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## eSupplier for Bidders

This guide is designed to provide IntegrYS Bidders with the knowledge to effectively navigate, find information, and utilize their pages within the PeopleSoft environment.

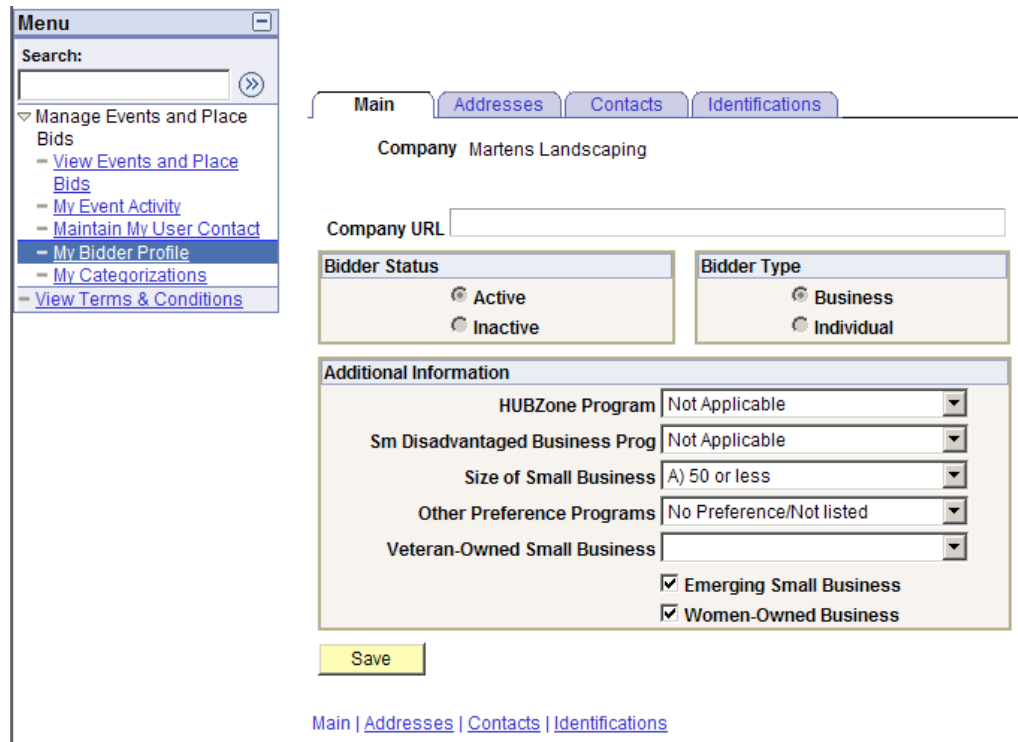
### Maintaining Bidder Information

#### Adding and Modifying Addresses

PeopleSoft **eSupplier Connection** allows bidders to view and modify their own business information at their convenience. Bidders can add and/or update their own **Addresses, Email Information, and Phone Numbers** in the system. As soon as bidders save their changes, the PeopleSoft database is updated and the bidder can review their saved information.

From **Manage Events and Place Bids > My Bidder Profile >**

Update the Company URL, Bidder Status, Bidder Type, and Other Information on the **MAIN** tab.



The screenshot shows the 'My Bidder Profile' page in the PeopleSoft eSupplier system. The 'Main' tab is selected, and the company name is 'Martens Landscaping'. The 'Company URL' field is empty. The 'Bidder Status' section has radio buttons for 'Active' (selected) and 'Inactive'. The 'Bidder Type' section has radio buttons for 'Business' (selected) and 'Individual'. The 'Additional Information' section contains several dropdown menus: 'HUBZone Program' (Not Applicable), 'Sm Disadvantaged Business Prog' (Not Applicable), 'Size of Small Business' (A) 50 or less, 'Other Preference Programs' (No Preference/Not listed), and 'Veteran-Owned Small Business'. There are also two checked checkboxes: 'Emerging Small Business' and 'Women-Owned Business'. A 'Save' button is located at the bottom left of the form area. A breadcrumb trail at the bottom reads 'Main | Addresses | Contacts | Identifications'.

