



AWARDING A VENDOR TO A BID ON COMMBUYS

This Reference Guide:

Provides two different instructions on how to award a vendor a bid opportunity on COMMBUYS. The first option will explain how to award a vendor in the Bid Tabulation if they submitted their quote via the COMMBUYS Quote Portal.

The second option will explain how to award a bid by adding an attachment via a Bid Amendment if you did not create the bid to receive quotes from vendors via the COMMBUYS Quote Portal. To be directed to these instructions, select [Option 2](#).

Option 1: Awarding a Vendor to a bid in the Bid Tabulation

To access the Bid tabulation, you have to select the Open Bid button on the bottom of the Summary tab to the bid after the Bid Opening Date passes.

STEP	Action
1	Select the Bid Tab button to access the Bid Tabulation.
2	The Quotes tab displays all the vendors and their quotes that are submitted successfully before the Bid Opening Date.
3	To select the vendor you want to award, go to the Items tab and select the checkbox under the name of the appropriate vendor. If there are multiple vendors, you want to award, select the checkbox under the name of the all the appropriate vendors.
4	After, select the Save & Continue button on the bottom of the screen.
5	Next, select the Summary tab . This screen will display the vendor/s you have selected to award.
6	Select the Submit for Approval button on the bottom of the screen. Please Note: If you do not have an approval path setup for awarding a bid, please follow Step 7 . If you have an approval path setup for awarding a bid, go to Step 8 .
7	Select the Automatic Approval button and then select the Save & Continue button. By completing Step 7 , you have approved the award for the bid. The status of the bid will change to Approved and the vendors will be awarded the bid.
8	Your organizations approval path will display. Once the assigned approvers approve the vendors for the bid award, the status of the bid will change to Approved , awarding the vendors the bid.

**AWARDING A VENDOR TO A BID ON COMMBUYS****Option 2: Award a Vendor/s to a Bid by Adding an Attachment via a Bid Amendment**

Purchasers award bids by adding an attachment displaying the vendor/s when the bid is setup to not allow for electronic quote submissions.

Please Note: Always leave bids that you did not allow for vendors to submit their quotes via the COMMBUYS Quote Portal, in **Sent** status. **DO NOT** select the Open Bid button at the bottom of the Summary tab. If you click the Open Bid button, the status of the bid will change to Opened, removing the bid from public view.

STEP	Action
1	Log into COMMBUYS and access the bid you want to award.
2	Once you are on the bid, select the Amendments tab.
3	Select the Create Bid Amendment button.
4	The screen will refresh and the number of tabs available will decrease.
5	Select the Attachments tab.
6	Select the Add File button.
7	The screen will refresh, and you will see a Name and Description field. Select either the Choose File button (if you are using Google Chrome) or the Browse button (if you are using Internet Explorer or Firefox) below the Description field, to locate the attachment saved to your computer stating the awarded vendor/s.
8	After selecting the Choose File or Browse button, a window will appear. This window will allow you to locate the bid award attachment.
9	Once you locate the bid award attachment in the pop-up window, double click the name with your computer mouse.
10	After the pop-up window will close and the file you selected will display in the Name field on COMMBUYS.
11	Select the Save & Exit button located at the bottom of the screen.
12	The screen will refresh directing you back to the Attachments tab, displaying your attachment on the left side of the screen.
13	Select the Summary tab.
14	To complete your amendment adding the attachment, select the Apply Bid Amendment button.
15	The screen will refresh directing you back to the Summary tab, ending the award process, or a list of vendors (the vendors selected on the Bidders tab) notified about the bid amendment will display. If that is the case, select the OK button located at the bottom of the screen. After, you will be directed back to the Summary tab ending the award process.