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### How To Subscribe To Organizations And Find Active RFPs & Bids

Last updated 3 months ago

**This article provides a guide on how to subscribe to organizations' procurement portals to find active RFPs and bids. It explains the steps to navigate to the portals of interest, subscribe to receive notifications on new projects, and access these portals from the vendor dashboard. Additionally, it offers a pro tip on adding category codes to receive notifications relevant to the business.**

How to find agency project lists ("Portals") and how to save those portal links to your vendor dashboard for quick access in the future. If you just signed up, your vendor dashboard might be empty. That's okay! Everyone starts out that way. This article will help you fill it up and get connected with the agencies you want to do business with.

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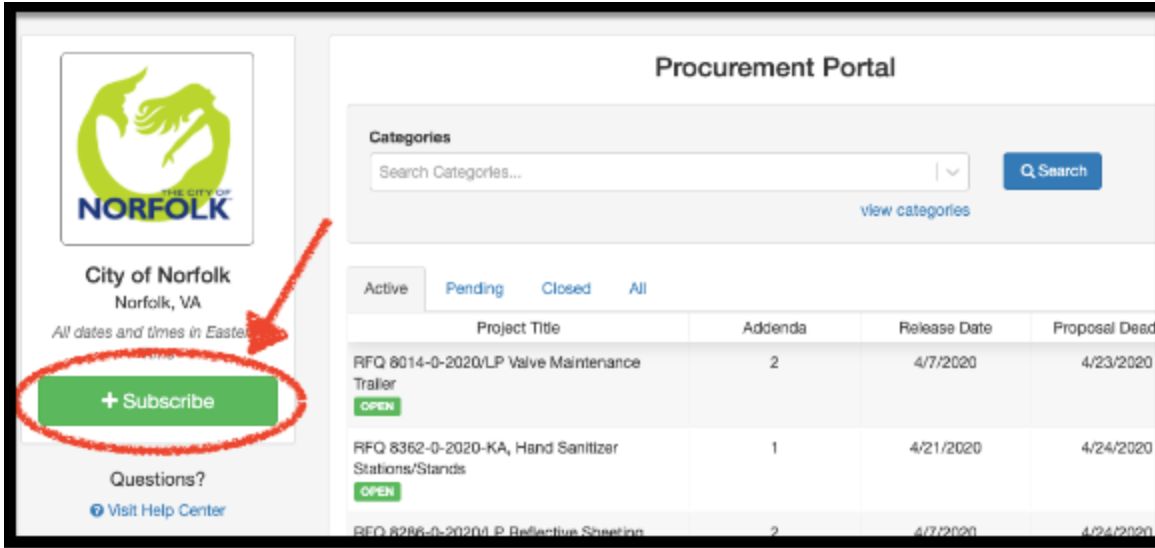
## How To Subscribe To OpenGov Procurement Portals from the Governments' Website

### Step 1: Navigate to an Organizations Portal that you're interested in

You can find agency portals by going to the websites of the Procurement/Purchasing teams you want to work with. They will typically post a link on their website to their OpenGov Procurement portal or they may have a live portal embedded directly into their website. Some keywords for this page on agency websites include *Purchasing, Procurement, Contracting, Doing Business With Us, Vendor Signup, Bidding Opportunities, or RFPs & Bids.*

