

Submitting a Bid (for Vendors)

This page is for **suppliers** quoting work to Conexus Nuclear. It explains how to get into the COMS supplier portal, enter your quote, submit it, and what to do if you need to change it afterwards. Conexus staff can share this page with bidders.

Getting access

You don't need an account, a password, or to sign up for anything. When Conexus invites you to quote, you receive an email:

- **Subject:** the RFX number and the job title — e.g. “RFQ.26.075 - Network Switch Replacement — Server Room B”.
- The **Request for Quotation** (or Proposal) is attached, along with any terms and conditions.
- The **submission due date**.
- A button — **Submit your RFQ — One-Time Sign-In** — that takes you straight into the portal.

Click the button and you're in. No password required.

⚠ **Heads up:** The sign-in link is **single-use** and expires (7 days by default). If you get “This link has already been used” or “This link has expired”, reply to the person who sent the RFQ and ask them to re-send it — a new link comes with it. Don't forward the link to a colleague: it works once, and it signs whoever clicks it in as you.

i Good to know: The link goes to the contact Conexus holds for your company. If quoting should be handled by someone else, tell your Conexus contact so they can update the contact record — that's what determines where the invitation lands.

i Good to know: If your account isn't yet linked to your company, you'll see “Your account is not linked to a company. Contact Conexus to have it set up.” This is normally automatic. If you see it, contact Conexus and they'll sort it.

Finding your way around

The portal has three items in the sidebar: **Dashboard**, **Quotes & Proposals** and **Purchase Orders**. **Quotes & Proposals** lists everything you've been invited to quote on.

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Columns are Title, Vendor, Submitted Date, Expiry Date and Amount. Click a title to open it.

i Good to know: You only ever see your own company's quotes — never another supplier's, and never whether you won. Some columns Conexus staff see are deliberately hidden from you.

Entering your quote

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From the top down:

- 1. **Scope of Work** — what Conexus is asking for. Read it; it's the same scope for every bidder.
- 2. **Currency** — the currency for every figure you enter below.
- 3. **Quote Submitted Date** — your quote's date. Pre-filled with today.
- 4. **Quote Expiry Date** — how long your pricing holds. Must be on or after the submitted date.
- 5. **Line Items** — one row per item Conexus asked for.
- 6. **Additional Costs** — freight, setup and anything else not tied to a line.

Line items

For each row, fill in:

Column	What to enter
Qty Offered	How many you're quoting. Pre-filled with what Conexus asked for — change it if you're offering a different pack size or quantity.

Column	What to enter
Unit Cost	Your price per unit.
HST	Calculated for you at 13% while the Auto toggle is on. Switch Auto off to enter a different amount, or zero.
Notes	Optional, up to 1000 characters. Use it for the model you're actually offering, lead times, or anything that qualifies the price.

The row **Total** and the **Grand Total** update as you type. You don't have to quote every line — leave a line at zero if you can't supply it, and say so in its Notes.

⚠ **Heads up: Check the Grand Total before you submit.** Adding an Additional Cost row can reset the line-item costs you've already typed back to zero (and vice versa). It's a known problem. Enter your figures, then look at the Grand Total at the bottom and confirm it's what you intend — if the lines have gone blank, re-enter them before submitting.

Additional costs

Use + **Add Cost** for anything that isn't a line item. Each row needs a **Type** (e.g. Freight); the label, details and amount are yours to fill in. Add as many as you need.

Uploading your quote document

You can attach your own quotation or proposal document with **Upload Bid File**. Accepted: PDF, Word, Excel, CSV, text and PowerPoint, up to **25 MB** (no ZIP or RAR).

📄 **Pro Tip:** Conexus's AI can read your document and pre-fill the line-item costs to save you typing. It isn't always right — a banner tells you the figures were auto-extracted — so check every number against your own quote before submitting. If it finds nothing, you'll be offered **Try Again** or **Continue Manually**.

⚠ **Heads up:** Selecting a file doesn't attach it. You must click **Upload** — submitting won't upload it for you. If you try to submit with a file still waiting, COMS asks whether to **Upload file & submit** or **Submit without file**.

You can **Replace File** later (the previous file stays in version history) or **Delete** it, for as long as your quote is unlocked.

Submitting

When your figures are right, click **Submit Quote**. COMS asks you to confirm:

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“Once submitted, your quote will be locked. Contact Conexus if you need to make changes after submission.”

Confirm, and you'll see “Quote submitted successfully. Your quote is now locked.” You also get a confirmation email listing every line, your additional costs, the total and your quote's validity date — keep it as your record of what you submitted.

i Good to know: The confirmation email goes to the contact address Conexus holds for your company, which may not be the person who signed in and submitted. If you don't receive it, check with whoever in your organisation owns that mailbox.

After you submit: your quote is locked

A locked quote. Everything is read-only and the amber banner explains why.

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An amber **Quote Locked** banner appears at the top, with the date and time you submitted. Every field becomes read-only, the upload area disappears, and the **Submit Quote** button is replaced by “Quote locked — contact Conexus to request changes.”

You can still view everything and re-download your own document. You just can't change anything.

Getting your quote unlocked

If you need to revise your submission — you missed a line, quoted the wrong model, or your pricing has changed — **contact Conexus and ask them to unlock your quote**. There's no button on your side; only Conexus can do it.

Reply to the person who sent you the RFQ, say which quote it is (quote the RFQ number, e.g. RFQ.26.075) and what you need to change.

When they unlock it, you'll receive the RFQ email again with a **new one-time link**. That email is your signal that your quote has been reopened — it looks much like the original invitation, so don't dismiss it as a duplicate.

 **Pro Tip:** Everything you submitted is still there when you go back in — your costs, dates, notes and uploaded file. You're amending your previous quote, not starting again. Change what needs changing, check the Grand Total, and press **Submit Quote** again to re-lock it.

A few things worth knowing

- **The due date in the email is the deadline that matters.** COMS won't stop you submitting after it, and nothing locks automatically when it passes — but a late quote may not be considered. If you're going to be late, say so early.
- **Your quote expiry date is yours to set.** Conexus often asks for a minimum validity period in the RFQ's additional notes — check there before you set it short.
- **You won't see whether you won.** The portal never shows selection status. Conexus will be in touch, and a Purchase Order will appear under **Purchase Orders** if you're successful.
- **Quote in one currency.** Pick the currency at the top and use it for every figure — there's no per-line currency, and Conexus doesn't convert for you.

Questions about the scope, the specification or the process go to your Conexus contact — the person whose name is on the RFQ email. They can also re-send your sign-in link any time.

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