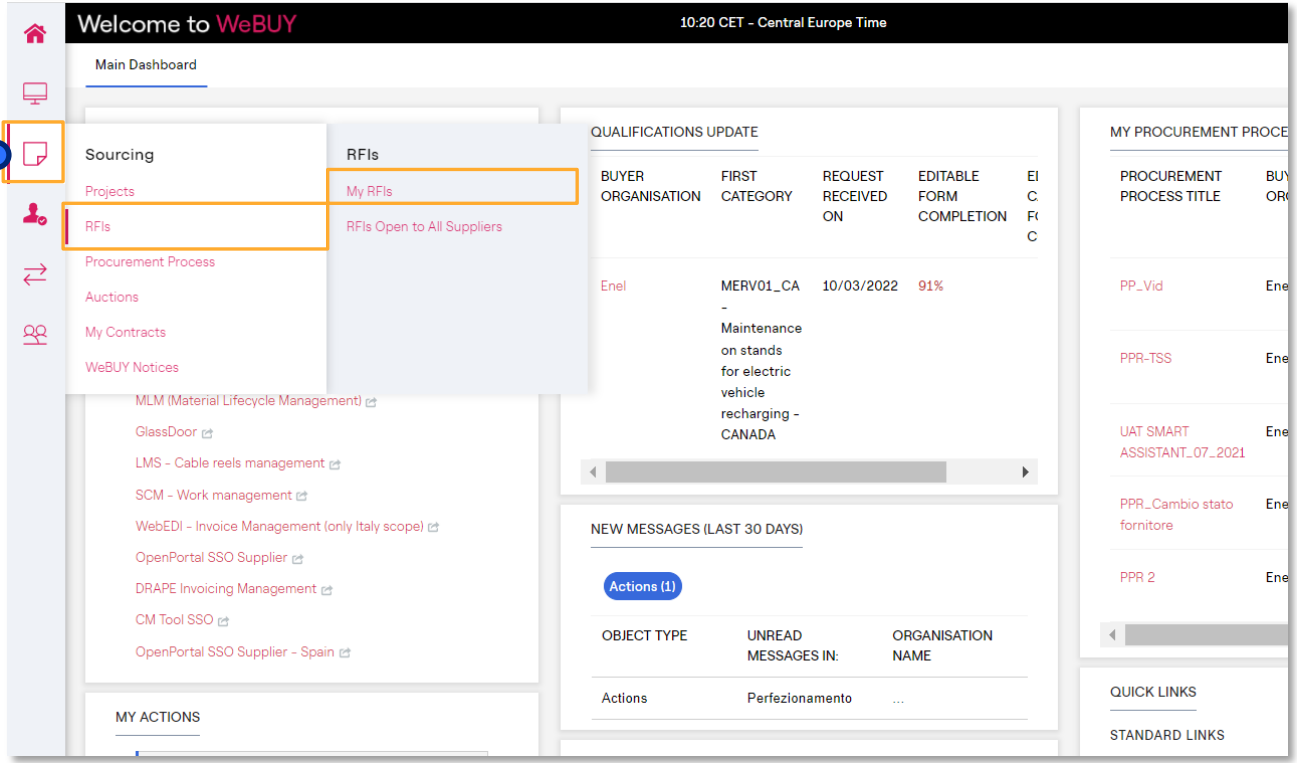
RFI - Supplier Response

How to configure the RFI response



1 On the dashboard click on «Sourcing > RFIs > My RFIs» to view all the RFIs and click on the RFI of interest.

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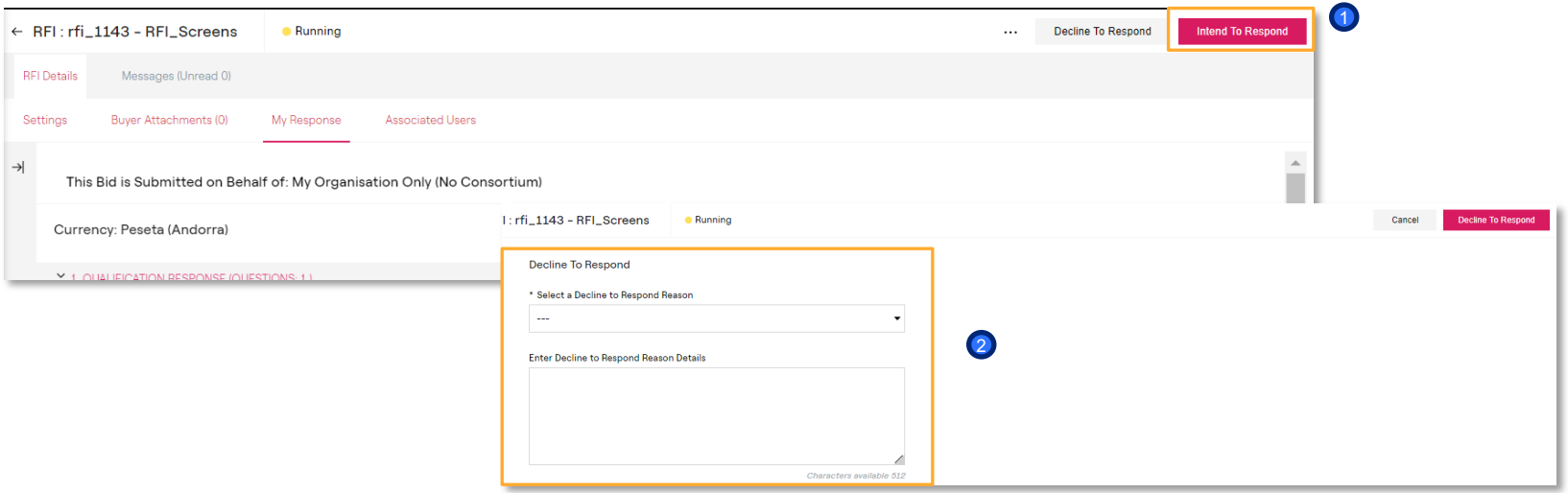
