



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.
- When versioning through the Advertisement Console, VBS automatically sets a future begin date that you will need to reset to the appropriate publish date.
- 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. Note: Single sources and agency decisions do not generate e-mail notifications.
- 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 Delete unpublished advertisements to remove them from the system completely.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 Files 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 change the advertisement number on an ad 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- Advertisement number changes are only allowed on original advertisements or if you delete an unpublished ad, and only before the Begin Date.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 to correct an advertisement or need to upload a PDF file due to VBS errors, e-mail BuyerHelp@MyFloridaMarketPlace.com with "VBS Assistance Needed" in the subject line. Attach any PDF files for upload, give the exact advertisement number in quotes and list instructions. Remember to include the bid number in the help request so we can identify the advertisement.

If you need to upload a PDF file, please include the text for the Description field and the File Type to choose from the drop-down list.