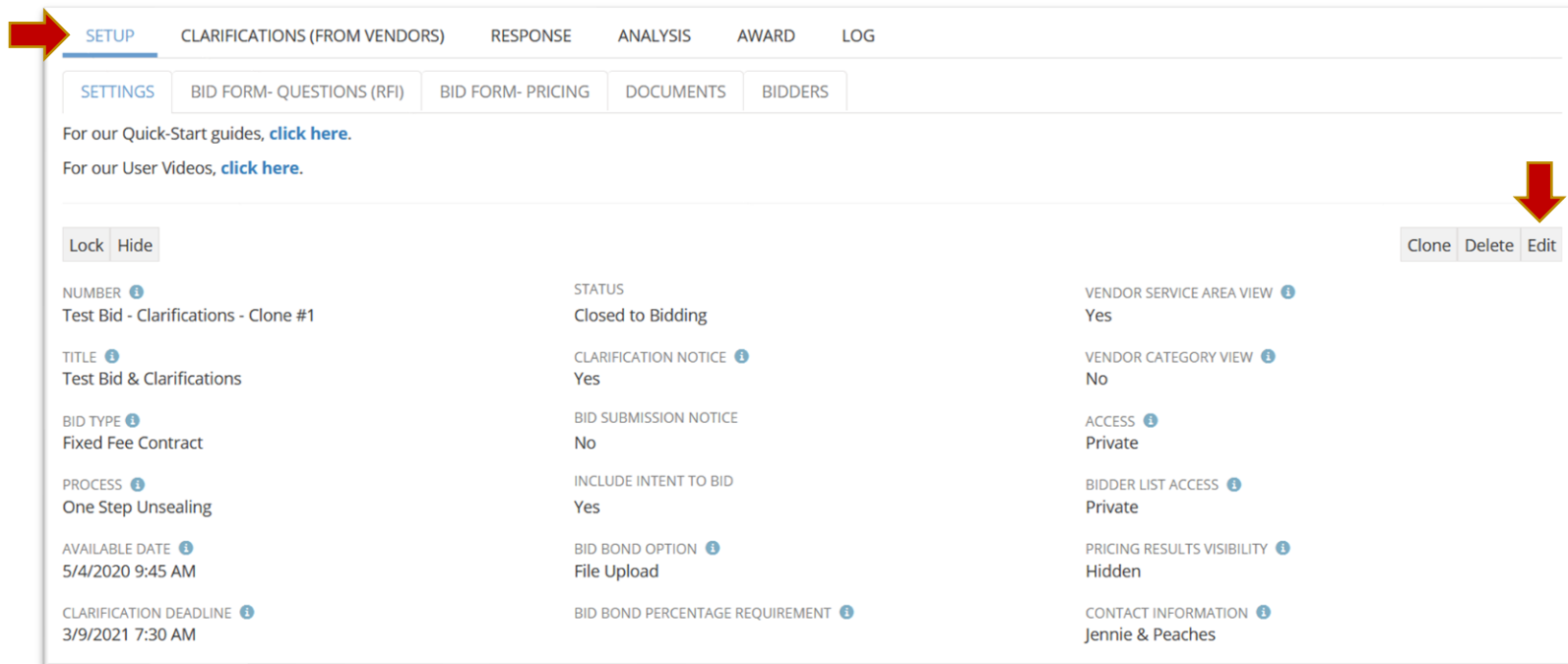


# INCLEMENT WEATHER NOTIFICATION

*Inclement Weather Notification – Moving a bid due date and/or time due to weather circumstances and notifying all bidders via addenda*

## Changing Your Bid Due Date

Log in to PennBid and go into your solicitation. On the **Setup** Screen (top bar) under **Settings**, click “Edit” on the right.



[SETUP](#) | CLARIFICATIONS (FROM VENDORS) | RESPONSE | ANALYSIS | AWARD | LOG

[SETTINGS](#) | BID FORM- QUESTIONS (RFI) | BID FORM- PRICING | DOCUMENTS | BIDDERS

For our Quick-Start guides, [click here](#).  
 For our User Videos, [click here](#).

