

Vendor Proposal Submission Instructions

- Go to <https://pcs.uoregon.edu/content/business-opportunities>
- Click the 'Submit a Proposal' button on the right side of the opportunity you want to bid on
 - The button will route you to the University of Oregon Purchasing Portal
- Click the 'Vendor Login' button and Log In
 - If you're a new vendor, create a New Account
- Once logged in, click 'Submit a Proposal' and a list of opportunities to bid on will appear
 - Click the 'Select' button on the right side of the opportunity you want to bid on
- Confirm the Company Name you are submitting your bid for
 - If you have never registered your company in the University of Oregon Purchasing Portal, you will be asked to fill out a registration form. You do have the option to save it for later completion
- Enter the primary email address you want correspondence to be sent to
- Upload all proposal documents
- Complete the MWESB section
- Click the 'Submit Proposal' button
- A confirmation email will be sent to the address you entered