

---

*City of Phoenix*

---

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>



The screenshot shows the login interface for the procurePHX portal. In the top left corner, there is a logo consisting of a purple shopping bag icon with a white swirl inside, followed by the text "procurePHX" in a bold, sans-serif font. Below the logo, there are two input fields: "User \*" and "Password \*". To the right of the "Password \*" field is a "Log On" button. Below the input fields, there is a link that reads "Logon Problems? [Get Support](#)".

Submitters may use any internet browser to log-in to the Supplier Portal, however, Internet Explorer 11 and Google Chrome are recommended.

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

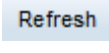
**It is your responsibility to keep all information current.** If your e-mail address is not correct, your firm shall be deleted from our vendor file when we perform a maintenance check of the system. Being a registered vendor does NOT guarantee the receipt of electronic notification for all applicable 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>

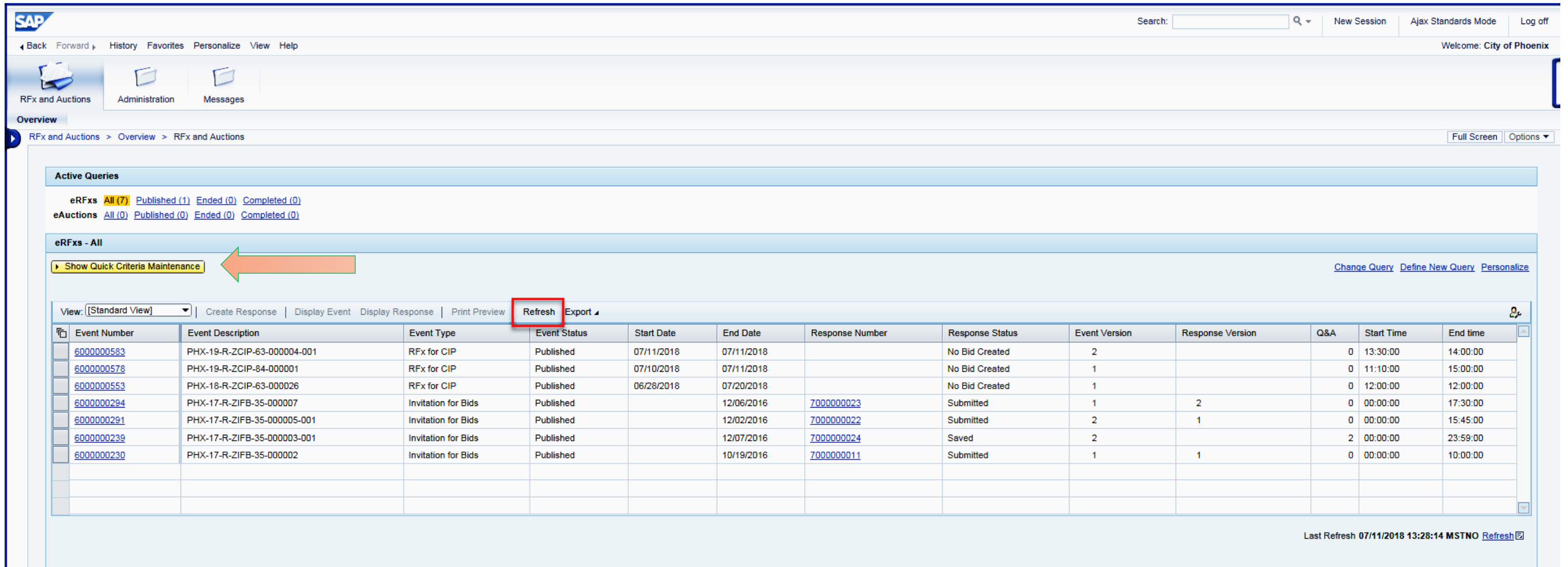
If you would like additional assistance, please send an email to [vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov) or call (602)262-1819.

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  button to ensure that current / updated RFX data is loaded.

Submitters can also filter this list by clicking the  button. Submitters can choose to display a specific RFX by searching for it.

