

Purpose

Use this procedure to change a bid or solicitation response on CDOT's Vendor Portal.

Before You Get Started

- You need to have submitted a bid or solicitation response through CDOT's Vendor Portal
- Bid or Solicitation responses can only be changed prior to the Submission Date for the RFx

Helpful Hints

- System messages display at the top of the screen. Always review your system messages to ensure that your transactions have been successful.
- Some of the error messages SAP displays in the Vendor Portal alert you that a field needs to be populated. Once you populate that field and click the **Check** button , the messages no longer displays.
- This document provides step-by-step instructions with screenshots. If you have trouble finding the location of a button or a field included in a step, look for that step's number next to one of the preceding screenshots. That number will point to the button's or field's location on the screen.
- To ensure that you are using the most updated version of this document, open it directly from CDOT's website in the Business Center.
- When you are finished working on your bid or solicitation response, click the **Close** button  instead of the red **X** button  in the upper right corner.
- At the end of your session, use the **Log Off** button  to log out of your account on the CDOT Vendor Portal. Using the **X** button  in the upper right corner of the screen will close the window but your organization's account will still be open.
- CDOT's Vendor Self-Service Portal is compatible with any version of Internet Explorer, Google Chrome or Mozilla Firefox. If you experience compatibility issues using newer versions of Internet Explorer, enable the compatibility/enterprise mode to be fully compatible with this portal.

Procedure

1. Start the transaction using the URL: <http://www.coloradodot.info/>
 - Click the **Business Center** tab
 - From the *Quick Links* panel, click any of the following links: *Consultants, Highway and Bridge Construction Bidding, Procurement and Contract Services*. From any of these webpages, click on the *CDOT Supplier Self-Service Portal* link.



The first step to changing a bid or solicitation response is to log into the portal.

SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8



2. The fields you need to enter to log in to the CDOT Supplier Portal are displayed. The fields you need to enter are:

Field	Description
User *	User name you created for your account on CDOT's vendor portal.
Password *	Password associated with your user name.

SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8

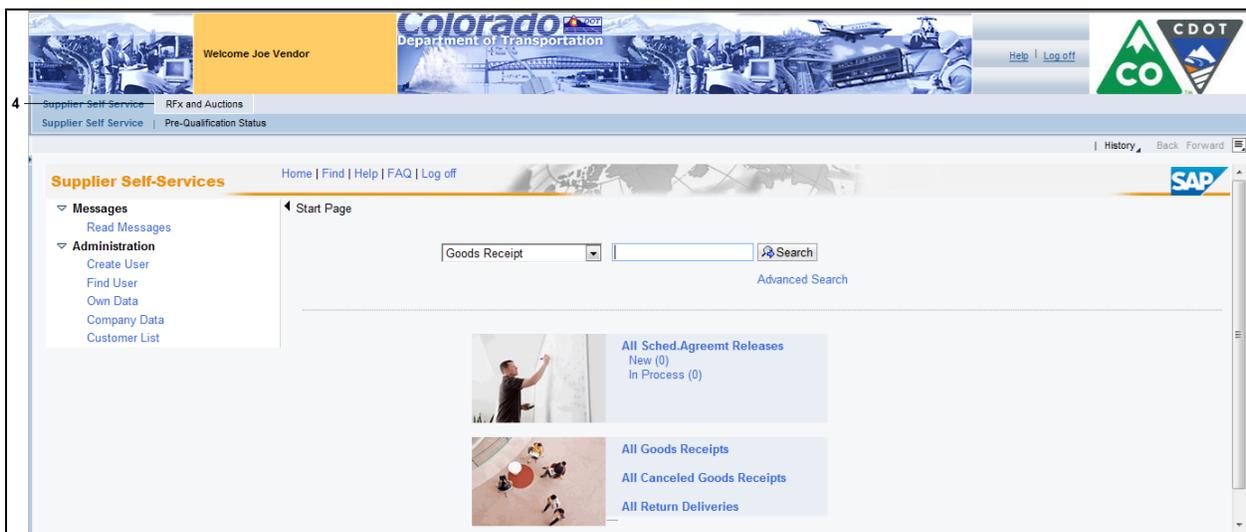


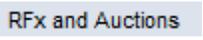
3. Click **Log On** button .



Now that you have logged onto the Supplier Self-Service portal, the next step is to search for your RFX response.

