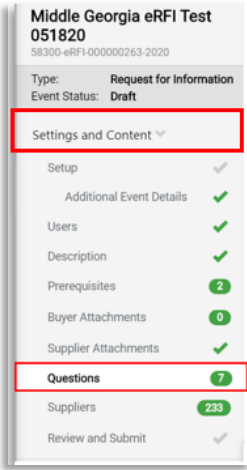
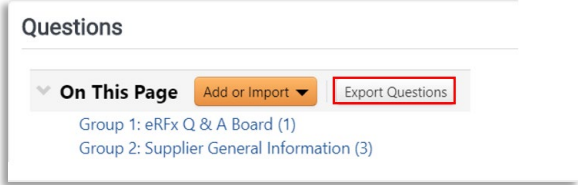
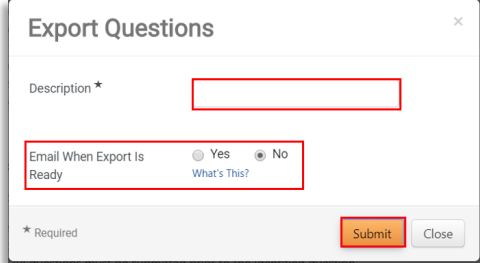


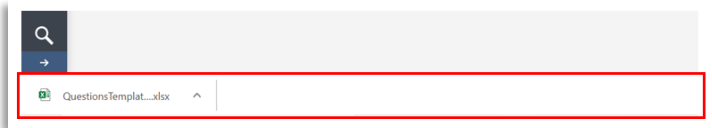
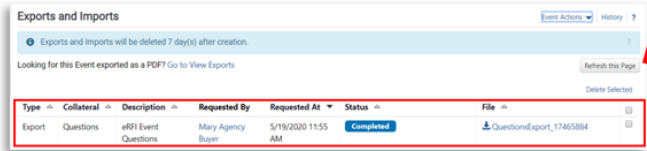
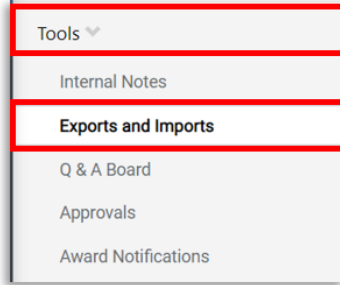


Import Event Questions Quick Reference Guide Jaggaer Sourcing Director (USG)

Import Event Questions (all RFx Types)	
<p>1. Access the Questions Menu</p> <ol style="list-style-type: none">Navigate to your Event and select the “Settings and Content” menuSelect the “Questions” link	
<p>2. Export Existing Questions</p> <ol style="list-style-type: none">To retain all existing questions prepopulated as part of the eRFx template, you must select “Export Questions”This will generate a system template that can be used to add, edit or delete questions. <p>TIP: Using the “Export Questions” option allows you to retain all existing questions included in the Event. You must use system-generated export template to ensure a successful upload.</p>	
<p>3. Generate Export File</p> <ol style="list-style-type: none">Add a Description for the file (e.g. eRFI Event Questions). This will help you locate the file in your Exports & Imports menu.OPTIONAL: select “Yes” if you would like to receive an email alert once the export file is ready.Click “Submit”	

4. Download File from “Exports and Imports” Menu

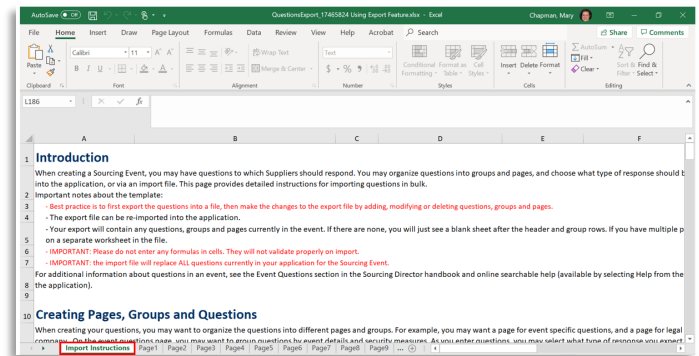
- a. Once you complete the prior step, the system will automatically open the Tools menu, Exports and Imports menu
- b. Locate the Export File and verify the Status shows “Completed”. If the status is still pending, you may need to click the “Refresh this Page” button
- c. Once the status is “Completed”, click the File Name to download
- d. Click to open the file from your “downloads” bar at the bottom of your computer screen
- e. Save the Excel file to your computer while you make edits