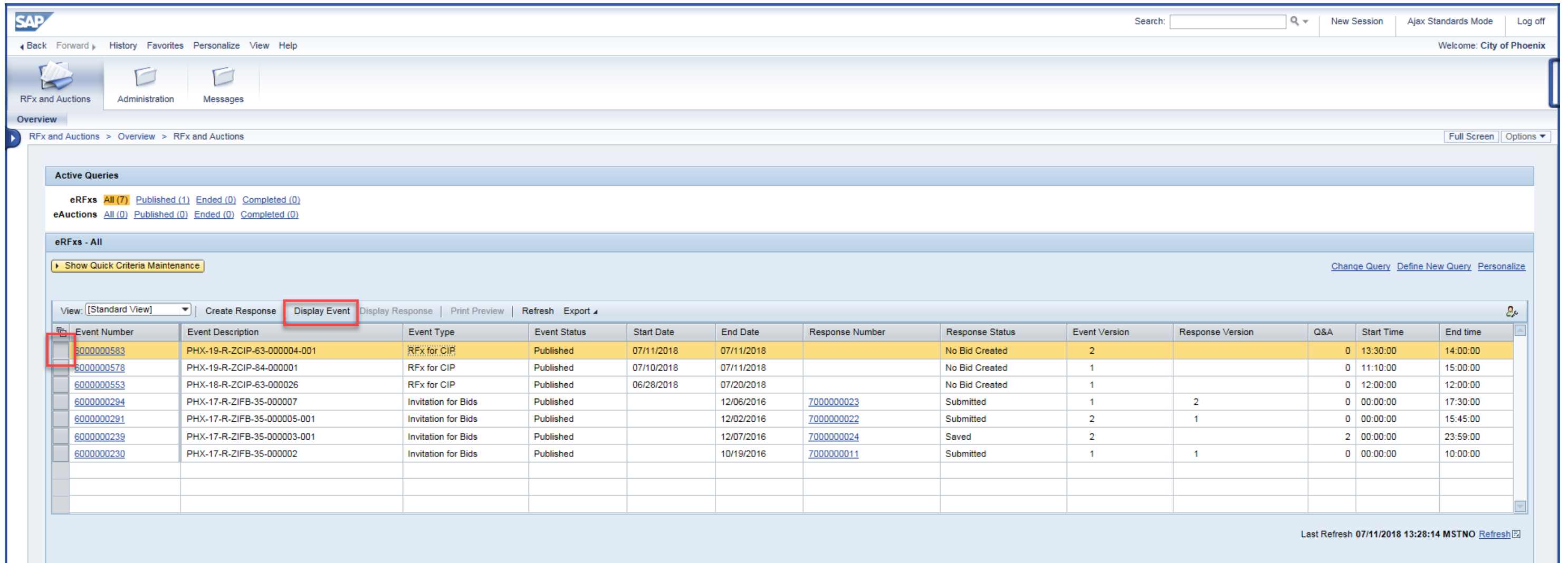


The screenshot shows the SAP RFX Overview interface. At the top, there is a search bar and navigation links like 'New Session', 'Ajax Standards Mode', and 'Log off'. Below this, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. The main content area is titled 'Overview' and contains a table of active queries. 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. A red box highlights the 'Refresh' button in the table's toolbar. An orange arrow points to the 'Show Quick Criteria Maintenance' button. The bottom right corner of the interface 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 |
|---------------------------|-----------------------------|---------------------|--------------|------------|------------|---------------------------|-----------------|---------------|------------------|-----|------------|----------|
| <a href="#">600000583</a> | 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 |
| <a href="#">600000578</a> | PHX-19-R-ZCIP-84-000001     | RFX for CIP         | Published    | 07/10/2018 | 07/11/2018 |                           | No Bid Created  | 1             |                  | 0   | 11:10:00   | 15:00:00 |
| <a href="#">600000553</a> | 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 |
| <a href="#">600000294</a> | PHX-17-R-ZIFB-35-000007     | Invitation for Bids | Published    |            | 12/06/2016 | <a href="#">700000023</a> | Submitted       | 1             | 2                | 0   | 00:00:00   | 17:30:00 |
| <a href="#">600000291</a> | PHX-17-R-ZIFB-35-000005-001 | Invitation for Bids | Published    |            | 12/02/2016 | <a href="#">700000022</a> | Submitted       | 2             | 1                | 0   | 00:00:00   | 15:45:00 |
| <a href="#">600000239</a> | PHX-17-R-ZIFB-35-000003-001 | Invitation for Bids | Published    |            | 12/07/2016 | <a href="#">700000024</a> | Saved           | 2             |                  | 2   | 00:00:00   | 23:59:00 |
| <a href="#">600000230</a> | PHX-17-R-ZIFB-35-000002     | Invitation for Bids | Published    |            | 10/19/2016 | <a href="#">700000011</a> | Submitted       | 1             | 1                | 0   | 00:00:00   | 10:00:00 |

