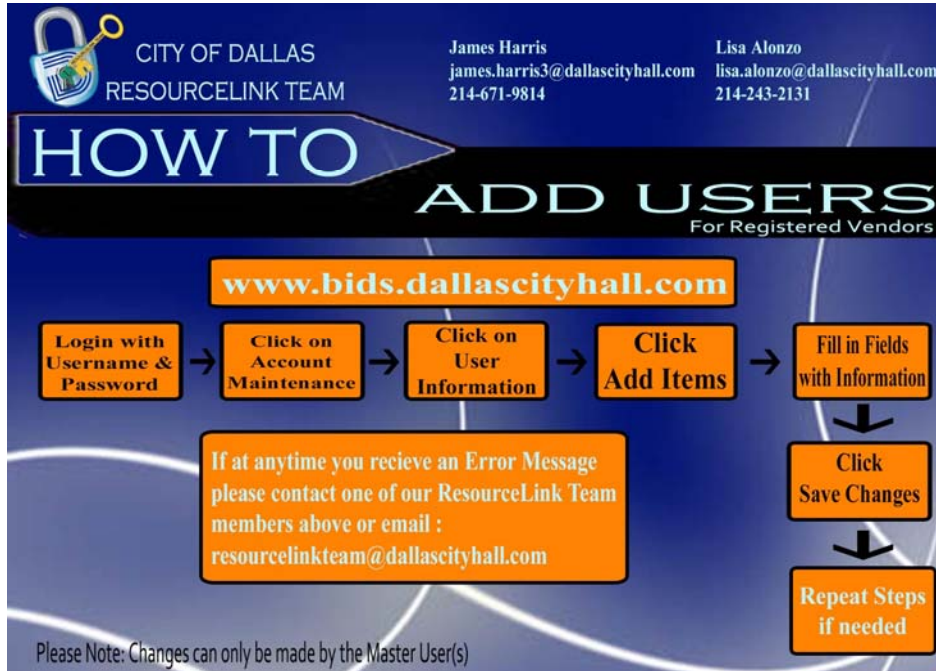


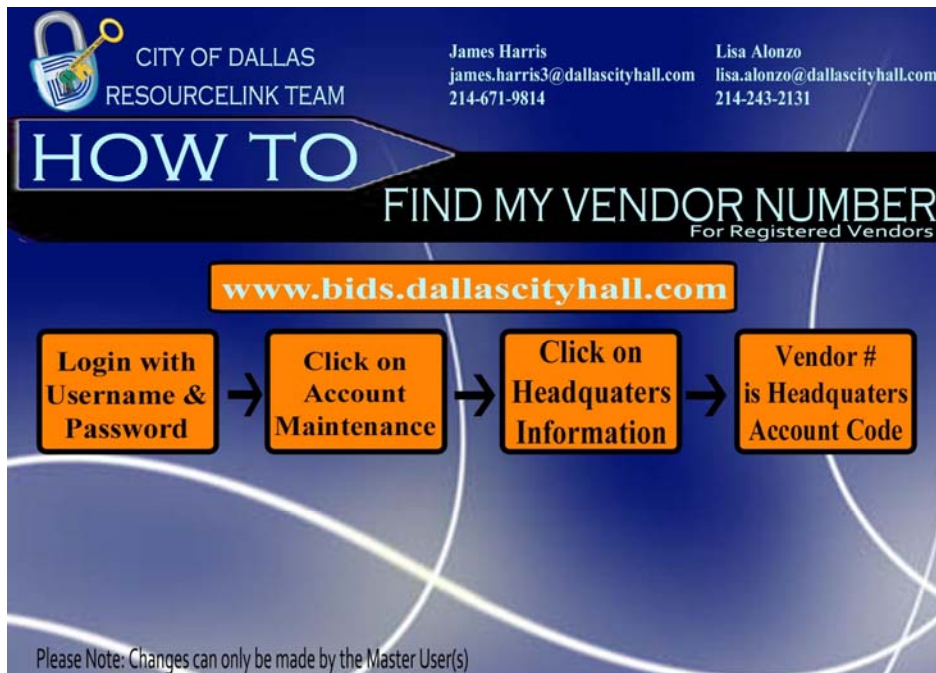
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BUSINESS DEVELOPMENT & PROCUREMENT SERVICES HOW TO PAGE:

