



Lawson Form(s):	Vendor Bid Response	Outline ID Number:	Page 1 of 10
Prepared By:	Diane Woods	Last Update:	06/10/2005
Test Objective/Measurements: BSO Vendor Bid Response			
Scenario:			

A. BSO Vendor Bid Response

1. Login onto the Knox County Purchasing Website and select the hyperlink to BuySpeed
2. Under "Bid #" select the bid that you wish to submit a quote to Knox County

Lawson portal - Microsoft Internet Explorer

Address: http://128.8.0.225/lawson/portal/

Welcome, Diane Woods, KNOX
Go To Preferences Help Logout

Home My Shortcuts Manage Shortcuts BuySpeed

Home POs Bids Contracts Quotes

Home - Welcome Back first last

Open Bids

Bid #	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Create Quote	Bid Holder
0000009	John Walters	Police Uniform Equipment	03/31/2005 16:04:00	Scheduled	View	Create Quote	List

Closed Bids

Bid #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
0000008	John Walters	Gun Cleaning Supplies	03/16/2005 17:30:00	Hill Country Coffee Supply
0000011	Tom Seagle	Food	03/21/2005 10:15:00	Patio Furniture company name
0000012	Hugh Holt	Office Supplies	03/21/2005 10:30:00	Patio Furniture company name
0000014	Hugh Holt	Lard	03/21/2005 11:40:00	company name vendor 3
0000015	Tom Seagle	Food	03/21/2005 11:42:00	testing
0000016	Diane Woods	Fire Proof Filing Cabinet	03/22/2005 09:00:00	Hill Country Coffee Supply
0000013	Tom Seagle	Food	03/21/2005 11:20:00	
0000010	Diane Woods	Computer Monitor	03/22/2005 09:23:00	
0000017	Diane Woods	Filing Cabinets	03/22/2005 12:03:00	

3. Select "Yes" to acknowledge receipt of the bid document. Select "Create Quote"

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File Edit View Favorites Tools Help

Address http://128.8.0.225/lawson/portal/

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2005-03-16 16:09:46.0 bid notes

Bid Detail

Item #	Print Seq	Description	Quantity	UOM	Unit Price	Total Cost
1	1.0	BILFOLD STYLE, 4-1/2 IN. X 3 IN., BLACK	500.0	EA	\$0.00	\$0.00
2	2.0	BELT, SALLY BROWNE, NICKEL, SIZE 30	500.0	EA	\$0.00	\$0.00
3	3.0	BATON, EXPANDABLE, W/O CARRYING CASE, THREE TELESCOPING SECTIONS W/CLOSED LENGTH OF 9.5 IN. AND EXTENDED LENGTH OF AT LEAST 25.2 IN., BUT NOT LONGER THAN 26.5 IN., OUTSIDE HANDLE DIA, 1 IN., GRIP OF BATON BLACK FOAMED VINYL HELD IN PLACE W/TWO CONCENTRIC BANDS OF DOUBLE SIDED ADHESIVE TAPE (OR EQUIV.), SECTIONS OF BATON SHALL BE CONSTRUCTED OF THICK WALLED DOM 4130 ALLOY TUBING, STEEL SHALL BE MARTEN TEMPERED FOR TOUGHNESS, SHOCK, AND BREAK RESISTANT TO PRODUCE A ROCKWALL C SCALE OF 45 TO 49 W/TENSILE STRENGTH OF AT LEAST 212,000 PSI AND YIELD OF AT LEAST 165,000 PSI., 19 OZ. W/SECTIONS LOCKING IN PLACE BY MEANS OF DEAD LOCK TAPER, BATON SECTIONS SHALL NOT READILY RELEASE ON SOFT SURFACE BUT MAY BE COLLAPSED ON HARD BASE, HANDLE SHALL BE PHOSPHATE UNDERCOATED AND FINISHED W/BLACK TEXTURED POWDER PAINT (OR EQUIV.), SHAFTS SHALL BE FINISHED W/SILVER INDUSTRIAL CHROME, RETAINING CLIP SHALL BE OF FLAT LEAF SPRING DESIGN, PHOSPHATE COATED, AND ATTACHED TO READILY REPLACEABLE ALUMINUM BASE PLATE (OR EQUIV.), NO SHARP EDGES OR KNURLING OF ANY TYPE, ALL EXTERIOR SURFACES RADIUSED	500.0	EA	\$0.00	\$0.00
Bid Solicitation Total						\$0.00

