

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	lcon	Description
General	f	Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical	\sim	Indicates that an action MUST NOT BE completed.
Shortcut	4	Indicates a shortcut to a process.



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Procedure

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

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SAP NetWeaver Portal - Mozilla Firefox





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Review the Start Date and Submission Deadline information.



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



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RFx - SAP NetWeaver Portal - Mozilla Firefox

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7.



Review item details and delivery date information.



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



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



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



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RFx - SAP NetWeaver Portal - Mozilla Firefox

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11. Click the second <u>Tendering text</u> link to access tendering texts at the item level of the RFx.



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



Respond to RFx (Formal or Informal)

Transaction Code: NA

RFx - SAP NetWeaver Portal - Mozilla Firefox

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13.



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



Respond to RFx (Formal or Informal)

Transaction Code: NA

RFx - SAP NetWeaver Portal - Mozilla Firefox

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14. Click the Collaboration RFx 2000000748 link to access cFolders.



Respond to RFx (Formal or Informal)

Transaction Code: NA

Mozilla Firefox

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15. Click the **Folder** link to access stored documents, if any.



Respond to RFx (Formal or Informal)

Transaction Code: NA

Mozilla Firefox

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Respond to RFx (Formal or Informal)

Transaction Code: NA

Mozilla Firefox

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17. Click Close button to exit the Collaboration folders.



Respond to RFx (Formal or Informal)

Transaction Code: NA

RFx - SAP NetWeaver Portal - Mozilla Firefox

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

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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.



Respond to RFx (Formal or Informal)

Transaction Code: NA



6	Create Bid - SAP NetWeaver Portal - Mozilla Firefox		×
	https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2Fbfcc55af5ba26aa233e8a3a31974b961&&CurrentWindowld=WID1370476	431951&NavMode	=3 🏠
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	Attribute How many years of full-value warranty are provided is mandatory; maintain attribute value Please select Certification Text. Ine : Attribute What standard of abrasives you will provide is mandatory; maintain attribute value Resonase 3000000569 created Submit Close Read Only Print Preview Check Save Delete Export Import Questions and Answers (0) RFx Information Rems Notes and Attachments Summary Tracking Basic Data Questions Notes and Attachments Payment Event Parameters Pricing Arrangement Service and Delivery Pricing Arrangement: Celling Amount: Status and Statistics Created On: 06/05/2013 15:17:00 PST	~	
	Created By: Mr. Will Henry Last Processed On: 06/05/2013 15:17:00 PST Last Processed By: Mr. Will Henry		
9	Terms and conditions applicable to this solicitation are available at http://contracts.lausd.net/docs/tc.pdf. By checking this box, I hereby: (1) certify that (a) I am authorized to submit this solicitation response on behalf of the party identified in this solicitation response as the bidder or proposer (b) the certifications identified as		×

19. Click check box \Box to acknowledge information in text.



Respond to RFx (Formal or Informal)

Transaction Code: NA



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20 —		Event Parameters Currency: United States Dollar	Pricing Arrangement Service and Delivery Pricing Arrangement: Ceiling Amount: Status and Statistics Created On: Created By: Last Processed On: Last Processed By:	06/05/2013 15:17:00 PST Mr. Will Henry 06/05/2013 15:17:00 PST Mr. Will Henry Terms and conditions applicable to this solicitation are available at http://contracts.lausd.net/docs/tc.pdf. By checking this box, I hereby: (1) certify that (a) I am authorized to submit this solicitation response on behalf of the party identified in this solicitation response as the bidder or proposer (b) the certifications identified as			~

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



Respond to RFx (Formal or Informal)

Transaction Code: NA



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	Attribute How many years of full-value warranty are provided is mandatory; maintain attribute value Line : Attribute What standard of abrasives you will provide is mandatory; maintain attribute value	Û
	Submit Close Read Only Print Preview Check Save Delete Export Import Questions and Answers (0)	
	RFx Information Items Notes and Attachments Summary Tracking Basic Data Questions Notes and Attachments Payment	
	Question Reply Comment	
21	How many years of full-value warranty are provided with the product being offered?: * 0 YR	
	Submit Close Read Only Print Preview Check Save Delete Export Import Questions and Answers (0)	

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

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



Respond to RFx (Formal or Informal)

Transaction Code: NA



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6	https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2Fbfcc55af5ba26aa233e8a3a31974b961&&CurrentWindowld=WID1370470431951&NavMode=3
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	Question Reply Comment
	How many years of full-value warranty are provided with the product being offered?: * 10 YR
	Submit Close Read Only Print Preview Check Save Delete Export Import Questions and Answers (0)

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



Respond to RFx (Formal or Informal)

Transaction Code: NA



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23. Then click the Details button.



