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	How to Check Submitted Bid Response	

## Transaction Overview

### What

To check RFx submitted bid response.

### When

Perform this to check RFx submitted bid response in SUS portal.

### Menu Path

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

### Roles

Vendor

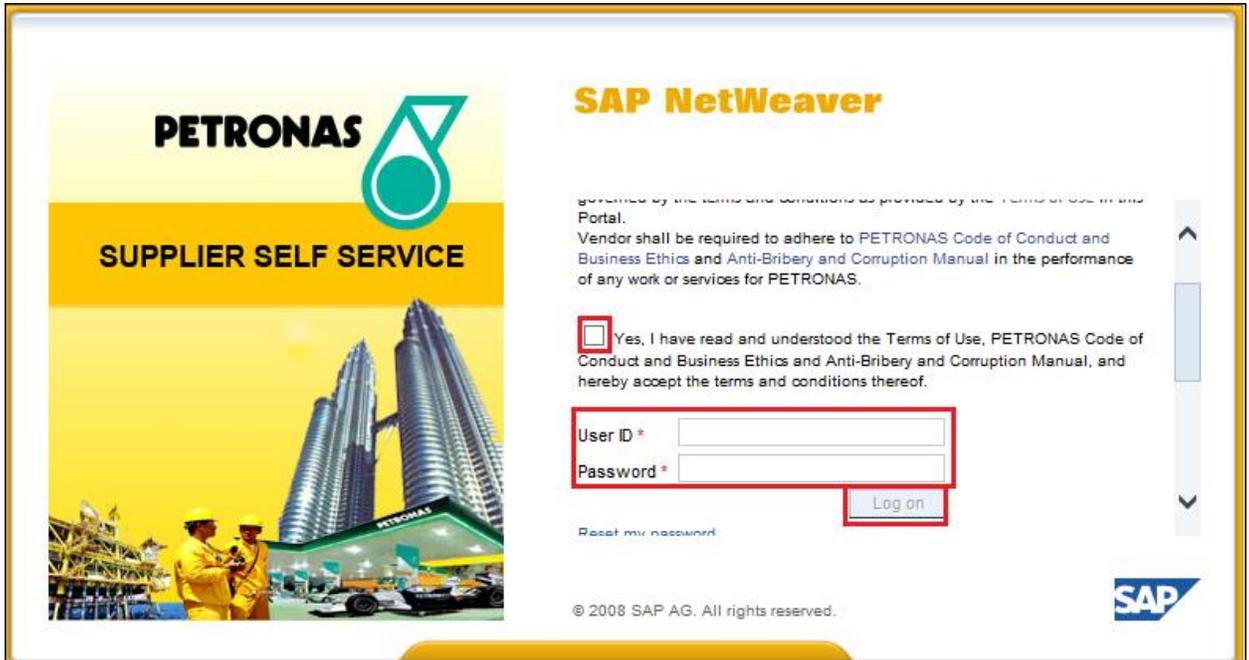
### Helpful Hints

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

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### HOW TO CHECK SUBMITTED BID RESPONSE

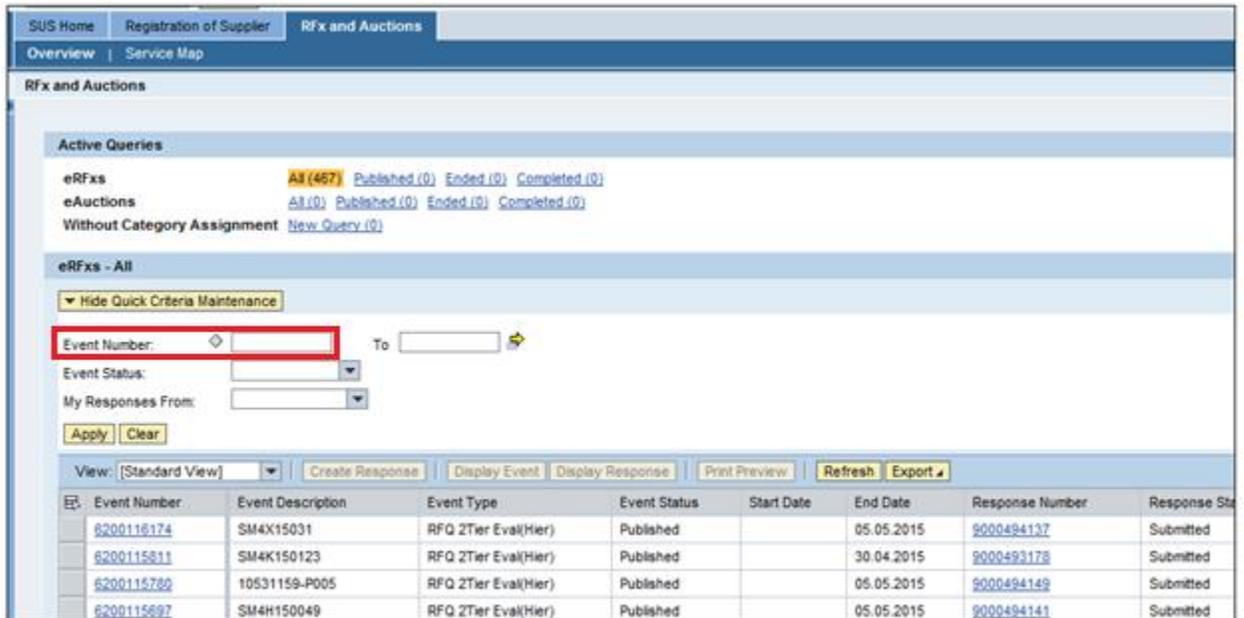
1. Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



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.



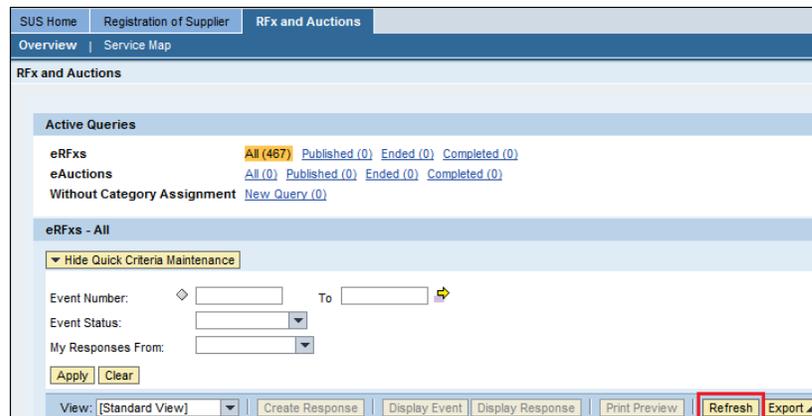
The screenshot shows the 'Rfx and Auctions' section of the system. It includes a search area with the following fields:

- Event Number:  To
- Event Status:
- My Responses From:

Buttons for 'Apply' and 'Clear' are located below the search filters. Below the search area is a toolbar with buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'.

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
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 'REFRESH' button to refresh the table as per below.



This screenshot is identical to the previous one, but the 'Refresh' button in the toolbar is highlighted with a red box to indicate the action to be taken.

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- Click the 'Response Number' to check your submitted quotation. You may also check your quotation status on 'Response Status' as per below.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
<a href="#">6200116174</a>	SM4X15031	RFQ 2Tier Eval(Hier)	Published		05.05.2015	<a href="#">9000494137</a>	Submitted
<a href="#">6200115811</a>	SM4K150123	RFQ 2Tier Eval(Hier)	Published		30.04.2015	<a href="#">9000493178</a>	Submitted
<a href="#">6200115780</a>	10531159-P005	RFQ 2Tier Eval(Hier)	Published		05.05.2015	<a href="#">9000494149</a>	Submitted
<a href="#">6200115697</a>	SM4H150049	RFQ 2Tier Eval(Hier)	Published		05.05.2015	<a href="#">9000494141</a>	Submitted
<a href="#">6200115531</a>	SM4/15/041	RFQ 2Tier Eval(Hier)	Published		27.04.2015	<a href="#">9000490826</a>	Submitted
<a href="#">6200115492</a>	SO1MBE15PPT0076	RFQ 2Tier Eval(Hier)	Published		07.05.2015	<a href="#">9000495566</a>	Submitted
<a href="#">6200115237</a>	SM4/14/040	RFQ 2Tier Eval(Hier)	Published		27.04.2015	<a href="#">9000490781</a>	Submitted
<a href="#">6200115227</a>	SM4X15029	RFQ 2Tier Eval(Hier)	Published		27.04.2015	<a href="#">9000490833</a>	Submitted
<a href="#">6200115150</a>	SM1K150117	RFQ 2Tier Eval(Hier)	Published		23.04.2015	<a href="#">9000489035</a>	Submitted
<a href="#">6200114989</a>	SM4V150008	RFQ 2Tier Eval(Hier)	Published		28.04.2015	<a href="#">9000491570</a>	Submitted

OR

- Click the Event Number to open your RFQ.

Event Number	Event Description	Event Type	Event Status
<a href="#">6200116174</a>	SM4X15031	RFQ 2Tier Eval(Hier)	Published
<a href="#">6200115811</a>	SM4K150123	RFQ 2Tier Eval(Hier)	Published
<a href="#">6200115780</a>	10531159-P005	RFQ 2Tier Eval(Hier)	Published
<a href="#">6200115697</a>	SM4H150049	RFQ 2Tier Eval(Hier)	Published

- Click on the 'RFX Response' in RFQ as per below. The response number only come out after quotation is created.

<b>Display RFX : 6200000137</b>							
RFX Number	6200000137	RFX Name	testing new warning message	RFX Status	Published	RFX Start Date	Submission Deadline
Remaining Time	RFX Number 0 Days 00:00:00	RFX Owner	RFX_CREATE13	RFX Version Number	1	RFX Version Type	Active Version
						<b>RFX Response</b>	<b>9000000560</b>