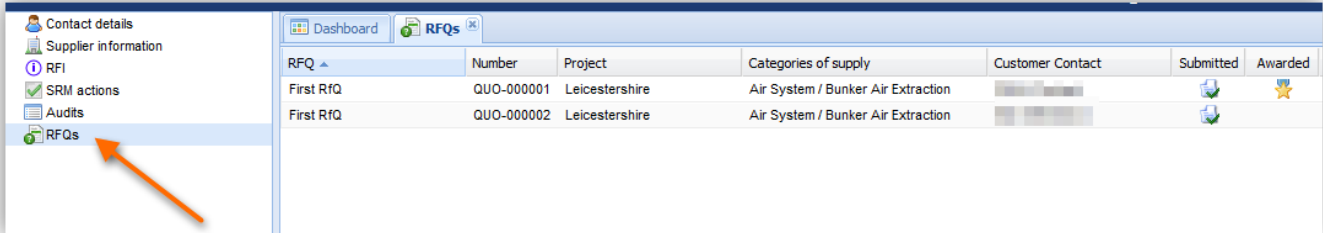


RFQ's

Within the RFQ's section you are able to manage all assigned questionnaires. Select the section as illustrated in the screenshot below and all RFQ's your company has been invited will be displayed in the content area on the right hand side.

In order to open and edit an RFQ questionnaire double click the entry within the RQF's grid.



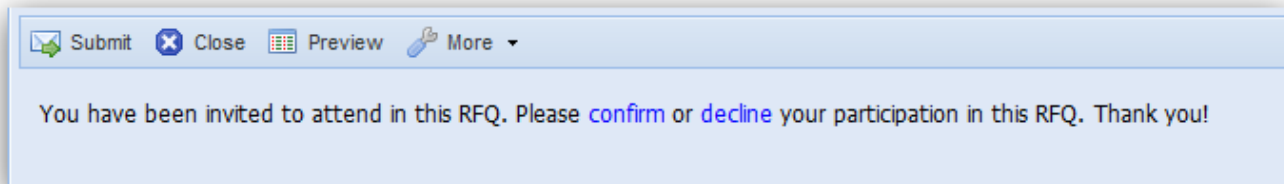
The questionnaire will open in a new tab.

The RFQ questionnaire is structured the same way as your company RFI questionnaire. To learn more about answering questions of an RFQ questionnaire and handling the submission process refer to chapter RFI.

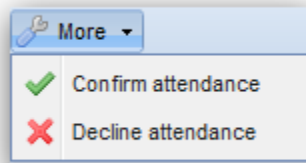
Confirm/Decline attendance to an RFQ - actions

A text will be visible on the top of the RFQ in the portal application, as long as the supplier contact confirm the attendance to the RFQ. The text will contain hyper links, when pressing on this links, the decision to attend or not will be saved to the RFQ document.

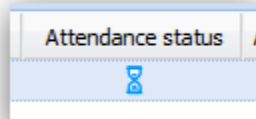
The decision to attend to an RFQ can be revised via a button.



The text is visible as long as the supplier contact presses "confirm" or "decline". The decision can be revised after that via the button "More/Confirm or Decline attendance".

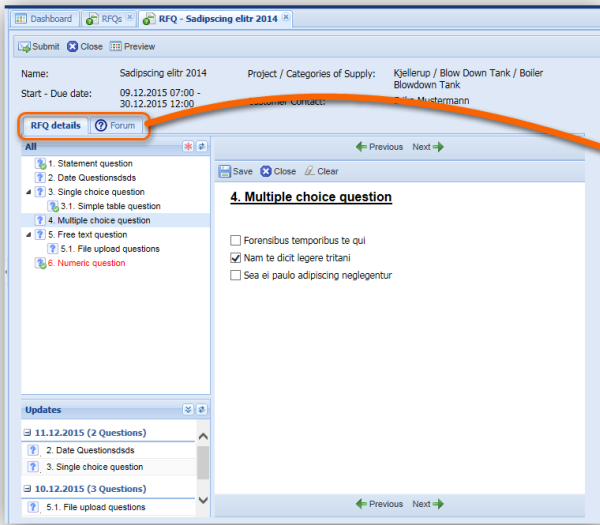


The confirm check (attend or not to an RFQ) are going to be saved and displayed in the grids (portal grid, internal application RFQ grid). Status of RFQ attendance is: yes, no, open (not answered).



Forum tab of an RFQ

Other than an RFI, RFQ documents have a second tab within which you are able to ask questions regarding this particular RFQ. Questions from other portal users regarding this RFQ which have been marked "public" will also be displayed.



The screenshot shows the 'RFQ - Sadpscing elitr 2014' page. The 'Forum' tab is selected and highlighted with a red box. An orange arrow points from this tab to a separate window showing the forum question details.

RFQ details Forum

Name: Sadpscing elitr 2014 Project / Categories of Supply: Kjellerup / Blow Down Tank / Boiler
Start - Due date: 09.12.2015 07:00 - 30.12.2015 12:00
Responsible Contacts: Sids, Mustermann

All

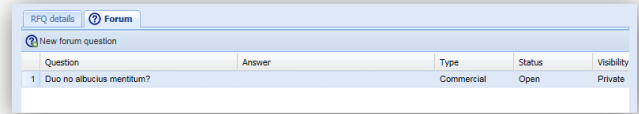
- 1. Statement question
- 2. Date Questionsads
- 3. Single choice question
- 3.1. Simple table question
- 4. Multiple choice question
- 5. Free text question
- 5.1. File upload questions
- 6. Numeric question

4. Multiple choice question

Forensibus temporibus te qui
 Nam te dicit legere britani
 Sea ei paulo adpsicing neglegentur

Updates

- 11.12.2015 (2 Questions)
- 2. Date Questionsads
- 3. Single choice question
- 10.12.2015 (3 Questions)
- 5.1. File upload questions



The screenshot shows a window titled 'RFQ details Forum' with a 'New forum question' header. Below the header is a table with columns for Question, Answer, Type, Status, and Visibility.

Question	Answer	Type	Status	Visibility
1 Duo no albucius mentitum?		Commercial	Open	Private