Gov()pend

GovSpend Training

Log In

	Action
1	Type your email address in the Email field.
2	Type your password in the Password field.
3	Click Sign In.



Log Out

To log out, click **Account** in the upper right corner of the application window.



Then click Sign Out.



Access Saved Searches

	Action
1	To access the menu, hover over the navigation
	bar on the left-hand side.
2	Click Saved Searches.
3	The application opens to the Saved Searches
	interface.

6	GovSpend	All Open Requests Technolutions Responses			
6	Quote Requests				Click on th
2	Bids & RFPs		:	RESULTS	(37)
8			>	Agency Nam	e 1
	Spending & POs	ea	>	UNIVERSITY	University of Miami
22	Contacts		>		Heliopeile of Manual
			>	Co. NEW	Oniversity of Milanii
8	Saved Searches		>	FIU	Florida International University
٥				*	Palm Beach County Sheriff's Offic
		TRUER T		~	
	Tasks	ote? /Ine to get you the		WHITE AN A RECEIPTION	University of Wisconsin-System Administration
٠	Notifications				
0	Help Center			PSC	Pensacola State College
				PSC	Pensacola State College

Save POs to SharePoint

	Action					
1	In Saved Searches, click the vendor whose					
	information you wish to access.					
	Click on this beamer to set your categories and start receiving notifications of newly opened quote a					
	SAVED SEARCHES (24)					
	Alert I Name A I Bolt Dole					
	OFF ■ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
	CN 846 × 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
2	Click the link under Description to access the					
	desired Purchase Order					
	RESULTS					
	Purchases Agencies Agency Companies Analytics					
	Date V : Agency Name : Company Name : Description : 10/09/2020 Wayne State University, MI ister Maintenance Agreement (Te					
	07/14/2020 Virginia State University, VA 07/01/2020 to 04/30/2021 0.1.39/00 Term: From					
3	On the PO screen, right click and select Print .					
4	In the print dialog box, change the Destination to					
	Microsoft Print to PDF.					
5	Click Print.					
6	Save the pdf file in the appropriate vendor folder in					
	SharePoint under Shared > Onboarding >					
	Competitive Intelligence > Competitor pricing					
	eenpearer prong					
	Format the file name as follows: "Vendor Name					
	Institution Name MM-YYYY"					