

# BIDDING INSTRUCTION GUIDE

## For e-Builder Online Bidding Portal

At the

### UNIVERSITY OF MISSOURI

Potential Bidder,

You have been invited to bid using e-Builder's Online Bidding Portal for a University of Missouri project. You can access e-Builder's online bidder portal per the link in your e-mail invite, download the bid documents, ask questions, receive responses and addendums, and submit your bid for this bid package. Use your personal Invitation Key provided in the invitation from e-Builder. Be sure to keep this key confidential as it is linked to your company only.

There are training videos provided by e-Builder at <https://resources.e-builder.net/beginner-training-videos> for you in learning how to use e-Builder. See the video titled "The Bidder's Perspective".

Note: You may contact e-Builder for assistance at no cost to the bidder.

#### To Contact e-Builder Support:

Please call (888) 288-5717 or email [support@e-builder.net](mailto:support@e-builder.net).

#### User Guides for Consultants and Contractors

Quick references for using e-Builder

<https://www.umsystem.edu/ums/fa/facilities/e-builder-information-contractors-architects-and-engineers>

You can also visit e-Builder's Online User Assistance for Invited Bidders via the link below:

#### [Assistance for Invited Bidders](#)

Whether you receive an invitation to bid via fax or email, you can access e-Builder's online bidder portal and respond to the bid package. The bidder portal provides access to the Bid Documents Folders and Bidding Instruction File (if one is used). Invited bidders can take any of the following actions from the bidder's portal:

- Register with e-Builder
- Access the Bid Package
- Entering the Invitation Key
- Review Package Invitation
- Ask Questions/View Responses
- Submit Your Bid Response

Clicking on the Assistance for Invited Bidders link will take you to links that expand on the 6 bullets listed above.

*Use of this software program for designated University of Missouri projects is paid for by the University. This includes DocuSign for electronic signature of contract documents should your firm be awarded the contract, and the construction processes within (i.e. Submittals, RFI, ASI, Change Order, Invoicing, Closeout, etc.).*