

*my***Buy**

## RFX Guidance

How to respond to an RFX

# Table of contents

1. **Introduction**
2. **Login**
3. **Access RFx**
  - 3.1. Access RFx via myTasks section
  - 3.2. Access RFx via Sourcing section
  - 3.3. Access RFx via your Email Inbox
4. **Guideline Acknowledgement**
5. **Confirm Participation**
6. **RFx**
  - 6.1. Basic Details
  - 6.2. Event Timeline
  - 6.3. Buyer Contact Information
  - 6.4. Team Member
  - 6.5. Guidelines
  - 6.6. Questionnaires
  - 6.7. Price Sheets
  - 6.8. Attachments
7. **Discussion Forum**
8. **Performing Action Menu**
9. **Submit Response**
10. **Withdraw Response**

# 1. Introduction

# Introduction

## Basics

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

The term RFX can refer to any of the following:

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

## 2. Login

# Login

How to login into myBuy

## Click here to access myBuy

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



### 3. Access RFX

# Access RFx

How to access the RFx

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

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

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

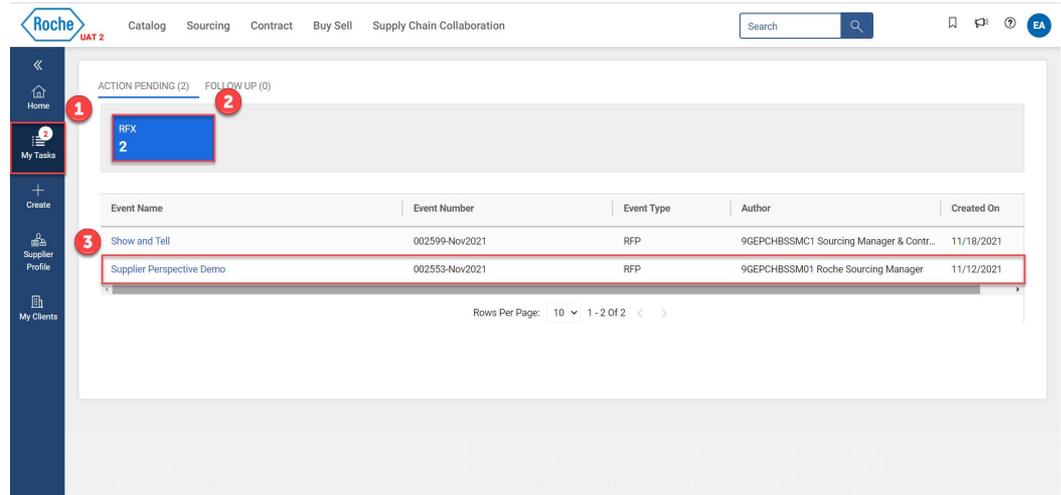
# Option #1: Access RFX via myTasks section

How to access the RFX

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

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

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



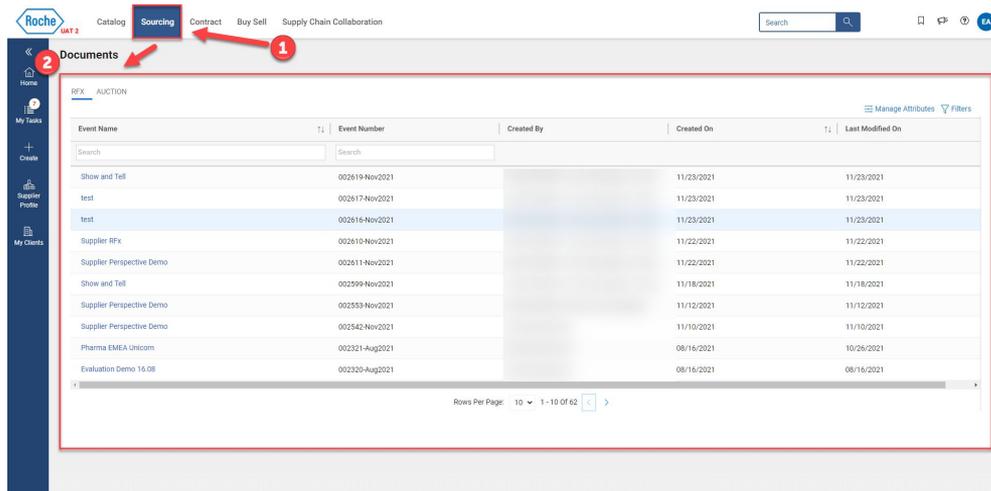
The screenshot shows the Roche UAT 2 interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. A search bar is on the right. The left sidebar has a 'My Tasks' icon with a notification badge. The main content area shows 'ACTION PENDING (2)' and 'FOLLOW UP (0)'. A blue box highlights an 'RFX 2' button. Below is a table with columns: Event Name, Event Number, Event Type, Author, and Created On. The table contains two rows: 'Show and Tell' and 'Supplier Perspective Demo'. A red box highlights the 'Supplier Perspective Demo' row. At the bottom, it says 'Rows Per Page: 10 1 - 2 Of 2'.

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

# Option #2: Access RFX via Sourcing section

How to access the RFX

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

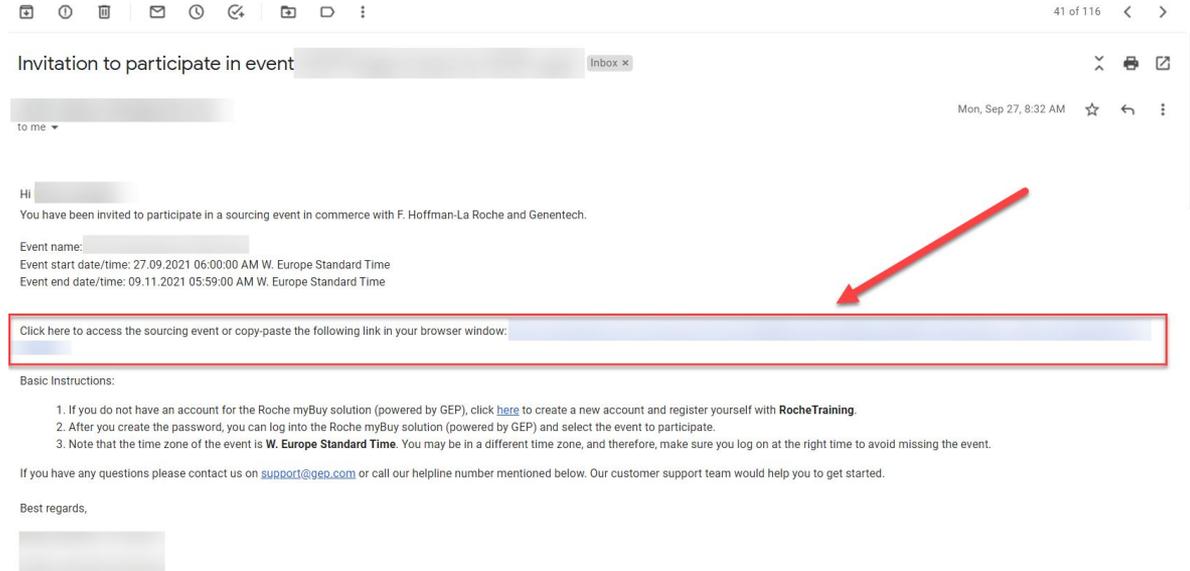


The screenshot shows the Roche Sourcing interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. The 'Sourcing' tab is highlighted. Below the navigation bar, the 'Documents' section is visible, containing a table of RFX Auction events. The table has columns for 'Event Name', 'Event Number', 'Created By', 'Created On', and 'Last Modified On'. The first row is 'Show and Tell' with event number '002619-Nov2021'. The second row is 'test' with event number '002617-Nov2021'. The third row is 'test' with event number '002616-Nov2021'. The fourth row is 'Supplier RFX' with event number '002610-Nov2021'. The fifth row is 'Supplier Perspective Demo' with event number '002611-Nov2021'. The sixth row is 'Show and Tell' with event number '002599-Nov2021'. The seventh row is 'Supplier Perspective Demo' with event number '002553-Nov2021'. The eighth row is 'Supplier Perspective Demo' with event number '002542-Nov2021'. The ninth row is 'Pharma EMEA Unicorn' with event number '002321-Aug2021'. The tenth row is 'Evaluation Demo 16.08' with event number '002320-Aug2021'. The table is paginated with 'Rows Per Page: 10' and '1 - 10 Of 62'.

# Option #3: Access RFx via your Email Inbox

How to access the RFx

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



## 4. Guideline Acknowledgement

# Guideline Acknowledgement

## How to accept guidelines

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

### ▼ GUIDELINES PENDING ACCEPTANCE

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

[Download all Guidelines](#)

I Accept General Guidelines -(Test-HC) Consulting Specific Guidelines

I Accept General Guidelines -DRAFT - Supplier Guidelines - Introduction

# Guideline Acknowledgement

## Review & Download Guidelines

Of course, you can **review & download** the **Roche Guidelines** before acknowledging:

1. Simply click on the **guideline name** (highlighted in blue)

The screenshot displays the Roche Supplier Perspective Demo interface. At the top, the Roche logo and navigation tabs (Catalog, Sourcing, Contract, Buy Sell, Supply Chain Collaboration) are visible. The main content area is titled "Supplier Perspective De..." and includes a "New" button. A sidebar on the left contains navigation options: Home, My Tasks, Create, and Supplier Profile. The main content is divided into sections: "GUIDELINES PENDING A...", "GUIDELINES PENDING ACCEPTANCE", and "BASIC DETAILS". Under "GUIDELINES PENDING ACCEPTANCE", there are two items with checkboxes: "I Accept General Guidelines - (Test-HC) Consulting Specific Guidelines" and "I Accept General Guidelines - DRAFT - Supplier Guidelines - Introduction". The first item is highlighted in yellow and has a red circle with the number "1" next to it, indicating the step to click on the guideline name.

