

Suppliers may retract a bid response provided the issuing agency allows the process. If bid retractions are not allowed, the "Retract" option will not be available in the Actions drop-down list on the Response Detail page. Retracting a response allows the supplier to change all or part of the bid response that was previously submitted.

Important Reminders

1. Retracting a bid response **does not** delete the response that is currently entered.
2. If you retract a bid response, your response is no longer submitted.
3. You must click **Submit Response** on the Response Submission tab, prior to the Close Date, for your retracted bid to be submitted again.
4. If the issuer does not allow retractions, you will need to contact the agency's procurement office for assistance.
5. When the Bid is Closed, the Retract option is no longer available.

How to Retract a Bid Response

1. Log in to the system.
2. On the top navigation band, click on **Bid Events**.

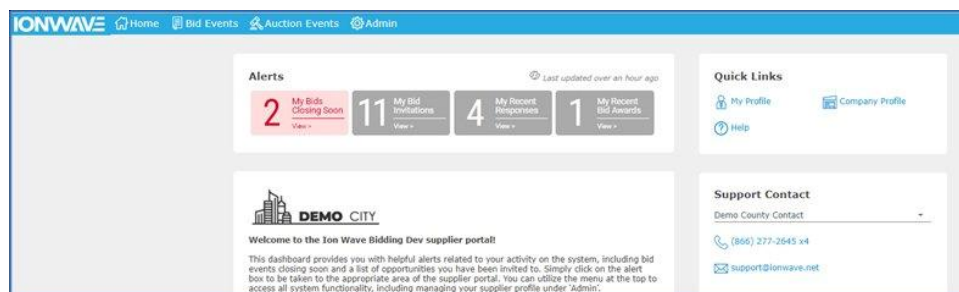


Figure 1 Select Bid Events from top band.

3. Select the tab labeled **My Responses** to access the submitted bid. The bid may also be accessed via the **Available Bids** tab as long as the bid event is still in issued status.



Figure 2 Select My Responses tab.

4. Click on the bid event to access the retract button.

Retract a Bid Response

5. On the far right-hand side, click on the **Actions** button and select **Retract** from the drop-down menu.



Figure 3 Choose Retract from Actions drop-down menu on right.

6. A pop-up window will appear. Type the word **RETRACT** and click **OK**.



Figure 4 Enter RETRACT to confirm.

7. Your bid response is now retracted (NOT SUBMITTED). The Response Status field will now indicate your bid response has been retracted.

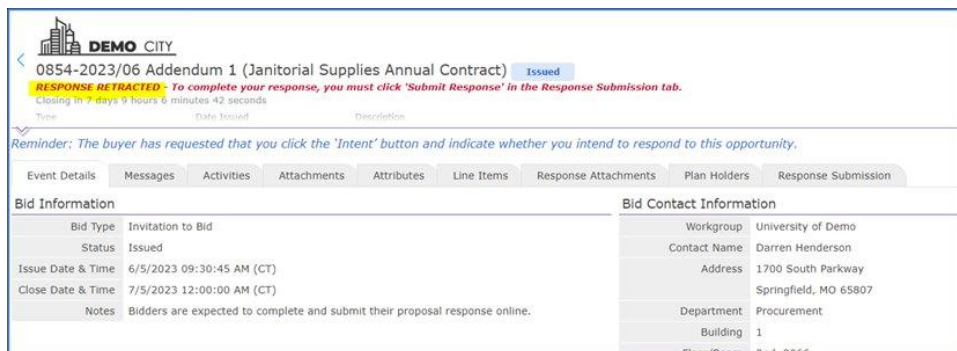


Figure 5 Screen shows Not Submitted.

8. **Bid Response Retraction Email Notification** — An email notification is sent to the supplier user's address of record when a bid retraction is completed.

Make Corrections/Additions to Bid Event

1. Click the tab(s) to make response edits.
2. Save your work on each tab.
3. Review your response.
4. Click the **Response Submission** tab.
5. Click **Submit Response** (at the bottom of the page).
6. Click **OK** to complete the submission.
7. When your response is submitted, the Response Status field will indicate "Response Submitted" with a date and time stamp.

The screenshot shows a web interface for a procurement system. At the top, it says 'DEMO CITY' and '0854-2023/06 Addendum 1 (Janitorial Supplies Annual Contract)' with an 'Issued' status. Below this, a yellow banner indicates 'Response Submitted - 6/27/2023 02:57:44 PM (CT)' and 'Closing in 7 days 9 hours 2 minutes 13 seconds'. A navigation bar includes tabs for 'Event Details', 'Messages', 'Activities', 'Attachments', 'Attributes', 'Line Items', 'Response Attachments', 'Plan Holders', and 'Response Submission'. The 'Response Submission' tab is active, showing a 'Supplier Response Summary'. Below this, there are two sections: 'General/Corporate Address' and 'Your User Profile'. The 'General/Corporate Address' section lists 'Supplier Name: Ion Wave Support', 'Address: 3653 South Ave Springfield, MO 65807', and 'Phone: (866) 277-2645 x4'. The 'Your User Profile' section lists 'Title', 'Name: Ion Wave CS Support', 'Office Phone', and 'Fax Phone'.

Figure 6 Response Submitted displayed.

8. **Bid Response Submission** — An email notification is sent to the supplier user's address of record when a bid response is submitted.