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	How to Enter Price in Bid Response for Service Item	

## Transaction Overview

### What

To enter price in bid response for service hierarchy.

### When

Perform this to enter price in bid response for service hierarchy 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

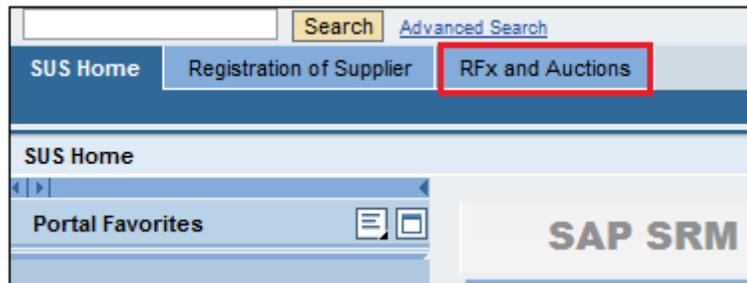
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**HOW TO ENTER PRICE IN ID RESPINSE FOR SERVICE ITEM**

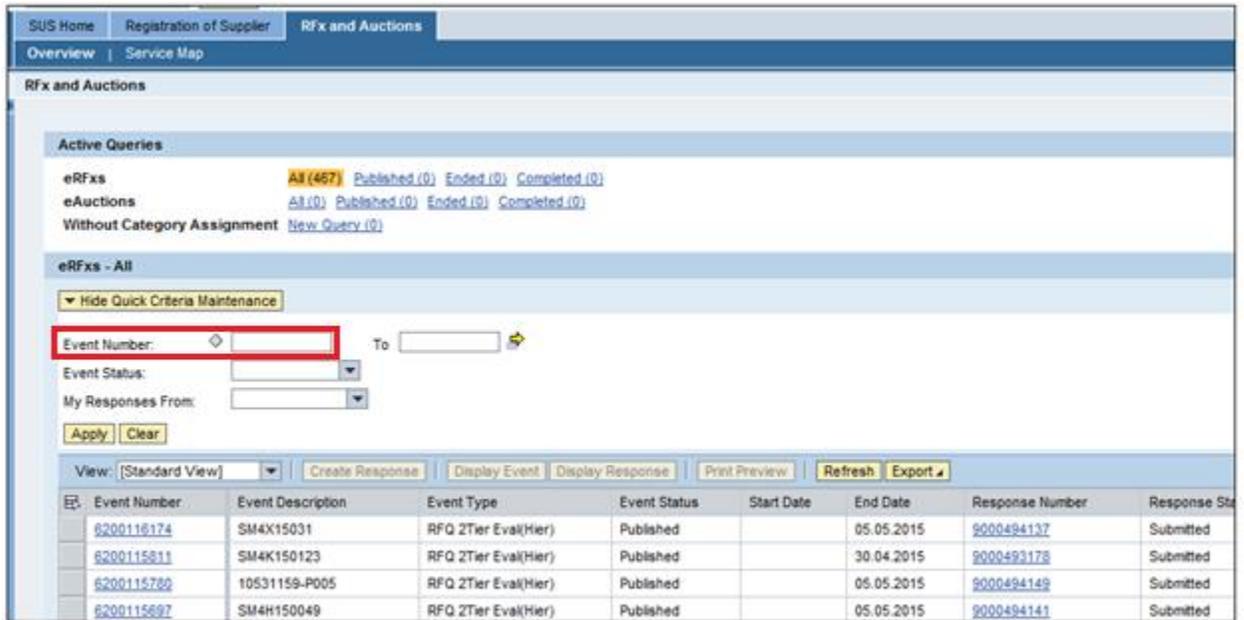
1. Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



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



- 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 the system. Under the 'Active Queries' section, there are filters 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). Below this, there is a search area for 'Event Number' with a red box around the input field. Other filters include 'Event Status' and 'My Responses From'. At the bottom, there is a table of events:

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
6200115897	SM4H150049	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494141	Submitted

- Go to your Response document. Click 'Item' tab.



The screenshot shows the 'Rfx Information' section with the 'Items' tab selected and highlighted with a red box. Below the tabs, there is a 'Item Overview' section with buttons for 'Details', 'Add New', 'Copy', 'Paste', 'Delete', and 'Calculate Value'. A table below shows the item details:

Line Number	Description	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
0001	Serv		Outline	SM1070100	SM1070100	Freight Load/Unloadg	1	1	AU	MYR		

- Click the  at item level to expand the folder. Then click 'DETAILS' button.



The screenshot shows the 'Item Overview' section with the 'Details' button highlighted with a red box. Below the table, the item '0001' is expanded, showing a tree view with sub-items '0001\_AA' and '0001\_AB'. The 'Details' button is also highlighted with a red box.

Line Number	Description	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
0001	Serv		Outline	SM1070100	SM1070100	Freight Load/Unloadg	1	1	AU	MYR		
0001_AA	FREIGHT LC		Service	SM107010010	SM1070100	Freight Load/Unloadg	1	1	AU	0.00	MYR	1
0001_AB	FREIGHT LC		Service	SM107010010	SM1070100	Freight Load/Unloadg	1	1	AU	0.00	MYR	1

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6. Scroll to the bottom you will be able to see screen as below Put in your price under 'Item Data' tab.

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 Electrl 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: