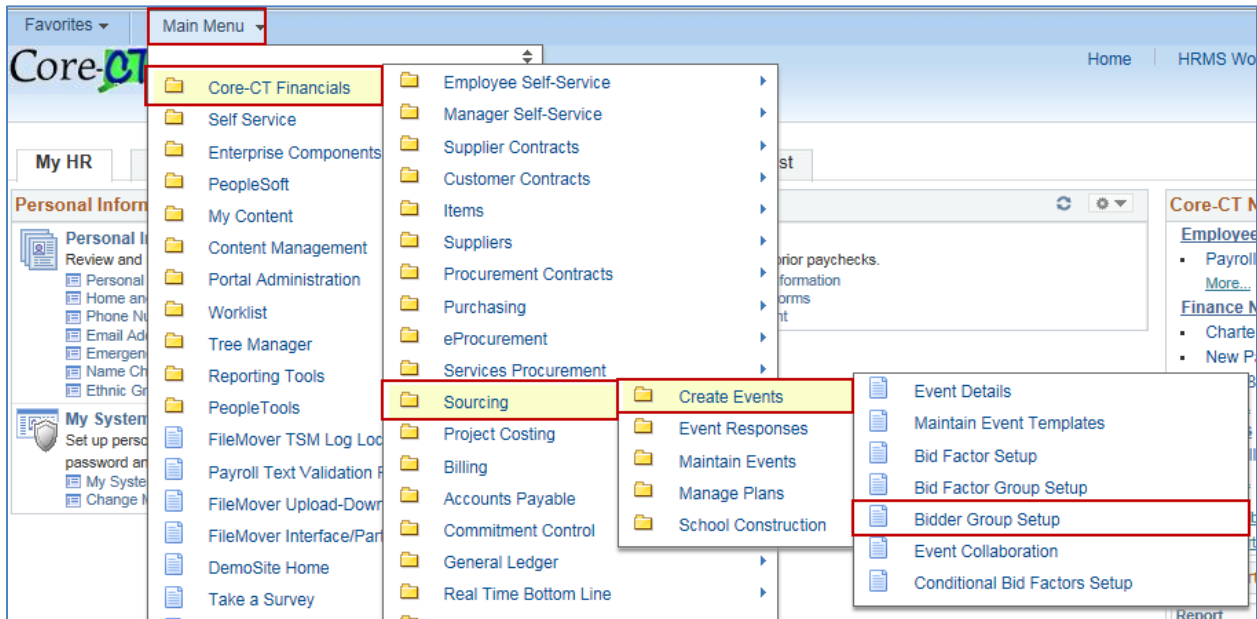


## Create Bidder List

The Bidder List contains all of the school districts who are invited to submit applications. The bidder list will be added to the event templates, to automatically load when new events are created and posted by OSCG&R.

**Navigation:** *Main Menu > Core-CT Financials> Sourcing > Create Events > Bidder Group Setup*



1. Click the “Add New Value” tab.
  - Enter the **SetID** as STATE.
  - Enter a unique **Bid Factor Code**, such as CTSchools.
2. Click **Add**

A screenshot of the 'Bidder Group Setup' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there are two input fields: 'SetID' with the value 'STATE' and a search icon, and 'Bidder Group ID' with the value 'CTSchools'. Both input fields are highlighted with red boxes. At the bottom left, there is an 'Add' button, also highlighted with a red box.

3. Update the **Bidder Group Name**, if needed, and in the **Save Group As** field, select Personal.
4. Click the hyperlink Search For Bidders to Add, to begin adding schools districts to the bidder list.

### Bidder Group Details

SetID STATE

Bidder Group ID CTSCHOOLS

\*Bidder Group Name

\*Save Group As  ▼

[Search for Bidders to Add](#)

#### Bidder Group List

Personalize | Find | | First 1 of 1 Last

Bidder ID	Bidder Type	Location	Bidder Company
1			

[Send Email to Bidder Group](#)

[Save](#)

[Add](#)

[Update/Display](#)

5. Add Search Criteria, if needed, and click **Search**.
6. Review the Bidder Company to identify School Districts, and click the checkbox in the Add to Group column.
  - Note: Goodwin College has a vendor id 0000139940, which is not in sequence with the others.

Help

**Search Criteria** ?

Use Saved Search  

Bidder Type Bidder and Supplier

Name/Company  

SIC Type  

SIC Code  

ID  

State  

TIN  

City  

Show More

▶ Profile Question Criteria ?

▶ Optional Organization Criteria ?

