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

Clicking on “Decline” it will be necessary to insert a motivation, and eventually a comment.
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, or as a Single Company.
In the "Response summary" section there is a list of the missing answers.

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

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>DESCRIPTION</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificado ISO9001</td>
<td>Select the correct option</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.

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.
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, those made optional will be highlighted in light blue.
In case the buyer has enabled the possibility of attaching generic archives, the supplier would find an area to upload generic documents inside each envelope where the buyer has enabled 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.

Once the file is selected, it will appear uploaded inside this section. To finish the answer to this envelope, click on «Save and Return».
After entering all the parameters click on "Submit 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.
With the RFI in the “Running” status, the supplier may modify its response once it has already been sent.

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