



STPAUL.GOV



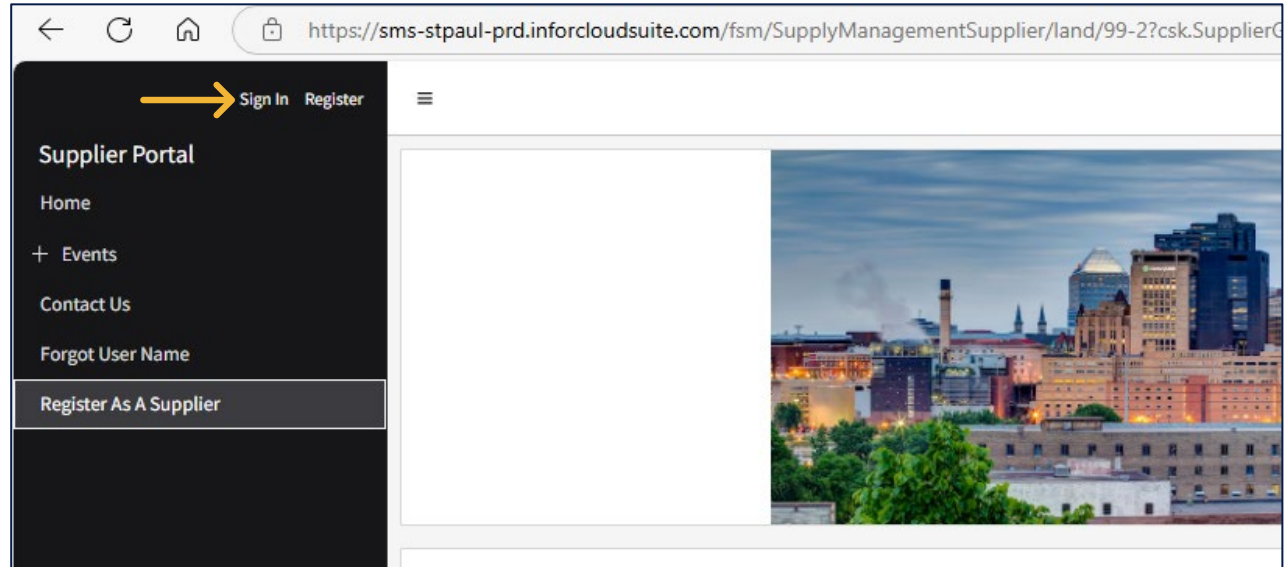
CITY OF SAINT PAUL

How to Modify an Event Response



Step 1. Log In to Your Supplier Account

- a) Using Google Chrome, go to www.stpaulbids.com and click "Sign In" to your supplier account
- b) If you aren't registered, please see the instructions on registering an account in the supplier portal
- c) **Note:** You can modify your bids at any time until the bid is closed





Step 2. Locate Your Responses

- Once you have logged into the supplier portal, click on **My Responses** on the left side menu
- Select **Responses Open For Award**
- Select the response you'd like to modify, and click **Modify Response**

