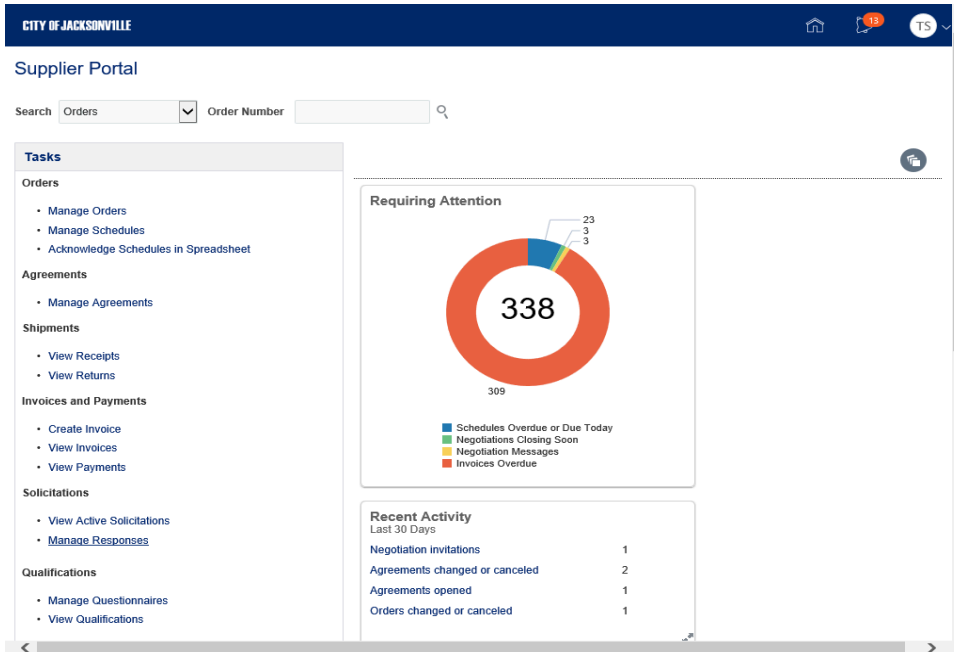




Revise or Withdrawal of Solicitation Response



Revise or Withdrawal of Solicitation Response



By completing this topic, you will be able to revise or withdraw solicitation response.



Revise or Withdrawal of Solicitation Response

Step 1

In the Supplier Portal, click the **Manage Responses** link.

The screenshot shows the 'Supplier Portal' interface for the City of Jacksonville. The page features a search bar at the top with a dropdown menu set to 'Orders' and a search icon. Below the search bar is a 'Tasks' sidebar with categories: Orders, Agreements, Shipments, Invoices and Payments, Solicitations, and Qualifications. Under 'Solicitations', the 'Manage Responses' link is highlighted with a red rectangular box. The main content area includes a 'Requiring Attention' donut chart with a total value of 338. The chart is divided into four segments: Invoices Overdue (309), Schedules Overdue or Due Today (23), Negotiations Closing Soon (3), and Negotiation Messages (3). Below the chart is a 'Recent Activity' table for the last 30 days.

Recent Activity	
Last 30 Days	
Negotiation invitations	1
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1



Revise or Withdrawal of Solicitation Response

Step 2

Click the **Response** link.

CITY OF JACKSONVILLE

Manage Responses Done

Search Advanced Manage Watchlist Saved Search Active or Draft Responses Time Zone Eastern Standard Time

** Solicitation Title ** Response Status ** At least one is required

** Solicitation Line Description

** Response

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Revise

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
8004	Active	8085-19	ITQ Solicitation 14	ITQ	5 Days 21 Hours	0	
8003	Active	8087-19	Enter Title for Solicitation Here	ITQ	21 Days 22 Hours	0	

Columns Hidden 8



Revise or Withdrawal of Solicitation Response

Step 3

Click the **Revise** button.

