SAP Sourcing

Supplier RFx
Quick Reference Guide

November 2015

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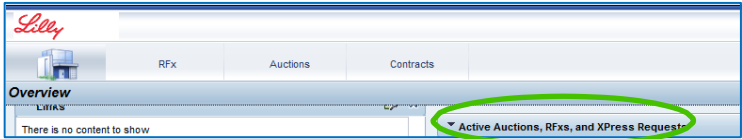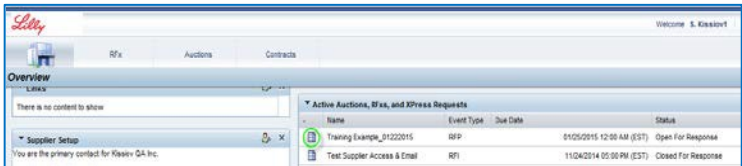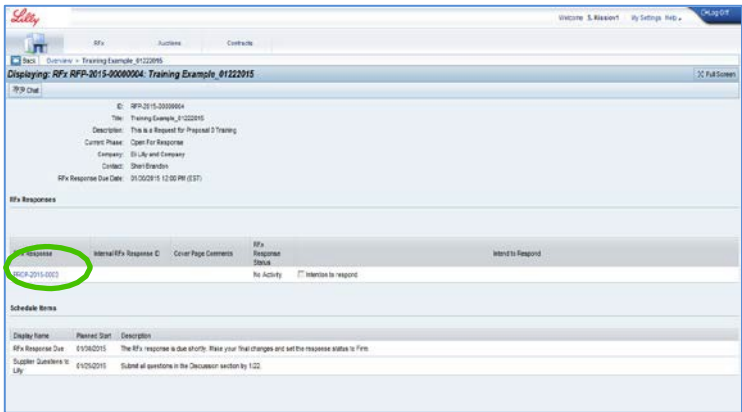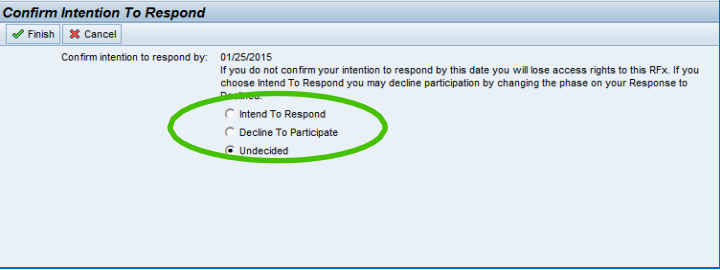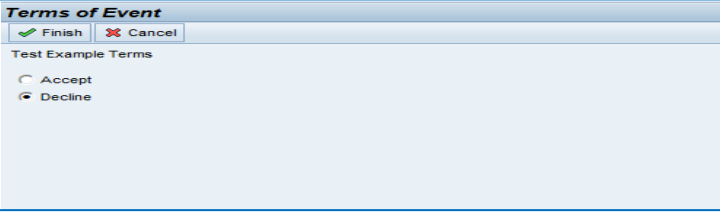
How to View and Respond in the RFx Module

- RFx Section- Information, Proposal, and Quote-

Follow the noted steps to completely review, download all materials, and respond to the RFx.

How to View, Confirm or Decline Event Participation

#	Directions	Visual of Step
1.	Click on the email link received from **Eli_Lilly_Procurement** to confirm/decline participation in the event. You will enter the workbench.	Dear Supplier, You are invited to participate in the Eli Lilly and Company RFx named: RFP-2000-00000000, Training Example_01222020b. The deadline for your completed response to this RFx is 00/00/2020 12:00 PM (EST). TO CONFIRM PARTICIPATION, follow these steps:
2.	Go to "**Active Auctions, Rfxs, and Xpress Request**"	
3.	Click on the paper next to the event name listed on the workbench.	
4.	Select the **Rfx Response Number**	

