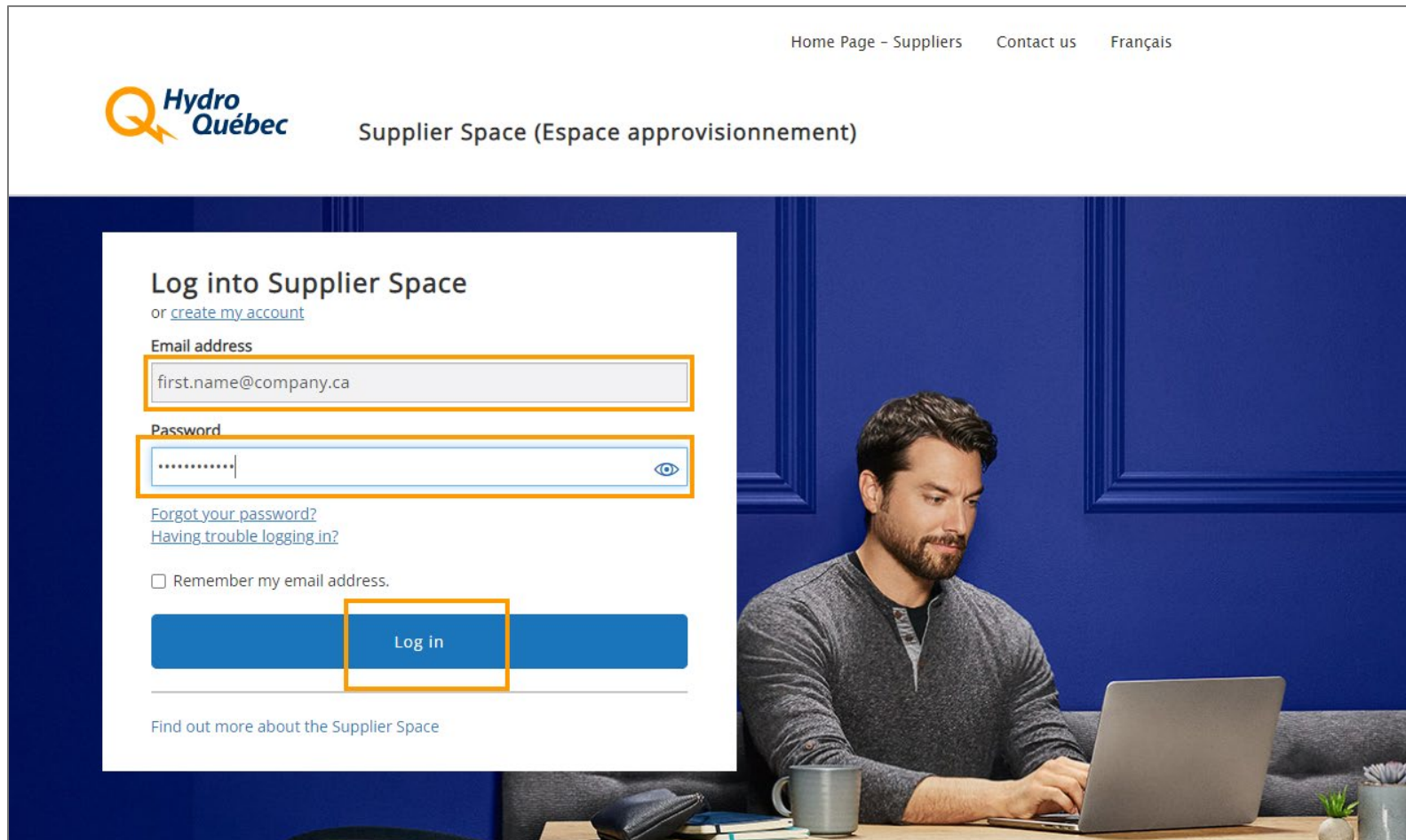


## How do I replace a bid that I have already submitted?

You want to replace a bid that you have already submitted. Here are the steps to follow:

Login in.



# SUPPLIER SPACE TRAINING DOCUMENT

Click on "RFPs" tile.

The screenshot shows the 'Espace approvisionnement d'Hydro-Québec' website. The header includes the logo and navigation links: Home page, Supplier record, Tender calls, and Useful links. A search bar is located in the top right. The main content area is divided into several sections:

- News from Hydro-Québec:** Contains an important notice about browser compatibility.
- RFPs:** A circular tile with the number 7, highlighted with an orange border.
- Open tender calls:** A circular tile with the number 5.
- Contact us:** Lists contact information: 1 800 324-1759 (toll-free) and support-hydroquebec@ivalua.com.
- Support tools:** Includes links for frequently asked questions and a list of support topics such as adding proof of identity, managing contacts, paying subscriptions, and submitting bids.