Print Page **Create Quote** Bid Q & A Exit

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Click "Create Quote" to be able to enter your pricing for this product

4. Enter required information (*)

5. Select "Save and Continue"

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Address http://128.8.0.225/lawson/portal/

WELCOME, Diane Woods, KN

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NIGP Code Browse | My Account | Customer Service | About

Home POs Bids Contracts Quotes

New Quote

General Items Questions Notes Terms & Conditions Attachments Summary

Quote #: Bid #: 00000009

Status: In progress Description: Police Uniform Equipm

Delivery Days: 0 Discount Percent: 0.0

Is "No Bid": Alternate Bid:

Shipping Terms: Freight Terms:

Ship Via Terms: Payment Terms:

Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Save & Continue

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Done Internet

6. From the Items Tab, enter unit pricing, discount, freight, etc., if questions exist, select item number to view questions to vendor or if vendor wishes to offer tier pricing click on item number
7. Respond as required to questions (see “Questions Exist” column)
8. Select “Save and Continue” when you are finished entering your pricing and discount information. (You may select “No Bid” if you do not wish to bid on certain line items.)

Lawson portal - - Microsoft Internet Explorer

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Address http://128.8.0.225/lawson/portal/

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Quote 00000031

General **Items** Questions Notes Terms & Conditions Attachments Summary

General Notes

Item #	Questions Exist	Description	Quantity	UDM	Unit Price	Discount Pct.	Freight	Total Cost	No Bid	No Charge
1	Yes	BILLFOLD STYLE, 4-1/2 IN. X 3 IN., BLACK	500.0	EA	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Yes	BELT, SALLY BROWNE, NICKEL, SIZE 30	500.0	EA	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Yes	BATON, EXPANDABLE, W/O CARRYING CASE, THREE TELESCOPING SECTIONS W/CLOSED LENGTH OF 9.5 IN. AND EXTENDED LENGTH OF AT LE... View Detail	500.0	EA	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quote Response Total								0.00		

Save & Continue

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Done Internet

9. From “Items” tab, select “Notes” and respond if necessary, Save & Continue

The screenshot shows a web browser window titled "Lawson portal - - Microsoft Internet Explorer". The address bar shows "http://128.8.0.225/lawson/portal/". The Lawson logo is in the top left, and the user is identified as "Diane Woods, KNOX" in the top right. The page has a navigation menu with "Home", "My Shortcuts", "Manage Shortcuts", and "BuySpeed". The main content area is titled "Quote 00000031" and has several tabs: "General", "Items", "Questions", "Notes", "Terms & Conditions", "Attachments", and "Summary". The "Items" tab is active, and the "Notes" sub-tab is selected, circled in red. Below the tabs is a table with three items:

Item #	(Note Count)Item Description
1	(0) BILLFOLD STYLE, 4-1/2 IN. X 3 IN., BLACK
2	(0) BELT, SALLY BROWNE, NICKEL, SIZE 30
3	(0) BATON, EXPANDABLE, W/O CARRYING CASE, THREE TELESCOPING SECTIONS W/CLOSED LENGTH OF 9.5 IN. AND EXTENDED LENGTH OF AT LE... View Detail

At the bottom of the page, there is a copyright notice: "Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved."

10. Select Questions from Header and respond if necessary, Save & Continue

The screenshot shows a Microsoft Internet Explorer browser window displaying the Lawson portal. The address bar shows the URL <http://128.8.0.225/lawson/portal/>. The page header includes the Lawson logo and a welcome message for Diane Woods, KN. Navigation links include Home, My Shortcuts, Manage Shortcuts, BuySpeed, Home, POs, Bids, Contracts, and Quotes. The main content area is titled "Quote 0000034" and features a tabbed interface with "Questions" selected. The "Questions" tab contains a table with two rows of questions. The first row asks about the Knox County Business Certificate, and the second row asks for the certificate number. A "Save & Continue" button is located below the table. The footer of the page contains the copyright notice: "Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved." The browser's status bar at the bottom shows "Done" and "Internet".

