



RFX USER MANUAL - SUPPLIER

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Chapter 1: Introduction

An RFX is a sourcing event that enables buyers to determine the suppliers' capability to supply a product or a service, and the price at which they can supply it.

The term RFX can refer to any of the following:

- **Request for Information (RFI):** An RFI is sent to new or current suppliers to confirm their ability or willingness to fulfill the organization's requirements.
- **Request for Proposal (RFP):** An RFP is sent to suppliers who can fulfill the requirement. It asks for business proposals from the suppliers and may request additional information regarding the product or service, or the processes followed by the supplier.
- **Request for Quotation (RFQ):** An RFQ invites qualifying suppliers to bid for the requirement and provide price quotes.

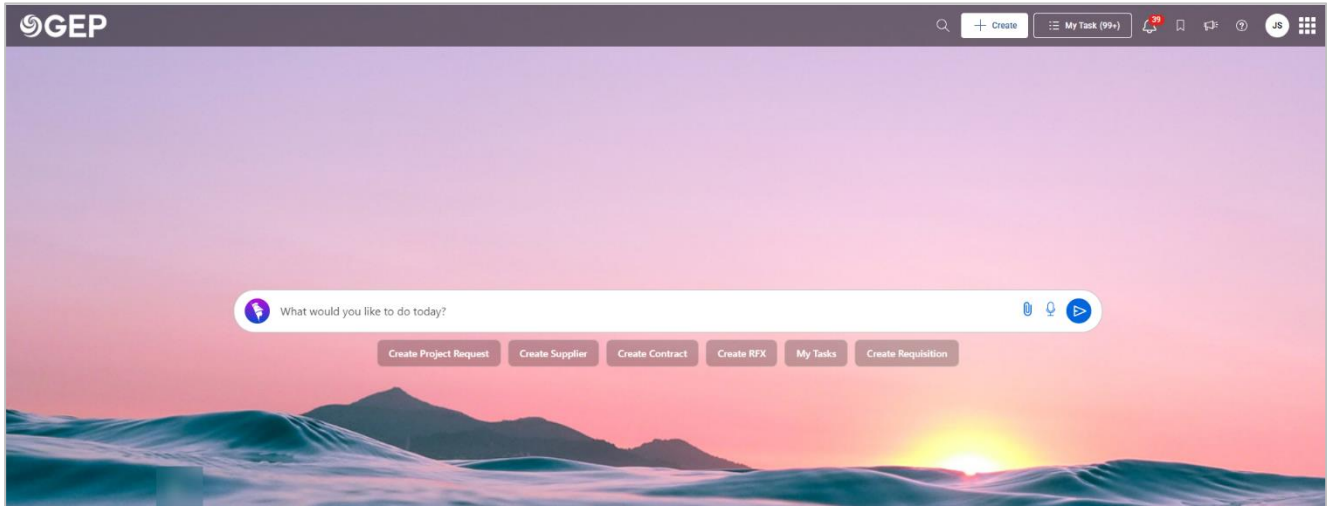
Chapter 2: Overview

On successful login, the **RFX Workbench** is displayed.

Event Name	Event Number	Event Type	Event Currency	Invited On	Status	Response Due Date	Created By	Author	Created
Automation Public RFX	RFX0009995	Request For Proposal	USD		New Public RFX	07/11/2024 7:29 PM	LeoSMB Buyer	LeoSMB Buyer	06/
Automation Public RFX	RFX0010458	Request For Proposal	USD		New Public RFX	07/27/2024 7:29 PM	LeoSMB Buyer	LeoSMB Buyer	07/
DNT - Electronics RF...	RFX0009173	Request For Proposal	USD	05/27/2024 11:42 AM	New	05/26/2024 7:31 PM	John Smith	John Smith	05/
IT Hardware RFP	RFX0010435	Request For Proposal	EUR		New Public RFX	07/22/2024 7:30 PM	John Smith1	John Smith1	07/
Test 7056 Public - 1	RFX0010362	Request For Quotation	USD		New Public RFX	07/14/2024 7:29 PM	John Smith1	John Smith1	07/

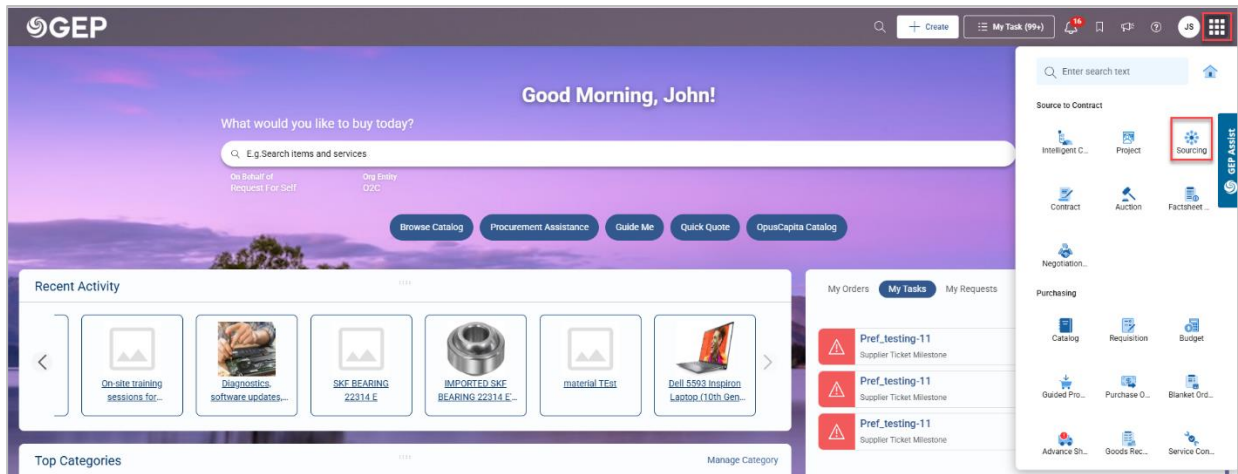
2.1 Understanding the Sourcing Landing Page

The Sourcing Workbench page displays the RFX events for which you are invited to take the necessary actions. On your successful login, the home page is displayed.



To view the Sourcing documents:

- 1) Click the bento box icon and select the **Sourcing** option.



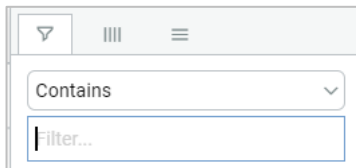
- 2) The Sourcing workbench page is displayed.

Event Name	Event Number	Event Type	Event Currency	Invited On	Status	Response Due Date	Created By	Author	Created On	Last Modified On
RFX0006290	RFX0006290	Request For Proposal	USD	06/09/2025 2:04 PM	New	07/18/2025 6:59 PM	Jane Doe	Jane Doe	01/30/2024 5:22 AM	06/09/2025 2:04 PM
RFX0003003	RFX0003003	Request For Information	USD		New Public RFX	08/17/2023 2:29 PM	Jane Doe	Jane Doe	08/08/2023 6:44 AM	06/09/2025 4:17 AM
RFX0019607	RFX0019607	Request For Quotation	USD		New Public RFX	06/06/2025 12:59 PM	GEP Admin	GEP Admin	06/05/2025 7:10 PM	06/06/2025 1:00 PM
DNT - RFX For Wood...	RFX0014817	Request For Proposal	USD		New Public RFX	01/03/2025 5:50 PM	leosmb	leosmb	01/07/2025 9:31 AM	06/04/2025 3:59 AM
FlipFromExistingCont...	RFX0013676	Request For Proposal	USD		New Public RFX	11/07/2024 4:58 PM	leosmb	leosmb	11/08/2024 1:04 AM	06/04/2025 2:33 AM

The Search box allows you to search for the desired event and perform the required action. The column headers allow you to manage attributes, access filters, and perform other actions.

To customize the table columns:

- 3) Click next to the column name. A pop-up opens.



- 4) To manage attributes, click and select or clear the column names. The columns are filtered based on the configuration.
- 5) To manage other actions, click and perform any of the following actions:
 - a) Pin the respective column.
 - b) Auto-size the respective column or all columns.
 - c) Reset all columns.

Chapter 3: Viewing the RFX Event

Once a Buyer organization has published a sourcing RFX event and invited a supplier, an invitation is sent to you. You can access the sourcing event by using the link provided in the email.

Alternatively, you can access a Sourcing RFX event from the **Task** or **Manage** section of the Workspace.

The following table describes the various RFX statuses:

Status	Description
New	Indicates that the event is not yet accepted.
On Hold	Indicates the event is on Hold
Guidelines Acknowledged	Indicates that you have accepted the event guidelines.
Response Submitted	Indicates that you have submitted your responses for the event.
Response Withdrawn	Indicates that you have withdrawn your last responses.
Participation Confirmed	Indicates that you have accepted the invitation to participate in the event.
Awarded	Indicates that the event is awarded to you.

3.1 Viewing an RFX

Whenever the buyer invites an event, you can view it as a task. My Tasks refers to the specific actions or tasks assigned to you in the RFX process. This task includes reviewing, evaluating, responding to RFX, etc. To view the pending tasks:

- 1) On the RFX workbench page, click **My Task**.

Event Name	Event Number	Event Type	Event Currency	Invited On	Status	Response Due Date	Created By	Author	Created On	Last Modified On
RFX0006290	RFX0006290	Request For Proposal	USD	06/09/2025 2:04 PM	New	07/18/2025 6:59 PM	Jane Doe	Jane Doe	01/30/2024 5:22 AM	06/09/2025 2:04 PM
RFX0003003	RFX0003003	Request For Information	USD		New Public RFX	08/17/2023 2:29 PM	Jane Doe	Jane Doe	08/08/2023 6:44 AM	06/09/2025 4:17 AM
RFX0019607	RFX0019607	Request For Quotation	USD		New Public RFX	06/06/2025 12:59 PM	GEP Admin	GEP Admin	06/05/2025 7:10 PM	06/06/2025 1:00 PM
DNT - RFX For Wood ...	RFX0014817	Request For Proposal	USD		New Public RFX	01/03/2025 5:50 PM	leosmb	leosmb	01/07/2025 9:31 AM	06/04/2025 3:59 AM
FlipFromExistingCont...	RFX0013676	Request For Proposal	USD		New Public RFX	11/07/2024 4:58 PM	leosmb	leosmb	11/08/2024 1:04 AM	06/04/2025 2:33 AM
Veer Event	RFX0019072	Request For Quotation	USD		New	06/02/2025 11:59 AM	John Smith1	John Smith1	05/15/2025 1:44 AM	06/02/2025 2:26 PM

- 2) **My Task** provides a structured and streamlined approach to task management by displaying all pending actions in a categorized task bucket.

Title	Bucket	Task Category	Task Created Date	Pending with me Since (Days)
RFX0006290	Action Pending	New RFX	06/09/2025 2:04:09 PM	0
Direct Onboarding Form	Action Pending	Form Response	04/16/2025 6:06:06 AM	55

This task will remain in **My Tasks** until the Supplier has submitted the response and certain other conditions are met.



Note

On first access to the RFX page, you can see the Guidelines Acceptance section at the top. Only this section is active initially, and you are required to read the guidelines and other documents and accept them to gain access to the remaining sections in the RFX event.

