



Supplier Guide
RFX module

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1. Introduction

This manual is intended for users involved with the handling of purchasing processes.

The document contains some instructions and a description of the features available for the users of electronic purchasing procedures:

The platform enables suppliers to:

- registration in the system
- accession to the request for proposal
- preview of the request for proposal
- saving and submitting of the offer
- asking merchant, who provides a request for proposal, a question
- answering the question asked by the merchant

2. Navigation in the system

2.1 The basic elements of the user interface

The user's interface of Marketplanet Platform consists of three, basic elements:

1. Header
2. User's menu
3. Workspace

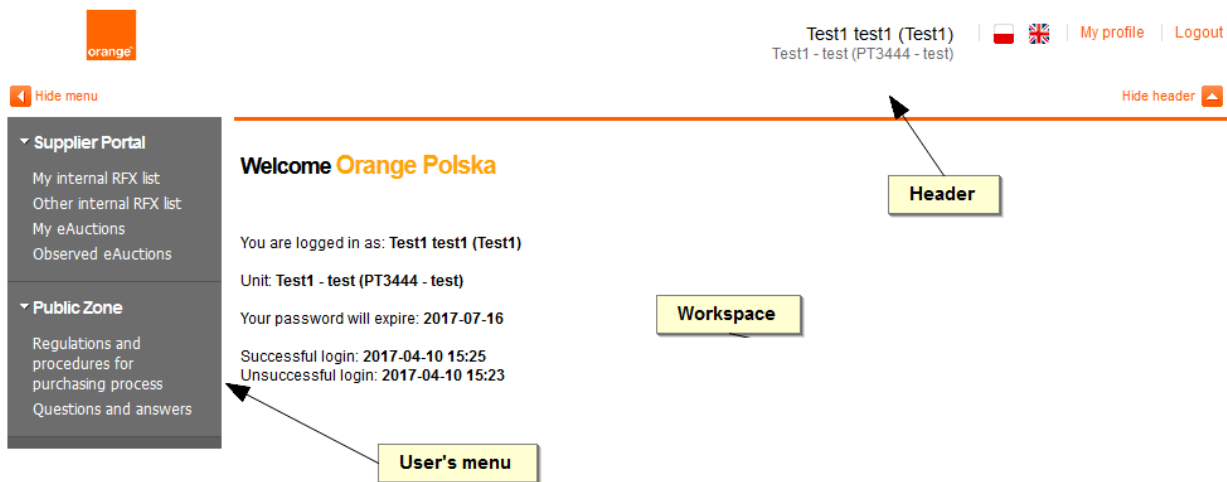


Figure 1 Elements of user's interface

3. Public area of the system

Only a part of the system is available before logging. Public area of the system shows two sections: „Regulations and procedures of the purchase process” and „Questions and answers”.

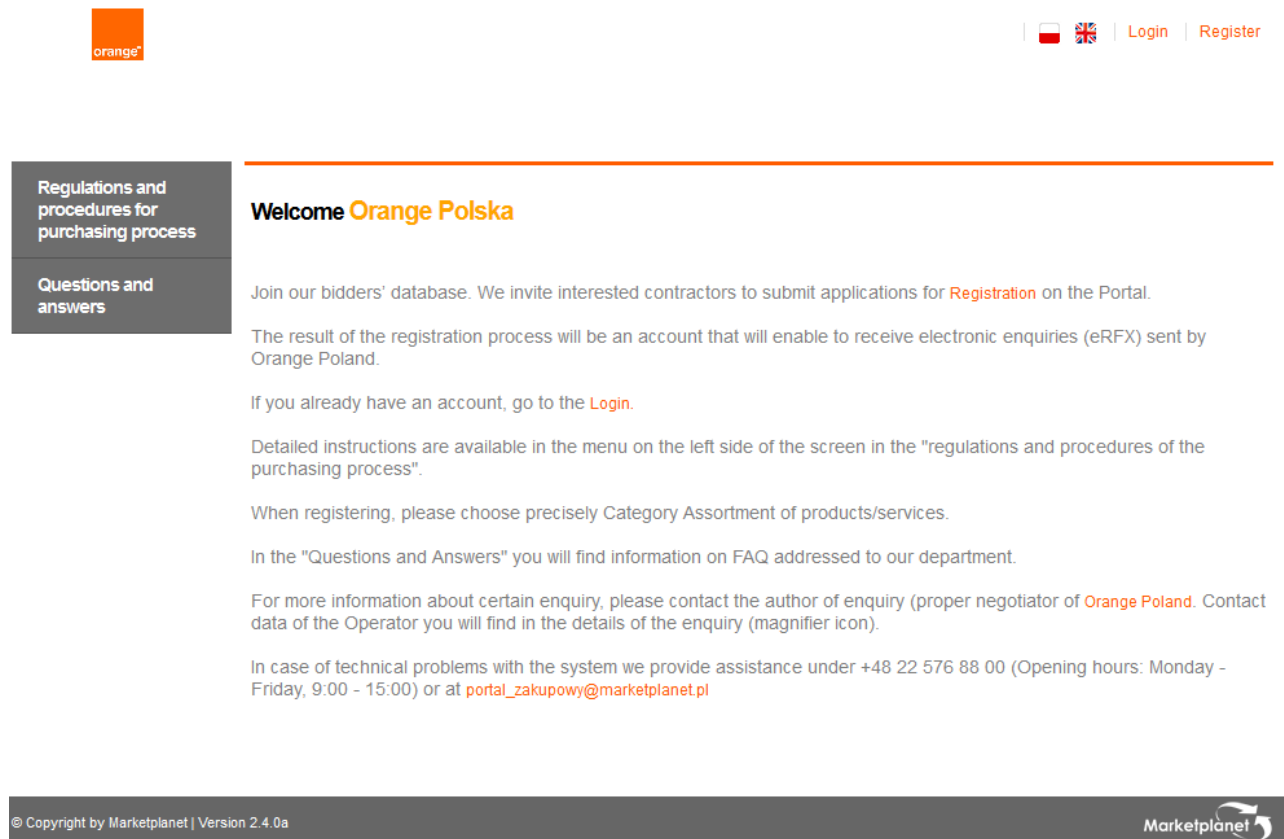


Figure 2 Public area of the system

Link called **Regulations and procedures of the purchase process** redirects to the website with downloadable files.

