# Electronic Request for Information (eRFI) Process
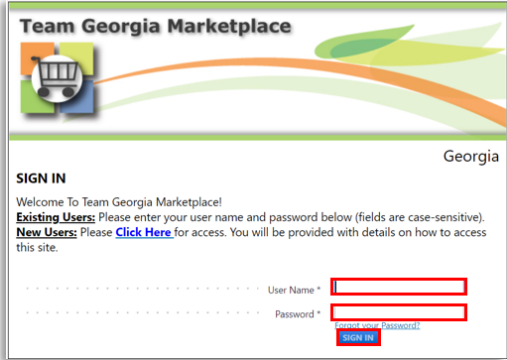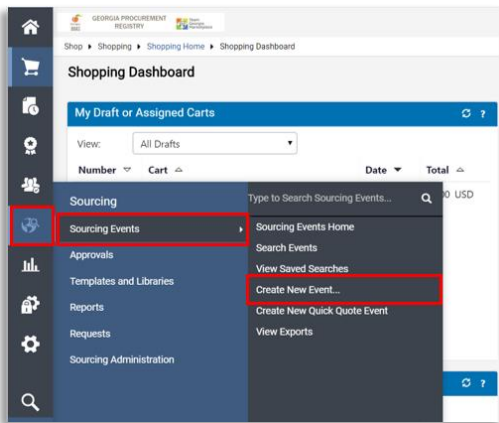
# Jaggaer Sourcing Director for the University System of Georgia

| Create Draft eRFI | |
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| **1. Access Website to Sign In**<br>   a. Open up a web browser<br>   b. Go to https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia | |
| **2. Enter Logon Credentials**<br>   a. Enter User Name<br>   b. Enter Password<br>   c. Select "SIGN IN" |  |
| **3. Access the Sourcing Menu**<br><br>   a. Navigate to Sourcing Menu Icon<br>   b. Select "Sourcing Events"<br>   c. Select "Create New Event…" |  |

| **Create Draft eRFI** | |
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| 4. **eRFI Title and State Entity Name**<br>   a. In the "Event Title" Field, **include the State Entity Abbreviation** plus Event Title Name (e.g., KSU Consulting Services)<br>   b. Select/Confirm your Entity's Name<br>   c. Click "Next"<br><br>**TIP:** including State Entity Name in Event Title will assist in Sourcing Director event list (as there is no column to display state entity's name). | Create Sourcing Event<br><br>About the Sourcing Event  (Step 1 of 2)<br>Event Title *<br>Entity Name *  Entity Name Name<br><br>* Required    Next › |
| 5. **Select Event Type and Template**<br>   a. In the "Event Type" Field, click the magnifying glass<br>   b. select "Request for Information"<br>   c. **RECOMMENDED:** Use the eRFI template to simplify event creation<br>      i. Click the magnifying glass for the "Create from Template" field<br>      ii. Click the "Select" button for eRFI template<br>   d. Select "Create Sourcing Event" | Create Sourcing Event<br><br>About the Sourcing Event  (Step 2 of 2)<br>Event Type *  Event Type<br>Create from Template  Template Name<br><br>Sourcing Event Type<br><br>Name<br>Request for Information  Select<br>Request for Proposal  Select<br>Request for Qualified Contractors  Select<br>Request for Quote  Select<br><br>Create Sourcing Event<br><br>About the Sourcing Event  (Step 2 of 2)<br>Event Type *  Event Type<br>Create from Template  Template Name<br><br>Sourcing Event Templates<br><br>Name<br>eRFI template  Select |