Results Option Display Bidder/Company Id Only    Type      Maximum Rows retrieved 50

Search    Recommend Bidders    [Save Search Criteria](#)    [Delete Search Criteria](#)

Return to Invite Bidders    Cancel

Select All    Deselect All

**Search Results** Personalize | Find | View All |  |  | First 1-50 of 50 Last

Bidder ID	Bidder Type	Location	Bidder Company	Open for Ordering	Add to Group
1 0000000001	Supplier	<span style="border: 1px solid #ccc; padding: 2px;">MAIN</span> <input type="text"/>	TOWN OF ANDOVER	Yes	<input checked="" type="checkbox"/>
2 0000000002	Supplier	<span style="border: 1px solid #ccc; padding: 2px;">MAIN</span> <input type="text"/>	CITY OF ANSONIA	Yes	<input type="checkbox"/>
3 0000000003	Supplier	<span style="border: 1px solid #ccc; padding: 2px;">MAIN</span> <input type="text"/>	TOWN OF ASHFORD	Yes	<input type="checkbox"/>
4 0000000004	Supplier	<span style="border: 1px solid #ccc; padding: 2px;">MAIN</span> <input type="text"/>	TOWN OF AVON	Yes	<input type="checkbox"/>
5 0000000005	Supplier	<span style="border: 1px solid #ccc; padding: 2px;">MAIN</span> <input type="text"/>	TOWN OF BARKHAMSTED	Yes	<input type="checkbox"/>
6 0000000006	Supplier	<span style="border: 1px solid #ccc; padding: 2px;">MAIN</span> <input type="text"/>	TOWN OF BEACON FALLS	Yes	<input type="checkbox"/>
7 0000000007	Supplier	<span style="border: 1px solid #ccc; padding: 2px;">MAIN-ACH</span> <input type="text"/>	TOWN OF BERLIN	Yes	<input type="checkbox"/>

7. Click **Return to Invite Bidders**, when you have selected the school districts.

Help

**Search Criteria** ?

Use Saved Search ▼

Bidder Type Bidder and Supplier ▼

Name/Company

SIC Type

SIC Code

ID

State

TIN

City

[Show More](#)

▶ **Profile Question Criteria** ?

▶ **Optional Organization Criteria** ?

Results Option Display Bidder/Company Id Only ▼      Type ▼      Maximum Rows retrieved

Select All    Deselect All

**Search Results** Personalize | Find | View All |  | First 1-50 of 50 Last

Bidder ID	Bidder Type	Location	Bidder Company	Open for Ordering	Add to Group
1 0000000001	Supplier	<input type="text" value="MAIN"/> <input type="button" value="Q"/>	TOWN OF ANDOVER	Yes	<input checked="" type="checkbox"/>
2 0000000002	Supplier	<input type="text" value="MAIN"/> <input type="button" value="Q"/>	CITY OF ANSONIA	Yes	<input checked="" type="checkbox"/>
3 0000000003	Supplier	<input type="text" value="MAIN"/> <input type="button" value="Q"/>	TOWN OF ASHFORD	Yes	<input checked="" type="checkbox"/>
4 0000000004	Supplier	<input type="text" value="MAIN"/> <input type="button" value="Q"/>	TOWN OF AVON	Yes	<input checked="" type="checkbox"/>
5 0000000005	Supplier	<input type="text" value="MAIN"/> <input type="button" value="Q"/>	TOWN OF BARKHAMSTED	Yes	<input checked="" type="checkbox"/>
6 0000000006	Supplier	<input type="text" value="MAIN"/> <input type="button" value="Q"/>	TOWN OF BEACON FALLS	Yes	<input checked="" type="checkbox"/>
7 0000000007	Supplier	<input type="text" value="MAIN-ACH"/> <input type="button" value="Q"/>	TOWN OF BERLIN	Yes	<input checked="" type="checkbox"/>
8 0000000008	Supplier	<input type="text" value="MAIN"/> <input type="button" value="Q"/>	TOWN OF BETHANY	Yes	<input checked="" type="checkbox"/>

8. You can remove a school district by clicking the minus button, if needed.
9. Click **Save**.

### Bidder Group Details

SetID STATE

Bidder Group ID CTSCHOOLS

\*Bidder Group Name

\*Save Group As

Search for Bidders to Add

Bidder Group List				Personalize	Find	First	1-11 of 11	Last
Bidder ID	Bidder Type	Location	Bidder Company					
1 0000000001	Supplier	MAIN	TOWN OF ANDOVER					
2 0000000002	Supplier	MAIN	CITY OF ANSONIA					
3 0000000003	Supplier	MAIN	TOWN OF ASHFORD					
4 0000000004	Supplier	MAIN	TOWN OF AVON					
5 0000000005	Supplier	MAIN	TOWN OF BARKHAMSTED					
6 0000000006	Supplier	MAIN	TOWN OF BEACON FALLS					
7 0000000007	Supplier	MAIN-ACH	TOWN OF BERLIN					
8 0000000008	Supplier	MAIN	TOWN OF BETHANY					
9 0000000009	Supplier	MAIN	TOWN OF BETHEL					
10 0000000010	Supplier	MAIN	TOWN OF BETHLEHEM					
11 0000000011	Supplier	MAIN	TOWN OF BLOOMFIELD					

[Send Email to Bidder Group](#)

Save

Add

Update/Display