

	<b>WORK INSTRUCTION</b>	Page: 1 of 26
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)	Revision: Approved
	BE Manage eRFx (for Bidder - 2 Tier Evaluation)v2	

## Transaction Overview

### What

Use this procedure to response to the RFQ sent by the purchaser.

### When

Perform this procedure when responding to the RFQ invitation (2 Tier Evaluation).

### Prerequisites

- RFQ invitation has been sent out to bidder via email

### Menu Path

To login to SRM Portal, go to <https://supplier-selfservice.petronas.com.my/irj/portal>

### Transaction Code

Not Applicable

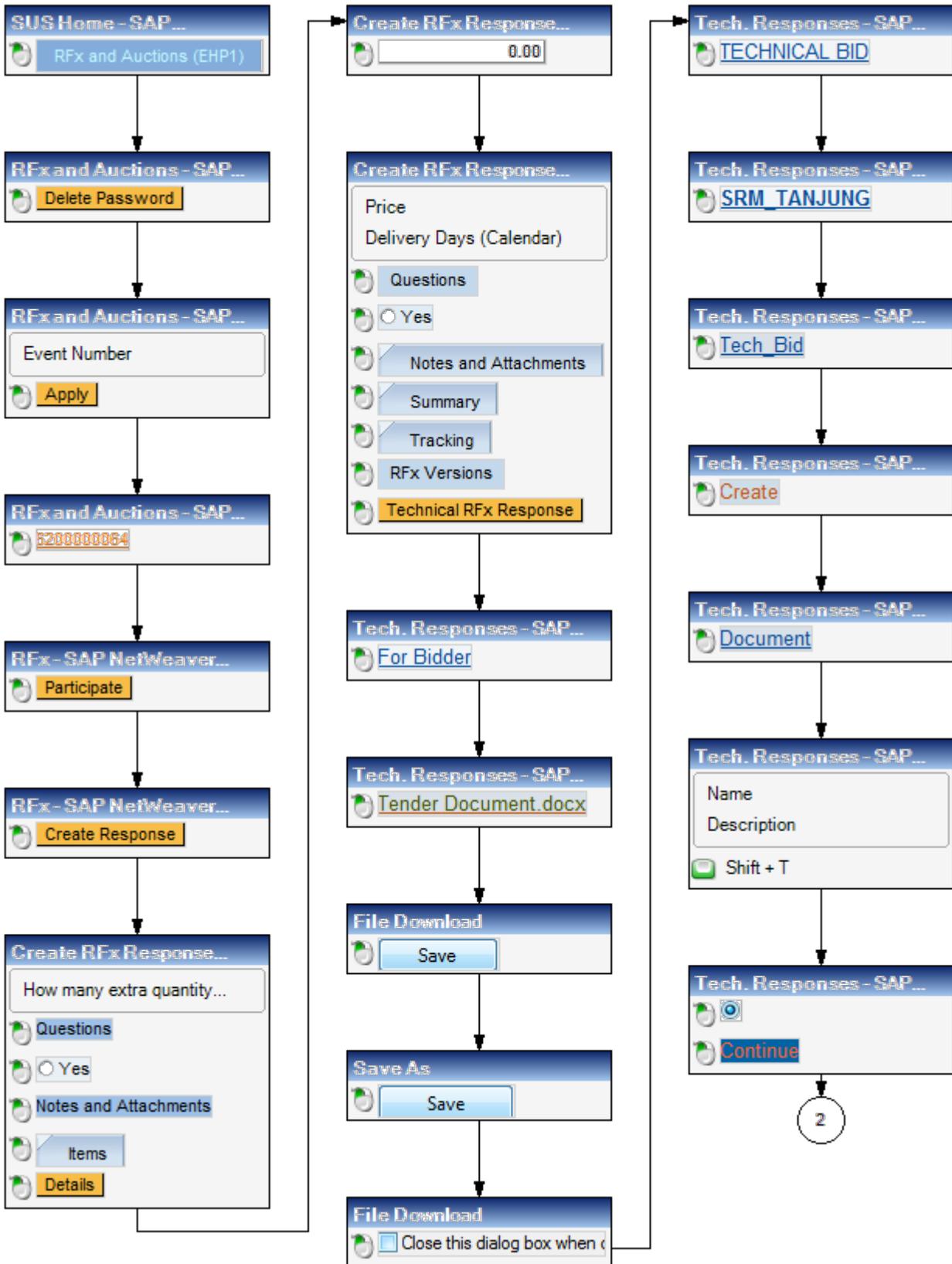
### Roles

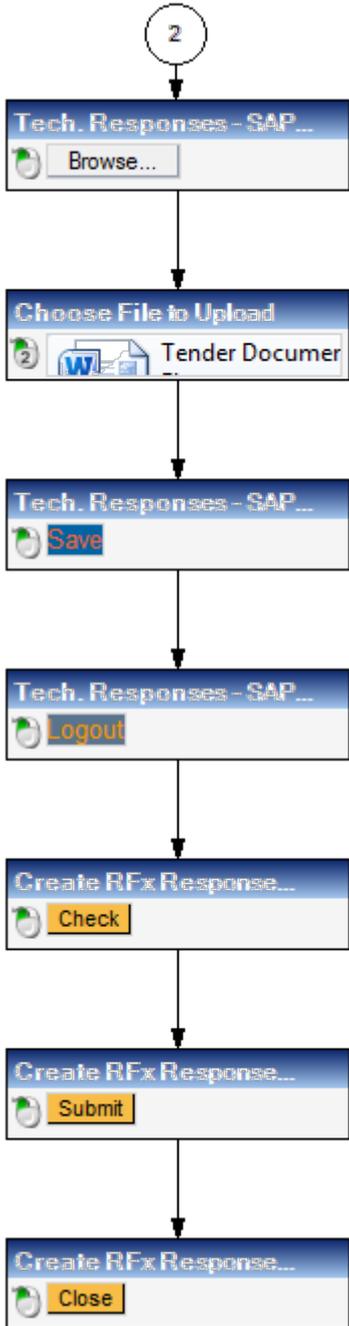
- Bidder

### Helpful Hints

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

## Screen Flow





## Procedure

1. Start the transaction by login to the SRM portal at <https://ebp.petronas.com.my>.

### SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



2. Click RFX and Auctions (EHP1) tab control RFX and Auctions (EHP1). Search for RFQ number as per email.

### RFX and Auctions - SAP NetWeaver Portal - Windows Internet Explorer provided by iPerintis Sdn. Bhd.



3. For the first time log on, Click Delete Password button Delete Password in order to proceed to next step.

**RFx and Auctions - SAP NetWeaver Portal**

Active Queries

eRFxs **All (39)** Published (4) Ended (30) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number:  To

Event Status:

My Responses From:

**Apply** Clear

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
6200000064	RFX_CREATE11 28.10.2011 15:04:00	RFQ 2Tier Evaluation	Published	28.10.2011			No Bid Created	1		0
6200000037	(Copy of 6200000031)	RFQ 2Tier Evaluation	Published	29.09.2011		9000000216	Rejected	1	2	0
6200000033	(Copy of 6200000032)	RFQ 2Tier Evaluation	Published	29.09.2011		9000000206	Submitted	1	2	0
6200000021	RFX_CREATE11 20.09.2011 11:11:59	RFQ 2Tier Evaluation	Published	20.09.2011		9000000134	Submitted	2	2	0
6200000016	VSOFFIAN 14.09.2011 12:38:42	RFQ 2Tier Evaluation	Published	14.09.2011		9000000121	Accepted	7	4	0
6100000334	RFX_CREATE11 28.10.2011 12:30:28	RFQ 1Tier Evaluation	Published	28.10.2011		9000000389	Submitted	2	2	0
6100000332	Test on RFQ form Contact Person	RFQ 1Tier Eval(Hier)	Published	31.10.2011			No Bid Created	1		0
6100000330	simulate G scenario on awards	RFQ 1Tier Eval(Hier)	Published	24.10.2011		9000000383	Submitted	1	2	0
6100000317	PYLM 17.10.2011 16:55:37	RFQ 1Tier Evaluation	Published	17.10.2011		9000000366	Submitted	1	2	0
6100000315	PVLM 17.10.2011 14:21:13	RFQ 1Tier Evaluation	Published	01.12.2011			No Bid Created	1		0

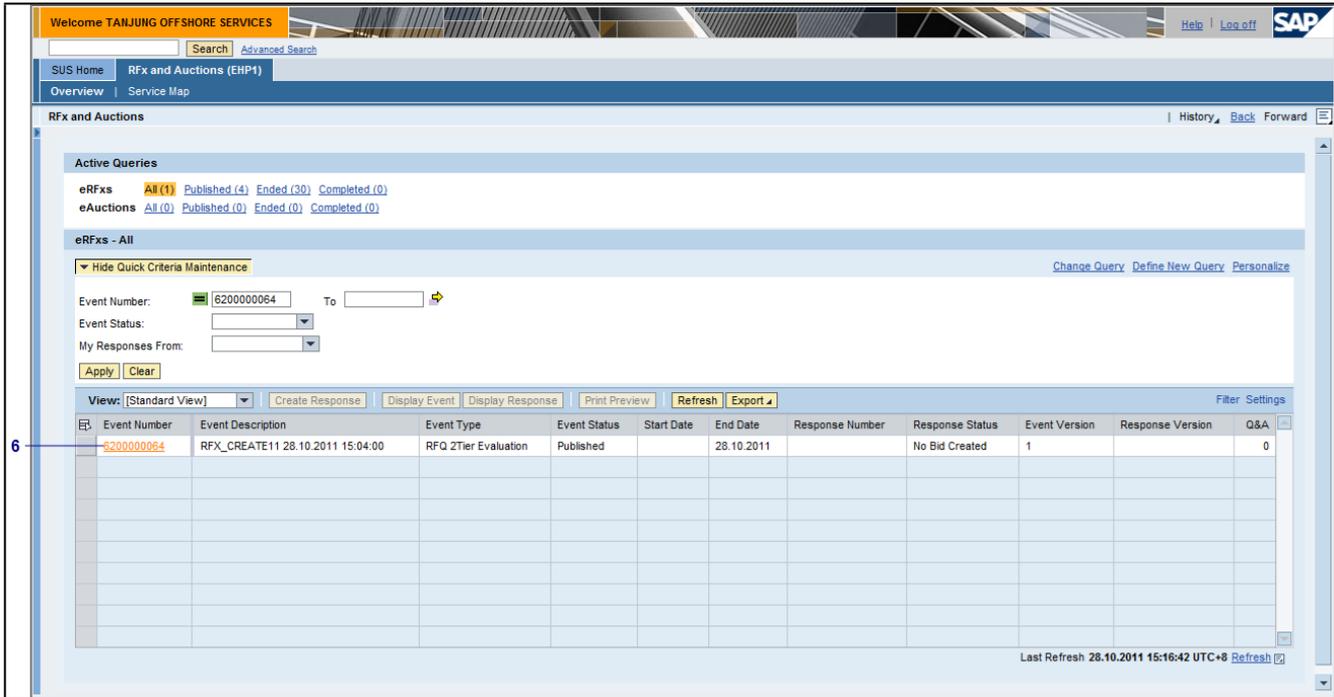
Last Refresh 28.10.2011 15:16:22 UTC+8 Refresh

