

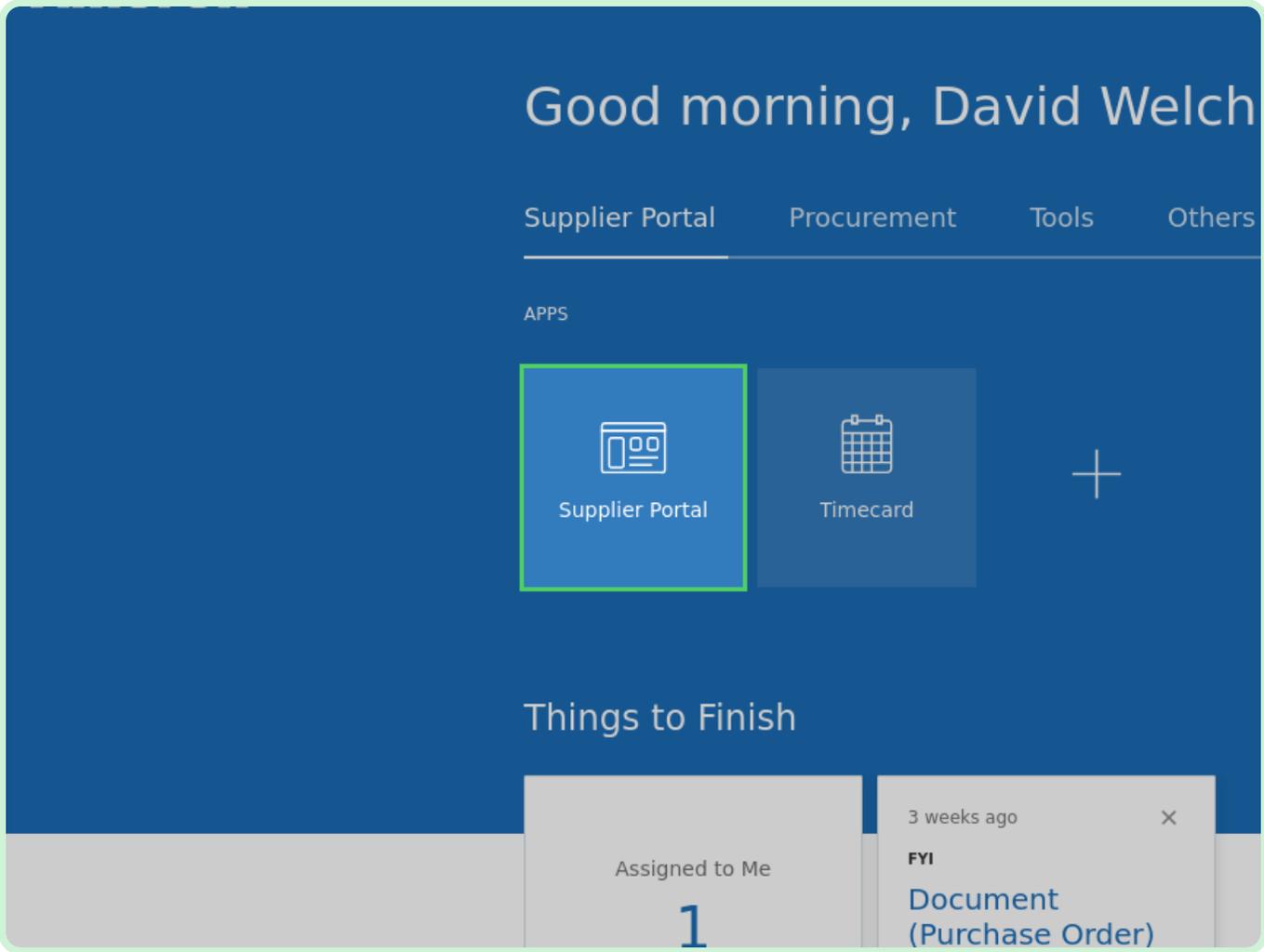
Respond to RFQ/RFI

🕒 Time to Completion: **6 minutes**

You will learn how to respond to Request for Quotation(RFQ)/Request for Information(RFI).

