

UNIVERSITY OF NORTH FLORIDA BID SUBMISSION GUIDE

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Step 1: How to Access the UNF Bid Portal

The **Bid Portal** can be accessed via <https://university-of-north-florida-board-of-trustees.public-portal.us.workdayspend.com>

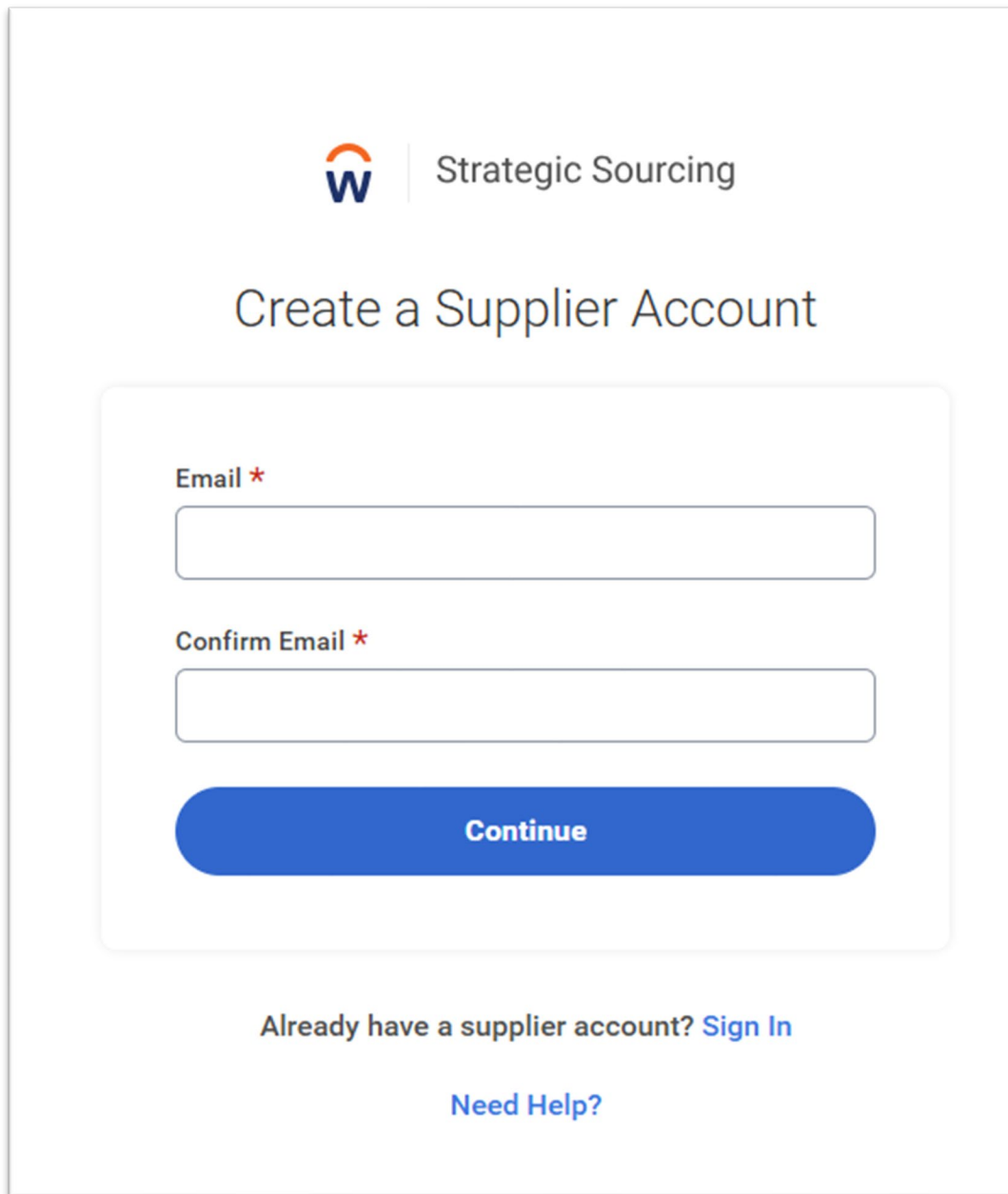
This page provides a list of current bid opportunities at UNF as well as the status of solicitations that have already been completed. Suppliers can view a general description and attachments for each solicitation by selecting the bid link under the **TITLE** column. Current solicitation status can be found in the **STATUS** column. Suppliers are only able to submit responses for solicitations that are in an **OPEN** status.

