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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/vendorreg>. **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.

Search:

Home | Create Users | Own Data | Company Data | Messages | Administration | View Help

**RFx and Auctions** | Home | Create Users | Own Data | Company Data | Messages | Administration | View Help

### Welcome Vendor Administrator

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/finance/site/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!

Full Screen | Options

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 RFX and Auctions Overview page. At the top, there are navigation options: Back, Forward, History, Favorites, Personalize, View, and Help. Below this, there are tabs for RFX and Auctions, Administration, Messages, and Overview. The main content area shows a list of active queries. A red box highlights the 'Refresh' button, and an orange arrow points to the 'Show Quick Criteria Maintenance' button. The table below contains 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
6000000553	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	0	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	0	No Bid Created	1		0	11:10:00	15:00:00
6000000553	PHX-16-R-ZCIP-63-000026	RFX for CIP	Published	06/28/2018	07/20/2018	0	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	70000000223	Submitted	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	70000000222	Submitted	2		1	00:00:00	15:45:00
6000000239	PHX-17-R-ZIFB-35-000003-001	Invitation for Bids	Published	12/07/2016	12/07/2016	70000000224	Saved	2		2	00:00:00	20:59:00
6000000230	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published	10/19/2016	10/19/2016	70000000211	Submitted	1		0	00:00:00	10:00:00

At the bottom right, there is a 'Last Refresh' timestamp: 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 **Display Event** 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 RFx and Auctions 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 a 'Log off' button. The main content area is titled 'RFx and Auctions' and includes a 'Show Quick Criteria Maintenance' button. A table lists various RFx events with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Response Version, Event Version, Start Time, and End time. The first row is highlighted in yellow, and a red box highlights the 'Display Event' button next to it.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Response Version	Event Version	Start Time	End time
6000000533	PHX-16-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018		No Bid Created		2	13:30:00	14:00:00
6000000578	PHX-16-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018		No Bid Created		1	11:10:00	15:00:00
6000000553	PHX-16-R-ZCIP-63-000026	RFx for CIP	Published	06/28/2018	07/20/2018		No Bid Created		1	12:00:00	12:00:00
6000000284	PHX-17-R-ZIFB-35-000007	Invitation for Bids	Published		12/06/2016	Z000000023	Submitted		1	00:00:00	17:30:00
6000000281	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published		12/02/2016	Z000000022	Submitted		2	00:00:00	15:45:00
6000000239	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published		12/07/2016	Z000000024	Saved		2	00:00:00	23:59:00
6000000230	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published		10/19/2016	Z000000011	Submitted		1	00:00:00	10:00:00

The RFX Event will open in a new window.

Review information on the RFX Information Tab.

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

**Display RFX :** Print Preview | Close | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Export | System Information | Create Memory Snapshot | Open side panel

RFX Number: 6030000583 | 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

**RFX Information** | Items | Notes and Attachments | RFX Parameters | Questions | Notes and Attachments | Table Extensions

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  
Title: (SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR YEARS 2019 - 2020) | Department No.: 63

**Partners and Delivery Information**  
Details | Add | Send E-Mail | Call | Clear  
Function: Requester  
Name: Training Buyer12  
Phone Number: [Empty]

Filter Settings

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.

Participate | Do Not Participate | Tentative

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' page for RFX Number 6000000553. The 'Participate' button is highlighted with a red box. The page includes a top navigation bar with options like 'Close', 'Do Not Participate', 'Tentative', 'Create Response', 'Questions and Answers', 'Export', 'System Information', and 'Create Memory Snapshot'. The main content area displays RFX details: RFX Number 6000000553, Smart Number PHX-19-R-ZCP-63-000004-001, RFX Version Type Active Version, 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. Below this, there are sections for 'RFX Parameters' (Time Zone, Start Date, Submission Deadline, Opening Date, Currency, Title), 'Partners and Delivery Information' (Function, Number, Name, Phone Number, Requester), and 'Filter Settings'.

### Creating an RFX Response

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

This screenshot is identical to the one above, but the 'Create Response' button in the top navigation bar is highlighted with a red box. The rest of the page content, including the RFX details and partner information, remains the same.



