

# RESPONDING TO RFQ EVENTS


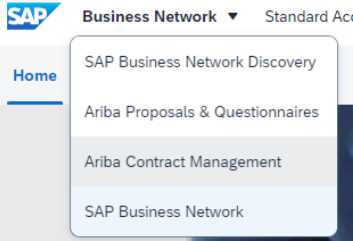
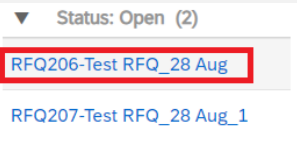
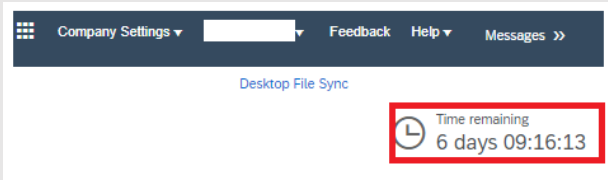
QUICK REFERENCE GUIDE



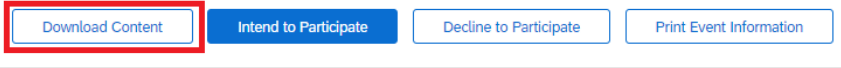

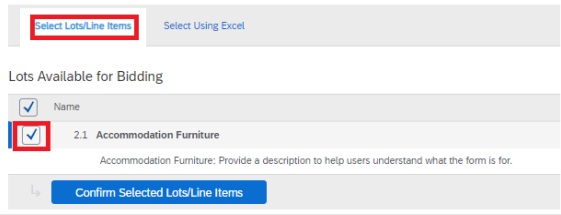
## Step by step

To action Request for Quotation (RFQ) event as a Supplier


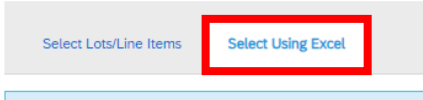
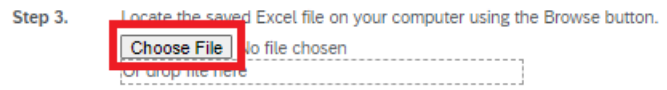
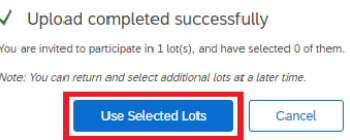
### Step Action

<b>1.</b>	<p>When you are invited to process an RFQ event, you will receive an invitation email</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>You intend to participate via an invitation email</td> <td>Go to <b>Step 2</b></td> </tr> <tr> <td>You intend to participate directly through portal</td> <td>Go to <b>Step 3</b></td> </tr> <tr> <td>You intend to decline the event via an invitation email</td> <td>Go to <b>Step 32</b></td> </tr> <tr> <td>You intend to decline the event directly through portal</td> <td>Go to <b>Step 33</b></td> </tr> </tbody> </table>	IF...	THEN	You intend to participate via an invitation email	Go to <b>Step 2</b>	You intend to participate directly through portal	Go to <b>Step 3</b>	You intend to decline the event via an invitation email	Go to <b>Step 32</b>	You intend to decline the event directly through portal	Go to <b>Step 33</b>
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You intend to decline the event directly through portal	Go to <b>Step 33</b>										
<b>2.</b>	<p>Click first link '<b>Click Here to access this event</b>' within an invitation email</p> 										
<b>3.</b>	<p>Log in to SAP Business Network (if not already logged in)</p>										
<b>4.</b>	<p>Click <b>Ariba proposals &amp; Questionnaires</b> under <b>Business Network</b></p>  <p><b>Note:</b> To return to home page click <b>SAP Business Network</b> from above option. Do not use back icon of browser</p>										
<b>5.</b>	<p>Expand <b>Status: Open</b> in the Events section and select relevant RFQ request to action</p>  <p><b>Note:</b> Do not use back icon on browser to return main page. See <b>Related Information</b></p>										
<b>6.</b>	<p>Review the detailed information about the request under <b>All Content</b> by scrolling the screen</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- <b>1 Terms</b> displays information from event owner</li> <li>- <b>2 Items</b> displays information to be completed by Supplier</li> <li>- <b>Event Overview and Timing Rules</b> displays the validity of event to participate</li> <li>- Top left corner displays the time remaining to participate in the event</li> </ul> 										
<b>Download Content</b>											
<b>7.</b>	<p>Click <b>Download Content</b> to export and review detailed information about the request in excel</p>										



