
Vendor FAQs

Q: Where can I find bid results or award information?

A: Bid Results and Awards can be found under "Past Public Opportunities." Search for the project name and "View Opportunity". For bid results, scroll to the "Supporting Documentation". For award information scroll to "Award Notices".

Q: Where / how do I enter data in Bidder Acknowledgements and Bid Tables?

A: Confirm that you are logged in and have accessed the Submission portion of the Project setup.

- To answer the Bidder Acknowledgements: the downloadable Vendor Template (Excel file) opens to the Instructions sheet. The questions can be found in the worksheet tab labeled "1" (at the bottom of the page).
- For the Pricing Section, the downloadable Vendor Template (Excel file) opens to the Instructions sheet. Click the "Responses" worksheet (at the bottom of the page) to open the pricing area to begin entering your prices. Enter pricing data in the Unit Price column; the totals will auto-calculate.

Note that you can only populate information in the columns specifically designated for Bidders responses. Refer to [PennBid-Vendors-Bid-Submission-Guide.pdf](#) for detailed instructions.

Q: I am preparing a submission for a multiple contract project (MCD) and can't find the upload for the bid table. What do I do?

A: In the Submissions section, ensure that you have completed "Step 1" and selected ALL of the contract(s) that you are bidding on. Once that is completed, in "Step 2," where you will be able to see the upload spots for the bid table(s) and other required elements associated with the selected contract(s).

Q: What are my commodity codes and how are they used?

A: PennBid utilizes the UNSPSC codes. We recommend starting with at least 4 digits. When a project goes live with commodity codes that match the codes on your account, you will receive a list of all matching projects. If you require assistance with selecting your commodity codes, please contact [PennBid support](#). To change your Commodity Codes refer to "[How do I add \(or delete\) Commodity Codes?](#)".

Q: How do I change my settings or check if my notifications are on?

A: Log into your account and navigate to the top right corner where your name is displayed. Click on your name and select "Settings" from the dropdown menu. On the left side, click on "Global Vendor Record" and then click the blue "Manage My Organization" button. From there, you can update your settings as needed.

Q: Where can I go for additional resources?

A: Navigate to [Vendor Resources](#) page or contact PennBid directly.

Q: Does it matter what operating system I am using?

A: You can use any operating system, but you must use Microsoft Excel to enter Unit Pricing and Bidder Acknowledgments when required. If you do not have Excel installed on the computer(s) you are using to submit bids through the PennBid platform, there is a free Online version of Excel available to you. See [PennBid-Vendors-Free-Online-Excel-Guide.pdf](#)