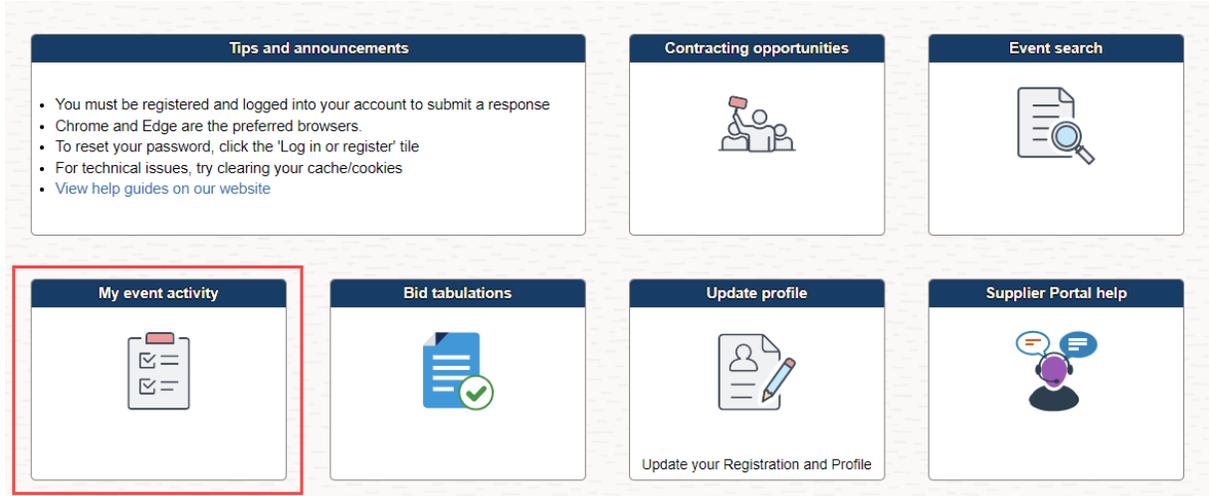
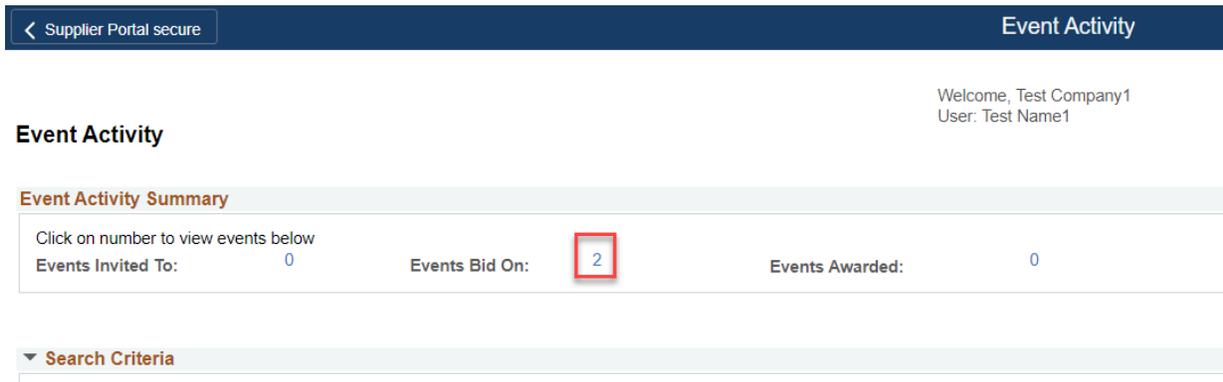


# Cancel your bid or proposal

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

Search

## Legend

### Events



Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
▶ HNCTY-CFB0000300	Sell	12-7 Standard Public Commodity Bid	Posted	12/07/2022 12:49PM PST	01/04/2023 12:49PM PST	Accepted
▶ HNCTY-CFB0000303	Sell	12-14 Standard Public Commodity Bid	Posted	12/14/2022 7:44AM PST	12/31/2022 7:44AM PST	Accepted

Refresh

# 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	<a href="#">View/Edit</a>	<a href="#">Cancel</a>

## 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	<a href="#">View</a>	<a href="#">Copy</a>

## For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)