

Public Purchase – Creating an Addendum

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Creating an Addendum

You have an Active Bid and you need to create an addendum. On the home page in the “Task Section” on the right-hand side of the bid/proposal you will see an icon of a white page with a plus sign on it. **Click** on this icon.



You will be able to make any changes to the bid—be it adding classification codes, adding contacts, document, forms or extending the date of the bid. **NOTE: You WILL NOT** be able to shorten the End Date. Once you have made the changes, **click** on “Save” at the bottom of the page.

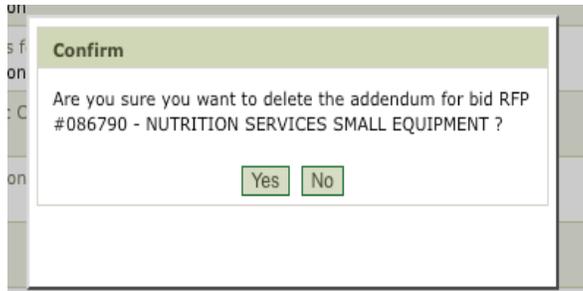


On the home page you are now going to see some new icons. The bid will be in the Task and Active section as it is currently active but also waiting for you to complete the addendum. We don't release the addendum immediately as to allow you time to review or add additional information if needed. You will refer to the **Task** section and use the icons here to Edit, Delete or Release the Addendum.



Edit will reopen the bid and allow you to make changes to the addendum.

Delete will delete the addendum.



Release will release the addendum to the Active bid, and notify all vendors of the addendum. All vendors that were notified of the initial bid and all vendors that have viewed the bid since its release will be notified of the addendum. You will be able to access this information in the notification report. Fill in the information that is needed to release the addendum. The title allows you to name your addendum example: "Change of end date" to track them based off of your own process and procedures.

Bid #086790 - NUTRITION SERVICES SM

Bid Type **RFQ**
Bid Number **086790**
Title **NUTRITION SERVICES SMALL EQUIP**
Release date **Sep 04, 2009 07:29AM**
End date **Oct 03, 2009 02:00PM**

Confirmation

 Title

Username **demo**

Password

  [Track changes in this addendum]

Before you release the addendum you can **Track** the changes. And see what was **Deleted** and what was **Added**.

Information Deleted: **Deleted**

Information Added: **Added**

Once you release the addendum it will no longer show in the Task section on the home page. You can open the bid in the Active section on the home page. On the **left-hand** side you will see the Addendum, and Track Changes by **clicking** on **“Track Changes”**

Addendum # 1
By: demo

Documents

Name

 BID A & B Small equipment kitchen.xls

 086790 Nutrition Small Equip.doc

 **Electronic RFP Response InstructionsTemplate.doc**
