

QUICK START GUIDE

This is a quick-start guide for agency users of Bid Locker. This guide will walk you through setting up an account, listing your first solicitation, and viewing submitted bids. **Step 1:** Register your agency profile.

You can review our terms of service and register with our self-service portal:

https://bidlocker.us/Account/Signup

You'll need an email address and your agency's contact information. Logo is optional.



Step 2: Set up a solicitation listing.

This creates a bid window for vendors to upload their bids, and lets you specify a time that the bid window closes. A listing title and close date are required. You can add attachments and set optional bid requirements if you like.

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	Basic Inf	ormation												
re bid submission	The basic	information at	out you	r solicitat	ion.									
ACCOUNT	Solicitation Title							Project Number						
Agency Dashboard	Fiber Op	Fiber Optic Network Upgrade (East Campus) #						#1685.1 ITB						
Vendor Dashboard	This is a reo	This is a required field.												
Site Config	Descriptio	n												
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Notify your vendors to submit their bids to Bid Locker. We provide sample addenda you can use to instruct your vendors, with links to the Vendor Quick Start Guide. **Step 3:** After the listing closes, you can download and review every submitted bid on the Bid Locker dashboard. You'll also receive email notices as they're submitted.



Please note: vendors can review their bids via their dashboard at any time, while you'll only be able to access them once the given bid window has closed.



Built Proudly in Philadelphia, PA.