

# Vendor Self Service: Vendor Bidding with the Village of Wellington

- Vendor Self Service (VSS) allows existing and future vendors to view any open solicitations with the Village. If you are currently not an existing vendor with the Village, you will be only able to view the open solicitations. If you are interested in submitting a proposal for a bid, please review the New Vendor Registration Guide for instructions on becoming a vendor.
- Existing Vendors will log into Vendor Self Service using the Username and Password created during registration.
- Select Solicitations from the right side of the Menu.

The screenshot shows the Vendor Self Service dashboard. At the top, there is a header with a logo and a user profile icon. Below the header, the main content area is divided into two columns. The left column contains 'Profile information' for JANE DOE (CEO, Phone: 561-459-8830, Email: JDOE@VILLAGE.WELLINGTON.FL.GOV) and 'Vendor information' for JUNA GROUP LLC (123 WELLINGTON ROAD, WELLINGTON, FL 33414). Below this is an 'Announcements' section with text about the VSS system and links to registration guides. The right column contains a navigation menu with 'Home', 'Vendor Self Service', 'Vendor Information', and 'Solicitations'. A red arrow points to the 'Solicitations' menu item. At the bottom of the dashboard, there is a 'Solicitations' section with filters for 'Completion Status', 'Submitted', and 'Solicitations Status', all set to 'All'. A 'Search solicitations' link is also present. The footer contains the copyright notice: © 2021 Tyler Technologies, Inc.

- Search bidding opportunities by entering either a **BID NUMBER** or a **DESCRIPTION**. If neither is known, search using **BID STATUS** and place a **√** in the box for Open Solicitations Only.

The screenshot shows the 'Solicitations Search' page. The header includes the site logo and a user profile icon. Below the header, the main content area is titled 'Solicitations Search' and includes a breadcrumb link: 'Vendor Self Service | Return to Job Solicitations'. The search form has the following fields: 'Type' (dropdown menu set to 'Any Type'), 'Number' (text input field with a note '(other search criteria will be ignored)'), and 'Description' (text input field). Below these fields is a 'Status' section with a checkbox labeled 'Open Solicitations only'. At the bottom of the search form are 'Search' and 'Clear' buttons. The right side of the page features a navigation menu with 'Home', 'Vendor Self Service', 'Vendor Information', and 'Solicitations'.

- In the example provided below, a search for open solicitations yielded one active bid.
- Click on bid number for information on a specific bid.

**Solicitations Search Results**

[Vendor Self Service](#) | [Modify Search](#) | [New Search](#)

All times reflect (UTC-05:00) Eastern Time (US & Canada)

1 Found 1-1

Title	Number	Description	Due By	Decides	Status
	202125	TREE PRUNING VILLAGE-WIDE (SEE LINK FOR BID DOCUMENTS AND SPECIFICATIONS)	07/15/21 02:00 PM	07/15/21 02:01 PM	Accepting Proposals

Home  
Vendor Self Service  
Vendor Information  
Solicitations

- By clicking on the bid number, the bid **Information** tab will open and you can review the bid documents and requirements or choose to create a proposal for the bid. The **Events** tab and **Addenda** tab provide any additional information relating to the bid solicitation. The **Items** tab will list the items that are being solicited in the bid and whether it requires a response in each. Each bid has specific information unique to it, so follow all the details related to that bid.

**Request for Solicitations**  
Status: Open

[Return to Search Results](#) **Create Solicitation**

Information [Items](#)

Number: 202125  
Description: TREE PRUNING VILLAGE-WIDE (SEE LINK FOR BID DOCUMENTS AND SPECIFICATIONS) Attachments: (1)

Due by: 07/15/2021 02:00 PM (UTC-05:00) Eastern Time (US & Canada)  
Opening date: 07/15/2021 02:01 PM (UTC-05:00) Eastern Time (US & Canada)  
Approximate award date: 08/04/2021 07:00 PM (UTC-05:00) Eastern Time (US & Canada)

Home  
Vendor Self Service  
Vendor Information  
Solicitations

- Click on **Create Solicitation** to begin a proposal for that bid.

**Request for Solicitations**  
Status: Open

[Return to Search Results](#) **Create Solicitation**

Information [Items](#)

**Default bid group. (All items require responses)**

Description	Quantity	UOM	Attachment
Commodity: 98888 OAK, MAHOGANY, GREEN BUTTWOOD PRUNING 6"-12"	1.00	EACH	(0)
Commodity: 98888 FUCUS, BANYAN PRUNING 12"-24"	1.00	EACH	(0)
Commodity: 98888 OLMBO LIMBO, SILVER BUTTWOOD PRUNING 6"-12"	1.00	EACH	(0)

Home  
Vendor Self Service  
Vendor Information  
Solicitations

- The **Create Solicitation** screen will open and the items unique to that bid will be listed. If all items require a response, it will show up by the Default bid group.
- Update the **Unit Price** and click **Save and Continue** at the bottom of the page.

