



Vendor Guide: How to use BidsOnline™

Before you Begin:

You will need the following information to complete the vendor registration process:

- Company Federal Tax ID Number.
- California Seller's Permit Number.
- Small Business Certificate Number, if applicable.
- Disabled Veteran Business Enterprise Certificate Number, if applicable.

How to find out if your company is already registered on our bid list:




1. Go to **BidsOnline™**:
 - a. Open Microsoft Internet Explorer.
 - b. Go to www.sjsu.edu/pass.
 - c. Click on **For Vendors & Contractors**.
 - d. Click on **BidsOnline™**.
2. In the blue box on the left side of the page, click on **edit your vendor profile**.
3. Under **Option 2**, enter your company's tax ID number and your email address.
4. Click on the button.
 - a. If your **Vendor Profile** appears, then your company is registered on our bid list.
 - b. If your **Vendor Profile** does **not** appear, your company has not yet registered on our bid list.
Follow the instructions for **How to register on our bid list**.
5. Make a note of your **User Name**.
6. If you do not know your current password, type in a new password at this time. Remember your new password.
7. Check to make sure the information in your vendor profile is correct. If you need to make changes, follow the instructions for **How to update your company profile**.
8. At the bottom of the page, click on the button.
9. At the bottom of the page, click on the button.
10. Click on **CLICK HERE**. You should get a message that says, **Your Information has been updated**.

11. If you have questions about this process, please contact your SJSU Vendor Registration Advocate, **Hai Nguyen**, at 408-924-1564 or hai.nguyen@sjsu.edu.

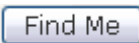


How to register on our bid list:



1. Go to **BidsOnline**TM:
 - a. Open Microsoft Internet Explorer.
 - b. Go to www.sjsu.edu/pass.
 - c. Click on **For Vendors & Contractors**.
 - d. Click on **BidsOnline**TM.
2. Check to make sure your company is not already registered. See **How to find out if your company is already registered on our bid list**.
3. In the blue box on the left side of the page, click on **add yourself to vendor listing**.
4. Complete part 1 of the form, then click on the button. (If you do not specify a password at this time, it will remain **sjsu** until you change it.)
5. Complete part 2 of the form. Be sure to select the correct category codes for your company.
6. Click on the button.
7. If you have questions about this process, please contact your SJSU Vendor Registration Advocate, **Hai Nguyen**, at 408-924-1564 or hai.nguyen@sjsu.edu.

What to do if you forget your user name and password:

1. Go to **BidsOnline™**:
 - a. Open Microsoft Internet Explorer.
 - b. Go to www.sjsu.edu/pass.
 - c. Click on **For Vendors & Contractors**.
 - d. Click on **BidsOnline™**.
2. In the blue box on the left side of the page, click on **edit your vendor profile**.
3. Next to **Option 2**, enter your company's tax id number and your email address.
4. Click on the  button.
5. Make a note of your **User Name**.
6. If you do not know your current password, type in a new password at this time. Remember your new password.
7. Check to make sure the information in your vendor profile is correct. If you need to make changes, follow the instructions for **How to update your company profile**.
8. At the bottom of the page, click on the  button.
9. At the bottom of the page, click on the  button.
10. Click on **CLICK HERE**. You should get a message that says, **Your Information has been updated**.
11. If you have questions about this process, please contact your SJSU Vendor Registration Advocate, **Hai Nguyen**, at 408-924-1564 or hai.nguyen@sjsu.edu.

How to update your company profile:



1. Go to **BidsOnline™**:
 - a. Open Microsoft Internet Explorer.
 - b. Go to www.sjsu.edu/pass.
 - c. Click on **For Vendors & Contractors**.
 - d. Click on **BidsOnline™**.
2. In the blue box on the left side of the page, click on **edit your vendor profile**.
3. Enter requested information for either **Option 1** or **Option 2**.
4. Click on the  button.
5. Make changes to your company profile as needed.
6. At the bottom of the page, click on the  button.
7. Correct order address (if necessary), then click on  button.
8. To add a remit address,


- a. Choose **Remit** in the drop down box.
 - b. Click on the  button.
 - c. Fill in the Remit address.
 - d. Click on the  button.
9. When done, click on **CLICK HERE**. You should get a message that says, **Your Information has been updated**.
10. If you have questions about this process, please contact your SJSU Vendor Registration Advocate, **Hai Nguyen**, at 408-924-1564 or hai.nguyen@sjsu.edu.

What to do when you receive an email message from PlanetBids:



1. Look at the wording of the email message you received.
 - If your email message includes the words, **which meets your selected criteria**, it means that this is a bid request posted publicly and any vendor may respond.
 - If your email message includes the words, **you are being invited to participate as a bidder**, it means this is a private (invitation only) bid request.
2. Click on the web link in your email message. This will open a web browser window and give you a glimpse of the bid request. You cannot view more of this bid request until after you log on.

