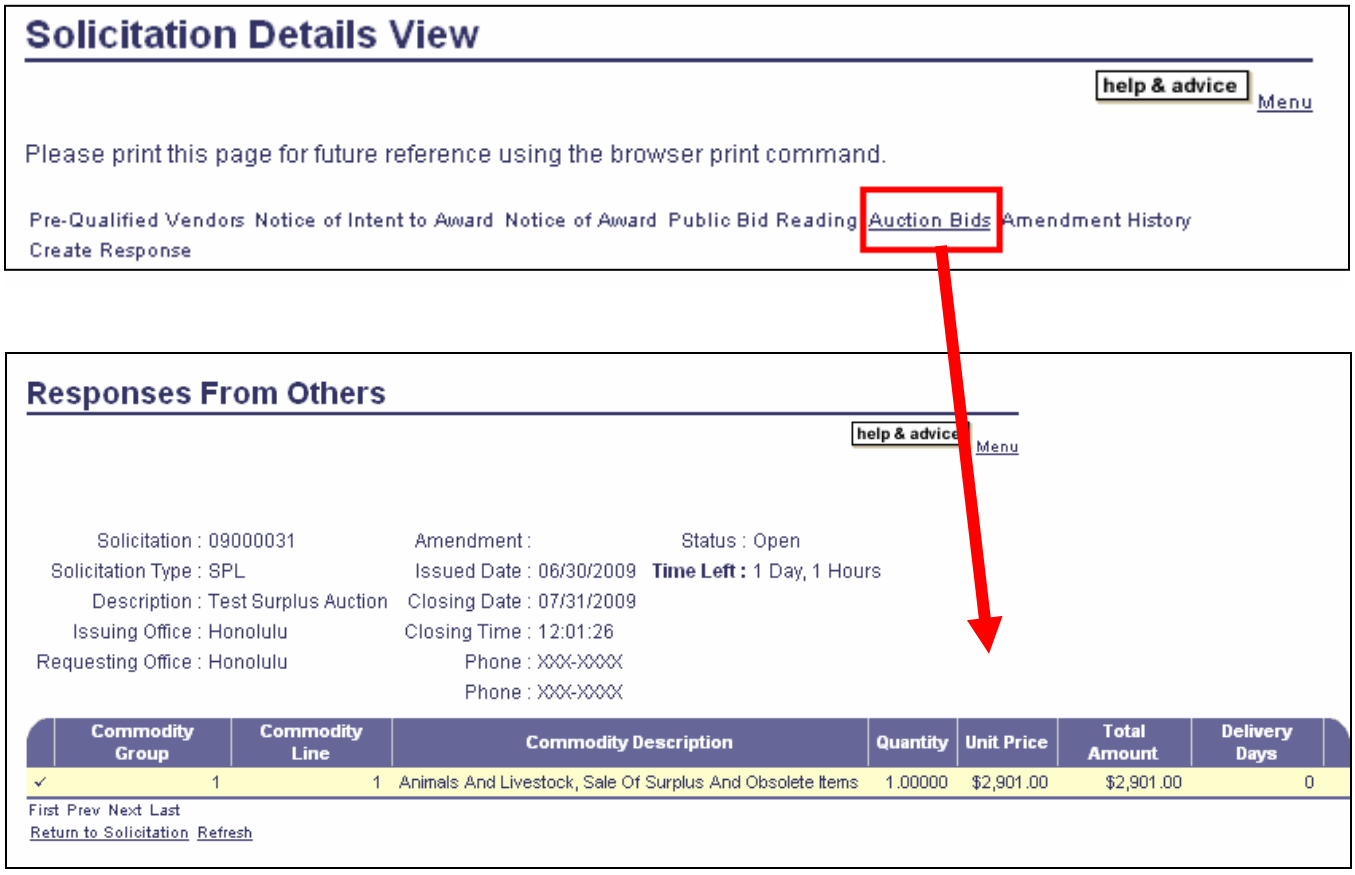
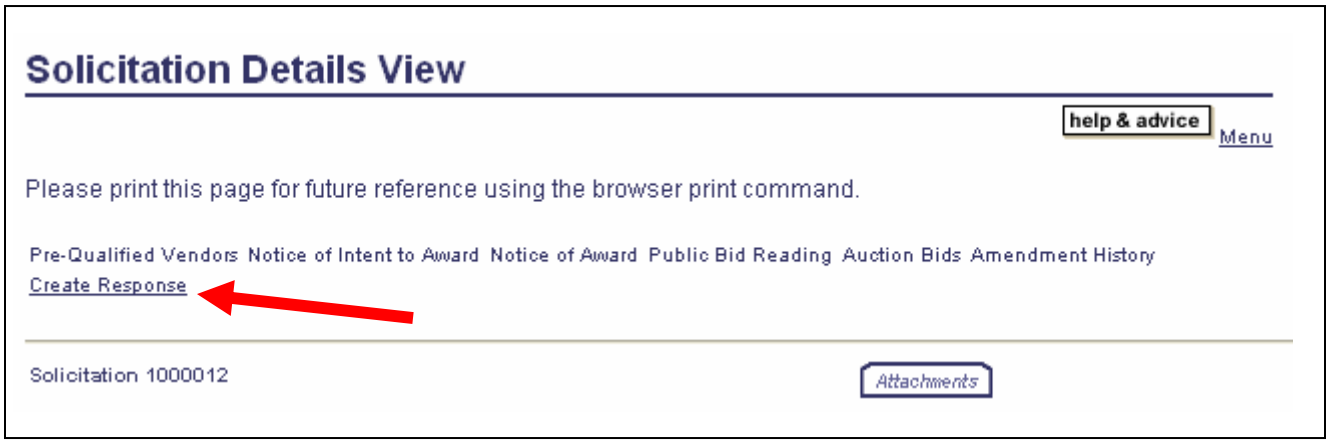
Creating a Bid Response in VSS (Quick Guide)

