



Fannie Mae™

Supplier Guide: Responding to a Contracting Opportunity

Quick Reference Guide
September 2016





Supplier Portal

- 1) Go to the ProcureOne login page <https://procureone.fanniemae.com>
- 2) Click **Contracting Opportunities**

The screenshot displays the ProcureOne website interface. On the left, there is a large graphic of an open white box with a blue 'P' logo on its side. To the right of the box, the text reads: "ProcureOne. Fannie Mae's Procurement Portal for Suppliers, Vendors, and Real Estate Professionals, all in one neat box." Below this text is a horizontal strip of six small images: a flowchart, hands typing on a laptop, a group of people in a meeting, a group of smiling people, a man and woman in a meeting, and a magnifying glass over a document.

On the right side of the page, there is a login section titled "Welcome to ProcureOne". It contains two input fields: "Login" (with a person icon) and "Password" (with a lock icon). Below these fields is a blue "Login" button. Underneath the button, there is a link: "Lost your password? (suppliers only)".

At the bottom right, there is a vertical navigation menu with three blue buttons: "Help Desk Email us" (with a speech bubble icon), "New Supplier? Register Now" (with a person icon), and "Contracting Opportunities" (with a key icon). The "Contracting Opportunities" button is highlighted with a red rectangular border.



Viewing Open Bid Opportunities

3) From the list of open contract opportunities displayed, click the edit pencil to view details of the opportunities

RFx	
	Test #4
	Test #3
	Test #2 - Need strategic consulting expertise with Singl

4) If your company decides it is qualified to participate in this event, click **Participate in this RFx**

Note: In ProcureOne, RFx refers to a **Public RFx** or **Contracting Opportunity**



The screenshot shows the Fannie Mae logo at the top left. Below it, a dark blue button labeled "Participate to RFx" is highlighted with a red border. Below this button is a teal button labeled "Review Request". At the bottom, there are two light blue buttons: "General Info." on the left and "RFx general info" on the right.



Viewing Open Bid Opportunities

5) A new page will open – **Need login or register to participate to RFx**

6a) If you are already registered with Fannie Mae in ProcureOne, enter your UserID and password then click **Login**. Go to Slide 6, **Acknowledge Terms**.

6b) If your company is not registered as a Fannie Mae Supplier in ProcureOne, scroll down the page to the **Register** section.

7) In the **Secure field** box, enter the auto-generated alpha/numeric code displayed then complete all other fields. Fields with a red vertical bar are required. When done, click **Registration Request and close**.

Register ▾

Secure field ⓘ : RIF7

✓ Registration through Public RFx

Please enter information about your company in the fields below



Viewing Open Bid Opportunities- New Supplier

8) If your company is already registered in ProcureOne, a message will pop up indicating your information is already registered. Contact your company lead for login credentials.

9) If you do not see an error message, close the window.

10) Go to the ProcureOne login page <https://procureone.fanniemae.com> and login using the username and password you just created.

11) You will see the event on your **Home Page** or dashboard.

Prop. progress	Sourcing process	Lot#	Round#	Round	RFx status	Remaining time	Begin (your local time)	End (your local time)	My bid	My rank	Be b
●○○○ Waiting acknowledgment	BPM002802	1	1	Test #3 ⓘ	Open for bidding	12d 08h 19min 41s	9/16/2016 1:45:00 PM	9/29/2016 12:00:00 AM		n.a.	n

1 Result(s)

12) Click the edit pencil to open the event.



Acknowledge Terms

- 13) You will be in the **Acknowledgement** page on the **Review Request** tab.
- 14) Click **I acknowledge receipt of this RFX**. This must be completed before any additional information or steps are made available.

Review Request	Acknowledgement <hr/> <p>To answer to this RFX, please acknowledge receipt and agree with the Event Terms.</p> <p>I acknowledge receipt of this RFX</p> <p><u>Event Terms</u></p> <p>The following paragraphs are the actual event terms for this Online sourcing opportunity. The <i>Event Terms</i> outline the rules, terms, and conditions of this Online sourcing opportunity. The <i>Event Terms</i> can be printed now by selecting the Print Current Page icon in the top right corner of the page.</p>
General Info.	
Messages	
Manage Response team	



Acknowledge Terms

15) A new window will open. After you check **WILL BID** and click **Valid**, the Contracting documents are visible.

Receipt acknowledged on 9/6/2016 at 8:06 PM

To answer to this RFx, please confirm that you intend to bid.

WILL BID: our intent is to respond to this RFx

NO BID: we will not be able to respond to this RFx.

Valid



Prepare Response

16) All Fannie Mae documents attached to the Contracting Opportunity will appear on this page.

Review Request

Messages

Manage Response team

Prepare Response

Questionnaire

Attachments

Manage Response(s)

RFx general infos ▾

Business Process code : **BPM002802**

Acknowledgement : **9/16/2016 3:43:26 PM**

RFx documents ▾

Title	Type	Attachments	End of validity
Guide for Suppliers Responding to a Contracting Opportunity	RFx: Commercial Documents (Approved)		
Guide for Supplier Registration and Profile Management	RFx: Commercial Documents (Approved)		

2 Result(s)

Access to questionnaire



Prepare Response

- 17) To start the Bid response, click the **Prepare Response** tab.
- 18) Enter the name of the response in the **Label** field. By default the system will enter **Response #X** in this field.
- 19) All other fields are optional. You can attach the documents that you want included in your response here.

