Objetive
**Procedure**

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

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

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User name</td>
<td>R</td>
<td>Example: rordonezre00</td>
</tr>
<tr>
<td>Pass word</td>
<td>R</td>
<td>Example: *****</td>
</tr>
</tbody>
</table>
5. Click button Sign In.

6. Click link label Bid management.

Active Queries

7. Click on the link to the Request for Proposal.
8. Click Note and Attachments to check if the Buyer has attached any documents.

9. Click to open the document.

8.1. Click button Open.
10. Click to create an offer.
Request for Proposal Terms

10. Click button OK.

Create RFx Response
11. **Click tab control Items.**

**Create RFx Response**

12. **As required, complete/review the following fields:**

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
</table>
| 10    | R     | **Example:**
|       |       | 0,00        |
| 20    | R     | **Example:**
|       |       | 0,00        |

13. **Click tab control RFx Information.**

**Create RFx Response**
14. To attach a file go to Notes and Attachments. If you don’t want to attach any files continue the instructions.

Create RFx Response

15. Click No files if you don’t want to attach any files.

16. Click button Check.
17. Click button Submit.

18. Your offer has been submitted. Click button Close.