

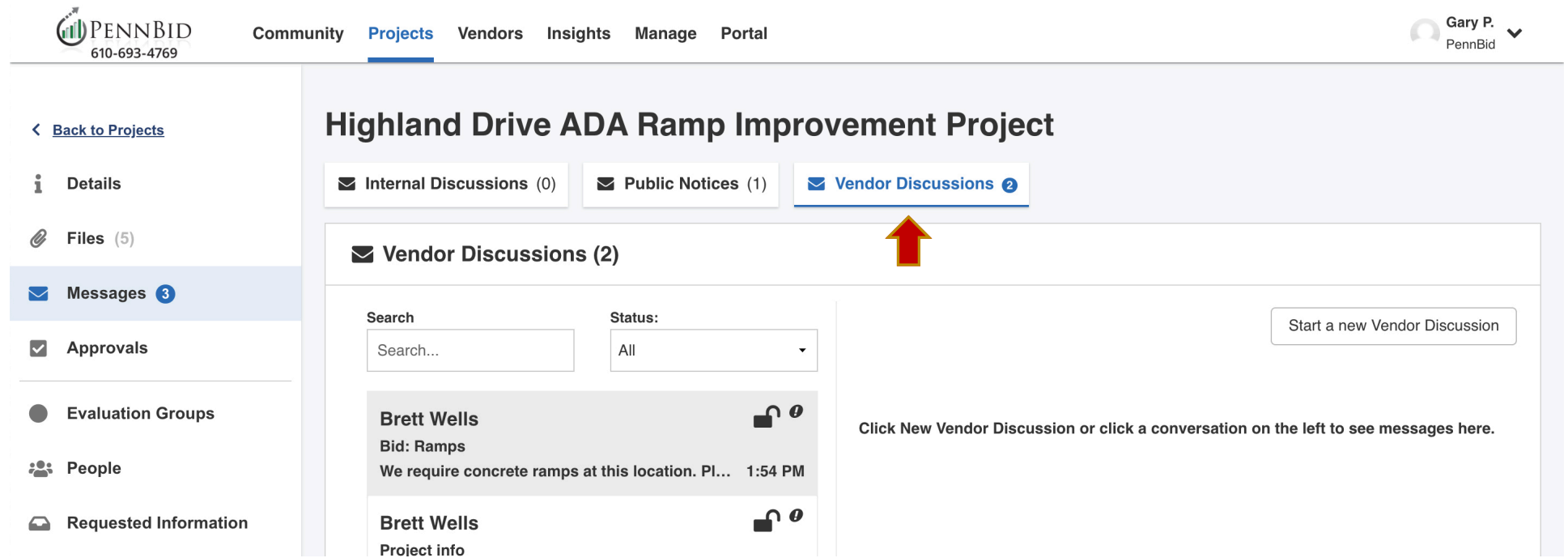
# Vendor Discussions

**Messages** – The tab within a Department User Account where communications such as Public Notices, Internal Discussions, and Vendor Discussions are managed.

**Vendor Discussion** – any communications that originate from or are sent to vendors/bidders.

## Responding to Vendor Questions as a User

Once you open your project click the **Messages** tab. Choose the **Vendor Discussions** tab.