Quote 0000034

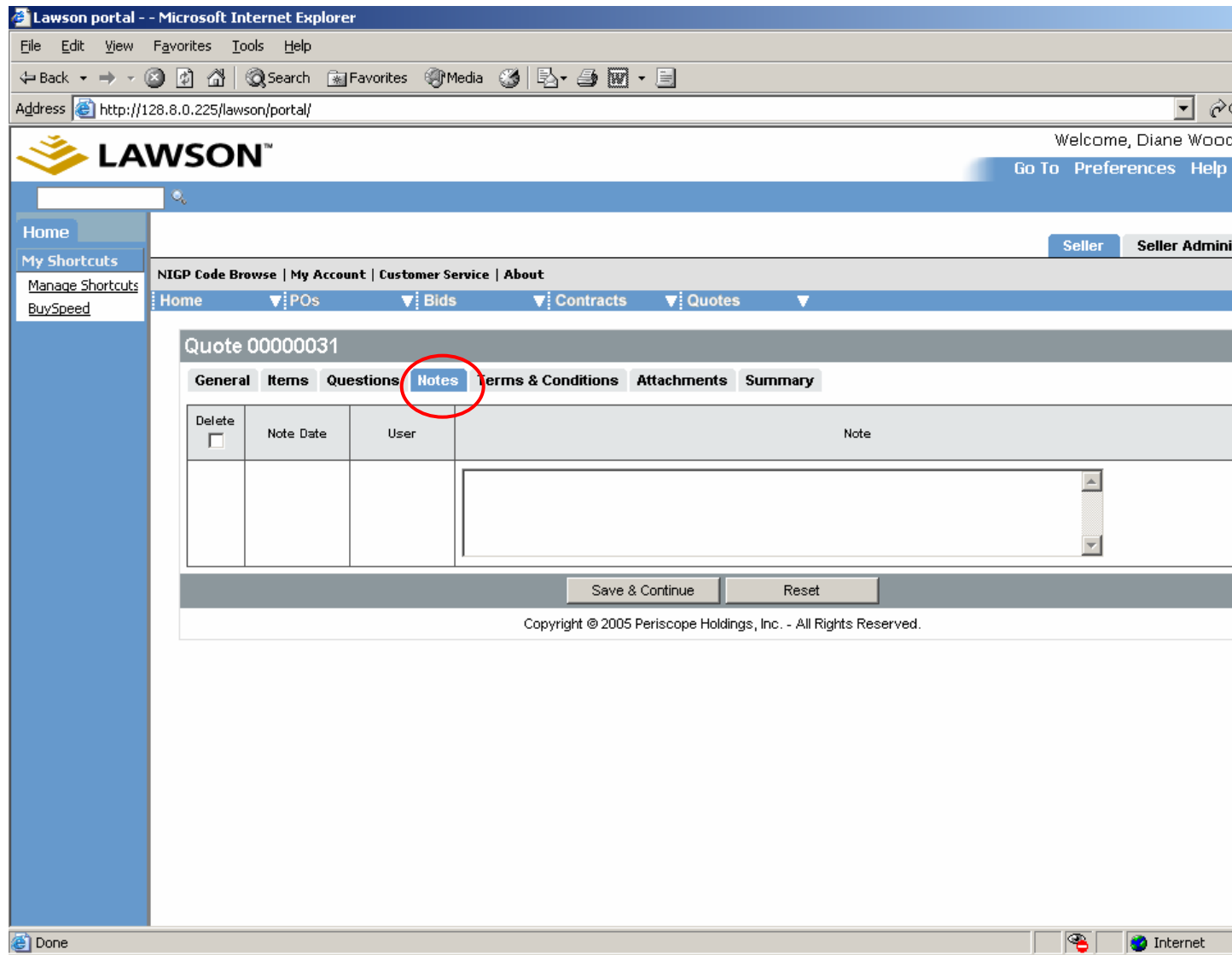
General Items **Questions** Notes Terms & Conditions Attachments Summary