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|  | **Create Sourcing Event** ✕<br><br>**About the Sourcing Event** *(Step 2 of 2)*  ?<br><br>Event Type * ⓘ　　　Request for Information  ✕  🔍<br>Create from Template　　eRFI template  ✕  🔍<br><br>* Required　　　　　　　❮ Previous　**Create Sourcing Event** |
| **6. Confirmation of Draft Event**<br>　a. Verify the draft Event has been<br>　　 successfully created | TRAINING SITE<br>Sourcing ▸ Sourcing Events ▸ Search Events<br><br>**GSU Enrollment**<br>**Management System eRFI**<br>50900-eRFI-000000083-2021<br><br>✔ **Success**<br>The draft Event, entitled GSU Enrollment<br>Management System eRFI, has been<br>successfully created in Sourcing Director.<br><br>**Setup**<br>Type:　　**Request for Information**<br>Event Status:　**Draft**　　Event Title *　　GSU Enrollment Management System<br>　　　　　　　　　　　Event Type ⓘ　　Request for Information<br>Settings and Content ❮　　Entity　　　　Georgia State University<br>**Setup**　　　　　✔　　Event Number *　50900-eRFI-000000083-2021<br>Additional Event Details　✔　　Stage Title ⓘ |
| Once the event draft is created, you'll complete a setup wizard to assist with completion and submission of your event.<br><br>At the bottom of each page of the wizard, there is a button to save progress and to move on to the next page.<br><br>You can also navigate through the various pages of the setup wizard by selecting the page desired on the left side of the screen.<br><br>There is also a Tools option at the bottom of the setup wizard.  Continue event set-up by completing steps below. | **GSU Enrollment**<br>**Management System eRFI**<br>50900-eRFI-000000227-2022<br><br>Type:　　**Request for Information**<br>Event Status:　**Draft**<br><br>Settings and Content ⌄<br><br>**Setup**　　　　　　　　✔<br>　Additional Event Details　　　✔<br>　Users　　　　　　　　　✔<br>　Description　　　　　　　✔<br>　Prerequisites　　　　　　③<br>　Buyer Attachments　　　　①<br>　Supplier Attachments　　　✔<br>　Questions　　　　　　　⑥<br>　　Supplier General Informa…<br>　　RFI Questions<br>　Suppliers　　　　　　　⓪<br>　Review and Submit　　　　✔<br><br>Tools ❯<br><br>★ Required　　　　　Save Progress　Next ❯ |

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| **7. Settings and Content**<br>    a. View Event Title and Edit as needed<br>    b. Note that Event Number is automatically assigned by the system<br>    c. The "Stage Title" field should be left blank (not applicable to RFIs)<br><br>**NOTE:** The Event Type and Entity cannot be edited once the draft is created. If there was an error in selecting the Event Type or Entity, then the draft event should be deleted and a new drafted started. | **Setup**<br><br>Event Title ★     GSU Enrollment Management System<br>Event Type ❓     Request for Information<br>Entity     Georgia State University<br>Event Number ★     50900-eRFI-000000083-2021<br>Stage Title ❓ |
| **8. Select First NIGP Code**<br>    a. Click the "Edit" button for Reporting NIGP Code<br>    b. Search for the NIGP code by number or text description and click the magnifying glass icon<br>    c. View the search results and click "Select" for the desired code<br>    d. Confirm the desired code appears or select "edit" to modify<br><br>❗ **IMPORTANT:** Do NOT select an NIGP code ending in "00". No suppliers are allowed to register with NIGP codes ending in "00" so this would prevent email notifications being sent to registered suppliers. | **⌄ NIGP Codes**<br><br>Reporting NIGP Code ❓    –    Edit<br>Additional NIGP Codes    –    Edit<br>Forced Supplier Invitation by NIGP Code    Yes<br><br>**NIGP Codes**<br>Search by commodity code name, number, or description<br>🔍<br><br>consulting<br>🔍<br>‹ ›   Page 1 of 4   1-20 of 79 Results   20 Per Page ▼<br><br>**NIGP Code**    **Description**<br>90528    Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)   Select<br>91800    CONSULTING SERVICES ✖   Select ✖<br>91802    Audio/Visual Consulting Services   Select<br>91803    Alcohol and Drug Abuse Consulting Services   Select<br>91804    Accounting/Auditing/Budget Consulting   Select<br>91806    Administrative Consulting   Select<br>91807    Advertising Consulting   Select<br>91809    Agricultural Consulting   Select<br>91810    Air Pollution Consulting   Select<br>                                       Close<br><br>**⌄ NIGP Codes**<br>Reporting NIGP Code ❓    91806 - Administrative Consul...   Edit |
| **9. Select Additional NIGP Codes**<br>    a. To add more than one NIGP code (RECOMMENDED), select the "edit" button beside Additional NIGP Codes<br>    b. Repeat the steps above to search<br>    c. Click the box to add a "check" for each desired additional code<br>    d. Click "Done"<br>    e. Click "Save Progress" at the bottom of the page<br>    f. To view codes selected, click "xx Values Selected" to view additional codes | **⌄ NIGP Codes**<br><br>Reporting NIGP Code ❓    91806 - Administrative Consul...   Edit<br>Additional NIGP Codes    –    Edit<br>Forced Supplier Invitation by NIGP Code    Yes |

