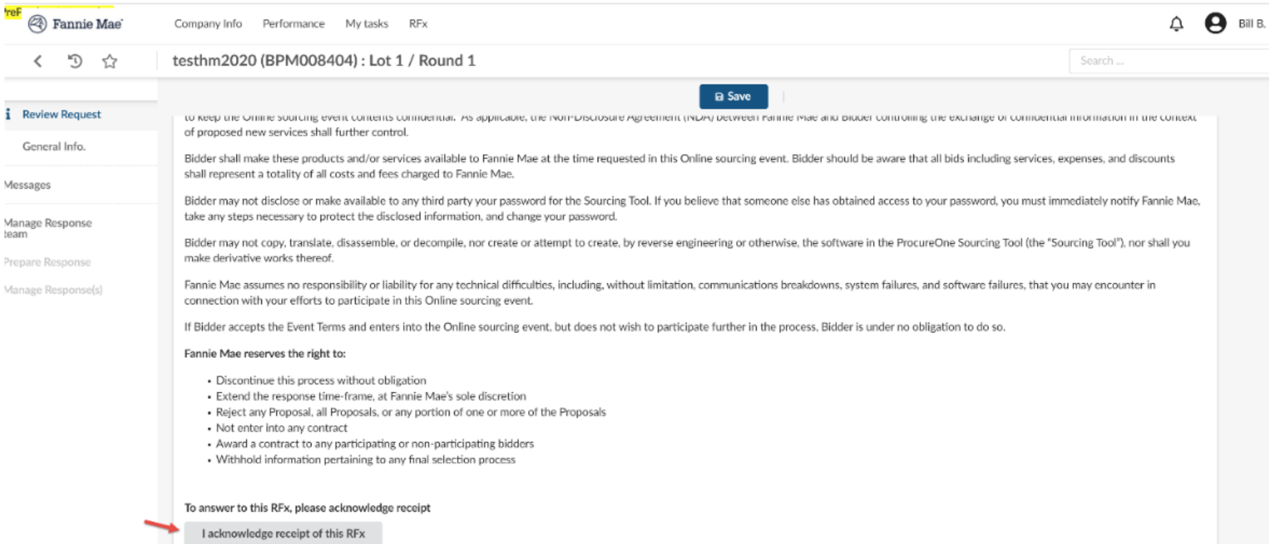
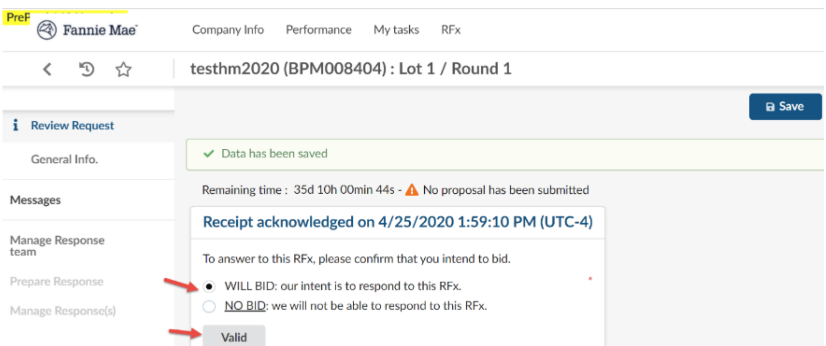


