

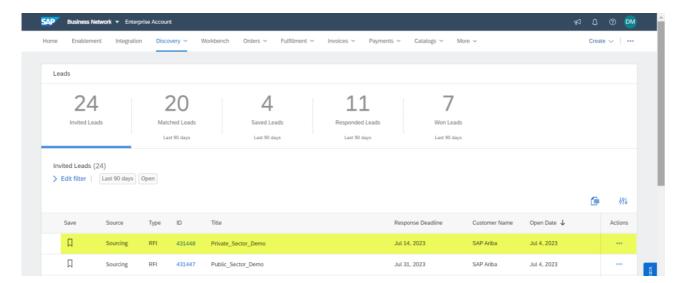
PUBLIC

SAP Business Network Discovery

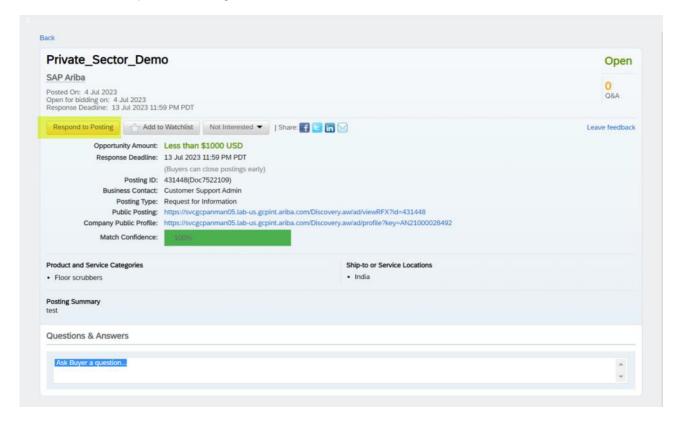
How to respond to an RFI



- 1. Procedure for sourcing RFIs (Private Sector):
 - a. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads.



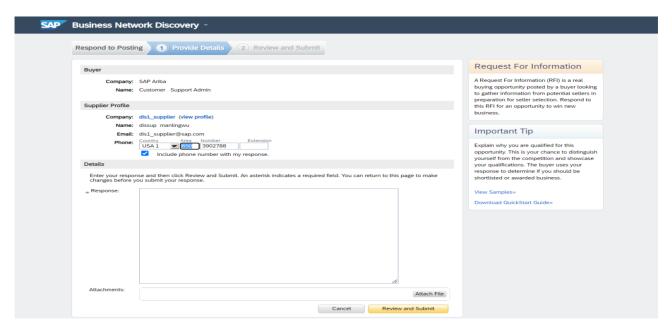
b. Click on respond to Posting.



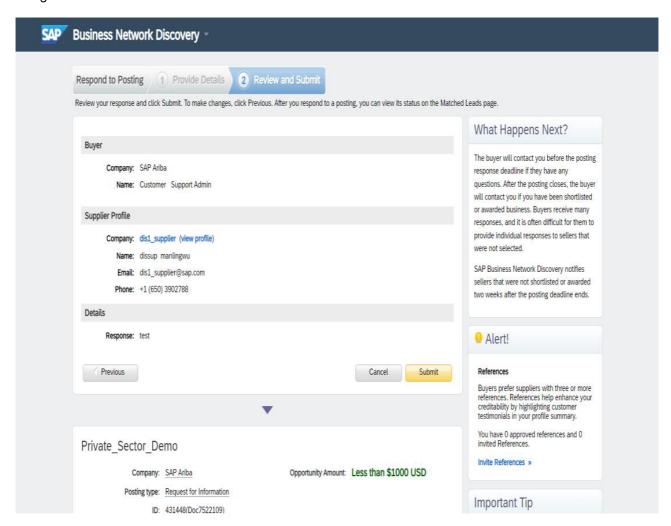
- c. Enter your response in the Response field.
- d. (Optional) Click Attach File, click Browse to locate the file you want to attach and then click OK.



e. Click Review and Submit.



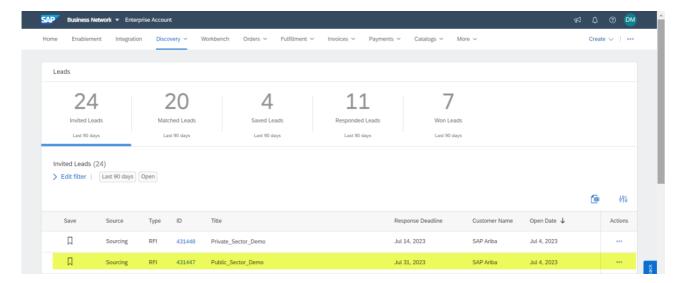
- f. Review your response. If you need to edit your response, click Previous.
- g. Click Submit.