To respond to an OPEN solicitation, select the START BID button located next to the event that you are interested in.

Hicks Hall B53 Rm 1920 Research Lab	171	ITB	OPEN	Unrestricted	✓*	4/17/2026	6/26/2026	START BID
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Step 2: Logging In

After clicking the **START BID** button to respond to a bid you will be prompted to create a Workday Strategic Sourcing account OR if you already have established an account, please select **Already have a supplier account? Sign In** to sign in to Workday Strategic Sourcing.



The screenshot shows a web form for creating a supplier account. At the top left is the Workday logo (a blue 'W' with an orange arc above it) followed by the text 'Strategic Sourcing'. Below this is the heading 'Create a Supplier Account'. The form contains two input fields: 'Email *' and 'Confirm Email *', both with red asterisks indicating they are required. Below the input fields is a blue rounded rectangular button labeled 'Continue'. At the bottom of the form, there is a link that says 'Already have a supplier account? Sign In' and another link below it that says 'Need Help?'.

To create a Workday Strategic Sourcing account, you need to verify your email, set up a password, and pair with your authenticator app.

Step 3: How to Respond to an Event

After logging into Workday Strategic Sourcing, you will be prompted to review the terms of participation for the event that you are responding to.

The screenshot displays the 'Terms of Participation' page for an event. The header includes the Workday logo and 'Strategic Sourcing' on the left, and navigation links 'HOME' and 'SUPPORT' along with a user profile 'JOE SANK' on the right. The main heading is 'TERMS OF PARTICIPATION: Hicks Hall B53 Rm 1920 Research Lab' with a 'PUBLIC' tag. The 'ITB TERMS' section contains three sub-sections: 'Certify the Response' (stating the respondent agrees to be bound by the response content and ITN terms), 'Confirm Debarment Status' (requiring certification of no current debarment), and 'Conflict of Interest' (requiring disclosure of University employees). Below this is the 'AGREE TO TERMS OF PARTICIPATION' section, which includes a message: 'You can't submit your response for this event until you agree to the terms of participation.' and an unchecked checkbox labeled 'I agree to the above terms*'. There are also two small icons (a yellow triangle and a blue pencil) to the left of the checkbox.

You will not be able to view the full solicitation or submit a response to the event without first agreeing to the terms of participation.

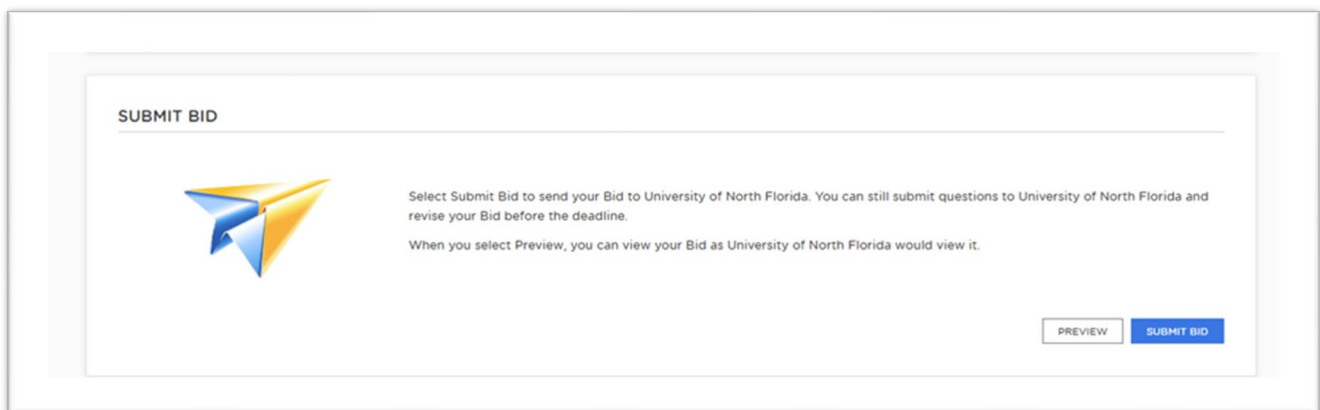
Once you agree to the Terms of Participation you will be able to view the full event which includes the following sections:

