a close button 'X'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'Browse...' button, the 'Description' field, and the 'OK' button are highlighted with red boxes.

17. Repeat steps 15 and 16 for each file to be attached to the Response.
18. Click the **Check** button at the top of the screen. If all mandatory questions are answered the following message will appear:

# REVERSE AUCTION BIDDING INSTRUCTIONS

 RFX response is complete and contains no errors

19. Click the  button at the top of the screen to submit your response.


20. Click the  button at the top of the screen to refresh. The status of your Response will show "Submitted".




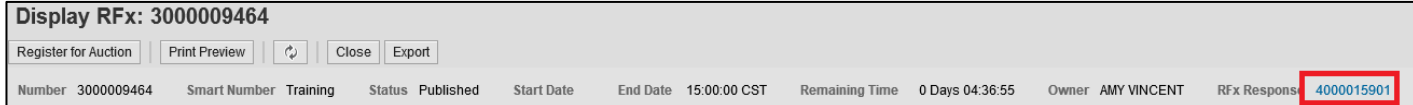
Display RFX Response: **4000015901**

Edit Print Preview  Close Withdraw


Number 4000015901 RFX Number 3000009464 **Status Submitted**  
Total Value 0.00 USD

21. Click the  button at the top of the screen to exit your Response.

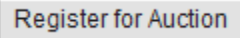
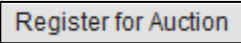
The Auction Request for Information document is displayed. Click the  button at the top of the screen to refresh the view. Note your RFX Response number is now displayed as a link at the top of the document. To open your Response again, simply click the RFX Response number (blue) link. See section entitled "Changing The Information Response after it is Submitted" at the end of this document.




Display RFX: 3000009464

Register for Auction Print Preview  Close Export



Number 3000009464 Smart Number Training Status Published Start Date End Date 15:00:00 CST Remaining Time 0 Days 04:36:55 Owner AMY VINCENT RFX Response **4000015901**

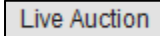
22. Click the  button at the top of the screen. This registers your company as a bidder in the live auction. If there is no  button, you are already registered for the live auction. Go to Step 25.

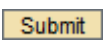
23. A message is shown indicating the registration was successful.

 Registration to participate in Auction successful

24. Click the  button to access the Reverse Auction. The Auction document is displayed.

*Note: If you do not see the  button, then click the  button to refresh the screen.*

25. **Bidding will take place in the Live Auction Cockpit.** Click the  button to access the Live Auction Cockpit. Line item information is displayed. A Start Price is shown. Bids must be at or lower than the Start price to be submitted. **NOTE: Vendors MUST enter pricing in the Live Auction Cockpit. Pricing submitted via attachments, fax, mail, or any other method will not be accepted.**

26. Enter a bid price for each line in the auction. After all bids are entered, click the  button to submit your bid.

# REVERSE AUCTION BIDDING INSTRUCTIONS

### Live Auction Cockpit

Name :	Award Medals	Requester :	AMY VINCENT
Number :	750000298	Start Date :	01/24/2019 11:20:00 GMT-06:00
Rule Profile :	Reverse auction with broken lot, full quantity, anonymous bidding	End Date :	01/24/2019 14:00:00 GMT-06:00
Currency :	USD	Time Remaining :	02:38:00
Description :	-	Status :	Active

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	-	-	-	-	-	999,999,999.00	100.00
2	Silver Medals	100.00	Each	1	999,999,999.00	-	-	-	-	-	999,999,999.00	90.00
3	Bronze Medals	100.00	Each	1	999,999,999.00	-	-	-	-	-	999,999,999.00	80.00

Total Value of My Bids  Total Bid Value

27. A message is presented indicating the bid amounts entered. To continue, select "OK". To revise the bid amounts, select "Cancel" and change the bid amounts as desired. Bids will be added after "OK" is selected.

#### Confirm Action

You are about to submit a total bid value of 27,000.00 USD for the following items:

Item 1: 100.00 USD  
Item 2: 90.00 USD  
Item 3: 80.00 USD

28. A System Message is generated in the "Chat and System Messages" section of the screen showing your bid(s) was successfully submitted.

