

## Respond Offline

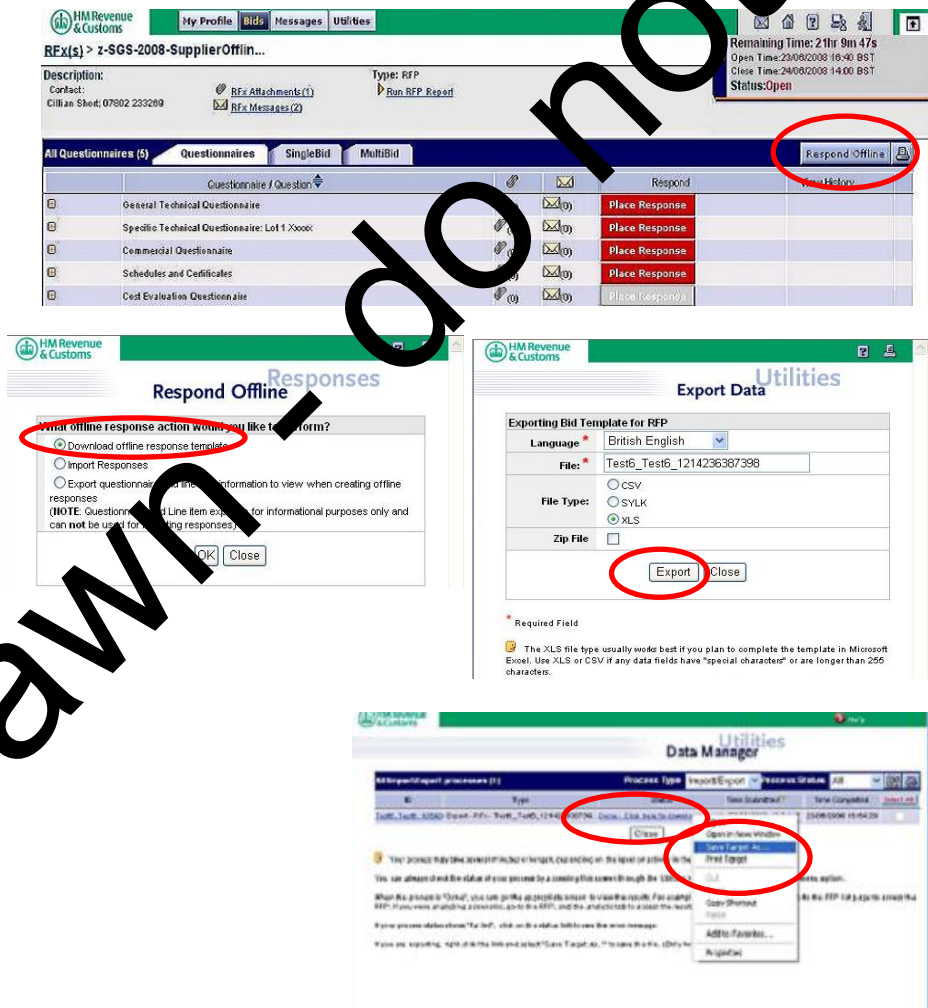
Responding offline is used for placing initial bids/responses within a template. The template is exported out of the system and downloaded to your local system. The bids/responses are provided within the template and imported back into the system.

Strict attention is required to the guidance at the bottom of the off-line response template to ensure your response is imported. Responses which do not comply with this template will need to be modified prior to importing. It is recommended to only use the template for more complex events.

### 1. Export the Template

#### Steps

1. Click the **Respond Offline** button.
2. From the **Respond Offline** window, select **Download Offline Response Template (default)** and click **OK**.
3. From the **Export Data** window, click the **Export** button.
4. From the **Data Manager** window, click the **refresh** icon.
5. Right click on **Done-Click here to download results and select Save Target As**.
6. Save the template to your system.



#### Tips

- Selecting the 3<sup>rd</sup> option on the Respond Offline screen, "Export questionnaire and line item information to view when creating offline responses", is also quite a useful way of downloading the event for discussion and circulation within your business prior to providing a response.

### 2. Place Responses in the Template

#### Steps

1. Open the excel spreadsheet that you exported from the system.
2. Place your responses in the **Response Area**.
3. Place your bids in the **Price Per Unit** cell for each line item.
4. Save the spreadsheet when finished.

