

### How to Create a Solicitation Enabled Bid Using a Release Requisition

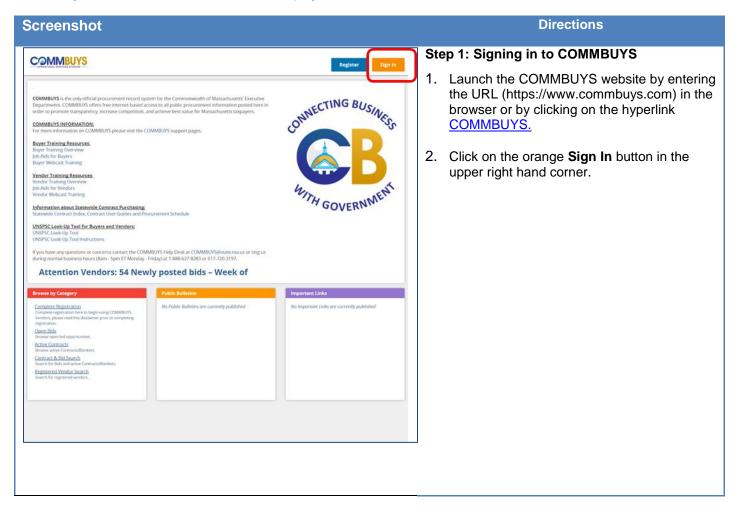
#### This Job Aid Shows How To:

- Create a solicitation enabled release requisition in COMMBUYS
- Convert the requisition to a bid
- Submit a bid to eligible vendors

#### **Of Special Note:**

A solicitation enabled release is a document used to solicit quotes from vendors who have Master Blanket Purchase Orders (MBPOs), or contracts in COMMBUYS. After creating the requisition, the document can be converted to a bid, and after approval, sent to selected vendors. This COMMBUYS functionality allows you to comply with OSD policy for using many statewide contracts (SWCs).

**Note:** To use this functionality, the MBPO must be designated as "solicitation enabled". The SWC Users Guide will indicate if you must solicit quotes for goods or services. Before beginning the requisition, access the MBPO General tab and verify that the solicitation enabled field displays a "Yes".



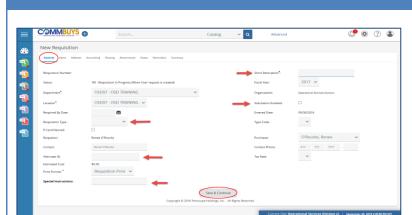


Screenshot		Directions
		Step 2: Logging In
Welcome to	COMMBUYS	<ol> <li>Enter your Login ID and Password.</li> <li>Click on the <b>Sign In</b> button.</li> </ol>
Login ID		
Password		
Sigr Login As		
		Step 3: Creating a New Document
	Catalog       Control       Autored         2       Of Soliderstring Open       Open       Op	Click on the <b>Add Documents</b> (plus sign) icon.
		Step 4: Selecting Requisition
	S 🗗	Select Requisition from the dropdown menu.
	Requisition	
1 Approva	Bid Solicitation	
Approve	Contract	
	Purchase Order	
News	Receipt	



### How to Create a Solicitation Enabled Bid Using a Release Requisition

Screenshot



Directions

#### Step 5: Entering Data in the General Tab

The **General** tab page displays. Fields with asterisks are required fields. The required fields for **Department, Location**, and **Print Format** default to values that may be changed if needed.

- 1. In the required **Short Description** field enter a searchable description of the desired goods or services.
- 2. Click on the dropdown arrow next to the **Requisition Type** field and select **Release.**
- 3. Check the checkbox next to **Solicitation Enabled**.
- 4. Alternate ID: Optional. Enter information as required. This may include (but is not limited to) data such as MMARS encumbrance ID or ERP/Accounting system transaction numbers for non-MMARS users.
- 5. **Special Instructions**: Optional. Enter information as required. This field allows for entry of specific instruction to vendors. If entered on the requisition, the data in this field will copy forward to the PO and also be visible on the print version of the PO. This may include (but not limited to) data such as shipping drop off info, locations, additional contacts, etc.
- 6. When you are finished, click on the **Save** and **Continue** button.

