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Revise Submitted responses
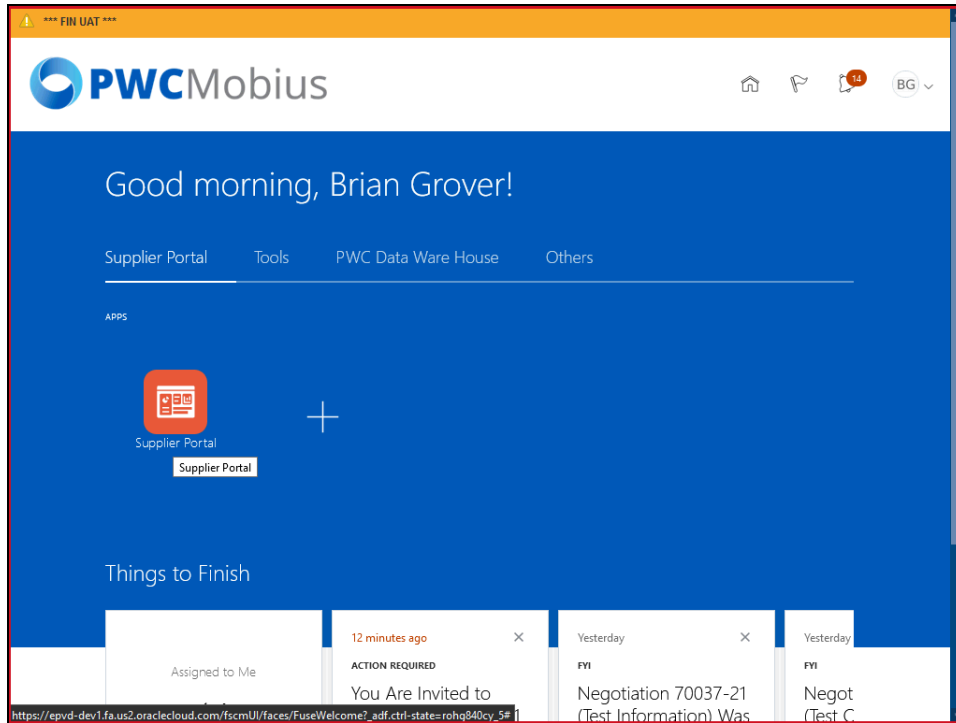
Step	Action
1.	Click on the **Supplier Portal** link.
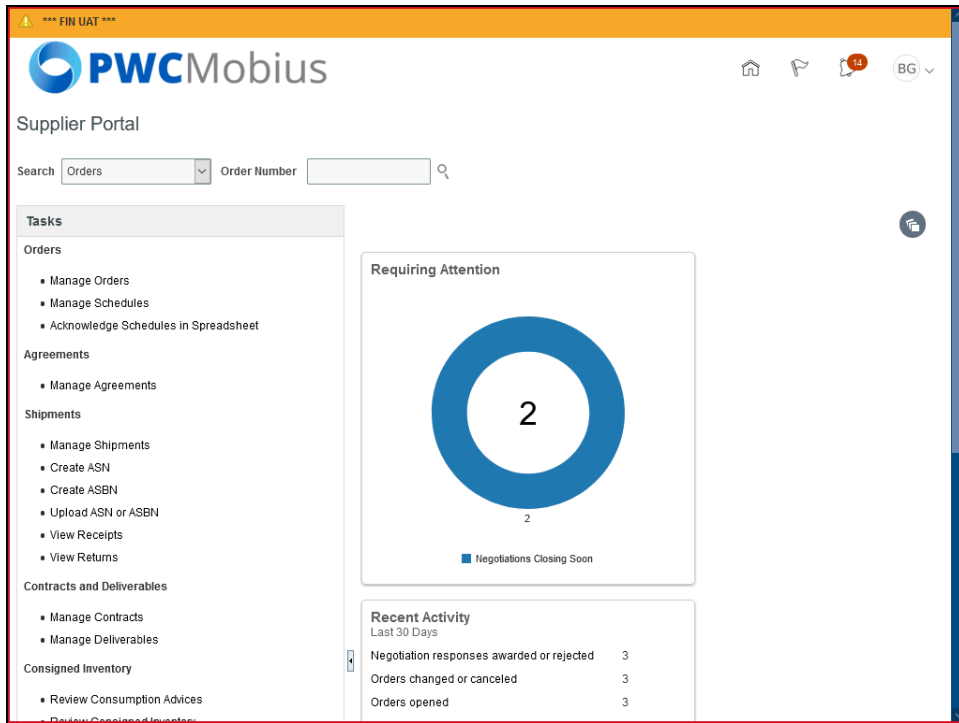
Step	Action
2.	Scroll down the page.
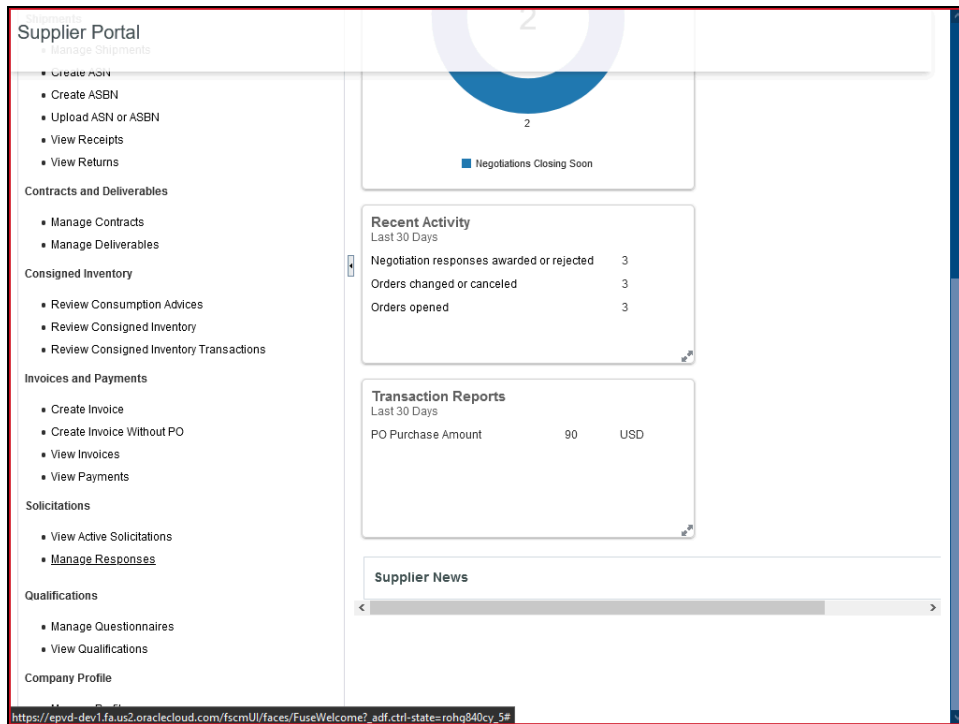
Step	Action
