

Vendor Self Service

- How to Modify/Withdraw Bid -



BFS Purchasing

Phone: (808) 768-5535

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

www.honolulu.gov/pur

2016

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Purpose:

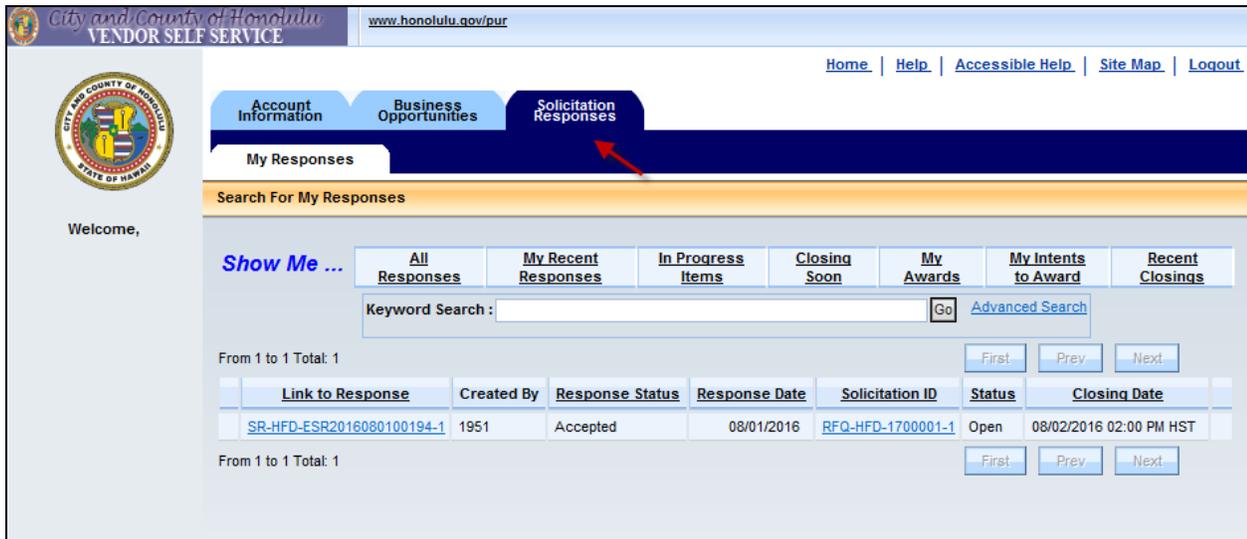
To explain to vendors how to modify or withdraw their bid/offer/response after it was submitted on the City & County of Honolulu’s Vendor Self Service’s (VSS) eProcurement website.

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- How to find the bid that needs to be modified or withdrawn.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 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 - Withdrawn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.

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Account Information | Business Opportunities | **Solicitation Responses**

My Responses

My Online Response
Time Left: 23:17:37

Solicitation: 1700001

Solicitation Summary | Attachments

Solicitation 1700001

Procurement Folder: 1001306
Solicitation: 1700001
Solicitation Type: Request for Quotes
Description: 2016 Fire Fighter Safety Guide

Solicitation Version Number: 1
Status: Open
Issued Date: 7/11/2016
Closing Date: 8/2/2016
Closing Time: 2:00 PM
Time Left: 23 Hours, 23 Minutes
Public Bid Open Date:
Public Bid Open Time:
Help Desk Phone: 808-768-5535

On Behalf Of Office: Honolulu
Preparer Office: Honolulu

My Response

1 Respond To Lines | 2 Criteria Response | 3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit

Respond to Lines

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 : Bid Unit Price : \$34.00 Delivery Days : 23 Total : \$3,740,000.00	

