1.1.1. Assistance for Invited Bidders

You can access e-Builder's online bidder portal and respond to a bid package. The bidder portal provides access to the Bid Documents Folders and Bidding Instruction File (if one is used). Invited bidders can take any of the following actions from the bidder's portal:

- Register with e-Builder
- Access the Bid Package
- Entering the Invitation Key
- Review Package Invitation
- Ask Questions/View Responses
- Submit Your Bid Response
- Submit Your Quote
- Submit a Quote Via Fax

1.1.1.1. Register with e-Builder

📑 **Note:** If you have already registered with e-Builder, you do not have to register again. If you already have an e-Builder username and password, you can just sign in to the bidder portal.

The first time you receive an invitation to bid, you must register with e-Builder and obtain a username and password in order to use the bidder portal. This same username and password can be used to bid on any additional projects for any e-Builder customer that you are invited to bid on.

During the registration you will create a username, receive a temporary password via e-mail, and then change that password.

To register with e-Builder:

1. Go directly to https://bidders-us2.e-builder.net or click on the link in the bid request email. The e-Builder Bidder Login Page displays.
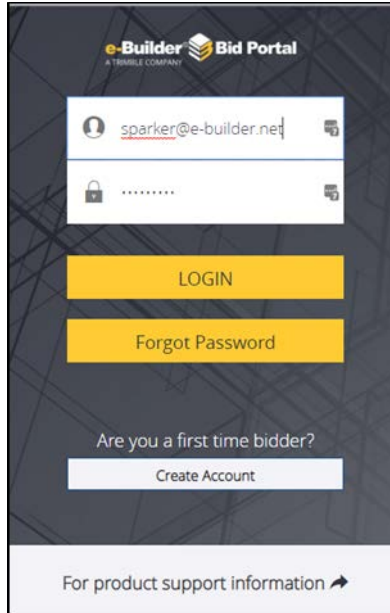
📑 **Note:** To view a 5-minute tutorial video about the Account Creation process or to contact e-Builder Technical Support, click on the "For Product Support Information" link.

2. To register as a new user, click the **Create Account** button. The registration page displays. (Partial display of page below)

3. Complete all required fields.

4. Click **Register**. A confirmation message displays stating that a temporary password has been sent to your email address.

5. Click **Continue to Login**. If you do not receive the password within 10 minutes of registering, check your Spam or Junk folder.
    If the message has still not been received, contact e-Builder Support from the "For Product Support Information" link from the bid portal login screen.

6. Once you receive your password, go back to the bid portal login page at https://bidders-us2.e-builder.net to login.

7. Enter your username and password, and then click **Login**. The Change Password page displays.

8. Enter all required fields.

    - **Current password** – Enter your temporary password.

    - **Password** – Enter your new password.

    - **Confirm Password** – Renter your new password.

9. Click **Apply**. A confirmation message displays, depending on whether the project is currently open for bidding.

10. Click **Continue** to view the bid packages that you have been invited to.

1.1.1.2. Access the Bid Package

To access the bid package, you must have first registered with e-Builder. For more information, see Register with e-Builder. After registering, you should have a username and password that will allow you to login to the bidder portal and access the bid package.

1. Go directly to https://bidders-us2.e-builder.net or click on the link in the bid request email. The e-Builder Bidder Login Page displays.

2. Enter your username and password. The Bid Package main listing A list of all the bid packages you've been invited to displays.

    Note: If you do not see the bid package you are expecting, enter the invitation key from the bid invitation email into the field at the top of the screen. The invitation key is specific to your email address and it is case sensitive.

If another person in your organization needs to access the bid, you can share the invitation key or forward the invitation email link to them. When that person enters the key or clicks on the email link, e-Builder will send a request for access to the bid manager, and will notify you that the key was used by your colleague.

