

# Preliminary Request for Quotation

You are already registered as a supplier in our portal and have checked and approved your main data. You can see this on your landing page in the process overview; the process steps are colored green at least up to the "Validate main data" field. You then have the option of viewing public requests for quotation:

This will give you an insight into upcoming projects and quotations to be put out to tender in the near future.

If you are interested, you can register to take part in the relevant tender and thus be included directly in our bidder list.

The procedure is explained below.

## How to view the public RFx

- After your login click on "SOURCING" in the grey menu bar at the top of your landing page.
- Now, select "View Public RFx" from the dropdown menu.

The screenshot displays the STRABAG Supplier Portal interface. At the top, the navigation menu includes 'GENERAL INFO', 'SOURCING', 'CONTRACTS', 'CATALOGUE', 'ORDERS', and 'HELPDESK'. The 'SOURCING' menu is highlighted, and a dropdown menu is open, showing 'My RFx' and 'View Public RFx'. The 'View Public RFx' option is selected. The main content area is divided into several sections: 'INFORMATION' with a welcome message and contact details; 'MY TASKS' showing 0 results; 'STRABAG CONTACTS' with a table header (Name, E-Mail, Position in the company) and one result; and 'SUPPLIER STATUS' with a checklist of tasks: 'Submit main data', 'Company attributes', 'Upload mandatory certificates', 'Validate main data' (Approval is given by STRABAG), 'Validate certificates' (Approval is given by STRABAG), and 'Basis qualified' (The data is up-to-date). A message box states 'There is no item requiring your attention at the moment.'

The page opens with a list of all current public RFx.

## Searching and filtering in public RFx

The checkbox "Limit to my commodity" is automatically ticked, so that only relevant public RFx are shown, for the commodities you have already stored in your service portfolio.

The screenshot shows the 'View Public RFx' search interface. The 'Limited to my commodity' checkbox is checked and highlighted with a red box. The search results table shows one record: 'Preliminary Inquiry' for 'Muster Voranfrage'.

Type of RFx	RFx Name	Type of Service	Main Commodity	Further Commodities	Project	Project Phase	Country	Postcode
Preliminary Inquiry	Muster Voranfrage	Contract for Work - Full Service	Concrete demolition		Musterprojekt	Estimate		

- In the fields "Publication from", "Publication until", "Execution begins", "Execution ends" you can select a date and filter the RFx accordingly by clicking the "Search" button.
- It is also possible to enter your own search terms in order to find specific RFx by clicking on "Search".
- Now, select an RFx of interest to you from the list displayed by clicking on the pencil icon.

## Show selected RFx and details

Once you have made your selection, the information page for the selected RFx will open.

The screenshot shows the 'View Public RFx' search interface. The 'Show Details' button is highlighted with a red box.

Type of RFx	RFx Name	Type of Service	Main Commodity	Further Commodities	Project	Project Phase	Country	Postcode
Preliminary Inquiry	Muster Voranfrage	Contract for Work - Full Service	Concrete demolition		Musterprojekt	Estimate		

Clicking on the "Show Details" button expands the window to display further information.

The screenshot shows the 'Muster Voranfrage (BPM000001700) - Lot : 1 / Round : 1' details page. The 'Show Details' button is highlighted with a red box.

