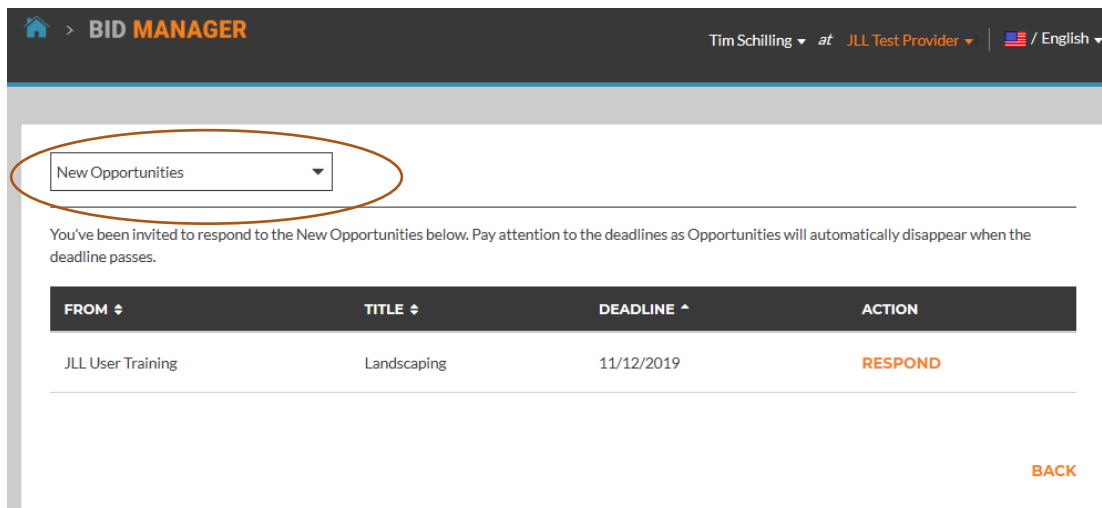


Quick Reference Guide

CorrigoPro – Bid Manager

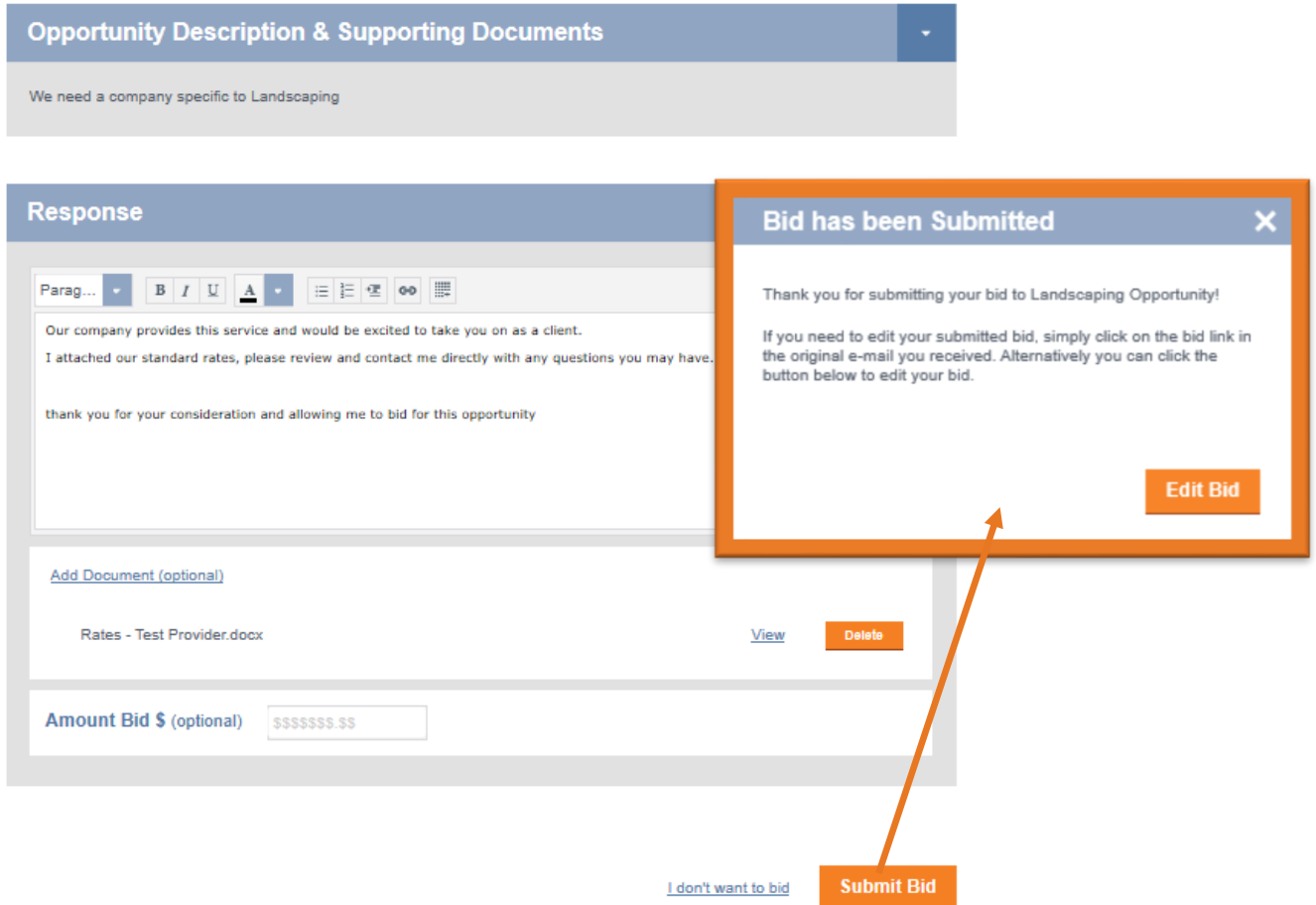
- Click on the App that says **BID OPPORTUNITIES** to view your Bid Manager page to review and potentially take on more customers



