

## SRM FAQ's for Material Goods Suppliers

**Q: Will I be able to see a list of other suppliers who were invited to participate in the bid?**

A: No, bid invitations are private. You will not see who else was invited, nor will you be able to see any other bids other than your own.

**Q: What is the best way to notify a Buyer that I will not be supplying a bid for a bid invitation I've received?**

A: Reply back to the Bid Invitation email notification that you received, and inform the Buyer that you will not be submitting a bid.

**Q: Does the submission deadline set by the Buyer take into consideration the complexity and size of the bid invitation?**

A: Yes. The more complex the bid invitation, the more time will be given for you to respond. Additionally, if the bid invitation contains a large number of items, more time will also be given.

**Q: I've been sent a bid invitation with a submission deadline of 03/31/06 00:00:00. When must I submit my bid?**

A: You must submit your bid by midnight on 03/30/06.

**Q: Is there a printable version of the bid?**

A: Not at this time; your bid is only available online. You can, however, print screens directly from the internet browser.

**Q: What if I get to the middle of the quote and need to run off to do something else?**

A: Click on the 'Hold' button, above the bid invitation name, take note of the bid invitation number, and log off of SRM. When you are ready to continue, log back on to SRM, search for the bid (by bid number, name or hold status). Locate your bid under the search results and click on the pencils (change) icon under 'Action' for that bid.

**Q: How will I know if my submitted bid sent successfully?**

A: When you submit your bid successfully, you will immediately receive a confirmation. A pop-up box will appear stating that your bid was submitted.

**Q: How will I know when a buyer makes a change or addendum to a bid?**

A: Changes to the bid are limited, but controlled. If a change is made, the buyer will notify the bidder(s) by sending a new email and will document the scope of change under the Vendor Text in the Information from Purchaser view.

**Q: Will a change to the bid invitation change a submitted bid?**

A: No, your last submitted bid will remain the same.

**Q: Will bid results be published or notifications sent for award or reject?**

A: Your bid status will be updated with "Bid Accepted" or "Bid Rejected". If your bid has a status of "Bid Accepted" and the bid was for multiple line items, check the item overview list to see if your bid was accepted for all items. Bids rejected for any items will be indicated. If you have been awarded a bid, you will receive a Purchase Order (or contract) the same way you do today, via fax or email.

**Q: Can a supplier ask for bid results?**

A: Yes. You may ask the buyer who the bid was awarded to; results will not be published.

**Q: What is the effective launch date of SRM?**

A: March 23, 2006. This will not be a hard cut-over, as the existing RFQ system is still available and will be used at the same time. Over time, we will eventually transition fully over to SRM.

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**Q: How do I change or update email addresses and contact information?**

A: Please send an email to: [PurchasingSRM@pse.com](mailto:PurchasingSRM@pse.com). Please include your user ID and contact information in the email, as well as any email address updates or changes.

**Q: Will a self-tutorial be available to train others within my organization?**

A: Yes. A Webex session will be recorded for training purposes and posted to the PSE website by the beginning of April 2006. A training document will also be posted to the PSE website for you to download.

**Q: What if our payment terms are not listed in the payment terms list?**

A: Leave the default as "Within 30 days Due net". Then, enter your payment terms in the text box in the 'My Notes' view, under the General Data tab.

**Q: I received a bid invitation for multiple items, do I need to bid on all of them?**

A: No. If you are not bidding on a specific line item(s), leave the price blank. You may also add text in the 'My Notes' view for that item to confirm that no bid is intended.

**Q: There's an item in the bid invitation with a quantity of 10. However, my minimum container quantity is 25. How should I communicate this in my bid?**

A: Under the Basic Data view for that item, change the value next to the 'Submitted Quantity' field to 25. Next, go to the 'My Notes' view for the same item and add a message in the text box explaining the reason for the change.

**Q: I'm bidding on an item with a quantity of 10. I am able to deliver 5 units by the delivery date, and the remaining 5, two weeks later. How should I communicate this in my bid?**

A: First, leave the 'Submitted Quantity' of 10 as is. Then, go to the 'My Notes' view for the same item and add a message in the text box detailing the quantities and the dates they will be delivered. In the line item Attributes for Timeframe for delivery, enter the longest delivery date for the order to be complete by.

**Q: When information requires a response in days, such as 'Delivery Time Duration' or 'Timeframe From Receipt of Order to Destination', is that in calendar days or business days?**

A: Calendar days.

**Q: Will I be able to enter the delivered price?**

A: Yes. The delivered price (for an item) must be entered at the line item level. Should you have additional information regarding that item, you can add them to the 'My Notes' view for that specific line item number.

**Q: Can single item attributes be pre-populated based on bidders' last bid (from bid history)?**

A: No, the single item attributes must be filled in each time a bid is submitted.

**Q: Can the attachments be printed?**

A: Yes. The attachments will be files created and opened by Windows applications, such as Word, Excel, Acrobat Reader, etc.

**Q: Where will material specifications be listed?**

A: The material specifications will be viewable at the Item level. If you do not have a copy of the current standards specifications, please request a copy from the buyer.

**Q: What if the specifications are missing information or need more details to provide an accurate bid?**

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A: Please contact the buyer if more information is needed in order for you to submit a bid.