e-Procurement Bulletin Board

User Documentation

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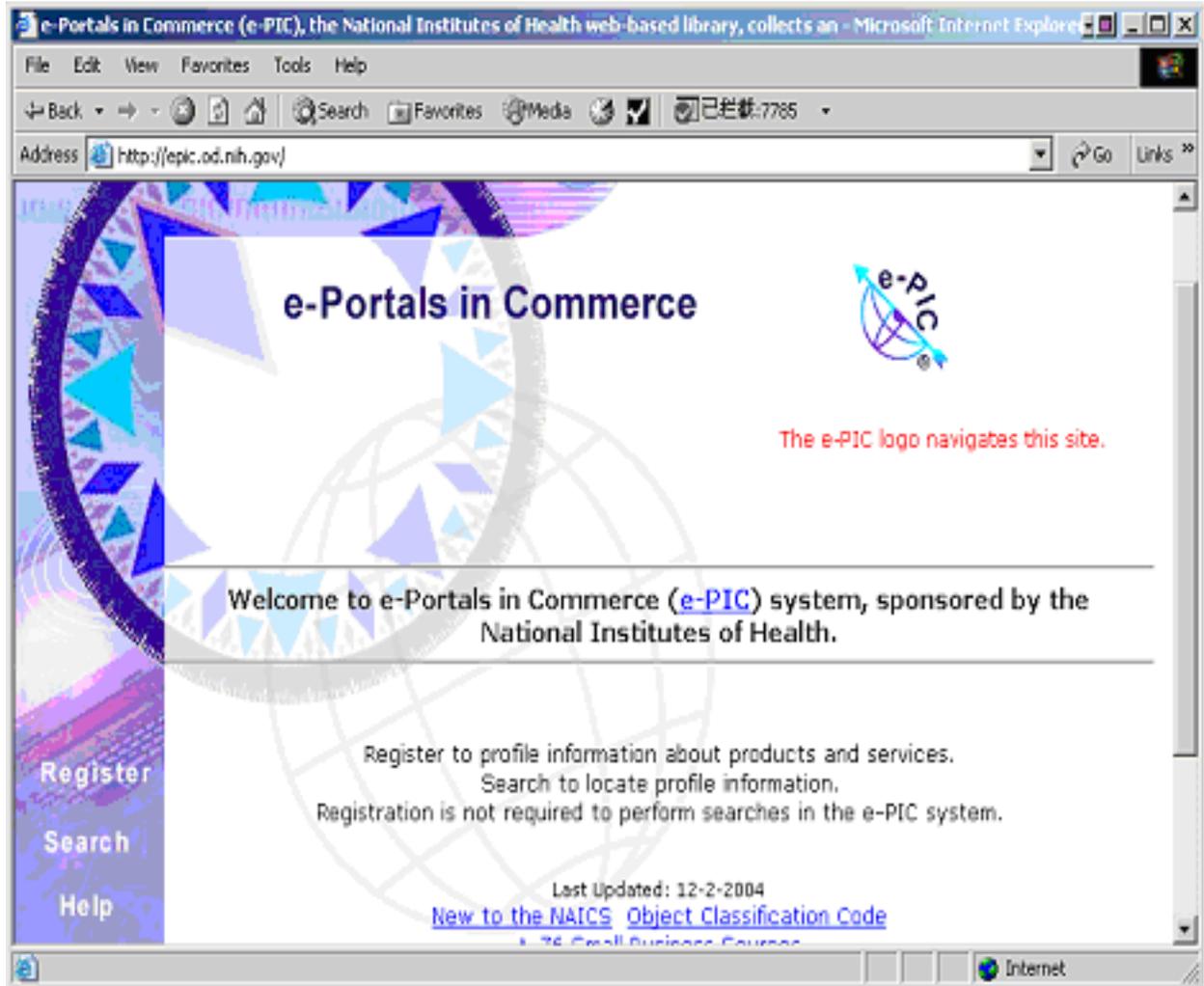# Instruction of Using e-Procurement Bulletin Board

e-Procurement Bulletin Board (EPBB) is a electronic system that can provide you a different way to access posted electronic Simplified Acquisition Requirements. You can find this system on e-PIC web site at **http://epic.od.nih.gov**.

Table of Contents

Part #1: Access the EPBB.

Please go to e-PIC web site home page at **http://epic.od.nih.gov/**. (See Figure 1-1)

(Figure 1-1: e-PIC Home Page)

At e-PIC home page, please scroll down a little bit, you can easily find a line of blue word **e-PIC Bulletin Board,** just click that, you will be directed to the EPBB system automatically. The EPBB system home page **http://epic.od.nih.gov/BBoard/bbindex.asp** is shown as Figure 1-2.
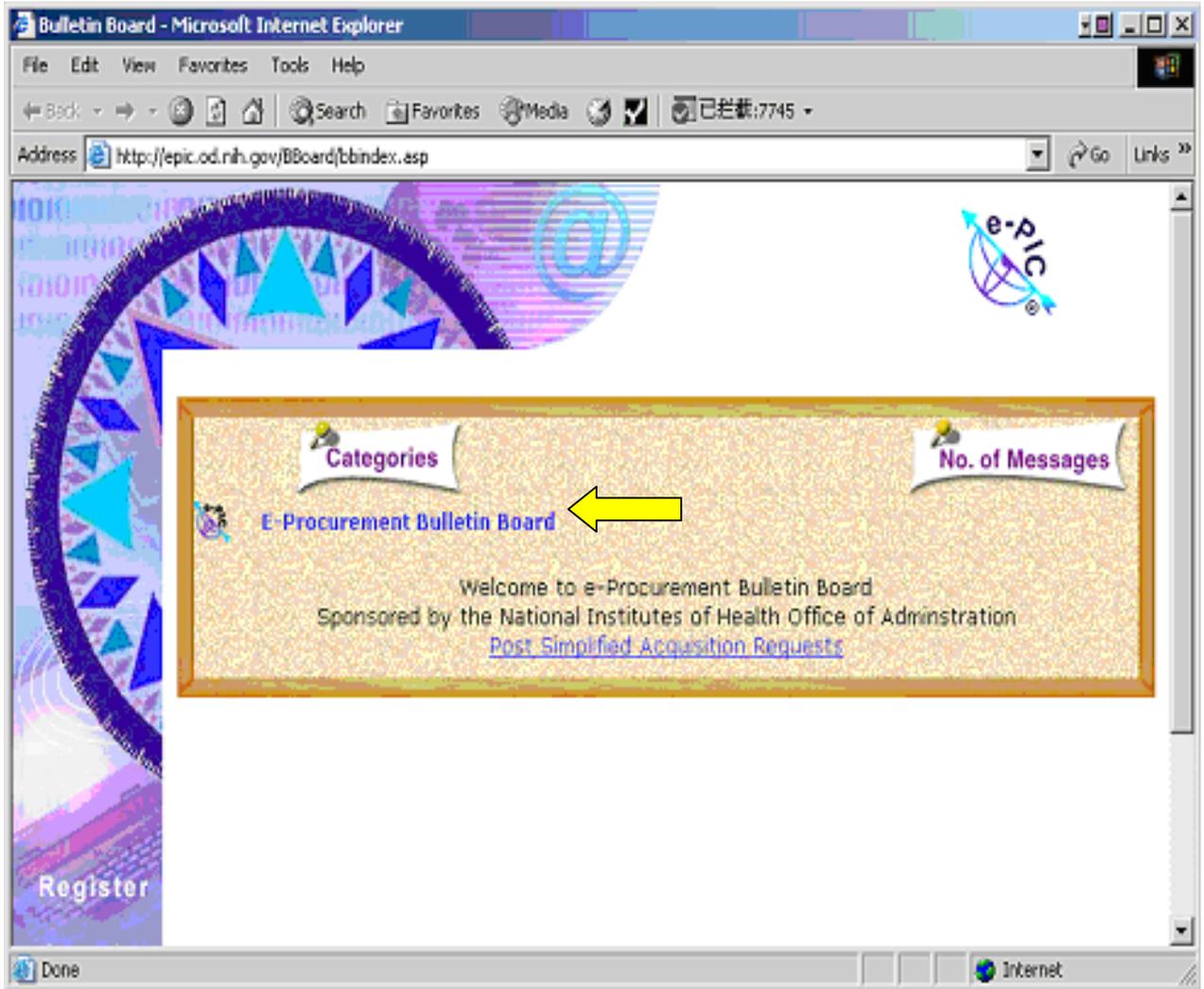
(Figure 1-2: EPBB Home Page)

Part #2: View what is / are posted on the EPBB.

On EPBB home page shown as figure 1-2, you will find "E-Procurement Bulletin Board" inside the bulletin image. Please click that and you can see what is / are posted on EPBB by somebody else or by yourself before. After you click "E-Procurement Bulletin Board", you should be able to get to **http://epic.od.nih.gov/epbb2/index.asp** (See figure 2-1 below)
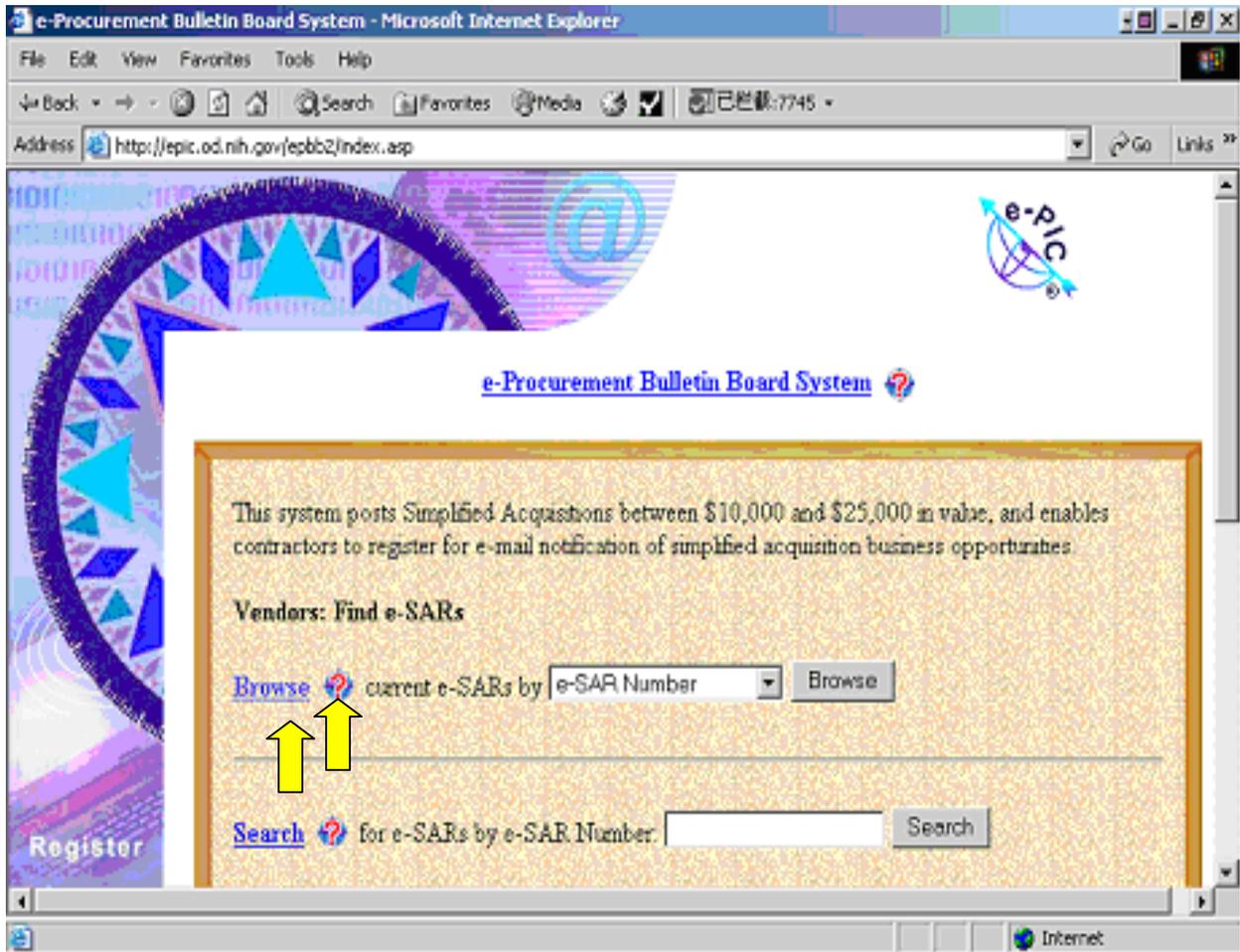
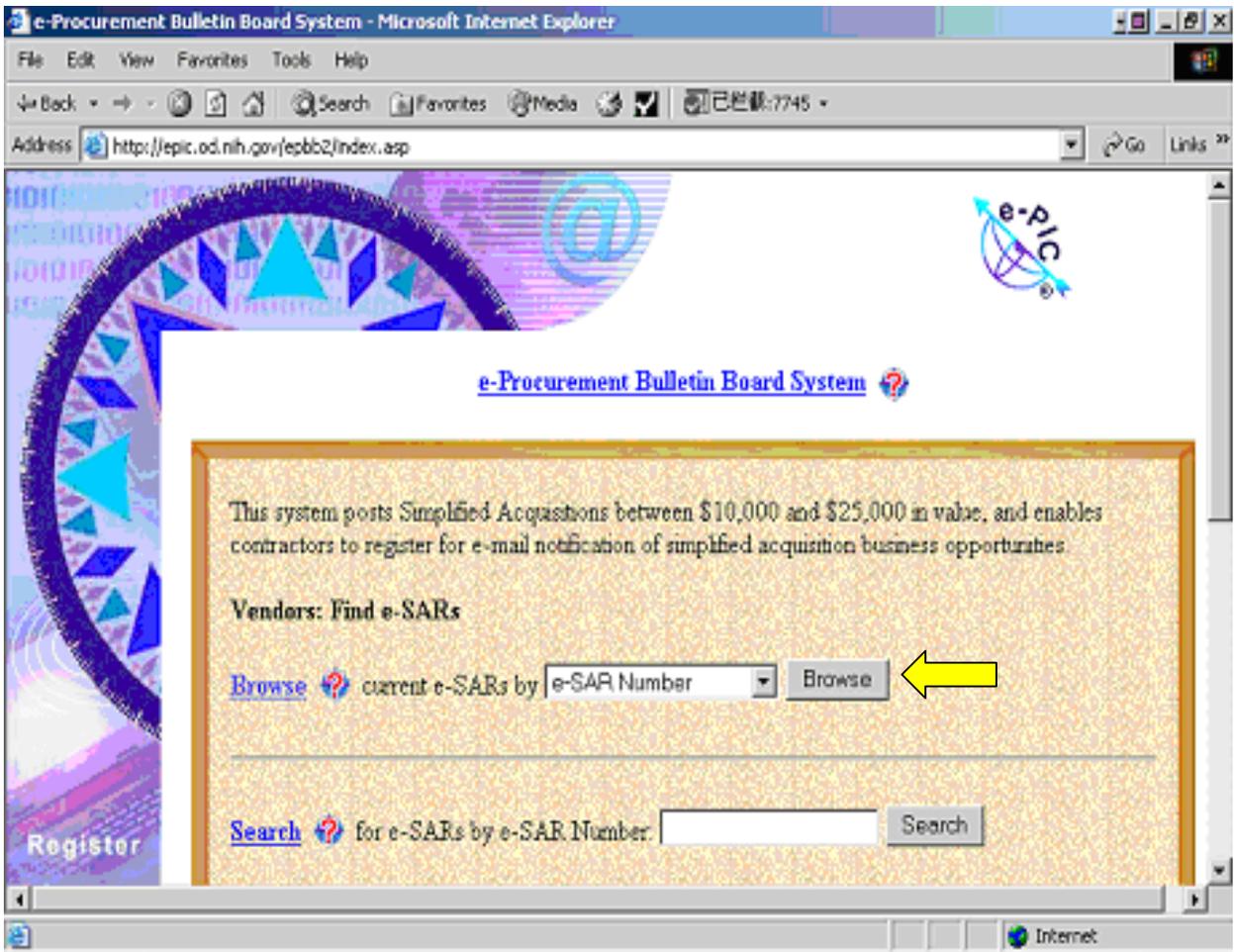

(Figure 2-1: EPBB Index Page)

You can scroll down a little bit to see the whole page; it is divided into 3 sections by 2 gray lines.

