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	How to Enter Bidder Remark	

Transaction Overview

What

To enter bidder remark.

When

Perform this to enter bidder remark in RFX response.

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 BIDDER REMARK

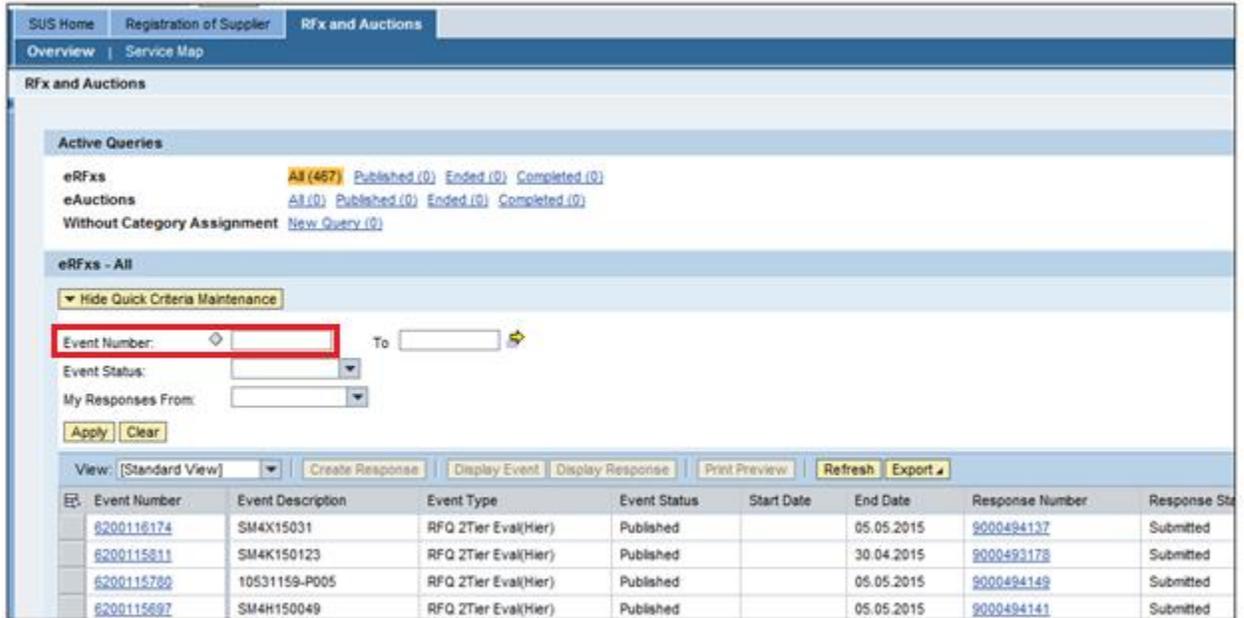
- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



- 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 software interface. It includes a search area with the following fields:

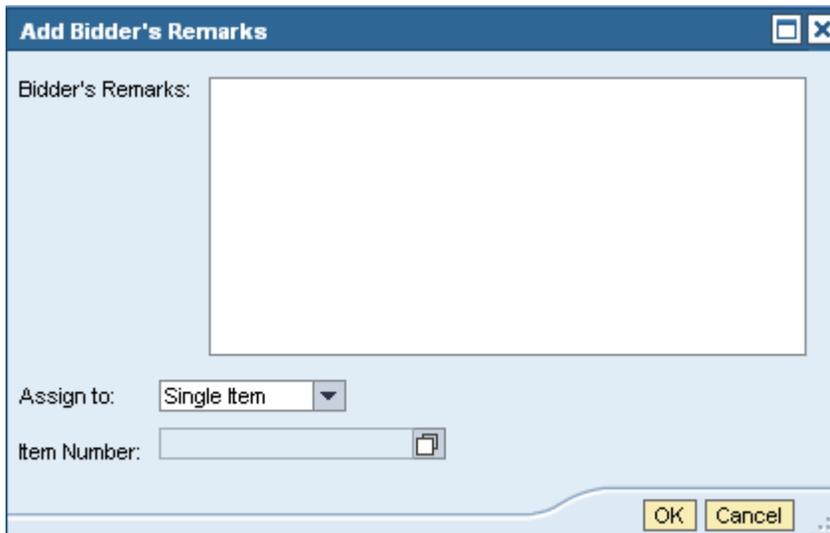
- Event Number: (highlighted with a red box)
- To: (empty field)
- Event Status: (dropdown menu)
- My Responses From: (dropdown menu)
- Buttons: Apply, Clear

Below the search area is a table of Rfx events:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Sta
6200116174	SM4K15031	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

- Click on **Notes and Attachments** under the "Create Rfx Response Screen".
- Click on **Add** -> **Bidder's Remarks** under **Notes** to add remark.

Pop-up Screen: Add Bidder's Remarks



The screenshot shows a pop-up window titled 'Add Bidder's Remarks'. It contains the following elements:

- A large text area for entering the bidder's remarks.
- An 'Assign to:' dropdown menu with 'Single Item' selected.
- An 'Item Number:' field with a small icon to its right.
- 'OK' and 'Cancel' buttons at the bottom right.

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- a. Enter bidder's remarks under the **Bidder's Remarks:** field.
- b. Click to select whether this remarks belongs to header or line item level.
 - i. If Assign to is "Single Item", click to select the line item that this remark belongs to.
- c. Click to complete the process OR to undo the process.