

#4

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Quotes can be withdrawn, modified, and resubmitted any time before the Bid Opening Date.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.

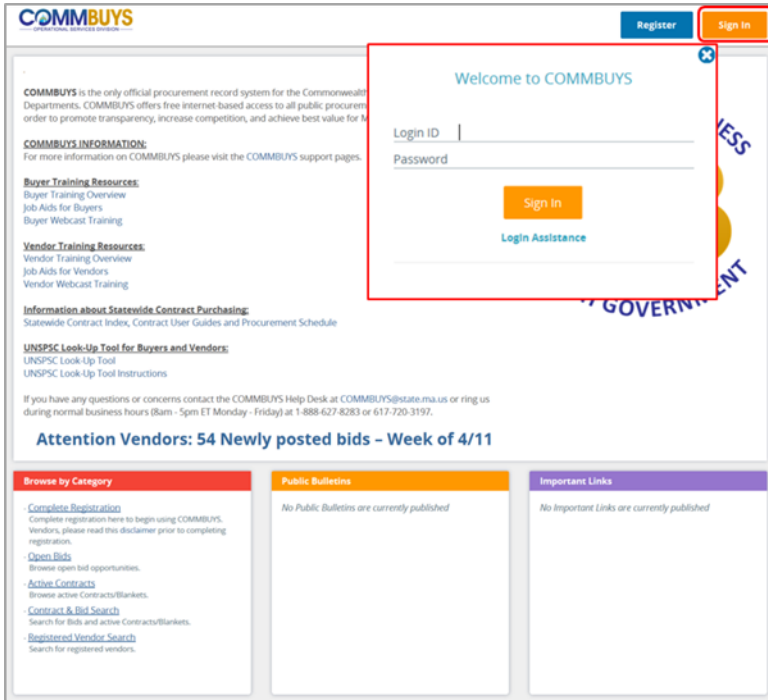
You may need to withdraw and resubmit a quote because:

- 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



The screenshot shows the COMMBUYS website. At the top right, there are 'Register' and 'Sign In' buttons. A red box highlights a 'Welcome to COMMBUYS' login modal. Inside this modal, there are input fields for 'Login ID' and 'Password', a 'Sign In' button, and a 'Login Assistance' link. The background of the website shows various sections: 'COMMBUYS INFORMATION', 'Buyer Training Resources', 'Vendor Training Resources', 'Information about Statewide Contract Purchasing', 'UNSPSC Look-Up Tool for Buyers and Vendors', and a section for 'Attention Vendors: 54 Newly posted bids - Week of 4/11'. There are also three columns at the bottom: 'Browse by Category', 'Public Bulletins', and 'Important Links'.

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.

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Informal(0) Working(1) **Submitted(5)** Revision(1) Withdrawn(1)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

Job Aid:

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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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Job Aid:

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Screenshot

Directions

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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Screenshot

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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Directions

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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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 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.