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	How to Upload Attachment – RFQ 1 tier	

## Transaction Overview

### What

To upload attachment – RFQ 1 tier.

### When

Perform this to upload attachment – RFQ 1 tier 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

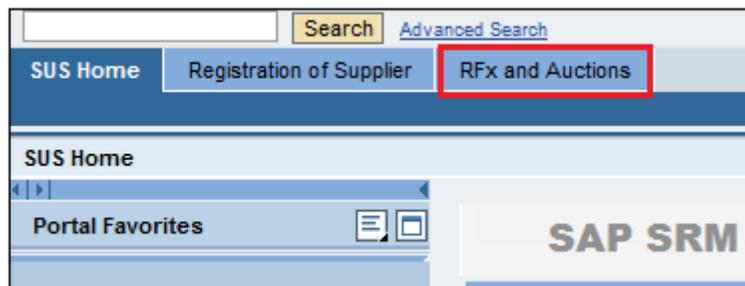
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### HOW TO UPLOAD ATTACHMENT – RFQ 1 TIER

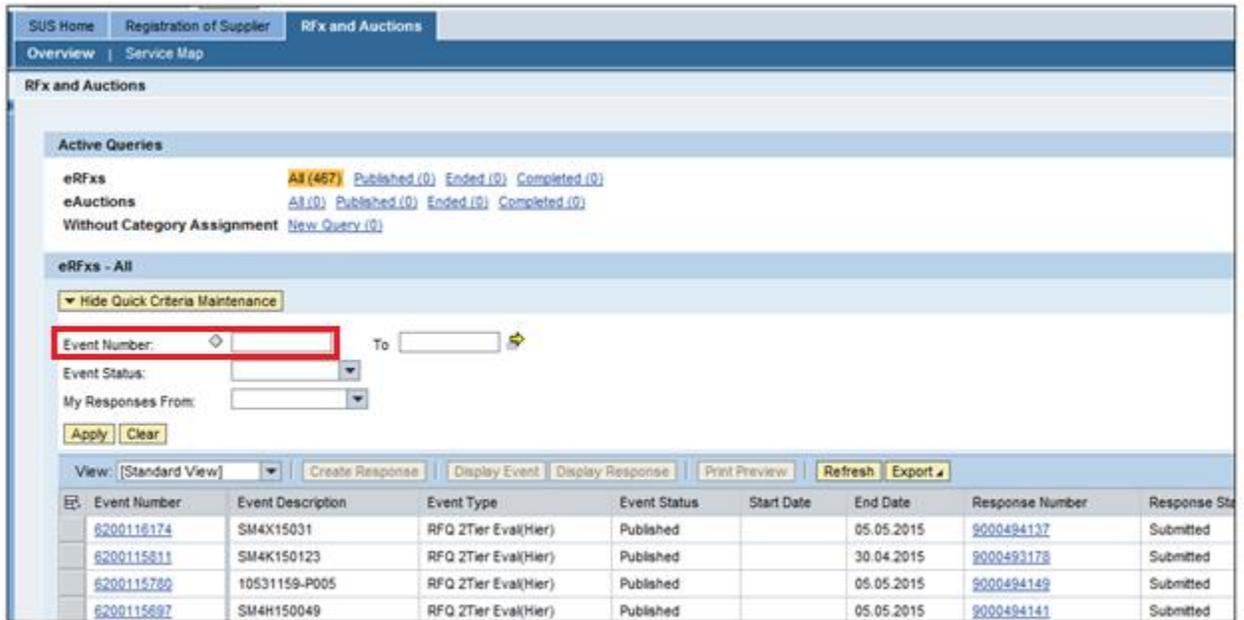
- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



- 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.



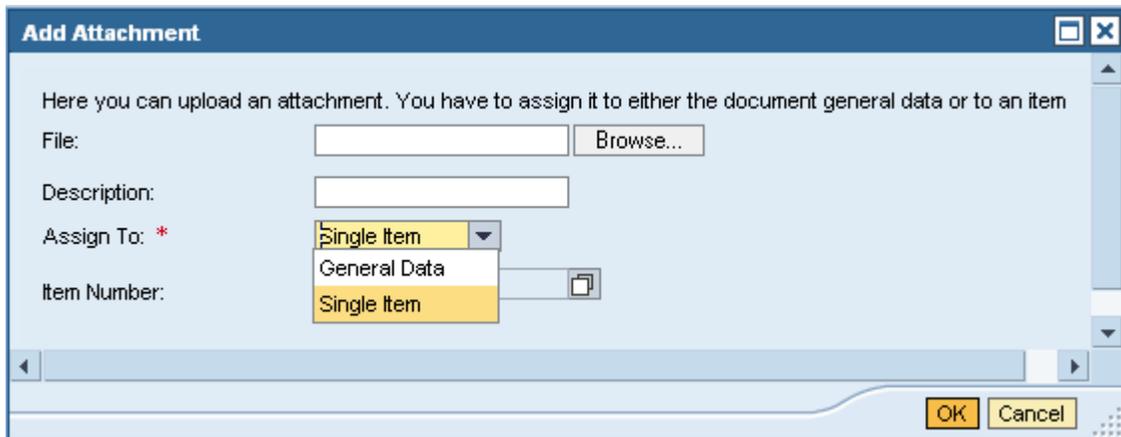
The screenshot shows the 'Rfx and Auctions' section of a web application. At the top, there are navigation tabs: 'SUS Home', 'Registration of Supplier', and 'Rfx and Auctions'. Below these are 'Overview' and 'Service Map' links. The main content area is titled 'Rfx and Auctions' and contains several sections:

- Active Queries:**
  - eRFxs: All (457) Published (0) Ended (0) Completed (0)
  - eAuctions: All (0) Published (0) Ended (0) Completed (0)
  - Without Category Assignment: New Query (0)
- eRFxs - All:**
  - Hide Quick Criteria Maintenance
  - Event Number:  To
  - Event Status:
  - My Responses From:
  - Buttons: Apply, Clear
  - View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | Refresh | Export
- Table of eRFxs:**

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
9200116174	SM4X15031	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494137	Submitted
9200115811	SM4K150123	RFQ 2Tier Eval(Hier)	Published		30.04.2015	9000493178	Submitted
9200115780	10531159-P005	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494149	Submitted
9200115697	SM4H150049	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494141	Submitted

- Click on **Notes and Attachments** under the 'Create Rfx Response Screen'.
- Click on **Add Attachment** under **Attachments** to add attachment.

#### Pop-up Screen: Add Attachment



The 'Add Attachment' pop-up screen has a blue header and contains the following elements:

- Title:** Add Attachment
- Text:** Here you can upload an attachment. You have to assign it to either the document general data or to an item
- File:**
- Description:**
- Assign To: \***  (Dropdown menu with options: Single Item, General Data, Single Item)
- Item Number:**
- Buttons:** OK, Cancel

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- a. Click  to select file from local directory.
- b. Enter a file name under the “description” field.
- c. Click  to select whether this attachment belongs to header or line item level.
  - i. If Assign to be “Single Item”, click  to select the line item that this attachment belongs to.
- d. Click  to complete the process OR  to undo the process.