

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

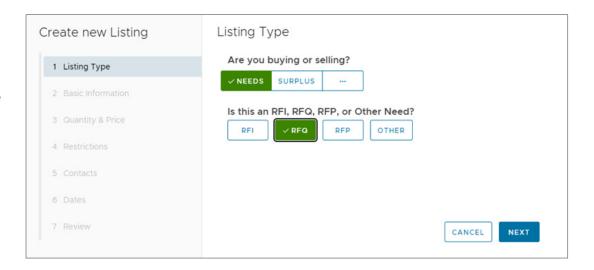
Log in to the CONNEX platform

STEP 2

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

STEP 3

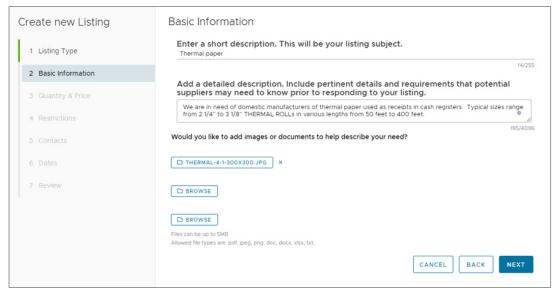
Select *Needs* to bring up the RFI, RFP or RFQ options. You'll need to select one to activate the *Next* button.



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.



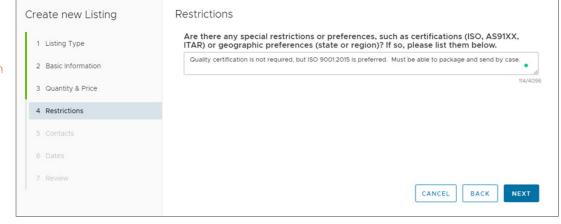


Enter the number of units (if applicable).



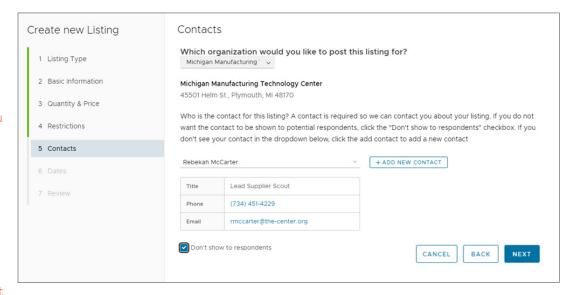
STEP 6

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



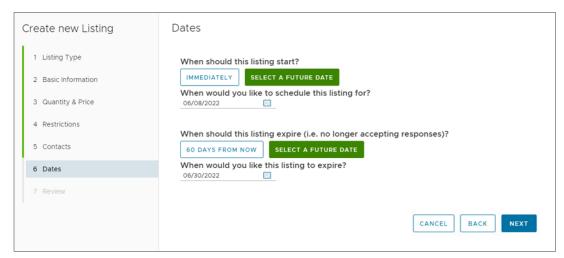
STEP 7

If you are affiliated with more than one 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.



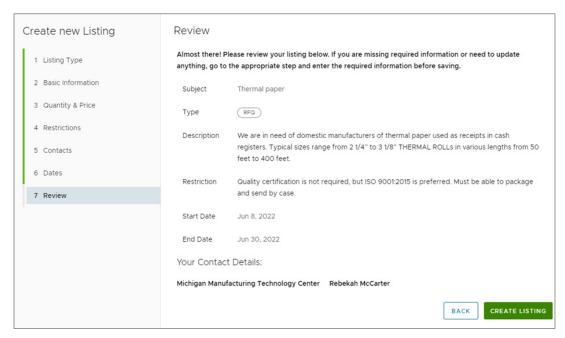


Select the duration of your posting. You can select immediately or a future date. You can also set the end date. The system will allow you to select 60 days or a future date from the calendar



STEP(9

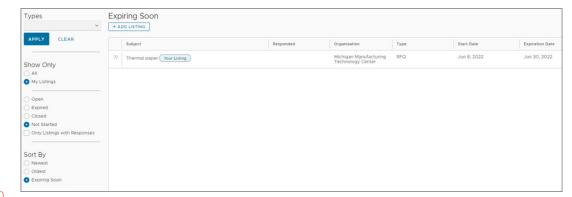
Review your posting, from Subject to End Date, and confirm your contact details. If you are satisfied with your information, click on Create Listing. If you need to change something, use the back button or select the section you want to update from the lefthand side of the posting wizard.



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.

> FOR MORE INFORMATION OR TO ACCESS CONNEX™, VISIT THE-CENTER,ORG/CONNEX. Need assistance with CONNEX™? Email <u>CONNEX@the-center.org</u> or call 888.414.6682.

6/2022







