Transaction Overview

What

Use this procedure to response to the RFQ sent by the purchaser.

When

Perform this procedure when responding to the RFQ invitation (2 Tier Evaluation).

Prerequisites

- RFQ invitation has been sent out to bidder via email

Menu Path

To login to SRM Portal, go to https://supplier-selfservice.petronas.com.my/irj/portal

Transaction Code

Not Applicable

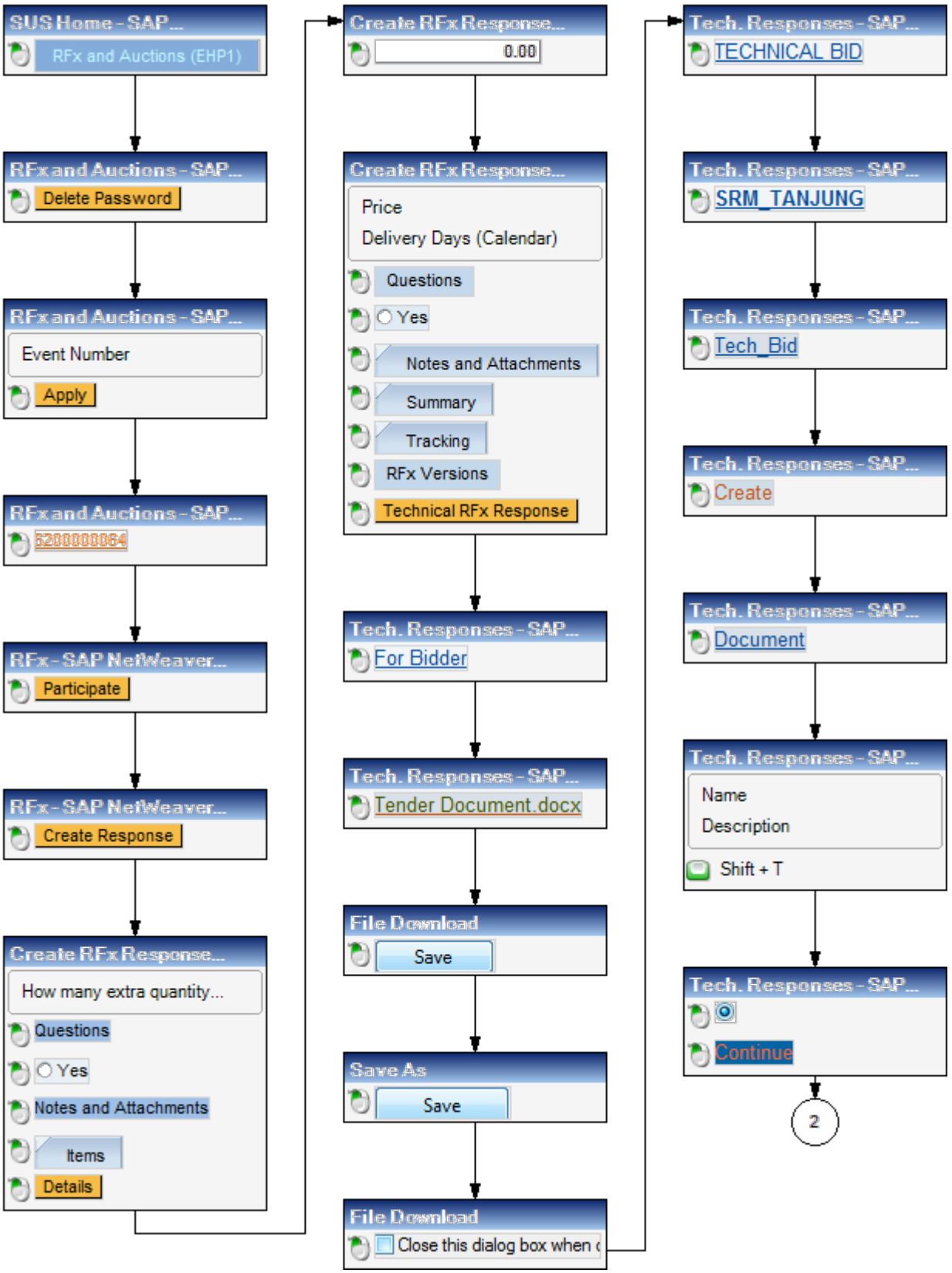
Roles

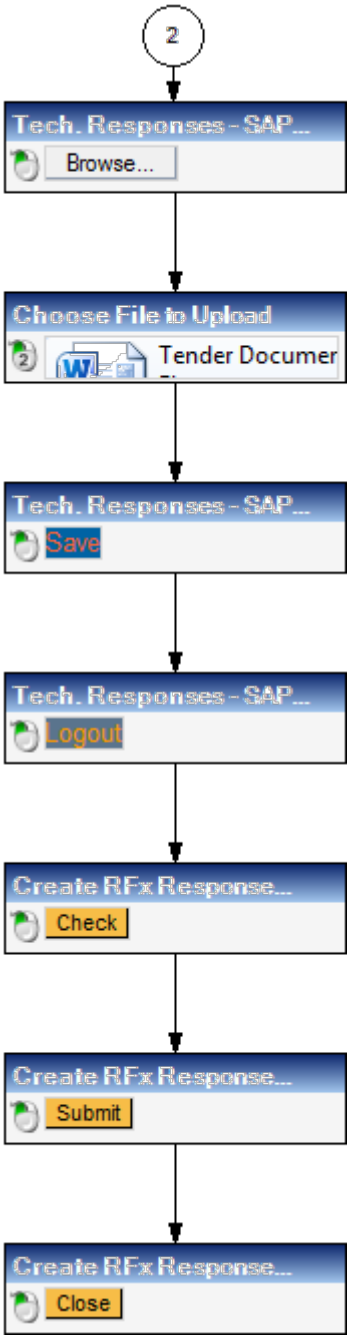
- Bidder

Helpful Hints

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

Screen Flow

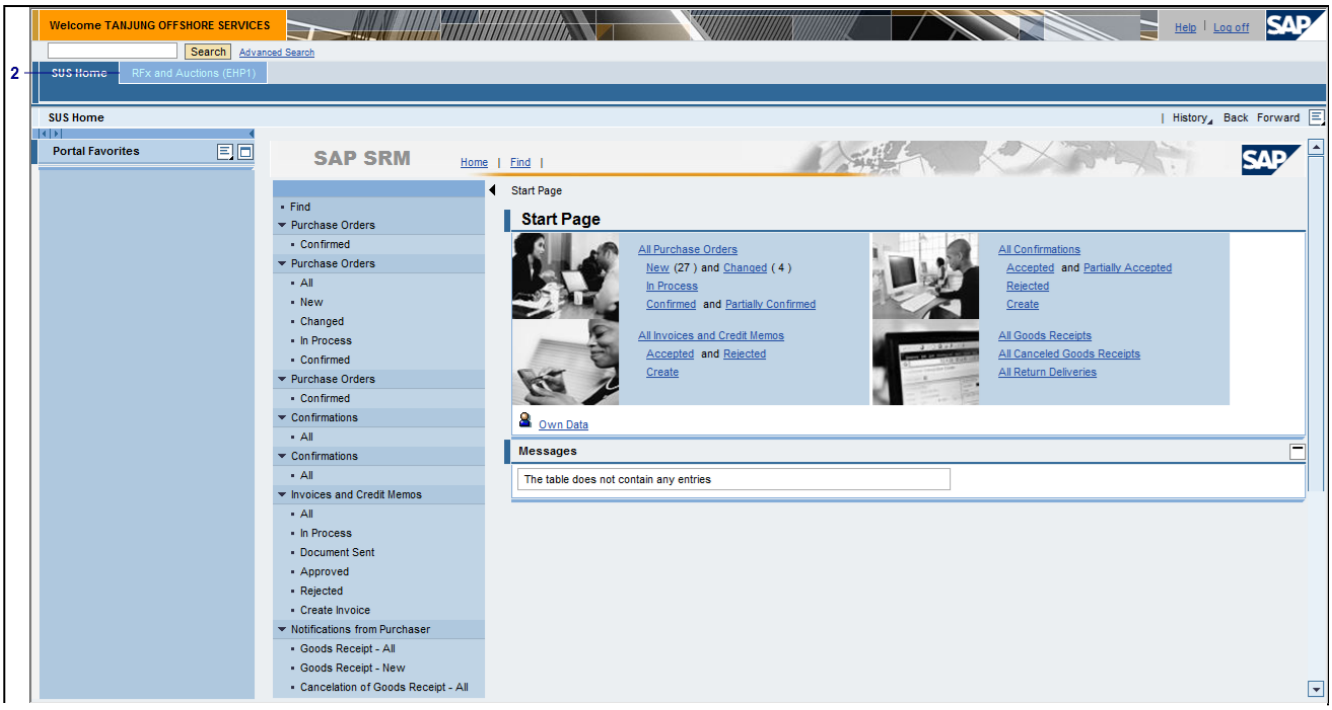

SUS Home - SAP...
RFx and Auctions (EHP1)
RFx and Auctions - SAP...
Delete Password
RFx and Auctions - SAP...
Event Number
Apply
RFx and Auctions - SAP...
5200000064
RFx - SAP NetWeaver...
Participate
RFx - SAP NetWeaver...
Create Response
Create RFx Response...
How many extra quantity...
Questions
Yes
Notes and Attachments
Items
Details
Create RFx Response...
0.00
Create RFx Response...
Price
Delivery Days (Calendar)
Questions
Yes
Notes and Attachments
Summary
Tracking
RFx Versions
Technical RFx Response
Tech. Responses - SAP...
For Bidder
Tech. Responses - SAP...
Tender Document.docx
File Download
Save
Save As
Save
File Download
Close this dialog box when
Tech. Responses - SAP...
TECHNICAL BID
Tech. Responses - SAP...
SRM_TANJUNG
Tech. Responses - SAP...
Tech_Bid
Tech. Responses - SAP...
Create
Tech. Responses - SAP...
Document
Tech. Responses - SAP...
Name
Description
Shift + T
Tech. Responses - SAP...
Continue
2

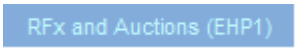

2
Tech. Responses - SAP...
Browse...
Choose File to Upload
Tender Documer
Tech. Responses - SAP...
Save
Tech. Responses - SAP...
Logout
Create RFx Response...
Check
Create RFx Response...
Submit
Create RFx Response...
Close

Procedure

1. Start the transaction by login to the SRM portal at https://ebp.petronas.com.my.

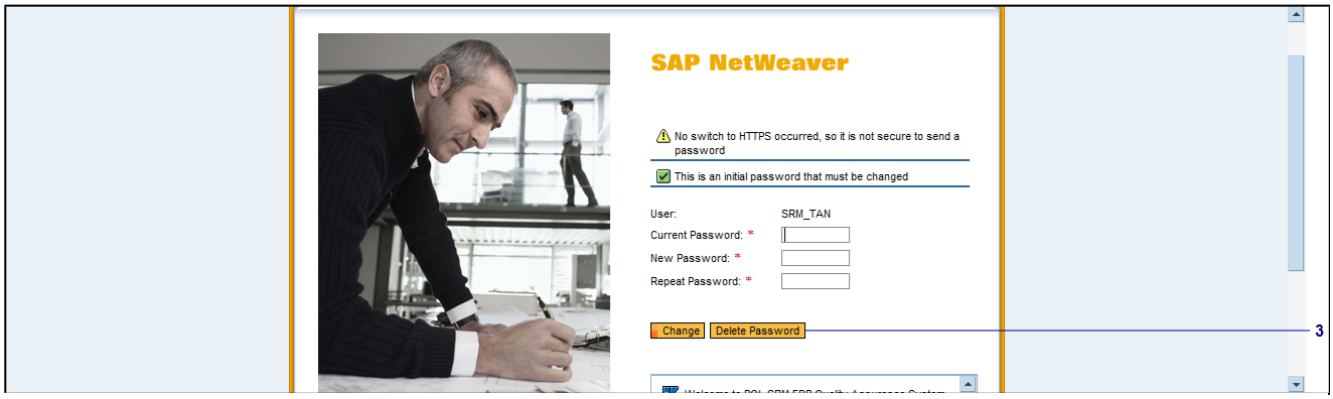
SUS Home - SAP NetWeaver Portal - Windows Internet Explorer

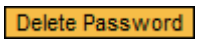


2. Click RFx and Auctions (EHP1) tab control 

. Search for RFQ number as per email.

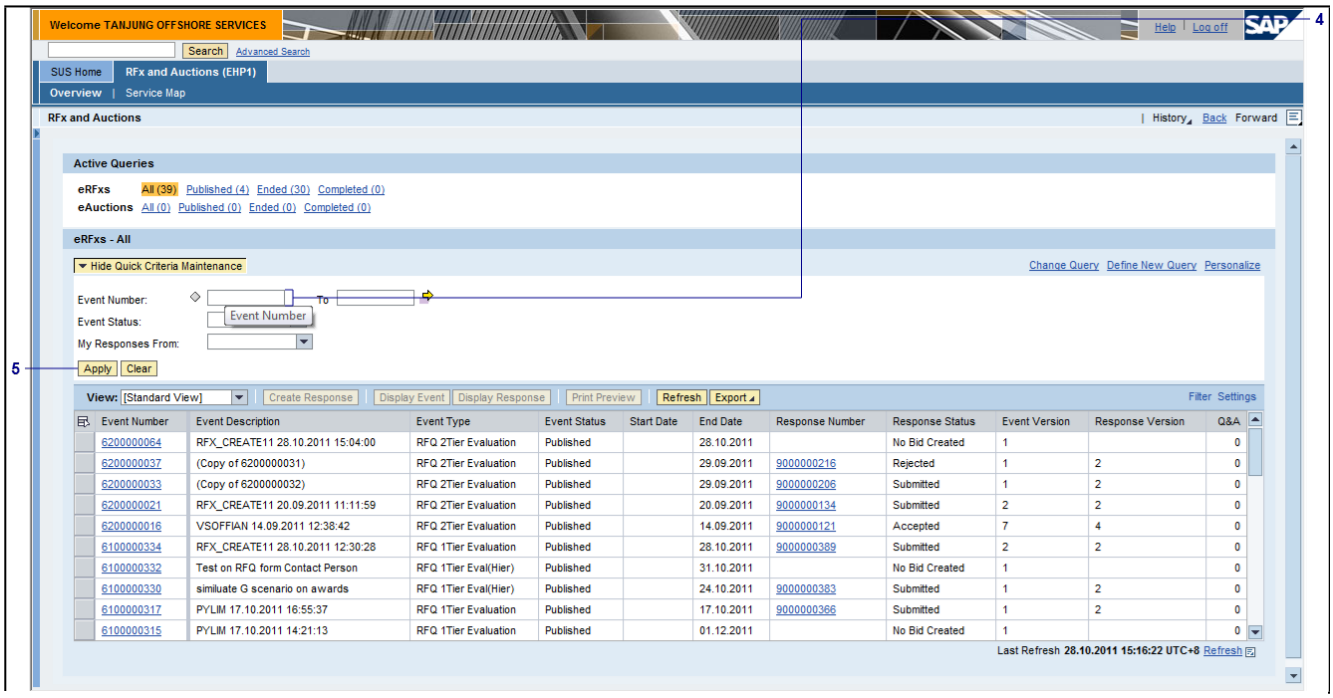
RFx and Auctions - SAP NetWeaver Portal - Windows Internet Explorer provided by iPerintis Sdn. Bhd.