Supplier Self Service - SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8



4. Click **RFX and Auctions** tab .

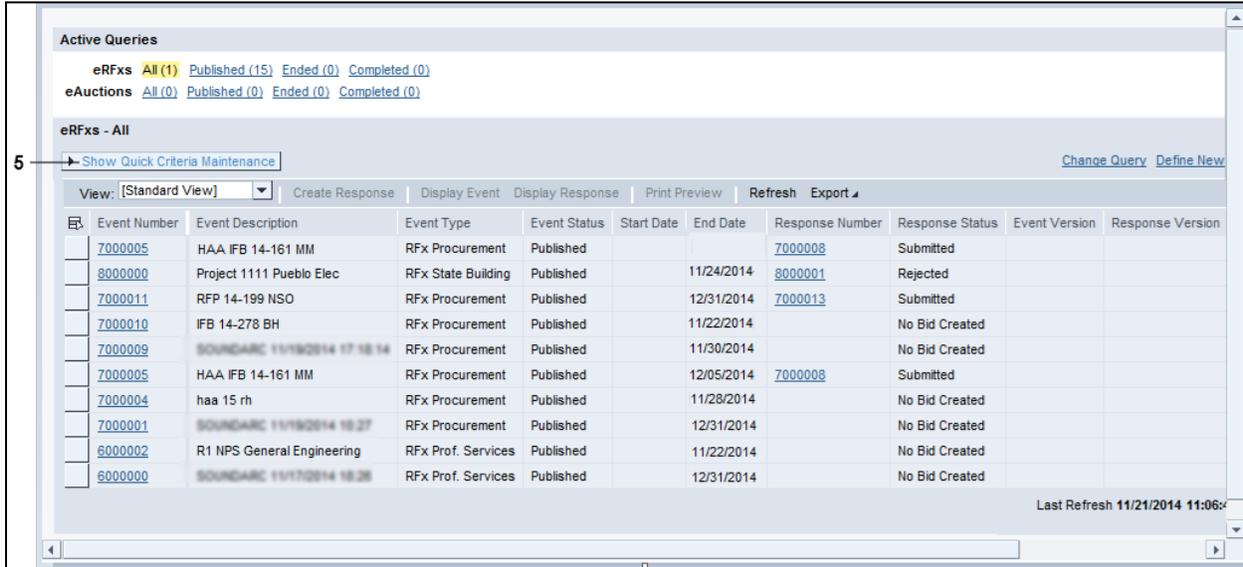


These step-by-step instructions show you how to change a bid or solicitation response on CDOT's Vendor Portal.



The first time you use the Vendor Portal, you will need to click the **Show Quick Criteria Maintenance** button to display the search fields. Afterwards, the search fields will display as they did the last time you viewed the screen.

Active Queries



Active Queries

eRFxs [All \(1\)](#) [Published \(15\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

5 [Show Quick Criteria Maintenance](#) [Change Query](#) [Define New](#)

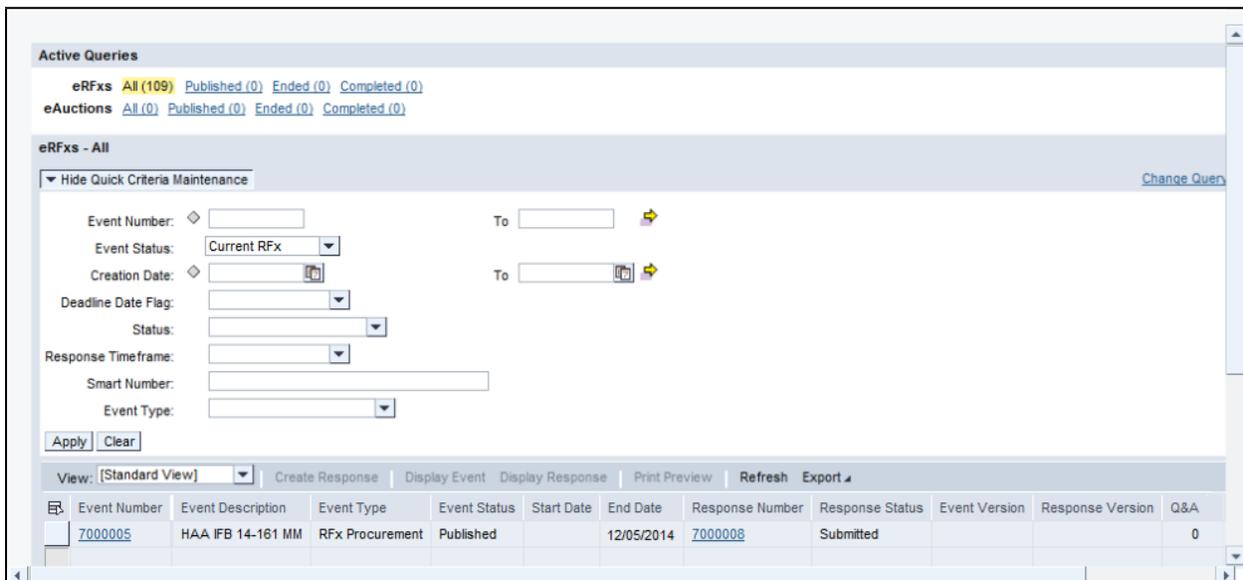
View: [Standard View] Create Response | Display Event | Display Response | Print Preview | Refresh | Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
7000005	HAA IFB 14-161 MM	RFX Procurement	Published			7000008	Submitted		
8000000	Project 1111 Pueblo Elec	RFX State Building	Published		11/24/2014	8000001	Rejected		
7000011	RFP 14-199 NSO	RFX Procurement	Published		12/31/2014	7000013	Submitted		
7000010	IFB 14-278 BH	RFX Procurement	Published		11/22/2014		No Bid Created		
7000009	SOUNDARC 11/19/2014 17:18:14	RFX Procurement	Published		11/30/2014		No Bid Created		
7000005	HAA IFB 14-161 MM	RFX Procurement	Published		12/05/2014	7000008	Submitted		
7000004	haa 15 rh	RFX Procurement	Published		11/28/2014		No Bid Created		
7000001	SOUNDARC 11/19/2014 18:27	RFX Procurement	Published		12/31/2014		No Bid Created		
8000002	R1 NPS General Engineering	RFX Prof. Services	Published		11/22/2014		No Bid Created		
8000000	SOUNDARC 11/17/2014 18:28	RFX Prof. Services	Published		12/31/2014		No Bid Created		

