

*my***Buy**

(MYB\_UM\_S004\_09)

# Rfx Guidance

Chugai Pharmaceutical Co., Ltd.  
Procurement Department

(ver1.1)

# 09

## Withdrawing/Resubmitting Responses

# myBuy Withdrawing/Resubmitting Responses (1)

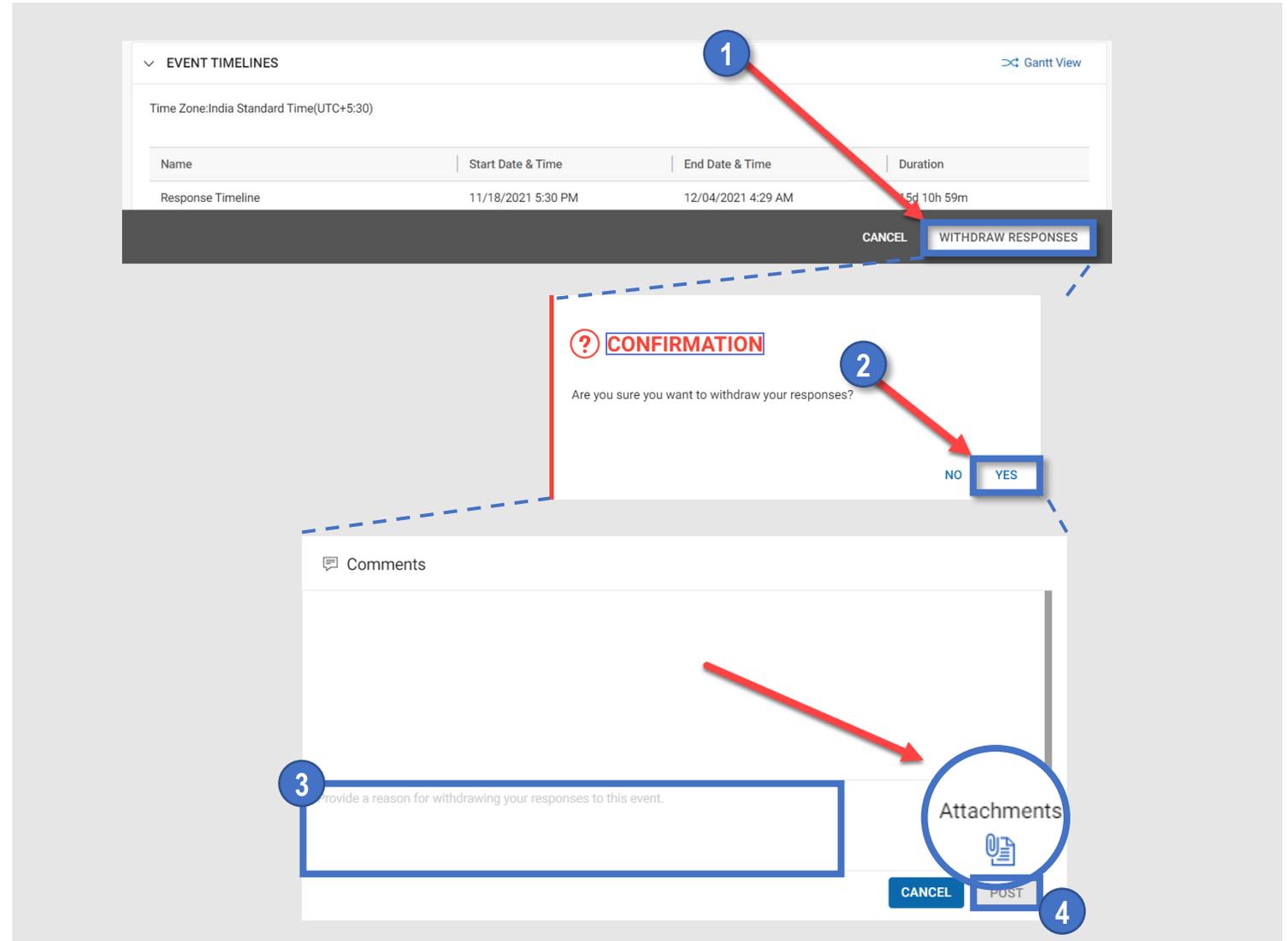
- You can withdraw submitted responses if you need to modify or correct them.

## Withdrawal of Responses

- 1 Click **WITHDRAW RESPONSES**.
- 2 On the confirmation screen, click **YES**.
- 3 Write a **reason for the withdrawal**.
- 4 Click **POST**.

## Supplemental:

- By clicking **Attachments (circled)**, you can upload an attachment.



The screenshot illustrates the withdrawal process in four steps:

- Step 1:** In the 'EVENT TIMELINES' section, a table shows a 'Response Timeline' with start and end dates. A red arrow points to the 'WITHDRAW RESPONSES' button.
- Step 2:** A 'CONFIRMATION' dialog box asks 'Are you sure you want to withdraw your responses?'. A red arrow points to the 'YES' button.
- Step 3:** In the 'Comments' section, a text area is provided for a reason. A red arrow points to the 'Attachments' button, which is circled in blue.
- Step 4:** A red arrow points to the 'POST' button at the bottom right of the form.

# myBuy Withdrawing/Resubmitting Responses (2)

- You can modify and resubmit responses within the response timeline.
- Complete modifying the materials, such as questionnaires and price sheets, before resubmitting them.

