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	How to Create Bid Response	

## Transaction Overview

### What

To create bid response.

### When

Perform this to create bid response RFX 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 CREATE BID RESPONSE

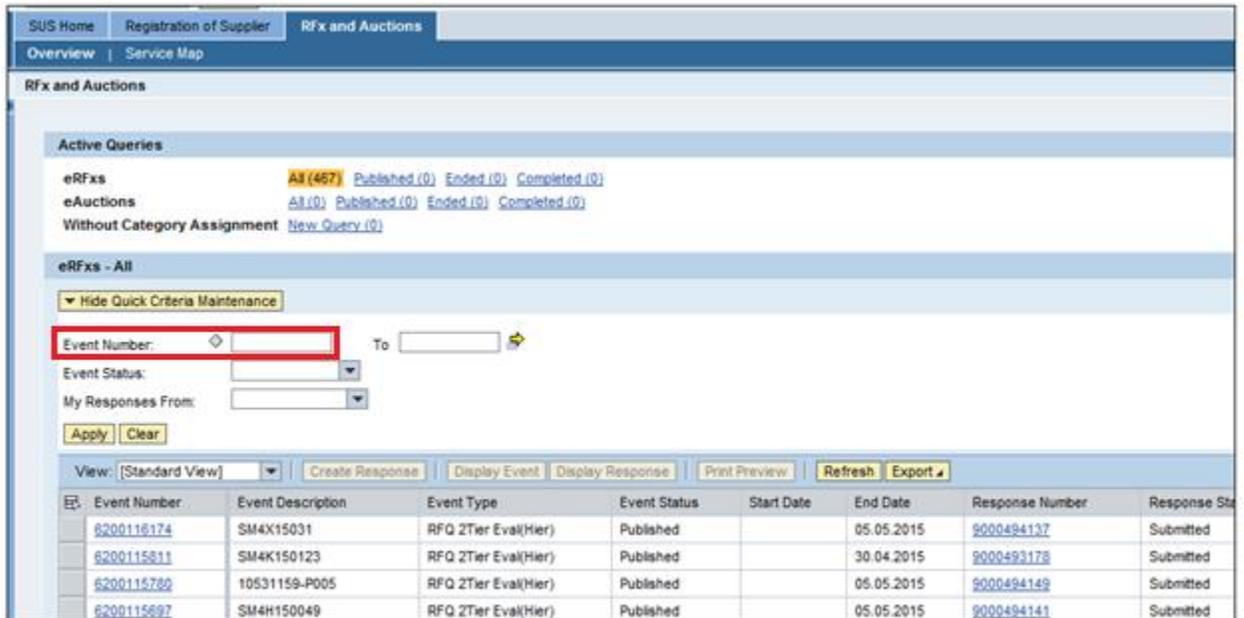
- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



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



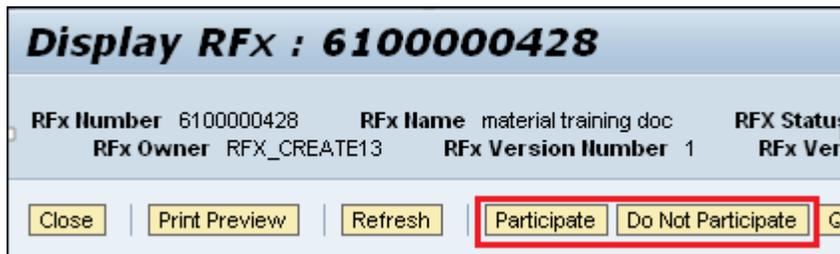
- Under the Rfx and Auctions tab, enter Rfx number at Event Number field in order to view the Rfx.



The screenshot shows the 'Rfx and Auctions' section of a web application. The 'Event Number' field is highlighted with a red box. Below it is a table of RFX 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
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

- After check Rfx detail and ready to participate. Click '**PARTICIPATE**' button. If do not want to participate, click on '**DO NOT PARTICIPATE**' button.



The screenshot shows the 'Display RFX : 6100000428' detail page. The 'Participate' and 'Do Not Participate' buttons are highlighted with a red box.

**Display RFX : 6100000428**

**RFX Number** 6100000428    **RFX Name** material training doc    **RFX Status** ...  
**RFX Owner** RFX\_CREATE13    **RFX Version Number** 1    **RFX Ver** ...

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- After click on 'PARTICIPATE' button, click on 'CREATE RESPONSE' button to create your quotation.

**Display RFX : 6100000428**

<b>RFX Number</b> 6100000428	<b>RFX Name</b> material training doc	<b>RFX Status</b> Pub
<b>RFX Owner</b> RFX_CREATE13	<b>RFX Version Number</b> 1	<b>RFX Version</b>

Your response has been sent; you will be informed of changes via e-mail

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- New screen pop out as per below with new number start with 9xxxxxxxx.

**Create RFX Response**

<b>RFX Response Number</b> 9000000564	<b>RFX Number</b> 6100000428	<b>Status</b> In Process	<b>Subr</b>
<b>RFX Response Version Number</b> Active Version	<b>RFX Version Number</b> 1		

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