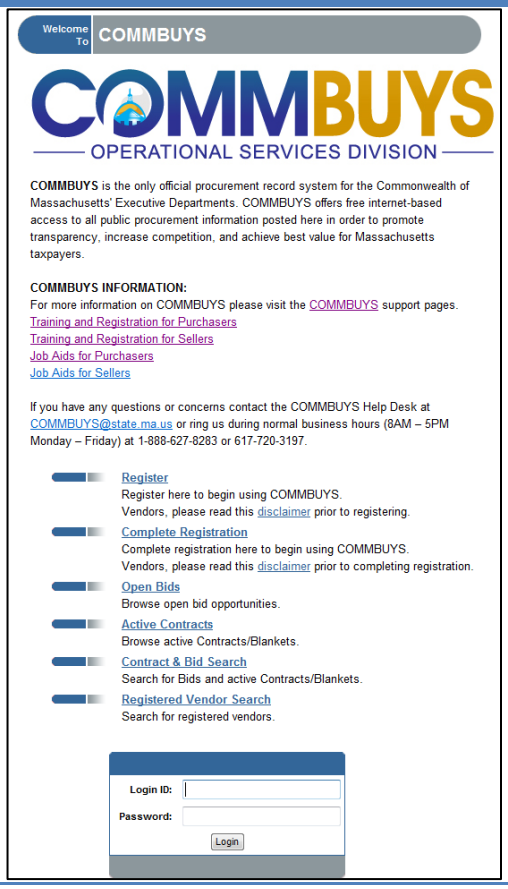
Job Aid:
Submitting Questions & Viewing Answers with the Q&A Tab

This Job Aid shows Vendors how to:

- Submit Questions to Buyers
- View answers to Questions

Of Special Note:

- Not all Bids allow for Q&A. Questions may only be entered into the Q&A tab when Buyers have activated this feature.
- This job-aid walks Vendors through the process of submitting questions to Buyers who have posted Bids in COMMBUYS and the RFR allows for submission of questions.
- If a Department accepts written questions regarding a Bid, all accepted written questions and answers must be published as part of the Bid record in COMMBUYS. This requirement may be met by attaching a Q&A document to the bid or by using the COMMBUYS Bid Q&A functionality.
- COMMBUYS will not prevent Sellers from asking questions using the Bid Q&A functionality up until the Bid Opening Date/Time. In their bids, Departments may set a date/time after which they reserve the right not to respond to questions.

Screenshot	Directions
	1. Launch the COMMBUYS website by entering the URL (http://www.commbuys.com) into the Browser. Enter your login credentials and click the **Login** button on the COMMBUYS home page.

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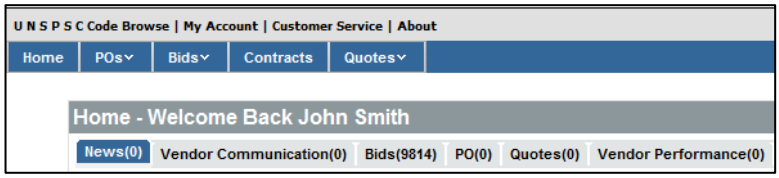
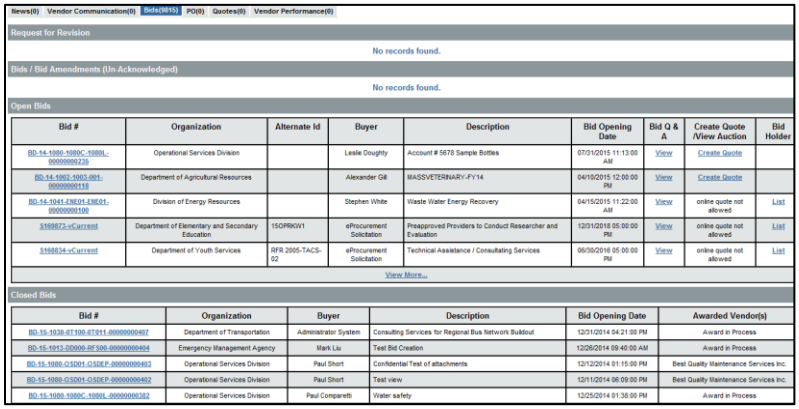
	2. Upon successful login, your home page displays with the navigation bar, header bar, and control center. The control center allows you to easily access and view documents that are assigned to you. Click on the **Bids** tab.
	3. Clicking on the **Bids** tab opens four sections: • Request for Revision • Bids / Bid Amendments (Unacknowledged) • Open Bids • Closed Bids Click on the blue **Open Bid** hyperlinks to open and review a bid, or Click the blue **Bid Q&A** hyperlink.
	4. If the Vendor has not previously opened and acknowledged the bid, a new page opens with a message requesting you acknowledge receipt of the Bid. Click **Yes** to acknowledge receipt of the bid.

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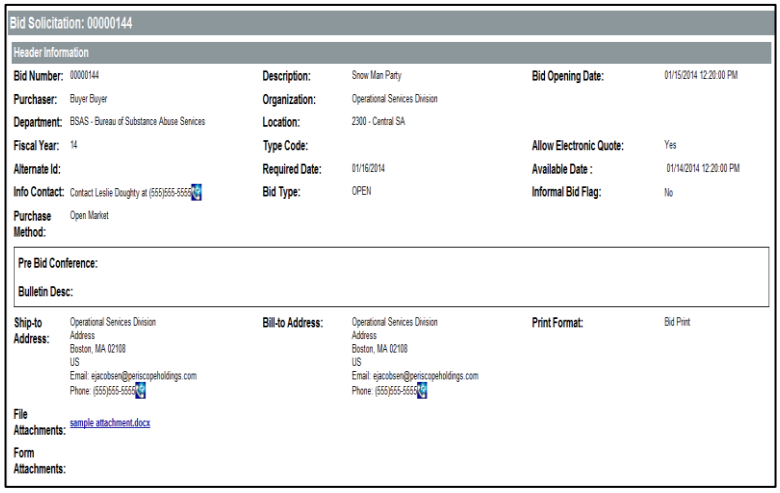
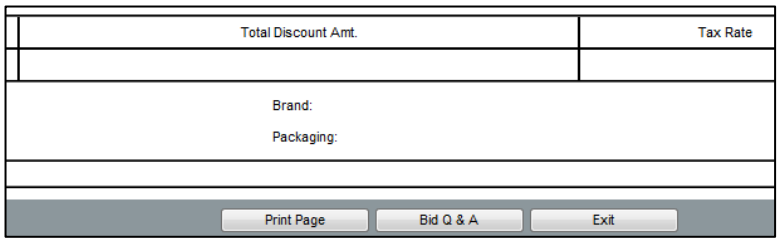
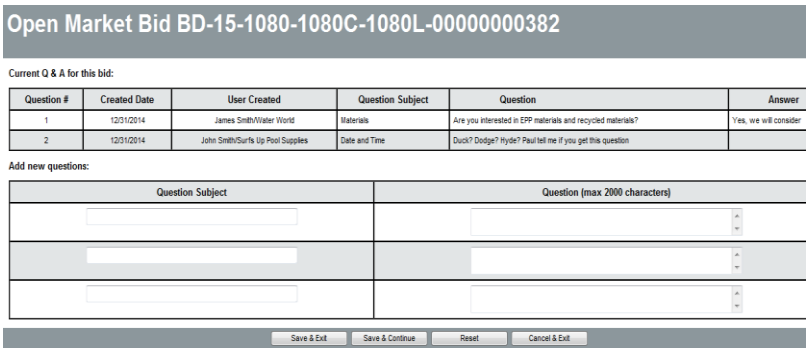
	5. The Bid opens. Shown here is the top left half of the page. Information found here includes:
	• Purchaser
	• Department
	• Contact for this bid
	• The type of purchase:
	  ○ Open Market
	  ○ Blanket
	• Pre-Bid Conference details
	• Ship-to and Bill-to Addresses
	• Any attachments to the Bid

	6. Scroll to the bottom of the page. Click on the **Bid Q&A** button.
	7. The Q and A screen opens. Posted answers appear on the top half of the screen. The Vendor may post questions in the lower section of the screen. For each question asked through the Bid Q&A functionality, COMMBUYS displays the name of the vendor who asked it. In cases where displaying the names of the vendors may undermine the fairness or competitiveness of a procurement, the Department may choose to post questions and answers as a document attached to a Bid.

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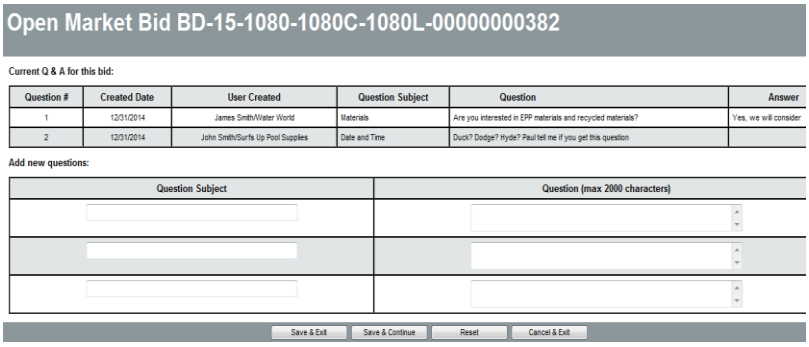
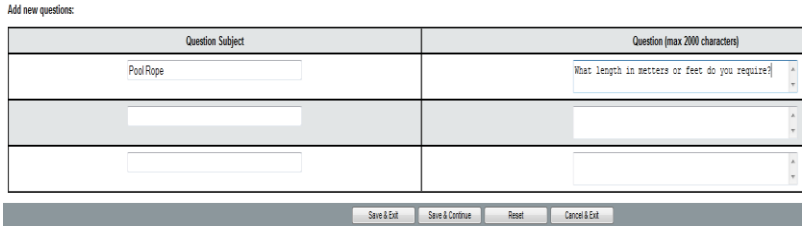
	8. If a Vendor wishes to submit a question to the Buyer, the Vendor must enter a subject for the question in the **Question Subject** column and then type the question in the **Question** column. Questions may be up to a maximum 2000 characters long.
	9. Click on the **Save & Continue** button to save the newly-added question and remain on the screen to add another question. Click on the **Save & Exit** button to save the question and exit this screen. Clicking either button sends the question to the Buyer.