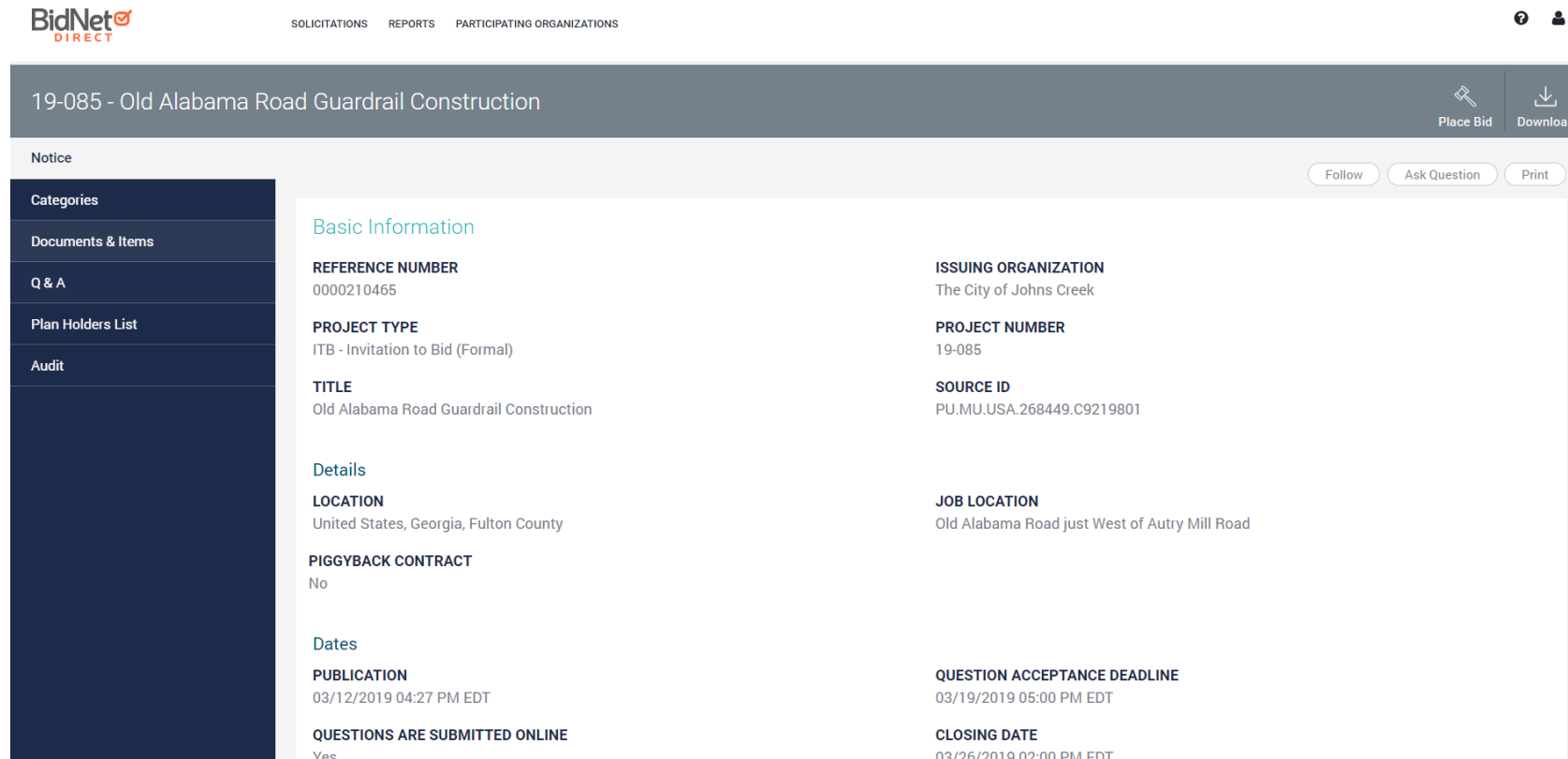


# Placing a bid electronically

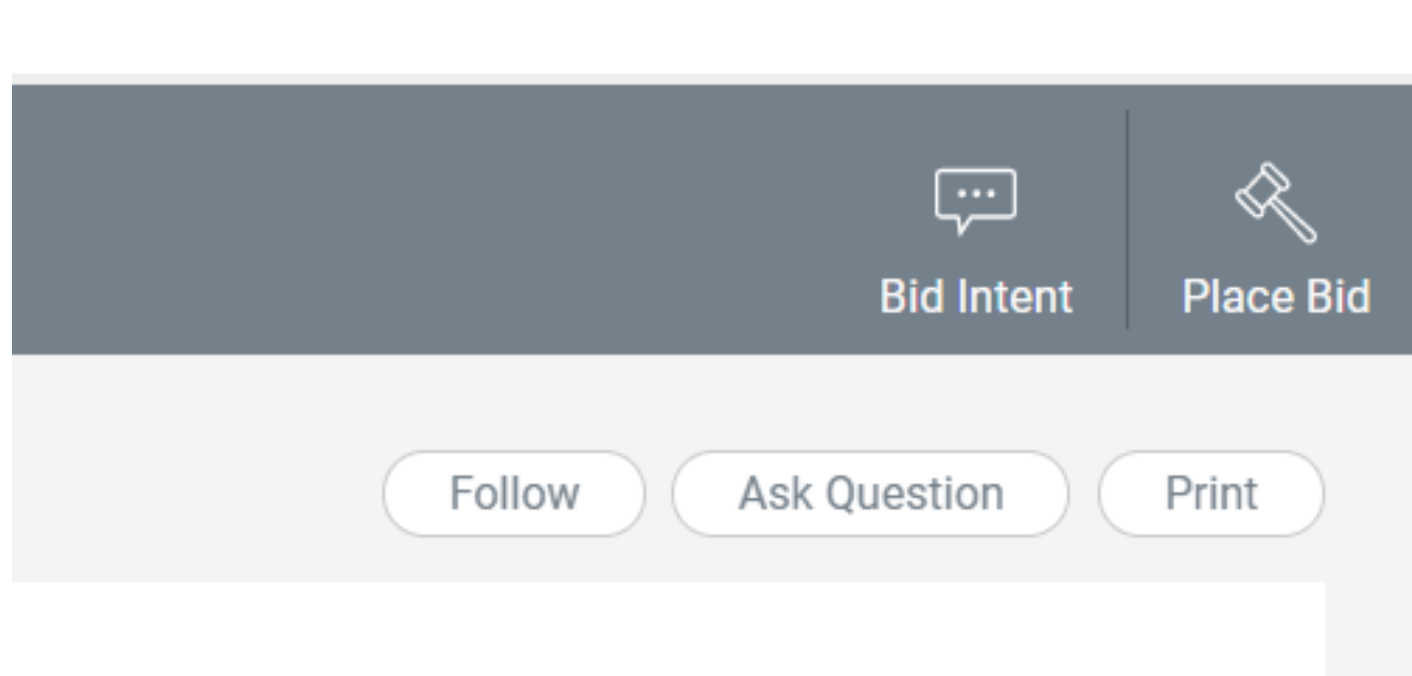
The “Place bid” button is located at the top of the solicitation next to the “download button”.



The screenshot shows the BidNet DIRECT interface for a specific solicitation. At the top, the navigation bar includes 'SOLICITATIONS', 'REPORTS', and 'PARTICIPATING ORGANIZATIONS'. The main header displays the solicitation title '19-085 - Old Alabama Road Guardrail Construction' and two buttons: 'Place Bid' and 'Download'. Below the header, there are buttons for 'Follow', 'Ask Question', and 'Print'. A left sidebar contains a menu with 'Categories', 'Documents & Items', 'Q & A', 'Plan Holders List', and 'Audit'. The main content area is titled 'Basic Information' and is organized into three sections: 'Basic Information', 'Details', and 'Dates'. Each section contains key-value pairs for various fields.