1. Inside the RFI it is possible to view its details. To configure your answer, click on “Intend to Respond" or on “Decline to Respond" if you want to refuse the RFI invitation
2. Clicking on “Decline” it will be necessary to insert a motivation, and eventually a comment.



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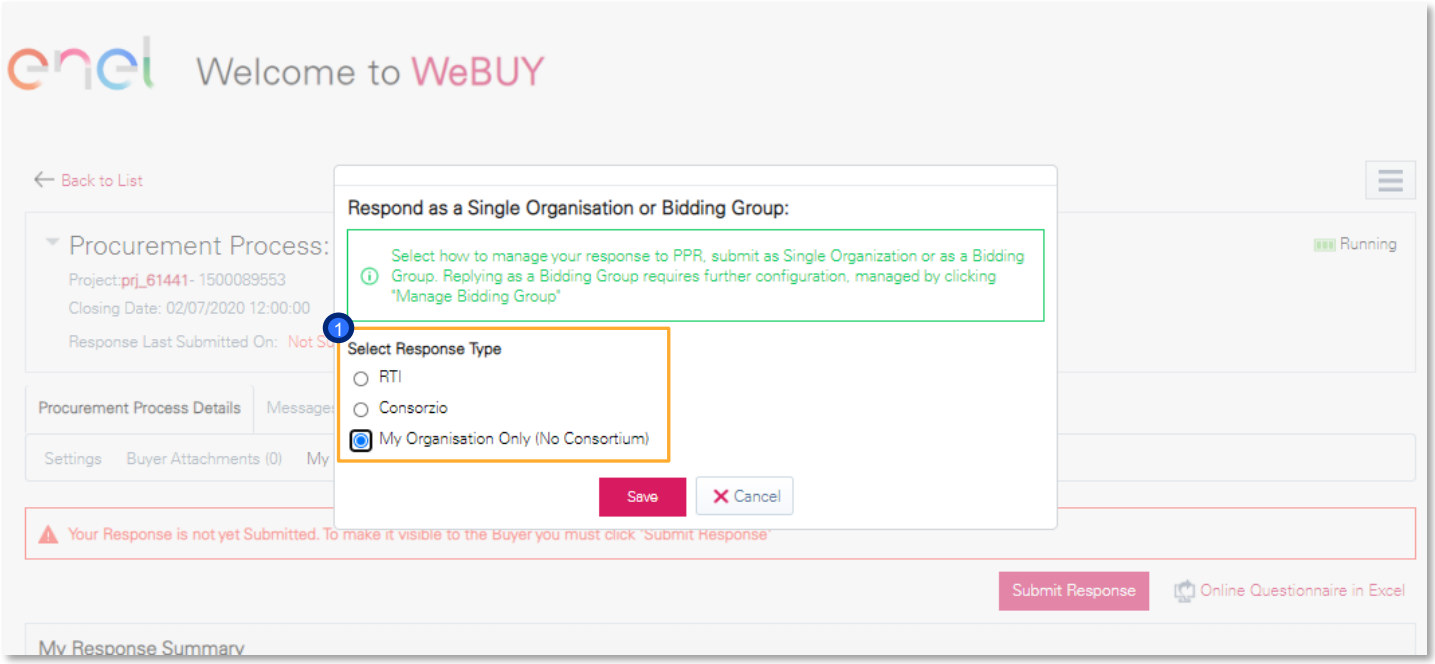

