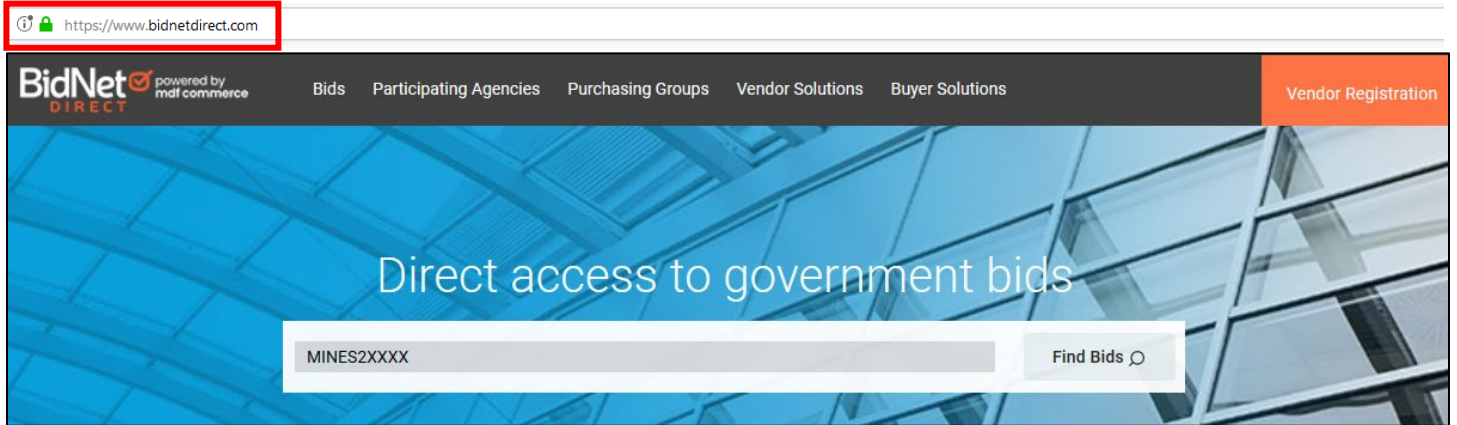
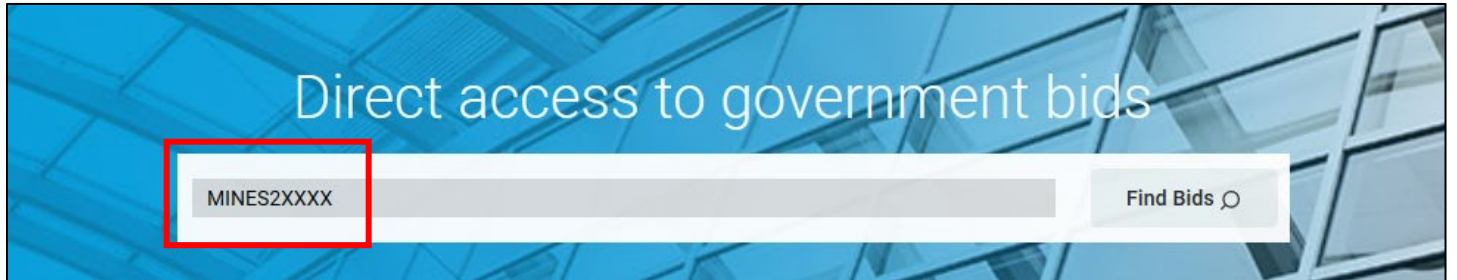


# DIRECTIONS FOR SUBMITTING A RESPONSE TO A SOLICITATION ON BIDNET DIRECT

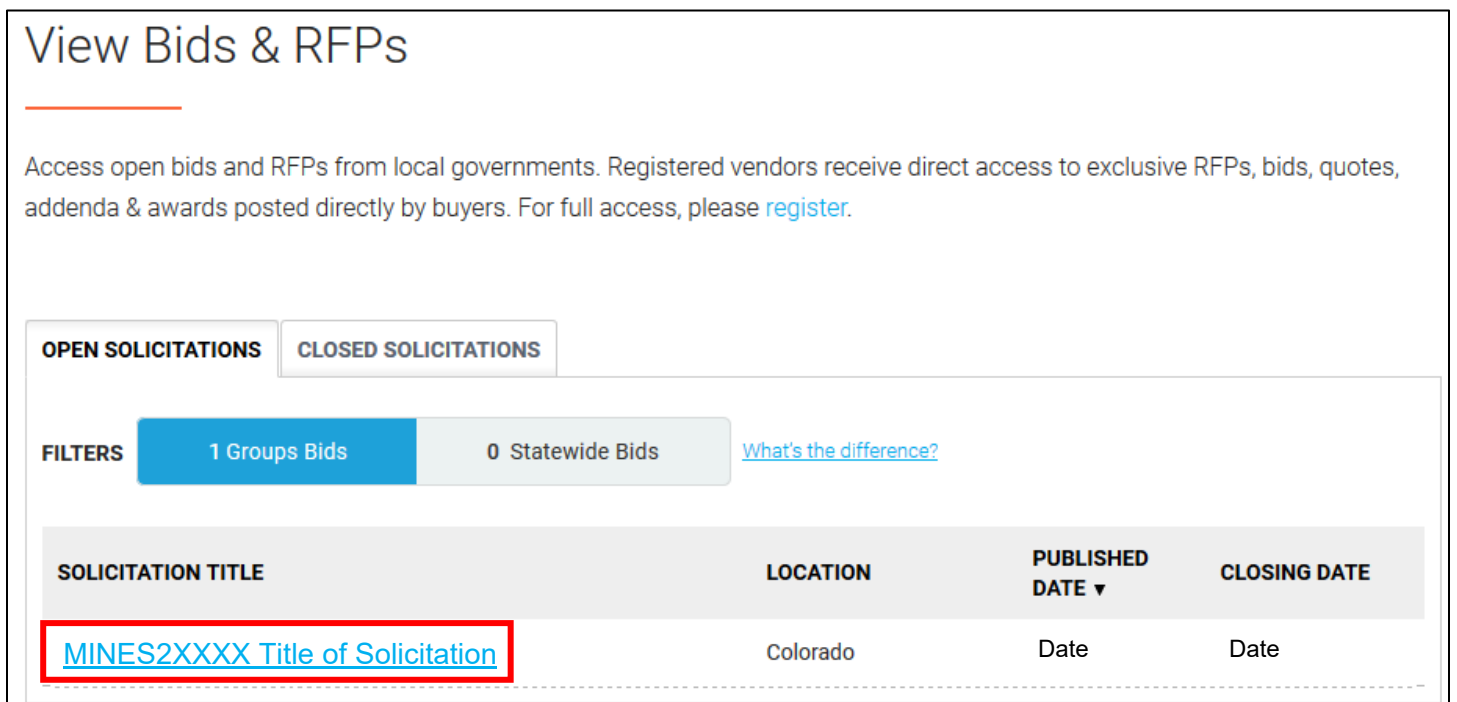
**STEP 1:** Navigate to Bidnet Direct at <https://www.bidnetdirect.com/>



