

*eSourcing Training Manual for
Eversource Energy Suppliers(Pages 1-
22)*

Supplier Code of Conduct Manual
(Also attached pages 1-8)

Please Note: Unfortunately, our application cannot run on IE10 or 11...

Here are your options:

- download a free version of IE8... **our application will definitely run on IE8 .. or**
- try Google Chrome or
- try Fire Fox or
- try compatibility mode

What is our eSourcing Application?

eSourcing is the software package Eversource Energy uses to bid “request for proposals” (RFx’s) electronically. The entire bidding process is done through our eSourcing Application.

This training manual will walk you through the process of reviewing / responding to a “Request for Proposal.”

Your Registration Confirmation Email

Registering in our eSourcing Applications allows our procurement agents to review your company's information and possibly add your company to a bidders list, if an opportunity arises.

After you have successfully registered in our system, you will receive the following email.

Included in the email is your "User ID" and "Password."

You will need your User ID and Password in order to successfully log into our Application. As a result, retain the letter for future reference.

Here is your User ID and Password Information



Welcome to Eversource Energy's Supplier Tool

From: Purchasing

04/26/2012 01:20 PM

To: Ann Marie Stewart

Please respond to Purchasing@NU

[Show Details](#)

Dear Ann Marie,

Welcome to eSourcing. You have been established as a user of eSourcing software, which is used to facilitate sourcing events at Eversource Energy. Because this email contains important Log On information, please keep it in your records.

You will receive another email notification when your participation is requested for a specific sourcing event. In the interim, please follow the steps listed below to ensure you can connect to the system.

A temporary eSourcing application password has been generated for you. After you Logon using the new temporary password, you will be prompted to change your password.

Your user name: stewaama

Your temporary password: 4gaCW8xQmA

Invitation Email to Bid on a RFX

This is the email you will receive when your Company has been invited to bid on a materials and/or services project.

★ Purchasing Eversource
Company: RFX Invitation

- ➔ The email identifies **the RFX #** and the response due date.
- ➔ The email asks you to “Confirm Your Participation.”
- ➔ The email advises you how to “decline” our invitation if you choose not to bid on the project.
- ➔ The email gives you some very helpful “Participation Tips.”
- ➔ The email also advises you that if you do not have your “User ID” and “Password,” you can email procurement@eversource.com for assistance.

If you are having just “password” problems, you can request a new password be sent to you from the log on screen – example below. (You get to this log on screen by clicking on the link under “To Confirm Participation.”)

Welcome to Eversource eSourcing

Username:

Password:

[Forgot your Password?](#)

WHY WAS THE RFX ADDRESSED TO ME? See Page 22 for the explanation.

Eversource
FROM: purchasing
To: Ann Marie Stewart
Please respond to Purchasing @NU

04/26/2012 01:33 PM

Here is your RFX #

Dear Ann Marie,

You are invited to participate in the Eversource RFX # RFX-00172-2012 Service For River project.

The deadline for your completed response to this RFX is 7/2/12 4:00 PM (EDT).

TO CONFIRM PARTICIPATION, follow these steps:

1. Click on this link
https://sourcing1.nu.com/sourcing/fsvendor/rfx/SellSide/rfps_header_page,-176488447:900?rqaction=load&hook=rfxLoadRQHook&allow_redirect=true.
2. Enter your username and password (previously emailed to you).
3. Click Log On.
4. Click on the Proposal ID link located in the Proposals section of the page.

TO DECLINE PARTICIPATION, follow these steps:

1. Click on this link
https://sourcing1.nu.com/sourcing/fsvendor/rfx/SellSide/rfps_header_page,-176488447:900?rqaction=load&hook=rfxLoadRQHook&allow_redirect=true.
2. Enter your username and password (previously emailed to you).
3. Click Log On.
4. Click on the Proposal ID link located in the Proposals section of the page.
5. Click on the 'In Progress' button and choose the 'Declined' phase then click OK to indicate to Northeast Utilities Service Company that you have chosen to not participate in this RFX.

PARTICIPATION TIPS:

- * Click on the schedule tab to review all deadlines.
- * Click on every tab to read all of the information available to you there and to fill in all of the requested data fields.
- * To submit your completed response to this RFX, for immediate consideration by Northeast Utilities Service Company, simply click on the 'Submit' button and select the response. Alternatively, click on the 'In Progress' button, then select the 'Firm' phase and click 'OK'.

If you have lost your username and password or are unable to connect to the system to perform the above steps, please contact Northeast Utilities Service Company for assistance by using the contact information below.

Thank you

Do not reply to this message. If you have any questions or difficulty using this application, please contact support at 1-860-665-2222 or e-mail support at purchasing@nu.com

To Begin Log In and Change Your Password

To confirm your participation, click on the link in the email under the "Confirm Participation" paragraph.

You will come directly to the Log on Screen. Enter your user ID and password in the appropriate fields. As a reminder, your user ID and password are in your registration confirmation email, located at the bottom of the email.

Once you have successfully logged on, you will come to another log on screen asking you to change your Password. Change your password to something you will remember. When done, click on OK.

As a reminder, if you do not have your Password, you can request a new password be sent to you right from the log on screen

NOTE: Your New Password Must Be At Least 10 Characters Long.

TO CONFIRM PARTICIPATION, follow these steps:

1. Click on this link
https://sourcing1.nu.com/sourcing/fsvendor/rfx/SellSide/rfps_header_page,-176488447:900?rqaaction=loadshook=rfxLoadRQHookallow_redirect=true.
2. Enter your username and password (previously emailed to you).
3. Click Log On.
4. Click on the Proposal ID link located in the Proposals section of the page.

Welcome to Eversource Sourcing

Type your Username and Password to continue.