The first section, there are a blue-underline word "Browse" and a question Mark beside "Browse" at the left side, click either of them, system will give you the same explanation of this link; See figure 2-2 below.
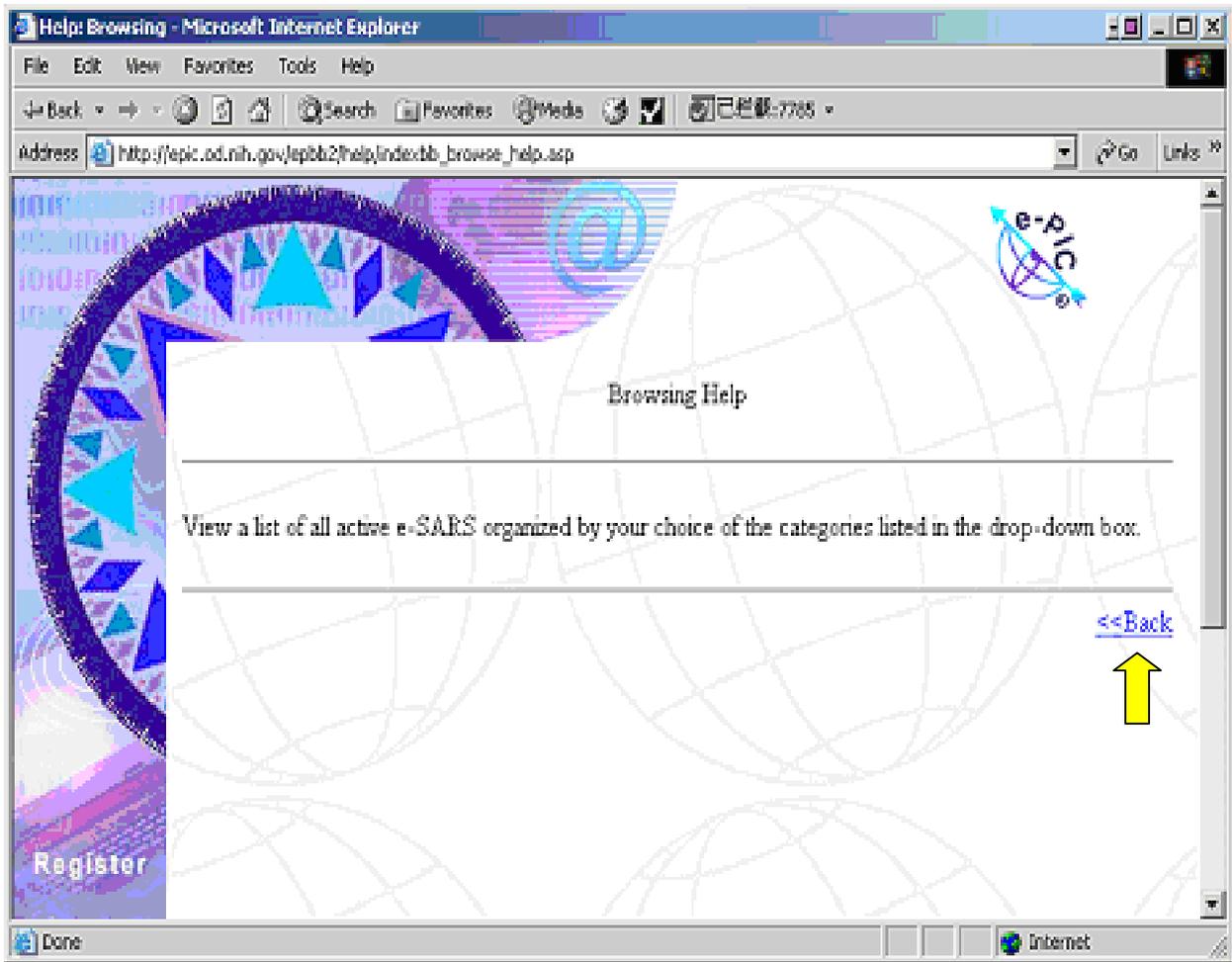
(Figure 2-2: Brows Help)

After you read the explanation, you can click "<u><<Back</u>" to come back to figure 2-1.

(Figure 2-1: EPBB Index Page)

On the right side, there is a gray button "Browse" Browse... , click that, you can view what is / are posted on the EPBB;

Between "Browse" blue word and "Browse" gray button Browse... , there is a text box with drop down arrow, current e-SARs by e-SAR Number

It provides five options for users to choose: e-SAR Number, e-SAR Release Date, e-SAR Closing Date, Issuing Office, NAICS Code. If you choose one, then click the Browse... right after it; it will display corresponding e-SAR with the category you choose just now. For example, I choose "e-SAR Release Date" from the drop down arrow, see figure 2-3 below.
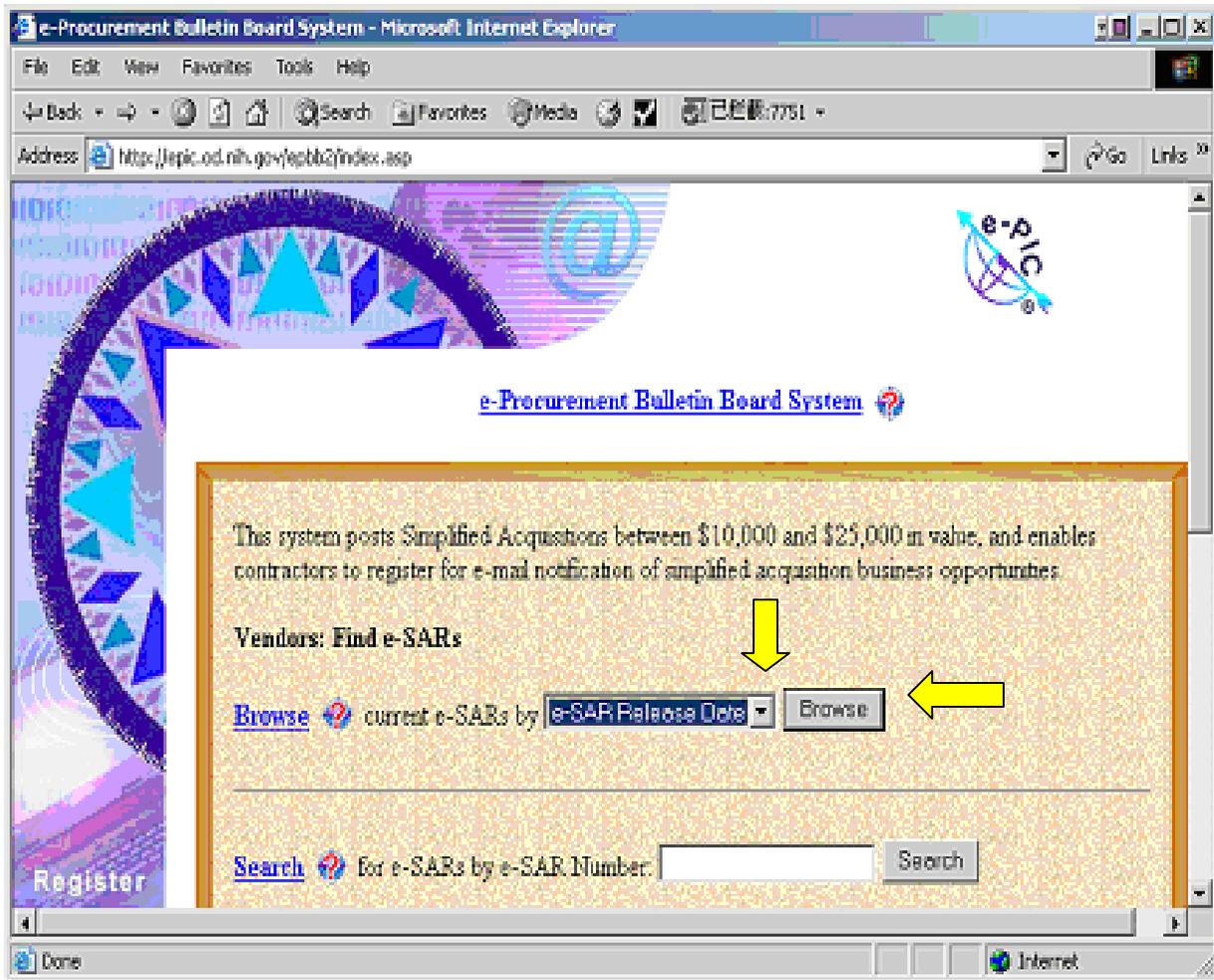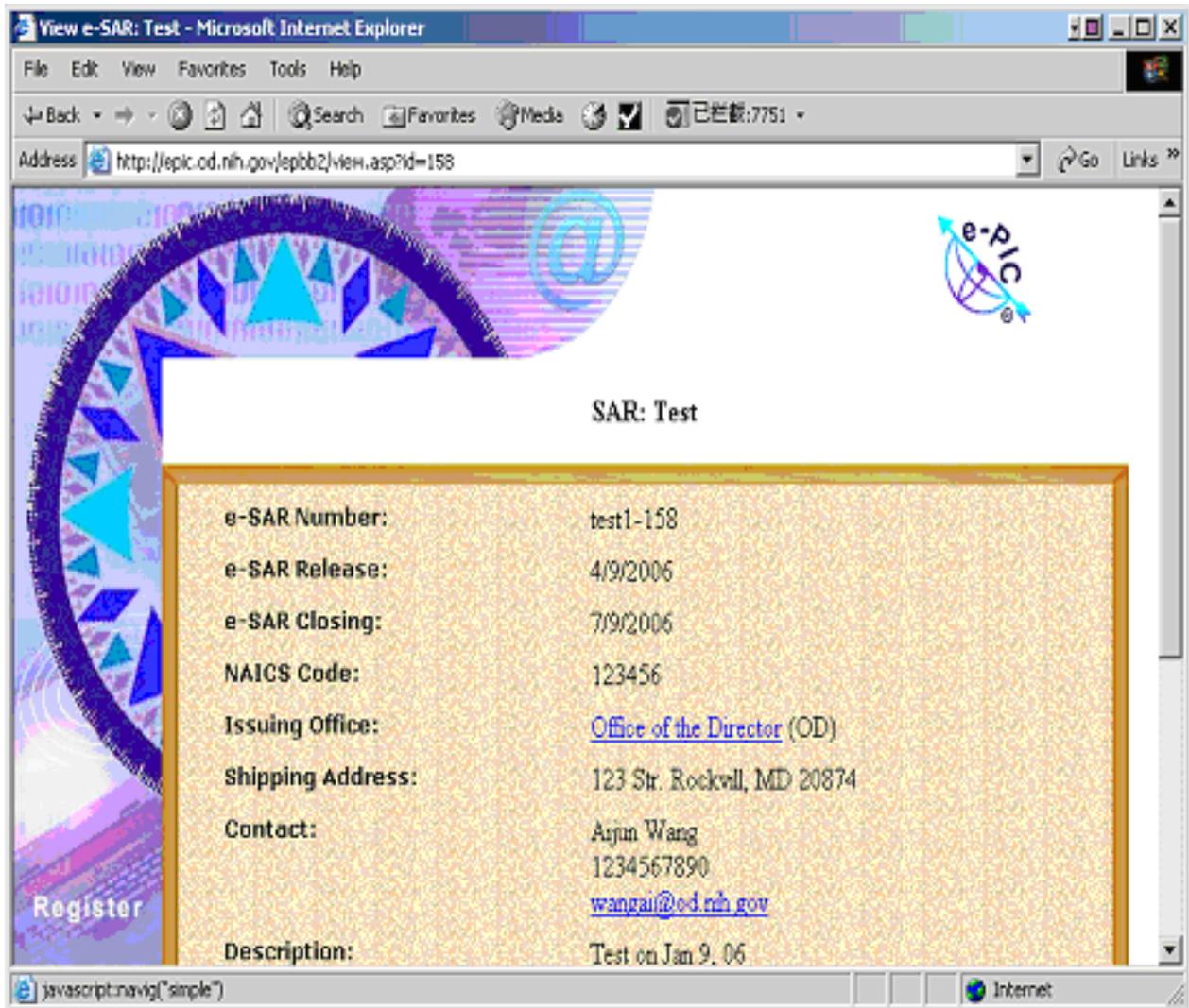
(Figure 2-3)

Then I click "Browse" button ⟨Browse...⟩, I will be directed to the next page like following figure 2-4:
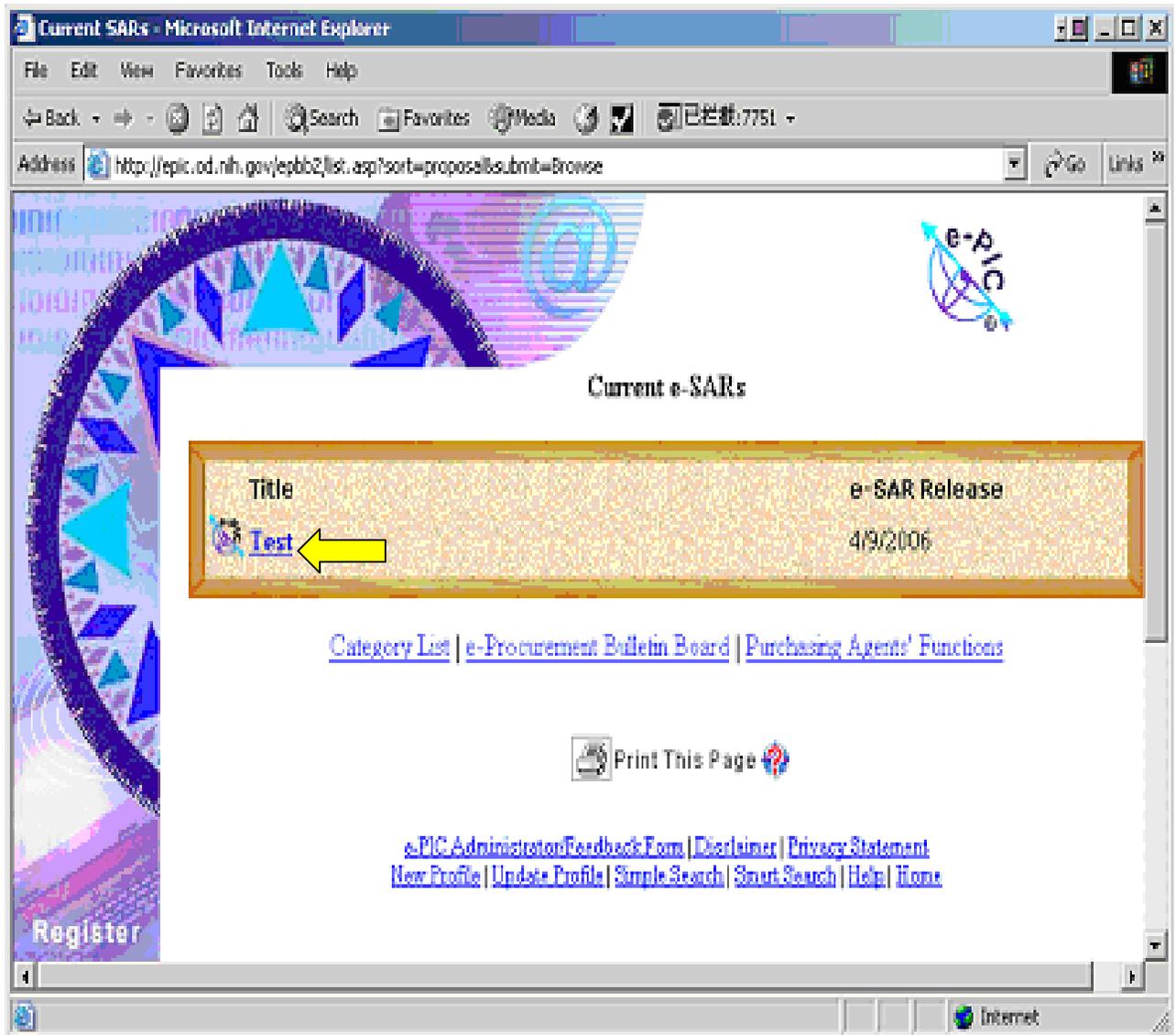
(Figure 2-4: Brief information about e-SARs on EPBB)

You can see it displays brief information about e-SARs, the **title** and **e-SAR Release Date**. If I choose "**Issuing Office**" from the drop down arrow, then I will get the brief information of e-SARs, namely, the Title and **Issuing Office.**

If you need the detail information about this e-SAR, you can click the blue-underline word, in this case, "Test", then the page you will get is figure 2-5:
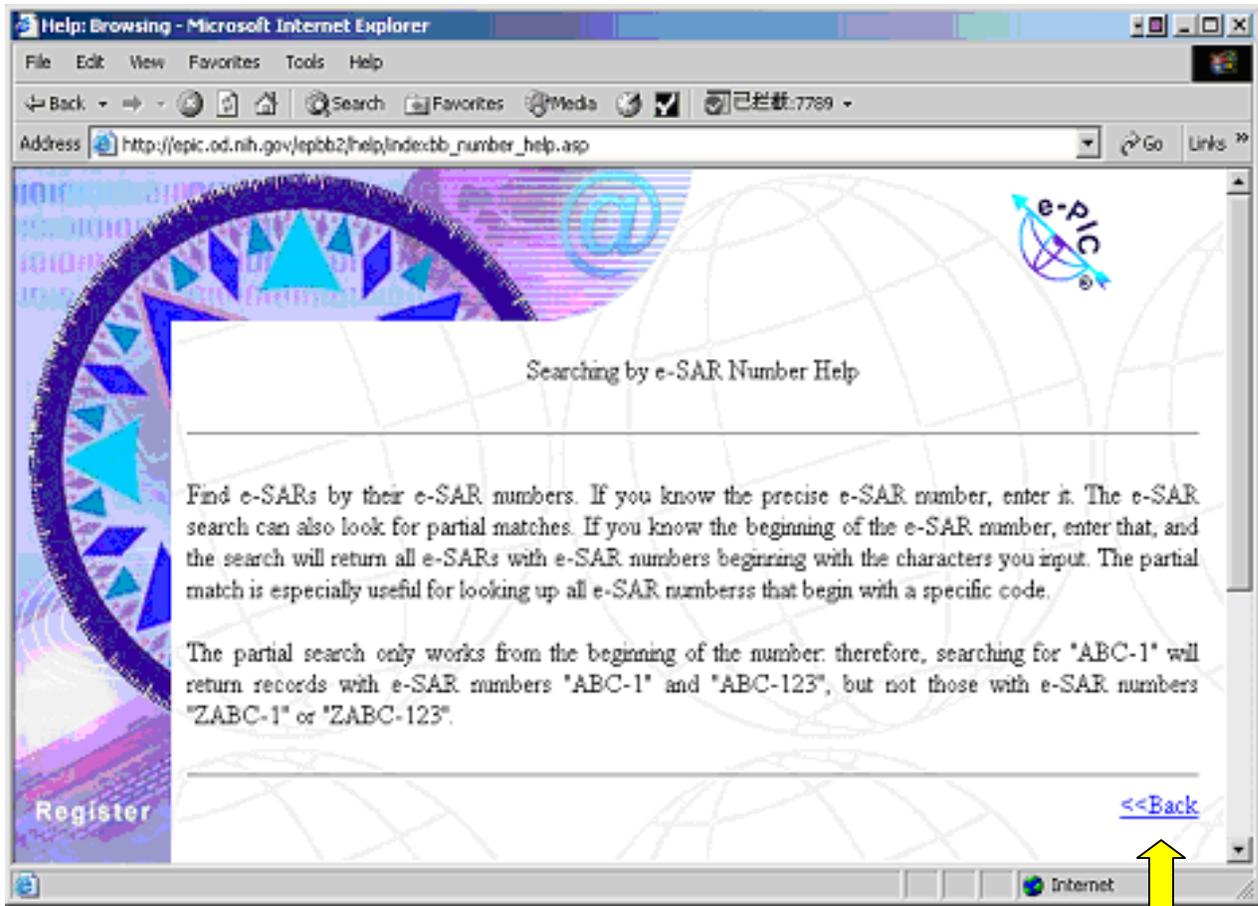
(Figure 2-5: Detail information about an e-SAR on EPBB)

