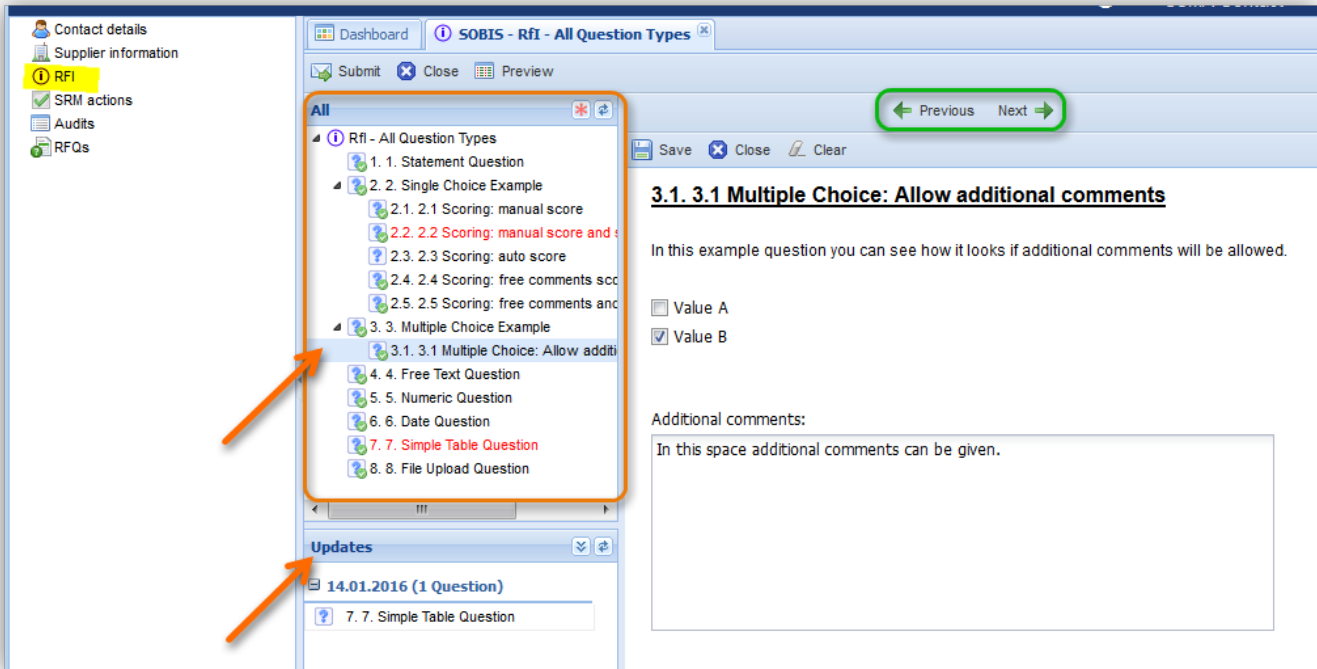# RFI

Within the RFI section you will be able to answer the questions of the RFI that was assigned to your company. Select the section as illustrated in the screenshot below and the question catalog of your assigned RFI will be displayed in the content area on the right hand side.
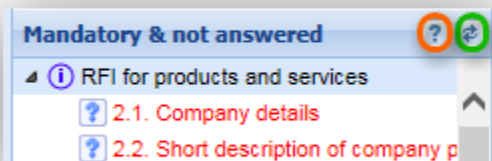
The content area of the RFI is split into two sections. On the left hand side, all RFI questions are listed; mandatory question are marked red (Please see orange highlighted area in the screenshot). Below the question catalog, a list of all changes made to the RFI questionnaire is displayed.

Next to the RFI question pane, the details of a selected question will be presented to you.

In order to answer a question you can either select the questions you wish to answer from the questionnaire or go through the questions from top to bottom by clicking the "Next" or "Previous" buttons (highlighted in green in the screenshot above).

Questions that haven't been answered yet will be illustrated by a blue question mark ![blue question mark]. Questions already answered will be indicated with an additional green check mark ![green check mark].