| Complete Event Set-Up | |
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| **TIP #1:** You must first select "Save Progress" before you are able to click and view the codes that are selected for the Additional NIGP Codes line.<br><br>**TIP #2:** To remove an NIGP Code selected in error, click Edit and then search for the specific NIGP code to be removed.  From the search results, select "Remove" (for the reporting NIGP code line) or deselect the checkbox (for the additional NIGP code line). |  |
| **10. Display and Communication**<br>    a.  Enter brief description to be displayed on Jaggaer Sourcing Director site.<br>    b.  RECOMMENDED: include state entity's full name in the description. |  |
| **11. Posting Dates**<br>    a.  Verify Time Zone is set to "Eastern Standard Time"<br>    b.  Identify "Open Date" (must be today or in the future)<br>        i.  Click Calendar to Select Date<br>        ii.  Click Clock to Select Time<br>    c.  Identify "Close Date"<br>        i.  Click Calendar to Select Date<br>        ii.  Click Clock to Select Time<br>    d.  Click "Save Progress"<br><br>**IMPORTANT: VERIFY THAT YOU HAVE NOT SELECTED A STATE HOLIDAY, WEEKEND OR OTHER DATE WHEN YOU WILL BE OUT OF THE OFFICE. ENSURE CLOSING TIME IS** |  |

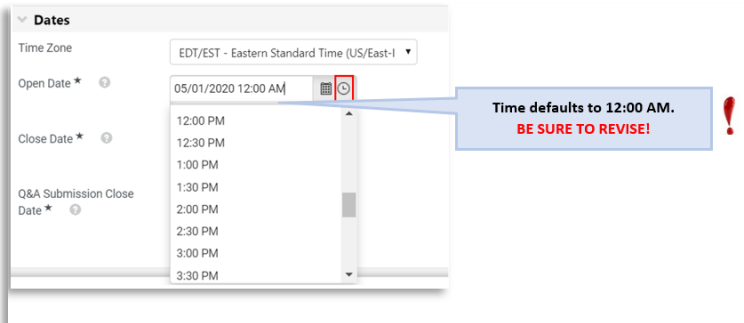## Complete Event Set-Up

**BETWEEN THE FOLLOWING TIMEFRAME (10AM – 2PM) TO ENSURE SUPPLIER'S ACCESS TO HELPDESK SUPPORT.**

**TIP #1:** Once the date is selected, the time defaults to 12:00 AM. Be sure to revise the time to normal busines hours.

**TIP #2:** Click the ❓ symbol for Close Date to view the posting guidelines based on dollar value.

**TIP #3:** *Wait to finalize the event open and close dates* until you are ready to finalize and post the Event. This prevents submitting with "old" dates that are invalid or failing to observe the minimum posting period.

The Close Date is the date in which the bidding period ends and Suppliers can no longer submit a response.

**Public Posting Guidelines**

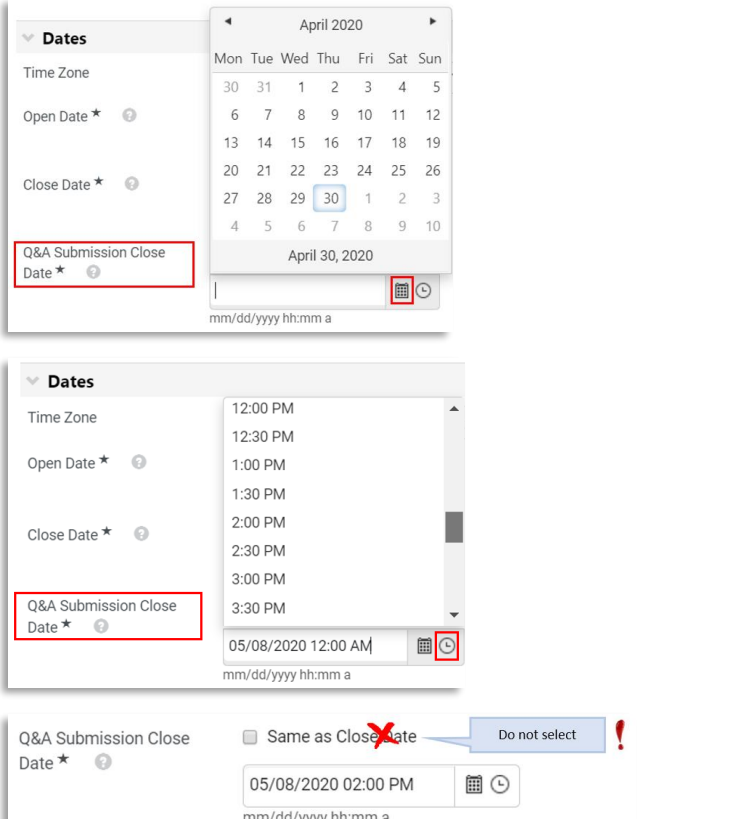| If the Estimated Contract Value is... | Then the Posting Period is... |
|---|---|
| $0 - $24,999.99 | No Posting Required |
| $25,000 - $99,999.99 | Minimum of 3 Business Days |
| $100,000 - $249,999.99 | Minimum of 5 Business Days |
| $250,000 and above | Minimum of 15 Business Days |
| Construction/ Public Works Contracts | Minimum of 30 Calendar Days |

