



# SAP Sourcing



## Supplier RFx Quick Reference Guide

November 2015

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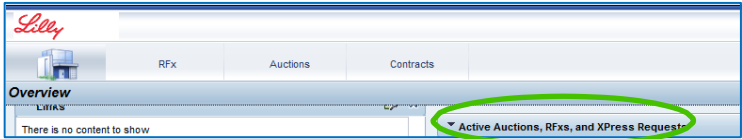
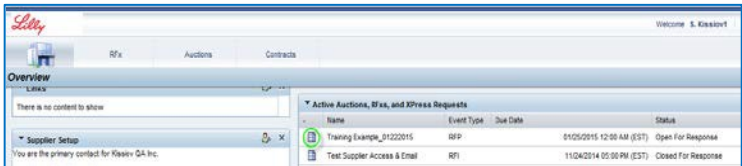
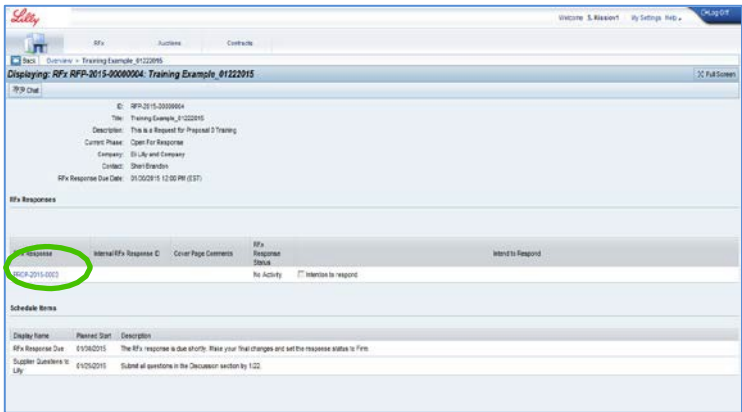
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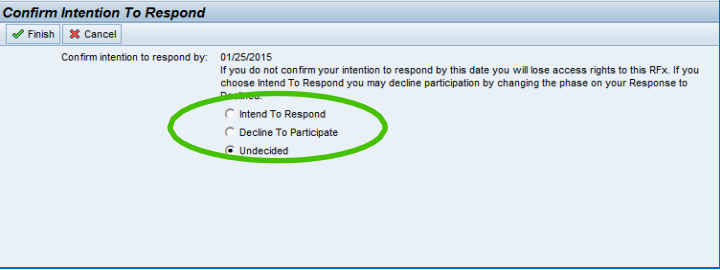
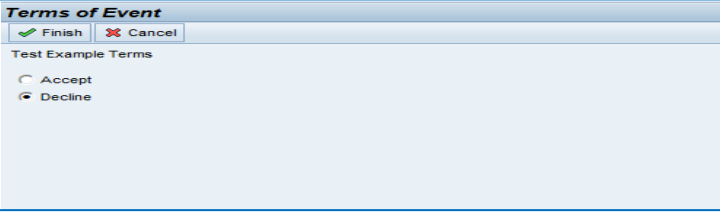
# How to View and Respond in the RFx Module

## - 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 <b>Eli_Lilly_Procurement</b> to confirm/decline participation in the event. You will enter the workbench.	<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>
2.	Go to <b>“Active Auctions, Rfxs, and Xpress Request”</b>	
3.	Click on the paper next to the event name listed on the workbench.	
4.	Select the <b>Rfx Response Number</b>	

