


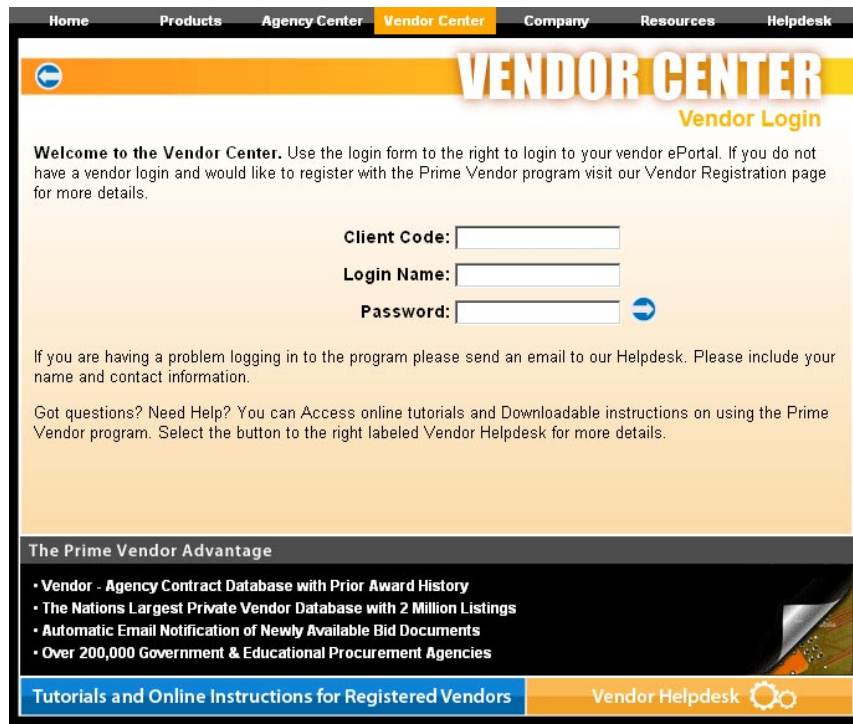
## The Vendor Tutorial

### Viewing and Downloading Bids

#### Viewing and Downloading Bids:

As a new client with Prime Vendor you will receive email notification when you have bids and solicitations available in your Prime Vendor system. The e-mail notification will be sent once per day, although bid documents will be added to your system throughout the day. You may want to check this frequently. You may also request that we automatically send these bids to your e-mail account. To view these bids you must login to your Vendor Portal.

**Step 1:** Go to [www.prime-vendor.com](http://www.prime-vendor.com) and select **Vendor Center**  Then enter your login information into the appropriate data fields and select enter. (See image 1)



Home Products Agency Center **Vendor Center** Company Resources Helpdesk


# VENDOR CENTER

Vendor Login

Welcome to the Vendor Center. Use the login form to the right to login to your vendor ePortal. If you do not have a vendor login and would like to register with the Prime Vendor program visit our Vendor Registration page for more details.

Client Code:

Login Name:

Password:  

If you are having a problem logging in to the program please send an email to our Helpdesk. Please include your name and contact information.

Got questions? Need Help? You can Access online tutorials and Downloadable instructions on using the Prime Vendor program. Select the button to the right labeled Vendor Helpdesk for more details.

The Prime Vendor Advantage

- Vendor - Agency Contract Database with Prior Award History
- The Nations Largest Private Vendor Database with 2 Million Listings
- Automatic Email Notification of Newly Available Bid Documents
- Over 200,000 Government & Educational Procurement Agencies


Tutorials and Online Instructions for Registered Vendors Vendor Helpdesk 

Image 1: Vendor Center login screen. Place your information and select Enter.

**Step 2:** Once you login in you will see your *Quick Status* Screen. The *Quick Status* page is the first page that appears every time you login. (See image 2)