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12. **Set Q&A Deadline**
    a. Identify Deadline for Suppliers to submit questions to the issuing officer
        i. Click Calendar to Select Date
        ii. Click Clock to Select Time
    b. Select "Save Progress"
    c. Select "Next"

**TIP:** The deadline for submitting questions should allow enough time for the issuing officer to review and post answers prior to the closing date. For that reason, **do not select** the "Same as Close Date" box for the Q&A deadline as this does not allow time for responses.

| Complete Event Set-Up | |
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| **13. Enter Additional Event Details**<br>a. Enter Fiscal Year Event will be Posted (e.g., 2020, 2021, etc.)<br>b. For Purchasing Type, select "Request for Information – No Contract Issued" from drop-down list<br>c. Select Category Type from drop-down list<br>d. OPTIONAL: enter state entity's website address in the URL field | **Additional Event Details**<br><br>Fiscal Year ★<br>Purchasing Type ★<br>Category Type ★<br>URL |
| **14. Enter Offerors' Conference Information**<br>a. Indicate whether an offerors'/bidders' conference will be conducted by the State Entity.<br>   i. Choose "N/A" if no conference will be held<br>     OR<br>   ii. If conference will be offered, select whether supplier attendance is "Optional" or "Mandatory". Continue to identify location and additional comments related to conference.<br><br>b. Select "Save Progress"<br>c. Select "Next"<br><br>**NOTE:** This information is transmitted and displayed on the Georgia Procurement (GPR) as part of the public notice.  It is <u>not</u> visible within the event itself.  The issuing officer must also include offerors' conference information by publishing **SPD-SPR010 Bidders/Offerors' Conference Announcement** in the Buyers' Attachment section. | **Offerors' Conference Information**<br><br>Offerors Conference ★<br>Offerors Conference Date<br>N/A<br>Offerors Conference Time   Optional<br>Offerors Conference   Mandatory<br>Location<br><br>Offerors Conference Date   mm/dd/yyyy<br>Offerors Conference Time<br>Offerors Conference Location<br>Offerors Conference Street<br>Offerors Conference City<br>Offerors Conference State<br>Offerors Conference Zip<br>Offerors Conference Comments<br>2000 characters remaining<br><br>★ Required     ‹ Previous   Save Progress   Next › |
| **15. Review/Assign Users**<br>a. Verify Event Creator and Owner information is correct<br>b. Verify contact information that will be displayed to suppliers is correct<br>c. OPTIONAL: assign additional stakeholders (if any) that will have access to view the event and responses (e.g., CUPO, other buyer, or any other individual that is set up to "view events", etc.)<br>   i. Click Edit Users<br>   ii. Search by username, email address<br>   iii. Select Individual | Users   Event Actions ▾  History ?<br>ⓘ Sourcing Events have a limit of 500 users per Role, Department or Business Unit for notifications and e-mails. When the limit is exceeded, sourcing events can still be created and executed but not all users will receive notifications and e-mails.<br><br>Event Creator ★   SPD Admin, Mary<br>Event Owners ★   Event Owners have full control over this event:  👤 Edit Users<br>   SPD Admin, Mary<br>   Event Managers on this Entity Name have full control over this event:<br>   Department: 40199 (State Purchasing Division (SPD)) (11 users)<br>Contacts ★   Contact information for these users is shown to suppliers:  👤 Edit Users<br>   SPD Admin, Mary<br>Stakeholders   Stakeholders can view the event and responses:  👤 Edit Users<br>   No User Selected<br>   Stakeholders on this Entity Name can view the event and responses |

