

1. Go to <http://www.kingcounty.gov/procurement/solicitations> and login with your username/password.
IMPORTANT: You have to log-in to activate your vendor account.

Need to sign up?	Already have an account?
Register Here	Login Here
Register Now	Username: <input type="text"/>
Enter site as Guest	Password: <input type="password"/>
	<input type="button" value="Login"/>
Why Register?	Forgot your password?
<ul style="list-style-type: none">• manage your own personal account• receive notifications of new advertised solicitations• sign-up as official bidder/ proposer on advertised solicitations• receive notifications of addenda issued	

2. List of Solicitation page, enter keyword/s in entry box and click "Search Solicitations".

<http://our.kingcounty.gov/default.aspx>

PROCUREMENT	List of Solicitations
Services	ALL CONSTRUCTION A & E AND PROF. SERVICES TECHNICAL SERVICES GOODS & SERVICES OTHER
> Solicitations	OPEN CLOSED AWARDED CANCELLED ALL
My Account	Keywords: <input type="text"/> NIGP Code: <input type="text"/> browse codes Sort by Due Date <input type="button" value="v"/> Ascending <input type="button" value="v"/>
My NIGP Codes	<input type="button" value="Search Solicitations"/> <input type="button" value="Clear Search"/>
My Open Solicitations List	
NIGP Codes Search	

3. Click resulting hyperlink from generated table list.

C00499C09: Data and Telecommunications, Cabling Project Work Order 2010 - 2011		
Important: Addenda 1 and 2 issued. Bid opening date changed to 11/16/2010. Pre-bid conference 11/2/2010, 11:00 AM. Refer to website regularly for updates.		
Department: King County Executive Office - Office of Information Resource Management		
Due Date: 11/16/2010 01:30 PM	Status: Open	Solicitation Type: Construction

4. "Solicitation Details" page, click "View Online Holder's List" on top of page, horizontal menu bar.

Solicitation Details

LIST OF SOLICITATIONS	VIEW ONLINE HOLDERS LIST
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IMPORTANT: You will receive email notifications of addenda only if you are on the Holders List. Registered Vendors can add themselves to Holders Lists by going to the View Online Holders List link above.

C00575C10 - Residential Aircraft Noise Remedy Improvements Program - Bid Package S-19	
Status	Open
Type	Construction
First Ad date	10/22/2010
Due date	11/12/2010 1:00 PM
Notice of Selection date	

5. "Holders List Page", select a role and click "Add to Holders List" button.

LIST OF SOLICITATIONS	SOLICITATION DETAILS
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Please select a role: