

## Long Beach Buys User Guide: Submitting a Quote

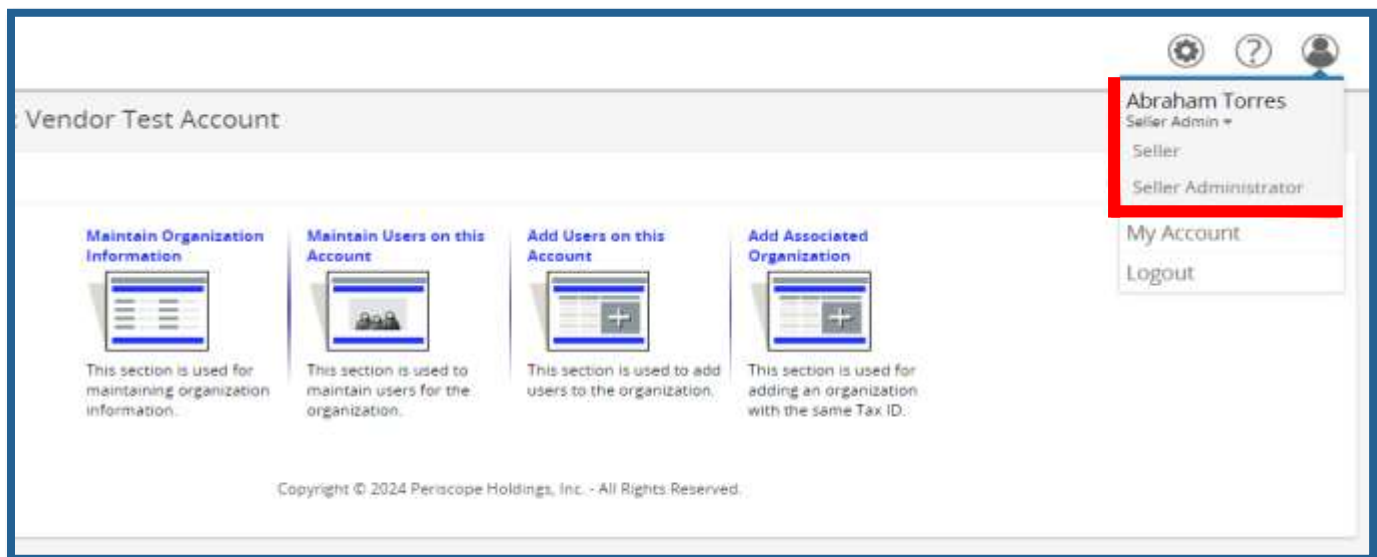
This guide is designed to enhance the user experience on Long Beach Buys by providing detailed guidance on how to respond to a contract opportunity. It aims to address frequently asked questions and streamline the submittal process, ensuring users have all the necessary information they need to navigate the system effectively.

### USER ROLES

There are two roles for users in Long Beach Buys:

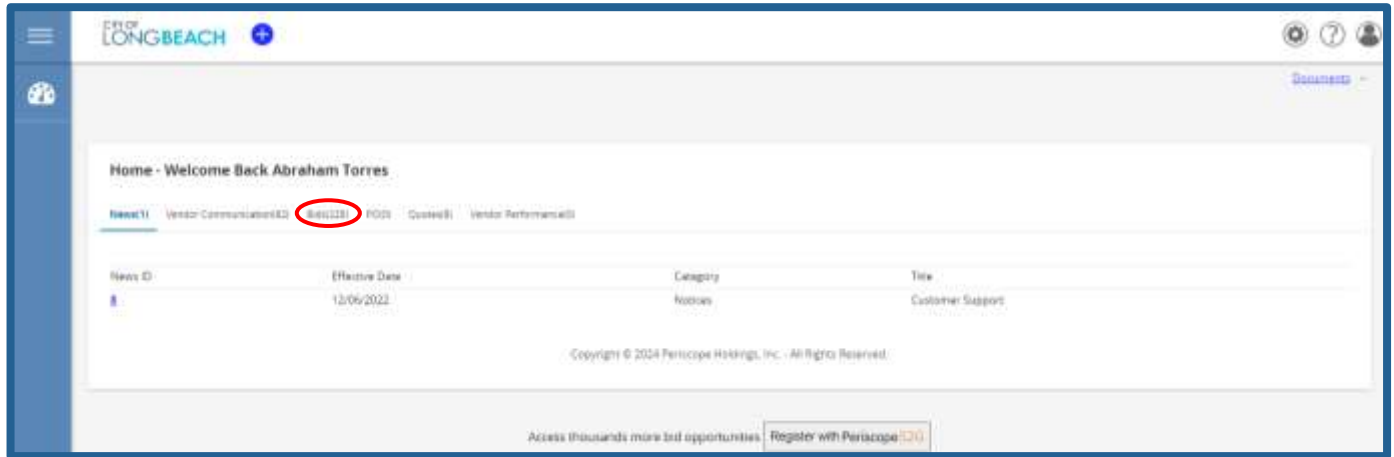
- **Seller** – this role allows vendors to interact with the City's bid solicitations, allowing users to review bid details, download bid attachments, and ultimately create and submit a quote.
- **Seller Administrator** – this is designated for administrative maintenance of the organization's account. Any piece of information provided during registration, with the exception of a user's Login ID, can be updated via the Seller Administrator role.