| Complete Event Set-Up | |
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| iv.   Select "Save Changes"<br>d.  Select "Save Progress"<br>e.  Select "Next"<br><br>**NOTE:** only individuals with Jaggaer accounts will be visible; contact the CUPO to add users. | |
| **16. Event Description**<br>    a.  If the eRFI template was selected, then the tool prepopulates standard text. Review "Instructions to Issuing Officer", edit text, and then delete notes<br>    b.  Otherwise, please add text.<br>    c.  <u>Please be sure to include state entity's full name in the description</u>.<br><br>**NOTE**: this description will be displayed to suppliers on the Georgia Procurement Registry | |
| **17. Stage Description (OPTIONAL)**<br>    a.  This is not applicable during event set-up. <u>This can be left blank.</u><br>    b.  Select "Save Progress"<br>    c.  Select "Next" | |
| **18. Add Event Prerequisites**<br>    a.  If the eRFI template was selected, then the tool prepopulates standard Event Prerequisites for the eRFI. Select the "Actions" button to edit or delete as needed.<br>    b.  To add additional prerequisites, click "Add Prerequisite" and select from the following:<br>       i.  "Add New Prerequisite" (to add custom) <u>OR</u><br>      ii.  Select "Add from Library" (to browse and select standard prerequisite(s))<br><br>**NOTE**: Suppliers must acknowledge/respond to prerequisites (either before accessing the event or before submitting an electronic response depending on how the prerequisite is configured).<br>The lock symbol indicates the supplier must acknowledge prior to viewing the event.<br>The star symbol indicates the supplier must acknowledge prior to submitting an electronic response<br>🔒 Required to View Event<br><br>★ Required to Enter Bid | |

| Complete Event Set-Up | |
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| **Add Event Prerequisites (CONT.)**<br>   i.  **Add New Prerequisite (to add custom)**<br>      a.  Select "Add New Prerequisite"<br>      b.  In the "Instructions to supplier", add a title to describe the requirement<br>      c.  For "prerequisite content", select to enter text directly or attach a file with additional information<br>      d.  For "Type", select whether the prerequisite is "optional," "required to view event" or "required to enter bid."<br>      e.  Edit "Certification Text" as desired<br>      f.  If the supplier is required to include an attachment, select the checkbox<br>      g.  Use the Display Order to change position of new prerequisite as it will appear with any other prerequisites added<br>      h.  Select "Save Changes"<br>      i.  Repeat the steps above to add additional custom prerequisites | |
| **Add Event Prerequisites (CONT.)**<br>   i.  **Add Prerequisite from Library (standard)**<br>      a.  Select "Add from Library"<br>      b.  Select the magnifying glass<br>      c.  Click "Select" for GA Library<br>      d.  Click "checkbox" for each desired prerequisite<br>      e.  Click "Add Selected Prerequisites"<br>      f.  Confirm desired prerequisites appear<br>      g.  Click the "Actions" drop-down to edit or delete<br>      h.  Repeat the steps above to add additional prerequisites<br>      i.  Click "Save Progress"<br>      j.  Click "Next" | |

The star symbol indicates the supplier must acknowledge prior to submitting an electronic response

The lock symbol indicates the supplier must acknowledge prior to viewing the event

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**19. Add Buyer Attachments**
  a. Select "Add Attachment" and select from:
      i. Add New Attachment
         OR
      ii. Add From Library
  b. For **New Attachments**, please
      i. Create a Display Name (which will appear to the supplier)
      ii. Click "Select File" to search for file, browse and click the file, then click open
      iii. Confirm Desired File Appears
      iv. Add any additional comments for the file
      v. Click "Save Changes"
      vi. Repeat steps above for each additional file
  c. On main "Buyer Attachments" page, select "Actions" button to edit, delete or modify the attachments
  d. Click "Save Changes"
  e. Click "Next"

**TIP:** If you are using the eRFI template within Jaggaer Sourcing Director, there is no need to separately attach SPD-PS013 State Entity eRFI Template.



