



Quick Guide on How to Respond to an Online Bid

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Submit bid responses directly to buyers on Vendor Registry for any solicitation. This document will take you step-by-step from accessing the open solicitation to submitting and confirming the bid response.

You will notice **tips noted in red** throughout the document to help you be prepared to respond to online bids.

Happy online bidding!

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Step 1

- Access the solicitation from your email alert before the bid submission date deadline
- Or, you can also search and filter via the Vendor Registry application for the solicitation.
- In the table of bids listed, find the solicitation in which you would like to submit a bid for and click on Bid or Quote under the Type column (this will open a new tab for the solicitation).

Tip: For access and notification of all matching solicitations from our registered buyers as well as other government business opportunities, select the State or National package.

Search [Settings]

SELECTED [Reset]

Status
 Active

Registered Buyers
 Yes

SEARCH

SEARCH

Refine

QUICK ACCESS

My Subscribed States

My Keywords [\(view\)](#)

STATUS

Active

SUBMIT SEARCH

Bids Showing results 1-17 of 17 [SAVE THIS SEARCH](#) [MY REGISTERED BUYERS \(DEFAULT\)](#) = Partnered Buyer

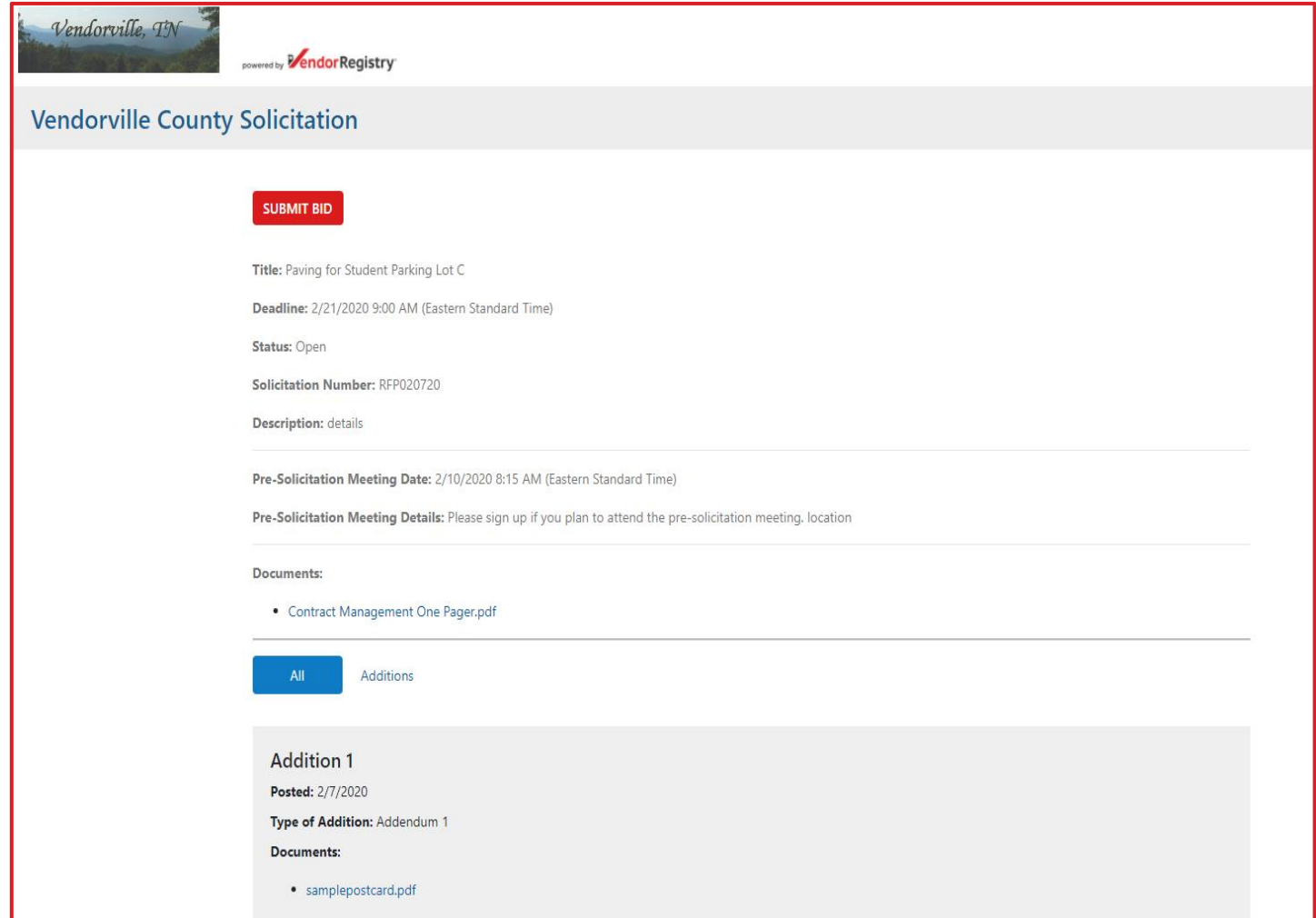
Type	Buyer	State	Title	PreBid	Deadline	Added On
Bid	Vendoville County <input checked="" type="checkbox"/>	ND	Re-paving of Main Street	02/17/2020 9:00 AM	02/21/2020 8:30 AM	02/13/2020
