Vendor Self Service
- How to Modify/Withdraw Bid –
(Not applicable to Surplus Auctions)

BFS Purchasing
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https://www5.honolulu.gov/webapp/vss/Advantage
www.honolulu.gov/pur

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Vendor Self Service – How to Modify/Withdraw Bids

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*Note: This guide does not apply to Surplus Auction bids as they are not allowed to be modified or withdrawn.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.
3. Every Solicitation Responses you created for the solicitation will be listed under the **Respond Online** button.

![Vendor Self Service Interface](image)

**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.

4. 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.

5. The status of the Solicitation Response listed underneath is “Accepted”, this means the bid you submitted earlier was submitted successfully.

![Response Options](image)

6. 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.

7. 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 Your bid is immediately withdrawn.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.
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.

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.