

Luxottica eProcurement - General RFX Navigation and Response Guide

Luxottica Group eProcurement Site: <http://eprocurement.luxottica.com>

Enter username & password that was provided. Once logged in, you will be directed to the portal landing page (second screen shot below).

The screenshot shows the Luxottica eProcurement Portal login page. The header includes the Luxottica logo and language options for Italian and English. A helpdesk sidebar on the left provides contact information for US, Italian, and other suppliers. The main content area features a 'Welcome to Group Luxottica Portal' message and a login form with fields for 'USERNAME' and 'PASSWORD', an 'ENTER' button, and links for 'Forgot your password?' and 'Click here to register'. A background image shows a person wearing safety glasses and holding a pair of sunglasses.

LUXOTTICA ITALIANO ENGLISH

HELPDESK

FOR US SUPPLIERS:
TOLL FREE 866-983-2843
FROM MONDAY TO FRIDAY
FROM 8:30AM TO 5:30PM GMT-5

FOR ITALIAN SUPPLIERS:
TOLL FREE 800 124 380
FROM MONDAY TO FRIDAY
FROM 9AM TO 18PM GMT+1

FOR ALL OTHER SUPPLIERS:
TEL. +39 02 266 002 240
FROM MONDAY TO FRIDAY
FROM 9AM TO 18PM GMT+1
FAX: 02 266002242

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* All calls are recorded to insure maximum transparency and to monitor the quality of our service.

Welcome to Group Luxottica Portal

During this phase of innovation and improvement of all its tools and processes, **Luxottica Group**, has decided to set up the **Luxottica Group eProcurement Portal**. This tool aims to become the preferential method for communication and interaction between Luxottica Group and its suppliers. Considering the business needs of Luxottica Group, it is increasingly important that all Suppliers confirm and build upon the existing collaboration, by completing the pre-qualification process in the new online Vendor Register.

Access to the negotiation area

USERNAME

PASSWORD

ENTER

Forgot your password?

Click here to register

luxottica@bravosolution.com - Powered by BravoSolution

The screenshot shows the user interface after login. The header includes the Luxottica logo and a 'Welcome:' message with a user profile icon. The language is set to 'English (US)', and the time zone is 'GMT - 5:00 DST'. A 'Logout' button is visible.

LUXOTTICA Welcome: [User Profile]

English (US) | Time Zone: GMT - 5:00 DST | Logout

Accessibility and Legend

The screenshot shows the main navigation menu of the Luxottica eProcurement Portal. The menu is titled 'Welcome' and contains three main sections: 'Projects', 'Users & Organization Profile', and 'Change Language'. Each section has a dropdown arrow and a list of sub-items.

Welcome

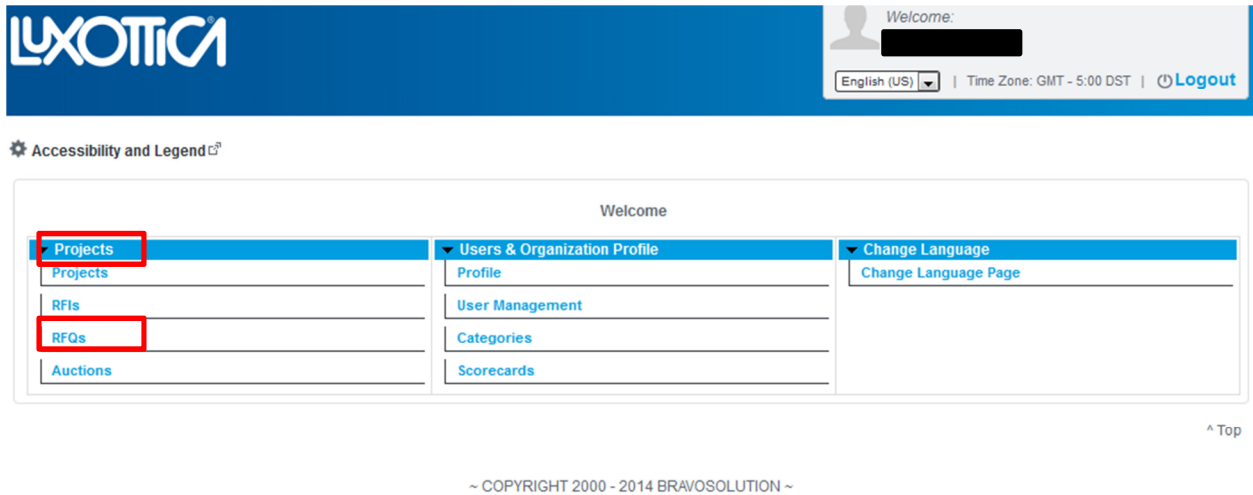
▼ Projects	▼ Users & Organization Profile	▼ Change Language
Projects	Profile	Change Language Page
RFIs	User Management	
RFQs	Categories	
Auctions	Scorecards	

