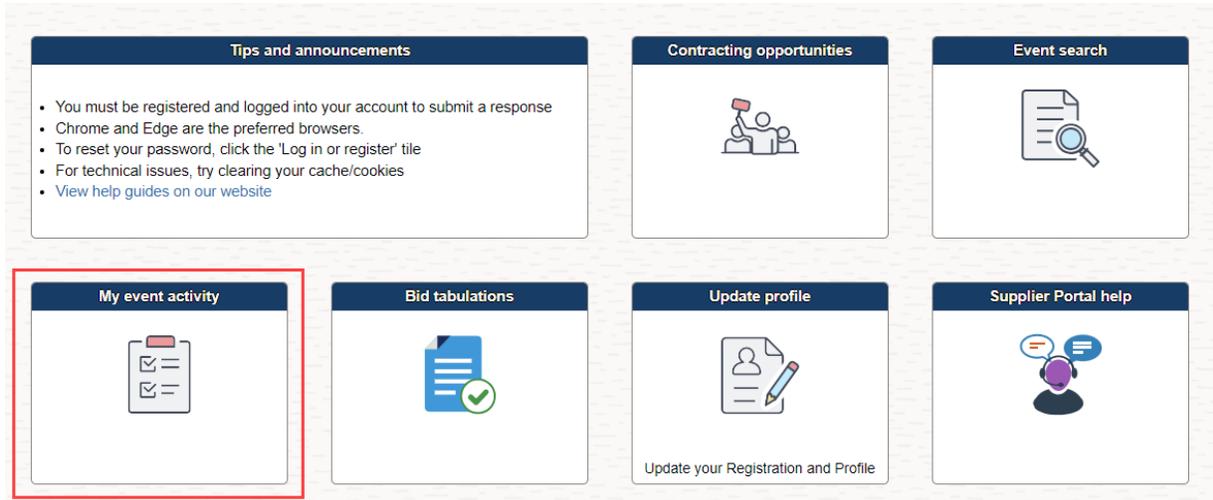
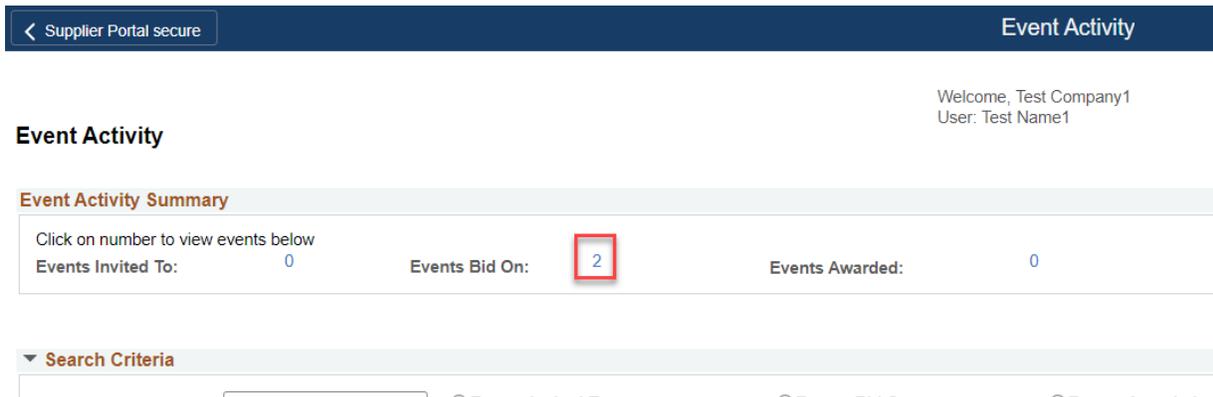


# Edit your bid or proposal

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



2. Select **Events Bid on**.



3. Select the bid that you would like to edit under **Event ID**.

# Supplier Portal Quick Guide

Search

## Legend

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

Refresh

### 3. 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](#)

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Event Name	Request for Proposal
Event ID	HNCTY-PFP0000279
Event Format/Type	Sell Event RFX

### 4. Select **View/Edit**.

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

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**Bids**

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>	Cancel

### 5. Edit the bid as needed then select **Submit Bid**.

# Supplier Portal Quick Guide

★ Bid Required

Line Comments/Files

## Lines

Line		Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★	Barcode Labels	EA	400.0000	400.0000	10.000000	4,000.0000 USD	Bid	
2	★	Library Identifier Labels	EA	1000.0000	1000.0000	10.000000	10,000.0000 USD	Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

# Supplier Portal Quick Guide

6. Select **I agree** checkbox and select **Sign Submission**.

### Sign Submission

You represent and warrant that: (i) you are duly authorized to act on behalf of Vendor; (ii) in accordance with that authority, you agree to submit this Bid electronically on behalf of Vendor; and (iii) this action manifests your intent to electronically sign the Bid and that said electronic signature is thereby attached to and logically connected with the Bid.

By checking the "I Agree" box and selecting the "Sign Submission" button below, you are signing this Bid on behalf of the Vendor and you represent and warrant that the prices quoted in the Bid were established without collusion with other bidders and without effort to preclude Hennepin County from obtaining the best possible competitive price. Vendor further certifies that it is not barred from doing business with either the Federal or State of Minnesota Governments as a result of debarment proceedings.

Once you click on "Sign Submission," your Bid will be submitted and you should receive a confirmation email. If you do not receive a confirmation email, please call (612) 543-5412.

I Agree

7. Select **OK**.

[← Bid Search Screen](#)

### Bid Confirmation

Your bid has been successfully submitted.

Bid ID	1	Bid Date	01/11/2023 4:38:14PM CST
Event ID	CFB0000279	Library Barcodes and Labels	
Event Format	Sell Event	Round	1
Start Date	10/11/2022 12:00PM PDT	End Date	11/01/2023 02:00 PM CDT
Version			

Your Total Price 334,000.00 USD

**For more help:**  
Visit [Supplier Portal help](#)  
Call (612) 543-5412  
Email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)