



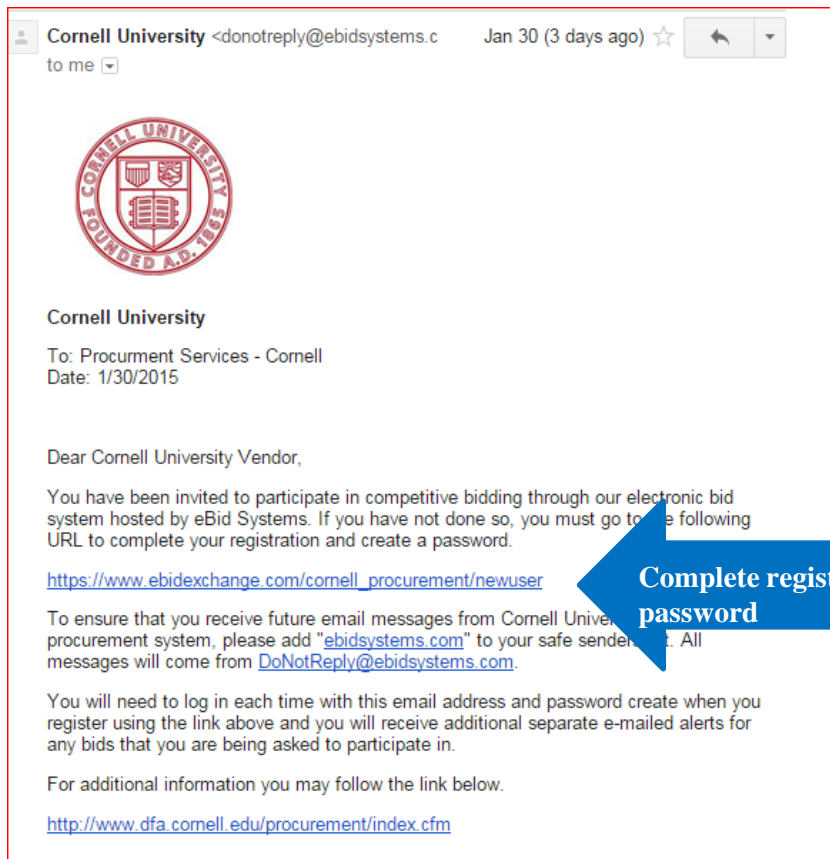
Cornell University e-BID Help Guide for Suppliers

- Congratulations, you have been invited to participate in competitive bids for Cornell University business.
- All Cornell bids are by invitation unless specifically noted on the bid information provided.
- All bids are private and are considered to be the property of Cornell University, unless specifically noted.
- Feedback on bids may be obtained after award by contacting the applicable procurement agent but no actual pricing will be disclosed.
- All bids are subject to Cornell's terms and conditions as published at <http://www.dfa.cornell.edu/procurement/forsuppliers/terms.cfm>.

The following pages are designed to assist you with the eBid tool as you respond to the bid online.

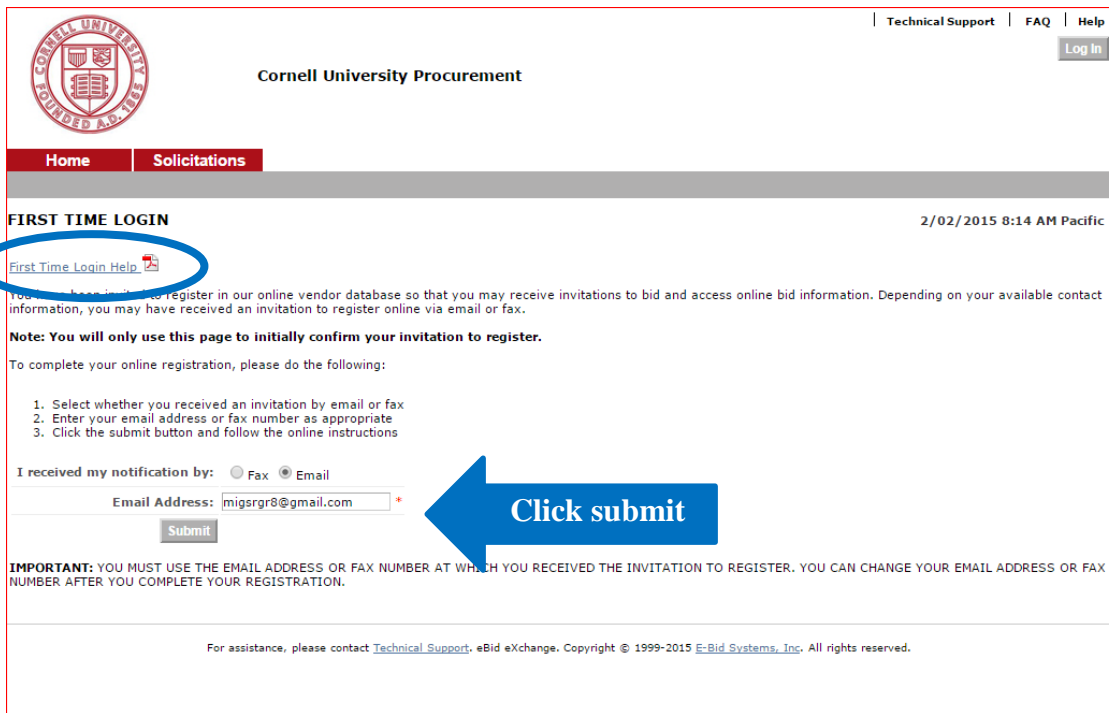
The invite

You will receive an e-mailed invitation to participate in Cornell online bid events. Follow the embedded link to register.



First Time Login

- The invitation link will take to the “First Time Login” page, which includes your email address. Please note the Help document in the top left hand corner.



Cornell University Procurement

Home Solicitations

FIRST TIME LOGIN 2/02/2015 8:14 AM Pacific

[First Time Login Help](#)

You have been invited to register in our online vendor database so that you may receive invitations to bid and access online bid information. Depending on your available contact information, you may have received an invitation to register online via email or fax.

Note: You will only use this page to initially confirm your invitation to register.

To complete your online registration, please do the following:

1. Select whether you received an invitation by email or fax
2. Enter your email address or fax number as appropriate
3. Click the submit button and follow the online instructions

I received my notification by: Fax Email

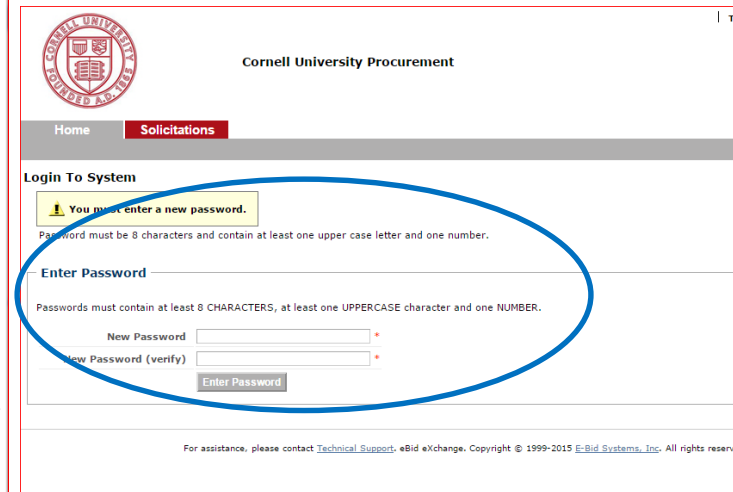
Email Address: *

Submit

IMPORTANT: YOU MUST USE THE EMAIL ADDRESS OR FAX NUMBER AT WHICH YOU RECEIVED THE INVITATION TO REGISTER. YOU CAN CHANGE YOUR EMAIL ADDRESS OR FAX NUMBER AFTER YOU COMPLETE YOUR REGISTRATION.

For assistance, please contact [Technical Support](#), eBid eXchange. Copyright © 1999-2015 [E-Bid Systems, Inc.](#) All rights reserved.

After submitting on the “First Time Login” page, create your password.



Cornell University Procurement

Home Solicitations

Login To System

You must enter a new password.

Password must be 8 characters and contain at least one upper case letter and one number.

Enter Password

Passwords must contain at least 8 CHARACTERS, at least one UPPERCASE character and one NUMBER.

New Password

Repeat Password (verify)

Enter Password

For assistance, please contact [Technical Support](#), eBid eXchange. Copyright © 1999-2015 [E-Bid Systems, Inc.](#) All rights reserved.

My Account

- After setting your password, please complete your company information. eBid will guide you through the entering the address (Company tab), additional contacts (Contact tab), and areas of interest/goods & services provided (Categories tab).

The image displays four sequential screenshots of the Cornell University Procurement 'My Account' interface, illustrating the registration process. Each screenshot features the Cornell University logo and a navigation bar with 'Home', 'My Account', and 'Solicitations' tabs.

Screenshot 1: Vendor - CU Procurement - Company
 This screen shows the 'Company' tab selected. A yellow banner at the top states: "Your registration is not complete! You must complete the following registration sections. Already completed sections are indicated by a checkmark. You may log out at any time and when you next login you will be asked to complete the remaining sections." Below the banner, a list of sections is shown: Company Registration (checked), Company Contacts (checked), and Product and Service Categories (unchecked). The main content area is empty.

Screenshot 2: Vendor - CU Procurement - Company
 This screen shows the 'Company' tab selected. The 'Vendor Account Status' section indicates the account is 'Active'. The 'Vendor Company Detail' section contains the following information:
 Last Edited By: eBid admin (2/06/2015 6:54:56 AM)
 Company Name: CU Procurement
 Company Website (URL):
 Country: United States
 Address1: 395 Pine Tree Rd
 Address2:
 City: Ithaca
 State/Province: New York
 Zip/Postal Code: 14850
 Phone: 607-255-3804
 Fax:
 Buttons: Update, Cancel

Screenshot 3: Vendor - CU Procurement - Contacts
 This screen shows the 'Contacts' tab selected. An 'Add Contact' button is visible. Below it is a table of contacts:

Name	Permission	Title	Phone	Fax
Mike Winters	Company Administrator		607-255-3804	

 A 'View' link is provided for the contact entry.

Screenshot 4: Vendor - CU Procurement - Product and Service Categories
 This screen shows the 'Categories' tab selected. A yellow banner at the top states: "Your registration is not complete! You must complete the following registration sections. Already completed sections are indicated by a checkmark. You may log out at any time and when you next login you will be asked to complete the remaining sections." Below the banner, a list of sections is shown: Company Registration (checked), Company Contacts (checked), and Product and Service Categories (unchecked). The main content area shows a search bar with 'education' entered and a 'Search Categories' button. Below the search bar is a 'Save Selected' button and a list of UNSPSC Segments:
 10 - Live Plant and Animal Material and Accessories and Supplies
 11 - Mineral and Textile and Inedible Plant and Animal Materials
 12 - Chemicals including Bio Chemicals and Gas Materials
 13 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
 14 - Paper Materials and Products
 15 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
 20 - Mining and Well Drilling Machinery and Accessories
 21 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories

Registration Complete

Once you have completed the steps for registration, you are ready to participate in online bids for Cornell University.

- Please click the Solicitations tab to review bids in the area of interest you indicated in the Company information tab.
- Please note you may not have any bids associated with your account on your initial log in.
- Pre-registering vendors is part of Cornell's bid process and invitations to bid will follow. Watch for emails!
- Invitations will be e-mailed to the e-mail addresses you listed in the Contacts tab.

Need help?

- There are help documents and videos on the eBid pages to assist you.
- You may also contact the Cornell procurement agent directly for any commercial questions or e-mail Cornell Procurement Services at procurement@cornell.edu.

The screenshot displays the Cornell University Procurement Services electronic bid system interface. At the top, the Cornell University logo is visible on the left, and the text "Cornell University Procurement" is centered. On the right, there are links for "Technical Support", "FAQ", and "Help", along with a "Log Out" button and the user's login information: "Logged in as: migsgr@gmail.com" and "Role: Vendor Admin".

The main navigation bar includes "Home", "My Account", and "Solicitations" (highlighted in red). Below this, a welcome message reads: "Welcome to Cornell Procurement Services electronic bid system." It states that all bids are "by invite" unless specified otherwise and that all bids are private. It also mentions that all bids are subject to Cornell's terms and conditions dated December 22, 2014.

The "Solicitation List" section features a search bar with "Keyword" and "Filter" fields, and a "Status" dropdown menu set to "--All--". Below the search bar, a "No Results Found" message is displayed. To the right of the search bar, there is a "Video Tutorials" section with links for "View Solicitations", "Solicitation Documents", "Solicitation Questions", "Solicitation Bidding", and "Getting Help".

At the bottom of the page, there is a "Links" section with several hyperlinks: "Cornell Procurement webpage", "Cornell Purchase Order Terms", "Cornell's Equal Opportunity Compliance", "Insurance Requirements", "Small Business Certification", and "Supplier Information".