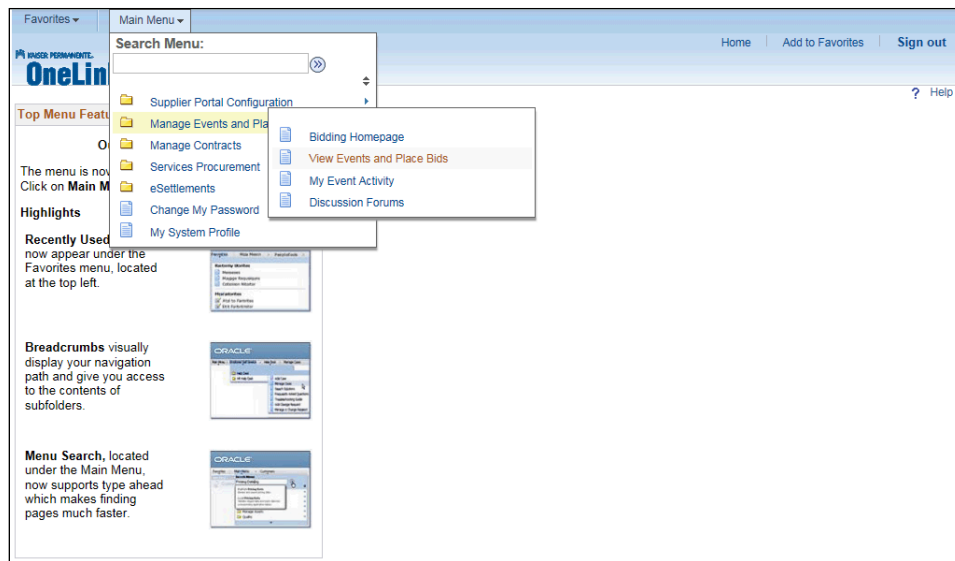





Enter bid Using XML Upload Functionality

Scenario: You need to respond to a bid using the XML upload functionality. The XML functionality allows your responses to be transferred automatically from an Excel spreadsheet to OneLink.



Step	Action
1.	Click the Main Menu button. 
2.	Click the Manage Events and Place Bids menu. 
3.	Click the View Events and Place Bids menu. 

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

Search Results

Event ID	Event Name	Format	Type	End Date	Status	
03S00-0000000130	Food Procurement and Food Distribution	Sell	RFx	11/28/2017 09:15 PM PST	Accepted	Discuss
03S00-0000000131	TEST SR 2	Sell	RFx	Event Completed	Accepted	Discuss
03S00-0000000133	TEST SR 2	Sell	RFx	0hrs,7mins,32secs		Discuss
03S00-0000000134	Security Equipments and Integrators	Sell	RFx	11/28/2017 11:24 PM PST		Discuss

Step	Action
4.	Enter search criteria to search for the Event ID.
5.	Click the Event ID link to enter bid. 03S00-0000000134

Favorites ▾ Main Menu ▾ > Manage Events and Place Bids ▾ > View Events and Place Bids

KAISER PERMANENTE.
OneLink

Information to any persons or entities other than the directors, officers, employees or consultants of the Receiving Party who reasonably need to have access to the Confidential Information for purposes of direct work on the Project; (c) Directly or indirectly participate in or be connected with any business venture or other project utilizing the Confidential Information, or otherwise use the Confidential Information to assist any person or entity in so doing; or (d) Disclose any Confidential Information to any of the Receiving Party's consultants or contractors without first securing their written consent to be bound by the terms of this Agreement.

Receiving Party may disclose Confidential Information without Disclosing Party's consent if it excludes patient identifiable or protected health information and if: (a) the information was rightfully obtained by the Receiving Party from a third party prior to the time of disclosure by Disclosing Party; (b) the information is independently developed by the Receiving Party, its employees, agents or affiliates without any knowledge of the Confidential Information received from Disclosing Party; or (c) the information is or becomes generally available to the public without a breach of this Agreement by the Receiving Party.

If Receiving Party is requested or required (by a valid law, regulation, subpoena, demand, order or other process of a court or government entity) to disclose Confidential Information, the Receiving Party will provide the Disclosing Party with prompt notice of such request so that the Disclosing Party may seek an appropriate protective order.

Any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause irreparable harm to the Disclosing Party, the amount of which may be difficult to ascertain. Therefore the Disclosing Party will have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any such further disclosure or breach and for such other relief as Disclosing Party deems appropriate.

