



Txoj hauv kev ua lag luam nrog Northeast Wisconsin Technical College

Northeast Wisconsin Technical College Feem Hauj Lwm Saib Xyuas Kev Yuav Khoom (Procurement Department) tau tawm Cov Lus Thov Kev Qhia (Requests for Proposals, RFP), Cov Lus Thov Cov Ntawv Teev Nqi (Requests for Quotes, RFQ) thiab lwm cov lus yaum hauv es lev thos niv dhau los ntawm DemandStar. Cov neeg ua lag luam yuav tau teev npe rau DemandStar cov kev pab cuam yam tsis tau them nqi dab tsi ntawm www.demandstar.com. DemandStar cov neeg muag khoom uas teev npe tag lawm yuav tau txais kev ceeb toom hauv es lev thos niv dawb txog cov kev yaum tag nrho nrog rau mus rub cov ntaub ntawv los saib tau dawb.


Cov hwm tsam kev ua lag luam tam sim no nrog Northeast Wisconsin Technical College yog tuaj yeem mus saib tau ntawm no: http://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=957016.


Thov ua raws li cov lus qhia ib kauj ruam zuj zus uas yooj-yooj yim no hais txog rau kev teev npe thiab nkag mus kom raug rau peb cov ntawv teev nqi. Tus txheej txheem no yuav siv li thaj tsam li **5 txog 10 feeb** los ua kom tiav koj qhov kev teev npe thawj zaug.

1. Rau npe nkag mus rau www.demandstar.com.
 - a. Nias rau **Get Started (Pib Siv)** nyob rau saum kawg nkaus ntawm nplooj vev xaib.
 - b. Rau koj tus email thiab lub npe tuam txhab thiab nias rau **Create your DemandStar account (Tsim koj tus ask hauj DemandStar)**.
 - c. Kiv nqis mus rau hauv qab txhawm rau xaiv koj lub chaw ua hauj lwm pub dawb. YAM TSEEM CEEB: Xaiv Wisconsin Association of Public Procurement (Wisconsin Lub Koom Haum txog Kev Yuav Khoom Rau Zej Tsoom, WAPP) txhawm rau xaiv tag nrho tsoom hwm Wisconsin cov chaw ua hauj lwm tam sim no. Nias rau **Next (Mus Tom Ntej)**.
 - d. **YAM TSEEM CEEB:** Xaiv cov zauv khoom los pab lub txheej teg kev ua hauj lwm nrhiav yam uas koj lub tuam txhab muab rau yam uas tsoom hwm xav tau, pab koj nrhiav tus nqi sib tw uas zoo tshaj plaws thiab teev nqi los mus sib tw muab nqi. **Nias rau Continue (Txuas Mus Tom Ntej)**.
 - e. Xaiv cov ke sau npe. Yog tias koj xav them nyiaj rau kev sau npe ntau ntxiv nyob rau sab nrauv ntawm qhov WAPP pub dawb uas twb yeej tau xaiv lawm, ces xaiv cov ntawd ntawm no, tsis li ces xaiv **Continue without adding subscriptions (Txuas Mus Tom Ntej yam tsis ntxiv kev sau npe)** nyob rau hauv qab ntawm nplooj vev xaib. Tom qab ntawd nias rau **Skip getting notifications (Hla tsis txais kev ceeb toom)**.
 - f. Sau koj lub chaw lag luam thiab cov ntaub ntawv tiv tauj rau ntawm lub screen hauv qab no thiab nias rau **Finish registration (Tiav kev sau npe)**.
 - g. Koj yuav tau txais ib tsab email lees paub los teeb koj tus password (zauv hla) thiab ua tiav kev teeb koj tus as khauj.
2. Rau npe nkag mus rau www.demandstar.com uas yog siv koj tus ID tus neeg siv thiab tus zauv hla. Ntawm no yog DemandStar nplooj niam vev xaib.
3. Nias rau koj lub npe nkag mus uas nyob rau ces kaum sab xis sab sau thiab xaiv **Account (Tus Askhauj)** txhawm rau kom pom cov ntaub ntawv uas koj tau muab yav nram ntej.
4. Tshuaj xyuas kom raug. Siv cov pob Edit (Hloov Kho) txhawm rau hloov los sis kho cov ntaub ntawv tshiab.
5. Nyob rau hauv qhov kev xaiv **Account (Tus Askhauj)** sab hauv, nias rau ntawm qhov **User Accounts (Tus Neeg Siv Cov Askhauj)** thiab txhawm rau ntxiv lwm cov neeg siv hauv koj lub koom haum uas koj xav kom tau txais kev ceeb toom los ntawm DemandStar yog tias koj tsis muaj. Nias rau **Add User (Ntxiv Tus Neeg Siv)**. Sau cov ntaub ntawv uas tsim nyog rau thiab nias rau **Save Changes (Zwm Cov Kev Hloov Pauv Tseg Cia)**.


Koj tseem tuaj yeem tshaj tawm tus kheej cov ntawv pov thawj kev lag luam tsis zoo nyob rau hauv qhov kev xaiv **Account (Tus Askhauj)** thiab qhov **Tus Kheej Tshaj Tawm**. Xaiv koj cov kev xaiv thiab nias **Save Changes (Zwm Cov Kev Hloov Pauv Tseg Cia)**.

