Create Response & Submit - Solicitation Amendment

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| 1. | Click the Supplier Portal link. Supplier Portal |



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| 2. | Click the Negotiation invitations link. |
| | Negotiation invitations |

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| ctions 🔻 View 🕇 | r Format v 🔲 Freeze 📷 | Detach 🚽 Wrap | Accept Terms | Acknowledge Participatio | on Create Response | | |
| Solicitation | Title | Solicitation Type | Time Remaining | Close Date R | Your Will esponses Participat | Unread e Messages | |
| 70046-21,1 | Concrete Bags | Request for Qu | 1 Day 23 Hours | 6/19/21 11:47 AM | 0 | 0 | |
| 70035-21 F | RFQualification Test | Request for Qu | 1 Day 8 Hours | 6/18/21 9:14 PM | 0 | 0 | |
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| 3. | Click the Solicitation Number link. |
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| Request for Quot | ation: 70046-21,1 | Messages | Create Respons | e Action | s ▼ D <u>o</u> ne |
| Currency = US Dollar | | | Time | Zone Easte | rn Standard Time |
| | Title Concrete Bags | Open Date | 6/17/21 12:05 | PM | |
| | Status Active (Locked) | Close Date | 6/19/21 11:47 | AM | |
| | Time Remaining 1 Day 23 Hours | | | | |
| Table of Contents | Cover Page | | | | - |
| Cover Page | | | | | |
| Overview | REQUEST FOR QUOTATION | | | | |
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| 4. | Click on the Actions button. |
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| 5. | Click on the View list option. |
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| Table of Contents | Cover Page | |
| Cover Page Overview Lines Contract Terms | REQUEST FOR QUOTATION Concrete Bags PUBLISHED DATE:6/17/21 12:05 PM DUE DATE:6/19/21 11:47 AM TIME ZONE: EASTERN TIME | ſ |
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| 6. | Click on the View PDF list option. |
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| 7. | Click the OK button. Open & View the PDF. |
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| 8. | Click the Actions button. |
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| 9. | Click on the View list option. |
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| 11. | To Download all attachments, Click the Actions drop down and click Download All. To view and download individual attachment, follow from step 12 |
| | View Attachments |

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| 12. | Select the Attachment row. |

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| 13. | Click the Download button. |
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| 14. | Click the Open with option. |
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| 15. | Click the OK button. | | | | |
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| 16. | Click the Done button. |
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| Table of Contents | Cover Page | | | | | - |
| Cover Page | 5 | | | | | |
| Overview | REQUEST F | OR QUOTATION | | | | |
| Lines | Concrete Bag | s | | | | |
| Contract Terms | PUBLISHED DATE:6/17/21 12:05 | PM | | | | |
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| 17. | Click the Create Response button. | | | | |
| | Create Response | | | | |

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| Time | Remaining 1 Day 23 Hours | |
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| Table of Contents | Cover Page | |
| Cover Page | A Warning | × |
| Overview | You must acknowledge all amendments to solicitation 70046-21 | before responding. Do you want to continue? |
| Lines Contract Terms | | Yes No |
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| 18. | Click Yes to acknowledge the amendment. | | | |
| | Yes | | | |

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| Amendment 1 | Concrete Bags | 6/17/21 12:05 PM | Active (Locked) | | | | | |
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| Ап | endment Description Update | d Contract Terms. Please review. Scope | of work. | | | | | |
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| 20. | Click the Compare Clause icon to view the clause updates. |
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| 21. | Expand the Standard Clause: SCOPE OF WORK arrow. |
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| 22. | Expand the Current Clause: SCOPE OF WORK arrow to view the changes. |
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| 23. | Click the Done button. |
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| 25. | Click in the View Original Solicitation button. (Optional) |
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| 26. | Click the Acknowledge Amendment checkbox. |
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| 28. | Click on the OK button. |
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| 29. | Click the Create Response button. |
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| 30. | Click the Add (+) icon to add attachments. |
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| 32. | Select the file to attach. |
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| 33. | Click the Open button. |
| | Open |

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| 34. | Click on the OK button. |
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| 35. | Click in the Note to Buyer field. (Optional) |
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| 36. | Enter the desired information into the Note to Buyer field. Example - "Test ". (Optional) |

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| 7. | Click on the Next b | outton. | | | |
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| 38. | Click the Response Price field |