4. As required, complete/review the following fields:

Field	R/O/C	Description
Event Number:	R	Enter keyword to search for RFQ. <b>Example:</b> 6200000064

5. Click Apply button **Apply**.

### RFx and Auctions - SAP NetWeaver Portal



Active Queries

eRFxs [All \(1\)](#) [Published \(4\)](#) [Ended \(30\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Event Number:  To

Event Status:

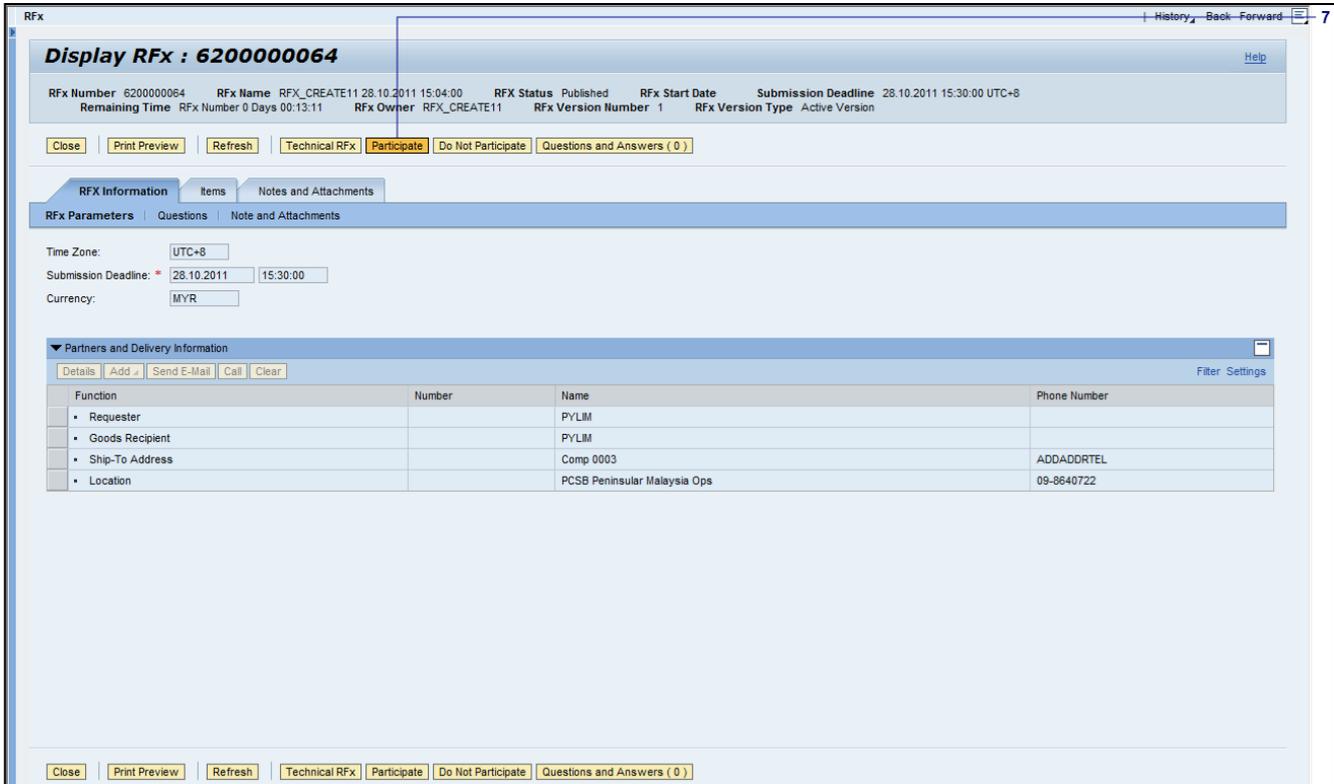
My Responses From:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
<a href="#">6200000064</a>	RFX_CREATE11 28.10.2011 15:04:00	RFQ 2Tier Evaluation	Published		28.10.2011		No Bid Created	1		0

Last Refresh 28.10.2011 15:16:42 UTC+8

6. Click on the RFQ number, for example - 6200000064 link label [6200000064](#).

### RFx - SAP NetWeaver Portal



Display RFx : 6200000064

RFX Number 6200000064 RFX Name RFX\_CREATE11 28.10.2011 15:04:00 RFX Status Published RFX Start Date Submission Deadline 28.10.2011 15:30:00 UTC+8

Remaining Time RFX Number 0 Days 00:13:11 RFX Owner RFX\_CREATE11 RFX Version Number 1 RFX Version Type Active Version

Partners and Delivery Information

Function	Number	Name	Phone Number
Requester		PY/LIM	
Goods Recipient		PY/LIM	
Ship-To Address		Comp 0003	ADDADDRTEL
Location		PCSB Peninsular Malaysia Ops	09-8640722

7. Click Participate button .

**RFx - SAP NetWeaver Portal**

**Display RFX : 620000064**

RFX Number: 620000064 | RFX Name: RFX\_CREATE11 28.10.2011 15:04:00 | RFX Status: Published | RFX Start Date: | Submission Deadline: 28.10.2011 15:30:00 UTC+8  
 Remaining Time: RFX Number 0 Days 00:12:43 | RFX Owner: RFX\_CREATE11 | RFX Version Number: 1 | RFX Version Type: Active Version

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

Buttons: Close, Print Preview, Refresh, Technical RFX, Do Not Participate, **Create Response**, Questions and Answers (0)

**RFX Information** | Items | Notes and Attachments

RFX Parameters | Questions | Note and Attachments

Time Zone: UTC+8  
 Submission Deadline: \* 28.10.2011 15:30:00  
 Currency: MYR

**Partners and Delivery Information**

Function	Number	Name	Phone Number
Requester		PVLM	
Goods Recipient		PVLM	
Ship-To Address		Comp 0003	ADDADRTEL
Location		PCSB Peninsular Malaysia Ops	09-8640722

Buttons: Close, Print Preview, Refresh, Technical RFX, Do Not Participate, Create Response, Questions and Answers (0)

8. Click Create Response button **Create Response**.



The system displays message, "Your response has been sent, you will be informed of changes via e-mail".

### Create RFX Response - SAP NetWeaver Portal

- On RFX Information tab, click Questions menu item **Questions**. Answer all questions posted by the bidders.

### Create RFX Response - SAP NetWeaver Portal

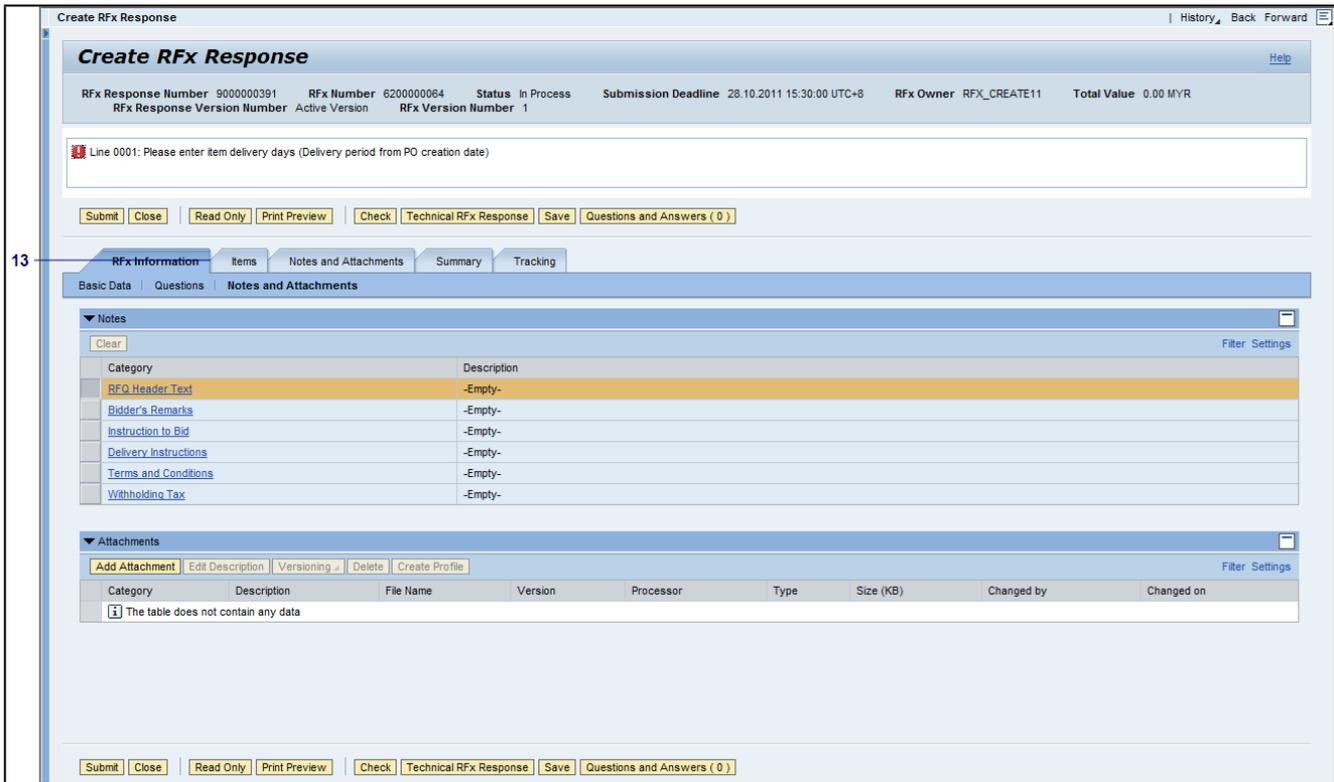
10. Click Yes radio button  Yes.