All Confidential Information (including all copies thereof) will remain the property of the Disclosing Party, and will be returned to the Disclosing Party or destroyed by the Receiving Party upon the request of the Disclosing Party.

This Agreement will continue in full force and effect for so long as the Disclosing Party continues to disclose Confidential Information to the Receiving Party for the Project. This Agreement may be terminated by either party at any time upon thirty (30) days prior written notice to the other party. Termination of this Agreement will not relieve the Receiving Party of the obligations imposed by this Agreement with respect to Confidential Information disclosed prior to or after the Effective Date of such termination, and such obligations will survive the termination of this Agreement for as long as the Receiving Party possesses any such Confidential Information.

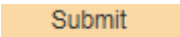
This Agreement will be binding on any successors in interest of each party. Neither party may assign this Agreement or their respective obligations under this Agreement without the other party's prior written consent.

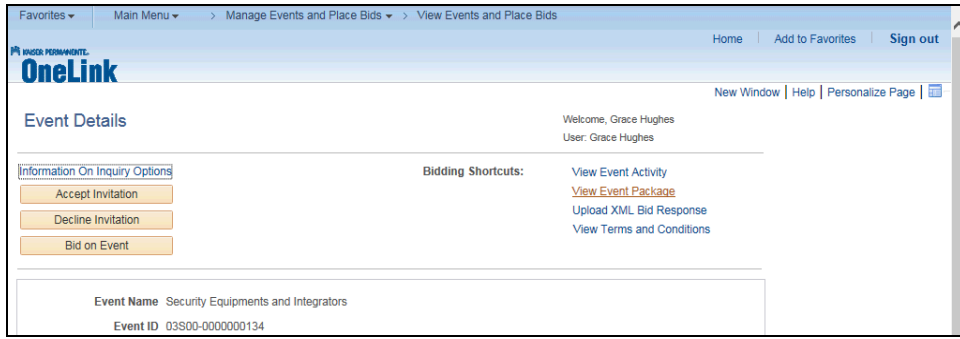
Any failure by a party to enforce the other party's strict performance of any provision of this Agreement will not be deemed a waiver of its right to enforce such provision or any other provision of this Agreement.

This Agreement will be governed by the laws of the State of California without regard to its choice of laws rules. Each party hereby consents to jurisdiction and venue in the State and Federal courts in California, with respect to any dispute arising under or in connection with this Agreement.

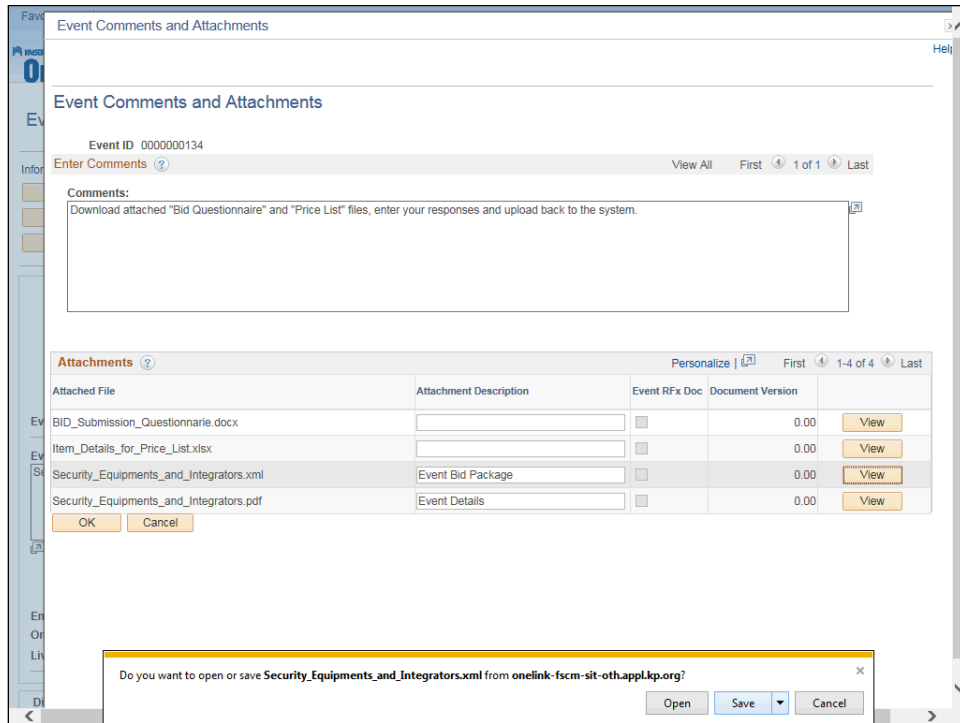
Click to accept Non-Disclosure Agreement terms and conditions

Note: In the event that your company is unwilling to accept these Non-Disclosure Agreement terms and conditions, please contact the sourcing manager mentioned in the event invitation.

