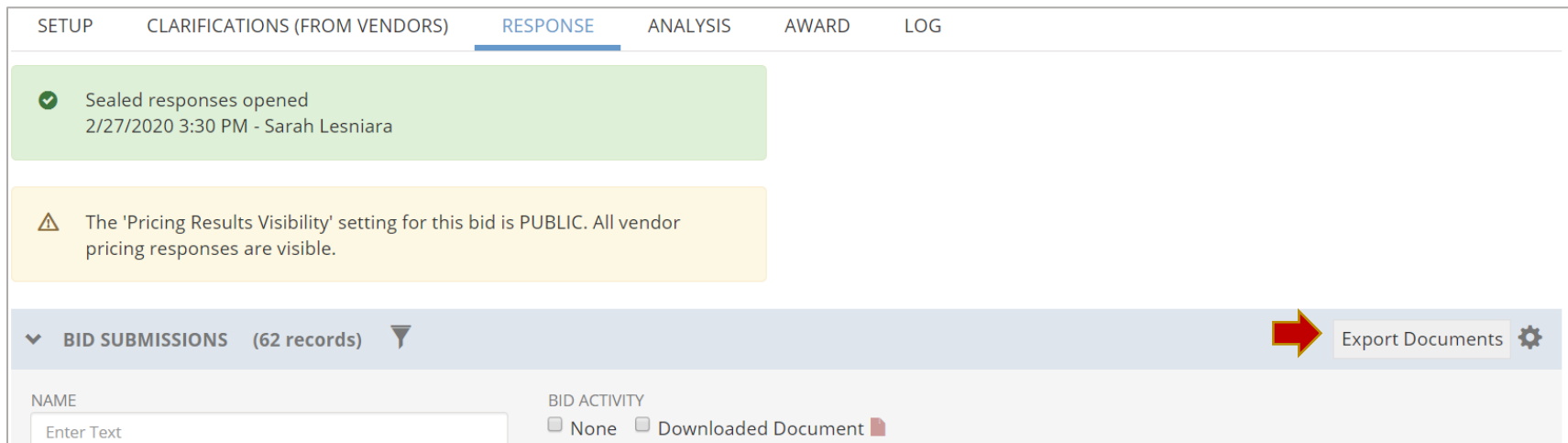


## EXTRACTING UPLOADED BIDDER DOCUMENTS

Bidders upload one or more supporting documents with each bid submission. Within PennBid, you can download individual support documents, or all support documents submitted by each bidder during or beyond bid opening. To retrieve a bidders' document(s), click on the "RESPONSE" tab and scan the grid of data until you see "Bid Submissions."

Within the "RESPONSE" tab, on the right side of the page next to the gear icon on the light blue toolbar, there is an "Export Documents" button. Once you click "Export Documents," the supporting document(s) for all bidders will automatically download as a ZIP folder on your computer.




*Note: This does not include the bid bond(s), which will need to be exported individually as noted below.*




SETUP   CLARIFICATIONS (FROM VENDORS)   **RESPONSE**   ANALYSIS   AWARD   LOG

✓ Sealed responses opened  
2/27/2020 3:30 PM - Sarah Lesniara

⚠ The 'Pricing Results Visibility' setting for this bid is PUBLIC. All vendor pricing responses are visible.

▼ **BID SUBMISSIONS** (62 records)   Export Documents 

NAME

BID ACTIVITY  
 None  Downloaded Document 



The columns displayed on-screen are completely customizable and can be visible/invisible depending on preference. We recommend having the “Printable View,” “Download Response Docs,” and “Attached File” columns visible and organized so they are readily viewable on the page.

	NAME	BID ACTIVITY	DATE SUBMITTED	PRINTABLE VIEW	DOWNLOAD RESPONSE DOCS	ATTACHED FILE	SUBMIT CONFIRMATION ...
	Joseph J Danielle		2/27/2020 3:17 PM	<a href="#">view</a>	<a href="#">download</a>	<a href="#">Bid Bond and Surety.pdf</a>	F3D2BEE9497
	McCarthy Construction, Inc.		2/27/2020 3:05 PM	<a href="#">view</a>	<a href="#">download</a>	<a href="#">Unionville - restroom reno - Bid Bond.pdf</a>	E5263A36FAA
	BSS Contractors		2/27/2020 2:04 PM	<a href="#">view</a>	<a href="#">download</a>	<a href="#">A310 Bid Bond 01F.pdf</a>	CC36577B2B4
	F.W. Houder, Inc.		2/27/2020 1:44 PM	<a href="#">view</a>	<a href="#">download</a>	<a href="#">Bid Bond GC 2-27-20.pdf</a>	0CB1249778C

**Printable View:** Clicking on “view” will open a new page containing a print-friendly, PDF version of the bidders complete bid submission.

**Download Response Docs:** Clicking on “download” will automatically download all supporting documents that have been uploaded by individual bidder, excluding the bid bond (unless specifically uploaded in the RFIs). This will automatically open into a ZIP folder.

**Attached File:** The link(s) found within this column contain the bid bond uploaded by each bidder.

*Note: This column only contains links when the required bid bond feature is enabled on the Setup screen.*