## 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 RFX and Auctions interface. At the top, there is a search bar and navigation links like 'New Session', 'Ajax Standards Mode', and 'Log off'. Below the navigation, there are tabs for 'RFX and Auctions', 'Administration', and 'Messages'. The main content area is titled 'Active Queries' and shows a list of RFXs and Auctions. The 'eRFXs - All' section is expanded, showing a table of RFX events. The 'Display Event' button is highlighted in a red box. 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 |
|----------------------------|-----------------------------|---------------------|--------------|------------|------------|----------------------------|-----------------|---------------|------------------|-----|------------|----------|
| <a href="#">6000000583</a> | 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 |
| <a href="#">6000000578</a> | PHX-19-R-ZCIP-84-000001     | RFX for CIP         | Published    | 07/10/2018 | 07/11/2018 |                            | No Bid Created  | 1             |                  | 0   | 11:10:00   | 15:00:00 |
| <a href="#">6000000553</a> | 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 |
| <a href="#">6000000294</a> | PHX-17-R-ZIFB-35-000007     | Invitation for Bids | Published    |            | 12/06/2016 | <a href="#">7000000023</a> | Submitted       | 1             | 2                | 0   | 00:00:00   | 17:30:00 |
| <a href="#">6000000291</a> | PHX-17-R-ZIFB-35-000005-001 | Invitation for Bids | Published    |            | 12/02/2016 | <a href="#">7000000022</a> | Submitted       | 2             | 1                | 0   | 00:00:00   | 15:45:00 |
| <a href="#">6000000239</a> | PHX-17-R-ZIFB-35-000003-001 | Invitation for Bids | Published    |            | 12/07/2016 | <a href="#">7000000024</a> | Saved           | 2             |                  | 2   | 00:00:00   | 23:59:00 |
| <a href="#">6000000230</a> | PHX-17-R-ZIFB-35-000002     | Invitation for Bids | Published    |            | 10/19/2016 | <a href="#">7000000011</a> | Submitted       | 1             | 1                | 0   | 00:00:00   | 10:00:00 |

At the bottom right of the interface, it says 'Last Refresh 07/11/2018 13:28:14 MSTNO Refresh'.

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, key RFX details are listed: 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, and 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). A 'Partners and Delivery Information' section is expanded, showing a table with columns for Function, Number, Name, and Phone Number. The table contains one entry: Requester, with Name 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.

A close-up view of three buttons: 'Participate', 'Do Not Participate', and 'Tentative'. The 'Participate' button is highlighted with a yellow background.

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 the navigation bar, 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, and RFX Version Number 2. The RFX Version Type is Active Version. Below the details, there are tabs for RFX Information, Items, and Notes and Attachments. Under RFX Information, there are sub-tabs for 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. There is also a \* Department No.: 63. Below the parameters, there is a section for Partners and Delivery Information with buttons: Details, Add, Send E-Mail, Call, Clear. A table below shows the Requester information:

| Function  | Number | Name             | Phone Number |
|-----------|--------|------------------|--------------|
| 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 the navigation bar, 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 00:14:32, RFX Owner Training Buyer12, and RFX Version Number 2. The RFX Version Type is Active Version. Below the details, there are tabs for RFX Information, Items, and Notes and Attachments. Under RFX Information, there are sub-tabs for 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. There is also a \* Department No.: 63. Below the parameters, there is a section for Partners and Delivery Information with buttons: Details, Add, Send E-Mail, Call, Clear. A table below shows the Requester information:

| Function  | Number | Name             | Phone Number |
|-----------|--------|------------------|--------------|
| Requester |        | Training Buyer12 |              |



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

The screenshot shows the 'Create RFX Response' application window. At the top, there is a navigation bar with 'Options' and a help icon. Below it, a menu bar includes 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', 'Save', 'Export', 'Import', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. A status bar displays key information: RFX Response Number 700000157, RFX Number 600000583, 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 the status bar, there are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. Under 'RFX Information', there are sub-tabs for 'Basic Data', 'Questions', 'Notes and Attachments', and 'Conditions'. The 'Basic Data' sub-tab is active, showing 'Event Parameters' (Currency: American Dollar) and '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). At the bottom, there is a section for 'Partners and Delivery Information' 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' sub-tab under the 'RFX Information' tab is highlighted with a red border, indicating it is 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** Options ▾

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 Filter Settings

Clear

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

▼ Attachments Filter Settings

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 | <a href="#">Request for Qualifications</a> | Request for Qualifications.pdf | 1       |           | <input type="checkbox"/> | pdf  | 87        | BUYER12    | 07/11/2018 |

**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 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 Filter Settings

Clear

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

▼ Attachments Filter Settings

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

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

**Change Conditions of Participation** ✖

Conditions of Participation:

OK Cancel

Options

### 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   |
|---|---|
| <a href="#">Conditions of Participation</a> | See attached Request for Qualifications.                    |
| <a href="#">Rfx/Auction Text</a>            | The City of Phoenix is seeking up to 18 qualified consul... |
| <a href="#">Bidder's Remarks</a>            | -Empty-   |
| <a href="#">Purchaser's Remarks</a>         | -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 | <a href="#">Request for Qualifications</a> | Request for Qualifications.pdf | 1       |           | <input type="checkbox"/> | pdf  | 87        | BUYER12    | 07/11/2018 |