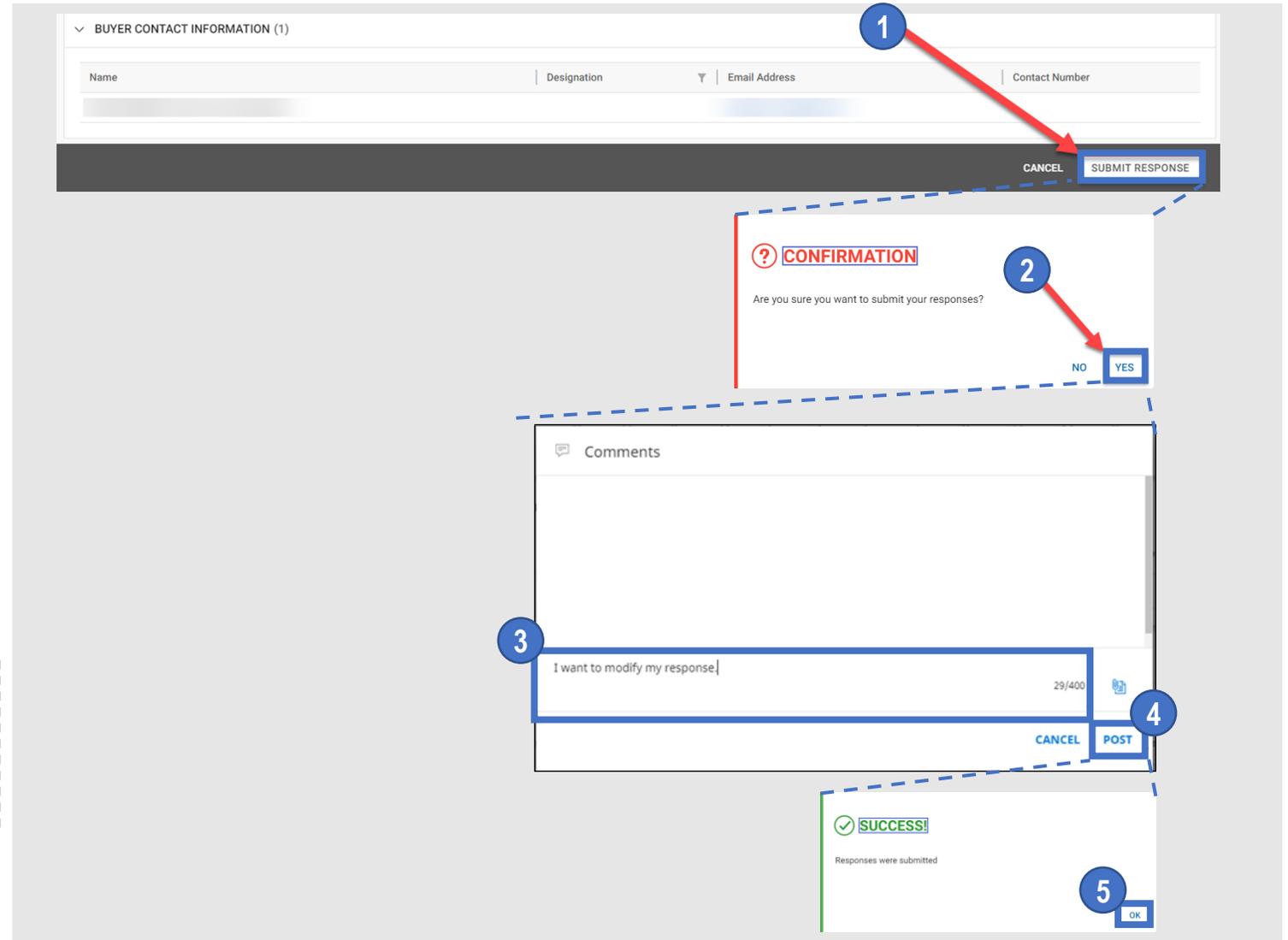
## Resubmitting Responses

- 1 Click **SUBMIT RESPONSE**.
- 2 On the confirmation screen, click **YES**.
- 3 Enter a **comment**.

### Notes on resubmission of responses

- When resubmitting, include in the comment the changes from the responses before withdrawal.

- 4 Click **POST**.
- 5 On the confirmation screen, click **OK**.



The screenshot illustrates the resubmission process in five steps:

- Step 1:** A table titled "BUYER CONTACT INFORMATION (1)" is shown with columns for Name, Designation, Email Address, and Contact Number. A red arrow points to the "SUBMIT RESPONSE" button at the bottom right of the table.
- Step 2:** A confirmation dialog box appears with the title "CONFIRMATION" and the question "Are you sure you want to submit your responses?". A red arrow points to the "YES" button.
- Step 3:** A "Comments" input field is shown. A red arrow points to the input area where the text "I want to modify my response|" is entered. The character count "29/400" is visible.
- Step 4:** A red arrow points to the "POST" button at the bottom right of the comment field.
- Step 5:** A success message dialog box appears with the title "SUCCESS!" and the text "Responses were submitted". A red arrow points to the "OK" button.

# INNOVATION BEYOND IMAGINATION

# myBuy Document Information

## Basic information

System name	myBuy Upstream		
Document storage location	Electronically: 購買部 CoreRepository		
Document title	S-3. RFXガイド		
Document management No.	MYB_UM_S004_09	Version No.	ver1.1
Related documents	MYB_UM_S004_00		

## Signature of author

Person in charge	Department	Name	Date

## Signature of reviewer

Person in charge	Department	Name	Date

## Signature of approver

Person in charge	Department	Name	Date

## Revision history

Version	Reason for revision	Date of creation/revision	Authored/revised by
1.0	初版	2023/10/2	
1.1	09. 回答取り下げ後の再提出について追加	2024/1/30	