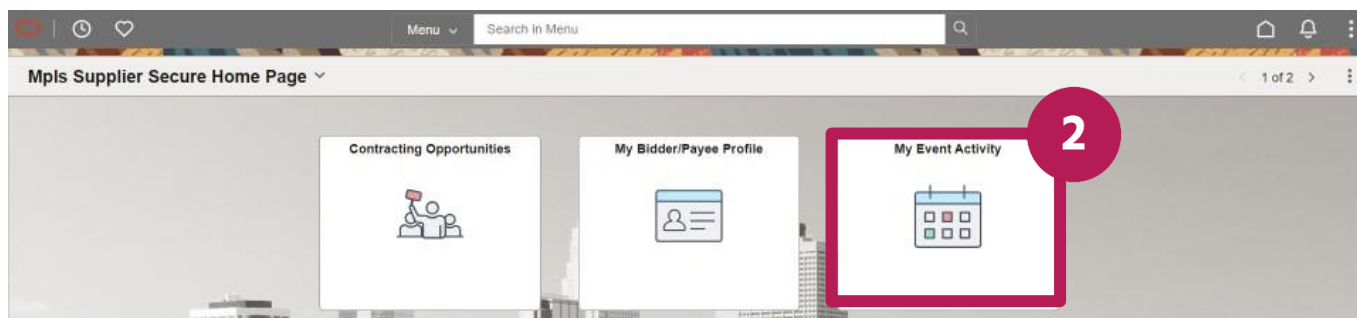
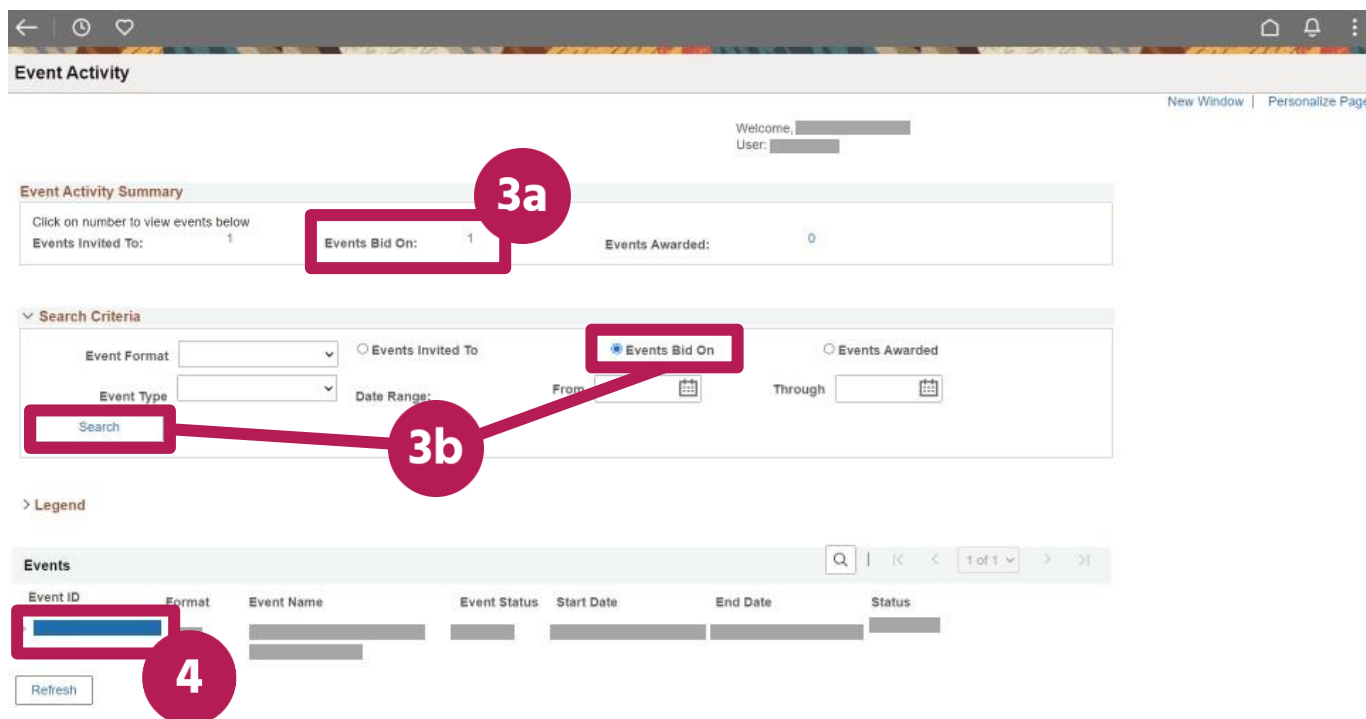


Learn how to review and update a bid that you've submitted in eSupplier.

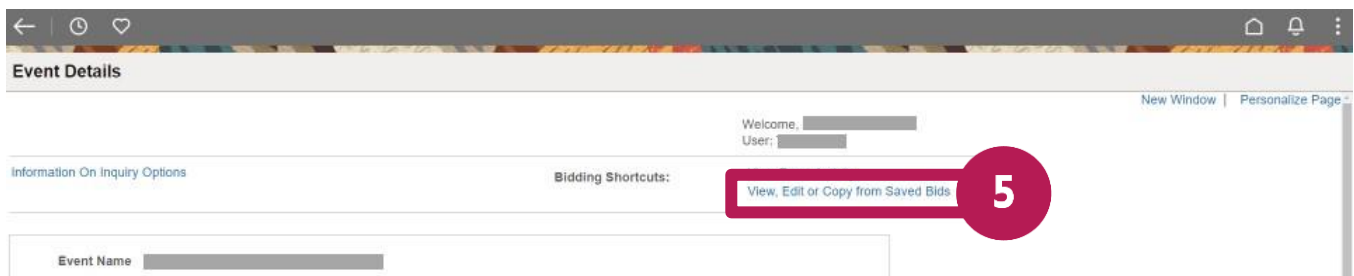
1. Go to the public **eSupplier home page** and sign in.
2. Once you're on the **Supplier Secure Home Page**, select the **My Event Activity** tile.



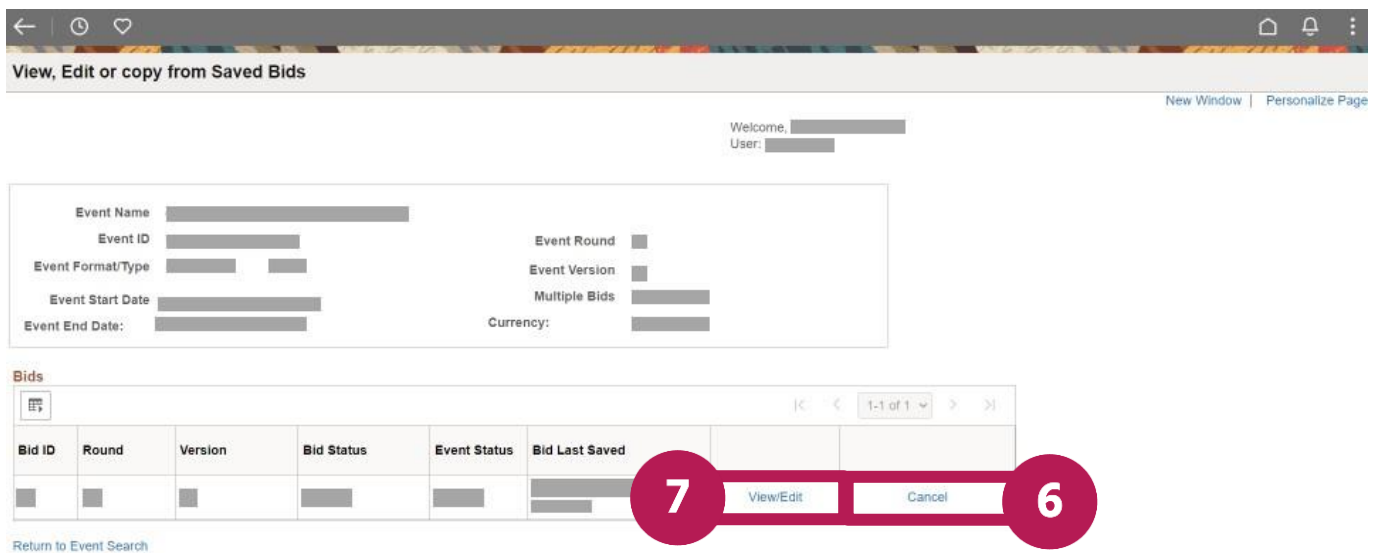
3. There are two ways to review a submitted bid:
  - a. Select the number next to **Events Bid On**.
  - b. OR in the **Search Criteria** section, select the radio button next to **Events Bid On** and select the **Search** button.
4. Find the bid you'd like to review and select the **Event ID**.



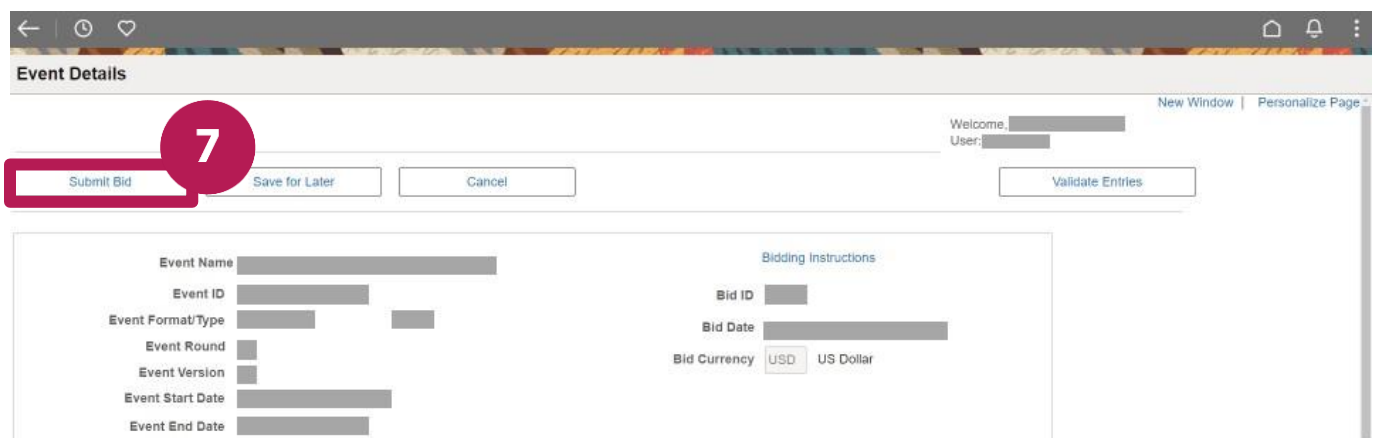
5. Select the **View, Edit or Copy from Saved Bids** link.



6. To cancel the bid, select the **Cancel** link.
7. To view and/or make changes to the bid, select the **View/Edit** link.



8. After you make your changes, select the **Submit Bid** button.
  - a. Note: Do not select the **Save for Later** button. If you do, the bid status will change from “Submitted” to “Saved” and will not be considered a valid bid.



9. A **Bid Confirmation** screen will appear, and you’ll receive a confirmation email.

## Contact information

For eSupplier support, please email us at [eProcurement@minneapolismn.gov](mailto:eProcurement@minneapolismn.gov).