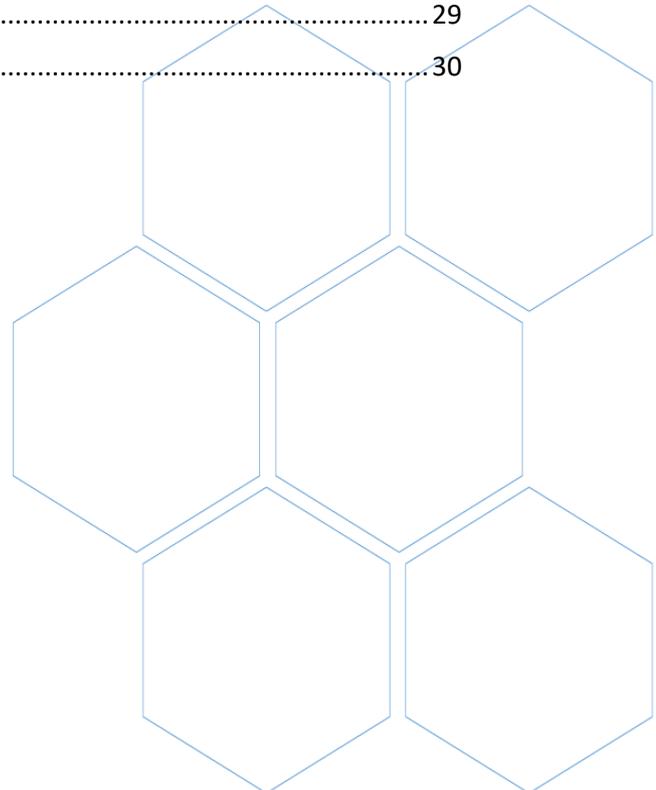






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## Introduction

### 1.1 System Overview

The Procurement and Supplies Department of the Trinidad and Tobago Electricity Commission is charged with the task of developing a secure and safe way to receive quotations from suppliers/contractors which is aligned with the requirements of the Public Procurement and Disposal of Public Property Act 2015.

The eSubmission system was developed and has four stages:

- 1) Creation of RFQ from existing requisition
- 2) Approval and publishing of RFQ via the eSubmission system
- 3) Receiving supplier quotations via the eSubmission system
- 4) Making supplier quotations available to evaluators after the closing date

After the creation of the requisition within PeopleSoft, the Request for Quotation (RFQ) process will now be handled and managed by the eSubmission system until the bid submissions are received by the requesting department and sent for evaluation.

### 1.2 System Support

It is important that users have technical support when confronted with any undesired system behaviour such as application failures and unexpected error messages. Users may contact the Purchasing Section via the Purchasing Help Desk to report any system failure or if there is any aspect of the system that they perceive needs clarification. Also users are asked to screen capture any errors and present it to the Purchasing Section for forwarding for technical review by the Information Systems Team.

### 1.3 Users

The system has been developed with the intent of servicing two type of users

- T&TEC Employees
- Suppliers/Contractors

Employees of the Commission would be able to create and send RFQs via email to supplier/ contractor in a transparent, efficient, and fair manner.

Supplier/Contractors would be able to securely submit their bid submission.

#### 1.3.1 Roles

Role	Description
Creator	User that creates a RFQ
Approver	Someone who reviews/edits the RFQ and approves it for publishing
Supplier/Contractor	User who submits quotations via the system

Table 1.3.1 – Roles and Responsibility of Users



Using the eSubmission System

2.1 Application Controls

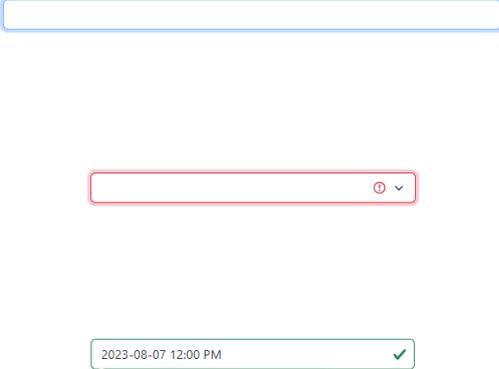
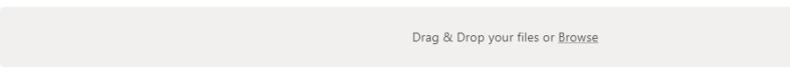
Control	Image	Usage
Text Boxes		<p>Click within the textbox area. Type the necessary data</p> <p>Red boxes indicate mandatory or missing information</p> <p>Green text boxes indicate information is acceptable</p>
Button		Click to perform the operation written on the button
Check Box		Click within the checkbox area to select and unselect
Calendar textbox		<p>Click within text box field and a calendar will pop up.</p> <p>Select the Appropriate date</p> <p>The textbox should now have the selected date</p>
Dropdown List		
Attachments	<p>Attachments</p> 	Drag and Drop files to be uploaded

Table 2.1.1 – Application Controls

## 2.2 Application Landing Page Layout

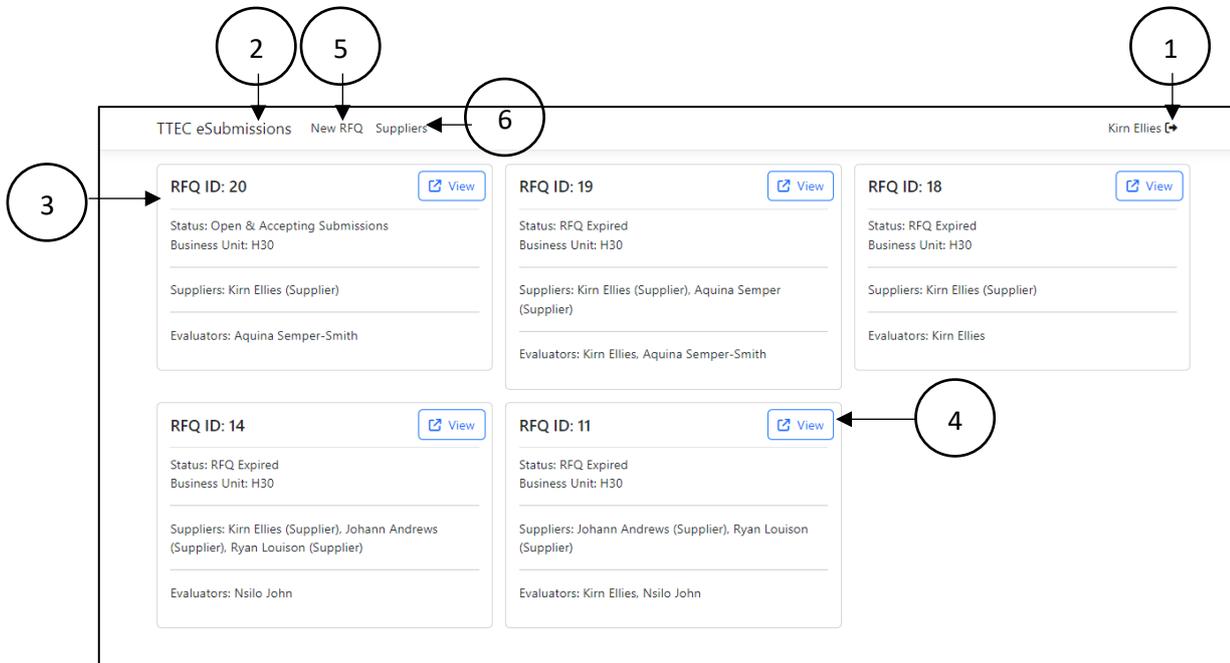


Figure 2.2.1 Application Landing Page Layout

- 1 – **Log Out** : To log out of application.
- 2 – **Application Header**: the title of the application is displayed and returns to landing page from other pages.
- 3 – **Request for Quotation Boxes**: Displays information on all RFQ's generated.
- 4 – **View button**: To review details of RFQ.
- 5 – **New RFQ**: Creates new request for quotation
- 6 – **Suppliers/Contractors**: Review Suppliers/Contractors information\*

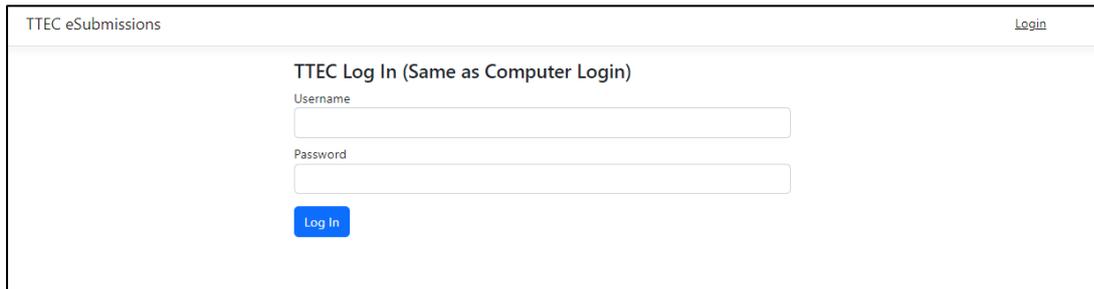
\*only available to Procurement and Supplies users.

**NOTE:** Please note that if an area needs an email address added to a supplier/contractor, please send an email to Mr. Rodney Charles – Procurement Officer in order for this to be done.



## 2.3 Login

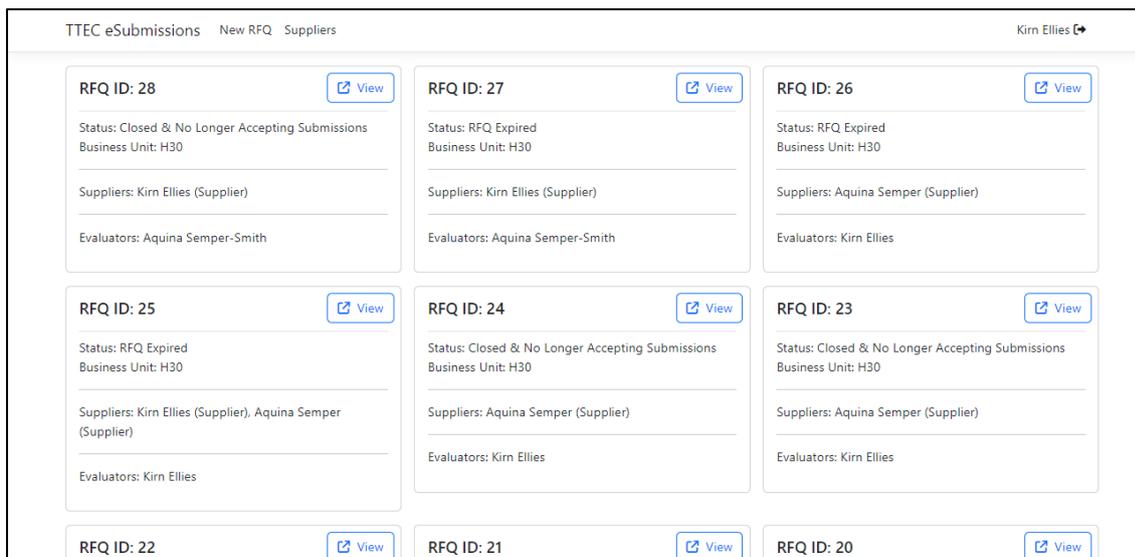
The TTEC eSubmissions System displays the login screen to welcome users and authenticate them (see figure 2.3.1). The user must login with their system login username and password to access the system. Invalid users and inactive users will not be authenticated. Invalid login messages are displayed if the user enters an incorrect username or password.



The screenshot shows the login page for the TTEC eSubmissions system. At the top left, it says "TTEC eSubmissions" and at the top right, there is a "Login" link. The main heading is "TTEC Log In (Same as Computer Login)". Below this, there are two input fields: "Username" and "Password". A blue "Log In" button is positioned below the password field.

Figure 2.3.1 - Login Page

## 2.4 General Application Functions



The screenshot displays the landing page of the TTEC eSubmissions system. The top navigation bar includes "TTEC eSubmissions", "New RFQ", and "Suppliers". The user's name, "Kirn Ellies", is shown in the top right corner. The main content area is a grid of nine RFQ cards, each with a "View" button. The cards are arranged in three rows and three columns. Each card displays the RFQ ID, status, business unit, suppliers, and evaluators.

RFQ ID	Status	Business Unit	Suppliers	Evaluators
28	Closed & No Longer Accepting Submissions	H30	Kirn Ellies (Supplier)	Aquina Semper-Smith
27	RFQ Expired	H30	Kirn Ellies (Supplier)	Aquina Semper-Smith
26	RFQ Expired	H30	Aquina Semper (Supplier)	Kirn Ellies
25	RFQ Expired	H30	Kirn Ellies (Supplier), Aquina Semper (Supplier)	Kirn Ellies
24	Closed & No Longer Accepting Submissions	H30	Aquina Semper (Supplier)	Kirn Ellies
23	Closed & No Longer Accepting Submissions	H30	Aquina Semper (Supplier)	Kirn Ellies
22				
21				
20				

Figure 2.4.1 – Landing page

The eSubmissions landing page is the initial page that will greet users once they have logged into the system.

From this page users will be able to do the following:

- 1) View all Request for Quotations regardless of Status
- 2) Create New Requests
- 3) Access the Suppliers/Contractor database \*

*\*only available to Procurement and Supplies users*

### 2.4.1 Status of RFQ

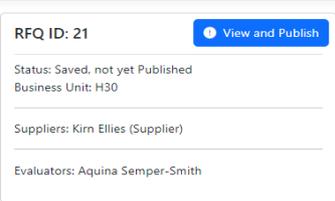
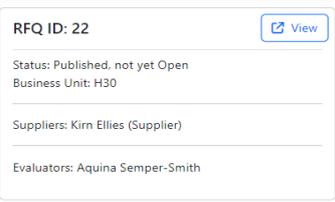
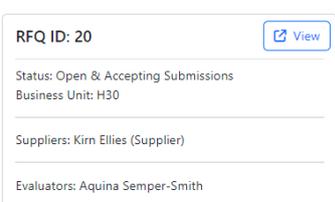
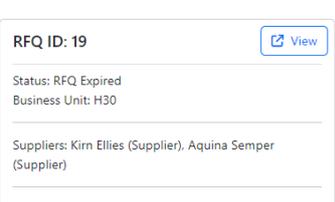
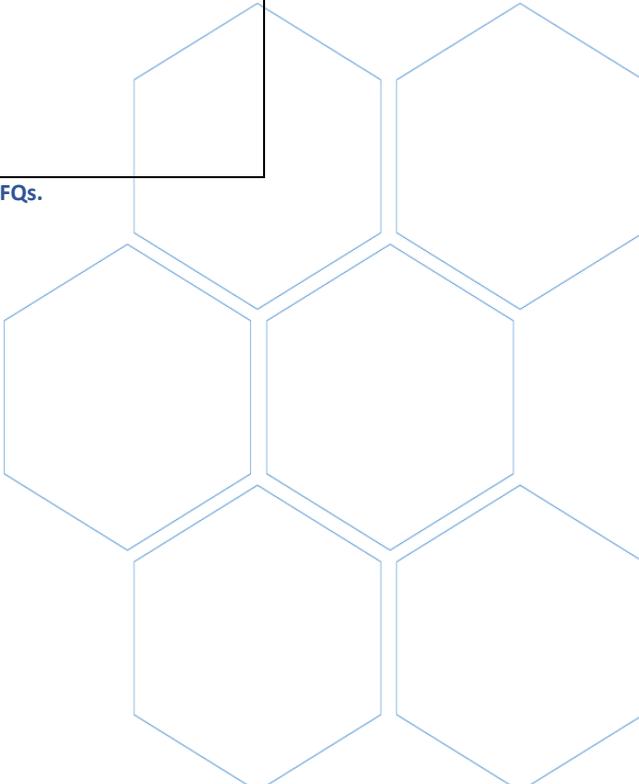
Image	Status
 <p>RFQ ID: 21 <a href="#">View and Publish</a></p> <p>Status: Saved, not yet Published Business Unit: H30</p> <p>Suppliers: Kirn Ellies (Supplier)</p> <p>Evaluators: Aquina Semper-Smith</p>	<p>This Status is for RFQs awaiting review and approval.</p> <p>Button (the option to view and publish would appear for approvers)</p>
 <p>RFQ ID: 22 <a href="#">View</a></p> <p>Status: Published, not yet Open Business Unit: H30</p> <p>Suppliers: Kirn Ellies (Supplier)</p> <p>Evaluators: Aquina Semper-Smith</p>	<p>This Status is for RFQs approved, but yet to be sent to suppliers.</p>
 <p>RFQ ID: 20 <a href="#">View</a></p> <p>Status: Open &amp; Accepting Submissions Business Unit: H30</p> <p>Suppliers: Kirn Ellies (Supplier)</p> <p>Evaluators: Aquina Semper-Smith</p>	<p>This Status is for RFQs that are open and submissions being received.</p>
 <p>RFQ ID: 19 <a href="#">View</a></p> <p>Status: RFQ Expired Business Unit: H30</p> <p>Suppliers: Kirn Ellies (Supplier), Aquina Semper (Supplier)</p> <p>Evaluators: Kirn Ellies, Aquina Semper-Smith</p>	<p>This Status is for RFQs that have closed.</p>

Table 2.4.1 – Different Status for RFQs.



