

eBidding Supplier Portal Guide





Contents

Introduction	3
View Bid Invitation	4
Submit Bid	17

Introduction

This guide explains how to view and submit a response to a bid invitation. Clicking the link provided on the bid invitation email you receive or within this document will take you to the Supplier Portal where you can access your bid invitation(s).

This guide consists of two (2) sections:

1. Viewing the bid invitation, including the ability to view and download any invitation attachments.
2. Creating and submitting a response to a bid invitation, including the ability to update data for multiple line items using a spreadsheet.

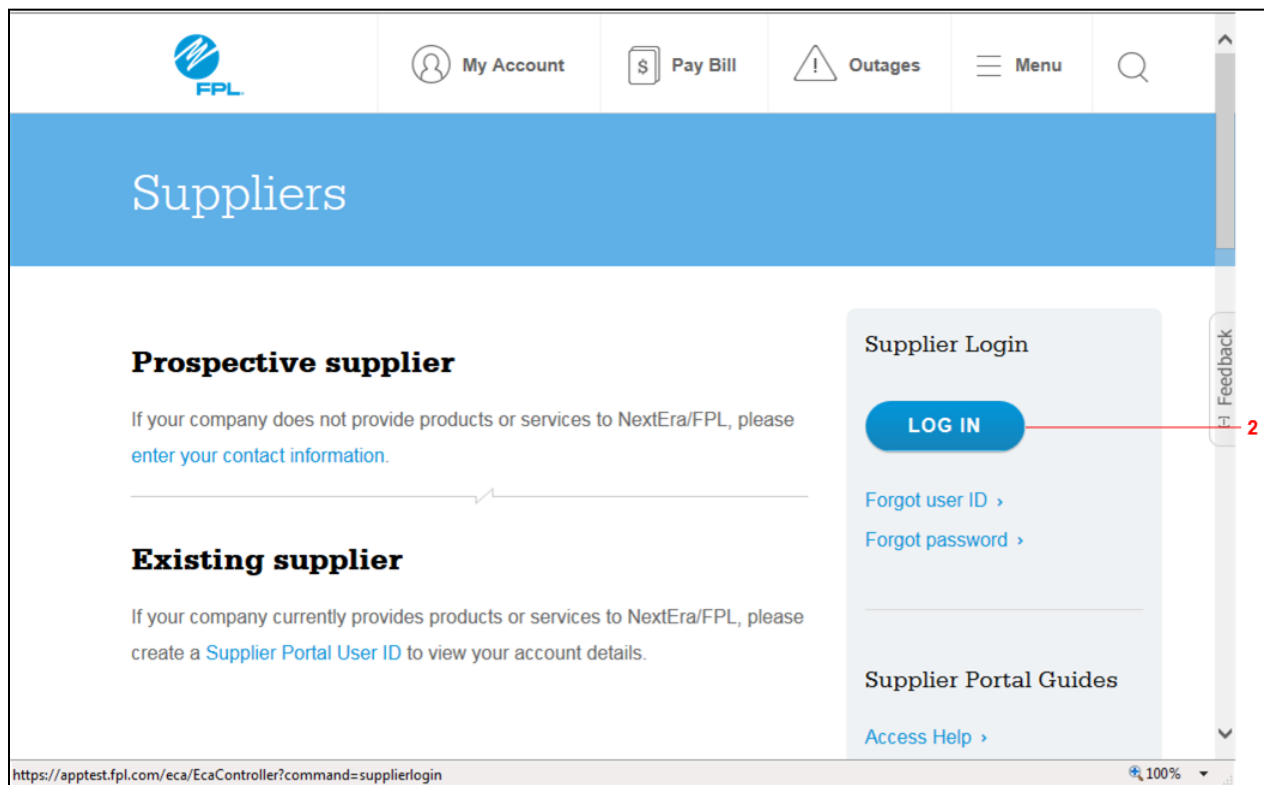
What happens after this transaction is completed?

After submitting your response to a bid invitation, the assigned purchasing agent will evaluate your bid response.

View Bid Invitation

1. Log in and access your Bid Invitations by either:
 - Clicking on the link provided on the bid invitation email you receivedOR
 - Navigating to the Supplier website portal at:
<http://www.fpl.com/doingbusiness/isc/contents/suppliers.shtml>

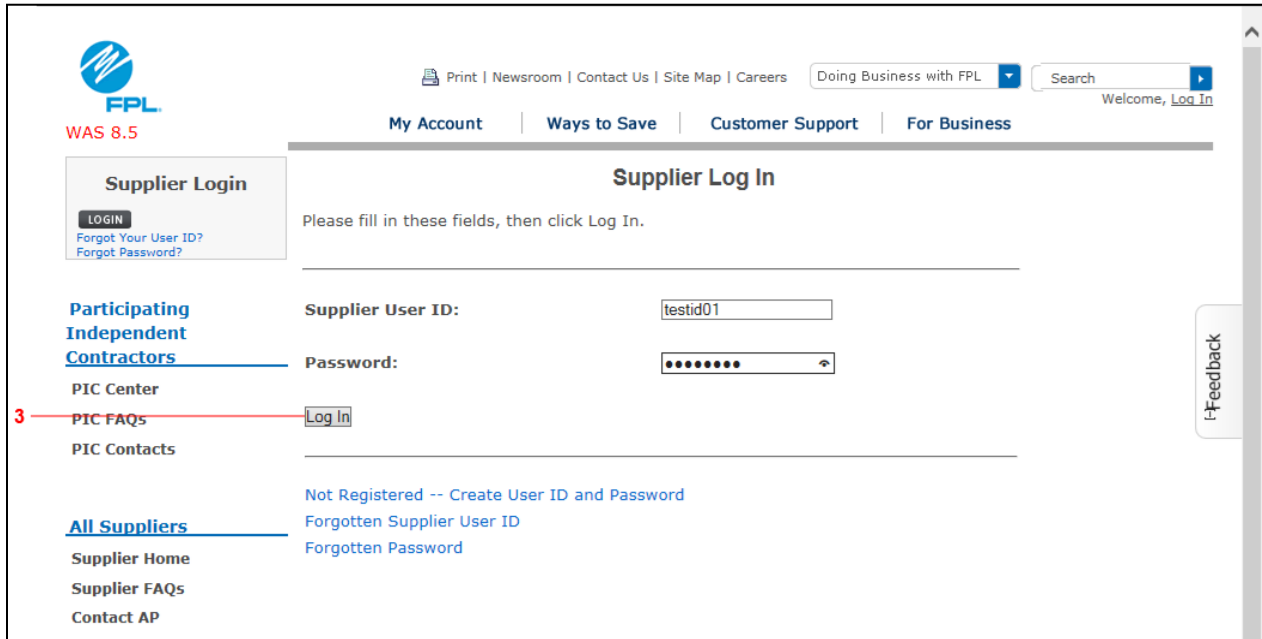
Log into the Supplier Portal



2. Click the **LOG IN** button



Log into the Supplier Portal



The screenshot shows the FPL Supplier Log In page. At the top left is the FPL logo with 'WAS 8.5' below it. The top navigation bar includes links for 'Print', 'Newsroom', 'Contact Us', 'Site Map', and 'Careers', along with a dropdown menu for 'Doing Business with FPL' and a search bar. Below the navigation bar are links for 'My Account', 'Ways to Save', 'Customer Support', and 'For Business'. The main heading is 'Supplier Log In'. Below this heading, there is a prompt: 'Please fill in these fields, then click Log In.' There are two input fields: 'Supplier User ID:' with the value 'testid01' and 'Password:' with masked characters. A 'Log In' button is located below the password field. To the left of the login form is a sidebar menu with links for 'Supplier Login', 'Participating Independent Contractors', 'PIC Center', 'PIC FAQs', 'PIC Contacts', 'All Suppliers', 'Supplier Home', 'Supplier FAQs', and 'Contact AP'. A red number '3' is placed to the left of the 'PIC FAQs' link, with a red line pointing to the 'Log In' button. At the bottom of the sidebar, there are links for 'Not Registered -- Create User ID and Password', 'Forgotten Supplier User ID', and 'Forgotten Password'. A 'Feedback' button is located on the right side of the page.

3. Enter your **Supplier User ID** and **Password**, and then click the **Log In** button .

Access Process Bids

4. Click the **Process Bids (Non-Nuclear)** link.

Select the Bid Event

▼ Search Criteria
▲

Event Number: To ↕

Event Name:

Event Status:

Creation Date: To ↕

Deadline Date Flag:

Status:

Response Timeframe:

Apply Clear

Last Refresh 03/03/2016 10:59:28 EST [Refresh](#) Stop Transaction

View: Display Event Display Response Print Preview Refresh

Event Nu...	Event De...	Event Type	Event Sta...	End Date	Response...	Response...	Response...	Q&A
7000005934	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007409	Rejected		0
7000005935	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007410	Saved		0
7000005939	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007423	Submitted		0
7000005941	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007425	Returned		0
7000006482	External B...	Bid Invitation	Published	03/24/2016	8000007666	Submitted		0
7000006485	Copy of 7...	Bid Invitation	Published	04/15/2016	8000007668	Saved		0
7000006487	Copy of 7...	Bid Invitation	Published	03/18/2016	8000007669	Saved		0
7000006494	1RDSPU...	Bid Invitation	Published	01/01/2019	8000007678	Submitted		0
7000006504	Purchaser...	Bid Invitation	Published	03/26/2016	8000007680	Saved		0
7000006506	External B...	Bid Invitation	Published	03/25/2016		No Bid Cr...		0

5. Click the **Event Number** link of the Bid Invitation you want to view.

File name: supplier-view-invitations-and-submit-bids

Published: 3/4/2016

Page 7 / 46

Review RFX Information

Display RFX :

Print Preview | Close | Participate | Do Not Participate | Tentative | Create Response

RFX Number: 7000006506 | RFX Name: External Bidder | RFX Status: Published | RFX Start Date: | Submission Deadline: 03/25/2016 23:59:59 EST
 Remaining Time: 22 Days 11:58:02 | RFX Owner: Mr. Don RD2 1RDSPURCHAS4 | RFX Version Number: | RFX Version Type: Active Version

6

Time Zone:

* Submission Deadline:

End of Binding Period:

Change Order Revision #:

6. The **RFX Information** tab will display the **Submission Deadline**. This is the date and time your bid **MUST** be submitted by; bids will not be able to be entered after the Submission Deadline.

Next, click the **Questions** link to review any questions posed to suppliers who wish to participate in the bid response.

Review Questions

Display RFX :

Print Preview | Close | Participate | Do Not Participate | Tentative | Create Response

RFX Number: 7000006506 | RFX Name: External Bidder | RFX Status: Published | RFX Start Date: | Submission Deadline: 03/25/2016 23:59:59 EST
 Remaining Time: 22 Days 11:58:02 | RFX Owner: Mr. Don RD2 1RDSPURCHAS4 | RFX Version Number: | RFX Version Type: Active Version

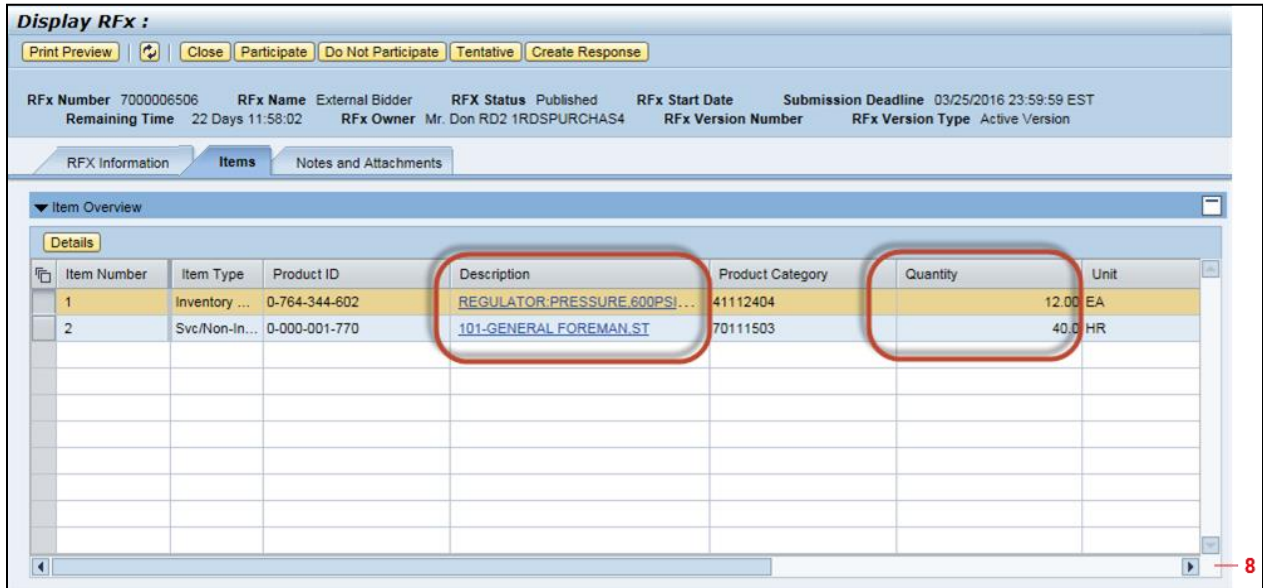
7

Question	Reply	Comment
* ARE YOU ISO CERT?:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
* DATE CERT?:	<input type="text"/>	<input type="text"/>

7. Review any questions posed to suppliers who wish to respond to the bid invitation. Questions with an asterisk (*) next to them **require** an answer before you can submit your response.