**STEP 2:** Search for the solicitation by entering the solicitation number into the search bar.









**STEP 3:** Click on the solicitation file link.




**STEP 4:** If you are not registered with Bidnet Direct as a vendor, you should see the following. Select the “Get Access” button.

### MINES2XXXX Title of Solicitation


 ROCKY MOUNTAIN

LOCATION	Colorado
PUBLICATION DATE	Date
CLOSING DATE	Date
ISSUING ORGANIZATION	 Registered members only
SOLICITATION NUMBER	 Registered members only
DESCRIPTION	 Registered members only
BID DOCUMENTS	 Registered members only
BUYER CONTACT	 Registered members only

Get instant access  to solicitation details & future business opportunities.

**GET ACCESS** →

Vendor packages with access to similar open solicitations

**STATEWIDE**  Matching bid notifications & access to all Statewide & Group bid details

**GROUP**

**STEP 5:** For “Identification,” enter your company information.

## Registration

1- Identification 2- Subscription 3- Payment 4- Confirmation

**Organization Information**

Organization Name\*

Address\*

City\*

Country\*  ▼

State/Province\*  ▼

Zip/Postal Code\*

**Contact Information**

Job Title

First Name\*  Initial

Last Name\*

Phone\*  ext.


Email\*

Email Confirmation\*

Time Zone\*  ▼

**Login Credentials**

Desired Username\*

Desired Password\*  

**STEP 6:** For “Subscription,” select the **limited access** plan for the “Rocky Mountain e-Purchasing System” group. If you began the registration process from the solicitation detail screen (Step 4), this group should automatically be listed under “Groups.” You may select a paid plan if you want the other features that are available with a paid subscription.

*Payment is not required in order to submit a response to this solicitation.*

1- Identification 2- Subscription 3- Payment 4- Confirmation

Select a plan for each state

	Limited Access	Purchasing Groups	MAXIMUM BID OPPORTUNITIES
	\$0	\$9 / month (billed annually)	Statewide Bids \$33 / month (billed annually)
		Discount for 3+ groups	Discount for 3+ states
Access Bids from Purchasing Group Agencies	✓	✓	✓
Receive matching bid & addenda notifications	✗	✓	✓
Filter bids through advanced search	✗	✓	✓
Access a dashboard of your bid history	✗	✓	✓
Receive expiring term contract opportunities	✗	✓	✓
Access more bids through the entire State	✗	✗	✓
Filter statewide bids through advanced search	✗	✗	✓
Receive notice of additional State & Local bids	✗	✗	✓

GROUPS

- Rocky Mountain e-Purchasing System  SELECTED
- 292 agencies  SELECT
- 492 agencies  SELECT

+ Add More Groups

**STEP 7:** For “Subscription,” select “Not Now.”

## Registration

1- Identification 2- Subscription 3- Payment 4- Confirmation

### Be Seen by Government Buyers

Add the Enhanced Advertising Profile to let buyers see YOUR COMPANY & know what sets YOU apart!

- Advertise your company's brand, product & services
- Showcase your sell-sheets & one-pagers
- List your company & offering details
- Catch the eye of more buyers & stand out from the competition

Get the competitive advantage with the Enhanced Advertising Profile.

Not Now
  Add to Profile: \$49.95  
\* Taxes may apply

Previous Next

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**STEP 8:** For “Payment,” select “Complete Registration.”

## Registration

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1- Identification   2- Subscription   **3- Payment**   4- Confirmation

[Subscription Details](#)

Please review the following registration details:

Subscription Term: 12-Month Subscription (04/12/2021 to 04/12/2022)

Group(s): Rocky Mountain e-Purchasing System

[Previous](#)   [Complete Registration](#)

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You are now able to respond to the solicitation. You may need to search for the solicitation again (Step 2).

We look forward to your response.