## 2.4.2 Generating Request for Quotations – New RFQ

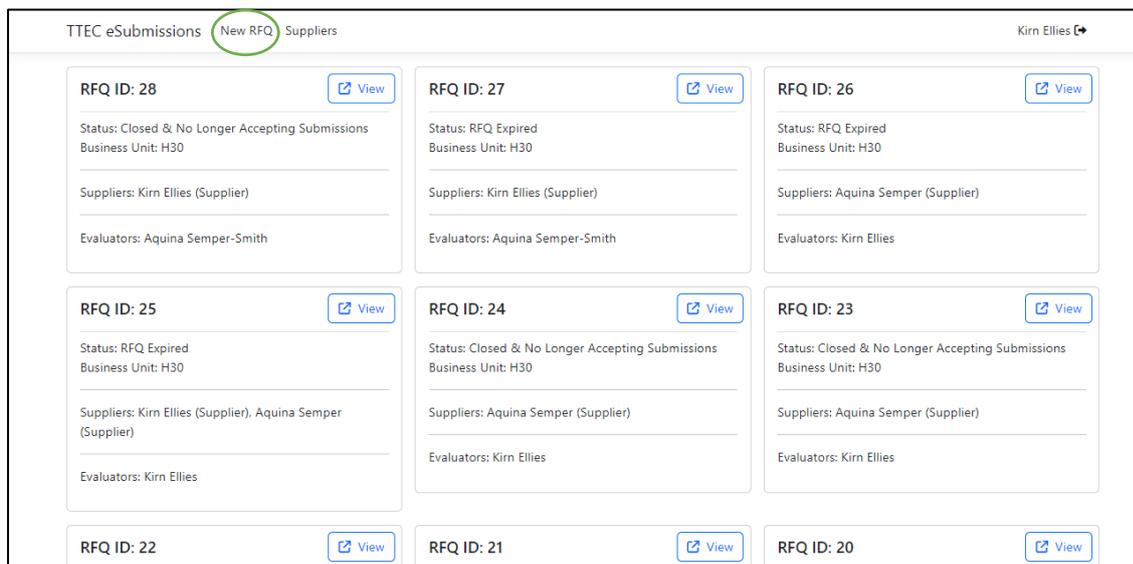
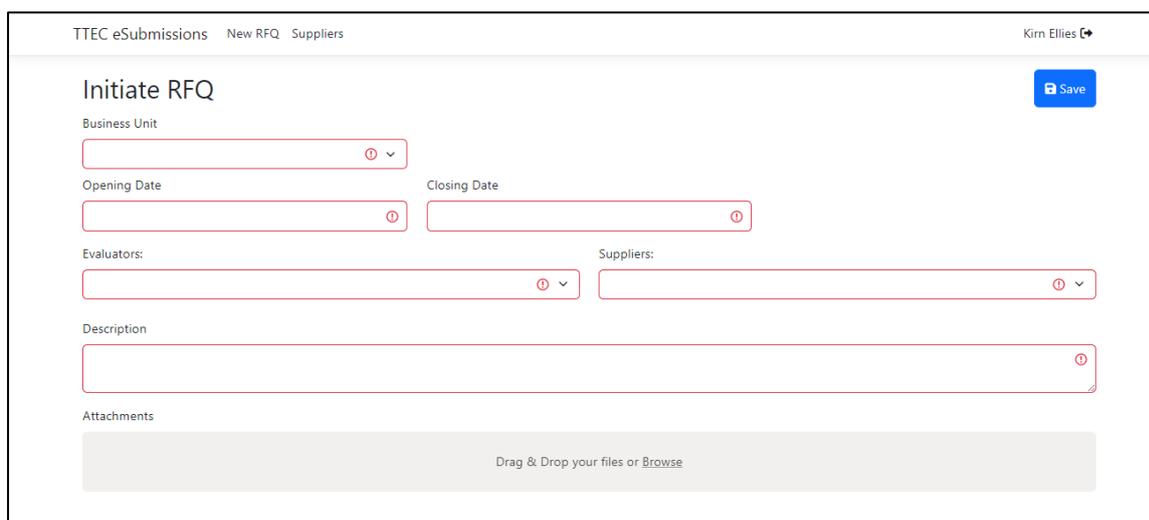


Figure 2.4.2 – Selecting New RFQ on Landing page

- Users from the landing page are to select the **New RFQ** link.
- Once selected this will carry the user to the **Initiate RFQ page**.



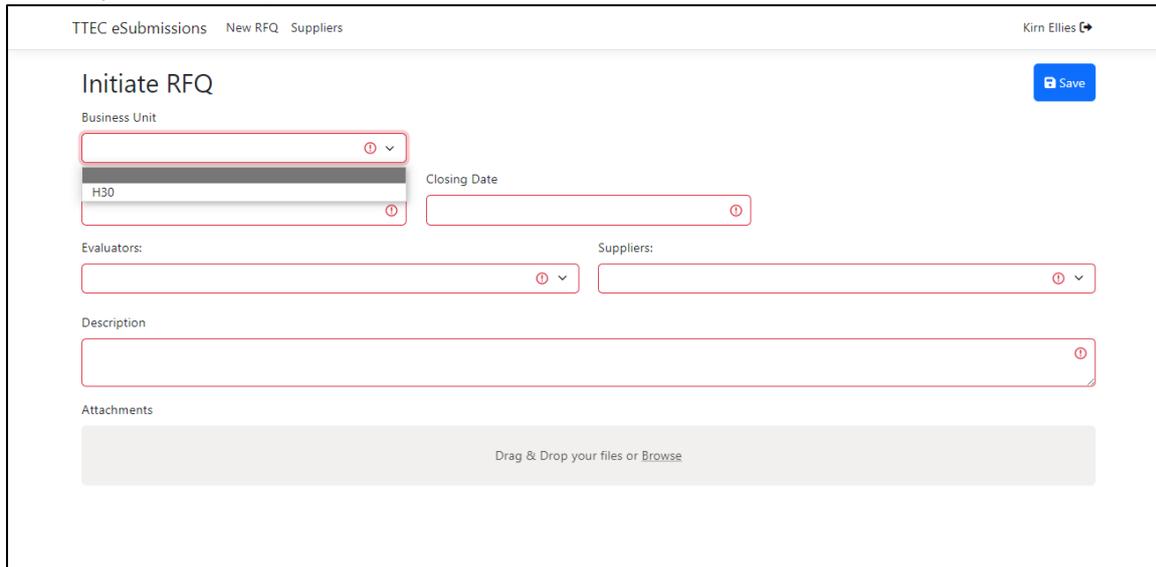
The screenshot shows the 'Initiate RFQ' page. The top navigation bar includes 'TTEC eSubmissions', 'New RFQ', and 'Suppliers'. The main content area features a 'Save' button and several input fields: 'Business Unit' (dropdown), 'Opening Date' and 'Closing Date' (calendar), 'Evaluators' and 'Suppliers' (dropdown), 'Description' (text area), and 'Attachments' (drag & drop area). The 'Attachments' section includes the text 'Drag & Drop your files or Browse'.

Figure 2.4.3 – Initiate RFQ Page

Users are required to provide the following mandatory information

- **Business Unit (Dropdown)** – Select requisition business unit.
- **Requisition (Dropdown/Type to search)** – Approved requisition number.
- **Opening Date (Calendar/Type)** – The date the RFQ will be sent to suppliers.
- **Closing Date (Calendar/Type)** – The date submissions for the RFQ will cease.
- **Evaluators (Dropdown/Type to search)** – Select Users who will evaluate the quotation submitted by suppliers.
- **Suppliers - (Dropdown/Type to search)** – Select Supplier/Contractor who will be allowed to participate in RFQ.
- **Description (Type)** – The description of the item or service to be procured.

- **Attachments (Drag and Drop/Select files)** – the documents to be sent to the suppliers/contractors as part of the RFQ.

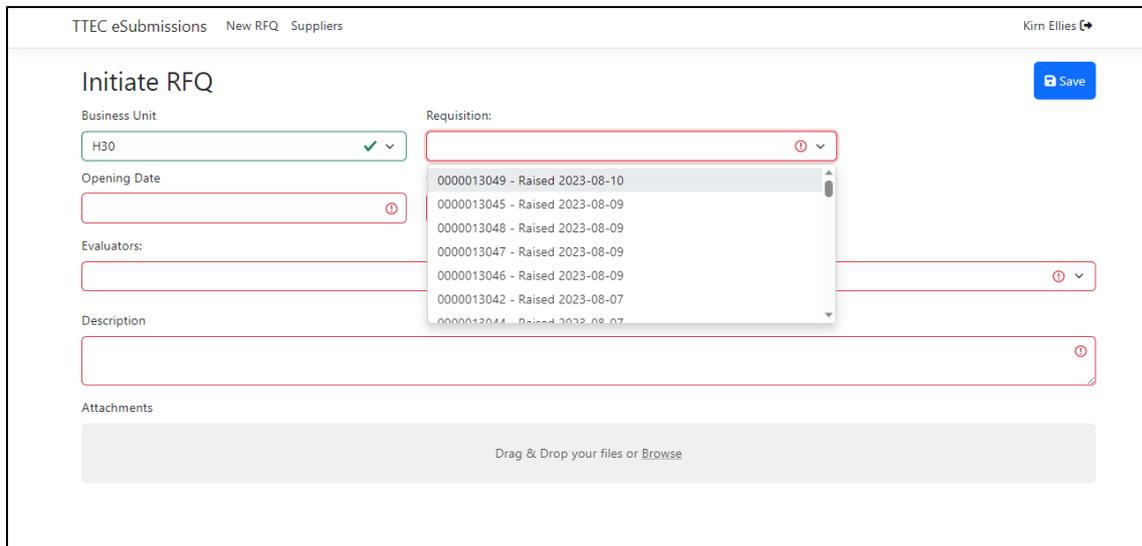


The screenshot shows the 'Initiate RFQ' form in the TTEC eSubmission System. The 'Business Unit' dropdown menu is open, showing 'H30' as the selected option. Other fields include 'Closing Date', 'Evaluators', 'Suppliers', 'Description', and 'Attachments'.

Figure 2.4.4 – Selecting Business Unit

**Note:** Users are required to have an approved Requisition from the PeopleSoft system in order to proceed with the creation of a new Request for Quotation (RFQ).

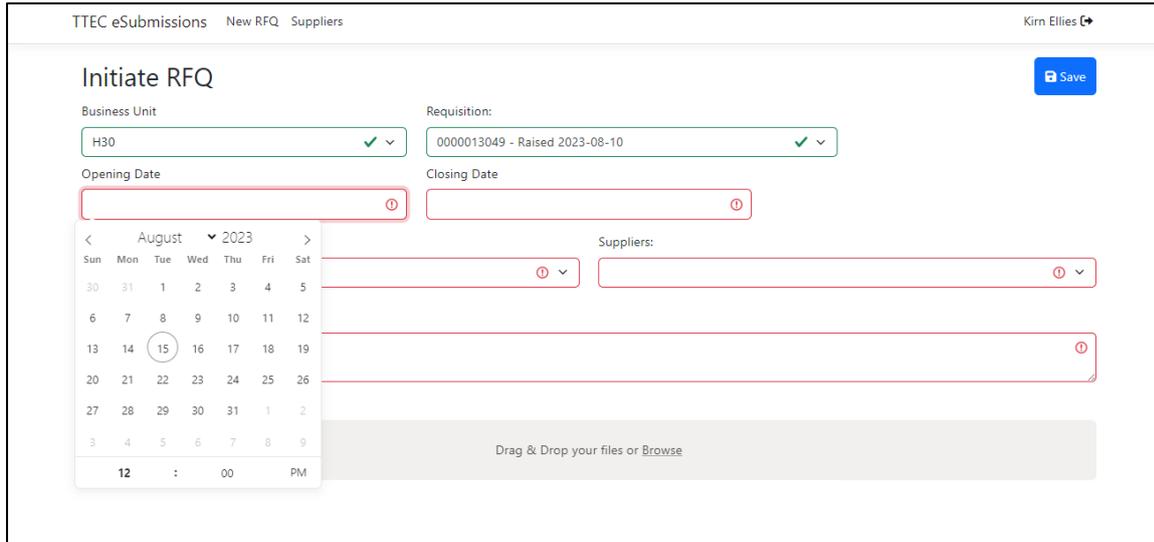
**Note:** Once in possession of an Approved Requisition, select the Business Unit which will then make the requisition field available as in figure 2.4.5.



The screenshot shows the 'Initiate RFQ' form with the 'Business Unit' set to 'H30'. The 'Requisition' dropdown menu is open, displaying a list of requisitions with their IDs and dates. The 'Requisition' field is now active and ready for selection.

Figure 2.4.5 – Selecting Requisition

- Once the requisition text box becomes available, the corresponding requisition is to be selected.
- Users can begin typing the Requisition ID to filter the list.

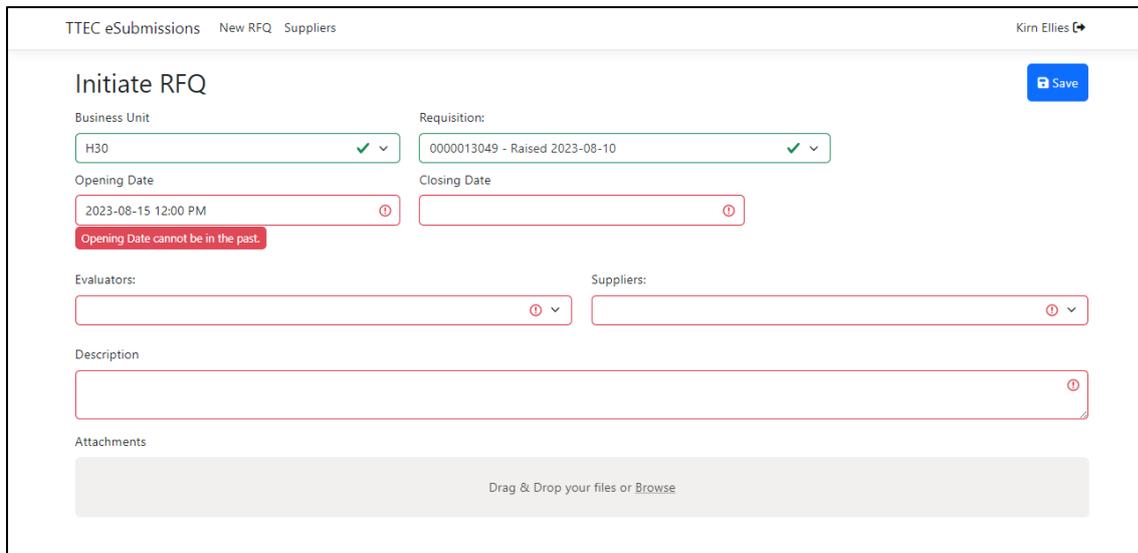


The screenshot shows the 'Initiate RFQ' form in the TTEC eSubmission System. The 'Business Unit' is set to 'H30' and the 'Requisition' is '0000013049 - Raised 2023-08-10'. The 'Opening Date' field is highlighted with a red border, and a calendar widget is open, showing the date '15' selected for August 2023. The 'Closing Date' field is also highlighted with a red border. Below these fields are 'Suppliers' and 'Evaluators' dropdown menus, both highlighted with red borders. At the bottom, there is an 'Attachments' section with a 'Drag & Drop your files or Browse' button.

