



# ACCESSING VENDOR PORTAL

RESPONDING TO AN RFX



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Accessing ARTMIS Vendor Portal  
Responding to an RFX

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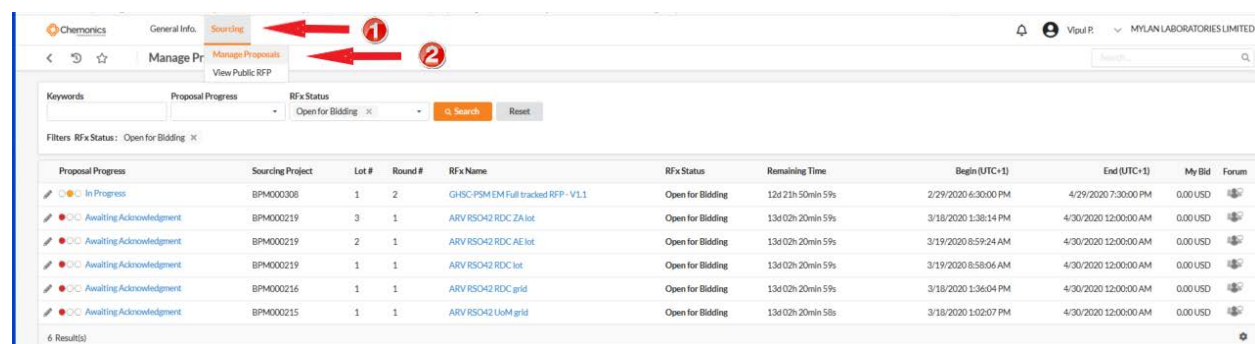
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## You have received an invitation to participate in an RFx

### How are you notified?

When a Procurement Specialist invites a supplier to participate in a request for quote/proposal, an email notification is sent to the supplier contacts selected by the Procurement Specialist.

In addition, on the selected contacts home page, a new entry will be queued in the **Manage Proposals** page.



### Who can access?

At first, only the contacts selected as recipients when sending out the RFx may access it; however, these contacts can later add colleagues to the RFx team, allowing them to access and respond to the RFx.

### Accessing the RFx?

You can access an RFx in one of three ways:

- Email invitation to participate: Select the link provided in the email message.
- Main navigation: Select the menu **Sourcing / Manage proposals** and select the label of the RFx or its Edit icon to open.
- **RFx in Progress** frame on home page: Select the circle to open the **Manage Proposal** screen.

### Proposal progress status and action to be performed?

The table below shows how the various proposal progress statuses and their associated visual cues indicate the actions you are expected to perform:

Action to be performed	Prop. Progress status	Visual cue
Acknowledge receipt	Waiting acknowledgement	
Confirm intent to participate	Acknowledgement received	
Prepare response	New	
	Intends to answer	
	In progress	
Submit response	Submitted	
End of process	Does not intend to answer	

Accessing ARTMIS Vendor Portal  
Responding to an RFx

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## Contents of an RFx folder

The request for quote/proposal folder includes the following tabs:

Tab	Description
Overview	<p>This tab displays the RFx's general information, as well as an NDA section when this is required by the Procurement Specialist.</p> <p>NDA (optional): When signing a confidentiality agreement is required by the Procurement Specialist, you must provide this document before accessing the RFx. Follow the instructions given to send the document to the Procurement Specialist.</p> <p>Acknowledgement: When the Procurement Specialist requires that you acknowledge receipt of the RFx, you must acknowledge receipt, and then, confirm or decline your participation in the RFx.</p>
Proposal Information	<p>This tab together with the <i>Item</i> and <i>Questionnaire</i> tabs allow you to provide the requested elements in your answer.</p> <p>In this tab, you will more specifically provide basic information relating to your response, such as label, validity end date, and summary, as well as attachments.</p>
Item	<p>This is where you can provide your quote for the specific materials or services listed.</p>
Questionnaire	<p>This is the Procurement Specialist's questionnaire form that you must respond to as part of your proposal.</p>
Discussions	<p>This space can be used to communicate with the team in charge of the RFx (requests for clarification, for example). Your communications with the team in charge of the RFx are not visible to the other suppliers.</p>
History	<p>By default, the History tab lists the <i>In Progress</i> and <i>Submitted</i> proposals from the current round. By adjusting the search filters, you can access all proposals created on all the rounds of the RFx.</p>
My Team	<p>When the Procurement Specialist sends out the RFx, he selects one or more contacts from known contacts of your business. These are the contacts who are initially invited to participate in the RFx.</p> <p>Depending on your needs, the <i>My Team</i> tab allows the initially invited contacts to define a working team by adding/removing users.</p>

## Accessing ARTMIS Vendor Portal Responding to an RFx

### Before you reply

#### Reviewing the RFx before acknowledging participation

- In the *Overview* tab, review the *RFx General info* and *RFx documents* sections.
- Review the *Questionnaire* and *Item* tabs as well.
- If anything remains unclear, use the *Discussions* tab to ask for additional clarification.

#### Acknowledging receipt and participation

This action is required. An *Acknowledgement* section is displayed on all tabs and you must complete this step before you can respond to the RFx.

General Info. Sourcing

Vipul P. MYLAN LABORATORIES LIMITED

GHSC-PSM EM Full tracked RFP - V1.1 (BPM000308) : Lot 1 / Round 2

Search...

