



HOW TO AWARD A BID TO A VENDOR (QUOTES SUBMITTED USING COMMBUYS)

This Reference Guide:

Provides instruction on how to award a vendor a bid opportunity on COMMBUYS when they submitted their quote via the COMMBUYS Quote Portal.

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 Open Bid button at the bottom of the page.
4	Click on the Bid tab button at the bottom of the page to access the bid tabulation.
5	The Quotes tab page displays all the vendors quotes that were submitted successfully before the Bid Opening Date. Review these quotes by clicking on the hyperlink in the Quote # column.
6	After reviewing each vendor quote, click on the Close Window button.
7	To select the vendor you want to award, click on the Items tab and select the Award checkbox under the name of the appropriate vendor. NOTE: If there are multiple vendors you want to award, select the Award checkbox under the name of all the appropriate vendors.
8	Click on the Save & Continue button at the bottom of the page.
9	Click on the Summary tab. This screen displays the vendor(s) you have selected to award.
10	Click on the Submit for Approval button on the bottom of the screen. NOTE: If you do not have an approval path set up for awarding a bid, please skip to Step 11. If you have an approval path set up for awarding a bid, go to Step 12.
11	Select the Automatic Approval radio button, then click on the Save & Continue button. The status of the bid changes to Approved and the vendor(s) will be awarded the bid.
12	Your organization's approval path displays. Once the assigned approvers approve the vendor(s) for the bid award, the status of the bid will change to Approved , awarding the vendor(s) the bid.
13	If you are creating a Master Blanket Purchase Order (MBPO) to initiate a non-statewide contract between your organization and the vendor(s), click on the Create PO button at the bottom of the page.
14	When the screen redisplay, click on the Continue button. An auto-generated PO number displays, and the status changes to Bid to PO .
15	Click on the hyperlink for the PO number and approve by repeating Steps 10 & 11 or 10 & 12 as appropriate.