

VENDOR BID SYSTEM (VBS) REGISTRATION

How to register in VBS

- Go to www.MyFlorida.com/VBS.
- Click “Login” in the upper right corner of the blue header.
- Click “Register”.
- Enter the following profile information:
 - Name;
 - Phone number;
 - Email address; and
 - Organization category (e.g. state agency) & organization name (e.g. DMS).
- Create a password.
 - Passwords must meet at least three of the following criteria:
 - 8 -15 characters;
 - At least one special character or digit;
 - At least one capital letter; and
 - At least one lowercase letter.
- Click “Save changes”.
 - Result: A case-sensitive username is assigned. You must enter this username as assigned when logging in.
- Follow the steps in the verification email you receive to complete registration.

How to post a new advertisement

- Login to [VBS](#).
- Click “New Advertisements”.
- Select the contact person for the advertisement from the “Contact Person” dropdown.
 - If the Contact Person doesn’t appear in the dropdown, select “New Contact Person” and enter their contact information.
- Enter an “Advertisement Number”.
- Select an “Advertisement Type” from the dropdown.
- Enter an “Advertisement Title”.
 - There is a 100-character limit.
- Enter an “Advertisement Description”.
 - **Tip:** Keep the description simple for easy reference.
- Select at least one commodity code by searching for the UNSPSC code or keyword and double-clicking on the code(s) that should be added to the advertisement.
- Enter the “Begin Date” to determine when the advertisement will be visible to the public.
 - **Note:** It is highly recommended to choose a future date to allow time to review the advertisement before it is viewable by the public.
- Enter the “End Date and Time” to determine when the advertisement will be removed from public view.
- Enter the “Response Open Date and Time” (**optional**).
- Enter the address where vendors should send solicitation responses.
- Check any of the five attachments below to include standardized language in the advertisement:
 - Agency contact period;
 - Americans with Disabilities Act;
 - Minority Business Enterprise encouraged;
 - Pre-solicitation conference; or
 - Right to reject.
- Click “Save Advertisement”.

How to upload supporting details for an advertisement

- Save documents to be attached to your desktop.
 - File name must be less than 25 letters and numbers.
- Click “Choose File” and browse for the PDF to be uploaded.
 - PDF is the only permissible file type; the maximum file size is 4MB.
- Enter the file name in “File Description”.
- Select document type from “Document Type” dropdown.
- Click “Upload Document”.
 - Result: A message will confirm whether the upload was successful.
- Repeat steps above for each document.
- Click “Finished” after all documents have been uploaded.

Reminder: Anything uploaded and published through VBS is considered public record.

How to edit an advertisement

- Login to [VBS](#).
- Click “Search Advertisements” and search for the advertisement to update.
- Select “Edit” from the Advertisement Console.
 - See the “Advertisement Console Actions” section of the [VBS Manual](#) for information about other actions that may be taken in this console.
- Click “Save”.
- When prompted, confirm that you want to update information and click “OK”.
- Update advertisement description and information as needed.
- Select “Save Advertisement”.
- Upload any additional documents.
- Click “Finished”.