Save Download all contents of this RFx

Remaining time: 13d 02h 00min 01s - ⚠ No proposal has been submitted

#### Terms of Use

To answer to this RFx, please acknowledge the Terms of Use

Chemonics and its partners on GHSC-PSM (the GHSC-PSM Project) are committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://chemonics.com/our-approach/standards-business-conduct/>

The GHSC-PSM Project does not tolerate fraud, collusion among Suppliers, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics and the GHSC-PSM Project are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Suppliers responding to this solicitation must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or the GHSC-PSM Project. For example, if a Supplier's cousin is employed by the GHSC-PSM Project, the Supplier must state this.
- Disclose any family or financial relationship with other Suppliers submitting proposals. For example, if the Supplier's father owns a company that is submitting another proposal, the Supplier must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other Supplier or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to the prohibitions against fraud, bribery and kickbacks.

Please contact Risk Management at [PSMRiskManagement@ghsc-psm.org](mailto:PSMRiskManagement@ghsc-psm.org) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

I acknowledge receipt of this RFx

Select the *I acknowledge receipt of this RFx* button. This will reveal a new set of options whereby you can express whether you intend to participate or not:

- Select the **WILL BID** option, if you think you will respond to the RFx.
- Select the **NO BID** option, if you think you will not respond to the RFx. When you click this option, a **Comments** field will allow you to indicate the reason(s) why you cannot participate to the RFx.

## Accessing ARTMIS Vendor Portal Responding to an RFx



Receipt acknowledged on 3/12/2020 8:04:27 AM (UTC+1)

To answer to this RFx, please confirm that you intend to bid.

☐ WILL BID: our intent is to respond to this RFx.

☐ NO BID: we will not be able to respond to this RFx.

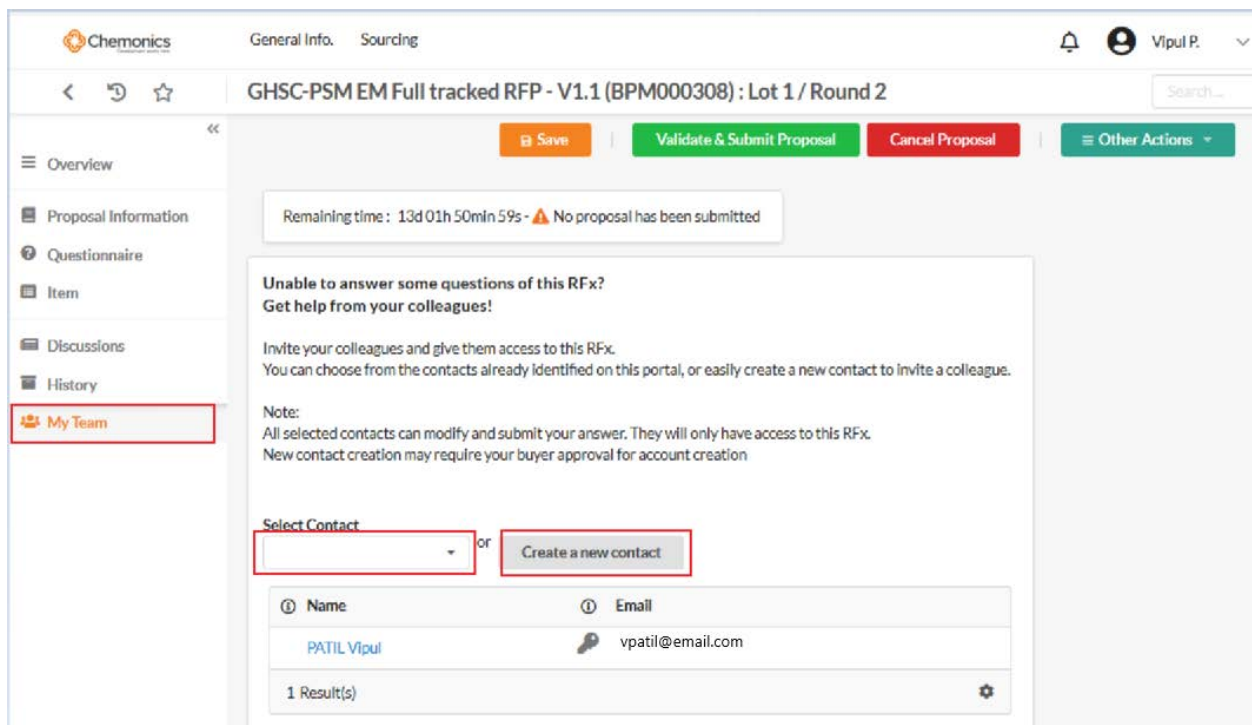
Select the *Submit* button.

### Giving access to the RFx to other users from your company

When setting up the RFx, the Procurement Specialist selects one or more contacts in your Supplier sheet and chooses one “main” contact. At the launch of the RFx, all selected contacts will be notified and will be granted access to the RFx.

The My team step allows you to give access to the RFx to colleagues by adding them as contacts in this tab. You can:

- Add existing contacts (meaning contacts already declared in your supplier profile)
- Create new contacts (these will also be added to your supplier profile)
- Remove contacts, except the “main” contact, which cannot be deleted (if necessary, contact your Procurement Specialist to modify the main contact)



Chemonics General Info. Sourcing Vipul P.

