



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
- 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.
- 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.