

Supplier's Guide to Jaggaer - the Online Supplier Management and Sourcing System

Already registered? [Click here](#) to login to the J.D. Irving Supplier Portal.

Contents



- I. [How to Register as a New Supplier](#)
 - I. [Account Creation](#)
 - II. [Registration Profile](#)
 - III. [Supplier Portal Navigation](#)
 - IV. [Searching Events](#)
- II. [How to Respond to RFx Events](#)
 - I. [Submit Response](#)
 - II. [Ask a Question](#)

Additional questions regarding the registration or event response process should be directed to sourcing.support@jdirving.com.

Questions specific to a particular event should be directed to the owner of that event – see [Ask a Question](#).

For technical issues, contact Jaggaer Supplier Support at 1-800-233-1121 (opt. 2) or email us at purchasing@halifaxshipyard.com.

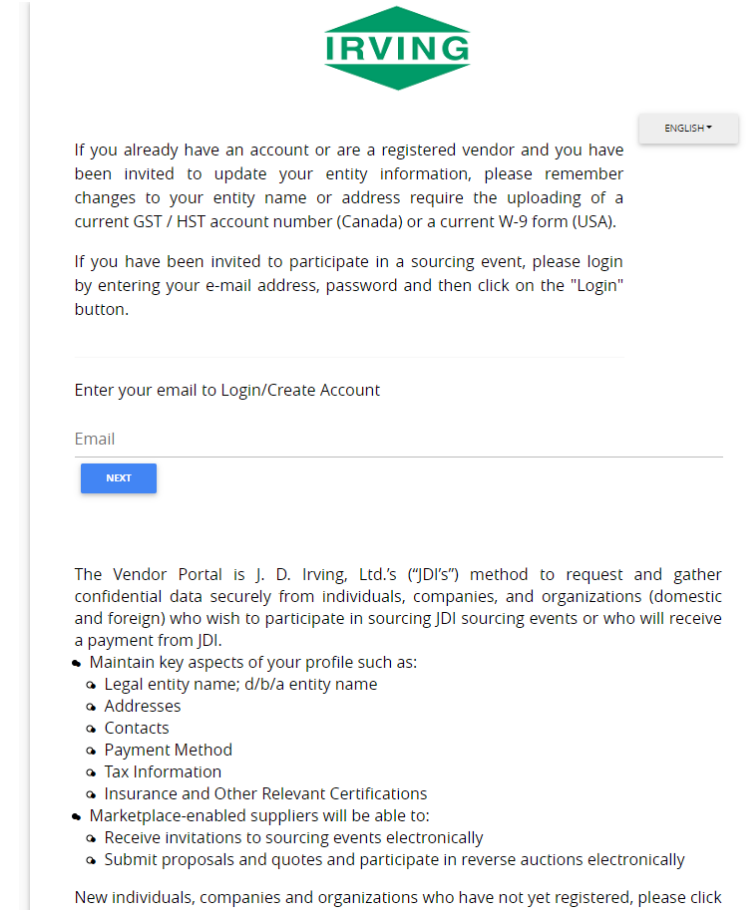
How to Register as a New Supplier


How to Register as a New Supplier

Account Creation



- Creating a supplier profile in Irving Shipbuilding's Online Supplier Management tool, Jaggaer, is a simple process that requires approximately 10-15 minutes to complete
- To access the registration page, click [here](#)
- To start the process, enter a primary email address for your organization and click "Next". You will then be prompted to start the account creation process.

A screenshot of the Jaggaer registration page. At the top center is the Irving logo. To its right is a language dropdown menu set to "ENGLISH". Below the logo, there are two paragraphs of text: the first explains that existing users should update their information and upload GST/HST or W-9 forms; the second explains that new users should login with their email and password. Below this is a text input field labeled "Enter your email to Login/Create Account" with the placeholder text "Email". A blue "NEXT" button is positioned below the input field. At the bottom, there is a paragraph explaining the Vendor Portal and a bulleted list of features: maintaining profile aspects (legal name, addresses, contacts, payment method, tax information, insurance) and marketplace-enabled features (receiving invitations, submitting proposals). A final line of text at the bottom states: "New individuals, companies and organizations who have not yet registered, please click".