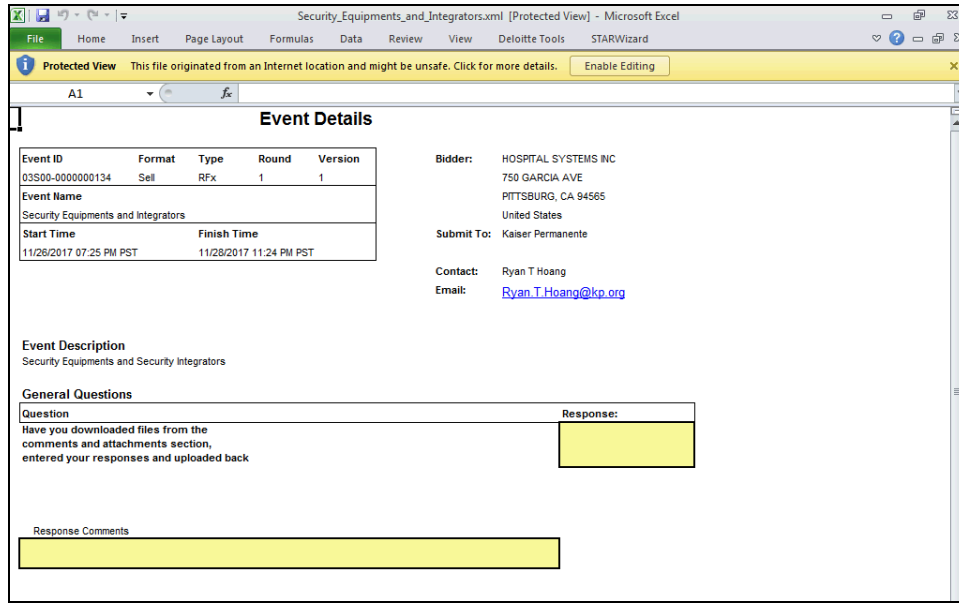
Step	Action
6.	Select the checkbox for I accept Non-Disclosure Agreement terms and Conditions. Note: If you are unwilling to accept the conditions or wish to discuss them, contact the sourcing manager associated with the event (listed in the event invitation).
7.	Click the Submit button. 

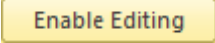




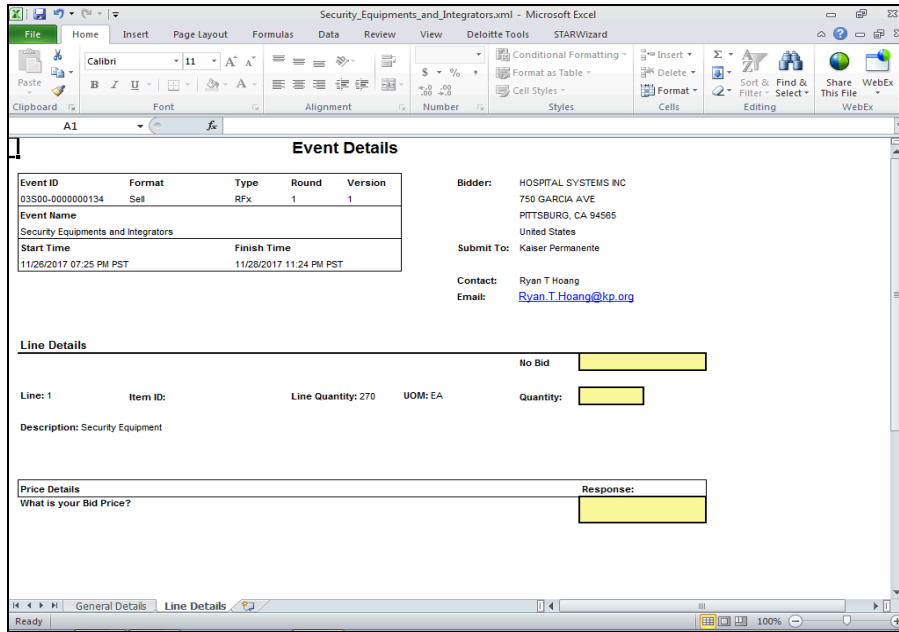
Step	Action
8.	Click the View Event Package link. View Event Package





