SUPPLIER USER GUIDE

This presentation will guide you on :

How to use our platform

How to submit your information / proposal

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- How to access the system

- Log into the RFP

- Review the information

- Submit a proposal

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SUPPLIER USER GUIDE – RFX

- At your first log in, you will need to fill in your company profile and create your password accept the terms of use and click Submit.

- * Please note that you only do this the first time you paricipate in an event

RFX – LOGON

- Log on to the system

Enter your User Name

Supplier Login

User Name

Password

Click Log In

Login

Forgot **Username** or **Password**

Need help? See Quick Start

Enter your Password

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SELECT EVENT

- After your login information you will find the list of events you have been invited to

Title	ID	End Time ↓	Event Type	Participated
Status: Open (2)				
ROQUETTE FRANCE DIGITAL 20180626	Doc149227384	7/13/2018 4:00 PM	RFP	Yes
Roquette Supplier User Guide	Doc152463253	7/12/2018 1:16 PM	RFP	Yes
Status: Pending Selection (24)				
ROQ FRANCE DIGITAL 20180626	Doc149227388	6/29/2018 2:54 AM	RFP	Yes
DELEBARRE_LESTREM_20180627	Doc149755106	6/28/2018 3:45 PM	RFP	Yes
ROQ France IT RFP June 2018	Doc149144556	6/27/2018 10:57 AM	RFP	Yes
test joao 123	Doc145092583	6/14/2018 1:05 PM	RFP	No

- Click on the name of the event you wish to access

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ACCESS THE RFI/RFP

- Click on **Review Prerequisites**
- Or click on **Decline to Respond** if you don't want to participate in the RFI/RFP

REVIEW AND ACCEPT PREREQUISITES

- Select **I accept the terms of this agreement**.and cliclk OK
- Or select on **I do not accept the terms of this agreement** and click OK. Note that you will not be able to participate if you do not accept the terms.

REVIEW AND ACCEPT PREREQUISITES

- Click OK to submit the Terms of the agreement

SELECT LOTS

- Click on Select Lots

Time remaining in phase

SELECT LOTS

- Select the Lots or Line Items
- * Please note that if you select an item or a lot the system will require a quotation, please make sure that you can quote on the item before you select it.

• If you are particpating in a multi currency event please select the currency of your bid

ACCESS THE CONTENT

- Now you have a full access to the RFx, you can review the information and start to enter your information

ANSWER QUESTIONS

- Answer the questions as indicated

**Please note all the fields with an *
are mandatory**

ENTER YOUR PRICE

- Enter your price

IMPORT QUESTIONS & LINE ITEMS VIA EXCEL

- You are able to Import your response by using the Excel Import functionality

- This allows you to download the questions to Excel, complete your answers on the Excel Spread Sheet and upload using the Import functionality