3. The Bid Package listing page displays bid packages that you have been invited to across all e-Builder customer accounts. When bid packages are within 48 hours of the due date, they are marked as "Expiring." The Bid Manager will periodically close bid packages, at which time they will no longer display on the Bidder Portal at all.

   The packages are grouped by status as listed below. Click on the **Bid Archives** link to view the final 3 groups:

   - New Bids, Not Accepted
   - Unsubmitted Bids, Accepted
   - Submitted Bids, Not Awarded
   - Awarded, Won
   - Awarded, Lost
   - Will Not Bid

4. Click the name of the bid package you want to access.

5. To return to the Bid Packages list, click on the **Bid Packages** button on the top page border.

1.1.1.2.1. Entering the Invitation Key

The invitation key is specific to your email address, and it is case sensitive. You may need to enter the invitation key if you do not see the bid package you were invited to bid on display during your initial login to the bidder portal.

1. Review the invitation email to locate the invitation key, which is located at the top of the message.

2. On the **Bid Packages** page, enter the invitation key in the **Invitation Key** field located at the top of the page. Click the blue arrow to submit.

3. The bid package details should open immediately.

📝 **Note:** If you enter an invitation key that was sent to another person, you will be prompted to request bid package access from the bid manager. Once access has been granted by the bid manager, you will receive an email notification. The person who originally received the invitation key will also receive an email that you now have access.

📑 **Note**: If you accidentally created more than one user name for yourself, you may be prompted to request bid access. If this is case, contact e-Builder Support for assistance at 888-288-5717.

1.1.1.3.   Review Package Invitation

The Bid Package view displays key package information at the top of the screen.

- **Title**: The e-Builder customer account name, project name, and bid package name are listed at the top of the page
- **Status**: Displays whether the package is Open or Closed, and whether you have accepted or declined the bid, and whether you have submitted a response yet.
- **Timeframe**: Displays how much time is left before the bid due date/time, and the bidding time zone.
- **Summary**: Displays the current financial total of your bid response.

The **Package Invitation** tab displays under the status box, which contains 3 subtabs of descriptive information published by the bid manager.

1. **Bid Info**: The information on this tab varies depending on what the bid manager decided to fill out. Bid package description, contact person, pre-bid meeting details and bid instruction documentation are some of the items that may be included.
2. **Invitation Documents**: Drawings, specifications and other documentation for the bid are published here. Click the arrow next to the file name to download each file.
3. **Addenda:** If addenda are published for the bid package, the documentation will be listed here. If addenda are published after you have submitted a bid response, your bid will be set back to Draft status and you will need to resubmit your response.

When you decide whether you will bid on this project, you can notify the organization of your intentions. To accept/decline the invitation to bid:

1. Open the bid package. The Package Invitation tab displays. For more information, see [Access the Bid Package](#).
2. To accept or decline the invitation, click **Accept** or **Decline** button. The Status box will update Bidding to Will Bid or Will Not Bid.

1.1.1.4.   Ask Questions/View Responses

Questions may come up during the bid process that you may want to ask the bid manager. You have the ability to do so under the **Q&A Board** tab. Using this tab you are able to submit questions, receive responses, and view questions submitted by other bidders and the responses to those questions.

Note: Bidder names are kept confidential. Viewers are only able to see that questions have been submitted by another bidder, but their names remain anonymous.

To ask questions or review responses:

1. Open the bid package. The Package Invitation tab displays. For more information, see [Access the Bid Package](#).

2. Click the **Q&A Board** tab located to the right of the page. Questions will be listed numerically with the most recent question on the top. Select a question by clicking on the View eyeball icon, and the Question and Answer pane will display to the right.

3. To ask a question, click **Submit Question**. The Submit Question dialog box displays.

4. Enter the subject in the **Subject** field.

5. Enter your question in the **Question** field.

6. Click **Submit Question**.

7. When the bid manager provides an answer, you will receive an email notification, and your question will be bolded until you have clicked on the question and read the answer. If the bid manager subsequently updates the answer, the question will again be bolded until you read it.