1. When the supplier is going to present an offer to the RFI to which he has been invited, he will have to decided how to answer the PPR. The options are:
   Present an offer as a Temporary Group, in this case the supplier will be able to define the participants of the Temporary Group, as a consortium, in this case the supplier will be able to manage the participants in the consortium, or as a Single Company

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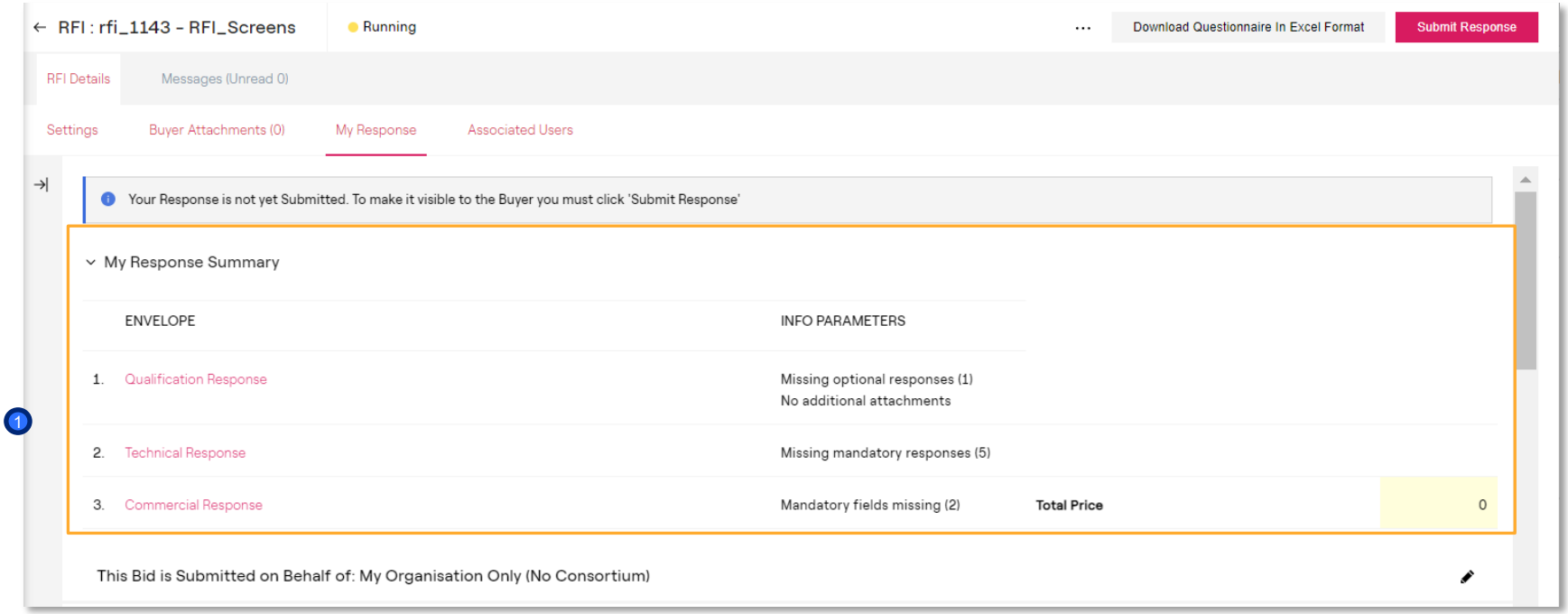
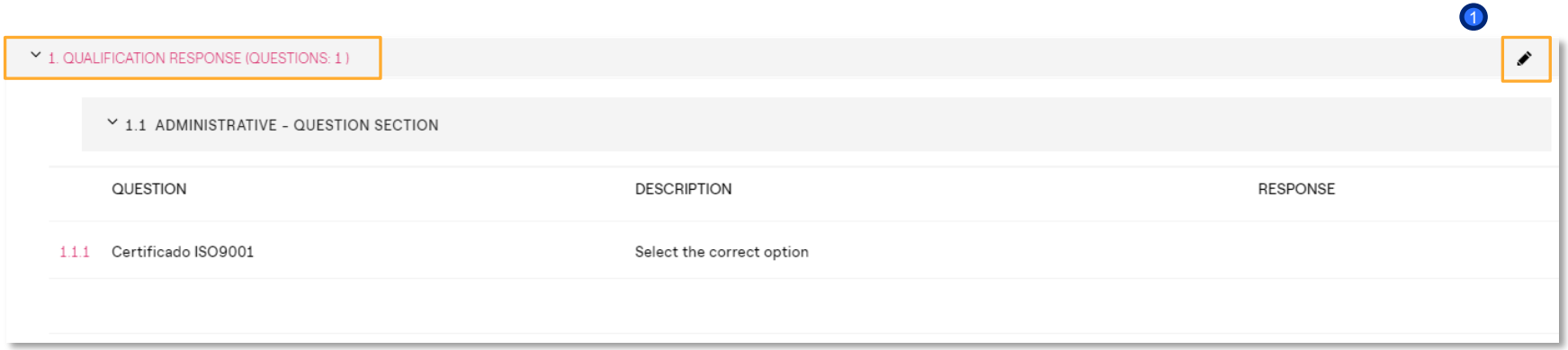
1. In the "Response summary" section there is a list of the missing answers



