



## Vendor Bid Program Instruction

**You must have Internet access to download the NutriKids Vendor Bid Program.**

There is no fee for this program. You may need to have your IT department download this program for you upon your security settings. The program **MUST** be loaded under the User's Profile. If you have any questions or problems, please call us at 800-724-9853, option 6.

**Save file(s) named DocNum00\_\_.nbd to your desktop.**

### Downloading Program – (for new users)

- 1) Open your Browser (i.e: Internet Explorer, Netscape Navigator)
- 2) In Address box, enter  
[http://www.nutrikidsonline.com/Apps/PI/Vendor\\_Bid/nkvenbid.exe](http://www.nutrikidsonline.com/Apps/PI/Vendor_Bid/nkvenbid.exe)
- 3) You will get a page asking if you want to Open, Save or Cancel
- 4) Click on Save
- 5) You should get another screen that says "Save in". Hit the down arrow and select Desktop
- 6) Click Save in bottom right hand corner, and the file will start saving

### Installing Program –

- 1) On your desktop, you should see an Icon that reads *nkvenbid.exe*
- 2) Double click the Icon to run and install the program. Click on *I Agree* for licensing information, next, next, finish – you should now see an apple icon on your desktop

### Importing File (from school district)

- 1) When you open the Vendor Bid program up, you will see a screen that says 'Look In' – hit the down arrow next to that box and select the Desktop
- 2) Double click on the file you have saved to the desktop that was sent from school (file name should be DocNum00\_\_ (number).nbd)
- 3) You should now see a screen with the Items, Pack Size, Estimated Qty's, etc

### Completing the Bid Process

- 1) Highlight the first item you want to bid on by clicking on it
- 2) On the bottom left hand side of screen, you will see the product specifications and the pack size the school has entered. On the bottom right, place a check mark in the box that says "Bid"
- 3) Fill in each field – Brand/Product Number, Vendor Item Number, Pack Size (case, 25#Bag, etc), Stock Units per Pack Size (how many in the case of Each, LB, etc) and the Bid Price. Make sure pricing is based on the Pack Size, NOT Stock Unit.
- 4) Click on next Item you would like to Bid on, fill in information. Proceed until all Items you would like to bid on have been completed.

### Exporting File

- 1) Once the Bid is complete, click on Export at top tool bar

- 2) At top of screen, you will see “Save In” – hit the down arrow and select the Desktop
- 3) Click Save at bottom right of screen –**DO NOT CHANGE THE NAME OF THIS FILE (if you have more than 1 bid document, please follow instruction below)**
- 4) **YOU MUST COMPLETE ONE DOCUMENT AT A TIME!!!**
  - A) **Import Document you want to enter information for. Once complete, click on Export at top tool bar.**
  - B) **At next screen, you will see “Save In” – hit the down arrow and select Desktop.**
  - C) **At bottom, where it says File Name, leave the abbreviation there, click after the code name – before the dot and enter the number of the document –**

**Ex: if school sends you DocNumSys0003.nbd and DocNumSys0004.nbd, when you enter info for the first document, export and name file to Sys0003.nkd – you will do the same after you import the second document, enter information, Export and name file Sys0004.nkd, etc. PLEASE CALL NUTRIKIDS IF YOU ARE UNSURE OF INSTRUCTION**
- 5) The name of the file should have an abbreviation of the Vendor name followed by nkd. You can save the file to a cd (save the file to the desktop first, then use a program to burn to cd) or save onto a floppy disk, memory stick, etc. Please call if you need assistance with this.