CITY OF JACKSONVILLE

Quote: 8004 (ITQ 8085-19)

Currency = US Dollar

Title ITQ Solicitation 14

Response Status Active

Time Remaining 5 Days 2

Close Date 10/9/19 11:39 AM

Messages **Revise** Actions Done

View Response History

View Response PDF

Overview Requirements Lines

General

Supplier	UAT Supplier	Reference Number	
Supplier Site	Order/Remit	Note to Buyer	
Supplier Contact	Supplier, Test	Attachments	None
Response Currency	USD		
Price Precision	2 decimals maximum		
Response Valid Until			

Contract Terms



Revise or Withdrawal of Solicitation Response

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8005): Overview Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title ITQ Solicitation 14 Close Date 10/9/19 11:39 AM
Last Saved 10/3/19 2:20 PM
Time Zone Eastern Standard Time
Time Remaining 5 Days 21 Hours

General

Supplier UAT Supplier Note to Buyer
Supplier Site Order/Remit
Response Currency USD Attachments None +
Price Precision 2 Decimals Maximum

Step 4

Review and revise the information in the **Overview** tab as needed.

Click the **Next** button.



Revise or Withdrawal of Solicitation Response

CITY OF JACKSONVILLE

1 2 3 4
Overvi... Requi... Lines Review

Create Response (Quote 8005): Requi **Messages** Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Time Remaining 5 Days 21 Hours
Close Date 10/9/19 11:39 AM
Last Saved 10/3/19 2:20 PM
Time Zone Eastern Standard Time

Section 1. Minimum Requirements

1. Is your business located within Duval County?

- a. No
- b. Yes, provide proof of local business tax receipt

Step 5

Review and revise the information in the **Requirements** tab as needed.

Click the **Next** button.



Revise or Withdrawal of Solicitation Response

CITY OF JACKSONVILLE

1 - 2 - 3 - 4
Overvi... Requir... **Lines** Review

Create Response (Quote 8005): Lines Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar Time Remaining 5 Days 21 Hours Last Saved 10/3/19 2:21 PM Time Zone Eastern Standard Time
Close Date 10/9/19 11:39 AM

Line	Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price
1	Coco Water		000.00 Default			Sealed		5,000.00

Columns Hidden 3

Grand Totals
All response lines are included.
Response Amount 10,000.00

Step 6

Review and revise the information in the **Lines** section as needed.

Click in the **Response Price** field.



Revise or Withdrawal of Solicitation Response

Step 7

Press **[Backspace]**.

CITY OF JACKSONVILLE

1 - 2 - 3 - 4
Overvi... Requir... Lines Review

Create Response (Quote 8005): Lines Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar Time Remaining 5 Days 21 Hours Last Saved 10/3/19 2:21 PM Time Zone Eastern Standard Time Close Date 10/9/19 11:39 AM

Line	Description	Required Details	Category Name	Item	Revision	Rank	Response Price
1	Coco Water		000.00 Default			Sealed	5,000.00 x

Example format: #,##0.###

Grand Totals
All response lines are included.
Response Amount 10,000.00



Revise or Withdrawal of Solicitation Response

Step 8

Revise the **Response Price** field as needed. Enter "1".

CITY OF JACKSONVILLE

1 - 2 - 3 - 4
Overvi... Requir... Lines Review

Create Response (Quote 8005): Lines Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar Last Saved 10/3/19 2:21 PM
Time Zone Eastern Standard Time
Time Remaining 5 Days 21 Hours Close Date 10/9/19 11:39 AM

Line	Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price
1	Coco Water		000.00 Default			Sealed	Example format: #,##0.###	5,00.00 x

Rows Selected 1 Columns Hidden 3

Grand Totals
All response lines are included.
Response Amount 10,000.00



Revise or Withdrawal of Solicitation Response

Step 9

Click the **Next** button.

CITY OF JACKSONVILLE

1 2 3 4
Overvi... Requir... Lines Review

Create Response (Quote 8005): Lines Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Currency = US Dollar Time Remaining 5 Days 21 Hours Last Saved 10/3/19 2:20 PM Time Zone Eastern Standard Time
Close Date 10/9/19 11:39 AM

Line	Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price
1	Coco Water		000.00 Default			Sealed		5,000.00

Columns Hidden 3

Grand Totals
All response lines are included.
Response Amount 10,000.00

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=9efg2q...



