

# RFX Guidance

How to respond to an RFX

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# 1. Introduction

# Introduction

## Basics

An RFX is a sourcing event that enables Roche Sourcing Managers to determine your capability to supply a product or a service and the price at which you can supply it.

The term RFX can refer to any of the following:

1. **Request for Information (RFI):** An RFI is sent to new or current suppliers to confirm their ability or willingness to fulfill the Roche organization's requirement
2. **Request for Proposal (RFP):** An RFP is sent to suppliers who are found capable of fulfilling the requirement. It asks for business proposals from the suppliers and may request for additional information regarding the product or service, or the processes followed by the supplier
3. **Request for Quotation (RFQ):** An RFQ invites qualifying suppliers to bid for the requirement and provide price quotes



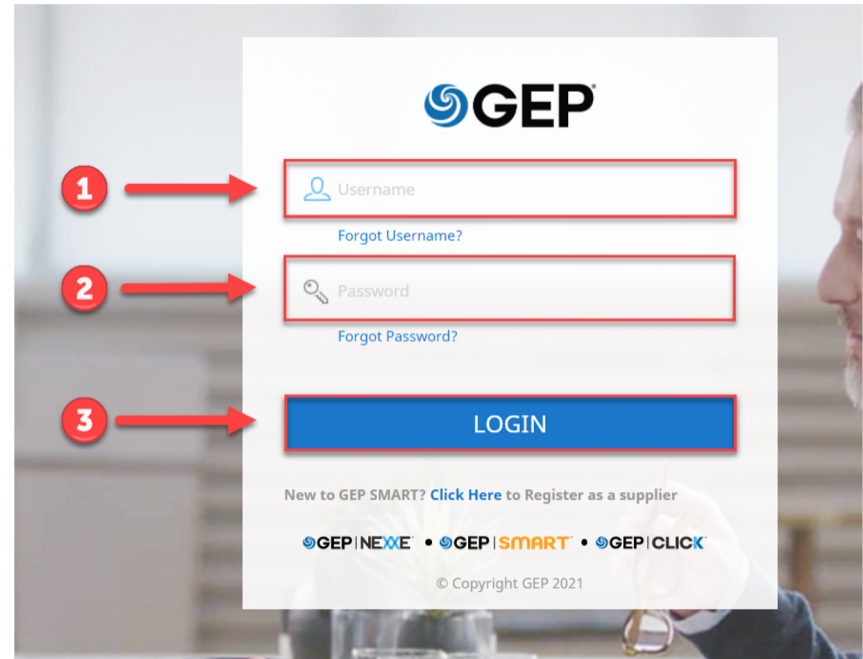
## 2. Login

# Login

How to login into myBuy

## Click here to access myBuy

1. Enter your **myBuy user name** here
2. Afterwards, please enter your **Password** here
3. Then click on the **Login** button



### 3. Access RfX

# Access RFX

How to access the RFX

There are basically three ways for you as a supplier to access an RFX Event:

1. via the **myTasks** section
2. via the **Sourcing** section
3. via **your Email Inbox**

**It is up to you which way you choose.**

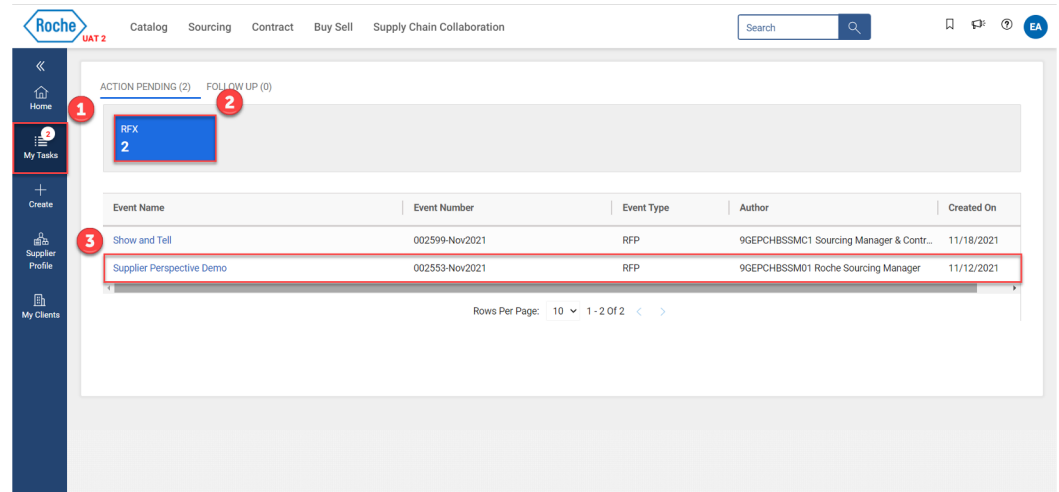
# Option #1: Access RFX via myTasks section

How to access the RFX

Whenever there is a new invitation for an event from a Roche Sourcing Manager, that new event is displayed in your **My Tasks** section of Workspace with status New.

The Event disappears from My Tasks section as soon as you submit the responses; event completes or decline participation.

1. After the successful login, you will be directly in the **myTasks** section. There you will have an overview of all your pending tasks
2. To see the RFX, click on the **RFX button**
3. Please click on the event name to **access the RFX**



Event Name	Event Number	Event Type	Author	Created On
Show and Tell	002599-Nov2021	RFP	9GEPCHBSSMC1 Sourcing Manager & Contr...	11/18/2021
Supplier Perspective Demo	002553-Nov2021	RFP	9GEPCHBSSM01 Roche Sourcing Manager	11/12/2021

# Option #2: Access RFX via Sourcing section

How to access the RFX

1. To access the RFX via the sourcing section, first click on the **Sourcing** tab in the upper left corner
1. Now you are able to see an overview of all current and past RFX events
1. Please click on the event name to **access the RFX**

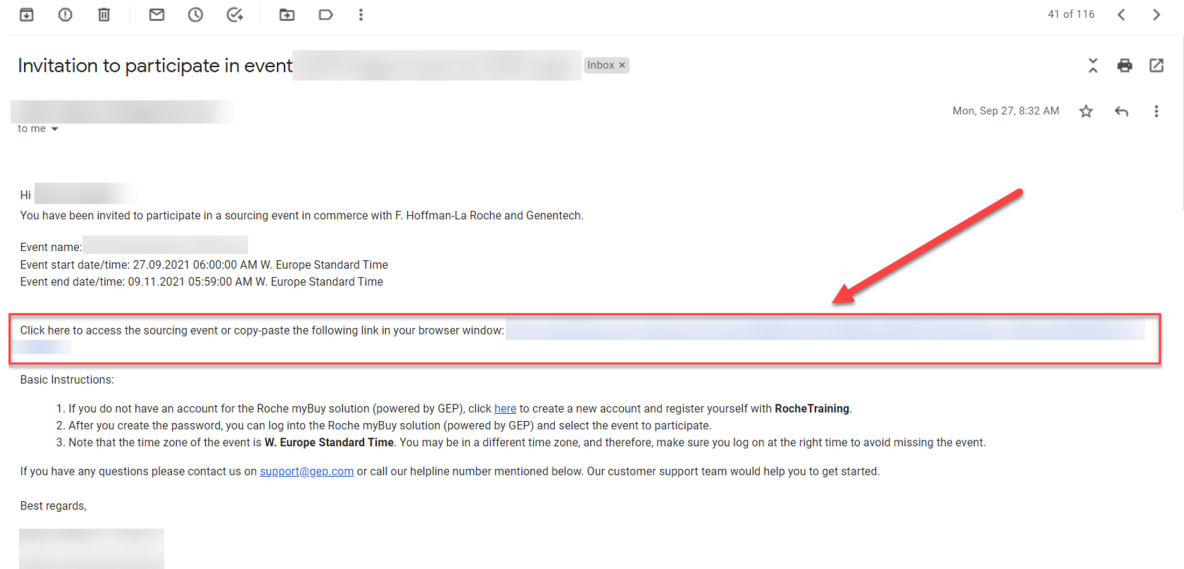
The screenshot shows the Roche Sourcing interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. The 'Sourcing' tab is highlighted. Below the navigation bar, there is a search bar and a 'Documents' section. The main content area displays a table of RFX events. The table has columns for 'Event Name', 'Event Number', 'Created By', 'Created On', and 'Last Modified On'. The first row is highlighted in blue. Below the table, there is a pagination control showing 'Rows Per Page: 10' and '1 - 10 Of 62'.

Event Name	Event Number	Created By	Created On	Last Modified On
Show and Tell	002619-Nov2021		11/23/2021	11/23/2021
test	002617-Nov2021		11/23/2021	11/23/2021
test	002616-Nov2021		11/23/2021	11/23/2021
Supplier RFX	002610-Nov2021		11/22/2021	11/22/2021
Supplier Perspective Demo	002611-Nov2021		11/22/2021	11/22/2021
Show and Tell	002599-Nov2021		11/18/2021	11/18/2021
Supplier Perspective Demo	002553-Nov2021		11/12/2021	11/12/2021
Supplier Perspective Demo	002542-Nov2021		11/10/2021	11/10/2021
Pharma EMEA Unicorn	002321-Aug2021		08/16/2021	10/26/2021
Evaluation Demo 16.08	002320-Aug2021		08/16/2021	08/16/2021

# Option #3: Access RFx via your Email Inbox

How to access the RFx

1. Once the Roche Sourcing Manager has published the RFx Event and invited you to it, you will receive an **Invitation Email**
1. You can **access the RFx event by using the link** provided in the email (see screenshot right side)



## 4. Guideline Acknowledgement




# Guideline Acknowledgement

## How to accept guidelines

On first access to the RFX page, you can see the [Guidelines Acceptance section](#) in the top (*this section is optional based on the configuration of the RFX, in most cases it will be there*). You are required to read the guidelines and other documents and accept them to gain access to the content sections in the RFX event (Remaining Guidelines, Questionnaires, Price Sheets, Attachments). You are free to review the other sections (Basic Details, Event Timelines, Buyer Contact Information, Team Members) before accepting the guidelines.

### ✓ GUIDELINES PENDING ACCEPTANCE

 Accept the guidelines listed in this section in order to participate in the event.

[Download all Guidelines](#)

I Accept General Guidelines -[\(Test-HC\) Consulting Specific Guidelines](#)

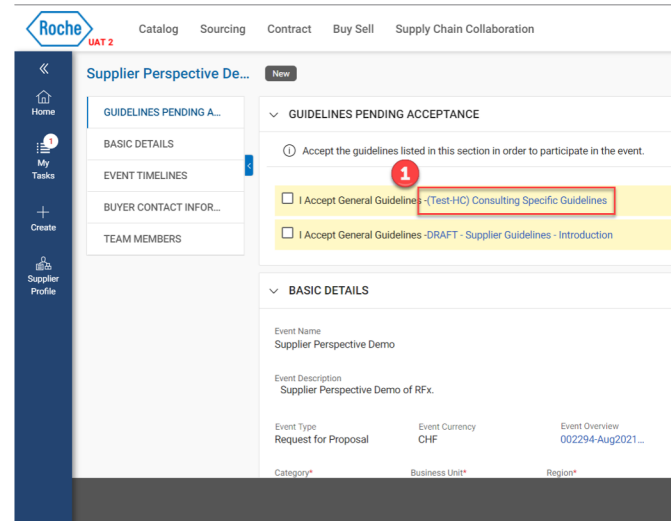
I Accept General Guidelines -[DRAFT - Supplier Guidelines - Introduction](#)

# Guideline Acknowledgement

## Review & Download Guidelines

Of course, you can [review & download](#) the [Roche Guidelines](#) before acknowledging:

1. Simply click on the [guideline name](#) (highlighted in blue)



# Guideline Acknowledgement

## Review & Download Guidelines

Should you wish to [download the Guideline](#), you can do so by clicking on the [Download](#) button.

The Guideline will then be downloaded to your computer as a MS Word document.

If the guidelines include attachments, your download will result in a zip file format.

The zip file will then contain the attachment(s) (in the respective format) and the guideline in MS Word format.

VIEW GUIDELINE - (TEST-HC) CONS... [Download](#)

Guideline Name	Guideline Type
(Test-HC) Consulting Specific Guidelines	General Guidelines

Acknowledgment from Supplier	Created By	Last Modified On
Before participating in event	gepusr33 SourcingManager	11/12/2021 8:40 PM

### Cost Schedule

The cost schedule presented must be as complete as possible, including baseline package costs, service rates, training costs, based on the RFP pricing sheet. Cost must be transparent and have to be separated into manpower and software / license costs. Roche is asking for a fixed price offer for all deliverables mentioned above. Please structure your proposal as a fixed price offer including a proposed payment schedule linked to the deliverables. Furthermore, both parties agree that if there is additional / unanticipated support needed this will be performed by vendor after confirmation by Roche using the aligned rate card. Therefore, we ask to fill out the rate card template to already align on the rates for any further activities with this project and to understand your estimations and calculations of your fixed price offer.

