

State of Wisconsin

# VendorNet User Guide for Agencies and Municipalities

Guide for use with VendorNet 2.0 release

## Table of Contents

<b>Bid Creation .....</b>	<b>3</b>
Getting to the Bid Creation forms.....	3
Filling out the Bid Creation form.....	5
Upload Documents to the Bid Creation Form .....	7
Search and Attach NIGP Codes to the Bid Creation Form.....	8
To View and Download a Bidders List.....	10
Submitting your bid .....	11
<b>How to Search and Edit Bids .....</b>	<b>12</b>
Login to Your Account .....	12
Searching for Bids.....	13
Sort Your Bid Search.....	15
Viewing Your Bid.....	16
To Edit Your Bid .....	17
Attach, Replace, and Delete Documents in a Bid .....	18
Send Bid Amendment Notice .....	20
Awarding Vendors.....	21
<b>Cancel a Bid.....</b>	<b>24</b>
<b>NIGP Codes Search .....</b>	<b>25</b>
<b>Vendor Search.....</b>	<b>27</b>
Getting to the Vendor Search Page .....	27
Searching for Active Bidders.....	28
Sort Your Vendor Search.....	29
<b>Contract Creation .....</b>	<b>30</b>
Getting to the Contract Creation form .....	30
Filling out the Contract Creation form.....	32
Adding Contract Vendors .....	35
Upload Documents to the Contract Creation Form.....	37
Search and Attach NIGP Codes to the Contract Creation Form.....	38
Submitting your contract.....	39
<b>Search and Edit Contracts .....</b>	<b>40</b>
Getting to the Contract Search Page .....	40
Searching for Contracts.....	41
Sort Your Contract Search .....	43
Viewing Your Contract.....	44
To Edit Your Contract .....	45
Attach and Delete Documents from a Contract .....	46

Archived Contracts .....48

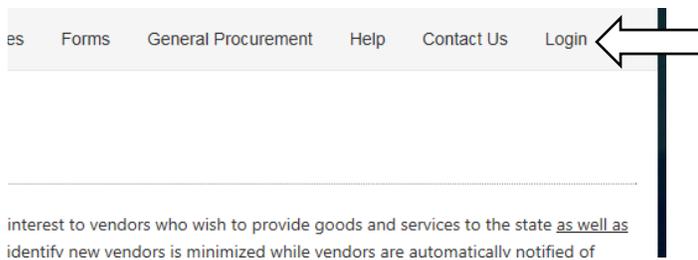
## Bid Creation

The purpose of this procedure is to inform the user on how to create a bid (request for bid and request for proposal) in VendorNet 2.0. The instruction will include information on important differences between VendorNet 1.0 and VendorNet 2.0. New features of Bid Creation include new design tools for Bid Synopsis and the addition of NIGP codes.

Before starting this procedure you should have registered with VendorNet 2.0 and created a user name and password.

### Getting to the Bid Creation forms

1. At the VendorNet homepage, click **Login** at the top right area of the page.



2. Enter your User Name and Password.

**Login**

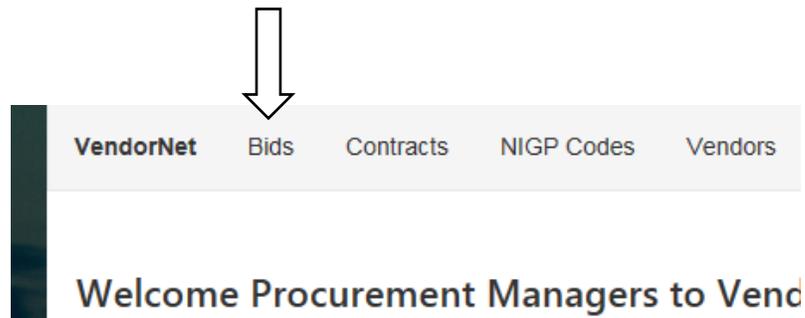
**User Name**

**Password**

Forgot your password?

3. Click **Login**.  
You will be taken to the logged in homepage of the site.

4. Click **Bids** at the top left area of the webpage.



5. If you wish to create a bid (request for bid and request for proposal) that is a request for proposal, click **Create Bid**.
6. If you wish to create a Simplified Bid, click **Create Simplified Bid**.

A screenshot of the VendorNet 'Search Bids' page. The page has a light gray header with navigation links: 'VendorNet', 'Bids', 'Contracts', 'NIGP Codes', 'Vendors', 'Forms', 'General Procurement', 'Help', 'Contact Us', and 'My Profile'. Below the header is a search section titled 'Search Bids'. It contains four input fields: 'Keyword or Number', 'Agency', 'NIGP', and 'Agent Name'. To the right of these fields are two buttons: 'Create Bid' and 'Create Simplified Bid', which are highlighted with a black border. Below the input fields is the text '\*Hit Enter to Search'.

The fields to create both a Bid and Simplified bid are nearly identical, and so you may use this procedure to create either one. Differences between the two creation screens are described below.

## Filling out the Bid Creation form

The bid creation form has several fields to be filled out, some of which are required, and some which are updated new features of the new VendorNet. New features include the bid synopsis and addition of NIGP codes. Required fields are denoted with a red asterisk (\*).

1. Fill out the fields for Bid Title, Agency Bid Number, Date Available, and Bid Due Date and Time.



When creating a bid, your bid will NOT be viewable to the public until the date you set as the Available Date. Until that date, a viewer must be able to log in to see your bid.



When entering a date into the Available Date field, the date entered MUST NOT be a date previous to the date you are submitting your bid. For instance, a bid entered on 6/2/2016 may not have a date such as 6/1/2016, which is previous to 6/2/2016. Doing so will produce an error. The Available Date must be the either the day you enter your bid or a date in the future from the day you enter your bid.

2. Select if faxed bids are acceptable.
3. Select if emailed bids are acceptable



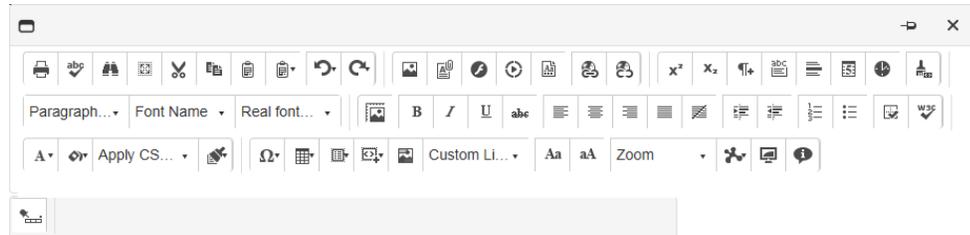
Selecting if emailed bids are acceptable is an option only available if you are creating a Simplified Bid. If you are creating a bid (request for bid and request for proposal), you will not see this field.

4. Fill out Bid Synopsis field. After entering your synopsis, you may choose to further format your synopsis using the design tools

### Bid Synopsis\*:

Words: 0 Characters: 0

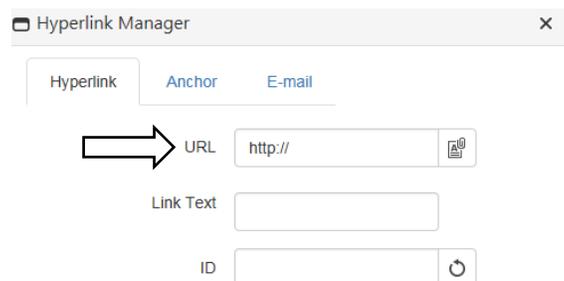
5. To use the special design tools for the bid synopsis, click the  icon. A menu of design options will appear. There are many design tools that are available to you. A few of commonly used ones are detailed below.



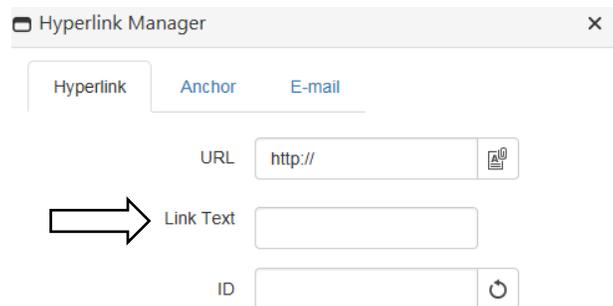
- a. Spell Check icon  
Clicking  will allow you to spell check your bid synopsis.
- b. Hyperlink Manager  
Clicking  will allow you to create a link in your bid synopsis.

To create a hyperlink

- i. Click .
- ii. Enter the web address you wish to link to in the URL field.



- iii. Fill in the Link Text field. Link text is the text that will appear as a link in your bid synopsis. Ignore all other fields.



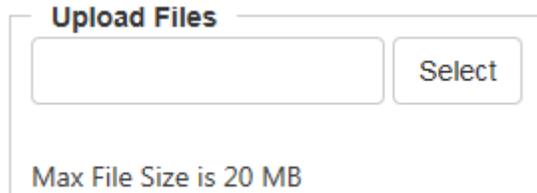
- iv. Click **OK**.



DO NOT use the  icon to upload documents! It will not work! Instead, use the Upload Files field in the bid creation form.

