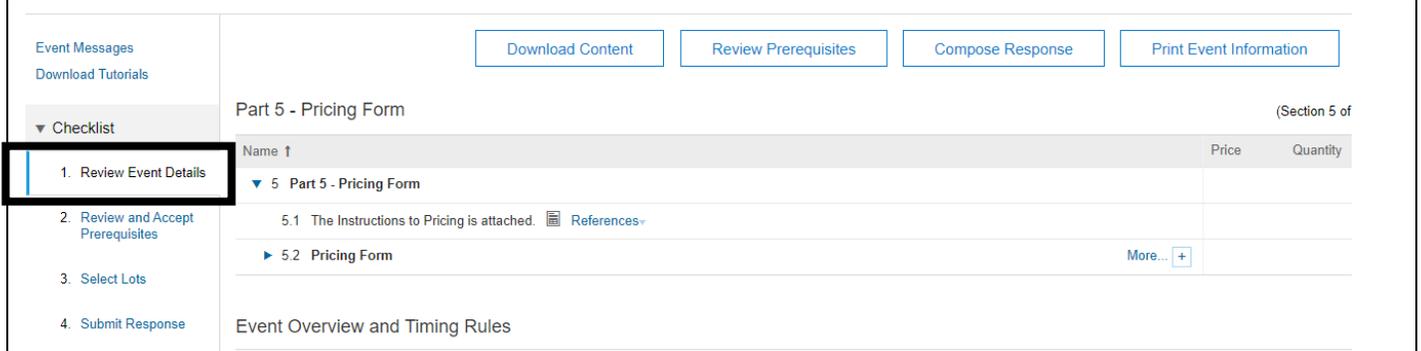


## Supplier: Reactivating the Pricing Form after an Addenda

Please see below instructions identifying the steps to reactivating the 'Pricing Form' should there be a change made due to an Addenda.

### Step 1

Under the Checklist header Click Review Event Details to reactivate the preceding steps



Event Messages  
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Part 5 - Pricing Form (Section 5 of ...)

Name ↑	Price	Quantity
▼ 5 Part 5 - Pricing Form		
5.1 The Instructions to Pricing is attached. <a href="#">References -</a>		
▶ 5.2 Pricing Form	More... +	

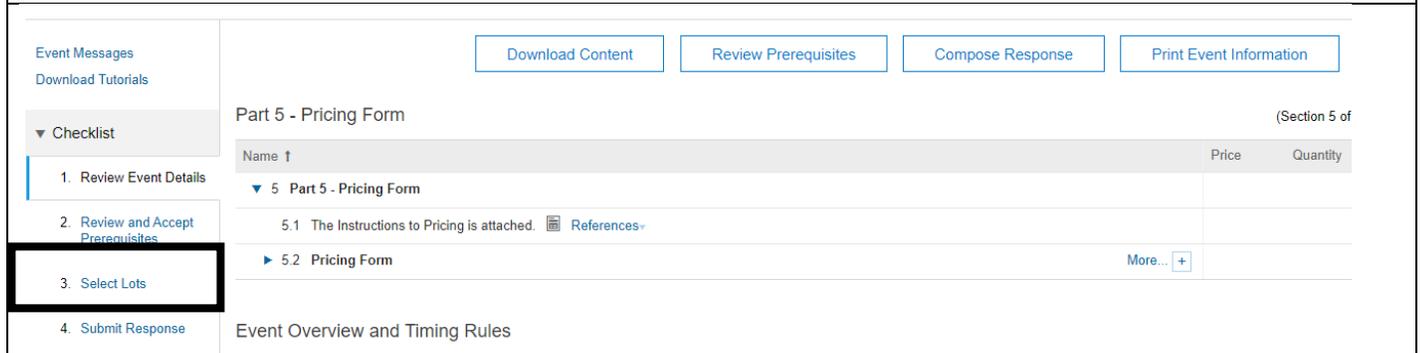
Event Overview and Timing Rules

Checklist:

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

### Step 2

Click Select Lots



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Part 5 - Pricing Form (Section 5 of ...)

Name ↑	Price	Quantity
▼ 5 Part 5 - Pricing Form		
5.1 The Instructions to Pricing is attached. <a href="#">References -</a>		
▶ 5.2 Pricing Form	More... +	

Event Overview and Timing Rules

Checklist:

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

### Step 3

1. On the next screen, click Select Lots,

2. Reselect any optional Lots if necessary (click blue triangle to collapse lots)

3. Click 'Confirm Selected Lots' or 'Submit Selected Lots'

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot. once you sub

Checklist:

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

**1** **Select Lots**   Select Using Excel

You are required to select all 1 of the lots to which you have been invited. You currently have selected 1 of them.

You are Required to Select All Lots

Name
▼ 5.2 Pricing Form
▼ 5.2.1 Part A - General
5.2.1.1 Payment for bonds - Lump Sum
Item 1 - GN130SS -
5.2.1.2 Payment for all insurance
Item 2 - GN131SS
5.2.1.3 Field office

**2**

**3** **Confirm Selected Lots**

## Step 4

Click 'Compose Response' or Select '4. Submit Response'

Event Messages  
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Part 5 - Pricing Form (Section 5 of 6) << Prev. | Next >>

Name ↑	Price	Quantity	Extended Price
5 Part 5 - Pricing Form			
5.1 The Instructions to Pricing is attached. <a href="#">References</a>			
5.2 Pricing Form	More... +		
5.2.1 Part A - General			
5.2.1.1 Payment for bonds - Lump Sum	More... +	1 each	
5.2.1.2 Payment for all insurance	More... +	1 each	

Next Section: Part 6 - Addendum

Checklist:

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response**

## Step 5

The revised pricing form fields will now be visible when navigated to 'Pricing Form'

Event Messages  
Response History

Part 5 - Pricing Form (Section 5 of 6) << Prev. | Next >>

Name ↑	Price	Quantity	Extended Price
5.2.1 Part A - General			
5.2.1.1 Payment for bonds - Lump Sum	More... +	CAD 1 each	Fx+
5.2.1.2 Payment for all insurance	More... +	CAD 1 each	Fx+
5.2.1.3 Field office	More... +	CAD 1 each	Fx+
5.2.1.4 Traffic Control	More... +	CAD 1 each	Fx+
5.2.1.5 Advance advisory signs	More... +	CAD 6 each	Fx+

(\*) indicates a required field

Submit Entire Response   Update Totals   Save draft   Compose Message   Excel Import

Checklist:

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Response**