Click the **Items** tab .

Review Items Tab



Display RFX :

Print Preview Close Participate Do Not Participate Tentative Create Response

RFX Number 7000006506 RFX Name External Bidder RFX Status Published RFX Start Date Submission Deadline 03/25/2016 23:59:59 EST
 Remaining Time 22 Days 11:58:02 RFX Owner Mr. Don RD2 1RDSPURCHAS4 RFX Version Number RFX Version Type Active Version

RFX Information **Items** Notes and Attachments

Item Overview

Details

Item Number	Item Type	Product ID	Description	Product Category	Quantity	Unit
1	Inventory ...	0-764-344-602	REGULATOR-PRESSURE 600PSI...	41112404	12.00	EA
2	Svc/Non-In...	0-000-001-770	101-GENERAL FOREMAN ST	70111503	40.0	HR

8. The **Items** tab displays the following information:

- Short description of bidding items
- Quantity of bidding items (if applicable)

In this example, you must scroll to the right to view additional item details.

Click to **scroll right**.

Review Item Information

Display RFX :

[Print Preview](#) | [Close](#) | [Participate](#) | [Do Not Participate](#) | [Tentative](#) | [Create Response](#)

RFX Number 7000006506 **RFX Name** External Bidder **RFX Status** Published **RFX Start Date** **Submission Deadline** 03/25/2016 23:59:59 EST
Remaining Time 22 Days 11:58:02 **RFX Owner** Mr. Don RD2 1RDSPURCHAS4 **RFX Version Number** **RFX Version Type** Active Version

[RFX Information](#) | **Items** | [Notes and Attachments](#)

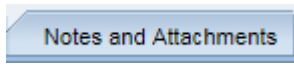
▼ Item Overview

[Details](#)

Product Category	Quantity	Unit	Price unit	Curre...	Delivery Date	Notes	Attachments
41112404	12.00	EA	1		04/22/2016	3	0
70111503	40.0	HR	1		04/09/2016	0	0

9. Once you scroll to the right (if needed) you will see additional item information, such as the **Price unit** and **Delivery Date**.

Click the **Notes and Attachments** tab



Review any Notes and Attachments

Display RFX :

[Print Preview](#) | [Close](#) | [Participate](#) | [Do Not Participate](#) | [Tentative](#) | [Create Response](#)

RFX Number 7000006506 **Rfx Name** External Bidder **RFX Status** Published **RFX Start Date** **Submission Deadline** 03/25/2016 23:59:59 EST
Remaining Time 22 Days 11:54:15 **RFX Owner** Mr. Don RD2 1RDSPURCHAS4 **RFX Version Number** **Rfx Version Type** Active Version

[RFX Information](#) | [Items](#) | **Notes and Attachments**

▼ Notes

Assigned To	Category	Text Preview
Document Header	Tendering text	FPL RFQ Notes:Please submit prici...
Document Header	Bid Email Text	FPL RFQ Notes:Please submit prici...
Item01**REGULATOR.PR...	Tendering text	REGULATOR.PRESSURE,600PSI...
Item01**REGULATOR.PR...	Item Text	REGULATOR,PILOTALUMINUM 1/...

▼ Attachments

Assigned To	Category	Description	File Name	Type
Document Header	Standard Attachment	Attachment1	Cleanup SRM Contacts_v2.xlsx	xlsx

10. The **Notes and Attachments** tab provides a consolidated view of any notes and attachments at the **Header** or **Item** level. Use the **Assigned To** column to distinguish between header vs. line item notes and attachments.

Next, click any of the **Notes Category** links to view the complete text associated with a note.

In this example, the **Tendering text** link at the Document Header is selected.

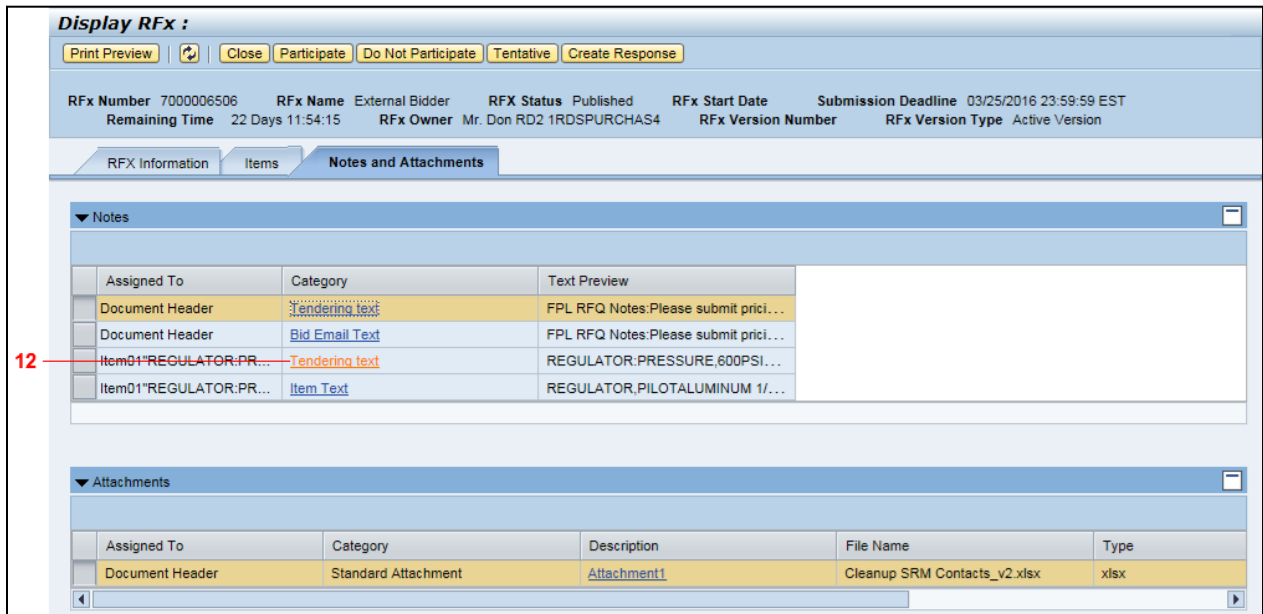
Click the **Tendering text** link.

Review Tendering Text



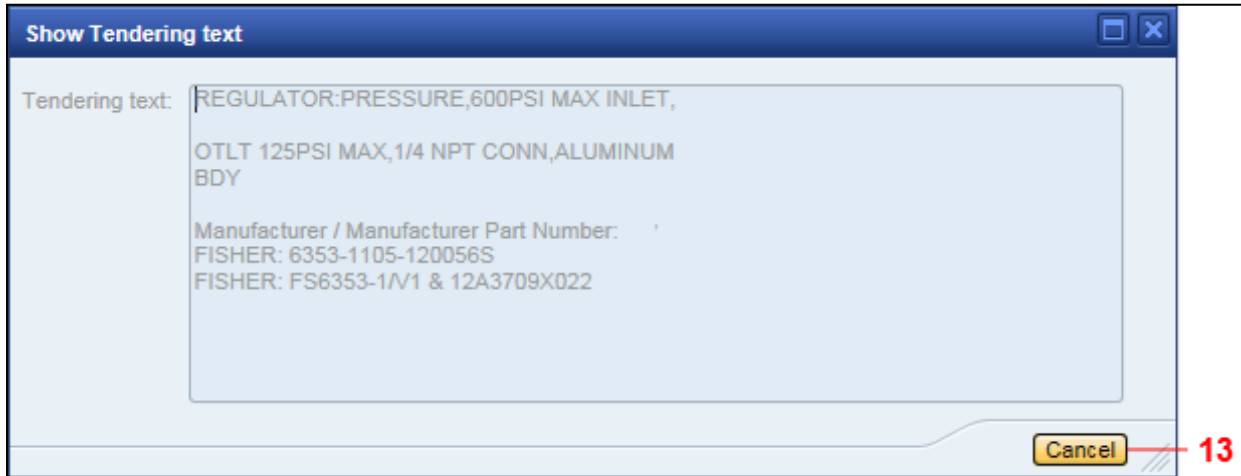
11. Tendering text provides additional bid requirement information. Once you are done reviewing the text, click the **Cancel** button .

Item Level Tendering Text



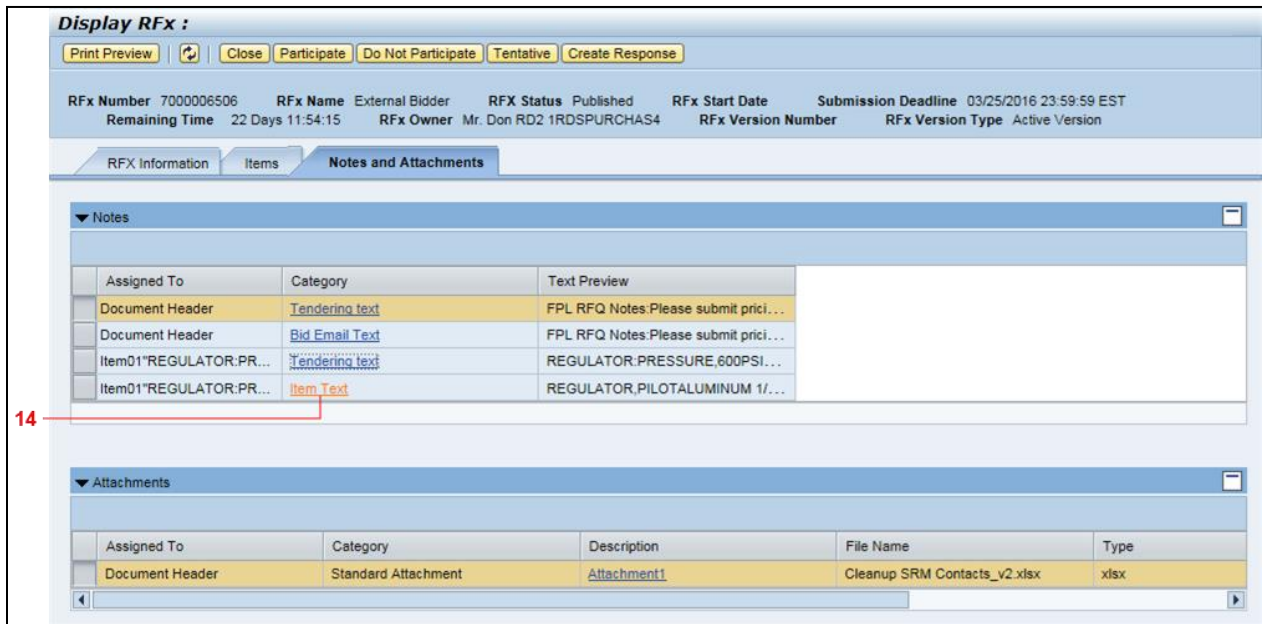
12. Click the Item Level **Tendering text** link to view approved manufacturers and part numbers.

Review Item Level Tendering Text



13. Click the **Cancel** button .

Review Item Text



14. Click the **Item Text** link to view any additional item information.

Review Item Text Details



15. Click the **Cancel** button .

Indicate Your Bid Intention

16 **Display RFX :**

[Print Preview](#) | [Close](#) | [Participate](#) | [Do Not Participate](#) | [Tentative](#) | [Create Response](#)

RFX Number 7000006506 **Rfx Name** External Bidder **RFX Status** Published **RFX Start Date** **Submission Deadline** 03/25/2016 23:59:59 EST
Remaining Time 22 Days 11:54:15 **Rfx Owner** Mr. Don RD2 1RDSPURCHAS4 **Rfx Version Number** **Rfx Version Type** Active Version

[RFX Information](#) [Items](#) **Notes and Attachments**

Notes

Assigned To	Category	Text Preview
Document Header	Tendering text	FPL RFQ Notes:Please submit prici...
Document Header	Bid Email Text	FPL RFQ Notes:Please submit prici...
Item01*REGULATOR.PR...	Tendering text	REGULATOR,PRESSURE,600PSI...
Item01*REGULATOR.PR...	Item Text	REGULATOR,PILOTALUMINUM 1/...

Attachments

Assigned To	Category	Description	File Name	Type
Document Header	Standard Attachment	Attachment1	Cleanup SRM Contacts_v2.xlsx	xlsx

16. Optionally, you can use the **Participate**, **Do Not Participate**, or **Tentative** buttons to inform the Purchasing agent if you plan to participate in the bid.

