




Placing an Offer

- A** Login to www.bidsync.com.
- B** Locate the bid to which you are responding.
 - a. Click the "Search" tab on the top left of the page.
 - b. Enter keyword or bid number and click "Search".
- C** Click on the "Bid title/Description" to open the Bid Information Page.
- D** "View and Accept" all documents in the document section.
- E** Select "Place Offer" found at the bottom of the page.
- F** Enter your pricing, notes, and upload attachments to this page .
- G** Click "Submit" at the bottom of the page.
- H** Review Offer(s).
- I** Enter your password and click "Confirm".
- J** Your offer has been received.

 To learn more about BidSync Links™ and how you can receive thousands of bid notices each month, contact us at:

WWW.BIDSYNC.COM
629 EAST QUALITY DRIVE, SUITE 101
AMERICAN FORK, UTAH 84003

PHONE: 800.990.9339
FAX: 801.765.9246



With over 40,000 new bids posted each month, BidSync is quickly becoming the premier e-Procurement and bid notification system nationwide. Each day thousands of suppliers use this system to find, respond to, and be awarded valuable contracts. This quick guide will show you how to register, set up your profile, and place an offer.



BidSync Links™ Registration

- 1 SELECT BIDSYNC LINKS™:**
Navigate to www.bidsync.com, select the BidSync Links™ Icon, then select the "Register Now" button.
- 2 YOUR INFORMATION:**
Enter information for the Main Contact on the account, as well as your Company Information.
- 3 GOODS & SERVICES:**
Select your primary industry and narrow down your results by specific keywords. Select where you do business and how you wish to receive notifications.
- 4 THANK YOU FOR REGISTERING WITH BIDSYNC LINKS™**
Your information will be saved and your account will be activated within 24 hours. For quicker activation please call us directly at 1-800-990-9339 ext 1.

(See reverse side for continued instructions)