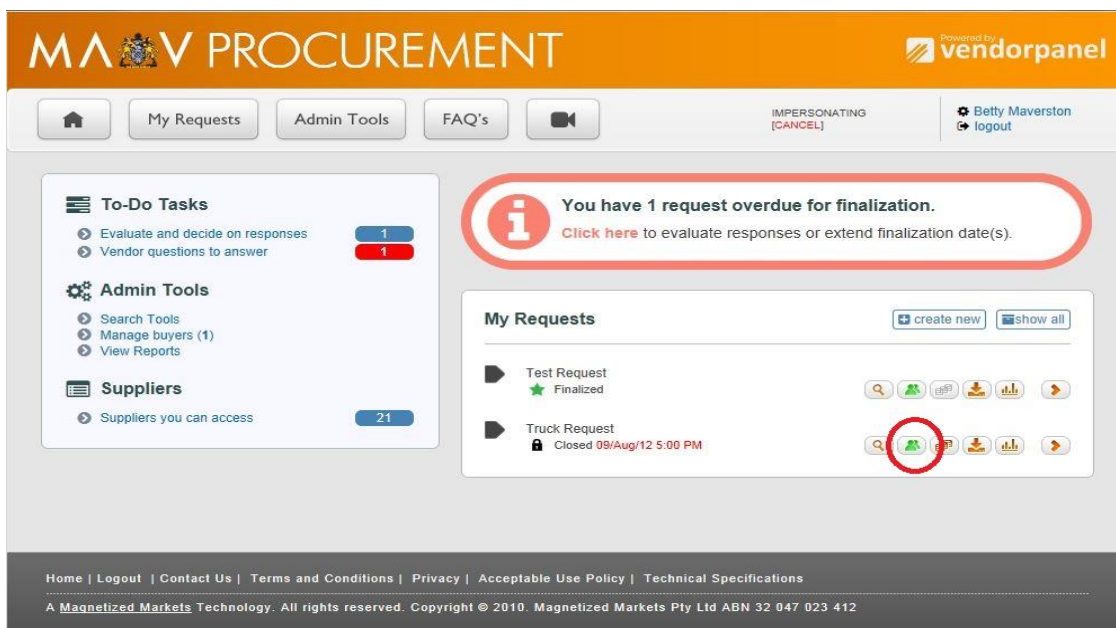


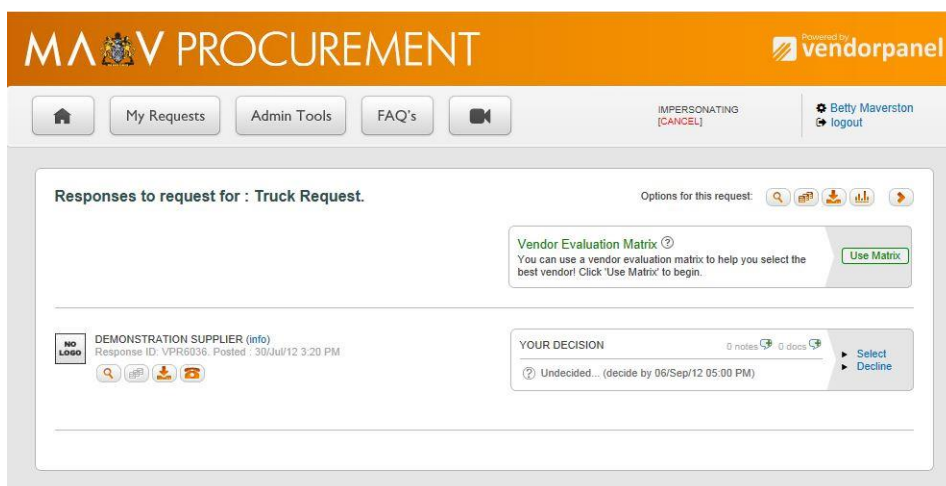
HOW TO CLOSE & FINALISE AN RFQ

IN YOUR HOME PAGE UNDER MY REQUESTS.

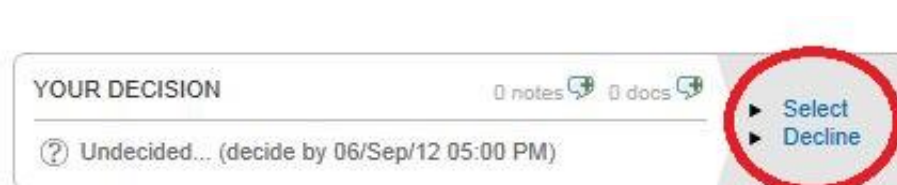
1. Click on the 2nd button (The green man button) which reads 'view all Responses'



2. A list of responses will appear.



3. To the right there are 2 options. Select / Decline. Click on the appropriate response for that supplier



4. Ensure to notify all suppliers of your decision.

5. You must select or decline ALL responses to finalize a RFQ.

6. If you have not finalized your RFQ by its due date, you will receive this alert on your homepage and will be contacted by MAV Procurement.