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

**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: 6000000583 Status: In Process  
RFX Response Version Number: Active Version RFX Version Number: 2

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 Information** | Questions | Notes and Attachments | Summary | Tracking

**RFX Information** | Notes and Attachments | Conditions

**Event Parameters**  
Currency: American Dollar

**Status and Statistics**  
Created On: 07/11/2018 13:45:44 MSTNO  
Created By: Ms. Yesenia Mejia  
Last Processed On: 07/11/2018 13:45:44 MSTNO  
Last Processed By: Ms. Yesenia Mejia

**Partners and Delivery Information**

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

Filter Settings

On the first tab, **RFX Information**, Submitters can again review the RFX Event's **Basic Data** area to review any Notes and Attachments provided by the Buyer.

**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: 6000000583 Status: In Process  
RFX Response Version Number: Active Version RFX Version Number: 2

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 Information** | Questions | Notes and Attachments | Summary | Tracking

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

**Event Parameters**  
Currency: American Dollar

**Status and Statistics**  
Created On: 07/11/2018 13:45:44 MSTNO  
Created By: Ms. Yesenia Mejia  
Last Processed On: 07/11/2018 13:45:44 MSTNO  
Last Processed By: Ms. Yesenia Mejia

**Partners and Delivery Information**

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

Filter Settings

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: 700000157 | RFx Number: 600000553 | 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 | Tracing

Basic Data | Questions | Notes and Attachments | Conditions

▼ Notes

Category	Description	Checked Out	Type	Size (KB)	Changed by
Conditions of Participation	See attached Request for Qualifications. The City of Phoenix is seeking up to 18 qualified consul...	<input type="checkbox"/>	pdf	87	BUYER12
RFx/Auction Text	-Empty-				
Bidders' Remarks	-Empty-				
Purchaser's Remarks	-Empty-				

▼ Attachments

Add Attachment	Edit Description	Versioning	Delete	Create Profile
Category	Description	File Name	Processor	Checked Out
Standard Attachment	Request for Qualifications	Request for Qualifications.pdf	1	BUYER12

Filter Settings

**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: 600000553 | 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 | Tracing

Basic Data | Questions | Notes and Attachments | Conditions

▼ Notes

Category	Description	Checked Out	Type	Size (KB)	Changed by
Conditions of Participation	See attached Request for Qualifications. The City of Phoenix is seeking up to 18 qualified consul...	<input type="checkbox"/>	pdf	87	BUYER12
RFx/Auction Text	-Empty-				
Bidders' Remarks	-Empty-				
Purchaser's Remarks	-Empty-				

▼ Attachments

Add Attachment	Edit Description	Versioning	Delete	Create Profile
Category	Description	File Name	Processor	Checked
Standard Attachment	Request for Qualifications	Request for Qualifications.pdf	1	<input type="checkbox"/>

Filter Settings

**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: 7000000157 | RFX Number: 600000653 | 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

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

Basic Data | Questions | Notes and Attachments | Conditions

▼ Notes

Clear

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

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

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

Filter Settings

**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: 600000653 | 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

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

Basic Data | Questions | Notes and Attachments | Conditions

▼ Notes

Clear

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

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

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

Filter Settings

**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**

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 07/11/2016 14:00:00 MSTNO    Opening Date 07/11/2016 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 | Tracing

Basic Data | Questions | Notes and Attachments | Conditions

▼ Notes

Clear

Category	Description
Conditions of Participation	See attached Request for Qualifications.
RFx/Auction Text	The City of Phoenix is seeking up to 16 qualified consul...
Bidders' 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	07/11/2016

Do you want to open or save Request for Qualifications.pdf (86.2 KB) from srm.qa.phoenix.gov?

