



Business Process Procedure

Respond to RFx (Formal or Informal)

Transaction Code: NA

Purpose

Use this procedure to directly respond to an initial informal/formal RFx for the procurement of related goods, services or fixed or operational assets..

Trigger

Perform this procedure to create a response for an informal/formal RFx.

Prerequisites

- Login Credentials.

Menu Path

Use the following menu path(s) to begin this transaction:

- Vendor Portal Link ➔ Respond to RFx ➔ SAP Bidding Engine (RFx).

Transaction Code

NA

Helpful Hints





- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:



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Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE completed.
Shortcut		Indicates a shortcut to a process.



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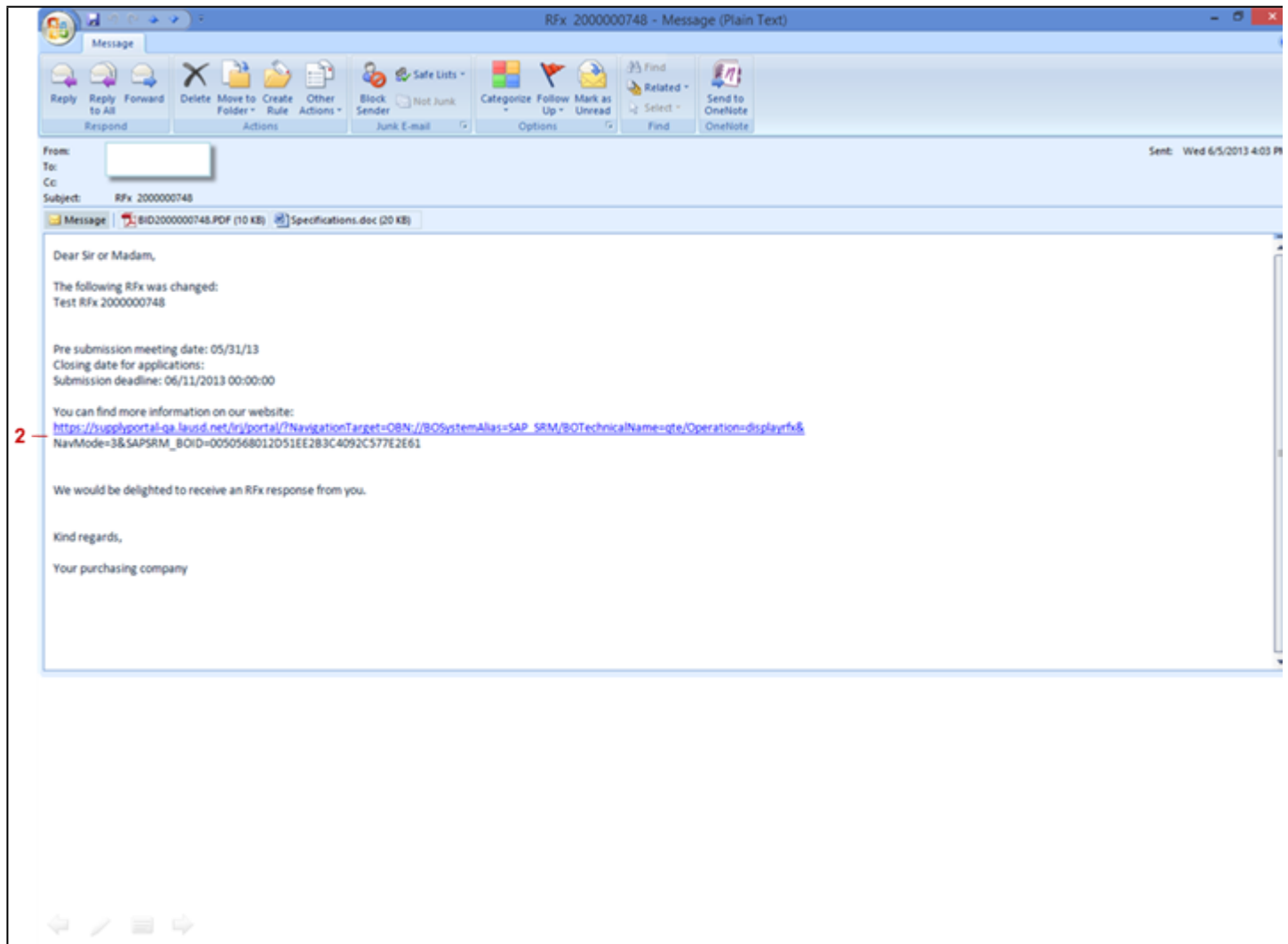
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Procedure

1. Start the transaction using the menu path or transaction code.

PowerPoint Slide Show - [Presentation1]



2. Click hyperlink or copy and paste the link in web browser (Internet Explorer9 or Mozilla Firefox)
https://supplyportal-ga.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM_BOID=0050568012D51EE2B3C4092C577E2E61



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SAP NetWeaver Portal - Mozilla Firefox

