Sourcing Instructions for Suppliers: Revising a Response

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## 1 Reviewing Responses

To view all negotiations you have participated in, see the **View Responses** section. Under this section you can view:

- **Active** – All the active negotiations you have created a quote for. If the negotiation close date has passed, your quote is no longer active.
- **Disqualified/Withdrawn** – All the negotiations in which you submitted a quote and later withdrew or was disqualified by the buyer.
- **Awarded** – All the negotiations you have won and have been awarded to.
- **Rejected** – All the negotiations you did not win and have not been awarded.

### 1.1 Revise a Response

If the buyer has checked the Response Rule “Suppliers are allowed to provide multiple responses” in the Controls section of the negotiation, you will be able to revise your quote/response. The ability to revise a negotiation is not available for all negotiations. Please note that when you revise a response, the quote number will change.

1. **To Revise** your response, go to the negotiations page and click **Active** under View Responses.
2. Select the negotiation you wish to **Revise**, then click **Revise**.

3. The negotiation will open and you will have the ability to enter a new quote. Follow the same steps you took to create the original quote, as seen in section 3.2 and 3.3

### 1.2 Withdraw a Response

If the Buyer checked the **Response Rule** “Allow Quote Withdrawal” under the **Controls** section of the negotiation, you can **Withdraw** your response/quote. The ability to **Withdraw** your response/quote is not available for all negotiations.

1. To **Withdraw** your response, go to the negotiations page and click **Active** under **View Responses**.

2. Select the negotiation you wish to **Withdraw**, then click **Withdraw**.

3. You must provide a reason for withdrawal. Populate the field **Withdraw Reason**, then click **Submit**.
4. You will see a confirmation message when your response/quote has been successfully withdrawn

1.3 Revising a Withdrawn Response

If the Buyer has allowed multiple responses in Controls, you will be able to Revise the previously Withdrawn negotiation response and resubmit, if needed. The ability to Revise a Withdrawn response/quote is not available for all negotiations. Please note that when you revise a previously withdrawn response, the quote number will change.

1. Go to Disqualified and Withdrawn under View Responses

2. Select the withdrawn response/quote you wish to revise

3. The negotiation will open and you will have the ability to enter a new quote. Follow the same steps you took to create the original quote. For instruction, please access the PDF document titled “Sourcing Instruction – Revising and Responding to Negotiations”
2 Support

If you have questions or need more information on a specific negotiation, please reach out to your Bechtel Buyer.

For navigation help and technical support email the Procurement Helpdesk at procweb@bechtel.com.

All login issues should be directed to the IS&T Service Center at istsc@Bechtel.com.