3. For the first time log on, Click Delete Password button 

in order to proceed to next step.

RFx and Auctions - SAP NetWeaver Portal



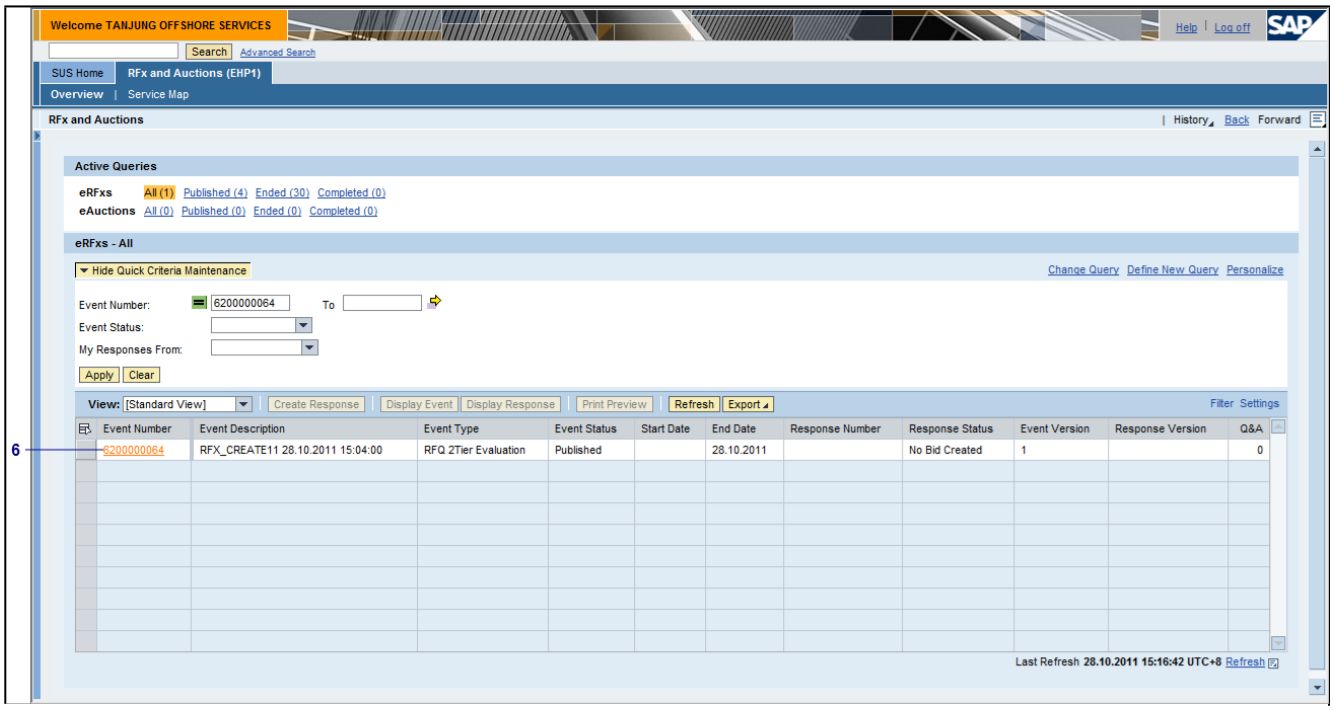
4. As required, complete/review the following fields:

Field	R/O/C	Description
Event Number:	R	Enter keyword to search for RFQ. **Example:** 6200000064

5. Click Apply button

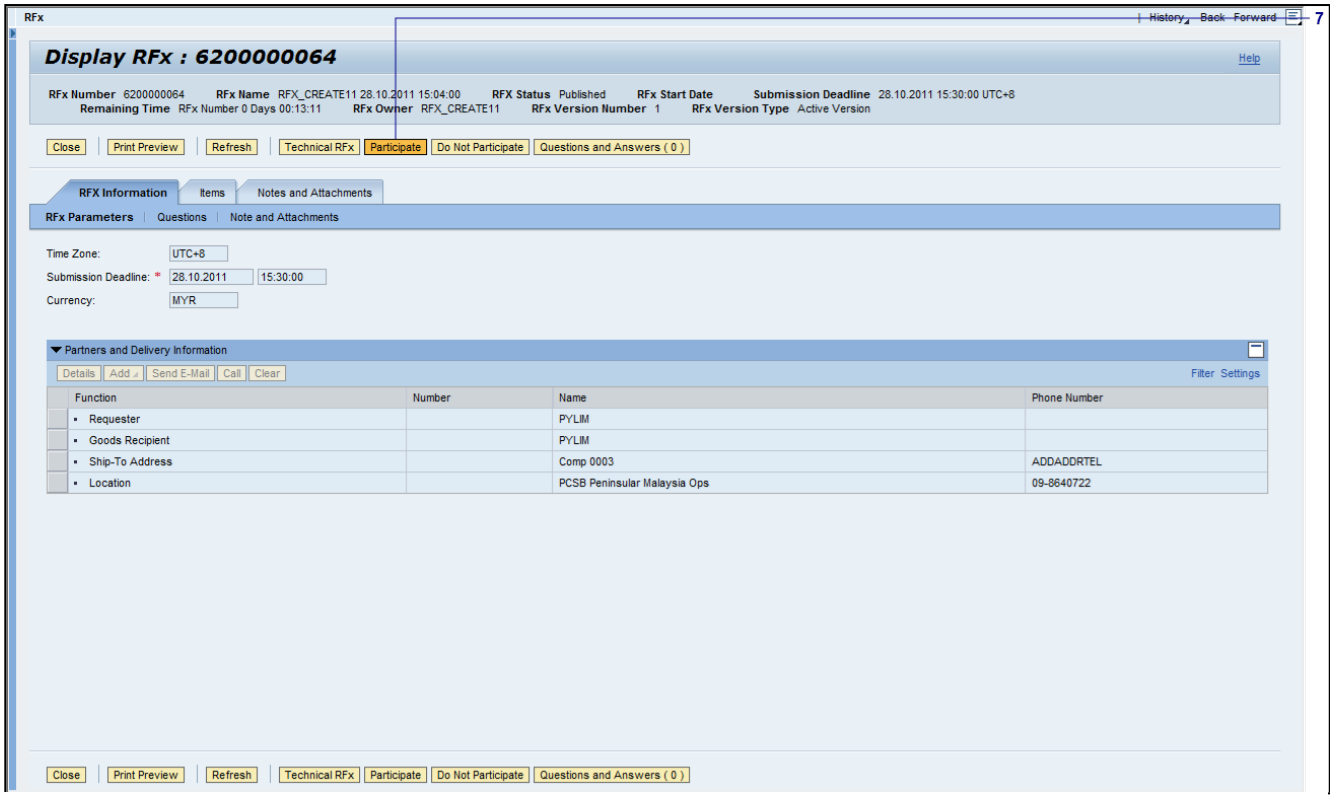
.

RFx and Auctions - SAP NetWeaver Portal



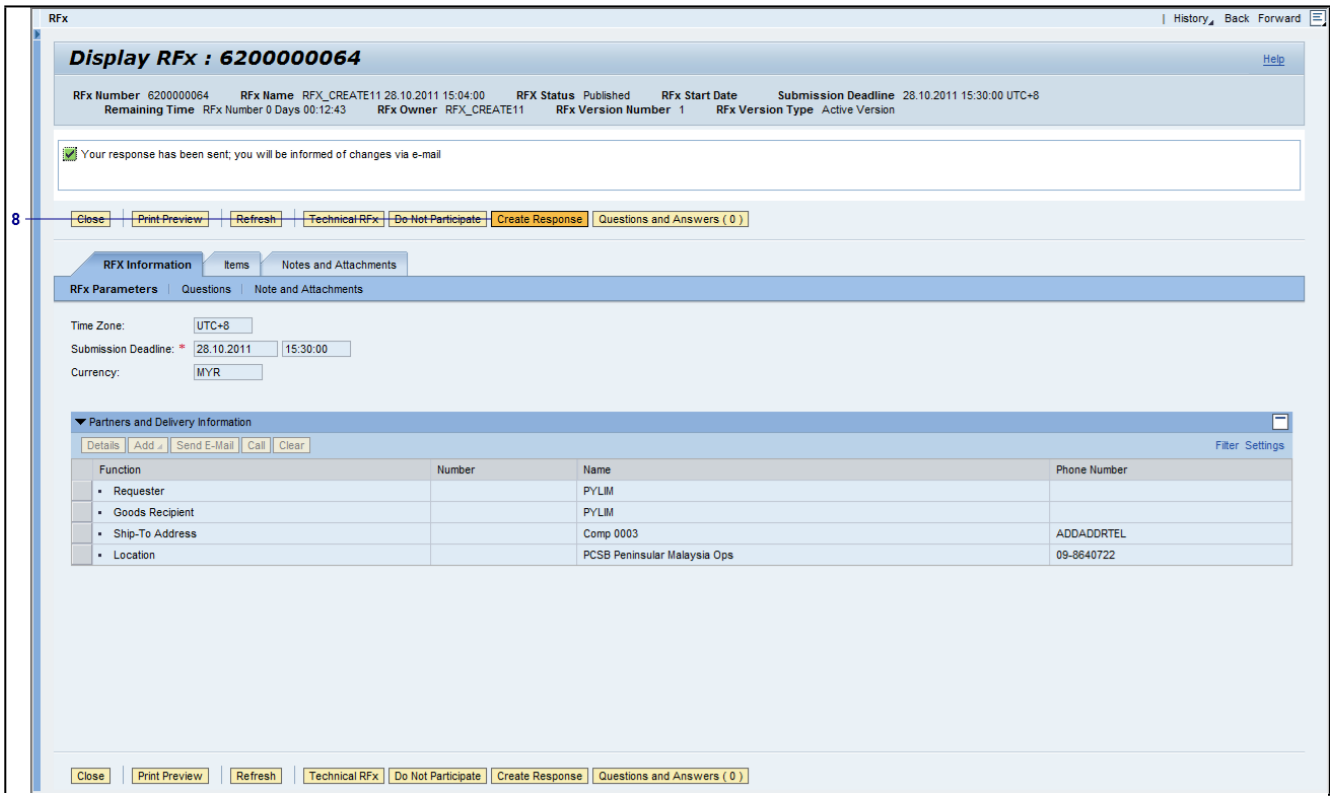
6. Click on the RFQ number, for example - 6200000064 link label 6200000064.

