



## POSTING A BID NOTICE ON COMMBUYS

### This Reference Guide:

Provides the minimum information required to post a bid notice on COMMBUYS. If you require more detail refer to the job aid “How to Create a Bid from Scratch”. Job aids can be accessed via the Job Aids for Buyers link on the COMMBUYS Log In page.

### Of Special Note:

To post a bid or notice on COMMBUYS you must first be registered as a buyer. If you are not registered as a buyer click on the link, [COMMBUYS Implementation Guide](#). Review the guide and complete pages 41-43, or contact the COMMBUYS Helpdesk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

STEP	Action
1	Log In to COMMBUYS. Select the <b>Add Documents</b> plus sign  icon next to the COMMBUYS logo in the upper left corner.
2	Select <b>Bid Solicitation</b> . Defaults to <b>Create a bid from scratch</b> . Click <b>Continue</b> .
3	<p>Complete the <b>General</b> tab information:</p> <ul style="list-style-type: none"> <li>• <u>Description</u>: The title of your bid.</li> <li>• <u>Type Code</u>: NS-Non-Statewide Solicitation.</li> <li>• <u>Department</u>: Defaults; alternate department may be selected.</li> <li>• <u>Location</u>: Defaults; alternate location may be selected.</li> <li>• <u>Allow Electronic Response</u>: <ul style="list-style-type: none"> <li>1. This box is checked as a default. Vendors will be allowed to submit quotes online in COMMBUYS.</li> <li>2. Uncheck the box if you do not wish to accept electronic responses to your bid. The bid will still be posted in COMMBUYS but vendors will not be able to submit online quotes in COMMBUYS.</li> </ul> </li> <li>• <u>Enter Bid Available Date</u>: Select from the calendar (date &amp; time based on your schedule).</li> <li>• <u>Enter Bid Opening Date</u>: Select from the calendar (date &amp; time based on your schedule). This is the date the bid closes to the public and can be opened to view the quotes.</li> <li>• <u>Pre-Bid conference</u>: (Optional).</li> <li>• <u>Bulletin Description</u>: Enter a brief description of your bid and where bid documents can be located. <b>NOTE:</b> This is a 500 character limit field. If space does not permit put additional instructions in the Item Description field.</li> <li>• <u>Quote Notification</u>: Check the box if you are allowing electronic responses and you would like to receive a COMMBUYS generated email every time a quote is submitted.</li> <li>• <u>SBPP (Small Business Purchasing Program) Eligible?</u>: select “No”.</li> <li>• Leave all other fields at default or blank.</li> </ul> <p><b>Save &amp; Continue</b> (Result: The message <i>General Validation Error, No Items</i> displays).</p>



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4	<p>Go to the <b>Items</b> Tab: Click <b>Add Item</b>. Complete the following:</p> <ul style="list-style-type: none"> <li>• <u>Description</u>: Copy and Paste the Bulletin Description from the General tab.</li> <li>• <u>Quantity</u>: must be at least 1.</li> <li>• <u>UOM (Unit of Measure)</u>: defaults to “EA” for each.</li> <li>• <u>Choose the appropriate UNSPSC Code - Example</u>:               <ul style="list-style-type: none"> <li>• <u>UNSPSC Segment/Family</u>: <b>72-13</b> (General building construction).                   <ul style="list-style-type: none"> <li>• <u>UNSPSC Class</u>: <b>00</b> (General building construction).</li> </ul> </li> </ul> </li> </ul> <p><b>Save &amp; Exit</b> (Result: The message <i>Changes Saved Successfully</i> displays).</p>
5	<p><b><u>NOTE: Step 5 is optional if you want to notify all vendors in the appropriate commodity code of the bid. If not, skip to Step 6.</u></b></p> <p>Go to the <b>Bidders</b> Tab:</p> <ul style="list-style-type: none"> <li>• Select the <b>Lookup &amp; Add Vendors</b> button (A Vendor Lookup box will appear, scroll to the bottom of the pop up box.).</li> <li>• Click <b>Find Vendors for All Commodity EPPs on the Bid</b>. (The Results will display).</li> <li>• Select all the Vendors by clicking the check box at the top of the <b>Select</b> column in the upper left hand corner of the results page. (A popup warning message will appear saying that it will take a while to load all the data. Click the <b>OK</b> button).</li> <li>• Click <b>Save &amp; Exit</b> All vendors should display. Please ensure that all the selected Vendors display after the refresh.</li> <li>• Select bidder participation; choose whether the bid is going to be restricted or unrestricted. Most bids will be unrestricted.           <ul style="list-style-type: none"> <li>○ <b>Unrestricted Bids</b>: Default on the Bidders tab - visible externally and open to all vendors for response.</li> <li>○ <b>Restricted Bids</b>: User must make this selection on the Bidders tab - visible externally but displays security message when viewer not logged in.</li> </ul> </li> </ul> <p>You have the option on this tab to <b>Show Unit Prices To Vendors Or Hide Bid Holder List On Vendor Side</b> once you have made your selection by clicking one of the boxes. Hide bid holder list on vendor side is the default option.</p> <ul style="list-style-type: none"> <li>• Click <b>Save &amp; Continue</b>.</li> </ul>
6	<p>Go to the <b>Summary</b> Tab: Click <b>Submit for Approval</b>.</p> <ul style="list-style-type: none"> <li>• Follow your organization’s approval path or check Automatic approval.</li> </ul>
7	<p>After approval, the bid is in <b>Ready to Send</b> status. To post the bid:</p> <ul style="list-style-type: none"> <li>• Scroll to the bottom of the Summary page.</li> <li>• In the <b>Send Bid Actions</b> section, click the radio button for <b>Change bid status to “Sent” and Notify vendors OR Change bid status to “Sent” only</b>.</li> <li>• Click the <b>Send Bid</b> button. The bid status changes to <b>Sent</b>. (Displays in the upper right hand corner of the page).</li> <li>• The Screen will refresh to the Email Recipients page scroll to the bottom and click <b>OK</b>.</li> </ul>