

Reference	Title	Issued	Revision
FO-PRS-EMP-113	RFI Attachment 003 (Emptoris Guidance)	August 2017	1.00

Procurement & Commercial

RFI Attachment 3 Emptoris Guidance

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Introduction

SSE is using the e-Sourcing Suite, Emptoris, to manage this pre qualification process.

Your responses to the RFI ("RFx") should be completed on-line in Emptoris as submissions in any other format or method will be rejected and not included in the evaluation.

1.	Guidance Notes
	To participate in this event, you are required to submit a response which fully complies with this Request for Information (RFI) and its Attachments.
	You are strongly advised to read through all documentation first to ensure understanding of how to submit a fully compliant response
	The information and documents that you are required to complete and return are detailed in the Questions and Questionnaires section and pricing must be completed via the Item bid fields in Emptoris.
	Any documents requested by the Authority must only be attached at the question level using the paperclip icon aligned to the question (not at Questionnaire level and not at RFx Attachments) in Emptoris using a unique, unambiguous and relevant file name as specified by SSE. They must be submitted in the format requested by SSE.
	All responses must be inserted into the relevant text fields unless an Attachment is additionally permitted, located beneath the relevant question. No Attachments are permitted except where specifically requested by the Authority. Only information entered into the relevant text fields or information specifically requested by the Authority and uploaded as an Attachment will be taken into consideration for the purposes of evaluating this event.
	Where options are offered as a response to a question, you must select the relevant option from the drop down list. You must not answer questions by cross referring to other answers or to other materials. Each question answered must be complete in its own right.
	The Authority will disregard any part of a response to a question which exceeds the specified character limit (i.e. the excess will be disregarded, not the whole response). The stated character limit includes spaces and punctuation.
	You are responsible for ensuring that your response has been successfully completed in Emptoris prior to the submission deadline.
	You may withdraw from this Procurement by choosing not to submit a response by the submission deadline or by declining the Invitation within Emptoris.

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2.	System Guidance
	SSE / SGN Emptoris – https://sse-sgn.emptoris.com/emptoris/sso_login.jsp#/login/loginPage
	<p>You can use Emptoris Sourcing on any of the following browsers:</p> <p>Microsoft Internet Explorer (IE) 8 & above Mozilla Firefox 12 & above Google Chrome 18 & above</p> <p><i>N.B. While you are working with Emptoris Sourcing, you should disable any pop-up blocker software</i></p>
2.1	General Instructions
2.1	<p>To view invitations, do the following:</p> <ol style="list-style-type: none"> 1. On the Bids menu, click View Invitations. 2. On the Accepted tab, click the folder corresponding to the RFx that you want to view. The lower frame displays the Questionnaires and Items. 3. Click the folder corresponding to the Questionnaires/Items. The lower frame displays the agents invited for the Questionnaires/Items. <p><i>N.B. Similarly you can view the Declined and the New invitations from the Declined and New tabs</i></p>
	<p>To accept an invitation, do the following:</p> <ol style="list-style-type: none"> 1. On the Bids menu, click View RFx. 2. Click the View/Respond to RFx button for the RFx that you want to accept. 3. On the RFx page, click the Accept button. 4. If the Accept Invitation page displays preliminary bids, select the bids if you want to accept them or clear the respective check boxes if you want to reject them. 5. Click OK on the Accept Invitation dialog box
	<p>To accept invitation for an RFx that you previously declined, do the following:</p> <ol style="list-style-type: none"> 1. On the Bids menu, click View Invitations. 2. Click the Declined tab. 3. Select the declined RFx that you want to accept. 4. Click the Accept button. 5. Click OK on the Accept Invitation dialog box.
2.2	Responding to Questionnaires
	<p>To respond to a Questionnaire, do the following:</p> <ol style="list-style-type: none"> 1. On the Bids menu, click View RFx. 2. Click the View/Respond to RFx button for the RFx that you want to respond to. 3. Click the Questionnaires tab. (Not applicable to RFIs) 4. Click the Place Response button for the questionnaires you want to respond to. 5. On the Create Response page, provide answers to the questions. 6. Click Save and then click Close.
	<p>To revise a question response, do the following:</p> <ol style="list-style-type: none"> 1. On the Bids menu, click View RFx. 2. Click the View/Respond to RFx button for the RFx. 3. Click the Revise Response button for the RFx questionnaire whose response you want to modify. 4. On the Edit Response dialog box, make the required changes. 5. Click Save and then click Close.
	<p>To respond to an RFx offline, do the following:</p> <ol style="list-style-type: none"> 1. Export the RFx in a template to respond offline. <ul style="list-style-type: none"> • On the Bids menu, click View RFx. • Click the View/Respond to RFx button corresponding to the RFI. • Click the Respond Offline button. • On the Respond Offline dialog box, select the Download offline bidding template option, click OK. • Select a file type option, and click Export. 2. Open the exported template, and respond to the questionnaires.

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	<p>3. Import the RFx template in the application.</p> <ul style="list-style-type: none"> On the Bids menu, click View RFx. Click the View/Respond to RFx button corresponding to the RFI. Click the Respond Offline button. On the Respond Offline dialog box, select the Import bids option, click OK. Select the file and file type, and then click Import.
	<p>To attach files to an RFx, do the following:</p> <ol style="list-style-type: none"> Open the RFx. Click the RFx Attachments link on the RFx header. On the Attachments page, click the Add button. On the Add Attachments dialog box, enter the following information: <ul style="list-style-type: none"> Enter a name for the attachment. From the Folder list, select a folder where you want to save the attachment. From the Location list, select the location from where you want to add the attachment. If you want to enter a description for the attachment, click the Description icon and enter the attachment description. In the Attach Content field, enter the location of the attachment. Click Save.

3.	Additional System Support	
Supplier User Guide	https://www-05.ibm.com/e-business/linkweb/publications/servlet/pbi.wss?SSN=17BII0001886419163&FNC=PBL&PBL=SC27-4796-00PBCEONLP00061890&TRL=TXTSRH#	
Video Tutorials	<p>When you click a tutorial link, the tutorial is automatically downloaded. You can right-click the link and click Open link in new tab to open the tutorial in another tab of the web browser.</p> <p>You can also manually download the tutorials and play them. To download the tutorial manually, complete the following steps:</p> <ul style="list-style-type: none"> Right-click the link, and click Save link as.... Select the location, and click Save. On the Download complete window, click Open. 	
	How to accept an RFx	How to respond to questions
	How to manage attachments	How to view lots, items and attachments
	How to use system messaging	How to Place Bids