- **Participate** - You plan to participate
- **Do Not Participate** - You do not plan to participate
- **Tentative** - You may participate

Use of the Intent buttons functionality does not prevent you from participating/not-participating in the bid process.

In this example, click the **Participate** button

Review System Message

17 **Display RFX :**

[Print Preview](#) [Close](#) [Do Not Participate](#) [Tentative](#) [Create Response](#)

You have been registered [Close](#) be informed of RFX changes

RFX Number 7000006506 **RFX Name** External Bidder **RFX Status** Published **RFX Start Date** **Submission Deadline** 03/25/2016 23:59:59 EST
Remaining Time 22 Days 11:50:08 **RFX Owner** Mr. Don RD2 1RDSPURCHAS4 **RFX Version Number** **RFX Version Type** Active Version

[RFX Information](#) [Items](#) **[Notes and Attachments](#)**

Notes

Assigned To	Category	Text Preview
Document Header	Tendering text	FPL RFQ Notes:Please submit prici...
Document Header	Bid Email Text	FPL RFQ Notes:Please submit prici...
Item01*REGULATOR.PR...	Tendering text	REGULATOR.PRESSURE,600PSI...
Item01*REGULATOR.PR...	Item Text	REGULATOR,PILOTALUMINUM 1/...

Attachments

Assigned To	Category	Description	File Name	Type
Document Header	Standard Attachment	Attachment1	Cleanup SRM Contacts_v2.xlsx	xlsx

17. The system displays the message, **"You have been registered. You will be informed of RFX changes."** Use the information gathered in the previous steps to prepare your bid invitation response.

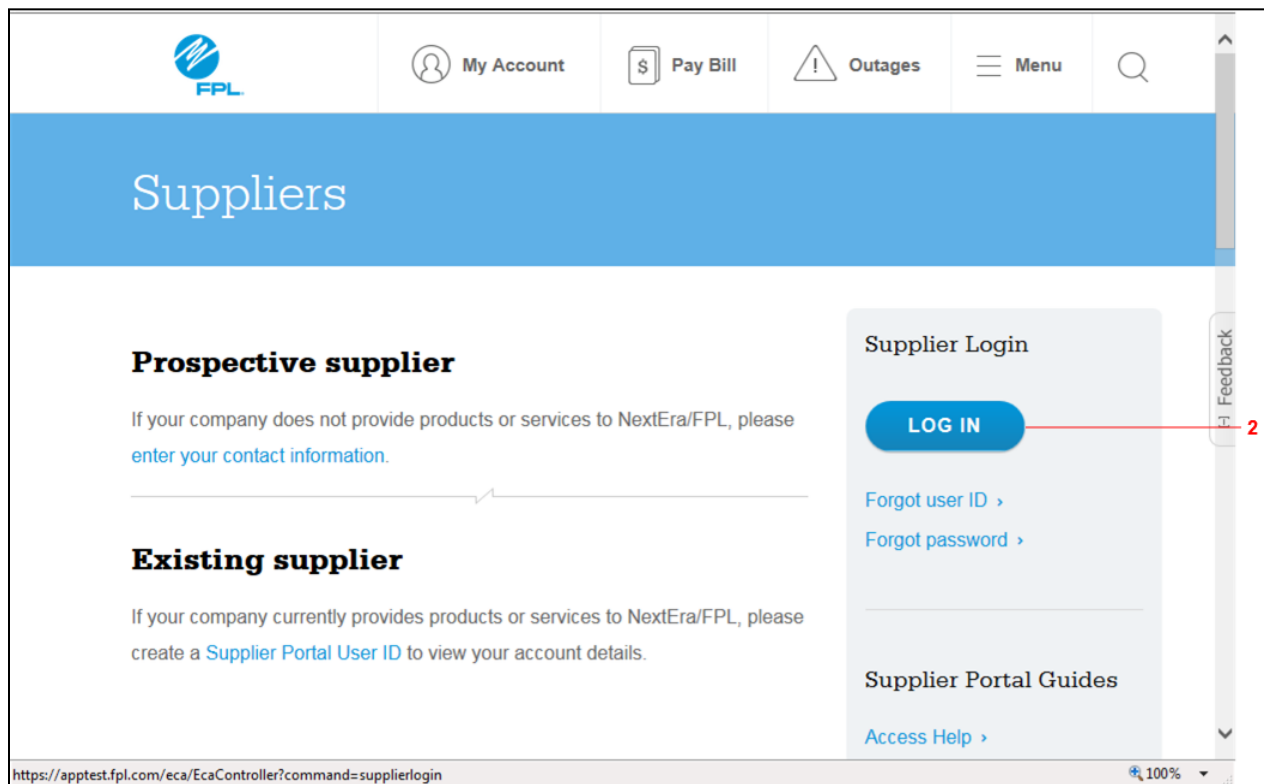
Click the **Close** button [Close](#).

Once you are ready to enter and submit your bid, follow the steps shown in the [Submit Bid](#) section.

Submit Bid

1. Log in and access your Bid Invitations by either:
 - Clicking on the link provided on the bid invitation email you receivedOR
 - Navigating to the Supplier website portal at:
<http://www.fpl.com/doingbusiness/isc/contents/suppliers.shtml>

Log into the Supplier Portal



2. Click the **LOG IN** button



Log into the Supplier Portal

The screenshot shows the FPL Supplier Log In page. At the top left is the FPL logo and 'WAS 8.5'. The navigation bar includes links for 'My Account', 'Ways to Save', 'Customer Support', and 'For Business'. The main heading is 'Supplier Log In'. Below the heading, there is a 'Supplier Login' box with a 'LOGIN' button and links for 'Forgot Your User ID?' and 'Forgot Password?'. The login form consists of two input fields: 'Supplier User ID' with the value 'testid01' and 'Password' which is masked with dots. A 'Log In' button is located below the password field. To the left of the form is a sidebar with links: 'Participating Independent Contractors', 'PIC Center', 'PIC FAQs', 'PIC Contacts', 'All Suppliers', 'Supplier Home', 'Supplier FAQs', and 'Contact AP'. A red arrow points from the number '3' in the instruction below to the 'Log In' button.

3. Enter your **Supplier User ID** and **Password**, and then click the **Log In** button .

Access Process Bids

4. Click the **Process Bids (Non-Nuclear)** link.

Select Bid Invitation

Search Criteria
▲

Event Number: To

Event Name:

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Last Refresh 03/03/2016 10:59:28 EST [Refresh](#)

View:

Event Nu...	Event De...	Event Type	Event Sta...	End Date	Response...	Response...	Response...	Q&A
7000005934	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007409	Rejected		0
7000005935	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007410	Saved		0
7000005939	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007423	Submitted		0
7000005941	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007425	Returned		0
700006482	External B...	Bid Invitation	Published	03/24/2016	8000007666	Submitted		0
700006485	Copy of 7...	Bid Invitation	Published	04/15/2016	8000007668	Saved		0
700006487	Copy of 7...	Bid Invitation	Published	03/18/2016	8000007669	Saved		0
700006494	1RDSPU...	Bid Invitation	Published	01/01/2019	8000007678	Submitted		0
700006504	Purchaser...	Bid Invitation	Published	03/26/2016	8000007680	Saved		0
700006506	External B...	Bid Invitation	Published	03/25/2016		No Bid Cr...		0

5. Click the **Event Number** of the bid invitation to which you want to submit a response.

Create the Response

Display RFX :

6

RFX Number	7000006506	RFX Name	External Bidder	RFX Status	Published	RFX Start Date		Submission Deadline	03/25/2016 23:59:59 EST
Remaining Time	22 Days 11:45:00	RFX Owner	Mr. Don RD2 1RDSPURCHAS4	RFX Version Number		RFX Version Type	Active Version		

RFX Information | [Items](#) | [Notes and Attachments](#)

RFX Parameters | [Questions](#) | [Note and Attachments](#)

Time Zone:

* Submission Deadline:

End of Binding Period:

Change Order Revision #:

6. Click the **Create Response** button .

Display Bid Invitation Questions

Create RFX Response

Attribute ARE YOU ISO CERT? is mandatory; maintain attribute value
 Attribute DATE CERT? is mandatory; maintain attribute value

RFX Response Number	8000007681	RFX Number	7000006506	Status	In Process	Submission Deadline	03/25/2016 23:59:59 EST
Remaining Time	22 Days 11:44:34	RFX Owner	Mr. Don RD2 1RDSPURCHAS4	Total Value	0.00 USD		
RFX Response Version Number	Active Version	RFX Version Number	Active V				

[RFX Information](#) | [Items](#) | [Notes and Attachments](#) | [Summary](#)

[Basic Data](#) | [Questions](#) | [Notes and Attachments](#)

7

Event Parameters

Currency:

Terms of Payment: Net 30 Days

Incoterm:

Status and Statistics

Created On:

Created By:

Last Processed On:

Last Processed By:

7. Click the **Questions** link to display any questions related to the bid invitation.

Once the **Create Response** button is clicked, you can use the **Save** button to save your bid information. To continue entering information after saving, click the **Edit** button. The system inactivity timeout is 30 minutes, so it is important to save the response periodically so as not to lose entered information.

Respond to Bid Invitation Questions

Create RFX Response

Attribute ARE YOU ISO CERT? is mandatory; maintain attribute value
 Attribute DATE CERT? is mandatory; maintain attribute value

RFX Response Number	8000007681	RFX Number	7000006506	Status	In Process	Submission Deadline	03/25/2016 23:59:59 EST
Remaining Time	22 Days 11:44:34	RFX Owner	Mr. Don RD2 1RDSPURCHAS4	Total Value	0.00 USD		
RFX Response Version Number	Active Version	RFX Version Number	Active V				

[RFX Information](#) | [Items](#) | [Notes and Attachments](#) | [Summary](#)

[Basic Data](#) | [Questions](#) | [Notes and Attachments](#)

8

Question	Reply	Comment
* ARE YOU ISO CERT?:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
* DATE CERT?:	<input type="text"/>	<input type="text"/>

8. Respond to the bid invitation questions.

Questions with an (*) asterisk next to them **require** a response before you can submit your bid.

Important If you receive a message “Error Please go to tab RFX Information – Questions and specify if you can meet delivery date” then select the applicable answer from the Reply drop-down list in Questions.

The screenshot shows the 'Create Document' interface. At the top, there are buttons for Submit, Print Preview, Check, Close, Save, Export, and Import. Below these is a message: "Please go to tab RFX Information – Questions and specify if you can meet delivery date". The interface displays RFX details: RFX Response Number 8000008267, RFX Number 7000007148, Status In Process, Submission Deadline 04/01/2019 23:59:59 EST, Remaining Time 3 Days 08:15:45, and RFX Owner. There are tabs for RFX Information, Items, Notes and Attachments, and Summary. Below these are sub-tabs for Basic Data, Questions, and Notes and Attachments. A question is displayed: "Can you meet delivery date?". A dropdown menu is open, showing three options: "MIXED: Some items YES and some items NO", "NO: No for all items", and "YES: Yes for all items".

Message	Description
MIXED: Some items YES and some items NO	You can meet the delivery date for SOME line items but no other line items
NO: No for all items	You CANNOT meet the delivery date for all line items
YES: Yes for all items	You CAN meet the delivery date for all line items

Display Bid Invitation Notes and Attachments

The screenshot shows the 'Create RFX Response' interface. At the top, there are buttons for Submit, Print Preview, Check, Close, Save, Export, and Import. Below these are two error messages: "Attribute ARE YOU ISO CERT? is mandatory; maintain attribute value" and "Attribute DATE CERT? is mandatory; maintain attribute value". The interface displays RFX details: RFX Response Number 8000007681, RFX Number 7000006506, Status In Process, Submission Deadline 03/25/2016 23:59:59 EST, Remaining Time 22 Days 11:44:34, RFX Owner Mr. Don RD2 1RDSPURCHAS4, Total Value 0.00 USD. There are tabs for RFX Information, Items, Notes and Attachments, and Summary. Below these are sub-tabs for Basic Data, Questions, and Notes and Attachments. A question is displayed: "* ARE YOU ISO CERT?". The reply field has radio buttons for Yes and No, with Yes selected. The comment field contains "ISO 9001". Below this is another question: "* DATE CERT?". The reply field contains "01/01/2015".

9. Click the **Notes and Attachments** link.

Any notes and attachments on the **RFX Information** (header) tab apply to the overall bid.

