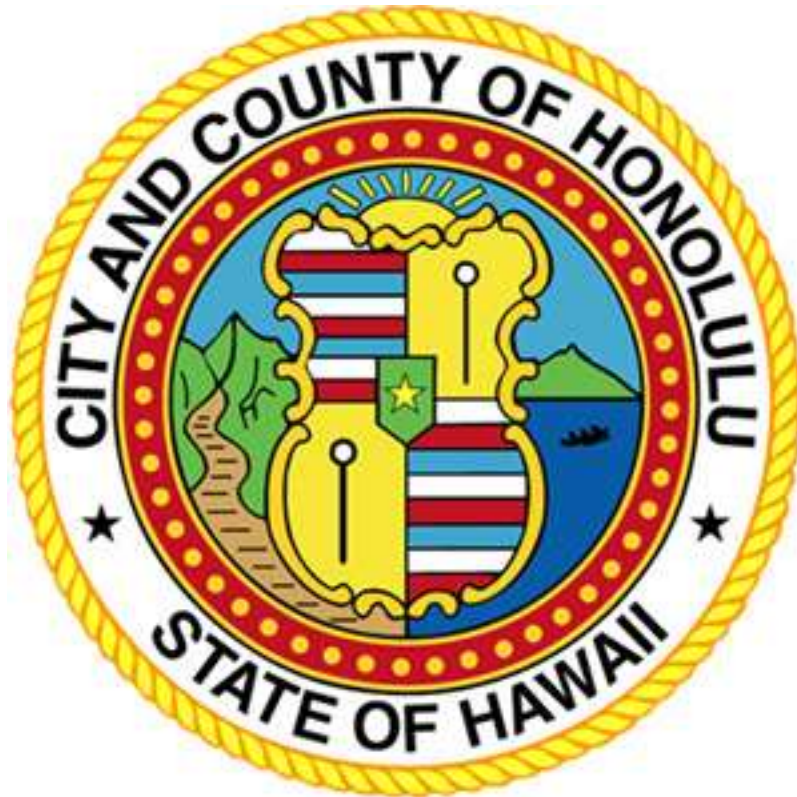


Vendor Self Service

- How to Modify/Withdraw Bid –

(Not applicable to Surplus Auctions)



BFS Purchasing

Phone: (808) 768-5535

<https://www5.honolulu.gov/webapp/vss/Advantage>

www.honolulu.gov/pur

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Purpose:

To explain to vendors how to modify or withdraw their bid/offer/response after it was submitted on the City & County of Honolulu's Vendor Self Service's (VSS) eProcurement website.

*Note: This guide does not apply to Surplus Auction bids as they are not allowed to be modified or withdrawn.

Focusing on the following:

- How to find the bid that needs to be modified or withdrawn.
- Steps on how to modify a bid
- Steps on how to withdraw a bid

Find the Solicitation Responses

Earlier you have finalized a Solicitation Response by successfully placing a bid/offer on VSS. To find the Solicitation Response again, navigate to the Solicitation Responses tab.

The screenshot shows the Vendor Self Service (VSS) website interface. The top navigation bar includes 'Home', 'Help', 'Accessible Help', 'Site Map', and 'Logout'. The main navigation tabs are 'Account Information', 'Business Opportunities', and 'Solicitation Responses', with a red arrow pointing to the 'Solicitation Responses' tab. Below the tabs, there is a 'Search For My Responses' section with a 'Keyword Search' field and a 'Go' button. A table of responses is displayed, with columns for 'Link to Response', 'Created By', 'Response Status', 'Response Date', 'Solicitation ID', 'Status', and 'Closing Date'. The table shows one response with the following details:

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-HFD-ESR2016080100194-1	1951	Accepted	08/01/2016	RFQ-HFD-1700001-1	Open	08/02/2016 02:00 PM HST

- The first column is the Solicitation Response ID.
 - The number at the end represents the version number.
- The Response Status shows the state of the Solicitation Response. The possible status are:
 - Accepted
 - Draft
 - Rejected
 - Withdrawn
- The Response Date is the date of the Solicitation Response.
- The Solicitation ID provides a link directly to the solicitation.
- The Status reflects the solicitation's status.
 - Open
 - Close
 - Cancelled
- The Closing Date shows when the bids are due.