Options

### 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   |
|---|---|
| <a href="#">Conditions of Participation</a> | See attached Request for Qualifications.                    |
| <a href="#">Rfx/Auction Text</a>            | The City of Phoenix is seeking up to 18 qualified consul... |
| <a href="#">Bidder's Remarks</a>            | -Empty-   |
| <a href="#">Purchaser's Remarks</a>         | -Empty-   |

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Profile Filter Settings

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

**Change Rfx/Auction Text**

Rfx/Auction Text:

OK Cancel

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

Options

### 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   |
|---|---|
| <a href="#">Conditions of Participation</a> | See attached Request for Qualifications.                    |
| <a href="#">RFX/Auction Text</a>            | The City of Phoenix is seeking up to 18 qualified consul... |
| <a href="#">Bidder's Remarks</a>            | -Empty-   |
| <a href="#">Purchaser's Remarks</a>         | -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 | <a href="#">Request for Qualifications</a> | Request for Qualifications.pdf | 1       |           | <input type="checkbox"/> | pdf  | 87        | 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.

**Create RFX Response**

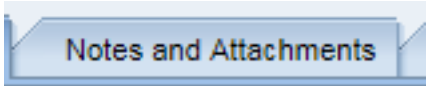
Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

- ❗ 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](#)

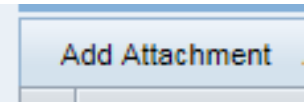
RFX Response Number 7000000157    RFX Number 6000000583    Status In Process    Submission Deadline 07/11/2018 14:00:00 MSTNO    Opening Date 07/11/2018 14:00:00 MSTNO  
RFX Response Version Number Active Version    RFX Version Number 2

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

▼ 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** Options ▾

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

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

---

**Notes** Filter Settings

Add ▾ Clear

| Assigned To  | Category                                    | Text Preview  |
|--------------|---|---|
| Document ... | <a href="#">Conditions of Participation</a> | See attached Request for Qualifications.                    |
| Document ... | <a href="#">RFx/Auction Text</a>            | The City of Phoenix is seeking up to 18 qualified consul... |