Edit Copy Go To Step 2 Exit Withdraw

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

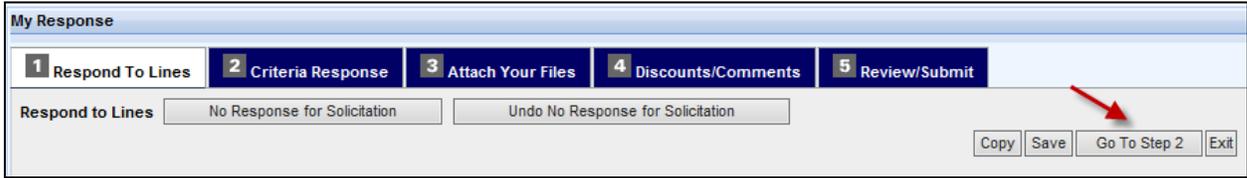
My Response

1 Respond To Lines | 2 Criteria Response | 3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit

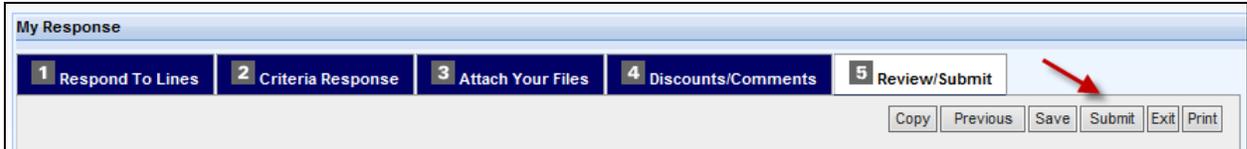
Respond to Lines

Edit Copy Go To Step 2 Exit Withdraw

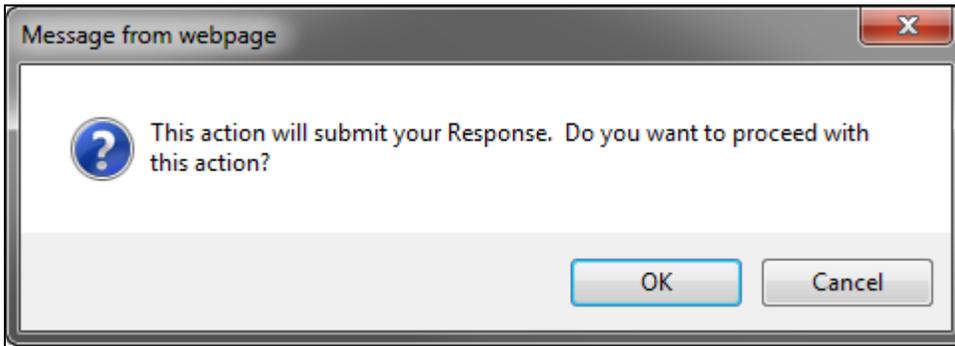
4. Make the modifications to your bid, then click on “Go To Step n” button until you reached “Step 5, Review/Submit”.



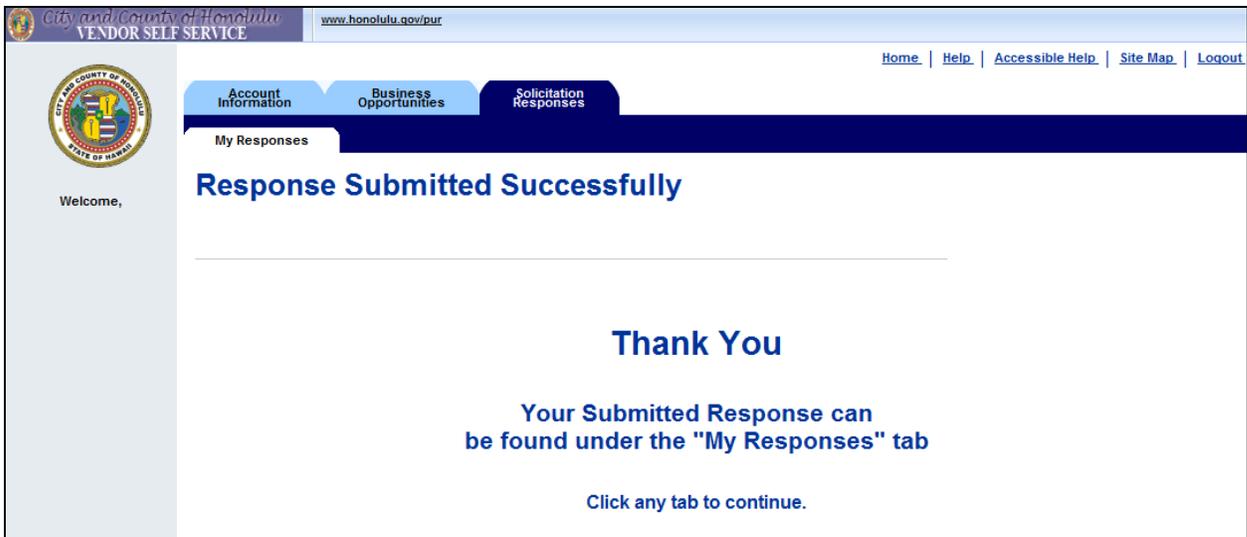
5. Review your bid and click on the Submit button.



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.

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My Responses

Welcome,

Search For My Responses

Show Me ... **All Responses** | My Recent Responses | In Progress Items | Closing Soon | My Awards | My Intents to Award | Recent Closings

Keyword Search : Go [Advanced Search](#)

From 1 to 2 Total: 2

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-HFD-ESR2016080100194-2	1951	Accepted	08/01/2016	RFQ-HFD-1700001-1	Open	08/02/2016 02:00 PM HST
SR-HFD-ESR2016080100194-1	1951	Accepted	08/01/2016	RFQ-HFD-1700001-1	Open	08/02/2016 02:00 PM HST

From 1 to 2 Total: 2

- 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.