RFx - SAP NetWeaver Portal



7. Click Participate button Participate.

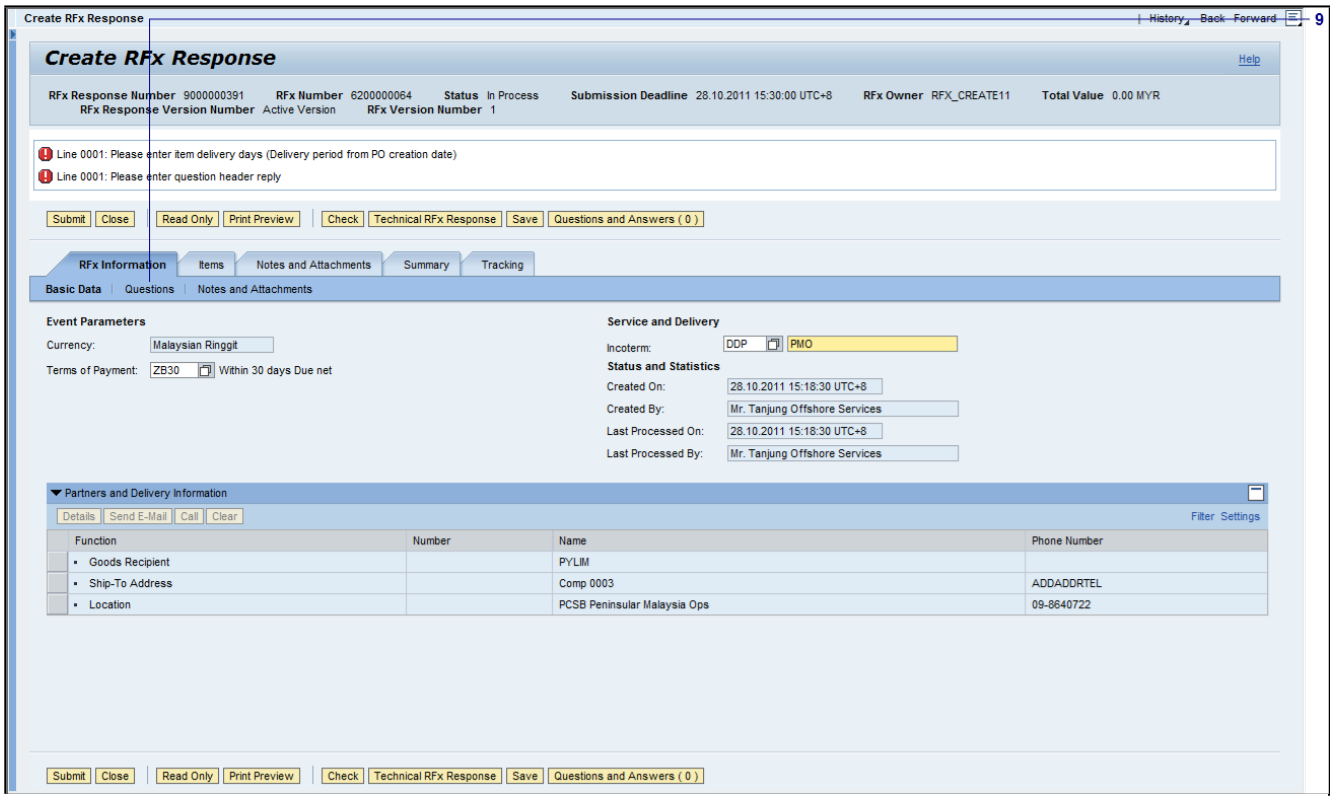
RFx - SAP NetWeaver Portal



8. Click Create Response button Create Response.

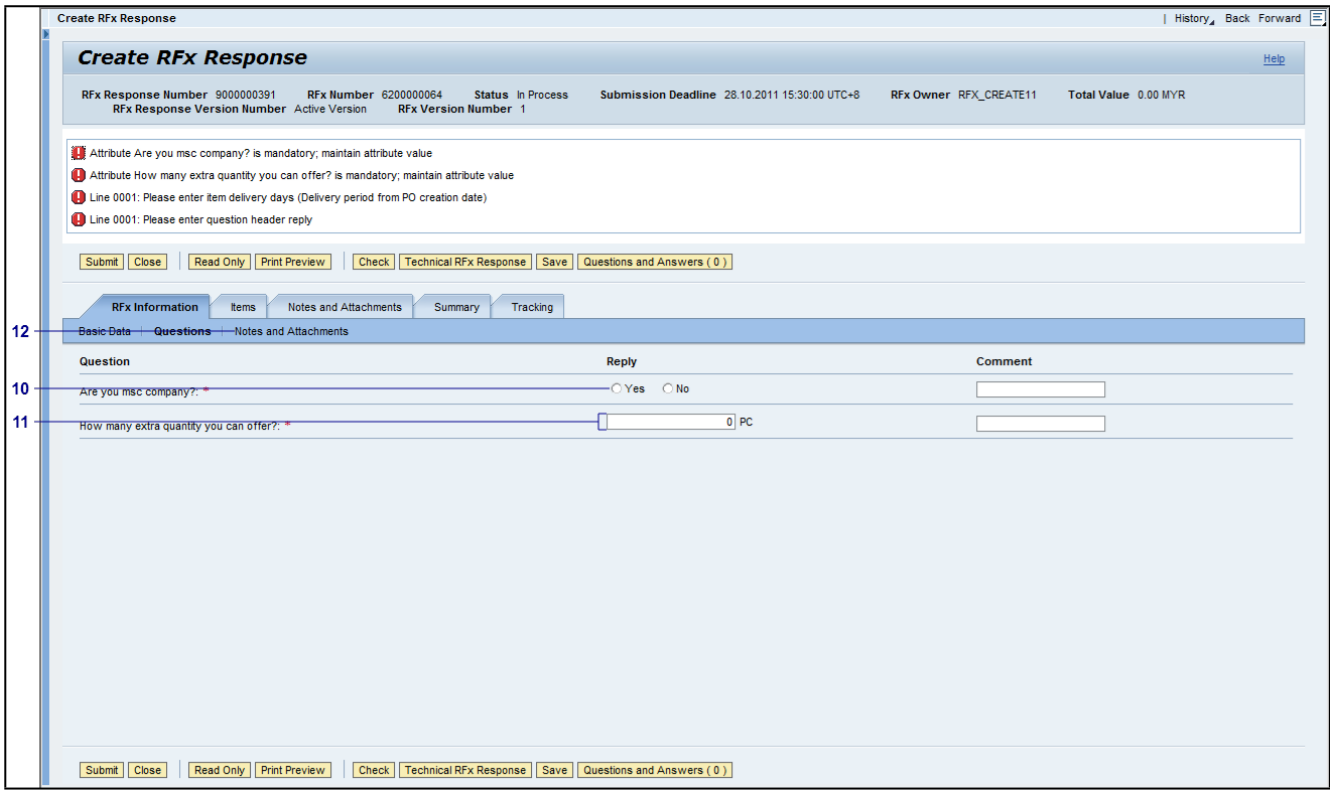
The system displays message, "Your response has been sent, you will be informed of changes via e-mail".

Create RFx Response - SAP NetWeaver Portal



9. On RFx Information tab, click Questions menu item Questions. Answer all questions posted by the bidders.

Create RFx Response - SAP NetWeaver Portal



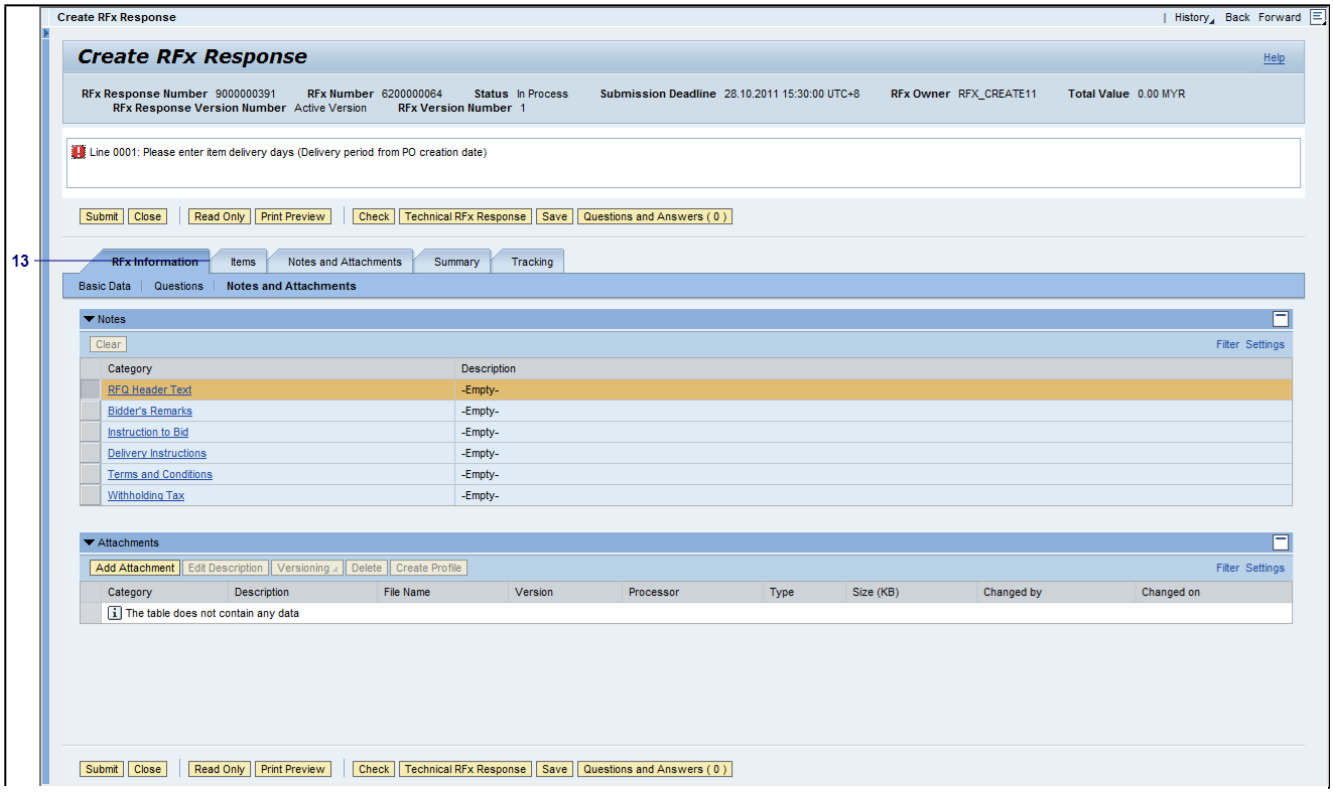
10. Click Yes radio button ○ Yes.

11. As required, complete/review the following fields:

Field	R/O/C	Description
How many extra quantity you can offer?:	R	Answer all questions **Example:** 300

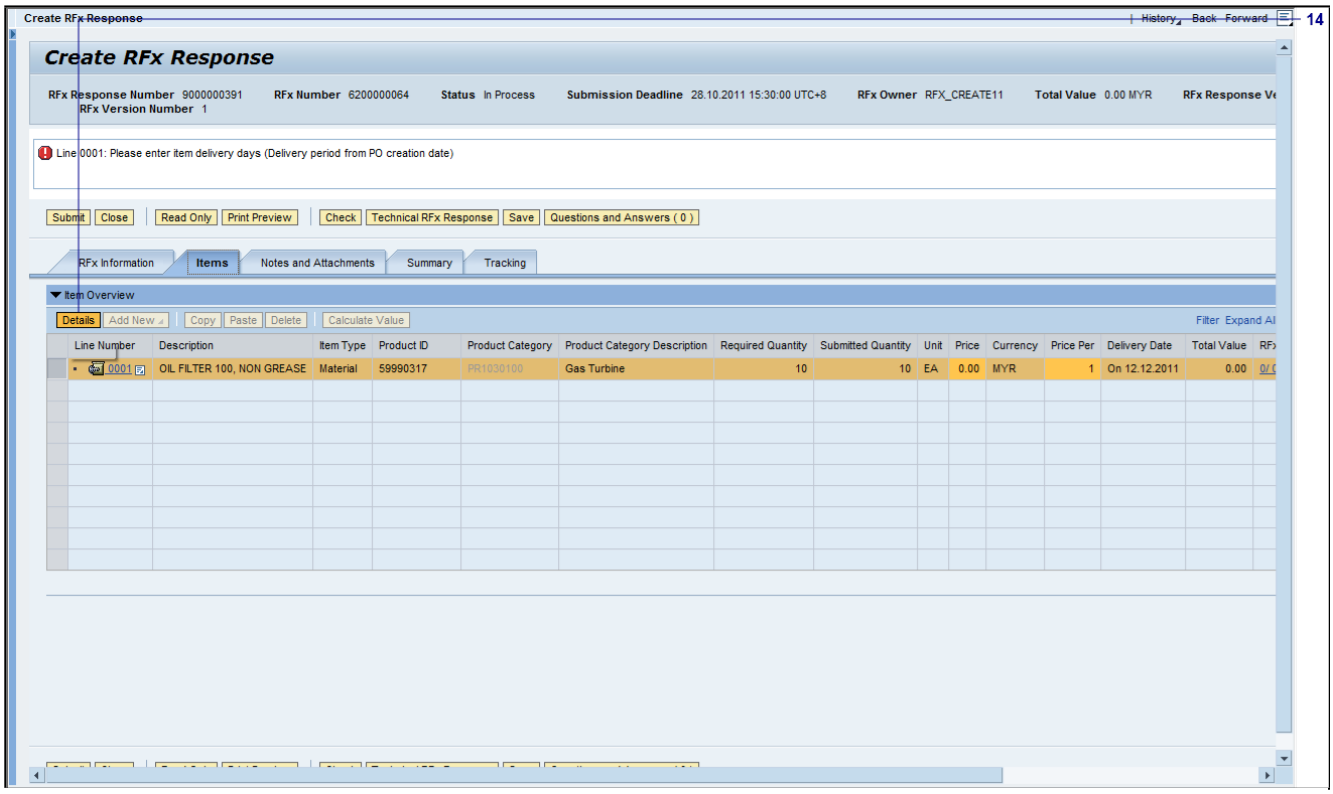
12. Click Notes and Attachments menu item Notes and Attachments view all notes or attachment.

Create RFx Response - SAP NetWeaver Portal



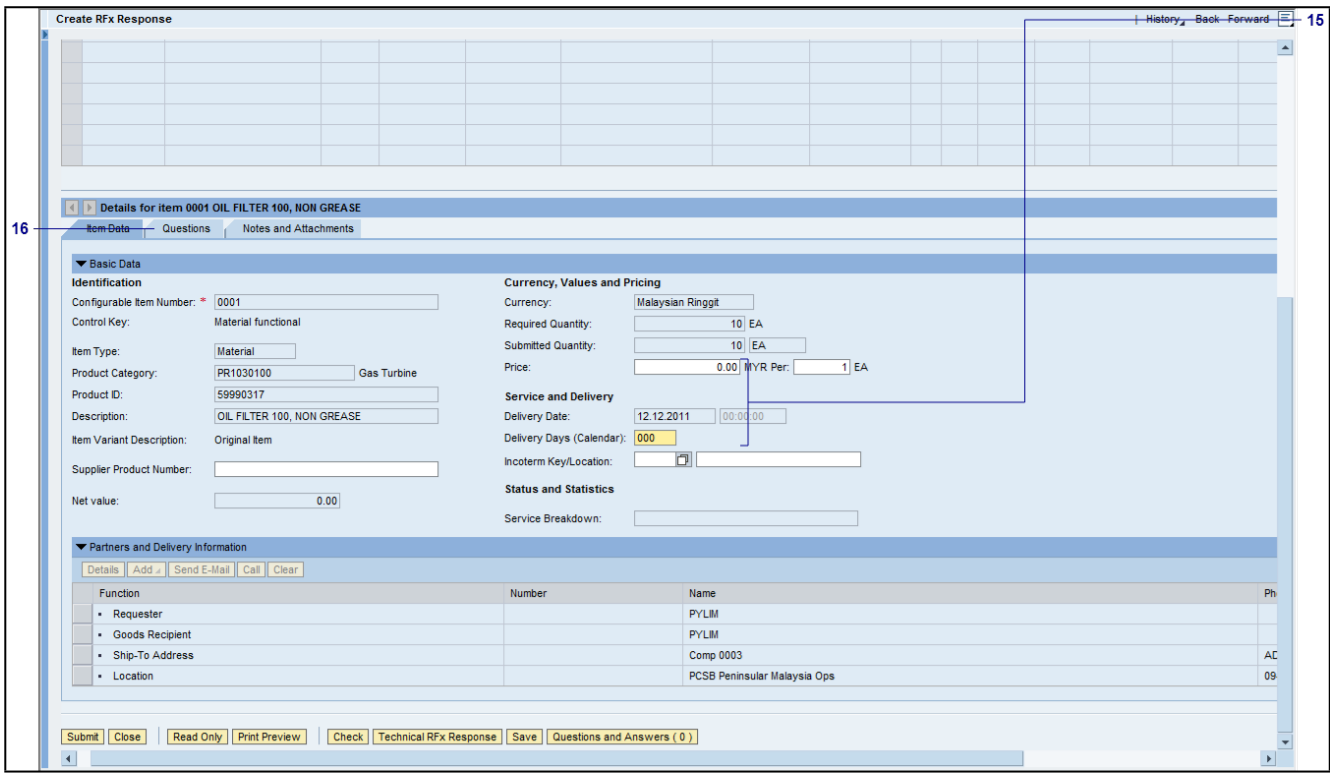
13. Click Items tab control Items.

Create RFx Response - SAP NetWeaver Portal



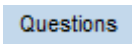
14. Click Details button Details. You are required to enter Price of the products and Delivery days once PO is received.

Create RFx Response - SAP NetWeaver Portal



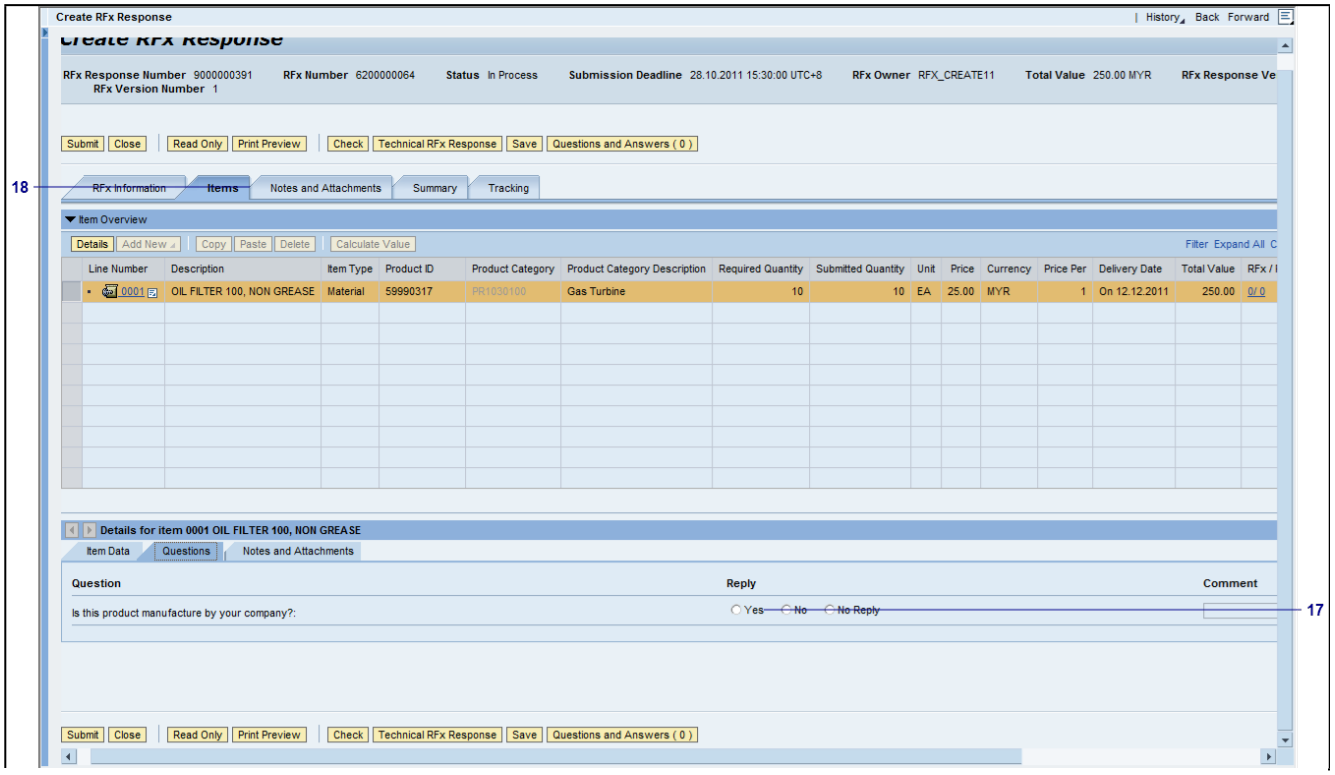
15. As required, complete/review the following fields:

Field	R/O/C	Description
Price:	R	Enter price of material / service charge offered by bidder. **Example:** 25
Delivery Days (Calendar):	R	Enter delivery days taken to deliver service / goods. **Example:** 3

16. Click Questions tab control 

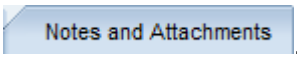
. Answer all questions posted by the purchaser.

Create RFx Response - SAP NetWeaver Portal



17. Click Yes radio button

.

18. Click Notes and Attachments tab control 

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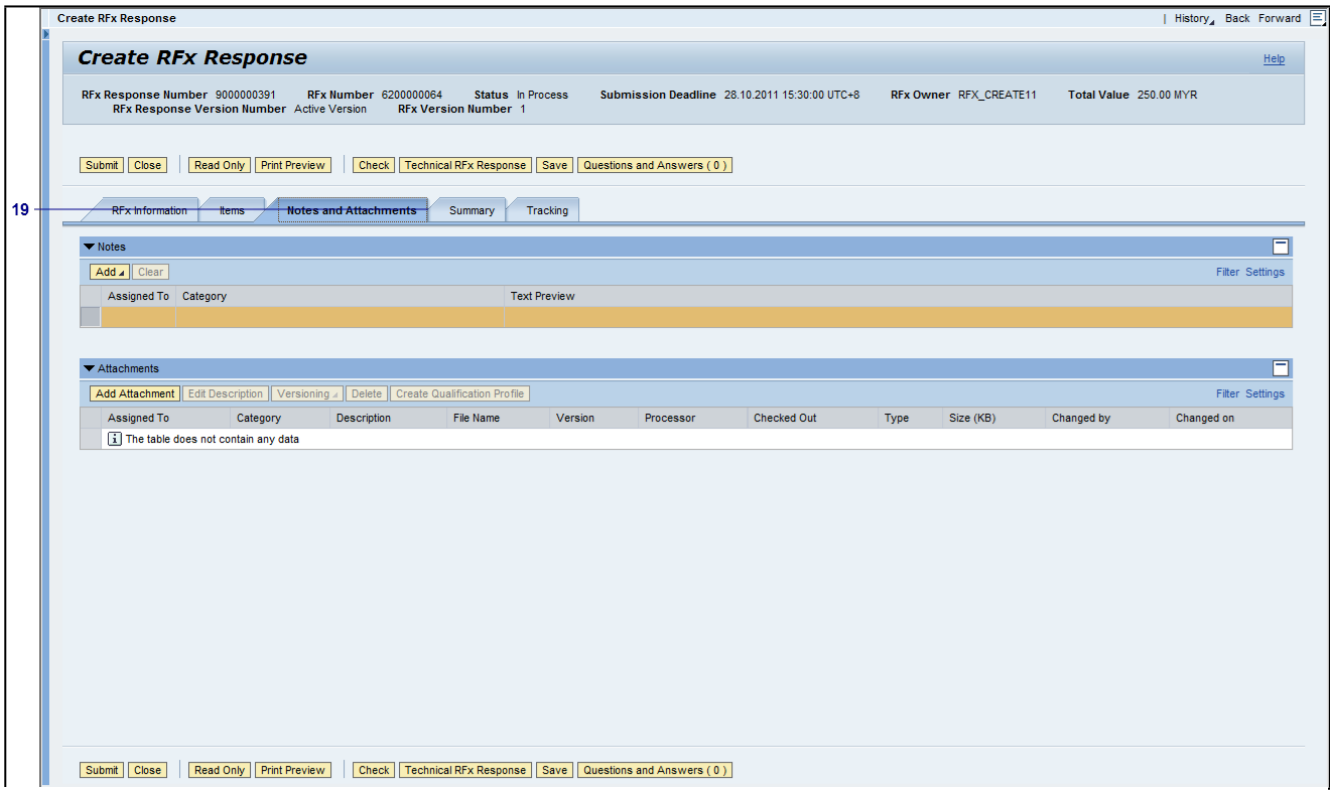
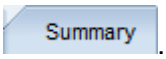
Create RFx Response - SAP NetWeaver Portal



19. Click Summary tab control 

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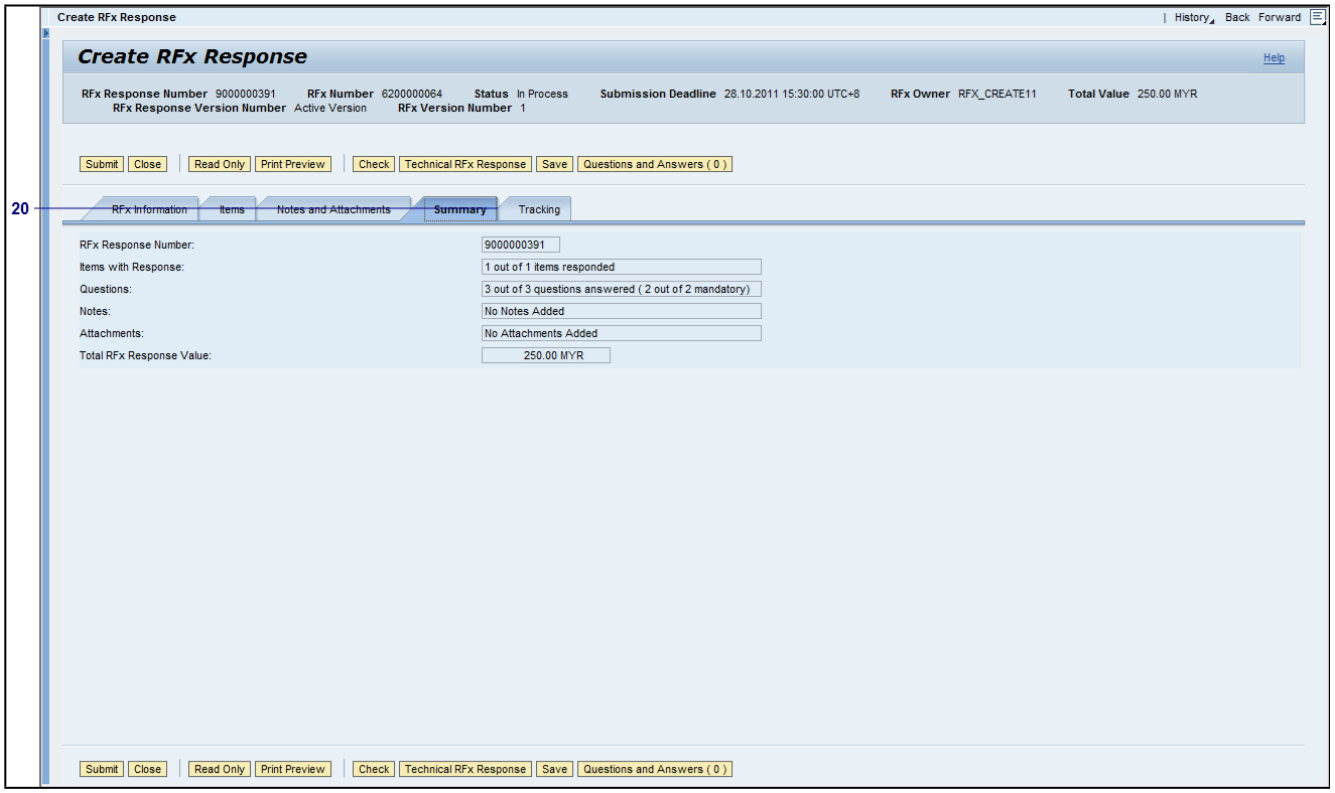
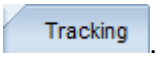
Create RFx Response - SAP NetWeaver Portal



20. Click Tracking tab control 

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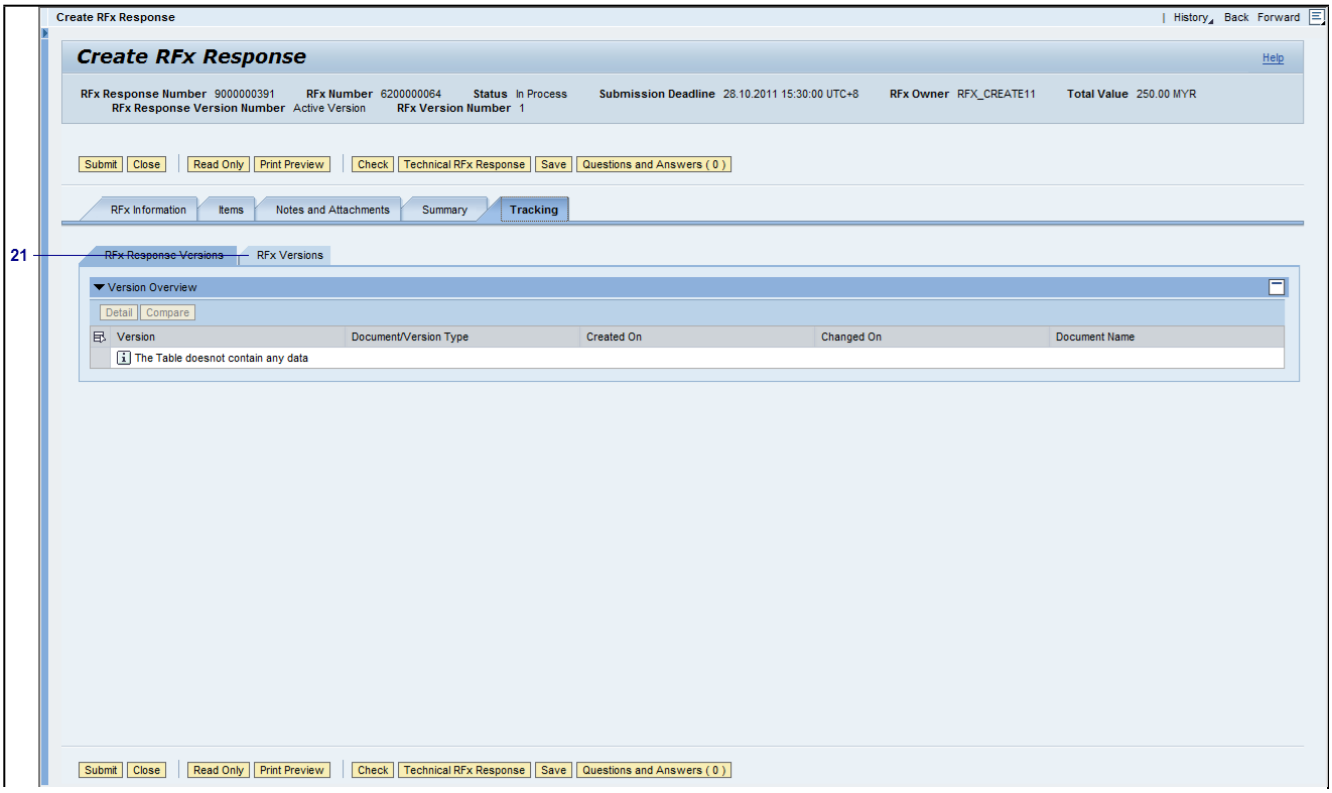
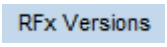
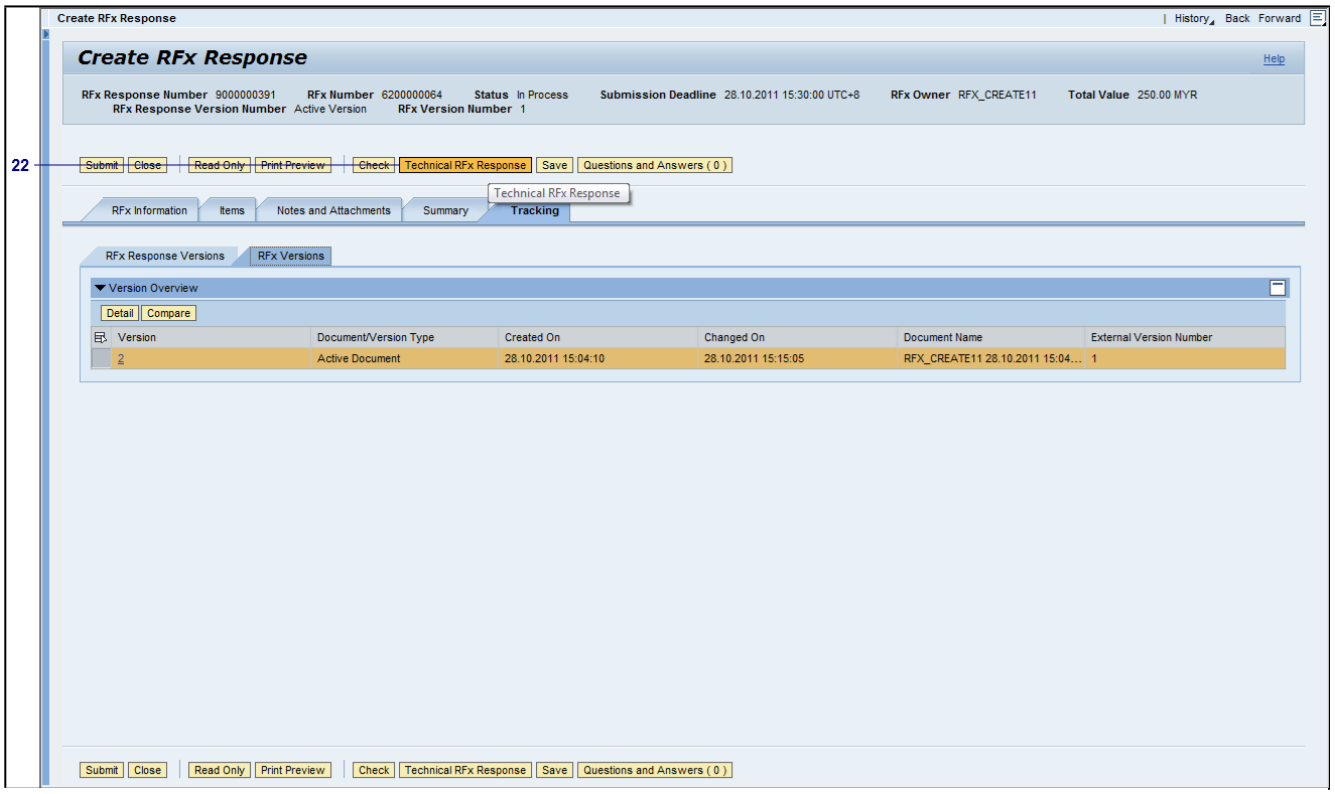
Create RFx Response - SAP NetWeaver Portal