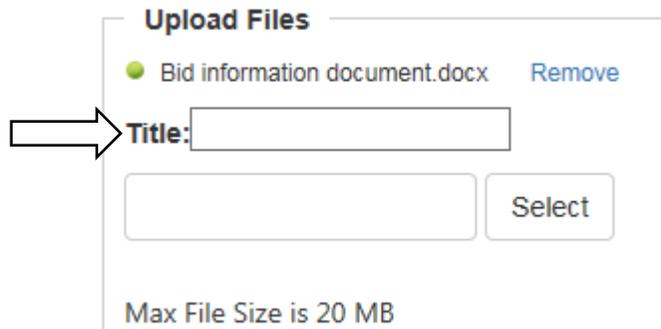
## Upload Documents to the Bid Creation Form

1. If you wish to upload a document to your bid, click the empty Upload Files field or **Select**. Do not upload files more than 20 MB.



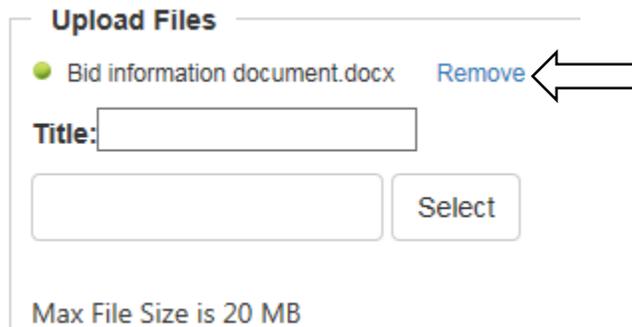
The screenshot shows a form titled "Upload Files" with a header line. Below the header is a large empty rectangular box for file selection, followed by a "Select" button. At the bottom of the form, it says "Max File Size is 20 MB".

2. Select the file you would like to upload.
3. Click **Open**. The file will appear on the bid creation form.
4. Enter text into the Title field. This text will appear as a hyperlink in the bid. Clicking the link will take the viewer to the uploaded document.



The screenshot shows the "Upload Files" form after a file has been uploaded. At the top, it says "Bid information document.docx" with a green dot to its left and a "Remove" link to its right. Below this is a "Title:" label followed by an empty text input field. An arrow points to this "Title:" field. Below the title field is another empty file selection box and a "Select" button. At the bottom, it says "Max File Size is 20 MB".

5. To remove your file, click **Remove**.

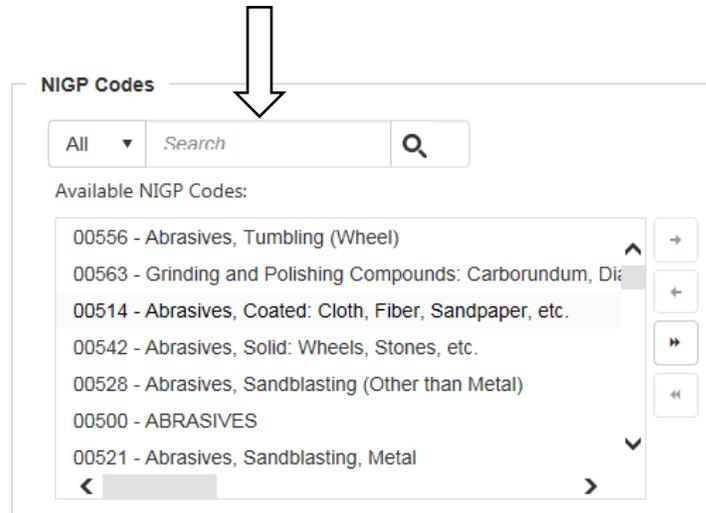


The screenshot shows the "Upload Files" form with the "Remove" link highlighted by an arrow. The form contains the same elements as the previous screenshot: "Bid information document.docx" with a green dot and "Remove" link, a "Title:" field, a file selection box, and a "Select" button. At the bottom, it says "Max File Size is 20 MB".

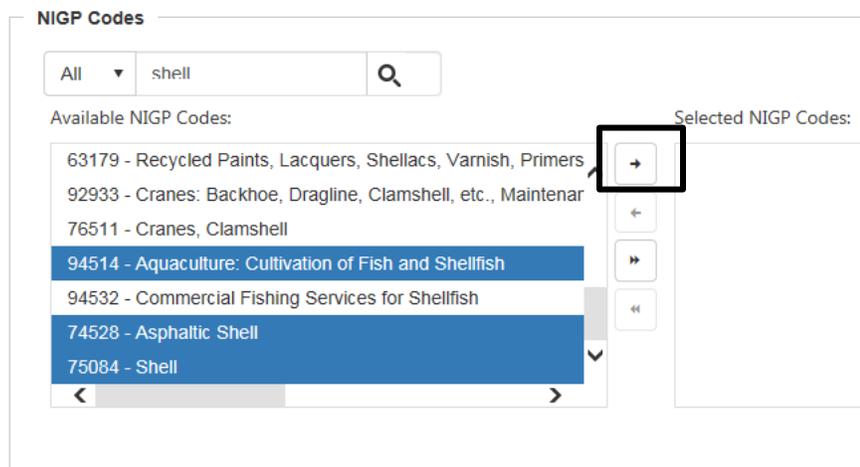
## Search and Attach NIGP Codes to the Bid Creation Form

The bid creation form has the ability both to search for and attach NIGP codes to your bid. NIGP codes can be searched both by number and name. It is important to choose the correct NIGP codes because once your bid has been submitted, all bidders connected with that NIGP code will receive the initial bid notification in the form of an email.

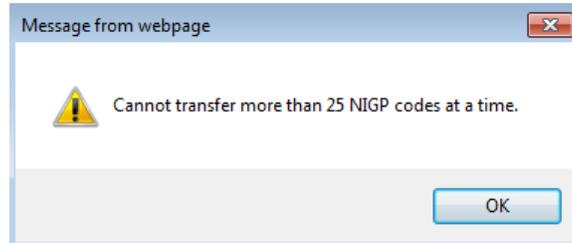
1. To search for an NIGP code by name or number, type the name or number of the code you want to find into the NIGP code search box.



2. Select the desired NIGP code. To select multiple NIGP codes, hold **Ctrl** while clicking the other codes.
3. Click the small arrow icon to enter your selected codes into the bid.

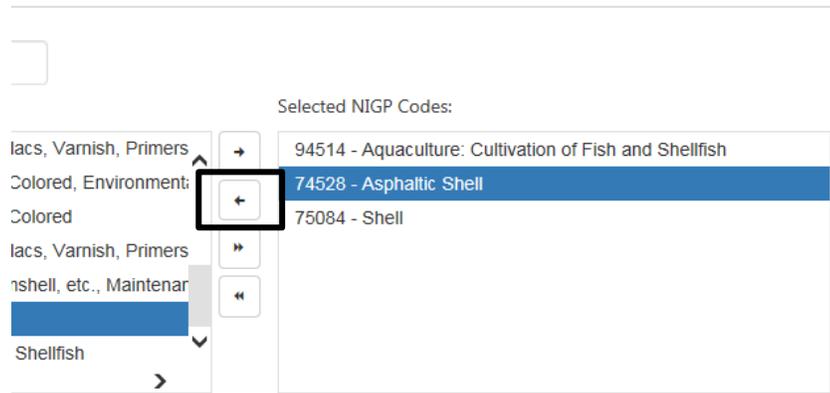


It is not possible to transfer more than 25 NIGP codes at a time. If you use the  icon, you will receive the following error message.



4. To remove an NIGP code from your bid, select the code you wish to remove
5. Click the small arrow to remove a single code.

Use  to remove all entered codes.



## To View and Download a Bidders List

1. Go to the View Bid page for your bid that you wish to generate a list for.
2. Scroll to the bottom of the page.
3. Click **View Bid List** at the bottom left part of the screen.

### NIGP Codes

Code	Description
25080	Tests, Answer Sheets, Sc
25180	Tests, Answer Sheets, Sc
26066	Pulp Testers
28700	ELECTRONIC EQUIPMEN
28581	Tools and Accessories, El Crimping Tools, etc.) (Se

#### Revision History

Edit Bid



[View Bid List](#)

You will be brought to a page with all of the bidders connected with the NIGP codes for your bid. Bid lists are sorted alphanumerically by company name.

### Bid List



Company	Contact	Address	Phone	E Mail Address	Minority Business (MBE)	Disabled Veterans Business (DVB)	Womens Business Enterprise (WBE)
A & L Ferrer Construction, LLC	Antonio Ferrer	1628 W Windlake Avenue Milwaukee, WI 53215		ferrer@alfgc.com	No	No	No
A&M Concrete & Construction Inc	Andy Moeller	N171 Lawn Rd Seymour, WI 54165		amoeller.aandm@yahoo.com	No	No	No

4. To download the list as an Excel file, click the  icon at the top of the screen.
5. Click **Save**.

Do you want to open or save **Bid+Marketing+List\_556633.xls** (6.46 KB) from **vendornetuat.wi.gov?**

Open **Save** Cancel

6. Click **Open folder** to locate your downloaded file.

## **Submitting your bid**

When you have finished filling out all required fields, have finished uploading all documentation, and have entered all desired NIGP codes, click **Save** to submit your bid.

After saving your bid, the initial bid notification email will be sent to all bidders connected to the NIGP codes that you selected in your bid. The email will be sent out at 11pm on the date entered in the Date Available field of the submitted bid.

## How to Search and Edit Bids

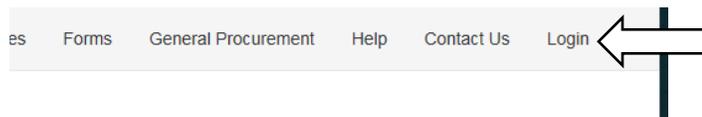
The purpose of this procedure is to inform the user on how to search, sort, view, edit, and cancel bids in VendorNet 2.0. The procedure also describes how to generate and download a bidders list, send bid amendment notices, and award vendors.