A screenshot of a Mozilla Firefox browser window displaying the SAP NetWeaver Portal login page. The browser's address bar shows the URL: https://supplyportal-qa.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalNan. The page content includes a header "Business Tools for Schools" and a login form with fields for "User" and "Password", and a "Log On" button. Below the login form, there is a note: "Logon Problems? [Get Support](#)" and a disclaimer: "* Note: All required information must be provided and match LAUSD's records in order to generate a new password. If the requested information is unknown, please contact LAUSD's Procurement's Prequalification / Vendor Services Unit at (562) 654-9404 for assistance." The SAP logo is visible in the bottom right corner of the page content. The browser's menu bar (File, Edit, View, History, Bookmarks, Tools, Help) and toolbar (Most Visited, Getting Started, Web Slice Gallery, cricket, Movies, office, University Graduate Sc..., Torrents site, Unido, Sbx - SAP NetWeaver ...) are also visible.

3.



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SAP NetWeaver Portal - Mozilla Firefox

A screenshot of a Mozilla Firefox browser window displaying the SAP NetWeaver Portal. The browser's address bar shows the URL: https://supplyportal-qa.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalNan. The page content includes a header "Business Tools for Schools" and a login form with fields for "User" (containing "9a2z") and "Password" (containing "*****"). A "Log On" button is positioned to the right of the password field. Below the login form, there is a link for "Logon Problems? Get Support" and a note: "* Note: All required information must be provided and match LAUSD's records in order to generate a new password. If the requested information is unknown, please contact LAUSD's Procurement's Prequalification / Vendor Services Unit at (562) 654-9404 for assistance." The SAP logo is visible in the bottom right corner. A red line with the number "4" points to the "Log On" button.

4. Then click the [Log On](#) button.



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RfX - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar displays the URL: https://supplyportal-qa.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalNan. The page title is "RfX - SAP NetWeaver Portal - Mozilla Firefox".

The main content area displays "Display RfX : 2000000748". Below this, a summary table provides key details:

RfX Number	2000000748	Smart Number	Test RfX	RfX Status	Published	RfX Start Date	06/05/2013 13:48:00 PST
Submission Deadline	06/11/2013 00:00:00 PST	Remaining Time	RfX Number 5 Days 08:46:06	RfX Owner	Gemma Iejay	RfX Version Number	
RfX Version Type	Active Version						

Below the summary table, there are several action buttons: Print Preview, Refresh, Tender Fee, Participate, Do Not Participate, Tentative, Create Response, Questions and Answers (0), and Export.


The "RfX Information" tab is selected, showing "RfX Parameters" with the following details:

Time Zone:	PST
Start Date:	06/05/2013 13:48:00
Submission Deadline:	06/11/2013 00:00:00
Opening Date:	00:00:00
End of Binding Period:	
Currency:	USD

Below the RfX Parameters, there is a section for "Partners and Delivery information" with a table:

Function	Number	Name	Phone Number
Requester		Gemma Iejay	(213)241-5142

At the bottom of the screenshot, there are more action buttons: Print Preview, Refresh, Tender Fee, Participate, Do Not Participate, Tentative, Create Response, Questions and Answers (0), and Export.

5.  Review the Start Date and Submission Deadline information.



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RfX - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for RfX 2000000748. The page title is "Display RfX : 2000000748". The RfX status is "Published" and the RfX start date is "06/05/2013 13:48:00 PST". The submission deadline is "06/11/2013 00:00:00 PST". The RfX owner is "Gemma Iejay". The RfX version number is "Active Version".

The page includes a navigation bar with tabs: "RFX Information", "Items", and "Notes and Attachments". The "Items" tab is highlighted with a red circle and the number "6".

The main content area displays the following information:

- Time Zone: PST
- Start Date: 06/05/2013 13:48:00
- Submission Deadline: 06/11/2013 00:00:00
- Opening Date: 00:00:00
- End of Binding Period:
- Currency: USD

The "Partners and Delivery Information" section includes a table with the following data:

Function	Number	Name	Phone Number
Requester		Gemma Iejay	(213)241-5142

6. Click the **Items** tab to access Item details.



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RfX - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser title is "RfX - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL: https://supplyportal-qa.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalNan. The page displays "Display RfX : 2000000748".

Key information displayed:

- RfX Number: 2000000748
- Smart Number: Test RfX
- RfX Status: Published
- RfX Start Date: 06/05/2013 13:48:00 PST
- Submission Deadline: 06/11/2013 00:00:00 PST
- Remaining Time: RfX Number 5 Days 08:46:06
- RfX Owner: Gemma Ilejay
- RfX Version Number: [blank]
- RfX Version Type: Active Version

Buttons available: Print Preview, Refresh, Tender Fee, Participate, Do Not Participate, Tentative, Create Response, Questions and Answers (0), Export.

Navigation tabs: RFX Information, **Items**, Notes and Attachments.

Item Overview section:

Line Number	Item Type	Option Type	Product ID	Description	Allow RfX Response Modification	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachm
1	Material			Test Item	<input type="checkbox"/>	00500	10	EA		06/28/2013	1	0

Buttons at the bottom: Print Preview, Refresh, Tender Fee, Participate, Do Not Participate, Tentative, Create Response, Questions and Answers (0), Export.

