Transaction Overview

What

To upload attachment in CFolder– 2 tier.

When

Perform this to upload attachment in CFolder – 2 tier in SUS portal.

Menu Path

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

Roles

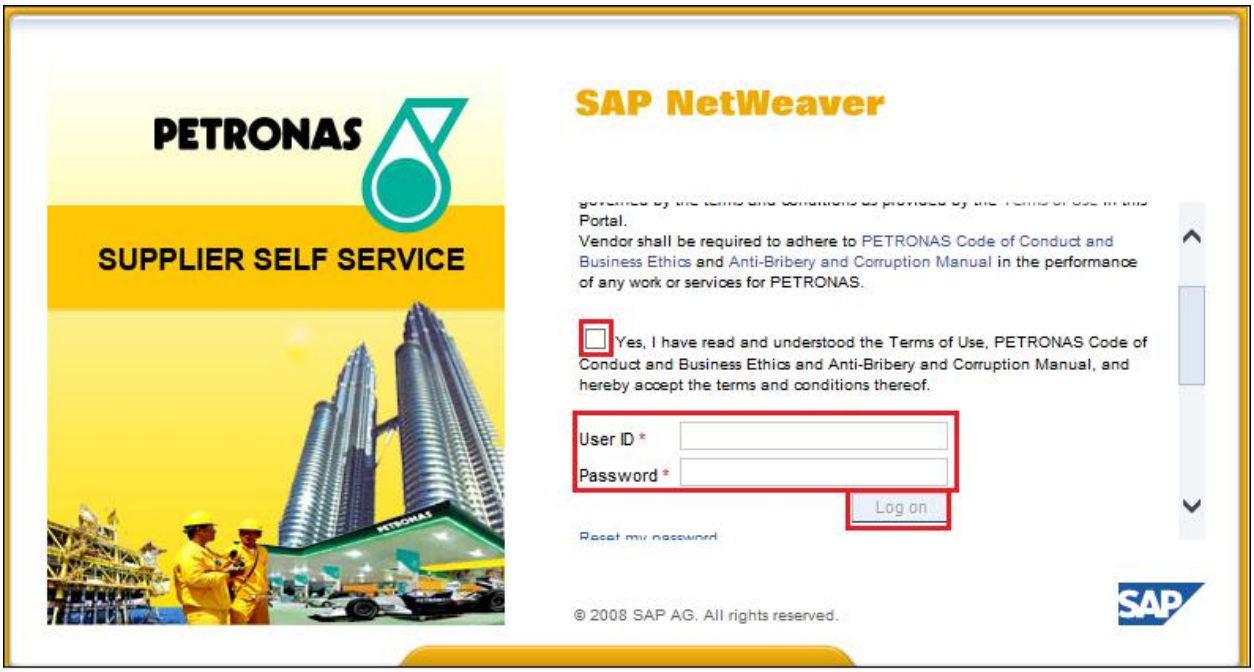
Vendor

Helpful Hints

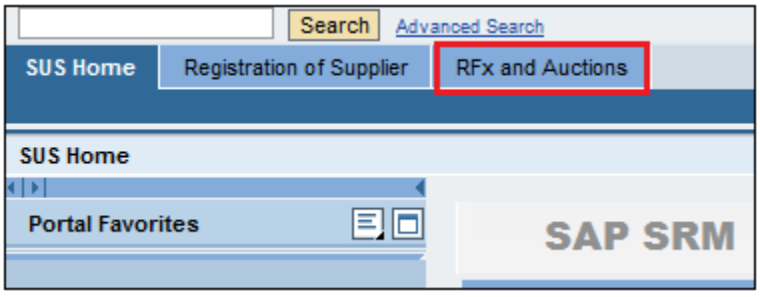
R	Required field entry
O	Optional field entry
C	Conditional field entry

