

Manage a Submitted Bid

Once a bid has been submitted edits can be made, answers to questions can be viewed, and the bid can be withdrawn up until the sourcing event close date.

Edit a Bid

1. Search and find the event to edit, click **Respond Now**.
2. Click the section to make an edit from the left menu.
3. Update information.
4. Click **Save Progress**.
5. Click **Review & Submit** in the left side bar.
6. Confirm that all sections are marked green.
NOTE: If a section is not complete, click the section name to jump to that section.
7. Review and mark the **Certification** statement, at the bottom of the page.
8. Click **Submit Response**.

Manage Responses to Questions

1. Responses to questions can be viewed in two ways.
2. Click **Q&A Board** toward the bottom of the left side menu.
3. Click **My Questions** tab.
4. Review buyer response to questions.
5. To withdraw a question before its answered, click **Withdraw this Question**.
6. Click **Confirm**.
7. Click **Buyer Questions** tab to respond to questions.
8. Click **Answer Question**.
9. Enter **Answer**.
10. Click **Select File** to add attachment, as applicable.
11. Click **Post Answer**.

12. Click **Buyer Attachments** from left side menu.
13. Buyer will post attachments with answers to suppliers' general questions.
14. Click **hyperlink** of questions and answers document.

Withdraw a Bid

1. Search and find the event to withdraw, click **Respond Now**.
2. Click **Withdraw Bid** from the blue header at the top of the page.
3. Review Withdraw Bid message.
4. Click **Confirm**.
5. At the top of the left side menu the response status changed to *Draft*.
NOTE: This bid can be resubmitted by clicking Review & Submit and completing the steps.