
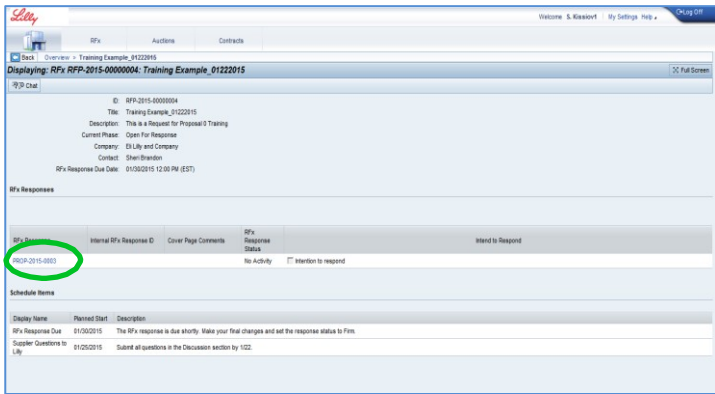
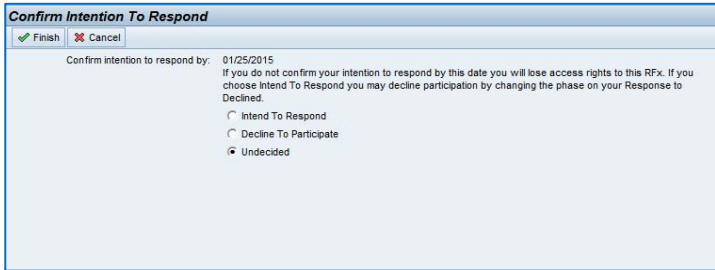
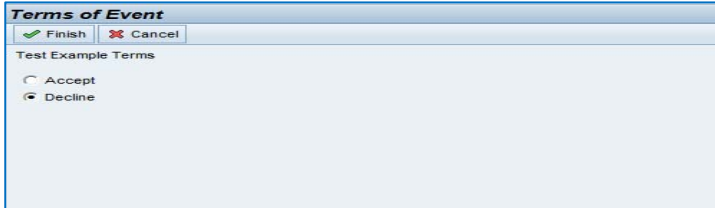
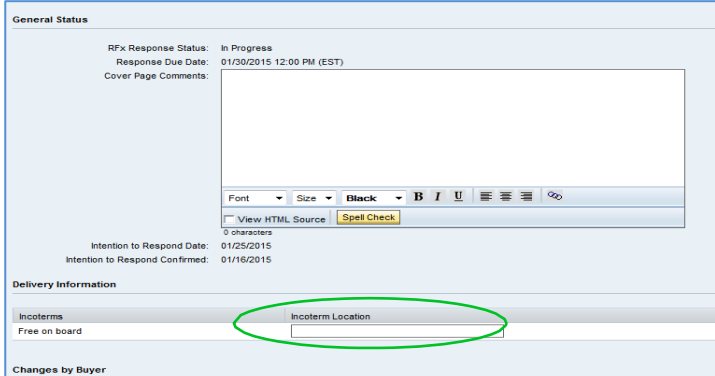