Please structure your offer according the work package see section. We would like to have the

[CLOSE](#)

# Guideline Acknowledgement

How to accept guidelines

1. Please accept all guidelines, by **clicking on the checkbox**

1. Afterwards please click on the **Accept Guidelines** button

The screenshot displays the Roche UAT 2 interface for a 'Supplier Perspective Demo'. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. A search bar and user profile 'EA' are also visible. The main content area is titled 'GUIDELINES PENDING ACCEPTANCE' and contains a list of guidelines with checkboxes. Two guidelines are highlighted in yellow and have their checkboxes checked: 'I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines' and 'I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction'. A red circle with the number '1' is placed over the first checkbox, and a red arrow points from it to the 'ACCEPT GUIDELINES' button at the bottom right. Another red circle with the number '2' is placed over the 'ACCEPT GUIDELINES' button, with a red arrow pointing from the highlighted guidelines to it. The 'ACCEPT GUIDELINES' button is highlighted with a red box. Below the guidelines, the 'BASIC DETAILS' section shows event information: Event Name 'Supplier Perspective Demo', Event Description 'Supplier Perspective Demo of RFx', Event Type 'Request for Proposal', Event Currency 'CHF', and Event Overview '002294-Aug2021...'. At the bottom, there are three buttons: 'CANCEL', 'DECLINE INVITATION', and 'ACCEPT GUIDELINES'.

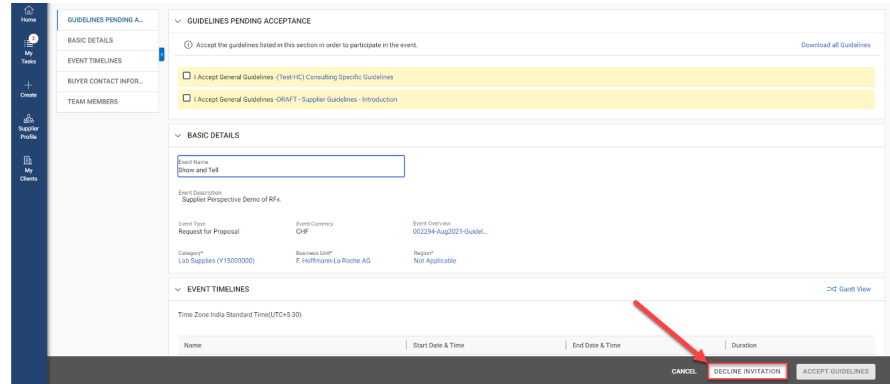
# Guideline Acknowledgement

How to decline invitation

If you do not want to participate in the RfX event, you can **decline invitation**.

To decline invitation:

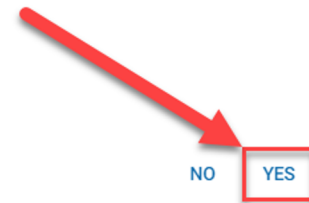
1. Click the **Decline Invitation** button



1. Click **Yes** on the following confirmation pop-up


## CONFIRMATION

Are you sure you want to decline the invitation for this event?



# Guideline Acknowledgement

How to decline invitation

3. Please select an appropriate reason from the drop-down
4. You can mention your comments in the respective comments field
5. Click the  icon to upload any attachments
6. Click **Done**
7. Click **OK** on the following success pop-up

DECLINE EVENT

Reasons

My organization does not agree with the terms & conditions/NDA/etc

Type your comment here

CANCEL
DONE

## Important Information:

If you click on **Decline Invitation**, you will no longer be able to participate in the event, unless the responsible Roche Sourcing Manager invites you to the event a second time.

# Guideline Acknowledgement

## Important Information

The status of your RFX will change to **Guidelines Acknowledged** after you accept the guidelines.

### Important Information:

You now have access to all available RFX information (*Basic Details, Event Timelines, Buyer Contact Information, Team Members, Guidelines, Questionnaires, Price Sheets*).

However, you are not yet able to submit a response.

The screenshot shows the Roche UAT 2 interface. At the top, there is a navigation bar with the Roche logo and the text 'UAT 2'. Below the logo, there are navigation tabs: 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collab'. The main content area is titled 'Supplier Perspective De...'. A red box highlights the text 'Guidelines Acknowledged' in the top right corner of the main content area, with a red arrow pointing to it. Below the main content area, there are several expandable sections: 'BASIC DETAILS', 'EVENT TIMELINES', 'TEAM MEMBERS', 'BUYER CONTACT INFORMATION (1)', 'GUIDELINES (3)', 'QUESTIONNAIRES (2)', and 'PRICE SHEETS (2)'. Each section has a downward arrow icon to its left.

## 5. Confirm Participation



# Confirm Participation

How to confirm participation

Now, in order for you to be able to provide your response to the RFx, you must first agree to the following statement:

**"My organization wishes to participate in this event"**

If you would like to participate in this event, please follow these steps:

1. Please click on the **checkbox** at the bottom left
2. Afterwards click on the button **Confirm Participation**

This action will also notify the responsible Roche Sourcing Manager that you are participating in the RFx event and will now prepare your response.

The screenshot shows the Roche Supplier Perspective Demo interface. The top navigation bar includes the Roche logo, 'UAT 2', and menu items: Catalog, Sourcing, Contract, Buy Sell, and Supply Chain Collaboration. A search bar and user profile icon (EA) are on the right. The main content area is titled 'Supplier Perspective De...' and 'Guidelines Acknowledged'. It features a sidebar with navigation options: Home, My Tasks, Create, Supplier Profile, and My Clients. The main content is divided into sections: BASIC DETAILS, EVENT TIMELINES, BUYER CONTACT INFOR..., TEAM MEMBERS, GUIDELINES, QUESTIONNAIRES, and PRICE SHEETS. The BASIC DETAILS section includes:
 

- Event Name: Supplier Perspective Demo
- Event Description: Supplier Perspective Demo of RFx.
- Event Type: Request for Proposal
- Event Currency: CHF
- Event Overview: 00Z294-Aug2021...
- Category\*: Consulting Services (Y...
- Business Unit\*: Werk Pharma Basel
- Region\*: Not Applicable

 The EVENT TIMELINES section shows:
 

- Time Zone: India Standard Time(UTC+5:30)
- Table with columns: Name, Start Date & Time, End Date & Time, Duration
- Row: Response Timeline, 11/12/2021 5:30 PM, 11/28/2021 4:29 AM, 15d 10h 59m

 At the bottom, there are three buttons: 'My organization wishes to participate in this event' (with a red '1' and a red arrow pointing to a checked checkbox), 'CANCEL', 'DECLINE INVITATION', and 'CONFIRM PARTICIPATION' (with a red '2' and a red arrow pointing to the button). A 'Response closing in 12d 13h 56m 8s' timer is visible in the top right corner.

# Confirm Participation

How to confirm participation

You will receive a **confirmation message** from the platform. This will confirm that your participation has been successfully registered.

In addition, the status of your RfX will change to **Participation Confirmed**.



Thank you for accepting the invitation to participate in this event.

OK

**Participation Confirmed**

## 6. RFX

## 6.1 Basic Details

# Basic Details

## Basic Details Section

The **Basic Details** section displays the basic information regarding the RFX event such as the event name, event description, event type, event currency, event overview, category, business unit and region.

### Important Information:

The **Event Currency** is defined by the responsible Roche Sourcing Manager. You cannot change it yourself.

The **Region field** is always not applicable due to system configuration.

▼ **BASIC DETAILS**

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Event Name  
Supplier Perspective Demo

Event Description  
Supplier Perspective Demo of RFX.

<p>Event Type Request for Proposal</p>	<p>Event Currency CHF</p>	<p>Event Overview 002294-Aug2021...</p>
<p>Category* Consulting Services (Y...</p>	<p>Business Unit* Werk Pharma Basel</p>	<p>Region* Not Applicable</p>

## 6.2 Event Timeline

# Event Timeline

## Introduction

The **Event Timeline** section displays the response timeline set by the responsible Roche Sourcing Manager.

The **Response Timeline** is the time frame within which you can respond to the RFX.

# Event Timeline

## Overview

1. You can see your **Time Zone** defined in the myBuy platform
  - If necessary, you can set it correctly in your supplier profile
2. Here you can see the **Name of the Timeline**
3. This is where you can see when the **Response Timeline will start**
4. This field will show you the **End date + Time of the Response Timeline**
5. The **Duration** indicates the **Response Time Frame** within which responses can be submitted

EVENT TIMELINES Gantt View

Time Zone:India Standard Time(UTC+5:30)

Name	Start Date & Time	End Date & Time	Duration
Response Timeline	11/12/2021 5:30 PM	11/28/2021 4:29 AM	15d 10h 59m



# Event Timeline

Important information

## Important Information:

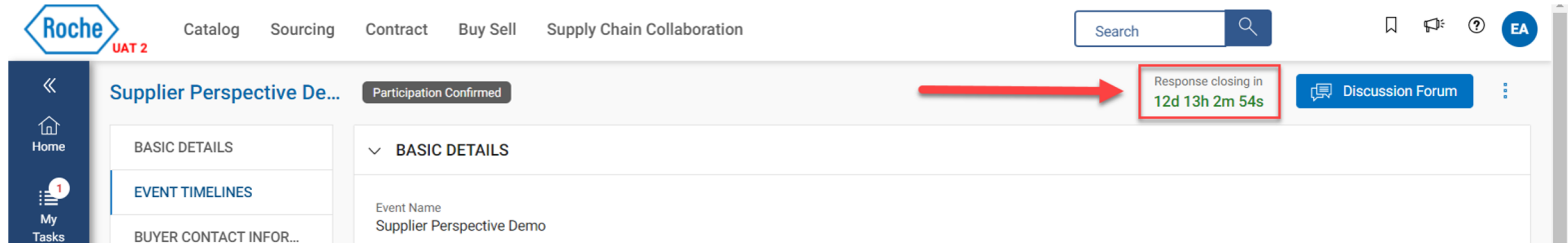
Normally the **Response Timeline** starts at the same time as the **Publication Date of the RFX**.

However, it is technically possible to publish the event when the response timeline only starts some time later.

## Note:

Only when the **Response Timeline** is opened, you as a supplier can submit your response to the RFX.

On the RFX page, the **Timer Section**, in the upper right corner, depicts detailed information about event opening or closing, in days and time.



The screenshot shows the Roche RFX interface. At the top, there is a navigation bar with the Roche logo, 'UAT 2', and menu items: Catalog, Sourcing, Contract, Buy Sell, and Supply Chain Collaboration. A search bar is on the right. Below the navigation bar, the page title is 'Supplier Perspective De...' and a status badge says 'Participation Confirmed'. A red arrow points to a timer box that reads 'Response closing in 12d 13h 2m 54s'. To the right of the timer is a 'Discussion Forum' button. The main content area is divided into sections: 'BASIC DETAILS', 'EVENT TIMELINES', and 'BUYER CONTACT INFOR...'. The 'BASIC DETAILS' section is expanded, showing 'Event Name: Supplier Perspective Demo'.

# Event Timeline

Important information

## Important to know:

If the responsible Roche Sourcing Manager has set multiple timelines, you will see them also in this section.

Any other timeline besides the **Response Timeline** is only an "informal timeline" - nevertheless it is recommended by Roche to follow these timelines as well.

Only the **Response Timeline is essential for you as a supplier** and triggers a technical blocking/unblocking of responses.

## 6.3 Buyer Contact Information

# Buyer Contact Information

Important information

In this section you can see [all relevant Roche Contacts](#).

BUYER CONTACT INFORMATION (1)			
Name	Designation	Email Address	Contact Number
[REDACTED]	Sourcing Manager & Contracting	[REDACTED]	[REDACTED]

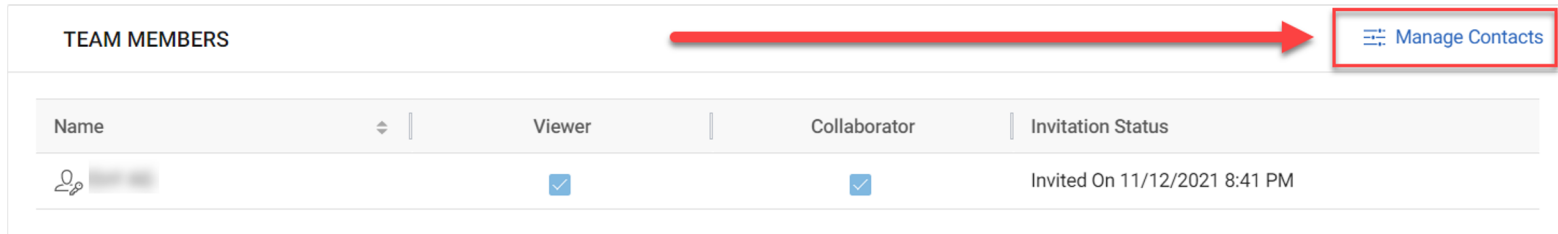
## 6.4 Team Member

# Team Member


## How to manage Team Member Contact Information

The **Team Members** section displays the representatives of your company that were invited to participate in the RFx by Roche Sourcing Manager.

Using **Manage Contacts** button you are able to add/remove or assign your company representatives, that should participate in the event.



The screenshot shows a user interface for managing team members. At the top left, the text "TEAM MEMBERS" is displayed. To the right of this text, a red arrow points towards a button labeled "Manage Contacts". Below the header, there is a table with the following columns: "Name", "Viewer", "Collaborator", and "Invitation Status". The "Name" column contains a blurred name and a person icon. The "Viewer" and "Collaborator" columns each contain a blue checkmark. The "Invitation Status" column contains the text "Invited On 11/12/2021 8:41 PM".

Name	Viewer	Collaborator	Invitation Status
 [blurred name]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited On 11/12/2021 8:41 PM

# Team Member

## How to manage Team Member Contact Information

In this section you can [manage the contacts within your company](#).