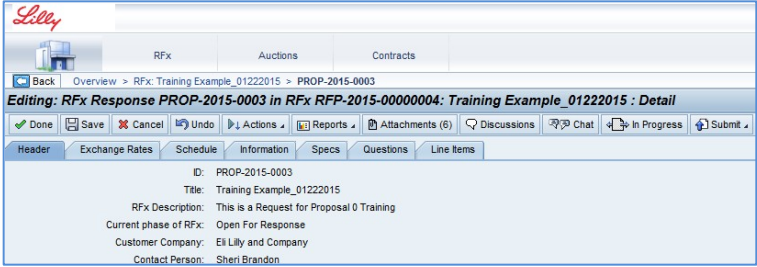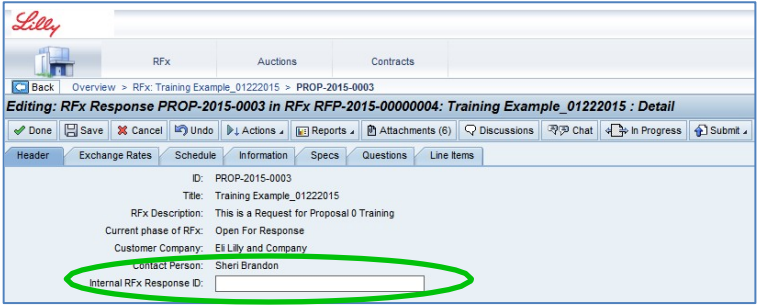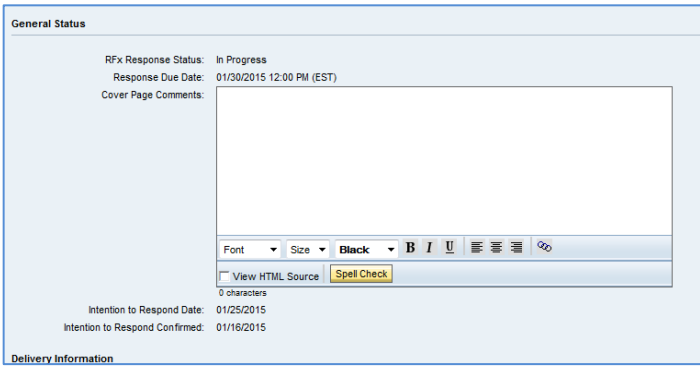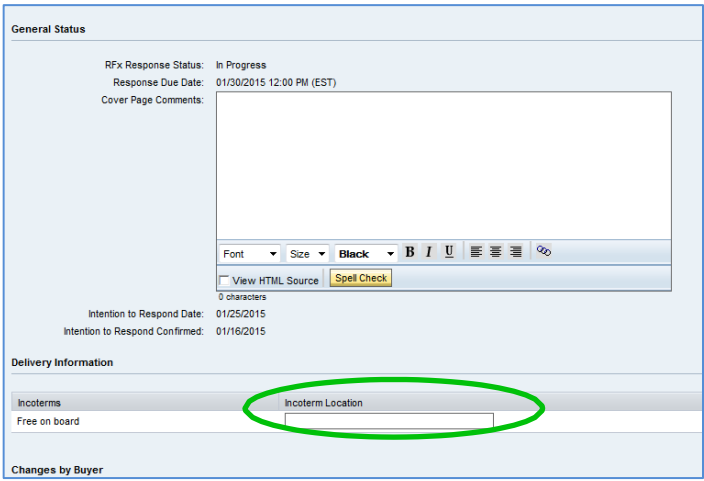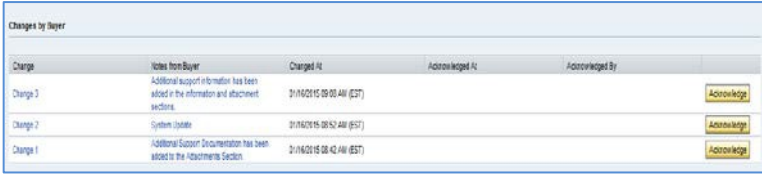|		
5.	**Confirm** or **Decline** the **Intent to Respond**. Click Finish	
6.	Read and review the **Terms of Event**. Then accept or decline the terms for the event. Click Finish.	

How to Respond to an Event

Each request maintains different tabs depending on the type of event. The events types include Request for Information (RFX), Request for Quote (RFQ), and Request for Proposal (RFP).

Complete each available tab by clicking on the name to preview the page. The tabs include the following:

Tab Label	Explanation of Tab
Header	General proposal information including Event owner name and contact information.
Exchange Rate	Currency applied for valuation of this Event.
Schedule	Timeline to complete and submit information
Information	Criteria and general information for the RFx
Specs	Specifications for the RFx
Questions	All questions pertaining to Scope of Request listed on the Information Tab.
Line Items	Bid area for submission of any specific Line Item(s).
Note: All tabs are not available in every event. They are event specific.	

