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|  | WORK INSTRUCTION | Page: 1 of 6 |
| | | Revision: |
| | How to Upload Attachment in CFolder – 2 tier | |

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 |

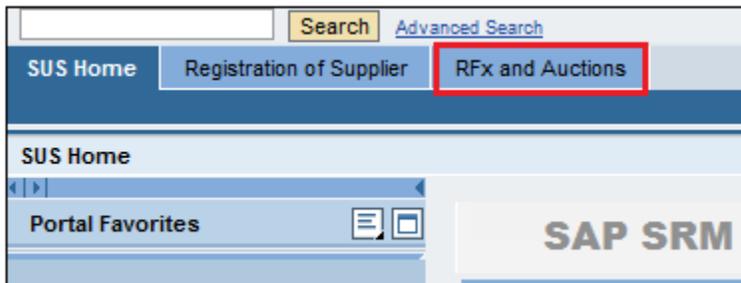
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HOW TO UPLOAD ATTACHMENT IN CFOLDER – 2 TIER

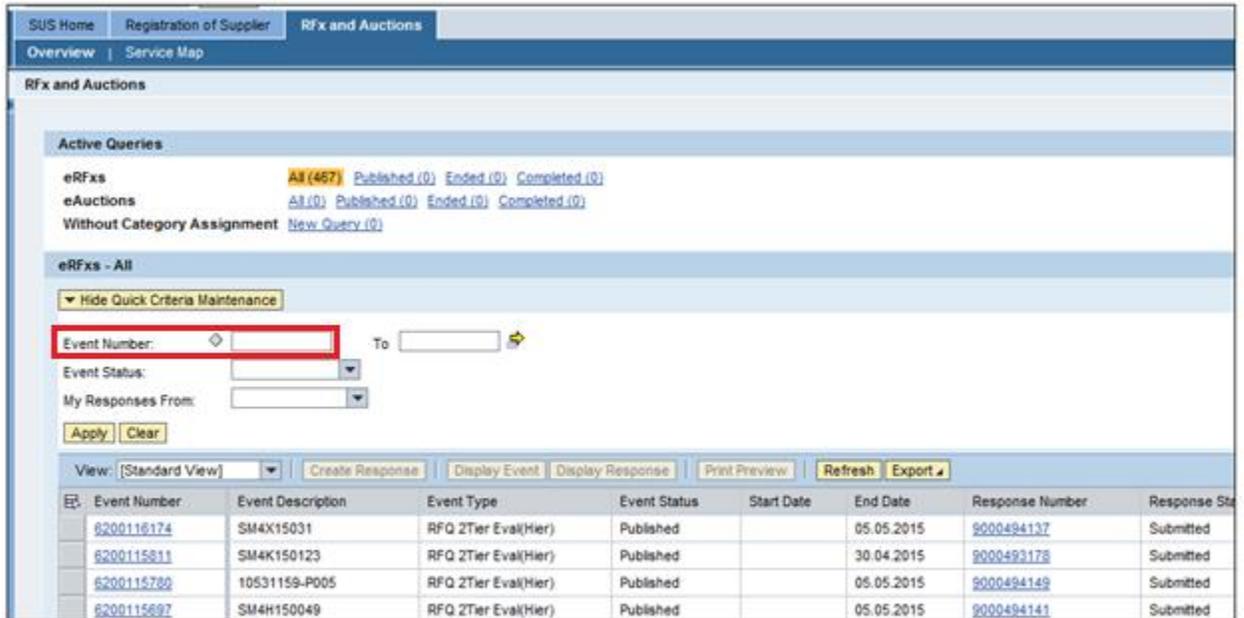
1. Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



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



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

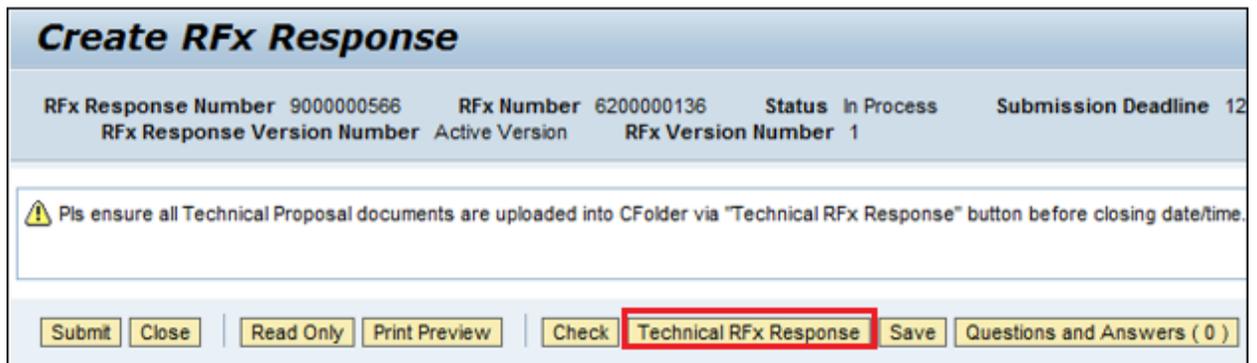


The screenshot shows the 'RFX and Auctions' section of a web application. It includes a navigation bar with 'SUS Home', 'Registration of Supplier', and 'RFX and Auctions'. Below the navigation, there are tabs for 'Overview' and 'Service Map'. The main content area is titled 'RFX and Auctions' and contains several sections:

