



# IONWAVE BID PROPOSAL USER GUIDE

V.08.17

In hopes to become a **TIPS Awarded Vendor**, follow the steps below to submit a **Request For Proposal** for an open category that meets your commodity selections. To get started, visit <https://tips.ionwave.net>

1. To get started, visit <https://tips.ionwave.net>

**Welcome to TIPS eBid System!**

**Need to register?**  
[Supplier Registration](#)

User Name:   
Password:

[Forgot your User Name/Password?](#)

## LOGIN HELP

If you've forgotten your user name or password:

1. Click the I forgot User Name/Password hyperlink.
2. Type your User Name and Email Address.
3. Click Submit.

**Password Recovery**

Submit

\* User Name   
\* Email Address

Please enter the user name and email address associated with your user account and a new t  
If you do not know your user name click [here](#)

The landing page will show all open categories available to submit a proposal for.

2. To submit a response, select the bid number for the category that fits your products and services.

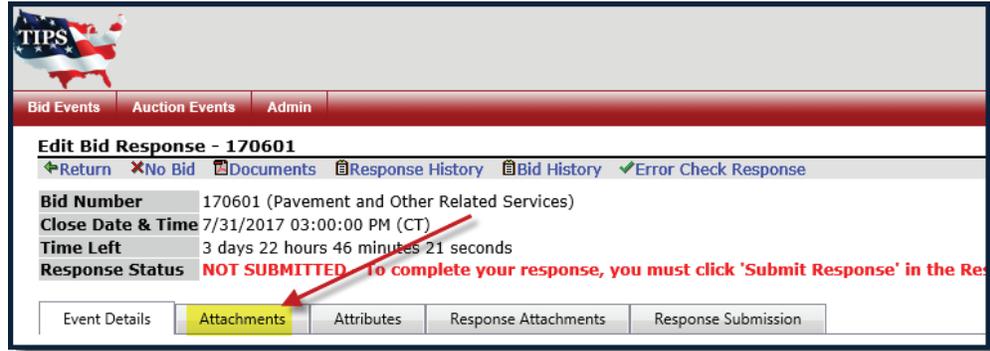
**Welcome to TIPS eBid System!**

To view or respond to a current bid event, click on the Bid Number below. To access information about clos  
To view a quick reference guide on how to respond to a bid, [click here](#).

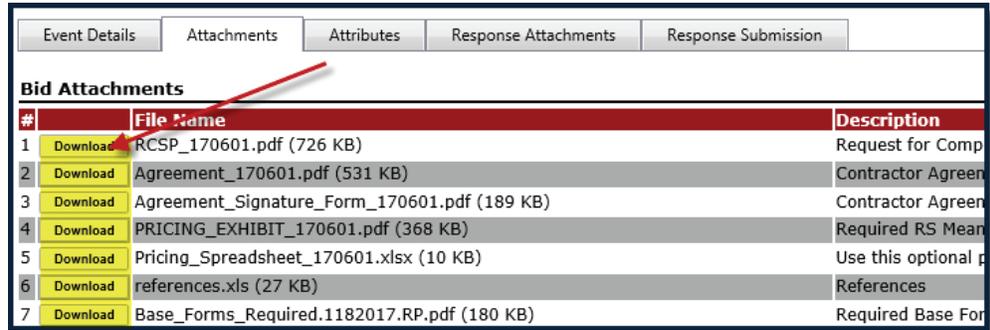
**My Invitations**

| Bid Number | Bid Title                        |
|------------|----------------------------------|
| 170601     | Pavement and Other Related Servi |

3. Click on the Attachments tab.



4. Download and complete all of the applicable/required bid documents.



5. Click on the Response Attachments tab.

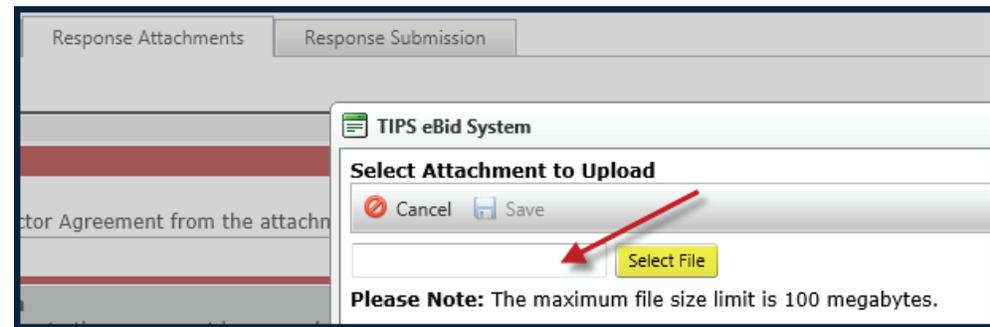
6. Upload the completed corresponding documents from the Attachments tab by clicking Upload.



