

How to Submit Bids Online

Central Procurement Office

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Introduction

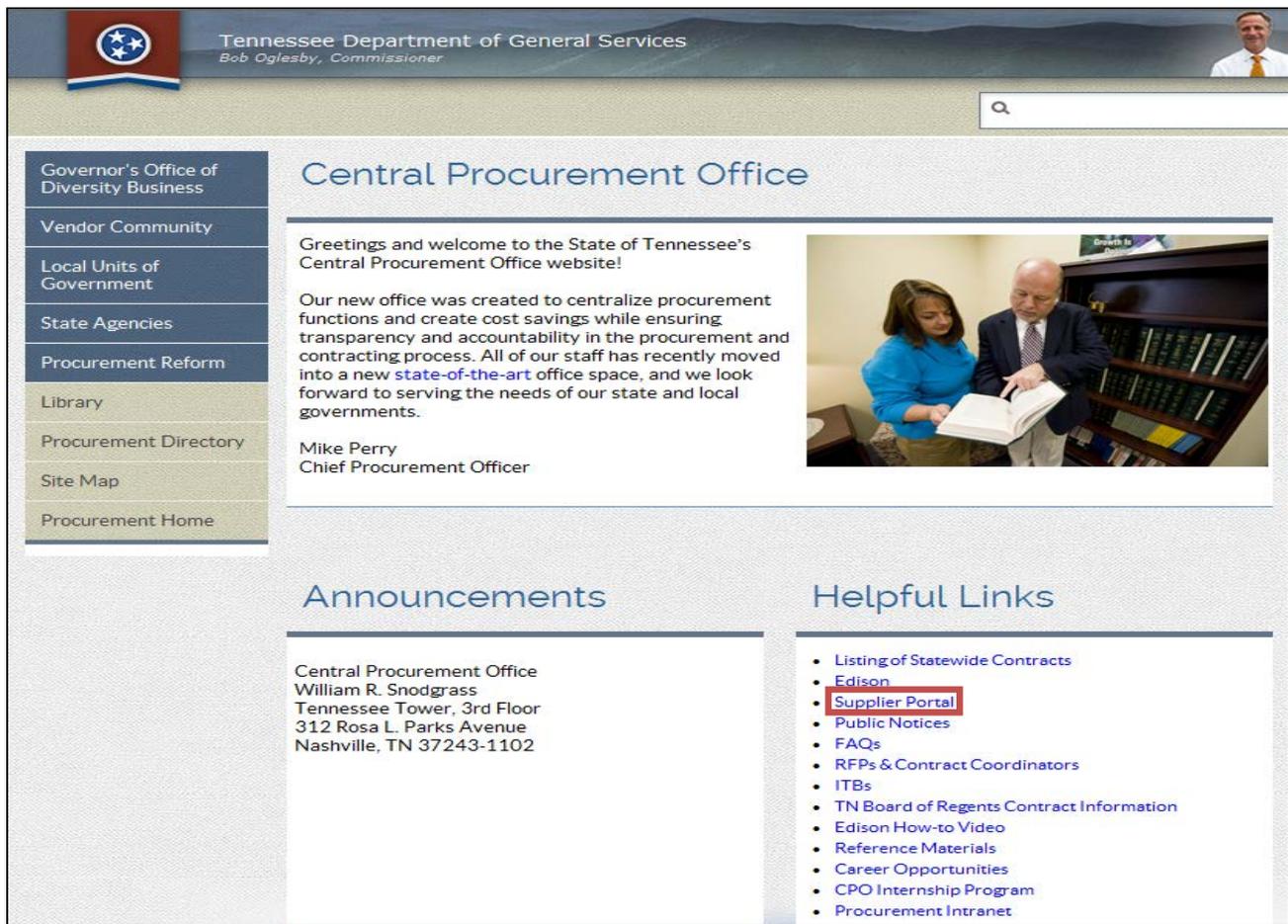
This manual is intended to aid suppliers when entering a bid into the eSupplier portal. Follow the steps below to successfully enter an electronic response to an Event.

HINT

A tip for viewing attachments in Edison is to hold down the Ctrl button on the keyboard while also clicking . Continue to hold down the Ctrl key until the document loads.

Accessing the Supplier Portal

Navigate to the Central Procurement Office website via the URL <http://tn.gov/generalserv/cpo/>. Under the Helpful Links section heading, click on the Supplier Portal link.



Tennessee Department of General Services
Bob Oglesby, Commissioner

Central Procurement Office

Greetings and welcome to the State of Tennessee's Central Procurement Office website!

Our new office was created to centralize procurement functions and create cost savings while ensuring transparency and accountability in the procurement and contracting process. All of our staff has recently moved into a new **state-of-the-art** office space, and we look forward to serving the needs of our state and local governments.

