CONNEX™ MAINE

HOW TO CREATE AN EXCHANGE CENTER LISTING

CONNEX MAINE via MAINEMEP

Exchange Center listings are RFIs, RFQs or RFPs posted within CONNEX Marketplace. These are typically posted by a buyer looking for a supplier who can meet their needs.

STEP 1.

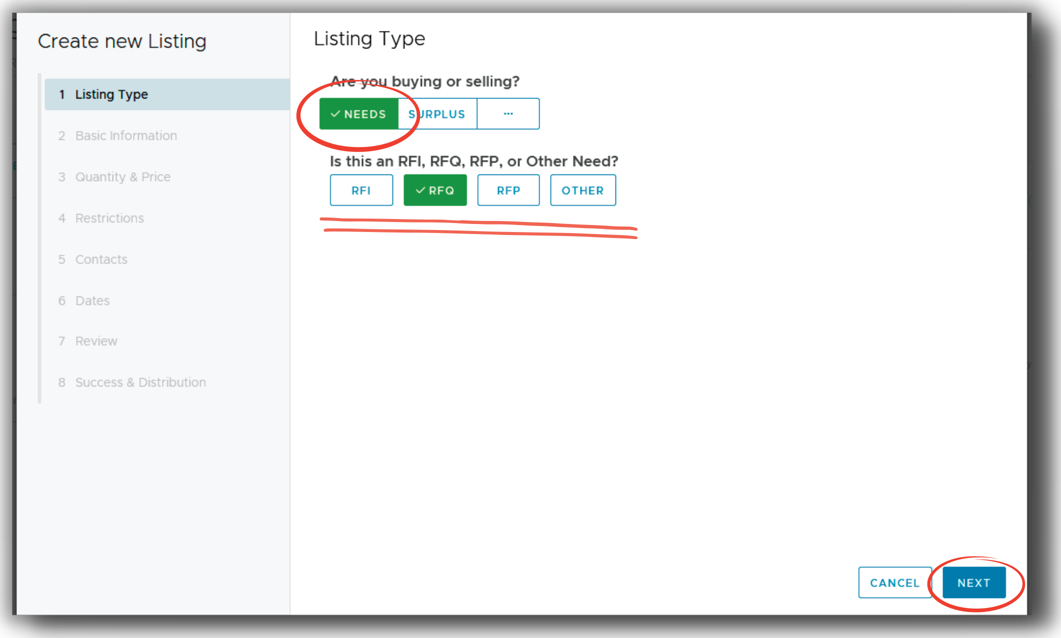
Log in to CONNEX using your username and password.

STEP 2.

Select Exchange Center and click on +Add Listing.

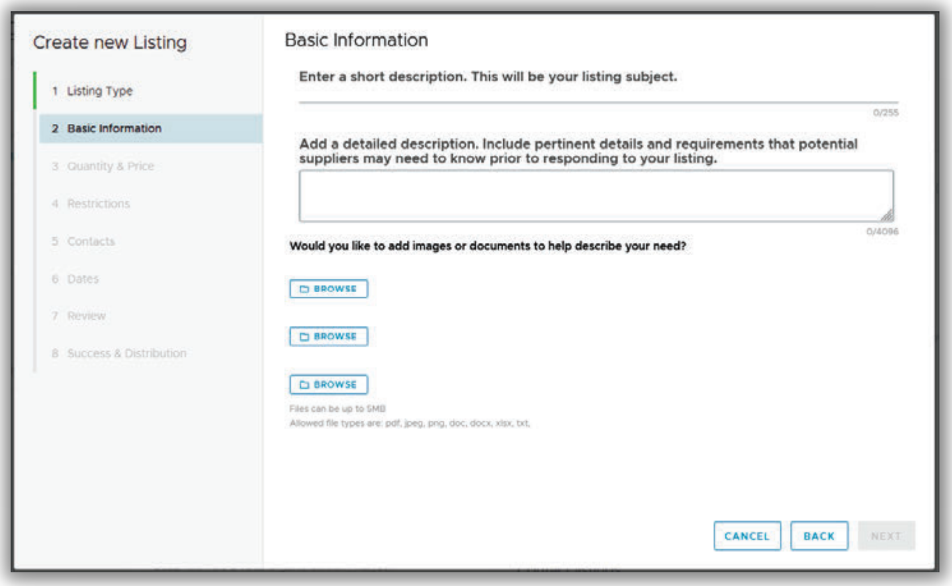
STEP 3.