The second section of EPBB index page (figure 2-1 EPBB index page): searching e-SARs by e-SAR number.
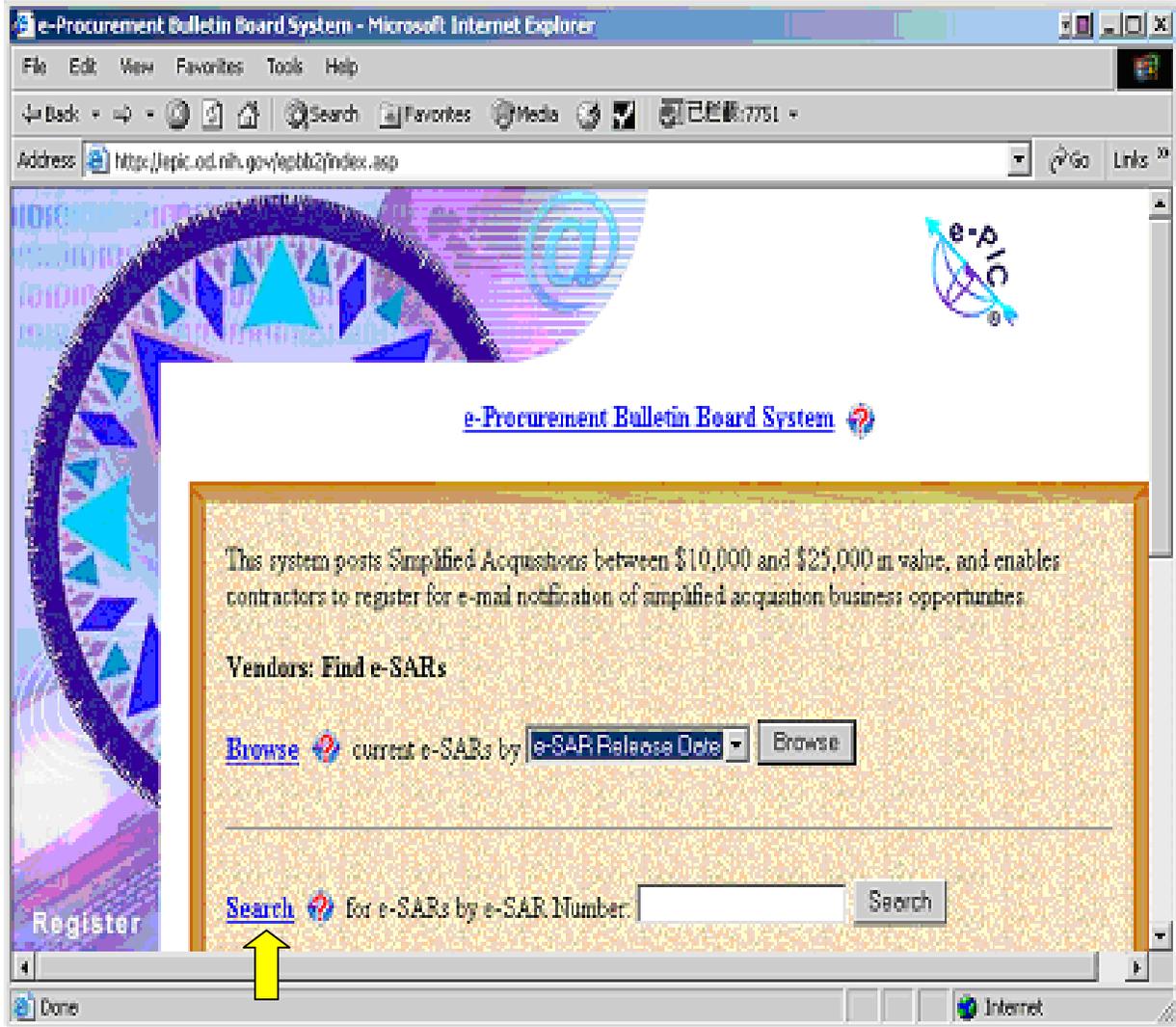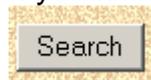

(Figure 2-1 EPBB index page)

The blue underline "**Search**" and have the same link to the "Searching by e-SAR Number Help", click either of them, you can get the explanation of this search, see figure 2-6 below.

(Figure 2-6: Searching by e-SAR Number Help)

Read the whole explanation then Click "<u><<Back</u>" to come back to EPBB index page (figure 2-1) again. If you know the e-SAR number, type it in the text box and click "Search" Button [Search] which on the right side of second section, the system
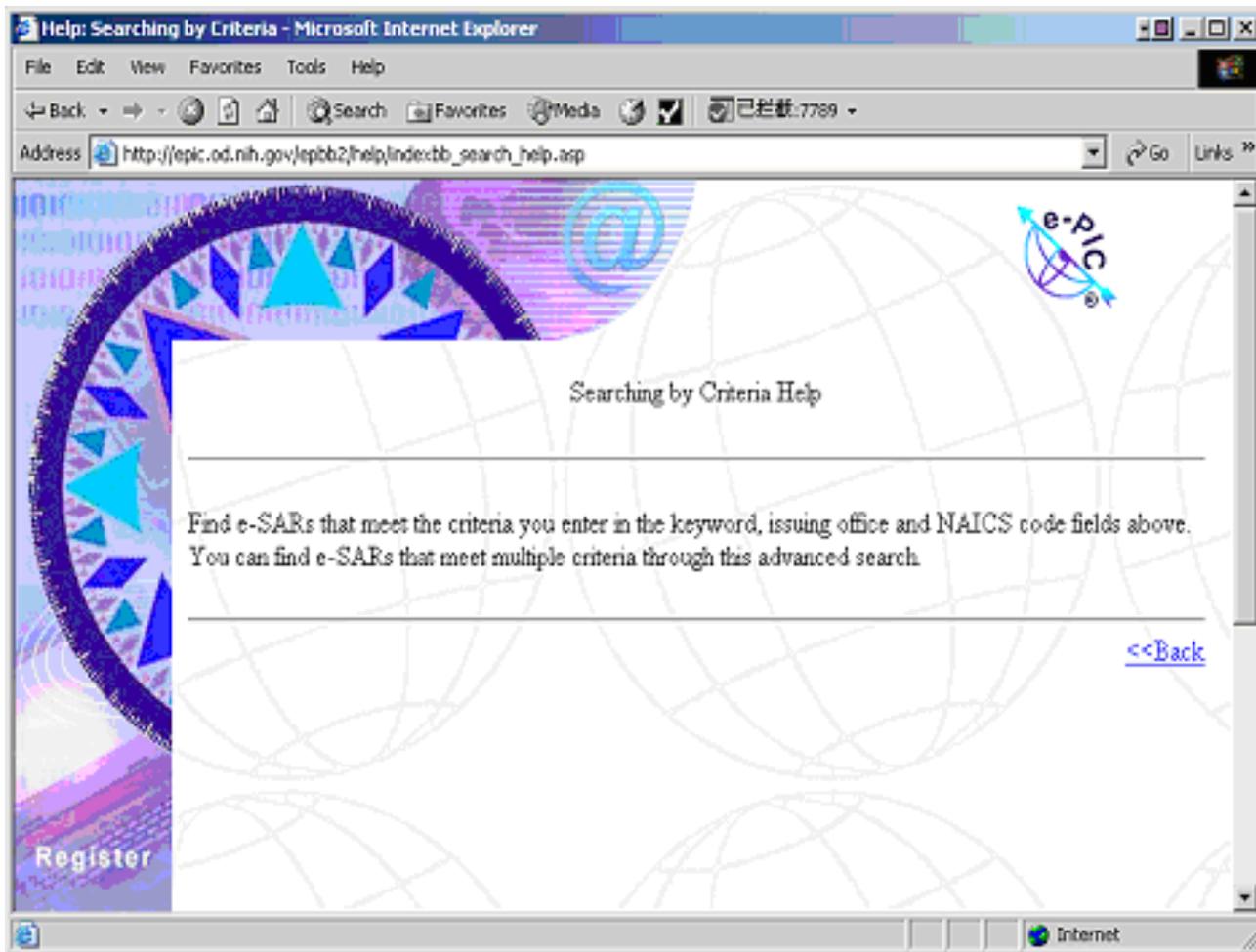
will return the brief information about the e-SAR if it is does resident in EPBB.

EPBB provides a "**Search for e-SARs by Criteria**" function in the third section of EPBB index page (See figure below).
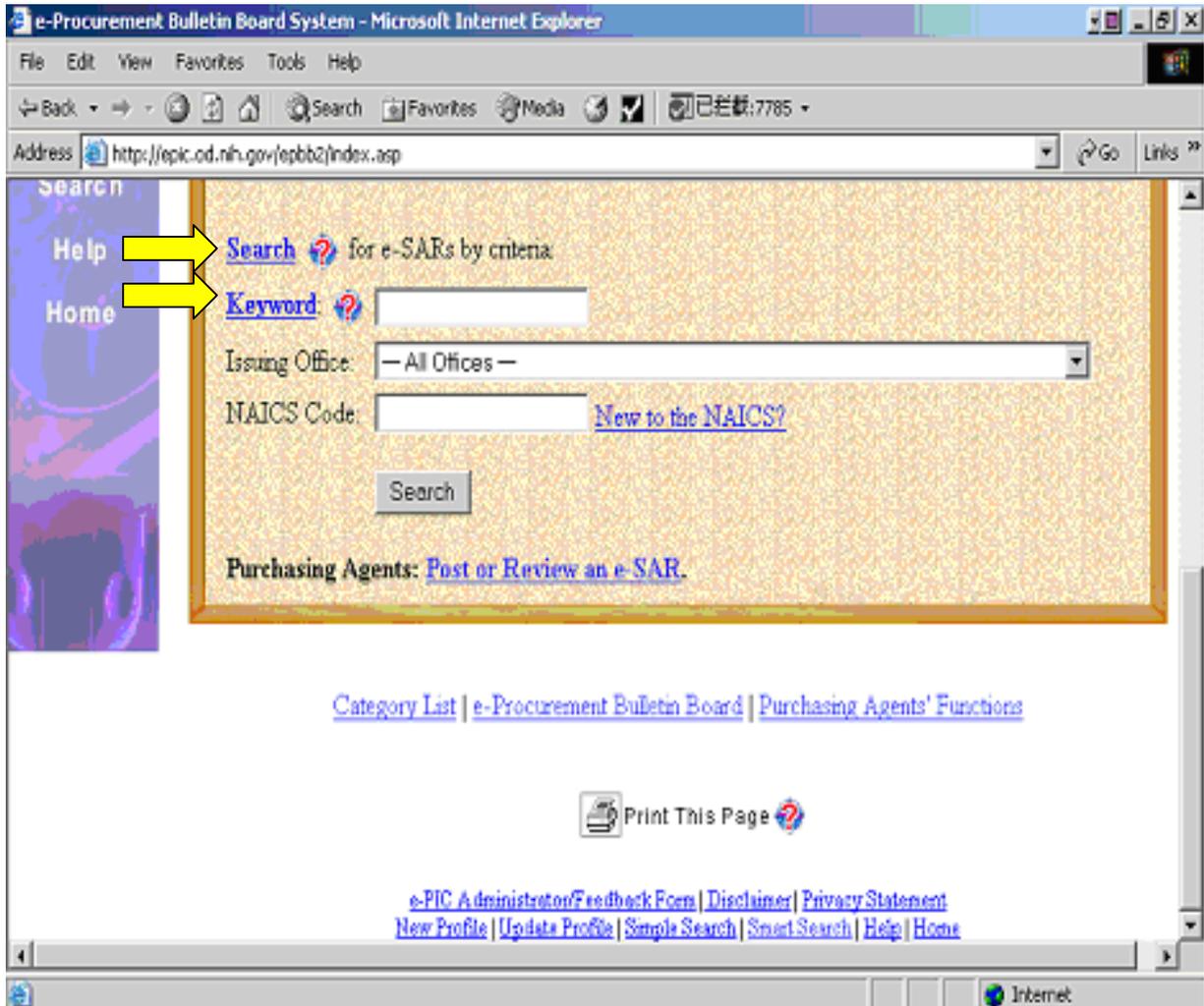
You can search by "Keyword", "Issuing Office" and "NAICS Code". If you are not sure what "Keyword" mean or what this Search do, you can click the "Search" it self or the 🔾 to its explanation; See figure 2-7 Search by Criteria Help and figure 2-8 Keyword Search Help below.

(Figure 2-7: Search by Criteria Help)

e-SAR Form Help: Keyword Search - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   →   ◎   ▣   △   ◎Search   ◎Favorites   ◎Media   ◎   ▣   已栏载:7789 ▾

Address   http://epic.od.nih.gov/epbb2/help/indexbb_keyword_help.asp   Go   Links »

Keyword Search Help

The keyword search allows you to search through e-SAR records for a word or phrase. The following fields of the e-SARs are searched for matches with your keyword(s)

- Title
- Contact Name
- Shipping Address
- Product/Service Description

The search looks for matches within words, so that searching for "ice" will bring up e-SARs with the word "mice". To avoid this behavior, use entire words or numbers.