Make updates to the bidder address on the **ADDRESSES** tab.

**Menu**

Search:

- Manage Events and Place Bids
  - [View Events and Place Bids](#)
  - [My Event Activity](#)
  - [Maintain My User Contact](#)
  - [My Bidder Profile](#)**
  - [My Categorizations](#)
  - [View Terms & Conditions](#)

Main | **Addresses** | Contacts | Identifications

Company Martens Landscaping

Find | View All | First < 1 of 1 > Last

Main Address      Ship To Address  
 Bill To Address      Invoice Address

**Address Details**

Country: United States [Change Country](#)

\*Address 1:

Address 2:

Address 3:

\*City:

County:  Postal:

\*State: WI  Wisconsin

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

Make personnel and phone number changes on the **CONTACTS** tab.

**Menu**

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  - [My Bidder Profile](#)**
  - [My Categorizations](#)
  - [View Terms & Conditions](#)

Main | **Addresses** | **Contacts** | Identifications

Company Martens Landscaping

Find | First < 1 of 1 > Last

**User Information**

First Name:

Last Name:

Title:

Email ID:

Telephone:  Ext:

Fax:

Address:  Main Address

User ID: SUP\_MARTE\_932

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

Other updates can be made on the **IDENTIFICATIONS** tab.

**Menu**

Search:

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Main | **Addresses** | **Contacts** | **Identifications**

Company Martens Landscaping

**Standard ID Numbers**

ID Type	ID Number
1 Tax Identification Number	<input type="text" value="757575757"/>

**Standard Industry Codes**

SIC Code Type	SIC Code	Description
1 US - NAICS Codes	<input type="text"/>	<input type="text"/>

**VAT Information**

Country	Description	Country	VAT ID	Home Country
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

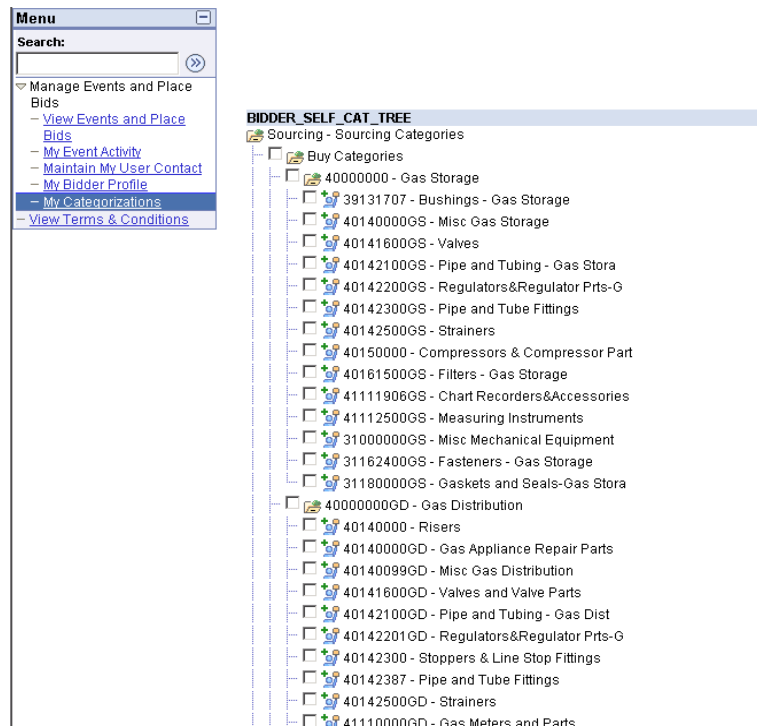
Profile Questions	
Question	Response
1 Type of organization	Corporation (C or S)
2 Do you have additional locations (e.g. other branches, repair facilities, etc)?	N
3 What project dollar value range is your company interested in?	500,000
4 List the Experience Modification Rate for your company for the current year along with the three previous years. Do you have a written safety program? Does your company conduct site safety inspections? If you are providing a product versus a service, you may answer N/A.	N/A
5 What is your current business liability insurance coverage?	2/1,000,000
6 Do you accept credit cards for payment?	Y
7 Is your company a Union Shop? If so, what type?	Not applicable
8 Is the owner/co-owner or a relative of the owner/co-owner an employee of IntegrYS Energy Group or any of its subsidiaries?	N
9 We are a direct pay tax payer for sales and use tax. In order for us to determine the correct tax jurisdiction and rate, please answer the following two questions. If you need additional guidance regarding these two questions, please call Tom Scherer at 312/240-3753. (No response needed for #15 statement)	
10 In what state(s) are your purchase orders accepted?	Any
11 In what state(s) are your products shipped from? If you are performing a service instead of selling a product, please answer N/A.	Michigan
12 Can you provide a performance and payment bond? If so, up to what dollar value?	Yes
13 What is the average number of employees for your company during the last fiscal period?	50+
14 At what location(s) does your employee(s) perform services?	N/A - Materials Only
15 Will the worker(s) perform similar services for others during the same time frame as this work will be performed?	N/A - Materials Only
16 Who will provide supplies, equipment, materials to perform the work?	N/A - Materials Only
17 How will the worker be reimbursed for expenses they incur?	N/A - Materials Only