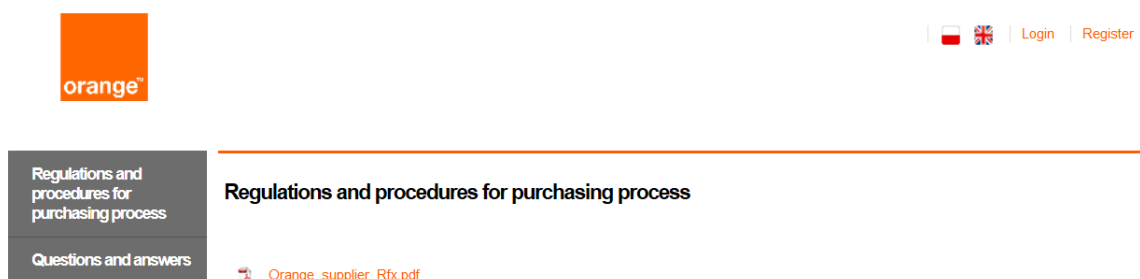


Figure 3 Section: Regulations and procedures of the purchase process

Link called **Questions and answers** redirects to the list of user's questions. All answers are public. There is possibility to search through base of questions and answers by browser.

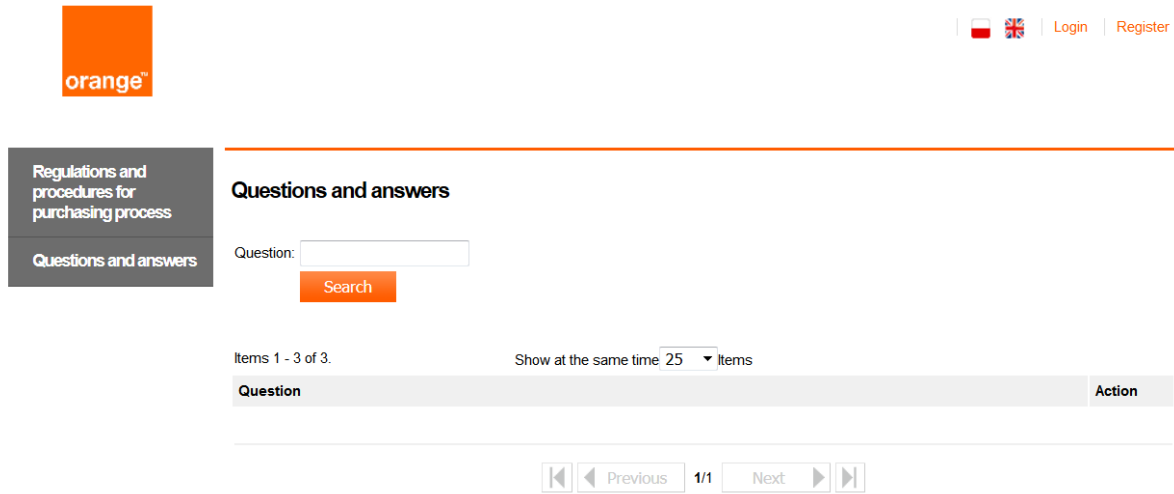


Figure 4 Questions and answers screen

After clicking the **Login** button, the login screen will be opened:

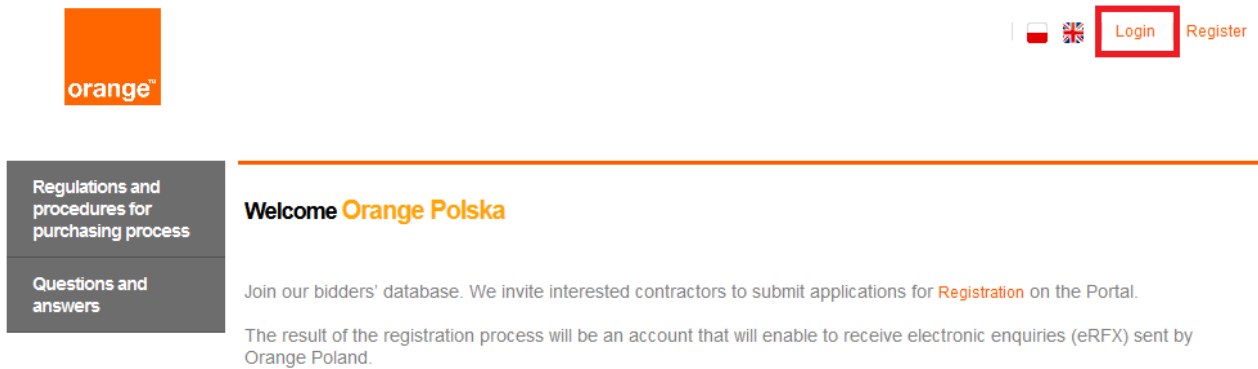
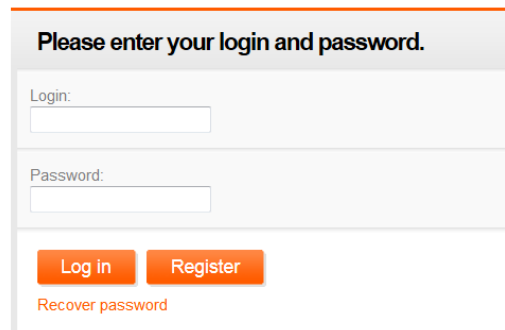


Figure 5 Login button

Login screen



The screenshot shows a login form with the title 'Please enter your login and password.' It contains two input fields: 'Login:' and 'Password:'. Below the fields are two orange buttons: 'Log in' and 'Register'. At the bottom, there is a link for 'Recover password'.

