**BIDSYNC BASIC/LINKS**

**Downloading Issued Solicitation Packets**

Go to [www.sccprc.org/eRFP](http://www.sccprc.org/eRFP), scroll down to the bottom of the page, and click **sign in**. Then, click the appropriate portal that matches your registration date* and sign in to your account.

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**If you registered before 09/20/2018**, you will be managing users in the **BIDSYNC LINK/LINKPLUS** account version.

**To download a packet from your homepage:**

1. Search and find the solicitation relevant to the goods/services you provide or is of interest to you**.

   **See training guide, *Searching for Issued Solicitations* for assistance.

2. Click on the solicitation.

3. You will be redirected to a new page with the solicitation’s title, summary, sourcing or organization information, start date, and end date.

4. There, you’ll see two buttons with the option to (1) **download bid packet** or (2) **add to my bids**.

   **Click **add to my bids** to easily revisit the solicitation at a later date on BidSync’s **bid opportunities** page under the **my bids** tab.

5. Select **download bid packet**.

6. A PDF that includes all documents, line items, and solicitation details will be downloaded onto your computer for you to open at your convenience.

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**If you registered after 09/20/2018**, you will be managing users in the **BIDSYNC BASIC/PRO** account version.

**To download a packet from your homepage:**

1. Search and find the solicitation relevant to the goods/services you provide or is of interest to you**.

   **See training guide, *Searching for Issued Solicitations* for assistance.

2. Click on the solicitation.

3. You will be redirected to a new page with the solicitation’s title, summary, sourcing or organization information, start date, and end date.

4. A new page will appear and in it, you’ll see two buttons with the option to (1) **download bid packet** or (2) **add to my bids**.

   **Click **add to my bids** to easily revisit the solicitation at a later date on BidSync’s homepage under the **your saved bids** tab.

5. Select **download bid packet**.

6. A PDF that includes all documents, line items, and solicitation details will be downloaded onto your computer for you to open at your convenience.

Continue to the next page for further assistance on how to download packets from your email or our Procurement Department website.
To download a packet from an email notification:
1. Click on the link in your newly received email from BidSync.
2. You will be redirected to the solicitation’s details page.
3. Repeat your account version’s steps 4-6 in how “to download a packet starting from your homepage.”

To download a packet from the Procurement Department website’s ‘Current Solicitations’ web page:

****Go to this URL: [https://www.sccgov.org/sites/proc/DoingBusinesswiththeCounty/Pages/current-solicitations.aspx](https://www.sccgov.org/sites/proc/DoingBusinesswiththeCounty/Pages/current-solicitations.aspx).
1. Locate the dropdown menu button that says, “classifications” and click on it.
2. Use the vertical scrolling bar to find and select the NIGP, UNSPSC, CSI, or NAICS classification codes that relate to the goods/ services you provide or of interest to you.
3. Automatically, upon your personalized selection of classifications, a list of current solicitations will populate to the right of the dropdown classifications menu.
4. Click on a solicitation that fits your preferences.
5. You will be redirected to a new page with the solicitation’s title, summary, sourcing organization, start date, and end date.
6. There, you’ll see two buttons with the option to (1) download bid packet or (2) add to my bids.

****Click add to my bids to easily revisit the solicitation at a later date on BidSync’s bid opportunities page under the my bids tab.

If you need further assistance or information, please contact BidSync directly at 1-800-990-9339, visit their website at www.bidsync.com to use their BidSync Support Portal, or go directly to this link to see answers to FAQs: [http://support.bidsync.com/hc/en-us/categories/203148568-FAQs](http://support.bidsync.com/hc/en-us/categories/203148568-FAQs).