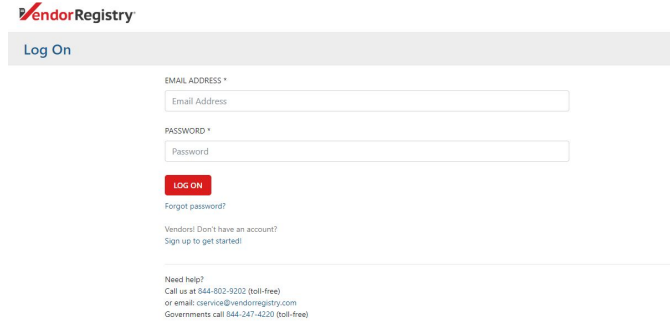


1. [Log in](#) to your Vendor Registry Profile



**Vendor Registry**  
 Log On

EMAIL ADDRESS \*

PASSWORD \*

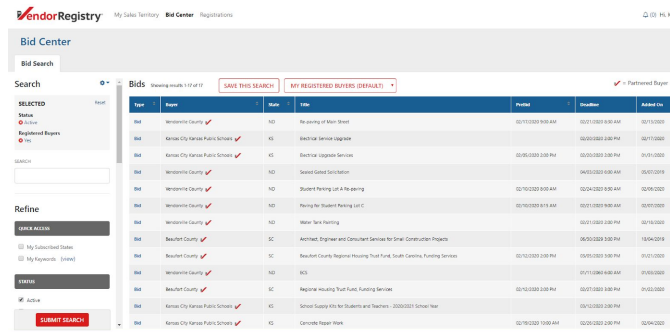
**LOG ON**

[Forgot password?](#)

Vendors! Don't have an account?  
[Sign up to get started!](#)

Need help?  
 Call us at 844-802-9202 (toll-free)  
 or email: [cservice@vendoregistry.com](mailto:cservice@vendoregistry.com)  
 Governments call 844-247-4220 (toll-free)

2. In your Bid Center, find the Registered Buyers filter, click the box next to 'Yes' and click the red 'Submit Search' button. In the table of bids listed, find the solicitation in which you would like to submit and click the Bid or Quote wording in the Type column (this will upload a new tab for the solicitation).



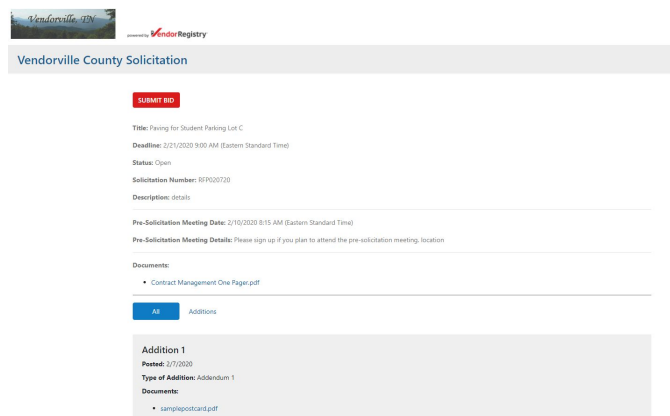
**Vendor Registry** My Sales Territory Bid Center Registrations M. Kealy

**Bid Search**

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

TYPE	BUYER	DATE	TITLE	POSTED	EXPIRES	UPDATE ON
Bid	Wendover County ✓	NO	Re-paving of Main Street	02/12/2020 9:00 AM	02/12/2020 9:00 AM	02/12/2020
Bid	Kansas City Kansas Public Schools ✓	KS	Electrical Service Upgrade	02/05/2020 2:00 PM	02/05/2020 2:00 PM	02/11/2020
Bid	Kansas City Kansas Public Schools ✓	KS	Electrical Upgrade Services	02/05/2020 2:00 PM	02/05/2020 2:00 PM	02/11/2020
Bid	Wendover County ✓	NO	Sealed General Solicitation	04/02/2020 9:00 AM	04/02/2020 9:00 AM	04/02/2020
Bid	Wendover County ✓	NO	Student Parking Lot A Re-paving	02/10/2020 9:00 AM	02/04/2020 9:00 AM	02/19/2020
Bid	Wendover County ✓	NO	Paving for Student Parking Lot C	02/10/2020 9:15 AM	02/11/2020 9:00 AM	02/19/2020
Bid	Wendover County ✓	NO	Water Tank Painting	02/11/2020 2:00 PM	02/11/2020 2:00 PM	02/18/2020
Bid	Beaumont County ✓	SC	Architect, Engineer and Consultant Services for Small Construction Projects	04/02/2020 3:00 PM	04/02/2020 3:00 PM	12/04/2019
Bid	Beaumont County ✓	SC	Beaumont County Regional Housing Trust Fund, South Central, Funding Services	02/12/2020 2:00 PM	04/02/2020 3:00 PM	01/01/2020
Bid	Wendover County ✓	NO	ICS	01/17/2020 9:00 AM	01/17/2020 9:00 AM	01/02/2020
Bid	Beaumont County ✓	SC	Regional Housing Trust Fund, Funding Services	02/12/2020 2:00 PM	02/12/2020 2:00 PM	01/02/2020
Bid	Kansas City Kansas Public Schools ✓	KS	School Supply Kits for Students and Teachers - 2020/2021 School Year	02/12/2020 2:00 PM	02/12/2020 2:00 PM	01/02/2020
Bid	Kansas City Kansas Public Schools ✓	KS	Concrete Repair Work	02/19/2020 1:00 AM	02/20/2020 2:00 PM	02/04/2020

3. Click on the red "Submit Bid" button at the top.



**Vendorville** powered by Vendor Registry

**Vendorville County Solicitation**

**SUBMIT BID**

Title: Paving for Student Parking Lot C  
 Deadline: 2/23/2020 9:00 AM (Eastern Standard Time)  
 Status: Open  
 Solicitation Number: SFP1920720  
 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:

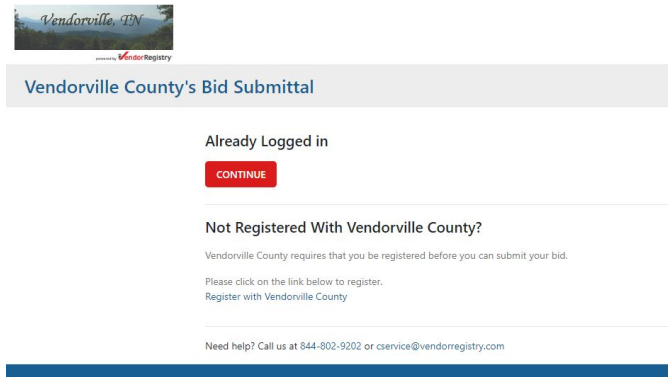
- Contract Management One Pager.pdf

**All** Additions

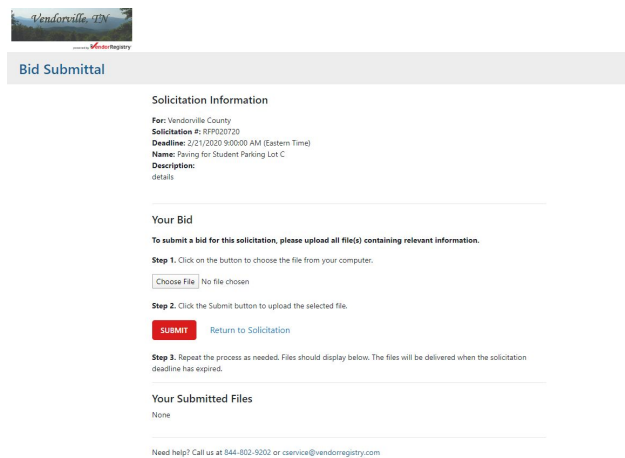
**Addition 1**  
 Posted: 2/7/2020  
 Type of Addition: Addendum 1  
 Documents:

- samplepostcard.pdf

4. If the government requests that the submittal be gated, you will be prompted to log in again. Click the red 'Continue' button.



5. To upload your bid submittal documents, click on the red 'Choose File' button and select the document(s) that you would like to upload for the submittal



6. Once you have selected a file, you will see the file name on Step 1. Click the red 'Submit' button. To upload more than 1 file, select the 'Choose File' button again and select another file to upload, then click the red 'Submit' button. Repeat this process until all desired documents are listed under 'Your Submitted Files'.

Your Bid

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

**Step 1.** Click on the button to choose the file from your computer.

Choose File **Testing Document.docx**

**Step 2.** Click the Submit button to upload the selected file.

**SUBMIT** Return to Solicitation

**Step 3.** Repeat the process as needed. Files should display below. The files will be delivered when the solicitation deadline has expired.

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Your Submitted Files

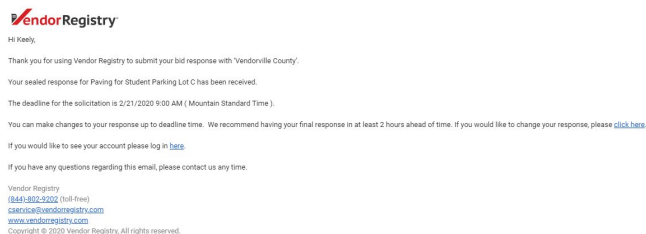
None

7. You can "Download" or "Withdraw" your submitted documents under 'Your Submitted Files'

- Please note, if you withdraw documents, the requesting government agency cannot view those files

8. Once you have finished submitting your bid or quote, you can exit out of the tab and return to your "Bid Center"

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



If you have any questions, please do not hesitate to reach out to our Support Team by email at [cservice@vendorregistry.com](mailto:cservice@vendorregistry.com) or toll-free at (844)802-9202. We are happy to help.