Step 1

Select **Supplier Portal**.



Step 2

Select **View Active Negotiations**.

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains several sections:

- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations** (highlighted with a green box)
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile

The main content area features a donut chart at the top with a legend:

- Agreements to Acknowledge (blue)
- Orders to Acknowledge (green)
- Schedules Overdue or Due Today (yellow)
- Questionnaires (red)

The chart shows 4 yellow segments and 2 green segments. Below the chart is a section titled **Supplier News**.

Step 3

In the **Negotiation** field, type **N10000066**.

The screenshot shows a software interface with a dark blue header containing the word "eren" in white. Below the header, there is a form with three main fields: "Negotiation", "Title", and "Negotiation Close By". The "Negotiation" field is highlighted with a green border. Below the form, there is a toolbar with buttons for "w", "Forn", "Freeze", "Detach", "Wrap", "Accept Terms", "Acknowledge Participation", and "Create Response". At the bottom, there is a table with columns for "Title", "Negotiation Type", and "Title". The table has one row with the number "4" in the "Title" column.

Title	Negotiation Type	Title
4		

Step 4

Select **Search**.

The screenshot shows a software interface with a dark blue header bar containing navigation icons (home, flag, bell with a red notification badge, and a user profile icon labeled 'DW'). Below the header is a grey content area. In the top right of this area is a blue 'Done' button. Below it, the text 'Time Zone Central Standard Time' is displayed. A row of buttons includes 'Manage Watchlist', 'Saved Search', and a dropdown menu currently set to 'Open Invitations'. Below these buttons is the instruction '** At least one is required'. Three filter criteria are listed: '** Invitation Received' with a 'Yes' dropdown, 'Response Submitted' with a 'No' dropdown, and 'Negotiation Open Since' with a date input field containing 'm/d/yy' and a calendar icon. To the right of these filters are three buttons: 'Search' (highlighted with a green border), 'Reset', and 'Save...'. At the bottom of the grey area is a table header with the following columns: 'Close Date', 'Your Responses', 'Will Participate', 'Unread Messages', 'View PDF', and 'Response Spreadshee'.

Step 5

In the **Search Results** table, select **N10000066** .

Note
A supplier must acknowledge participation before being able to access documents and bid on events.

