

Prepared (also subject responsible if other) Madeleine Sjöberg EAB DCG/P		No.		
Approved	Checked	Date 9/4/2013	Rev PA1	Reference

ASP Vendor received RFX and create a RFX Response for FPP and DPP

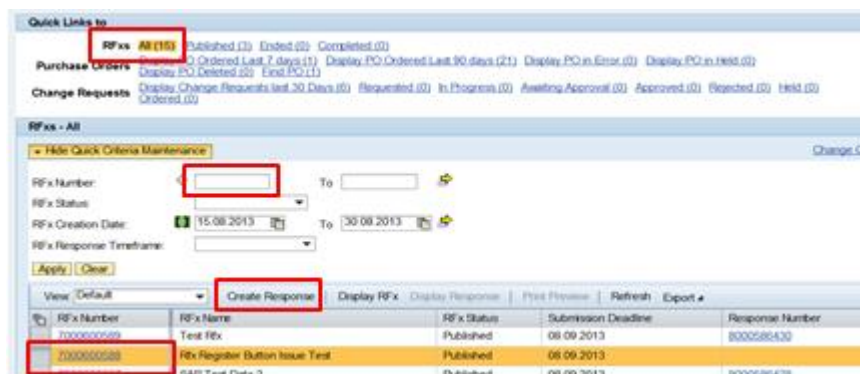
This quick guide is used when vendor (ASP) received an RFX and submits RFX Response for FPP (Fixed Price Package) items.

1 Vendor (ASP) logon to SRM Portal

- 1 Vendor (ASP) logon to **eBusiness portal**.
<https://ebusiness.ericsson.net/>
- 2 Fill in your **User ID and Password**
Note: User After the 19th of May 2012 some ASP user will log-in with Email as User ID. If you are one of these users, then you will be transferred to a page that will inform you that you now have to use your e-mail address as your new User ID.
- 3 Click on the **Ericsson Buyer** under the Tools and Applications.
- 4 Click on Ericsson Buyer tab
- 5 Click on the Ericsson Buyer banner and a new window will be open.

2 Vendor (ASP) finds the RFX

- 6 Search the RFX:
 - Vendor (ASP) received an email with number of the RFX.
 - RFX can be searched by Status and RFX Number (from and to range), from the **RFX Status** and **My Response From** drop down box. RFX number from is mandatory to fill when using the Quick link 'All RFX' and 'Publish'.
- 7 Click on the Quick link **All RFX**.



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- 8 Expand the Show Quick criteria maintenance
- 9 Enter the Enter the RFX number in the search field and click on **Apply** button to search.
- 10 Once the RFX is found.

Response number column is blank. Hence no RFX Response has been created for this RFX. Use Refresh button to get the updated results.

Select the line and click on **'Create Response'**

Note: If the create response button is not activated you are not set as the contact person for this RFX. You can however still create a response. Simply click on the display button and then Click on Create response on the next screen.

3 Vendor (ASP) creates a RFX Response:

RFX Information tab

Enter **'ASP Tracking number'** and **'ASP Reference'** under RFX Information tab.



- 11 In the **Item** tab on the overview level you will get an overview of all package included in the RFX. On this level it is also possible to update data such as price for dynamic product, propose a new completion date etc. You can also check the item on a detail level by select the line item and click on 'Details'.

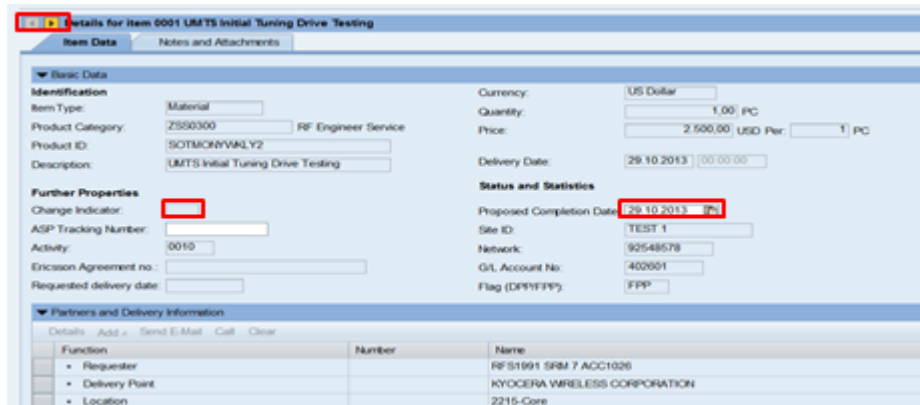


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ASP vendor user checks the Product ID, Description, Quantity, Price, delivery date, Site ID etc. Note that Site ID indicates to which site each service is delivered. For **FPP** (Fixed Price Package), the price is grey out, vendor can't change the price. For **DPP** (Fixed Price Package), the price has to be updated by ASP vendor.

Normally the Proposed completion date is defaulted with same as Delivery date. But ASP vendor can change the proposed completion date if they are not able to meet it. Please note that changes to the RFX by the ASP vendor results in additional administration steps on the Ericsson side and may result in longer process time.