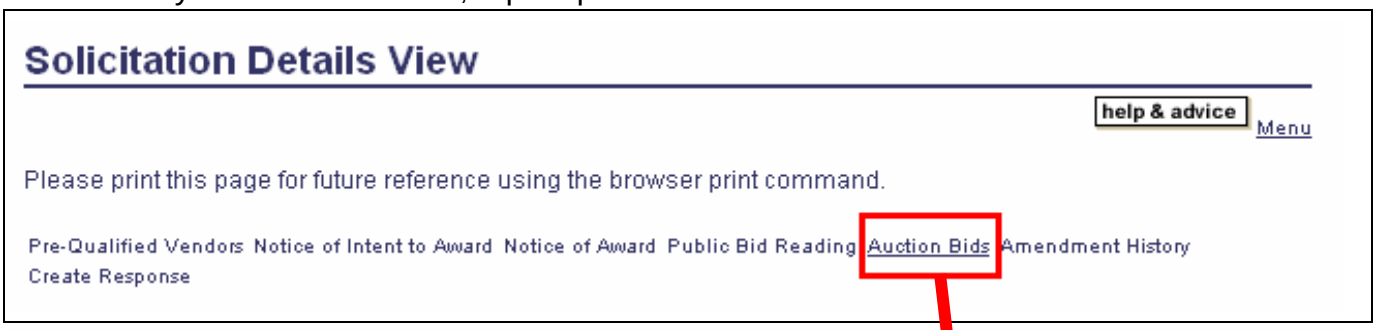
1. Review Current High Bid for the Item by clicking on the Solicitation Detail View page's Auction Bids link.



2. Click on the Create Response link on the Solicitation Details View Page.



3. Click on the Step 2: Commodity Response link on the left hand panel of your online bid response. Within Step 2, click on the Commodity Response button to the open the “Unit Price” bid field. Enter in bid here.

4. After entering in your bid information, click on the Submit button at the bottom of the page

5. If your bid was out bid, repeat process if desired.