



Training Quick Reference Guide


HOW TO POST A BID TO RECEIVE QUOTES FROM VENDORS ON A STATEWIDE CONTRACT (Agencies)

This Reference Guide:

Provides the minimum information required for Commonwealth Executive Agencies to post a bid on COMMBUYS to receive quotes from vendors on a statewide contract (SWC).

Of Special Note:

Posting a bid from an existing SWC requires the Basic Purchaser to start with a release requisition. Once you have selected the appropriate line item against a SWC and have selected the correct vendors, you submit the release requisition for approval and convert the requisition into a bid. The created bid will need to be approved and after the Bid Opening Date has passed, users will be able to view the submitted quotes. If you require more detail, refer to the Buyer job aid "How to Request Quotes from Vendors on Statewide Contracts".

STEP	Action
1	Log In to COMMBUYS. Click on the Add Documents plus sign  icon next to the COMMBUYS logo in the upper left corner.
2	Select Requisition from the dropdown menu, and the page will refresh bringing you to the General tab of the New Requisition page.
3	On the General tab, select Release in the Requisition Type field, check the Solicitation Enabled box (in the right column), and complete the Short Description field. Click on the Save and Continue button.
4	Click on the Items tab then click on the Search Items button. On the next page click on the (+) button on the left side next to Advanced Search .
5	Enter the statewide contract number in the Description field and click on the Find It button. Solicitation enabled line items associated with the statewide contract you entered will populate below.
6	Select the appropriate line item by selecting its check box in the Select column, type a number in the Quantity column, then click on the Add to Req & Exit button on the bottom of the page.
7	Click on the Enter Info hyperlink and enter 1 in the Catalog Price/Unit Cost field. (NOTE: The system requires that a unit cost be entered, so 1 is entered as a placeholder pending the receipt of quotes from the vendors). Click on the Save & Exit button.
8	Click on the Distributors tab to select the checkboxes next to the vendors to whom you want to send the bid and click on the Save & Continue button.
9	Click on the Attachments tab to attach any documents (e.g. the Bid Solicitation, Statement of Work, etc.) as needed. Click on the Save & Exit button.
10	Click on the Summary tab and click on the Submit for Approval button on the bottom of the page. You will either follow your organization's approval path or automatically approve the release requisition. Click on the Save & Continue button. Once the Release Requisition is approved, you will need to click on the Convert to Bid button to create the bid document and click on the OK button in the popup box.
11	When the page refreshes, click on the blue hyperlinked Bid Number displayed at the top of the page. Click on the General tab and enter the Available Date and Bid Opening Date fields. Select Yes (if annual dollar expenditure is up to \$250K), or No (if annual dollar expenditure is greater than \$250K) in the SBPP Eligible field, then click on the Save & Continue button to save the changes.
12	Click on the Bidders tab and select the Unrestricted bid, all vendors can view and respond radio button.



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13	Click on the Summary tab and click on the Submit for Approval button at the bottom of the page. You will either follow your organization's approval path or automatically approve the bid. Once the bid is approved, click on the Send Bid button at the bottom of the Summary tab page. The bid will convert to Sent status. When the page redisplay with the list of vendors, confirm the email recipients and click on the OK button to send the bid which will be available for viewing by the vendors based on the Available Date you entered.