Username:

Password:

Log On

[Forgot your Password?](#)

[Add eSourcing to your bookmarks](#)

Eversource

Create a new password.

* Your Temporary Password:

* New Password:

* Re-enter New Password:

OK

Cancel

Your new password must be at least 10 characters long.

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Next, Confirm Your Participation or Decline the Bid

Once you change your password and successfully log in, you will come to this screen.

To “Confirm Your Participation” that your Company is going to bid on the project, click on the “PROP” # located under the “RFx Response” field.

Click on “PROP” # located under “RFx Response”

RFX RFX-00172-2012: Service For River Project

Actions | Chat

Summary

Title: Service For River Project

Description: On behalf of Northeast Utilities Service Company provide your proposal for Services and Equipment for River Project. Ensure you review all tabs and attachments and submit your proposal by completing all questions and pricing.

Current Phase:

Company: Eversource

Contact: ANN MARIE STEWART

RFx Response Due Date: 7/2/12 4:00 PM (EDT)

RFx Responses

RFx Response	Internal RFx Response ID	Cover Page Comments	RFx Response Status
PROP-01227-NU-2012			No Activity

Schedule Items

Display Name	Planned Start	Description
Pre-Bid Meeting	12/13/04	
RFx Open For Response	5/4/12	
RFx Response Due	7/2/12	The RFx response is due shortly. Please make your final changes and set the response status to firm.

After you click on the “PROP” #, you will come to this panel – “Terms of Event”

Read the information and click on the “Accept” Radio Button and click on the “Finish” button.

Eversource Energy is now notified that you are going to participate in the bidding process.

Note: If at this point, even before you look at the RFx, you know you are not going to bid on the project, click on “Decline” and then click “Finish.” Eversource Energy is then notified you are declining to bid. If after you review the RFx and decide to decline the bid, go to Page 21 to learn how to “Decline” Participation.

Click “Accept” and then click “Finish”

Eversource eSourcing Supplier

Terms of Event

By selecting Accept then clicking on Finish you represent and warrant that you are authorized by you to make promises and commitments for and on behalf of your company.

Accept
 Decline

Finish Cancel

Next, Navigate to RFX and Review

Once you confirm your participation, you will come to this panel.
To view your RFX, click on the "PROP" # located under "RFX Response."

After you click on the "PROP" #, you will come directly to the main page of your RFX.

Here is your PROP # →

Service For River Project

RFX RFX-00172-2012: Service For River Project

Actions Chat

Summary

Title: Service For River Project

Description: On behalf of Northeast Utilities Service Company provide your proposal for Services and Equipment for River Project. Ensure you review all tabs and attachments and submit your proposal by completing all questions and pricing.

Current Phase: Open For Response

Compan Eversource

Contact: ANN MARIE STEWART

RFX Response Due Date: 7/2/12 4:00 PM (EDT)

RFX Responses

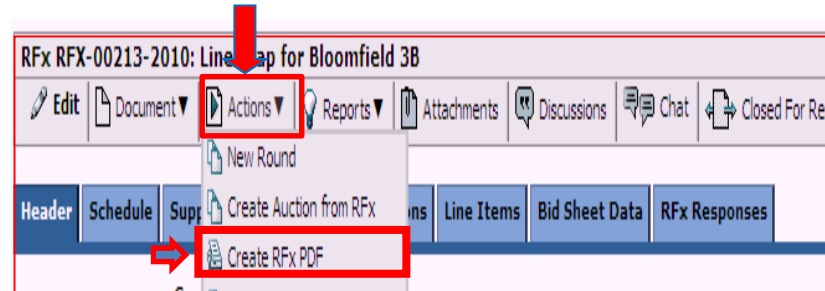
RFX Response	Internal RFX Response ID	Cover Page	Comments	RFX Response Status
PROP-01301-NU-2012				In Progress

How to View the Entire RFX ... by Using “Actions” Tab

Once you get to this panel, here is a very nice feature in eSourcing.

Click on “Actions,” and select “Create RFX PDF.”

This feature gives you the ability to view the entire RFX in a PDF document. For example, you will see description of services or materials, due date, questions, line items, etc.



Here is another nice feature

instead of waiting for the PDF file to display, you can select:

“Stop Waiting, E-mail PDF instead”

An email with the PDF attached will be sent to you.

One moment... collecting information for the PDF.

→ Stop Waiting, E-mail PDF instead



Review the Bid – Header Tab

Basically this is a “tab driven” application. You simply navigate through the “tabs”

Header: Description of Services
Response Due date
Your Contact Person’s Name
Cover Page Comments Field

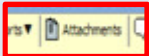
The “Other” Tabs you need to Review (refer to the next few pages for details on these tabs)

