User Manual – Sourcing

RFx Bid Response

Vendor clicks on the link received in the email and logs into SRM using login credentials.
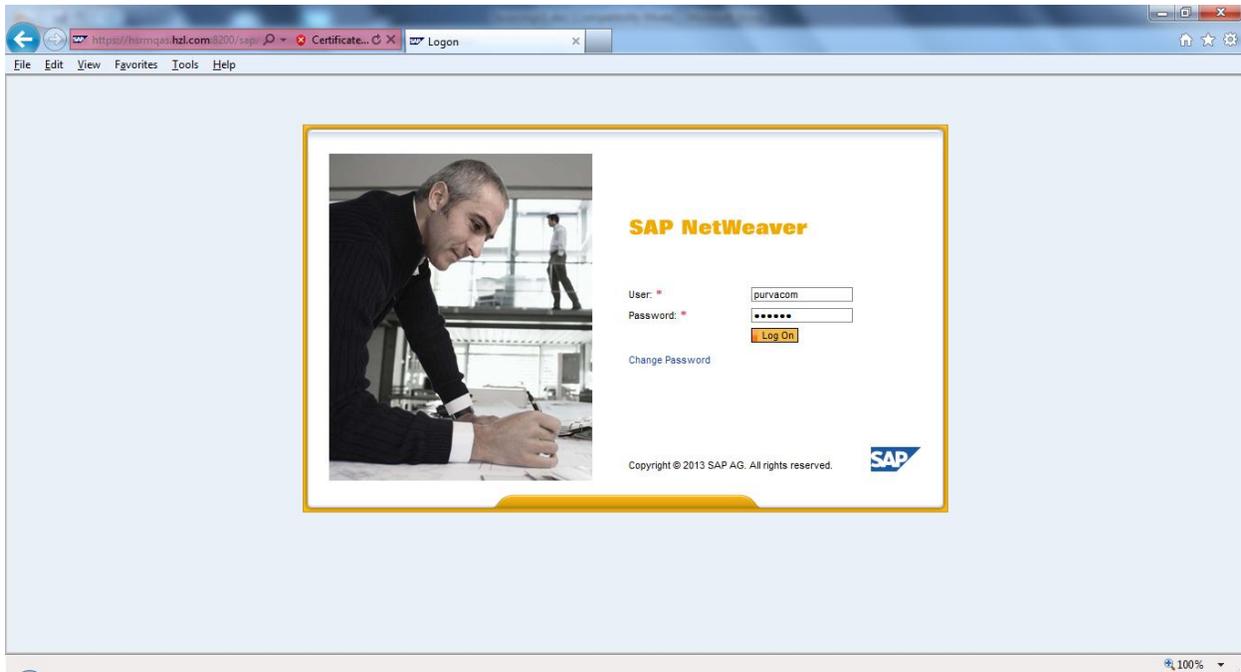
Vendor can view a list of all RFx for which he has been invited along with Start and End dates and the Bid Response number.
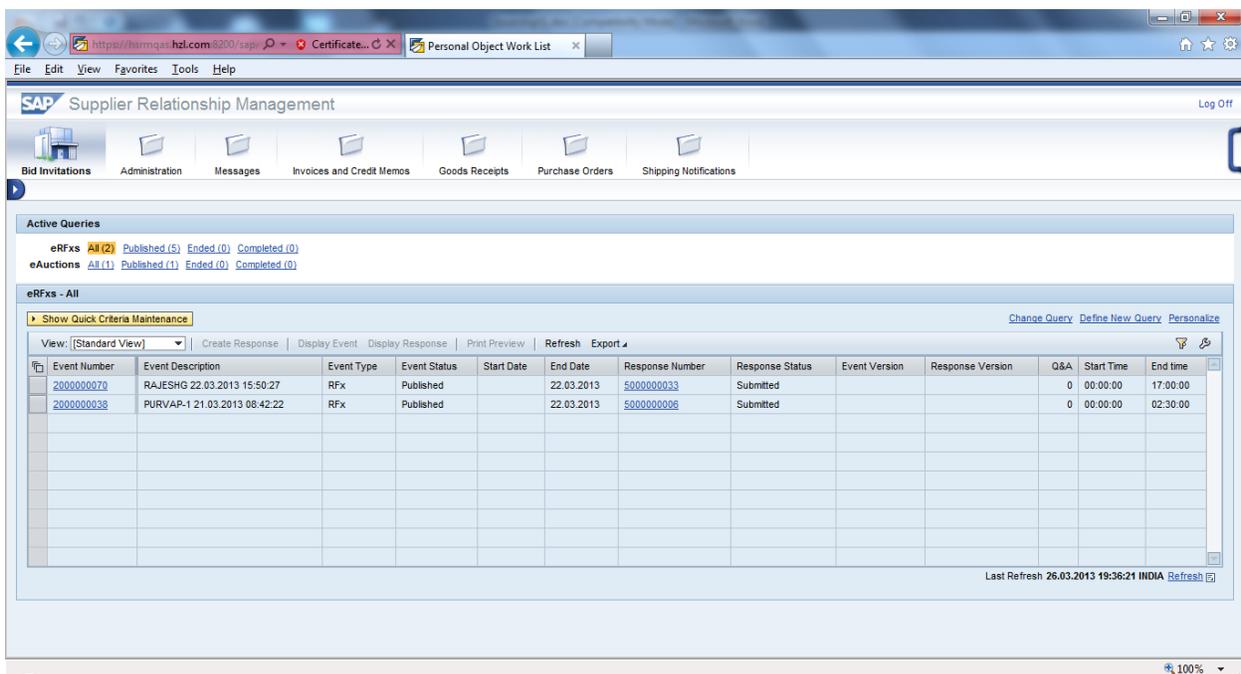
Click on the RFx number for which a bid response is to be created. A new window pops-up which displays the details of the RFx. Here, vendor can choose to intimate his participation to the buyer by clicking on 'Participate/Do Not Participate/Tentative' buttons.

