

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Quotes can be withdrawn, modified, and resubmitted any time before the Bid Opening Date.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

- 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.

Search	Sign In	×	Register	Sign In
Orego	Login ID:			
Welcome to Oregon eProcurement syster Oregon's procureme system will create ef the state does busin	Password:			
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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.

Home - Welcome Back	J Doe			
News(0) Vendor Communication	(1) Bids(12360) PO(5) Quot	es(8) Invoices(0) Vendor Perform	nance(0)	
Informal(0) Working(1) Sul	bmitted(5) Revision(1) Withd	rawn(1)		
Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
Quote # QT-1080-OSD07-OSD07-15722	0			Date Last Modified
	Operational Services Division		10/28/2016 12:00:00 AM	
QT-1080-OSD07-OSD07-15722 QT-1080-OSD07-OSD07-15710	Operational Services Division	BD-17-1080-OSD07-OSD07-8493	10/28/2016 12:00:00 AM 09/28/2016 12:00:00 AM	09/29/2016 10:35:32 A 09/23/2016 04:07:34 Pt
QT-1080-OSD07-OSD07-15722	Operational Services Division Operational Services Division Operational Services Division	BD-17-1080-OSD07-OSD07-8493 BD-17-1080-OSD07-OSD07-8455	10/28/2016 12:00:00 AM 09/28/2016 12:00:00 AM 09/21/2016 12:00:00 AM	09/29/2016 10:35:32 A

uotes - Submitted					Bids
Quote #	Organization	Bid #	Bid Opening Date	Date	Contracts Quotes
QT-1080-OSD07-OSD07-15722	Operational Services Division	BD-17-1080-OSD07-OSD07-8493	10/28/2016 12:00:00 AM	09/	Informal Quo
QT-1080-OSD07-OSD07-15710	Operational Services Division	BD-17-1080-OSD07-OSD07-8455	09/28/2016 12:00:00 AM	09/	Formal Quote
QT-1080-OSD07-OSD07-15663	Operational Services Division	BD-17-1080-OSD07-OSD07-8396	09/21/2016 12:00:00 AM	09/	Working
QT-1080-OSD07-OSD07-15664	Operational Services Division	BD-17-1080-OSD07-OSD07-8400	09/21/2016 12:00:00 AM	09/	Formal Quote Submitted
QT-1080-OSD07-OSD07-15666	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/	Formal Quote Withdrawn
		Print Page Exit			Formal Quote Unsubmitted



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

- 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.

General Items	Questions	Subcontractors	lotes	Terms & Conditions	Attachments(2)	Summary	Back to Bld
Quote #:	0.04.15.1507.0507.022	OSD07-OSD07-1572		Bid #:	BD-17-1080-05	007-OSD07-	8493
Organization: Status:	Operation	al Services Divisior	1	Description:	Print Conv & N	fail Services	and Printed Promo Items
Delivery Days:	0			Discount Percent:	0.0%	ian services, i	
s "No Bid":				Alternate Bid:			
Shipping Terms:				Freight Terms:			
Ship Via Terms:				Payment Terms:			
Promised Date: MM/DD/YYYY)							
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Comments:							^
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General Items C	Questions	Subcontractors	Notes	Terms & Co		Attachments(2)	Summary		to Bld	
Header Inform	ation									
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Organization:	Operatio	onal Services Division	n							
Description:		py & Mail Services, a Promo Items	and	Delivery D	ays:	0			Discount Pe	ercent: 0.0
Bid Flag:				Alternate	Bid:	No			Shipping Te	erms:
Freight Terms:				Ship Via T	erms:				Payment Te	erm:
Promised Date				Info Conta	act:				Quote Tota	\$44.1
Comment:										
Date Last Update	d: 09/29/2	016 10:35:32 AM		User Last	Updated:	J Doe				
Vendor accepts th	ne terms	& conditions w	ith no	exception	5.					
Attachments										
Attachments Agency Files:										
Agency Files: Agency Forms:										
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Step 5: Reopening the Quote

- 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 Warnin our quote has been withd	-					
Quote QT-1080)-OSD07-OSD07-15	722 - <mark>A</mark> BC Compa	any, LLC			
General Items Qu	estions Subcontractors Notes	Terms & Conditions Att	tachments(2) Summary	Back to Bid		
Header Informa	tion					
Quote #:	QT-1080-OSD07-OSD07-15722 Operational Services Division	Bid #:	BD-17-1080-OSD	07-OSD07-8493	Status:	Withdrawn
Organization: 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:						
	09/29/2016 01:01:21 PM terms & conditions with ne	User Last Updated:	J Doe			
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	6.0	Print	Reopen Quote			

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.

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uote QT-108	30-OSD0	7-OSD07-1	5722 - ABC Com	pany, LLC				
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10010								
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 Su	bmit Quote	Cancel Quote	e		
			Copyright © 2016 Periscop	e Holdings, Inc Al	II Rights Reserved			



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.

	rawn.				
Quote QT-108	0-OSD07-OSD07-15	722 - ABC Compar	iy, LLC		
General Items Qu	estions Subcontractors Note	s Terms & Conditions Attac	hments(2) Summary Back to Bid		
Header Informa	tion				
Quote #:	QT-1080-OSD07-OSD07-15722	Bid #:	BD-17-1080-OSD07-OSD07-8493	Status:	In progre
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:	
reight Terms:		Ship Via Terms:		Payment Term:	
Promised Date		Info Contact:		Quote Total	\$44.77
Comment:					
Date Last Updated:	09/29/2016 01:01:21 PM	User Last Updated:	J Doe		
Vendor accepts the	terms & conditions with n	o exceptions.			
Attachments					
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