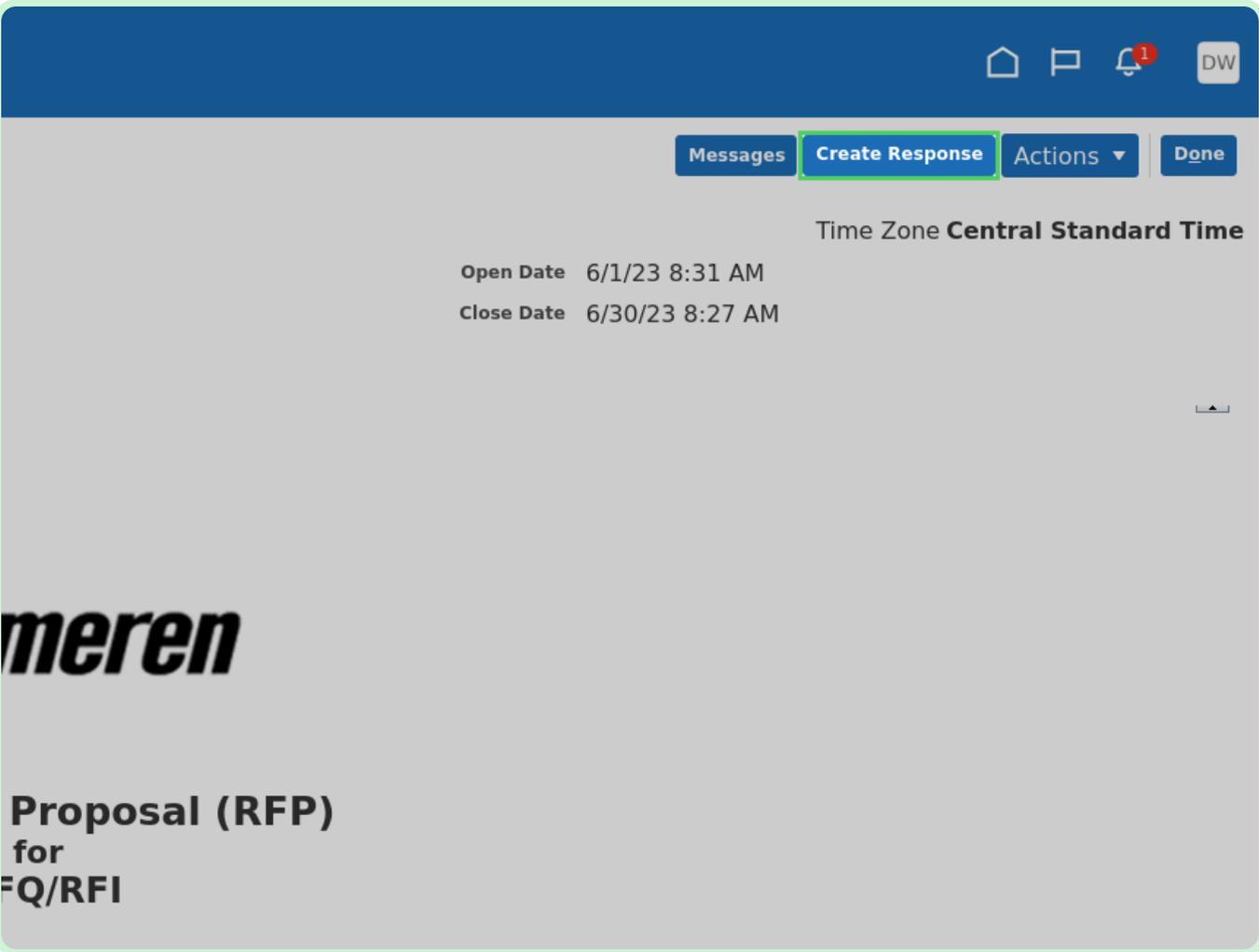
The screenshot shows a search interface with the following elements:

- Filters: **** Negotiation**, **** Title**, and **** Negotiation Close By** (with a date input field set to m/d/yy).
- Search Results: A table with the following structure:

Negotiation Title	
N10000066	RFQ/RFI
- Actions: A row of buttons including **Accept Terms**, **Acknowledge Participation**, and **Create Respo**.
- Columns Hidden: A section labeled **Columns Hidden 4**.

Step 6

Select **Create Response**.



Step 7

In the **Response Valid Until** field, type **07/31/23 11:59 PM**.

The screenshot shows a configuration interface for a contract. At the top, the **Title** is "Demo for Supplier Portal" and the **Close Date** is "7/31/23 1:28 PM". Below this, several fields are listed:

- Supplier**: OTTC DEMO TEST SUPPLIER
- Supplier Site**: 00STLOUIS
- Negotiation Currency**: USD
- Response Currency**: USD
- Price Precision**: 2 Decimals Maximum
- Response Valid Until**: m/d/yy h:mm a (with a calendar icon)

Below the fields, there is a section for **Contract Term** with a **Table** icon and a help link. A note states: "Values for the listed variables. The values you enter are automatically populated in the contract terms." Below this is a toolbar with **Format**, **Freeze**, **Wrap**, and **View** (set to "Pending variables"). A table with a **Description** header is partially visible, with the text "to display." below it. At the bottom left, the word "Editable" is partially visible.

Step 8

View **Overview**.

If applicable, edit or add any other fields.