RFI - Supplier Response

How to configure the RFI response

1. Click on “Edit response“ to configure your response within each envelope (administrative, technical, economic)

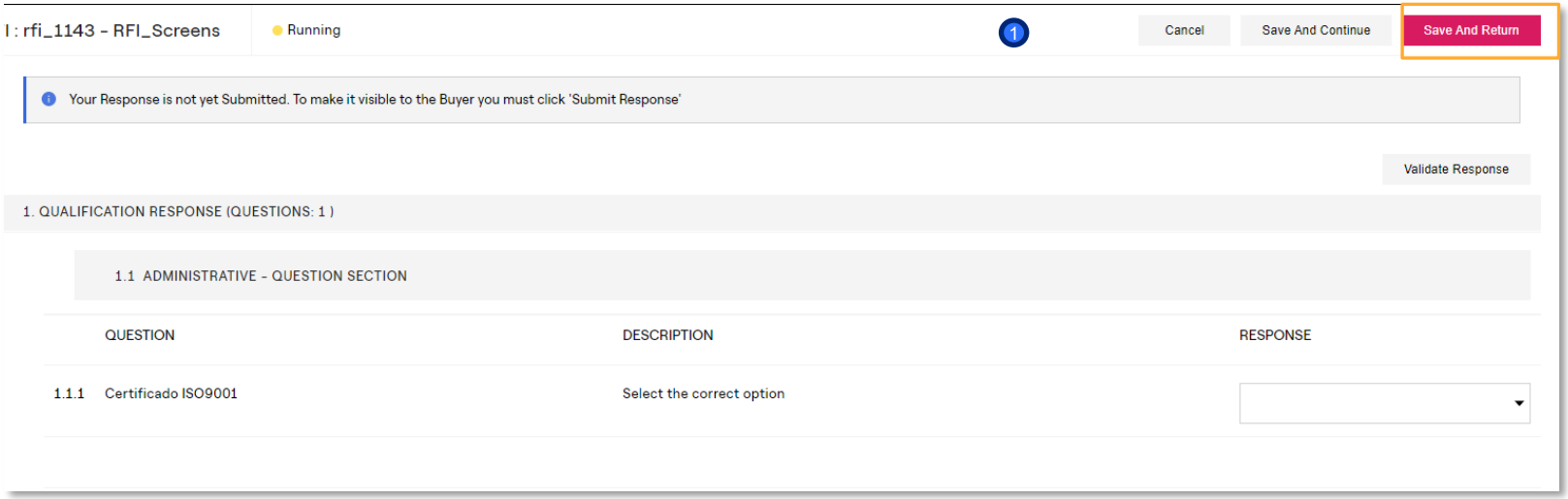


RFI - Supplier Response

How to configure the RFI response

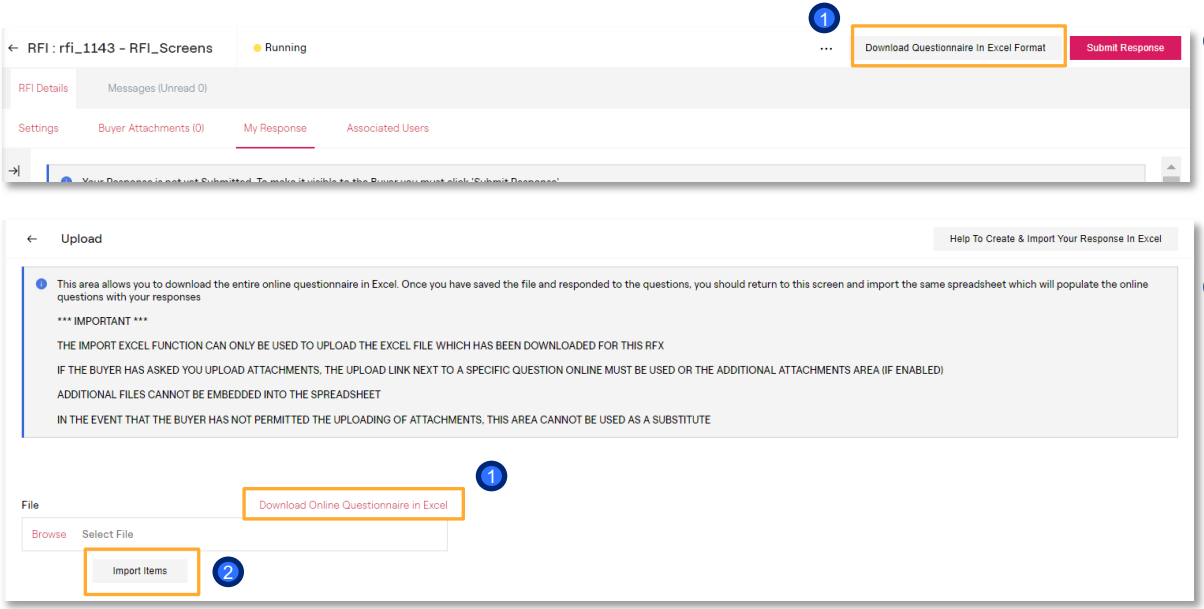
1. After entering all the required information (the parameters with the red asterisk are required for the transmission of your answer), click on "Save and Return".

