

Rockwool e-procure RFQ User Guide

User Guide for RFQ Response Submissions

This user guide shows you to how to complete and submit your responses for RFQ's

If you are invited to participate in a ROCKWOOL Group RFQ you will receive an email alert from eprocure-alert@rockwool.com

You can follow the link in the email directly to the system, where you will be required to login using your Username and Password

The screenshot shows the Rockwool E-Procurement Portal website. The header is red with the Rockwool logo and navigation links for Chinese, DE, DK, EN, ES, FR, and RU. The main content area is divided into four columns:

- E-PROCUREMENT PORTAL**: Welcome to the ROCKWOOL E-Procurement Portal. This Portal provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.
- NEW SUPPLIER REGISTRATION**: Includes links for 'How to Register – Video' and 'How to register – PDF', and a 'Begin Registration' button.
- LOGIN**: Includes fields for Username and Password, a Login button, and a 'Forgotten your password?' link. A blue arrow points to the Login section.
- HELPDESK**: Includes a 'Need assistance?' section with contact information: +44 203 3496600, help@bravosolution.co.uk, and a 'Call Me Back' link.

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If you cannot remember your password or user name simply click the 'Forgotten you password' link

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Select the Request for Proposal icon, which will direct you to a list of RFI's/RFP's you have been invited to participate in

ROCKWOOL

SUPPLIER RESERVED AREA

PROJECTS

- Auctions
- Contracts
- Request for Information (RFI)
- Request for Proposal (RFP)

USER PROFILE

- > Manage Your Profile
- > Modify password
- > Manage Users
- > Send ROCKWOOL a request for Organisation and User Details update
- > Log Out

HELPDESK

Need assistance?
Please contact our helpdesk:

- Phone +44 203 608 4238
- help@bravosolution.co.uk

The RFQ will also be present on your e-procure dashboard under the heading 'My RFQ's with Pending Response'

1. Click on the RFQ Title to enter

RFQ Title	Buyer Organisation	RFQ Closing Date/Time	Response Status
Tablet RFQ 2017	Rockwool PREP	01/02/2017 17:00	No Response Prepared

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2. If the Rockwool Category Manager has attached the RFQ Terms and Conditions, you will start at the page below. Here you will need to download the document and read the document and then confirm whether you agree to the Terms and Conditions by selecting the relevant option

If you select that you do not agree, you will not progress any further

Once you have selected the relevant option click the green 'Confirm' button

16:28 WET - Western Europe Time

ROCKWOOL
FIRESAFE INSULATION

Welcome

Back

Accept Contract

Confirm Cancel

Please download and read the Terms and Conditions Document and agree to it in order to have access to negotiation details.

Warning! You must first download the Terms and Conditions Document by clicking on the document name

Supplier Agreement

Terms and Conditions Document

RFP - Template.doc (123 KB)

Confirm that you have downloaded and read the Terms and Conditions Document

I Agree with All Terms and Conditions I don't Agree

3. You will then enter the RFQ, you can click on the 'Settings' Tab to view the basic settings of the RFQ

16:34 WET - Western Europe Time

ROCKWOOL
FIRESAFE INSULATION

Welcome

Back to List

RFQ: rfp_79 - Tablet RFQ 2017

Running

Project: prj_151 - Tablet roll out 2017

Closing Date: 01/02/2017 17:00:00

Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights

Create Response

View Response Index Only

1. Technical Response (questions: 17)

1.1 Product Selection - Question Section

Question	Description	Response
1.1.1 Please select the tablet brands you carry	* Select brands from options list	

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- If you need to send a message to the Rockwool Category Manager you can click on the Messages tab, if the Contract Manager sends any messages they will also be stored here.