- When you jump into the Bid Manager all new opportunities will show up on the home screen. If you click the drop down circled on the screenshot, you can also see your Past Bids and your Recently Submitted Bids.
- Click **RESPOND** under the **ACTION** column to respond to the opportunity
- This will open a new window, where you can fully review the Opportunity in full, including a countdown of when the submission date is due, who posted the Opportunity and a good description and any supporting documentation
- On this window you can either withdraw from consideration by clicking **I don't want to bid** or you can officially enter in a bid by clicking on **ENTER BID**



- If you click on **ENTER BID** you will now be able to respond to the Bid. Fill out a detailed response to let them know your interest, and you have the option add any necessary documentation or a Bid Amount if desired. Click **SUBMIT BID** when you complete the Bid in full and the customer can now review your offer



Opportunity Description & Supporting Documents

We need a company specific to Landscaping

Response

Parag... **B I U** **A** [Rich Text Editor Icons]

Our company provides this service and would be excited to take you on as a client.
I attached our standard rates, please review and contact me directly with any questions you may have.

thank you for your consideration and allowing me to bid for this opportunity

[Add Document \(optional\)](#)

Rates - Test Provider.docx [View](#) [Delete](#)

Amount Bid \$ (optional)

[I don't want to bid](#) [Submit Bid](#)

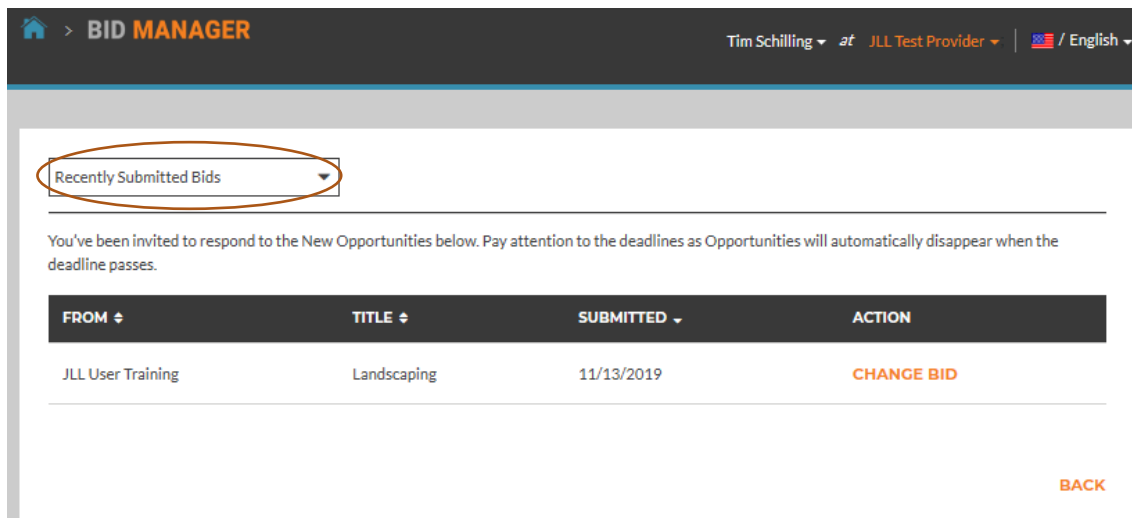
Bid has been Submitted [X]

Thank you for submitting your bid to Landscaping Opportunity!