Header Tab of the Event

#	Directions	Visual of Step
1.	After completing **Steps for View and Confirming Participation**, proceed to the proposal by reviewing the Header tab.	
2.	**Optional - Internal Project Number**: To record your company's **Internal Rfx Response ID**, enter the number or information here for this project. Example: Job123	
3.	**Optional - Cover Page Comments**: To submit a cover page note to Lilly. Enter comments in the Cover Page Comments section.	

4.	**Required - Delivery Terms**: Type the location applicable for the delivery terms prior to Event submission* Example: **United States**	*General Status* RFx Response Status: In Progress Response Due Date: 01/30/2015 12:00 PM (EST) Cover Page Comments: Font ▾ Size ▾ Black ▾ **B** *I* U ≡ ≡ ≡ ∞ ☐ View HTML Source Spell Check 0 characters Intention to Respond Date: 01/25/2015 Intention to Respond Confirmed: 01/16/2015 **Delivery Information** Incoterms Incoterm Location Free on board **Changes by Buyer**
5.	**Change by Buyer**: This section will maintain any modifications to the event by the Lilly. Note: *If there are any changes by the Lilly prior to your submission. Then your company will need to read and acknowledge the modifications prior to your event submission.**	*Changes by Buyer* 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 09:00 AM (EST)			Acknowledge Change 2	System Update	01/16/2015 08:52 AM (EST)			Acknowledge Change 1	Additional Support Documentation has been added to the Attachments Section.	01/16/2015 08:42 AM (EST)			Acknowledge

* The * items in this section are to be reviewed prior to proposal submission.

Exchange Rate Tab

No action items are required on this tab except to review the specified currency for this event.

Figure 5: Exchange Rate Tab Overview

Schedule Tab

This tab contains a list of all key dates for this Event with required submission date and time for each activity. Some activities have additional requirements to be completed in other areas such as the **Discussion** area for "*Supplier Questions to Lilly.*"

Figure 6 : Schedule Tab Overview

Information Tab

This tab contains information regarding the Scope of Request, Specifications, and other important project related materials.

Figure 7 : Information Tab Overview

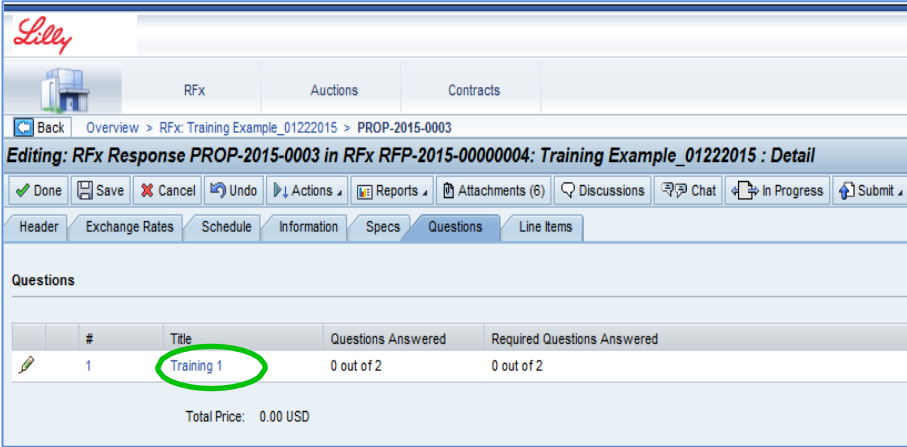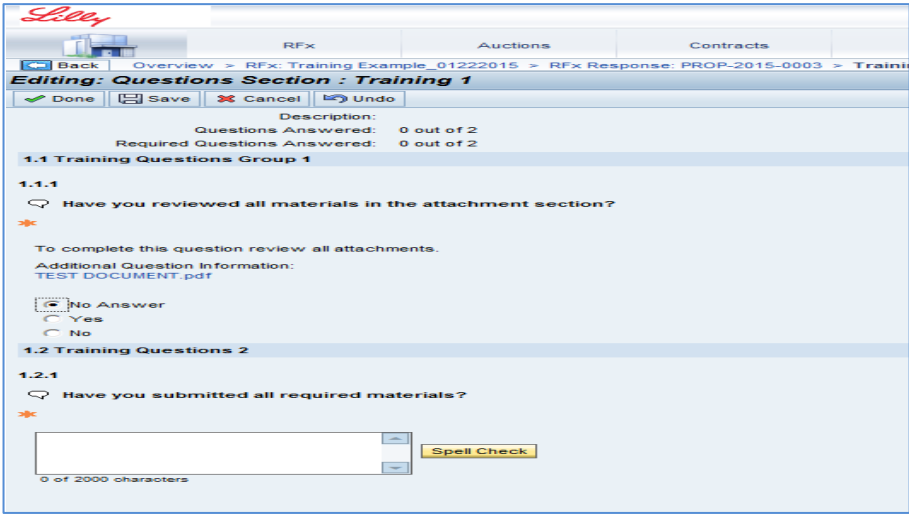| #	Directions	Visual of Step
1.	Click each title for the Information topic to review the material enclosed. *This is information required to respond to the RFx request.	
2.	Access the **Attachment** area to download and review all documents to complete the RFx.	