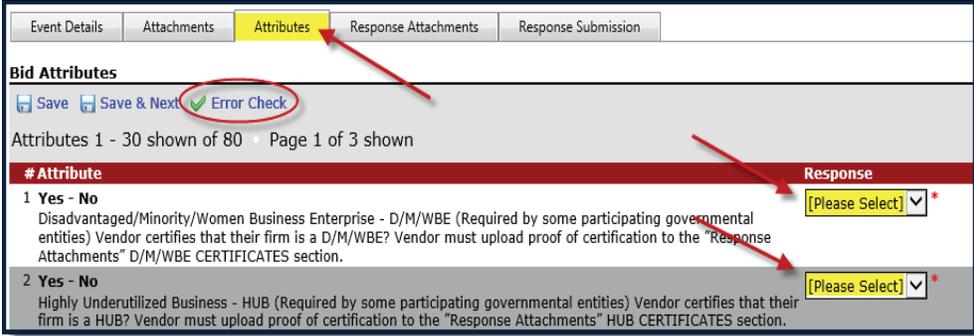
7. Upload the completed form that is requested for that section.

8. Click Save.

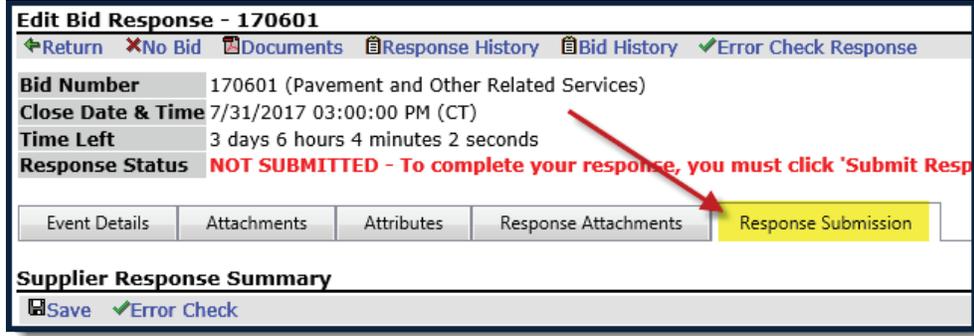
9. Upload all required forms denoted with a red asterisk \*.



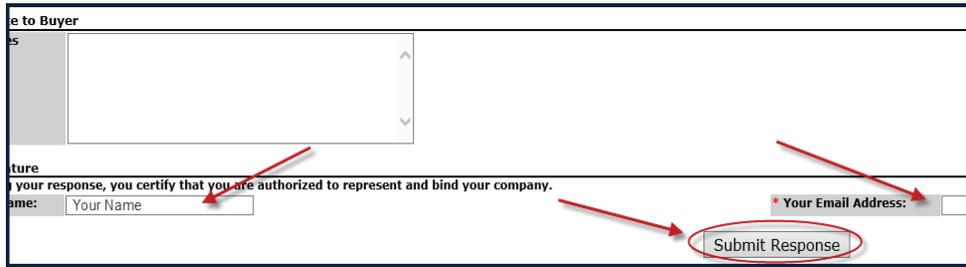
- 10. Click on the Attributes tab.
- 11. Answer all required questions.
- 12. Click Error Check to see if any questions were missed or incomplete.



- 13. Click on the Response Submission tab.



- 14. Enter your name, email address, and click Submit Response.



- 15. Correctly submitted responses will have a date and time stamp shown in green.

Note: If you do not receive this green time stamp, TIPS did not receive your response.



NEED ASSISTANCE? CONTACT TIPS 866-839-8477