



Vendor Bid System (VBS) Tips & Tricks Job Aid

Advertisement Administrators

- Use the Advertisement Console, located on each open advertisement, to Version, Delete and Cancel active advertisements.
- Vendor e-mail notifications are generated the morning after the publish date.
- To pull notification logs for vendor e-mail notifications, visit the Advertisement Console, which has a link to the log for each version of your advertisement.
- Delete published advertisements to immediately remove them from public view and place them in the Closed Bids section. Delete unpublished advertisements to remove them from the system completely.

Naming Files

- Give PDF files a short name.
- Avoid special characters such as apostrophes, question marks, etc., when you number advertisements and name files.
- VBS does not record files' original name.

Reducing File Size

- Create the smallest PDF documents possible. Because scanners take a picture of the original document, the PDF files from scanned documents can be large.
- Always use Adobe Acrobat or similar software to make PDF files from Microsoft Word, Excel or another type of original electronic file.
- IT desktop support can check how Acrobat is set up on your computer to help you produce the smallest files possible.
- If you must upload a scanned document (such as a bid tally sheet), make sure the scanner is set to create the smallest possible file size.

Advertisement Numbers

- PDF files are linked by the letters and numbers in the advertisement number.
- If you need to make changes to an advertisement before the Begin Date, you may need to re-upload any PDF files after.
- Advertisement number changes are only allowed on original advertisements or if you delete an unpublished ad, and only before the Begin Date.

VBS Assistance

If you need assistance with using the Vendor Bid System, you may reach out to the MFMP Customer Service Desk via e-mail at BuyerHelp@MyFloridaMarketPlace.com or call (866) 352-3776.