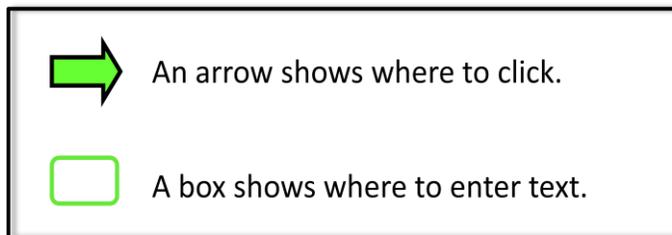


A bidder may modify or withdraw a bid response while the procurement opportunity (event) is in progress.

A modification can only be made to a bid response for Non Reverse Auction events before the event end date. To modify a Reverse Auction event, please refer to the *Participating in Reverse Auctions* document.

A bidder may withdraw a response by contacting the bid contact, after the event ends but before an award has been made. Bidders cannot modify responses once the event has ended.



1. Open a web browser.
2. Go to the State Procurement website: <http://ohio.gov/procure>.
3. Click **Selling to the State**.
4. Click the **eBid Registration/Log In** link.
5. The eBid Vendor and Bidder Notice page will appear.
6. Click on the **Continue to the eBid Registration / Login** link.
7. Use your businesses **User ID** and **Password**, and then click the **Sign In** button to log into eBid.

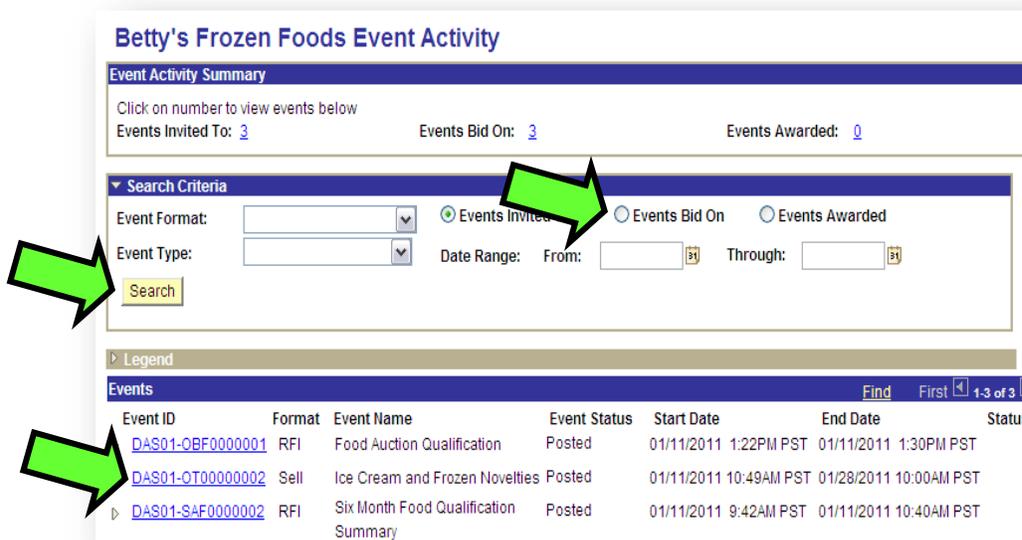


# Modifying a Bid

- Click the **View Terms and Conditions** link in your menu to view the Terms and Conditions.