Manage Contacts - XXXXXXXXXX 🔍 Search ⊕ Add New Contact

Name & Contact	User's Role	Updated By	Email Sent On
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="background-color: #ccc; padding: 2px;">AG</span>  <span style="background-color: #ccc; padding: 2px;">XXXXXXXXXX</span> </div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">                     Primary Responder ▼                 </div> </div>	Buyer		11/18/2021 9:18 PM
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="background-color: #ccc; padding: 2px;">Adrienn M</span>  <span style="background-color: #ccc; padding: 2px;">XXXXXXXXXX</span> </div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">                     No Access ▼                 </div> </div>			
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="background-color: #ccc; padding: 2px;">Dummy Contact</span>  <span style="background-color: #ccc; padding: 2px;">XXXXXXXXXX</span> </div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">                     No Access ▼                 </div> </div>			
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="background-color: #ccc; padding: 2px;">Sebastian W</span>  <span style="background-color: #ccc; padding: 2px;">XXXXXXXXXX</span> </div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">                     No Access ▼                 </div> </div>			

CANCEL
DONE

# Team Member

## How to manage Team Member Contact Information

You can now view all current existing contacts that have already been defined for your company in myBuy. In addition, you can decide which contact should be assigned to which role/rights for this specific RFx.

Manage Contacts - [REDACTED] AG

[+ Add New Contact](#)

Name & Contact	User's Role	Updated By	Email Sent On
[REDACTED] AG	Primary Responder	Buyer	11/12/2021 8:41 PM
Adrienn M	Primary Responder		
Dummy Contact	Collaborator		
[REDACTED]	Viewer		
Sebastian W	No Access		



CANCEL

DONE



# Team Member

## How to manage Team Member Contact Information

You can assign the following roles:

### 1. Primary Responder

The primary point of contact from Supplier Organization, ideally means the entire RFx response will be driven by this person. There can be only one Primary Responder.

### 1. Collaborator

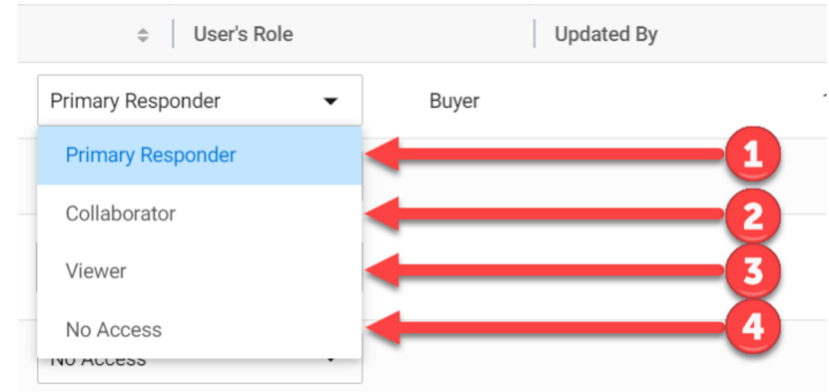
Team member having rights equivalent to Primary Responder. There can be multiple collaborators involved in an RFx event.

### 1. Viewer

Team member having only view access to event.

### 1. No Access

This contact person won't be able to access the event at all.



# Team Member


## How to manage Team Member Contact Information

You also have the [possibility to add completely new contacts](#).

To do this, please click the [Add New Contact](#) button first:

Manage Contacts - **AG & TEAM AG**



Name & Contact	User's Role	Updated By	Email Sent On
AG <a href="#">[redacted]</a>	Primary Responder	Buyer	11/12/2021 8:41 PM 
Adrienn M <a href="#">[redacted]</a>	No Access		
Dummy Contact <a href="#">[redacted]</a>	No Access		
Sebastian W <a href="#">[redacted]</a>	No Access		

CANCEL

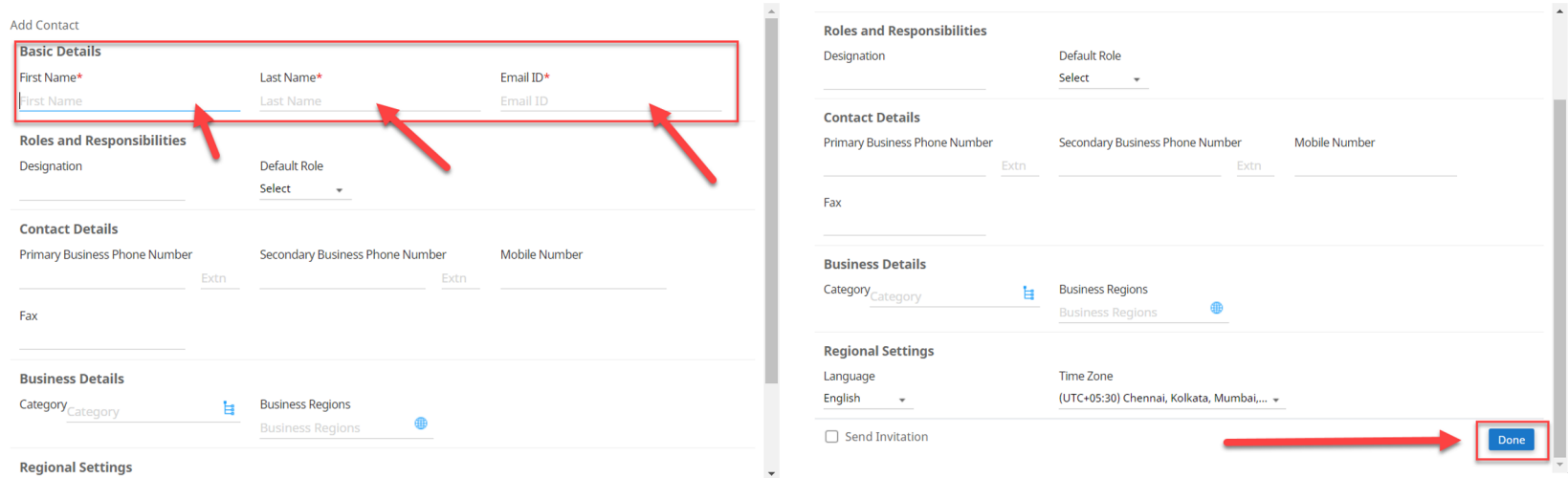
DONE

# Team Member

## How to manage Team Member Contact Information

Please fill in all mandatory fields with the information about your new contact (marked with a **red asterisk\***).  
Once you are done, click the **Done** button at the bottom right.

**Important information:** Adding a new contact does not require approval from Roche Sourcing Management.



The screenshot shows the 'Add Contact' form with several sections. Red boxes and arrows highlight key elements:

- Basic Details:** A red box encloses the 'First Name\*', 'Last Name\*', and 'Email ID\*' fields. Red arrows point to each of these fields.
- Roles and Responsibilities:** The 'Default Role' dropdown menu is highlighted with a red arrow.
- Regional Settings:** The 'Done' button at the bottom right is highlighted with a red box and a red arrow pointing to it.

The form sections include:

- Basic Details:** First Name\*, Last Name\*, Email ID\*
- Roles and Responsibilities:** Designation, Default Role (Select)
- Contact Details:** Primary Business Phone Number (Extn), Secondary Business Phone Number (Extn), Mobile Number, Fax
- Business Details:** Category, Business Regions
- Regional Settings:** Language (English), Time Zone (UTC+05:30) Chennai, Kolkata, Mumbai,...


## 6.5 Guidelines



# Guidelines

Important information

The Guidelines section includes the guidelines provided by the Roche Sourcing Manager that you need to follow while responding to an RFx. You can [access & download all guidelines](#).

As you can see in the picture below, some of the guidelines don't require upfront acknowledgement and can be only seen when you have full access to contents of the event - e.g. second guideline in the picture.

∨ GUIDELINES (3)
 Download

<input type="checkbox"/>	Guideline Name	Guideline Type	Accepted By	Accepted On
<input type="checkbox"/>	<a href="#">(Test-HC) Consulting Specific Guide...</a>	General Guidelines		11/15/2021 2:02 PM
<input type="checkbox"/>	<a href="#">Consulting Services Guidelines</a>	General Guidelines	-	-
<input type="checkbox"/>	<a href="#">DRAFT - Supplier Guidelines - Introd...</a>	General Guidelines		11/15/2021 2:02 PM

## 6.6 Questionnaires

# Questionnaires

## Important information

You are now in the [Questionnaires](#) section.

The Questionnaires section enables you to answer questions added by the Roche Sourcing Manager.

Your response to the questions may determine your score when the RFX is evaluated.



How many questionnaires are available here depends on the RFX event and can therefore vary.

### To answer a questionnaire, you can either

1. click on the name
2. or on the small pencil on the right side

▼ QUESTIONNAIRES (2)

[Upload All](#)
[Download All](#)

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
Generic Questionnaire - Fina...	Technical	-	-	8	<div style="width: 100%; height: 10px; background-color: #ccc;"></div> 0.00%	
Technical specification	Technical	-	-	3	<div style="width: 100%; height: 10px; background-color: #ccc;"></div> 0.00%	

1

2

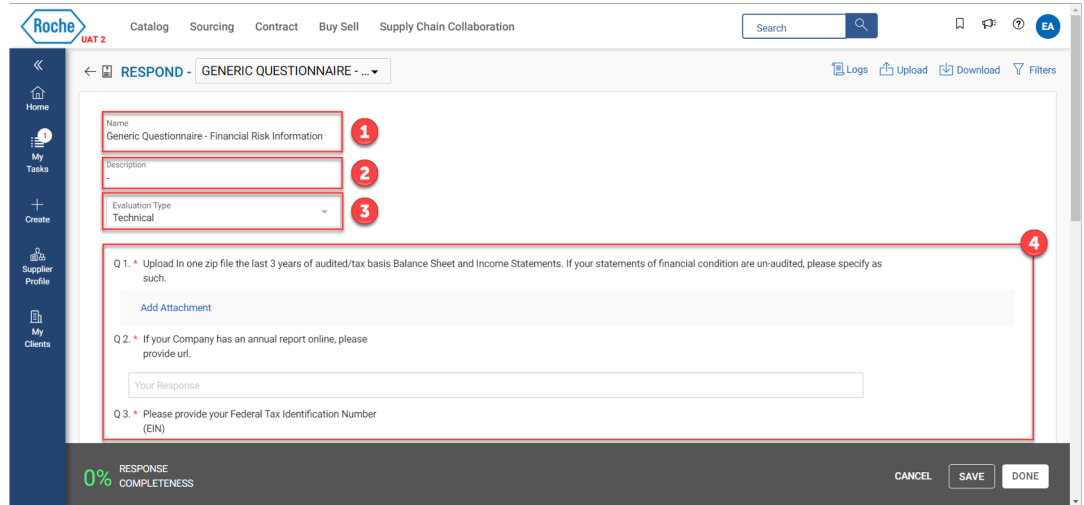
# Questionnaires

## Overview

You are now in the **Questionnaire**.

You should see the following areas:

1. **Name:** The name of the questionnaire
2. **Description:** The description of the questionnaire (if provided)
3. **Evaluation Type:** Informative (defines who on Roche side will provide scoring)
4. The **actual Questionnaire part** with all questions



Roche UAT 2 Catalog Sourcing Contract Buy Sell Supply Chain Collaboration Search

RESPOND - GENERIC QUESTIONNAIRE - ...

Logs Upload Download Filters

Name  
Generic Questionnaire - Financial Risk Information **1**

Description  
 **2**

Evaluation Type  
Technical **3**

Q 1. \* Upload in one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such. **4**

Add Attachment

Q 2. \* If your Company has an annual report online, please provide url.

Your Response

Q 3. \* Please provide your Federal Tax Identification Number (EIN)

0% RESPONSE COMPLETENESS CANCEL SAVE DONE



# Questionnaires

Important information

Basically, there are different types of questions that require different types & ways of answers from you.

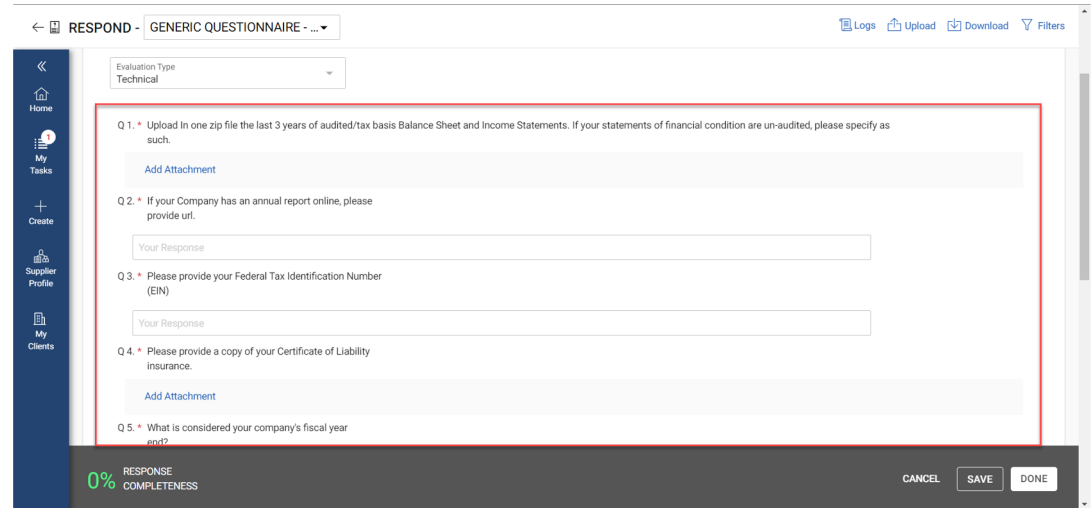
The following are the most common types:

1. Attachment Only Question
2. Text Response Question
3. Text + Attachment Question
4. Drop Down Question
5. Checkbox Question
6. Date/Time Question

## Important Information:

Each question marked with a **red asterisk\*** is **mandatory**.

