

# How to Acknowledge and Respond to an RFI/RFP/RFQ Supplier Manual



The following pages are instructions on how to acknowledge and respond to an electronic Request for Information (RFI) or Request for Proposal (RFP) or Request for Quotation (RFQ). When your company is invited to participate in one of these events, you and/or someone in your company will have received an email notification that your organization has been invited to participate. To acknowledge and then respond, you must login to your Supplier Portal and follow the instructions provided in the slides.

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## 1 Create Acknowledgment response from Supplier User

**Note:** RFQ/RFI/RFP have the same interface and process in this example

### Navigation path

Navigator > SAR Sourcing Admin > Sourcing > Sourcing Home Page

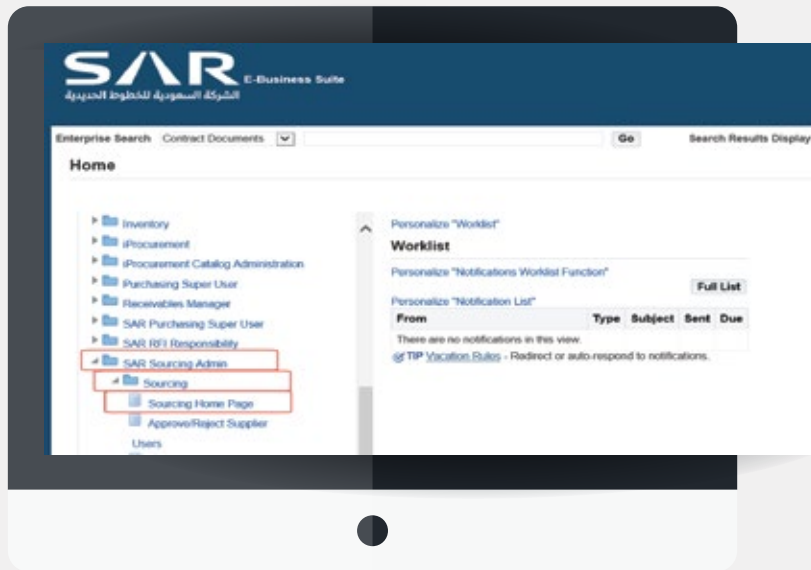


Figure 1.1

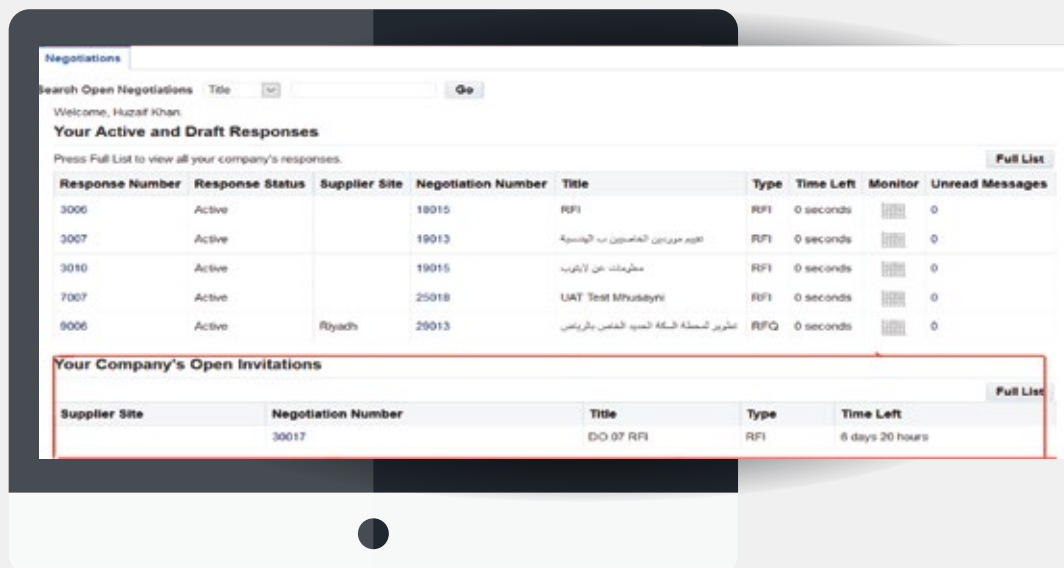


Figure 1.2