11. As required, complete/review the following fields:

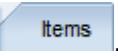
Field	R/O/C	Description
How many extra quantity you can offer?:	R	Answer all questions <b>Example:</b> 300

12. Click Notes and Attachments menu item [Notes and Attachments](#) view all notes or attachment.

### Create RFx Response - SAP NetWeaver Portal



The screenshot shows the 'Create RFx Response' interface. At the top, there are fields for 'RFx Response Number', 'RFx Number', 'Status', 'Submission Deadline', 'RFx Owner', and 'Total Value'. Below this is a message: 'Line 0001: Please enter item delivery days (Delivery period from PO creation date)'. There are buttons for 'Submit', 'Close', 'Read Only', 'Print Preview', 'Check', 'Technical RFx Response', 'Save', and 'Questions and Answers (0)'. The 'RFx Information' section has tabs for 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Notes and Attachments' section is expanded, showing a table of notes with columns for 'Category' and 'Description'. Below that is an 'Attachments' section with a table for adding attachments, including columns for 'Category', 'Description', 'File Name', 'Version', 'Processor', 'Type', 'Size (KB)', 'Changed by', and 'Changed on'. At the bottom, there are more buttons: 'Submit', 'Close', 'Read Only', 'Print Preview', 'Check', 'Technical RFx Response', 'Save', and 'Questions and Answers (0)'. A blue arrow points to the 'Items' tab in the 'RFx Information' section.

13. Click Items tab control .

**Create RFx Response - SAP NetWeaver Portal**

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14. Click Details button **Details**. You are required to enter Price of the products and Delivery days once PO is received.

**Create RFx Response - SAP NetWeaver Portal**

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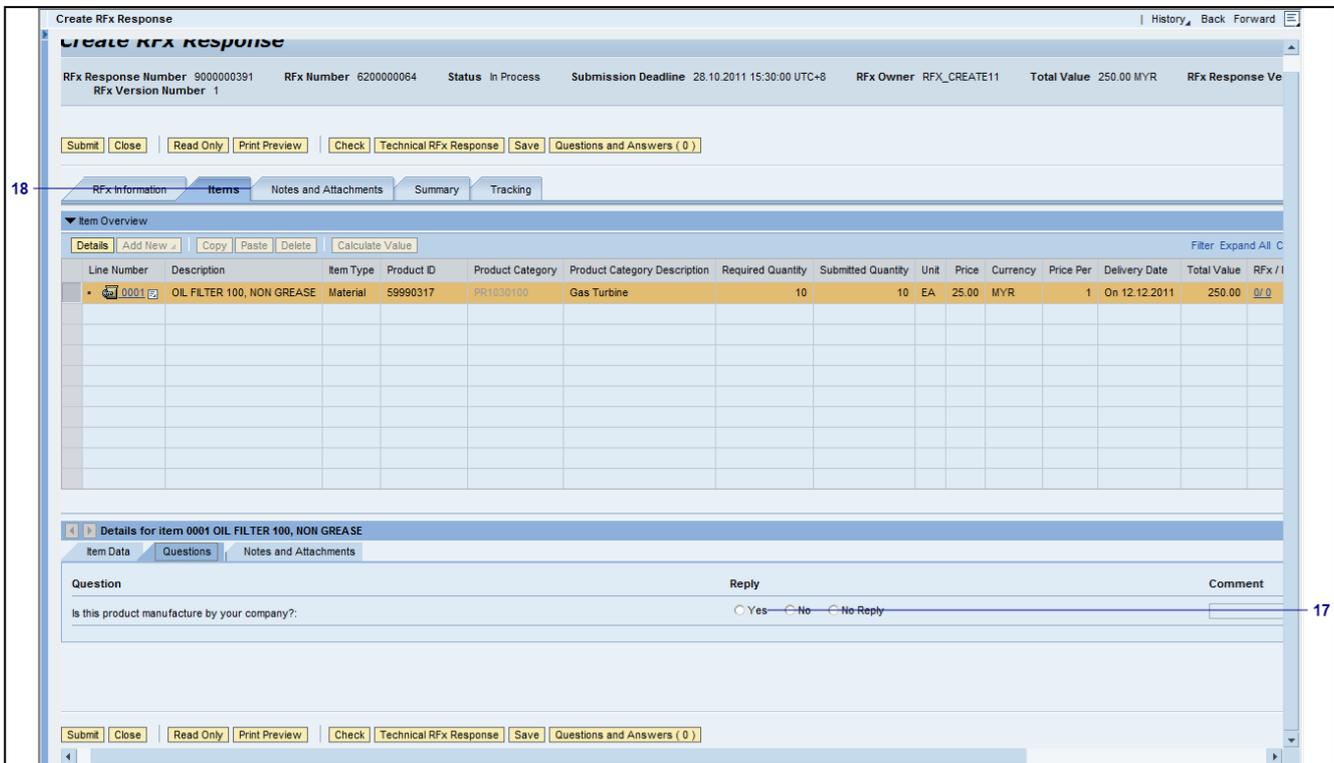
16

15. As required, complete/review the following fields:

Field	R/O/C	Description
Price:	R	Enter price of material / service charge offered by bidder. <b>Example:</b> 25
Delivery Days (Calendar):	R	Enter delivery days taken to deliver service / goods. <b>Example:</b> 3

16. Click Questions tab control **Questions**. Answer all questions posted by the purchaser.

**Create RFX Response - SAP NetWeaver Portal**



17. Click Yes radio button  Yes.

18. Click Notes and Attachments tab control **Notes and Attachments**.

**Create RFX Response - SAP NetWeaver Portal**

**Create RFX Response**

Rfx Response Number 9000000391 Rfx Number 6200000064 Status In Process Submission Deadline 28.10.2011 15:30:00 UTC+8 Rfx Owner RFX\_CREATE11 Total Value 250.00 MYR  
 Rfx Response Version Number Active Version Rfx Version Number 1

Submit Close Read Only Print Preview Check Technical RFX Response Save Questions and Answers ( 0 )

Rfx Information Items **Notes and Attachments** Summary Tracking

Notes

Add Clear Filter Settings

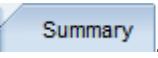
Assigned To	Category	Description	Text Preview
The table does not contain any data			

Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

Submit Close Read Only Print Preview Check Technical RFX Response Save Questions and Answers ( 0 )

19. Click Summary tab control 

**Create RFX Response - SAP NetWeaver Portal**

**Create RFX Response**

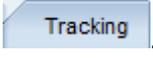
Rfx Response Number 9000000391 Rfx Number 6200000064 Status In Process Submission Deadline 28.10.2011 15:30:00 UTC+8 Rfx Owner RFX\_CREATE11 Total Value 250.00 MYR  
 Rfx Response Version Number Active Version Rfx Version Number 1

Submit Close Read Only Print Preview Check Technical RFX Response Save Questions and Answers ( 0 )

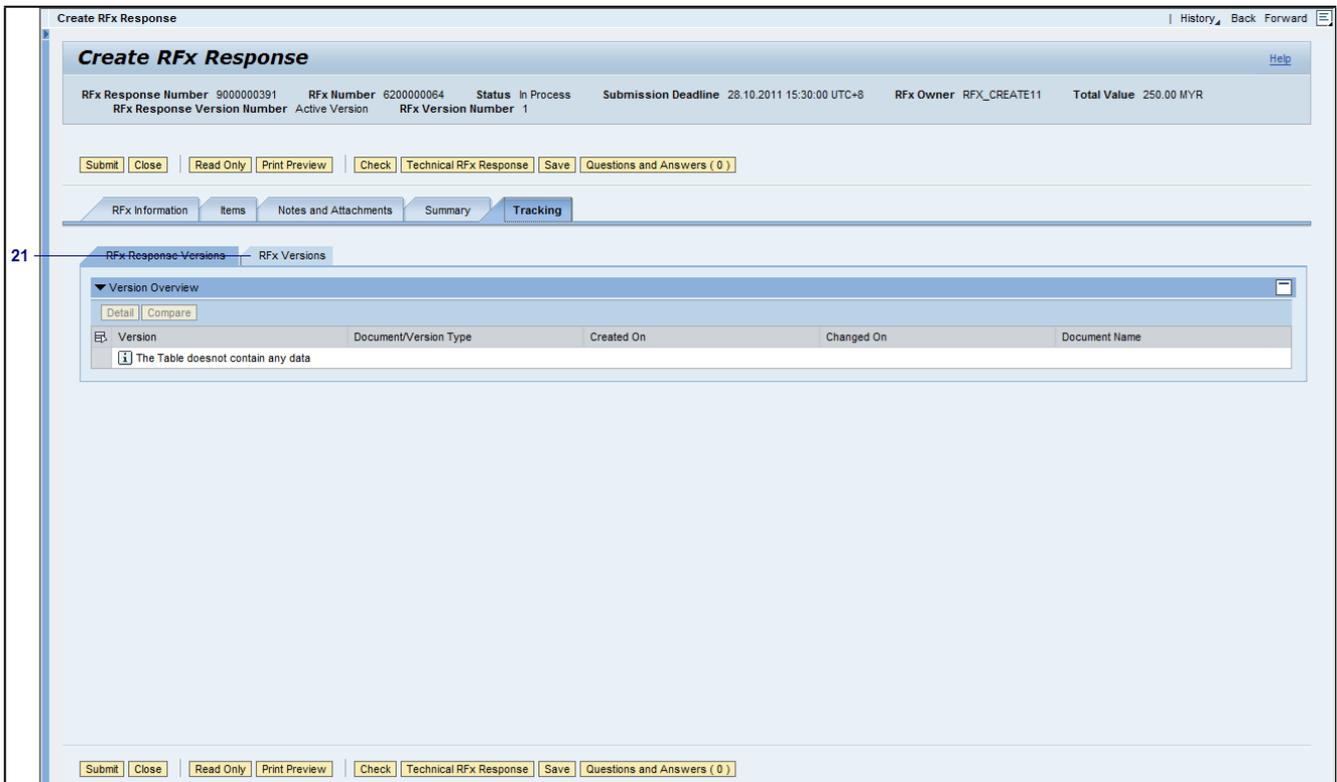
Rfx Information Items Notes and Attachments **Summary** Tracking

Rfx Response Number: 9000000391  
 Items with Response: 1 out of 1 items responded  
 Questions: 3 out of 3 questions answered ( 2 out of 2 mandatory)  
 Notes: No Notes Added  
 Attachments: No Attachments Added  
 Total RFX Response Value: 250.00 MYR

Submit Close Read Only Print Preview Check Technical RFX Response Save Questions and Answers ( 0 )

