

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

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1. Purpose:

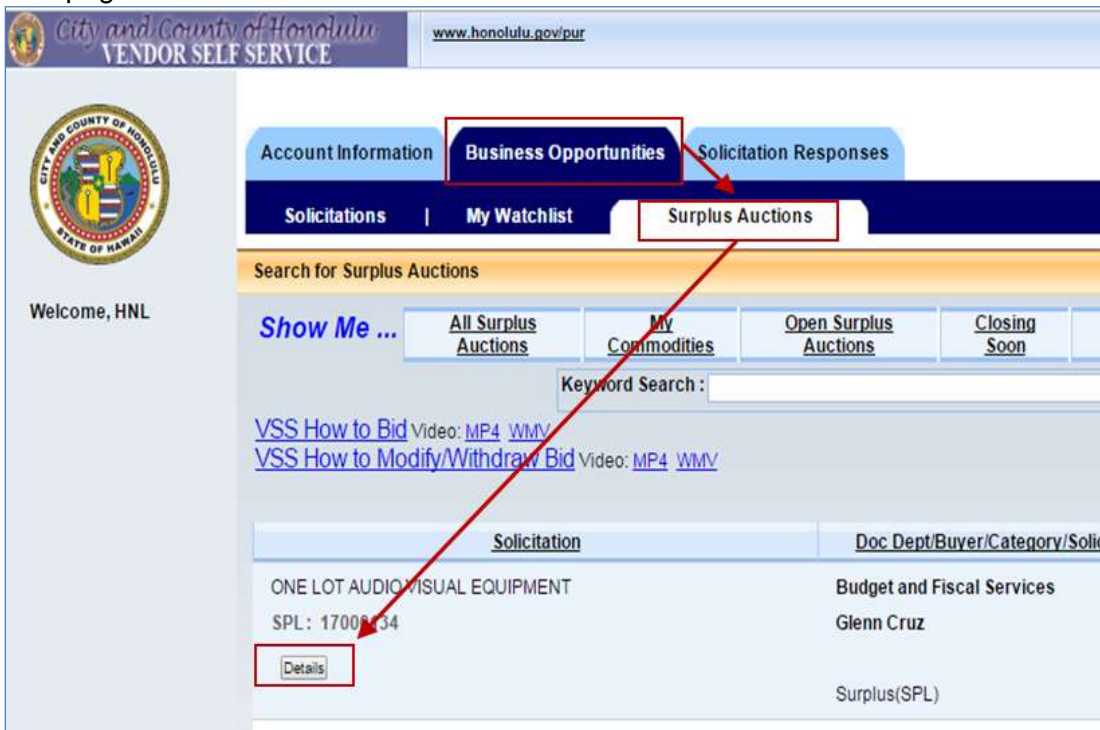
To explain and show to potential bidders how to submit a bid for a City Surplus Auction using the City's Vendor Self Service (VSS).

2. Honolulu Vendor Self Service Website

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



- C. Click on the "Business Opportunities" tab > "Surplus Auctions" subtab. You can locate the item you want to bid on. If you cannot locate the item, you may click the "Next" button to see more items that were listed. Click the "Details" button to open up the item of interest. Please see the next page for a screen shot.



3. Creating a SR (Bid)

- A. Within the solicitation Details page, please click on the **Respond Online** button at the top of the page. You will be directed to the solicitation response screen.

The screenshot displays the 'Solicitation Responses' section of the Vendor Self Service portal. 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 17000134, titled 'ONE LOT AUDIO VISUAL EQUIPMENT'. Key information includes the closing date of 3/9/17 at 11:00 AM HST, with 5 days and 21:49:35 remaining. The current status is 'Open'. A red arrow points to a 'Response Options' box containing a 'Respond Online' button. Other details include the buyer name 'Glenn Cruz', category '<blank>', and type 'Surplus(SPL)'. Below the main details, there are tabs for 'Lots/Lines', 'Attachments', 'Additional Information', 'Terms', 'Events', 'Amendment History', and 'Auction (Bids)'. The 'Lots/Lines' tab is active, showing a table with columns for 'Description', 'Requested', and 'More Information'. The first row describes a public inspection appointment.

4. Entering Offer/Bid Information

- A. The bidding process requires two steps. Use the panel on the left side of the screen or the tabs to navigate between the steps.
- Step 1: Respond to Lines
 - Step 5: Review/Submit

In the City Surplus Auction Process, a bidder only needs to input information and act on Step 1 and Step 5.

Please see the next page for a screen shot of the navigation panels between the steps.

