VendorNet User Guide for Public Search and View of Bids and Contracts

Guide for use with VendorNet 2.0 release
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How to Search Bids

The purpose of this procedure is to inform the user on how to search bids in VendorNet 2.0.

Searching for Bids

At the Search Bids page, there are several different ways to search for any bid currently entered into VendorNet system. Search functionality includes searching by Keyword or Number, Agency, and Agent Name. Bids may also be searched by NIGP number.

There are three filters you can use to expand or restrict your search results.

* Active
  This filter will limit your searches to only active solicitations.

* Archived
  This filter will limit your searches to awarded or canceled solicitations.

* None
  This will remove any filter selections you have made and return the default search view results with the newest Available Date showing first.
VendorNet 2.0 User Guide for Public Search and View of Bids and Contracts

Below are the search fields by which you can search for a bid. Note that none of the searches are case sensitive, so you may use either capital or lowercase letters and receive the same search result.

- **Keyword or Number**
  The Keyword or Number field will search the entirety of the solicitations, including the Title, Agency, Solicitation Reference #, and Synopsis. Note that this field will NOT search the contents of documents attached to bids such as PDF or Word documents.

- **Agency**
  The Agency field will search the names of the Agencies that have submitted bids. You may use acronyms in the search, such as DOA for the Department of Administration. A list of acronyms that may be helpful is listed on the homepage of the VendorNet site.

- **NIGP**
  The NIGP field searches the bids that have an NIGP code or description associated with them. Only one NIGP code may be searched at a time.

- **Agent Name**
  The Agent Name field searches bids using the names of individuals who have submitted bids. You may search by first name, last name, and full name.

1. To search for a bid, click **Bids** at the top left area of the webpage.

2. Choose a field and enter the required information as listed above.
3. If desired, select one of the Active or Archived filters. If no filter then select **None**.
4. Press **Enter**.
Sort Your Bid Search

Your search results are sorted by the newest Available Date first by default. You may change the way your results are sorted below.

Your bid search results may be sorted by Solicitation Reference #, Title, Agency, Available Date, and Due Date.

1. Click any of the Solicitation Reference #, Title, Agency, Available Date, or Due Date headings to sort your search results. Only one may be selected at a time. In the example below, Available Date is selected.

   Solicitation Reference # | Title                          | Agency                | Available Date | Due Date        
   ------------------------|--------------------------------|-----------------------|----------------|-----------------| 
   28227-WEG              | Class B Printing, Custom Forms | ADMINISTRATION, DEPT | 4/5/2016       | 5/2/2016        | 
   AG160675               | Liquid Propane Gas (LPG)       | ADMINISTRATION, DEPT | 4/1/2016       | 4/19/2016       | 
   VA160662               | Freeze Dried Regular and Decaf| ADMINISTRATION, DEPT | 4/1/2016       | 4/20/2016       | 

   Solicitation Reference #, Title, and Agency will first sort alphabetically. Available Date and Due Date will sort your results by oldest dates first.

2. To reverse your sort results, click the heading a second time.
3. To remove the sort, click the heading a third time.
Viewing a Bid

Once you have searched for your desired bid, click the **Solicitation Reference #** to view the details of the bid.

<table>
<thead>
<tr>
<th>Solicitation Reference #</th>
<th>Title</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>28219-RH</td>
<td>Model Year 2016 or Newer Medium/Heavy Duty Trucks and Buses</td>
<td>ADMINISTRATION, DEPT OF</td>
</tr>
</tbody>
</table>

Information that entered with your bid submittal will be displayed, including a link to the name of the Agency Contact. This blue link contains the bid creator’s email and will open in an email client such as Microsoft Outlook.

### View Bid

<table>
<thead>
<tr>
<th>Solicitation Reference #:</th>
<th>28219-RH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Model Year 2016 or Newer Medium/Heavy Duty Trucks and Buses</td>
</tr>
<tr>
<td>Available Date:</td>
<td>4/12/2016</td>
</tr>
<tr>
<td>Due Date:</td>
<td>5/20/2016 2:00:00 PM</td>
</tr>
<tr>
<td>Are faxed Bids acceptable?</td>
<td>No</td>
</tr>
<tr>
<td>Bid Synopsis:</td>
<td>The State of Wisconsin, as represented by its Department of Admini to conduct Medium/Heavy Duty Truck and Bus purchases for the 20 parties with all relevant information to enable them to prepare and through this Request for Bid (RFB) will be utilized by State Agencies eligible participants in the State of Wisconsin’s cooperative purchase.</td>
</tr>
<tr>
<td>Agency Contact:</td>
<td>Reche House</td>
</tr>
<tr>
<td></td>
<td>88-266-8024 Fax 608-267-0600</td>
</tr>
<tr>
<td>Documents:</td>
<td>Appendix 1 - Bid Price Sheet   4/14/2016</td>
</tr>
<tr>
<td></td>
<td>Appendix 2 - Vehicle Specifications 4/14/2016</td>
</tr>
</tbody>
</table>
Searching Contracts

The purpose of this procedure is to inform the user on how to search for contracts in VendorNet 2.0.