20. Click Tracking tab control 

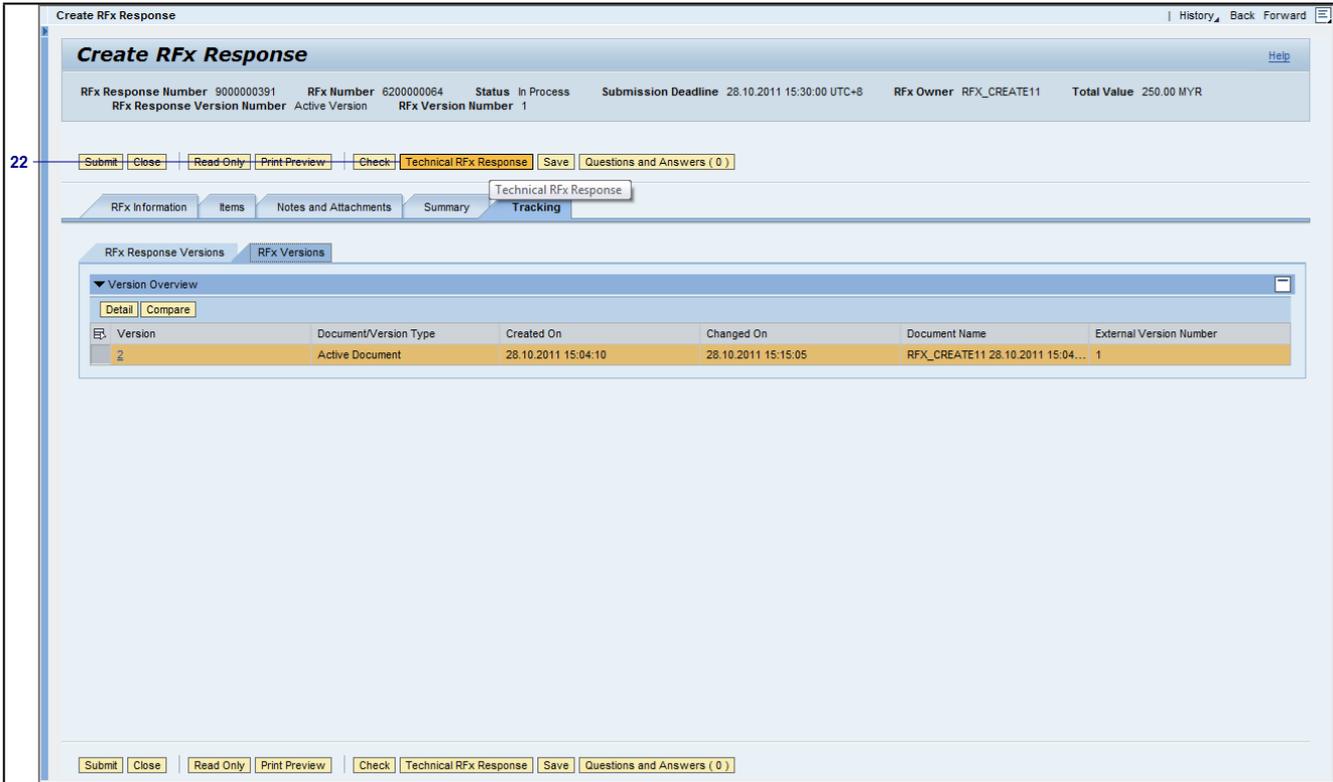
### Create RFX Response - SAP NetWeaver Portal



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21. Click RFX Versions tab control  to view details of the response version.

### Create RFX Response - SAP NetWeaver Portal



**Create RFX Response**

RFX Response Number 9000000391 RFX Number 6200000064 Status In Process Submission Deadline 28.10.2011 15:30:00 UTC+8 RFX Owner RFX\_CREATE11 Total Value 250.00 MYR

RFX Response Version Number Active Version RFX Version Number 1

Submit Close Read Only Print Preview Check **Technical RFX Response** Save Questions and Answers ( 0 )

RFX Information Items Notes and Attachments Summary **Tracking**

RFX Response Versions RFX Versions

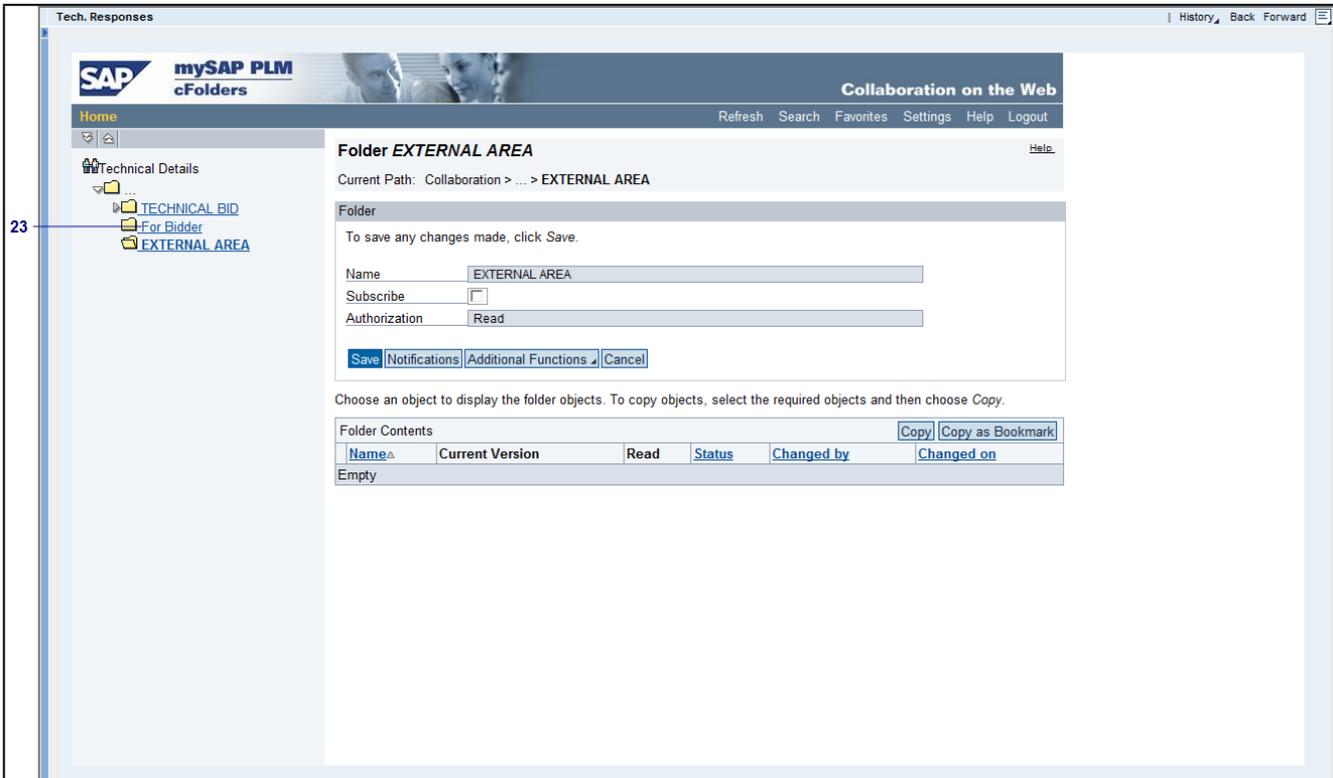
Version Overview

Version	Document/Version Type	Created On	Changed On	Document Name	External Version Number
2	Active Document	28.10.2011 15:04:10	28.10.2011 15:15:05	RFX_CREATE11 28.10.2011 15:04...	1

Submit Close Read Only Print Preview Check **Technical RFX Response** Save Questions and Answers ( 0 )

22. To download any attachment for the bidder such as tender document, open the RFQ document and click Technical RFX Response button **Technical RFX Response**.

### Tech. Responses - SAP NetWeaver Portal



Tech. Responses

SAP mySAP PLM cFolders Collaboration on the Web

Home Refresh Search Favorites Settings Help Logout

Technical Details

TECHNICAL BID For Bidder EXTERNAL AREA

**Folder EXTERNAL AREA**

Current Path: Collaboration > ... > EXTERNAL AREA

Folder

To save any changes made, click Save.

Name EXTERNAL AREA

Subscribe

Authorization Read

Save Notifications Additional Functions Cancel

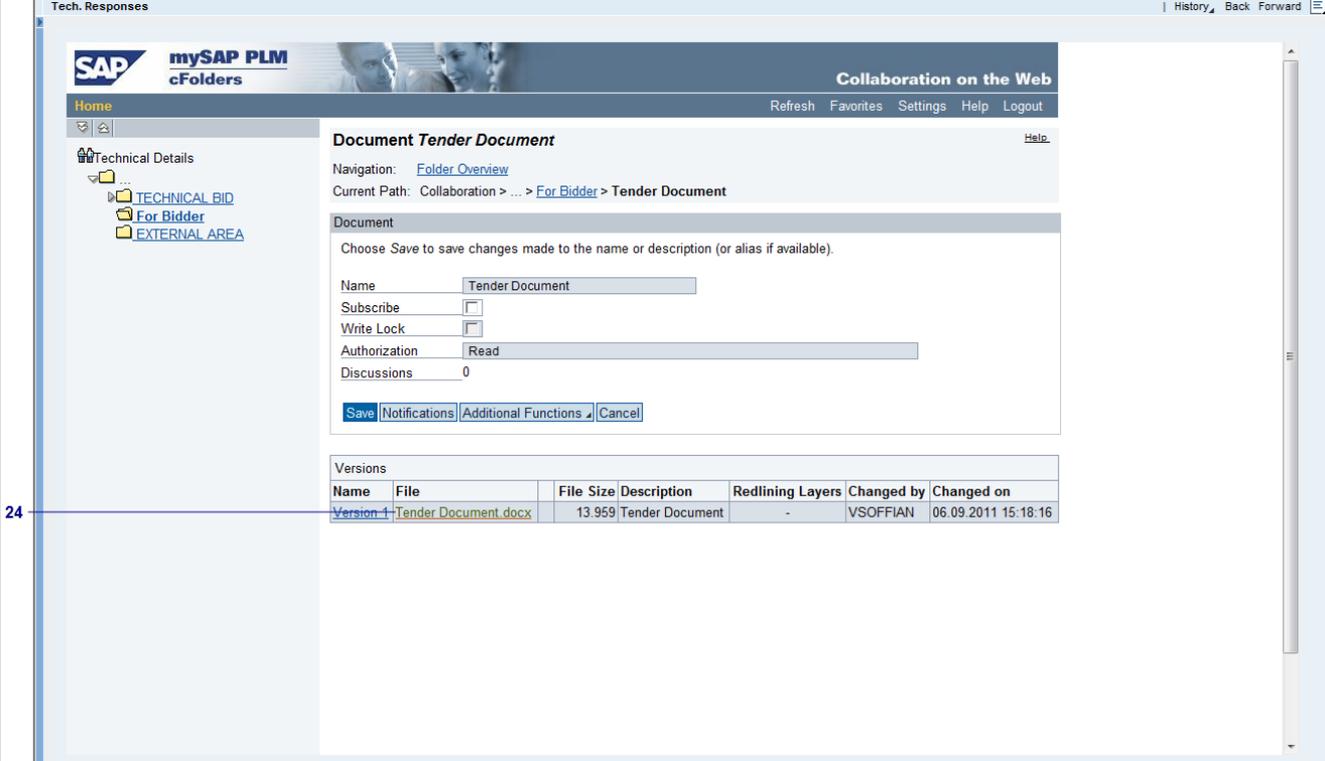
Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents

Name	Current Version	Read	Status	Changed by	Changed on
Empty					

23. Click For Bidder label [For Bidder](#).

### Tech. Responses - SAP NetWeaver Portal



Document **Tender Document**

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > [For Bidder](#) > Tender Document

Document

Choose Save to save changes made to the name or description (or alias if available).

