

Supplier Enablement – Sourcing – How to submit RFx response

About Sourcing - RFx

This session covers topics related to RFx module and how Supplier can submit RFx response.

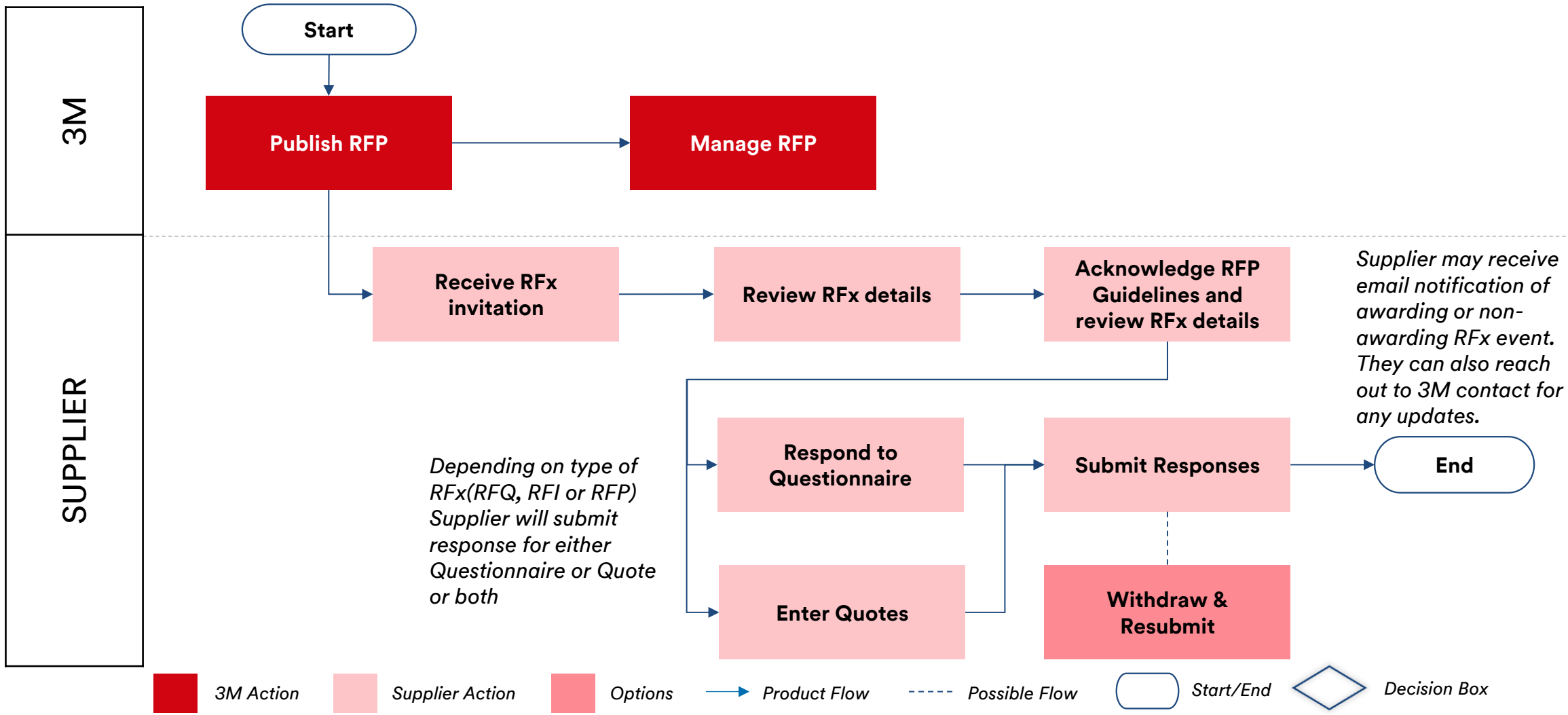
RFx events are sourcing events issued by 3M to request for supplier information.

Types of RFx events are-

- RFP(Request for proposal)
- RFQ(Request for Quotation)
- RFI(Request for Information)

The GEP platform allows suppliers to respond electronically while maintaining full auditability. Let's review the RFx response process step-by-step.

Supplier RFx response process flow



Sourcing – RFx response process steps

The RFx process begins when 3M publishes an event

- 3M creates and Publishes RFx
- Supplier receives invitation via email notification to participate in the RFx event. The email notification contains RFx event document hyperlink to navigate to the RFx document in GEP portal. Supplier can also open the RFx document from their Supplier Dashboard> Relationship summary or My Task section
- Supplier opens the RFx event, reviews RFx event details such as guidelines or terms and conditions, event basic details, response timeline, notes or attachments etc.
- Supplier acknowledges the guidelines or terms if required
- Depending upon the type of RFx event(RFQ, RFP, RFI) Supplier will have to respond to Questionnaire or Pricesheet or both
- Supplier responds to questionnaires
- Supplier enters pricing and commercial responses
- Supplier reviews information provided and submits the response
- Finally, Supplier may receive email notification of awarding or non-awarding RFx event. They can also reach out to 3M contact for any updates

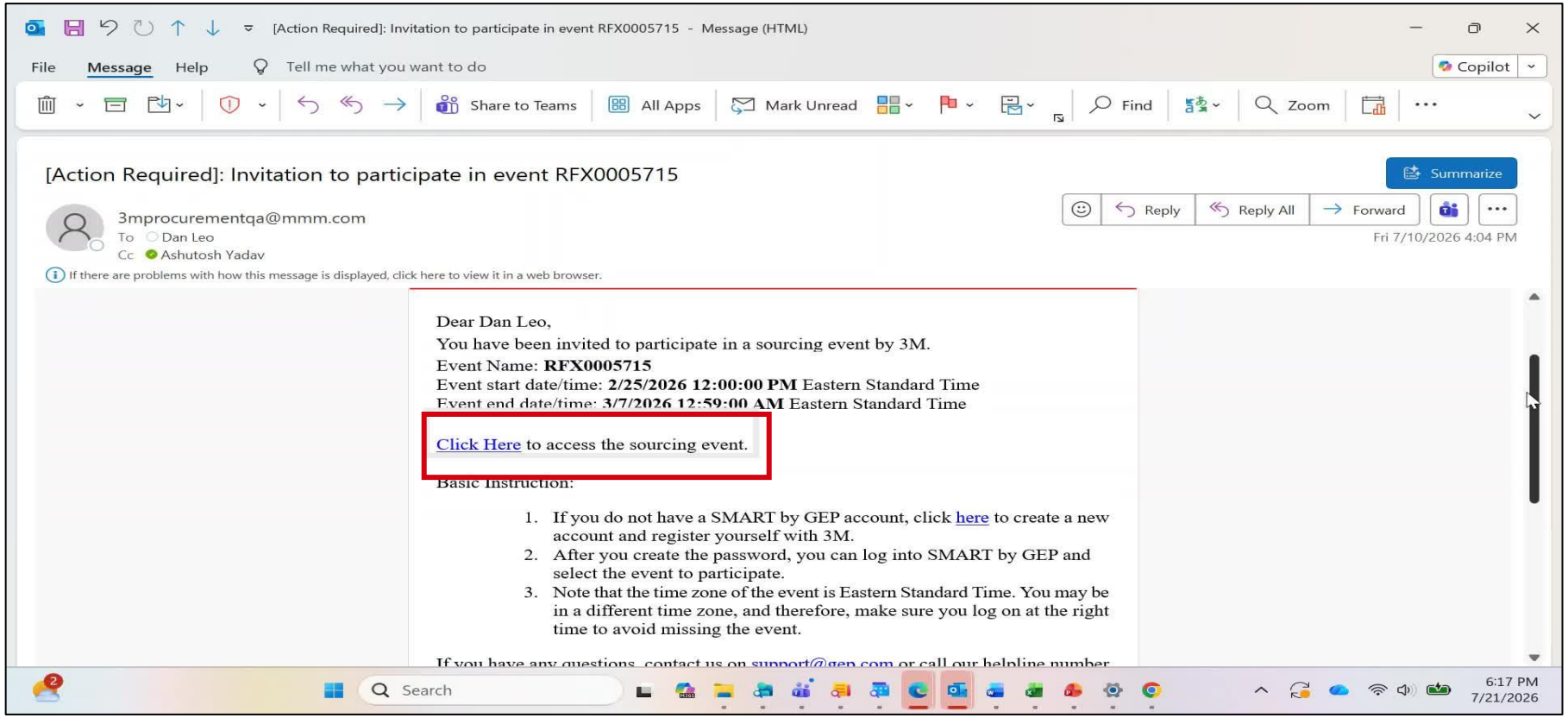
There are some optional step which Supplier can perform, if permitted, before RFx event closure:

- Supplier can withdraw their responses. Make updates to their responses and resubmit their response.

Some of the Best practices:

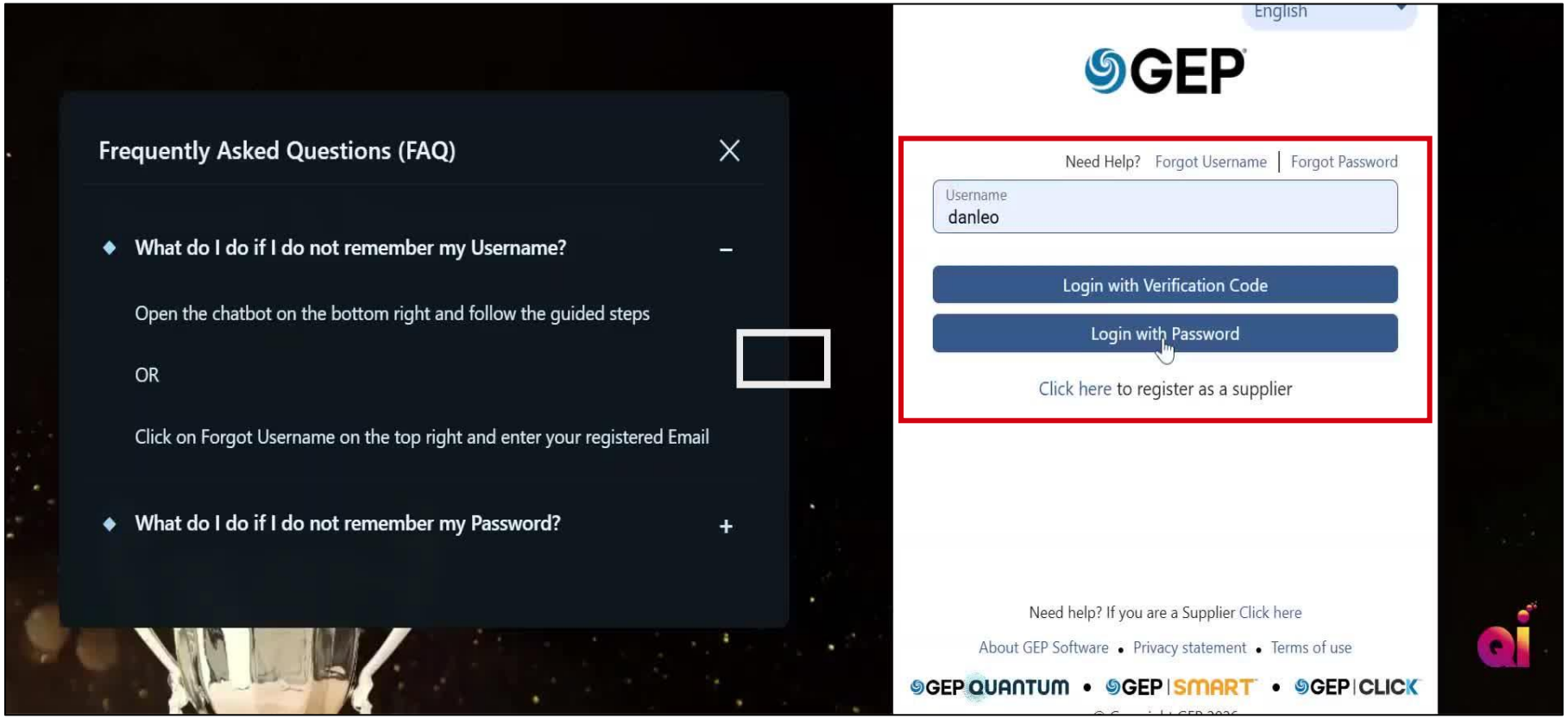
- Submit early
- Validate pricing
- Review attachments carefully
- Ensure all mandatory questions are answered