Last Refresh 11/21/2014 11:06:

- To search for the RFX document, click **Show Quick Criteria Maintenance** button [Show Quick Criteria Maintenance](#).

Active Queries



Active Queries

eRFxs [All \(109\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

[Hide Quick Criteria Maintenance](#) [Change Query](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Event Type:

View: [Standard View] Create Response | Display Event | Display Response | Print Preview | Refresh | Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
7000005	HAA IFB 14-161 MM	RFX Procurement	Published		12/05/2014	7000008	Submitted			0

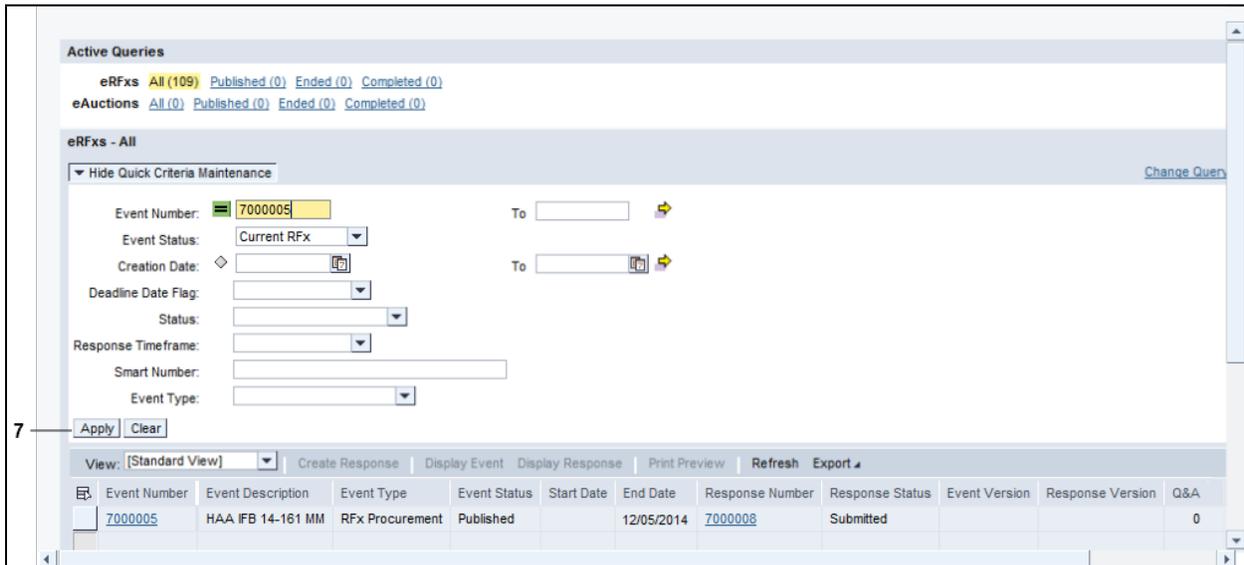
- The fields you can use to search for an RFX are displayed. The most commonly used fields for a search are

Field	Description
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Event Number: Number assigned to the Solicitation (RFx) or Pre-Qualification Document.

Event Type: Category for the Solicitation (RFx) or Pre-Qualification Document.

