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*City of Phoenix*

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**Submitter's Handbook**

Office of the City Engineer  
Design and Construction Procurement

## **Introduction**

The City of Phoenix uses the SAP Supplier Relationship Management (SRM) for eProcurement. RFx (Solicitation) is part of the eProcurement system.

Consultants and Contractors (Submitters) are invited to participate in the response of an RFx via the City of Phoenix Supplier Portal. Submitters must register with the City of Phoenix with appropriate Product Categories to be invited via email for the applicable solicitations. Submitters are to register via <https://www.phoenix.gov/finance/vendorsreg>. **Submitters are responsible for maintaining the Product Category(s) that they would like to participate in for submittal response.** Submitters will only be invited to participate per the Product Category(s) they have chosen to participate through the City of Phoenix Supplier Portal. City of Phoenix Contracts Specialist includes the Product Category(s) pertaining to the RFx and a Supplier List is used to invite Submitters registered under the associated Product Categories.

Once received, Submitters are to respond to the invitation before the Submission Date/Time elapses. Responses from Submitters are to be entered in the Supplier Portal for the City of Phoenix Contracts Specialist to review in the SAP eProcurement Portal. Submitters are responsible for the completeness and accuracy of their RFx Response submission.

It is imperative that Submitters log-in to the City of Phoenix Supplier Portal regularly to view their Invitations for RFx Response, check the status of their RFx Response(s) and to take appropriate timely actions relating to the RFx.

**Accessing the City of Phoenix Supplier Portal**

Submitters will receive the Invitation for RFX Response via the City of Phoenix Supplier Portal. Submitters will log-in to the City of Phoenix Supplier Portal at URL - <https://eprocurement.phoenix.gov/irj/portal>



Submitters may use any Internet browser to log-in to the Supplier Portal, however, Google Chrome are recommended. Internet Explorer is no longer a supported browser when using the SAP procurePHX Portal.

After successfully logging in to the City of Phoenix Supplier Portal, the following screen appears.



To access RFX information, click the RFX and Auctions tab on the ribbon. Submitters will see an Overview of all RFX(s) that they are invited to Respond to.

The screenshot shows the SAP interface for the City of Phoenix Supplier Portal. At the top, there is a search bar and navigation links for 'New Session', 'Ajax Standards Mode', and 'Log off'. Below this is a ribbon with three tabs: 'RFX and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Under the 'RFX and Auctions' tab, there are sub-links for 'Home', 'Create Users', 'Own Data', and 'Company Data'. The main content area is titled 'Welcome Vendor Administrator' and contains the following text:

Thank you for your interest in becoming a vendor in the City of Phoenix Portal.  
As a Vendor Administrator for your company you have the authority to:

- Maintain Own Data
- Create Additional Users
- Maintain your Company and User data
- Maintain your Product Category selections
- Access Vendor Help Portal

**It is your responsibility to keep all information current.** If your e-mail address is not correct, your firm shall be deleted from our vendor file when we perform a maintenance check of the system. Being a registered vendor does NOT guarantee the receipt of electronic notification for all applicable solicitations. Vendors must routinely check our City of Phoenix Bids site for a listing of current business opportunities. The Vendor Administrator Division will not be responsible if a vendor does not receive an electronic notification for any particular reason.

If you have any questions, please visit our City of Phoenix Portal site at:  
<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>

If you would like additional assistance, please send an email to [vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov) or call (602)262-1819.

Thank you for registering!

If logging in for the first time, the RFX Overview will allow Submitters to see all active RFX Events (Numbers), Descriptions, Types, and Status as well as the Start and End Dates / Times.

Submitters should click the [Refresh](#) button to ensure that current / updated RFX data is loaded.

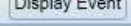
Submitters can also filter this list by clicking the [Show Quick Criteria Maintenance](#) button. Submitters can choose to display a specific RFX by searching for it.

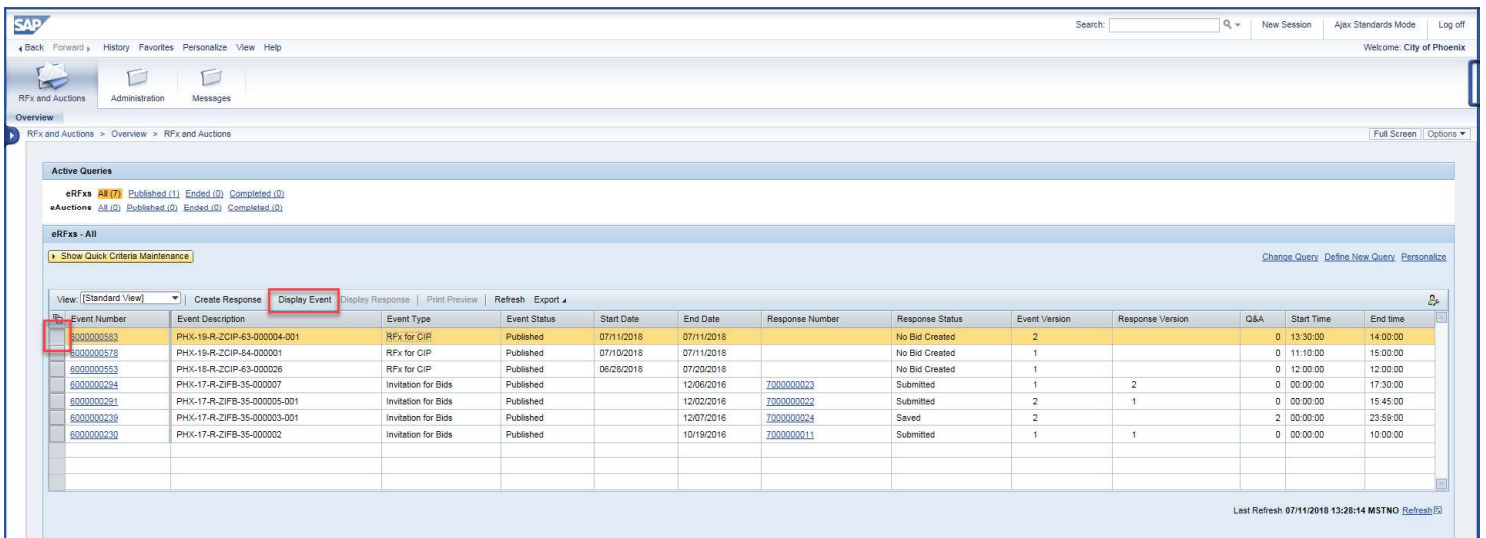
The screenshot displays the SAP eRFx Overview interface. At the top, there is a navigation bar with 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. Below this is a search bar and user information: 'Welcome: City of Phoenix'. The main content area is titled 'Overview' and contains a section for 'Active Queries' with counts for 'eRFxs' and 'eAuctions'. Below this is a table of 'eRFxs - All' with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End Time. A toolbar above the table includes 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. A red box highlights the 'Refresh' button. An orange arrow points to the 'Show Quick Criteria Maintenance' button located to the left of the table.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018		No Bid Created	2		0	13:30:00	14:00:00
6000000578	PHX-19-R-ZCIP-64-000001	RFX for CIP	Published	07/10/2018	07/11/2018		No Bid Created	1		0	11:10:00	15:00:00
6000000553	PHX-18-R-ZCIP-63-000028	RFX for CIP	Published	06/29/2018	07/20/2018		No Bid Created	1		0	12:00:00	12:00:00
6000000284	PHX-17-R-ZIFB-35-000007	Invitation for Bids	Published	12/06/2016		7000000023	Submitted	1	2	0	00:00:00	17:30:00
6000000281	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published	12/02/2016		7000000022	Submitted	2	1	0	00:00:00	15:45:00
6000000239	PHX-17-R-ZIFB-35-000003-001	Invitation for Bids	Published	12/07/2016		7000000024	Saved	2		2	00:00:00	23:59:00
6000000230	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published	10/19/2016		7000000011	Submitted	1	1	0	00:00:00	10:00:00

Last Refresh 07/11/2018 13:28:14 MSTNO Refresh

## Displaying an RFx Event

To Display an RFx Event, Submitters should click the gray box next to the Item and then click the  button to display details of Solicitation. If you do not see a new window pop up, it mostly likely is a **POP UP BLOCKER** that will need to be removed in order to continue.



The screenshot shows the SAP eRFx interface. At the top, there is a navigation bar with 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. Below this is a search bar and 'New Session', 'Ajax Standards Mode', and 'Log off' options. The main content area is titled 'Overview' and contains a table of RFx events. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End time. The first row is highlighted in yellow, and the 'Display Event' button is highlighted in red. The table data is as follows:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
600000553	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2019		No Bid Created	2		0	13:30:00	14:00:00
600000578	PHX-16-R-ZCIP-64-000001	RFx for CIP	Published	07/10/2018	07/11/2019		No Bid Created	1		0	11:10:00	15:00:00
600000553	PHX-16-R-ZCIP-63-000008	RFx for CIP	Published	07/20/2018	07/20/2019		No Bid Created	1		0	12:00:00	12:00:00
600000284	PHX-17-R-ZIFB-35-000007	Invitation for Bids	Published	06/28/2018	12/06/2016	7000000023	Submitted	1	2	0	00:00:00	17:30:00
600000291	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published	12/02/2016	7000000022	Submitted	2	1		0	00:00:00	15:45:00
600000238	PHX-17-R-ZIFB-35-000003-001	Invitation for Bids	Published	12/07/2016	7000000024	Saved	2			2	00:00:00	23:59:00
600000230	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published	10/19/2016	7000000011	Submitted	1	1		0	00:00:00	10:00:00

The RFX Event will open in a new window.

Review information on the RFX Information Tab.

- Start Date / Time: This is the Start Date / Time to submit an RFX Response. Submitters cannot Create a Response prior to this Date / Time.
- Submission Deadline Date / Time: Last Date / Time for submitting an RFX Response.
- Opening Date / Time: Date/Time on which RFX Responses are open for Contracts Specialist review.