ENGLISH ▾

If you already have an account or are a registered vendor and you have been invited to update your entity information, please remember changes to your entity name or address require the uploading of a current GST / HST account number (Canada) or a current W-9 form (USA).

If you have been invited to participate in a sourcing event, please login by entering your e-mail address, password and then click on the "Login" button.

Enter your email to Login/Create Account

Email

NEXT

The Vendor Portal is J. D. Irving, Ltd.'s ("JDI's") method to request and gather confidential data securely from individuals, companies, and organizations (domestic and foreign) who wish to participate in sourcing JDI sourcing events or who will receive a payment from JDI.

- Maintain key aspects of your profile such as:
 - Legal entity name; d/b/a entity name
 - Addresses
 - Contacts
 - Payment Method
 - Tax Information
 - Insurance and Other Relevant Certifications
- Marketplace-enabled suppliers will be able to:
 - Receive invitations to sourcing events electronically
 - Submit proposals and quotes and participate in reverse auctions electronically

New individuals, companies and organizations who have not yet registered, please click

How to Register as a New Supplier

Account Creation



- Please take a moment to review the Registration Checklist, which covers the information we ask for in your initial registration
- If you are unclear as to the information being requested, please see the "Registration FAQ" on the left-hand side of the page, which answers a number of common questions. Questions not listed here can be directed to sourcing.support@jdirving.com.
- Once you are ready to proceed, click "Continue with Registration".

The screenshot shows the "Welcome to Supplier Registration" page for J.D. Irving, Limited. The page has a white background with a green Irving logo at the top center. On the left side, there are three links: "Registration Checklist", "Registration FAQ", and "Registration Tutorial". The main content area includes a welcome message, a list of required information for registration, and a section titled "The registration process" with four steps. A blue button labeled "CONTINUE WITH REGISTRATION" is at the bottom. The footer contains contact information and a "POWERED BY JAGGAER" logo.

IRVING
J.D. IRVING, LIMITED

[Registration Checklist](#)
[Registration FAQ](#)
[Registration Tutorial](#)

Welcome to Supplier Registration

To begin the registration process, click the **'Continue with Registration'** or **'Get Started'** button below.

Before you begin the registration, please have the following information available.

1. Business and Remittance Address, phone / fax number, and contact email information
2. Dun & Bradstreet ("DUNS") Number
3. Tax information (GST/HST Number in Canada or W-9 in the US)
4. Basic business information
5. List of commodities you supply
6. Liability and Workers Compensation Insurance information and certifications (if applicable)
7. Additional contacts

The registration process

1. Click the 'Continue with Registration' button below to begin the registration process.
2. Ensure all the required fields and sections are completed. **Note:** A green check mark indicates that a section is completed.
3. Attest to the validity of the information and submit the registration.
4. Login when needed to update your profile or to add additional contact information.

Please see Registration FAQ's for additional helpful information.

CONTINUE WITH REGISTRATION

Please contact JD Irving at sourcing.support@jdirving.com for assistance.


POWERED BY
JAGGAER

How to Register as a New Supplier

Account Creation



- You will be brought to an account creation form. Please make sure you complete all fields before continuing.
- Take special care to document the primary email address, password, security question and answer for your account. The email/password combination you provide here will be used to login to the portal when participating in future activities.
- **Important note:** if the system identifies an existing account for your company, please email sourcing.support@jdirving.com for assistance.



J.D. IRVING, LIMITED

Create Account [Registration Tutorial](#) ENGLISH ▼

[What company are you with?](#)

Legal Company Name *

Tax ID Number Type ⓘ
Choose your option ▼

Tax Id

DUNS Number

[Your Contact Info](#)

First Name * Last Name * Title

Phone Number * ext.

International phone numbers must begin with + (look here's an update to the text)

Preferred Time Zone *
EDT/EST - Eastern Standard Time (US/Eastern) ▼

How to Register as a New Supplier

Registration Profile



- Once you have completed the initial registration page, an email is sent to the address you provided during setup. Please check your email, open the "Supplier Registration" message and click the "Complete Registration Now" button.
- This will prompt you to login to the registry using your new email address and password. Once you are logged in, you may proceed to the rest of the registration process.