HOW TO UPLOAD ATACHMENT IN CFOLDER – 2 TIER

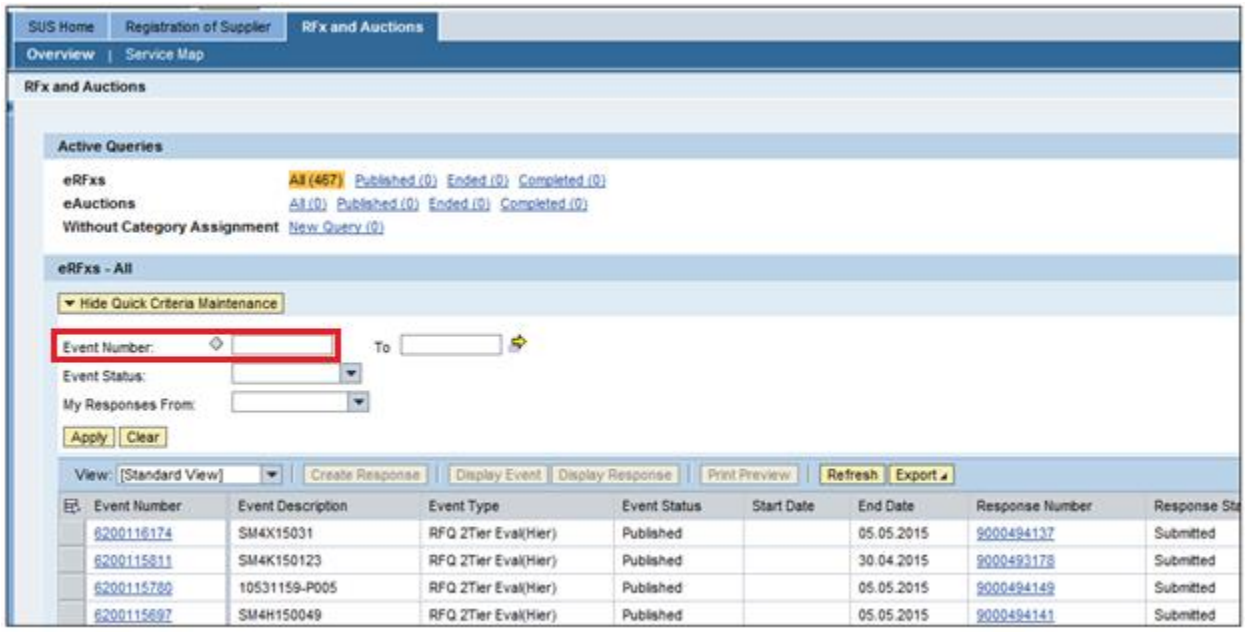
1. Go to https://supplier-selfservice.petronas.com.my/irj/portal to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



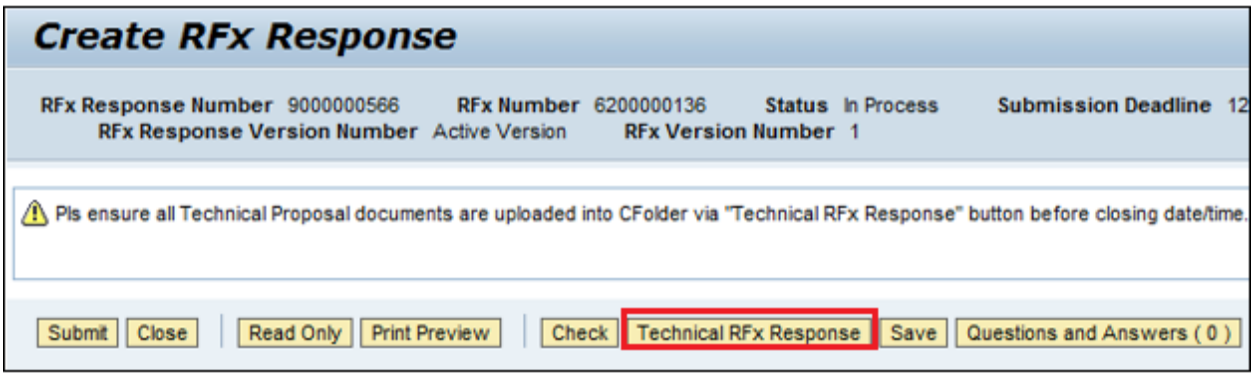
2. At SUS Portal Home Page, click the '**RFx and Auctions'** tab.