Mike Perry
Chief Procurement Officer

Announcements

Central Procurement Office
William R. Snodgrass
Tennessee Tower, 3rd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102

Helpful Links

- Listing of Statewide Contracts
- Edison
- **Supplier Portal**
- Public Notices
- FAQs
- RFPs & Contract Coordinators
- ITBs
- TN Board of Regents Contract Information
- Edison How-to Video
- Reference Materials
- Career Opportunities
- CPO Internship Program
- Procurement Intranet

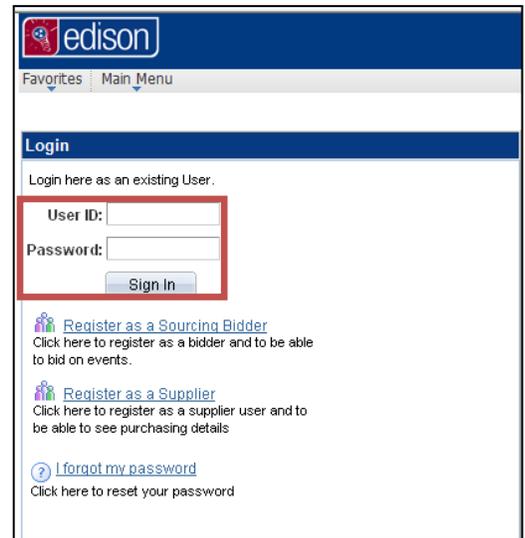
Logging In to the Supplier Portal

Use the main Supplier Portal webpage to log in to the system.

1. Enter your **User ID** in the User ID field.
2. Enter your **Password** in the Password field.
3. Click **Sign In**.

HINT

If you experience problems with logging in to the Supplier Portal, contact the Edison Help Desk at 615-741-4357 or 866-376-0104.



edison

Favorites Main Menu

Login

Login here as an existing User.

User ID:

Password:

Sign In

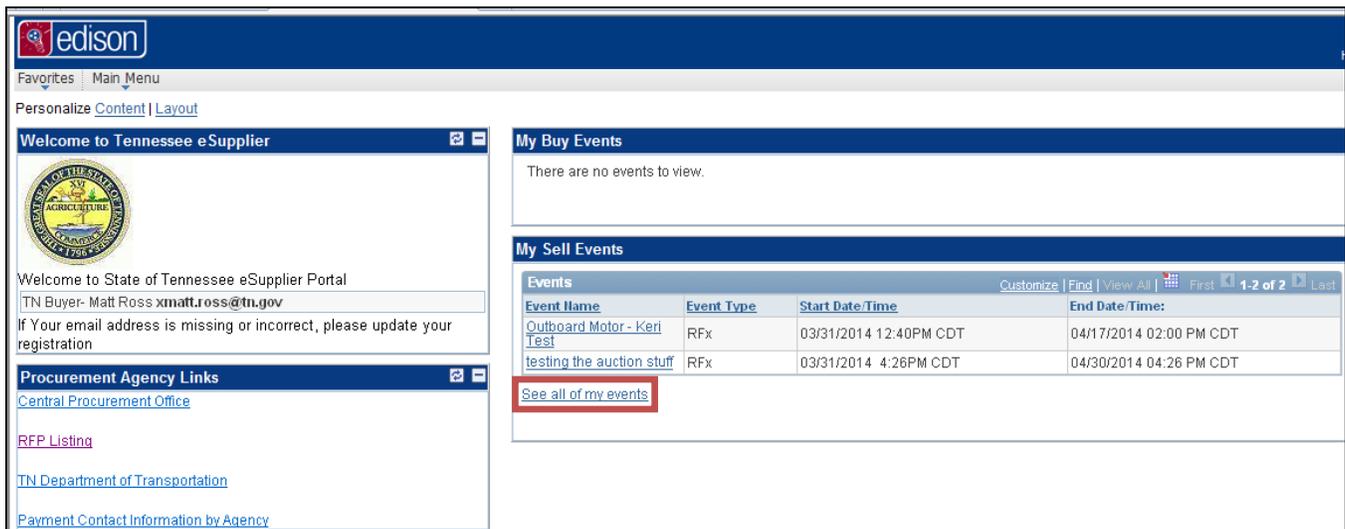
[Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on events.

[Register as a Supplier](#)
Click here to register as a supplier user and to be able to see purchasing details

[Forgot my password](#)
Click here to reset your password

Viewing Events

Once you have logged in, bid opportunities will be displayed on the Supplier Portal home screen in the My Sell Events section.



edison

Favorites Main Menu

Personalize Content | Layout

Welcome to Tennessee eSupplier

Welcome to State of Tennessee eSupplier Portal
TN Buyer- Matt Ross xmatt.ross@tn.gov
If Your email address is missing or incorrect, please update your registration

Procurement Agency Links

[Central Procurement Office](#)

[RFP Listing](#)

[TN Department of Transportation](#)

[Payment Contact Information by Agency](#)

My Buy Events

There are no events to view.

My Sell Events

Event Name	Event Type	Start Date/Time	End Date/Time
Outboard Motor - Keri Test	RFx	03/31/2014 12:40PM CDT	04/17/2014 02:00 PM CDT
testing the auction stuff	RFx	03/31/2014 4:26PM CDT	04/30/2014 04:26 PM CDT

[See all of my events](#)

To view all available bid opportunities, do the following:

1. Click on the [See all of my events](#) link below the events that are displayed. This will display the View Events and Place Bids screen.

