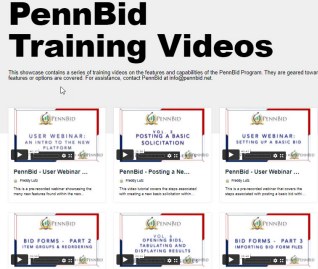**Keeping PennBid Users informed of the latest features and functionality.**

Training Resources

Our Training Videos & Document Suite continues to grow and is available to both Users and vendors. Topics are generally specific, such as *Awarding Bids, Issuing Addenda,* and *Vendor Registration* and can usually be found as both a Quick-Start Guide (PDF) and in Video format.

When logged in, these videos (and hard copy Quick-Start Guides) are available from the "Doc Library," located on the left column toolbar.

USER VIDEO SHOWCASE

DOCUMENT SUITE

Cloning Bids in PennBid

Cloning prior solicitations is a quick and easy way to get new projects into PennBid. Cloning the appropriate elements of a previous solicitation will ensure the new project is established correctly.

For example, selecting "Forms" will streamline populating both the "Questions" and "Pricing" elements of the bid forms. "Bidders," on the other hand, should only be selected when re-bidding a project, so that bidders involved the first time are included in new communications.

For more...

CLONING BIDS

System Enhancements

We recently added new and enhanced features to the PennBid platform. Every open solicitation now contains the due date and time on the top of the page, regardless of the tab open. The "Bids Due" and "Bid Closes" information is readily accessible to Users and vendors while the project is open for bidding.

Also, the process in which vendors edit and/or withdraw their bid prior to the due date/time is now a cleaner, more concise process.

Contact our office with any questions.

For more useful tips and pointers, including training videos and "quick-guides", please visit the **Resource Center** on our website at **www.pennbid.net.**

PennBid is proudly endorsed by:

www.pennbid.net -- *info@pennbid.net*