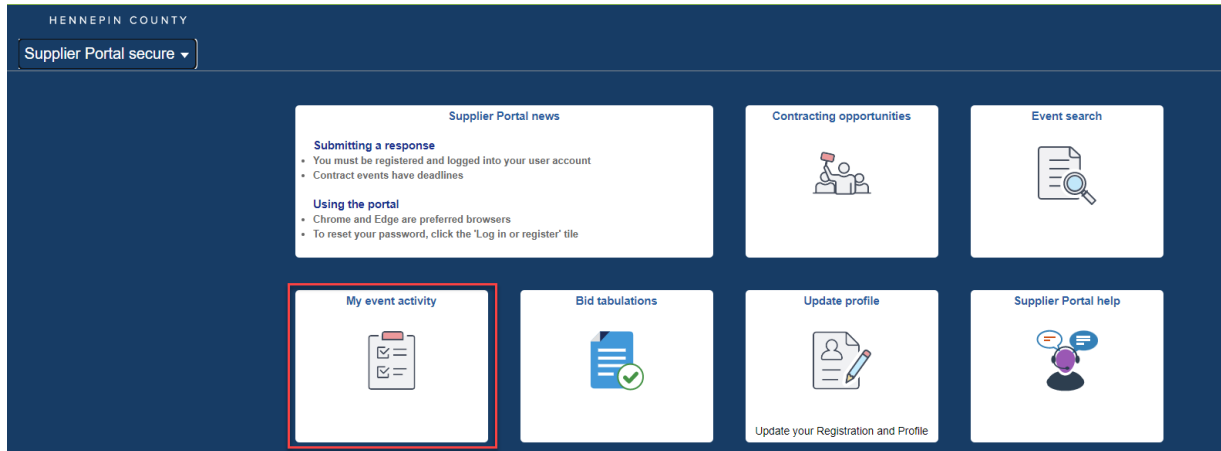
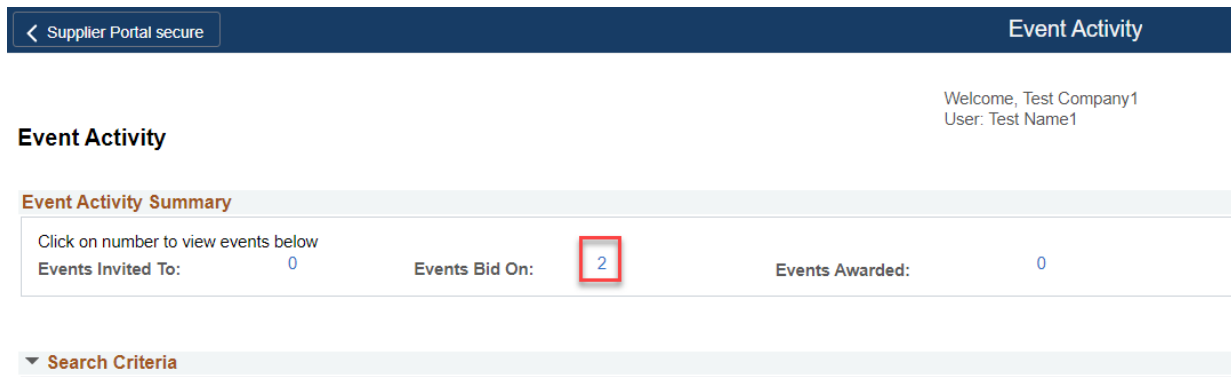


Cancel your bid or proposal

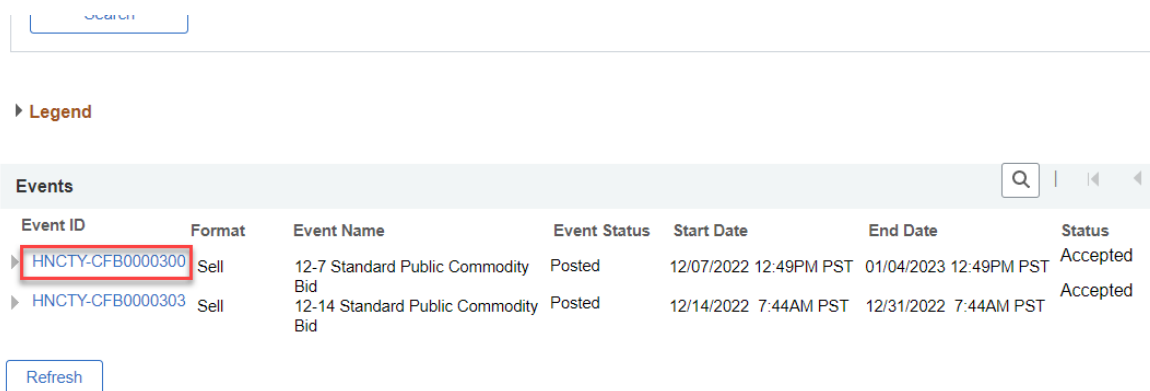
1. Log into the Supplier portal then select **My event activity**.



2. Select **Events Bid On**.



3. Select the **Event ID** for the response you want to cancel.



Supplier Portal Quick Guide

4. Select **View, Edit or Copy from Saved Bids**.

[← Bidder Activity](#) Event Details

Event Details Welcome, Test Company1
User: Test Name1


[Information On Inquiry Options](#) Bidding Shortcuts: [View Documents](#)
[View, Edit or Copy from Saved Bids](#)

Event Name Request for Proposal
Event ID HNCTY-PFP0000279
Event Format/Type Sell Event RFX
Event Round 1
Event Version 1
Event Start Date 11/30/2022 11:50AM CST
Event End Date 12/28/2023 11:50 AM CST

5. Select **Cancel**.

Event Start Date	11/30/2022 11:50AM CST	Multiple Bids	Not Allowed
Event End Date:	12/28/2023 11:50 AM CST	Currency:	US Dollar

Bids

 1-1 of 1

Bid ID	Round	Bid Version	Bid Status	Event Status	Bid Last Saved		
1	1	1	Posted	Posted	01/11/2023 4:14PM CST	View/Edit	Cancel

6. Select **Cancel this bid**

[← Bid Search Screen](#)

Cancel Bid

Business Unit	HNCTY	Event Round	1
Event ID	PFP0000279	Event Version	1
Event Name	Request for Proposal	Bid Version	1
		Event Format	Buy
Bid ID	1		
Bid Status	Posted		
Last Saved	01/11/2023 4:14PM CST		

[Cancel This Bid](#)

[Return to Bid Search](#)

Supplier Portal Quick Guide

7. Select **Yes** to continue.

Are you sure you would like to cancel this bid? (18058,325)

Click Yes to cancel the bid.
Click No if you do not want to cancel this bid.

8. This will bring you back to a confirmation screen that will show that you have cancelled this bid.

[< Cancel Response](#) View, Edit or copy from Saved Bids

Welcome, Test Company1
User: Test Name1

View, Edit or copy from Saved Bids

Event Name Request for Proposal

Event ID HNCTY-PFP0000279

Event Format/Type Sell Event RFX

Event Start Date 11/30/2022 11:50AM CST

Event End Date: 12/28/2023 11:50 AM CST

Event Round 1

Event Version 1

Multiple Bids Not Allowed

Currency: US Dollar

Bids

Bid ID	Round	Bid Version	Bid Status	Event Status	Bid Last Saved		
1	1	1	Cancelled	Posted	01/11/2023 4:19PM CST	View	Copy

For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email supplierportal@hennepin.us