Before starting this procedure you should have registered with VendorNet 2.0 and created a user name and password. If you wish to edit a bid or generate a bidders list, you should have created a bid before starting this procedure.

To perform any part of this procedure you must first log in to your account and go to the Search Bids page.

### Login to Your Account

1. At the VendorNet homepage, click **Login** at the top right area of the page and go to the Bids page.



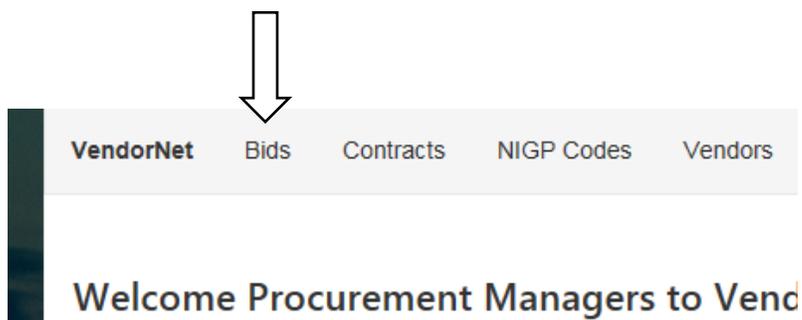
2. Enter your User Name and Password.

**Login**

User Name

Password

3. Click **Login**.  
You will be taken to the logged in homepage of the site.
4. Click **Bids** at the top left area of the webpage.



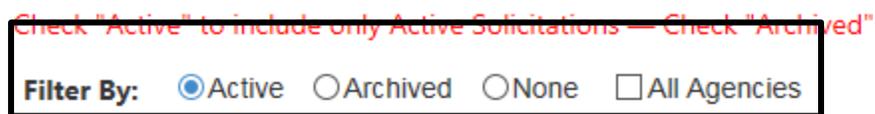
## Searching for Bids

At the Search Bids page, there are several different ways to search for not only your bid, but any bid currently entered into the system by any other agency or municipality. Search functionality includes searching by Keyword or Number, Agency, and Agent Name. Bids may also be searched by NIGP code.



Once you are logged in as an agency or municipality, your search view is defaulted to your particular agency or municipality. This means that the search results you initially see are ONLY those specific to your agency or municipality. You may expand or restrict your search as explained below.

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



Solicitation Reference #	Title	Ag
558899333	lacinia facilisis est et posuere	AD
DOG4455	Dog walkers	AD
FIDNSE4444	Lorem ipsum dolor sit amet, consectetur adipiscing elit	AD
DM1602	Humanoid Robot or Android	AD

- **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 will take you to your default search view results of your particular agency or municipality.
- **All Agencies**  
This filter will expand your searches to include all solicitations from all agencies or municipalities. You may combine this filter with either Active or Archived filters.

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

**Search Bids**

<b>Keyword or Number</b>	<input type="text"/>
<b>Agency</b>	<input type="text"/>
<b>NIGP</b>	<input type="text"/>
<b>Agent Name</b>	<input type="text"/>

- **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, choose a field and enter the required information as listed above.
  2. If desired, select one of the Active, Archived, or All Agencies filter. If no filter then select **None**.
  3. 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.

Solicitation Reference #	Title	Agency	Available Date	Due Date
28227-WEG	Class 8 Printing: Custom Forms both Snapset and Continuous	ADMINISTRATION, DEPT OF	4/5/2016	5/2/2016 2:00p
AG160675	Liquid Propane Gas (LPG) Prover System	ADMINISTRATION, DEPT OF	4/1/2016	4/19/2016 2:00p
VA160662	Freeze Dried Regular and Decaf Coffee	ADMINISTRATION, DEPT OF	4/1/2016	4/20/2016 2:00p

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
GB 6375	Audio-Visual Classroom Equipment	UW GREEN BAY	4/20/2011	4/27/2011 2:00p
GB 6377	Theatre Curtains	UW GREEN BAY	4/22/2011	5/2/2011 2:00p
GA-8088	Food Services Equipment	UW RIVER FALLS	4/22/2011	5/10/2011 2:00p
UWL-715	Painting Services	UW LA CROSSE	4/23/2011	6/6/2011 2:00p
K1-103-O	RFB for Fresh Bakery (Donuts, Cakes, Danish and Tortes) for the University of Wisconsin-Milwaukee	UW MILWAUKEE	4/25/2011	5/18/2011 2:00p

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 Your Bid

As agency or municipality, you have two ways that you can view your bid. The first way occurs immediately after you have saved your bid creation form. After saving your form, you are immediately taken to your bid for viewing.

The second way that an agency or municipality can view a bid occurs on the Search Bids page, after you have searched for your bid.

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

Solicitation Reference #	Title	Agency
28219-RH	Model Year 2016 or Newer Medium/Heavy Duty Trucks and Buses	ADMINISTRATION, DEPT OF

Information that you entered with your bid submittal will be displayed, including a link to your name as 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

**Solicitation Reference #:** 28219-RH

**Title:** Model Year 2016 or Newer Medium/Heavy Duty Trucks and Buses

**Available Date:** 4/12/2016

**Due Date:** 5/20/2016 2:00:00 PM

**Are faxed Bids acceptable?** No

**Bid Synopsis:** The State of Wisconsin, as represented by its Department of Administration 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 purchasi

**Agency Contact:** [Reche House](#) 8-266-8024 Fax: 608-267-0600

**Documents:** [Appendix 1 - Bid Price Sheet](#) 4/14/2016

[Appendix 2 - Vehicle Specifications](#) 4/14/2016

## To Edit Your Bid

1. Go to the View Bid screen for your bid you wish to edit.
2. Scroll down and click **Edit Bid** at the bottom left part of the screen.

### NIGP Codes

Code	Description
25080	Tests, Answer Sheets, Sc
25180	Tests, Answer Sheets, Sc
26066	Pulp Testers
28700	ELECTRONIC EQUIPMEN
28581	Tools and Accessories, El Crimping Tools, etc.) (Se

### Revision History



Edit Bid

[View Bid List](#)

3. Edit fields for Bid Title, Solicitation Reference #, Date Available, Bid Due Date and Time, Are faxed Bids acceptable, Bid Synopsis, and NIGP codes as necessary.



If you intend to edit the Date Available field, you may only do so if you change it to a future date. You will not be allowed to change the Date Available to a date in the past of the date you are editing the bid. For instance, a bid that is edited on 4/27/16 may NOT be changed to 4/26/16, or any date prior to that 4/27/16.

Two fields that are available to edit which are not available on the bid creation form include the Bid Amendment and Award Vendor(s) fields.



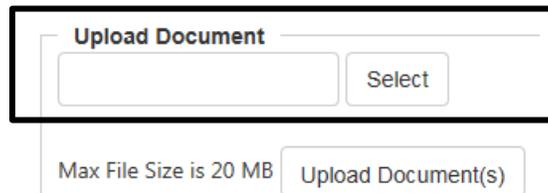
The Revision history field is available at the bottom of the Edit Bid screen. In past versions of VendorNet, this field was required. However, it is no longer a required field for editing. The Revision History field is intended for content changes only. It is not necessary to list grammar or punctuation changes in this field.

### Revision History

## Attach, Replace, and Delete Documents in a Bid

If you would like to delete or attach additional documents to your bid, you may do so in the Edit Bid screen.

1. Go to the Edit Bid screen.
2. If you wish to upload a document to your bid, click the empty Upload Files field or **Select**. Do not upload files more than 20 MB.

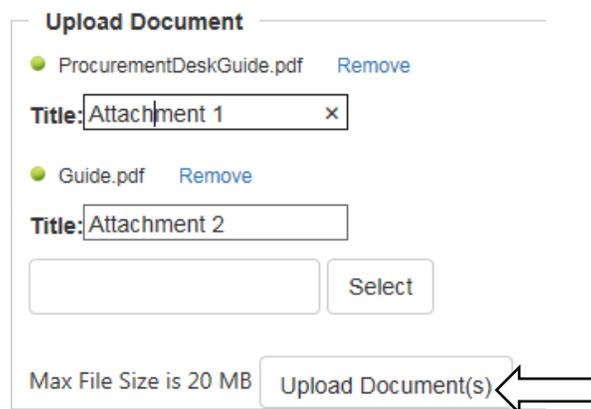


The screenshot shows a form titled "Upload Document". It contains a text input field for a file name, which is currently empty, and a "Select" button to its right. Below the input field, there is a label "Max File Size is 20 MB" and a button labeled "Upload Document(s)".

3. Select the file you would like to upload.
4. Click **Open**. The file will appear on the edit bid form.
5. Enter text into the Title field. This text will appear as a hyperlink in the bid. Clicking the link will take the viewer to the uploaded document.
6. Click **Upload Document(s)**.



You MUST click the Upload Document(s) button to upload new attachments to your bid. If you do not click this button, your documents will NOT be saved to your bid, even after clicking the Update button at the bottom of the screen!



The screenshot shows the "Upload Document" form with two files already uploaded. The first file is "ProcurementDeskGuide.pdf" with a "Remove" link next to it. Below it, the "Title" field contains "Attachment 1". The second file is "Guide.pdf" with a "Remove" link next to it. Below it, the "Title" field contains "Attachment 2". At the bottom of the form, there is a "Select" button and a "Max File Size is 20 MB" label. A large black arrow points to the "Upload Document(s)" button at the bottom right of the form.

