

Bid Express® Vendor Roles and Access

Each member of your business must be assigned a Bid Express® role by a manager on the **My Profiles** tab. Managers cannot change their own role. Each role can access specific parts of the Bid Express service.

The vendor roles listed here are for the Bid Express service. To invite employees to your business or change an employee’s ability to issue invitations to others, please see the *Infotech® Account* guide.

The vendor can choose from these roles.

Role	Abilities
<p>Manager</p>	<p>Managers can:</p> <ul style="list-style-type: none"> • Assign roles • Purchase subscriptions • Edit business information • Select a solicitation for bidding • Create, edit, withdraw, or submit bids • Ask questions in the Q&A forum of solicitations <p>This role must have a Digital ID if working with owner–agencies that require Digital IDs.</p>
<p>Bidder</p>	<p>Bidders can:</p> <ul style="list-style-type: none"> • Select a solicitation for bidding • Create, edit, withdraw, or submit bids • Ask questions in the Q&A forum of solicitations <p>This role must have a Digital ID if working with owner–agencies that require Digital IDs.</p>
<p>Executive Manager</p>	<p>Executive Managers:</p> <ul style="list-style-type: none"> • Have read–only access to everything, but cannot edit anything • Can ask questions in the Q&A forum of solicitations <p>This role does not need a Digital ID.</p>

PREPARED BY



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