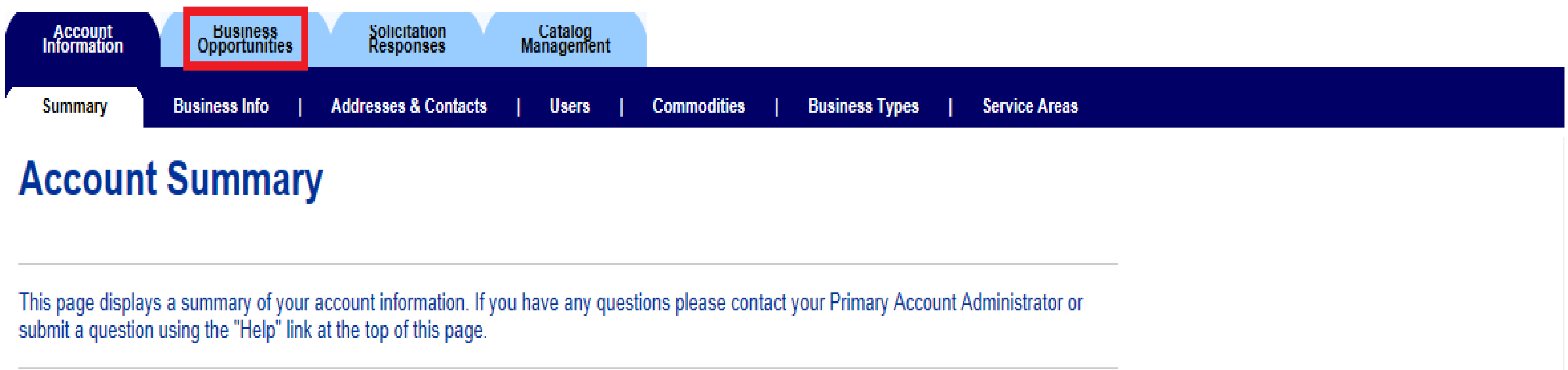
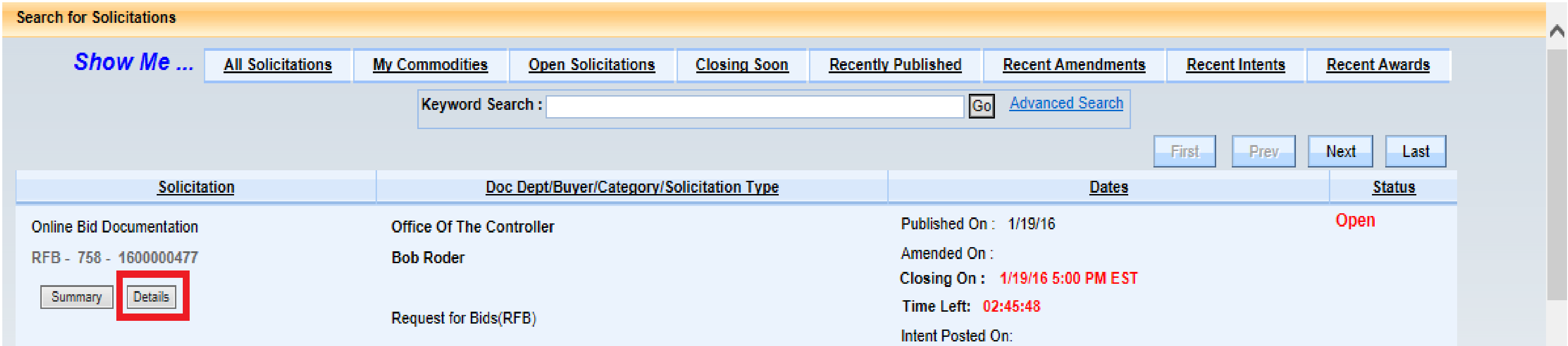
How to Respond to Online Bid through the Kentucky Vendor Self Service (VSS) site.

1. Access the Kentucky Vendor Self Service (VSS) site at https://emars311.ky.gov/webapp/vssprdonline/AltSelfService
2. If you already have an account please login using your User ID and Password. If you do not have an account please create an account by clicking on the Register button.

