HOW TO MODIFY AN EVENT RESPONSE

Access the Supplier Portal via www.stpaulbids.com
Click on **Browse Open Events**. Screen appears with a list of current Open Events.
Locate the Event # and click on **Edit Response**

Click on **Actions** → **Modify Response**

This will take you through all the steps when the initial response was entered:
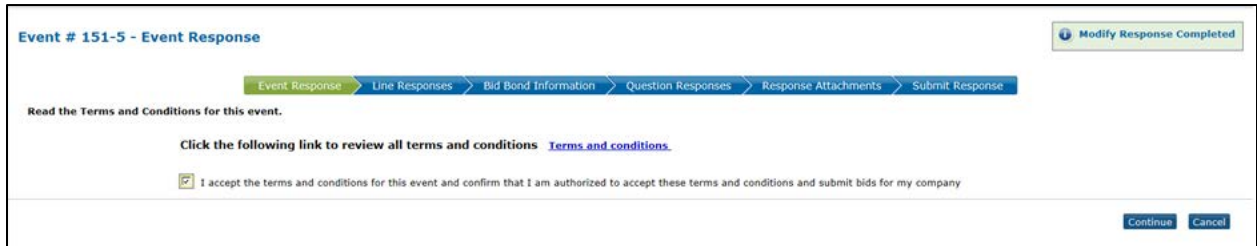**Event Response** → **Line Responses** → **Question Responses** → **Response Attachments** → **Submit Response**
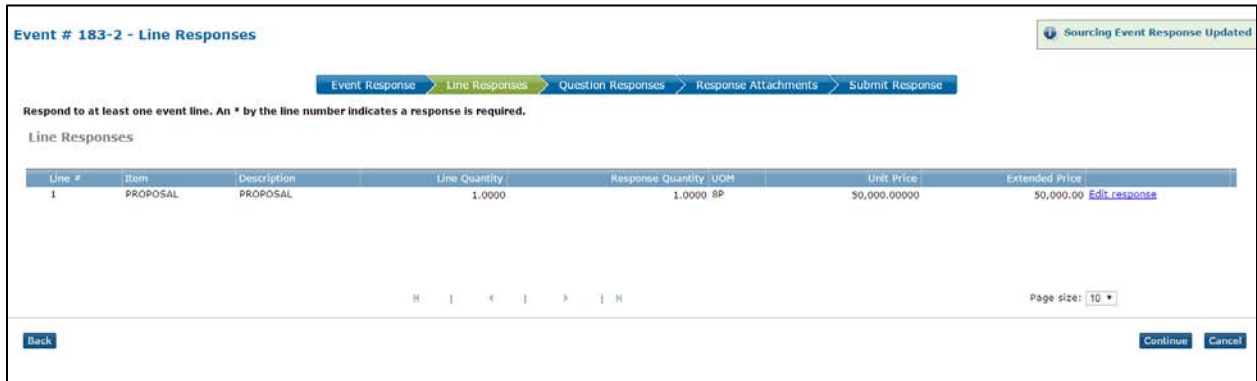
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Message appears, "Your response must be resubmitted once modified; do you want to continue? Click **OK**.
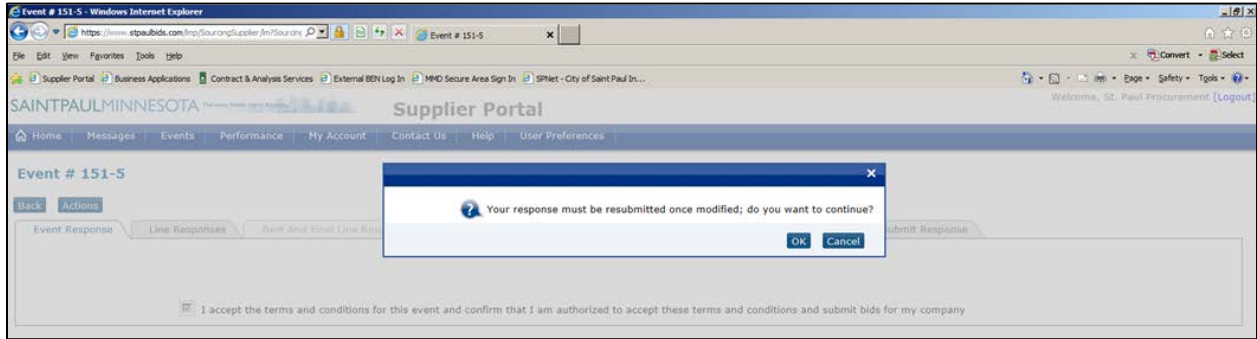
Terms and Conditions appear with box marked from previous submittal. Review the Terms and Conditions or Click **Continue.**

Click **Edit response** if there are any changes to the line response. Otherwise, if no change, click on **Continue**

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Update questions and attachments. Click on **Save Question Responses**
NOTE: You must put something in the text box (ie: None, N/A, Yes, No, etc.)

Response Attachments screen appears. Update/Upload attachments
To add an attachment, click **Add**
To delete an attachment, select file and click **Delete**

Submit Response screen appears.
You may print your response for your reference by clicking on **Print My Response.**
When you are ready to submit your response, click **Submit**, click **Done.**