Modify your Bid

1. To modify or edit your bid, click on the Solicitation Response ID link that has the highest version number at the end and the Response Status is “Accepted”.
2. This should open up the Solicitation Response that you have submitted earlier. The fields are grayed out.

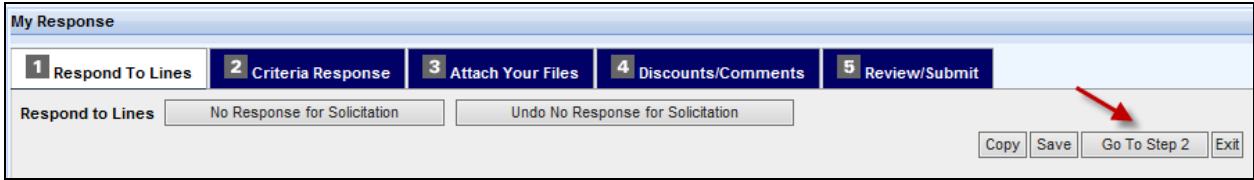
The screenshot shows the Vendor Self Service portal for the City and County of Honolulu. The user is logged in and viewing a solicitation response for ID 1700001. The page is titled 'My Online Response' and shows a 'Time Left: 23:17:37'. The solicitation details include: Procurement Folder: 1021306, Solicitation: 1700001, Solicitation Type: Request for Quotes, and Description: 2016 Fire Fighter Safety Guide. The status is 'Open' and the closing date is 8/22/16. The user is currently in the 'Respond to Lines' step of the response process. The table below shows the details for Lot 1 of 1: Magazine Printing.

Description	Your Offer	Comments
1. PRINT AND PACKAGE 110,000 COPIES OF THE 2016 FIRE FIGHTER SAFETY GUIDE MAGAZINE FOR THE CITY AND COUNTY OF HONOLULU FIRE DEPARTMENT. TWENTY (20) PAGE STANDARD	Requested Quantity : 110000 EA Response Type : [Dropdown] Unit Price : \$34.00 Delivery Days : 23 Total : \$3,740,000.00	

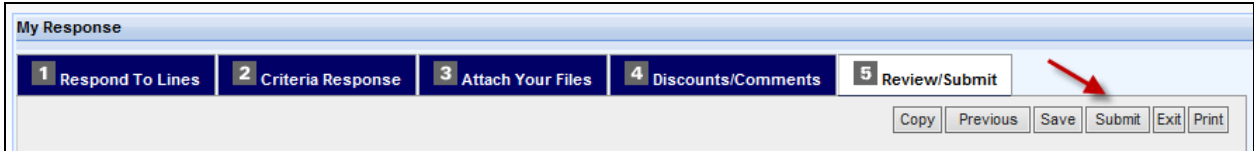
3. Click on the Edit button at the lower right of the page. The fields are now editable.

This close-up screenshot shows the 'Respond to Lines' section of the portal. The 'Edit' button is highlighted with a red arrow, indicating the next step in the process. The other buttons shown are 'Copy', 'Go To Step 2', 'Exit', and 'Withdraw'.

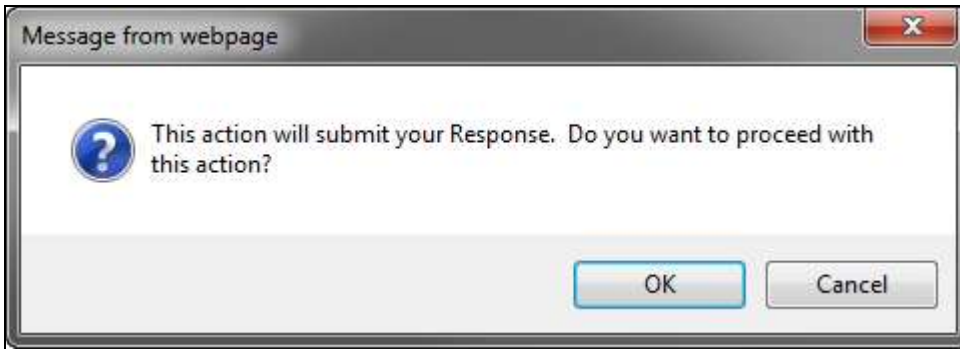
4. Make the modifications to your bid, then click on “Go To Step n” button until you reached “Step 5, Review/Submit”.