16:40 WET - Western Europe Time Help

ROCKWOOL
FIRESAFE INSULATION Welcome

← Back to List

RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 01/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Create Message Received Messages Sent Messages Draft Messages Forwarded Messages

Response Status

Response Status
No Response Prepared

Overview

RFQ Code rfp_79	Title Tablet RFQ 2017
Detailed Description	Type of Supplier Access Rv Invitation Only

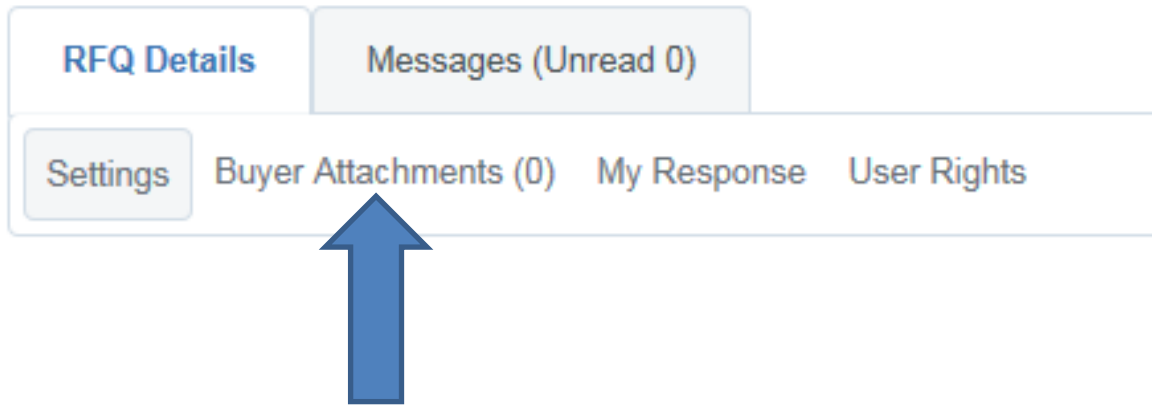
You can use the 'Create Message' tab to send messages to the Category Manager. Any messages from the Category Manager will appear under the 'Received Messages' tab

RFQ Details Messages (Unread 0)

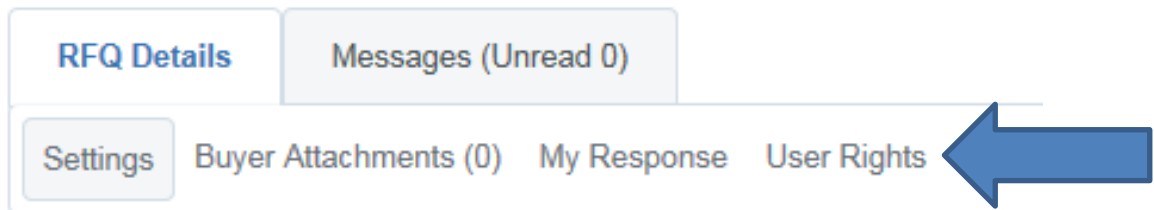
Create Message Received Messages Sent Messages Draft Messages Forwarded Messages

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5. If the Category Manager has included any general attachments they will appear here



6. The 'User Rights' tab can be used to add additional users from your organisation to participate in the RFQ response submission. Click on the 'User Rights' tab and then the 'Add' button. You will be presented with your list of users to select from



16:48 WET - Western Europe Time ? Help

ROCKWOOL
FIRESAFE INSULATION Welcome

[← Back to List](#) ⋮

▼ RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 01/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights

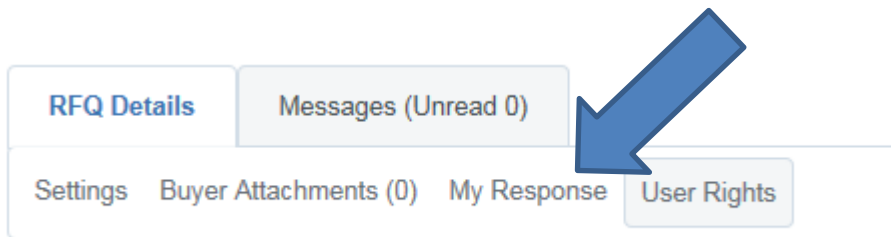
+ Add ⋮

Last Name	First Name	Email	Division Name	Role Name
1		c.stefan@bravosolution.com	Division	