< << GHSC-PSM EM Full tracked RFP - V1.1 (BPM000308) : Lot 1 / Round 2 Search...

Remaining time: 13d 01h 50min 59s - No proposal has been submitted

**Unable to answer some questions of this RFx?**  
Get help from your colleagues!

Invite your colleagues and give them access to this RFx.  
You can choose from the contacts already identified on this portal, or easily create a new contact to invite a colleague.

Note:  
All selected contacts can modify and submit your answer. They will only have access to this RFx.  
New contact creation may require your buyer approval for account creation

Select Contact  or

Name	Email
PATIL Vipul	vpatil@email.com

1 Result(s)

### Selecting an existing contact

Simply choose the contact you want to add from the Choose a contact drop-down list (available only if there are existing contacts that can be added from your supplier profile).

Name	Email
SNOW John	siem@lizardstudio.eu

1 Result(s)

### Creating a new contact

Select **Create a new contact** and complete the form that displays.

*Note: This new contact cannot log in to the application. Login credentials will need to be created by the Chemonics Supplier Relationship Management Team.*

### Removing a contact from the RFx team

Notice that you can remove any contact except for the main contact. You will recognize who this is as the Delete icon will not be visible next to their name. The main contact or supplier admin may be reassigned as needed.

Name	Email
SMIT Siem	ssmit@ghsc-psm.org
SNOW John	siem@lizardstudio.eu
USER Test (No login)	testuser@ghsc-psm.org
3 Result(s)	

### Discussions (clarifications, inquiries, etc.)

The *Discussions* tab allows you to exchange messages with the Procurement Specialist who oversees the RFx. These messages remain confidential and are only visible by you and the Procurement Specialist. Once sent, messages are logged in the list of exchanged messages.

### Creating a message

1. In the RFx, display the *Discussions* tab.
2. To send a question or a message to the Procurement Specialist, select the Compose button.
3. A message creation area is displayed.
  - a. Message Type – (*Clarification*)



## Accessing ARTMIS Vendor Portal Responding to an RFx

- b. Subject – Title of the message.
  - c. Send To – Recipient of the message.
  - d. Enter the text of your message.
4. To add attachments to your message, select them from your file explorer and drop them into the file drop zone.
5. When your message is ready, select the Send button. The message is sent to the selected recipients and saved in the message list.

Chemonics General Info. Sourcing

GHSC-PSM EM Full tracked RFP - V1.1 (BPM000308) : Lot 1 / Round 2

Save Validate & Submit Proposal Cancel Proposal Other Actions

Overview

Proposal Information

Questionnaire

Item

Discussions (1)

History

My Team

Remaining time: 13d 00h 59min 07s - No proposal has been submitted

Keywords Search Reset Advanced search

Compose (2) Message History

0 Result(s)

Message Type \* (3) Clarification

From Patil Vipul

Subject \*

Send To

Click or Drag to add files (4) Send (5) Cancel

### Reading a message

1. Unread messages are highlighted in bold.

Subject	Messages	Last update (UTC+1)	Original sender	Last sender
<b>How to place a bid</b>	<b>1 / 2</b>	3/12/2020 8:43:18 AM	John SNOW (Pharma Company)	Siem SMIT
Do you need help?	0 / 1	3/12/2020 8:38:41 AM	Siem SMIT	Siem SMIT

2 Result(s)




2. To read a message, select the message. The thread and messages are displayed.

## Accessing ARTMIS Vendor Portal Responding to an RFx

The screenshot shows the Chemonics ARTMIS Vendor Portal interface. The top navigation bar includes 'General Info.' and 'Sourcing'. The main header displays 'RSO36 TLD (BPM000185) : Lot 1 / Round 1'. Below this, there are buttons for 'Save', 'Download all contents of this RFx', 'Validate & Submit Proposal', and 'Cancel Proposal'. A message status bar indicates 'Remaining time : 18d 14h 42min 03s - No proposal has been submitted'. The left sidebar contains navigation links: Overview, Item, Questionnaire, History, and Discussions. The main content area is titled 'Do you need help?' and shows a message thread. The 'Compose' section includes a 'Keywords' search bar and a 'Message History' table. The table has columns for 'Subject', 'Messages', 'Last update (UTC+1)', 'Original sender', and 'Last sender'. The messages listed are 'How to place a bid' and 'Do you need help?'. The 'Do you need help?' message is selected, and its details are shown on the right, including the 'From' field (Smit Siem), 'Created On' date (3/12/2020 8:38:41 AM), and the message body: 'Hi John, I noticed you have been working on this RFx for quite a while. Do you need assistance?'. The 'Send To' field is populated with 'Pharma Company-SNOW John'.

### Replying to or forwarding a message

Use the **Reply**, **Reply to All** and **Forward** buttons.

1. To reply to the sender of the message, select the **Reply** button. 
2. To reply to the sender of the message and all recipients, select the **Reply to All** button. 
3. To forward the message, select the **Forward** button. 

If you choose to **Reply** or **Reply to All**, a new message creation zone appears under the received message. Use this zone to type your message and/or attach a file. Select the **Send** button to send the message.