21. Click RFx Versions tab control 

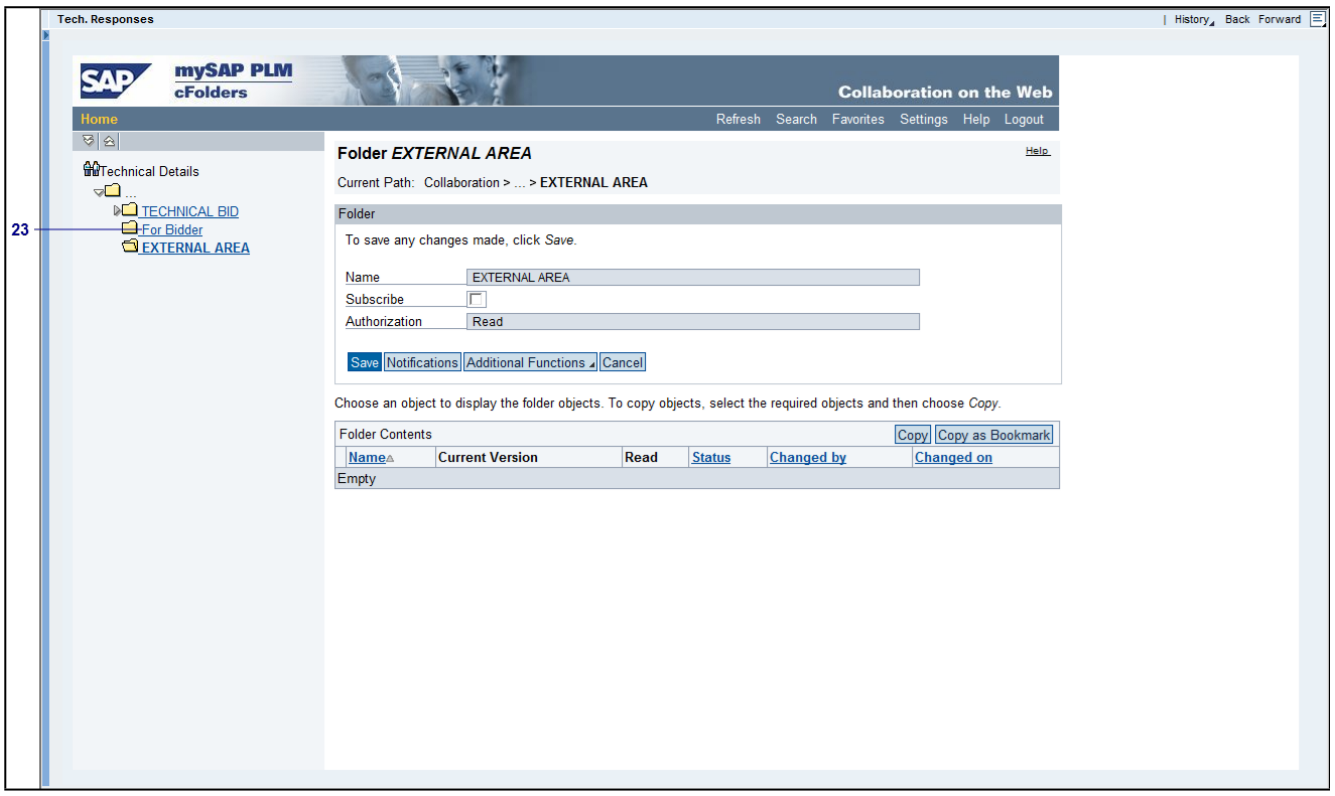
to view details of the response version.

Create RFx Response - SAP NetWeaver Portal



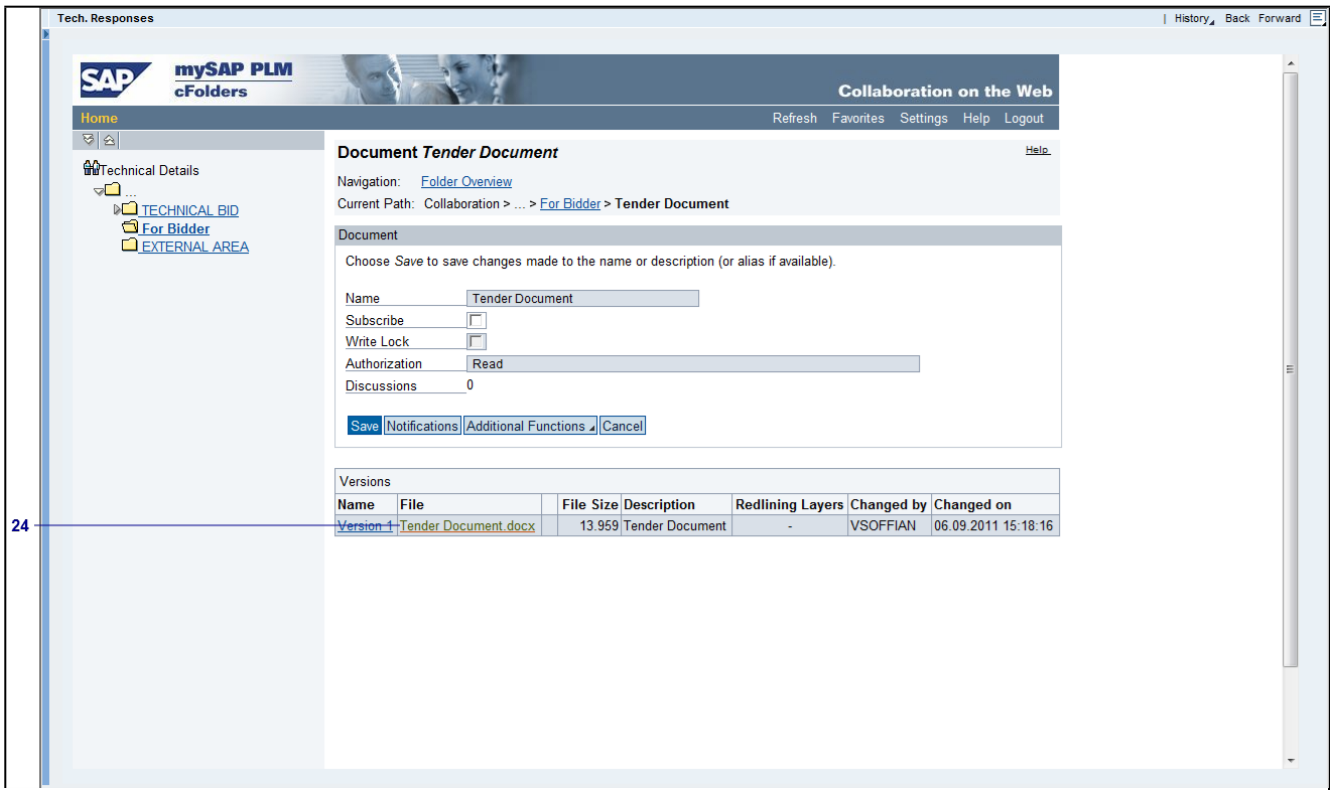
22. To download any attachment for the bidder such as tender document, open the RFQ document and click Technical RFx Response button Technical RFx Response.

Tech. Responses - SAP NetWeaver Portal



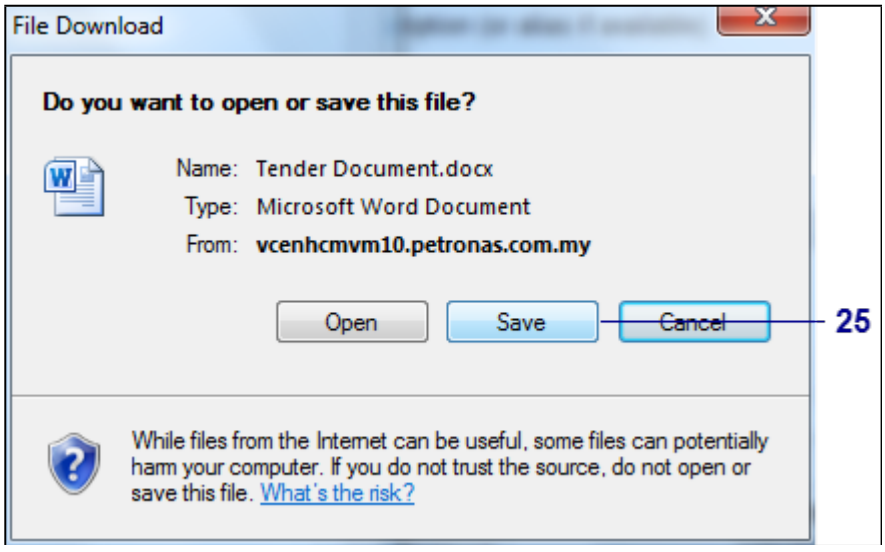
23. Click For Bidder label For Bidder.

Tech. Responses - SAP NetWeaver Portal



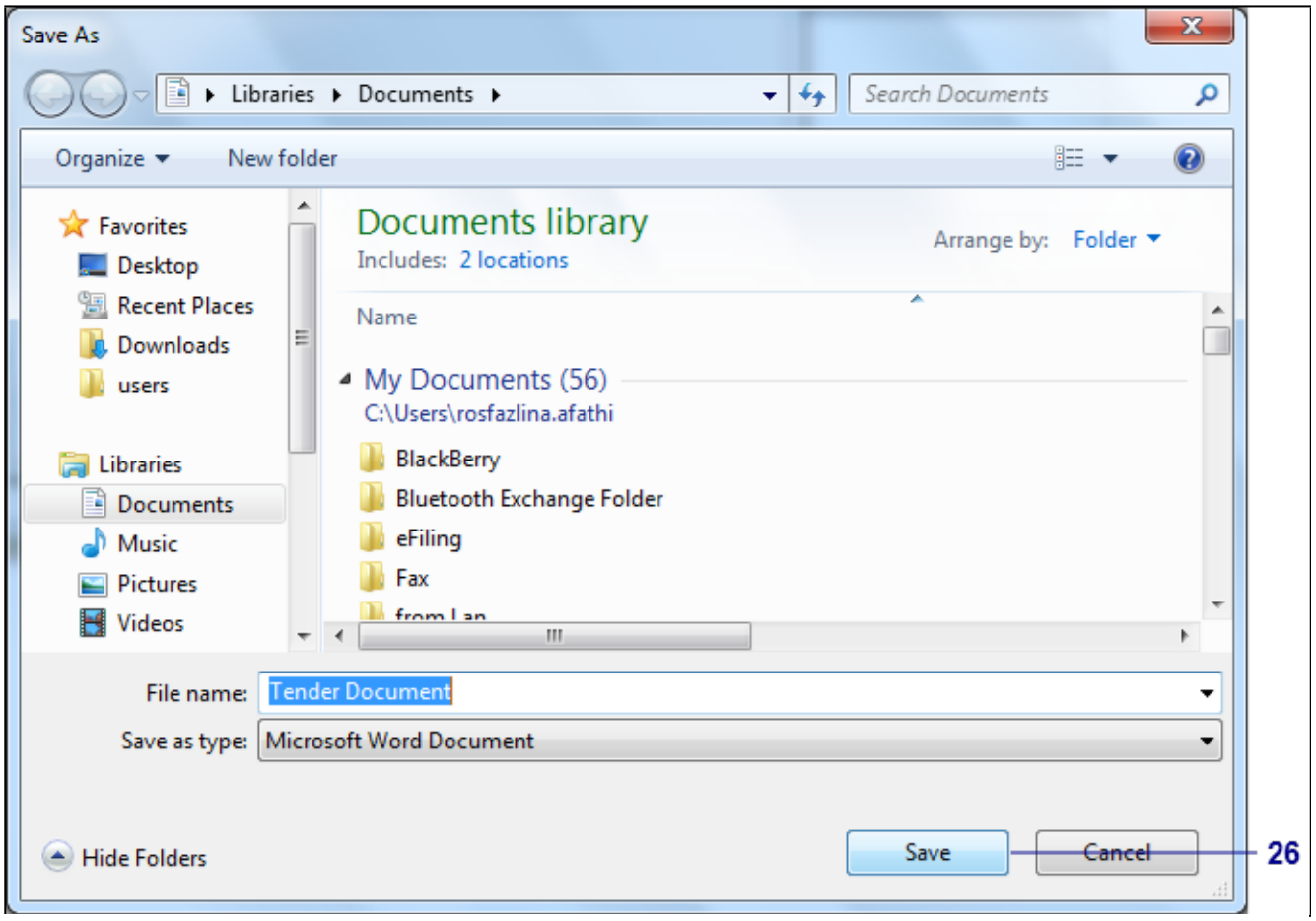
24. Click Tender Document.docx label Tender Document.docx.

