



Communicating with Bidders

When using PennBid, communicating with potential bidders is extremely easy, fast, accurate, and recorded. This is especially valuable when issuing addenda or sending reminders to bidders (such as an upcoming pre-bid meeting).

From the **Bidders** tab (top blue bar), scroll down. You will see several available buttons for your desired action.



Notify Selected – From the populated bidders list, check the box next to each bidder you would like to message and click **Notify Selected**.

Notify All – By far the most common. When issuing Addenda or a General Message, just choose **Notify All**.

Notify By Category – Used as an Invitation to Bid, this option will send a message to all potential bidders in the Categories previously selected.

Example of Issuing Addenda - Click **Notify All**. The box below will appear.

Email Recipients: 133



Your message will be sent to all Bidders and you will receive a copy. Additionally, the **Log** tab (top blue bar) will record details of your communications.