Bid	Kansas City Kansas Public Schools <input checked="" type="checkbox"/>	KS	Electrical Service Upgrade		02/20/2020 2:00 PM	02/17/2020
Bid	Kansas City Kansas Public Schools <input checked="" type="checkbox"/>	KS	Electrical Upgrade Services	02/05/2020 2:00 PM	02/20/2020 2:00 PM	01/31/2020
Bid	Vendoville County <input checked="" type="checkbox"/>	ND	Sealed Gated Solicitation		04/03/2020 6:00 AM	05/07/2019
Bid	Vendoville County <input checked="" type="checkbox"/>	ND	Student Parking Lot A Re-paving	02/10/2020 8:00 AM	02/24/2020 8:30 AM	02/06/2020
Bid	Vendoville County <input checked="" type="checkbox"/>	ND	Paving for Student Parking Lot C	02/10/2020 8:15 AM	02/21/2020 9:00 AM	02/07/2020
Bid	Vendoville County <input checked="" type="checkbox"/>	ND	Water Tank Painting		02/21/2020 2:00 PM	02/18/2020
Bid	Beaufort County <input checked="" type="checkbox"/>	SC	Architect, Engineer and Consultant Services for Small Construction Projects		06/30/2029 3:00 PM	10/04/2019
Bid	Beaufort County <input checked="" type="checkbox"/>	SC	Beaufort County Regional Housing Trust Fund, South Carolina, Funding Services	02/12/2020 2:00 PM	03/05/2020 3:00 PM	01/21/2020
Bid	Vendoville County <input checked="" type="checkbox"/>	ND	ECS		01/11/2060 6:00 AM	01/03/2020
Bid	Beaufort County <input checked="" type="checkbox"/>	SC	Regional Housing Trust Fund, Funding Services	02/12/2020 2:00 PM	02/27/2020 3:00 PM	01/22/2020
Bid	Kansas City Kansas Public Schools <input checked="" type="checkbox"/>	KS	School Supply Kits for Students and Teachers - 2020/2021 School Year		03/12/2020 2:00 PM	
Bid	Kansas City Kansas Public Schools <input checked="" type="checkbox"/>	KS	Concrete Repair Work	02/19/2020 10:00 AM	02/26/2020 2:00 PM	02/04/2020

