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	How to Enter Price in Bid Response for Material Item	

Transaction Overview

What

To enter price in bid response for material item.

When

Perform this to enter price in bid response for material item in SUS portal.

Menu Path

<https://supplier-selfservice.petronas.com.my/>

Roles

Vendor

Helpful Hints

R	Required field entry
O	Optional field entry
C	Conditional field entry

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HOW TO ENTER PRICE IN BID RESPONSE FOR MATERIAL ITEM

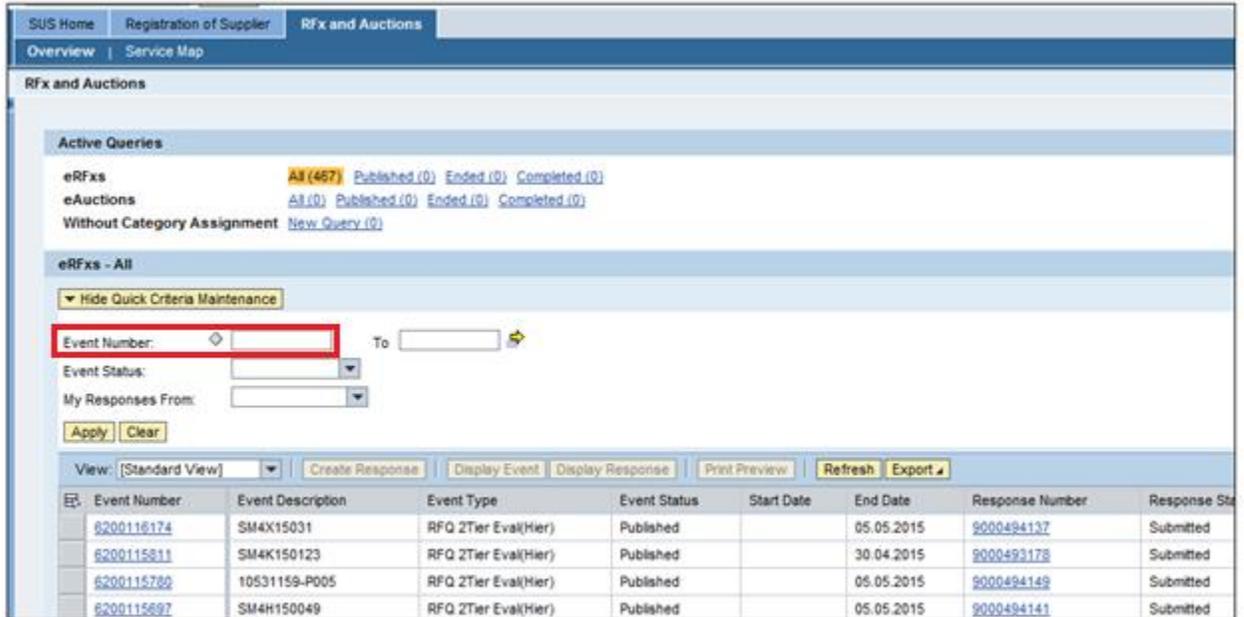
- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



- At SUS Portal Home page, click the 'RFx and Auctions' tab.



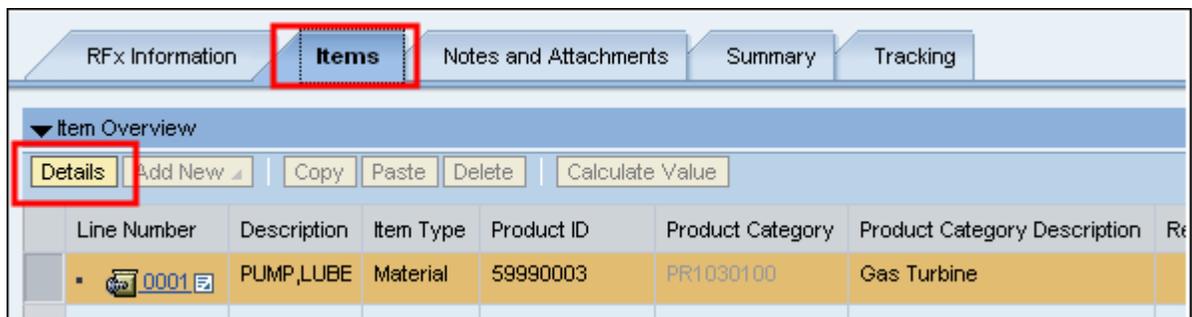
- Under the RFX and Auctions tab, enter RFX number at Event Number field in order to view the RFX.



The screenshot shows the 'RFX and Auctions' section of a web application. It includes a navigation bar with 'SUS Home', 'Registration of Supplier', and 'RFX and Auctions'. Below the navigation, there are tabs for 'Overview' and 'Service Map'. The main content area is titled 'RFX and Auctions' and contains several sections:

- Active Queries:** A summary of query counts for 'eRFXs' (All: 457, Published: 0, Ended: 0, Completed: 0), 'eAuctions' (All: 0, Published: 0, Ended: 0, Completed: 0), and 'Without Category Assignment' (New Query: 0).
- eRFXs - All:** A section with a 'Hide Quick Criteria Maintenance' button and search filters for 'Event Number', 'Event Status', and 'My Responses From'. The 'Event Number' field is highlighted with a red box.
- Buttons:** A row of action buttons including 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'.
- Table:** A table listing RFX events with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, and Response Status. The first four rows are visible, showing events with status 'Published' and response numbers like 9000494137.

- Go to your Response document. Click 'Item' tab and click 'DETAILS' button.



The screenshot shows the 'Items' tab of a response document. It features a navigation bar with tabs for 'RFX Information', 'Items' (highlighted with a red box), 'Notes and Attachments', 'Summary', and 'Tracking'. Below the navigation, there is an 'Item Overview' section with a 'Details' button (highlighted with a red box) and other buttons like 'Add New', 'Copy', 'Paste', 'Delete', and 'Calculate Value'. A table below displays item details:

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	R
0001	PUMP_LUBE	Material	59990003	PR1030100	Gas Turbine	

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5. Scroll to the bottom you will able to see below screen. Put in your price and delivery days under “Item Data” tab.

**For your information, delivery days mean if you are the winner, after PO issued within how many days you need to deliver the goods.*

Details for item 0001.AA ELECTRICAL BULK MATERIAL

Item Data Questions Notes and Attachments

Basic Data

Identification

Configurable Item Number: * 0001.AA

Control Key: Service functional

Item Type: Service

Product Category: SE1010800 Gen Electrol Service

Product ID: SE1010800

Description: ELECTRICAL BULK MATERIAL

Item Variant: PR Service Line-Alternatives not allowed

Supplier Product Number:

Service Breakdown: To service and rectify capacitor bank

Net value: 0.00

Currency, Values and Pricing

Currency: Malaysian Ringgit

Required Quantity: 1 AU

Submitted Quantity: 1 AU

Price exclusive GST: 0.00 MYR Per: 1 AU

Service and Delivery

Delivery Date: From 03.04.2016 - 31.12.9999

Delivery Days (Calendar): 000

Status and Statistics

GST Taxable: