

Waste Harmonics Bid Management System Instructions

Dear Vendor Partner:

As you may know by now, Waste Harmonics has migrated our vendor bidding from fax and spreadsheet to an on-line bidding system. Our hope with this improvement is that we are able to get opportunities out to all of our vendor partners quickly, clearly, and efficiently, so that we can respond to our customers and prospective customers when they need us to.

- 1.** If you are already registered with us and have received an email about an upcoming bid opportunity, please look for the Heading "**First time here?**" and click the green "**click here**" text. You will be brought to a new page where you can enter your email address, click Send, and then check your email for your system password. If you are not currently registered, the system will let you know that you need to contact us.
 - 2.** Once you have your password, click on the **WasteHarmonics Bid Management System** text and you will be brought back to the login page.
 - 3.** Now, enter your email address and the password you just received, and then click Login.
 - 4.** Welcome Inside! You will now be on our "**Dashboard**" page. This page lists all of our basic terms and conditions required to participate in our bidding opportunities.
 - 5.** On the left side of the page you will find your contact information, including the ability to change your password. Should you ever forget your password, just repeat the steps above and the system will send you a new password.
 - 6.** At the top of this page you will find additional links to other pages. For now, please click "**Open Bids**".
 - 7.** When the page loads, you should see any and all of the bids we have open within your service area state. Select the bid you would like to provide pricing for by clicking the "**Open Bid**" button on the right. You will then be brought to a listing of those locations available for bid within your service area. You can bid any of the locations you desire or bid none at all.
 - 8.** At the top of the page you will find miscellaneous information related to this bid. Please remember that **ALL BID PRICING MUST INCLUDE ALL FEES AND TAXES.**
 - 9.** When you are ready and have placed all of your bid pricing, you will scroll to the bottom of the page, add any notes or comments, your name, email address, check the Agreement box, and finally click the **Submit Bid** button.
 - 10.** Once you have done this, the page will re-load, and show you a message at the top of the page indicating that your bid has been submitted for approval. You can come back to this page and make changes right up until the bid expires.
 - 11.** If you would like to review your bid, you can also click the "**Bid History**" link at the top of the page. Select the bid you would like to view and the listing will appear.
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That's it! We hope you will find this system intuitive and easy to use. As always your suggestions are certainly welcome. Thanks again for your help. If you have questions or comments, you can reach us via email at bids@wasteharmonics.com or phone at [585.924.9640](tel:585.924.9640).