HOW TO ACCESS A BID LOGGED INTO COMMBUYS

This Reference Guide:
Explains to vendors how to access a bid by searching the bid number.

Of Special Note:
When searching for a bid logged into COMMBUYS, you need to be in the **Seller** role.

STEP	Action
1	Log into COMMBUYS. Click on the **Settings** icon ⚙ located in the top right corner of the screen. A drop-down window will appear. Select the option **Advanced Search**.
2	Next, click on the drop-down arrow in the blank field labeled **Document Type**. A drop-down window will appear. Select the option **Bids**.
3	The screen will refresh, displaying the different search fields you can use to locate the bid.
4	Enter the **last five (5)** digits of the **COMMBUYS bid number** in the **Bid #** field and click on the **Find It** button. ○ Example of a COMMBUYS bid number: **BD-18-1080-OSD03-SRC02-**<u>**18091**</u> (Underlined are the **last five (5)** digits.
5	The screen will refresh and display the **bid number** you are searching for on the left side of the screen as a blue hyperlink.
6	Click on the hyperlinked **bid number**. After the screen refreshes, you will be in the bid record. ○ **Please Note:** If this is your first time accessing the bid while logged into COMMBUYS, a message will appear asking you to acknowledge the bid. You need to click on the **Yes** button. After, the screen will refresh displaying the bid record.