




ORDERING BID DOCUMENTS

1. Log onto www.gmb.com: click on **Menu Button**  (at the top right on webpage)
2. Click **"Bid Sets"**
Click **"Order a Current Project Bid Set"** or
Click **"Ordering and Shipping Instructions"** (walks you through the ordering process)

Note:

In order to receive Addendum Notifications or Project Notices, you must place an order. Once an order is placed, your company is automatically added to the Plan Holders list. ALL notices are sent, to each company on the Plan Holders list, via email.

3. "Public Plan Room"

Registered Users Login

Log-In: Your "log-in" is your e-mail address

Password: Created by person ordering

If this is your 1st time ordering Bid Documents online, follow prompt to register

Make sure **all fields** are filled in

4. "My Dashboard Items"

Click on Planroom

5. "Public Plan Room" Click on the name of the project you want to order

6. Once you have logged in, the next screen is "Project"

7. "Bid Package Information"

- Order For The ← _____ → Project, click on **"Order Full Set"**

Note: Regarding the Invoice & Shipping Information Sections

- There is no cost for the documents
- The system automatically inputs a cost – Disregard, this does not apply to GMB projects
- There is no cost for shipping
- You will not be invoiced

➤ Invoice & Shipping Information

Verify all information is accurate and all fields are complete, **especially the email address**

➤ Invoice Information:

Use arrow to select one of the choices: ↓ (You need to choose one of the options or the system will not continue with your order)

➤ Shipping Information:

Use arrow to select: ↓

- "Customer Pick-Up" (Pick-up at GMB's office in Holland)

- "Ground" (Bid Documents are shipped via UPS (No PO Boxes)

- "Instructions Box" (if you picked up bid documents at a pre-bid or have downloaded the documents, please make a notation in this box so that a 2nd set isn't shipped)

➤ Make sure all fields are filled in

- Click on **"Place Order"**

- An "Order Confirmation" page is generated to show your order was successfully placed