

Purpose

Use this procedure to withdraw a bid or solicitation response from CDOT's Vendor Portal.

Before You Get Started

- You need to have submitted a bid or solicitation on CDOT's Vendor Portal
- Bid or Solicitation responses can only be withdrawn prior to the Submission Date for the RFx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 message 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 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 with the RFx, 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 the 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.



If needed, a bid or solicitation can be withdrawn prior to the Submission Date. This document shows you how to do it.

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 webpage, click on the *CDOT Supplier Self-Service Portal* link.

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.

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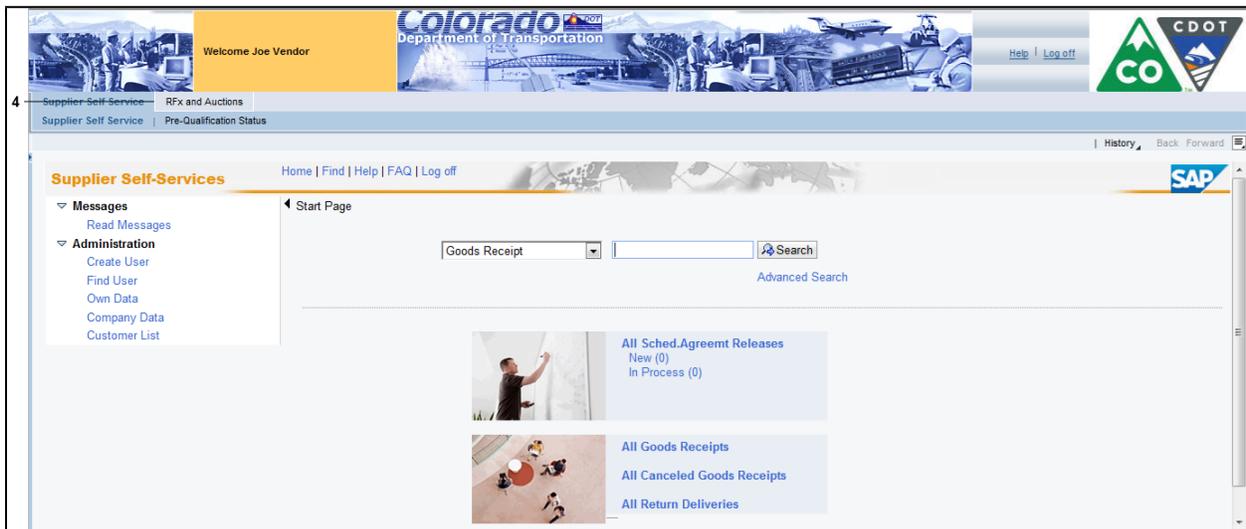


3. Click **Log On** button 



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 RFx and Auctions



These step-by-step instructions show you how to withdraw 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 \(21\)](#) [Published \(15\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

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

eRFxs - All

Show Quick Criteria Maintenance [Change Quer](#)

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
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	SOURCARE 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	SOURCARE 11/19/2014 18:27	RFx Procurement	Published		12/31/2014		No Bid Created		
6000002	R1 NPS General Engineering	RFx Prof. Services	Published		11/22/2014		No Bid Created		
6000000	SOURCARE 11/17/2014 18:26	RFx Prof. Services	Published		12/31/2014		No Bid Created		
50003	Hwy Const Sub Registration	Pre Qual General	Published		12/31/2015		No Bid Created		

Last Refresh

5. 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 Versi
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		

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

search are:

Field	Description
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

Hide Quick Criteria Maintenance [Change Query](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Event Type:

