bidnet direct.
by SOVRA

How to for Suppliers
A Quick Guide

If you have any questions, contact us:
Vendor Support
1-800-835-4603
support@bidnet.com

Contents

Introduction

Palm Beach Schools will utilize Bidnet Direct for the distribution of solicitations, documents, and addendum. In addition, many utilize the electronic bid submission option for vendors to submit responses directly online through the platform. Answers to some frequently asked questions regarding electronic bid submission are listed below.

There is no cost to register to Palm Beach Schools and no credit card information will be required unless you enhance your subscription.
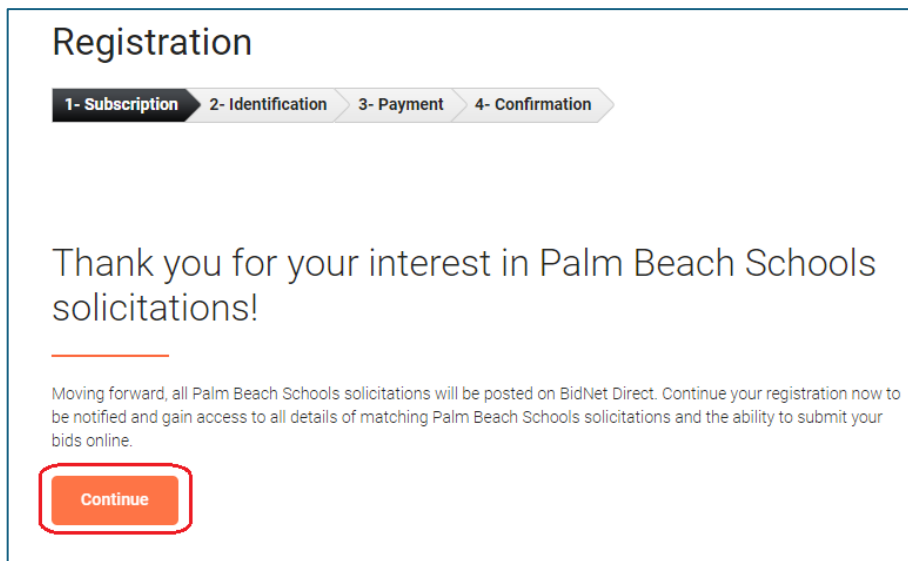
Registration

The Registration process is simple on Bidnet Direct. The Palm Beach Schools' direct URL is http://www.bidnetdirect.com/palmbeachschools.

Select the Vendor Registration link to begin the process.

Select the Continue button.

Complete all the mandatory fields prefixed with an *asterisk.

Select Next to continue.

Select Complete Registration to continue.

You will receive a Registration confirmation message.
Please check your email inbox for an activation email with the subject line of Activate your account.

Select the Activation link in the email.

Enter the Username and Password that you entered during registration and select Login.

Account Activation

Please enter the username and password you chose during your registration in order to activate your account.

Username

newsupplier@bidnet.com

Password

·········

[**Login**]

> **Need Help?**

The information will be prepopulated with what you entered in the registration.
Validate that all the Organization information is accurate and select Next.

Account Activation

①——————②——————③——————④——————⑤
1 - Organization Profile   2 - Contact Profile   3 - Category Selection   4 - Additional Information   5 - Confirmation

Organization Profile

Organization Name*	Type
Bidnet Enterprise	Supplier

Organization Address

Address*	City*
38 Hemingford way	Palm Beach

Country*	State/Province*	County/Region*	Zip/Postal Code*
United States	Florida	Palm Beach County	12354

Organization Contact Information

Phone*	ext.	Toll Free	Fax
999-999-9999			

Email	Website
newsupplier@bidnet.com	

Next >

Validate that all the Contact information is accurate and select Next.

Select all the NIGP categories that match the types of goods or services that your company offers. You can search by keyword or NIGP Code Number.

Note that these codes are how you will become a matching supplier for Palm Beach Schools. When Palm Beach Schools issue new solicitations that match the types of goods and services that you offer, you will automatically receive an email notification of the solicitation.

Select Next to continue.

Complete the Palm Beach Schools - Additional Information to complete your activation and select Activate.