The screenshot shows the 'Display RFX' interface. At the top, there are navigation buttons: Print Preview, Close, Participate, Do Not Participate, Tentative, Create Response, Questions and Answers (0), Export, System Information, and Create Memory Snapshot. Below this, the RFX details are displayed: RFX Number: 6000000583, Smart Number: PHX-19-R-ZCIP-63-000004-001, RFX Status: Published, RFX Start Date: 07/11/2018 13:30:00 MSTNO, Submission Deadline: 07/11/2018 14:00:00 MSTNO, Remaining Time: 0 Days 00:14:47, RFX Owner: Training Buyer12, RFX Version Number: 2. The 'RFX Information' tab is active, showing parameters like Time Zone (MSTNO), Start Date (07/11/2018 13:30:00), Submission Deadline (07/11/2018 14:00:00), Opening Date (07/11/2018 14:00:00), Currency (USD), and Title (SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR YEARS 2019 - 2020). The 'Partners and Delivery Information' section shows a table with columns for Function, Number, Name, and Phone Number. The 'Requester' is listed as Training Buyer12.

Submitters must choose to 'Participate' in order to receive RFX Event level emails associated with the RFQ, Notifications, Attendance Sheets, etc. There are no RFX level emails that are generated, i.e. a confirmation email once you submit your SOQ via the ProcurePHX system.



Some Submitters may see a 'Register' button instead of Participate, Do Not Participate, or Tentative. Once you click the 'Register' button, those three additional options should appear, which will then allow you to click 'Participate'.

To Participate, Submitters should click the **Participate** button. Clicking this button also adds Submitters to the RFX Event email notification list.

The screenshot shows the 'Display RFX' interface. At the top, there is a navigation bar with buttons: Print Preview, Close, Participate (highlighted with a red box), Do Not Participate, Tentative, Create Response, Questions and Answers (0), Export, System Information, and Create Memory Snapshot. Below this, the RFX details are displayed: RFX Number 600000553, Smart Number PHX-19-R-ZCIP-63-000004-001, RFX Status Published, RFX Start Date 07/11/2018 13:30:00 MSTNO, Submission Deadline 07/11/2018 14:00:00 MSTNO, Remaining Time 0 Days 00:14:47, RFX Owner Training Buyer12, and RFX Version Number 2. The main content area is divided into sections: RFX Information, Items, Notes and Attachments, RFX Parameters, Questions, Notes and Attachments, and Table Extensions. The RFX Parameters section shows Time Zone: MSTNO, Start Date: 07/11/2018 13:30:00, Submission Deadline: 07/11/2018 14:00:00, Opening Date: 07/11/2018 14:00:00, Currency: USD, and Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR YEARS 2019 - 2020. The Partners and Delivery Information section shows a table with columns: Function, Number, Name, and Phone Number. The table contains one entry: Requester, Training Buyer12.

### Creating an RFX Response

Once the Start Date / Time has passed, Submitters can click the **Create Response** button.

The screenshot shows the 'Display RFX' interface. At the top, there is a navigation bar with buttons: Print Preview, Close, Do Not Participate, Tentative, Create Response (highlighted with a red box), Questions and Answers (0), Export, System Information, and Create Memory Snapshot. Below this, the RFX details are displayed: RFX Number 600000553, Smart Number PHX-19-R-ZCIP-63-000004-001, RFX Status Published, RFX Start Date 07/11/2018 13:30:00 MSTNO, Submission Deadline 07/11/2018 14:00:00 MSTNO, Remaining Time 0 Days 00:14:32, RFX Owner Training Buyer12, and RFX Version Number 2. The main content area is divided into sections: RFX Information, Items, Notes and Attachments, RFX Parameters, Questions, Notes and Attachments, and Table Extensions. The RFX Parameters section shows Time Zone: MSTNO, Start Date: 07/11/2018 13:30:00, Submission Deadline: 07/11/2018 14:00:00, Opening Date: 07/11/2018 14:00:00, Currency: USD, and Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR YEARS 2019 - 2020. The Partners and Delivery Information section shows a table with columns: Function, Number, Name, and Phone Number. The table contains one entry: Requester, Training Buyer12.



The Submitter's RFX Response will open in a new window.

The screenshot shows the 'Create RFX Response' application window. The top navigation bar includes 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', 'Save', 'Export', 'Import', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. The main header displays key information: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, Opening Date 07/11/2018 14:00:00 MSTNO, Remaining Time 0 Days 00:14:18, RFX Owner Training Buyer12, and Total Value 0.00 USD. Below this, there are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Basic Data' tab is active, showing 'Event Parameters' with 'Currency: American Dollar' and 'Status and Statistics' with 'Created On: 07/11/2018 13:45:44 MSTNO', 'Created By: Ms. Yesenia Mejia', 'Last Processed On: 07/11/2018 13:45:44 MSTNO', and 'Last Processed By: Ms. Yesenia Mejia'. At the bottom, there is a 'Partners and Delivery Information' section with a table that is currently empty, displaying a message: 'The table does not contain any data'.

On the first tab, **RFX Information**, Submitters can again review the RFX Event's **Basic Data**.

Submitters should click into the **Notes and Attachments** area to review any Notes and Attachments provided by the Buyer.

This screenshot is identical to the one above, showing the 'Create RFX Response' application window. The only difference is that the 'Notes and Attachments' tab is now selected and highlighted with a red box, indicating the next step in the process.

Submitters should review each Note Category to ensure they are following RFX Response requirements. Submitters can open the Note Categories by clicking on the hyperlinked text next to each.

