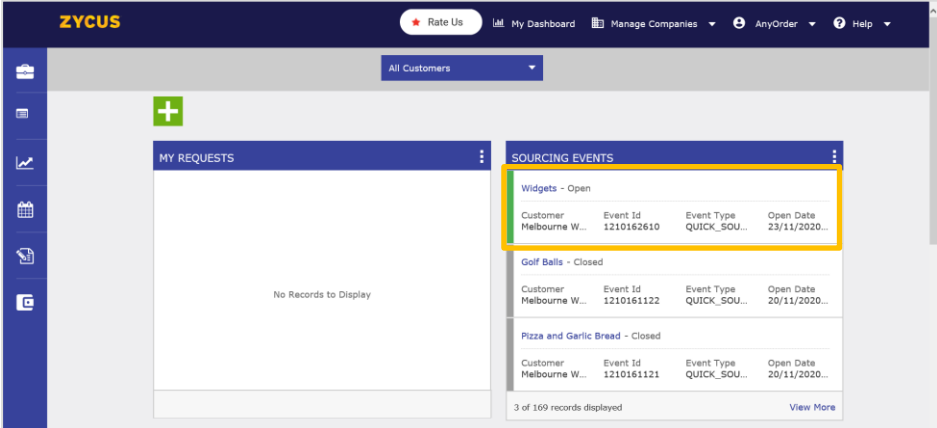

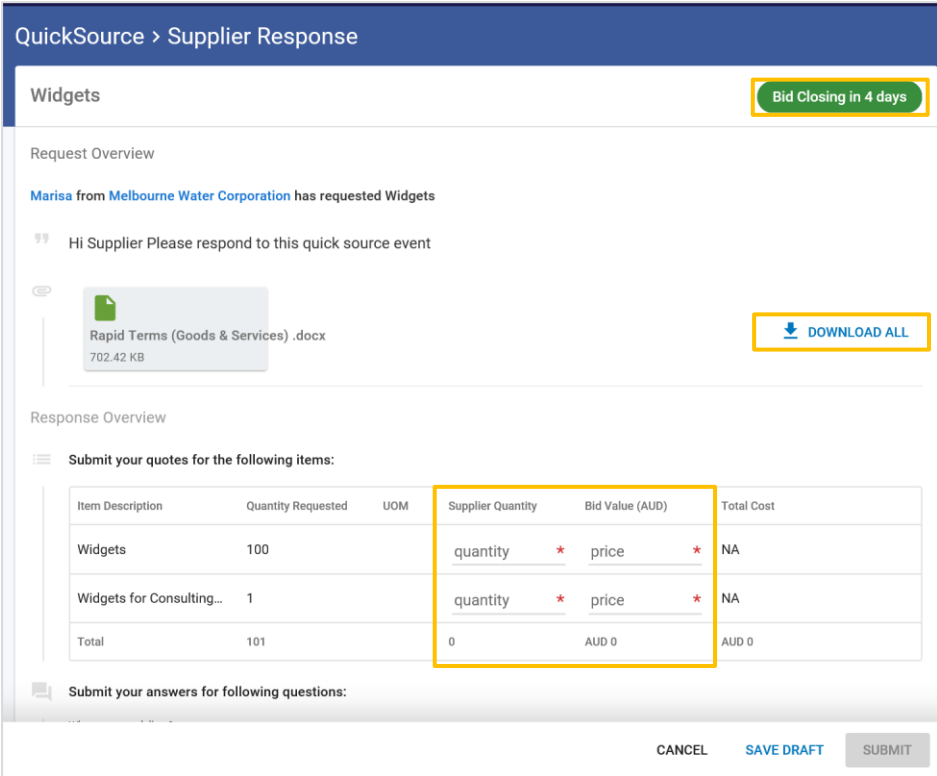


# Respond to a Quick Source Inquiry

## Overview

<b>Purpose</b>	Use this procedure to respond to a quick sourcing inquiry.
<b>Audience</b>	Suppliers
<b>Prerequisites</b>	Melbourne Water has sent you a Quick Source Event.
<b>Tip</b>	<p>Suppliers can access the Quick Source events in two ways:</p> <ol style="list-style-type: none"> <li>1. Logging into the Supplier Network (ZSN)</li> <li>2. Clicking on the link within the email</li> </ol> <p><b>Note:</b> Following the email link will take you directly to Step 2, in this document.</p>
<b>Help and Support</b>	<p>For any system or technical issues: <b>Contact ZYCUS</b> @ <a href="mailto:tech-support@zycus.com">tech-support@zycus.com</a> or 1800 442 793.</p> <p>For any issues which are not able to be resolved through Zycus technical support, contact <b>Melbourne Water Procurement Team</b> @ <a href="mailto:ProcurementHelpDesk@melbournewater.com.au">ProcurementHelpDesk@melbournewater.com.au</a></p> <p>In your email please include:</p> <ul style="list-style-type: none"> <li>• Your name &amp; position title</li> <li>• Email address</li> <li>• Phone</li> </ul> <p>Company name (entity, e.g. Acme Pty Ltd)</p>

