E-Bidding instructions for Vendors

E-Bidding is a way for vendors who are registered with the Illinois Procurement Bulletin/Public Institutions of Higher Education (IPB/HE), to electronically upload procurement documents for notices they want to submit an online proposal.

In order to use E-Bidding a vendor must:

- Be registered with the Illinois Procurement Bulletin/Public Institutions of Higher Education.
- Be registered and in good standing with the Illinois Procurement Gateway (IPG). Once registered you will receive an IPG number and expiration date, you will need the IPG number when you register for E-Bidding with the IPB/HE.

Once you have registered with IPB/HE and have your active IPG number, you can now register for E-Bidding.

1. Go to the Home page for IPB/HE. Once there login to the IPB/HE website in the upper right hand corner where it says My Bulletin

   ![My Bulletin Login](image1)

   2. Once logged in you should see your vendor information along with 4 different tabs. Select the E-bidding tab.

   ![Vendor Information](image2)

   3. Enter your IPG Number. This will be the only time you will need to enter your IPG number. Once you are registered for E-bidding, your IPG number will be tied to your IPB/HE login. If you are not currently in good standing with IPG you will receive an error message. Contact IPG with questions about your standing.

   ![E-Bidding Registration](image3)
Finding Opportunities that are available for E-bidding.

1. Not all posted procurements will have E-bidding functionality associated with it. It is at the discretion of the buyer and institution associated with the procurement to determine if they want to use E-bidding. You will know if a procurement uses E-bidding if you see the following on the notice preview:

   ![E-bidding notice preview]

   Sealed bids will be accepted below until 1:00 PM, Tuesday January 22, 2019.
   At the following address:
   132 Rosey Lane
   Suite 517
   Pleasant, KS 62345

   via Electronic Bidding

2. Once logged in you will be provided a link to submit your E-bid

   ![Submit E-Bid]

   No documents are available.

3. Upon clicking the link, a new window will open that will give you the opportunity to E-bid by uploading the requested documents. You can upload either PDF, Word or Excel type documents.

   ![E-Bidding for testebid1]

   E-Bidding for testebid1

   Attach a Document

   E-Bidding: If E-Bidding for an Invitation for Bid (IFB), only one upload is required and attached as a “Specification Document” under “Technical and Functional Specifications.”

   Technical and Functional Specifications
   - Specification Documents
   - Other Related Documents

   Pricing Specifications
   - Pricing Document

   Delete a Document

   Select a File to delete:
   - test.pdf
   - Rate1.pdf

   Delete Doc
4. Once you have uploaded a document for E-bidding, the procurement notice will then appear on your E-bidding tab on your My Bulletin Home Page, under the “My E-Bidding in Progress” heading. By clicking on the link associated with your E-bidding procurement you can delete or upload documents up until the opening date and time of the procurement. All documents uploads must be completed by the opening time of the procurement. Any documents not fully uploaded by the time the procurement opens will be rejected.

5. If during the procurement process the buyer requests additional clarification or a Best and Final Offer (BAFO), you will receive an email asking you to upload the requested information. You will have a new link appear in the “My E-Bidding Requesting Further Information” Section of your home page. By clicking on the link of the procurement number you can upload a document providing the requested information.