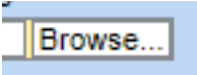
---

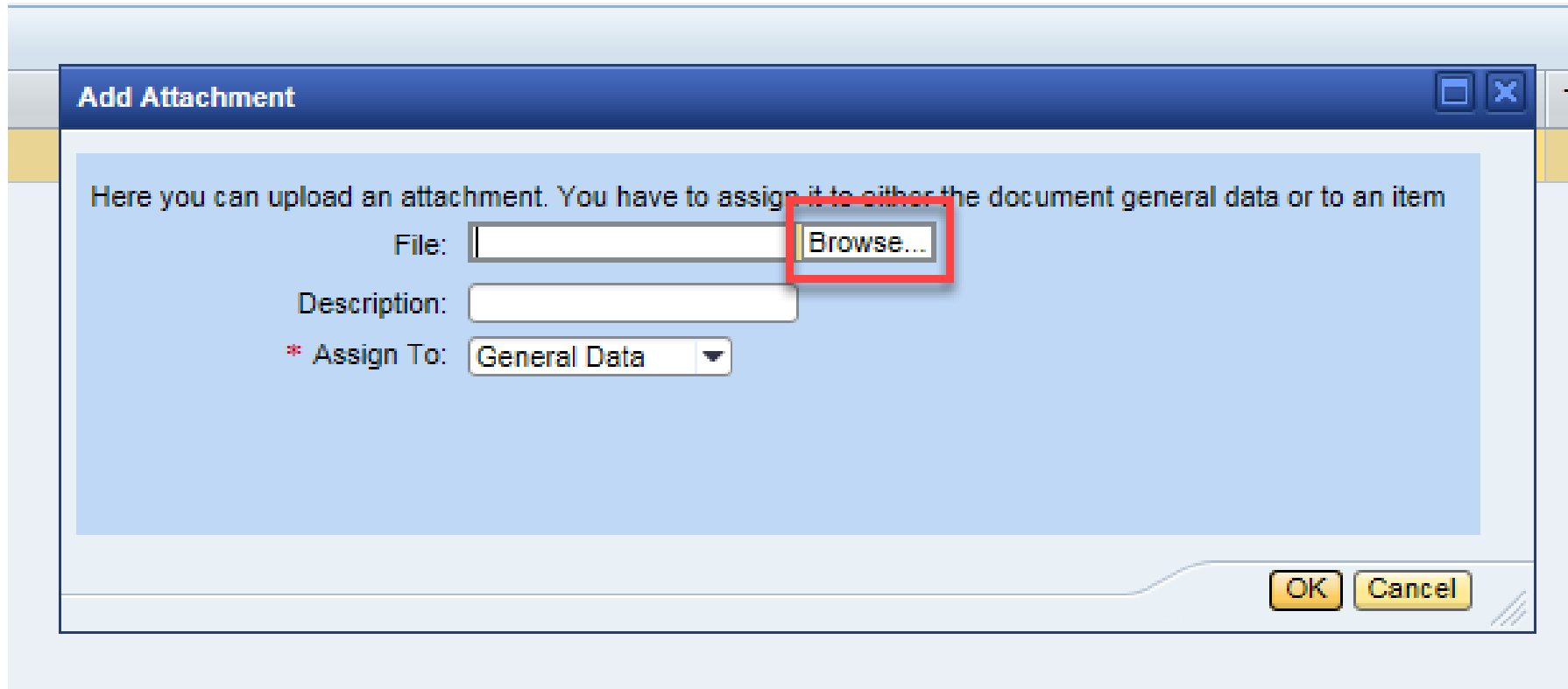
**Attachments** Filter Settings

**Add Attachment** | Add URL | Edit Description | Versioning ▾ | Delete | Create Qualification Profile

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

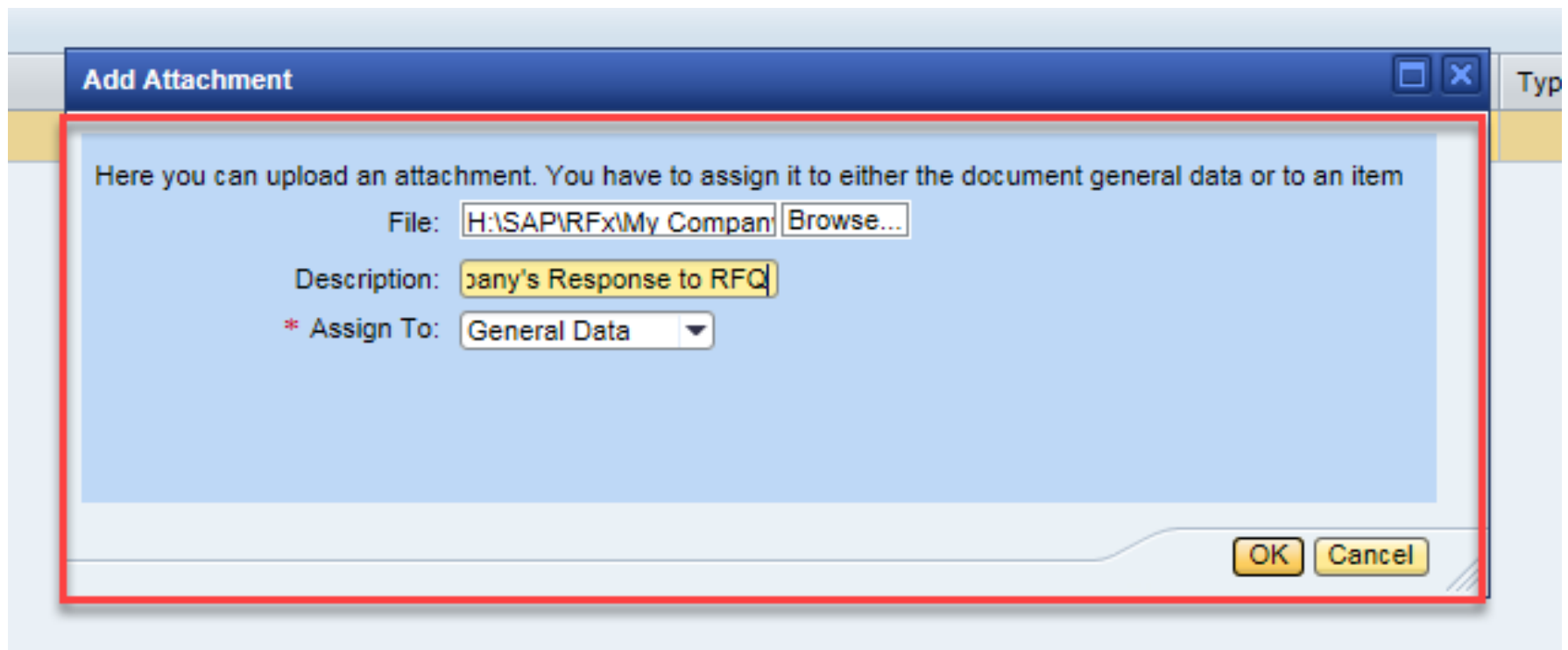
**NOTE:** When saving and naming your file before attaching, do not use any special characters ( \_ \* # \$ > , etc), and do not use a long name. They system may not properly load your SOQ which may result in disqualification.

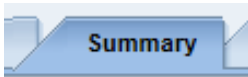
Submitters should click the  button and navigate to their desired attachment document.

