

Supplier Guide: Revise Submitted Bid Proposal (Response)

Quick Reference Guide

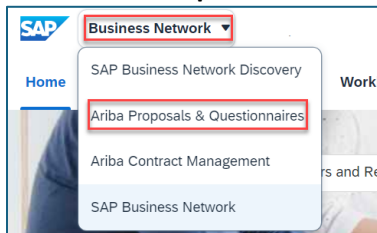
REVISE BID PROPOSAL

If the supplier has already submitted a response, they may submit a revised response before the Bid Closing Date and Time.

Additionally, CPChem may revise the Event Content (e.g. add new questions) after the Supplier has submitted their Proposal. Therefore, the original response from the supplier is incomplete and the Supplier must submit a revised response to incorporate the additional required information.

Navigate to Event Home page

1. Click on **Business Network** next to the SAP logo in the top left corner
 - a. Select **Ariba Proposals & Questionnaires**



2. Within the Events section, locate Event on the Home page
 - a. Click blue hyperlink to open the Event

Home					
Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.					
Events					
Title	ID	End Time ↓	Event Type	Participated	
▼ Status: Open (8)					
Test Request for Proposal v1	Doc1155912922	9/18/2024 12:00 AM	RFP	No	
Change Header Before After Publish	Doc1162889225	7/31/2024 12:00 AM	RFP	Yes	
Test Total Cost v3	Doc1164385137	7/27/2024 1:29 PM	RFP	No	

Revise Previously Submitted Response

1. From the Event Home page, click **Revise Responses** on the Event Home page

Doc1162428221 - Test RFP
Round: 1
Time remaining
28 days 19:36:58

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

Revise Response

All Content

Name ↑	Price	Quantity	Extended Price
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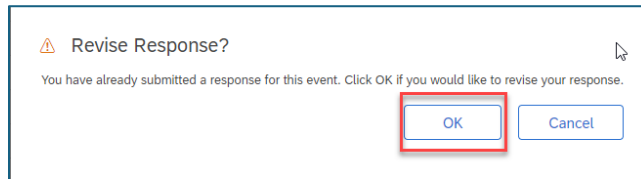
Note: Responses cannot be revised after the Bid Closing date and time.

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2. The following Warning message will display

a. Click **OK** to proceed with editing your Response



3. Navigate to the section(s) within the Event to update and make the necessary updates.

a. To update (replace) previously Attached document,

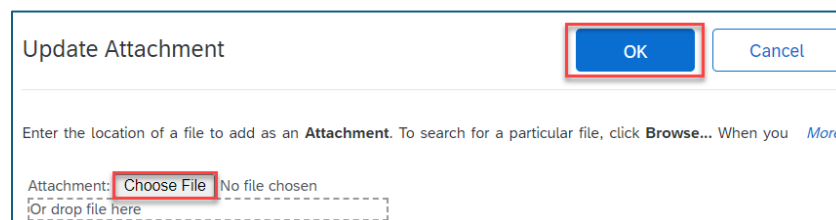
i. Locate the Section with Attachment to be updated (e.g. Please attached complete bid proposal)

ii. Click **Update file** next to your previously submitted proposal document



1. Click **Choose File** to locate the replacement document on your computer

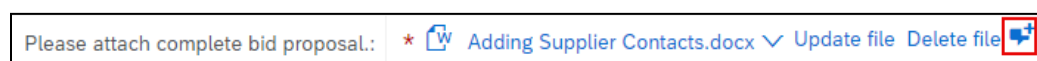
2. Click **Ok**



NOTE: File size limitation is 50MB per file. If the file size is more than 50MB, kindly compress the file and upload as a zip file or separate the document into multiple files and upload separately.

