

Vendor Self Service

- How to Submit a Surplus Auction Bid -



BFS Purchasing

Phone: (808) 768-5535

<https://www5.honolulu.gov/webapp/vss/Advantage>

www.honolulu.gov/pur

October 2017

Purpose

To explain and show to potential bidders how to submit a bid for a City Surplus Auction using the City's Vendor Self Service (VSS).

Honolulu Vendor Self Service Website

1. Go to: <https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>
2. Login with your User Name and Password.

City and County of Honolulu
VENDOR SELF SERVICE
www.honolulu.gov/pur

Welcome

Honolulu Vendor Self Service will allow you to manage y
auctions.

Announcements

User ID

Password

Login

[Password Reset](#)

3. Navigate to the **Surplus Auction Details** page by going to the **Business Opportunities** tab → **Surplus Auction** subtab → then click the **Details** button of the surplus auction you are interested in.

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VENDOR SELF SERVICE
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Account Information | **Business Opportunities** | Solicitation Responses

Solicitations | My Watchlist | **Surplus Auctions**

Search for Surplus Auctions

Show Me ... All Surplus Auctions | My Commodities | Open Surplus Auctions

Keyword Search :

Category :

Type :

[VSS How to Bid Surplus Auction](#) Video: [MP4](#) [WMV](#)

[VSS Updates](#)

Solicitation	Dept/Buyer/Cate	Do
Used Magnetic Particle Machine, Magnaflux Model H-620 SPL : 18000066	Budget and Fisc Glenn Cruz	Typ

Details

Surplus(SPL)

Creating the SR (Bid)

4. Within the **Surplus Auction Details** page, click on the **Auction (Bids)** tab to view the current high bid.
5. When ready to place your bid click on the **Respond Online** button at the top of the page.

Solicitation: 18000066 Used Magnetic Particle Machine, Magnaflux Model H-620
 Issued: 9/5/17 Last Amended: 9/13/17 **Current Status: Open**

Closing Date: 11/30/17 10:00 AM HST Doc Dept: Budget and Fiscal Services
 Time Left: 68 Days, 19:29:31 Buyer Name: Glenn Cruz
 Category: <blank>
 Type: Surplus(SPL)

Buyer Information: Glenn Cruz(gcruz@honolulu.gov) Additional Dates Bid Opening Date: Award Date:
 Phone:768-3962 Fax: More... see Events tab

Response Options
Respond Online

VSS How to Bid Video: MP4 WMV

Current Best Offers
 Refresh

Lot	Line	Commodity Description	Quantity	Unit Price	Total Amount	Delivery Days
1	1	Sale Of Surplus And Obsolete Items - Other	1	\$1.00000	\$1.00	

From 1 to 1 Total: 1 First Prev Next Last

Submitting the Bid

6. You should now be in the solicitation Response page.

City and County of Honolulu
 VENDOR SELF SERVICE
 www.honolulu.gov/pur

Home | Help | Accessible Help | Site Map | Log

My Online Response
 Welcome,
 Time Left: 68 Days, 19:13:01

Solicitation: SPL-BFS-18000066 Used Magnetic Particle Machine, Magnaflux Model H-620

My Response
 Response Status : Draft
 Grand Total : \$0.00

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Respond to Lines: No Bid for Solicitation Undo No Bid for Solicitation View Current Best Bids Save Submit Go To Step 2 Exit

Lot 1 of 1 : City & County of Honolulu Surplus Auction No Bid for Lot Undo No Bid for Lot

Description	Your Offer
1. PUBLIC INSPECTION BY APPOINTMENT. CONTACT DARRELL KANINAU AT 768-9590. EQUIPMENT IS LOCATED AT OAHU TRANSIT SERVICES MAINTENANCE SHOP BUILDING C, MIDDLE STREET. CLICK ON	Requested Quantity : 1 EACH Response Type: Bid Unit Price: 25 Total: Specifications: Used Magnetic Particle Machine, Magnaflux Model H-620, Machine runs. Equipment it is not guaranteed or does not have any

- Enter your bid price into the **Bid Price** box. Make sure that your bid is higher than the current bid amount.
- Click the **Submit** button.