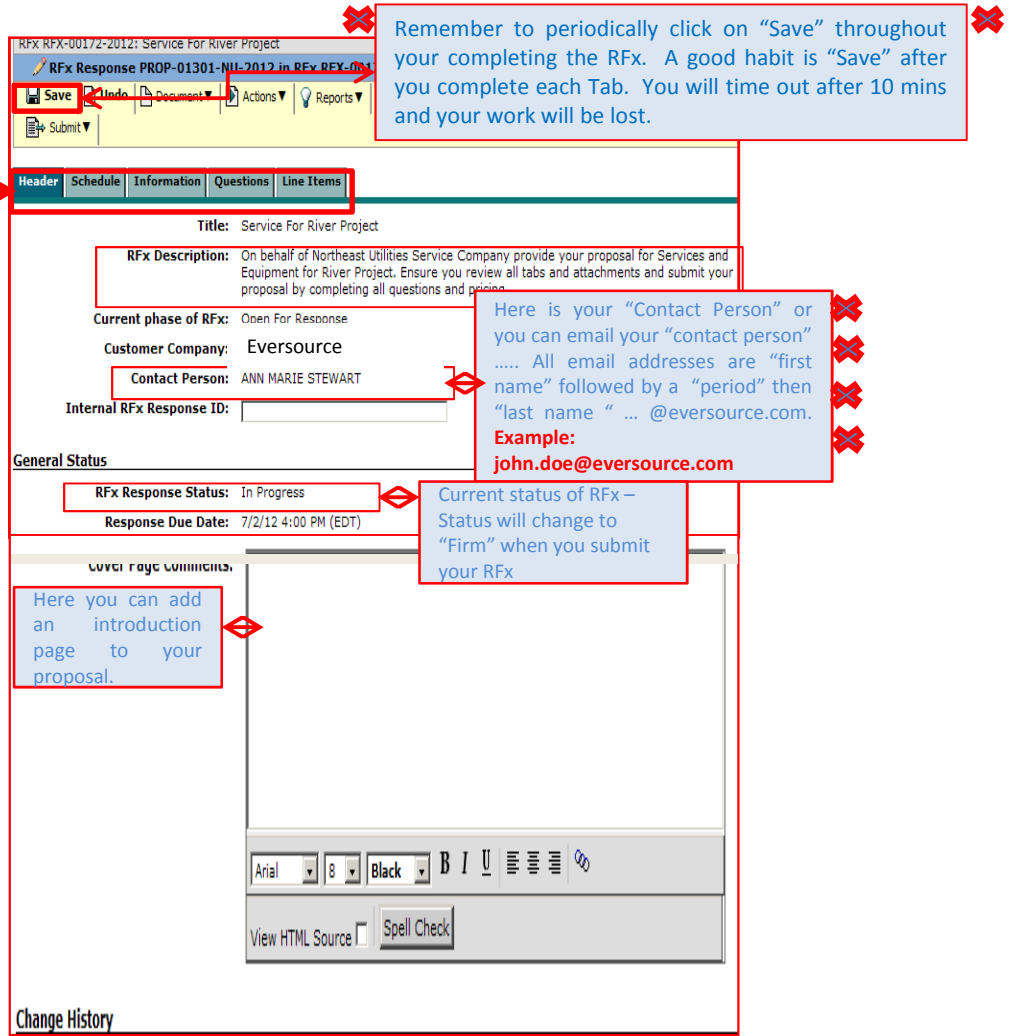
Schedule: Schedule Information

Information: RFP Information & Attachments

Questions: Questions you need to Answer

Line Items: Line Information and tab where you enter dollar information, unless there are instructions under this tab to enter dollar information elsewhere, i.e, “Attachments” Tab





Remember to periodically click on “Save” throughout your completing the RFX. A good habit is “Save” after you complete each Tab. You will time out after 10 mins and your work will be lost.

Header | Schedule | Information | Questions | Line Items

Title: Service For River Project

RFX Description: On behalf of Northeast Utilities Service Company provide your proposal for Services and Equipment for River Project. Ensure you review all tabs and attachments and submit your proposal by completing all questions and pages.

Current phase of RFX: Open For Response

Customer Company: Eversource

Contact Person: ANN MARIE STEWART

Internal RFX Response ID:

General Status

RFX Response Status: In Progress

Response Due Date: 7/2/12 4:00 PM (EDT)

Cover Page Comments:

Here you can add an introduction page to your proposal.

Here is your “Contact Person” or you can email your “contact person” All email addresses are “first name” followed by a “period” then “last name “ ... @eversource.com.
Example: john.doe@eversource.com