Section	Field	Value
Basic Information	REFERENCE NUMBER	0000210465
	PROJECT TYPE	ITB - Invitation to Bid (Formal)
	TITLE	Old Alabama Road Guardrail Construction
	ISSUING ORGANIZATION	The City of Johns Creek
Details	LOCATION	United States, Georgia, Fulton County
	PIGGYBACK CONTRACT	No
	JOB LOCATION	Old Alabama Road just West of Autry Mill Road
Dates	PUBLICATION	03/12/2019 04:27 PM EDT
	QUESTION ACCEPTANCE DEADLINE	03/19/2019 05:00 PM EDT
	QUESTIONS ARE SUBMITTED ONLINE	Yes
	CLOSING DATE	03/26/2019 02:00 PM EDT

# Placing a bid & bid intent



# Placing a bid or intent to bid can vary by agency

Each participating agency may require slightly different information collected. For example, some times you may be requested to state your intent to place a bid.

**Bid Intent**

**METS-26889 - SSC - SANDAG NAICS - Supplier - Abstract**  
Closing Date: 07/02/2020 07:00 PM EDT  
Intent Submission deadline: 12/02/2019 03:00 AM EST

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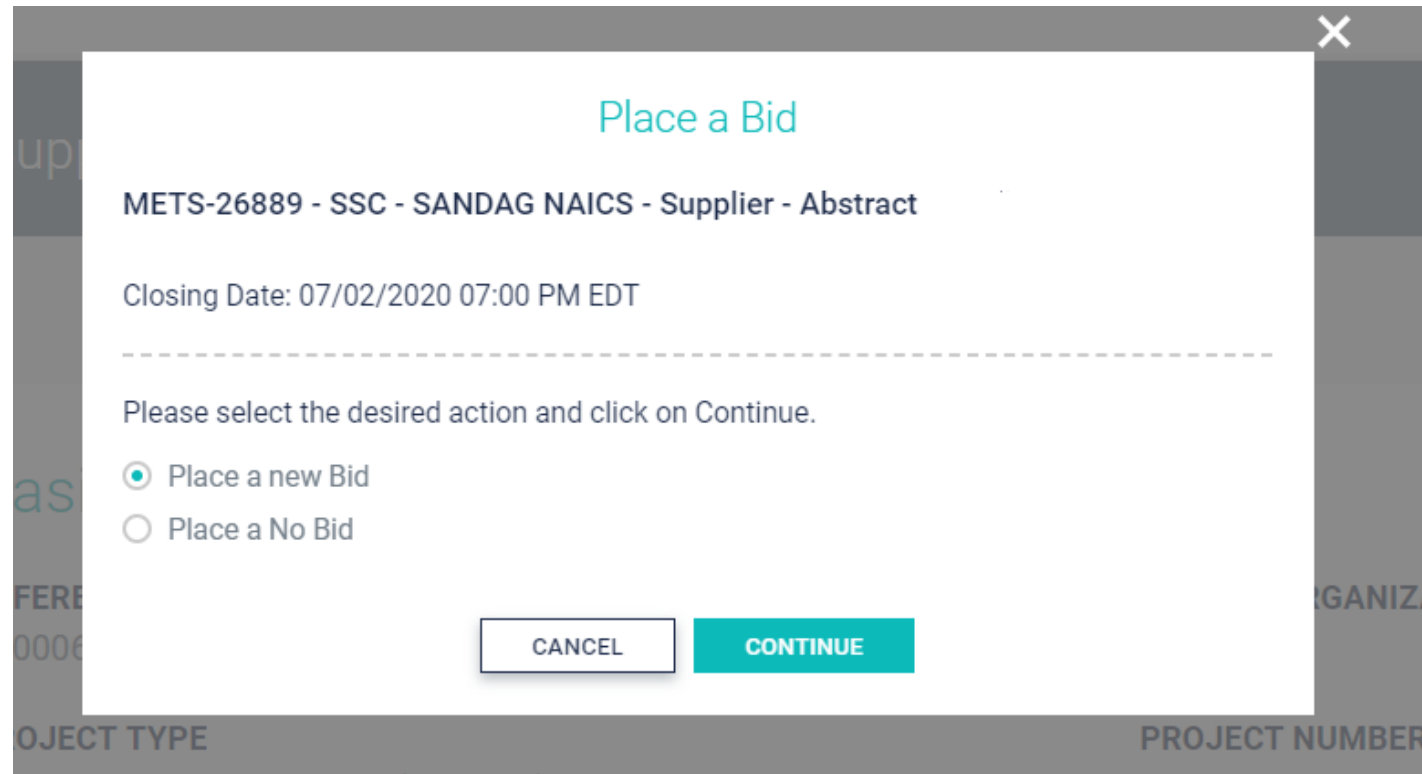
SANDAG requests that you signify your intent concerning this project.  
Do you intend to bid on this project?