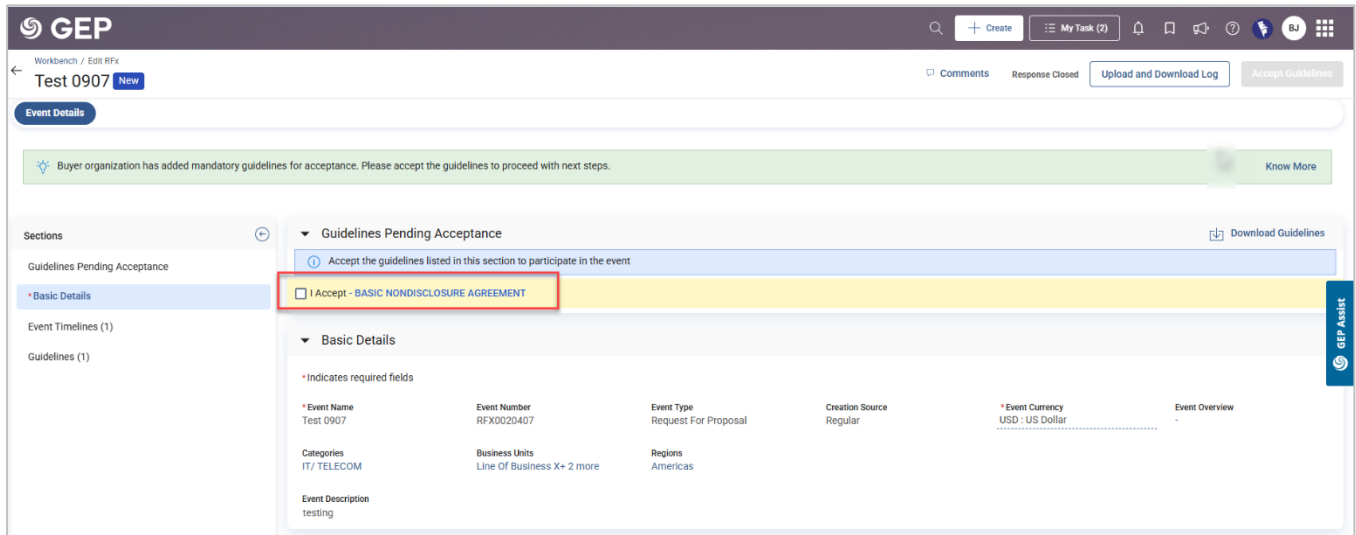
Chapter 4: Responding to an RFX

An RFX page has the following sections:

- [Accepting Guidelines](#)
- [Basic Details](#)
- [Event Timelines](#)
- [Buyer Contact Information](#)
- [Questionnaire](#)
- [Price sheet](#)
- [Team members](#)
- [Notes and Attachments](#)
- [Supplier Attachments](#)

4.1 Accepting the Guidelines

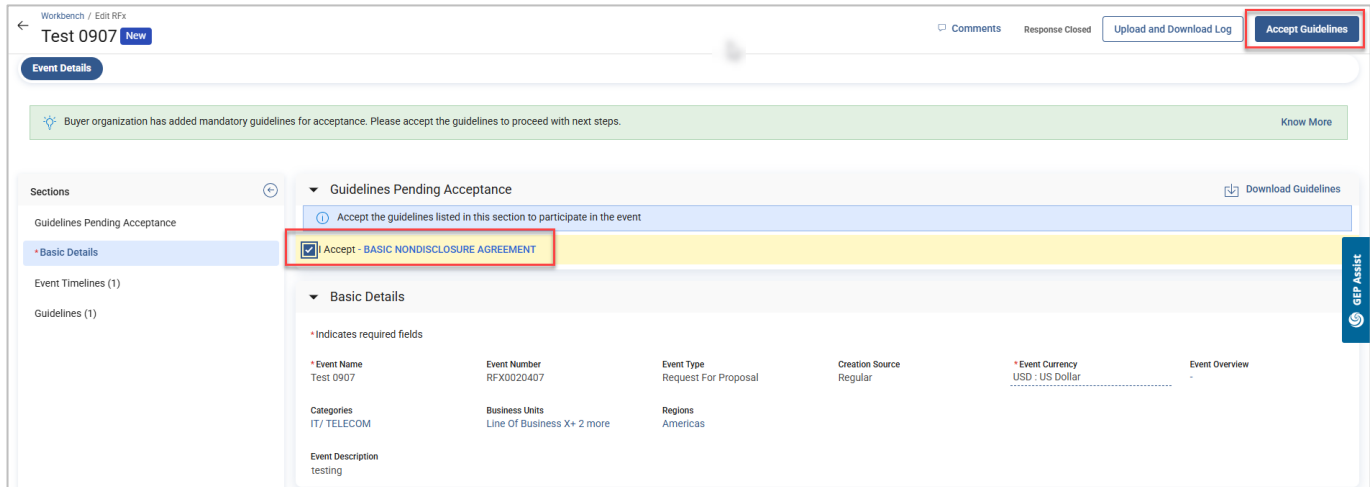
Once you click the link provided in the email notification or after you open the event from the Workspace home page, the RFX screen is displayed.



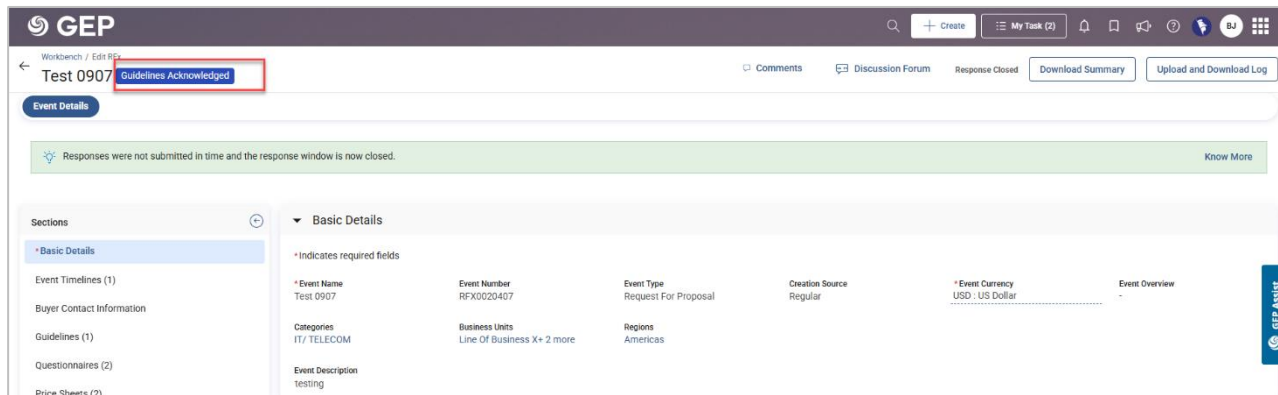
Based on the buyer's configuration, you can initially only see the Guideline with an acknowledgement section. After you accept the guidelines, you can access the rest of the RFX event.

To accept the Guidelines,

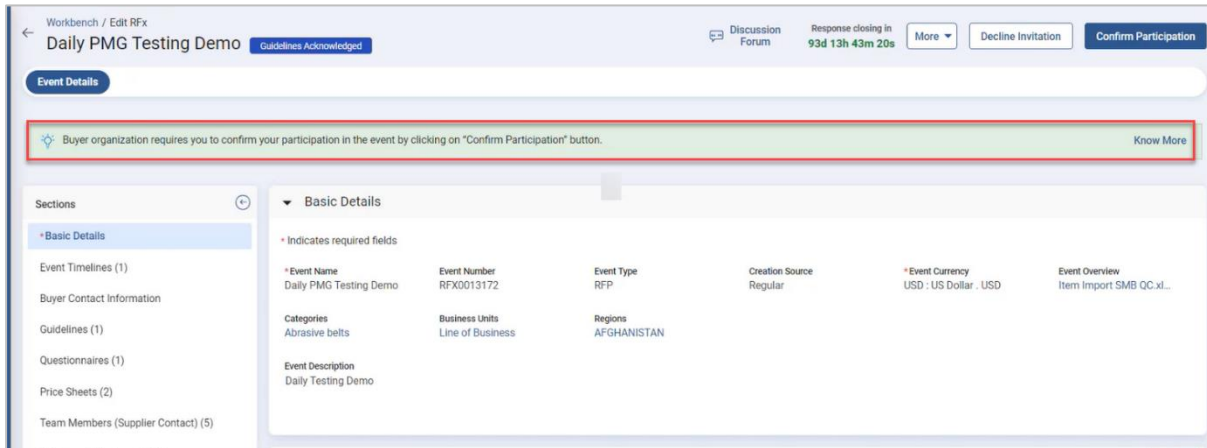
- 1) Click the **Guideline** link to read through the Guideline/NDA and then accept the Guideline.
- 2) Select the **I Accept Guideline** checkbox after accepting the guidelines.
- 3) Click **Accept Guidelines**.



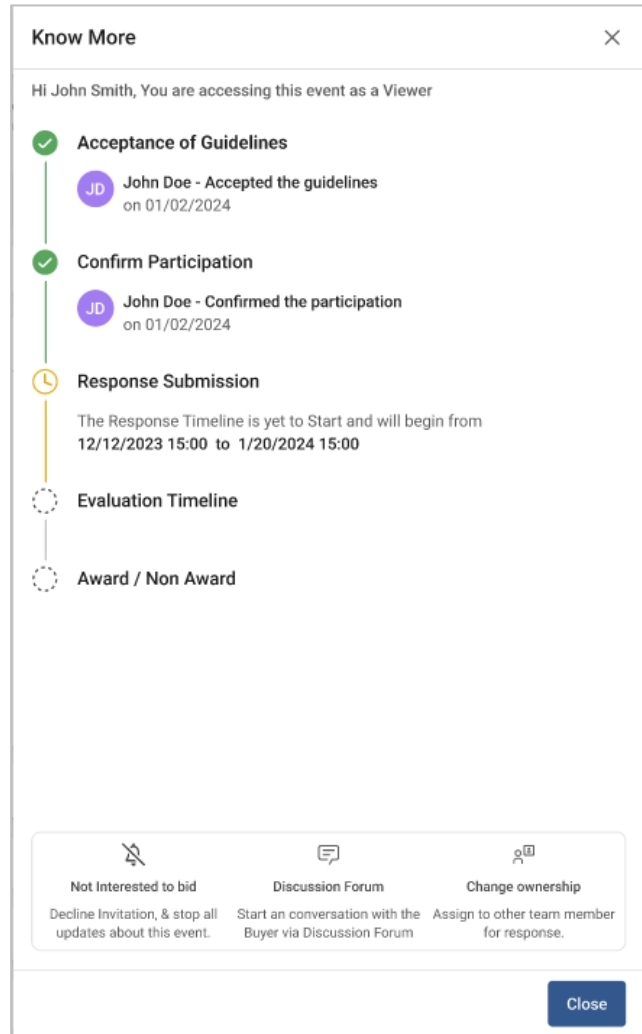
The status of the event changes to *Guidelines Acknowledged*.



- 4) A guidance band message is displayed. This helps you identify the next set of actions required, making it easier to understand the RFX document and submit the responses for an RFX event.