5. Review Export File Instructions

- a. Click on the “Import Instructions” Tab of the Excel file to review instructions

TIP: It is not necessary to delete the instructions tab. This tab can be retained to assist the buyer.



6. Add/Edit Questions

- a. Click on next tab to begin your review of existing questions. Note that all pre-populated questions from the eRFx event are automatically included. If using the eRFx template, the tabs will be labeled based on question types.
- b. Review and edit existing questions as needed.
- c. Scroll to the last question on the current to begin adding new questions.

TIP: Do not leave a blank row in-between questions. The system will interpret a blank row as the end of questions for that tab.

Event Name: Janitorial Services for Georgia State University
Event Number: 50900-eRFP-00000149-2021

Page Name: Mandatory Questions

Type	Group Title or Question Text	Response Required?	Conditional Upon	Conditional Upon Value	Response Type
Group	Group 1				
Question	Does the supplier have five years of experience providing this type solution?	Yes			Yes/No
Option					
Question	Is the supplier's security policy consistent with NIST and the following GTA policyXXXXX?	Yes			Yes/No
Option					
Question	Supplier has obtained the required certification XXXXX. Please attach a copy.	Yes			File Upload
Question	Supplier must have its data center located in the United States	Yes			Yes/No
Option					
Group	Group 2				
Question	Supplier must meet this requirement. Please acknowledge	Yes			Yes/No
Option					
Option					

Import Instructions | 1-Supplier General Information | 2-Mandatory Questions | 3-Mandat ...

7. Add New Group

- a. **Note:** Groups are used to organize questions by topic (for example, Supplier Experience, System Security Requirements, etc.)
- b. Select the dropdown menu under the "Type" Column and select "Group"
- c. In the "Group Title or Question Text" column, enter a title for your group

Event Name: Middle Georgia Test eRFI for Import Questions 051920
 Event Number: 58300-eRFI-00000271-2020

Page Name: 1

Type	Group Title or Question Text	Response Required?
Option		
Group	Supplier General Information	
Question	Company Name (Provide full legal name)	Yes
Question	Street Address	Yes
Question	City	Yes
Question	State	Yes
Option		
Group		
Question		
Option		
Numeric Range		
Date Range		
Supplier Profile Content		

Group [Redacted]

8. Add Individual Questions to New Group

- a. Select the dropdown menu under the "Type" Column and select "Question"
- b. In the "Group Title or Question Text" column, type or paste the Question text
- c. In the "Response Type" column, click the drop-down menu and select the option for suppliers to respond to the question
- d. Repeat the steps above to add more questions

TIP: fields are highlighted in YELLOW to alert you where data entry is needed.

Repeat steps above until all questions have been added.

Type	Group Title or Question Text	Response Required?
Question	Street Address	
Question	City	
Question	State	
Group	Supplier Experience	
Option		
Group		
Question		
Option		
Numeric Range		
Date Range		
Supplier Profile Content		

Group Supplier Experience

Question [Yellow Highlight]

Response Required?

