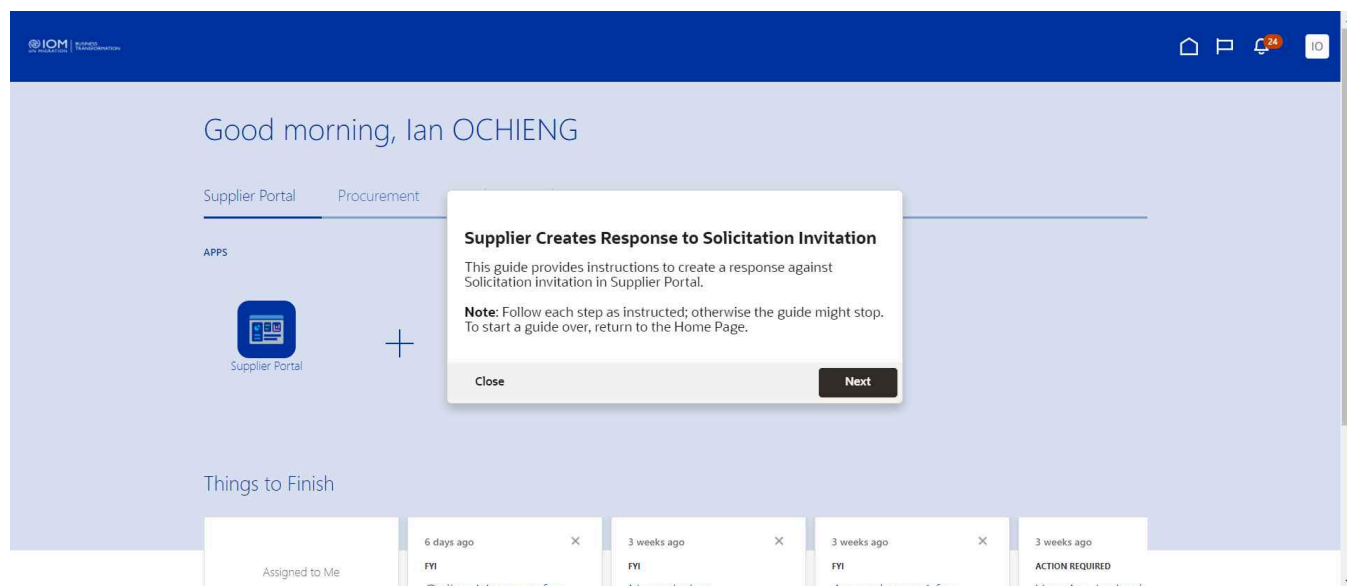


Supplier - Create Response to Solicitation Invitation

Step 1

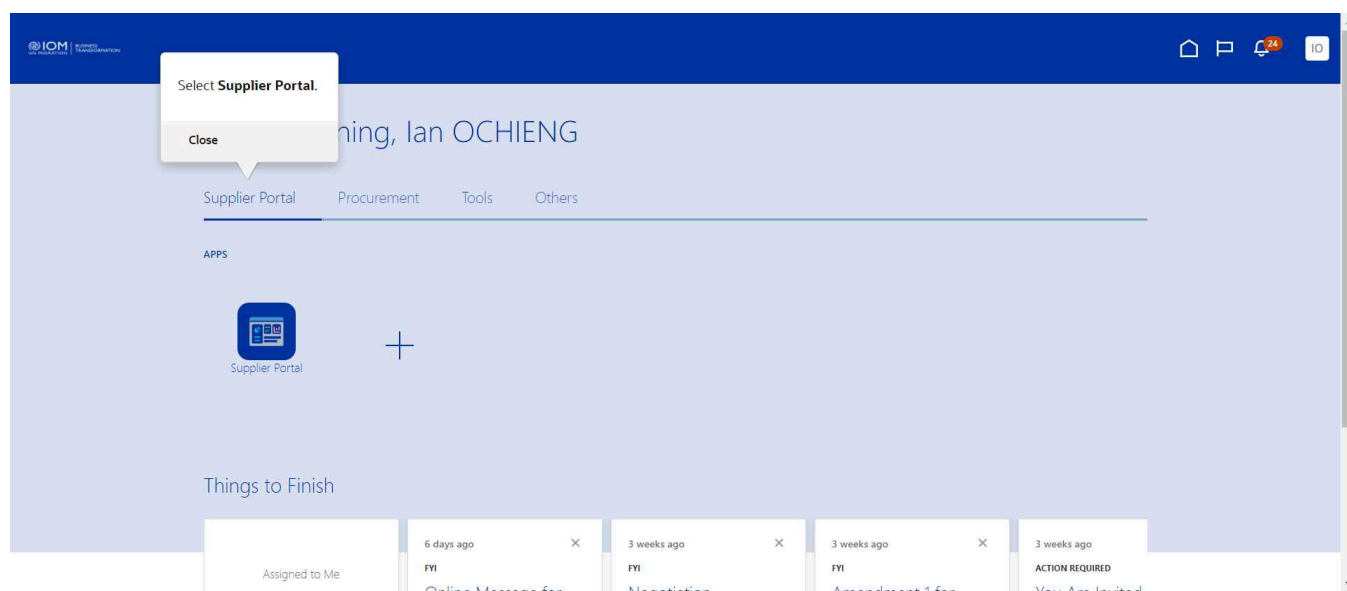


Supplier Creates Response to Solicitation Invitation

