

Job Aid:

Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

This Job Aid shows how to:

- Withdraw, reopen, and resubmit a quote in COMMBUYS

Of Special Note:

Quotes can be withdrawn, modified, and resubmitted any time before the Bid Opening Date. The Bid Opening Date is the deadline to submit a quote respond to a bid.

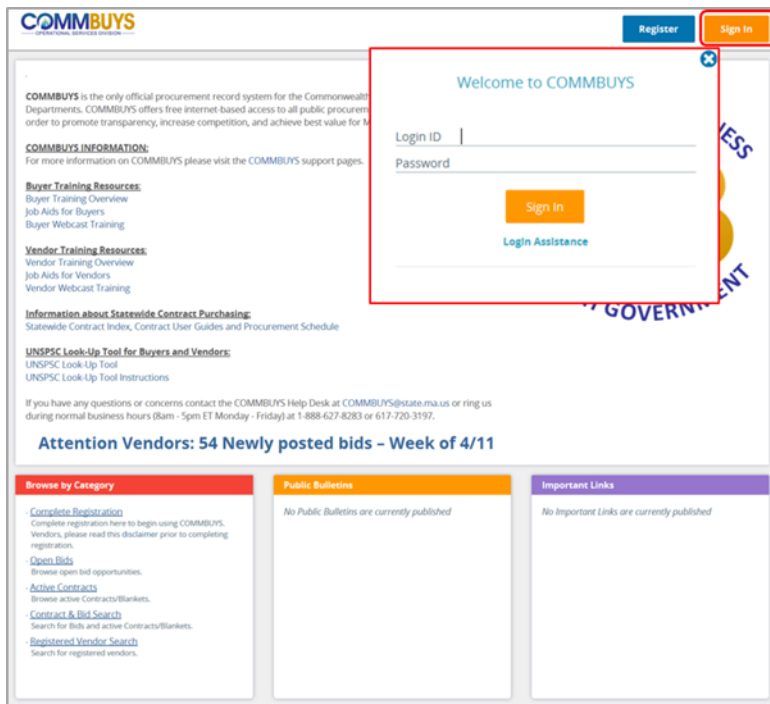
You may need to withdraw and resubmit a quote because:

- The wrong file was uploaded to the quote
- A file was mistakenly excluded from the original quote submission
- Additional information may need to be included in your quote

Only users with Seller privileges can modify a quote 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.

Job Aid: Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot

Directions

Home - Welcome Back J Doe

News(0) Vendor Communication(1) Bids(12360) PO(5) **Quotes(8)** Invoices(0) Vendor Performance(0)

Informal(0) Working(1) **Submitted(5)** Revision(1) Withdrawn(1)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
QT-1080-OSD07-OSD07-15722	Operational Services Division	BD-17-1080-OSD07-OSD07-8493	10/28/2016 12:00:00 AM	09/29/2016 10:35:32 AM
QT-1080-OSD07-OSD07-15710	Operational Services Division	BD-17-1080-OSD07-OSD07-8455	09/28/2016 12:00:00 AM	09/23/2016 04:07:34 PM
QT-1080-OSD07-OSD07-15663	Operational Services Division	BD-17-1080-OSD07-OSD07-8396	09/21/2016 12:00:00 AM	09/15/2016 09:50:36 AM
QT-1080-OSD07-OSD07-15664	Operational Services Division	BD-17-1080-OSD07-OSD07-8400	09/21/2016 12:00:00 AM	09/15/2016 09:53:04 AM
QT-1080-OSD07-OSD07-15666	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM

Quotes - Submitted

Quote #	Organization	Bid #	Bid Opening Date	Date
QT-1080-OSD07-OSD07-15722	Operational Services Division	BD-17-1080-OSD07-OSD07-8493	10/28/2016 12:00:00 AM	09/29/2016 10:35:32 AM
QT-1080-OSD07-OSD07-15710	Operational Services Division	BD-17-1080-OSD07-OSD07-8455	09/28/2016 12:00:00 AM	09/23/2016 04:07:34 PM
QT-1080-OSD07-OSD07-15663	Operational Services Division	BD-17-1080-OSD07-OSD07-8396	09/21/2016 12:00:00 AM	09/15/2016 09:50:36 AM
QT-1080-OSD07-OSD07-15664	Operational Services Division	BD-17-1080-OSD07-OSD07-8400	09/21/2016 12:00:00 AM	09/15/2016 09:53:04 AM
QT-1080-OSD07-OSD07-15666	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM

Print Page Exit

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Documents

- POs
- Bids
- Contracts
- Quotes**
 - Informal Quotes
 - Formal Quotes - Working
 - Formal Quotes - Submitted**
 - Formal Quotes - Withdrawn
 - Formal Quotes - Unsubmitted
- Invoices

Step 2: Locating Quotes

1. From the Homepage click on the **Quotes** tab, then click the **Submitted** sub-tab to view quotes that have been submitted by your company.
2. You can also access quotes by using the **Documents** navigation link. Click on the down-facing arrow next to **Documents**. Then click on the down-facing arrow next **Quotes**. Click on **Formal Quotes – Submitted** to view quotes that have been submitted by your company.

Quote #	Organization	Bid #	Bid Opening Date
QT-1080-OSD07-OSD07-15722	Operational Services Division	BD-17-1080-OSD07-OSD07-8493	10/28/2016 12:00:00 AM
QT-1080-OSD07-OSD07-15710	Operational Services Division	BD-17-1080-OSD07-OSD07-8455	09/28/2016 12:00:00 AM
QT-1080-OSD07-OSD07-15663	Operational Services Division	BD-17-1080-OSD07-OSD07-8396	09/21/2016 12:00:00 AM
QT-1080-OSD07-OSD07-15664	Operational Services Division	BD-17-1080-OSD07-OSD07-8400	09/21/2016 12:00:00 AM
QT-1080-OSD07-OSD07-15666	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM

Step 3: Accessing Quotes

1. Click on the blue hyperlinked **Quote #** to access the quote you wish to withdraw.

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Screenshot

Directions

Quote QT-1080-OSD07-OSD07-15722 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Quote #: QT-1080-OSD07-OSD07-15722 Bid #: BD-17-1080-OSD07-OSD07-8493

Organization: Operational Services Division

Status: Submitted Description: Print, Copy & Mail Services, and Printed Promo Items

Delivery Days: 0 Discount Percent: 0.0%

Is "No Bid": ☐ Alternate Bid: ☐

Shipping Terms: Freight Terms:

Ship Via Terms: Payment Terms:

Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated: 09/29/2016 10:35:32 AM User Last Updated: J Doe

Step 4: Withdrawing the Quote

1. Clicking on the blue hyperlinked **Quote #** will take you to the **General** tab of the quote.
2. Click on the **Summary** tab and scroll to the bottom of the page.
3. Click the **Withdraw Quote** button.
4. Click **OK** in the dialogue box to confirm your action.

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #: QT-1080-OSD07-OSD07-15722 Bid #: BD-17-1080-OSD07-OSD07-8493 Status: Submitted

Organization: Operational Services Division

Description: Print, Copy & Mail Services, and Printed Promo Items

Bid Flag: Alternate Bid: No

Freight Terms: Ship Via Terms: Shipping Terms:

Promised Date: Info Contact: Payment Term:

Comment: Quote Total \$44.77

Date Last Updated: 09/29/2016 10:35:32 AM User Last Updated: J Doe

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: Completed Business Reference Form Cost Sheet

Vendor Forms:

Item Information

Print Sequence # 1.0 : (82-12 - 15) Printing Services - enter your pricing information on a cost sheet and upload to the quote

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.52	0.0%	0.0%	\$0.00	\$34.52	No	No

Print Withdraw Quote

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Overall Validation Warnings
Your quote has been withdrawn.