By clicking on 'Create Response' button, vendor can create a bid response to the RFx. A new window opens in the edit mode.

Vendor can enter the header-level data like 'Terms of Payment' and 'Inco-terms' on the 'RFx Information' tab.

Under the 'Items' tab, vendor can quote a price for each line item

Vendor can add various header-level and item-level conditions under the tab 'Conditions'.

For adding Header conditions, Select the Header and click on "Add Condition".

Tech RFx Response

For submitting technical RFx response, click on "Technical RFx Response" after clicking on "Create Response" in the RFx Screen.

Create RFx Response

Submit | Read Only | Print Preview | Check | Technical RFx Response | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

| RFx Response Number | 5000000347 | RFx Number | 2000000098 | Status | In Process | Submission Deadline | 16.01.2013 00:00:01 INDIA | Remaining Time | 4 Days 08:56:58 | RFx Owner | PURCHASE1 | Total Value | 0.00 INR |
| RFx Response Version Number | Active Version | | RFx Version Number | Active V |

RFx Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions

Event Parameters

Currency: Indian Rupee

Terms of Payment:

Incoterm: *

Status and Statistics

Created On: 11.01.2013 15:03:04 INDIA

Created By: Ms. Bidder1 Bidder1

Last Processed On: 11.01.2013 15:03:04 INDIA

Last Processed By: Ms. Bidder1 Bidder1

▼ Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Filter Settings

Function	Number	Name	Phone Number
• Goods Recipient		SRMRFC	
• Ship-To Address		BHARAT ALUMINIUM CO. LTD-PLANT-II	
• Location		BHARAT ALUMINIUM CO. LTD-PLANT-II	

This will take the vendor to the cFolders.

