

Tips on How to Submit an Electronic Bid

Tip 1

- Deadlines are **FIRM**. Users should allow ample time to submit a response.

Tip 2

- Log into SAePS Portal a few days before the submission deadline to test the system.

Tip 3

- Only use the “Add Attachment” function when submitting electronic bids.

Tip 4

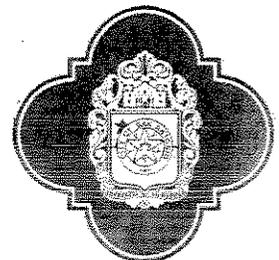
- Review all tabs in the Response page.

Tip 5

- Remember to click **SUBMIT** and not **SAVE** to send your response.

For assistance, contact
Vendor Support at
210-207-0118 or e-mail
vendors@sanantonio.gov

The SAePS Portal is best viewed
using Internet Explorer versions
7.0, 8.0 or 9.0 in compatibility mode,
Firefox, or Google Chrome.



Tips on How to Maintain Your Vendor Account

Tip 1

- Check Purchasing website for bidding and contract opportunities and other vendor resources.

Tip 2

- Maintain your Vendor Information to ensure your company's information is up to date.

Tip 3

- Ensure the e-mail contact is the best person to receive solicitations.

Tip 4

- Ensure your NIGP codes accurately reflect your business.

Visit the Purchasing website and access the SAePS Portal at <http://www.sanantonio.gov/purchasing/>

For assistance, contact
Vendor Support at
210-207-0118 or e-mail
vendors@sanantonio.gov

The SAePS Portal is best viewed using Internet Explorer versions 7.0, 8.0 or 9.0 in compatibility mode, Firefox, or Google Chrome.

