Decline an Event

You may decline an individual line item or the entire RFQ if you are unable to supply the requested goods or services.
When declining, please provide a brief justification, such as stock unavailability or the item not being part of your product offering.

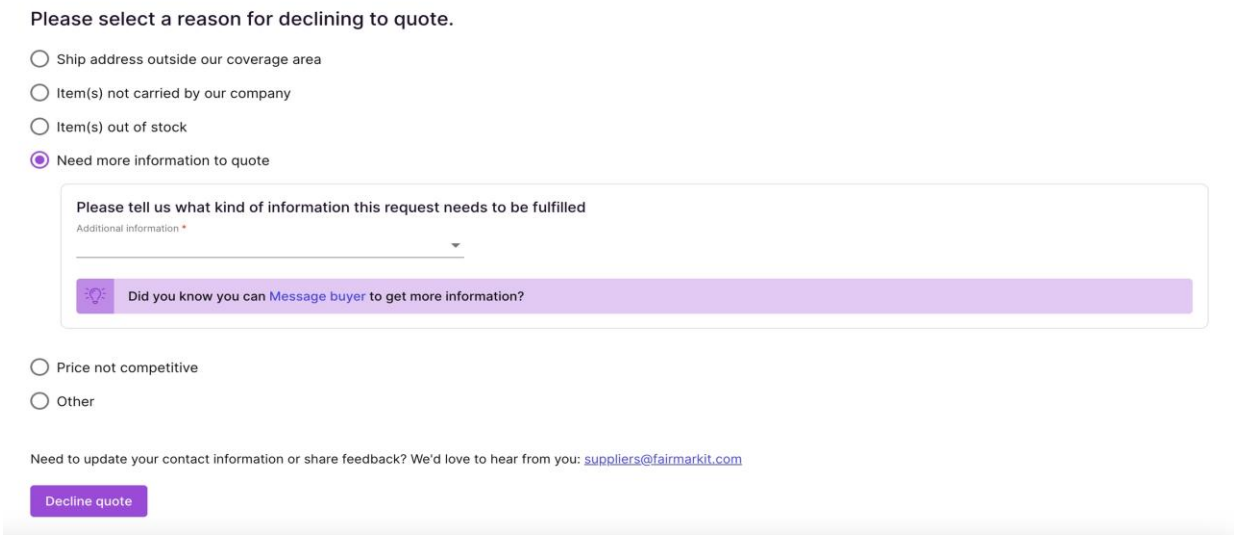
Decline a Line
For a line item, click the **Decline Quote** button. The line is grayed out and will not be included in your response.



Respond to a declined line
For a declined line item, click the **Quote** button. The line is reactivated, and you can provide a response.



Decline an Event
Click the Decline button at the bottom of the RGQ screen. The Decline page displays.
Select the reason you are not responding to the RFQ.
Click **Decline Quote**.



Respond to a Declined Event
If you have declined to respond to a RFQ but change your mind, you can access the RFQ from the **No Bid** tab on your events list.
When you open the event, a declined banner displays; click the Edit Response button to edit the event and send a response to the buyer.