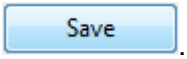
File Download



25. Click Save button Save.

Save As



26. Click Save button 

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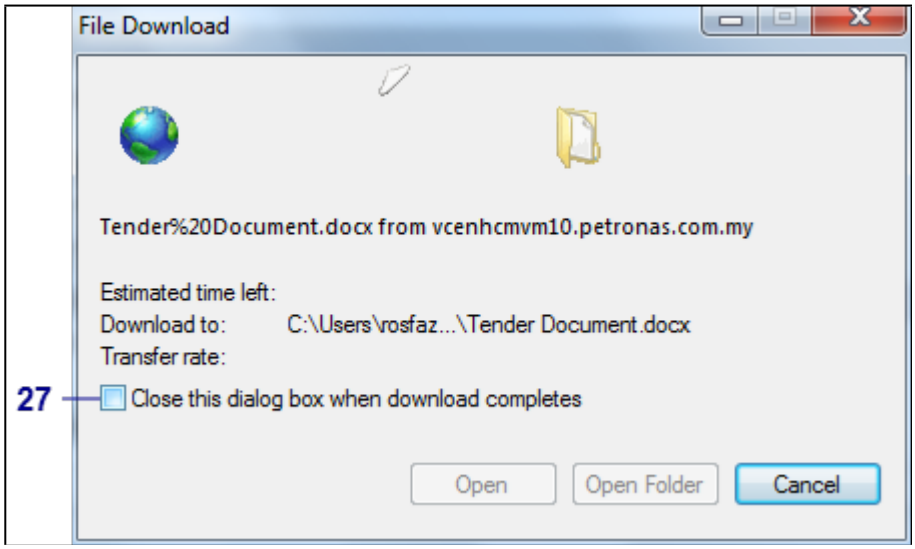
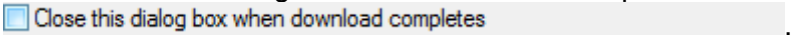
File Download



27. Click Close this dialog box when download completes check box 

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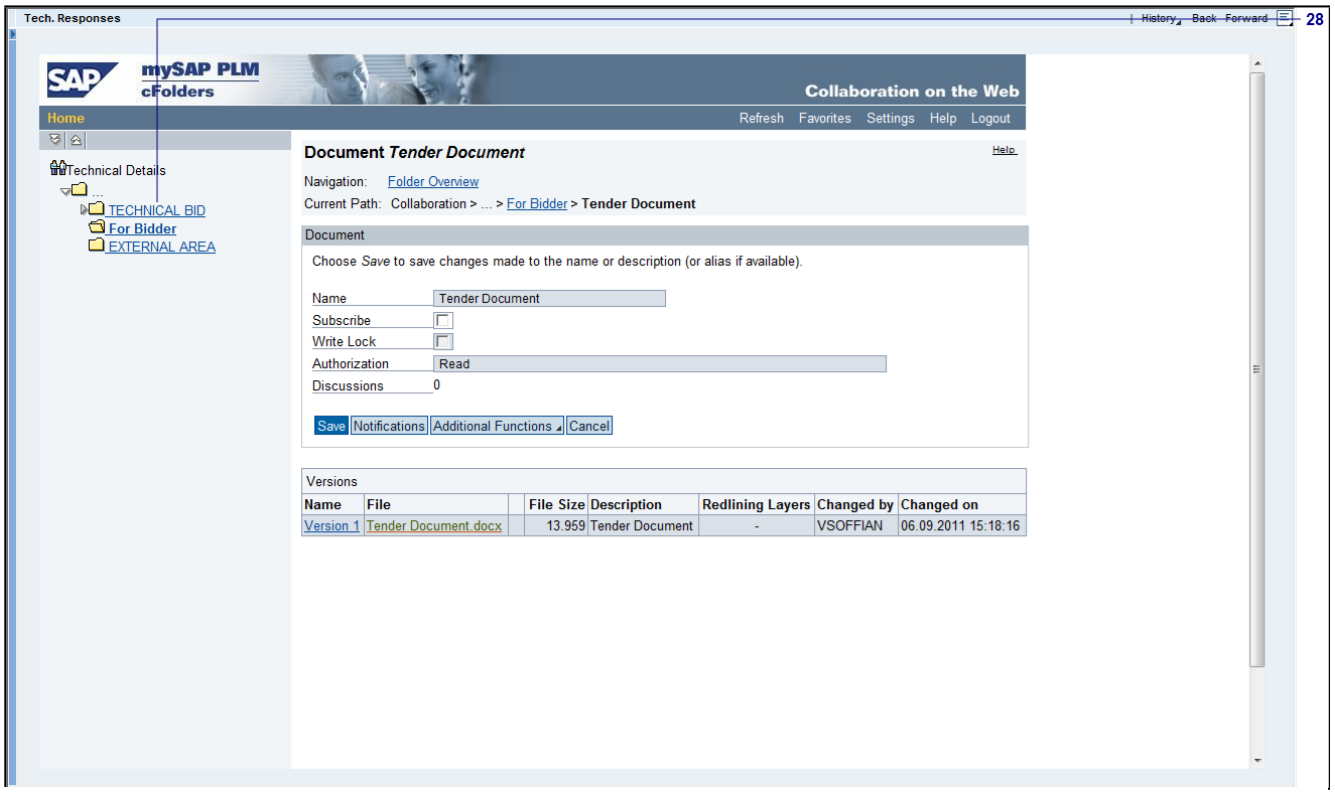
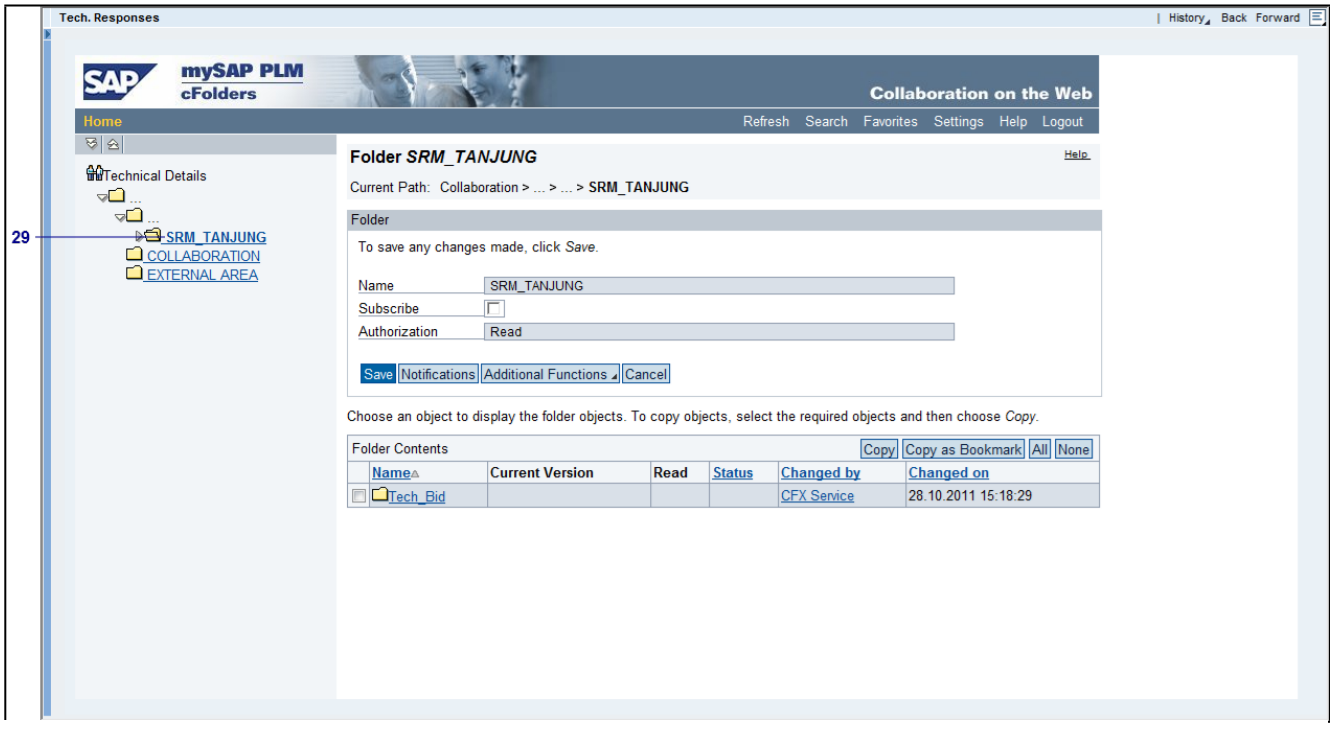
The next steps show how to upload Technical Response RFx documents to Purchaser via portal.

Tech. Responses - SAP NetWeaver Portal



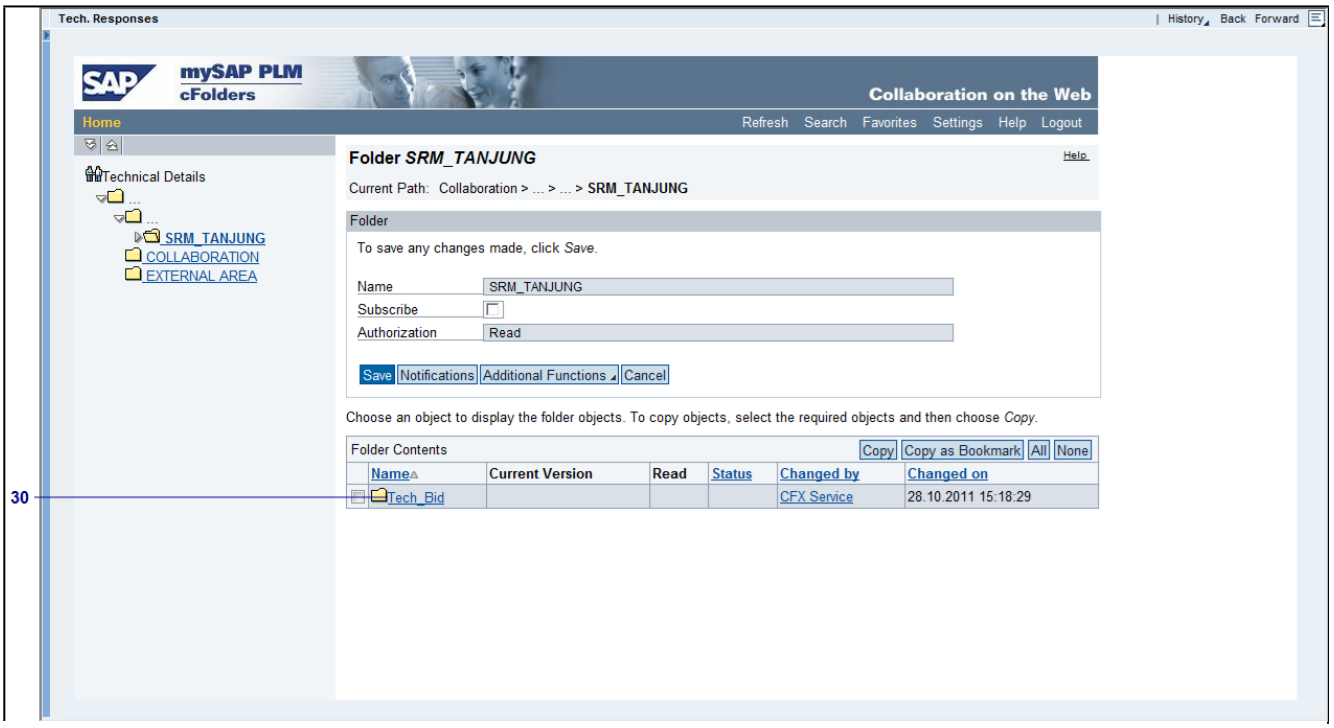
28. Click TECHNICAL BID label TECHNICAL BID.

Tech. Responses - SAP NetWeaver Portal



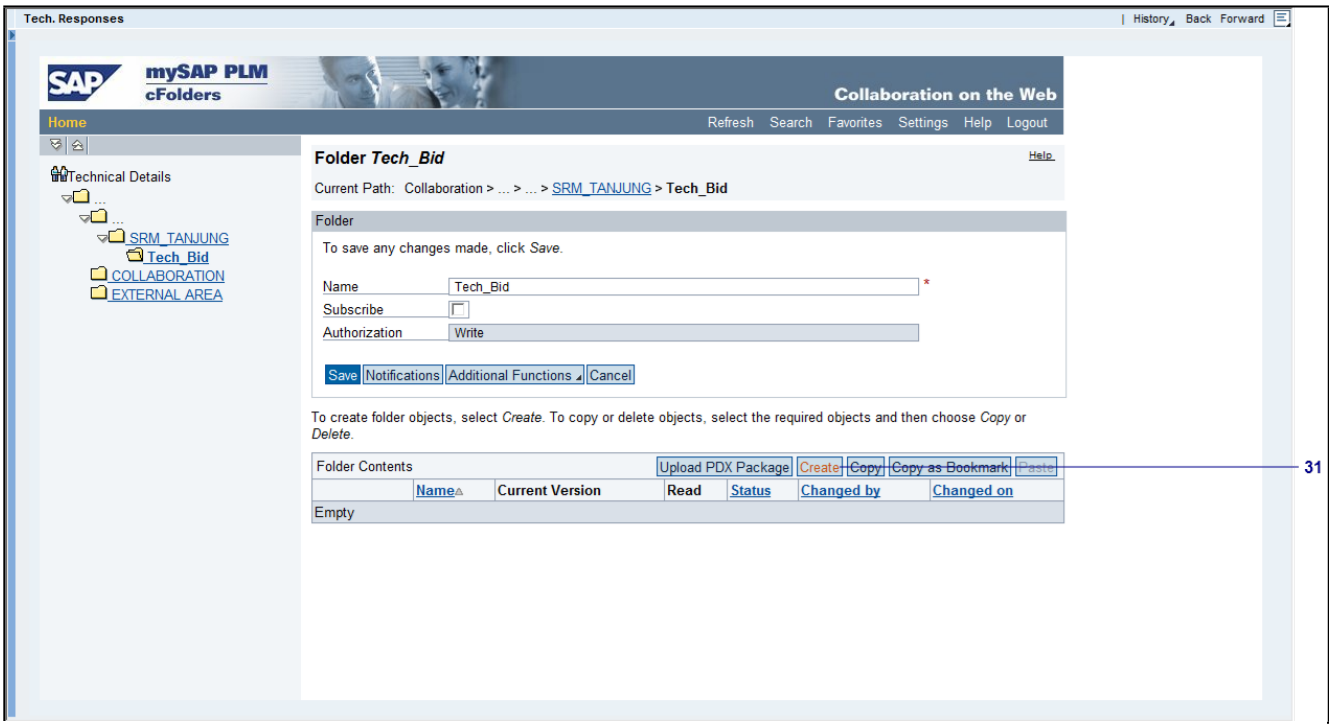
29. Click SRM_TANJUNG label SRM_TANJUNG.

Tech. Responses - SAP NetWeaver Portal



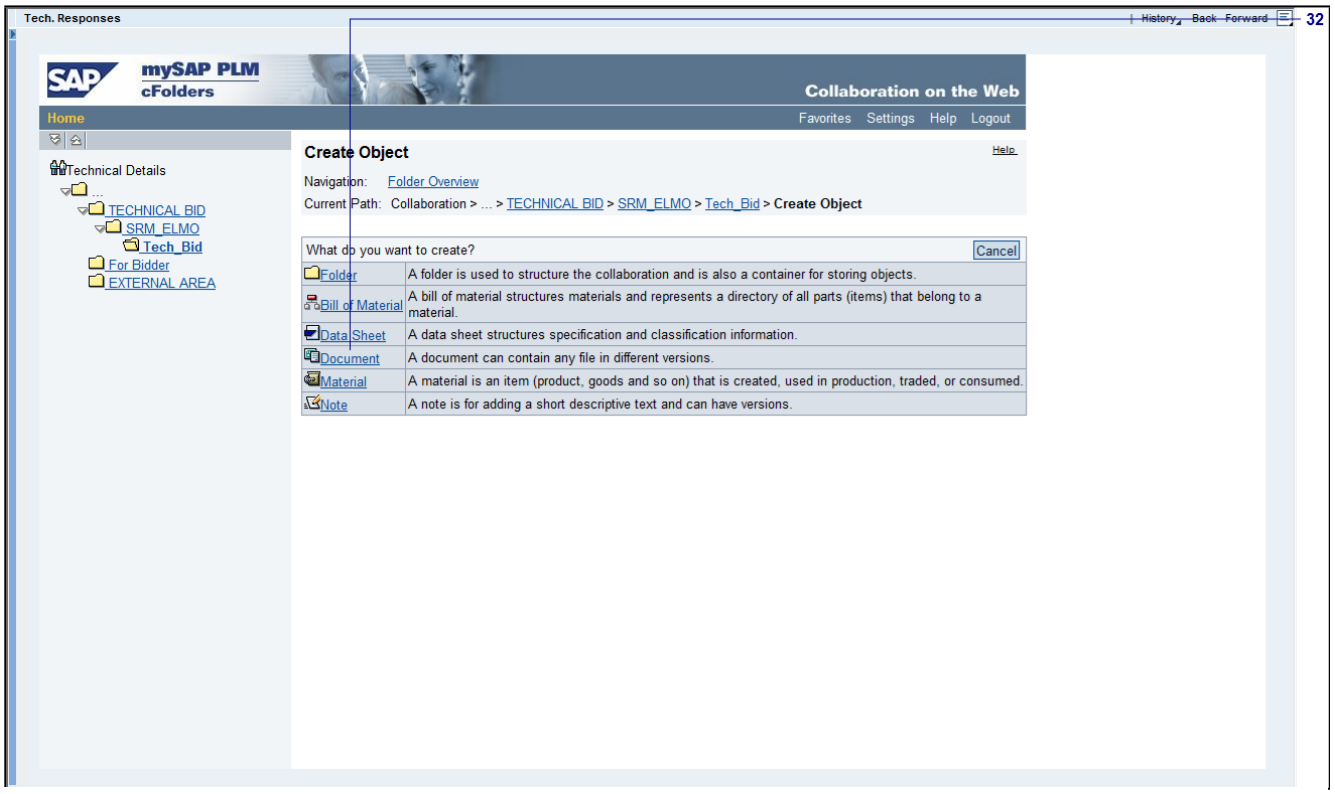
30. Click Tech_Bid label Tech_Bid.

