

## Monitoring Supplier Responses

You can monitor the supplier status regarding their invitation to a bid, acceptance of guidelines, bid response submission and bid withdrawal.

### Monitoring Supplier Invitations

1. All invited suppliers' **Participation Status** will display **"Invited"** with the date and time of the event's publication once the event is published.

SUPPLIERS (2)		
Name	Primary Respondent	Participation Status
Daffodil Planter Garden Center	Billy Bobcat	Invited on 06/04/2018 7:52 PM
Prolific Pollenators	Bee Buzz	Invited on 06/04/2018 7:52 PM


### Monitoring Supplier Guideline Acceptance

2. Each supplier that accepts the guidelines **Participation Status** displays **"Guidelines Accepted"** with the date and time when they were accepted.

Name	Primary Respondent	Participation Status
Daffodil Planter Garden Center	Billy Bobcat	Guidelines Accepted on 06/04/2018 7:56 PM
Prolific Pollenators	Bee Buzz	Invited on 06/04/2018 7:52 PM

### Monitoring Supplier Response Submission


3. When the supplier submits a response, their **Participation Status** displays **"Response Submitted"** with the date and time of submission. If the supplier has left a comment, click the **Comment** icon to view it.

Name	Primary Respondent	Participation Status
Prolific Pollenators	Bee Buzz	Invited on 06/04/2018 7:52 PM
Daffodil Planter Garden Center	Billy Bobcat	Response Submitted on 06/04/2018 8:07 PM 

**Monitoring Supplier Withdrawals**

4. If the supplier withdraws their RFX response, the **Participation Status** displays “**Response Withdrawn**” along with the date and time of the withdrawal.

Suppliers are required to enter a comment when withdrawing their response. Comments are available via the Comment icon.


Name ↕	Primary Respondent	Participation Status ▾
Prolific Pollenators	Bee Buzz	Invited on 06/04/2018 7:52 PM
Daffodil Planter Garden Center	Billy Bobcat	Response Withdrawn on 06/04/2018 8:13 PM 



**Monitoring Declined Invitations**

5. The supplier can also decline an invitation to participate in an event. In this case the **Participation Status** displays “**Invitation Declined**.”

Suppliers are required to enter a comment when declining an invitation. Comments are available via the Comment icon.

Name ↕	Primary Respondent	Participation Status ▾
Prolific Pollenators	Bee Buzz	Invited on 06/04/2018 7:52 PM
Daffodil Planter Garden Center	Billy Bobcat	Invitation Declined 06/04/2018 8:27 PM 



**Notes and Tips**

- Suppliers will not be able to respond to questionnaires and price sheets until the Response Period opens.
- You will only be able to see supplier questionnaire responses when the Evaluation Period begins.