

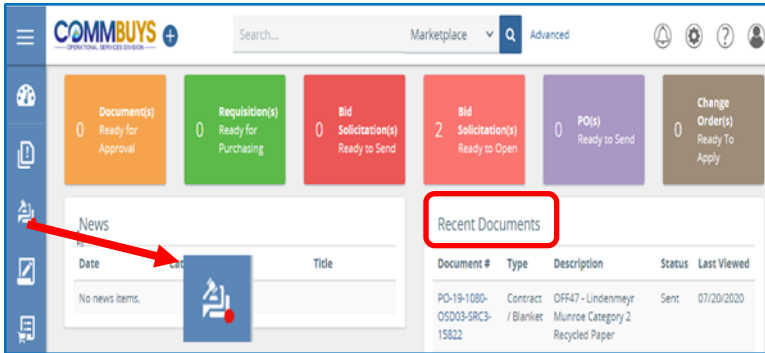
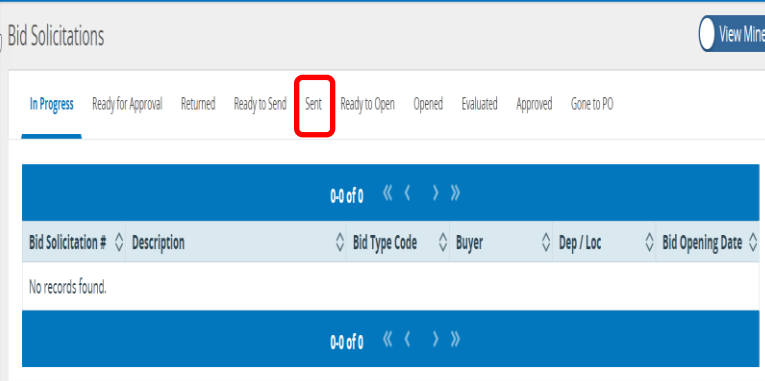
Job Aid: How to Create a Bid Amendment

This Job Aid shows how to:

- Make changes to a bid in sent status

Of Special Note:

Bids are documents used to request price quotes from potential vendors for goods and services. At times, it is necessary to make changes to a bid once it has been sent. This job aid will walk through the process of making changes to a current bid by creating a bid amendment.

Screenshot	Directions
	<p>Step 1: Clicking the Bid Solicitations Icon</p>
	<p>After logging in, click on the Bid Solicitation icon found on the left panel of your homepage or select the desired bid from the Recent Documents box by clicking on the blue hyperlink in the Document # column.</p>
	<p>NOTE: If found in the Recent Documents box, skip to Step 4.</p>
	<p>Step 2: Clicking the Sent Tab Hyperlink</p>
	<p>If the Bid Solicitations icon was chosen, the Bid Solicitations page displays. Click on the Sent tab.</p>

In Progress Ready for Approval Returned Ready to Send **Sent** Ready to Open Opened Evaluated Approved Gone to PO

1-2 of 2 << < 1 > >>

Bid Solicitation #	Description	Bid Type Code	Buyer	Dep / Loc	Bid Opening Date	Bid Holder
BD-21-1990-BIDS1-BIDS1-52106	water safety program_test	NS	Bill O'Malley15	BIDS1/BIDS1	07/16/2020 12:30:00	List
BD-21-1990-BIDS1-BIDS1-52105	test export	NS	Bill O'Malley15	BIDS1/BIDS1	07/16/2020 11:30:00	List

1-2 of 2 << < 1 > >>

Step 3: Clicking the Bid Solicitation # Hyperlink

Click on the blue hyperlink for the desired bid in the Bid Solicitation # column.

Blanket Bid BD-21-1990-BIDS1-BIDS1-52105

General Items Address Accounting Routing Attachments Notes Bidders Questions **Amendments** Q & A Reminders Summary

Step 4: Clicking the Amendments Tab

The Summary tab of the bid screen displays.

Click on the **Amendments** tab.

Blanket Bid BD-21-1990-BIDS1-BIDS1-52105

General Items Address Accounting Routing Attachments Notes Bidders Questions **Amendments** Q & A Reminders Summary

There are no bid amendments for this document.

Create Bid Amendment

Step 5: Clicking the Create Bid Amendment Button

Click on the **Create Bid Amendment** button.

