

# Revising a Quote After a Bid has Closed in OregonBuys

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

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

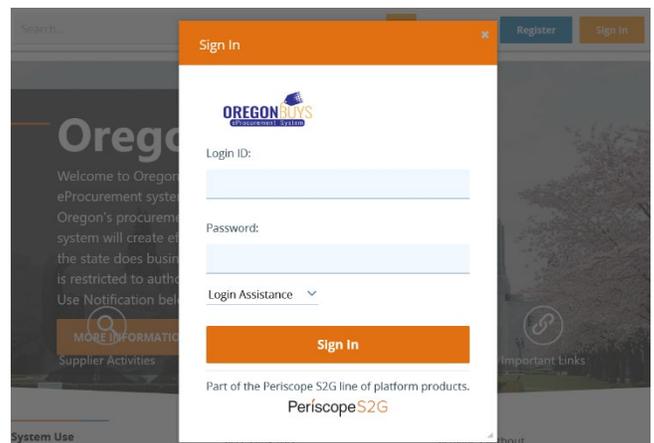
Quotes in OregonBuys may not be revised after the Bid Opening Date except at the buyer’s request.

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

## Step 1: Launch OregonBuys

1. Enter the uniform resource locator (URL) address for OregonBuys (<https://oregonbuys.gov>) in your browser.
2. Once the OregonBuys landing page displays click on the Sign In button.

Enter your Login ID and Password and sign in to OregonBuys.



## 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.

Home - Welcome Back J Doe

News(0) **Vendor Communication(1)** Bids(12357) PO(5) Quotes(8) Invoices(0) Vendor Performance(0)

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
275236	Revision Email	Operational Services Division	Regina Kinney	Bid # BD-17-1080-OSD07-OSD07-8393 - request for quote revision	09/15/2016 11:49:58 AM	Report Title.docx

Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved.

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.

### 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.

Home - Welcome Back J Doe

News(0) Vendor Communication(1) Bids(12357) PO(5) **Quotes(8)** Invoices(0) Vendor Performance(0)

Informal(0) Working(2) Submitted(4) **Revision(1)** Withdrawn(1)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
QT-1080-OSD07-OSD07-15666-R1	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM

### Step 4: Reopening Quotes that Require Revision

Click on the hyperlinked Quote # to reopen the quote and start the revision process.

Home - Welcome Back J Doe

News(0) Vendor Communication(1) Bids(12357) PO(5) **Quotes(8)** Invoices(0) Vendor Performance(0)

Informal(0) Working(2) Submitted(4) **Revision(1)** Withdrawn(1)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
<a href="#">QT-1080-OSD07-OSD07-15666-R1</a>	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM

### Step 5: Acknowledging Quote Revision

Click Yes to confirm that your revised quote has not been submitted and to begin editing your quote.

Quote QT-1080-OSD07-OSD07-15666-R1 - ABC Company, LLC

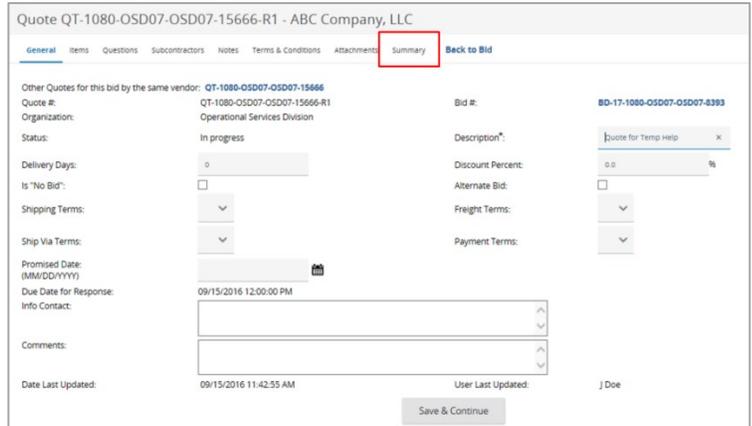
**Quote Number** QT-1080-OSD07-OSD07-15666-R1  
**Quote Description** Quote for Temp Help

**Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.**

Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved.

### 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
2. Click Save & Continue on the tab where changes are made.
3. Review for completeness and compliance with the buyer's requirements.

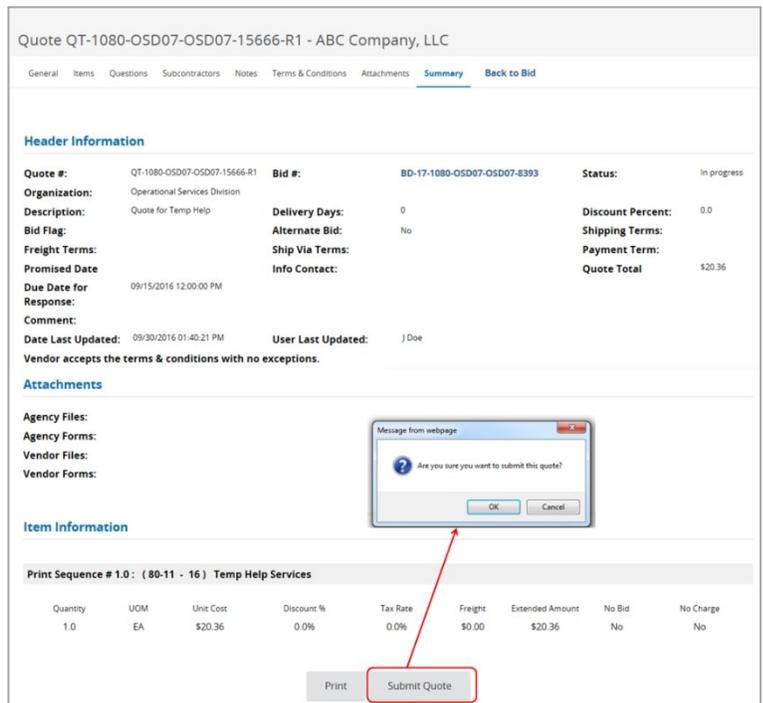


Click on the Summary tab.

### 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.

Click OK in the dialogue box to confirm your action.



### Step 8: Confirming Submission

- 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 an OregonBuys-generated email confirming your revised quote has been submitted.

Home - Welcome Back J Doe

News(0) Vendor Communication(1) Bids(12355) PO(5) **Quotes(8)** Invoices(0) Vendor Performance(0)

Informal(0) Working(2) **Submitted(5)** Revision(0) Withdrawn(1)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
QT-1080-OSD07-OSD07-15710	<b>Operational Services Division</b>	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-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM
QT-1080-OSD07-OSD07-15666-R1	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/30/2016 01:48:46 PM