**Step Action**

									
8.	<p>Open the downloaded excel file and go to <b>1 Terms</b> worksheet</p> <p><b>Note:</b> All the worksheets under the downloaded file are for viewing purpose. No action should be taken from here</p>								
9.	<p>In the Ariba portal, click <b>Done</b> to return to previous screen</p>								
10.	<p>There are two options for confirming your intention to participate</p> <table border="1"> <thead> <tr> <th>IF...</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>You intend to participate without using excel</td> <td>Go to <b>Step 11</b></td> </tr> <tr> <td>You intend to participate using excel file upload</td> <td>Go to <b>Step 17</b></td> </tr> </tbody> </table>	IF...	THEN	You intend to participate without using excel	Go to <b>Step 11</b>	You intend to participate using excel file upload	Go to <b>Step 17</b>		
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<p><b>Intend to Participate – System only</b></p>									
11.	<p>Click <b>Intend to Participate</b></p> 								
12.	<p>Select the preferred lots available under <b>Select Lots/Line Items</b></p> 								
13.	<p>Click <b>Confirm Selected Lots/Line Items</b></p>								
14.	<p>Complete the fields marked with asterisks (*) to be sent to the event owner. The remaining fields within this section are optional.</p> <ul style="list-style-type: none"> <li>- Enter <b>Price</b></li> <li>- Enter <b>Quantity</b></li> <li>- (Optional) Enter details such as: <b>Tax, Tax Description, Shipping Term, Shipping Cost, Comment</b></li> </ul> <p><b>Note:</b> Fields marked with red asterisks* are mandatory</p>								
15.	<table border="1"> <thead> <tr> <th>IF...</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>There is mandatory data missing....</td> <td>Review and complete before proceeding</td> </tr> <tr> <td>(Optional) All mandatory fields are completed, to save the changes</td> <td>Click <b>Save Draft</b></td> </tr> <tr> <td>All mandatory fields are completed and to send your details</td> <td>Click <b>Submit Entire Response</b>. Click <b>OK</b> to confirm</td> </tr> </tbody> </table> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- <b>Update Totals</b> add '£' sign to amount specified.</li> <li>- <b>Compose message</b> does not let you communicate with event owner. Use <b>Comment</b> in Step 14 to add any queries or <i>reply all to the system generated email received as RFQ invitation.</i></li> </ul>	IF...	THEN	There is mandatory data missing....	Review and complete before proceeding	(Optional) All mandatory fields are completed, to save the changes	Click <b>Save Draft</b>	All mandatory fields are completed and to send your details	Click <b>Submit Entire Response</b> . Click <b>OK</b> to confirm
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Step Action

Intend to Participate – Excel File Upload									
17.	<p>Click <b>Intend to Participate</b></p> 								
18.	<p>Click <b>Select Lots/Line Items</b> to confirm the lot(s) and tick the preferred checkboxes(s)  <b>Note:</b> Do not click on <b>Confirm Selected Lots/Line Items</b></p>								
19.	<p>Click <b>Select Using Excel</b></p> 								
20.	Click <b>Download Content</b>								
21.	Open downloaded file. For example, "RFQ197-Test Demo RFQ_9 Aug.xls"								
22.	<p>Complete at least the mandatory details in the textboxes to be sent to event owner. The remaining details are optional.</p> <ul style="list-style-type: none"> <li>- Enter <b>Price</b></li> <li>- Enter <b>Quantity</b></li> <li>- (Optional) Enter details such as: <b>Tax, Tax Description, Shipping Term, Shipping Cost, Comment</b></li> </ul> <p><b>Note:</b> Other worksheets mentioned in the file are for information purpose.</p>								
23.	<p>Save and upload the file to <b>Step 3</b>: <i>Locate the saved Excel file on your computer using the Browse button</i>- on current screen</p> 								
24.	Click <b>Upload</b> to import the contents of the Excel file to your quote								
25.	<p>Click <b>Use Selected Lots</b></p>  <p><b>Note:</b> The details entered in the uploaded excel will display on the screen. If you need to make any amendments, you can do so in the fields provided</p>								
26.	(Optional) Attach a supporting file under <b>2 Items Attach a file</b>								
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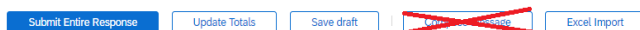
	Submitted response needs to be edited	Click <b>Revise Response</b> . Go to <b>Step 29</b>										
<b>Revise Response</b>												
29.	Click <b>OK</b> to revise and resubmit the response											
30.	Enter/change the details where required											
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<b>Decline to Participate</b>												
32.	Click the second link ' <b>Click Here</b> ' within an invitation email If you do not want to respond to this event, <a href="#">Click Here</a> .											
33.	Log in to the SAP Business Network and access the event 											
34.	Provide a reason for declining to participate in the free text box area on your screen											
35.	Click <b>Ok</b> <b>Note:</b> No Action required. Click <b>Go back</b> in top left corner to navigate to home screen to navigate to home screen 											
<b>END</b>												

**What now?**

- When you participate, the Event Owner receives a notification to action the quote submitted by you
  - o If awarded, you will receive a Purchase Order on your registered email address
- When you decline to participate, the Event Owner receives a notification that the event has been declined

**Related information**

- RFQ event invitation to participate will be sent to your registered email address if you are considered by the Event Owner
- To communicate with the event owner, reply to the event invitation email. Do not use **Compose Message option**



- Click **Go back** to return to home screen (wherever it is displayed) [Go back to government of Jersey - TEST Dashboard](#)