Select the Needs to bring up the RFI, RFP or RFQ options. Select one to activate the Next button.



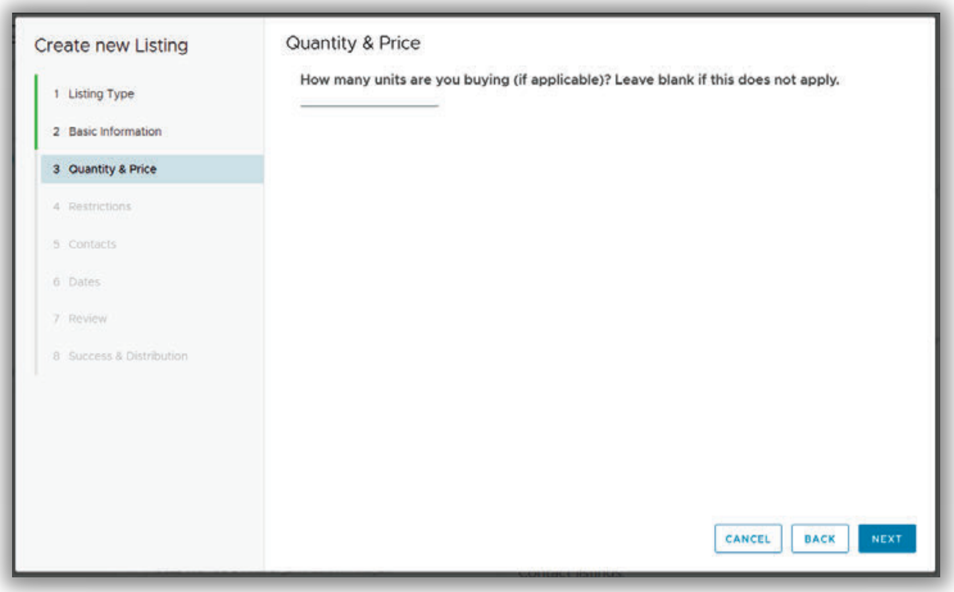
STEP 4.

Enter both a short and detailed description of the product, material, part or capability you are looking for in the text boxes. The short description is what will be sent to manufacturers when the Exchange Center listing is distributed. You can add PDF, JPG, PNG, WORD or EXCEL files—such as CAD drawings or Material Safety Data Sheets—to your listing (up to 5MB).



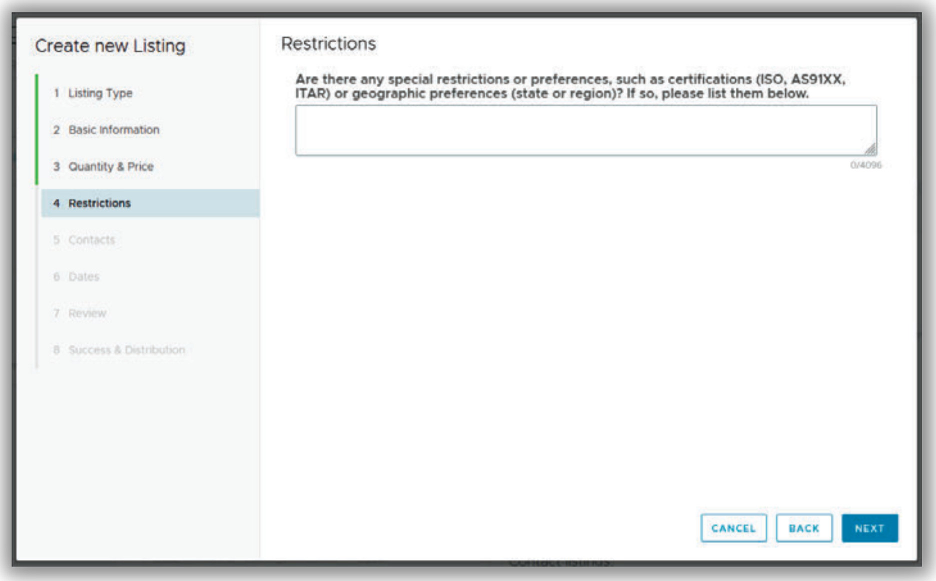
STEP 5.

