

**NAVIGATION INSTRUCTIONS FOR ON-LINE BIDDING/ VENDOR REGISTRATION
SYSTEM WEBSITE**
<https://www.moolb.mo.gov>

This information is being provided to supply users with additional assistance navigating the On-Line Bidding/Vendor Registration System website. This information should be used in conjunction with the instructions provided on the website pages.

VENDOR REGISTRATION –Registering provides a vendor the ability to enter/update vendor profile information, receive e-mail notifications of bidding opportunities/modifications/cancellations, register for commodity/service codes, conduct commodity/service history searches, respond electronically to bids, view open bids, view closed bids, view your submitted open or closed bids, obtain award status information, and access public bid opening details.

- ❖ [How to Enter a New Vendor Registration](#)
- ❖ [How to Register for Commodity/Service Codes](#)
- ❖ [How to Respond to a Bid On-Line](#)

HOW TO ENTER A NEW VENDOR REGISTRATION

1. Click on the **New Vendor Registration** button if you are on the **On-Line Bidding/Vendor Registration System** home page or if you have entered the OLB website as a guest, select **New Registration** from the menu bar at the top of the page or **Register as a New Vendor** in the middle of the **Guest Welcome Page**.
2. The **Vendor Name Search** page will open. You must search the state's database to see if your vendor profile already exists. Type in at least three characters of your legal name of entity/individual, click on the "Starts with" (default selection) or "Includes" radio button, and click the **Search** button.
3. The **Vendor Name Search Results** page opens with a listing of vendors that meets the criteria of your search.

If you find your legal name of entity/individual listed in the Vendor Name column, your vendor profile already exists in the state's database so you need to proceed to Step 4.

If your legal name of entity/individual was listed but you need to add an additional mailing address, go to Step 10.

If your legal name of entity/individual was not listed, go to Step 16.

4. Vendor Profile Already Exists

On the **Vendor Name Search Results** page, click on your legal name of entity/individual in the Vendor Name column and then complete Steps 5 through 9.

5. The **FEIN/SSN VALIDATION** page opens. You must verify your vendor federal employer identification number (FEIN)/social security number (SSN). Type in your vendor FEIN/SSN and click the **Submit** button.
6. If the FEIN/SSN entered matches the FEIN/SSN contained in the state's database for this vendor profile, the **Vendor Registration** page will be displayed with your vendor's current profile data. Create and enter your own User ID and Password. Be sure to remember the User ID and Password since you will be required to enter them to access your vendor profile in the future. Change any information necessary. Ensure that all fields with a red asterisk are completed. All other fields are optional. Take caution when typing in your e-mail address to ensure that it is correct.
7. When completed, click the **Update** button at the bottom of the **Vendor Registration** page.
8. The **Vendor Update Confirmation** page opens confirming your registration. You will also receive an e-mail confirmation notice within 24 hours. If you do not receive an e-mail notice, log-in to the website with your User ID and Password and verify and correct your e-mail address. If your e-mail address is correct, notify the OLB Bid Administrator at OLB_BID_ADMIN@oa.mo.gov.

You will also receive an on-line confirmation and an e-mail confirmation when you make changes to your vendor profile.

9. On the **Vendor Update Confirmation** page, click on the **Register for Commodity/Service Codes** link at the bottom of the page to register for commodity/service codes that represent the products/services that your company can provide. Proceed to the [HOW TO REGISTER FOR COMMODITY/SERVICE CODES](#) instructions. NOTE: You must be registered for commodity/service codes to receive e-mail notifications of State of Missouri solicitations.
10. Additional Mailing Address Needed

If the vendor search included your vendor profile, but an additional mailing address is needed, complete Steps 11 through 15.

On the **Vendor Name Search Results** page, click **Add New Location**.

11. The **FEIN/SSN Validation** page opens. You must verify your vendor federal employer identification number (FEIN)/social security number (SSN). Type in your vendor FEIN/SSN and click the **Submit** button.
12. If the FEIN/SSN entered matches the FEIN/SSN contained in the state's database for this vendor profile, the **Vendor Registration** page will be displayed with the Legal Name of Entity/Individual field already completed. Create and enter your own User ID and Password. Be sure to remember the User ID and Password since you will be required to enter them to access your vendor profile in the future. Change the Legal Name of Entity/Individual if needed and complete all fields with a red asterisk. All other fields are optional. Take caution when typing in your e-mail address to ensure that it is correct.
13. When completed, click the **Update** button at the bottom of the **Vendor Registration** page.
14. The **Vendor Registration Confirmation** page opens confirming your registration. You will also receive an e-mail confirmation notice within 24 hours. If you do not receive an e-mail notice, log-in to the website with your User ID and Password and verify and correct your e-mail address. If your e-mail address is correct, notify the OLB Bid Administrator at OLB_BID_ADMIN@oa.mo.gov.

You will also receive an on-line confirmation and an e-mail confirmation when you make changes to your vendor profile.