Title Demo for Supplier Portal
Close Date 7/31/23 1:28 PM

Gen...

Supplier OTTC DEMO TEST SUPPLIER
Supplier Site 00STLOUIS
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until

▲ **Contract Term**

▲ **Variable** [?](#)

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View ▼ **Format** **Freeze** **Wrap** **View** Pending variables ▼

Name	Description
No data to display.	

▲ **Deliverable**

Actions ▼ **View** ▼ **Form** **Freeze** **Wrap**

Step 9

Select **Next**.

The screenshot shows a software interface with a dark blue header bar containing navigation icons (home, flag, notification with '1', and user initials 'ML'). Below the header, a grey bar contains a 'Review' label and a circled number '3'. A row of buttons includes 'Messages', 'Respond by Spreadsheet' (with a dropdown arrow), 'Actions' (with a dropdown arrow), 'Back', 'Next' (highlighted with a green border), 'Save' (with a dropdown arrow), 'Submit', and 'Cancel'. Below the buttons, the text 'Last Saved 7/3/23 1:10 PM' and 'Time Zone Central Standard Time' is displayed. Further down, 'Time Remaining 28 Days' is shown. The main content area includes a 'Response Type' section with radio buttons for 'Primary' (selected) and 'Alternate'. Below this are input fields for 'Reference Number', 'Note to Buyer', and 'Attachments None +'. The entire interface is framed by a light green border.

Step 10

In the **Number of years in business** field, type **10**.

Ameren

1 Overview

Create Response (Quote 5003): Requir... ?

Time Remaining 28 Days

Section 1. General Infor...

- * 1. Number of years in business
- * 2. Average Annual Revenue
- * 3. Please describe your company's organization and structure
- * 4. Provide a full listing of your company's subsidiaries

Response Attachments None +

- * 5. Please list the number of employees in your company.
- * 6. Does your company have operations outside of the US?

Step 11

In the **Average Annual Revenue** field, type **1,000,000.00**.

1 Overview

Create Response (Quote 5003): Requir... ?

Time Remaining 28 Days

Section 1. General Infor...

* 1. Number of years in business

* 2. Average Annual Revenue

* 3. Please describe your company's organization and structure

* 4. Provide a full listing of your company's subsidiaries

Response Attachments None +

* 5. Please list the number of employees in your company.

* 6. Does your company have operations outside of the US?
 a. Yes
 b. No

Step 12

In the **Please describe your company's organization and structure** field, type **test**.

Create Response (Quote 5003): Requir... ?

Time Remaining 28 Days

Section 1. General Infor...

- * 1. Number of years in business
- * 2. Average Annual Revenue
- * 3. Please describe your company's organization and structure
- * 4. Provide a full listing of your company's subsidiaries

Response Attachments None +

- * 5. Please list the number of employees in your company.
- * 6. Does your company have operations outside of the US?
 a. Yes
 b. No
- * 7. Please list the percentage of your company's employees and contingent laborers

Step 13

In the **Provide a full listing of your company's subsidiaries** field, type **test**.

Time Remaining 28 Days

Section 1. General Infor...

- * 1. Number of years in business
- * 2. Average Annual Revenue
- * 3. Please describe your company's organization and structure
- * 4. Provide a full listing of your company's subsidiaries

Response Attachments None +

- * 5. Please list the number of employees in your company.
- * 6. Does your company have operations outside of the US?
 a. Yes
 b. No
- * 7. Please list the percentage of your company's employees and contingent laborers

Step 14

In the **Please list the number of employees in your company.** field, type **100**.

* 1. Number of years in business

* 2. Average Annual Revenue

* 3. Please describe your company's organization and structure

* 4. Provide a full listing of your company's subsidiaries

Response Attachments None +

* 5. Please list the number of employees in your company.

* 6. Does your company have operations outside of the US?
 a. Yes
 b. No

* 7. Please list the percentage of your company's employees and contingent laborers

Step 15

Select the **Yes** checkbox.