   The configuration procedure will be the same for the technical and commercial envelope



RFI - Supplier Response

How to configure the RFI response on Excel 1/2



1. It will always be possible to download an excel with the structure of the envelopes to provide an answer to the RFI offline trough this file. In cases of having several positions to answer this functionality becomes very useful

2. Once the excel is filled in with the responses, it will be possible to upload the same file completed trough the option “Import Excel” indicated in the image

RFI - Supplier Response

How to configure the RFI response on Excel 2/2

NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THIS MAY CAUSE THE IMPORT OF THE S

Procurement Process Response Questionnaire for: ppr_5081

COLOUR LEGEND

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

Currency:BRL - Brazilian Real

1	Commercial Envelope

1.1	Sezione 1							Numeric	Text
	Code	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Delivery days	PF
1.1.1	MAT_3000000004	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit	500	100 (1)	50000	20	100 (2)
1.1.2	MAT_3000000005	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit	501	25	12525	20	100
1.1.3	MAT_3000000006	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit	502	25	12550	20	100
1.1.4	MAT_3000000007	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit	503	25	12575	20	100
1.1.5	MAT_3000000008	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit	504	25	12600	20	100
1.1.6	MAT_3000000009	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit	505	25	12625	20	100
1.1.7	MAT_3000000010	RELIGAÇÃO CORTE PRIORITÁRIO RAMAL		Unit	506	25	12650	20	100

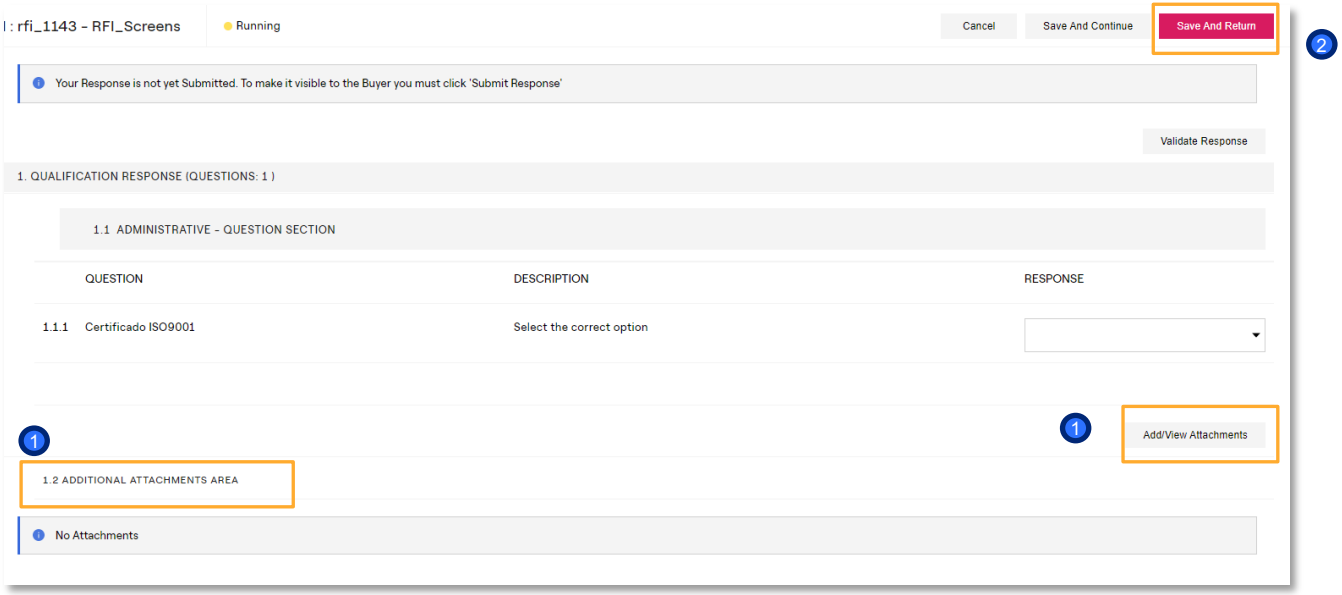
The supplier may submit responses for all the envelopes configured in the RFI (administrative, technical, economic). The "attached" items must be completed directly on the platform by uploading the file requested by the buyer. In addition, items that require a mandatory response will be marked in yellow (1) , those made optional will be highlighted in light blue. (2)