Active Queries



Active Queries

eRFxs [All \(109\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All [Change Query](#)

▼ Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Event Type:

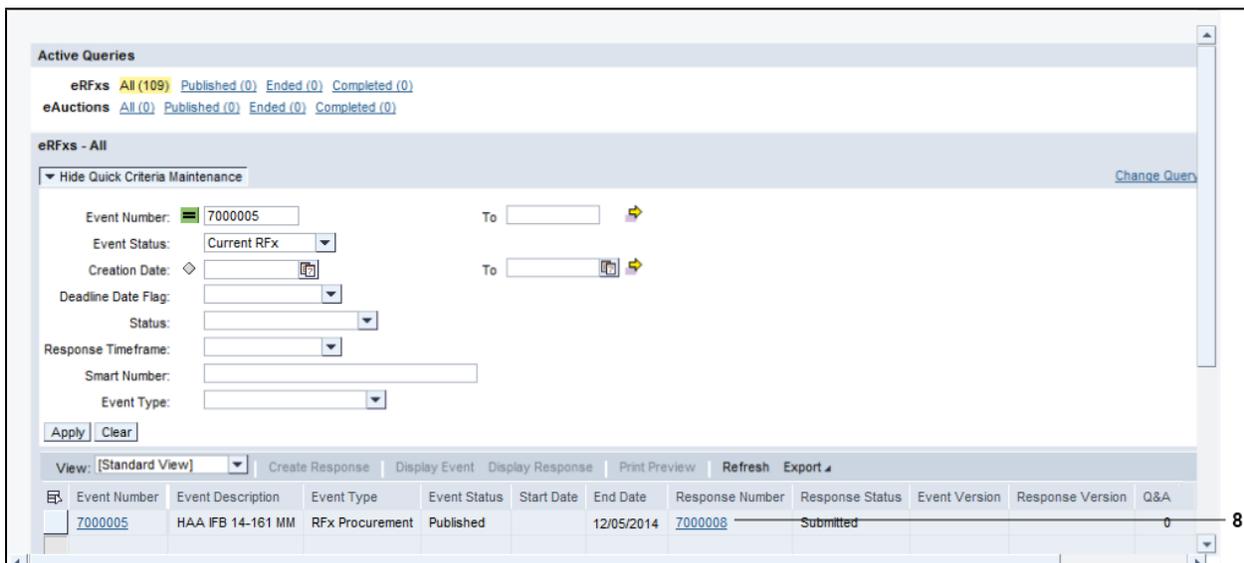
7

View:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
7000005	HAA IFB 14-161 MM	RFx Procurement	Published		12/05/2014	7000008	Submitted			0

- Once you've completed the search field, click the **Apply** button . The system displays the results.

Active Queries



Active Queries

eRFxs [All \(109\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All [Change Query](#)

▼ Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Event Type:

View:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
7000005	HAA IFB 14-161 MM	RFx Procurement	Published		12/05/2014	7000008	Submitted			0

8

- To display your response to the RFx Document, click the Response Number's link [7000008](#). The *Display RFx Response*: screen displays.

Display RFX Response:

Display RFX Response:

9  [Print Preview](#) [Close](#) [Withdraw](#) [Export](#) [Questions and Answers \(0 \)](#) [System Information](#) [Create Memory Snapshot](#)

RFX Response Number 7000008 RFX Number 7000005 Status Submitted Submission Deadline 12/05/2014 14:00:00 MST Remaining Time 14 Days 02:47:03
 RFX Owner CDOT Buyer Total Value 2,00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters **Status and Statistics**

Currency: Created On:
Created By:
Last Processed On:
Last Processed By:

Partners and Delivery Information

[Details](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Phone Number
• Ship-To Address		EXECDIR	303-757-9138

9. To change your response, click the **Edit** button .

Edit RFX Response:

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX Response Number 7000008 RFX Number 7000005 Status In Process Submission Deadline 12/05/2014 14:00:00 MST Remaining Time 14 Days 02:46:58
 RFX Owner CDOT Buyer Total Value 2,00 USD RFX Response Version Number C1 RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary | Tracking

10 Basic Data | Questions | Notes and Attachments

Event Parameters Currency: <input type="text" value="United States Dollar"/>	Status and Statistics Created On: <input type="text" value="11/21/2014 11:13:02 MST"/> Created By: <input type="text" value="Mr. Bob Vendor"/> Last Processed On: <input type="text" value="11/21/2014 11:13:02 MST"/> Last Processed By: <input type="text" value="Mr. Bob Vendor"/>
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Partners and Delivery Information

Details | Send E-Mail | Call | Clear
Filter Settings

Function	Number	Name	Phone Number
▪ Ship-To Address		EXECDIR	303-757-9138

10. To display the questions and your response(s), click the **Questions** sub-tab Questions.



You can change the answers to any of your questions or add a comment next to your question.