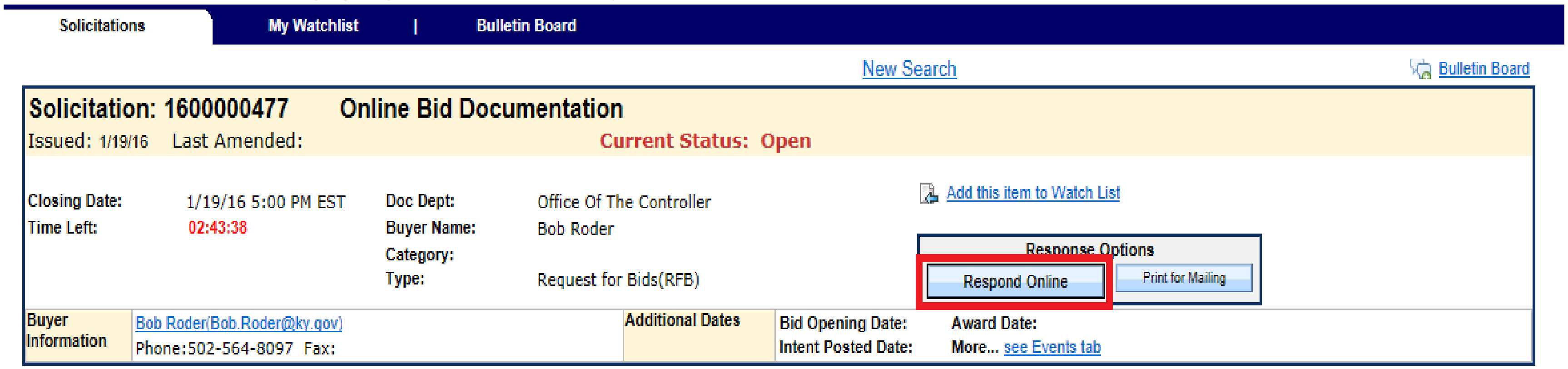
3. Once logged into your account click on **Business Opportunities.** All solicitations that have been posted will appear here.



4. Search for the solicitation that you wish to bid on by entering the 10-digit Document ID in the Keyword Search box. Once you have located the solicitation click on Details.

