



Electronic Proposal Submission Guide v.2.24

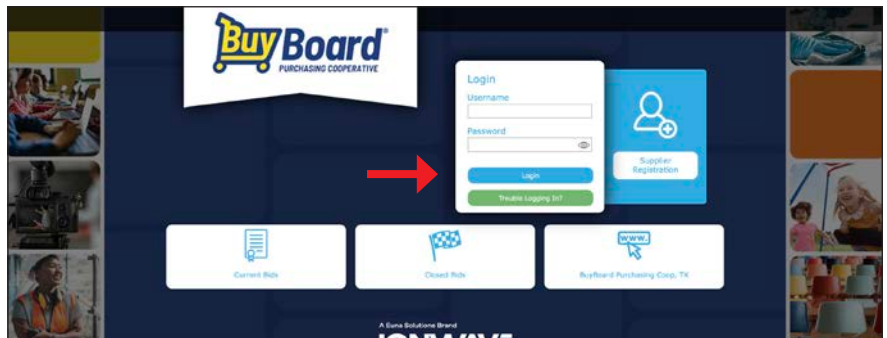
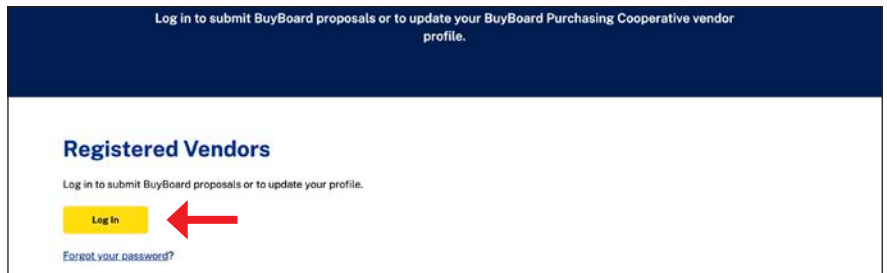
Getting Started

1. Visit buyboard.com/vendor
2. Click on the Vendor Log In button.
3. Click the Log In button.
4. Log in using your Username and Password for the vendor website.
5. Click the Login button.

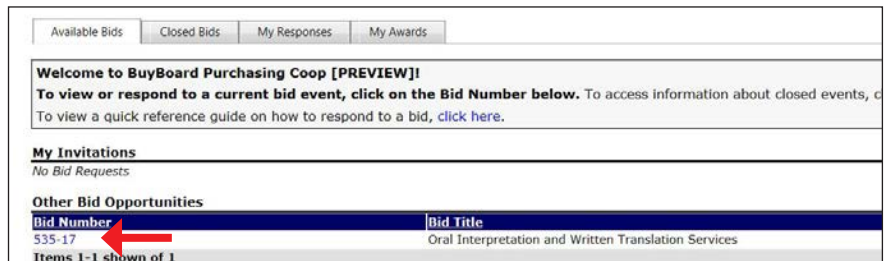
Login Help

If you've forgotten your password:

- Click Trouble Logging In?
- Type your username or email address.
- Click Reset Password.



5. Select the bid number (proposal invitation) to submit a response.



6. Select the Attributes tab. Fill in the required fields and save.



7a. Select the Line Items tab to enter the required pricing information.

Bid Number	670-22 (Uniforms and Accessories)
Close Date & Time	12/16/2021 04:00:00 PM (CT)
Time Left	14 days 5 hours 29 minutes 15 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in Submission tab.

Event Details | Attributes | **Line Items** | Response Attachments | Response Submission

Bid Line Items

Save | Save & Next | Go to Line | No Bid Lines | Error Check

7b. Enter the required pricing information for each individual line item in the Response field. If you do not wish to propose on a particular line item, you must select No Bid. Click Save after making changes.