15. On the **Vendor Registration Confirmation** page, click on the **Register for Commodity/Service Codes** link at the bottom of the page to register for commodity/service codes that represent the products/services that your company can provide. Proceed to the [HOW TO REGISTER FOR COMMODITY/SERVICE CODES](#) instructions. NOTE: You must be registered for commodity/service codes to receive e-mail notifications of State of Missouri solicitations.
16. Vendor Profile Does Not Already Exist

If your legal name of entity/individual was not listed on the **Vendor Name Search Results** page, you may try to search for your vendor profile again by scrolling down to the "**Couldn't find your company in our vendor listing?**" section to conduct another search. (Be sure to review name abbreviation policies). If you are convinced you are not in the state's database, review and follow the instructions in the box at the bottom of the **Vendor Name Search Results** page.
17. When you enter a Tax ID, click on the FEIN (federal employer identification number) or SSN (social security number) radio button (default is FEIN), and click on the **New Vendor Registration** button, the **Tax ID Validation** page will be displayed. If the Tax ID entered is a valid number and does not already exist in the database, the **Tax ID Validation** page will display the Tax ID and Type you entered. If the entries are not correct, click on the **No** button and you will be returned to the **Vendor Name Search Results** page where you may re-enter the Tax ID and Type. If the entries are correct, click on the **Yes** button. Once you click the **Yes** button, the **Vendor Registration** page will be displayed with the Federal Tax ID field completed with the Tax ID you entered on the **Vendor Name Search Results** page. Create and enter your own User ID and Password. Be sure to remember the User ID and Password since you will be required to enter them to access your vendor profile in the future. Complete all fields with a red asterisk. All other fields are optional. Take caution when typing in your e-mail address to ensure that it is correct.
18. When completed, click the **Update** button at the bottom of the **Vendor Registration** page.

19. The **Vendor Registration Confirmation** page opens confirming your registration. You will also receive an e-mail confirmation notice within 24 hours. If you do not receive an e-mail notice, log-in to the website with your User ID and Password and verify and correct your e-mail address. If your e-mail address is correct, notify the OLB Bid Administrator at OLB_BID_ADMIN@oa.mo.gov.

You will also receive an on-line confirmation and an e-mail confirmation when you make changes to your vendor profile.

20. On the **Vendor Registration Confirmation** page, click on the **Register for Commodity/Service Codes** link at the bottom of the page to register for commodity/service codes that represent the products/services that your company can provide. Proceed to the [HOW TO REGISTER FOR COMMODITY/SERVICE CODES](#) instructions. NOTE: You must be registered for commodity/service codes to receive e-mail notifications of State of Missouri solicitations.

HOW TO REGISTER FOR COMMODITY/SERVICE CODES

1. To register for commodity/service codes, you must first register as a vendor. See [HOW TO ENTER A NEW VENDOR REGISTRATION](#) instructions. Once this is completed, you may access the **Commodity/Service Registration-Class** page by clicking on the **Register for Commodity/Service Codes** link on the **Vendor Welcome** page, the **Vendor Registration Confirmation** page or the **Vendor Update Confirmation** page or by clicking on the **Register for Commodities/Services** link on the **Vendor Registration** page.
2. The **Commodity/Service Registration – Class** page will open with a split screen displayed. The top half will display commodity/service classes and the bottom will display the commodities/services your company is currently registered for.

To register for a commodity/service code, click on a class code on the top half of the screen to view the subclasses for that commodity/service code.
3. The **Commodity/Service Registration – Sub Class** page will open with a list of subclasses displayed. Click on any **Subclass** you wish to register for. There is no limit as to how many commodities/services you may register for. As you select subclasses, they will be displayed at the bottom half of the screen.
4. To return back to the **Commodity/Service Registration – Class** page, click on the **Return to Class List** button.
5. To remove any commodity/service codes that you have registered for, click on the red "X" next to the commodity/service code on the bottom half of the screen.
6. To exit the **Commodity/Service Registration – Class** page or the **Commodity/Service Registration – Sub Class** page, click on any of the options from the menu bar at top of the page.

HOW TO RESPOND TO A BID ON-LINE

1. To respond to a bid on-line, you must first register as a vendor. See [HOW TO ENTER A NEW VENDOR REGISTRATION](#) instructions. In addition, the bid must indicate it allows for electronic responses. All electronic response bids indicate "Registered vendors may respond to this bid electronically." Bids that indicate "Notification only" must be downloaded and mailed.
2. To respond to a bid on-line, you must be logged in on the **On-Line Bidding: Vendor Login** page using your **User ID** and **Password**. (NOTE: The user id and password are case sensitive.)
3. Once you have logged in, the **Vendor Welcome** page opens. To access an open bid, select **Open Bids** at the top of the page or select **Open Bids by Commodity/Service**, **Open Bids by Agency**, or **Search by Bid Number** (if bid number is known) in the middle of the page.
4. If you select **Open Bids**, **Open Bids by Commodity/Service**, or **Open Bids by Agency**, you will access the entire list of open bids. Scroll through the list of open bids until you find the bid you wish to submit a response on. Then, click on the **Bid Number**.