6. Nias rau koj lub npe nkag mus thiab tom qab ntawd xaiv **Commodity Codes (Cov Zauv Khoom)**. Koj tuaj yeem hloov kho cov zauv uas xaiv hauv npe tus d hauv kauj ruam 1 uas nyob sab saum toj hauv ntu no. Nias rau **Edit (Hloov Kho)**. Thaum muaj neeg muab cov lus yaum tso rau hauv DemandStar, ces nws yuav cuam tshuam nrog ib los sis ntau tus zauv khoom. Koj li ntawv qhia txog keeb kwm tus kheej rau tus askhauj yuav qhia DemandStar txog cov zauv khoom uas yuav muaj kev ceeb toom txog kev sib tw muab nqi. DemandStar muab tag nrho cov zauv khoom faib ua pawg mus ua ntau hom nthuav dav.

Los ntawm kev nias  rau lub cim, yuav ua rau koj tuaj yeem nthuav txhua pawg tawm kom pom tias seb cov zauv khoom uas nws muaj yog nyob rau qib siab twg.

Rov nias  rau lub cim dua txhawm rau saib tob mus ntxiv rau cov zauv tshwj xeeb, uas nyob rau qib qis dua.

Thaum koj txheeb xyuas tau tus zauv khoom uas koj xav tau lawm, ces nias rau lub npov khoob uas nyob ib sab ntawm cov lus piav qhia.

Tus  xim ntsuab yuav tshwm los, uas yog kev taw qhia tias tau muab tus zauv no ntxiv rau koj li ntawv qhia txog keeb kwm tus kheej lawm.

Nias rau **Submit Commodity Codes (Xa Cov Zauv Khoom)** thaum ua tiav lawm.

Koj tuaj yeem xaiv cov zauv kom ntau los sis kom tsawg npaum li qhov koj xav tau. **Tus neeg muag khoom tsuas yog tau txais kev ceeb toom hauv es lev thos niv txog cov ntaub ntawv hais txog kev sib tw muab nqi rau cov zauv uas tau xaiv.** Koj tuaj yeem hloov kho koj qhov ntawv qhia txog keeb kwm tus kheej tshiab tau thaum xav tau.

7. Tshuaj xyuas koj tus email txog cov kev ceeb toom tuaj ntawm DemandStar (supplierservices@demandstar.com). Thaum NWTC los sis WAPP ib lub chaw ua hauj lwm twg tshaj tawm ib qho kev yaum rau hauv DemandStar, ces txhua tus neeg muag khoom uas tau teev npe rau cov zauv khoom uas cuam tshuam nrog nws yuav tau txais ib tsab email ceeb toom rau lawv txog qhov kev yaum no.

Nias rau **View Bid Details (Saib Cov Ntsiab Lus Qhia Ntxaws Txog Kev Sib Tw Muab Nqi)** nyob hauv tus email txhawm rau nkag ncaj qha mus rau kev sib tw muab nqi.

Ncaj nraim ntawm Tus Nab Npawb/Lub Npe Qhov Kev Sib Tw Muab Nqi yog lub pob nias rub cov ntaub ntawv txog kev sib tw muab nqi tawm. Nias rau **Download Bid Package (Rub Pob Ntawv Kev Sib Tw Muab Nqi Tawm)**. Cov ntawv yog yuav qhib ua *pdf*. Koj tuaj yeem muab cov ntaub ntawv luam tawm ntawm no. **Key rub cov ntaub ntawv tawm yog pub dawb xwb.**

8. Nkag mus rau Cov Kev Hloov Kho thiab Cov Ntaub Ntawv Hais Txog Khoom Plig mus rau tib txoj hauv kev. Koj yuav tau txais kev ib tsab e-mail ceeb toom thiab tuaj yeem nkag tau mus rau cov ntaub ntawv no mus rau tib txoj hauv kev li tau piav qhia saum toj no.
9. Tus neeg muag khoom tuaj yeem tshawb nrhiav cov kev yaum hauv lub txheej teg ua hauj lwm, suav nrog cov kev yaum uas tau muab tshaj tawm ua ntej tus neeg muag khoom yuav los teev npe. Qhov no yog lwm txoj hauv kev los ua kom ntseeg tau tias tau xaiv cov zauv khoom uas raug lawm.

Nyob ntawm DemandStar nplooj niam vev xaib, nias rau ntawm qhov **Key Sib Tw Muab Nqi**. Xaiv koj cov kev xaiv rau kev tshawb nrhiav nyob rau ntawm sab laug. Koj tuaj yeem hloov kho cov zauv khoom, xwm txheej tias zoo li cas lawm, thiab lwm yam los ntawm kev siv qhov kev xaiv Advanced Search (Kev Tshawb Nrhiav Qib Siab). Nias rau lub pob **Search (Tshawb Nrhiav)** uas nyob rau hauv qhov See More Options (Saib Cov Kev Xaiv Ntau Ntxiv) los qhib Advanced Search Options (Cov Kev Xaiv Rau Kev Tshawb Nrhiav Qib Siab). Tsuas yog cov kev sib tw muab nqi los ntawm Wisconsin Association of Public Procurement (Wisconsin Lub Koom Haum txog Kev Yuav Khoom Rau Zej Tsoom, WAPP) cov tswv cuab thiaj yog pub dawb xwb.

10. Yog koj muaj lus nug txog cov kev pab cuam uas DemandStar muab los sis tus txheej txheem kev teev npe, ces thov xa email mus rau: hello@demandstar.com los sis koj tuaj yeem hu rau (866)-273-1863 txhawm rau nrog DemandStar tus neeg sawv cev pab cuam cov neeg siv khoom tham.
11. Thaum koj tau txais qhov kev yaum uas koj lub tuam txhab nyiam lawm ces kav tsij los tshuaj xyuas yam uas xav tau, ua kom tiav daim ntawv qhia thiab xa koj cov lus teb raws li cov lus qhia uas tau muab.