Bid Line Items		Response Total: \$0.00
Save	No Bid Lines	Error Check
#	Specification	Response
1	Please state the discount (%) off catalog/pricelist for All Types of Free Standing capacity with stainless steel cylinder; Front and Top load; Gas or Electric; Tub and cover panel).	<input type="text" value="Discount Off"/> No Response Line excluded from response total Add Alternate No Bid Add Notes
2	Please state the discount (%) off catalog/pricelist for All Types of Stationary S capacity with stainless steel cylinder; Gas or Electric; Tub and cover panel).	<input type="text" value="Discount Off"/> No Response Line excluded from response total Add Alternate No Bid Add Notes
3	Please state the discount (%) off catalog/pricelist for All Types of Hardmou stainless steel cylinder; Gas or Electric; Tub and cover panel). Catalog/Pric	<input type="text" value="Discount Off"/> No Response Line excluded from response total Add Alternate No Bid Add Notes

7c. (Optional) You may click Add Alternate to provide pricing information on a comparable product. After clicking, a box will appear to add a description, manufacturer name, and price. Click Save after making changes.

Bid Line Items		Response Total: \$0.00
Save	No Bid Lines	Error Check
#	Specification	Response
1	Please state the discount (%) off catalog/pricelist for All Typ with stainless steel cylinder; Front and Top load; Gas or Ele	<input type="text" value="Discount Off"/> No Response Line excluded from response total Add Alternate No Bid Add Notes
ALT 1	Please state the discount (%) off catalog/p 10 to 100+ pound capacity per cycle capaci Manufacturer: <input type="text"/>	<input type="text" value="Discount Off"/> No Response Delete Alt. 1

8a. Click on the Response Attachments tab.

Bid Number	670-22 (Uniforms and Accessories)
Close Date & Time	12/16/2021 04:00:00 PM (CT)
Time Left	14 days 5 hours 26 minutes 40 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Resp Submission tab.

Event Details | Attributes | Line Items | **Response Attachments** | Response Submis

Requested Attachments

8b. Select the upload button for each of the Requested Attachments. These are the forms that the Purchasing Cooperative has required from you.

Event Details | Attributes | Line Items | **Response Attachments** | Response Submission

Requested Attachments

✓ Error Check

#	Requested Attachments
1	<p>BuyBoard Proposal Invitation No. 670-22 Uniforms and Accessories REQUIRED-In PDF format, upload all proposal invitation documents available for download at vendor.</p> <p>Upload Click "Upload" to select file</p>
2	<p>Catalog/Pricelist REQUIRED-In Excel or PDF format, upload catalog/pricelist in proposal invitation instructions. Vendor size must not exceed 100MB. (Please DO NOT password protect uploaded files.)</p> <p>Upload Click "Upload" to select file</p>
3	<p>Exceptions and/or Detailed Information Related to Discount % and/or Hourly Labor Rate Proposed In PDF format and if necessary, vendor shall attach detailed information regarding exceptions to price CONSIDERED. (Please DO NOT password protect uploaded files.)</p> <p>Upload Click "Upload" to select file</p>

8c. A pop-up window will appear. Click the Select File button to select the document from your files.

Event Details | Attributes | Line Items | Response Attachments | **Response Submission**

BuyBoard Purchasing Coop

Select Attachment to Upload

Cancel Save **Select File**

BuyBoard Proposal Invitation No. 671-22 Awards, Trophies, and Personal Recognition Products
REQUIRED-In PDF format, upload all proposal invitation documents available for download at vendor.buyboard.com including any additional pages, as necessary. (Please DO NOT password protect uploaded files.)
Note: The maximum file size limit is 250 MB

8d. To upload, save the selected file.

Event Details | Attributes | Line Items | Response Attachments | **Response Submission**

BuyBoard Purchasing Coop

Select Attachment to Upload

Cancel Save **Save**

Proposal No. 674-22.pdf Remove

BuyBoard Proposal Invitation No. 671-22 Awards, Trophies, and Personal Recognition Products
REQUIRED-In PDF format, upload all proposal invitation documents available for download at vendor.buyboard.com including any additional pages, as necessary. (Please DO NOT password protect uploaded files.)
Note: The maximum file size limit is 250 MB

8e. (Optional) Under the Response Attachments tab, you have the option to upload other response attachments that weren't requested by the Purchasing Cooperative. Select New and upload the files by following steps 7c-7d. Please note, the maximum file size is 250 megabytes.