A screenshot of the Irving Shipbuilding Inc. Supplier Registration portal. The interface has a green sidebar on the left with navigation links: Home, Documents, Sourcing, Reporting, Administer, and Registration (highlighted). The main content area is titled "Welcome to Supplier Registration" and shows a progress bar indicating "0 of 4 Steps Complete". It lists required information for registration, including business address, tax information, and contact details. Below this, there is a section for "Required to Start Registration" with a text input field for "Legal Company Name" and buttons for "Next >" and "Save Changes". A "Need Help?" link is visible in the bottom right corner.

How to Register as a New Supplier

Registration Profile



- Each step of the registration process is listed on the left-hand side, underneath the name of your company. You can navigate through each step either by clicking each heading, or using the "Previous" and "Next" buttons shown at the bottom of each page. Once a section is completed, you will see a green checkmark beside the relevant heading. All sections must be completed to submit your profile.
- **Important note:** In the Business Details section, you must select "Irving Shipbuilding Inc." for the question "Please indicate which Company invited you to register?".

Registration **In Progress** for:
J. D. Irving, Limited

1 of 4 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Certify & Submit

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Year Established * yyy

Products and Services

NAICS Codes No Primary NAICS Code Selected [Edit](#)

Commodity Codes * [Edit](#)

Keywords 700 characters remaining

Additional Questions

Is your company publicly traded
☐ Yes ☐ No

Is your company currently doing business with any Irving company
☐ Yes ☐ No

Please indicate which Company invited you to register? *

[▼](#)

e-Business Readiness

★ Required to Complete Registration

[Previous](#) [Next](#) [Save Changes](#)

How to Register as a New Supplier

Registration Profile



- Another important section of the application is the "Commodity Codes" field within your "Business Details" section. Commodity codes allow you to define the types of products and services your company can offer to Irving Shipbuilding.
- To add commodity codes to your profile, click the "Edit" button to the right of the Commodity Codes field. Once the Commodity Codes menu has appeared, you can search for the types of products and services you offer using keywords and add them to your profile.

A screenshot of a web application window titled "Commodity Codes". The window has a search bar with the text "steel" and a "Search" button. Below the search bar, it says "0 Selected Codes". A table displays search results for "steel". The table has two columns: "Commodity Code" and "Description". The results are sorted by "Best Match" and show 1 of 7 results. The table lists seven commodity codes with their descriptions. At the bottom of the window, there are "Done" and "Close" buttons.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

steel

Search

0 Selected Codes

Showing 1 - 7 of 7 Results

Results Per Page: 20 Sort by: Best Match Page 1 of 1

Commodity Code	Description
701401	Production Materials > Steel / Metals > BAR
701402	Production Materials > Steel / Metals > PLATE
701403	Production Materials > Steel / Metals > ROD
701404	Production Materials > Steel / Metals > SPECIALTY
701405	Production Materials > Steel / Metals > STRUCTURAL
701406	Production Materials > Steel / Metals > CASTING
701407	Production Materials > Steel / Metals > CULVERT

Results Per Page: 20 Page 1 of 1

Done Close

How to Register as a New Supplier

Registration Profile



- At any point in the process, you may click the "Save Changes" button to save your profile changes without finalizing your registration.
- Once you have completed each section, please proceed to the "Certify & Submit" section. Here you will be asked to certify that all information you have included in your registration is correct before the final submission process. As well, if you are missing any information this page will outline what is still outstanding.
- Once all information has been provided, and you are satisfied that all included information is correct, please click the final "Submit" button at the bottom of the form. **This completes your supplier registration for Irving Shipbuilding Inc.**

Certify & Submit ?

✖ The list below needs to be addressed before your registration can be submitted.

Business Details

- Year Established
- Commodity Codes

Addresses

- [Click here to identify missing required items](#)

Contacts

- [Click here to identify missing required items](#)

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials *

Preparer's Name *

Preparer's Title *

Preparer's Email Address *

Today's Date 9/15/2017

Certification * ✖ I certify that all information provided is true and accurate.

★ Required to Complete Registration

How to Register as a New Supplier

Supplier Portal Navigation



Irving Shipbuilding Inc.

The screenshot shows the Supplier Portal interface with several annotations:

- Home icon:** The home icon will bring you back to this page.
- Sourcing icon:** Hover over the sourcing icon to search for events.
- Registration icon:** You can manage your registration profile at any time.
- Event status dropdown:** You can use the dropdown to filter by event status.
- Left-hand navigation pane:** Click the arrow at the bottom of the left-hand navigation pane to see help text for each icon.
- Events table:** This section provides a count, by status, of all of the events you've been invited to and/or awarded.

Customer Contact

Name	Bobby
Title	Tester
Email	nobody@jaggaer.com
Phone	+1 (919) 555-5555

Quick Links to Common Tasks

- [Manage Registration Profile](#)

Sourcing Events

Show: [Go to Public Opportunities](#)

No Results

Events	Released	Open	Closed	Awarded	All
My Events	0	0	3	2	5
Public Events	0	1	1	0	2
Auction Events	0	0	3	2	5

[View All Events](#)

Create Invoice / Credit Memo

Type: ☒ Invoice ☐ Credit Memo

Invoice No.

Important note: Events marked as “Awarded” include events that have been awarded to **any** participant(s) – not necessarily your organization. You will receive an email explicitly stating your organization’s award status after an event.

How to Register as a New Supplier

Searching Events



Irving Shipbuilding Inc.

The screenshot shows the 'Search' page of the Sourcing Events system. The interface includes a left-hand navigation menu with icons for Home, Sourcing, and Search. The main content area is titled 'Search' and contains several sections for filtering events:

- Sourcing Event Identification:** Event Number (text input).
- Sourcing Event Information:** Sourcing Event Type (text input), Date (Release Date dropdown, All Dates dropdown), and Supplier (text input).
- Sourcing Event Status:** Released, Open, Closed, Canceled, and Awarded (checkboxes).
- Intent To Bid:** Not Set, Yes, and No (checkboxes).
- Response Status:** Not Started, Draft, and Submitted (checkboxes).
- Bid Strategy:** Applied Bid Strategy (dropdown).
- Auctions:** Auction Events (dropdown).

At the bottom right, there is a 'Go to: simple search' link and a 'Search' button. The callouts provide the following instructions:

- The home icon will bring you back to the home page.** (Points to the Home icon in the navigation menu).
- Hover over the sourcing icon to search for events.** (Points to the Sourcing icon in the navigation menu).
- You can search based on your Intent to Bid or Response Status.** (Points to the Intent To Bid and Response Status sections).
- Enter search criteria and click Search.** (Points to the Search button).

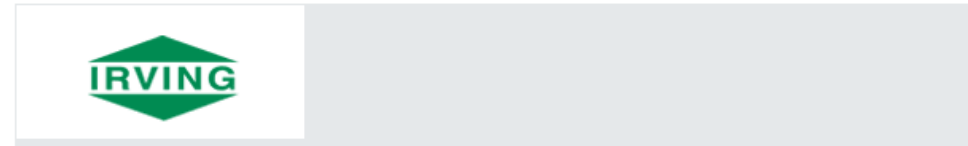
How to Respond to RFx Events

How to Respond to RFx Events

Submit Response



- If you are invited to an event, you will receive an invitation to bid via email. Click the link in this email to access the event.
 - If you haven't already registered on our portal, or have yet to complete the registration, you will be asked to do so before viewing the event. See [How to Register as a New Supplier](#) for assistance.
- Once you have opened a sourcing event to view, you will be presented with a summary page, including an event description and contact information for the event operators. Along the left hand side are the various sections of the event to be completed.
- The summary page will also include contact details for the event's owner. Any questions relating to the event's contents should be directed to them.



You've been invited to participate in "Request for Quote - SAMPLE Rate Renewal Confirmation"

Dear John Smith,

You have been invited to participate in the following Request for Quote.

Event Number: ISIOH-00294

Event Title: SAMPLE Rate Renewal Confirmation

Event Open Date: 7/17/2018 at 11:00:00 PM -04:00

Event Close Date: 8/12/2018 at 11:00:00 PM -04:00

Issuing Company: J. D. Irving, Limited

Please click the link to view the sourcing event

For first time users, when you click the link above you will be taken through a registration process. This is a process that will allow you to create an account and then gain access to view the event.