3.	Click on the **Manage Responses** link. Manage Responses

Step	Action
4.	Click in the **Response** field.

Step	Action
5.	Enter the desired information into the **Response** field. Example - "**4010**".

Step	Action
6.	Click the **Search** button. Search
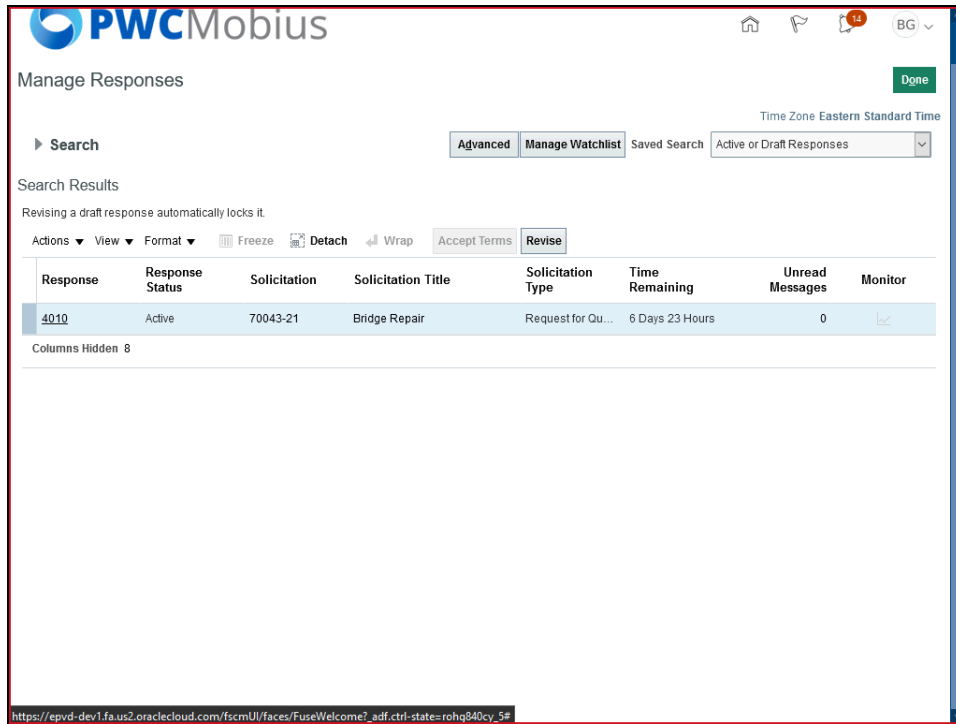
Step	Action
7.	Click the **Response Number** link. 4010