^ Top

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Click on “RFQs”, “RFIs”, or “Auctions” under “Projects” dropdown (outlined in RED below) – depending on the type of RFX you have been invited to participate in.



The screenshot shows the top navigation bar of the Luxottica eProcurement system. The 'Projects' dropdown menu is highlighted with a red box, and the 'RFQs' option within it is also highlighted with a red box. The 'Users & Organization Profile' and 'Change Language' sections are also visible.

Welcome

- Projects
- RFIs
- RFQs
- Auctions

- Users & Organization Profile
 - Profile
 - User Management
 - Categories
 - Scorecards
- Change Language
 - Change Language Page

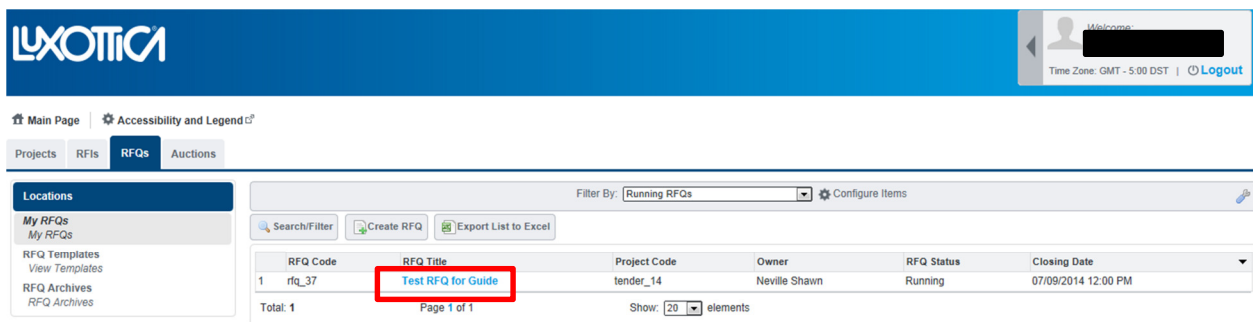
English (US) | Time Zone: GMT - 5:00 DST | Logout

Accessibility and Legend

^ Top

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You will be directed to a list of RFXs your company has been invited to participate in. Click on the link of the RFX you will be responding to (outlined in RED below)



The screenshot shows the main content area of the Luxottica eProcurement system. The 'RFQs' tab is selected, and a list of RFXs is displayed. The 'Test RFQ for Guide' link is highlighted with a red box.

Main Page | Accessibility and Legend

Projects | RFIs | RFQs | Auctions

Locations

- My RFQs
- My RFQs
- RFQ Templates
- View Templates
- RFQ Archives
- RFQ Archives

Filter By: Running RFQs | Configure Items

Search/Filter | Create RFQ | Export List to Excel

RFQ Code	RFQ Title	Project Code	Owner	RFQ Status	Closing Date
1	rfq_37	tender_14	Neville Shawn	Running	07/09/2014 12:00 PM

Total: 1 | Page 1 of 1 | Show: 20 elements

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You'll be redirected to the RFX Navigation Screen. Please note the Navigation bar on the left-hand side. In this area, you will be able to view RFX Settings, Attachments, and Response Form (red arrows).

← Back To List | Main Page | Accessibility and Legend

RFQ Details

- Settings View RFQ Settings
- Buyer Attachments Buyer Attachments: 3
- My Response Status is: No Response Prepared

Messages
Unread Messages (0)

User Rights
Manage User Rights

Project : tender_14 - Shawn Test RFQs
RFQ: rfq_37 - Test RFQ for Guide
Closing Date: 07/09/2014 12:00:00 PM
Response Last Submitted On: Not Submitted Yet

Warning: You have 3 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

Printable View

Create Response Decline To Respond

View Response Index Only

1. Commercial Response (Line Items: 8, Questions: 0)

1.1 RFP Notes and Comments - Question Section

Note	Note Details
1.1.1 Note 1	In this section you may find general notes or instructions for responding to the RFP.
1.1.2 Note 2	You may also find contact information for key Luxottica stakeholders or project leaders in this section.
1.1.3 Note 3	Certain project requirements may be called out in this section as well.

