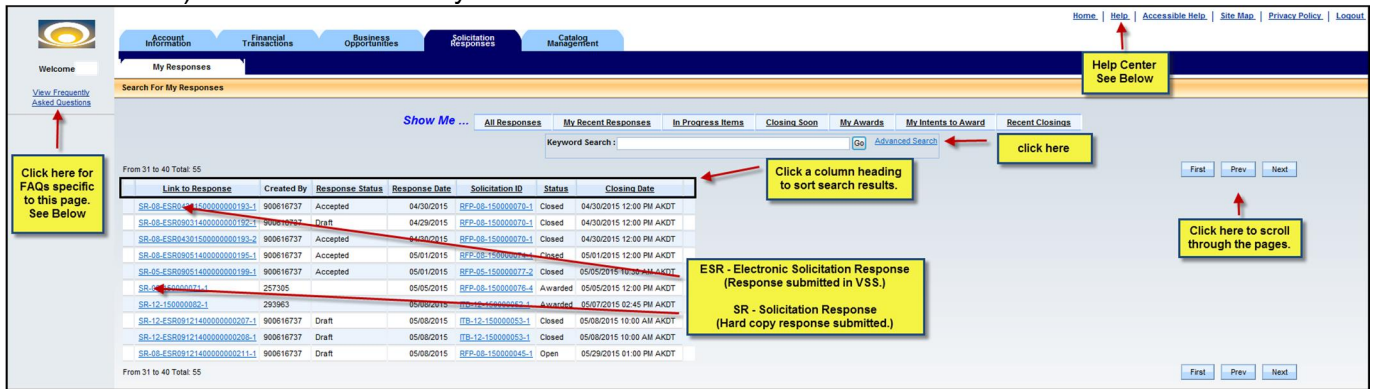


## State of Alaska Vendor Self Service (VSS) Solicitation Responses (Amend or Withdraw a Response)

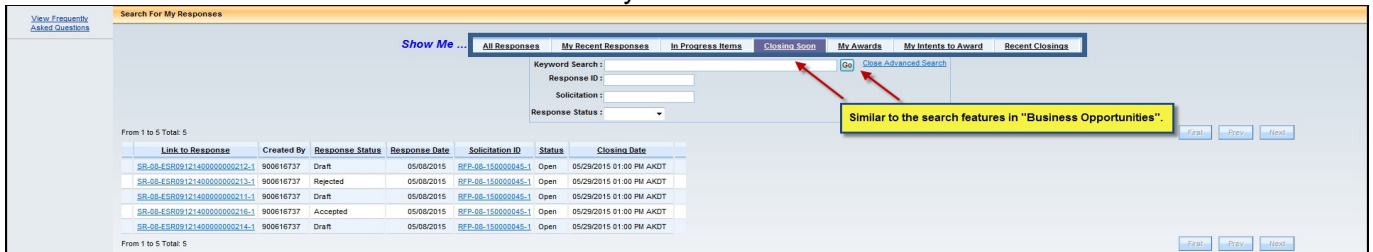
This document provides information, descriptions of individual pages and functionality related to your responses to solicitations. Your Electronic Solicitation Responses (ESR) will be automatically saved to this folder when you submit a response. Hard copy responses will be manually entered after the closing date and time.

For additional information you can use the “View Frequently Asked Questions” link (sample screen shots provided), the “Help” link at the top of each page or contact the Help Desk.

**My Responses** – This page displays all of your Electronic Solicitation Responses as well as hard copy responses. An ESR can be modified or withdrawn until the clock runs out of time (the closing date and time). You can also view your award documents and intent to award notices here.



Use the advanced search functionality or select a button specific to a predetermined search criteria. The definition of “Soon” and “Recent” is within 30 days.