Step	Action
8.	Click the **Revise** button.

Step	Action
9.	Click the **Next** button. Next
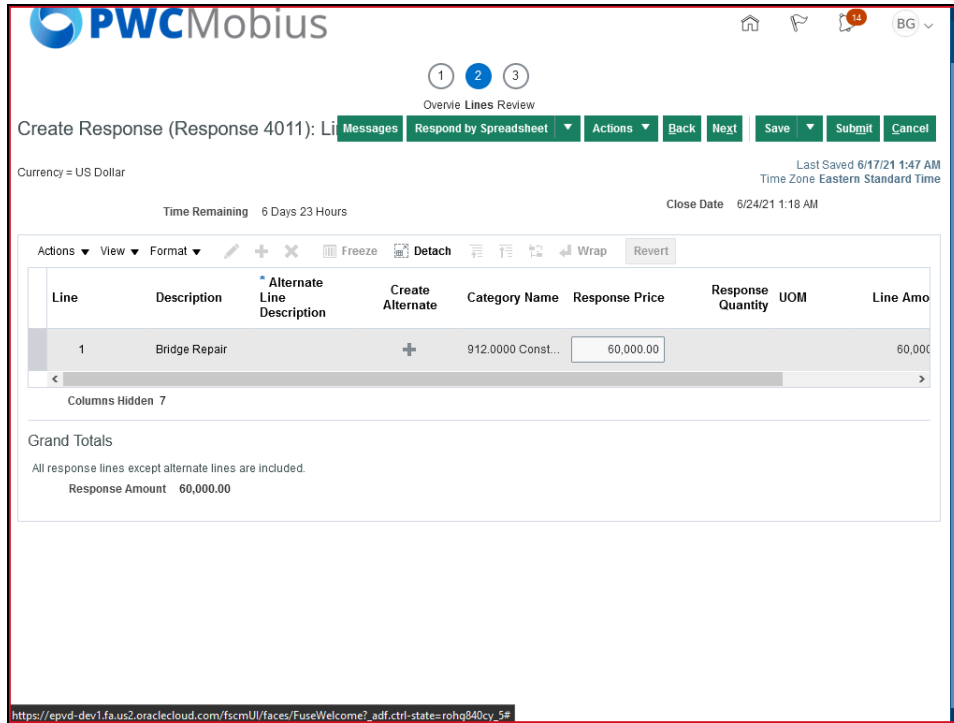
Step	Action
10.	Click in the **Response Price** field. 60,000.00