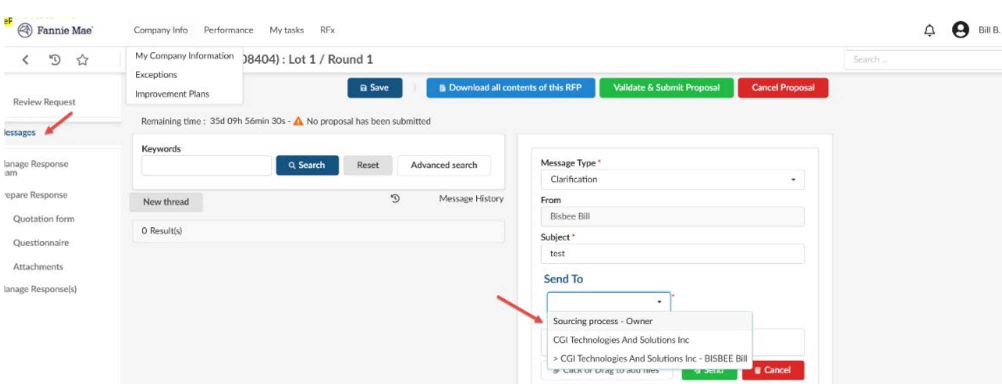
6. Once you select **WILL BID** and click **Valid**, the RFx documents are visible. If necessary, you will be able to decline to respond at a later point after you have reviewed all of the contents.



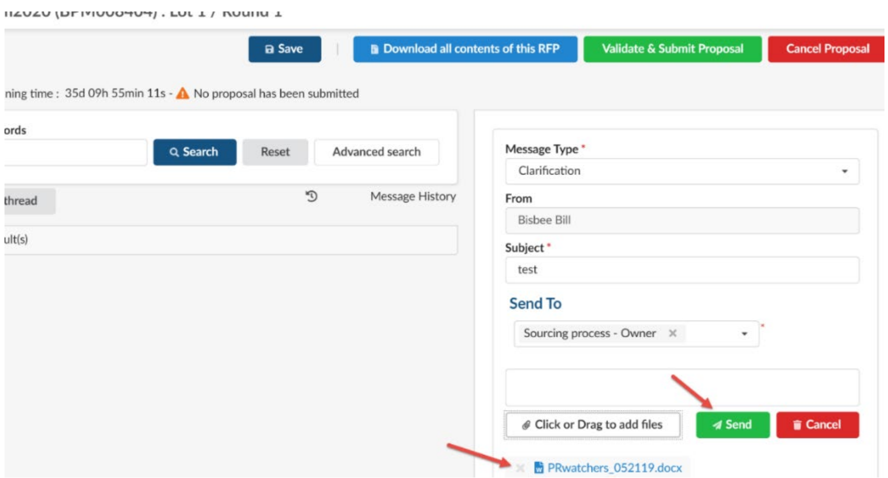
7. You will now see items shown below on the following screen. All attached Fannie Mae RFx documentswill appear ***at the bottom of this page***. Click **View Questionnaire** or **Access to quotation form** to view these documents. Alternatively, the **Quotation form, Questionnaire and Attachments** tabs are also located on the top left side of the screen.

Messages:

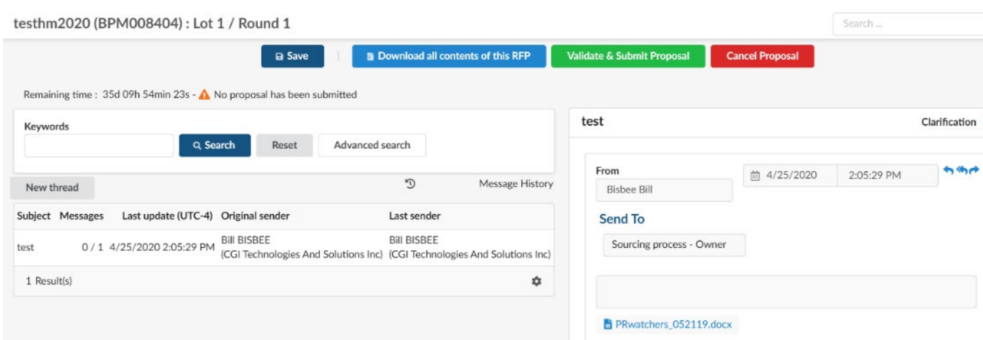
8. Click on **Messages**, click the ***New thread*** button. A draft message window will appear on the right-hand side. The suppliers can only send messages to the Sourcing Personnel and other contacts within their company attached to the RFx