# Guideline Acknowledgement

## Review & Download Guidelines

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

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

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

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

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

Guideline Name  
(Test-HC) Consulting Specific Guidelines

Guideline Type  
General Guidelines

Acknowledgment from Supplier  
Before participating in event

Created By  
gepusr33 SourcingManager

Last Modified On  
11/12/2021 8:40 PM

### Cost Schedule

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

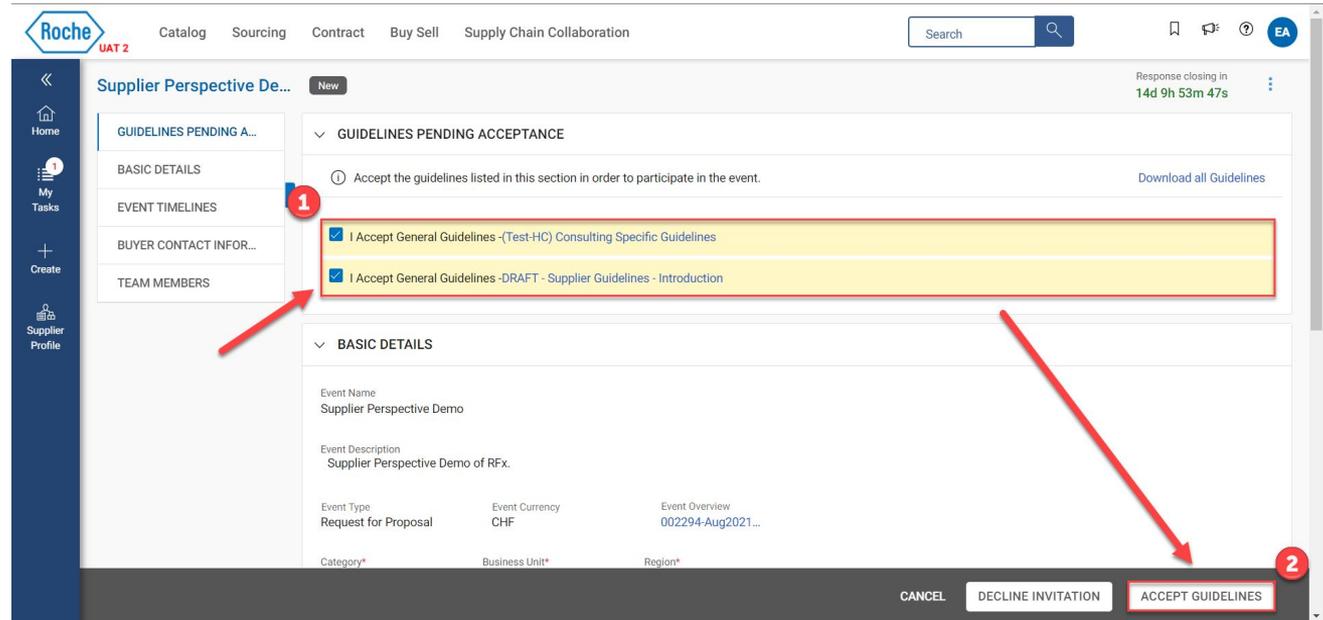
Please structure your offer according the work package see section. We would like to have the

[CLOSE](#)

# Guideline Acknowledgement

How to accept guidelines

1. Please accept all guidelines, by **clicking on the checkbox**
2. Afterwards please click on the **Accept Guidelines** button



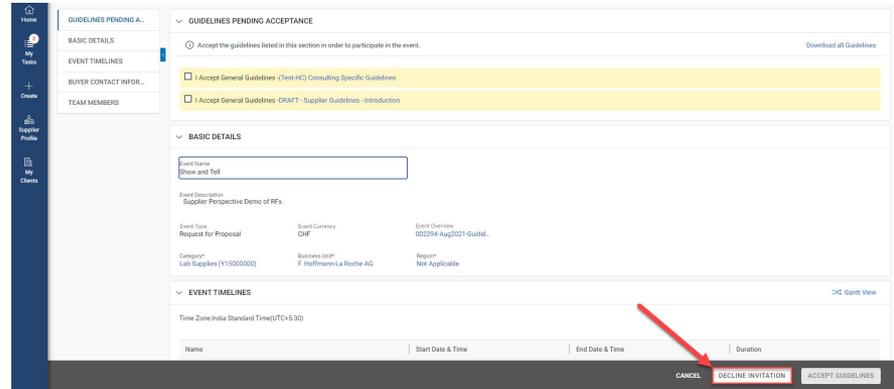
# Guideline Acknowledgement

How to decline invitation

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

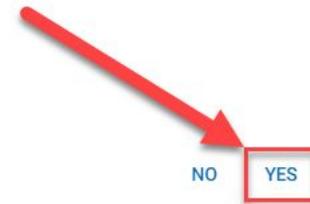
To decline invitation:

1. Click the **Decline Invitation** button
2. Click **Yes** on the following confirmation pop-up



## CONFIRMATION

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



# Guideline Acknowledgement

How to decline invitation

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

DECLINE EVENT

---

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

---

Type your comment here 

---

CANCEL    DONE

## Important Information:

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

# Guideline Acknowledgement

Important Information

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

## Important Information:

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

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

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

## 5. Confirm Participation

# Confirm Participation

How to confirm participation

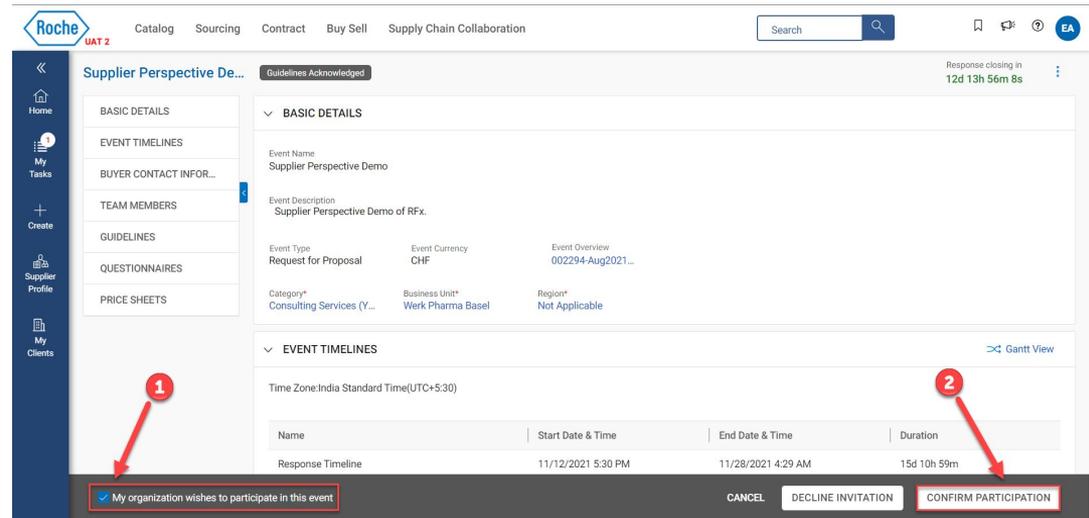
Now, in order for you to be able to provide your response to the RFx, you must first agree to the following statement:

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

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

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

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



The screenshot shows the Roche UAT 2 interface for a 'Supplier Perspective Demo' event. The event details include: Event Name: Supplier Perspective Demo; Event Description: Supplier Perspective Demo of RFx; Event Type: Request for Proposal; Event Currency: CHF; Event Overview: 002294-Aug2021...; Category: Consulting Services (Y...); Business Unit: Werk Pharma Basel; Region: Not Applicable. The event timeline shows a response deadline of 11/28/2021 4:29 AM with a duration of 15d 10h 59m. At the bottom, a checkbox labeled 'My organization wishes to participate in this event' is checked (indicated by a red '1' and arrow), and the 'CONFIRM PARTICIPATION' button is highlighted (indicated by a red '2' and arrow). Other buttons include 'CANCEL' and 'DECLINE INVITATION'. A search bar and navigation menu are visible at the top.

# Confirm Participation

How to confirm participation

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

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



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

OK

**Participation Confirmed**

## 6. RFX

## 6.1 Basic Details

# Basic Details

## Basic Details Section

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

### Important Information:

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

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

▼ **BASIC DETAILS**

---

Event Name  
Supplier Perspective Demo

Event Description  
Supplier Perspective Demo of RFX.

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

## 6.2 Event Timeline

# Event Timeline

## Introduction

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

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

# Event Timeline

## Overview

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

v **EVENT TIMELINES** Gantt View

Time Zone:India Standard Time(UTC+5:30)
1

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

# Event Timeline

Important information

## Important Information:

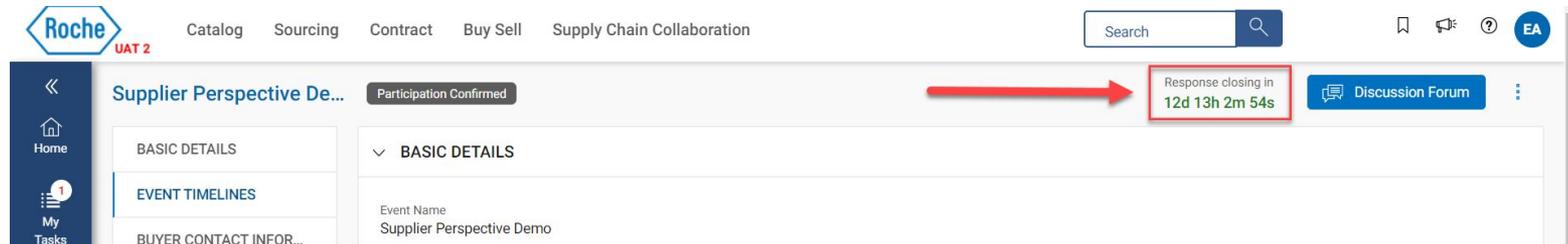
Normally the **Response Timeline** starts at the same time as the **Publication Date of the RFX**.