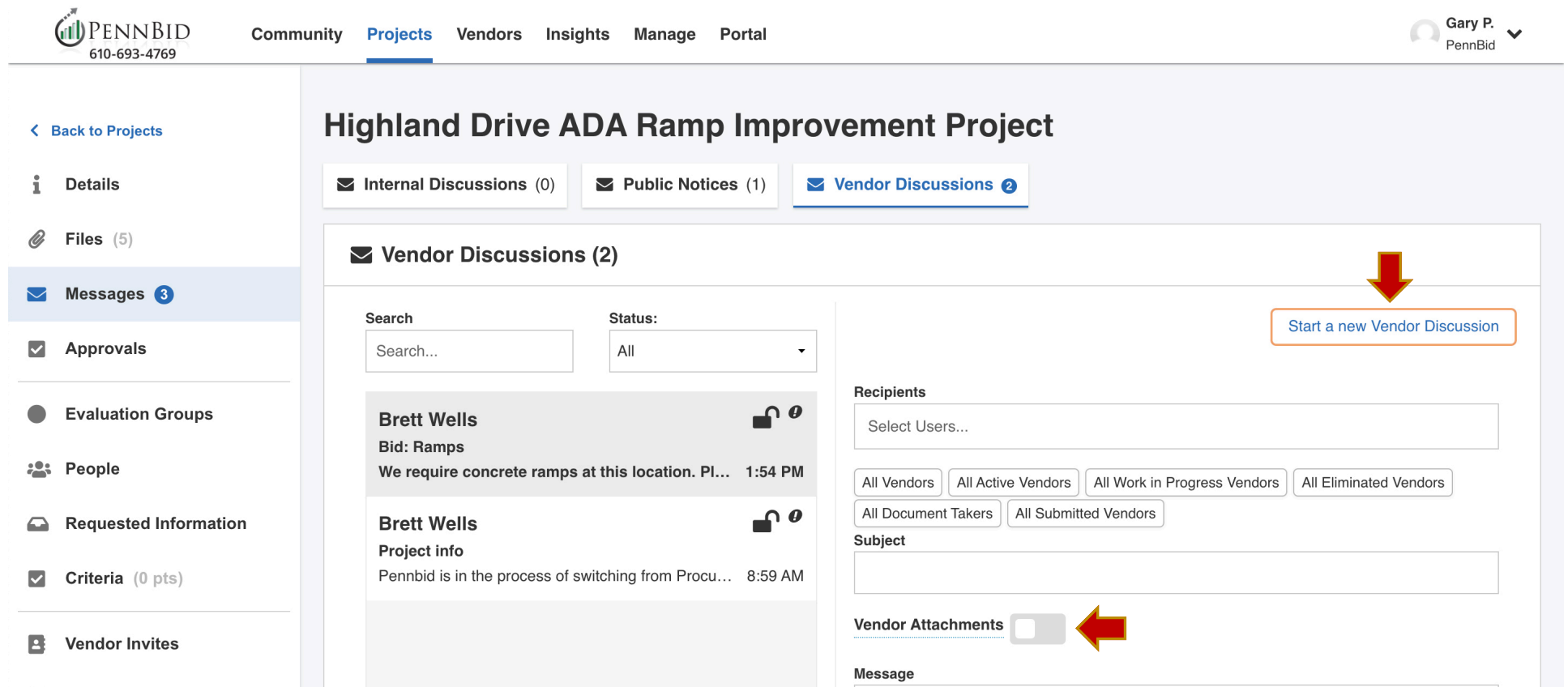


The screenshot shows the PENNBID web application interface. At the top left is the PENNBID logo with the tagline 'Bid Management Evolutionized'. The top navigation bar includes 'Community', 'Projects' (highlighted), 'Vendors', 'Insights', 'Manage', and 'Portal'. On the top right, the user profile 'Gary P. PennBid' is shown with a dropdown arrow. The left sidebar contains navigation options: 'Back to Projects', 'Details', 'Files (5)', 'Messages 3' (highlighted), 'Approvals', 'Evaluation Groups', 'People', and 'Requested Information'. The main content area is titled 'Highland Drive ADA Ramp Improvement Project'. Below the title are three tabs: 'Internal Discussions (0)', 'Public Notices (1)', and 'Vendor Discussions 2' (highlighted with a red arrow). Under the 'Vendor Discussions (2)' tab, there is a search bar, a 'Status:' dropdown menu set to 'All', and a 'Start a new Vendor Discussion' button. A list of discussions is shown, including one from 'Brett Wells' with the subject 'Bid: Ramps' and the message 'We require concrete ramps at this location. PI...' dated '1:54 PM'. Another discussion from 'Brett Wells' is titled 'Project info'. A text prompt on the right says 'Click New Vendor Discussion or click a conversation on the left to see messages here.'

## Vendor Discussions

All discussions are presented in a text/chat format, and selecting the desired chat box will allow the **User** to see all questions/communications submitted by vendors within that string. **Vendors** can only submit questions until the time designated by the owner within the **Details** section of the project. A **locked** or **unlocked** icon indicates whether or not the **Vendor Discussions** period is still open. Vendors can attach files to their questions if you toggle the **Vendor Attachments** button. The owner can reply at any time, and can also override to allow vendor responses after the deadline if necessary.

**Owners** can also initiate a discussion with a desired vendor by clicking on the [Start a new Vendor Discussion](#) button.



The screenshot shows the PennBid web application interface. At the top left is the PennBid logo with the tagline 'Bid Management Evolutionized' and the phone number '610-693-4769'. The navigation menu includes 'Community', 'Projects' (which is active), 'Vendors', 'Insights', 'Manage', and 'Portal'. On the top right, the user profile 'Gary P. PennBid' is shown with a dropdown arrow.