Name

Subscribe

Write Lock

Authorization

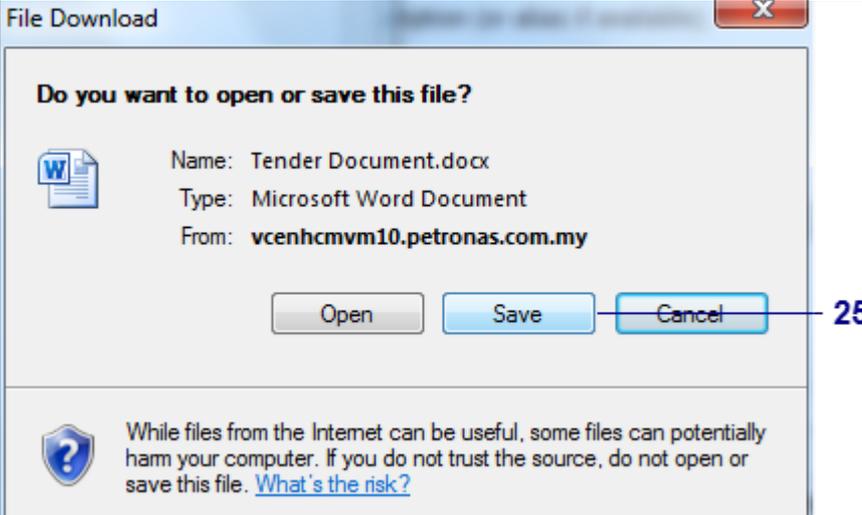
Discussions

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

Versions						
Name	File	File Size	Description	Redlining Layers	Changed by	Changed on
Version 1	<a href="#">Tender Document.docx</a>	13.959	Tender Document	-	VSOFFIAN	06.09.2011 15:18:16

24. Click Tender Document.docx label [Tender Document.docx](#).

### File Download



File Download

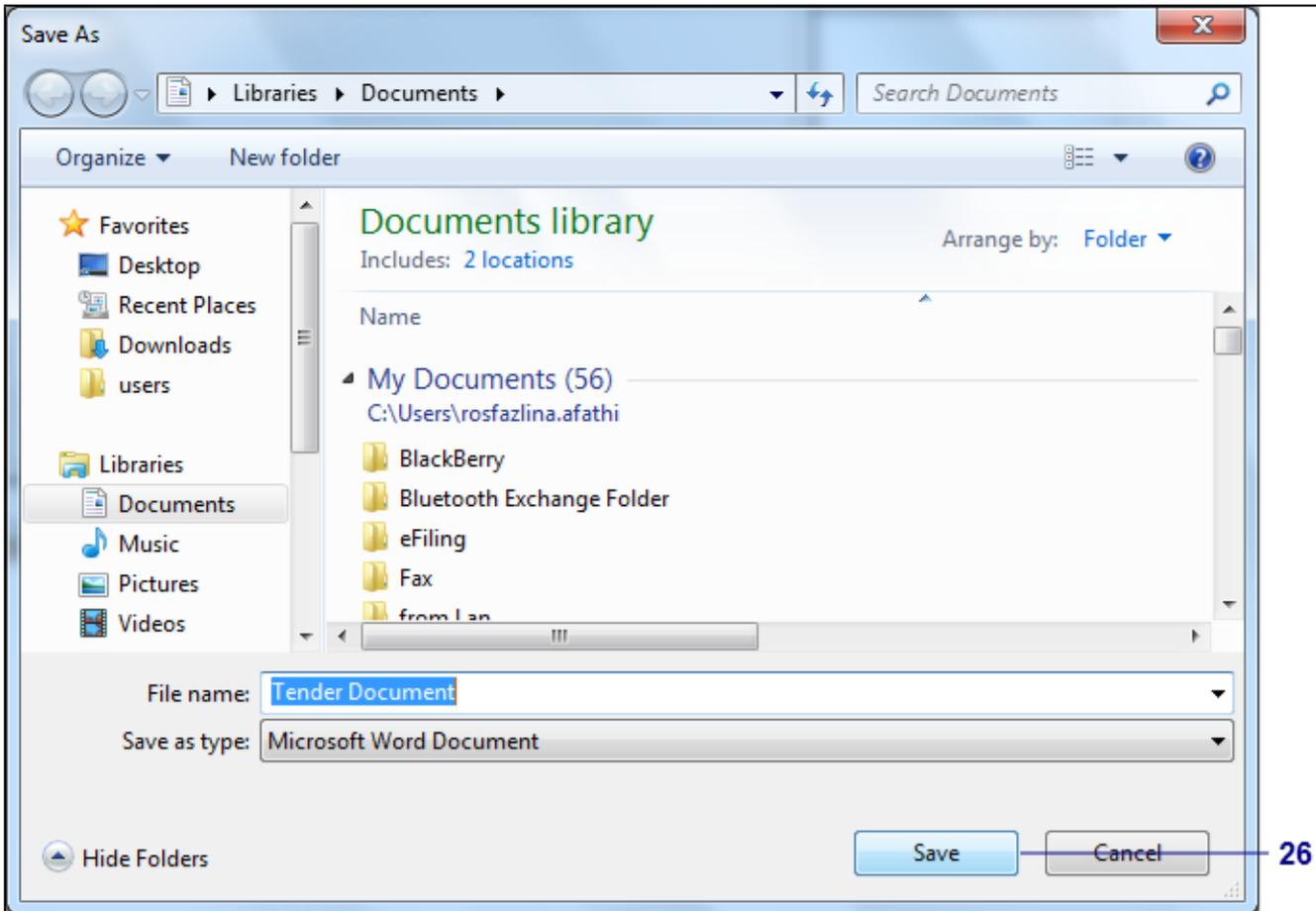
**Do you want to open or save this file?**

 Name: Tender Document.docx  
Type: Microsoft Word Document  
From: vcenhcmvm10.petronas.com.my

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

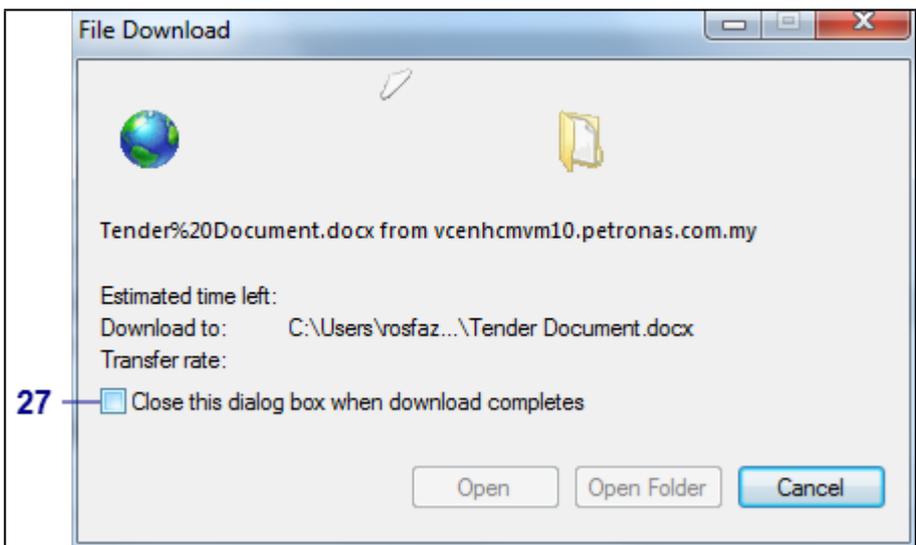
25. Click Save button .

### Save As



26. Click Save button .

### File Download



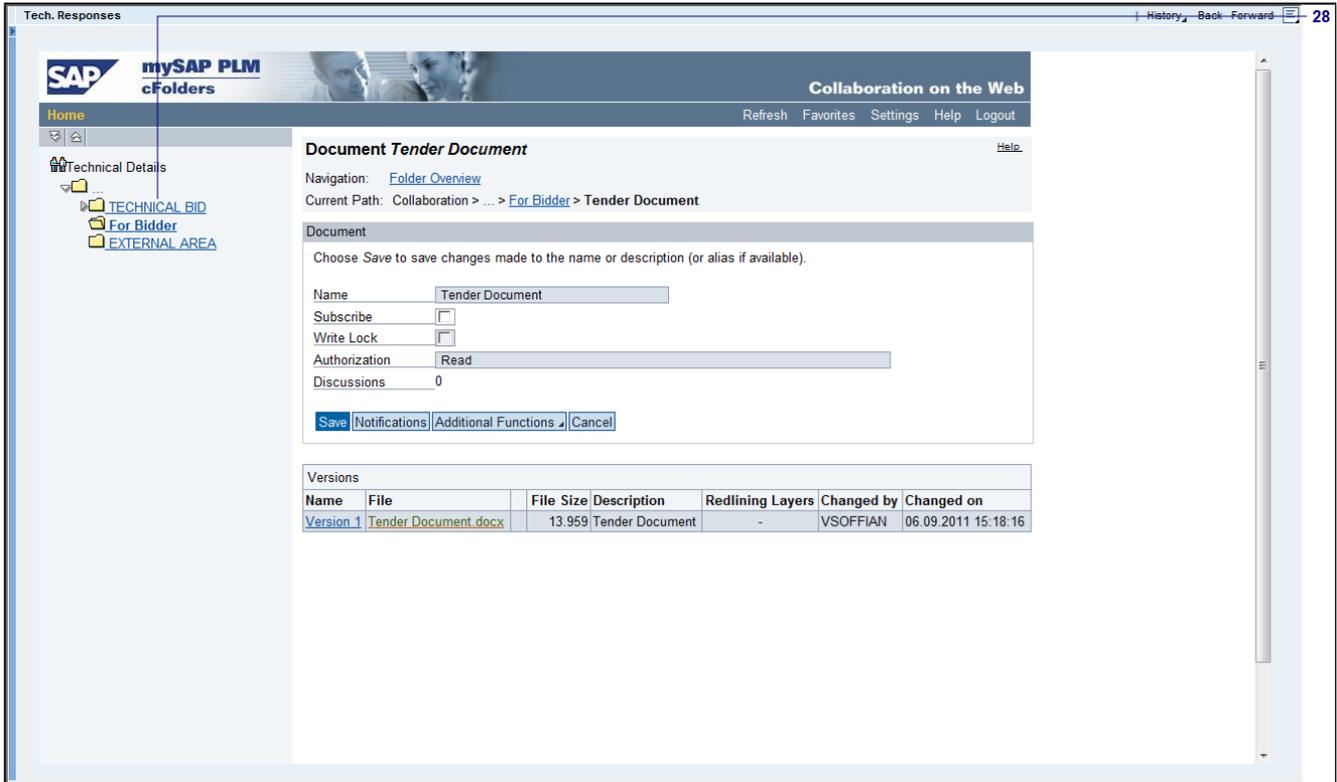
27. Click Close this dialog box when download completes check box  Close this dialog box when download completes.