1.2 Qualification Questions - Question Section

Note	Note Details
1.2.1 Questions	You may find a section with qualification questions for you to answer as a part of your complete response to the RFP. The following answer types are possible: <ul style="list-style-type: none">- Yes/No- Options List- Multi Choice Options List- Text- Numeric- Date- Attachment

- Settings – Overview of the RFX settings
- Buyer Attachments – Attachments provided by Luxottica for your reference in responding to the RFX (if applicable)
- My Response – Response area for the RFX

To download any reference attachments, select the “Buyer Attachments” section on the left hand navigation bar. Click on the file name to download.

← Back To List | Main Page | Accessibility and Legend

RFQ Details

- Settings View RFQ Settings
- Buyer Attachments Buyer Attachments: 3
- My Response Status is: No Response Prepared

Messages
Unread Messages (0)

User Rights
Manage User Rights

Project : tender_14 - Shawn Test RFQs
RFQ: rfq_37 - Test RFQ for Guide
Closing Date: 07/09/2014 12:00:00 PM
Response Last Submitted On: Not Submitted Yet

Path: root

Printable View

Search/Filter Mass Download Export List to Excel

	Folder/File Name	Description	Last Modification Date	
1	Example RFP Attachment 1.docx		06/17/2014 09:22:59 AM	Properties
2	Example RFP Attachment 2.xlsx		06/17/2014 09:23:00 AM	Properties
3	Example RFP Attachment 3.pptx		06/17/2014 09:23:00 AM	Properties

Total: 3 Page 1 of 1 Show: 20 elements

Top

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Once RFX settings have been reviewed, and any attachments have been downloaded (if applicable) proceed to “My Response” Section. In this section you can review any notes, response questions, or pricing line items. Once you are ready to create your response, click on “Create Response” button (outlined in RED below).

Project : tender_14 - Shawn Test RFQs
RFQ: rfx_37 - Test RFQ for Guide
Closing Date: 07/09/2014 12:00:00 PM
Response Last Submitted On: Not Submitted Yet

Warning: You have 3 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

Printable View

Create Response Decline To Respond

View Response Index Only

1. Commercial Response (Line Items: 8, Questions: 0)

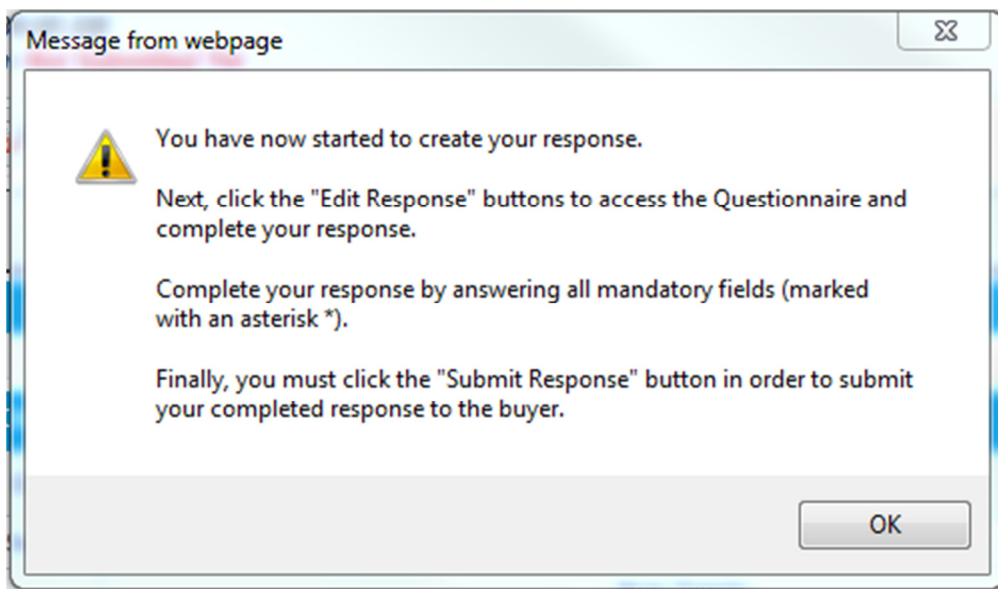
1.1 RFP Notes and Comments - Question Section

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1.1.3 Note 3	Certain project requirements may be called out in this section as well.