The main content area is titled 'Highland Drive ADA Ramp Improvement Project'. Below the title are three tabs: 'Internal Discussions (0)', 'Public Notices (1)', and 'Vendor Discussions (2)'. The 'Vendor Discussions (2)' tab is selected.

On the left side, there is a sidebar menu with options: 'Back to Projects', 'Details', 'Files (5)', 'Messages (3)', 'Approvals', 'Evaluation Groups', 'People', 'Requested Information', 'Criteria (0 pts)', and 'Vendor Invites'. The 'Messages (3)' option is highlighted.

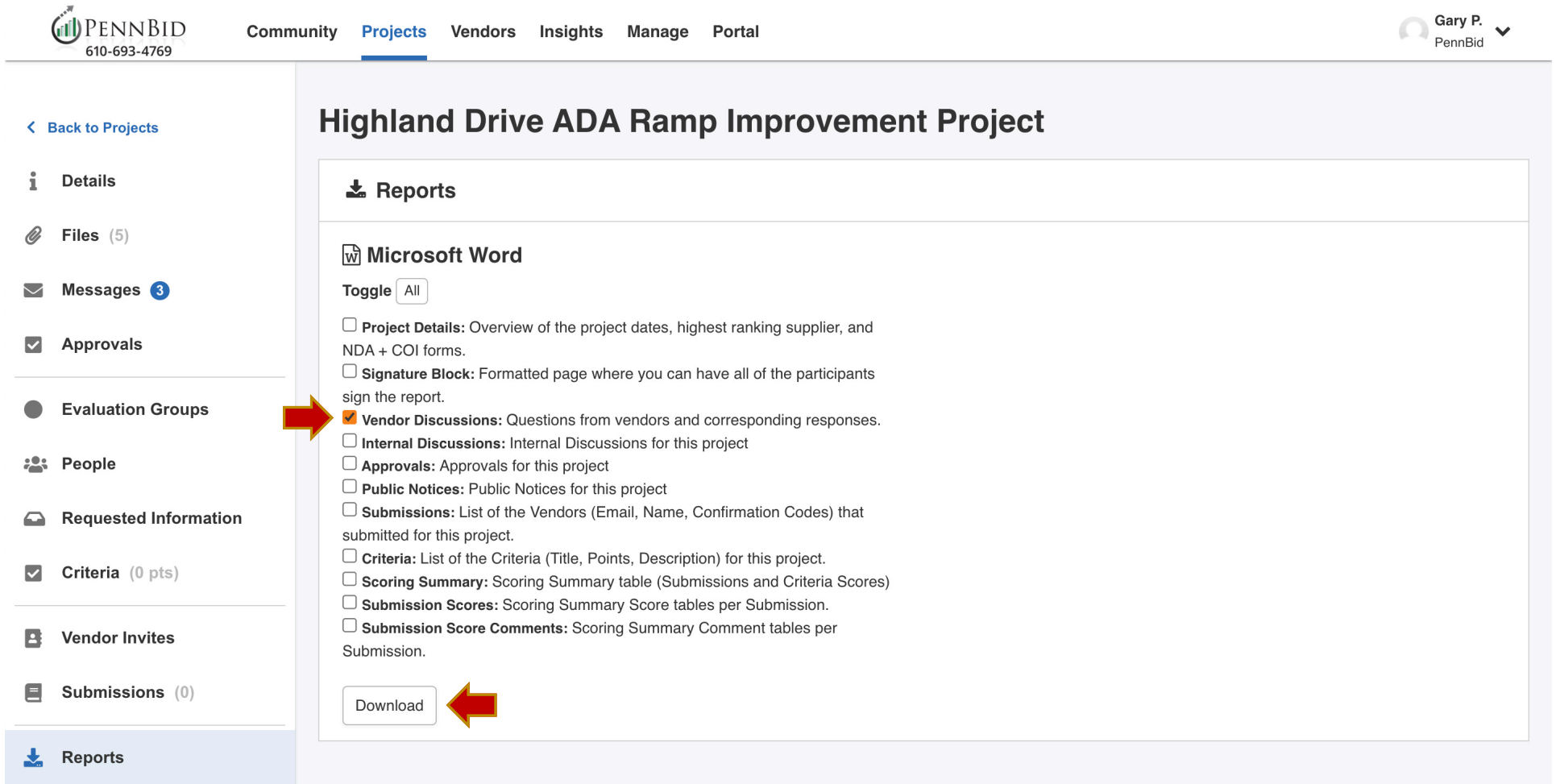
The 'Vendor Discussions (2)' section contains a search bar and a status dropdown menu set to 'All'. Below this are two discussion entries:


- Brett Wells** (Bid: Ramps) - "We require concrete ramps at this location. Pl..." - 1:54 PM. The discussion is locked.
- Brett Wells** (Project info) - "Pennbid is in the process of switching from Procu..." - 8:59 AM. The discussion is locked.