Please note: The two roles have different homepages. The Seller Administrator homepage does not allow user to view, engage with, or submit a response to a bid solicitation. Please reference the image below detailing how to change roles in the system.

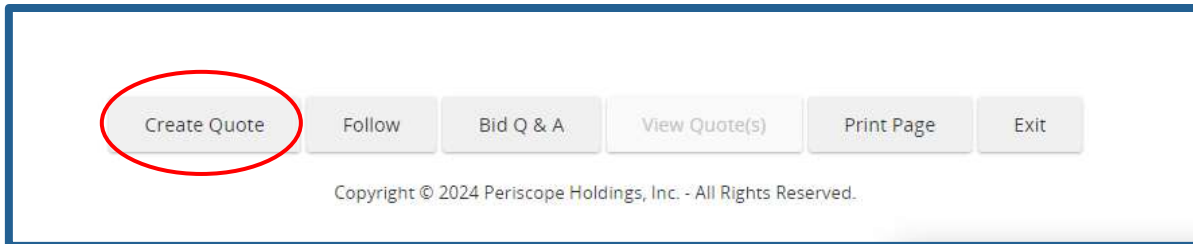


**LOCATING THE BID SOLICITATION – OPTION 1**

1. Log into [Long Beach Buys](#)
2. Click Bids Tab as shown below:



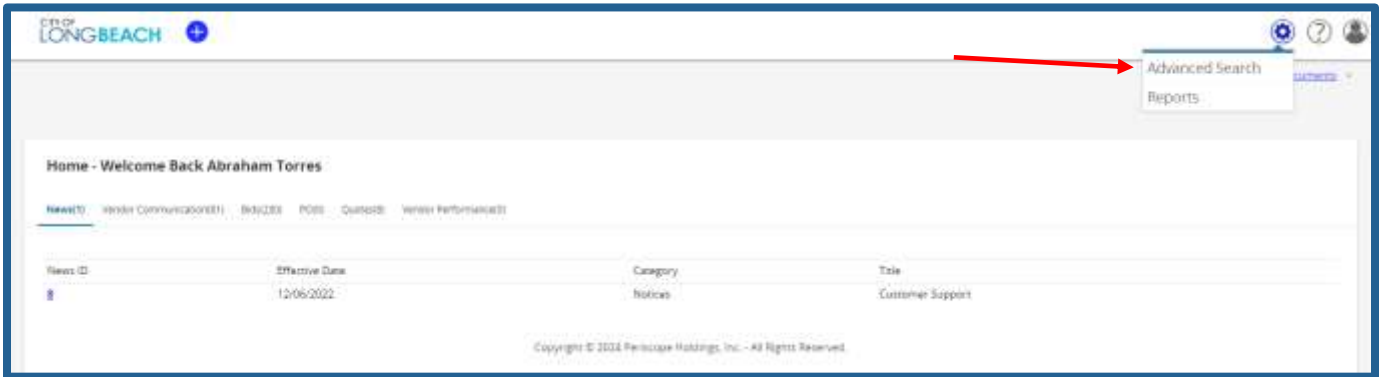
3. Under the Open Bids section, locate the Bid Solicitation number. The Bid Solicitation number is provided in the email sent by Long Beach Buys or can be found on the 'Open Bids' page linked on the homepage.



4. Click Create Quote (located at the bottom of the Bid Summary tab)
5. Click Follow and Yes on the Acknowledge Receipt and View Solicitation screen.
  - Clicking Yes opts you into being notified when an amendment occurs against the document.
  - If an amendment occurs, the user who acknowledges receipt of the Bid Solicitation is emailed that a change occurred and needs to log into the system and locate the Bid Solicitation to view the change.
  - The page refreshes and will be directed to the Create a Quote page.

