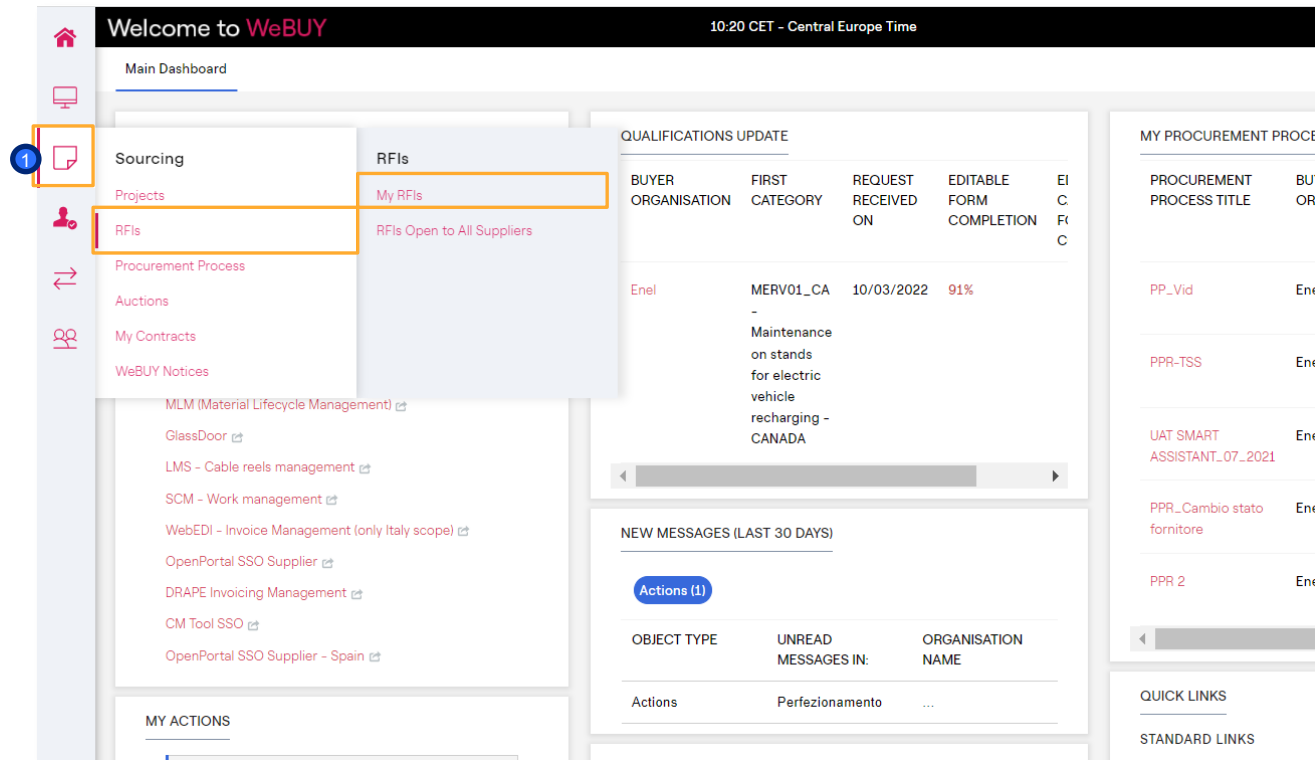


RFI - Supplier Response

How to configure the RFI response



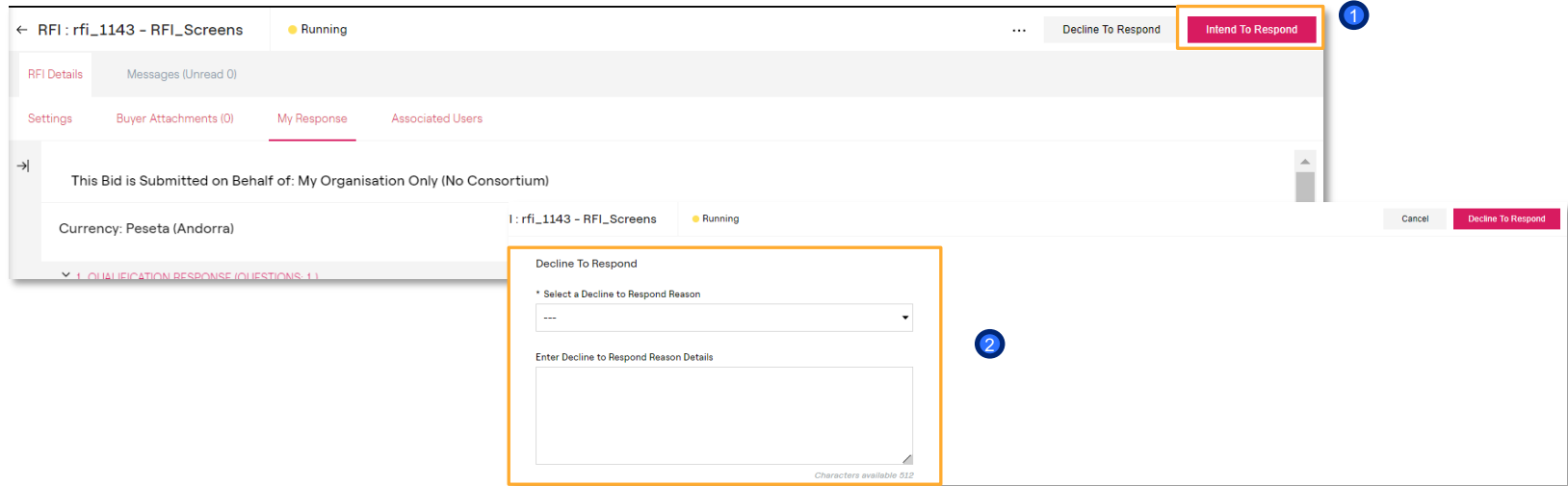
The screenshot shows the WeBUY dashboard interface. The top header displays "Welcome to WeBUY" and the time "10:20 CET - Central Europe Time". The left sidebar contains a navigation menu with icons for Home, Dashboard, Sourcing, RFIs, Procurement Process, Auctions, My Contracts, and WeBUY Notices. The "Sourcing" menu is expanded, showing "Projects", "RFIs", "Procurement Process", "Auctions", "My Contracts", and "WeBUY Notices". The "RFIs" sub-menu is further expanded, showing "My RFIs" and "RFIs Open to All Suppliers". The main content area displays a "QUALIFICATIONS UPDATE" table with columns: BUYER ORGANISATION, FIRST CATEGORY, REQUEST RECEIVED ON, EDITABLE FORM COMPLETION, and EI. The table shows a single entry for Enel with a 91% completion rate. Below the table is a "NEW MESSAGES (LAST 30 DAYS)" section with an "Actions (1)" button. The right sidebar contains a "MY PROCUREMENT PROCESSES" section with a list of procurement process titles and a "QUICK LINKS" section.

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

RFI - Supplier Response

How to configure the RFI response

- 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.



The screenshot displays the RFI response interface. At the top, the RFI details are shown: "RFI : rfi_1143 - RFI_Screens" with a status of "Running". There are two buttons: "Decline To Respond" and "Intend To Respond". The "Intend To Respond" button is highlighted with an orange box and a blue circle with the number 1, indicating the first step in the process.