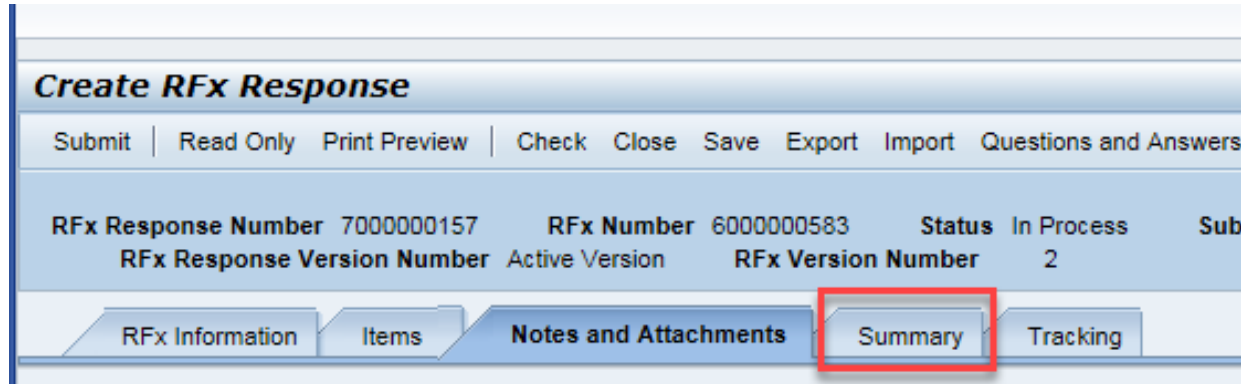



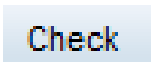
SHORT FILE NAME  
NO SPECIAL CHARACTERS

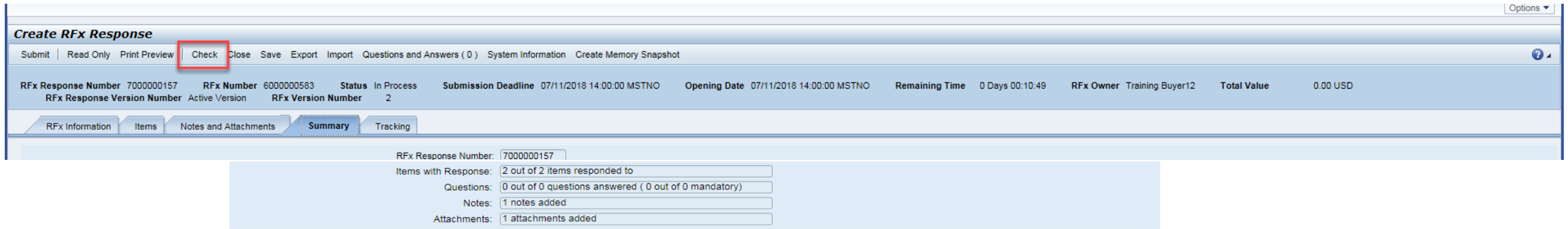
Submitters should add a Description and then click OK.



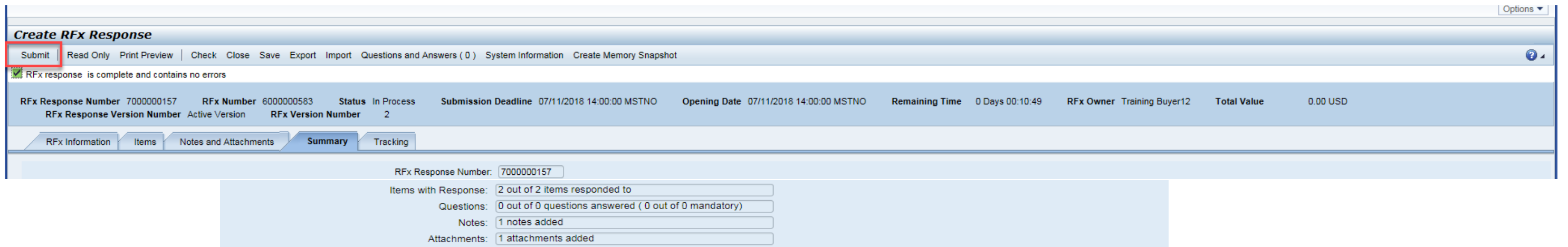
The  tab provides Submitters with a high-level overview of their RFX Response.



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



If all errors are gone, Submitters can Submit their RFX Response by clicking the  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 is a navigation bar with buttons: Edit, Print Preview, Close, Withdraw, Export, Questions and Answers (0), System Information, and Create Memory Snapshot. Below this, a message states 'RFX response 7000000157 submitted'. A table displays RFX 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, Remaining Time 0 Days 00:10:49, RFX Owner Training Buyer12, and Total Value 0.00 USD. Below the table are tabs for RFX Information, Items, Notes and Attachments, Summary, and Tracking. The Summary tab is active, showing: RFX Response Number: 7000000157, 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 Refresh button (circular arrow icon) in the top navigation bar.

Submitters can refresh the RFX Event by clicking the  button.