This guide provides instructions to create a response against Solicitation invitation in Supplier Portal.

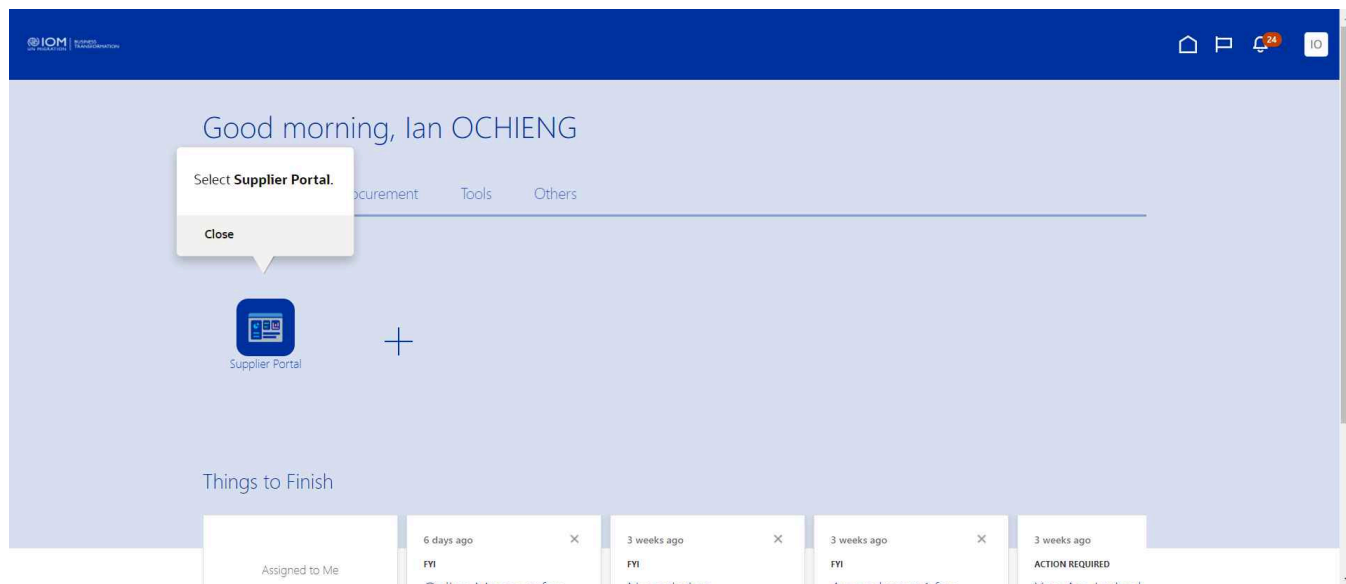
Note: Follow each step as instructed; otherwise the guide might stop. To start a guide over, return to the Home Page.

