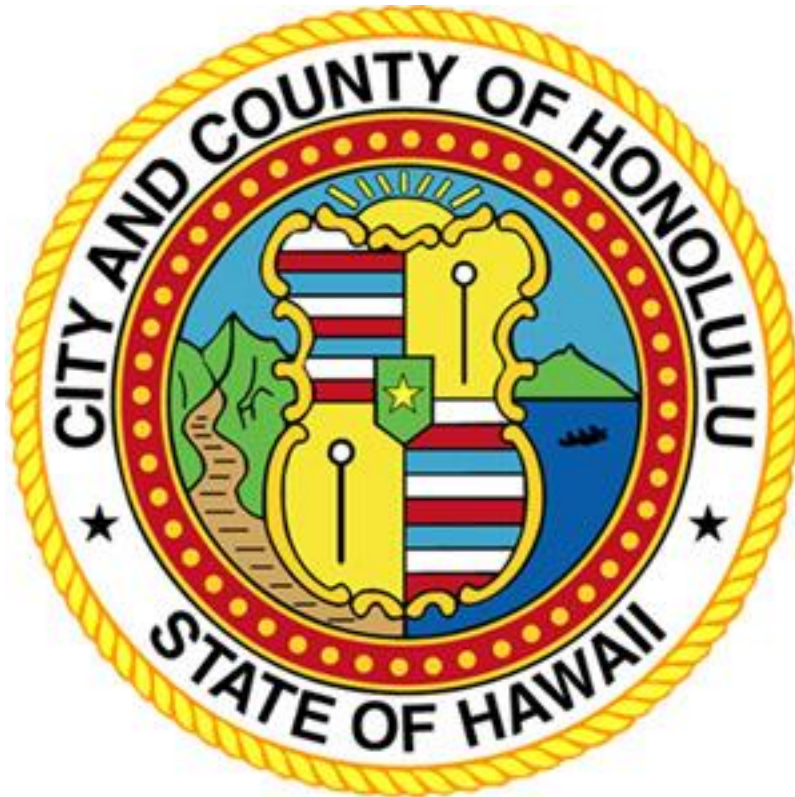


Vendor Self Service

- 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

October 2018

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*Note: This guide does not apply to Surplus Auction bids as they are not allowed to be modified or withdrawn.

*Note: To modify your bid is to first withdraw your bid and then create a new online response (solicitation response).

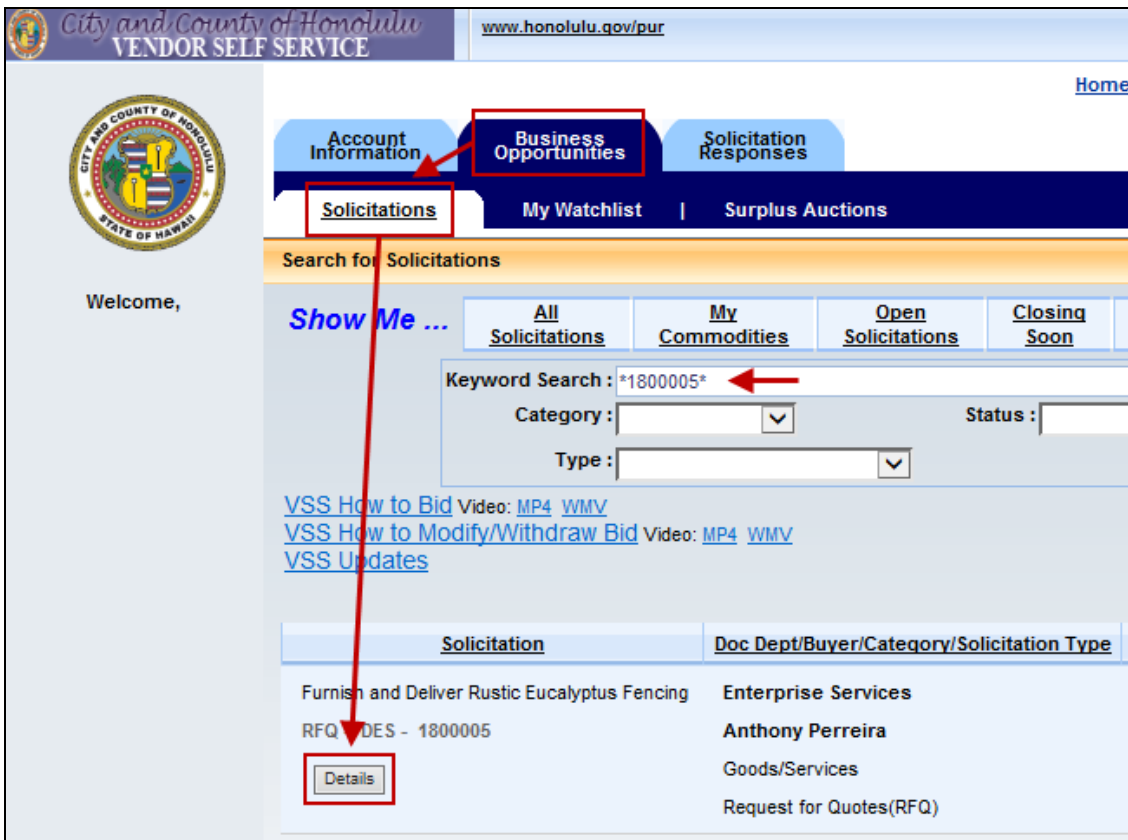
Focusing on the following:

- How to find your previous solicitation response
- Steps on how to modify/withdraw a bid

Find Previous Solicitation Response

Earlier you have finalized a Solicitation Response by successfully placing a bid/offer on VSS. The recommended way to find your Solicitation Response is to go to the Solicitation Detail page.