On the right side, there is a form to 'Start a new Vendor Discussion'. A red arrow points to the 'Start a new Vendor Discussion' button. Below this are sections for 'Recipients' (with a 'Select Users...' dropdown and filter buttons for 'All Vendors', 'All Active Vendors', 'All Work in Progress Vendors', 'All Eliminated Vendors', 'All Document Takers', and 'All Submitted Vendors'), a 'Subject' text box, a 'Vendor Attachments' toggle switch (which is currently off, with a red arrow pointing to it), and a 'Message' text box.

Vendor discussions are only visible to the specified vendor. It is common for agencies to share all questions and answers in the form of an addenda. To do so, go to the **Reports** tab and select only the **Vendor Discussions** checkbox.

Click the **Download** button to generate a Word document containing all **Vendor Discussions** which can be edited as appropriate.



 610-693-4769

Community **Projects** Vendors Insights Manage Portal

Gary P. PennBid

## Highland Drive ADA Ramp Improvement Project

### ↓ Reports

#### Microsoft Word

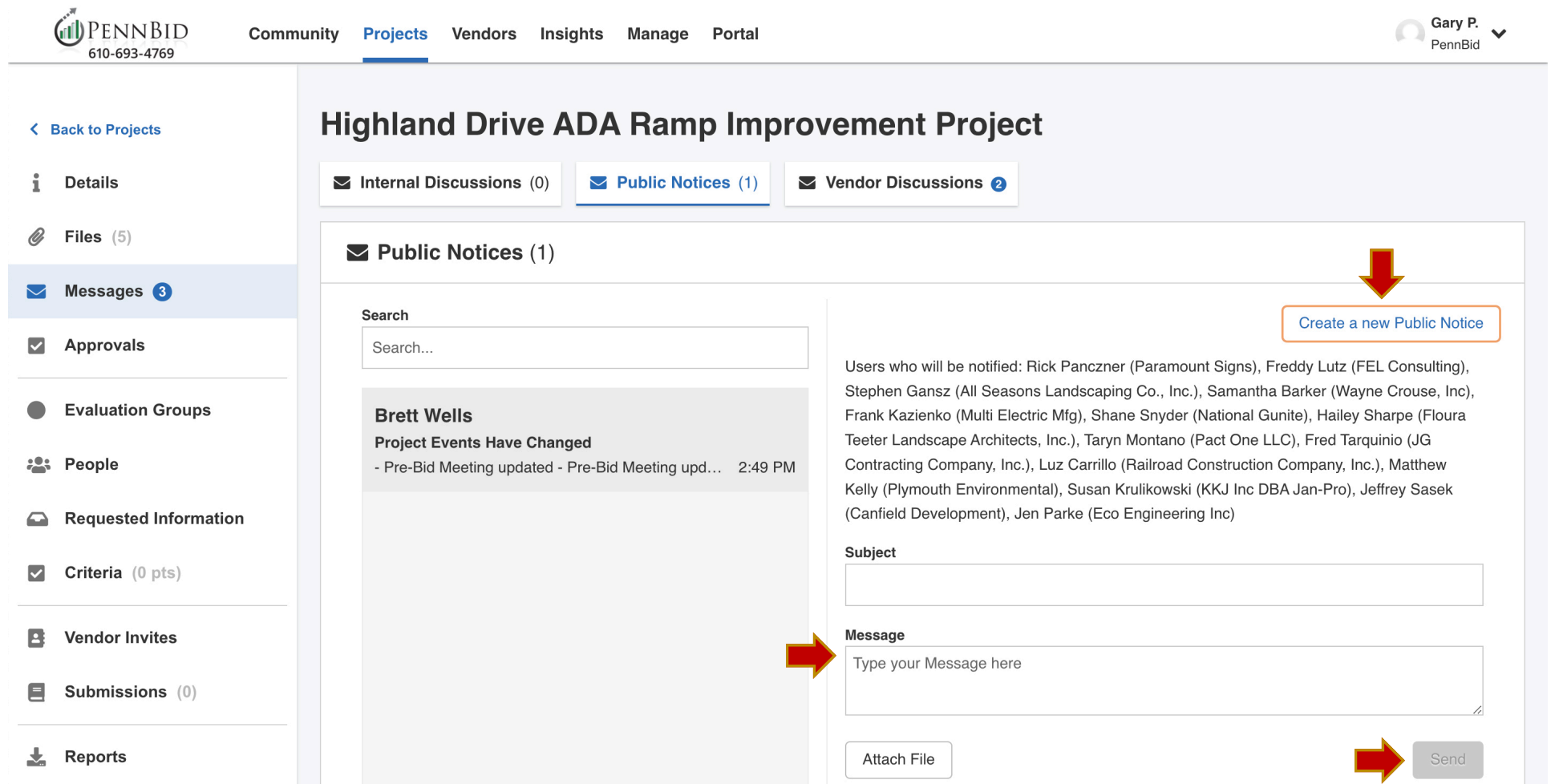
Toggle

- Project Details:** Overview of the project dates, highest ranking supplier, and NDA + COI forms.