- Active Queries:**
 - eRFxs: All (467) 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
- Table:**

| Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number | Response Sta |
|--------------|-------------------|----------------------|--------------|------------|------------|-----------------|--------------|
| 6200116174 | SM4X15031 | RFQ 2Tier Eval(Hier) | Published | | 05.05.2015 | 9000494137 | Submitted |
| 6200115811 | SM4K150123 | RFQ 2Tier Eval(Hier) | Published | | 30.04.2015 | 9000493178 | Submitted |
| 6200115780 | 10531159-P005 | RFQ 2Tier Eval(Hier) | Published | | 05.05.2015 | 9000494149 | Submitted |
| 6200115697 | SM4H150049 | RFQ 2Tier Eval(Hier) | Published | | 05.05.2015 | 9000494141 | Submitted |

- Click on 'TECHNICAL RFX RESPONSE' button under the 'Create RFX Response' screen.



The screenshot shows the 'Create RFX Response' screen. It features a header with the title 'Create RFX Response' and a summary of the current response details:

- RFX Response Number: 9000000566
- RFX Number: 6200000136
- Status: In Process
- Submission Deadline: 12
- RFX Response Version Number: Active Version
- RFX Version Number: 1

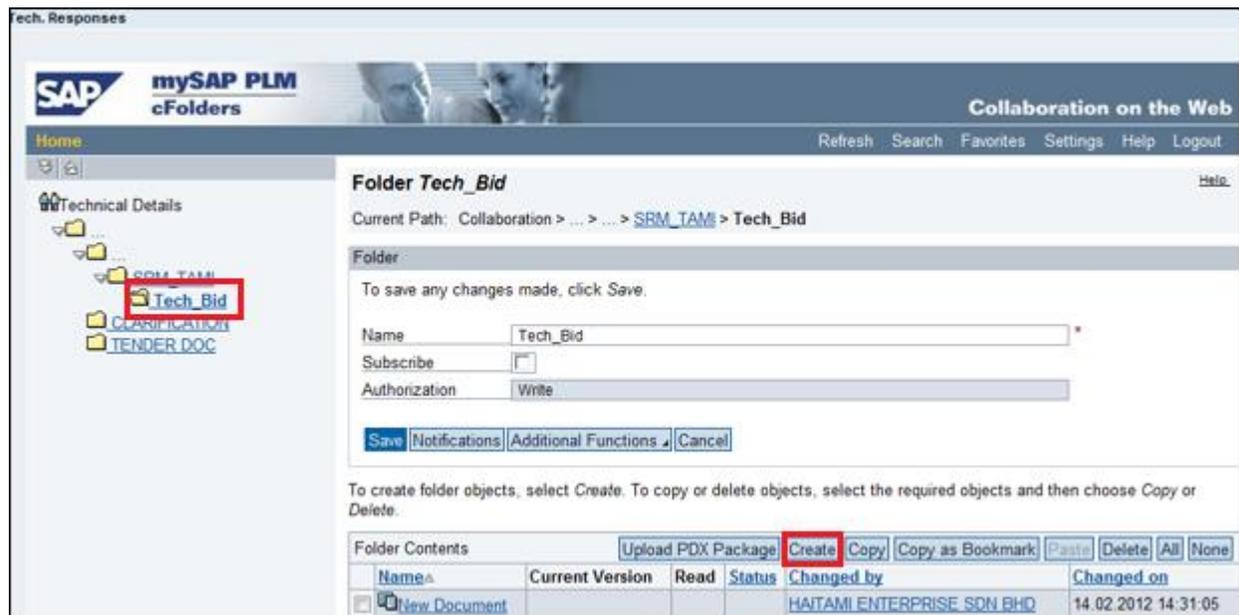
Below the summary, there is a warning message:

! Pls ensure all Technical Proposal documents are uploaded into CFolder via "Technical RFX Response" button before closing date/time.

At the bottom of the screen, there is a row of buttons: Submit, Close, Read Only, Print Preview, Check, **Technical RFX Response** (highlighted with a red box), Save, and Questions and Answers (0).



Pop-up Screen: CFolder



- Following the path, click on [Tech_Bid](#) .
- Click on [Create](#) button.
- Click on [Document](#) link.

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Pop-up Screen: Create Document

Create Document

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > ... > [SRM_TAMI](#) > [Tech_Bid](#) > **Create Document**

Create Document

Enter the name and a description. Decide whether or not you want to upload a local f

| | |
|-------------|----------------|
| Name | New Document 1 |
| Description | |

Subscribe

PGP Documents You are only allowed to use PGP files in this

Upload Local File
 Create File Later

Continue
Cancel

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

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Pop-up Screen: Create Version

Create Version

Navigation: [Version Overview](#)

Current Path: Collaboration > ... > ... > [SRM_TAMI](#) > [Tech_Bid](#) > [New Document 1](#) > **Create Version**

To select the required file, choose *Browse* and then *Save*.

- Click to select file from local directory.
- Click to save the document to CFolder or click on to undo/ cancel.