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Uploading an Attachment

Joshua Hunsaker
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Uploading an Attachment

1) Once you have viewed and accepted all of the documents, you can go down to the bottom of the page and select the box titled **Place Offer**. This will allow you to access the pricing page where you will enter your response.

Place offer   Place "No bid"

Back to bid list

Place your offer by completing all required fields. If the bid has more than one line item, it is defaulted to show 5 line items at a time. If you would like to view all of the line items at once, up in the right hand corner click on the Line Items Per Page drop down menu and select all.

Go to Bid Information

Bid #05-17 - Green Highways (Solar)

Time Left: 29 days, 22 hrs   **Bid Ends:** Aug 8, 2012 3:15:00 PM MDT

OFFER

Note: You have unconfirmed offers on this bid. To confirm your offers, click the submit button.
If you wish to remove unconfirmed offers click cancel. Offers already confirmed cannot be removed.

05-17-01-01   **Default Lot: Green Highways (Solar)**
                  Product Code   Prices are not requested for this item.
                  [   ] (optional)   Save
                  Offer Not Confirmed
   **Notes for Buyer - Alternate Details (Required)**   Attachments   [Upload Attachment]
                  test

                                                                                  ⊿ Alternate Offer   ⊿ Remove

Bid Notes: These notes apply to the bid as a whole.

                                ⊿ Submit   ⊿ Cancel

Note: This agency may choose to make all documents and notes open to the public.

* Fee Waived.

2) You can attach documents by clicking on **Upload Attachments**.

Attachments   [Upload Attachment]
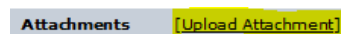
You will then browse through your computer to find the document you want to attach. Click **Browse**, find the document, and click **Open**. The location of the document will be in the browse field. Hit **Submit** to attach the document.
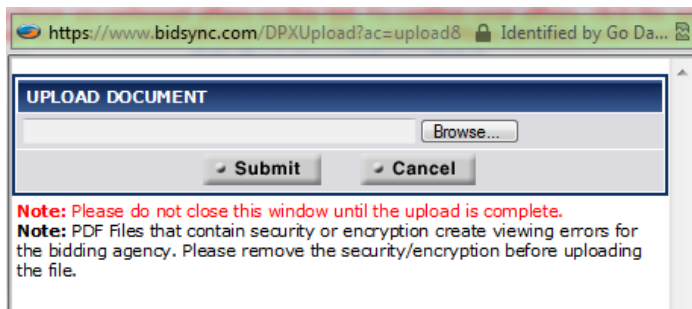
3) When your document is uploaded, click **Save** above the attachment. You can enter in additional notes to the buyer about the line item or the documents attached to the line item in the **Notes for Buyer** section. You can also enter additional information to the bid as a whole in the **Bid Notes** section.

4) When the information has been completed, you will process your offer by selecting the Submit button at the bottom of the page.

This will bring you to the Review Offer page. You will be able to review and confirm your response. If changes need to be made to the offer, select the **Back** button at the bottom of the page and modify your bid as needed. If you would like BidSync to send you a confirmation email that your offer has been confirmed, click the box under **Offer Confirmation**.

5) Once your bid is ready to be submitted, enter your password and select the **Confirm** button.

 A page titled Offer Received will post indicating your offer has been submitted. If you wish to print this page, select the link **View Offer Report** in the top right hand corner. This will display an option for you to print.

0 people found this useful.