

## Ion Wave Technologies, Inc. - Sourcing Retract a Bid Response

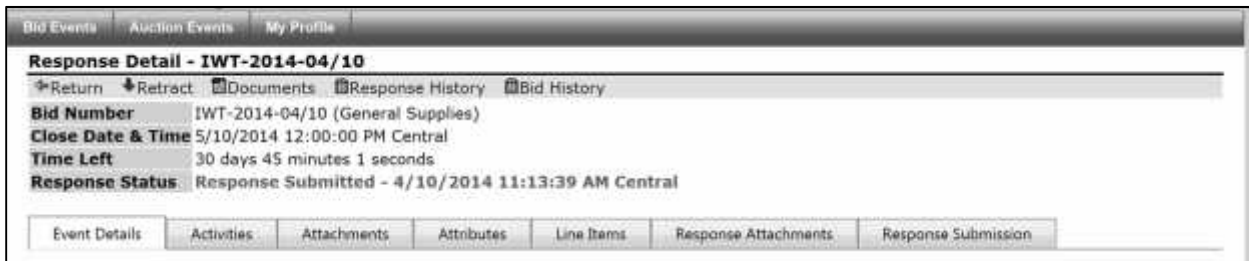
Suppliers may retract a bid response provided the issuing organization allows the process. If bid retractions are not allowed, the “retract” button will not be visible on the Response Detail page. Retracting a response allows the supplier to change all or part of the bid response that was previously submitted.

### Important Reminders:

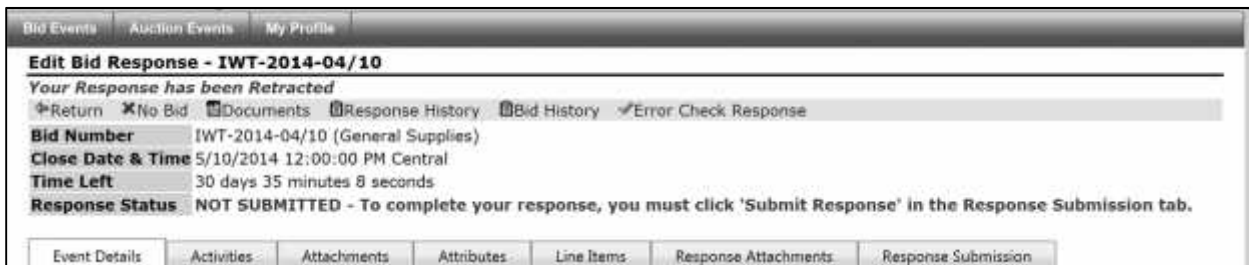
- Retracting a bid response **does not** delete the response that is currently entered.
- If you “retract” a bid response, your response is no longer submitted.
- You must click “Submit Response” on the Response Submission Tab for your retracted bid to be submitted again.
- If the issuer does not allow retractions, you will need to contact their procurement office for assistance.

### Retract a Bid Response

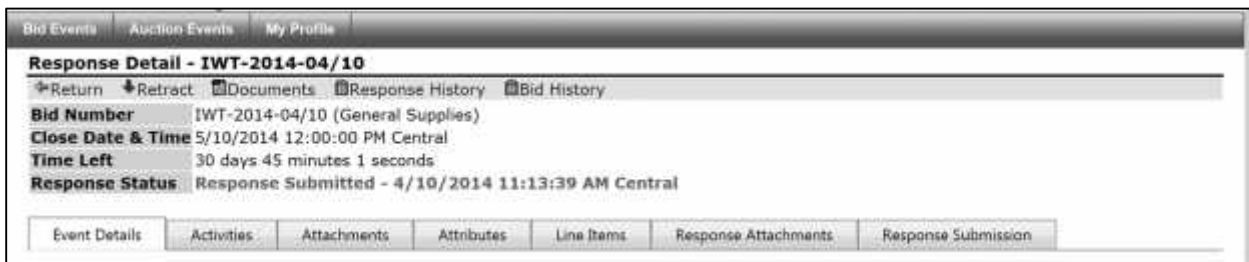
- Login
- Click the bid number located under the “My Invitations” or “Other Bid Opportunities” section.
- Click “Retract” (When the Response Detail page opens)



- Click “OK” (to proceed with the retraction)
- Click “Cancel” (to exit the retraction process)
- Your bid response is now retracted (NOT SUBMITTED). See the Response Status field in the Edit Bid Response screenshot.
- **Bid Response Retraction Email Notification** – An email notification is sent to the user’s address of record when a bid retraction is completed.



- Click the tab(s) to make response edits.
- Save your work on each tab.
- Review your response.
- Click the “Response Submission” Tab
- Click “Submit Response” (at the bottom of the page)
- Click “OK” (to complete the submission)
- When your response is submitted, the Response Status field will indicate “Response Submitted” with a date and time stamp. (See the Response Status field in the Response Detail screenshot below).
- **Bid Response Submission** - An email notification is sent to the user’s address of record when a bid response is submitted.



- Your Available Bids homepage will also indicate the status in the Response Status column below. (See the far right column).