Figure 2.4.6 – Showing selection of opening date

- Select text box and a calendar will appear, select the date and time the Request for Quotation (RFQ) will open and emails will be sent to suppliers/contractors.

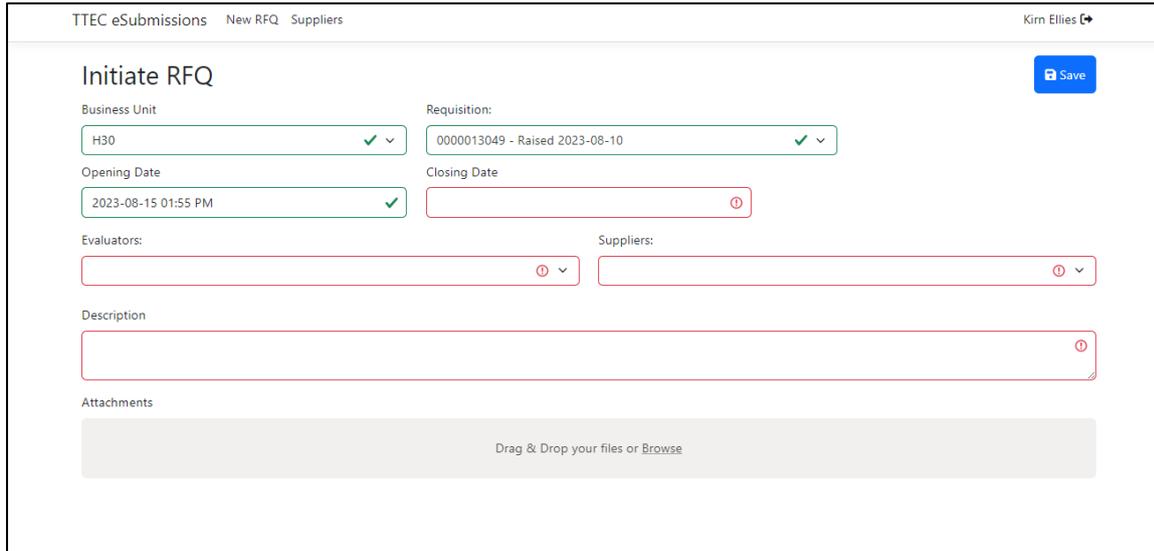
**Note:** Please note that a date and time from the past cannot be selected when entering the opening date. If this is done an error message would be received as in figure 2.4.7  
It is recommended to give both yourself and the publisher enough time to review the RFQ.



The screenshot shows the 'Initiate RFQ' form with an error message. The 'Opening Date' field now contains '2023-08-15 12:00 PM' and is highlighted with a red border. A red error message box below the field reads 'Opening Date cannot be in the past.' The 'Closing Date' field is also highlighted with a red border. The 'Suppliers' and 'Evaluators' dropdown menus are highlighted with red borders. The 'Attachments' section is at the bottom with a 'Drag & Drop your files or Browse' button.

Figure 2.4.7 – showing error message if opening date selected in the past

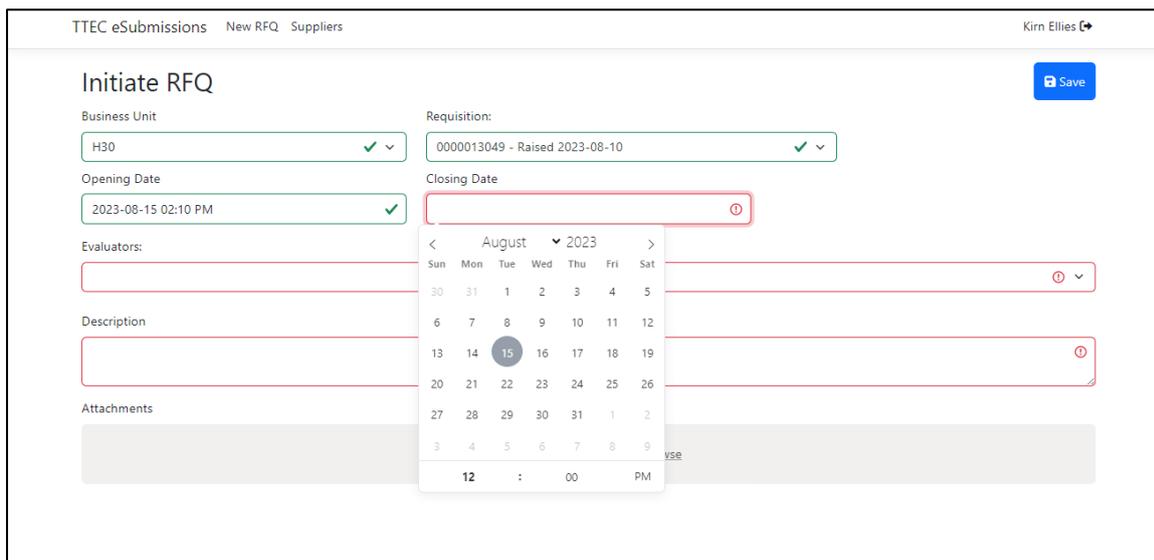
- Once the opening date is entered correctly a green tick will appear.



The screenshot shows the 'Initiate RFQ' form. The 'Business Unit' is set to 'H30' and the 'Requisition' is '0000013049 - Raised 2023-08-10'. The 'Opening Date' is '2023-08-15 01:55 PM' with a green checkmark. The 'Closing Date' field is empty. There are also empty fields for 'Evaluators', 'Suppliers', and 'Description'. An 'Attachments' section is at the bottom with a 'Drag & Drop your files or Browse' prompt. A 'Save' button is in the top right corner.

Figure 2.4.8 –showing acceptance of the opening date

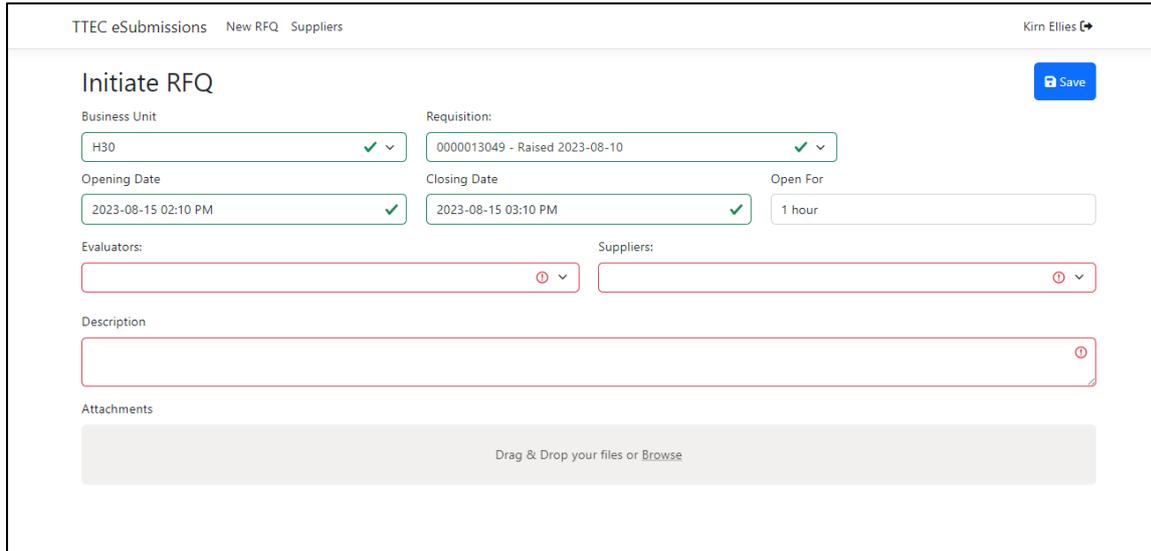
- Select the closing date text box, a calendar will appear allowing the date to be selected/typed.



This screenshot is similar to Figure 2.4.8, but the 'Closing Date' field is active, and a calendar pop-up is displayed over it. The calendar shows the month of August 2023, with the 15th selected. The 'Opening Date' is now '2023-08-15 02:10 PM' with a green checkmark. The 'Save' button remains in the top right corner.

Figure 2.4.9 – showing selection of the closing date

- When a date is entered in both the Opening and Closing date textboxes the “open for” textbox will appear showing the time frame the RFQ will be “open for”. This textbox is non-editable by the user and simply displays the timeframe between the Opening and Closing date text boxes. See Figure 2.4.10.

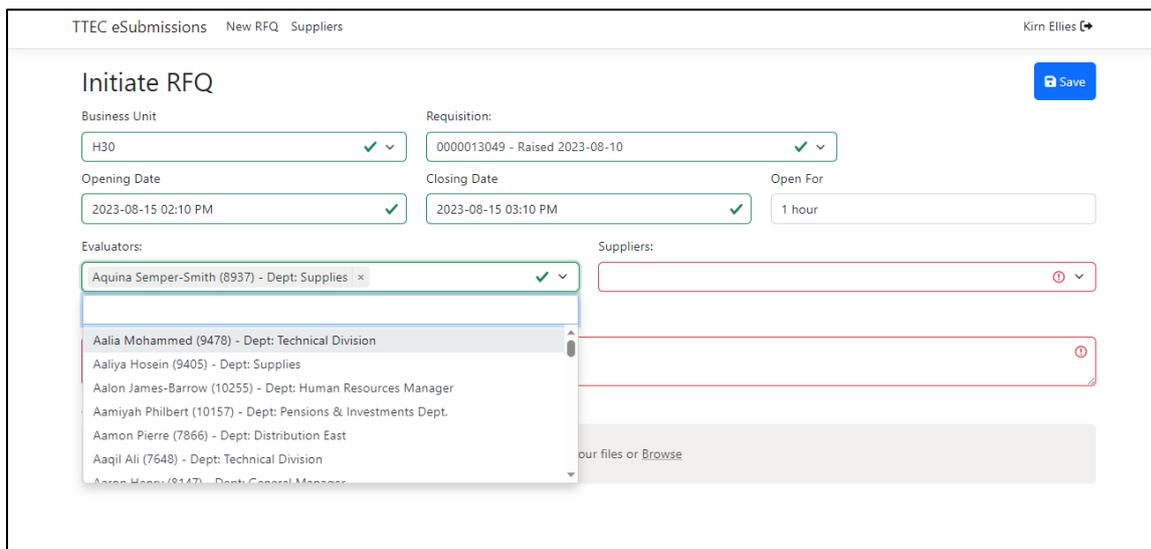


The screenshot shows the 'Initiate RFQ' form with the following fields:

- Business Unit: H30
- Requisition: 0000013049 - Raised 2023-08-10
- Opening Date: 2023-08-15 02:10 PM
- Closing Date: 2023-08-15 03:10 PM
- Open For: 1 hour
- Evaluators: (empty)
- Suppliers: (empty)
- Description: (empty)
- Attachments: Drag & Drop your files or Browse

Figure 2.4.10 – showing the “open for” textbox

**Note: The Standard Closing Date of an RFQ is Five (5) days after the opening date, the system would not allow the user to initiate an RFQ for a shorter timeframe unless approval is first sort from the users Head of Department, followed by a formal email request, requesting a shorter period with reasonable justification.**



The screenshot shows the 'Initiate RFQ' form with the 'Evaluators' dropdown menu open, displaying a list of users:

- Aquina Semper-Smith (8937) - Dept: Supplies
- Aalia Mohammed (9478) - Dept: Technical Division
- Aaliya Hosein (9405) - Dept: Supplies
- Aalon James-Barrow (10255) - Dept: Human Resources Manager
- Aamiyah Philbert (10157) - Dept: Pensions & Investments Dept.
- Aamon Pierre (7866) - Dept: Distribution East
- Aaqil Ali (7648) - Dept: Technical Division
- Aarna Henry (8147) - Dept: General Manager

Figure 2.4.11 – showing selection of evaluators

- Select the evaluators text box and a dropdown list will appear.
- From this list users can either select/type the evaluators by name once a name is selected it will appear in a text bubble with a small “x” in case you wish to remove them.

**Note: There is no limit to the number of evaluators a RFQ can have. Evaluators can be added until the RFQ closes.**

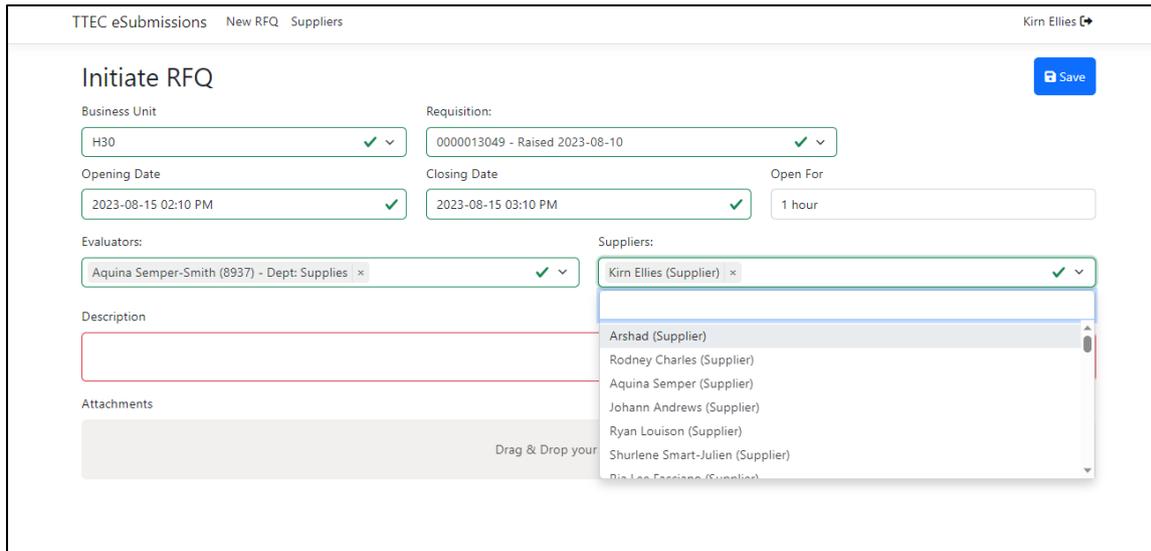


Figure 2.4.12 – showing selection of suppliers

- Similarly, users must select the Supplier/Contractor text box and a dropdown will appear.
- From this list users can either select/type the suppliers name.
- Once a name is selected it will appear in a text bubble with a small “x” in case you wish to remove them.

**Note:** If a new supplier/ contractors’ email is to be added this can be done via the Suppliers link. This role of adding new suppliers’ email, however, resides with the Procurement and Supplies Department – Purchasing Section.