After clicking the Upload Document(s) button, you attachments will attach to your bid appear under the Attachments field on your edit bid screen. The date you uploaded the documents will appear next to your attachments.

Attachments		
Attachment 1	6/2/2016	X
Attachment 2	6/2/2016	X

7. If you wish to delete an attachment that you just added or had previously added, click the red X to delete the attachment.

Attachments		
Attachment 1	6/2/2016	X
Attachment 2	6/2/2016	X

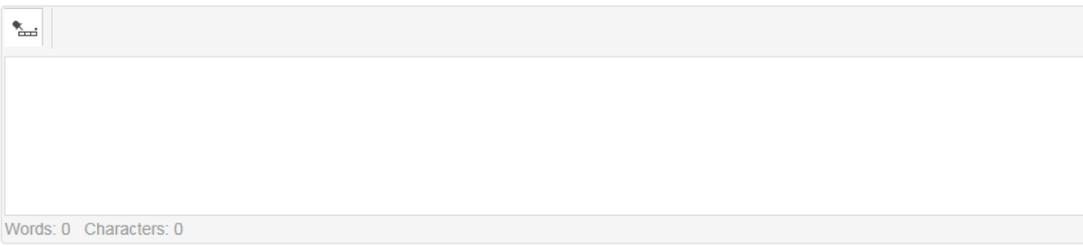
8. When you have finished your changes, click **Update** at the bottom of the screen to save your changes to your bid.

## Send Bid Amendment Notice

If you wish to send a Bid Amendment email which describes changes to your original bid submittal, you may do so in the Edit Bid screen.

1. Go to the Edit Bid screen.
2. Enter your notification into the Bid Amendment field.
3. Click **Email Bid Amendment**.

**Bid Amendment**

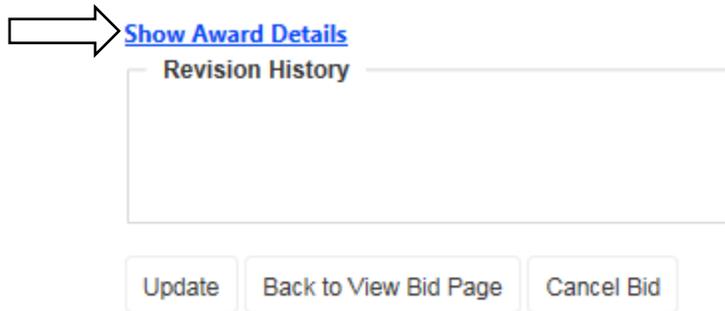
A screenshot of the Bid Amendment form. It features a large, empty text input area. At the bottom left of the input area, it displays "Words: 0 Characters: 0". To the right of the input area, there is a button labeled "Email Bid Amendment" with a right-pointing arrow icon.

Once you have clicked **Email Bid Amendment** an email will be sent out to all bidders that are connected to the bid via the NIGP codes attached to that bid.

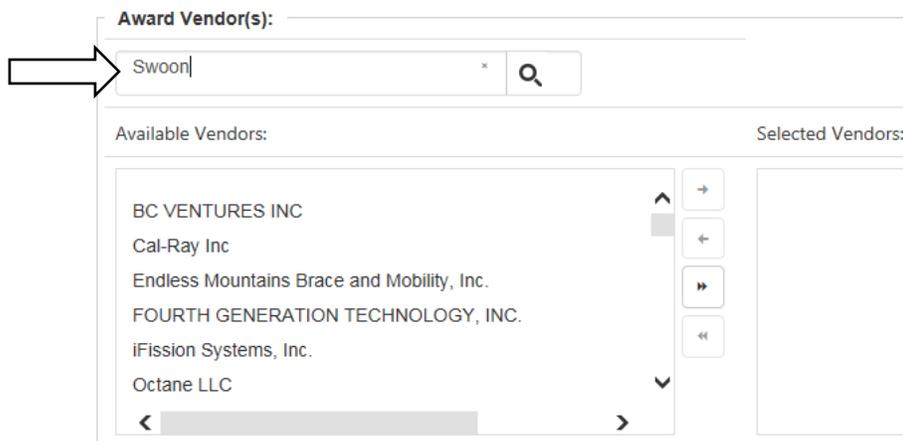
## Awarding Vendors

Once it has been decided which vendors will be awarded your bid, you may assign vendors under the Award Vendor(s) section on the Edit Bid page.

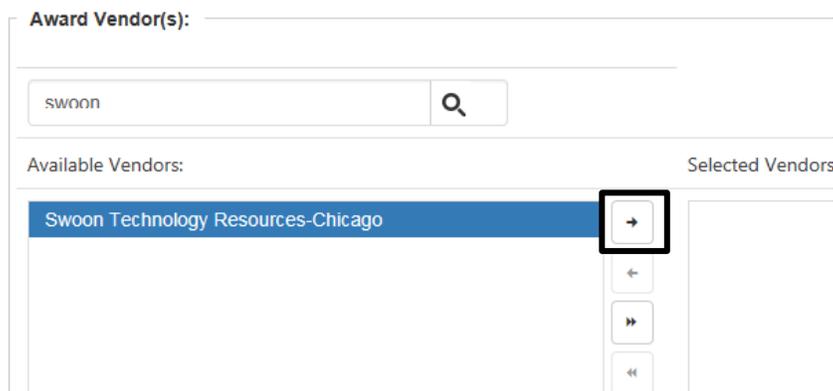
1. Go to the Edit Bid page for the bid you wish to award vendors to.
2. Scroll to the bottom of the bid and click **Show Award Details**.



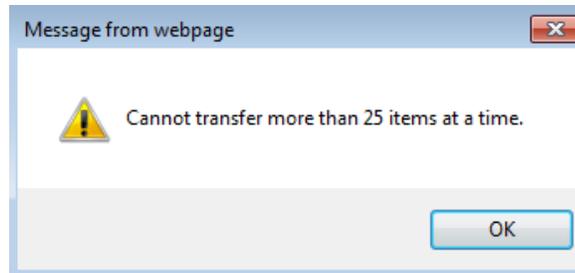
3. Type the vendor's name into the Search box in the Award Vendor(s) section.



4. Click **Enter**.
5. Select the desired vendor. To select multiple vendors, hold **Ctrl** while clicking the other vendors.
6. Click the small arrow icon to enter your selected vendor(s) into the bid.



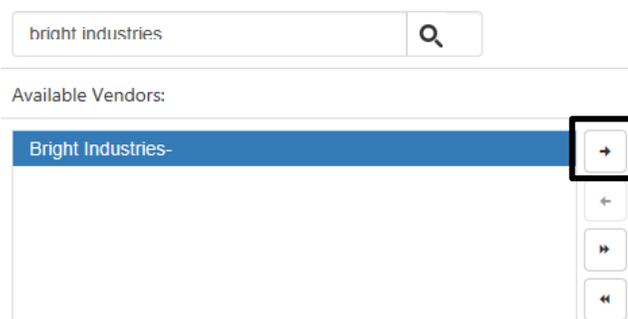
It is not possible to transfer more than 25 vendors at a time. If you use the  icon, you will receive the following error message.



7. If you wish to add more vendors, clear the search box and press **Enter** or  to start a new search.
8. If the vendor you wish to add is not already in the list, you may add it manually by doing the following:
  - a. Type the name of the vendor you wish to add into the search box.



- b. Press **Enter** or . The vendor name you typed will appear in the Available Vendors field.
- c. Select your vendor.
- d. Click the small arrow to add the vendor to the Selected Vendors field.



- Once all vendors are added, click the checkmark box for the vendor awarded the bid and leave the other checkmark boxes blank.

Selected Vendors: (Check awarded vendors)

- Swoon Technology Resources-Chicago
- Anayas Auto Repair Inc-Kenosha
- Andrea & Orendorff LLP-Kenosha
- Acme Construction Metals, INC.-Kenosha
- Bright Industries-



A marked checkmark box for a vendor indicates that vendor is awarded the bid. A blank checkmark box indicates that the bid was received by, but not awarded to, that bidder

- Enter the award date into the Award Date field.

**Award Date**

If you do NOT enter a date to the Award Date field, the vendors you have selected (including vendors both with and without checkmarks) will NOT appear on your bid!!

- To remove a vendor from your bid,
  - Select the vendor you wish to remove.
  - Click the small arrow to remove a single vendor. To select multiple vendors, hold **Ctrl** while clicking the other vendors.

Selected Vendors: (Check awarded vendors)

- Use  to remove all entered vendors.

## Cancel a Bid

It is possible to cancel a bid that you have placed. If you choose to do so, the bid will remain in the VendorNet system with a note marking it canceled. The canceled bid can be searched using the Archived filter on the Search Bid page.

1. Search for the bid you wish to cancel.
2. Click the Solicitation Reference # to edit the bid.

Solicitation Reference #	Title	Agency
RDD-2016-TRY	RADIO TOWER CHARGERS	ADMINISTRATION, DEPT OF

3. Click **Edit Bid**.
4. On the Edit Bid page, scroll down to the bottom of the page and click **Cancel Bid**.

**Revision History**

The next screen you will see is the View Bid screen of your canceled bid. The red note at the top indicates that your bid has been canceled.