Open    Save    Cancel

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' window. 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 error messages is shown, each with a red icon and a red border around the text:

- Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value
- Time zone MSTAZ is not valid in country US (several possibilities) - Display Help

At the bottom of the window, there is a summary section with the following details:

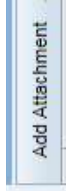
RFx Response Number	7000000157	RFx Number	6000000583	Status	In Process	Submission Deadline	07/11/2018 14:00:00 MSTNO	Opening Date	07/11/2018 14:00:00 MSTNO
RFx Response Version Number	Active Version	RFx Version Number	2						

Below the summary, there are tabs for 'RFx Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Items' tab is currently selected. At the very bottom, there is a button labeled 'Item Overview'.



On the Header

tab, Submitters are able to upload their RFQ Response document(s).



To upload an Attachment, Submitters should click the

**Create RFQ Response**

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

Time zone MSTAZ 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: 2

Notes and Attachments | Summary | Tracking

RFX Information | Items | Notes and Attachments

▼ Notes

Add | Clear

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....

Filter Settings

▼ Attachments

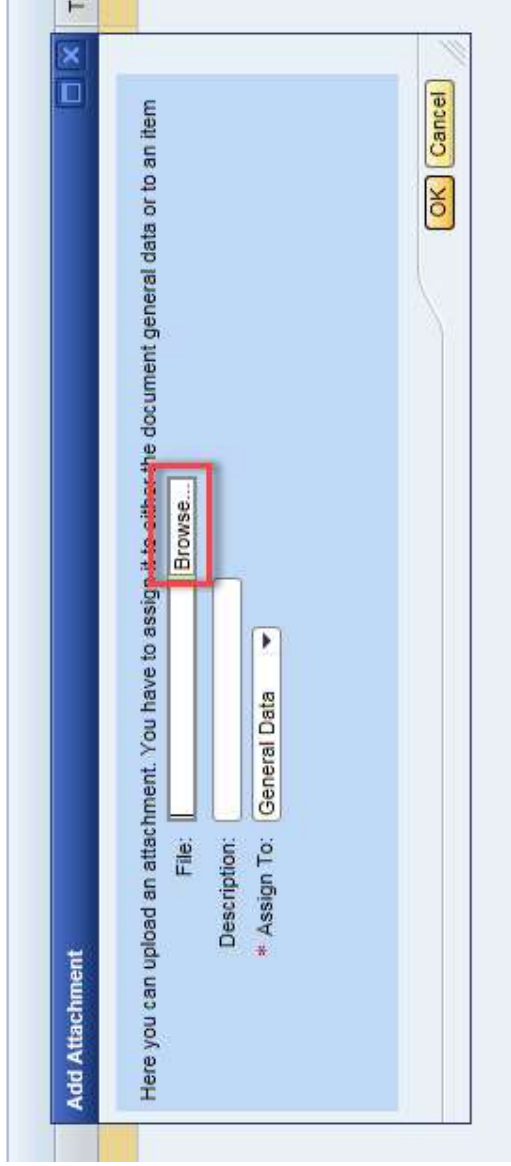
Add Attachment	Add URL	Edit Description	Versioning	Delete	Create Qualification Profile	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Assigned to	Category	Description	The table does not contain any data										

Filter Settings

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.

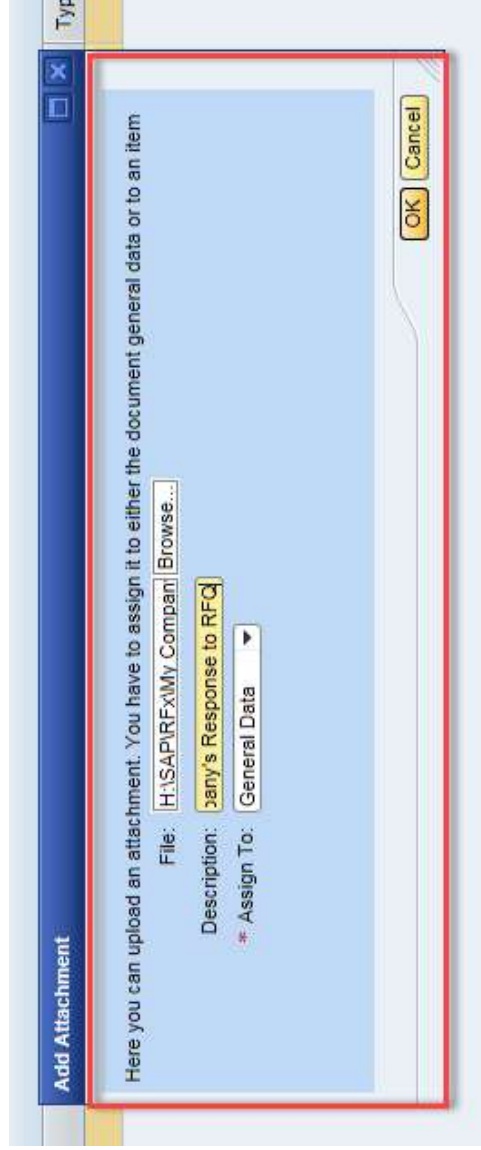
Browse...

