

How to send an RFP using DObuy

1. Log in or Create Free Account

If you haven't already, create a free account on DOMedia.com. In order to send an RFP, you must be granted access to DObuy.

- ▶ Go to www.domedia.com
- ▶ Click Log In or [Sign Up](#) at the top right of the screen (your username is your email address)
- ▶ [Forgot Password? Click here.](#)

2. Begin Your Search using DOfind

DOfind is the industry's most comprehensive media search tool for advertisers & agencies. Find over 550 different media sellers and access media planning information like location lists, rate cards, impressions figures, creative specs and media kits.

- ▶ Click [Begin Your Search](#) from the [homepage](#) or [DOfind](#) from the navigation menu
- ▶ Input your search criteria ([How does DOfind work? »](#))
- ▶ Click "search »" to view your results

3. Browse Search Results

Search results are organized by Product, Company and Market.

Create RFP from Search Results

- ▶ Click the checkbox in the first column to select any Product/Company to include in your RFP.
- ▶ Scroll to the bottom of search results and click Create Request for Proposal »
- ▶ You will be taken to Step 1 of DObuy to begin creating your RFP
(you can also add companies to an existing RFP by selecting an RFP from the "Add to Existing RFP" menu)

Create RFP from Product Profile

- ▶ From Search Results, click any Product Name to view the Product Profile
- ▶ From the Product Profile, click "Create RFP from the Product Profile »"
- ▶ You will be taken to Step 1 of DObuy to begin creating your RFP

4. DObuy: Fill Out Project Brief & Send Your RFP

DObuy is an RFP Management Platform that allows agencies and advertisers to efficiently send RFPs and receive proposals from multiple vendors, saving time and increasing the ability to get competitive quotes.

Step 1: Project Brief

- ▶ Fill out the required & optional fields in the Project Brief
- ▶ Attach any cost out sheets or response templates at the bottom of the brief [Choose File > Label Description > Upload File] (optional)
- ▶ Click next » to move to Step 2

Step 2: Recipient List

- ▶ Confirm RFP Recipients by viewing the listed companies
- ▶ Remove companies by clicking "remove" on the corresponding line
- ▶ Add any additional recipients at a given company by entering in a Name and Email address.
- ▶ Click "send now »" to send your RFP to the indicated recipients

To add an additional recipient to this RFP, perform a new search using DOfind, select that company and "add to existing RFP »" from the search results page.

5. Manage Your RFP

You can view the status of your RFP, review submitted proposals and communicate with the media seller from your RFP Dashboard.

- ▶ View RFP Dashboard (My Account > [RFP Dashboard](#))
- ▶ Click the name of the desired RFP to view the status of each vendor proposal (clicking on the RFP name will drop down and vendors will be seen along with status of response)
- ▶ To view a submitted proposal, click "View Proposal" on the corresponding line
- ▶ Download the media seller's proposal (if applicable)

Accept, Request Changes or Decline a Proposal

- ▶ Accept, Request Changes or Permanently Decline the proposal using the options at the bottom of the seller proposal page
- ▶ When requesting changes, indicate any specifics using the message thread

Any questions? We are here to help! Call DOMedia at 866.939.3663 or email RFP@domedia.com.