Bid Amendment - Blanket Bid BD-21-1990-BIDS1-BIDS1-52105

General Items Attachments Summary Back to Bid

Step 6: Amending the Bid

The Bid Amendment General tab displays. There are three tabs available for amendments:

- **General** – permits changes to the Purchaser, Available Date, Bid Opening Date, Info Contact, Pre-Bid Conference, and SBPP Eligible fields
- **Items** – permits changes to the Sort by Column, Print Sequence, Quantity, UOM, and Unit Cost fields. Items may be added or deleted.
- **Attachments** – permits adding or removing file attachments

1. Go to the appropriate tab(s) and make changes as needed.
2. Click on the **Save & Continue** button for each amended tab.

Bid Amendment - Blanket Bid BD-21-1990-BIDS1-BIDS1-52105 Status: ZBS - Sent

General Items Attachments **Summary** Back to Bid

Comment for the whole bid amendment:

Modified Field	Item #	Description	User Updated	Date Updated	Show to Vendor
Bid Opening Date	Head	Bid Opening Date changed from "07/16/2020 11:30:00 AM" to "07/27/2020 11:30:00 AM"	Bill O'Malley15	07/20/2020 11:56:14 AM	<input checked="" type="checkbox"/>

Comment:

Show 25 entries

Showing 1 to 1 of 1 entries

After you click 'Apply Bid Amendment', all the changes will be updated in the real document.

Save & Continue Apply Bid Amendment Delete Bid Amendment

Step 7: Reviewing the Amendments

The Summary tab provides a recap of any changes made to the bid.

1. Enter any comments, if necessary, in the **Comment for the whole bid amendment** text box.
2. If you are adding a new comment, click on the **Save & Continue** button. Comments can be made for each change, followed clicking on the **Save & Continue** button.
3. Near the bottom of the Summary page, the **Description** box displays the amendment.
4. Click on the **Apply Bid Amendment** button at the bottom of the screen.

NOTE: System approval is not required when applying bid amendments. Follow any internal approval processes as required.

Email Recipients

Delivery Date: 07/20/2020 12:39:45 PM

Vendor ID	Vendor Name	Email Address
00001419	GCOM Software LLC	Girish Bhatia (test@perscopeholdings.com)
00012352	G & L Labs, Inc.	Diana Liu (test@perscopeholdings.com)
00043538	East Shore Safety	Don Royer (test@perscopeholdings.com)
00043714	Aquiline Pure Water Services, Inc.	Jeff Long (test@perscopeholdings.com)
00017178	Z-Way Communications Services, Inc.	Nicholas Hamel (test@perscopeholdings.com)
00007335	Good Harbor Techmark	Peter Furness (test@perscopeholdings.com)
00024616	Heuresis Corporation	Cathy Gilmer (test@perscopeholdings.com)
00026066	Willdan Homeland Solutions	Shadi Kia (test@perscopeholdings.com)
00029710	Decelle	Edward Decelle (test@perscopeholdings.com)
00008735	United Road Towing Inc	Thomas Tedford (test@perscopeholdings.com)
00022795	Screend Images Inc	Joseph Noonan (test@perscopeholdings.com)
229881	Apollo Safety Inc	Tracy Carvalho (test@perscopeholdings.com)
00040914	DOCK BLOCKS OF NORTH AMERICA, LLC	Matthew West (test@perscopeholdings.com)

Step 8: Notifying the Vendors

After the Bid Amendment is applied, the list of vendors chosen for the original bid notification will display. Click on the OK button at the bottom of the screen and COMMBUYS will automatically notify these vendors of the Bid Amendment.

Header Information

Bid Number:	BD-21-1990-BIDS1-BIDS1-52105	Description:	test export	Status:	
Purchaser:	Bill O'Malley15	Minor Status:		How Solicited:	
Organization:	Department of State Purchasing	Department:	BIDS1 - Procurement Department	Location:	
Fiscal Year:	21	Allow Electronic Quote:	Yes	Required Date:	
Show On Web:	Yes	Available Date:	07/16/2020 10:37:05 AM		
Bid Opening Date:	07/27/2020 11:30:00 AM				

Step 9: Reviewing the Summary Tab

The Bid Summary tab screen displays the amended Bid Opening Date and the Amendments section has been updated to include the change applied to the bid.

Amendments:

Amendment #	Amendment Date	Amendment Note
1	07/20/2020 12:39:45 PM	Header 1, Bid Opening Date changed from "07/16/2020 11:30:00 AM" to "07/27/2020 11:30:00 AM".