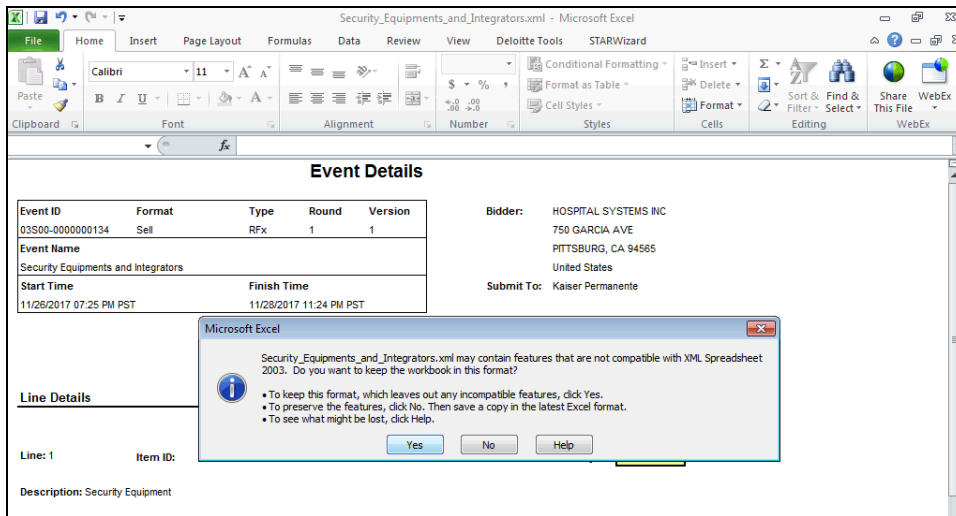
Step	Action
9.	Click the View button for the first file. View
10.	Download and Save the file to your computer. Repeat for all files per the instructions in the comments.
11.	Open the file saved on your computer. Security_Equipments_and_Integrators.xml

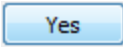



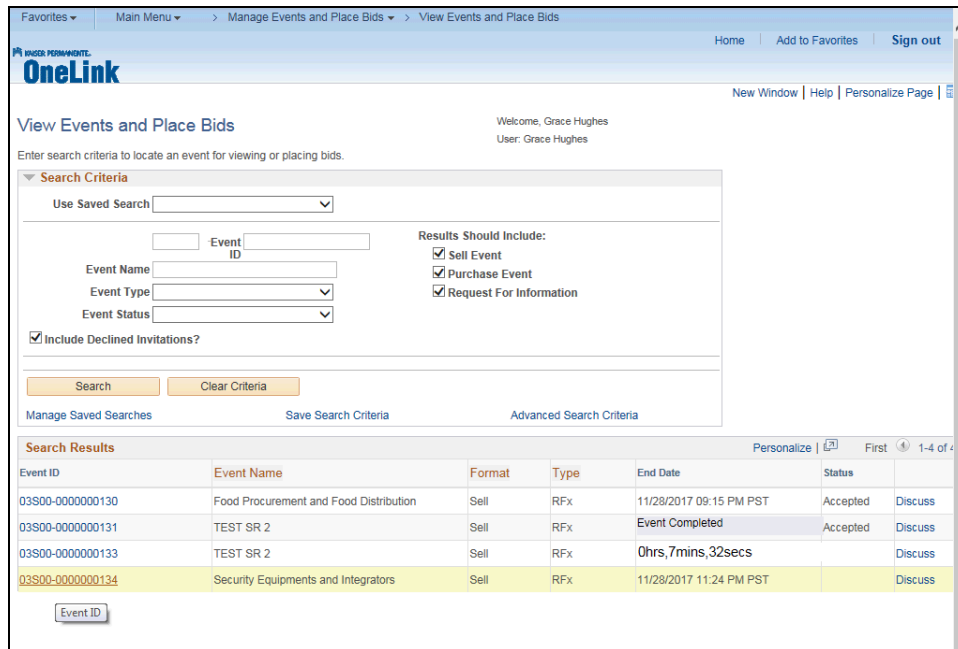
Step	Action
12.	Click the Enable Editing button. 
13.	Enter/select your response in the yellow colored cells. e.g. " Uploaded files along with our responses. "  Note: Responses are limited to 254 characters.
14.	Click the Line Details tab. 