- Signature Block:** Formatted page where you can have all of the participants sign the report.
- Vendor Discussions:** Questions from vendors and corresponding responses.
- Internal Discussions:** Internal Discussions for this project
- Approvals:** Approvals for this project
- Public Notices:** Public Notices for this project
- Submissions:** List of the Vendors (Email, Name, Confirmation Codes) that submitted for this project.
- Criteria:** List of the Criteria (Title, Points, Description) for this project.
- Scoring Summary:** Scoring Summary table (Submissions and Criteria Scores)
- Submission Scores:** Scoring Summary Score tables per Submission.
- Submission Score Comments:** Scoring Summary Comment tables per Submission.

## Public Notices

To issue the downloaded report as an addendum, return to the **Messages** tab, and select the **Public Notices** tab, and click on the **Create New Public Notice** button.

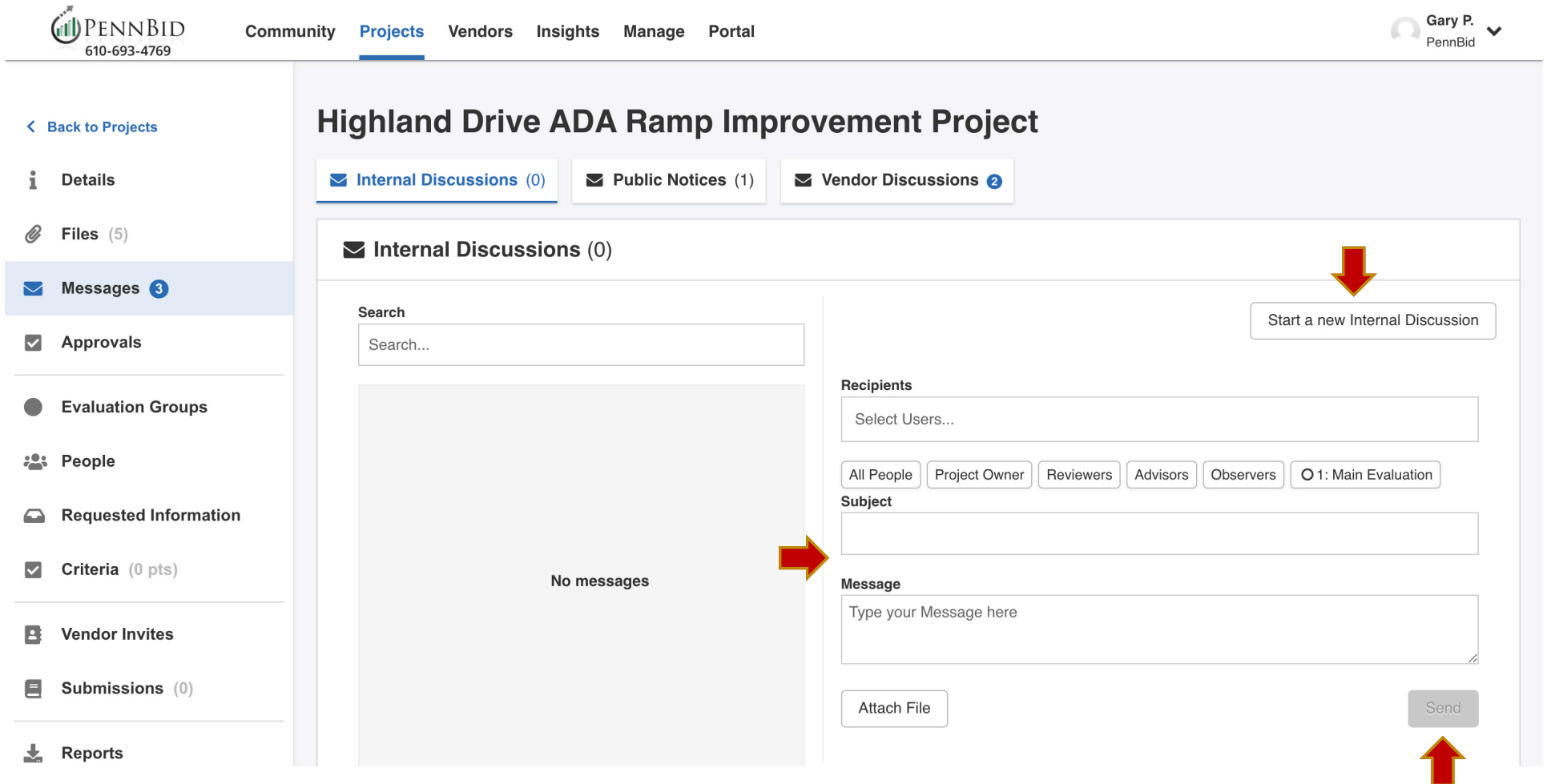
Enter *Subject*, *Message*, and click the **Attach File** button to *Attach* the appropriate report. Click the **Send** button to send an email to all **Vendors** associated with the project. The attached file will be included within **Public Files** and **Attached Files from Messages** in the **Files** tab.