9. Drafting the Message
    a. **Message Type** field defaults to **Clarification** – leave it at that
    b. **From** field: will display your name
    c. **Subject** field: enter a subject
    d. **Send To** field: Select the person to whom you will be sending the message to
    e. Enter your message in this section
    f. **Click or Drag to add files**: add any and all supporting documentation
    g. Click **Send**

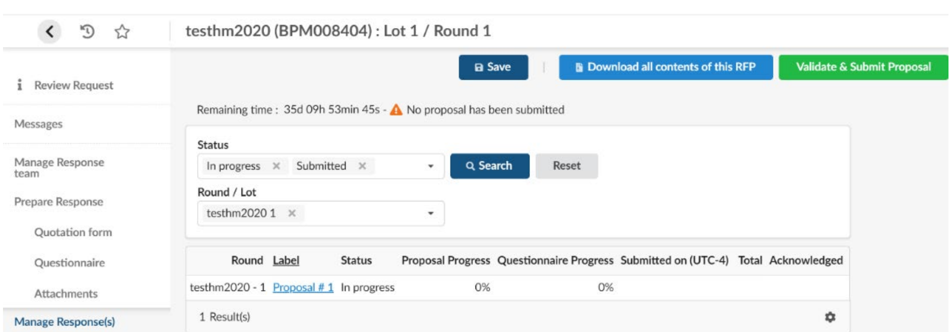


10. Message Thread- The message thread for that clarification has begun and a read-only view of the message will appear



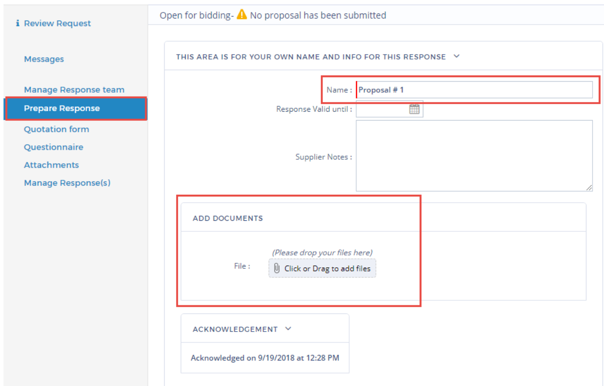
Manage Response Team:

11. You can collaborate with colleagues on the RFx response in the **Manage Response Team** tab by clicking **Create a new contact** and completing the fields.



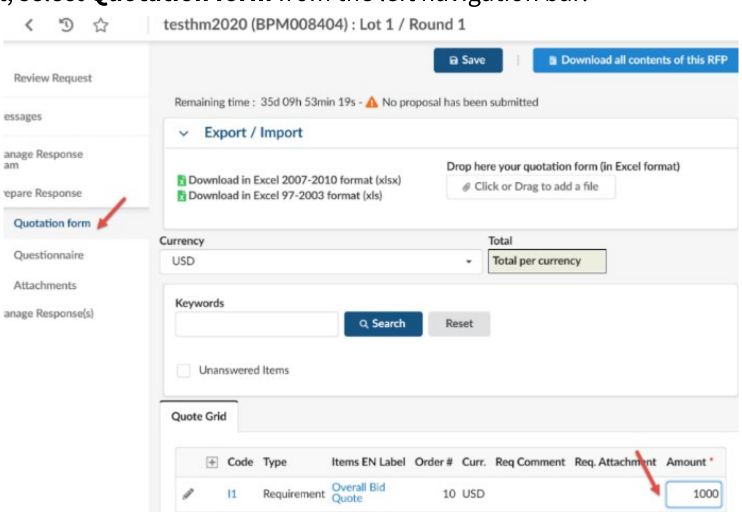
Prepare Response – General Info.:

12. To start the RFx response, click the **Prepare Response** tab.
13. Enter the name of the response in the **Label** field**.** By default, the system will enter ***Proposal # X*** in this field.
14. All other fields are optional. You can attach the documents that you want included in your response here.

