OPERATIONAL SERVICES DIVISION

Job Aid:

Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

This Job Aid shows how to:

- Withdraw, reopen, and resubmit a quote in COMMBUYS

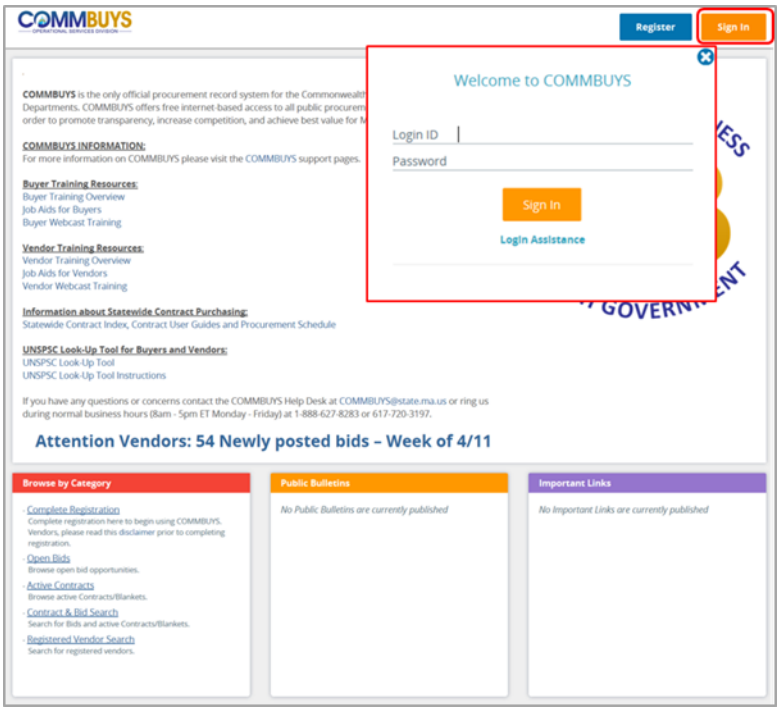
Of Special Note:

Quotes can be withdrawn, modified, and resubmitted any time before the Bid Opening Date.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.

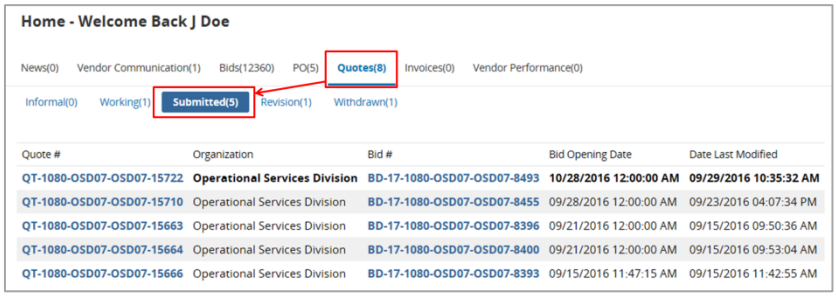
Screenshot	Directions
	**Step 1: Launching COMMBUYS** 1. Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser. 2. Once the COMMBUYS landing page displays click on the **Sign In** button. 3. Enter your **Login ID** and **Password** and sign in to COMMBUYS.

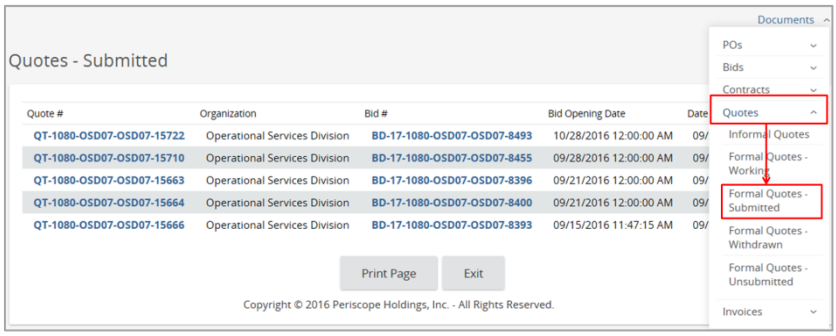
OPERATIONAL SERVICES DIVISION

Job Aid:

Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot	Directions

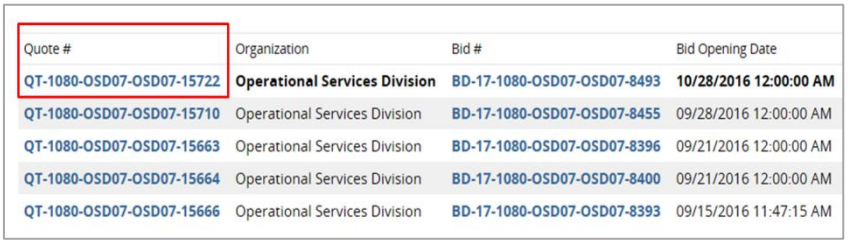




Step 2: Locating Quotes

1. From the Homepage click on the **Quotes** tab, then click the **Submitted** sub-tab to view quotes that have been submitted by your company.

2. You can also access quotes by using the **Documents** navigation link. Click on the down-facing arrow next to **Documents**. Then click on the down-facing arrow next **Quotes**. Click on **Formal Quotes – Submitted** to view quotes that have been submitted by your company.



Step 3: Accessing Quotes

1. Click on the blue hyperlinked **Quote #** to access the quote you wish to withdraw.

OPERATIONAL SERVICES DIVISION

Job Aid:

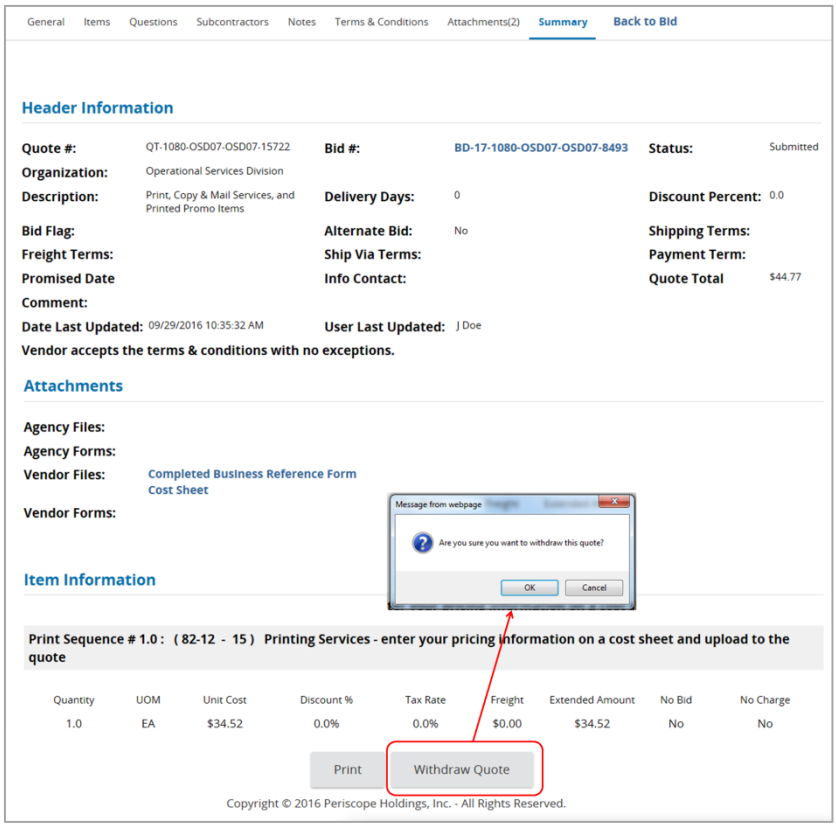
Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot	Directions



Step 4: Withdrawing the Quote

1. 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.