RFI - Supplier Response

How to configure the RFI response

1. In case the buyer has enable the supplier the possibility of attach generic archives, the supplier would find an area to upload generic documents inside each envelope where the buyer has enable this possibility (Administrative, Technical and/or Commercial). This area is called «Additional Attachments Area». To upload a file, click on «Add/view attachments» and select the file desired

2. Once the file is selected, it will appear uploaded inside this section. To finish the answer to this envelope, click on «Save and Return»



RFI - Supplier Response

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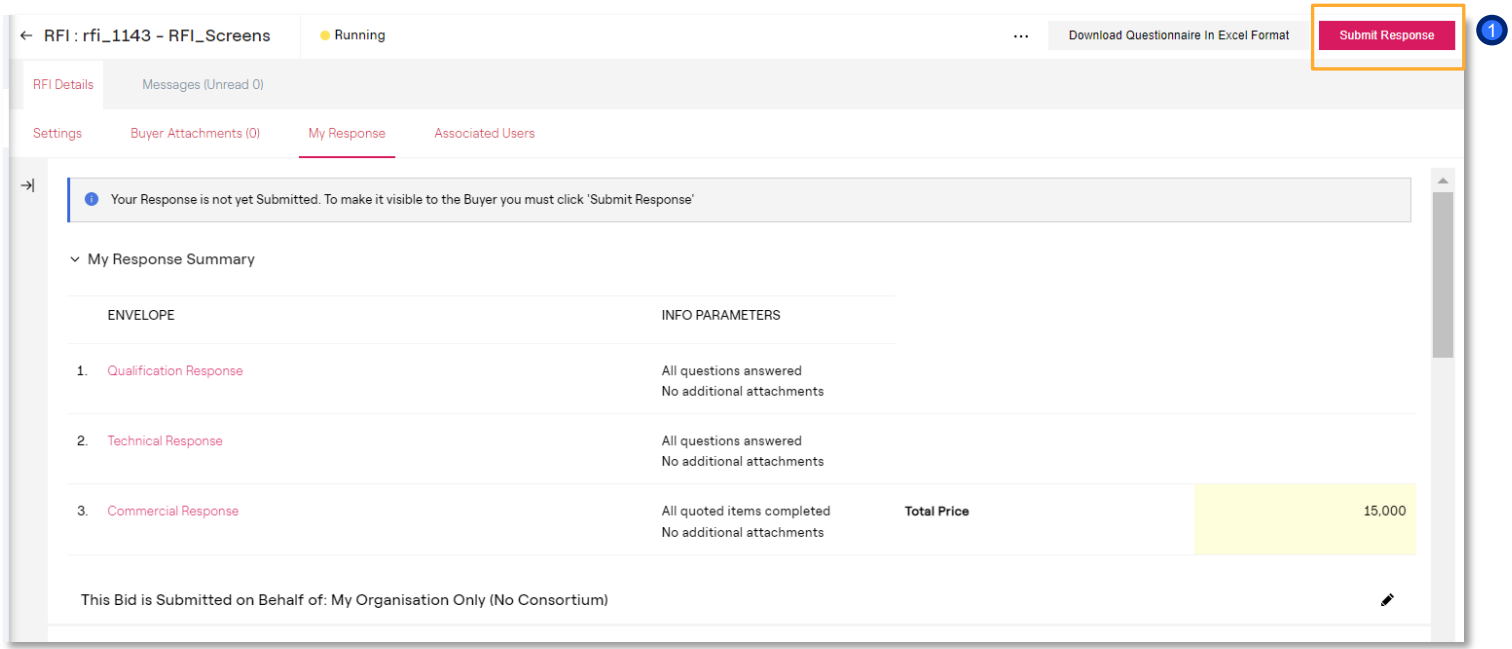
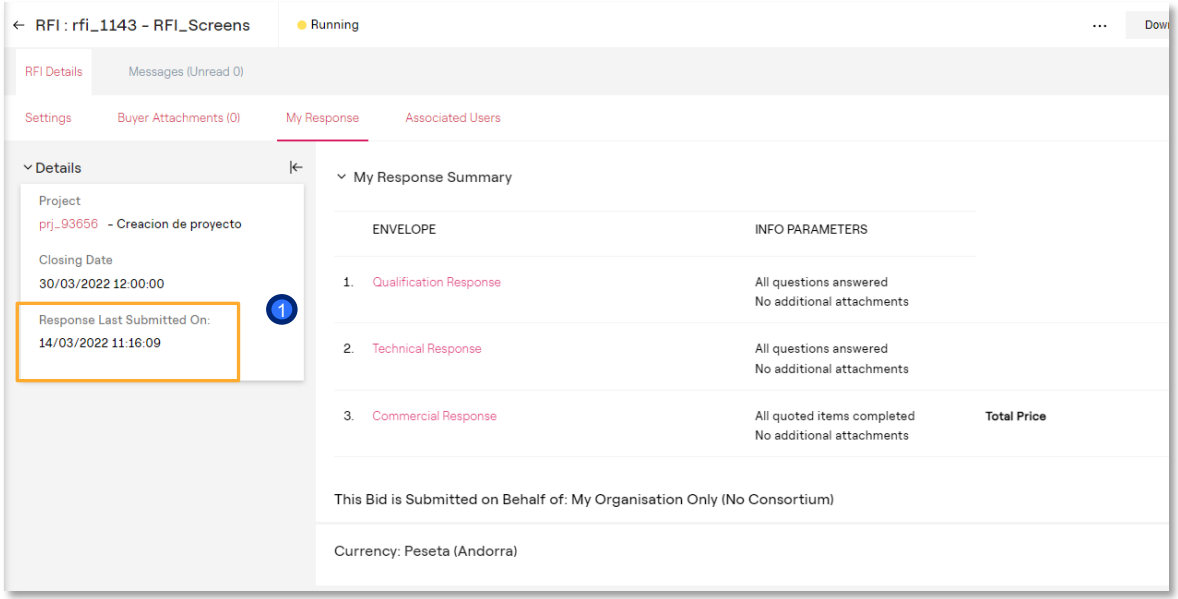
1. After entering all the parameters click on "Submit Response"