General Iten	ns /endors	Distributors	Address Acco	unting Routing	Attachments	Notes	Reminders	Summary
General Ve	endors Addre	ess Accountir	ng Notes					
					There are no iten	ns. Please cl	ick 'Search Ite	ms' below to add a
						Sea	arch Items	

#### Step 6: Searching for Items

- 1. Click on the **Items** tab.
- 2. Click on the **Search Items** button.



Screenshot	Directions
	Step 7: Conducting an Advanced Search
Search Catalog Q Advanced	1. Click on the <b>Advanced Search</b> plus sign
Release Requisition RQ-17-1080-OSD01-OSDEP-77287 - Search Items	(+) icon
Search Using: Find It	
Advanced Search 🛙 🚤	
Add to Req & Exit Cancel & Exit Copyright © 2016 Periscope Holdings, Inc All Rights Reserved.	
Denvicining DO 47 1000 OED03 OED03 73002 Foresh lanna	Step 8: Search Using Criteria
Requisition RQ-17-1080-OSD07-OSD07-77303 - Search Items	
Search Using: Find It	1. Search by entering criteria into the
Advanced Search 🖂	Description, Item Description, or
Search Using: ALL of the criteria	UNSPSC Segment-Family fields.
Search Fields: Contract/PD + Description	
Item Description Vendor Name	2. Click on the <b>Find It</b> button.
Catalog 🗸	
Item Type	
UNSPSC Segment-Family	
U N S P S C Class Commodity-EPP Q Cooperative Purchasing Cooperative Purchasing	
Favorites	
Result Type: Item Show Orderable Only	
Find It Clear	
Add to Reg & Exit Cancel & Exit	
How to ricy a Law Concer of Law	



screenshot	Directions
	Step 9: Selecting the Item
Release Results	
Debuts         Crifit Cyper         1         model         Sufficiency           Any Price         Model         Questry         Monimum         Team         Dote         UNM         Worder Name         Description of Monie         Description o	<ol> <li>Check the Select box of the desired item and enter a number in the quantity field.</li> </ol>
Up to 52(1) Description Cent Cent Monore M	
Conversion Vicer(1) Sol Water and Reycling Municipal Materials, Who Office Paper, Mared Paper, Boot Sol Do	2. Click on the <b>Add to Req &amp; Exit</b> button.
er foar e pays 1 med > teat >> Add to Reg & Exit	
	Step 10: Clicking on the Enter Info Hyperlink
Release Requisition RQ-17-1080-OSDD1-OSDEP-77287 Sector 18: in Program 📓	The screen displays a warning message
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Prease save your charges before sorting. Otherwood, your charges will be loss.	
Prese sive your charges serve some, Utherwook, your charges will be root.     Sive & Continue     Sive & Continue     Search Items	



### How to Create a Solicitation Enabled Bid Using a Release Requisition

Screenshot

	S 🔂		Catalog	~ Q	Advanced		~
Release Requisi	ition RQ-17-10	080-OSD01-OSDEP-772	287			Status: 181 - In	Program
General News Ven	dura Distributions a	Address Accounting Routing Acc	actimants Notas Barrindars	Summary			
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tors #				tem Type	Norn	nat	
Print Sequence		1.0		tem Status	1.82 -	In Progress	
Master Blanket #7 Un		PO-15-1080-OSD01-OSD10-000	00003365 / 1	Animum Order Quantit	x 00		
Description * Q			Redeemable Bottles & Caris, Scrap	Metal		sum Wallboard, Asphalt, Brick, Co	
	Document & Me						
Current Curren	Yard Watte, & P	loating Vegetation, Organic-Food War	ste, Textiles, Street Sweepings, Wh	ate Goods, Construction	& Demo (C & D), incl Dealer Oy		1.
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#### Step 11: Entering More Information

Each MBPO displays items in a different fashion. If the description is every item or service offered, delete the displayed text and enter an accurate description with detail for the product or service for which you wish to obtain a quote.