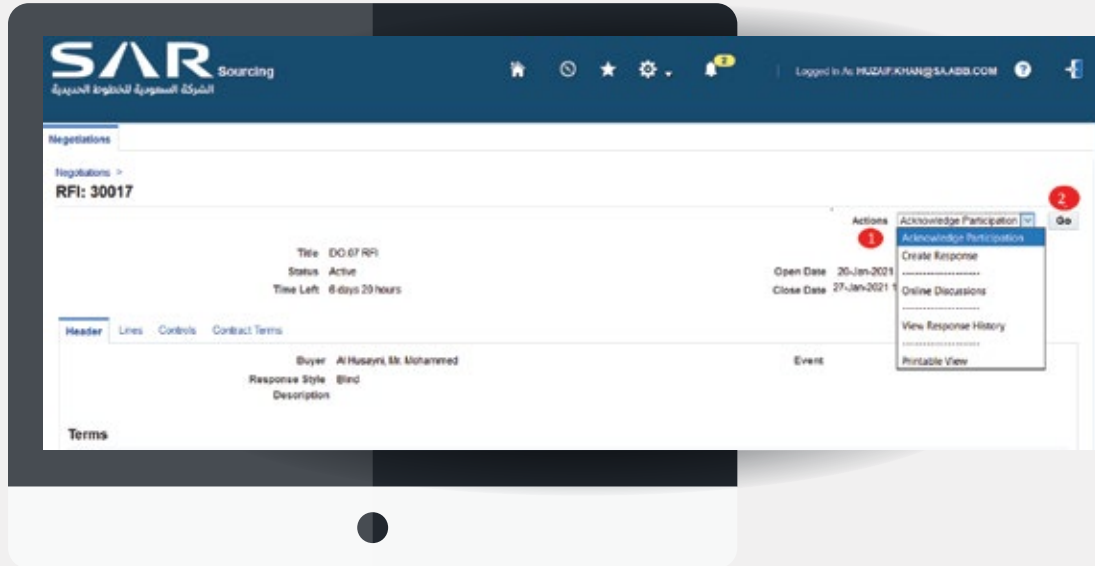


Figure 1.3

Upon reviewing the negotiation, please acknowledge participation by picking Acknowledge Participation next to Actions and click Go. This will then bring you to a new page where you will decide if your company will participate in the negotiation by clicking Yes or No (shown below):

- a. Yes - Accept. If accepted, you may participate in the negotiation.
- b. No - Decline. If declined, you will not be included in additional communications about this specific event in the future, and is not expected to participate in the negotiation. If you respond no by mistake, please contact the buyer for the next steps.

After choosing your response to the invitation, click Apply.

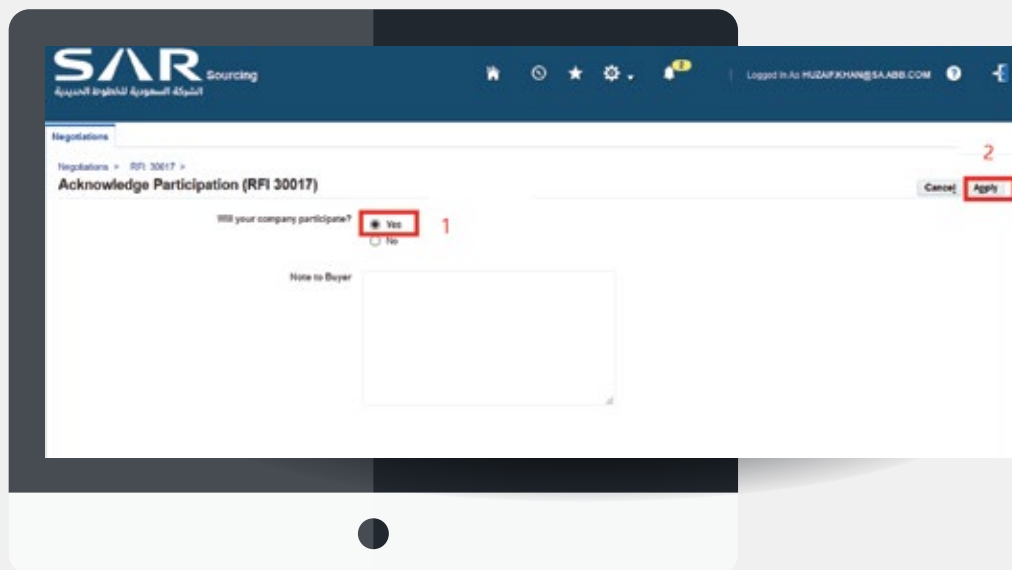


Figure 1.4

**Note:** If you respond “no” the buyer may remove your company from the negotiation. If you respond “no” by mistake, please contact the buyer for assistance.

