



“Cloning” – a time saving feature for recurring or seasonal bids

PennBid’s Cloning feature enables Users to very quickly replicate previous solicitations for recurring / seasonal bids and can be useful for re-bids. Using this feature, your new bid can be ready to display in a matter of minutes.

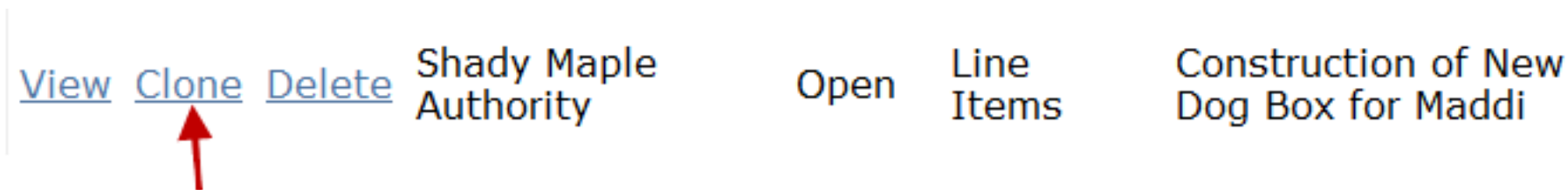
Note - Cloning a previous solicitation does not affect or impact the original in any way. All data, documents, bids, and transaction logs are maintained.

Let’s get started.

Step 1 – After you log in, click on the **Solicitations** tab at the top of the screen.

Step 2 – Click the dropdown arrow next to Status, select ALL and click **Apply**.

Step 3 – Cloning - Click the “**Clone**” button next to the solicitation name that you wish to copy.





Step 4 – Select desired clone features and click **Clone Solicitation**.

Clone Configuration

In addition to cloning solicitation setup, please select additional features you would like to clone.

Clone Categories Yes No

Clone Bidders List Yes No

Clone Bids Options Yes No

Clone Documents Yes No

A “New” solicitation is produced, including all documents and bid options if desired.

**Solicitation Shady Maple Authority-Copy - Setup
Construction of New Dog Box for Maddi-Copy** ←

Bids Due Date/Time: 5/07/2013 10:00:00 AM Eastern

Visible to Vendors: Currently Hidden | [Show](#) **Bids Due:** 5/07/2013

Your solicitation has been successfully cloned.



Adjusting your new solicitation

Note - not all adjustments might be necessary.

Step 5 – Adjust solicitation titles and the bid due date / time by clicking **Edit** from **Setup** tab.

Step 6 – Delete unnecessary documents and / or add new documents via the **Documents** tab (top blue bar).

Step 6 – Add Pre-Bid meeting information if needed by clicking the **Events** tab (top blue bar).

Step 7 – Adjust the questions cutoff date (**Questions** tab – top blue bar) and the bid form (**Bids** tab – top blue bar).

That's it!! When ready, click "Show" from any screen to display to potential bidders. The PennBid Program will automatically notify bidders who offer products and services related to your solicitation.

Please contact our office with any questions or if you desire assistance.