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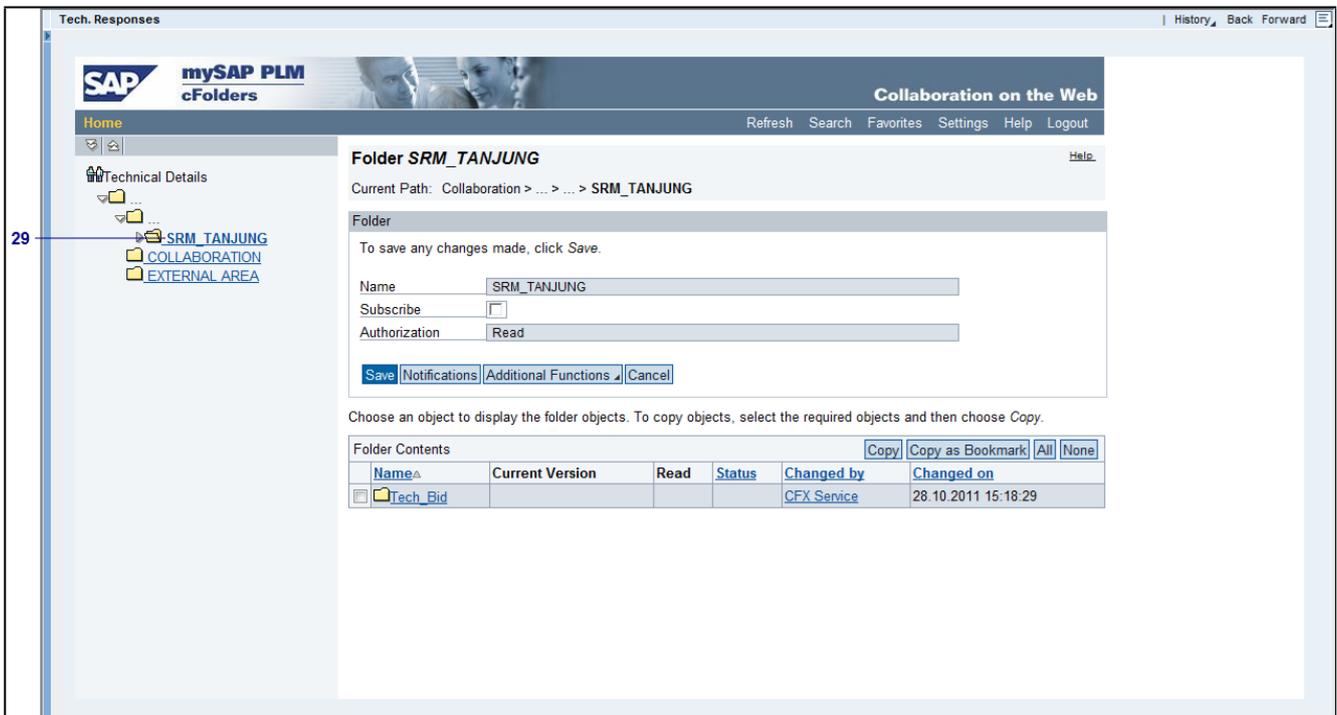
*The next steps show how to upload Technical Response RFx documents to Purchaser via portal.*

**Tech. Responses - SAP NetWeaver Portal**



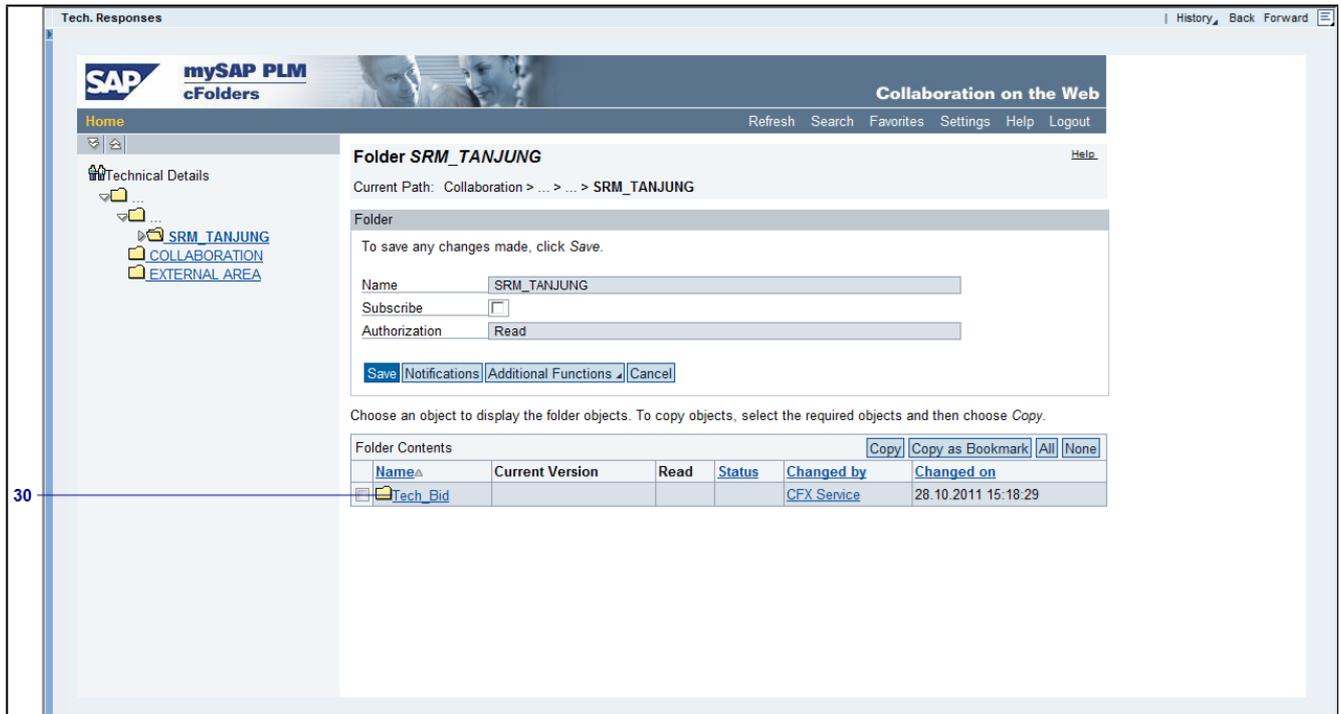
28. Click TECHNICAL BID label [TECHNICAL BID](#).

**Tech. Responses - SAP NetWeaver Portal**



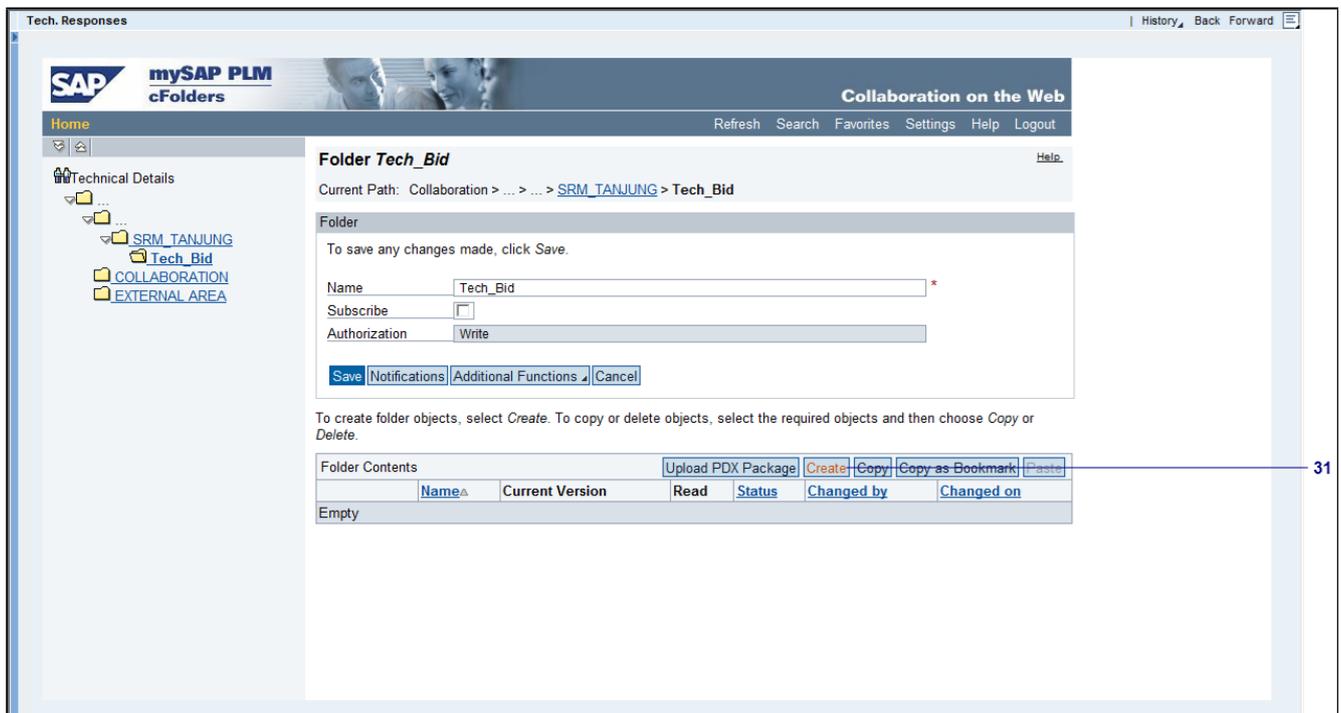
29. Click SRM\_TANJUNG label [SRM\\_TANJUNG](#).

