



# Create an RFx Response

## Procedure

### 1. Log in Magic

**Supplier Self-Service Work Center**  
The Supplier Self-Service Work Center is the central point for suppliers accessing all their functionality. Use the Supplier Work Center by clicking on the appropriate links.  
[Vendor Spend Application](#)

**RFx and Auctions**

**Purchase Orders**  
[All](#)  
[New](#)  
[Changed](#)  
[In Process](#)  
[Confirmed](#)  
[Partially Confirmed](#)  
[Rejected](#)  
[Canceled by Customer](#)

### 2. Click RFx and Auctions Icon



Active Queries

eRFxs [All \(23\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(1\)](#)  
Without Category Assignment [New Query \(0\)](#)

eRFxs - All

Hide Quick Criteria Maintenance

RFX Number:  To

RFX Status:

My Responses From:

Smart Number:

Agency:  To

Commodity:  To

Buyer:  To

View: [Standard View]

Event Number	RFX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
<a href="#">3160000296</a>	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	<a href="#">6000000036</a>	Submitted		
<a href="#">3160000292</a>	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
<a href="#">3160000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
<a href="#">3160000283</a>	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
<a href="#">3160000282</a>	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
<a href="#">3160000281</a>	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	



## Create an RFX Response

### 3. Enter RFX in the “RFX Number Field”

Active Queries

eRFxs [All \(23\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(1\)](#)  
Without Category Assignment [New Query \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

RFX Number:  To

RFX Status:

My Responses From:

Smart Number:

Agency:  To

Commodity:  To

Buyer:  To

View: [Standard View]

Event Number	RFX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
<a href="#">3160000296</a>	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	<a href="#">6000000036</a>	Submitted		
<a href="#">3160000292</a>	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
<a href="#">3160000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
<a href="#">3160000283</a>	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
<a href="#">3160000282</a>	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
<a href="#">3160000281</a>	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

### 4. Click Apply to apply the search criteria





## Create an RFX Response

6. Click **Participate**. This step is required and notifies the SoMs your intent to create a RFX response
7. Click **Create Response**

**Display RFX : 3160000291** [Help](#)

RFX Number 3160000291 Smart Number 1130-14-R-IFBD-00100 RFX Status Published RFX Start Date 01/23/2014 16:30:00 CST Remaining Time 338 Days 02:32:17  
RFX Owner Mr. Sims Harman RFX Version Number 1 RFX Version Type Active Version

[Close](#) [Print Preview](#) [Refresh](#) [Participate](#) [Tentative](#) [Create Response](#) [Questions and Answers \( 0 \)](#) [Export](#)

**RFX Information** | [Items](#) | [Notes and Attachments](#)

[RFX Parameters](#) | [Questions](#) | [Note and Attachments](#) | [Conditions](#) | [Payment](#)

Time Zone:  Bidder Submission Deadline Date:   
Start Date:   Bidder Submission Deadline Time:   
Opening Date: \*    
End of Binding Period:   
Currency:

**Partners and Delivery Information**

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Phone Number
* Requester		Sims Harman	404-579-9122
* Location		MS DEPT FINANCE & ADMINISTRATION	

[Close](#) [Print Preview](#) [Refresh](#) [Participate](#) [Tentative](#) [Create Response](#) [Questions and Answers \( 0 \)](#) [Export](#)



# Create an RFX Response

8. Click Questions tab to view the required buyer questions.
9. As required, complete/review the question fields

**Create RFX Response** [Help](#)

RFX Response Number 6000000038    RFX Number 3160000291    Status In Process    Submission Deadline 12/31/2014 13:30:00 CST    Opening Date 01/10/2015 00:00:00 CST  
 Remaining Time 338 Days 02:31:55    RFX Owner Mr. Sims Harman    Target Value 0.00 USD    RFX Response Version Number Active Version    RFX Version Number 1

Attribute Does the vendor accept the required contractual te is mandatory; maintain attribute value

Attribute How long has your company been in business (Specif is mandatory; maintain attribute value)

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

RFx Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions Payment

**Event Parameters**

Validity Period:  -

Currency:

Target Value of RFX Response:  USD

**Pricing Arrangement**

**Service and Delivery**

Pricing Arrangement:

Ceiling Amount:

**Status and Statistics**

Created On:

Created By:

Last Processed On:

Last Processed By:

Partners and Delivery Information

Details Send E-Mail Call Clear [Filter Settings](#)

Function	Number	Name	Phone Number
* Location		MS DEPT FINANCE & ADMINISTRATION	

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



# Create an RFX Response

## 10. Click Yes

### Create RFX Response [Help](#)

RFX Response Number 6000000038    RFX Number 3160000291    Status In Process    Submission Deadline 12/31/2014 13:30:00 CST    Opening Date 01/10/2015 00:00:00 CST  
Remaining Time 338 Days 02:31:55    RFX Owner Mr. Sims Harman    Target Value 0.00 USD    RFX Response Version Number Active Version    RFX Version Number 1

**1** Attribute Does the vendor accept the required contractual te is mandatory; maintain attribute value  
**1** Attribute How long has your company been in business (Specify is mandatory; maintain attribute value

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

**RFX Information** | [Items](#) | [Notes and Attachments](#) | [Conditions](#) | [Summary](#) | [Tracking](#)

[Basic Data](#) | [Questions](#) | [Notes and Attachments](#) | [Conditions](#) | [Payment](#)

Question	Reply	Comment
How long has your company been in business (Specify in years): *	<input type="text" value="7"/> YR	<input type="text"/>
Does the vendor accept the required contractual terms and conditions: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

