

Creating a RFx form

This tab allows you to create the right offer form which suppliers will receive and will be able to complete. The form can be created using the elements on the left and using the ready forms by clicking the button with the pattern.

Below are descriptions of all fields:

Regardless of how you create the RFx form, all items can be moved or deleted.

The meaning of the edit buttons:

- move the element to the top of the form
- move the element one position above in the form
- remove the selected item from the form
- move the item one position lower in the form
- move the item to the very bottom of the form

Required If the option is set to YES then it is required, for example to submit an offer for all positions in the table

The system allows you to switch between creation and preview modes at any time. The preview mode shows how the supplier will see the form and which fields will have to be filled out.

SUPPLIERS

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HELP

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List of RFx

Settings

RFx form

Suppliers

Offers comparison

Selected suppliers

RFx table

Statistics

Add description

Add table

Ask suppliers for attachment

Ask open question

Separator

Radio

Checkbox

Date

Numeric

Catalog table

Creation mode

Preview

(549) RFx - RFx form

Save state

+ from template

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Next >

Supplier's attachments

Notify

Add from RFx table

Upload

Drag and Drop

Drop file here to add.

Empty list

Also check: