



Posting a Municipal Construction Advertisement or Announcement on COMMBUYS

This Job Aid:

Provides the recommended minimum information required to post a municipal construction bid on COMMBUYS and is intended for use ONLY when not accepting quotes electronically.

If you require more detail refer to the job aid “How to Create a Bid from Scratch”. Job aids can be accessed via the Job Aids for Buyers link on the COMMBUYS Log In page.

Of Special Note:

To post a bid on COMMBUYS you must first be registered as a buyer. If you are not registered as a buyer click on the link, [COMMBUYS Implementation Guide](#). Review the guide and complete pages 41-43, or call the COMMBUYS helpdesk at 888-MA-STATE to have forms emailed to you.

| Step | Action |
|------|--|
| 1 | Log In to COMMBUYS. Select Documents>Bids>New |
| 2 | Select Create Bid from Scratch . Click Continue |
| 3 | <p>Complete the General page information:</p> <ul style="list-style-type: none"> • <u>Description</u>: Title of your bid • <u>Type Code</u>: Non-Statewide • <u>Department</u>: select from the dropdown • <u>Location</u>: select from the dropdown • Uncheck <u>Electronic Response Allowed</u> • <u>Enter Bid Available Date</u>: select from the calendar (date based on Your Schedule) • <u>Enter Bid Opening Date</u>: select from the calendar (Date based on your schedule) • <u>Pre-Bid conference</u>: (Optional) • <u>Bulletin Description</u>: enter a brief description of your bid and where bid documents can be located. Include: “BIDDERS, DO NOT SUBMIT QUOTES VIA COMMBUYS.” Note: This is a 500 character limit field. If space does not permit put additional instructions in the Item Description field • Leave all other fields at default or blank <p>Save & Continue (Result: The message <i>Changes Saved Successfully</i> displays)</p> |
| 4 | <p>Go to the Items Tab. Click Add Item. Complete the following:</p> <ul style="list-style-type: none"> • Item Description: Copy and Paste the Bulletin Description • <u>Quantity</u>: must be at least 1 • <u>Unit of Measure</u> : ea • <u>UNSPSC Segment/Family</u>: 72-13 (General Building Construction) • <u>UNSPSC Class</u>: 00 (General Building Construction) <p>Save & Exit (Result: The message <i>Changes Saved Successfully</i> displays)</p> |
| 5 | <p>Go to Summary Tab</p> <ul style="list-style-type: none"> • Click Submit for Approval. When the Dialogue box displays click OK. • A No Bidder warning displays. Click Continue • Select Automatic Approval • Click Save & Continue. Result: The message <i>Changes Saves Successfully</i> displays. Ignore the <i>No Bid Bidder</i> warning) <p>The Bid is now in Ready to Send status.</p> |
| 6 | <p>To post the bid, scroll to the bottom of the page and click Send Bid.</p> <p>Verify the bid status changed to Sent status. (Status displays in the upper right hand corner of the page.)</p> |