

SuperQuote Training Manual

Leeward Community College

June 25, 2025

Leeward Community College SuperQUOTE - Account Setup

Introduction

SuperQUOTE is an essential purchasing tool for Leeward Community College and the University of Hawaii system. This manual provides a step-by-step guide for setting up a SuperQUOTE account to ensure smooth procurement operations.

Step 1: Accessing SuperQUOTE

1. Visit the SuperQUOTE Website
 - o Go to <https://www.commercepoint.com>.
 - o Click on "New Buyers, Sign Up Here!"



Users Login

Username:

Password:

[Forgot Your Password?](#)

Vendors, Sign Up Now! It's Free & Easy!

Get your company in front of qualified buyers with a FREE listing in Buyer's E-Directory. Want more info? Click on the link below:

[Program Details](#)

Welcome to *Super* QUOTE™

New Fee Schedule starting Jan 1, 2019



Click here to create an account for UH order (ie-KFS).¶

New Buyers, Sign Up Here!

Authorized Buyers from the University of Hawaii, Oahu Transit Services, State of Hawaii's Department of Education, and RCUH, sign up here. If you have already registered, login with your username and password (upper left).



New Vendors, Sign Up Here!

Free listing in the Buyer's Electronic Directory. No cost to join, and only 1/2% when you win. Market your products & services to the buying groups today! Auto-email alerts on new Requests!

Questions? [Program Details & FAQ](#)

Create a separate one for RCUH orders¶

2. Campus Password (Step 1 of 4)

- Enter the campus password: **rainbow**
- This password applies to both **UH (KFS)** and **RCUH** accounts.



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Buyer Sign-up (Step 1 of 4)

Please type in the **campus password**:

3. Select an Organization (Step 2 of 4)

- From the dropdown menu, choose:
 - **University of Hawaii (UH/KFS)** for KFS purchases.
 - **Research Corporation of the University of Hawaii (RCUH)** for RCUH-funded orders.
- For UH orders, select **Leeward Community College** as the campus.
- If purchasing under RCUH, create a separate RCUH account.



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Buyer Sign-up (Step 2 of 4)

Select an organization to join:

- City and County of Honolulu
- Hawaii Nonprofits
- Oahu Transit Services, Inc.
- Research Corporation of the University of Hawaii
- State of Hawaii Department of Education
- State of Hawaii Judiciary
- University of Hawaii

4. Group Selection

- If you have **both UH and RCUH funding sources**, create two separate SuperQUOTE accounts:
 - Use a distinct username for each (e.g., johnsmith for UH and johnsmith_rcuh for RCUH).
- The same password can be used for both accounts.



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Buyer Sign-up (Step 2 of 4)

Select an **organization** to join:

University of Hawaii

University of Hawaii

The University of Hawaii(UH) is a postsecondary education system composed of three university campuses, seven community college campuses, an employment tra distributed across six island throughout the 50th state. In addition to the flagship campus at of the University of Hawaii at Manoa, the UH system also includes the island of Hawaii and the smaller University of Hawaii-West Oahu on the leeward side of Oahu. The UH Community College system has four campuses on Oahu and or college classes accessible and affordable and easing the transition from high school to college for many students. The education centers are located in the more re communities via distance education. The UH is fully accredited by the Western Association of Schools and Colleges.

Select a **group** to join:

Leeward Community College

Leeward Community College

Leeward Community College is dedicated to responding to the wide range of educational needs of the people in our community. We believe in the dignity and potent to help people learn and grow. We are committed to providing an educational environment, which accepts people as they are and fosters the development of each College, education is a cooperative endeavor in which students, faculty, and staff share responsibility.

