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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Vendor Self Service – How to Submit a Surplus Auction Bid

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.

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.
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.

Submitting the Bid

6. You should now be in the solicitation Response page.
7. Enter your bid price into the **Bid Price** box. Make sure that your bid is higher than the current bid amount.

8. Click the **Submit** button.

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

10. A confirmation message should indicate that your bid was submitted successfully.
11. Click **Refresh** to 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.

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

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**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](http://www.honolulu.gov/pur/helpguides.html)), and the Vendor Self Service home page ([https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService](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**.