# SUPPLIER SPACE TRAINING DOCUMENT

Select the relevant tender call.

The screenshot shows the 'Espace approvisionnement d'Hydro-Québec' interface. The main heading is 'Espace approvisionnement d'Hydro-Québec' with the tagline 'Exploité par Ivatua'. The navigation bar includes 'Home page', 'Supplier record', 'Tender calls', and 'Useful links'. The current page is 'Manage my proposals', which includes a search bar and filter options for 'Keywords', 'Progress', and 'Round status'. The 'Round status' filter is set to 'Open for bidding', 'Under analysis', and 'File processed'. The table below lists several proposals with columns for Progress, RFP number, Version, Purpose of RFP, Round status, Remaining Time, Start date, End date, My Bid, and Messages. The 'Submitted' status is highlighted with a red box.

Progress	RFP number	Version	Purpose of RFP	Round status	Remaining Time	Start date (local time)	End date (local time)	My Bid	Messages
●○○ Awaiting your acknowledgment of receipt	AM002600	2	Purpose of RFP AM2600	File processed	Bid due date has passed	2022-06-04 10:09:38 AM	2022-06-07 9:59:18 PM	0.00 CAD	👤
○○● Submitted	AM002599	4	Computer equipment supply	Open for bidding	42d 14h 54min 42s	2022-05-29 4:11:16 PM	2022-07-20 2:00:00 PM	481,950.00 CAD	👤
●○○ Awaiting your acknowledgment of receipt	AM000442	11	Purpose of RFP AM442	Open for bidding	206d 15h 54min 42s	2020-12-18 8:00:00 AM	2022-12-31 2:00:00 PM	0.00 CAD	👤
●○○ Being validated NDA	AM002383	2	Purpose of RFP AM2383	Open for bidding	175d 15h 54min 42s	2021-09-29 10:59:50 AM	2022-11-30 2:00:00 PM	0.00 CAD	👤
●○○ Intend to answer	AM002516	3	Purpose of RFP AM2516	Under analysis	Bid due date has passed	2022-04-25 6:45:31 AM	2022-06-07 9:48:50 PM	0.00 CAD	👤
●○○ NDA to send	AM002541	3	Purpose of RFP AM2541	Open for bidding	22d 14h 54min 42s	2022-05-03 5:23:31 PM	2022-06-30 2:00:00 PM	0.00 CAD	👤
○●○ In Progress	AM002574	3	Purpose of RFP AM2574	Open for bidding	22d 14h 54min 42s	2022-05-05 9:19:02 AM	2022-06-30 2:00:00 PM	0.00 CAD	👤

7 Result(s)

You have two options:

**Option 1:** You can recover your proposal and modify it.

**Option 2:** You can create a new proposal.

# SUPPLIER SPACE TRAINING DOCUMENT

If you wish to modify your existing proposal (option 1):

- ✓ Click on **Recover my last bid** button.

The screenshot shows the 'Espace approvisionnement d'Hydro-Québec' web interface. The page title is 'Computer equipment supply (AM002599) : Round: 4'. The interface includes a navigation menu with 'Home page', 'Supplier record', 'Tender calls', and 'Useful links'. A search bar is located in the top right corner. The main content area features a row of buttons: 'Save', 'Create a new bid', 'Recover a previous bid', 'Recover my last bid' (highlighted with an orange box), and 'Download the documents related to this RFP'. Below the buttons, a notification bar indicates 'Bid Validated on 2022-06-05 10:19:00 AM'. A 'Remaining time' box shows '42d 13h 59min 44s'. The 'Acknowledgement of receipt' section states 'Submission acknowledged on 2022-06-05 at 7:13 AM'. The 'General Information' section contains input fields for 'Wording of bid' (Proposal # 1), 'Type of bid' (Other proposal), 'Replaced proposal', and 'Description'. A left sidebar menu includes 'Important notice', 'Documents', 'Project team', 'Pricing grid', 'General questionnaire', 'Technical questionnaire', 'Commercial questionnaire', 'Other information', 'Messages', and 'Bid history'.

# SUPPLIER SPACE TRAINING DOCUMENT

- ✓ Check **Replace existing proposal** in the “**Type of bid**” field.
- ✓ Select the **Replaced proposal**.

Espace approvisionnement d'Hydro-Québec  
Exploité par Ivalua

Home page Supplier record Tender calls Useful links

Computer equipment supply (AM002599) : Round: 4

Save Validate & send my bid Cancel this bid Recover a previous bid Recover my last bid Download the documents related to this RFP

Remaining time : 42d 13h 20min 30s - ⚠ Current proposal has not been submitted

**Acknowledgement of receipt**  
Submission acknowledged on 2022-06-05 at 7:13 AM

**General Information**

**Wording of bid\***  
Copy of Proposal # 1

**Important**  
Other proposal: Allowed only if the document titled "Information and Instructions for Prospective Bidders" indicates that bidders can submit a variant to on their main proposal.