7.



Review item details and delivery date information.



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RFX - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for RFX 2000000748. The 'Items' tab is selected, displaying a table with the following data:

Line Number	Item Type	Option Type	Product ID	Description	Allow RFX Response Modification	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachm
1	Material			Test Item	<input type="checkbox"/>	00500	10	EA		06/28/2013	1	0

8. Click the **Notes and Attachments** tab to access notes and attachments.



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RFx - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the SAP NetWeaver Portal interface for an RFX. The main header shows 'Display RFX : 2000000748'. Below this, key information is provided: RFX Number 2000000748, Smart Number Test RFX, RFX Status Published, RFX Start Date 06/05/2013 13:48:00 PST, Submission Deadline 06/11/2013 00:00:00 PST, Remaining Time RFX Number 5 Days 08:46:06, RFX Owner Gemma Iejay, and RFX Version Number. A row of buttons includes Print Preview, Refresh, Tender Fee, Participate, Do Not Participate, Tentative, Create Response, Questions and Answers (0), and Export.

The 'Notes and Attachments' section is expanded, showing a table of notes. A red circle highlights the first 'Tendering text' link in the Notes table.

Assigned To	Category	Text Preview
Document ...	Tendering text	Pre submission meeting date: 05/31/13
Item01Test...	Tendering text	See attached specifications and please provide sample sp...

Below the notes table, the 'Attachments' section is also expanded, showing a table of attachments.

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Specifications	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/05/2013

9. Click the first **Tendering text** link to access tendering texts (messages from the LAUSD procurement staff) at the header level of RFx.



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RfX - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The main window displays 'Display RfX : 2000000748'. Below this, there are fields for RfX Number, Smart Number, RfX Status, RfX Start Date, Submission Deadline, Remaining Time, RfX Number, RfX Owner, and RfX Version Number. A row of buttons includes 'Print Preview', 'Refresh', 'Tender Fee', 'Participate', 'Do Not Participate', 'Tentative', 'Create Response', 'Questions and Answers (0)', and 'Export'. A 'Notes and Attachments' section is visible, with a 'Show Tendering text' dialog box open over it. The dialog box contains the text 'Tendering text: Pre submission meeting date: 05/31/13' and a 'Cancel' button. A red line with the number '10' points to the 'Cancel' button. Below the dialog box, there is a table of attachments with columns for Assigned To, Category, Description, File Name, Version, Processor, Checked Out, Type, Size (KB), Changed by, and Changed on. The table contains one row: 'Document Header', 'Standard Attachment', 'Specifications', 'Specifications.docx', '1', an empty cell, 'docx', '16', 'BUYER02', and '06/05/2013'. There is also a 'Collaboration' section at the bottom.

10. After reading the message, click the **Cancel** button to close the window.



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RfX - SAP NetWeaver Portal - Mozilla Firefox

Display RfX : 2000000748

RfX Number 2000000748 Smart Number Test RfX RfX Status Published RfX Start Date 06/05/2013 13:48:00 PST
Submission Deadline 06/11/2013 00:00:00 PST Remaining Time RfX Number 5 Days 08:46:06 RfX Owner Gemma Iejay RfX Version Number
RfX Version Type Active Version

Print Preview | Refresh | Tender Fee | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Export

RFX Information | Items | **Notes and Attachments**

Notes

Add | Clear Filter Settings

Assigned To	Category	Text Preview
Document ...	Tendering text	Pre submission meeting date: 05/31/13
Item01Test...	Tendering text	See attached specifications and please provide sample sp...

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Specifications	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/05/2013

Collaboration

Create | Assign | Delete

Collaboration	Created on
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11. Click the second [Tendering text](#) link to access tendering texts at the item level of the RfX.



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RfX - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar displays the URL: https://supplyportal-qa.lausd.net/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalNan. The page title is "RfX - SAP NetWeaver Portal - Mozilla Firefox".

The main content area displays "Display RfX : 2000000748". Below this, there is a summary of RfX details:

RfX Number	2000000748	Smart Number	Test RfX	RfX Status	Published	RfX Start Date	06/05/2013 13:48:00 PST
Submission Deadline	06/11/2013 00:00:00 PST	Remaining Time	RfX Number 5 Days 08:46:06	RfX Owner	Gemma Ileyaj	RfX Version Number	
RfX Version Type	Active Version						

Below the summary, there are several action buttons: Print Preview, Refresh, Tender Fee, Participate, Do Not Participate, Tentative, Create Response, Questions and Answers (0), and Export.

The "Notes and Attachments" section is visible. A dialog box titled "Show Tendering text" is open, displaying the text: "Tendering text: See attached specifications and please provide sample specifications." The dialog box has a "Cancel" button at the bottom right.