## Section V-5

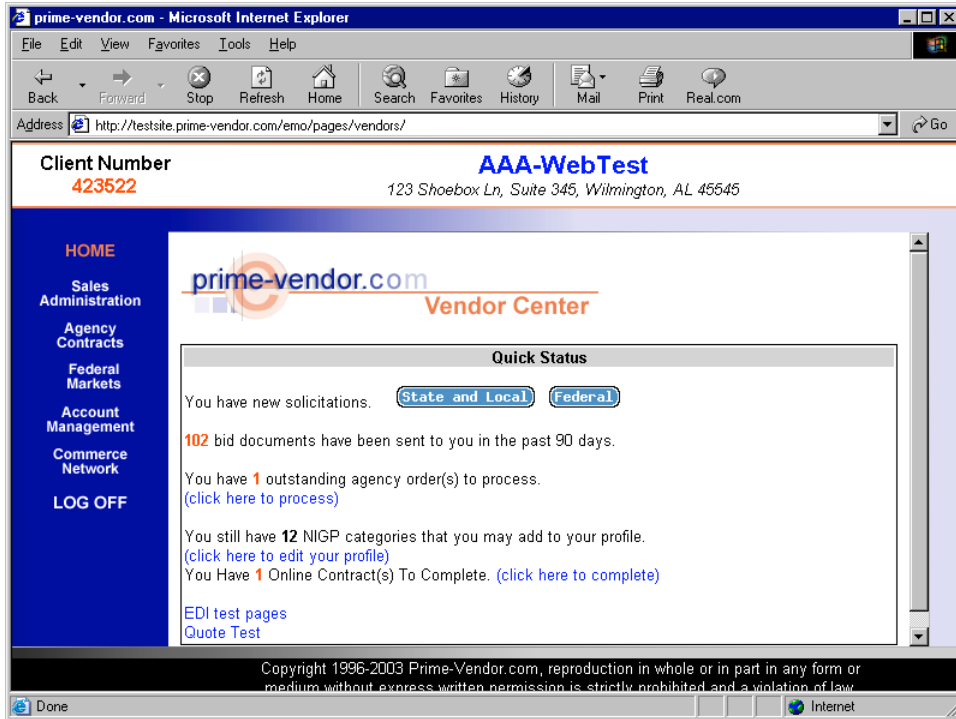


Image 2: The Quick Status screen.

We have provided a quick link to access government bid opportunities. The message will read "view solicitations", followed by two blue buttons **State and Local** or **Federal**. Select any button to access these bid opportunities.

If you select The **State and Local** button the program will display your State and Local bids (See Image 3). In the black bar above the listings is the number of bids listed and a print button that if selected will print a copy of the complete bid listing. Each listing displays the title of the bid, the bid number, the bid's due date and the file name of the bid. Each listing also comes with three options. Select **Delete** to get rid of unwanted bids, **View** will open the bid file on your screen and **Save** will store the bid file on your computer.

Section V-5

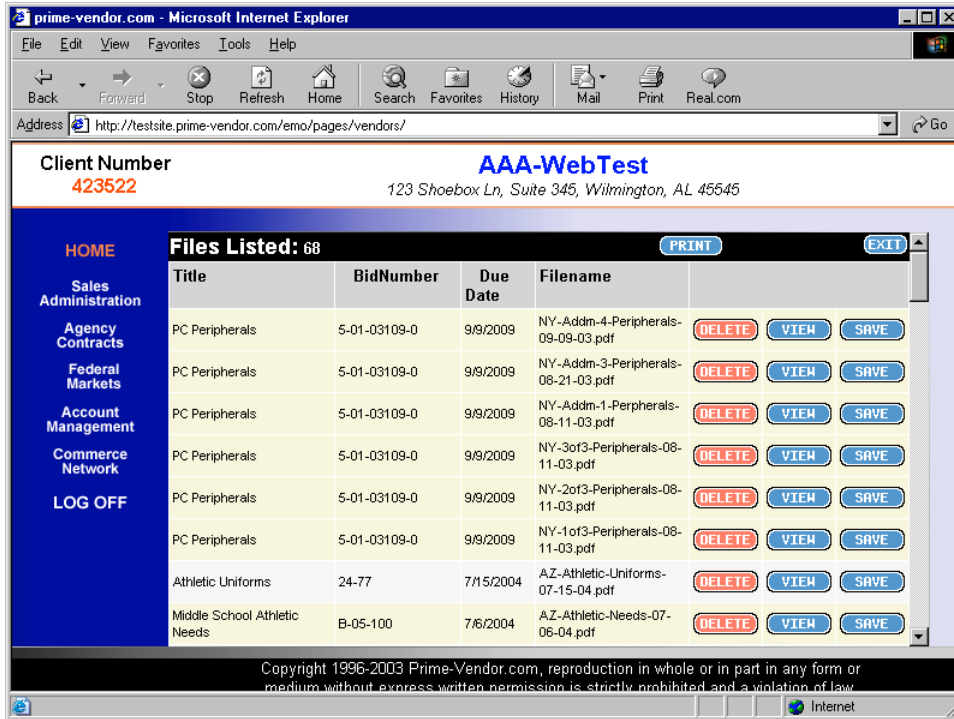


Image 3: Your recent State and Local bids and solicitations

If you select the **Federal** button from your *Quick Status* page, you will see your Federal Bids listing.