1.2 Qualification Questions - Question Section

Note	Note Details
1.2.1 Questions	You may find a section with qualification questions for you to answer as a part of your complete response to the RFP. The following answer types are possible: <ul style="list-style-type: none">- Yes/No- Options List- Multi Choice Options List- Text- Numeric- Date- Attachment

After clicking “Create Response” button, instructions will pop up. Please follow the instructions to edit and submit your response. Click “OK” to proceed to the bid form.



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Bid form will open; there are two different ways to complete your response:

1. Fill out the web based bid form - Click “Edit Response” button (outlined in RED below) to fill in pricing directly into the web-based bidding console.
2. Download and fill out bid form in Excel format - clicking on the “Export/Import Response” button to fill in pricing (outlined in bright green below)

**further instructions for each are outlined below*

The screenshot displays the 'My Response Summary' page for a tender. At the top, it shows project details: 'Project: tender_14 - Shawn Test RFQs', 'RFQ: rfq_37 - Test RFQ for Guide', 'Closing Date: 07/09/2014 12:00:00 PM', and 'Response Last Submitted On: Not Submitted Yet'. A warning message states: 'Warning: You have 3 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.' Below the warning are buttons for 'Export / Import Response' (highlighted in green), 'Delete response', and 'Printable View'. A 'Submit Response' button is also visible. The 'My Response Summary' section shows a table with one row: '1. Commercial Response' with a 'Total Price (excluding optional sections)' of 0. Below this is a 'View Response Index Only' section. Under '1. Commercial Response (Line Items: 8, Questions: 0)', there are two sub-sections: '1.1 RFP Notes and Comments - Question Section' and '1.2 Qualification Questions - Question Section'. The '1.1 RFP Notes and Comments' section contains three notes (1.1.1, 1.1.2, 1.1.3) with their respective details. The '1.2 Qualification Questions' section contains one question (1.2.1) with its details. The 'Edit response' button is highlighted in red.

If filling in your pricing directly into the bidding console you will be directed to the web based bid form console after clicking “Edit Response” button. Please note there may be different sections for input (i.e. Questions Section, Pricing Section, etc.).

- You may find a section with qualification questions for you to answer as a part of your complete response to the RFX. The following answer types are possible:
 - Yes/No
 - Options list
 - Multiple Choice options list
 - Text
 - Numeric
 - Data
 - Attachment

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- Fill in pricing in the “unit price” column and additional information requested in subsequent columns to the right. You can also add any comments for any line item.
 - o **please note – the required Unit of Measurement is called out for your reference*

Total Price (excluding optional sections) 0

1. Commercial Response (Line Items: 8, Questions: 0)

1.1 RFP Notes and Comments - Question Section

Note	Note Details
1.1.1 Note 1	In this section you may find general notes or instructions for responding to the RFP.
1.1.2 Note 2	You may also find contact information for key Luxottica stakeholders or project leaders in this section.
1.1.3 Note 3	Certain project requirements may be called out in this section as well.

1.2 Qualification Questions - Question Section

Note	Note Details
1.2.1 Questions	You may find a section with qualification questions for you to answer as a part of your complete response to the RFP. The following answer types are possible: - Yes/No - Options List - Multi Choice Options List - Text - Numeric - Date - Attachment

1.3 Pricing Section 1 - Price Section

Item Reference	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Comments
1.3.1	Item #1		Each	1	<input type="text" value="123"/>	0	<input type="text" value="N = 512"/>
1.3.2	Item #2		Each	2	<input type="text" value="123"/>	0	<input type="text" value="N = 512"/>
1.3.3	Item #3		Each	3	<input type="text" value="123"/>	0	<input type="text" value="N = 512"/>

Once you have completely filled in mandatory pricing items and answers to questions, click “Save and Return” if you are finished to return to the main screen or “Save and Continue” if you intend to continue working on this page.