Revise or Withdrawal of Solicitation Response

CITY OF JACKSONVILLE

1 2 3 4
Overvi... Requir... Lines Review

Review Response: Quote 8005

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar Title ITQ Solicitation 14 Close Date 10/9/19 11:39 AM Last Saved 10/3/19 2:20 PM Time Zone Eastern Standard Time

Time Remaining 5 Days 21 Hours

Overview Requirements **Changed Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Response Quantity	UOM N
No data to display.									
Columns Hidden 5									

Grand Totals

All response lines are included.

Response Amount	10,000.00
Previous Response Amount	10,000.00

Step 10

Review the information in the **Review** section.

Click the **Save** button.



Revise or Withdrawal of Solicitation Response

Step 11

Click the **Submit** button.

CITY OF JACKSONVILLE

1 2 3 4
Overvi... Requir... Lines Review

Review Response: Quote 8005

Messages Respond by Spreadsheet Actions Back Next Save **Submit** Cancel

Currency = US Dollar

Title ITQ Solicitation 14

Close Date 10/9/19 11:39 AM

Last Saved 10/3/19 2:21 PM
Time Zone Eastern Standard Time

Time Remaining 5 Days 21 Hours

Overview Requirements **Changed Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Response Quantity	UOM	Notes
1	Coco Water		000.00	Default		Sealed	5,100.00	2	Each	

Columns Hidden 5

Grand Totals

All response lines are included.

Response Amount	10,200.00
Previous Response Amount	10,000.00



Revise or Withdrawal of Solicitation Response

Step 12

Click the **OK** button.

CITY OF JACKSONVILLE

Quote: 8004 (ITQ 8085-19) Messages Revise Actions Done

Currency = US Dollar

Title ITQ Solicitation 14
Response Status Active

Confirmation
The response 8005 to solicitation 8085-19 was submitted.
OK

Overview Requirements Lines

General

Supplier	UAT Supplier	Reference Number	
Supplier Site	Order/Remit	Note to Buyer	
Supplier Contact	Supplier, Test	Attachments	None
Response Currency	USD		
Price Precision	2 decimals maximum		
Response Valid Until			

Contract Terms



Revise or Withdrawal of Solicitation Response

Step 13

Click the **Done** button.

CITY OF JACKSONVILLE

Quote: 8004 (ITQ 8085-19) [Messages](#) [Revise](#) [Actions](#) [Done](#)

Currency = US Dollar

Title	ITQ Solicitation 14	Time Remaining	5 Days 21 Hours
Response Status	Active	Close Date	10/9/19 11:39 AM

[Overview](#) [Requirements](#) [Lines](#)

▲ **General**

Supplier	UAT Supplier	Reference Number	
Supplier Site	Order/Remit	Note to Buyer	
Supplier Contact	Supplier, Test	Attachments	None
Response Currency	USD		
Price Precision	2 decimals maximum		
Response Valid Until			

▲ **Contract Terms**





Revise or Withdrawal of Solicitation Response

Step 14

Click the **Done** button.

CITY OF JACKSONVILLE

Manage Responses Done

Time Zone Eastern Standard Time

Advanced Manage Watchlist Saved Search Active or Draft Responses

** At least one is required

** Solicitation Title

** Response Status Active or draft

** Solicitation

Line Description

** Response

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Revise

Response	Response Status	Solicitation	Solicitation Title	Solicitation Type	Time Remaining	Unread Messages	Monitor
8004	Active	8085-19	ITQ Solicitation 14	ITQ	5 Days 21 Hours	0	
8003	Active	8087-19	Enter Title for Solicitation Here	ITQ	21 Days 22 Hours	0	

Columns Hidden 8



Revise or Withdrawal of Solicitation Response

Step 15

End of Procedure.

CITY OF JACKSONVILLE

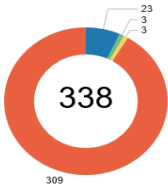
Supplier Portal

Search **Orders** Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Solicitations
 - View Active Solicitations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention



Category	Count
Schedules Overdue or Due Today	23
Negotiations Closing Soon	3
Negotiation Messages	3
Invoices Overdue	309

Recent Activity
Last 30 Days

Negotiation invitations	1
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1