The Vendor Tutorial

Federal EDI - Modifying / Canceling / Tracking Your Bid

If you have not yet viewed Section V-4A "Accessing your EDI Management Menu" it is recommended that you review this file before proceeding.

Modifying Your Submission:

Once you have submitted your bid, the system will process your response and send it to the appropriate federal agency. After your bid has been sent to the agency, you may modify or cancel it at anytime prior to the passing of the RFQ due date.

When you open a RFQ on which you have bid, the options within the top navigation menu will be different from the ones provided when you first placed your bid. In Addition to *EDI Translation* and *View Line Items Only*, three new management tools will be available from the top drop down menu. These additional options will be *View Bid*, *Change Bid*, and *Cancel Bid*. To modify an existing bid follow the directions below.

Step 1: Open your EDI Inbox from your *EDI Management* menu.

Step 2: To modify an existing bid, click on the *View* button next to the desired RFQ's *ID Number*.

Step 3: Select *Change Bid* from the drop down menu at the top of the screen and click on the *GO* button (See Image 1).

Step 4: The RFQ's general information will be presented at the top of the page. The previously discussed procedure for adding a bid is also used to alter it (See Section V-4B). To change your bid on a specific line item click on the button labeled *Enter Bid* on the line you wish to modify. See Image 2.
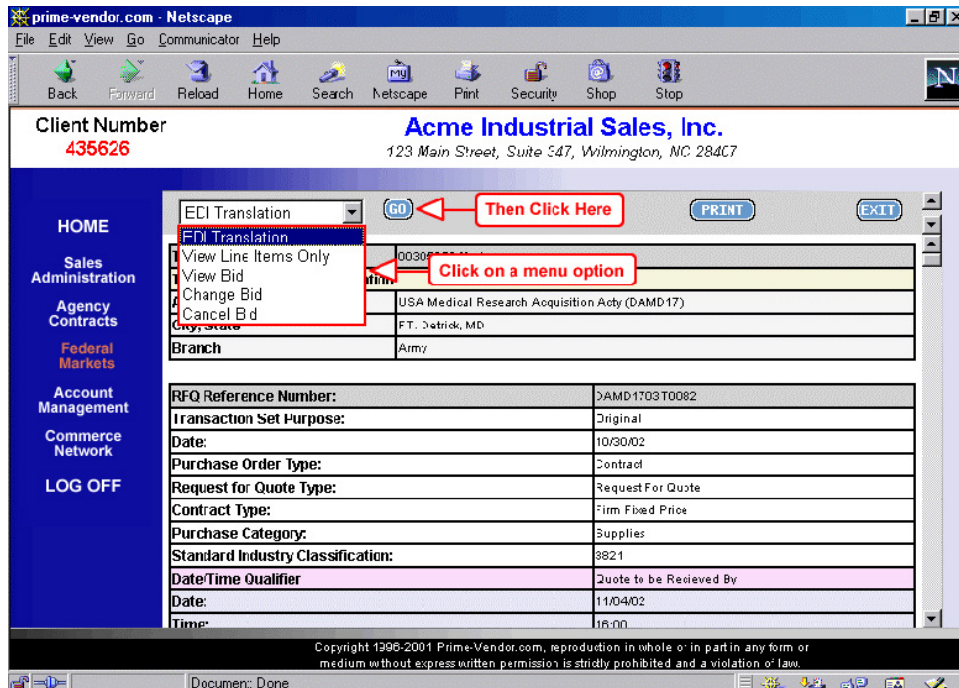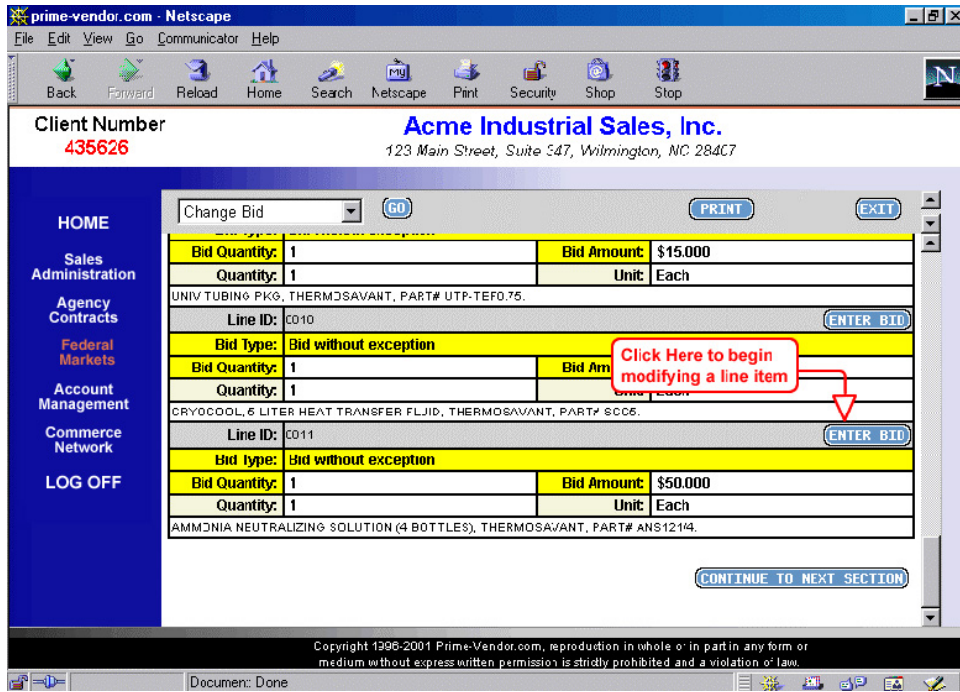