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| eate Respon | se (Quote 40 | 15): Line | S messages | Respond | by spreads in | Actions | • <u>B</u> ack Ney | u sa | ve • | Sub <u>ini</u> n | Calicel |
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| 39. | Enter the desired information into the Response Price. Example - "70". |

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| Currency = US Dollar | Last Saved 6/17/21 12:19 PM Time Zone Eastern Standard Time |
| Title Concrete Bags | Close Date 6/19/21 11:47 AM |
| Time Remaining 1 Day 23 Hours | |
| Overview Lines General | |
| Supplier A & W Contracting Corporation | Response Type Primary |
| Supplier Site GORDONSVILLE-PO | Reference Number Note to Buver Test |
| Response Currency USD | |
| Price Precision 2 Decimals Maximum | Attachments Sourcing Doubts.bt |
| Response Valid Until | |
| ✓ Contract Terms | |
| ▲ Variables ⑦ | |
| Provide values for the listed variables. The values you enter are automa | atically populated in the contract terms. |
| Manu - Format - III Franzo - Miran Minur Allunzia | ables |
| | |
| Name Description | Value <u>Clauses</u> |

| Step | Action |
|------|---|
| 41. | Click the Submit button. Sub <u>m</u> it |



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|--|--|--|--|-----------------------------|---------------|
| Request for Quo | tation: 70046-21,1 | Messages | Create Response | e Actions ▼ | D <u>o</u> ne |
| Currency = US Dollar | Title Concrete Status Active (Lo Time Remaining 1 Day 23 | Confirmation × en Date The response 4015 to solicitation 70046-21,1 was submitted. | Time Z 6/17/21 12:05 F 6/19/21 11:47 A | Zone Eastern Sta PM M | ndard Time |
| Table of Contents Cover Page Overview Lines Contract Terms | Cover Page PUBLISHEI DUE DATE: TIME ZONI | REQUEST FOR QUOTATION Concrete Bags DATE:6/17/21 12:05 PM 6/19/21 11:47 AM 2: EASTERN TIME | | | |
| | | | | | |

| Step | Action |
|------|-----------------------------|
| 42. | Click the OK button. |
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|----------------------------------|---|------------|--------------|---------|------------------|---------------|
| Request for Quotation: 70046 | 5-21,1 | Messages | Create Respo | onse | Actions • | D <u>o</u> ne |
| Currency = US Dollar | | | Tir | ne Zone | Eastern Star | ndard Time |
| Title | Concrete Bags | Open Date | 6/17/21 12: | 05 PM | | |
| Status | Active (Locked) | Close Date | 6/19/21 11:4 | 47 AM | | |
| Time Remaining | 1 Day 23 Hours | | | | | |
| Table of Contents Cove | r Page | | | | | |
| Cover Page Overview Lines | REQUEST FOR QUOTATION Concrete Bags | | | | | |
| Contract Terms PUB DUE TIM | LISHED DATE:6/17/21 12:05 PM DATE:6/19/21 11:47 AM E ZONE: EASTERN TIME | | | | | |
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| Step | Action |
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| 43. | Click the Done button. Done |