Ensure that all required fields are completed.

Edit RFX Response:

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX Response Number 7000008	RFX Number 7000005	Status In Process	Submission Deadline 12/05/2014 14:00:00 MST	Remaining Time 14 Days 02:46:58
RFX Owner CDOT Buyer	Total Value 2,00 USD	RFX Response Version Number C1	RFX Version Number Active V	

RFX Information	Items	Notes and Attachments	Summary	Tracking
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11	Basic Data	Questions	Notes and Attachments
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Question	Reply	Comment
Has Vendor Complied with All PreBid Requirements: *	<input type="text" value="yes"/>	<input type="text"/>

11. To display your attached documents, click the **Notes and Attachments** sub-tab **Notes and Attachments**.

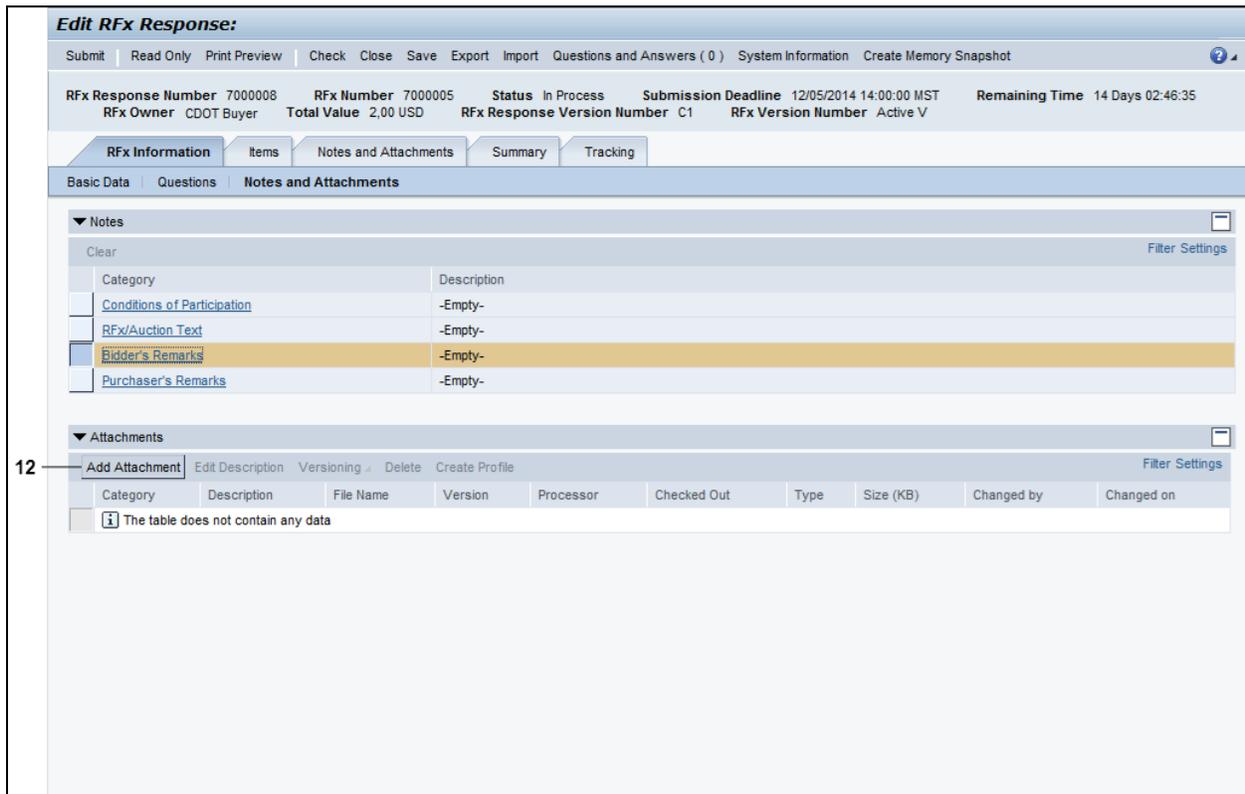


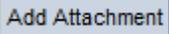
In this example, the **Notes and Attachments** section doesn't have an attachment. You need to add an attachment to the RFX response.