▼ Project : tender_14 - Shawn Test RFQs
 RFQ: rfq_37 - Test RFQ for Guide
 Closing Date: 07/09/2014 12:00:00 PM
 Response Last Submitted On: **Not Submitted Yet**

Edit Mode

Total Price (excluding optional sections) 0

1. Commercial Response (Line Items: 8, Questions: 0)

1.1 RFP Notes and Comments - Question Section

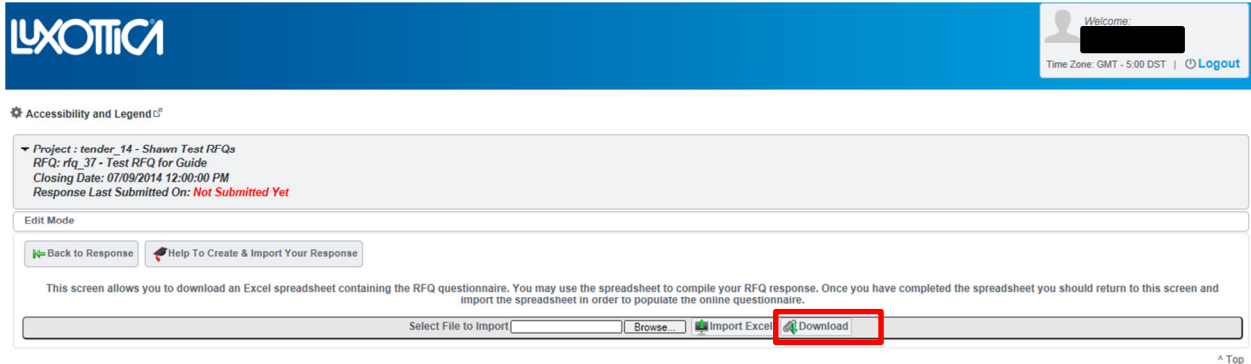
Note	Note Details
1.1.1 Note 1	In this section you may find general notes or instructions for responding to the RFP.
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1.2 Qualification Questions - Question Section

Note	Note Details
1.2.1 Questions	You may find a section with qualification questions for you to answer as a part of your complete response to the RFP. The following answer types are possible: - Yes/No - Options List - Multi Choice Options List - Text - Numeric - Date - Attachment

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If filling out your response in the Excel based bid form; click “Export/Import Response” button; a new screen will appear; click “Download” and the bid form will open in Excel.



Please save this form to your desktop, and fill in Mandatory and Optional fields.

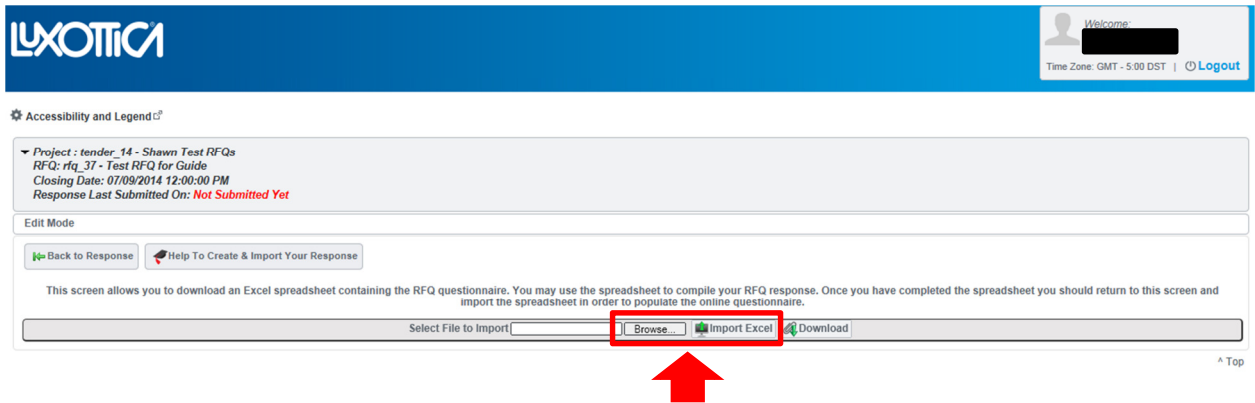
- * There is a color legend at the top to indicate the different types of fields for input.

