

## Supplier User Quick Start Guide

Step 1- From the desktop, go to the Events menu and click “My RFX”



Step 2- Click the pencil next to the event you wish to access.



This will take you to the main page of the event.

Step 3- You can edit basic information related to your response by clicking the “General Proposal Information” link

The image shows a form titled 'General Information'. It has fields for 'Proposal Name' (with the value 'Proposal # 1'), 'Validity end date' (with a calendar icon), and a 'Description' text area containing the text: 'This is an optional description of this test supplier's response to be submitted to Michelin.'

## Prepare RFX

Step 4- You can begin responding to the RFI by clicking the “RFI Response” link in the menu

The image shows a form for responding to an RFI. It has a header with instructions: 'If you are uploading your response via Excel spreadsheet, drag and drop your completed file here (in Excel format).'. Below this are two download links for Excel templates. The main form area is divided into sections. 'Section 1' is selected and shows a question: 'Input your response to this question as a text response. A response is mandatory.' with an 'Answer' input field. Below it is another question: 'Input your response to this question as a numeric response. A response is mandatory.' with an 'Answer' input field.

There may be more than one section of questions to respond to. If there are, click the section name on the left to move from one section to another.

The image shows the RFI Response form with two sections. 'Section 1' is selected and shows a question: 'Input your response to this question as a text response. A response is mandatory.' with an 'Answer' input field. 'Section 2' is also visible and shows a question: 'Input your response to this question as a numeric response. A response is mandatory.' with an 'Answer' input field.

Step 6- Read any messages sent to you, or send comments/questions to Michelin by clicking the Discussion Forum link in the menu.

The image shows a search and message history interface. It has a search bar with 'Keywords:' and buttons for 'Search', 'Reset', and 'Advanced search'. Below the search bar is a 'Compose' button and a 'Message history' link. A table shows message details: 'Subject', 'Messages', 'Last update (UTC-4)', 'Original sender', and 'Last sender'. The table contains one row: 'Test Message', '1 / 1', '10/1/2018 6:46:25 PM', 'Zach YARBROUGH', and 'Zach YARBROUGH'. Below the table is a '1 Result(s)' indicator.

Step 7- To finalize your response, click the Validate and Submit My Response button in the bottom right corner of any of the RFX event's pages.

[Validate and Submit My Response](#) [Cancel This Response](#)

You will receive a confirmation popup. Click Submit My Proposal to finalize your response.

Do you really want to submit your proposal?

[Submit my proposal](#) [Cancel](#)