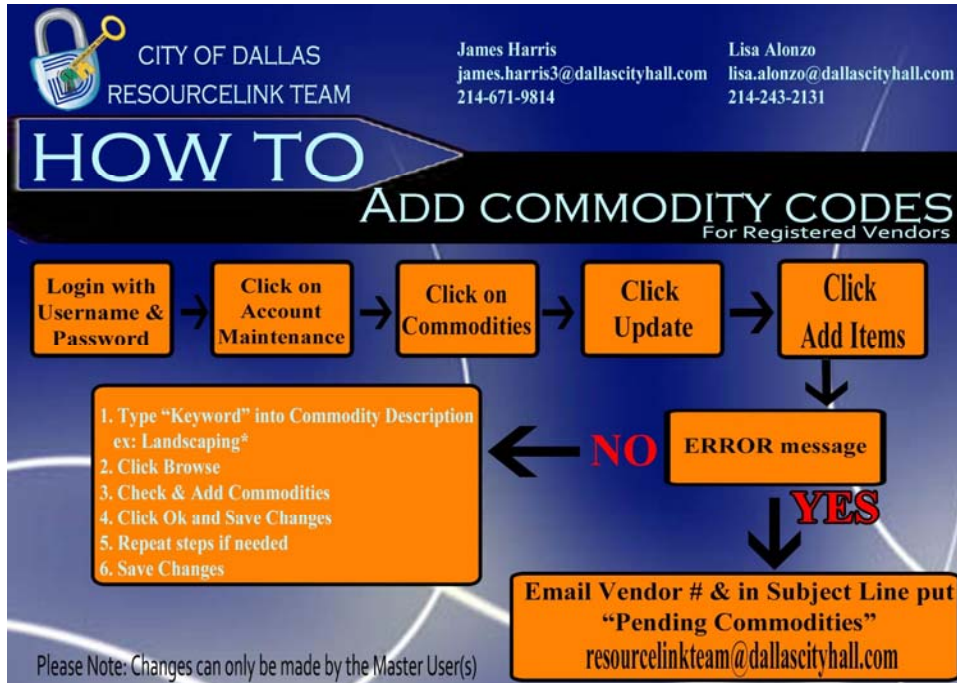
HOW TO ADD USERS:



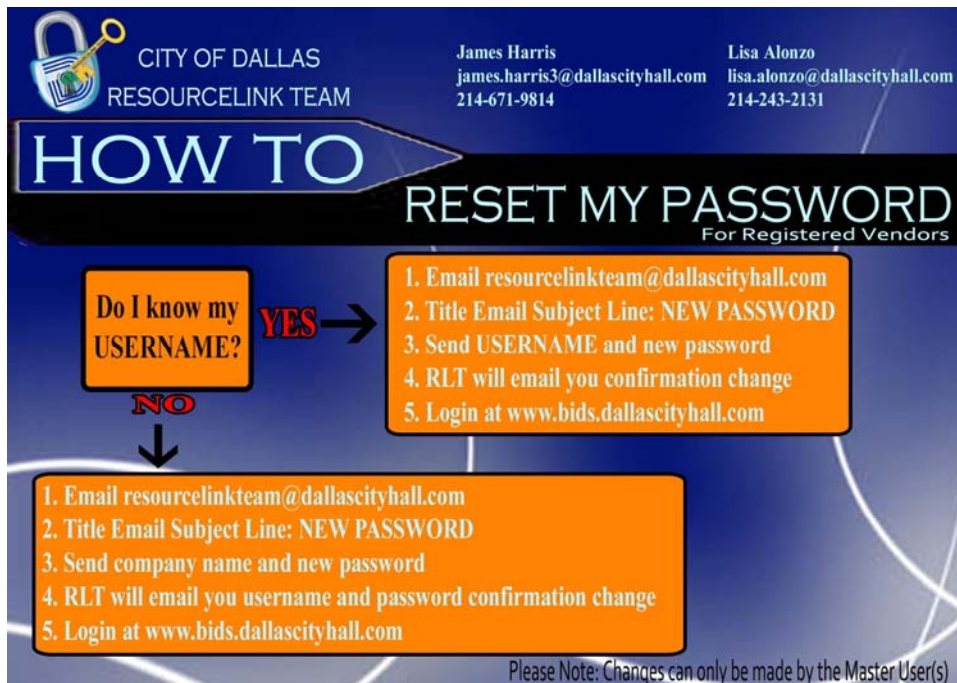
HOW TO FIND YOUR VENDOR NUMBER:



HOW TO ADD COMMODITY CODES:



HOW TO RESET YOUR PASSWORD:



HOW TO SUBMIT INFORMAL BIDS:

CITY OF DALLAS RESOURCELINK TEAM

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HOW TO SUBMIT AN INFORMAL SOLICITATION

For Registered Vendors

www.bids.dallascityhall.com

Login with Username & Password → **Click Business Opportunities** → **Click Search for Solicitations** → **Type in the Bid number with asterisk in the Number Field Example : B341323*** → **Click Browse and then Choose the Solicitation**

Please notice Steps 1-3 on the left side of screen
 A. Click on "NO BID" Make sure response type is "BID"
 B. Click on Step 2 Commodity Response
 To input information click on each section
 C. Input Unit Price & Delivery Days Information under Commodity Response (numbers only)
 D. Input needed information under Specification Details
 E. Input needed information under Shipping & Handling
 If there is only 1 Line (Line 1 of 1) go to Step F
 If there is more than 1 Line Click Next (located above and repeat above steps C-E)
 For the Lines you do not want to bid on choose NO BID under Commodity Response
 F. Click Step 3 Criteria Responses, choose Yes for Response type and click Submit

Click on the Solicitation number (this will take you to the Solicitation Detail Review Page)
 Click on Create Response

Please Note: Changes can only be made by the Master User(s)

HOW TO GET INFORMAL BID RESULTS:

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HOW TO GET INFORMAL BID RESULTS

For Registered Vendors

www.bids.dallascityhall.com

Login with Username & Password → **Click Business Opportunities** → **Click Search for Solicitations** → **Type in the Bid number with asterisk Example : B341323*** → **Make status tab say "Awarded" (it says "open" now)**

Click on Public Bid Reading (shows everyone's bid pricing) and/or Click on Notice of Award (shows who won) ← **Click on the Solicitation number (this will take you to the Solicitation Detail Review Page)** ← **Click Browse**

Please Note: Changes can only be made by the Master User(s)