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number: 7000000157 | RFX Number: 6000000583 | Status: In Process | Submission Deadline: 07/11/2018 14:00:00 MSTNO | Opening Date: 07/11/2018 14:00:00 MSTNO | Remaining Time: 0 Days 00:14:18 | RFX Owner: Training Buyer12 | Total Value: 0.00 USD

RFX Response Version Number: Active Version | RFX Version Number: 2

RFx Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions

**Notes**

Clear | Filter Settings

Category	Description
Conditions of Participation	See attached Request for Qualifications.
RFx/Question Text	The City of Phoenix is seeking up to 18 qualified consul...
Bidder's Remarks	.Empty-
Purchaser's Remarks	.Empty-

**Attachments**

Add Attachment | Edit Description | Versioning | Delete | Create Profile | Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Request for Qualifications	Request for Qualifications.pdf	1		<input type="checkbox"/>	pdf	87	BUYER12	07/11/2018

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number: 7000000157 | RFX Number: 6000000583 | Status: In Process | Submission Deadline: 07/11/2018 14:00:00 MSTNO | Opening Date: 07/11/2018 14:00:00 MSTNO | Remaining Time: 0 Days 00:14:18 | RFX Owner: Training Buyer12 | Total Value: 0.00 USD

RFX Response Version Number: Active Version | RFX Version Number: 2

RFx Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions

**Notes**

Clear | Filter Settings

Category	Description
Conditions of Participation	See attached Request for Qualifications.
RFx/Question Text	The City of Phoenix is seeking up to 18 qualified consul...
Bidder's Remarks	.Empty-
Purchaser's Remarks	.Empty-

**Attachments**

Add Attachment | Edit Description | Versioning | Delete | Create Profile | Filter Settings

Category	Description	File Name	Version	Processor	Checked Out
Standard Attachment	Request for Qualifications	Request for Qualifications.pdf	1		<input type="checkbox"/>

**Change Conditions of Participation**

Conditions of Participation: See attached Request for Qualifications.

OK Cancel

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 700000157 RFX Number 600000583 Status In Process Submission Deadline 07/11/2016 14:00:00 MSTNO Opening Date 07/11/2016 14:00:00 MSTNO Remaining Time 0 Days 00:14:16 RFX Owner Training Buyer12 Total Value 0.00 USD

RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments Summary Tracking

Desk Data Questions Notes and Attachments Conditions

Notes

Clear Filter Settings

Category	Description
Conditions of Participation	See attached Request for Qualifications
RFX/Auction Text	The City of Phoenix is seeking up to 18 qualified consult...
Bidder's Remarks	-Empty-
Purchasex's Remarks	-Empty-

Attachments

Add Attachment Edit Description Versioning Delete Create Profile Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Request for Qualifications	Request for Qualifications.pdf	1		<input type="checkbox"/>	pdf	87	BUYER12	07/11/2016

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 700000157 RFX Number 600000583 Status In Process Submission Deadline 07/11/2016 14:00:00 MSTNO Opening Date 07/11/2016 14:00:00 MSTNO Remaining Time 0 Days 00:14:16 RFX Owner Training Buyer12 Total Value 0.00 USD

RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments Summary Tracking

Desk Data Questions Notes and Attachments Conditions

Notes

Clear Filter Settings

Category	Description
Conditions of Participation	See attached Request for Qualifications
RFX/Auction Text	The City of Phoenix is seeking up to 18 qualified consult...
Bidder's Remarks	-Empty-
Purchasex's Remarks	-Empty-

Attachments

Add Attachment Edit Description Versioning Delete Create Profile Filter Settings

Category	Description	File Name	Version	Processor	Checked Out
Standard Attachment	Request for Qualifications	Request for Qualifications.pdf	1		<input type="checkbox"/>

**Change RFX/Auction Text**

RFX/Auction Text: [The City of Phoenix is seeking up to 18 qualified consultants to provide soils and materials testing on-call services on an as-needed basis from January 1, 2019 to December 31, 2020 with an option to extend the contract for an additional one-year period. These contracts will be administered by the Street Transportation Department.]

OK Cancel

Submitters can open RFX Attachments by clicking on the hyperlinked text and choosing Open or Save.

**Create RFX Response** Options ▾

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number: 7000200157 | RFX Number: 6000000563 | Status: In Process | Submission Deadline: 07/11/2018 14:00:00 MSTNO | Opening Date: 07/11/2018 14:00:00 MSTNO | Remaining Time: 0 Days 00:14:18 | RFX Owner: Training Buyer12 | Total Value: 0.00 USD

RFX Response Version Number: Active Version | RFX Version Number: 2

**RFX Information** | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | **Notes and Attachments** | Conditions

**Notes**

Category	Description
Conditions of Participation	See attached Request for Qualifications.
RFX/Auction Text	The City of Phoenix is seeking up to 18 qualified consul...
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-

**Attachments**

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	<a href="#">Request for Qualifications</a>	Request for Qualifications.pdf	1		<input type="checkbox"/>	pdf	67	BUYER12	07/11/2018

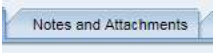
Do you want to open or save **Request for Qualifications.pdf** (86.2 KB) from srm.qa.phoenix.gov? Open | Save ▾ | Cancel | X

The RFX system will show a variety of messages in the Header Message area.