- **Response Details** – This section provides instructions, terms, and other information that is specific to each solicitation. The University's [Terms and Conditions](#) and [Information for Bidders](#) apply to all solicitations.

- **Message Center**- Message Center is used to view announcements from UNF specific to each solicitation. It is also used by the supplier to post any questions and view responses to submitted questions. It is used by UNF Procurement Services to provide answers to questions received.
- **Team Members**– Used by suppliers to add team members who will be able to view and edit supplier’s response to a solicitation. If the added team member is not already registered in Workday Strategic Sourcing, they will receive an email link to create their own account and once created they will be able to access the bid.
- **Event Timeline** – This section provides Supplier RSVP date, Submission Deadline, and Deadline for Questions for the event.
- **Bid Form** – This section contains the Response Sheet which includes the required sections and forms the supplier is required to complete to submit a response to the solicitation.

Step 4: Submitting a Response

Once you have completed all sections and are ready to submit your response select the **SUBMIT BID** button located at the bottom of the solicitation.



For the University to be able to view and evaluate your response all required sections must be 100% complete. If your response is incomplete Workday Strategic Sourcing will generate a system message that will indicate the section of the response that needs to be corrected.

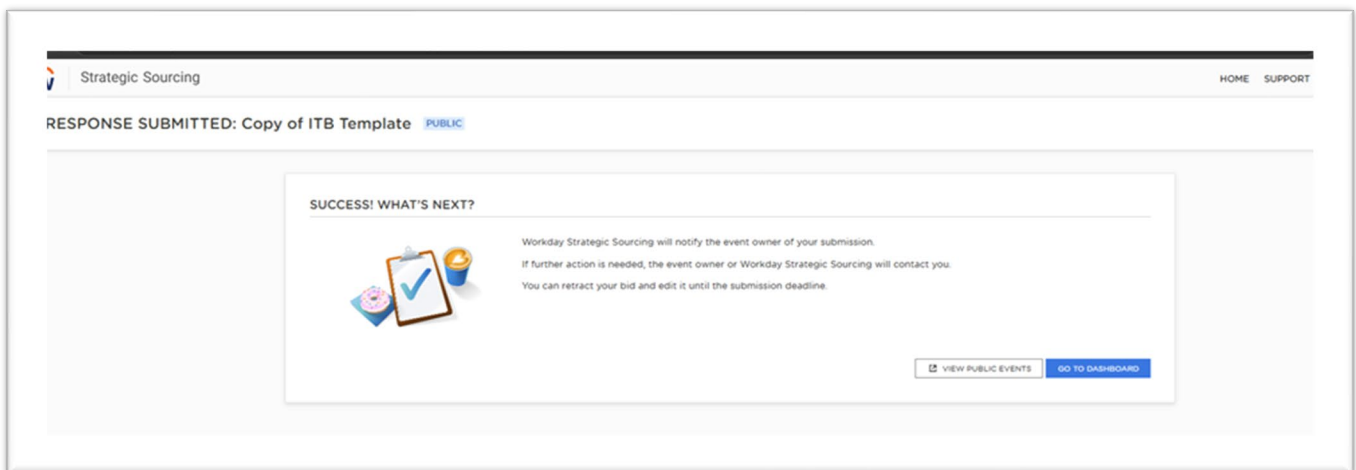
You can't submit your Bid until you resolve errors in these sections:
- Prerequisites

Workday Strategic Sourcing will not allow you to submit a response until all required sections have been completed.

It is highly recommended that you complete the submission of your response at least **24 hours** before the **Submission Deadline**. Late submissions will not be accepted.