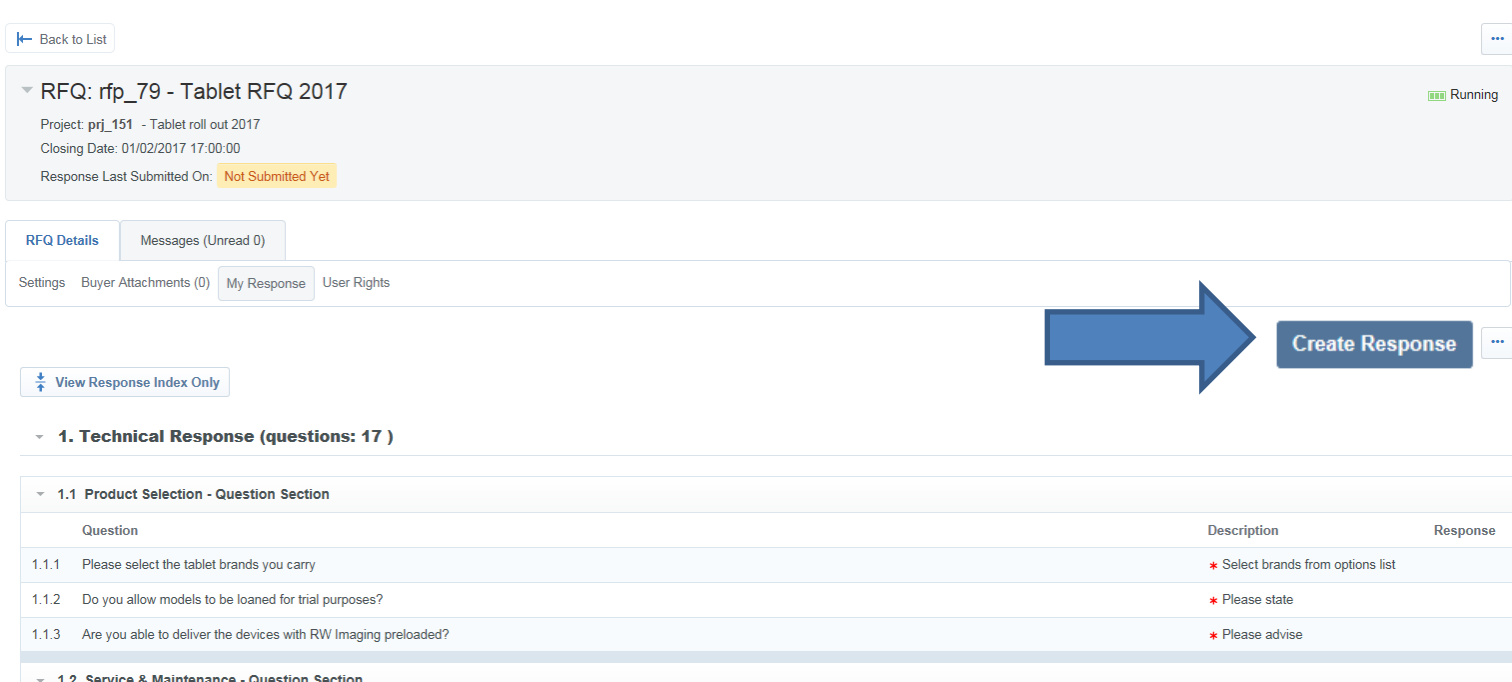
Total 1 20 Page 1 of 1

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7. To view the RFQ and begin your submission, click on the 'My Response' tab



8. Click on the 'Create Response' Button



Back to List

RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 01/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights

View Response Index Only

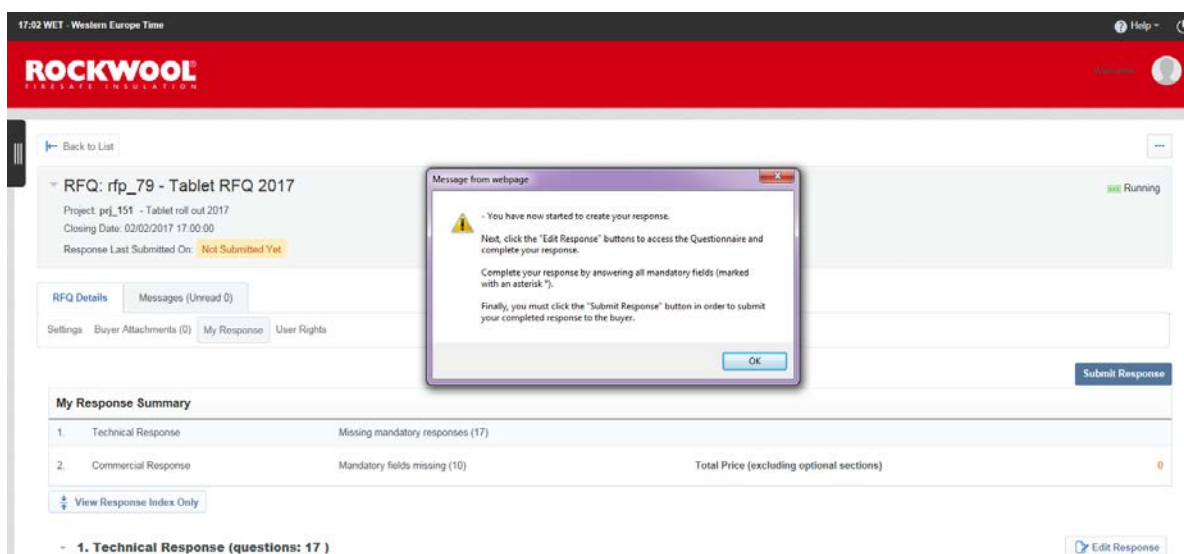
1. Technical Response (questions: 17)

1.1 Product Selection - Question Section

Question	Description	Response
1.1.1 Please select the tablet brands you carry	* Select brands from options list	
1.1.2 Do you allow models to be loaned for trial purposes?	* Please state	
1.1.3 Are you able to deliver the devices with RW Imaging preloaded?	* Please advise	

1.2 Service & Maintenance - Question Section

You will receive the below message, click 'OK'



17:02 WET - Western Europe Time

ROCKWOOL
FIRESAFE INSULATION

Back to List

RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 02/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights

Message from webpage

You have now started to create your response.
Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.
Complete your response by answering all mandatory fields (marked with an asterisk *).
Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

OK

Submit Response

My Response Summary

1. Technical Response	Missing mandatory responses (17)	
2. Commercial Response	Mandatory fields missing (10)	Total Price (excluding optional sections)

View Response Index Only

1. Technical Response (questions: 17) Edit Response

Rockwool e-procure RFQ User Guide

9. You can complete the RFQ in two different ways either in the portal format or Excel, to complete in Excel go to step 12. To complete in the system format, click on the 'Edit Response' button

RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 02/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

[RFQ Details](#) [Messages \(Unread 0\)](#)

[Settings](#) [Buyer Attachments \(0\)](#) [My Response](#) [User Rights](#)

[Submit Response](#)

My Response Summary

1.	Technical Response	Missing mandatory responses (17)		
2.	Commercial Response	Mandatory fields missing (10)	Total Price (excluding optional sections)	0

[View Response Index Only](#)

1. Technical Response (questions: 17)

[Edit Response](#)

1.1 Product Selection - Question Section

Question	Description	Response
1.1.1 Please select the tablet brands you carry	* Select brands from options list	
1.1.2 Do you allow models to be loaned for trial purposes?	* Please state	
1.1.3 Are you able to deliver the devices with RW Imaging preloaded?	* Please advise	

10. Complete the section, anything with a * is a mandatory question, you use the 'Save' button once completed

[Save and Return](#) [Save and Continue](#) [Cancel](#) [Validate Response](#)