RFx response – Invitation Email



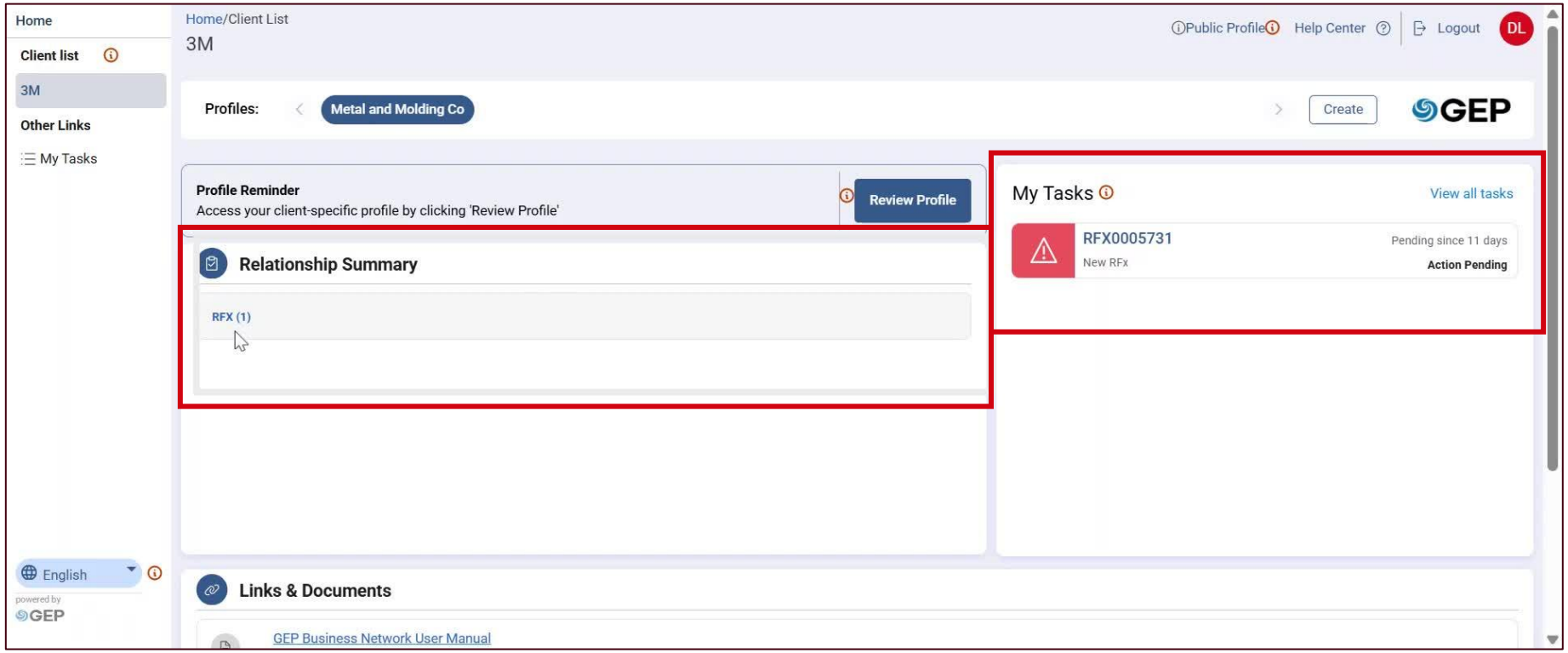
- When RFx is published by 3M, Supplier contact will receive an **Invitation email notification** to participate in the RFx event.
- Email will contain details such as event name, event start and end date and a **hyperlink** to GEP system to open the RFx document.
- Supplier can click on the hyperlink to access Sourcing event. This will open GEP webpage on their default web browser.

RFx response – Supplier Login



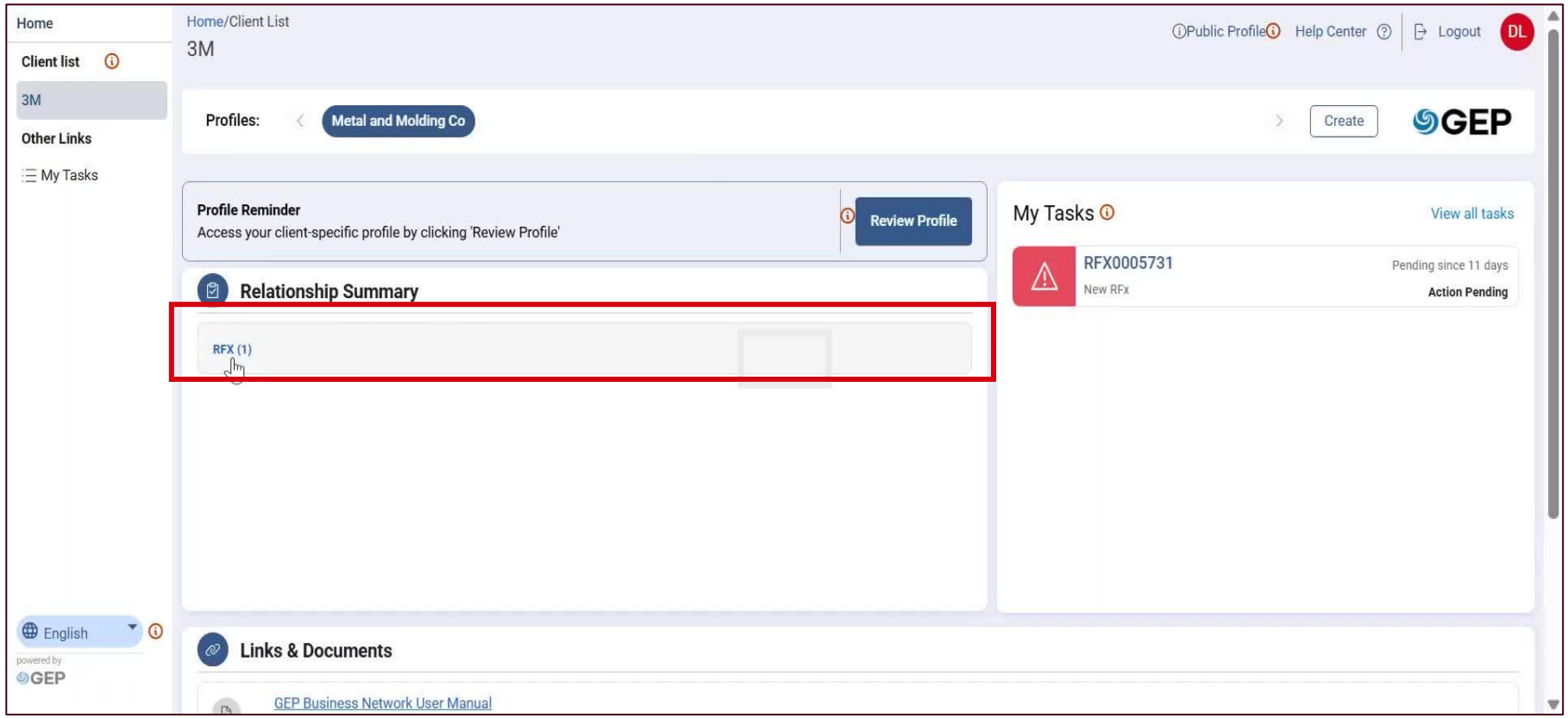
- Supplier will **Login** using their user id and password and they will be auto-navigated to the RFx document page where they can start reviewing and responding to the event details.

RFx response – How to access RFx event



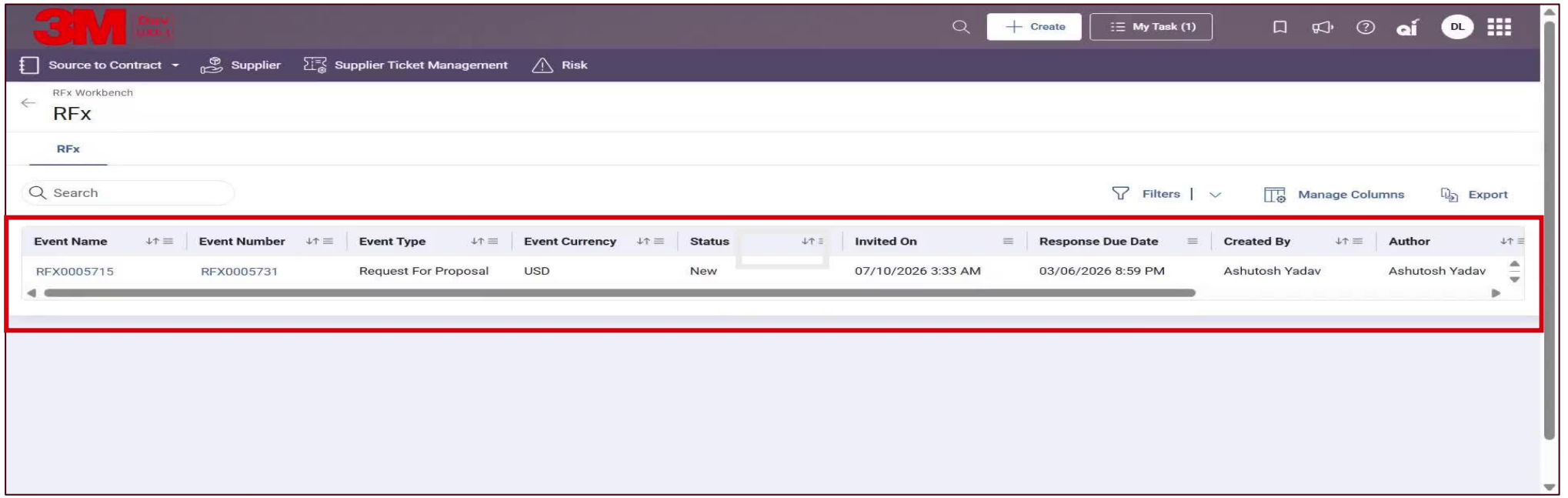
- There are two other ways through which Supplier can get to know if they have been invited to any RFx event or not.
- They are **Relationship summary** and **My Tasks** section in Supplier Dashboard page.
- Users can click on the RFx event link to open the RFx document page.

RFx response – What is RFx workbench



- Before moving to show how to respond to an RFx event, let us see **What is RFx workbench** and what are the different functionalities available on RFx workbench.
- From supplier **Dashboard** page, when supplier clicks on **Rfx link** in Relationship summary they would be navigated to the RFx workbench.

RFx response – What is RFx workbench



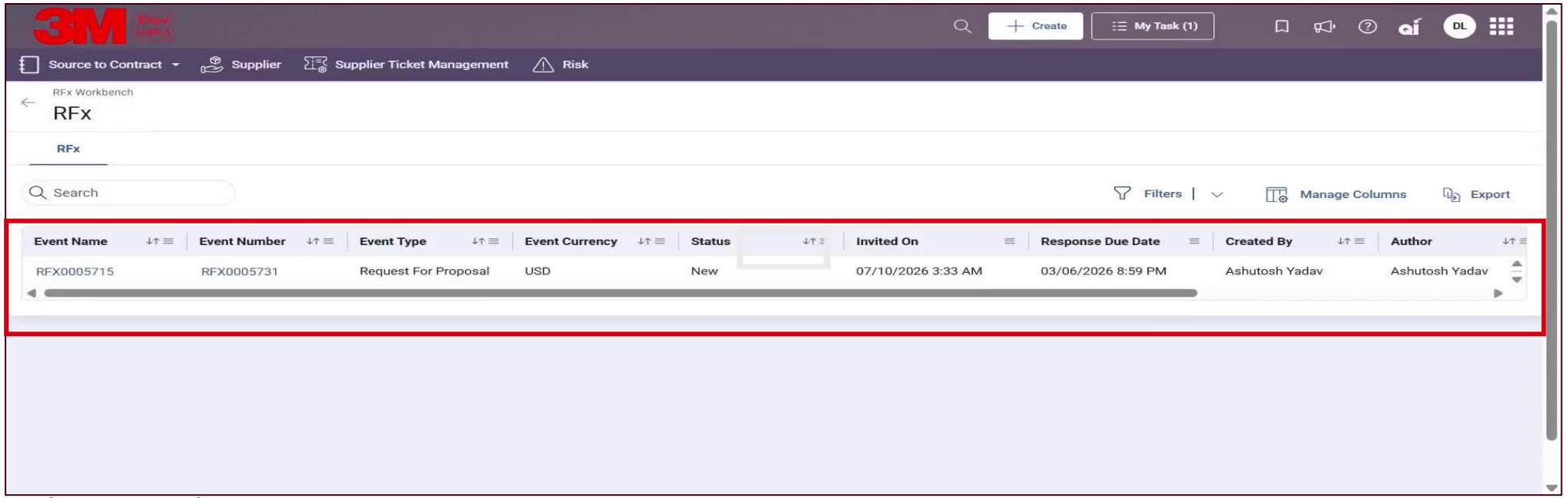
On RFx workbench, Supplier will get to see following functionalities

- Search: Quickly find sourcing events by entering keywords or event details.
- Filters: Narrow down event results using criteria such as status, type, or date.
- Manage Columns: Customize the columns displayed in your event list for easier viewing.
- Export: Download event details in a preferred file format for offline reference.

And columns such as

- Event Name: Title or name of the sourcing event.
- Event Number: Identify the unique number assigned to each sourcing event for tracking purposes.
- Event Type: Identify the type of sourcing event (e. g. , RFQ, RFP, RFI).