The screenshot shows the 'Do you need help?' message thread. The 'From' field is 'Snow John'. The 'Send To' field is populated with '> Responsible (Sourcing Project)-SMIT...'. Below the 'Send To' field is a large text input area. At the bottom of the input area, there is a 'Click or Drag to add files' button and a 'Send' button. A red arrow points to the 'Send' button.

If you choose to **Forward**, the received message is displayed in edit mode. By default, no recipient is defined. You may select one or more recipients. Select the **Send** button to send the message.

## Accessing ARTMIS Vendor Portal

### Responding to an RFx

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Message Type \*

Clarification

From

Patil Vipul

Subject \*

Do you need help?

Send To

Hi John,  
  
I noticed you have been working on this RFx for quite a while. Do you need assistance?  
  
Siem

Click or Drag to add files

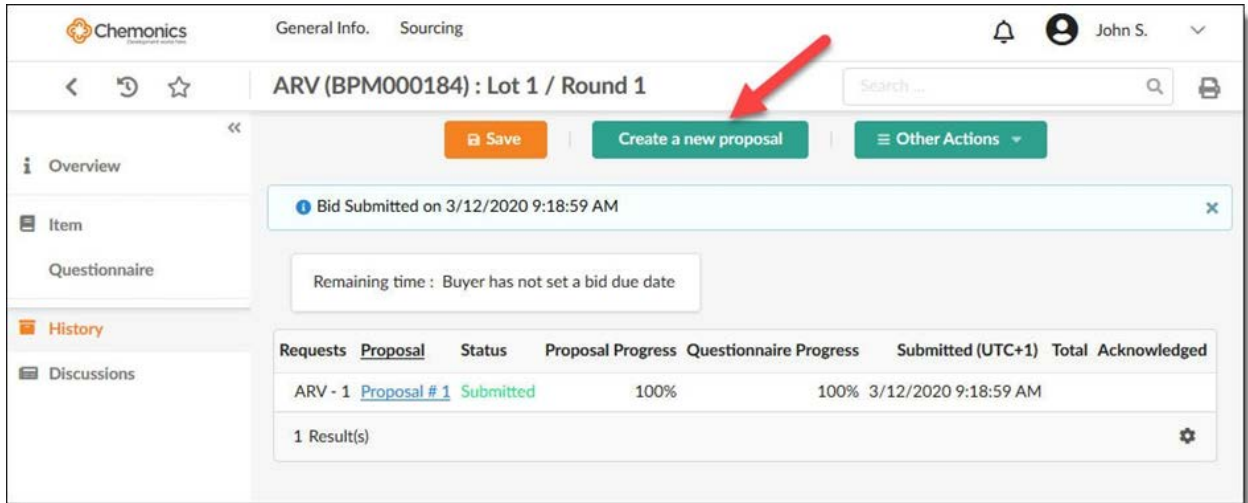
Send

Cancel

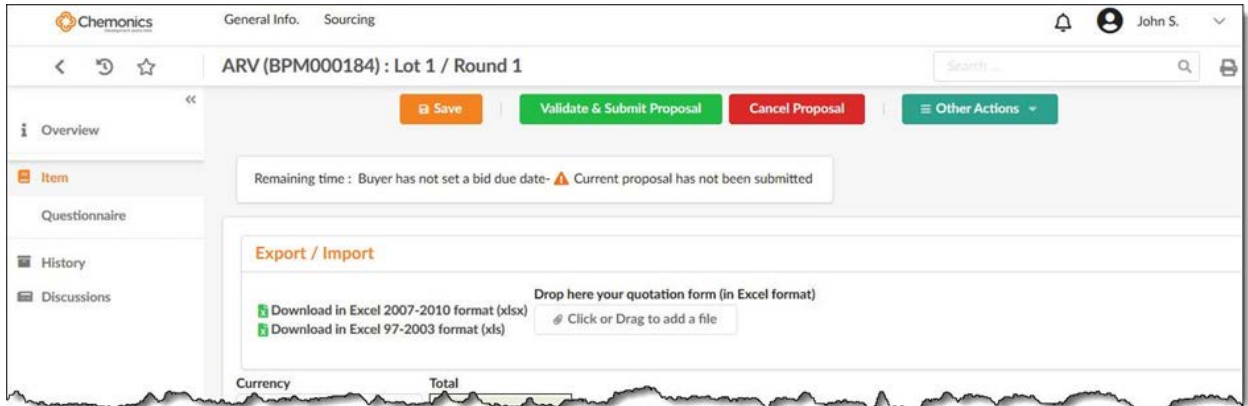
## Preparing a response to an RFx

### Creating a new response

1. In the RFx, select the *History* tab and select **Create a new proposal**.



2. Select the **Save** button. Your proposal is now created.



3. You may now start entering information into the proposal.
  - a. Quoting
  - b. Adding attachments
  - c. Responding to the Procurement Specialist's questionnaire
4. You may exit the RFx at any time and re-enter later to resume entering information. Before closing make sure you save all entered information.
5. Other actions you may perform
  - a. Cancel a response

## Accessing ARTMIS Vendor Portal Responding to an RFX

*NOTE: A bid can only be canceled before it has been submitted. After the bid has been submitted, there is no option to cancel the bid.*

- b. View the response history

### Quoting

Chemonics General Info. Sourcing John S.

