



HOW TO CREATE AN EXCHANGE CENTER POST IN CONNEX™ MICHIGAN & CONNEX™ MARKETPLACE

Exchange Center posts are typically an RFI, RFQ or RFP, depending on the level of detail and urgency in the request.

STEP 1

Log in to the CONNEX platform

STEP 2

Step 2: Select Exchange Center and click on +Add Listing

STEP 3

Select *Needs* to bring up the RFI, RFP or RFQ options. You'll need to 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 post is distributed.

You can add .pdf, jpeg, png, WORD or EXCEL files to your post (up to 5MB). This could include CAD drawings, Material Safety Data Sheets, or other documents to help a responding company evaluate your request.

STEP 5

Enter the number of units (if applicable).

Create new Listing

- 1 Listing Type
- 2 Basic Information
- 3 Quantity & Price
- 4 Restrictions
- 5 Contacts
- 6 Dates
- 7 Review

Quantity & Price

How many units are you buying (if applicable)? Leave blank if this does not apply.

CANCEL
BACK
NEXT

STEP 6

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

Create new Listing

- 1 Listing Type
- 2 Basic Information
- 3 Quantity & Price
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Restrictions

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.

Quality certification is not required, but ISO 9001:2015 is preferred. Must be able to package and send by case.
114/4096

CANCEL
BACK
NEXT

STEP 7

If you are affiliated with more than one organization, it 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 add one, if you have profile editing rights. You can also decide not to show the company contact person in the listing.

Create new Listing

- 1 Listing Type
- 2 Basic Information
- 3 Quantity & Price
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Contacts

Which organization would you like to post this listing for?

Michigan Manufacturing

Michigan Manufacturing Technology Center
45501 Helm St., Plymouth, MI 48170

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

Rebekah McCarter

+ ADD NEW CONTACT

Title	Lead Supplier Scout
Phone	(734) 451-4229
Email	rmccarter@the-center.org

☒ Don't show to respondents

CANCEL
BACK
NEXT

STEP 8

Select the duration of your posting. You can select immediately or a future date. You can also set the end date. The system will allow you to select 60 days or a future date from the calendar.

Create new Listing

- Listing Type
- Basic Information
- Quantity & Price
- Restrictions
- Contacts
- Dates**
- Review

Dates

When should this listing start?

When would you like to schedule this listing for?

06/08/2022

When should this listing expire (i.e. no longer accepting responses)?

When would you like this listing to expire?

06/30/2022

STEP 9

Review your posting, from *Subject to End Date*, and confirm your contact details. If you are satisfied with your information, click on *Create Listing*. If you need to change something, use the back button or select the section you want to update from the left-hand side of the posting wizard.

Create new Listing

- Listing Type
- Basic Information
- Quantity & Price
- Restrictions
- Contacts
- Dates
- Review**

Review

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.

Subject Thermal paper

Type

Description We are in need of domestic manufacturers of thermal paper used as receipts in cash registers. Typical sizes range from 2 1/4" to 3 1/8" THERMAL ROLLS in various lengths from 50 feet to 400 feet.

Restriction Quality certification is not required, but ISO 9001:2015 is preferred. Must be able to package and send by case.

Start Date Jun 8, 2022

End Date Jun 30, 2022

Your Contact Details:

Michigan Manufacturing Technology Center Rebekah McCarter

STEP 10

Once you select *Create Listing*, it will be live in the system (unless you selected a future date). As the posting organization, you can edit it at any time.

To see your listing, go to the Exchange Center, select *My Listings*, and then click *Newest* (if you have multiples). If you selected a future date, like we did in this tutorial, you will need to select *Not Started* for the listing to display. It will only be viewable by you until you edit it to go live, or until the future start date.

Types

Show Only

☐ All
☒ My Listings

☐ Open
☐ Expired
☐ Closed
☒ Not Started
☐ Only Listings with Responses

Sort By

☐ Newest
☐ Oldest
☒ Expiring Soon

Expiring Soon

Subject	Responded	Organization	Type	Start Date	Expiration Date
Thermal paper <input type="button" value="Your Listing"/>		Michigan Manufacturing Technology Center	RFQ	Jun 8, 2022	Jun 30, 2022

FOR MORE INFORMATION OR TO ACCESS CONNEX™, VISIT [THE-CENTER.ORG/CONNEX](https://the-center.org/connex).

Need assistance with CONNEX™? Email CONNEX@the-center.org or call 888.414.6682.

6/2022