The "Attachments" section shows a table of attachments:

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Specifications	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/05/2013

12. After reading the message, click the **Cancel** button to close the window..



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RFx - SAP NetWeaver Portal - Mozilla Firefox

Display RFx : 2000000748

RFx Number	2000000748	Smart Number	Test RFx	RFx Status	Published	RFx Start Date	06/05/2013 13:48:00 PST
Submission Deadline	06/11/2013 00:00:00 PST	Remaining Time	RFx Number 5 Days 08:46:06	RFx Owner	Gemma Iejay	RFx Version Number	
RFx Version Type	Active Version						

Print Preview | Refresh | Tender Fee | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Export

RFx Information | Items | **Notes and Attachments**

Notes

Assigned To	Category	Text Preview
Document ...	Tendering text	Pre submission meeting date: 05/31/13
Item01*Test ...	Tendering text	See attached specifications and please provide sample sp...

Attachments

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Specifications	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/05/2013

Collaboration

Collaboration	Created on

13.



To display any attached files, click the file name [[Specifications](#)] link.



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RFX - SAP NetWeaver Portal - Mozilla Firefox

Submission Deadline 06/11/2013 00:00:00 PST Remaining Time RFX Number 5 Days 08:46:06 RFX Owner Gemma Iejay RFX Version Number

RFX Version Type Active Version

Print Preview Refresh Tender Fee Participate Do Not Participate Tentative Create Response Questions and Answers (0) Export

RFX Information Items Notes and Attachments

Notes

Assigned To	Category	Text Preview
Document ...	Tendering text	Pre submission meeting date: 05/31/13
Item01*Test ...	Tendering text	See attached specifications and please provide sample sp...

Attachments

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Specifications	Specifications.docx	1		<input type="checkbox"/>	docx	16	BUYER02	06/05/2013

Collaboration

Collaboration	Created on
Collaboration RFX 2000000748	06/05/2013 13:41:26

Print Preview Refresh Tender Fee Participate Do Not Participate Tentative Create Response Questions and Answers (0) Export

14. Click the [Collaboration RFX 2000000748](#) link to access cFolders.



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15. Click the [Folder](#) link to access stored documents, if any.



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Mozilla Firefox

Folder Folder

Current Path: [Collaboration RFx 2000...](#) > [Public Area](#) > [Folder](#)

Folder

To save any changes made, click Save.

Name *

Subscribe

Categorization ▼

Authorization

[Save](#) [Authorizations](#) [Notifications](#) [Assign Status Profile](#) [Additional Functions](#) [Cancel](#)

To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.

Folder Contents		Upload PDX Package	Create	Copy	Copy as Bookmark	Paste	Delete	All	None
Name ▲	Current Version	Status	Changed by	Changed on					
<input type="checkbox"/> Pre-proposal presentation	Pre-proposal presentation, Perishable - 1.13.11.ppt (2,100KB)	✓	Will Henry	06/05/2013 13:43:16					

16.



To display the file, click the hyperlink [Pre-proposal presentation, Perishable - 1.13.11.ppt \(2,100KB\)](#).




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Transaction Code: NA

Mozilla Firefox

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17. Click Close button  to exit the Collaboration folders.



Business Process Procedure

Respond to RfX (Formal or Informal)

Transaction Code: NA

RfX - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for RfX 2000000748. The page title is "Display RfX : 2000000748". The RfX details include: RfX Number 2000000748, Smart Number Test RfX, RfX Status Published, RfX Start Date 06/05/2013 13:48:00 PST, Submission Deadline 06/11/2013 00:00:00 PST, Remaining Time RfX Number 5 Days 08:46:06, RfX Owner Gemma Ileyay, and RfX Version Number. Below the details are buttons for Print Preview, Refresh, Tender Fee, Participate, Do Not Participate, Tentative, Create Response, Questions and Answers (0), and Export. The "Create Response" button is highlighted with a red box. A red arrow points from the number 18 to this button. Below the buttons are tabs for RfX Information, Items, and Notes and Attachments. The Notes and Attachments section shows a table of notes and a table of attachments. The attachments table has columns: Assigned To, Category, Description, File Name, Version, Processor, Checked Out, Type, Size (KB), Changed by, and Changed on. One attachment is listed: Document Header, Standard Attachment, Specifications, Specifications.docx, 1, Processor, Checked Out, docx, 16, BUYER02, 06/05/2013.

18. Click the **Create Response** button to create a response.



Following the buyer's direction (in attached documents or otherwise), choose either "Participate," "Do Not participate" or "Tentative" and then "Create Response" or "Create Response" directly.



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Create Bid - SAP NetWeaver Portal - Mozilla Firefox

19. Click check box to acknowledge information in text.



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20. Click the **Questions** tab to respond to questions at the header level of the RFx.