View Events and Place Bids Welcome, State of Tennessee
User: TN Buyer- Matt Ross

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 Customize | First

Event ID	Event Name	Format	Type	End Date
32101-0000007885	Outboard Motor - Keri Test	Sell	RFx	04/17/2014 02:00 PM CDT
32501-0000007887	Test	Sell	RFx	Event Completed
33101-0000007886	testing the auction stuff	Sell	RFx	04/30/2014 04:26 PM CDT

2. Verify all the checkboxes in the *Results Should Include:* section are checked. Select any that need to be selected.
3. Under the Search Criteria header, verify that Event Status reads "Posted."
4. Click . The search results will populate under the Search Results header.
5. To view an event, click on the appropriate **Event ID link** (i.e. [32101-0000007885](#)) in the Event ID section. This will display the *Event Details* screen.

Results Should Include:

Sell Event

Purchase Event

Request For Information

Event Details Welcome, State of Tennessee
User: TN Buyer- Matt Ross

[Information On Inquiry Options](#) **Bidding Shortcuts:** [View Event Activity](#)
[View Event Package](#)
[Upload XML Bid Response](#)
[View, Edit or Copy from Saved Bids](#)

Event Name: Outboard Motor - Keri Test
Event ID: 32101-000007885
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 03/31/2014 12:40PM CDT
Event End Date: 04/17/2014 02:00 PM CDT

Event Description:
 Test for eSupplier Functionality

Contact: Alyssa Cave **Payment Terms:**
Phone: **My Bids:** [4 In-Process and Submitted](#)
Email: alyssa_cave@tn.gov **Edits to Submitted Bids:** Allowed
Online Discussion: **Multiple Bids:** Allowed
Live Chat Help:

★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	★ Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	

6. To view specific information about the event (Event Bid Package and Event Details), click on the **View Event Package** link in the *Bidding Shortcuts:* section.



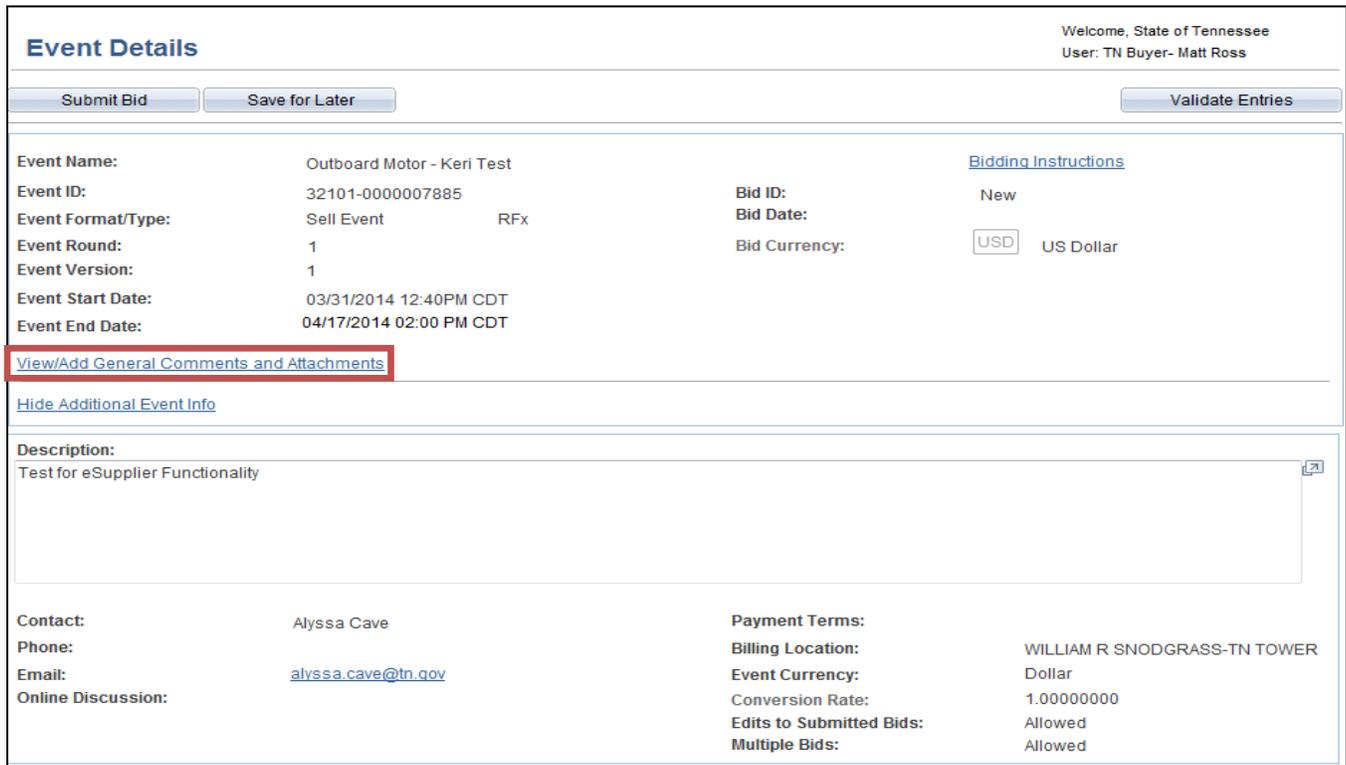
*Event attachments **CANNOT** be viewed from this page. Also, an event **CANNOT** be bid on from this page.*

Bidding Shortcuts: [View Event Activity](#)
[View Event Package](#)
[Upload XML Bid Response](#)
[View, Edit or Copy from Saved Bids](#)

Bidding on an Event

To access event documentation, comments, and the area where required event information can be entered in order to bid on an event, click the  button at the top of the *Event Details* screen.