Thank You,

J. D. Irving, Limited

7/19/2018

How to Respond to RFx Events

Submit Response: Prerequisites



- Depending on the event, some sections may appear at first with a locked icon – this means that the event operator has assigned prerequisites which need to be met before viewing the rest of the event. Click on the prerequisites section to view.
- Most commonly this section is used for terms and conditions acceptance, as well as non-disclosure agreements. Depending on the nature of the prerequisite, clicking an "I Agree" style checkbox may be all that is required. In other cases, you may be required to sign and re-upload certain documents, or provide new documents in order to continue. Please refer to any directions given on the page for how to proceed with your submission.

The screenshot displays a web interface for a "Supplier Instructions Creation Test" (ISIOH-00179). On the left is a sidebar menu with options: "Event Details", "Response Status: Not Started", "Intent To Bid: Not Set", "Bid Total: 0.00 CAD", "Summary", "Prerequisites" (highlighted with a checkmark), "Buyer Attachments", "Supplier Attachments", "Questions", "Items", "Review & Submit", and "My Exports and Imports". The main content area is titled "Prerequisites" and includes a "History" link. It contains a message: "Please review and agree to the prerequisites listed below." followed by a yellow warning box stating "Prerequisites Required to View Event" and "You must complete the mandatory prerequisites before you can view all the details of this event." Below this is a section for "Terms and Conditions Test" with a checkbox for "I certify that I have read and agree to the terms." and a "No File Attached" button. A final yellow warning box states "You must complete this prerequisite and upload an attachment to view this event." At the bottom right are "Previous" and "Save Progress" buttons.

How to Respond to RFx Events

Submit Response: Buyer and Supplier Attachments



- Once the prerequisites have all been met, you should be able to view the event's contents.
- Depending on the event, there may be documents provided by the buyer under the **Buyer Attachments** section that will aid you in your response. Click this section to view and download these files if applicable.
- Each event will also have a **Supplier Attachments** section, where a supplier may upload any files relevant to their response which may not fit into the other sections of the event.
 - Note: File attachments are limited to 50 MB each

How to Respond to RFx Events

Submit Response: Event Questions



- Questions are created by the event operator and can take a number of different forms, including text, dropdown boxes, checkboxes and requests for file uploads.
- Depending on the event, some questions may be optional – look for an asterisk (*) at the end of each question to identify which questions are required to complete your response.
- If there are a large number of questions to answer, Jaggaer offers the ability to export (and re-import) questions from an event to a fillable Excel spreadsheet. Depending on the types of questions being asked, you may find this option preferable to answering directly within the application. If you decide to export the questions, click the Export Questions button on the Questions page of the event (con't on next page)

The screenshot displays the "Supplier Instructions Creation Test" interface. On the left, a sidebar menu includes "Supplier Instructions", "Event Details", "Response Status: Not Started", "Intent To Bid: Yes", "Bid Total: 0.00 CAD", "Summary", "Prerequisites", "Buyer Attachments", "Supplier Attachments", "Questions", "Items", "Review & Submit", "Q & A Board", and "My Exports and Imports". The main content area is titled "Questions" and contains a message: "Please review and respond to the questions below. You may save progress at any time." Below this message are two buttons: "Import Options" and "Export Questions". The "Export Questions" button is highlighted with a yellow background. The questions are grouped under "Group 1". Question 1.1 asks "What amount of insurance does your business carry? *" with four radio button options: "\$0 - 1,000,000 CAD", "\$1,000,000 - 5,000,000 CAD", "\$5,000,000 - 10,000,000 CAD", and "> \$10,000,000 CAD". Question 1.2 asks "Where are your manufacturing facilities located?" and features a large text input area with a "2000 characters remaining" indicator. At the bottom right, there are three buttons: "Previous", "Save Progress", and "Next". A legend at the bottom left indicates that a star symbol (*) denotes a required question.

How to Respond to RFx Events

Submit Response: Event Questions (con't)



- The template may take up to one minute to generate, depending on the size of the event. Once downloaded, you may start to enter your response as per the instructions provided in the file. Keep in mind that this file is specific to you as a supplier and must be kept in its original formatting to avoid issues with re-importing your details.
- Once you have completed each response in your template, you may save the Excel file and import it back into Jaggaer using the Import Options -> Import Responses. Please note that this import will overwrite any information currently in Jaggaer – therefore your Excel file should contain each of your responses. Once the import is complete, you should see each of your question responses populated within the application.