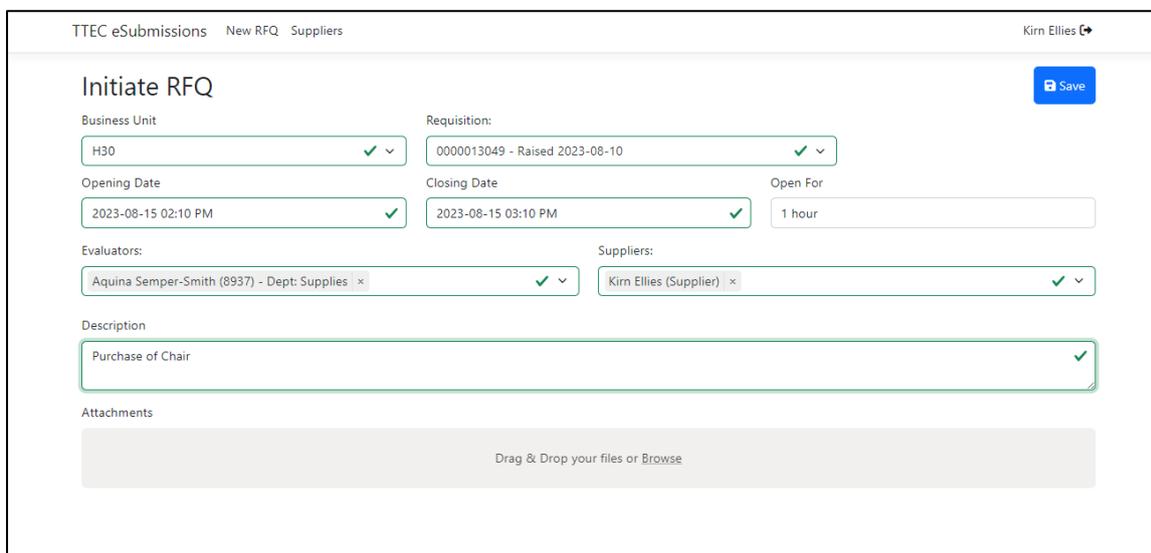


Figure 2.4.13 – showing entering information into the description field

- Description field allows for the entering of the description of the RFQ which will be visible to the suppliers/contractors on their landing page.

**Recommendation:** It is recommended that the description match that of the requisition for consistency within the procurement process

- Attachments corresponding to the RFQ can be uploaded. Documents such as the Specification/Scope of Work or any related information can be uploaded here in the following formats (PDF and JPEG).

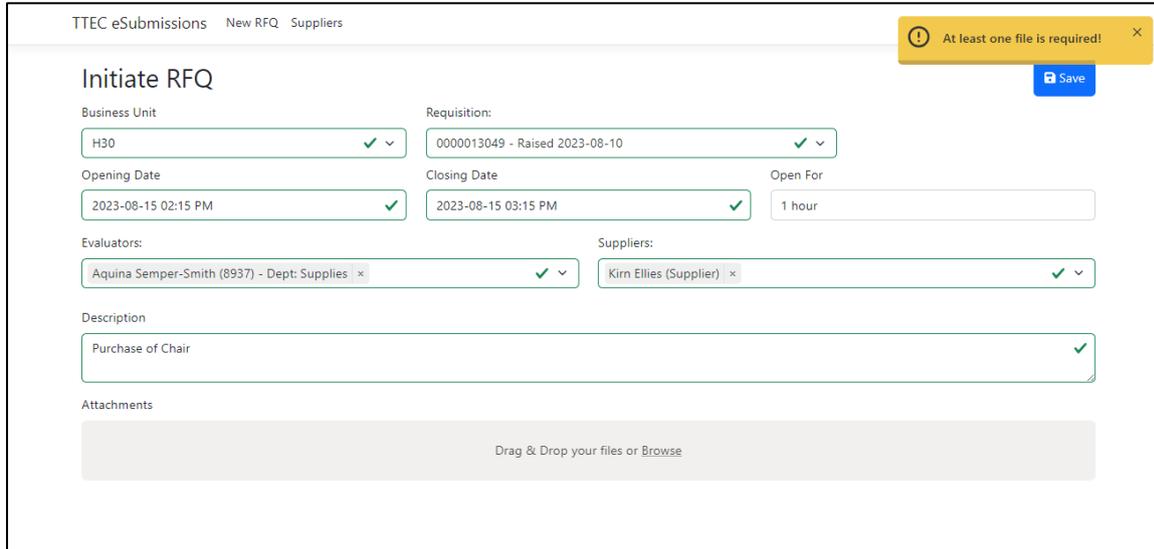


Figure 2.4.14 – showing system message when trying to save with no attachments

**Note:** In order to save an RFQ at least one attachment must be uploaded.

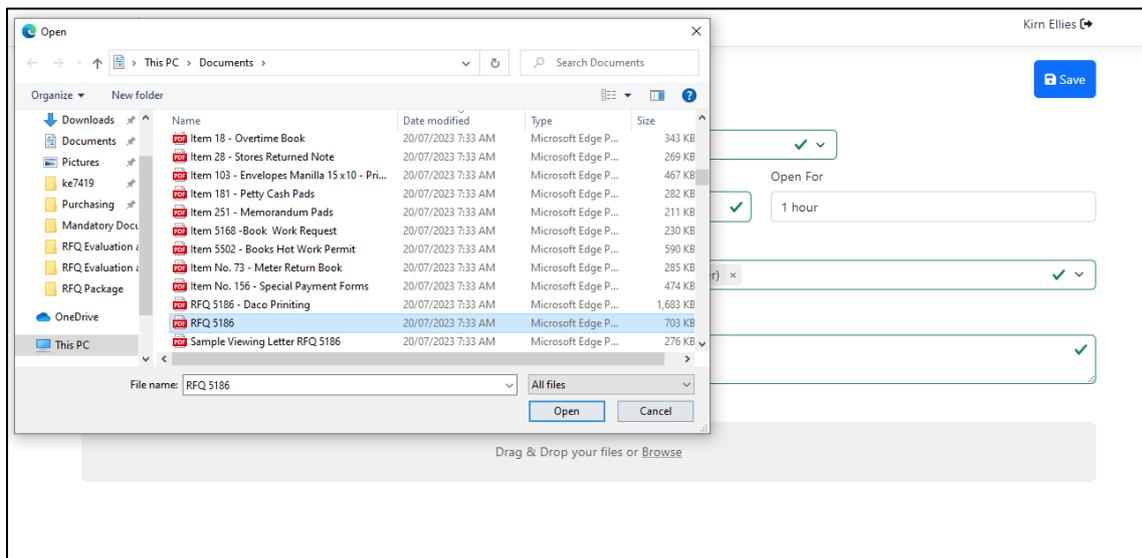


Figure 2.4.15 – showing dialog box for uploading a file from user's system

Attachments can either be dragged and dropped or select the browse option to access your computer files as above.

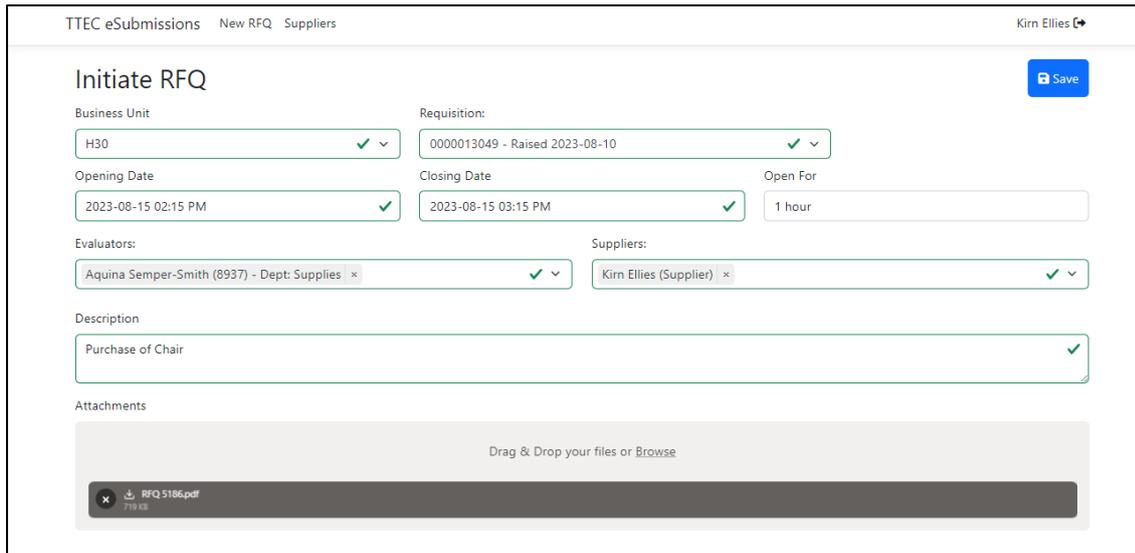


Figure 2.4.15 – showing dialog box for uploading a file from user's system

- Once all fields are entered correctly, the save button should be selected. Once successful an email notification will be sent to the approver/ publisher of the RFQ.

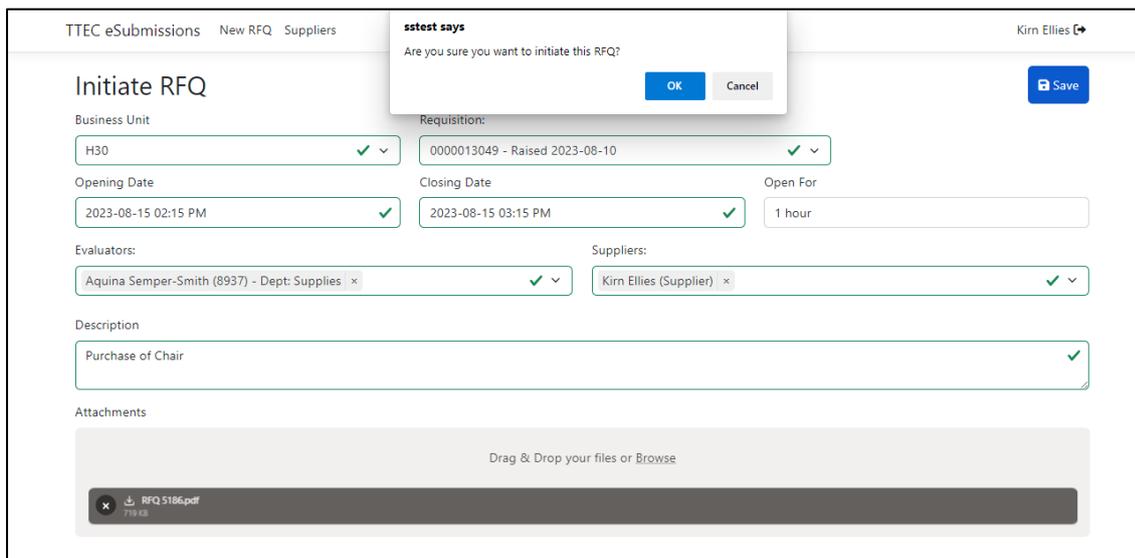


Figure 2.4.15 – showing dialog box for uploading a file from user's system

**Note: The Approver and Publisher can either exist as one or two separate roles depending on the approval structure of a department.**

- Once the RFQ has been saved all fields become non-editable and the information can only be viewed.



TTEC eSubmissions    New RFQ    Suppliers

✔ Saved Successfully! ✕

← Publish
✎ Edit
✖ Cancel

RFQ ID: 29

Status <input type="text" value="Saved, not yet Published"/>	Initiated By <input type="text" value="Kirn Ellies"/>	Business Unit <input type="text" value="H30"/>	Requisition Id <input type="text" value="0000013049"/>
Opening Date <input type="text" value="2023-08-15 02:25 PM"/>	Closing Date <input type="text" value="2023-08-15 03:25 PM"/>	Initiated At <input type="text" value="2023-08-15 02:20 PM"/>	

Description

RFQ Attachments  
• [RFQ 5186.pdf](#)

Evaluators

Name	Employee Number	Department
Aquina Semper-Smith	8937	Supplies

Suppliers

Figure 2.4.16 – showing save notification after saving successfully

### 2.4.3 Approving/ Publishing Request for Quotation

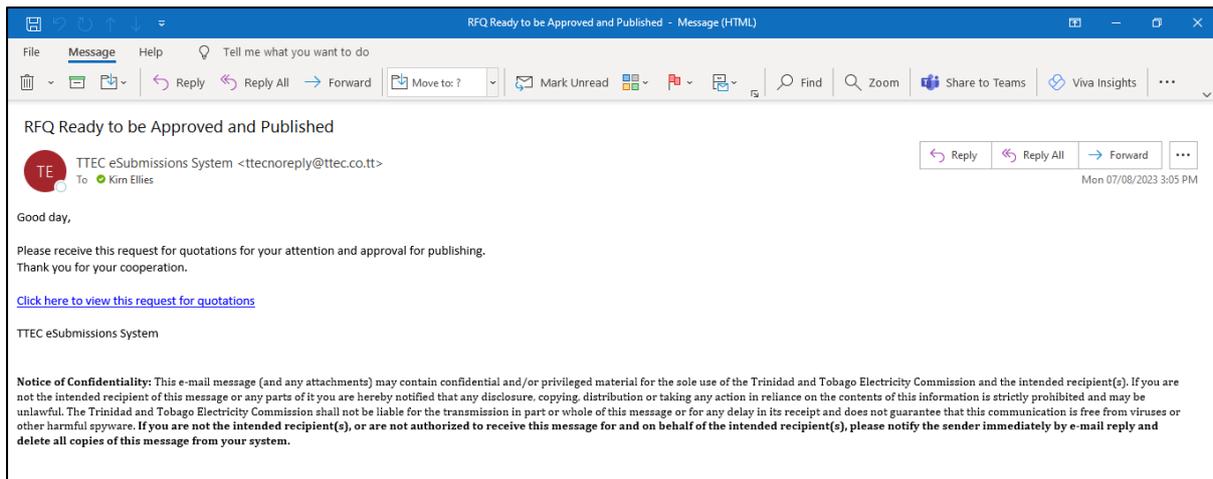


Figure 2.4.17 – showing email sent to approver/publisher

An email will be received from the eSubmissions System informing the approver/ publisher that the Request for Quotation is ready for publishing.

- Click on the link within the email to be taken to the RFQ page.





TTEC eSubmissions New RFQ Suppliers Kirn Ellies

RFQ ID: 29

Status: Saved, not yet Published

Initiated By: Kirn Ellies

Business Unit: H30

Requisition Id: 0000013049

Opening Date: 2023-08-15 02:25 PM

Closing Date: 2023-08-15 03:25 PM

Initiated At: 2023-08-15 02:20 PM

Description: Purchase of Chair

RFQ Attachments: [RFQ 5186.pdf](#)

Evaluators

Name	Employee Number	Department
Aquina Semper-Smith	8937	Supplies

Suppliers

Figure 2.4.18 – showing selection of the publish button

Once the RFQ is reviewed and is ready to be published.

- Click on the publish button.

TTEC eSubmissions New RFQ Suppliers Kirn Ellies

RFQ ID: 29

Status: Saved, not yet Published

Initiated By: Kirn Ellies

Business Unit: H30

Requisition Id: 0000013049

Opening Date: 2023-08-15 02:25 PM

Closing Date: 2023-08-15 03:25 PM

Initiated At: 2023-08-15 02:20 PM

Description: Purchase of Chair

RFQ Attachments: [RFQ 5186.pdf](#)

Evaluators

Name	Employee Number	Department
Aquina Semper-Smith	8937	Supplies

Suppliers

Confirmation Dialog: sstest says  
Are you sure you want to publish this RFQ?  
OK Cancel

Figure 2.4.19 – showing the confirmation to publish RFQ





TTEC eSubmissions New RFQ Suppliers

Published Successfully! ✕

[Edit](#) [Cancel](#)

**RFQ ID: 29**

Status:  Initiated By:  Business Unit:  Requisition Id:

Opening Date:  Closing Date:  Initiated At:  Published At:

Description:

RFQ Attachments

- [RFQ\\_5186.pdf](#)

Evaluators

Name	Employee Number	Department
Aquina Semper-Smith	8937	Supplies

Suppliers

Figure 2.4.20 – showing dialog box for uploading a file from user’s system

Alternative method to view and publish if an email with a link is not received.