If you need to edit your submitted bid, simply click on the bid link in the original e-mail you received. Alternatively you can click the button below to edit your bid.

[Edit Bid](#)

- Until the Customers deadline is reached, you will be able to find this Bid under the **RECENTLY SUBMITTED BIDS** selection on the drop down on the Bid Manager Home Page



BID MANAGER Tim Schilling at JLL Test Provider | English

Recently Submitted Bids

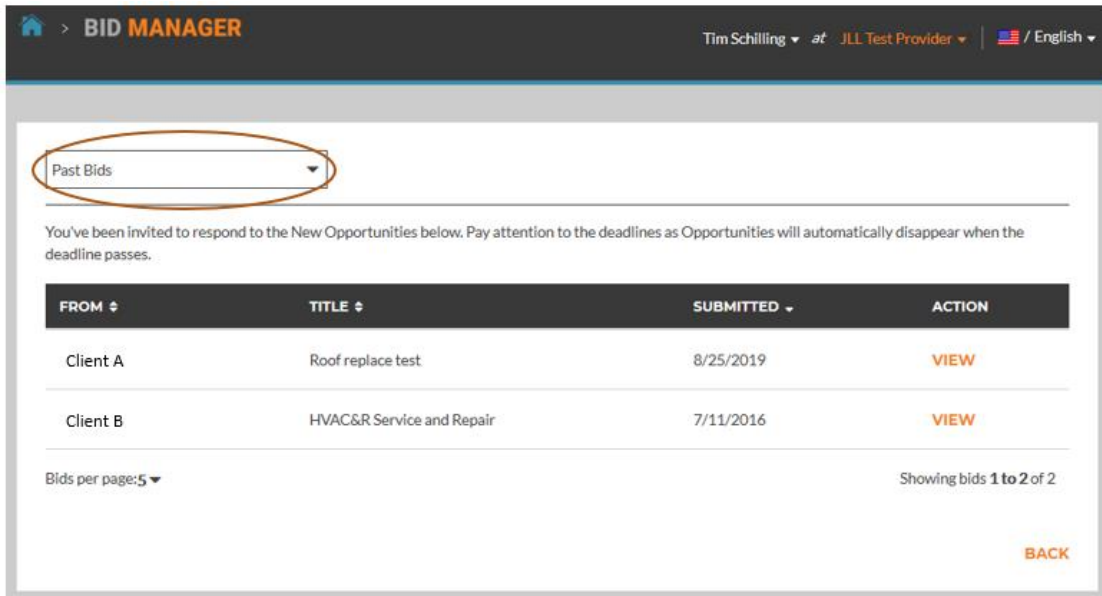
You've been invited to respond to the New Opportunities below. Pay attention to the deadlines as Opportunities will automatically disappear when the deadline passes.

FROM	TITLE	SUBMITTED	ACTION
JLL User Training	Landscaping	11/13/2019	CHANGE BID

[BACK](#)

- As long as the bid has not yet been awarded, you can edit the bid by clicking on **CHANGE BID**

- Once the Customers deadline is reached, you will be able to find the bid under the **PAST BIDS** selection on the drop down of the Bid Manager Home Page



The screenshot shows the Bid Manager Home Page. At the top, there is a navigation bar with a home icon, the text " > BID MANAGER", and user information: "Tim Schilling" with a dropdown arrow, "at JLL Test Provider" with a dropdown arrow, and "English" with a dropdown arrow. Below the navigation bar, there is a dropdown menu labeled "Past Bids" which is circled in red. Below the dropdown menu, there is a message: "You've been invited to respond to the New Opportunities below. Pay attention to the deadlines as Opportunities will automatically disappear when the deadline passes." Below the message, there is a table with the following columns: "FROM", "TITLE", "SUBMITTED", and "ACTION". The table contains two rows of data. Below the table, there is a "Bids per page: 5" dropdown menu and a "Showing bids 1 to 2 of 2" indicator. At the bottom right, there is a "BACK" button.

FROM	TITLE	SUBMITTED	ACTION
Client A	Roof replace test	8/25/2019	VIEW
Client B	HVAC&R Service and Repair	7/11/2016	VIEW

