User Guide

Search for Business Opportunities > Typical Search

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Section 1: Overview
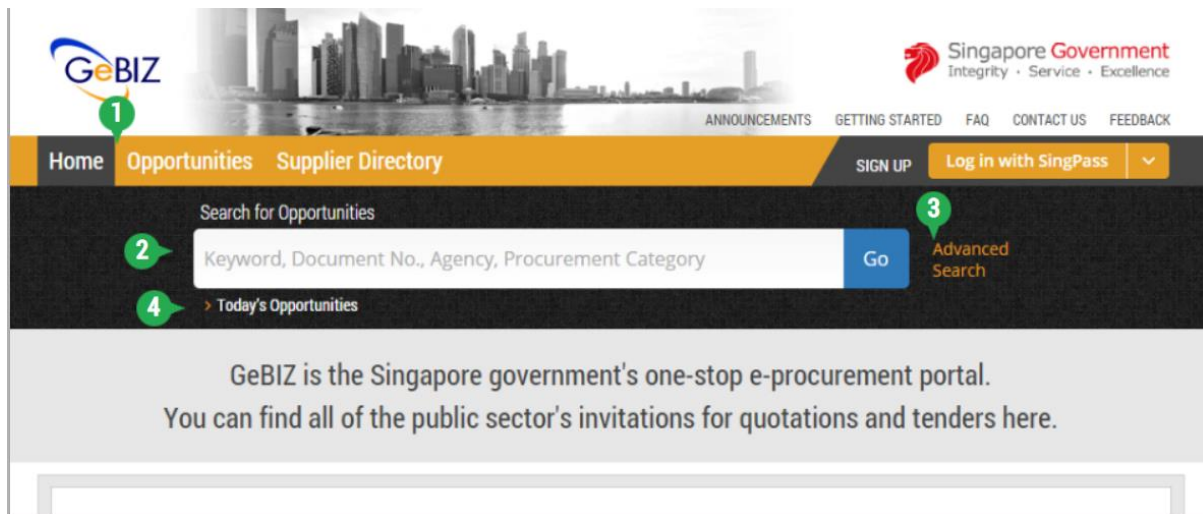
1 - This will list ALL business opportunities available in GeBIZ.

2 - This allows you to search for business opportunities based on a keyword, a document number, an agency or a procurement category.

3 - This allows you to perform searches based on various search criteria.

4 - This allows you to list ALL opportunities published today.

Section 2: User Guide

The following steps illustrate how to do a typical search for business opportunities.

