Supplier Guide: Responding to a Contracting Opportunity

Steps to Respond to a Contracting Opportunity:

1) Access the ProcureOne login page by clicking the link found within the supplier section of Fanniemae.com or by going to the website **https://procureone.fanniemae.com**

2) Click **Contracting Opportunities**

View Open Bid Opportunities

3) From the list of open contract opportunities displayed, click the **pencil icon** to view details of the opportunities

4) If your company decides it is qualified to participate in this event, click **Participate in RFx**.

Note: In ProcureOne, **RFx** is the term used for **Public RFx** or **Contracting Opportunity.**

5) A new page will open – **Need login or register to participate in RFx**

- o If your company is already registered with Fannie Mae in ProcureOne, enter your UserID and password then click **Login**. Scroll down to the **Acknowledge Terms** section of this document.

- o If your company is **not** registered as a Fannie Mae Supplier in ProcureOne, scroll down the page to the **Register** section.
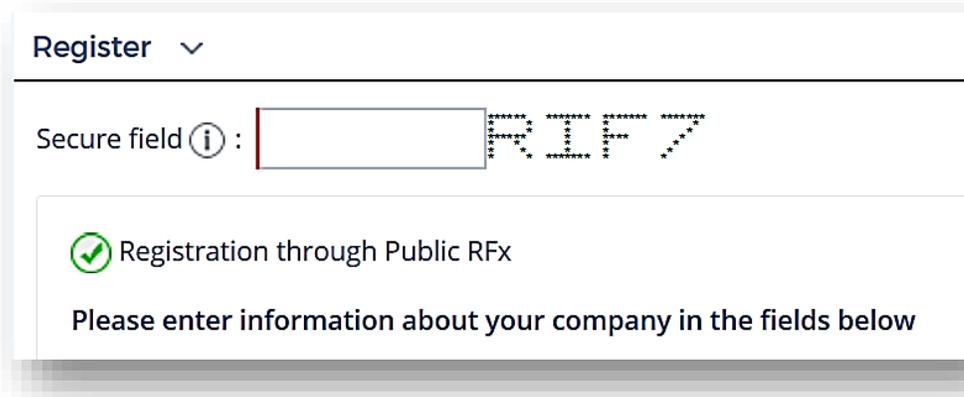
6) In the **Secure field** box, enter the auto-generated alpha/numeric code displayed then complete all other fields. Fields with a red vertical bar are required. When done, click **Registration through Public RFx** and close.

7) If your company is already registered in ProcureOne, a message will pop up indicated your information is already registered. Contact your company lead for login credentials.

8) If you do not see an error message, close the window.

9) Go to the ProcureOne login page **https://procureone.fanniemae.com** and login using the username and password you just created.

10) You will see the event on your Home Page or dashboard.

11) Click on the **pencil icon** to open the event.

Acknowledge Terms

12) You will be in the **Acknowledgement** page on the **Review Request** tab.

13) Click **I acknowledge receipt of this RFx**. This must be completed before any additional information or steps are made available.

14) A new window will open. After you check **WILL BID** and click **VALID**, the contracting opportunity documents are visible.

Prepare Response

15) All Fannie Mae documents related to the contracting opportunity will appear at the bottom of this page.

Remaining time : 7d 13h 59min 32s - ⚠ No proposal has been submitted

Review Request	RFx general infos ⌄
Messages	
Manage Response team	Business Process code : **BPM004160**
	Overview : <u>RFx Scope</u>
Prepare Response	
Questionnaire	Fannie Mae is seeking qualified Suppliers for potential inclusion in a competitive bid for the purpose of [enter description here].
Attachments	
Manage Response(s)	<u>About Fannie Mae</u>

Fannie Mae is a government-sponsored entity (GSE), chartered by Congress, with a mission to provide liquidity, stability and afforda and mortgage markets.

Fannie Mae operates in the U.S. secondary mortgage market. Rather than making home loans directly to consumers, we work with and other primary mortgage market partners to help ensure they have funds to lend to home buyers at affordable rates.

Scroll down

⬇

RFx documents ⌄

	Title	Type	Attachments	End of validity
✎	Guide for Supplier Registration and Profile Management	RFx: Commercial Documents (Approved)	📄	
✎	Guide for Suppliers Responding to a Contracting Opportunity	RFx: Commercial Documents (Approved)	📄	

2 Result(s)

16) To start the bid response, click the **Prepare Response** tab.

17) Enter the name of the response in the **Label** field. By default, the system will enter **Response # 1** in this field.

18) All other fields are optional. You can attach the documents that you want included in your response here.

Review Request	This area is for your own name and info for this response ⌄
Messages	
	Label : Response # 1
Manage Response team	Response Valid until : 🗓
Prepare Response	
Questionnaire	Supplier Notes :
Attachments	
Manage Response(s)	**RFx: Supplier Loaded Documents**

(Please drop your files here)
📎 Click or Drag to add files

Acknowledged on 4/27/2017 at 8:58 AM

Questionnaire

19) Click the **Questionnaire** tab and answer the questions listed. Click the Save button often to save your responses.

- Required answers are marked with a red vertical bar. Regardless of whether a question is required, we recommend that you respond to all applicable questions. If you attempt to submit your response without completing all required answers, the system will indicate missing required fields.

- 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.

- In order to submit your response you must respond to all required questions.

- If applicable, you may submit a document response on this page.

Attachments

20) The **Attachments** tab allows you to attach any documents that support your response to the contracting opportunity.

21) Click on the paper clip and follow the process to add your document(s).

22) When you are finished, click **Save** in the bottom right corner of the page.

Review Request

Messages

Manage Response team

Prepare Response

Questionnaire

Attachments

Manage Response(s)

RFx: Supplier Loaded Documents

(Please drop your files here)
📎 Click or Drag to add files

Messages

23) If you have a question and need to communicate with the Fannie Mae Procurement team, click the **Messages** tab.

24) To complete the message:

- Click New thread and complete all required fields

- In the **Business Processes** field, select the message recipient (All actors is all FM Sourcing project staff).

- Type your message and attach any supporting documents by clicking or dragging the files into to the file area

- Click **Done** when you are ready to send the message

Review Request

Messages

Manage Response team

Prepare Response

Questionnaire

Attachments

Manage Response(s)

New thread

Search

0 Result(s)

Type : Clarification
From :Gunn Sheila
Title :
At : Business Processes ⓘ :

📎 Click or Drag to add files

Cancel   Done

Submit Your Response

25) If you are not ready to submit your proposal, click the **Save** button and you can return to your response at a later time.

26) If you have attached all necessary documents and your response is complete, click **Validate & Send my answer**.

27) Either a confirmation message or a pop-up window with required fields that remain unanswered will appear.

28) If you have remaining unanswered required items, complete all required responses. Then, click **Validate & Send my answer**. You will receive an email confirming your submission.