



SYNERTRADE RFX PROCESS

Training Manual Document

Dilip Edakunny
dedakunny@hjf.org

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 (1)



Click on a Questionnaire / grid card on SynerSpace to directly place values in it.

OR
Access the project via:
Menu – RFX – Project List – Open

OR
Via Shortcuts

NO	PROJECT NAME	PROJECT ID	PROJECT TYPE	CONTACT PERSON	STATUS	START DATE	END DATE	DAYS REMAINING
1	Test formal project	89000401	Training	SCA Buyer	Open	01/23/2021	01/23/2021	
2	Test project	89000423	Real	SCA Buyer	Statistics & Analysis	01/19/2021	01/19/2021	
3	Email test project	89000413	Real	SCA Buyer	Statistics & Analysis	01/15/2021	01/15/2021	
4	Parent Test project	89000407	Real	SCA Buyer	Statistics & Analysis	01/14/2021	01/14/2021	
5	Test Formal project	89000346	Real	SCA Buyer	Statistics & Analysis	12/10/2020	12/10/2020	
6	S&I RFX vs CLM test project	89000334	Real	SCA Buyer	Awarded	12/03/2020	12/03/2020	
7	S&I RFX vs CLM project	89000333	Real	SCA Buyer	Awarded	12/03/2020	12/03/2020	
8	S&I RFX vs CLM test project	89000332	Real	SCA Buyer	Awarded	12/03/2020	12/03/2020	
9	S&I RFX vs CLM test project	89000330	Real	SCA Buyer	Awarded	12/03/2020	12/03/2020	
10	Test project	89000323	Real	SCA Buyer	Statistics & Analysis	12/01/2020	12/01/2020	

SUPPLIER LOGIN (2)



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GENERAL PROJECT INFORMATION

Project name: Test Formal project
Project ID: RFX000441
Project leader: SCA Buyer
Project Description (max. 2000 characters): Test description
Project type: Training

ASSIGNMENTS

Strategic business units: Corporate Business
Cost Centers: DISCRETIONARY FUNDS
Category: USU CURRENT ON-SITE OVERHEAD COST - NON-CONTRACT GENERAL SERVICES
Currency: USD - US Dollar
PB Number: P000116

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.

ID	MESSAGE	NAME	LEVEL	ROUND	STATUS	TYPE	COST CENTER	SWID	PUBLISHED	START DATE	END DATE	PHASE	ATTACHMENTS
1	Not answered	Correction Questionnaire	1	1	Online	Questionnaire				01/20/2021 16:44:10	01/20/2021 16:30:00	RFI	
2	Not answered	Technical Proposal (T)	2	1	Online	Questionnaire				01/20/2021 16:44:10	01/20/2021 16:30:00	RFI	
3	Not answered	Pricing Proposal (P)	3	1	Online	Questionnaire				01/20/2021 16:44:10	01/20/2021 16:30:00	RFI	
4	Not answered	Pricing Grid (PG)	3.1	1	Online	Grid				01/20/2021 16:44:10	01/20/2021 16:30:00	RFI	



AWARDING AWARDING INFORMATION AWARDING DOCUMENTS

All
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Awarding Layout BU>...
 Awarding Layout Prod...
 Awarding Layout Prod...
 RFX element: Pricing Grid [SP1][Round1]
 History: 03/11/2021 13:36 Saved by Dilip Edakunny

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TATUS	SUPPLIER	ITEM NUMBER & ITEM DESCRIPTION	NEED BY DATE & DELIVER-TO LOCATION	UNIT OF MEASURE	SUPPLIER ITEM/ PART/ CATALOG NUMBER	QUANTITY	PRICE PER UNIT (USD)	EXTENDED PRICE (USD)	AWARDED AMOUNT (USD)	COMMENT
	KDS Tech Final	VENDOR CONTRACT FOR XYZ STUDY IN KENYA	Need By:02/20/2021@MHRP	EA-EACH	LGAS1213	1.00	8,000.00	8,000.00	0.00	Cost too high
	KDS Tech2	VENDOR CONTRACT FOR XYZ STUDY IN KENYA	Need By:02/20/2021@MHRP	EA-EACH		1.00	7,000.00	7,000.00	7,000.00	PO 186487358