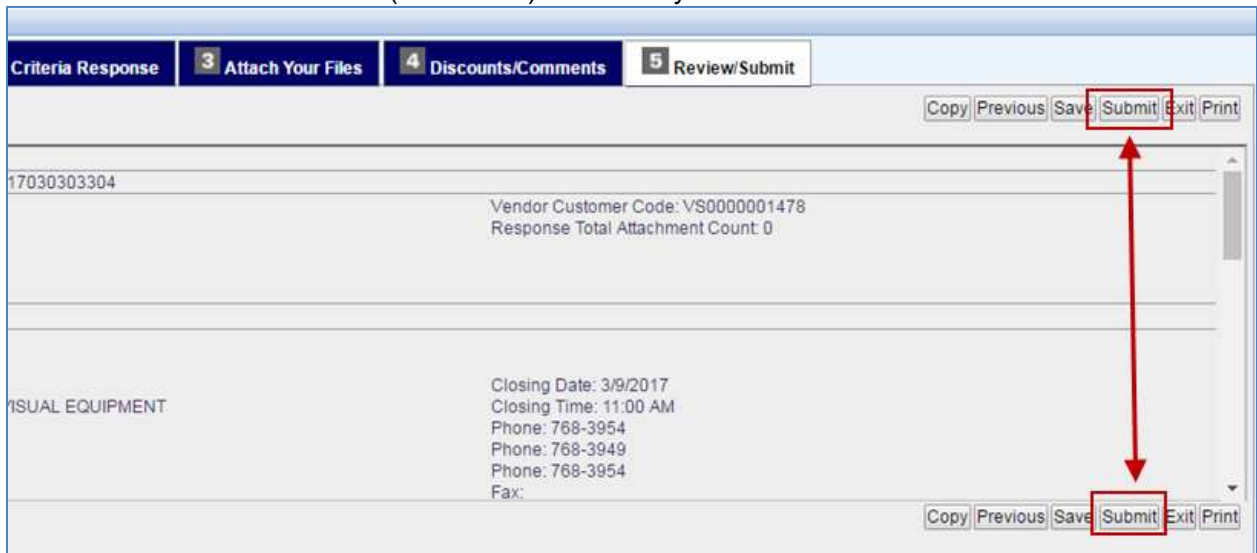
Step 1: Respond To Lines

- B. Click on **Step 1: Respond To Lines** tab. Enter in the dollar amount you wish to bid in the “Contract Amount” field. You may leave the other fields unchanged or blank.

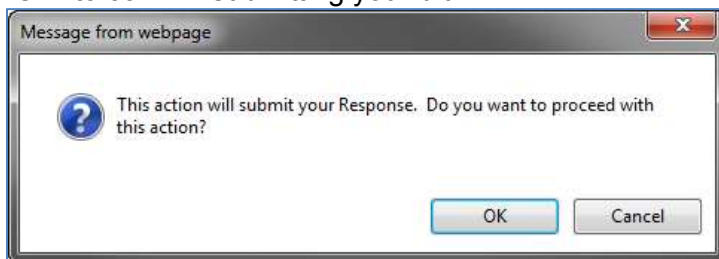
- C. You are now ready for Step 5. Click on the “5 Review/Submit” tab to proceed. You may also use the navigation panel on the left shown in the screen shot above.

Step 5: Review/Submit

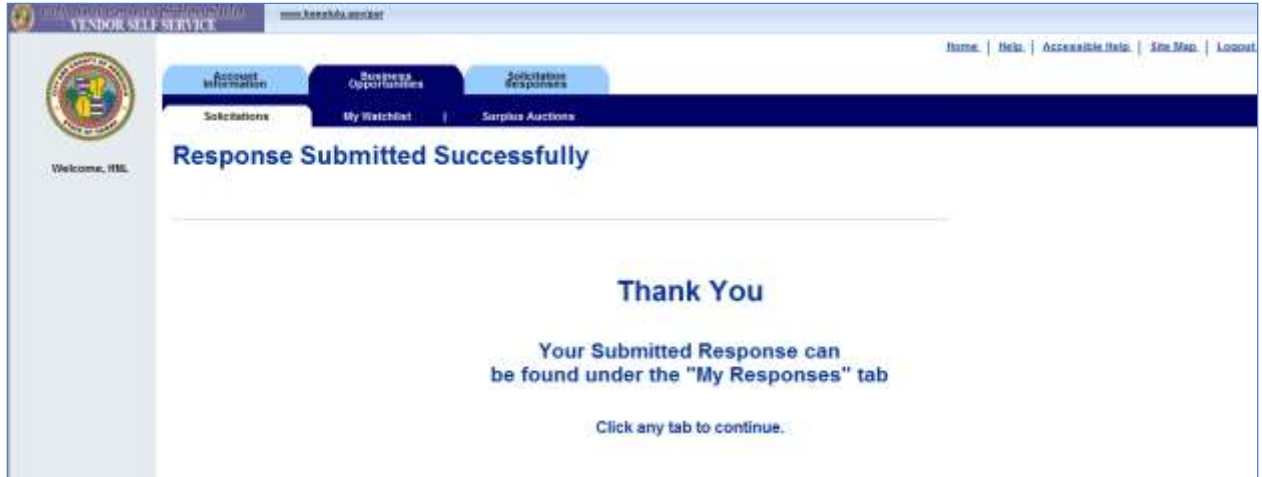
- D. Click on **Step 5: Review/Submit** tab to review your bid.
1. Use the scroll in the bottom window to review your bid.
 2. Click on “Submit” buttons (either one) to submit your bid.



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



F. A thank you message should indicate that your bid was submitted successfully.



If you have any questions, please contact the public auction line at (808) 768-3962 or email bfspurchasing@honolulu.gov.