Current status of RFX – Status will change to “Firm” when you submit your RFX

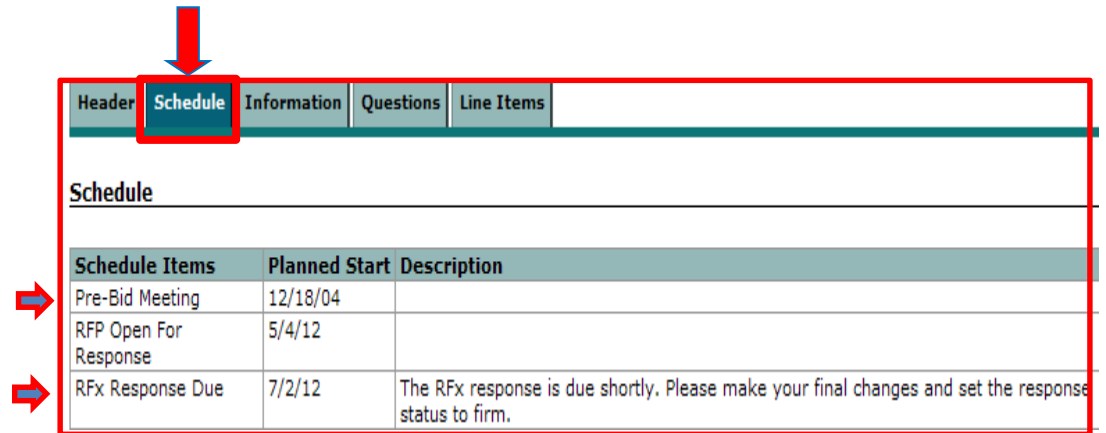
Change History

Review the Bid – Schedule Tab

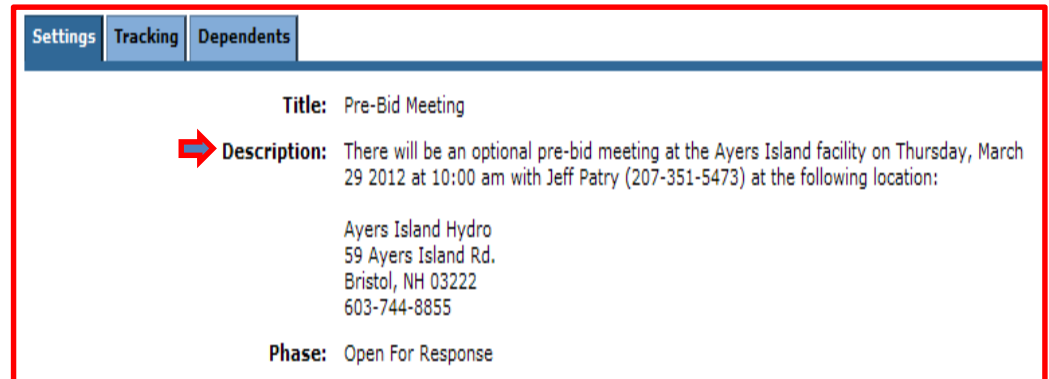
The “Schedule” Tab is where you will find the **RFx Due Date**.

Also, if there is a Pre-Bid Meeting, the meeting date will be listed under this Tab. Click on the Pre-Bid Meeting Link and you will come to more detailed information about the Pre-Bid.

Note: The Pre-Bid Meeting Section could be in another area... under the **Information Tab**. Be sure to check both tabs to see if there is Pre-Bid Information.



Header	Schedule	Information	Questions	Line Items
Schedule				
Schedule Items	Planned Start	Description		
Pre-Bid Meeting	12/18/04			
RFP Open For Response	5/4/12			
RFx Response Due	7/2/12	The RFx response is due shortly. Please make your final changes and set the response status to firm.		



Settings	Tracking	Dependents
Title: Pre-Bid Meeting		
Description: There will be an optional pre-bid meeting at the Ayers Island facility on Thursday, March 29 2012 at 10:00 am with Jeff Patry (207-351-5473) at the following location: Ayers Island Hydro 59 Ayers Island Rd. Bristol, NH 03222 603-744-8855		
Phase: Open For Response		

Information Tab

The “**Information Tab**” has a lot of information about the RFx. Here are some examples of information you may find in the “Information Section.” Open all Links and read the documents.

- **RFP Information:** Click on the link and you will come to “standard” information.
- **Workscope and Specifications:** The “details” about the RFx.
- **Safety & Environmental:** Safety & Environmental Information
- **Prebid Meeting:** Information about the Pre-Bid
- **Note:** If there is a “checkmark” in the “Has Attachments” field, there are attachments to that document.
- Example: Click on RFP Information and you will see “Attachment.” Open and read all “Attachments.”

Header	Schedule	Information	Questions	Line Items
Information Sections				
#	Information Sections	Has Attachments		
1	RFP Information	<input checked="" type="checkbox"/>		
2	Workscope and Specifications	<input checked="" type="checkbox"/>		
3	Detailed Item Descriptions	<input checked="" type="checkbox"/>		
4	Safety & Environmental	<input type="checkbox"/>		
5	Pre-Bid Meetings	<input type="checkbox"/>		
6	Proposal Tips Document	<input checked="" type="checkbox"/>		

Checkmark indicates there is an attachment

Attachments

Title: RFP Information

To Whom It May Concern:

You are requested to provide a proposal for the services and/or goods described in this request.

SUBMISSIONS

Your proposal must be received no later than the response date and time requested or your proposal will be disqualified. Any proposals not submitted on-line, unless authorized by the contact above, will cause your proposal to be disqualified. Neither electronic nor hardcopy proposals will be opened prior to the response date requested. Receipt confirmation of your proposal is displayed on-line in the form of “firm” status. All other confirmations are your responsibility and should not rely on an individual response from the contact above. You are not allowed to submit revised or improved proposals after the response date unless specifically requested to do so by the contact above. Authorized hard copy portions, if any, of your proposal must reference this request and be sent to the attention of Purchasing Administrative Assistant and addressed as follows:

Eversource Procurement Department - BMN1: 107 Selden Street: Berlin, CT 06037.

Attachments

Title: Workscope and Specifications
See the attached for Workscope and Specifications

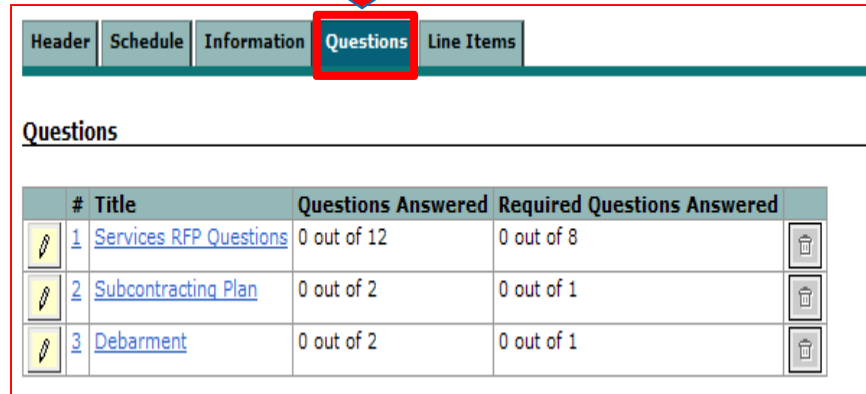
Questions Tab

The “**Questions Tab**” is a section of question document(s).