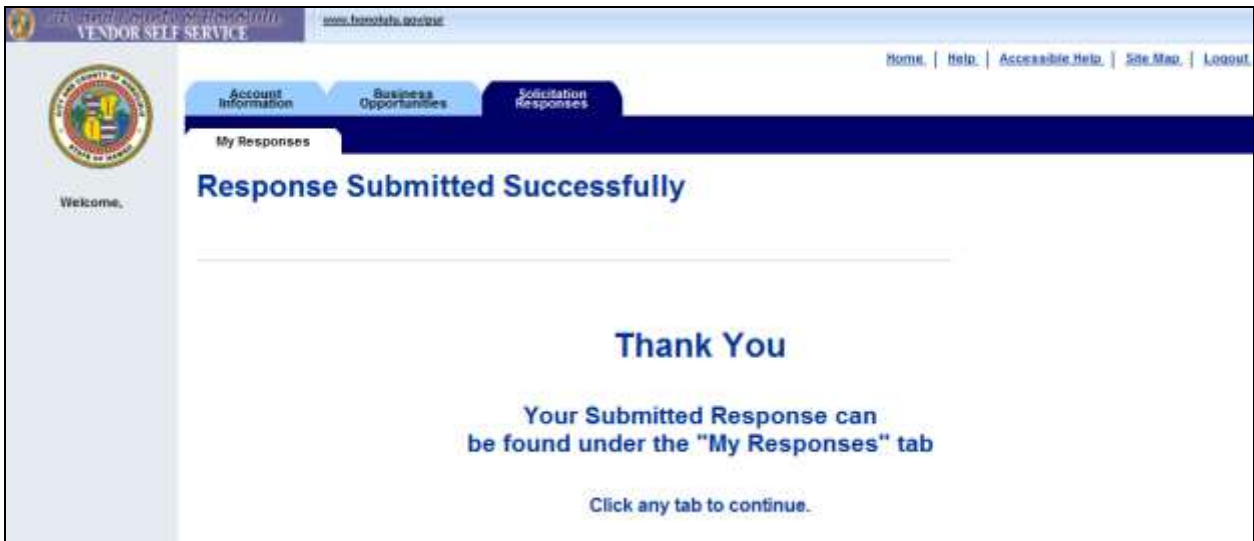
5. Review your bid and click on the Submit button.



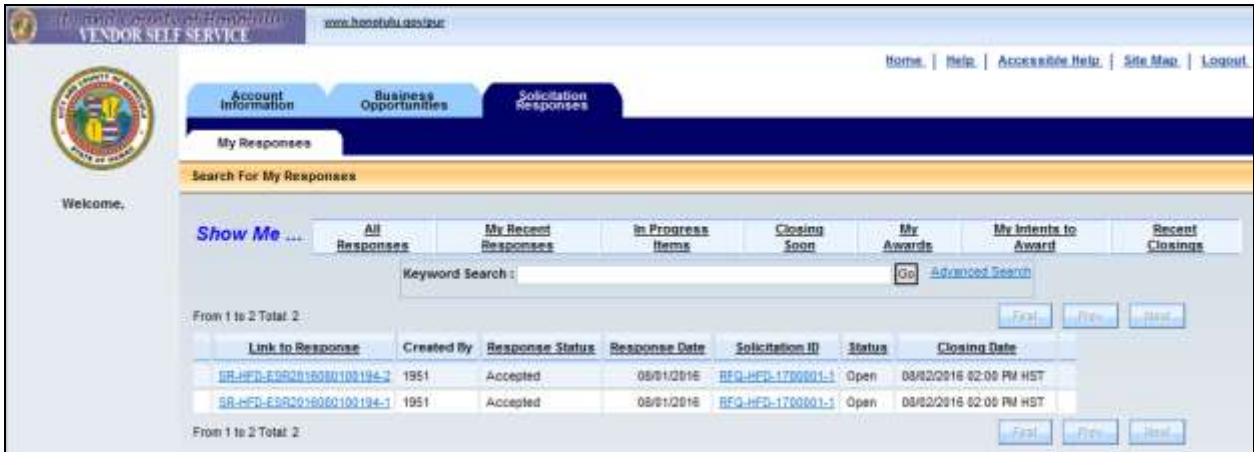
6. A popup window will display. Click on Ok, to confirm submitting your bid modification.



