

Vendor Self Service

- How to Modify/Withdraw Bids -



BFS Purchasing

Phone: (808) 768-5535

<http://www.honolulu.gov/pur/index.htm>

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1. Purpose:

To explain to potential vendors how to modify or withdraw their organization’s bids using the City & County of Honolulu’s Vendor Self Service (VSS) E-Procurement website.

Focusing on the following:

- How to find the bid that needs to be modified or withdrawn.
- Steps on how to modify a bid
- Steps on how to withdraw a bid

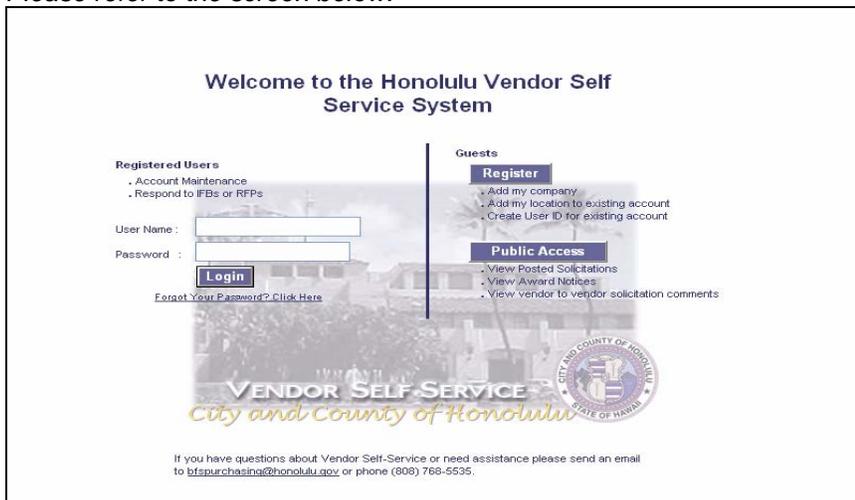
2. Accessing “My Bids”

The My Bids page contains all Bid documents created by your organization and is the starting point for modifying or withdrawing a Bid.

Please follow the steps below to navigate to the My Bids page.

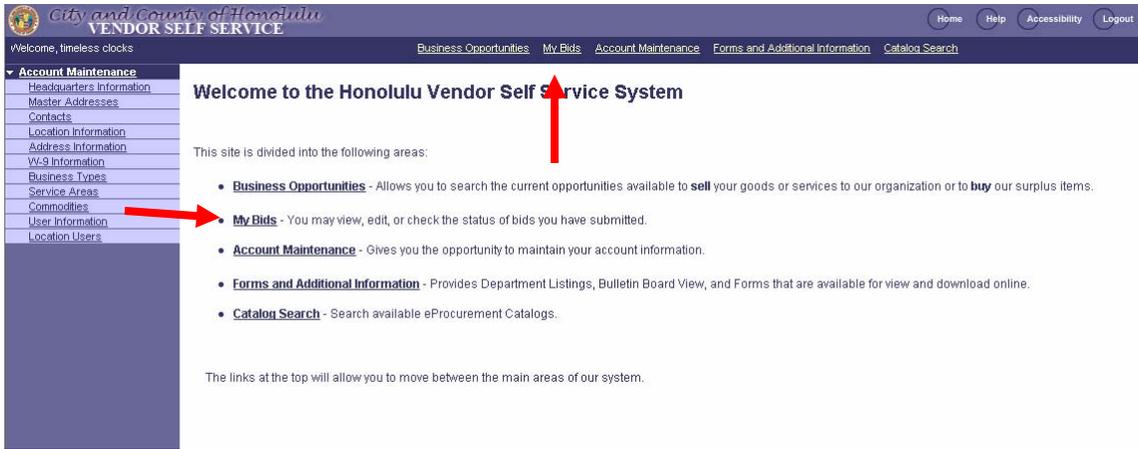
1. Please go to: <https://www5.honolulu.gov/webapp/vss/Advantage>
 - Please login with your User Name and Password. Only registered users of an organization will be able to modify or withdraw bids.

Please refer to the screen below:



2. From the Honolulu Vendor Self Service System Homepage, please click on the My Bids shortcut link in the Workspace panel.