My Response
Response Status : Draft
Grand Total : \$0.00

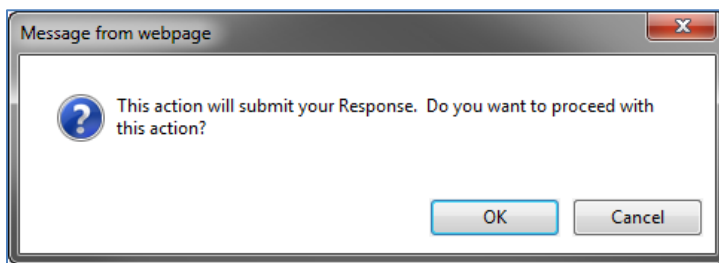
1 Respond To Lines | 2 Criteria Response | 3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit

Respond to Lines: No Bid for Solicitation | Undo No Bid for Solicitation | View Current Best Bids

Lot 1 of 1 : City & County of Honolulu Surplus Auction | No Bid for Lot | Undo No Bid for Lot

Description	Your Offer	Brand Name/Model Number/Packaging (if
1. PUBLIC INSPECTION BY APPOINTMENT. CONTACT DARRELL KANINAU AT 768-9590. EQUIPMENT IS LOCATED AT OAHU TRANSIT SERVICES MAINTENANCE SHOP BUILDING C, MIDDLE STREET. CLICK ON	Requested Quantity : 1 EACH Response Type : Bid Unit Price : 25 Total :	

- A confirmation window will pop up inquiring if you want to submit your Response (bid). Click **OK** to confirm submitting your bid.



- A confirmation message should indicate that your bid was submitted successfully.

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 Vendor Self Service
 www.honolulu.gov/pur

Home | Help | Access

Account Information | Business Opportunities | Solicitation Responses

Solicitations | My Watchlist | Surplus Auctions

Bid Submitted Successfully

Welcome,

Solicitation : 18000066
 Solicitation Type : SPL
 Description : Used Magnetic Particle Machine, Magnaflex Model H-620
 Issuing Office : Honolulu
 Requesting Office : Honolulu

Amendment : 1
 Issued Date : 09/13/2017
 Closing Date : 11/30/2017
 Closing Time : 10:00:00
 Phone : 768-3962
 Phone : 768-3962

Status : Open
 Time Left : 69 Days

Commodity Group	Commodity Line	Commodity Description	Quantity	Unit Price	Total Amount	Delivery Days
1	1	Sale Of Surplus And Obsolete Items - Other	1.00000	\$25.00	\$25.00	0

First | Prev | Next | Last

Return to Solicitation | Refresh

Thank you.

This message is confirmation that you have successfully submitted your bid. In this page, click on "Refresh" button to see the current highest bid amount. If you wish to increase your bid, click on "Return to Solicitation" button and create another bid response.

11. Click **Refresh** see current high bid or **Return to Solicitation** to go back to the Surplus Auction Detail page.
12. Upon return to the **Surplus Auction Detail** page, you should see your bidding history listed under the **Respond Online** Button.

The screenshot displays the 'Surplus Auctions' section of a web application. At the top, there are navigation tabs for 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. Below these, there are sub-tabs for 'Solicitations', 'My Watchlist', and 'Surplus Auctions'. The main content area shows details for Solicitation 18000066, titled 'Used Magnetic Particle Machine, Magnaflux Model H-620'. It includes fields for 'Issued: 9/5/17', 'Last Amended: 9/13/17', and 'Current Status: Open'. A 'Closing Date' of 11/30/17 10:00 AM HST and 'Time Left' of 68 Days, 19:04:14 are shown. Other details include 'Doc Dept: Budget and Fiscal Services', 'Buyer Name: Glenn Cruz', 'Category: <blank>', and 'Type: Surplus(SPL)'. A 'Response Options' box is highlighted with a red border, containing a 'Respond Online' button. A red arrow points to this button. Other elements include 'Add this item to Watch List', 'My Offer SR-BFS-ESR2017092201433-1(Accepted)', and 'Buyer Information' for Glenn Cruz.

13. To increase your bid, click on **Respond Online** button and repeat the same steps again.

Additional Help Resources

Additional resources and guides are available on the City and County of Honolulu Purchasing website under Help Guides (<http://www.honolulu.gov/pur/helpguides.html>), and the Vendor Self Service home page (<https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>).

If you have any questions, please contact the help desk at 808-768-5535 or bfspurchasing@honolulu.gov.