Home Office (Jaggaer) eSourcing Portal Supplier Quick Reference Guide

Supplier Response

Suppliers have their own version of the Sourcing+ dashboard. The **Supplier Dashboard** summarizes the entire supplier's activity on the platform.

The supplier response can be configured within the JAGGAER ONE platform, or by downloading the questionnaire in Excel format, completing it offline, and then importing the updated file to the JAGGAER ONE Platform.

Prepare and Submit Response as a Supplier

Step-by-Step

Note: The following steps cover responding to an RFQ as a supplier. The steps for responding to an RFI are identical.

1. On the left navigation menu, browse to **Sourcing+ > RFQ**.

2. Select one of the sub-menu items:

   a. **My RFQs** - Suppliers can view the **Response Status** for each RFQ and easily identify the RFQs that require action.

   b. **RFQs Open to All Suppliers** - Suppliers can filter or browse these lists of all RFQs that are publicly available.

      i. Each RFQ contains an **Express Interest** action button which moves the RFQ to the suppliers **My RFQs** area.

      ii. Once a publicly-available RFQ has been moved into a supplier's My RFQ area, they can view the RFQ details, download buyer attachments, view and send messages, and submit a response.

3. Click the **Title** link to open the RFQ. The RFQ will open to the **RFQ Details > My Response** page.

4. Along with the RFQ and project titles and codes, the RFQ header displays the closing date and supplier submission date. If the response date has passed, this information will be highlighted in yellow.

5. If the buyer has provided instructional attachments to the RFQ, a link to the attachment(s) will be displayed prominently above the RFQ navigation. This action link will take the supplier to **RFQ Details > Buyer Attachments ()** area.

Warning: *You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.*

RFQ Details   Messages (Unread 0)

Settings   Buyer Attachments (1)   My Response   Associated Users
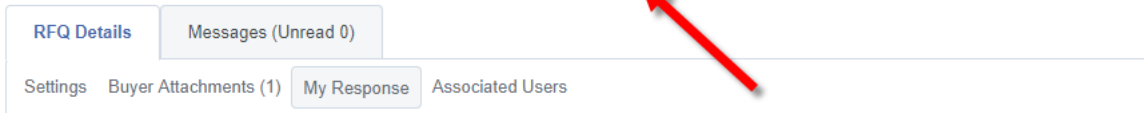
6.

7. On the **RFQ Details> My Response** page, the supplier can choose to **Create Response** or to **Decline to Respond**.

   Note: If the supplier chooses to decline, they are presented with an optional field to **Enter Decline to Respond Reason Details**.

8. When a supplier selects the **Create Response** action, they are presented with a pop-up box containing tips for completing the RFQ response. The supplier cannot proceed with the questionnaire until they close the pop-up box by clicking **OK**.

9. The first section of the response page is the **My Response Summary**. This section keeps track of the supplier's response progress in each envelope based on the mandatory questions answered.

PREPARE RESPONSE ONLINE

1. Suppliers click **Edit Response** for each envelope, completing the sections within the envelope and saving their responses before moving to the next envelope. Mandatory questions are marked with a *.

2. Upon completion of a section, suppliers should click **Validate Response** to ensure that all mandatory questions are answered and that the responses provided are in compliance with the required format.

3. Suppliers can click **Save and Continue** to remain in the current envelope. Alternately, they can click **Save and Return** to exit the current envelope and navigate back to the *My Response* page.

PREPARE RESPONSE OFFLINE

1. Suppliers can click the **Export/Import Response** button to respond to the RFx offline.

2. Clicking **Download** downloads the questionnaire in Excel format.

   Note: If suppliers have questions regarding the types of questions and how to work with the Excel questionnaire, they can click **Help To Create & Import Your Response** to get detailed instructions.

3. Suppliers open the Excel file locally and answer the questions. Cells for mandatory responses are color-coded yellow. Cells for optional responses are color-coded blue.

4. When finished, suppliers save the file and return to the Export/Import Response page.

5. Suppliers will use the **Choose File** look-up to select their file, then click **Import Excel** to upload their response.

6. The system will run a compliance check to ensure that there are no missing rows, invalid responses, or missing mandatory responses. If all validation checks pass, the platform will upload the file. If not, suppliers will be prompted to correct the errors indicated by the system message and re-import the questionnaire.

7. Suppliers are returned to the *My Response* page where they can review their responses for accuracy and make any corrections if necessary. Suppliers have the option to **Save Changes** or to **Undo All Changes** and remove all responses.

PREPARE ESPD ATTACHMENT

If ESPD verification has been activated for the RFQ, an ESPD must be submitted by each of the participating suppliers. If a consortium of suppliers participates, each member of the consortium must submit a separate ESPD. Every subcontractor must submit an ESPD if explicitly directed to by the buyer.

1. Suppliers will see a notification that "*An ESPD Response is Requested*" on the **RFQ Details > My Response** page. Suppliers will need to create an ESDP by clicking the **Prepare ESDP Response** action link.

2. A pop-up will display the ESPD attached by the buyer and a link to **Go to ESPD Service** where the supplier can prepare their ESPD. Once the supplier has created their ESPD, they must upload the document to the Qualification envelope.

SUBMIT RESPONSE

When the response is complete, suppliers click **Submit Response** on the **RFQ Details > My Response** page.

If any mandatory data is missing or invalid, a pop-up box will indicate the fields that must be corrected before the response can be submitted.

After the response is submitted, the response status will change from **Response to be Submitted to Buyer** to **Response Submitted to Buyer**.

Manage an RFx as a Supplier

Edit and Resubmit a Response

Suppliers may edit and resubmit their responses at any time before an RFX's **Closing Date and Time**.

*   To modify responses online, suppliers will navigate to **RFQ Details > My Response** and click **Edit Response**. When finished, they have the option to **Keep Changes** or to **Discard Changes**. Once all changes are complete, suppliers must click **Submit Changes** to finalize the modifications.

- To modify responses offline, suppliers must download the Excel questionnaire, update their responses, and then import the questionnaire into the system.

Delete an RFx Response

If the answer has not been submitted, suppliers may delete their responses at any time before an RFx's closing date and time. If the answer has been submitted, suppliers may delete their responses only during the first round of sealed RFx.

To delete their response, suppliers can navigate to **RFQ Details > My Response** and click the **Delete Response** option in the **More [...] menu**.

Once confirmed, all of the supplier's previous responses will be deleted. The supplier will return to the *My Response* page, where they will have the options to **Create Response** or **Decline to Respond**.

Withdraw an RFx Response

After deleting a response, suppliers have the option to withdraw from the RFx. To withdraw from the RFx, suppliers can navigate to **RFQ Details > My Response** and click **Decline to Respond**.

Undo Decline

Suppliers that have withdrawn from the RFx can still submit responses any time before the RFx closing date and time. To return to the RFx response creation process, suppliers can navigate to **RFQ Details > My Response** and click **Undo Decline**.