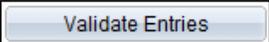
An expanded *Event Details* screen loads with Event information, links, and the functionality to bid on the event.



The screenshot displays the 'Event Details' page for the State of Tennessee. At the top right, it says 'Welcome, State of Tennessee' and 'User: TN Buyer- Matt Ross'. Below this are three buttons: 'Submit Bid', 'Save for Later', and 'Validate Entries'. The main content area is divided into two columns. The left column lists event details: Event Name (Outboard Motor - Keri Test), Event ID (32101-0000007885), Event Format/Type (Sell Event RFX), Event Round (1), Event Version (1), Event Start Date (03/31/2014 12:40PM CDT), and Event End Date (04/17/2014 02:00 PM CDT). The right column shows Bidding Instructions (New), Bid Date, and Bid Currency (USD US Dollar). A link 'View/Add General Comments and Attachments' is highlighted with a red box. Below this is a 'Description' field containing 'Test for eSupplier Functionality'. At the bottom, contact information for Alyssa Cave is listed, along with payment terms and billing location.

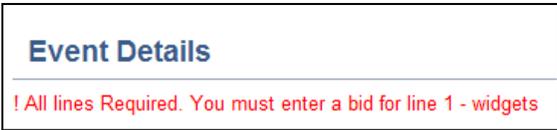
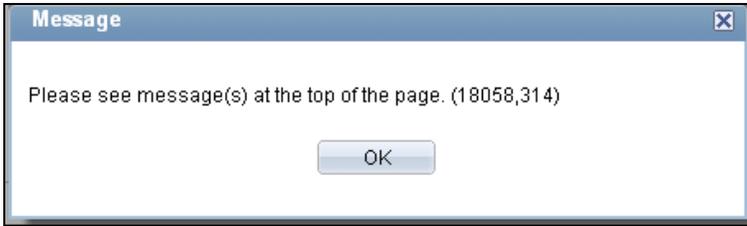
Event Name:	Outboard Motor - Keri Test	Bidding Instructions	Bidding Instructions
Event ID:	32101-0000007885	Bid ID:	New
Event Format/Type:	Sell Event RFX	Bid Date:	
Event Round:	1	Bid Currency:	<input type="text" value="USD"/> US Dollar
Event Version:	1		
Event Start Date:	03/31/2014 12:40PM CDT		
Event End Date:	04/17/2014 02:00 PM CDT		
View/Add General Comments and Attachments			
Hide Additional Event Info			
Description: Test for eSupplier Functionality			
Contact:	Alyssa Cave	Payment Terms:	
Phone:		Billing Location:	WILLIAM R SNODGRASS-TN TOWER
Email:	alysa.cave@tn.gov	Event Currency:	Dollar
Online Discussion:		Conversion Rate:	1.00000000
		Edits to Submitted Bids:	Allowed
		Multiple Bids:	Allowed

There are three (3) buttons at the top and bottom of the *Event Details* screen with specific functions that pertain to bidding on an event:

-  click this button to save the bid in progress.
-  click this button to submit the bid.
-  click this button to validate bid response(s).



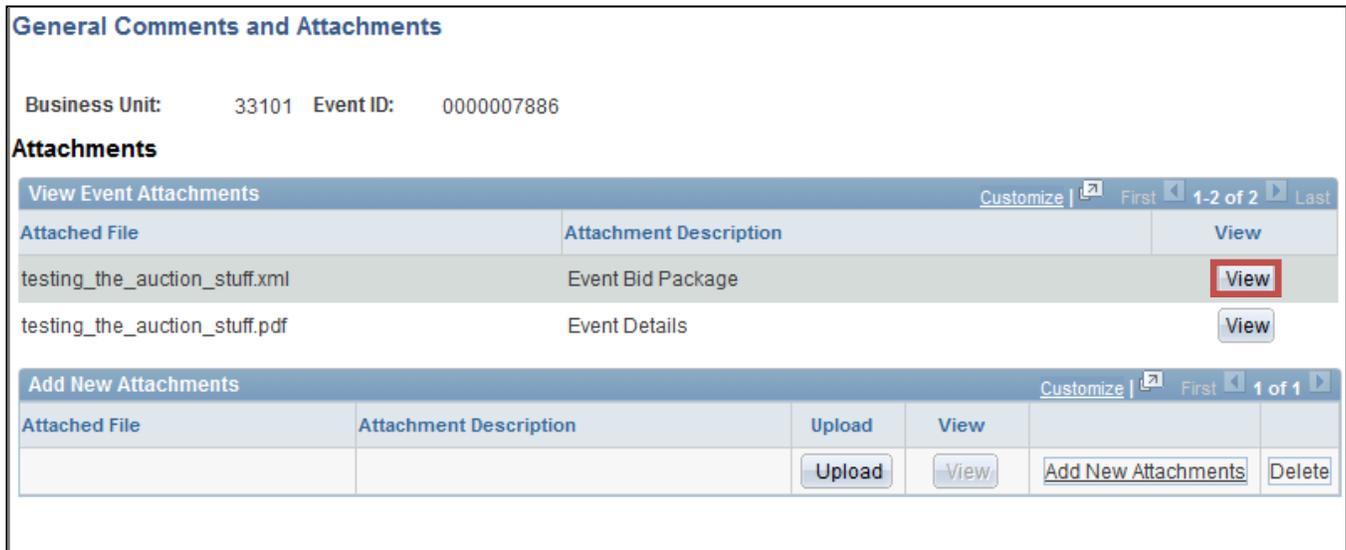
If **Submit Bid** or **Validate Entries** is selected and all pertinent information has not been completed, the following message box will appear with instructions for what to address before submitting the bid.



Viewing Event Attachments

Event attachments/documents (i.e. Terms & Conditions, specifications, etc.) are accessible from the *General Comments and Attachments* screen. To view attached event documents, do the following:

1. Click the [View/Add General Comments and Attachments](#) link in the box containing basic event information at the top of the expanded *Event Details* screen.



2. On the *General Comments and Attachments* screen under the *View Event Attachments* header, click [View](#) next to each event file to view it.
3. To return to the *Event Details* screen:
 - a. If you **added** comments or attachments, screen, click [OK](#).
 - b. If you **did not add** comments or attachments, click [Cancel](#).

Answering Event Questions

Event questions must be answered in order to successfully submit a bid for an event. They are found below the *Step 1: Answer General Event Questions* header on the expanded *Event Details* screen.

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 1
Required Questions: 1
Questions Responded To: 0

[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ Ideal I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Response:
Ideal: Yes

[Add Comments or Attachments](#)

To answer event questions, do the following:

1. Fill in the comment section for open response event questions.
2. From the drop-down menu, select the appropriate response to the event question.

To add a comment or to attach a document to an event question, do the following:

1. Click the [Add Comments or Attachments](#) link to the right of the respective event question. The *Question Comments and Attachments* screen loads.

Question Comments and Attachments

Business Unit: 32101 Event ID: 0000007885

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

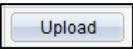
Attachments

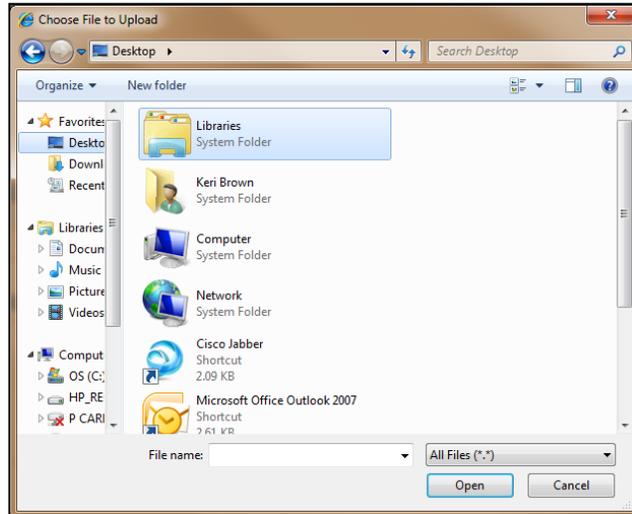
Attached File	Attachment Description	Upload	View
		Upload	View

Comments

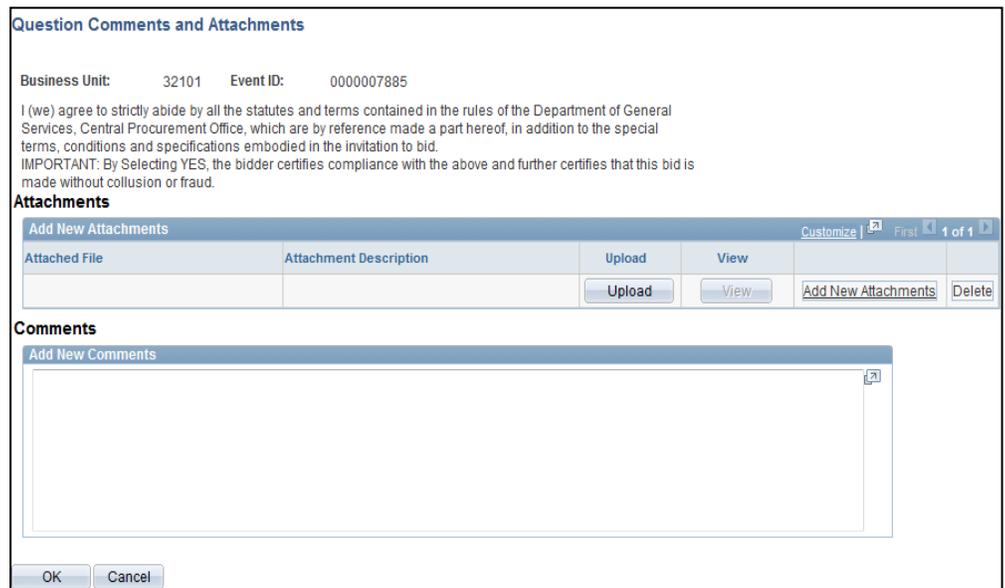
[Add New Attachments](#) [Customize](#) [First](#) [1 of 1](#)