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Step	Action
11.	Enter the desired information into the **Response Price** field. Example - "**65000**".

Step	Action
12.	Click the **Next** button Next
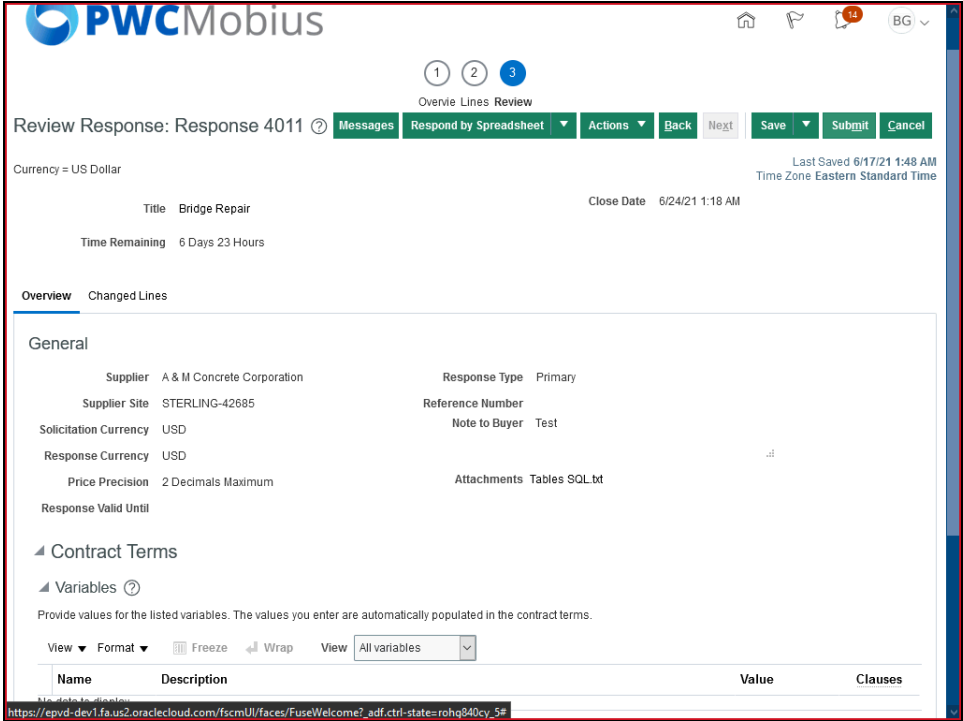
Step	Action