Figure 6 Login screen

3.1 Registration

If a supplier doesn't have data for logging, he should register using the registration form. In order to display the form, the user should click **Register** button on the logging screen. The registration form has been presented below.



Regulations and procedures for purchasing process
Questions and answers

Supplier (supplier branch) registration form

Supplier data

Company Name	<input type="text" value=""/>	registration field max length: 1000
Tax Identification Number prefix	<input type="text" value="Poland"/>	
Tax Identification Number	<input type="text" value=""/>	registration field max length: 30
Register of Business Activity (Reg. RCR)	<input type="text" value=""/>	registration field max length: 30
Address (Street, building and apartment number)	<input type="text" value=""/>	registration field max length: 500
Additional address data:	<input type="text" value=""/>	registration field max length: 1000
City	<input type="text" value=""/>	registration field max length: 100
Post code	<input type="text" value=""/>	registration field max length: 50
Country	<input type="text" value="Poland"/>	
Phone	<input type="text" value=""/>	registration field max length: 20
Fax	<input type="text" value=""/>	registration field max length: 20
E-mail	<input type="text" value=""/>	registration field max length: 255
Web address	<input type="text" value=""/>	registration field max length: 255
Whether a confidentiality agreement was signed (GDAR)	<input type="checkbox"/>	
Start date:	<input type="text" value=""/>	
Main customers	<input type="text" value=""/>	registration field max length: 1000

Data of specification

Categories of products/services	<input type="text" value=""/>
Additional information:	<input type="text" value=""/>

User data

Login	<input type="text" value=""/>	registration field max length: 50
First name:	<input type="text" value=""/>	registration field max length: 50
Last name:	<input type="text" value=""/>	registration field max length: 50
Position name	<input type="text" value=""/>	registration field max length: 100
E-mail:	<input type="text" value=""/>	registration field max length: 255
Phone number:	<input type="text" value=""/>	registration field max length: 50

Attachments

Attachments	<input type="text" value=""/>
-------------	-------------------------------

Personal data

I hereby agree for processing my personal data included in the registration form for the purposes of participation in the process of purchasing at the Platform Marketplanet, according to the Act of August 29, 1997 on the protection of personal data. (Journal of Laws 2002, No. 101, item 925 with subsequent amendments)

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Figure 7 Registration form

Marketplanet

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After filling in required files (marked with a red asterisk) and clicking on button **Next**, your form will be sent to the administrator of system. The administrator can accept or reject the application.

Clicking on "**Recover password**" button, user sees a form to enter an email address. A one-time password will be sent on that email address.

4. Basic information about the RFX module

In order to participate in the process of submitting offers, the bidder has to log in to the system. After successful login, the section **Supplier Portal** has to be selected.

Supplier Portal

- My internal RFX list
- Other internal RFX list
- My eAuctions
- Observed eAuctions

Public Zone

- Regulations and procedures for purchasing process
- Questions and answers

My eRFX processes

▲ Search

Enquiry name: Enquiry number:

Enquiry state: Offer state:

Category Assortment: + Enquiry status:

Enquiry model: Category Assortment position: +

Items 0 - 0 of 0. Show at the same time Items

Enquiry name	Enquiry number	Enquiry model	Type	Status	Term for submission of offers	Category Assortment	Actions
--------------	----------------	---------------	------	--------	-------------------------------	---------------------	---------

Figure 8 My internal RFX List

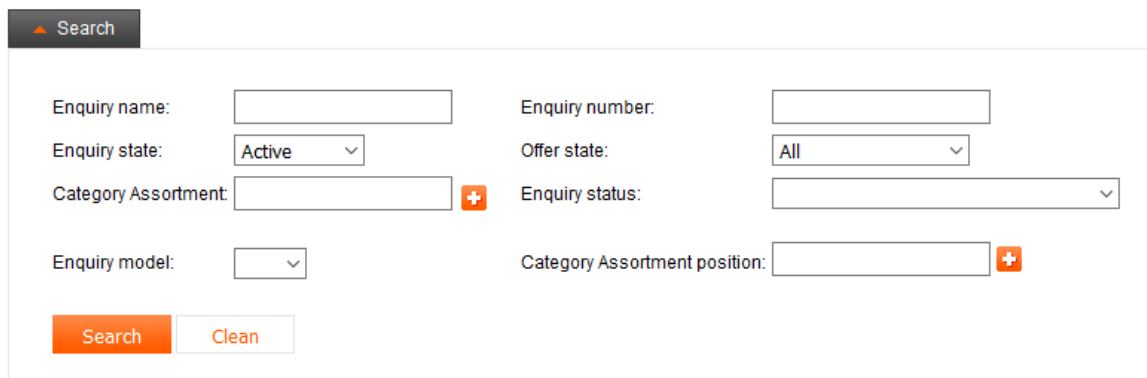
On the list: **My internal RFX List** there are those requests available, to which a supplier has been invited by a merchant or to those requests acceded by himself.

