



## ORDERING BID DOCUMENTS

1. To obtain Bid Documents, log onto [www.gmb.com](http://www.gmb.com); click on 'Bid Sets'
2. **"Bid Sets" Page**  
[CLICK HERE](#) to order Current Project Bid Set  
If you do not place an order online, your company will not appear on the Plan Holders list.  
**Notifications for Addendum, General Project Notices, etc. are sent, via email, based on the plan holders list.**  
[CLICK HERE](#) for Ordering and Shipping Instructions
3. **Public Plan Room Page**  
**Registered Users Login**  
**Log-In:** Your "log-in" is your e-mail address.  
**Password:** Created by person ordering.  
**If this is your 1<sup>st</sup> time ordering Bid Sets online, follow prompt to register.**
4. **My Dashboard Items Page**  
Choose from the list below  
[Click on Planroom](#)
5. **Public Plan Room Page**  
[Click on the name of the project you want to order.](#)
6. **Bid Package Information Page**  
[Click on "Order Full Set"](#)
7. **Order For The** ← \_\_\_\_\_ → **Project** ← \_\_\_\_\_ → **Page**  
**Invoice & Shipping Information**  
Verify contact person, company information and email address is accurate.  
Make sure all fields are complete.
  - **Invoice Information (charges are for shipping costs only)**  
Use arrow to select: ↓
    - **"Use our UPS #"** (Bid Documents are shipped via UPS only)  
Type your UPS Shipper Number in the UPS box.
    - **"Credit Card"**  
GMB can take your credit card information over the phone.  
**ALTERNATIVELY**, under "Additional Instructions", enter your CC number, expiration date, 3-digit code (back of the card) and your zip code. Email receipts are sent immediately. CC info is destroyed.
  - **Shipping Information**  
Use arrow to select: ↓
    - **"Customer Pick-Up"** (documents are only available for pick-up at [GMB's office in Holland](#))
    - **"Ground"** (documents are shipped via UPS)
  - **Click on "Place Order"**
  - An **"Order Confirmation"** page is generated to show your order was successfully placed.

### **NOTES:**

**GMB does not use FedEx.**

**Bid Documents are only available in complete sets; partial sets are not available.**

**ADDENDUM:** You will receive an e-mail notification that an addendum has been issued. **DO NOT click on the email to access the addendum.** You must return to GMB's website and access it thru Plan Command.