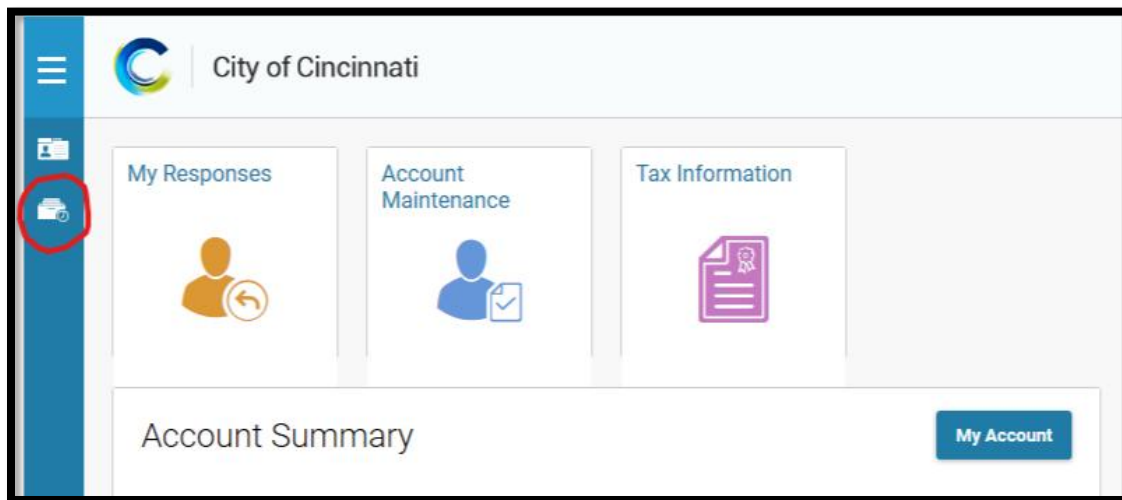


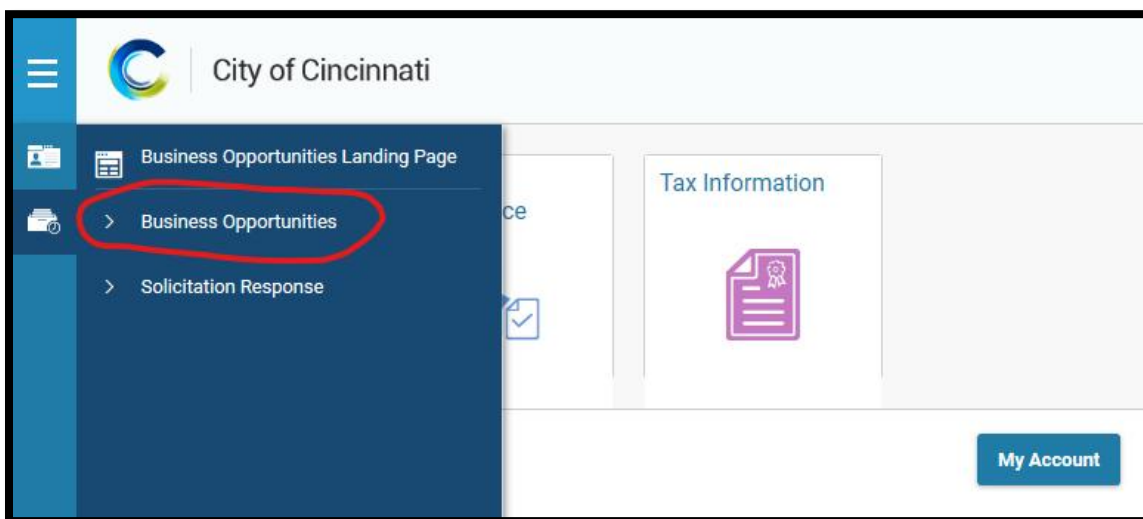
INSTRUCTIONS FOR USING VSS BULLETIN BOARD

Note: You must be the Primary/Master VSS User on your account to submit an electronic bid.

