HOW TO POST A BID TO RECEIVE QUOTES FROM VENDORS ON A STATEWIDE CONTRACT (non-Exec)

This Reference Guide:
Provides the minimum information required for non-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 will 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 page of the **New Requisition** page.
3	Click 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). **C**lick 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**.** 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.

HOW TO POST A BID TO RECEIVE QUOTES FROM VENDORS ON A STATEWIDE CONTRACT (non-Exec)

STEP	Action
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 redisplays 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.