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

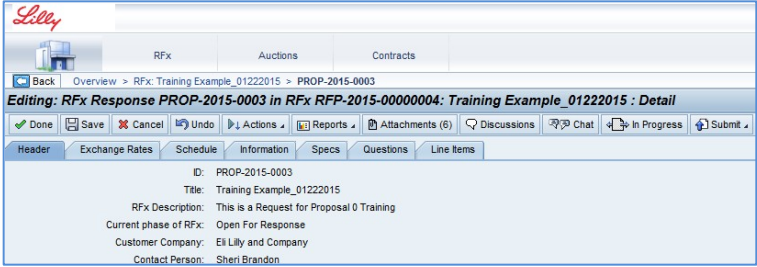
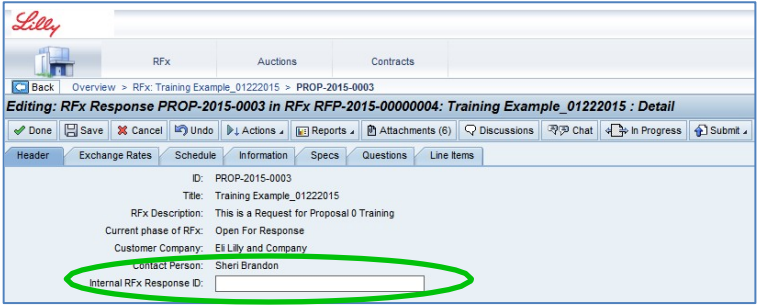
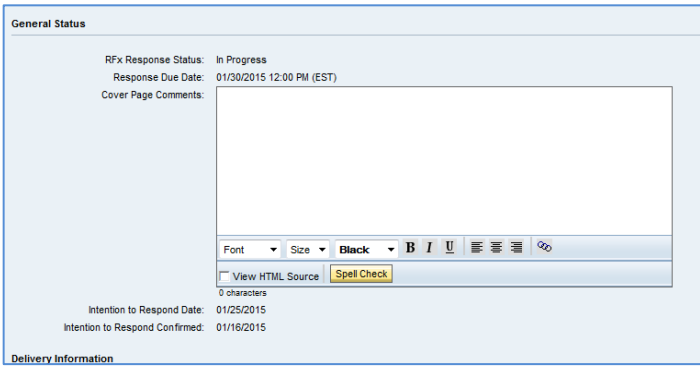
### **How to Respond to an Event**

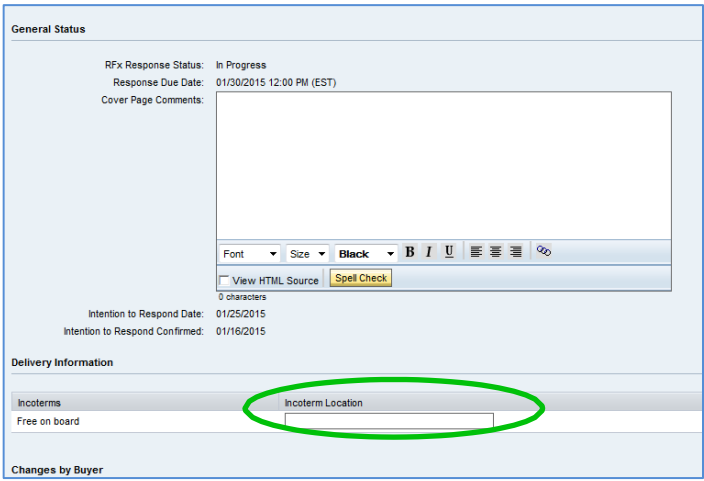
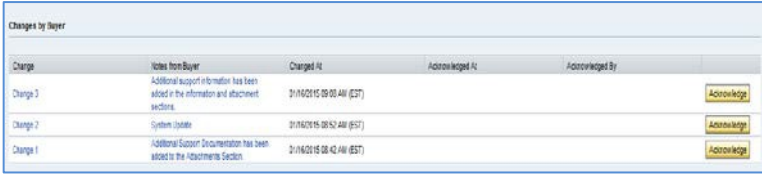
Each request maintains different tabs depending on the type of event. The events types include Request for Information (RFI), Request for Quote (RFQ), and Request for Proposal (RFP).