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Create Bid - SAP NetWeaver Portal - Mozilla Firefox

21. As required, complete/review the following fields:

Field	R/O/C	Description
Reply	R	Response to the corresponding question Example: 10



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Create Bid - SAP NetWeaver Portal - Mozilla Firefox

22. Click the **Items** tab to review item details and...



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Create Bid - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create Bid' page in the SAP NetWeaver Portal. The main heading is 'Create RFX Response'. Below this, there is a summary of the RFX response: RFX Response Number 3000000569, RFX Number 2000000748, Status Saved, Submission Deadline 06/11/2013 00:00:00 PST, and Remaining Time 5 Days. A warning message states: 'Line : Attribute What standard of abrasives you will provide is mandatory; maintain attribute value'. Below the warning are buttons for Submit, Close, Read Only, Print Preview, Check, Save, Delete, Export, Import, and Questions and Answers (0). The 'Items' tab is selected, showing an 'Item Overview' table. A red arrow points to the 'Details' button in the table's toolbar. The table has columns for Line Number, Description, Variant, Option Type, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Submitted Quantity, and Unit. The first row is highlighted in yellow and contains: Line Number (with expand/collapse icons), Description 'Test item', Variant, Option Type, Item Type 'Material', Product ID '00500', Product Category 'ABRASIVES', Required Quantity '10', Submitted Quantity '10', and Unit 'EA'. Below the table, the total value is shown as 0.00 USD.

Line Number	Description	Variant	Option Type	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit
• [expand/collapse]	Test item			Material	00500	ABRASIVES		10	10	EA
• [expand/collapse]				Material					0.000	
• [expand/collapse]				Material					0.000	
• [expand/collapse]				Material					0.000	
• [expand/collapse]				Material					0.000	
• [expand/collapse]				Material					0.000	
• [expand/collapse]				Material					0.000	
• [expand/collapse]				Material					0.000	
• [expand/collapse]				Material					0.000	
• [expand/collapse]				Material					0.000	

23. Then click the **Details** button.



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24. As required, complete/review the following fields:

Field	R/O/C	Description
Supplier Product Number	R	Supplier product number/Manufacturer product number Example: 3871259



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Create Bid - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create Bid' form in the SAP NetWeaver Portal. The form is titled 'Details for item Test Item' and has tabs for 'Item Data', 'Questions', 'Notes and Attachments', 'Payment', 'Delivery', and 'Subcontracting'. The 'Basic Data' section is expanded, showing fields for Identification, Currency (United States Dollar), Required Quantity (10 EA), Submitted Quantity (10 EA), Price (0.00 USD), Delivery Date (06/28/2013), Delivery Days (000), and Status and Statistics. The 'Partners and Delivery Information' section shows a table with one entry: Requester (Number: , Name: Gemma Iejay). A red box highlights the 'Price' field, and a red number '25' is placed to the left of it.

25. As required, complete/review the following fields:

Field	R/O/C	Description
Price	R	Offered price for each quantity. Example: 8



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Create Bid - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create Bid' form in the SAP NetWeaver Portal. The browser window title is 'Create Bid - SAP NetWeaver Portal - Mozilla Firefox'. The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2Fbfc55af5ba26aa233e8a3a31974b961&&CurrentWindowId=WID1370470431951&NavMode=3>. The form is titled 'Create Bid' and has tabs for 'Item Data', 'Questions', 'Notes and Attachments', 'Payment', 'Delivery', and 'Subcontracting'. The 'Questions' tab is highlighted with a red box and the number 26. The form is divided into sections: 'Basic Data' and 'Partners and Delivery Information'. The 'Basic Data' section includes fields for Identification (Item Type: Material, Product Category: 00500 ABRASIVES, Product ID, Description: Test Item, Item Variant Description: Original Item, Supplier Product Number: 3871259, Manufacturer Part Number, Period of Performance, External Manufacturer, Option Type), Currency (United States Dollar), Required Quantity (10 EA), Submitted Quantity (10 EA), Price (8 USD), Delivery Date (06/28/2013 00:00:00), Delivery Days (000), Not to Exceed Price (checkbox), and Not Separately Priced (checkbox). The 'Partners and Delivery Information' section includes a table with columns for Function, Number, and Name. The table has one row: Requester, Gemma Iejay. The form also has a 'Net value' field (0.00), 'Acceptance at Origin' (checkbox), and 'Acceptance at Origin in RFx' (checkbox). At the bottom, there are buttons for Submit, Close, Read Only, Print Preview, Check, Save, Delete, Export, Import, and Questions and Answers (0).

26. Click the **Questions** tab to respond to questions at the item level of the RFx.



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Create Bid - SAP NetWeaver Portal - Mozilla Firefox

27. As required, complete/review the following fields:

Field	R/O/C	Description
Reply	R	Response to the corresponding question Example: Excellent



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Create Bid - SAP NetWeaver Portal - Mozilla Firefox

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Line Number	Description	Variant	Option Type	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Pr
•	Test Item			Material		00500	ABRASIVES	10	10	EA	
•				Material					0.000		
•				Material					0.000		
•				Material					0.000		
•				Material					0.000		
•				Material					0.000		
•				Material					0.000		
•				Material					0.000		
•				Material					0.000		

Total Value 80.00 USD

Details for item Test Item

Item Data Questions Notes and Attachments Payment Delivery Subcontracting

Question: What standard of abrasives you will provide. *

Reply: Excellent

28. Click **Notes and Attachments** to attach documents to the response.



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29. Click the **Add Attachment** button to add attachments.