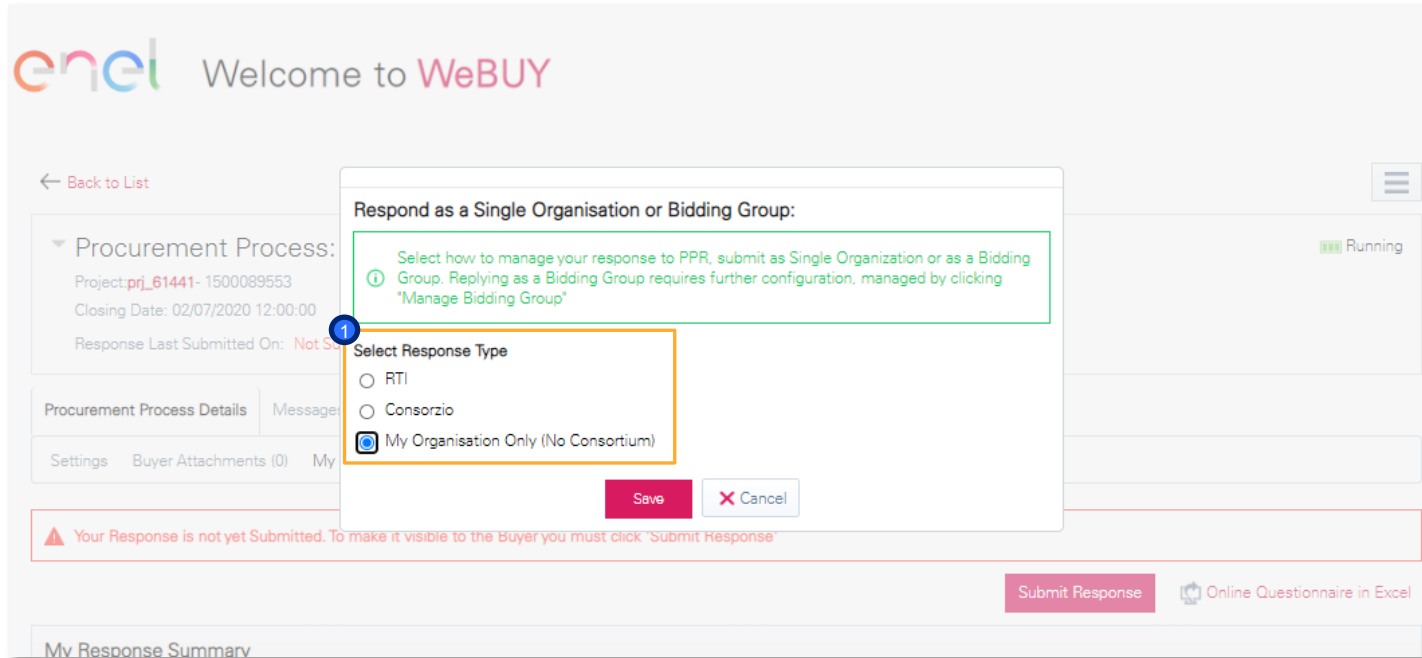
Below the buttons, there are tabs for "RFI Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (0)", "My Response", and "Associated Users". The "My Response" tab is selected.

The main content area shows a message: "This Bid is Submitted on Behalf of: My Organisation Only (No Consortium)". Below this, there is a section for "Currency: Peseta (Andorra)" and "I: rfi_1143 - RFI_Screens" with a status of "Running".

A modal window titled "Decline To Respond" is open, showing a dropdown menu for "Select a Decline to Respond Reason" and a text area for "Enter Decline to Respond Reason Details". The modal is highlighted with an orange box and a blue circle with the number 2, indicating the second step in the process. At the bottom right of the modal, it says "Characters available 0/2".

RFI - Supplier Response

How to configure the RFI response



Welcome to WeBUY

← Back to List

▼ Procurement Process:
 Project: prj_61441 - 1500089553
 Closing Date: 02/07/2020 12:00:00
 Response Last Submitted On: Not Submitted

Procurement Process Details | Messages

Settings | Buyer Attachments (0) | My Response Summary

Respond as a Single Organisation or Bidding Group:

Select how to manage your response to PPR, submit as Single Organization or as a Bidding Group. Replying as a Bidding Group requires further configuration, managed by clicking "Manage Bidding Group"

Select Response Type

☐ RTI

☐ Consorzio

☒ My Organisation Only (No Consortium)

Save Cancel

⚠ Your Response is not yet Submitted. To make it visible to the Buyer you must click "Submit Response"

Submit Response Online Questionnaire in Excel

- 1 When the supplier is going to present an offer to the RFI to which he has been invited, he will have to decide 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

RFI - Supplier Response

How to configure the RFI response

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

← RFI : rfi_1143 - RFI_Screens
Running
Download Questionnaire In Excel Format
Submit Response

RFI Details
Messages (Unread 0)

Settings
Buyer Attachments (0)
My Response
Associated Users

→

1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE	INFO PARAMETERS
1. Qualification Response	Missing optional responses (1) No additional attachments
2. Technical Response	Missing mandatory responses (5)
3. Commercial Response	Mandatory fields missing (2)
Total Price	
0	

This Bid is Submitted on Behalf of: My Organisation Only (No Consortium)

RFI - Supplier Response

How to configure the RFI response

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

▼
1. QUALIFICATION RESPONSE (QUESTIONS: 1)

✎

▼
1.1 ADMINISTRATIVE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px; color: #c00000;">1.1.1</div> <div>Certificado ISO9001</div> </div>	Select the correct option	

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

I : rfi_1143 - RFI_Screens
Running
1
Cancel
Save And Continue
Save And Return

1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Validate Response

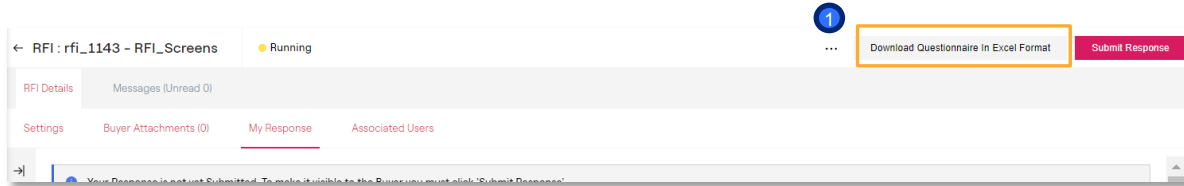
1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 ADMINISTRATIVE - QUESTION SECTION

