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 <a href="https://www.phoenix.gov/finance/vendorsreg">https://www.phoenix.gov/finance/vendorsreg</a>. Submitters will only be invited to participate per the Product Category(s) pertaining to the RFx and a Supplier List is used to invite Submitters registered under the associated Produ

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.

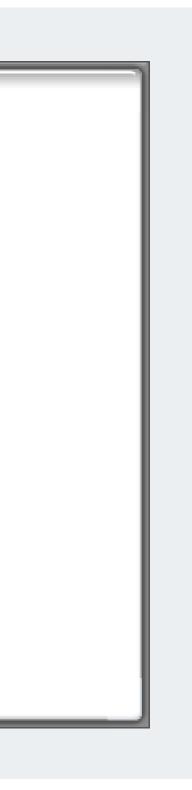
It is imperative that Submitters log-in to the City of Phoenix Supplier Portal regularly to view their Invitations for RFx Response, check the status of their RFx Response(s) and to take appropriate timely actions relating to the RFx.

## 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

<b>procure</b> PHX	
	User * Password * Log On 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.

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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.

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RFx and Auctions Administration Messages	
Home Create Users Own Data Company Data	
Administration > Home	
Welcome Vendor Administrator	
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:	
<ul> <li>Maintain Own Data</li> <li>Create Additional Users</li> <li>Maintain your Company and User data</li> <li>Maintain your Product Category selections</li> <li>Access Vendor Help Portal</li> </ul>	
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 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 Divis for any particular reason.	system. Being a registered vene sion will not be responsible if a vene sion will not be respo
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 or call (602)262-1819.	
Thank you for registering!	



If logging in for the first time, the 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 Refresh button to ensure that current / updated RFx data is loaded.

Submitters can also filter this list by clicking the Show Quick Criteria Maintenance] button. Submitters can choose to display a specific RFx by searching for it.

If you are returning to your RFx Event after logging off, 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.

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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 you are still in edit mode, and need to complete a step(s) before the system will update your RFx response to Submitted. Your Response Status should display as '**Submitted**' prior to the Submittal Deadline.

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2	Q&A 0 0 0 0 0	Start Time           13:30:00           11:10:00           12:00:00           00:00:00           00:00:00	End time 14:00:00 15:00:00 12:00:00 17:30:00 15:45:00	
2	Q&A 0 0 0 0 0 0 2	Start Time           13:30:00           11:10:00           12:00:00           00:00:00           00:00:00           00:00:00	End time 14:00:00 15:00:00 12:00:00 17:30:00 15:45:00 23:59:00	
2	Q&A 0 0 0 0 0 0 2	Start Time           13:30:00           11:10:00           12:00:00           00:00:00           00:00:00           00:00:00	End time 14:00:00 15:00:00 12:00:00 17:30:00 15:45:00 23:59:00	

## Displaying an RFx Event

To Display an RFx Event, Submitters should click the gray box next to the Item and then click the **Display Event** button to display of the Item and then click the **Display Event** button to display of the Item and then click the **Display Event** button to display of the Item and then click the **Display Event** button to display of the Item and then click the **Display Event** button to display of the Item and then click the **Display Event** button to display of the Item and then click the **Display Event** button to display of the Item and then click the **Display Event** button to display of the Item and button to display details of Solicitation.