Questions Tab

This tab maintains all questions for the Scope of Request. Complete all required items in the Question Summary section. The Question Summary page provides an overview of the amount of questions to complete, however click each question section title to review each individual item.

Figure 8 : Question Summary Tab Overview

#	Directions	Visual of Step
1.	Click each **Title** to review the Question Section.	

2.	Answer each question in the section. Click **Save** and **Done** after answering all questions in each section.	

Note: The additional question field has a maximum limitation of 1000 characters, if applicable. *

Line Items Tab

On this tab your company will provide your company pricing for the requested line items in each field. Complete each line item per the quantity request determined by Eli Lilly Procurement.
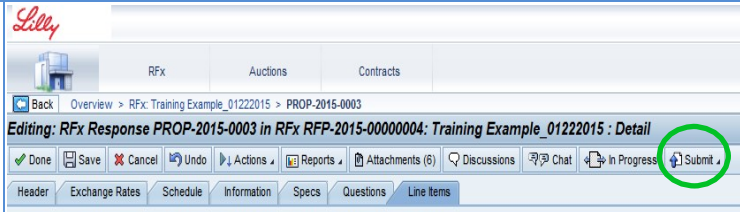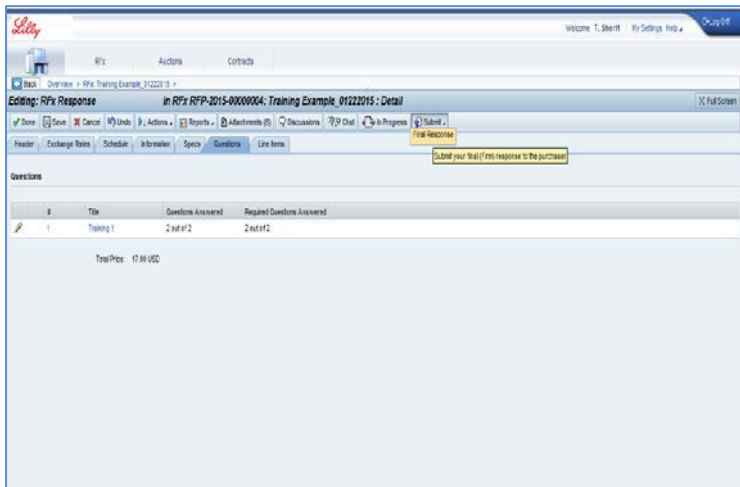
Figure 9: Line Item Tab Overview

#	Directions	Visual of Step
1.	Click on the Line Items tab to enter pricing in the requested fields next to each line item. Click **Save** and **Done**.	

Finalizing the RFx Submission

To finalize your submission, proceed to complete the following steps:

- Input Incoterm location on the Header tab
- Acknowledge any modifications from Lilly noted on the Header tab
- Ensure all questions are answered completely – Question Tab
- Attach all files in the Attachments section
- Enter pricing for all Line Items
- Change the Phase to "**Firm**" by clicking Submit

#	Directions	Visual Step
1.	Go to the Phase Section in the task bar. Select **Submit** to change your status from "In Progress" to "FIRM." *Be sure all items above have been completed.*	
2.	Confirm Phase change > Click **OK** to confirm submission > Click **OK** change from default U.S. dollars > **Save** and **Done**.	
3.	**Logout** of SAP Sourcing	

SAP Supplier Sourcing Link:

https://sourcing.lilly.com/sourcing/fsvendor/vendordesktop/login

Supplier Portal (Accessing System, Job Aids, and Troubleshooting Request Form):

http://supplierportal.lilly.com/Pages/SAPSourcing.aspx