Join



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Buyer Sign-up (Step 2 of 4)

Select an **organization** to join:

Research Corporation of the University of Hawaii ▾

Research Corporation of the University of Hawaii
Enhancing Research, Development & Training in Hawaii

Select a **group** to join:

RCUH (Research Corporation of the University of Hawaii) ▾

RCUH (Research Corporation of the University of Hawaii)
RCUH Procurement

Join

Remember:

- Create 2 different accounts.
- Create 2 different usernames
 - 1) Johnsmith (for UH access)
 - 2) Johnsmith_rcuh (for RCUH access)
- Ok to use the same password

5. Select a Position (Step 3 of 4)

- o Choose **General Buyer** from the list of positions.
- o Select your **supervisor** from the dropdown menu (Leeward C.C. Fiscal Officer).



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Buyer Sign-up (Step 3 of 4)

Please select a **position**:

General Buyer ▾

Description:

The fundamental reason this classification exists is to arrange for the purchase of assigned commodities and services. Work includes reviewing requests, talking to vendors and department officials, examining price, suitability, and availability of items or services, comparing specifications, and reviewing alternatives to requests to fulfill energy, affirmative action, value analysis, or other objectives. Work is performed independently under the general supervision of the Contract Services and Administration Supervisor.

ESSENTIAL FUNCTIONS:

Conducts research, evaluates findings, and makes independent decisions on procurement matters;
Interprets and evaluates contract provisions;
Obtains oral and written price quotes from vendors;
Compares quotes with the specifications and availability of items and places orders;
Organizes, updates, and retains product information files and purchase order records;
Reviews orders for completeness, accuracy, and compliance with existing policies and procedures;
Obtains appropriate commodities in a timely manner;
Prepares purchase orders through a computerized system and places orders for the purchase of goods and services;
Interviews vendors and evaluates their products and capabilities as a supplier.
Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Please select a **supervisor**:

Leeward C.C. Fiscal Officer ▾

Position	Financial Officer	Email	mpatters@hawaii.edu
Company	Leeward Community College	Department	Fiscal Officer
Phone #	(808)455-0324	Fax #	(808)455-0471

Select this position and supervisor

6. Enter Contact Information (Step 4 of 4)

- Fill in the required fields with your details:
 - **Department Name:** Leeward Community College
 - **Office Location:** 96-045 Ala Ike, (your dept room#), Pearl City, HI 96782

- Click **Submit** to finalize the account creation process.



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Buyer Sign-up (Step 4 of 4)

Contact Information			
Name	<input type="text"/>	Phone #	<input type="text"/>
Email	<input type="text"/>	Fax #	<input type="text"/>

Company Information			
Company Name	<input type="text"/>		
Department	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	AL <input type="button" value="v"/>
Zip Code	<input type="text"/>	<input type="text"/>	
Ship Via	<input type="text"/>		

If your "Ship To" Address is different than your company address, please fill out information below

Shipping Information			
Company Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	AL <input type="button" value="v"/>
Zip Code	<input type="text"/>	<input type="text"/>	

Login Information	
User Name	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
Password Question	What is your mothers maiden name? <input type="button" value="v"/>
Password Answer	<input type="text"/>

This Section Reserved for UH Fiscal Officer Uses Only	
Your System User Name	<input type="text"/>
Your FO Code	<input type="text"/>

SUCCESS! YOUR ACCOUNT HAS BEEN CREATED



Welcome, Joy
Morikawa-Au Hoy!

[SuperBID](#)

[Create a New Request](#)

[Active](#)

[Draft](#)

[History](#)

[Copy Request](#)

[Cancel Request](#)

[Vendor Directory](#)

[Update Profile](#)

[Help](#)

[Support Email](#)

[Logout](#)



View My Requests

Status	Request Details	Bids	Open Date	Close Date	Category	Title	Interested Vendors
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You have no active requests.

Step 2: Logging into SuperQUOTE

1. Once your account is approved, go to the SuperQUOTE login page.

<https://www.commercepoint.com/>

2. Enter your **username** and **password**.
3. Click **Login** to access your dashboard.

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HISTORY CAN BE FUN... HONEST.