Question #	Required	Question	Response
1	No	Knox County Business Certificate	<input type="radio"/> Yes <input type="radio"/> No
2	No	Please enter your Knox County Business Certificate number.	<input type="text"/>

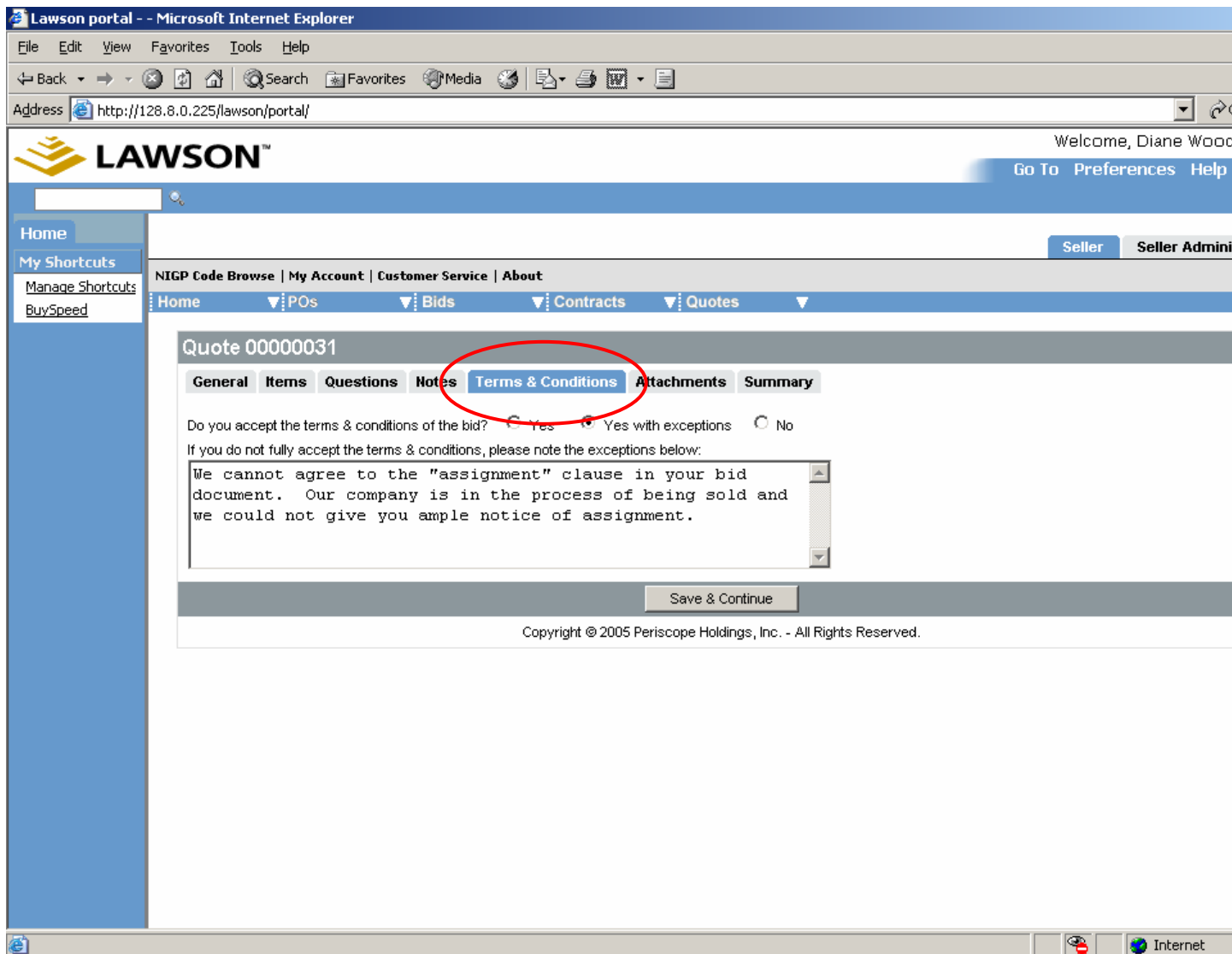