Intent to bid  
 Intent not to bid  
 Undecided

TITLE	SOURCE ID
SSC - SANDAG NAICS - Supplier - Abstract - duplicated statewide teaser	DLI AG USA 722576 C6062426

# Placing an online bid

When you are prepared to submit an online bid response, simply click on the “Place Bid” button, then “Place a new Bid” and then “Continue”.



The screenshot shows a modal dialog box titled "Place a Bid" with a close button (X) in the top right corner. The dialog contains the following text and elements:

- Title: Place a Bid
- Item ID: METS-26889 - SSC - SANDAG NAICS - Supplier - Abstract
- Closing Date: 07/02/2020 07:00 PM EDT
- Separator: A dashed horizontal line.
- Instruction: Please select the desired action and click on Continue.
- Radio Buttons:
  - Place a new Bid
  - Place a No Bid
- Buttons: CANCEL and CONTINUE (highlighted in teal).

Background text from the underlying page is visible, including "up", "as", "FERE", "0006", "PROJECT TYPE", "PROJECT NUMBER", and "GANIZA".

# Upload documents, pricing, etc.

Depending on the solicitation type the information requested may vary.

Follow the directions within the solution to upload your document response along with any required documents or enter in your bid pricing. To upload a document simply browse to your computer or drag and drop.

Hit “Next” or “Save & Quit” if you are not completing your submission in this session.

The screenshot shows the BidNet Direct web application interface. At the top, the BidNet DIRECT logo is on the left, and navigation links for SOLICITATIONS, REPORTS, and PARTICIPATING ORGANIZATIONS are on the right. A user profile icon and a help icon are also visible. Below the navigation, the page title is "CREATE BID" and the specific bid is identified as "METS-26889 - SSC - SANDAG NAICS - SUPPLIER - ABSTRACT". A "Closing Date: 07/02/2020 07:00 PM EDT" is displayed. A progress bar shows three steps: "1- Proposal" (active), "2- Submission", and "3- Confirmation". Below the progress bar, there are tabs for "Documents" and "Pricing". The main content area is titled "BID DOCUMENTS - BID DOCUMENTS (OPTIONAL)" and contains a section for "Documents defining the proposal". This section has two dashed boxes: one for general documents with a document icon and the text "Drag & Drop or browse for your file", and another for zip files with a .ZIP icon and the text "Drag & Drop or browse for your zip file". Below these boxes is a table with columns for "File", "Size", "Uploaded Date", "Processing Status", and "Actions". The table currently shows "No files uploaded." At the bottom right of the interface, there are three buttons: "CANCEL", "SAVE & QUIT", and "NEXT". A "BID NOT SUBMITTED" notification with a document icon and a red 'x' is visible in the top right corner of the main content area.

# Reminders and tips

- The “BID NOT SUBMITTED” will continue to appear UNTIL you have completed your submission
- You will receive an alert if there are any unread Addendum or Documents
- For security reasons you’ll need to re-enter your password upon placing bid
- Once bid is placed, “BID SUBMITTED” appears and turns green



BID NOT SUBMITTED

Any questions? Call Support Team

800-835-4603

- The BidNet Direct Vendor Support Team is here to help
- Monday-Friday 8am-8pm EST

