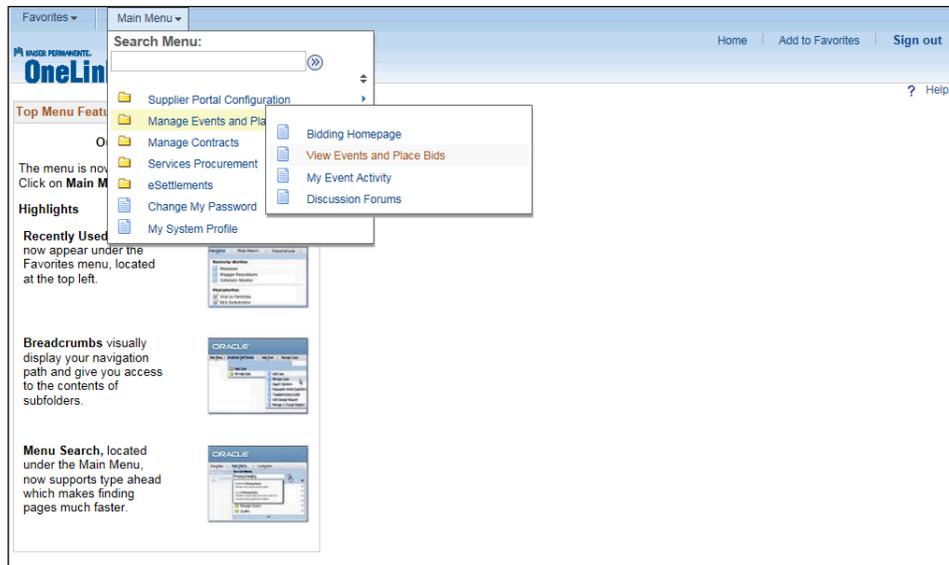


Update RFx/RFI Bid Response

Scenario: You need to edit a RFx or RFI event after submission.

Note: A RFx or RFI event can be edited after submission until the event end date/time.



Step	Action
1.	Click the Main Menu button. 
2.	Click the Manage Events and Place Bids menu. 
3.	Click the View Events and Place Bids menu. 

OneLink

View Events and Place Bids

Welcome, Grace Hughes
User: Grace Hughes

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search: [Dropdown]

Event ID: [Text Box]

Event Name: [Text Box]

Event Type: [Dropdown]

Event Status: [Dropdown]

Include Declined Invitations?

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Search [Button] Clear Criteria [Button]

Manage Saved Searches Save Search Criteria Advanced Search Criteria

Search Results

Event ID	Event Name	Format	Type	End Date	Status	
03S00-0000000026	test attachment during analysis	Sell	RFX	Pending Award	Accepted	Discuss
03S00-0000000026	test attachment during analysis	Sell	RFX	Pending Award		Discuss
03S00-0000000027	Food Distribution and Cafeteria Services	Sell	RFX	01/31/2018 03:52 AM PST	Accepted	Discuss

Step	Action
4.	Select the Event ID link for the event you wish to update.

OneLink

Event Details

Welcome, Grace Hughes
User: Grace Hughes

[Information On Inquiry Options](#)

Bidding Shortcuts:

- [View Event Activity](#)
- [View, Edit or Copy from Saved Bids](#)
- [View Terms and Conditions](#)

Event Name: Food Distribution and Cafeteria Services

Event ID: 03S00-0000000027

Event Format/Type: Sell Event RFX

Event Round: 1

Event Version: 1

Event Start Date: 12/14/2017 3:52AM PST

Event End Date: 01/31/2018 03:52 AM PST

Event Description:
Food Distribution and Cafeteria Services

Contact: Elly P Ham

Phone:

Email: Ganga.B.Adidamu@kp.org

Online Discussion: [Discuss Event in Forum](#)

Live Chat Help:

Payment Terms:

My Bids: 1 In-Process and Submitted

Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed

Step	Action
5.	Click the View, Edit or Copy from Saved Bids link. View, Edit or Copy from Saved Bids

The screenshot shows the OneLink interface. At the top, there are navigation menus for 'Favorites', 'Main Menu', 'Manage Events and Place Bids', and 'View Events and Place Bids'. The user is logged in as 'Grace Hughes'. The main heading is 'View, Edit or copy from Saved Bids'. Below this, event details are shown: Event Name 'Food Distribution and Cafeteria Services', Event ID '03S00-0000000027', Event Round '1', Event Format/Type 'Sell Event RFX', Event Version '1', Event Start Date '12/14/2017 3:52AM PST', Event End Date '01/31/2018 03:52 AM PST', Multiple Bids 'Not Allowed', and Currency 'US Dollar'. A 'Bids' table is displayed with one bid entry. The table has columns for Bid ID, Round, Version, Bid Status, Event Status, Bid Last Saved, and actions. The bid entry shows Bid ID '1', Round '1', Version '1', Bid Status 'Posted', Event Status 'Posted', Bid Last Saved '12/14/2017 4:23AM PST', and a 'View/Edit' link. There is also a 'Cancel' link. A 'Personalize' button and pagination controls are also visible.