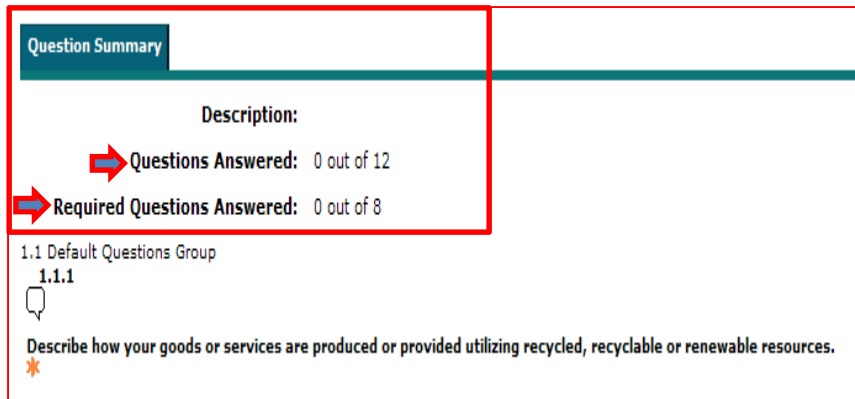
Notice in this example, “#1 – Services RFP Questions” there are 12 questions and 8 of them you must answer. The questions that must be answered are identified with an *.

Open all documents and make sure you answer the questions, especially those questions with *.

Note: You will not be able to submit your RFX if you do not answer any of the “required” questions.



#	Title	Questions Answered	Required Questions Answered
1	Services RFP Questions	0 out of 12	0 out of 8
2	Subcontracting Plan	0 out of 2	0 out of 1
3	Debarment	0 out of 2	0 out of 1



Question Summary

Description:

→ Questions Answered: 0 out of 12

→ Required Questions Answered: 0 out of 8

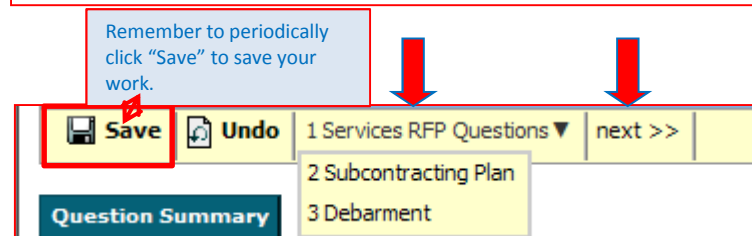
1.1 Default Questions Group
1.1.1

Describe how your goods or services are produced or provided utilizing recycled, recyclable or renewable resources.
*

When done, click on the “save” button. If there are other “Question” documents, click on the “down arrow” or “next>>” tabs to get to the next “questions” document.

Note: To get back to your “Tabs,” Click on your back arrow or the “PROP...” link located at the top of the panel.

[My Workbench](#) > [Service For River Project](#) > [PROP-01227-NU-2012](#) > [Services RFP Questions](#)



Remember to periodically click “Save” to save your work.

Save Undo 1 Services RFP Questions ▾ next >>

2 Subcontracting Plan

3 Debarment

Question Summary

Lines Tab

The **"Lines Tab"** is the place you enter your pricing information.

Note: There could be information in the "Line Tab" advising you to go another place to enter in your pricing.

In the first example, notice there are "No line items." There is information advising you to go to the "Attachments" Tab.

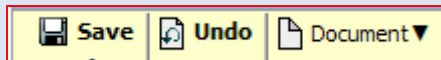
Another place you may be directed to go for pricing information is the "Information" Tab.

More Examples:

The first example is asking for a lump sum annual cost. You would enter your lump sum cost in the "USD" field.

The second example is asking for hourly rates for "normal business hours," "overtime," "weekends," etc

When done, click on "Save."



Lines Tab ... More "Pricing" Examples (con't)

Here is another example.

In this example, there are "no line items." The RFx is instructing you to go to the "Information Tab," save the document to your computer, complete the form and re-attach the document.

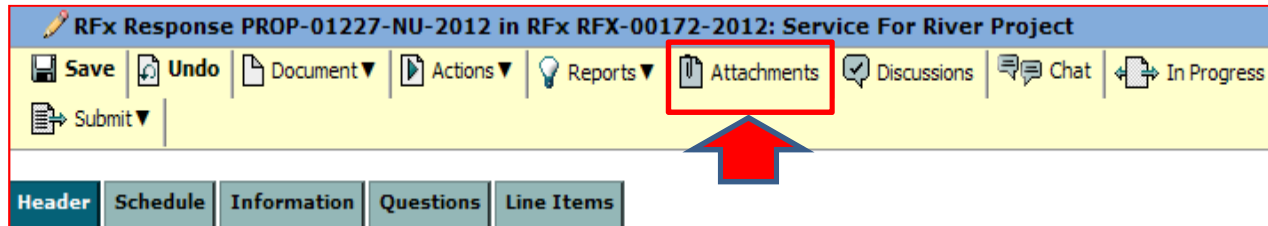
Quantity Filled	N/A - Unit Price	N/A - Extended Price
All Line Items		
▼ 1. NO LINE ITEM - THERE ARE NO LINE ITEMS TO THIS RFx. THE PROPOSAL FORM IS LOCATED UNDER THE 'INFORMATION' TAB. OPEN THE DOCUMENT, SAVE TO YOUR COMPUTER, COMPLETE THE FORM, AND RE-ATTACH IN ESOURCING. - 1 EA		
1 EA	USD	USD
Total Price		USD

In this example....

The RFx is for materials. Enter your price for each line item in the white, blank box after the qty. Click on "Save" when done.