Items 1-7 shown of 7

Other Response Attachments

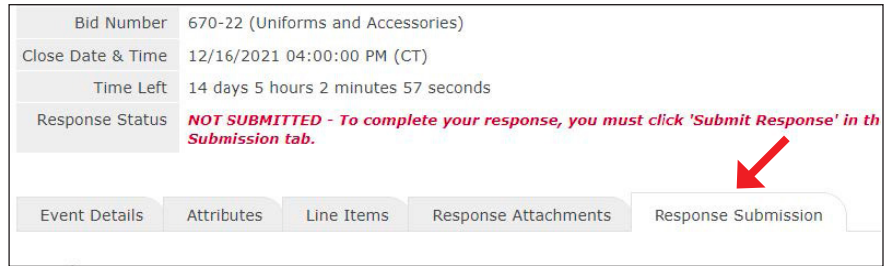
+ New

No Other Response Attachments

9a. Click on the Response Submission tab.

Bid Number	670-22 (Uniforms and Accessories)
Close Date & Time	12/16/2021 04:00:00 PM (CT)
Time Left	14 days 5 hours 2 minutes 57 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Submission tab.

Event Details | Attributes | Line Items | Response Attachments | **Response Submission**



9b. Enter your full name, email address, and click Submit Response.

Supplier Response Summary

Save

When you have completed your response, click the "Submit Response" button below.

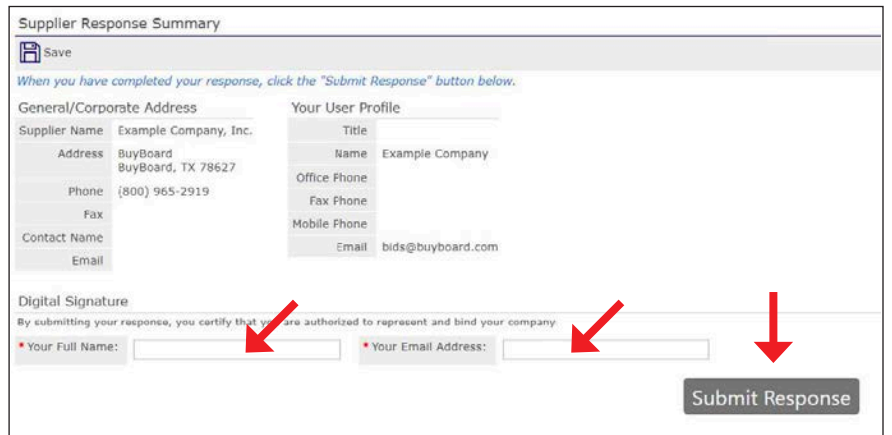
General/Corporate Address		Your User Profile	
Supplier Name	Example Company, Inc.	Title	
Address	BuyBoard BuyBoard, TX 78627	Name	Example Company
Phone	(800) 965-2919	Office Phone	
Fax		Fax Phone	
Contact Name		Mobile Phone	
Email		Email	bids@buyboard.com

Digital Signature

By submitting your response, you certify that you are authorized to represent and bind your company.

* Your Full Name: * Your Email Address:

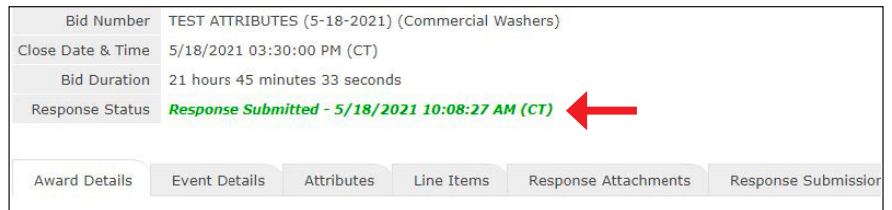
Submit Response



9c. Correctly submitted responses will have a date and time stamp.

Bid Number	TEST ATTRIBUTES (5-18-2021) (Commercial Washers)
Close Date & Time	5/18/2021 03:30:00 PM (CT)
Bid Duration	21 hours 45 minutes 33 seconds
Response Status	Response Submitted - 5/18/2021 10:08:27 AM (CT)

Award Details | Event Details | Attributes | Line Items | Response Attachments | Response Submission



This document provides general guidance on submitting electronic proposals. All proposals must be submitted in accordance with the specific proposal invitation instructions or the proposal may not be considered.

Questions?

Call BuyBoard customer service at 800-695-2919 or email bids@buyboard.com. Our normal business hours are Monday–Friday, 8 a.m.–5 p.m. (Central Time).