


|   |  |              |
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|   |  | Revision:    |
|   | How to Check RFx Details for Participation |              |

## Transaction Overview

### What

To check RFx details for participation.

### When

Perform this to check RFx details for participation in SUS portal.

### Menu Path


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

### Roles

Vendor

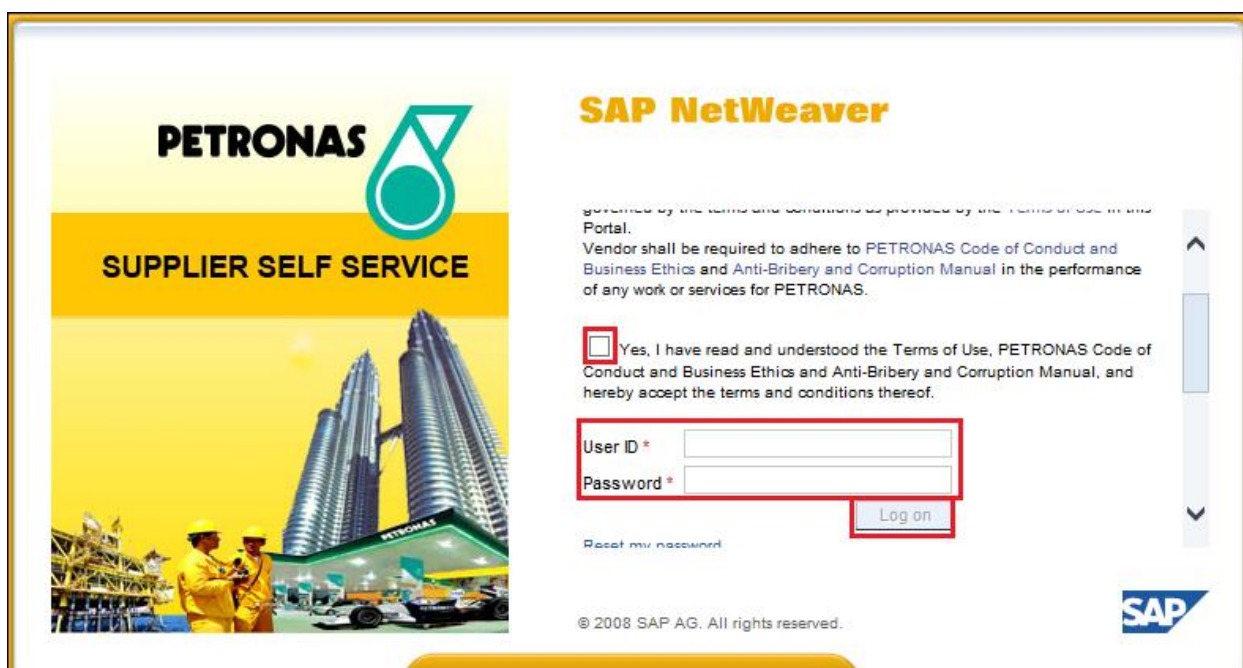
### Helpful Hints

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

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### **HOW TO CHECK RFx DETAILS FOR PARTICIPATION**

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.



**PETRONAS**

**SAP NetWeaver**

**SUPPLIER SELF SERVICE**

governed by the terms and conditions provided by the Terms of Use in this Portal.  
Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

☐ Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual, and hereby accept the terms and conditions thereof.

User ID \*

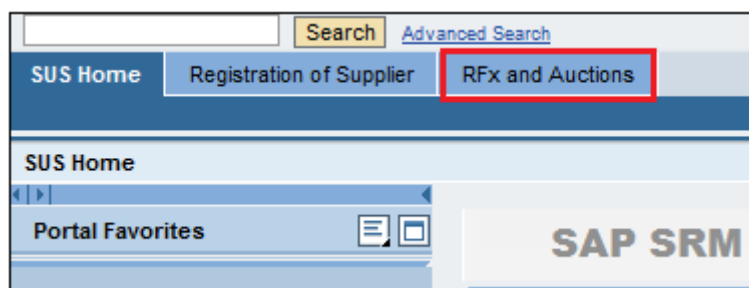
Password \*

[Reset my password](#)

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**SAP**



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




Search [Advanced Search](#)

**SUS Home** **Registration of Supplier** **RFx and Auctions**

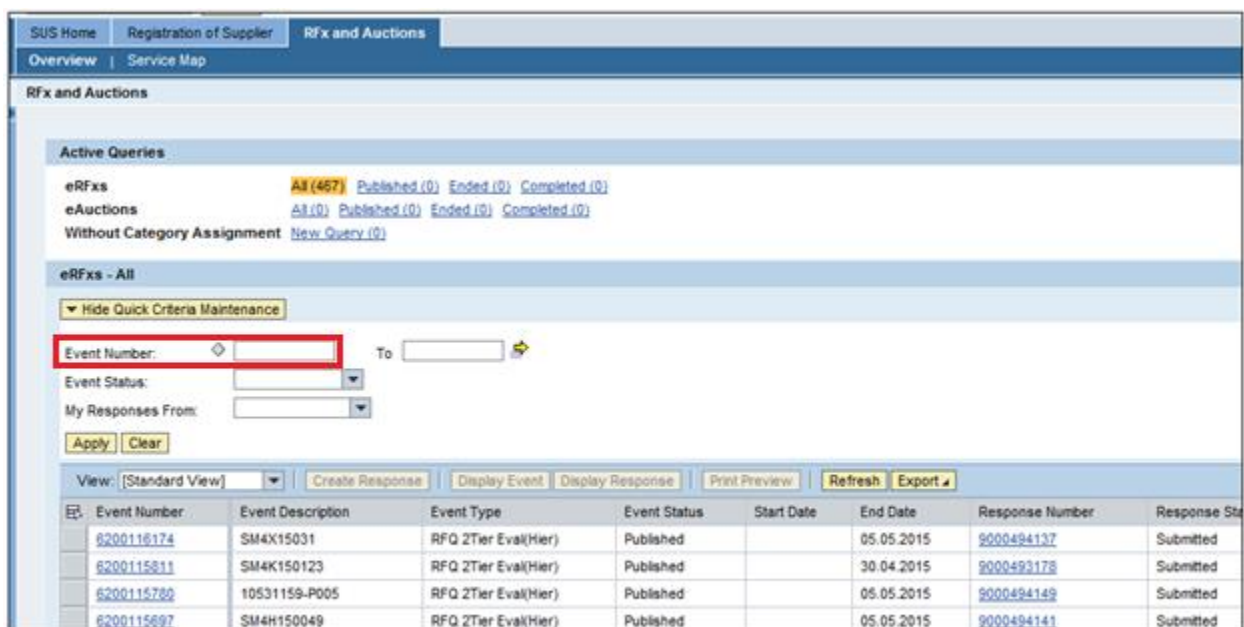
**SUS Home**

Portal Favorites  

**SAP SRM**

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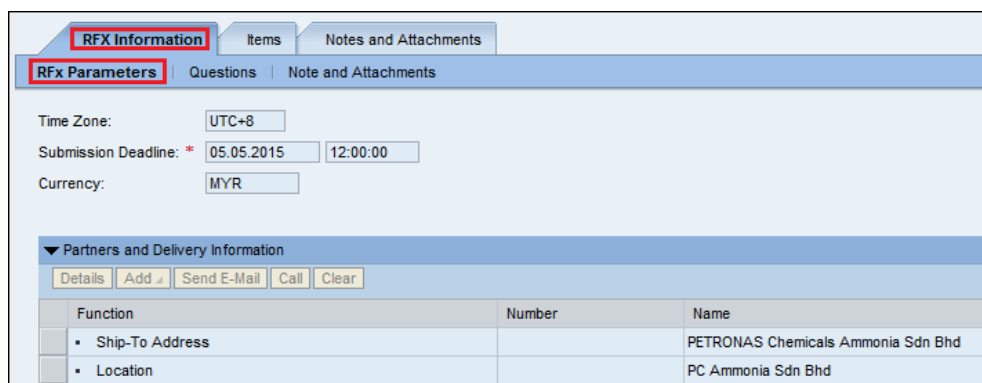
- Under the '**RFx and Auctions**' tab, enter RFx number at Event Number field in order to view the RFx.