[Add New Attachments](#) [Delete](#)

2. Click  in the *Attachments* section to attach a file to the event question.
3. In the *File Attachment* box, click **Browse**.
4. In the *Choose File to Upload* box, navigate to the document.
5. Select the document.
6. Verify the file name populates the in *File name* field.
7. Click **Open**. The *File Attachment* box is displayed again.
8. In the *File Attachment* box, verify the file pathway populates in the  field.
9. Click  in the *File Attachment* box.



10. Verify the pertinent document populated in the *Attached File* area of the *Add New Attachments* section.
11. In the *Attachment Description* field, type the name of the document.
12. You may add comments by typing in the *Comments* section.
13. Click  when finished to return to the expanded *Event Details* screen.



Entering a Bid Price

A bid price must be entered in order to successfully submit a bid for an event. The Line information for bidding is below the *Step 2: Enter Line Bid Responses* header on the expanded *Event Details* page.

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: 1
Lines That Require a Response: 1
Lines Responded To: 0
Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★ 1000003905	Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	4.0000	<input type="text"/>	0.0000 USD	Bid	

To enter a bid price, do the following:

1. Locate the line on which you want to bid.
2. Enter *Your Unit Bid Price* for that line item.

More in-depth options for placing a bid are available for each line of an event. These options are located on the *Line Details* screen. To access the *Line Details* screen, do the following:

1. Locate the line on which you want to bid.

Line Details

Save for Later Start Page Validate Entries

Line: 1 of 1

Line Details

Line: 1 Item ID: 1000003905 Response Required: Yes

Outboard Motor, 150 HP, 25" Shaft

Category: Motors, Outboard, Gasoline
[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure: Each Your Unit Bid Price:

Qty Requested: 4.0000 Total Bid Price: 0.0000 USD

Your Max Bid Quantity: Reserve Price: No

Max Quantity: 4.0000

Shipping Information

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
4.0000	04/18/2014	View		

Item Specification

Save for Later Start Page Validate Entries

2. Click on the [Bid](#) link to the far right of the line information. The *Line Details* screen loads.
3. On the *Line Details* screen you may:
 - A. View documents (i.e. specifications) that are attached to the line.
 - B. Address event questions that are attached to the line (i.e. adding brands and models).
 - C. Read attachments.
 - D. Enter your unit bid price.
4. To return to the expanded *Event Details* screen, click the [Start Page](#) button.

Accessing Line Bid Factors

Line bid factors are questions that a bidder must answer in order to effectively and completely submit a bid on an event. Line bid factors are displayed on the *Line Details* screen if they are assigned to a line. The most common line bid factor questions are ones pertaining to brand and model of products.

To access the *Line Details* screen, do the following:

1. From the *Event Details* screen, click [Bid](#) at the end of the line for the line item. The *Line Details* screen loads.

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: 1

Lines That Require a Response: 1

Lines Responded To: 0

Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines Customize First Previous Lines 1 of 1 Next Lines									
Line		Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
1	★	1000003905	Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	4.0000	<input type="text"/>	0.0000 USD	Bid 🗨️



The Line Details screen provides more in-depth options for placing bids. From this page attachments to the line can be viewed, bid factors associated to the line can be addressed (i.e. adding brands and models), or comments can be reviewed and made.

- To view attachments or comments or to upload attachments or comments, for the line item, click the [View/Add Question Comments and Attachments](#) link. The *Line Comments and Attachments* screen loads.

Line Details

Save for Later Start Page Validate Entries

Line: 1 of 1

Line Details

Line: 1 Item ID: 1000003905
 Outboard Motor, 150 HP, 25" Shaft  Response Required: Yes

Category: Motors, Outboard, Gasoline
[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure: Each
 Qty Requested: 4.0000
 Your Max Bid Quantity: 4.0000
 Max Quantity: 4.0000

Your Unit Bid Price:
 Total Bid Price: 0.0000 USD
 Reserve Price: No

Shipping Information Customize | Find |  First 1 of 1 Last

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
4.0000	04/18/2014		View	

Item Specification

Save for Later Start Page Validate Entries

- To view attached line documents, click the **View** button next to the document to view it. In the screen shot below, the View button is not accessible because documents are not attached to the line item. If documents are attached to a line item, the View button will be accessible (appear as the Upload does with the word "View" in black text).