Important: These instructions require the use of Internet Explorer. If your computer automatically uses Netscape to open a browser window, you will need to close the window and enter again as follows:

 - a. Open Microsoft Internet Explorer.
 - b. Go to www.sjsu.edu/pass.
 - c. Click on **For Vendors & Contractors**.
 - d. Click on **BidsOnline™**.
3. Enter your user name and password in the blue box on the left and click on the  button. This will bring you to the BidsOnline™ home page.
 - If you do not know your user name and password, follow the directions for **What to do if you forget your user name and password**.
4. Check the blue box on the left. If you see the words **Hello (your user name)**, then you have successfully logged on and can continue.
 - **Invitation Only Bid Requests:** If your email message indicated a private (invitation only) bid request:
 - a. Click on **Invited Bids** in the blue box at left.
 - b. In the middle of the page, to the right of **Search Criteria**, click on the  button.

- c. This will bring you to a list of all bid requests that you have been invited to bid on.
- **Public Bid Requests:** If your email message indicated a publicly posted bid request:
 - a. In the middle of the page, to the right of *Search Criteria*, click on the  button.
 - b. This will bring you to a list of all public bid requests that match your selected criteria.
5. In the *Project Name* column, click on the name of the bid request that you are interested in. This will bring you to the *Project Detail* page.
6. Follow the directions for *How to download a bid request*.
7. If you have questions about this process, please contact your SJSU Vendor Registration Advocate, *Hai Nguyen*, at 408-924-1564 or hai.nguyen@sjsu.edu.

How to download a bid request:

1. Log into BidsOnline™ and go to the *Project Detail* page of the bid request that you are interested in. See *What to do when you receive an email message from PlanetBids* for how to do this.
2. Check the *Project Stage*:
 - **Bidding:** This project is still bidding. Okay to view and download bid request.
 - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request. Bids results have not yet been posted. Please check back later.
 - **Award Pending:** Bid Results have been posted. If no vendor protests are received, SJSU intends to award to vendor named. Okay to view bid results and intent to award.
 - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
3. Scroll to the bottom of the page and click on [*Project Items List*]. This will show you the list of items you are being asked to bid on.
4. Click on the *Back to Project Detail* link.
5. Sometimes the buyer has attached a bid document to this bid request. If there is a paper bid document, the  button will appear. Click on this button.
6. This will bring you to a page that says, *Please enter contact information*. Enter required information and click on the  button.
7. This will bring you to a page that says, *Thank you for your interest in (Project Name)*. Click on the *Download >> (Project Name)* link. The bid documents will open.

Note: Sometimes a buyer will post bid documents as a PDF file. To open or save the bid documents, you will need to first download the latest version of *Adobe Acrobat Reader* at www.adobe.com/products/acrobat/readstep2.html. This download is free (no charge).

8. If you have questions:
 - **Regarding this process:** Please contact your SJSU Vendor Registration Advocate, Hai Nguyen, at 408-924-1564 or hai.nguyen@sjsu.edu.
 - **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.

How to download an addendum:

1. If you showed interest in a bid request by visiting the *Project Items List* and/or downloading documents, then PlanetBids will send you an email message if and when addendums have been posted on our website.
2. Log into BidsOnline™ and go to the *Project Detail* page of the bid request that you are interested in. See *what to do when you receive an email message from PlanetBids* for how to do this.
3. Check the Project Stage:
 - **Bidding:** This project is still bidding. Okay to view and download bid request and addendums.
 - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request or any addendums. Bid results have not yet been posted. Please check back later.
 - **Award Pending:** Bid results have been posted. If no vendor protests are received, SJSU intends to award to vendor named. Okay to view bid results and intent to award.
 - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
4. Underneath the word *Addenda*, look for a yellow horizontal bar that says Addendum No, Issued On, Title and FileName. Information about the addendum is beneath this yellow horizontal bar.
5. Sometimes a buyer will just post a message here and all you need to do is read it.
6. Sometimes a buyer will post an electronic file here. To download the file, in the column under *FileName*, click on the addendum document name. The addendum document will open.


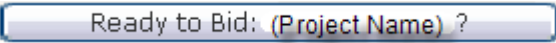



Note: Sometimes a buyer will post addendum documents as a PDF file. To open or save the addendum documents, you will need to first download the latest version of *Adobe Acrobat Reader* at www.adobe.com/products/acrobat/readstep2.html. This download is free (no charge).
7. To respond to the addendum, follow the directions provided in the document.
8. If you have questions:
 - **Regarding this process:** Please contact your SJSU Vendor Registration Advocate, Hai Nguyen, at 408-924-1564 or hai.nguyen@sjsu.edu.