RFx response – What is RFx workbench

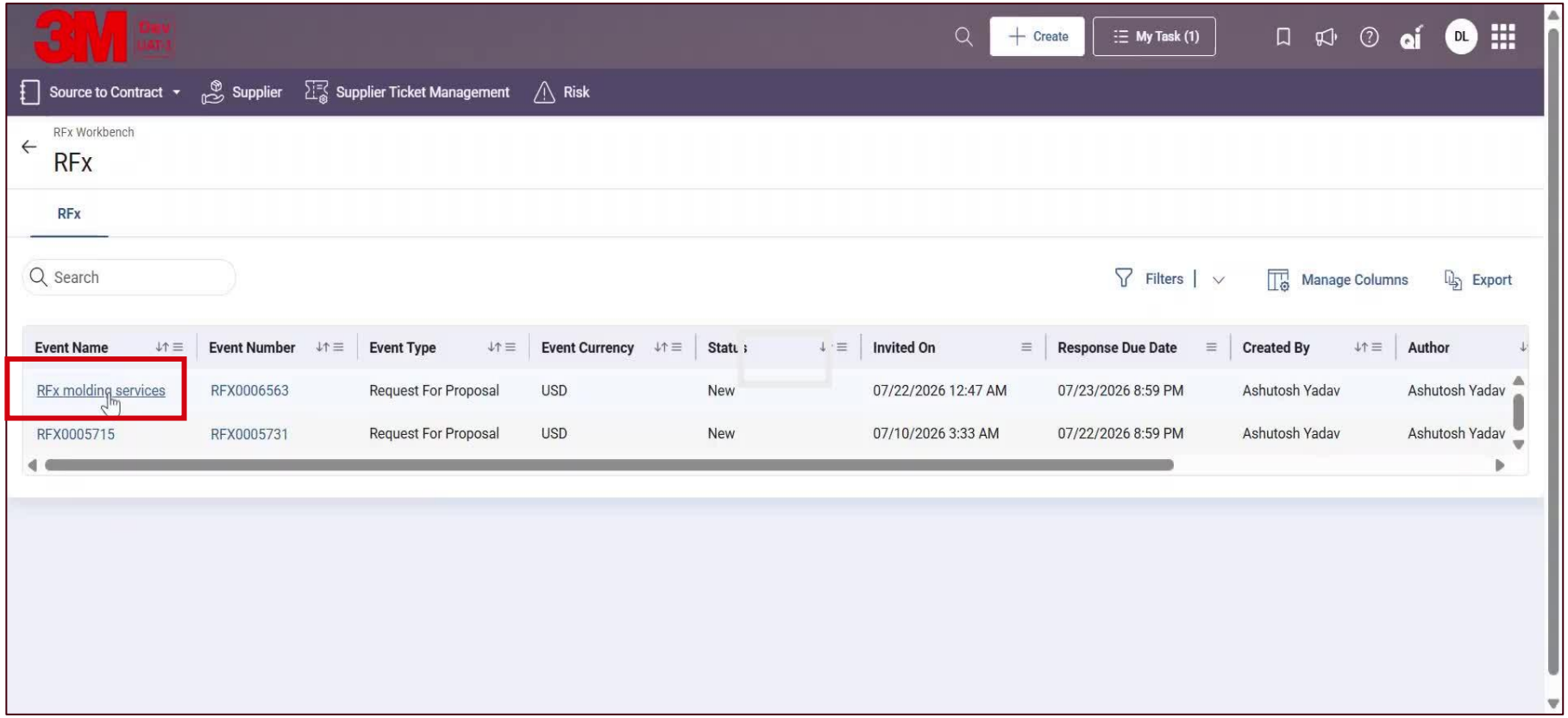


And columns such as -

- Event Currency: See the currency in which event transactions are conducted.
- Status: Monitor the event's current stage (e. g. , New, Response Submitted).
- Invited On: See the date and time when you were invited to participate in the event.
- Response Due date- By when supplier needs to respond to the event
- Created By - Who created the RFx event
- Author - Who has authored the RFx event
- Created On - When was the RFx event created
- Last Modified on - When was the RFx event modified

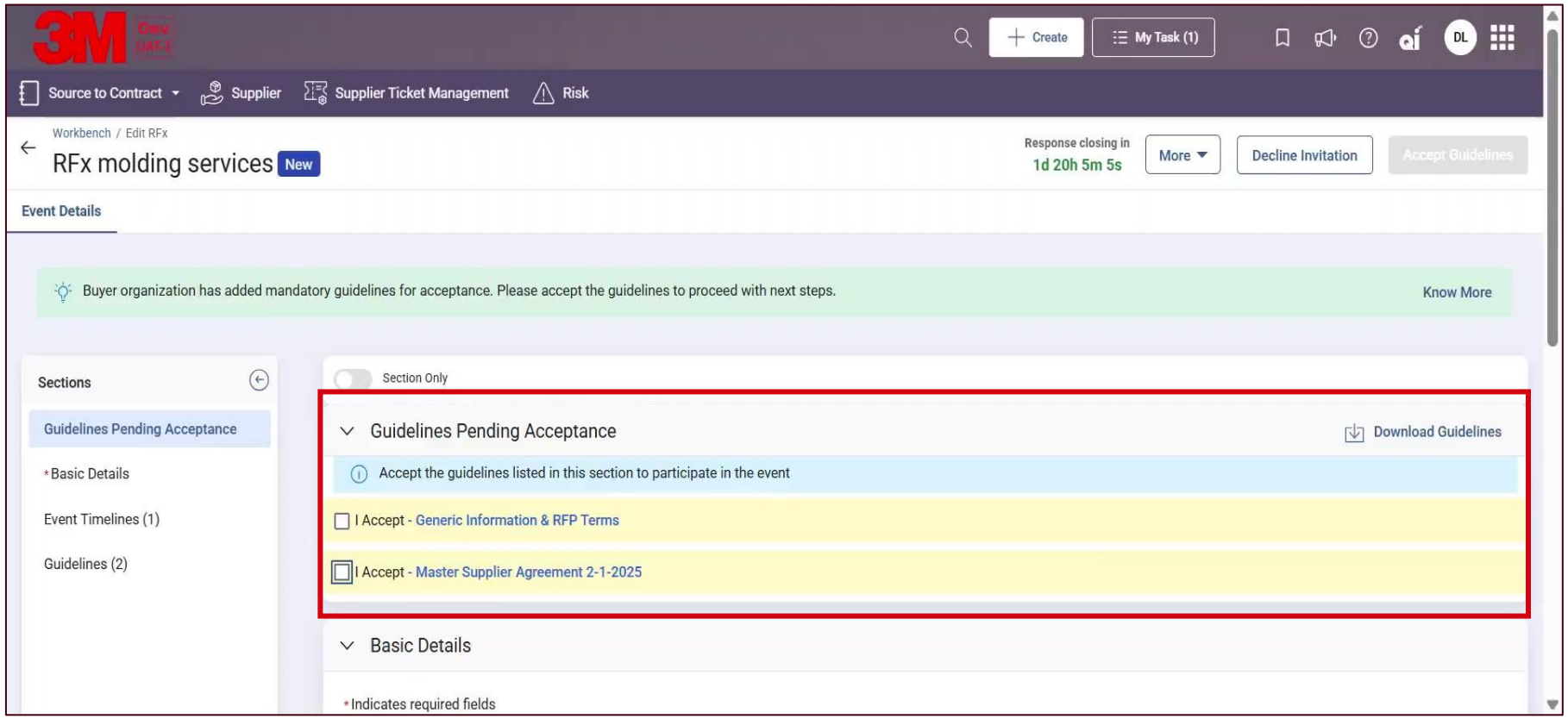
These columns visibility can be modified using Manage Column functionalities.

RFx response – Open RFx event



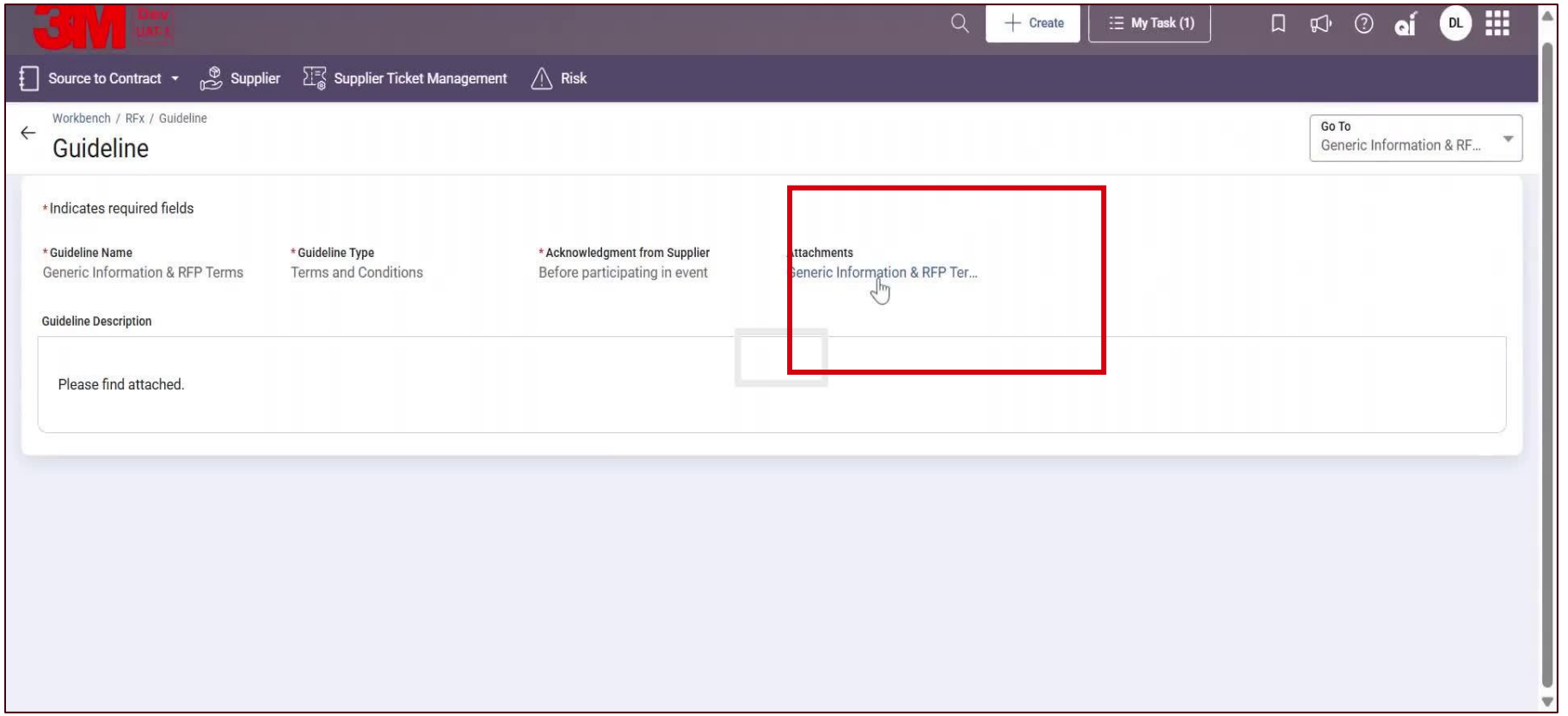
- Click on an Event Name or Event Number hyperlink to access the document.

RFx response – Acknowledge guideline



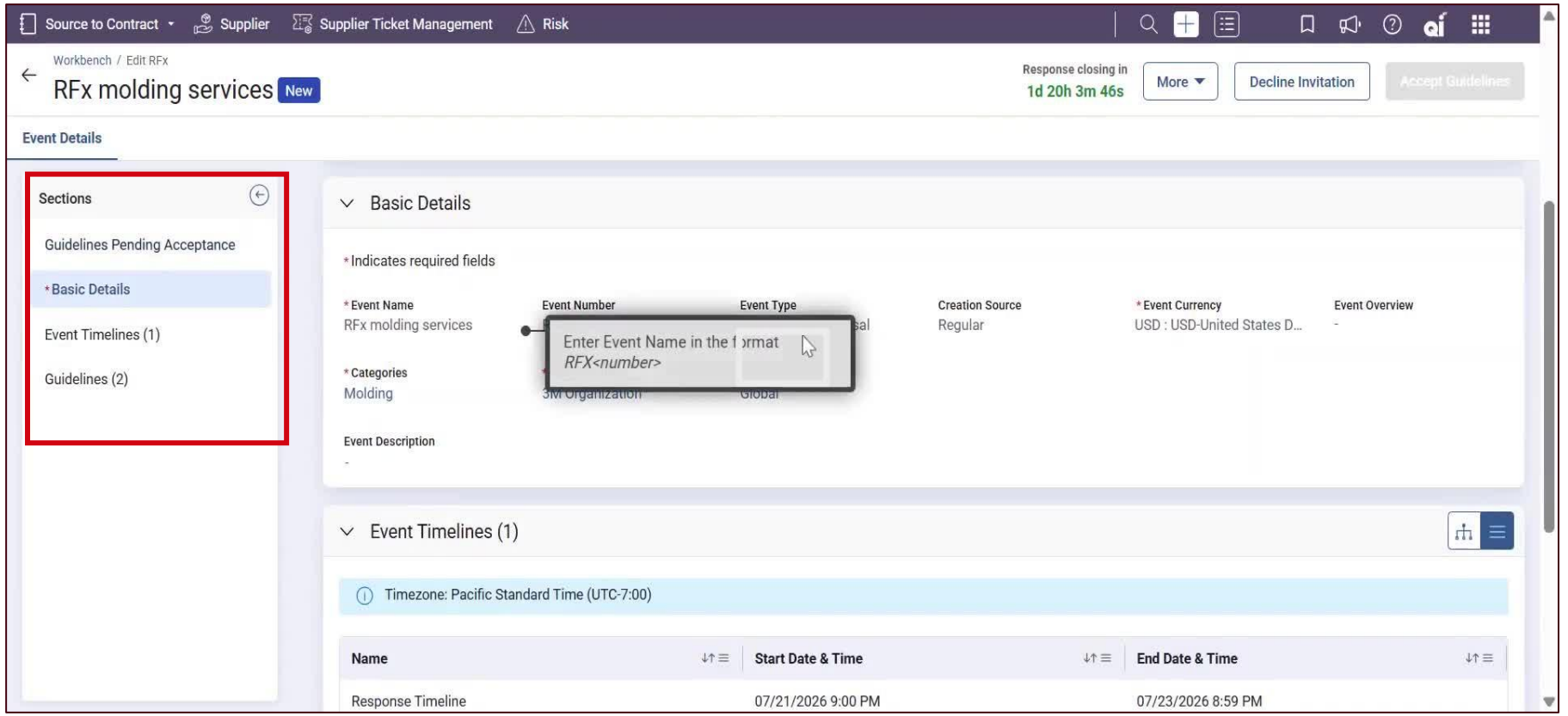
- After opening the sourcing document, review and **acknowledge all pending guidelines** to gain access to the sourcing event