The screenshot shows the 'RFx and Auctions' section of a web application. The 'Active Queries' section displays counts for eRFxs (All: 467, Published: 0, Ended: 0, Completed: 0) and eAuctions (All: 0, Published: 0, Ended: 0, Completed: 0). Below this, the 'eRFxs - All' section has search filters for Event Number, Event Status, and My Responses From. The Event Number field is highlighted with a red box. Below the filters are 'Apply' and 'Clear' buttons. A table of active queries is shown below the filters, with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, and Response Status.


| Event Number | Event Description | Event Type           | Event Status | Start Date | End Date   | Response Number | Response Status |
|--------------|-------------------|----------------------|--------------|------------|------------|-----------------|-----------------|
| 6200116174   | SM4X15031         | RFQ 2Tier Eval(Hier) | Published    |            | 05.05.2015 | 9000494137      | Submitted       |
| 6200115811   | SM4K150123        | RFQ 2Tier Eval(Hier) | Published    |            | 30.04.2015 | 9000493178      | Submitted       |
| 6200115789   | 10531159-P005     | RFQ 2Tier Eval(Hier) | Published    |            | 05.05.2015 | 9000494149      | Submitted       |
| 6200115697   | SM4H150049        | RFQ 2Tier Eval(Hier) | Published    |            | 05.05.2015 | 9000494141      | Submitted       |

- Open the invited RFQ.
- Before participate check the RFQ detail.
- Check RFQ general detail as per screen shot below.



The screenshot shows the 'RFx Information' tab of a web application. The 'RFx Parameters' section displays fields for Time Zone (UTC+8), Submission Deadline (05.05.2015 12:00:00), and Currency (MYR). Below this, the 'Partners and Delivery Information' section has a table with columns for Function, Number, and Name.

| Function        | Number | Name                               |
|-----------------|--------|------------------------------------|
| Ship-To Address |        | PETRONAS Chemicals Ammonia Sdn Bhd |
| Location        |        | PC Ammonia Sdn Bhd                 |

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- Check general question asked by creator. **If the question tab is blank means there is no question asked by the creator.**

|                 |  |                  |                      |                       |
|-----------------|--|------------------|----------------------|-----------------------|
| RFX Information |  |                  | Items                | Notes and Attachments |
| RFX Parameters  |  | <b>Questions</b> | Note and Attachments |                       |
| Question        |  | Reply            | Comment              |                       |

- Check item detail and click “detail” as per screen show below.

|   |           |              |                                |                          |                  |
|---|-----------|--------------|--------------------------------|--------------------------|------------------|
| RFX Information   |           | <b>Items</b> | Notes and Attachments          |                          |                  |
| ▼ Item Overview   |           |              |                                |                          |                  |
| <div> <div><b>Details</b></div> <div>Add Line ▾</div> <div>Add Subline ▾</div> <div>↑</div> <div>↓</div> <div>Cut</div> <div>Copy</div> <div>Paste ▾</div> <div>Delete</div> </div> |           |              |                                |                          |                  |
| Line Number   | Item Type | Product ID   | Description                    | Lot                      | Product Category |
| 0001  | Material  | 50039783     | STUDBOLT,1.1/8"275MM,8UN,B7,2H | <input type="checkbox"/> | PM1270700        |

- Check item question asked by creator. **If the question tab is blank means there is no question asked by the creator.**

|  |                  |                       |
|--|------------------|-----------------------|
| Item 0001 : STUDBOLT,1.1/8"275MM,8UN,B7,2H |                  |                       |
| Item Data                                  | <b>Questions</b> | Notes and Attachments |
| Question                                   |                  | Reply                 |
|  |                  | Comment               |