# REVERSE AUCTION BIDDING INSTRUCTIONS

### Live Auction Cockpit

Name : Award Medals Number : 750000298 Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding Currency : USD Description : -	Requester : AMY VINCENT Start Date : 01/24/2019 11:20:00 GMT-06:00 End Date : 01/24/2019 14:00:00 GMT-06:00 Time Remaining : <b>02:31:11</b> Status : <b>Active</b>
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Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	0.01	1	100.00	10,000.00	100.00	99.99	
2	Silver Medals	100.00	Each	1	999,999,999.00	0.01	1	90.00	9,000.00	90.00	89.99	
3	Bronze Medals	100.00	Each	1	999,999,999.00	0.01	1	80.00	8,000.00	80.00	79.99	

Total Value of My Bids	27,000.00	Total Bid Value	<input type="text"/>	<input type="button" value="Submit"/>
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<b>Details</b>	<b>Calculation</b>	<b>History</b>
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**Details for Item 3-Bronze Medals**

Quantity 100.00	Start Price 999,999,999.00
Unit Each	End Price -
Price Unit 1	Revision -
Decrement 0.01	Level -
Currency USD	Supplier -
	Text -

**Chat and System Messages**

01/24/2019 11:27:42 GMT-06:00 [System]: Your bid for line item 1 has been successfully submitted

01/24/2019 11:27:42 GMT-06:00 [System]: Your bid for line item 2 has been successfully submitted

01/24/2019 11:27:42 GMT-06:00 [System]: Your bid for line item 3 has been successfully submitted

Purchaser Status Offline  Display Tm

29. After your bid(s) is submitted, the screen will reflect additional information including your rank, the best bid amount and your next valid bid. **Note: Your next valid bid must be lower than your current bid. However, it is not a requirement that your next bid be lower than the best bid.**
30. Repeat steps 27 – 30 each time you wish to submit a bid throughout the auction.
31. When you are finished bidding, simply close the browser window. The bidding process is complete.
32. *Note: You may rejoin the Live Auction Cockpit at any time until the auction closes/ends to change pricing or to view the Auction. Repeat Steps 1 – 3 of these instructions to log into the System and access the RFX/Auction. Then go to Step 25 of these instructions “Open Auction/Live Auction” follow through to Step 30 to complete the bid process.*

# REVERSE AUCTION BIDDING INSTRUCTIONS

## Additional Information

### Live Auction Cockpit

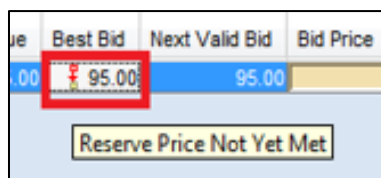
The Live Auction Cockpit contains details and historical information related to your bid.

1. **Line Item Details** show the following:

<b>Item Number</b>	If there are multiple items then each item has a line/item number.
<b>Item Description</b>	Description/name of item.
<b>Quantity</b>	How many of the item is requested.
<b>Unit of Measure</b>	
<b>Pricing Unit</b>	
<b>Start Price</b>	Price determined by State Procurement, all initial bids must start at or lower than this price.
<b>Decrement</b>	If populated, subsequent bids must be lower than the lowest bid by this amount.
<b>Rank</b>	Shows rank of 1 if you are the lowest bidder. Otherwise it is blank.
<b>My Bid</b>	Shows your current bid amount per unit.
<b>My Bid Value</b>	Shows the value of the current bid amount (Bid x Quantity).
<b>Best Bid</b>	Shows the current lowest bid amount.
<b>Next Valid Bid</b>	Shows the next lowest bid the system will allow you to enter.
<b>Bid Price</b>	Entry field for your bid.