Quantity Filled	DPC - DEST, FRT PPD CHGD BACK - Unit Price	DPC - DEST, FRT PPD CHGD BACK - Extended Price
All Line Items		
▼ 1. NU Stock Code 0000134891 - MFGDIXON VALVE & COUPLING COPART#AM2 COUPLING HOSE UNIVERSAL W/RUBBER WASHER ZINC PLATED MALLEABLE IRON 1/2 IN 110 PSI AIR MNPT X TWIST LOCK CLAW - ME MECH/PUMP/VALV/PIPE/VHCL - BEC - 1 EA		
1 EA	USD	USD
▼ 2. NU Stock Code 0000134892 - MFGDIXON VALVE & COUPLING COPART#AM7 COUPLING HOSE UNIVERSAL W/RUBBER WASHER ZINC PLATED MALLEABLE IRON 3/4 IN 110 PSI AIR MNPT X TWIST LOCK CLAW - ME MECH/PUMP/VALV/PIPE/VHCL - BEC - 1 EA		
1 EA	USD	USD
▼ 3. NU Stock Code 0000134893 - MFGDIXON VALVE & COUPLING COPART#AM3 COUPLING HOSE UNIVERSAL W/RUBBER WASHER ZINC PLATED MALLEABLE IRON 1/2 IN 110 PSI AIR FNPT X TWIST LOCK CLAW - ME MECH/PUMP/VALV/PIPE/VHCL - BEC - 1 EA		
1 EA	USD	USD
▼ 4. NU Stock Code 0000134894 - MFGDIXON VALVE & COUPLING COPART#AM8 COUPLING HOSE UNIVERSAL W/RUBBER WASHER ZINC PLATED MALLEABLE IRON 3/4 IN 110 PSI AIR FNPT X TWIST LOCK CLAW - ME MECH/PUMP/VALV/PIPE/VHCL - BEC - 1 EA		
1 EA	USD	USD
▼ 5. NU Stock Code 0000134895 - MFGDIXON VALVE & COUPLING COPART#DCP7 COUPLING HOSE MALE/QUICK DISCONNECT STEEL 1/4 X 3/8 IN MNPT X PLUG - ME MECH/PUMP/VALV/PIPE/VHCL - BEC - 1 EA		

How to “Attach” your Proposal using the Attachments Tab



The “**Attachments**” Tab is where you may find documents such as:

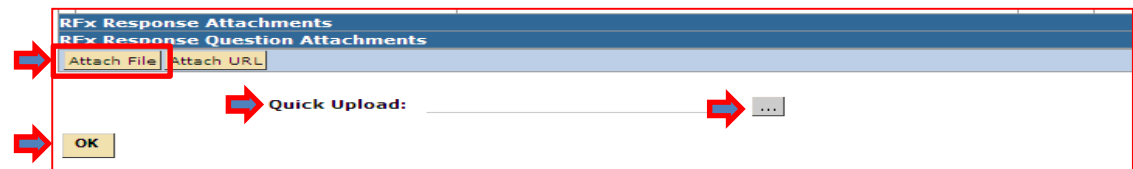
- Specifications
- Work Scope Documents
- Work Rules
- General Terms & Conditions

It is possible some of these Attachments need to be filled out. If that is the case, you must open the attachment, save it to your computer drive, complete the document and re-attach it.

Use the “Attach File” or “Quick Upload” located at the bottom of the panel to attach your completed documents.

Click “OK” when done attaching your document(s).

File name	Description	Size	Date Added
RFX Attachments			
Contractor Work Rules Appendix A.pdf	Northeast Utilities Safety and Environmental Questionnaire (Long Form) for Prospective Contractors (To be submitted as part of contractor's proposal)	32kb	9/27/04 10:41 PM (EDT)
Contractor Work Rules Appendix B.pdf	Northeast Utilities Safety and Environmental Questionnaire (Short Form) for Prospective Contractors (To be submitted as part of contractor's proposal)	31kb	9/27/04 10:42 PM (EDT)
Contractor Work Rules Appendix C.pdf	Safety Questionnaire for Prospective Contractors Contractor OSHA- 300 Log and Experience Modification Rate Summary	35kb	9/27/04 10:43 PM (EDT)
Contractor Work Rules Appendix D.pdf	Safety and Environmental Questionnaire for Prospective Contractors Contractor Safety, Health and Environmental Inspection Summary	26kb	9/27/04 10:44 PM (EDT)
Contractor Work Rules Appendix F.pdf	CERTIFICATION OF CONTRACTOR'S RESPONSIBILITIES FOR SAFETY	37kb	9/27/04 10:45 PM (EDT)



Discussions Tab

The “**Discussions**” **Tab** is where discussions are stored. You can also create a discussion and respond to discussions. In this example, the supplier has received a message from the Eversource Procurement Department.

To view the message, click on the link

To reply to the discussion from the “Discussion” Tab, click on the “Reply” button to the far right. See below... enter your response in the “Content:” field. You can also add an attachment. When done, click on the “OK” button.

Discussions:

	Topic/Subject Name	Last Posting	Author	Company	Visibility
	▼ Vendor Discussions (0 Unread Messages)				
	River Project Update Information	4/26/12 2:32 PM (EDT)	ANN MARIE STEWART	Eversource	Specific Supplier

Author: Ann Marie Stewart
Company: Vendor A
*** Subject:** RE: River Project Update Information
*** Content:**
Attachment: ...

All information you provide is confidential and visible only to the requester

OK **Cancel**

Topic: Vendor Discussions
Subject: River Project Update Information
Visibility: Specific Supplier
Specific Supplier: Vendor A

Messages:

Message Contents	Attachment
<p>✓ River Project Update Information 4/26/12 2:32 PM (EDT) ANN MARIE STEWART, Eversource</p> <p>Addendum #1 - See attached addendum. Please confirm you have received it by reply to this message.</p>	<p>Attachment <input type="button" value="Reply"/></p>

Here is the message. Notice the “Attachment” and the “Reply” button.