Respond to RFx (Formal or Informal)

Transaction Code: NA

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Details for item Test Item Item Data Questions	Notes and Attachments Payment Delivery S	ubcontracting
Identification Item Type: Materi Product Category: 00500 Product D:	ABRASIVES	Currency: United States Dollar Required Quantity: 10 EJ Submitted Quantity: 10 E Price: 0.00 US Delivery Date: 06/28/2013 00:00:00 Delivery Date: 06/28/2013 00:00:00 Delivery Daty: 000 Not to Exceed Price:
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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



Respond to RFx (Formal or Informal)

Transaction Code: NA

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		▼ Basic Data							
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		item Type:	Material		Required Quantity:	10 EA			
		Product Category:	00500 ABRASIVES		Submitted Quantity:	10 EA			
25		Product ID:			Price.	0.00 050			
		Description:	Test tem		Delivery Date:	06/28/2013 00:00:00			
		Item Variant Description:	Original Item		Delivery Days:	000			
		Supplier Product Number:	3871259		Not to Exceed Price:				
		Manufacturer Part Number:			Not Separately Priced:				
		Period of Performance:			Status and Statistics				
		External Manufacturer:			No Bid	-			
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		<				>			
1									

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

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



Respond to RFx (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

8	Create Bid	- SAP NetWeaver Portal - Mozill	a Firefox	
Attps://supplyportal-qa.la	usd.net/irj/portal?NavigationTarget=navurl	%3A%2F%2Fbfcc55af5ba26aa233e8a3a3	1974b9618ເ&CurrentWindowld=WID)1370470431951&NavMode=
Create Bid				History BackForv
P				
Details for item Tes	st Item			
Item Data Questi	ons Notes and Attachments Paymer	t Delivery Subcontracting		
▼ Basic Data				
Identification			Currency:	United States Dollar
Ave Town	Material		Required Quantity:	10 EA
Rem Type:	Material ABDA Chillic		Submitted Quantity:	10 EA
Product Category:	ABRASIVES		Price:	8 USD
Description:	Test tem		Delivery Date:	06/28/2013 00:00:00
Rem Variant Description:	Original Rem		Delivery Days:	000
kem variant Description.	Original kem		Not to Exceed Price:	
Supplier Product Number:	3871259		Not Separately Priced:	
Manufacturer Part Number:				_
Period of Performance:			Status and Statistics	
External Manufacturer:			No Bid:	
Option Type:			Guaranteed Minimum Amount:	0.00
Net value:	0.00			
Acceptance at Origin:				
Acceptance at Origin in RF	c 🗌			
← Partners and Delivery In	formation			
Details Add a Send E	-Mail Call Clear			
Function		Number	Name	
Requester			Gemma llejay	
Submit Close Read	Only Print Preview Check Save D	elete Export Import Questions and A	nswers (0)	
<				>
-				

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



Respond to RFx (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

https://supply;				Creat	e Bid - SAP N	etWeaver Porta	I - Mozilla Firefox		-		×
reate Bid	portal-qa. laus	d.net /irj/p	ortal?Naviga	tionTarget=	navurl%3A%2F9	%2Fbfcc55af5ba26a	a233e8a3a31974b961&&Curr	entWindowld=WID	1370470431951&Na	vMod	e=3 ī
									History E	BackFo	rward
Line : Attribute	What standard	of abrasive	es you will pro	vide is mand	Satory; maintain att	tribute value					^
Line : No produ	ict category exit	sts									
Submit Close	Read Onl	y Print P	review	Check Sa	ve Delete Ex	port Import Que	stions and Answers (0)				
RFx Inform	ation Ite	ms	Notes and Att	tachments	Summary	Tracking					-
★ Item Overview	y .										
Details Add N	New 🖌 🛛 Cop	y Paste	Delete	alculate Vak	16						
Line Number	r 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		(
• 🖸				Material					0.000		(
Total Value /	80.00 USD										