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved		
1	1	1	Posted	Posted	12/14/2017 4:23AM PST	View/Edit	Cancel

Step	Action
6.	Click the View/Edit link. View/Edit

[Favorites](#) | [Main Menu](#) | [Manage Events and Place Bids](#) | [View Events and Place Bids](#)

[Home](#) | [Add to Favorites](#) | [Sign out](#)

KAISER PERMANENTE
OneLink

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★ Supplier will audit all freight bills to ensure compliance with pricing agreements from the carriers.

Response: [Add Comments or Attachments](#)

★ Are your fuel costs fixed or variable based on the National market?

Response: [Add Comments or Attachments](#)

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 2
Lines Responded To 2
Your Total Line Pricing 241,475.0000 USD

[Hide Line Detail](#) [Line Comments/Files](#)

★ Bid Required

Lines [Personalize](#) | [First](#) Previous Lines 1-2 of 2 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Food Distribution	EA	45.0000	<input type="text" value="45.0000"/>	<input type="text" value="1345.000000"/>	<input type="checkbox"/>	60,525.0000 USD	Bid	Comment
2		Cafeteria Services	EA	55.0000	<input type="text" value="55.0000"/>	<input type="text" value="3290.000000"/>	<input type="checkbox"/>	180,950.0000 USD	Bid	Comment

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Step	Action
7.	Perform the required updates. In this example, we will update the General Questions, attachments, and pricing.
8.	Update responses to General Questions.

[Favorites](#) > [Main Menu](#) > [Manage Events and Place Bids](#) > [View Events and Place Bids](#)

[Home](#) | [Add to Favorites](#) | [Sign out](#)

OneLink

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★ Supplier will audit all freight bills to ensure compliance with pricing agreements from the carriers.

Response: Yes

★ Are your fuel costs fixed or variable based on the National market?

Response: fixed

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 2
Lines Responded To 2
Your Total Line Pricing 241,475.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines Personalize | [\[?\]](#) First Previous Lines 1-2 of 2 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Food Distribution	EA	45.0000	45.0000	1345.000000	<input type="checkbox"/>	60,525.0000 USD	Bid	[?]
2		Cafeteria Services	EA	55.0000	55.0000	3290.000000	<input type="checkbox"/>	180,950.0000 USD	Bid	[?]

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Step	Action
9.	Update Your Unit Bid Price

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 2
Lines Responded To 2
Your Total Line Pricing 241,575.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

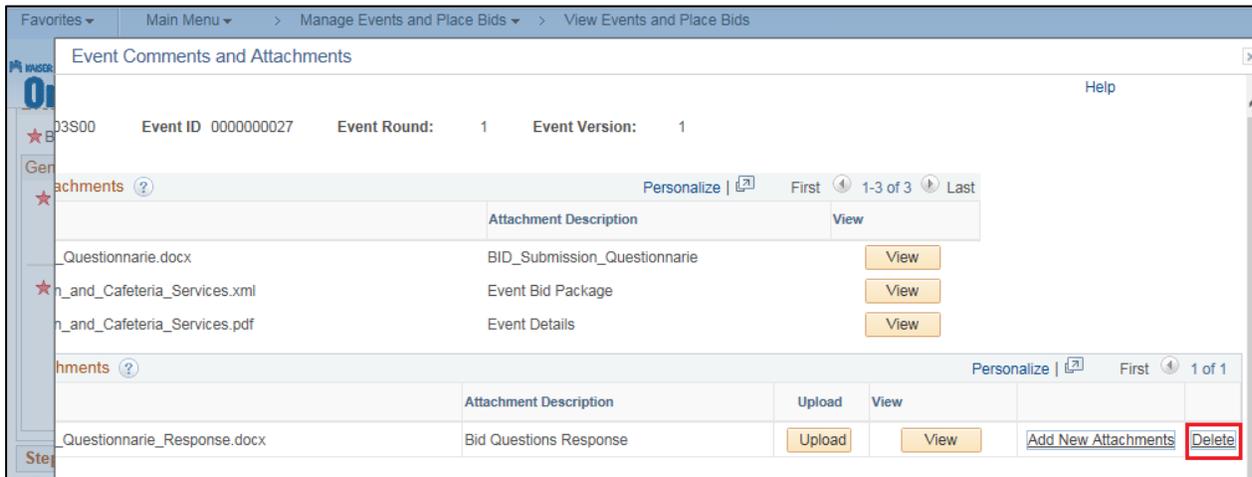
Lines Personalize | [\[?\]](#) First Previous Lines 1-2 of 2 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Food Distribution	EA	45.0000	45.0000	1335.000000	<input type="checkbox"/>	60,075.0000 USD	Bid	[?]
2		Cafeteria Services	EA	55.0000	55.0000	3300.000000	<input type="checkbox"/>	181,500.0000 USD	Bid	[?]

