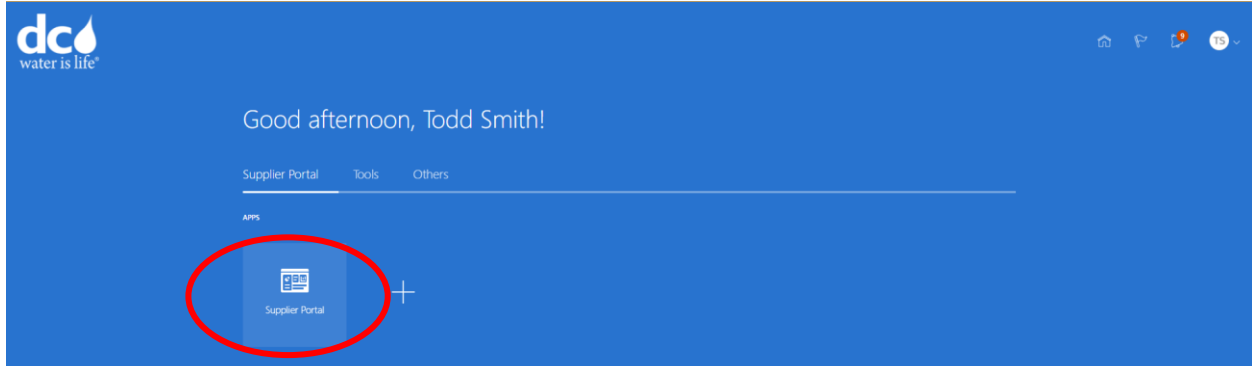


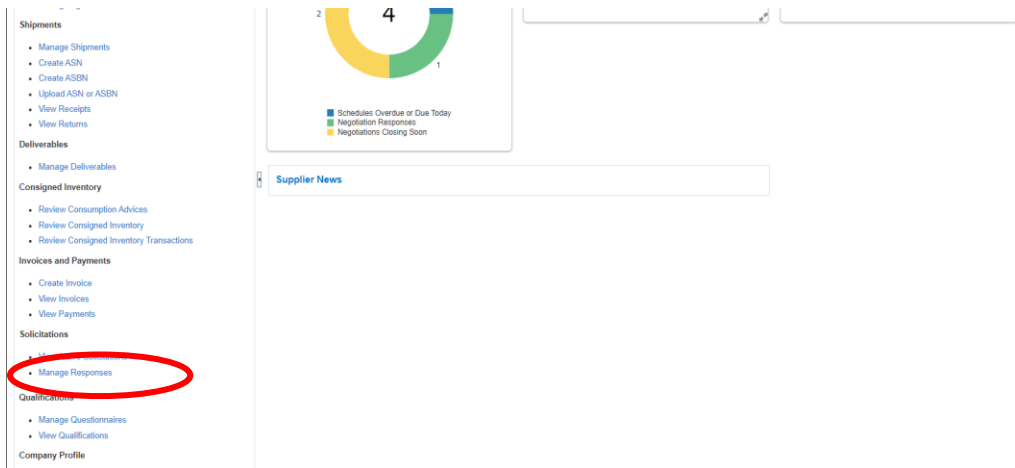
Withdraw (Delete) a Response

Log into DC Water Supplier Portal

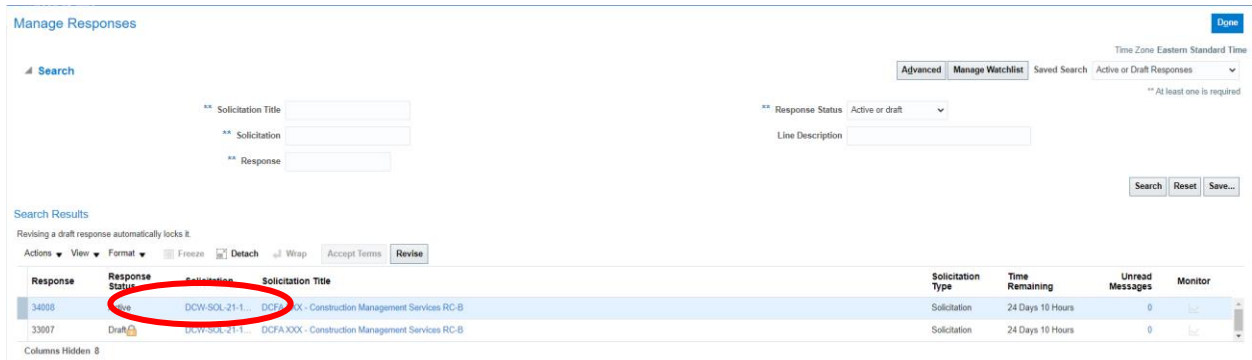
Click "Supplier Portal"



Click "Manage Solicitation"



Highlight the Response Number by clicking on the box to the far right of the Response Number.



Once, the response number is highlighted, click the “Action” button to open the dropdown menu. From the dropdown menu select “Revise” to update the Response or “Delete” to withdraw the Response.

The screenshot shows the 'Manage Responses' page with search filters for Solicitation Title, Solicitation, and Response. A table of search results is displayed with columns for Response, Response Status, Solicitation, Solicitation Title, Solicitation Type, Time Remaining, Unread Messages, and Monitor. A red circle highlights the 'Actions' dropdown menu for a response, which includes options like 'Revise', 'Delete Draft', and 'Accept Terms'.

A warning message will appear if you are deleting your response. Click “Yes” to confirm that you want to delete your Response.

The screenshot shows the 'Manage Responses' page with a warning dialog box overlaid on the table. The dialog box contains the text: 'Warning: Your draft response will be permanently deleted. Do you want to continue? (PON-2055460)'. The dialog box has 'Yes' and 'No' buttons.

Finally, the system will provide you with a confirmation message, informing you that the response has been deleted.

The screenshot shows the 'Manage Responses' page with a confirmation dialog box overlaid on the table. The dialog box contains the text: 'Confirmation: You deleted draft response 33007.' The dialog box has an 'OK' button.