Save & Continue

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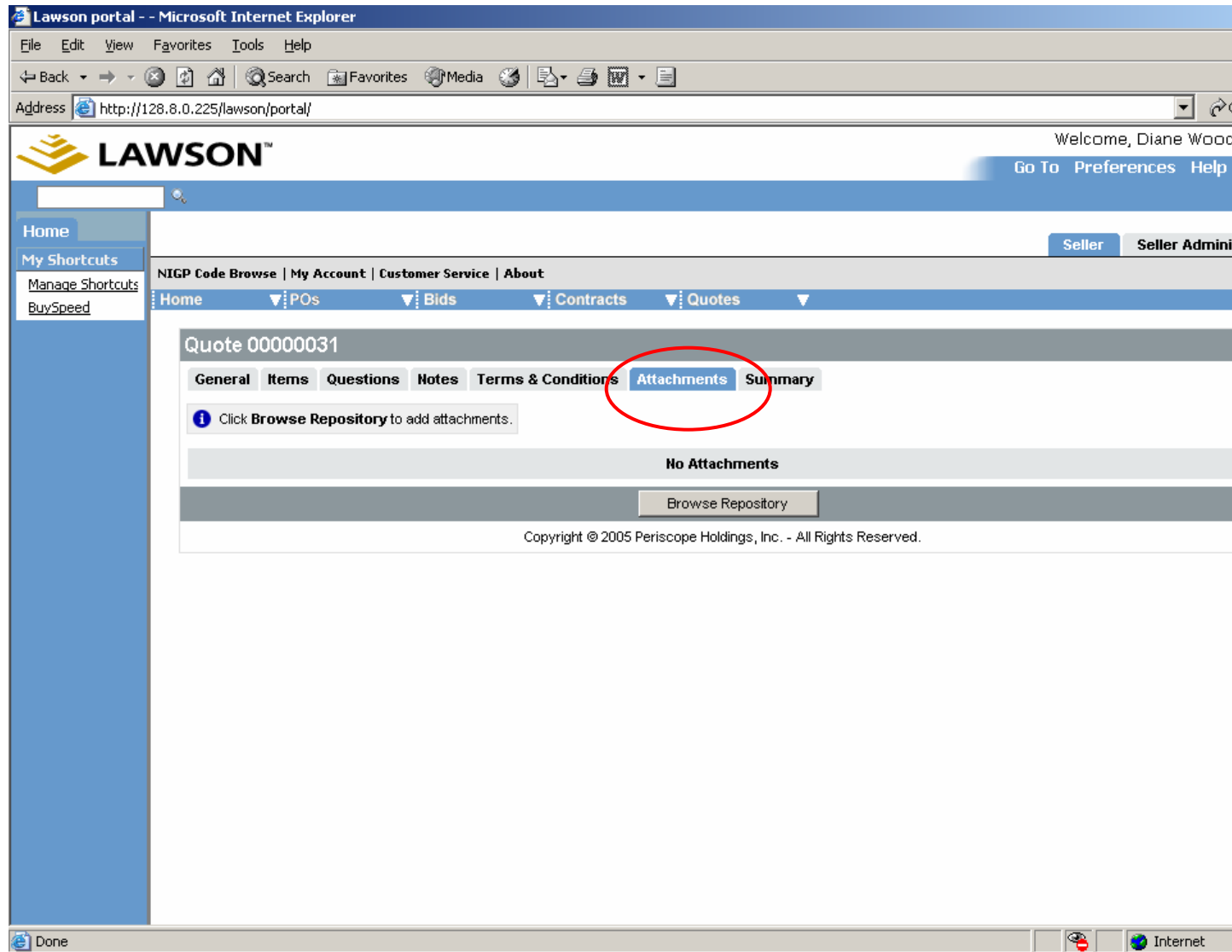
- 11. Select "Notes" tab from Header and enter any information pertinent to bid
- 12. Save and Continue