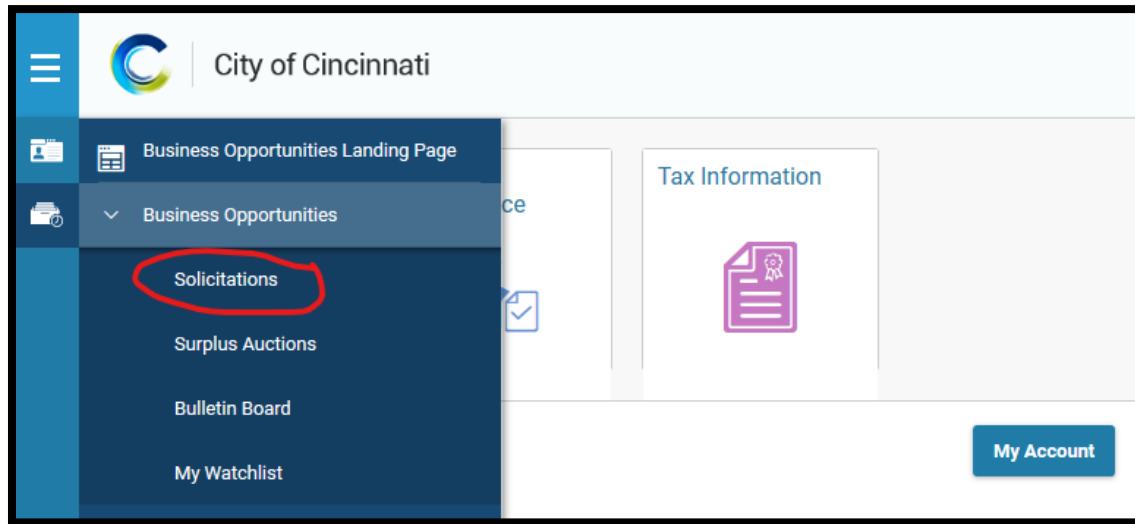
1. Log into VSS at <https://vss.cincinnati-oh.gov/vssprod/Advantage4>
2. Click on “Business Opportunities” icon on the left of the screen (circled in red below).



3. And then click on the “Business Opportunities” text.



4. Then click on “Solicitations”.

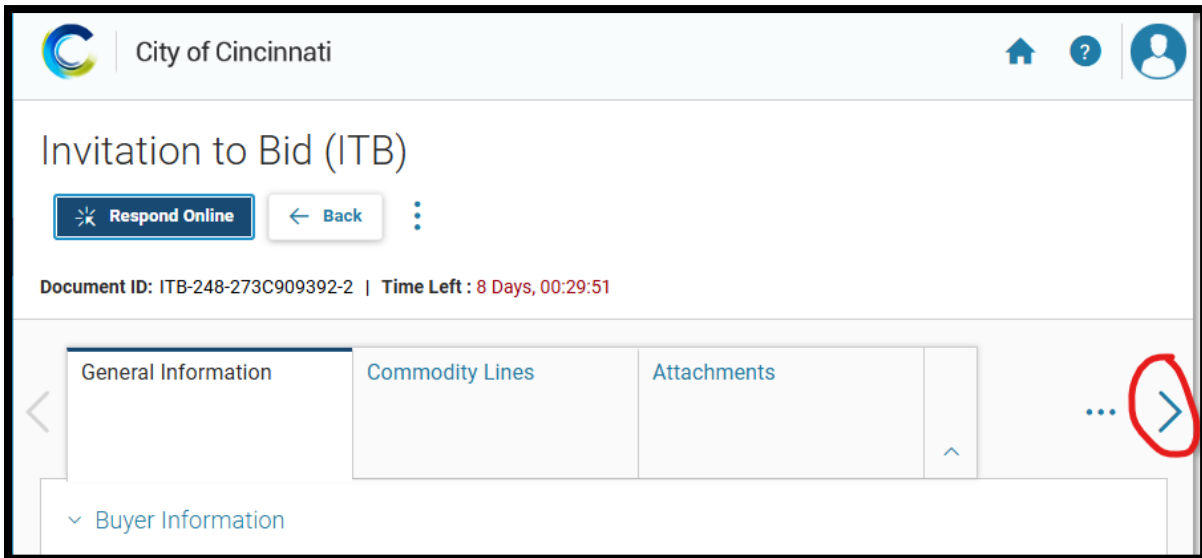


5. You have now arrived at the list of all the City’s active solicitations. Clicking on the hyperlink for any of the listed bids will bring up detailed information about that solicitation.

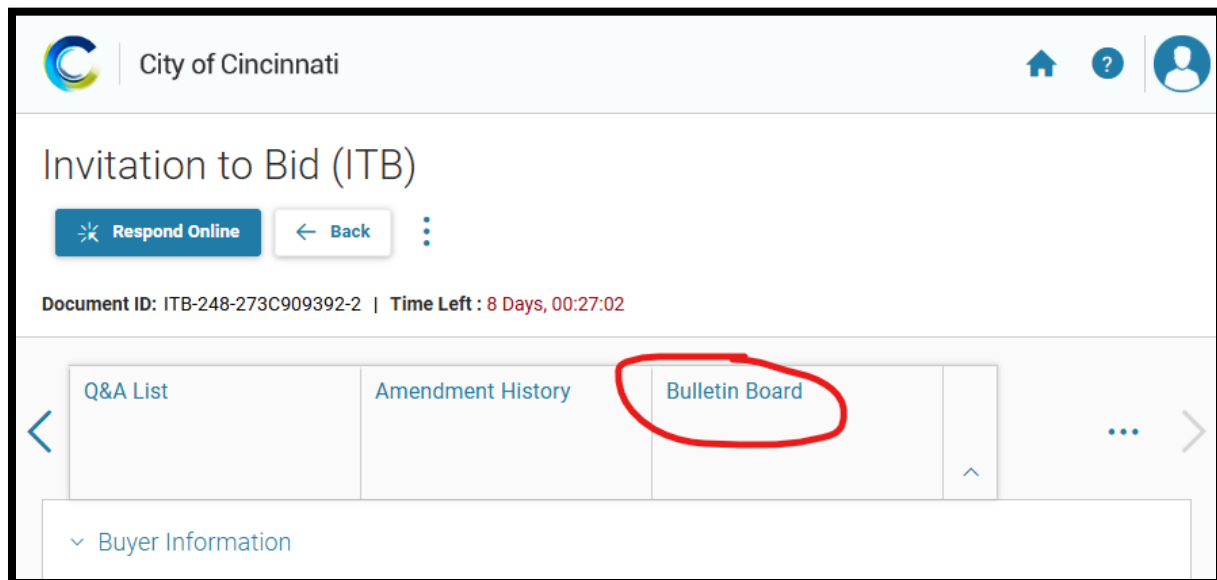
Description	Department / Buyer	Solicitation Number / Type / Category
▶ Aircraft Tires	Finance, Purchasing Mark Menkhaus	ITB-137-21TEST7-1 Invitation to Bid (ITB)

Once you’ve clicked on a solicitation, you can post on the Bulletin Board.

6. Click the arrow on the right to scroll the tab options.



7. "Bulletin Board" will be the last option. Click tab to navigate to the Bulletin Board.



8. Click “Add Message” to post in the Bulletin Board

The screenshot shows the City of Cincinnati's Invitation to Bid (ITB) interface. At the top, the City of Cincinnati logo and name are visible. Below the header, the page title is "Invitation to Bid (ITB)". There are two buttons: "Respond Online" and "Back". Below these, the document ID is "ITB-248-273C909392-2" and the time left is "8 Days, 00:25:51". The main content area has three tabs: "Q&A List", "Amendment History", and "Bulletin Board". The "Bulletin Board" tab is selected. In the top right corner of the Bulletin Board tab, there is a blue button labeled "Add Message", which is circled in red. Below the tabs, there is a table with the following columns: "Contact Name", "Contact Company", "Contact Method", "Contact Information", and "Message". The table is currently empty, with the text "No Records Found" displayed below it. The table has a pagination bar above it showing "0 Records" and "View per Page - 20 50 100".

9. Fill out all fields and click “Submit Message”.

The screenshot shows the "Add Message" modal form. The form has a title "Add Message" and a close button (X) in the top right corner. The form contains the following fields:

- * Contact Name: A text input field.
- * Contact Company: A text input field.
- Contact Method: A dropdown menu with "Phone" selected.
- * Contact Information: A text input field.
- * Message: A large text area with a character count "0/250" at the bottom left.

At the bottom of the modal, there are two buttons: "Submit Message" and "Cancel". The background of the page is dimmed, showing the same "Invitation to Bid (ITB)" page as in the previous screenshot.

- 10. Other Vendors interested in bidding on this project will be able to see your message. This can be particularly useful if you are a subcontractor looking to work with a prime on this project.**

Note that the Bulletin Board is a tool for vendor communication. It is not monitored by City Staff, questions for City Staff should be directed to the Buyer listed in the solicitation or one of the following:

City Purchasing

513-352-3209

CityPurchasing@cincinnati-oh.gov

Vendor Support

513-352-3269

vendor.support@cincinnati-oh.gov