Click on the Excel Import Button

DOWNLOAD CONTENT IN EXCEL

- Click on the download Content Button to download the excel template

IMPORT QUESTIONS VIA EXCEL

- Complete the yellow cells with your answers and save the file
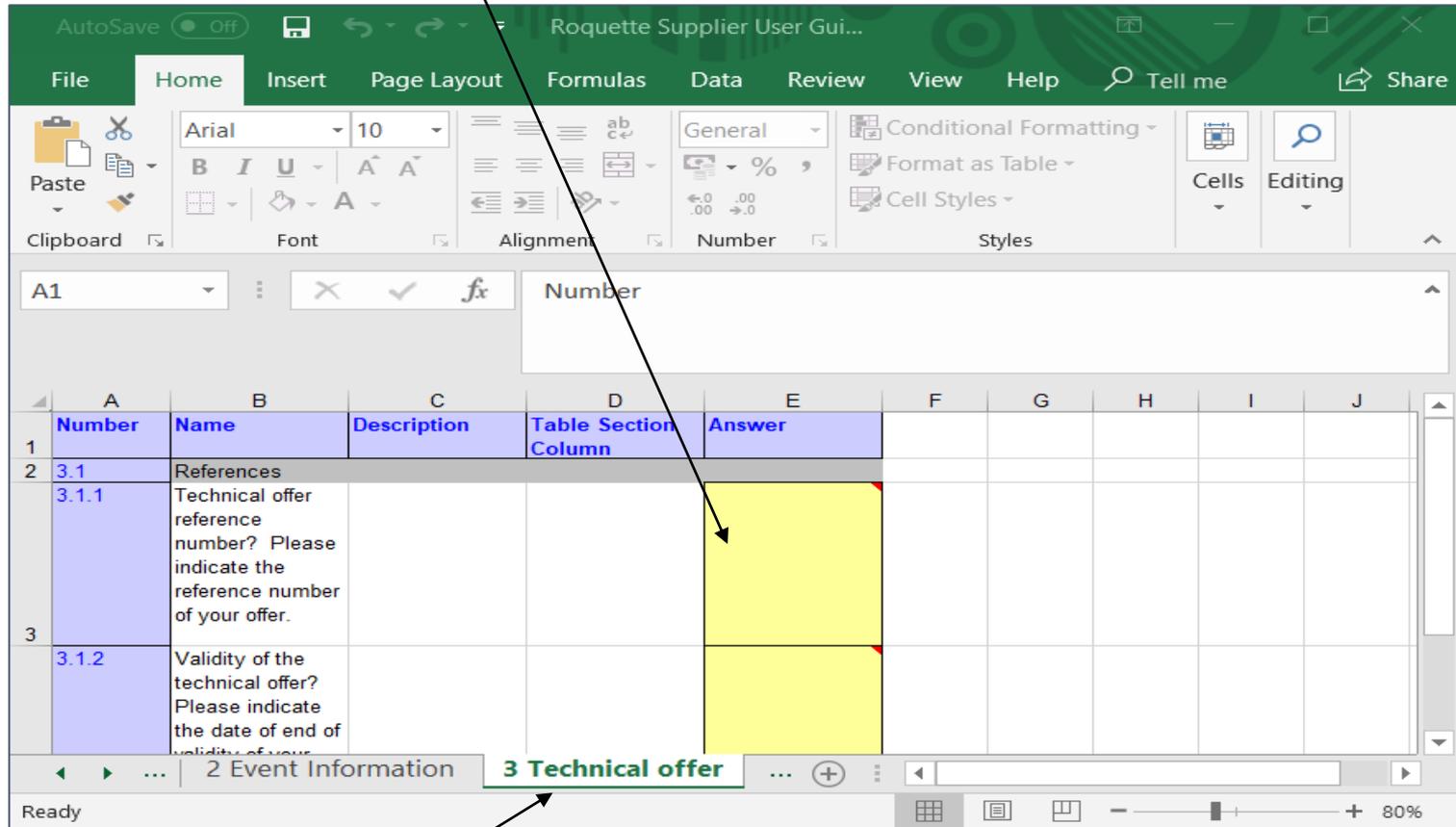
Click on the section Name to view the questions

IMPORT THE EXCEL TEMPLATE

- Once you have completed the answers to your questions and line items, please save the file to your desktop

Acting as: Joao Alcantara   Help ▾   joao alcantara

Import Response from Excel   **Done**

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1.   Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

    Download Content

Step 2.   Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.   Locate the saved Excel file on your computer using the Browse button.