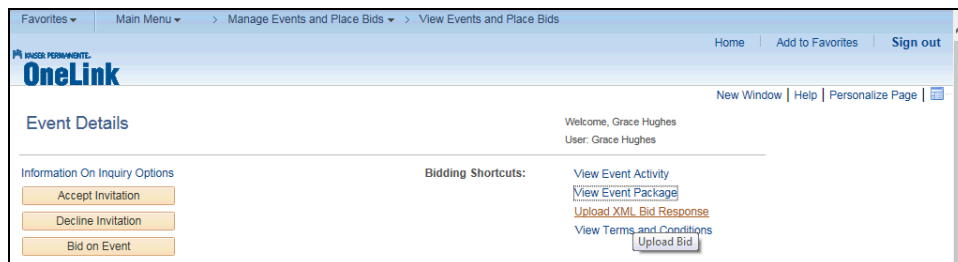
Step	Action
15.	<p>Populate the yellow fields, including Quantity, Price Details Response. Scroll down to make sure you complete all yellow fields</p> <p>If you are not participating in a particular line in the event, enter Yes in the No Bid field. If you are participating, leave this field blank.</p> 
16.	<p>Save the file.</p> 

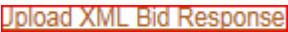


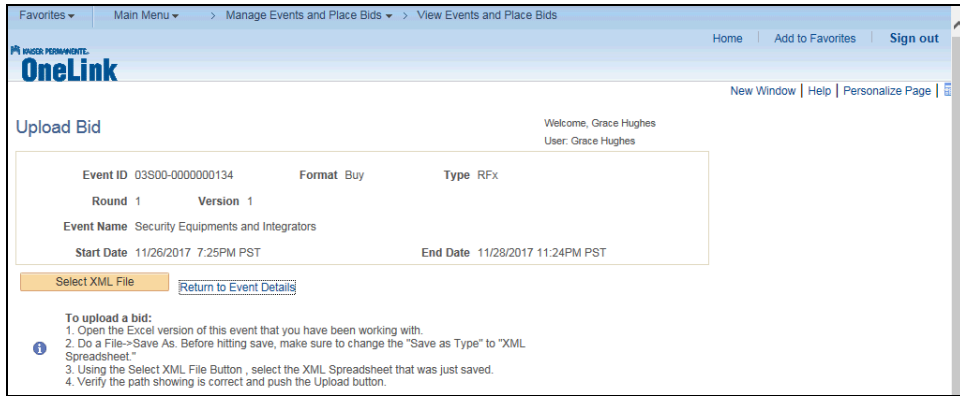
Step	Action
17.	When presented with the above prompt, select Yes . 
18.	Close the file. 
19.	When you're ready to place your bid, log back into the View Events and Place Bids menu as described in step 1-3 above.

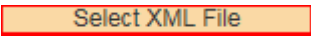


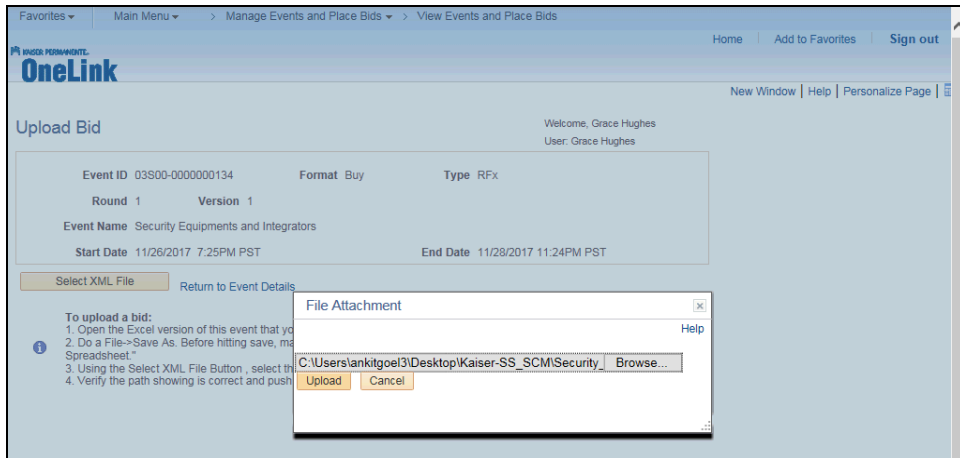
Step	Action
20.	Enter search criteria to search for the Event ID.
21.	Click the Event ID link to enter the bid.