TTEC eSubmissions Login

**TTEC Log In (Same as Computer Login)**

Username:

Password:

[Log In](#)

Figure 2.4.21 – showing login screen

- Log in to the System

TTEC eSubmissions New RFQ Suppliers Kirn Ellies

**RFQ ID: 29** [View](#)

Status: Open & Accepting Submissions  
Business Unit: H30

Suppliers: Kirn Ellies (Supplier)

Evaluators: Aquina Semper-Smith

**RFQ ID: 28** [View](#)

Status: Closed & No Longer Accepting Submissions  
Business Unit: H30

Suppliers: Kirn Ellies (Supplier)

Evaluators: Aquina Semper-Smith

**RFQ ID: 27** [View](#)

Status: RFQ Expired  
Business Unit: H30

Suppliers: Kirn Ellies (Supplier)

Evaluators: Aquina Semper-Smith

**RFQ ID: 26** [View](#)

Status: RFQ Expired  
Business Unit: H30

Suppliers: Aquina Semper (Supplier)

Evaluators: Kirn Ellies

**RFQ ID: 25** [View](#)

Status: RFQ Expired  
Business Unit: H30

Suppliers: Kirn Ellies (Supplier), Aquina Semper (Supplier)

Evaluators: Kirn Ellies

**RFQ ID: 24** [View](#)

Status: Closed & No Longer Accepting Submissions  
Business Unit: H30

Suppliers: Aquina Semper (Supplier)

Evaluators: Kirn Ellies

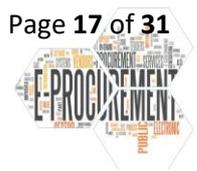
**RFQ ID: 23** [View](#)

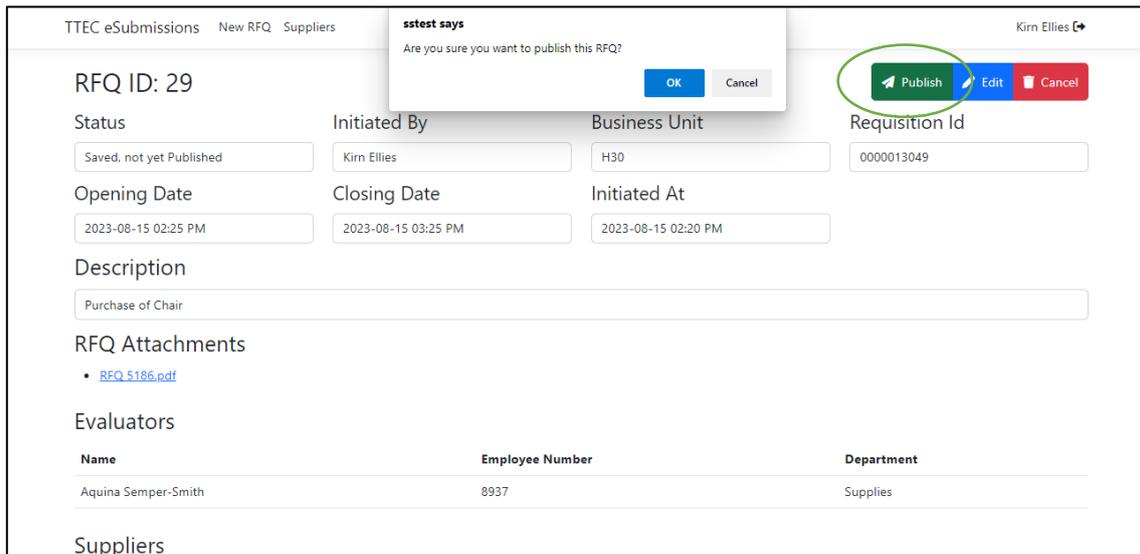
**RFQ ID: 22** [View](#)

**RFQ ID: 21** [View](#)

Figure 2.4.22 – showing the selection of view

- Click View and Publish





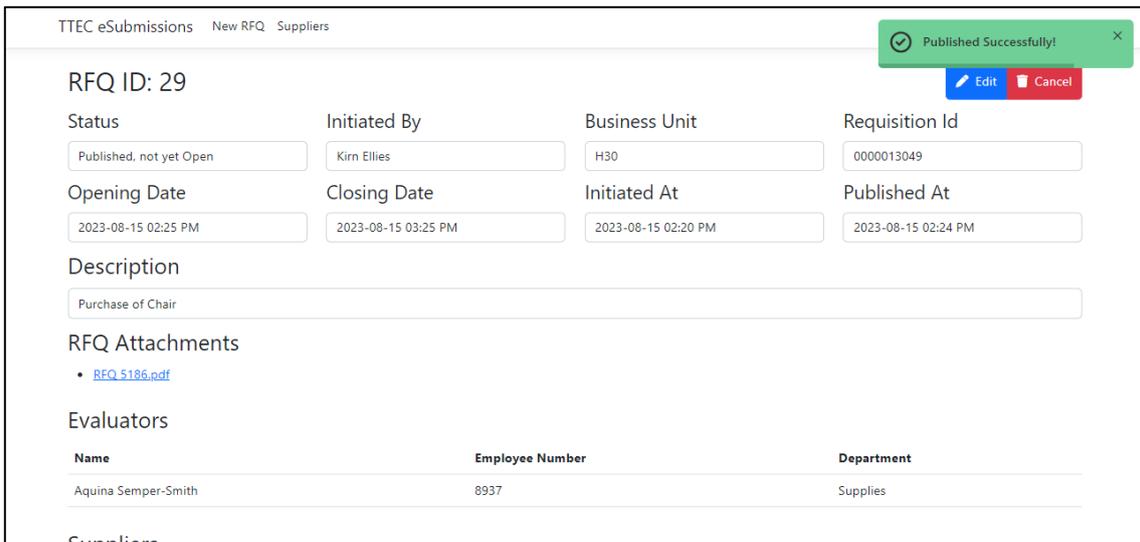
The screenshot shows the 'RFQ ID: 29' form in the TTEC eSubmissions system. A confirmation dialog box is open, asking 'Are you sure you want to publish this RFQ?' with 'OK' and 'Cancel' buttons. The 'Publish' button on the form is circled in green. The form fields are as follows:

Status	Initiated By	Business Unit	Requisition Id
Saved, not yet Published	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	
Description Purchase of Chair			
RFQ Attachments • <a href="#">RFQ 5186.pdf</a>			
Evaluators			
<b>Name</b>	<b>Employee Number</b>	<b>Department</b>	
Aquina Semper-Smith	8937	Supplies	
Suppliers			

Figure 2.4.23 – showing the dialog box confirming the publishing of RFQ

Once the RFQ is reviewed and is ready to be published.

- Click on the Publish button

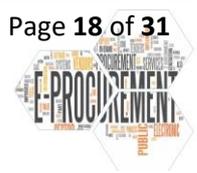


The screenshot shows the 'RFQ ID: 29' form after successful publishing. A green notification box at the top right says 'Published Successfully!'. The 'Publish' button is now disabled, and 'Edit' and 'Cancel' buttons are visible. The form fields are as follows:

Status	Initiated By	Business Unit	Requisition Id
Published, not yet Open	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	Published At
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	2023-08-15 02:24 PM
Description Purchase of Chair			
RFQ Attachments • <a href="#">RFQ 5186.pdf</a>			
Evaluators			
<b>Name</b>	<b>Employee Number</b>	<b>Department</b>	
Aquina Semper-Smith	8937	Supplies	
Suppliers			

Figure 2.4.24 – showing successful publishing

- Once the opening date and time arrives, an email will be sent to all employees assigned to that Business Unit in the eSubmissions System informing them that the RFQ is open. Each supplier/contractor selected will also receive an email inviting them to participate.



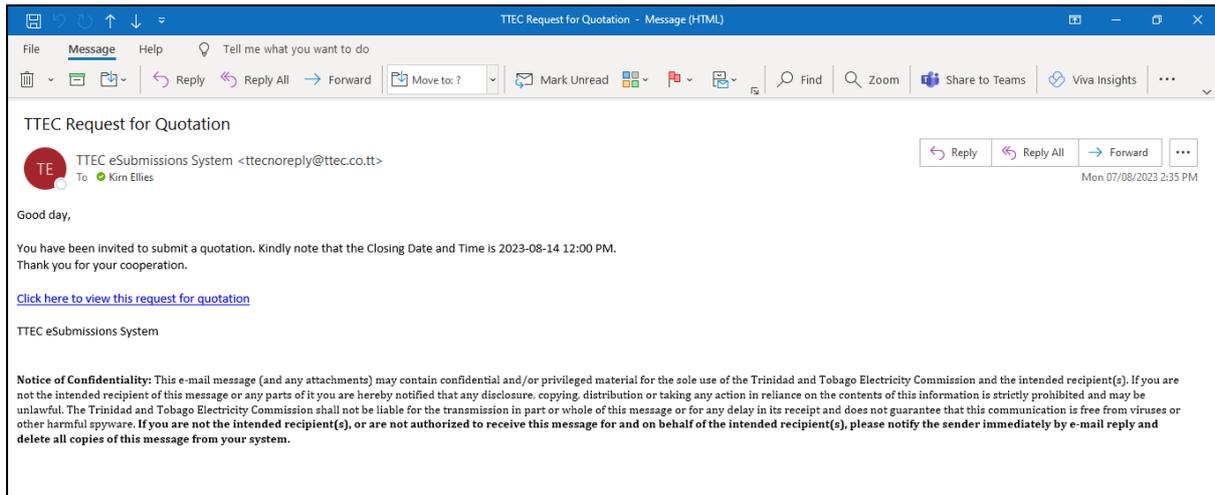


Figure 2.4.2 – showing email sent to suppliers/contractors inviting them to participate

## 2.5 Editing a RFQ

- There are times when a RFQ may require additional information/addendums or a change in the closing date, whilst the RFQ is open for submission. The eSubmission System allows these changes to be made.
- Edits after the opening date can only be made by one of the Approvers for the specified Business Unit in the eSubmissions System.
- To edit a RFQ log in to the System.

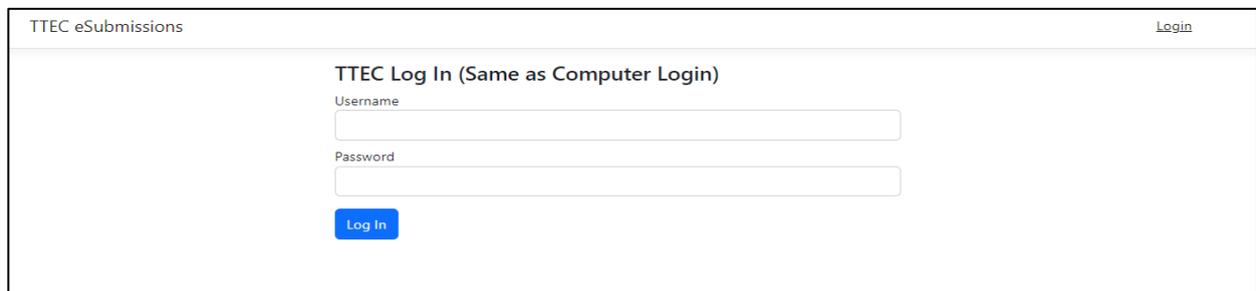
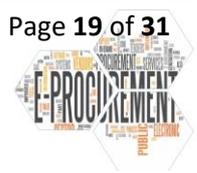
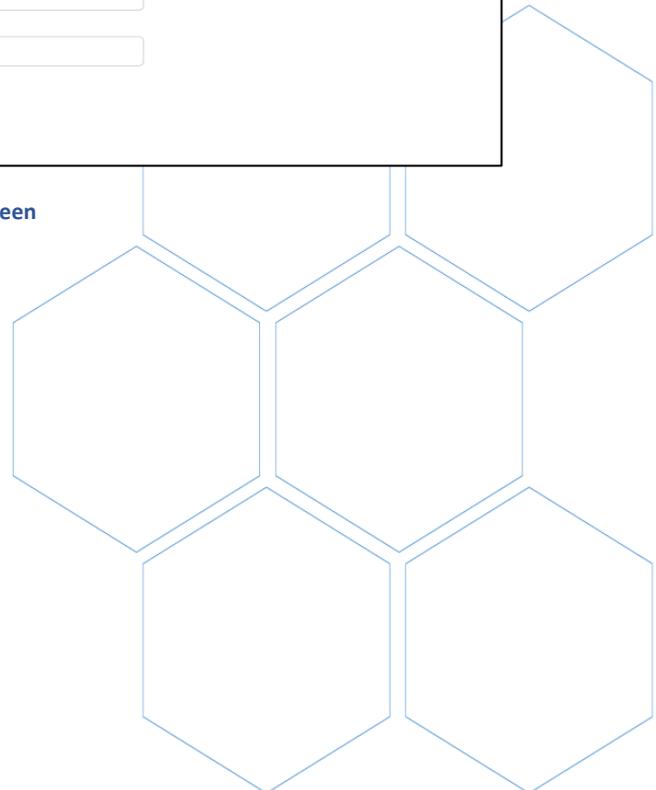


Figure 2.5.1 – Showing Login Screen

From the RFQ landing page

- Select the view button of the RFQ to be edited.





TTEC eSubmissions New RFQ Suppliers Kirn Ellies

<b>RFQ ID: 29</b> <a href="#">View</a> Status: Open & Accepting Submissions Business Unit: H30 Suppliers: Kirn Ellies (Supplier) Evaluators: Aquina Semper-Smith	<b>RFQ ID: 28</b> <a href="#">View</a> Status: Closed & No Longer Accepting Submissions Business Unit: H30 Suppliers: Kirn Ellies (Supplier) Evaluators: Aquina Semper-Smith	<b>RFQ ID: 27</b> <a href="#">View</a> Status: RFQ Expired Business Unit: H30 Suppliers: Kirn Ellies (Supplier) Evaluators: Aquina Semper-Smith
<b>RFQ ID: 26</b> <a href="#">View</a> Status: RFQ Expired Business Unit: H30 Suppliers: Aquina Semper (Supplier) Evaluators: Kirn Ellies	<b>RFQ ID: 25</b> <a href="#">View</a> Status: RFQ Expired Business Unit: H30 Suppliers: Kirn Ellies (Supplier), Aquina Semper (Supplier) Evaluators: Kirn Ellies	<b>RFQ ID: 24</b> <a href="#">View</a> Status: Closed & No Longer Accepting Submissions Business Unit: H30 Suppliers: Aquina Semper (Supplier) Evaluators: Kirn Ellies
<b>RFQ ID: 23</b> <a href="#">View</a>	<b>RFQ ID: 22</b> <a href="#">View</a>	<b>RFQ ID: 21</b> <a href="#">View</a>

Figure 2.5.2 – showing the selection of View

TTEC eSubmissions New RFQ Suppliers Kirn Ellies

**RFQ ID: 29** [Edit](#)

<b>Status</b>	<b>Initiated By</b>	<b>Business Unit</b>	<b>Requisition Id</b>
Open & Accepting Submissions	Kirn Ellies	H30	0000013049
<b>Opening Date</b>	<b>Closing Date</b>	<b>Initiated At</b>	<b>Published At</b>
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	2023-08-15 02:24 PM