1. Navigate to the Solicitation Details page by going to the **Business Opportunities** tab → **Solicitations** subtab → then click the **Details** button of the solicitation.
2. Use the Keyword Search to find the Solicitation faster.



- Every Solicitation Responses you created for the solicitation will be listed under the **Respond Online** button.

The screenshot shows the Vendor Self Service portal interface. At the top, there are navigation tabs for 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. Below these are sub-tabs for 'Solicitations', 'My Watchlist', and 'Surplus Auctions'. A search bar with 'New Search' and 'Print Friendly' options is visible. The main content area displays details for Solicitation 1800005, 'Furnish and Deliver Rustic Eucalyptus Fencing', with a 'Current Status: Open'. Key information includes the start date (11/30/17 2:00 PM HST), closing date, time left (70 Days, 04:12:27), and buyer information (Anthony Perreira). A 'Response Options' box contains a 'Respond Online' button and a link to 'My Offer SR-DES-ESR2017092101431-1(Accepted)'. A red arrow points to this link.

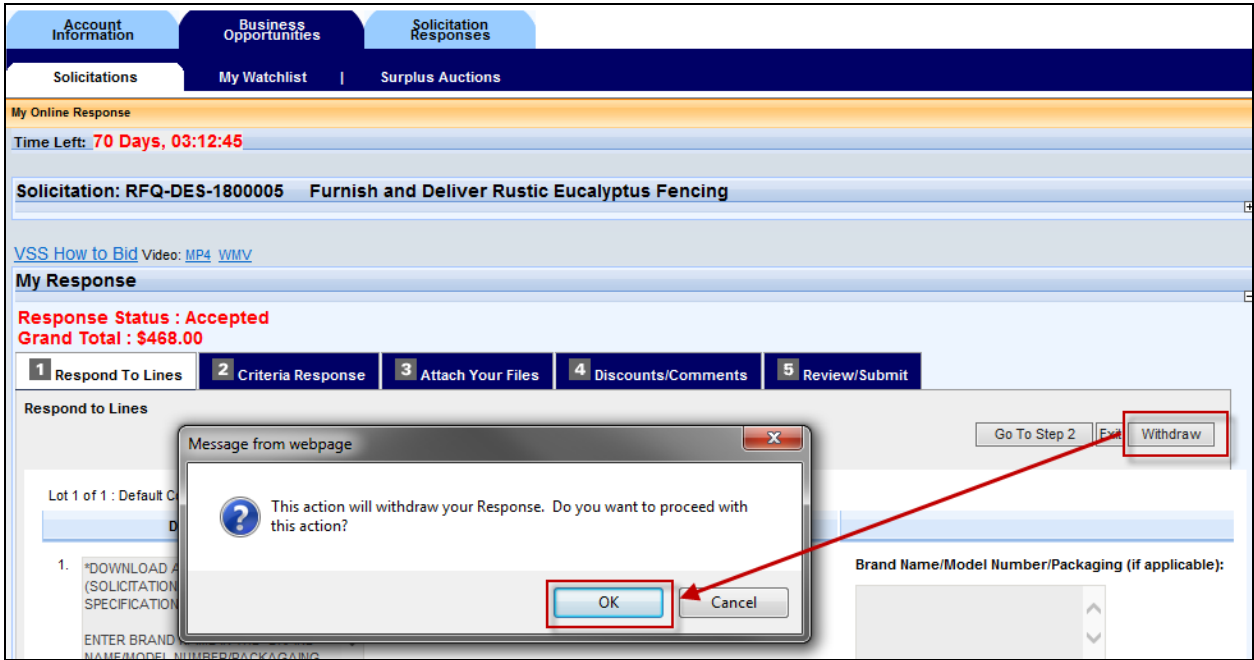
Modify/Withdraw your Bid

Once a bid is submitted via a Solicitation Response, the bid cannot be modified. To modify your bid, you must first withdraw the current bid and resubmit a new bid.

