

Vendor: Q&A Forum: How to Create a Post

This document provides participating vendors with the steps necessary to post questions to the client during an open bid. The Q&A Forum ensures that the bid process is “vendor-neutral” since *all questions and all responses are visible to every participant*. This document was created using Beeline Classic, non-client-specific configuration. Your specific setup is based on your company's configuration/visibility and may vary slightly from what is explained here.

To post questions in the Q&A Forum:

1. Log in to Beeline Enterprise using your *user name* and *password*. Your Home screen appears.
2. Select **Search Bids** from the drop-down selection list in the Simple Search box located above the Header Menu bar.
3. In the Search box, enter all or a portion of the *bid number*, *bid name*, or *bid owner*.



As you type, the auto suggestion/type ahead feature begins suggesting search results.

4. Click the *Bid* from the list of suggestions. The Bid profile screen appears.
5. Click **View Details**. The screen displays the bid in the tabbed ribbon format.
6. Click the Q&A Forum tab (🗨️).
7. Review all entries in case your question has already been asked and answered.
8. Click **Ask a Question** to proceed. Enter your question in the text box.



Questions may be posted up to the submit deadline for the bid. Be sure to provide enough time for the client to receive, and respond to, your post. Once you use the Action tab to submit your bid, you will only have “view” access to the Q&A Forum.

9. Click **Post** to save your entry. A task routes to the respondent's dashboard.
10. Click **return** in the bid header bar to exit the forum and return to the Bid profile screen.
11. Click **Return** to exit the Bid profile and return to your Home screen.

To check postings in the Q&A Forum:

1. Log in to Beeline Enterprise using your *user name* and *password*. Your Home screen appears.
2. Select **Search Bids** from the drop-down selection list in the Simple Search box located above the Header Menu bar.
3. In the Search box, enter all or a portion of the *bid number*, *bid name*, or *bid owner*.



As you type, the auto suggestion/type ahead feature begins suggesting search results.

4. Click the *Bid* from the list of suggestions. The Bid profile screen appears.
5. Check the Bid Alerts section located in the lower right-hand side of screen. This will update as new items post in the forum.
6. Click the number link located within the alert statement, “# response posted to the board for this bid.” The Bid Board Responses dialog window opens with a list of all questions and responses posted in the forum.



Click on the response alert number to view both questions and answers. A click on the question alert number displays only the questions, without their responses.

7. Click **Close** to exit the Bid Board Responses dialog window.
 8. Click **Return** to exit the Bid profile screen and return to your Home screen.
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