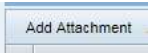
Red warnings require mandatory review and must be corrected in the Response prior to clicking the [Submit](#) button. Yellow and Green messages are for information and may need discretion to correct.

In this case, the messages are stating that Submitters must respond to each Line Item before the RFX Response can be Submitted. This screen shot is for illustration purposes only.

The screenshot displays the 'Create RFX Response' interface. At the top, there is a navigation bar with buttons: Submit, Read Only, Print Preview, Check, Close, Save, Export, Import, Questions and Answers (0), System Information, and Create Memory Snapshot. Below this, a list of messages is shown, with four red warning icons and one yellow warning icon. The red warnings are for Line 0002, Line 0003, Line 0004, and Line 0005, all stating: 'Attribute Did you provide a response? is mandatory; maintain attribute value'. The yellow warning is for 'Time zone MSTAZ is not valid in country US (several possibilities) - Display Help'. Below the messages, there is a summary bar with the following information: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, and Opening Date 07/11/2018 14:00:00 MSTNO. Below the summary bar, there are tabs for RFX Information, Items, Notes and Attachments, Summary, and Tracking. The 'Items' tab is currently selected. At the bottom, there is a dropdown menu for 'Item Overview'.



On the Header **Notes and Attachments** tab, Submitters are able to upload their RFQ Response document(s).



To upload an Attachment, Submitters should click the **Add Attachment** button.

**Create Rfx Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

⚠ Time zone MST/AZ is not valid in country US (several possibilities) | Display Help

Rfx Response Number: 7000000157 | Rfx Number: 6000000583 | Status: In Process | Submission Deadline: 07/11/2018 14:00:00 MSTNO | Opening Date: 07/11/2018 14:00:00 MSTNO | Remaining Time: 0 Days 00:11:23 | Rfx Owner: Training Buyer12 | Total Value: 0.00 USD

Rfx Response Version Number: Active Version | Rfx Version Number

RFx Information | Items | **Notes and Attachments** | Summary | Tracking

**Notes**

Add | Clear | Filter Settings


Assigned To	Category	Text Preview
Document ...	Conditions of Participation	See attached Request for Qualifications
Document ...	RFxAuction Text	The City of Phoenix is seeking up to 18 qualified consul...

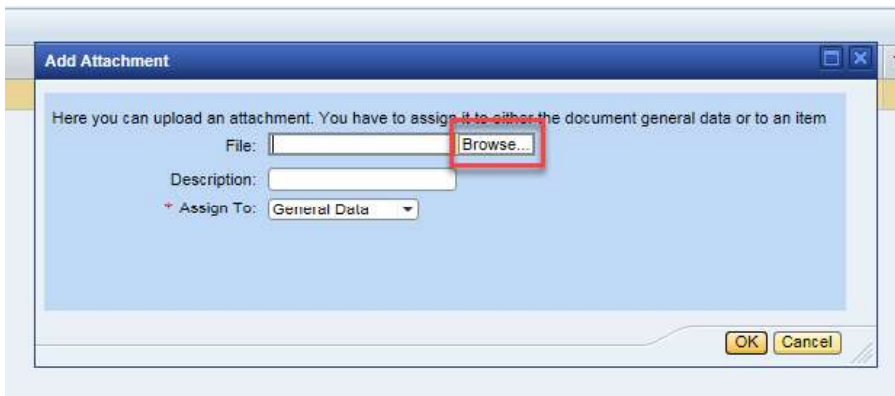
**Attachments**

Add Attachment | Add URL | Edit Description | Versioning | Delete | Create Qualification Profile | Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

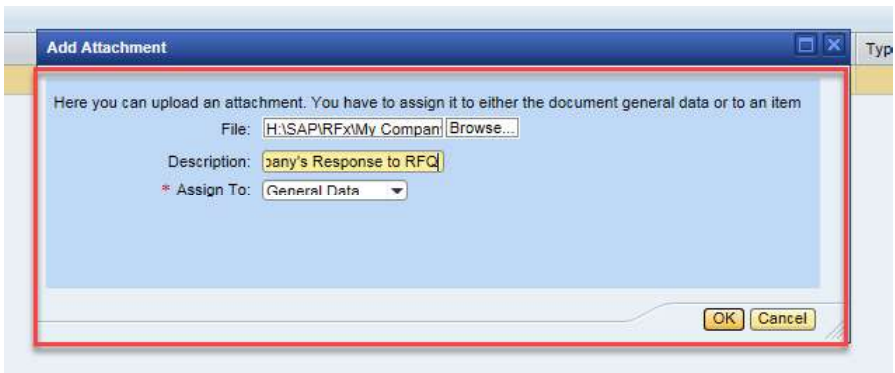
NOTE: When saving and naming your file before attaching, do not use any special characters ( \_ \* # \$ > , etc), and do not use a long name. They system may not properly load your SOQ which may result in disqualification.

Submitters should click the  button and navigate to their desired attachment document.