2. Average Annual Revenue

3. Please describe your company's organization and structure

4. Provide a full listing of your company's subsidiaries

Response Attachments None +

5. Please list the number of employees in your company.

6. Does your company have operations outside of the US?
 a. Yes
 b. No

7. Please list the percentage of your company's employees and contingent laborers

Step 16

In the **Please list the percentage of your company's employees and contingent laborers** field, type **60**.

test

* 4. Provide a full listing of your company's subsidiaries

test

Response Attachments None +

* 5. Please list the number of employees in your company.

100

* 6. Does your company have operations outside of the US?

a. Yes

b. No

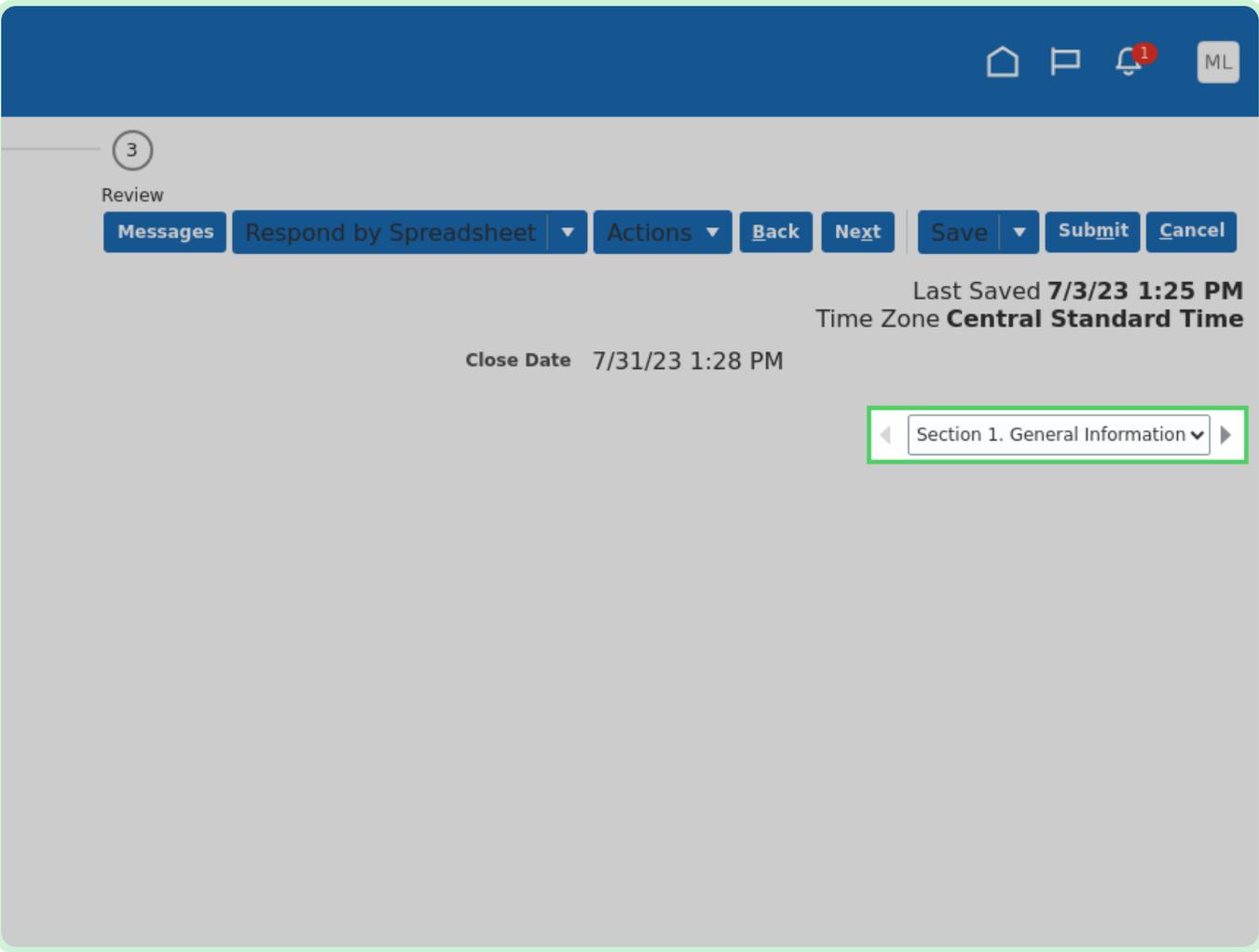
* 7. Please list the percentage of your company's employees and contingent laborers