1. Technical Response (questions: 17)

1.1 Product Selection - Question Section

Question	Description	Response
1.1.1 Please select the tablet brands you carry	* Select brands from options list	<input type="checkbox"/> Apple <input type="checkbox"/> Lenovo <input type="checkbox"/> Microsoft <input type="checkbox"/> Samsung
1.1.2 Do you allow models to be loaned for trial purposes?	* Please state	<input type="text"/>
1.1.3 Are you able to deliver the devices with RW Imaging preloaded?	* Please advise	<input type="text"/>

1.2 Service & Maintenance - Question Section

Question	Description	Response
1.2.1 Are you able to offer a service & maintenance contract for tablets in all the countries listed in the category "Lease Category"	* Service of Tablets	<input type="text"/>
1.2.2 Are you able to offer SLA for onsite service which cover all defects that are not caused intentionally ?	* Service of Tablets	<input type="text"/>
1.2.3 Are you able to offer SLA for onsite service within next working day ? (Trouble shooting onsite is started within 8 hours)	* Service of Tablets	<input type="text"/>
1.2.4 Are you able to offer different SLA for onsite service exceeding next working day at different prices ?	* Service of Tablets	<input type="text"/>
1.2.5 Are you able to offer identical SLA for service across countries ?	* Service of Tablets	<input type="text"/>

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You will receive the below message. Until you submit you can come back and edit your responses

Message from webpage

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.
Click "OK" to save or click "Cancel" to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

OK Cancel

RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 02/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Return Save and Continue Cancel Validate Response

1. Technical Response (questions: 17)

1.1 Product Selection - Question Section

Question	Description	Response
1.1.1 Please select the tablet brands you carry	* Select brands from options list	<input checked="" type="checkbox"/> Apple <input checked="" type="checkbox"/> Lenovo <input checked="" type="checkbox"/> Microsoft <input type="checkbox"/> Samsung
1.1.2 Do you allow models to be loaned for trial purposes?	* Please state	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1.3 Are you able to deliver the devices with RW Imaging preloaded?	* Please advise	No <input type="checkbox"/> Yes <input type="checkbox"/>

11. If there is a Commercial Envelope you will then need to carry out the same process in steps 8-10. The 'Validate Response' button will check your responses and calculate Total Price. Now move to step!!!!!!

7:21 WET - Western Europe Time Help Power

ROCKWOOL Welcome

RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 02/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Return Save and Continue Cancel Refresh Validate Response

Total Price (excluding optional sections) **0**

2. Commercial Response (Line Items: 6, Questions: 0)

2.1 Hardware - Price Section

Item Reference	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price
2.1.1	Apple Ipad		EA	50	2800	

Tick if Quoting
nrgroup.org
Internet access

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12. To complete your response in Excel format, Click on the 3 button icon and select the 'Export/Import Response' option

Back to List

RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 02/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights

Submit Response

My Response Summary

1. Technical Response	Missing mandatory responses (17)		
2. Commercial Response	Mandatory fields missing (10)	Total Price (excluding optional sections)	0

View Response Index Only

1. Technical Response (questions: 17) Edit Response

1.1 Product Selection - Question Section

Question	Description	Response
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...

- Delete Response
- Export/Import Response
- Printable View

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13. Select the 'Download' Tab to retrieve the format

The screenshot shows the Rockwool e-procure RFQ interface. At the top, there is a red header with the Rockwool logo and the text 'ROCKWOOL FIRESAFE INSULATION'. Below the header, the page title is 'RFQ: rfp_79 - Tablet RFQ 2017'. The status is 'Running'. The project details are: Project: prj_151 - Tablet roll out 2017, Closing Date: 02/02/2017 17:00:00, and Response Last Submitted On: Not Submitted Yet. There is an 'Edit Mode' bar and a 'Back to Response' button. A yellow banner contains the text: 'This screen allows you to download an Excel spreadsheet containing the RFQ questionnaire. You may use the spreadsheet to compile your RFQ response. Once you have completed the spreadsheet you should return to this screen and import the spreadsheet in order to populate the online questionnaire.' Below the banner, there is a 'Select File to Import' field, a 'Browse...' button, an 'Import Excel' button, and a 'Download' button. A large blue arrow points to the 'Download' button.

