



Training Quick Reference Guide

HOW TO AWARD A BID TO A VENDOR (QUOTES SUBMITTED OUTSIDE OF COMMBUYS)

This Reference Guide:

Provides instruction on how to award a bid to a Vendor when they submitted their quote by means other than the COMMBUYS Quote Portal. When the bid is not set up to allow for electronic quote submissions, they can be awarded by adding an attachment displaying the vendor(s) written bid.

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 on the Open Bid button, the status of the bid will change to Opened, removing the bid from public view.

NOTE: Executive Agencies **MUST** receive quotes only using COMMBUYS. Do not follow this Quick Reference Guide. Instead, refer to the Quick Reference Guide "How to Award a Bid to a Vendor (Quotes Submitted Using COMMBUYS)".

STEP	Action
1	After the Bid Opening Date passes, click on the Bid Solicitation(s) Ready to Open tile box at the top of the COMMBUYS Home Page.
2	When the page displays, select the desired Bid hyperlink in the Bid Solicitation # column.
3	The Summary tab page displays. Click on the Amendments tab.
4	Click on the Create Bid Amendment button.
5	Click on the Attachments tab.
6	Click on the Add File button at the bottom of the page.
7	When the page displays, click on the Browse or the Choose File button (the button name will vary depending on your browser) below the Description field.
8	Locate the Vendor quote where it has been saved to your computer (desktop, document file, shared file, flash drive, etc.) and double click on the desired quote to attach.
9	Click on the Save & Exit button. The added file name displays.
10	Click on the Summary tab.
11	When the screen displays, review the changes made and click on the Apply Bid Amendment button.
12	The screen displays the Summary tab, ending the award process. NOTE: If a list of vendors displays, (the vendors selected on the Bidders tab) click on the OK button located at the bottom of the screen, then the Summary tab displays ending the award process.