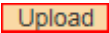


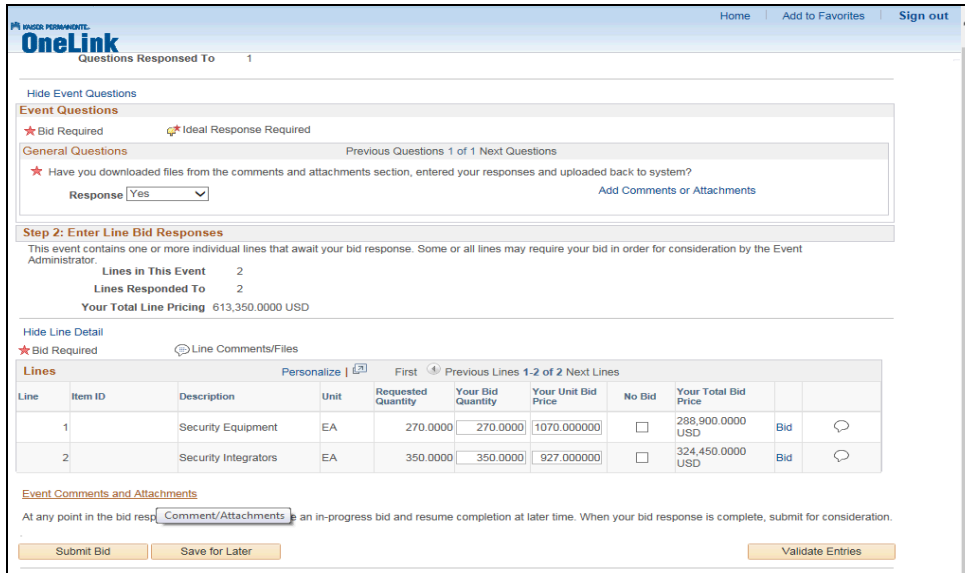
Step	Action
22.	Click the Upload XML Bid Response link. 



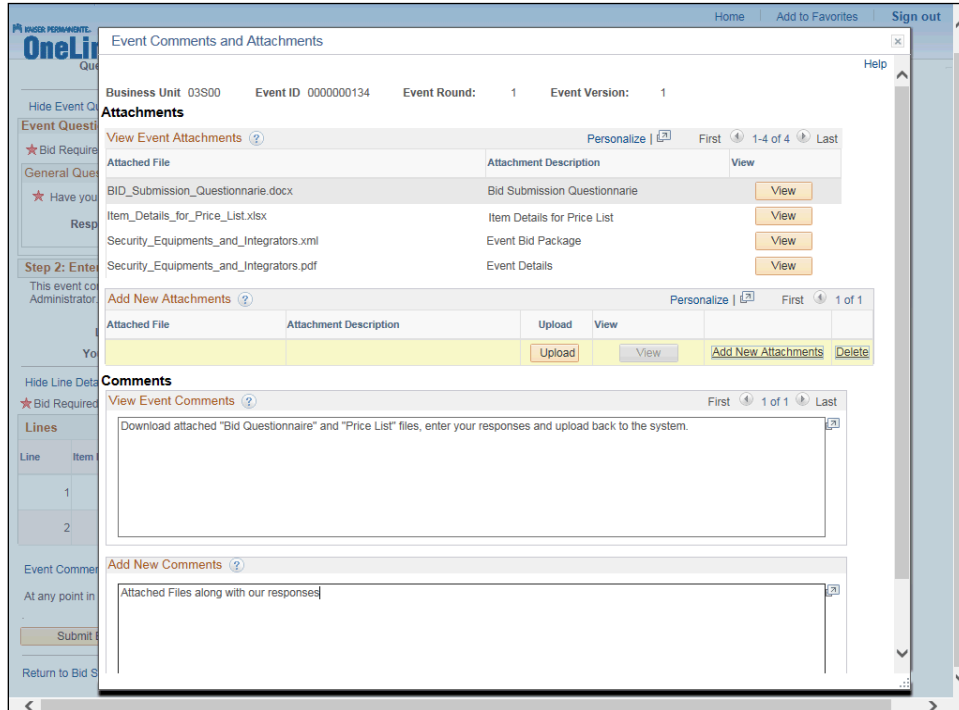
Step	Action
23.	Click the Select XML File button. 