1. You may search for a business opportunity directly from the GeBIZ homepage by using this search bar. Type a keyword, document number, agency or procurement category and click "Go".
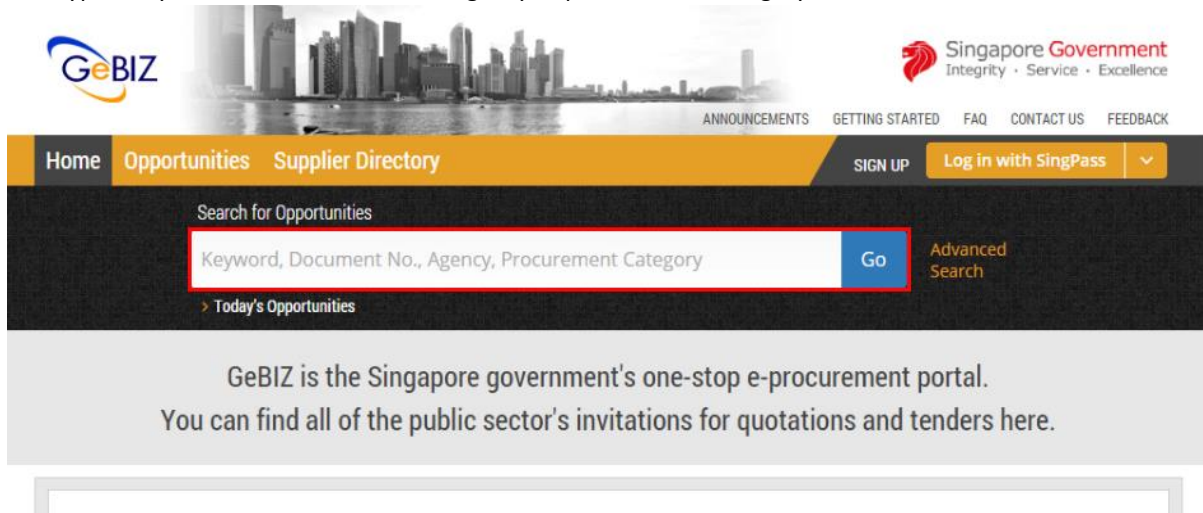
2. Alternatively, you may first view a list of available opportunities and then narrow your search. To do this, click on the "Opportunities" menu.
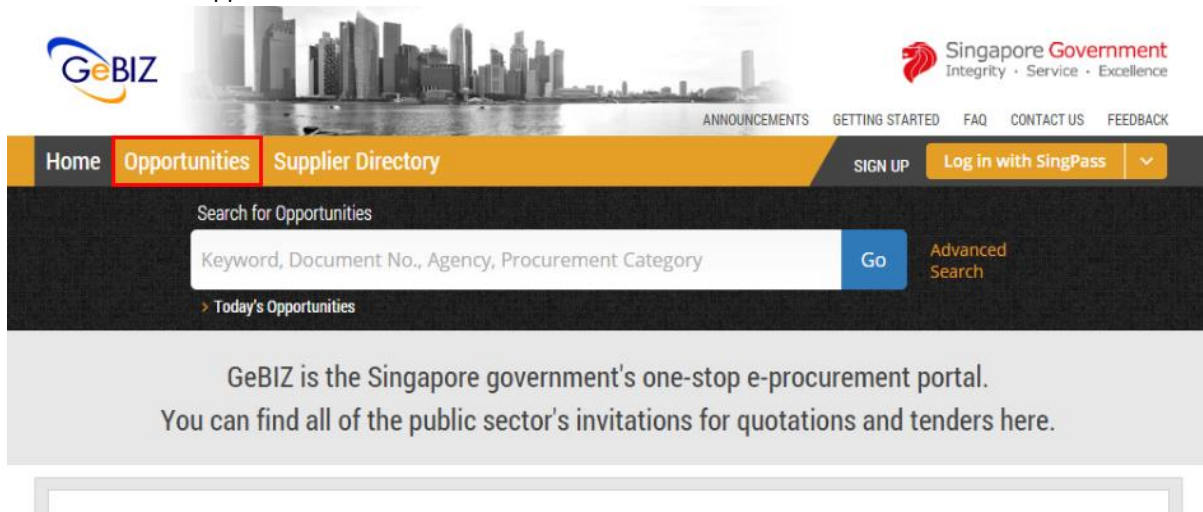
3. ALL business opportunities will be listed in ONE location, either under the "Open" or "Closed" tab. (Go to the "More Information" tab for the different types of business opportunities available.) It is a good idea to refine the list displayed to make it easier for you to find the correct business opportunities that suit you. Note: The search results will be displayed either in the "GeBIZ" tab or the "NextGen GeBIZ" tab.
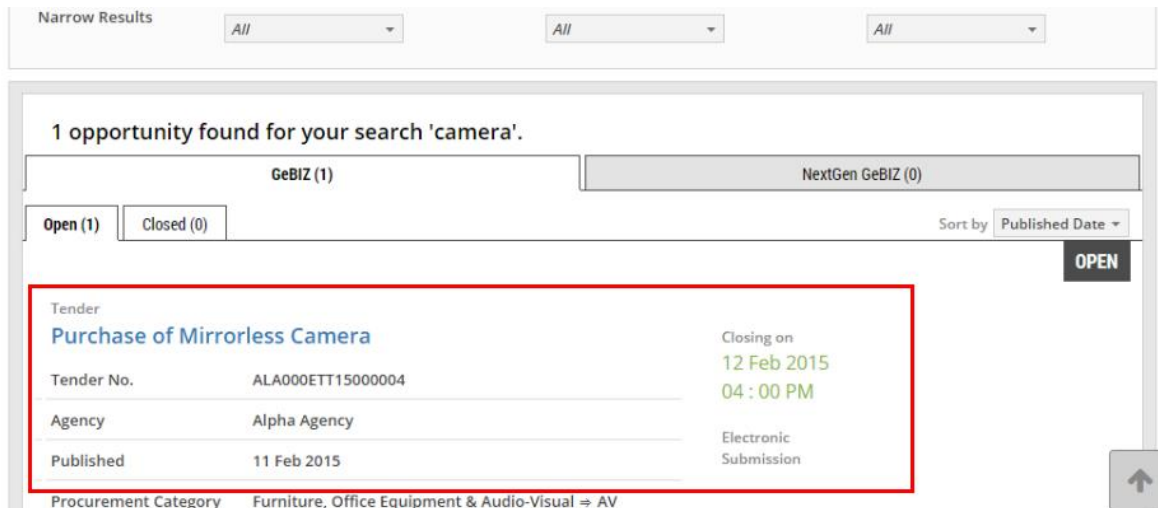