Directions

**Note**: You can use the Attachments tab to add further detail from a Word or Excel document.

The following fields should be completed:

- **Print Sequence #:** Change this autofilled field if the order of the bid line items should print in a different order from the Item number order.
- **Description\*:** Enter a description of the product or service up to 1000 characters.
- **Quantity:** Enter the quantity if known or enter **1** if unknown.
- Unit Cost: Enter the cost of the product or service per 'unit' of quantity. Enter 1.00.
- UOM: Select the unit of measure (UOM)
   how the item is sold, packaged, or purchased - from the dropdown menu.

When finished, click on the **Save & Continue** button.

#### Step 12: Validating the VendorsTab

 Click on the Vendors tab. The Vendor name displays Conversion Vendor which is correct.

Vendor Remit-to-Address	Preferred Delivery Method	Alternative ID Vendor Name Conversion Vendor	Vendor ID 99000000
	Save & Continue Print		
 	Save & Continue Print		



# How to Create a Solicitation Enabled Bid Using a Release Requisition

Screenshot

Directions

	Search Catalog	v Q Advanced	۵ ۵ ()		
		V Q MONARCEO			n the Distributor tab. This screen displays
Release Requisition RQ-17-10	080-OSD01-OSDEP-77287		Status: 183 - In Progress 👔	all the	vendors on the MBPO who can be
General Items Vendors Distributors	Address Accounting Routing Attachments Notes Reminders Summar	ά		selecte	ed to notify.
Vendor Distributor List					•
Vendor ID Alterna	tive ID Vendor Name	Preferred	Delivery Method Select All	1.	Click on the checkbox in the Select
00001282	Republic Services	Email	2		column to choose vendors from which
00006256	Cavotsa Disposal Corporation Organic Waxte Management, LLC	Email	2		
00008633 00008707	Organic Wasse Management, LLC Casella Waste Management of Massachusetts, Inc.	Email	×		you request information and quotes OR
00009231	Wolpert Disposal Inc.	Enal	2		click on the checkbox at the top of the
00013563	Shreed-It US JV LLC	Emai	2		•
00014236	J.P. Routhier & Sons Recycling Corp	Email	2		Select column to select all vendors.
204281 208418	E05 Approach LLC (SOMWBA) doa Proshred Security OPRSystems. Inc.	Email	2		
22061	Universal Streeding, LLC	Email	2		Follow OSD and Department policy
233516	Favreau Forestry, LLC	Email	×		when choosing vendors. The Contract
300013	Mid City Scrap Iron	Email	2		
300018	E.L. Harvey & Sons, Inc.	Email	2		User Guide for the Statewide Contract
300048	Dave Wickles Trucking A1 DATASHED, LLC	Email	2		
300109	EOMS Recycling Services	Email	2		you are buying from will give you
300111	Charter Environmental, Inc.	Email	2		guidance.
300112	Waste Management of Massachusetts, Inc.	Email	2		guidande.
300121	Mayer Tree Service Canital Paner Bervicine, Inc.	Email	2		
300317	Capital Paper Recycling, Inc.	Email	2		
	Save & Continue Reset			2.	Click the Save & Continue button.
				_	
				Step 1	4: Validating the Address Tab
Requisition RQ-17-1080-0	DSD01-OSDEP-77287		Status: 187 - In Progress 📓	•	-
			Status: 181 - In Progress 📓	<b>Step 1</b> 1.	<b>4: Validating the Address Tab</b> Click the <b>Address</b> tab.
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Screenshot	Directions
	Step 15: Adding Attachments
Release Requisition RQ-17-1080-OSDD1-OSDEP-77287         General Items Vendors Distributors Address Accounting Routin Attachments Notes Reminders Summary         Agency(0)         Vendor(0)         Files         Click Add File to add file attachments.         No File Attachments         Add File	<ul> <li>NOTE: The Accounting tab is not currently used in COMMBUYS. The Routing tab is not activated until after you submit it for approval.</li> <li>1. Click the Attachments tab. If any files auto-attach, review, keep, or delete as necessary. Attachments can include bid attachments and required forms and contract documents</li> <li>2. Click the Add File button to add a new file.</li> </ul>
Catalog Q Advanced Q Q Catalog Q Advanced Q Q & Q Advanced Q Q Q Advanced Q Q Q Advanced Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Step 16: Submitting for Approval         Note: The Notes and Reminders tabs are optional.         1. Click on the Summary tab to review all
Regulation Number:     No.1305.0001/00/17727     Short Description:     In:     No.1101       Operation:     Operation:     Operation:     Regulation Number:     No.1101     No.1101       Total:     Operation:     Operation:     No.1101     No.1101     No.1101     No.1101       Total:     Operation:     No.1101     No.1101     No.1101     No.1101     No.1101       Total:     No.1101     No.1101     No.1101	of the entered data. 2. Click on the <b>Submit for Approval</b> button at the bottom of the page.
Agency Files: Agency Form; Vendor Files: Vendor Form; Item Information × Submit for Agencyal Graphit Cancer Requisition Priorit Graphit Harvese Houngs, Inc All Byte Interval Council Org. Operational Services Division (2)   Speeceer 28, 2014 524128 Ave 87	