The bidder can also use the option **Other internal RFX** list to preview different, public requests for proposal, to which he can accede in order to submit an offer (although he was not directly invited to those requests).

5. My internal RFX list

After selecting the option in menu **My internal RFX List**, the system displays a screen with a list of requests, over which the below searcher is placed.

My eRFX processes



The screenshot shows a search interface titled "My eRFX processes". At the top left, there is a "Search" button with a downward arrow. Below this, the search fields are arranged in two columns. The left column contains: "Enquiry name:" with a text input field; "Enquiry state:" with a dropdown menu showing "Active"; "Category Assortment:" with a text input field and a red plus icon; and "Enquiry model:" with a dropdown menu. The right column contains: "Enquiry number:" with a text input field; "Offer state:" with a dropdown menu showing "All"; "Enquiry status:" with a dropdown menu; and "Category Assortment position:" with a text input field and a red plus icon. At the bottom left, there are two buttons: "Search" (orange) and "Clean" (white).

Figure 9 Seracher fields

Search has the ability to expand and collapse additional search options.

We can search offers using the following fields:

- Request's name;
- Request's numer;
- Request's status;
- Request's state;
- Offer's state;
- Category Assortment;
- Category Assortment position;
- Request's model.


My eRFx processes

Enquiry name Enquiry number Offer state


Items 1-12 of 12 Show at the same time Items

Enquiry name	Enquiry number	Type of enquiry	Type	State	Term for submission of offers
IT Equipment	CEO/PU/15/0339	RFP	Closed	Active	2015-05-22 16:58 <input type="button" value=""/>

Figure 10 List of RFX requests

A request can be found by using the available searcher or by selecting and clicking of the appropriate item from the list and going to its details by using the icon .

6. Preview of the request for proposal



After using the loup option .we are transferred to the details of the request for proposal. Information of the request is included in the following tabs:


- **Status** tab;
- **Questions/answers of the supplier** tab.
- **Offer** tab;

In the case of entering the request on the list of Other requests will initially be available only to the Status tab, Inquiry and questions. To enter the query, select the button "proceed to the procedure" on the **Status tab**. From that moment Inquiries tab transformed into an offer tab, and questions in the Questions / Answers tab.

6.1 Status tab

The **Status** tab provides detailed information about the request, grouped in sections.


Test1 test1 (Test1) |   | [My profile](#) | [Logout](#)
Test1 - test (PT3444 - test)

[Hide header](#) 

Status | Offer | Questions/Answers

Enquiry information

Supplier state	Participation confirmed
Enquiry name	IT Equipment
Enquiry number	ORANGE/ZOP/17/0319
Purchasing project number	

 Print

Basic information

RFX's currency	EUR
Operator Contact Details	Show contact details
Organizational unit	Zakupy Orange Polska
Enquiry description	
Category Assortment	null
Subsidiary	

Detail information

Enquiry round type	Closed
Enquiry model	RFI
Offer visibility on the negotiator	As soon as the bid
Date and time of the procedure start	10-04-2017 09:45:00
Date and time of completion of the procedure	10-04-2017 12:00:00
Date of opening of offers	--
Limit date and time for questions from suppliers	--

Enquiry Round Information

Round number	Date and time of round beginning	Date and time of round ending	Round type
Round 1	10-04-2017 09:45:00	10-04-2017 12:00:00	Standard / Closed

Figure 11 „Status” tab

In the section **Request's information** you can find the following information:

- Supplier's state – it changes, depending on the activities performed by the bidder and operator; e.g. a new round; an offer was submitted; the finished round.
- Request's name – name given by the request's operator (merchant);
- Request's number – number of the request automatically given by the system;
- Source document – number of the requisition connected with the request;

Status	Offer	Questions/Answers
Enquiry information		
Supplier state	Participation confirmed	
Enquiry name	IT Equipment	
Enquiry number	ORANGE/ZOP/17/0319	
Purchasing project number		

Figure 12 „Request's information” Status

The section **Basic information** contains following information:

- RFX's currency- base currency of the request according to which currencies of submitted offers are converted (at the rate set by the Operator). Operator can update the rate of the currency at any time during RFX.
- Operator's Contact Details – under the link: **Show contact's data** you can find Merchant's data who is at the same a RFX's Operator.
- Organizational unit - name of the unit, for which the request is created;
- Request's description – a brief description of the request (optional field);
- Category Assortment – purchasing category of RFX;

Basic information	
RFX's currency	EUR
Operator Contact Details	Show contact details
Organizational unit	Zakupy Orange Polska
Enquiry description	
Category Assortment	null
Subsidiary	

Figure 13 „Basic information” section

The section **Detail information** contains the parameters that determine the 'course' of the request's round:

- Type of the request's round – ('Opened' – available for all bidders; 'Closed' – available only for invited bidders, 'Auction' – a request only of the Auction);
- Request model - "RFI" (Request for Information), "RFP" (Request for Proposal)
- Type of offers:
 - Open – offers visible for a merchant from the moment of their submission;
 - Confidential – offers visible for a merchant after the expiry of their opening time;
- Dates of starting and finishing the round – the dates which determine the period, during which bidders may submit offers;
- Date of opening offers – date of opening offers by Operator (defined only in case of confidential RFX);
- Possible change of the offer by the Supplier – 'Yes' value means, that during the round bidders have a possibility to resubmit an offer. The new offer replaces the previously submitted;
- Available currencies – those currencies in which bidders can submit offers.
- Request round description - An optional short description of what the round is about .

