

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

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. Un-submitting your bid it does not remove anything that has been uploaded. All previously 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.

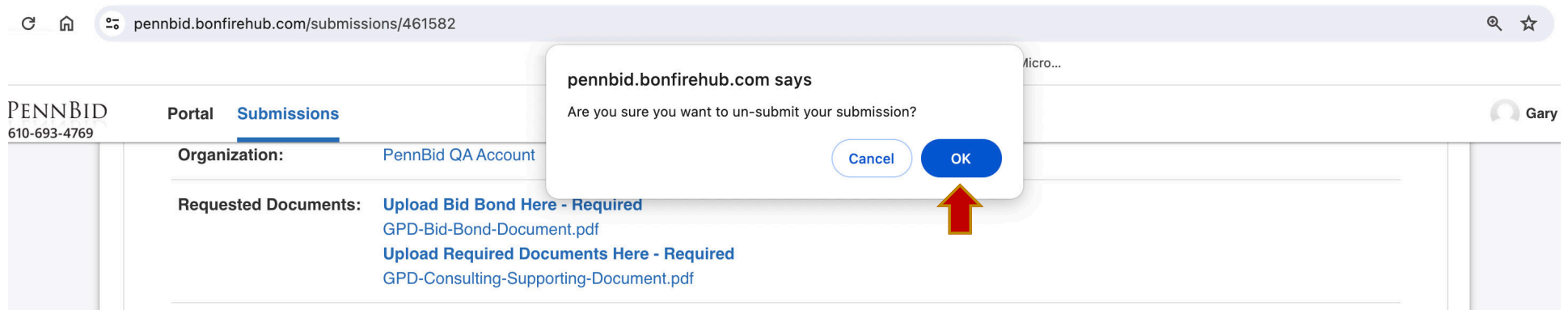
We are continually improving the digital submission process at **PennBid**, but we need feedback from suppliers like you.

[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.

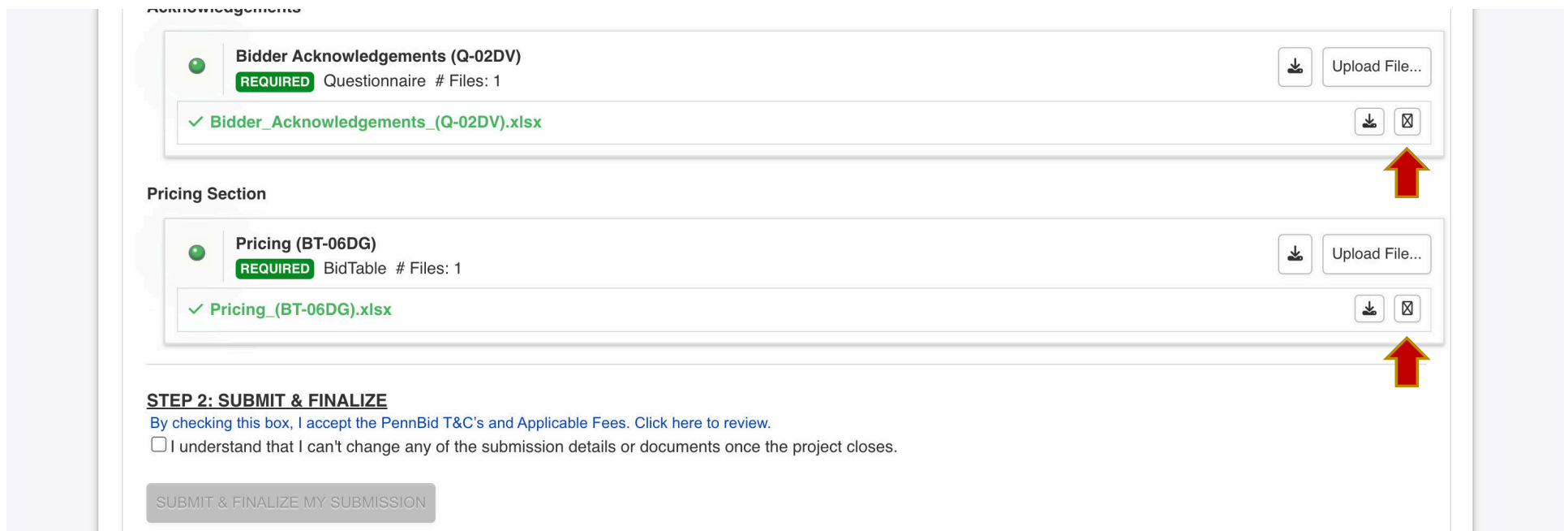
Click the **OK button** in the pop-up screen. If un-submitting your bid, you are finished.



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 navigation shows "Portal" and "Submissions". The user's name "Gary" is visible in the top right corner. The page content displays the "Organization: PennBid QA Account" and "Requested Documents" section, which includes two required documents: "Upload Bid Bond Here - Required" (GPD-Bid-Bond-Document.pdf) and "Upload Required Documents Here - Required" (GPD-Consulting-Supporting-Document.pdf). A modal dialog box is open in the center, titled "pennbid.bonfirehub.com says" with the question "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.

If modifying your bid, simply make any changes to your submission/proposal and click the **SUBMIT & FINALIZE MY SUBMISSION** button to re-submit your updated bid.

If you are modifying your **Pricing** or **Bidder Acknowledgements** you must first remove the current uploaded file by selecting the “X” icon to the right of the uploaded file name(s). This will clear the original upload, allowing you to edit the existing spreadsheet or download the new version to complete and re-upload.



Acknowledgements

Bidder Acknowledgements (Q-02DV)
REQUIRED Questionnaire # Files: 1

✓ Bidder_Acknowledgements_(Q-02DV).xlsx

Pricing Section

Pricing (BT-06DG)
REQUIRED BidTable # Files: 1

✓ Pricing_(BT-06DG).xlsx

STEP 2: SUBMIT & FINALIZE
By checking this box, I accept the PennBid T&C's and Applicable Fees. [Click here to review.](#)
 I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

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