13. Select Terms and Conditions Tab, select appropriate actions, Save & Continue

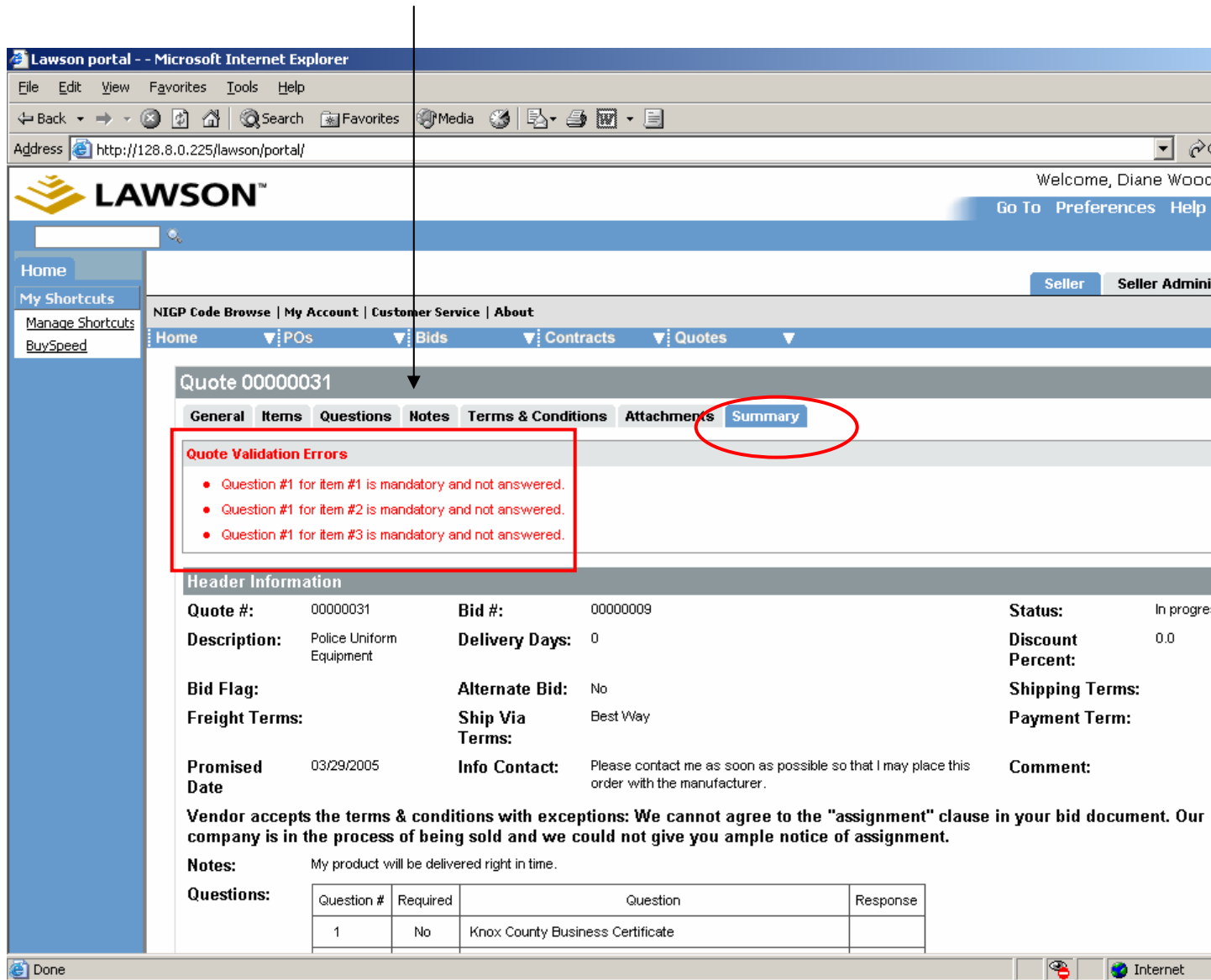


14. Select Attachments Tab, click Browse Repository to add any necessary attachments to the bid document, Save and Exit



15. Select “Summary” tab and review your bid response information, Select “Submit Quote” to send your quote to Knox County Purchasing.

Notice: If you have not answered all the questions presented to you, you will receive an error message to correct the problem before you will be able to submit your quote.



Once you have resolved any validation errors, proceed to the “Summary” tab and click “Submit Quote”

After quote is submitted from Summary tab vendor may select Print or Withdraw Quote

You have now entered your quote successful. Congratulations!