Image 1: Modifying a bid

Image 2: Selecting a line item to modify from the RFQ bidding page

Step 5: In Image 3 the vendor is modifying their submission. Once you have changed the information you wished to alter click on the button labeled ***Place Bid*** at the bottom of the page. You will be taken back to the RFQ bidding page.

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Image 3: The vendor modifies their submission

Step 6: The RFQ bidding page will reflect your changes. You may modify other submissions by clicking on their corresponding *Enter Bid* button.

Step 7: Once you have made all of the desired changes to your bid, click on the button labeled *Continue to Next Section*. From this point on you will follow the previously outlined procedure for placing a bid (See Section V-4B).

Step 8: The next screen will contain your company's information. You may also modify this information. Click on the *Review* button to finish placing your resubmitted bid (See Image 9 in Section V-4B).

> **NOTE:** Our system transmits EDI documents periodically throughout the day. If you return to your EDI Inbox and your bid has not been sent, the final option from the top navigation menu will be *Bid is Queued for Send: Cancel Send*. To modify a queued bid, you must first cancel the bid from the queue before you modify it. Then, you must send the bid again once you have completed your alterations.

Canceling Your Submission:

Step 1: Select _Cancel Bid_ from the drop down menu at the top of the screen and click on the _GO_ button (See Image 1).

Step 2: A dialog box will appear asking you to confirm your choice to cancel your bid (See Image 4). Click _OK_.

Step 3: The next screen will confirm the cancellation of your bid.
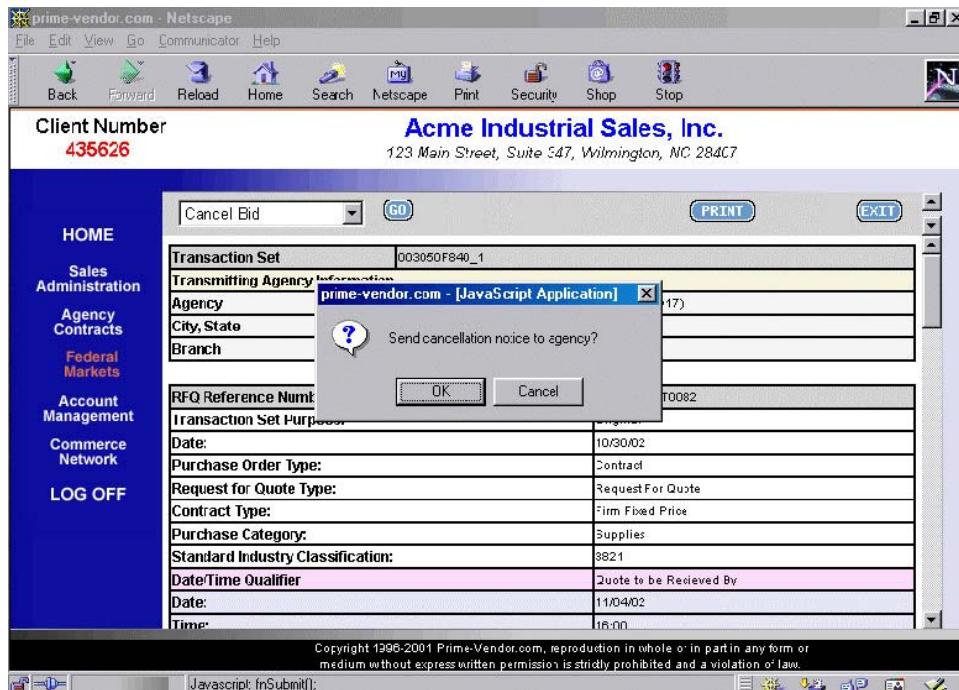

Image 4: A dialog box confirms your desire to cancel your bid

Tracking Your Submission:

Your EDI Outbox offers you a central location to track the status of your federal RFQ submissions. To view your EDI Outbox follow the directions below.

Step 1: Open your EDI Outbox from your _EDI Management_ menu.

Step 2: Your EDI Outbox displays all of your EDI transmissions in order of the time that they were posted. In Image 5 there are two postings. The bottom posting is for the initial bid that was placed in response to the RFQ in Section V-4B of this tutorial. The top entry in the log, labeled Response #2, was submitted previously in this section as a modification to the original bid. Click on the _View_ button to look at a response to a RFQ.

NOTE: When your response to a RFQ is opened from your EDI Outbox, you are only able to view the document that was sent to the agency. You cannot cancel or modify your response from your EDI Outbox.

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Image 5: Your EDI Outbox