

You are able to make changes to your solicitation response — even if you have already submitted it — before the solicitation deadline. Responses can be edited at any time before the solicitation closing deadline.

EDITING OPTIONS

Make changes to a previously uploaded document: Edit the document on your own computer (the original document was saved to your computer and uploaded to SAePS as an attachment). You will delete the old version of the document and upload (attach) the revised version

Delete a previously submitted or saved document: You can simply remove a document by selecting it and clicking on the Delete button

Add a document: You can upload documents using the Add Attachment button

These processes are outlined on pages 2 & 3

Log onto SAePS: <https://supplierservice.sanantonio.gov/irj/portal>

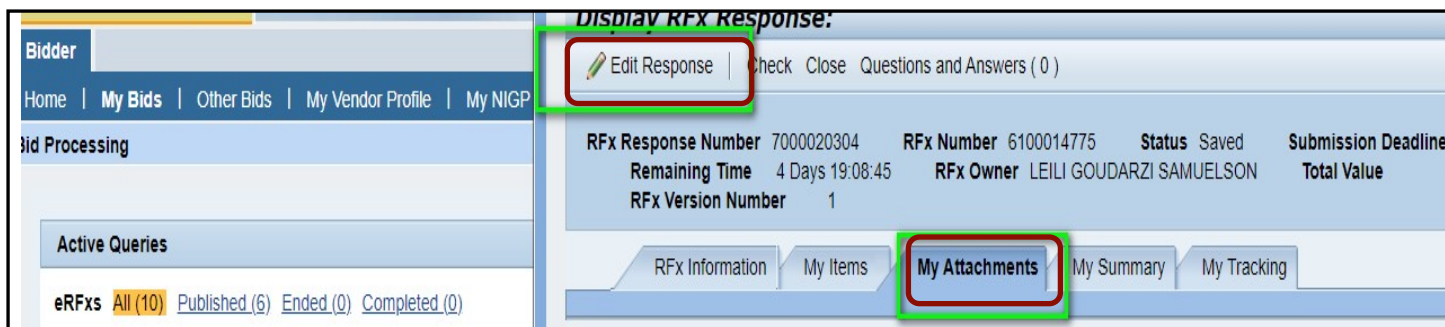
Click on the MY BIDS tab on the top menu bar

Click on the RESPONSE NUMBER the 7000xxx number of the solicitation response you are editing. Responses that have been submitted previously will show as Submitted in the RESPONSE STATUS column. Responses in draft mode are shown as Saved.

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

Click on the **EDIT RESPONSE** button when the solicitation response window opens