By clicking the red star button ![red star] at the top of the question area, you will be able to display only the mandatory questions. To switch back to all questions click the question mark highlighted orange in the screenshot.
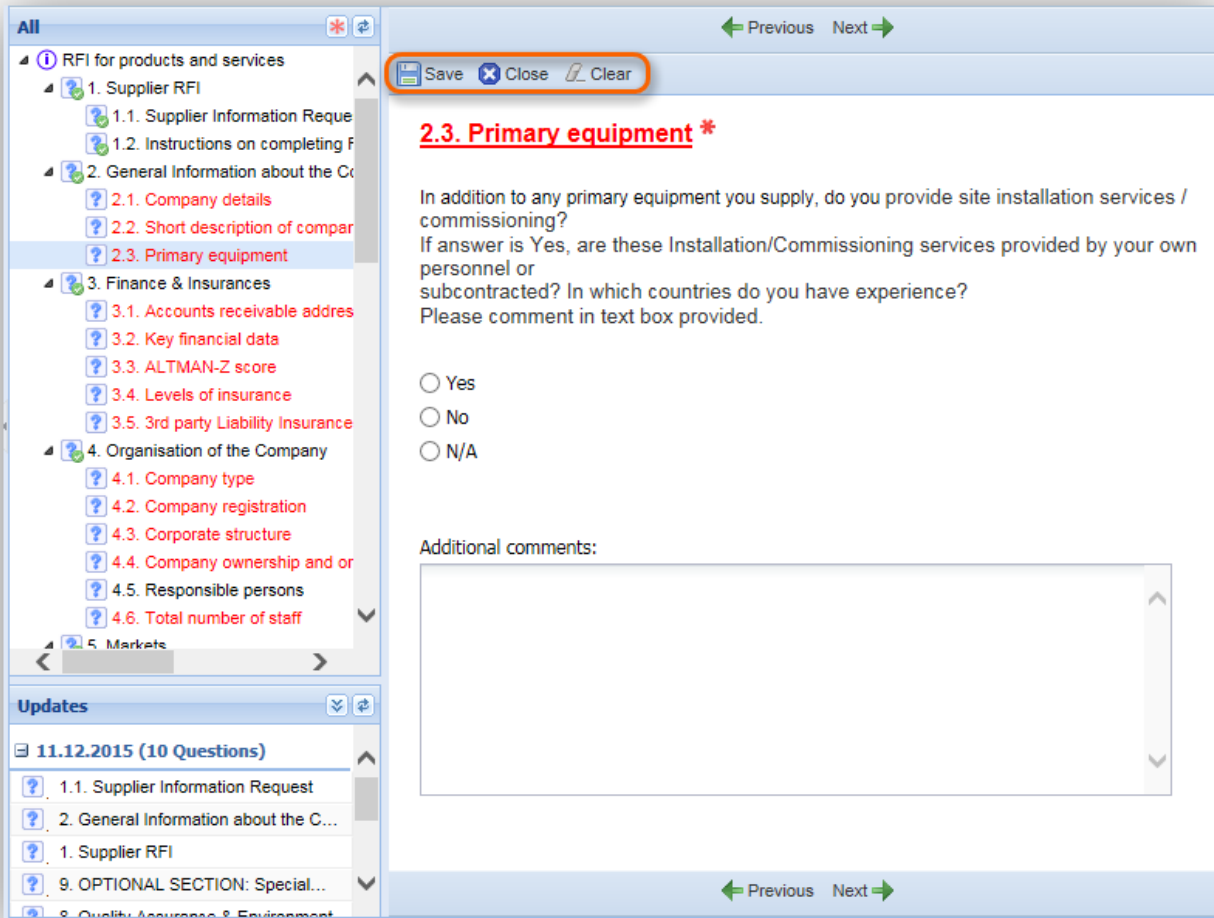
You can also refresh the question area at any time by clicking the refresh button ![refresh] (outlined green in the screenshot).

Answering questions

Depending on the type of question there are several ways to answer a question. Your answer could be restricted by a required answer format or there could be several choices for you to select as your response. Some questions will require a statement to be entered manually while others will give you the option to add a comment to your given answer selection. In various question types you are able or required to upload files as your response.

After you have answered a question click save and select the next question. You can also clear your entered response for the displayed question and answer the question again.

If you switch to another question using the question area or the "Next" and "Previous" option your answers will be saved automatically.

Update section

If the RFI template is changed or adjusted after it has been assigned to your company, you will be able to see the changed questions within the update section.

Once the RFI has been updated, you will receive a notification e-mail asking you to review the changes and adjust you answers if necessary.

In addition, all questions that have been changed will be automatically reset to "not answered" by supplier.

Please make sure all changes are reviewed and your answers are adjusted accordingly and resubmit your changes.

Note: RFQ questionnaires can only be changed during the term of validity (between start and end date of the RFQ).

Actions offered within an RFI

Submit

After answering all the questions of the RFI you can submit your responses to the responsible buyer by clicking the "Submit" button.

Once your RFI has been submitted the "Submit" button will be greyed out. However, you will still be able to change answers given to the RFI questions.

By saving an updated question the status of the RFI will be automatically reset to "Not submitted". To resubmit your RFI including all updated answers, click the "Submit" button again.

Preview

To review all questions of the RFI questionnaire alongside your given answers, use the preview button in the global action bar. The preview table will be opened in a new tab.

Updates

Question	Supplier (SOBIS)
1 1. Statement Question This is an example for a Statement Question	
2 2. Single Choice Example This is an example for a Single Choice Question.	• Option C
2.1 2. Single Choice Example\2.1 Scoring: manual score Manual score without score of the options.	• Option A
2.2 2. Single Choice Example\2.2 Scoring: manual score and score in options Manual score with scoring of single options.	• Option B
2.3 2. Single Choice Example\2.3 Scoring: auto score Auto scoring. The total score will be read only.	<no answer>

2.2. 2.2 Scoring: manual score and s
2.3. 2.3 Scoring: auto score
2.4. 2.4 Scoring: free comments sco
2.5. 2.5 Scoring: free comments and
3. 3. Multiple Choice Example
3.1. 3.1 Multiple Choice: Allow additi

Manual score with scoring of single options.

○ Option A
● Option B