Tech. Responses - SAP NetWeaver Portal



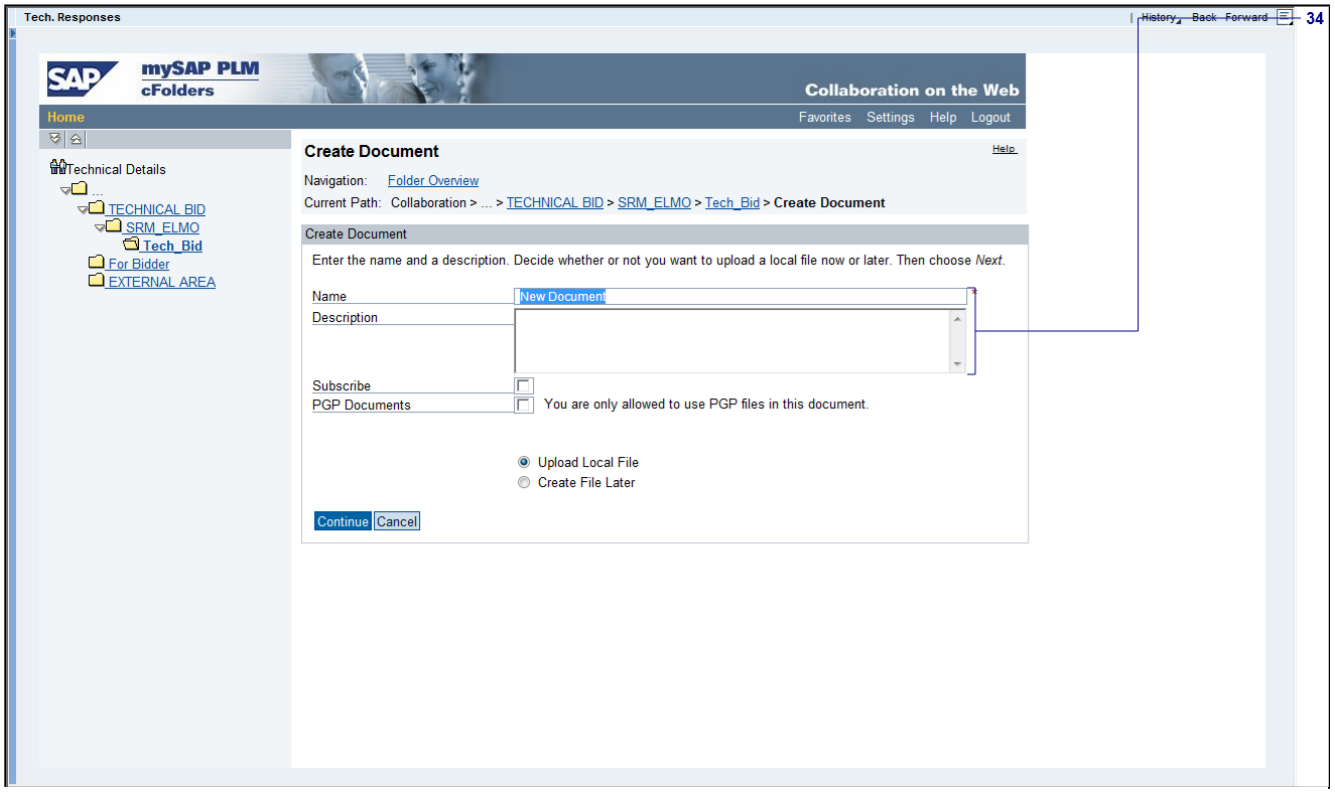
31. Click Create label Create.

Tech. Responses - SAP NetWeaver Portal



32. Click Document label Document.

Tech. Responses - SAP NetWeaver Portal

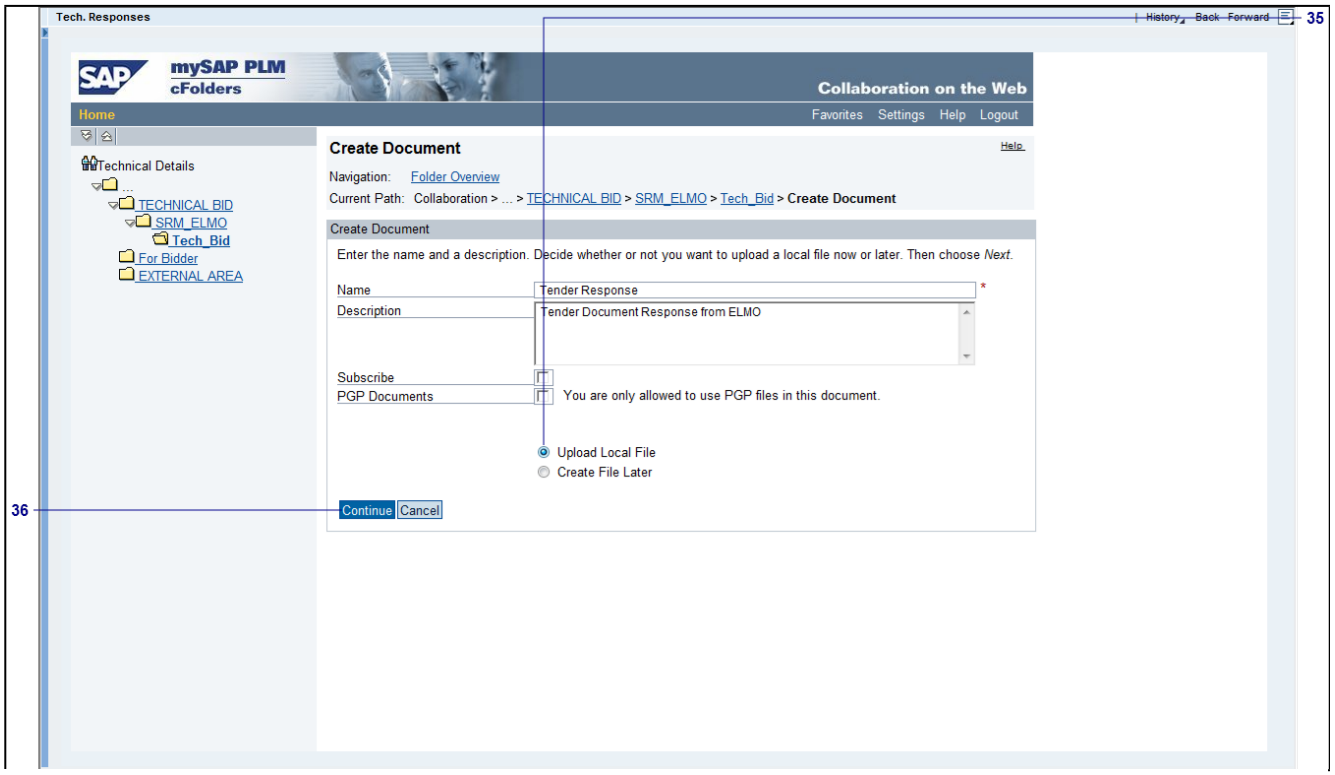


33. Enter Document Name

34. As required, complete/review the following fields:

Field	R/O/C	Description
Name	R	Name that identifies an entity. **Example:** Tender Response
Description	R	Text to identify and characterize an object or activity. **Example:** Tender Document Response from ELMO

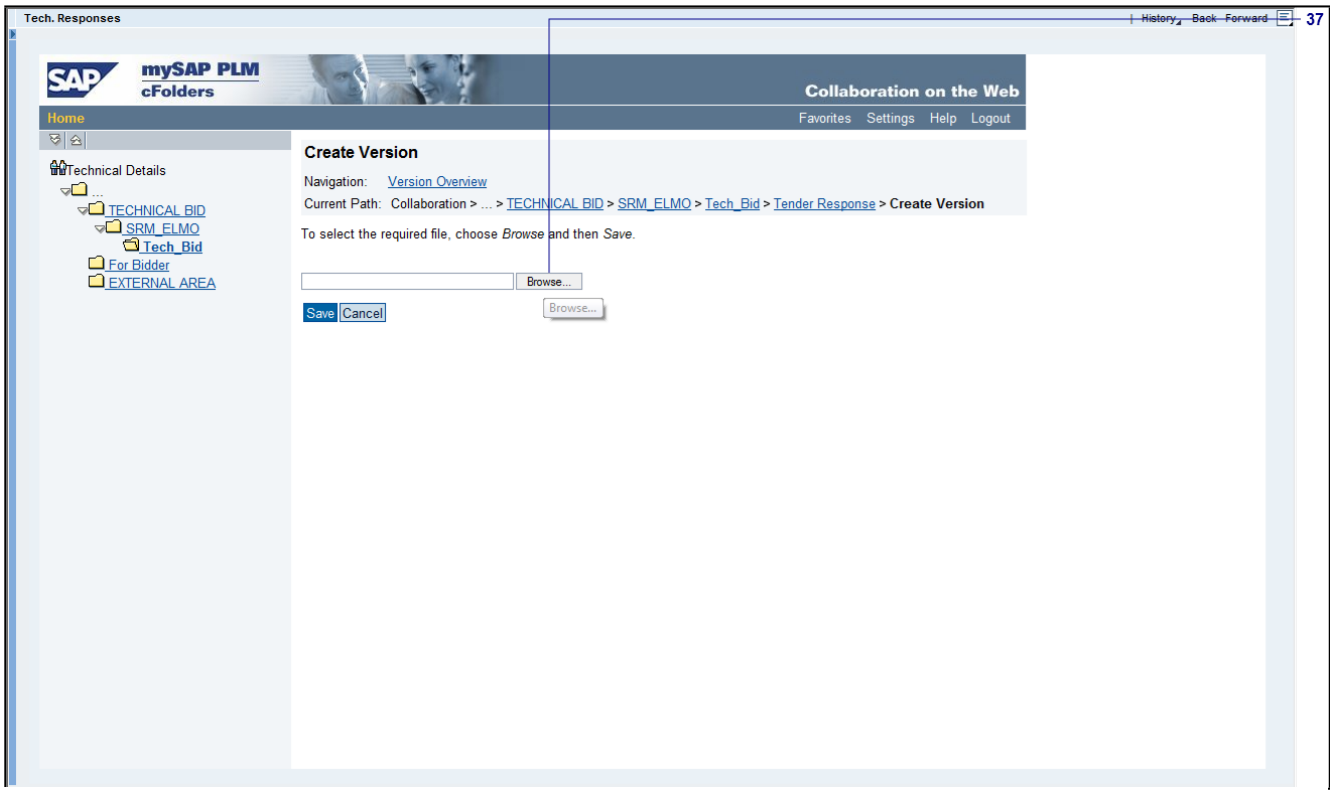
Tech. Responses - SAP NetWeaver Portal



35. Click radio button Upload Local file or you may click on button Create File Later if the Technical Response document still not ready yet .

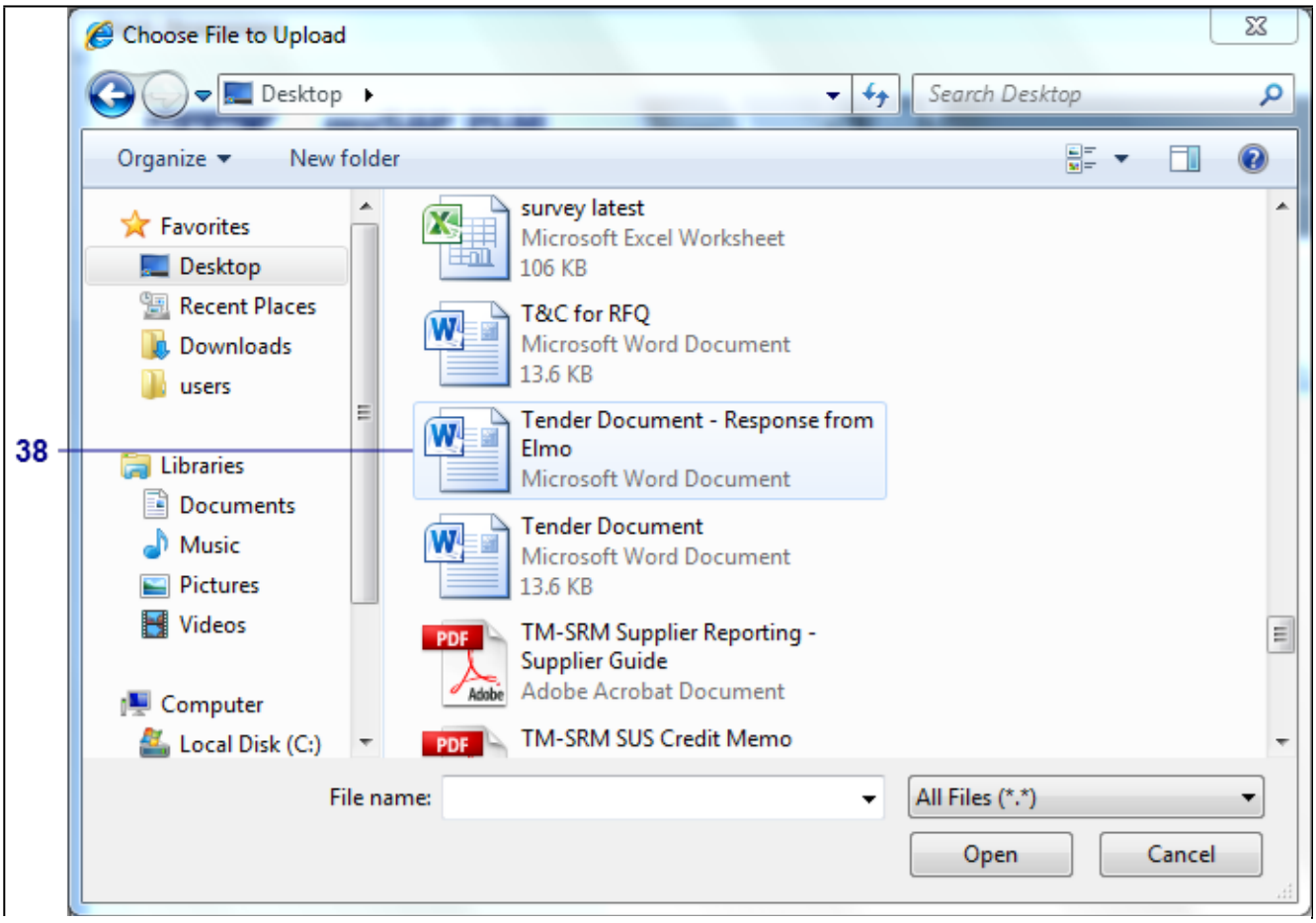
36. Click Continue label Continue.