**Description**  
Purchase of Chair

**RFQ Attachments**  
• [RFQ 5186.pdf](#)

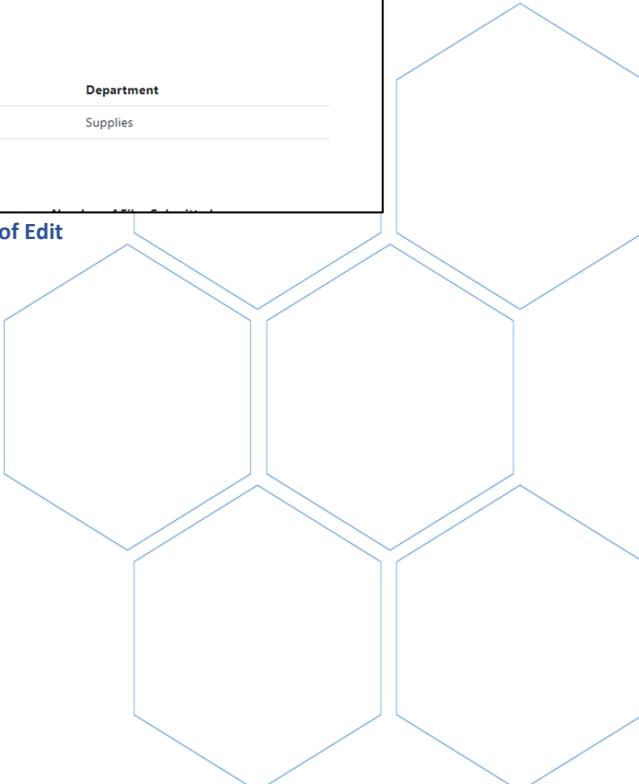
**Evaluators**

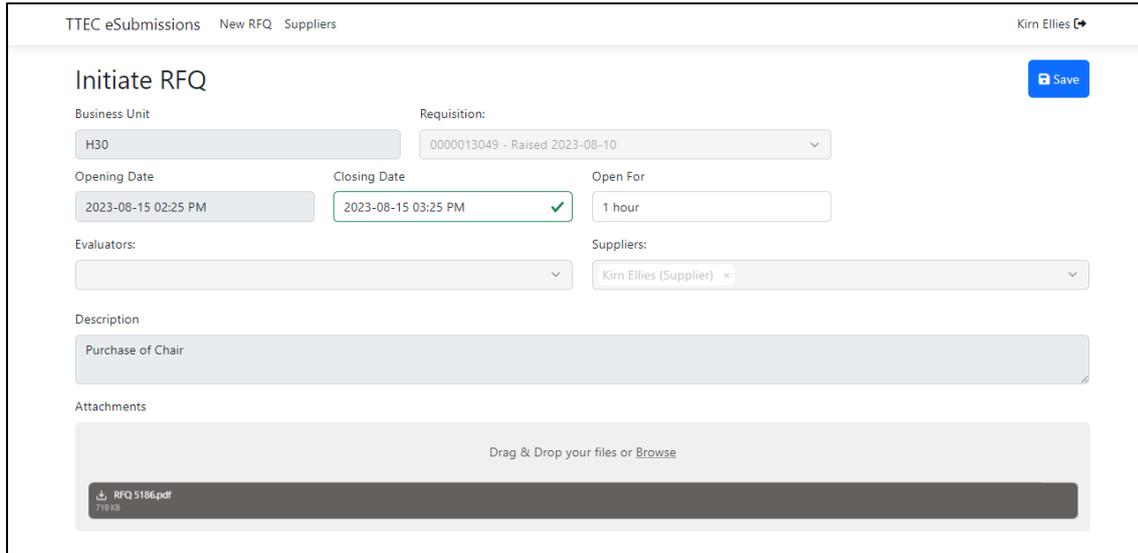
Name	Employee Number	Department
Aquina Semper-Smith	8937	Supplies

**Suppliers**

Figure 2.5.3 – showing the selection of Edit

- Click "Edit"





The screenshot shows the 'Initiate RFQ' form with the following fields and values:

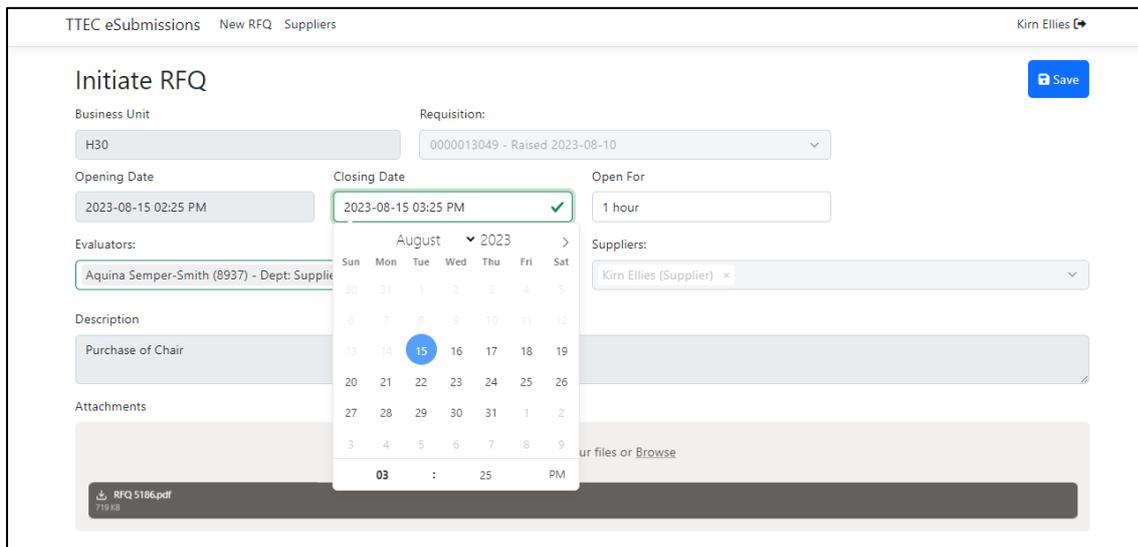
- Business Unit:** H30
- Requisition:** 0000013049 - Raised 2023-08-10
- Opening Date:** 2023-08-15 02:25 PM
- Closing Date:** 2023-08-15 03:25 PM (with a green checkmark)
- Open For:** 1 hour
- Evaluators:** (empty dropdown)
- Suppliers:** Kirn Ellies (Supplier)
- Description:** Purchase of Chair
- Attachments:** RFQ 5186.pdf (719 KB)

Figure 2.5.4 – showing the editable fields

Once “Edit” is selected the following fields can be edited.

- **Closing Date** – users can extend the closing
- **Attachments** – Addendums and Additional Information can be uploaded.
- **Evaluators** – New evaluators can be added and old can be removed.

### 2.5.1 When the Closing Date is Changed.



The screenshot shows the 'Initiate RFQ' form with a calendar overlay for the 'Closing Date' field. The calendar is for August 2023, and the date 15 is selected. The time is 03:25 PM. The form fields are the same as in Figure 2.5.4.

Figure 2.5.5 – showing the changing of the closing date

- Enter the new Closing Date and Time and click Save.

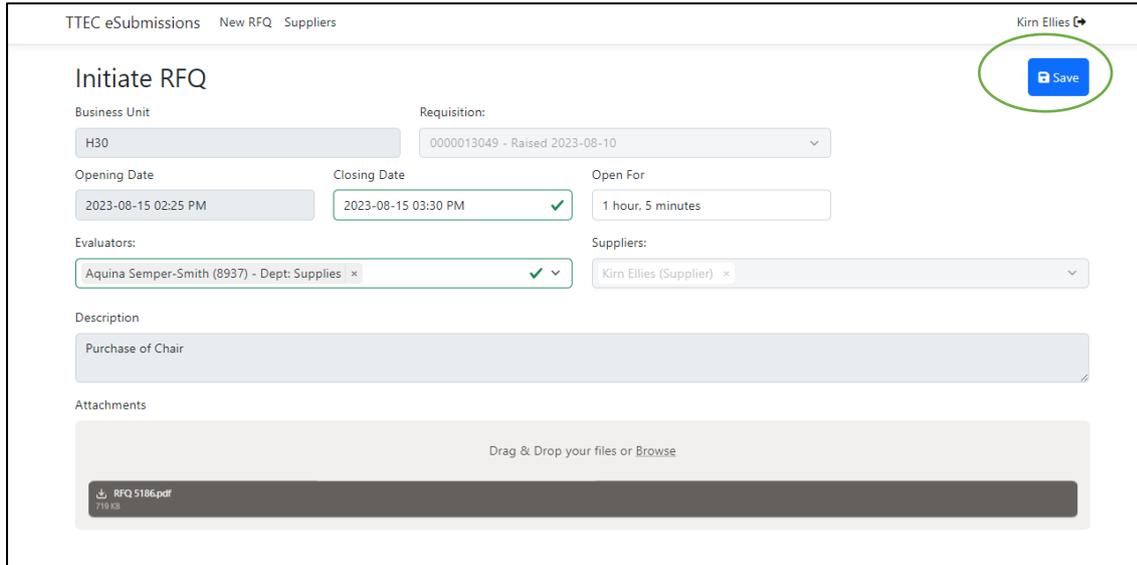


Figure 2.5.6 – showing the clicking of the save button

A prompt would be received to confirm you wish to proceed.

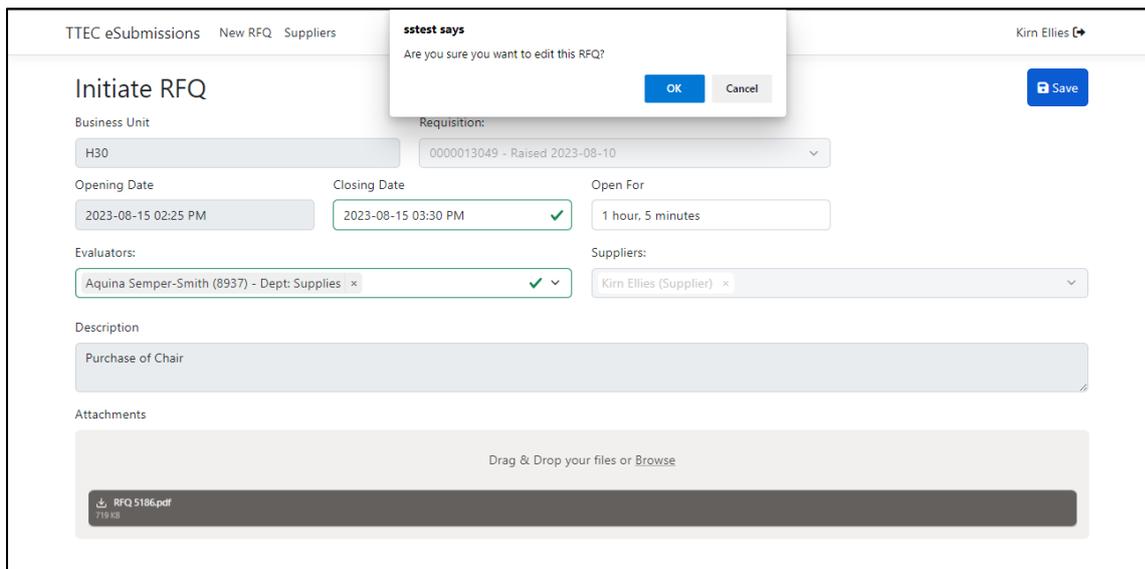


Figure 2.5.7 – showing the dialog box confirming saving of changes

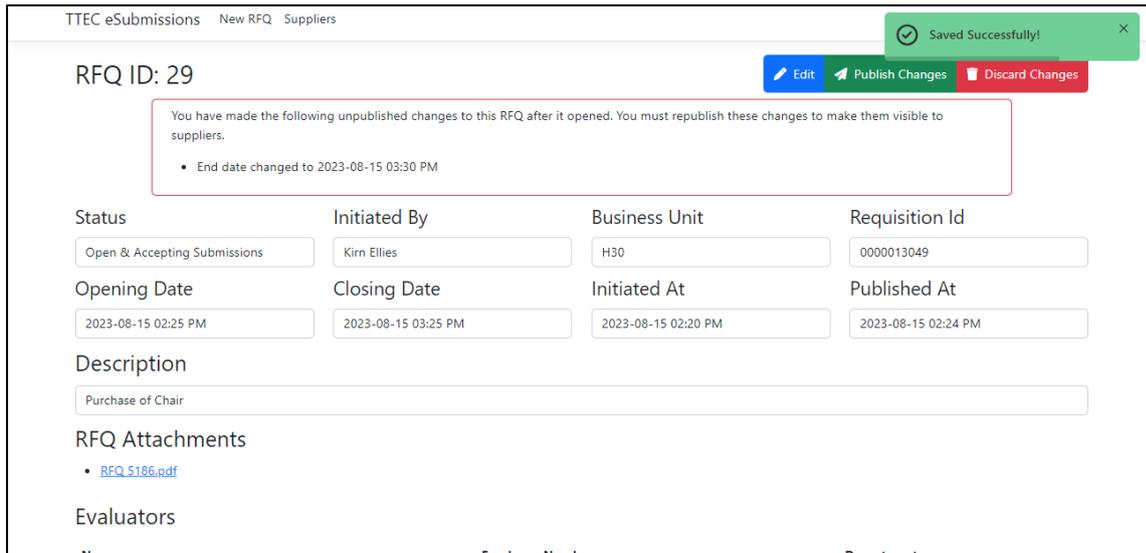


Figure 2.5.8 – showing saving is successful

Once all changes are made, the Approver/Publisher must Publish the changes.

An email will be sent to inform all suppliers/contractors listed once the changes are published.

### 2.5.2 Attachments

- Attachments previously added cannot be deleted once the RFQ opens. To include a new attachment either drag and drop or browse from your computer.

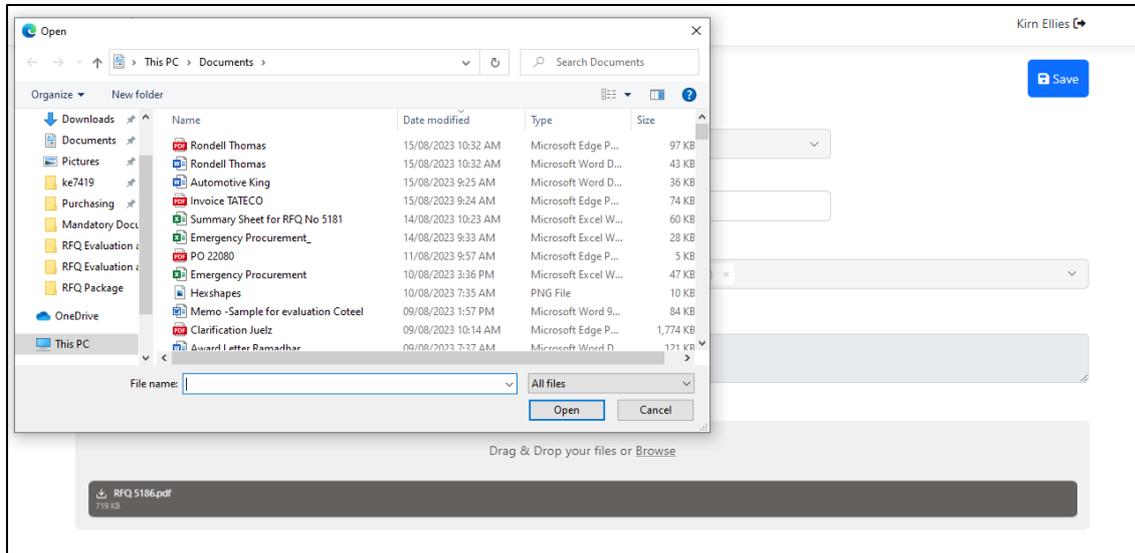
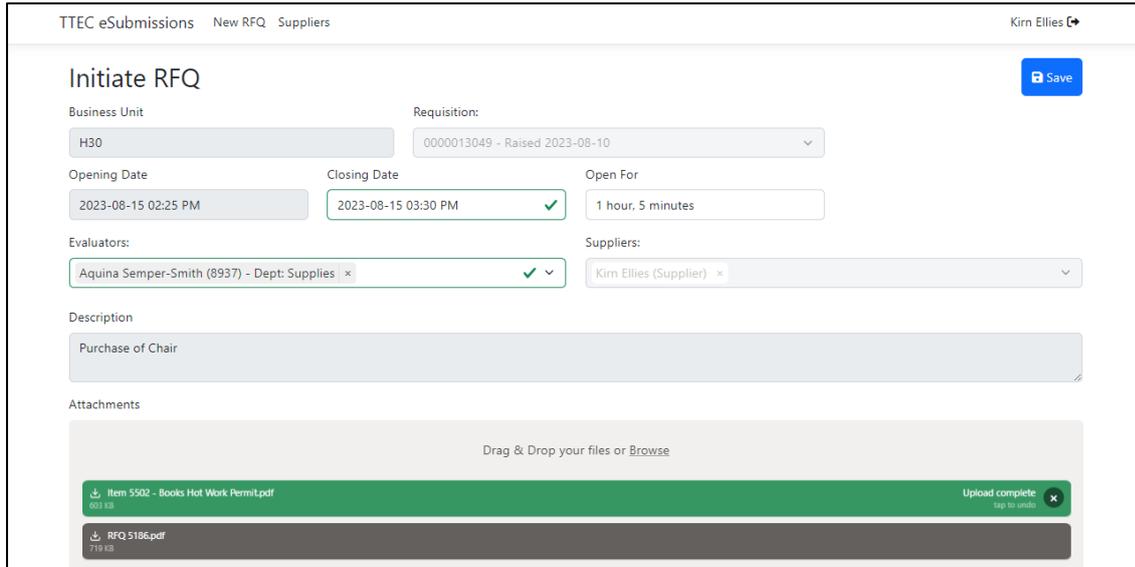