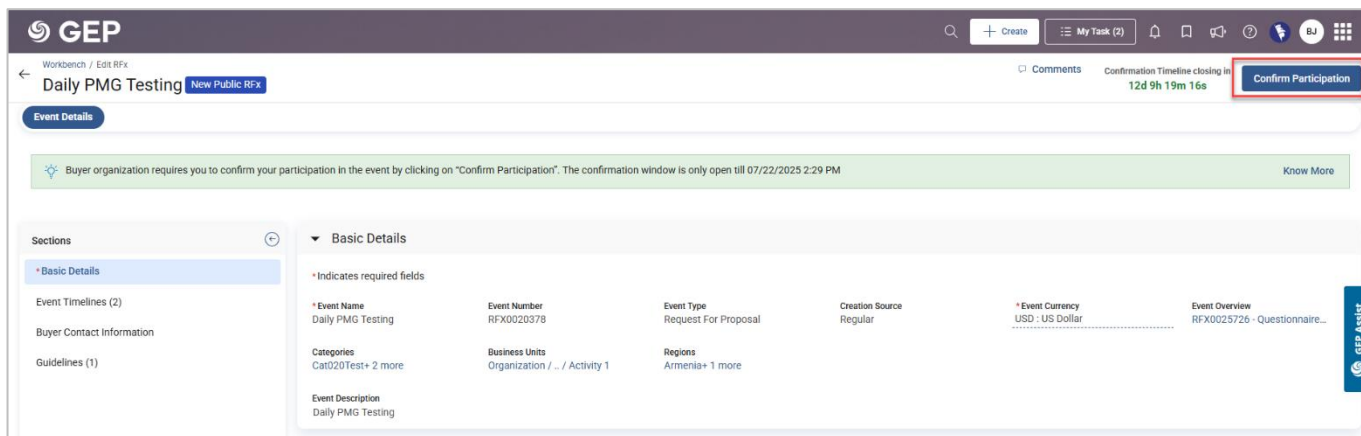


- 5) Additionally, clicking the **Know More** button opens a slider that displays a detailed stepper based on the event status.

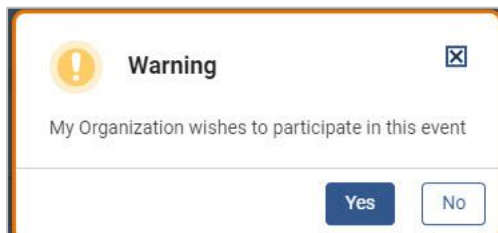


- 6) You can perform the following actions from the Footer.
- Clicking the **Discussion Forum** title opens the Discussion Forum.
 - Clicking **Not Interested to bid** opens a slider allowing you to decline the invitation to the event.
 - Clicking **Change ownership** opens Manage Contact, which the Supplier can also open from the Team Member Supplier Contact section.

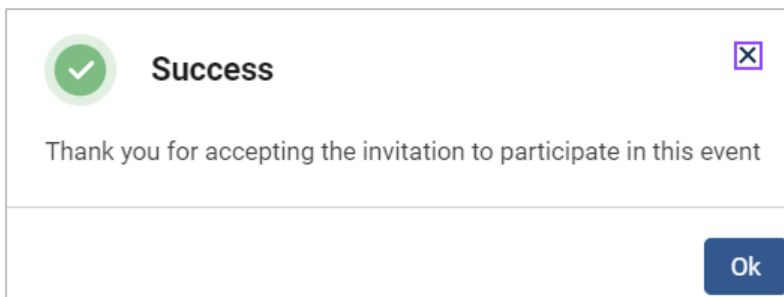
7) Click **Confirm Participation**.



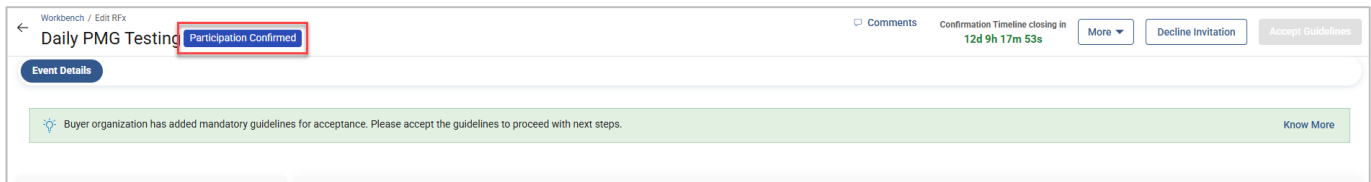
8) A popup is displayed. Click **Yes** to proceed.



9) A success message is displayed. Click **Ok** to proceed.



10) The status of the event changes to **Participation confirmed** and the rest of the sections become active.



4.2 Basic Details

The **Basic Details** section displays basic information about the RFX event, such as the Event Name, Number, Currency, Type, Description, Category, Business Unit, and **Region**.

Basic Details					
* Indicates required fields					
* Event Name RFX0006290	Event Number RFX0006290	Event Type Request For Proposal	Creation Source Regular	* Event Currency USD : US Dollar	Event Overview -
Categories MRO	Business Units APAC Business Unit 1+ 2 more	Regions Americas			
Event Description -					

You can only view this section as the fields are non-editable.

4.3 Event Timelines

The **Event Timelines** section displays the response timeline set by the buyer.

Event Timelines (1)		
Name	Start Date & Time	End Date & Time
Response Timeline	01/29/2024 7:00 PM	07/18/2025 6:59 PM

4.4 Buyer Contact Information

This section displays the Buyer Contact information of all the team members who are marked as Supplier Contacts.

Buyer Contact Information			
Name	Designation	Email Address	Contact Number
GEP Admin	Admin	mihaela.vasiu@gep.com	
GEP Admin	Admin	mihaela.vasiu@gep.com	

4.5 Guidelines

The Guidelines section displays the guidelines added by the buyer. You must follow these guidelines while responding to the RFX event.

Guidelines (1)		Search	Download
<input checked="" type="checkbox"/> Name	Guideline Type		
<input checked="" type="checkbox"/> Guide 2 New	Legal Policy		

Rows per page: 10

Page: 1 of 1

In this section, you can:

- Click the guideline name to view the details of the guideline.
- Select the desired guideline and click **Download** to view the guidelines. These are the same guidelines that appear in the **Guidelines Pending Acceptance** section.

The **Guidelines** section includes the guidelines provided by the buyer that you must follow when responding to an RFX.

Guidelines (1)		Search	Download
<input type="checkbox"/>	Name ↑↓	Guideline Type ↑↓	
<input type="checkbox"/>	G1	General Guidelines	

Rows per page 10 | Page 1 of 1

4.6 Questionnaire

The Questionnaire section enables you to answer questions added by the buyer. Your response to the questions may determine your score when the RFX is evaluated.

Questionnaires (2)							Search	Download
<input type="checkbox"/>	Name	Evaluation Type	Modified By	Last Modified On	Response Completion %			
<input type="checkbox"/>	Commercial Questionnaire	Commercial			0			
<input type="checkbox"/>	Technical Questionnaire	Technical			0			

- 1) To respond to the questions, under the **Questionnaire** section, select the applicable questionnaire.

The following Questionnaire page is displayed:

Workbench / RFX / Questionnaire

Go To: Commercial Questionnaire | 0% Response Completeness | Download

Questionnaire Name: Commercial Questionnaire | Evaluation Type: Commercial

Questionnaire Description:

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Section

1. Combination Matrix

Rows	D	E	F	G	H
A	<input type="radio"/>	<input type="checkbox"/>	Select Response	0	Enter text here
B	<input type="radio"/>	<input type="checkbox"/>	Select Response	0	Enter text here
C	<input type="radio"/>	<input type="checkbox"/>	Select Response	0	Enter text here

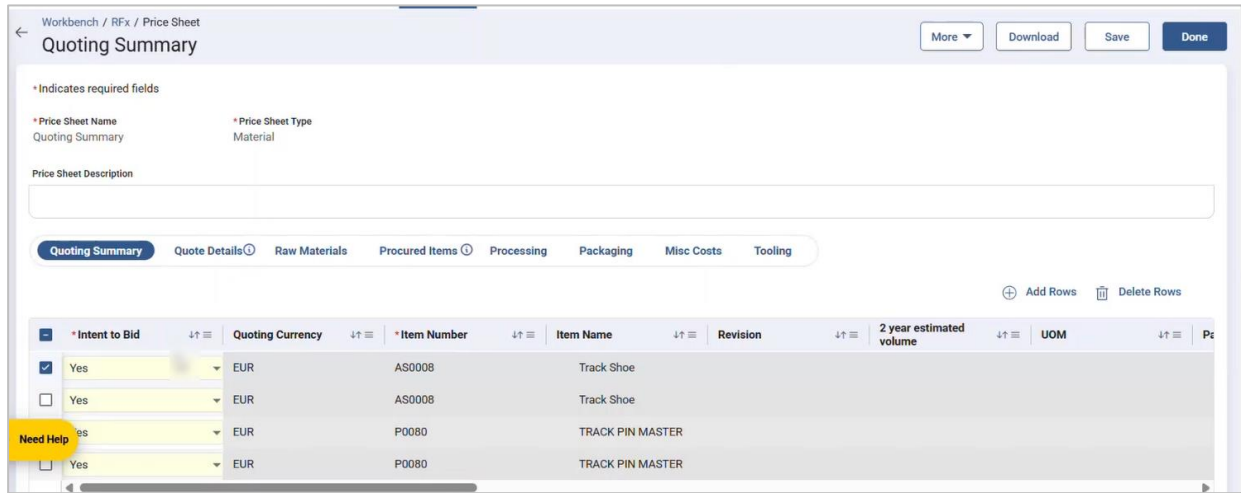
- 2) You can respond to any questions added by the buyer, in the space provided for each respective question.
- 3) The response type will vary Depending on the type of questions configured by the buyer. The **Response completeness** indicator indicates the completion status of the supplier's response in percentage.
- 4) Additionally, the **Go To** dropdown type column allows you to switch between the different questionnaires

4.7 Price Sheets

A price sheet includes a list of items specified by the buyer. As a Supplier, you can provide a quotation for the required items.

Price Sheets (8)						
Search [] Download []						
<input type="checkbox"/>	Name	Total Items	Last Modified By	Last Modified On		
<input type="checkbox"/>	Master Sheet	10				
<input type="checkbox"/>	Child Sheet	10				
<input type="checkbox"/>	Child Sheet01	10				
<input type="checkbox"/>	UploadFromExcel	7				
<input type="checkbox"/>	Custom Sheet	4				
<input type="checkbox"/>	MaterialPriceSheet	4				
<input type="checkbox"/>	Item Master Price Sheet	5				
<input type="checkbox"/>	BOM Price Sheet	5				

- 1) To view the price sheets, click the Price sheet name under the **Price Sheets** section.



- 2) The columns and rows in the price sheet are non-editable.
- 3) By default, the **Intent to Bid** field for each line item is set to **Yes**. This means you want to bid for the line item.
- 4) Enter your quotation/details in the Price per unit column.



- 5) In case you do not want to bid for the item, Under the Intent Bid column, select No, the Intent to Bid column, and comments.

<input type="checkbox"/>	*Intent to Bid	*Comments	Quoting Currency	*Item name	*Item number	*Volume
<input type="checkbox"/>	Yes		USD	Item 1	T46	200
<input type="checkbox"/>	Yes		USD	Item 2	T47	250
<input type="checkbox"/>	No	Comments	USD	Item 3	T48	300

6) The **Response Completion %** column displays the completion percentage of each Price Sheet.

