Acknowledging and Accepting the Amendment in eProcurement
The RFP you are interested in has been amended. In order to start an application, you will need to acknowledge and accept the amendment first in order to start your application. (Please note that the RFP shown in this and subsequent slides is an example, not the actual CEL RFP).

To accept the amendment, click on “View Amendment History”.

If the RFP has not been amended, select “Create Quote” from the drop down menu in the “Actions” box and click on “Go”. This will take you to the application page, where you can get started.
To begin the acceptance and acknowledgment process, to open the RFP in view only, click on the Document number (1). To review the amended changes to the RFP, click on the infinity or eyeglass icon (2). To acknowledge receipt and understanding of these changes and proceed, click on the “Acknowledge Amendments” button (3).

By acknowledging the amendment, you are indicating that you are aware of the changes made to the RFP in the amendment.
When you get to this screen, click on the “I accept...” check box and then click on “Acknowledge”
Click on “Yes” to indicate that you confirm your acknowledgement of the amendment.
Finally, (1) click on the checkbox that you accept the terms and conditions and then (2) click on “Accept” to accept them.

This is the final step in acknowledging and accepting the amendment.
If you have further questions....

**eProcurement Questions**

Julia Talbot: [Julia.Talbot@cityofchicago.org](mailto:Julia.Talbot@cityofchicago.org), 312-743-1679

eProcurement Hotline: [OBMGMU@cityofchicago.org](mailto:OBMGMU@cityofchicago.org), 312-744-0358