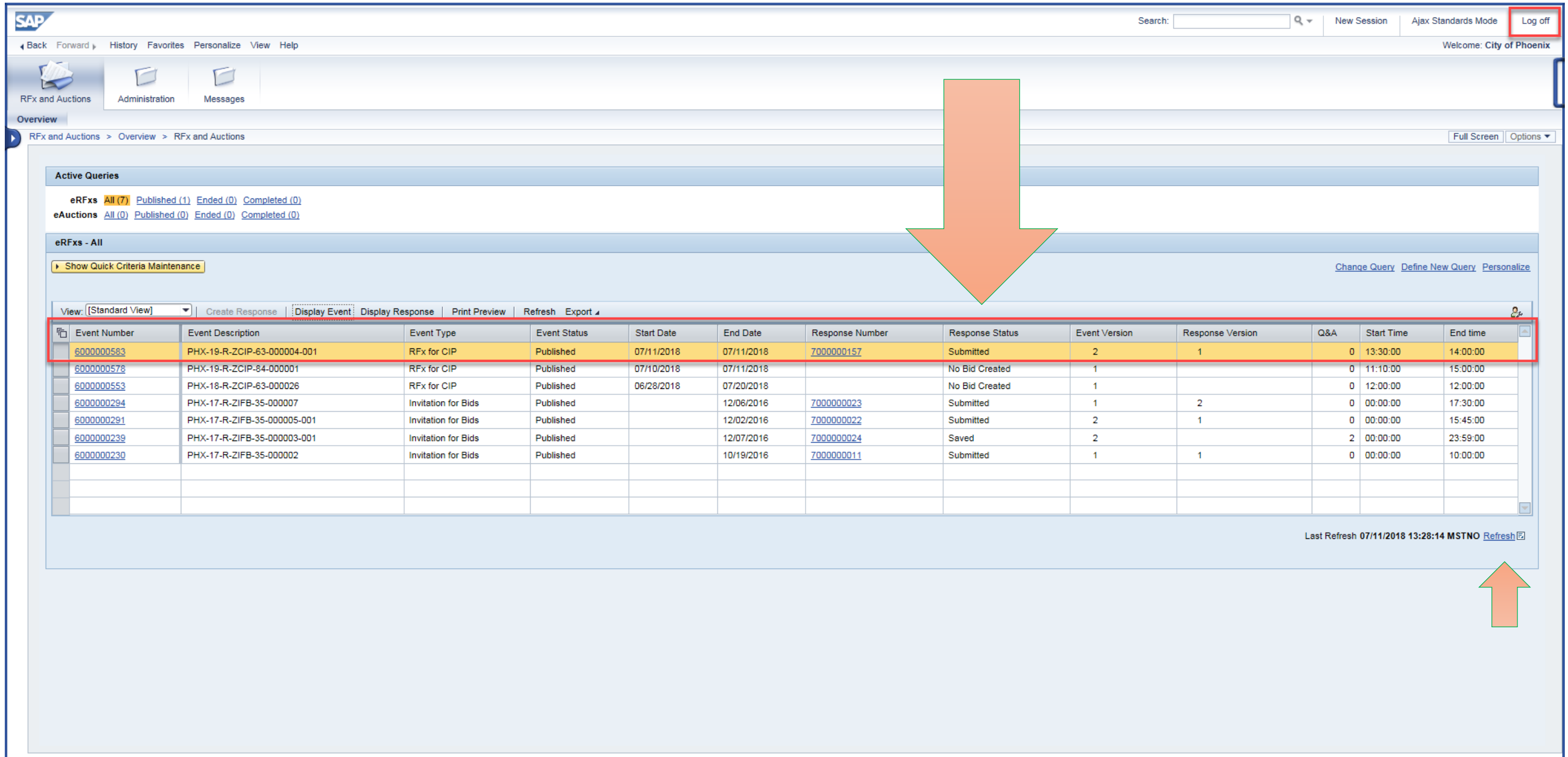
The screenshot shows the 'Display RFX' interface. The navigation bar includes buttons: Print Preview, Refresh (circular arrow icon), Close, Do Not Participate, Tentative, Create Response, Questions and Answers (0), Export, System Information, and Create Memory Snapshot. The Refresh button is highlighted with a red box. Below the navigation bar, RFX details are shown: 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, and RFX Version Number 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' interface after a refresh. The navigation bar includes buttons: Print Preview, Refresh (circular arrow icon), Close, Do Not Participate, Tentative, Questions and Answers (0), Export, System Information, and Create Memory Snapshot. The Close button is highlighted with a red box. Below the navigation bar, RFX details are shown: 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, and RFX Version Number 2. The RFX Response number 7000000157 is highlighted with a red box. Below the details are tabs for RFX Information, Items, Notes and Attachments, and RFX Parameters.