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





# Create an RFX Response

13. Items Data tab: As required, complete/review the following fields: Price, Quantity, Delivery Days, Supplier Product Number

Details for item abrasive

Item Data | Questions | Notes and Attachments | Payment | Conditions | Table Extensions | Delivery | Subcontracting

▼ Basic Data

**Identification**

Item Type: Material  
Product Category: 00514 Abrasives Clothfiber  
Product ID:   
Description: abrasive  
Item Variant Description: Original Item  
Supplier Product Number:   
Manufacturer Part Number:   
Period of Performance:  -   
External Manufacturer:   
Net value: 0.00

Currency: United States Dollar  
Required Quantity: 2 EA each  
Submitted Quantity: 2 EA each  
Price: 0.00 USD Per: 1 EA  
Delivery Days: 000  
Not to Exceed Price:   
Not Separately Priced:   
Status and Statistics  
Guaranteed Minimum Amount: 0.00

Acceptance at Origin:   
Acceptance at Origin in RFX:

▼ Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		Sims Harman	404-579-9122

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



# Create an RFX Response

## 14. Click Notes and Attachments tab

Details for item abrasive

Item Data Questions **Notes and Attachments** Payment Conditions Table Extensions Delivery Subcontracting

▼ Basic Data Notes and Attachments

**Identification**

Item Type: Material Currency: United States Dollar  
 Required Quantity: 2 EA each  
 Product Category: 00514 Abrasives Clothfiber Submitted Quantity: 2 EA each  
 Product ID: Price: 2500 USD Per: 1 EA  
 Description: abrasive Delivery Days: 10  
 Item Variant Description: Original Item Not to Exceed Price:   
 Not Separately Priced:   
 Supplier Product Number: 123\_abc\_9 Status and Statistics  
 Manufacturer Part Number: Guaranteed Minimum Amount: 0.00  
 Period of Performance: -  
 External Manufacturer: Net value: 0.00  
 Acceptance at Origin:   
 Acceptance at Origin in RFX:

▼ Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		Sims Harman	404-679-9122

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

## 15. Click Bidder's Remarks, if applicable

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA	2,500.00	USD	1	5,000.00

Details for item abrasive

Item Data Questions **Notes and Attachments** Payment Conditions Table Extensions Delivery Subcontracting

▼ Notes

Clear Copy

Category	Description
RFX/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Justification	-Empty-

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data							

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



## Create an RFX Response

16. If applicable, enter bidder's remarks

A screenshot of a software dialog box titled "Add Bidder's Remarks". The dialog box has a blue header bar with the title and standard window control icons (minimize, maximize, close). Below the header, the text "Bidder's Remarks:" is followed by a large, empty yellow rectangular text area. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

17. Click OK



# Create an RFx Response

## 18. Click Add Attachment

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Material		00614	Abrasives Clothfiber	2	2	EA	2,500.00	USD	1	5,000.00

**Details for item abrasive**

Item Data | Questions | **Notes and Attachments** | Payment | Conditions | Table Extensions | Delivery | Subcontracting

**Notes**

Clear Copy

Category	Description
<a href="#">RFx/Auction Text</a>	-Empty-
<a href="#">Bidder's Remarks</a>	We can deliver products with in 10 days
<a href="#">Purchaser's Remarks</a>	-Empty-
<a href="#">Justification</a>	-Empty-

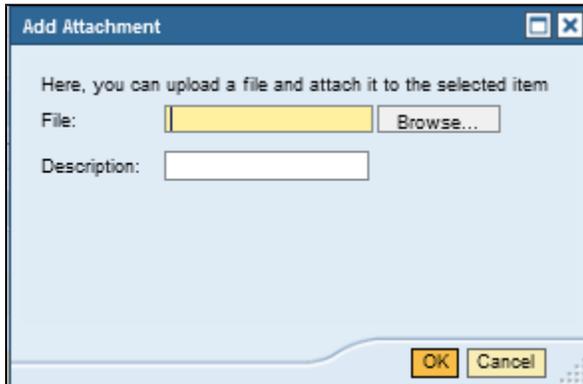
**Attachments**

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

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data							

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

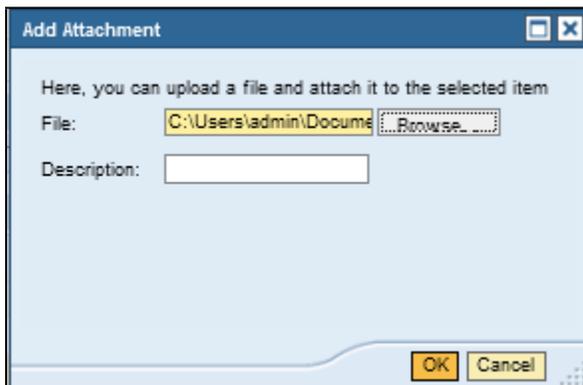
## Add Attachment, if applicable



19. Click Browse

20. Choose File to Upload

21. Click Open



22. Add description

23. Click OK



# Create an RFX Response

24. Click Check

25. Click Submit

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA	2,500.00	USD	1	5,000.00

**Details for item abrasive**

Item Data | Questions | **Notes and Attachments** | Payment | Conditions | Table Extensions | Delivery | Subcontracting

▼ Notes

Clear Copy

Category	Description
<a href="#">RFx/Auction Text</a>	-Empty-
<a href="#">Bidder's Remarks</a>	We can deliver products with in 10 days
<a href="#">Purchaser's Remarks</a>	-Empty-
<a href="#">Justification</a>	-Empty-

▼ Attachments

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

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Standard Attachment	<a href="#">PRODUCT LIST</a>	Book2.xlsx	1		<input type="checkbox"/>	xlsx	11

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