**This bid has been canceled**

[View Bid](#)

---

**Solicitation Reference #:** RDD-2016-TRY

Additionally, the text 'Canceled' is added and viewable when searching for your canceled bid.



The Archived filter **MUST** be selected to view canceled bids.

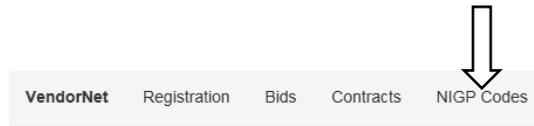
**Filter By:**  Active  Archived  None  All Agencies

Solicitation Reference #	Title	Agency
RDD-2016-TRY Canceled	RADIO TOWER CHARGERS	ADMINISTRATION, DEPT OF

## 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.



Welcome to VendorNet

---

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**.

Search

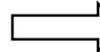
\*Hit Enter to Search

4. Click the code number to search bids associated with that code.

Search

\*Hit Enter to Search

Code	Description
95221	Counseling



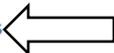
- At the search screen, click the **All Agencies** filter to see all bids associated with the NIGP code. If All Agencies is not selected, your search is defaulted to your agency or municipality view and may return zero results.

**NIGP**

**Agent Name**

\*Hit Enter to Search

Check "Active" to include only Active Solicitations — Check "Archived" to include Awarded or Canceled Solicitations —

**Filter By:**  Active  Archived  None  All Agencies 

Solicitation Reference #	Title	Agency	Available Date
KJK-4890A	Sex Offender Treatment Services	CORRECTIONS, DEPT OF	4/22/2016
437003-G16-0000872	Enhanced Domestic Abuse Services for Native American Tribes	CHILDREN & FAMILIES, DEPT OF	4/18/2016
RLH-5667	Transitional Psychiatric Services in Multiple Cities/Counties Within DCC Regions 2, 4 and 7	CORRECTIONS, DEPT OF	4/12/2016

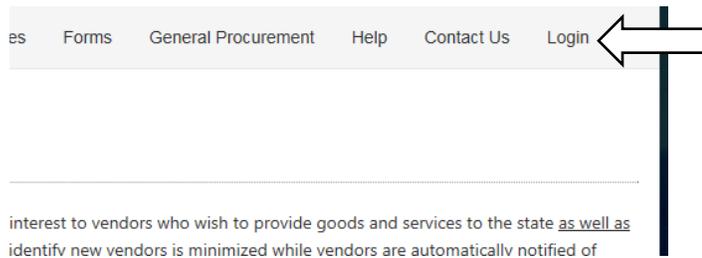
## Vendor Search

The purpose of this procedure is to inform the user on how to search for active bidders via vendors in VendorNet 2.0.

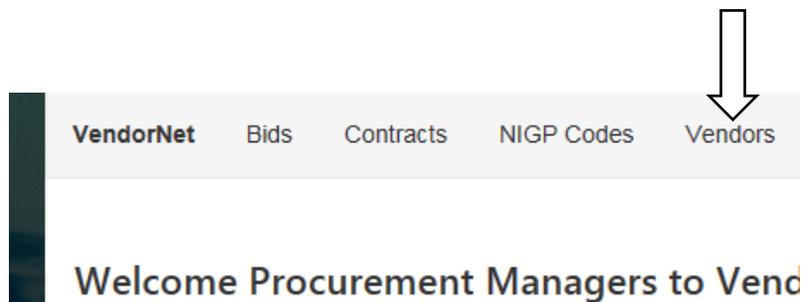
Before starting this procedure you should have registered with VendorNet 2.0 and created a user name and password.

### Getting to the Vendor Search Page

1. At the VendorNet homepage, click **Login** at the top right area of the page.



2. Enter your User Name and Password.
3. Click **Login**.  
You will be taken to the logged in homepage of the site.
4. Click **Vendors** at the top area of the webpage.



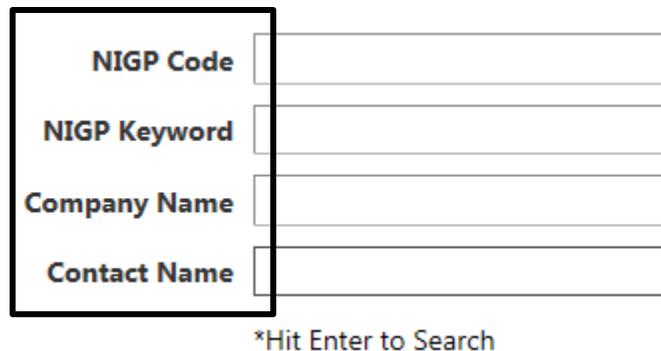
## Searching for Active Bidders

At the Search Vendors page, there are several different ways to search for active bidders. Search functionality includes searching by NIGP Code, NIGP Keyword, Company Name, and Contact Name. Contracts may also be searched by NIGP code.



Once you are logged in as an agency or municipality, your search view is defaulted alphabetical order by company name.

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. Search results will depend on how the company was registered with VendorNet.



\*Hit Enter to Search

- **NIGP Code**  
The NIGP field searches the active bidders that have an NIGP code associated with them. Active bidders can be searched by only one NIGP code at a time.
  - **NIGP Keyword**  
The Agency field will search the descriptions of the NIGP codes. Multiple words can be used in this search.
  - **Company Name**  
The NIGP field searches the name of the company registered to be the bidder.
  - **Contract Name**  
The Contract Name field searches the contact person who registered the company with VendorNet.
1. To search for a contract, choose a field and enter the required information as listed above.
  2. Press **Enter**.

## Sort Your Vendor Search

Your contract search results may be sorted by Company, Contact, Address, Phone, E Mail Address, Minority Business, Disabled Veterans (DVB), and Women Owned Businesses Enterprises (WBE),

Company	Contact	Address	Phone	E Mail Address	Minority Business (MBE)	DVB	WBE
Zack Testing Services	Zack Lehman	101 E Wilson Madison, WI 53714		zachary.lehman@wi.gov	No	No	No

1. Click any of the **Company, Contact, Address, Phone, E Mail Address, Minority Business, Disabled Veterans, and Women owned Businesses** headings to sort your search results.

Only one may be selected at a time. In the example below, **Contact** is selected.

Company	Contact ▲	Address	Phone	E Mail Address	Minority Business (MBE)	DVB	WBE
cumberland therapy services	a majeed qasim	4130 quakerbridge road lawrenceville, NJ 08648	6092752800	contact@cumberlandtherapy.com	No	No	No
DataMotion, Inc.	A. Alper Kizar	35 Airport Road Suite 120 Morristown, NJ 07960	9734540160	alperk@datamotioncorp.com	No	No	No

Company, Contact, Address, E Mail Address, Minority Business, Disabled Veterans, and Women owned Businesses sort alphabetically. Phone will sort your results numerically.

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

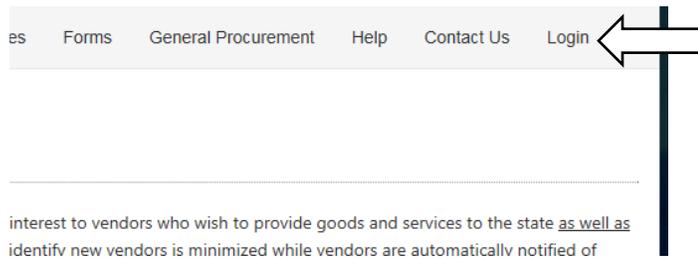
## Contract Creation

The purpose of this procedure is to inform the user on how to create a contract in VendorNet 2.0.

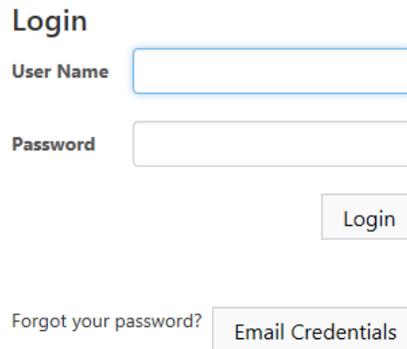
Before starting this procedure you should have registered with VendorNet 2.0 and created a user name and password.

### Getting to the Contract Creation form

1. At the VendorNet homepage, click **Login** at the top right area of the page.



2. Enter your User Name and Password.

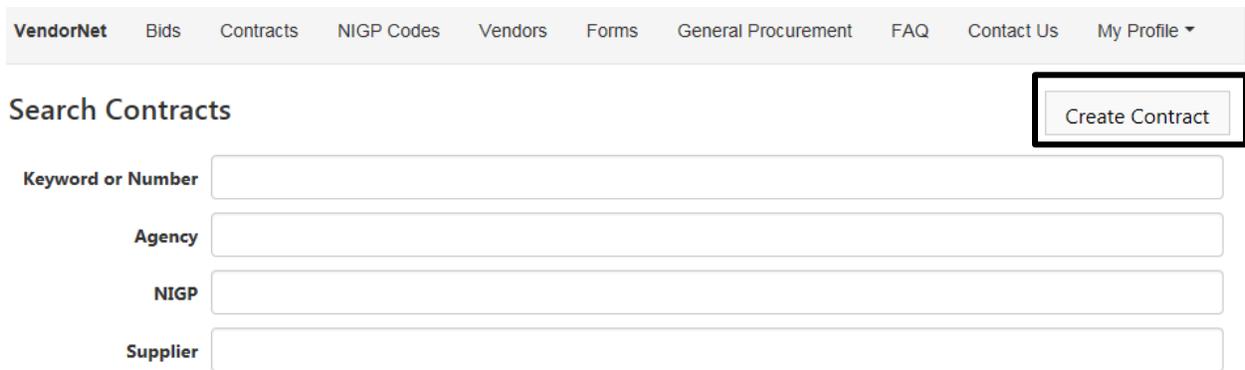
A screenshot of the VendorNet login form. The form is titled 'Login' in a bold, black font. Below the title, there are two input fields: 'User Name' and 'Password'. The 'User Name' field is highlighted with a red border. Below the 'Password' field, there is a 'Login' button. At the bottom of the form, there is a link 'Forgot your password?' and an 'Email Credentials' button.