Step 2

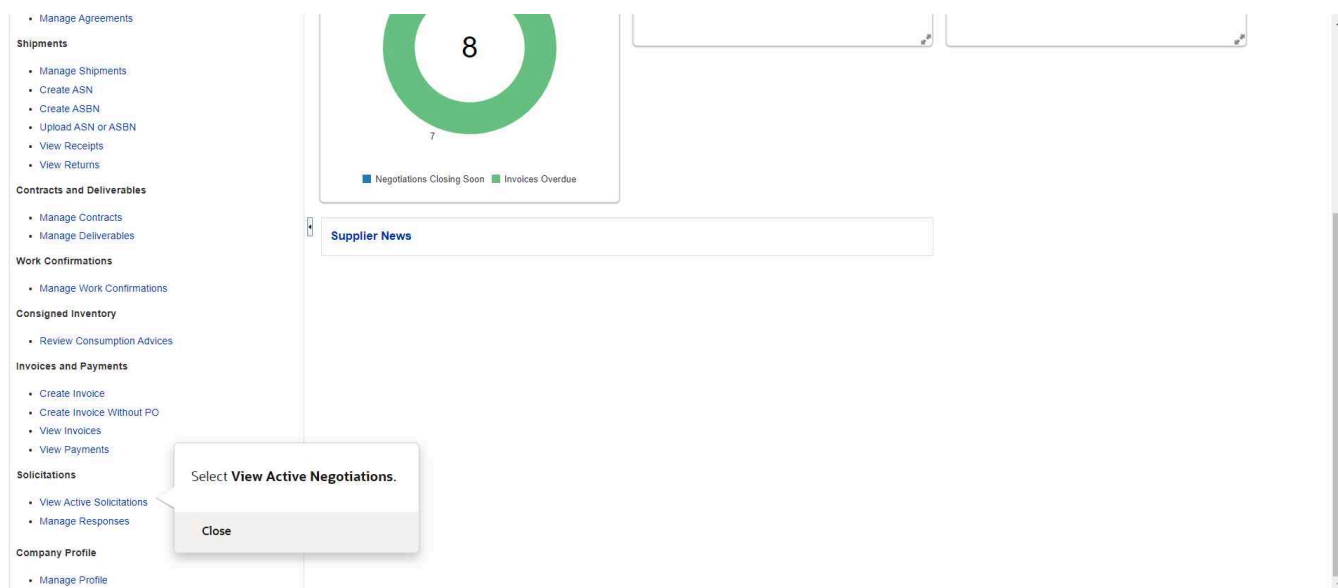


Select **Supplier Portal**.

Step 2.1

Select **Supplier Portal.**

Step 3

Select **View Active Solicitations.**

Step 4

Active Solicitations

Search

** Solicitation

** Title

** Solicitation Close By

Enter appropriate values in the mandatory and pertinent fields, and then select **Search**.

Close

** Invitation Received

Response Submitted

Solicitation Open Since

Manage Watchlist Saved Search Open Invitations

Time Zone Coordinated Universal Time

** At least one is required

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
30000000068	RFP Solicitation OGL	Request For Pro...	364 Days 4 Hours	18/06/2025 9:26...	0		0		

Columns Hidden 4

Enter appropriate values in the mandatory and pertinent fields, and then select **Search**.

Step 5

Active Solicitations

Search

Select the row header of the target Solicitation from the results and then select **Create Response**.

Close

Manage Watchlist Saved Search Open Invitations

Time Zone Coordinated Universal Time

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
30000000068	RFP Solicitation OGL	Request For Pro...	364 Days 4 Hours	18/06/2025 9:26...	0		0		

Columns Hidden 4

Select and highlight the row header of the target Solicitation from the results and then select **Create Response**.

Step 6

Create Response (Proposal 13007): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 19/06/2024 4:34 AM
Time Zone Coordinated Universal Time

Two stage evaluation

Title RFP Solicitation | OGL

Close Date 18/06/2025 9:26 AM

Time Remaining 364 Days 4 Hours

General

Supplier XX_SCIENCESCOPE LTD

Supplier Site OfficeSite1

Solicitation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until dd/mm/yyyy h:mm a

Reference Number 3321

Note to Buyer

Attachments None

Review / Update fields from **Overview** page, and then select **Next**.

Close

Review / Update fields from **Overview** page, and then select **Next**.

Step 7

Create Response (Proposal 13007): Requirements

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 19/06/2024 4:41 AM
Time Zone Coordinated Universal Time

Close Date 18/06/2025 9:26 AM

Time Remaining 364 Days 4 Hours

Section 1: Preliminary Examination Criteria

1. Proposer accepts General Conditions of Contract as specified in Section 6.

☒ a. Yes

☐ b. No

2. Proposal Validity- Please provide the filled in Form C

☒ a. Yes

* Response Attachments New Text Document.txt

☐ b. No

3. Proposal Security with a compliant validity period- Form L

☒ a. Yes

* Response Attachments New Text Document.txt

☐ b. No

Comments

Enter **Responses** to the questions from each section

Click on **Next** from top of the page after responding to the questions

Close

Section 1. Preliminary Exa... Evaluation Stage Technical

Section 1. Preliminary Exa...

