Vendor Bid Response – Helpful Tips
(Revised August 20, 2020)

This document contains information that may be useful for vendors. This document outlines the following:

1) Where a vendor can find their MissouriBUYS System ID number.
2) Ways a vendor can confirm their online bid was submitted to solicitations in MissouriBUYS.
3) What the vendor can do if they created a draft bid response in MissouriBUYS and can’t seem to locate the draft.
4) What happens if the vendor retracts their submitted bid response?

Where Can I Find My MissouriBUYS System ID Number?

When submitting a bid response, if you do not know your MissouriBUYS System ID number, you can locate your WebProcure System ID number and convert it to your ten (10) digit MissouriBUYS System ID number by following these steps:

- Click on the drop down arrow located next to your name in the upper right hand corner and click on My Account.
- In the upper left hand side of the screen, click Edit Main Org Info.
- Your vendor WebProcure System ID number can be found in the System ID field under Main Information.
- To convert the System ID number to your MissouriBUYS System ID, add ‘MB’ and zero(s) to the beginning of the number to create your ten (10) digit MissouriBUYS System ID number which should be used when submitting bid responses. In the example below, the full MissouriBUYS System ID number is MB00125520.
Steps You Can Take To Receive Confirmation of Bid Submissions

As a vendor, you can edit your vendor profile/account prior to submitting your online bid so that you receive an automated email confirmation that your electronic bid response was successfully submitted to the state. Once you set this up initially, you will receive an email notification each time you successfully submit an electronic bid in MissouriBUYS. (Note: If you wait to set this up in your profile after you’ve submitted an online bid, you won’t receive notifications on that specific bid, but you will on future submissions.)

Here are the steps you, as a vendor, can take to edit your profile/account to ensure you receive electronic bid submission email confirmation:

- You or your company’s main contact in MissouriBUYS needs to log in to MissouriBUYS (https://missouribuys.mo.gov).
- Click on the drop down arrow located next to your name in the upper right hand corner.
- Click My Account.
- In the upper left hand side of the screen, click Edit Main Org Info.
- Scroll down the screen to the Bid Notification section or click on the Bid Notification hyperlink in the upper right hand corner of the screen.
- Check the appropriate box(es) as to which organizational contact(s) should receive notification of electronic bid response submissions. Click Save.

Please note: There are four contacts that can be selected to receive the bid response submission notifications; i.e. Main Contact User Name/ID, Purchase Order Contact, Solicitation Contact, and Remittance Contact. If you are unsure who is listed for these contacts for your organization, you can click on Edit Contacts in the menu in the upper left corner. The contact information will populate. If edits are necessary to any of the contact information fields, you should make the edits and click Save.

Another Way You Can Confirm Your Online Bid Was Submitted

If you create a draft online response to a bid opportunity, you will see a yellow “DRAFT BID” banner at the top of the screens. When you hit the Submit button on the Review Response page, the yellow “DRAFT BID” banner will change to a green “Submission confirmation email sent” banner as shown in the following screen shots.
Review and Submit

When your response is ready to be submitted, click the Review & Submit button from any page in the solicitation except Review Response.

Selecting Review & Submit opens the Review Response page. The Submit button is located only on the Review Response page.

Click Submit. Once you Submit, the top of the Review Response page will refresh to display a green ‘Submission confirmation email sent’ banner.

This means that your response has been successfully submitted into the WebProcure™ system and you may modify your response up until the solicitation end date and time.

Where You Can Confirm You’ve ‘Responded’ to a Bid

Log in to MissouriBUYS and Click on View Current Solicitations from the Solicitations drop down.
As a vendor, you will be able to see your bid opportunities on the My List page. When you successfully submit an electronic response to a bid, Responded will appear in the Status field.

You’ve Created a Draft Response and Can’t Seem to Locate the Draft

If you saved a ‘Draft’ response to a bid solicitation (i.e. you did not Submit the response before exiting the system), your draft response will be on the My List page or on the Other Active Opportunities page under View Current Solicitations. (The system automatically defaults to My List.)

When you registered, you entered a commodity code(s) appropriate for the product(s)/service(s) you offer, and you receive automated notification of new bid opportunities matching your code(s). These matches will appear on your My List page while all other bid opportunities (i.e. ones that don’t match your commodity code(s)) will appear on the Other Active Opportunities page. Vendors are encouraged to look at bid opportunities on both pages.

If you create a draft bid response to an opportunity you found on the Other Active Opportunities page, you will find your draft response on the Other Active Opportunities page. You will see Draft in the Status field of your response.
You can open your draft by clicking on the **Response** or by clicking on the **Submit/Edit Your Response** action key under **More Actions**.

Once the response is completed and you hit **Submit**, the bid opportunity will move to your **My List** page and **Responded** will appear in the **Status** column.
Retracting A Submitted Bid Response

If you need to revise a bid response you submitted electronically, you can find the solicitation on your My List page until the solicitation end date and time. Locate the solicitation number in the Opp No column and click on the appropriate Response # you want to revise/retract.

Click on the Review Response tab and click Retract.

If you Retract your response, the Status will return to Draft, and the solicitation will appear on the My List page OR the Other Active Opportunities page depending on where you originally found the solicitation. If you originally found the bid opportunity on the Other Active Opportunities page,
when you **Retract** your submitted response, the bid opportunity will go back to the **Other Active Opportunities** page and the **Status** will change from **Responded** to **Draft**. Once you submit a revised response for the bid opportunity, the solicitation will appear again on your **My List** page and the **Status** will go back to **Responded**.