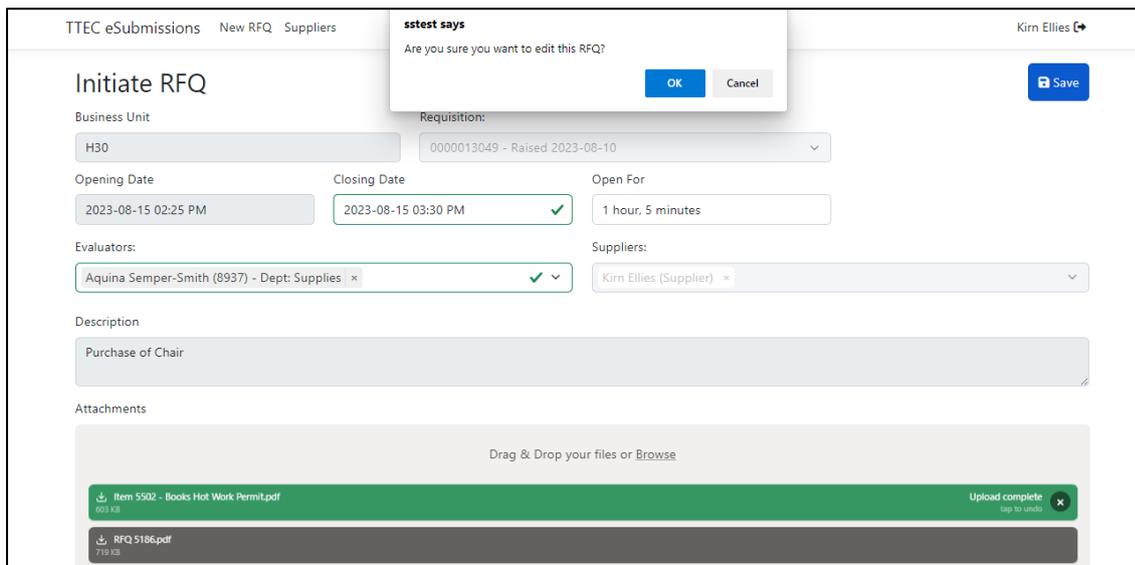
Figure 2.5.9 – showing dialog box when selecting files



The screenshot shows the 'Initiate RFQ' form in the TTEC eSubmission System. The form includes fields for Business Unit (H30), Requisition (0000013049 - Raised 2023-08-10), Opening Date (2023-08-15 02:25 PM), Closing Date (2023-08-15 03:30 PM), Open For (1 hour, 5 minutes), Evaluators (Aquina Semper-Smith (8937) - Dept: Supplies), and Suppliers (Kirn Ellies (Supplier)). The Description is 'Purchase of Chair'. The Attachments section shows two files: 'Item 5502 - Books Hot Work Permit.pdf' (503 KB) and 'RFQ 5186.pdf' (719 KB). The 'Item 5502' file has a green bar indicating 'Upload complete'.

Figure 2.5.10 – showing upload completed

- Select "Save"



The screenshot shows the 'Initiate RFQ' form with a confirmation dialog box open. The dialog box is titled 'sstest says' and asks 'Are you sure you want to edit this RFQ?'. It has 'OK' and 'Cancel' buttons. The form fields are the same as in Figure 2.5.10, but the 'Upload complete' bar for the 'Item 5502' file is now greyed out.

Figure 2.5.11 – showing dialog box confirming changes

- Click "OK"

### 2.5.3 Adding or removing Evaluator

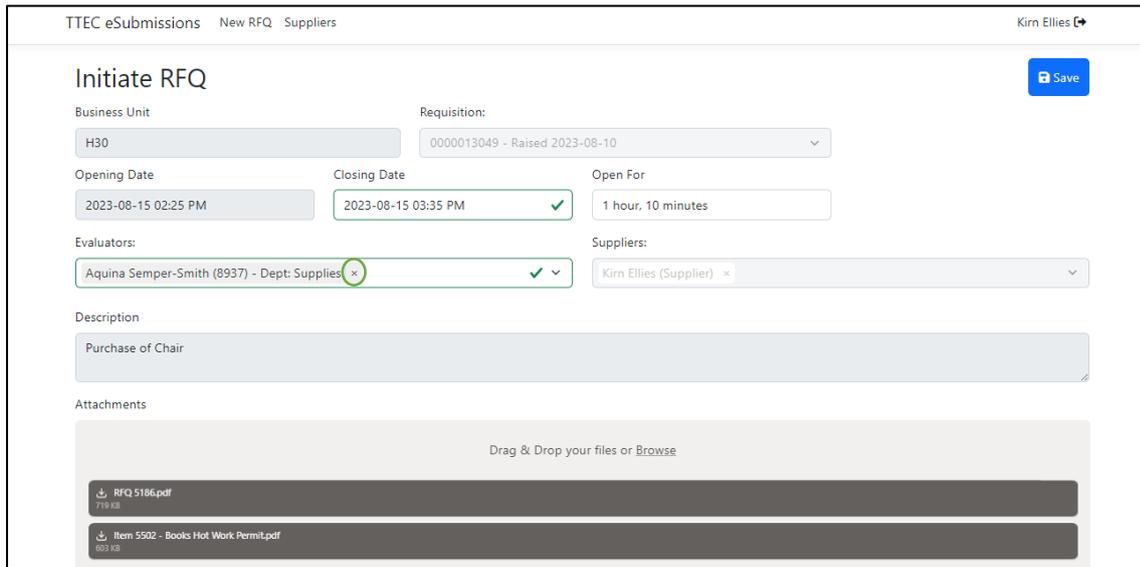


Figure 2.5.12 – showing how to remove evaluator

#### Remove evaluator

- Select the “x” at the end of the evaluators name to remove them.

#### Add evaluator

- Type “Evaluator Name”
- Click “Save”

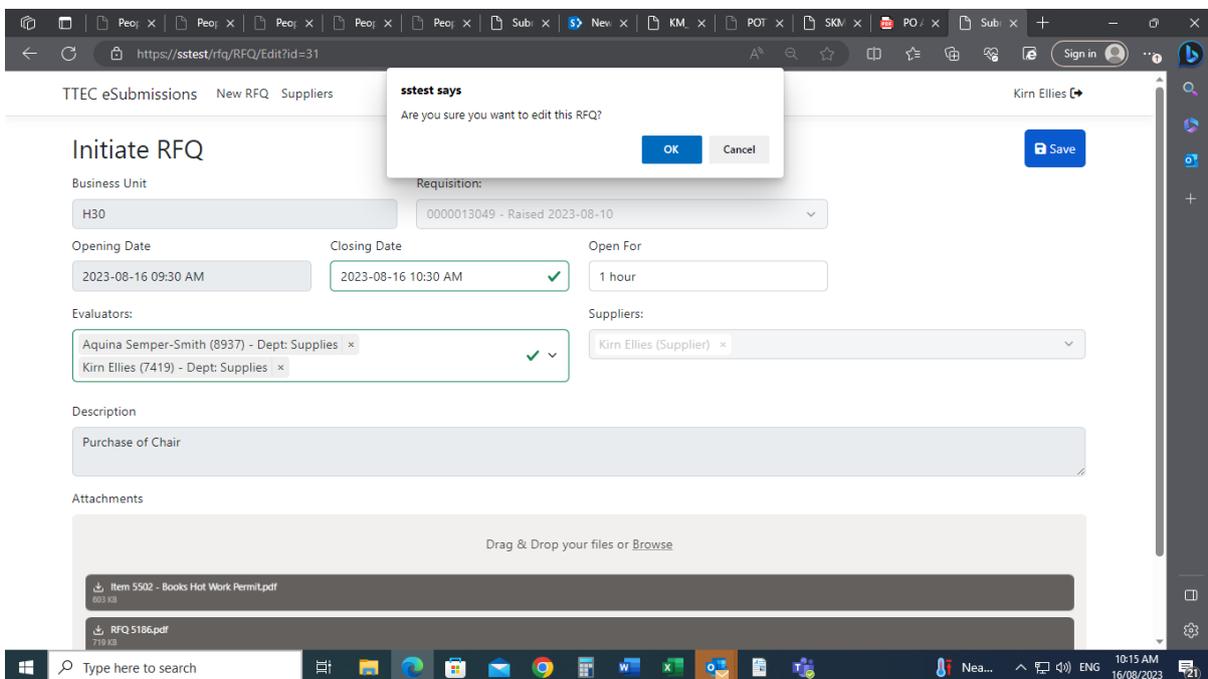


Figure 2.5.13 – showing dialog box confirming the added evaluators

- Click “OK”

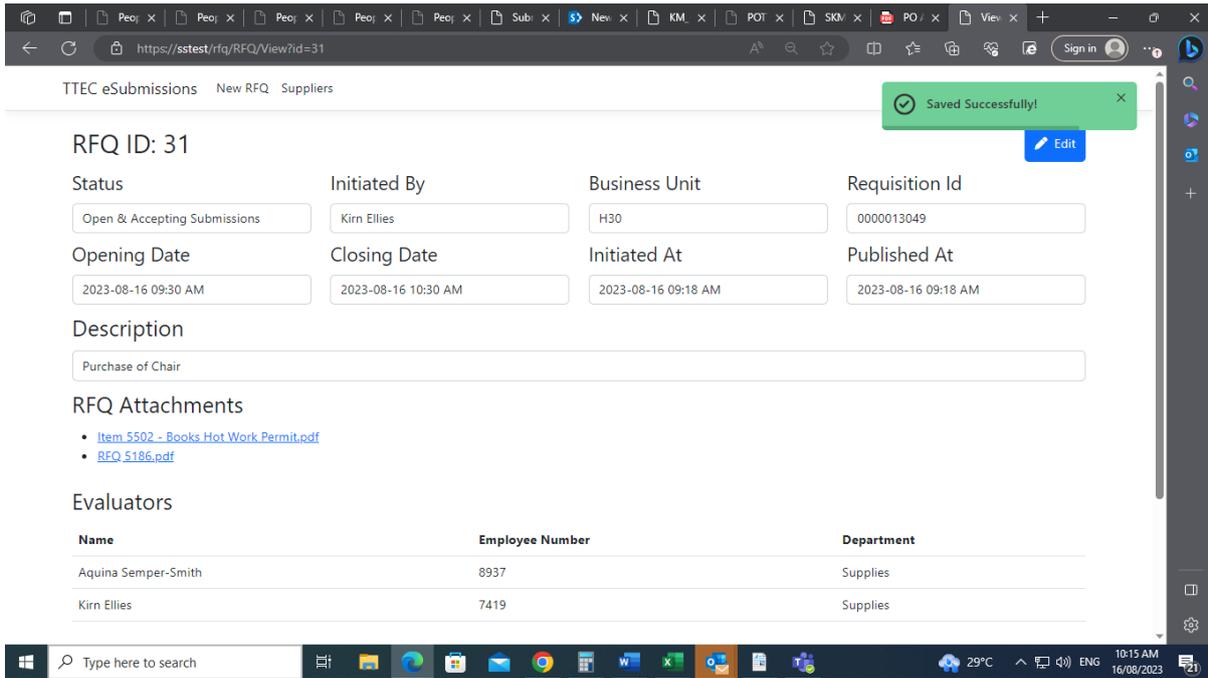


Figure 2.5.14 – showing successful save

**Note: When an evaluator is added the RFQ does not need to be republished. Evaluators will receive an email when the RFQ closes.**

## 2.6 Publishing Changes to a RFQ. (Publisher)

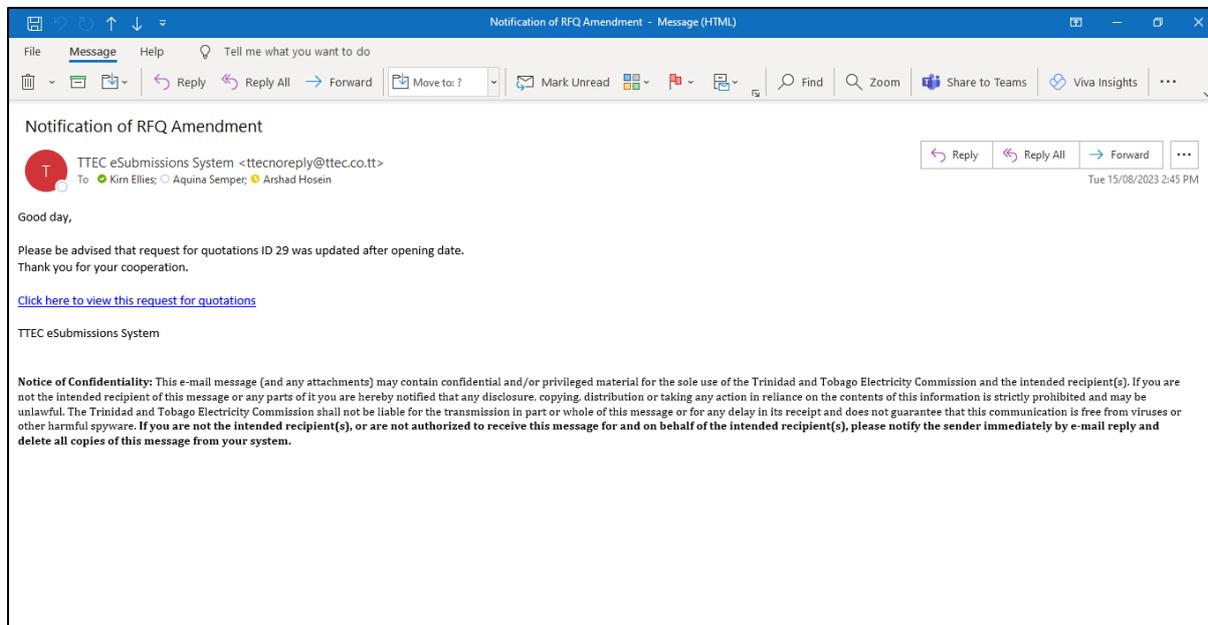


Figure 2.6.1 – showing email received by user of changes made to RFQ

- Select the link and you will be taken to the RFQ to be published.





TTEC eSubmissions    New RFQ    Suppliers    Kirn Ellies

RFQ ID: 29    [Edit](#)    [Publish Changes](#)    [Discard Changes](#)

You have made the following unpublished changes to this RFQ after it opened. You must republish these changes to make them visible to suppliers.

- End date changed to 2023-08-15 03:30 PM

Status	Initiated By	Business Unit	Requisition Id
Open & Accepting Submissions	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	Published At
2023-08-15 02:25 PM	2023-08-15 03:25 PM	2023-08-15 02:20 PM	2023-08-15 02:24 PM

Description  
Purchase of Chair

RFQ Attachments  
• [RFQ 5186.pdf](#)

Evaluators

Name	Employee Number	Department
------	-----------------	------------

Figure 2.6.2 – showing the selection of the “publish changes” button

- Review changes made once okay click “Publish Changes”

TTEC eSubmissions    New RFQ    Suppliers

RFQ ID: 29    [Edit](#)

Republished Successfully!