**Description for user.**

SR	Fig No.	Executer	Objective	Description
1	1.1	Supplier	Create Acknowledgment Response	Follow the Navigation Path
2	1.2	Supplier	Create Acknowledgment Response	1- Click on RFQ/ RFI Number
3	1.3	Supplier	Create Acknowledgment Response	2- Click Acknowledge Participation from Action Menu 3- Click Go Button
4	1.4	Supplier	Create Acknowledgment Response	4- Choose your response 5- Check “Yes” Will your company participate 6- Press Apply Button

## 2. Create Response for RFI/RFP from Supplier User

Note RFI/RFP have the same interface and process in this example

### Navigation path

Navigator > Sourcing Supplier > Sourcing > Sourcing Home Page

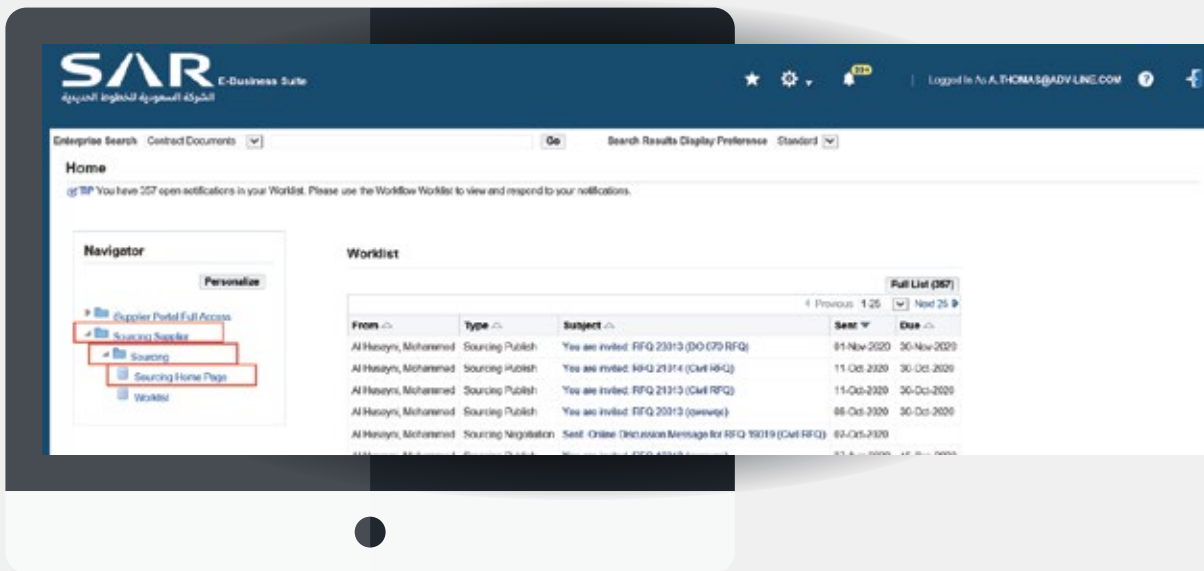


Figure 2.1

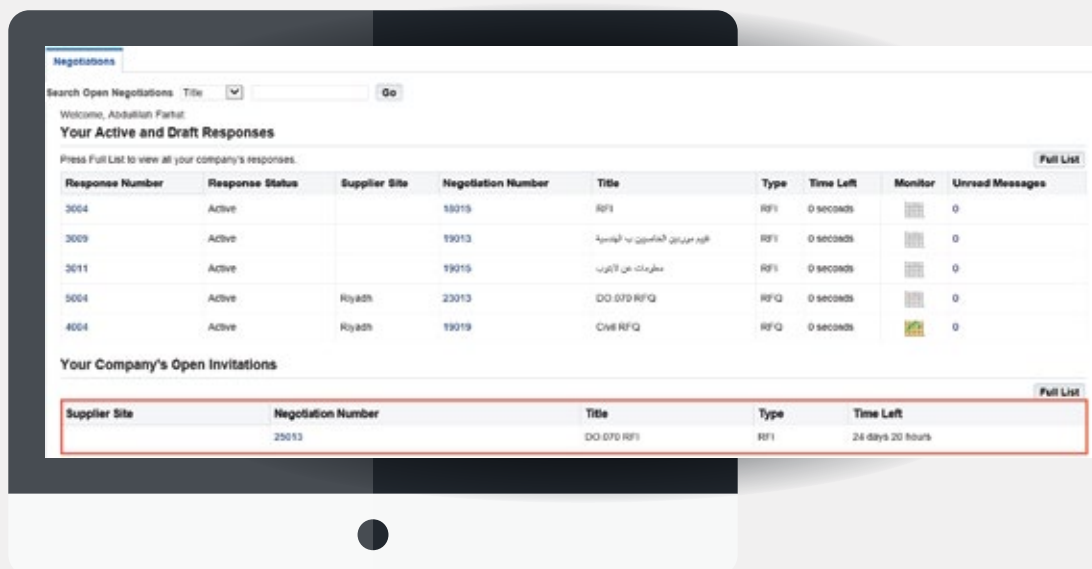


Figure 2.2

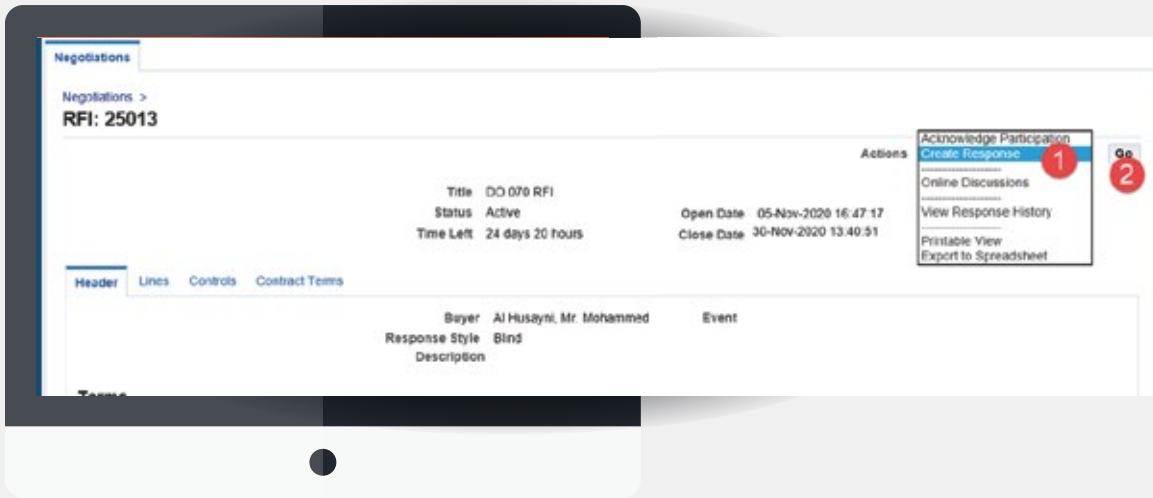


Figure 2.3

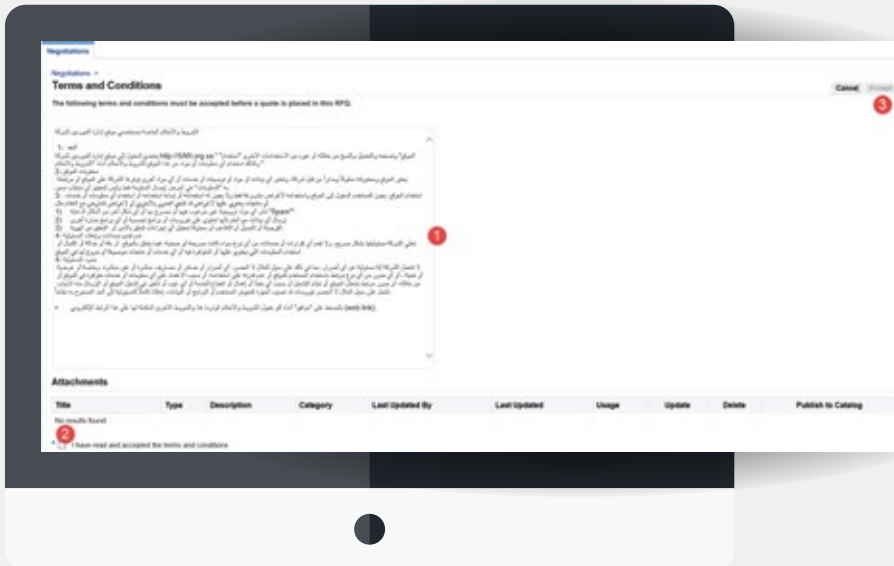


Figure 2.4

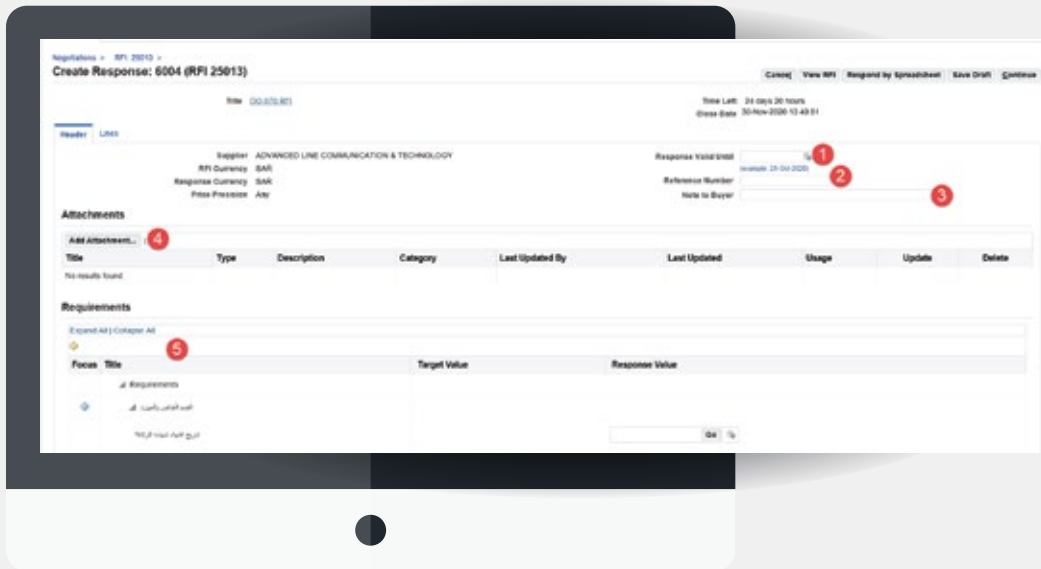


Figure 2.5

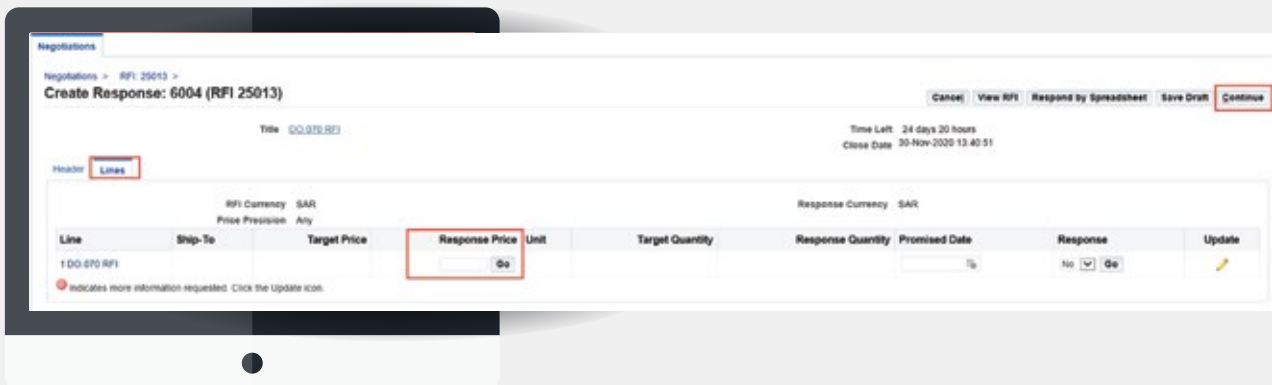


Figure 2.6



## Description for user.

SR	Fig No.	Executer	Objective	Description
1	2.1	Supplier	Create Response	Follow the Navigation Path.
2	2.2	Supplier	Create Response	1- Click on RFI Number
3	2.3	Supplier	Create Response	2- Click Create Response from Action Menu 3- Click Go Button
4	2.4	Supplier	Create Response	4- Read Terms and Conditions 5- Check I have read and accepted the terms and conditions 6- Press Accept Button
5	2.5	Supplier	Create Response	7- Enter Response Valid Until Date 8- Enter Reference Number 9- Enter Note to Buyer (if needed) 10- Add Attachment (if needed) 11- Answer All Requirements
6	2.6	Supplier	Create Response	12- Click Lines tab 13- Enter Quote Price 14- Press Continue Button 15- Press Submit Button