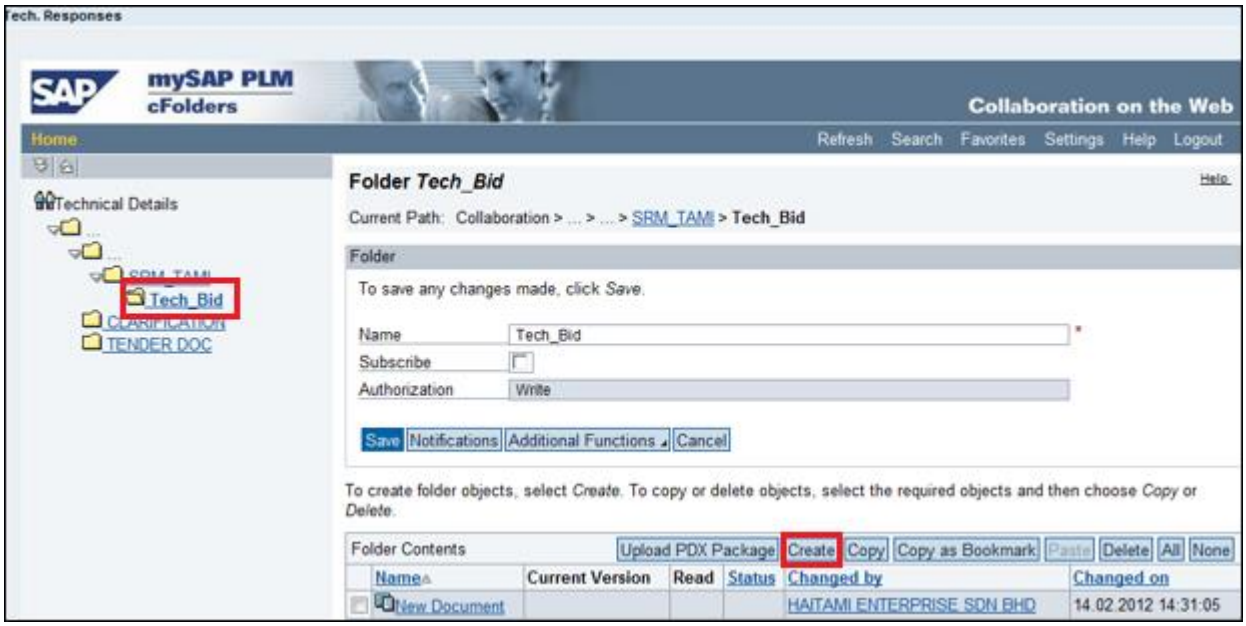
3. Under the RFx and Auctions tab, enter RFx number at Event Number field in order to view the RFx.



