

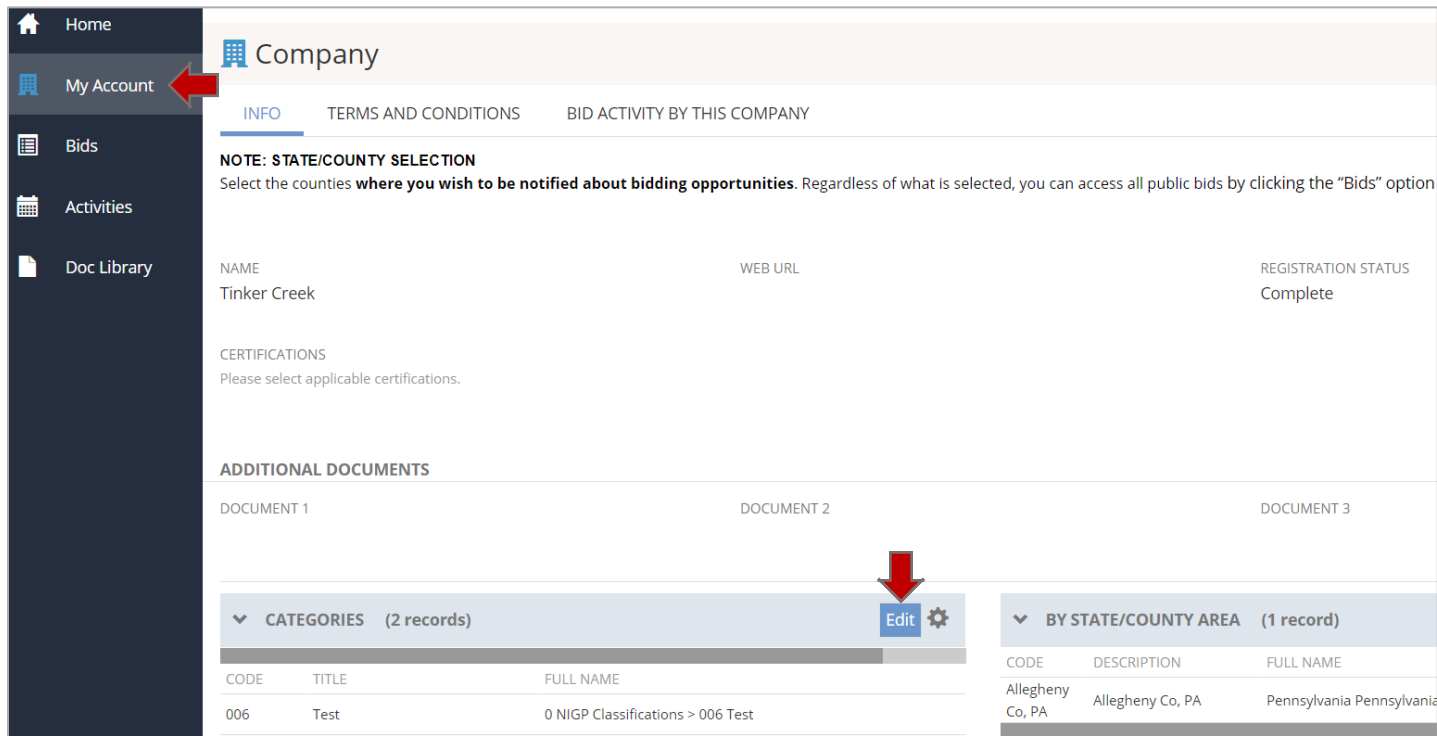
VENDORS: OPTING OUT OF NOTIFICATIONS

Notifications – Any communication received specifically related to a project or for a bid opportunity.