Keyword or keyword phrases selection criteria is separated by "and" or "or" triggering inclusive or optional

Register

Done   Internet

(Figure 2-8 Keyword Search Help)

For your convenience, if you are new to NAIC Code, we also provide a link "New to NAIC Code?"
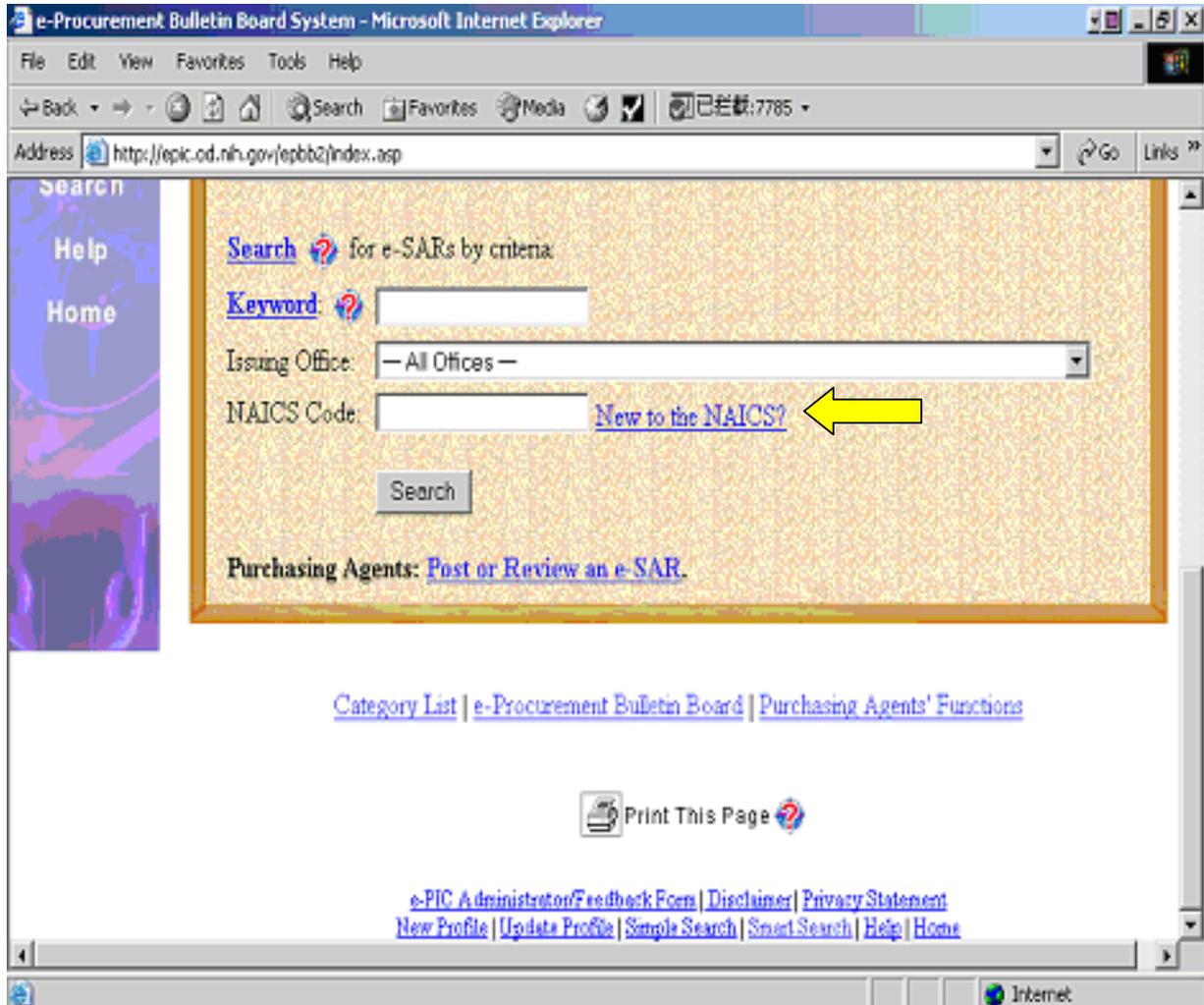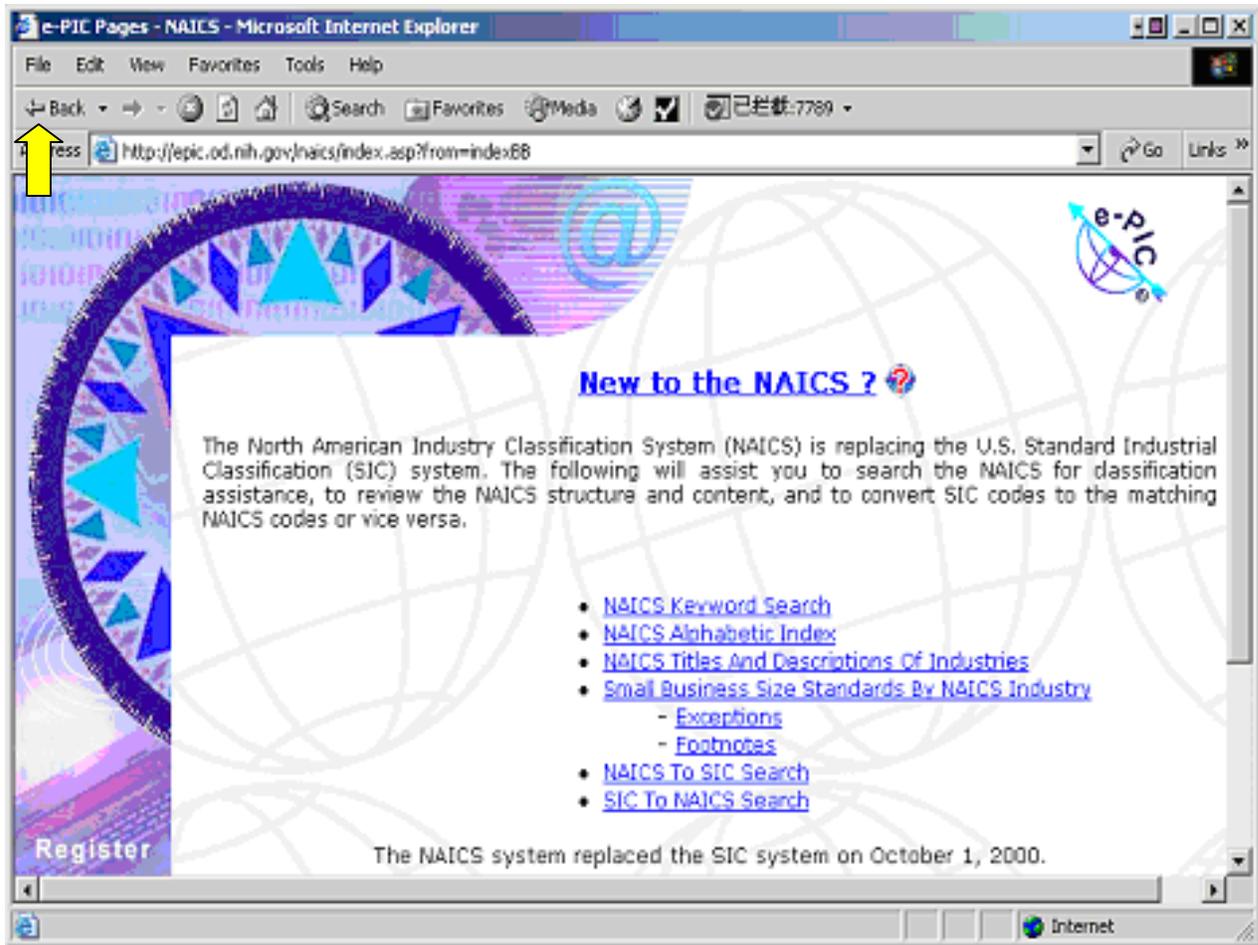

Click that, you should be able to learn everything about NAIC code. See figure 2-9 below.
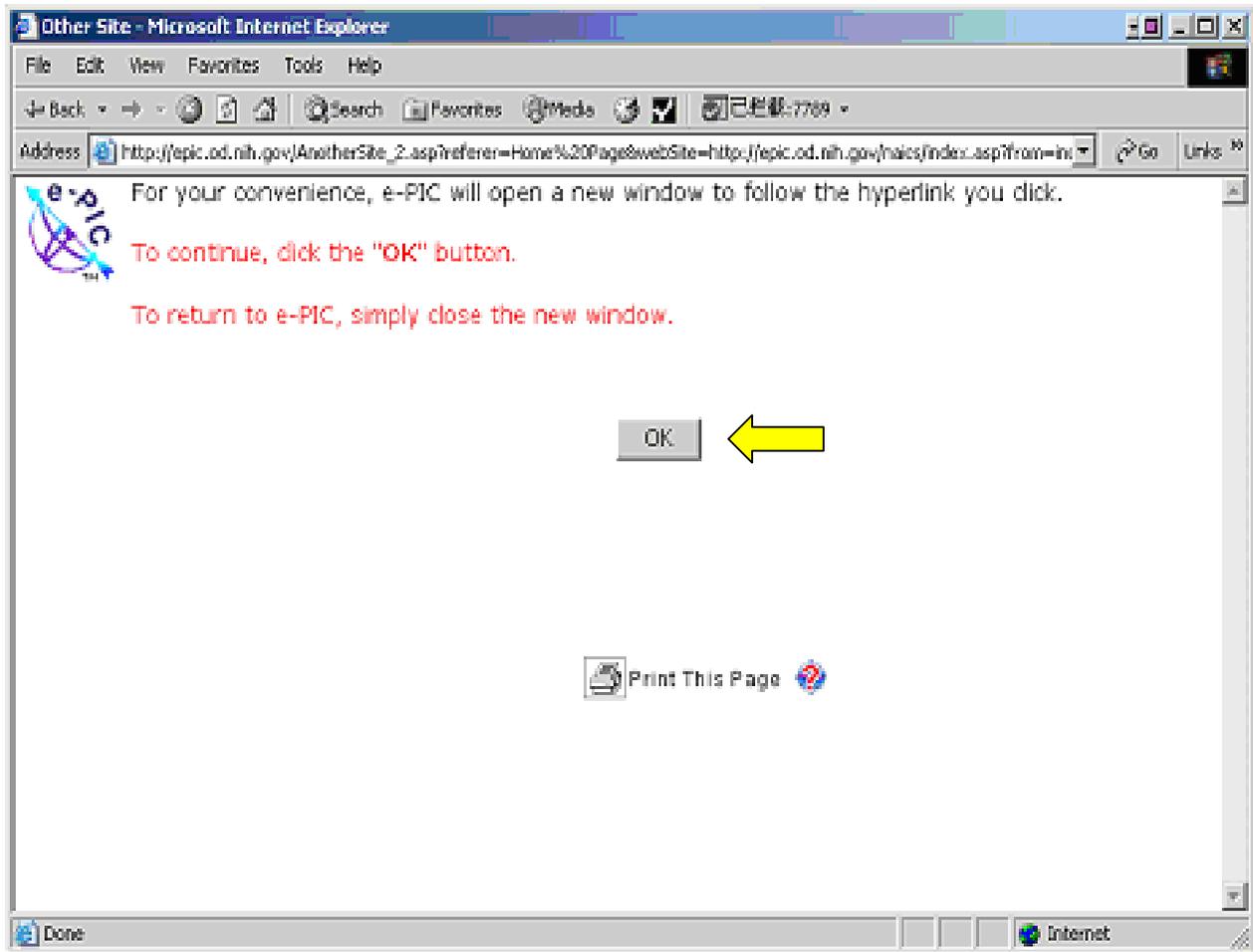
(Figure 2-9)

Click OK button [OK], the "New to NAICS" page display as figure 2-10 below.

(Figure 2-10: New to the NAICS? Page)

After you are getting familiar with NAICS code, you can click "Back" to our EPBB page.

Until here, you may know how to view what is / are posted on EPBB. It is easy, efficient and quick.

**Part #3: Create an Account in EPBB.**

While you have something need to post on EPBB, You must be a registered Purchasing Agent user first, and then use the administrative functions. For example, if you are a NIH purchasing agent with an NIH email address, you may register first. I will show you how to register in EPBB step by step.

First, please go to e-PIC home page at **http://epic.od.nih.gov**, as we talked before, scroll down a little bit to find blue-underline words: **e-PIC Bulletin Board.** See figure 3-1.


(Figure 3-1: e-PIC Home Page Bottom)

Click **e-PIC Bulletin Board,** then you will be directed to page at
http://epic.od.nih.gov/BBoard/bbindex.asp, see figure 3-2 below.
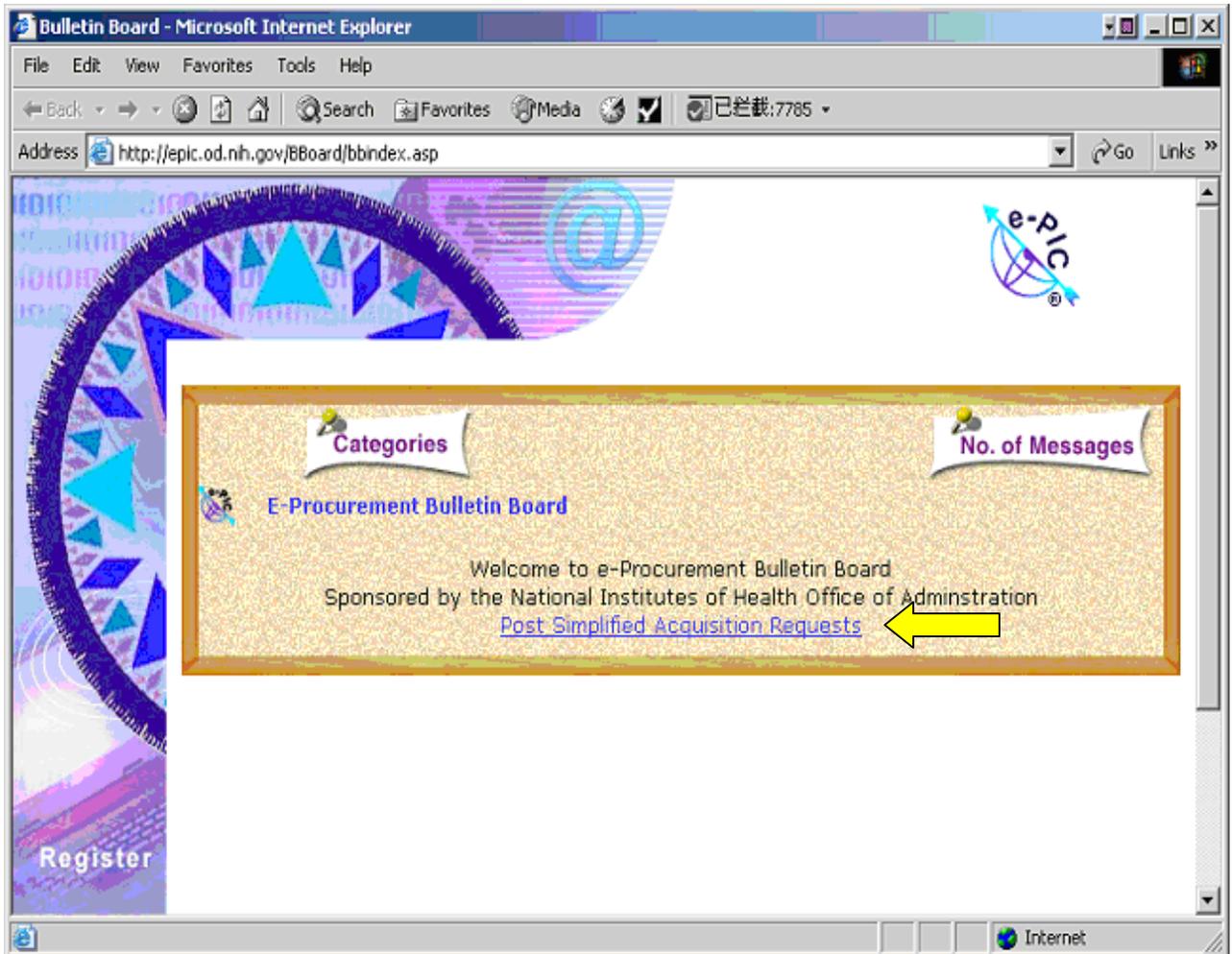
(Figure 3-2: EPBB Home Page)