ARV (BPM000184) : Lot 1 / Round 1

Save Validate & Submit Proposal Cancel Proposal Other Actions

Remaining time : Buyer has not set a bid due date- Current proposal has not been submitted

Export / Import

Download in Excel 2007-2010 format (xlsx) Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format) Click or Drag to add a file

Currency: INR Total: Total per currency

Keywords: Unanswered Items Search Reset

Price Quotation

Item Description	Unit form	Quantity	Requested INCO date	Type	Unit price	Amount	Lead time	Total shelf life	Offered INCO date
Dolutegravir/Lamivudine 50/300/300 mg Tablet, 30 Tablets	30 Tablets	50,000	3/31/2020	Optional Item					
Lopinavir/Ritonavir 40/10 mg Pellets, 120 Capsules	120 Capsules	3,600	3/31/2020	Optional Item					

2 Result(s)

1. You can directly enter your prices by selecting the *Item* tab or upload an MS Excel file instead.
2. Within the *Currency* drop down list, select the currency to use. The default currency is the US dollar.

*NOTE: This field will only be available if the Procurement Specialist has enabled multiple currency options for suppliers.*


3. For each item, fill in the open fields. There can be multiple response grids to address different types of items.

**NOTE:** If proposing an alternative product, quantity, etc., this may be indicated in one of two ways:

- a. Add a new line. Using the Parent Column to indicate for which item grid line you are offering an alternative.
- b. If available, provide details via the Offered column equivalent.

4. Select the **Save** button. The total amount is calculated automatically.

## Quoting in MS Excel

2. In the RFx, display the *Item* tab.
3. Select the  *Download in Excel (2007-2010 or 97-2003)* format and open the downloaded file.
4. The Excel file includes several tabs (Excel sheets)

**Manual:** Contains instructions on how to use the file. We recommend you read this tab carefully.

**Response grid:** The file includes one tab per response.

	A	B	C	D	E	F	G	H	I	J
1	Code	Type code	Item	Order	Deliv. date	Unit price	Qty	Amount	Deliv. date 1	Unit
2	I1	Required Item	Item 1	1	10/16/2015	630	50	31500	5/5/2014	Each
3	I2	Required Item	Item 2	2	10/16/2015	50	100	5000	5/5/2014	Each

5. In each form (grid), fill in the blank fields.

*NOTE: Do not attempt to override the data in the RFx's prepopulated field. Any deviation from what is in the system will be ignored upon importing the file into the Vendor Portal.*

For example, if proposing an alternative Unit of Measure (UOM), this may be indicated in one of two ways:

- a. Add a new line. Using the Parent Column to indicate for which item grid line you are offering an alternative.
  - b. If available, provide details via the Offered column equivalent.
6. Save the Excel file to a location of your choice.
  7. Once the form is completed, upload to the ARTMIS Vendor Portal. To do this, select the file from your file explorer and drop it into the *Click or Drag to add file area* in the upper part of the *Item* tab.

## Accessing ARTMIS Vendor Portal Responding to an RFx

Chemonics General Info. Sourcing

ARV (BPM000184) : Lot 1 / Round 1

Save Validate & Submit Proposal Cancel Proposal Other Actions

Remaining time : Buyer has not set a bid due date- ⚠️ Current proposal has not been submitted

**Export / Import**

Download in Excel 2007-2010 format (xlsx)  
Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)  
Click or Drag to add a file

Currency: INR Total: Total per currency

Keywords: Unanswered Items Search Reset

**Price Quotation**

Item Description	Unit form	Quantity	Requested INCO date	Type	Unit price	Amount	Lead time	Total shelf life	Offered INCO date
Dolutegravir/Lamivudine /Tenofovir DF 50/300/300 mg Tablet, 30 Tablets	30 Tablets	50,000	3/31/2020	Optional Item					
Lopinavir/Ritonavir 40/10 mg Pellets, 120 Capsules	120 Capsules	3,600	3/31/2020	Optional Item					

2 Result(s)

### Adding attachments

1. Open the RFx and display the *Proposal Information* tab.

Chemonics General Info. Sourcing

GHSC-PSM EM Full tracked RFP - V1.1 (BPM000308) : Lot 1 / Round 2

Save Validate & Submit Proposal Cancel Proposal Other Actions

Remaining time : 13d 00h 19min 52s - ⚠️ No proposal has been submitted

**Acknowledgement**

Submission acknowledged on 4/16/2020 at 5:31 PM

**General Information**

Label \*  
Proposal # 1

Validity End  
[Calendar icon]

Description  
[Text area]

**Supplier Documents**

Click or Drag to add files

2. From your file explorer, drag the file attachments and drop them in the file drop zone under the *RFx Documents* section. Alternatively, you can click the file drop zone and select the desired file attachments.

The attached documents are listed below the file drop zone.

### Responding to the Procurement Specialist's questionnaire

If the Procurement Specialist has attached a questionnaire to the request for proposal, it will be available in the *Questionnaire* tab. You can respond to the questionnaire directly in the *Questionnaire* tab via **MS Excel** file.