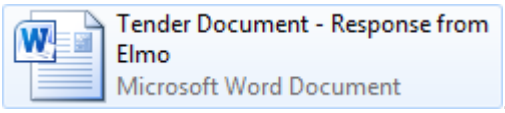
Tech. Responses - SAP NetWeaver Portal



37. Click Browse... button to locate your document.

Choose File to Upload



38. Double-click Items to upload 

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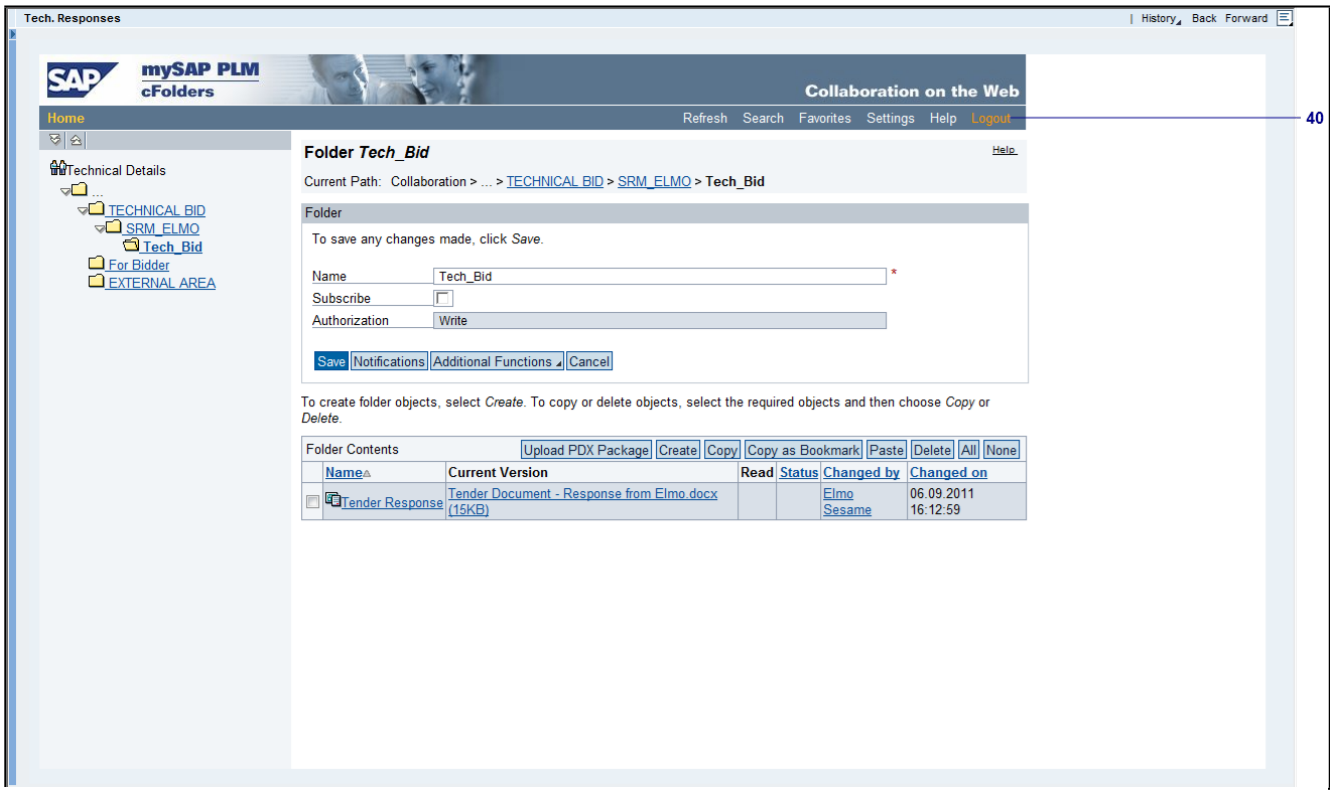
Tech. Responses - SAP NetWeaver Portal

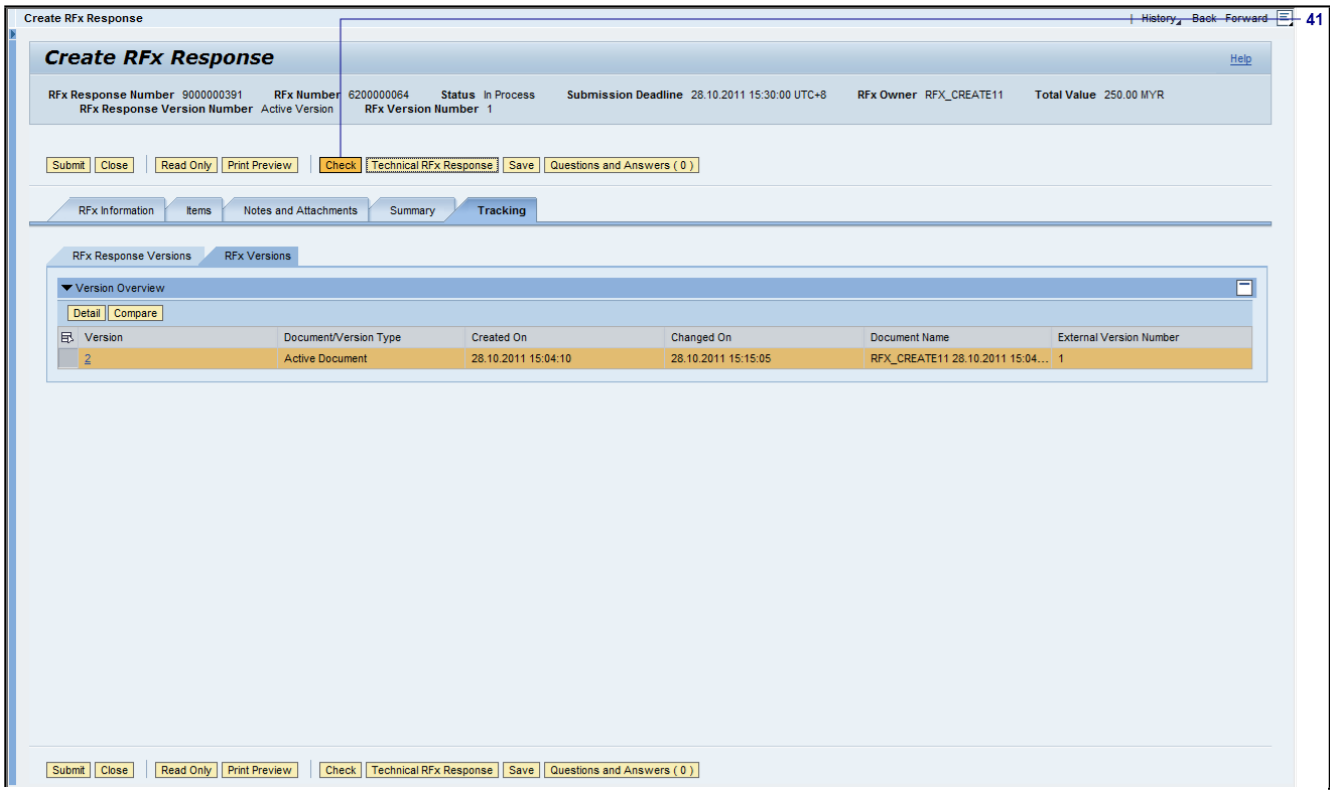
39. Click Save label Save.

Tech. Responses - SAP NetWeaver Portal



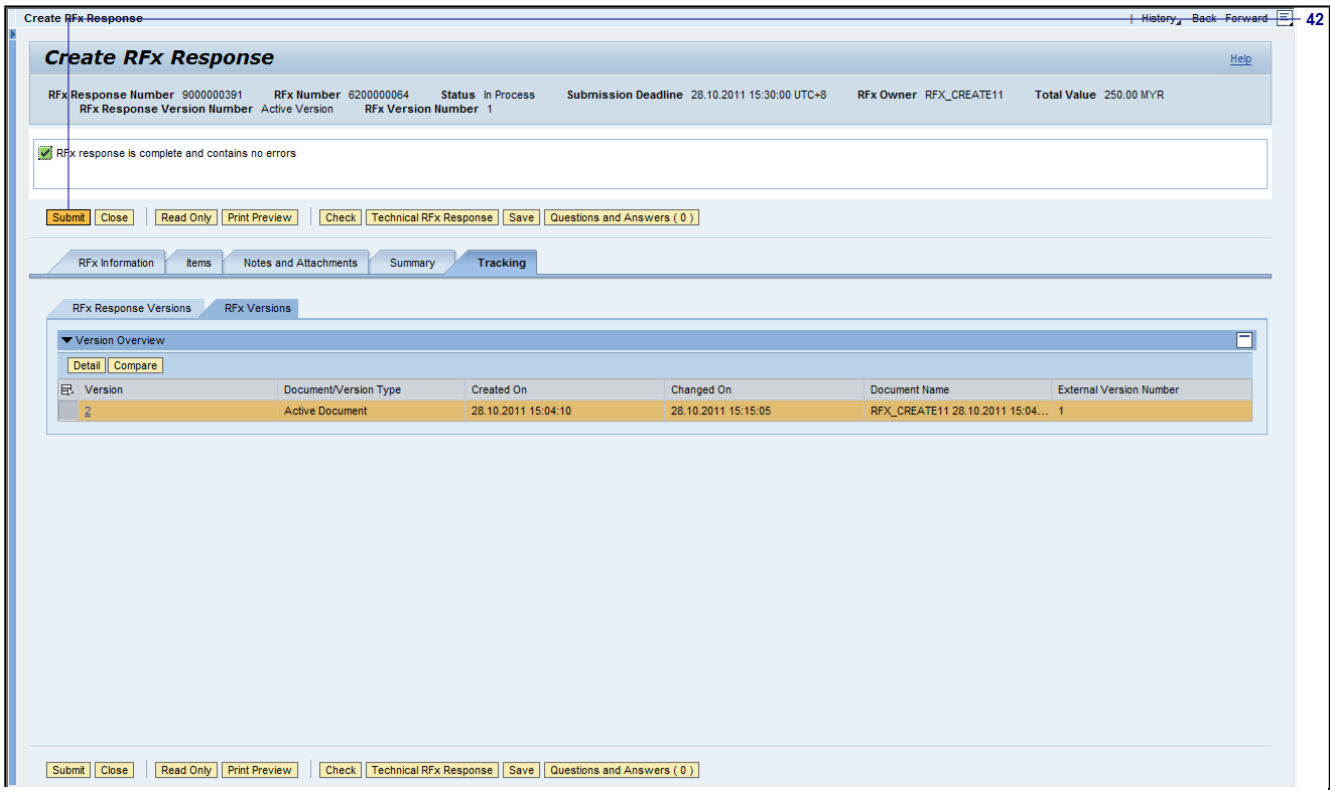
40. Click Logout label Logout.

Create RFx Response - SAP NetWeaver Portal



41. Click Check button Check.

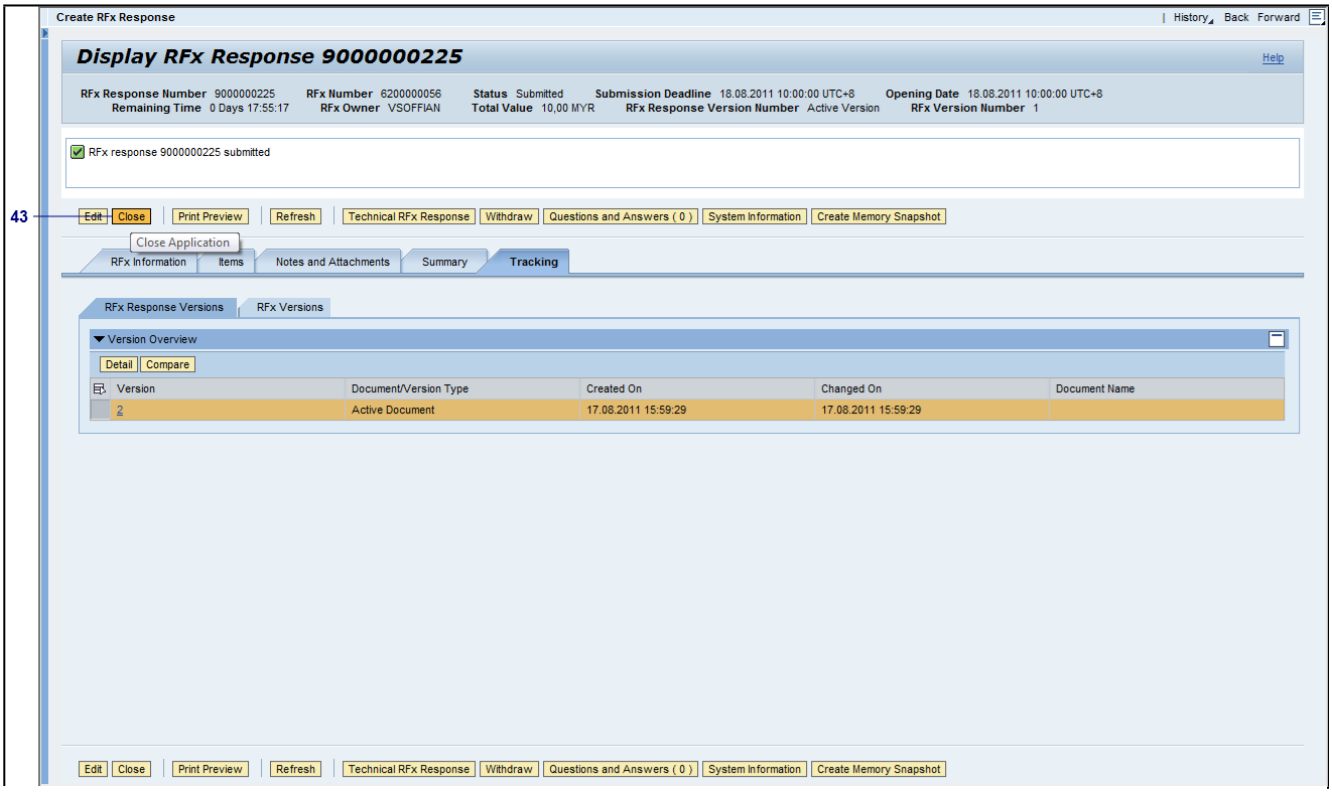
Create RFx Response - SAP NetWeaver Portal



42. Click Submit button Submit.

The system displays message, " RFx response is complete and contains no errors".

Create RFx Response - SAP NetWeaver Portal



43. Click Close button Close.

The system displays message, "RFx response 9000000225 submitted". The system status changed to "Submitted".