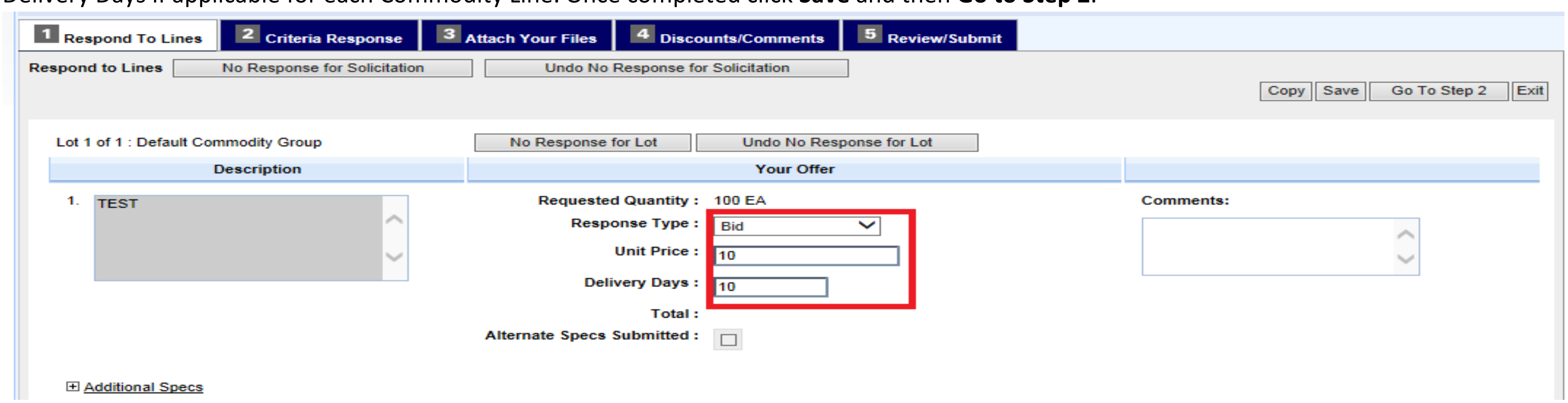


5. Once the solicitation Details page opens click on the Respond Online box.

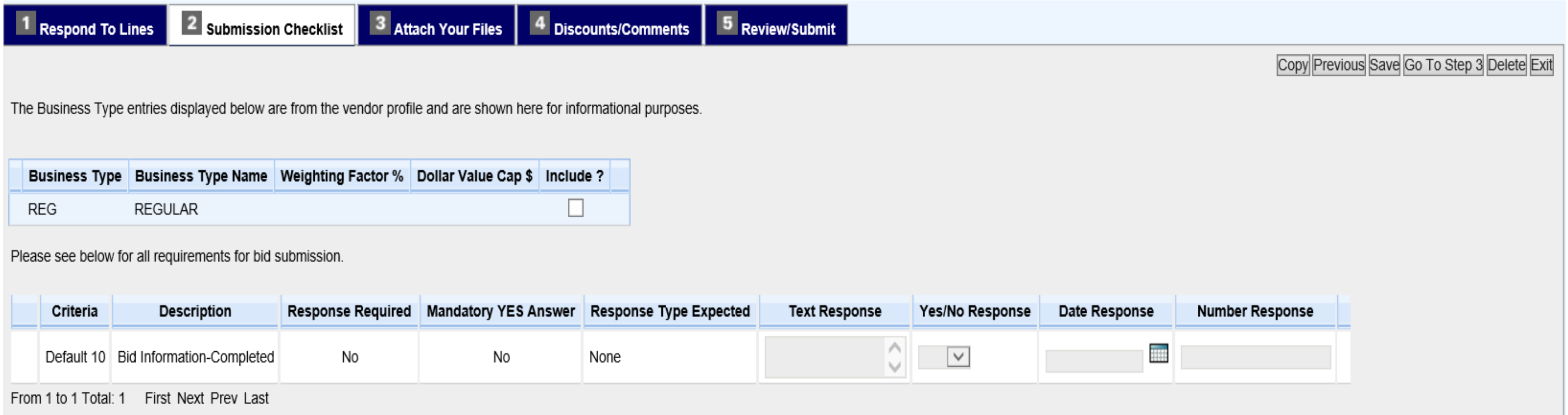


6. The Solicitation Response will then open. You will need to complete Steps 1-5.

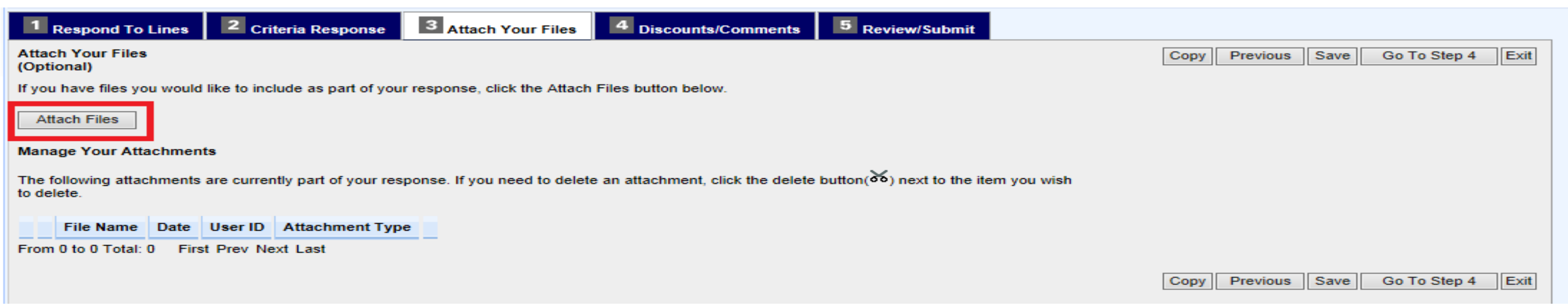
7. Step 1 – Respond to Lines. You will need to enter your **Response Type** (most often you will select Bid or No Bid), Unit Price or Contract Amount, and Delivery Days if applicable for each Commodity Line. Once completed click **Save** and then **Go to Step 2**.



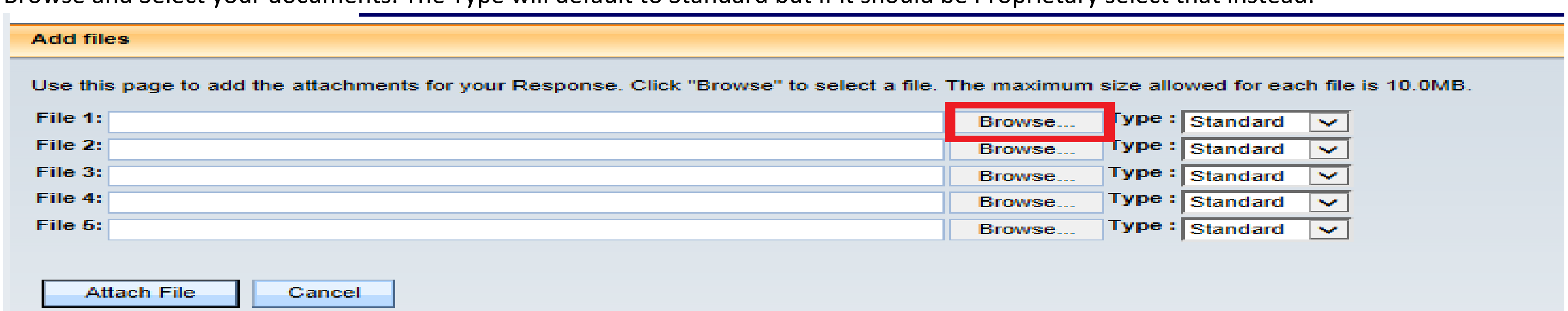
8. Step 2 – Submission Checklist. Please review and ensure that you can provide all required information. Once you have completely reviewed click **Save** and **Go to Step 3**.



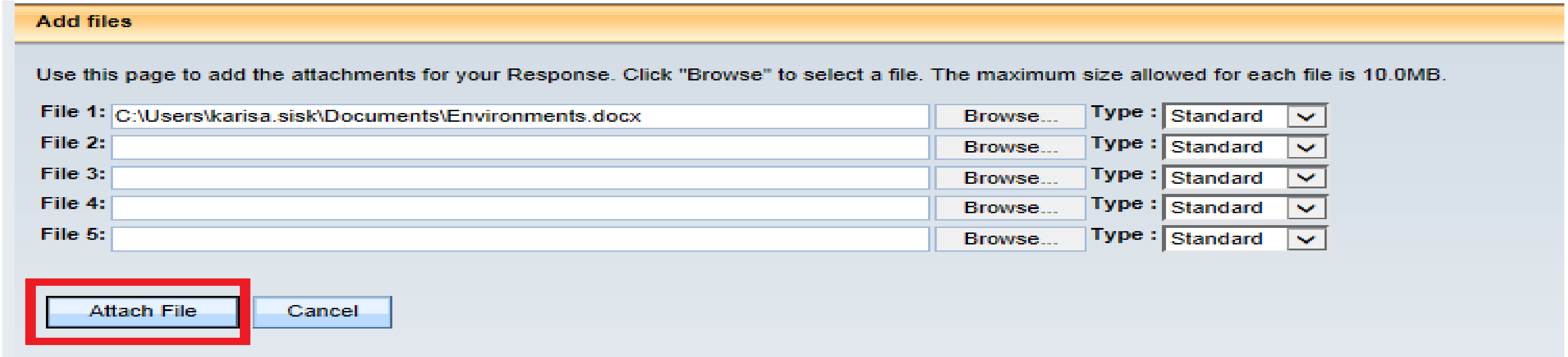
9. Step 3 – Attach Your Files. Please attach any files that you feel are pertinent to your bid submission.
   a) Click the **Attach Files**