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



SHORT FILE NAME  
NO SPECIAL CHARACTERS

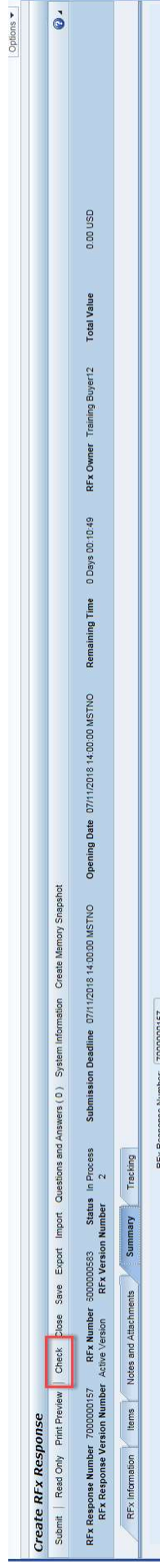
Submitters should add a Description and then click OK.



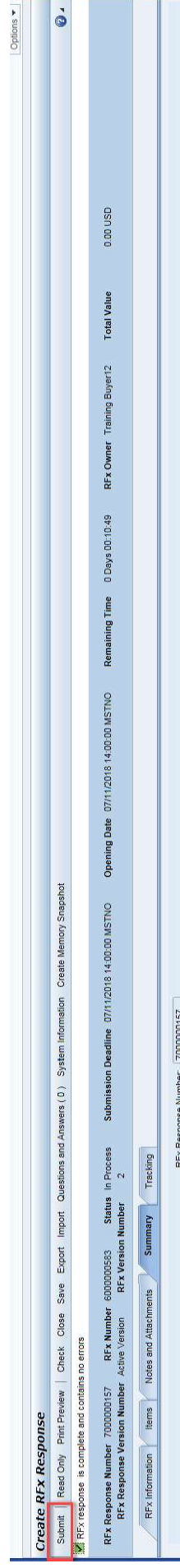
The **Summary** tab provides Submitters with a high-level overview of their RFX Response.



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' interface. At the top, there are navigation options: 'Print Preview', 'Close', 'Withdraw', 'Export', 'System Information', and 'Create Memory Snapshot'. Below this, the RFX details are displayed: RFX Number 600000583, RFX Response Version Number 2, Status 'In Process', and RFX Version Number 2. The submission deadline is 07/11/2018 14:00:00 MSTNO, and the opening date is also 07/11/2018 14:00:00 MSTNO. The remaining time is 0 Days 00:10:49. The RFX Owner is Training Buyer12, and the total value is 0.00 USD. A green arrow points to the 'Close' button in the top navigation bar. Below the main information, there are sections for 'RFx Information', 'Items', 'Notes and Attachments', and 'Summary'. The 'Summary' section shows: RFX Response Number: 700000157, Items With Response: 2 out of 2 items responded to, Questions: 0 out of 0 questions answered (0 out of 0 mandatory), Notes: 1 notes added, and Attachments: 1 attachments added. A green arrow points to the 'Close' button in the top navigation bar.

Submitters can refresh the RFx Event by clicking the button.