**myBuy will not accept any answer until all mandatory fields are answered.**



The screenshot shows a web interface for a questionnaire titled "RESPOND - GENERIC QUESTIONNAIRE". The interface includes a navigation sidebar on the left with options like Home, My Tasks, Create, Supplier Profile, and My Clients. The main content area displays five questions, each marked with a red asterisk to indicate it is mandatory:

- Q 1. \* Upload in one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such. (Includes an "Add Attachment" button)
- Q 2. \* If your Company has an annual report online, please provide url. (Includes a "Your Response" text input field)
- Q 3. \* Please provide your Federal Tax Identification Number (EIN). (Includes a "Your Response" text input field)
- Q 4. \* Please provide a copy of your Certificate of Liability insurance. (Includes an "Add Attachment" button)
- Q 5. \* What is considered your company's fiscal year end?

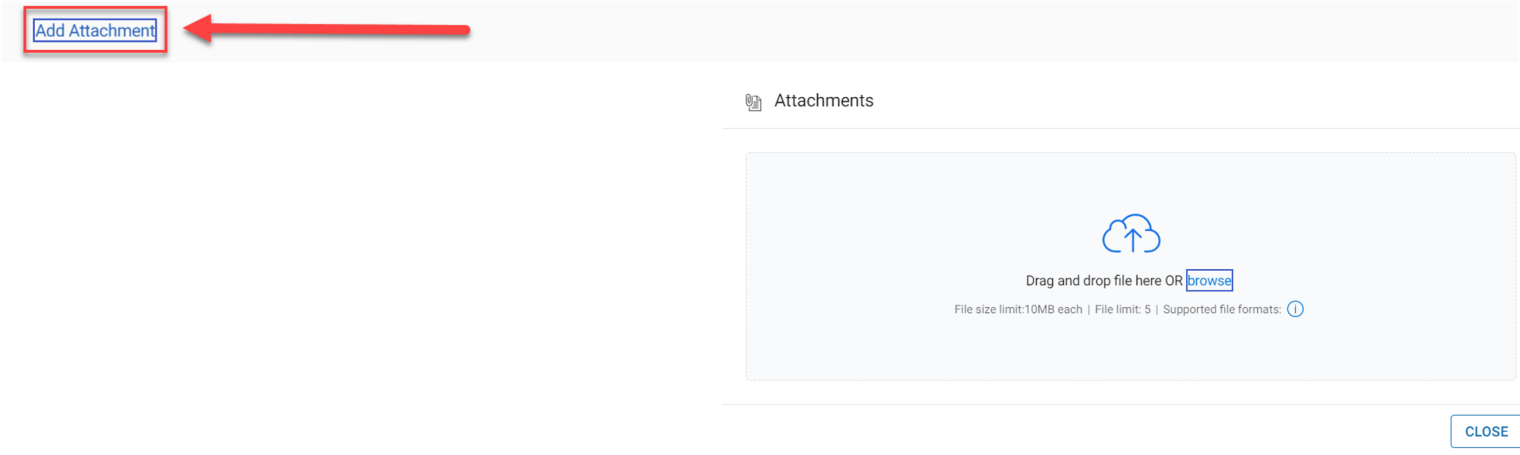
At the bottom of the interface, a progress bar shows "0% RESPONSE COMPLETENESS" and buttons for "CANCEL", "SAVE", and "DONE".

# Questionnaires

## Attachment Only Question

You can **upload one or more attachments** in response to an **Attachment Question** by clicking on the **Add Attachment** button.

Q 1. \* Upload In one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such.



The screenshot shows a user interface for adding attachments. On the left, a button labeled "Add Attachment" is highlighted with a red box and a red arrow points to it from the right. Below this, the "Attachments" section is visible, featuring a large dashed border area for file uploads. Inside this area, there is a blue cloud icon with an upward arrow, the text "Drag and drop file here OR [browse](#)", and smaller text: "File size limit:10MB each | File limit: 5 | Supported file formats: ⓘ". At the bottom right of the attachment area, there is a "CLOSE" button.

# Questionnaires

## Text Response Question

You may also be asked to answer in text form.

There are basically **3 different types of text answer questions**:

- **Free Form - Single line Text:**

You can provide a one-line response.

The text response is limited to 100 characters.

- **Free Form - Multiple line Text:**

You can provide a response which exceeds one line.

The text response is limited to 4000 characters.

- **Free Form - Rich Text:**

You are able to provide a response with enriched text capabilities (formatting options) and no limit to the characters.

Q 2. \* If your Company has an annual report online, please provide url.

 0/100

# Questionnaires

## Text + Attachment Question

You can also be asked for a **combination between Text Answer + Attachment**.

However, in this constellation the **attachment is optional** and therefore not mandatory.

Q 6. \* Please provide a summary of any mergers and acquisitions over the past 5 years.



The screenshot shows a form for question Q6. At the top is a text input field with the placeholder text "Your Response". Below this field is a button labeled "Add Attachment". Two red arrows are overlaid on the image: one points to the right edge of the text input field, and the other points to the left edge of the "Add Attachment" button.

# Questionnaires

## Drop Down Question

You may also be asked to select your answer from a [Drop Down List](#).

Q 8. \* For this scope of services, payment terms are 60 days. Will you agree to comply to these payment terms for this scope of services?

- Yes
- No

# Questionnaires

## Checkbox Question

You may be asked to answer the question by [selecting checkboxes](#).

[Checkbox Questions](#) allow you to [select multiple answers](#) for a question from the list of available options.

---

Q 2. \* Select other locations where you can deliver:

Basel



Pennzberg

Mannheim



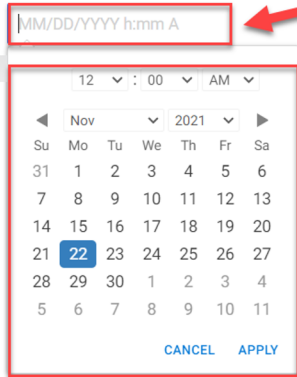
London

# Questionnaires

## Date/Time Question

You may be asked to provide a **date and time** by selecting it from a calendar pop-up.

Q 32. \* How many years have you been active in the type of services or products Roche is interested in regarding this RFP



MM/DD/YYYY h:mm A

12 : 00 AM

Nov 2021

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

CANCEL APPLY

# Questionnaires

## Overview about all possible question types

The question types you saw in the previous slides are the most commonly used.

However, below you will find a table with all the other question types you could potentially see in a questionnaire:

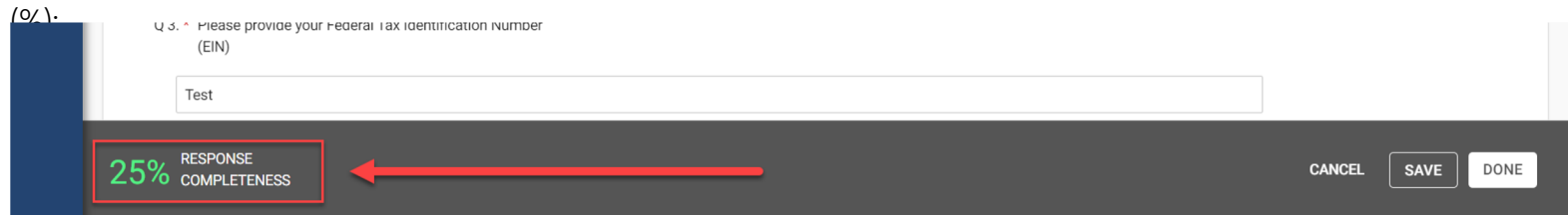
<b>Matrix of Text Fields</b>	You will be asked to type your answer into each cell from a table with multiple rows and columns.
<b>Matrix of Radio Buttons</b>	From a table with multiple rows and columns, you will be asked to select your preferred answer by selecting the appropriate radio button.
<b>Matrix of Checkboxes</b>	You will be asked to select your desired answer from a table with several rows and columns by selecting the matching check boxes.
<b>Matrix of Drop Down</b>	You will be asked to select your desired answer from a drop down list in a table with several rows and columns.
<b>Combination Matrix</b>	You will be provided with a table with multiple rows and columns. The rows contain the criteria for which you need to provide your answer. The columns contain a combination of response options such as text boxes, radio buttons, check boxes and drop down lists.
<b>Table Type</b>	You will be provided with a table with columns containing a combination of different response options such as text boxes, radio buttons, check boxes and drop down lists. In this response type you will have the possibility to add additional rows if necessary.



# Questionnaires

## Completion of Questionnaire

The **Completion Indicator** on the bottom left corner of the page indicates the completion status of your response in percentage



The screenshot shows a questionnaire interface. At the top, there is a question: "Q 3. Please provide your Federal Tax Identification Number (EIN)". Below the question is a text input field containing the word "Test". At the bottom of the page, there is a dark grey footer bar. On the left side of this bar, there is a "25% RESPONSE COMPLETENESS" indicator, where "25%" is in green and "RESPONSE COMPLETENESS" is in white. A red arrow points from the right towards the "25%" text. On the right side of the footer bar, there are three buttons: "CANCEL", "SAVE", and "DONE".

### Important Information:

- **You may not reach the 100% progress**, as the Completion Indicator takes the average progress of the mandatory as well as of the non-mandatory questions

# Questionnaires

## Save & Cancel Questionnaire

### Important Information:

1. Click on the **SAVE** button at the bottom right to save your current progress within the Questionnaire. You will remain in this window after saving and you can continue working on the Questionnaire
2. If you click on the **CANCEL** button, all unsaved progress within the Questionnaire will be deleted
3. If you click on the **DONE** button, your current progress will also be saved, but you will be redirected back to the main page of the RFX



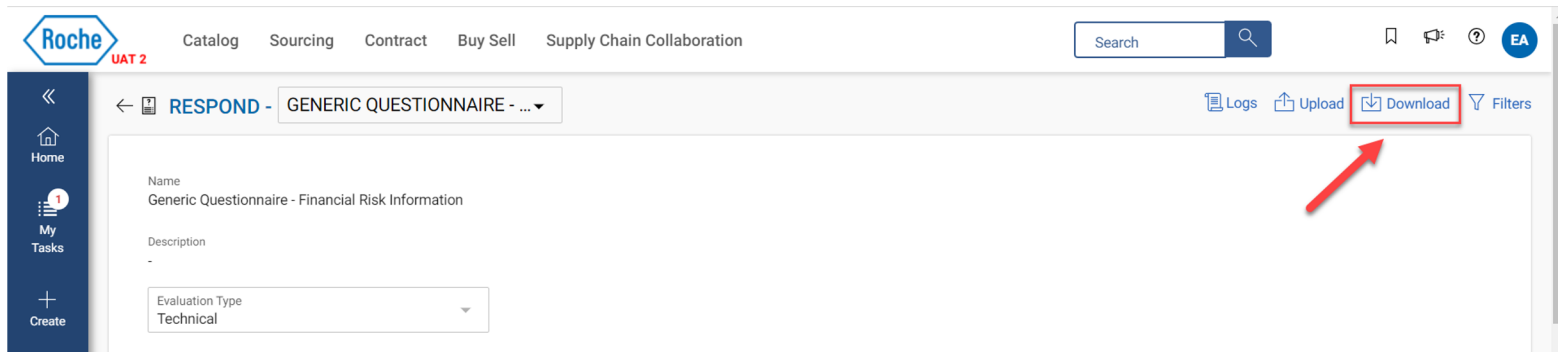
# Questionnaires

Not recommended: Responding to a Questionnaire Offline

You also have the option of [downloading the questionnaire in MS Excel format](#).

From the Questionnaire section, open the desired questionnaire in edit mode.

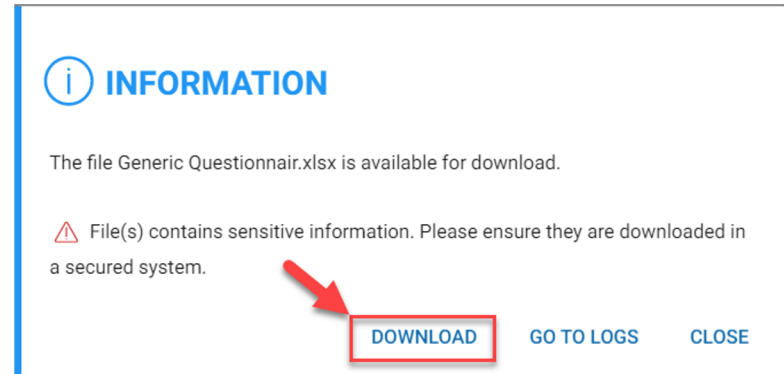
Click the **Download** icon on the top-right corner of the questionnaire.



# Questionnaires


Not recommended: Responding to a Questionnaire Offline

Before the Questionnaire will be downloaded to your computer in MS Excel format, you need to confirm the download by clicking on the **Download** button.



**i INFORMATION**

The file Generic Questionnair.xlsx is available for download.

 File(s) contains sensitive information. Please ensure they are downloaded in a secured system.