Status	Initiated By	Business Unit	Requisition Id
Open & Accepting Submissions	Kirn Ellies	H30	0000013049
Opening Date	Closing Date	Initiated At	Published At
2023-08-15 02:25 PM	2023-08-15 03:30 PM	2023-08-15 02:20 PM	2023-08-15 02:43 PM

Description  
Purchase of Chair

RFQ Attachments  
• [RFQ 5186.pdf](#)

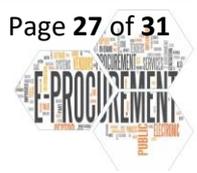
Evaluators

Name	Employee Number	Department
Aquina Semper-Smith	8937	Supplies

Suppliers

Figure 2.6.3 – showing republish successful

Once published an email will be sent to both internal users and the suppliers/contractors indicating that the closing date has been changed.



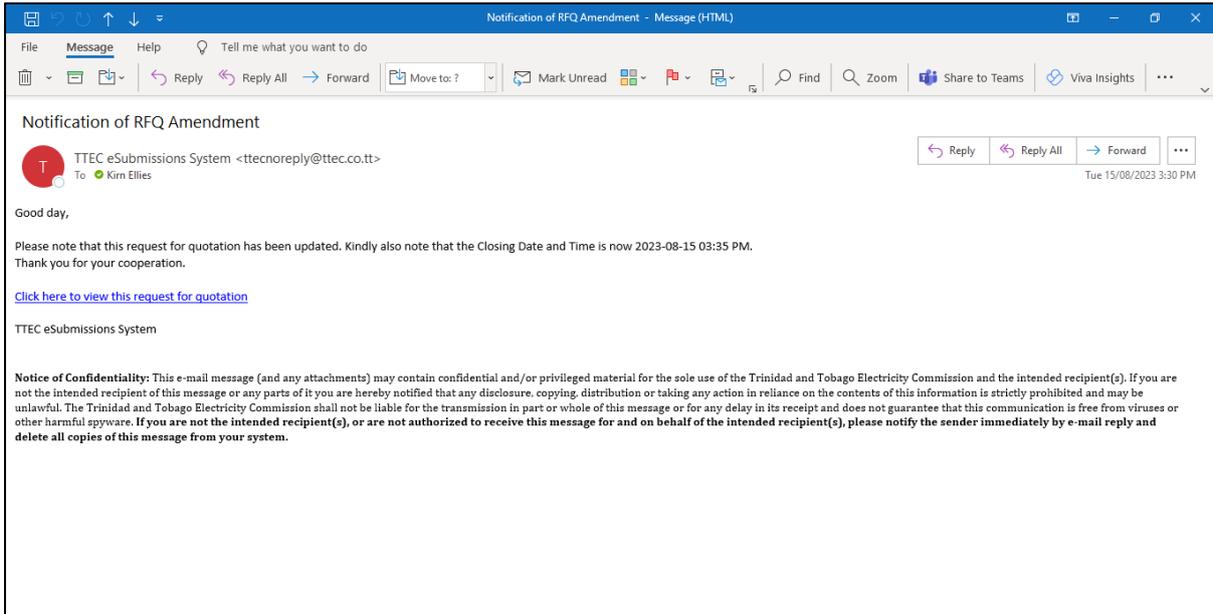


Figure 2.6.4 – showing email sent to suppliers/contractors that there has been a change to the RFQ

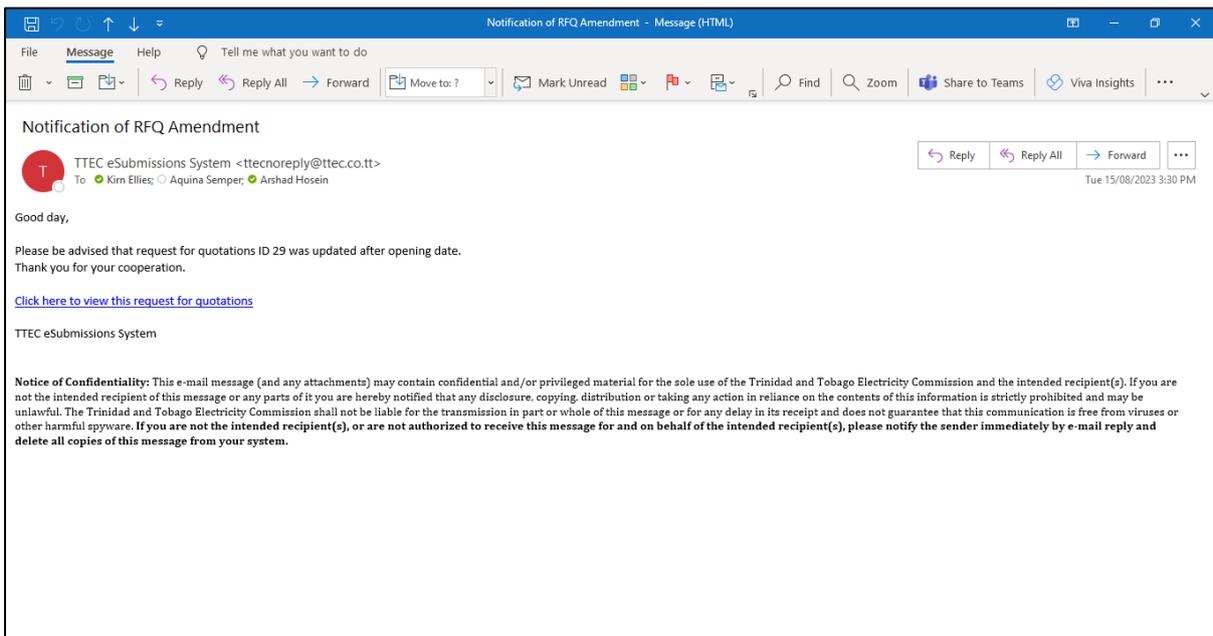


Figure 2.6.5 – email sent to internal users showing update to RFQ



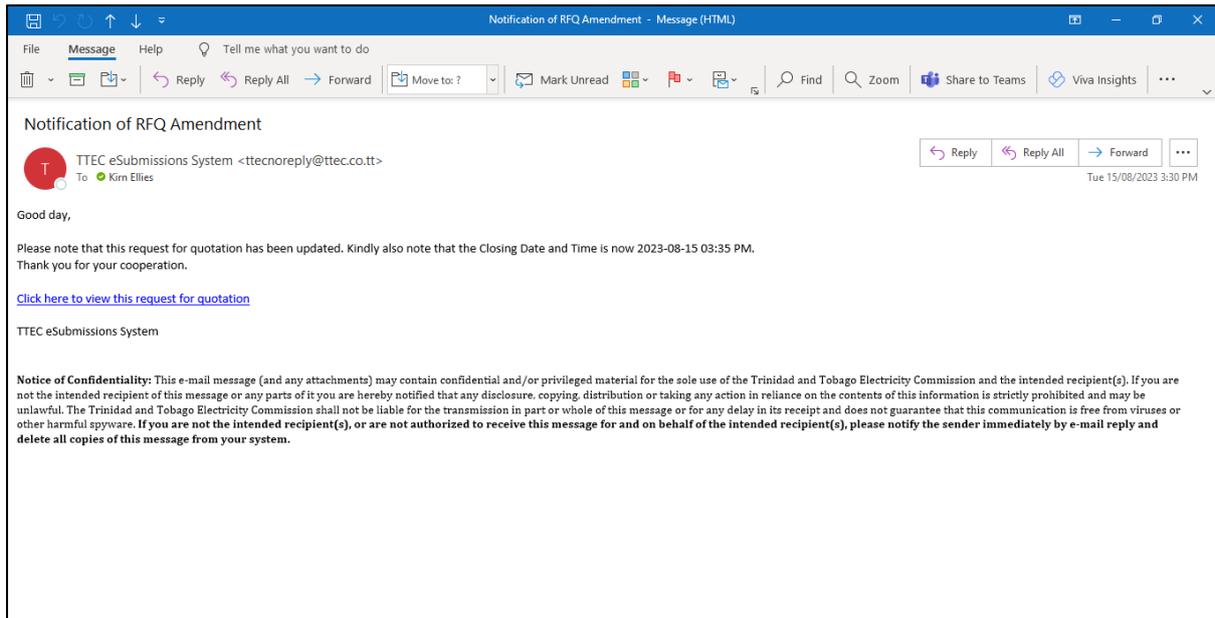


Figure 2.6.6 – showing notification sent to supplier/contractors when closing date changed

## 2.7 Closing of RFQ

Once the closing date and time arrives, the internal User will no longer be able to alter the RFQ, they would also receive an email notification that the RFQ is now closed.

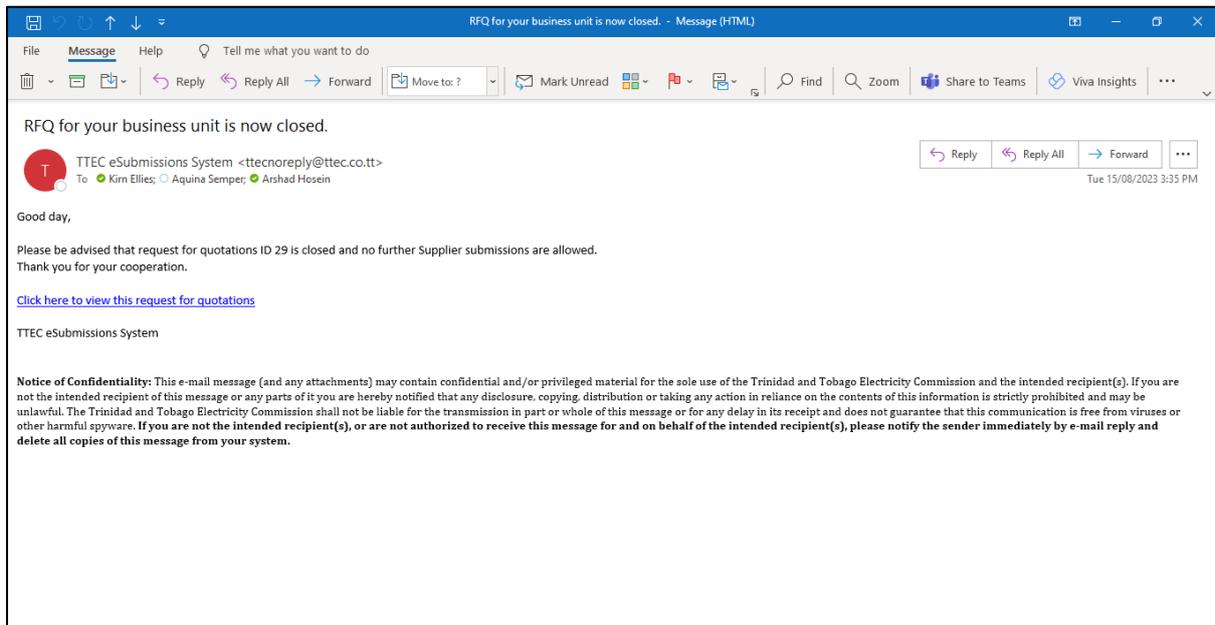


Figure 2.7.1 – Email sent to all internal users inclusive of evaluators





2.8 Viewing Quotations after RFQ Closes

Once a RFQ closes an email notification will be sent to all users listed in the Evaluator field

Figure 2.8.1 – showing evaluators entered on RFQ

Figure 2.8.2 – showing email notification received by evaluators

Once the email is received users are to click the link contained within to be taken to the “Quotes Submitted Page.”



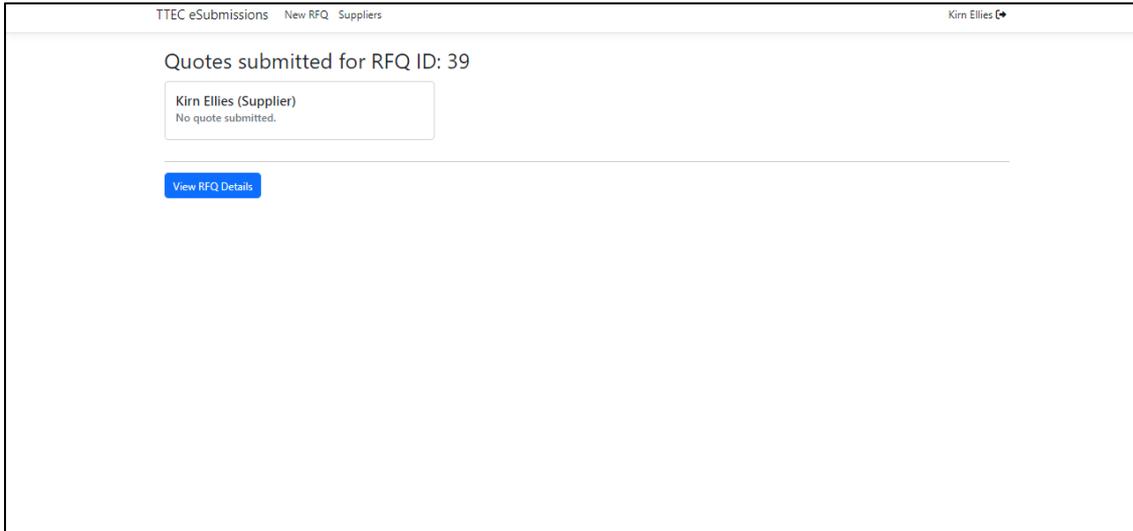


Figure 2.8.3 – showing quotes submitted page

From this page users would be able to view and access suppliers bid submissions.

- Click the “View RFQ Details” to view the RFQ.

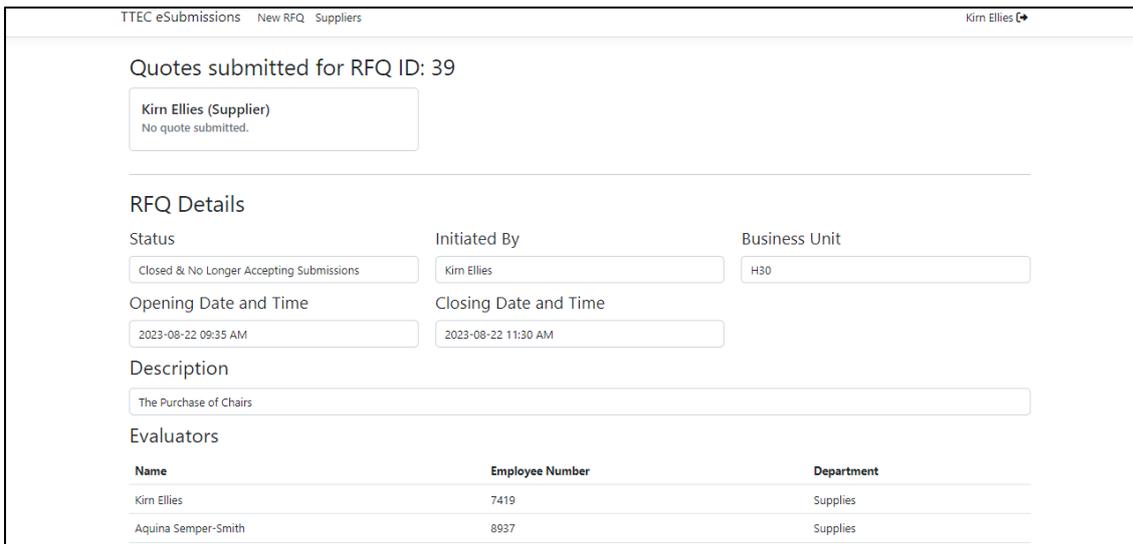


Figure 2.8.4 – showing RFQ details