*NOTE: There are some Questionnaire actions that can only be performed within the ARTMIS Vendor Portal Application. For example, download/upload document responses. Please see the Instruction tab for all other restrictions.*


### Responding directly in the displayed form

1. In the RFx, display the *Questionnaire* tab.

The screenshot displays the ARTMIS Vendor Portal interface. At the top, the header includes the Chemonics logo, navigation tabs for 'General Info.' and 'Sourcing', and a user profile for 'John S.'. The main content area is titled 'ARV (BPM000184) : Lot 1 / Round 1'. Below the title, there are action buttons: 'Save', 'Validate & Submit Proposal', 'Cancel Proposal', and 'Other Actions'. A status message indicates: 'Remaining time : Buyer has not set a bid due date- ⚠️ Current proposal has not been submitted'. The left sidebar shows a list of items: 'Request for Proposal' (0/1), 'Annex 1: Draft IDIQ with General Terms & Conditions' (0/1), 'Annex 2: Representatives & Required Certifications' (0/1), 'Annex 3: Product Registrations' (0/1), and 'Offer Validity' (0/1). The main content area is divided into two sections: 'Overview' and 'Answer Questionnaire'. The 'Overview' section shows 'Answered by Snow John'. The 'Answer Questionnaire' section features a green button labeled 'Access Questionnaire' and two download options: 'Download in Excel 2007-2010 format (xlsx)' and 'Download in Excel 97-2003 format (xls)'. Below these options is a text box that says 'Click or Drag to add a file'.

2. Complete the questionnaire in the requested (text, attachment, check boxes, drop-down list).
3. Select the **Save** button.

### Responding in MS Excel

Follow the same procedure as the filling in the quotation form via MS Excel. (page number) but buy using  *Download in Excel (2007-2010 or 97-2003) format* and then dropping the completed file on the dedicated drop zone.

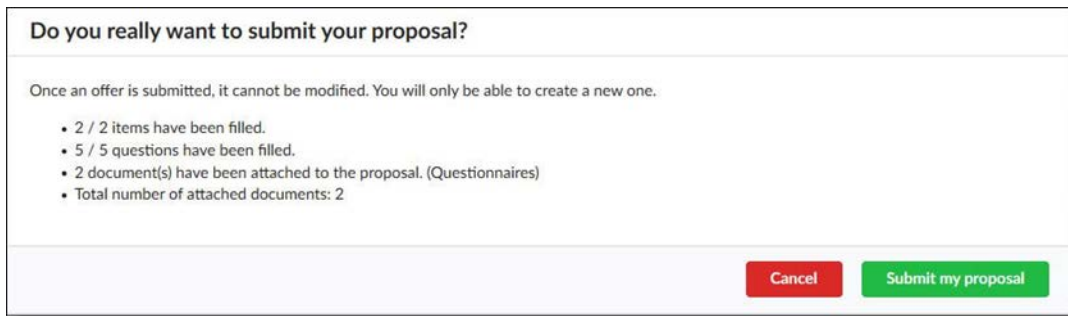


## Submitting your response to the Procurement Specialist

### Validating and submitting a response to the Procurement Specialist

Once your answer is finalized (quotation form is filled, questionnaire is completed, and files are attached as required by the specific RFx), you can submit your proposal to the Procurement Specialist.

1. Select the **Validate & Submit Proposal** button.
2. A message will display and present an overview of completed items. Review these elements before submitting your response, since a submitted response is no longer editable.



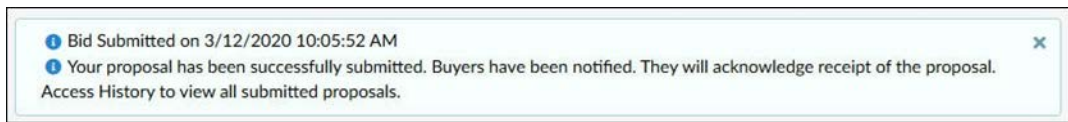
**Do you really want to submit your proposal?**

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 2 / 2 items have been filled.
- 5 / 5 questions have been filled.
- 2 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 2

**Cancel** **Submit my proposal**

3. Select the **Submit my proposal** button. A message confirms that your proposal has been taken into account.



**Bid Submitted on 3/12/2020 10:05:52 AM**

**Your proposal has been successfully submitted. Buyers have been notified. They will acknowledge receipt of the proposal.**

Access History to view all submitted proposals.

### Viewing the responses' history

Each RFx folder includes a History tab. All the responses created under this folder are logged in the *History* tab, regardless of their status. By default, only proposals from the current round with an In progress or Submitted status are displayed. By adjusting the search filters, you can access all proposals created on all the rounds of the RFx.

The History tab allows you to track your bid's status. To consult a response from the History, select the label.

## Accessing ARTMIS Vendor Portal Responding to an RFX

Chemonics

General Info. Sourcing

John S.

ARV (BPM000184) : Lot 1 / Round 1

Save Create a new proposal Other Actions

Remaining time : Buyer has not set a bid due date

Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC+1)	Total	Acknowledged
ARV - 1	<a href="#">Proposal # 2</a>	Submitted	100%	100%	3/12/2020 10:05:52 AM		
ARV - 1	<a href="#">Proposal # 1</a>	Submitted	100%	100%	3/12/2020 9:18:59 AM		

2 Result(s)

### Procurement Specialist's acknowledgement of receipt

When creating the RFX, the Procurement Specialist may have planned to acknowledge receipt of your answer. When this is the case, the message that is displayed during the submission of your response will say so.

