



Vendor Bid Program Instruction

This document describes the steps needed to download the NutriKids Vendor Bid Program and use it to enter your bids on requests sent from school districts. There is no fee for this program. You may need to have your IT department download this program for you, based 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.

Instructions:

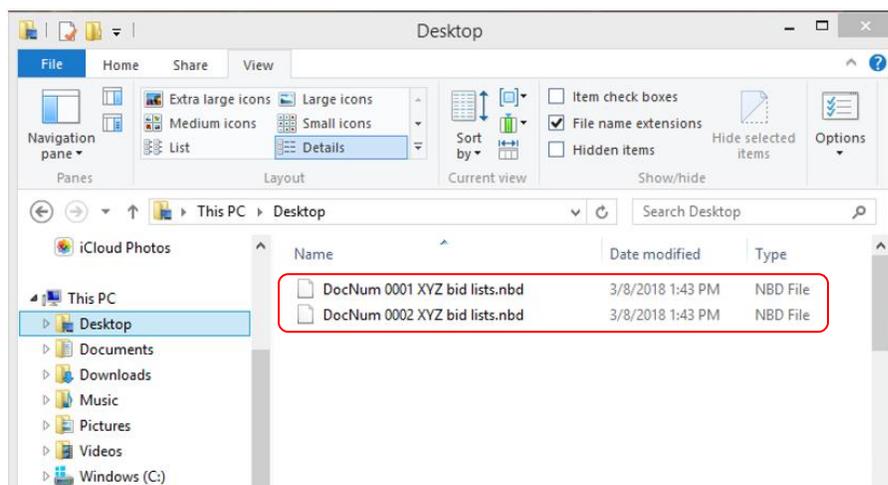
A. Save the Bid file sent from the school

- 1) The Bid files are unique files that the NutriKids Vendor Bid Program can read. The files will be named with a Bid file reference number, followed by a vendor abbreviation, followed by a **.nbd** extension..



Note: If you receive multiple bid files, they will be named with a different bid file reference number.

- 2) Save file(s) to your desktop.



Example of two separate bid files received by the XYZ vendor and saved to the desktop

B. Download the Nutrikids Vendor Bid Program Installation File (for new users)

- 1) Open your Web browser (i.e., Chrome, Firefox, Internet Explorer, etc.).
- 2) In the address bar, enter the following web address and hit enter:
http://www.nutrikidsonline.com/Apps/PI/Vendor_Bid/nkvenbid.exe

Note: This will download the file named 'nkvenbid.exe' to the Downloads folder on your computer.

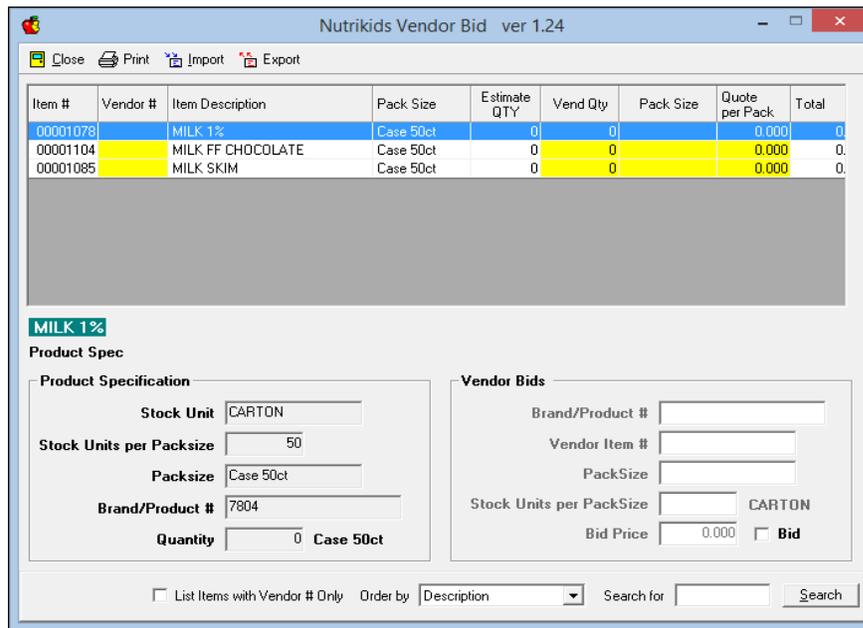
C. Install the Nutrikids Vendor Bid Program

- 1) Navigate to the Downloads folder on your computer and double-click on the file named 'nkvenbid.exe' to start the installation of the Nutrikids Vendor Bid program.
- 2) Click on *I Agree* for licensing information, *Next, Next, and Finish*.
- 3) The program will install and place the Nutrikids Vendor Bid program (apple icon) on your desktop.



D. Import the Bid File sent from the school district

- 1) Double-click on the Nutrikids Vendor Bid program icon to launch the program.
- 2) When program opens, you will see a screen that says 'Look In' – hit the down arrow next to that box and select the Desktop.
- 3) Double click on the file you have saved to the desktop that was sent from school.
- 4) You should now see a screen with the Items, Pack Size, Estimated Qty's, etc.