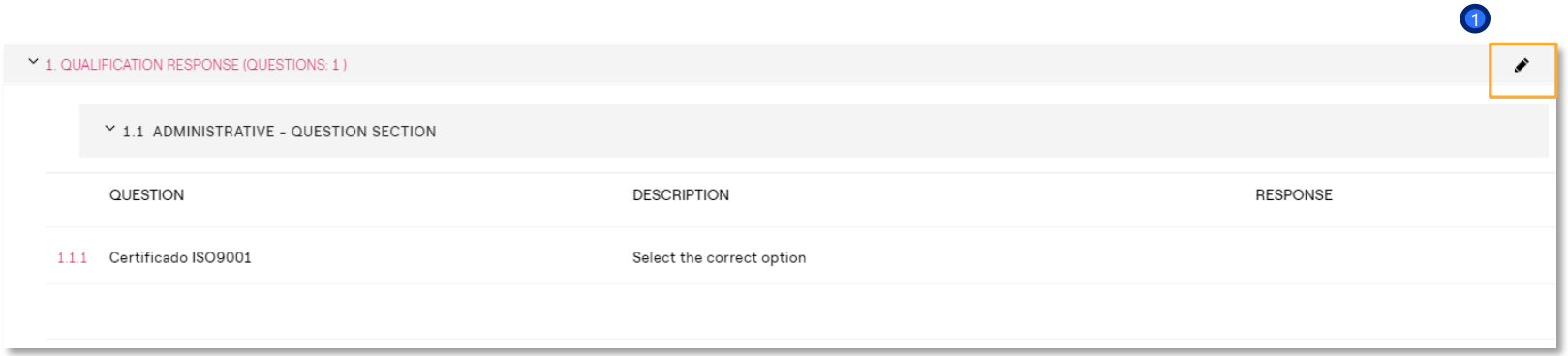
RFI - Supplier Response

How to configure the RFI response

1. The status of your reply will go to «Published» and within the RFI there will be evidence of the date and time of sending



RFI - Supplier Response

How to configure the RFI response

1. With the RFI in the “Running” status, the supplier may modify its response once it has already been sent