The screenshot displays the "Supplier Instructions Creation Test" interface in Jaggaer. On the left, a sidebar menu lists various sections: "Supplier Instructions Creation Test" (with ID ISIOH-00179), "Event Details", "Response Status: Not Started", "Intent To Bid: Yes", "Bid Total: 0.00 CAD", "Summary", "Prerequisites", "Buyer Attachments", "Supplier Attachments", "Questions" (highlighted), "Items", "Review & Submit", "Q & A Board", and "My Exports and Imports". The main content area is titled "Questions" and includes a sub-header "Group 1". It contains two questions: "1.1 What amount of insurance does your business carry? ★" with four radio button options (\$0 - 1,000,000 CAD, \$1,000,000 - 5,000,000 CAD, \$5,000,000 - 10,000,000 CAD, and > \$10,000,000 CAD), and "1.2 Where are your manufacturing facilities located?" with a large text input field. A "2000 characters remaining" indicator is shown below the input field. At the bottom right, there are navigation buttons: "Previous", "Save Progress", and "Next". A "★ Required" label is also present.

How to Respond to RFx Events

Submit Response: Event Items



- The items section is broken down into two sub-sections: Product Line Items and Service Line Items. In cases where both types of items are included, you can switch between these using the labeled tabs near the top of this page.
- For each line, fill the requested fields as well as any comments if applicable. Some events will ask for additional information on item lines, depending on the nature of the item and/or the project the item will be used for.
- For larger events with many line items, you can choose export and re-import the items to an Excel spreadsheet to complete your response, similar to the Questions section. This is especially useful in situations where there are a number of additional fields being asked for on each line item. In the screenshot above, the Export Items button is highlighted – click this button to generate your response template (con't on next page).

The screenshot displays the "Supplier Instructions Creation Test" interface. On the left, a sidebar contains navigation links: "Event Details", "Response Status: Draft", "Intent To Bid: Yes", "Bid Total: 0.00 CAD", "Summary", "Prerequisites", "Buyer Attachments", "Supplier Attachments", "Questions", "Items", "Review & Submit", "Q & A Board", and "My Exports and Imports". The "Items" section is highlighted. The main content area is titled "Items" and includes a sub-header "Product Line Items (1)". Below this, there is a table with columns: "#", "Item Name, Description, Etc", "Qty", "UOM", "Requested Delivery", "Unit Price (CAD)", "Total Price (CAD)", and "Estimated Delivery". A single item is listed: "P1.1 Test Line 1" with a quantity of 25 and a unit of "Cubic Meter". The "Requested Delivery" is "28 days after award". The "Unit Price" and "Total Price" are both "0.00". The "Estimated Delivery" is "days after award". To the right of the table is a "Respond to Item" button. Below the table is a "Comment" field with a "1000 characters remaining" indicator. At the bottom right, there is a summary table showing "Total for Product Items: 0.00 CAD", "Total for Service Items: 0.00 CAD", and "Grand Total for Bid: 0.00 CAD". Navigation buttons "Previous", "Save Progress", and "Next" are at the bottom right.

How to Respond to RFx Events

Submit Response: Event Items (con't)



- The template may take up to one minute to generate, depending on the size of the event. Once downloaded, you may start to enter your response as per the instructions provided in the file. Keep in mind that this file is specific to you as a supplier and must be kept in its original formatting to avoid issues with re-importing your details.
- Once you have completed each response in your template, you may save the Excel file and import it back into Jaggaer using the Import Options -> Import Responses. Please note that this import will overwrite any information currently in Jaggaer – therefore your Excel file should contain each of your responses. Once the import is complete, you should see each of your item responses populated within the application.

