



## POSTING A BID TO RECEIVE QUOTES FROM VENDORS ON STATEWIDE CONTRACT (Municipalities)

**This Reference Guide:**

Provides the minimum information required to request quotes from vendors on 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 Job Aid [How to Request Quotes from Vendors on Statewide Contracts](#).

STEP	Action
1	Log In to COMMBUYS. Click on the <b>Add Documents</b> plus sign  icon next to the COMMBUYS logo in the upper left corner.
2	Select <b>Requisition</b> from the dropdown menu. The screen will refresh bringing you to the <b>General</b> tab of the new Requisition.
3	On the <b>General</b> tab, complete the Short Description field, select <b>Release</b> in the Requisition Type field and check the <b>Solicitation Enabled</b> box (right side of screen). Click on the <b>Save and Continue</b> button.
4	Go to the <b>Items</b> tab and click on the <b>Search Items</b> button. On the next screen click on the <b>(+)</b> button on the left side next to <b>Advanced Search</b> .
5	Type the Statewide Contract Number in the <b>Description</b> field and click on the <b>Find It</b> 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 <b>Select</b> column, type a number in the <b>Quantity</b> column, then click on the <b>Add to Req &amp; Exit</b> button on the bottom of the screen.
7	To edit the item, click on the <b>Enter Info</b> hyperlink. <i>(Note: release requisitions need a Unit Cost. It is recommended to type 1.00 in the Catalog Pricing/Unit Cost field).</i> Once the item is edited, click on the <b>Save &amp; Exit</b> button.
8	Go to the <b>Distributors</b> tab to select the checkboxes next to the vendors to whom you want to send the bid (quote request) and click on the <b>Save &amp; Continue</b> button.
9	If you would like to add an attachment, select the <b>Attachments</b> tab. This is where you can upload a document with more information for the vendor(s).
10	Go to the <b>Summary</b> tab and click on the <b>Submit for Approval</b> button on the bottom of the screen. You will either follow your organization’s approval path or automatically approve the release requisition. Click on the <b>Save &amp; Continue</b> button. Once the Release Requisition is approved, you will need to click on the <b>Convert to Bid</b> button on the Summary tab page to create the bid document. Click the <b>OK</b> button on the confirming popup message.
11	When the screen refreshes, click on the blue hyperlinked <b>Bid Number</b> displayed on the top of the screen. Go to the <b>General</b> tab and enter the <b>Bid Available Date</b> and <b>Bid Opening Date</b> in the designated fields. Click on the <b>Save &amp; Continue</b> button to save the changes.
12	Go to the <b>Summary</b> tab and click on the <b>Submit for Approval</b> button on the bottom of the screen. You will either follow your organization’s approval path or automatically approve the bid. Once the Bid is approved, click on the <b>Send Bid</b> button at the bottom of the Summary tab screen. The bid will convert to <b>Sent</b> status. When the screen redisplay with the list of vendors, confirm the email recipients and click on the <b>OK</b> button. The bid will be available for viewing by the vendors based on the <b>Available Date</b> entered.