Detail information	
Enquiry round type	Closed
Enquiry model	RFI
Offer visibility on the negotiator	As soon as the bid
Date and time of the procedure start	10-04-2017 09:45:00
Date and time of completion of the procedure	10-04-2017 12:00:00
Date of opening of offers	--
Limit date and time for questions from suppliers	--

Figure 14 Detail information" section

Enquiry Rounds Information Section contains question lists specifications for the question round and allows switching requests for specific rounds.

- Number of rounds - Contains the number of rounds. After clicking on a given round of inquiry goes into a given round (possible preview of the previous rounds, or return to the current, which can perform certain actions)

- The date and time of the round beginning- the date on which the Suppliers may bid
- The date and time of the round ending - the date by which Suppliers can bid
- Round type- eg. Standard / Open, Standard / closed

▲ Enquiry Round Information			
Round number	Date and time of round beginning	Date and time of round ending	Round type
Round 1	10-04-2017 09:45:00	10-04-2017 12:00:00	Standard / Closed

Figure 15 „Enquiry Rounds Information” section

Questions/Answers tab is used for communication with operator who conducts the appropriate request

Status

Offer

Questions/Answers

Enquiry information

Round status	Offers collection
Enquiry name	IT Equipment
Enquiry number	ORANGE/ZOP/17/0319
Purchasing project number	

Questions from the RFX Operator

Questions to the RFX Operator

▲ Search

Question subject or description :

Question status: All ▼

Search

Clean

[Print questions from RFX operator](#)

Items 0 - 0 of 0.
Show at the same time 25 Items

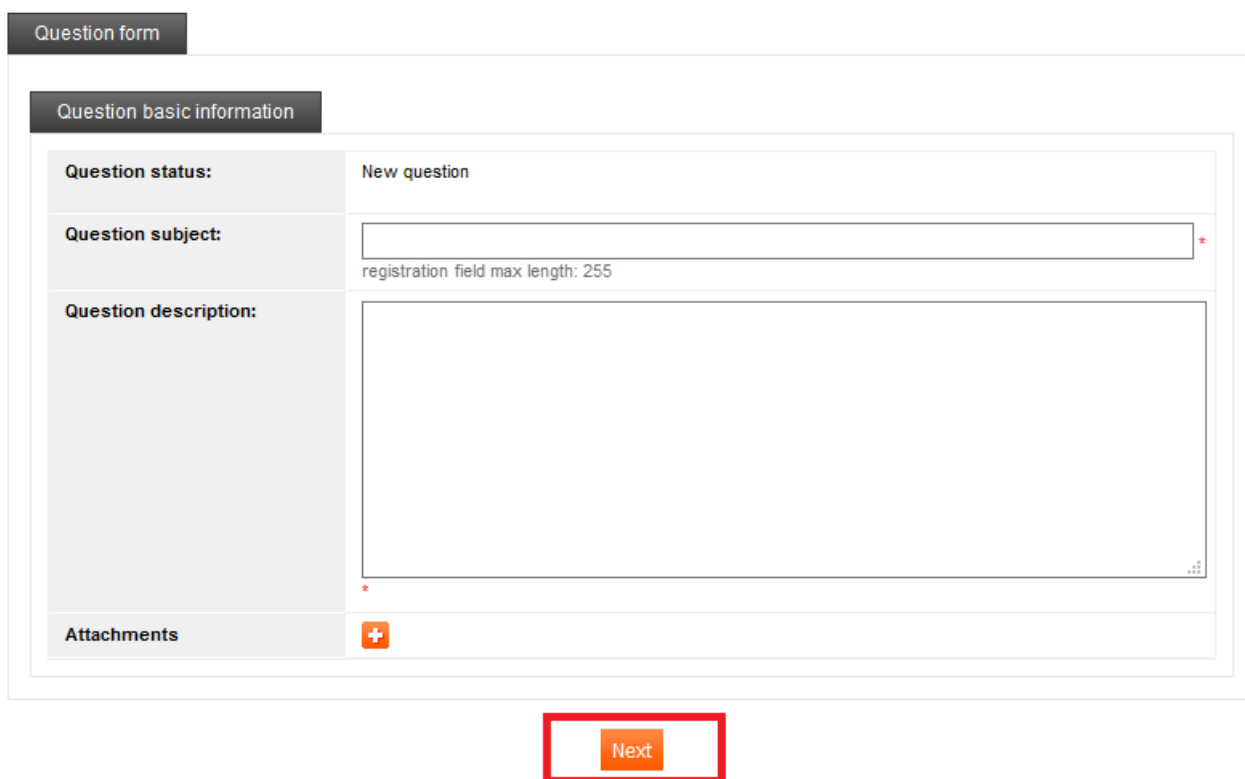
Question date	Question subject	Status	Action
---------------	------------------	--------	--------

Figure 16 Questions/answers tab

At the Question/Answers tab provides two sub-tabs Questions received from the operator and Questions to the operator. Sub-tab is displayed by default sub-tab questions received from the operator.

Question to Operator can be inserted by using **Add a question** function placed under the list of questions to Operator. Questions' form consists of two obligatory fields: **Title** and **Question's content**.