Screenshot	Directions
	Step 17: Approval Path
	<ol> <li>The approval path is shown or you're given the option to select the appropriate one. Click the Save &amp; Continue button to complete.</li> </ol>
	<b>NOTE</b> : The requisition will now proceed through your department's approval path ( <b>no image is</b> <b>provided here as your approval path will</b> <b>vary</b> ). You will be informed by COMMBUYS email when the approval is complete, at which point you can log back into COMMBUYS and continue with Step 18.
	Step 18: Locating the Requisition
Documents(s) 3 Roady for Approval         Regulation(c) 2 Ready for Purchange         Bid Solicitation (s) Ready to Send         Bid Solicitation (s) Ready to Change Order         PO(s) Ready to Send         PO(s) Ready to Send         Change Order (s) Ready To Send	Once approved, locate the approved requisition by clicking on the <b>Requisitions Ready for</b> <b>Purchasing</b> box, or it may be found in the
News Recent Documents	<b>Recent Documents</b> section. Either method will
Date         Category         Title         Document #         Type         Description         Status         Last Viewed           No news items.         RQ-17-1080- CSD01-CSDEP- 7287         Ready for Purchasing         0/0/0/2016         Purchasing	display the requisition after clicking on the blue hyperlink.
8D-17-1085 Bid test In Progress 0%/28/2016 1080/L-1080/L	
8494 RQ-17.1085. Requisition test In Progress 09/28/2016 OSD01-OSDEP- 77239	
BD-17-1080- Bid test In Progress 0h/28/2016 1080C-0804- 8453	
0003965 Receipt test rel Approved for 09/27/2016 req/pol/thange Invoice order	