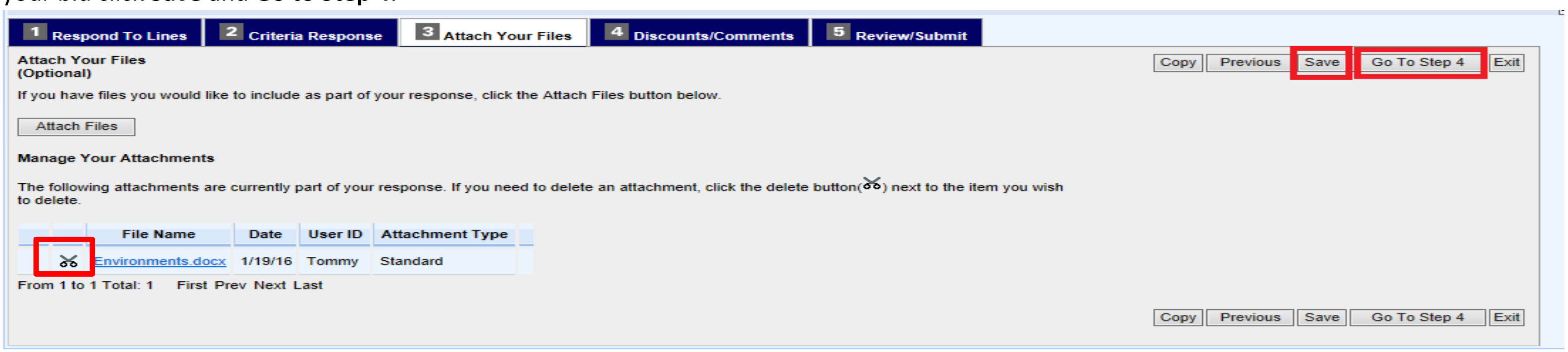
   b) Browse and Select your documents. The Type will default to Standard but if it should be Proprietary select that instead.



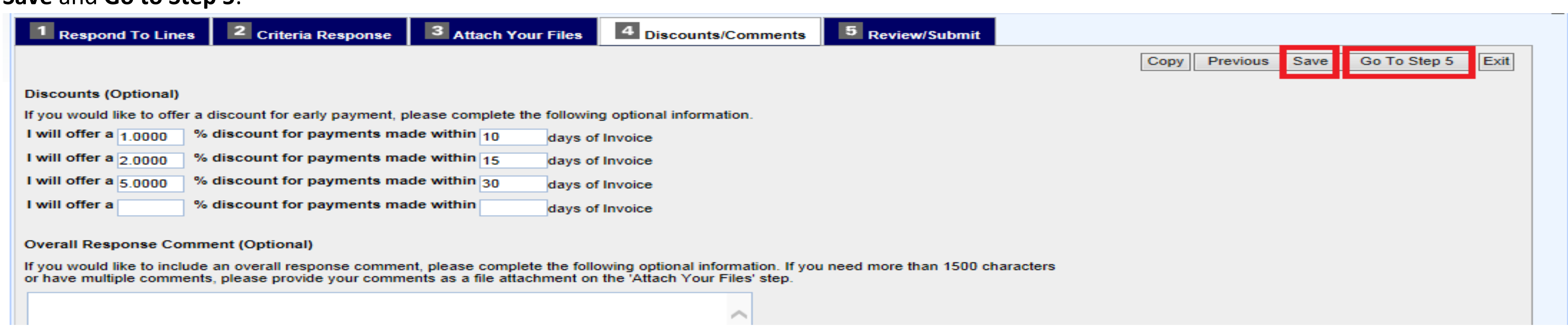
c) Once File and Type have been selected click Attach File.



d) Each file that you have uploaded will appear on the Attach Your Files tab. If you need to delete any of these files click on the scissors. Before the line is deleted it will ask "Are sure you want to delete this line?". When you have uploaded or deleted the attachments you want submitted with your bid click **Save** and **Go to Step 4**.

