

# CONNEX™ MAINE

## HOW TO CREATE AN EXCHANGE CENTER LISTING



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.

A screenshot of the "Create new Listing" form in the CONNEX Marketplace. The form is divided into two main sections: a left sidebar with a list of steps and a main content area. The sidebar lists steps 1 through 8, with "1 Listing Type" highlighted. The main content area is titled "Listing Type" and contains two questions. The first question, "Are you buying or selling?", has three buttons: "✓ NEEDS" (highlighted with a red circle), "SURPLUS", and "...". The second question, "Is this an RFI, RFQ, RFP, or Other Need?", has four buttons: "RFI", "✓ RFQ" (highlighted with a red circle), "RFP", and "OTHER". Below these buttons are two red horizontal lines. At the bottom right of the form, there are two buttons: "CANCEL" and "NEXT" (highlighted with a red circle).

## 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).

The screenshot shows the 'Create new Listing' form at the 'Basic Information' step. On the left is a sidebar with steps 1 through 8, with '2 Basic Information' highlighted. The main area has a heading 'Basic Information' and two text input fields. The first field is for a short description (0/255 characters) with the prompt 'Enter a short description. This will be your listing subject.' The second field is for a detailed description (0/4096 characters) with the prompt 'Add a detailed description. Include pertinent details and requirements that potential suppliers may need to know prior to responding to your listing.' Below these fields is a section for adding images or documents, with three 'BROWSE' buttons and a note that files can be up to 5MB and must be pdf, jpeg, png, doc, docx, xlsx, or txt. At the bottom right are 'CANCEL', 'BACK', and 'NEXT' buttons.

## STEP 5.

Enter the number of units (if applicable).

The screenshot shows the 'Create new Listing' form at the 'Quantity & Price' step. The sidebar on the left now highlights '3 Quantity & Price'. The main area has a heading 'Quantity & Price' and a single text input field with the prompt 'How many units are you buying (if applicable)? Leave blank if this does not apply.' At the bottom right are 'CANCEL', 'BACK', and 'NEXT' buttons.

## STEP 6.

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

The screenshot shows the 'Create new Listing' form with the 'Restrictions' step selected. The left sidebar lists steps 1 through 8, with '4 Restrictions' highlighted. The main content area is titled 'Restrictions' and contains the text: 'Are there any special restrictions or preferences, such as certifications (ISO, AS91XX, ITAR) or geographic preferences (state or region)? If so, please list them below.' Below this text is a large text input field. At the bottom right of the form are three buttons: 'CANCEL', 'BACK', and 'NEXT'.

## 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.

The screenshot shows the 'Create new Listing' form with the 'Contacts' step selected. The left sidebar lists steps 1 through 8, with '5 Contacts' highlighted. The main content area is titled 'Contacts' and contains the text: 'Select which organization you would like to post this listing for.' Below this is a dropdown menu showing 'DEMO-Utah'. Underneath, the organization's details are listed: 'DEMO-Utah' and '100 W 600 S, Logan, UT 84321'. The next section asks: 'Who is the contact for this listing? A contact is required so we can contact you about your listing. If you do not want the contact to be shown to potential respondents, click the "Don't show to respondents" checkbox. If you don't see your contact in the dropdown below, click the add contact to add a new contact'. Below this is a dropdown menu showing 'Joe Owner' and a '+ ADD NEW CONTACT' button. A table displays the contact's information:

Title	Owner
Phone	(435) 555-6677
Email	joe-owner@hotmail.com

Below the table is a checkbox labeled 'Don't show to respondents'. At the bottom right of the form are three buttons: 'CANCEL', 'BACK', and 'NEXT'.

## 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 choose a future date from the calendar to end your listing.

The screenshot shows the 'Create new Listing' form at Step 8, 'Dates'. On the left is a sidebar with steps 1 through 8, with '6. Dates' highlighted. The main content area has two sections. The first section, 'When should this listing start?', has two buttons: 'IMMEDIATELY' and 'SELECT A FUTURE DATE'. Below this is a date field set to '10/24/2022' with a calendar icon. The second section, 'When should this listing expire (i.e. no longer accepting responses)?', also has '60 DAYS FROM NOW' and 'SELECT A FUTURE DATE' buttons. Below this is a date field set to '01/02/2023' with a calendar icon. At the bottom right are 'CANCEL', 'BACK', and 'NEXT' buttons.

## 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.

The screenshot shows the 'Create new Listing' form at Step 9, 'Review'. The sidebar on the left has '7. Review' highlighted. The main content area has a heading 'Review' and a warning: 'Almost there! Please review your listing below. If you are missing required information or need to update anything, go to the appropriate step and enter the required information before saving.' Below this are fields for 'Subject' (test), 'Type' (RFQ), 'Description' (test), 'Start Date' (Oct 24, 2022), and 'End Date' (Jan 2, 2023). A section titled 'Your Contact Details:' shows 'DEMO-Utah' and '100 W 800 S, Logan, UT 84321'. To the right, under 'Joe Owner', is a table with contact information:

Title	Owner
Phone	(435) 555-6677
Email	joe-owner@hotmail.com

At the bottom right are 'BACK' and 'CREATE LISTING' buttons.

## 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.

Create new Listing

1 Listing Type

2 Basic Information

3 Quantity & Price

4 Restrictions

5 Contacts

6 Dates

7 Review

8 Success & Distribution

Success & Distribution

✓ Success

Thank you for posting in the Exchange Center. Now make yourself heard! Let others know of this opportunity by creating a distribution list below. Select and save your criteria, and all eligible CONNEX Marketplace users will receive an email with a link to your listing. If you skip this step now, just go to your listing in the Exchange Center, and you can view and manage your distribution list at any time. If you need help building your list, please contact support.

Build a list for: test

+ ADD CRITERIA

<input type="checkbox"/>	Category	Values
Add criteria to get started		

Limit to organizations in these state(s):

Previous Distributions

Criteria	Sent On	Sent To
No past distributions found		

SKIP FOR NOW

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