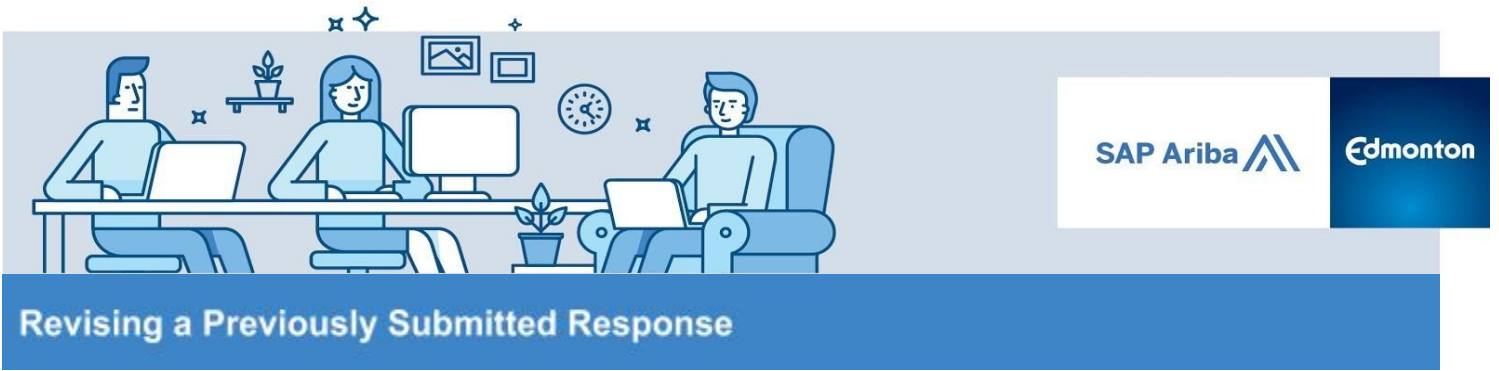


Revising a Previously Submitted Response

Revising a Previously Submitted Response

A step by step guide

| | |
|--|----------|
| Step 1: Open the Event | 2 |
| Step 2: Confirm Intention to Revise the Bid | 2 |
| Step 3: Revise your Bid | 3 |



If you have already submitted your response, you can revise it before the time remaining in the sourcing event expires. To do so:

Step 1: Open the Event

Open the event and click the **Revise Response** button.

Console Doc2103095580 - City of Edmonton - Ariba Demonstration Sessi... 🕒 Time remaining 40 days 10:20:35

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

- All Content
- 1 Invitation
- 2 Instructions
- 3 Evaluation Process

You have submitted a response for this event. Thank you for participating.

Revise Response Create Alternative ▾

Primary

All Content

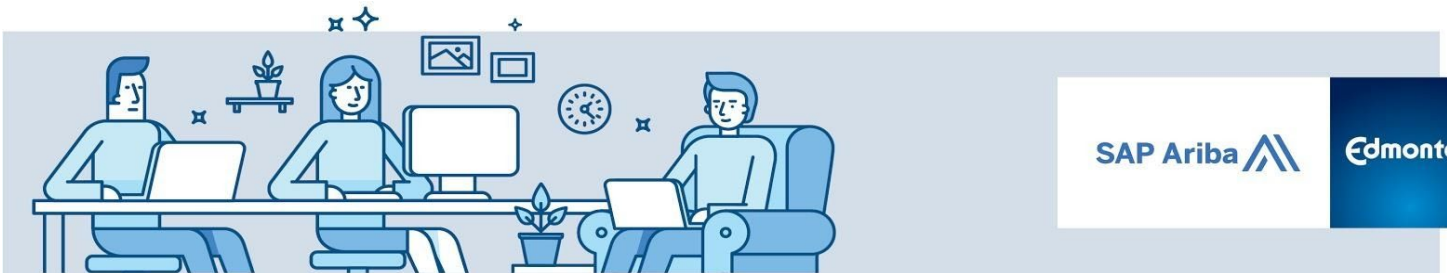
| Name ↑ | Price | Days on Site | M&P Ref. | D&C Ref. | SP Ref. | UoM | Quantity | Extended Price |
|------------------------------------|-------|--------------|----------|----------|---------|-----|----------|--------------------|
| ▶ 2 Instructions | | | | | | | | |
| ▶ 3 Evaluation Process | | | | | | | | |
| ▶ 4 Bid Preparation and Submission | | | | | | | | |
| ▶ 5 Bid Response Items | | | | | | | | \$6,340,709.00 CAD |
| ▶ 6 Contract Documents | | | | | | | | |
| ▶ 7 Sourcing Event Attachments | | | | | | | | |
| ▶ 8 Addenda (if applicable) | | | | | | | | |

Step 2: Confirm Intention to Revise the Bid

A pop-up box will appear requesting you to confirm that you want to revise your response. Click the **OK** button.

⚠️ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.



Revising a Previously Submitted Response

Step 3: Revise your Bid

Revise your response as needed. Select **Submit Entire Response** to submit the updated bid.