Discussions Tab (con't)

You will receive emails with “discussions.” Simply click on the link in the email, log in to eSourcing and view the discussion. You will also have an option to “reply” to the discussion right in the email.

Author: ANN MARIE STEWART
Company: Eversource
Subject: River Project Update Information
Content: Addendum #1 - See attached addendum. Please co
Attachment: [eSourcing 2012 Tips.doc](#)
Posted: 4/26/12 2:32 PM (EDT)



Sample of Email: →

From: Procurement@eversource.com
To: Ann Marie Stewart/NUS@NU
Date: 04/26/2012 02:32 PM
Subject: New Message Posted to Discussion Subject: River Project Update Information.

Dear Ann Marie,

You have a notification from eSourcing.

This message is to inform you that there has been a new message posted to the subject: **River Project Update Information.**

Title: Service For River Project

Posted By: ANN MARIE STEWART from Eversource

Posted Date: 4/26/12 2:32

Subject: River Project Update Information

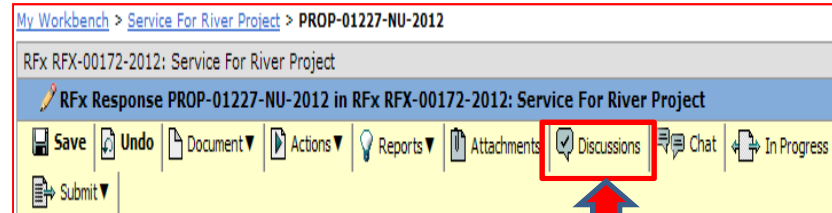
Message Preview: Addendum #1 - See attached addendum. Please confirm you have received it by reply to this message.

To login and view this document, please click the link:

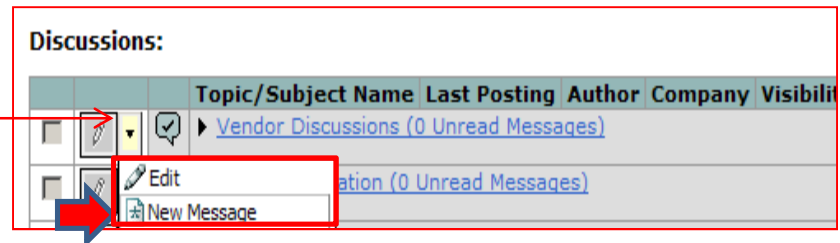
[View Full Message](#)

To Create a "Discussion" (con't)

To "Create" a "Discussion," click on the "Discussions" tab.



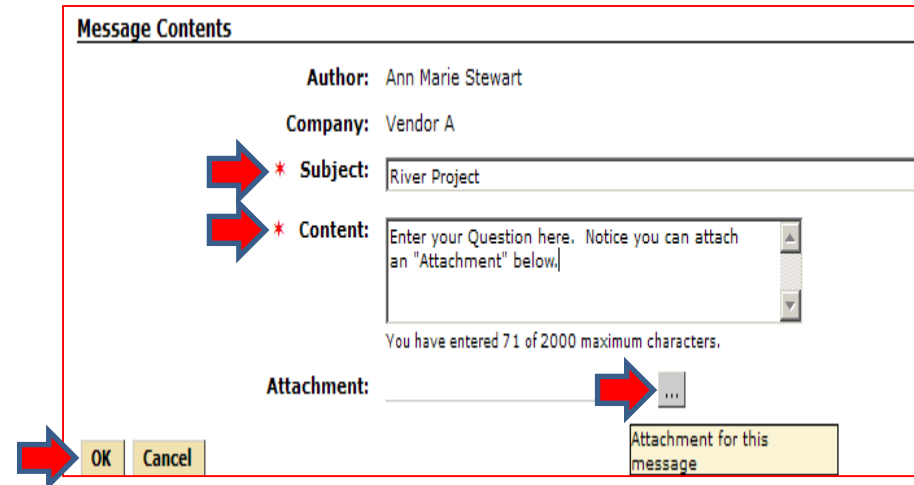
Next, click on the "down arrow" located to the left of the "pencil" icon and select "New Message."



You can enter in a "Subject." Then enter your question in the "Content:" field. Notice you can attach a document. Just click on the "gray" box with the "..." and attach your document.

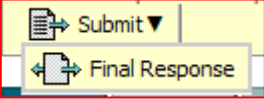
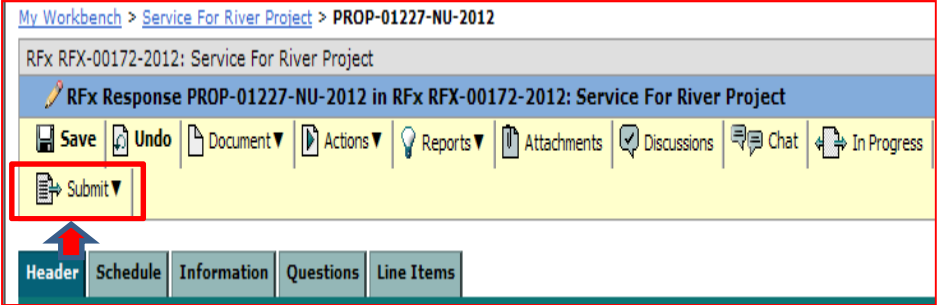
When done, click on the "OK" button located in the lower, left side of panel.

You successfully sent your question by email to the Procurement Agent. The question will also "post" in the "Discussion" Tab.



Submit Your RFX – “Submit” Tab ...