When the Procurement Specialist has acknowledged receipt of your reply, the Acknowledge Icon will become green.

Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC-4)	Total	Acknowledged
EM RFX Test - Prepare RFX - 1	<a href="#">Proposal # 1</a>	Submitted	100%	0%	4/10/2020 10:22:27 AM		
1 Result(s)							

### Submitting a different response or replacing a validated response

You can submit multiple responses on the same lot/round. If you want to create a new response when you already have validated at least one response, you must specify whether the new response is a new alternative to existing proposals or if it replaces a response.

1. Open your proposal and display the *Proposal Information* tab.
2. Select **Create a new response** button.
3. In *Response type*, specify if it is an alternative answer to existing responses or if it replaces an earlier response (specify what response from the drop-down list).

## Accessing ARTMIS Vendor Portal

### Responding to an RFx

Overview

Proposal Information

Questionnaire

Item

History

Discussions

My Team

Save | Validate & Submit Proposal | Cancel Proposal | Other Actions

Remaining time : 7d 01h 33min 58s - ⚠ Current proposal has not been submitted

**Acknowledgement**

Submission acknowledged on 4/10/2020 at 10:09 AM

**General Information**

Label \*

Proposal # 2

☒ Alternate proposal  
☐ Replace existing proposal

Replaced proposal

Validity End

Description

**Supplier Documents**

Click or Drag to add files

- Complete your response as described in the section *Preparing a response to an RFx*, you can also duplicate a previous response, this helps you input everything again when you simply wish to change certain elements of your response (see *Creating a new response based on a previous*).

*NOTE: If you elect to initiate a replacement bid, the bid that you have cited as being replaced will no longer be visible to the procurement specialist and cannot be considered for evaluation or award. Once submitted, the replacement bid can be viewed and considered for award.*

*If a replacement bid is left in a draft status, then neither of the bids will be visible to the procurement specialist.*

*If you would like to revert to your initial proposal after initiating a replacement proposal, then you must cancel the replacement proposal in order for the initial proposal to be considered for award.*

- Select the **Save** button.

### Creating a new response based on a previous one

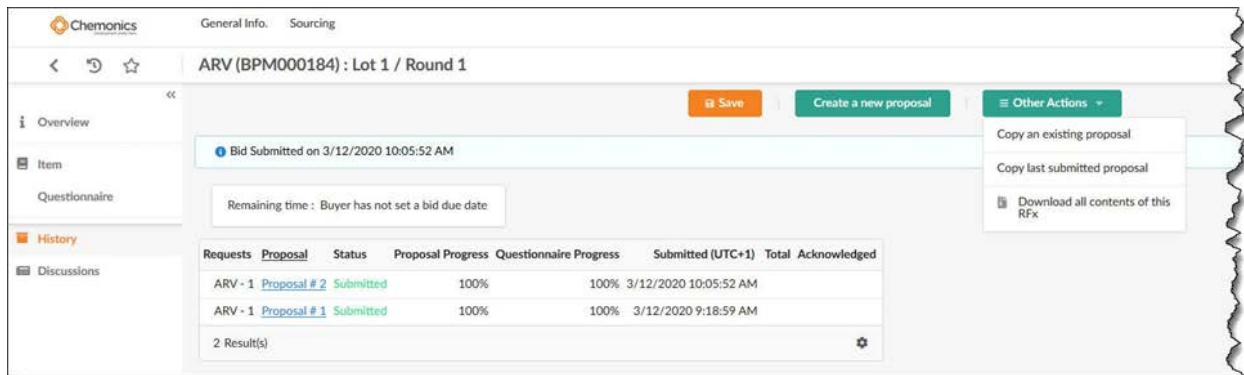
You can create a new response by duplicating a previous response (submitted responses only).

During duplication, all data are included: general information, quotation form (filled), questionnaire answers and attachments. The data can then be modified.

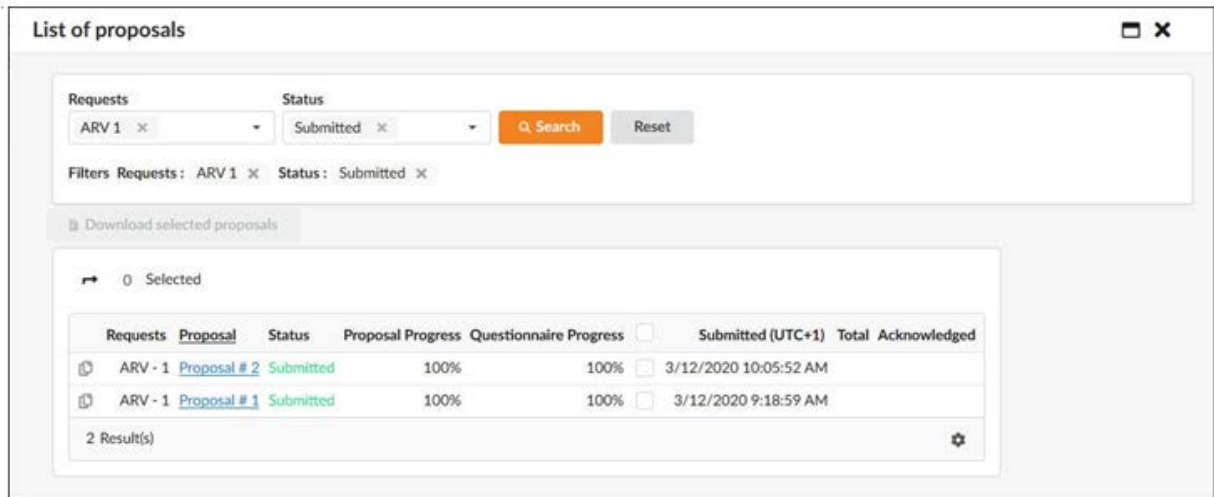
To duplicate your last submitted bid, select the "Other Actions" menu and select "Copy last submitted proposal".


