Withdraw (Delete) a Response

Log into DC Water Supplier Portal

Click "Supplier Portal"

water is life*		~80 % 7 6
	Good afternoon, Todd Smith!	
	Supplier Portal Tools Others	
	Supplier Portal	

Click "Manage Solicitation"

Shipments Manage Shipments Craste ASN Craste ASN Craste ASEN Upload ASN or ASEN Verv Resigns Verv Resigns Verv Returns Deliverables	2 4 5 Cheddae Overdue 7 Dia Today Mogdation Response Negotation Response Negotation Science Scien
Manage Universities Consigned Inventory	Supplier News
Review Consumption Advices Review Consigned Inventory Review Consigned Inventory Transactions	
Invoices and Payments	
Create Invoice View Invoices View Payments	
Solicitations	
Manage Rosponses Qualifications	
Manage Questionnaires View Qualifications Company Profile	

Highlight the Response Number by clicking on the box to the far right of the Response Number.

Manage Responses	Dgne
	Time Zone Eastern Standard Time
⊿ Search	Advanced Manage Watchlist Saved Search Active or Draft Responses ~
	** At least one is required
** Solicitation Title	** Response Status Active or draft 🗸
** Solicitation	Line Description
^{KK} Response	
	Search Reset Save
Search Results	
Revising a draft response automatically locks it.	
Actions 🖝 View 🖝 Format 🖝 🔚 Freeze 🔛 Detach 🚽 Wrap 🛛 Accept Terms 🛛 Revise	
Response Response selected Solicitation Title	Solicitation Time Unread Monitor Type Remaining Messages Monitor
34008 DCW-SOL-21-1 DCF2-0X - Construction Management Services RC-B	Solicitation 24 Days 10 Hours 0 🗾 🍝
33007 Draft DCW-SOL-21-1 DCFA XXX - Construction Management Services RC-8	Solicitation 24 Days 10 Hours 0 🖂 🗸
Columns Hidden 8	

Once, the response number is highlighted, click the "Action" button to open the dropdown menu. From the dropdown menu select "Revise" to update the Response or "Delete" to withdraw the Response.

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Unlock Draft	raft	DCW-SOL-21-1 DCFA XXX - Construction Management Services RC-8			Sol	icitation 24 E	ays 10 Hours	0	

A warning message will appear if you are deleting your response. Click "Yes" to confirm that you want to delete your Response.

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Response	Response Status	Solicitation	Solicitation	n Title		Your draft response will be permanently deteted. Do you want to continue? (PON-2005460) Solicitation Time Yes No. Type Remaining	Unre Messag	ad M ges M	onitor	
34008	Active	DCW-SOL-21-1	DCFA XXX -	Construction Managemen	nt Services RC-	Solicitation 24 Days 10 Hours		0		÷.
33007	Draft	DCW-SOL-21-1	DCFA XXX -	Construction Managemen	nt Services RC-	B Solicitation 24 Days 10 Hours		0		
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Finally, the system will provide you with a confirmation message, informing you that the response has been deleted.

Manage Resp	onses										Done
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				Confirmation X						** At least o	ne is required
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				You deleted draft response 33007.							
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Revising a draft respor	nse automatically loo	:ks it.									
Actions 👻 View 👻	Format 👻	Freeze 🔐 Detach 👴 Wrap 🛛 Accept Terms 🛛 Re	vise								
Response	Response Status	Solicitation Solicitation Title						Solicitation T Type F	ime temaining	Unread Messages	Monitor
34008	Active	DCW-SOL-21-1 DCFA XXX - Construction Management	Services RC-B					Solicitation 2	4 Days 10 Hours	0	
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