**Type of bid**  
 Other proposal  
 Replace existing proposal

**Replaced proposal\***  
Proposal # 1

**Description**

# SUPPLIER SPACE TRAINING DOCUMENT

- ✓ Make the desired changes to the prices and/or the responses to questionnaires.
- ✓ Click on **Validate & send my bid** button.

The screenshot shows the 'Espace approvisionnement d'Hydro-Québec' web interface. The page title is 'Computer equipment supply (AM002599) : Round: 4'. The interface includes a navigation menu on the left with options like 'Important notice', 'Documents', 'Project team', 'Pricing grid', 'General questionnaire', 'Technical questionnaire', 'Commercial questionnaire', 'Other information', 'Messages', and 'Bid history'. The main content area features a 'Remaining time' notification: 'Remaining time : 42d 12h 19min 17s - ⚠ Current proposal has not been submitted'. Below this, there is an 'Acknowledgement of receipt' section stating 'Submission acknowledged on 2022-06-05 at 7:13 AM'. The 'General Information' section includes a 'Wording of bid\*' field with 'Copy of Proposal # 1'. An 'Important' note states: 'Other proposal: Allowed only if the document titled "Information and Instructions for Prospective Bidders" indicates that bidders can submit a variant to on their main proposal.' The 'Type of bid' section has two radio buttons: 'Other proposal' (unselected) and 'Replace existing proposal' (selected). The 'Replaced proposal\*' field contains 'Proposal # 1'. The 'Description' field is empty. At the top right, there are buttons for 'Save', 'Validate & send my bid' (highlighted with a red box), 'Cancel this bid', 'Recover a previous bid', 'Recover my last bid', and 'Download the documents related to this RFP'. The user's name 'First N.' is visible in the top right corner.

## SUPPLIER SPACE TRAINING DOCUMENT

- ✓ When everything is properly field out, click on **Submit my proposal** button.

**Do you really want to submit your proposal?**

Once an offer is submitted, it cannot be modified or deleted. You will only be able to create a new one. (using a copy of the one submitted if necessary).

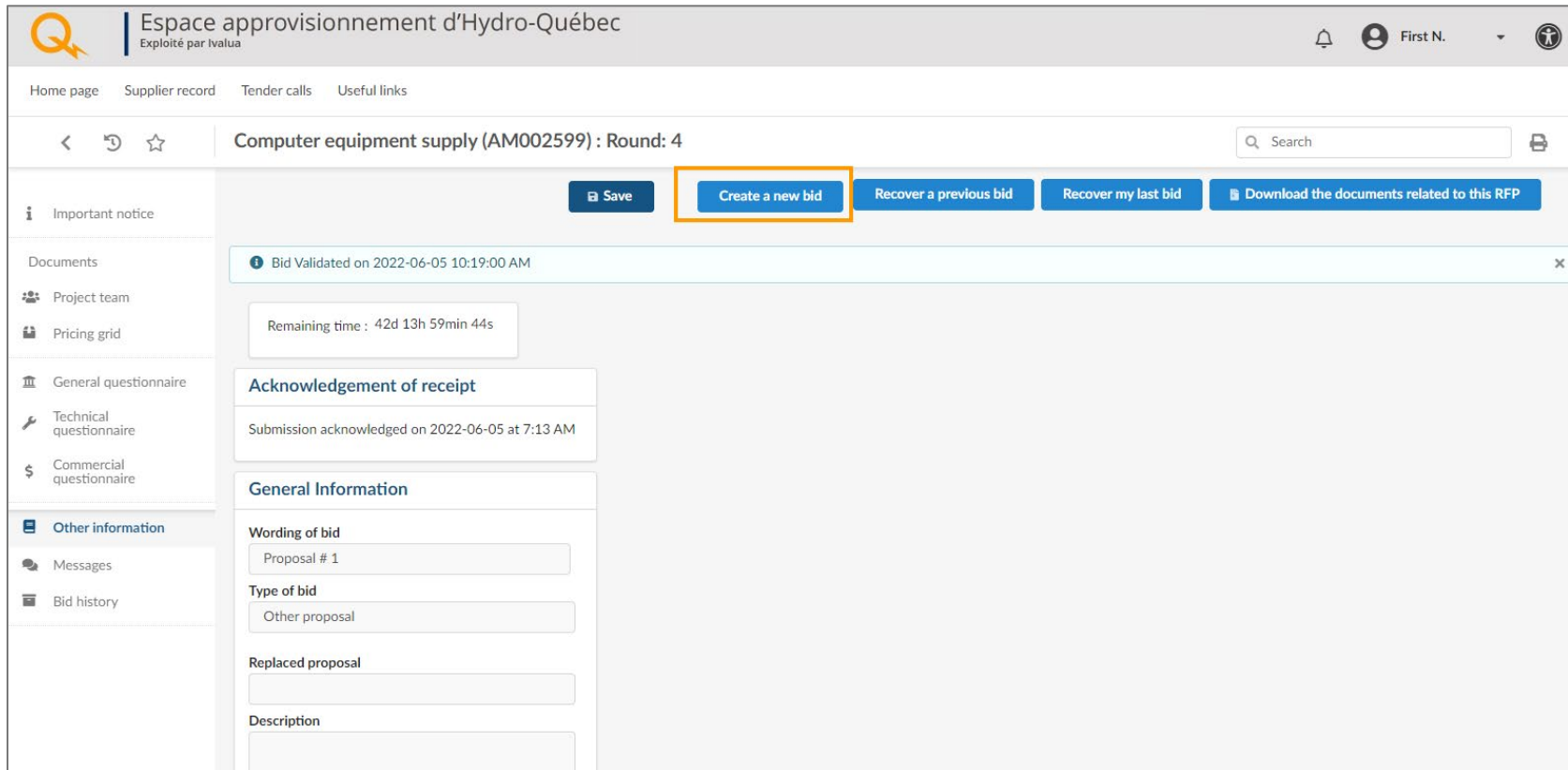
- 3 / 3 items have been filled. (Price grid)
- 2 / 2 questions have been filled. (Commercial questionnaire )
- 2 / 2 questions have been filled. (General section)
- 4 / 4 questions have been filled. (Technical Section)
- 2 document(s) have been attached. (Questionnaires)
- Total number of attached documents: 2