Line Comments and Attachments

Event ID: 0000007885 Line: 1
 Outboard Motor, 150 HP, 25" Shaft

Attachments

Add New Attachments Customize |  First 1 of 1

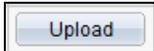
Attached File	Attachment Description	Upload	View	Add New Attachments	Delete
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Add New Attachments"/>	<input type="button" value="Delete"/>

Comments

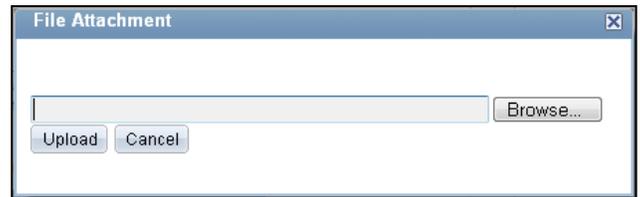
Add New Comments 

OK Cancel

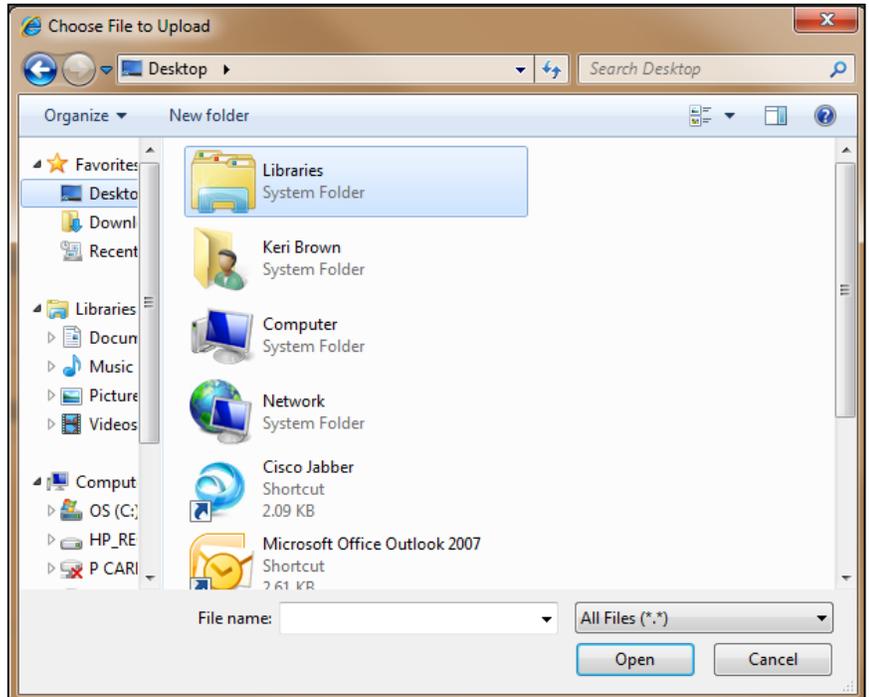
- To upload a document to the line item, click



- In the *File Attachment* box, click **Browse**.
- In the *Choose File to Upload* box, navigate to where the documentation is saved.
- Select the documentation. Verify the file name populates the in *File name* field.
- Click **Open**. The *File Attachment* box is displayed again.
- In the *File Attachment* box, verify the file pathway populates in the **Browse...** field.



- Click **Upload** in the *File Attachment* box.
- Verify the document populated in the *Attached File* area of the *Add New Attachments* section.
- In the *Attachment Description* field, type the name of the document.
- To add comments, type the information in the *Comments* section.



- Click **OK** when finished to return to the *Line Details* screen.
- Enter the bid price in the **Your Unit Bid Price** field.



- Respond to the **Line Questions** under the *Line Questions* header.



Line questions are not shown in the above screen shots. The Line Questions section will look similar to the Event Questions section, where Event Questions are answered for the entire event. Refer back to pages 8-9 to see what the Events Questions section looks like.

17. Once all information has been entered for the line item, click  to return to return to the *Event Details* screen.

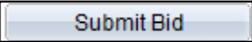
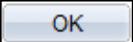
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	1000003905	Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	4.0000	2000.00000	8,000.0000 USD	Bid	



Notice the Unit Bid Price entered on the Line Details screen has populated for the line item. Also, notice the Line Comments/Files icon. If documents were uploaded/attached, there will be dotted lines in the bubble icon.

Submitting a Bid

Once all bid information has been entered on the expanded *Event Details* screen, do the following to submit the bid:

1. Click the  button at the top or the bottom of the *Event Details* screen. This will populate The *Bid Confirmation: Important Warning!!* screen.
2. Click  if all the bid information is correct.

Welcome, State of Tennessee
User: TN Buyer- Matt Ross

Event Details

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Event Name: Outboard Motor - Ken Test [Bidding Instructions](#)

Event ID: 32101-000007885 Bid ID: New

Event Format/Type: Sell Event RFX Bid Date:

Event Round: 1 Bid Currency: USD US Dollar

Event Version: 1

Event Start Date: 03/31/2014 12:40PM CDT

Event End Date: 04/17/2014 02:00 PM CDT

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

Bid Confirmation

IMPORTANT WARNING!!!

