

# Training Quick Reference Guide

## COMMBUYS: Using the Items Export and Upload Tool

This Quick Reference Guide provides concise instructions for using the COMMBUYS Export and Upload tools. These tools are useful to businesses who are responding to Bid Solicitations that include multiple items. The QRG begins on the Items Tab of an in-progress Quote. Detailed instructions for Creating a Quote are available on the Job Aid “Creating a Quote in COMMBUYS: How to Respond to Bid Solicitations” and in the e-learning module “[Locate and Respond to Bid Solicitations in COMMBUYS.](#)”

Refer questions to the OSD Help Desk: [OSDHelpdesk@mass.gov](mailto:OSDHelpdesk@mass.gov) or call 888-627-8283.

STEP	Action
1	Click on the <b>Items Tab</b> .
2	Scroll down to the bottom of the page. Click <b>Export Items</b> . A file downloads. The location depends on the configuration of your computer. The filename will refer to your Quote Number. The file extension will be .csv (comma separated values).
3	Open the file. You may need to associate the document to an application. The .csv file type is a generic format for spreadsheets and databases. You will be opening the file outside of COMMBUYS.
4	Enter information for each item you want to bid on. Refer to the RFR and other bid documents for guidance on what must be completed. Also be sure that the cell in the <b>No Bid</b> column for the item(s) you are bidding on is empty; a <b>Y</b> in the column means you are not bidding on it. Also, maintain the sequencing of items in the original document (columns “Item Number,” “Print Sequence” and “Quote item”).
5	Save the document. <b>Be sure to maintain the filename including the file extension .csv.</b> The items will not upload correctly in any other format. If prompted to save as an Excel or other document type, select “no.” As a best practice, save the file in the same location where you have saved other documents for your Quote response.
6	Back in COMMBUYS, on the <b>Items Tab</b> of your Quote, click the <b>Upload Items</b> button at the bottom of the screen.
7	Click the button marked <b>Choose File</b> or <b>Browse</b> (browser dependent). A new window opens; find and select the .csv file to upload. The file name displays next to the <b>Choose file</b> (or Browse) button.
8	Click <b>Save &amp; Exit</b> to initiate the upload. <i>(Red error messages displayed at the top of the page indicate there are errors in the file. Click <b>Cancel &amp; Exit</b> to cancel upload. File errors must be fixed before uploading will be successful.)</i>
9	A pop-up box appears. Click <b>OK</b> . Items from the .csv file populate as Quote Items on the <b>Items Tab</b> .
10	Review the items. Edit items if necessary by typing into editable boxes from the items tab or by clicking an item’s number (hyperlink) and editing from there, or by making changes to the.csv file and repeating the upload.
11	Click <b>Save &amp; Continue</b> .
12	Continue with remaining requirements which will include attending to the <b>Terms &amp; Conditions</b> and <b>Attachments</b> Tab, and may include answering buyer questions from the <b>Questions</b> tab. Submit your quote response from the <b>Summary</b> tab.