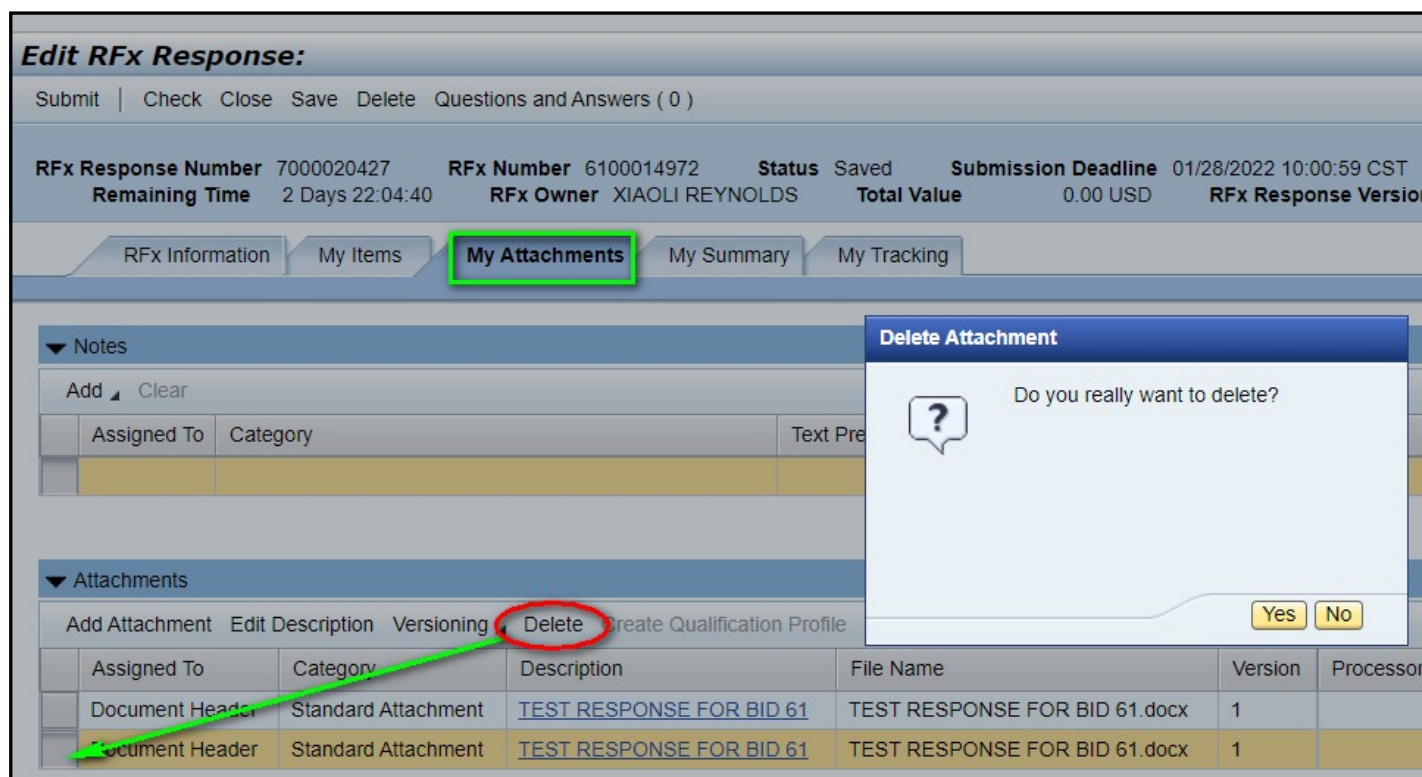
Click on **MY ATTACHMENTS** to see documents that you have already uploaded as part of your solicitation response



TO DELETE ANY DOCUMENTS ATTACHMENTS

Click on the **DELETE BUTTON**. Then click on the gray box in the first column of the line containing the document you want to delete see arrow below for location of the gray box

Verify that you want to delete the document when the pop-up window appears. Click No if you do not want to delete the document



UPLOAD NEW AND REVISED DOCUMENTS ATTACHMENTS

Click on **MY ATTACHMENTS** and then **ADD ATTACHMENTS**. A pop-up window will appear

ATTACH UPLOAD A DOCUMENT

Click on **CHOOSE FILE** button in the pop-up window

Browse to the saved document on your computer

Enter a short description in the **DESCRIPTION** field

Click **OK**

Repeat this process for each attachment. Make sure you upload all attachments and forms required by the RFX.

Create RFX Response - SAP NetWeaver Portal - Google Chrome

supplierservice.sanantonio.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F65d6b5f62c8c3af4e1cbf262c3706d58&CurrentWindowId=WID1642096448763&NavMode=3&PrevNavTarget=navurl%3A%2F%2Fcb40662110...

Create RFX Response | History | Back | Forward

Create RFX Response

Submit | Check | Close | Save | Questions and Answers (0)

RFX Response Number 7000020363 | RFX Number 6100014939 | Status In Process | Submission Deadline 01/14/2022 10:00:59 CST | Opening Date 01/14/2022 10:01:00 CST
Remaining Time 0 Days 22:05:12 | RFX Owner STEPHANIE L NOUMAN | Total Value 0.00 USD | RFX Response Version Number Active Version | RFX Version Number 1

RFx Information | My Items | **My Attachments** | My Summary

Notes
Add | Clear

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on

Attachments
Add Attachment | Edit Description | Versioning | Delete | Create Qualification Pro...