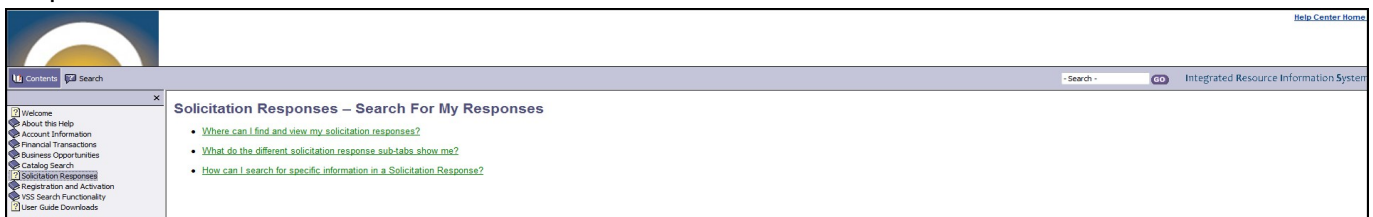


### FAQ page

**Solicitation Responses – Search For My Responses**

- [Where can I find and view my solicitation responses?](#)
- [What do the different solicitation response sub-tabs show me?](#)
- [How can I search for specific information in a Solicitation Response?](#)

### Help Center



**Modify or Withdraw** – This page displays your responses that are closing soon. To modify or withdraw your response, select the response link. To modify the response you will repeat the same steps you followed to respond (refer to “Business Opportunities (Solicitations)” document) and to withdraw, select the button.

This screenshot shows the 'My Responses' page. At the top, there are navigation tabs: Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, and Catalog Management. Below the tabs, there's a 'Welcome' message and a search bar for responses. A 'Show Me ...' dropdown menu is set to 'Closing Soon'. A table lists responses with columns for Link to Response, Created By, Response Status, Response Date, Solicitation ID, Status, and Closing Date. A yellow box with a red arrow points to the 'Link to Response' column, with the text 'click here' next to it.

| Link to Response            | Created By | Response Status | Response Date | Solicitation ID    | Status | Closing Date             |
|-----------------------------|------------|-----------------|---------------|--------------------|--------|--------------------------|
| SR-08-ES00912140000000212-1 | 900616737  | Draft           | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |
| SR-08-ES00912140000000213-1 | 900616737  | Rejected        | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |
| SR-08-ES00912140000000211-1 | 900616737  | Draft           | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |
| SR-08-ES00912140000000216-1 | 900616737  | Accepted        | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |
| SR-08-ES00912140000000214-1 | 900616737  | Draft           | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |

This screenshot shows the 'My Online Response' page for solicitation 150000045. The page has a sidebar with steps: 1 Respond To Lines, 2 Criteria Response, 3 Attach Your Files, 4 Discounts/Comments, and 5 Review/Submit. The main content area shows 'Solicitation Summary' and 'Attachments'. Below this, there's a 'My Response' section with the same five steps. A yellow box with a red arrow points to the 'Withdraw' button in the 'Responded to Lines' section.

**Solicitation Summary:**  
 Solicitation: 150000045  
 Procurement Folder: 20004  
 Solicitation Type: Request for Proposals  
 Description: Consulting Services  
 Status: Open  
 Issued Date: 8/14/2014  
 Closing Date: 5/29/2015  
 Closing Time: 1:00 PM  
 Time Left: 17 Days  
 Public Bid Open Date:  
 Public Bid Open Time:  
 Bid Open Date: 5/29/2015  
 Bid Open Time: 1:00 PM

**My Response:**  
 Responded to Lines: [Edit] [Copy] [Go To Step 2] [Ext] [Withdraw]

| Lot | Description         | Your Offer   | Comments                           |
|-----|---------------------|--|------------------------------------|
| 1   | CONSULTING SERVICES | Response Type: <input type="text" value="BID"/><br>Contract Amount: <input type="text" value="50000.00"/><br>Total: \$50,000.00<br>Alternate Specs Submitted: <input type="checkbox"/> | Type any additional comments here. |

This screenshot shows the 'My Responses' page with a search filter applied. The 'Show Me ...' dropdown is set to 'Closing Soon'. The table below shows a list of responses, with the last row highlighted in blue, indicating it is selected. The status of this response is 'Withdrawn'.

| Link to Response            | Created By | Response Status | Response Date | Solicitation ID    | Status | Closing Date             |
|-----------------------------|------------|-----------------|---------------|--------------------|--------|--------------------------|
| SR-08-ES00912140000000212-1 | 900616737  | Draft           | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |
| SR-08-ES00912140000000213-1 | 900616737  | Rejected        | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |
| SR-08-ES00912140000000211-1 | 900616737  | Draft           | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |
| SR-08-ES00912140000000216-1 | 900616737  | Withdrawn       | 05/08/2015    | BFP-08-150000045-1 | Open   | 05/29/2015 01:00 PM AKDT |