## Step 2: Click "Subscribe"

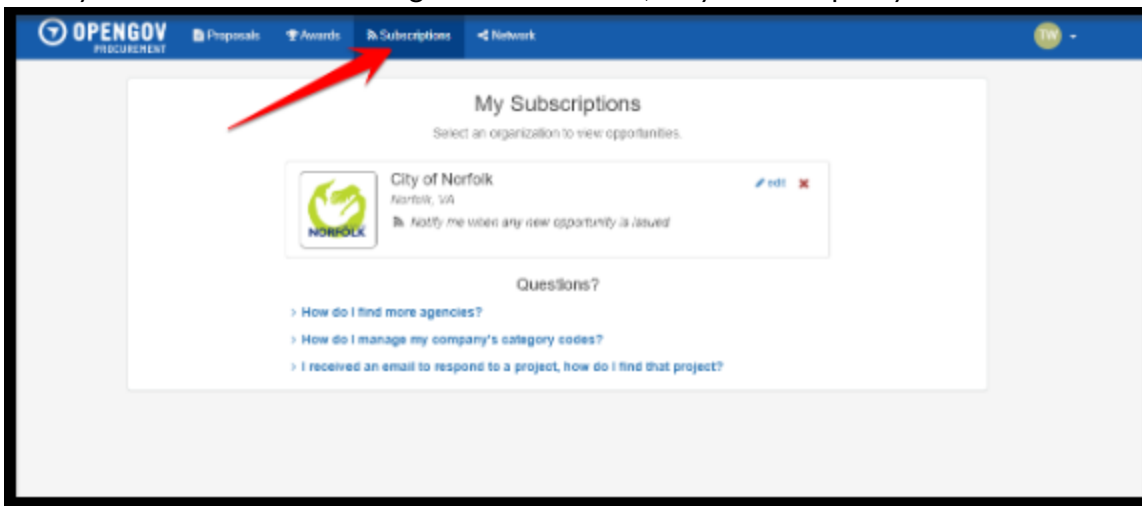
You can sign up to get notifications on new bids and RFPs by clicking the green "Subscribe" button agency portals. This will send you notification emails from that agency when there are new projects.



The screenshot shows the 'Procurement Portal' for the City of Norfolk. On the left, there is a sidebar with the City of Norfolk logo and a green '+ Subscribe' button circled in red. A red arrow points to this button. The main content area features a search bar for categories, a table of active projects, and a 'View categories' link. The table lists projects such as 'RFQ 8014-0-2020-LP Valve Maintenance Trailer' and 'RFQ 8362-0-2020-KA, Hand Sanitizer Stations/Standards'.

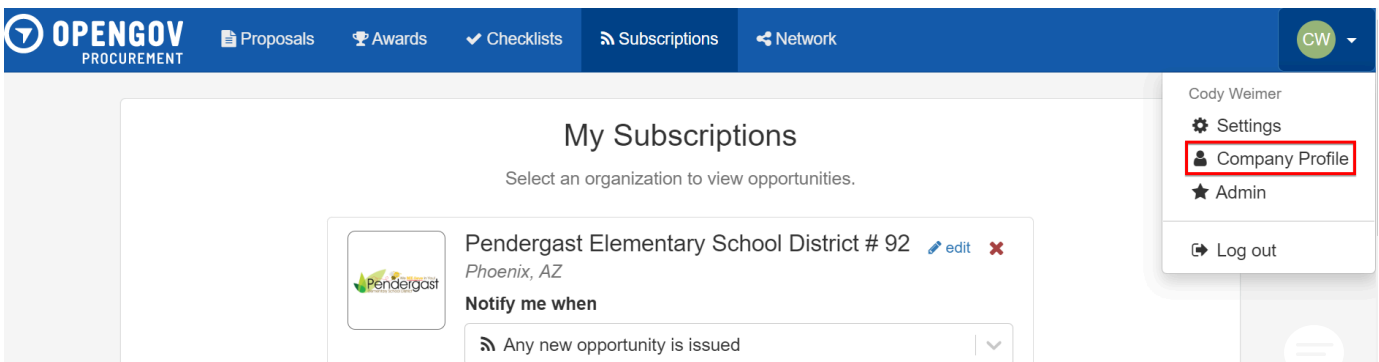
## Step 3: Navigate to Portals from your Vendor Dashboard

After you've subscribed to the agencies of interest, they'll show up on your dashboard.



The screenshot shows the 'My Subscriptions' page on the OPENGOV Procurement portal. A red arrow points to the 'Subscriptions' tab in the top navigation bar. The main content area displays a subscription for the City of Norfolk, with a notification preference set to 'Notify me when any new opportunity is issued'. Below this, there are links for 'Questions?' and 'How do I find more agencies?'.