SHORT FILE NAME  
NO SPECIAL CHARACTERS

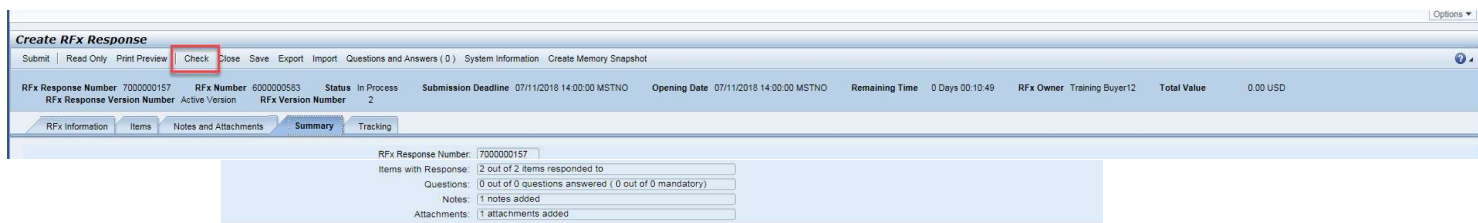
Submitters should add a Description and then click OK.



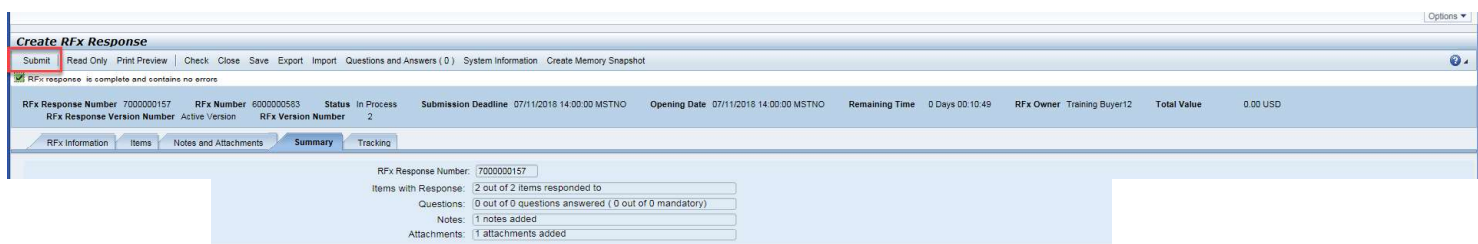
The **Summary** tab provides Submitters with a high-level overview of their RFX Response.



Before clicking the **Submit** button, Submitters should click the **Check** button to ensure that all system errors are gone.



If all errors are gone, Submitters can Submit their RFX Response by clicking the **Submit** button.





Submitters will see a confirmation message that your response was submitted. No email notification will be sent. Confirm you have the required number of attachments listed, as outlined in the RFQ.

The screenshot shows the 'Display RFX Response' page. At the top, there are navigation buttons: Edit, Print Preview, Close, Withdraw, Export, Questions and Answers (0), System Information, and Create Memory Snapshot. Below this is a status bar with the following information: RFX Response Number: 7000000157, RFX Number: 6000000583, Status: In Process, Submission Deadline: 07/11/2018 14:00:00 MSTNO, Opening Date: 07/11/2018 14:00:00 MSTNO, Remaining Time: 0 Days 00:10:49, RFX Owner: Training Buyer12, Total Value: 0.00 USD. Below the status bar are tabs for RFX Information, Items, Notes and Attachments, Summary, and Tracking. The Summary tab is active, showing a table with the following data:

RFX Response Number	Items with Response	Questions	Notes	Attachments
7000000157	2 out of 2 items responded to	0 out of 0 questions answered (0 out of 0 mandatory)	1 notes added	1 attachments added

Submitters can refresh the RFX Event by clicking the  button.

The screenshot shows the 'Display RFX' page. At the top, there are navigation buttons: Print Preview, Close, Do Not Participate, Tentative, Create Response, Questions and Answers (0), Export, System Information, and Create Memory Snapshot. Below this is a status bar with the following information: RFX Number: 6000000583, Smart Number: PHX-19-R-ZCIP-63-000004-001, RFX Status: Published, RFX Start Date: 07/11/2018 13:30:00 MSTNO, Submission Deadline: 07/11/2018 14:00:00 MSTNO, Remaining Time: 0 Days 00:14:32, RFX Owner: Training Buyer12, RFX Version Number: 2. Below the status bar are tabs for RFX Information, Items, Notes and Attachments, Summary, and Tracking. The Summary tab is active, showing a table with the following data:


RFX Number	Smart Number	RFX Status	RFX Start Date	Submission Deadline	Remaining Time	RFX Owner	RFX Version Number
6000000583	PHX-19-R-ZCIP-63-000004-001	Published	07/11/2018 13:30:00 MSTNO	07/11/2018 14:00:00 MSTNO	0 Days 00:14:32	Training Buyer12	2

