

# Respond to an Amended Event

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If a sourcing event is amended after a bid has been placed an email notification will be sent. The bid must be reviewed and resubmitted even if no changes are made.

## Respond to an Amended Event

1. Click **Respond Now** for the event to review.
2. Click **View amendment changes** in blue header at top of page to see a history of amendments.  
**NOTE:** Amendment History page will open in separate window.
3. Update bid in response to changes.  
**NOTE:** A grey check indicates missing information in a section.
4. Click **Save Progress**.
5. Click **Review & Submit** in the left side bar.
6. Review and mark the **Certification** statement, at the bottom of the page.
7. Click **Submit Response**.