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

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



Respond to RFx (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

					Creat	e Bid - SAP N	etWeaver Porta	al - Mozilla Firefox		-		2
🔒 htt	tps://supplypo	rtal-qa.lausc	l.net /irj/p	oortal?Naviga	tionTarget=	navurl%3A%2F%	%2Fbfcc55af5ba26a	a233e8a3a31974b9618t8tCurr	entWindowld=WID	1370470431951&Na	vMod	de
Creat	ite Bid									(History E	BackF	or
) Li	ine : Attribute W	hat standard (of abrasiv	es you will pro	vide is mand	latory; maintain at	tribute value					
<u>N</u> Li	ine : No product	category exis	sts									
Sul	bmit Close	Read Onl	y Print F	Preview	Check Sa	ve Delete Ex	port Import Que	estions and Answers (0)				
Ζ	RFx Informat	ion Ite	ms	Notes and At	achments	Summary	Tracking					
-	tem Overview											
	etails Add Ne	w 🖌 Cop	y Paste	Delete	alculate Val.	10 91						
	Line Number	Description	Variant	Option Type	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	
	· 🗐 🛛	Test tem			Material		00500	ABRASIVES	10	10	EA	
	• 🗉				Material					0.000		1
	• 🛛				Material					0.000		1
	• 🛛				Material					0.000		1
	• 🖸				Material					0.000		1
	• 🖸				Material					0.000		1
	• 🖸				Material					0.000		1
	• 🖸				Material					0.000		1
	• 🖾				Material					0.000		1
					Material					0.000		

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



Respond to RFx (Formal or Informal)

Transaction Code: NA



3		Create Bid - SAP Ne	tWeaver Po	rtal - Mozilla F	irefox				
🔒 ht	ttps://supplyportal-qa .lausd.net /irj/portal?Navigatio	nTarget=navurl%3A%2F%	2Fbfcc55af5ba	6aa233e8a3a3197	4b9618x8	CurrentWind	owld=WID137047	70431951&NavMode	=3
Crea	ate Bid							History BackFor	war
1	RFX VEISION NUMBER ACIVE V								I.
4	Line : No product category exists								
	Submit Close Read Only Print Preview	Check Save Delete	Export Import	Questions and A	nswers (0)			
Ι.	RFx Information Items Notes and A	tachments Summary	Tracking						
	▼ Notes								
	Add / Clear							Filter Settings	
	Assigned To Category	Text Preview							
	Document REx/Auction Text	Pre submission	meeting date: 05	/31/13					
	tem01"Test RFx/Auction Text	See attached sp	ecifications and	please provide sar	nple sp				
	▼ Attachments								
-	Add Attachment Edit Description Versioning a D	elete Create Qualification Pr	ofile					Filter Settings	
	Assigned To Category Description	File Name Version	Processor	Checked Out	Туре	Size (KB)	Changed by	Changed on	
	i The table does not contain any data								
	▼ Collaboration								
	Create Assign Delete								
	Collaboration Room Created on								
	REXResp 3000000569 A2Z EDUCATIONAL ADVO	CATES							
javasci	Submit Close Read Only Print Preview ipt:void(0);	Check Save Delete	Export Import	Questions and A	nswers (0)			-

29. Click the Add Attachment button to add attachments.



Respond to RFx (Formal or Informal)

Transaction Code: NA



۲		Create Bid - SAP NetWeaver Portal - Mozilla Firefox								
	https://supplyportal-qa. lausd.net /	irj/portal?NavigationTarget=navurl%3A%2F%2Fbfcc55af5ba26aa233e8a3a31974b961&&CurrentWinc	lowId=WID1370470431951&NavMode=3							
Cn	eate Bid History BackForw									
í.	KEX VEISION NUMBER AD	we v								
	Line : No product category exists									
	Submit Close Read Only	Print Preview Check Save Delete Export Import Questions and Answers (0)								
	RFx Information Items	Notes and Attachments Summary Tracking								
	▼ Notes	Add Attachment								
	Add Clear Assigned To Category Document DEviduation	Here you can upload an attachment. You have to assign it to either the document general data or to an item File: Browse.	Filter Settings							
30 —	tem01"Test RFx/Auction"	Description: Assign To: * General Data V								
	★ Attachments									
	Add Attachment Edit Descript		Filter Settings							
	Assigned To Category	OK Cance	I inged by Changed on							
	- Collaboration									
	Create Assign Delete									
	Collaboration Room		Created on							
	RFxResp 3000000569 A2Z E	DUCATIONAL ADVOCATES								
	Submit Close Read Only	Print Preview Check Save Delete Export Import Questions and Answers (0)								
	Submit Close Read Only	Print Preview Check Save Delete Export Import Questions and Answers (0)								

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



Respond to RFx (Formal or Informal)