### Setting My Categorizations

The online **My Categorizations** feature within **eSupplier Connection** enables bidders to view or change their self-categorizations to indicate the types of materials or services they want to supply to IntegrYS.

From **Manage Events and Place Bids > My Categorizations >**

From this page you can use the folder structure to select the categories of items that you supply. This allows you to receive information for events within those categories. Please select a category or categories that best match the services/materials your company provides.



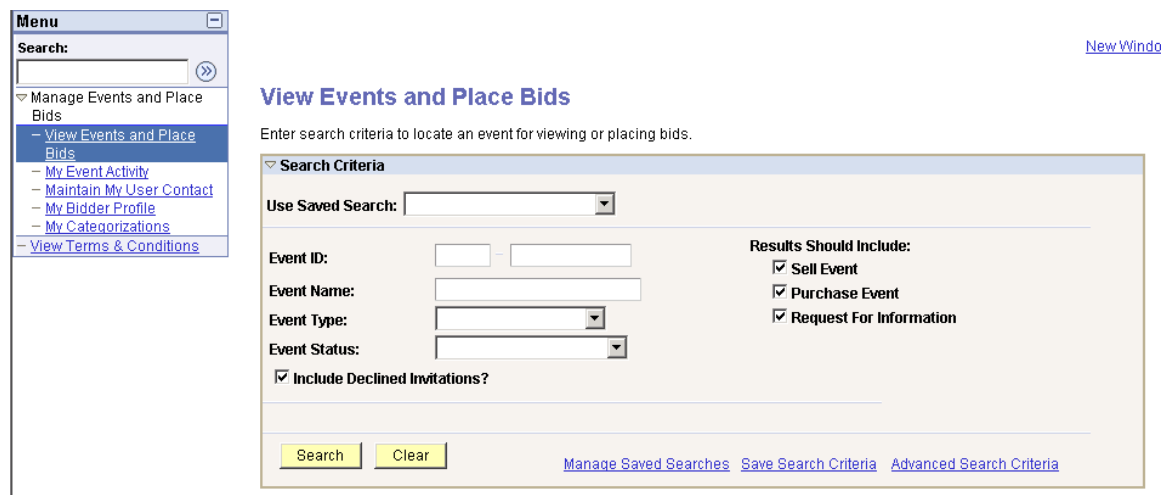
## Sourcing Activities

### Viewing Events and Submitting Bids

PeopleSoft **eSupplier Connection** enables bidders to **View Events and Submit Bid Responses**. Bidders can browse events based on various search criteria, enter bids online, and receive notifications.

From **Manage Events and Place Bids > View Events and Place Bids >**

Bidders can search for specific events to bid on and view results from this page. Click the search button will retrieve all events.



**Menu**

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  - My Event Activity
  - Maintain My User Contact
  - My Bidder Profile
  - My Categorizations
  - View Terms & Conditions

[New Window](#)

### View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

Use Saved Search:

Event ID:  -

Event Name:

Event Type:

Event Status:

Include Declined Invitations?