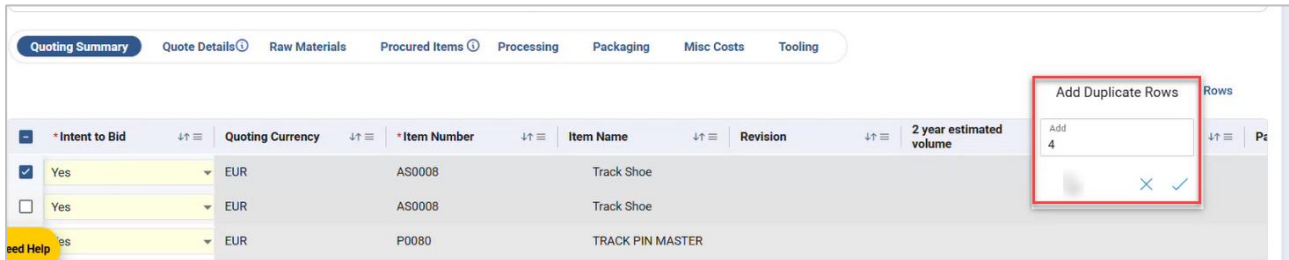
<input type="checkbox"/>	Name	Total Items	Last Modified By	Last Modified On	Response Completion %
<input type="checkbox"/>	Price sheet Service	3	SMB Supplier3	10/07/2024 2:23 PM	100

4.7.1 Add Duplicate Rows

- 1) Navigate to the RFX Price Sheet.
- 2) Select one or more rows that you want to duplicate.

<input type="checkbox"/>	*Intent to Bid	Quoting Currency	*Item Number	Item Name	Revision	2 year estimated volume	UOM
<input checked="" type="checkbox"/>	Yes	EUR	AS0008	Track Shoe			
<input type="checkbox"/>	Yes	EUR	AS0008	Track Shoe			
<input type="checkbox"/>	Yes	EUR	P0080	TRACK PIN MASTER			

- 3) Click **Add Rows**.
- 4) The **Add Duplicate Rows** Popup is displayed.



- 5) In the Add Duplicate Row popup, enter the number of duplicate rows to be created for each selected row.
- 6) Once you confirmed, the system creates the specified number of duplicate rows immediately below each original selected row.

4.7.2 Actions

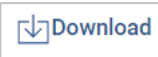
You can perform the following actions on the price sheet that is available on the top-right corner of the Price sheet:

Action	Description
Freeze/Unfreeze	Freeze/Unfreeze rows/columns.
Show/Hide columns	Filter the required data.

4.7.3 Downloading a Price Sheet

You can download a price sheet in MS Excel.

To download a Price sheet:

- 1) In the **Price Sheets** section, select the required price sheet and click the  icon on the top-right corner of the Price sheet.

Price Sheets (2) Search Download

Name	Total Items	Last Modified By	Last Modified On	Response Completion %
<input type="checkbox"/> Smartphone Price Sheet	2			100
<input checked="" type="checkbox"/> Laptop Priceshet	2	IBM Corp.	2025-10-31 8:24 AM	100

- A success message is displayed, indicating that the priceshet successfully downloaded. Click view Logs to view the price sheet.

✓
Success
✕

Your file has been downloaded successfully. You may re-download or view logs below

Close
View Logs
Re-Download

- The Upload and Download log page is displayed.

Workbench / RFX / Upload and Download Log

Upload and Download Log Search Refresh

Action	File Status	File Requested On	File Created On	Document Name	Error Log
Price Sheet Download	Complete	2026-02-16 2:58 AM	2026-02-16 2:58 AM	RFX0022785 - Priceshet.xlsx	-
Price Sheet Download	Complete	2026-02-16 2:52 AM	2026-02-16 2:52 AM	RFX0022785 - Priceshet.xlsx	-
Price Sheet Download	Complete	2026-02-16 2:51 AM	2026-02-16 2:51 AM	RFX0022785 - Priceshet.xlsx	-

- Click the Document Number under the **Document Name** column.
- The Price sheet is downloaded as an Excel file. You can then respond to the line items in the Excel file.



You cannot add, edit, or delete columns in the downloaded MS Excel Price Sheet.

Note

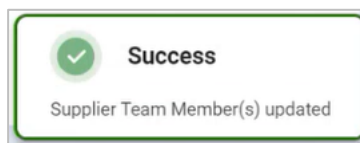
4.8 Team Members (Supplier Contact)

Team Members (Supplier Contact) (1)				Manage Contacts
Name	Viewer	Collaborator	Invitation Status	
Barney Jackson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited 06/09/2025 2:04 PM	

- 1) To assign user roles click **Manage Contacts**.
- 2) The **Edit Supplier** window is displayed.

Edit - New Era Ltd.								Search
Name	Status	Contact	User's Role	Updated By	Email Sent On	Actions		
Barney Jackson	Registered	aditya.nijap@gep.com	Primary Responder	Buyer	06/09/2025 2:04 PM			

- 3) Under the **User's Role** column, select the applicable role to the specific supplier and click **Done**.




- 4) A message is displayed as Supplier Team Member(s) updated successfully.

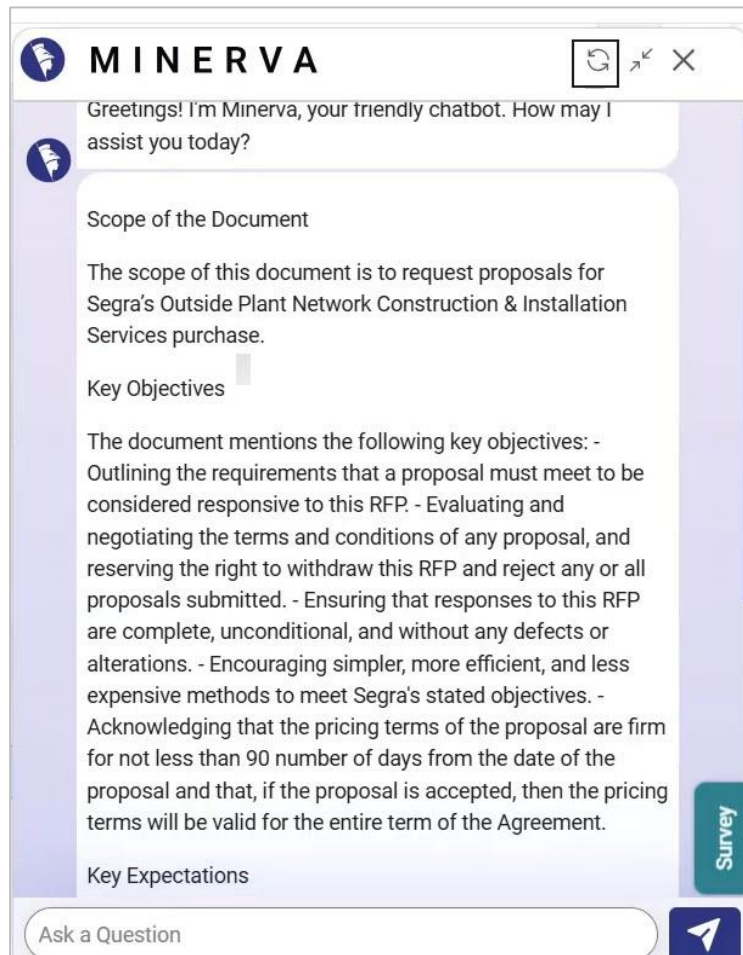
4.9 Notes and Attachments

- 1) The **Notes and Attachments** section displays all the attachments and support documents added by the buyer. The attachments added by the buyer are displayed under the **Attachments** tab.

Notes and Attachments (9)						
Attachments Notes						
Name	Classification Type	Size	Actions			
010043-Aug2024-Supplier Response Download (3) (3) (1).z	Material Terms Documentation	52.973 KB				
GEP_NEXXE_LOGO (42) (2).png	S&H, Shipping and Handling	68.826 KB				
RFX0012135 - Copy Scenario.xlsx	Pack, Packaging instructions	75.549 KB				
RFX0012135 - Supplier Award Allocation Summary.xlsx	QC, Quality Control	56.853 KB				
RFX0012135 - Manual Award Scenario.xlsx	S&P, Standards and Procedures	191.322 KB				

- 2) Additionally, a **Minerva icon** is available under the **Actions** column, against each buyer-added attachment.

- 3) Clicking the **AI Minerva**  icon, automatically opens the Minerva chatbot with the prompt/intent to Summarize the attachment for the respective attachment



- 4) The Minerva summarizes the respective attachment for the buyer's reference.

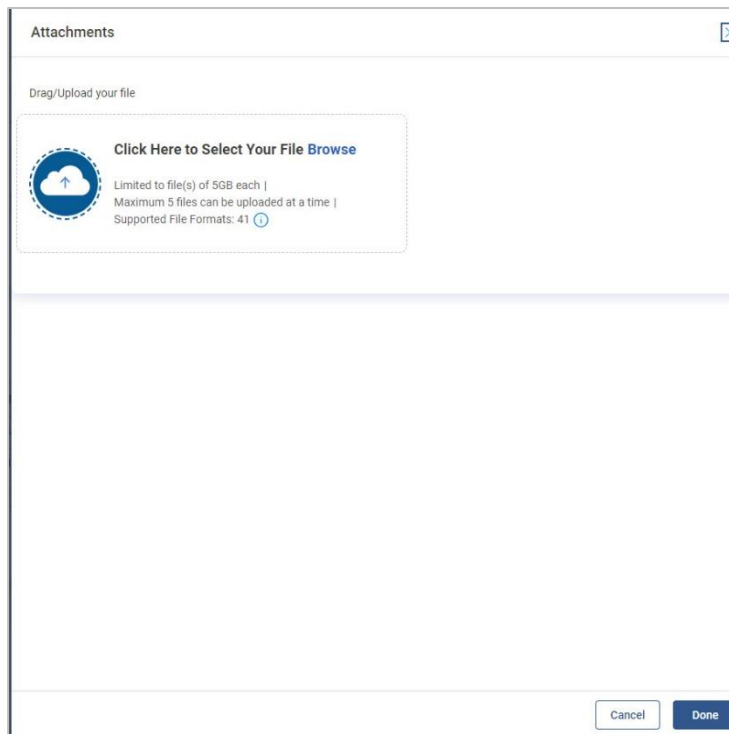
4.10 Supplier Attachments

The Supplier can also add its own attachments, which are displayed under this section.

- 1) To add attachments, click **Add**.

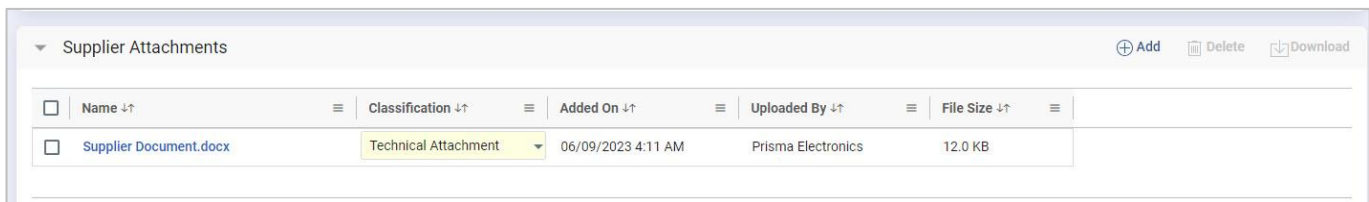



2) The **Attachments** slider window is displayed.






3) Click **Browse** to locate the file and click **Done**.

4) The attachment is added and displayed in the **Supplier Attachments** section.



5) Click  icon to add another attachment.

Supplier Attachments						 Add	 Delete	 Download
<input checked="" type="checkbox"/>	Name ↓↑	Classification ↓↑	Added On ↓↑	Uploaded By ↓↑	File Size ↓↑			
<input checked="" type="checkbox"/>	Supplier Document.docx	Technical Attachment	06/09/2023 4:11 AM	Prisma Electronics	12.0 KB			

6) select the required attachment and click **Delete** to delete an attachment.