60

Step 17

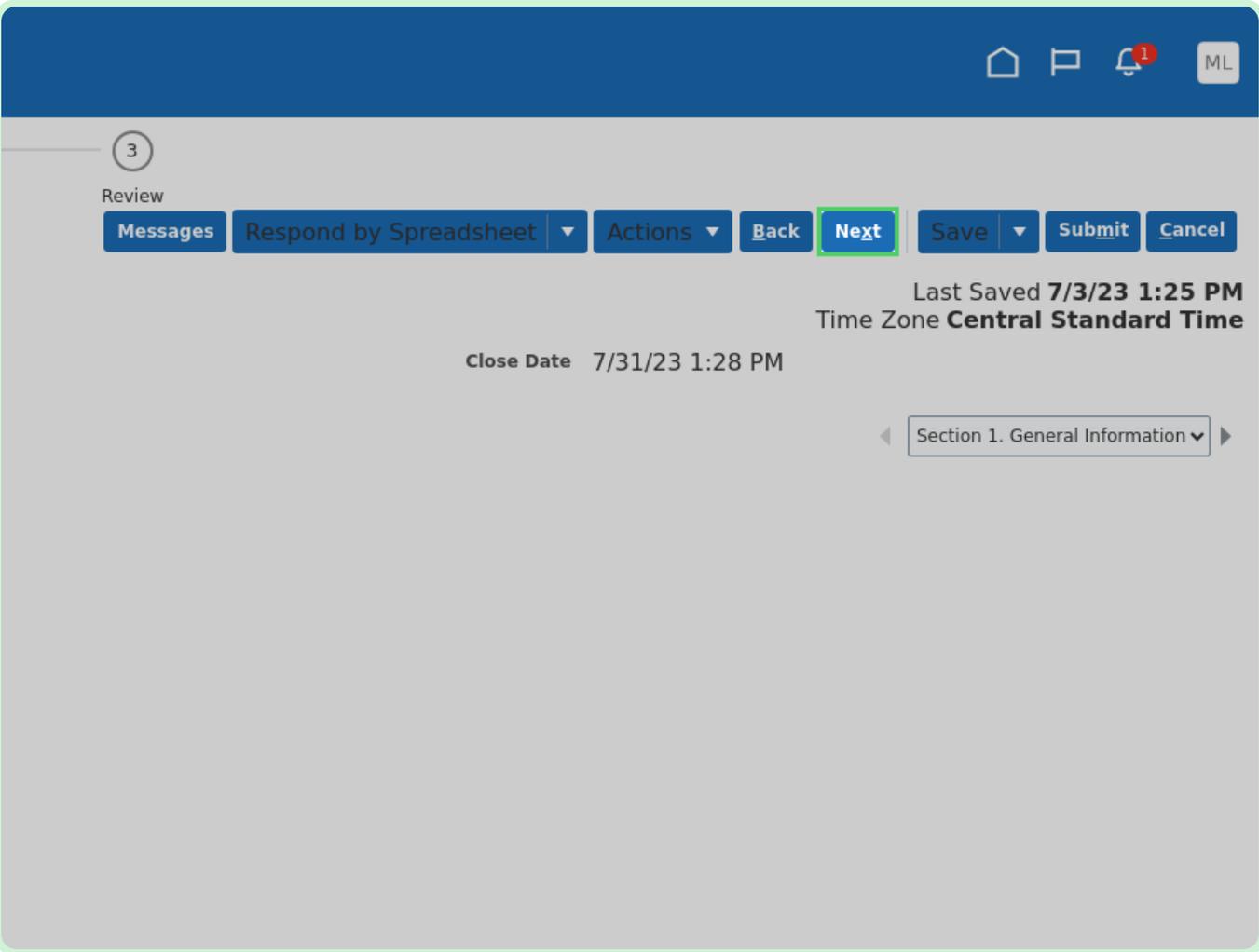
View **Section drop-down**.

