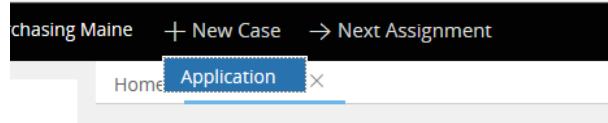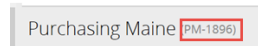# HOW TO DO A RFI DOCUMENT

1) Log into the purchasing me application

2) Click on new case and then application

You will see that a case number is established for your document, in this case it is pm-1896. Your case number will be located next to "Purchasing Maine" in the upper left-hand corner of your case.
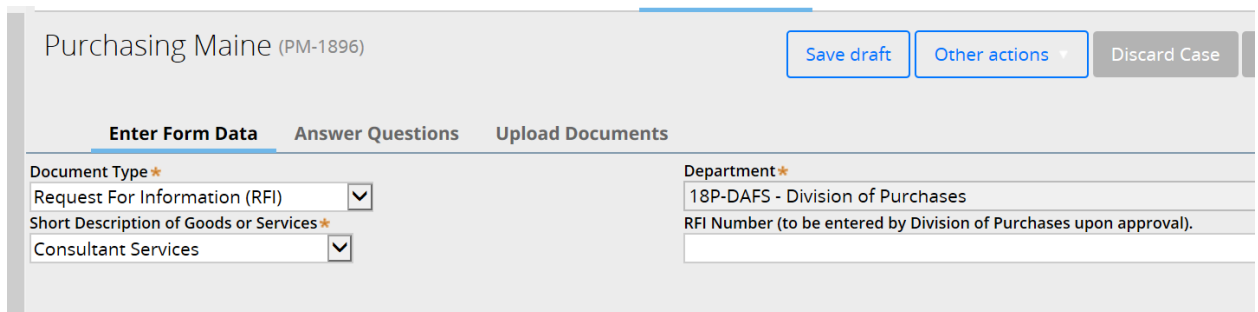

3) Fill out the following fields:

a. Under document type, select "Request For Information" (RFI).

b. Department (select your department by putting in either your agency number or department name.)

c. If applicable you can check the "Check if this case is a rush" button
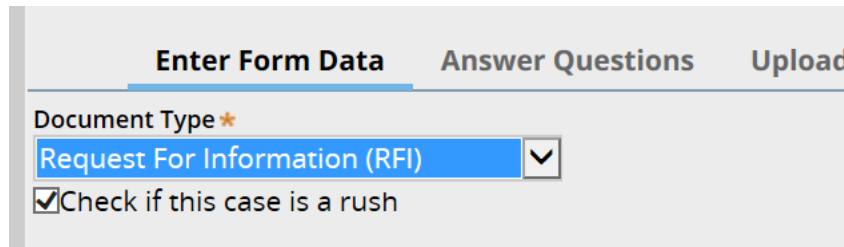
d. Short Description of Goods or Services (use drop down to select your service)

POINT OF INFORMATION - WHEN PICKING YOUR SERVICE, IF YOU DO NOT SEE ANY SERVICE LISTED THAT WOULD APPLY TO THE SERVICE YOU ARE OBTAINING, THEN SELECT "Other" AND DIRECTLY ACROSS, A FIELD WILL APPEAR WHERE YOU CAN ENTER IN THE SERVICE.
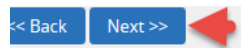
NOW CLICK THE "Next" BUTTON.

4) You will now be at the Answer Questions page. For this type of document there will be no questions to answer – it will just simply tell you what form to use. You can now click on the Next button.

Purchasing Maine (PM-1896)   Save draft   Other actions ▾

Enter Form Data   **Answer Questions**   Upload Documents

There is no additional information required for your submittal. Please select Next to upload your RFI document.

< Back   Next >>

5) THIS NEXT PAGE IS WHERE YOU WOULD ATTACH YOUR RFI DOCUMENT – CLICK THE ATTACHMENT BUTTON, THEN SELECT ATTACH FILE
NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters

Enter Form Data   Answer Questions   **Upload Documents**

Before uploading any documents, ensure that you have all necessary signatures for each document.

