Procedure

1. Initially opening the bidding engine you will see the Supplier Relationship Management (SRM) screen. Click on the **"Log On"** button.

2. The next screen will be the "sign on" screen. Here you will use your user ID and password. Once signed in use the menu path to start the deleting process.

Connect to 10.90.54.30

3.   As required, complete/review the following fields:

Field Name	R/O/C	Description
User name:	R	Description of the User name: **Example:** temp01
Password:	R	Description of the Password: **Example:** *****

4.   Click [OK] .
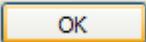
SRM - Enterprise Buyer - Windows Internet Explorer
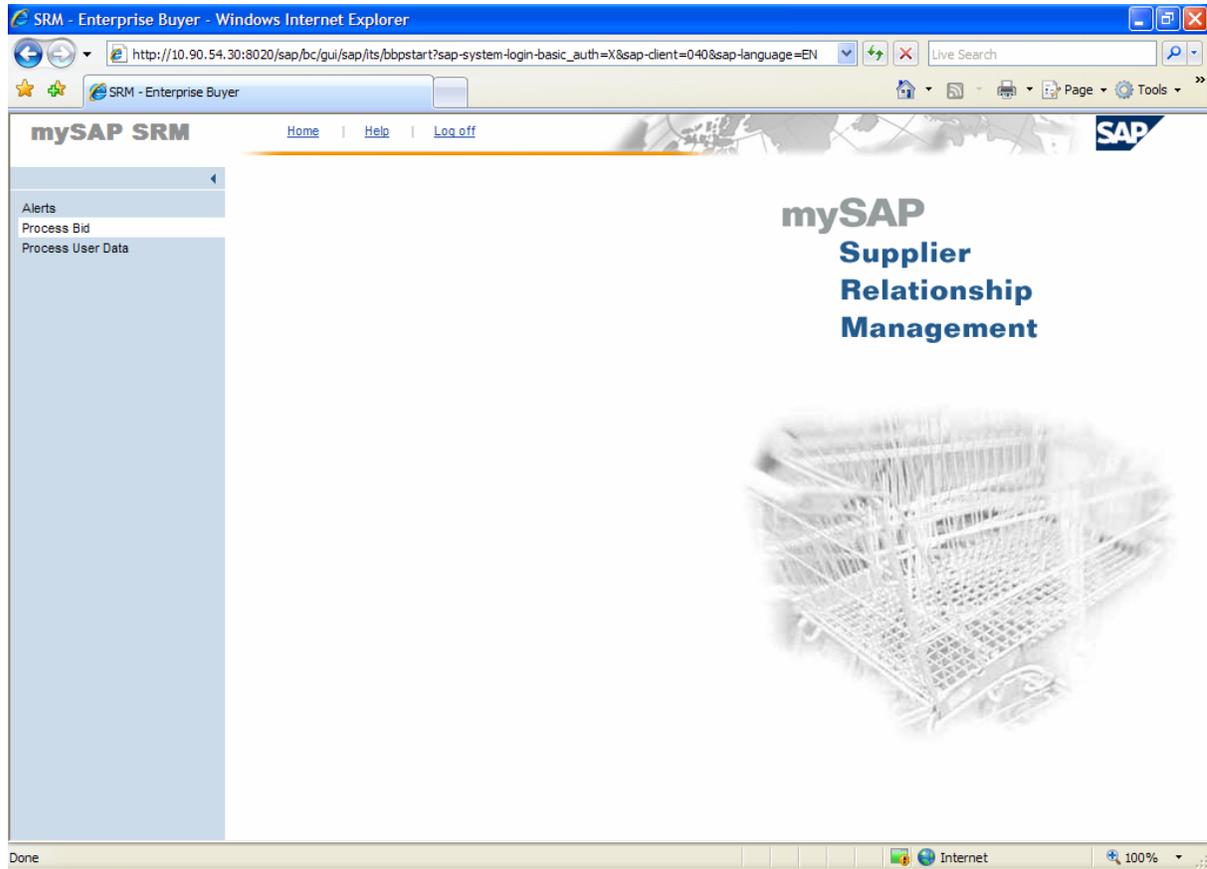
5.   Click Process Bid .

NOTE: When logging in you will see all solicitations from live agencies including ITMO and MMO.

SRM - Enterprise Buyer – Process Bids Screen

6. Select the solicitation from which you wish to delete your bid response by clicking on the specific solicitation. **Click** 5400000104

SRM - Enterprise Buyer – Display Bid Screen

7. Click Change at the top of the menu.

8. Click Item Data at the Item Data tab.

SRM - Enterprise Buyer – Process Bid Screen

NOTE: Solicitation responses with **Held or Submitted** status may be deleted any time **PRIOR** to the   end date of the solicitation. If the response has been submitted, it may be necessary to change   one of the previously entered fields to activate the **DELETE** button.

To prevent accidental deletion of a solicitation response, the State of South Carolina prompts you to verify your delete action, as shown below:

9.   Click Delete and verify your delete action.

Windows Internet Explorer

10. Click OK .
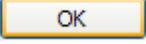
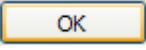**NOTE: If you choose to continue with the deletion for the solicitation response, the following message will be displayed.**

Windows Internet Explorer

11. Click OK .

The system displays the message, "BID FOR xxxx DELETED."

22. You have completed this transaction.

Result

You have successfully deleted the chosen solicitation.

Comments

None