

# USER GUIDE – VENDOR (BIDDER)

## DEVELOPMENT OF THE RFX'S (BID)

**Process:**

1

Enter your username and your password:



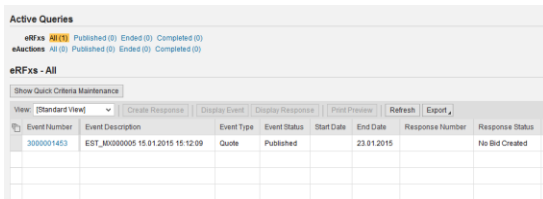
2

Select the language and press enter  
Select the option list of Bid invitations



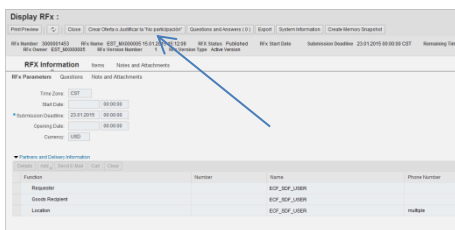
3

Refresh the list and select the Bid



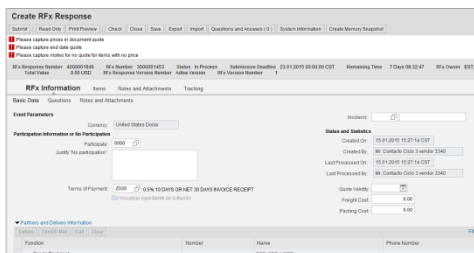
4

Press the button to issue a response .



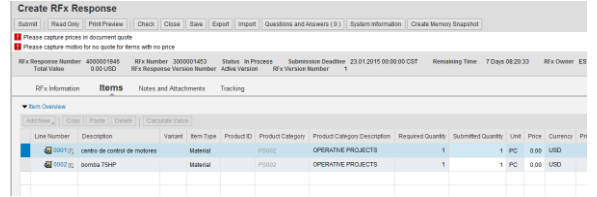
5

Enter the currency and the quote validity.



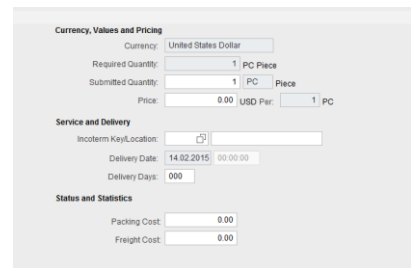
6

Enter in the position to capture the information required



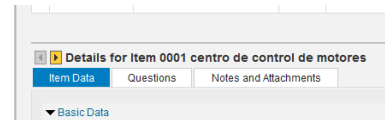
7

Enter the price, days for delivery and the incoterm for each position



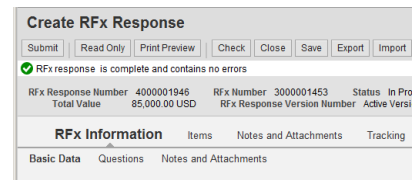
8

When you have more than one position, press the button for changing to the next position



9

Press check to verify that the bid does not contain errors, if there are any, return to the field specified by the alert.



10

Press send once the offer has been completed, now the number of the offer is shown on the screen.