CommercePoint - Point of Entry to the World of E-Quotes

Home | About Us | Join Now | Services | Sealed Bids

Users Login
Username:
Password:
Log In

Forgot Your Password?

Vendors, Sign Up Now! It's Free & Easy!
Get your company in front of qualified buyers with a FREE listing in Buyer's E-Directory. Want more info? Click on the link below:
[Program Details](#)

Welcome to SuperQUOTE™
New Fee Schedule starting Jan 1, 2019

RAISING COLLECTORS
See Child Left Behind!

TheBus RCUH

New Buyers, Sign Up Here!
Authorized Buyers from the University of Hawaii, Oahu Transit Services, State of Hawaii's Department of Education, and RCUH, sign up here. If you have already registered, login with your username and password (upper left).

New Vendors, Sign Up Here!
Free listing in the Buyer's Electronic Directory. No cost to join, and only 1/2% when you win. Market your products & services to the buying groups today! Auto-email alerts on new Requests!
[Questions? Program Details & FAQ](#)

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Minimum Browser Required: (SSL-128 bit encryption) [Chrome](#) or [Microsoft IE](#) or [Mozilla Firefox](#)

Troubleshooting & Additional Support

- **Forgot your password?** Click on the **Help** section in SuperQUOTE.
- **Need assistance with setup?** Contact CommercePoint Support at support@commercepoint.com.
- **Account locked or other technical issues?** Reach out to the Leeward Community College Business Office at lccbo@hawaii.edu.

This manual provides the necessary steps for a smooth SuperQUOTE account setup. If you experience any difficulties, please refer to the support contacts listed above. Happy purchasing!

Leeward Community College SuperQUOTE

Training Manual

Creating a Request

Introduction

SuperQUOTE is the University of Hawaii's required system for purchasing goods and services valued at \$5,000 or more (unless Sole Source or Exempt approved). This system ensures that public funds are used efficiently and responsibly.



► CommercePoint - Point of Entry to the World of E-Quotes

| Home | About Us | Join Now | Services | Sealed Bids |

Users Login

Username:

Password:

[Log In](#)

[Forgot Your Password?](#)

Vendors, Sign Up Now! It's Free & Easy!

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Free listing in the Buyer's Electronic Directory. No cost to join, and only 1/2% when you win. Market your products & services to the buying groups today! Auto-email alerts on new Requests!

Questions? [Program Details & FAQ](#)

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Minimum Browser Required: (SSL-128 bit encryption) [Chrome](#) or [Microsoft IE](#) or [Mozilla Firefox](#)

Step 1: Research

1. Define Technical Specifications

- What do you need?
- When do you need it?
- What is your budget limit?
- Obtain a sample quote.
 1. Email or call the CommercePoint Support Desk
- Be precise enough to attract qualified vendors.
- Avoid broad criteria that may invite irresponsible bidders.

2. Know the Source of Funding

- **Special, General, Revolving Accounts** (starting with 2 or 3)
- **Federal and non-UH Foundation Accounts** (starting with 4, 5, or 6)
- Use the correct SuperQUOTE login to ensure compliance.
 1. Not allowed to use a UH SuperQuote for an RCUH Purchase Order.

3. When SuperQUOTE is Not Required

- Sole Source Procurements
- Exempt Procurements
- Orders over \$100,000 (IFB required)
- State Procurement Office Vendor List Contracts (SPO VL Contracts)

Step 2: Creating Special Instructions

- Customize instructions based on departmental needs.
- Be clear and concise to ensure qualified vendor participation.
- Attend a SuperQUOTE training session (email support@commercepoint.com).

Sample #1: Certificate of Vendor Compliance

- Under HRS 103D-310(c), vendors **MUST** provide proof of compliance with all laws governing entities doing business in the State of Hawaii if the bid is \$2,500 or more. Vendors need to obtain a copy of their “Certificate of Vendor Compliance” via Hawaii Compliance Express. To register with Hawaii Compliance Express, go to:

<https://vendors.ehawaii.gov/hce/>



What is Hawaii Compliance Express?