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eRFxs - All Show Quick Criteria Ma	aintenance								
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<ul> <li>Show Quick Criteria Ma</li> </ul>		Display Response   Print Preview Event Type	Refresh Export a	Start Date	End Date	Response Number	Response Status	Event Version	Response
Show Quick Criteria Ma     View: [[Standard View]	Create Response Display Event		,	Start Date 07/11/2018	End Date 07/11/2018	Response Number	Response Status No Bid Created	Event Version	Response
Show Quick Criteria Ma     View: [[Standard View]     Event Number	Create Response Display Event Event Description	Event Type	Event Status			Response Number			Response
Show Quick Criteria Ma     View: [[Standard View]     Event Number     S000000583	Create Response Display Event Event Description PHX-19-R-ZCIP-63-000004-001	Event Type RFx for CIR	Event Status Published	07/11/2018	07/11/2018	Response Number	No Bid Created	2	Response
Show Quick Criteria Ma     View: [[Standard View]     Event Number <u>5000000583     600000578 </u>	Create Response Display Event Event Description PHX-19-R-ZCIP-63-000004-001 PHX-19-R-ZCIP-84-000001	Event Type RFx for CIP RFx for CIP	Event Status Published Published	07/11/2018 07/10/2018	07/11/2018 07/11/2018	Response Number	No Bid Created No Bid Created	2	Response
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<ul> <li>▶ Show Quick Criteria Ma</li> <li>∨iew: [[Standard ∨iew]</li> <li>☐ Event Number</li> <li>3000000583</li> <li>6000000578</li> <li>6000000578</li> <li>6000000294</li> </ul>	Create Response         Display Event           Event Description         PHX-19-R-ZCIP-63-000004-001           PHX-19-R-ZCIP-63-000001         PHX-18-R-ZCIP-63-000026           PHX-17-R-ZIFB-35-000007         PHX-17-R-ZIFB-35-000007	Event Type RFx for CIP RFx for CIP RFx for CIP Invitation for Bids	Event Status Published Published Published Published Published	07/11/2018 07/10/2018	07/11/2018 07/11/2018 07/20/2018 12/06/2016	700000023	No Bid Created No Bid Created No Bid Created Submitted	2 1 1 1 1	2
<ul> <li>Show Quick Criteria Ma</li> <li>View: [[Standard View]</li> <li>Event Number</li> <li>800000583</li> <li>800000578</li> <li>600000553</li> <li>600000294</li> <li>800000291</li> </ul>	Create Response         Display Event           Event Description         PHX-19-R-ZCIP-63-000004-001           PHX-19-R-ZCIP-63-000001         PHX-19-R-ZCIP-63-000001           PHX-18-R-ZCIP-63-000026         PHX-17-R-ZIFB-35-000007           PHX-17-R-ZIFB-35-000005-001         PHX-17-R-ZIFB-35-000005-001	Event Type RFx for CIP RFx for CIP RFx for CIP Invitation for Bids Invitation for Bids	Event Status Published Published Published Published Published Published	07/11/2018 07/10/2018	07/11/2018 07/11/2018 07/20/2018 12/06/2016 12/02/2016	700000023 700000022	No Bid Created           No Bid Created           No Bid Created           Submitted           Submitted	2 1 1 1 1 2	2
<ul> <li>Show Quick Criteria Ma</li> <li>View: [[Standard View]</li> <li>Event Number</li> <li>5000000583</li> <li>5000000578</li> <li>6000000573</li> <li>6000000294</li> <li>6000000291</li> <li>6000000239</li> </ul>	Create Response         Display Event           Event Description         PHX-19-R-ZCIP-63-000004-001           PHX-19-R-ZCIP-84-000001         PHX-19-R-ZCIP-63-000026           PHX-17-R-ZIFB-35-000007         PHX-17-R-ZIFB-35-000005-001           PHX-17-R-ZIFB-35-000003-001         PHX-17-R-ZIFB-35-000003-001	Event Type RFx for CIP RFx for CIP RFx for CIP Invitation for Bids Invitation for Bids Invitation for Bids	Event Status Published Published Published Published Published Published Published Published Published	07/11/2018 07/10/2018	07/11/2018 07/11/2018 07/20/2018 12/06/2016 12/02/2016 12/07/2016	700000023 700000022 700000024	No Bid Created           No Bid Created           No Bid Created           Submitted           Submitted           Saved	2 1 1 1 1 2	2
<ul> <li>Show Quick Criteria Ma</li> <li>View: [[Standard View]</li> <li>Event Number</li> <li>5000000583</li> <li>5000000578</li> <li>6000000573</li> <li>6000000294</li> <li>6000000291</li> <li>6000000239</li> </ul>	Create Response         Display Event           Event Description         PHX-19-R-ZCIP-63-000004-001           PHX-19-R-ZCIP-84-000001         PHX-19-R-ZCIP-63-000026           PHX-17-R-ZIFB-35-000007         PHX-17-R-ZIFB-35-000005-001           PHX-17-R-ZIFB-35-000003-001         PHX-17-R-ZIFB-35-000003-001	Event Type RFx for CIP RFx for CIP RFx for CIP Invitation for Bids Invitation for Bids Invitation for Bids	Event Status Published Published Published Published Published Published Published Published Published	07/11/2018 07/10/2018	07/11/2018 07/11/2018 07/20/2018 12/06/2016 12/02/2016 12/07/2016	700000023 700000022 700000024	No Bid Created           No Bid Created           No Bid Created           Submitted           Submitted           Saved	2 1 1 1 1 2	2