View or Add Notes and Attachments

Create RFX Response

Submit | Print Preview | Check | Close | Save | Export | Import

RFX Response Number 8000007681 RFX Number 7000006506 Status In Process Submission Deadline 03/25/2016 23:59:59 EST
 Remaining Time 22 Days 11:40:29 RFX Owner Mr. Don RD2 1RDSPURCHAS4 Total Value 0.00 USD
 RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary

Basic Data | Questions | Notes and Attachments

▼ Notes

Clear

Category	Description
Purchaser's Remarks	-Empty-
Tendering Text	FPL RFQ Notes:Please submit prici...
Bidder's Remarks	-Empty-

10 →

▼ Attachments

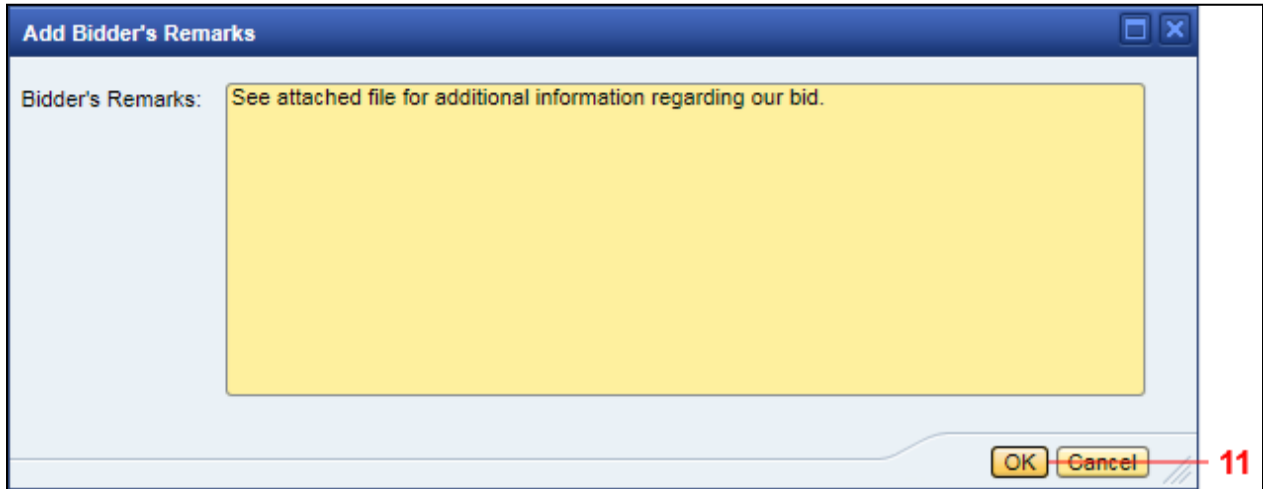
Add Attachment | Edit Description | Delete


Category	Description	File Name	Type	Size (KB)
Standard Attachment	Attachment1	Cleanup SRM Contacts_v2.xlsx	xlsx	676

10. Click a note or attachment link to view any notes and attachments provided by the Purchasing agent. You can also add your own notes and attachments for the agent to view.

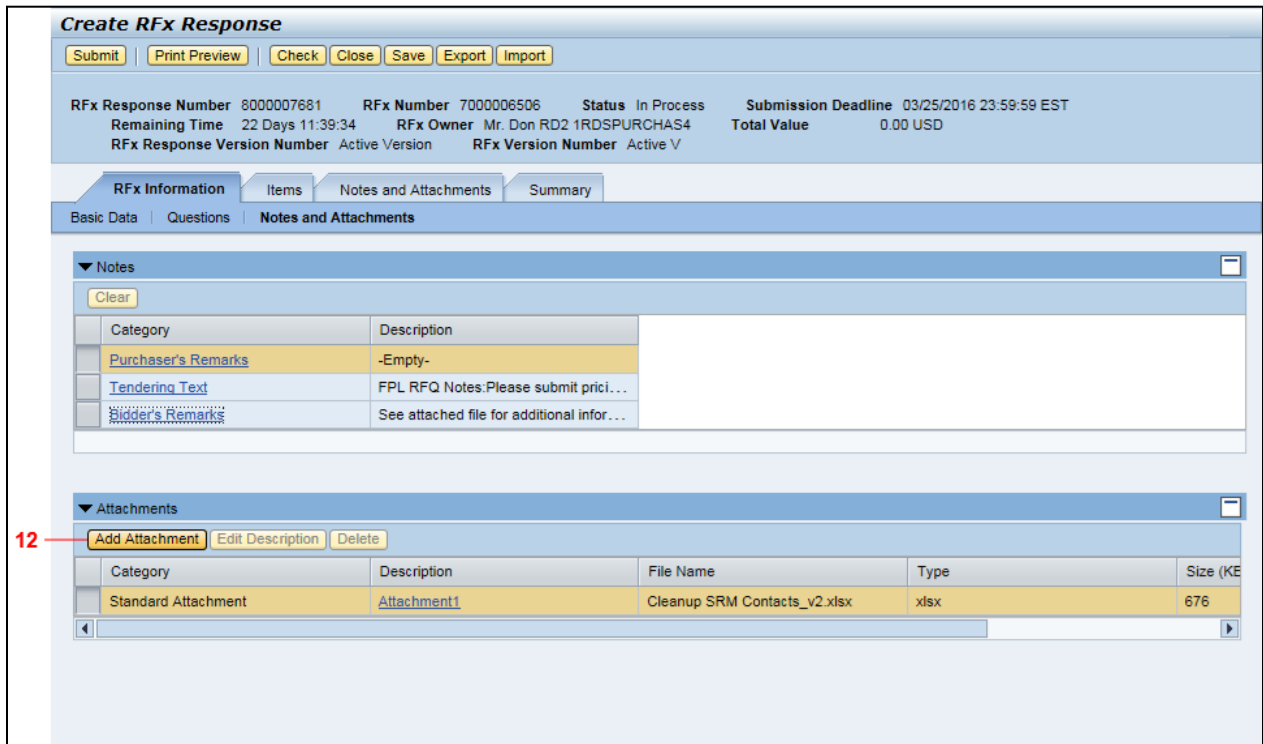
Click the **Bidder's Remarks** link to add notes.


Add Bidder's Remarks



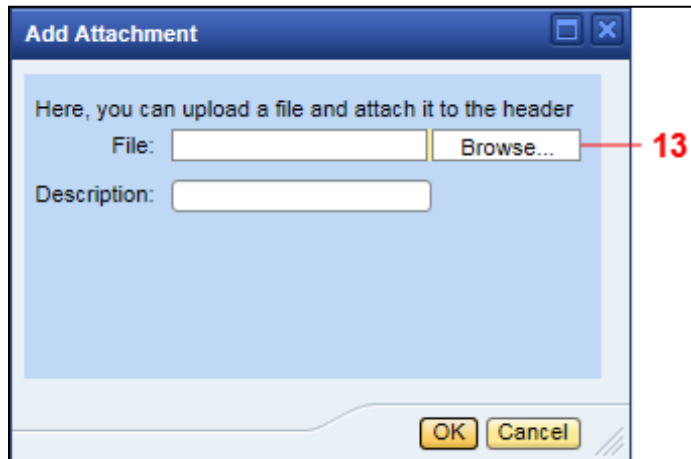
11. Add any header level text related to the bid response you are submitting in the **Bidder's Remarks** text box, and then click the **OK** button .

Add Header Level Attachments



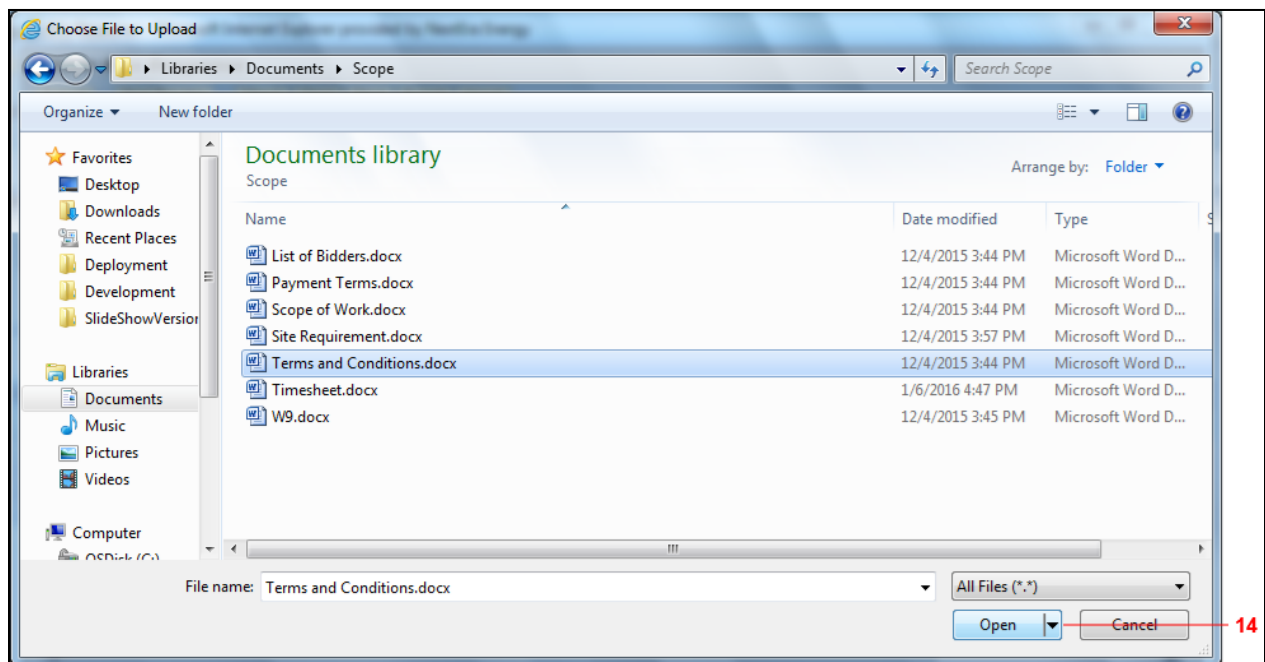
12. To include attachments at the header level, click the **Add Attachment** button .


Add Attachment



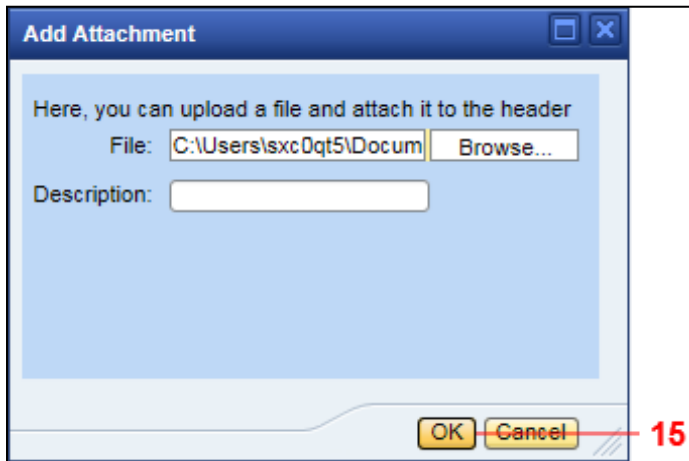
13. Click the **Browse...** button .

Choose File to Upload



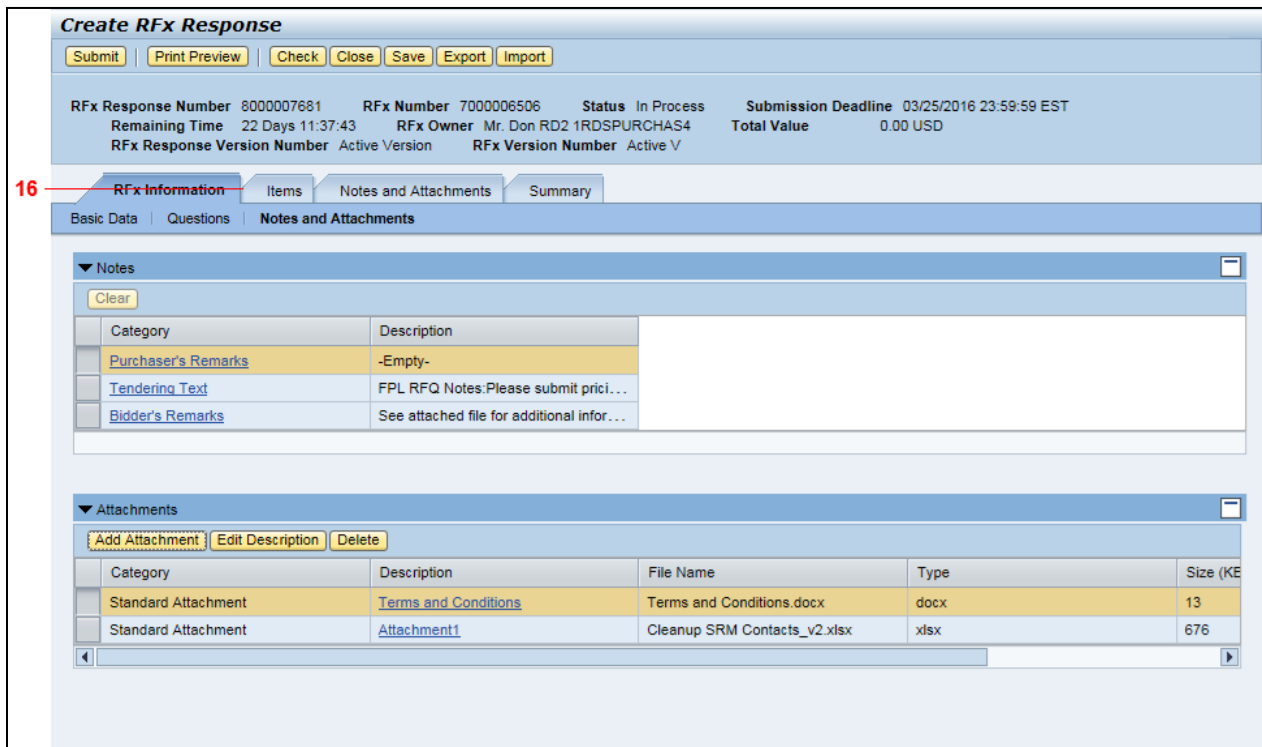
14. Navigate to the location of the file to be attached, select the file, and then click the **Open** button .

