

Honolulu Vendor Self Service

- VSS Surplus Auction Bidding -



BFS Purchasing

Phone: (808) 768-5535

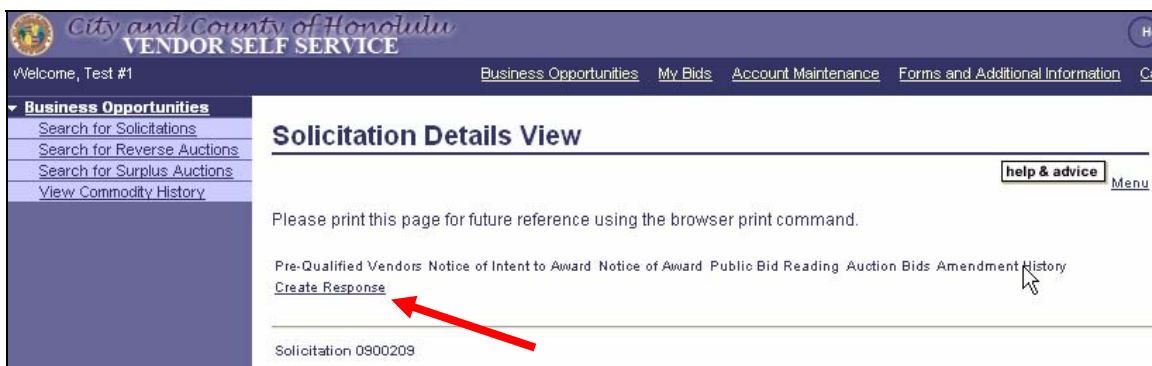
<http://www.honolulu.gov/pur/index.htm>

1. Accessing City & County of Honolulu's Vendor Self Service (VSS)

- Please go to: <https://www5.honolulu.gov/webapp/vss/Advantage>
- Please login with your User Name and Password. Only registered users (bidders) will be able to submit bids.

2. Creating a SR (Bid)

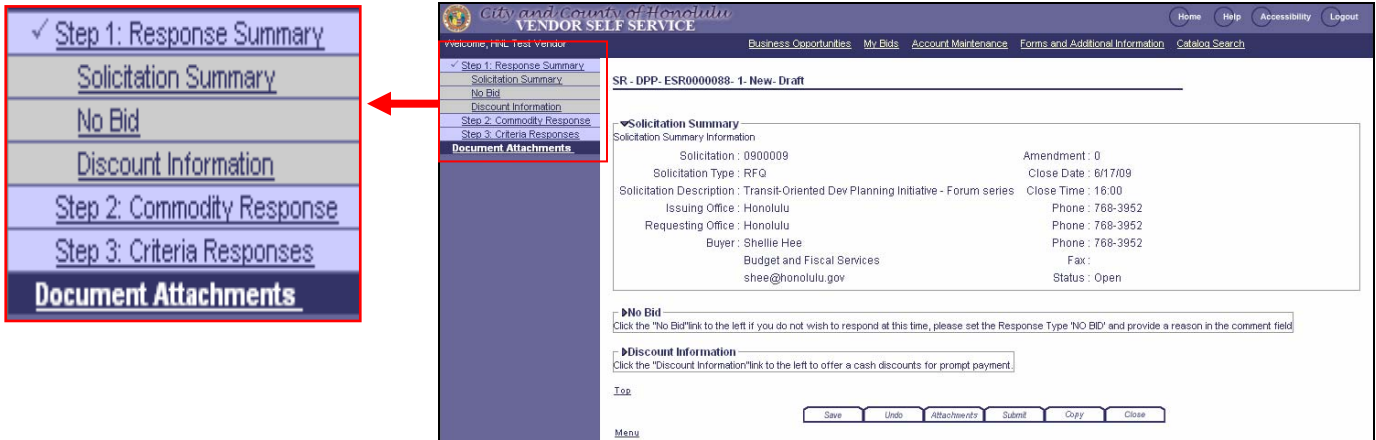
- Within a Surplus Auction document, click on the Create Response link at the top of the page.



3. Entering Bid Information

The bidding process is broken into three steps. However, only **Step 2: Commodity Response** is required for Surplus Auction. Use the panel on the left side of the screen to navigate to **Step 2: Commodity Response**.

- Step 1: Response Summary (Leave Blank for Surplus Auction)
- Step 2: Commodity Response
- Step 3: Evaluation Response (Leave Blank for Surplus Auction)



Step 1: Response Summary

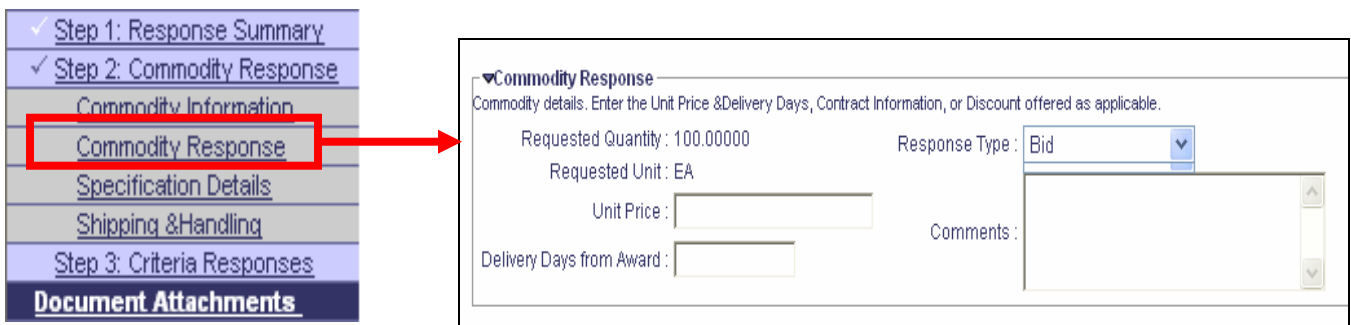
This step is not required for Surplus Auctions. Leave blank when entering a bid for surplus auction.

Step 2: Commodity Response

Click the Commodity Response link inside **Step 2: Commodity Response** on the panel on the left side of the screen.

- Enter bid price into the “Unit Price:” field.
- “Delivery Days from Award” and “Comments :” fields **ARE NOT** required. Leave blank when entering a bid for surplus auction.

Commodity Response:




*** IMPORTANT ***

The City & County of Honolulu will not accept any Bid entered with condition(s).

Step 3: Criteria Response

This step is not required for Surplus Auctions. Leave blank when entering a bid for surplus auction.

4. Submitting Bid

After entering bid into the “Unit Price” field, click on the  button on the bottom of the page.

