### This Job Aid shows how to:

1. Respond to a quote revision request sent by a buyer after a bid has closed

### Of Special Note:

Buyers may submit revision requests for various reasons:

* Clarification or additional information is needed
* A Best and Final Offer (BAFO) is requested
* An error in your quote needs correcting (e.g. “No Bid” must be changed to “No Charge” for a specific line item for awarding purposes)

If a buyer requests a revision to your quote, you will be notified through a COMMBUYS-generated email. If the buyer attached any files to the revision request, it will be found within the Revisions tab in COMMBUYS, not the COMMBUYS-generated email. You must save changes by clicking **Save & Continue** on the tab where the edit was made.

Quotes in COMMBUYS may not be revised after the Bid Opening Date except at the buyer’s request.

Only users with Seller privileges can revise a quote in COMMBUYS. These instructions assume the logged in user has Seller credentials.

| Screenshot | Directions |
| --- | --- |
| This page is where you login to Commbuys. | **Step 1: Launching COMMBUYS**   1. Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or ([commbuys.com](file:///C:\Users\pgmartin\Documents\commbuys.com)) in your browser. 2. Once the COMMBUYS landing page displays click on the **Sign In** button. 3. Enter your **Login ID** and **Password** and sign in to COMMBUYS. |
| from this tab you will be able to find any notification of a revision request. any files attached to a revision request will also be found here. | **Step 2: Locating Requests for Quote Revisions**   1. From the Homepage click on the **Vendor Communications** tab to view quote revision requests that have been sent to your company. 2. Any files upload with the Revision Request will appear under the **Attachments** column within the **Vendor** **Communications** tab. Click on the blue hyperlinked file name to access the attachment. |
| you will click on the quotes tab, then the revision sub-tab to access and open a quote that needs revising | **Step 3: Locating Quotes that Require Revision**   1. Click on the **Quotes** tab, and then click on the **Revision** sub-tab to view quotes that need revising.   **Note:** Each quote that has a revision request will have an identifying marker located at the end of the quote number. The first revision request will be identified with an R1, with subsequent revision requests marked as R2, R3, etc. |
| click on the quotes number to access and open a quote that needs revising | **Step 4: Reopening Quotes that Require Revision**   1. Click on the hyperlinked **Quote #** to reopen the quote and start the revision process. |
| click yes to Acknowledge the quote has not yet been submitted | **Step 5: Acknowledging Quote Revision**   1. Click **Yes** to confirm that your revised quote has not been submitted and to begin editing your quote. |
| the general tab will display upon clicking yes from the previous screen | **Step 6: Revising Quotes**   1. The system will display the **General** tab. Revise your quote as prescribed by the buyer using any of the following tabs:  * **General Tab** – modify general quote information such as **Description** * **Items Tab** – add, remove, or edit item information such as **Unit Cost** * **Questions Tab** – answer any questions posed by the buyer (if necessary) * **Attachments Tab** – upload or remove files and documents  1. Click **Save & Continue** on the tab where changes are made. 2. Review for completeness and compliance with the buyer’s requirements. 3. Click on the **Summary** tab. |
| from here you will resubmit the revised quote | **Step 7: Resubmitting the Quote**   1. Review the information on the **Summary** tab for completeness and accuracy. 2. Scroll to the bottom of the page and click **Submit Quote**. 3. Click **OK** in the dialogue box to confirm your action. |
| from the homepage click on the quotes tab then the submitted sub-tab to confirm your revise quote has been submitted | **Step 8: Confirming Submission**   1. From the **Homepage** click on the **Quotes** tab then the **Submitted** sub-tab to confirm your revised quote was submitted.   **Note:** You will also receive a COMMBUYS-generated email confirming your revised quote has been submitted. |