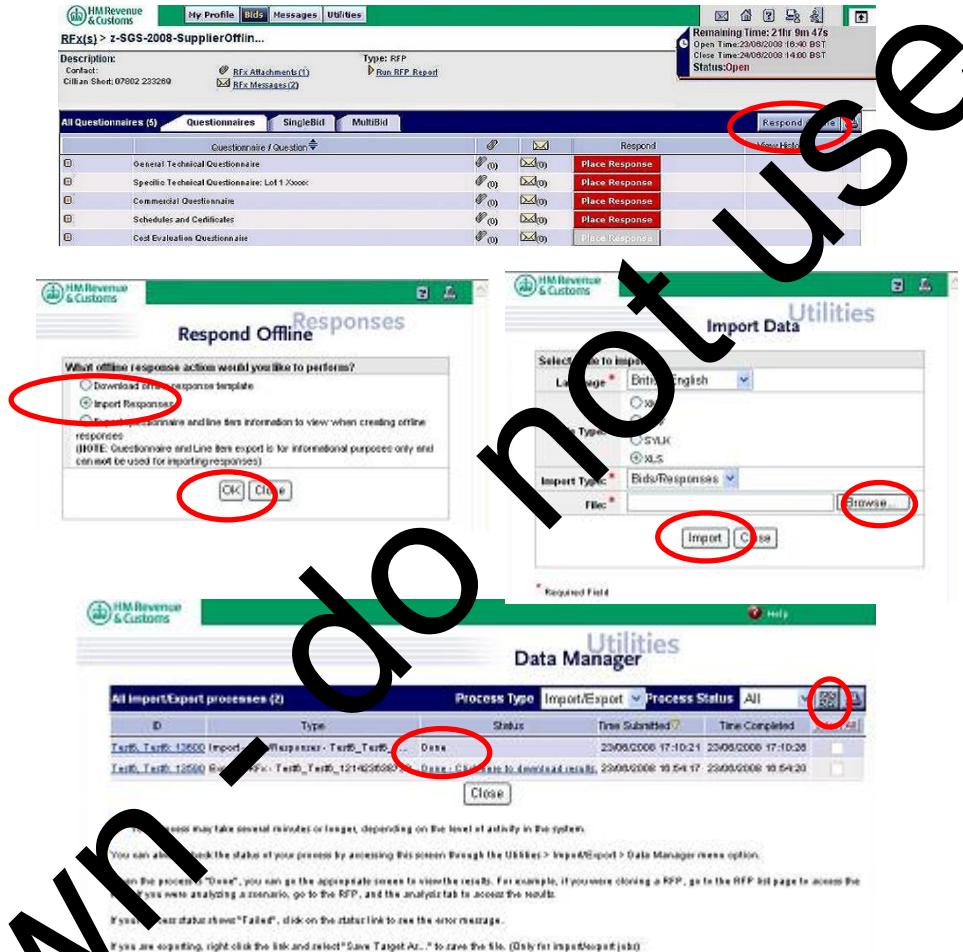
	A	B	C	J	K	L
1	Organization Unique ID	Ralph's Training Buyer				
2	RFX Name	Demo: RFP				
3	*RFX Unique ID	Demo: RFP				
4	RFX Type	rfp				
5	Open Date Time	2005-03-11 13:30:39				
6	Close Date Time	2005-03-18 13:00:00				
7						
8						
9	Question Information				Response Area	
10						
11	Questionnaire	Category	Question	Default Value	Response	Response Comments
12	Questionnaire 1	IT Hardware	Please explain.....		XXXXXX	
13	Questionnaire 1	IT Hardware	How many.....		XXXXXX	
14	Questionnaire 1	IT Hardware	Select from the following		XXXXXX	
15	Questionnaire 2	IT Hardware	Are you.....		Yes/No/XX	
16	Questionnaire 2	IT Hardware	What is your ratio.....		XXXXXX	
17	Questionnaire 2	IT Hardware	Please provide.....		XXXXXX	
18						
19						
20	Item Information					
21						
22	Item Name	*Item Unique ID	Description	*Price Per Unit	*One Time Charge	Freight Charge
23				The price of an individual item	The additional charge regardless of quantity	Freight Charge
24				Currency	Currency	Currency
25						
26	Item 1	Item 1				
27	Item 2	Item 2				
28	Item 3	Item 3				
29						

#### Tips

- Details of how to complete the template offline are detailed at the bottom of the spreadsheet.
- The template is used to place responses to questionnaires as well as the bid fields.
- Ensure that all areas within the spreadsheet which are shaded remain shaded and that **all input areas remain with a white background**.
- Responses to questionnaires need to comply with the Answer Type for the particular question. See instructions at the bottom of the spreadsheet for the different answer types.

**3. Import the Template**
**Steps**

1. From the RFX window, click the **Respond Offline** button.
2. From the **Respond Offline** window, select the **Import Responses** option and click **OK**.
3. From the **Import Data** window, click the **Browse** button to navigate to the excel spreadsheet that you saved to your system.
4. From the **Data Manager** window, click the **refresh** icon. The import is complete when **Done** is displayed from the **Status** column.
5. Within the application click refresh or F5 to see your new bids



The screenshots illustrate the following steps:

1. In the RFX window, the **Respond Offline** button is circled in red.
2. In the **Respond Offline** dialog, the **Import Responses** radio button is selected, and the **OK** button is circled in red.
3. In the **Import Data** dialog, the **Browse** button is circled in red.
4. In the **Data Manager** window, the **Refresh** icon is circled in red, and the **Done** status in the table is circled in red.

**Tips**

- Initial bids can be placed offline and subsequent bids on the same line items can be updated through the application.
- Once a bid has been submitted to HM Revenue & Customs (HMRC) a “B” icon appears next to the line items. This indicates that a bid has been submitted to HMRC.

If the number next to the “B” icon is greater than one this means that you have two bids for the same item. If this is not intentional please click the “View Bids” button to delete/cancel one of the bids.

Do not be alarmed if your initial input fails. The exact instructions on the template need to be followed and are precise. Click on “failed” and view the reason for the failure. Then repeat the process. If an import fails no data is imported.