# How to Search for Open Bid Opportunities in ePro

This job aid provides instructions on how to search for open bids posted in ePro, no need to login to ePro to search for open bids.

Access San Bernardino Purchasing Site
Use an internet browser such as Chrome or Safari.

1. Enter the URL in the address bar: **https://wp.sbcounty.gov/purchasing**

2. Click **Accounts**.

3. Click **ePro Open Bids**.
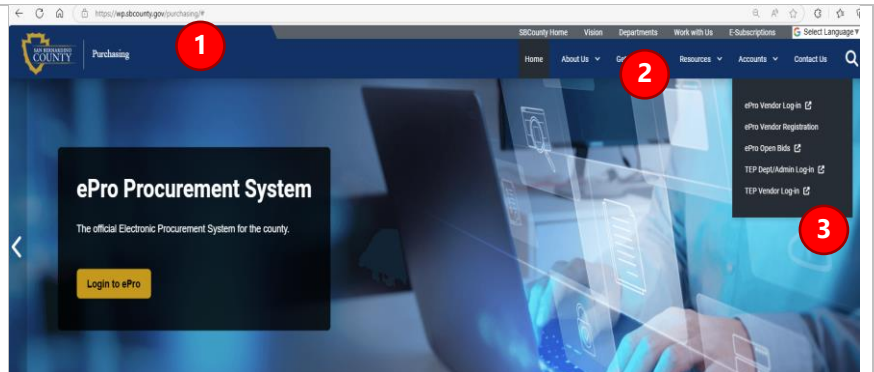
ePro opens with the Advanced Search fields expanded. To search for open bids:

4. Click the **Status** field and select **Sent**, this will filter for all open bids.

   Note: You can add a keyword in the Description field to narrow your search results to view bids that have the keyword in the description.

5. Click **Search**.
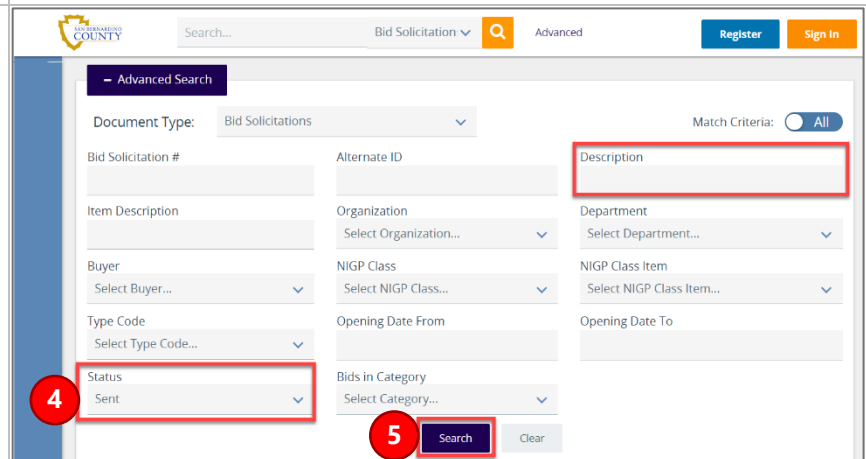
The bids that match the search criteria are listed in the results table.

To open a bid:

6. Click the **Bid Solicitation number**.

To run a new search:

7. Click **Advanced Search** to reveal the search fields and run another search and repeat steps 4 and 5 listed above.