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
	Standard Attachment	essex	essex.jpg	1		<input type="checkbox"/>	jpg	1882	V1000047	01/13/2022

Add Attachment pop-up window:
Here you can upload an attachment. You have to assign it to either the document general data or to an item
File: Choose file | No file chosen
Description:
OK | Cancel

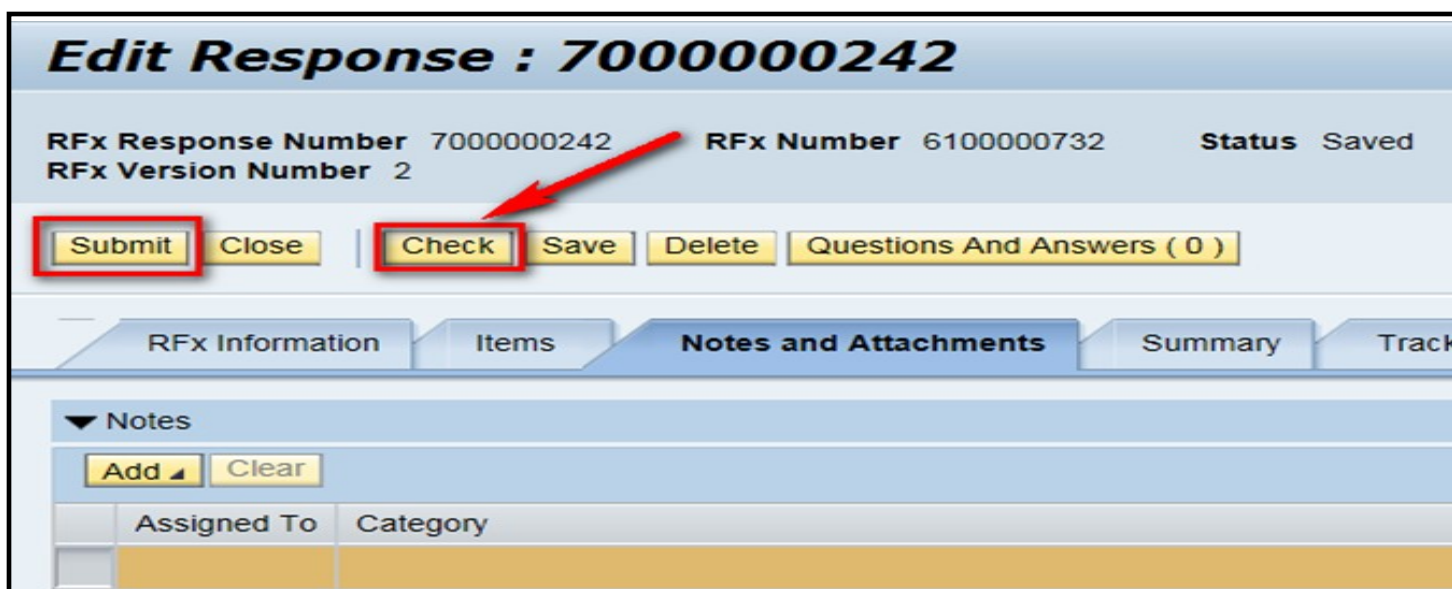
Click on the CHECK button to verify no errors exist on your proposal. Fix any errors to ensure your response meets system requirements for submission

If you are not yet ready to submit your response, click the SAVE button to save any revisions you made. You can continue to edit your document up to the solicitation deadline

If your response is complete, click on SUBMIT to send your proposal to the City of San Antonio. Only select the SUBMIT button — do not click on Save after you hit Submit

WARNING:

Do not click the SAVE button after you select SUBMIT — this will nullify your submission. The system assumes that you want to further edit your response if you click SAVE and the submission action is reversed.



See the

CREATE AN RFX RESPONSE

user guide for more complete information about submitting a solicitation response



VENDOR SUPPORT:

vendors@sanantonio.gov

210-207-0118