## 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.

Favorites -	Main Menu -						
Pierce Permeter.	Search Mer	nu:	>>>		Home	Add to Favorites Sign o	ut
Top Menu Featu O The menu is no Click on Main M Highlights Recently User now appear un Favorites menu at the top left.	Supplie     Manage     Manage     Manage     Service     Service     Change     My Sys     Ger the     Jocated	er Portal Configural e Events and Pla e Contracts es Procurement ments a My Password stem Profile	tion  Bidding Home View Events a My Event Act Discussion Fc	spage and Place Bids why yrums		?⊧	Help
Breadcrumbs display your na path and give y to the contents subfolders.	visually vigation you access of		The Management of Section 2014				
Menu Search, under the Main now supports t which makes fi pages much fa	located I Menu, ype ahead nding ster.	CRACLE Note: - Series Reserved March 1995 March 1995 Ma	-				

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



Favorites - Main Menu -	$>$ Manage Events and Place Bids $\star>$ View I	Events and Place	e Bids				
SR usuan meneration					Home Add to F	avorites	Sign out
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VIIGLIIIK					New Window H	elp Personali	ize Page   🗄
View Events and Place E	Bids	Welcome, User: Grad	Grace Hughes e Hughes				
Enter search criteria to locate an event	t for viewing or placing bids.						
<ul> <li>Search Criteria</li> </ul>							
Use Saved Search	$\sim$						
Event Name Event Type Event Status Include Declined Invitations?	Event Results ID Se ID Re ID R	Should Include II Event rchase Event quest For Infor	: mation				
Manage Saved Searches	Save Search Criteria	Advan	ced Search Crit	teria			
Search Results					Personalize	First	④ 1-3 of 3
Event ID	Event Name	Format	Туре	End Date		Status	
03S00-000000026	test attachment during analysis	Sell	RFx	Pending Award		Accepted	Discuss
03S00-000000026	test attachment during analysis	Sell	RFx	Pending Award			Discuss
03800-0000000027	Food Distribution and Cafeteria Services	Sell	RFx	01/31/2018 03:5	2 AM PST	Accepted	Discuss

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

Favorites - Main Me	enu <del>-</del> > Manage Even	ts and Place Bids $ imes$ $ imes$	View Events and Place Bio	ds			
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Event Details				Welcome, Grace Hughes User: Grace Hughes			
Information On Inquiry Opti	ons		Bidding Shortcuts:	View Event Activity View, Edit or Copy from Sav View Terms and Conditions	red Bids		
Event Name	e Food Distribution and Cafe	teria Services					
Event II	03800-000000027						
Event Format/Type	e Sell Event	RFx					
Event Round	11						
Event Version	1 1						
Event Start Date	e 12/14/2017 3:52AM PST						
Event End Date:	01/31/2018 03:52 AM PST						
Event Description:							
Food Distribution and Ca	feteria Services						
<u>ل</u> م							
Contac	t Elly P Ham		Payment Terms:				
Phone	9		My Bids:	1 In-Process and Subm	itted		
Email:	Ganga.B.Adidamu@kp.org		Edits to Submitted I	Bids Allowed			
Online Discussion:	Discuss Event in Forum		Multiple I	Bids Not Allowed			
Live Chat Help:							

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

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F	vent Start Da	te 12/14/2017 3:5	AM PST		Multiple Bids				
Event	End Date:	01/31/2018 03:52	AM PST		Currency:	US Dollar			
Bids					Per	sonalize   🗵 🛛	First 🕚 1 of 1 🕑 Las	t	
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		
Deturn t	a Event Coord	<b>b</b>							
Return t	o Event Searc								

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

Favorites	<ul> <li>Main Menu</li> </ul>	<ul> <li>Manage Events</li> </ul>	and Place I	Bids ▾ → Vie	w Events and P	lace Bids					
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General	Questions		Previo	ous Questions 1-	2 of 2 Next Qu	estions					
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	Response Variable			2	1		Add Commen	its of Attachments			
Step 2:	Enter Line Bid Re	sponses									
This eve Adminis	ent contains one or m trator.	nore individual lines that awa	it your bid re	esponse. Some	or all lines may	require your b	d in order for	consideration by the	Event		
	Lines in This	Event 2									
	Lines Respond	led To 2									
	Your Total Line F	Pricing 241,475.0000 USD									
Hide Line	e Detail										
★ Bid Red	quired	Dine Comments/Files									
Lines		Perso	nalize   🗖	First 🕚 P	revious Lines 1	-2 of 2 Next L	nes				
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		60,525.0000 USD	Bid	Q	
2		Cafeteria Services	EA	55.0000	55.0000	3290.000000		180,950.0000 USD	Bid	$\Diamond$	
Event Co	mments and Attachn	nents									
At any po	pint in the bid respons	se process you may save an	in-progress	bid and resume	completion at	later time. Whe	en your bid re	sponse is complete,	submit for	consideratio	n.