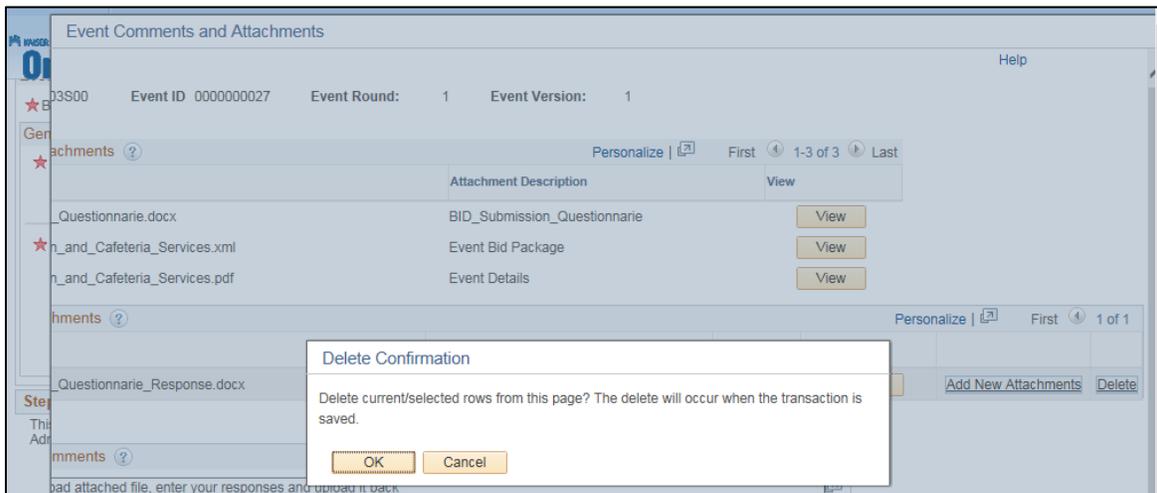
[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

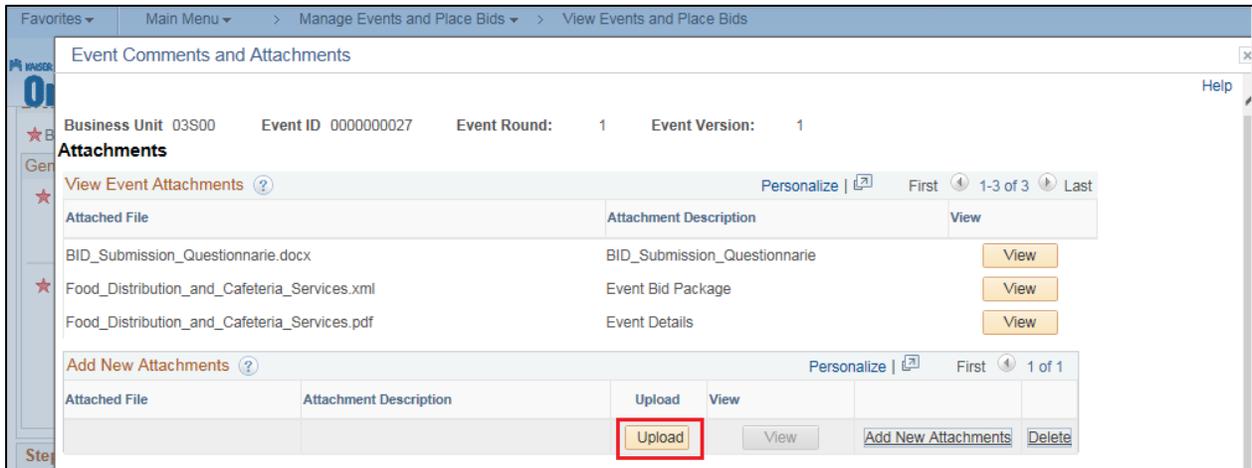
Step	Action
10.	Click Event Comments and Attachments link. Event Comments and Attachments