Please refer to the screen below:



3. Searching in “My Bids”

The “My Bids” page contains multiple search criteria to find the bid that needs to be modified or withdrawn.

[Browse](#) [Clear](#)

Response ID : Solicitation :

Created By : Closing Date : 

Response Status :

Search Criteria	Description
Browse	Click on this button to apply search criteria or refresh the “My Bids” table.
Response ID :	Example: ESR0000187
Created By :	Enter User ID into this field to filter table to only display SR’s (Bids) created by a certain user.
Response Status: <input type="text" value="▼"/>	Use this Drop down list to filter SR’s (Bids) by response status <ul style="list-style-type: none"> • Draft = Bids that have been saved but not submitted. • Rejected = Bids that have been submitted but rejected and were not received by Division of Purchasing because of errors. • Accepted = Bids that have been submitted successfully to Division of Purchasing. • Withdrawn = Bids that have been withdrawn from consideration. • Old Version = Not used by City & County of Honolulu

Search Criteria	Description
Solicitation :	The underlined portion of the Proposal Number. Example: RFQ-BFS- <u>0900210</u> -1
Recommended Search Criteria	
Closing Date : 	Use this calendar tool to filter SR's (Bids) by their Solicitation Close Date. Solicitation Close Date = Last Day to submit SR's (Bids)
First Prev Next Last	Located at the bottom of the table and can be used to switch between the different pages of the "My Bids" table.

Please Note:

SR's (Bids) are ordering from earliest entered to latest entered.

Recommended Search Steps

1. Open the solicitation document for the Bid that needs to be modified or withdrawn.
2. Copy down the (7) seven-digit Solicitation #.

Example: 0900210

Please refer to the screen below:

Solicitation Details View

help & advice [Menu](#)

Please print this page for future reference using the browser print command.

[Pre-Qualified Vendors](#)
[Notice of Intent to Award](#)
[Notice of Award](#)
[Public Bid Reading](#)
[Auction Bids](#)
[Amendment History](#)
[Create Response](#)

Solicitation 0900210 

Solicitation: **0900210** 
 Solicitation Type: **Request for Quotes**
 Description: **Test RFQ -Specs Fields-**

Status: **Open**
 Issued Date: **3/16/2009**
 Closing Date: **3/20/2009**

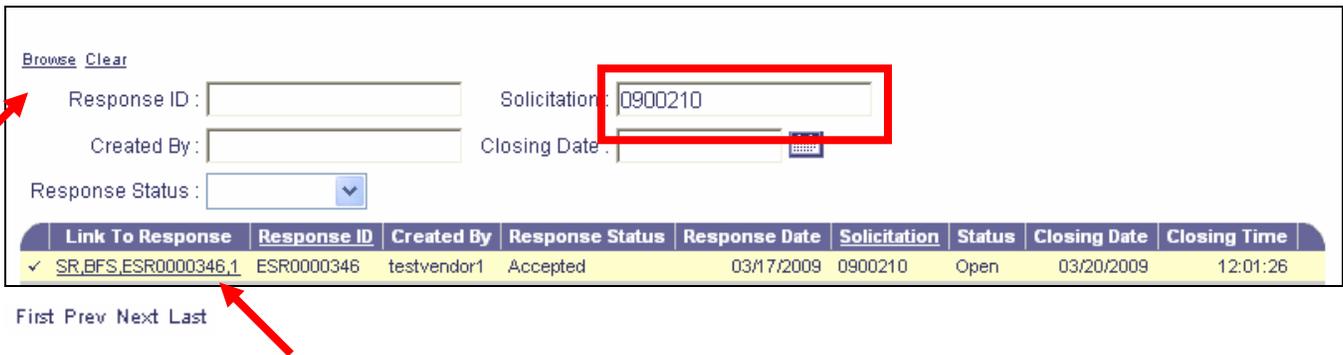
- Return to the “My Bids” page. Click on the My Bids shortcut link in your workspace at the top of the screen.

Please refer to the screen below:



- Enter the (7) seven-digit Solicitation # into the “Solicitation :” field and then click Browse.
 - Click on the Full Response ID # in the Link To Response to open the SR (Bid) document.