RFx response – Acknowledge guideline



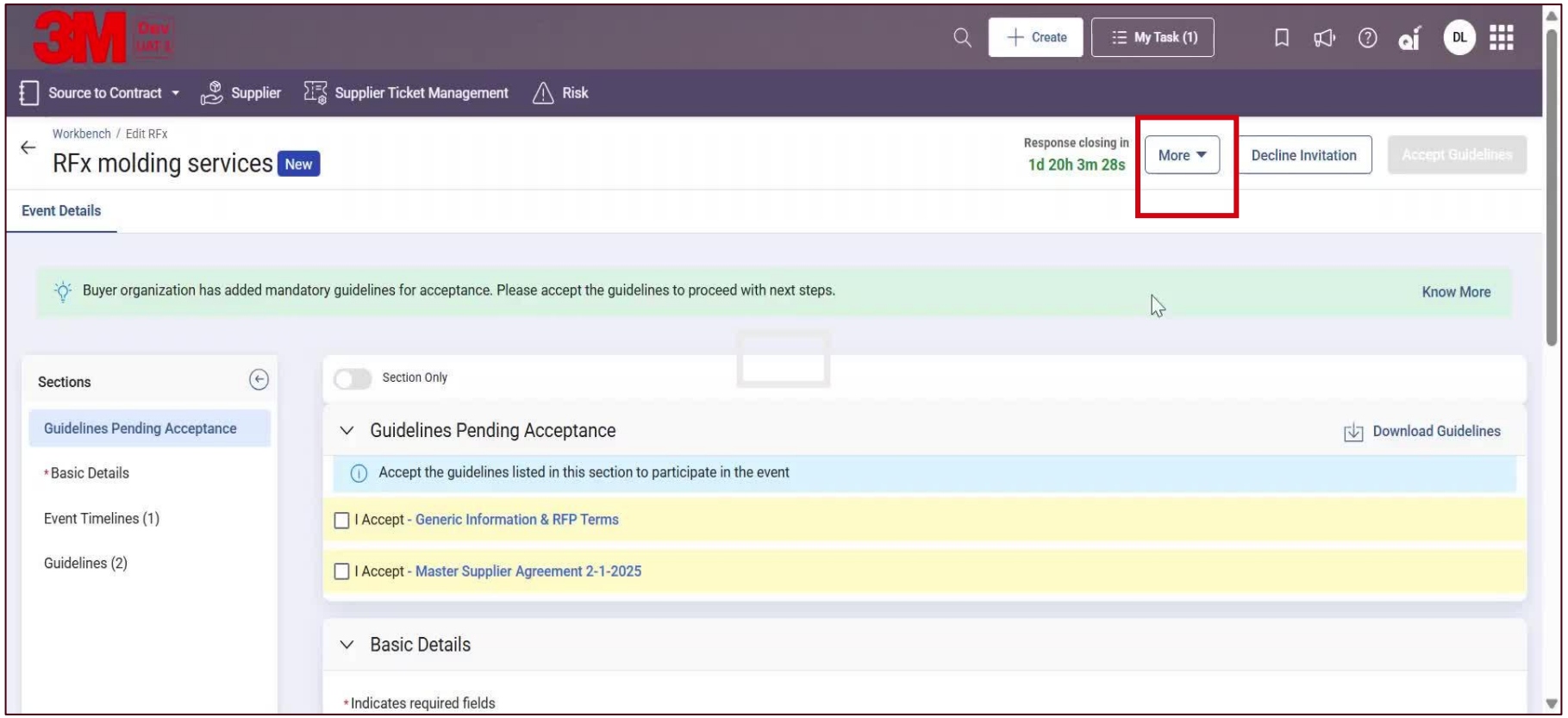
- Open and Read all the Guidelines

RFx response – RFx page



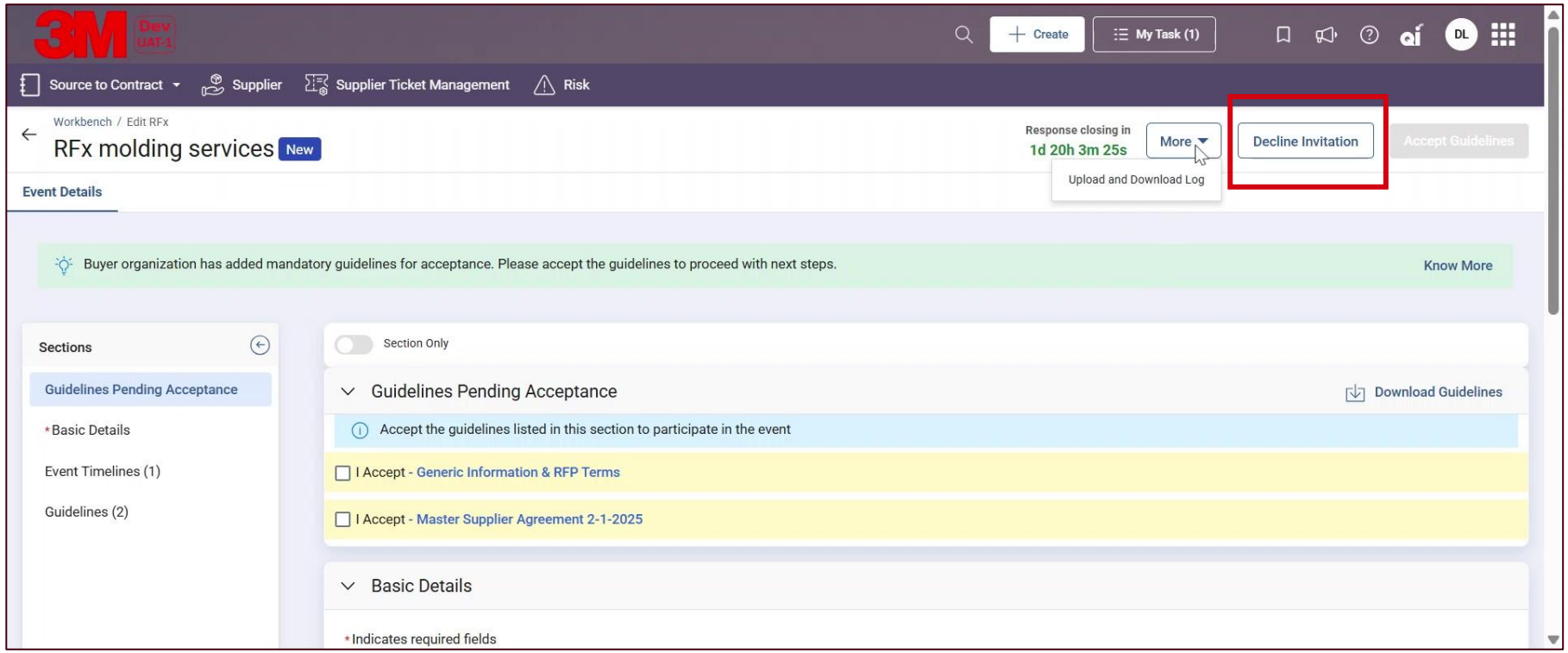
- Review each sections like Basic details, Event timelines and Guideline list.

RFx response – RFx page (More Options)



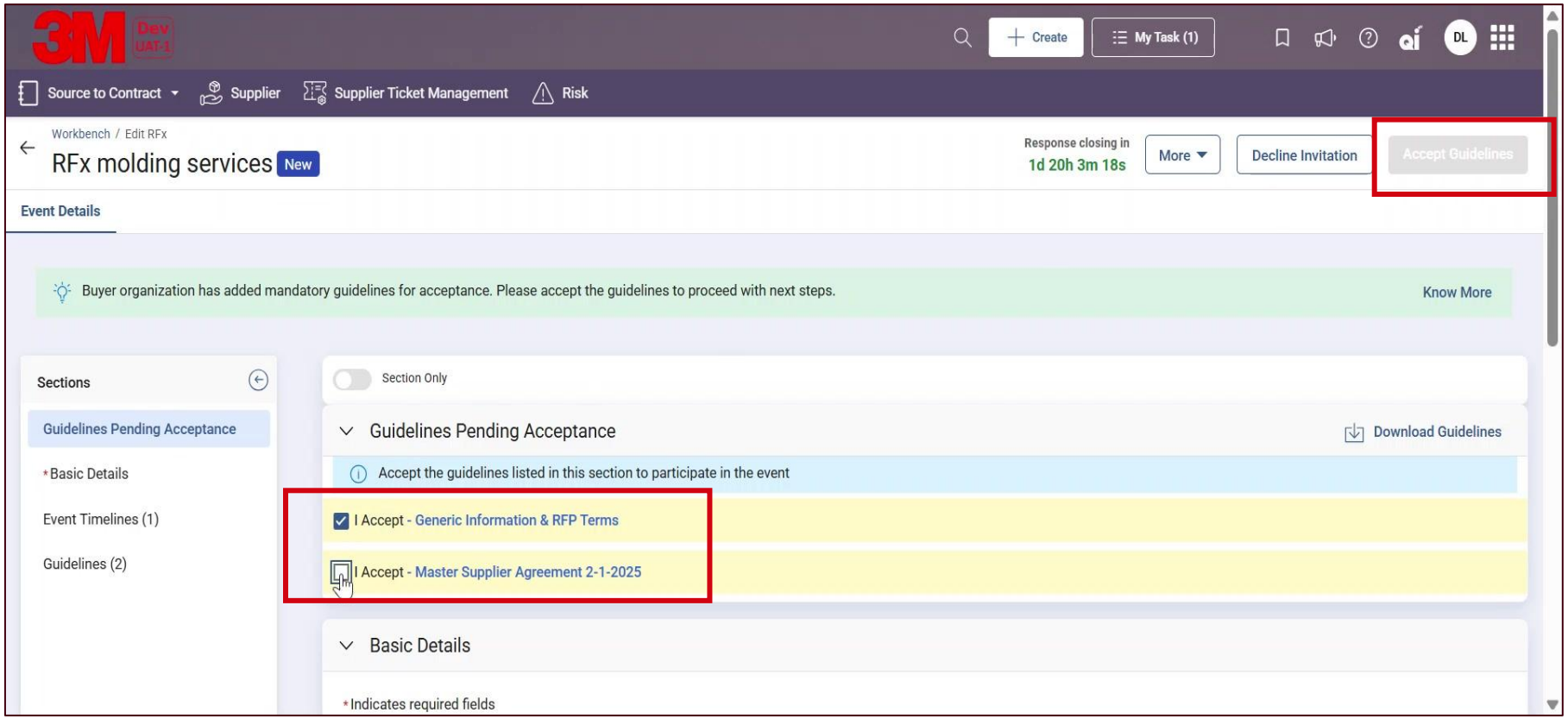
- Open **More** dropdown to view Upload and Download logs