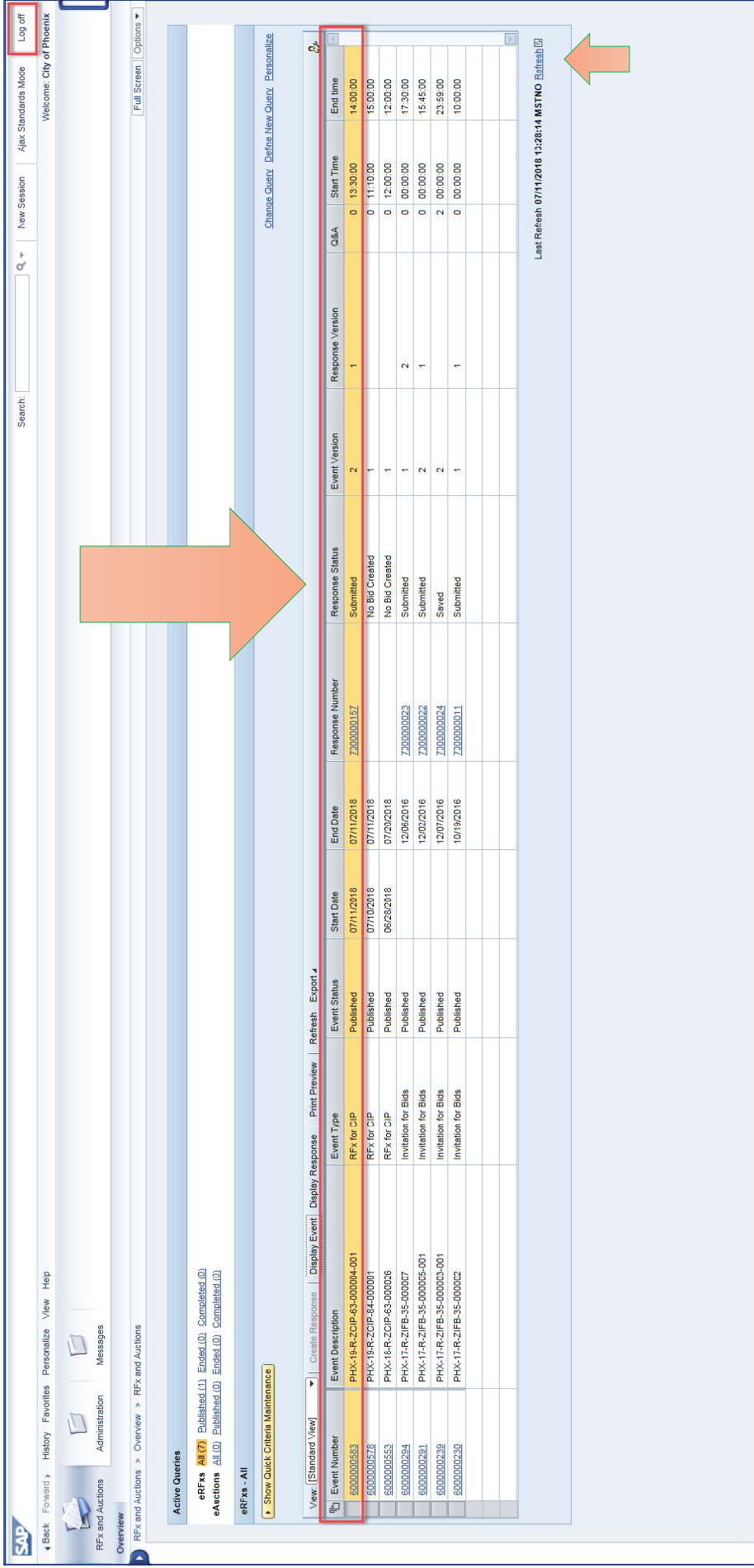
The screenshot shows the 'Display RFX' interface. At the top, there are navigation options: 'Print Preview', 'Close', 'Do Not Participate', 'Tentative', 'Create Response', 'Questions and Answers (0)', 'Export', 'System Information', and 'Create Memory Snapshot'. Below this, the RFX details are displayed: RFX Number 600000583, Smart Number PHX-19-R-ZCIP-43-00004-001, 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. A green arrow points to the 'Close' button in the top navigation bar.