**DOWNLOAD** [GO TO LOGS](#) [CLOSE](#)

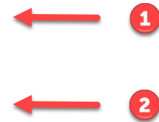
# Questionnaires

Not recommended: Responding to a Questionnaire Offline

## Important Information:

1. **Text + Drop Down Questions** can be answered by you in an MS Excel
2. **Questions that require attachments** as an answer cannot be answered in the MS Excel spreadsheet and must therefore be answered directly in the myBuy platform

SECTION NAME	QUESTION NUMBER	QUESTION TITLE	RESPONSE OPTIONS	RESPONSE TO QUESTION
	1	* Upload in one zip file the last 3 years of audited/tax basis Balance Sheet and Income Statements. If your statements of financial condition are un-audited, please specify as such.		This question type is not supported on the Excel file. Suppliers must provide response on application.
	2	* If your Company has an annual report online, please provide url.	-	Test
	3	* Please provide your Federal Tax Identification Number (EIN)	-	Test
	4	* Please provide a copy of your Certificate of Liability insurance.		This question type is not supported on the Excel file. Suppliers must provide response on application.
	5	* What is considered your company's fiscal year end?	-	
	6	* Please provide a summary of any mergers and acquisitions over the past 5 years.	-	
	7	* Research and Development spend in % of sales	-	
	8	* For this scope of services, payment terms are 60 days. Will you agree to comply to these payment terms for this scope of services?	-	

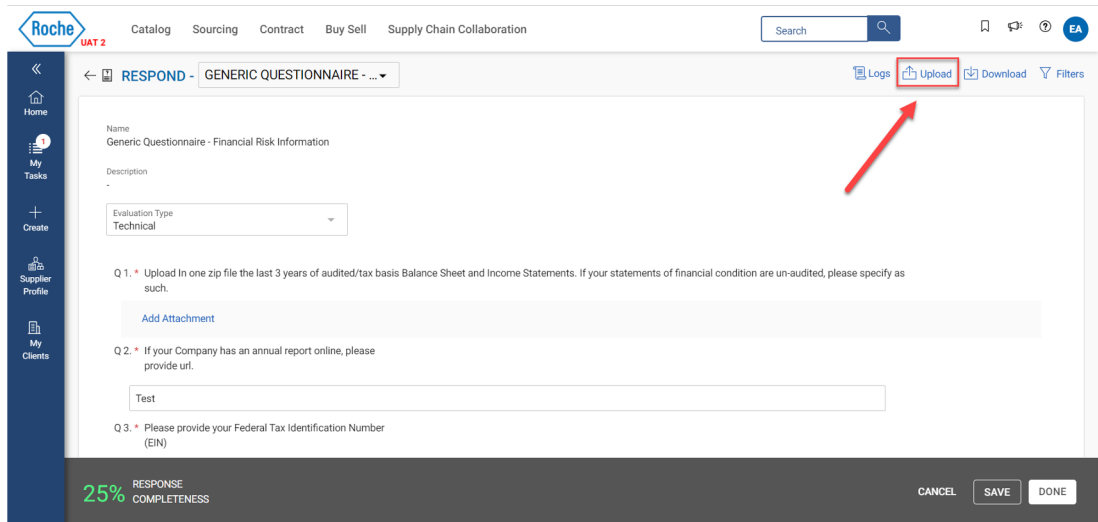


# Questionnaires

Not recommended: Responding to a Questionnaire Offline

After you have provided all the answers in the MS Excel, save it.

By clicking on the **Upload** button, you can upload your MS Excel file back to the myBuy platform.




# Questionnaires

Not recommended: Responding to a Questionnaire Offline

You can upload your MS Excel file to the myBuy platform either by **Drag and Drop** or via the **Browse Function**.

## Attachments



Drag and drop file here OR [browse](#)

File size limit:10MB each | File limit: 1

Supported file formats: [i](#)

Generic Questionnair.xlsx

Uploaded, 18.29KB



CLOSE

# Questionnaires

Not recommended: Responding to a Questionnaire Offline

You will be informed by the platform as soon as the upload of your Questionnaire MS Excel file has been successfully completed.

## Important Information:

You need to refresh the page once, to view the response in myBuy.

Questionnaire import is in progress



## 6.7 Price Sheets

# Price Sheets

Important information

You are now in the [Price Sheets](#) section.

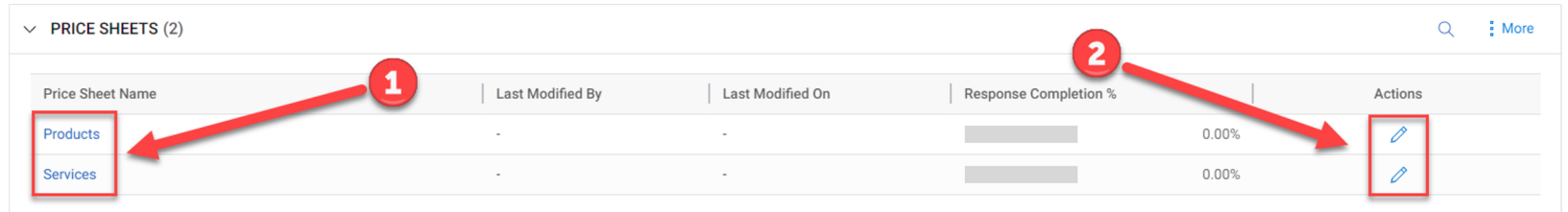
A price sheet includes a list of items specified by the Roche Sourcing Manager.



As a supplier, you can provide a quotation for the required items.

How many price sheets are available here depends on the RFX event and can therefore vary.

**To answer a price sheet, you can either**

1. click on the name
2. or on the small pencil on the right side



Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
<a href="#">Products</a> <a href="#">Services</a>	-	-	0.00%	 

# Price Sheets

## Important information

You are now in the previously selected price sheet.

The columns and rows in the price sheet are non-editable.

1. By default, the intent to Bid field for each line item is set to Yes. This means you want to bid for the line item.

Basically, you will have two options that you can select per line:

- **Yes:** You want to provide an offer for this line item
- **No:** You do not want to provide an offer for this line item

2. Each column that has a white background has to be filled in by you with specific information (*in this example, you would have to indicate the price per unit for the different line items*).

If the column title has an **asterisk\***, this means this is a **mandatory column** for you to fill in.

If the column title does not have an asterisk\*, this is an

	A	T	E	C	T	D	E	T	F	Y	T
1	Intent to Bid	Item Name	Item Number	Volume	Unit	Price Per Unit*	Total Price (CHF)				
2	Yes	Laptop	10001	20	PC - Piece		CHF 0.00				
3	Yes	Screen	10002	20	PC - Piece		CHF 0.00				
4	Yes	Mouse	10003	20	PC - Piece		CHF 0.00				
5	Yes	Keyboard	10004	20	PC - Piece		CHF 0.00				
6	Yes	Server	10005	1	PC - Piece		CHF 0.00				
7	Yes	Firewall	10006	1	PC - Piece		CHF 0.00				
8	Yes	Printer	10007	2	PC - Piece		CHF 0.00				
9	Yes	Patch Cable	10008	200 M	Meter		CHF 0.00				
10							CHF 0.00				

# Price Sheets

## Save Price Sheet

Once you have completed the Price Sheet, simply click on the **Done** button at the bottom right to **submit the Price Sheet**.

The screenshot shows the Roche Price Sheet interface. At the top, there is a navigation bar with 'rocne UAT 2' and menu items: Catalog, Sourcing, Contract, Buy Sell, and Supply Chain Collaboration. A search bar is on the right. Below the navigation is a breadcrumb 'RESPOND - PRODUCTS' and action buttons for Logs, Upload, and Download. The main content area shows 'Price Sheet Name: Products' and 'Price Sheet Type: Materials'. Below this is a table with 8 rows and 8 columns. The table has a red border around the bottom row. At the bottom right, there are two buttons: 'CANCEL' and 'DONE'. A red arrow points to the 'DONE' button.

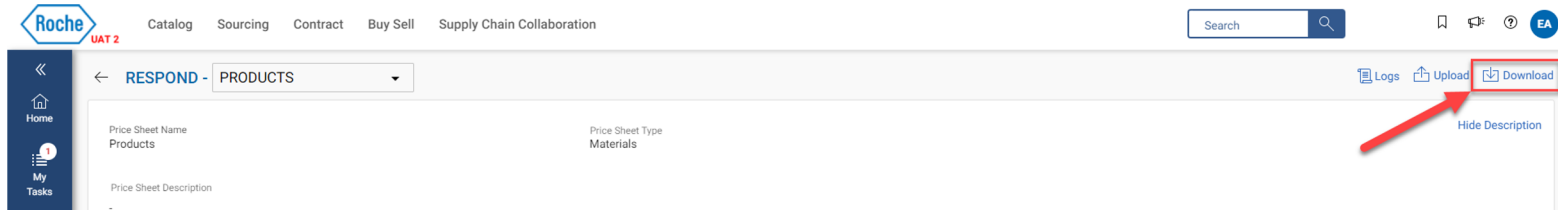
	A	B	C	D	E	F	G
1	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
3	Yes	Screen	10002	20	PC : Piece	CHF 39.00	CHF 780.00
4	Yes	Mouse	10003	20	PC : Piece	CHF 12.00	CHF 240.00
5	Yes	Keyboard	10004	20	PC : Piece	CHF 3.00	CHF 60.00
6	Yes	Server	10005	1	PC : Piece	CHF 23.00	CHF 23.00
7	Yes	Firewall	10006	1	PC : Piece	CHF 52.00	CHF 52.00
8	Yes	Printer	10007	2	PC : Piece	CHF 23.00	CHF 46.00
9	Yes	Patch Cable	10008	200	M : Meter	CHF 21.00	CHF 4,200.00
10							CHF 5,801.00

# Price Sheets

Not recommended: Downloading a Price Sheet

You also have the option of downloading the price sheet in MS Excel format:

1. In the Price sheet section, open the required Price sheet in Edit mode
2. Click the **Download** icon on the top-right corner of the Price sheet




# Price Sheets

Not recommended: Downloading a Price Sheet

Before the Price Sheet will be downloaded to your computer in MS Excel format, you need to confirm the download by clicking on the [Download](#) button.

## INFORMATION

The file 002553-Nov2021 - Priceshet.xlsx is available for download.

 File(s) contains sensitive information. Please ensure they are downloaded in a secured system.



[DOWNLOAD](#)

[GO TO LOGS](#)

[CLOSE](#)

# Price Sheets

Not recommended: Downloading a Price Sheet

You cannot add, edit or delete columns and rows in the downloaded MS Excel Price Sheet.

The first tab of the MS Excel Price Sheet contains a detailed instruction on how to fill in this Price Sheet.

002553-Nov2021 - Supplier Perspective Demo							
Price Sheet Name:	Products						
Price Sheet Type:	Materials						
Description:							
Column Type :	Drop Down	Text	Text	Numeric	Drop Down	Currency	Computed
Column Name:	*Intent to Bi	*Item name	*Item number	*Volume	*Unit	*Price per unit(CHF)	Total price(CHF)
	Yes	Laptop	10001		20 PC : Piece		CHF 0.00
	Yes	Screen	10002		20 PC : Piece		CHF 0.00
	Yes	Mouse	10003		20 PC : Piece		CHF 0.00
	Yes	Keyboard	10004		20 PC : Piece		CHF 0.00
	Yes	Server	10005		1 PC : Piece		CHF 0.00
	Yes	Firewall	10006		1 PC : Piece		CHF 0.00
	Yes	Printer	10007		2 PC : Piece		CHF 0.00
	Yes	Patch Cable	10008		200 M : Meter		CHF 0.00

## INSTRUCTIONS

### Updating a Price Sheet

Enter your bids for each line item in the cells.

Select "No" in the "Intent to Bid" column, if you do not wish to bid for a particular item.

### Note

Ensure that the column data is as per the defined column type.

Data in the uploaded file will overwrite any existing data on the application.

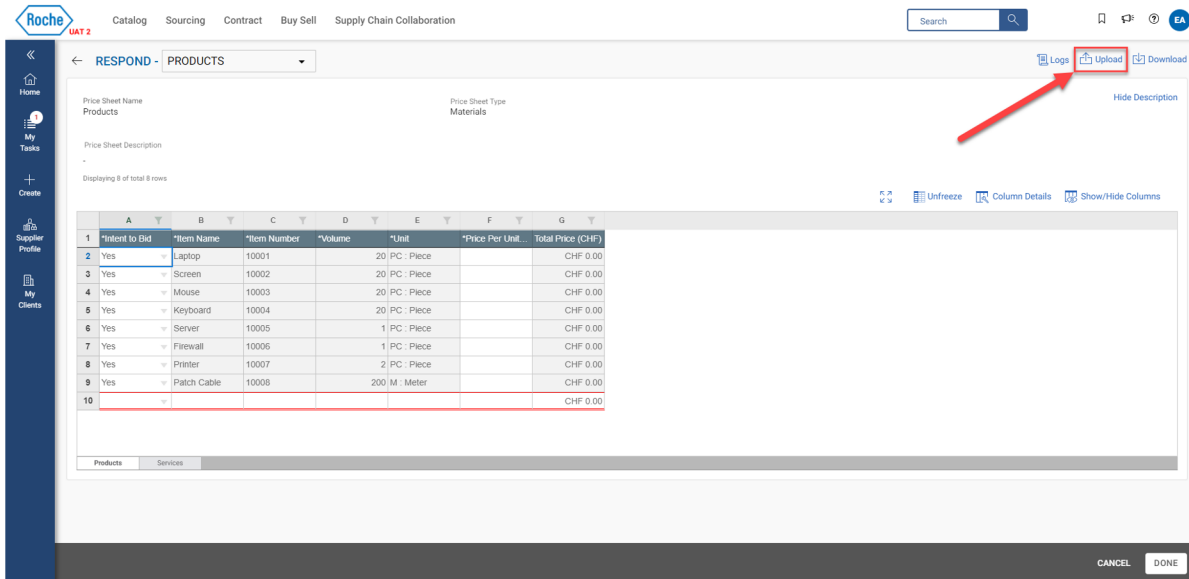
## LEGEND

- Editable column. You may add data for these columns.
- Read-only column. Values in this column will not be considered when importing the price sheet.
- Computation column. Values in this column will not be considered when importing the price sheet.
  - Mandatory column. Data must be added for these columns.