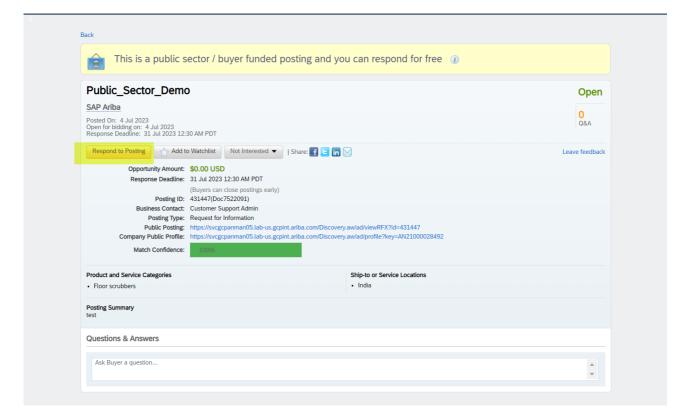




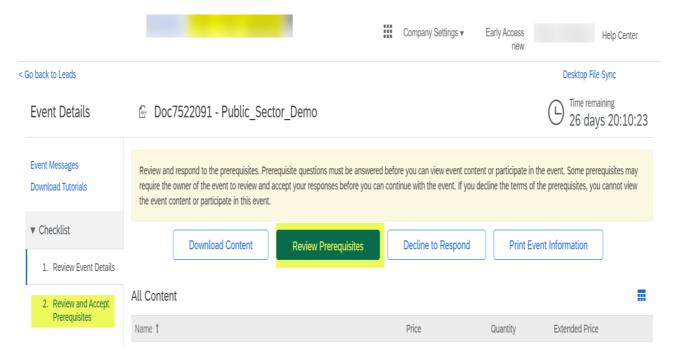
- 2. Procedure for sourcing RFIs (Public Sector):
 - a. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads.



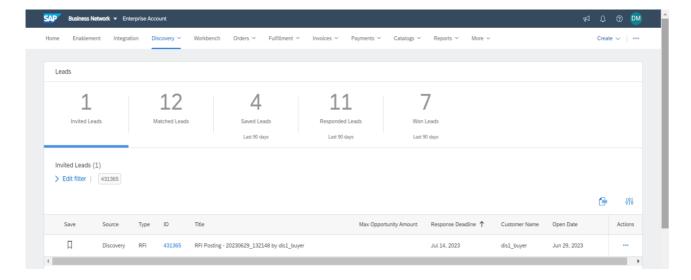
b. Click on respond to Posting.



c. You will be taken to the sourcing event, accept the prerequisites.

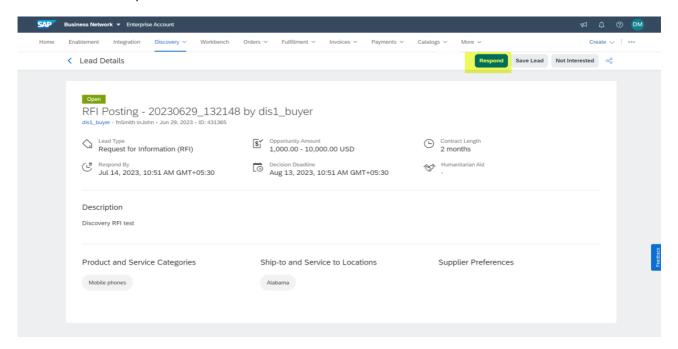


- d. Submit the response.
- 3. Procedure for SAP Business Network Discovery RFIs:
 - a. Access the buyer posting to which you want to respond from the matched leads, invited leads or saved leads.



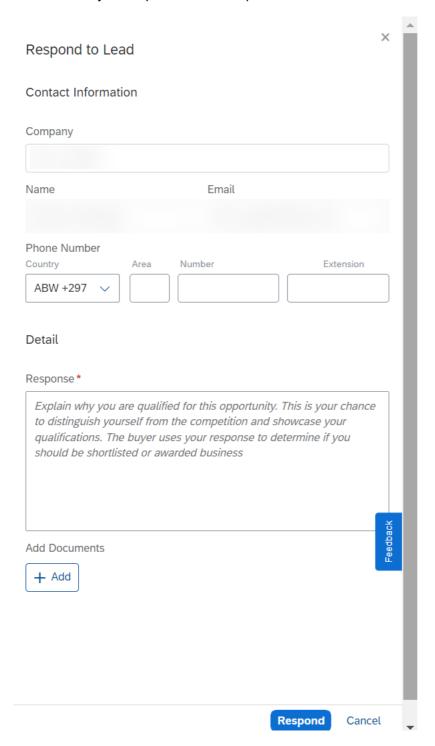


b. Click on respond.

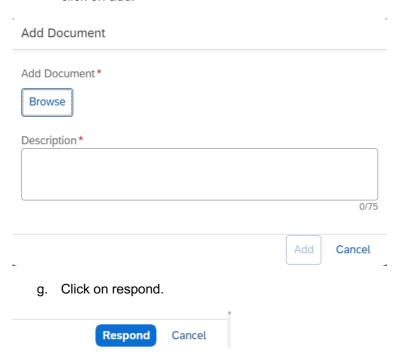


- c. Your email ID, Name and organization is already populated and cannot be edited, in case you want to edit it, please update the details in my account and marketing profile.
- d. You can type in the phone number with the country code and area code.

e. Enter your response in the Response field.



f. (Optional) Click browse, click Browse to locate the file you want to attach, provide a description and click on add.



- h. Your response will be submitted.
- i. You can see at the top of the posting who has submitted a response.
- j. Once response is submitted, you can edit the response or view the submitted response.