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

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

## Header Tab of the Event

#	Directions	Visual of Step
1.	After completing <b>Steps for View and Confirming Participation</b> , proceed to the proposal by reviewing the Header tab.	 <p>The screenshot shows the Lilly RFX system interface. The 'Header' tab is selected, displaying details for 'Training Example_01222015'. The 'Internal Rfx Response ID' field is highlighted with a green circle.</p>
2.	<b>Optional - Internal Project Number:</b> To record your company's <b>Internal Rfx Response ID</b> , enter the number or information here for this project.  Example: Job123	 <p>The screenshot shows the Lilly RFX system interface. The 'Header' tab is selected, displaying details for 'Training Example_01222015'. The 'Internal Rfx Response ID' field is highlighted with a green circle.</p>
3.	<b>Optional - Cover Page Comments:</b> To submit a cover page note to Lilly. Enter comments in the Cover Page Comments section.	 <p>The screenshot shows the Lilly RFX system interface. The 'General Status' section is displayed, showing 'RFX Response Status: In Progress' and 'Response Due Date: 01/30/2015 12:00 PM (EST)'. The 'Cover Page Comments' field is highlighted with a green circle.</p>

4.	<p><b>Required - Delivery Terms:</b> Type the location applicable for the delivery terms prior to Event submission*</p> <p>Example: <b>United States</b></p>	
5.	<p><b>Change by Buyer:</b> This section will maintain any modifications to the event by the Lilly.</p> <p><i>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.*</i></p>	

\* 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

The screenshot shows the 'Exchange Rate Tab' in the SAP Sourcing system. The interface includes a header with the Lilly logo and navigation tabs for RFx, Auctions, and Contracts. Below the header, there is a breadcrumb trail: 'Back Overview > RFx: Training Example\_01222015 > PROP-2015-0003'. The main title is 'Editing: RFx Response PROP-2015-0003 in RFx RFP-2015-00000004: Training Example\_01222015 : Detail'. A toolbar contains buttons for Done, Save, Cancel, Undo, Actions, Reports, Attachments (6), Discussions, Chat, In Progress, and Submit. The 'Exchange Rates' tab is selected, showing a table with columns: Alternate Currency, From Rate, To Rate, and Use System Rates. The table displays data for EUR with a From Rate of 1.1399 and a To Rate of 0.8774. The currency is set to USD.

Alternate Currency	From Rate	To Rate	Use System Rates
EUR	1.1399	0.8774	<input type="checkbox"/>

## 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

The screenshot shows the 'Schedule Tab' in the SAP Sourcing system. The interface is similar to the previous one, with the same header and navigation tabs. The main title is 'Editing: RFx Response PROP-2015-0003 in RFx RFP-2015-00000004: Training Example\_01222015 : Detail'. The 'Schedule' tab is selected, showing a table with columns: Schedule Items, Start Date, and Description. The table lists two items: 'RFx Response Due' on 01/30/2015 and 'Supplier Questions to Lilly' on 01/25/2015.

Schedule Items	Start Date	Description
RFx Response Due	01/30/2015	The RFx response is due shortly. Make your final changes and set the response status to Firm.
Supplier Questions to Lilly	01/25/2015	Submit all questions in the Discussion section by 1/22.

## Information Tab

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

Figure 7 : Information Tab Overview

The screenshot shows the SAP interface for editing an RFX response. The top navigation bar includes 'Lilly', 'RFX', 'Auctions', and 'Contracts'. Below this is a breadcrumb trail: 'Back Overview > RFX: Training Example\_01222015 > PROP-2015-0003'. The main title is 'Editing: RFX Response PROP-2015-0003 in RFX RFP-2015-00000004: Training Example\_01222015 : Detail'. A toolbar contains buttons for 'Done', 'Save', 'Cancel', 'Undo', 'Actions', 'Reports', 'Attachments (6)', 'Discussions', 'Chat', 'In Progress', and 'Submit'. Below the toolbar are tabs for 'Header', 'Exchange Rates', 'Schedule', 'Information' (selected), 'Specs', 'Questions', and 'Line Items'. The 'Information Sections' table is displayed below the tabs.

