



CBIC Posting July 17, 2007

Alternate Method to Submit Manufacturer Information

IMPORTANT ALERTS

Alternate Method for submitting Manufacturer, Model, and Model Numbers

In order to make it easier for suppliers, especially suppliers that are bidding in multiple competitive bidding areas (CBAs), to enter information into the Manufacturer, Model and Model Number fields on the Request for Bid Forms, suppliers can now choose to submit this information via a CD-ROM or floppy disk. **Suppliers that do not choose to submit this information via CD-ROM or floppy disk can continue to use the competitive bid submission system (CBSS). Suppliers that have already submitted their bids using the CBSS do not need to submit CD-ROMs or floppy disks.** The CD-ROM or floppy disk should be mailed to the Competitive Bidding Implementation Contractor (CBIC) along with the required hardcopy documents.

Suppliers interested in submitting this information via CD-ROM or floppy disk must use the [Excel spreadsheet template](#) available for download on the CBIC website. Suppliers must input their bidder numbers, supplier names, NSC numbers, and the CBA(s) for which they are bidding. They must then complete the rest of the form by listing the manufacturer(s), model(s) and model number(s) per HCPCS code for each item in the product category(s).

In order to certify their bids on the CBSS, suppliers that use the CD-ROM/floppy disk method must put "NA" in the Manufacturer/Model/Model Number fields in the CBSS, then hit the "ADD" and "DONE" buttons after each line. It is only necessary to enter "NA" one time for each HCPCS code in the product category.