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	0.01	1	100.00	10,000.00	100.00	99.99	
2	Silver Medals	100.00	Each	1	999,999,999.00	0.01	1	90.00	9,000.00	90.00	89.99	
3	Bronze Medals	100.00	Each	1	999,999,999.00	0.01	1	80.00	8,000.00	80.00	79.99	

**Reserve Price** – If a reserve price has been set, bidders can determine if the reserve price has been met by hovering the mouse pointer over the Best Bid field. The small icon within the field will be red if it has not been met and green if it has been met.



2. **Details Tab** – This tab provides detailed information relevant to the line item that is highlighted at the top of the screen.

Details		Calculation	History
<b>Details for Item 1-Gold Medals</b>			
Quantity	100.00	Start Price	999,999,999.00
Unit	Each	End Price	-
Price Unit	1	Revision	-
Decrement	0.01	Level	-
Currency	USD	Supplier Text	



# REVERSE AUCTION BIDDING INSTRUCTIONS

3. **Calculation Button** – Shows calculations for current bid price prior to submission.

### Live Auction Cockpit

Name : Award Medals Number : 7500000298 Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding Currency : USD Description : -	Requester : AMY VINCENT Start Date : 01/24/2019 11:20:00 GMT-06:00 End Date : 01/24/2019 14:00:00 GMT-06:00 Time Remaining : <b>02:09:01</b> Status : <b>Active</b>
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Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	0.01	1	100.00	10,000.00	100.00	99.99	
2	Silver Medals	100.00	Each	1	999,999,999.00	0.01	1	90.00	9,000.00	90.00	89.99	
3	Bronze Medals	100.00	Each	1	999,999,999.00	0.01	1	80.00	8,000.00	80.00	79.99	

Total Value of My Bids	27,000.00	Total Bid Value		<input type="button" value="Submit"/>
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<b>Details</b>	<b>Calculation</b>	<b>History</b>
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Bid Price  
 Currency USD  
 Unit Each  
 Price Unit 1  
 Quantity 100.00

Total Bid Price for Selected Item

4. **History Tab** – This tab provides a complete bid history for the item selected.

### Live Auction Cockpit

Name : Award Medals Number : 7500000298 Rule Profile : Reverse auction with broken lot, full quantity, anonymous bidding Currency : USD Description : -	Requester : AMY VINCENT Start Date : 01/24/2019 11:20:00 GMT-06:00 End Date : 01/24/2019 14:00:00 GMT-06:00 Time Remaining : <b>02:07:49</b> Status : <b>Active</b>
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Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Gold Medals	100.00	Each	1	999,999,999.00	0.01	1	100.00	10,000.00	100.00	99.99	
2	Silver Medals	100.00	Each	1	999,999,999.00	0.01	1	90.00	9,000.00	90.00	89.99	
3	Bronze Medals	100.00	Each	1	999,999,999.00	0.01	1	80.00	8,000.00	80.00	79.99	

Total Value of My Bids	27,000.00	Total Bid Value		<input type="button" value="Submit"/>
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<b>Details</b>	<b>Calculation</b>	<b>History</b>
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Company	Bidder	Bid Price	Bid Date
		102.00	01/24/2019 11:50:22 GMT-06:00
		103.00	01/24/2019 11:49:56 GMT-06:00
SOUTHERN DELTA	Jamey Sandefur	100.00	01/24/2019 11:27:42 GMT-06:00

5. **Chat Messages**

- Bidders are anonymous to one another in the Live Auction Cockpit.
- Chat Messages from the bidder are between the bidder and the auctioneer/buyer.
- The Auctioneer/Buyer may use the Chat Message feature to broadcast a message to all bidders.
- System Messages are generated by the system to bidders.

6. **Miscellaneous**


Documents opened from the LaPAC site – The Auction Request for Information and the Auction document may “time out”. The Live Auction Cockpit will remain open and active until closed by the bidder. The documents can be reopened by accessing the Auction Request for Information in LaPAC and clicking the link on the Request for Information document.

