Job Aid:

Finding Open and Rolling Enrollment Bids While Logged Into COMMBUYS

This Job Aid shows how to:

- Browse for Open Enrollment and Rolling Enrollment Bids using the Documents Navigation menu
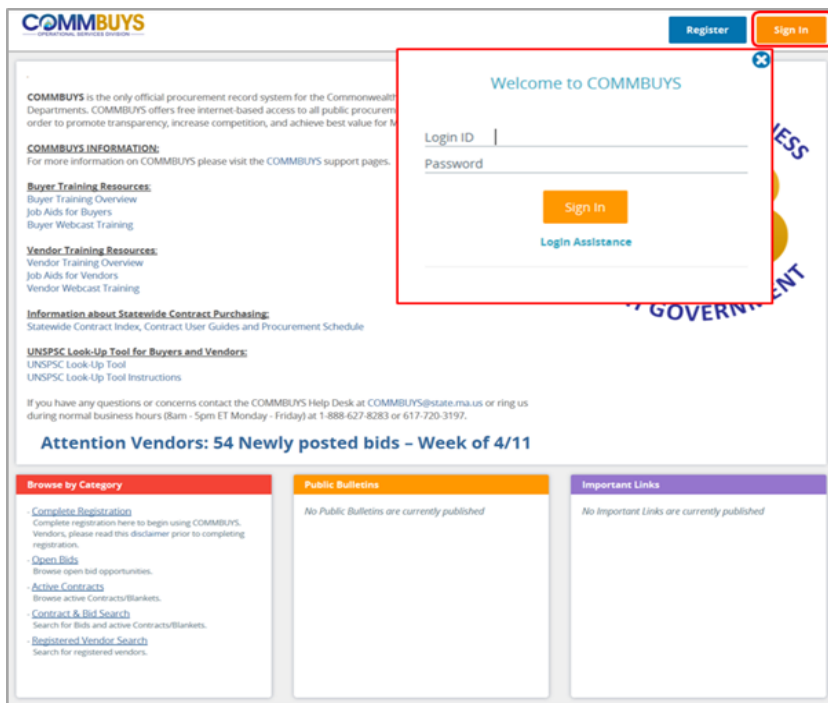
Of Special Note:

Although vendors usually search for bids using Advanced Search functionality when logged in COMMBUYS, there is a different process to find Open and Rolling Enrollment Bids. Rolling Enrollment Bids allow buyers to accept quotes and review them as they are submitted. Open Enrollment Bids allow buyers re-open a contract at any time (or at set intervals) to add new vendors.

Searching functionality is not included in the Seller Administrator role. Only users with Seller privileges can conduct searches in COMMBUYS. These instructions assume the logged in user has Seller credentials.
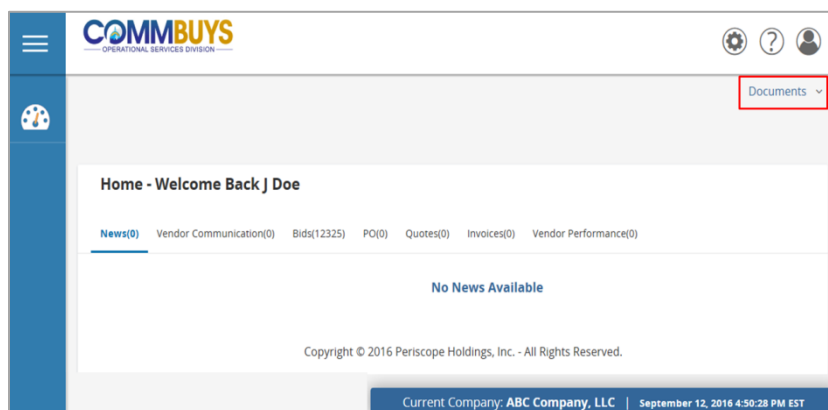
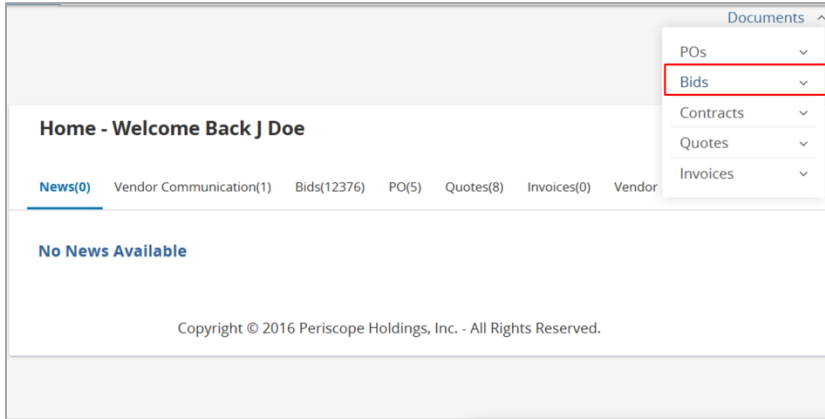| Screenshot	Directions
	Step 1: Launching COMMBUYS 1. Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser. 2. Once the COMMBUYS landing page displays click on the **Sign In** button. 3. Enter your **Login ID** and **Password** and sign in to COMMBUYS.
	Step 2: Accessing the Documents Navigation Menu 1. From the Homepage, click on the blue **Documents** link to expand the navigation menu.

