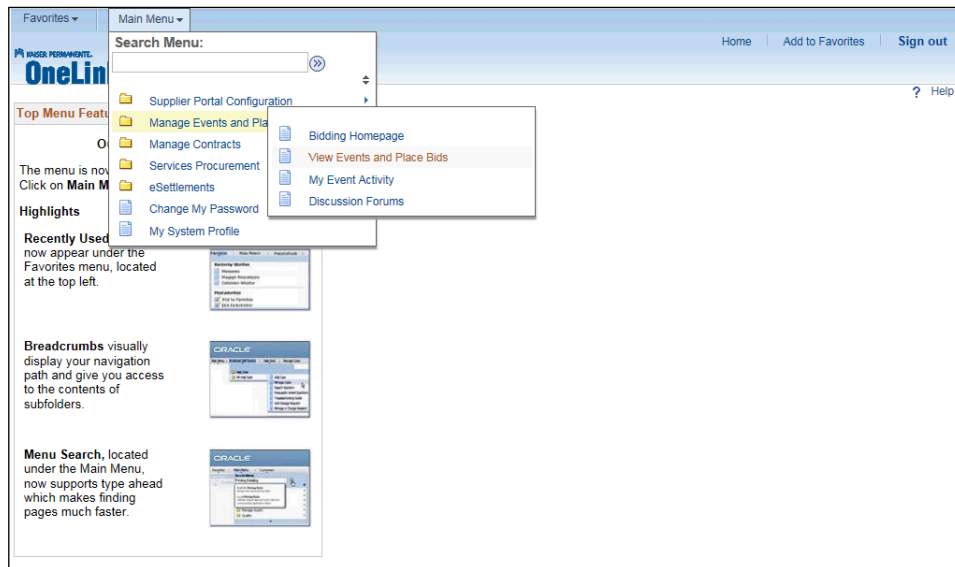
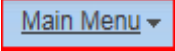
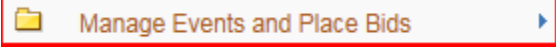