Searching for Contracts

At the Search Contracts page, there are several different ways to search for a contract. Search functionality includes searching by Keyword or Number, Agency, and Supplier. Contracts may also be searched by NIGP number.

There are the filters you can use to expand or restrict your search results. Selecting **Both** means that both **Yes** and **No** results will be shown in your search.

With no filters selected, the view will default to the newest contract listed first.

<table>
<thead>
<tr>
<th>Piggyback</th>
<th>Yes</th>
<th>No</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Purchase</td>
<td>Yes</td>
<td>No</td>
<td>Both</td>
</tr>
</tbody>
</table>

- Piggyback
  Allows an agency to use an existing open contract established by another agency. This filter will limit your searches to those designated as available for piggybacking. Since this field is new to this version of VendorNet, it may not return results.

- Mandatory Purchase
  Indicates the contract is mandatory for state agencies. This filter will limit your searches to those designated as mandatory contracts.

- Cooperative Purchase
  Enables Wisconsin municipalities to buy goods and services at discounted prices under contracts already negotiated by the State of Wisconsin. This filter will limit your searches to those designated as cooperative.

- PCard
  Allows the use of the PCard with the contract. This filter will limit your searches to those contracts that accept PCard payment.
VendorNet 2.0 User Guide for Public Search and View of Bids and Contracts

Below are the search fields by which you can search for a contract. Note that none of the searches are caps sensitive, so you may use either capital or lowercase letters and receive the same search result.

- **Keyword or Number**
  The Keyword or Number field will search the entirety of the solicitations, including the Title, Agency, Solicitation Reference #, and Synopsis. Note that this field will NOT search the contents of documents attached to contracts such as PDF or Word documents.

- **Agency**
  The Agency field will search the names of the Agencies that have submitted contracts. You may use acronyms in the search, such as DOA for the Department of Administration.

- **NIGP**
  The NIGP field searches the contracts that have a NIGP code associated with them.

- **Supplier**
  The Supplier field searches contracts using the names of suppliers who are assigned to each contracts. You may search by first company name.

1. To search for a contract, click **Contracts** at the top left area of the webpage.

2. Choose a field and enter the required information as listed above.
3. If desired, select any combination of filters.
4. Press **Enter**.
Sort Your Contract Search

Your contract search results may be sorted by Contract Number, Title, and Agency.

1. Click any of the **Contract Number**, **Title**, and **Agency** headings to sort your search results. Only one may be selected at a time. In the example below, **Available Date** is selected.

   Title and Agency first sort alphabetically. Contract Number will sort your results alphanumerically. Results listed as EXPIRED can be searched, but can not be used for new orders.

   2. To reverse your sort results, click the heading a second time.
   3. To remove the sort, click the heading a third time.
Viewing a Contract

Once you have searched for your desired contract, click the **Contract Number** to view the details of the contract.

![Contract Table]

Information that entered with the contract submittal will be displayed, including a link to the manager of that contract. This blue link contains the contract creator’s email and will open in an email client such as Microsoft Outlook.

```
Title: Statewide Flooring Including Commercial Carpet, Resilient Coverings (Virgin and Recycled) and Related Services
Agency: ADMINISTRATION, DEPT OF
Contract Number: 505ENT-O15-FLOORING-00
Start Date: 11/15/2014
End Date: 11/14/2016
Cooperative Purchase? Yes
Mandatory Purchase? No
PCard? Yes
Piggyback? No
Manager: Mojgan Hall, 32616359 Fax: 6082660700
```
NIGP Codes Search

At the NIGP codes page, you may search by NIGP code to find bids attached to that code.

1. At the VendorNet homepage, click NIGP Codes at the top right area of the page.

2. Once at the NIGP Code search screen, you may search for your desired NIGP Code by typing either the number or description into the search box at the top of the screen.

3. Click Enter.

4. Click the code number to search bids associated with that code.
You will be taken to the Search Bids page and your search will be displayed by the NIGP code you selected.

<table>
<thead>
<tr>
<th>Solicitation Reference #</th>
<th>Title</th>
<th>Agency</th>
<th>Available Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>KJK-4890A</td>
<td>Sex Offender Treatment Services</td>
<td>CORRECTIONS, DEPT OF</td>
<td>4/22/2016</td>
</tr>
<tr>
<td>G781003-G16-0000872</td>
<td>Enhanced Domestic Abuse Services for Native American Tribes</td>
<td>CHILDREN &amp; FAMILIES, DEPT OF</td>
<td>4/18/2016</td>
</tr>
<tr>
<td>RLH-5667</td>
<td>Transitional Psychiatric Services in Multiple Cities/Counties Within DCC Regions 2, 4 and 7</td>
<td>CORRECTIONS, DEPT OF</td>
<td>4/12/2016</td>
</tr>
</tbody>
</table>