The bar below will appear at the bottom of your screen to save the file

The screenshot shows a file save dialog box. The text reads: 'Do you want to open or save answerTo_rfp_79.xlsx from test.eprocure.rockwool.com?'. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Save' button has a dropdown arrow next to it.

14. Complete the Excel file under the column Responses, any Options lists will be available in a drop down to select the relevant answer from

The screenshot shows an Excel spreadsheet titled 'answerTo_rfp_79.xlsx - Microsoft Excel'. The spreadsheet is divided into sections: 'Questionnaire Information', '1 Technical Envelope', '1.1 Product Selection', and '1.2 Service & Maintenance'. The '1.1 Product Selection' section contains a table with columns: Question, Description, Response Type, Response Guide, and Response. The 'Response' column has a dropdown menu. A red arrow points to the dropdown menu. The '1.2 Service & Maintenance' section contains a table with columns: Question, Description, Response Type, Response Guide, and Response. The 'Response' column has a dropdown menu. A red arrow points to the dropdown menu.

Question	Description	Response Type	Response Guide	Response
1.1.1	Please select the tablet brands you carry	Multi Choice Options List	Mark the applicable Options as "Option Selected"	Apple Lenovo Microsoft Samsung
1.1.2	Do you allow models to be loaned for trial purposes?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	
1.1.3	Are you able to deliver the devices with RW Imaging preloaded?	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	Yes No
Question	Description	Response Type	Response Guide	Response
1.2.1	Are you able to offer a service & maintenance contract for tablets in all the countries listed in the category	Yes/No Value	Select the applicable response from the drop down menu on the bottom right of the response box	

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- Once completed, save and then return to the system to upload. Go back into the RFQ and the 'My Response' Tab. Click the 3 dot Icon and then select the 'Export/Import Response' option as in step 12

Back to List

RFQ: rfp_79 - Tablet RFQ 2017 Running

Project: prj_151 - Tablet roll out 2017
Closing Date: 02/02/2017 17:00:00
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights Submit Response

My Response Summary

1.	Technical Response	Missing mandatory responses (17)	
2.	Commercial Response	Mandatory fields missing (10)	Total Price (excluding optional sections) 0

[View Response Index Only](#)

1. Technical Response (questions: 17) Edit Response

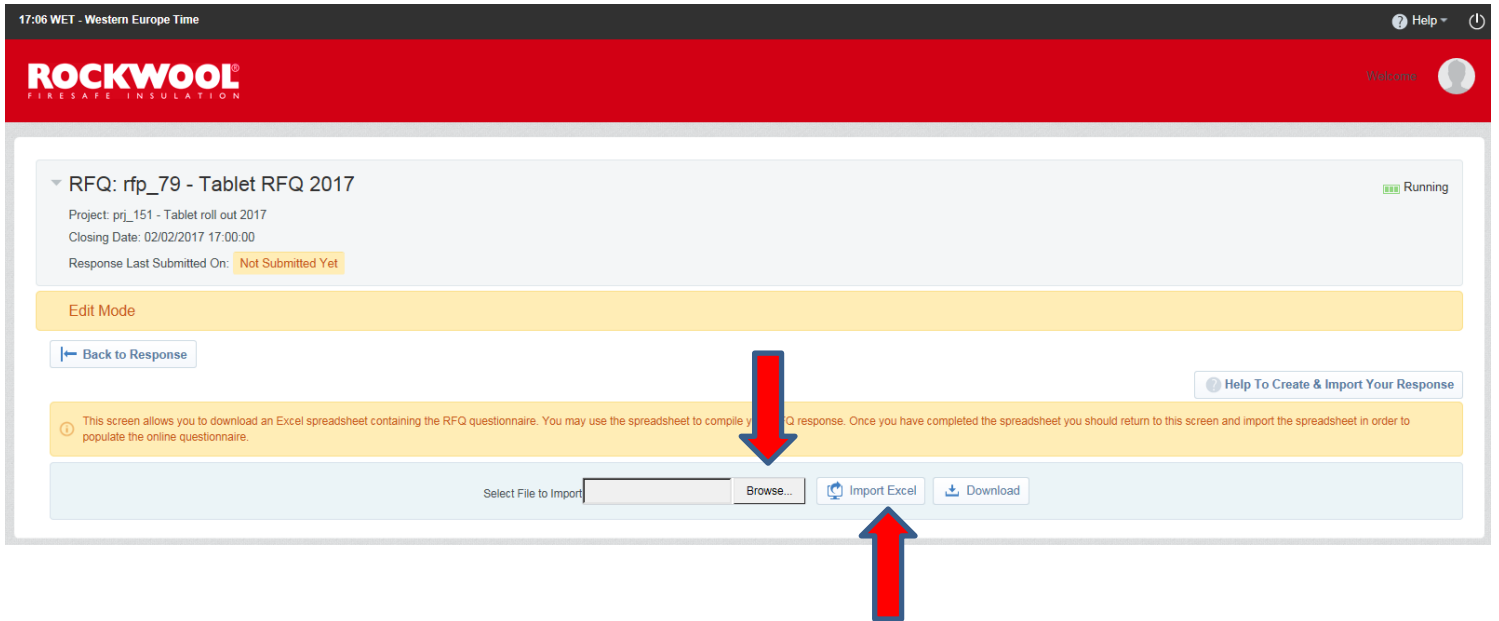
1.1 Product Selection - Question Section