Transaction Code: NA

File Upload

	٧	File Upload				×
	(⇒) → ↑ (■) →	Libraries > Documents >	~ ¢	Search Documen	its	,p
	Organize 🔻 New fo	older		-	≡ • 🔟	0
	🔶 Favorites	▲ Name		D	ate modified	^
	🔤 Desktop	📗 Snaglt Catalog		1	/17/2013 9:31	AM
	🗼 Downloads	📕 Snagit Stamps		1,	/18/2013 7:26	PM
	📃 Recent places	Symantec		1,	/23/2013 8:27	PM
	🔰 LAUSD	🔋 CyberLink		2	/19/2013 7:04	PM
		🔋 📔 Add-in Express		3	/26/2013 9:53	AM
	🥃 Libraries	Iddara_AA_(2013)_~320Kbps		4	/29/2013 10:34	AM
	Documents	Custom Office Templates		4	/29/2013 10:36	AM
	📄 Music	lient (1)		5	/4/2013 10:06	PM
	Pictures	🌗 Snagit		5	/16/2013 2:40	PM
	💾 Videos	🖟 SharePoint Drafts		5	/17/2013 2:50	PM
		🌗 Daily Emails		5	/17/2013 3:29	PM
	🤣 Homegroup	Specifications from supplier		4	/17/2013 9:29	AM 🗸
31 -		< <				>
	Fil	e name:	~	All Files		~
				Open	Cancel	

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



Respond to RFx (Formal or Informal)

Transaction Code: NA



Cr	https://supplyportal-qa.lausd.net reate Bid	irj/portal?NavigationTarget=navurl%3A%2F%2Fbfcc55af5ba26aa233e8a3a31974b9618t8tCurrentWindow	1d=WID137047	History BackForw
ίL	KEX VEISION NUMBER AC	ING A		
	Line : No product category exists	8		
	Submit Close Read Only	Print Preview Check Save Delete Export Import Questions and Answers (0)		
	RFx Information Items	Notes and Attachments Summary Tracking		
	▼ Notes	Add Attachment	×	
	Add Clear Assigned To Category Document RFx/Auction	Here you can upload an attachment. You have to assign it to either the document general data or to an item File: C:\Users\sunikumar\Dt Browse		Filter Settings
	tem01"Test <u>BFx/Auction</u>	Description: Assign To: General Data		
	Add Attachment Edit Descript			Filter Settings
	Assigned To Category	OK Cancel	inged by	Changed on
	Create Assign Delete			
	Collaboration Room		Created on	<u> </u>
	HFXResp 300000569 A22 E	DUCATIONAL ADVOCATES		

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

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



Respond to RFx (Formal or Informal)

Transaction Code: NA



	Create Bid - SAP NetWeaver Portal - Mozilla Firefox -	×					
	https://supplyportal-qa.lausd.net/irj/portal?NavigationTarget=navurl%3A%2F%2Fbfcc55af5ba26aa233e8a3a31974b9618c8cCurrentWindowld=WID13704704319518cNavModes	=3 ₹					
	Create Bid History BackFord	ward					
ľ	Krx version number Acave v	^					
	Line : No product category exists						
	Submit Close Read Only Print Preview Check Save Delete Export Import Questions and Answers (0)						
	RFx Information Items Notes and Attachments Summary Tracking						
	▼Notes Add Attachment						
	Add a Clear Here you can upload an attachment. You have to assign it to either the document general data or to an item Filter Settings Assigned To Category File: C:\Users\sunikumar\D Browse_ Document BFx/Auction Description: Specifications from supplier Assign To: * General Data ▼						
22	Attachments Add Attachment Edit Descript Filter Settings						
33 -	Assigned To Category OK Cancel anged by Changed on OK						
	▼ Collaboration						
	Create Assign Delete						
	Collaboration Room Created on RExResp 3000000569 A2Z EDUCATIONAL ADVOCATES						
j	Submit Close Read Only Print Preview Check Save Delete Export Import Guestions and Answers (0) avascript:void(0);	>					

33. Click OK to add the document.



Respond to RFx (Formal or Informal)

Transaction Code: NA



3		Crea	ite Bid - SA	P NetWeaver Portal - Mozi	lla Firef	ox				
	https://supplyportal-qa.lausd.net/i	irj/portal?NavigationTargel	t=navurl%3A5	%2F%2Fbfcc55af5ba26aa233e8a3a	31974b9	518t8tCurren	tWindowld=W	/ID13704	4704319518	&NavMode=
Cr	eate Bid								History	BackForw
11	Create RFx Resp	onse								
	RFx Response Number 3000000569 RFx Number 2000000748 Status Saved Submission Deadline 06/11/2013 00:00:00 PST Remaining Time 5 Days (RFx Owner Gemma liejay Total Value 80.00 USD RFx Response Version Number Active Version RFx Version Number Active V									
	Submit Close Read Only	Submit Close Read Only Print Preview Check Save Delete Export Import Questions and Answers (0)								
	RFx Information Items	Notes and Attachme	ents Sur	mary Tracking						
	▼ Notes			1						
	Add / Clear									
	Assigned To Category		Text	t Preview						
	Document RFx/Auction Te	ot	Pre	submission meeting date: 05/31/13						
	tem01"Test <u>RFx/Auction Text</u>		See	See attached specifications and please provide sample sp						
	▼ Attachments									
	Add Attachment Edit Descriptio	n Versioning Delete C	reate Qualifica	tion Profile						
	Assigned To Category	Description		File Name	Version	Processor	Checked Out	Туре	Size (KB)	Changed by
	Document Header Standard	Attachment Specifications	from supplier	Specifications from supplier.docx	1			docx	16	9A2Z
	 Collaboration 									
	Create Assign Delete									
	Collaboration Room								Created o	n
	RFxResp 300000569 A2Z ED	UCATIONAL ADVOCATES								
	c									>

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



Respond to RFx (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

2		Create Bid - SAP NetWeaver Portal - Mozilla Firefox	- • ×
6	https://supplyportal-qa.lausd.net/irj/portal?Navigati	ionTarget=navurl%3A%2F%2Fbfcc55af5ba26aa233e8a3a31974b9618x8cCurrentWindowld=WID13704704319518x	NavMode=3 🏠
	Create Bid	[History	BackForward E
	Create RFx Response		Help
	RFx Response Number 3000000569 RFx Nu Remaining Time 5 Days 08:21:34 RFx V RFx Version Number Active V	mber 2000000748 Status Saved Submission Deadline 06/11/2013 00:00:00 PST Owner Germa lejay Total Value 80.00 USD RFx Response Version Number Active Version	
35 —	Submit Close Read Only Print Preview	Check Save Delete Export Import Questions and Answers (0)	
	RFx Information Items Notes and Atta	chments Summary Tracking	
	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	
jan	Submit Close Read Only Print Preview vascript:void(0);	Check Save Delete Export Import Questions and Answers (0)	

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



Respond to RFx (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

2		Create Bid - SAP NetWeaver Portal - Mozilla Firefox	- • ×
	https://supplyportal-qa.lausd.net/irj/portal?Navigati	onTarget=navurl%3A%2F%2Fbfcc55af5ba26aa233e8a3a31974b9618.&CurrentWindowld=WID1370470431951&N	lavMode=3 ☆
0	Create Bid	History	BackForward
2	Create RFx Response		Help
	RFx Response Number 3000000569 RFx Num Remaining Time 5 Days 08:21:34 RFx O RFx Version Number Active V	nber 2000000748 Status Saved Submission Deadline 06/11/2013 00:00:00 PST wher Gemma liejay Total Value 80.00 USD RFx Response Version Number Active Version	
36	Submit Close Read Only Print Preview	Check Save Delete Export Import Questions and Answers (0)	
	RFx Information Items Notes and Attac	hments Summary Tracking	
	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	
javi	Submit Close Read Only Print Preview ascript:void(0);	Check Save Delete Export Import Questions and Answers (0)	

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



Respond to RFx (Formal or Informal)

Transaction Code: NA

Create Bid - SAP NetWeaver Portal - Mozilla Firefox

3	Create Bid - SAP NetWeaver Portal - Mozilla Firefox –					
6	https://supplyportal-qa.lausd.net/irj/portal?Naviga	ationTarget=navurl%3A%2F%2Fbfcc55af5ba26aa233e8a3a31974b9618x8cCurrentWindowld=WID137047043195	51&NavMode=3			
	Create Bid	Piisto	ry BackForward			
	Display RFx Response 3	00000569	Help			
	RFx Response Number 3000000569 RFx N Remaining Time 5 Days 08:21:07 RFx RFx Version Number Active V	lumber 2000000748 Status Submitted Submission Deadline 06/11/2013 00:00:00 PST x Owner Gemma lejsy Total Value 80.00 USD RFx Response Version Number Active Version				
	Line : No product category exists		\$			
37	Edit Close Print Preview Refresh Withdraw Export Questions and Answers (0)					
	RFx Information Items Notes and Attachments Summary Tracking					
	RFx Response Number:	300000569				
	tems 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				
	Edit Close Print Preview Refresh	Withdraw Export Questions and Answers (0)				
jav	ascript:void(0);					

37. Click the Close button to exit the response.



Response number with success message.



Respond to RFx (Formal or Informal)

Transaction Code: NA

Result

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