

Responding to an RFx by Vendors Job Aid



The information below will provide step-by-step instructions for vendors responding to a RFx invitation.

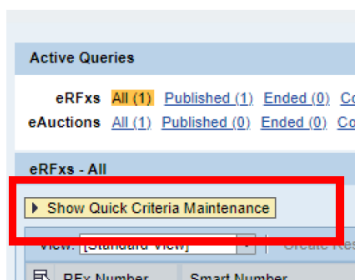
- 1.) Log into MAGIC and select the “Supplier Self-Service” tab.



- 2.) Click the icon next to “RFx and Auctions”.



- 3.) Highlight “All (0)” next to eRFxs and click on “Show Quick Criteria Maintenance” to expand the search boxes.



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- 4.) Type the RFX number in the “RFX Number” field and select “Apply”. Make sure all the other search fields are blank. Select the RFX number that results from the search in the grid at the bottom. The RFX will open in a new window.

- 5.) Click the “Participate” button, then click the “Create Response” button and a new window will appear with a response number at the top. (Be sure to write down your response number).

- 6.) Select “Questions” under the RFX information tab.

- 7.) If there are questions, they will appear here. You must answer **ALL** questions.

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8.) Select the “Notes and Attachments” tab.

Create RFx Response: 6000010621

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0)

Number 6000010621 RFx Number 3160004791 Status In Process Submission Deadline 02/05/2024 10:00:00

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

▼ Notes

Add ▲ Clear

Assigned To	Category	Text Preview
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9.) Select the “Add Attachment” button and upload any documents you have by browsing your computer.

Create RFx Response: 6000010621

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0)

Number 6000010621 RFx Number 3160004791

RFx Information Items Notes and Attachments

▼ Notes

Add ▲ Clear

Assigned To	Category
-------------	----------

▼ Attachments

Add Attachment Edit Description Versioning ▲ Delete Create Qualification Profile

Assigned To	Category	Description	File Name
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The table does not contain any data

Suppliers Self-Service > Supplier Self-Service Work Center > RFx and Auctions

Create RFx Response: 6000010621

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0)

Number 6000010621 RFx Number 3160004791 Status In Process Submission Deadline 02/05/2024 10:00:00 CST Opening Date 02/05/2024 10:00:00 CST Remaining Time

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

▼ Notes

Add ▲ Clear

Assigned To	Category	Text Preview
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▼ Attachments

Add Attachment Edit Description Versioning ▲ Delete Create Qualification Profile

Assigned To	Category	Description	File Name
Document Header	Standard Attachment		

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- 10.) After uploading your documents, select the “Items” tab and enter a price. This may be optional on some bids.

Create RFx Response: 6000010621

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Question

Number 6000010621 RFx Number 3160004791 Status In Process

RFx Information **Items** Notes and Attachments Conditions

Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Pr

- 11.) After entering the price, click the “Check” button at the top. You would receive this yellow error message if you chose not to enter a price. Now, press the “Submit” button at the top to submit your response.

Create RFx Response: 6000010621

Submit | Read Only | Print Preview | **Check** | Close | Save | Export | Import | Questions and Answers (0)

⚠ Line : 0' in the price field means that you are offering the item for free

Number 6000010621 RFx Number 3160004791 Status In Process Submission Deadline 02/0

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

Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Pr
1	Art Drawings		Material	05216	Ar	0.00

- 12.) You will receive a message that your response was submitted along with a response number.

Display RFx Response: 6000010621

Edit | Print Preview | Close | Withdraw | Export | Questions and Answers (0)

✓ RFx response 6000010621 submitted

Number 6000010621 RFx Number 3160004791 Status In Process Submission

RFx Information **Items** Notes and Attachments Conditions Summary

Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Pr

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- 13.) In order to search for a previously saved RFx response, type in the RFx number in the RFx number field and hit apply. A number that starts with a (6) will appear under Response Number field. Click on the response number.

Buyer: To:

View: | | | | | |

RFx Number	Smart Number	RFx Type	RFx Status	Start Date	Response Number	Response Status
3160004791	1130-24-R-IFBD-00005	Invitation for Bid	Published	02/02/2024	6000010621	Submitted