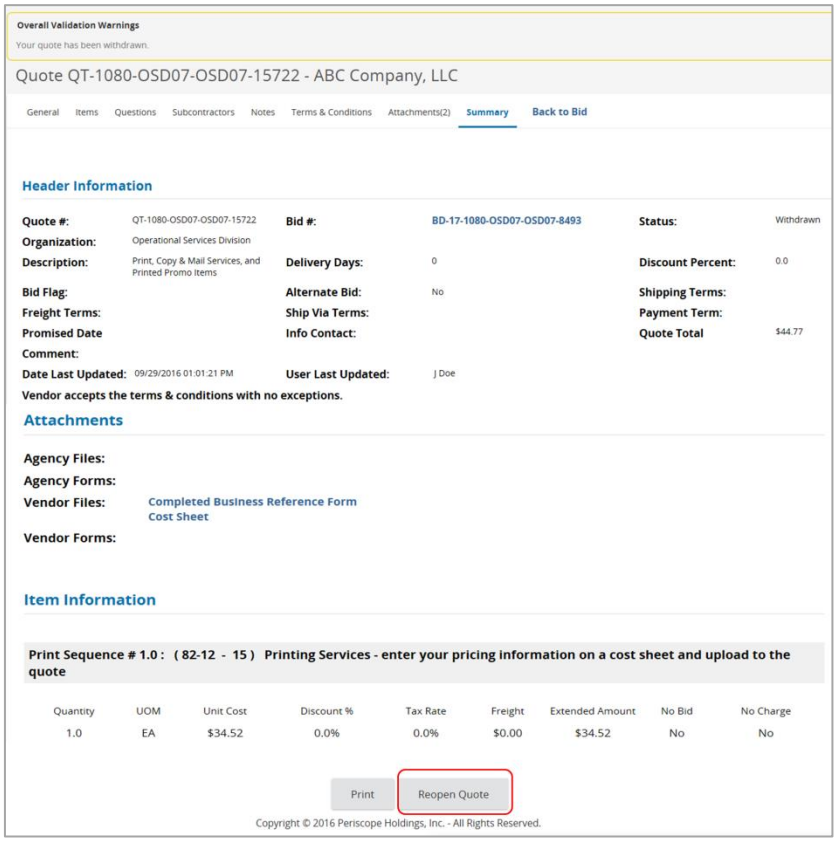


OPERATIONAL SERVICES DIVISION

Job Aid:

Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot	Directions



Step 5: Reopening the Quote

1. A yellow confirmation message will appear at the top of the page stating “Your quote has been withdrawn.”

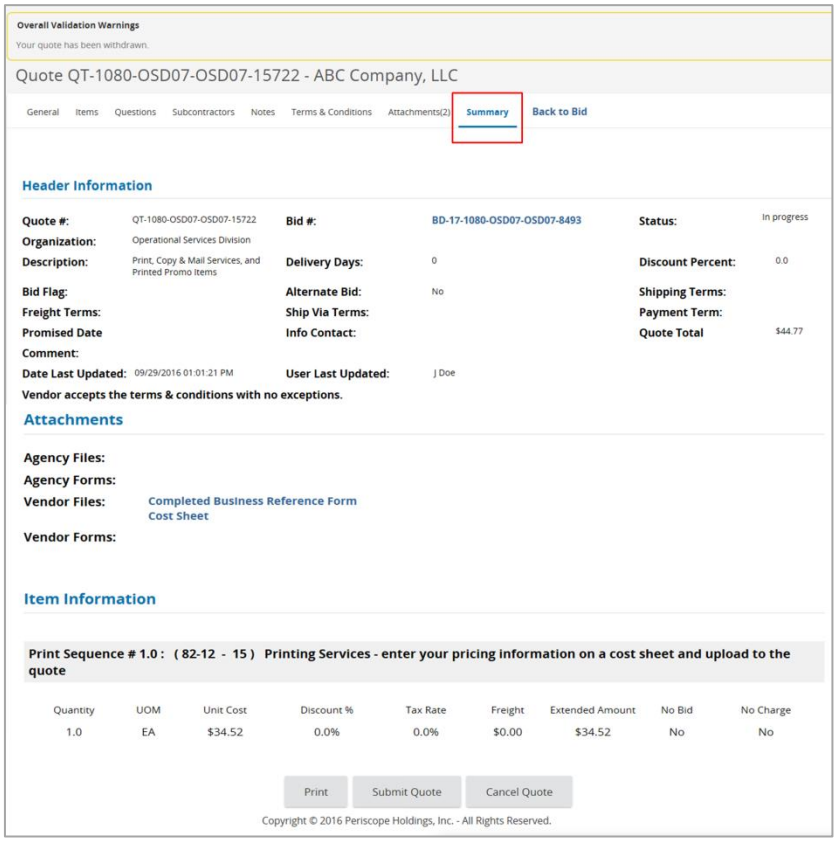
2. Scroll to the bottom of the page and click **Reopen Quote**.