**Request**

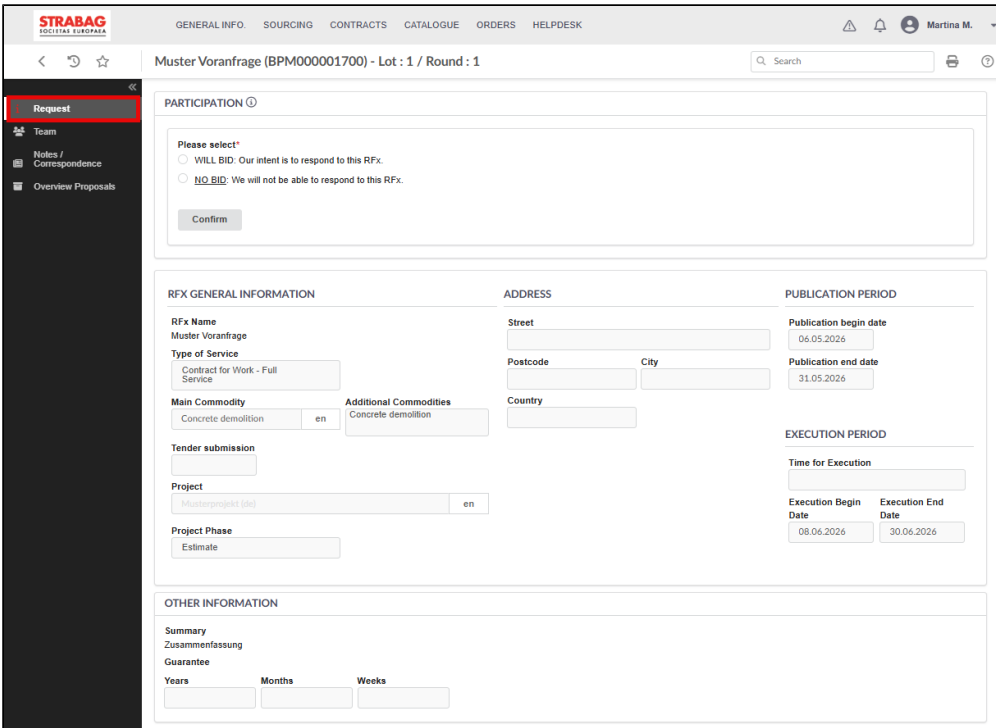
**PARTICIPATION**

Please click on the button to see further details to this Rfx.

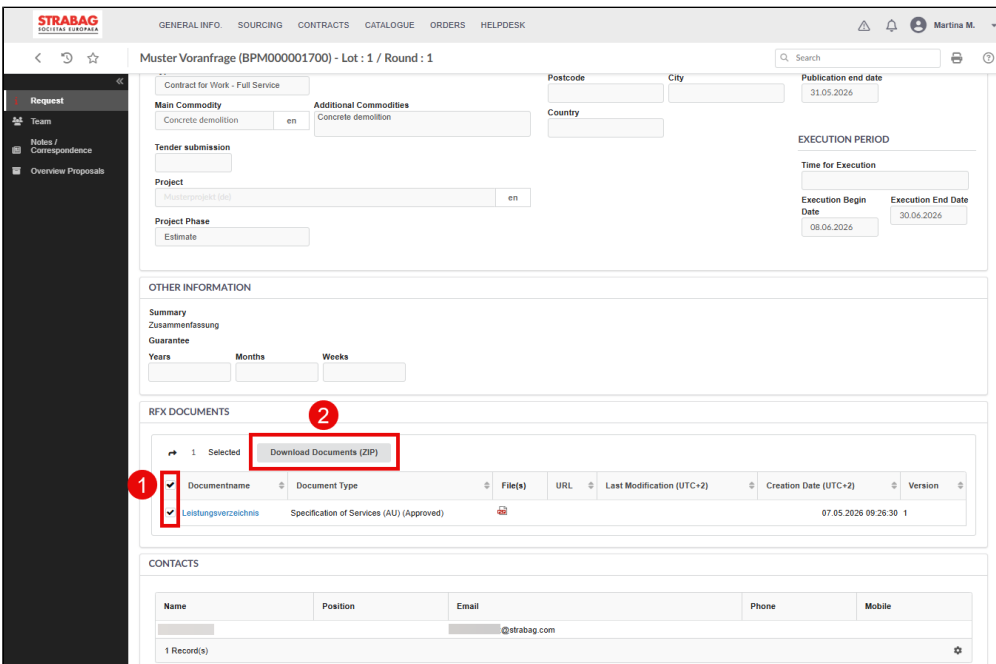
**Show Details**

### Navigation item Request

Here, you can see the sections “ RFX General Information” and “Other Information.” These include, for example, the Type Of Service” the submission date, and the “Publication Period.”

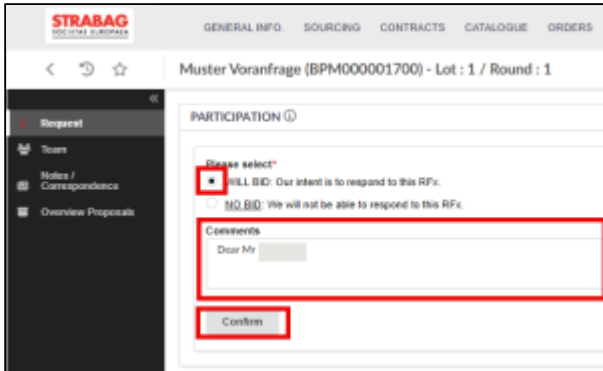


When you scroll further down, you will see the sections “RFX Documents” and “Contacts.” The documents can be selected individually and downloaded.