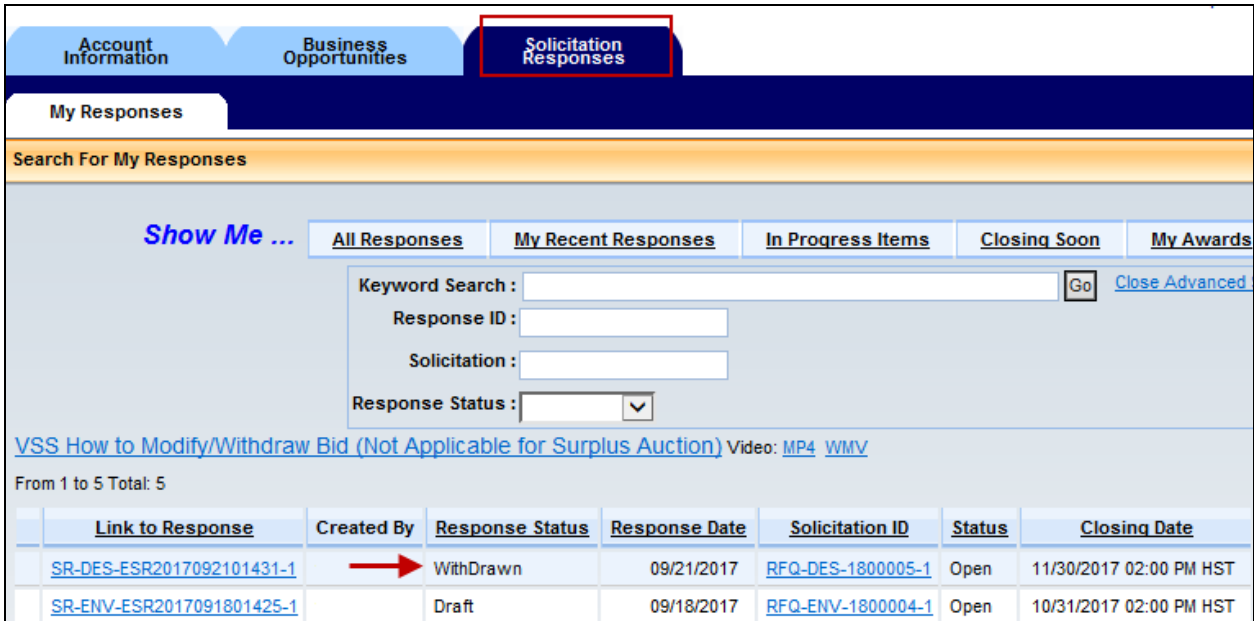
- Notice at the Solicitation Detail page, the Respond Online button is grayed out, this means you are not able to create any new bids because you have a Solicitation Response whose status is Draft, Rejected, or Accepted.
- The status of the Solicitation Response listed underneath is “Accepted”, this means the bid you submitted earlier was submitted successfully.

This is a close-up of the 'Response Options' box from the previous screenshot. It shows a 'Respond Online' button that is grayed out, indicating that no new bids can be submitted. Below the button is a link to 'My Offer SR-DES-ESR2017092101431-1(Accepted)', which is the bid that has already been submitted successfully.

- Click on the link to the “Accepted” Solicitation Response. The Solicitation Response should open. You can use this opportunity to review the bid you submitted.
- Click on the Withdraw button to withdraw the bid. A pop up window will appear to confirm your action. Click OK.



8. Your bid is immediately withdrawn.
9. You will be taken to the Solicitation Responses tab. The Solicitation Response tab is where a log of all your Solicitation Responses to all Solicitations are recorded.
10. The status should now say “WithDrawn” to the Solicitation Response you just withdrew.



11. Navigate back to the Solicitation Detail page and you can see that this is also reflected.
12. The status of the Solicitation Response listed is “WithDrawn”.
13. The Respond Online button becomes active again, allowing you to create a new bid.

The screenshot shows the Vendor Self Service interface. At the top, there are tabs for 'Account Information', 'Business Opportunities', and 'Solicitation Responses'. Below these are sub-tabs for 'Solicitations', 'My Watchlist', and 'Surplus Auctions'. The main content area displays details for Solicitation 1800005, 'Furnish and Deliver Rustic Eucalyptus Fencing'. The current status is 'Open'. Key dates include Issued: 9/14/17, Last Amended: (blank), Start Date: (blank), Closing Date: 11/30/17 2:00 PM HST, and Time Left: 70 Days, 02:41:13. Buyer information for Anthony Perreira is shown. A 'Response Options' box is highlighted with a red border, containing a 'Respond Online' button. A red arrow points from the 'Type: Request for Quotes(RFQ)' field to this button. Other options include 'Add this item to Watch List', 'My Offer SR-DES-ESR2017092101431-1(WithDrawn)', and 'see Events tab'.

- 14. Click on the Respond Online button to place a new bid.
- 15. After a successfully submitting another **Solicitation Response**, you should be able to see your bidding history listed under the **Respond Online** button.

This screenshot is similar to the previous one, showing the same solicitation details. However, the 'Response Options' box now contains two entries: 'My Offer SR-DES-ESR2017092201432-1(Accepted)' and 'My Offer SR-DES-ESR2017092101431-1(WithDrawn)'. A red arrow points from the 'Type: Request for Quotes(RFQ)' field to the 'Respond Online' button, which is now positioned above the list of offers.

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.