Your Activation will be confirmed, and you can Start Looking for Solicitations.

Electronic Bid Submission (EBS) User Guide

What is an Electronic Bid Submission?

The Electronic Bid Submission (EBS) is the electronic transfer of proposal bid data between a supplier and a contracting authority. The EBS feature allows suppliers to submit bids/proposals online via Bidnet Direct. The EBS feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered at to https://www.bidnetdirect.com participate in EBS.

When do buyers see my submission?

Submitted documents are stored securely 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.

What should I do before I submit a bid?
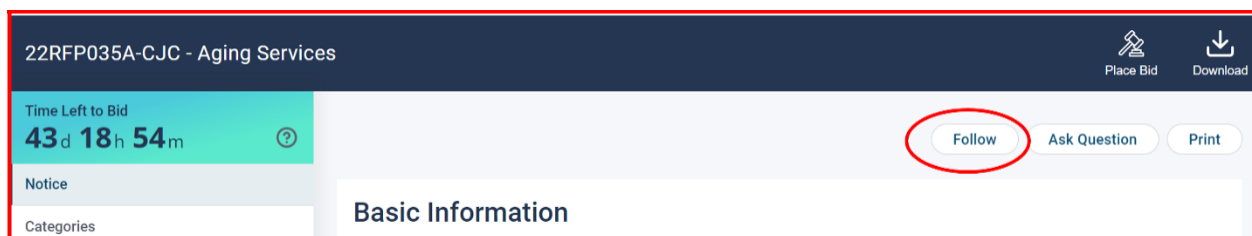
Verify that you are a Follower of this Solicitation (if so, the top button will indicate that you are Following). You should be following a solicitation to be alerted of ANY addendum or communication regarding the solicitation (note that a change in registration type may be required to Follow).

Please review the addendum and communication tab for any information that may have already been issued and make certain to download existing documents and/or addendum.

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

All registered vendors can place an electronic bid when accepted by buyers. Each bid response will be slightly different based on the agency's requirements. The online bid submission process will take you step-by-step through what is needed. This information should also be in the documents that you have already read outlining the requirements. Some solicitations will need only pricing, others need specific documents, etc.

How do I place a new bid?

The first step is to hit the *PLACE BID*.

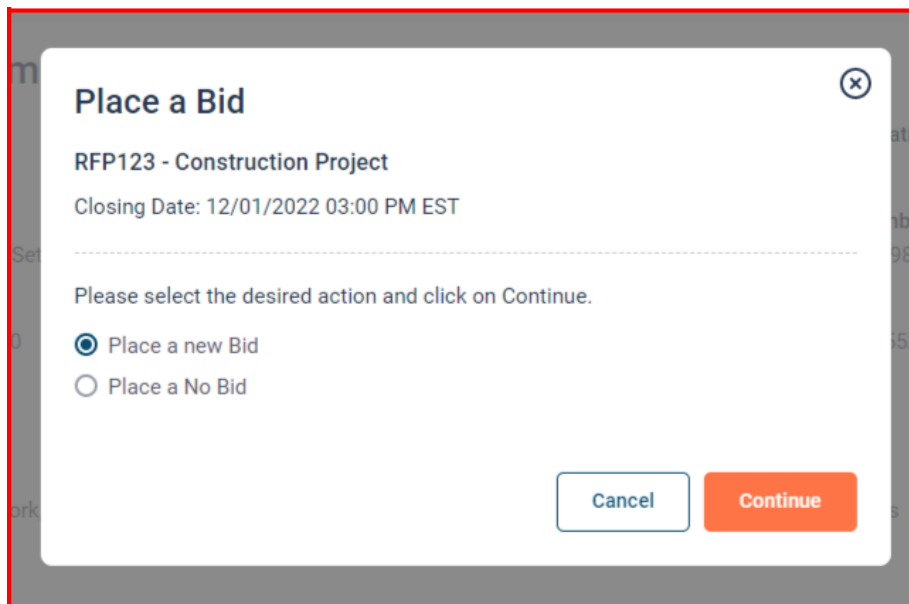The Place a Bid modal window appears. Select "Place a new Bid" and click on Continue.