You must answer the questions in each Requirements section.



Step 18

Select **Next**.



Step 19

View **Response**.

Review the information within the Overview section of the response.

Title Demo for Supplier Portal
Close Date 7/31/23 1:28 PM

Overview Requirements

Gen...

Supplier OTTC DEMO TEST SUPPLIER
Supplier Site 00STLOUIS
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until 7/31/23 11:59 PM

▲ **Contract Term**

▲ **Variable** ?

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View ▼ Format 📄 Freeze ↩ Wrap **View** Pending variables ▼

Name	Description
No data to display.	

▲ **Deliverable**

Step 20

Select **Requirements**.

The screenshot shows the Ameren Supplier Portal interface. At the top left is the Ameren logo. On the right side, there is a tab labeled '1 Overview'. Below this, the page title is 'Review Response: Quote ... ?'. The currency is set to 'US Dollar'. The main content area shows the following details:

- Title**: Demo for Supplier Portal
- Close Date**: 7/31/23 1:28 PM

Below these details, there are two tabs: 'Overview' and 'Requirements'. The 'Requirements' tab is currently selected and highlighted with a green border. Underneath the 'Requirements' tab, the following information is displayed:

- Gen...**
- Supplier**: OTTC DEMO TEST SUPPLIER
- Supplier Site**: 00STLOUIS
- Negotiation Currency**: USD
- Response Currency**: USD
- Price Precision**: 2 Decimals Maximum
- Response Valid Until**: 7/31/23 11:59 PM

At the bottom, there are two expandable sections: 'Contract Terr' and 'Variable ?'.

Step 21

View **Requirements**.

Review the information within the Requirements section of the response.