Sample Special Instructions:

Certificate of Vendor Compliance required for orders \$2,500+

No phone calls. Email (*provide email address*) if you have questions.

No phone calls; email inquiries only.

Subject to prior approval if making substitutes. We reserve the right to determine equivalency. Email with specs if making substitutions or if you have questions.

Delivery date is firm. Do not bid if you cannot meet the delivery requirement.

Hawaii vendors only. Local service and support are required.

Vendors may bid on any one of the items, as the award may be split to multiple vendors as needed.

Items to be ordered in the aggregate. Do not bid if you cannot deliver all items.

Vendors must include all applicable charges (tax, shipping, insurance, installation, etc.).

Quote must include all taxes, freight, delivery charges, insurance, installation, and all applicable charges.

Quantity is subject to change depending on funding availability.

A sample of the product is required.

Vendors must attend a mandatory site visit (*provide details*).

Must agree to all University of Hawaii Purchase Order Terms and Conditions.

Attach a copy of the UH PO's Terms and Conditions document to the SuperQuote

TERMS AND CONDITIONS
APPLICABLE TO ALL PURCHASE ORDERS

1. INVOICES must be rendered in triplicate not later than the day following shipment. In accordance with Sections 1.6047-1.6050 of the IRS Code, the vendor shall provide the University of Hawaii (UH) with its Federal Taxpayer Identification Number and its 1) Hawaii General Excise/Use Identification Number or 2) its Social Security Number on the invoice.
 2. EXTRA CHARGES. No additional charges of any kind, including charges for boxing, packing, cartage, or other extras will be allowed unless specifically agreed to in writing, in advance by UH.
 3. PAYMENT. C.O.D. shipments will not be accepted. Drafts will not be honored. In accordance with Section 103-10, Hawaii Revised Statutes, payment to vendors shall be made no later than 30 calendar days following receipt of invoice or satisfactory receipt of goods and services.
 4. PRICE. If price is not stated in this order, it is agreed that the goods shall be billed at the price last quoted, or billed at the prevailing market price, whichever is lower. This order must not be filled at a higher price than last quoted or charged without UH's specific authorization.
 5. APPLICABLE LAWS. Vendor represents that the merchandise covered by this order was not manufactured and is not being sold or priced in violation of any federal, state or local law.
 6. FAIR LABOR STANDARDS ACT. Vendor agrees that goods shipped to UH under this order will be produced in compliance with the Fair Labor Standards Act.
 7. WARRANTY SPECIFICATIONS. Vendor expressly warrants that all the materials and articles covered by this order or other description or specification furnished by UH will be in exact accordance with such order, description or specification and free from defects in material and/or workmanship, and merchantable.
 8. CANCELLATION. UH reserves the right to cancel all or any part of the undelivered portion of this order if Vendor does not make deliveries as specified, time being of the essence for this P.O., or if Vendor breaches any of the terms hereof including, without limitation, the warranties of Vendor.
 9. ACCEPTANCE. The items or services covered by this order shall be furnished by Vendor subject to all the terms and conditions set forth in this order including the following, which Vendor in accepting this order agrees to be bound by and to comply with all particulars and no other terms or conditions shall be binding upon the parties unless hereafter accepted by them in writing. Written acceptance or shipment of all or any portion of the items or services covered by this order shall constitute unqualified acceptance of all its terms and conditions. The terms of any proposal referred to in this order are included and made part of the order only to the extent of specifying items, the nature of the items, the services ordered, the price thereof and delivery date, and then only to the extent that such terms are consistent with the terms and conditions of this order.
 10. WAIVER. The failure of the UH to enforce at any time any of the provisions of this order, or to
- failure within a reasonable period of time, or fails to make deliveries of the items or services or perform the services within the time specified or any written extension thereof. In such event, the UH may purchase or otherwise secure items or services and, except as otherwise provided herein, Vendor shall be liable to the UH for any excess cost occasioned by the UH thereby. If, after notice of termination for default, the UH determines that the Vendor was not in default or that the failure to perform this order is due to causes beyond the control and without the fault or negligence of Vendor (including, but not restricted to, acts of God or of the public enemy, acts of the UH, acts of Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor or supplier due to such causes and without the fault or negligence of the subcontractor or supplier), termination shall be deemed for the convenience of the UH, unless the UH shall determine that the items or services covered by this order were obtainable from other sources in sufficient time to meet the required delivery schedule. If the UH determines that Vendor has been delayed in the work due to causes beyond the control and without the fault or negligence of the Vendor, the UH may extend the time for completion of the work called for by this order, when promptly applied for in writing by Vendor, and if such delay is due to failure of the UH, not caused or contributed to by Vendor, to perform services or deliver property in accordance with the terms of the order, the time and price of the order shall be subject to change under the changes article. Sole remedy of Vendor in event of delay by failure of the UH to perform shall, however, be limited to any money actually and necessarily expended in the work during the period of delay, solely by reason of delay. No allowance will be made for anticipated profits. The rights and remedies of the UH provided in this article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this order. As used in this article, the word "Vendor" includes Vendor and Vendor's sub-suppliers at any tier.
19. LIABILITY FOR UH FURNISHED PROPERTY. Vendor assumes complete liability for any tools, articles or material furnished by the UH to Vendor in connection with this order and Vendor agrees to pay for all such tools, articles, or material spoiled by it or not otherwise accounted for to the UH's satisfaction. The furnishing to Vendor of any tools, articles, or material in connection with this order shall not, unless otherwise expressly provided, be construed to vest title thereto to Vendor.
 20. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CERTIFICATION. The Vendor (contractor or subcontractor) agrees that the equal opportunity clause prohibiting discrimination on the basis of race, color, religion, sex or national origin, and the affirmative action requirements of Executive Order 11246, as amended, and implementing regulations at 41 CFR 60 are incorporated by reference in each non-exempt contract, subcontract, or purchase order, which is presently existing