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

## Note:

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

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



The screenshot shows the Roche RFX interface. At the top, there is a navigation bar with the Roche logo, 'UAT 2', and menu items: Catalog, Sourcing, Contract, Buy Sell, and Supply Chain Collaboration. A search bar is located on the right. Below the navigation bar, the main content area displays 'Supplier Perspective De...' with a 'Participation Confirmed' status. A red arrow points to a timer box in the upper right corner that reads 'Response closing in 12d 13h 2m 54s'. To the right of the timer is a 'Discussion Forum' button. The left sidebar contains navigation options: Home, My Tasks (with a notification badge), and a menu icon.

# Event Timeline

Important information

## Important to know:

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

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

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

## 6.3 Buyer Contact Information

# Buyer Contact Information

Important information

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

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

## 6.4 Team Member

# Team Member

## How to manage Team Member Contact Information

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

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

**TEAM MEMBERS** ☰ Manage Contacts

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

# Team Member

## How to manage Team Member Contact Information

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

Manage Contacts - **CONTACT & PHONE NO.**

[+ Add New Contact](#)

Name & Contact	User's Role	Updated By	Email Sent On
AG <a href="#">[Redacted]</a>	Primary Responder	Buyer	11/18/2021 9:18 PM 
Adrienn M <a href="#">[Redacted]</a>	No Access		
Dummy Contact <a href="#">[Redacted]</a>	No Access		
Sebastian W <a href="#">[Redacted]</a>	No Access		

CANCEL

DONE

# Team Member

## How to manage Team Member Contact Information

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

Manage Contacts - **AG**

[+ Add New Contact](#)

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



CANCEL

DONE

# Team Member

## How to manage Team Member Contact Information

You can assign the following roles:

### 1. Primary Responder

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

### 2. Collaborator

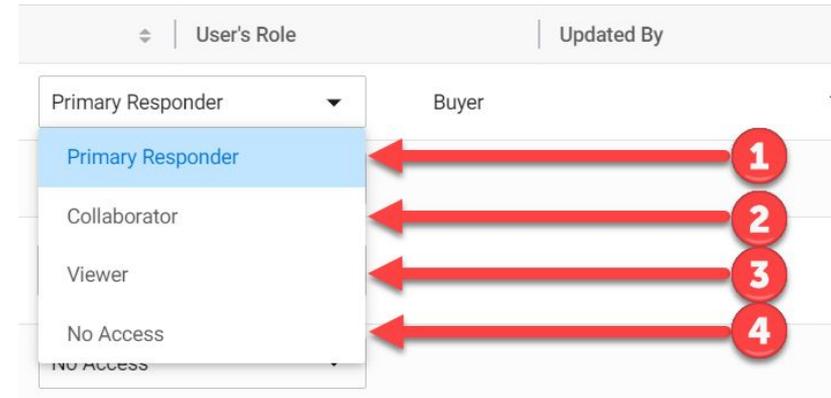
Team member having rights equivalent to Primary Responder. There can be multiple collaborators involved in an RFx event.

### 3. Viewer

Team member having only view access to event.

### 4. No Access

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



# Team Member

## How to manage Team Member Contact Information

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

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

Manage Contacts - **AG & TEAM AG**



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

CANCEL

DONE

# Team Member

## How to manage Team Member Contact Information

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

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

The screenshot shows the 'Add Contact' form with several sections. A red box highlights the 'Basic Details' section, which contains three mandatory fields: 'First Name\*', 'Last Name\*', and 'Email ID\*'. Red arrows point to each of these fields. Below this, the 'Roles and Responsibilities' section has a 'Default Role' dropdown menu. The 'Contact Details' section includes fields for 'Primary Business Phone Number', 'Secondary Business Phone Number', and 'Mobile Number', each with an 'Extn.' field. The 'Business Details' section has a 'Category' dropdown and 'Business Regions' with a globe icon. The 'Regional Settings' section has a 'Language' dropdown and a 'Time Zone' dropdown. At the bottom right, there is a 'Send Invitation' checkbox and a 'Done' button, which is highlighted with a red box and a red arrow.

Add Contact

**Basic Details**

First Name\* Last Name\* Email ID\*

First Name Last Name Email ID

**Roles and Responsibilities**

Designation Default Role

Select Select

**Contact Details**

Primary Business Phone Number Secondary Business Phone Number Mobile Number

Extn. Extn.

Fax

**Business Details**

Category Category Business Regions Business Regions

**Regional Settings**

Language Time Zone

English (UTC+05:30) Chennai, Kolkata, Mumbai,...

Send Invitation **Done**

## 6.5 Guidelines

# Guidelines

Important information

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

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

▼ GUIDELINES (3)
 Download

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

## 6.6 Questionnaires

# Questionnaires

## Important information

You are now in the **Questionnaires** section.

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

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

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

### To answer a questionnaire, you can either

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

▼ QUESTIONNAIRES (2)

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

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

1

2

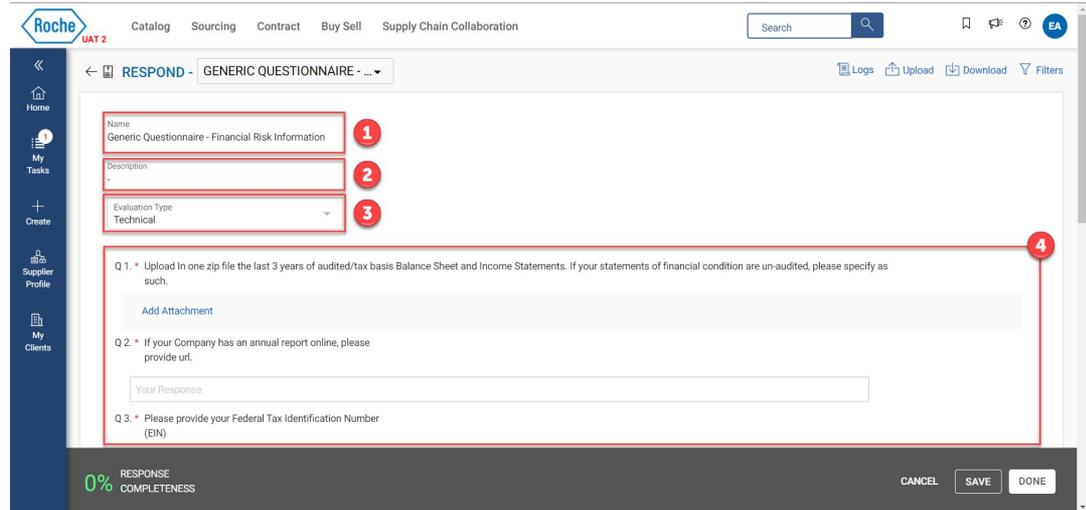
# Questionnaires

## Overview

You are now in the **Questionnaire**.

You should see the following areas:

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



Roche UAT 2 Catalog Sourcing Contract Buy Sell Supply Chain Collaboration

RESPOND - GENERIC QUESTIONNAIRE - ...

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

Description: **2**

Evaluation Type: Technical **3**

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

Add Attachment

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

Your Response

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

0% RESPONSE COMPLETENESS

CANCEL SAVE DONE

# Questionnaires

Important information

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

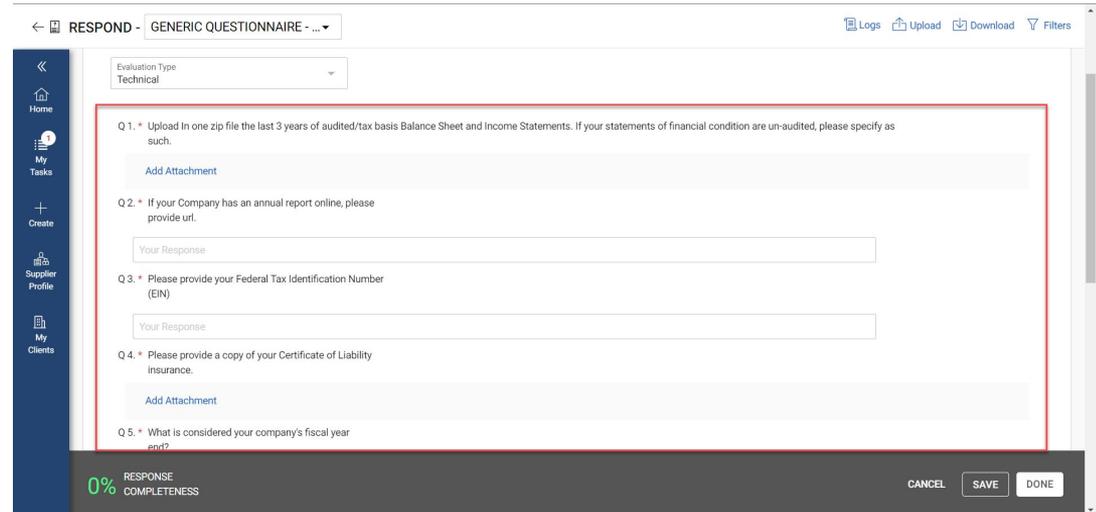
The following are the most common types:

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

## Important Information:

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

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



RESPOND - GENERIC QUESTIONNAIRE - ...

Evaluation Type: Technical

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

Add Attachment

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

Your Response

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

Your Response

Q 4. \* Please provide a copy of your Certificate of Liability insurance.

Add Attachment

Q 5. \* What is considered your company's fiscal year end?

