

TruBid

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2 APPLICATION OVERVIEW

Energy Transfer has developed TruBid, A bidding application to facilitate the purchasing of products and services. This application will send and track Request for Quotes (RFQs). Participating vendors will receive an email with access to a bidding page where they can enter their best pricing for requested items. All RFQs will have a due date and the vendor must submit their quotes prior to the specified Due Date in order to be considered.

3 BIDDING PAGE

Vendors will receive an email containing a link to a bidding page as shown below. The link in the email is all that is needed to access this page.

TruBid - Respond to Bid Request

Procurement Bid # 36 Date Requested: 01/10/2020 02:19 PM | Due Date: 01/10/2020 05:00 PM | Status: Created

[Hide Details](#)

Description	Comments	Attachments	Bidder
Request For Quote	01/10/2020 02:21 PM - awebb20 Hurry with your bid	No documents attached to this Bid	Name: John Smith Email Address: john.smith@jlsmith.com Phone Number: 713-555-5555 Company Name: Acme Supplies Company Address: 2837 Speedy Street Company City: Houston

! Please complete a bid response for each of the line items below by clicking the "Bid Item" button. Click the "No Bid" button if you decide not to complete this bid request. [Click here to email buyer with questions, clarifications, or bid extension requests.](#)

No Bid Total Bid Amount: \$0.00 [Submit Bid](#)

BidLineIt...	Complete	Line Num...	Manufact...	Part Num...	Material ...	Destinati...	Qty.	Requested Deliv...	On Site Date	Price	Total Price
Bid Item		00010			1040962	DAPL-ETCOP Dyersburg Pump Station, 1244 Bonicord Rd, Dyersburg TN, 38024	1	06/01/2020 12:00 AM	06/01/2020 12:00 AM	\$0.00	\$0.00

Total Bid Amount: \$0.00

4 BID DETAILS

4.1 HEADER

The header section at the top of the page contains the Bid #, Date Requested, Due Date, and current Status of the bid.

There is a [Hide Details](#) button below the Bid # that will hide the bid details so it is easier to work through the request bid items below. This is helpful on smaller screens to prevent the need to scroll up and down.

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4.2 DESCRIPTION

The description area will contain an overview of the types of items being requested. Special instructions may also be provided here to aid in defining guidelines for submitting a bid.

4.3 COMMENTS

The comments panel will provide feedback from the EnergyTransfer buyer. Most recent comments will be displayed first and will develop over the course of the bidding process.

4.4 ATTACHMENTS

The buyer may attach documents containing specifications for requested items. The vendor can also attach documents here for the buyer to review.

4.5 BIDDER

The Bidder area shows the current vendor the bid is being completed by.


5 BID ACTIVITY

5.1 EMAILING THE BUYER

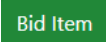
The bidding page provides a link for emailing the buyer with questions or clarifications. The link can be found in the center of the page just above the list of requested items.

ⓘ Please complete a bid response for each of the line items below by clicking the "Bid Item" button. Click the "No Bid" button if you decide not to complete this bid request. [Click here to email buyer with questions, clarifications, or bid extension requests.](#)

5.2 NO BID

Click the  option if you wish NOT to bid on the requested items. Submitting a No Bid response will allow the Buyer to complete the bid process in a timely manner as opposed to waiting for the due date to expire.

5.3 BID ITEMS

The Bid Items listing shows the items being requested. Click the  button to enter your best price for the requested item.

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Bid Item Response Editor

Description
VALVE, RELIEF, SURGE, 10 IN. CLASS 600, RAISED FACE, A-216 WCCBODY, PLUG, AND GUIDE SLEEVE, 316 STAINLESS STEEL SEAT RING, VITON GFLTO-RINGS, NYLON SEAT, INCLUDES PLENUM BOTTLE AND 10 FT OF STAINLESS STEELTUBING, DANFLO NO. 425-ANR-40

Quantity
1.00

DestinationFull
DAPL-ETCOP Dyersburg Pump Station, 1244 Bonicord Rd, Dyersburg TN, 38024

MaterialNumber
1040962

PartNumber

Manufacturer

Requested On Site Date
6/1/2020 12:00 AM

Price Per Unit
\$0.00

Quantity
1


On Site Date
6/1/2020 12:00 AM

Alternate Item(s)

+ Add Alternate Item

Description	Part Number	Material Number	On Site Date	Quantity	Price	Total Price
Use this section to add alternative items to						

Cancel Save

Once you have completed the entries for the item, click the  button.

5.3.1 Price per Unit

A price per unit is required in order to submit. All other values are optional and are provided to aid in describing options different from what is being requested.

5.3.2 Part Number

Please provide a Part Number when available.

5.3.3 Manufacturer

Please provide a Manufacturer when available.


5.3.4 On Site Date

If you cannot meet the requested on site date or can deliver earlier than requested, please adjust the On Site Date value.

5.3.5 Item Comments

Comments can be added to the requested bid item to help describe details about the item. Comments can be added by the buyer or the vendor.

5.3.6 Alternate Items

If you have alternative items that are similar to the requested items, you can add them with the  button.

5.4 SUBMITTING THE BID

Once all items have been given a price, the page will show a total bid amount and the Submit Bid button will be enabled to allow you to complete the bidding process.

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Total Bid Amount: **\$150.00** [Submit Bid](#)

Once the bid has been submitted you'll see a message stating the bid was successfully submitted and the status in the top left will change to Submitted.

trubiddev.energytransfer.com says

Bid Submitted Successfully.

[OK](#)

TruBid - Respond to Bid Request

Procurement Bid # 36 Date Requested: 01/10/2020 02:19 PM | Due Date: 01/10/2020 05:00 PM | Submitted Date: 01/10/2020 03:41 PM | Status: Submitted

[Hide Details](#)

Description	Comments	Attachments	Bidder
Request For Quote	01/10/2020 02:21 PM - awebb20 Hurry with your bid	No documents attached to this Bid	Name: John Smith Email Address: john.smith@jlsmith.com Phone Number: 713-555-5555 Company Name: Acme Supplies Company Address: 2837 Speedy Street Company City: Houston

Thank You for Your bid. Your bid is being reviewed by our buyers. Click here to email buyer with questions, clarifications, or bid extension requests.

Total Bid Amount: **\$150.00** [Reopen Bid](#)

BidLineIt...	Complete	Line Num...	De...	Manufact...	Part Num...	Material ...	Destinati...	Qty.	Requested Deliv...	On Site Date	Price	Total Price
View Item	<input checked="" type="checkbox"/>	00010	VALVE, RELIEF, SURGE, 10 IN, CLASS 600, RAISED FACE, A-216 WCCB... PLUG, AND			1040962	DAPL-ETCOP Dyersburg Pump Station, 1244 Bonicord Rd, Dyersburg TN, 38024	1	06/01/2020 12:00 AM	06/01/2020 12:00 AM	\$100.00	\$100.00
Total Bid Amount: \$150.00												

5.5 REOPENING THE BID

You can press the [Reopen Bid](#) button if you need to make changes to your bid after it has been submitted. The Reopen Bid button will be active as long as bidding is still active.