New Session         Ajax Standards Mode         Log off           Welcome: City of Phoenix            Full Screen         Options           Change Query         Define New Query         Personalize           Version         Q&A         Start Time         End time           0         13:30:00         14:00:00         Image: Comparison of the second					
Full Screen         Options           Change Query         Define New Query         Personalize           Definition         Start Time         End time           0         13:30:00         14:00:00           0         11:10:00         15:00:00           0         11:10:00         15:00:00           0         0:00:00         17:30:00           0         0:00:00         15:45:00           0         0:00:00         15:45:00           0         0:00:00         10:00:00           0         0:00:00         10:00:00	Q -	New S	ession Ajax Sta	andards Mode	Log off
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Change Query Define New Query Personalize           Spectrum         Spectrum           2 Version         Q&A         Start Time         End time           0         13:30:00         14:00:00         11:10:00         15:00:00           0         11:10:00         15:00:00         12:00:00         12:00:00         12:00:00           0         0:00:00         17:30:00         0         00:00:00         15:45:00           2         00:00:00         10:00:00         10:00:00         10:00:00         10:00:00					
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Last Refresh 07/11/2018 13:28:14 MSTNO Refresh					-
Last Refresh 07/11/2018 13:28:14 MSTNO <u>Refresh</u> 🗉					
	L	ast Refresh.	07/11/2018 13:28:14	MSTNO Refres	h⊠

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.

						Options 🔻
Display RFx :						Open side panel
Print Preview   🗘   Close Participate Do Not Participate Tentative Create Response	se Questions and Answers ( 0 ) Export System Info	ormation Create Memory Snapshot				
RFx Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX St RFx Version Type Active Version	atus Published RFx Start Date 07/11/2018 13:3	00 MSTNO Submission Deadline 07/11/2018 14:00:00 MSTNO	Remaining Time 0 Days 00:14:47	RFx Owner Training Buyer12	RFx Version Number 2	2
RFX Information Items Notes and Attachments						
RFx Parameters   Questions   Notes and Attachments   Table Extensions						
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 * Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR		irtment No.: 63				
▼ Partners and Delivery Information						
Details Add Center Cent						Filter Settings
Function	Number	Name		Phone Number		
Requester		Training Buyer12				

Submitters must choose to 'Participate' in order to receive RFx Event level emails associated with the RFQ, Noticiations, 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.

Participate	Do Not Participate	Tentative

Some Submitters may see a 'Register' button instead of Participate, Do Not Participate, or Tentative. Once you click the 'Register' button, those three additonal options should appear, which will then allow you to click 'Participate'.

Display RFx :				
Print Preview   🗘   Close Participate Do Not Participate Tentative Create Response	e Questions and Answers (0) Export System Info	rmation Create Memory Snapshot		
RFx Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Sta RFx Version Type Active Version	tus 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 B
RFX Information Items Notes and Attachments				
RFx Parameters Questions Notes and Attachments Table Extensions				
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 * Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR		rtment No.: 63		
▼ Partners and Delivery Information				
Details Add A Send E-Mail Call Clear				
Function	Number	Name		Phone Nun
Requester		Training Buyer12		

# Creating an RFx Response

Once the Start Date /	<sup>7</sup> Time has passed	, Submitters can click the	Create Response	button.
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						Options 🔻
Display RFx :						Open side panel
Print Preview   🚱   Close Do Not Participate Tentative Create Response Questi	ons and Answers ( 0 ) [Export] System Information ] Create Memory	Snapshot				<b>@</b> _
You have been registered. You will be informed of RFx changes						
RFx Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX RFx Version Type Active Version	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	RFx Version Number	2
RFX Information Items Notes and Attachments						
RFx Parameters   Questions   Notes and Attachments   Table Extensions						
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 * Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALEND	* Department No.: ( AR YEARS 2019 - 2020	63				
▼ Partners and Delivery Information						
Details Add Send E-Mail Call Clear						Filter Settings
Function	Number Name			Phone Number		
Requester	Training Buy	ver12				

			Options 🔻
			Open side panel
g Buyer12	RFx Version Number	2	
			Filter Settings
umber			