Question	Description	Response
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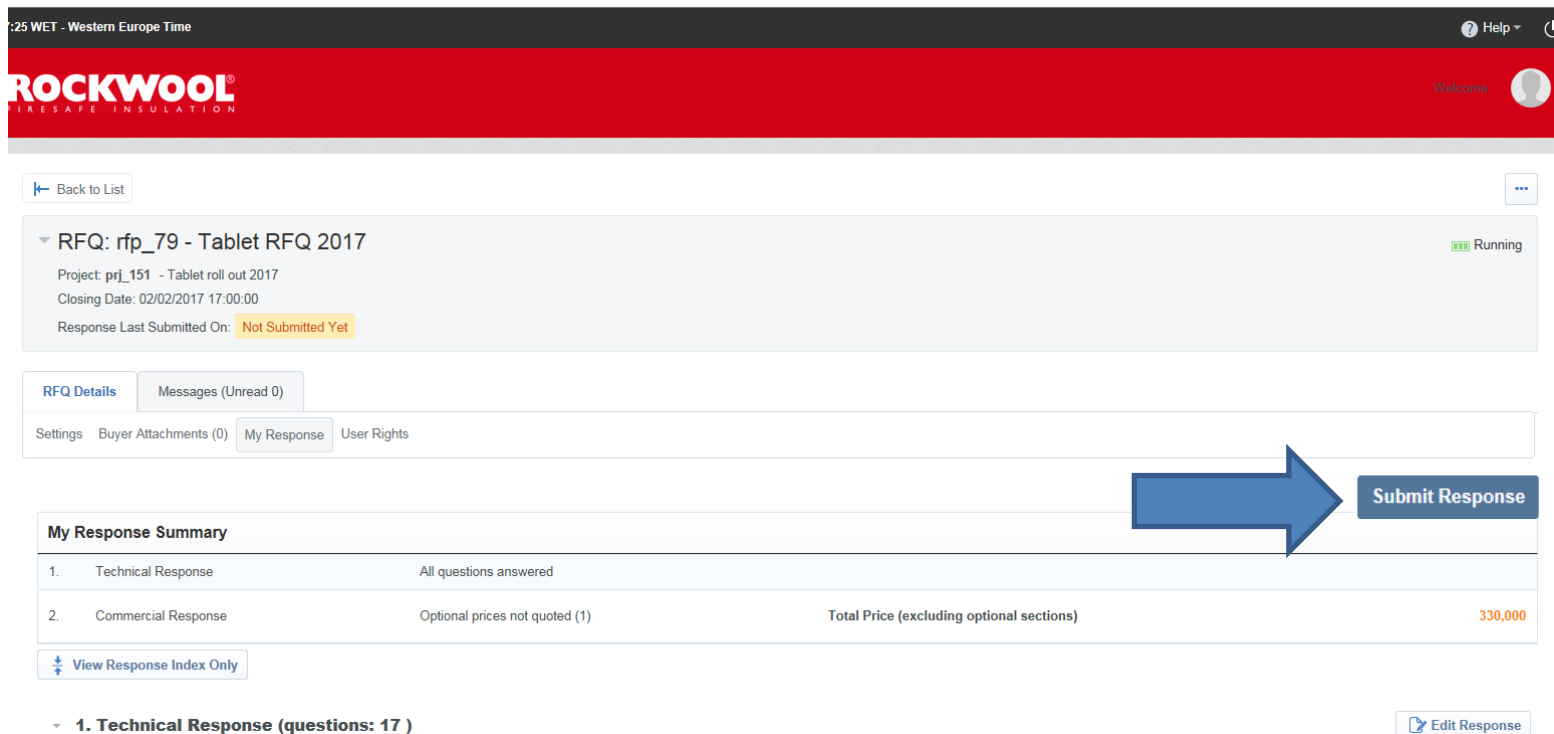
- Delete Response
- Export/Import Response
- Printable View