Add Attachment



15. Click the **OK** button

File Attached



16. The file has been attached. Repeat steps as needed to include additional attachments.

Next, click the **Items** tab to enter item pricing information.

17. Perform one of the following:

If You Want To:	Then Go To:
Add line item details individually for a few items	Step 18
Upload line item details for multiple items using a spreadsheet	Step 23

Enter Pricing Information

Create RFX Response

Submit | Print Preview | Check | Close | Save | Export | Import

RFX Response Number: 8000007681 RFX Number: 7000006506 Status: In Process Submission Deadline: 03/25/2016 23:59:59 EST
 Remaining Time: 22 Days 11:37:43 RFX Owner: Mr. Don RD2 1RDSPURCHAS4 Total Value: 0.00 USD
 RFX Response Version Number: Active Version RFX Version Number: Active V

RFx Information | **Items** | Notes and Attachments | Summary

▼ Item Overview

18 → **Details**

Item Number	Description	Item Type	Product ID	Product Category	Product Category Description
1	REGULATOR.PRESSUR...	Material	0-764-344-602	41112404	PRESSURE REGULATOR
2	101-GENERAL FOREMA...	Service	0-000-001-770	70111503	S-VEGETATION MGMT

18. Click the **Details** button

Material Line Item Details Example

Create RFX Response

Submit | Print Preview | Check | Close | Save | Export | Import

RFX Response Number 8000007681 RFX Number 7000006506 Status In Process Submission Deadline 03/25/2016 23:59:59 EST
 Remaining Time 22 Days 11:36:20 RFX Owner Mr. Don RD2 1RDSPURCHAS4 Total Value 0.00 USD
 RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | **Items** | Notes and Attachments | Summary

Item Data | Questions | Notes and Attachments

Basic Data

Identification

Item Type: Material
 Product Category: 41112404 PRESSURE REGULATOR
 Product ID: 0-764-344-602
 Description: REGULATOR.PRESSURE.600PSI MAX INL

Currency: United States Dollar
 Required Quantity: 12.00 EA each
 Submitted Quantity: 12.00 EA each
 Price: 0.00 USD Per: EA

Further Properties

Supplier Product Number:

Incoterm Key/Location:

Delivery Date: 04/22/2016 00:00:00
 Delivery Days: 000

Status and Statistics

19. Complete the **Material** Item details as appropriate:

- **Supplier Product Number** - Enter the manufacturer part number.
- **Submitted Quantity** - Defaults to bid quantity requested; edit if quantity bidding is different (i.e., case pack difference); if not bidding line item, please enter "0".
- **Price** - Enter unit price; if not bidding line item, please enter "0".
- **Per** - Do not change value in this field and ensure price is submitted accordingly.
- **Delivery Days** - Enter number of calendar days.

If you are not bidding on an item, enter "0" in the **Submitted Quantity** and **Price** fields.

Move to Next Item

Create RFX Response

Submit | Print Preview | Check | Close | Save | Export | Import

RFX Response Number 8000007681 RFX Number 7000006506 Status In Process Submission Deadline 03/25/2016 23:59:59 EST
 Remaining Time 22 Days 11:36:20 RFX Owner Mr. Don RD2 1RDSPURCHAS4 Total Value 0.00 USD
 RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | **Items** | Notes and Attachments | Summary

Total Value 0.00 USD

20 → Details for Item 0001 REGULATOR:PRESSURE,600PSI MAX INLET, [X]

Item Data | Questions | Notes and Attachments

Basic Data

Identification

Item Type: Material
 Product Category: 41112404 PRESSURE REGULATOR
 Product ID: 0-764-344-602
 Description: REGULATOR.PRESSURE,600PSI MAX INL

Further Properties

Supplier Product Number: FISHER: 6353-1105-120056S

Currency: United States Dollar
 Required Quantity: 12.00 EA each
 Submitted Quantity: 12.00 EA each
 Price: 10.25 USD Per: 1 EA

Incoterm Key/Location: []
 Delivery Date: 04/22/2016 00:00:00
 Delivery Days: 30

Status and Statistics

20. Click the **Next Item** button  to move to the next line item in the bid invitation.

Service Details Example

Create RFX Response

Submit | Print Preview | Check | Close | Save | Export | Import

RFX Response Number 8000007681 RFX Number 7000006506 Status In Process Submission Deadline 03/25/2016 23:59:59 EST
 Remaining Time 22 Days 11:33:18 RFX Owner Mr. Don RD2 1RDSPURCHAS4 Total Value 123.00 USD
 RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | **Items** | Notes and Attachments | Summary

Total Value 123.00 USD

Details for Item 0002 101-GENERAL FOREMAN,ST [X]

Item Data | Questions | Notes and Attachments

Basic Data

Identification

Item Type: Service
 Product Category: 70111503 S-VEGETATION MGMT
 Product ID: 0-000-001-770
 Description: 101-GENERAL FOREMAN,ST

Further Properties

Supplier Product Number: []

Currency: United States Dollar
 Required Quantity: 40.0 HR Hours
 Submitted Quantity: 40.0 HR Hours
 Price: 0.00 USD Per: 1 HR

Incoterm Key/Location: []
 Delivery Date: On 04/09/2016 00:00:00
 Delivery Days: 000

Status and Statistics

21. Complete the **Service line details as appropriate:**

- **Supplier Product Number** - Enter the service number.
- **Submitted Quantity** - Defaults to bid quantity requested; edit if quantity bidding is different; if not bidding line item, please enter "0".
- **Price** - Enter unit price; if not bidding line item, please enter "0".
- **Per** - Do not change value in this field and ensure price is submitted accordingly.
- **Delivery Days** - Enter number of calendar days.



If you receive the system message “**Please go to Item details, select tab 'Questions' and specify a delivery date you can meet**” go to the **Items** tab, and then select the **Questions** tab. Enter the delivery date you can provide the item(s).



This message will only be displayed for when Mixed or No is selected at the Header and if you entered a price for the line item.

The screenshot shows the 'Create Document' header with a system message: "Line 0001: Please go to Item details, select tab 'Questions' and specify a delivery date you can meet". Below this, a table displays document metadata: RFX Response Number (8000008268), RFX Number (7000007148), Status (In Process), Submission Deadline (04/01/2019 23:59:59 EST), Remaining Time (3 Days 07:32:39), and RFX Owner. A dialog box titled "Details for Item 0001 RING; SEAT, 4 IN" is open, showing the 'Questions' tab. The question is "Can you meet delivery date for this item?" with radio buttons for Yes, No, and No Reply. A text field for "If you cannot meet requested delivery date, please specify delivery date:" is also visible.

22. Perform one of the following:

If You:	Then Go To:
Are ready to submit or save your response	Step 43
Want to upload line item details for multiple items using a spreadsheet	Step 23

Save the Response

Create RFX Response

23. **Submit** **Print Preview** **Check** **Close** **Save** **Export** **Import**

Attribute ARE YOU ISO CERT? is mandatory; maintain attribute value
 Attribute DATE CERT? is mandatory; maintain attribute value

RFX Response Number 8000007669 RFX Number 7000006487 Status In Process Submission Deadline 03/18/2016 23:59:59 EST Remaining Time 49 Days 13:41:47
 RFX Owner Mr. Dr. DON RD2 KERLEY Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary

Basic Data | Questions | Notes and Attachments

Event Parameters
 Currency: United States Dollar
 Terms of Payment: 1000 Net 30 Days
 Incoterm:

Status and Statistics
 Created On: 01/29/2016 09:18:13 EST
 Created By: Terry Kelly
 Last Processed On: 01/29/2016 09:18:13 EST
 Last Processed By: Terry Kelly

Partners and Delivery Information

Function	Number	Name
Location		FPL PDC CENTRAL WAREHOUSE-STF

23. Click the **Save** button **Save**.

Export the Bid Response

Display RFX Response:

24. **Edit** **Print Preview** **Close** **Export**

Attribute ARE YOU ISO CERT? is mandatory; maintain attribute value
 Attribute DATE CERT? is mandatory; maintain attribute value
 Response 8000007669 saved

RFX Response Number 8000007669 RFX Number 7000006487 Status Saved Submission Deadline 03/18/2016 23:59:59 EST Remaining Time 49 Days 13:41:35
 RFX Owner Mr. Dr. DON RD2 KERLEY Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary

Basic Data | Questions | Notes and Attachments

Event Parameters
 Currency: United States Dollar
 Terms of Payment: 1000 Net 30 Days
 Service and Delivery
 Incoterm:

Status and Statistics
 Created On: 01/29/2016 09:18:13 EST
 Created By: Terry Kelly
 Last Processed On: 01/29/2016 09:18:13 EST
 Last Processed By: Terry Kelly

Partners and Delivery Information

Function	Number	Name
Location		FPL PDC CENTRAL WAREHOUSE-S...

24. Click the **Export** button **Export**.

Save the Exported Response

Display RFX Response: - Microsoft Internet Explorer provided by NextEra Energy

Display RFX Response:

Edit | Print Preview | Close | Export

Attribute ARE YOU ISO CERT? is mandatory; maintain attribute value
Attribute DATE CERT? is mandatory; maintain attribute value

RFX Response Number 8000007669 RFX Number 7000006487 Status Saved Submission Deadline 03/18/2016 23:59:59 EST Remaining Time 49 Days 13:41:35
RFX Owner Mr. Dr. DON RD2 KERLEY Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary

Basic Data | Questions | Notes and Attachments

Event Parameters
Currency: United States Dollar
Terms of Payment: 1000 Net 30 Days

Service and Delivery
Incoterm:

Status and Statistics
Created On: 01/29/2016 09:18:13 EST
Created By: Terry Kelly
Last Processed On: 01/29/2016 09:18:13 EST
Last Processed By: Terry Kelly

Partners and Delivery Information

Details

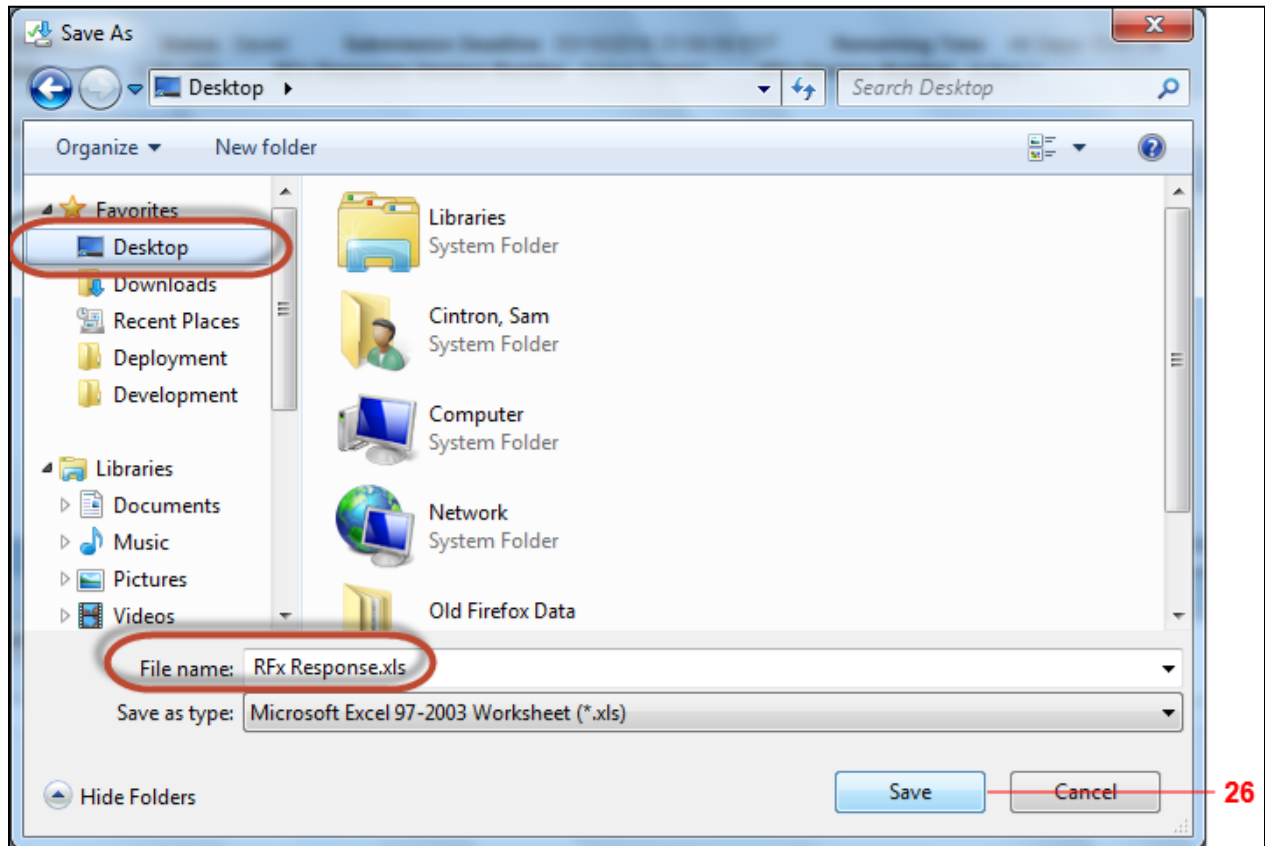
Function	Number	Name
Location		FPL PDC CENTRAL WAREHOUSE-S...