b. To upload additional Attachment,

i. Click **Comments** icon 



ii. On the Add/Edit Comment page,

1. Enter **Comment** (e.g. Description of the attached document)

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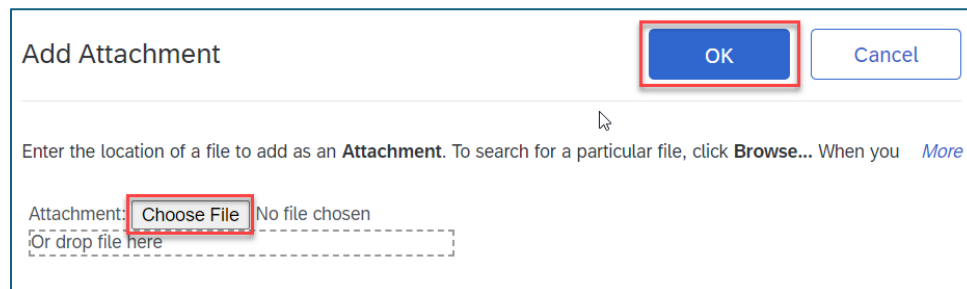
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2. Click **Attach a file** to upload the additional attachment



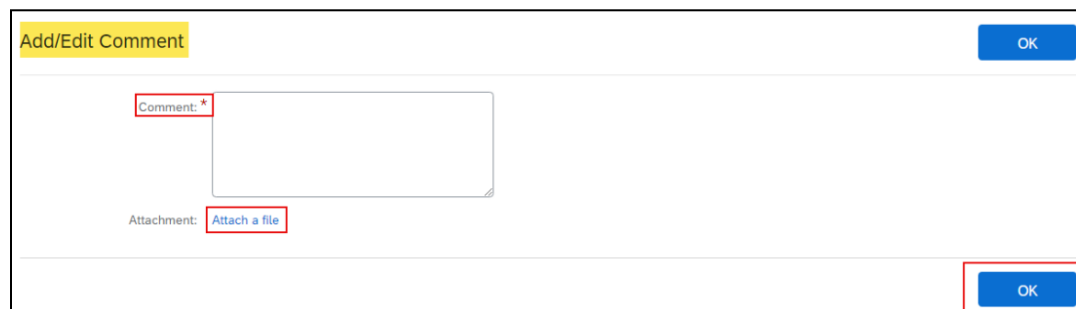
- iii. On the Add Attachment page,

1. Click **Choose File**
2. Locate and select the desired document from your computer
3. Click **Ok**



- iv. On the Add/Edit Comment page,

1. Click **OK**



Note: Only a single attachment can only be added to each Comment. Multiple comments can be added. See below for process to add additional comments/attachments.

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- c. To upload multiple Attachments,
 - i. Click **Comments** icon
 1. Icon changes from to which indicates Comment has been previously added.
- ii. Click **Add** on the View Comments page

- iii. On Add/Edit Comment page,
 1. Enter **Comment** (e.g. Description of the attached document)
 2. Click **Attach a file** to upload additional **attachment**

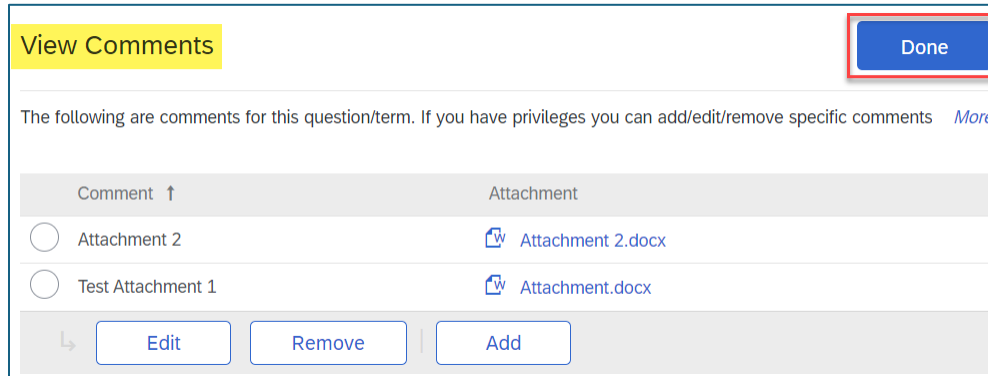
- iv. On the Add Attachment page,
 1. Click **Choose File**
 2. Locate the file on your computer
 3. Click **OK**

- v. On the Add/Edit Comment page,
 1. Click **OK**

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- vi. Click **Done** after all comments/attachments have been added



NOTE: On the View Comment page, there is the option to Edit or Remove Comment.

4. After edits are complete and all required Questions have been answered
 - a. Click **Submit Entire Response** to finalize your Response
 - b. Revised Response must be submitted prior to the Bid Closing Date and Time