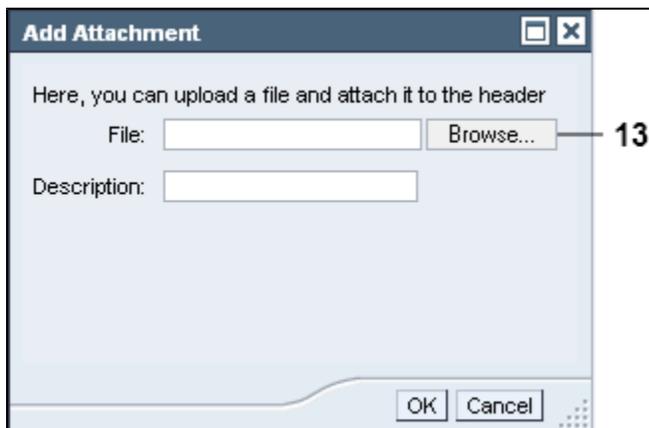
Monday, December 15, 2014

Rev 0

8/16

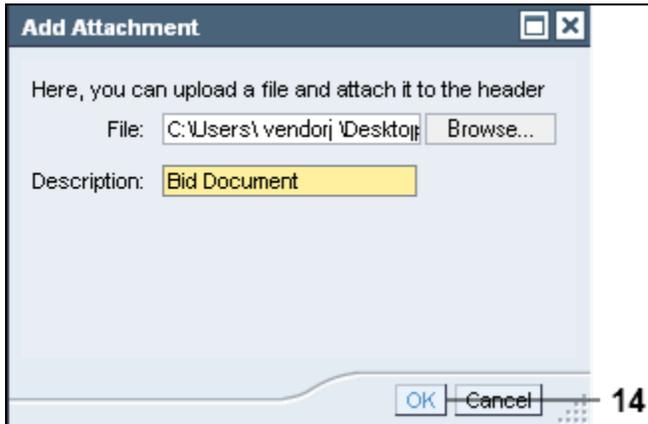
RFx Response:


- 12.** To attach a document to your bid or solicitation response, click the **Add Attachment** button . The *Add Attachment* dialog box displays.

Add Attachment


- 13.** Click the **Browse** button  to find your completed document.

Add Attachment

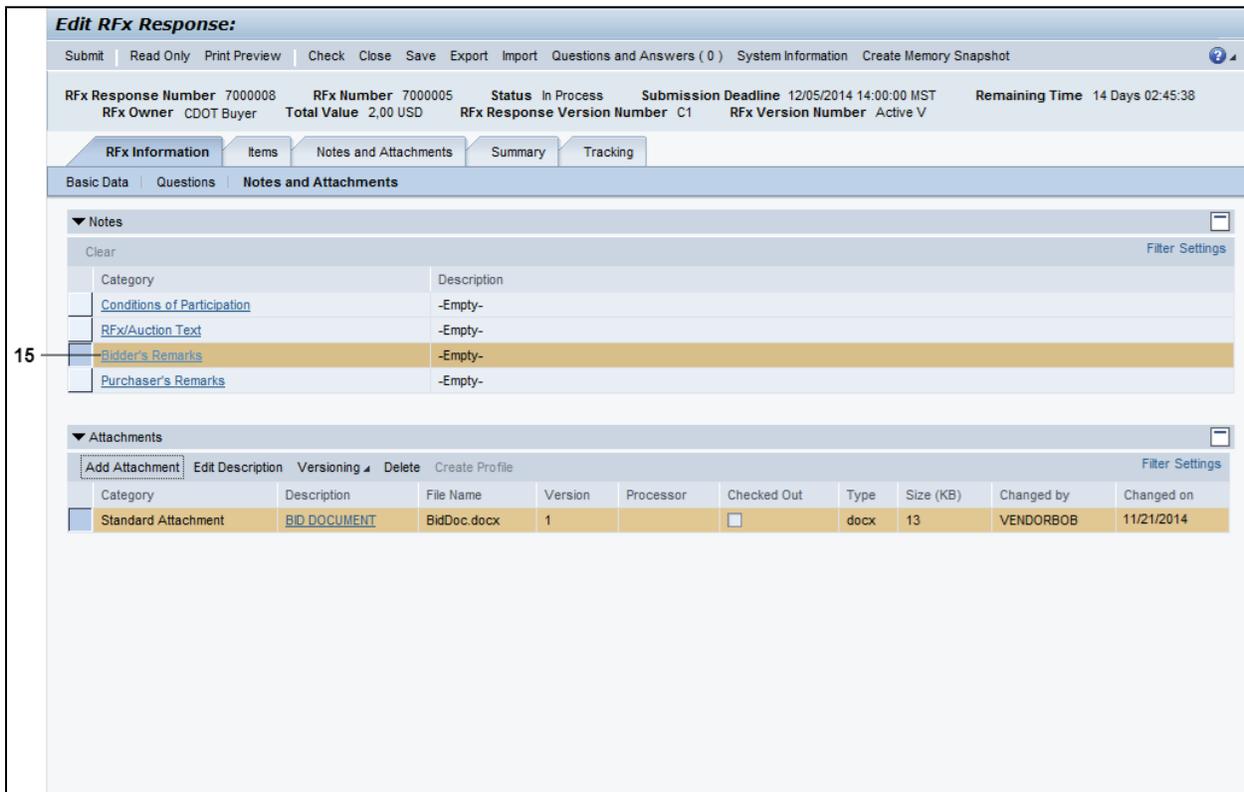


14. Once you've found the document, click **OK** button .



In the *Attachments* section, your new attachment is displayed. The **Description** field includes your description of the document, the **File Name** field is populated with the full file name. At the end of the line, the **Created by** field includes the user name of the person who added the document and the **Changed on** field notes the date of the change.