### How to Create a Solicitation Enabled Bid Using a Release Requisition

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			-							
			n RQ-17-1080-OSD0						Status: 1887 - Ready	for Purchasing 🗎
1	General R	tems Vendors	Distributors Address Account	ong Routing	Attachments Notes	Reminders Summary				
1										
-	Requisition	nformation	R0-17-1080-05D01-05DEP-77287		Short Description:	test.	Statu		188P - Ready N	- Burnaria
	Organizati	on:	Operational Services Division							e runnang
1	Departmen Entered Da		OSO01 - Operational Services Divi 09/30/2016	sion	Location: Regulation Type:	OSDEP - Congress St Refease		ired By Date: Code:		
1	Requestor: Contact:		Paul Martin Paul Martin		Purchaser: Contact Phone:	Sara Urato 0517/979-1525	Fiscal	l Year: nate ID:	2017	
1	Pcard Enat	bled:	No		Estimated Cost:	\$1.00		Format:	Requisition Pri	nc.
-	Solicitation		Yes Three Way Match							
	Ship-to Ade				Bill-to Address:	COMMBUYS				
			Accounts Payable 1 Ashburton Place Room 1017 Boston, MA 02106			1 Ashburton Place RM 1017 Boston, MA 02108				
			US Email: ctoproductionsupport@stat Phone: (123)456-7890	e.ma.us		COMMBUYS 1 Altiburton Place RM 1017 Bosson, MA 02108 US Email, cliproductionsupport@sta Phone: (12)AS5-7890 Alt, Reference: Paula Vallere	de maius			
	Special Ins	touctions -	Phone: (123)456-7890			Phone: (123)456-7890 At: Reference: Paula Valliere				
	special ins	cruccions .								
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	Agency File Agency For	es:								
	Vendor File									
	Vendor For	rms;								
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	Approva	Dasha								
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	Delete	Order Sequence	Approver Alternate Approver	Level	Date Requested	Date A	ction		Comments	
		1 Paul	Martin	1 05	9/30/2016 12:22 PM 09/3	0r2016 12:23 PM Approved (Paul Marti	nù			
	Approva	al Actions								
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				Convert to Bid	Cancel Requ	sition Clone Requisition	Print			
			C	600	visite Duni 16 Periocope H	oldings, Inc Alt Rights Reserved.				
						Current Or	g Operational Service	ıs Division ≓	September 30, 20	16 12,30,11 PM EST
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		) A	re you sure	you w	vant to d	convert this I	requisitio	on to	a bid?	
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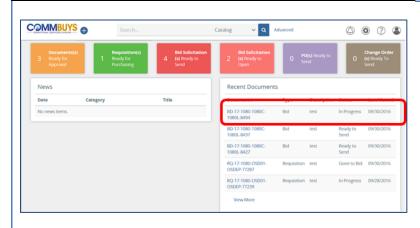
### Step 19: Converting the Requisition to a Bid

1. The requisition opens to the Summary tab. Scroll to the bottom of the page and click on the **Convert to Bid** button.

A popup dialogue box displays asking "Are you sure you want to convert this requisition to a bid?" Click on the **OK** button to confirm.



# How to Create a Solicitation Enabled Bid Using a Release Requisition



#### Step 20: Locating the Bid

Return to the COMMBUYS homepage, locate the bid in progress under **Recent Documents**, and click on the blue hyperlink.

The bid opens to the **Summary** tab page.

Open Market Bid BD-17-1080-	1000-1000-0454		Status: 281 - In Progress
General Items Address Accounting Rout	ing Attachments(2) Notes Bidders Questions Amendments Q&	A Reminders Summary	
id Number:	BD-17-1080-1080C-1080L-8494	Description.*	jest ×
catus:	281 - In Progress	Purchaser:*	Martin, Paul 🗸 🗸
ow Solicited:	Email 🗸	Type Code :	NS - Non-Statewide Solicitation
epartment.*	1080CONVD - Default Data Conversion Department	<ul> <li>Fiscal Year:*</li> </ul>	2017 🗸
ocation:	1080L - Default Data Conversion Location $\checkmark$	Organization:	Operational Services Division
how on Web:	2	Allow Electronic Response:	2
equired Date	· · ·	Bid Opening Date: (MM/DD/YYY HH:MM:SS AM or PM)	10/19/2016 12:00:00 AM
vallable Date : "(MM/DD/YYYY HH: MM:SS AM or 4)	09/28/2016 06:17:22 PM	Purge Date (MM/DD/YYYY)	8
id Type:	Open Bid 🗸	Informal Bid:	
ontrol Code:		Estimated Cost:	\$0.00
int Dest Detail:	Always 🗸 🗸	Alternate ID:	
urchase Method:"	Open Market 🗸		

