

Vendors

Thank you for your interest in the Kentucky Purchasing Cooperatives!

In order to become an approved vendor in the KPC Bid Book you need to respond to a bid invitation and be awarded a bid.

The link to the current bid is below along with the step-by-step instructions for filling it out.

<http://www.kybuy.org/vendorforms/2004/bidopportunities.asp>

To Register:

1. Click on the **Bid Online** link which will take you to the **Welcome/Login** page.
2. Enter your **Email Address** in the **User Name** field, then click the **Register** button.
3. This will take you to the **Registration** page where you are to enter your contact information and a **Password** which you select.
4. Click **Register** – you will then be returned to the **Welcome/Login** page.

To Bid:

5. Enter your **Email Address** in the **User Name** field and the **Password** you selected.
6. Click **Login** – this will take you to the **Bid Document**.
7. Read all pages carefully and answer all questions by clicking the checkboxes. You may want to print the pages for your records.
8. Once finished, click **Submit** to submit your bid.

Responding to a bid takes approximately 10 to 15 minutes. You can exit the bid document and return to it by logging in using your Username and Password. An email receipt of your submission will be sent to you within 24 hours. **You will receive an Award or Rejection Letter in the mail within two to three weeks after the bid opening.** The fastest way to find out if your bid was awarded is to check the Bid Book on the KPC website www.kybuy.org.

Email the Member Services Team at MemberServicesTeam@kedc.org if you have any questions.