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Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create Bid' page in the SAP NetWeaver Portal. The page title is 'Create Bid - SAP NetWeaver Portal - Mozilla Firefox'. The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2Fbfc55af5ba26aa233e8a3a31974b961&&CurrentWindowId=WID1370470431951&NavMode=3>. The page has a navigation bar with tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Notes and Attachments' tab is active. There is a warning message: 'Line : No product category exists'. Below the warning are buttons: 'Submit', 'Close', 'Read Only', 'Print Preview', 'Check', 'Save', 'Delete', 'Export', 'Import', and 'Questions and Answers (0)'. The 'Notes' section has an 'Add' button and a table with columns 'Assigned To' and 'Category'. The 'Attachments' section has an 'Add Attachment' button and a table with columns 'Assigned To' and 'Category'. The 'Collaboration' section has 'Create', 'Assign', and 'Delete' buttons and a table with columns 'Collaboration Room' and 'Created on'. An 'Add Attachment' dialog box is open, showing a 'File:' field with a 'Browse...' button, a 'Description:' field, and an 'Assign To:' dropdown menu set to 'General Data'. The dialog has 'OK' and 'Cancel' buttons. A red line points from the number '30' on the left to the 'Browse...' button in the dialog.

30. Click the **Browse...** button to attach a document from the local drive.

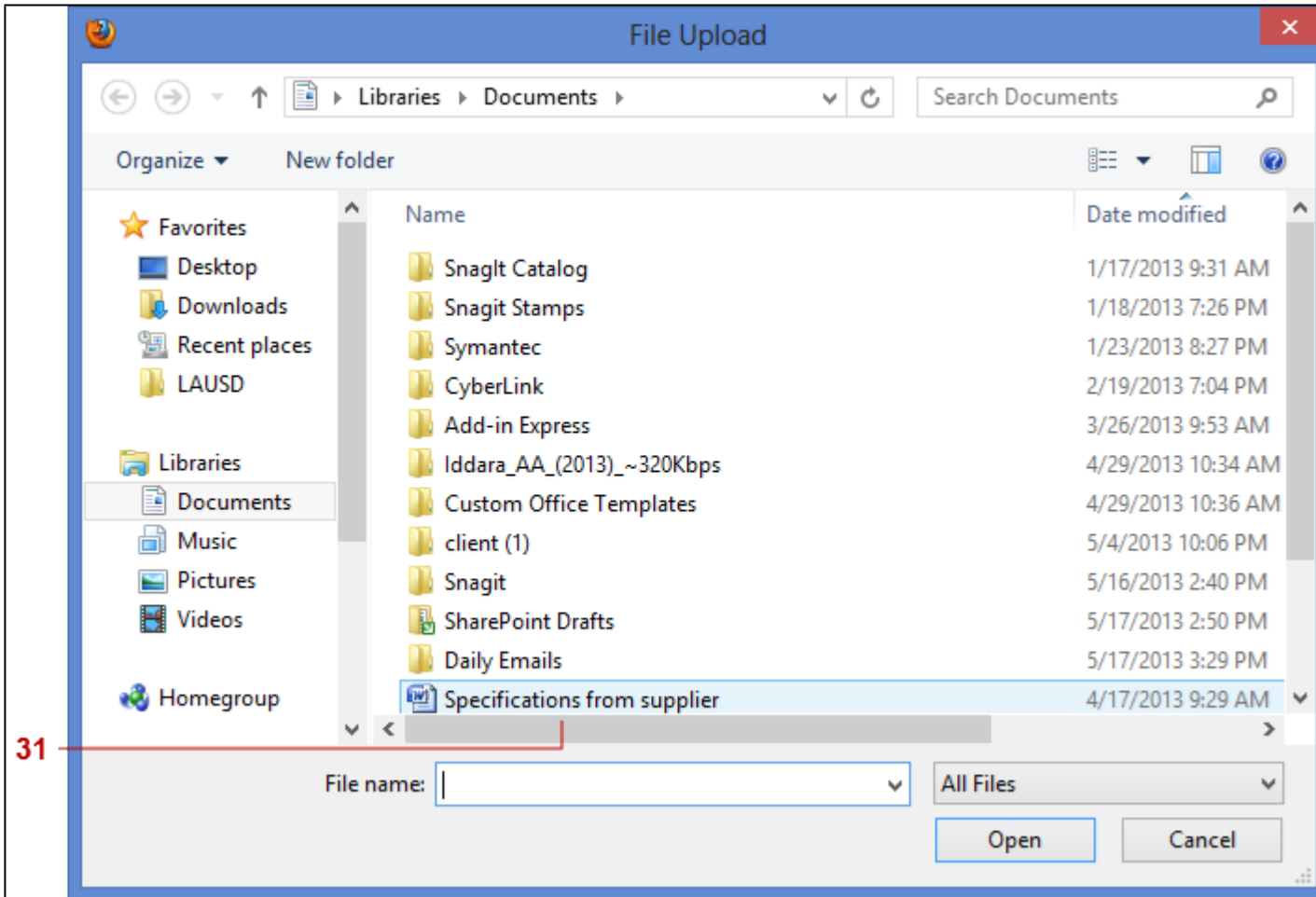


Business Process Procedure

Respond to RFx (Formal or Informal)

Transaction Code: NA

File Upload



31. Browse for the required document, and then click "Open" to upload the document. Example: Select the "Specifications from supplier" document.