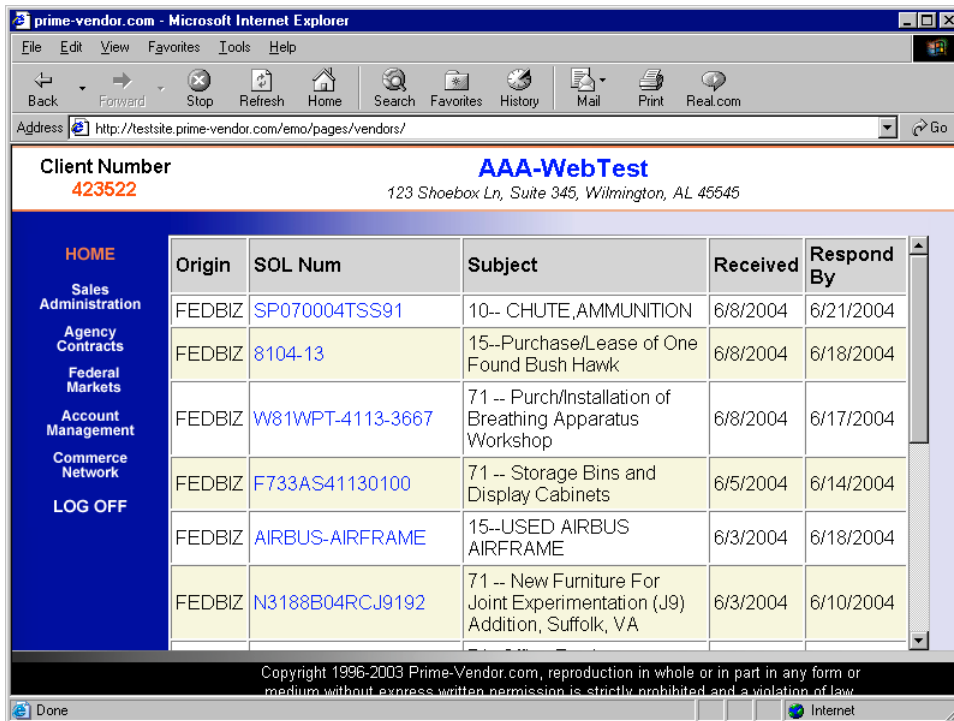


Image 4: Your recent Federal bids and solicitations

## Section V-5

Each Federal Bid listing displays the agency of origin, the solicitation number, the subject, the received date and the response due date. The Solicitation Number also serves as a link to details about the bid (See Image 5)

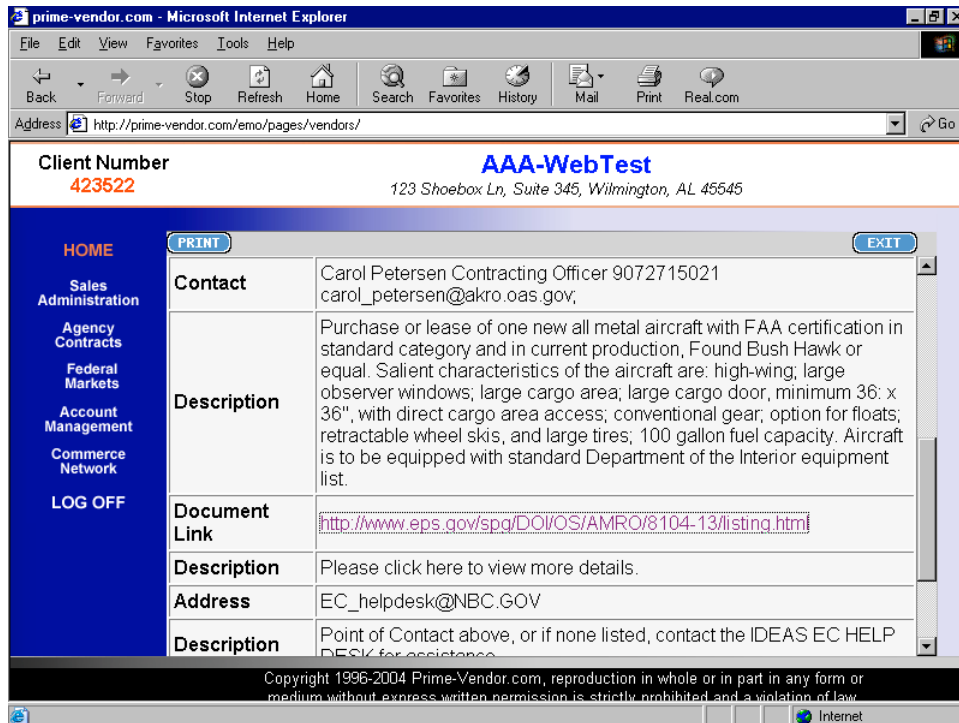


Image 5: Federal solicitation details

On the *Details* screen is a section labeled document link. Clicking on this link will open a separate window with the website of origin so you can download the bid document to your computer.

**Note:** State and Local bids can be automatically delivered to your email address upon request. Federal **EDI** solicitations must continue to be accessed from the menu on the left of your screen. Select **Federal Markets**, and then **Federal EDI**. EDI solicitations must be done online. Please select the EDI instructions in your Help Desk section for greater details.