0% RESPONSE COMPLETENESS

CANCEL SAVE DONE

# Questionnaires

## Attachment Only Question

You can [upload one or more attachments](#) in response to an [Attachment Question](#) by clicking on the [Add Attachment](#) button.

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



 Attachments



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

File size limit:10MB each | File limit: 5 | Supported file formats: [?](#)

[CLOSE](#)

# Questionnaires

## Text Response Question

You may also be asked to answer in text form.

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

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

You can provide a one-line response.

The text response is limited to 100 characters.

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

You can provide a response which exceeds one line.

The text response is limited to 4000 characters.

- **Free Form - Rich Text:**

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

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

 0/100

# Questionnaires

## Text + Attachment Question

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

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

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

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

# Questionnaires

## Drop Down Question

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

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

- Yes
- No

# Questionnaires

## Checkbox Question

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

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

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

Basel



Pennzberg

Mannheim



London

# Questionnaires

## Date/Time Question

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

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

MM/DD/YYYY h:mm A

12 : 00 AM

Nov 2021

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

CANCEL APPLY

# Questionnaires

## Overview about all possible question types

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

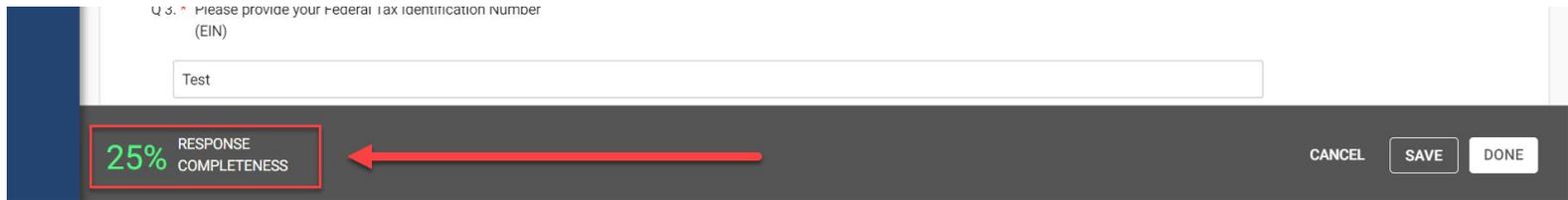
However, below you will find a table with all the other question types you could potentially see in a questionnaire:

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

# Questionnaires

## Completion of Questionnaire

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



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

Test

**25%** RESPONSE COMPLETENESS

CANCEL SAVE DONE

A red arrow points from the 25% completion indicator to the text above.

### Important Information:

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

# Questionnaires

## Save & Cancel Questionnaire

### Important Information:

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



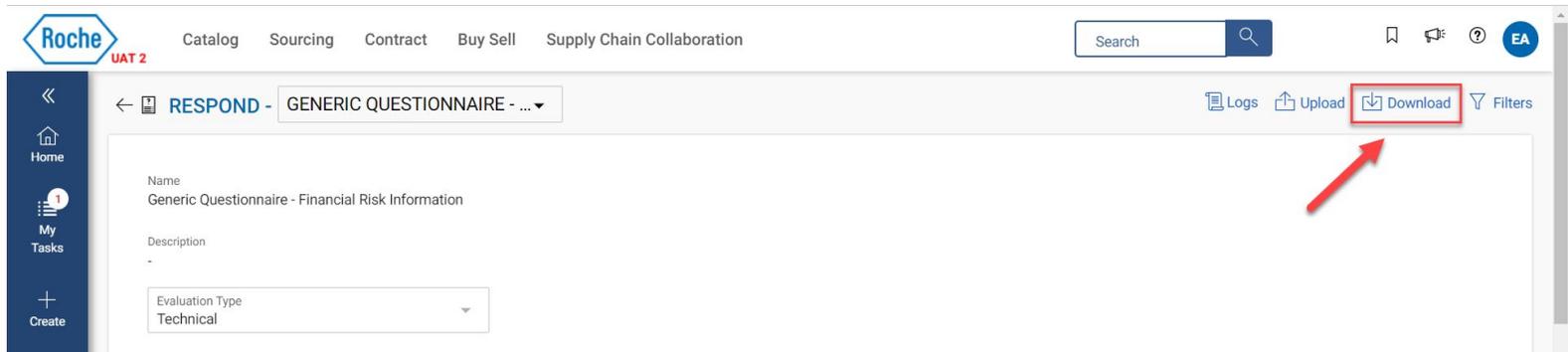
# Questionnaires

Not recommended: Responding to a Questionnaire Offline

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

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

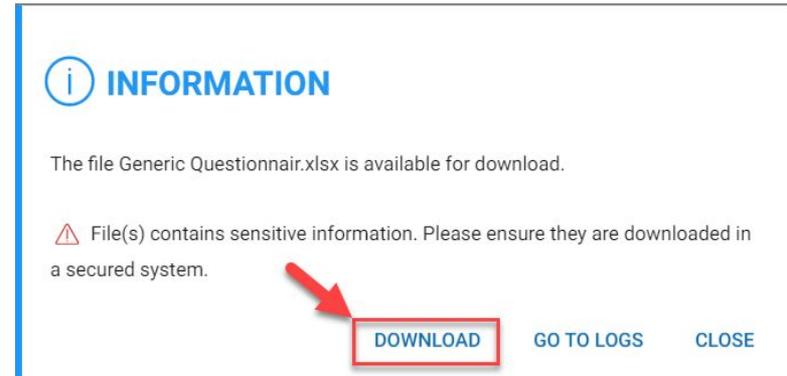
Click the [Download](#) icon on the top-right corner of the questionnaire.



# Questionnaires

Not recommended: Responding to a Questionnaire Offline

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



**i** **INFORMATION**

The file Generic Questionnair.xlsx is available for download.

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

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

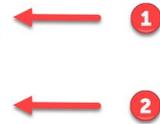
# Questionnaires

Not recommended: Responding to a Questionnaire Offline

## Important Information:

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

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

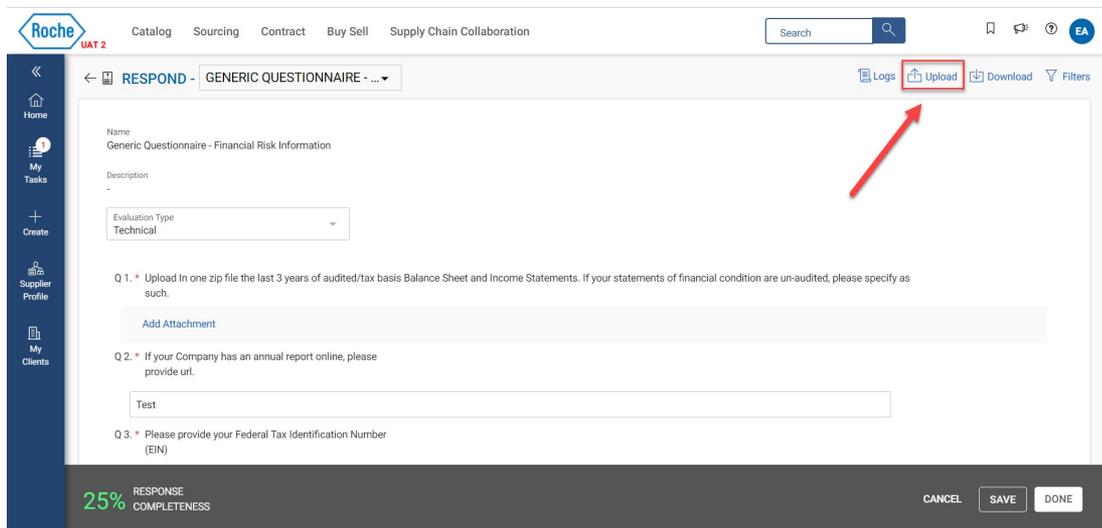


# Questionnaires

Not recommended: Responding to a Questionnaire Offline

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

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



# Questionnaires

Not recommended: Responding to a Questionnaire Offline

You can upload your MS Excel file to the myBuy platform either by [Drag and Drop](#) or via the [Browse Function](#).

## Attachments



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

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

Supported file formats: 

Generic Questionnair.xlsx

Uploaded, 18.29KB



CLOSE

# Questionnaires

Not recommended: Responding to a Questionnaire Offline

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

## Important Information:

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

Questionnaire import is in progress

## 6.7 Price Sheets

# Price Sheets

## Important information

You are now in the **Price Sheets** section.

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

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

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

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

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

PRICE SHEETS (2)					More
Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions	
Products	-	-	0.00%	✎	
Services	-	-	0.00%	✎	

# Price Sheets

## Important information

You are now in the previously selected price sheet.

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

- By default, the intent to Bid field for each line item is set to Yes. This means you want to bid for the line item. Basically, you will have two options that you can select per line:
  - Yes:** You want to provide an offer for this line item
  - No:** You do not want to provide an offer for this line item

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

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

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

The screenshot shows a web interface for a price sheet. At the top, there are navigation tabs: Catalog, Sourcing, Contract, Buy Sell, and Supply Chain Collaboration. Below this is a search bar and user options (Log, Upload, Download). The main content area is titled 'RESPOND - PRODUCTS' and shows a table with the following columns: 'Intent to Bid', 'Item Name', 'Item Number', 'Volume', 'Unit', 'Price Per Unit', and 'Total Price (CHF)'. The 'Intent to Bid' column has a white background and contains 'Yes' for all items. The 'Price Per Unit' column has a white background and is empty. The other columns have a light blue background. Red arrows labeled '1' and '2' point to the 'Intent to Bid' and 'Price Per Unit' columns respectively. The table contains 10 rows of data for various items like Laptop, Screen, Mouse, Keyboard, Scanner, Firewall, Printer, and Patch Cable.

