

## Vendor Quick Reference Guide:

### How to find a Bid Solicitation in GVIBUY using the Bid Solicitation number

#### This Reference Guide:

Explains to vendors how to access a bid by searching the Bid Solicitation number. The Bid Solicitation number can be found in the GVIBUY notification email.

#### Quick Tip:

When searching for a bid logged into GVIBUY you need to be in the **Seller** role, accessed using the Account Icon (person) at top right of screen.

STEP	Action
1	Log into GVIBUY. Click on the <b>Settings</b> icon (gear) located in the top right corner of the screen. A drop-down window will appear. Select the option <b>Advanced Search</b> .
2	Next, click on the drop-down arrow in the blank field labeled <b>Document Type</b> . A drop-down window will appear. Select the option <b>Bid Solicitations</b> .
3	The screen will refresh, displaying the different search fields you can use to locate the bid solicitation.
4	Enter the <b>GVIBUY Bid Solicitation number</b> in the <b>Bid #</b> field and click on the <b>Find It</b> button. <ul style="list-style-type: none"> <li>○ Example of a GVIBUY bid number: <b>BD-22-600-6001-148</b></li> </ul>
5	The screen will refresh and display the <b>bid solicitation number</b> you are searching for on the left side of the screen as a blue hyperlink.
6	Click on the hyperlinked <b>bid solicitation number</b> . After the screen refreshes, you will be in the bid record. <ul style="list-style-type: none"> <li>○ <b>Please Note:</b> If this is your first time accessing the Bid Solicitation while logged into GVIBUY, a message will appear asking you to acknowledge the bid. You must click on the <b>Yes</b> button.</li> </ul>