Click the "Post Simplified Acquisition Requests", the EPBB index page
http://epic.od.nih.gov/epbb2/index.asp show up, scroll to the bottom of the
index page, see figure 3-3a (top of index page) and figure 3-3b (bottom of index
page).
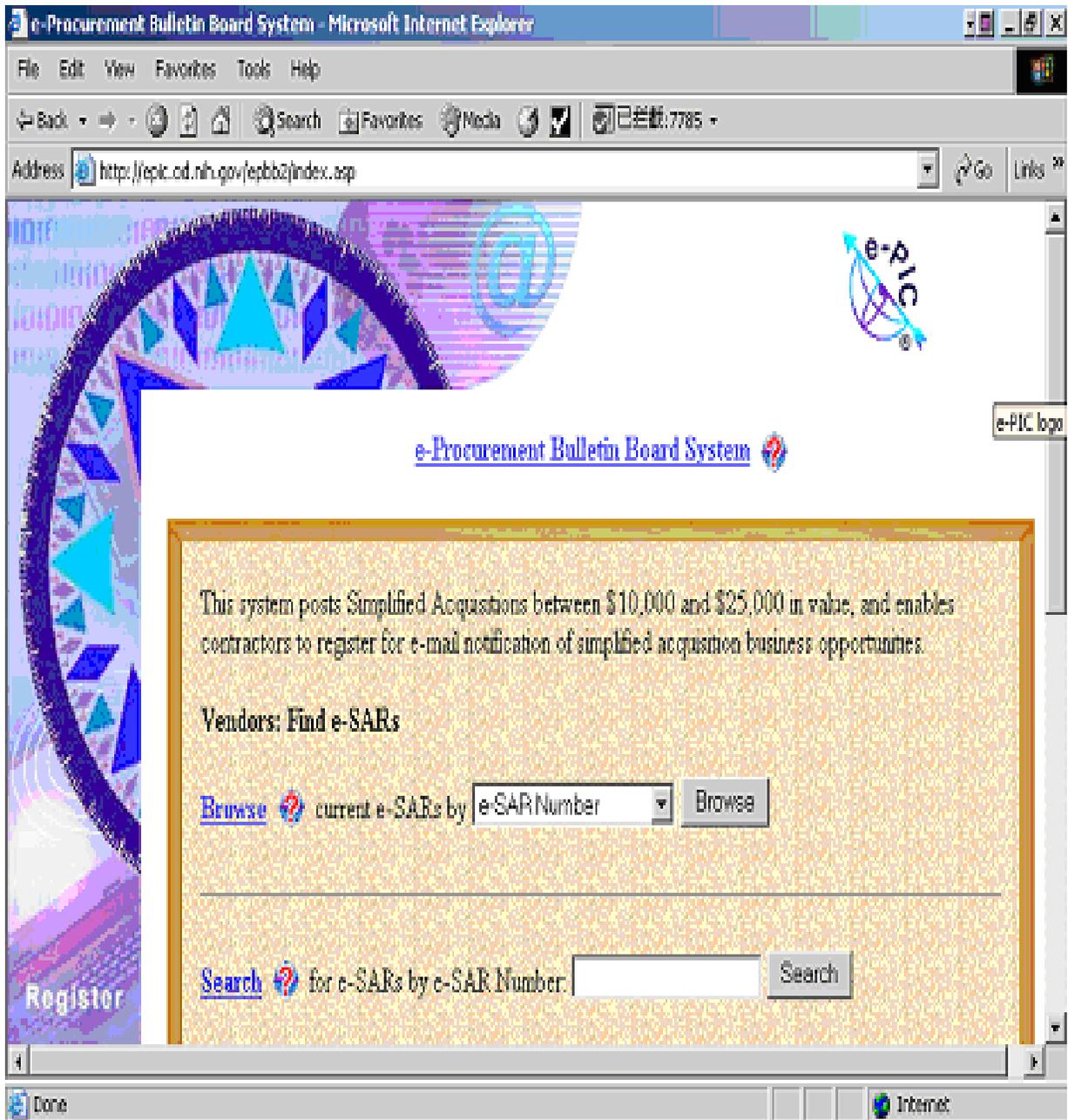
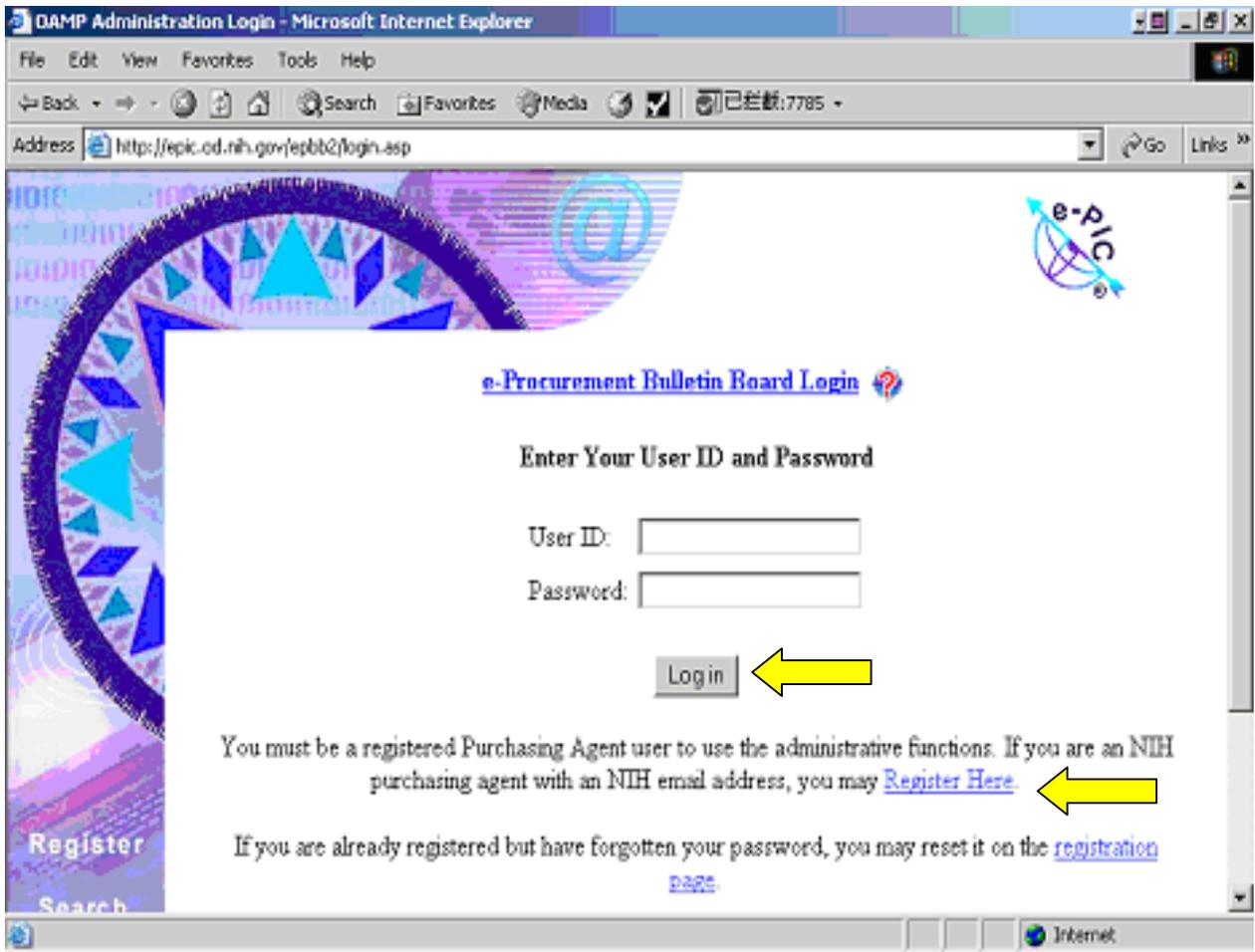(Figure 3-3a: Top of EPBB index page)
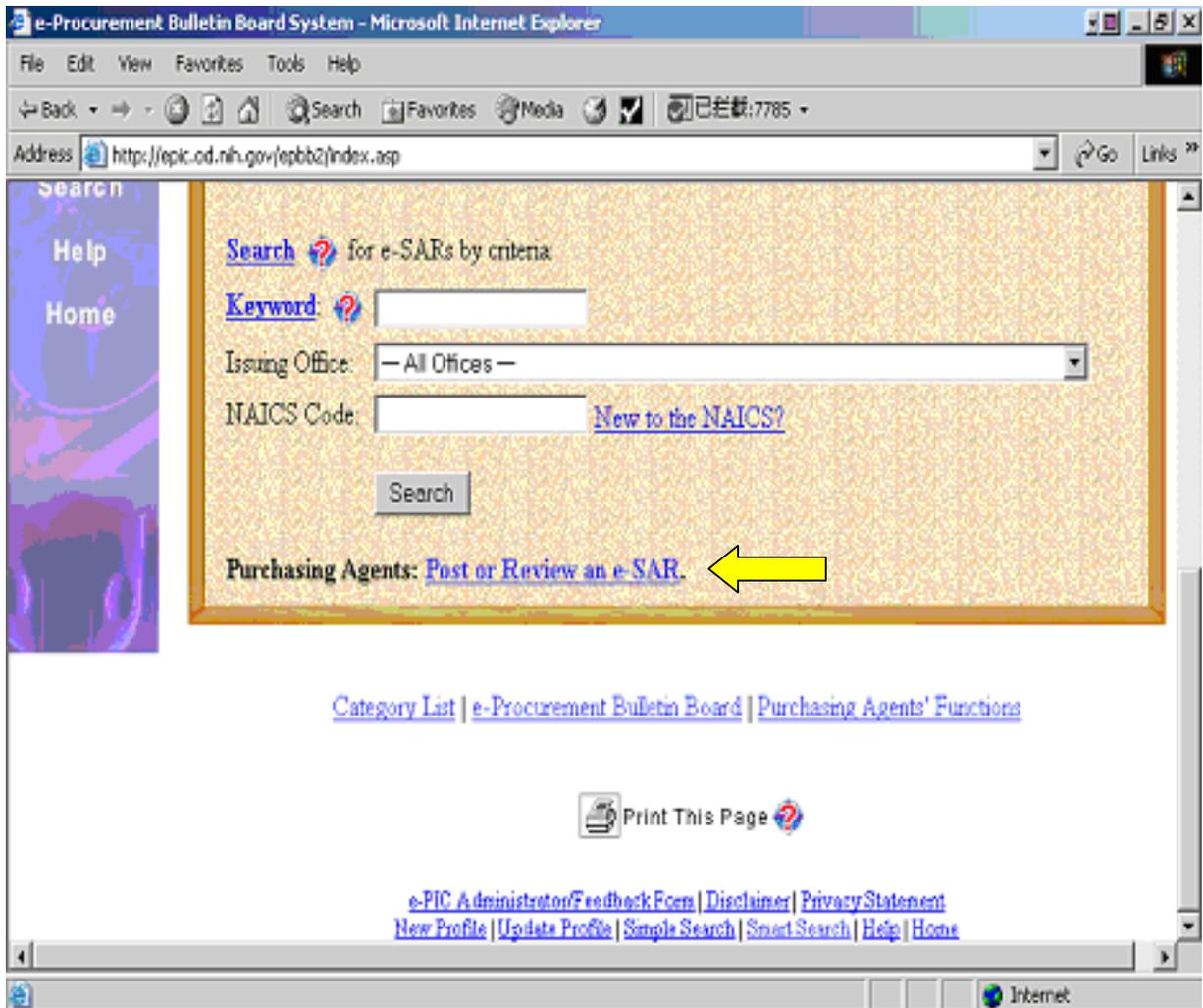
(Figure 3-3b: Bottom of EPBB index Page)

Click "Post or Review an e-SAR", you will come to EPBB login page at
**http://epic.od.nih.gov/epbb2/login.asp**, see figure 3-4.

(Figure 3-4: EPBB Login Page)

Let say, you already registered before, then, you need type your NIH email address in "User ID" field and type your Password in "Password" field, then click "Login"

button [Login] .

If you are new user, you need register first. To register, you need simply click "Register Here" beneath login button. Here is coming the sign page at **http://epic.od.nih.gov/epbb2/paSignup.asp** , see figure 3-5.
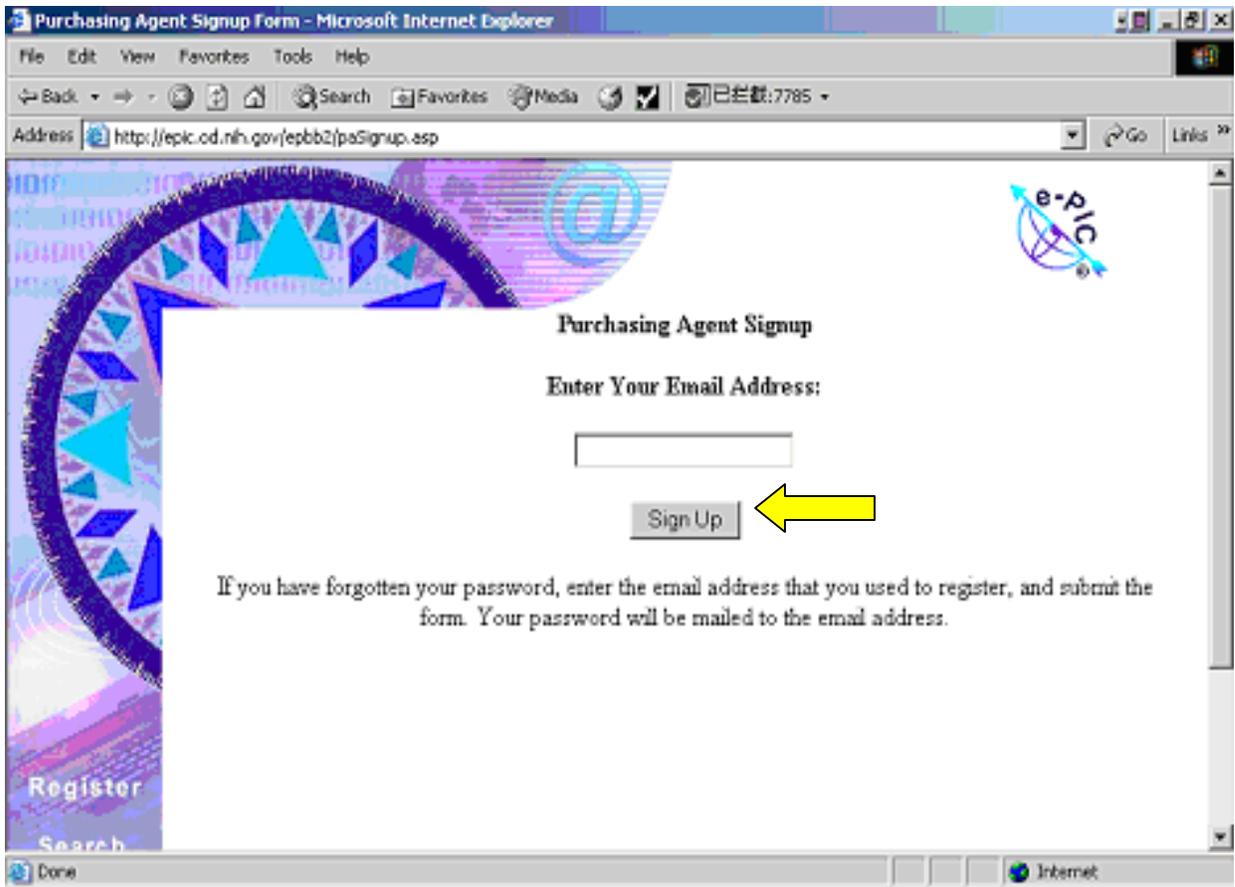
(Figure 3-5: Purchasing Agent Signup Page)

Only thing you need to do is type your email address and then click " Sign Up" button .

After that, your password will be sent to your email address, then please use the assign the password and your email address to login (figure 3-4).

Note: You should only type your Purchasing Agent email address, like NIH email address, the system won't accept your personal email, if you do so, you will get an error message like figure 3-6. If you encounter that problem, please, retype your NIH email address again and click [Sign Up] .
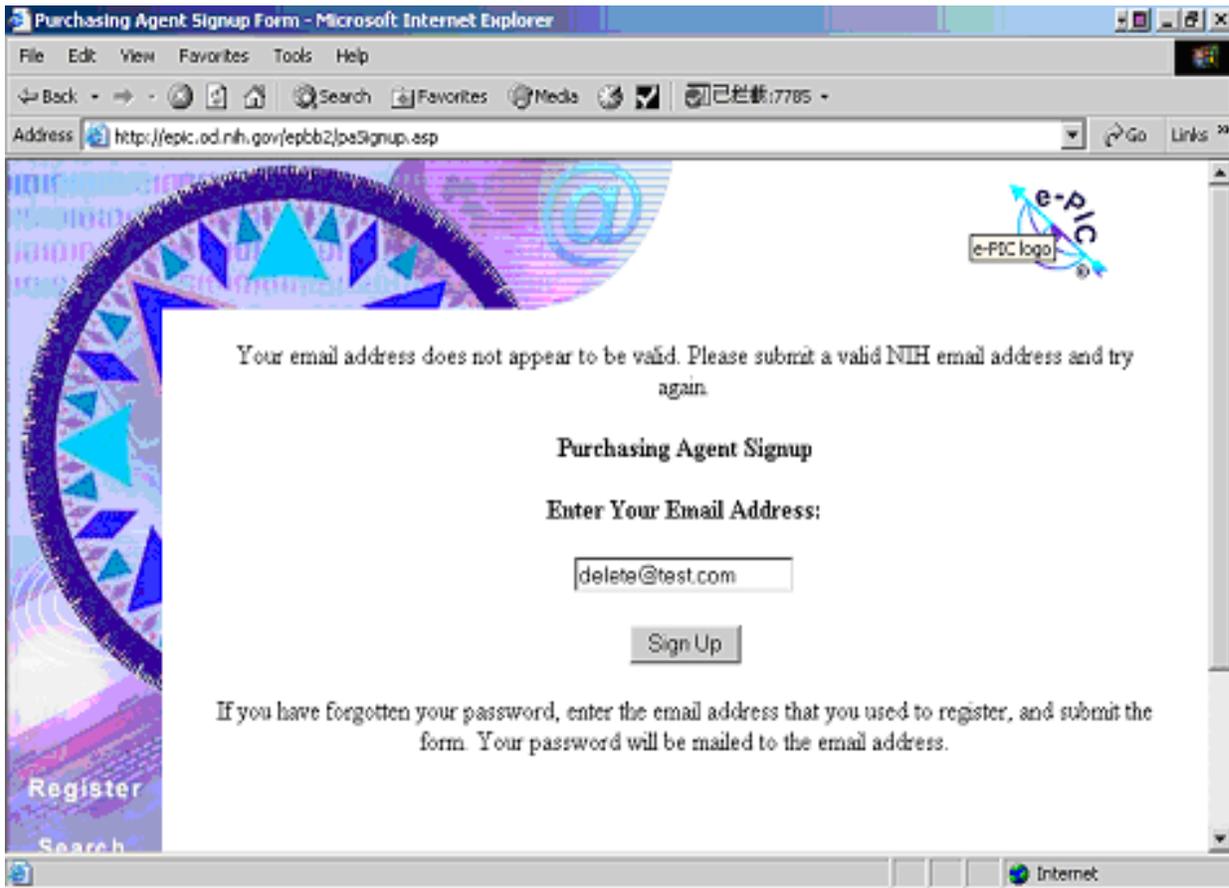
(Figure 3-6: Sign up error message)

At last, if you forget your password, it is very easy to reset a new password for you. On Login page (Figure 3-4), click "Registration Page" which is in the second paragraph beneath Login button [Log in]

EPBB will direct you to "Sign Up" page (figure 3-5), you just retype in your email address, and click [Sign Up] you should be able get your new password via your email address.

You may see that EPBB provide a user-friendly interface to allow user to create EPBB account and reset their password easily.

Part #4: Post Simplified Acquisition Requests on EPBB.

In order to post a Simplified Acquisition Requests on EPBB, you should be a purchasing agent first. To do so, again, you need come to e-PIC web site home page at **http://epic.od.nih.gov**, at the bottom of the e-PIC home page, click "e-PIC Bulletin Board" (see figure 3-1, e-PIC home page); on EPBB home page http://epic.od.nih.gov/BBoard/bbindex.asp, (see figure 3-2 EPBB home page), click "Post Simplified Acquisition Requests"; EPBB index page show up at **http://epic.od.nih.gov/epbb2/index.asp**, (see figure 3-3 EPBB index page), at bottom of this EPBB index page, please click "Post or Review an e-SAR"; then you are redirected to EPBB login page at **http://epic.od.nih.gov/epbb2/login.asp**, (see figure 3-4 EPBB login page), enter your purchasing agent email, let say, your NIH email address and your password. Please go to Step #2 to find the detail instruction.