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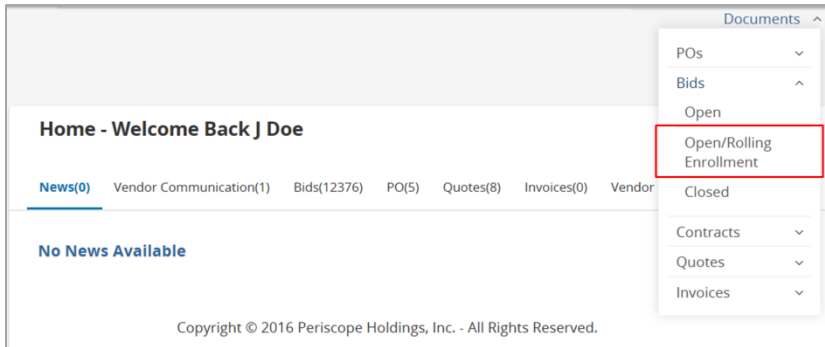## Finding Open and Rolling Enrollment Bids While Logged Into COMMBUYS
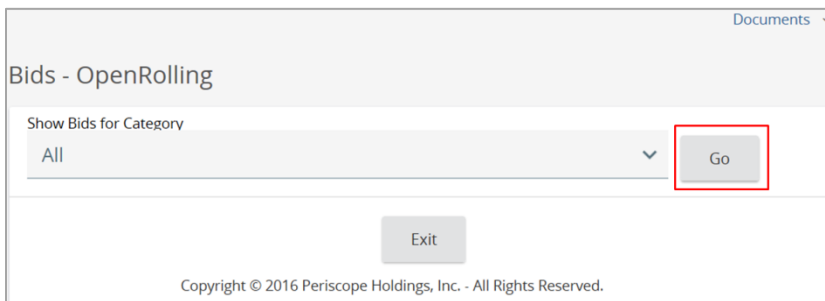
Screenshot	Directions
	Step 3: Accessing the Bids Navigation Menu 1. Click on the down-facing arrow next to **Bids** to expand the **Bids** dropdown menu.
	Step 4: Accessing Open/Rolling Enrollment Bids 1. Click on the **Opening/Rolling Enrollment** selection from the dropdown menu. 2. Click the **Go** button to display a list of all the **Open Enrollment** and **Rolling Enrollment** bids available.

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Screenshot	Directions

Step 5: Browsing Through Bids

1. The bids will be displayed in descending order by **Bid #**.

2. Click on the blue hyperlinked **Bid #** to view and respond to the bid.

Bids - OpenRolling

Show Bids for Category: All ▼ [Go]

Bid(30)

1-25 of 30
1 2

Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Bid Q & A	Quotes
BD-17-1080-OSD07-OSD07-8526	Operational Services Division	Regina Kinney	Request for Telecom Infrastructure Services	Open Market	10/31/2017 12:00:00 AM	View	
BD-17-1080-1080C-1080L-8519	Operational Services Division	Jonathan Gasson	Paint Storage Shed Maintenance	Open Market	10/31/2025 12:00:00 AM	View	
BD-17-1080-1080C-1080L-8516	Operational Services Division	Jonathan Gasson	Open Enrollment Bid	Open Market	10/04/2016 12:00:00 AM	View	
BD-16-1026-DOE02-DOE01-00000007788	Department of Elementary and Secondary Education	Jonna Willis	16MAPRONK1 | Books and Other Published Materials	Open Market	12/31/2018 12:00:00 PM	View	
BD-16-1031-ADMIN-ADM08-00000007751	Department of Public Health	Charles Caron	RFR_172125 Certified Tumor Registrars	Blanket	06/30/2025 12:00:00 PM	View	
BD-16-1068-1068C-1068L-00000007485	Massachusetts Gaming Commission	Agnes Beaulieu	MGC-CATERING-2016	Open Market	01/02/2020 10:44:00 AM	View	
BD-16-1021-DFS-DFS01-00000007460	Department of Fire Services	Nancy FitzGerald	DFS-Generator3-2015. Purchase, Installation and Repair of Mobile/Portable Generators	Blanket	03/01/2021 05:00:00 PM	View	
BD-16-1037-2CTF0-CTAF-00000007365	Department of Early Education and Care	Nathan Landers	CTF Resource Lending Library RFR	Open Market	03/10/2022 05:00:00 AM	View	
BD-16-1021-DFS-DFS01-00000007278	Department of Fire Services	Nancy FitzGerald	DFS-VehicleEx-2016, Cars for Vehicle Extrication Training	Open Market	03/01/2021 05:00:00 PM	View	
BD-16-1071-AO-CON01-00000007056	Massachusetts Rehabilitation Commission	Donna Ellis	1-10-01 AT MRC AT ACT PROGRAM:Durable Medical Equipment	Blanket	03/31/2019 04:00:00 PM	View	