How to Stop Receiving Email Notifications for New Projects

If you no longer wish to receive notifications about new/available projects on PennBid, follow these steps:

1. Go to “My Account” and click “Edit” under the Categories bar.



The screenshot shows the 'My Account' page for a company named 'Tinker Creek'. The left sidebar contains navigation links: Home, My Account (highlighted with a red arrow), Bids, Activities, and Doc Library. The main content area has tabs for 'INFO', 'TERMS AND CONDITIONS', and 'BID ACTIVITY BY THIS COMPANY'. Under the 'INFO' tab, there is a 'NOTE: STATE/COUNTY SELECTION' section with instructions. Below that is a table with columns for NAME, WEB URL, and REGISTRATION STATUS. The 'Tinker Creek' entry shows a 'Complete' registration status. There is also a 'CERTIFICATIONS' section with a prompt to select applicable certifications. Further down is an 'ADDITIONAL DOCUMENTS' section with three columns: DOCUMENT 1, DOCUMENT 2, and DOCUMENT 3. At the bottom, there are two expandable sections: 'CATEGORIES (2 records)' and 'BY STATE/COUNTY AREA (1 record)'. The 'CATEGORIES' section has an 'Edit' button with a gear icon, which is highlighted with a red arrow. Below the 'CATEGORIES' section is a table with columns for CODE, TITLE, and FULL NAME. The 'BY STATE/COUNTY AREA' section also has a table with columns for CODE, DESCRIPTION, and FULL NAME.

NAME	WEB URL	REGISTRATION STATUS
Tinker Creek		Complete

DOCUMENT 1	DOCUMENT 2	DOCUMENT 3

CODE	TITLE	FULL NAME
006	Test	0 NIGP Classifications > 006 Test

CODE	DESCRIPTION	FULL NAME
Allegheny Co, PA	Allegheny Co, PA	Pennsylvania Pennsylvania



2. Un-Check any Categories currently on your account.
3. Only select Box 001 – DO NOT NOTIFY MY COMPANY OF BIDDING OPPORTUNITIES.
4. Click “Save.”

Note: This will prevent you from receiving all communications, including those sent by a posting agency on a project where your company is on the bidders list.

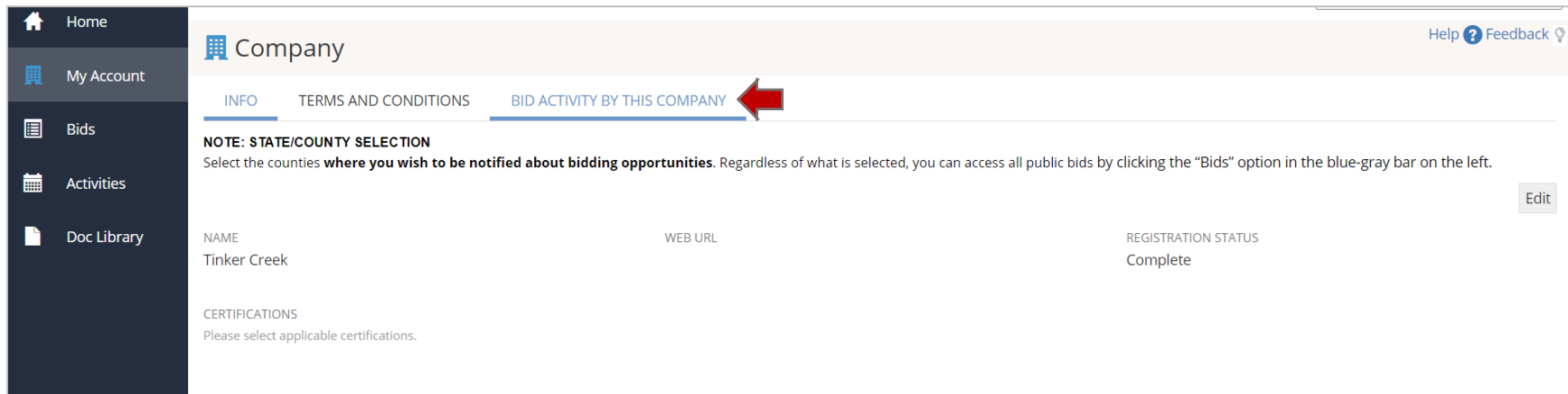
The screenshot shows the PENNBID user interface. On the left is a dark sidebar with navigation options: Home, My Account, Bids, Activities, and Doc Library. The main content area is titled 'Tinker Creek' and shows 'REGISTRATION STATUS' as 'Complete'. Below this is a 'CERTIFICATIONS' section with the text 'Please select applicable certifications.' and an 'ADDITIONAL DOCUMENTS' section with three document slots labeled 'DOCUMENT 1', 'DOCUMENT 2', and 'DOCUMENT 3'. The 'CATEGORIES' section is expanded, showing a list of categories with checkboxes. The '001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES' checkbox is checked. A red arrow points to the 'Save' button in the 'CATEGORIES' section. Below the categories is a search bar and a list of other categories, including '005 ABRASIVES', '006 Test', '007 PENNBID TEST CATEGORY', '010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES', '015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.', and '019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND'. The 'BY STATE/COUNTY AREA' section is also expanded, showing a table with one record for Allegheny Co, PA.