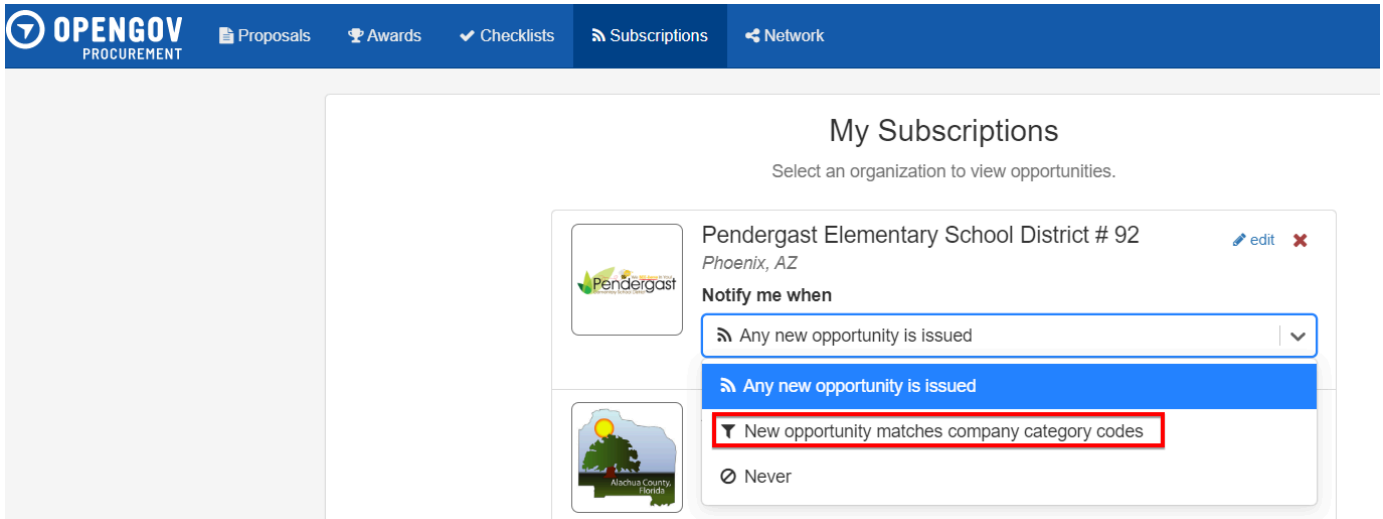
**PRO TIP:** If you would like to be notified of opportunities that are only relevant to your business, please make sure you have added category codes to your Company Profile.



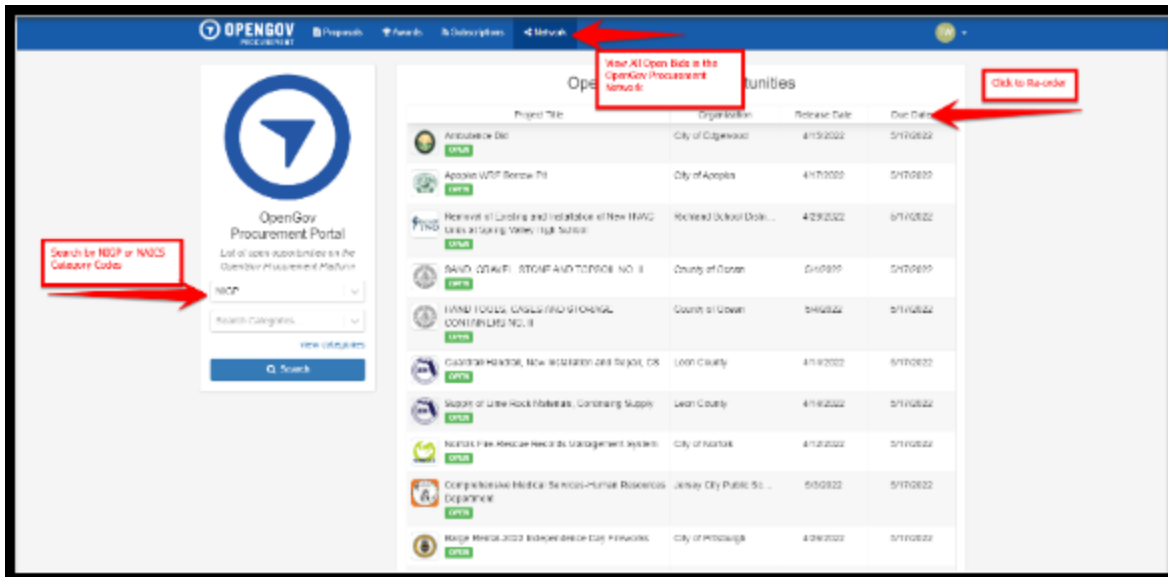
The screenshot shows the 'My Subscriptions' page on the OPENGOV Procurement portal. The top navigation bar includes 'Proposals', 'Awards', 'Checklists', 'Subscriptions', and 'Network'. The main content area displays a subscription for Pendergast Elementary School District # 92, with a notification preference set to 'Any new opportunity is issued'. On the right side, there is a user profile dropdown menu with options for 'Settings', 'Company Profile' (highlighted with a red box), 'Admin', and 'Log out'.