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

# Price Sheets

## Save Price Sheet

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

The screenshot shows the Roche UAT 2 interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. The main content area displays a 'RESPOND - PRODUCTS' view. The Price Sheet Name is 'Products' and the Price Sheet Type is 'Materials'. The Price Sheet Description is '-'. Below the description, it says 'Displaying 8 of total 8 rows'. A table with 8 columns (A-G) and 10 rows is shown. The table columns are: \*Intent to Bid, \*Item Name, \*Item Number, \*Volume, \*Unit, \*Price Per Unit..., and Total Price (CHF). The table data is as follows:

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

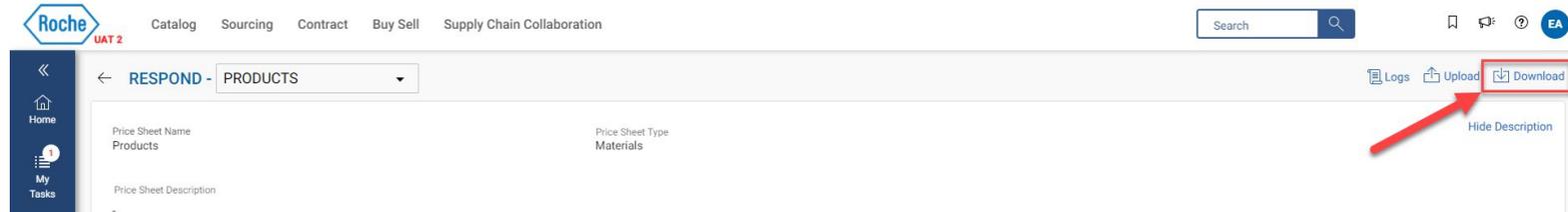
At the bottom right of the interface, there are two buttons: 'CANCEL' and 'DONE'. A red arrow points to the 'DONE' button, indicating that it should be clicked to submit the Price Sheet.

# Price Sheets

## Not recommended: Downloading a Price Sheet

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

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



# Price Sheets

Not recommended: Downloading a Price Sheet

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

## INFORMATION

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

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



[DOWNLOAD](#)

[GO TO LOGS](#)

[CLOSE](#)

# Price Sheets

Not recommended: Downloading a Price Sheet

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

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

002553-Nov2021 - Supplier Perspective Demo

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

## INSTRUCTIONS

### Updating a Price Sheet

Enter your bids for each line item in the cells.

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

### Note

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

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

## LEGEND

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

# Price Sheets

Not recommended: Downloading a Price Sheet

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

The screenshot shows the Roche UAT 2 interface. At the top, there is a navigation bar with 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. A search bar is on the right. Below the navigation bar, the main area is titled 'RESPOND - PRODUCTS'. On the right side of this area, there are three buttons: 'Logs', 'Upload', and 'Download'. A red arrow points to the 'Upload' button. Below the buttons, there is a section for 'Price Sheet Name' (Products) and 'Price Sheet Type' (Materials). A table is displayed with the following data:

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

At the bottom of the interface, there are 'CANCEL' and 'DONE' buttons.

# Price Sheets

Not recommended: Downloading a Price Sheet

You can upload your Excel file to the myBuy platform either by [Drag and Drop](#) or via the [Browse Function](#).

## Attachments



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

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

002553-Nov2021 - Pricsheet.xlsx

Uploaded, 23.01KB



CLOSE

# Price Sheets

Not recommended: Downloading a Price Sheet

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

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

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

## INFORMATION

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

NO

YES

# Price Sheets

Not recommended: Downloading a Price Sheet

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

The screenshot shows the Roche myBuy interface. At the top, there is a navigation bar with 'Roche UAT 2' and menu items: 'Catalog', 'Sourcing', 'Contract', 'Buy Sell', and 'Supply Chain Collaboration'. A search bar is on the right. Below the navigation bar, the main content area is titled 'RESPOND - PRODUCTS'. It displays a 'Price Sheet Name' of 'Products' and a 'Price Sheet Type' of 'Materials'. The 'Price Sheet Description' is empty. Below this, it says 'Displaying 8 of total 8 rows'. A table is shown with columns A through G. A red arrow points to the table header. The table data is as follows:

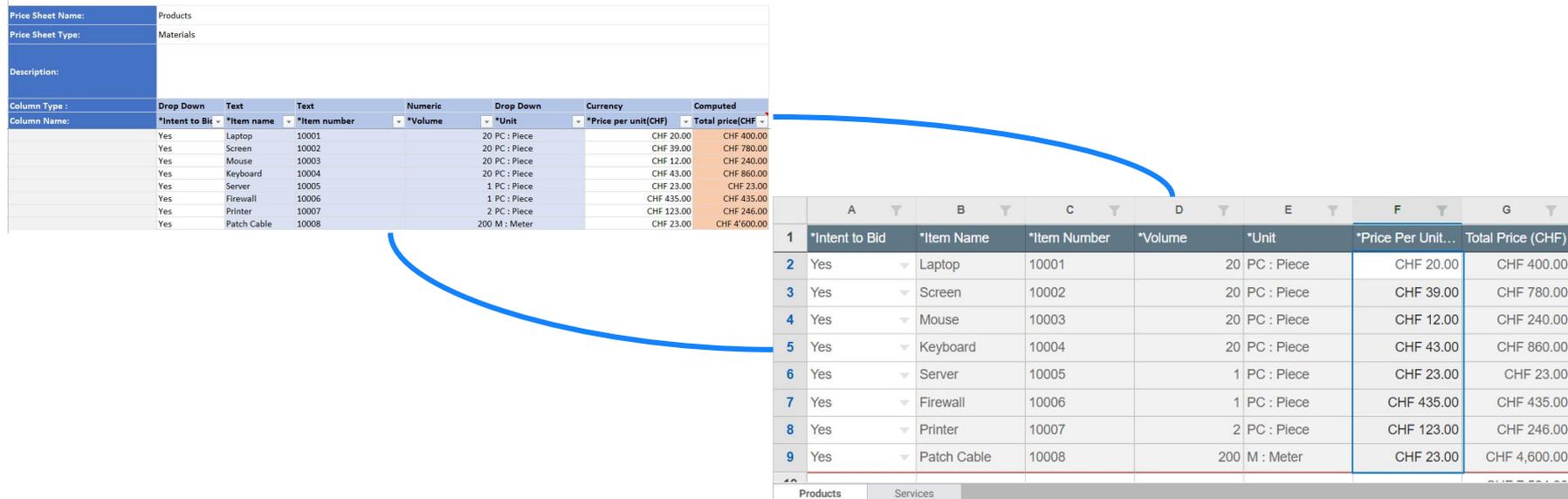
	A	B	C	D	E	F	G
	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price (CHF)
1	Yes	Laptop	10001		20 PC : Piece	CHF 20.00	CHF 400.00
2	Yes	Screen	10002		20 PC : Piece	CHF 39.00	CHF 780.00
3	Yes	Mouse	10003		20 PC : Piece	CHF 12.00	CHF 240.00
4	Yes	Keyboard	10004		20 PC : Piece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

At the bottom of the interface, there are 'CANCEL' and 'DONE' buttons.

# Price Sheets

Copy & Paste from MS Excel to myBuy Price Sheet

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



The diagram illustrates the process of copying data from an MS Excel spreadsheet to a myBuy Price Sheet. On the left, an MS Excel spreadsheet is shown with a table containing columns for 'Intent to Bid', 'Item name', 'Item number', 'Volume', 'Unit', 'Price per unit (CHF)', and 'Total price (CHF)'. On the right, the myBuy Price Sheet is shown with a corresponding table. Blue arrows indicate the data flow: one arrow points from the 'Total price (CHF)' column in the Excel spreadsheet to the 'Total Price (CHF)' column in the myBuy sheet, and another arrow points from the 'Item name' column in the Excel spreadsheet to the 'Item Name' column in the myBuy sheet.

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

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

## 6.8 Attachments

# Attachments

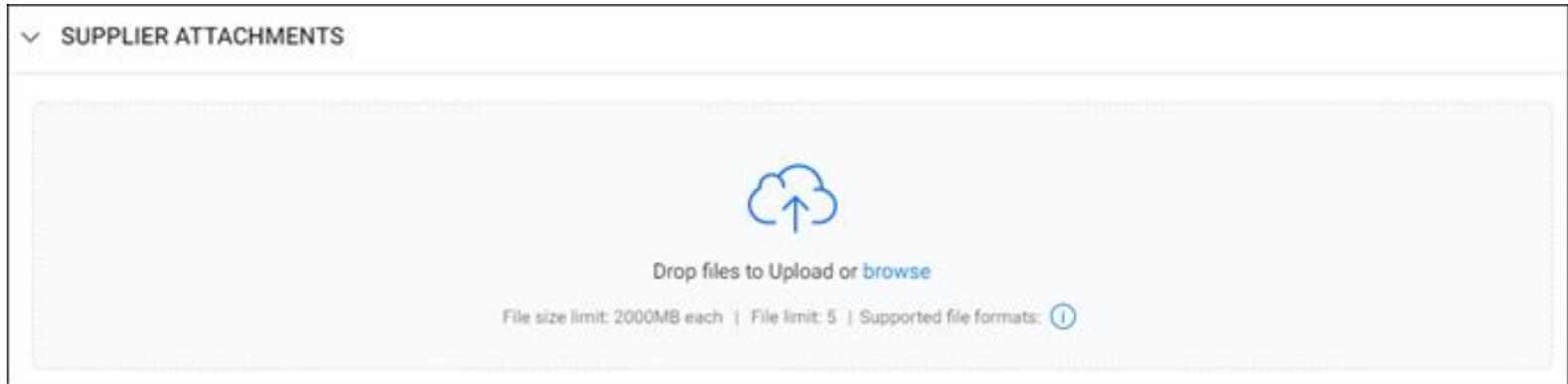
## Important Information

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

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

You can also add your own attachments.

