NetVendor Project Bidding Tool Help Guide

Using the Project Tabs

Project Details	Your Bid	Conversation (1)	Project Contacts	Project Documents	Project Notes

The **Project Details** tab allows you to view the description, details, RFP and images for a project.

The **Your Bid** tab is where you can create, submit and view the details of your bid for a project.

The **Conversation** tab lets you chat and share files with the Property Manager/Project Lead for a project.

The **Project Contacts** tab is where you can view any contacts the Project creator has added to a project.

The **Project Documents** tab allows you to view all the documents that have been submitted for a project.

The **Project Notes** tab is a convenient place to jot down names, numbers, to-do items etc. for a project.

Filling out the Bid Details form

Dollar Amount column: Enter the price of the Material and/or Labor item being entered.

Dollar Amount	Quantity	Unit of Measurement	Description	Total		
Material		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖
Labor		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖

Quantity column: Enter the quantity of the Material and/or Labor item being entered.

Dollar Amount	Quantity	Unit of Measurement	Description	Total		
Material		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖
Labor		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖

Per item column: Use drop-down to select line item being entered. If no items in list match item being entered, select "**Each**".

Dollar Amount	Quantity	Unit of Measurement	Description	Total		
Material		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖
Labor		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖

Description column: (Optional) Provide a brief description of the item being entered.

Dollar Amount	Quantity	Unit of Measurement	Description	Total		
Material		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖
Labor		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖

Adding/Deleting Lines: To *add* an additional line item, click the ⊕ symbol. To *delete* a line item, click the ⊖ symbol.

Dollar Amount	Quantity	Unit of Measurement	Description	Total		
Material		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖
Labor		Per				
$ 1000.00		Select ⌄	(optional)	$0.00	⊕	⊖

Other Bid Details

Taxes: Enter the total estimated taxes based on your specific tax code. If no taxes will be included in bid, enter "0".

Inclusions: (Optional) Enter any items/labor not mentioned but included in this bid.

Exclusions: (Optional) Enter any items/labor not included in this bid.

Warranty: (Optional) Enter any warranties included on Materials and/or Labor.

Terms: (Optional) Enter specific payment terms that might apply.

Notes: (Optional) Enter any additional notes you would like to accompany your bid.

Attaching files to your Bid: You can attach supporting documents (ie: resumes, proposals, images etc.) using "Upload file(s)." (Browse to location of file, and click "open" to attach. Multiple files can be attached at once by holding down Control Key.)

Upload file(s)
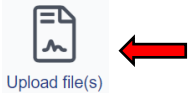
Submitting your bid

Enrollment/Compliance Acknowledgement:
Before you can submit your bid, you need to check the two boxes at the bottom of Bid Details page acknowledging that you will need to be enrolled and compliant with the Management Company who requested the bid before you can be awarded the contract.

☑ Before submitting a bid, you acknowledge that you will need to be enrolled with Greystar Management Services if your bid is accepted. This will include signing the vendor performance agreement for Greystar Management Services. If you are not currently enrolled, click here: Get Enrolled

☑ I understand that non-compliance before project start date will result in a bid rejection.

Submitting your Bid:
Once your bid is complete, click the **Submit Bid** button to send your bid to the Management Company/Project Lead.
(You will receive confirmation that your bid has been submitted and will be able to view details of your bid on the **Your Bid** tab.)

Submit bid
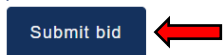
Declining to Bid:
If for any reason you choose *not* to submit a bid on a project, please let the Project Lead know by clicking the **Decline to Bid** button.
(This decision can be reversed if you later decide to submit a bid for the project, as long as the bid-deadline has not passed):

Decline to Bid
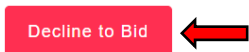
Revoking a Bid:
If for any reason you need to *revoke* a bid that you submitted for a project, you can do so using the **Revoke Your Bid** button.
(This decision can be reversed if you later decide to re-submit a bid for the project, as long as the bid-deadline has not passed):

Revoke Your Bid
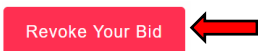
Adding Contacts
The name of the primary user for your company's NetVendor account is automatically added to the Project Contacts tab. You can add up to 10 additional contacts for Projects by following the steps below:
1. Click on the arrow next to your name in the upper right to open drop-down menu
2. Click on **Edit your profile**
3. Click on the **Additional Contacts** tab
4. Click on **Add Contacts**
5. Enter contact information and click **Save Contact**