4. Click on **'TECHNICAL RFX RESPONSE'** button under the 'Create RFx Response' screen.

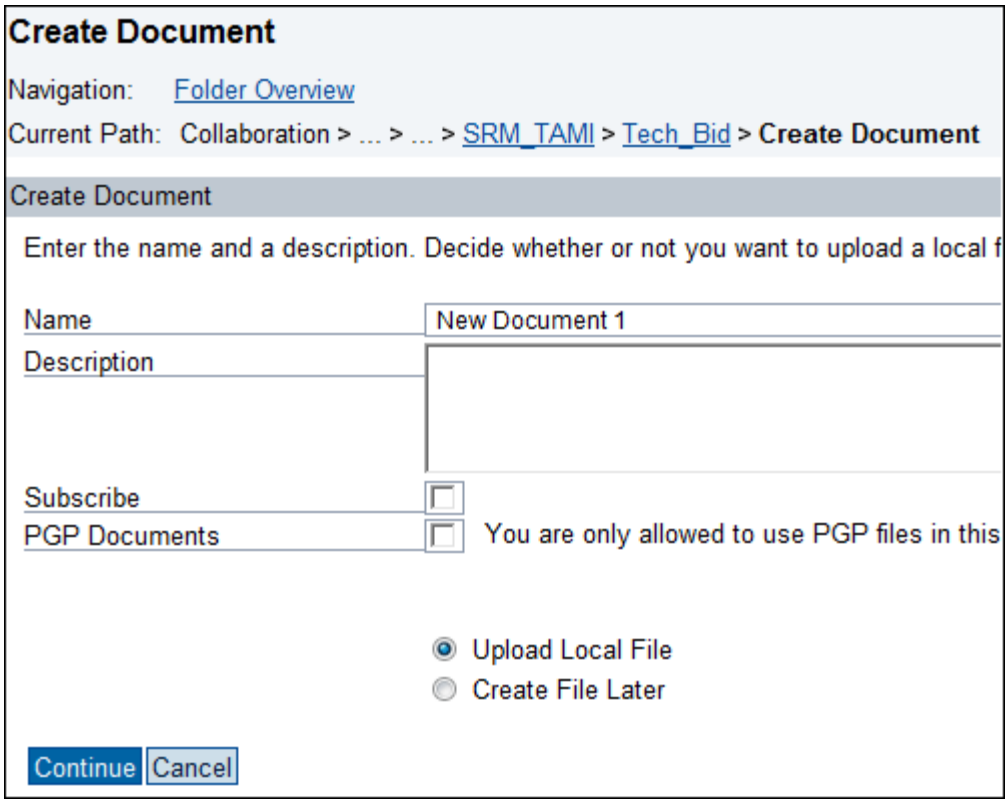


Pop-up Screen: CFolder



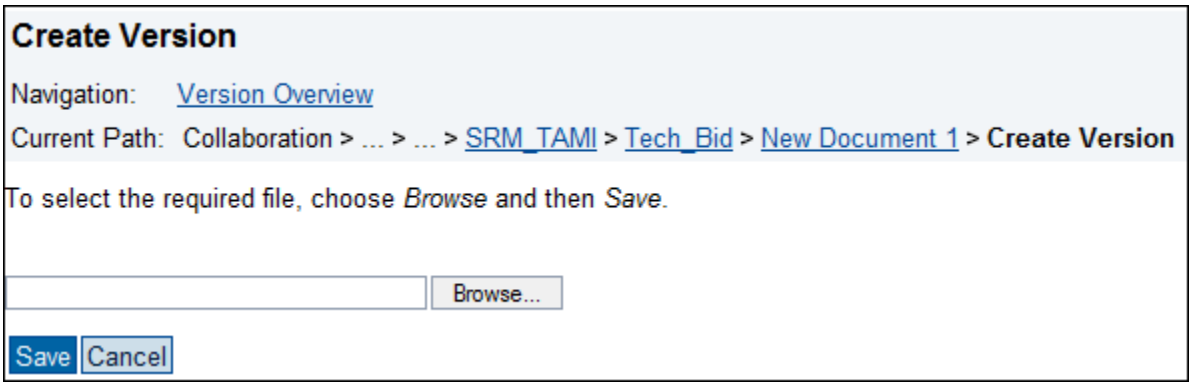
a. Following the path, click on Tech_Bid.
b. Click on Create button.
c. Click on Document link.

Pop-up Screen: Create Document



a. Enter Document Name.
b. Enter Description (Optional).
c. Click on Continue to proceed and click on Cancel to undo/ cancel.

Pop-up Screen: Create Version



a. Click Browse... to select file from local directory.
b. Click Save to save the document to CFolder or click on Cancel to undo/ cancel.