To duplicate any bid: click the "Other Actions" menu and select "Copy an existing proposal".

## Accessing ARTMIS Vendor Portal Responding to an RFx



1. Select the **Duplicate a previous bid** button. The *List of proposals* window is displayed. It provides a list of responses that you can duplicate. By default, the list is filtered to show submitted responses of the current round; you can change filters to show responses from other rounds and responses in other statuses. You can view these responses by clicking their label.



2. Select the response to duplicate by clicking its icon.  A message is displayed, inviting you to confirm your request.
3. Select on the **OK** button. A new response is created, containing the copied response elements.
4. Make the changes you wish.
5. Select the **Save** button.

## Accessing ARTMIS Vendor Portal

### Responding to an RFx

## List of Client RFx's

### Accessing RFx's

You can access an RFx that is sent to you by selecting the Sourcing Manage Proposal menu item. The Manage Proposal page is displayed.

### Becoming familiar with the interface

The Manage Proposal page presents the list of RFx to which you are invited to respond. By default, the list displays the RFx that are open for bidding, i.e. those for which you can submit a response. You can modify this display criterion by editing the selected option in the Status list, then by selecting on the Search button (the non-selection of an option in this list allows you to display all the requests, regardless of their status).

The screenshot shows the 'Manage Proposals' page in the ARTMIS Vendor Portal. The page has a header with the Chemonics logo and navigation tabs for 'General Info.' and 'Sourcing'. Below the header is a search bar and a 'Manage Proposals' section. This section includes filters for 'Keywords', 'Proposal Progress', and 'RFx Status' (set to 'Open for Bidding'). A 'Search' button and a 'Reset' button are also present. Below the filters is a table with the following columns: Proposal Progress, Sourcing Project, Lot #, Round #, RFx Name, RFx Status, Remaining Time, Begin (UTC+1), End (UTC+1), My Bid, My Rank, Best Bid, and Forum. The table contains four rows of data:


Proposal Progress	Sourcing Project	Lot #	Round #	RFx Name	RFx Status	Remaining Time	Begin (UTC+1)	End (UTC+1)	My Bid	My Rank	Best Bid	Forum
Submitted Proposal	BPM000195	1	1	Strategic RFP	Open for Bidding	48d 08h 34min 26s	3/12/2020 1:36:41 PM	4/30/2020 12:00:00 AM	0.00 USD	n.a.	n.a.	
Received Acknowledgment	BPM000191	1	1	RSO36 TLD v3	Open for Bidding	19d 09h 04min 26s	3/21/2020 12:00:00 AM	4/1/2020 12:30:00 AM	0.00 USD	n.a.	n.a.	
In Progress	BPM000185	1	1	RSO36 TLD	Open for Bidding	18d 09h 04min 26s	3/11/2020 10:44:26 AM	3/31/2020 12:30:00 AM	0.00 INR	n.a.	n.a.	
Submitted Proposal	BPM000184	1	1	ARV	Open for Bidding	Buyer has not set a bid due date	3/11/2020 10:15:22 AM	No end date	0.00 INR	n.a.	n.a.	

At the bottom of the table, it says '4 Result(s)'.

The list of Requests provides the following information:

Column	Description
	Opens the RFx round
Prop. progress	Status of your last response
Sourcing process	Sourcing process code
Lot #	Lot number
Round #	Round number
Round	Round name  If the Procurement Specialist has filled in a more detailed description, the icon ⓘ will appear next to the round name; roll over this icon to display the description.
RFx status	RFx Status (Approval, Open for bidding, Achieved, Proposals available)
Remaining time	Time left before the bidding period closes

Accessing ARTMIS Vendor Portal  
Responding to an RFX

Begin/End	Dates of beginning and end of RFX specified by the Procurement Specialist
My bid	Your last bid's amount
Forum 	Direct access to the message board dedicated to the RFX

### Searching for an RFX

The upper part of the *Inbox - requests* window has multiple search filters that allow you to easily find a given RFX or a set of RFX that meet specific criteria.

1. Define your search criteria. You can filter the list on several criteria:
  - a. Keywords: enter a string of characters to search.
  - b. Prop. progress: allows you to display the RFX depending on the progress status of the answers that you have created.
  - c. Status: select a status to display only the RFX that have this status.
2. When you're done, select **Search** to launch the search. The corresponding RFX are displayed in the list of RFX.
3. To cancel the filters that you have selected and display the default list again, select **Reset**.