

EBS for vendors

(Electronic Bid Submission)

Quick FAQ

What is an electronic bid submission?

Electronic bid submission (EBS) is the electronic transfer of proposal bid data between a supplier and a contracting authority. The BidNet Direct EBS feature allows suppliers to submit bids/proposals online via BidNet Direct. The BidNet Direct E-bid submission feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered to www.BidNetDirect.com to participate in EBS.

When do buyers see my submission?

Submitted documents are stored in a secure fashion with a high level of security. All bids remain encrypted and not readable until bids are opened by the buyer and only after the closing date and time have passed.

Submitting Your Bid Using the EBS

Reminders before submitting a bid:

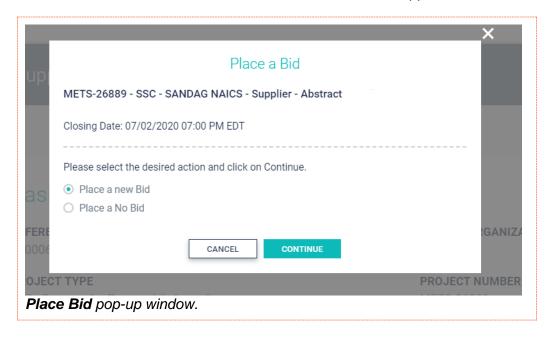
Click on the Documents and Document Request List tabs to verify that you have downloaded the required Documents.

Verify that you are a Follower of this Solicitation (if so, the top button will indicate that you are Following). You should do this to be alerted of ANY addendum or communication regarding the solicitation. Please review the addendum and communication tab for any information that may have already been issued.

You may have to click on Intent to Bid before submitting a formal Bid. This is an optional, but commonly used, request by buyers.

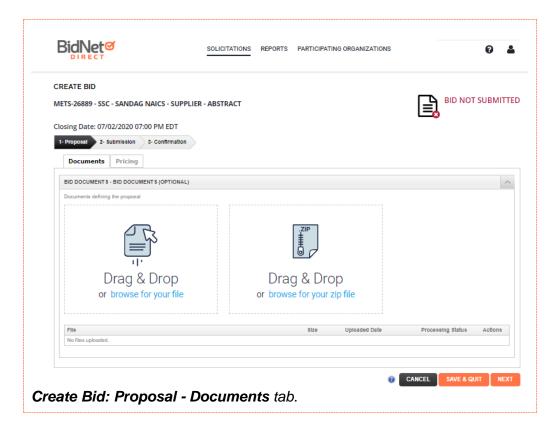
To submit a bid:

Click on Place Bid button. The Place a Bid modal window appears.



Select the Place a new Bid radio button, and click on Continue. The Create Bid interface opens.

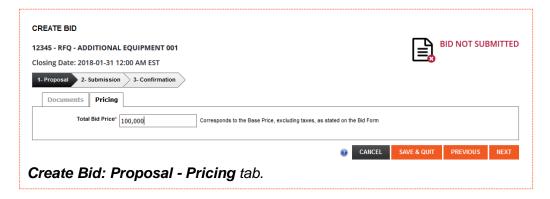
Creating a Bid typically takes place in three steps: the Proposal, the Submission, and the Confirmation. A red "Bid Not Submitted" will show until your bid has been successfully submitted.

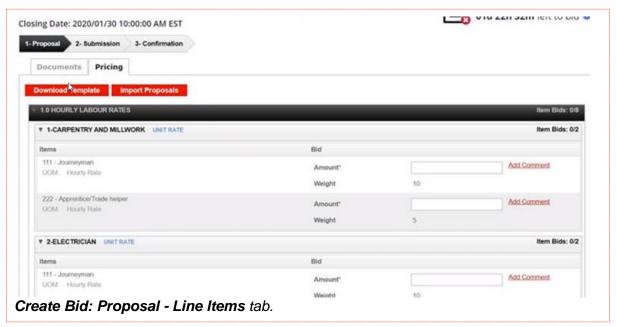


Simply drag-and-drop the files one at a time in the Add File area or on the Add File button. If you have many documents in a compressed file, drag-and-drop the file in the Import ZIP File area or on the Import ZIP File button. The files will appear in the File section.

Once the files are uploaded, click on the next tab. This might be the Pricing tab or the Questions tab, depending on the type of Solicitation.

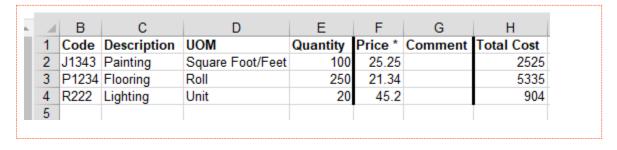
Fill out the information in either lump sum or line item bidding, depending on the fields.



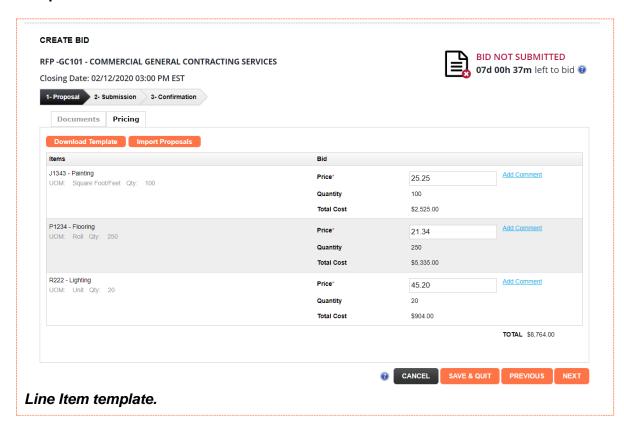


If there are multiple line items, a template will appear that you can simply download the template, fill in your pricing and any comments and then upload the file.

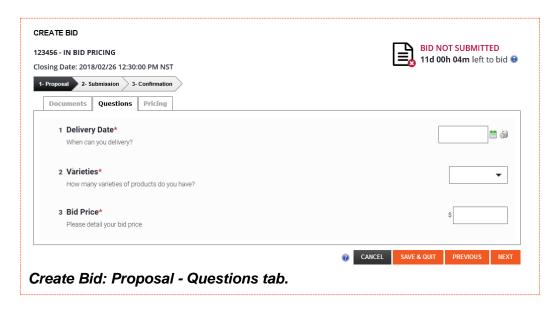




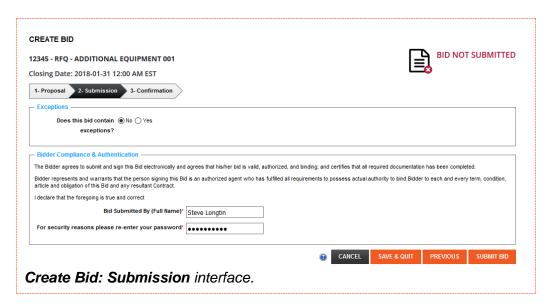
Once the template is filled-out, you can upload the file by clicking on the **Import Proposals** button. The list will fill itself out with the information taken from the **XLS** file.



There may, depending on the solicitation, also be a list of questions to be answered on the electronic submission.



You will need to re-enter your password for the BidNet Direct platform before officially submitting the bid.



And finally, you will need to confirm to submit the bid.