C	D	E	F	G	H	I	J	K	L	M	N	O	
1	NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE SPREADSHEET AS THIS MAY CAUSE												
2	RFQ Response Questionnaire for: rfq_37												
3	COLOUR LEGEND												
4	Response Optional												
5	Response Mandatory												
6	No Response Required												
7	Questionnaire Information												
8													
9													
10	1 Commercial Envelope												
11													
12	1.1 RFP Notes and Comments												
13	Note	Note Details											
14	1.1.1	Note 1	In this section you may find general notes or instructions for responding to the RFP.										
15	1.1.2	Note 2	You may also find contact information for key Luxottica stakeholders or project leaders in this section.										
16	1.1.3	Note 3	Certain project requirements may be called out in this section as well.										
17													
18	1.2 Qualification Questions												
19	Note	Note Details											
20	1.2.1	Questions	You may find a section with qualification questions for you to answer as a part of your complete response to the RFP. The following answer types are										
21													
22	1.3 Pricing Section 1												
23	Item Reference	Description	Unit of Measurement	Quantity	Unit Price	Price	Comments						
24	1.3.1	Item #1	Each	1		0	Comments						
25	1.3.2	Item #2	Each	2		0							
26	1.3.3	Item #3	Each	3		0							
27	1.3.4	Item #4	Each	4		0							
28	Section Sub Total							0					
29													
30	1.4 Pricing Section 2												
31	Item Reference	Description	Unit of Measurement	Quantity	Unit Price	Price	Comments						
32	1.4.1	Item #1	Each	1		0	Comments						

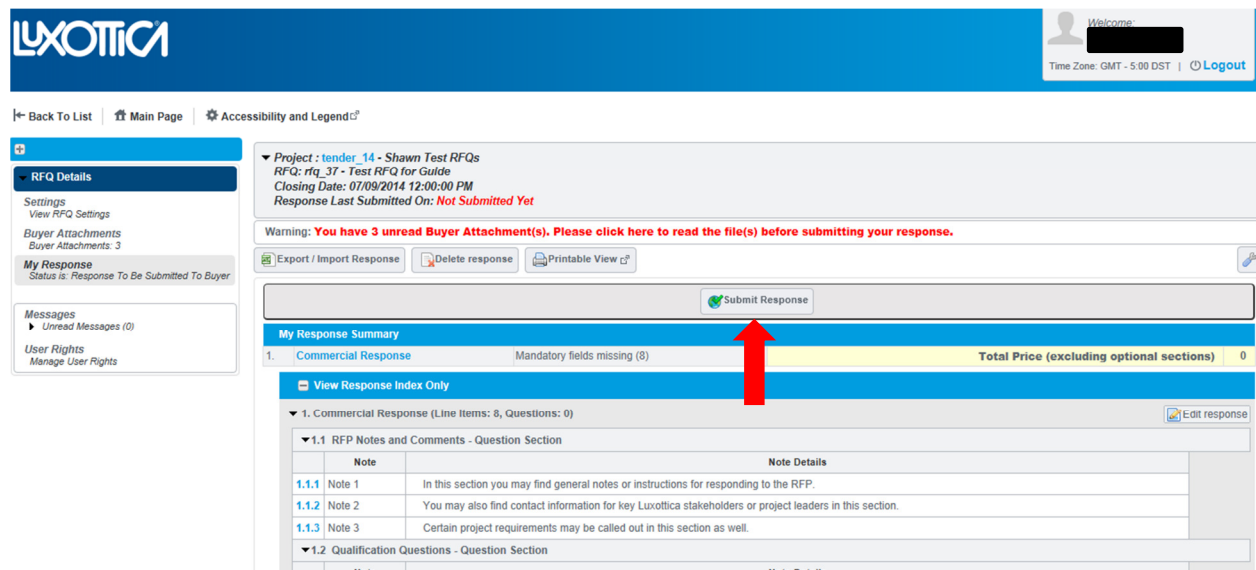
- Please note any remarks (instructions or additional information for each line item)
- Fill in pricing in the “unit price” column and additional information requested in subsequent columns to the right
- Add any comments necessary for each line item

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Once your Excel based bid form is completed, save, browse and import back into the web based console. Your responses will populate into each line item.



Click the “Submit Response” button to submit your response electronically.



Once you have submitted your response, you will receive a pop up confirming your submission was successful. If you want to double check that your response was accepted, check the “Response Status” box on the RFX tab. You will also receive an email confirming your response has been submitted successfully.