#	Information Sections	Has Attachments
1	Scope of Request	<input checked="" type="checkbox"/>
2	Additional Documentation	<input checked="" type="checkbox"/>

#	Directions	Visual of Step
1.	<p>Click each title for the Information topic to review the material enclosed.</p> <p>*This is information required to respond to the RFX request.</p>	<p>The screenshot shows the same SAP interface as Figure 7, but with the 'Scope of Request' link in the 'Information Sections' table highlighted with a green circle.</p>
2.	<p>Access the <b>Attachment</b> area to download and review all documents to complete the RFX.</p>	<p>The screenshot shows the same SAP interface as Figure 7, but with the 'Attachments (6)' button in the toolbar highlighted with a green circle.</p>

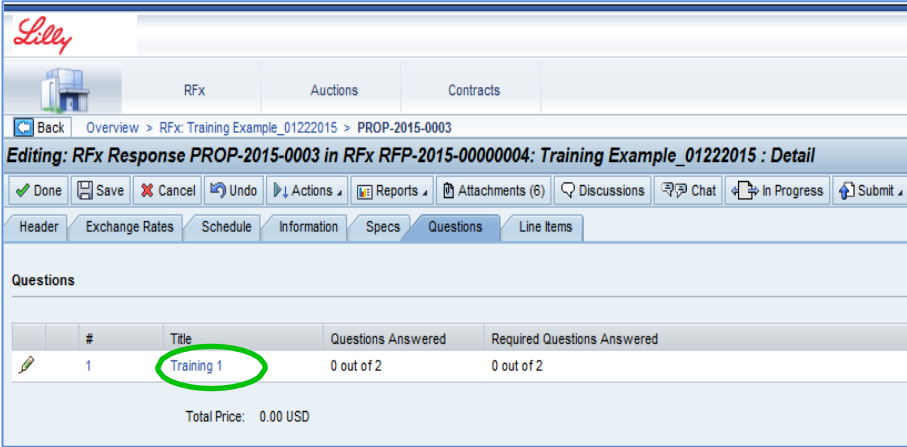


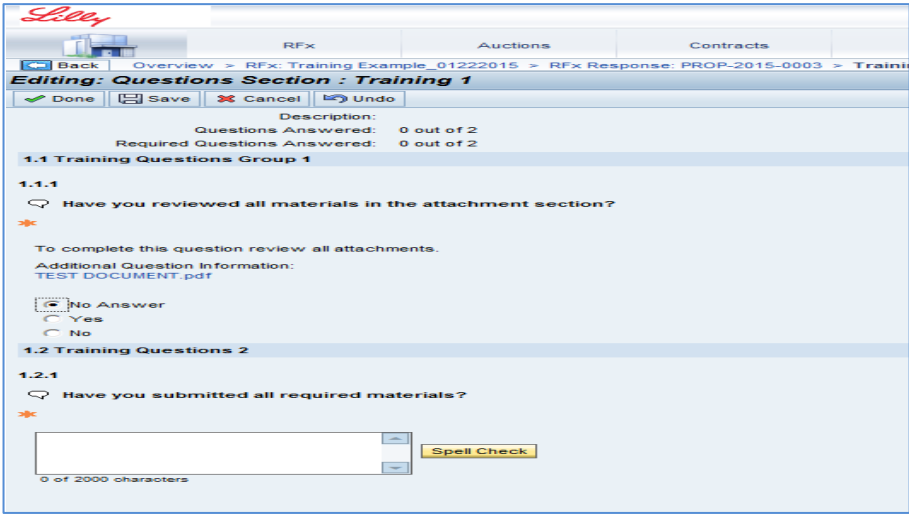
## Questions Tab

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

#	Title	Questions Answered	Required Questions Answered
1	Training 1	0 out of 2	0 out of 2

#	Directions	Visual of Step
1.	Click each <b>Title</b> to review the Question Section.	

<p>2.</p>	<p>Answer each question in the section.</p> <p>Click <b>Save</b> and <b>Done</b> after answering all questions in each section.</p>	
<p><i>Note: The additional question field has a maximum limitation of 1000 characters, if applicable.*</i></p>		