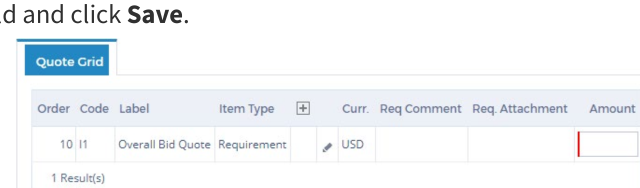


Prepare Response – Quotation Form:

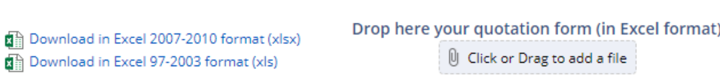
15. Next, select **Quotation form** from the left navigation bar.



16. If the RFx instructions require you to enter just one amount (typically, the total cost of ownership(TCO)), enter the **Amount** field and click **Save**.



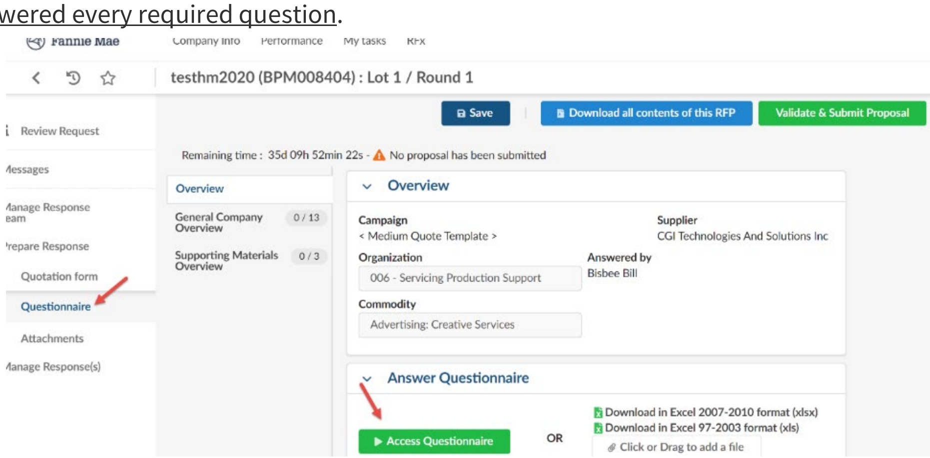
17. If there is more than one item listed in the Quote Grid, then you can download, complete and upload a pre- filled quotation spreadsheet. Download the Excel spreadsheet in one of the formats listed. Open the spreadsheet and click on the **Quote Grid** tab. Complete the **Amount** field. Then save the Excel file.

