



INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

Sourcing Instructions for Suppliers: Revising a Response

Last Updated: 4-Jun-18

Table of Contents

1	Reviewing Responses	1
1.1	Revise a Response	1
1.2	Withdraw a Response	2
1.3	Revising a Withdrawn Response.....	3
2	Support	4

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 If the negotiation close date has passed, your quote is no longer active.
- **Disqualified/Withdrawn** – All the negotiations in which you submitted a quote and later withdrew or was disqualified by the buyer.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.

Negotiations

Search Open Negotiations Title

Welcome, Bech Tester.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
492139	Active		112461		RFQ	7 days 21 hours		0
492095	Draft		112388		Auction	16 days 15 hours		0
136014	Active		105517		RFI	0 seconds		0
160017	Active		106008		Auction	0 seconds		0
392018	Active		109709		RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	112456		RFQ	18 hours 8 minutes
	112460,1		RFQ	1 day 18 hours

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Note: If you did not respond to a negotiation, you will not find it under the **View Responses** section. This will only list the negotiations in which you have responded/created a quote for.

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**.

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

- Select the negotiation you wish to **Revise**, then click **Revise**.

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.
 ⚠ Negotiation has been amended and requires your action to be considered for award.
 🛑 Negotiation has been paused. Only draft response can be created.

Select Response: **Revise** **Withdraw** ◀ Previous 1-25 ▾ Next 25 ▶

Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
<input checked="" type="radio"/> 492139		Active			112461		RFQ		7 days 21 hours		0
<input type="radio"/> 492095		Draft			112388		Auction		16 days 15 hours		0

- 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.

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

Quick Links

Manage **View Responses**

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

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

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.
 ⚠ Negotiation has been amended and requires your action to be considered for award.
 🛑 Negotiation has been paused. Only draft response can be created.

Select Response: **Revise** **Withdraw** ◀ Previous 1-25 ▾ Next 25 ▶

Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
<input checked="" type="radio"/> 492139		Active			112461		RFQ		7 days 21 hours		0
<input type="radio"/> 492095		Draft			112388		Auction		16 days 15 hours		0

- You must provide a reason for withdrawal. Populate the field **Withdraw Reason**, then click **Submit**.

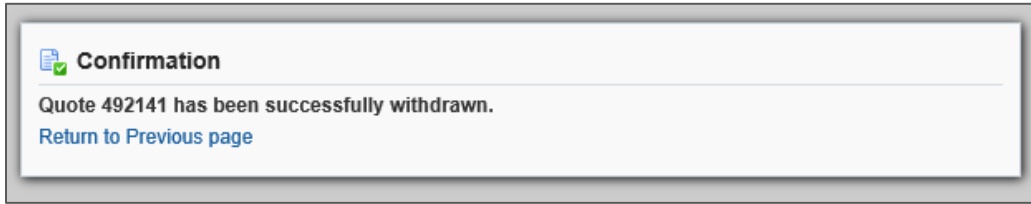
Warning

This action will permanently withdraw the quote from the negotiation process and will be archived. An archived quote will not be eligible for evaluation or award.

Withdraw Quote: 492141 (RFQ 112461,1) Cancel **Submit**

1 * Withdrawal Reason

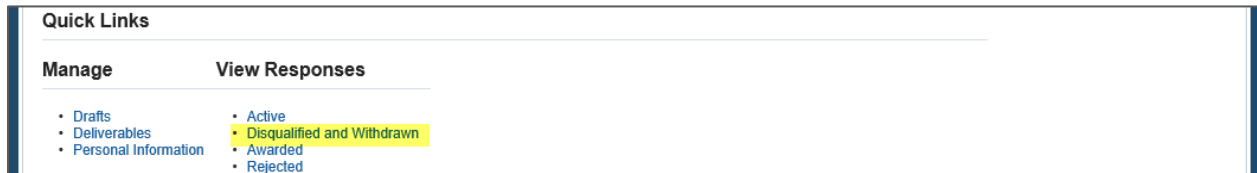
- You will see a confirmation message when your response/quote has been successfully withdrawn



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.

- Go to **Disqualified and Withdrawn** under **View Responses**



- Select the withdrawn response/quote you wish to revise

Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: ²

Response Number ¹	Your Response Number	Status	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Reason
492141		Withdrawn		112461,1		RFQ		7 days 20 hours	TEST

- 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.