OPERATIONAL SERVICES DIVISION

Job Aid:

Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot	Directions



Step 6: Modifying the Quote

1. Modify your quote 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

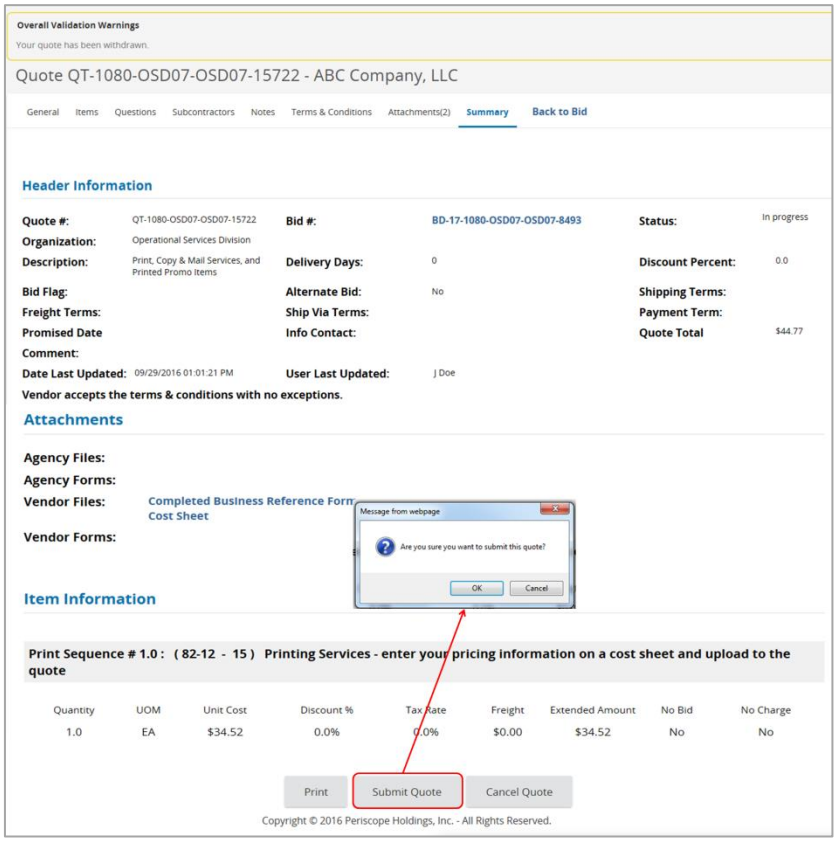
2. Review for completeness and compliance with bid requirements.

3. When you've completed your changes and ready to resubmit the quote, click on the **Summary** tab.

OPERATIONAL SERVICES DIVISION

Job Aid:

Withdraw, Reopen, and Resubmit a Quote in COMMBUYS

Screenshot	Directions
	**Step 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.