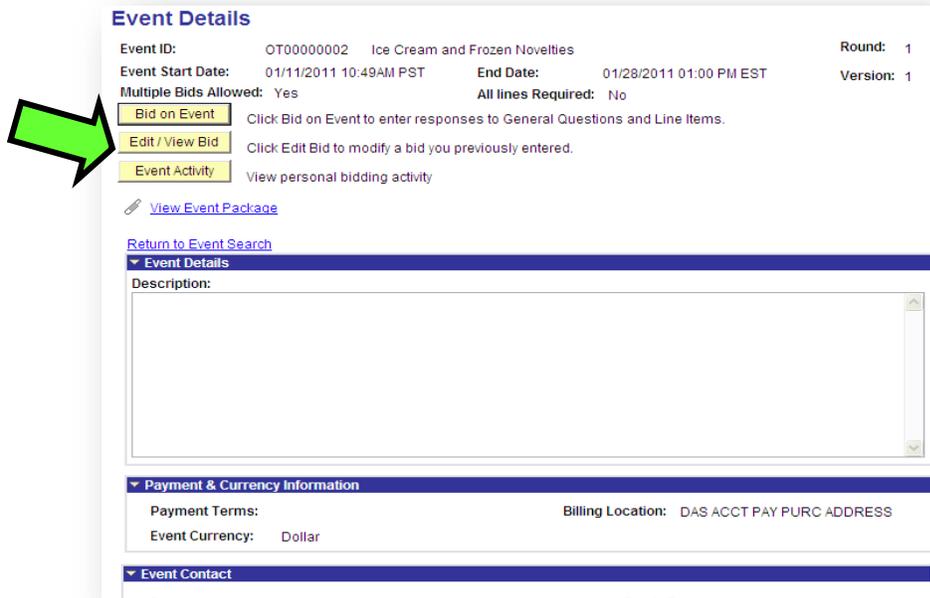


- Using the links in the menu go to: **Manage Events and Place Bids > My Event Activity**
- In the **Search Criteria** section, select the **Events Bid On** radio button.
- Click the **Search** button.
- To modify your bid, click the **event link** for the corresponding event.



# Modifying a Bid

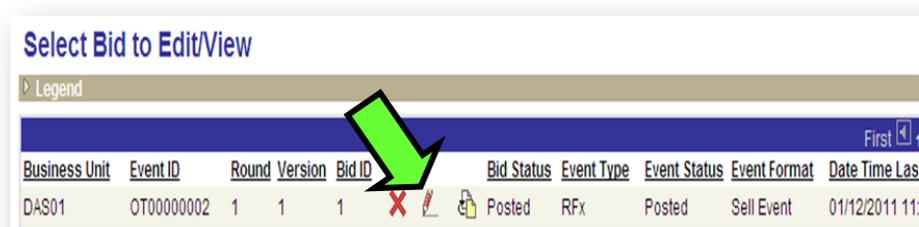
13. Click the **Edit/View Bid** button.



14. The **Select Bid to Edit/View** page displays information about your bid. The structure of the event and the status of your bid will determine how you may modify your bid response.

15. All bids with a Bid Status of **Saved** may be changed by clicking the **View/Edit Bid** icon . Once the desired changes are complete, either click the **Save for Later** button to save or the **Submit Bid** button to submit your bid response.

16. If the Bid Status is **Posted** and the **View/Edit Bid** icon appears, click the icon and make all desired changes. Then either click the **Save for Later** button to save, or click the **Submit Bid** button to submit your bid response.



# Modifying a Bid

- 17. If the Bid Status is **Posted** and the View/Edit Bid icon is not available, the bid cannot be edited. In this case, a new bid response will need to be submitted with the necessary changes.
- 18. Click the **Copy Bid** icon  to enter a new bid response.

Select Bid to Edit/View

Legend

Business Unit	Event ID	Round	Version	Bid ID		Bid Status	Event Type	Event Status	Event Format	Date Time Las
DAS01	OT00000002	1	1	1	  	Posted	RFx	Posted	Sell Event	01/12/2011 11:

# Modifying a Bid

19. The **Create Bid Response** page will still contain the data that was entered on your previous bid response.
20. Make any corrections necessary to update your bid.  
If you are modifying a response to a multi-item event, be sure to go into *each* item to verify that your responses are still there – *even for items you are not making changes*.
21. Once the updates are made, click the **Validate Entries** button to check your bid submission for errors.
22. Click the **Submit Bid** button to submit your bid response for consideration.

The screenshot displays the 'Create Bid Response' interface. At the top, there are sections for 'Event Contact' and 'Legend'. Below these is the 'General Questions' section, which includes a question: 'Is your company located in the United States' with a 'Response' dropdown set to 'Yes'. The 'Ideal' is listed as 'Yes'. A link 'View/Add General Comments and Attachments' is provided below the question.

The 'Line Items' section contains a table with the following data:

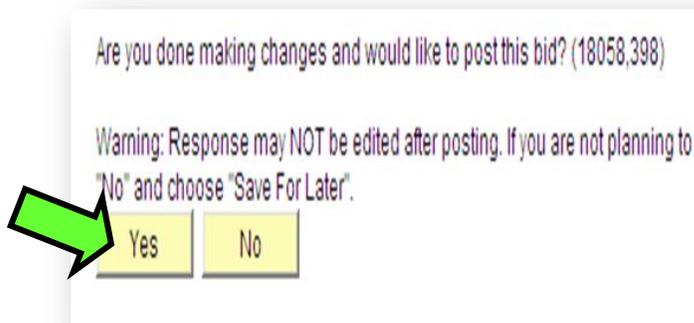
Line	Description	UOM	Qty Requested	Bid Qty	Unit Bid Price	Response	Required
1	ICE CREAM, 3 GALLON BULK DISTRICT 1 SEE FLAVORS BELOW CASE PACK: 3 GAL CONTAINER, 1 EA.	CS	1,000.0000	1000.00000	12.5000	Bid	N
2	Sherbet, 4 oz., 24 per case, Dist. 1, flvrs-Orange,Raspberr,Lime	CS	1,000.0000	1000.00000	10.0000	Bid	N
3	SUNDAE CONE, 3 OZ DISTRICT 1, CASE PACK: 24/4 OZ PORTIONS.	CS	1,000.0000	1000.00000	11.0000	Bid	N

