How Do I Edit an RFP?

You have created an RFP and you are wondering why it hasn't been approved yet. Go to the RFP system to inquire on it and it shows unsubmitted. This means you started the RFP, but somehow it was never submitted. In order to submit it you can do the following:
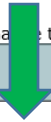
Log into the RFP application through Employee Portal. The screen below will appear:

Click on the Edit option (see red arrow) of the RFP you need to submit and continue with the submission of the RFP.

If you click on View Detail (see yellow arrow), you will only be able to view the RFP and not make any changes or submit the RFP. You must select Edit.

If you login to the RFP screen and you don't see your RFP on that first page, click on the words in red reading "**Click here to view history requests**" (see blue arrow) and your RFP should appear.

You can also go to this page if you created an RFP, but forgot to print the fax cover sheet. Click on Print Fax Cover Sheet (see green arrow) to print the coversheet and fax in the backup. You can only print the fax cover sheet if you created the RFP. If someone else created it, they would have to go in and print the coversheet for you to fax in the necessary backup.