# Price Sheets

Not recommended: Downloading a Price Sheet

Once you have responded to the Price Sheet in the MS Excel, click the **Upload** icon on the top-right corner to upload your response.



The screenshot shows the Roche UAT 2 interface. At the top, there is a navigation bar with 'Roche UAT 2' and menu items: 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. A search bar is on the right. Below the navigation bar, there is a 'RESPOND' button and a dropdown menu set to 'PRODUCTS'. In the top right corner of the main area, there are three buttons: 'Logs', 'Upload', and 'Download'. A red arrow points to the 'Upload' button. The main content area displays 'Price Sheet Name: Products' and 'Price Sheet Type: Materials'. Below this, there is a table with 10 rows and 7 columns. The columns are: '#Respond to Bid', 'Item Name', 'Item Number', 'Volume', 'Unit', 'Price Per Unit...', and 'Total Price (CHF)'. The table contains data for various items like Laptop, Screen, Mouse, Keyboard, Server, Firewall, Printer, and Patch Cable. At the bottom of the interface, there are 'CANCEL' and 'DONE' buttons.

	A	B	C	D	E	F	G
	*Respond to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
1	Yes	Laptop	10001	20	PC : Piece		CHF 0.00
2	Yes	Screen	10002	20	PC : Piece		CHF 0.00
3	Yes	Mouse	10003	20	PC : Piece		CHF 0.00
4	Yes	Keyboard	10004	20	PC : Piece		CHF 0.00
5	Yes	Server	10005	1	PC : Piece		CHF 0.00
6	Yes	Firewall	10006	1	PC : Piece		CHF 0.00
7	Yes	Printer	10007	2	PC : Piece		CHF 0.00
8	Yes	Patch Cable	10008	200	M : Meter		CHF 0.00
9	Yes						CHF 0.00
10							CHF 0.00




# Price Sheets

Not recommended: Downloading a Price Sheet

You can upload your Excel file to the myBuy platform either by **Drag and Drop** or via the **Browse Function**.

## Attachments



Drag and drop file here OR [browse](#)

File size limit:10MB each | File limit: 1Supported file formats: [i](#)

002553-Nov2021 - PrICESheet.xlsx

Uploaded, 23.01KB



CLOSE

# Price Sheets

Not recommended: Downloading a Price Sheet

You need to [refresh the page once](#), to view the response of the platform.

[Click Yes](#) to see the implemented Price Sheet.

A blue circular icon containing a lowercase letter 'i', representing information.

## INFORMATION

Upload request is completed. Refresh screen now to view the updated details?

NO

YES

# Price Sheets

Not recommended: Downloading a Price Sheet

You will now see that your MS Excel Price Sheet has been successfully migrated to myBuy.

The screenshot shows the Roche myBuy interface. At the top, there is a navigation bar with 'Roche UAT 2' and menu items: Catalog, Sourcing, Contract, Buy Sell, and Supply Chain Collaboration. A search bar is on the right. Below the navigation, the page title is 'RESPOND - PRODUCTS'. There are buttons for 'Logs', 'Upload', and 'Download'. The main content area shows 'Price Sheet Name: Products' and 'Price Sheet Type: Materials'. Below this, there is a table with 8 rows of data. A red arrow points to the table header. At the bottom right, there are 'CANCEL' and 'DONE' buttons.

	A	B	C	D	E	F	G
	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
2	Yes	Laptop	10001	20	PC : Piece	CHF 20.00	CHF 400.00
3	Yes	Screen	10002	20	PC : Piece	CHF 39.00	CHF 780.00
4	Yes	Mouse	10003	20	PC : Piece	CHF 12.00	CHF 240.00
5	Yes	Keyboard	10004	20	PC : Piece	CHF 43.00	CHF 860.00
6	Yes	Server	10005	1	PC : Piece	CHF 23.00	CHF 23.00
7	Yes	Firewall	10006	1	PC : Piece	CHF 435.00	CHF 435.00
8	Yes	Printer	10007	2	PC : Piece	CHF 123.00	CHF 246.00
9	Yes	Patch Cable	10008	200	M : Meter	CHF 23.00	CHF 4,600.00

# Price Sheets

Copy & Paste from MS Excel to myBuy Price Sheet

It is also possible to copy values from your MS Excel spreadsheets using **CTRL + C** and paste them directly into the myBuy Price Sheet using **CTRL + V**.

Price Sheet Name:	Products						
Price Sheet Type:	Materials						
Description:							
Column Type:	Drop Down	Text	Text	Numeric	Drop Down	Currency	Computed
Column Name:	*Intent to Bid	*Item name	*Item number	*Volume	*Unit	*Price per unit(CHF)	Total price(CHF)
	Yes	Laptop	10001		20 PC : Piece	CHF 20.00	CHF 400.00
	Yes	Screen	10002		20 PC : Piece	CHF 39.00	CHF 780.00
	Yes	Mouse	10003		20 PC : Piece	CHF 12.00	CHF 240.00
	Yes	Keyboard	10004		20 PC : Piece	CHF 43.00	CHF 860.00
	Yes	Server	10005		1 PC : Piece	CHF 23.00	CHF 23.00
	Yes	Firewall	10006		1 PC : Piece	CHF 435.00	CHF 435.00
	Yes	Printer	10007		2 PC : Piece	CHF 123.00	CHF 246.00
	Yes	Patch Cable	10008		200 M : Meter	CHF 23.00	CHF 4'600.00

	A	B	C	D	E	F	G
	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
1	Yes	Laptop	10001		20 PC : Piece	CHF 20.00	CHF 400.00
2	Yes	Screen	10002		20 PC : Piece	CHF 39.00	CHF 780.00
3	Yes	Mouse	10003		20 PC : Piece	CHF 12.00	CHF 240.00
4	Yes	Keyboard	10004		20 PC : Piece	CHF 43.00	CHF 860.00
5	Yes	Server	10005		1 PC : Piece	CHF 23.00	CHF 23.00
6	Yes	Firewall	10006		1 PC : Piece	CHF 435.00	CHF 435.00
7	Yes	Printer	10007		2 PC : Piece	CHF 123.00	CHF 246.00
8	Yes	Patch Cable	10008		200 M : Meter	CHF 23.00	CHF 4,600.00
9							

## 6.8 Attachments

# Attachments

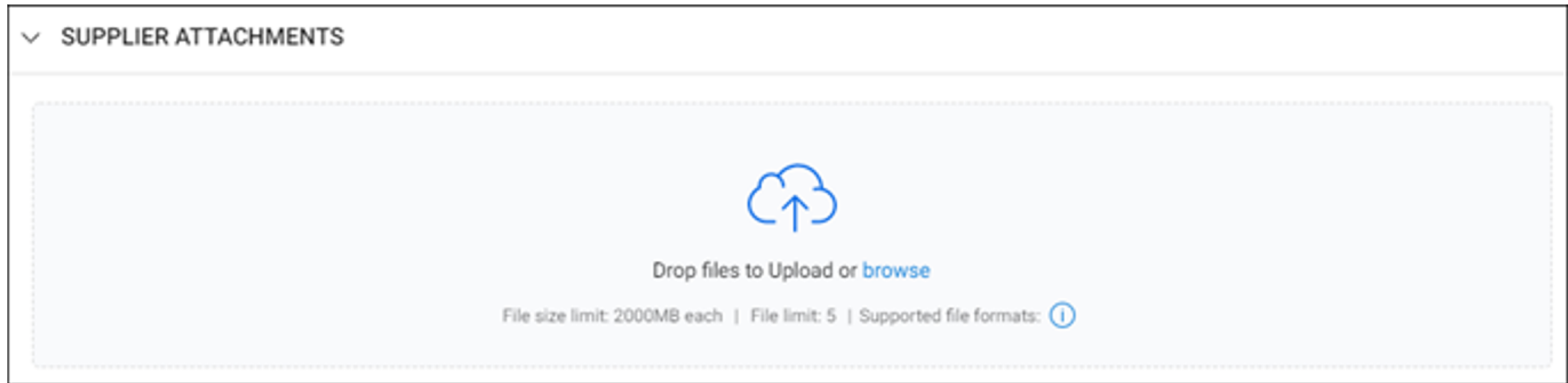
## Important Information

The **Attachments** section displays all the attachments and support documents added by the Roche Sourcing Manager.

The attachments added by the Roche Sourcing Manager are displayed under the Buyer tab.

You can also add your own attachments.

The attachments added by you are displayed under the Supplier tab.



## 7. Discussion Forum

# Discussion Forum

## Introduction

Using the [Group Discussion Forum](#), you can view and take part in various discussion topics that are created by the Roche Sourcing Manager, as well as create your own topics.

The [Group Discussion Forum](#) becomes active only after the event is published and you have confirmed participation.

### **Important Information:**

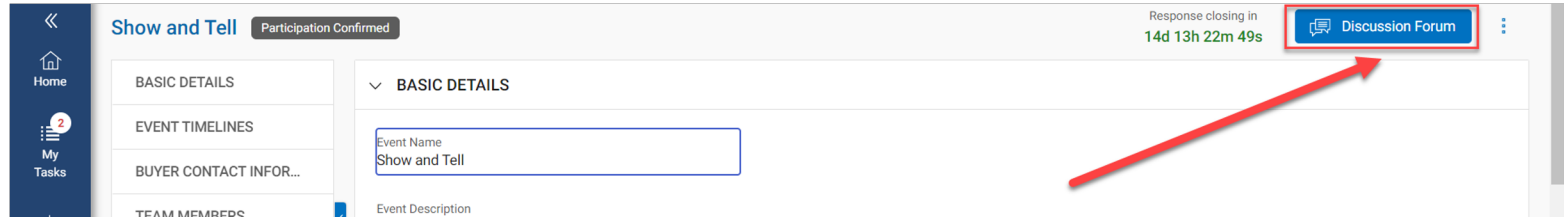
Any topics that you create are visible only to the Roche Sourcing Manager.



# Discussion Forum

## Open Discussion Forum

To open the discussion forum, click the  icon, displayed next to the event timer.



### Important Information:

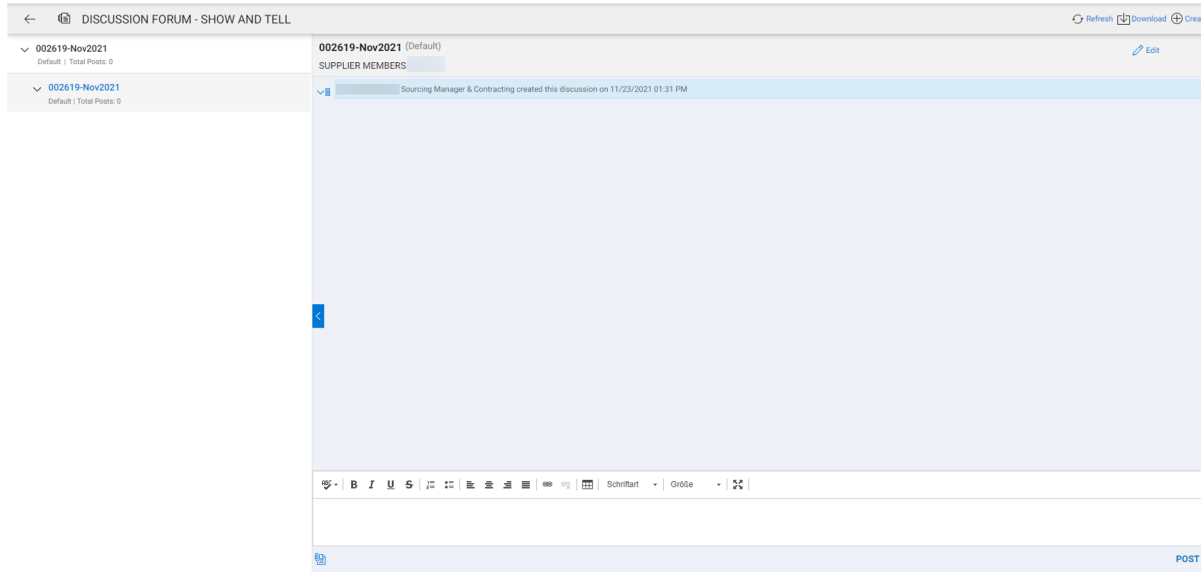
Only those team members who are invited to participate in the RFX event can view the icon.

# Discussion Forum

## Overview

The group discussion topic is displayed.

By default, the first topic, which is created by the application, has the same name as the RFX event.