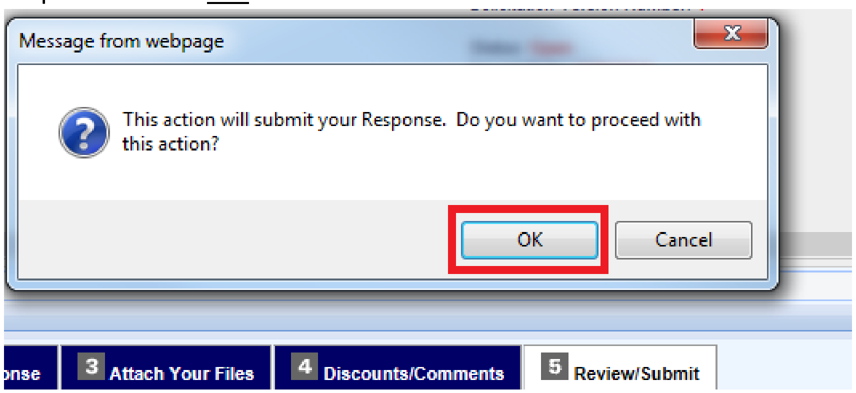


10. Step 4 – Discounts/Comments. Only complete this section if you will be giving a Discount or have an Overall Comment for your Bid. If you don't click **Save** and **Go to Step 5**.

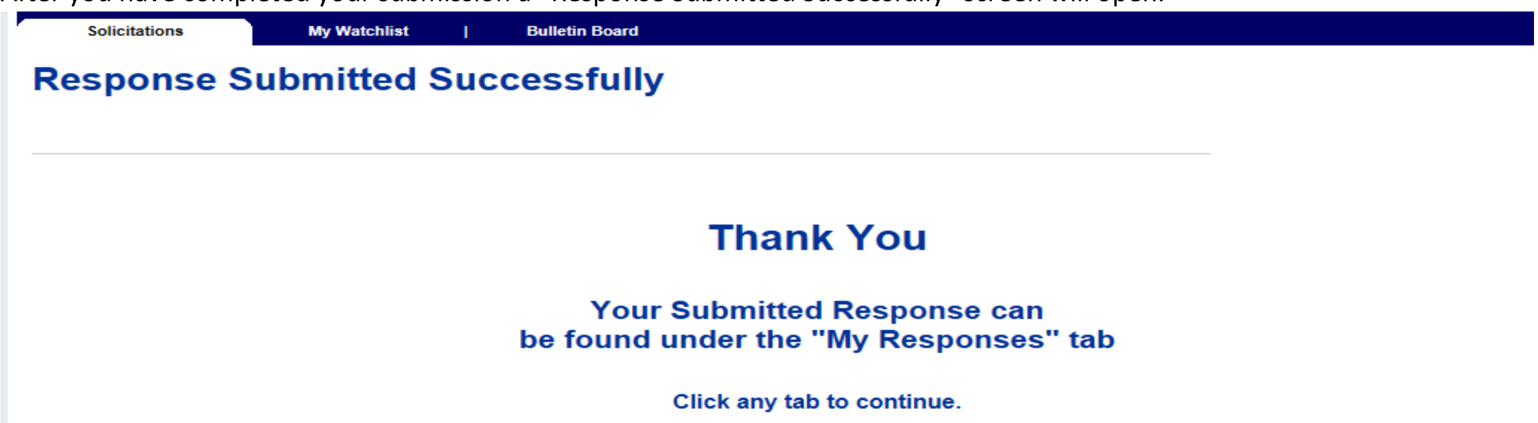


11. Step 5 – Review/Submit. Please verify your bid information. If you need to make any changes please do so before clicking the Submit button.

12. Once you have clicked Submit a popup screen will appear. If you want to return to the response you may click Cancel but if you are content with your responses select OK.



13. After you have completed your submission a “Response Submitted Successfully” screen will open.



14. To review any bid submissions you can navigate to the My Response page by clicking the Solicitation Responses tab.