Lock	Hide				Clone	Delete	Edit
NUMBER ⓘ	STATUS	VENDOR SERVICE AREA VIEW ⓘ					
Test Bid - Clarifications - Clone #1	Closed to Bidding	Yes					
TITLE ⓘ	CLARIFICATION NOTICE ⓘ	VENDOR CATEGORY VIEW ⓘ					
Test Bid & Clarifications	Yes	No					
BID TYPE ⓘ	BID SUBMISSION NOTICE	ACCESS ⓘ					
Fixed Fee Contract	No	Private					
PROCESS ⓘ	INCLUDE INTENT TO BID	BIDDER LIST ACCESS ⓘ					
One Step Unsealing	Yes	Private					
AVAILABLE DATE ⓘ	BID BOND OPTION ⓘ	PRICING RESULTS VISIBILITY ⓘ					
5/4/2020 9:45 AM	File Upload	Hidden					
CLARIFICATION DEADLINE ⓘ	BID BOND PERCENTAGE REQUIREMENT ⓘ	CONTACT INFORMATION ⓘ					
3/9/2021 7:30 AM		Jennie & Peaches					

While in "Edit" mode, select a new due date and/or time and then click "Save."

SETUP   CLARIFICATIONS (FROM VENDORS)   RESPONSE   ANALYSIS   AWARD   LOG

SETTINGS   BID FORM- QUESTIONS (RFI)   BID FORM- PRICING   DOCUMENTS   BIDDERS

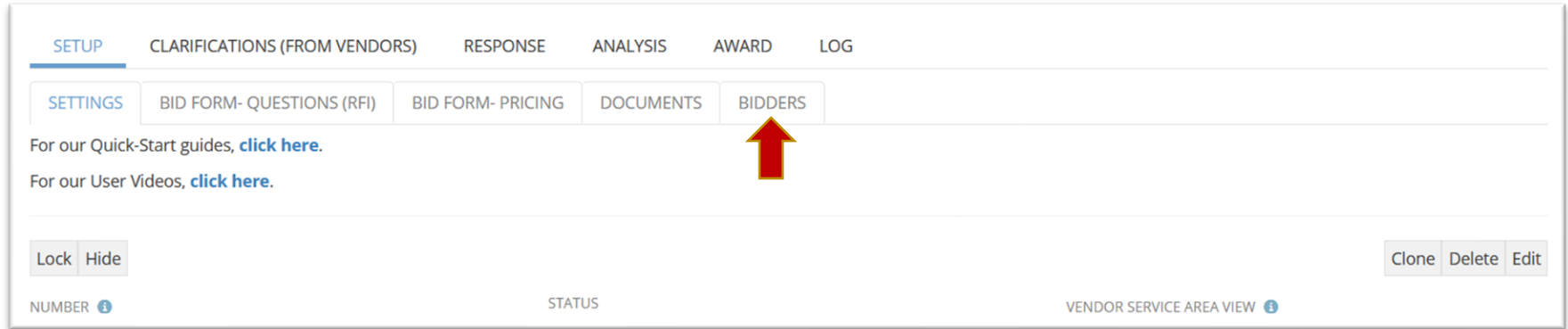
For our Quick-Start guides, [click here](#).  
For our User Videos, [click here](#).

Cancel   Save

NUMBER ⓘ *	STATUS	VENDOR SERVICE AREA VIEW ⓘ
Test Bid - Clarifications - Clone #1	Closed to Bidding ▼	<input checked="" type="checkbox"/>
TITLE ⓘ *	CLARIFICATION NOTICE ⓘ	VENDOR CATEGORY VIEW ⓘ
Test Bid & Clarifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BID TYPE ⓘ	BID SUBMISSION NOTICE	ACCESS ⓘ *
Fixed Fee Contract ▼	<input type="checkbox"/>	Private ▼
PROCESS ⓘ *	INCLUDE INTENT TO BID	BIDDER LIST ACCESS ⓘ *
One Step Unsealing ▼	<input checked="" type="checkbox"/>	Private ▼
AVAILABLE DATE ⓘ *	BID BOND OPTION ⓘ *	PRICING RESULTS VISIBILITY ⓘ *
5/4/2020 9:45 AM [calendar] [clock]	File Upload ▼	Hidden ▼
CLARIFICATION DEADLINE ⓘ	BID BOND PERCENTAGE REQUIREMENT ⓘ	CONTACT INFORMATION ⓘ
3/9/2021 7:30 AM [calendar] [clock]	%	Jennie & Peaches
DUE DATE ⓘ * ⌚	USER GROUP ⓘ *	
3/11/2021 2:00 PM [calendar] [clock]	PennBid ▼	