#### Step 21: Completing the General Tab

- 1. Click on the General tab.
- 2. Complete the following fields:
  - Available Date Enter the date the bid (solicitation) is made available to vendors to submit quotes. Click on the calendar icon to set the desired month, day, and time.
  - Bid Opening Date Enter the date the bid will close and quotes can be opened for viewing. Click on the calendar icon to set the desired month, day, and time.
  - Informal Bid Check this box if you wish to view quotes as submitted (prior to the Bid Opening Date). Note: This option should only be used for closed bids to vendors on contract. Refer to policy for further clarification.
  - Purchase Method This option should default to Open Market. If not, then select Open Market from the dropdown menu.
- 3. When finished, scroll to the bottom of the page and click on the **Save and Continue** button.



### How to Create a Solicitation Enabled Bid Using a Release Requisition

	INCLUID DD.	17-1080-1080C-1080L-849	n	Status: 281 - In Progress
Gener Ite	ms Address ko	counting Routing Attachments() Noo	es Bidders Questions Amendments Q.B.A. Reminders Summary	
Open Mar	ket Bid BD-1	17-1080-1080C-1080L-849	94	Status: 201 - In Program
		ounting Bouting Attachments(2) Note	Bidden gestors Amendments Q.6.4 Renonders Summary	
	ubcontraiton. Que	closed, and select vendors to notify		
Othersternet	Dut all unders can	sizes and resident		
		dors can view and respond		
Detete A3	Vendor ID	Vendor Name	Viender Address	Preferted Delivery Method
	00000088	City Point Partners LLC Bid Making Address	Add New Address	(mail
			General Mailing Address - Colleen Moore 11 Elkins Street Suite 470 $\mathbf{v}$	
			11 Elixins Screet Surpe 470 Bostim, MA 02129	
0	0000097	The morgani group inc. But Marking Address:	US Add New Address	Inal
			General Mailing Address - Robert Tripi 100 Mill Plain Road Danbury 🐱	
			100 Mil Pain Reat Dienouy, CT 06811 US	
	ket Bid BD-1	17-1080-1080C-1080L-849	94	Status: 281 - In Progress 📲
Open Mar			34 s Boties <u>Questions</u> Amendments Q&A Reminders Summary	Status: 281 - In Progress
Open Mar General Item	ns Address Acco	uning Routing Attuchments(2) Notes	s Bollers <b>Questions</b> Ameriments Q&A Remoders Summary	Status 28 - In Progress
Open Mar		unting Routing Attachments(2) Notes Print Sequence Required		Status 281 - In Progress
Open Mar General Item	ns Address Acco	unting Routing Attachmental2) Notes	s Böden Question Ameridmens Q&A Reminders Summary Question	_
Open Mar General Item	ns Address Accor	unting Routing Attachments(2) Notes Prot. Sequence Required	s Böters Questions Ameriments Q&A Reminders Summary Question	Response Type
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Open Mar General Item	ns Address Accor	Noting Routing Academierci(2) Note Proc. Sequence 1.0	s Böten Question Amerimens Q&A Remniers Summary Question	Response Type
Open Mar General Item	ns Address Accor	Noting Routing Academierci(2) Note Proc. Sequence 1.0	s Botien Questions Ameriments Q&A Reminders Summary Question Question Save & Continue Reset	Response Type
Open Mar General Item	ns Address Accor	Noting Routing Academierci(2) Note Proc. Sequence 1.0	s Botien Questions Ameriments Q&A Reminders Summary Question Question Save & Continue Reset	Response Type

#### Step 22: Reviewing the Tabs

All information from the requisition is now part of the bid. Always review and verify that all information is accurate on the **Items, Address**, and **Attachments** tabs.

The Amendments tab has no functionality until after the bid is posted.