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Step	Action	Result/screenshot																								
1.	Click on <b>event name</b> in the Sourcing Events card, on the dashboard.	 <p>The screenshot shows the ZYCUS dashboard. On the right side, there is a 'SOURCING EVENTS' widget. It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Customer</th> <th>Event Id</th> <th>Event Type</th> <th>Open Date</th> </tr> </thead> <tbody> <tr> <td>Melbourne W...</td> <td>1210162610</td> <td>QUICK_SOU...</td> <td>23/11/2020...</td> </tr> <tr> <td>Melbourne W...</td> <td>1210161122</td> <td>QUICK_SOU...</td> <td>20/11/2020...</td> </tr> <tr> <td>Melbourne W...</td> <td>1210161121</td> <td>QUICK_SOU...</td> <td>20/11/2020...</td> </tr> </tbody> </table> <p>The first row, 'Widgets - Open', is highlighted with a yellow box.</p>	Customer	Event Id	Event Type	Open Date	Melbourne W...	1210162610	QUICK_SOU...	23/11/2020...	Melbourne W...	1210161122	QUICK_SOU...	20/11/2020...	Melbourne W...	1210161121	QUICK_SOU...	20/11/2020...								
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2.	<p> The Quick Source event details are displayed.</p> <p>Review the <b>Bid Closing in x days</b>.</p> <p>Download the documents attached to the event.</p> <p><b><u>Submit your quotes for the following items:</u></b></p> <p>Enter the quantity you can supply for each of the items, in the <b>Supplier Quantity</b> column.</p> <p>Enter the price for each of the items, in the <b>Bid Value (AUD)</b> column.</p> <p>Scroll down to answer questions about this event.</p>	 <p>The screenshot shows the 'QuickSource &gt; Supplier Response' page. It includes a 'Request Overview' section with a message from Marisa from Melbourne Water Corporation. Below that is a 'Response Overview' section with a table for submitting quotes:</p> <table border="1"> <thead> <tr> <th>Item Description</th> <th>Quantity Requested</th> <th>UOM</th> <th>Supplier Quantity</th> <th>Bid Value (AUD)</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Widgets</td> <td>100</td> <td></td> <td>quantity *</td> <td>price *</td> <td>NA</td> </tr> <tr> <td>Widgets for Consulting...</td> <td>1</td> <td></td> <td>quantity *</td> <td>price *</td> <td>NA</td> </tr> <tr> <td>Total</td> <td>101</td> <td></td> <td>0</td> <td>AUD 0</td> <td>AUD 0</td> </tr> </tbody> </table> <p>The 'Supplier Quantity' and 'Bid Value (AUD)' columns are highlighted with a yellow box.</p>	Item Description	Quantity Requested	UOM	Supplier Quantity	Bid Value (AUD)	Total Cost	Widgets	100		quantity *	price *	NA	Widgets for Consulting...	1		quantity *	price *	NA	Total	101		0	AUD 0	AUD 0
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Step	Action	Result/screenshot
3.	<p><b><u>Submit your answers for the following questions:</u></b></p> <p>Answer all the questions in this area, in the <b>write your answers here</b> sections.</p> <p>Attach any supporting document(s), if required.</p>	
4.	Click <b>Submit</b> .	

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Step	Action	Result/screenshot																								
5.	<p>Your response have been successfully submitted for the inquiry.</p> <p>You have the ability to <b>update</b> the inquiry as long as the bid is open, if required.</p>	<p>702.42 KB</p> <p>Response Overview</p> <p>Submit your quotes for the following items:</p> <table border="1"> <thead> <tr> <th>Item Description</th> <th>Quantity Requested</th> <th>UOM</th> <th>Supplier Quantity</th> <th>Bid Value (AUD)</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Widgets</td> <td>100</td> <td></td> <td>99 *</td> <td>25 *</td> <td>2.475</td> </tr> <tr> <td>Widgets for Consulting...</td> <td>1</td> <td></td> <td>1 *</td> <td>1.200 *</td> <td>1.200</td> </tr> <tr> <td>Total</td> <td>101</td> <td></td> <td>100</td> <td>AUD 1.225</td> <td>AUD 3.675</td> </tr> </tbody> </table> <p>Submit your answers for following questions:</p> <p>When can you deliver? <span style="float: right;">*</span></p> <p>Next Week <span style="float: right;">9/2000</span></p> <p>Attach Supporting Document(s)</p> <p>Browse files from your computer</p> <p>CANCEL SAVE DRAFT UPDATE</p>	Item Description	Quantity Requested	UOM	Supplier Quantity	Bid Value (AUD)	Total Cost	Widgets	100		99 *	25 *	2.475	Widgets for Consulting...	1		1 *	1.200 *	1.200	Total	101		100	AUD 1.225	AUD 3.675
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6.	You have completed this procedure.																									

### What happens next?

Melbourne Water will review your inquiry submission and respond to the Sourcing Event accordingly.