*Figure 1 **Place bid** pop-up window*

Creating a Bid typically takes place in three steps: the Proposal, the Submission, and the Confirmation. The steps will be outlined so that you understand when to upload documents, enter in pricing or an online response, and/or upload a spreadsheet with pricing and items. A red "Bid Not Submitted" will show until your bid has been successfully submitted.

How do I attach my documents to submit?
You can either drag and drop or browse your computer for files to upload. To Browse for a file or set of files to upload, simply click on the link labeled "Browse for your file" and select the files from your computer.

Or, you can 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.
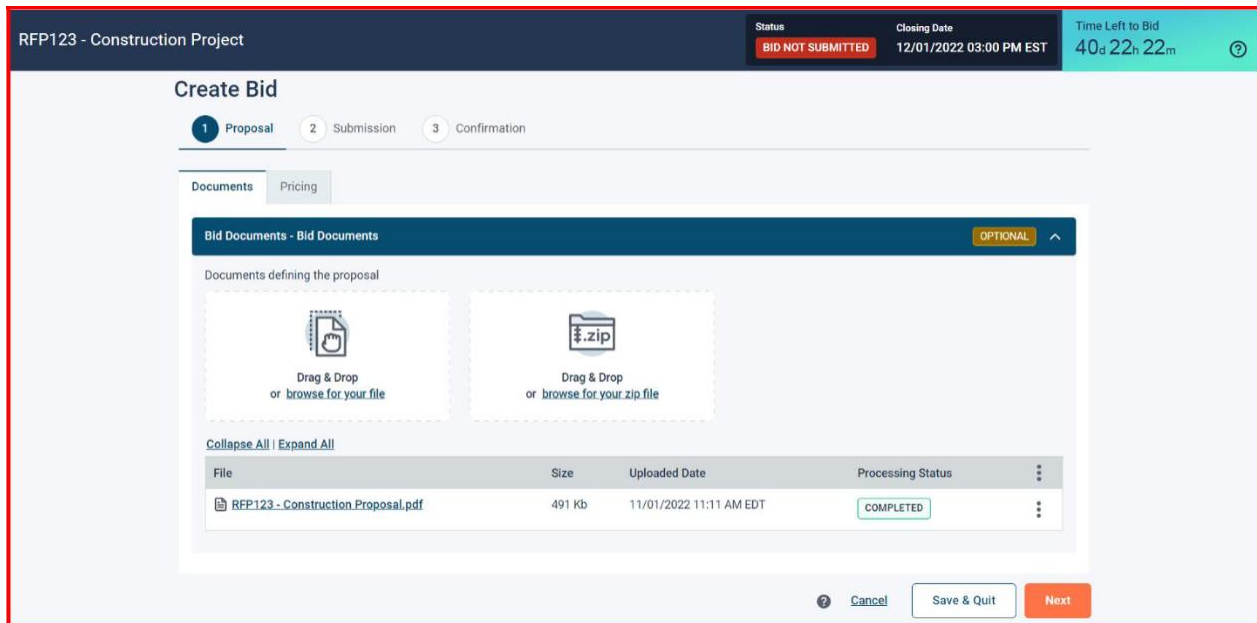

Figure 2 Create Bid: Proposal - Documents tab – Attach a File

How do I add pricing information?

The Create Bid screen will walk you through what type, if any, pricing information is expected for you to fill in. Often, pricing is included as part of the documents that you upload within your proposal. When prompted, fill out the information in either lump sum or line item bidding, depending on the fields that appear.

You can then click "Next" or, if you need to save it and come back, hit "Save and Quit".

Figure 3 Create Bid: Pricing tab

What if I have to submit multiple line items?

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

Figure 4 Multi-line Item: Download Template Button

	B	C	D	E	F	G	H
1	Code	Description	UOM	Quantity	Price *	Comment	Total Cost
2	J1343	Painting	Square Foot/Feet	100	25.25		2525
3	P1234	Flooring	Roll	250	21.34		5335
4	R222	Lighting	Unit	20	45.2		904
5							

Figure 5 Multi-line Item: Excel Spreadsheet Format

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.

