
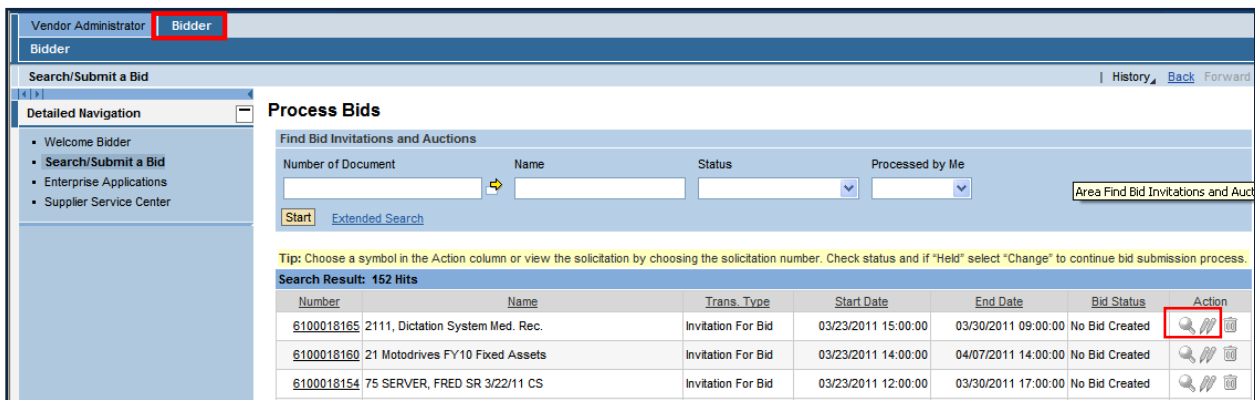











## HOW TO CHANGE YOUR BID AT THE PA SUPPLIER PORTAL

- A. Log on and select the **Bidder** tab.
- B. Select the bid that you want to change. You can change your bid using two different ways:
  - 1) Select the **Change** icon  **Change Bid** . Your solicitation response will open in **Change Mode** and you will be able to make any changes as needed.
  - 2) Select the number of the applicable bid to open it in **Display Mode**, then select the **Change** button (located at the top of the screen) to switch the document over to **Change Mode**. Make any changes as necessary.

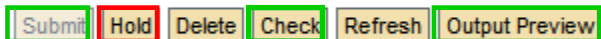


The screenshot shows the 'Vendor Administrator' interface with the 'Bidder' tab selected. The main area is titled 'Process Bids' and contains a search bar and a table of bid invitations. The table has columns for Number, Name, Trans. Type, Start Date, End Date, Bid Status, and Action. The 'Action' column contains icons for search, edit, and delete. A red arrow points to the 'Change' icon (a pencil) in the Action column of the first row.

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
6100018165	2111, Dictation System Med. Rec.	Invitation For Bid	03/23/2011 15:00:00	03/30/2011 09:00:00	No Bid Created	  
6100018160	21 Motodrives FY10 Fixed Assets	Invitation For Bid	03/23/2011 14:00:00	04/07/2011 14:00:00	No Bid Created	  
6100018154	75 SERVER, FRED SR 3/22/11 CS	Invitation For Bid	03/23/2011 12:00:00	03/30/2011 17:00:00	No Bid Created	  

- C. When the changes to your response are complete, select the **Check** button. Review any errors or messages and fix as needed.
- D. Select the **Submit** button to re-submit your bid response. If you are not ready to re-submit, select the **Hold** button again.
- E. After you have re-submitted your bid response, you can print a copy for your records by selecting the **Output Preview** button located at the top of the screen.
- F. Select the **Log Off** button to end your session in the Supplier Portal.

### Process Bid



**Note:** If you place a solicitation response on “Hold,” you can submit it by following the instructions above.

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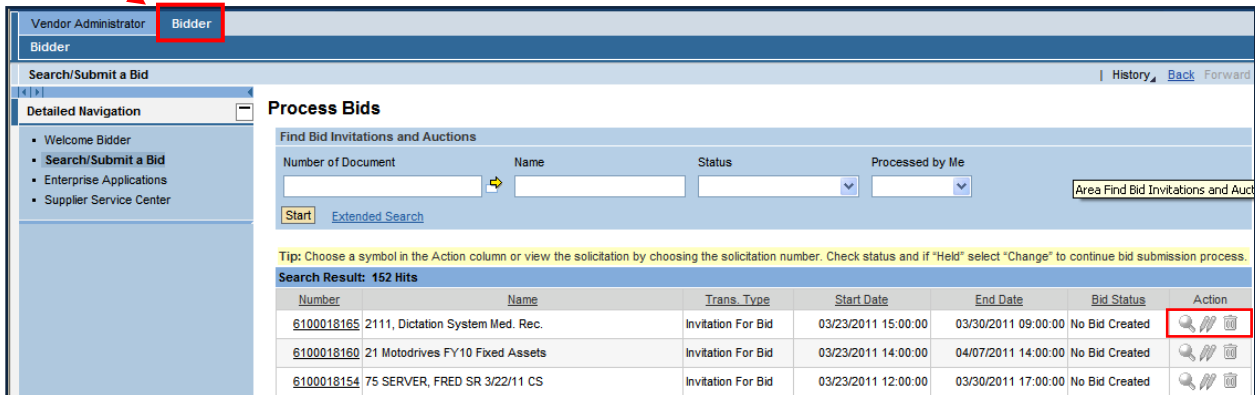
If you need further help, please contact the **Customer Service Center** by dialing toll-free (877) 435-7363 and select Option 2.

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



## HOW TO DELETE YOUR BID AT THE PA SUPPLIER PORTAL

You can delete your bid at any time **before** the solicitation's end date. To do this, the bid must be in **Held** or **Submitted** status.

- A. Log on and select the **Bidder** tab.
- B. Select the bid that you want to delete.
  - Select the number of the applicable bid to open it in **Display Mode**.
  - Select the **Change** button to switch the document to **Change Mode**.
  - If the **Delete** button is active, select it to delete the bid.
  - **NOTE:** *it may be necessary to select a tab or field (and possibly make a change in that field) to activate the **Delete** button.*



The screenshot shows the PA Supplier Portal interface. At the top, there are two tabs: "Vendor Administrator" and "Bidder". The "Bidder" tab is selected and highlighted with a red box. Below the tabs, there is a navigation menu on the left with options like "Welcome Bidder", "Search/Submit a Bid", "Enterprise Applications", and "Supplier Service Center". The main content area is titled "Process Bids" and contains a search form for "Find Bid Invitations and Auctions". Below the search form, there is a tip and a table of search results. The table has columns for "Number", "Name", "Trans. Type", "Start Date", "End Date", "Bid Status", and "Action". The "Action" column contains icons for search, edit, and delete. A red box highlights the "Action" column in the table.

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
6100018165	2111, Dictation System Med. Rec.	Invitation For Bid	03/23/2011 15:00:00	03/30/2011 09:00:00	No Bid Created	  
6100018160	21 Motodrives FY10 Fixed Assets	Invitation For Bid	03/23/2011 14:00:00	04/07/2011 14:00:00	No Bid Created	  
6100018154	75 SERVER, FRED SR 3/22/11 CS	Invitation For Bid	03/23/2011 12:00:00	03/30/2011 17:00:00	No Bid Created	  

- C. The Supplier Portal will prompt you to verify that you really want to delete the bid. Select the **OK** button to confirm the deletion.
- D. Select the **Log Off** button to end your session in the Supplier Portal.

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If you need further help, please contact the **Customer Service Center** by dialing toll-free (877) 435-7363 and select Option 2.

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