Do you want to open or save RFX Response.xls from sabbiddj.fpl.com?

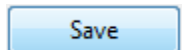
Open Save Save as Save and open

25. Click the **Save** drop down and select **Save as**.

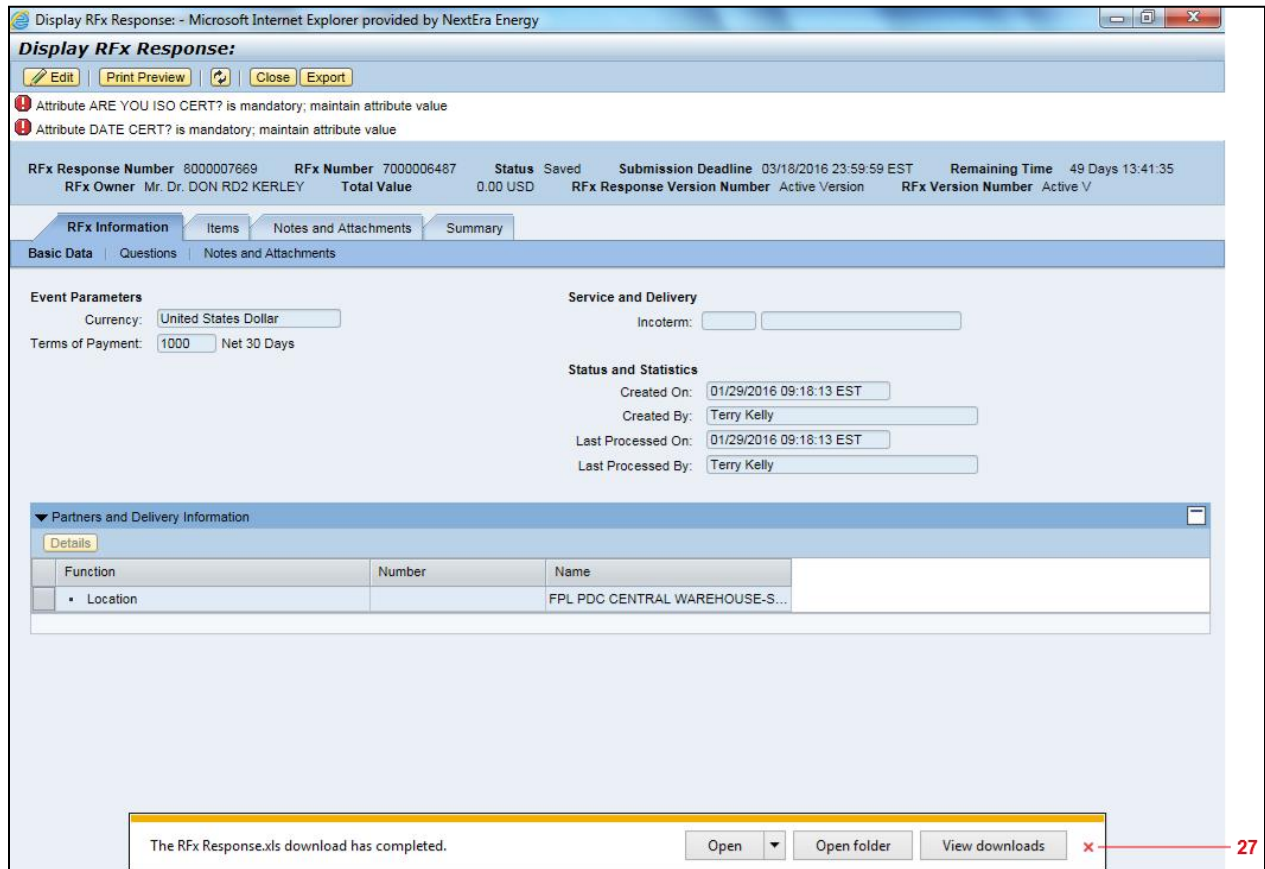
Save the Response to Your Desktop



26. Enter a **File Name**, select **Desktop** as the location, and then click the **Save** button



Close the Download Pop Up



Display RFX Response: - Microsoft Internet Explorer provided by NextEra Energy

Display RFX Response:

Edit | Print Preview | Close | Export

Attribute ARE YOU ISO CERT? is mandatory; maintain attribute value
Attribute DATE CERT? is mandatory; maintain attribute value

RFX Response Number 8000007669 RFX Number 7000006487 Status Saved Submission Deadline 03/18/2016 23:59:59 EST Remaining Time 49 Days 13:41:35
RFX Owner Mr. Dr. DON RD2 KERLEY Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary

Basic Data | Questions | Notes and Attachments

Event Parameters
Currency: United States Dollar
Terms of Payment: 1000 Net 30 Days

Service and Delivery
Incoterm:

Status and Statistics
Created On: 01/29/2016 09:18:13 EST
Created By: Terry Kelly
Last Processed On: 01/29/2016 09:18:13 EST
Last Processed By: Terry Kelly

Partners and Delivery Information

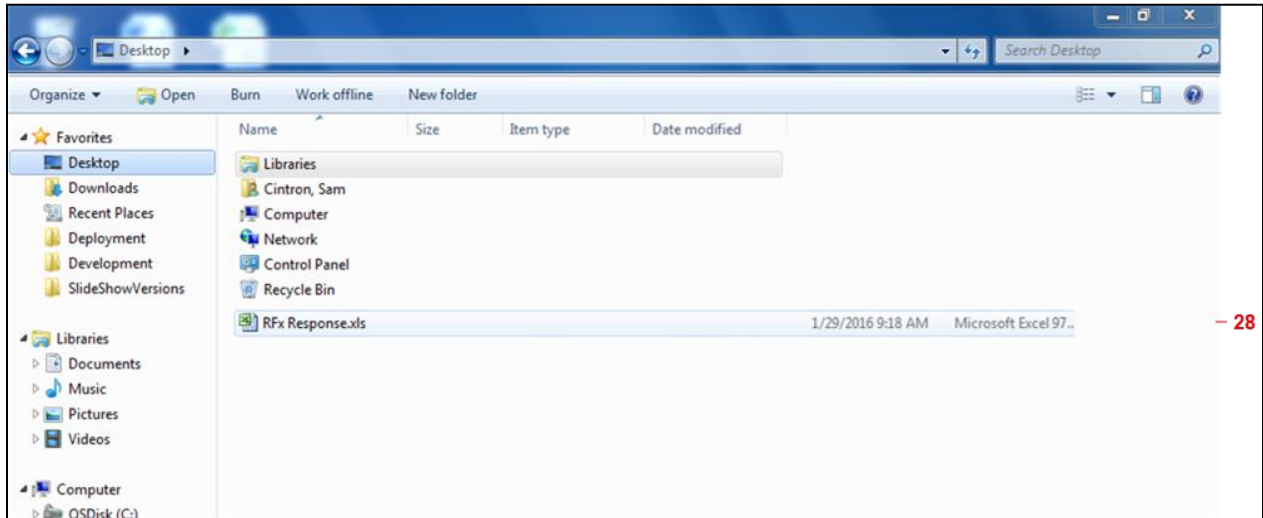
Details

Function	Number	Name
Location		FPL PDC CENTRAL WAREHOUSE-S...

The RFX Response.xls download has completed. Open Open folder View downloads

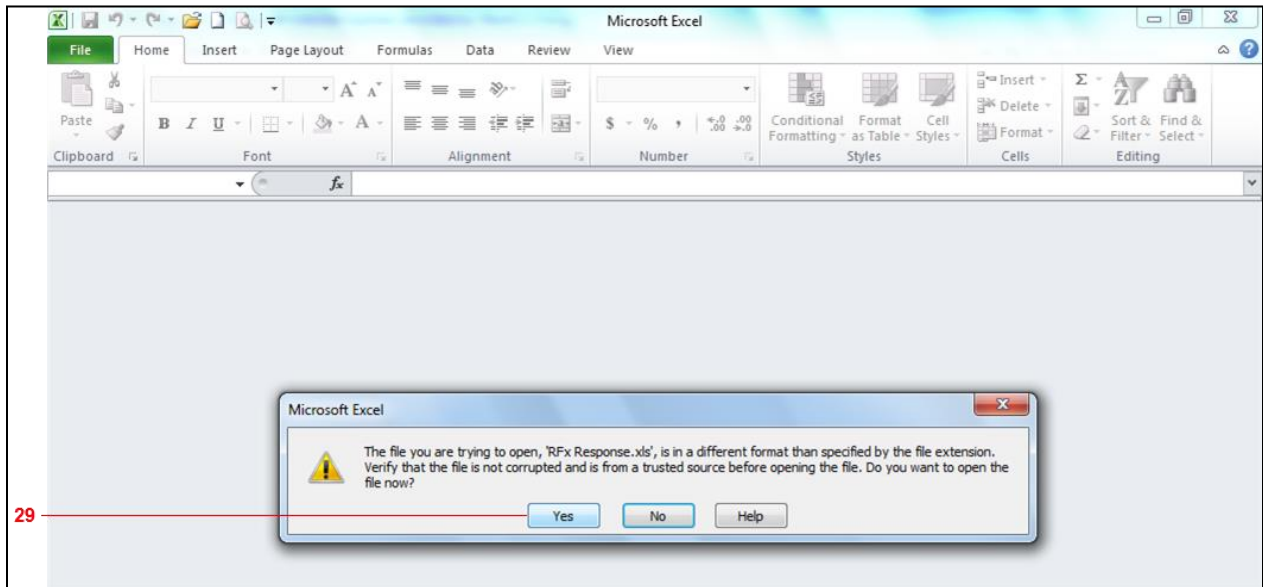
27. Click the **Close** button **X**.

