



# Kansas Bus Purchasing Program



## **CLONING A BUS**

The cloning feature allows you as the buyer to build a bus, clone it and provide it to a vendor for review to ensure that all options selected can be installed on your bus.

Once you have selected all of your desired options and clicked on "Continue", you will be on the "Specifications" page. Here you will find the bus you built. To clone this bus for your vendor's review, click on the icon in the "Clone" column.

On the "Clone Specification" page, under "Recipient Organization", choose "Another Organization" and select the vendor's company name and the name of the person at that vendor who you would like to review your bid. and click "Clone". It will be placed in the vendor's account.

Notify the vendor that you have sent this. When they log in, it will be waiting for them.

Repeat this process and send it to other vendors, if desired.