RFx response – Decline participation



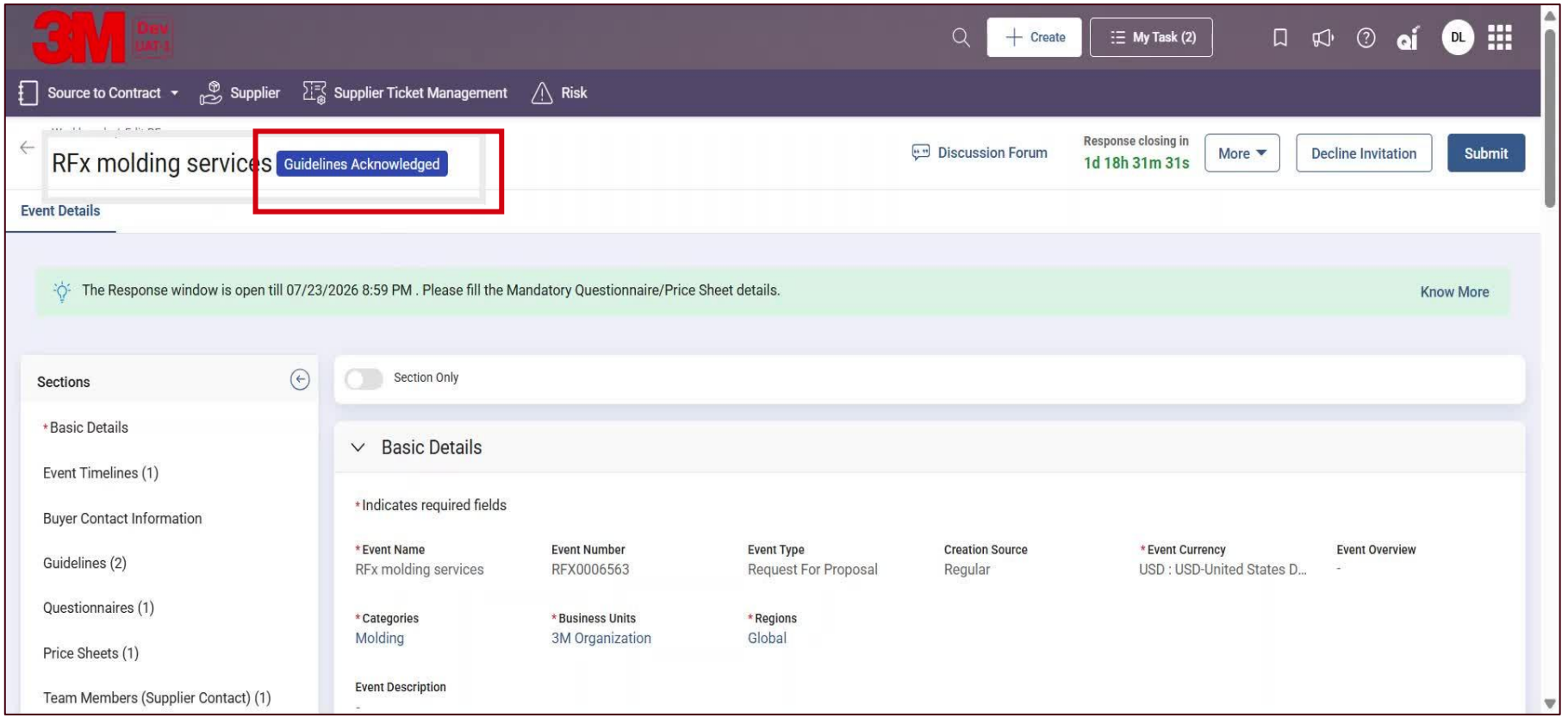
- If after reviewing Event details, Supplier wish to Decline the Invitation, they can click the **Decline Invitation** button.

RFx response – Accept Guideline



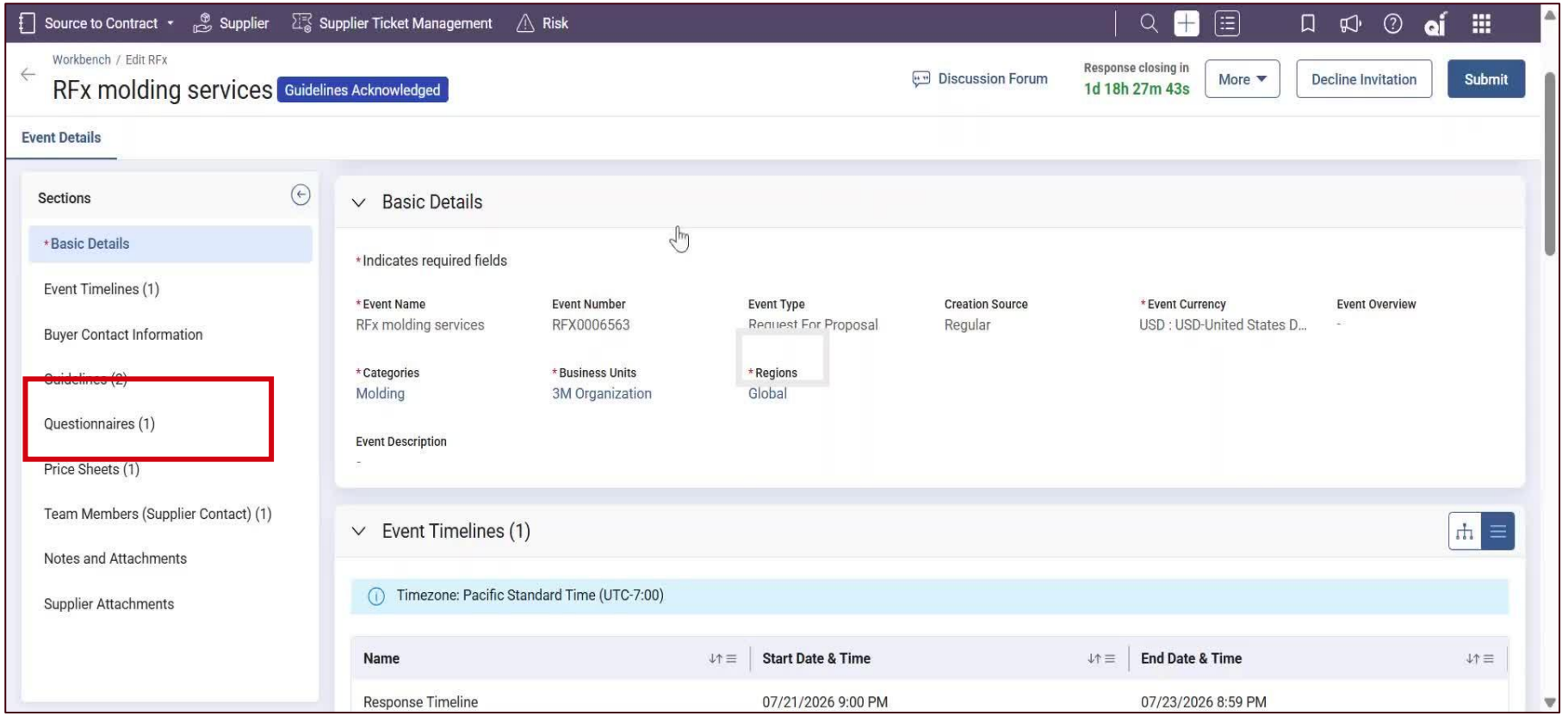
- If Supplier wants to participate in the sourcing event, Supplier will select the Guidelines checkbox and click on Accept Guidelines button.

RFx response – Guidelines Acknowledged



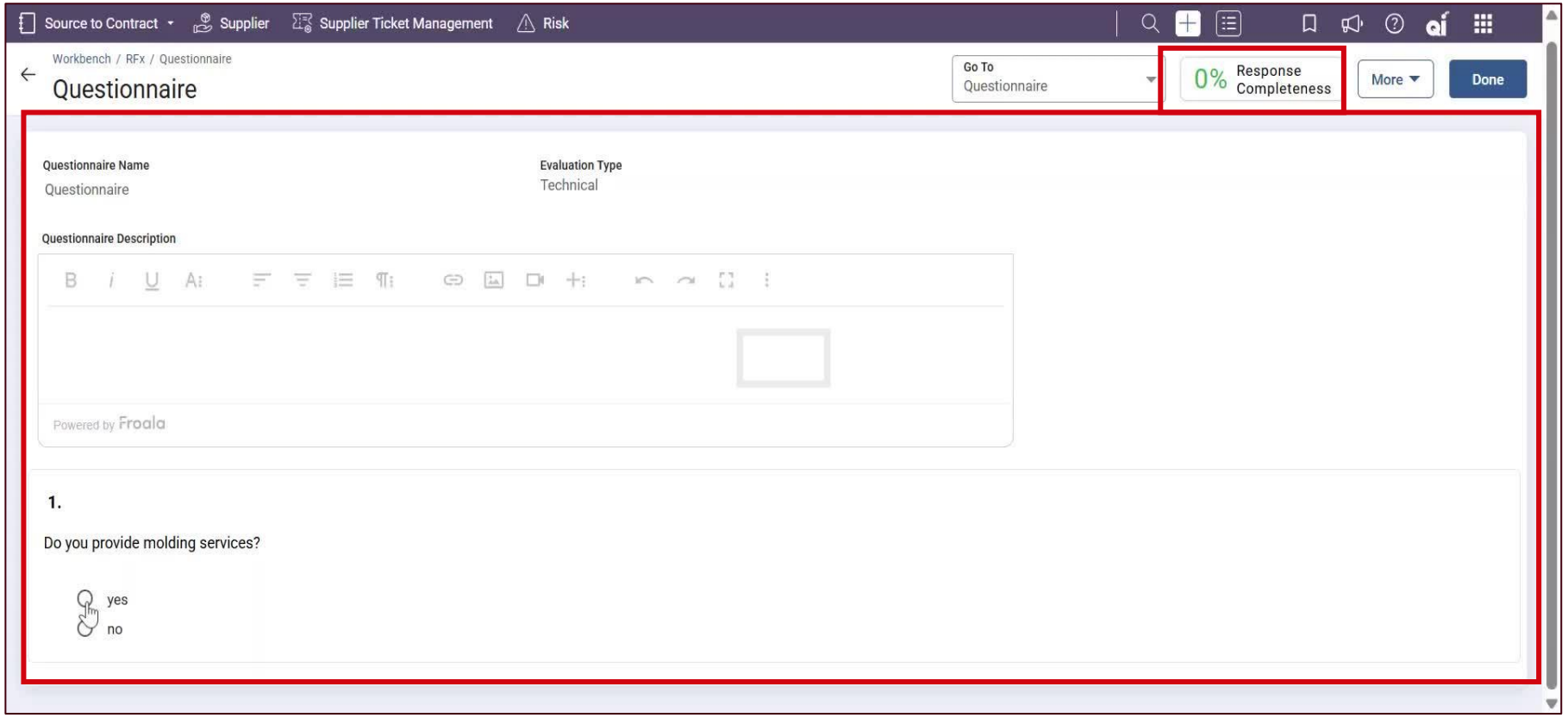
- Once Supplier completes the acknowledgement, the status of the document will change to Guidelines Acknowledged.

RFx response – Respond to Questionnaire



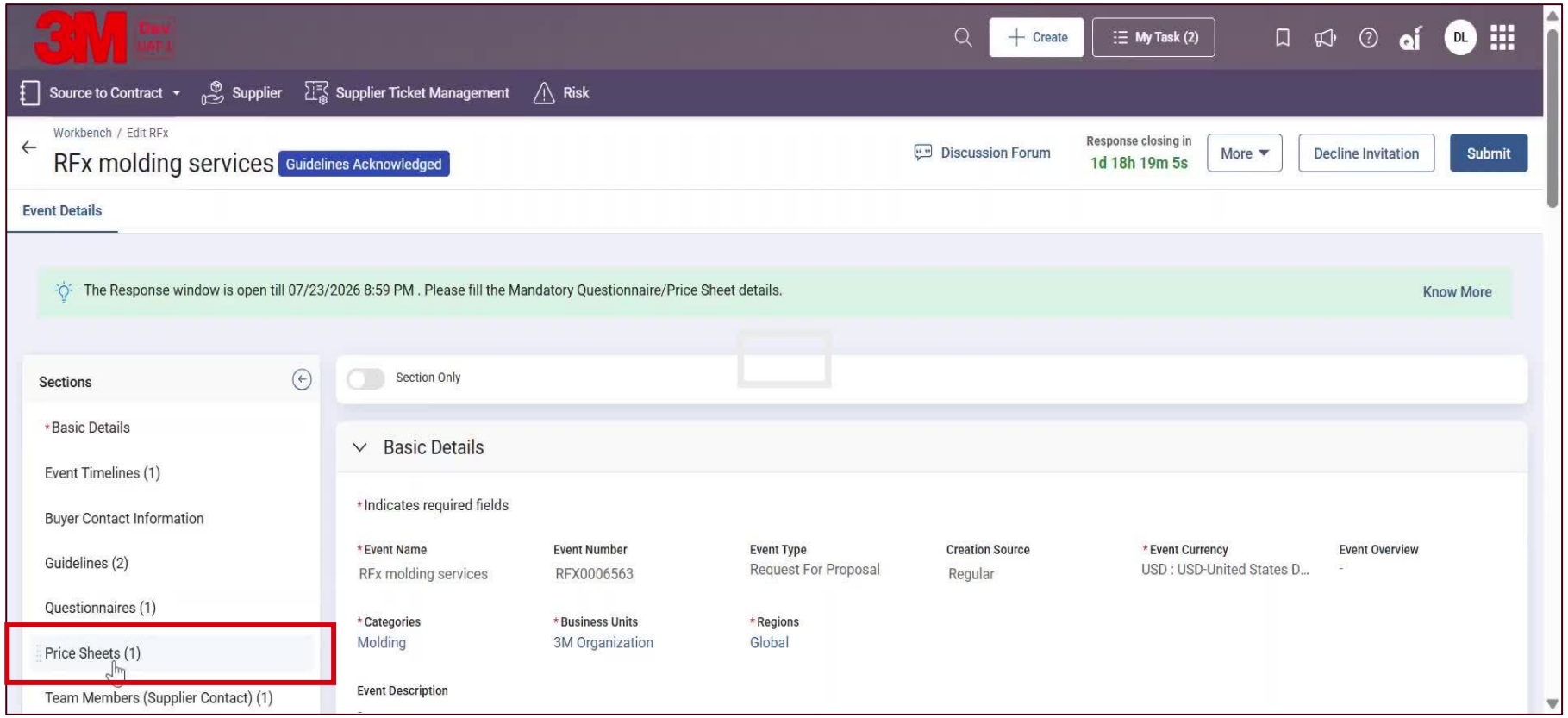
- Navigate to the **Questionnaires section** to access the questionnaire created by 3M.
- Click on the questionnaire Name hyperlink. The displayed sections may vary depending on the sourcing event type like in case of RFP and RFI, Questionnaire section will be visible however in case of RFQ only Price sheet will be visible.