Review Request

Messages

Manage Response team

Prepare Response

Questionnaire

Attachments

Manage Response(s)

This area is for your own name and info for this response ▾

Label : Response # 1

Response Valid until :

Supplier Notes :

RFx: Supplier Loaded Documents

(Please drop your files here)

Click or Drag to add files

Acknowledged on 9/16/2016 at 9:24 PM



Questionnaire

20) Click the **Questionnaire** tab and answer the questions listed. Click the **Save** button often to save your responses.

Deal Transparency	
Code	Question
[1]	Does Bidder have any significant partnerships, joint ventures, or 3rd party dependencies that may be involved in Bidder's solution and interact
[2]	If you answered "yes" to the previous question, provide the name of the firm(s) and nature of relationship(s).
[3]	Does Bidder have any outsourcing or subcontracting arrangements that may be involved in Bidder's solution and interaction with Fannie Mae?

Deal Transparency 12%

Approach 0%

Legal 0%

Other 0%

Supporting Materials 0%

Conflict of Interest 0%



Questionnaire

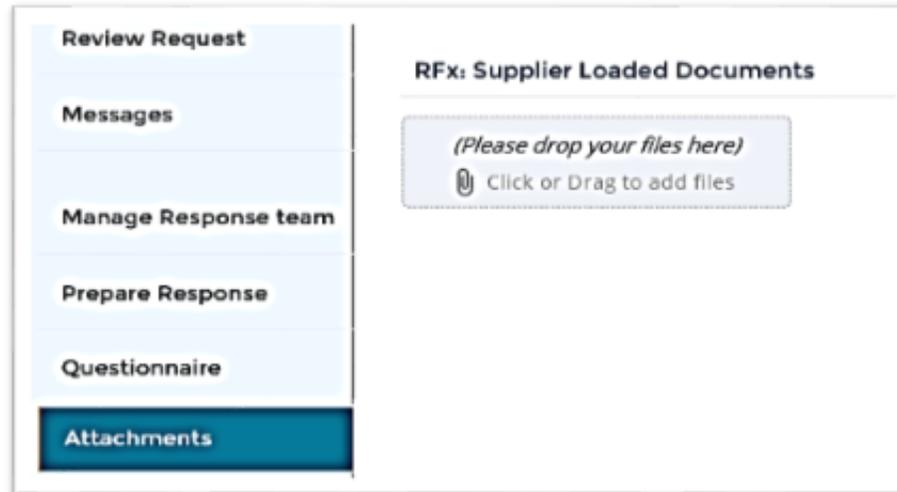
- 21) Sections with at least 60% response will show green on the progress bar.
- 22) Sections with less than 60% response will show red on the progress bar.
- 23) Required answers are marked with a red vertical bar. Regardless of whether a question is required, we recommend that you respond to all applicable questions. If you attempt to submit your response without completing all required answers, the system will indicate any missing required fields.
- 24) You will be able to submit your response even if there are some sections showing red on the progress bar as long as you have answered every required question.

Note: In order to submit your proposal you **must** respond to all required questions.



Attachments

- 25) The **Attachments** tab allows you to attach any documents that support your response to the Contracting Opportunity
- 26) Click on the paper clip and follow the process to add your document(s)
- 27) When you are finished, click **Save** in the bottom right corner of the page.





Messages

28) If you have a question and need to communicate with the Fannie Mae Sourcing Team, click the **Messages** tab.

29) To complete the Message:

- Click **New thread** and complete all required fields
- In the Business Processes field, select the message recipient (**All actors** is all FM Sourcing project staff)
- Type your message and attach any supporting documents by clicking or dragging the files into to the file area
- Click **Done** when you are ready to send the Message

The screenshot displays the 'Messages' section of a web application. On the left is a navigation sidebar with options: 'Review Request', 'Messages' (highlighted), 'Manage Response team', 'Prepare Response', 'Quotation form', 'Questionnaire', 'Attachments', and 'Manage Response(s)'. The main content area is titled 'New thread' and contains a search bar with a 'Search' button. Below the search bar, it shows '0 Result(s)'. The form fields include: 'Type' set to 'Clarification', 'From' set to 'User 9 Mock', and 'To' set to 'Business Processes' with a dropdown arrow. At the bottom of the form is a file upload area with the text 'Click or Drag to add files' and a 'Cancel Done' button.



Submit Your Response

30) If you are not ready to submit your proposal, click the **Save** button and you can return to your response at a later time.

31) If you have attached all necessary documents and your response is complete, click **Validate & Send my answer**.

32) A confirmation message or pop-up window with required fields that remain unanswered will appear.

33) After you have completed all required responses, click **Validate & Send my answer**; a confirmation message will appear. You will receive an email to confirm your submission.