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



## 7. Discussion Forum

# Discussion Forum

## Introduction

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

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

### **Important Information:**

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

# Discussion Forum

## Open Discussion Forum

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



### Important Information:

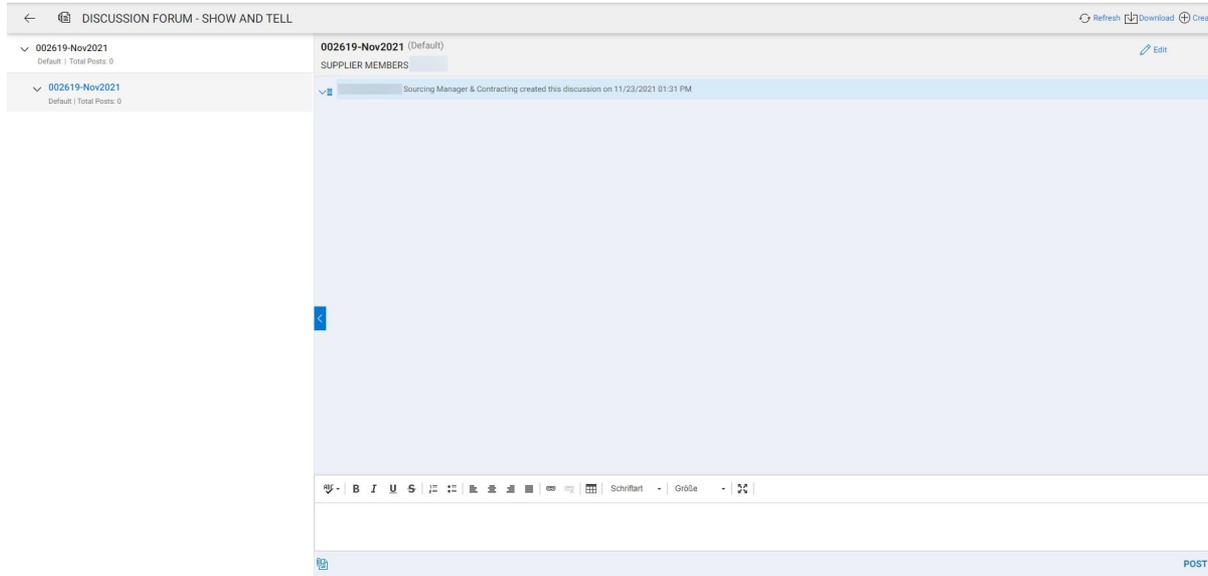
Only those team members who are invited to participate in the RfX event can view the icon.

# Discussion Forum

## Overview

The group discussion topic is displayed.

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

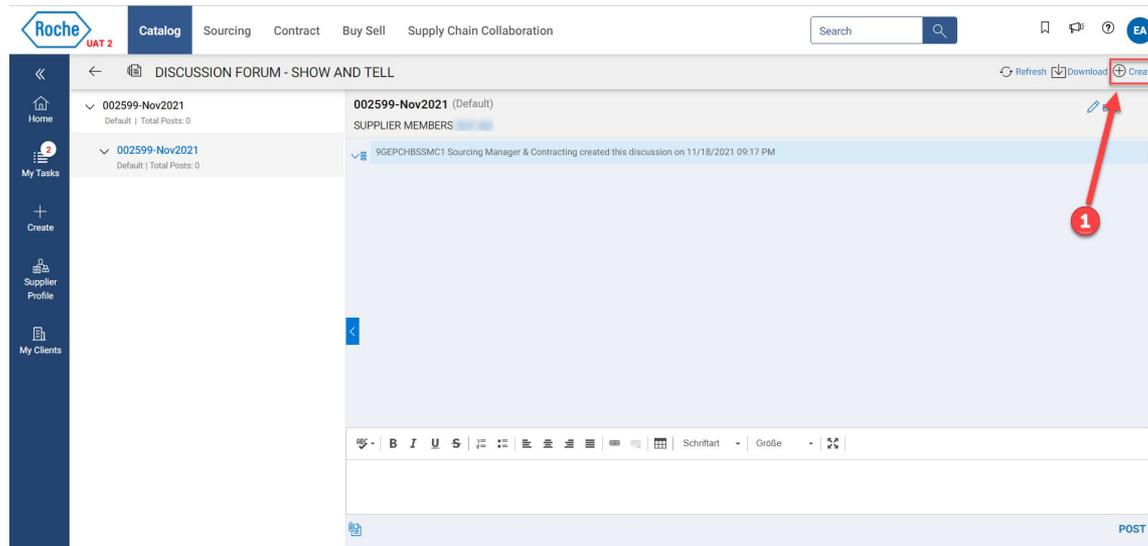


The screenshot shows a web interface for a discussion forum. At the top, there is a navigation bar with a back arrow, a home icon, and the text "DISCUSSION FORUM - SHOW AND TELL". On the right side of the navigation bar, there are icons for "Refresh", "Download", and "Create". Below the navigation bar, there is a sidebar on the left with two expandable sections, each labeled "002619-Nov2021" and "Default | Total Posts: 0". The main content area displays a topic titled "002619-Nov2021 (Default)" with a sub-header "SUPPLIER MEMBERS" and an "Edit" link. A message is shown: "Sourcing Manager & Contracting created this discussion on 11/23/2021 01:31 PM". Below the message is a large text input area with a rich text editor toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, and text color. The toolbar also includes text formatting options like "Schriftart" and "Größe". At the bottom right of the input area, there is a "POST" button.

# Discussion Forum

How to initiate a discussion in the RfX event

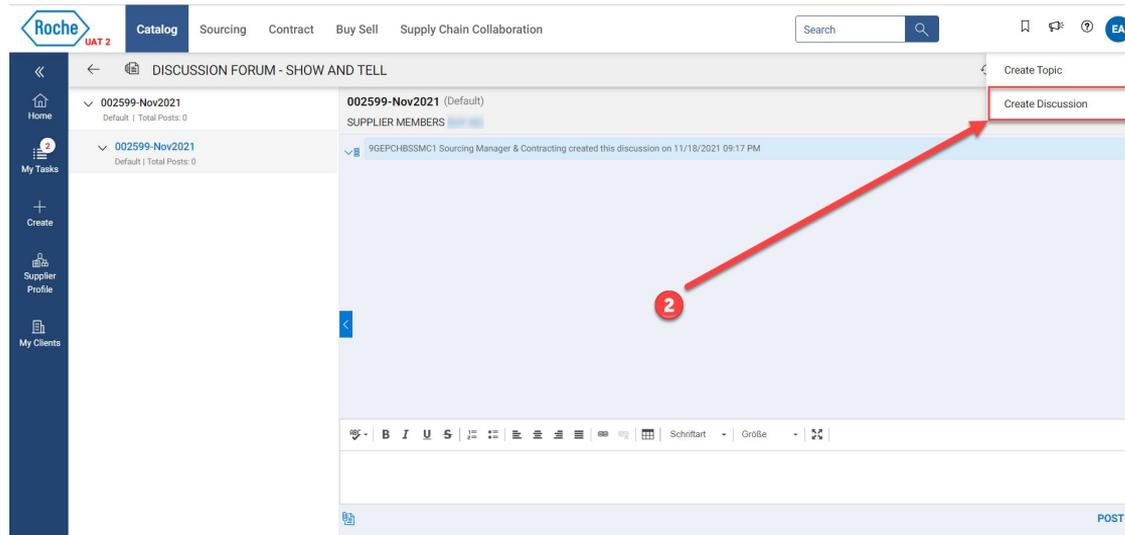
1. To create a **Discussion**, click the Create  icon within the Discussion Forum