You are required to submit the following documents:

You have indicated that you would like to submit an RFI document. Please upload the document as an attachment below.
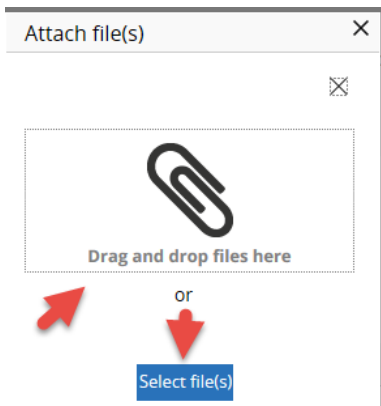
Attachments

↑

+ Attach new

File from device

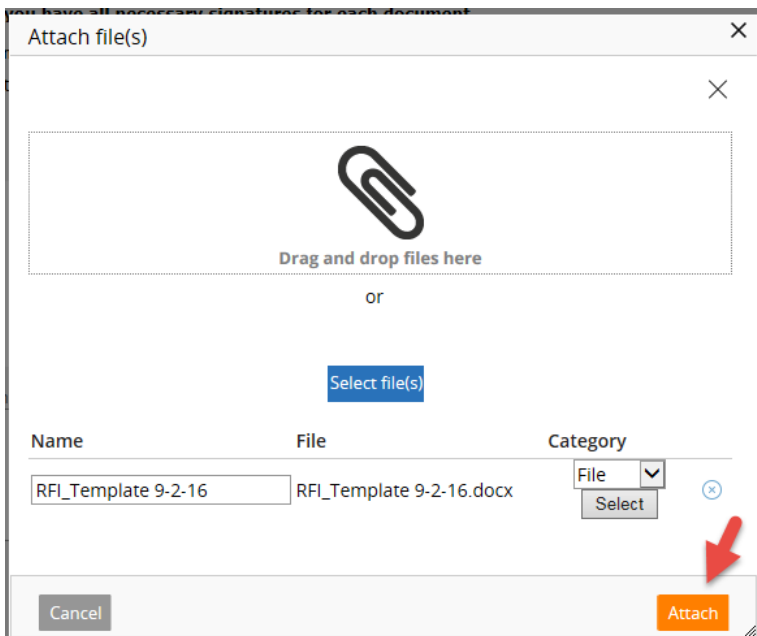Doe URL   exceptions to the State of Maine standard contract terms and conditions? *
○ Yes
○ No

6) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON "Select File(s)"

For this exercise I'm going to click on "select file(s)" which you would then find and select your documents to attach:
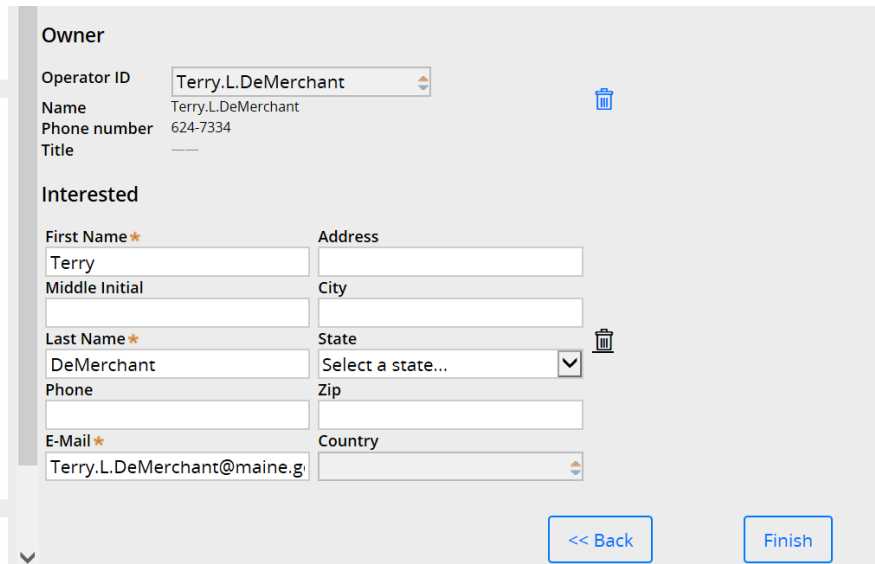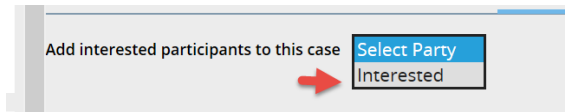
7) There is an "Add a party" feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party
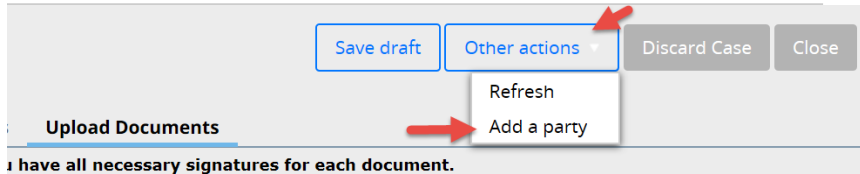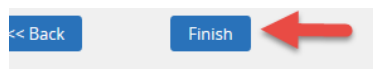

Under Select Party choose Interested

The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.

YOU ARE ALL SET TO CLICK THE "Finish" BUTTON

8) You will then see the status of submitted, which means it has routed to the Division of Procurement Services and the case is closed to you for editing.

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