

How To Modify Or Un-Submit A Bid

To **Modify** or **Un-Submit** your submission return to the **Your Submission** page, and select the **Work-In-Progress** tab. Select the **Actions** button in the submission you wish to modify or un-submit. Select the **View** option.

Your Submissions

PennBid

Work-in-Progress Completed Missed

Search

Ref. #	Project	Vendor	Due Date	Action
755 Line Item Web Browser Submission Test Project	755 Line Item Web Browser Submission Test Project	PennBid QA Account	Jan 31st 2024, 8:30 AM EST	Actions
Test	Testing for Submit - Unsubmit	PennBid QA Account	Jan 22nd 2024, 3:30 PM EST	Actions
York County, Pa	2022 Bridge Replacement Program	PennBid QA Account	Jan 24th 2024, 10:00	View


Scroll to the bottom of the page to the **Need to Revise Your Submission** section. Click the hyperlink to un-submit your submission. When you un-submit your bid it does not remove anything that has been uploaded. All saved answers and uploads remain in the submission.

NOTE: Whether you are modifying OR un-submitting, you need to un-submit your bid as the first step.

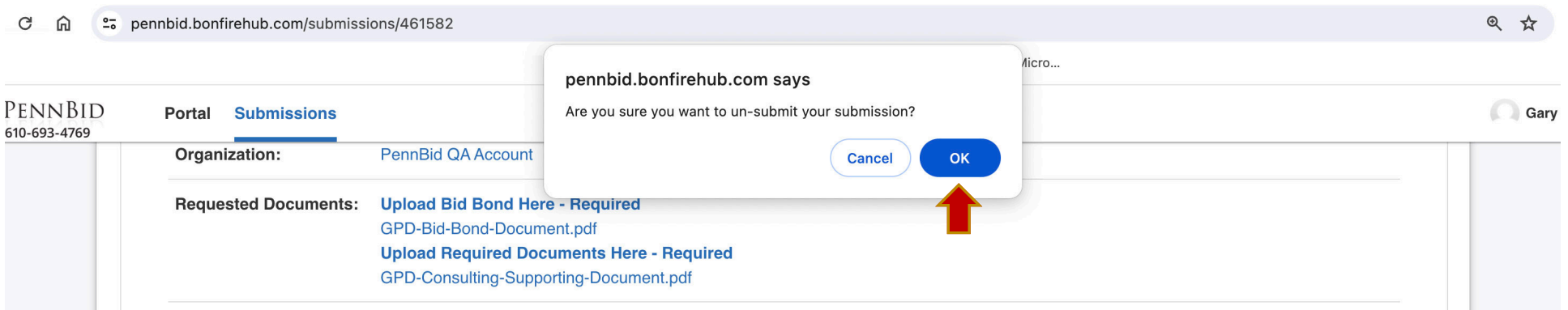
We are continually improving the digital submission process at **PennBid**, but we need feedback from suppliers like you.

[Provide Feedback »](#)

Need to Revise Your Submission?

 [Click here to un-submit your submission.](#) Note that only submissions that have been finalized and submitted will be considered.

Click the **OK button** in the pop-up screen. If un-submitting your bid, you are finished. If you are modifying your bid simply go through all the Requested Information section and make any changes to your submission/proposal and click the **SUBMIT & FINALIZE MY SUBMISSION** button to re-submit your updated bid.



The screenshot shows a web browser window with the URL `pennbid.bonfirehub.com/submissions/461582`. The page header includes the PennBid logo and contact information (610-693-4769). The main content area is titled "Submissions" and shows details for a submission from "PennBid QA Account". Under "Requested Documents", there are two items: "Upload Bid Bond Here - Required" (GPD-Bid-Bond-Document.pdf) and "Upload Required Documents Here - Required" (GPD-Consulting-Supporting-Document.pdf). A confirmation dialog box is overlaid on the page, asking "Are you sure you want to un-submit your submission?". The dialog has "Cancel" and "OK" buttons. A red arrow points to the "OK" button.

Should you have any questions or require assistance, please contact PennBid at info@pennbid.net, or **610-693-4769**.