**Tech. Responses - SAP NetWeaver Portal**



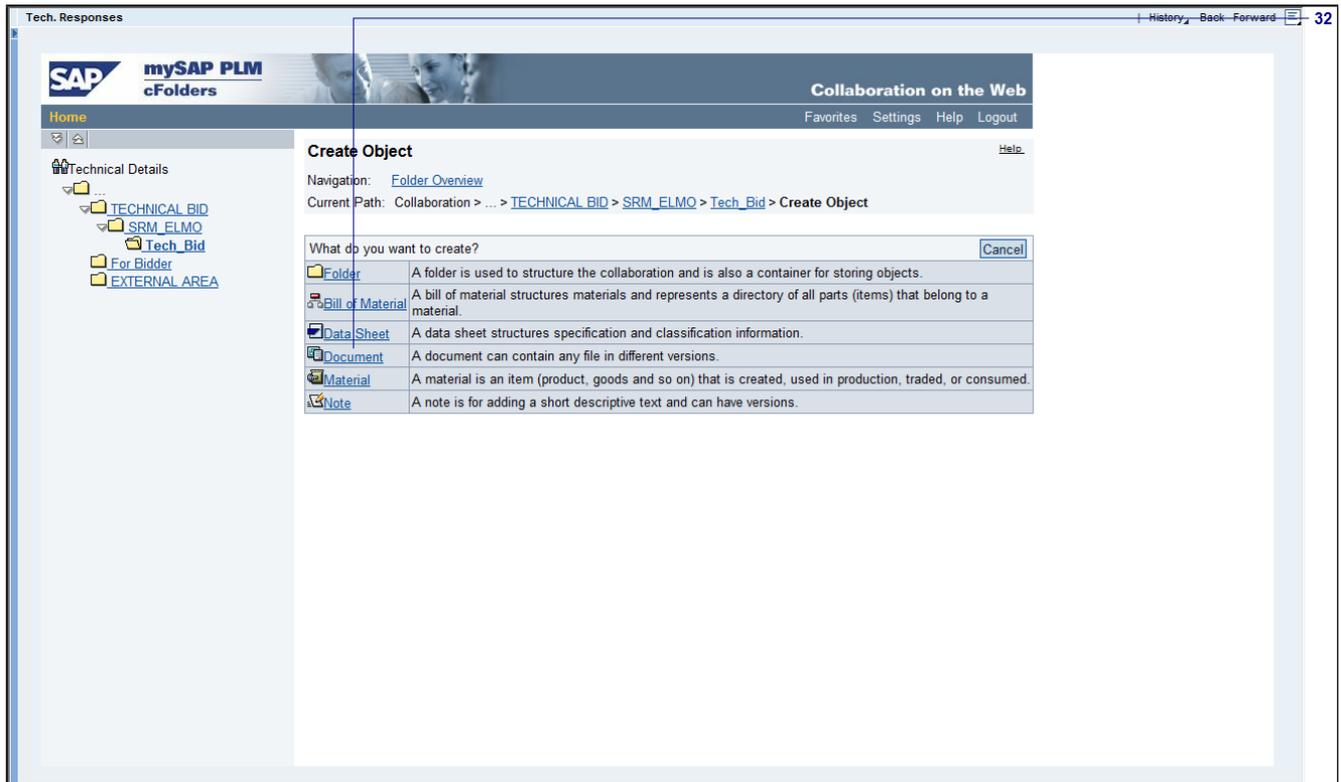
30. Click Tech\_Bid label [Tech\\_Bid](#).

**Tech. Responses - SAP NetWeaver Portal**



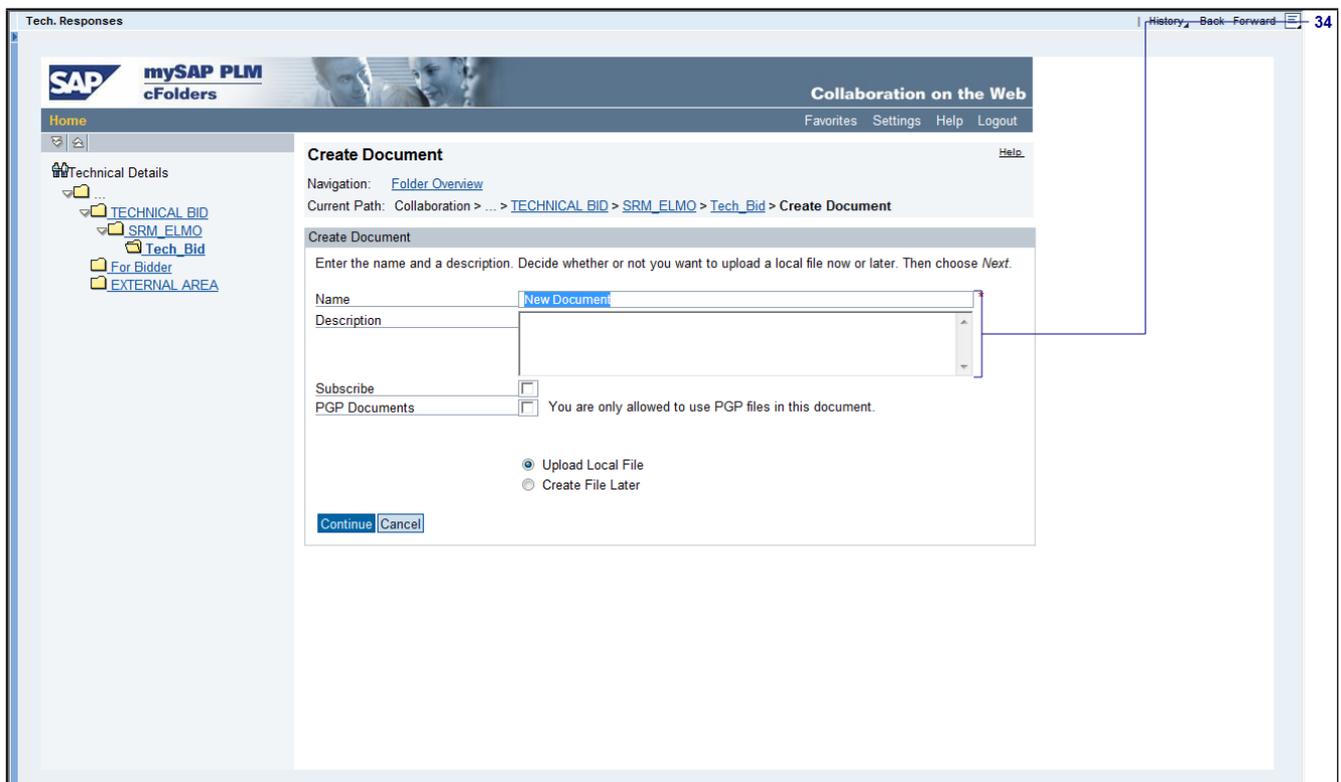
31. Click Create label [Create](#).