Navigate to the Saved File



28. Navigate to the file and **double-click** to open it.

Respond to Microsoft Excel Warning



29. Click the **Yes** button .

Enter Prices

Bid	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Editable	Editable	Not Editable	Editable	Editable	F	N	
BID	NUM	ITEM NUM	DESCRIPTION	ITEM CAT	PRODUCT	PRODUCT	DATE	TYPE	DATE	(From DATE)	(To)	DELIVERY	QUANTITY	UNIT	PRICE	UNI	PRICE	AP
3	8E+09	1	REGULATC	Material	7.64E+08	PRESSURE ON	#####					12	EA	1	0	FIS		
4	8E+09	2	REG,PRES	Material	3.05E+08	PRESSURE ON	#####					7	EA	1	0	MA		
5	8E+09	3	WWW-REI	Material	4.88E+08	PRESSURE ON	#####					24	EA	1	0	WE		
6	8E+09	4	REGULATC	Material	5.95E+08	PRESSURE ON	#####					4	EA	1	0	PR		
7	8E+09	5	KIT,CABLE	Material	1.46E+08	CABLE AC	4/6/2016	ON				3	EA	1	0	RA		
8	8E+09	6	WWW-KIT	Material	1.63E+08	SWITCHES ON	#####					16	EA	1	0	CA		
9	8E+09	7	PKG,CABL	Material	1.68E+08	CABLE AC	#####	ON				2	EA	1	0			
10	8E+09	8	PROTECTC	Material	5.34E+08	CABLE AC	#####	ON				6	EA	1	0	AC		

30. Enter prices in the **Price** column. The additional optional fields can also be entered as appropriate.



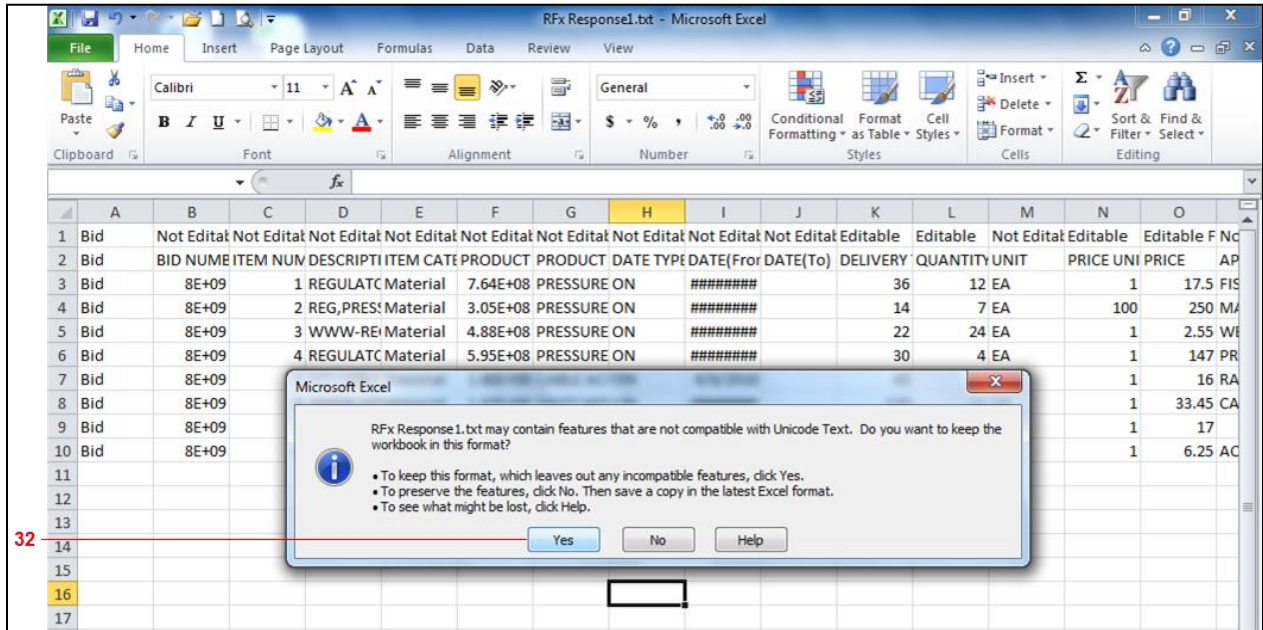
DO NOT change, add, remove columns or rows, or reformat the file, including the extension. The file must remain as ".xls" MS Excel 97-2003 worksheet.

Save the File

Bid	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Not Editable	Editable	Editable	Not Editable	Editable	Editable	F	N	
BID	NUM	ITEM NUM	DESCRIPTION	ITEM CAT	PRODUCT	PRODUCT	DATE	TYPE	DATE	(From DATE)	(To)	DELIVERY	QUANTITY	UNIT	PRICE	UNI	PRICE	AP
3	8E+09	1	REGULATC	Material	7.64E+08	PRESSURE ON	#####					36	12	EA	1	17.5	FIS	
4	8E+09	2	REG,PRES	Material	3.05E+08	PRESSURE ON	#####					14	7	EA	100	250	MA	
5	8E+09	3	WWW-REI	Material	4.88E+08	PRESSURE ON	#####					22	24	EA	1	2.55	WE	
6	8E+09	4	REGULATC	Material	5.95E+08	PRESSURE ON	#####					30	4	EA	1	147	PR	
7	8E+09	5	KIT,CABLE	Material	1.46E+08	CABLE AC	4/6/2016	ON				45	3	EA	1	16	RA	
8	8E+09	6	WWW-KIT	Material	1.63E+08	SWITCHES ON	#####					129	16	EA	1	33.45	CA	
9	8E+09	7	PKG,CABL	Material	1.68E+08	CABLE AC	#####	ON				4	2	EA	1	17		
10	8E+09	8	PROTECTC	Material	5.34E+08	CABLE AC	#####	ON				25	6	EA	1	6.25	AC	

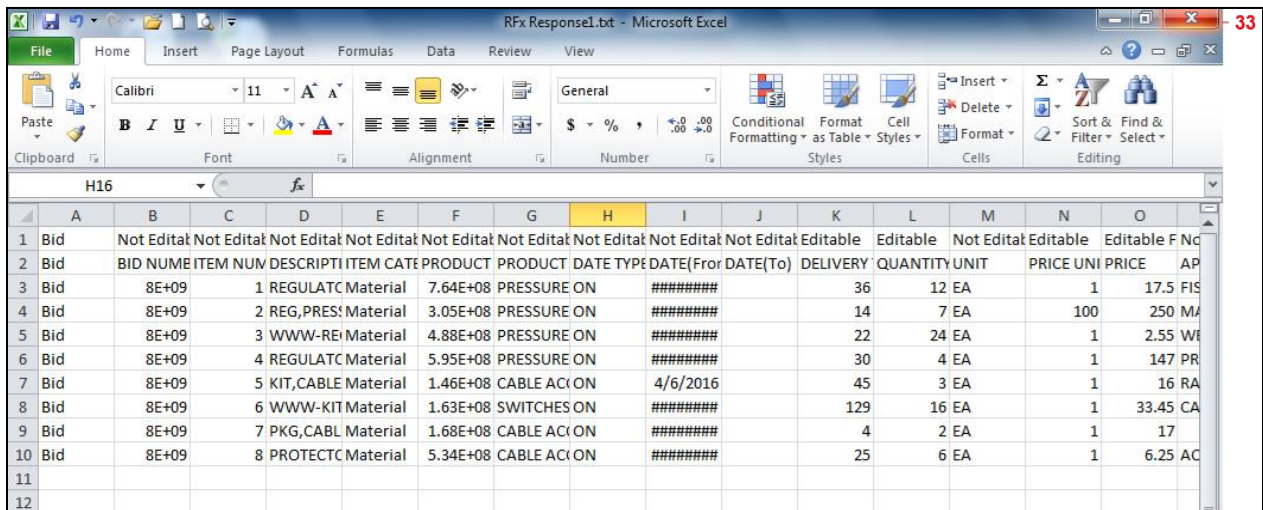
31. Click the **Save** button .

Respond to Microsoft Excel Warning



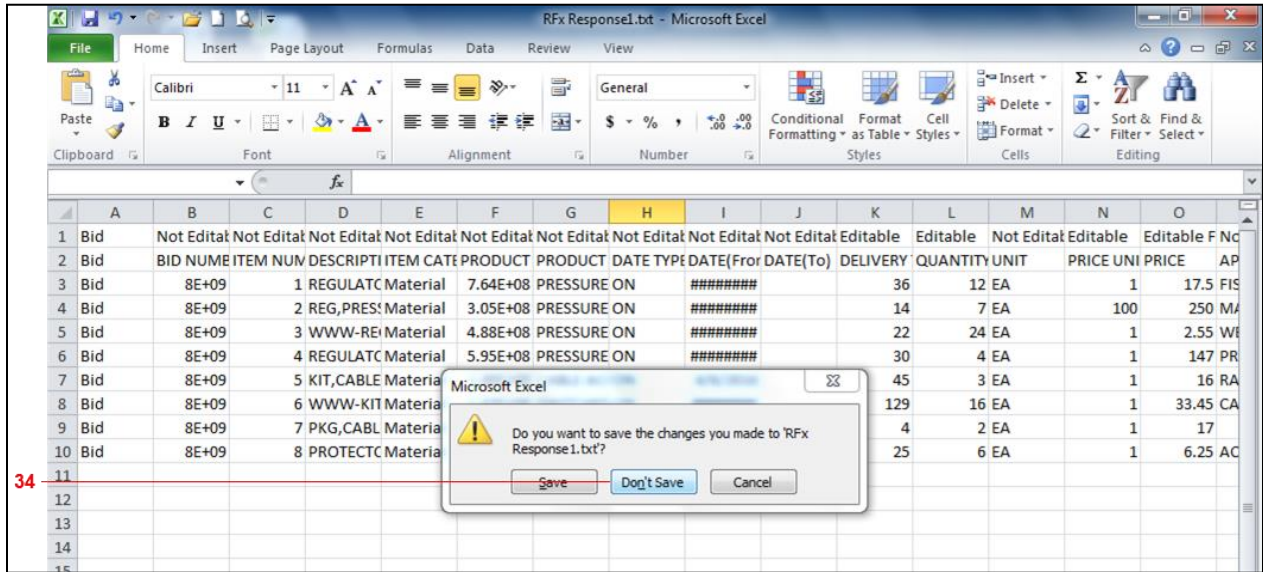
32. Click the **Yes** button .

Close Excel



33. Click the **Close** button .

Respond to Microsoft Excel Warning



34. Click the **Don't Save** button . The file was already saved in a previous step.

Select Response

Bid Invitations (8)

Search Criteria

Event Number: To

Event Name:

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Last Refresh 01/29/2016 13:38:50 EST

View:

Event Nu...	Event De...	Event Type	Event Sta...	End Date	Response...	Response...	Response...	Q&A
7000005934	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007409	Rejected		0
7000005935	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007410	Saved		0
7000005939	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007423	Submitted		0
7000005941	527.Bid.0...	Bid Invitation	Published	12/01/2017	8000007425	Returned		0
7000006482	External B...	Bid Invitation	Published	02/27/2016	8000007666	Submitted		0
7000006484	External B...	Bid Invitation	Published	02/27/2016		No Bid Cr...		0
7000006485	Copy of 7...	Bid Invitation	Published	04/15/2016	8000007668	Saved		0
7000006487	Copy of 7...	Bid Invitation	Published	03/18/2016	8000007669	Saved		0

35

35. To upload your changes, navigate to the row containing the Bid Event and click the **Response Number** link.

Switch from Display to Edit Mode

36 **Edit** | **Print Preview** | **Close** | **Export**

RFX Response Number 8000007669 RFX Number 7000006487 Status Saved Submission Deadline 03/18/2016 23:59:59 EST Remaining Time 49 Days 09:18:33
 RFX Owner Mr. Dr. DON RD2 KERLEY Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary

Basic Data | Questions | Notes and Attachments

Event Parameters **Service and Delivery**

Currency: United States Dollar Incoterm:

Terms of Payment: 1000 Net 30 Days

Status and Statistics

Created On: 01/29/2016 09:18:13 EST
 Created By: Terry Kelly
 Last Processed On: 01/29/2016 09:18:13 EST
 Last Processed By: Terry Kelly

Partners and Delivery Information

Details

Function	Number	Name
Location		FPL PDC CENTRAL WAREHOUSE-S...

36. Click the **Edit** button **Edit**.

Import Your Prices

37 **Submit** | **Print Preview** | **Check** | **Close** | **Save** | **Delete** | **Export** | **Import**

RFX Response Number 8000007669 RFX Number 7000006487 **Import from other RFX Response** Submission Deadline 03/18/2016 23:59:59 EST Remaining Time 49 Days 09:18:26
 RFX Owner Mr. Dr. DON RD2 KERLEY Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary

Basic Data | Questions | Notes and Attachments

Event Parameters **Service and Delivery**

Currency: United States Dollar Incoterm:

Terms of Payment: 1000 Net 30 Days

Status and Statistics

Created On: 01/29/2016 09:18:13 EST
 Created By: Terry Kelly
 Last Processed On: 01/29/2016 09:18:13 EST
 Last Processed By: Terry Kelly

