EXTRACTING UPLOADED BIDDER DOCUMENTS

Bidders can upload one or more supporting documents with each bid submission. Within PennBid, these documents can easily be downloaded and printed. To retrieve a bidders' document(s), click on the "RESPONSE" tab and scan the grid of data until you see "Bid Submissions."

Using the gear icon the columns displayed on-screen are completely customizable depending on personal preference. We recommend having the "Printable View," "Download Response Docs," and "Attached File" columns visible and organized so they are readily viewable on the page.

	NAME	BID ACTIVITY	DATE SUBMITTED	PRINTABLE VIEW	DOWNLOAD RESPONSE DOCS	ATTACHED FILE	SUBMIT CONFIRMATION ...
▶	Joseph J Danielle		2/27/2020 3:17 PM	view	download	Bid Bond and Surety.pdf	F3D2BEE9497
▶	McCarthy Construction, Inc.		2/27/2020 3:05 PM	view	download	Unionville - restroom reno - Bid Bond.pdf	E5263A36FAA
▶	BSS Contractors		2/27/2020 2:04 PM	view	download	A310 Bid Bond 01F.pdf	CC36577B2B4
▶	F.W. Houder, Inc.		2/27/2020 1:44 PM	view	download	Bid Bond GC 2-27-20.pdf	0CB1249778C

Printable View: Clicking on "view" will open a new page containing a print-friendly, PDF version of the bidders complete bid submission.

Download Response Docs: Clicking on "download" will automatically download all supporting documents that have been uploaded by an individual bidder (Including the Bid Bond). This will automatically open into a ZIP folder, named for that specific bidder. **This is the recommended method

Attached File: The link(s) found within this column contain the bid bond uploaded by each bidder.
Note: This column only contains links when the required bid bond feature is enabled on the Setup screen.

Alternate Method:

Within the "RESPONSE" tab, on the right side of the page next to the gear icon on the light blue toolbar, there is an "Export Documents" button. Once you click "Export Documents," the supporting document(s) for all bidders will automatically download as a ZIP folder on your computer.
Note: Due to some filenames associated with bidder-uploaded documents being the same, caution should be given to downloading documents for all bidders simultaneously. It may be more productive to begin downloading documents associated with key bidders via the "Download Response Docs" option shown above.