Keeping PennBid Users informed of the latest features and functionality.

User Accounts - Which Options are Best?

There are two main types of accounts in PennBid - a User account and a Bidder/Vendor account. A User account allows you to post & manage solicitations (bids). A Vendor account allows you to view solicitations, download documents and submit sealed bids and proposals on projects.

Key Item - User accounts must be established through the PennBid office. PennBid offers many User Account types, such as "Bid Viewer – Read Only" (perhaps for auditors or solicitors) and "Reports Viewer" (can assess Reports for your User group). If having different types of User Accounts would benefit your organization, contact our office to review which options might fit your needs.

Updating User Accounts

We understand that people retire (Congrats!), change locations or transition to another position. If this situation applies to you, please let our office know so we can update accounts.   If you know that individuals in your User group are no longer with the company, contact us so we can adjust accounts accordingly.

Remember, most data in PennBid is retained. If a previous employee was managing a project, the project will remain available in the system should you wish to retrieve data in the future.

Vendor View Accounts

Bidder/Vendor accounts use a self-registration process. Those who have a User account may also have, and many times do create, a Vendor account.

Key Item - A separate email address needs to be registered for the Vendor account.   If you're unsure if you need a Bidder/Vendor account or a User account, just give us a call (610-693-4769) - we can walk you through the registration process.

PennBid appreciates all of our clients and bidders!

For more useful tips and pointers, including training videos and "quick-guides", please visit the **Resource Center** on our website at **www.pennbid.net.**

PennBid is proudly endorsed by:

www.pennbid.net -- info@pennbid.net