



# Express Interest in a Request for Information/Quotation or Auction

## Purpose

Vendors will use this procedure to register their intention to submit a bid. By registering vendors also receive updates of any change to the RFX.

## Trigger

Perform this procedure when registering an intention to submit a bid.

## Prerequisites

- Vendor has been registered as a Southwest One vendor
- An RFX has been created and is currently active

## Procedure

1. Start the bid processing transaction by logging in to the Supplier Portal with ID and password, then selecting the 'My Services' tab.

### Process Bids

Find Bid Invitations and Auctions

Number of Document:  Name:  Status:  Processed by Me:

[Start](#) [Extended Search](#)

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 6 Hits

Number	Name	Trans_Type	Start Date	End Date	Bid_Status	Action
<a href="#">1000000136</a>	Computers	Req for Quote_Closed	10/29/2008 15:16:00	10/30/2008 11:00:00	No Bid Created	
<a href="#">1000000135</a>	Computers	Req for Quote_Closed	10/29/2008 15:00:00	10/30/2008 11:00:00	No Bid Created	
<a href="#">1000000086</a>	Bid inv. with price	Req for Quote_Open		10/31/2008	No Bid Created	
<a href="#">1000000083</a>	Computer	SWON Auction 01	10/30/2008 12:00:00	10/30/2008 14:00:00	No Bid Created	
<a href="#">1000000081</a>	Computers	SWON Auction 01	10/30/2008 12:00:00	10/30/2008 13:00:00	No Bid Created	
<a href="#">1000000072</a>	Bid for Test	Req for Info_Open	10/22/2008 12:40:00	10/31/2008	No Bid Created	

Legend: Display Bid Create Bid Display Auction Change Bid Delete Bid

The relevant bid invitations and auctions are being displayed here.

2. Click the Number link [1000000136](#) to display the details of the RFX.

## Display Req for Quote\_Closed

[Register](#) [Create](#) [Hold](#) [Change](#) [Refresh](#) [Output Preview](#)

[Back to Initial Screen](#)

Req for Quote\_Closed: Name Computers Number 1000000136

[General Data](#) [Item Data](#)

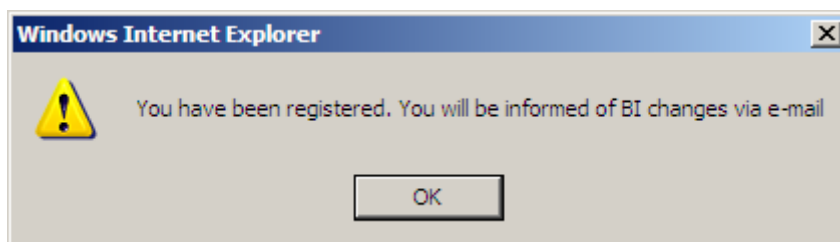
[Basic Data](#) | [Attributes](#) | [Information from Purchaser](#) | [Partner/Delivery Address](#)

Check the information for the bid invitation.

Time Zone	UTC
Start Date	10/29/2008 15:16:00
End Date	10/30/2008 11:00:00
Opening Date	10/30/2008 11:00:00
Currency	GBP British Pound

You may click on the other links to view further details to this bid invitation.

3. Click the Register button [Register](#).



4. Click the OK button .

## Result

The vendor has successfully registered for an RFX and may now place a bid!