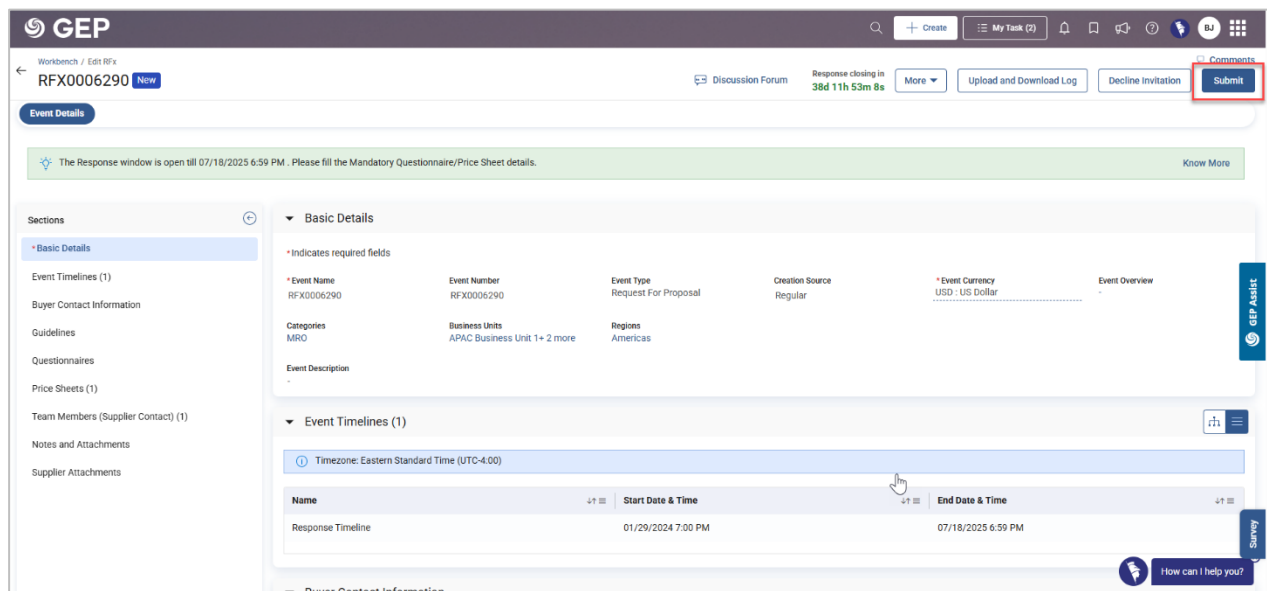
7) select the required attachment and click **Download** to download the attachment.

Chapter 5: Submitting Response

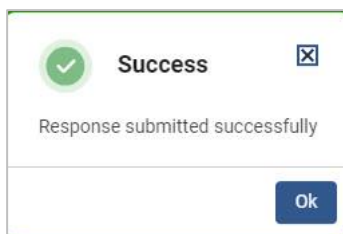
After viewing all the required details on the RFX and responding to the questionnaires and price sheets, as applicable, you can submit responses to the buyer.

To submit the responses:

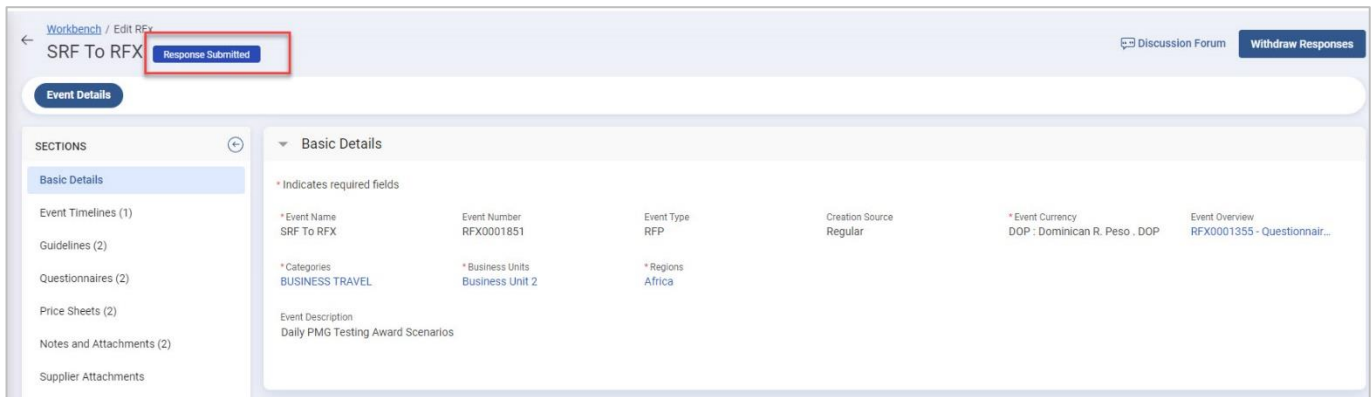
- 1) On the top right corner of the RFX page, click **Submit**.



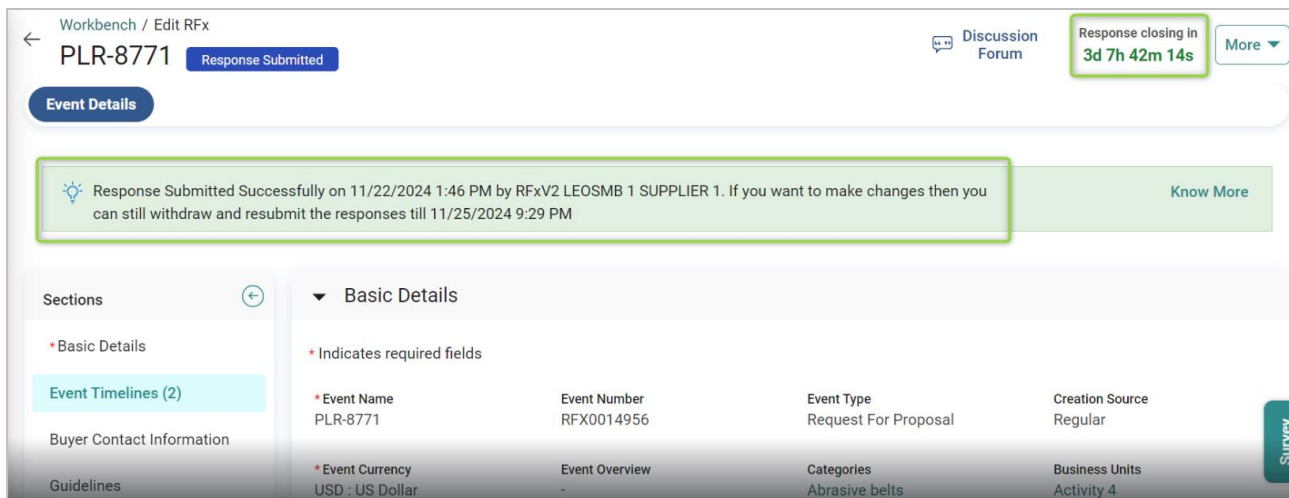
- 2) A success message is displayed indicating that the response is submitted successfully. Click **Ok** to proceed.



3) The status of the document changes to *Response Submitted*.



4) If the Suppliers have submitted the response and if the Response timeline is still ongoing, then the guidance message "Response Submitted Successfully on <ResponseSubmissionDate> by <SupplierContactName> . If you want to make changes, then you can still withdraw and resubmit the responses till <ResponseDueDate>" is displayed.

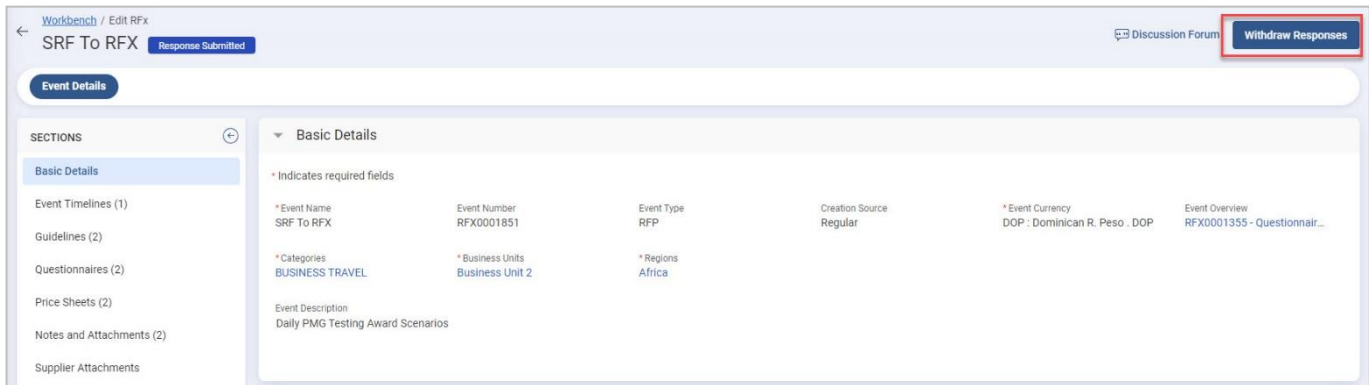


5) The **Response closing in** timer is displayed until the response timeline has ended. Once it has ended, it is hidden.

Chapter 6: Withdrawing Response

If you are unsure about your response and want to revise or correct it, you can withdraw it before the buyer accepts your RFX. You can withdraw the response only if you have submitted it. You can resubmit the revised responses until the response timeline is active.

- 1) To withdraw the response, click **Withdraw Responses**.



- 2) A Confirmation message is displayed. Click **Yes** to proceed.



- 3) The response is withdrawn successfully and the status of the RFX changes to *Response Withdrawn*. Modify it as per your requirement and submit it again.

Workbench / Edit RFx

SRF To RFx Response Withdrawn

Discussion Forum Response closing in 5d 19h 5m 45s Decline Invitation Submit

Event Details

SECTIONS

- Basic Details
- Event Timelines (1)
- Guidelines (2)
- Questionnaires (2)
- Price Sheets (2)
- Notes and Attachments (2)

Basic Details

* Indicates required fields

* Event Name SRF To RFx	Event Number RFx0001851	Event Type RFP	Creation Source Regular	* Event Currency DOP : Dominican R. Peso . DOP	Event Overview RFx0001355 - Questionnal...
* Categories BUSINESS TRAVEL	* Business Units Business Unit 2	* Regions Africa			

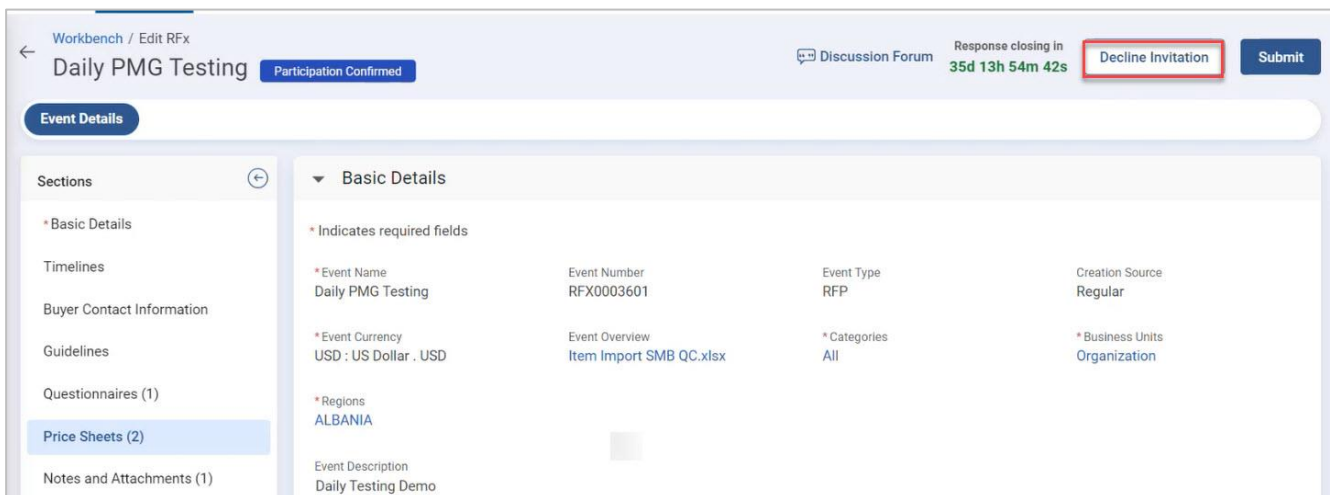
Event Description
Daily PMG Testing Award Scenarios

Chapter 7: Decline Invitation

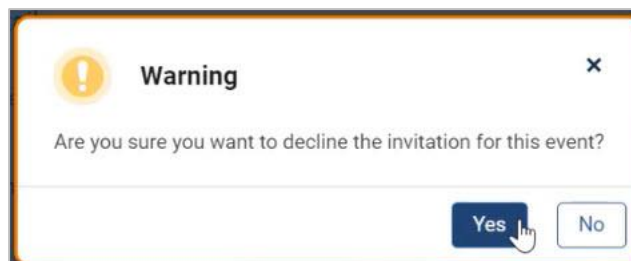
You can also decline the invitation of RFX.