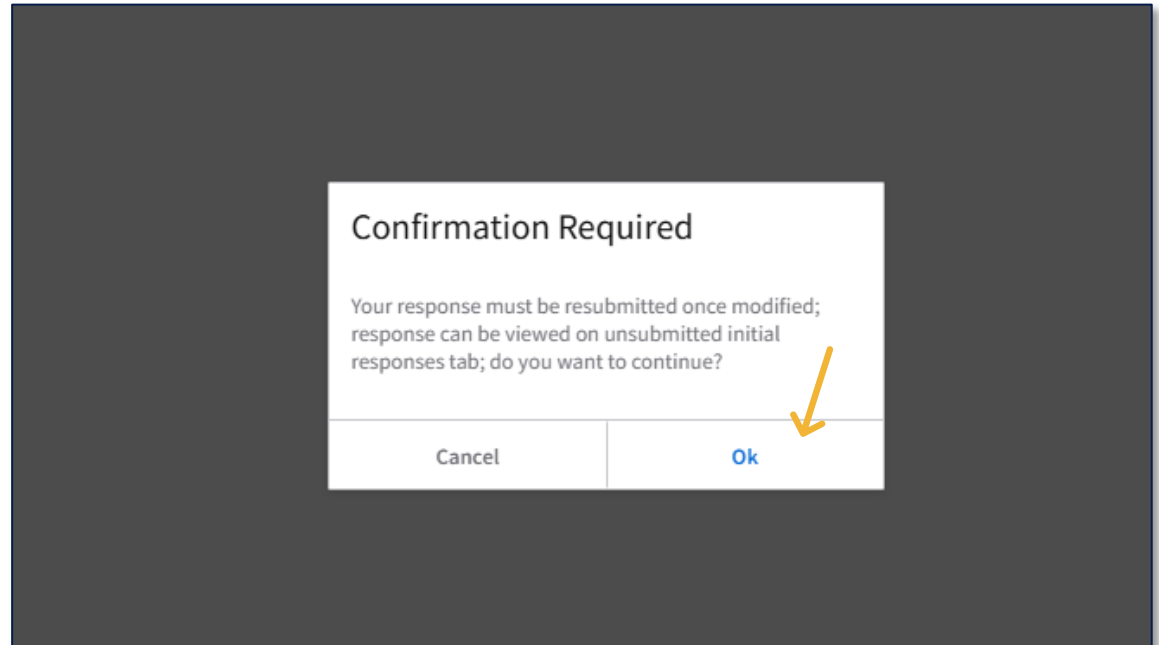
The screenshot shows the 'My Responses' page in the Heather Grab Supplier Portal. The left sidebar contains a search bar and a menu with options: Supplier Portal, Home, Contact Us, Events, My Responses (highlighted with a yellow arrow), + Contracts, + Performance, My Account, Update Security Answers, and Messages And Dialog. The main content area has a breadcrumb trail: 'My Responses' > 'Responses Open For Award' (highlighted with a yellow arrow). Below this are tabs for 'Unsubmitted Initial Responses', 'Unsubmitted Best And Final', 'Unsubmitted Pricing', 'Responses Open For Award', and 'Historical Responses'. A search bar and a 'Modify Response' link (highlighted with a yellow arrow) are on the right. A table lists responses with columns: Event, Name, Open Date, Close Date, and Event Status. One response is shown: Event 1545-2, Name RFB-PARKS-2025 CITYWIDE OUTDOOR COURTS, Open Date 3/10/2025, Close Date 4/7/2025 2:00:00 PM, and Event Status Open.

Event	Name	Open Date	Close Date	Event Status
1545-2	RFB-PARKS-2025 CITYWIDE OUTDOOR COURTS	3/10/2025	4/7/2025 2:00:00 PM	Open



Step 3. Confirmation

- a) Once you click Modify Response, a dialog box will open asking for confirmation; click **Ok**





Step 4. View Response

- Your response is now located under **Unsubmitted Initial Responses**
- Select the response you wish to modify, and click **View Response**

My Responses

Unsubmitted Initial Responses Unsubmitted Best And Final Unsubmitted Pricing Responses Open For Award Historical Responses

Search Events

Submit Print Response View Response

Event	Name	Open Date	Close Date	Status	Currency
1545-2	RFB-PARKS-2025 CITYWIDE OUTDOOR COURTS	3/10/2025 6:00:00 PM	4/7/2025 2:00:00 PM	Open	USD



Step 5. Modify Response

- a) You can navigate the page to modify your response as needed (ex. **Bid Bond Information, Response Attachments, etc.)**
- b) Once finished, click **Submit**

Event # 1545-2

IMPORTANT- if you intend to submit the response, please click the Submit action

To view or update Event questions [Respond to Questions](#)

To be eligible for award, your response must be submitted by April 7, 2025 2:00:00 PM CDT

[Line Responses](#) [Bid Bond Information](#) [Response Attachments](#) [Event Response](#)

Please read the Terms and Conditions for this event. The terms and conditions will become a part of the contract.

Click the following link to review all terms and conditions [Terms and conditions](#)

Terms and conditions have attachments; to view attachments click View Event Details; click Terms And Conditions; view Term And Condition Attachments

☒ I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company

[View Event Details](#) [View Attachments](#)

No Bid Selection

☐ I do not want to bid on this event



Optional: Withdrawing a Response

- In the **My Responses** section, click **Responses Open for Award**
- Select the response you wish to withdraw, and click **Withdraw Response**
- A confirmation dialog box will appear; click **Ok**
- Note: Your response will appear under **Responses Open for Award** as “Withdrawn” status

My Responses

Unsubmitted Initial Responses Unsubmitted Best And Final Unsubmitted Pricing **Responses Open For Award** Historical Responses

Q Search Events ⚙️ Modify Response ↶ Withdraw Response

Event	Name	Open Date	Close Date	Event Status	Response Status
1545-2	RFB-PARKS-2025 CITYWIDE OUTDOOR COURTS	3/10/2025	4/7/2025 2:00:00 PM	Open	Submitted

Reinstate Response

Response Status

Withdrawn