7. A thank you message should indicate that your bid modification was successful.



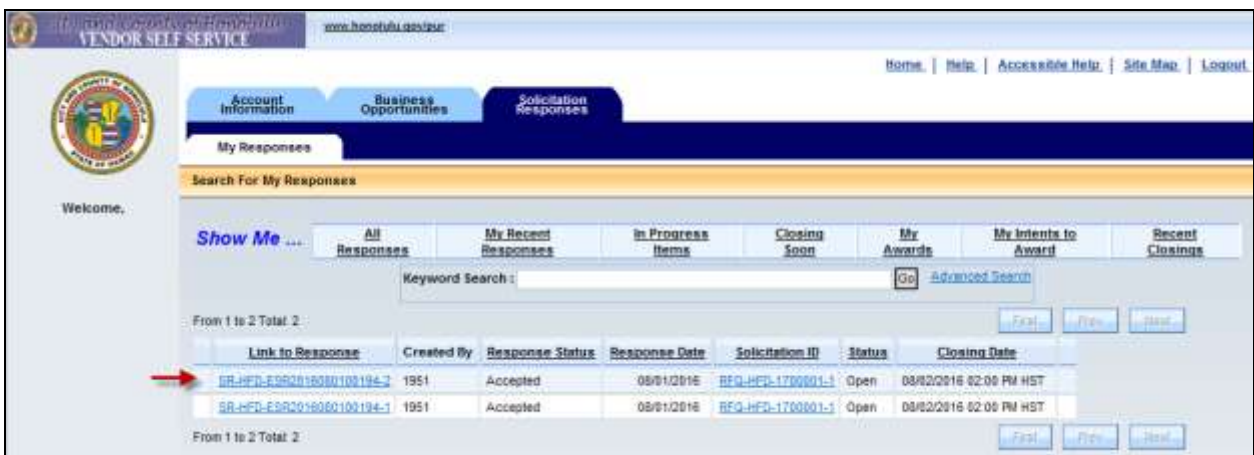
8. Navigate back to the Solicitation Responses tab and you should see the results.