RFx response – Respond to Questionnaire



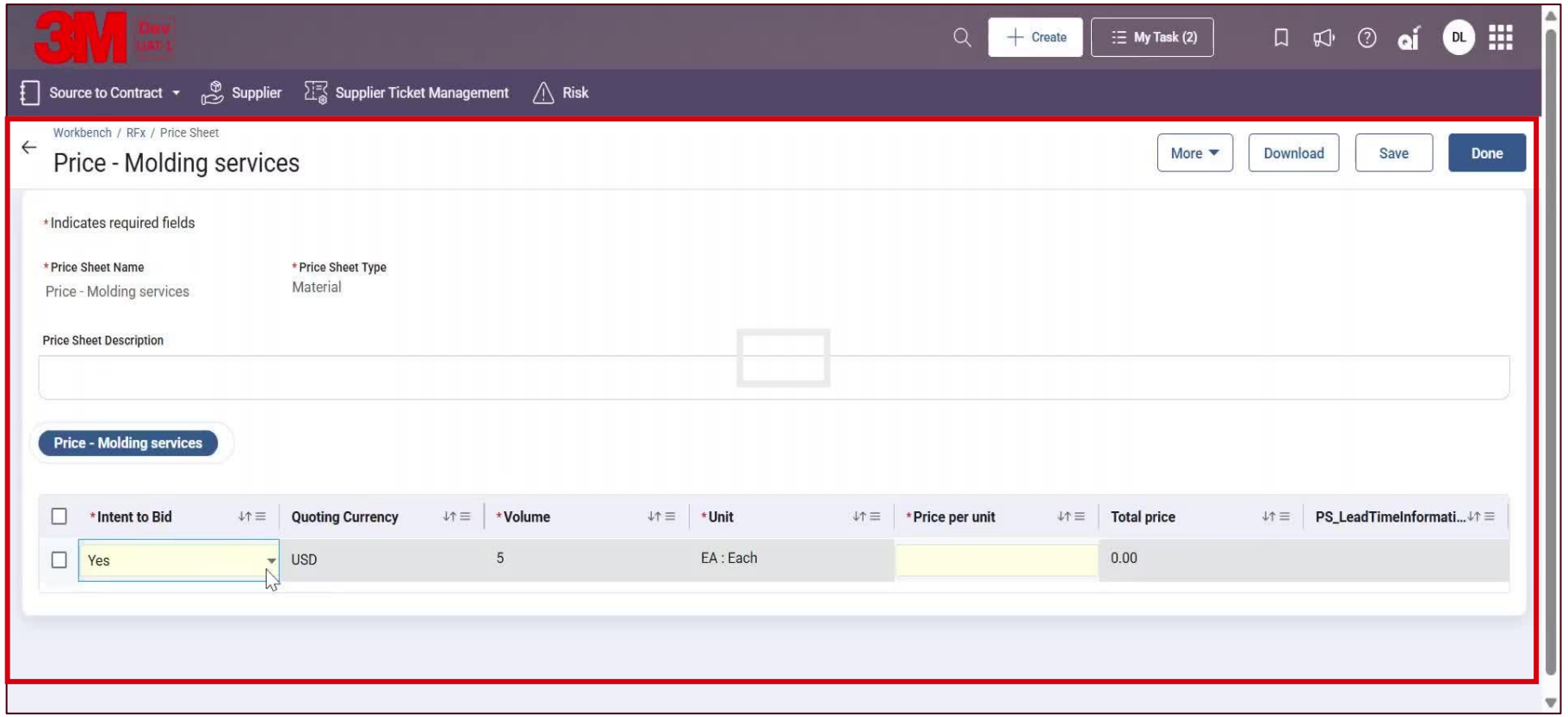
- Complete the questionnaire by providing responses to all questions. The **progress bar** will indicate the completion percentage. Click Done to return to the sourcing document.

RFx response – Respond to Pricesheet



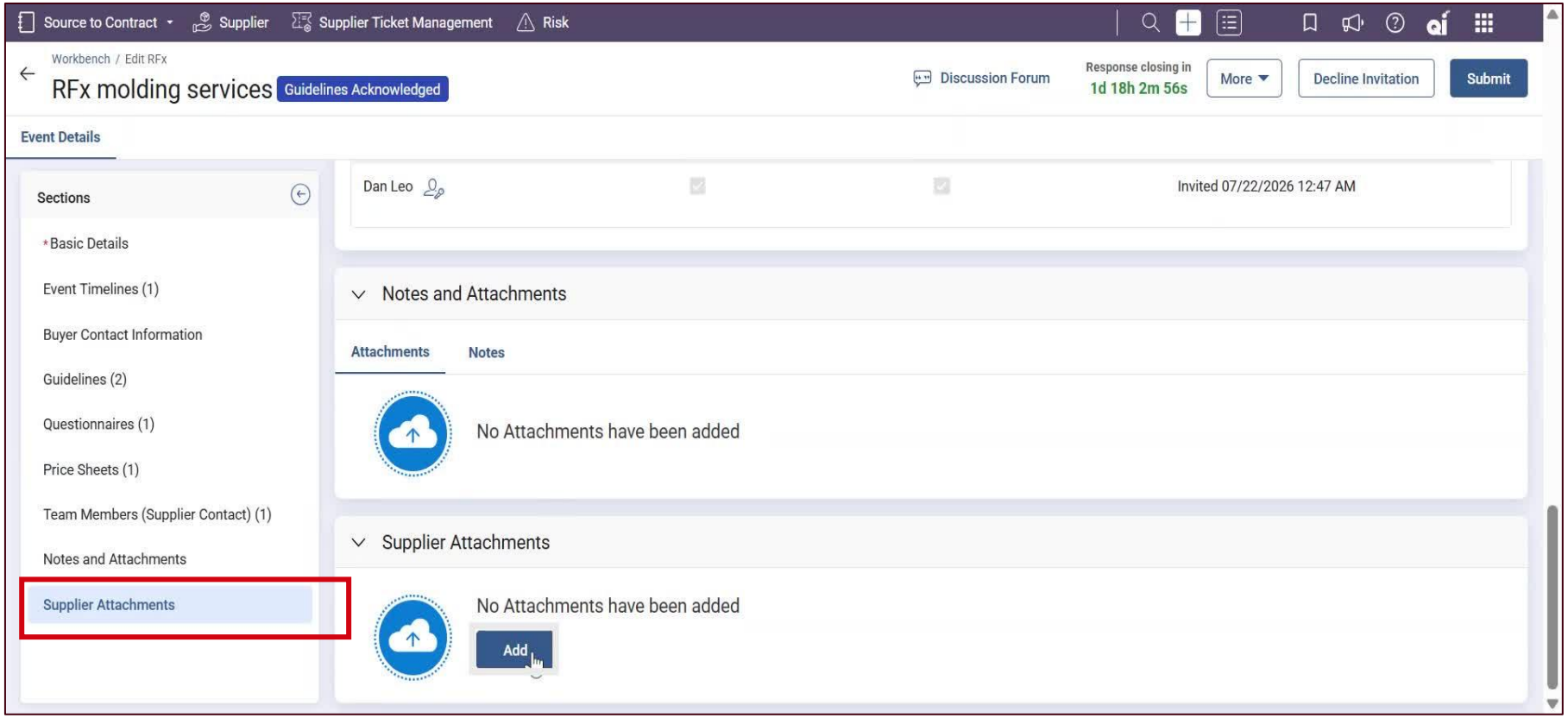
- Navigate to the **Price Sheets** section and click on a Price Sheet Name to submit bid responses

RFx response – Respond to Pricesheet



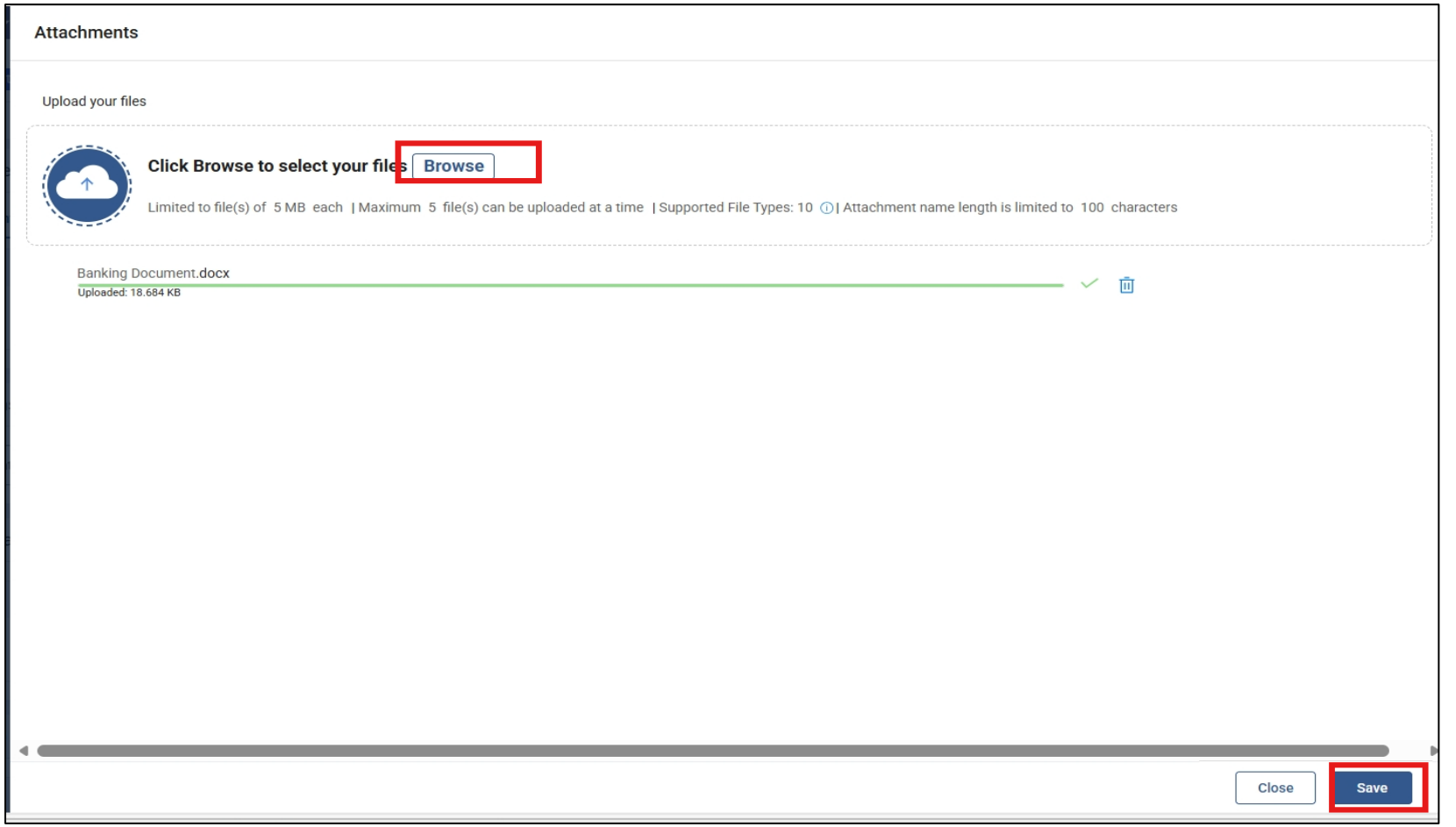
- Enter the Price Per Unit (bid amount) for line details listed in the pricesheet and click Done to navigate back to the sourcing document.