If you select **Search by Bid Number**, the **Search by Bid Number** page will open. On this page, enter the bid number and click on the **Search** button.

5. The **Open Bid Detail** page for the bid selected will open. Review all the on-line information as well as the official bid document. When ready to submit your bid, scroll to the bottom of the page and select the **Respond** button. If you wish to return to the open bids, select the **Back** button at the bottom of the page or **Open Bids** at the top of the page.
6. If you selected the **Respond** button, the **Electronic Bid Response Entry** page will open. Before responding, review the instructions for submitting an electronic response at the top of this page.
7. Below the instructions, complete the following fields for each bid line:

Unit of Measure (Complete only if bidding a different unit than requested.)

Unit Cost (The unit cost must be entered with a minimum of one numeric character preceding the decimal point, a decimal point, and at least two numeric characters following the decimal point. If the requested unit of measure is a percentage [PCNT], the percentage should be entered as cents [ex., 25 percent should be entered as 0.25.]

Quantity Bid (Complete only if bidding a different quantity than requested.)

If you wish to submit a unit cost of \$0.000000, select "Bid" in the drop down menu to the right of the unit cost field to indicate that you have bid this item at \$0.000000 cost. A warning message will appear asking you to confirm that you wish to submit a zero bid amount for this item. Click the "OK" button to confirm the zero bid amount or "Cancel" if you wish to change your response.

If you wish to submit "No Bid" on an individual bid line, skip that bid line. "No Bid" is the default response.

If you wish to "No Bid" the entire bid, go to Step 8.

Entering **Line Comments** is optional. Line comments may be used for stating brand and model number of item bid or a reference to the Overall Comments. Line comments are limited to 60 characters.

Complete all of the **General Bid Information** fields. **Overall Comments** are optional unless submitting an overall "No Bid". Overall comments may be used for alternate pricing, renewal pricing,

warranty information, or any other information required. If a comment entered relates to a specific bid line, reference the bid line number.

8. Once you have finished entering your bid, click the **Submit** button.

If you elect not to submit your bid response, click the **Cancel** button and return to the open bid listings.

If you want to submit an overall “**NO BID**”, tab past all the bid lines and complete the **Respondent Name, Respondent Telephone Number** and **Respondent E-mail** fields. Enter text in the **Overall Comments** field stating why you are submitting a “No Bid”. Click the **No Bid** button.

9. **Bid Response Submitted:**

Once you have submitted your bid response, a message box will appear asking you to confirm that you want to submit your bid. If you are ready to submit your bid, click **OK**.

The **Electronic Bid Response Confirmation** page will appear. You should print this page for your records.

On the **Electronic Bid Response Confirmation** page is a link to submit attachments to your bid if necessary. Information that may be sent as an attachment may include but not be limited to: renewal pricing, completed exhibit pages from the bid document, brochures, Buy American Form, catalogs, etc.

See Step 10 for instructions on sending an attachment(s) and/or adding additional comments to your bid response.

Overall “No” Bid Submitted:

Once you have submitted an overall “No Bid” response, a message box will appear asking you to confirm that you want to submit the “No Bid”. If you are ready to submit the “No Bid”, click **OK**. The **NO BID, Comments Submitted** page will appear confirming your “No Bid” response.

10. If you wish to send an attachment and/or additional comments to your bid, click on the **Send Attachment(s)** link on the **Electronic Bid Response Confirmation** page. The **Electronic Bid Attachments** page will open.

If you wish to add comments but not send an attachment, see Step 15.

11. To send an attachment, click on **Add Attachments** on the **Electronic Bid Attachments** page. (You may need to scroll to the right to see this link on the screen.)

12. Click on **Browse** to find the file(s) you wish to attach. If the file(s) exceeds 5 MB, zip the file(s) before selecting the file(s). Then, select the file and click **Open**.

The file path should appear in the box.

13. Click on **Attach File**.

The file path should appear below the words “**Attached Files**”.

Steps 12 and 13 can be repeated as many times as necessary to include as many files as are needed.

If a file is selected in error, the file can be removed by clicking in the box next to the unwanted file listed under “**Attached Files**” and then clicking on the **Remove** button.

14. When you have finished attaching the file(s), click on the **Done** button.

The **Electronic Bid Attachments** page will reappear displaying a listing of all the files that were attached.

15. In addition to files, you may add comments to your bid in the text box provided on the **Electronic Bid Attachments** page. You may type the comments directly in the text box or copy/paste the comments into the text box. Comments can be added without attaching files.

You may want to print the **Electronic Bid Attachments** page for your records. You will receive an electronic confirmation after sending the attachment(s)/comments.

16. When the attachment of the file(s) and/or the addition of comments is completed, click the **Send Attachment** button at the bottom of the **Electronic Bid Attachments** page.
17. After you click the **Send Attachment** button, the **Electronic Bid Attachments** page will reappear no longer displaying a listing of the files and/or the comments that you submitted. You have the option of sending additional attachments and/or comments or exiting this area.