- **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.



How to view email history related to a bid:

- Whenever a bid request is posted, email messages are automatically sent to vendors. You will *only* receive email notifications if you are registered for the specific product and/or service reflected in the bid request.
 - Whenever an addendum or message is posted, email messages are automatically sent to vendors. You will *only* receive email notifications of addendums if you have already shown interest in a bid request by going in and downloading it.
 - Whenever bid results and/or awards are posted, email messages are automatically sent to vendors. You will *only* receive email notifications if you submitted a bid.
1. To view email history related to a bid, log into BidsOnline™ and go to the *Project Detail* page of the bid request that you are interested in. See *What to do when you receive an email message from PlanetBids* for how to do this.
 2. Check the Project Stage:
 - **Bidding:** This project is still bidding. Okay to view and download bid request.
 - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request. Bid results have not yet been posted. Please check back later.
 - **Award Pending:** Bid Results have been posted. If no vendor protests are received, SJSU intends to award to vendor named. Okay to view bid results and intent to award.
 - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
 3. Underneath the words *Other Messages/Files Distributed*, look for a yellow horizontal bar that says Date sent, Subject and Message. Information about each email message is beneath this yellow horizontal bar.
 4. Sometimes an email message will have an electronic file attached. To download the attachment, in the column under *Attachment*, click on the document name. The document will open.
 5. If you have questions:
 - **Regarding this process:** Please contact your SJSU Vendor Registration Advocate, Hai Nguyen, at 408-924-1564 or hai.nguyen@sjsu.edu.
 - **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.

How to submit a bid:

1. Log into BidsOnline™ and go to the **Project Detail** page of the bid request that you are interested in. See **What to do when you receive an email message from PlanetBids** for how to do this.
2. Check the **Project Stage**:
 - **Bidding:** This project is still bidding. Okay to view and download bid request.
 - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request. Bids results have not yet been posted. Please check back later.
 - **Award Pending:** Bid Results have been posted. If no vendor protests are received, SJSU intends to award to vendor named. Okay to view bid results and intent to award.
 - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
3. Look at the bottom left corner of the page under **Additional Notes**. This area is where the Buyer indicates how bids are being accepted.
 - To submit a **paper bid**, follow the instructions in the bid document.
 - To submit an **electronic bid**, follow the instructions below.
4. Click on the  button.
5. Read the agreement, then click on the  button.
6. Enter required information, then click on the  button.
7. The **Bidding Project Information** page displays. Check that all information is accurate, then click on the  button.
8. The Bid Sheet page displays.
 - **Unit Price:** Enter bid price. Do **not** use dollar sign symbols or commas. Use decimal point only if necessary.
 - **Bid Response:** If you entered a price, select **Yes**. If you wish to **no bid**, select **No**. (Note: A **No Bid** is **only** required when submitting a partial bid or when bidding on a solicitation estimated at \$50,000 or more.)
 - **Comments:** Enter payment terms, FOB and estimated delivery time, (ie: N30-2%Net10/Destination/10 days ARO).
9. Click on the  button.
10. Your bid information will display.
 - **Would like to upload an attachment with your bid?** Sometimes a buyer will accept electronic bids, but require the bidder to complete and submit some forms along with the

bid. This requirement will be indicated in the bid documents. Select *Yes* to upload attachments.

11. Click on the  button.
12. If you have a file to attach to this bid, enter the file name and click on the  button.
13. You should get a message that says, *Thank You! Your ebid has been successfully submitted to San Jose State University.*
14. If you have questions:
 - **Regarding this process:** Please contact your SJSU Vendor Registration Advocate, Hai Nguyen, at 408-924-1564 or hai.nguyen@sjsu.edu.
 - **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.

How to view bid results and awards:

1. If you submitted a bid, then PlanetBids will send you an email message when bid results have been posted on our website.
2. Log into BidsOnline™ and go to the *Project Detail* page of the bid request that you are interested in. See *What to do when you receive an email message from PlanetBids* for how to do this.
3. Check the Project Stage:
 - **Bidding:** Bid results have not yet been posted because bids are still being accepted. Please check back later.
 - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request. Bid results have not yet been posted. Please check back later.
 - **Award Pending:** Bid Results have been posted. If no vendor protests are received, SJSU intends to award to vendor named. Okay to view bid results and intent to award.
 - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
4. Scroll to the bottom of the page and click on *[Bid Results]*.
5. View bid results.
6. Click on *Back to Project Detail*.
7. Scroll to the bottom of the page and click on *[Award]*.
8. View bid award or intent to award.
9. If you have questions:
 - **Regarding this process:** Please contact your SJSU Vendor Registration Advocate, Hai Nguyen, at 408-924-1564 or hai.nguyen@sjsu.edu.

- **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.