Please refer to the screen below:



4. Modifying Bid

1. After finding and opening the Bid that needs to be modified, please click on the  button at the bottom of the page.

Please refer to the screen below:

SR - BFS- ESR0000341- 1- New- Draft

▼Solicitation Summary
Solicitation Summary Information

Solicitation : 0900208	Amendment : 0
Solicitation Type : RFQ	Close Date : 3/30/09
Solicitation Description : TEST RFQ - T&C with Instructions (TEST 2)	Close Time : 13:00
Issuing Office : Honolulu	Phone : XXX-XXXX
Requesting Office : Honolulu	Phone : XXX-XXXX
Buyer : Alvin Washiashi	Phone : 768-3957
Budget and Fiscal Services	Fax :
awashiashi@honolulu.gov	Status : Open

►No Bid
Click the "No Bid"link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

►Discount Information
Click the "Discount Information"link to the left to offer a cash discounts for prompt payment.

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- After modifying desired fields, please click on the  button to submit your modifications.

Please Note:

Only SR's (Bids) with open solicitation can be modified. SR's (Bids) for solicitations passed the closed date and time can not be modified.

2. An email notice will be send confirms that the bid has been modified.

This is to notify you that your response to the following Solicitation has been accepted by Honolulu Vendor Self Service (VSS).

Solicitation Details:

Solicitation: RFQ BFS 0900140
Description: test
Closing Date/Closing Time: 2009-02-06/15:15:00

Your Response Details:

Response ID: SR BFS ESR0000208-2
Total Bid: 2000.00
Web Response Date/Web Response Time: 2009-02-06/14:58:26

Your Location Details:

HQ Legal Name: Email Vendor
Location Name: Email Vendor

If you have questions, please contact the Division of Purchasing at [bbspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov) or phone 808-768-5535.

5. Withdrawing Your Bid

*** IMPORTANT ***

The City & County of Honolulu will accept only one (1) bid per Taxpayer Identification Number (SSN/EIN).

This means once any user of your organization's bid reaches "Accepted" status this represents your organization one (1) permitted bid.

Withdrawing a bid means your organization will no longer be participating in the solicitation and will not be able to submit a new bid at a later time.

Please modify if bid needs to be corrected. Do not withdraw.

1. After finding and opening the SR (Bid) that needs to be withdrawn, please click on the **Withdraw** button at the bottom of the page.

Please refer to the screen below:

SR - BFS- ESR000346- 1- New- Final

▼Solicitation Summary

Solicitation Summary Information

Solicitation : 0900210	Amendment : 0
Solicitation Type : RFQ	Close Date : 3/20/09
Solicitation Description : Test RFQ -Specs Fields-	Close Time : 12:01
Issuing Office : Honolulu	Phone : XXX-XXXX
Requesting Office : Honolulu	Phone : XXX-XXXX
Buyer : Alvin Washiashi	Phone : 768-3957
Budget and Fiscal Services	Fax :
awashiashi@honolulu.gov	Status : Open

▶No Bid

Click the "No Bid"link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

▶Discount Information

Click the "Discount Information"link to the left to offer a cash discounts for prompt payment.

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[Edit](#) [Attachments](#) [Withdraw](#) [Copy](#) [Close](#)

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2. An email notice will be send confirms that the bid has been withdrawn.

This message is to notify you that your response to the following Solicitation has been withdrawn by Honolulu Vendor Self Service (VSS).

Solicitation Details:
Solicitation: RFQ BFS 0900140
Description: test
Closing Date/Closing Time: 2009-02-06/15:15:00

Your Response Details:
Response ID: SR BFS ESR0000207-1
Total Bid: 10000.00
Web Response Date/Web Response Time: 2009-02-06/14:53:23

Your Location Details:
HQ Legal Name: Email Vendor
Location Name: Email Vendor

If you have questions, please contact the Division of Purchasing at bfspurchase@honolulu.gov or phone 808-768-3963 or 808-768-3948.

Additional Help Resources

If you have any questions, please contact the help desk at (808) 768-5535 or bfspurchasing@honolulu.gov .

Please click on the following link to access VSS FAQs and VSS Help Guides:
<http://www.honolulu.gov/pur/honoluluvss.htm> .