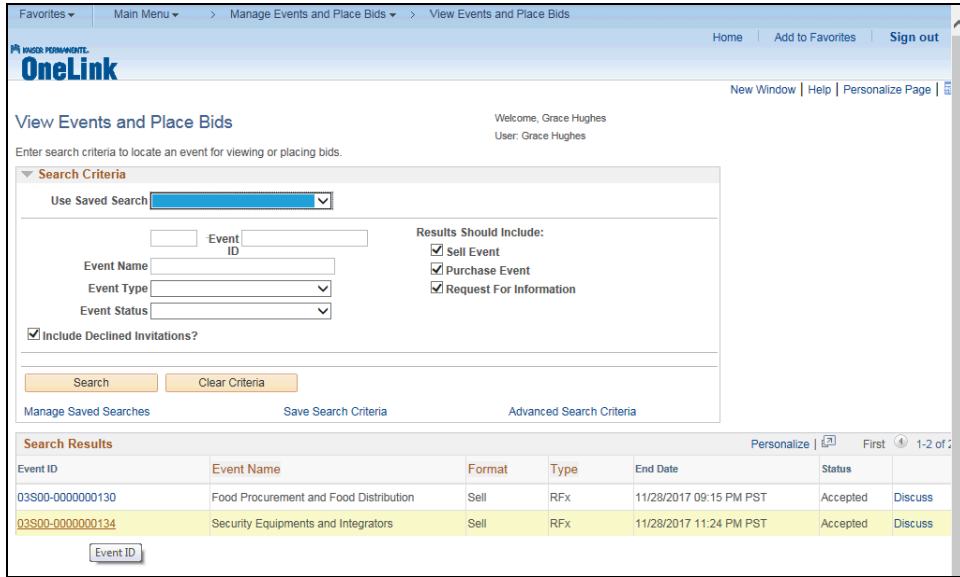
## Cancel a Bid

**Scenario:** You need to cancel a bid you placed on a RFX event.

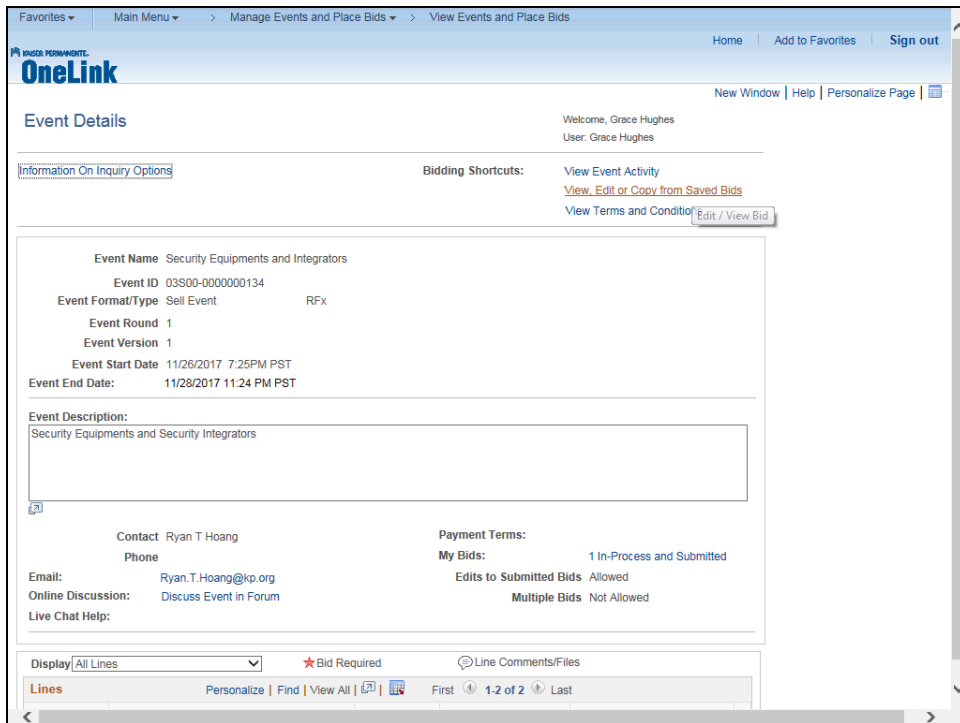
**Note:** A Bid can be cancelled until the event end date.



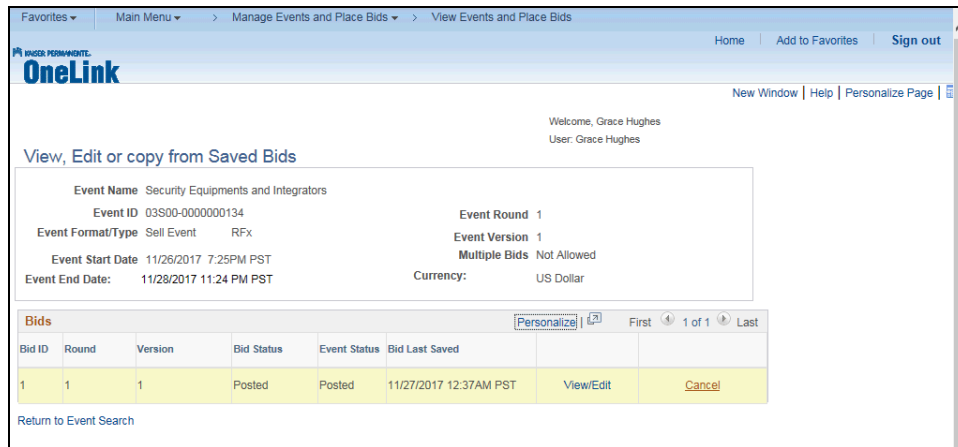
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Manage Events and Place Bids</b> menu. 
3.	Click the <b>View Events and Place Bids</b> menu. 



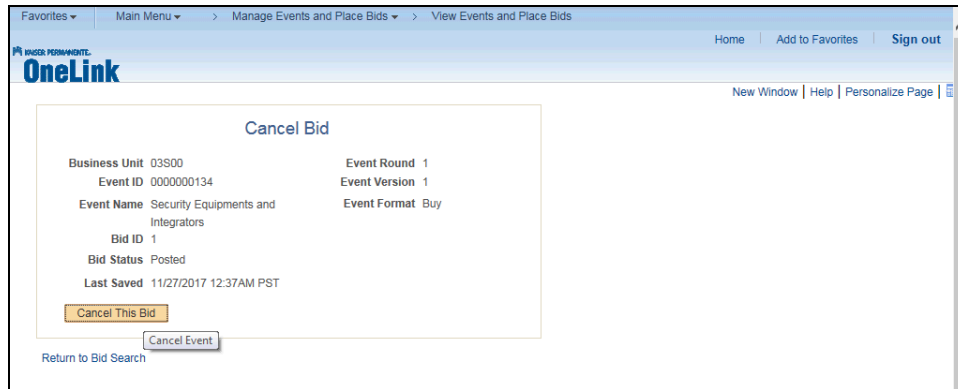
Step	Action
4.	Search for the Event ID using the search criteria, including <b>Event ID, Event Name, Event Type</b> , et.
5.	Click the Event ID link to update bid.