Other SuperQuote Tips & Tricks

- The request for quotation to remain open for a suggested time frame of a minimum of five (5) business days.
- DO NOT STATE PURCHASING DOLLAR THRESHOLDS.
- Description of the product and/or service should be clear and concise.
- Consider adding the delivery date to the Special Instructions. Be sure to “clear” the Date Required field on the RFQ.
- Example of a delivery date: 3-4 months ARO
 - After receipt of order (ARO)
- Quotations/bids are confidential until the Business Office issues the purchase order.
- Awarded quotations/bids should not change, i.e. Amendments are NOT allowed on a purchase order.

To “clear” the Date Required field on the RFQ.

The image shows a screenshot of the 'Create a BRAFT Request' form. The form is titled 'UNIVERSITY OF BIHAR REQUEST FOR QUOTATION' and includes fields for 'Request Type', 'Request #', 'Requestor', 'Shipping To', 'Subject', 'Category', 'Special Instructions', and 'Ship Via'. A callout box with a black border and a white background points to the 'Date Required' field, which is currently empty. Below the callout box, a separate 'Date Required' field is shown with a dropdown arrow, a 'Clear' button, and a 'Date Required' label.

Item	Quantity	Description
1		

Date Required [v] [v] [v] [Clear]

“Or APPROVED EQUIVALENT”

- When stating a model number in the body of the description, end it with **“or approved equivalent”** when applicable.
- If the model number is stated but “approved equivalent” is NOT stated in the quotation, this would be considered a sole brand, and the Sole Brand Justification Form 144 is required.