# How to Respond to a RFx

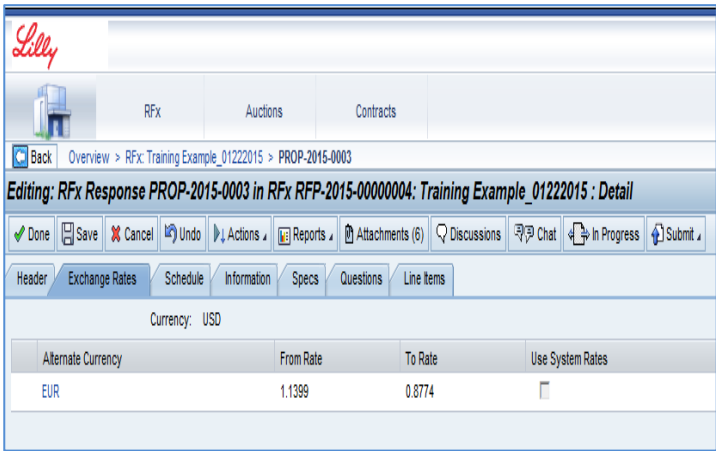
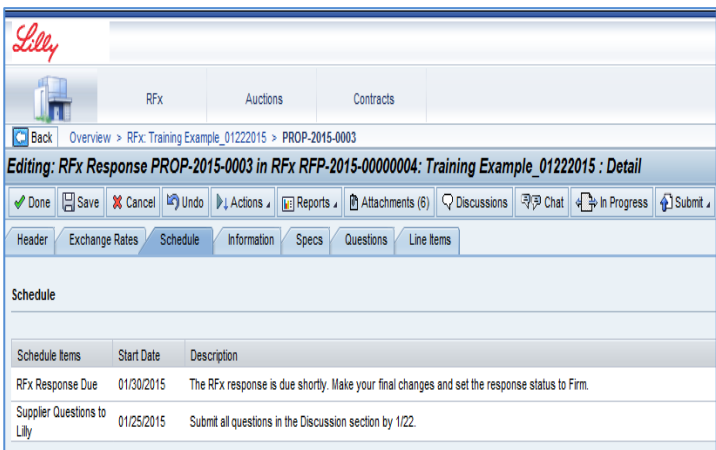
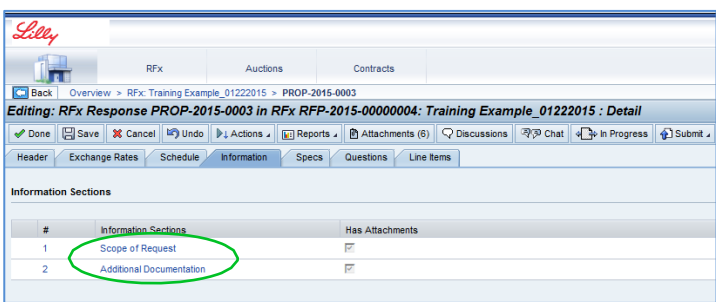
This job aid provides steps on [How to Respond and Submit a RFX Response](#) in SAP Sourcing to Eli Lilly and Company.

#	Description of Steps	Visual
1.	Access <b>SAP Sourcing module v9.0</b> via the link provided in the email invitation to review the RFx.	<p>Dear Supplier,</p> <p>You are invited to participate in the Eli Lilly and Company RFx named: RFP-2000-00000000, Training Example_01222020b.</p> <p>The deadline for your completed response to this RFx is 00/00/2020 12:00 PM (EST).</p> <p>TO CONFIRM PARTICIPATION, follow these steps:</p> <ol style="list-style-type: none"> <li>1. Click on this link <a href="https://sourcing-g.lilly.com/sourcing/fsvendor/rfx/SellSide/rfps_header_page_-322961407:900?rqaction=load&amp;hook=rfxLoadRQHook&amp;allow_redirect=1trueee">https://sourcing-g.lilly.com/sourcing/fsvendor/rfx/SellSide/rfps_header_page_-322961407:900?rqaction=load&amp;hook=rfxLoadRQHook&amp;allow_redirect=1trueee</a>.</li> <li>2. Enter your username and password (previously emailed to you).</li> <li>3. Click Log On.</li> <li>4. Click on the Proposal ID link located in the Proposals section of the page.</li> </ol>
2.	Enter the <b>Username</b> and <b>Password</b> provided from Eli_Lilly_Procurement.com	