# REVERSE AUCTION BIDDING INSTRUCTIONS

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## REVERSE AUCTION BIDDING QUICK REFERENCE GUIDE

1. Click the Bid Invitation link on the LaPAC website. The Bid Invitation opens.
2. Click the Online Bid Response link on the Bid Invitation.
3. Login with your vendor number and password. The Bid document opens in the LaGov website.
4. Review the Bid Invitation and attachments.
5. Click the **Register** button to Register and answer any questions, add any notes and attachments.
6. Click the **Submit** button to submit answers, notes and attachments. **DO NOT ADD PRICES HERE.**
7. Click the **Close** button to exit the information Response.
8. Click the **Register for Auction** button. If there is no **Register for Auction** button you are already registered and can skip this step.
9. Click the **Open Auction** button.

*Note: If you do not see the **Open Auction** button, then click the  button to refresh the screen.*

10. Click the **Live Auction** button to access the Live Auction Cockpit.
11. Enter bid for each line item. **NOTE: Vendors MUST enter pricing in the Live Auction Cockpit. Pricing submitted via attachments, fax, mail, or any other method will not be accepted.**
12. After all bids are entered, click the **Submit** button to submit your bids.
13. When you are finished bidding simply close the browser window.

## Notes and Attachments – How To

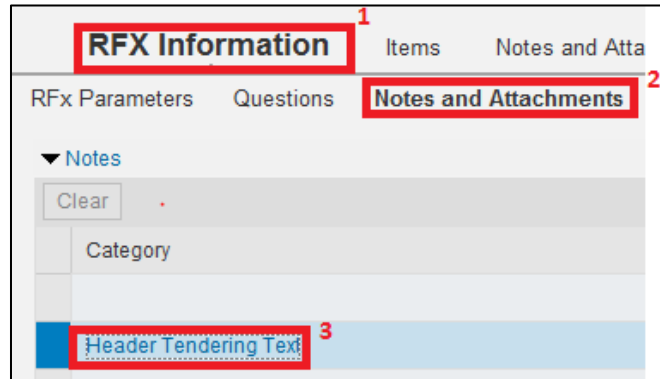
***If you did not view and download the attachments from LaPAC,*** these next steps will show how to find notes and attachments to the Bid Invitation within the LaGov site. The notes and attachments shown on the screen are the same information that is shown on the document opened from LaPAC. The documents may be downloaded from LaPAC or the LaGov Bid Invitation. The attachments may include questions or requests for information so these documents should be saved/downloaded to your local file where the questions can be answered. The document containing your answers can then be submitted to the State. Request for Information submission instructions are shown elsewhere in this document.

There are (3) three places on the Request for Information/Bid Invitation that may contain information on notes and attachments.

### First Location –

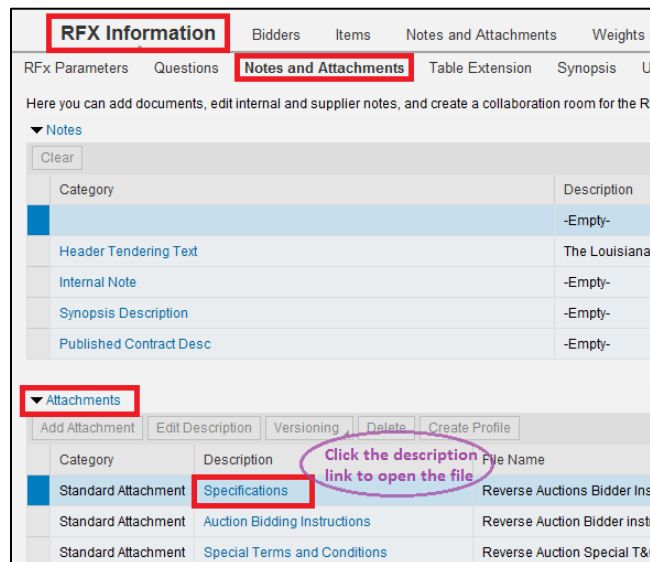
**RFx Information → Notes and Attachments:** This area contains header level notes and attachments. Header level notes apply to everything in the Bid Invitation – they are not line item specific. Click on the words **“Notes and Attachments”** under the **RFx Information** tab. In the Notes section of the screen, click on the link to open Header Tendering Text.

