

## E-Bidding instructions for Vendors

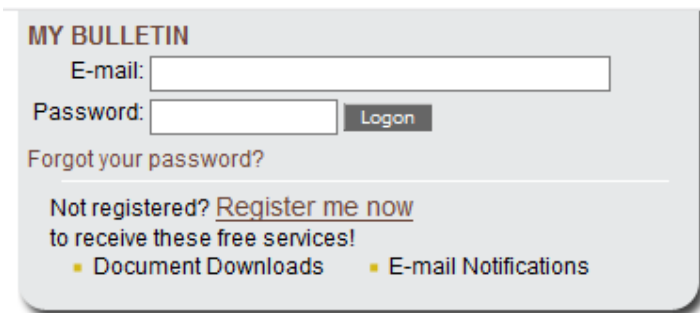
E-Bidding is a way for vendors who are registered with the Illinois Procurement Bulletin for Public Institutions of Higher Education (IPB/HE), to electronically upload procurement documents for notices they want to submit an online proposal.

In order to use E-Bidding a vendor must:

- Be [registered with the Illinois Procurement Bulletin/Public Institutions of Higher Education](#).
- Be registered and in good standing with the [Illinois Procurement Gateway](#) (IPG). Once registered you will receive an IPG number, which you will need when you register for E-Bidding with the IPB/HE.
  - **In response to COVID-19, the Chief Procurement Office is allowing for ALL Vendors to respond via electronic bidding. However, you MUST register with the IPG. Upon registration, you will receive a System Vendor Number. You will use this number to register for electronic bidding on the Illinois Procurement Bulletin of Higher Education.**
  - **ALL Vendors registering for electronic bidding on the Illinois Procurement Bulletin of Higher Education will use their System Vendor Number to register for electronic bidding.**

Once you have registered with IPB/HE and have your **System Vendor number**, you can now register for E-Bidding.

1. Go to the [Home page for IPB/HE](#). Once there login to the IPB/HE website in the upper right hand corner where it says My Bulletin



MY BULLETIN

E-mail:

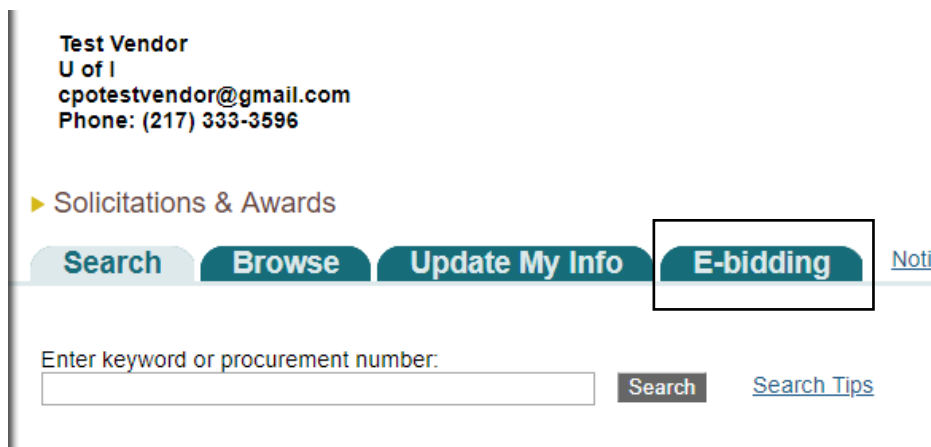
Password:

[Forgot your password?](#)

Not registered? [Register me now](#)  
to receive these free services!

- Document Downloads
- E-mail Notifications

2. Once logged in you should see your vendor information along with 4 different tabs. Select the E-bidding tab.



Test Vendor  
U of I  
cpotestvendor@gmail.com  
Phone: (217) 333-3596

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Enter keyword or procurement number:   [Search Tips](#)

- Enter your **System Vendor Number**. This will be the only time you will need to enter your System Vendor number. Once you are registered for E-bidding, your System Vendor number will be tied to your Bulletin login.