After your login successfully, you should be able to get to EPBB administration page at **http://epic.od.nih.gov/epbb2/admin.asp**, see figure 4-1 below.
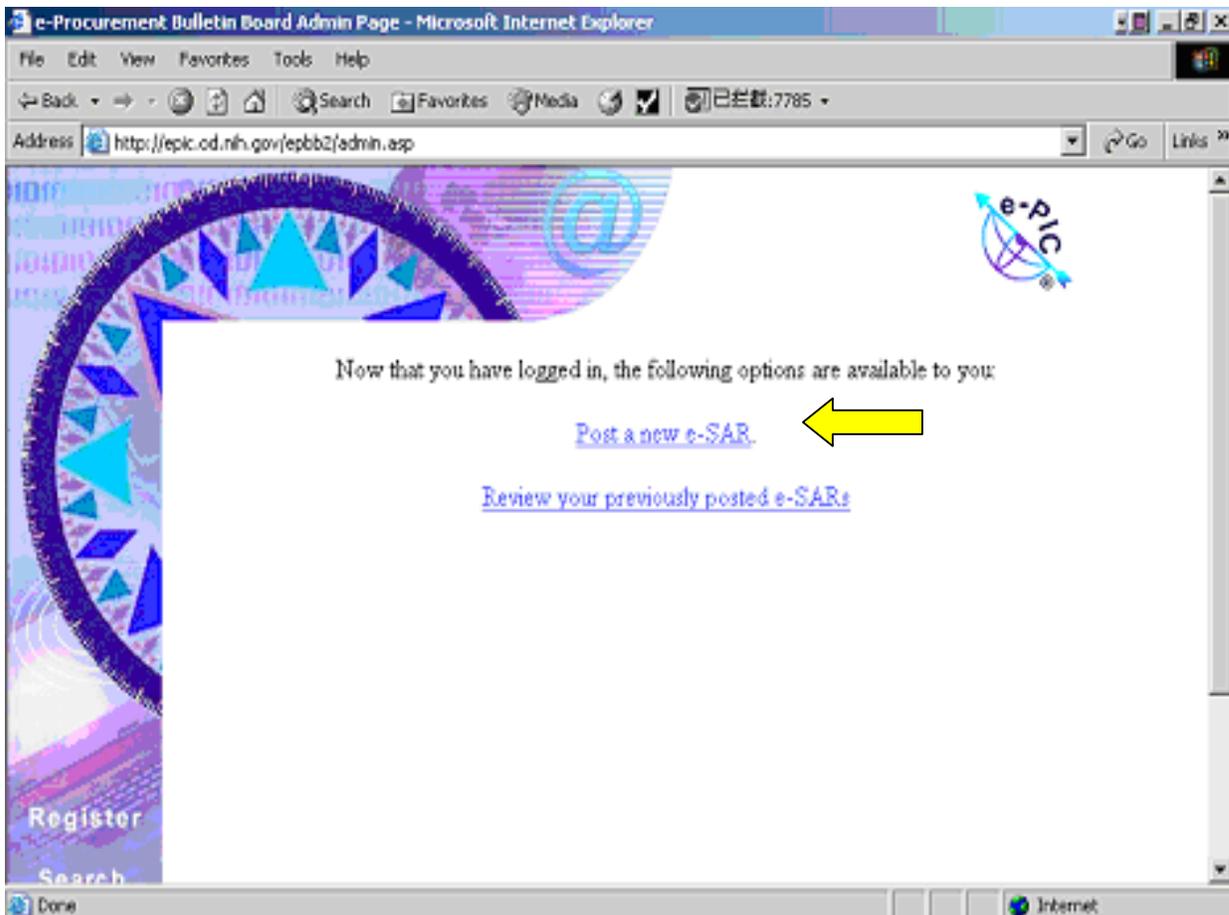

(Figure 4-1: EPBB Administration Page)

Because we need post a new e-SAR on EPBB, so please click first option on the administration page, which is "Post a new e-SAR". Now you arrive e-SAR posting page at **http://epic.od.nih.gov/epbb2/eSARform.asp**, see figure 4-2 below.
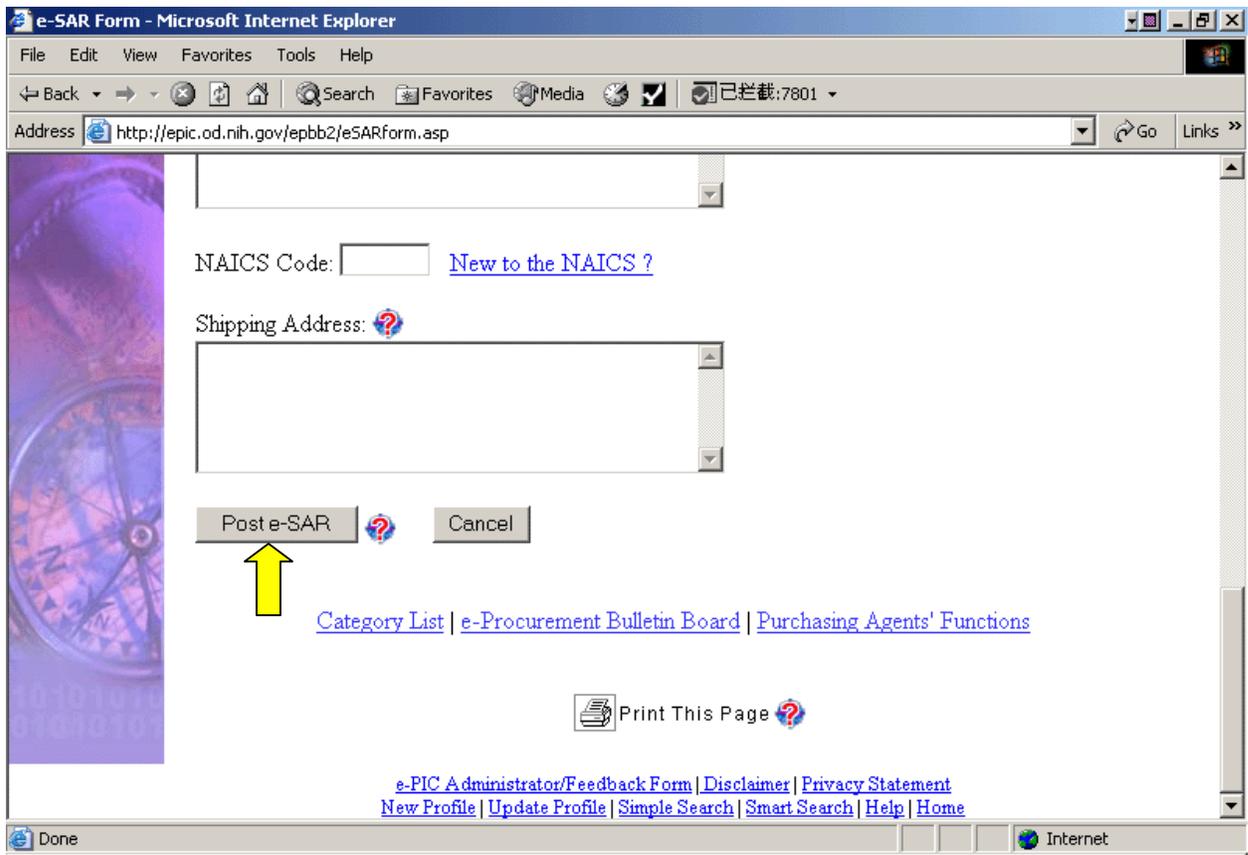

(Figure 4-2: New e-SAR Posting Page)

As you can see, it is a long form, so please scroll down to see the whole entire form, most fields are mandatory, some fields have *(Optional)* note right after the field name, for example, "Proposal Instructions", you will see *(Optional)* beside it, that mean this field is optional, if you like, you can leave it blank, but for those fields without *(Optional) note,* you must fill in.

For your convenience, some fields has sign, if you click the ,
It will give you the explanation of that field. Let say, if I don't know what "Assign an e-SAR number" field mean, I click , a new page come out, see figure 4-3 below.
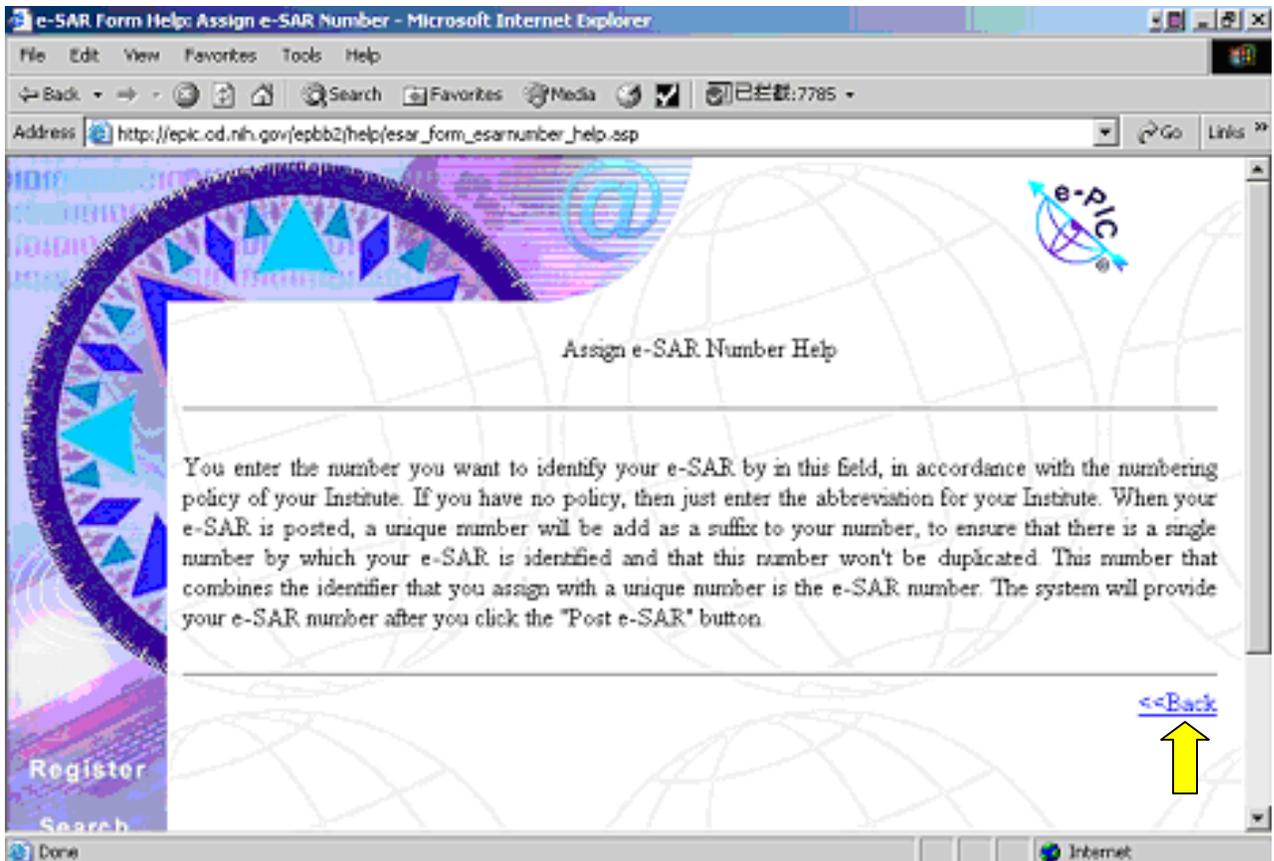
(Figure 4-3: Assign e-SAR Number Help)

After I read the content, I can "<u><<Back</u>" at the right bottom corner to come back the e-SAR form page again. See figure 4-2b below.

(Figure 4-2b: Bottom of New e-SAR Posting Page)

After you complete the e-SAR posting form, please click "Post e-SAR" button

Post e-SAR to post it or click "Cancel" button Cancel to cancel the e-SAR.

As soon as you click Post e-SAR , that mean you finish the whole process of posting a e-SAR on EPBB. But in addition, if you would like to see what does my e-SAR look like in EPBB, you can test it by yourself by doing the following steps. Come to EPBB home page at **http://epic.od.nih.gov/BBoard/bbindex.asp**, (See figure 3-2:EPBB home page), click "E-Procurement Bulletin Board" to come to EPBB index page at **http://epic.od.nih.gov/epbb2/index.asp** (see figure 3-3a: EPBB index page), you can view your e-SAR by either click Browse... or Search button find out the e-SAR your posted. For the detail, please go back to Step #2 View what is / are posted on EPBB.

Part #5: Update / modify your e-SAR on EPPB.

1. After you post a e-SAR on EPBB, you can also make any modification / update from EPBB. First , please go to e-PIC web site at **http://epic.od.nih.gov/** see figure 5-1 below.
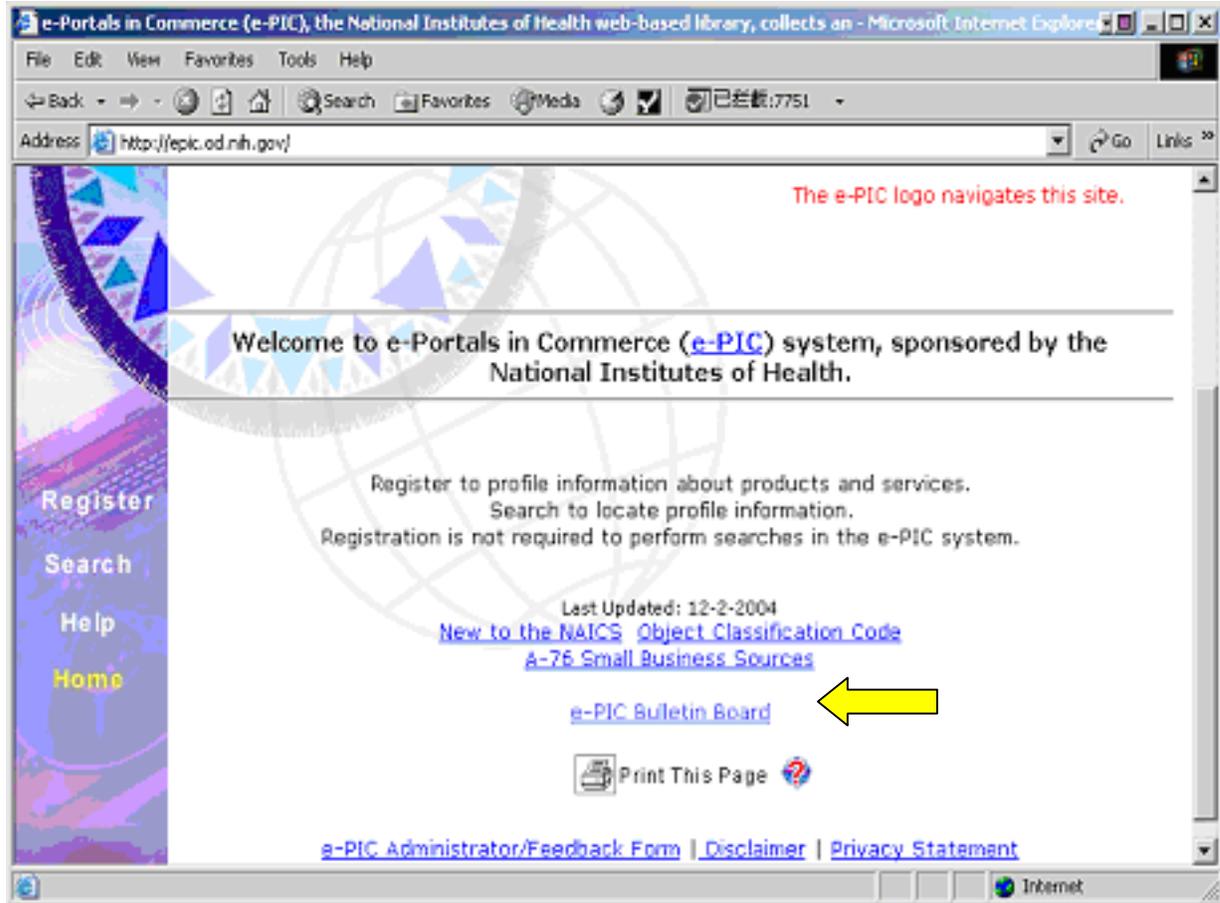

(Figure 5-1 e-PIC Home Page)