Enter the number of units (if applicable).



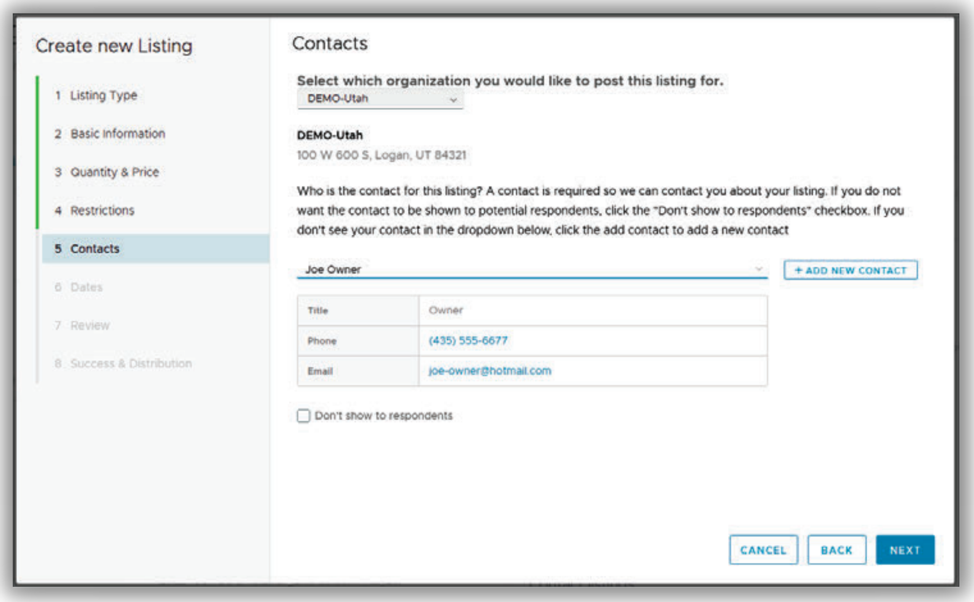
STEP 6.

Be prepared to enter any restrictions. This could include things like minimum certification level needed, industry experience, packaging criteria, UL requirements, etc.



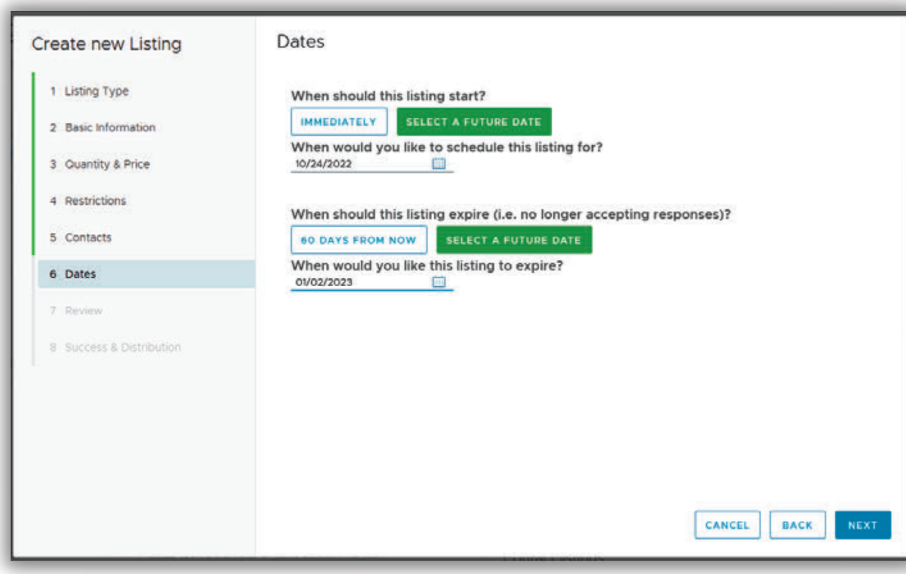
STEP 7.

If you are affiliated with more than one company, the site will ask you (from a drop-down list) to select the organization you are posting on behalf of. If you are only associated with one organization, it will automatically display your facility information. You can select an existing contact, or, if you have profile editing rights, add a new contact. You can also decide not to show the company contact person in the listing.



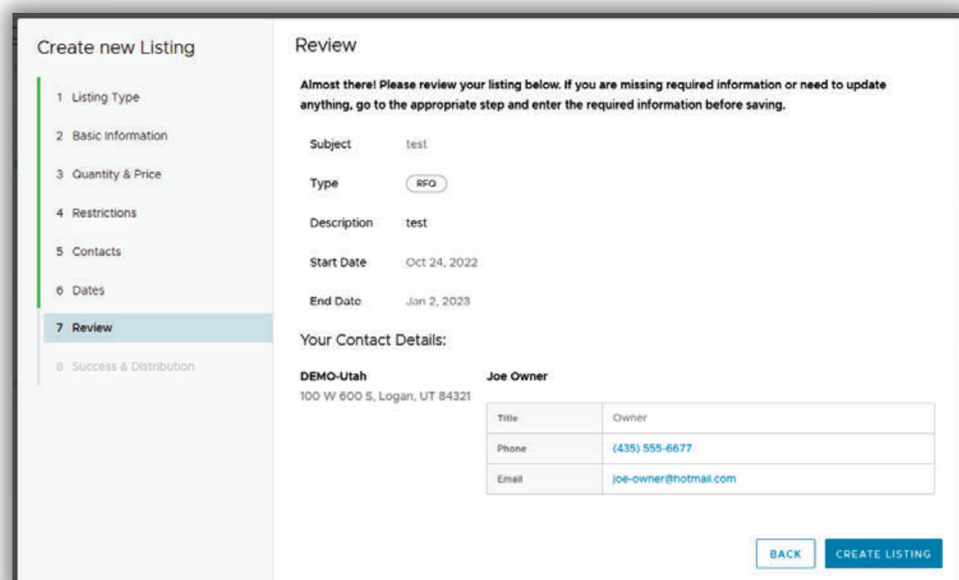
STEP 8.

Select the duration of your listing. You can choose to have it post immediately or on a future date. You can also set an end date for your listing. The system will allow you to end the listing after 60 days or a choose a future date from the calendar to end your listing.



STEP 9.

Review the details of your listing, from Subject to End Date, and confirm your contact details. If you are satisfied that everything is correct, click on "Create Listing." If you need to change something, use the Back button or select the section you want to update from the menu on the left hand side.



STEP 10.

Once you select "Create Listing," it will be live in the system (unless you selected for it to post on a future date). You can edit your listing at any time. To see your listing, go to the Exchange Center, select My Listings, and then click "Newest" (if you have multiple listings). If you selected a future date as shown in this tutorial, you will need to select "Not Started" for the listing to display. The listing will only be viewable by you until you edit it to go live, or until the future start date.