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My Responses

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Search For My Responses

Show Me ... **All Responses** | My Recent Responses | In Progress Items | Closing Soon | My Awards | My Intents to Award | Recent Closings

Keyword Search : Go [Advanced Search](#)

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SR-HFD-ESR2016080100194-2	1951	Accepted	08/01/2016	RFQ-HFD-1700001-1	Open	08/02/2016 02:00 PM HST
SR-HFD-ESR2016080100194-1	1951	Accepted	08/01/2016	RFQ-HFD-1700001-1	Open	08/02/2016 02:00 PM HST

From 1 to 2 Total: 2

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

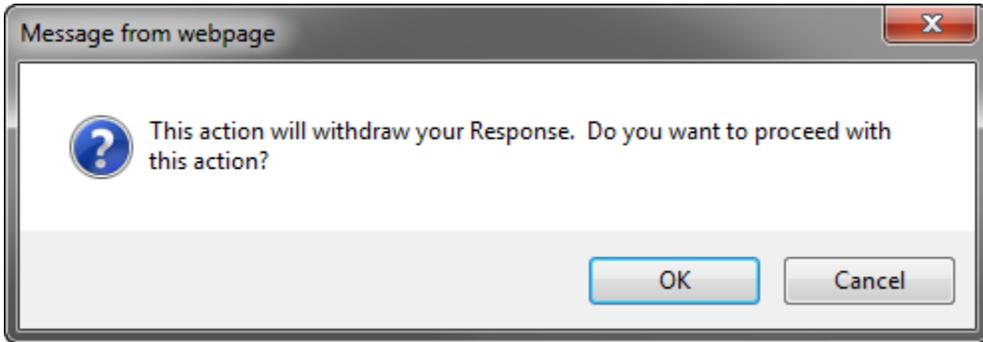
The screenshot shows the 'City and County of Honolulu Vendor Self Service' portal. The user is logged in as 'ed'. The main navigation tabs are 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. The 'Solicitation Responses' tab is active, showing 'My Responses'. Under 'My Online Response', the 'Time Left' is 21:22:15. The selected solicitation is 1700001, titled '2016 Fire Fighter Safety Guide'. The 'My Response' section shows five steps: 'Respond To Lines', 'Criteria Response', 'Attach Your Files', 'Discounts/Comments', and 'Review/Submit'. The 'Respond to Lines' step is active, showing a table for 'Magazine Printing' with one line item. The 'Your Offer' section shows a 'Requested Quantity' of 110000 EA, a 'Response Type' of 'Bid', a 'Unit Price' of \$12.00, and 'Delivery Days' of 23. The total bid amount is \$1,320,000.00. A 'Withdraw' button is visible at the bottom right of the 'Respond to Lines' section.

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: Bid Unit Price: \$12.00 Delivery Days: 23 Total: \$1,320,000.00	edited my bid price.

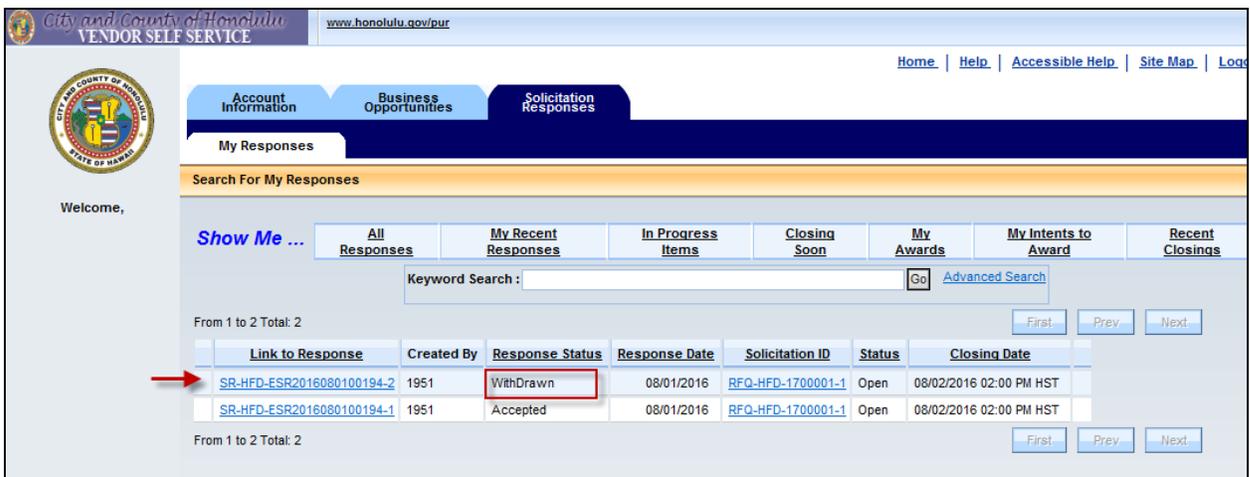
- Click on the Withdraw button at the lower right of the page.

This is a close-up of the 'Respond to Lines' section from the previous screenshot. It shows the 'Respond to Lines' header and the 'Your Offer' table. A red arrow points to the 'Withdraw' button located at the bottom right of the 'Respond to Lines' section, next to 'Edit', 'Copy', and 'Go To Step 2' buttons.

- 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 bfspurchasing@honolulu.gov.