

How to Withdraw, Reopen, and Resubmit a Quote in OregonBuys

Quotes can be withdrawn, modified, and resubmitted any time before the Bid Opening Date.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

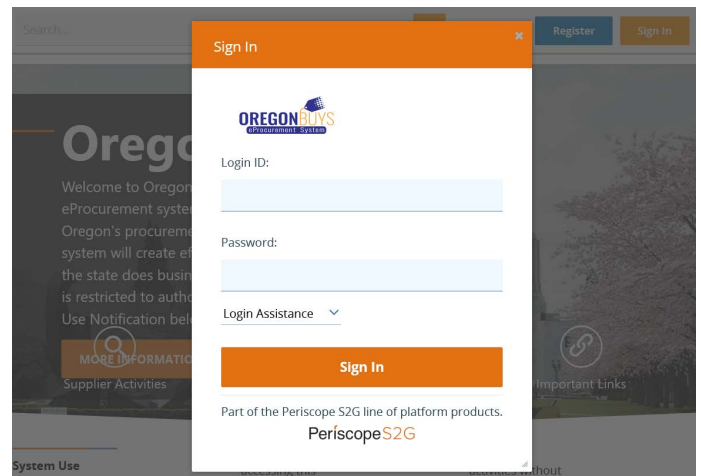
You may need to withdraw and resubmit a quote because:

- 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 OregonBuys. These instructions assume the logged in user has Seller credentials.

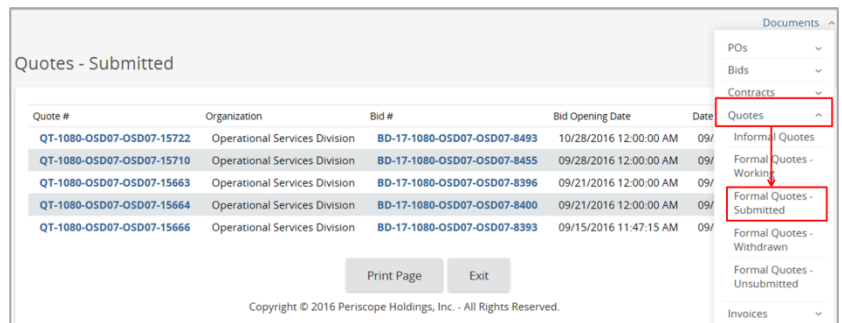
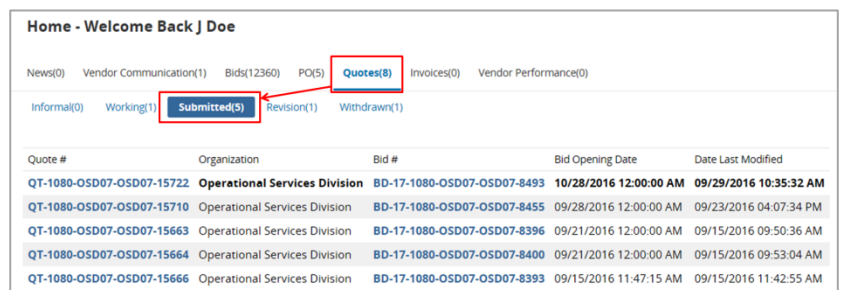
Step 1: Launching OregonBuys

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



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.

Quote #	Organization	Bid #	Bid Opening Date
QT-1080-OSD07-OSD07-15722	Operational Services Division	BD-17-1080-OSD07-OSD07-8493	10/28/2016 12:00:00 AM
QT-1080-OSD07-OSD07-15710	Operational Services Division	BD-17-1080-OSD07-OSD07-8455	09/28/2016 12:00:00 AM
QT-1080-OSD07-OSD07-15663	Operational Services Division	BD-17-1080-OSD07-OSD07-8396	09/21/2016 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
QT-1080-OSD07-OSD07-15666	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM

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.

