

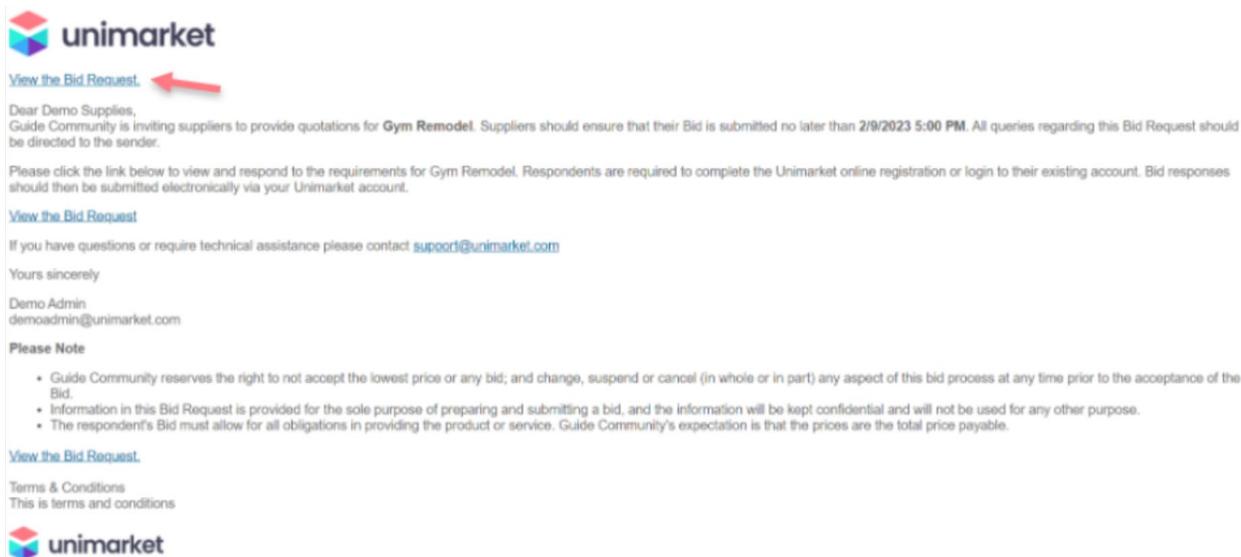
## Instructions for Bidders responding to a Bid or RFP posted in TopShop/Unimarket

There are 2 ways you to access the bid or RFP

- Receive the bid invitation via email or
- Posted on wkuplanroom.com

1. If you received the invitation via email, click the View the Bid Request hyperlink.

2. If you are viewing the bid from wkuplanroom.com, click the link to open the bid.



3. Review the details of the request by clicking on the Summary and Sections tabs.

4. Once ready to participate, click Join (in the upper right corner) to initiate the supplier registration check.

1 [Bid Request](#)

2 [Summary](#) [Sections](#)

Bid Request ID	UNIMARKET TRAINING BOOTCAMP-100118
Bid Request Name	Library Renovation
State	Issued
Description	Full Renovation
Bid Request Type	RFQ

**If you are...**

**Already Registered with a Supplier Profile**

1. Select **Already Registered? Login** in the top right corner.
2. Enter your email address and password associated with your Unimarket profile.
3. The new customer name will be displayed on the **Your Profile** screen under the **Customers** header once complete. (Note: For additional information on linking a new customer, refer to the help article [Link a New Customer to Your Existing Profile](#)).

**Not Registered with a Supplier Profile**

1. Insert information in all required fields marked with a red asterisk.
2. Check the "I'm not a robot" box.
  - Click Sign Up. (Note: For additional information on registering, refer to the help article [Register a Company Supplier Profile](#) or [Register an Individual Supplier Profile](#)).

unimarket Already registered? [Login](#)

**You will need a few things to get your account ready!**

- Company Profile
- Bank Account
- Bank Account Proof
- Insurance Certificate
- Review your customer's requirements

**Welcome to Guide Community**

We need you to help us with some basic information to get you set up with Guide Community. We look forward to a successful and rewarding journey together.