**Results Should Include:**

- Sell Event
- Purchase Event
- Request For Information

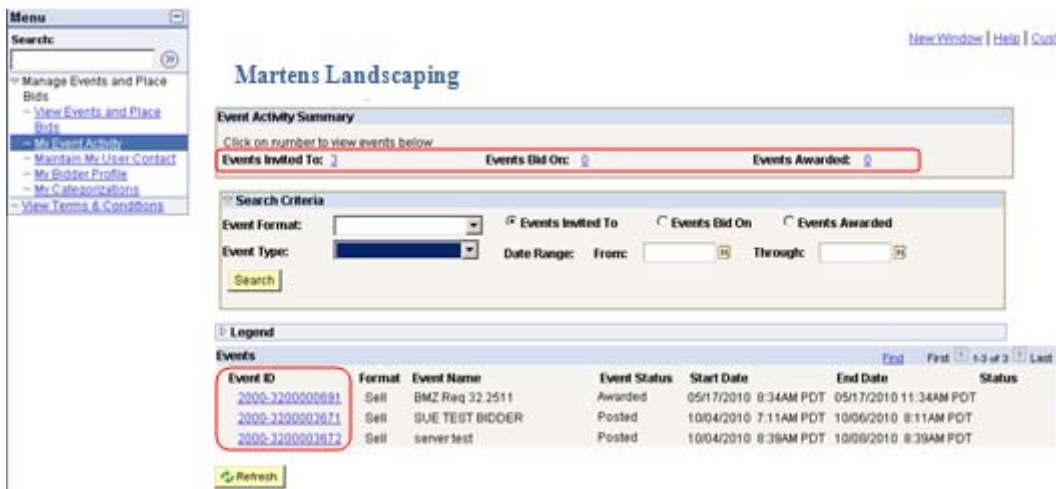
[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

### Viewing and Editing My Event Activity

PeopleSoft **eSupplier Connection** enables bidders to view and edit their events, bids, and awards through the **My Event Activity** page.

#### From Manage Events and Place Bids > My Event Activity >

This page allows you to view the number of events you have been *Invited To*, *Bid On*, and/or have been *Awarded*. By clicking on the number next to each category in the **Event Activity Summary** box, you can view the details of each event; you can also view this information by clicking on the Event ID number.



**Martens Landscaping**

**Event Activity Summary**

Click on number to view events below

Events Invited To: 3      Events Bid On: 0      Events Awarded: 0

**Search Criteria**

Event Format: [Dropdown]       Events Invited To       Events Bid On       Events Awarded

Event Type: [Dropdown]      Date Range: From: [Date]      Through: [Date]

[Search]

**Legend**

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
2000-3200000691	Sell	BMZ Req 32.2511	Awarded	05/17/2010 8:34AM PDT	05/17/2010 11:34AM PDT	
2000-3200003671	Sell	SUE TEST BIDDER	Posted	10/04/2010 7:11AM PDT	10/06/2010 8:11AM PDT	
2000-3200003672	Sell	server test	Posted	10/04/2010 8:39AM PDT	10/06/2010 8:39AM PDT	

[Refresh]

After opening the event, click on the **Line Comments** icon to view all documents related to the event.



Event Start Date: 02/29/2012 2:40PM CST  
Event End Date: 03/16/2012 12:00 PM CST

**Event Description:**  
PLEASE REPLY CONFIRMING RECEIPT OF THIS EMAIL.  
WHO WILL ATTEND THE PRE BID MEETING?  
DISREGARD EVENT INVITATION/XML INSTRUCTIONS ABOVE (NOT FOR SERVICES)  
SEE EMAIL AND URL ATTACHMENTS  
IF YOU FORGOT YOUR USER ID OR PASSWORD, CONTACT BUYER.

Contact: Lieburn, Timothy A      Payment Terms:  
Phone:      My Bids: [1 In-Process](#)  
Email: [TALieburn@integraysgroup.com](mailto:TALieburn@integraysgroup.com)      Edits to Submitted Bids: Allowed  
Online Discussion:      Multiple Bids: Not Allowed  
Live Chat Help:

★ Bid Required      Line Comments/Files

Line	Description	Unit	Status
1	REPAIR, UNDERGROUND	DL	

[Return to Event Search](#)