    [_____] **Browse...**
   Or drop file here

Step 4.   Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

    Upload

Done

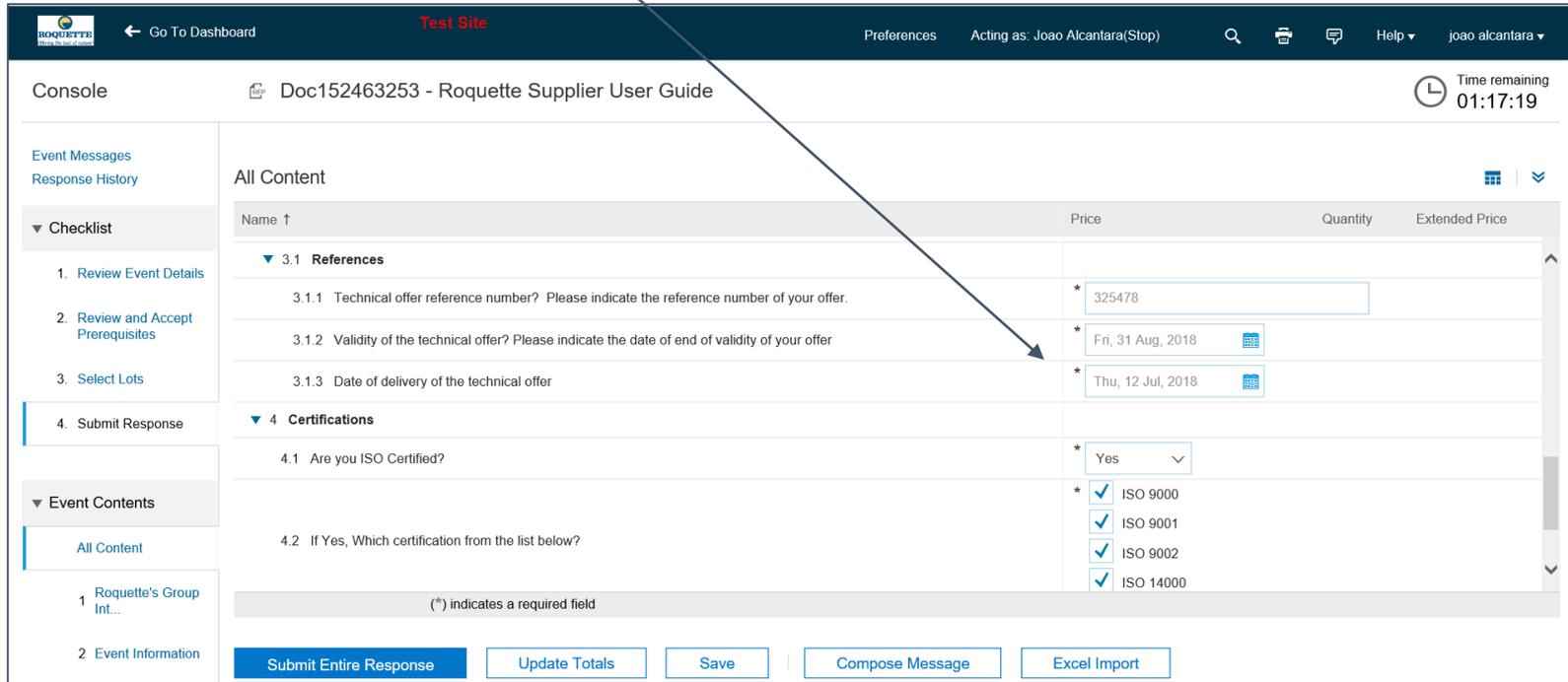**Browse for your file, then click Upload**

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

OK

A pop up window will appear, click OK

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IMPORT THE EXCEL TEMPLATE

Your responses have been imported successfully

REVIEW INFORMATION

You can save your information by clicking on the **SAVE** button

A message will inform you that your information has been saved (but not submitted)

COMPOSE A MESSAGE

▪ If you have a Commercial question or wish to send a note to the buyer you can use the **Compose Message** button

COMPOSE A MESSAGE

- In this page you can send a note, question, attachment to the owner (Buyer) of the RFx

Click to add an Attachment

Compose New Message   Send   Cancel

From: ROQ TEST 8 (Joao Alcantara)

To: Project Team

Subject: Doc152463253 - Roquette Supplier User Guide

Attachments: Attach a file

| B | I | U | — size — | — font — | A |

Add your question/note here and click Send

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REVIEW EVENT MESSAGES

▪ You can review all the message that you sent or were sent to you by clicking on **Event messages**

SUBMIT A PROPOSAL

- To submit your proposal, First make sure you have recently saved your information.(before the time elapsed)
- Click on **Submit Entire Response**

SUBMIT A PROPOSAL

- If you haven't answered all the mandatory questions, the system will display an error message. Please review and answer the mandatory information, then save.

SUBMIT A PROPOSAL

- Click on Submit Entire Response

SUBMIT A PROPOSAL

- Confirm your submission

SUBMIT A PROPOSAL

- A confirmation will appear on the top of your page when your proposal has been submitted

You can also, Revise or make an Alternative Response by clicking this button if required

THANK YOU
FOR YOUR ATTENTION