To decline:

- 1) On the RFX page click **Decline Invitation**.



- 2) A confirmation message is displayed click **Yes** to proceed.



- 3) The **Decline Invitation** slider window is displayed.

- 4) Select the **Reasons** from the drop-down options for declining invitations.
- 5) Enter the comments for declining the invitation.
- 6) Click **Browse** to add any attachments if required.
- 7) Click **Done**.
- 8) A message is displayed as RFX Successfully Declined.

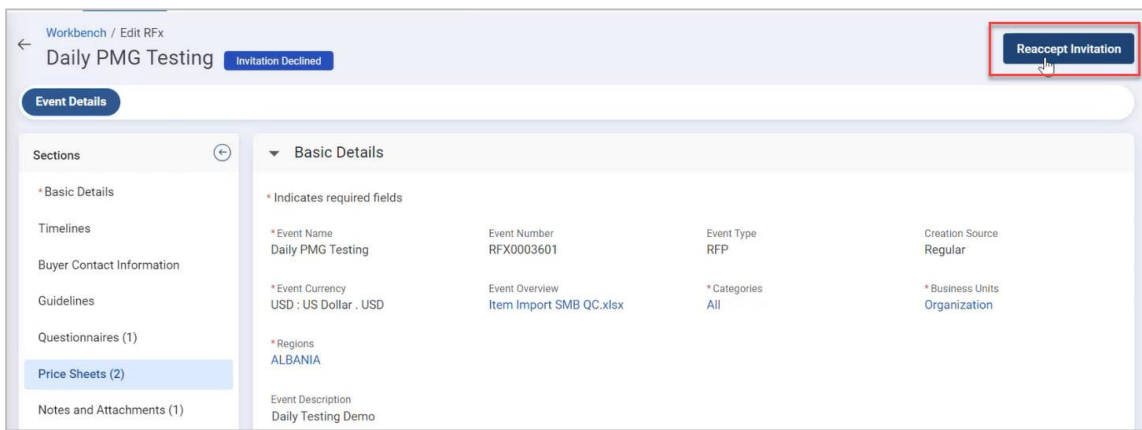


7.1 Reaccept Invitation

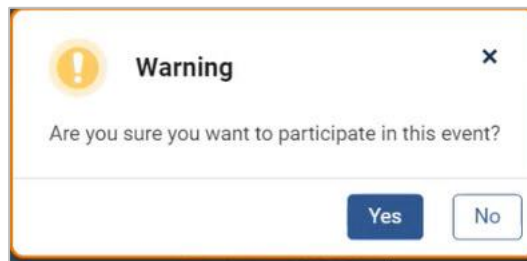
You can re-accept invitation which was declined earlier.

To Reaccept Invitation:

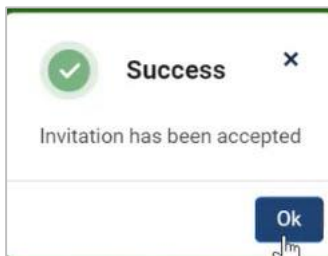
- 1) Open the RFX document which is *Invitation Declined* status.



- 2) Click **Reaccept Invitation**.
- 3) A confirmation message is displayed click **Yes** to proceed.

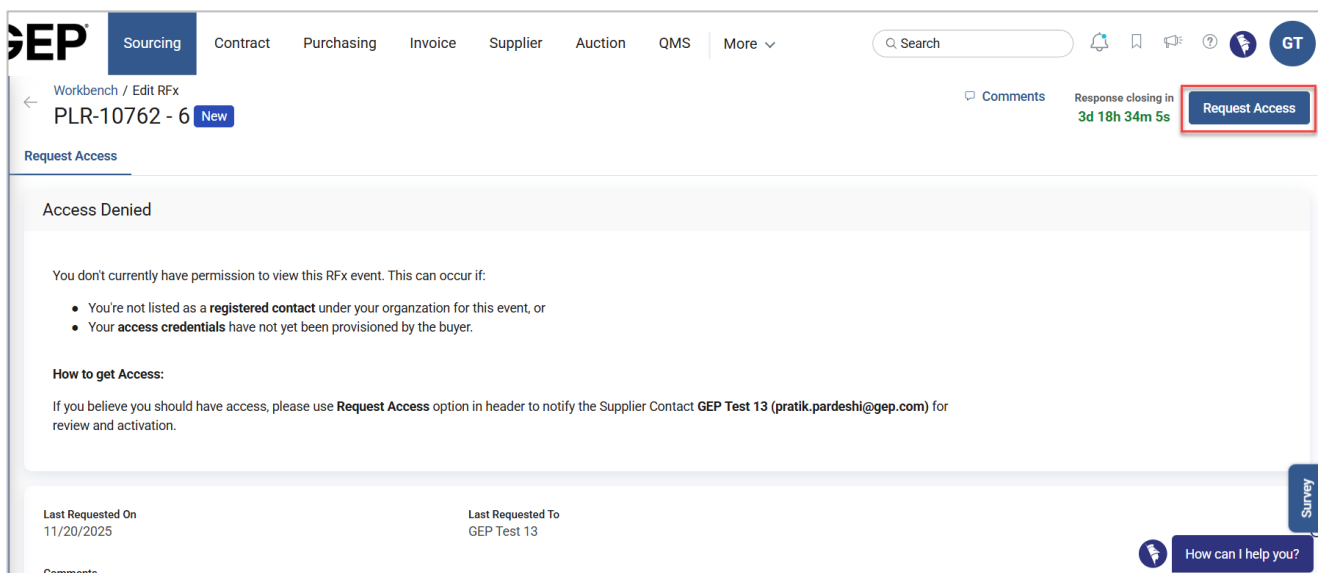


- 4) Success message is displayed has invitation has been accepted.



7.2 Access Denied Page

When a stakeholder attempts to access an forwarded event without permission, they are redirected to the new Access Denied page.

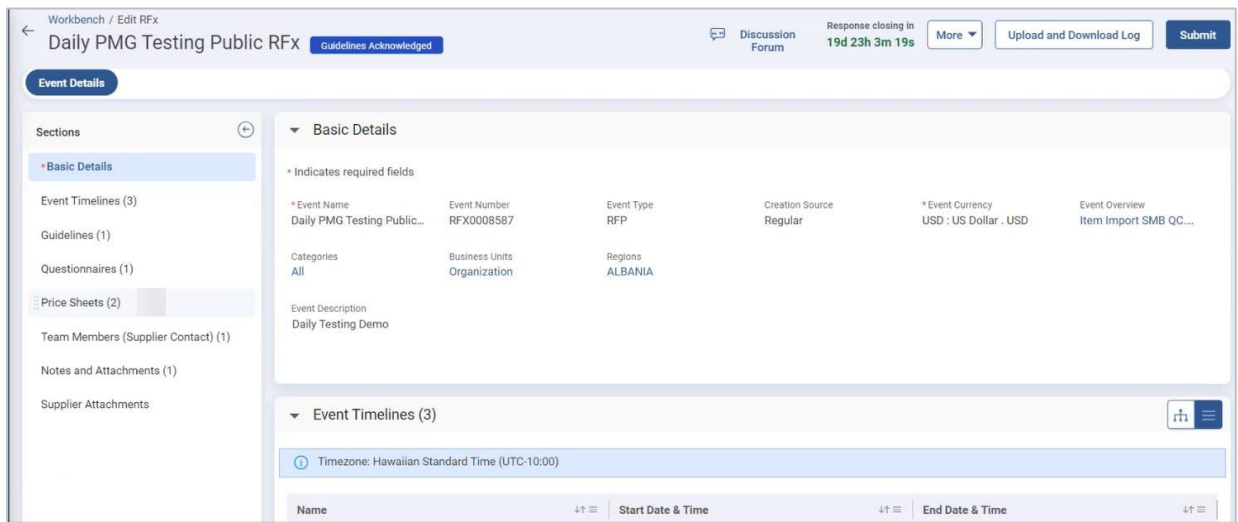


This page will have the provision to request access by clicking the **Request Access** button directly from the primary responder.

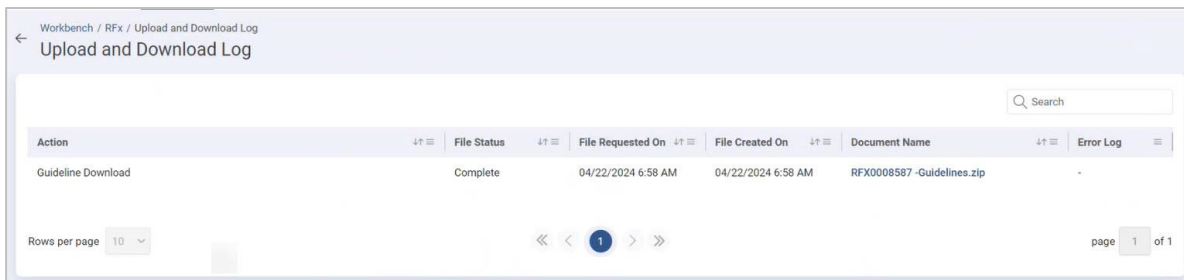
Chapter 8: Upload and Download Log

You can view upload and download logs in RFX.

- 1) On the top right corner of the RFX page, click **Upload and Download Log**.



- 2) The **Upload and Download Log** page is displayed.



- 3) Any upload or download activities performed by the Supplier are visible in these logs.

Workbench / RFX / Upload and Download Log

Upload and Download Log

Action	File Status	File Requested On	File Created On	Document Name	Error Log
Guideline Download	Complete	04/22/2024 6:58 AM	04/22/2024 6:58 AM	RFX0008587 -Guidelines.zip	-

Rows per page: 10

<<
<
1
>
>>

page 1 of 1

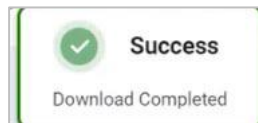
4) You can download the document by clicking on the document link under the document name column.