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.

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<u>116</u>	LINK										
Bid Re	equired	🖈 Ideal Response Requir	ed								
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Adminis	trator.	Fuert 2	wait your bid	response. Some o	or all lines may	require your bid	in order for	consideration by the	Event		
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ne	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		60,525.0000 USD	Bid	Q	
2		Cafeteria Services	EA	55.0000	55.0000	3290.000000		180,950.0000 USD	Bid	$\Diamond$	
vent Co	mments and Attach	ments									

Step	Action
9.	Update Your Unit Bid Price

7 941111	Lines i	n This Event 2	Event 2									
Lines Responded To 2												
	Your Total	Line Pricing 241,575.0000 US	BD									
Hide Li	ine Detail											
📌 Bid R	Required	Line Comments/Files										
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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		60,075.0000 USD	Bid	$\bigcirc$		
	2	Cafeteria Services	EA	55.0000	55.0000	3300.000000		181,500.0000 USD	Bid	$\Diamond$		

## Job Aid

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

rites  Main Menu  Manage Events and Place	e Bids -> View Events and Place Bids		
Event Comments and Attachments			3
			Help
03S00 Event ID 0000000027 Event Round:	1 Event Version: 1		
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	Attachment Description	View	
_Questionnarie.docx	BID_Submission_Questionnarie	View	
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	Main Menu <ul> <li>Manage Events and Place</li> </ul> Event Comments and Attachments           Masses         Event ID 000000027           Event Round:         Event Round:           achments (2)         Event Round:	Man Menu v Manage Events and Place Bids v View Events and Place Bids   Event Comments and Attachments 1 Event Version: 1   U3S00 Event ID 0000000027 Event Round: 1 Event Version: 1   achments @ Personalize   @ #   achments @ Attachment Description	Main Menu     Main Menu   Manage Events and Place Bids     Event Comments and Attachments     Main Menu     Main Menu       Event ID   0000000027   Event Round:   1   Event Version:   1   1   Event Version:   1   1   1   1   1   1   1   1   1   1   1   2   1   1   2   1   2   1   2   1   2   2   1   2  <

Step	Action
11.	Click the <b>Delete</b> button to delete the existing attachment.
	Delete

<b>P</b> i waser	Event Comments and Attachmer	its	
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<b>★</b> E	Event ID 000000027	Event Round: 1 Event Version: 1	
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7 10	mments 🕐	OK Cancel	
	bad attached file, enter your responses and	UDIDAD IL DACK	

Step	Action
12.	Click the <b>OK</b> button.
	OK

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Favo	orites 🔻	Main Menu 🗸	> Ma	anage Events and	Place Bids $\checkmark$ $\rightarrow$	View E	vents and Plac	e Bids						
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Step	Action
13.	Click the <b>Upload</b> button to upload a new file.
	Upload

Favo	orites 🔻	Main Menu 👻 >	Manage Eve	nts and Place Bids 🔻 🚿 View	Events and Place Bids				
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Step	Action
14.	Browse and Select the appropriate file.
15.	Click the <b>Upload</b> button.

Job Aid



**OneLink and Financial Systems** 

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	BID_Submission_Questionnarie_Response.docx	Bid Submission Response	Upload	View	Add New Atta
	Comments				
	View Event Comments (?)	First	④ 1 of 1 🕑 Last		
Ster Thi Adr	Please download attached file, enter your responses and upload it back				
★ Bio					
Line	Please find attached the file with our responses.		ري الري		
Ever	OK Cancel				

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

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	DestaifeTTE.							Home	Add	to Favorites	Sign
On	eLink										
★ s	upplier will audit al	I freight bills to ensure complia	nce with prid	cing agreements fr	om the carriers						
	Response Yes	$\checkmark$				Ad	id Commen	ts or Attachments			
<b>★</b> A	re your fuel costs f	ixed or variable based on the f	National mar	ket?	1	Ac	ld Commen	ts or Attachments			
Stop 3	2: Enter Line Big	Desponses									
This e	event contains one	or more individual lines that a	wait your bid	response. Some (	or all lines may	require your bid	in order for	consideration by the	Event	t	
Admii	nistrator. Lines in	This Event 2									
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ine	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		60,075.0000 USD	Bid	$\bigcirc$	
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	2	Cafeteria Services	EA	55.0000	55.0000	3300.000000		USD	Bid	$\mathcal{Q}$	
	2	Cafeteria Services	EA	55.0000	55.0000	3300.000000		USD	Bid	Q	
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Step	Action			
18.	Click the <b>Submit Bid</b> button.			
	Submit Bid			

Parese reserved. OneLink		Home Add to Favorites Sign out
		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 000000027 Food Distribution	and Cafeteria Services	
Event Format Sell Event	Round 1 Vers	rsion 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 <b>OK</b> button.
	OK
20.	<b>Congratulations!</b> You have successfully updated bid response. <b>End of Procedure.</b>