# Discussion Forum

How to initiate a discussion in the RfX event

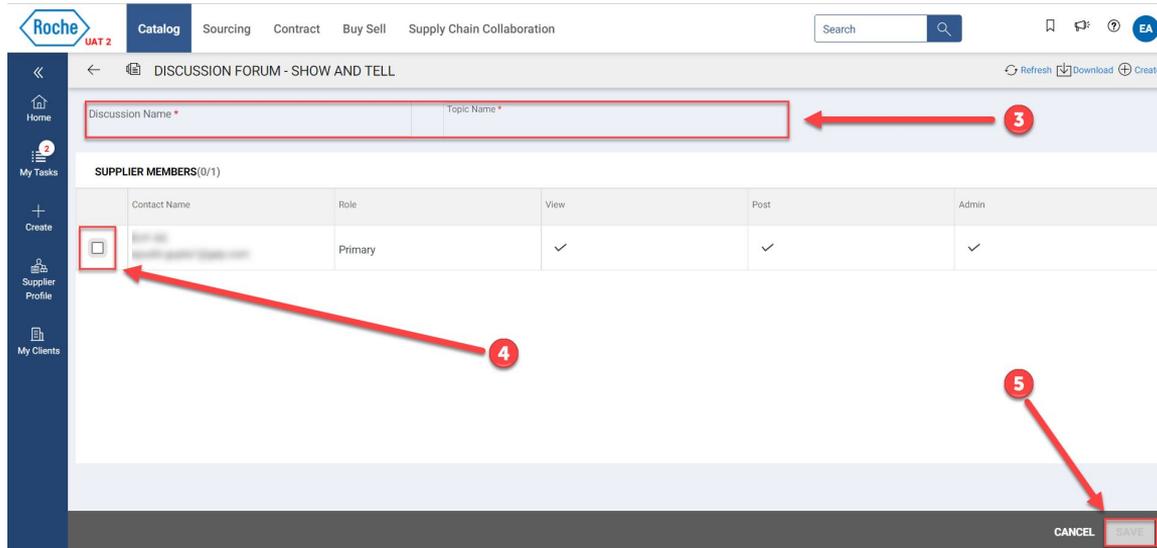
2. Then click on **Create Discussion**



# Discussion Forum

How to initiate a discussion in the RfX event

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



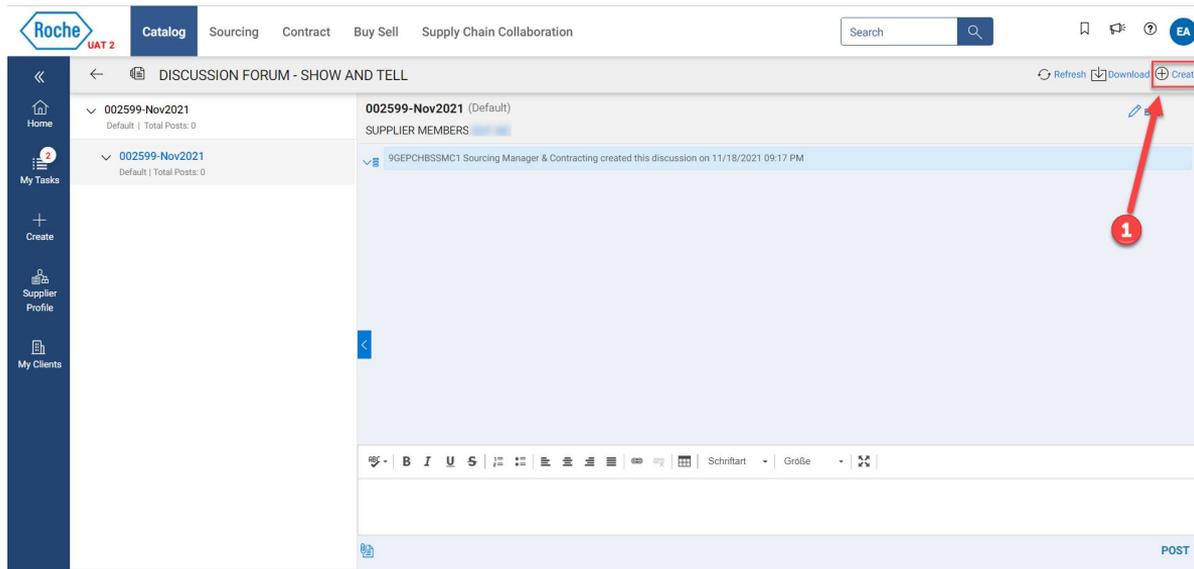
The screenshot shows the Roche UAT 2 interface for creating a discussion forum. The page title is 'DISCUSSION FORUM - SHOW AND TELL'. The interface includes a search bar, navigation icons, and a sidebar with options like Home, My Tasks, Create, Supplier Profile, and My Clients. The main content area contains a form with two input fields: 'Discussion Name \*' and 'Topic Name \*'. Below these fields is a table titled 'SUPPLIER MEMBERS(0/1)' with columns for Contact Name, Role, View, Post, and Admin. A checkbox is visible in the first row of the table. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. Red arrows and numbers 3, 4, and 5 point to the 'Discussion Name' field, the selection checkbox, and the 'SAVE' button, respectively.

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

# Discussion Forum

How to create a topic in the RFX event

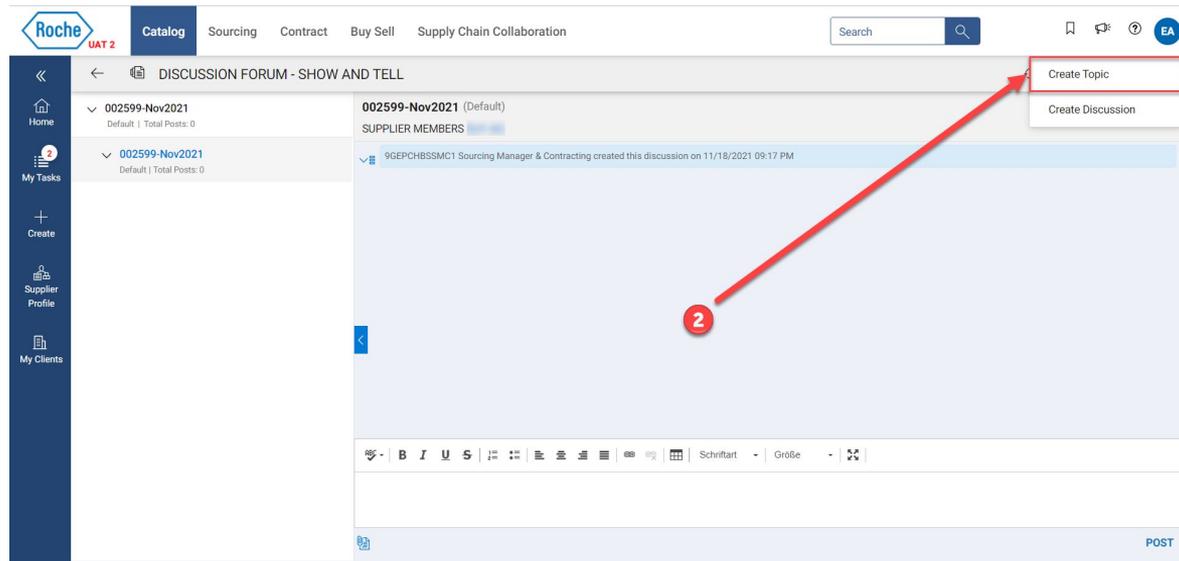
1. To create a **Topic**, click the Create  icon



# Discussion Forum

How to create a topic in the RFX event

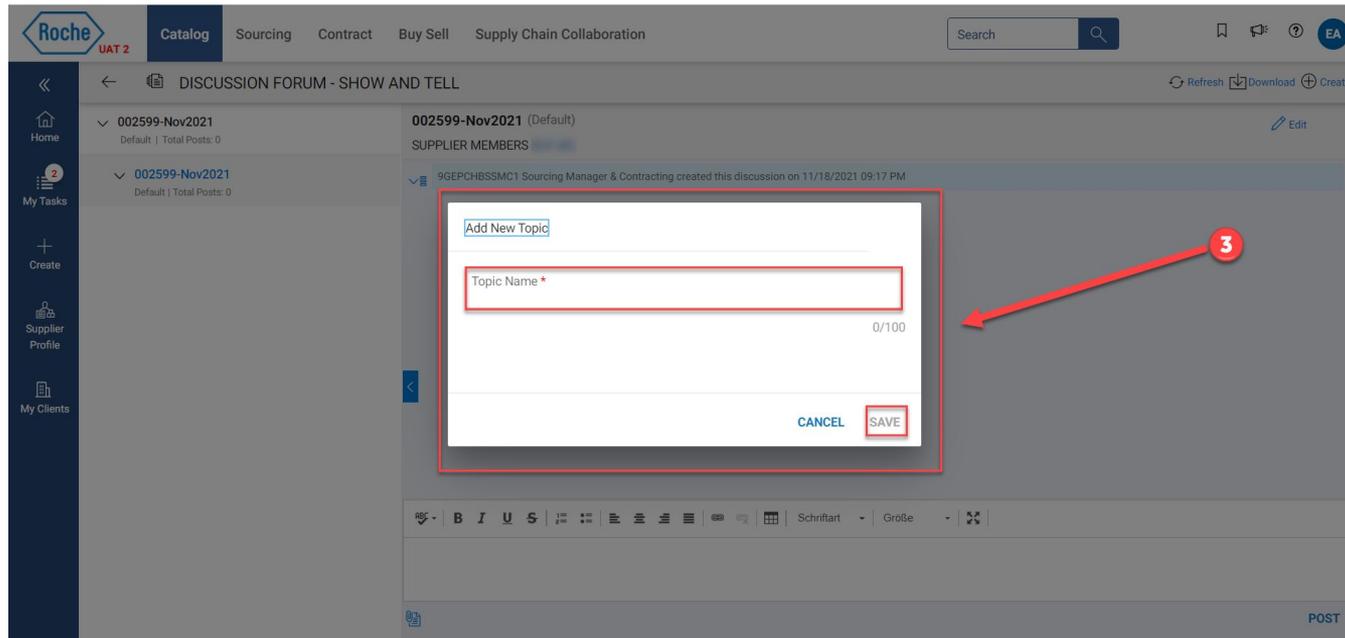
2. Then click on **Create Topic**



# Discussion Forum

How to create a topic in the RFX event

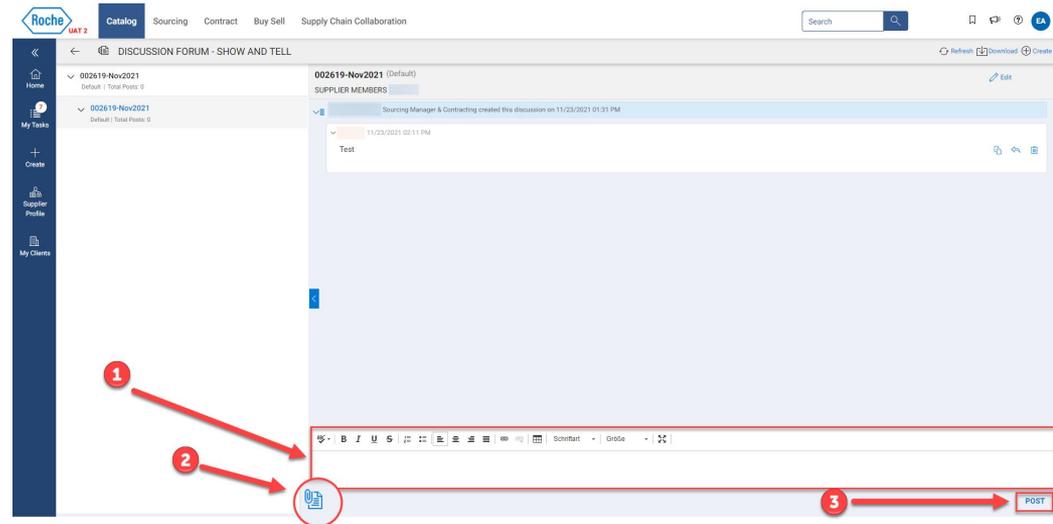
3. Enter the **Topic name** and click **Save**



# Discussion Forum

How to chat

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



# Discussion Forum

## Important Information

### Important Information:

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

Other suppliers cannot view it!