### 3. Create Quotation from Supplier User

#### Navigation path

Navigator > Sourcing Supplier > Sourcing > Sourcing Home Page

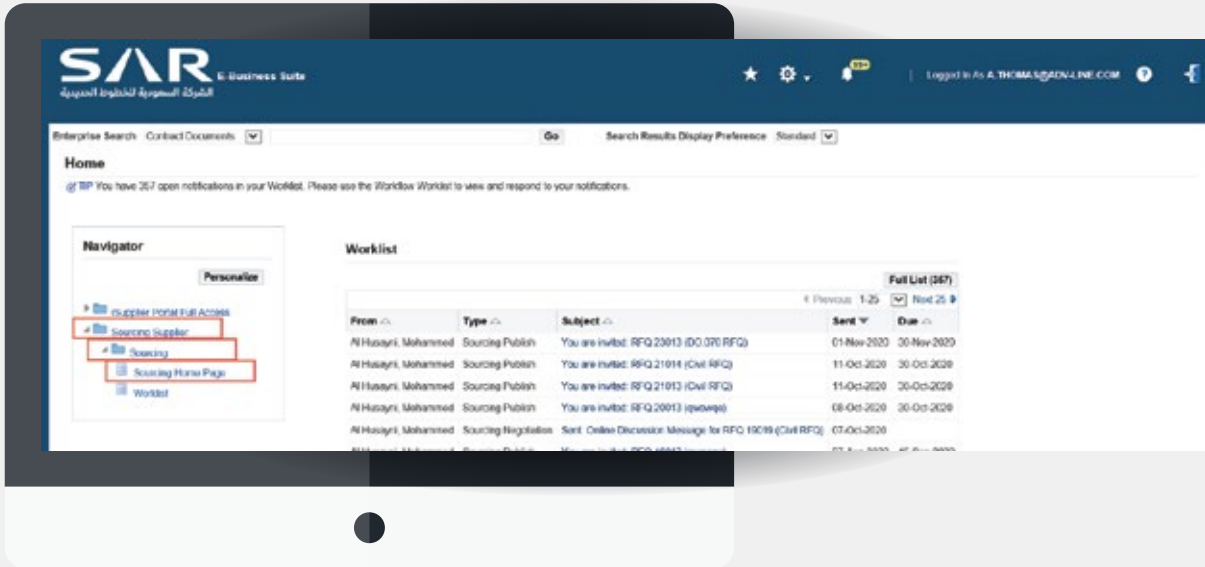


Figure 3.1

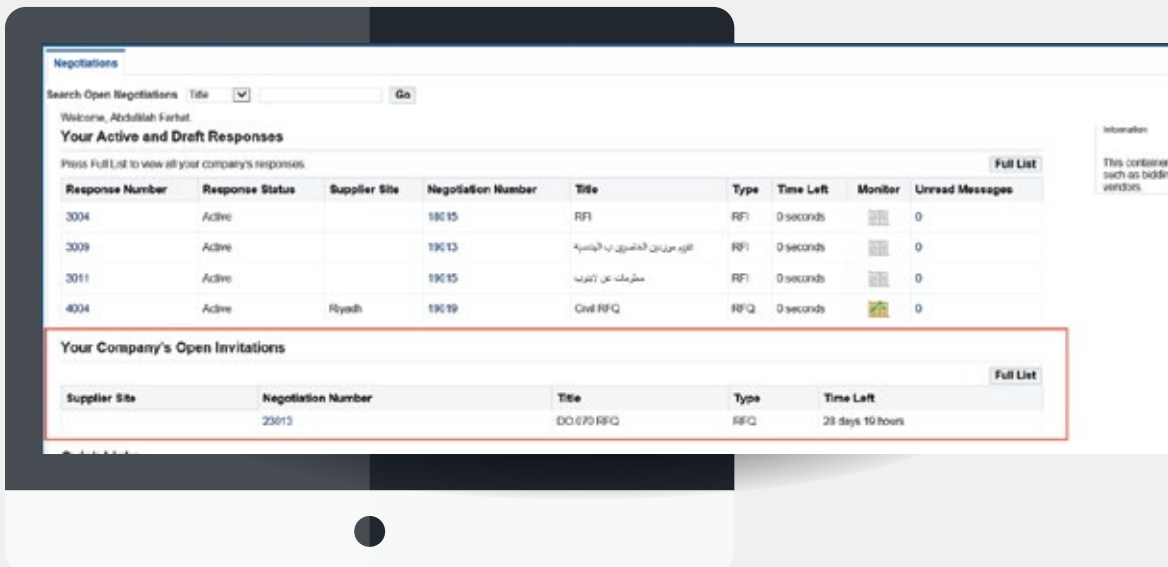


Figure 3.2

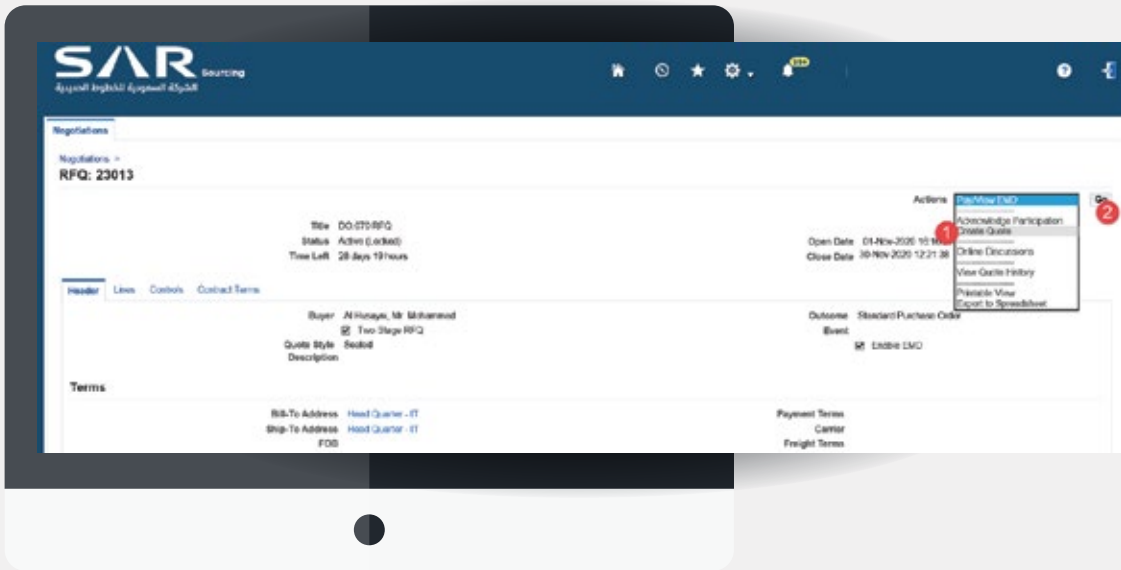


Figure 3.3

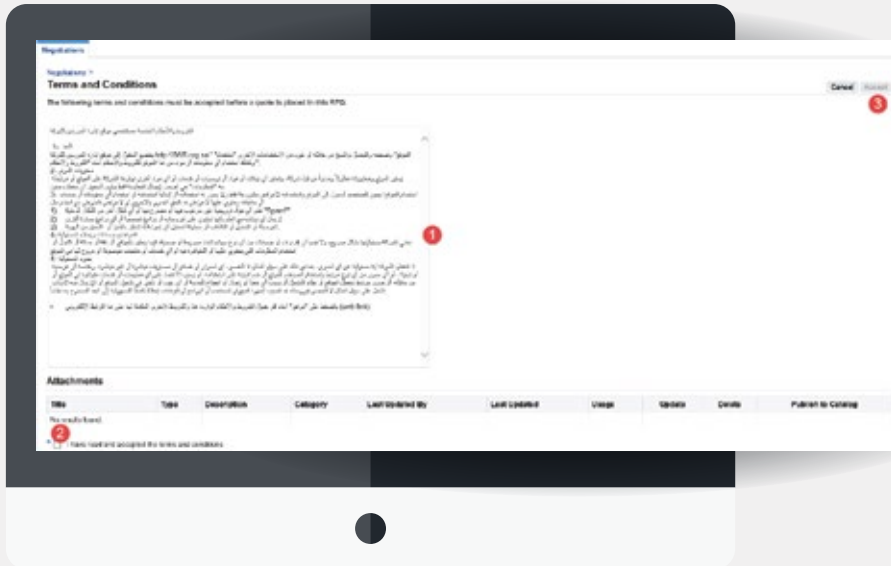


Figure 3.4

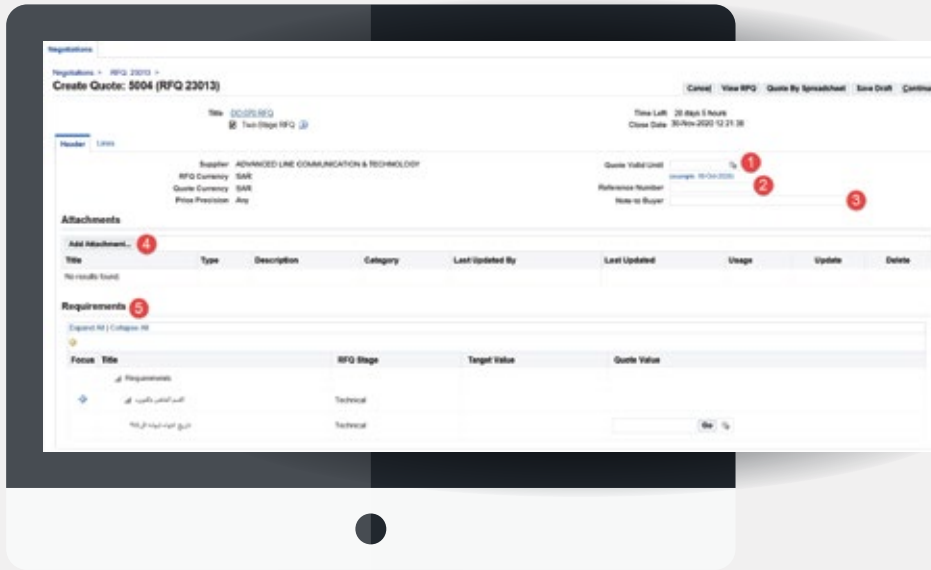


Figure 3.5