4. To refine the list of business opportunities displayed, enter your search criteria as shown in the "Search for Opportunities" search bar. You can use a keyword, a document number, an agency or a procurement category.
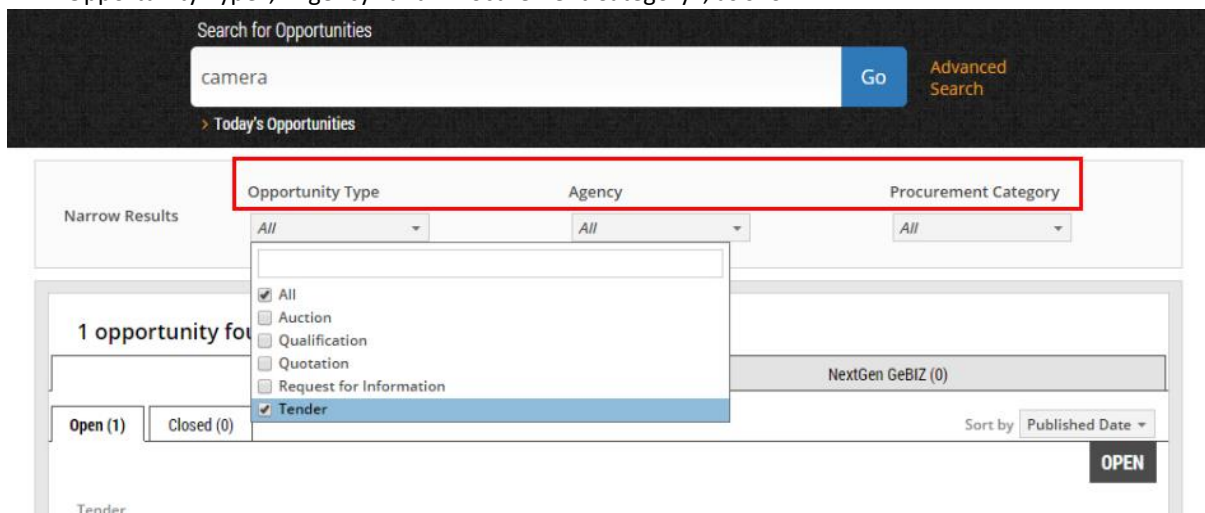
5. Click "Go".
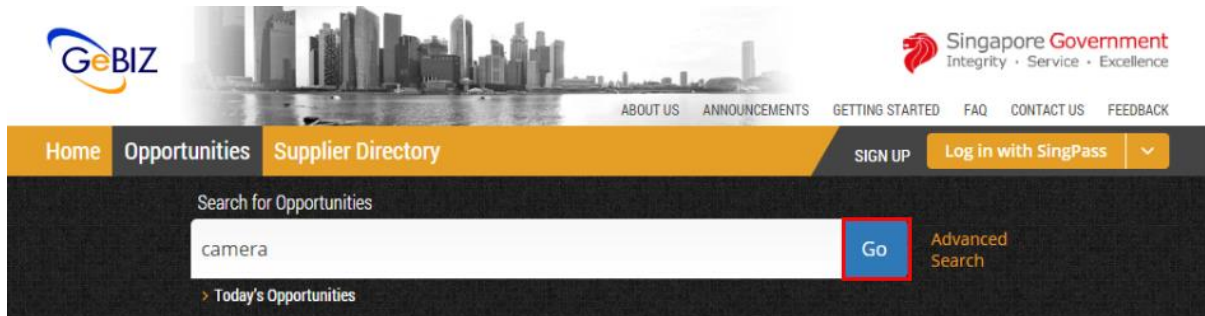
6. The list of business opportunities based on your search criteria is displayed.

7. If necessary, you can narrow the search results by selecting the desired filters in the drop-down list under "Opportunity Type", "Agency" and "Procurement Category", as shown.

8. The search results will be further refined as shown.

9. Click on the business opportunity that you are interested in for more details. (Refer to the "More Information" tab for examples of details found in open and closed business opportunities.