The screenshot displays the 'Supplier Instructions Creation Test' interface in the Jaggaer system. On the left, a sidebar contains navigation links: 'Supplier Instructions Creation Test' (selected), 'Event Details', 'Response Status: Draft', 'Intent To Bid: Yes', 'Bid Total: 0.00 CAD', 'Summary', 'Prerequisites', 'Buyer Attachments', 'Supplier Attachments', 'Questions', 'Items', 'Review & Submit', 'Q & A Board', and 'My Exports and Imports'. The main area is titled 'Items' and includes a 'Product Line Items (1)' section. A table lists item details for 'Group P1' (1 - 1 of 1 items). The table has columns for '#', 'Item Name, Description, Etc', 'Qty', 'UOM', 'Requested Delivery', 'Unit Price (CAD)', 'Total Price (CAD)', and 'Estimated Delivery'. The row for 'P1.1' shows 'Test Line 1' with a quantity of 25, unit 'Cubic Meter', and a delivery date of '28 days after award'. Below the table is a 'Comment' field with a 1000-character limit. At the bottom right, a summary table shows 'Total for Product Items: 0.00 CAD', 'Total for Service Items: 0.00 CAD', and 'Grand Total for Bid: 0.00 CAD'. Navigation buttons include '< Previous', 'Save Progress', and 'Next >'. A star icon indicates required fields.

How to Respond to RFx Events

Submit Response: Export Response



- Before you submit your response, you have the option (if desired) to export your response to the sourcing event for your records. To do this, find the Event Actions dropdown menu near the top right of the page, then click Export Event. Click submit in the window that appears after – the default options here will provide everything you need. After a few moments your download should start with all of your response information.

Export Event



Event

Supplier Instructions Creation Test

File Name ★

Event ISIOH-00179 on 2018-02-15

Description

100 characters remaining

Content

- ☒ All Event Sections and Attachments
☐ Let Me Pick

Email when export is ready

- ☐ Yes ☒ No [What's This?](#)

★ Required

Submit

Close

How to Respond to RFx Events

Submit Response: Review and Submit



- Once you have met all Prerequisites, and provided responses to all questions and line items where applicable, you must finalize and submit your response. Use the Review & Submit section to verify that you have provided all necessary information.
- If you are satisfied that your answer is complete, you may certify your submission using the checkbox, then click Submit Response. This sends your completed submission to the buyer for review.

The screenshot displays the 'Review & Submit' section of a supplier instructions interface. On the left, a sidebar contains a 'Supplier Instructions' header with 'Creation Test' and 'ISIOH-00179' below it. Under 'Event Details', it shows 'Response Status: Draft', 'Intent To Bid: Yes' (with a pencil icon), and 'Bid Total: 0.00 CAD'. A list of sections follows: 'Summary', 'Prerequisites', 'Buyer Attachments', 'Supplier Attachments', 'Questions', and 'Items', each with a green checkmark. The 'Review & Submit' section is highlighted with a yellow warning icon. Below this are 'Q & A Board' and 'My Exports and Imports'. The main content area is titled 'Review & Submit' and includes a message: 'Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.' A green banner states: 'All sections are now complete, and you may submit your bid below.' Below this is a table with two columns: 'Section' and 'Progress'. The table lists 'Summary', 'Prerequisites', 'Buyer Attachments', 'Supplier Attachments', 'Questions', and 'Items', each with a green checkmark and the text 'No Required fields' or 'Required fields complete'. A 'Certification' section follows, with a checkbox and the text: 'I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.' At the bottom right, there are two buttons: 'Previous' and 'Submit Response'.

How to Respond to RFx Events

Ask A Question



- During the event, you may ask questions about the event details using the Q & A Board, found on the left-hand side menu
- Questions can either be asked directly to the event organizers, or publicly for all participants to see. **Please note that all submissions to the Public Q & A board will show the name and company who submitted them – including responses to public questions.** Questions asked privately may also be shared publicly at the discretion of the event operator, however identifying information will be redacted. Please keep this in mind when using the Q & A Board.

The screenshot displays a web interface for a supplier. On the left, a sidebar titled "Supplier Instructions" for "Creation Test" (ISIOH-00179) lists various steps: Summary, Prerequisites, Buyer Attachments, Supplier Attachments, Questions, Items, and Review & Submit. The "Questions" step is highlighted with a green checkmark, while "Review & Submit" has a yellow warning icon. Below this is the "Q & A Board" section with a link to "My Exports and Imports". The main area is titled "Question & Answer Board" and includes a description: "Ask sourcing event related questions, receive responses, read other supplier's questions and answers that have been made public, and respond to buyer-submitted questions." It features a blue "Ask a Question" button and tabs for "Public Q&A (0)", "My Questions (0)", and "Buyer Questions (unanswered 0)". A "Sort by" dropdown is set to "Date Asked: Most Recent First". A message at the bottom states, "No questions and answers have been made public yet."