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16. Select the 'Browse' button to search for the document and select, once selected click the 'Import Excel' button. Check answers are correctly imported into the system

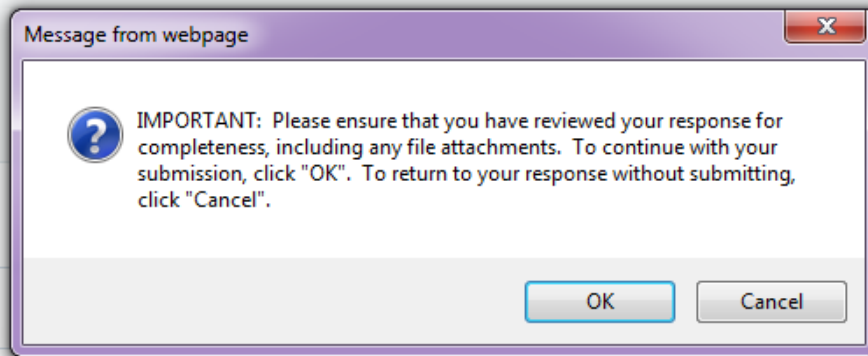


17. Once your response is completed you can submit to the Rockwool Category Manager by clicking the 'Submit Response' button

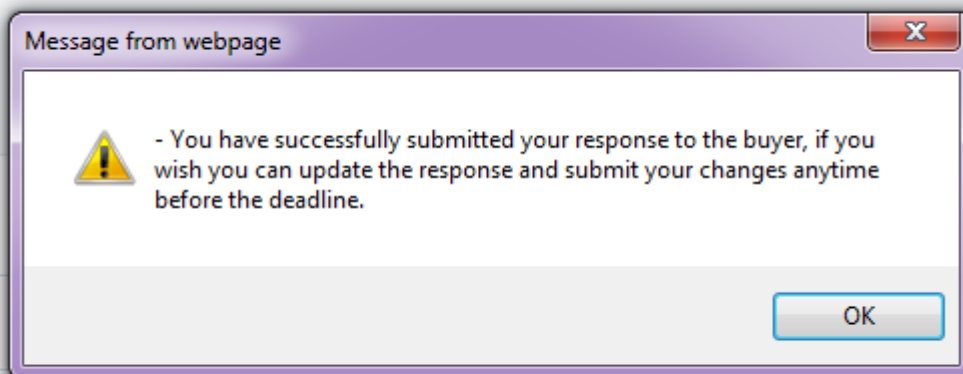


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18. You will receive the below message, click OK if happy to proceed



Your response will then be submitted



You can edit and re-submit your response until the RFQ End date and time has been reached. You can do this by clicking the 'Edit' button and then submitting again once changes are complete.

The Contract Manager at Rockwool will only receive the last response submitted by you.