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

						Ontions T
						Options 🕶
Create RFx Response						
Submit   Read Only Print Preview   Check Close S	ave Export Import Questions and Answers (0) 5	System Information Create Memory Snapsh	iot			<b>⊘</b> ∡
RFx Response Number 7000000157 RFx Number 6 RFx Response Version Number Active Version	000000583 Status In Process Submission RFx Version Number 2	n 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 Information Items Notes and Attachm						
Basic Data   Questions   Notes and Attachments   Co	Inditions					
Event Parameters						
Currency: American Dollar		Status and Statistics				
			1/2018 13:45:44 MSTNO			
			Yesenia Mejia 1/2018 13:45:44 MSTNO			
		Last Processed On: 07/11 Last Processed By: Ms. Y				
		Lust i fotosou by.				
✓ Partners and Delivery Information						
Details Send E-Mail Call Clear						Filter Settings
Function	Number	Name	Valid from	Valid to	Phone Number	
i The table does not contain any data	(Not. 2007)	Traine				
On the first tab	ormation Submitton	an again marriage that	DEv Event's Basic Dat	la l		
On the first tab,	, Subinnuers ca	an again review the F	KFX Event s			
	Notes and Attachments	2				
Submitters should click into t	he	area to review an <sup>-</sup>	y Notes and Attachments	provided by the Bu	yer.	
		-	,	• •	, ,	
						Options 🔻
Create DEv Dechance						
Create RFx Response						
Submit Read Only Print Preview Check Close S	ave Export Import Questions and Answers (U) :	system Information Create Memory Snapsr	not			@ 4
RFx Response Number 7000000157 RFx Number 6 RFx Response Version Number Active Version	000000583 Status In Process Submission RFx Version Number 2	on 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
	ents Summary Tracking					
Basic Data Questions Notes and Attachments C	Inditions					
Event Parameters						
Currency: American Dollar		Status and Statistics				
		Created On: U//17	1/2018 13:45:44 MSTNO			
		Orante d Day Mark	Annual Martin			
		Created By: Ms. Y				
		Last Processed On: 07/11	1/2018 13:45:44 MSTNO			
			1/2018 13:45:44 MSTNO			
▼ Partners and Delivery Information		Last Processed On: 07/11	1/2018 13:45:44 MSTNO			
✓ Partners and Delivery Information Details Send E-Mail Call Clear		Last Processed On: 07/11	1/2018 13:45:44 MSTNO			Filter Settings
	Number	Last Processed On: 07/11	1/2018 13:45:44 MSTNO	Valid to	Phone Number	Filter Settings
Details Send E-Mail Call Clear	Number	Last Processed On: 07/11 Last Processed By: Ms. Y	1/2018 13:45:44 MSTNO Yesenia Mejia	Valid to	Phone Number	Filter Settings
Details Send E-Mail Call Clear Function	Number	Last Processed On: 07/11 Last Processed By: Ms. Y	1/2018 13:45:44 MSTNO Yesenia Mejia	Valid to	Phone Number	Filter Settings

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	
Submit   Read Only Print Preview   Check Close Save Export Import Questions and Answers (0) Syst	vstem Information Create Memory Snapshot
RFx Response Number 7000000157 RFx Number 6000000583 Status In Process Submission De RFx Response Version Number Active Version RFx Version Number 2	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 Te
RFx Information         Items         Notes and Attachments         Summary         Tracking           Basic Data         Questions         Notes and Attachments         Conditions	
▼ Notes	
Clear	
Category De	Description
Conditions of Participation Se	See attached Request for Qualifications.
RFx/Auction Text Th	The City of Phoenix is seeking up to 18 qualified consul
Bidder's Remarks -Ei	-Empty-
Purchaser's Remarks -E	-Empty-
▼ Attachments	
Add Attachment Edit Description Versioning a Delete Create Profile	Filter Settings
Category Description File Name Version Processor Check	ecked Out Type Size (KB) Changed by Changed on
Standard Attachment Request for Qualifications Request for Qualifications.pdf 1	pdf 87 BUYER12 07/11/2018

Create RFx Response	
Submit   Read Only Print Preview   Check Close Save Export Import Questions and Answers (0) S	ystem Information Create Memory Snapshot
RFx Response Number 7000000157 RFx Number 6000000583 Status In Process Submission RFx Response Version Number Active Version RFx Version Number 2	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 To
RFx Information Items Notes and Attachments Summary Tracking	
Basic Data   Questions   Notes and Attachments   Conditions	
▼ Notes	
Clear	
Category	Description
Conditions of Participation	See attached Request for Qualifications.
RFx/Auction Text	The City of Phoenix is seeking up to 18 qualified consul
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
	Change Conditions of Participation