13.	Click the **Submit** button. Submit
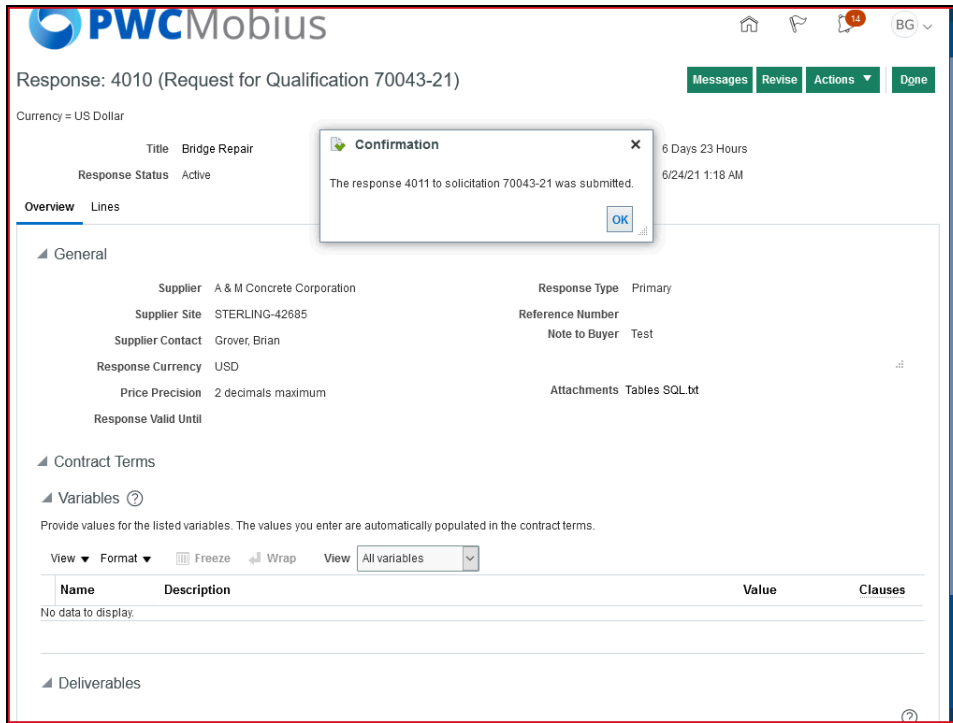
Step	Action
14.	Click the **OK** button. OK

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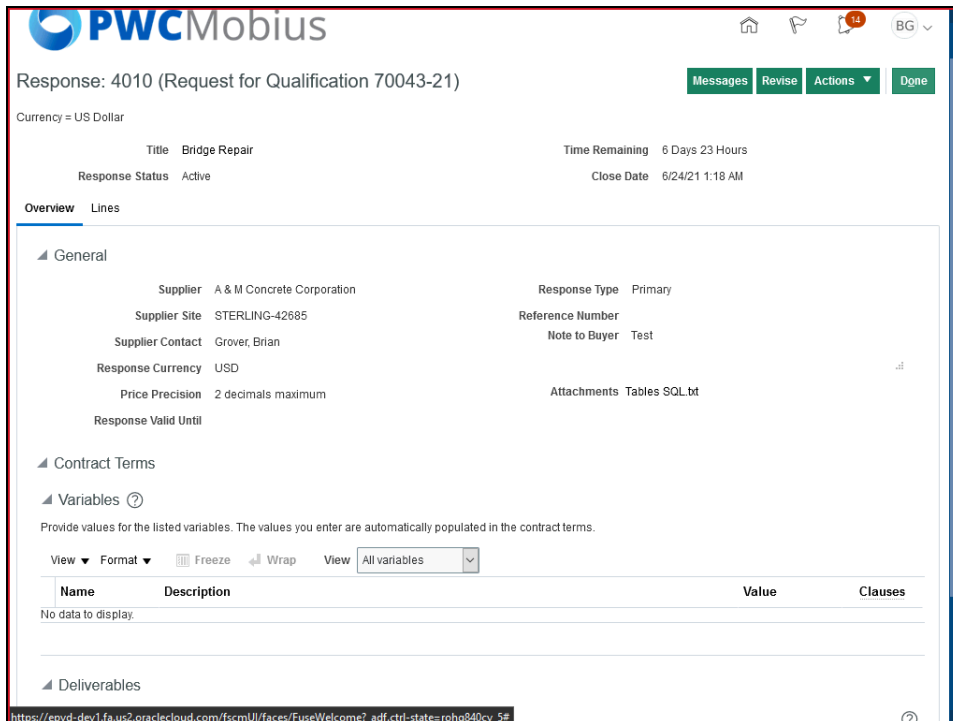
Step	Action
15.	Click the **Done** button. Done