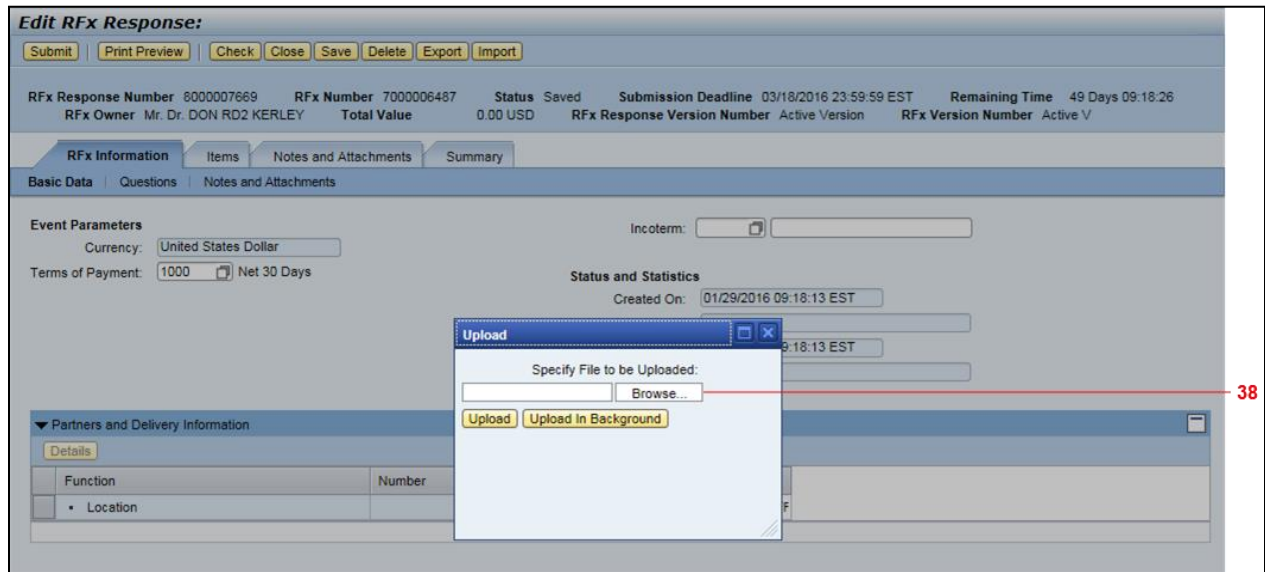
Partners and Delivery Information

Details

Function	Number	Name
Location		FPL PDC CENTRAL WAREHOUSE-STF

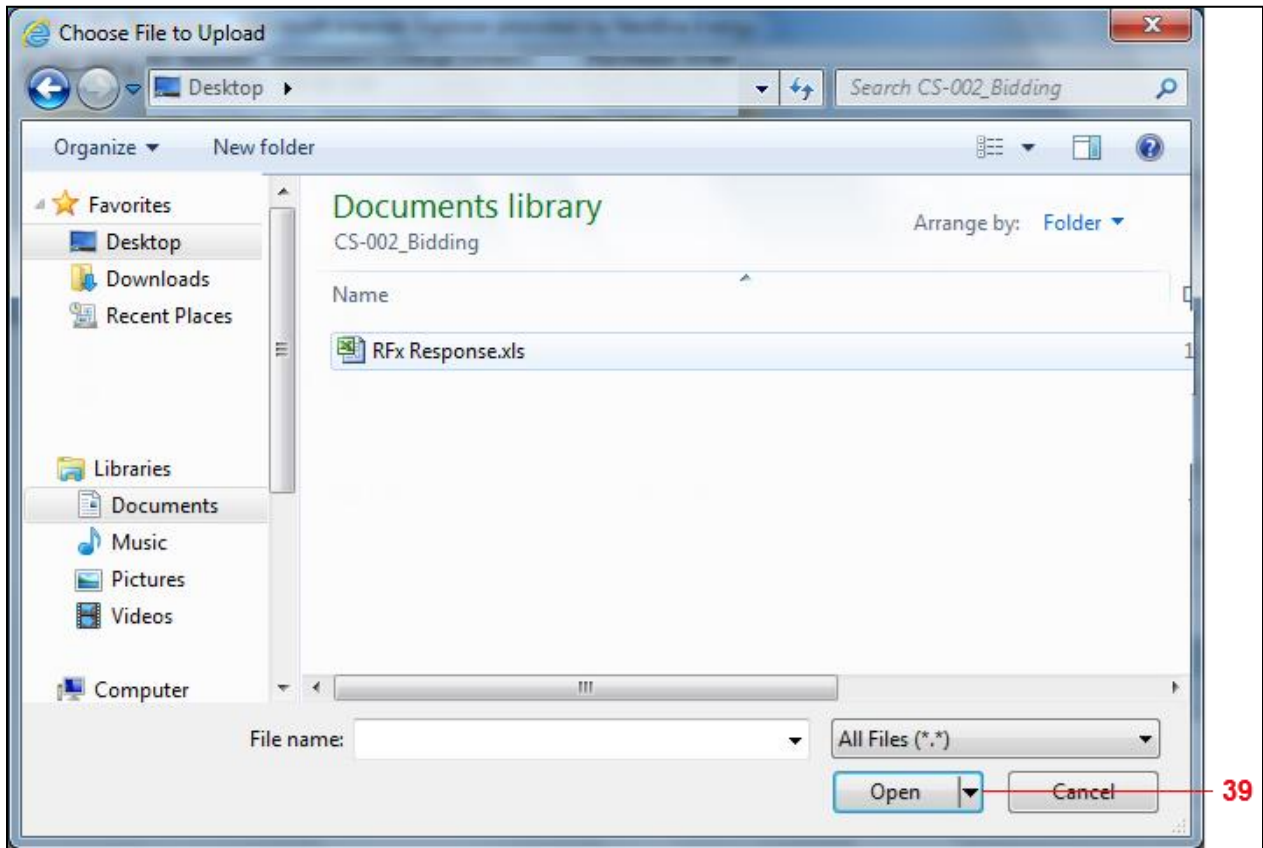
37. Click the **Import** button **Import**.

Browse to Your File



38. Click the **Browse** button .

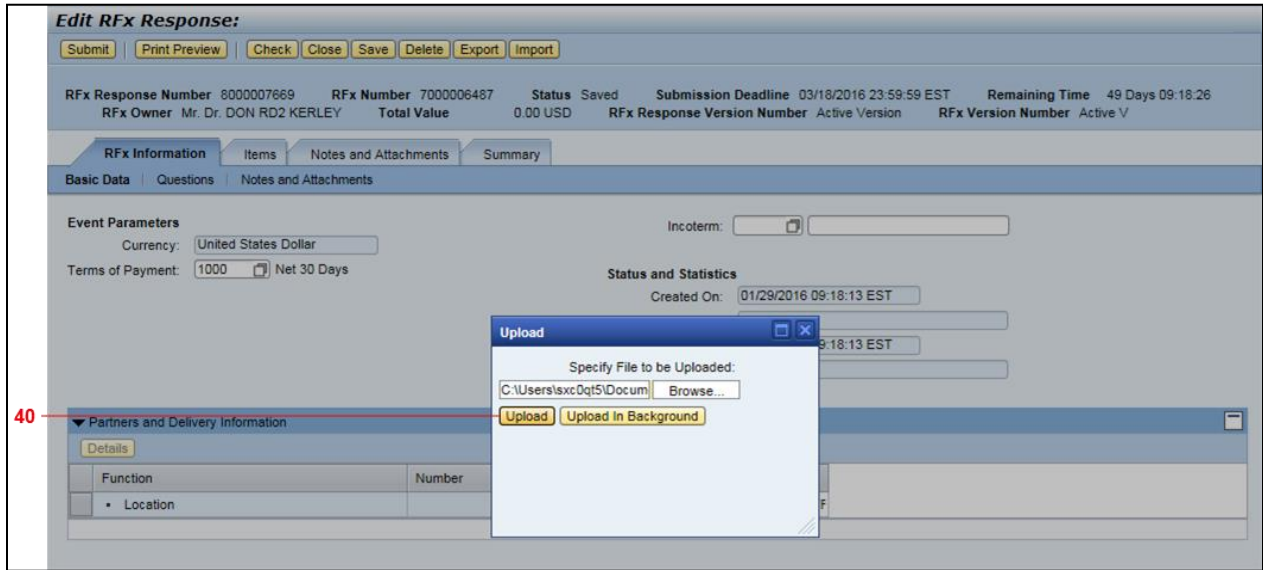
Upload Your File



39. Navigate to the location of the updated file, select it, and then click the **Open** button

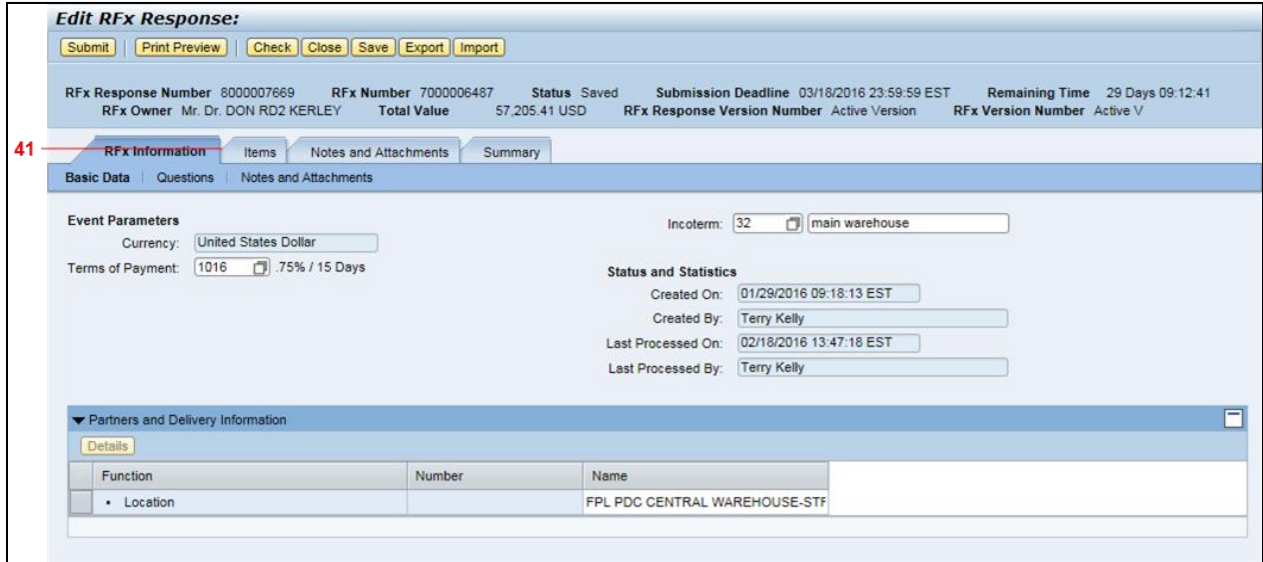


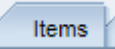
Upload Your File



40. Click the **Upload** button .

Select Items Tab



41. The file is processed. To verify updates (like pricing) have been applied, click the **Items** tab .

Scroll to the Right

Edit RFX Response:

RFX Response Number 8000007669 RFX Number 7000006487 Status Saved Submission Deadline 03/18/2016 23:59:59 EST Remaining Time 29 Days 09:12:41
 RFX Owner Mr. Dr. DON RDZ KERLEY Total Value 57,205.41 USD RFX Response Version Number Active Version RFX Version Number Active V

▼ Item Overview

Details

Item Number	Description	Item Type	Product ID	Product Category	Product Category Description	Req
1	REGULATOR.PRESSUR...	Material	0-764-344-602	41112404	PRESSURE REGULATOR	
2	REG.PRESSURE.SF-6 C...	Material	0-304-689-010	41112404	PRESSURE REGULATOR	
3	WWW-REGULATOR,PR...	Material	0-487-645-001	41112404	PRESSURE REGULATOR	
4	REGULATOR, ADJUSTA...	Material	0-594-844-021	41112404	PRESSURE REGULATOR	
5	KIT,CABLE,SEAL,F/O,1-...	Material	0-146-080-102	26121630	CABLE ACCESSORIES	
6	WWW-KIT,LIVE END,HE...	Material	0-163-144-000	39121500	SWITCHES AND CONTROL	
7	PKG,CABLE TRENCH F...	Material	0-168-060-410	26121630	CABLE ACCESSORIES	
8	PROTECTOR,SLEEVE,F/...	Material	0-534-050-010	26121630	CABLE ACCESSORIES	

 57,205.41 **USD**

42. Click to scroll right and review item details.

Submit or Save Your Response

43 **Edit Rfx Response:**

Rfx Response Number 8000007669 Rfx Number 7000006487 Status Saved Submission Deadline 03/18/2016 23:59:59 EST Remaining Time 29 Days 09:12:41
 Rfx Owner Mr. Dr. DON RD2 KERLEY Total Value 57,205.41 USD Rfx Response Version Number Active Version Rfx Version Number Active V

▼ Item Overview

scription	Required Quantity	Submitted Quantity	Unit	Price	Curre...	Price Per	Delivery Date	
ATOR	12.00	12.00	EA	2.50	USD	1	On 04/22/2016	
ATOR	7.00	7.00	EA	32.15	USD	1	On 03/24/2016	
ATOR	24.00	24.00	EA	30.00	USD	1	On 04/29/2016	
ATOR	4.00	4.00	EA	258.00	USD	1	On 05/13/2016	
ES	3.00	3.00	EA	1,000.00	USD	1	On 04/06/2016	
NTROL	16.00	16.00	EA	3,256.00	USD	1	On 06/22/2016	
ES	2.00	2.00	EA	12.18	USD	1	On 03/30/2016	
ES	6.00	6.00	EA	13.00	USD	1	On 04/15/2016	
Total Value							57,205.41	USD

43. Once you are done editing the response, you can click:

- **Submit** to send response
- OR
- **Save** to save the response and then submit it at a later time

In this example, click **Submit** to send the response.

Close the Bid Response

44. Click the **Close** button

Once submitted, the system displays the message, "RFX response xxxxxxxx submitted."

Close the Bid Invitation

45. Click the **Close** button