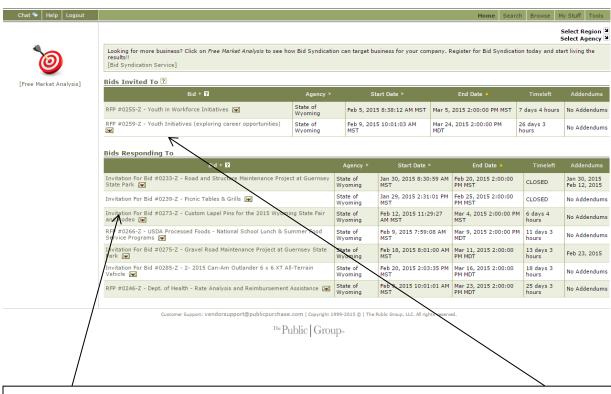
Guide for Vendors to Submit Proposals

Go to: https://www.publicpurchase.com/gems/wyominggsd,wy/login/login



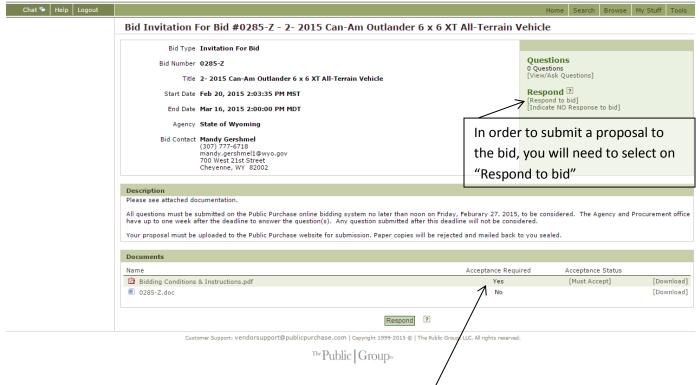
Below you will find your home screen once you log in.





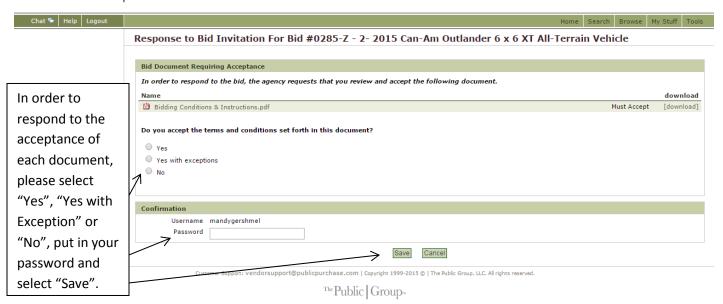
Find the bid you would like to submit a proposal. The bids can be located under "Bids Invited to" or "Bids Responding to". Click on the bid you would like to submit a proposal to.





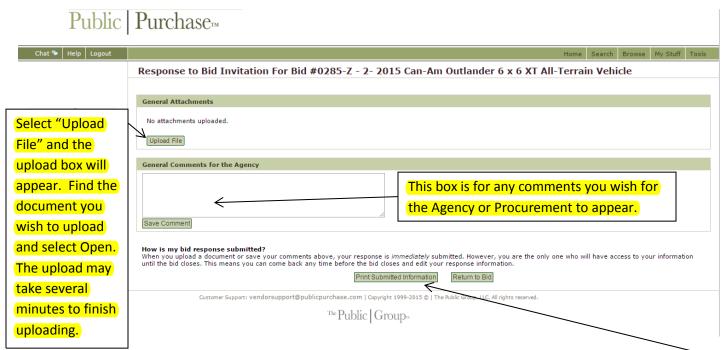
If the buyer who created the bid has made part of the bid mandatory to accept (i.e. Bidding Conditions), then you will need to accept or accept with exceptions or decline the requirement.

Public | PurchaseTM



If the buyer has put in two or more document for acceptance, it will take you to the next document. The screen will remain the same but the Name of the document will change to indicate you are on a new document to accept.

Once you have accepted any or all documents, it is not time to submit a proposal. Make sure your document(s) is in PDF, Word, Excel, or Power point file. PDF is the preferred method of submission.



Please take a minute to read "How is my bid response submitted?" Your document is automatically saved and submitted when it is done uploading. There is no need to do anything further. If you wish to confirm you document has uploaded, select "Print Submitted Information".

The screen below you will find the document has been uploaded and the comments have been entered.

Public | PurchaseTM

Chat 🦩 Help Logout	Home Search Browse	My Stuff Tools
	Response to Bid Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle	
	General Attachments	
	■ TEST TEST.docx [download]	Ť
	Upload File	
	General Comments for the Agency	
	TEST TEST Save Comment	
	How is my bid response submitted? When you upload a document or save your comments above, your response is immediately submitted. However, you are the only one who will have access to you until the bid closes. This means you can come back any time before the bid closes and edit your response information. Print Submitted Information Return to Bid	ur information

Customer Support: vendorsupport@publicpurchase.com | Copyright 1999-2015 © | The Public Group, LLC. All rights reserved.

Below you will find the screen that appears when you select "Print Submitted Information". Any documents you upload or comments will appear below. Due to the nature of the Agency view in Public Purchase, it does not allow us to upload documents on bids nor fully submit a complete proposal. When a vendor uploads a document through Public Purchase the screen below will show the documents you have uploaded.



When you select close from the Print Report, your Bid Details Screen will appear again. From here you will notice on the right hand side of the Screen, the language has changed from the first time you entered into the bid.



The Public | Groups

The agency and Procurement are unable to open your bid until the time and date specified on each bid. You have until this time to change your proposal if you choose to do so. Select Home along the top bars off to the left to return to your home page.