RFx response – Supplier Attachments



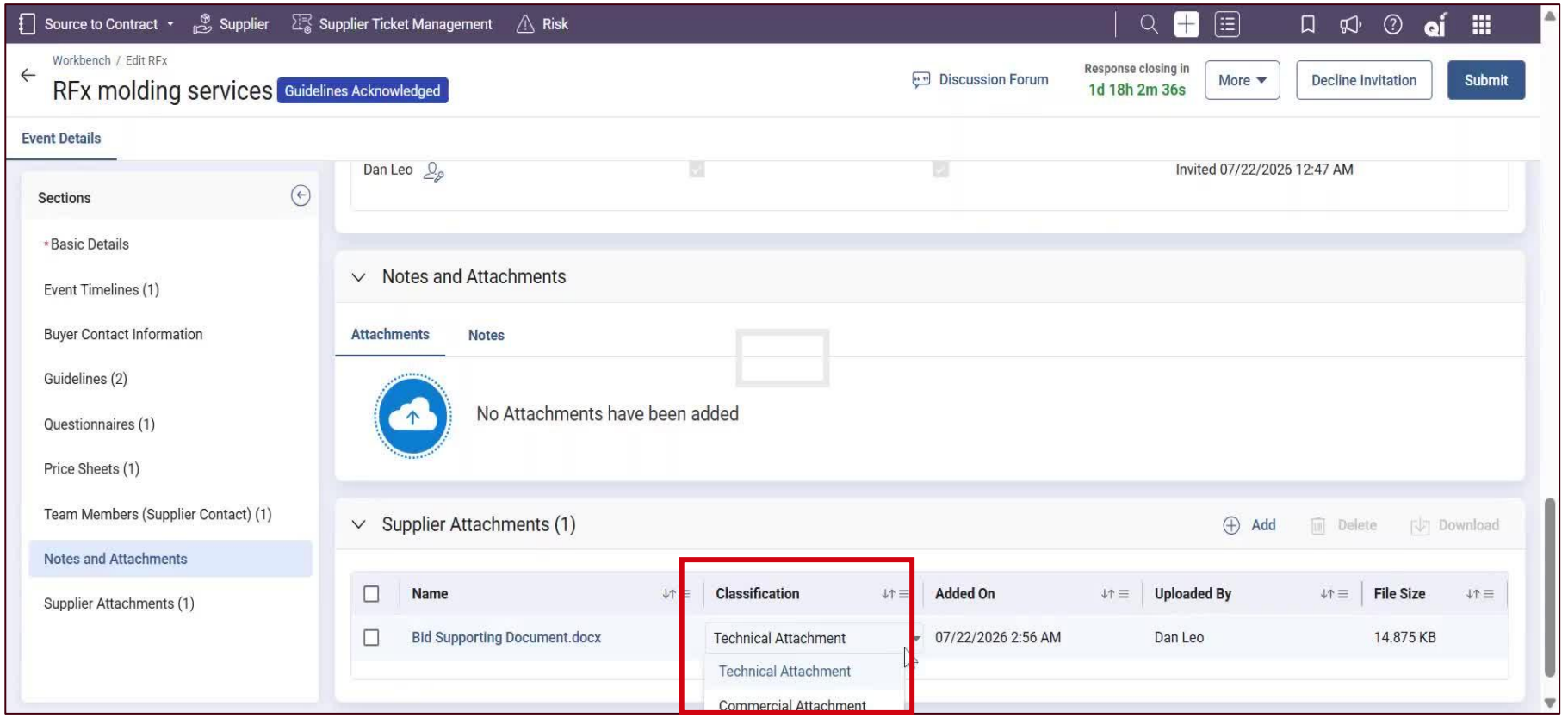
- Suppliers have an option to attach supporting documents under the **Supplier Attachments** section if required. These documents will be visible to the 3M teams once the sourcing document is submitted.

RFx response – Supplier Attachments



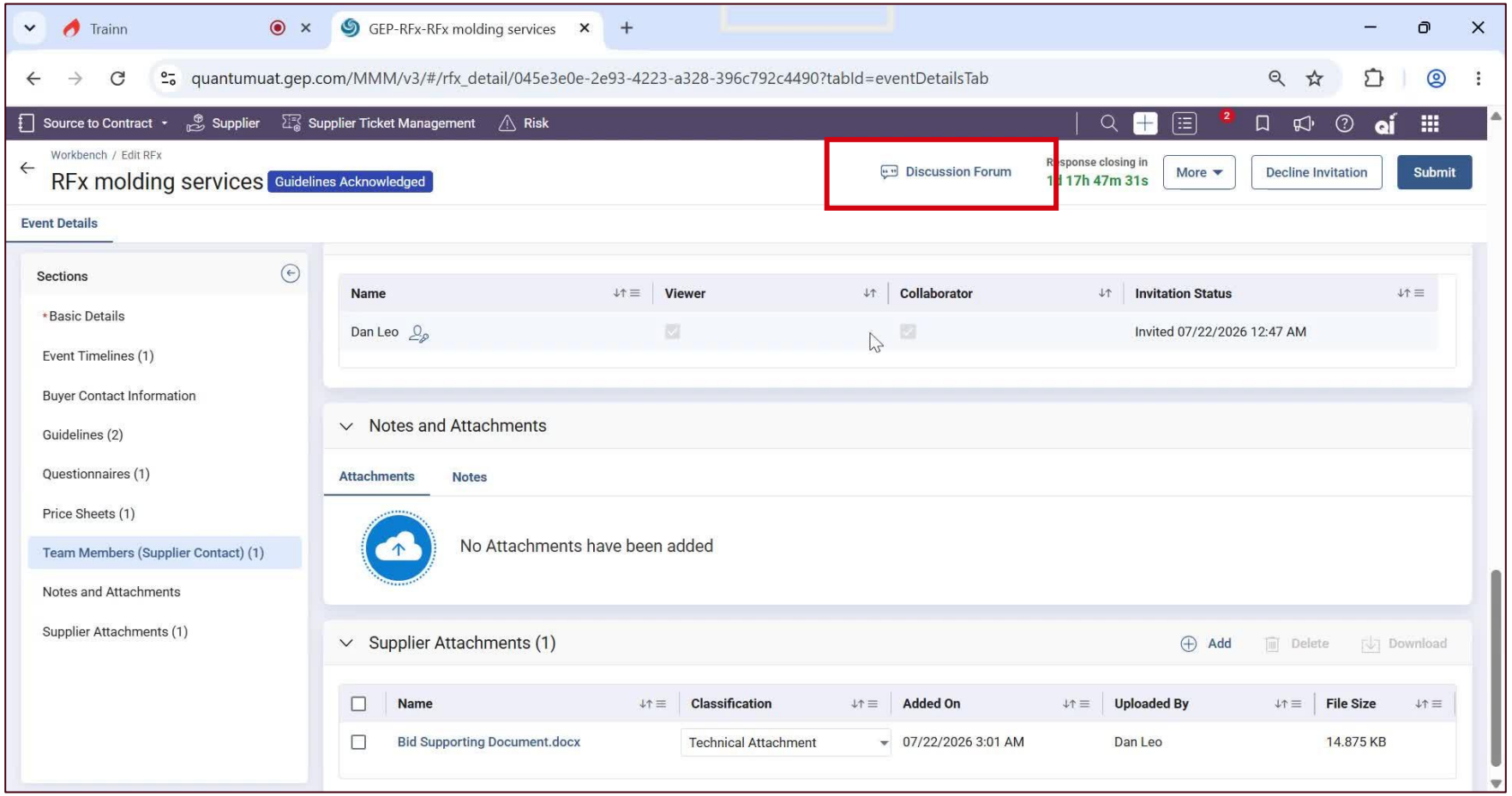
- In the pop-up window, attach files by clicking Browse
- Attach the necessary files and click on Done

RFx response – Supplier Attachments



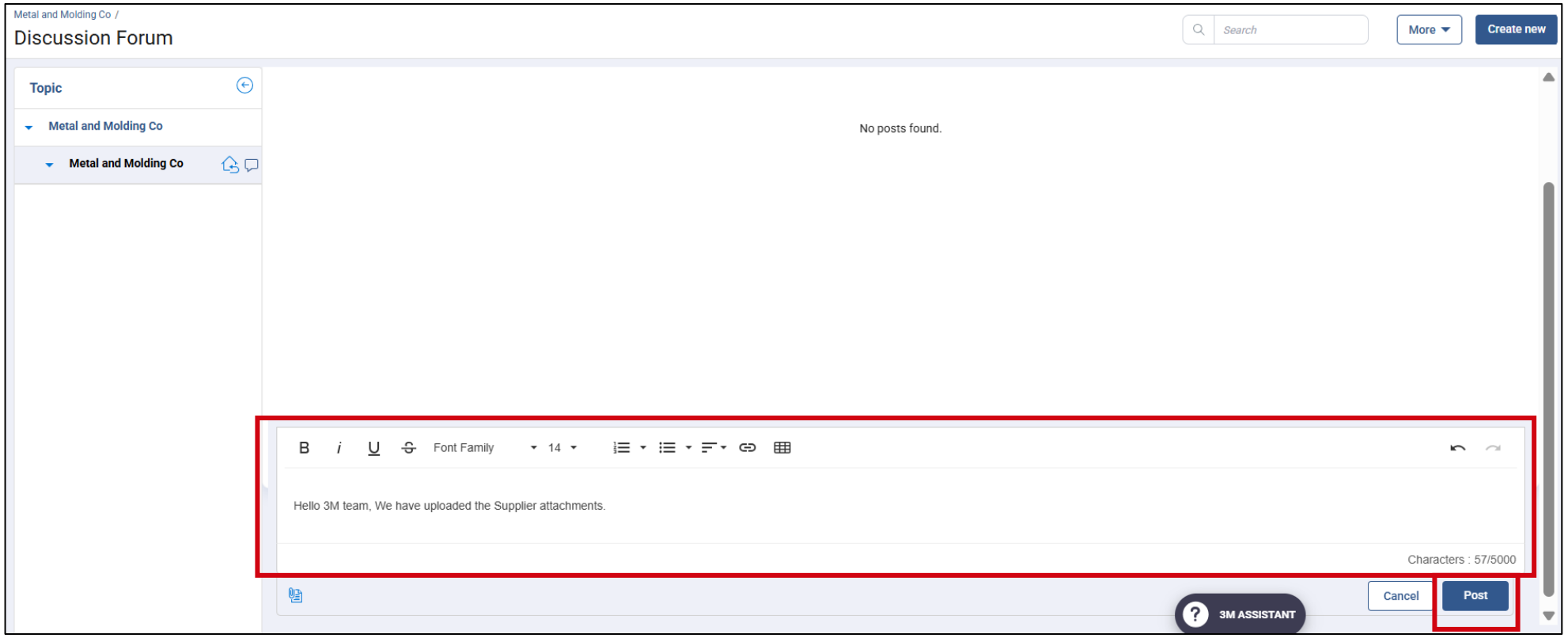
- Supplier can also classify their attachment as Technical or Commercial.

RFx response – Discussion Forum



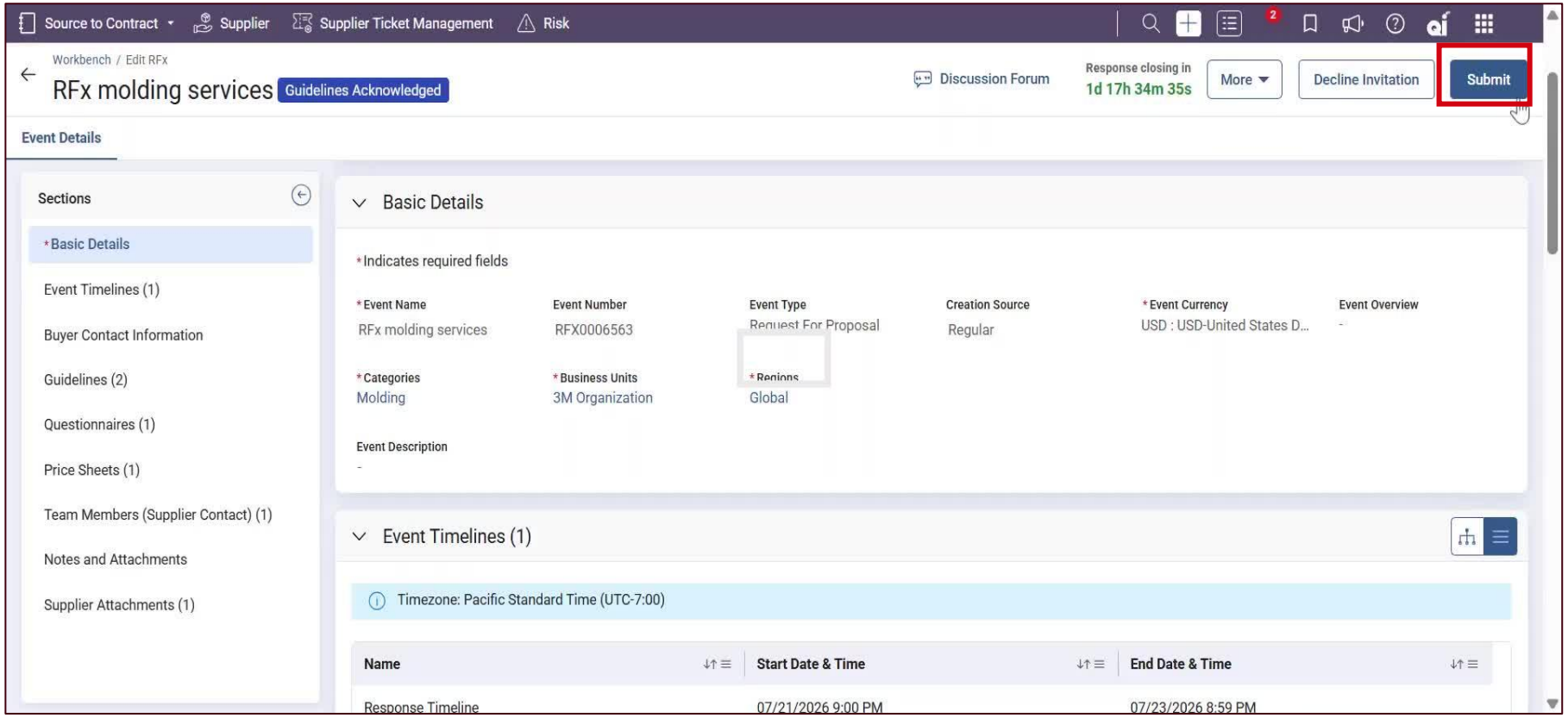
- Once you return to the sourcing document, review the Discussion Forum to confirm that there are no pending requests or messages requiring responses.