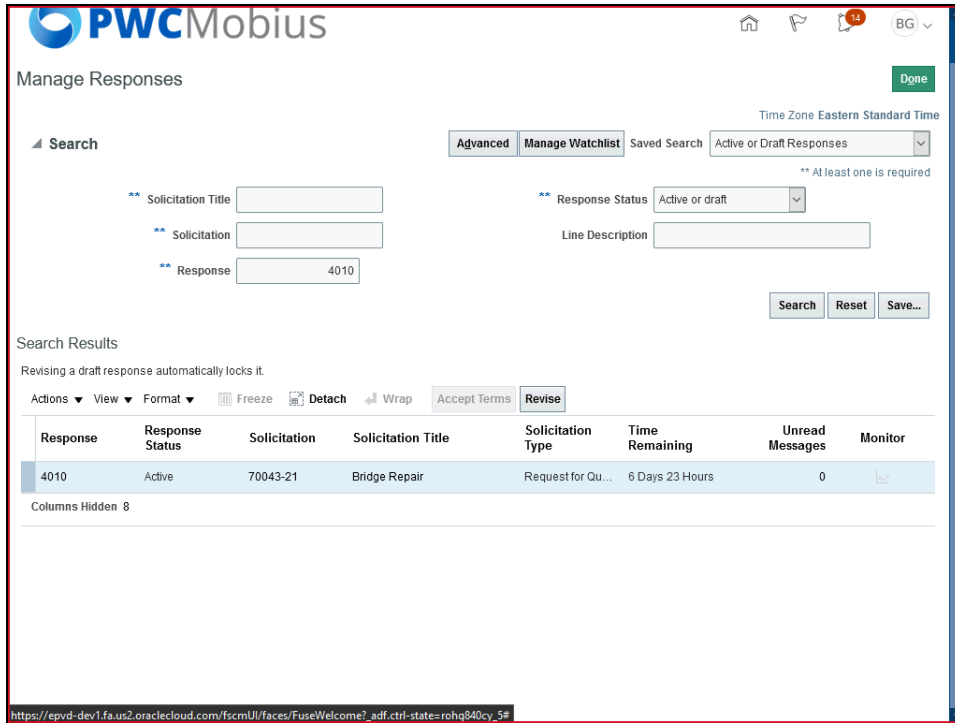
Step	Action
16.	Click the **Done** button. Done
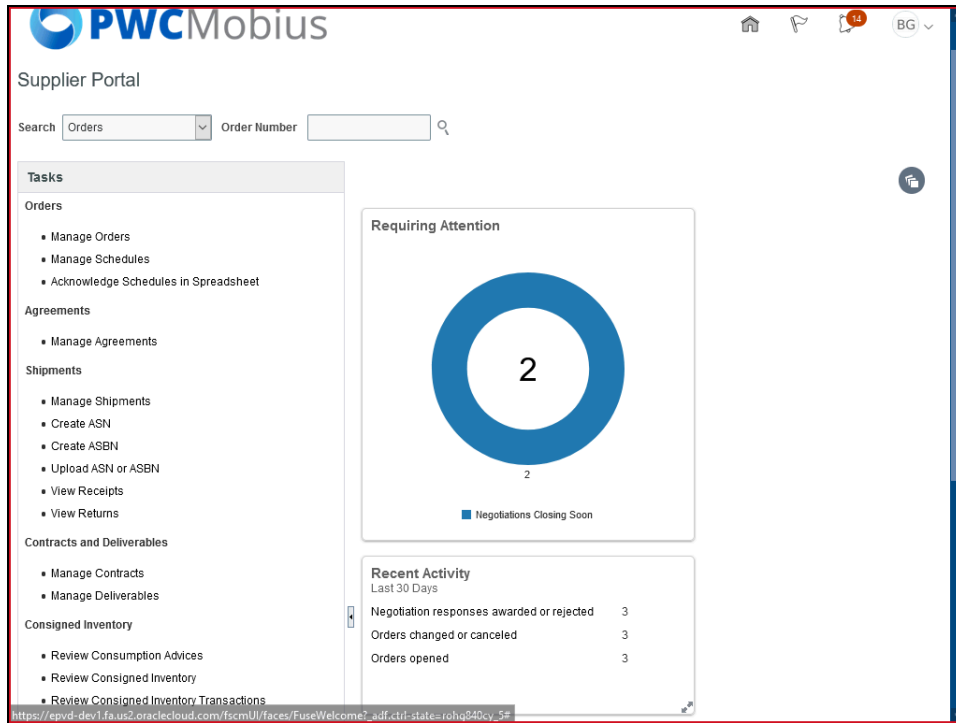
Step	Action
17.	Click on the **Home** icon togo to the homepage.
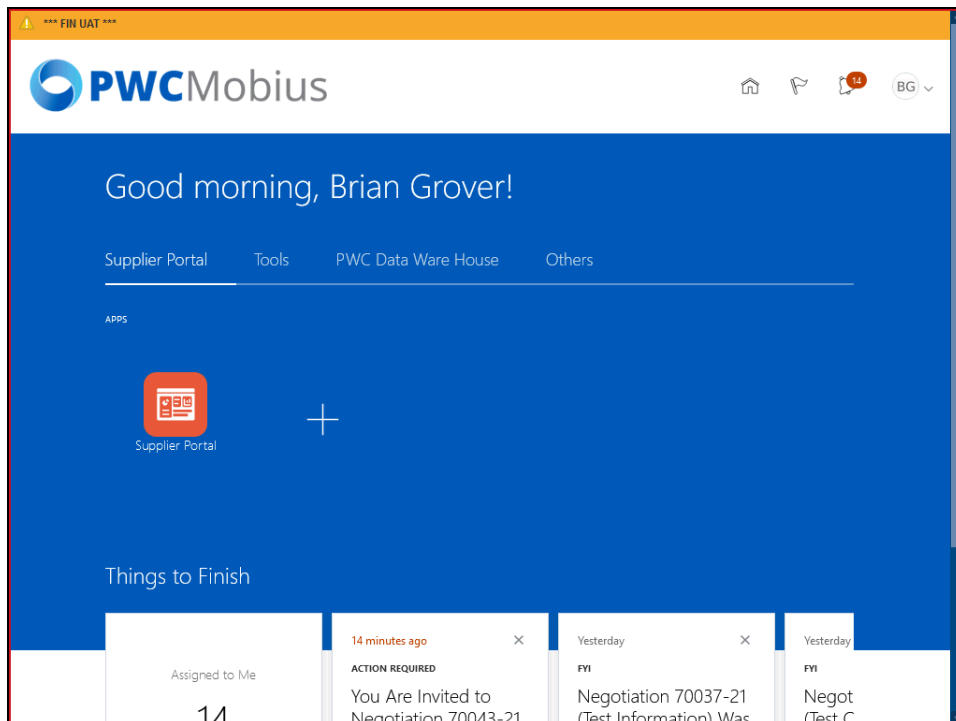
Step	Action
18.	**End of Procedure.**