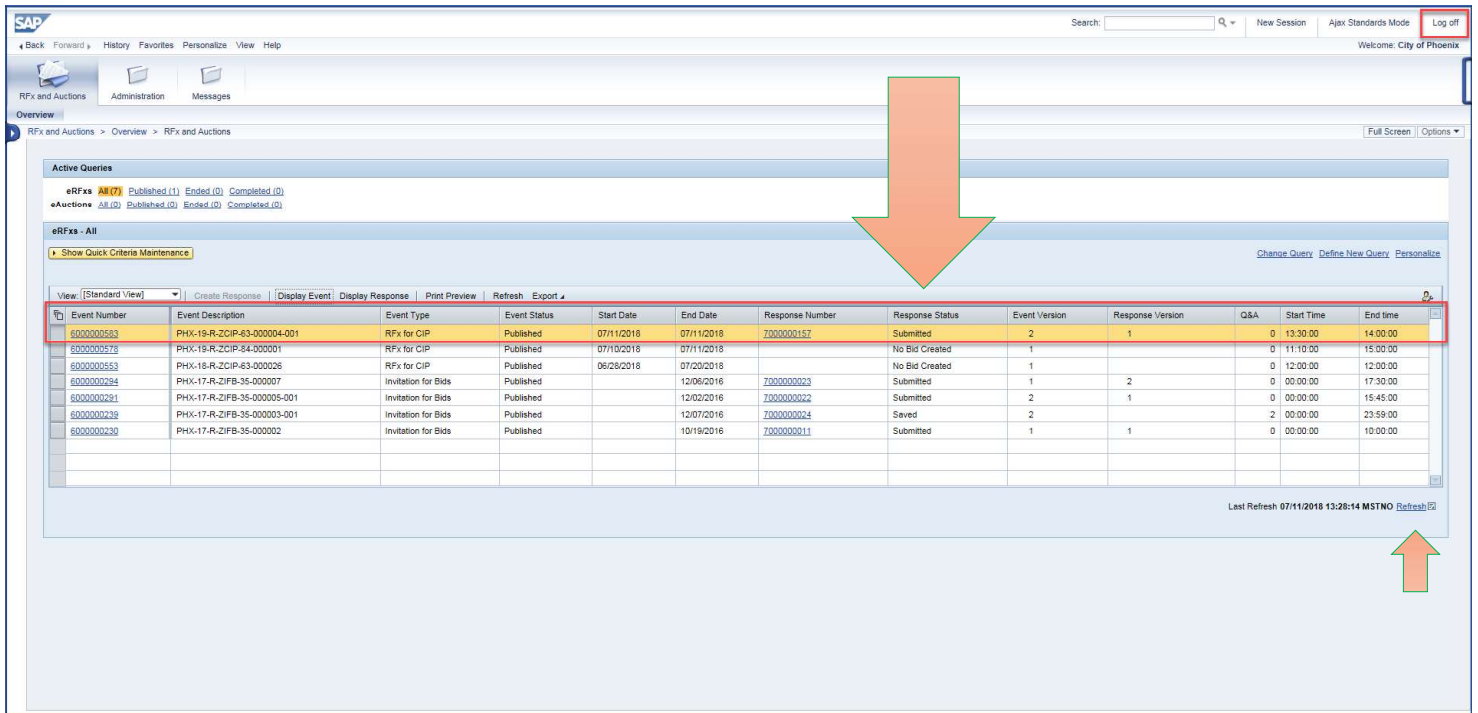
Once refreshed, the Submitter will see the RFX Response number listed. Submitters can then click the  button. Return to the RFX Overview (Event) Page.

The screenshot shows the 'Display RFX' page. At the top, there are navigation buttons: Print Preview, Close, Do Not Participate, Tentative, Questions and Answers (0), Export, System Information, and Create Memory Snapshot. Below this is a status bar with the following information: RFX Number: 6000000583, Smart Number: PHX-19-R-ZCIP-63-000004-001, RFX Status: Published, RFX Start Date: 07/11/2018 13:30:00 MSTNO, Submission Deadline: 07/11/2018 14:00:00 MSTNO, Remaining Time: 0 Days 00:10:09, RFX Owner: Training Buyer12, RFX Version Number: 2. Below the status bar are tabs for RFX Information, Items, Notes and Attachments, Summary, and Tracking. The Summary tab is active, showing a table with the following data:

RFX Number	Smart Number	RFX Status	RFX Start Date	Submission Deadline	Remaining Time	RFX Owner	RFX Version Number
6000000583	PHX-19-R-ZCIP-63-000004-001	Published	07/11/2018 13:30:00 MSTNO	07/11/2018 14:00:00 MSTNO	0 Days 00:10:09	Training Buyer12	2

The RFx Overview (Event) Page will update with the Submitter's RFx Response number, and Submitter's Response Status. After Submitting an RFx Response, you should return to this page to confirm your Response Status has changed to SUBMITTED. A Response Status of IN PROCESS or SAVED will not count your Submittal as received in the system. Make sure to always click the Refresh Button, and view your Response Status.

When Submitters are finished, Submitters should click the  button.



The screenshot displays the SAP RFx and Auctions Overview page. At the top right, there is a search bar and a "Log off" button. Below the navigation bar, the "Active Queries" section shows a summary of RFxs and Auctions. The main area contains a table titled "eRFxs - All" with the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
600000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted	2	1	0	13:30:00	14:00:00
600000578	PHX-19-R-ZCIP-64-000001	RFx for CIP	Published	07/10/2018	07/11/2018		No Bid Created	1		0	11:10:00	15:00:00
600000553	PHX-18-R-ZCIP-63-000026	RFx for CIP	Published	06/28/2018	07/20/2018		No Bid Created	1		0	12:00:00	12:00:00
600000294	PHX-17-R-ZIFB-35-000007	Invitation for Bids	Published	12/06/2016	12/06/2016	7000000023	Submitted	1	2	0	00:00:00	17:30:00
600000291	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published	12/02/2016	12/02/2016	7000000022	Submitted	2	1	0	00:00:00	15:45:00
600000238	PHX-17-R-ZIFB-35-000003-001	Invitation for Bids	Published	12/07/2016	12/07/2016	7000000024	Saved	2		2	00:00:00	23:59:00
600000230	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published	10/18/2016	10/18/2016	7000000011	Submitted	1	1	0	00:00:00	10:00:00

At the bottom right of the table area, there is a "Refresh" button. A large orange arrow points down to the table, and a smaller orange arrow points up to the Refresh button.

