



MUSCOGEE COUNTY SCHOOL DISTRICT

Bid Online Vendor Procedures

1. Access the Muscogee County School District website at www.muscogee.k12.ga.us.
2. Select “Doing Business with MCSD” under the Quick Links in the middle of the page.
3. Select the BID ONLINE link.
4. Select the MY INFORMATION tab at the top of the page to sign in as a bidder:
 - a. If an account has already been established, enter USERNAME and PASSWORD.
 - b. If an account has not already been established, select “Create a New Account”.
 - i. Enter COMPANY NAME, TAX ID NUMBER, CONTACT NAME, and EMAIL ADDRESS.
 - ii. Select a USERNAME, PASSWORD, and SECURITY QUESTION/ANSWER.
 - iii. Passwords must be 6 to 8 characters long and contain all of the following: Capital letter, Numeral, and Special Character
 - iv. SUBMIT
 - c. Select the PROFILE tab to supply more company information:
 - i. Some information will be carried over from the account creation screen.
 - ii. Required information is CONTACT INFORMATION, ORDER INFORMATION, and PAYMENT INFORMATION.
 - iii. Provide any other information as desired
 - d. Select the PREFERENCES tab to **subscribe to certain commodity codes:**
 - i. The left side of the screen offers broad categories of commodity codes (for example: 330 = Fencing)
 - ii. If the broad category is selected, sub-categories populate on the right side of the screen (for example: By selecting code 330 for Fencing, it brings up 18 types of fencing)
 - iii. Select any or all of the sub-categories and choose ADD CODES to list at the bottom of the screen the commodities that your company can offer to MCSD
 - iv. It is also possible to SEARCH for a certain commodity in the middle of the screen and ADD CODES using this search method
 - e. Select the CHANGE PASSWORD tab when a password change is needed