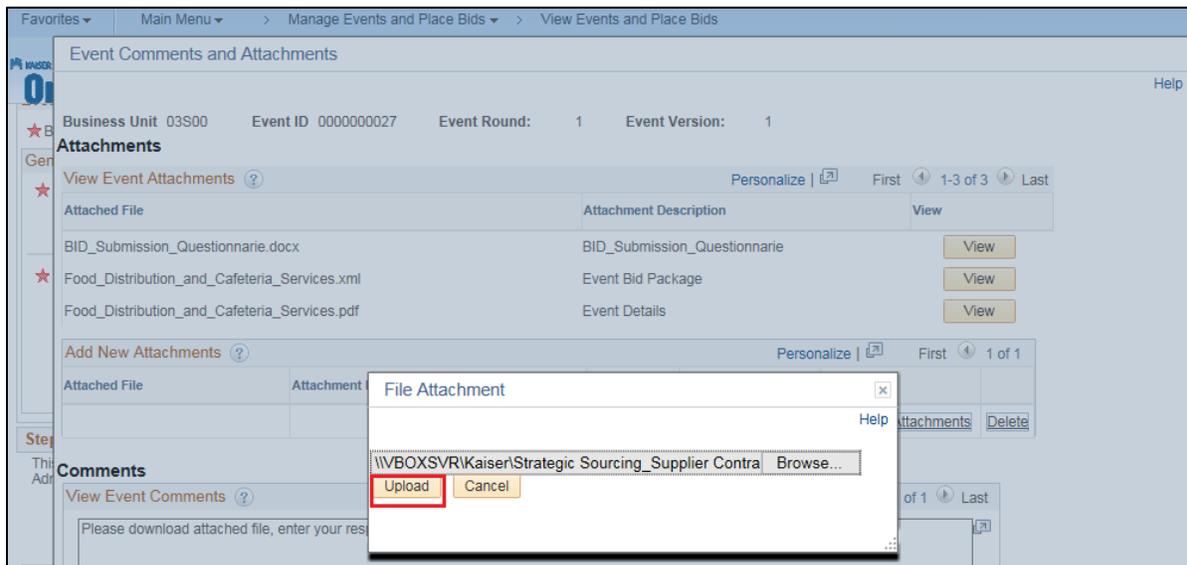
Step	Action
11.	Click the Delete button to delete the existing attachment. Delete



Step	Action
12.	Click the OK button. OK



Step	Action
13.	Click the Upload button to upload a new file. 



Step	Action
14.	Browse and Select the appropriate file.
15.	Click the Upload button. 

The screenshot shows a web interface for managing event attachments and comments. It is divided into three main sections: 'View Event Attachments', 'Add New Attachments', and 'Comments'. The 'View Event Attachments' section contains a table with three columns: 'Attached File', 'Attachment Description', and 'View'. The 'Add New Attachments' section contains a table with four columns: 'Attached File', 'Attachment Description', 'Upload', and 'View'. The 'Comments' section contains two text input fields. The 'OK' button at the bottom is highlighted with a red box.

Attached File	Attachment Description	View
BID_Submission_Questionnaire.docx	BID_Submission_Questionnaire	View
Food_Distribution_and_Cafeteria_Services.xml	Event Bid Package	View
Food_Distribution_and_Cafeteria_Services.pdf	Event Details	View

Attached File	Attachment Description	Upload	View
BID_Submission_Questionnaire_Response.docx	Bid Submission Response	Upload	View

Comments

Please download attached file, enter your responses and upload it back

Please find attached the file with our responses.

OK Cancel

Step	Action
16.	Enter an attachment description in the Attachment Description field, and any supporting comments in the Add New Comments field.
17.	Click the OK button. 

Home | Add to Favorites | Sign out

OneLink

★ Supplier will audit all freight bills to ensure compliance with pricing agreements from the carriers.
Response: Yes

★ Are your fuel costs fixed or variable based on the National market?
Response: fixed

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event	2
Lines Responded To	2
Your Total Line Pricing	241,575.0000 USD

Hide Line Detail

★ Bid Required

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Food Distribution	EA	45.0000	45.0000	1335.000000	<input type="checkbox"/>	60,075.0000 USD	Bid	<input type="button" value=""/>
2		Cafeteria Services	EA	55.0000	55.0000	3300.000000	<input type="checkbox"/>	181,500.0000 USD	Bid	<input type="button" value=""/>

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Bid Search](#)

Step	Action
18.	Click the Submit Bid button.

Home | Add to Favorites | Sign out

OneLink

New Window | Help | Personalize Page |

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1	Bid Date 12/14/2017 4:49:46AM PST
Event ID 0000000027	Food Distribution and Cafeteria Services
Event Format Sell Event	Round 1
Version 1	
Start Date 12/14/2017 3:52AM PST	End Date 01/31/2018 03:52 AM

Your Total Price 241,575.00 USD

Step	Action
19.	Click the OK button.

20.	Congratulations! You have successfully updated bid response. End of Procedure.
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