RFx response – Discussion Forum



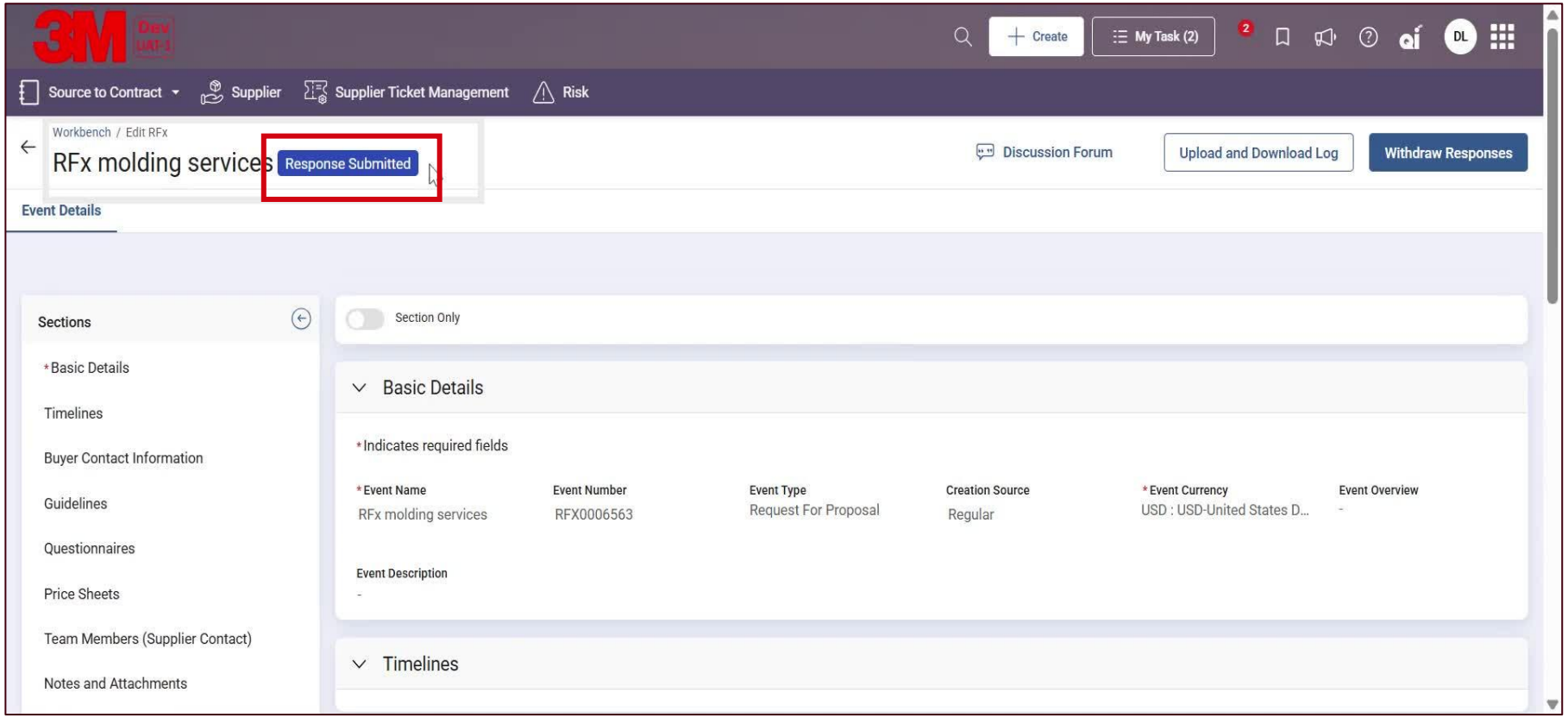
- Suppliers can respond to the requests in the **Discussion Forum** by including a message and clicking on Post.
- This will trigger an automated email and platform notification to the 3M team.
- Discussion forums can also be used as a real-time chat platform to ensure all messages are recorded.

RFx response – Submit Response



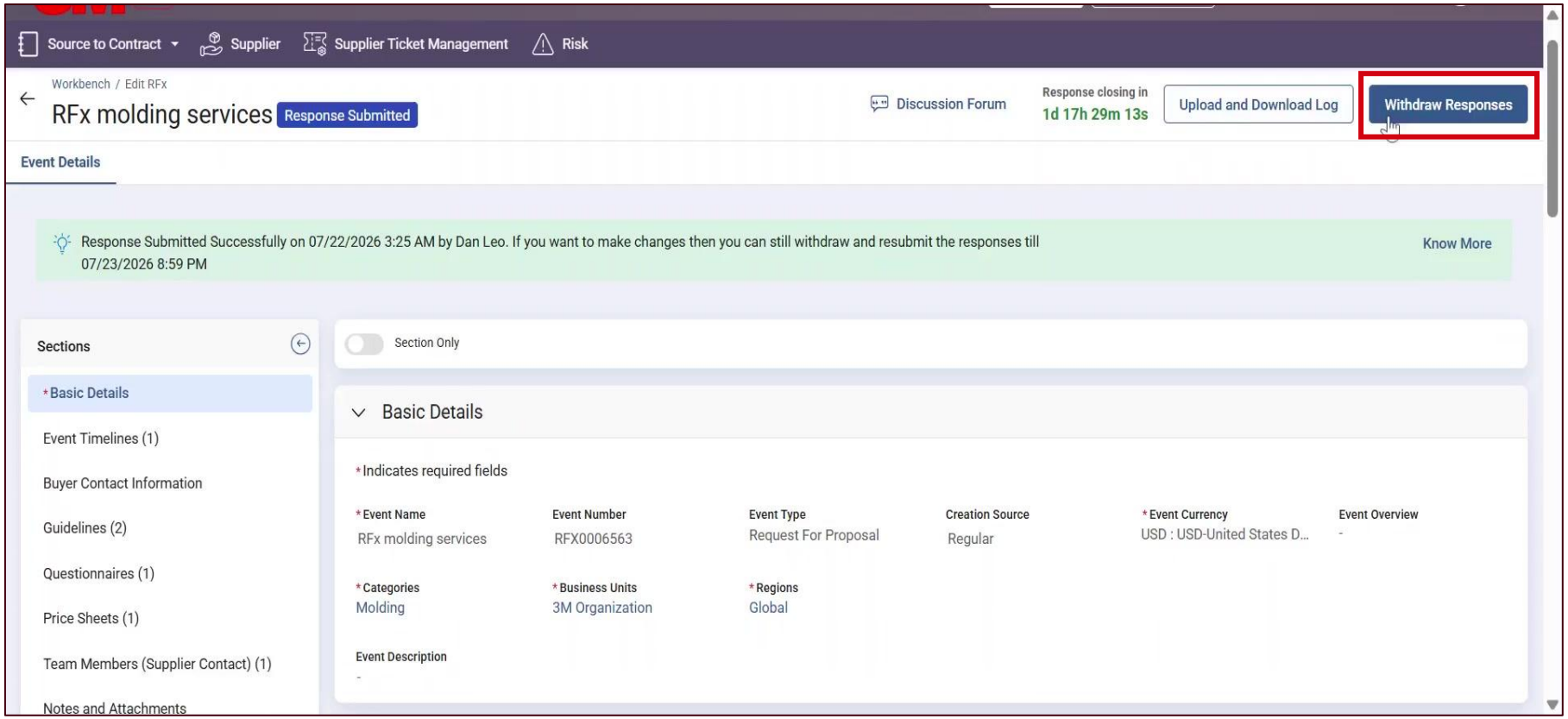
- Click **Submit** to complete and send your response. All required documents must be submitted before the event response window closes.
- After the response window has passed, you will no longer be able to submit or modify your response.

RFx response – Response Submitted



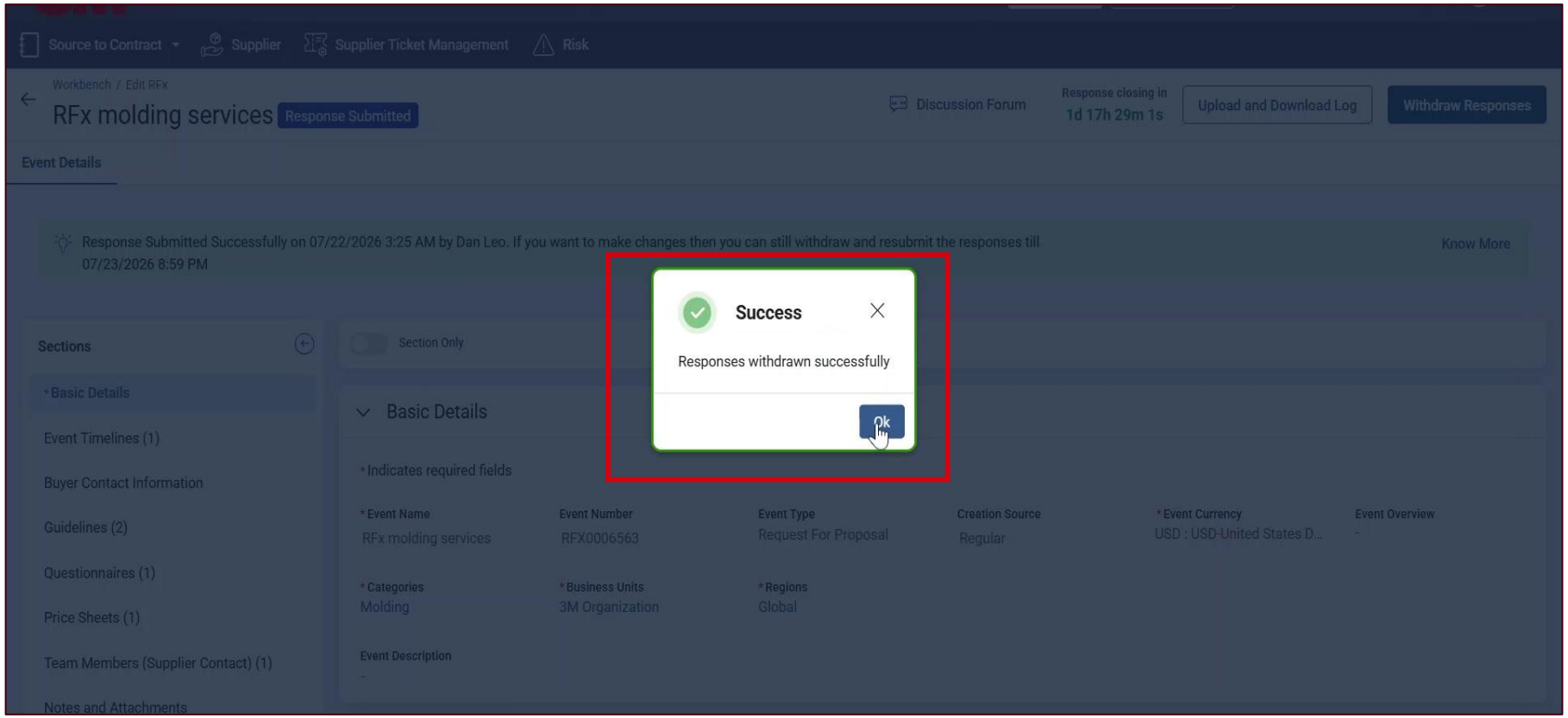
- After submitting your response RFx event status would change to **Response Submitted**

RFx response – Withdraw Response



- Until the RFx event response window is open, Supplier will have an option to **Withdraw** from the event. Withdraw allows Supplier to make changes in their response and resubmit their response.

RFx response – Withdraw Response



- Status changes to **Response Withdrawn,** while option to Submit the response will start appearing until the Response window is open.

Thank You