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### E-Bidding Registration

\*IPG (Illinois Procurement Gateway) Number:  
 Please enter your organization's full IPG number; if you do not have an IPG number please register at <https://www.bidbuy.illinois.gov/bs/>

### Finding Opportunities that are available for E-bidding.

- Not all posted procurements will have E-bidding functionality associated with it. It is at the discretion of the buyer associated with the procurement to determine if they want to use E-bidding. You will know if a procurement uses E-bidding if you see the following on the notice preview:

**Public Higher Education Bulletin**

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**Test Institution** **Bid #testebid1**

Invitation for Bid: New Year's Prosperity

First published Monday, January 7, 2019

Sealed bids will be accepted below until 1:00 PM, Tuesday January 22, 2019:

At the following address:                      via Electronic Bidding  
 123 Rosey Lane  
 Suite 517  
 Pleasant, KS 12345

To obtain documents, log on:


E-mail:

Password:

Forgot your password?  
 Not registered? Register me now

**Please Login to access E-Bidding.**

No documents are available.


[Free AutoCAD® Viewers](#)

- Once logged in you will be provided a link to submit your E-bid

**Public Higher Education Bulletin**

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At the following address:                      via Electronic Bidding  
 123 Rosey Lane  
 Suite 517  
 Pleasant, KS 12345

here is to a great new year!

MY BULLETIN

[Submit E-Bid](#)

No documents are available.


[Free AutoCAD® Viewers](#)

- Upon clicking the link, a new window will open that will give you the opportunity to E-bid by uploading the requested documents. You can upload either PDF, Word or Excel type documents.

[Close](#)

### E-Bidding for testebid1

#### Attach a Document

**E-Bidding:** If E-Bidding for an Invitation for Bid (IFB), only one upload is required and attached as a "Specification Document" under "Technical and Functional Specifications."

Technical and Functional Specifications
  Pricing Specifications

Specification Documents
  Pricing Document

Other Related Documents

No file chosen

Do not use spaces or special characters in the file name.

#### Delete a Document

Select a File to delete:

Technical and Functional Specifications
  Pricing Specifications

test.pdf
  Katie1.pdf

- Once you have uploaded a document for E-bidding, the procurement notice will then appear on your E-bidding tab on your My Bulletin Home Page, under the "My E-Bidding in Progress" heading. By clicking on the link associated with your E-bidding procurement you can delete or upload documents up until the opening date and time of the procurement. All documents uploads must be completed by the opening time of the procurement. Any documents not fully uploaded by the time the procurement opens will be rejected.



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**VENDOR ALERTS**

**Welcome the Illinois Secretary of State and Illinois Comptroller!**

The Chief Procurement Office for Higher Education is pleased to welcome the Illinois Secretary of State and the Illinois Comptroller to the Public Higher Education Bulletin! Beginning January 1, 2019, you will find solicitations and awards for both the Comptroller and the Secretary of State published here. You can find them in the "Search" tab by searching for the Comptroller using "Comp" or "Comptroller" and by searching for the Secretary of State using "SOS" or "Secretary of State".

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#### E-Bidding Worklist

My E-Bidding In Progress				
Procure #	Description	Section	Opening Date	Opening Time
<a href="#">testebid1</a>	New Year's Prosperity		01/22/19	1:00PM
<a href="#">testebid1p1</a>	Resolution Success Plan		01/23/19	1:00PM

My E-Bidding Requesting Further information						
Procure #	Description	Section	Due Date/Time	Type	Clarification/BAFO Request	
<a href="#">testebid2</a>	New Year's Cards		1/12/2019 5:00 PM	Clarification	<a href="#">Katie1.pdf</a>	
<a href="#">testebid2</a>	New Year's Cards		1/14/2019 5:00 PM	Clarification	<a href="#">test.pdf</a>	

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- If during the procurement process the buyer requests additional clarification or a Best and Final Offer (BAFO), you will receive an email asking you to upload the requested information. You will have a new link appear in the “My E-Bidding Requesting Further Information” Section of your home page. By clicking on the link of the procurement number you can upload a document providing the requested information.



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Procure #	Description	Section	Opening Date	Opening Time
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<a href="#">testebid1fe1</a>	Resolution Success Plan		01/23/19	1:00PM

**My E-Bidding Requesting Further Information**

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