RFx Response:



15. To add information about the reason for the change to your bid or solicitation response, click the **Bidder's Remarks** link [Bidder's Remarks](#).



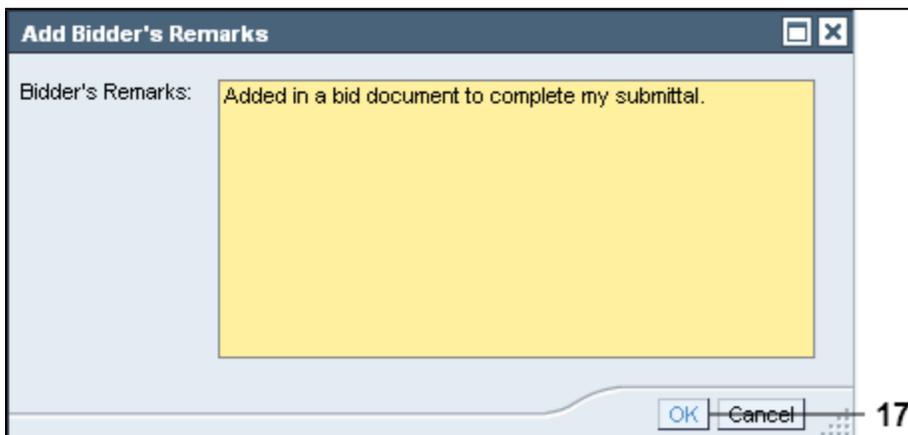
Please provide an explanation about the change your made to your bid or solicitation response and any other information you want to include.

Add Bidder's Remarks



16. Type in your comments in the **Bidder's Remarks:** field.

Add Bidder's Remarks



17. Click **OK** button .

RFx Response:

Edit RFx Response:

18
?
Submit
Read Only
Print Preview
Check
Close
Save
Export
Import
Questions and Answers (0)
System Information
Create Memory Snapshot

RFx Response Number 7000008	RFx Number 7000005	Status In Process	Submission Deadline 12/05/2014 14:00:00 MST	Remaining Time 14 Days 02:45:11
RFx Owner CDOT Buyer	Total Value 2,00 USD	RFx Response Version Number C1	RFx Version Number Active V	

RFx Information
Items
Notes and Attachments
Summary
Tracking

Basic Data
Questions
Notes and Attachments

▼ Notes
☐

Filter Settings

Clear

Category	Description
Conditions of Participation	-Empty-
RFx/Auction Text	-Empty-
Bidder's Remarks	Added in a bid document to complete my submittal.
Purchaser's Remarks	-Empty-

▼ Attachments
☐

Add Attachment
Edit Description
Versioning
Delete
Create Profile
Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	BID DOCUMENT	BidDoc.docx	1		<input type="checkbox"/>	docx	13	VENDORBOB	11/21/2014

18. Click the **Check** button Check.



If you have completed all of the required steps, the system will display the message "RFx response is complete and contains no errors". If the document is not complete, you will be prompted with system messages to complete the process.

RFx Response:

Edit RFx Response:

19 Questions and Answers (0) 

RFx response is complete and contains no errors

RFx Response Number 7000008 Rfx Number 7000005 Status In Process Submission Deadline 12/05/2014 14:00:00 MST Remaining Time 14 Days 02:45:11
 Rfx Owner CDOT Buyer Total Value 2,00 USD Rfx Response Version Number C1 Rfx Version Number Active V

RFx Information Items Notes and Attachments Summary Tracking

Basic Data Questions **Notes and Attachments**

Notes 

Clear [Filter Settings](#)

Category	Description
Conditions of Participation	-Empty-
RFx/Auction Text	-Empty-
Bidder's Remarks	Added in a bid document to complete my submittal.
Purchaser's Remarks	-Empty-

Attachments 

Add Attachment Edit Description Versioning  Delete Create Profile [Filter Settings](#)

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	BID DOCUMENT	BidDoc.docx	1		<input type="checkbox"/>	docx	13	VENDORBOB	11/21/2014

19. Click the **Submit** button and review the system message(s) to confirm it has been submitted.

Display RFX Response:

Display RFX Response:

20      Questions and Answers (0) System Information Create Memory Snapshot 

RFX response 0007000008 submitted

RFX Response Number 7000008 RFX Number 7000005 Status Submitted Submission Deadline 12/05/2014 14:00:00 MST Remaining Time 14 Days 02:44:59
 RFX Owner CDOT Buyer Total Value 2,00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information Items Notes and Attachments Summary Tracking

Basic Data Questions **Notes and Attachments**

Notes 

Clear 

Category	Description
Conditions of Participation	-Empty-
RFX/Auction Text	-Empty-
Bidder's Remarks	Added in a bid document to complete my submittal.
Purchaser's Remarks	-Empty-

Attachments 

Add Attachment Edit Description Versioning Delete Create Profile 

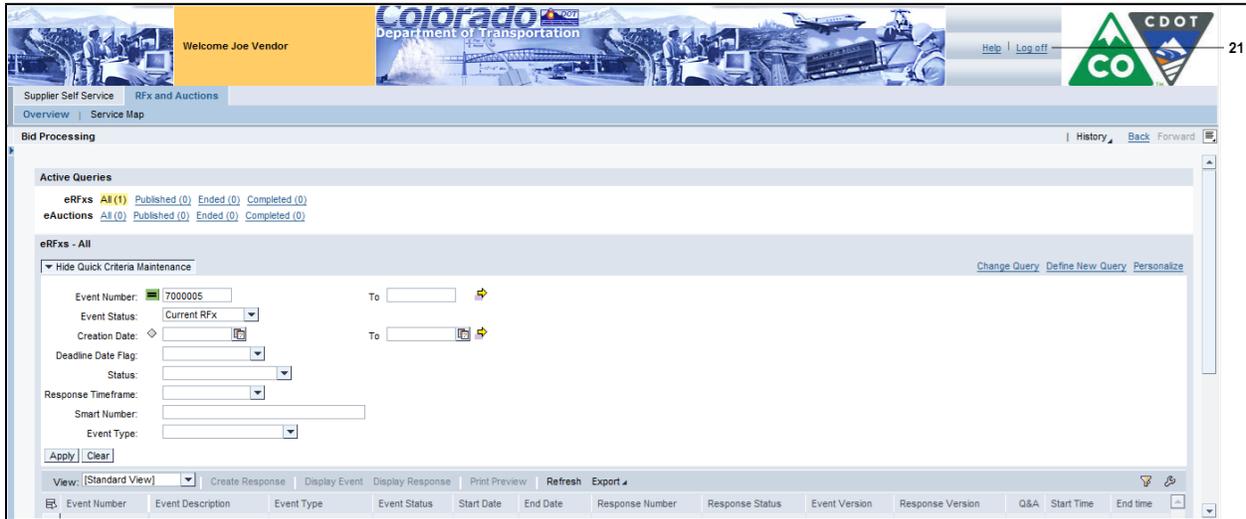
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	BID DOCUMENT	BidDoc.docx	1		<input type="checkbox"/>	docx	13	VENDORBOB	11/21/2014

20. To close your bid or solicitation response, click the **Close** button . The *Active Queries* screen is displayed.



When are finished working on your bid or solicitation response, click the **Close** button  instead of the red **X** button  in the upper right corner.

Bid Processing - SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8

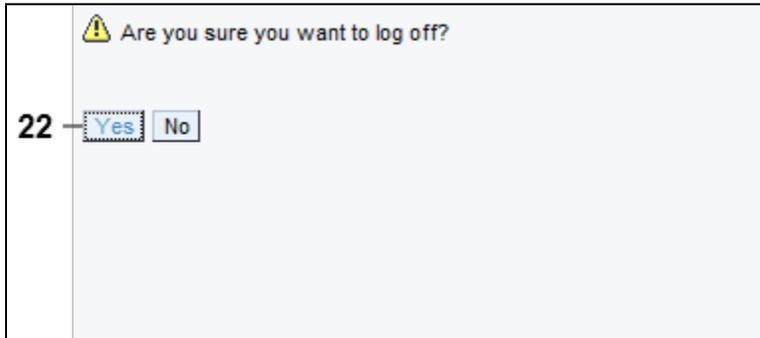


21. When you are finished using CDOT's Vendor Portal, click **Log off** link [Log off](#).



At the end of your session, use the **Log Off** button [Log off](#) to log out of your account on the CDOT Vendor Portal. Using the **X** button  in the upper right corner of the screen will close the window but your organization's account will still be open.

SAP NetWeaver Portal -- Webpage Dialog



22. Click **Yes** button .

23. You have completed this transaction.

Result

You have successfully changed a bid or solicitation response on CDOT's Vendor Portal.