# REVERSE AUCTION BIDDING INSTRUCTIONS



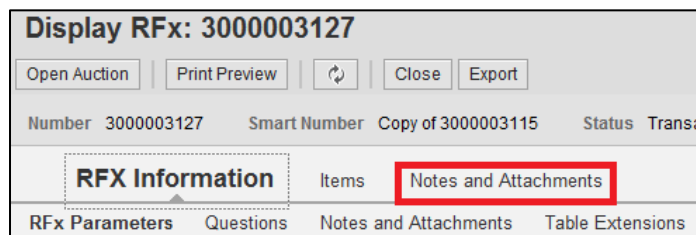
These are the same notes shown on the Bid Invitation document in LaPAC. Click the  button to exit the text screen.

In the **Attachments** section of the screen, all attachments to the Bid Invitation are shown. These are the same attachments that are shown in LaPAC. Each attachment can be opened, from the RFX, by clicking on the Description link and saved to a local file as needed.



## Second Location –

**Notes and Attachments tab:** This area contains both header and line item specific notes.

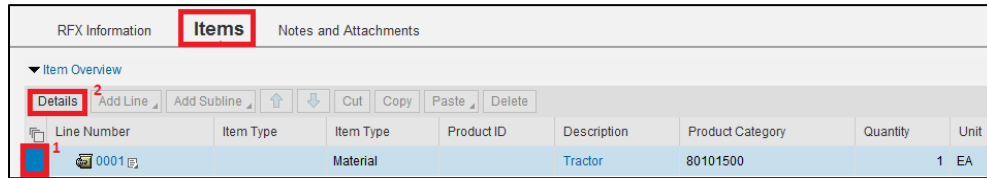


## Third Location –

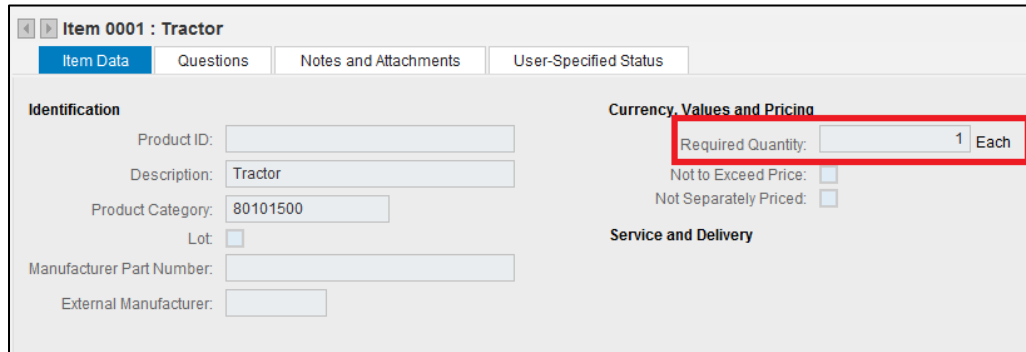
**Items tab → Highlight line item → Details → Notes and Attachments tab at bottom of screen:** This area contains line item specific notes and attachments. These notes and attachments are only relevant for the selected line item.