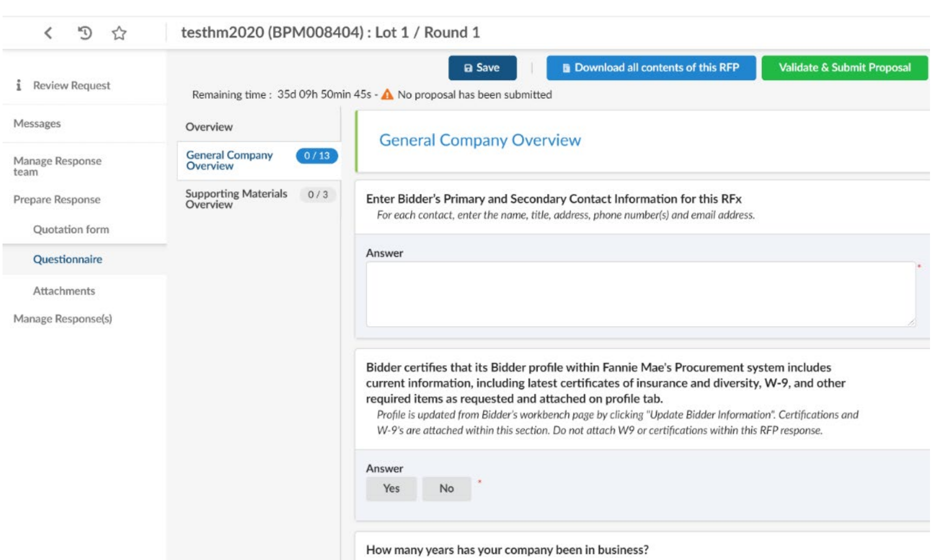


18. The screen below will open, indicating that the spreadsheet/quote grid has been updated. Click **Import items and close** to upload the spreadsheet and close the tab, or click **Import items** to upload the spreadsheet and continue working on the **Quotation form** tab.

Prepare Response – Questionnaire:

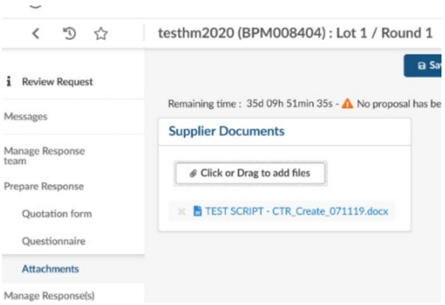
19. Click the **Questionnaire** tab and answer the questions listed. Note: In order to submit your proposal, you **must** respond to all required questions. It is recommended that you respond to all applicable questions. Click the **Save** button often while answering the questions to save your responses.
20. Sections where you have answered **at least 60%** of the questions will show **green** on the progress bar.
21. Sections where you have answered **less than 60%** of the questions will show **red** on the progress bar.
22. Required answers are marked with a red bar. If you attempt to submit your response without completing all required answers, the system will indicate missing required fields.
23. You will be able to submit your response even if there are some sections showing red on the progress bar as long as you have answered every required question.





Prepare Response - Attachment:

24. Select the **Attachments** tab to attach any documents that support your response to the RFx.
25. Attach documents to the file area.

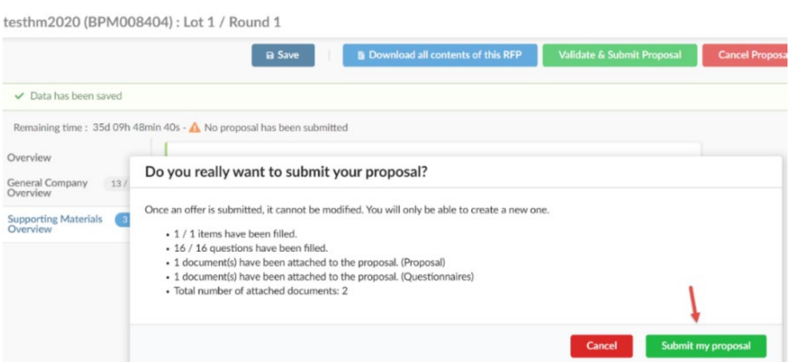


26. Once completed, click submit the Response on the top of the page.

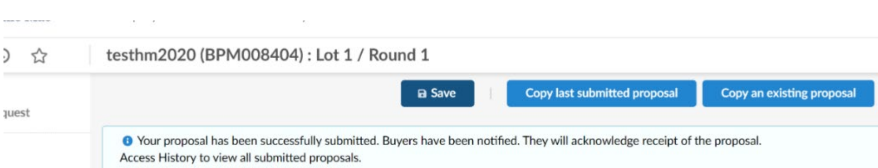
Submit your Response:

27. If you are not ready to submit your proposal, click the **Save** button and you can return to your response at a later time.
28. If you have attached all necessary documents and your response is complete, click **Validate & Send my answer**.

29. A confirmation message or pop-up window with required fields that remain unanswered will appear.
30. After you have completed all require responses, click **Validate & Send my answer**; a confirmation message will appear. Click **Submit my Proposal**



31. You will receive an email to confirm your submission.
    a. You will see the following at the top of the screen indicating that your response has been submitted:



32. Logout of your account in the upper right-hand corner