

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

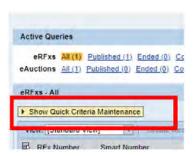
1.) Log into MAGIC and select the "Supplier Self-Service" tab.



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.





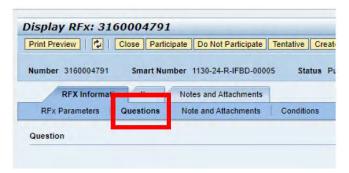
4.) Type the RFX number in the "RFx Number" field and select "Apply". Make sure all the other search fields are blank. Select the RFX number that results from the search in the grid at the bottom. The RFX will open in a new window.



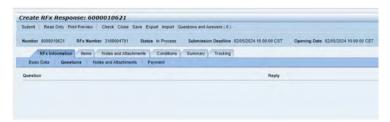
5.) Click the "Participate" button, then click the "Create Response" button and a new window will appear with a response number at the top. (Be sure to write down your response number).



6.) Select "Questions" under the RFX information tab.

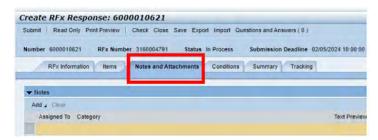


7.) If there are questions, they will appear here. You must answer **ALL** questions.

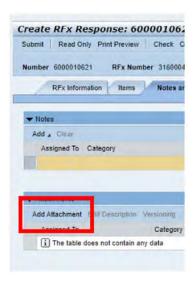


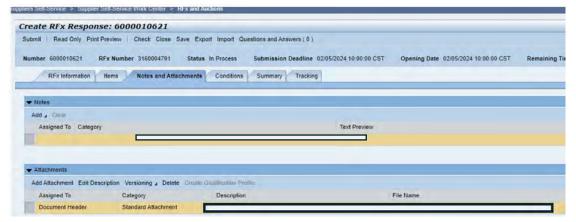


8.) Select the "Notes and Attachments" tab.



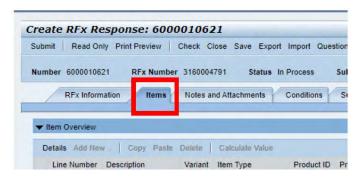
9.) Select the "Add Attachment" button and upload any documents you have by browsing your computer.







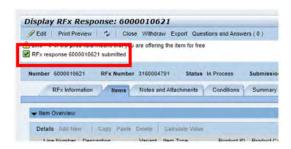
10.) After uploading your documents, select the "Items" tab and enter a price. This may be optional on some bids.



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.



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





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.