**Create Solicitation**  
Step 1 of 2

[Vendor Self Service](#) | [Return to Search Results](#)

Vendor Solicitation ID:  to help you reference your Solicitation(optional)(to help you reference your bid(optional))

**Default bid group. (All items require responses)**

Description  
Commodity: 98888  
OAK, MAHOGANY, GREEN BUTTWOOD PRUNING 6"-12"

Attachment	Quantity	UOM	Unit Price
(0)	1.00	EACH	\$ 5000.00
Commodity: 98888 FUJUS, BANWAL, PRUNING 12"-24"	1.00	EACH	\$ 10000.00
Commodity: 98888 GUMBO LIMBO, SILVER BUTTWOOD PRUNING 6"-12"	1.00	EACH	\$ 15000.00
<b>Group Total:</b>			\$ 30,000.00

- The **Solicitation Attachments** screen will open. This will contain a listing of the required bid documents. Click **attach** to upload the documents.

**Solicitation Attachments**  
Step 2 of 2

[Vendor Self Service](#) | [Return to Search Results](#)

Attachment Type	Description	Required	Attachments
Required Bid Documents	Required Bid Documents	✓	(0) <input type="button" value="Attach"/>

**Solicitation Attachments**  
Step 2 of 2

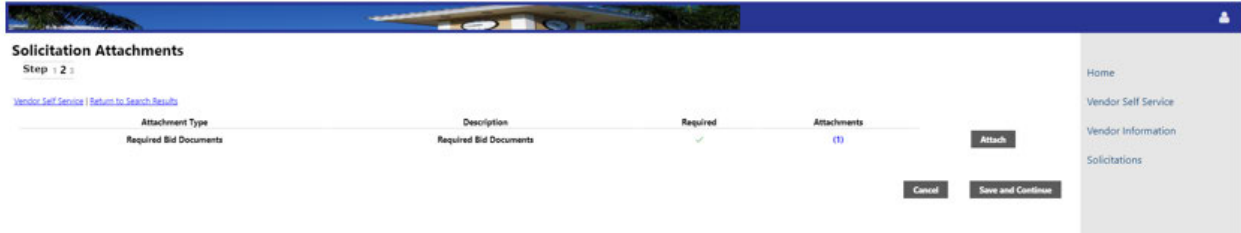
[Vendor Self Service](#) | [Return to Search Results](#)

Attachment Type	Description	Required	Attachments
Required Bid Documents	Required Bid Documents	✓	(1) <input type="button" value="Attach"/>

PCS Of RUTHE.pdf  Type: Required Bid Documents

no file chosen Type: Required Bid Documents

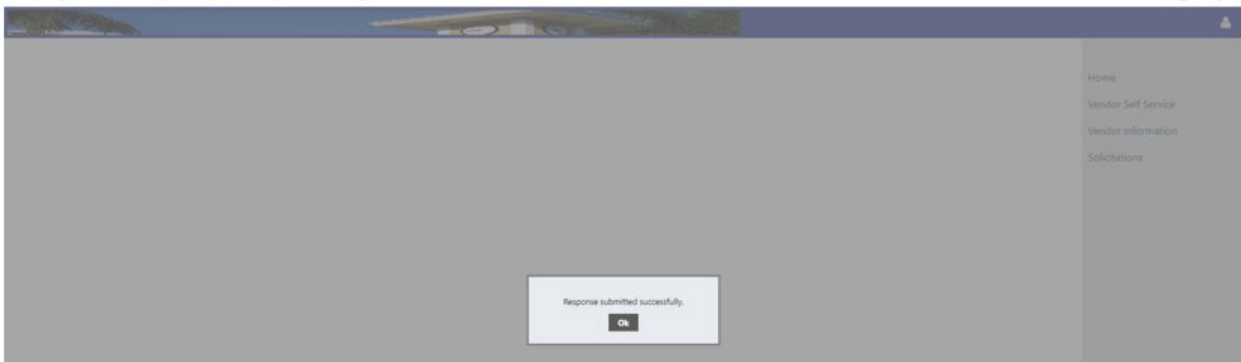
- Once you have confirmed that your required attachment has been saved, select Save and Continue.



- Your status will show as **Pending** at the top of the page under **Proposal Status**. If you have entered all the required information you are ready to submit your bid. Select Submit Bid.



- You will receive the message that your response was submitted successfully. Select Ok.



- Your Proposal Status now has changed to **Submitted** as seen on the top of the page.

The screenshot shows a web interface for bid verification. At the top, there is a blue header with a logo on the left and a user profile icon on the right. Below the header, the page title is "Bid Verification" with a sub-header "Step : 2". There are two links: "Vendor Self Service" and "Return to Search Results". The main content area is a table with the following data:

<b>Proposal Status:</b> Submitted	
<b>Solicitation Number:</b> 202125	<b>Attachments:</b> (1)
<b>Description:</b> TREE PRUNING VILLAGE-WIDE (SEE LINK FOR BID DOCUMENTS AND SPECIFICATIONS)	
<b>Proposals due by:</b> 07/15/2021 02:00 PM (UTC-05:00) Eastern Time (US & Canada)	
<b>Bid opening date:</b> 07/15/2021 02:01 PM (UTC-05:00) Eastern Time (US & Canada)	
<b>Approximate award date:</b> 08/24/2021 07:00 PM (UTC-05:00) Eastern Time (US & Canada)	

On the right side of the page, there is a vertical navigation menu with the following items: Home, Vendor Self Service, Vendor Information, and Solicitations.

Congratulations, you have successfully submitted your bid!