Enter **Responses** to the questions from each section

Click on **Next** from top of the page after responding to the questions

Step 7.1

Create Response (Proposal 13007): Requirements

Time Remaining: 364 Days 3 Hours

Close Date: 18/06/2025 9:26 AM

Section 1. Preliminary Examination Criteria

1. Proposer accepts General Conditions of Contract as specified in Section 6.
☒ a. Yes
☐ b. No

2. Proposal Validity- Please provide the filled in Form C
☒ a. Yes
* Response Attachments: New Text Document.txt
☐ b. No

3. Proposal Security with a compliant validity period- Form L
☒ a. Yes
* Response Attachments: New Text Document.txt
☐ b. No

Comments

Section 1. Preliminary Examination Criteria

Different Sections can be selected from this list

Different Sections can be selected from this list

Step 8

Create Response (Proposal 13007): Lines

Currency = US Dollar

Time Remaining: 364 Days 4 Hours

Close Date: 18/06/2025 9:26 AM

Enter the Response price field and Click Next

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Vehicle Rental		Vehicle Rental		850.00	10	10-Count	8,500.00		

Rows Selected: 1 Columns Hidden: 6

Grand Totals

All response lines are included.

Response Amount: 8,500.00

Enter the Response price field and Click Next

Step 9

1

Overview

2

Requirements

3

Lines

4

Review

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Currency = US Dollar

Title

RFP Solicitation | OGL

Close Date

18/06/2025 9:26 AM

Reference Number

3321

Note to Buyer

Attachments

None

General

Supplier

XX_SCIENCESCOPE LTD

Supplier Site

OfficeSite1

Solicitation Currency

USD

Response Currency

USD

Price Precision

2 Decimals Maximum

Response Valid Until

Review

Review the details entered under each tabs like Overview, Requirements and Price and Click on **Actions drop down** button

Close

Last Saved 19/06/2024 4:52 AM

Time Zone Coordinated Universal Time

Review the details entered under each tabs like Overview, Requirements and Price and Click on **Actions drop down** button

Step 9.1

1

Overview

2

Requirements

3

Lines

4

Review

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Currency = US Dollar

Title

RFP Solicitation | OGL

Close Date

18/06/2025 9:26 AM

Two stage evaluation

✓

Time Remaining

364 Days 4 Hours

General

Supplier

XX_SCIENCESCOPE LTD

Supplier Site

OfficeSite1

Solicitation Currency

USD

Response Currency

USD

Price Precision

2 Decimals Maximum

Response Valid Until

Review

View Solicitation

View Response PDF

Validate

Select **Validate**

Close

Last Saved 19/06/2024 4:52 AM

Time Zone Coordinated Universal Time

Select **Validate**

Step 10

The screenshot shows the 'Review Response: Proposal 13007' interface. A confirmation dialog box is open, stating: 'Response 13007 to solicitation 30000000068 was validated without errors.' The dialog has an 'OK' button. Below the dialog, a tooltip explains: 'Select OK to confirm the validation or to review the messages. If the response is not validated, messages advising where updates are required will be provided. Once the updates are made, repeat the Actions: Validate steps until the response is successfully validated.' The background interface includes a progress bar with steps 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review). The 'Review' step is active. The 'General' section shows details for 'XX_SCIENCESCOPE LTD' and 'OfficeSite1'. The 'Time Remaining' is 364 Days 3 Hours. The 'Close Date' is 18/06/2025 9:26 AM. The 'Last Saved' time is 19/06/2024 5:28 AM.

Select **OK** to confirm the validation or to review the messages.

If the response is not validated, messages advising where updates are required will be provided.
Once the updates are made, repeat the Actions: Validate steps until the response is successfully validated.

Step 11

The screenshot shows the 'Review Response: Proposal 13007' interface. The 'Review' step is active, and the 'Messages' tab is selected. A tooltip points to the 'Submit' button, stating: 'Click on Submit'. The background interface includes a progress bar with steps 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review). The 'Review' step is active. The 'General' section shows details for 'XX_SCIENCESCOPE LTD' and 'OfficeSite1'. The 'Time Remaining' is 364 Days 3 Hours. The 'Close Date' is 18/06/2025 9:26 AM. The 'Last Saved' time is 19/06/2024 5:28 AM.

Click on **Submit**

Step 12

Active Solicitations

Search

** Solicitation

** Title

** Solicitation Close By

Confirmation

Response 13007 to negotiation 30000000068 was submitted. We'll notify you by email.

OK

Select OK.

Close

Time Zone Coordinated Universal Time

Management Watchlist Saved Search Open Invitations

** At least one is required

Invitation Received Yes

Response Submitted No

Solicitation Open Since

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
Columns Hidden 4									

Select OK.

Step 13

Active Solicitations

Search

** Solicitation

** Title

** Solicitation Close By

This completes the guide.

Done

Time Zone Coordinated Universal Time

Management Watchlist Saved Search Open Invitations

** At least one is required

Invitation Received Yes

Response Submitted No

Solicitation Open Since

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
Columns Hidden 4									

This completes the guide.