

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.

The screenshot shows the 'Create RFx Response: 6000010621' page. The 'Notes and Attachments' tab is highlighted with a red box. The page includes a header with navigation links (Submit, Read Only, Print Preview, Check, Close, Save, Export, Import, Questions and Answers (0)) and a status bar showing 'Number 6000010621', 'RFx Number 3160004791', 'Status In Process', and 'Submission Deadline 02/05/2024 10:00:00'. Below the tabs, there is a 'Notes' section with an 'Add' button and a table with columns 'Assigned To', 'Category', and 'Text Preview'.

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

This screenshot is a cropped view of the 'Create RFx Response' page, focusing on the 'Add Attachment' button, which is highlighted with a red box. The button is located in the 'Attachments' section, below the 'Notes' section. The 'Notes' section includes an 'Add' button and a table with columns 'Assigned To', 'Category', and 'Text Preview'.

This screenshot shows the 'Create RFx Response: 6000010621' page with the 'Notes and Attachments' tab selected. The 'Add Attachment' button is highlighted with a red box. The page includes a header with navigation links and a status bar showing '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', and 'Remaining Time'. Below the tabs, there is a 'Notes' section with an 'Add' button and a table with columns 'Assigned To', 'Category', and 'Text Preview'. Below the 'Notes' section, there is an 'Attachments' section with an 'Add Attachment' button and a table with columns 'Assigned To', 'Category', 'Description', and 'File Name'.

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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 | Questions and Answers (0)

Number 6000010621 RFx Number 3160004791 Status In Process Submission Deadline 02/01/2018

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	Product Description
1	Art Drawings		Material	05218		

- 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: 10 in the price field means that you are offering the item for free

Number 6000010621 RFx Number 3160004791 Status In Process Submission Deadline 02/01/2018

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	Product Description
1	Art Drawings		Material	05218		

- 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 Deadline 02/01/2018

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	Product Description
1	Art Drawings		Material	05218		

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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