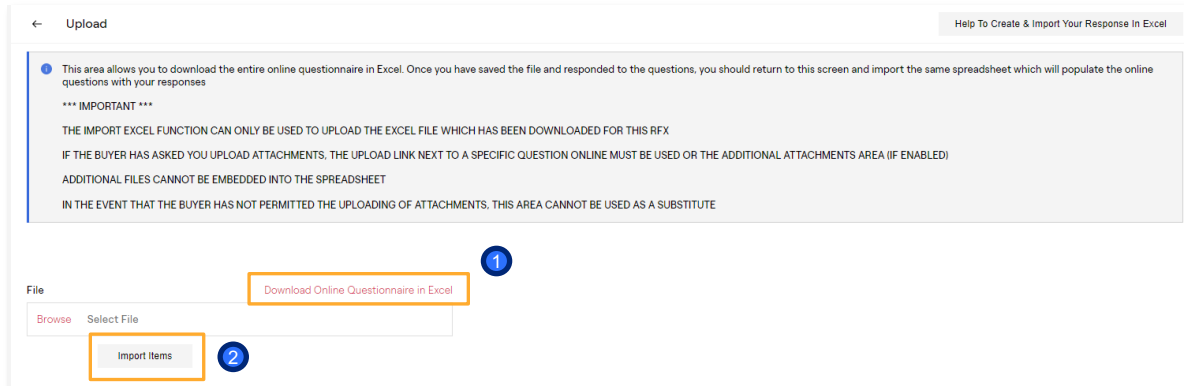
QUESTION	DESCRIPTION	RESPONSE
1.1.1 Certificado ISO9001	Select the correct option	<input type="text"/>

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 through 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 through 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	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		500	100	50000	20	100
1.1.2	MAT_3000000005	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		501	25	12525	20	100
1.1.3	MAT_3000000006	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		502	25	12550	20	100
1.1.4	MAT_3000000007	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		503	25	12575	20	100
1.1.5	MAT_3000000008	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		504	25	12600	20	100
1.1.6	MAT_3000000009	RELIÇÃO CORTE PRIORITÁRIO RAMAL		Unit		505	25	12625	20	100
1.1.7	MAT_3000000010	RELIÇÃO 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_1143 - RFI_Screens Running Cancel Save And Continue Save And Return

1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 ADMINISTRATIVE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Certificado ISO9001	Select the correct option	<input type="text"/>

1.2 ADDITIONAL ATTACHMENTS AREA

No Attachments

Add/View Attachments

RFI - Supplier Response

How to configure the RFI response

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

← RFI : rfi_1143 - RFI_Screens
Running
...
Download Questionnaire In Excel Format
Submit Response
1

RFI Details
Messages (Unread 0)

Settings
Buyer Attachments (0)
My Response
Associated Users

→|

1 Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE	INFO PARAMETERS		
1. Qualification Response	All questions answered No additional attachments		
2. Technical Response	All questions answered No additional attachments		
3. Commercial Response	All quoted items completed No additional attachments	Total Price	15,000

This Bid is Submitted on Behalf of: My Organisation Only (No Consortium)

RFI - Supplier Response

How to configure the RFI response

- 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 : rfi_1143 - RFI_Screens

Running

...

Down

RFI Details

Messages (Unread 0)

Settings

Buyer Attachments (0)

My Response

Associated Users

Details

Project

prj_93656 - Creacion de proyecto

Closing Date

30/03/2022 12:00:00

Response Last Submitted On:

14/03/2022 11:16:09

My Response Summary

ENVELOPE	INFO PARAMETERS
1. Qualification Response	All questions answered No additional attachments
2. Technical Response	All questions answered No additional attachments
3. Commercial Response	All quoted items completed No additional attachments
Total Price	

This Bid is Submitted on Behalf of: My Organisation Only (No Consortium)

Currency: Peseta (Andorra)

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

✎

1. QUALIFICATION RESPONSE (QUESTIONS: 1)

1.1 ADMINISTRATIVE - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.1.1 Certificado ISO9001	Select the correct option	