# REVERSE AUCTION BIDDING INSTRUCTIONS

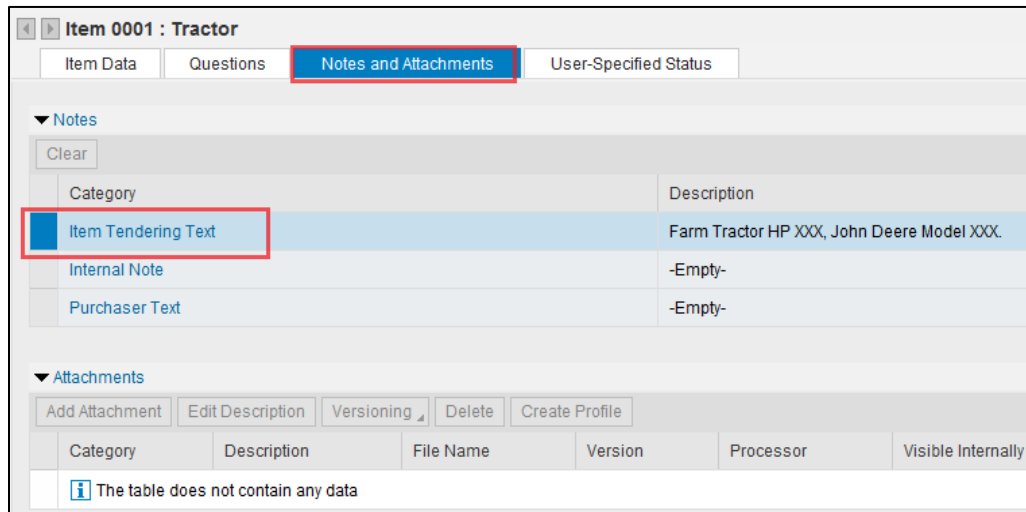
1. Click the Items tab. Each line item of the Bid Invitation is displayed. Highlight the first line item by clicking in the box to the left of the Line Number. Then click the Details button.



2. The Details specific to the line item selected are displayed. The Item Data tab displays information related to Product Category, Item Description and Required Quantity. Be sure to note unit of measure for the price to be bid. In this example, the unit of measure is EA (Each).



3. Click on the Notes and Attachments tab for the selected line item. Read any notes by clicking on the link in the Category section of the screen and review any attachments relevant for the selected line item. In this example there is a note for Item Tendering Text but no attachments relevant to the specific line item.



Repeat steps 1 – 3 to view information for each item on the Bid Invitation if needed. In this example, there is only 1 line item.

**\*\* Note\*\*** There is no need to go to the Notes and Attachments tab for every line item. Only those specific lines items with notes or attachments need to be reviewed. To identify if there are notes or attachments relevant for a specific line item in the Request for Information/Bid Invitation select the **Items tab**. In the **Item Overview** section of the screen, scroll to the right to the Notes/Attachments columns. There will be a number in the field indicating how many notes and/or attachments are relevant for the line item. In this example there is 1 attachment and 1 note.

# REVERSE AUCTION BIDDING INSTRUCTIONS

Display RFX: 3000003162

Print Preview | Close | Create Response | Export

Number 3000003162 Smart Number Copy of 3000003166 Status Published Start Date End Date 12:00:00 CST Remaining Time 0 Days 03:37:25 Owner Mr. Buyer01 BUYER01

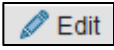


RFX Information **Items** Notes and Attachments

Item Overview

Details | Add Line | Add Subline | Cut | Copy | Paste | Delete

Line Number	Item Type	Item Type	Product ID	Description	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachments
1	Material	Tractor	80101500			1	EA	USD		1	1

## Changing The Information Response after it is Submitted

- The Information Response may be viewed by the submitter anytime by accessing the Bid Invitation on the LaPac website. See step 1 – 3 and step 20 - 22 above.
- If you receive notification of an addendum or change to the Auction/Bid Invitation, the submitter is responsible for editing the Response and resubmitting if any changes are done. Follow steps 1 – 3 to access the Bid Invitation.
- The submitter of the Response may change it any time prior to the Submission Deadline/Auction End Date & Time by accessing the Response and clicking the  button. If the Response is edited it MUST BE SUBMITTED again.
- The Response can be saved by clicking the  button. This might be used if the submitter is partially finished with the Response and will add more information at a later time. Important note, saving the Response does not submit it for consideration. It MUST BE SUBMITTED.
- The submitter of the Response may withdraw it any time prior to the Submission Deadline/Auction End Date & Time by accessing the Response and clicking the  button.
- The State of Louisiana buyer does not have access to your Response until after the Submission Deadline/Auction End Date & Time have passed.
- Only the submitter of the Response can view it before the Submission Deadline. It is never available to other vendors. Procurement employees at the State of Louisiana can view the Response after the Submission Deadline/Auction End Date & Time have passed.