

Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

This Job Aid shows how to:

• Withdraw, reopen, and resubmit a quote in COMMBUYS

Of Special Note:

Quotes can be withdrawn, modified, and resubmitted any time before the Bid Opening Date. The Bid Opening Date is the deadline to submit a quote respond to a bid.

You may need to withdraw and resubmit a quote because:

- The wrong file was uploaded to the quote
- A file was mistakenly excluded from the original quote submission
- Additional information may need to be included in your quote

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

eenshot		Directions
COMMBUYS is the only official procurement record syste Departments. COMMBUYS official procurement record syste order to promote transparency, invesse competition, and community investments. Boyer Training Reserves: Boyer Webcas: Training Vendor Training Reserves: Boyer Webcas: Training Vendor Training Reserves: Boyer Webcas: Training Statewide Contract Tables Contract Der Cubles and Proc Yendor Webcas: Training Statewide Contract Inder, Contract Der Gubes and Proc WebSC Look-Up Tool for Deyres and Venders: UNSSSC Look-Up Tool for Deyres and Venders: UNSSSC Look-Up Tool Tool Stores and Venders: UNSSSC Look-Up Tool Tool Stores and Venders: UNSSSC Look-Up Tool Inter Stores and Venders and Proc	BU/S Help Desk at COMMBU/Signatema.us or ring us	Directions Step 1: Launching COMMBUYS 1. Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (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.
Browne by Category - Complete Registration Complete registration Complete registration here to leagn using COMMUNE. registration Insult the data data data data data data data dat	Public Builteins Important Links No Public Builteins are currently published No Important Links are currently published	



Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Bid Opening Date

BD-17-1080-OSD07-OSD07-8455 09/28/2016 12:00:00 AM

BD-17-1080-OSD07-OSD07-8396 09/21/2016 12:00:00 AM

BD-17-1080-OSD07-OSD07-8393 09/15/2016 11:47:15 AM

Screenshot Home - Welcome Back | Doe nication(1) Bids(12360) PO(5) Quotes(8) Invoices(0) Vendor Performance(0 Informal(0) ng(1) Submitted(5) Bid # Quote # Organization **Bid Opening Date** Date Last Modified QT-1080-OSD07-OSD07-15722 Operational Services Division BD-17-1080-OSD07-OSD07-8493 10/28/2016 12:00:00 AM 09/29/2016 10:35:32 AM QT-1080-OSD07-OSD07-15710 Operational Services Division BD-17-1080-OSD07-OSD07-8455 09/28/2016 12:00:00 AM 09/23/2016 04:07:34 PM QT-1080-OSD07-OSD07-15663 Operational Services Division BD-17-1080-OSD07-OSD07-8396 09/21/2016 12:00:00 AM 09/15/2016 09:50:36 AM QT-1080-OSD07-OSD07-15664 Operational Services Division BD-17-1080-OSD07-OSD07-8400 09/21/2016 12:00:00 AM 09/15/2016 09:53:04 AM QT-1080-OSD07-OSD07-15666 Operational Services Division BD-17-1080-OSD07-OSD07-OSD07-8393 09/15/2016 11:47:15 AM 09/15/2016 11:42:55 AM Documents POs Quotes - Submitted Bids Contracts Ouote # Organization Bid # Bid Opening Date Date Ouotes QT-1080-OSD07-OSD07-15722 Operational Services Division BD-17-1080-OSD07-OSD07-8493 10/28/2016 12:00:00 AM 09 QT-1080-OSD07-OSD07-15710 Operational Services Division BD-17-1080-OSD07-OSD07-8455 09/28/2016 12:00:00 AM 09/ QT-1080-OSD07-OSD07-15663 Operational Services Division BD-17-1080-OSD07-OSD07-8396 09/21/2016 12:00:00 AM 09 QT-1080-OSD07-OSD07-15664 Operational Services Division BD-17-1080-OSD07-OSD07-8400 09/21/2016 12:00:00 AM 09/ QT-1080-OSD07-OSD07-15666 Operational Services Division BD-17-1080-OSD07-OSD07-8393 09/15/2016 11:47:15 AM 09 mal Quo Withdra mal Quotes Print Page Exit Unsub Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved. Invoices