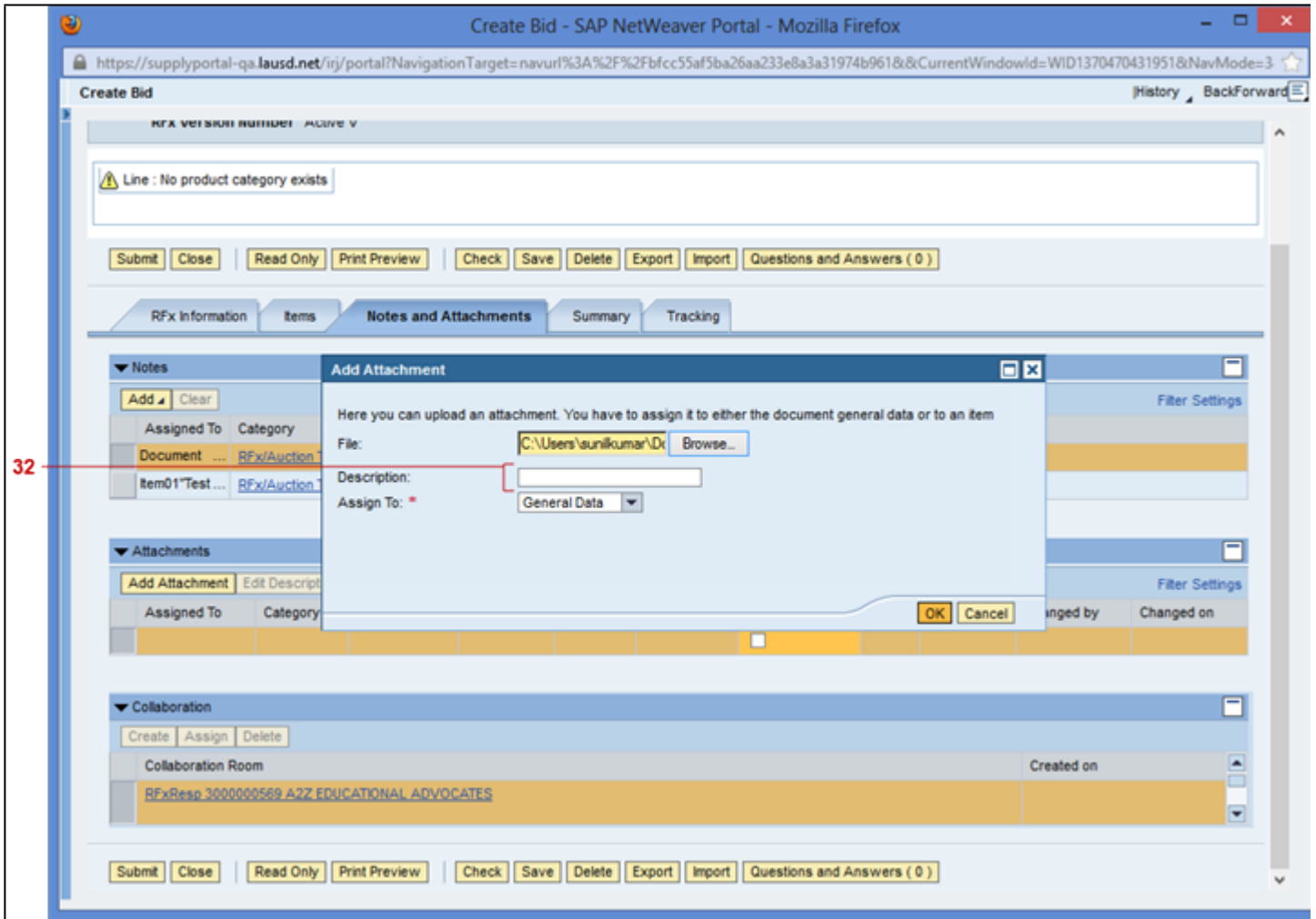


Business Process Procedure

Respond to RFx (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox



32. As required, complete/review the following fields:

Field	R/O/C	Description
Description	R	Description of the item Example: Specifications from supplier



Business Process Procedure

Respond to RFx (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create Bid' page in the SAP NetWeaver Portal. The page title is 'Create Bid - SAP NetWeaver Portal - Mozilla Firefox'. The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2Fbfc55af5ba26aa233e8a3a31974b961&&CurrentWindowId=WID1370470431951&NavMode=3>. The page displays a warning message: 'Line : No product category exists'. Below the warning are buttons for 'Submit', 'Close', 'Read Only', 'Print Preview', 'Check', 'Save', 'Delete', 'Export', 'Import', and 'Questions and Answers (0)'. The page has tabs for 'RFx Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Notes and Attachments' tab is active, showing a table of notes and an 'Add Attachment' dialog box. The dialog box contains the following information: 'File: C:\Users\sunilkumar\Dr', 'Description: Specifications from supplier', and 'Assign To: General Data'. The dialog box has 'OK' and 'Cancel' buttons. A red line and the number '33' point to the 'OK' button in the dialog box.