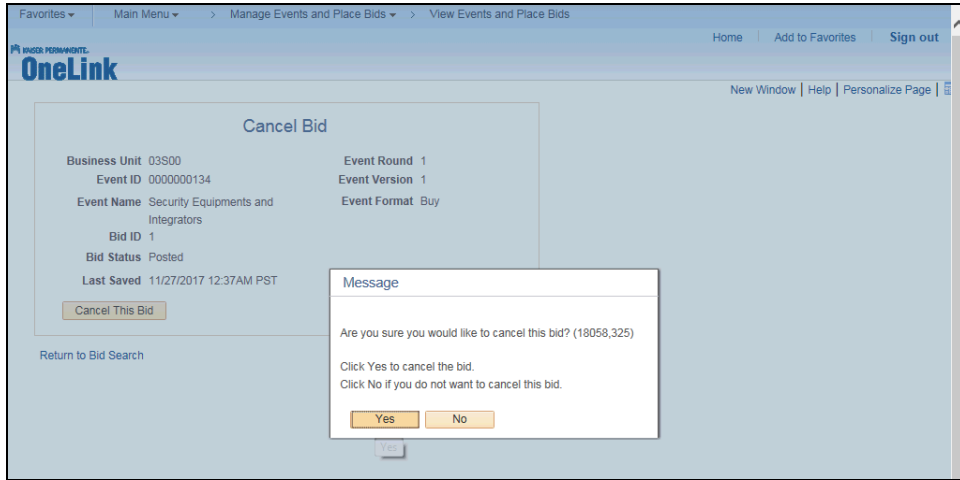
Step	Action
6.	Click the <b>View, Edit or Copy from Saved Bids</b> link. <b>View, Edit or Copy from Saved Bids</b>

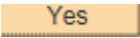


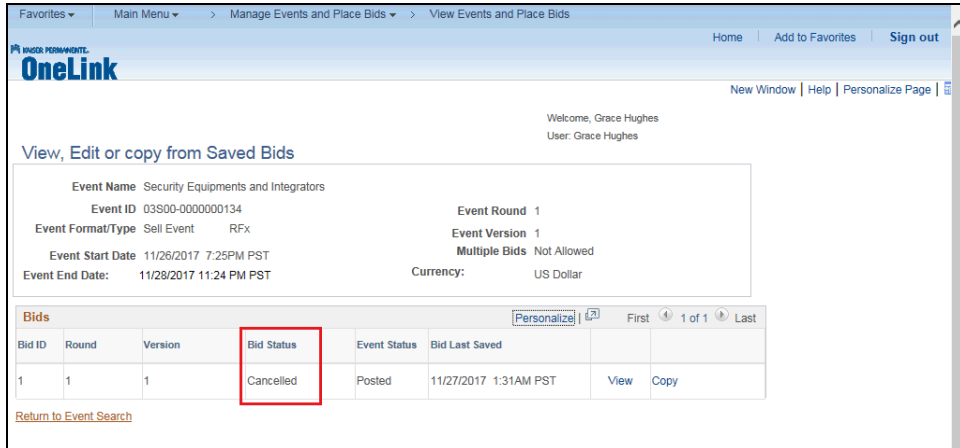
Step	Action
7.	Select the <b>Cancel</b> link. <b>Cancel</b>




Step	Action
8.	Click the <b>Cancel This Bid</b> button. <b>Cancel This Bid</b>



Step	Action
9.	Click the <b>Yes</b> button to confirm the cancellation. 



Step	Action
10.	Bid Status is updated to Cancelled. Click the <b>Return to Event Search</b> link. 
11.	<b>Congratulations!</b> You have successfully cancelled a bid. <b>End of Procedure.</b>