In order to view the technical specifications uploaded by the buyer, click on 'External Area' folder.
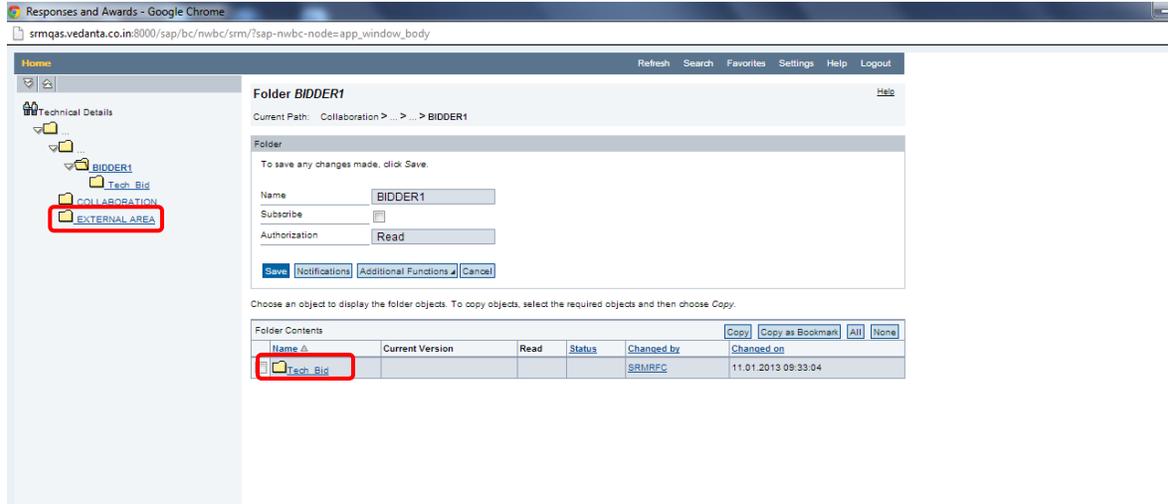
Click on Tech Bid folder to upload technical documents. Click on create.
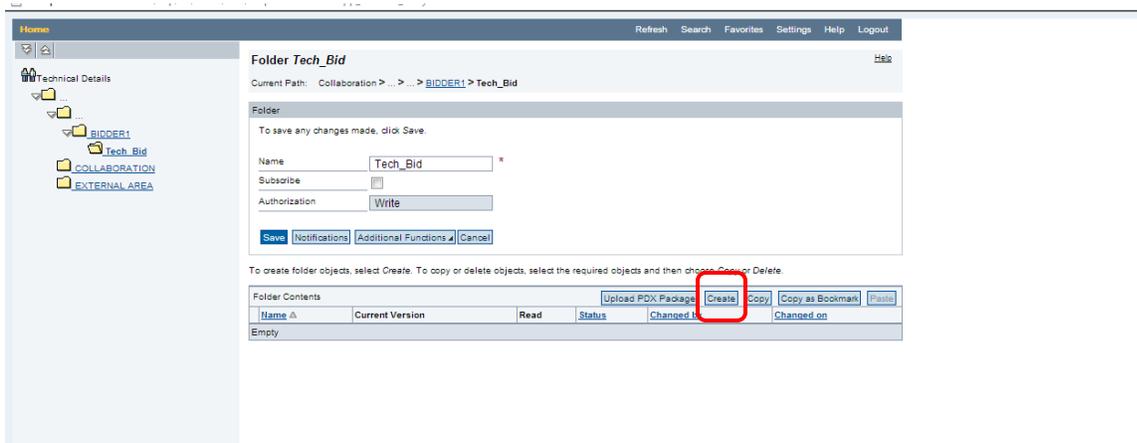
Click ON "Folder" or "Document" to upload either.

Click on "Continue" after changing the name and giving a description.
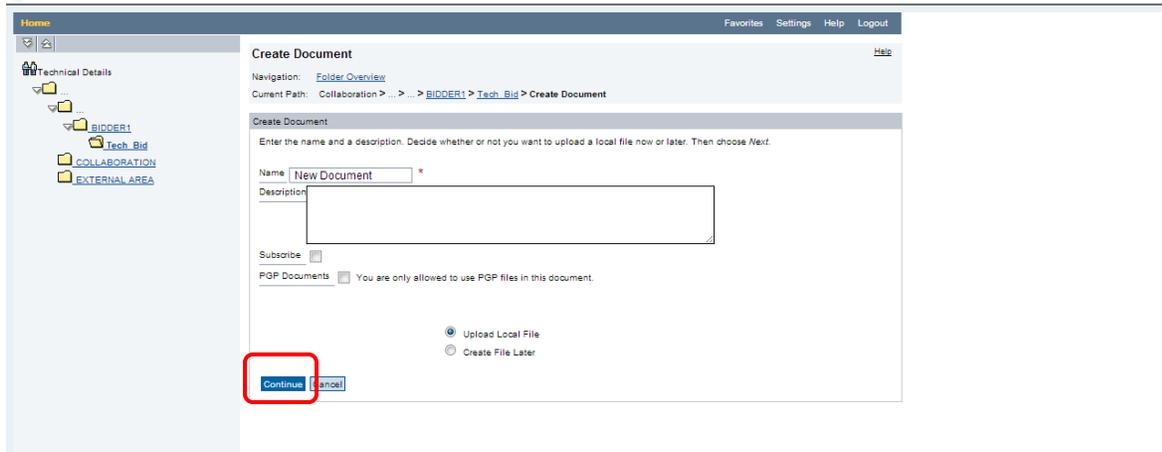
Click on "Choose File", select the file which needs to be uploaded and "Save"

Log out and close the pop- up window.

Click on "Submit" to submit the bid in RFx Screen.