Introduction

The "How to Submit Questions to a Buyer" Quick Reference Guide is designed to provide the minimum steps necessary in understanding how and where Vendors submit their questions regarding a Bid Solicitation.

Pre-requisites

A Vendor must be registered in Buy4Michigan.

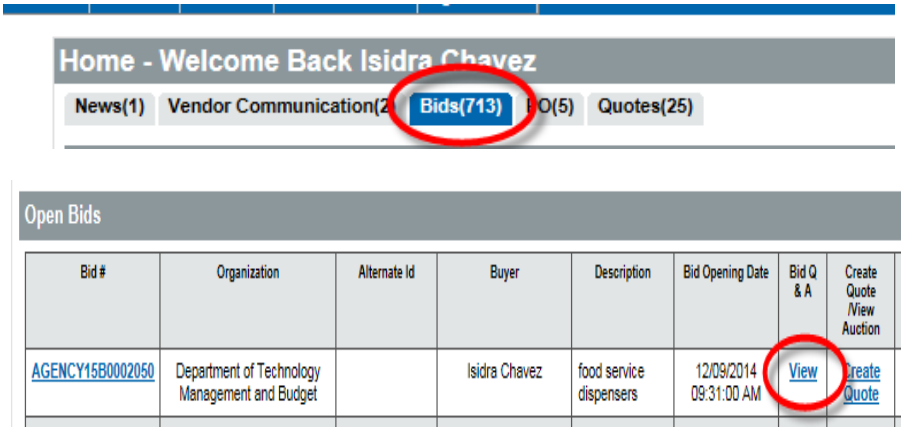
Steps

Step 1:

a.) Once logged in, select the **Bids Tab**.

b.) Scroll down to the **Open Bids** Section.

c.) Choose your Bid of interest and click the **View** link under the **Bid Q&A** column.

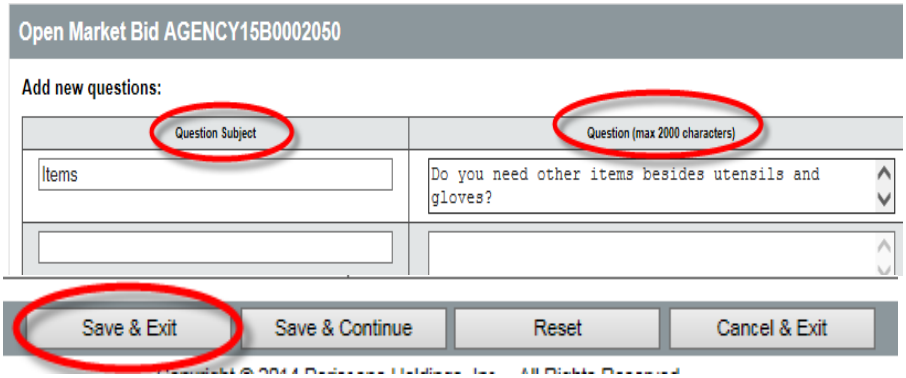


Step 2:

The Questions page displays.

a.) Enter in your Question subject and Question(s).
b.) Once complete, click the **Save & Exit** button.

Note: Save & Continue stays on the same page and does not allow you to continue submitting your quote process.

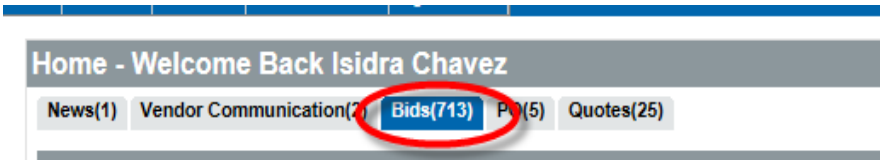


Step 3:

The page defaults back to the home page.

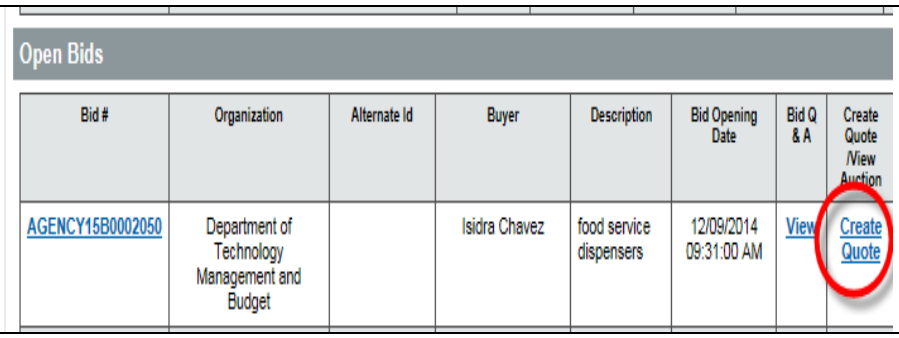
a.) Select the **Bids Tab** again.

b.) Scroll back down to the **Open Bids** section and click the **Create Quote** link to continue your quote submission.



Note: Your question submitted in step #2 is saved in the system. To view, just click the **View** link as you did in Step #1.

For further assistance in creating your quote, refer to the "**Vendor Response to a Bid" QRG**.



Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction
AGENCY15B0002050	Department of Technology Management and Budget		Isidra Chavez	food service dispensers	12/09/2014 09:31:00 AM	View	Create Quote