

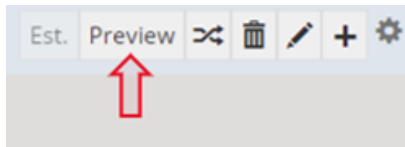
Keeping PennBid Users informed of the latest features and functionality.



Bid Forms - Bidders' View & Other Settings

As a User, once the Pricing Form (bid form) is populated in PennBid, you can view it from the bidders' perspective. This gives you an opportunity to see what the bidder sees and to make sure that all line items are correct.

To view the Pricing Form as a bidder, click the "Preview" button on the right-hand toolbar above the line items. A new window will open displaying the fillable form.



Moving Out a Project Due Date

At times, a project's due date needs to be moved out. When this happens, this change is made from the **Setup** screen by clicking the "Edit" button on the top right, entering a new date under "Due Date" and then clicking "Save."

If you are moving out the date and issuing an addendum, please remember to notify the bidders. There is a pre-established template for addenda in PennBid, making this process just a few clicks and 15 seconds. The **Log** tab will maintain a record of this notification.

Bid Form - Estimated Cost Feature

Did you know that you can add line item estimated costs on your bid form? Including estimated costs will allow for a more comprehensive analysis at bid opening, including several cost variation Reports.

Important Note - Estimated costs are not displayed to the bidders.

Should you have any questions, please contact our office.

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

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