3. Click **Login**.  
You will be taken to the logged in homepage of the site.

4. Click **Contracts** at the top left area of the webpage.



5. Click **Create Contract**.

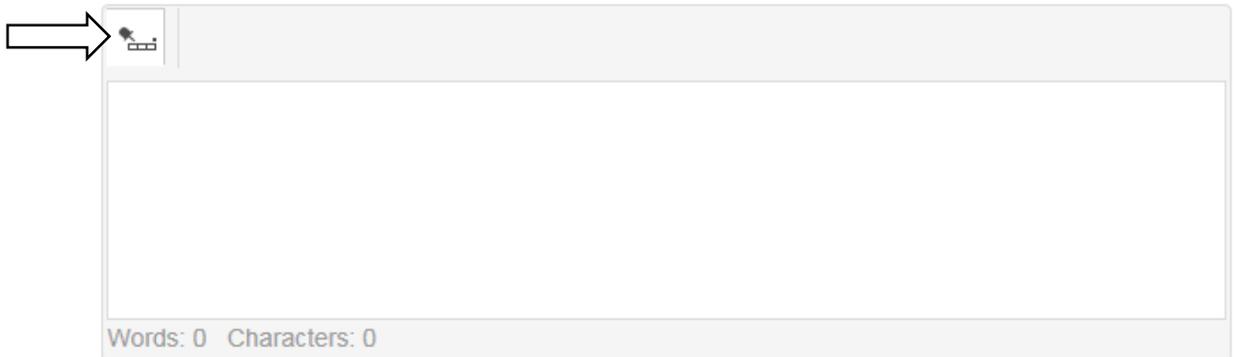


## Filling out the Contract Creation form

The contract creation form has several fields to be filled out, some of which are required, and some which are updated new features of the new VendorNet. New features include the contract synopsis and addition of NIGP codes. Required fields are denoted with a red asterisk (\*)

1. Fill out the fields for Contract Title, Contract Number, Contract Start Date, and Contract End Date.
2. Select the appropriate method to indicate the use of the contract:
  - a. Cooperative Purchase  
Enables Wisconsin municipalities to buy goods and services at discounted prices under contracts already negotiated by the State of Wisconsin.
  - b. Mandatory Purchase  
Indicates the contract is mandatory for state agencies.
  - c. PCard  
Allows the use of the PCard with the contract..
  - d. Piggyback  
Allows an agency to use an existing open contract established by another agency.
3. Enter the Procurement authority for your contract.
4. If filling out Contract Applicable to field, be sure to specify either state-wide or the specific agency.
5. Fill out Contract Synopsis field. After entering your synopsis, you may choose to further format your synopsis using the design tools.

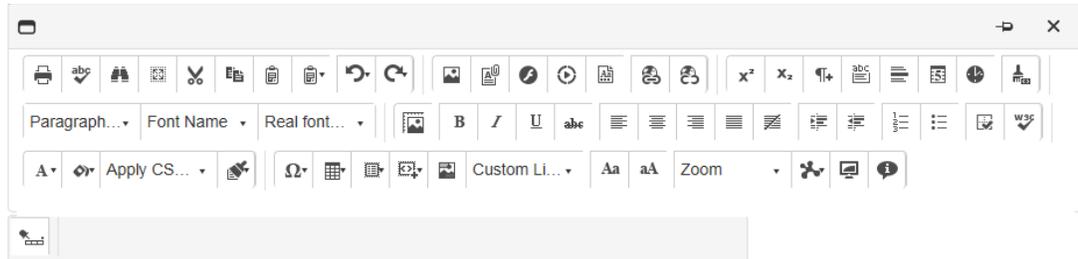
### Contract Synopsis\*:



The image shows a screenshot of the VendorNet 2.0 interface. The 'Contract Synopsis\*' field is highlighted with a white arrow pointing to the toolbar. The toolbar contains a small icon of a document with a star, and a larger icon of a document with a star and a pencil. The text area below the toolbar is empty. At the bottom of the text area, it says 'Words: 0 Characters: 0'.

6. To use the special design tools for the contract synopsis, click the  icon.

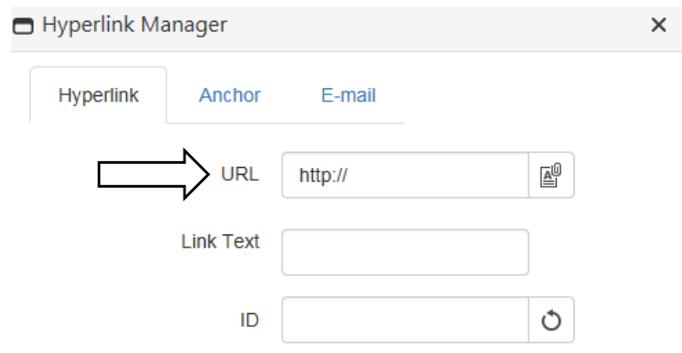
A menu of design options will appear. There are many design tools that are available to you. A few of commonly used ones are detailed below.



- a. Spell Check icon  
Clicking  will allow you to spell check your contract synopsis.
- b. Hyperlink Manager  
Clicking  will allow you to create a link in your contract synopsis.

To create a hyperlink

- i. Click .
- ii. Enter the web address you wish to link to in the URL field.



- iii. Fill in the Link Text field. Link text is the text that will appear as a link in your contract synopsis. Ignore all other fields.

Hyperlink Manager

Hyperlink Anchor E-mail

URL http://

Link Text

ID

- iv. Click **OK**.



DO NOT use the  icon to upload documents! It will not work! Instead, use the Upload Files field in the contract creation form.

- 7. If there are additional contract numbers associated to suppliers, fill out the Additional Contract Numbers field with the supplier's name and contract number.

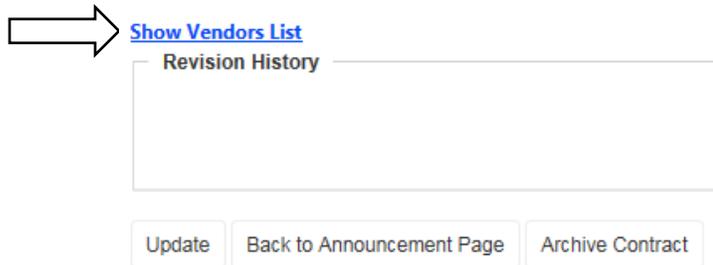
**Additional Contract Numbers:**

505ENT-M15-2015VEHICS-01, Ewald Motors of Oconomowoc, LLC.  
505ENT-M15-2015VEHICS-02, Ewald Hartford Ford, LLC.  
505ENT-M15-2015VEHICS-03, Ewald Chevrolet Buick, LLC.  
505ENT-M15-2015VEHICS-04, Kayser Automotive Group  
505ENT-M15-2015VEHICS-05, Badger Truck Center  
505ENT-M15-2015VEHICS-06, Karl Chevrolet  
505ENT-M15-2015VEHICS-07, Zenith Sales of Indiana

## Adding Contract Vendors

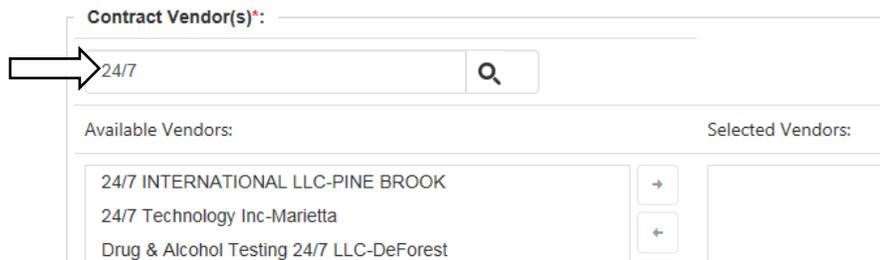
This field is required because it allows contracts to be searched by the suppliers associated with them. You may search the contract vendors by typing into the contract vendors search box.

1. Go to the Edit Bid page for the contract you wish to award vendors to.
2. Scroll to the bottom of the contract and click **Show Vendor Details**.



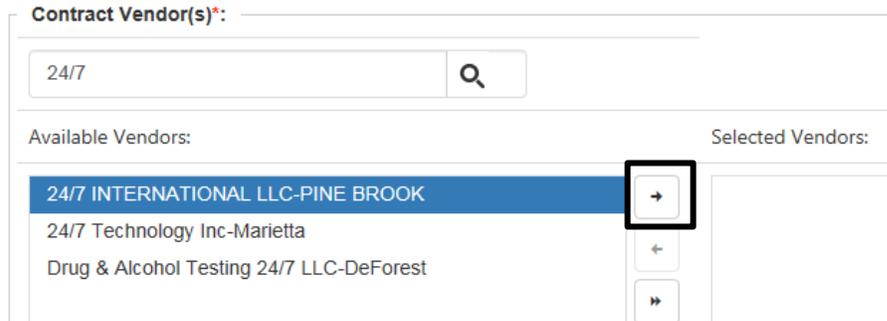
3. Enter next for the name of the vendor you wish to add. The results will automatically populate.