2. Click "e-PIC Bulletin Boar" which is near the bottom of the e-PIC home page. You are directed to EPBB home page at **http://epic.od.nih.gov/BBoard/bbindex.asp.** See figure 5-2 below.
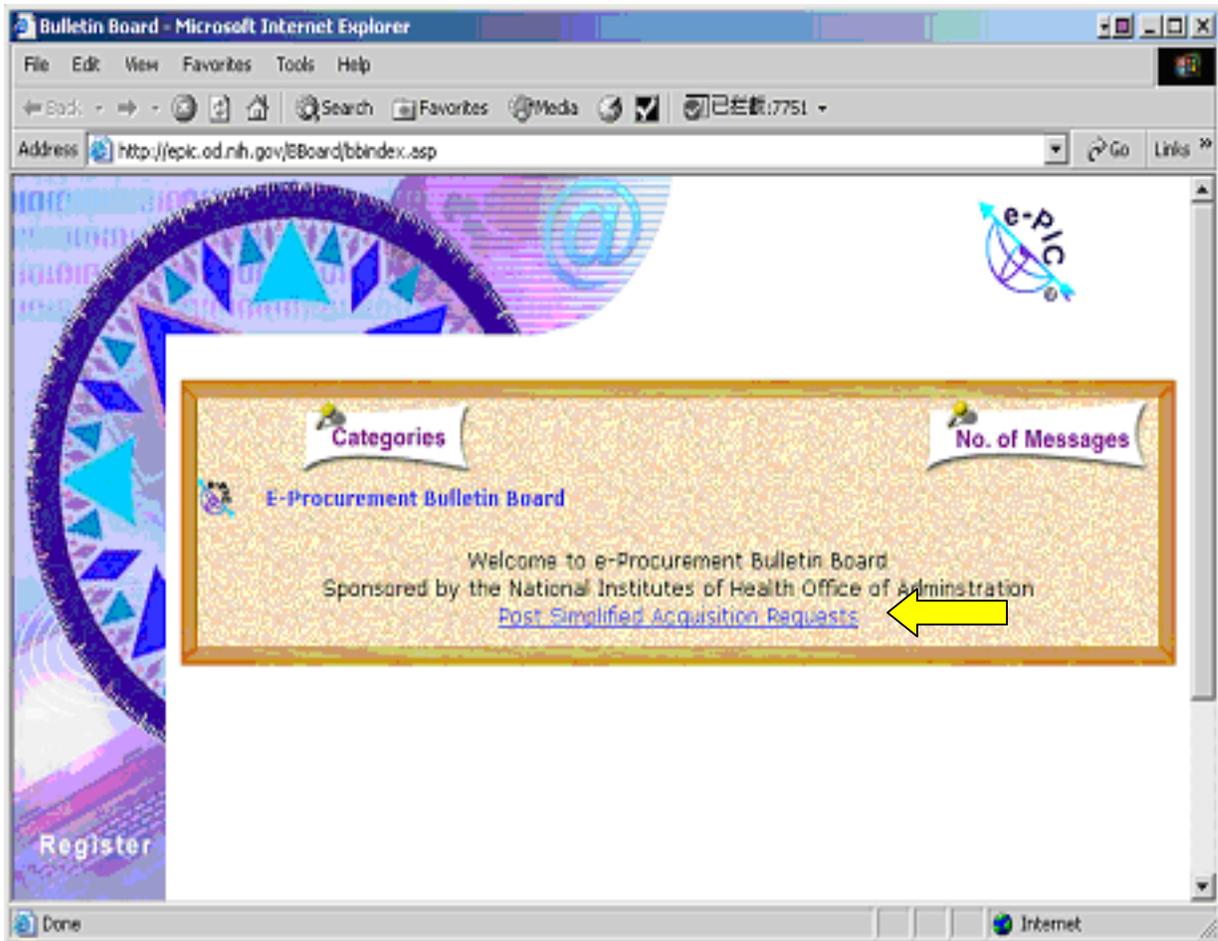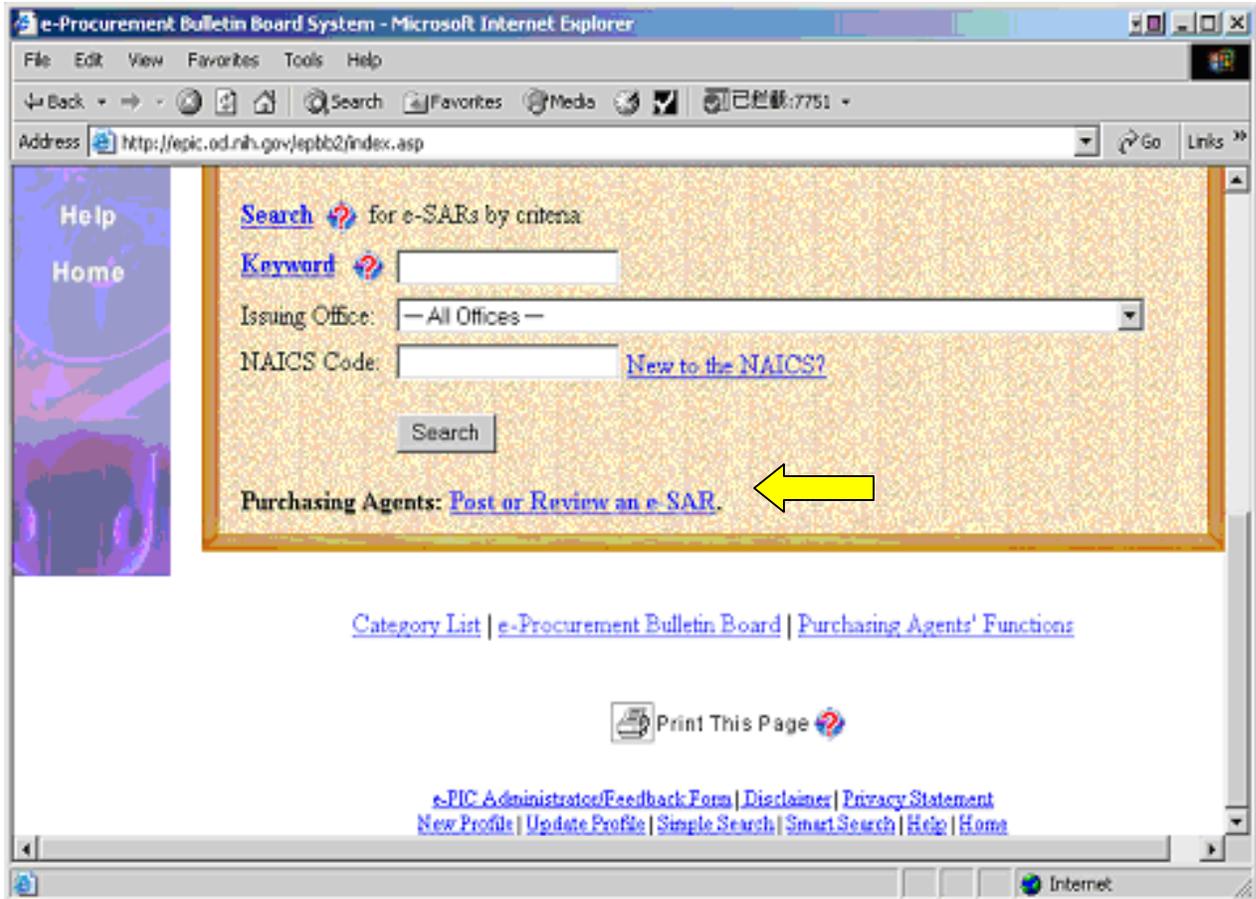
(Figure 5-2: EPBB Home Page)

3. Click "Post Simplified Acquisition Requests" at the bottom of the bulletin board. You will get to **http://epic.od.nih.gov/epbb2/index.asp**. See figure 5-3a (Top of EPBB index page) below.
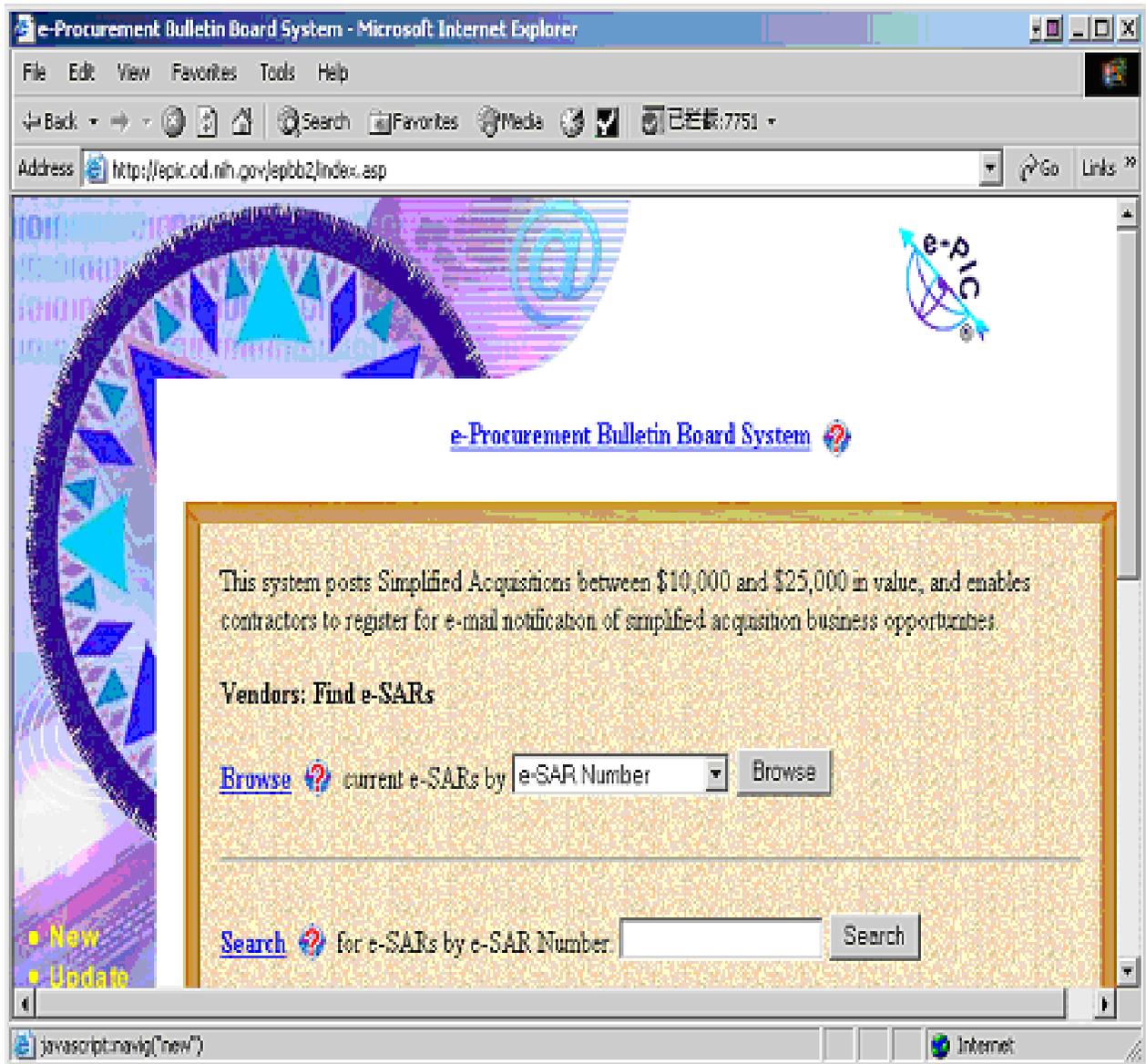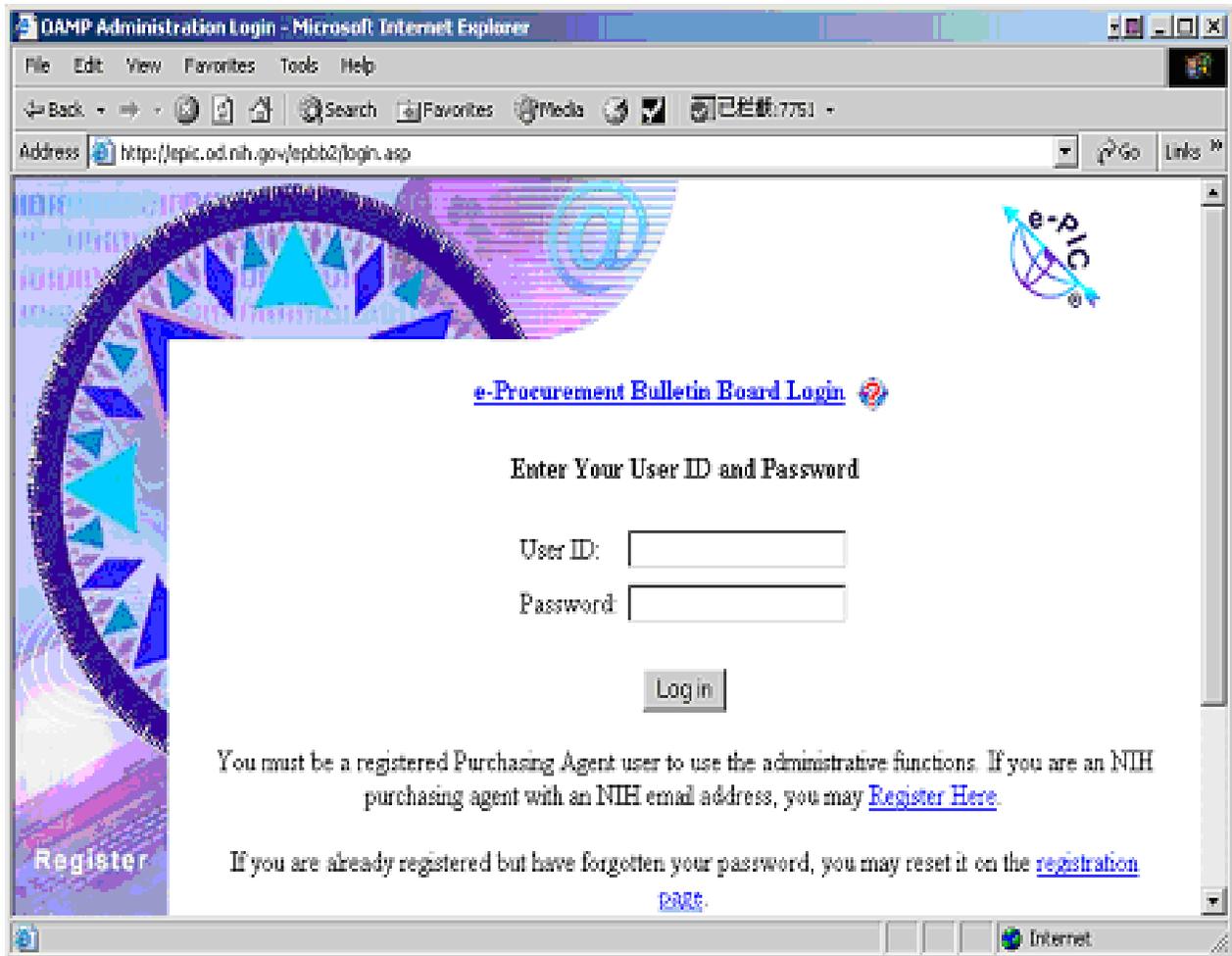
(Figure 5-3a: Top of EPBB Index Page)

Scroll to the bottom of the page, you can find a blue underline words
"Post or Review an e-SAR", See figure 5-3b (Bottom of EPBB index page).

(Figure 5-3b: Bottom of EPBB Index Page)

4. Click "Post or Review an e-SAR", you are redirected to EPBB login page at **http://epic.od.nih.gov/epbb2/login.asp**. See figure 5-4 below.

(Figure 5-4: EPBB Login Page)

The page above provides you three functions:

First, if you already registered in EPBB before, just type your User ID (your NIH email address) and your password, then click "Login" button;

Second, if you has never register before, then you should register first by click "Register Here", then you will be directed to the Purchasing Agent Sign Up page at **http://epic.od.nih.gov/epbb2/paSignup.asp**. (For detail, please see Step #3 Register or Create Account in EPBB);

Third, if you registered before but forget your password, please click "registration page" at **http://epic.od.nih.gov/epbb2/paSignup.asp** and after you input your NIH email address, click "Sign Up", your new password will be sent to your NIH email after several seconds. Then, please go to EPBB Log in page shown as above;

After you Input your NIH email address and new password, then click "login", you can get to page **http://epic.od.nih.gov/epbb2/paSignup.asp**. See figure 5-5 below.
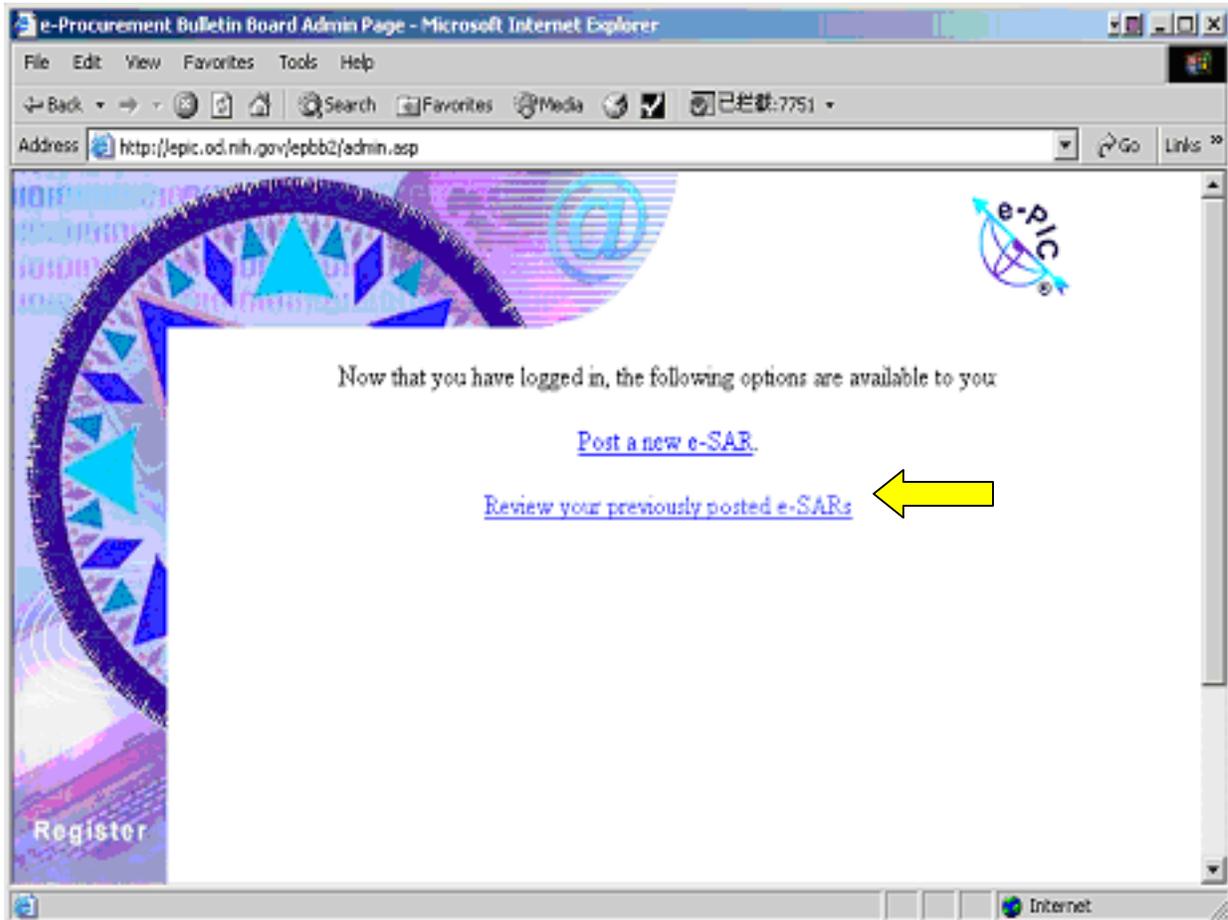