### Interest in participating in the RFx

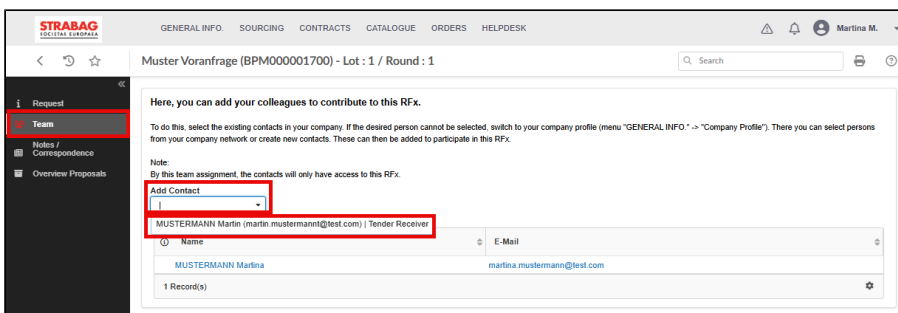
- If you are interested in participating in a tender for this RFx, click the checkbox "WILL BID" in the "Participation" section at the top of the page.
- If you want to, you can also write a text in the "Comments" field.
- Afterwards, please click on the "Confirm" button.



In general, with a preliminary request you can only express your interest in the public quotation. You are not required to prepare or submit an offer for a preliminary request.

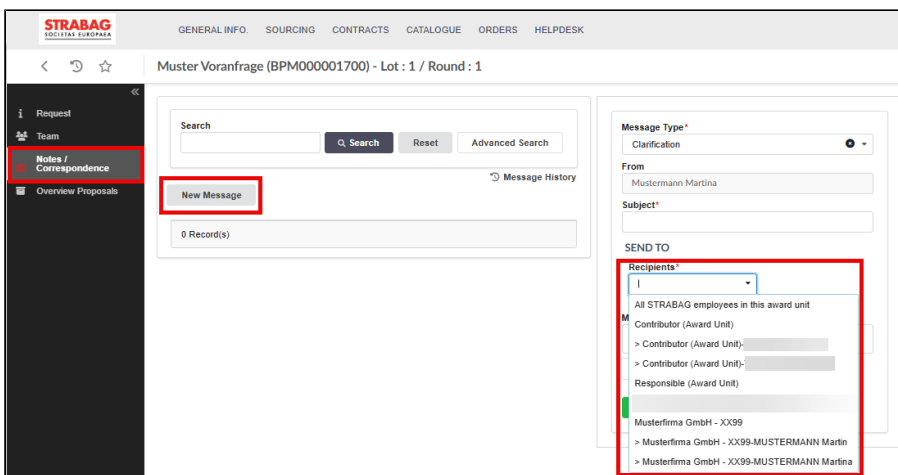
### Navigation item Team

In "Team", you have the option to define the team for the award unit.



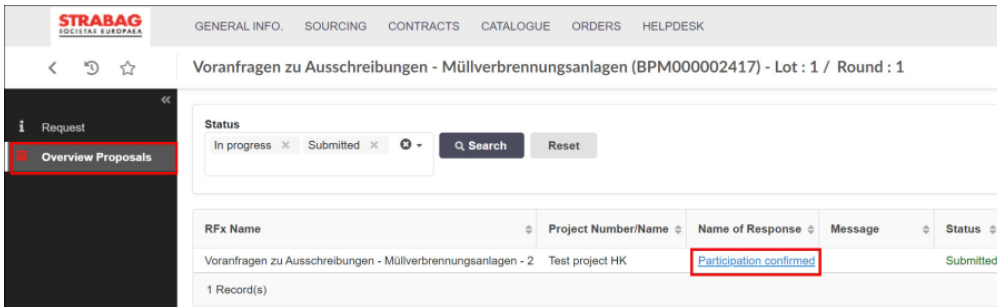
### Navigation item Notes / Correspondence

Here you can send a system-generated message to a person involved in the award unit.



### Navigation Item Overview Proposals

Here you can see that you have confirmed your participation and intend to take part in the quotation.



By clicking on "Participation confirmed," you can find more detailed information.

