SYNERTRADE RFX PROCESS

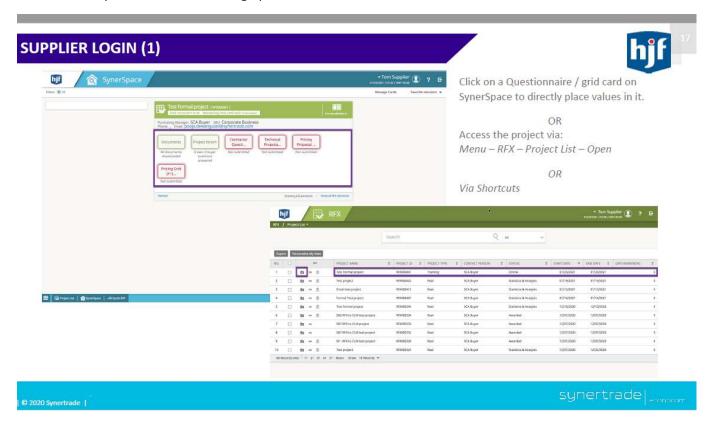
Training Manual Document

Supplier Response to RFX Events

General Navigation and RFX Response

Suppliers Receive email Inviting them to participate in the RFX Process. If they are accessing the platform for the first time, a login ID (Email address) and Password will be provided.

Suppliers login on using their UserID/Password will land on the SynerSpace page. If they are invited to an RFX event, they will have the following options.



SUPPLIER LOGIN (2)





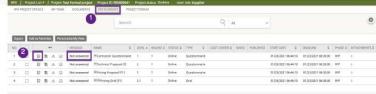
View the details on the Project Details tab.

Click on **Documents** to view/ upload document.

Click on RFX Elements to access the Questionnaires and Pricing Grid.

Click Place Values to place values in a Questionnaire or a Pricing Grid. Click Submit Forms to submit your response. Once the end date is reached you will no longer be allowed to place values.

Click on the tab **Project Forum** to post questions for the Buyer Team.



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