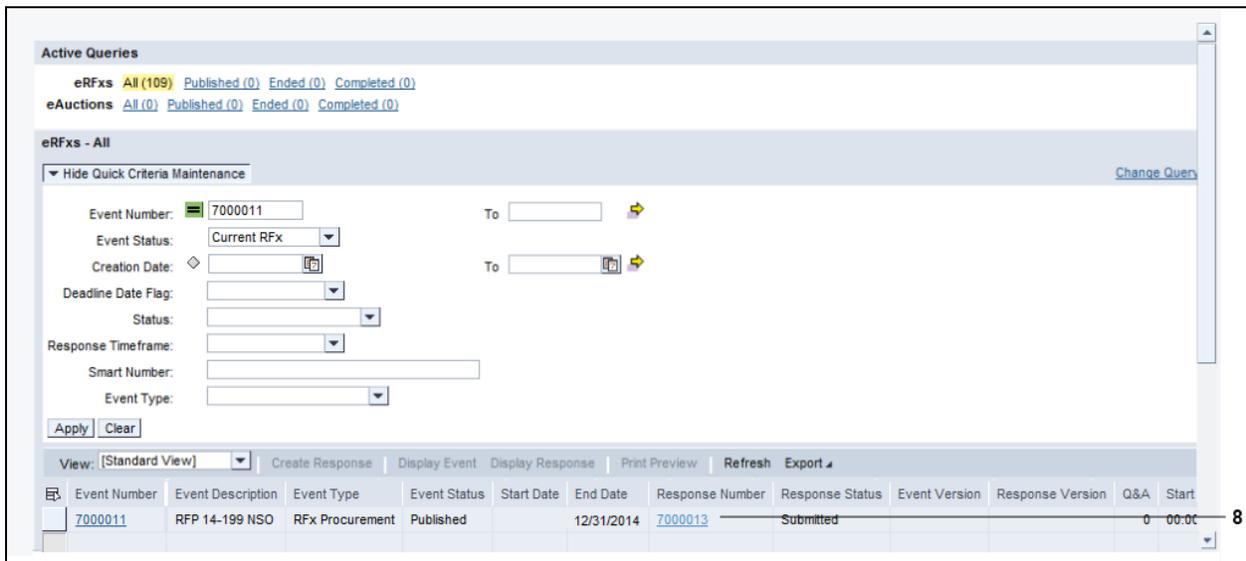
7

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Versi
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		

7. Once you've completed the search field, click **Apply** button [Apply](#). 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

Hide Quick Criteria Maintenance [Change Query](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Event Type:

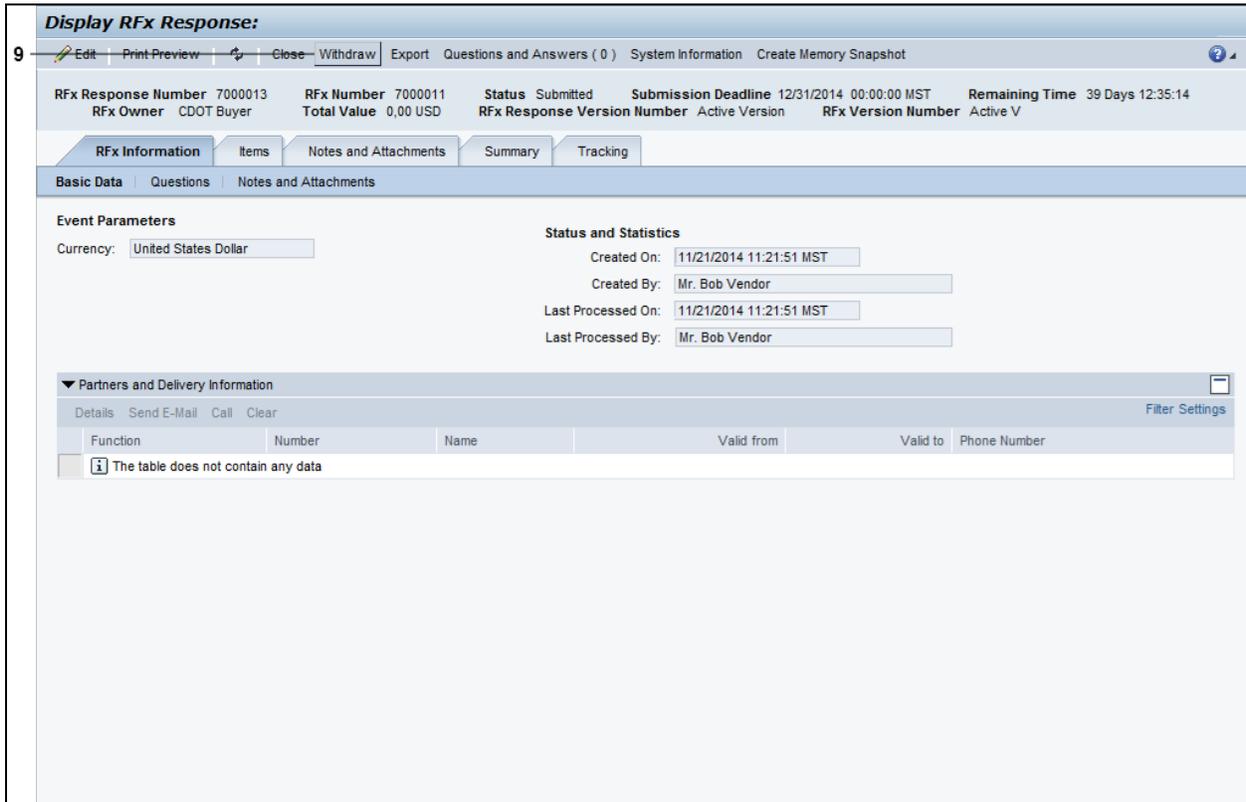
View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start
7000011	RFP 14-199 NSO	RFx Procurement	Published		12/31/2014	7000013	Submitted			0	00:00