CODE	DESCRIPTION	FULL NAME
Allegheny Co, PA	Allegheny Co, PA	Pennsylvania Pennsylvania > Allegheny Co, PA Allegheny Co, PA

How to Opt Out of Project Specific Notifications

If you no longer wish to receive notifications about a specific project, you can [Opt Out](#). With an Inactive bid status, you will no longer receive bid related notifications, including those related to addenda. If opting out of a private bid, you will no longer see that project.

1. Go to “My Account” and click the [Bid Activity By This Company](#) tab.



Home

My Account

Bids

Activities

Doc Library

Company

Help Feedback

INFO TERMS AND CONDITIONS **BID ACTIVITY BY THIS COMPANY**

NOTE: STATE/COUNTY SELECTION
Select the counties **where you wish to be notified about bidding opportunities**. Regardless of what is selected, you can access all public bids by clicking the “Bids” option in the blue-gray bar on the left.

NAME WEB URL REGISTRATION STATUS

Tinker Creek Complete

CERTIFICATIONS
Please select applicable certifications.

Edit

2. Locate the project(s) you no longer want notifications.
3. Going across the same line, locate the “Opt Out of Notification” column.
4. Click the “Pencil” icon to change your preference.
5. Click inside the box. The system will add a checkmark and change the “No” to “Yes” under the “Opt Out of Notifications” column.

- [Home](#)
- [My Account](#)
- [Bids](#)
- [Activities](#)
- [Doc Library](#)

[Help](#) [Feedback](#)

Company

INFO
TERMS AND CONDITIONS
BID ACTIVITY BY THIS COMPANY

Amount of time closed and cancelled bids are visible: 2 years
Amount of time awarded bids are visible: 2 years

COMPANY BIDS (37 records)
Edit

YES NO

NUMBER	TITLE	OPT OUT OF NOTIFICA...	STATUS	BID ACTIVITY	DUE DATE	DATE SUBMITTED	DATE W
<input checked="" type="checkbox"/>	Lehigh-Northampton Airport Authority - TEST PROJECT	Yes	Open for Bidding		12/6/2020 1:58 PM	11/4/2020 2:24 PM	
<input checked="" type="checkbox"/>	Test Bid - Clarifications	<input type="checkbox"/>	Cancelled		5/4/2020 9:30 AM	5/4/2020 9:16 AM	
<input type="checkbox"/>	City of Harrisburg, Dauphin County	No	Awarded		2/28/2020 5:00 PM		
<input type="checkbox"/>	City of Lancaster - Lancaster County	No	Awarded		3/4/2020 11:00 AM		

Note: You can edit your preferences at any time. To opt back in to notifications, simply click the “Pencil” icon and uncheck the box.