



Quick Changes During Difficult Weather

When significant weather events are approaching, posting agencies might want to consider extending the bid due date. Using **PennBid**, changing the date and notifying all potential bidders takes less than a minute and can be completed up until the time of Bid Opening.



Please note – Bids will remain sealed until the new date and time.

Here's how:

Changing the bid due date

- Log into PennBid and go into your solicitation
- From the **Setup** screen (top blue bar), scroll down and click **Edit**
- Put new bid opening date in the Due Date field
- Click **Update**

Notifying Potential Bidders

- Click on the **Bidders** tab (top blue bar)
- Scroll down and click **Notify All**.
- Select "Addendum" from the Template dropdown
- Write a brief note and click **Next** (lower right), **Send, Ok**

PennBid will automatically add you to the email distribution so you can receive a copy of the notification for your records.