8. Depending on the content of the question, the bid manager may provide the answer to just you or may share with all bidders. Other bidders will see "Another bidder" in the Questionee column, and not your name.

Tips:

- Click **View All** to see all questions.

- To export the data to a spreadsheet for printing, click the **Export** button.

1.1.1.5. Submit Your Bid Response

After you have reviewed the bid package invitation, the **Response Form** tab contains 3 subtabs for you to complete in order to submit your bid response.

STEP 1: Bid Form – provide pricing at the level of detail required by the bid manager. Some line items may be lump sum, and others may require quantities and unit prices.

STEP 2: Response Documents – attach any documentation needed to support your bid

STEP 3: Additional Required Info – complete any additional questions or qualification statements that have been established by the bid manager.

To submit your bid:

1. Go to the bid package. For more information, see Access the Bid Package.

2. Click the name of the bid package you want to access. The Package Invitation tab displays.

3. Click the center **Response Form** tab, and then **Step 1: Bid Form** subtab. All bid items display. Enter your pricing on the bid form line items.

   ℹ️ **Tips**:

   - If there are areas that do not pertain to your trade, enter a zero (0) value in that line.

   - The **Summary** box at the top of the page maintains a running total of your entries for reference.

4. Click the **Save** icon periodically to save your work as draft.

5. The **Download** icon will export the bid items to a spreadsheet that you can share with your team, and add formulas for convenience. Use the **Upload** icon to re-import the completed spreadsheet.

6. On the **STEP 2: Response Documents** subtab, use the **Attach Documents** button, or drag and drop, to upload supporting documentation.

7. On the **STEP 3: Additional Required Info** subtab, complete the requested information if any. If any addenda have been issued, you are required to acknowledge receipt of the addenda on this page before submitting your bid.

8. Once all information is entered, review the entire Response Form and click **Submit**. Enter your e-Builder portal password in the confirmation popup, and click **Submit Bid**.

9. The date and time that you submitted your bid displays under the **Submit** button.

10. After the bid due date/time has passed, the **Submit** button will be disabled. In some circumstances, the bid manager may allow late submissions and the button will continue to be enabled.

11. If the bid manager makes any of the following changes, your bid will be set back to Draft status. You will receive an email notification to reconfirm your bid and resubmit.

   - Add a bid item
   - Change a bid item
   - Publish an addenda

1.1.1.6. Recall Your Bid Response

If you need to make changes to your bid prior to the due date/time, you can recall your bid without any interaction from the bid manager. The Bid Manager has no record of your bid response until you click Submit again.

1. Click the **Recall Bid** button on the **Response Form** tab. Provide an optional reason for your recall on the confirmation popup, and click **Yes, I am sure**.

2. The **Response Form** returns to an editable status with your previous submission information.

3. Click the **Submit** button to resubmit your bid prior to the bid due date/time.

1.1.1.7. Submit a Quote

The bid manager may set up the bid package to only accept quote documentation, such as for initial prequalification bids. In this situation, the Response Form does not have any subtabs, and you will upload a file containing your response instead of entering line item pricing.

To submit your quote:

1. Go to the bid package. For more information, see Access the Bid Package.

2. Click the name of the bid package you want to access. The Package Invitation tab displays.

3. Click the center **Response Form** tab, and then the **Submit Quote** button.

4. Upload the required files to the popup window , click **Upload,** then click **Continue**.

5. The date and time that you submitted your quote displays under the **Submit Quote** button.

1.1.1.8. Submit a Quote Via Fax

For bid packages using the **Submit Quote** format only, you have the option of faxing your response instead of uploading documentation to the e-Builder portal.

1. Be sure to click the **Accepted** button to notify the bid manager that you are participating in the bid package.

2. Click the **Fax Cover Sheet** icon next to the **Submit Quote** button, and download the resulting web page. The bar codes included on the cover page are critical for the system to read the bid package.