Start

e-RFI Cycle

C

Initiate e-RFI

Attach Detailed Technical Specifications, Project Details

Quantities etc

Attach Proposed Commercial T&Cs

Is Vendor Approved?

No

End

Reject Vendor

Yes

List Perspective vendors

Complete New Vendor’s Techno-Commercial online Evaluation on ProcurEngine

VQ or

Approve Directly

Any New Vendor?

Yes

Publish e-RFI – Notification to Selected Vendors

Act 1: Capture Date and Time

Activity Shifts from Vendors

Bnd

Auto Alerts to Vendors 2 days before e-RFI Deadline

Page 1 of 3

Page 1 of 2

B

Vendor/s Submits Response against e-RFI

Act 2: Capture Date and Time

Activity Shifts from Vendor to e-RFI Initiator (Vendor-wise)

“Reject” on ProcurEngine if Not Suitable

Is Response Complete

“Revert” on ProcurEngine with comments

No

Act 3: Capture Date and Time

Yes

F

Act 4: Capture Date and Time

Activity Shifts from the-RFI Initiator to Approver/s

Submit for Commercial Approval

Submit for Technical Approval

E

Act 5: Capture Date and Time

“Revert” on ProcurEngine with comments

“Reject” on ProcurEngine if Not Suitable

Is Response Complete

No

Yes

D

Approve on ProcurEngine

Act 6: Capture Date and Time

Activity Shifts from the Approver to the-RFI Initiator

C

Page 2 of 3

E

Is Response Complete

“Reject” on ProcurEngine if Not Suitable

“Revert” on ProcurEngine with comments

Act 7: Capture Date and Time

No

Yes

Act 8: Capture Date and Time

Activity Shifts from the Approver to the-RFI Initiator

Approve on ProcurEngine

D

Page 3 of 3

“Reject” on ProcurEngine with Optional Email to Vendor

D

Act 10: Capture Date and Time

Activity Shifts from Approver to Initiator

End

“Approve” on ProcurEngine Email to Vendor on Techno-Commercial Acceptance

End

Act 9: Capture Date and Time

Activity Shifts from Approver to Initiator

C

C