Bid #

QT-1080-OSD07-OSD07-15722 Operational Services Division BD-17-1080-OSD07-OSD07-8493 10/28/2016 12:00:00 AM

QT-1080-OSD07-OSD07-15664 Operational Services Division BD-17-1080-OSD07-OSD07-8400 09/21/2016 12:00:00 AM

Directions

Step 2: Locating Quotes

- From the Homepage click on the Quotes tab, then click the Submitted sub-tab to view quotes that have been submitted by your company.
- You can also access quotes by using the Documents navigation link. Click on the down-facing arrow next to Documents. Then click on the downfacing arrow next Quotes. Click on Formal Quotes – Submitted to view quotes that have been submitted by your company.

Step 3:	Accessing	Quotes
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 Click on the blue hyperlinked Quote # to access the quote you wish to withdraw.

Organization

QT-1080-OSD07-OSD07-15710 Operational Services Division

QT-1080-OSD07-OSD07-15663 Operational Services Division

QT-1080-OSD07-OSD07-15666 Operational Services Division

Quote #



Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot

Directions

General Items	Questions Subcontractors Notes	Terms & Conditions	Attachments(2) Summary	Back to Bld
Quote #: Organization:	QT-1080-OSD07-OSD07-15722 Operational Services Division	Bid #:	BD-17-1080-OSD07-OSD0	7-8493
Status:	Submitted	Description:	Print, Copy & Mail Services	s, and Printed Promo Iten
Delivery Days:	0	Discount Percent:	0.0%	
Is "No Bid":		Alternate Bid:		
Shipping Terms:		Freight Terms:		
Ship Via Terms:		Payment Terms:		
Promised Date: (MM/DD/YYYY)				
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escription:		opy & Mail Services, and Promo Items	d Delivery	Days:	0		Discount Percent	0.0
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reight Terms:			Ship Via	Terms:			Payment Term:	
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comment:								
ate Last Upda	ted: 09/29/2	2016 10:35:32 AM	User Las	t Updated:	J Doe			
endor accepts	the terms	s & conditions wit	h no exceptio	ns.				
Attachment	s							
Agency Files:								
Agency Forms:			-					
/endor Files:	Comp Cost S	leted Business Refe Sheet	erence Form					
/endor Forms:				Message from v	vebpage	<u> </u>		
				Are	you sure you want to wi	thdraw this quote?		
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Step 4: Withdrawing the Quote

- Clicking on the blue hyperlinked Quote # will take you to the General tab of the quote.
- 2. Click on the **Summary** tab and scroll to the bottom of the page.
- 3. Click the **Withdraw Quote** button.
- 4. Click **OK** in the dialogue box to confirm your action.



Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot

Directions

verall Validation War							Step 5.	Reopening the Quote
uote QT-10	80-OSD07-OSD07-1			ick to Bid			1.	A yellow confirmation message appear at the top of the page sta "Your quote has been withdrawn
eader Inform	ation						2.	Scroll to the bottom of the page
uote #: rganization:	QT-1080-OSD07-OSD07-15722 Operational Services Division	Bid #:	BD-17-1080-OSD07-OSD	007-8493	Status:	Withdrawn		click Reopen Quote.
escription:	Print, Copy & Mail Services, and Printed Promo Items	Delivery Days:	0		Discount Percent:	0.0		
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Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot

Directions

Overall Validation Warr	nings					Step 6:	Modifying the Quote
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	Questions Subcontractors Note			o Bid		1	following tabs:
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Quote #: Organization:	QT-1080-OSD07-OSD07-15722 Operational Services Division	Bid #:	BD-17-1080-OSD07-OSD07-8	3493 Status:	In progress		Description
Description:	Print, Copy & Mail Services, and Printed Promo Items	Delivery Days:	0	Discount Percent:	0.0		Items Tab – add, remove
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Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

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Directions

tep 7: Resubmitting the Quote

- 1. Scroll to the bottom of the page and click **Submit Quote**.
- 2. Click **OK** in the dialogue box to confirm your action.