If clicking on the search box does not display results, you may type the vendor name directly into the search box to add it.

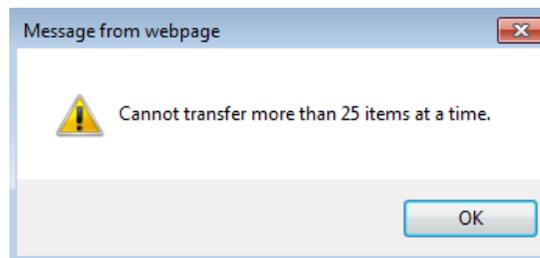


4. Select the vendor you would like to add. To select multiple vendors, hold **Ctrl** while clicking the other vendors.

5. Click the small arrow icon to enter your selected vendors into the contract



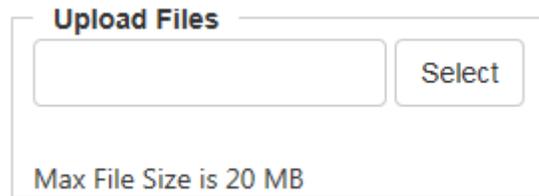
It is not possible to transfer more than 25 vendors codes at a time. If you use the  icon, you will receive the following error message.



4. To remove a vendor from your contract, select the code you wish to remove
5. Click the small arrow to remove a single code.
6. Use  to remove all entered codes.

## Upload Documents to the Contract Creation Form

1. If you wish to upload a document to your contract, click the empty Upload Files field or **Select**. Do not upload files more than 20 MB.

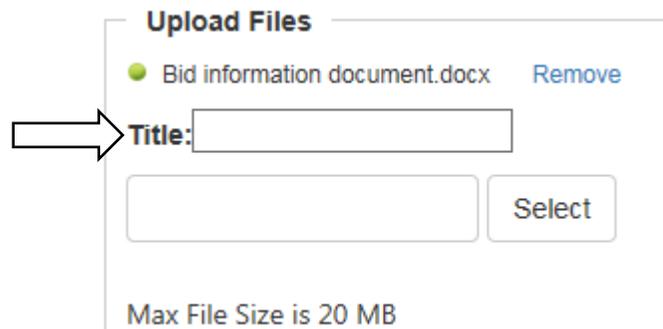


**Upload Files**

[Select](#)

Max File Size is 20 MB

2. Select the file you would like to upload.
3. Click **Open**. The file will appear on the contract creation form.
4. Enter text into the Title field. This text will appear as a hyperlink in the contract. Clicking the link will take the viewer to the uploaded document.



**Upload Files**

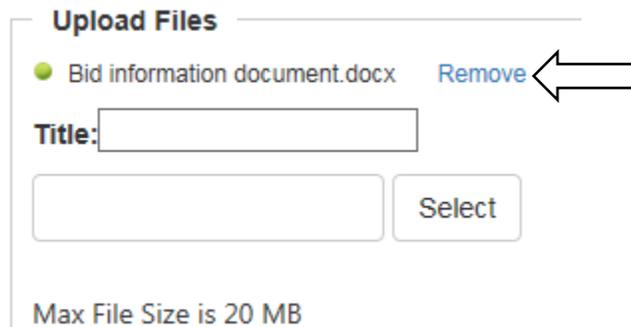
● Bid information document.docx [Remove](#)

**Title:**

[Select](#)

Max File Size is 20 MB

5. To remove your file, click **Remove**.



**Upload Files**

● Bid information document.docx [Remove](#)

**Title:**

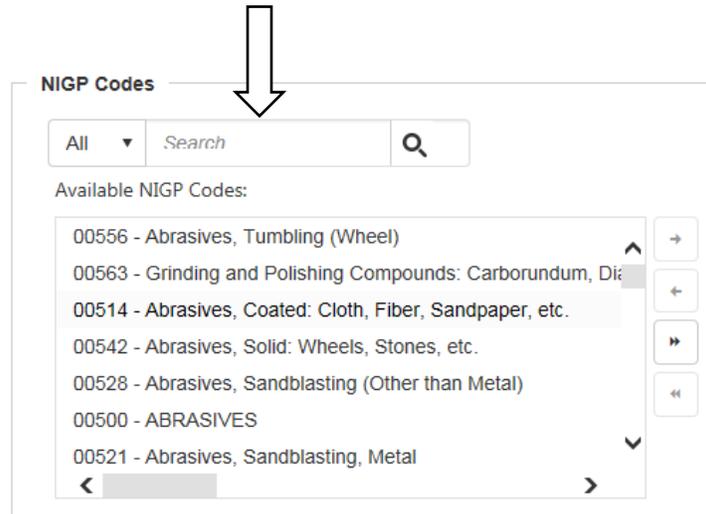
[Select](#)

Max File Size is 20 MB

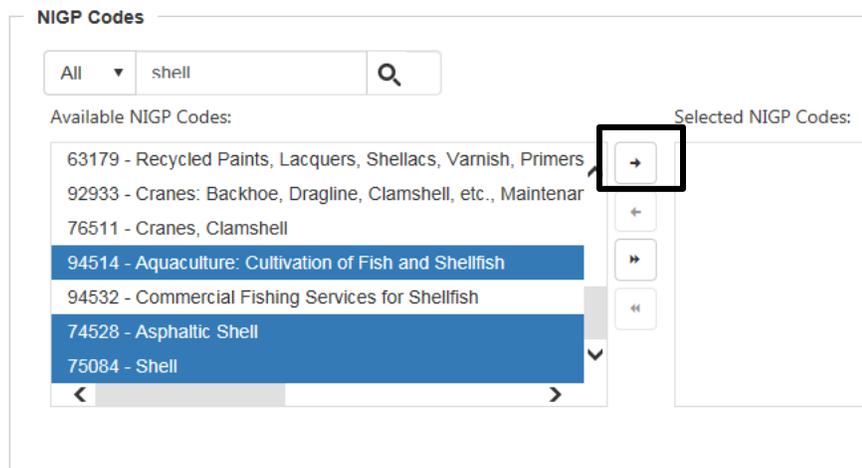
## Search and Attach NIGP Codes to the Contract Creation Form

The contract creation form has the ability both to search for and attach NIGP codes to your contract. NIGP codes can be searched both by number and name. You will need to select the appropriate NIGP code for use when ordering off the contract.

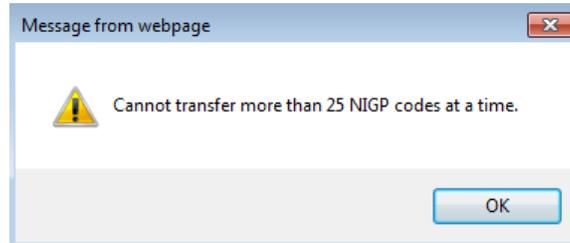
1. To search for an NIGP code by name or number, type the name or number of the code you want to find into the NIGP code search box.



2. Select the desired NIGP code. To select multiple NIGP codes, hold **Ctrl** while clicking the other codes.
3. Click the small arrow icon to enter your selected codes into the contract.

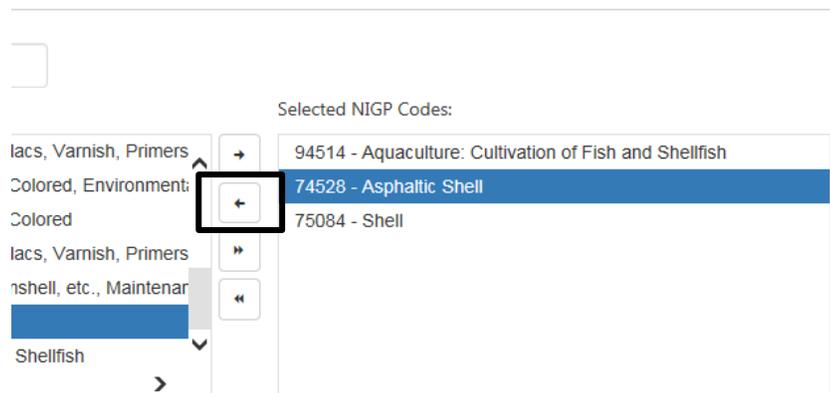


It is not possible to transfer more than 25 NIGP codes at a time. If you use the  icon, you will receive the following error message.



4. To remove an NIGP code from your contract, select the code you wish to remove.
5. Click the small arrow to remove a single code.

Use  to remove all entered codes.



## Submitting your contract

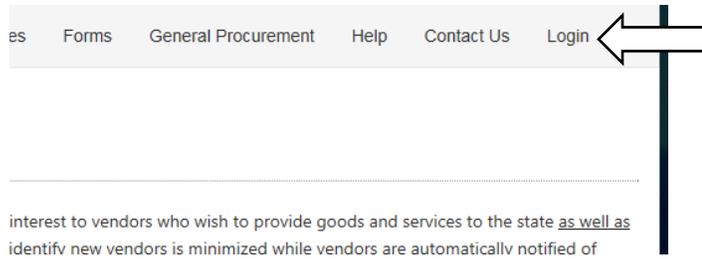
When you have finished filling out all required fields, have finished uploading all documentation, and have entered all desired NIGP codes, click **Save** to submit your contract.

