I IN INSTRU TION UI

For e-Builder Online Bidding Portal

At the

UNIVERSITY OF MISSOURI

Potential Bidder,

You have been invited to bid using eaccess equestions, receive responses and addendums, and submit your bid for this bid package. Use your personal Invitation Key provided in the invitation from e-Builder. <u>Be sure to keep this key confidential as it is linked to</u> your company only.

There are training videos provided by e-Builder at <u>https://resources.e-builder.net/beginner-training-videos</u> 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 <u>support@e-builder.net</u>.

User Guides for Consultants and Contractors Quick references for using e-Builder <u>https://www.umsystem.edu/ums/fa/facilities/e-builder-information-contractors-architects-and-engineers</u>

You can also visit e-

via the link below:

Assistance for Invited Bidders

Whether you receive an invitation to bid via fax or email, you can access erespond to the bid package. The bidder portal provides access to the Bid Documents Folders and Bidding

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.).