[Cancel](#) [Submit my proposal](#)

# SUPPLIER SPACE TRAINING DOCUMENT

If you prefer to create a new proposal (option 2):

- ✓ Click on **Create a new bid** button.





# SUPPLIER SPACE TRAINING DOCUMENT

- ✓ Check **Replace existing proposal** in the **"Type of bid"** field.
- ✓ Select the **Replaced proposal**.

The screenshot shows the 'Espace approvisionnement d'Hydro-Québec' web portal. The page title is 'Computer equipment supply (AM002599) : Round: 4'. The main content area is divided into several sections:

- Important notice:** Remaining time : 42d 13h 20min 30s - ⚠ Current proposal has not been submitted
- Acknowledgement of receipt:** Submission acknowledged on 2022-06-05 at 7:13 AM
- General Information:**
  - Wording of bid\*:** Copy of Proposal # 1
  - Important:** Other proposal: Allowed only if the document titled "Information and Instructions for Prospective Bidders" indicates that bidders can submit a variant to on their main proposal.
  - Type of bid:**
    - Other proposal
    - Replace existing proposal
  - Replaced proposal\*:** Proposal # 1
  - Description:**

# SUPPLIER SPACE TRAINING DOCUMENT

- ✓ Fill out every section.
- ✓ Click on **Validate & send my bid** button.

Q Espace approvisionnement d'Hydro-Québec  
Exploité par Ivalua

Home page Supplier record Tender calls Useful links

Computer equipment supply (AM002599) : Round: 4

Save Validate & send my bid Cancel this bid Recover a previous bid Recover my last bid Download the documents related to this RFP

Remaining time : 42d 12h 19min 17s - ⚠ Current proposal has not been submitted

**Acknowledgement of receipt**

Submission acknowledged on 2022-06-05 at 7:13 AM

**General Information**

**Wording of bid\***

Copy of Proposal # 1

**Important**

Other proposal: Allowed only if the document titled "Information and Instructions for Prospective Bidders" indicates that bidders can submit a variant to on their main proposal.

**Type of bid**

Other proposal

Replace existing proposal

**Replaced proposal\***

Proposal # 1

**Description**

## SUPPLIER SPACE TRAINING DOCUMENT

- ✓ When everything is properly field out, clock on **Submit my proposal** button.

**Do you really want to submit your proposal?**

Once an offer is submitted, it cannot be modified or deleted. You will only be able to create a new one. (using a copy of the one submitted if necessary).

- 3 / 3 items have been filled. (Price grid)
- 2 / 2 questions have been filled. (Commercial questionnaire )
- 2 / 2 questions have been filled. (General section)
- 4 / 4 questions have been filled. (Technical Section)
- 2 document(s) have been attached. (Questionnaires)
- Total number of attached documents: 2

[Cancel](#) [Submit my proposal](#)

Hydro-Québec representative will acknowledge receipt of your proposal when he begins its analysis.