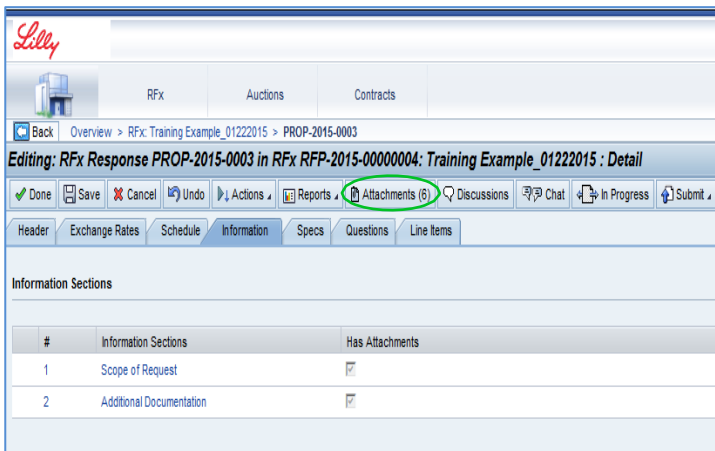
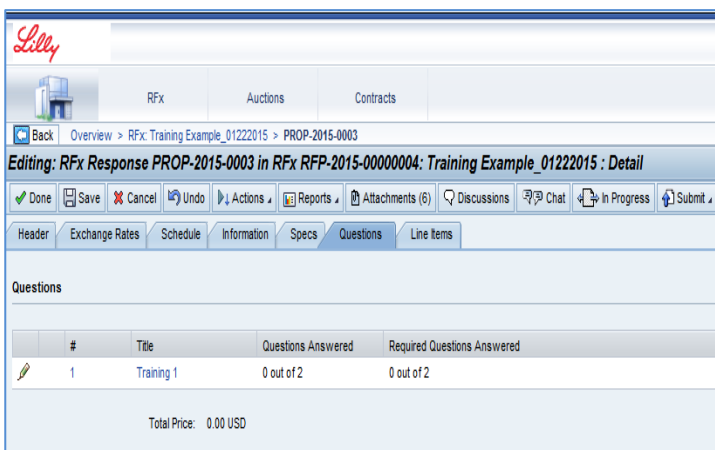
## How to Respond to a RFx

3.	Click <b>RFx Proposal number</b> under <b>RFx Response</b> .																					
4.	Select the participation option for your company <b>Intent to Respond</b> or <b>Decline</b> > Then select <b>Finish</b> .																					
5.	Review <b>Terms and Conditions</b> > Click <b>Accept</b> or <b>Decline</b> under <b>Terms of Event</b> > then select <b>Finish</b> .																					
6.	On the <b>Header</b> Tab, review <b>contact information</b> . Fill in the <b>Incoterm</b> location, and review any event updates.  <i>Note: Any updates by Lilly must be acknowledged before submission of RFx.</i>	<div data-bbox="633 1283 1344 1656"></div> <div data-bbox="633 1698 1393 1869"><table><tr><th>Change</th><th>Notes from Buyer</th><th>Changed At</th><th>Acknowledged At</th><th>Acknowledged By</th></tr><tr><td>Change 3</td><td>Additional support information has been added in the information and attachment sections.</td><td>01/16/2015 09:08 AM (EST)</td><td></td><td><a href="#">Acknowledge</a></td></tr><tr><td>Change 2</td><td>System Update</td><td>01/16/2015 08:52 AM (EST)</td><td></td><td><a href="#">Acknowledge</a></td></tr><tr><td>Change 1</td><td>Additional Support Documentation has been added to the Attachments Section.</td><td>01/16/2015 08:42 AM (EST)</td><td></td><td><a href="#">Acknowledge</a></td></tr></table></div>	Change	Notes from Buyer	Changed At	Acknowledged At	Acknowledged By	Change 3	Additional support information has been added in the information and attachment sections.	01/16/2015 09:08 AM (EST)		<a href="#">Acknowledge</a>	Change 2	System Update	01/16/2015 08:52 AM (EST)		<a href="#">Acknowledge</a>	Change 1	Additional Support Documentation has been added to the Attachments Section.	01/16/2015 08:42 AM (EST)		<a href="#">Acknowledge</a>
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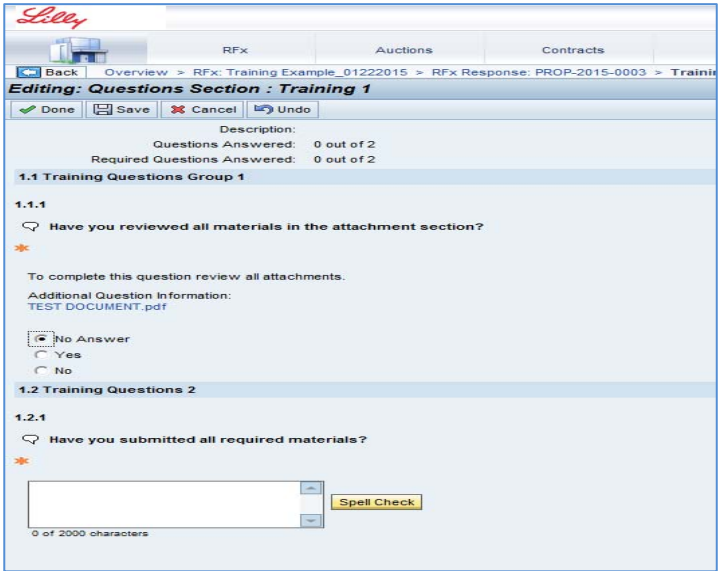
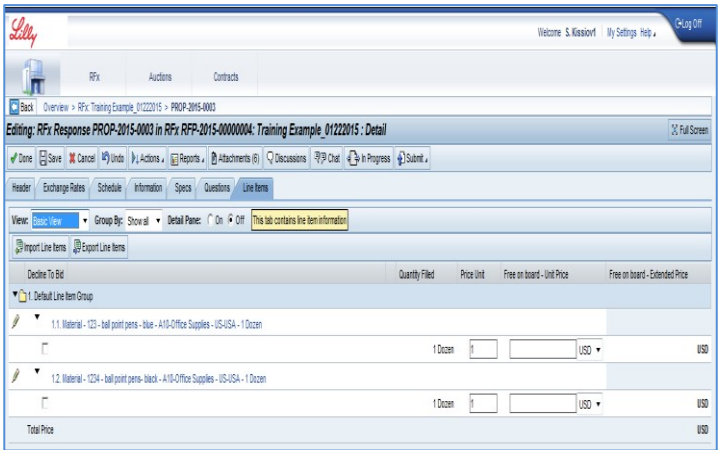
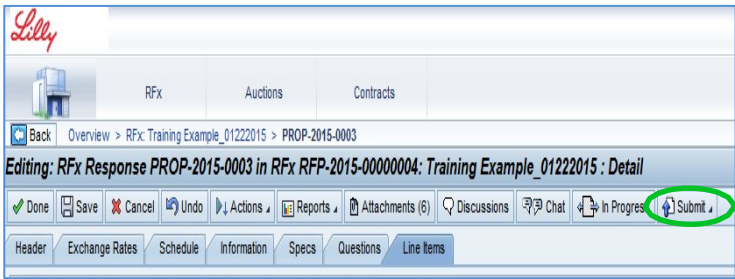
## How to Respond to a RFx