## 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.

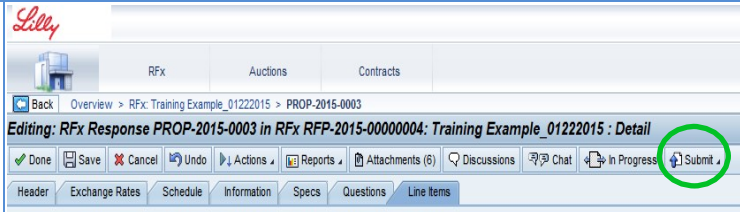
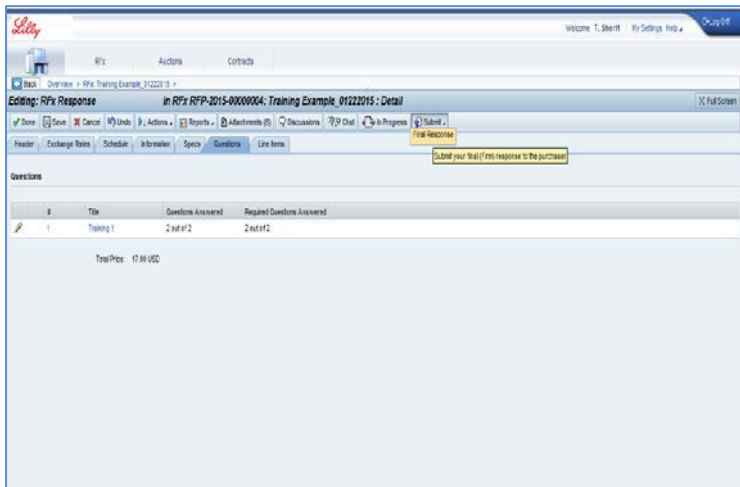

Figure 9: Line Item Tab Overview

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

## **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 <b>Submit</b> to change your status from “In Progress” to “FIRM.”  <i>Be sure all items above have been completed.</i>	 The screenshot shows the SAP Sourcing interface for editing an RFx response. The 'Submit' button in the top right corner of the task bar is circled in green. The breadcrumb trail indicates the path: Back > Overview > RFx Training Example_01222015 > PROP-2015-0003. The page title is 'Editing: RFx Response PROP-2015-0003 in RFx RFP-2015-00000004: Training Example_01222015: Detail'. The task bar includes buttons for Done, Save, Cancel, Undo, Actions, Reports, Attachments (6), Discussions, Chat, In Progress, and Submit. The bottom tabs include Header, Exchange Rates, Schedule, Information, Specs, Questions, and Line Items.
2.	Confirm Phase change > Click <b>OK</b> to confirm submission > Click <b>OK</b> change from default U.S. dollars > <b>Save</b> and <b>Done</b> .	 The screenshot shows the SAP Sourcing interface for editing an RFx response. The 'Submit' button in the top right corner of the task bar is circled in green. The breadcrumb trail indicates the path: Back > Overview > RFx Training Example_01222015 > PROP-2015-0003. The page title is 'Editing: RFx Response PROP-2015-0003 in RFx RFP-2015-00000004: Training Example_01222015: Detail'. The task bar includes buttons for Done, Save, Cancel, Undo, Actions, Reports, Attachments (6), Discussions, Chat, In Progress, and Submit. The bottom tabs include Header, Exchange Rates, Schedule, Information, Specs, Questions, and Line Items. The 'Questions' tab is active, showing a table with columns: #, Title, Questions Answered, and Required Questions Answered. The table has one row with the title 'Training 1' and values '2 out of 2' and '2 out of 2'. The total price is listed as 17.66 USD.
3.	<b>Logout</b> of SAP Sourcing	 The screenshot shows the SAP Sourcing interface for editing an RFx response. The 'Log Off' button in the top right corner of the task bar is circled in green. The breadcrumb trail indicates the path: Back > Overview > RFx Training Example_01222015 > PROP-2015-0003. The page title is 'Editing: RFx Response PROP-2015-0003 in RFx RFP-2015-00000004: Training Example_01222015: Detail'. The task bar includes buttons for Done, Save, Cancel, Undo, Actions, Reports, Attachments (6), Discussions, Chat, In Progress, and Submit. The bottom tabs include Header, Exchange Rates, Schedule, Information, Specs, Questions, and Line Items.

**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>