<ul> <li>Attachments</li> </ul>						Change Conditions of Parti	cipation		
	escription Versioning 🖌 E	elete Create Profile				Conditions of Participation:	See attached Request for Qualifications.		
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Category	Description	File Name	Version Proce	essor Checked Out	t	esting on-call services on an as-needed basis from January 1, 2019 to E ith an option to extend the contract for an additional one-year period. T	These contracts will				
		Request for Qualifications.pdf				e administered by the Street Transportation Department.					
							OK Cancel				

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Category	Description	File Name	Version Processor	Checked Out		with an option to extend the c	ontract for an additional one-	year period. These contra					
Standard Attach	ment Request for Qualifications	Request for Qualifications.pdf	f 1			be administered by the Street	t transportation Department.						
								OK	Cancel				
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# Submitters can open RFx Attachments by clicking on the hyperlinked text and choosing Open or Save.

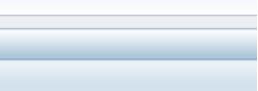
								Options 🔻
Crea	ate RFx Response							
	mit   Read Only Print Preview   Check Close Save Export Import Questio	ons and Answers (0) System Information Create Memory Snapsho	yt					<b>2</b> 4
RFx	Response Number 7000000157 RFx Number 6000000583 Status in Pr RFx Response Version Number Active Version RFx Version Number 2	rocess 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	
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	Purchaser's Remarks	-Empty-						
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4	Add Attachment Edit Description Versioning / Delete Create Profile		Filter Settings					
	Category Description File Name V	ersion Processor Checked Out Type Size (KB) Changed by	Changed on					
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		Do you want to open or save <b>Request for Qualifications.pdf</b> (	86.2 KB) from <b>srm.qa.phoenix.gov</b> ?	Open Save	▼ Cancel ×			

The RFx system will show a variety of messages in the Header Messsage 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 O RFx Response Version Number Active Version RFx Version Number 2	Opening
RFx Information Items Notes and Attachments Summary Tracking	
▼ Item Overview	



g Date 07/11/2018 14:00:00 MSTNO

Notes and Attachments

On the Header

tab, Submitters are able to upload their RFQ Response document(s).

To upload an Attachment, Submitters should click the Add Attachment button.

reate RFx Response	2									
ubmit Read Only Print P	eview Check Close Save Expor	t Import Questions and A	Answers (0) System Inf	ormation Create Memory Snapsh	ot					
Time zone MSTAZ is not valid	in country US (several possibilities) - Disp	blay Help								
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RFx Information Iter	Notes and Attachments	Summary Tracking								
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Document Conditions	of Participation			See attached Request for Qualifications.						
Document RFx/Auction	n Text			The City of Phoenix is seeking up	to 18 qualified consul					
<ul> <li>Attachments</li> </ul>										
Add Attachment Add URL	Edit Description Versioning a Delete	Create Qualification Profi	le							
Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Туре	Size (KB)		

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Total Value	0.00 USD		
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Submitters should click the Browse...

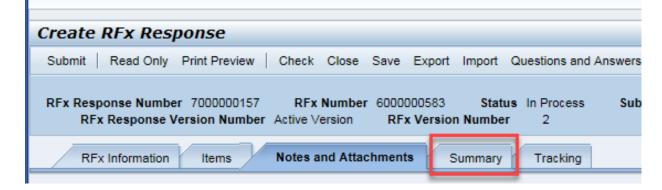
button and navigate to their desired attachment document.

Add Attachment	×	-
Here you can upload an attachment. You have to assign it to either the document general data or to an item File: Browse Description: * Assign To: General Data =		
OK Cancel	//	

Submitters should add a Description and then click OK.

Add Attachment	Ту
Here you can upload an attachment. You have to assign it to either the document general data or to an item File: H:\SAP\RFx\My Compan Browse Description: pany's Response to RFQ * Assign To: General Data	
OK Cancel	

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



Summary

The

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

	Options
Create RFx Response	
Submit Read Only Print Preview Check Close Save Export Import Questions and Answers (0) System Information Create Memory Snapshot	Ø 4
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 Total Value 0.00 USD RFx Response Version Number Active Version RFx Version Number 2	
RFx Information Items Notes and Attachments Summary Tracking	
RFx Response Number:       7000000157         Items with Response:       5 out of 5 items responded to         Questions:       5 out of 5 questions answered (5 out of 5 mandatory)         Notes:       2 notes added         Attachments:       1 attachments added	

If all errors are gone, Submitters can Submit their RFx Response by clicking the **Submit** button.

