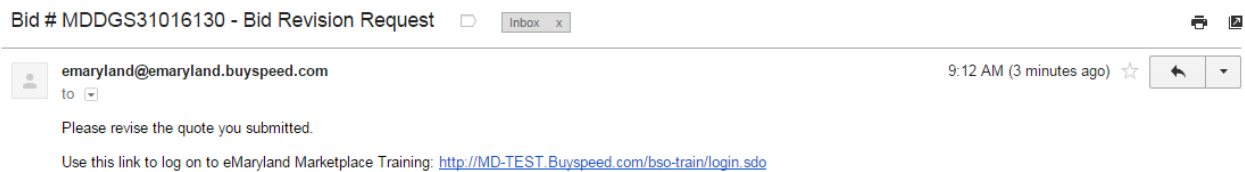




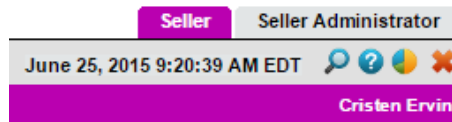
Vendor Quick Reference Guide Responding to a Revision Request

In the event you receive an email requesting a bid revision, follow these instructions to submit the revision through eMaryland Marketplace.

The email you receive will list the bid # and an explanation of what it is the procuring organization is requesting. In the event you need additional information, contact the procurement officer on the solicitation.



Log onto eMaryland Marketplace and select the Seller tab.



The homepage will display. Select the Vendor Communication tab. You will notice the notification in this tab.

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
182745	Revision Email	Maryland Department of General Services	Cristen Ervin	Bid # MDDGS31016130 - Bid Revision Request	06/25/2015 09:12:40 AM	

To respond to the request, select the Bids tab.

The bids tab will display a variety of bids. The top of the page will be a section for Request for Revisions. The bid revision will be displayed in this section.

Click the Quote # link next to the request.

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00017368-R1	Maryland Department of General Services	MDDGS31016130	06/04/2015 12:00:00 PM	06/04/2015 08:59:52 AM

A message will appear asking you to acknowledge that the quote has not been submitted. This means that the quote has been withdrawn so you may complete the requested revisions. Click **Yes** to continue to the revision process.

Quote 00017368-R1 - Training Vendor

Quote Number: 00017368-R1
Quote Description: Training Bid 1

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

Yes

The quote will open and you will have the ability to make changes. Select the tab(s) under which you would like to make changes, remembering to click Save & Continue on each tab.

You will notice that the Quote # has changed and “R1” has been added to the end of the quote number. This indicates that this quote is now under revision 1.

The Due Date for the revision request is listed on this page. Your response must be received prior to this date and time to be considered.

Quote 00017368-R1 - Training Vendor

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) Summary Back to Bid

Other Quotes for this bid by the same vendor: [00017368](#)

Quote #: 00017368-R1
Organization: Maryland Department of General Services
Status: In progress
Bid #: MDDGS1018139
Description*: Training Bid 1
Discount Percent: 0.0 %
Alternate Bid:
Freight Terms:
Payment Terms:

Delivery Days: 0
Is "No Bid":
Shipping Terms:
Ship Via Terms:
Promised Date:
Due Date for Response: 06/25/2015 09:30:00 AM
Who Contacted:
Comments:
Date Last Updated: 06/04/2015 08:59:52 AM
User Last Updated: Cristen Ervin

Save & Continue

When finished making all changes, select the Summary tab.

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary**

Review all information for accuracy. When ready, scroll to the bottom of the screen and select Submit Quote.

Print Submit Quote

A message will pop-up asking if you are sure you want to submit the quote. Select **OK**.

The page at <https://md-test.buyspeed.com> says: ×

Are you sure you want to submit this quote?

OK Cancel

Your revised quote has been re-submitted.