Quote QT-1080-OSD07-OSD07-15722 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Quote #: QT-1080-OSD07-OSD07-15722 Bid #: **BD-17-1080-OSD07-OSD07-8493**

Organization: Operational Services Division

Status: Submitted Description: Print, Copy & Mail Services, and Printed Promo Items

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)

Info Contact:

Comments:

Date Last Updated: 09/29/2016 10:35:32 AM User Last Updated: J Doe

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #: QT-1080-OSD07-OSD07-15722 Bid #: **BD-17-1080-OSD07-OSD07-8493** Status: Submitted

Organization: Operational Services Division

Description: Print, Copy & Mail Services, and Printed Promo Items

Delivery Days: 0 Discount Percent: 0.0

Bid Flag: Alternate Bid: No Shipping Terms:

Freight Terms: Ship Via Terms: Payment Term:

Promised Date: Info Contact: Quote Total \$44.77

Comment:

Date Last Updated: 09/29/2016 10:35:32 AM User Last Updated: J Doe

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: [Completed Business Reference Form](#)
[Cost Sheet](#)

Vendor Forms:

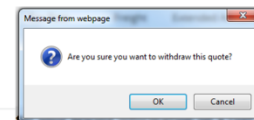
Item Information

Print Sequence # 1.0 : (82-12 - 15) Printing Services - enter your pricing information on a cost sheet and upload to the quote

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.52	0.0%	0.0%	\$0.00	\$34.52	No	No

Print **Withdraw Quote**

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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**.

Overall Validation Warnings
Your quote has been withdrawn.

Quote QT-1080-OSD07-OSD07-15722 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #: QT-1080-OSD07-OSD07-15722	Bid #: BD-17-1080-OSD07-OSD07-8493	Status: Withdrawn
Organization: Operational Services Division	Delivery Days: 0	Discount Percent: 0.0
Description: Print, Copy & Mail Services, and Printed Promo Items	Alternate Bid: No	Shipping Terms:
Bid Flag:	Ship Via Terms:	Payment Term:
Freight Terms:	Info Contact:	Quote Total \$44.77
Promised Date		
Comment:		
Date Last Updated: 09/29/2016 01:01:21 PM	User Last Updated: J Doe	

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: [Completed Business Reference Form](#)
[Cost Sheet](#)

Vendor Forms:

Item Information

Print Sequence # 1.0 : (82-12 - 15) Printing Services - enter your pricing information on a cost sheet and upload to the quote

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.52	0.0%	0.0%	\$0.00	\$34.52	No	No

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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.

Overall Validation Warnings
Your quote has been withdrawn.

Quote QT-1080-OSD07-OSD07-15722 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #: QT-1080-OSD07-OSD07-15722	Bid #: BD-17-1080-OSD07-OSD07-8493	Status: In progress
Organization: Operational Services Division	Delivery Days: 0	Discount Percent: 0.0
Description: Print, Copy & Mail Services, and Printed Promo Items	Alternate Bid: No	Shipping Terms:
Bid Flag:	Ship Via Terms:	Payment Term:
Freight Terms:	Info Contact:	Quote Total \$44.77
Promised Date		
Comment:		
Date Last Updated: 09/29/2016 01:01:21 PM	User Last Updated: J Doe	

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: [Completed Business Reference Form](#)
[Cost Sheet](#)

Vendor Forms:

Item Information

Print Sequence # 1.0 : (82-12 - 15) Printing Services - enter your pricing information on a cost sheet and upload to the quote

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.52	0.0%	0.0%	\$0.00	\$34.52	No	No

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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.

Overall Validation Warnings
Your quote has been withdrawn.

Quote QT-1080-OSD07-OSD07-15722 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #: QT-1080-OSD07-OSD07-15722	Bid #: BD-17-1080-OSD07-OSD07-8493	Status: In progress
Organization: Operational Services Division	Delivery Days: 0	Discount Percent: 0.0
Description: Print, Copy & Mail Services, and Printed Promo Items	Alternate Bid: No	Shipping Terms:
Bid Flag:	Ship Via Terms:	Payment Term:
Freight Terms:	Info Contact:	Quote Total: \$44.77
Promised Date		
Comment:		
Date Last Updated: 09/29/2016 01:01:21 PM	User Last Updated: J Doe	

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: Completed Business Reference Form Cost Sheet

Vendor Forms:

Message from webpage

Are you sure you want to submit this quote?

OK Cancel

Item Information

Print Sequence # 1.0 : (82-12 - 15) Printing Services - enter your pricing information on a cost sheet and upload to the quote

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$34.52	0.0%	0.0%	\$0.00	\$34.52	No	No

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