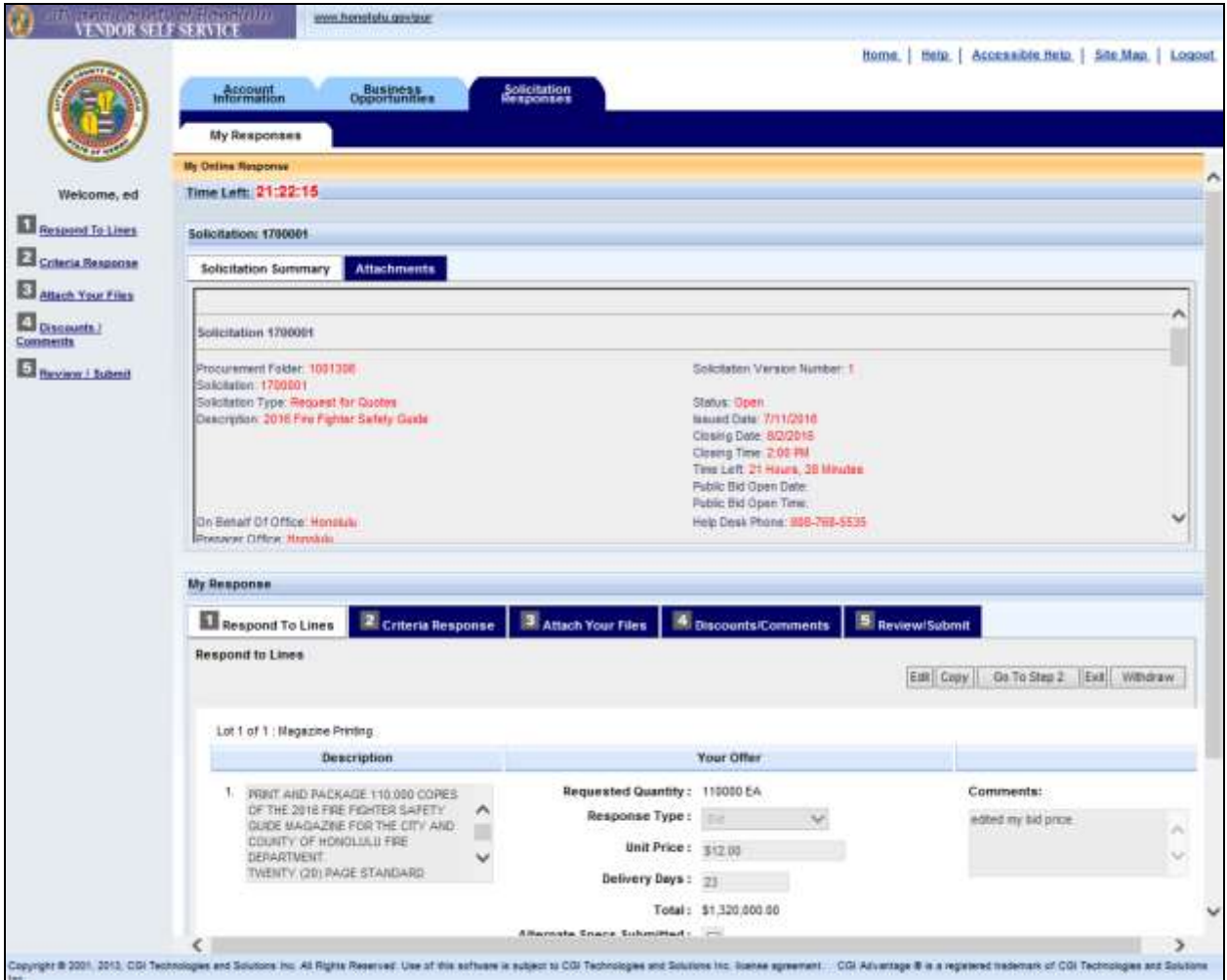
- There are two, almost identical, Solicitation Response ID in the first column.
 - The ID with the higher number at the end represents the latest version.
- The Response Status to the latest version should show Accepted, which means the modification was submitted.

Withdraw your Bid

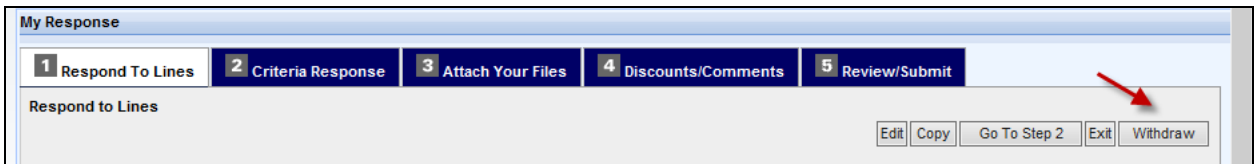
1. To withdraw your bid, navigate to the Solicitation Responses tab and find the solicitation.
2. Click the latest version of the Solicitation Response ID whose Response Status is Accepted.
 - The ID with the higher number at the end represents the latest version.