## Search and Edit Contracts

Before starting this procedure you should have registered with VendorNet 2.0 and created a user name and password.

### Getting to the Contract Search Page

1. At the VendorNet homepage, click **Login** at the top right area of the page.



2. Enter your User Name and Password.
3. Click **Login**.  
You will be taken to the logged in homepage of the site.
4. Click **Contracts** at the top left area of the webpage.



## Searching for Contracts

At the Search Contracts page, there are several different ways to search for not only your contract, but any contract currently entered into the system by any other agency or municipality. Search functionality includes searching by Keyword or Number, Agency, and Supplier. Contracts may also be searched by NIGP code and description.



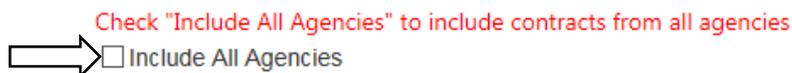
Once you are logged in as an agency or municipality, your search view is defaulted to your particular agency or municipality. This means that the search results you initially see are **ONLY** those specific to your agency or municipality. You may expand or restrict your search as explained below.

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.

<b>Piggyback</b> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	<b>Cooperative Purchase</b> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
<b>Mandatory Purchase</b> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	<b>PCard</b> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both

- 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.

The All Agencies filter is a separate checkbox.



- All Agencies**  
This filter will expand your searches to include all solicitations from all agencies or municipalities. If you deselect this option, your view will be defaulted to the view of your specific agency or municipality.

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 lower case letters and receive the same search result.

<b>Keyword or Number</b>	<input type="text"/>
<b>Agency</b>	<input type="text"/>
<b>NIGP</b>	<input type="text"/>
<b>Supplier</b>	<input type="text"/>

- **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 an NIGP code associated with them.
- **Supplier**  
The Supplier field searches contracts using the names of suppliers who are assigned to each of the contracts. You may search by first company name.
  1. To search for a contract, choose a field and enter the required information as listed above.
  2. If desired, select any combination of filters.
  3. Press **Enter**.

## Sort Your Contract Search

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

Contract Number	Title	Agency	Start Date
410036-M15-RLH4510-RFB-01	Cognitive Behavioral Therapy (CBT) Program Services ("Thinking for a Change") in La Crosse and Sparta, WI,	CORRECTIONS, DEPT OF	7/1/2104



By default, search results are sorted with those with the newest Start Date first. You may change how your results are sorted below.

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

Contract Number	Title ▲	Agency	Start Date
410008-W16-ELB5700-INT-01	5700 Up To Date Physician Medical Info Software	CORRECTIONS, DEPT OF	6/1/2016
410008-W12-ELB2906-GEN-10	Affiliation Agreement for Student Clinical Education	CORRECTIONS, DEPT OF	5/1/2012
410008-W15-ELB5173-GEN-01	Agnesian Healthcare Inc.	CORRECTIONS, DEPT OF	7/15/2015
410017-M14-CJO4257-RFB-01	Alcohol and Other Drug Abuse (AODA) Certified Treatment Specialists for Earned Release and Short Term Residential Treatment Programs at the Robert E. Ellsworth Correctional Center (REECC)	CORRECTIONS, DEPT OF	11/1/2013

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 Your Contract

As an agency or municipality, you have two ways that you can view your contract. The first way occurs immediately after you have saved your Contract Creation form. After saving your form, you are immediately taken to your contract for viewing.

The second way that an agency or municipality can view a contract occurs on the Search Contracts page, after you have searched for your contract.

Contract Number	Title
505ENT-O15-FLOORING-00	Statewide Flooring Including Commercial Carpet, Resilient Coverings (Virgin and Recycled) and Related Services
11-36020-900	(EXPIRED) - Statewide Flooring Including Commercial Carpet, Resilient Coverings (Virgin and Recycled) and Related Services
13-36020-905	Statewide Flooring Including Commercial Carpet, Resilient Coverings (Virgin and Recycled) and Related Services

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

Information that you entered with your contract submittal will be displayed, including a link to your name as the Manager. 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

## To Edit Your Contract

1. Go to the View Contract screen for your contract you wish to edit.
2. Scroll down and click **Edit** at the bottom left part of the screen.

### NIGP Codes

Code	
99222	Ballistics Testing
99247	HVAC System Te
99255	Miscellaneous Te
99992	Lithographic Pri
99995	Flexographic Pri

**Revision History**



3. All of the fields available to edit are identical to the fields available to you on the Contract Creation screen with the exception of the Revision History field and Upload Documents(explained below). Edit as needed.



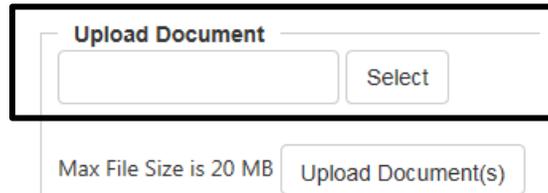
The Revision history field is available at the bottom of the Contract Edit screen. In past versions of VendorNet, this field was required. However, it is no longer a required field for editing. The Revision History field is intended for content changes only. It is not necessary to list grammar or punctuation changes in this field.

4. When you finish making all necessary changes, click **Update** at the bottom of the screen.

## Attach and Delete Documents from a Contract

If you would like to delete or attach additional documents to your contract, you may do so in the Contract Edit screen.

1. Go to the Contract Edit screen.
2. If you wish to upload a document to your contract, click the empty Upload Files field or **Select**. Do not upload files more than 20 MB.

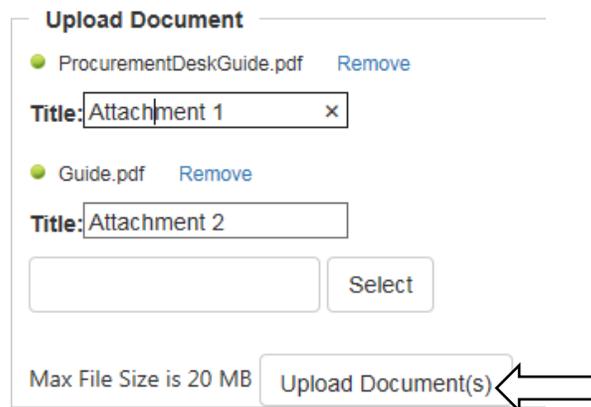


The screenshot shows a form titled "Upload Document". It contains a text input field for file selection, a "Select" button, and a "Max File Size is 20 MB" label. Below the form is an "Upload Document(s)" button.

3. Select the file you would like to upload.
4. Click **Open**. The file will appear on the Contract Edit form.
5. Enter text into the Title field. This text will appear as a hyperlink in the contract. Clicking the link will take the viewer to the uploaded document.
6. Click **Upload Document(s)**.



You **MUST** click the Upload Document(s) button to upload new attachments to your contract. If you do not click this button, your documents will **NOT** be saved to your contract, even after clicking the Update button at the bottom of the screen!



The screenshot shows the "Upload Document" form with two documents already uploaded. The first document is "ProcurementDeskGuide.pdf" with a "Remove" button and a "Title: Attachment 1" field. The second document is "Guide.pdf" with a "Remove" button and a "Title: Attachment 2" field. Below the documents is a "Select" button. At the bottom, there is a "Max File Size is 20 MB" label and an "Upload Document(s)" button, which is highlighted with a white arrow pointing to it.

After clicking the Upload Document(s) button, you attachments will attach to your contract appear under the Attachments field on your Contract Edit screen. The date you uploaded the documents will appear next to your attachments.

Attachments		
Attachment 1	6/2/2016	X
Attachment 2	6/2/2016	X

7. If you wish to delete an attachment that you just added or had previously added, click the red X to delete the attachment.

Attachments		
Attachment 1	6/2/2016	X
Attachment 2	6/2/2016	X

8. When you have finished your changes, click **Update** at the bottom of the screen to save your changes to your contract.

## Archived Contracts

Archive your contract, you may do so in the Contract Edit screen. When you choose to archive your contract, your contract will no longer be searchable and will not come up in any of your views on VendorNet. If you would like information on a contract that has been archived, contact the VendorNet Information Center directly.

To archive your contract:

1. Go to the Contract Edit page of the contract you wish to archive.
2. Scroll to the bottom of the page.
3. Click **Archive Contract**.

The screenshot shows a list of contracts with the following items:

- 00528 - Abrasives, Sandblasting (Other than Metal)
- 00542 - Abrasives, Solid: Wheels, Stones, etc.
- 00556 - Abrasives, Tumbling (Wheel)

Below the list is a "Revision History" section which is currently empty. At the bottom of the screen are three buttons: "Update", "Back to Announcement Page", and "Archive Contract". A white arrow points to the "Archive Contract" button.

You will be taken to a screen that shows your contract has been archived. The red note at the top indicates that your contract has been canceled.

The screenshot shows a red notification bar at the top with the text "This contract has been archived" and a white arrow pointing to it. Below the bar is a "View Contract" link. The contract details are as follows:

<b>Title:</b>	Steph Test Contract 2
<b>Agency:</b>	ADMINISTRATION, DEPT OF
<b>Contract Number:</b>	DIL-0000
<b>Start Date:</b>	6/10/2016
<b>End Date:</b>	8/19/2016
<b>Cooperative Purchase?</b>	No
<b>Mandatory Purchase?</b>	No
<b>PCard?</b>	No
<b>Piggyback?</b>	No
<b>Manager:</b>	<a href="#">Stephanie Test</a>