

## How to open a saved RFX Response

1. Return to <https://procurement.unido.org> and login with your account details as you have before.
2. Once logged in, go to “RFX and Auctions”:

The screenshot displays the 'Supplier Relationship Management' interface. On the left, a navigation menu includes 'RFX and Auctions' (highlighted in yellow) and 'Personalization'. The main content area features a header with 'Work Items (0)', 'Alerts (0)', and 'Notifications (0)'. Below this is a 'Hide Quick Criteria Maintenance' button. A filter section includes a '\* Show:' dropdown set to 'Completed Work Items', a 'Status:' dropdown, a 'High Priority:' checkbox, a 'Sent Date:' dropdown, a 'Timeframe:' dropdown, and a 'Subject:' text input. 'Apply' and 'Clear' buttons are positioned below the filters. At the bottom, a 'View:' dropdown is set to '[Standard View]', and a row of action buttons includes 'Details', 'Approve', 'Reject', 'Resubmit', and 'End Resubmission'. A table with columns 'Subject' and 'Destination' is partially visible at the bottom.

Subject	Destination

3. Once you are in the page with the list of RFX events, click on “Refresh” to get the latest information:

**Active Queries**

eRFxs **All (44)**  
 Without Category Assignment **New Query (25)**

**eRFxs - All**

[Hide Quick Criteria Maintenance](#)

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

View: **[Standard View]**    **Refresh**

Event Number	Event Description	Event Status	Start Date	End Date	Response Number	Response Status
7000001615	Printing and Translating of BTO Manual	Published	18.04.2016	25.04.2016		No Bid Created
7000001612	Facilitation of Study Tour	Published		28.04.2016		No Bid Created
7000001611	Design & Plans for IAIP - ETH	Published		26.04.2016		No Bid Created

4. Find your RfX. Let's take 7000001565 for example. The easiest way to search is to 1) enter the number in the field "Event Number"; 2), clicking on "Apply". The event should show up on the table below as long as the deadline is still open (or you had registered for that event and the deadline had already closed):

**Active Queries**

eRFxs [All \(1\)](#)  
 Without Category Assignment [New Query \(25\)](#)

**eRFxs - All**

[Hide Quick Criteria Maintenance](#)

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

[Apply](#) [Clear](#)

View: [\[Standard View\]](#) [Create Response](#) [Display Event](#) [Display Response](#) [Refresh](#) [Export](#)

Event Number	Event Description	Event Status	Start Date	End Date	Response Number	Response Status
7000001565	Pilot Project Industrial Biotechnology	Published		18.04.2016	6000006938	Saved

- Note: If your screen looks like below and not what is shown above, click on "Show Quick Criteria Maintenance" to display the search fields.

**Active Queries**

eRFxs [All \(44\)](#)  
 Without Category Assignment [New Query \(25\)](#)

**eRFxs - All**

[Show Quick Criteria Maintenance](#)

View: [\[Standard View\]](#) [Create Response](#) [Display Event](#) [Display Response](#) [Refresh](#) [Export](#)

Event Number	Event Description	Event Status	Start Date	End Date	Response Number	Response Status
7000001615	Printing and Translating of BTO Manual	Published	18.04.2016	25.04.2016		No Bid Created
7000001612	Facilitation of Study Tour	Published		28.04.2016		No Bid Created
7000001611	Design & Plans for IAIP - ETH	Published		26.04.2016		No Bid Created

- 5. You should be able to find your RfX on the table below and your response number as well under the column heading “Response Number”:

**Active Queries**

eRFxs **All (1)**  
Without Category Assignment [New Query \(25\)](#)

**eRFxs - All**

[Hide Quick Criteria Maintenance](#)

Event Number:  To  ↕  
Event Status:  ↕  
Creation Date:  To  ↕  
Deadline Date Flag:  ↕  
Status:  ↕  
Response Timeframe:  ↕  
Smart Number:

View:

Event Number	Event Description	Event Status	Start Date	End Date	Response Number	Response Status
7000001565	Pilot Project Industrial Biotechnology	Published		18.04.2016	6000006938	Saved

- Click on the response number to open it directly.

**NOTE:** Once done, we suggest that you return to the list of RfX and Auctions page and click on “Clear” → “Apply” so that your list does not remain restricted to just this one RfX event. See the next page showing you a screenshot of the steps we are describing here.

## Active Queries

eRFxs **All (44)**

Without Category Assignment **New Query (25)**

### eRFxs - All

Hide Quick Criteria Maintenance

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

**Apply** **Clear**

2 1

View: [Standard View]

Event Number	Event Description	Event Status	Start Date	End Date	Response Number	Response Status
700001615	Printing and Translating of BTO Manual	Published	18.04.2016	25.04.2016		No Bid Created
700001612	Facilitation of Study Tour	Published		28.04.2016		No Bid Created
700001611	Design & Plans for IAIP - ETH	Published		26.04.2016		No Bid Created

- 6. Once in the RFX Response (titled as such at the top of the window), click on "Edit" to make any further changes you need to make.

