How to Enter a Bid on an Open Event

This document provides step-by-step instructions on how to enter a bid through the Bexar County Supplier Portal.

The link below will direct you to the Bexar County Supplier Portal. Use GOOGLE CHROME to view site.

https://www.bexar.org/616/Supplier-PortalVendor-Registration

If you have not registered to become a supplier, click Register. **Note: See Register as a New Supplier instructions and return to these instructions when complete.

If you have a current Bexar County supplier account, Click LOGIN/REGISTER.

![Login Screen](image)

The Lawson Supplier Portal login screen will appear. Log in with your USER NAME and PASSWORD
Once logged in, click on **BROWSE OPEN EVENTS** listed under **EVENTS**.

You will be transferred to the **OPEN EVENTS** screen. In this screen you can view all the events open for response.

**Please note, the open and close dates.**
Select the **EVENT** you would like to view.

The **Event Summary** screen will appear.
You can review the details of the event by clicking on each individual tab.

If you wish to print the event information, click the **Print** button. Any additional attachments will need to be printed separately.
After reviewing all event information, to include Terms and Conditions, click the **RESPOND NOW** button.

To view Terms and Conditions Attachments, click on the blue **hyperlink**.
In order to proceed with your response, check the box “I accept the Terms and Conditions for this event.” Be sure and read the Terms and Conditions in the Event Summary. Then click the NEXT button to begin responding to the event.

The system will list all lines associated with the event. Respond to each line by clicking on the RESPOND hyperlink at the end of the line(s).
Each of the Line Response details will display. Enter Item Information, Vendor Item Number and Vendor Item Description, Quantity that is being bid on, Unit Price or Click No Charge/No Bid. Delivery Date is optional and you may enter Response Comments if necessary. Click the NEXT button when complete.

Click on EVENT RESPONSE button to continue.
Continue to respond to the remaining lines.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Item</th>
<th>Description</th>
<th>Line Quantity</th>
<th>Response Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Landscaping for 600 Mission Rd</td>
<td>1.00</td>
<td>1.00</td>
<td>EA</td>
<td>39.9900</td>
<td>39.99</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Landscaping for 301 E Mitchell</td>
<td>1.00</td>
<td>0.00</td>
<td>EA</td>
<td>0.0000</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Tree Trimming</td>
<td>1.00</td>
<td>0.00</td>
<td>EA</td>
<td>0.0000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

When finished responding to each event line, click the NEXT button.
The Questions Responses screen will appear.

Respond to each question accordingly. Any requested attachments should be added in the next section titled Response Attachments. An * before the question indicates that an answer is required.
Click the NEXT button when finished responding to the event questions.

The Response Attachments screen will appear. Add any attachments for the event by clicking on the CREATE button.
The Source Event Response Attachment screen will appear. Click on the **FOLDER ICON**.

Select a file to upload.
Click the OK button.

Your document is now attached. Click the NEXT button.
The Submit Response screen will appear. Here, you may print your response by clicking the PRINT MY RESPONSE button.

To submit your response, click the Submit button.
Your response has been submitted.
Message: **Congratulations, your response has been submitted** will appear on the bottom.
Important: Any future changes to your submission will require the Submit button to be clicked again.

Click on the **Home icon** to return to the Supplier Portal main page.

If you are having trouble submitting a response or do not receive the “Congratulations, your response has been submitted” message, contact Sophonie Barron sophone.barron@bexar.org.