Yes

Yes

Yes

[Yellow Highlight]

Yes

No

Response Type

[Yellow Highlight]

Text (Single Line)

Text (Multi-Line)

Numeric Text Box

Yes/No

Dropdown List (Pick One)

Multiple Choice (Pick One)

Multiple Select (Pick Many)

File Upload

9. Import Completed Event Questions

- Navigate to your Event and select the "Questions" link from the Settings and Content menu
 - Click "Add or Import"
 - Select "Import from File" and then "Import"
 - Select "Choose File" then browse and select your completed Event Questions file
 - Next, add a general description for the file (e.g. Event Questions)
 - OPTIONAL: select "yes" if an email alert is desired once the import is complete
 - Select "Submit"
 - On Confirm pop-up menu, select "Yes"
 - The system will now open the "Tools" menu, Imports and Exports. View the status of your import.
 - Select the "Refresh this Page" button if the status does not change within a few seconds. The status should change to "Completed with Errors/Warnings."
- NOTE: this generally refers to the "Confirm" warning alert the buyer received that the imported file will replace any existing questions within the Event.

Middle Georgia eRFI Test
051820
58300-eRFI-000000263-2020

Type: Request for Information
Event Status: Draft

Settings and Content ▾

- Setup ✓
- Additional Event Details ✓
- Users ✓
- Description ✓
- Prerequisites 2
- Buyer Attachments 0
- Supplier Attachments ✓
- Questions 7**
- Suppliers 233
- Review and Submit ✓

Questions

On This Page Add or Import ▾ Export Questions

- Group 1: eRFx Q Add Question Page
- Group 2: Supplie Add Question Group
- Group 3: Supplie Add Block Questions With Supplier Profile Content
- Group 4: Pricing
- Group 5: Supplie
- Group 6: Access
- Group 7: Billing
- Group 8: Data (3)

Import from Library Import

Import from File Get Template

Import Questions

Supported file types are .xlsx and .xls

This import action will **replace** all existing questions. To retain the questions, first export them, then make changes to the export before importing them.

Import Action: Import ▾

File Name * **Choose File** No file chosen

Description:

Email When Import Is Ready: Yes No

* Required **Submit** Close

Confirm

This import action will replace all existing data in this section of the sourcing document. Are you sure you want to import?

Yes No

Exports and Imports

Exports and Imports will be deleted 7 day(s) after creation.

Looking for this Event exported as a PDF? Go to View Exports

Type	Collateral	Description	Requested By	Requested At	Status	File
Import	Questions	Event Questions	Mary Agency Buyer	5/19/2020 12:56 PM	Pending	
Import	Questions	Event Questions	Mary Agency Buyer	5/19/2020 12:56 PM	Completed with Errors/Warnings	QuestionsExport_17465824 Using Export Feature.xlsx

10. Validate Import

- Return to the “Settings and Content Menu” and select “Questions”
- Review and confirm all imported questions now appear

Middle Georgia Test eRFI for Import Questions 051920
58300-eRFI-000000271-2020

Type: Request for Information
Event Status: Draft

Settings and Content

- Setup ✓
- Additional Event Details ✓
- Users ✓
- Description ✓
- Prerequisites 2
- Buyer Attachments 0
- Supplier Attachments ✓
- Questions 29

Questions

On This Page Add or Import Export Questions

- Group 1: eRFx Q & A Board (1)
- Group 2: Supplier General Information (3)
- Group 3: Supplier Experience (3)
- Group 4: Pricing (2)
- Group 5: Supplier Experience (6)
- Group 6: Access (2)
- Group 7: Billing (9)
- Group 8: Data (3)

Group 1: eRFx Q & A Board

#	Question Text
1.1	Supplier Question & Answer: Any questions regarding this event to the issuing officer in writing by using the Q & A Board within t bidding tool. All questions must be submitted prior to the identif submission deadline. Answers will be posted by the Issuing Office Board or as a file attachment that all suppliers can view prior to t date. ★

System Limitations:

Note the following limitations for **importing** Questions and Items (these limits do not apply to entering Questions and Items in the UI).

- Number of questions in an event – 500
- Number of pages in an event – 50
- Number of groups in a page – 25
- Number of options allowed for drop-down or multiple choice response type questions - 100
- Maximum number of questions in a page - 100
- Maximum number of items in an event – 2000
- Maximum number of groups for item – 25