Quote QT-1080-OSD07-OSD07-15722 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #: QT-1080-OSD07-OSD07-15722	Bid #: BD-17-1080-OSD07-OSD07-8493	Status: Withdrawn
Organization: Operational Services Division		
Description: Print, Copy & Mail Services, and Printed Promo Items	Delivery Days: 0	Discount Percent: 0.0
Bid Flag:	Alternate Bid: No	Shipping Terms:
Freight Terms:	Ship Via Terms:	Payment Term:
Promised Date	Info Contact:	Quote Total \$44.77
Comment:		
Date Last Updated: 09/29/2016 01:01:21 PM	User Last Updated: J Doe	

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: [Completed Business Reference Form](#)
[Cost Sheet](#)

Vendor Forms:

Item Information

Print Sequence # 1.0 : (82-12 - 15) Printing Services - enter your pricing information on a cost sheet and upload to the quote

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.52	0.0%	0.0%	\$0.00	\$34.52	No	No

Print **Reopen Quote**

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Step 5: Reopening the Quote

1. A yellow confirmation message will appear at the top of the page stating "Your quote has been withdrawn."
2. Scroll to the bottom of the page and click **Reopen Quote**.

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Overall Validation Warnings
Your quote has been withdrawn.

Quote QT-1080-OSD07-OSD07-15722 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #: QT-1080-OSD07-OSD07-15722	Bid #: BD-17-1080-OSD07-OSD07-8493	Status: In progress
Organization: Operational Services Division		
Description: Print, Copy & Mail Services, and Printed Promo Items	Delivery Days: 0	Discount Percent: 0.0
Bid Flag:	Alternate Bid: No	Shipping Terms:
Freight Terms:	Ship Via Terms:	Payment Term:
Promised Date	Info Contact:	Quote Total \$44.77
Comment:		
Date Last Updated: 09/29/2016 01:01:21 PM	User Last Updated: J Doe	

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: Completed Business Reference Form
Cost Sheet

Vendor Forms:

Item Information

Print Sequence # 1.0 : (82-12 - 15) Printing Services - enter your pricing information on a cost sheet and upload to the quote

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.52	0.0%	0.0%	\$0.00	\$34.52	No	No

Print Submit Quote Cancel Quote

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Step 6: Modifying the Quote

1. Modify your quote using any of the following tabs:
 - **General Tab** – modify general quote information such as **Description**
 - **Items Tab** – add, remove, or edit item information such as **Unit Cost**
 - **Questions Tab** – answer any questions posed by the buyer (if necessary)
 - **Attachments Tab** – upload or remove files and documents
2. Review for completeness and compliance with bid requirements.
3. When you've completed your changes and ready to resubmit the quote, click on the **Summary** tab.

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Quote QT-1080-OSD07-OSD07-15722 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #: QT-1080-OSD07-OSD07-15722	Bid #: BD-17-1080-OSD07-OSD07-8493	Status: In progress
Organization: Operational Services Division		
Description: Print, Copy & Mail Services, and Printed Promo Items	Delivery Days: 0	Discount Percent: 0.0
Bid Flag:	Alternate Bid: No	Shipping Terms:
Freight Terms:	Ship Via Terms:	Payment Term:
Promised Date	Info Contact:	Quote Total \$44.77
Comment:		
Date Last Updated: 09/29/2016 01:01:21 PM	User Last Updated: J Doe	

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: Completed Business Reference Form
Cost Sheet

Vendor Forms:

Item Information

Print Sequence # 1.0 : (82-12 - 15) Printing Services - enter your pricing information on a cost sheet and upload to the quote

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.52	0.0%	0.0%	\$0.00	\$34.52	No	No

Print Submit Quote Cancel Quote

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Step 7: Resubmitting the Quote

1. Scroll to the bottom of the page and click **Submit Quote**.
2. Click **OK** in the dialogue box to confirm your action.