(Figure 5-5: EPBB Administration Page)

5. You can see, this page provide two links, one is "Post a new e-SAR" if you need to do so; the other is "Review your previously posted e-SAR", in this case, please click the second one, you will be directed to Review your e-SAR page at **http://epic.od.nih.gov/epbb2/review_all.asp**. See figure 5-6 below.
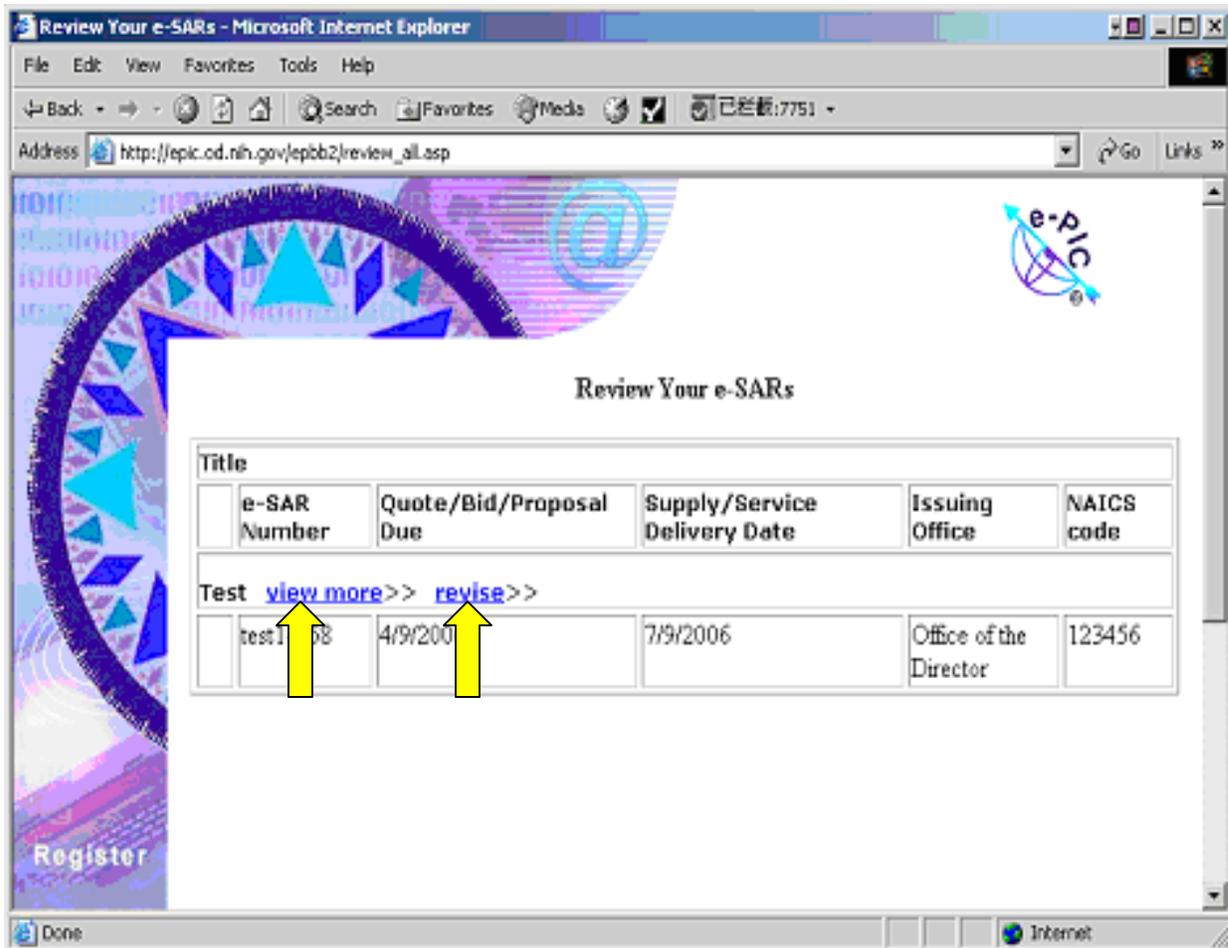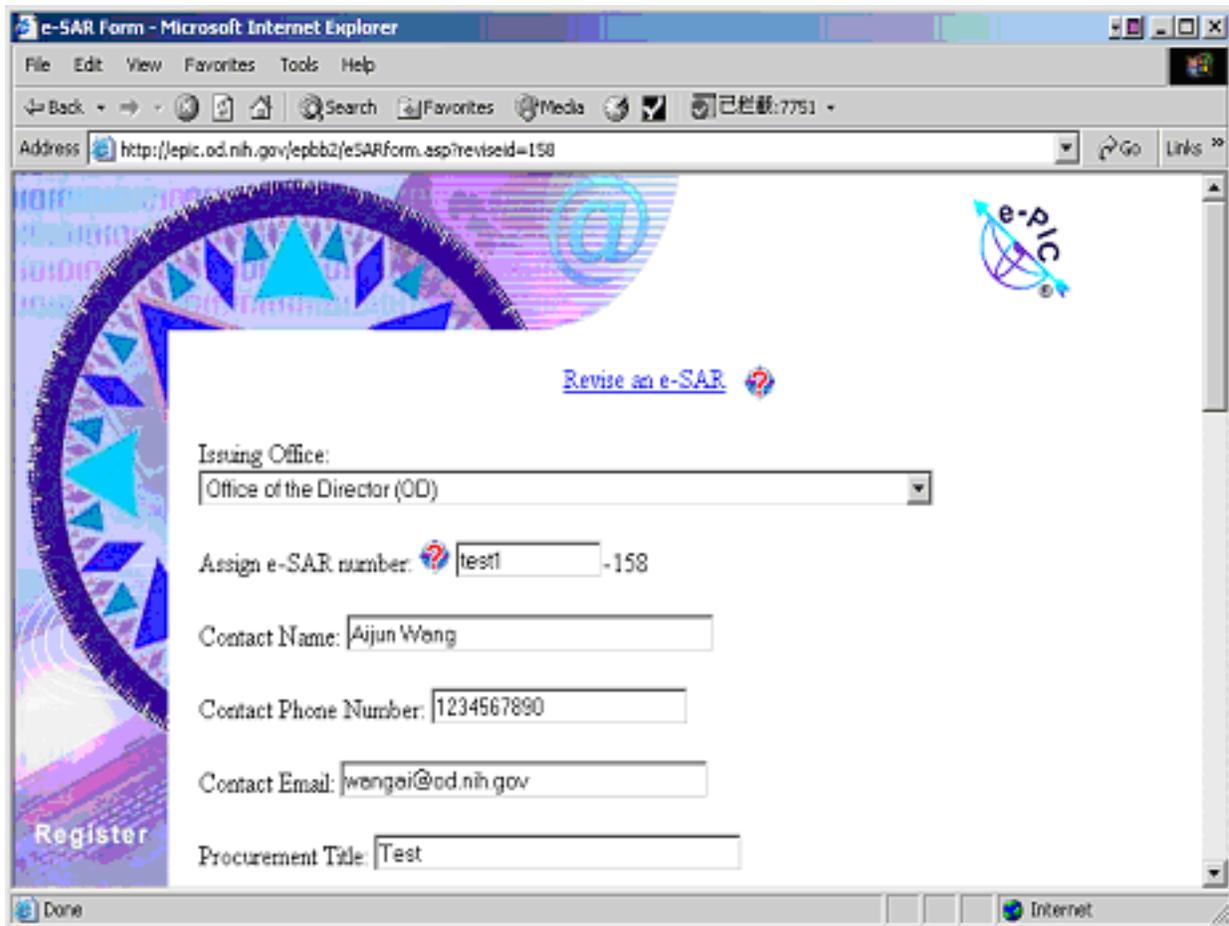
(Figure 5-6: EPBB Review Your e-SAR Page)

On the page above, you can do two things, one is view detail information of your eSAR by click "View more", the other is modify / update your e-SAR by clicking "revise". Please see the following figure, I show both function in figures.

First, view my e-SAR by clicking "view more". See figure 5-7 below.
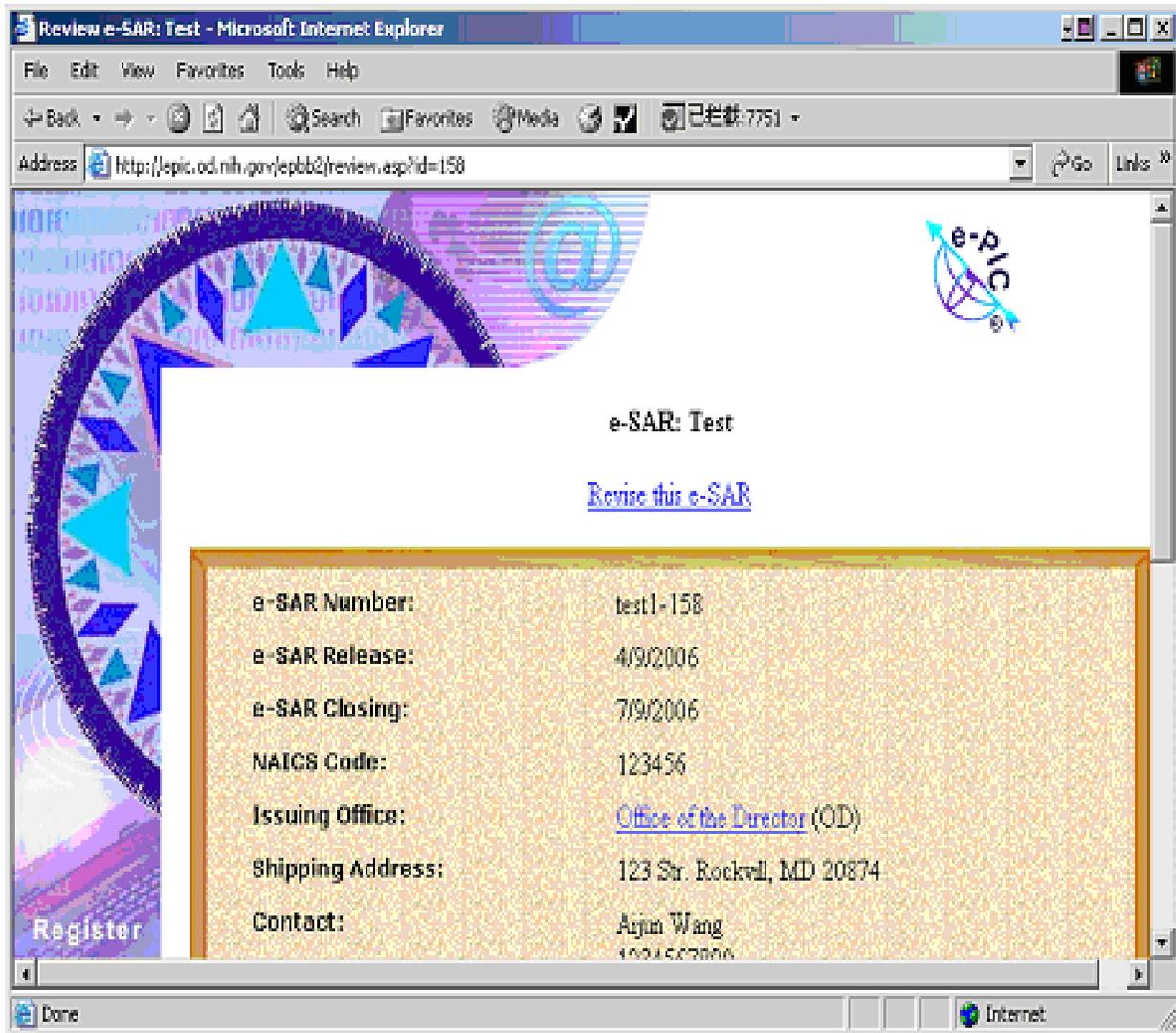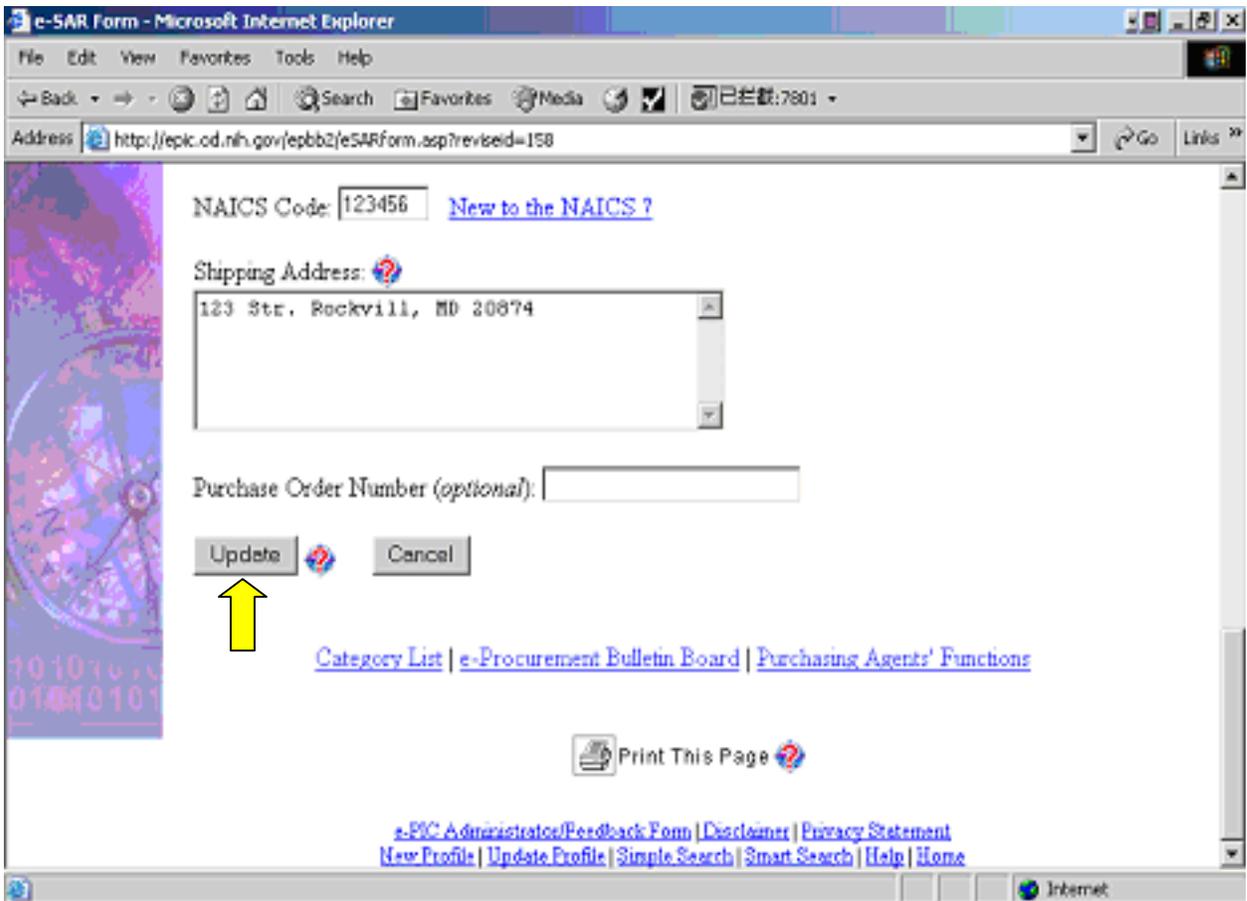

(Figure 5-7: Review e-SAR Page)

Second, modify / update my e-SAR by clicking "revise", see figure 5-8 below.

(Figure 5-8: Revise an e-SAR Page)

On this "Revise an e-SAR page", review your e-SAR and made any changes you need, then scroll down, you will find the "update" button, see figure 5-9 below.

(Figure 5-9: Bottom of Revise an e-SAR Page)

Click ![Update], then your e-SAR is updated. To double-check your modification, please come to Step #2: View what is on the EPBB to see whether you update your e-SAR successfully or not.