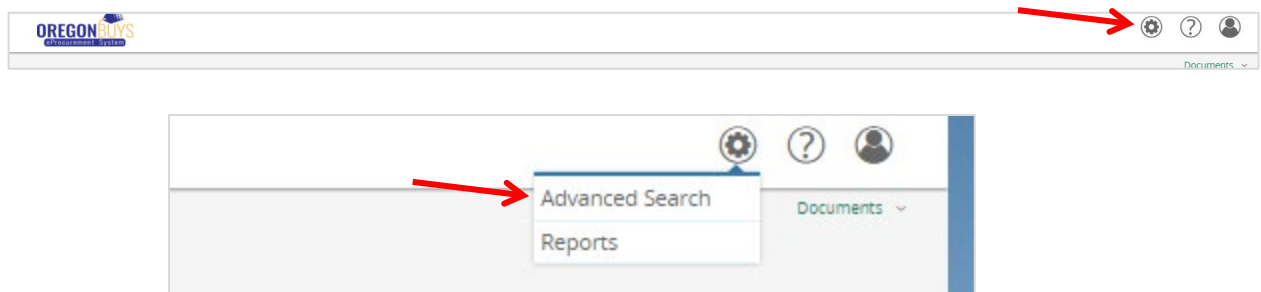


How to Advance Search in OregonBuys

OregonBuys allows suppliers to view Bid Solicitations (opportunities) and submit electronic responses called Quotes.

Use the Advanced Search option to locate specific Bid Solicitations in OregonBuys:

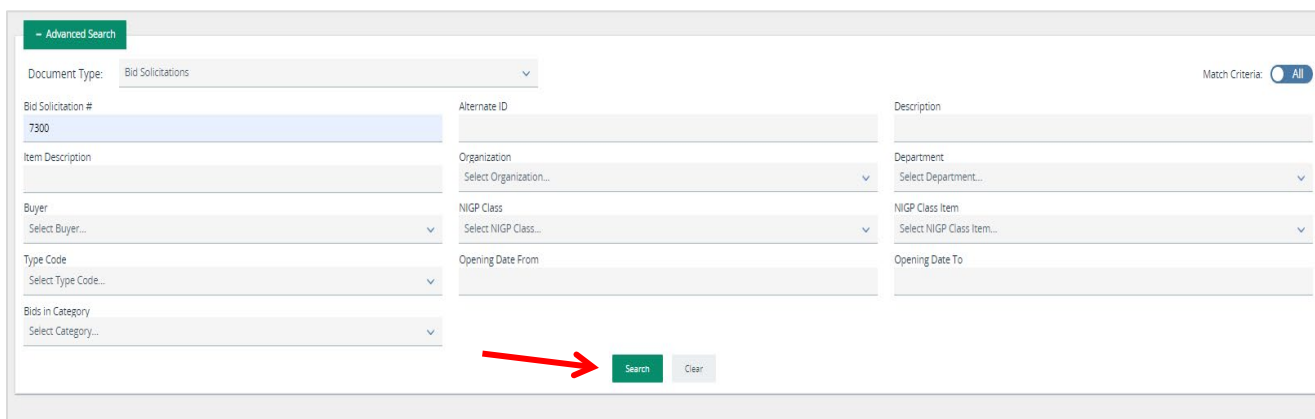
1. While logged in to OregonBuys, click on **Gear** symbol the top right-hand corner of the page and choose **Advanced Search** from the menu:



2. Select **Document Type** and **Bid Solicitations** in the drop-down menu:



3. Enter information into the fields on the page that apply to your search parameters, then click the **Search** button:



The image shows the "Advanced Search" form with various search criteria fields. The "Document Type" is set to "Bid Solicitations". The "Match Criteria" is set to "All". The search criteria fields are:

Field	Value
Bid Solicitation #	7300
Item Description	
Buyer	Select Buyer...
Type Code	Select Type Code...
Bids in Category	Select Category...
Alternate ID	
Organization	Select Organization...
NIGP Class	Select NIGP Class...
Opening Date From	
Description	
Department	Select Department...
NIGP Class Item	Select NIGP Class Item...
Opening Date To	

At the bottom of the form, there is a "Search" button and a "Clear" button. A red arrow points to the "Search" button.