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**20. Supplier Attachments**
  a. Observe that all event types are set up to allow suppliers to upload attachments
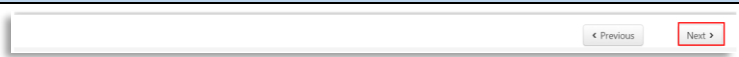
| | |
|---|---|
| b. Click "Next" |  |
| **21. Event Questions**<br>    a. **RECOMMENDED:** To allow suppliers to answer questions directly within the Sourcing Tool, add event questions.<br>    b. When using the template, the tool will prepopulate standard questions.<br>    c. To add event questions, you can use any of the following options:<br>        i. Select "Add New Question" to enter a custom question<br>        ii. Select "Add from Library" for standard questions<br>        iii. Select "Import from File" to upload previously prepared questions <span style="color:red">IMPORTANT: you must use system template.</span><br>    d. Questions are organized into "groups" and "Pages". To add a new question to a particular group, select the "Add Question" button for the identified group.<br>    e. Select "Save Progress"<br>    f. Select "Next"<br><br>**NOTE:** Use of Event Questions is optional but strongly recommended. As an alternative, questions can be uploaded as a file attachment in the Buyer Attachments section.<br><br>**TIP:** Review the *Import Event Questions Quick Reference Guide* for additional instructions. | <br><br><br><br> |
| **22. View Suppliers Invited by NIGP Code**<br>    a. View the "Suppliers Invited by Commodity Code" to see which registered suppliers will receive an email notification based on the NIGP Code(s) selected<br>    b. Invite additional suppliers by completing the next step |  |

| Complete Event Set-Up | |
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| **23. Invite Additional Suppliers**<br>   a. Select the "Add Suppliers to Event" tab to invite additional <u>registered</u> suppliers by search<br>      <u>OR</u><br>   b. Select "Manually Invite Suppliers" and desired option<br>      i. To add individually, select "Add Supplier to Event"<br>      ii. Enter Supplier Name, contact person and email address<br>      iii. Click "Save" or "Save and Add Another"<br>   c. Select "Save Progress"<br>   d. Select "Next"<br><br>**NOTE:** The "Search Registered Suppliers" menu allows the buyer to search for additional companies that are registered in Team Georgia Marketplace™ (TGM) (*In Network*) or that are registered directly with Jaggaer (*Out of Network*). The buyer can search for suppliers by name, supplier contact, location or NAICS code. <span style="color:red">As the State has not adopted NAICS codes, this search feature will not work to find *In Network* suppliers.</span> | <br><br> |
| **24. Review and Submit**<br>   a. Review your progress for each section<br>   b. Click the Section Title to return to a section for editing<br>   c. Once satisfied, click "Submit"<br>   d. View the "Event Submitted" confirmation page and summary of your event posting |  |

| Complete Event Set-Up | |
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| **25. Complete Final Approvals**<br>a. Select "Return to My Event"<br>b. Observe the event status. If status is "Approved", no further action is required. If status is "Pending", then review pending approvals.<br>c. Open the "Tools" menu and select "Approvals"<br>d. Observe the steps remaining in the "Sourcing Event Approval Workflow" tab. The **Buyer Pre Bid Finalization** approval step requires the buyer to approve the event before it will be in approval status.<br>e. Perform a final review of your event. When ready, select the "Workflow Actions" drop down. Select "Approve."<br>f. Observe new status of event. If no other approvals are remaining, the status will display as "Approved.<br><br>**NOTE:** Once the scheduled open date/time arrives, the event will transition to "Open" status, a public notice will appear on the Georgia Procurement Registry, and courtesy emails will be sent to all invited suppliers. |  |

| Complete Event Set-Up | |
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| | This event is **Approved**. It will be opened to suppliers on 8/2/2021 9:00 AM EDT. <br><br> **GSU Enrollment Management System eRFI** <br> 50900-eRFI-000000225-2022 <br> Type: Request for Information <br> Event Status: Approved <br><br> Settings and Content ＞ <br> Tools ⌄ <br><br> **Approvals** <br> Sourcing Event Approval Workflow / Sourcing Event Evaluation Workflow <br><br> ➡ Submitted 8/2/2021 7:51 AM — **Buyer Pre Bid Finalization** Approved ✓ / ✓ GSUstudent03 Train — ✓ Completed 8/2/2021 8:07 AM |
| **26. Email Notification to Supplier** <br><br> Once the event is Open, email notifications will be sent to all invited suppliers. The email will include a link to view the event. Interested suppliers may elect to respond. To submit an electronic bid, suppliers will be prompted to create an account in Jaggaer Sourcing Director. | Georgia DOAS **GEORGIA PROCUREMENT REGISTRY** **TRAINING SITE**   Team Georgia Marketplace <br><br> **Event Announcement to Suppliers** <br><br> Train 01 Supplier <br> train.supplier01@doas.ga.gov <br><br> Georgia State University, a Georgia government entity, has posted an Event which is available for your company's response. Your firm may have been selected based on NIGP code(s) listed in your registration profile. <br><br> The Event details are summarized below. <br><br> **Event Number:** 50900-eRFI-000000225-2022 <br> **Event Title:** GSU Enrollment Management System eRFI <br> **Event Open Date:** 8/2/2021 at 9:00 AM EDT <br> **Event Close Date:** 4:00 PM EDT <br><br> The event can be reviewed at: https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=50900-eRFI-000000225-2022&sourceSystemType=jag <br> (Please Copy and Paste the link into a browser) <br><br> You can respond to the event at: Please click the link to view the sourcing event <br><br> For first time users, please register at https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL? prior to accessing the event. |

