Revising a Previously Submitted Response

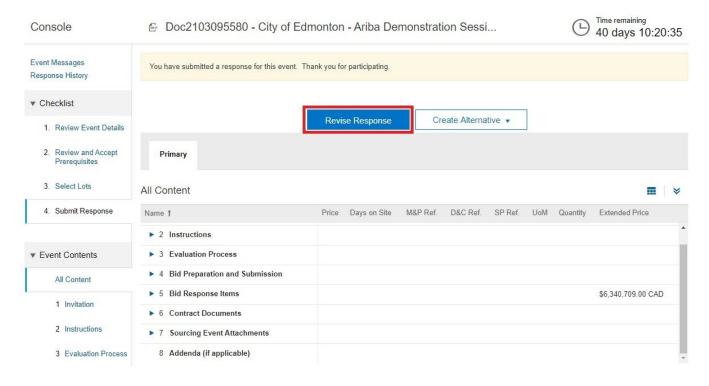# Revising a Previously Submitted Response

A step by step guide

Revising a Previously Submitted Response

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

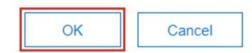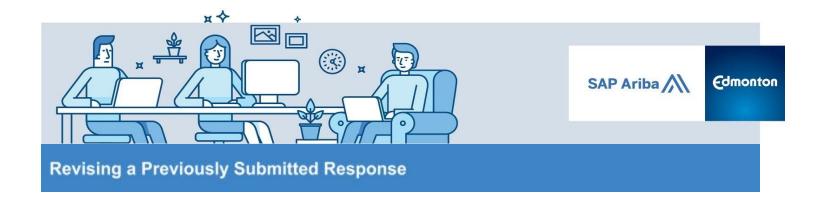Open the event and click the **Revise Response** button.

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.

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Step 3: Revise your Bid

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