	Options 🔻					
Create RFx Response						
Submit Read Only Print Preview Check Close Save Export Import Questions and Answers (0) System Information Create Memory Snapshot	<b>(</b> ] 🖌					
RFx response is complete and contains no errors						
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 Total Value 0.00 USD RFx Response Version Number Active Version RFx Version Number 2						
RFx Information Items Notes and Attachments Summary Tracking						
RFx Response Number:       7000000157         Items with Response:       5 out of 5 items responded to         Questions:       5 out of 5 questions answered ( 5 out of 5 mandatory)         Notes:       2 notes added         Attachments:       1 attachments added						

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.

	Options
Display RFx Response:	
🖉 Edit   Print Preview   🍫 Close Withdraw Export Questions and Answers ( 0 ) System Information Create Memory Snapshot	2 🖌
RFx response 7000000157 submitted	
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 Total Value 0.00 USD RFx Response Version Number Active Version RFx Version Number 2	
RFx Information Items Notes and Attachments Summary Tracking	
RFx Response Number:       7000000157         Items with Response:       5 out of 5 items responded to         Questions:       5 out of 5 questions answered ( 5 out of 5 mandatory)         Notes:       2 notes added         Attachments:       1 attachments added	

Submitters can refresh the RFx Event by clicking the **I** button.

	Options 🔻
Display RFx :	Open side panel
Print Preview Close Do Not Participate Tentative Create Response Questions and Answers (0) Export System Information Create Memory Snapshot	<b>2</b>
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 RFx Version Number 2 RFx Version Type Active Version	

Once refreshed, the Submitter will see the RFx Response number listed. Submitters can then click the Close button. Return to the RFx Overview (Event) Page.

Display RFx :
Print Preview Close Do Not Participate Tentative Questions and Answers (0) Export System Information Create Memory Snapshot
RFx Number 6000000583 Smart Number PHX 19 R ZCID 63 000001 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 RF RFx Version Type Active Version RFx Response 7000000157
RFX Information Items Notes and Attachments
RFx Parameters Questions Notes and Attachments Table Extensions



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.

	Log off
When Submitters are finished, Submitters should click the	

button.

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Administrati	ion Messages								
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x and Auctions > Overview >	> RFx and Auctions								
A stine Onesies									
Active Queries									
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eAuctions All (0) Publish	ed (0) Ended (0) Completed (0)								
eRFxs - All									
Show Quick Criteria Mair	ntenance								
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<u>6000000583</u>	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published	07/11/2018	07/11/2018	<u>7000000157</u>	Submitted	2	
600000578	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018		No Bid Created	1	
600000553	PHX-18-R-ZCIP-63-000026	RFx for CIP	Published	06/28/2018	07/20/2018		No Bid Created	1	
600000294	PHX-17-R-ZIFB-35-000007	Invitation for Bids	Published		12/06/2016	700000023	Submitted	1	
600000291	PHX-17-R-ZIFB-35-000005-001	Invitation for Bids	Published		12/02/2016	700000022	Submitted	2	
600000239	PHX-17-R-ZIFB-35-000003-001	Invitation for Bids	Published		12/07/2016	700000024	Saved	2	
	PHX-17-R-ZIFB-35-000002	Invitation for Bids	Published		10/19/2016	<u>700000011</u>	Submitted	1	
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600000230									
600000230									

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	0	12:00:00	12:00:00	
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	0	00:00:00	15:45:00	
	2	00:00:00	23:59:00	
	0	00:00:00	10:00:00	
				-
L	ast Refresh	07/11/2018 13:28:14	MSTNO <u>Refres</u>	h₽

## **Additional Notes**

Submitters can click the Save button to Save a "Work in Progress" RFx Response.

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

Submitters can click the Delete 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 Withdraw 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.

Display RFx: Print Preview () Cit	ose Participate Do Not Par	ticipate Tentative	Create Response	Questions and Answers (
Create RFx Res	ponse			
Submit   Read Only	Print Preview   Check	Close Save E	xport Import	Questions and Answers