Ship Via	Best Way	Delivery Date	Nov/11/13
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Item	Quantity	Description
1	2	HP LaserJet Enterprise flow MFP M525c or approved equivalent
2	2	HP 55X High Yield Black Original LaserJet Toner Cartridge - OEM cartridge only. No re-manufactured or third party cartridge will be considered.
3	1	HP 55X 2-pack High Yield Black Original LaserJet Toner Cartridges - OEM cartridge only. No re-manufactured or third party cartridge will be considered.

SuperQUOTE – Addendum – making changes to the quote:

- Closing date
- Delivery date
- Quantity
- Description (Product name, Part number, or to clarify items)
- Category picks
- Additions to the Special Instructions
- Add or Delete line items

Other SuperQUOTE Tips

Email support@commercepoint.com

- To reopen the request to get more quotes.
- To reopen the request to add an addendum to clarify / change the specification.
- When the award was mistakenly made before changing the item description or quantity.
- To cancel the award due to solicitation errors.
- Vendor was awarded but cannot fulfill the request.

Step 3: Creating a Request for Quotation (RFQ)

- 1. Use a WORD DOCUMENT format.**
 - To assist those who help enter specifications into the SuperQuote system and a requisition.
 - This allows for easy copy-and-paste functionality between both systems and helps minimize manual typing and errors.
- 2. Log in to SuperQUOTE**
 - Use your assigned username and password.
 - Select "Create New Request."
- 3. Complete the RFQ Form**
 - Set Open and Close Dates (minimum of 5 business days suggested).
 - Provide a descriptive subject and category.
 - Specify special instructions, if needed.
 - Input delivery date and shipping location.
 - Attach relevant documents (specifications, terms, graphics, etc.).
 - Enter item descriptions, quantities, and pricing details.
- 4. Submit the RFQ**
 - Click "Submit Request" and confirm submission.
 - Print or save a copy for records.
 - Vendors will now be able to submit bids.

Step 4: Reviewing Quotes & Awarding a Vendor

1. Reviewing Vendor Quotes

- Navigate to "Active Folder" to access received bids.
- Evaluate vendor compliance, pricing, and delivery terms.
- Save and print bid records for requisition support.

2. Awarding a Vendor

- Select the vendor and confirm the award.
- Notify winning and losing vendors via system-generated email.
- The awarded vendor must print, sign, and return the confirmed quote.

3. (Additional: OPM Form 95: Cost Price Reasonableness)

- Use this form to explain when only one quote is received, or
- When you are NOT selecting the lowest priced bid.
 1. Explain at least one reason why the vendor did not meet your required specifications that is an acceptable disqualification.

Step 5: Transferring SuperQUOTE Information to a Requisition

1. Required Documents for Requisition

- RFQ details and vendor list
- All vendor bid responses
- Signed quote from the awarded vendor
- Certificate of Vendor Compliance (if applicable)
- Additional required forms (e.g., Form 95, Form 144, COI, DGP approval for IT purchases)

2. Submit Requisition in KFS

- Follow training guides available on the Financial Management Office (FMO) website.
- Upon approval, the UH Purchase Order will be issued and sent to the vendor.

Additional SuperQUOTE Information

- **Forgot password?** Click "Help" in SuperQUOTE.
- **No bids received?** Contact support@commercepoint.com for guidance.
- **Awarded the wrong vendor?** Contact support for cancellation and reissuance.
- **Want another user to access your request?** For security purposes, the person creating the request will be the only one to access it.

Key Procurement Policies

- Vendor Compliance Certificate required for orders \$2,500+
- Small Purchase Procurement applies to orders \$5,000–\$100,000
- Sole Brand Justification requires OPM Form 144
- Price Reasonableness Justification requires OPM Form 95
- Compliance with UH Purchase Order Terms and Conditions
- Vendor's Certificate of Insurance (COI) compliance for services

See [Leeward Intranet > Business Office > Procurement Forms](#)

For further assistance, contact the Business Office at lccbo@hawaii.edu or CommercePoint Support at support@commercepoint.com.