Note: Each time that you import a new Bid document, it will erase the previous information that was in the Vendor Bid Program.

E. Complete the Bid Process

- 1) Highlight the first item you want to bid on by clicking on the line item
- 2) On the bottom left hand side of screen, you will see the 'Vendor Bids' section with the product specifications and the pack size that the school has entered. On the bottom right, place a check mark in the box that says 'Bid' if you want to bid on that particular item (see illustration below).
- 3) Fill in each field:
 - Brand/Product Number,
 - Vendor Item Number,
 - Pack Size ('Case', 'Box' '25#Bag', etc.),
 - Stock Units per Pack Size (how many units in the pack)
 - Your Bid Price
- 4) Click on next line item you would like to bid on to enter your information. Proceed until all items you would like to bid on have been completed.

Item #	Vendor #	Item Description	Pack Size	Estimate QTY	Vend Qty	Pack Size	Quote per Pack	Total
00001078		MILK 1%	Case 50ct	0	0		0.000	0
00001104		MILK FF CHOCOLATE	Case 50ct	0	0		0.000	0
00001085		MILK SKIM	Case 50ct	0	0		0.000	0

MILK 1%

Product Spec

Product Specification

Stock Unit:

Stock Units per Packsize:

Packsize:

Brand/Product #:

Quantity: Case 50ct

Vendor Bids

Brand/Product #:

Vendor Item #:

PackSize:

Stock Units per PackSize:

Bid Price: Bid

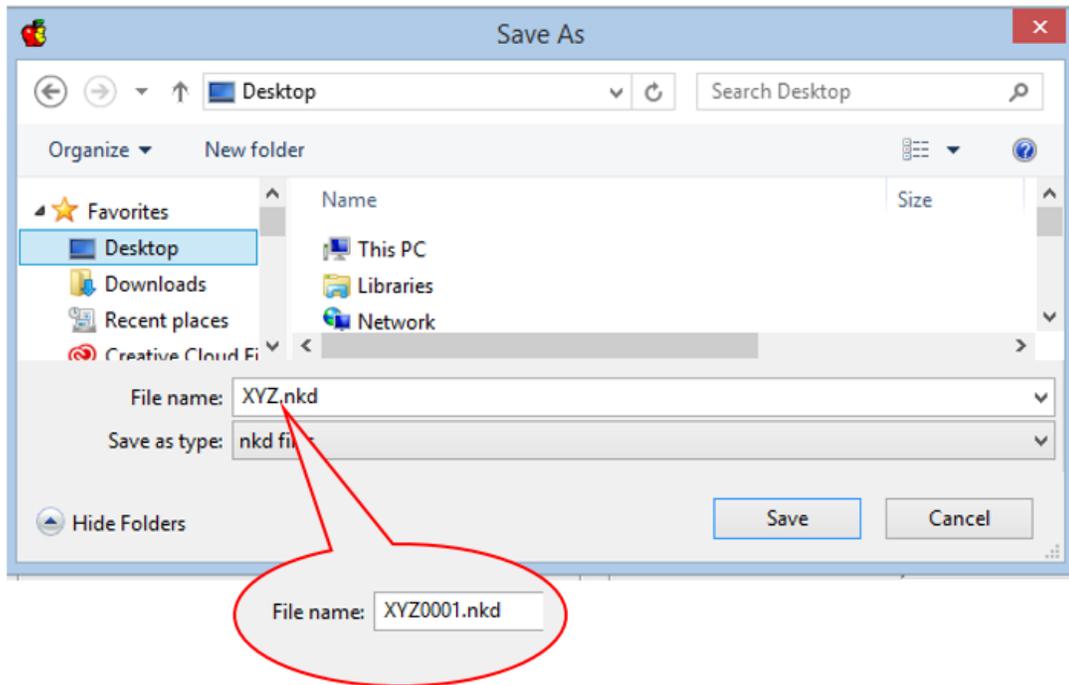
List Items with Vendor # Only Order by: Search for:

F. Export and Save the completed Bid File

- 1) Once the bid is complete, click on 'Export' on the top tool bar. This will create a bid file named with the vendor abbreviation followed by the .nkd extension.

Example: **XYZ.nkd**

- 2) Save the file to your desktop and rename the file as follows:
 - a. Change the name of the file to include the bid file reference number that was originally sent you. For example, if the original bid file sent to you from the school was named 'DocNum0001 XYZ bid lists.nbd', name the exported file 'XYZ0001.nkd'. The file must have the **.nkd** extension.



Change File name to include bid reference number

- 3) Send the completed Bid file back to the school as an attachment to an email.

Note: If you have more than 1 bid document, complete steps D, E and F above for each document, one at a time.

Please call Heartland School Solutions if you need assistance with the Nutrikids Vendor Bid program.