## Notifying Potential Bidders

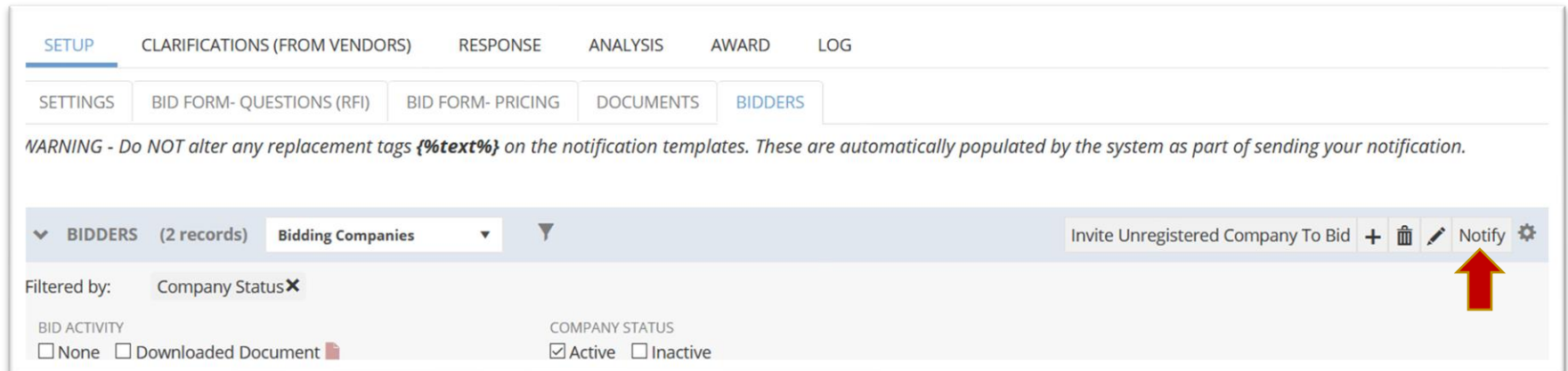
From the same screen, select the **Bidders** tab (Lower toolbar, far right tab).



The screenshot shows the PENNBID interface with the following elements:

- Top navigation tabs: SETUP (selected), CLARIFICATIONS (FROM VENDORS), RESPONSE, ANALYSIS, AWARD, LOG.
- Lower toolbar tabs: SETTINGS, BID FORM- QUESTIONS (RFI), BID FORM- PRICING, DOCUMENTS, **BIDDERS** (highlighted with a red arrow).
- Text: "For our Quick-Start guides, [click here](#)." and "For our User Videos, [click here](#)."
- Buttons: Lock, Hide, Clone, Delete, Edit.
- Table headers: NUMBER ⓘ, STATUS, VENDOR SERVICE AREA VIEW ⓘ.

Click the "Notify" button on the right.



The screenshot shows the PENNBID interface with the following elements:

- Top navigation tabs: SETUP (selected), CLARIFICATIONS (FROM VENDORS), RESPONSE, ANALYSIS, AWARD, LOG.
- Lower toolbar tabs: SETTINGS, BID FORM- QUESTIONS (RFI), BID FORM- PRICING, DOCUMENTS, BIDDERS (selected).
- Warning: "WARNING - Do NOT alter any replacement tags **{%text%}** on the notification templates. These are automatically populated by the system as part of sending your notification."
- Toolbar: BIDDERS (2 records), Bidding Companies, Invite Unregistered Company To Bid, +, trash, edit, **Notify** (highlighted with a red arrow), settings.
- Filtered by: Company Status ✕
- BID ACTIVITY:  None,  Downloaded Document 📄
- COMPANY STATUS:  Active,  Inactive




Select the *Bid Addendum* message template from the dropdown menu on the left. Make sure “All Bidders on Bidders List” is selected under the “Send To” column on the right. Click “Send.”

SETTINGS | BID FORM- QUESTIONS (RFI) | BID FORM- PRICING | DOCUMENTS | BIDDERS

WARNING - Do NOT alter any replacement tags **{%text%}** on the notification templates. These are automatically populated by the system as part of sending your notification.

▼ BIDDERS (2 records) | Bidding Companies ▼ | Invite Unregistered Company To Bid | Cancel | Send ⚙️

Filtered by: Company Status ✕

MESSAGE TEMPLATE \* 


- Bid Addendum
- Please choose one
- Bid Available
- Bid Addendum
- General Bid Notification
- Thank you for Submitting a Bid

ADDITIONAL RECIPIENT EMAIL(S) ⓘ  
Enter Text

INCLUDE INTERNAL BID CONTACTS

ADD ACKNOWLEDGEMENT LINK

SEND TO

- Selected bidders (check at least one below)
- All bidders on bidders list 
- All companies in related categories and service areas
- All bidders on bidders list, and all companies in related categories and service areas

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If you have any questions about changing the due date / time or notifying bidders, please contact the PennBid Team.