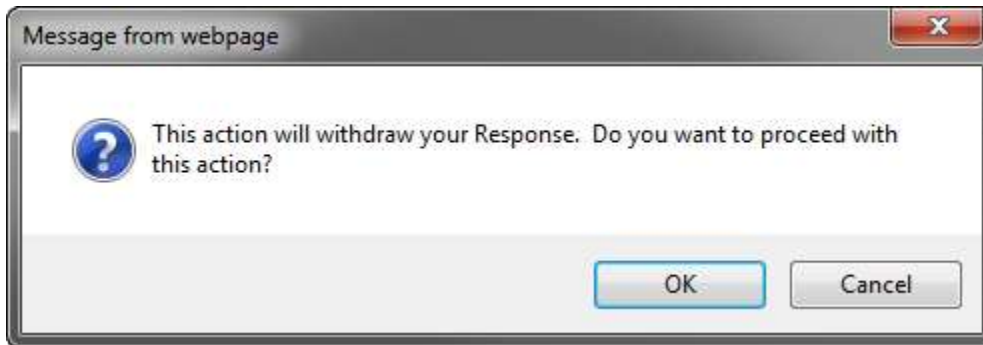
3. This should open up the Solicitation Response that you have submitted earlier. The fields are grayed out.



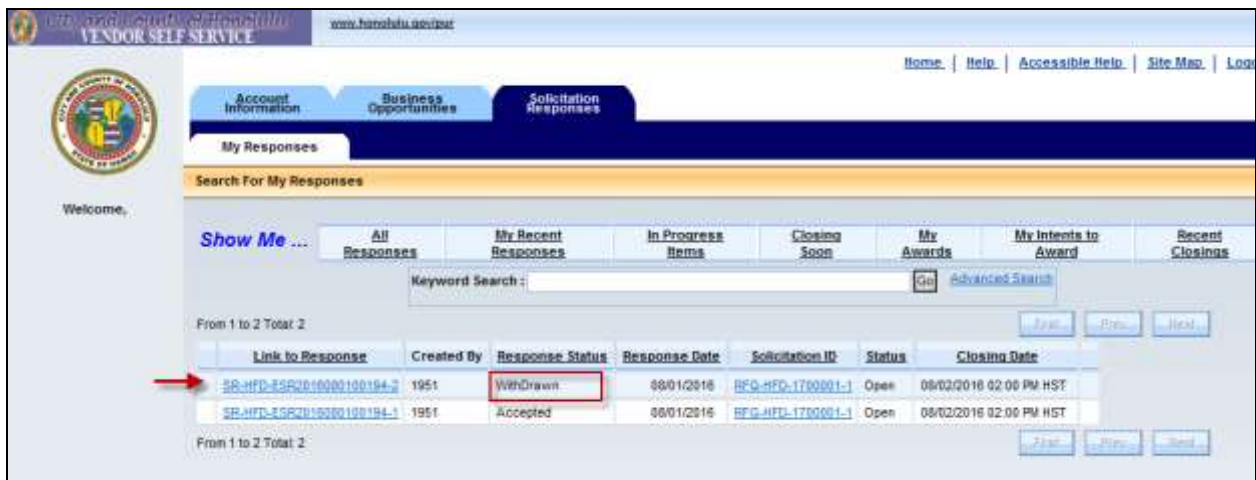
4. Click on the Withdraw button at the lower right of the page.



- A popup window will display. Click on Ok, to confirm withdrawing your bid modification.



- Your bid is immediately withdrawn. You will be taken back to the Solicitation Responses tab. The Solicitation Response ID you clicked on earlier will now have a Response Status of WithDrawn.



- If you wish to place a bid again, you will create another Solicitation Response again by starting over in the Solicitation Details View page.

Additional Help Resources

Additional resources and guides are available on the City and County of Honolulu Purchasing website under Help Guides (<http://www.honolulu.gov/pur/helpguides.html>), and the Vendor Self Service home page (<https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>).

If you have any questions, please contact the help desk at 808-768-5535 or bfpurchasing@honolulu.gov.