If you are returning to your RFX Event after logging off, make sure to click the Refresh Button to see the most updated information. You can easily access your RFX Response, by locating the Response Number associated with the RFX Event you want to edit. Click on your RFX Response Number (hyperlink), and a new window will pop-up which will allow you to make changes to your RFX Response directly. Remember, you can't make changes to any attachments within the system. You can only add or delete attachments. Document editing should be done on your PC.

The screenshot shows the SAP RFX and Auctions interface. At the top, there are navigation links like 'Back', 'Forward', 'History', 'Favorites', 'Personalize', and 'View Help'. Below that, there are tabs for 'RFX and Auctions', 'Administration', and 'Messages'. The main content area is titled 'Overview' and contains a table of RFX events and responses. A red box highlights the 'Refresh' button in the toolbar above the table. A large orange arrow points down towards the table.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
6000000553	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2016	07/11/2016		No Bid Created	2		0	13:30.00	14:00.00
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/11/2016	07/11/2016		No Bid Created	1		0	11:10.00	15:00.00
6000000553	PHX-18-R-ZCIP-63-000006	RFX for CIP	Published	06/28/2016	07/20/2016		No Bid Created	1		0	12:00.00	12:00.00
6000000284	PHX-17-R-ZIFB-35-000007	Invitation for Bids	Published	12/06/2016	12/06/2016	<a href="#">7000000023</a>	Submitted	1	2	0	00:00.00	17:30.00
6000000281	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published	12/02/2016	12/02/2016	<a href="#">7000000022</a>	Submitted	2	1	0	00:00.00	15:45.00
6000000239	PHX-17-R-ZIFB-35-000003-001	Invitation for Bids	Published	12/07/2016	12/07/2016	<a href="#">7000000024</a>	Saved	2		2	00:00.00	23:59.00
6000000230	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published	10/19/2016	10/19/2016	<a href="#">7000000011</a>	Submitted	1	1	0	00:00.00	10:00.00

View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | **Refresh** | Export

Last Refresh 07/11/2016 13:28:14 MSTNO Refresh

RfX Response numbers will not appear unless you've accessed the RfX Event and saved any actions within the system.

A Response Status of 'In Process', or 'Saved' indicates a need to complete a step(s) before the system will update your RfX Response to Submitted.  
 Your Response Status should display as 'Submitted' by the Submittal Deadline.

The screenshot shows the SAP eRFx system interface. At the top, there is a search bar and navigation links like 'New Session', 'Ajax Standards Mode', and 'Log off'. Below that, there are tabs for 'RfX and Auctions', 'Administration', and 'Messages'. The main content area is titled 'Overview' and contains a table of eRFx events. A red box highlights the 'Refresh' button in the table's toolbar. A blue double-headed arrow points to the 'Response Number' column. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End Time.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
6000000563	PHX-19-R-ZCIP-63-000004-001	RfX for CIP	Published	07/11/2016	07/11/2016		No Bid Created	2		0	13:30:00	14:00:00
6000000576	PHX-19-R-ZCIP-64-000001	RfX for CIP	Published	07/10/2016	07/11/2016		No Bid Created	1		0	11:15:00	15:00:00
6000000552	PHX-18-R-ZCIP-63-000026	RfX for CIP	Published	06/29/2016	07/20/2016		No Bid Created	1		0	12:00:00	12:00:00
6000000294	PHX-17-R-ZIFB-35-000007	Invitation for Bids	Published	12/06/2016		7000000023	Submitted	1	2	0	00:00:00	17:30:00
6000000291	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published	12/02/2016		7000000022	Submitted	2	1	0	00:00:00	15:45:00
6000000239	PHX-17-R-ZIFB-35-000003-001	Invitation for Bids	Published	12/07/2016		7000000024	Saved	2		2	00:00:00	23:59:00
6000000230	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published	10/19/2016		7000000011	Submitted	1	1	0	00:00:00	10:00:00

### Additional Notes

Submitters can click the **Save** button to Save a “Work in Progress” RFX Response.

Submitters can click the **Edit** button to enter Edit mode on their RFX Response.

Submitters can click the **Delete** button to Delete a “Work in Progress” RFX Response.

Submitters can re-Submit their RFX Response up until the Submission Deadline Date / Time.

Submitters can also Withdraw their RFX Response by clicking the **Withdraw** button.

#### QUICK TIP:

To Edit your RFX Response you must **not** be in ‘DISPLAY’ mode. Your window should either say “Edit RFX Response” or ‘Create RFX Response’ in the top left corner of your screen.