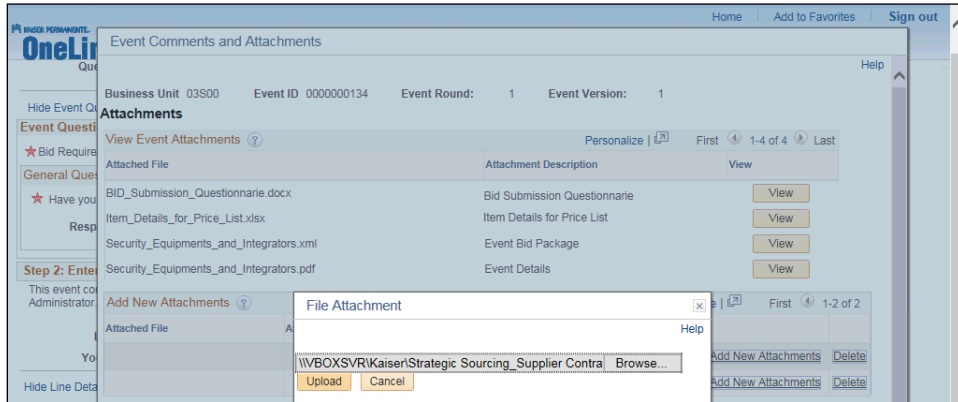
Step	Action
24.	Browse, select and upload the XML file. Click the Upload button. 



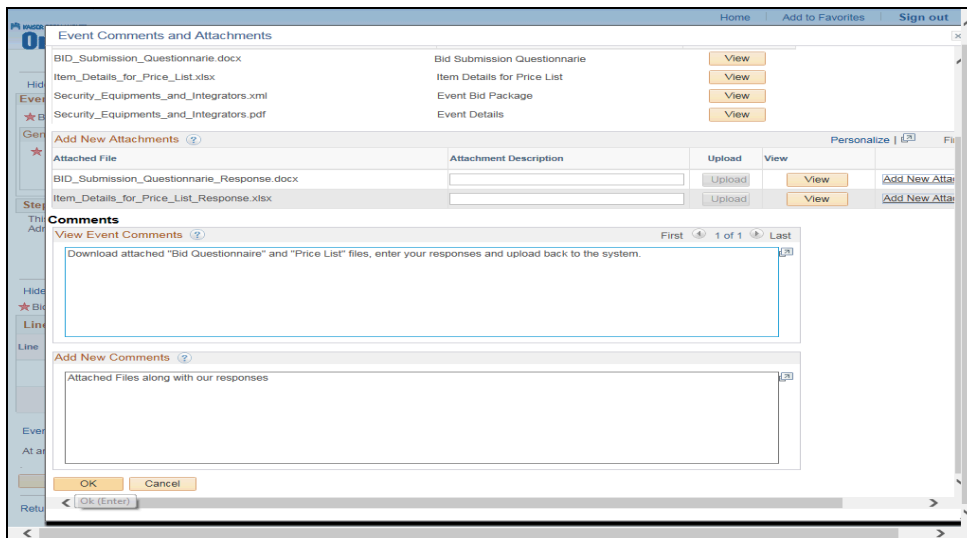
Step	Action
25.	<p>Your responses are uploaded to the event. Click the Event Comments and Attachments link.</p> <p>Event Comments and Attachments</p>




Step	Action
26.	Click the Add New Attachments link to upload other files with your responses (other than the XML file) as instructed. Add New Attachments
27.	Enter any comments into the Add New Comments field. e.g. " Attached Files along with our responses ".

