## **Responding to E-Bids through Beacon**

#### Overview

The E-BID label identifies solicitations with electronic submissions available. Responding through Beacon is free for suppliers. To respond, follow these steps:

#### Step 1: Click "Submit E-Bid" button

This button is included in every email communication sent to you via Beacon regarding the solicitation, including reminders for the solicitation due date. If you lose this email, simply fill out the form again and you will receive a new email.

### Step 2: Verify correct contact information

The information in this form must be accurate. In addition, you will receive confirmations and updates to the email address listed here.

#### Step 3: Upload required forms

You will not be able to submit a response until any required forms are uploaded. Verify that your files and forms are accurate and completely filled out before submitting.

#### Submit E-Bid on Beacon

I understand that I can't change any of the submission details or documents once the project closes.

### **Receive confirmation email**

#### Your E-Bid has been submitted

You have submitted an E-Bid for the following solicitation: Citizen Relationship Management Software.

Your confirmation code is NM43blmbAv

View/Modify Your Response

Beacon Supplier Help Desk: suppliersupport@beaconbid.com

# FIRST NAME

Subscription confirmed

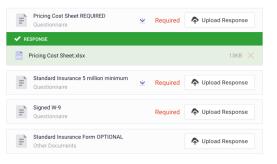
Click here

Hello Terri

FIRST NAME	
Terri	
LAST NAME	
White	
COMPANY	
ABC Company	
EMAIL ADDRESS	
agencysupplier1@gmail.com	

Please click the button below to download specifications for AVL Tracking Software

wnload Package





City of Orchid DEMO



Submit E-Bid

BEACON www.beaconbid.com