Long Beach Buys Informal Quote Guide

For small dollar (otherwise know as “informal”) purchases, the City of Long Beach reaches out to businesses directly to request a quote. You are receiving this email for that purpose. To respond to this request, you will create a quote in Long Beach Buys just as you would for a formal solicitation (video guides can be found here, here, and here). However, to respond to an informal quote request, the way you navigate to the quote screen will differ. Instructions are provided below.

1. Log into Long Beach Buys (www.LongBeachBuys.com) and make sure you are in the “Seller” role. Roles can be accessed using the person icon in the top-right corner of the screen.
   a. Navigate to the drop down and select Seller.

![Seller Role Selection](image)

2. From the home screen, select the “Quotes” tab and find the relevant opportunity under the “Active Informal Quotes” section.

![Quotes Screen](image)

3. At the far right, select the link labeled “Create”, which will take you to the screen for creating a quote for this opportunity.
   a. For help creating a quote, please view our Bid Solicitation and Quotes Guide located on the Long Beach Buys homepage.

For further questions or assistance, please contact Long Beach Purchasing Division. 
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