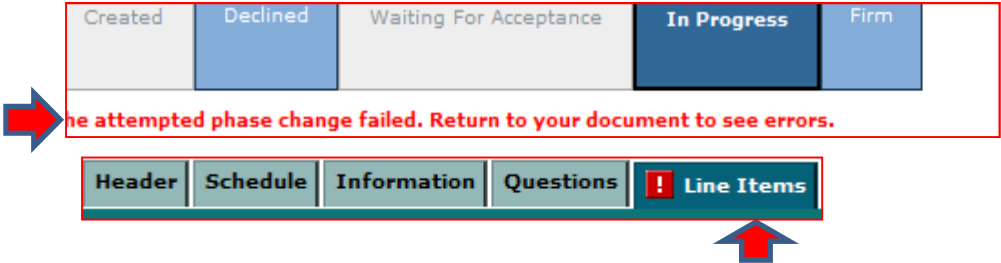
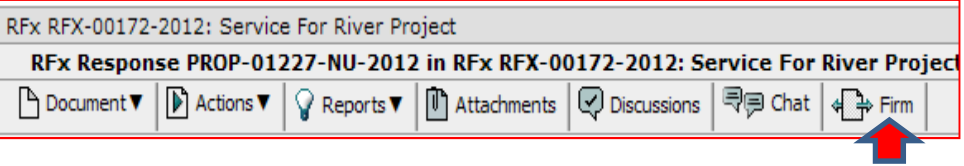
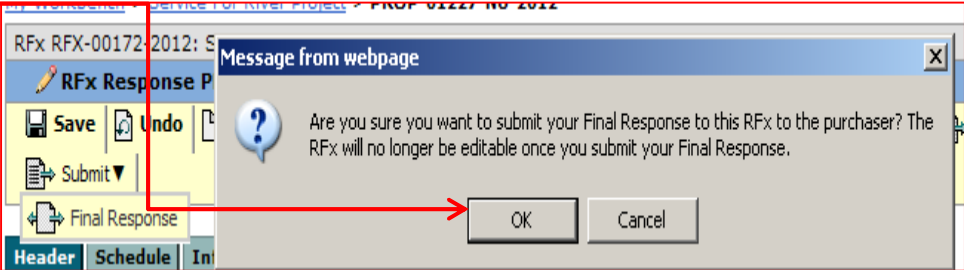
When you have completed your RFX and are ready to **“Submit” your RFX**, click on the “Submit” Tab located at the top, right side of your panel & select “Final Response.”

You will get the following message

The status of your RFX now changed to “Firm.”

If you get the following error, either you did not enter in the pricing information correctly or a “required” question(s) was not answered. Please review your RFX and review these areas. Look for the “Tab” with the “red !.”



Once you "Submit" your RFX

You will receive an email advising you that Eversource Energy has received your proposal.



RFX Response PROP-01227-NU-2012 on RFX Service For River Project has been received by Eversource.

From: **Ann Marie Stewart**

12/05/2012 01:46 PM

To: Ann Marie Stewart

[Show Details](#)

Dear John

This message is to notify you that your RFX Response PROP-01227-NU-2012 on RFX Service For River Project has been received by Eversource.

Your point of contact is ANN MARIE STEWART:

Phone:

E-mail: stewaam@nu.com

Thank you

To Decline the RfX

If after you review the RfX and decide your company would like to **“decline” the bid**, click on the “In Progress” button, top, right side of panel.

The screenshot shows the top navigation bar with 'RfX', 'Auctions', 'Contracts', and 'XPress'. Below it, the breadcrumb trail reads 'My Workbench > Service For River Project > PROP-01227-NU-2012'. The main title is 'RfX RFX-00172-2012: Service For River Project'. A sub-header indicates 'RfX Response PROP-01227-NU-2012 in RfX RFX-00172-2012: Service For River Project'. A toolbar contains buttons for 'Save', 'Undo', 'Document', 'Actions', 'Reports', 'Attachments', 'Discussions', 'Chat', and 'In Progress'. A red arrow points to the 'In Progress' button.

Next, click on “Declined.” A message will come forward confirming your request. Click “OK.”

Eversource Energy has been notified that you have declined their offer to bid on the project.

Notice the status of the RfX has gone to “Declined.”

This screenshot shows the same interface as above, but with a 'Message from webpage' dialog box open. The dialog contains a question mark icon and the text 'Are you sure you want to change phases on this document?'. It has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. Below the dialog, the 'Change Phase' section is visible, showing a row of buttons: 'Created', 'Declined', 'Waiting For Acceptance', 'In Progress', and 'Firm'. A red arrow points to the 'Declined' button. Below this row, there is a line of text: 'To change phase, click the appropriate available phase. For more information about a phase, mouseov'.

The screenshot shows the RfX response interface after the dialog box is closed. The breadcrumb trail and title are the same. The toolbar now includes an 'Edit' button. The 'In Progress' button has been replaced by a 'Declined' button, which is highlighted with a red arrow. The 'Submit' button is also visible.

Who in My Company is Going to Receive the Email RFx Invitation to Bid?

What determines who at my Company is going to get the email invitation to bid?

That is a very good question.

When you register in our eSourcing Application, there is a section “titled” “Contact Information.”

Here is where you enter in the name / email / phone # of the person who should receive the invitation.

You can certainly add more than one contact. If additional contacts are needed, email your procurement agent and they will add your additional contacts. See Page 9 to learn how to get your procurement agent’s email address. Reminder: Name & Email are required.




If there are multiple contacts listed under your company, the Procurement Agent can only select one (1) person to receive the email RFx invitation to bid.

NOTE: Other contacts at your company (that have user id’s and passwords) can log in and review / work on the RFx.

NOTE: However, only one (1) person from your company can work on the RFx at a time.



Contact Information

 * First Name:	<input type="text"/>
 * Last Name:	<input type="text"/>
Title:	<input type="text"/>
 * E-Mail:	<input type="text"/>
Phone:	<input type="text"/>