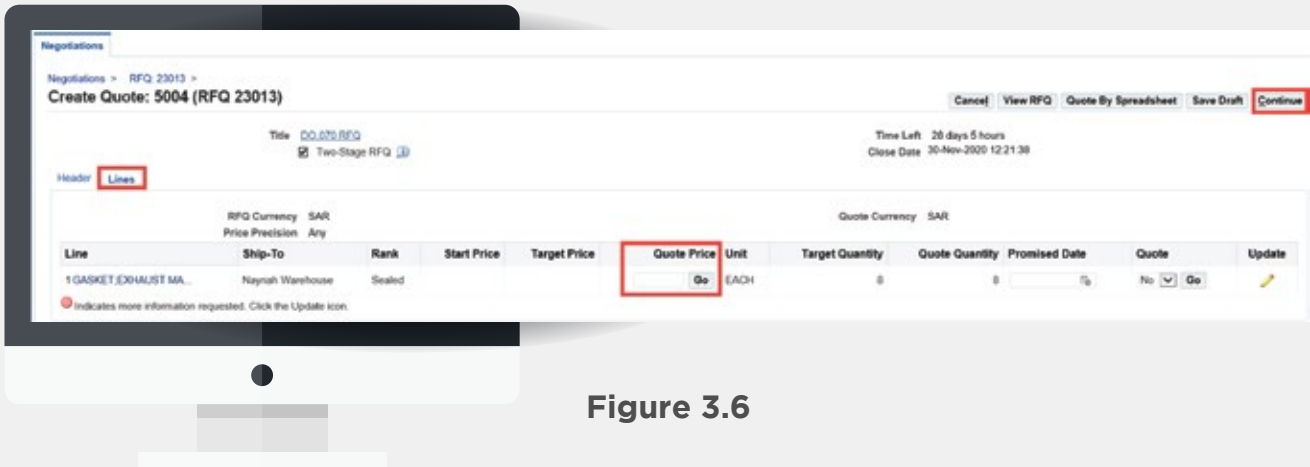


Figure 3.6

## Description for user.

SR	Fig No.	Executer	Objective	Description
1	3.1	Supplier	Create Quotation	Follow the Navigation Path.
2	3.2	Supplier	Create Quotation	1- Click on RFQ Number
3	3.3	Supplier	Create Quotation	2- Click Create Quote from Action Menu 3- Click Go Button
4	3.4	Supplier	Create Quotation	4- Read Terms and Conditions 5- Check I have read and accepted the terms and conditions 6- Press Accept Button
5	3.5	Supplier	Create Quotation	7- Enter Quote Valid Until Date 8- Enter Reference Number 9- Enter Note to Buyer (if needed) 10- Add Attachment (if needed) 11- Answer All Requirements
6	3.6	Supplier	Create Quotation	12- Click Lines tab 13- Enter Quote Price 14- Press Continue Button 15- Press Submit Button

Thank You

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