## LOCATING THE BID SOLICITATION – OPTION 2

1. Click the Settings icon
2. Click Advanced Search



3. Click Bids in the Document Type field
4. Enter the Bid Solicitation number in the Bid # field
  - The Bid Solicitation number is provided in the email sent by Long Beach Buys
5. Click Find it
6. Click the Bid Solicitation number
7. Click Yes on the Acknowledge Receipt and View Solicitation screen
  - This opts you into being notified when there is an amendment to the document.
  - You're directed to the Bid Solicitation screen
8. Click Create Quote – page will refresh, and you will be directed to the General tab of the Quote

## SUBMITTING THE QUOTE

### Validation Errors

Upon creating a quote, validation errors will appear. All red validation error messages that appear will need to be addressed before submitting the quote. Common validation errors include:

- **Terms & Conditions is not acknowledged**
- **Please attach all required attachment(s) before submitting Quote**



## Line-Item Tab

Pricing will only be provided in the Line-Item tab if the solicitation in question is an Invitation to Bid (ITB). For all other types of solicitations (RFPs, RFQs, EOI) the Line-Item tab provides a description of the opportunity and includes all associated commodity codes in order to notify potential vendors.

For ITBs, the tab will capture the vendor's response (e.g., pricing) for each Item on the Bid Solicitation.

1. Enter the price for each Item being bid against in the Unit Cost field
2. Sellers can export all the Items by clicking the Export button located at the bottom of the screen. Next, enter the Price for each Item under the Unit Cost column and remove Y under the No Bid column before saving the CSV File to your computer. Finally, upload it by clicking the Upload button, and selecting the file from your computer.
3. Leave the Unit Cost as \$0 for items not being bid.
4. Click Save & Continue

## Terms and Conditions Tab

The Terms & Conditions, which are established by the City Attorney and Risk Manager, and all other Bid Attachments are shown on this tab. Be sure to read and understand the terms and conditions associated with the Bid Solicitation before accepting.

1. Review materials. Any attachment shown on the tab may be downloaded by the user.
2. The user has the option to accept or to not accept the Terms & Conditions of the Bid.
3. Click Yes
4. Click Save & Continue
5. Click the Attachments tab

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
<a href="#">Attachment A Authorization</a> <a href="#">(view details)</a>	Attachment A Authorization	401,140 bytes
<a href="#">Attachment B Equal Benefits</a> <a href="#">(view details)</a>	Attachment B Equal Benefits	17,060 bytes
<a href="#">Appendix A</a> <a href="#">(view details)</a>	Appendix A	106,347 bytes
<a href="#">Attachment C</a> <a href="#">(view details)</a>	Attachment C	178,712 bytes
<a href="#">Attachment D</a> <a href="#">(view details)</a>	Attachment D	274,223 bytes
<a href="#">Attachment E</a> <a href="#">(view details)</a>	Attachment E	117,300 bytes
<a href="#">Attachment F</a> <a href="#">(view details)</a>	Attachment F	58,731 bytes
<a href="#">Attachment G</a> <a href="#">(view details)</a>	Attachment G	59,584 bytes
<a href="#">Appendix B</a> <a href="#">(view details)</a>	Appendix B - Sample Reports	313,620 bytes
<a href="#">RFP Document</a> <a href="#">(view details)</a>	RFP DV-24-430	1,779,496 bytes
<a href="#">Addendum No. 1</a> <a href="#">(view details)</a>	Addendum No. 1	253,473 bytes

Do you accept the terms & conditions of the bid?

☐ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

## Attachment Tab

Allows the user to capture any supporting documentation related to their Quote that may be helpful to the evaluators. Required Attachments are used to ensure that vendors provide all mandatory attachments at the time of submittal, to ensure all submissions are responsive. All Required Attachments must be uploaded for the attachment validation error to be addressed.

1. Click on Required Upload, then click Choose File (Google Chrome) or click Browse (Internet Explorer, Mozilla Firefox). Select the file, click Open, and complete the fields. The user may update the name for the attachment and enter a description that displays to the Organization user. Click Save & Exit. Repeat the previous steps to add additional attachments.
  - Examples include proposal documents, product specifications, warranty documents and completed/signed forms required by the Bid Solicitation.

Users have the option to **make attachments confidential** from the public. Documents containing sensitive information, such as tax information, would be deemed confidential.

2. Click Confidential associated with the document
3. Click Save & Continue

Users also have the option to **delete an attachment**:

1. Click Delete associated with the document
2. Click Save & Continue

Quote 00002277 - Vendor Test Account

Responses Due in 7 Days, 19 Hours, 51 Minutes

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

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

**Files 1**

Click Add File to add file attachments.

No File Attachments

**Required Attachments**

Click Required Upload to add file attachments. These are attachments required for the Quote, and must be included below to Submit Quote.

Name	Description	Status	Attached By	Attached Date	Delete
Narrative Proposal	Narrative Proposal	Required Upload			
Cost Proposal	Cost Proposal	Required Upload			
Financial Stability	Financial Stability	Required Upload			
Mandatory Attachments	Mandatory Attachments	Required Upload			
Signed Affidavit	Signed Affidavit	Required Upload			

Save & Continue Add File

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