<p>7.</p>	<p>Go to the <b>Exchange</b> tab &gt; Review the desired rate of exchange and currency for this event.</p>	
<p>8.</p>	<p>On the <b>Schedule</b> tab &gt; Review <b>Schedule Items</b> for the RFx.</p>	
<p>9.</p>	<p>Select <b>Information</b> tab &gt; Click topic listed in the <b>Information Sections</b> to review the materials related to RFx.</p>	

## How to Respond to a RFx

10.	Click the <b>Attachment(s)</b> tab to review all documents attached to this RFx. Click <b>Attach File(s)</b> or <b>Attach URL</b> to submit additional attachment(s) or URL(s) with the proposal.	
11.	Select the <b>Questions</b> tab > Click each name in the <b>Title</b> column to open the section and answer all questions.	

## How to Respond to a RFx

<p><b>12.</b> Answer each question in the section. Click <b>Back</b> to proceed to the next question section, if applicable. Or <b>Save</b> and <b>Done</b>, after answering all questions in that section. Repeat the process until all sections are complete.</p>	
<p><b>13.</b> On the <b>Line Item</b> tab &gt; Enter your pricing information in the required fields &gt; Repeat the process for each line item &gt; Click <b>Save</b>.</p>	
<p><b>14.</b> Click <b>In Progress</b> tab to switch it to <b>Firm</b>. Click <b>OK</b> to confirm submission &gt; Click <b>OK</b> again to submit the proposal.</p>	

## How to Respond to a RFx

15.	<b>Logout</b> of SAP Sourcing.	
16.	Supplier will receive an email confirm receipt by Eli Lilly and Company for receipt of RFx.	<p>Dear Supplier,</p> <p>This message is to notify you that your RFx Response PROP-XXXX-X on Training Example has been received by Eli Lilly and Company.</p> <p>Your point of contact is John Doe.</p>