

Vendor User Guide:

How to Respond to a Quote Revision Request in GVIBUY

This Job Aid shows how to:

- Respond to a quote revision request sent by a buyer

Of Special Note:

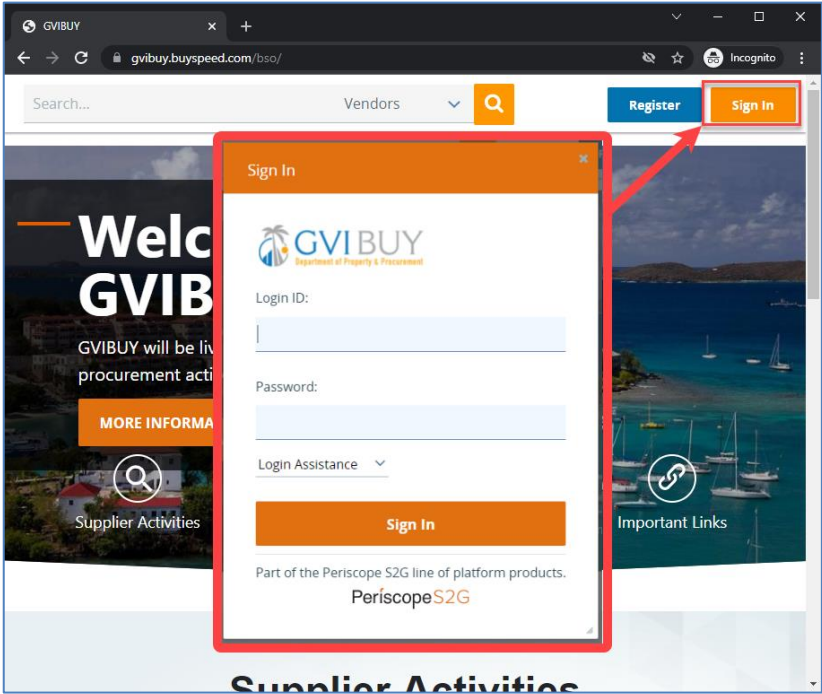
Buyers may submit revision requests for various reasons:

- Clarification or additional information is needed
- A Best and Final Offer (BAFO) is requested
- An error in your quote needs correcting

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

Quotes in GVIBUY 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 GVIBUY. These instructions assume the logged in user has Seller credentials.

Screenshot	Directions
 A screenshot of a web browser displaying the GVIBUY website. The browser's address bar shows 'gvibuy.buyspeed.com/bsa/'. The website header includes a search bar, a 'Vendors' dropdown, and 'Register' and 'Sign In' buttons. A red box highlights the 'Sign In' button, with a red arrow pointing to a 'Sign In' modal form. The modal form contains fields for 'Login ID:' and 'Password:', a 'Login Assistance' dropdown, and a 'Sign In' button. The background of the website shows a 'Welcome to GVIBUY' banner and 'Supplier Activities' section.	<p>Step 1: Launching GVIBUY</p> <ol style="list-style-type: none">1. Enter the address for GVIBUY (gvibuy.buyspeed.com) in your browser.2. Once the GVIBUY landing page displays click on the Sign In button.3. Enter your Login ID and Password and sign in to GVIBUY.

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News(0) **Vendor Communication(6)** Bids(53) PO(2) Quotes(4) Invoices(0) Vendor Performance(0)

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
1917	Revision Email	GVIBUY TEST	BASIC PURCHASER	Bid # BD-22-600-6001-166 - Quote Revision Request Test Email Subject	11/03/2021 03:10:55 PM	
1801	Informal Quote Email	No information available	DA USER	Vendor Notification - Req # REQ-22-WID-WID1-462, Informal Quote Request	11/03/2021 11:07:42 AM	

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.
2. 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.

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News(0) Vendor Communication(6) Bids(53) PO(2) **Quotes(4)** Invoices(0) Vendor Performance(0)

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

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
Q0000000097-R1	GVIBUY	BD-22-600-6001-166	03/01/2021 12:36:04 PM	02/01/2022 07:35:51 PM

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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.

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Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
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Step 4: Reopening Quotes that Require Revision

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

Quote Q0000000097-R1 - Test Vendor

Quote Number Q0000000097-R1
Quote Description Sample Bid

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

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Step 5: Acknowledging Quote Revision

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

Quote Q000000097-R1 - Test Vendor

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

Other Quotes for this bid by the same vendor: **Q000000097**

Quote #: Q000000097-R1 Bid #: **BD-22-600-6001-166**

Organization: GVBUIY TEST Bid Opening Date:

Status: In progress Description*: Sample Bid

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)

Due Date for Response: Info Contact:

Comments:

Quote Valid To Date*: (MM/DD/YYYY)

Date Last Updated: User Last Updated: Vendor User

Save & Continue

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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.
4. Click on the **Summary** tab.

Quote Q000000097-R1 - Test Vendor

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

Header Information

Quote #: Q000000097-R1 Bid #: **BD-22-600-6001-166** Status: In progress

Organization: GVBUIY TEST

Description: Sample Bid Delivery Days: 0 Discount Percent: 0.0

Bid Flag: No Alternate Bid: No Shipping Terms:

Freight Terms: Payment Term:

Ship Via Terms: Promised Date: Info Contact: Quote Total \$0.00

Promised Date: 03/18/2022 12:00:00 AM

Due Date for Response: 03/18/2022 12:00:00 AM

Comment:

Date Last Updated: 02/28/2022 07:35:51 PM User Last Updated: Vendor User

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files: **Sample Required Quote Attachment**
Second Sample Required Quote Attachment

Vendor Forms:

Item Information

Print Sequence # 1.0 : (005 - 05) Sample Bid Item

Quantity UOM
1.0 EA

gribuy.buyspeed.com says
Are you sure you want to submit this quote?
OK Cancel

QUOTE 1.0	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

Print Submit Quote

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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**.
3. Click **OK** in the dialogue box to confirm your action.

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News(0) Vendor Communication(6) Bids(52) PO(2) **Quotes(4)** Invoices(0) Vendor Performance(0)

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

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
Q0000000097	GVIBUY	BD-22-600-6001-166		
Q0000000097-R1	GVIBUY	BD-22-600-6001-166		

Step 8: Confirming Submission

1. 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 a GVIBUY-generated email confirming your revised quote has been submitted.