| Managing Question and Answer (Q&A) Board |
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| Review the *Managing Q&A Board Quick Reference Guide* for additional instructions. |

| Amending, Extending or Cancelling Events |
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| Review the *Amending, Extending or Cancelling Events Quick Reference Guide* for additional instructions. |

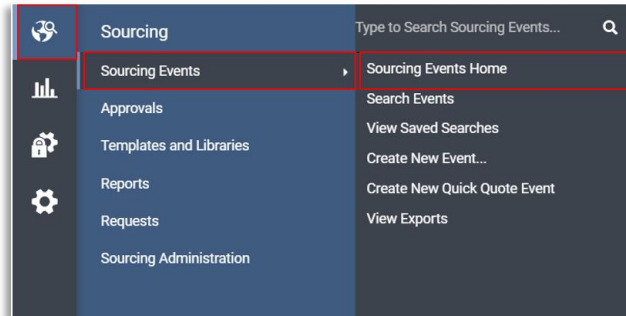| Viewing Supplier Progress in "Open" Status | |
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| **RECOMMENDED:** While the event is in "Open" status, the buyer should actively monitor supplier progress to ensure adequate competition. The buyer may invite additional suppliers to respond or extend the event to ensure adequate competition. Follow the steps below to view supplier progress. | |
| **1. Access Website to Sign In** <br> a. Open up a web browser <br> b. Go to https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia | |

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| 2. **Enter Logon Credentials**<br>   a.  Enter User Name<br>   b.  Enter Password<br>   c.  Click "SIGN IN" |  |
| 3. **Access the Sourcing Menu**<br><br>   a.  Navigate to Sourcing Menu Icon<br>   b.  Select "Sourcing Events"<br>   c.  Select "Sourcing Events Home" |  |
| 4. **Search for Event**<br>   a.  View the Sourcing Event Summary table<br>   b.  Choose the preferred sorting feature from the "View Sourcing Events By" drop-down menu<br>   c.  From the search results, find and click on the "Event Number" to select the event |  |
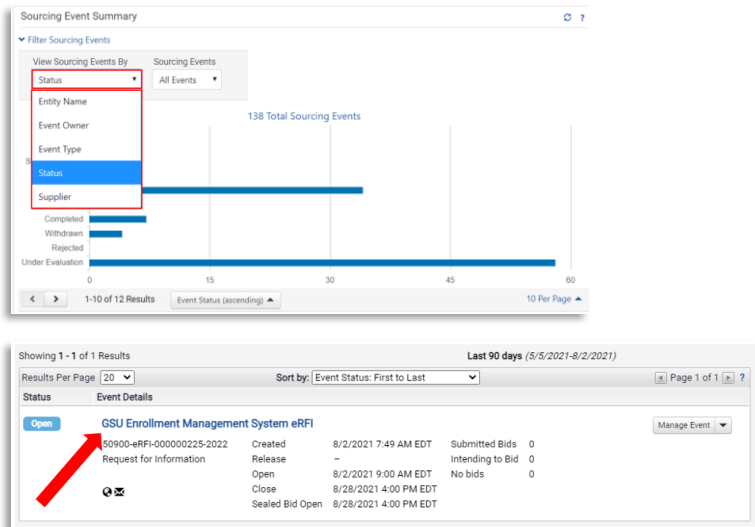
## Viewing Supplier Progress in "Open" Status

**5. View Supplier Progress**

    a. From the left-hand side menu, select "Evaluations" to expand

    b. Select "Supplier Responses"

    c. View supplier progress, including whether supplier has accepted the email invitation, viewed the bid, selected no bid/intent to bid and overall progress in submitting response.

    d. Select "Resend Supplier Invite" to resend the email invitation to invited suppliers if needed.