Title Demo for Supplier Portal
Close Date 7/31/23 1:28 PM

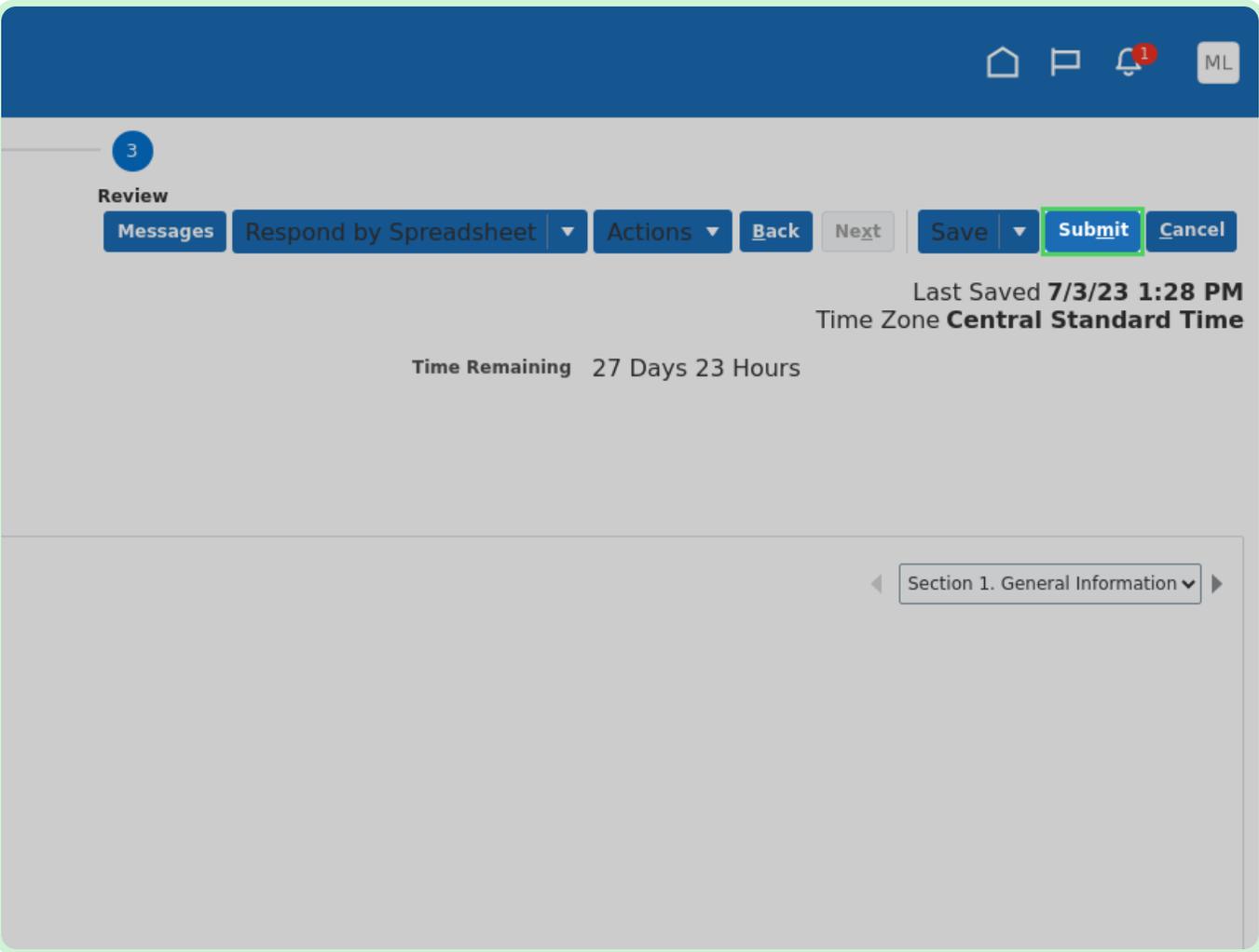
Overview **Requirements**

Section 1. General Infor...

- * 1. Number of years in business
10
- * 2. Average Annual Revenue
1,000,000
- * 3. Please describe your company's organization and structure
test
- * 4. Provide a full listing of your company's subsidiaries
test
- * 5. Please list the number of employees in your company.
100
- * 6. Does your company have operations outside of the US?
 a. Yes
 b. No
- * 7. Please list the percentage of your company's employees and contingent laborers
60

Step 22

Select **Submit**.



Step 23

Select **OK**.

The screenshot shows a web application interface with a blue header bar. Below the header, there is a list of items. The first item has the following details:

- Title: Demo for Supplier Portal
- Status: Active
- Remaining: 27

A confirmation dialog box is overlaid on the interface. The dialog box has a title bar that says "Confirmation" with a close button (X) on the right. The main text of the dialog box reads: "The response 5003 to negotiation N10000161 was submitted." At the bottom right of the dialog box, there is an "OK" button, which is highlighted with a green border.

In the bottom right corner of the main interface, there is the Ameren logo, which consists of a green fan-like icon to the left of the word "Ameren" in a bold, italicized font. Below the logo, the text "Request for Proposal (RFP) for Demo for Supplier Portal" is displayed in a bold, black font.

Step 24

Select **Home**.

Home

Messages Create Response Actions Done

Time Zone **Central Standard Time**

Open Date 6/1/23 8:31 AM
Close Date 6/30/23 8:27 AM

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Proposal (RFP)
for
FQ/RFI