DO NOT click the browser back button that is located in the upper left hand corner of your screen as this action may cancel your bid submission. Thank you for participating in the State of Tennessee bid process. Click the OK button below to confirm your bid submission and also generate a PDF copy of your bid responses which will be sent to the email address associated with your User ID.

Your bid has been successfully submitted.

Bid ID: 1 Bid Date: 04/01/2014 3:03:19PM CDT

Event ID: 0000007886 testing the auction stuff

Event Format: Sell Event Round: 1 Version: 1

Start Date: 03/31/2014 4:26PM CDT End Date: 04/30/2014 04:26 PM CDT

Your Total Price: 60,000.00 USD

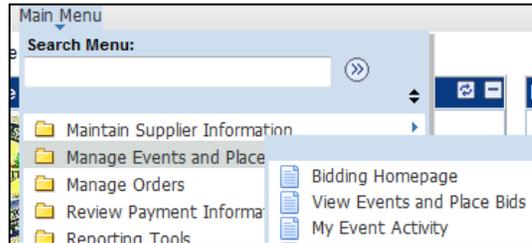
[OK](#) [Copy Bid](#)

Submitting an Alternative Bid

Instances may exist where after submitting an initial bid, there is a need to submit an alternative bid. To submit an alternative bid, complete the steps outlined on the following pages.

1. Navigate to the *Event Details* screen via the following pathway:

- A. Click **Main Menu**.
- B. Click **Manage Events and Place Bids**.
- C. Click **View Events and Place Bids**.



2. Click on the **View, Edit, or Copy from Saved Bids** link in the *Bidding Shortcuts*: section. This will populate the *View, Edit, or Copy from Saved Bids* screen.



3. In the *Bids* section, identify the bid to submit again with alternative information. Click . This will populate the *Event Details* screen.

View, Edit or copy from Saved Bids									
Event Name:		Outboard Motor - Keri Test							
Event ID		32101-0000007885				Event Round:		1	
Event Format/Type:		Sell Event		RFx		Event Version:		1	
Event Start Date:		03/31/2014 12:40PM CDT				Multiple Bids:		Allowed	
Event End Date:		04/17/2014 02:00 PM CDT				Currency:		US Dollar	
Bids									
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	1	Posted	Posted	04/01/2014 4:31PM CDT	View/Edit	Copy	Cancel	Upload
2	1	1	Saved	Posted	04/15/2014 10:42AM CDT	View/Edit	Copy	Cancel	Upload
3	1	1	Saved	Posted	04/15/2014 10:51AM CDT	View/Edit	Copy	Cancel	Upload
4	1	1	Posted	Posted	04/15/2014 1:21PM CDT	View/Edit	Copy	Cancel	Upload

- The bid with previously submitted information is displayed. Navigate to the areas where the information is located that is to be changed.

Event Questions

★ Bid Required 👉 Ideal Response Required

General Questions Previous Questions **1 of 1** Next Questions

★ 👉 I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. **IMPORTANT:** By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Response: Yes
[Add Comments or Attachments](#)

Ideal: Yes

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: 1

Lines That Require a Response: 1

Lines Responded To: 0

Your Total Line Pricing: 8,000.0000 USD

[Hide Line Detail](#)

★ Bid Required 💬 Line Comments/Files

Lines Customize | First Previous Lines **1 of 1** Next Lines

Line		Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★	1000003905	Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	4.0000	<input type="text" value="2000.0000"/>	8,000.0000 USD	Bid	💬

- Enter the alternative information, responses, bid prices, etc. into the appropriate fields.
- When all necessary changes have been made, click Submit Bid at the top or bottom of the *Event Details* screen.

Event Details

Welcome, State of Tennessee
 User: TN Buyer- Matt Ross

Submit Bid

Save for Later

Validate Entries

Event Name:	Outboard Motor - Keri Test	Bidding Instructions	Bidding Instructions
Event ID:	32101-0000007885	Bid ID:	New
Event Format/Type:	Sell Event RFx	Bid Date:	
Event Round:	1	Bid Currency:	<input type="text" value="USD"/> US Dollar
Event Version:	1		
Event Start Date:	03/31/2014 12:40PM CDT		
Event End Date:	04/17/2014 02:00 PM CDT		

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

- The *Bid Confirmation: Important Warning!!* screen loads. Read the information at the top of the screen. Review the information pertaining to your bid on the event.

Bid Confirmation

IMPORTANT WARNING!!!

DO NOT click the browser back button that is located in the upper left hand corner of your screen as this action may cancel your bid submission. Thank you for participating in the State of Tennessee bid process. Click the OK button below to confirm your bid submission and also generate a PDF copy of your bid responses which will be sent to the email address associated with your User ID.

-

Your bid has been successfully submitted.

Bid ID:	5	Bid Date:	04/16/2014 10:58:49AM CDT	
Event ID:	0000007885	Outboard Motor - Keri Test		
Event Format:	Sell Event	Round:	1	Version: 1
Start Date:	03/31/2014 12:40PM CDT	End Date:	04/17/2014 02:00 PM CDT	

Your Total Price: 12,000.00 USD

- Click if all the alternative bid information is correct.