**NOTE:** The contents of suppliers' responses will not be visible to the buyer until the event closes and is under evaluation.



## Viewing Supplier Responses in "Under Evaluation" Status

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| **1. Follow the steps above to logon and locate the event** | See Above |
| **2. Select Event**<br>    a. Locate event in Search Results and Select "Manage Event"<br>    b. Select "Manage Event" from drop-down menu |  |

3. **View Supplier Responses Individually**
   a. The event will open in the "Evaluations" section and display supplier responses
   b. The Buyer can observe the submission status of all suppliers
   c. To view submitted responses, click the "View Response" option to the right of the supplier's name
   d. View the supplier's response to the prerequisites
   e. Click "Next" or click on "Supplier Attachments" to view submitted files. The buyer can click to open and download each file.
   f. Click "Next" or click on "Questions" to view responses to event questions
   g. NOTE: if file attachments were allowed to specific questions, then these file uploads will appear in this section. Click on the file name to download and open each file.
   h. Once complete, click "Back to Event" to select the next supplier's response to review

**TIP:** The "Supplier Attachments" section will display all files uploaded by the supplier in the "Supplier Attachments" section. However, check the "Questions" section for file(s) uploaded in response to a particular question.

4. **Download/Export All Supplier Responses**
   a. To export all supplier responses from the system, start from the Evaluations section, Supplier Responses subsection.
   b. Select the dropdown arrow for "Evaluation Actions" and choose "Export All Responses"
   c. On the "Evaluation Export" pop-up, select "Submit"
   d. A new pop-up will appear, stating "You have successfully submitted an export request, click here to view it." Click the blue text to access the report.
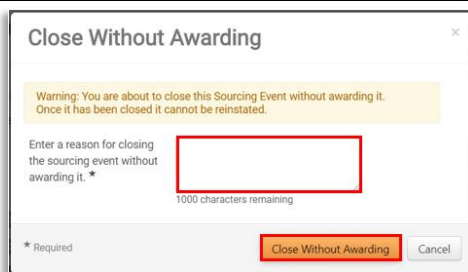
| Viewing Supplier Responses in "Under Evaluation" Status | |
|---|---|
| e.  On the new screen, select the file name to download and save.<br><br>f.  Once finished, click on "View Event" (to the right of the Event Number) to return to the event. | **Supplier Responses**<br><br>Evaluation Actions ▼<br><br>Evaluate All Responses<br>Ask a Question<br>Evaluate Response Attachments<br>Export All Responses<br>Export Evaluation Spreadsheet<br>Add Selected to Panel Questionnaire (0)<br><br>**Evaluation Export**  ×<br><br>Description ★   Middle Georgia Test eRFI<br><br>★ Required   Submit   Close<br><br>**Evaluation Export**  ×<br><br>You have successfully submitted an export request, click here to view it.<br><br>Close<br><br>Sourcing Event Evaluation Exports<br><br>Events  Evaluations  Searches  Reports<br><br>> Filter Exports<br><br>ⓘ Exports will be deleted 7 day(s) after creation<br><br>Status △  File Name △  Description △  Number of Suppliers △  Event Number △<br>Completed  ⬇ EventEvaluationExport_43909908  Middle Georgia Test eRFI  2  50900-eRFI-000000188-2022 View Event |

| Completing eRFI Event | |
|---|---|
| **1.  Locate and Select Event Completing Steps Above** | See Above |
| **2.  Access Workflow Actions Menu**<br>a.  Select the "Workflow Actions" menu<br>b.  Select "Close Without Awarding" | Workflow Actions ▼<br>Approve<br>Close Without Awarding<br>Create New Quick Quote Stage<br>Create New Stage<br>Forward To ...<br>Put on Hold |

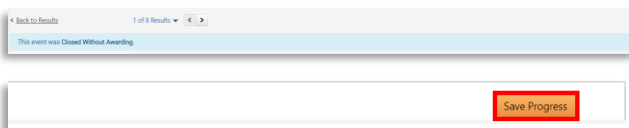| Completing eRFI Event | |
|---|---|
| **3. Document Final Status**<br>    a. Enter Comment in Text Box (e.g., RFI responses reviewed; contract award not applicable)<br>    b. Select "Close without Awarding" |  |
| **4. Finalize**<br>    a. Note new event status<br>    b. Select "Save Progress"<br>    c. Exit or continue working<br><br>**TIP:** Event will now appear under "Completed" status in Sourcing Event Summary dashboard. |  |