Question details to operator RFX



Question form

Question basic information

Question status: New question

Question subject: *
registration field max length: 255

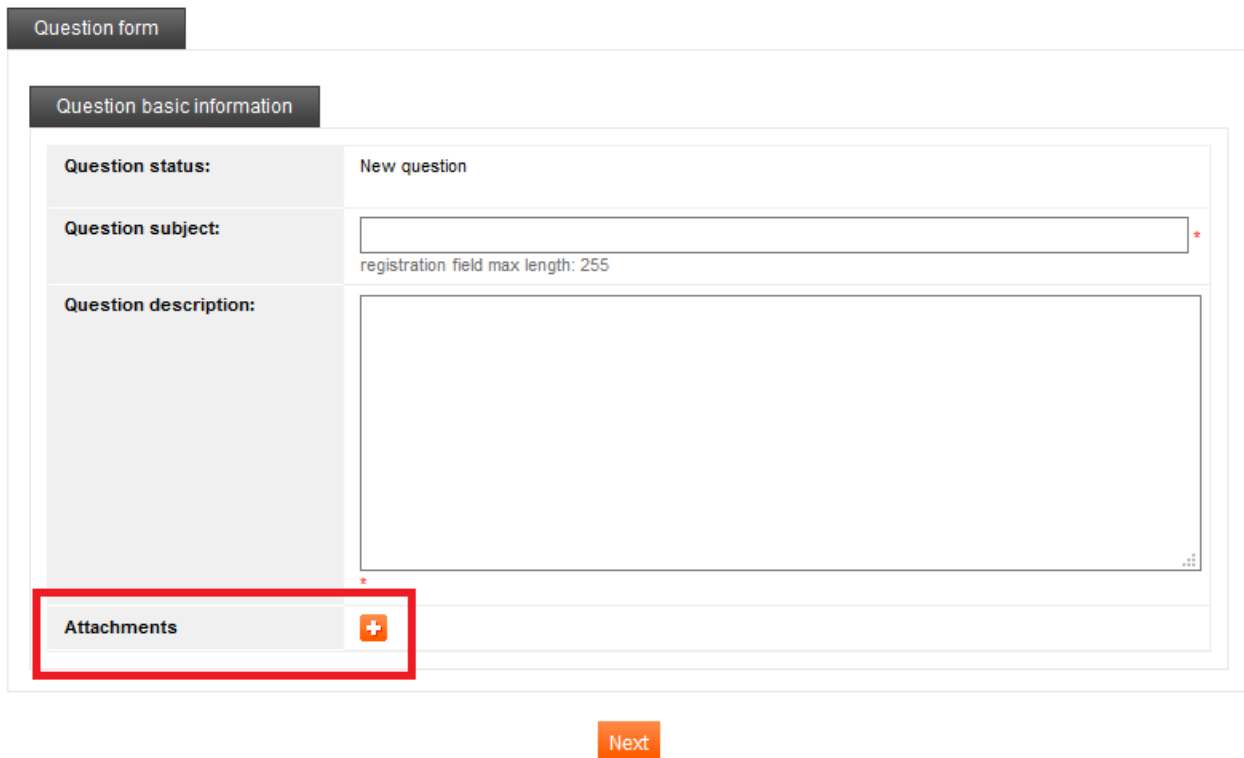
Question description: *

Attachments

Figure 17 Question's form

After clicking on the plus icon in the “Attachments” row, a pop-up window is displayed from level of which you can indicate a path to the attached file. After indicating the file, select **Next** button. Once you can add only one file but by repeating the activity you can attach many files to the question.

Question details to operator RFX



The screenshot displays the 'Question form' interface. At the top, there is a 'Question form' tab. Below it, the 'Question basic information' section is active. This section contains three main fields: 'Question status' (set to 'New question'), 'Question subject' (with a text input field and a note 'registration field max length: 255'), and 'Question description' (with a large text area). At the bottom of this section, there is an 'Attachments' row with a plus icon, which is highlighted by a red rectangular box. Below the 'Attachments' row, there is an orange 'Next' button.

Figure 18 Screen of adding attachments to the question

Question form

Question basic information

Question status: New question

Question subject:

registration field max length: 255

Question description:

Attachments

IT Equipment.docx

Next

Figure 19 A list of files attached to the question

When you attach a wrong file, you can delete it by using a trash icon .

After completing the form, click **Next** - the title and content of the questions will be saved.

Click **Send** to send your questions.

Question details to operator RFX

The question has been saved.

Question form

Question basic information

Question status: New question

Question subject: xx

Question description: xx?

Attachments

Change

Send

Figure 20 Sending question's form

After answering by the Operator a question's status is changed from **Questions to Operator** to **Answered questions**. Answer can be read by clicking on the item and entering the details of the questions.

Status Offer **Questions/Answers**

Enquiry information

Round status	Offers collection
Enquiry name	IT Equipment
Enquiry number	ORANGE/ZOP/17/0319
Purchasing project number	

The question has been sent.


Questions from the RFX Operator **Questions to the RFX Operator**

Search

Question subject or description : Question status: All

[Print questions to RFX operator](#)