Figure 6 Multi-line Item: Import Template

Depending on the solicitation, there may also be a list of questions to be answered on the electronic submission.
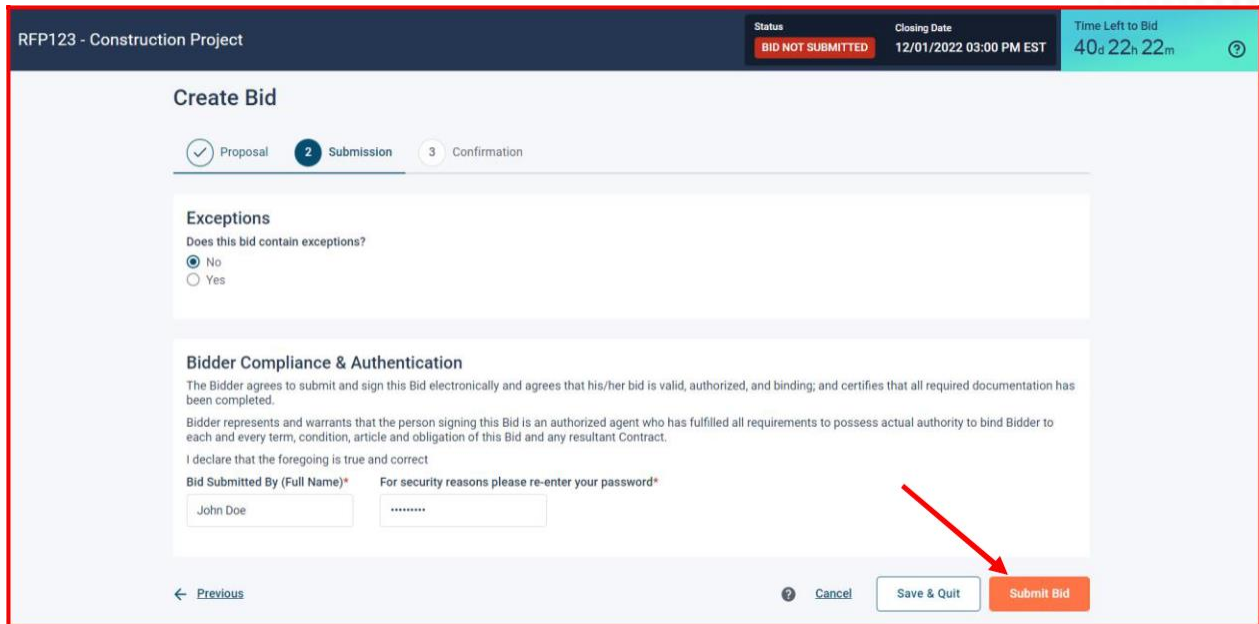
Figure 7 Create Bid: Questions Tab

Submitting the bid
You will need to re-enter your Bidnet Direct user password before officially submitting the bid.
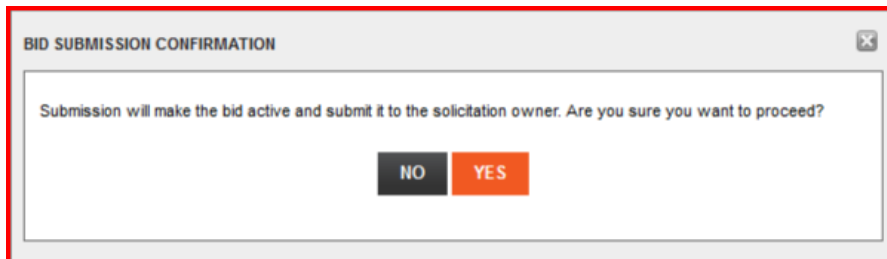
Figure 8 Bidder Compliance & Authentication Before Submission

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

Figure 9 Confirm Submission

I am having trouble submitting a bid or have a Bidnet Direct question, who can I contact for assistance?
The Bidnet Direct Vendor Support team is available M-F from 8 a.m. – 8 p.m. ET (5 a.m. – 5 p.m. PT). You can contact our team at (800) 835-4603, option 2 or support@bidnet.com