

## Vendor Response Submittal Procedures

(The following procedures are meant to assist with submitting an Electronic response via the Rocky Mountain E-Purchasing Website.)

- Login to the Rocky Mountain E-Purchasing website using your previously registered credentials: <http://www.bidnetdirect.com/colorado>
- Locate and enter the Solicitation you have prepared a response for.
- Click on the [Submit Pricing Online](#) tab on the right side of the page.
- Once on the following screen, select the “**With**” or “**Without**” exceptions button (Depending on you or your firm’s response.) Select the **Yes** or **No** button to the question, “Would you like to attach one or more supporting documents with your response?” (If you are attaching any documents or supporting documentation, the **Yes** button must be selected.)
- Enter your previously registered PIN Number for your Digital Signature.
- Select the “Continue Process” button.
- On the next page, fill in all information required then fill in your comments and/or exceptions in the “Summary of Response/Comments to the Buyer” box.
- Click the “Continue” button.  (If you select the “Store Response” button, your response will NOT be submitted and will only be stored for your viewing only.)
- If you selected **Yes** to attach supporting documents, select the “Choose File” button  and then select your file to upload from your computer on the following page. Then select the “Attach File”  button to complete the upload process.
- Your file should now be listed along with the file name. The “Continue Process” button  should now be available. Click the “Continue Process” button. If you did not attach supporting documentation, click the “Continue – Skip Attachments Area” button.
- Select or enter your name on the following page, enter your Digital Signature PIN, and click “Register Response in System”.
- The next screen will now verify that your response has been “successfully submitted”.
- For questions regarding the response submission procedures, please contact the Vendor Support Department with Rocky Mountain E-Purchasing at Ph. (800)835-4603 or Email- [e-procurementssupport@bidnet.com](mailto:e-procurementssupport@bidnet.com).