1

\*Business or Trading Name  
Flawell Bloom

\*Currency  
USD - United States Dollar

\*Time Zone  
America/New\_York

\*Country  
United States

\*First Name  
Flaw

\*Last Name  
Bright

\*Your Email  
fb@gmail.com

\*Password  
\*\*\*\*\*

At least 8 characters including at least 3 of the following 4 types of characters: a lower-case letter, an upper-case letter, a number, a special character (such as @#%&\*~). Password should not contain multiple repeated characters like 1111 or 7777.

\*Confirm Password  
\*\*\*\*\*

2  I'm not a robot

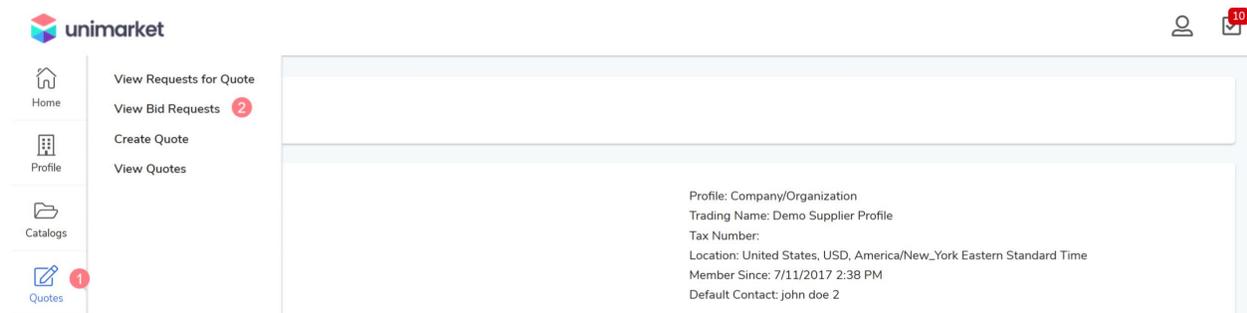
3 This supplier registration process is powered by Unimarket. By signing up you are agreeing to the [Unimarket Terms and Conditions](#)

[Register](#)

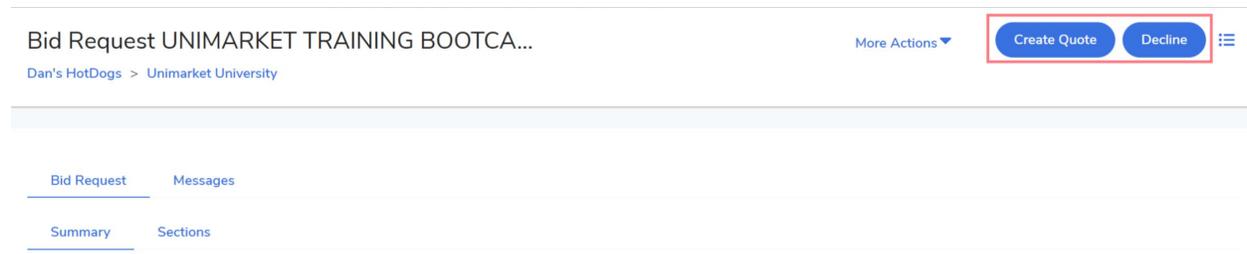
# Create and Submit the Bid

Once registered and you are ready to create your response.

1. Click Quotes on the left side panel.
2. Click View Bid Requests.



3. Select the desired bid.
4. Click Create Quote or Decline in the top right corner.



1. Selecting Create Quote will begin the step-by-step bid response process.
2. Complete your response across the various tabs, utilizing the help articles listed below:

- [Bid Response - Overview Tab](#)
- [Bid Response - Quote Tab](#)
- [Bid Response - Sections Tab](#)
- [Bid Response - Publish Tab](#)
- [Bid Request - Review, Edit, and/or Withdraw Quote](#)
- [Bid Request - Confirm Submission](#)
- [Submitting Bid Questions & Messages](#)

If at any time you require further assistance with the Unimarket portal (e.g. registering, accessing/submitting your bid), please contact [Support@Unimarket.com](mailto:Support@Unimarket.com).