



**State of Alaska
Vendor Self Service (VSS)
Solicitation Responses (Amend or Withdraw a Response)**

This document provides information, descriptions of individual pages and functionality related to your responses to solicitations. Your Electronic Solicitation Responses (ESR) will be automatically saved to this folder when you submit a response. Hard copy responses will be manually entered after the closing date and time.

For additional information you can use the “View Frequently Asked Questions” link (sample screen shots provided), the “Help” link at the top of each page or contact the Help Desk.

My Responses – This page displays all of your Electronic Solicitation Responses as well as hard copy responses. An ESR can be modified or withdrawn until the clock runs out of time (the closing date and time). You can also view your award documents and intent to award notices here.

Use the advanced search functionality or select a button specific to a predetermined search criteria. The definition of “Soon” and “Recent” is within 30 days.

FAQ page

Solicitation Responses – Search For My Responses

- Where can I find and view my solicitation responses?
- What do the different solicitation response sub-tabs show me?
- How can I search for specific information in a Solicitation Response?

Help Center

Modify or Withdraw – This page displays your responses that are closing soon. To modify or withdraw your response, select the response link. To modify the response you will repeat the same steps you followed to respond (refer to “Business Opportunities (Solicitations)” document) and to withdraw, select the button.

This screenshot shows the 'My Responses' page. At the top, there are navigation tabs: Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, and Catalog Management. Below the navigation, there's a 'Welcome' message and a search bar for responses. A 'Show Me' dropdown menu is set to 'All Responses'. A table lists responses with columns for Link to Response, Created By, Response Status, Response Date, Solicitation ID, Status, and Closing Date. A yellow callout box with a red arrow points to the 'Link to Response' for the first row.

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR_08_ES00912140000000212-1	900616737	Draft	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT
SR_08_ES00912140000000213-1	900616737	Rejected	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT
SR_08_ES00912140000000211-1	900616737	Draft	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT
SR_08_ES00912140000000216-1	900616737	Accepted	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT
SR_08_ES00912140000000214-1	900616737	Draft	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT

This screenshot shows the 'My Online Response' page for Solicitation 150000045. The page has a sidebar with navigation steps: 1 Respond To Lines, 2 Criteria Response, 3 Attach Your Files, 4 Discounts/Comments, and 5 Review/Submit. The main content area shows 'Solicitation Summary' and 'Attachments'. Below this, there's a 'My Response' section with a 'Respond to Lines' tab. A yellow callout box with a red arrow points to the 'Withdraw' button in the top right corner of the 'Respond to Lines' section.

This screenshot shows the 'My Responses' page with a search filter applied. The 'Response Status' dropdown is set to 'Withdrawn'. The table below shows the results, with the first row highlighted in blue.

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR_08_ES00912140000000212-1	900616737	Draft	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT
SR_08_ES00912140000000213-1	900616737	Rejected	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT
SR_08_ES00912140000000211-1	900616737	Draft	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT
SR_08_ES00912140000000216-1	900616737	Withdrawn	05/08/2015	BFP-08-150000045-1	Open	05/29/2015 01:00 PM AKDT