Workbench / RFX / Upload and Download Log

Upload and Download Log

Action	File Status	File Requested On	File Created On	Document Name	Error Log
Guideline Download	Complete	04/22/2024 6:58 AM	04/22/2024 6:58 AM	RFX0008587 -Guidelines.zip	-

5) A message is displayed as the document is successfully downloaded.

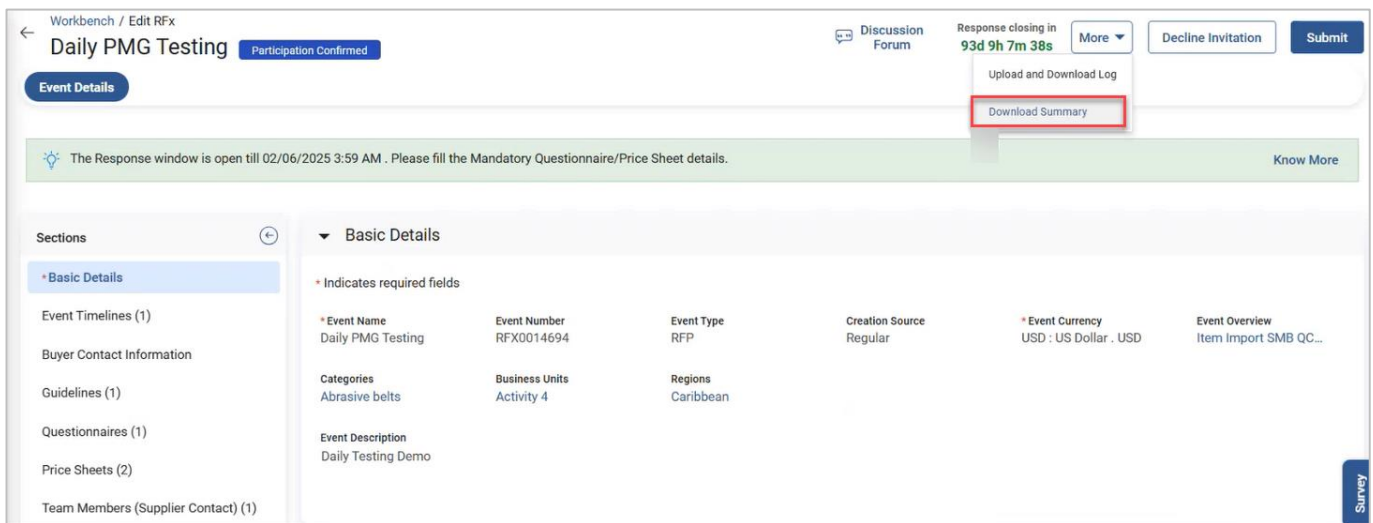


Chapter 9: Download Event Summary

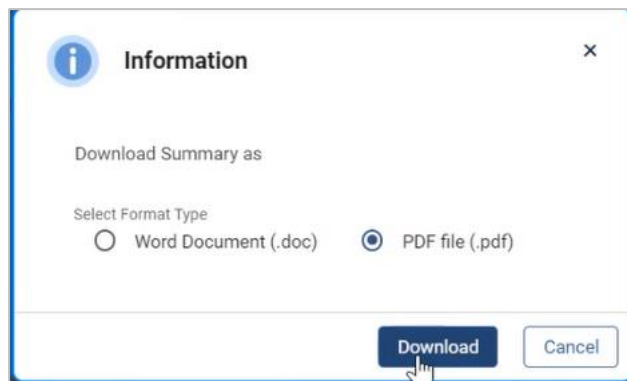
You can download event summary in word or pdf format.

To download event summary:

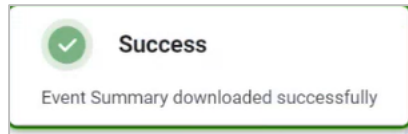
- 1) On the RFX document page, go to **More** and then click **Download Summary** option.



- 2) A popup is displayed. Select the applicable option and click Download.



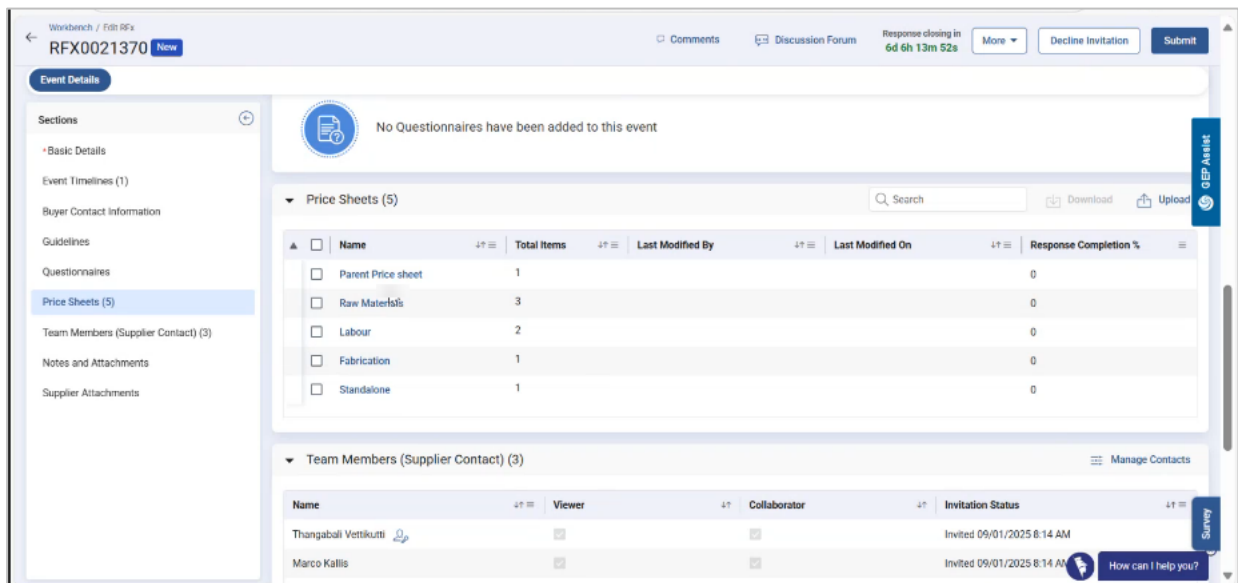
3) A message is displayed as the Event Summary downloaded successfully.



Chapter 10: Total Cost Break Down Quoting

As a Supplier, you can provide detailed cost breakdowns within linked price sheets, or submit simple quotes in standalone sheets.

- 1) Open the event and go to the Price Sheets section.



- 2) Review whether the buyer has:
 - a) A linked price sheet (where you can add detailed costs).
 - b) A standalone price sheet (where you enter direct quotes).



- 3) Enter Costs in a Linked Price Sheet.
 - a) Open the child sheet provided by the buyer (e.g., Raw Materials).
 - b) Add rows for your cost items (e.g., Additional Worker,)
 - c) Enter price per unit column.
 - d) **Save.**

Item Name	Item Number	Material Details	Additional Information	Volume	Unit	Price per unit	Total price
Car	162389	SN10291	5MM thickness	10,000	D2 : Reciprocal Second Per..	10.00	100,000.00
Car	162389	SN10291	2.5MM thickness	10,000	D2 : Reciprocal Second Per..	5.00	50,000.00
Car	162389	Leather		10,000	T1 : Outfit	5.00	50,000.00
Car	162389	Engine		100	EA : Each	1,900.00	190,000.00

- e) Your totals will roll up to the buyer's parent sheet.

*Intent to Bid	Quoting Currency	Item Name	Item Number	Volume	Unit	Price per unit	Total price
Yes	EUR	Car	162389	100	EA : Each	1,890.00	223,150,000.00

Chapter 11: Submit Alternate Bids

You can create alternate bids by duplicating an existing item from the price sheet. You can copy an item, modify only the required fields (e.g., price, capacity, marker details), and submit it as an alternate offer.

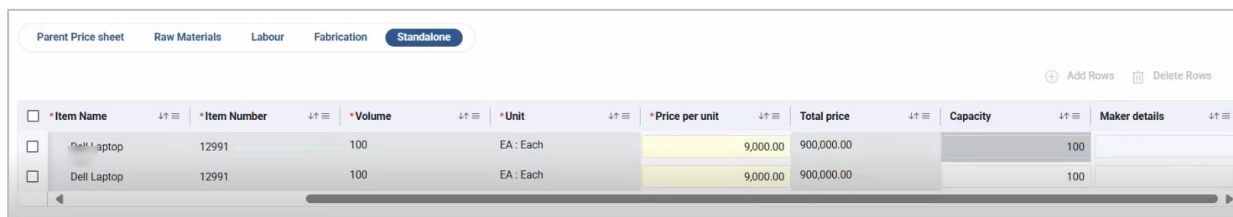
- 1) Navigate to the Price Sheet in the event.



- 2) Enter the **Price per unit** price and other details.
- 3) Duplicate an existing row or scenario to create an alternate bid by selecting the item you want to duplicate (e.g., Dell Laptop at \$9,000) and click **Add Rows**.



- 4) A new row is created with the same details.



- 5) Update the alternate bid details in duplicate rows:

- a) Change the price (e.g., \$8,700).
- b) Change the product type (e.g., MacBook at \$11,000).
- c) Adjust the Capacity if applicable.

em Name	*Item Number	*Volume	*Unit	*Price per unit	Total price	Capacity	Maker details
Dell Laptop	12991	100	EA : Each	9,000.00	900,000.00	100	
Dell Laptop	12991	100	EA : Each	8,700.00	870,000.00	100	Acer Laptop
Dell Laptop	12991	100	EA : Each	11,000.00	1,100,000.00	100	Macbook

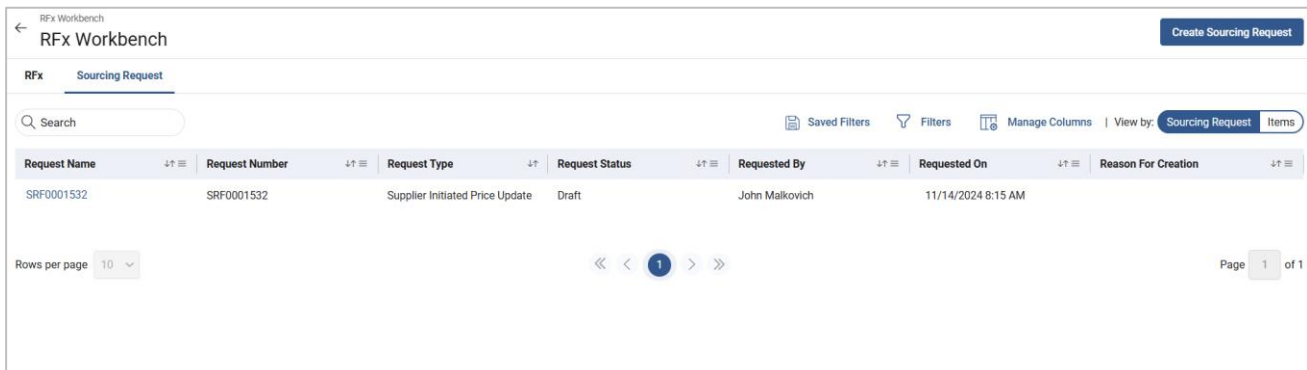
- 6) **Save** your response.
- 7) The buyer will see both options.

