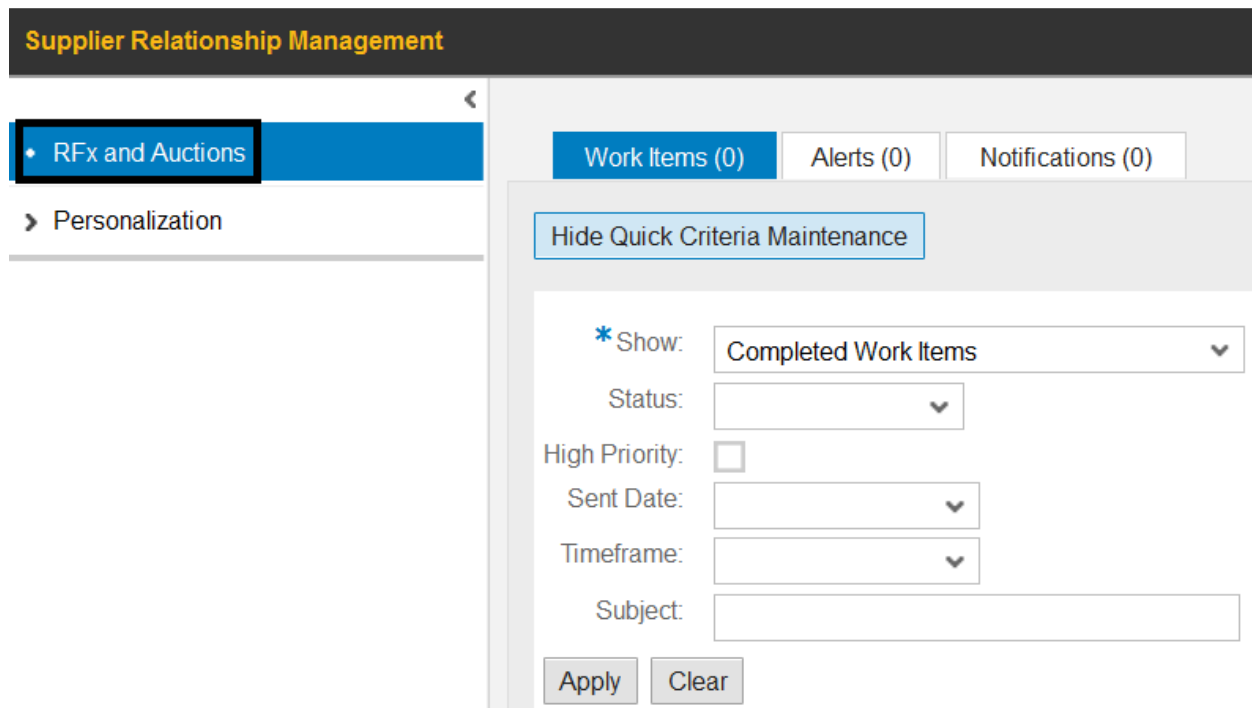


## Bidder Access Guide – How to Use Questions and Answers

1. Log in with your account.
2. Once you are logged in, click on “RFx and Auctions”:



The screenshot displays the 'Supplier Relationship Management' interface. On the left, a navigation menu is visible with 'RFx and Auctions' highlighted in blue and 'Personalization' below it. The main content area features a header with 'Work Items (0)', 'Alerts (0)', and 'Notifications (0)'. Below this is a 'Hide Quick Criteria Maintenance' button. A search filter section includes a '\* Show:' dropdown menu set to 'Completed Work Items', a 'Status:' dropdown, a 'High Priority:' checkbox, a 'Sent Date:' dropdown, a 'Timeframe:' dropdown, and a 'Subject:' text input field. At the bottom of the filter section are 'Apply' and 'Clear' buttons.

3. Please search for your RFX event. It may already be shown in the table below – if so, please click on the number (in blue, underlined text) to open the event. Otherwise, you can enter the number in the field “Event Number” and click on “Apply” to start the search, based on your search criteria.

**Supplier Relationship Management**

- RFx and Auctions
- Personalization

### Active Queries

eRFxs **All (62)**  
 Without Category Assignment **New Query (25)**

### eRFxs - All

Hide Quick Criteria Maintenance

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

View: [Standard View]

Event Number	Event Description	Event Status	Start Date	End Date	Response Number
<b>7000001759</b>	Procurement of equipment for PCB Congo	Published	09.06.2016	22.06.2016	
7000001757	Training of Trainers in First Aid	Published		18.06.2016	

- Once you have opened the RFx event (window will be called "Display RFx 700000\_ \_"), please click on the button "Questions and Answers":

### Display RFx :

RFx Number 7000001759    Smart Number Procurement of equipment for PCB Congo    RFX Status Published    RFx Start Date 09.06.2016  
 Remaining Time 6 Days 05:15:53    Ext. RFx Version Number 1    RFx Version Type Active Version

### RFX Information

Items    Notes and Attachments

**RFX Parameters**    Questions    Note and Attachments

Time Zone:  :

Start Date:

\*Submission Deadline:

Currency:  :

5. In the new, smaller window that will pop-up, please enter your message in the field labeled “Message” → click on “Send” when you are done to send it to the “Purchaser” (i.e., UNIDO procurement officer in charge of this tender):

**Questions and Answers**

Refresh  Display Time Stamps

Time Stamp	Sender	To
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Send Message

Send Question to: Purchaser

Message:

Send

Close

Some notes:

- Please note that UNIDO will try to respond to your query within 1 – 3 business days.
- This message functionality is a one-way communication between you and UNIDO – your message will not be seen by anybody upon clicking on “Send”. The only time we will post your question publicly for all bidders to see is if our response to the

question will affect everybody participating/intending to participate in the tender. Even then, we will not disclose you as the original source of the question.

- UNIDO will respond also through the system. You should receive a notification in the email address that you had used to register with us.
- Please note that this email is only a notification – there is nothing in the body of that email that you have to click or reply to. Simply log in with your account and follow the above instructions on how to view the response from UNIDO and respond if necessary.
- In some cases, UNIDO may supplement its response to you with a document which we will upload to the RFX event. You will be notified if this is done. To open it, you just have to open the RFX event to get to the “Display RFX” window → click on “Notes and Attachments” → find the document in the table labeled “Attachments”. The content of this document varies; it may be a revised terms of reference, or in some cases, it may be a long list of questions. We would do this when we receive many clarification questions at a time, in which case we will consolidate all questions and answers in one document and post it online.