Step 5: Bid Confirmation

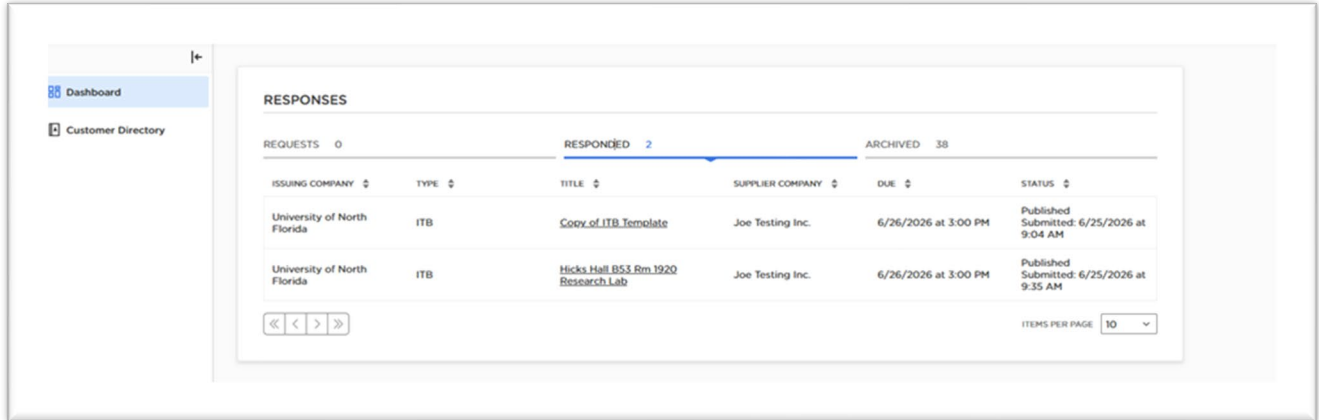
Once your bid has been submitted successfully you will receive an acknowledgement message:



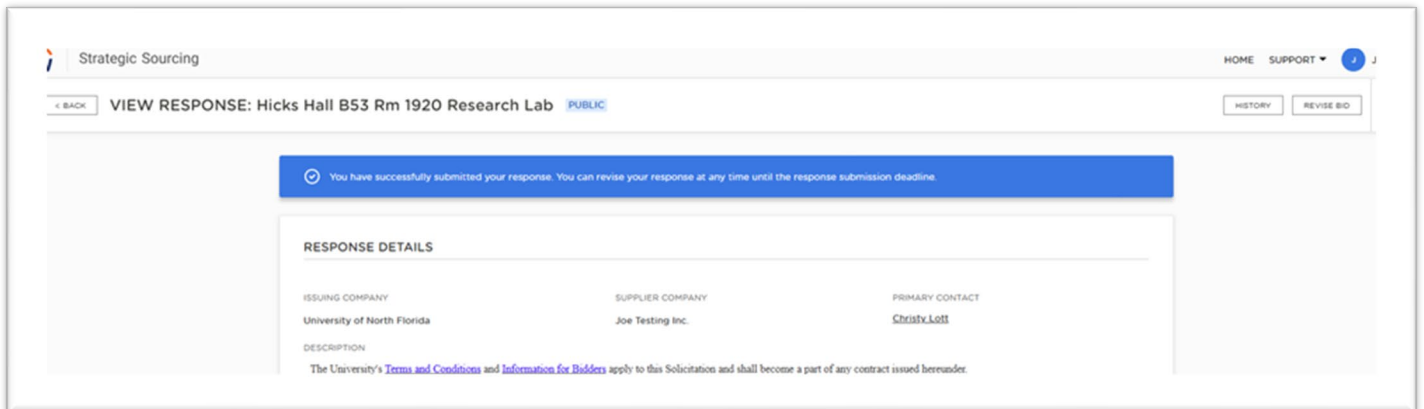
Step 6: Withdrawing or Changing a Response

A supplier may retract or modify a solicitation response up until the Submission Deadline.

To withdraw a response the go to your Dashboard and select the **RESPONDED** tab under **RESPONSES**:



Select the event you that you would like to retract or modify and select the **REVISE BID** button



Only the supplier's final submitted response will be evaluated.