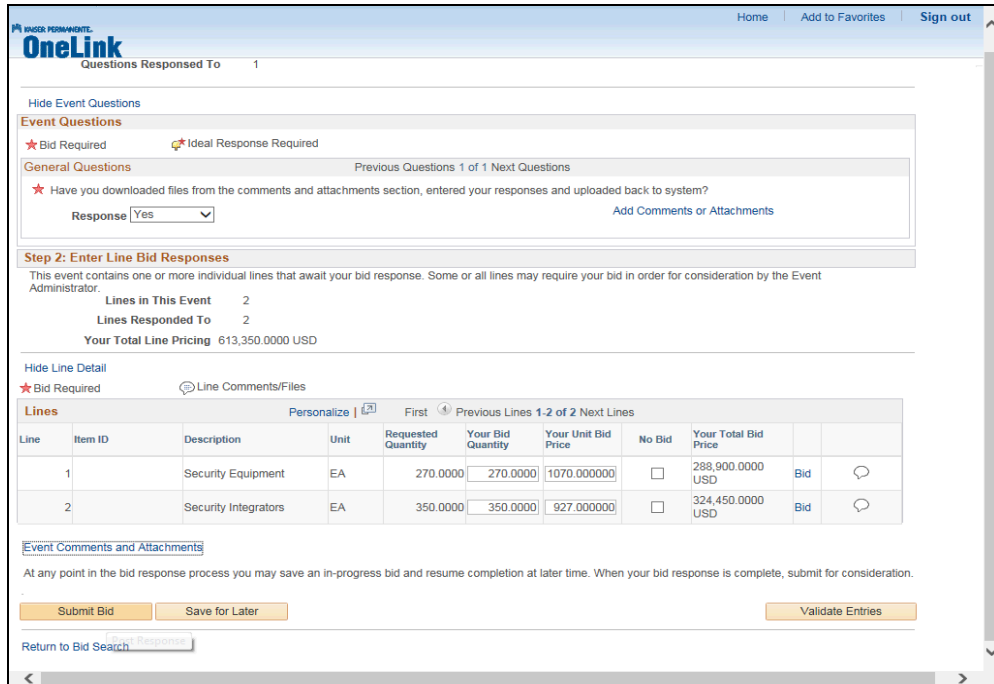


Step	Action
28.	Browse, select and upload the file. Click the Upload button. Upload



Step	Action
29.	Enter an attachment description into the Attachment Description field. e.g. " Bid Questionnaire Response ". _____

Step	Action
30.	Click the OK button when you've uploaded all necessary attachments and entered all attachment descriptions. 



Questions Responded To 1

Hide Event Questions

Event Questions

★ Bid Required Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ Have you downloaded files from the comments and attachments section, entered your responses and uploaded back to system?
Response Add Comments or Attachments

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 2
Lines Responded To 2
Your Total Line Pricing 613,350.0000 USD

Hide Line Detail

★ Bid Required Line Comments/Files

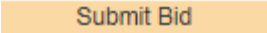
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Security Equipment	EA	270.0000	270.0000	1070.000000	<input type="checkbox"/>	288,900.0000 USD	Bid	🗨
2		Security Integrators	EA	350.0000	350.0000	927.000000	<input type="checkbox"/>	324,450.0000 USD	Bid	🗨

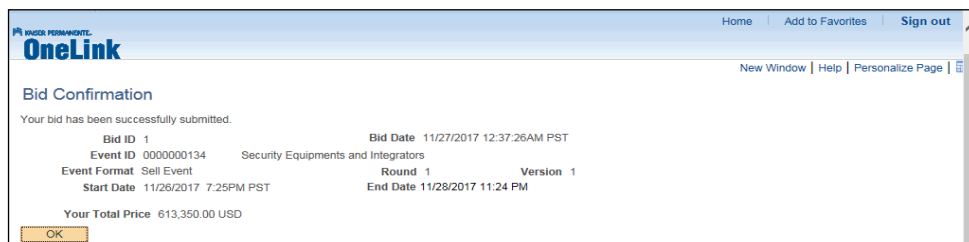
Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

Return to Bid Search

Step	Action
31.	Click the Submit Bid button. 

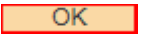


Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1 Bid Date 11/27/2017 12:37:26AM PST
Event ID 000000134 Security Equipments and Integrators
Event Format Sell Event Round 1 Version 1
Start Date 11/26/2017 7:25PM PST End Date 11/28/2017 11:24 PM
Your Total Price 613,350.00 USD

OK

Step	Action
32.	Click the OK button. 
33.	Congratulations! You have successfully entered bid using excel upload. End of Procedure.