



Selecting Lot's Mannually

1. Click the check box next to the lots you would like to Bid on.

Select Using Excel

lots Available for Bidding



☒ Name

☒

▼ 5.1 Project Mgmt/Admin

Electric Consultancy-Substation; 3.76.1601

5.1.1 Analyst

5.1.2 Associate Designer

Associate Engineer

Associate Technician

5.1.5 CAD Operator

2. Click "Submit Selected Lots"

Submit Selected Lots

Submit Response Manually

Console Doc1196444938 - Test_Attachment_Question Time remaining 29 days 23:57:00

Event Messages
Response History
Response Team

▼ Checklist

1. Click "Submit Response"

3. Submit Response

▼ Event Contents

All Content

1 About National Grid

Your response to the prerequisites has been submitted.

All Content

Section 8.2.1)

▼ 7 RFP Response - East Pulaski Less... -

Please carefully review the attached Technical Scope document and attach your proposal to section 7.1 below.

7.1 PR.02.00.018 – Technical Scope Document for East Pulaski – Energy Storage System Attach a file
[References](#)

▼ 8 RFP Response- Kenmore Less... -

Please carefully review the attached Technical Scope document and attach your proposal to section 8.1 below.

8.1 PR.02.00.018 – Technical Scope Document for Station 22 (Kenmore Ave.) – Energy Storage System Attach a file
[References](#)

(*) indicates a required field

2. Answer questions and attach technical documents
3. Complete Pricing Response
4. Click Submit Response

Using Excel to Select Lots and Submit Bid

The screenshot shows the National Grid bidding interface. On the left, a checklist is visible with the following items: 'Select Lots' (highlighted with a red circle and callout 1), 'Download Content' (highlighted with a red circle and callout 3), and 'Submit Response'. The main content area has a header 'Choose the lots in which you want to participate in a lot until you submit a response for that lot; once you submit a response you can view the lot details. [More](#)'. Below this, there are two tabs: 'Select Lots' and 'Select Using Excel' (highlighted with a red circle and callout 2). A light blue box contains the text: 'You have been invited to 8 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.' Below this, there are four steps:
Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets". The 'Download Content' button is highlighted with a red circle and callout 3.
Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
Step 3. Locate the saved Excel file on your computer using the Browse button. Below this, there is a file selection interface with a 'Choose File' button, the text 'No file chosen', and a dashed box with the text 'Or drop file here'.
Step 4. Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response. Below this, there is an 'Upload' button.
At the bottom right, there is a 'Cancel' button. A large blue box at the bottom contains the text: 'Follow instructions detail on screen and within excel document on how to complete and submit bid.'

1. Click "Select Lots"

2. Click on the "Select Using Excel" Tab

3. Click "Download Content"

Follow instructions detail on screen and within excel document on how to complete and submit bid.

Cancel

Using Excel to Submit Bid

The screenshot shows the 'All Content' page in the National Grid bidding portal. On the left sidebar, under the 'Checklist' section, the '4. Submit Response' item is circled in red. A blue callout box points to this item with the text '1. Click on the “Submit Responses” Tab'. Below the 'Checklist' is the 'Event Contents' section, which lists the bid components: '1 SEDNE_17_46 Nasonvil...', '2 RFP General Information', and 'Project Scope and...'. The main content area, titled 'All Content', displays a table with columns: 'Name ↑', 'Headcount', 'Price', 'Quantity', and 'Headcount'. The table lists various bid items, including '2 RFP General Information' and its sub-items (2.1 to 2.9). Each item has a 'More...' link with a plus icon. At the bottom of the table, a note states '(*) indicates a required field'. Below the table is a row of buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. The 'Excel Import' button is circled in red, and a blue callout box points to it with the text '2. Click “Excel Import”'.

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details

4. Submit Response

▼ Event Contents

All Content

1 SEDNE_17_46 Nasonvil...

2 RFP General Information

Project Scope and...

All Content

Name ↑	Headcount	Price	Quantity	Headcount
1 SEDNE_17_46 Nasonville DG	More... +			
▼ 2 RFP General Information				
2.1 Help with Ariba Tool	More... +			
2.2 About National Grid	More... +			
2.3 Introduction	More... +			
2.4 Proposal Effectivity and Ownership	More... +			
2.5 Bidder shall notify National Grid	More... +			
2.6 Bid Compliance	More... +			
2.7 Bidder Declines to Bid	More... +			
2.8 Review & Process Aids	More... +			
2.9 Communication and Form of Response	More... +			

(*) indicates a required field

Submit Entire Response Update Totals Save Compose Message Excel Import

2. Click “Excel Import”

Follow instructions on previous slide on how to complete the rest of the steps.