Items 1 - 1 of 1. Show at the same time Items

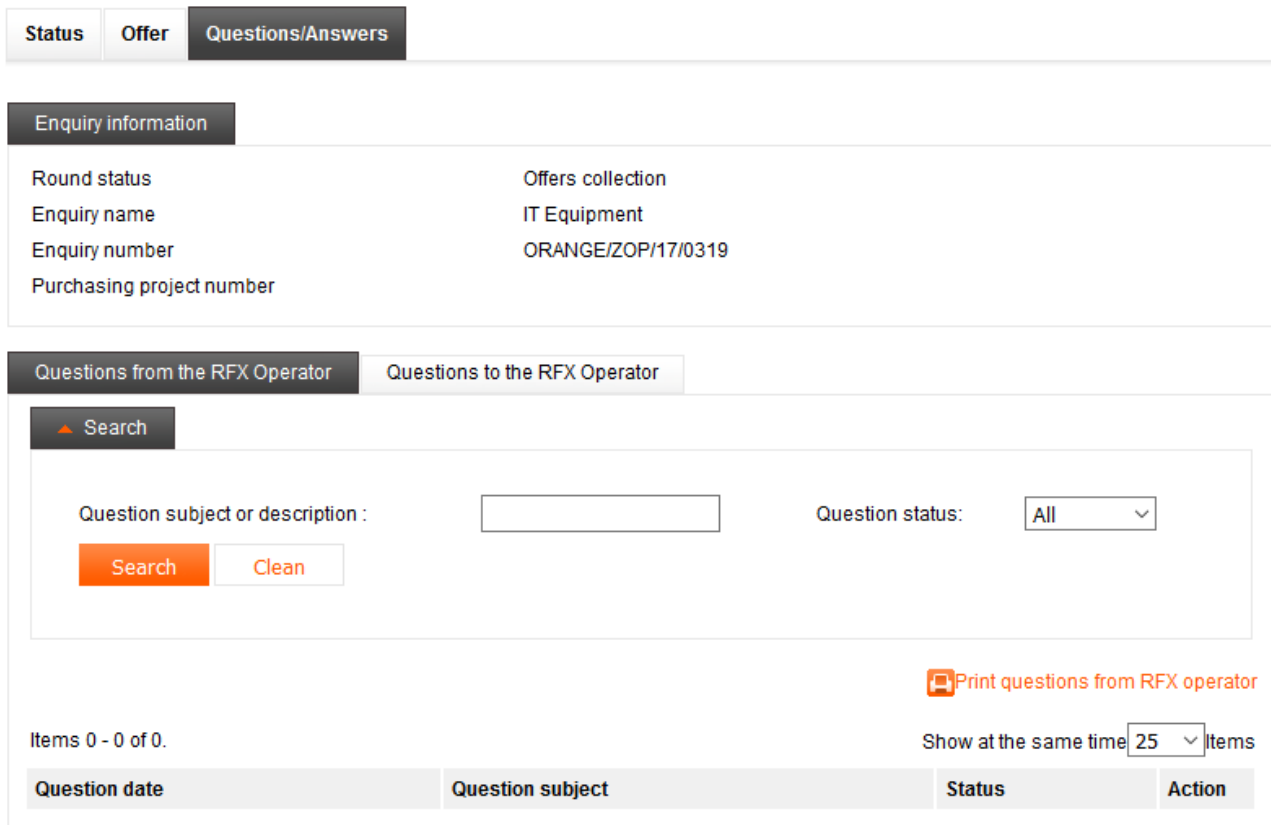
Question date	Question subject	Status	Action
2017-04-10 11:15 xx		Sent	

1/1

[Add new question](#)

Figure 21 List of Questions addressed to the operator

A question received from an operator appears on the list: **Questions from Operator**. With a click on an item and select "Details", you can open its view, while by option with icon  you can open a screen of responses.



The screenshot shows a web interface with a top navigation bar containing 'Status', 'Offer', and 'Questions/Answers'. Below this is a section titled 'Enquiry information' with a table of details:

Round status	Offers collection
Enquiry name	IT Equipment
Enquiry number	ORANGE/ZOP/17/0319
Purchasing project number	

Below the enquiry information are two tabs: 'Questions from the RFX Operator' (selected) and 'Questions to the RFX Operator'. A search section includes a 'Search' button, a text input for 'Question subject or description', and a dropdown for 'Question status' set to 'All'. There are also 'Search' and 'Clean' buttons. A 'Print questions from RFX operator' link is visible. At the bottom, it shows 'Items 0 - 0 of 0.' and a 'Show at the same time' dropdown set to '25' items. A table header is visible with columns: 'Question date', 'Question subject', 'Status', and 'Action'.

Figure 22 List of questions from operator

The form has only one obligatory field – it's a response's content field. After its completion, click **Next** button. Then you will see a screen where you can add files to the response. Addition of files is similar to addition of files to the question. Each question asked both by Operator and Bidder is transferred to the ongoing round.

6.2 Offer's tab

The Offer's tab contains a form for submitting the offer in the enquiry.

Status

Offer

Questions/Answers

Enquiry information

Supplier state	Offer submitted
Enquiry name	IT Equipment
Enquiry number	ORANGE/ZOP/17/0319
Purchasing project number	

Offers details

Number of positions in the enquiry	1	
Offer deadline	Submission term expired	
Offer parameters	! Offer placed	Offer saved
Value of the offer	550 000,00 EUR i	55 000,00 EUR i
Date of offer	10-04-2017 11:44:09	10-04-2017 11:56:30
Author of the offer	Test1 test1	Test1 test1

Basic data

Number:	1
Position name:	IT Equipment
Description:	xxx
Status:	Offer complete

Positions documents

Name	Description

Position offer

Offer form

Name	UOM	Value
Cena jednostkowa	--	550 000,00 EUR
Wartość	--	550 000,00 EUR i

Offer documents

Name	Description

Figure 23 Offer's tab

In order to submit an offer, the user has to complete all the required fields and attach files. Attachments can be added to the general criteria, as well as to the enquiry position. After completing the form please click on the button **Submit an offer**.

An offer may be submitted only if its status on position is **Lack** or **Complete**. The status of Incomplete system will prevent the submission of the offer.

If in the position of enquiry were defined criterias other than price and value, bid must enter into details of the offer to complete the enquiry form.

Status
Offer
Questions/Answers

Enquiry information

Supplier state	Offer saved
Enquiry name	IT Equipment
Enquiry number	ORANGE/ZOP/17/0319
Purchasing project number	

Offers details

Number of positions in the enquiry	1		
Offer deadline	0 Days 1 Hours 23 Minutes		
Offer parameters	Offer placed	Offer saved	
Value of the offer	-- EUR !	60 000,00 EUR !	
Date of offer	--	10-04-2017 11:36:12	
Author of the offer	--	Test1 test1	

Basic data

Number:	1
Position name:	IT Equipment
Description:	xxx
Status:	Offer complete

Positions documents

Name	Description

Position offer

Offer form

Name	UOM	Value
Cena jednostkowa	--	60 000,00 EUR !
Wartość	--	60 000,00 EUR !