| Sive Concitations | | | | | | Time | e Zone Ea | astern Stan | Idard T |
|--|-----------------|--|--|---|--|--------------------------------------|-----------|-------------------------|------------------------|
| ▲ Search | | | | Manag | ge Watchlist S | aved Search | | | - |
| ** 5 | olicitation | | | ** Invita | tion Received | Yes 🗸 | ** At I | east one is | requir |
| | ** Title | | | Respon | se Submitted | No 🗸 | | | |
| ** Solicitatio | Close By m/d/yy | Ê | | Solicitatio | on Open Since | 5/18/21 | | Ê | |
| | | | | | | | | | |
| | | | | | | 5 | Search | Reset | Save |
| arch Results | | | | | | 2 | Search | Reset | Save |
| earch Results Actions ▼ View ▼ Format | ▼ III Freeze § | 🚆 Detach 🛛 🚽 Wrap | Accept Terms | Acknowledge Partic | ipation Create | e Response | Search | Reset | Save |
| arch Results Actions • View • Format Solicitation Title | ▼ Freeze 5 | B B Solicitation Type | Accept Terms Time Remaining | Acknowledge Partic | ipation Create Your Responses | e Response Will Participate | Search | Reset Unre Messag | Save ad |
| Actions View V Format Solicitation Title | ▼ ∰ Freeze § | EX Detach ↓ Wrap Solicitation Type Request for Qu | Accept Terms Time Remaining 1 Day 8 Hours | Acknowledge Partic Close Date 6/18/21 9:14 PM | ipation Create Your Responses | e Response Will Participate | Search | Reset Unre Messag | Save ad es 0 |
| Actions View Vermal Solicitation Title 70035-21 RFQualific Columns Hidden 4 | ▼ M Freeze § | Detach 4 Wrap Solicitation Type Request for Qu | Accept Terms Time Remaining 1 Day 8 Hours | Acknowledge Partic Close Date 6/18/21 9:14 PM | ipation Create Your Responses | e Response Will Participate | Search | Reset Unre Messag | Save ad les 0 |
| Actions View Format Solicitation Title 70035-21 RFQualific Columns Hidden 4 | Freeze | Detach 4 Wrap Solicitation Type Request for Qu | Accept Terms Time Remaining 1 Day 8 Hours | Acknowledge Partic Close Date 6/18/21 9:14 PM | ipation Create Your Responses | e Response Will Participate | Search | Reset Unre Messag | ad es 0 |
| Actions View Format Solicitation Title 70035-21 RFQualific Columns Hidden 4 | • Treeze | Detach el Wrap Solicitation Type Request for Qu | Accept Terms Time Remaining 1 Day 8 Hours | Acknowledge Partic Close Date 6/18/21 9:14 PM | ipation Create Your Responses 0 | s Response Will Participate | Search | Unree Messag | ad es 0 |
| Actions View Formal Solicitation Title 70035-21 RFQualific Columns Hidden 4 | Im Freeze | Detach of Wrap Solicitation Type Request for Qu | Accept Terms Time Remaining 1 Day 8 Hours | Acknowledge Partic Close Date 6/18/21 9:14 PM | ipation Create Your Responses 0 | s Response Will Participate | Search | Reset Unre Messag | ad es 0 |

| Step | Action |
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| 44. | Click the Done button. |
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| Supplier Portal | | | | | | |
| earch Orders V Order Number | | ୍ | | | | |
| Tasks | | | | | | F |
| Orders | | | | | | |
| Manage Orders | | Requiring Attention | | | | |
| Manage Schedules | | | | | | |
| Acknowledge Schedules in Spreadsheet | | | | | | |
| Agreements | | | | | | |
| - | | | | | | |
| manage Agreements | | | | | | |
| Shipments | | 2 | | | | |
| Manage Shipments | | | | | | |
| Create ASN | | | | | | |
| Create ASBN | | | | | | |
| Upload ASN or ASBN | | 2 | | | | |
| View Receipts | | | | | | |
| View Returns | | Negotiations Closing Soon | | | | |
| Contracts and Deliverables | | | | | | |
| Manage Contracts | | Recent Activity | | | | |
| Manage Deliverables | | Last 30 Days | | | | |
| Consigned Inventory | ٠ | Negotiation invitations 1 | | | | |
| - Baliaw Concumption Advisor | | Negotiation responses awarded or rejected 2 | | | | |
| Review Consumption Advices Review Consigned Inventory | | Agreements opened 2 | | | | |
| | | | | | | |

| Step | Action |
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| 45. | Click the Home icon to go the homepage. |
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| C P | SPWCMobius 🗠 🕫 🧐 🤅 | | | | | | | | | | |
| (| Good evening, A. W. Brown! | | | | | | | | | | |
| 5 | Supplier Portal Tools PWC Data Ware House Others | | | | | | | | | | |
| | LPPS | | | | | | | | | | |
| | Supplier Portal | + | | | | | | | | | |
| | Things to Finish | | | | | | | | | | |
| | | | 25 minutes ago | × | 10 hours ago | × | Yesterday | | | | |
| | Assigned to Me | | ACTION REQUIRED | | FYI | | FYI | | | | |
| | 12 | | You Are Invited to Negotiation 70046- | 21 | Negotiation 7 (Bridge Repai | 0043-21 r) Was | Negot (Test Ir | | | | |

| Step | Action |
|------|-------------------|
| 46. | |
| | End of Procedure. |