Step 2

- Click on the red “Submit Bid” button at the top.

Tip: Make certain that you have downloaded all documents and addenda and are ready to respond

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Vendorville, IN powered by VendorRegistry

Vendorville County Solicitation

SUBMIT BID

Title: Paving for Student Parking Lot C

Deadline: 2/21/2020 9:00 AM (Eastern Standard Time)

Status: Open

Solicitation Number: RFP020720

Description: details

Pre-Solicitation Meeting Date: 2/10/2020 8:15 AM (Eastern Standard Time)

Pre-Solicitation Meeting Details: Please sign up if you plan to attend the pre-solicitation meeting. location

Documents:

- Contract Management One Pager.pdf

All Additions

Addition 1

Posted: 2/7/2020

Type of Addition: Addendum 1

Documents:

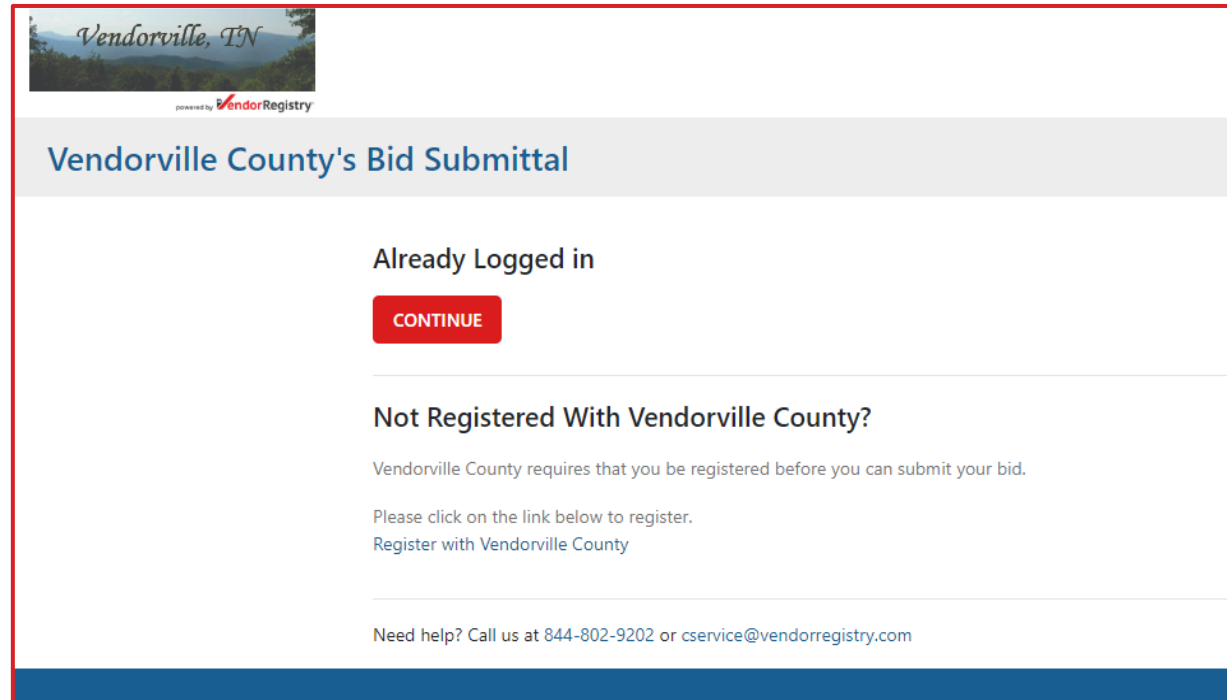
- samplepostcard.pdf

Step 3

- If the government requests that the submittal be gated, you will be prompted to log in again. Click Continue.

Tip: Save your username and password or at a minimum write down your password (and keep it in a safe place) to ensure you do not get stuck right before a bid deadline

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Vendorville, TN
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Vendorville County's Bid Submittal

Already Logged in

[CONTINUE](#)

Not Registered With Vendorville County?

Vendorville County requires that you be registered before you can submit your bid.

Please click on the link below to register.
[Register with Vendorville County](#)

Need help? Call us at 844-802-9202 or cservice@vendorregistry.com

Step 4

- To submit your bid, you may need to add Total Cost, Add Itemized Pricing and Upload Documents:
 - **Total Cost** - type in your cost in the field
 - **Add Itemized Pricing** - Select “Edit” from the action column, type in your pricing and then Save.
 - **Upload Documents** - Either drag your document to the box or click in the box and choose your files
- Once you have added everything you need for the submittal. Click the “Submit Bid” button. *Tip: Make sure to confirm every document and details before submitting.*
- After you click “Submit Bid”, you will see the files start to load

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Submit Response to Bid

Solicitation Title: Landscaping of Town Hall
For: Vendorville County
Sealed Solicitation #: 21-1234
Deadline: 2/26/2021 10:00 AM (UTC-05:00) Eastern Time (US & Canada)
Description: Landscaping of Town Hall on main street.

Total Cost:
1500

Itemized List
To submit an itemized response, please fill out the table below. Edit and Save each Line Item.

Line Item	Add	Item #	Description	Requested Quantity	Delivery Quantity	Unit of Measurement	Units per UOM	Total Units	Price per UOM (\$)	Total Item Cost	Alt.	Notes	Action
1	+	845	Center	7	7	Each	1	7	10.00	\$70.00			Edit

WITHDRAW ITEMIZED LIST

Upload Documents
To submit a bid for this solicitation, please upload all file(s) containing relevant information.

Drop files here to upload

SUBMIT BID

Upload Documents
To submit a bid for this solicitation, please upload all file(s) containing relevant information.

39.1 KB
Remove file

81.1 KB
Remove file

1.2 MB
Remove file

11.8 KB
Remove file

1.8 MB
Remove file

Company Name
Name is Mandatory

Step 5

- Once your files have been loaded, you will be taken to a confirmation page that you can print for your records.
- You can exit out of the tab and return to your “Bid Center” to search and find more opportunities for business.
- If you realize that you have submitted a document in error, you can go back into the bid and click to withdraw your bid.

Tip: make certain that any edits or changes such as withdrawing your bid are done before the bid closing deadline.

You have successfully submitted your electronic bid response

Solicitation Title: Landscaping of Town Hall
Submission Date: 2/10/2021 2:18:04 PM (UTC 00:00:00) Coordinated Universal Time
Company Name: Keely's Company *Demo
User: keelyjennwork@gmail.com
Sealed Solicitation #: 21-1234
Total Cost: \$1,500.00

Submitted Documents

Document(s) Submitted
Board Purchasing Policy.pdf
Bid Documents1.pdf
Catering Contract.pdf
Bid Documents.pdf

Submission History

Action	Date
Submitted Board Purchasing Policy.pdf	2/10/2021 2:18:01 PM ⓘ
Submitted Bid Documents1.pdf	2/10/2021 2:17:26 PM ⓘ
Submitted Catering Contract.pdf	2/10/2021 2:17:24 PM ⓘ
Submitted Bid Documents.pdf	2/9/2021 3:48:21 PM ⓘ

[PRINT FOR RECORDS](#)

[Return to Bid Center](#)

Step 6

- Check the email address associated with your Vendor Registry account for an email confirmation of your bid or quote submittal.

Tip: If you have any questions, please do not hesitate to reach out to our Support Team cservice@vendorregistry.com or toll-free at (844)802-9202

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