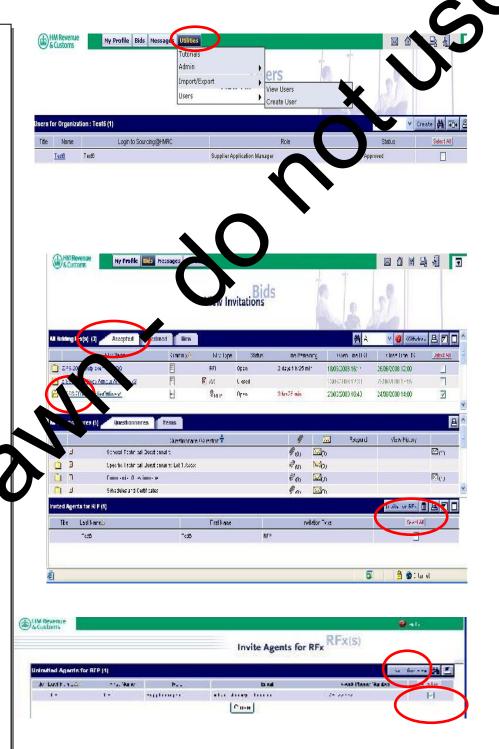# Invite additional users to an RFx

You may want to invite additional users from your organisation to an RFx, particularly if it contains many items or questionnaires.

Steps

1. Under the utilities menu, Click on Users → View Users to see a list of users in your organisation. Click on Create User to add a new user to your organisation.

2. The role of Supplier Agent gives the user full access to the event you have been invited to. Fill in the rest of the User details including a password (mixture of character and numeric) and click on Save.

3. Then, On the **Bids** select **View Invitations**

4. Select the applicable RFx Click **New** to display newly issued invitations or **Accepted** to display invitations accepted by your organisation.

5. Click the folder to the left of the RFx name. The system lists the agents invited to.

6. Click the **Invite for RFx** button. The **Invite Agents for RFx** dialog box appears.

7. Select the agent that you want to invite.

8. Click the **Invite for RFx** button. The name of the invited user will appear under **Invited Agents for RFx** on the **View Invitations** page.