Offer documents

Name	Description	Action
		+ Add file

Submit an offer
Save temporary version

Figure 24 Offer details

Then in the bottom of the form, in sub-tab **“Offer form”** the bidder has the opportunity to complete all the necessary values needed to make an offer and after completing the values please click on the button **Submit an offer**.

The confirmation of the correct bid is displayed by the system message **Offer submitted correctly**.

Status

Offer

Questions/Answers

Enquiry information

Supplier state	Offer submitted
Enquiry name	IT Equipment
Enquiry number	ORANGE/ZOP/17/0319
Purchasing project number	

Offer form position: 1. IT Equipment has been saved successfully. In order to make an offer, please click the "Make Offer".

Offer has been placed successfully

Offers details

Number of positions in the enquiry	1	
Offer deadline	0 Days 1 Hours 18 Minutes	
Offer parameters	Offer placed	Offer saved
Value of the offer	60 000,00 EUR ⓘ	60 000,00 EUR ⓘ
Date of offer	10-04-2017 11:41:07	10-04-2017 11:41:07
Author of the offer	Test1 test1	Test1 test1

Basic data

Number:	1
Position name:	IT Equipment
Description:	xxx
Status:	Offer complete

Positions documents

Name	Description

Position offer

Offer form

Name	UOM	Value
Cena jednostkowa	--	60 000,00 EUR ▾
Wartość	--	60 000,00 EUR ⓘ

Offer documents

Name	Description	Action
		+ Add file

Submit an offer

Save temporary version

Figure 25 Submission an offer by bidder

If the operator did not allow of multiple submission, after proper bid submission form will be displayed in preview mode. The user will no longer be able to change the data in the offer. If you notice an error, please contact the operator of leading that enquiry.

If the operator has allowed for multiple submission, than when he change his offer and save it, system will inform about the fact that the saved offer is different from the submitted offer (exclamation point at the offer submitted).

Status

Offer

Questions/Answers

Enquiry information

Supplier state	Offer submitted
Enquiry name	IT Equipment
Enquiry number	ORANGEIZOP/17/0319
Purchasing project number	

Offer form position: 1. IT Equipment has been saved successfully. In order to make an offer, please click the "Make Offer".

Offers details

Number of positions in the enquiry	1	
Offer deadline	0 Days 1 Hours 14 Minutes	
Offer parameters	❗ Offer placed	Offer saved
Value of the offer	550 000,00 EUR ⓘ	55 000,00 EUR ⓘ
Date of offer	10-04-2017 11:44:09	10-04-2017 11:45:18
Author of the offer	Test1 test1	Test1 test1

Basic data

Number:	1
Position name:	IT Equipment
Description:	xxx
Status:	Offer complete

Positions documents

Name	Description

Position offer

Offer form

Name	UOM	Value
Cena jednostkowa	--	55 000,00 EUR ▾
Wartość	--	55 000,00 EUR ⓘ

Offer documents

Name	Description	Action
		+ Add file

Submit an offer

Save temporary version

Figure 26 Changes on the enquiry items

Supplier also has the ability to save deals before its submission (eg. When during refilling offer, there was the need to perform another action). In this case during complementing the form, select Save. As a result, the bidder will be able to return to the supplement offer in a more convenient time for themselves. Ability to write occurs only in the case of the multi enquiries.

Status
Offer
Questions/Answers

Enquiry information

Supplier state	Offer submitted
Enquiry name	IT Equipment
Enquiry number	ORANGE/ZOP/17/0319
Purchasing project number	

Offers details

Number of positions in the enquiry	1	
Offer deadline	0 Days 1 Hours 12 Minutes	
Offer parameters	! Offer placed	Offer saved
Value of the offer	550 000,00 EUR i	55 000,00 EUR i
Date of offer	10-04-2017 11:44:09	10-04-2017 11:47:41
Author of the offer	Test1 test1	Test1 test1

Basic data

Number:	1
Position name:	IT Equipment
Description:	xxx
Status:	Offer complete

Positions documents

Name	Description

Position offer

Offer form

Name	UOM	Value
Cena jednostkowa	--	<input type="text" value="55 000,00"/> EUR v
Wartość	--	55 000,00 EUR i


Offer documents

Name	Description	Action
IT Equipment.docx		+ Add file 🗑

Submit an offer
Save temporary version

Figure 27 Offers saved by supplier

If you try to save an offer, the System informs you that the offer was only initially saved and in order to submit it, click **Submit an offer** button.

To add an attachment to the offer user must enter the preview of the item .






	No.	Name	Quantity	UOM	Unit Price	Currency	Value	Status
--		General criteria	--	--	--	--		Complete 
1		Printer	1	pcs	300,00	PLN 	301,00 PLN	Complete 

Figure 28 Offers items list

Next, bidder has an opportunity to attach document to the offer.

Offer documents

Name	Description	Action
		




 

Figure 29 Attaching documents to the offer

The user then indicates the local path of the document he want to attach.

Attach file 

File path	<input type="text" value="Przełączaj..."/> Nie wybrano pliku.
File description	<input type="text"/>







Figure 30 Indicating the local path of the document

After properly attached documents the system displays a message.

Offer documents

Name	Description	Action
 IT Equipment.docx		 Add file 

Submit an offer Save temporary version

Figure 31 View of the offer with correctly attached document

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