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' interface. At the top, there are navigation options: 'Print Preview', 'Close', 'Do Not Participate', 'Tentative', 'Questions and Answers (0)', 'Export', 'System Information', and 'Create Memory Snapshot'. Below this, the RFX details are displayed: RFX Number 600000583, Smart Number PHX-19-R-ZCIP-43-00004-001, 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, and RFX Version Number 2. A red box highlights the 'Close' button in the top navigation bar and the 'RFX Response 700000157' field in the 'RFx Parameters' section. A green arrow points to the 'Close' button in the top navigation bar.

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 shows the SAP eAuctions RFX Overview page. The top navigation bar includes 'SAP', 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. The main content area displays 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 contains the following data: Event Number: 6000000533, Event Description: PHX-18-R-ZCIP-63-000004-001, Event Type: RFX for CIP, Event Status: Published, Start Date: 07/11/2018, End Date: 07/11/2018, Response Number: Z300000157, Response Status: Submitted, Event Version: 2, Response Version: 1, Q&A: 0, Start Time: 13:30:00, End Time: 14:00:00. Below the table, there are buttons for 'View', 'Print', 'Refresh', and 'Export'. The bottom right corner shows the last refresh time: 'Last Refresh 07/11/2018 13:28:14 MSTNO Refresh'.

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
6000000533	PHX-18-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	Z300000157	Submitted	2	1	0	13:30:00	14:00:00
6000000578	PHX-18-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-63-000006	RFX for CIP	Published	06/28/2018	07/20/2018		No Bid Created	1		0	12:00:00	12:00:00
6000000294	PHX-17-R-ZIFB-35-000007	Invitation for Bids	Published		12/09/2016	Z300000023	Submitted	1	2	0	00:00:00	17:30:00
6000000281	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published		12/09/2016	Z300000022	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	Z300000024	Saved	2	2	2	00:00:00	23:59:00
6000000290	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published		10/19/2016	Z300000011	Submitted	1	1	0	00:00:00	10:00:00

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.

Search:  Q

New Session Ajax Standards Mode Log off  
Welcome: City of Phoenix

Full Screen Options

Active Queries

eRFxs All (7) Published (1) Ended (0) Completed (0)  
eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

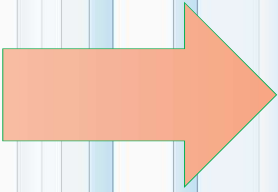
Show Quick Criteria Maintenance

View: (Standard View) | Create Response | Display Event | Display Response | Print Preview

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	07/11/2018	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-63-000026	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	Z0000000283	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	Z0000000282	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	Z0000000284	Saved	2	2	2	00:00:00	23:59:00
6000000230	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published		10/19/2016	Z000000011	Submitted	1	1	0	00:00:00	10:00:00

Change Query Define New Query Personalize

Last Refresh: 07/11/2018 15:28:14 MSTND 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.**

SAP | Back Forward History Favorites Personalize View Help | Search: Q | New Session Ajax Standards Mode Log off | Welcome: City of Phoenix

RFx and Auctions > Overview > RFx and Auctions | Full Screen Options

Active Queries

eRFxs All (7) Published (1) Ended (0) Completed (0)  
 eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All | Show Quick Criteria Maintenance

View: (Standard View) | Create Response | Display Event | Display Response | Print Preview

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	07/11/2018	07/11/2018		No Bid Created	2		0	13:30:00	14:00:00
6000000578	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/12/2018	07/11/2018		No Bid Created	1		0	11:10:00	15:00:00
6000000553	PHX-18-R-ZCIP-63-000026	RFx for CIP	Published	06/29/2018	07/20/2018		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	12/06/2016	Z0000000023	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	12/02/2016	Z0000000022	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	Z0000000024	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	Z0000000011	Submitted	1	1	0	00:00:00	10:00:00

Change Query Define New Query Personalize

Last Refresh 07/11/2018 15:28:14 MSTNO Refresh

## 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.