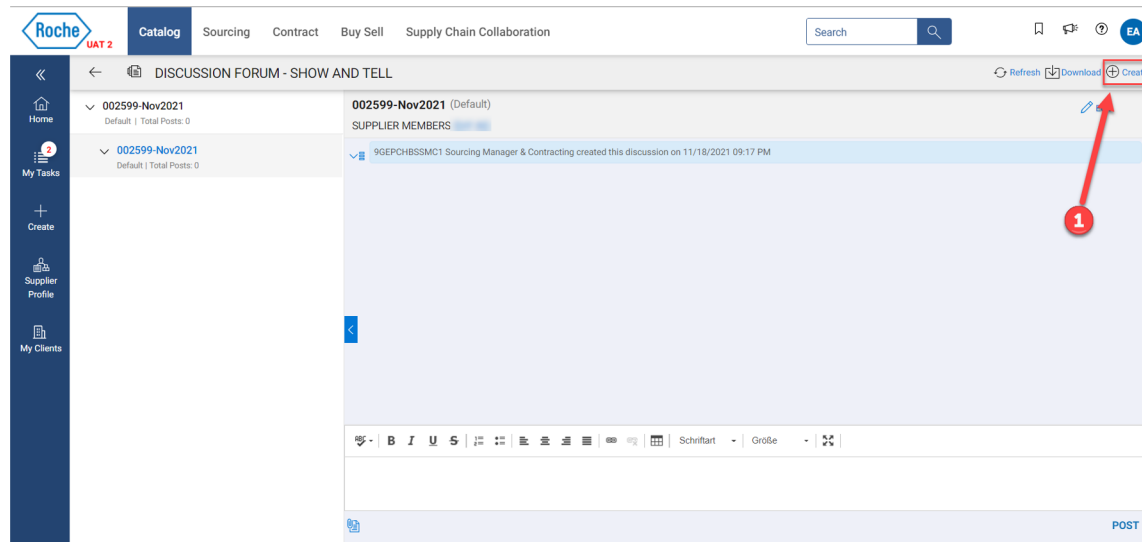


The screenshot shows a web interface for a discussion forum. At the top, there is a navigation bar with a back arrow, a home icon, and the text "DISCUSSION FORUM - SHOW AND TELL". On the right side of the navigation bar, there are icons for "Refresh", "Download", and "Create". Below the navigation bar, there is a list of discussion topics on the left and a main content area on the right. The first topic in the list is "002619-Nov2021" with a sub-label "Default | Total Posts: 0". The second topic is "002619-Nov2021" with a sub-label "Default | Total Posts: 0". The main content area displays the selected topic "002619-Nov2021 (Default)" with a sub-label "SUPPLIER MEMBERS" and an "Edit" link. Below the topic name, there is a message: "Sourcing Manager & Contracting created this discussion on 11/23/2021 01:31 PM". At the bottom of the main content area, there is a rich text editor with various formatting options (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color, font size, font family) and a "POST" button.

# Discussion Forum

How to initiate a discussion in the RFX event

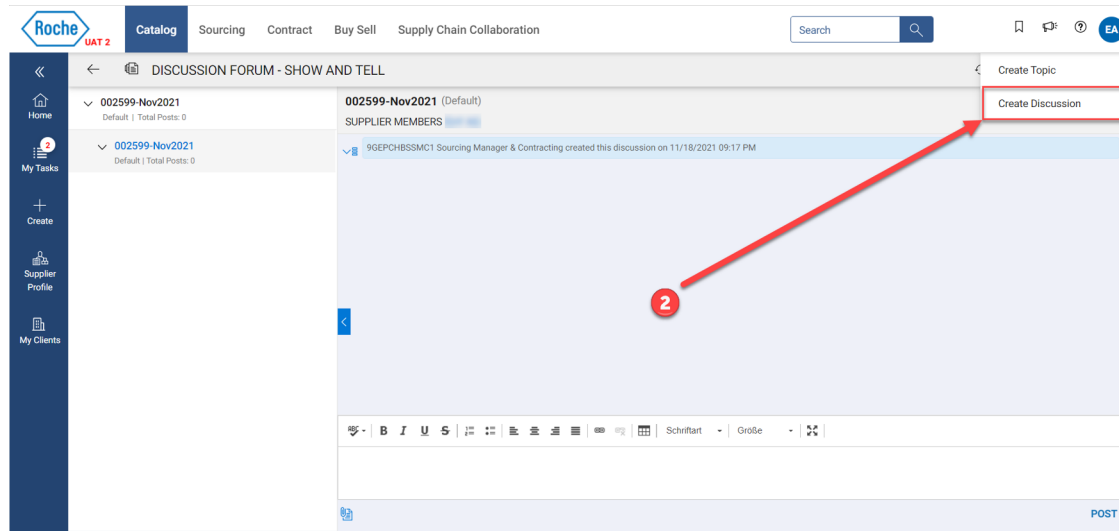
1. To create a **Discussion**, click the **Create**  icon within the Discussion Forum



# Discussion Forum

How to initiate a discussion in the RFX event

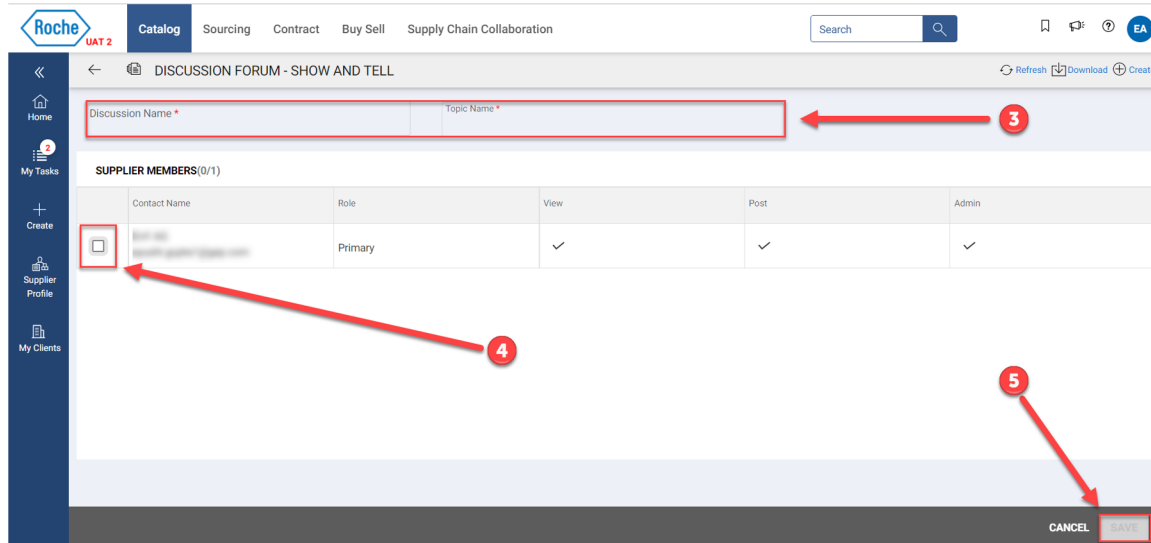
2. Then click on **Create Discussion**



# Discussion Forum

How to initiate a discussion in the RFX event

3. Type the **Discussion Name** and **select the Topic** to associate with the discussion
4. **Select the members** who should be part of the discussion
5. Click **Save**



Roche UAT 2 Catalog Sourcing Contract Buy Sell Supply Chain Collaboration

Search

DISCUSSION FORUM - SHOW AND TELL Refresh Download Create

Discussion Name \* Topic Name \*

**3**

SUPPLIER MEMBERS(0/1)

Contact Name	Role	View	Post	Admin
<input type="checkbox"/>	[Redacted]	Primary	✓	✓

**4**

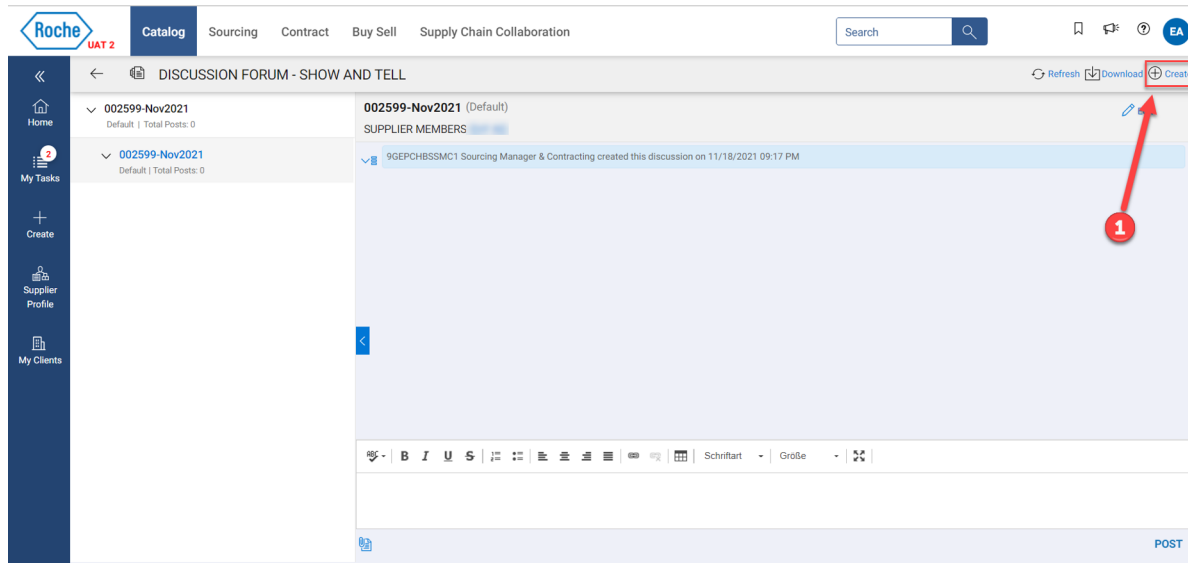
**5**

CANCEL SAVE

# Discussion Forum

How to create a topic in the RfX event

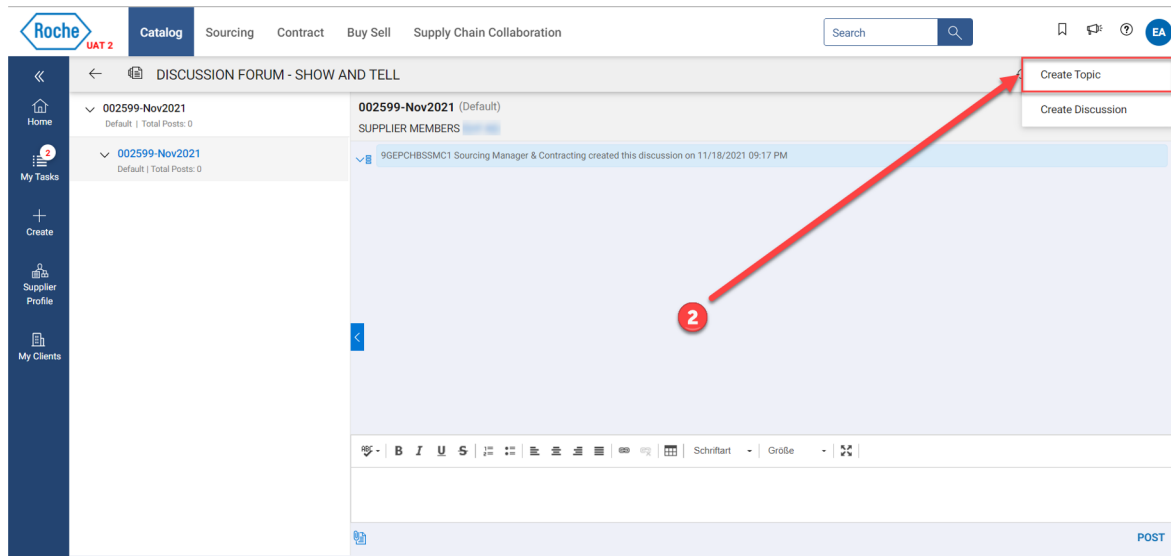
1. To create a **Topic**, click the Create  icon



# Discussion Forum

How to create a topic in the RFX event

2. Then click on **Create Topic**



# Discussion Forum

How to create a topic in the RFX event

3. Enter the **Topic name** and click **Save**

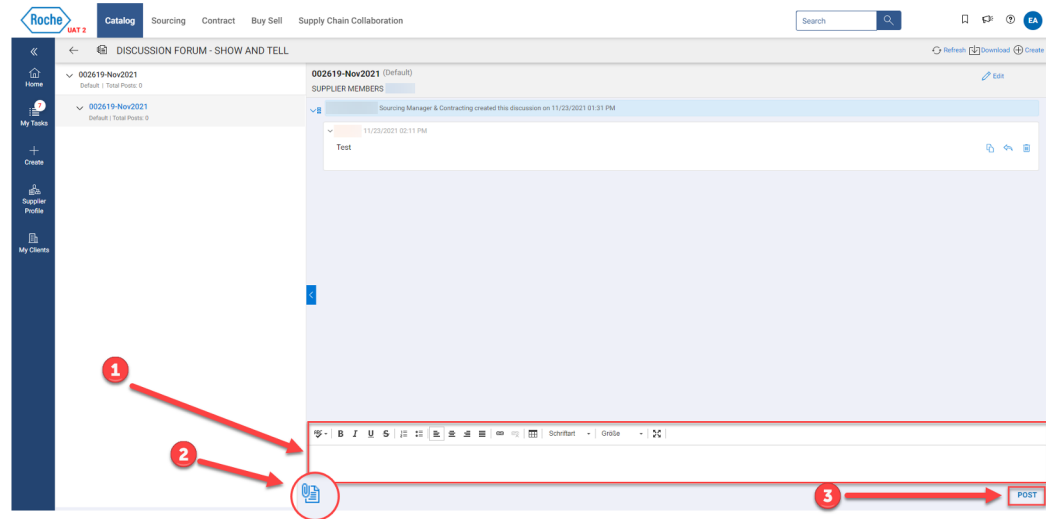
The screenshot displays the Roche UAT 2 interface for a discussion forum. The main content area shows a discussion titled "DISCUSSION FORUM - SHOW AND TELL" under the event "002599-Nov2021". A modal dialog box titled "Add New Topic" is open, featuring a text input field labeled "Topic Name \*", a character count "0/100", and "CANCEL" and "SAVE" buttons. A red arrow with a circled number "3" points to the "SAVE" button, indicating the final step in the process.



