Supplier Guide: Responding to a Contracting Opportunity

Steps to Respond to a Contracting Opportunity:

1) Access the ProcureOne login page by clicking the link found within the supplier section of Fanniemae.com or by going to the website https://procureone.fanniemae.com

2) Click Contracting Opportunities

View Open Bid Opportunities

3) From the list of open contract opportunities displayed, click the pencil icon to view details of the opportunities
4) If your company decides it is qualified to participate in this event, click Participate in RFx.

**Note:** In ProcureOne, RFx is the term used for Public RFx or Contracting Opportunity.

5) A new page will open – **Need login or register to participate in RFx**
   - If your company is already registered with Fannie Mae in ProcureOne, enter your UserID and password then click Login. Scroll down to the **Acknowledge Terms** section of this document.
   - If your company is **not** registered as a Fannie Mae Supplier in ProcureOne, scroll down the page to the **Register** section.

6) 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 through Public RFx** and close.

7) If your company is already registered in ProcureOne, a message will pop up indicated your information is already registered. Contact your company lead for login credentials.
8) If you do not see an error message, close the window.

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

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

11) Click on the **pencil icon** to open the event.

### Acknowledge Terms

12) You will be in the **Acknowledgement** page on the **Review Request** tab.

13) Click **I acknowledge receipt of this RFx**. This must be completed before any additional information or steps are made available.

14) A new window will open. After you check **WILL BID** and click **VALID**, the contracting opportunity documents are visible.
15) All Fannie Mae documents related to the contracting opportunity will appear at the bottom of this page.

16) To start the bid response, click the **Prepare Response** tab.

17) Enter the name of the response in the **Label** field. By default, the system will enter **Response # 1** in this field.

18) All other fields are optional. You can attach the documents that you want included in your response here.
Questionnaire

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

- 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 missing required fields.

- 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.

- In order to submit your response you must respond to all required questions.

- If applicable, you may submit a document response on this page.
Attachments

20) The **Attachments** tab allows you to attach any documents that support your response to the contracting opportunity.

21) Click on the paper clip and follow the process to add your document(s).

22) When you are finished, click **Save** in the bottom right corner of the page.

Messages

23) If you have a question and need to communicate with the Fannie Mae Procurement team, click the **Messages** tab.

24) 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 the file area

- Click **Done** when you are ready to send the message
Submit Your Response

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

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

27) Either a confirmation message or a pop-up window with required fields that remain unanswered will appear.

28) If you have remaining unanswered required items, complete all required responses. Then, click **Validate & Send my answer**. You will receive an email confirming your submission.