33. Click **OK** to add the document.



Business Process Procedure

Respond to RfX (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

34

34. Click the **Summary** tab to view a summary of the response.



Business Process Procedure

Respond to RfX (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the 'Create RfX Response' page in the SAP NetWeaver Portal. The page title is 'Create Bid - SAP NetWeaver Portal - Mozilla Firefox'. The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2Fbfc55af5ba26aa233e8a3a31974b961&&CurrentWindowId=WID1370470431951&NavMode=3>. The page content includes a 'Create RfX Response' header with a 'Help' link. Below the header, there is a summary table with the following data:

RfX Response Number	3000000569	RfX Number	2000000748	Status	Saved	Submission Deadline	06/11/2013 00:00:00 PST
Remaining Time	5 Days 08:21:34	RfX Owner	Gemma Ilejay	Total Value	80.00 USD	RfX Response Version Number	Active Version
RfX Version Number	Active V						

Below the summary table, there is a toolbar with buttons: Submit, Close, Read Only, Print Preview, Check, Save, Delete, Export, Import, and Questions and Answers (0). A red line with the number 35 points to the 'Check' button. The page also has a navigation bar with tabs: RfX Information, Items, Notes and Attachments, Summary (selected), and Tracking. At the bottom of the page, there is another toolbar with the same buttons as above. The page footer contains the text 'javascript:void(0);'.

35. After reviewing the summary, click the **Check** button to check for errors or missing information.



Business Process Procedure

Respond to RfX (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the 'Create RfX Response' page in the SAP NetWeaver Portal. The page title is 'Create Bid - SAP NetWeaver Portal - Mozilla Firefox'. The URL is <https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2Fbfc55af5ba26aa233e8a3a31974b961&&CurrentWindowId=WID1370470431951&NavMode=3>. The page content includes a 'Create RfX Response' header with a 'Help' link. Below the header, there is a summary table with the following data:

RfX Response Number	3000000569	RfX Number	2000000748	Status	Saved	Submission Deadline	06/11/2013 00:00:00 PST
Remaining Time	5 Days 08:21:34	RfX Owner	Gemma Ilejay	Total Value	80.00 USD	RfX Response Version Number	Active Version
RfX Version Number	Active V						

Below the summary table, there is a navigation bar with buttons: Submit, Close, Read Only, Print Preview, Check, Save, Delete, Export, Import, and Questions and Answers (0). A red arrow points to the 'Submit' button. Below the navigation bar, there are tabs for RfX Information, Items, Notes and Attachments, Summary (selected), and Tracking. The 'Summary' tab is active, showing the following data:

RfX Response Number:	3000000569
Items with Response:	1 out of 1 items responded
Questions:	2 out of 2 questions answered (2 out of 2 mandatory)
Notes:	2 notes added
Attachments:	1 attachments added
Total RfX Response Value:	80.00 USD

At the bottom of the page, there is another navigation bar with buttons: Submit, Close, Read Only, Print Preview, Check, Save, Delete, Export, Import, and Questions and Answers (0). The 'Submit' button is highlighted in yellow. The page footer contains the text 'javascript:void(0);'.

36. If there are no error messages, click the **Submit** button to submit the response.



Business Process Procedure

Respond to RfX (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for 'Create Bid'. The main heading is 'Display RfX Response 300000569'. Below this, there is a summary table with the following data:

RfX Response Number	300000569	RfX Number	200000748	Status	Submitted	Submission Deadline	06/11/2013 00:00:00 PST
Remaining Time	5 Days 08:21:07	RfX Owner	Gemma Ilejay	Total Value	80.00 USD	RfX Response Version Number	Active Version
RfX Version Number	Active V						

Below the table, there is a message box with a warning icon: 'Line : No product category exists'. Below that, a green checkmark indicates 'RfX response 300000569 submitted'. A row of buttons includes 'Edit', 'Close', 'Print Preview', 'Refresh', 'Withdraw', 'Export', and 'Questions and Answers (0)'. The 'Close' button is highlighted with a red arrow and the number 37. Below the buttons are tabs for 'RfX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is active, showing a table with the following data:

RfX Response Number:	300000569
Items with Response:	1 out of 1 items responded
Questions:	2 out of 2 questions answered (2 out of 2 mandatory)
Notes:	2 notes added
Attachments:	1 attachments added
Total RfX Response Value:	80.00 USD

At the bottom of the page, there is another row of buttons: 'Edit', 'Close', 'Print Preview', 'Refresh', 'Withdraw', 'Export', and 'Questions and Answers (0)'. The 'Close' button is highlighted with a red arrow and the number 37. The page footer contains the text 'javascript:void(0);'.

37. Click the **Close** button to exit the response.



Response number with success message.



Business Process Procedure

Respond to RFx (Formal or Informal)

Transaction Code: NA

Result

You have successfully completed responding to a formal/informal RFx.