

How to View and Download Procurements

Office of Small Business Enterprise Reporting System (OSBE)

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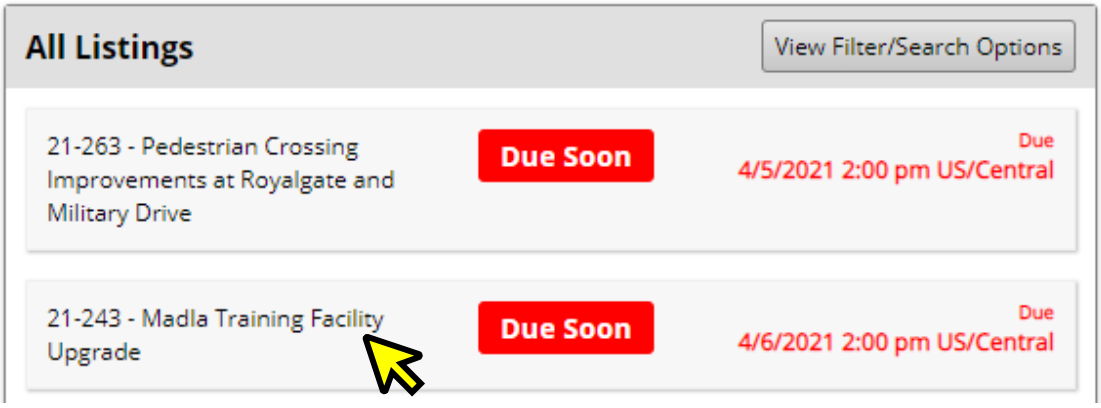
View & Download Procurements

STEP 1: Go to the following web address: https://via.sbecompliance.com/

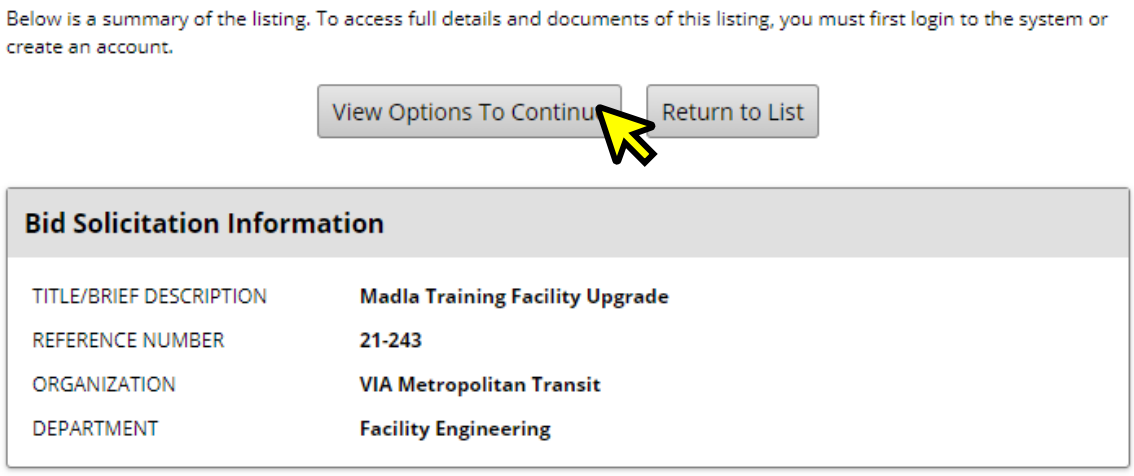
STEP 2: On the left-hand side, under **Outreach & Proposals** select **View Procurement Opportunities.**



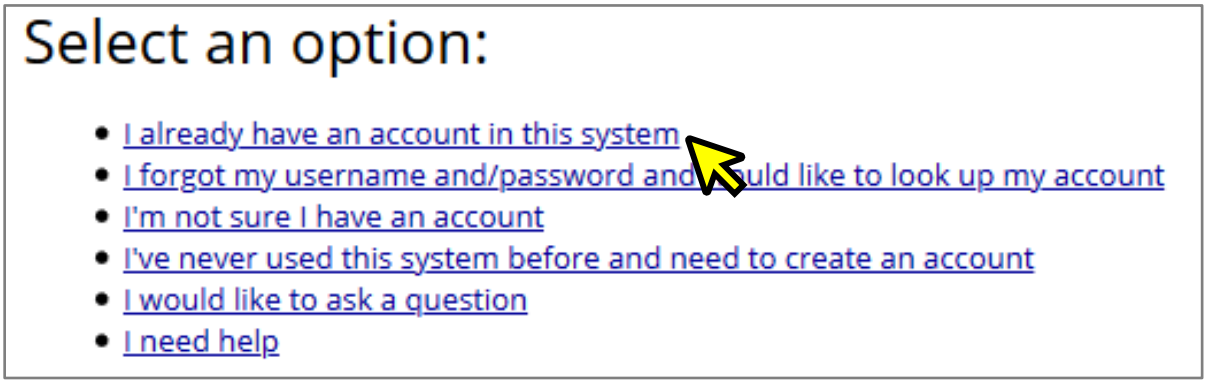
STEP 3: Select on any of the solicitations listed.