You will also want to make sure your subscription settings are set to **Notify Me When New Opportunity Matches Company Category Codes**.

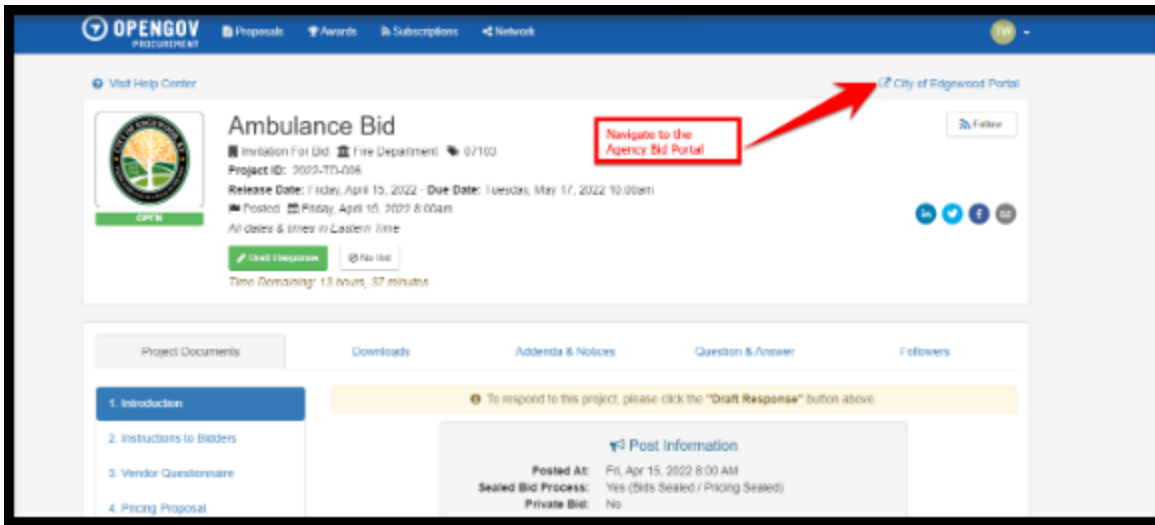
**NOTE: If an agency chooses to release their project(s) without category codes assigned, they are choosing to notify their entire vendor list with the exception of vendors that have selected to Never be notified.**




## How to Find Active RFPs/Bids (The Network Tab)



To view the open bids of all OpenGov Procurement customers at a moment in time, click on the "Network" tab. Once you click on the Project of interest, it will navigate you to the Project Detail page, which can then take you to the Agency's bid portal:





Version 1


 [File s \(Q\) \(/support/s/relatedlist/ka0Ro000000DW8XIAW/AttachedContentDocuments\)](#)





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