The screenshot displays the PENNBID web application interface. At the top left is the PENNBID logo with the tagline 'Bid Management Evolutionized' and the phone number '610-693-4769'. The top navigation bar includes 'Community', 'Projects' (highlighted), 'Vendors', 'Insights', 'Manage', and 'Portal'. On the top right, the user 'Gary P. PennBid' is logged in. The left sidebar contains navigation options: 'Back to Projects', 'Details', 'Files (5)', 'Messages (3)' (highlighted), 'Approvals', 'Evaluation Groups', 'People', 'Requested Information', 'Criteria (0 pts)', 'Vendor Invites', 'Submissions (0)', and 'Reports'. The main content area is titled 'Highland Drive ADA Ramp Improvement Project'. Below the title are three tabs: 'Internal Discussions (0)', 'Public Notices (1)' (selected), and 'Vendor Discussions (2)'. Under the 'Public Notices (1)' tab, there is a search bar and a notification from 'Brett Wells' stating 'Project Events Have Changed - Pre-Bid Meeting updated - Pre-Bid Meeting upd... 2:49 PM'. To the right of the notification is a 'Create a new Public Notice' button. Below the notification is a form with fields for 'Subject' and 'Message' (with a placeholder 'Type your Message here'). There are 'Attach File' and 'Send' buttons at the bottom of the form. Red arrows point to the 'Create a new Public Notice' button, the 'Attach File' button, and the 'Send' button.

## Internal Discussions

The **Internal Discussions** tab within **Messages** allows communications between team members within your **Department** only. Click the **Start New Internal Discussion** button, choose the **Recipients**, enter the *Subject*, *Message*, add *Attachments* as desired and click the **Send** button. These communications are private, and at no time visible to the public.



The screenshot shows the PENNBID web interface. At the top left is the PENNBID logo and contact information. The navigation bar includes 'Community', 'Projects', 'Vendors', 'Insights', 'Manage', and 'Portal'. The user profile 'Gary P. PennBid' is in the top right. The main content area is titled 'Highland Drive ADA Ramp Improvement Project'. Below the title are three tabs: 'Internal Discussions (0)', 'Public Notices (1)', and 'Vendor Discussions (2)'. The 'Internal Discussions (0)' tab is active, showing a search bar and a large grey area with the text 'No messages'. To the right of this area is a red arrow pointing to the 'Start a new Internal Discussion' button. Below the search bar is the 'Recipients' section with a 'Select Users...' dropdown and several role-based buttons: 'All People', 'Project Owner', 'Reviewers', 'Advisors', 'Observers', and '1: Main Evaluation'. Below that is the 'Subject' text input field. The 'Message' section contains a large text area with the placeholder 'Type your Message here'. At the bottom of the form are an 'Attach File' button and a 'Send' button, with a red arrow pointing to the 'Send' button.

Should you have any questions or require assistance, please contact PennBid at [info@pennbid.net](mailto:info@pennbid.net), or **610-693-4769**.