## Display RFX Response:

 [Edit](#) |  | [Check](#) | [Close](#) | [Export](#) | [Questions and Answers \( 0 \)](#) | [System Information](#) | [Create Memory Snapshot](#)

 Address data has changed - [Display Help](#)

RFX Response Number	6000006938	RFX Number	7000001565	Status	Saved	Submission Deadline	18.0
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### RFX Information

[Items](#) | [Notes and Attachments](#) | [Summary](#) | [Tracking](#)

[Basic Data](#) | [Questions](#) | [Notes and Attachments](#)

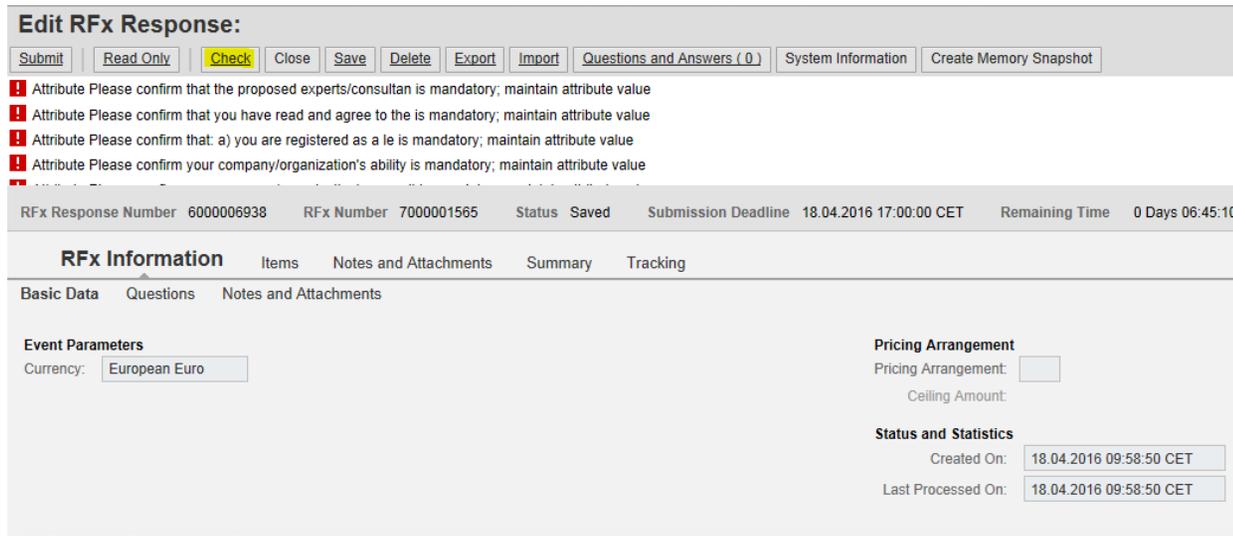
#### Event Parameters

Currency:

Total Value of RFX Response:  EUR

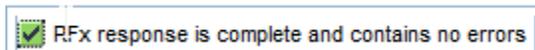
:

7. Look through your response in the system and see if there is anything you would like to change before you submit this response to UNIDO. Perhaps click on “Check” to see if any error messages pop up telling you if you are missing any mandatory information:



Messages with a red symbol indicate that there is mandatory information that needs to be submitted from your side. In most cases, and as in the example in the screenshot, there are mandatory questions left unanswered by the bidder which must be answered prior to submitting your proposal. Please read step 13 of the “Bidder Access Guide 2015” on where and how to fill out these questions (when necessary).

If you have no error messages like what is shown above, and perhaps a message with a green symbol as follows:



Or a warning:



... you will be able to go ahead with your response.

8. Once you are sure you are ready to submit your bid to UNIDO, click on “Submit”. If there is no mandatory information missing, you will get a message saying that the RfX Response was submitted successfully.

**Edit RfX Response:**

[Submit](#) [Read Only](#) [Check](#) [Close](#) [Save](#) [Export](#) [Import](#) [Questions and Answers \(0\)](#) [System Information](#) [Create Memory Snapshot](#)

✔ RfX response is complete and contains no errors

RfX Response Number 6000006938 RfX Number 7000001565 Status In Process Submission Deadline 18.04.2016 17:00:00 CET Remaining Time 0 Days 06:37

**RfX Information** Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

**Event Parameters**  
Currency:

**Pricing Arrangement**  
Pricing Arrangement:   
Ceiling Amount:

**Status and Statistics**  
Created On:   
Last Processed On:

Your RfX Response status should change to “Submitted”, as below:

**Display RfX Response:**

[Edit](#) [Refresh](#) [Close](#) [Withdraw](#) [Export](#) [Questions and Answers \(0\)](#) [System Information](#) [Create Memory Snapshot](#)

✔ RfX response 6000006938 submitted

RfX Response Number 6000006938 RfX Number 7000001565 Status Submitted Submission Deadline 18.04.2016 17:00:00 CET Remaining Time 0 Days 06:36:20 Total Value 50.00 EUR

**RfX Information** Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

**Event Parameters**  
Currency:   
Total Value of RfX Response:  EUR

**Pricing Arrangement**  
Pricing Arrangement:   
Ceiling Amount:

**Status and Statistics**  
Created On:   
Created By:   
Last Processed On:   
Last Processed By:

As above, as long as the status is “Submitted”, the RFX response can be opened by UNIDO for evaluation after the submission deadline has passed. Please note that if your response is in any other status like “Saved”, UNIDO will **not** be able to consider it for further evaluation.

Also, you will be able to edit this response at any point in time before the submission deadline. Just re-open the RFX Response as we did in this guide, and once in the response, click on “Edit” to make further changes to the document.