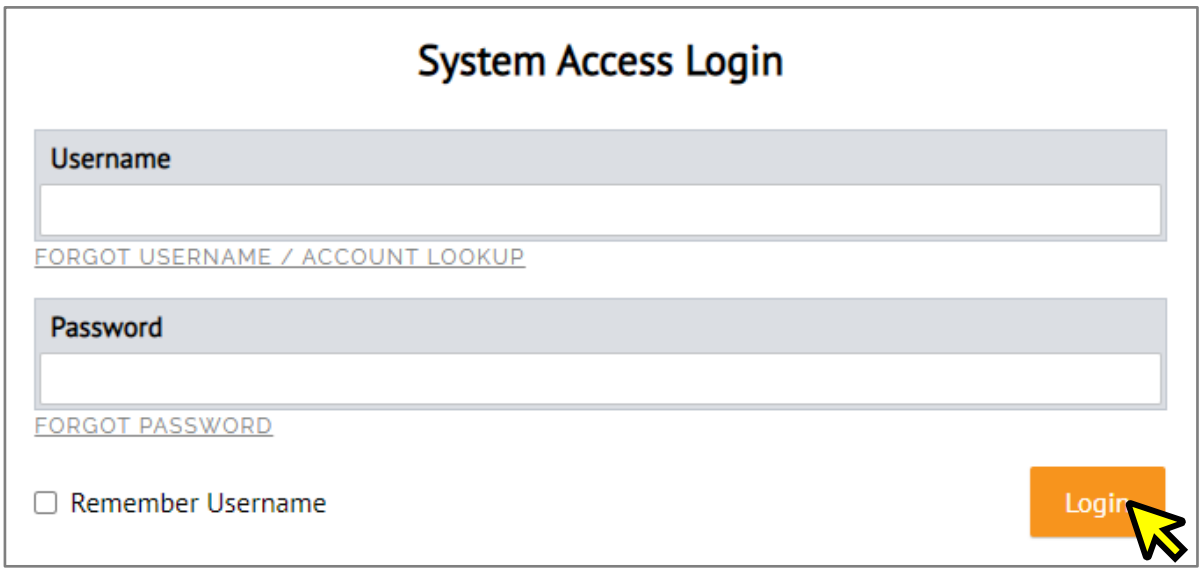
STEP 4: Select **View Options to Continue.**



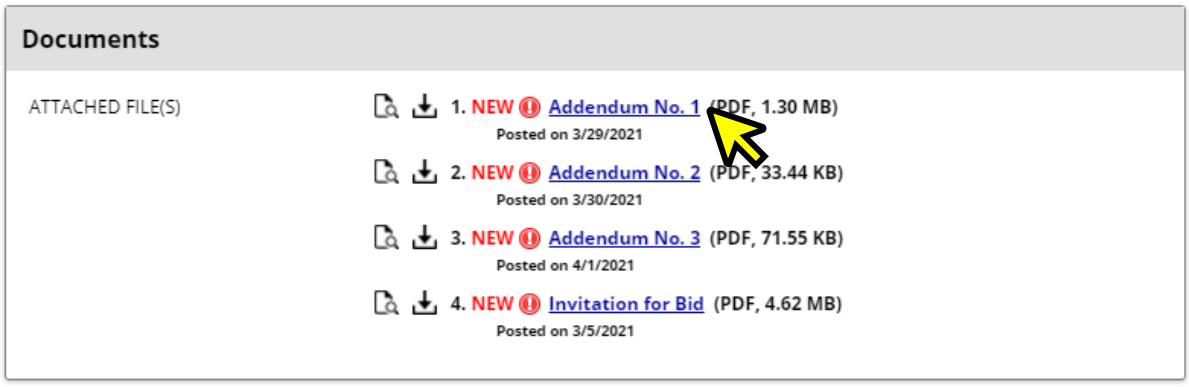
STEP 5: Select **I already have an account in the system.** If you do not have an account, please see the guide titled **How to Register with VIA Metropolitan Transit.**



STEP 6: Enter your **Username** and **Password**, then select **Login**.



STEP 7: On the **Solicitation: View** page, you can view and download all documents associated with the solicitation under the **Documents** section.



STEP 8: At the top of the page, select the **Follow** button. When documents are uploaded to solicitation, all vendors who are following will receive notices via email. To unfollow a solicitation, simply click the **Unfollow** button.



QUESTIONS?

For assistance with viewing bid documents or registration please contact us:

Albert Olivarez
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For Upcoming Contracting and Networking Opportunities visit https://via.sbecompliance.com

The scope of contracting opportunities encompasses a wide variety of projects and services, including, but not limited to:

- Architecture
- Engineering
- Construction
- Facilities & Maintenance
- Goods & Services



Procurement Division
800 W. Myrtle
San Antonio, TX 78212

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