At the bottom of the page, there are three buttons: 'Validate Entries', 'Save for Later', and 'Submit Bid'. A 'Windows Internet Explorer' dialog box is overlaid on the page, displaying a warning icon and the message: 'No errors found. (18058,313)'. The 'Your Total Price' is shown as '33,500.0000 USD'. Green arrows point to the 'Validate Entries' and 'Submit Bid' buttons.

## Modifying a Bid

23. You will receive a pop up asking if you want to post the bid.

Click the **Yes** button to submit your bid response.



24. A message will appear, "Your bid has been successfully submitted."

To go back to the View Events and Place Bids page, click the **OK** button.



# Modifying a Bid

- 25. After you have submitted your modified bid, you must go back and delete your previous bid. Deleting your previous bid will eliminate the possibility of the wrong bid being evaluated in error.
- 26. From the menu, click the **My Event Activity** link.
- 27. In the Search Criteria section, select the **Events Bid On** radio button.
- 28. Click the **Search** button.
- 29. Select the event by clicking the **Event ID** link.

**Betty's Frozen Foods Event Activity**

**Event Activity Summary**

Click on number to view events below  
Events Invited To: [3](#)      Events Bid On: [3](#)      Events Awarded: [0](#)

**Search Criteria**

Event Format:    
Event Type:    
Date Range: From:   Through:

Events Invited To     Events Bid On     Events Awarded

**Legend**

**Events** Find First 1-3 of 3

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
<a href="#">DAS01-OBF0000001</a>	RFI	Food Auction Qualification	Posted	01/11/2011 1:22PM PST	01/11/2011 1:30PM PST	
<a href="#">DAS01-OT00000002</a>	Sell	Ice Cream and Frozen Novelties	Posted	01/11/2011 10:49AM PST	01/28/2011 10:00AM PST	
<a href="#">DAS01-SAF00000002</a>	RFI	Six Month Food Qualification	Posted	01/11/2011 9:42AM PST	01/11/2011 10:40AM PST	

# Modifying a Bid

30. On the Event Details page, click the **Edit/View Bid** button.

**Event Details**

Event ID: OT00000002 Ice Cream and Frozen Novelties  
Event Start Date: 01/11/2011 10:49AM PST End Date: 01/28/2011 01:00 PM ES  
Multiple Bids Allowed: Yes All lines Required: No

**Bid on Event** Click Bid on Event to enter responses to General Questions and Line Items.  
**Edit / View Bid** Click Edit Bid to modify a bid you previously entered.  
**Event Activity** View personal bidding activity

[View Event Package](#)

[Return to Event Search](#)

▼ **Event Details**

Description:

31. Click the **Cancel Bid** icon **X** for the Bid ID you wish to cancel.

**Select Bid to Edit/View**

Legend

Business Unit	Event ID	Round	Bid ID	Bid Status	Event Type	Event Status	Event Format	Date Time Last
DAS01	OT00000002	1	1	X	Posted	RFX	Posted	Sell Event 01/12/2011 11:12AM EST
DAS01	OT00000002	1	2	X	Posted	RFX	Posted	Sell Event 01/12/2011 11:12AM EST

32. Verify the Bid ID on the Cancel Bid page to ensure that you are cancelling the correct bid.  
Click the **Cancel This Bid** button.

**Cancel Bid**

Business Unit: DAS01 Event Round: 1  
Event ID: OT00000002 Event Version: 1  
Event Name: Ice Cream and Frozen Novelties Event Format: Buy

Bid ID: 1  
Bid Status: Posted  
Last Saved: 01/12/2011 11:12AM EST

**Cancel This Bid**

33. eBid will prompt for verification that the bid should be cancelled.
- Clicking the Yes button will cancel the bid.
  - Clicking the No button will return you to the Cancel Bid page without cancelling the bid.
34. If you click **Yes**, verify that the Bid Status now reads “**Cancelled.**”
35. Please see below for information on obtaining eBid assistance.

### **Need more help?**

Try out the other training documents created to assist you:

<http://procure.ohio.gov/proc/help.asp>

**- OR -**

Contact the OAKS Help Desk at 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625). Ask for “eBid Assistance.”