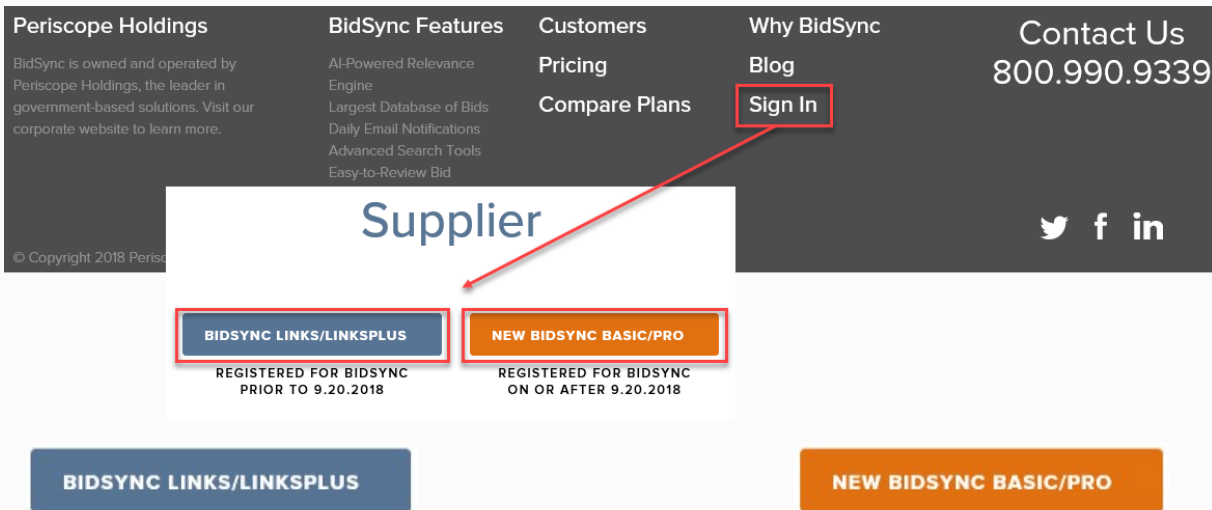


BIDSYNC **BASIC**/LINKS

Searching for Issued Solicitations

Go to www.sccprc.org/eRFP, scroll down to the bottom of the page, and click **sign in**. Then, click the appropriate portal that matches your registration date* and sign in to your account.



The screenshot shows the BidSync website interface. At the top, there are navigation links: Periscope Holdings, BidSync Features, Customers, Why BidSync, and Contact Us. The 'Why BidSync' section includes links for Blog and Sign In. Below this, there are two registration portals: 'BIDSYNC LINKS/LINKSPLUS' for users registered prior to 9.20.2018, and 'NEW BIDSYNC BASIC/PRO' for users registered on or after 9.20.2018. A red arrow points from the 'Sign In' link to the registration portals.

*if you registered **before 09/20/2018**, you will be managing users in the **BIDSYNC LINK/LINKSPLUS** account version.

To conduct a general search from your homepage:

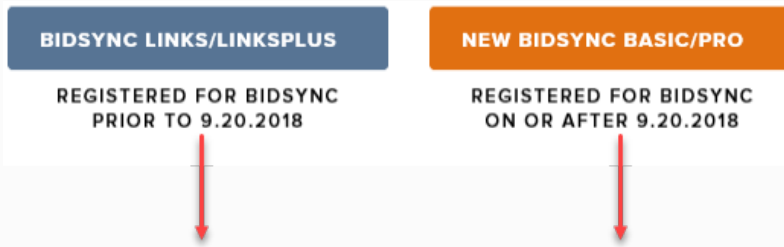
1. Select the **bid opportunities** tab.
2. Bids displayed under the **bids matching my settings** tab show **agency in-network bids** that are based on NIGP classification codes and are connected to your account.
3. To expand your search, find and select the **new search** tab.
4. Navigate to the search bar and enter a bid number, bid title, or up to three keywords.
5. Then, click the **search** box to the right of the bar and a list of solicitations will populate in the **links bids** tab.
6. To further narrow your search, use the search filters on the left-hand side.

*if you registered **after 09/20/2018**, you will be managing users in the **BIDSYNC BASIC/PRO** account version.

To conduct a general search from your homepage:

1. Navigate to the **new for you, your saved bids, or all bids** tabs located on the homepage.
2. To see solicitations based on NIGP classification codes that are connected to your account, select the **new for you**** tab.

Note, to manage your NIGP classification codes, navigate to the right-hand corner of the page and hover and click on the person icon. Then, select **bid profile in the drop-down pick list that appears. You will be redirected to a web page where you can customize your **NIGP codes, keywords, and notifications**.
3. To expand your search, navigate to the **filter** section on the left-hand side.
4. Then, click the downward arrow on one of the drop-down pick lists (**keywords, states/ provinces, or the bid end date**), type in the relevant word(s), and press enter.
5. When you are done populating the appropriate word(s), click the **search** button at the bottom of the **filter** menu and your results will populate to the right.



To view a solicitation using a BidSync email notification:

1. Click on the link in your newly received email from BidSync.
2. You will be redirected to the solicitation's details page.
3. Proceed by clicking **download bid packet** or **add to my bids****.

If you click **add to my bids, you can revisit the solicitation at a later date on BidSync's **bid opportunities** page under the **my bids** tab.

To view a solicitation using a BidSync email notification:

1. Click on the link in your newly received email from BidSync.
2. You will be redirected to the solicitation's details page.
3. Proceed by clicking **download bid packet** or **add to my bids*****.

***If you click **add to my bids**, you can revisit the solicitation at a later date on BidSync's **bid opportunities** page under the **your saved bids** tab.