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 RFX Overview page for the City of Phoenix. The page includes a navigation bar with 'Log off' and 'New Session' buttons. Below the navigation bar, there are tabs for 'RFX and Auctions', 'Administration', and 'Messages'. The main content area displays 'Active Queries' and 'eRFxs - All'. A table of RFX events is shown, 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. The first row is highlighted in yellow and has a red border around it. 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 |
|--------------|-----------------------------|---------------------|--------------|------------|------------|-----------------|-----------------|---------------|------------------|-----|------------|----------|
| 6000000583   | 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 |
| 6000000578   | PHX-19-R-ZCIP-84-000001     | 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    | 06/28/2018 | 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    |            | 12/06/2016 | 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 |

At the bottom right of the table area, there is a 'Refresh' button with a refresh icon. The text 'Last Refresh 07/11/2018 13:28:14 MSTNO' is displayed next to it.

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 displays the SAP RFX and Auctions interface. At the top, there is a search bar and navigation links like 'New Session', 'Ajax Standards Mode', and 'Log off'. Below this is a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'eRFxs - All' and contains a table of active queries. A large orange arrow points to the 'Refresh' button in the table's toolbar. The table lists various RFX events 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.

| 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 |
|----------------------------|-----------------------------|---------------------|--------------|------------|------------|----------------------------|-----------------|---------------|------------------|-----|------------|----------|
| <a href="#">6000000583</a> | 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 |
| <a href="#">6000000578</a> | 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 |
| <a href="#">6000000553</a> | 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 |
| <a href="#">6000000294</a> | PHX-17-R-ZIFB-35-000007     | Invitation for Bids | Published    |            | 12/06/2016 | <a href="#">7000000023</a> | Submitted       | 1             | 2                | 0   | 00:00:00   | 17:30:00 |
| <a href="#">6000000291</a> | PHX-17-R-ZIFB-35-000005-001 | Invitation for Bids | Published    |            | 12/02/2016 | <a href="#">7000000022</a> | Submitted       | 2             | 1                | 0   | 00:00:00   | 15:45:00 |
| <a href="#">6000000239</a> | PHX-17-R-ZIFB-35-000003-001 | Invitation for Bids | Published    |            | 12/07/2016 | <a href="#">7000000024</a> | Saved           | 2             |                  | 2   | 00:00:00   | 23:59:00 |
| <a href="#">6000000230</a> | PHX-17-R-ZIFB-35-000002     | Invitation for Bids | Published    |            | 10/19/2016 | <a href="#">7000000011</a> | Submitted       | 1             | 1                | 0   | 00:00:00   | 10:00:00 |

At the bottom right of the interface, it says 'Last Refresh 07/11/2018 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.**

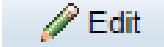
The screenshot shows the SAP RFX and Auctions interface. At the top, there is a search bar and navigation links like 'New Session', 'Ajax Standards Mode', and 'Log off'. Below this is a navigation menu with 'RFX and Auctions', 'Administration', and 'Messages'. The main content area is titled 'Active Queries' and shows 'eRFxs All (7)' and 'eAuctions All (0)'. Below this is 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. A red box highlights the 'Refresh' button above the table. A blue double-headed arrow points to the 'Response Status' column. The table contains several rows of data, including events with 'No Bid Created', 'Submitted', and 'Saved' statuses.

| 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 |
|---------------------------|-----------------------------|---------------------|--------------|------------|------------|---------------------------|-----------------|---------------|------------------|-----|------------|----------|
| <a href="#">600000583</a> | 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 |
| <a href="#">600000578</a> | 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 |
| <a href="#">600000553</a> | 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 |
| <a href="#">600000294</a> | PHX-17-R-ZIFB-35-000007     | Invitation for Bids | Published    |            | 12/06/2016 | <a href="#">700000023</a> | Submitted       | 1             | 2                | 0   | 00:00:00   | 17:30:00 |
| <a href="#">600000291</a> | PHX-17-R-ZIFB-35-000005-001 | Invitation for Bids | Published    |            | 12/02/2016 | <a href="#">700000022</a> | Submitted       | 2             | 1                | 0   | 00:00:00   | 15:45:00 |
| <a href="#">600000239</a> | PHX-17-R-ZIFB-35-000003-001 | Invitation for Bids | Published    |            | 12/07/2016 | <a href="#">700000024</a> | Saved           | 2             |                  | 2   | 00:00:00   | 23:59:00 |
| <a href="#">600000230</a> | PHX-17-R-ZIFB-35-000002     | Invitation for Bids | Published    |            | 10/19/2016 | <a href="#">700000011</a> | Submitted       | 1             | 1                | 0   | 00:00:00   | 10:00:00 |

At the bottom right of the table area, it says 'Last Refresh 07/11/2018 13:28:14 MSTNO Refresh'.

## Additional Notes

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

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

Submitters can click the  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  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.