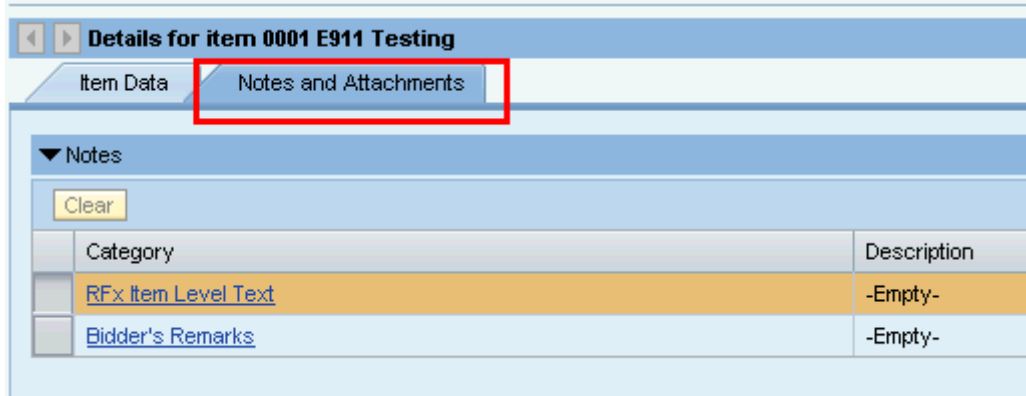
When any change is done by the ASP vendor while submitting the Response, the Change Indicator field is marked with 'X'.



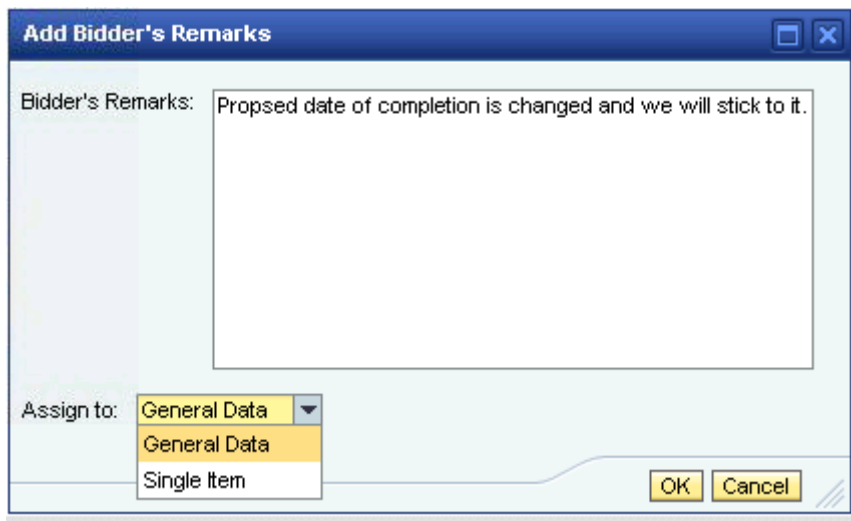
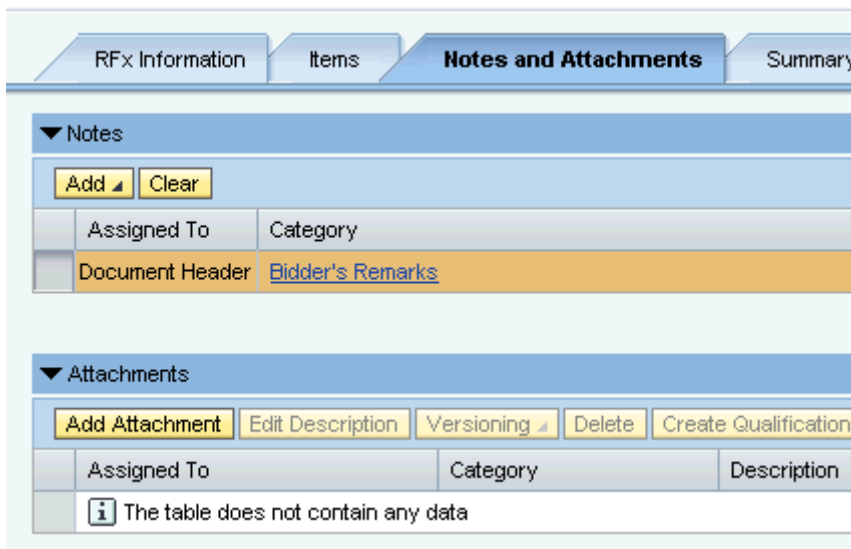
Vendor can check the RFX item level and Header level '**Notes and Attachments**' tab to see if texts have been provided to be read before submitting the Response. If ASP vendor ignores reviewing maintained texts and tries to submit the Response, an error message will appear asking the ASP user to read the text in 'Notes and attachments' before submitting the Response.

ASP Vendor can add text via the **Bidder's Remark** at 'Notes and attachments' at Header level and Item level.

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At Header lever, in Notes and attachments the ASP user can give his Bidder's Remark. The Remark can be at General level or Single item level.



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Also ASP vendor user can add an attachment by clicking on Add attachment button.

The Partner or Delivery Address can be found under the tab RFX Information, scroll down to the **Partner/Delivery Information** area, the Vendor can't change these details.

▼ Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Name
▪ Delivery Point		UNION TELEPHONE COMPANY INC
▪ Location		2215-Core

Click on Check button to check for whether the response document contains any error or complete.

Click on Submit button to submit the RFX Response. Once the response is submitted the Response status will change from 'In process' to 'Submitted' and a Response number generated. An email is sent to RFX Requester from Ericsson.

Create RFX Response: 8000586432


Submit | Read Only | Print Preview | Check | Close | Save

Number: 8000586432 RFX Number: 7000600514 Status: In Process Submission Deadline: 04.09.2013 00:00:00 CET Remaining Time: 1 Days 05:52:44 RFX Owner: RFS1991 SPM 7 ACC1026

Total Value: 5,700.00 USD

RFx Information Items Notes and Attachments Summary Tracking

Display RFX Response: 8000586432

Print Preview |  | Close | Withdraw

RFX response 8000586432 submitted

The ASP vendor user can withdraw his Response by clicking on 'Withdraw' button after submission of his RFX Response and before Ericsson use process the Response.