

YOU CANNOT SEE SOLICITATIONS ON THE MY BIDS TAB

IF YOU HAVE PROBLEMS SEEING BID INFORMATION

If you are not able to see solicitations in the My Bids tabs, there are a couple easy steps to take to resolve the issue.

Go to My BIDS tab after logging into SAePS

In the ACTIVE QUERIES box, make sure “All” is selected in the eRFxs field

In the BID STATUS field, select the “Current RFX” option

Click on the APPLY button; the bids should load

Click on the BID NUMBER to open a particular solicitation. You may need to allow pop-ups

The screenshot shows the 'My Bids' tab in the SAePS system. The 'Active Queries' section has 'eRFxs' set to 'All (7)'. The 'Bid Status' dropdown is set to 'Current RFX'. The 'Apply' button is highlighted. Below the filters is a table of bids with the following data:

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number
6100014512	CCDO HOLIDAY LIGHTS	Req for Price Quote	Published	09/10/2021	
6100014486	PARKS-ZERO-TURN RIDING MOWERS	Req for Price Quote	Published	09/14/2021	
6100014453	PW - OLMOS DAM Lighting Upgrade	Invitation for bid	Published	09/17/2021	
6100014432	AC Window Cleaning - BESD	Invitation for bid	Published	09/15/2021	
6100014194	AC Automatic Gate Access System for SAAS	Invitation for bid	Published	09/15/2021	
6100014193	AC Overhead Door PM/Repair/Parts for SAT	Invitation for bid	Published	09/24/2021	
6100014082	AC DOG AND CAT FOOD - CITYWIDE - FORMAL	Invitation for bid	Published	09/17/2021	



VENDOR SUPPORT:
vendors@sanantonio.gov
210-207-0118