#### Step 23: Adding Bidders

- 1. Click on the **Bidders** tab. There is no Vendor tab on a bid. All vendors entered on the requisition are now listed as bidders.
- 2. Click on the radio button next to **Restricted Bid** to ensure that only selected vendors can view and respond. Click **Save & Continue.**
- 3. If you want vendors to see your price, select the Show Unit Prices to Vendors checkbox at the bottom of the page.

#### Step 24: Completing the Questions Tab

- 1. Click on the **Questions** tab.
- 2. Ask vendors questions by entering text in the **Question** field.
- 3. Select the **Required** checkbox if the questions must be answered before the quote can be submitted by the vendor.
- 4. Select a value from the **Response Type** dropdown list to establish a format for the vendor response.
- 5. Select the **Save & Continue** button to save your entries.



### How to Create a Solicitation Enabled Bid Using a Release Requisition

General Ibs	ems Address	Accounting	Routing	Attachments(2)	Notes Bidde	s Questions	Amendments 0	& A Reminder	s Summary			
Question #	Created Date	User Created	٢	Question Subject	π	Questi	ion.		Answer	Show All on Web	Show Original Vendor Only	Delete /
Add New:							$\sim$		0			

Step 25: Completing the Q&A Tab

**NOTE:** The Amendments tab is not activated until after the bid is sent.

- 1. Click on the Q&A tab.
- 2. To allow dialogue with the vendors, select the Allow vendor to submit questions checkbox.
- 3. If you would like COMMBUYS to notify you when a vendor submits a question, select the **Send notification when vendor submitting question** checkbox.
- 4. If desired, you or the vendor can enter a **Question Subject** and **Question** into the respective fields, and the other party can respond in the **Answer** field.
- If you wish to display the dialogue on the Web, click on the Show on Web checkbox. The Show Original Vendor Only checkbox is available if appropriate. Consult OSD and Department policy for guidance.
- 6. When complete, click on the **Save & Continue** button.

#### Step 26: Completing the Reminders Tab

If desired, click the **Reminders** tab to send a reminder to yourself or another person within your organization.

- 1. Use the calendar icon in the **Due Date** field to select the date of the reminder then enter your reminder text in the **Comment** field.
- 2. Select yourself or another internal recipient in the drop-down menu next to **the Remind Whom** field.
- 3. If an advanced reminder is desired enter a number in the **Days Prior to Remind** field.
- 4. If you would like to send the reminder via email, select the **Send Email** checkbox.
- 5. When complete, click on the **Save** & **Continue** button.

General Items Address	Accounting	Routing	Attachments(2)	Notes	Bidders	Questions	Amendments	Q&A	Reminders	Summar	y				
Due Date <sup>®</sup> (MM.CD/YYY)			ment <sup>e</sup> characters)				Remind Whom				Days Prior to Remind	Date Comp (MM/DD/H	Send Email	Dute Entered	Entered By
8	[		< >						*		0				
					(	Save & (	Continue	Reset	t						



	Step 27: Reviewing the Summary Tab
Submit for Approval Cancel Bid Clone Bid Print	<ol> <li>Click on the Summary tab to review the bid information.</li> </ol>
	2. Scroll to the bottom of the page and click on the <b>Submit for Approval</b> button.
	At this point the bid will proceed through your approval process.
	Step 28: Sending the Bid
Send Bid Actions	
Option(s) @ Charge tod status to "Sen" and nostly wendors. O Charge tod status to "Sen" pry	
Cand Bid	1. Once the bid is approved, return to the
Send Bid Cancel Bid Clone Bid Print	<ol> <li>Once the bid is approved, return to the Summary tab page of the bid.</li> </ol>
	<ol> <li>Summary tab page of the bid.</li> <li>Scroll to the bottom of the page and click</li> </ol>
	<ol> <li>Summary tab page of the bid.</li> <li>Scroll to the bottom of the page and click</li> </ol>
	<ol> <li>Summary tab page of the bid.</li> <li>Scroll to the bottom of the page and click</li> </ol>
	<ol> <li>Summary tab page of the bid.</li> <li>Scroll to the bottom of the page and click</li> </ol>