

MGM Bid Submission Overview

07.24.19

RFQ Email

An email with an attachment will be sent to a supplier's email when an RFQ (request for quote) is needed to update pricing for certain goods or services MGM acquires from a supplier.

Example email:

*[Supplier Name]
[Address]
[City, State, Zip]*

RE: Bid Specification [RFQ NAME]

Dear Supplier:

We are pleased to extend to you the opportunity to respond to our RFQ.

Please refer to the file attached to this email message. To respond to this RFQ, save this file to your computer, input the necessary data, and email the file back to us at PROCUREMENTBIDS@MGMRESORTS.COM. The RFQ ID for this file is PB TEST BID.

*Please Note:
Weekly bids are due on Friday of each week 2pm
Monthly bids are due on 25th of each month*

Thank You.

****WARNING***: Failure to follow these instructions may prevent your response from being recognized, cause errors during our import process, or cause data loss during our import. Your work will be lost! If you have any questions, please contact us at mmsadmin@mgmresorts.com.*

Opening the Attached File

The email will have an XML file attached. This file can be opened with MS Excel.

Procedure:

1. Save the file in your computer.
2. Open Excel
3. Click File
4. Click Open
5. Browse to the XML file you saved and click open
6. Fill the necessary fields and click save.

Do not SAVE AS another file format. It is critical that the file stay as XML. Otherwise our system will fail to import your submission.

Bid Submission

You will be required to fill XML spreadsheet and email it back to Procurementbids@mgmresorts.com.

Note:

1. Reply back to the original email that came from Procurementbids@mgmresorts.com
2. Do not alter the Subject line on your submission
3. Do not alter the File Format
4. Do not alter the File Name

Email Attachment

Example Attachment

Company:				Date:	6/18/2019	
INVENTORY & PURCHASING SYSTEM PURCHASE BID SPECIFICATION REPORT						
Specification #:						
Vendor:				Effective Date:	6/18/2019	
Vendor Number:				Expiration Date:	6/18/2019	
ITMNBR	PROD NBR	ITEM DESCRIPTION	PRCLVL	PRICE	BIDUNI	MINQTY
2010200480		CIDER, SAMUEL SMITH'S ORGANIC HARD 24/12OZ/CS	1	0.0000	CASE	0
2010300006		BEER, ANCHOR STEAM KEG 13.2GAL/KEG	1	0.0000	KEG	0
2010300023		BEER, SIERRA NEVADA PALE ALE 15.5GAL/KEG	1	0.0000	KEG	0
2010300037		BEER, HEFEWEIZEN PYRAMID 15.5GAL/KEG	1	0.0000	KEG	0
2010300043		BEER, NORTH COAST SCRIMSHAW 15.5GAL/KEG	1	0.0000	KEG	0
2034052229		RED PALMER 11 ALTER EGO 12/750 RED BLEND BORDEAUX FRANCE CHATEAU PALMER	1	0.0000	CASE	0
0			2	0.0000		0
0			3	0.0000		0
2034750187		RED ACHAVAL FERRER GN QUIMERA 6/750 RED BLEND MENDOZA ARGENTINA ACHAVAL FERRER	1	0.0000	CASE	0
0			2	0.0000		0
0			3	0.0000		0

Email Attachment

Example Attachment

Specification #:	.	
Vendor:	.	
Vendor Number:		

- Specification # : Name of the RFQ (Bid Name)
- Vendor: Vendor Name
- Vendor Number: MGM assigned Vendor Number

Email Attachment

Example Attachment

- **Date:** Date the RFQ was sent out.
- **Effective Date:** Starting date the Price will take effect. (Optional)
- **Expiration Date:** Ending date the price will expire. (Optional)

Date:	6/18/2019
Effective Date:	6/18/2019
Expiration Date:	6/18/2019

Note:

- Weekly bids are effective Sunday-Saturday of next week.
 - Example: if you submit a bid on Wednesday 6.19.19 the prices you submitted will be effective Sunday 6.23.19 to 6.29.19
- Monthly bids will be effective the 1st through the last day of next month.
 - Example: if you submit a bid on 06.20.19, the prices you submitted will be effective 07.01.19 – 07.31.2019

Email Attachment

Item Description: MGM product description

Price level: Indicates if the item has tiered pricing.

MINQTY: If the item has tiered pricing, enter the minimum qty for each price tier.

ITMNBR	PROD NBR	ITEM DESCRIPTION	PRCLVL	PRICE	BIDUNI	MINQTY
2010200480		CIDER, SAMUEL SMITH'S ORGANIC HARD 24/12OZ/CS	1	0.0000	CASE	0
2010300006		BEER, ANCHOR STEAM KEG 13.2GAL/KEG	1	0.0000	KEG	0
2010300023		BEER, SIERRA NEVADA PALE ALE 15.5GAL/KEG	1	0.0000	KEG	0
2010300037		BEER, HEFEWEIZEN PYRAMID 15.5GAL/KEG	1	0.0000	KEG	0
2010300043		BEER, NORTH COAST SCRIMSHAW 15.5GAL/KEG	1	0.0000	KEG	0
2034052229		RED PALMER 11 ALTER EGO 12/750	1	0.0000	CASE	0
0		RED BLEND BORDEAUX FRANCE	2	0.0000		0
0		CHATEAU PALMER	3	0.0000		0
2034750187		RED ACHAVAL FERRER GN QUIMERA 6/750	1	0.0000	CASE	0
0		RED BLEND MENDOZA ARGENTINA	2	0.0000		0
0		ACHAVAL FERRER	3	0.0000		0

Item number: Unique MGM number assigned to each product

Price: Price for Product

BIDUNI: Unit of Measure for the price.

Email Attachment

ITMNBR	PROD NBR	ITEM DESCRIPTION	PRCLVL	PRICE	BIDUNI	MINQTY
2010200480		CIDER, SAMUEL SMITH'S ORGANIC HARD 24/12OZ/CS	1	0.0000	CASE	0
2010300006		BEER, ANCHOR STEAM KEG 13.2GAL/KEG	1	0.0000	KEG	0
2010300023		BEER, SIERRA NEVADA PALE ALE 15.5GAL/KEG	1	0.0000	KEG	0
2010300037		BEER, HEFEWEIZEN PYRAMID 15.5GAL/KEG	1	0.0000	KEG	0
2010300043		BEER, NORTH COAST SCRIMSHAW 15.5GAL/KEG	1	0.0000	KEG	0
		RED PALMER 11 ALTER EGO 12/750				
2034052229		RED BLEND BORDEAUX FRANCE CHATEAU PALMER	1	0.0000	CASE	0
0			2	0.0000		0
0			3	0.0000		0
		RED ACHAVAL FERRER GN QUIMERA 6/750				
2034750187		RED BLEND MENDOZA ARGENTINA ACHAVAL FERRER	1	0.0000	CASE	0
0			2	0.0000		0
0			3	0.0000		0

PROD NBR: Optional. Suppliers can enter their product number or any identifying text for each corresponding item. This field will keep the entry the next time the same RFQ is sent.

Notes:

- Weekly RFQ will go out on Monday and will be due on Friday 2pm
- Submitted Weekly prices are effective Sunday-Saturday of next week.
- Monthly RFQ will go out on the 15th of each month and will be due on the 25th.
- Monthly bids prices will be effective the 1st through the last day of next month.
- Send Completed Bid Sheets to PROCUREMENTBIDS@MGMRESORTS.COM
- For questions, Email MMSADMIN@MGMRESORTS.COM