8

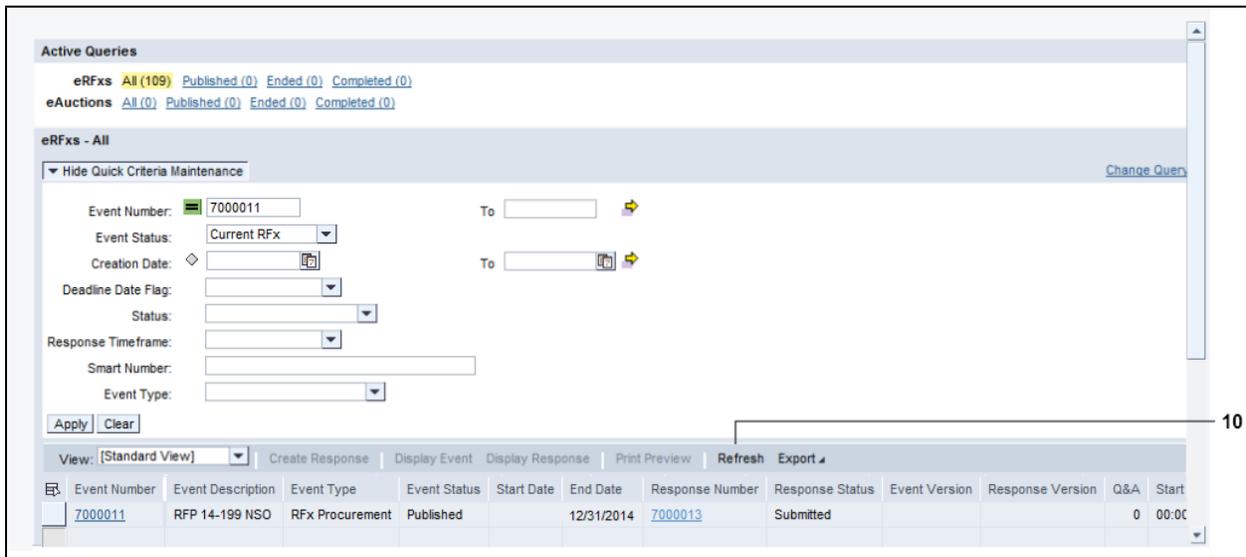
8. To display your response to the RFx Document, click the *Response Number's* link [7000013](#).

Display RFX Response:



- To withdraw your bid response, click the **Withdraw** button . The system displays the message "RFX response XXXXXXXXX (RFPXX-XXX NSO) withdrawn."

Active Queries



10. Click **Refresh** button .

11. Review the **Response Status** field to confirm that your response has been withdrawn.

RFX Response:

12.

12. Click **Close** button .

 When you are finished working with the RFX 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

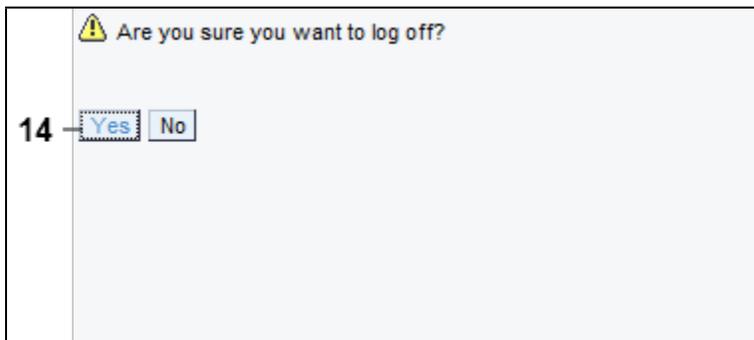


13. When you are finished using CDOT's Vendor Portal, click **Log off** link [Log off](#).



At the end of your session, use the **Log Off** button [Log off](#) to log out of the 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



14. Click **Yes** button [Yes](#).

15. You have completed this transaction.

Result

You have successfully withdrawn a a bid or solicitation response from CDOT's Vendor Portal.