

A black and white photograph of two men on the deck of a sailboat. They are both wearing jackets and looking out towards the horizon. The man on the right is pointing his right hand towards the sea. The sailboat's rigging and sails are visible on the left side of the frame. The ocean is choppy with small waves, and the sky is overcast with light clouds.

# Quick Reference Guide Supplier Sourcing RfX

GEP Smart

# Home Page

To accept guidelines and respond to supplier questionnaires, once you log in as the supplier, click on My Tasks. Select the Event under Action Pending tab.

The screenshot shows the 'My Tasks' page in the Straumann Group system. The page is divided into a top navigation bar, a left sidebar, and a main content area. The top navigation bar includes the 'straumanngroup' logo, 'UAT' status, and tabs for 'Sourcing', 'Contract', and 'Supplier'. A search bar and utility icons are on the right. The left sidebar contains navigation options: Home, My Tasks (highlighted with a red box and a '9' notification badge), Create, and Supplier Profile. The main content area is titled 'My Tasks' and features three tabs: 'DRAFT (0)', 'ACTION PENDING (9)' (selected), and 'FOLLOW UP (0)'. Below the tabs is a summary row with six cards: Auction (4), Scorecard (2), Action Plan (1), Supplier Profile (1), Form (1), and RFX (1). The RFX card is highlighted with a blue box. Below this is a table with columns: Event Name, Event Number, Event Type, Author, and Created C. The table contains one row: 'Test Training RFX', '000203-Oct2022', 'RFP', 'Vlad-Paul Tanase', and '10/14/20'. At the bottom, there is a pagination control showing 'Rows Per Page: 10' and '1 - 1 Of 1'.

Click the Action Pending tab to view the pending actions

Click My Tasks to view your pending task

Click the RFX event to submit your responses

# Accepting Guidelines

In the Guidelines Pending Approval tab on the left, tick the check-box to accept guidelines, followed by Accept Guidelines button.

The screenshot displays the 'Test Training RFX' interface. On the left sidebar, the 'GUIDELINES PENDING A...' tab is highlighted. The main content area is titled 'GUIDELINES PENDING ACCEPTANCE' and contains an information icon and the text 'Accept the guidelines listed in this section in order to participate in the event.' with a 'Download all Guidelines' link. Below this, a guideline entry is shown with a checked checkbox: 'I Accept Terms and Conditions -Straumann Code of Conduct Policy'. Underneath, the 'BASIC DETAILS' section is expanded, showing 'Event Name: Test Training RFX' and 'Event Description: Test'. At the bottom of the interface, there are three buttons: 'CANCEL', 'DECLINE INVITATION', and 'ACCEPT GUIDELINES'. A 'Discussion Forum' button and a timer 'Response closing in 0d 0h 1m 31s' are also visible in the top right corner.

Tick the check box to accept guideline

View the Guideline details

Click to Accept the Guidelines

# Confirm Participation

In the succeeding screen, confirm your participation.

The screenshot displays the 'Test Training RFx' interface. At the top, it shows 'Guidelines Acknowledged' and a timer for 'Response closing in 0d 0h 7m 45s'. A left sidebar contains navigation options: Home, My Tasks (with a '9' notification), Create, and Supplier Profile. The main content area is divided into sections: 'BASIC DETAILS' (with a checkbox for 'Straumann Code of Condu...'), 'QUESTIONNAIRES (2)', and 'PRICE SHEETS (1)'. The 'QUESTIONNAIRES' section contains a table with columns for 'Questionnaire Name', 'Evaluation Type', 'Last Modified by', 'Last Modified On', 'Questions', and 'Response Completion %'. The 'PRICE SHEETS' section contains a table with columns for 'Price Sheet Name', 'Last Modified By', 'Last Modified On', and 'Response Completion %'. At the bottom, there is a confirmation bar with a checked checkbox 'My organization wishes to participate in this event' and three buttons: 'CANCEL', 'DECLINE INVITATION', and 'CONFIRM PARTICIPATION'. Orange arrows and boxes highlight the 'Tabs' in the sidebar, the document lists, and the confirmation options.

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %
Test Questionnaire 1	Technical	-	-	1	0.00%
Test Questionnaire 2	Technical	-	-	1	0.00%

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %
Materials Price Sheet	-	-	0.00%

Check box to confirm participation

Documents sent to Supplier

Decline invitation or Confirm Participation

# Submit Response - Questionnaires

After confirming participation, the status changes. To respond to Questionnaires, navigate to the Questionnaires tab, select the Questionnaire followed by Submit Response button.

**Test Training RFX**  
Participation Confirmed

Response closing in **0d 0h 3m 45s**

Straumann Code of Condu... Terms and Conditions Test Trainer 10/14/2022 9:11 AM

QUESTIONNAIRES (2) Upload All Download All

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
Test Questionnaire 1	Technical	Test Trainer	10/14/2022 9:12 AM	1	100.00%	
Test Questionnaire 2	Technical	-	-	1	0.00%	

PRICE SHEETS (1) More

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
Materials Price Sheet	-	-	0.00%	

Validate CANCEL SUBMIT RESPONSE

Verify your Participation status

Select Questionnaires to respond

View your Response status

Click to Submit Response

# Questionnaires – Submit Scores

A sample questionnaire window is displayed. Fill in the answers and click on Done.

RESPOND - TEST QUESTIONNAIRE 1

Logs Upload Download Filters

Description

Evaluation Type  
Technical

Q 1. \* Are you ISO certified?

No

Add Attachment

100% RESPONSE COMPLETENESS

CANCEL SAVE DONE

Select the Questionnaire to evaluate

Enter/choose your response in the text area

Click to save the response

# Supplier Response - Price Sheet

Similarly, navigate to the Price Sheet tab and select the Price sheet to respond to. Fill in the spaces and click on Done.

← **RESPOND - MATERIALS PRICE SHE...** ▾ Logs Upload Download

Price Sheet Name: Materials Price Sheet  
Price Sheet Type: Materials  
Price Sheet Description: -  
Displaying 2 of total 2 rows

Hide Description

Freeze Column Details Show/Hide Columns

	A	B	C	D	E	F	G
1	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (USD)
2	Yes	Keyboard	1	100	EA	USD 60.00	USD 6,000.00
3	Yes	Mouse	2	100	EA	USD 25.00	USD 2,500.00
4							USD 8,500.00

CANCEL **DONE**

Select the Price Sheet name you want to respond to

Enter the price values

Click to save the changes

# Upload Attachments

Under the Supplier Attachments tab. You can either browse, or simply drop files to upload. After all responses are complete, tap the Submit Response button.

**Test Training RFx**  
Participation Confirmed

Response closing in **0d 0h 0m 58s**

**PRICE SHEETS (1)**

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
Materials Price Sheet	Test Trainer	10/14/2022 9:14 AM	100.00%	

**SUPPLIER ATTACHMENTS**

Drag and drop file here OR [browse](#)

File size limit: 10MB each | File limit : 5 | Supported file formats:

Validate

CANCEL SUBMIT RESPONSE

Click to Upload attachments

Response completion status

Click to Submit responses