# Discussion Forum

How to chat

1. Enter your **message/comment** in the space provided. You can use the **classic text editing options** if necessary
  
1. Of course, you can also **add attachments** to the conversation
  
1. To submit your message/comment, click on the **Post** button



# Discussion Forum

## Important Information

### Important Information:

When you reply to a Roche Sourcing Manager's message, only the Roche Sourcing Manager and his or her team members can view the reply.



[Other suppliers cannot view it!](#)

In an internal discussion, all team members can view a posted message.

# Discussion Forum

## Action Menu

In a group discussion, you can also take the following actions:


Field	Description
 Edit	Edit the name of the discussion.
 Refresh	Refresh the page.
 Download	Download the group discussion.

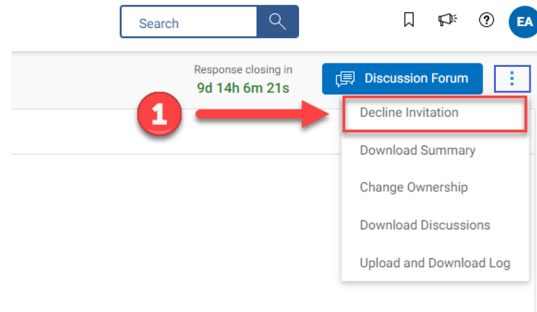
## 8. Performing Action Menu

# Performing Action Menu

## Decline Invitation

Even if you have agreed to participate in the RfX event, you have the option to [decline the invitation](#).

1. Click the Actions  icon on the top-right corner of the RfX event and then click [Decline Invitation](#)



1. Click [Yes](#) on the following confirmation pop-up
2. Click [Ok](#) on the Success pop-up

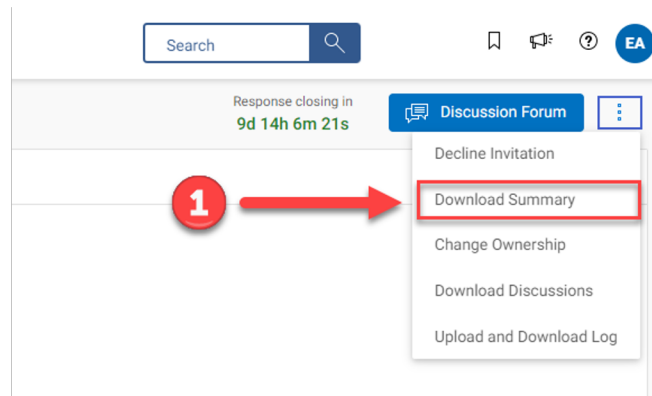
# Performing Action Menu

## Downloading Event Summary

The [Download Summary](#) option under the Actions menu helps you download a consolidated zip file containing the summary of the event, guidelines, price sheets, and questionnaires.

### To download the event summary:

1. Click the Actions  icon on the top-right corner of the event page and then click [Download Summary](#) from the options

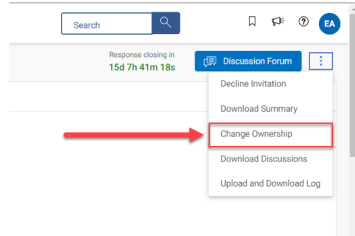


The event then gets downloaded into a zip file that contains the guidelines, price sheets, questionnaires, and the event summary.

# Performing Action Menu


## Change Ownership

1. If you want to **transfer the Primary Responder** role to another contact within your organisation, click the **Change Ownership** button



2. Now you can assign the Primary Responder role to one of your contacts within your organisation.  
**Important Information:** There can be only one Primary Respondent.

Manage Contacts - [Redacted]  [Add New Contact](#)

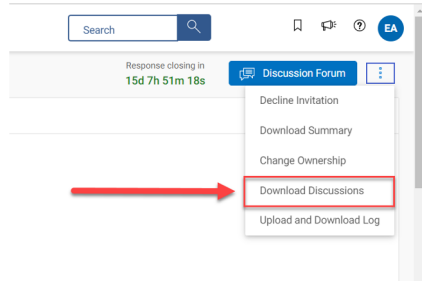
Name & Contact	User's Role	Updated By	Email Sent On
AG	Primary Responder	Buyer	11/22/2021 1:31 PM 
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		

[CANCEL](#) [DONE](#)

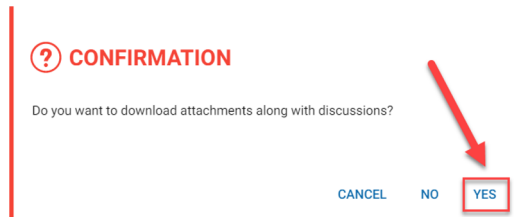
# Performing Action Menu

## Download Discussions

1. You have the option of **downloading your discussions** in the form of an MS Excel spreadsheet to your computer



2. You will be asked whether you want to download the pure conversations or the attachments too

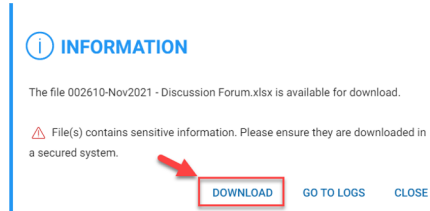




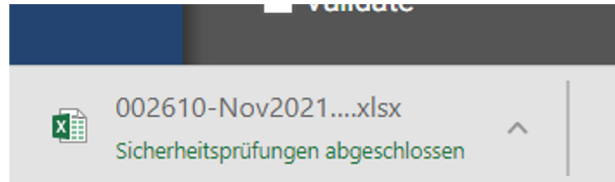
# Performing Action Menu

## Download Discussions

3. Confirm the download by clicking on the **Download** button



4. The discussion will now be downloaded to your computer in form of MS Excel



# Performing Action Menu

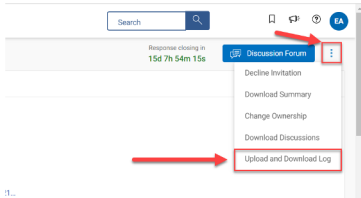
## Viewing Upload/Download Logs

You can [view logs of all the uploaded/downloaded files](#).

All the files that you upload/download from the Questionnaires or Price sheet section, for the RFX event are displayed, thus saving your time to navigate to various section to fetch the file.

### To view the log:

Click the  icon and then click **Upload and Download Log** icon on the upper-right corner of the RFX event page.



The following **Download Log page** will be displayed:

← **Upload and Download Log(6)** Filter

⌚ India Standard Time (UTC+5:30)

⚠ File(s) contains sensitive information. Please ensure they are downloaded in a secured system.

Action	File Status	File Requested On	File Created On	Document Name	Error Log
Price Sheet Upload	Complete	11/16/2021 11:18:24 PM	11/16/2021 11:18:26 PM		-
Price Sheet Download	Complete	11/16/2021 10:50:37 PM	11/16/2021 10:50:39 PM		-
Questionnaire Upload	Complete	11/15/2021 10:46:55 PM	11/15/2021 10:48:57 PM		-
Questionnaire Download	Complete	11/15/2021 10:42:45 PM	11/15/2021 10:42:46 PM		-
Questionnaire Download	Complete	11/15/2021 10:37:03 PM	11/15/2021 10:37:04 PM		-
Guideline Download	Complete	11/12/2021 9:24:42 PM	11/12/2021 9:24:43 PM		-

## 9. Submit Response

# Submit Response

How to submit your Response

After viewing all the required details on the RfX and responding to the questionnaires and price sheets, as applicable, you can submit your responses to the Roche Sourcing Manager.

1. Click the **Submit Response** button on the bottom right corner of the RfX page to submit your response

Supplier Perspective De... Participation Confirmed

Response closing in 4d 10h 19m 54s Discussion Forum

**BASIC DETAILS**

Event Name: Supplier Perspective Demo

Event Description: Supplier Perspective Demo of RfX.

Event Type: Request for Proposal | Event Currency: CHF | Event Overview: 002294-Aug2021-Guidel...

Category: Consulting Services (Y35000000) | Business Unit: Work Pharma Basel | Region: Not Applicable

**EVENT TIMELINES**

Time Zone: India Standard Time (UTC+5:30)

Name	Start Date & Time	End Date & Time	Duration
Response Timeline	11/12/2021 5:30 PM	11/28/2021 4:29 AM	15d 10h 59m

**BUYER CONTACT INFORMATION (1)**

Name	Designation	Email Address	Contact Number

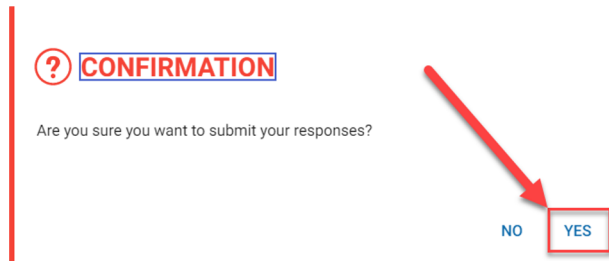
Validate

CANCEL SUBMIT RESPONSE

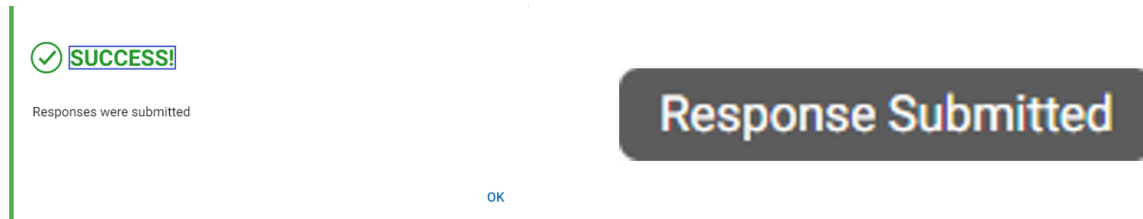
# Submit Response

How to submit your Response

- Click **Yes** on the confirmation pop-up



- Once the response is submitted, the status of the event changes to **Response Submitted**



## 10. Withdraw Response

# Withdraw Response

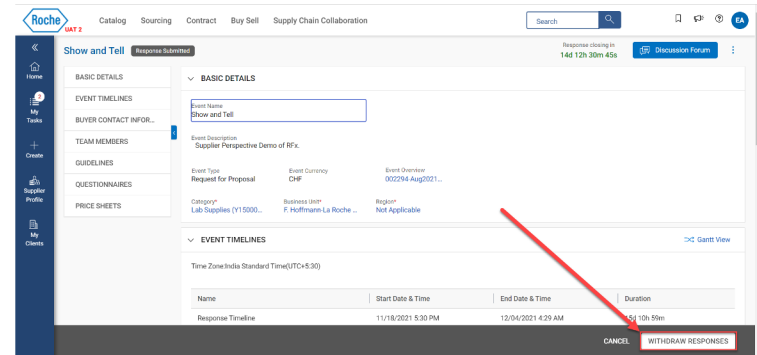
How to withdraw your submitted response

You can **withdraw your submitted responses** in a sourcing event, for revision or correction.

The revised responses can then be resubmitted until the Response timeline is active.

## To withdraw responses:

1. Click the **Withdraw Responses** button at the bottom-right corner of the desired RFx event



1. Click **Yes** on the subsequent pop-up



# Withdraw Response

How to withdraw your submitted response

3. **Mention the reason or comment of withdrawing your response** in the field provided



The screenshot shows a 'Comments' form with a text input field containing the text 'I want to modify my response.'. To the right of the text is a character count '29/400' and a small icon. At the bottom right of the form are two buttons: 'CANCEL' and 'POST'.

4. Click **Post**

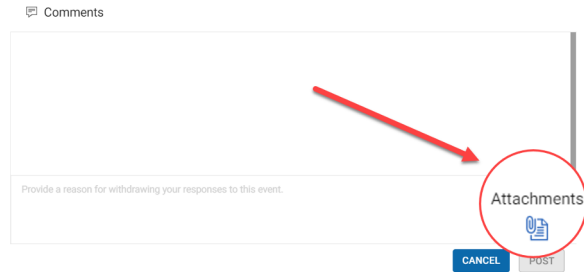


# Withdraw Response

How to withdraw your submitted response

## Important Information:

You can also upload an attachment by clicking the attachment icon.



Once you have withdrawn your responses, you can modify it as required and resubmit it again.

For the resubmit you have to provide a comment.

The recommendation from Roche would be to indicate in your comment exactly what changes you have made compared to the original RfX (before you withdrew it).

**Doing now what patients need next**