Chapter 12: Introducing Sourcing Request

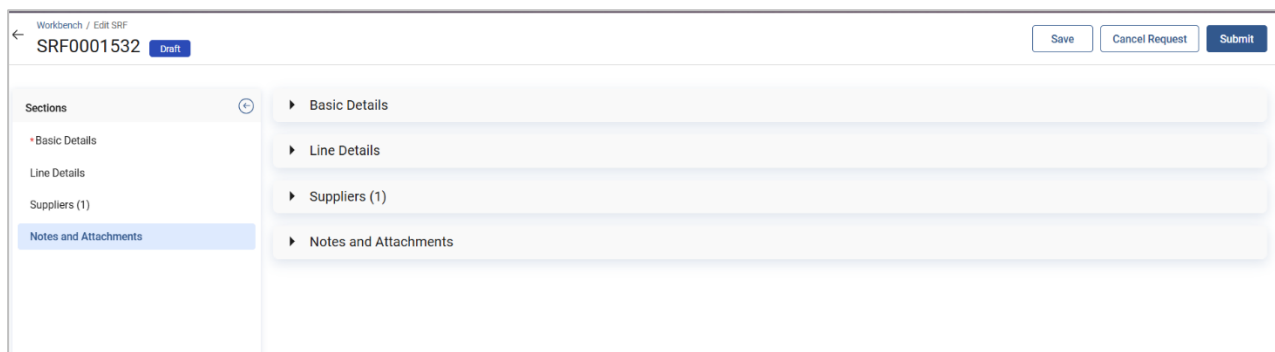
Introduced a new document type **Sourcing Request**, which is available as part of the Sourcing Workbench. The Sourcing Request document type can be used to initiate Sourcing Events (RFX). The users can preview the Sourcing Request documents from the Workspace and view all details. The details will get flipped to RFX.

12.1 Creating Sourcing Request

- 1) To create a Sourcing request from blank, on the **Sourcing Request** tab, click **Create Sourcing Request**.



- 2) The **Sourcing Request** details page is displayed.



12.1.1 Basic Details

The **Basic Details** section lets you capture basic information such as the Request Name, Event Currency, Reason For Creation, and Description for the Sourcing request document.

▼ Basic Details

* Indicates required fields

* Request Name SRF0001532	Request Number SRF0001532	* Event Currency USD : US Dollar	* Reason For Creation New SRF
------------------------------	------------------------------	-------------------------------------	----------------------------------

Request New Supplier

Creation Source Manual	Created By John Malkovich(Supplier)	Requested By -
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Request Description

Creating New Sourcing Request Form

12.1.2 Line Details

The Line Details section allows you to add line items for the Sourcing Request document.

▼ Line Details

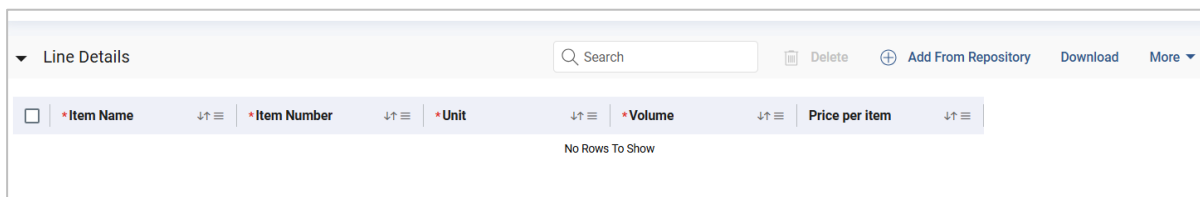
Delete
Add From Repository
Download
More ▼

<input type="checkbox"/>	* Item Name	* Item Number	* Volume	* Unit	Price per item
<input type="checkbox"/>	Transmission	bik007			
<input type="checkbox"/>	Wheel	bik019			

12.1.2.1 Download

The **Download** option allows you to download the existing line items in an excel sheet.

- 1) Navigate to the **Download** button located on the Line Details sections.



- 2) By clicking the **Download** button, an Excel sheet is downloaded, which is buyer-specific.
- 3) You can edit the Excel sheet to add, update, or delete the Supplier-specific columns and then upload the file back into the application using the **Upload** option.

12.1.2.2 Upload

The **Upload** option allows you to upload multiple line items in bulk from the downloaded Excel file.

To Upload line items:

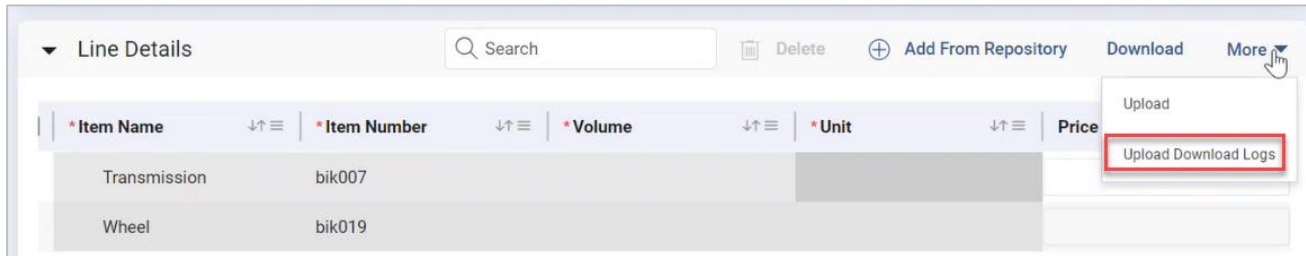
- 1) Go to **More** and then click Upload. The Attachments popup opens.
- 2) Click **Browse** to locate and select the file. The upload progress appears.
- 3) Once the upload is completed, click **Done**. The new line items appear in the section.

12.1.2.3 Upload and Download Logs

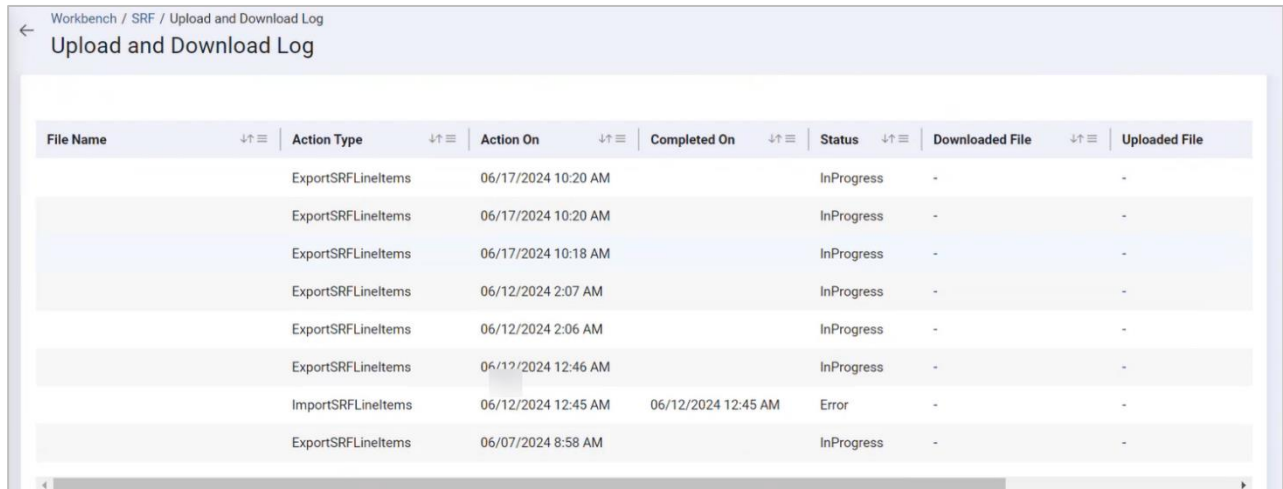
This option allows you to view the upload and download activities in the log.

To view the logs:

- 1) Go to **More** and then click Upload and Download Log.

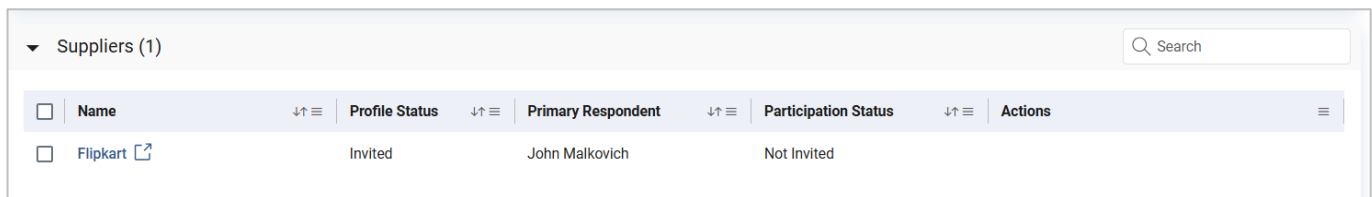


2) The **Upload and Download Log** page is displayed.



12.1.3 Suppliers

This section lets you capture basic Supplier information, such as the Name, Profile Status, Primary Respondent, and other details, in the Sourcing request document.



12.1.4 Notes and Attachments

This section allows you to add soft copies and additional documents for Sourcing Requests. You can also add Notes in the Sourcing Request document.

Notes and Attachments (1) [Add](#) [Delete](#)

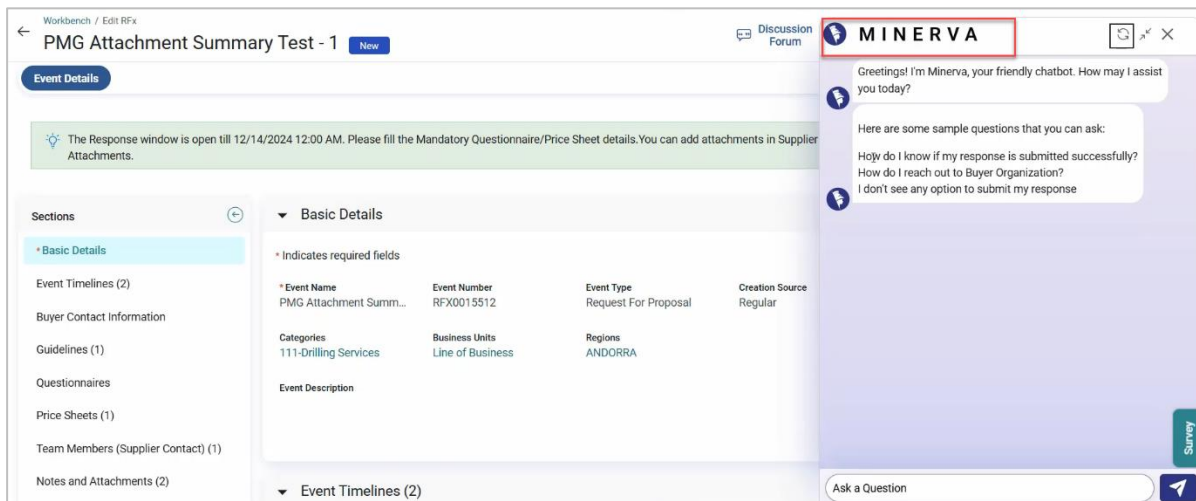
Attachments

<input type="checkbox"/>	Name	Classification Type	Size
<input type="checkbox"/>	GetAllContactsByPersonas.docx	Supporting Documentation	63.529 KB

Chapter 13: Minerva Chatbot

Suppliers can open the Minerva chatbot while participating in an RFX event. You can ask queries related to the event.

- 1) When the Supplier user opens the Minerva chatbot, display the following as the initial prompt suggestions along with the standard greeting as follows:



- 2) You can ask queries related to the Event Details, Event Buyer Attachments, and general Frequently Asked Questions, and the Minerva chatbot provides you with helpful response prompts.