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

# Discussion Forum

## Action Menu

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

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

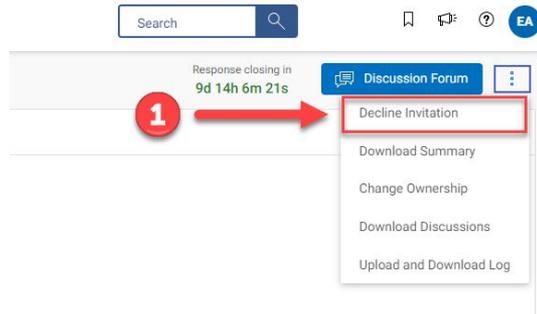
## 8. Performing Action Menu

# Performing Action Menu

## Decline Invitation

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

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



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

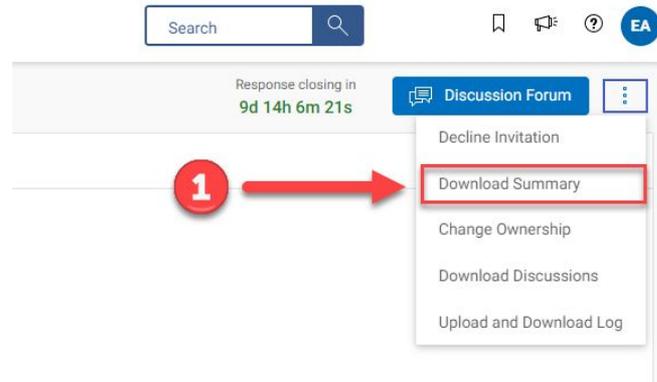
# Performing Action Menu

## Downloading Event Summary

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

### To download the event summary:

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

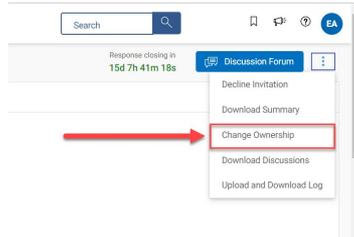


The event then gets downloaded into a zip file that contains the guidelines, price sheets, questionnaires, and the event summary.

# Performing Action Menu

## Change Ownership

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



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

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

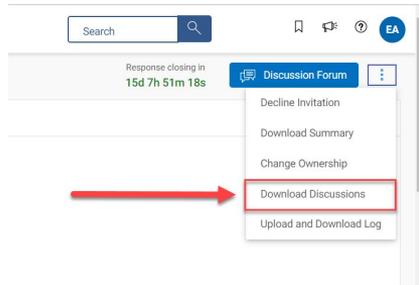
Name & Contact	User's Role	Updated By	Email Sent On
AG	Primary Responder	Buyer	11/22/2021 1:31 PM 
Adrienn M	No Access		
Dummy Contact	No Access		
Sebastian W	No Access		

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

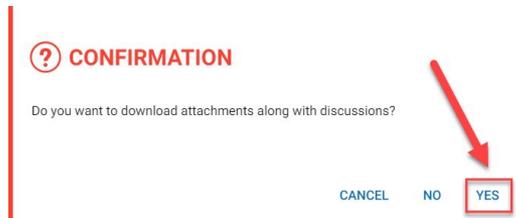
# Performing Action Menu

## Download Discussions

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



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



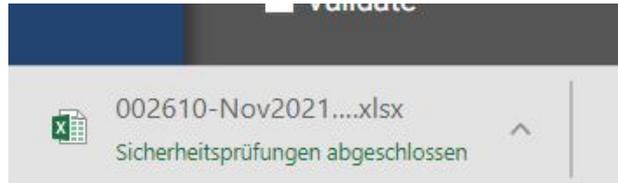
# Performing Action Menu

## Download Discussions

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



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



# Performing Action Menu

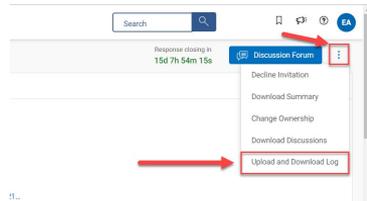
## Viewing Upload/Download Logs

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

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

### To view the log:

Click the icon and then click [Upload and Download Log](#) icon on the upper-right corner of the RfX event page.



The following [Download Log page](#) will be displayed:

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

⌚ India Standard Time (UTC+5:30)  
 ⚠ File(s) contains sensitive information. Please ensure they are downloaded in a secured system.

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

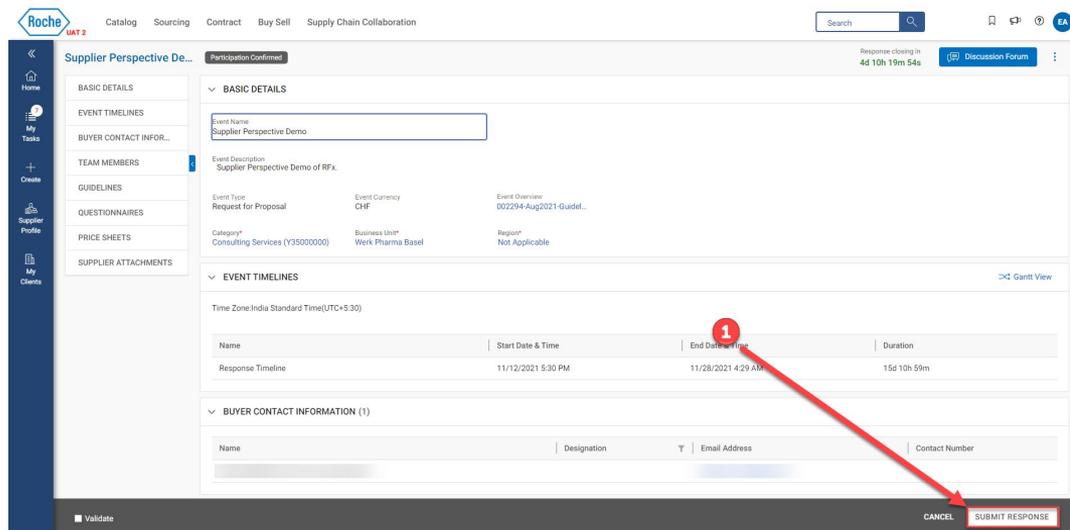
## 9. Submit Response

# Submit Response

## How to submit your Response

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

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

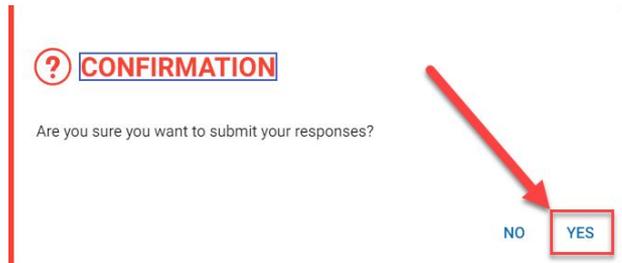


The screenshot displays the Roche Sourcing Manager interface for a 'Supplier Perspective Demo' RfX. The page is titled 'Supplier Perspective De...' and shows 'Participation Confirmed'. The main content area is divided into sections: 'BASIC DETAILS', 'EVENT TIMELINES', and 'BUYER CONTACT INFORMATION (1)'. The 'BASIC DETAILS' section includes fields for Event Name, Event Description, Event Type, Event Currency, Event Overview, Category, Business Unit, and Region. The 'EVENT TIMELINES' section shows a table with columns for Name, Start Date & Time, End Date & Time, and Duration. The 'BUYER CONTACT INFORMATION' section shows a table with columns for Name, Designation, Email Address, and Contact Number. At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT RESPONSE'. A red arrow points from a circled '1' to the 'SUBMIT RESPONSE' button.

# Submit Response

How to submit your Response

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



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



## 10. Withdraw Response

# Withdraw Response

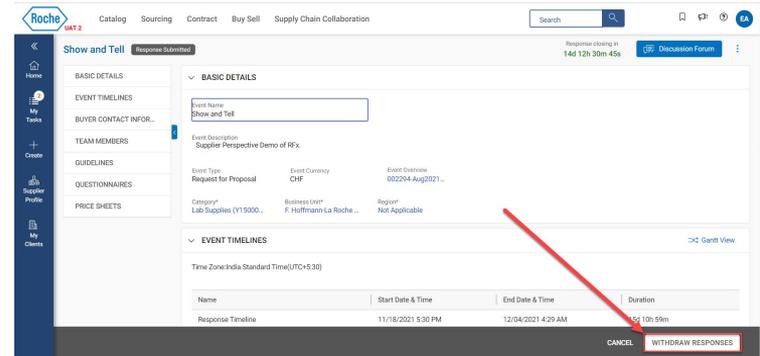
How to withdraw your submitted response

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

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

## To withdraw responses:

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



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



# Withdraw Response

How to withdraw your submitted response

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



The screenshot shows a 'Comments' form. At the top left, there is a speech bubble icon and the word 'Comments'. Below this is a large, empty text area. At the bottom of the form, there is a text input field containing the text 'I want to modify my response'. To the right of the input field, there is a character count '29/400' and a small icon of a document with a plus sign. At the bottom right of the form, there are two buttons: 'CANCEL' and 'POST'.

4. Click **Post**

# Withdraw Response

How to withdraw your submitted response

## Important Information:

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



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

For the resubmit you have to provide a comment.

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

**Doing now what patients need next**