**Tech. Responses - SAP NetWeaver Portal**



32. Click Document label [Document](#).

**Tech. Responses - SAP NetWeaver Portal**

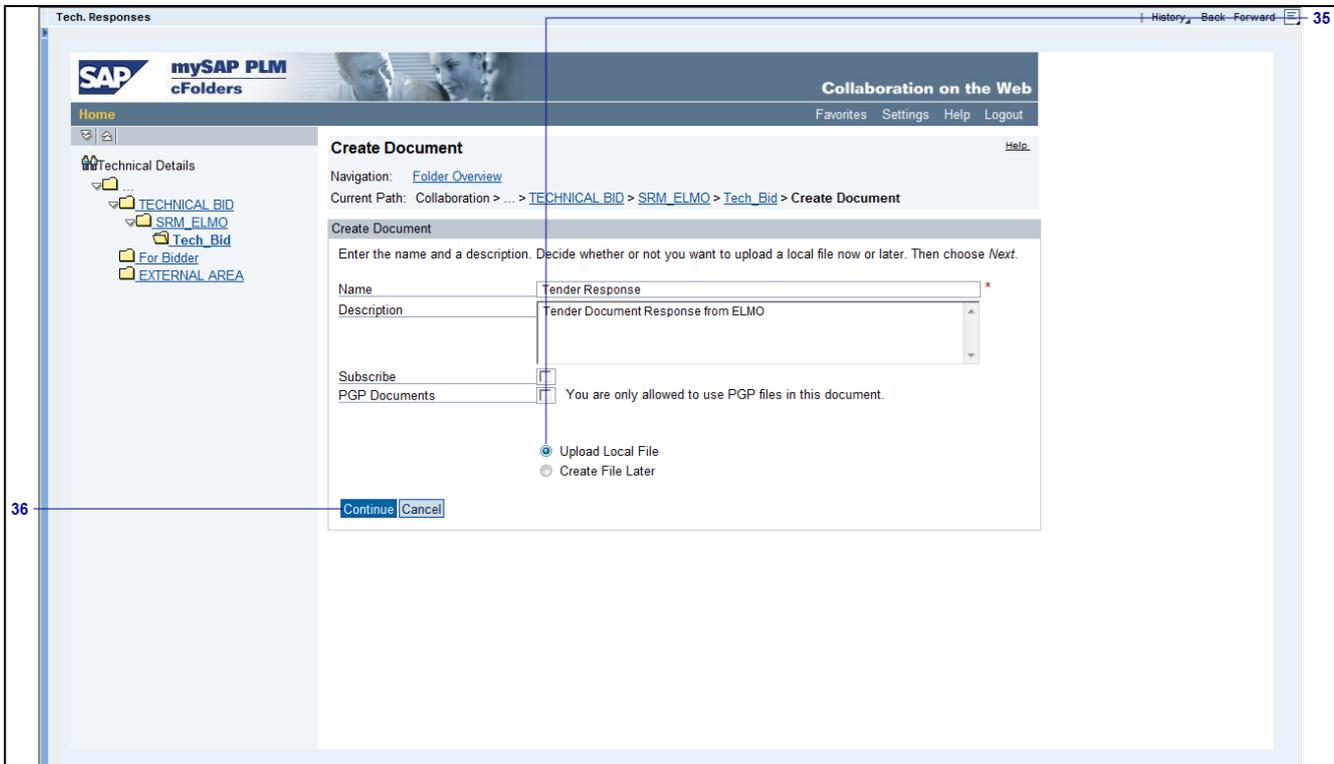


33. Enter Document Name

34. As required, complete/review the following fields:

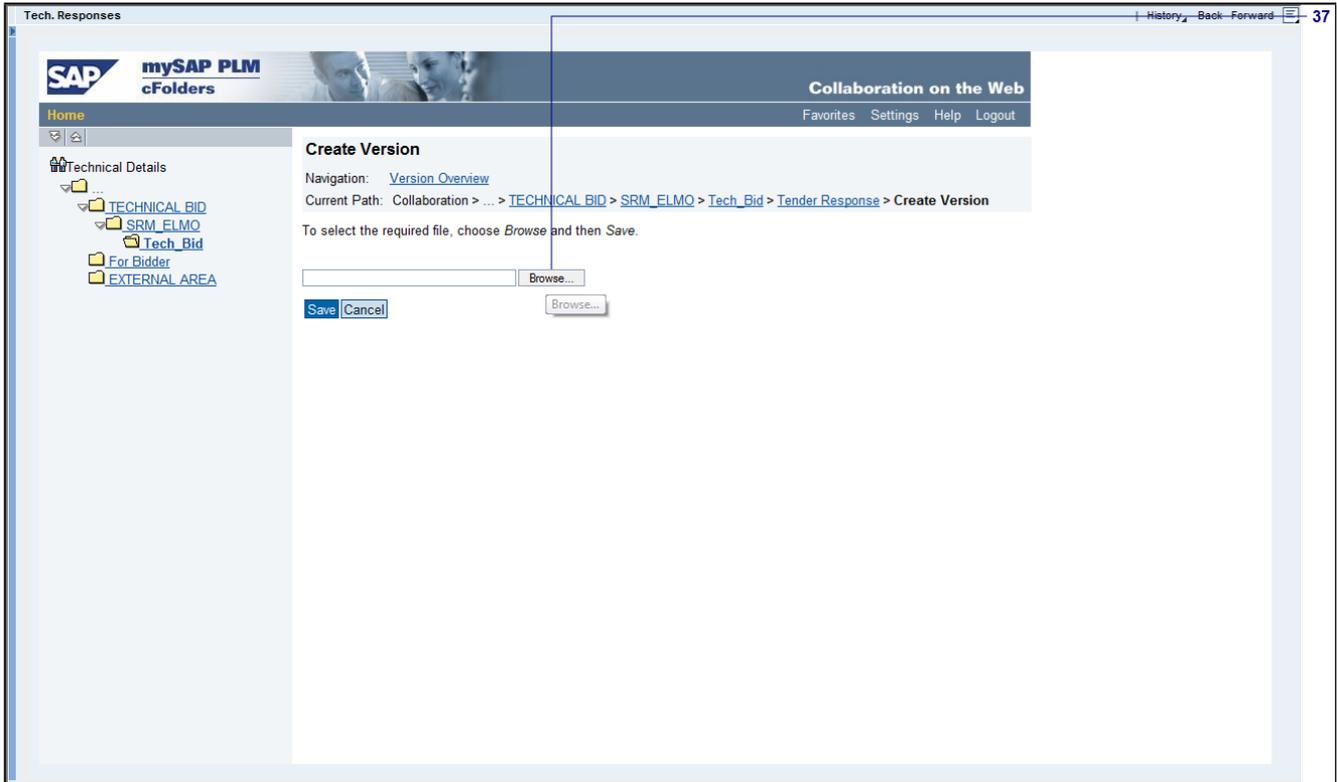
Field	R/O/C	Description
Name	R	Name that identifies an entity. <b>Example:</b> Tender Response
Description	R	Text to identify and characterize an object or activity. <b>Example:</b> Tender Document Response from ELMO

**Tech. Responses - SAP NetWeaver Portal**



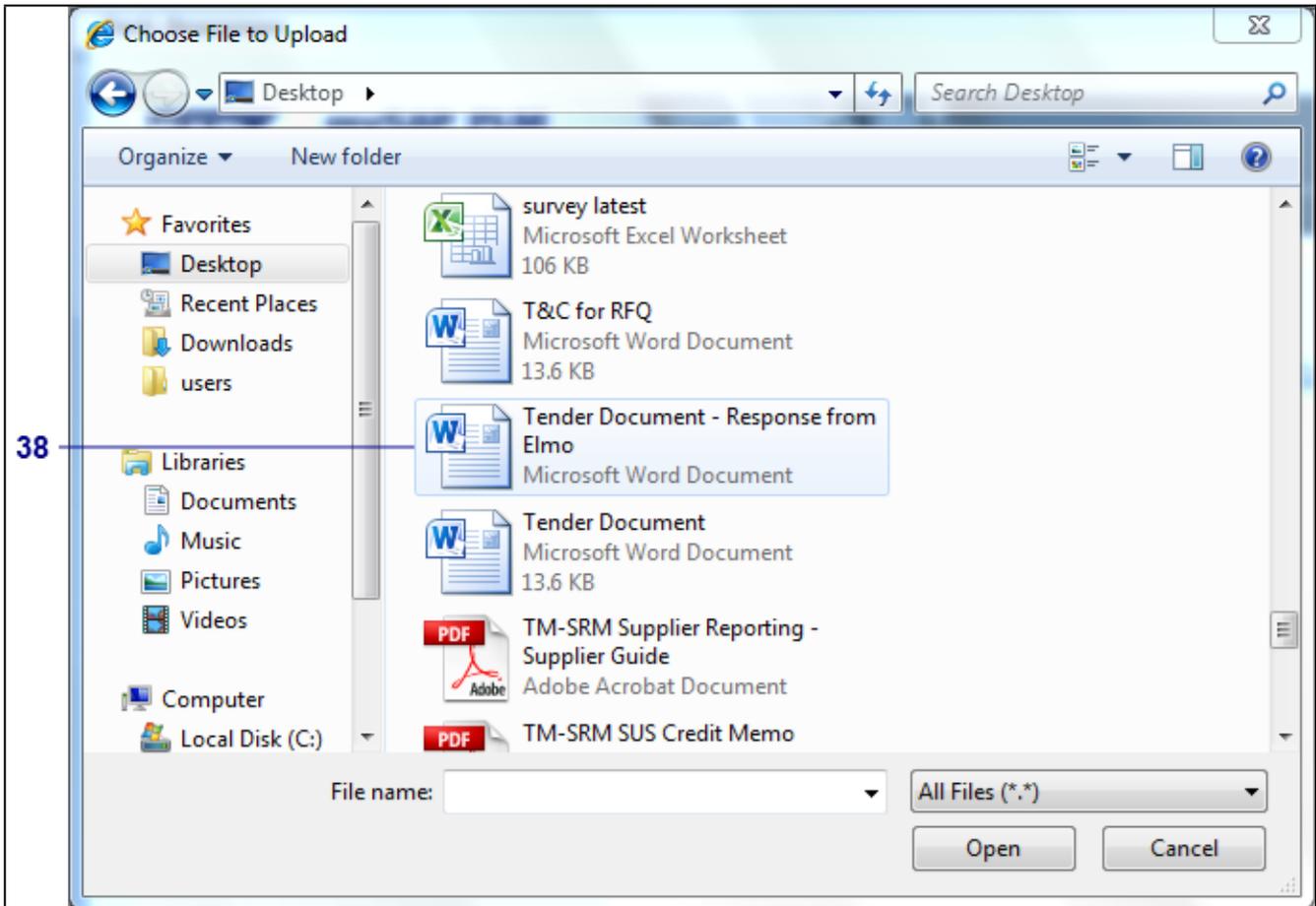
- 35. Click radio button  Upload Local file or you may click on button Create File Later if the Technical Response document still not ready yet .
- 36. Click Continue label **Continue**.

### Tech. Responses - SAP NetWeaver Portal



37. Click Browse... button  to locate your document.

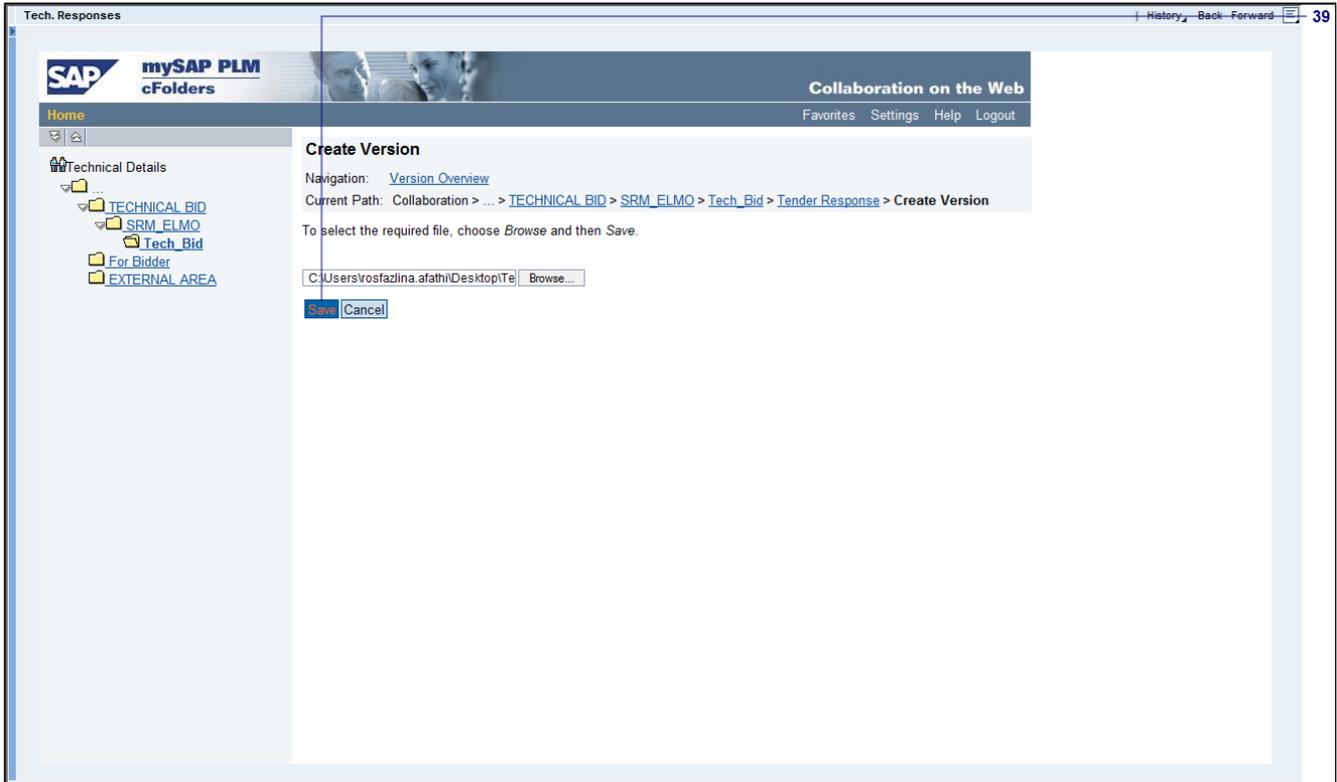
**Choose File to Upload**



38.  Tender Document - Response from Elmo  
Microsoft Word Document

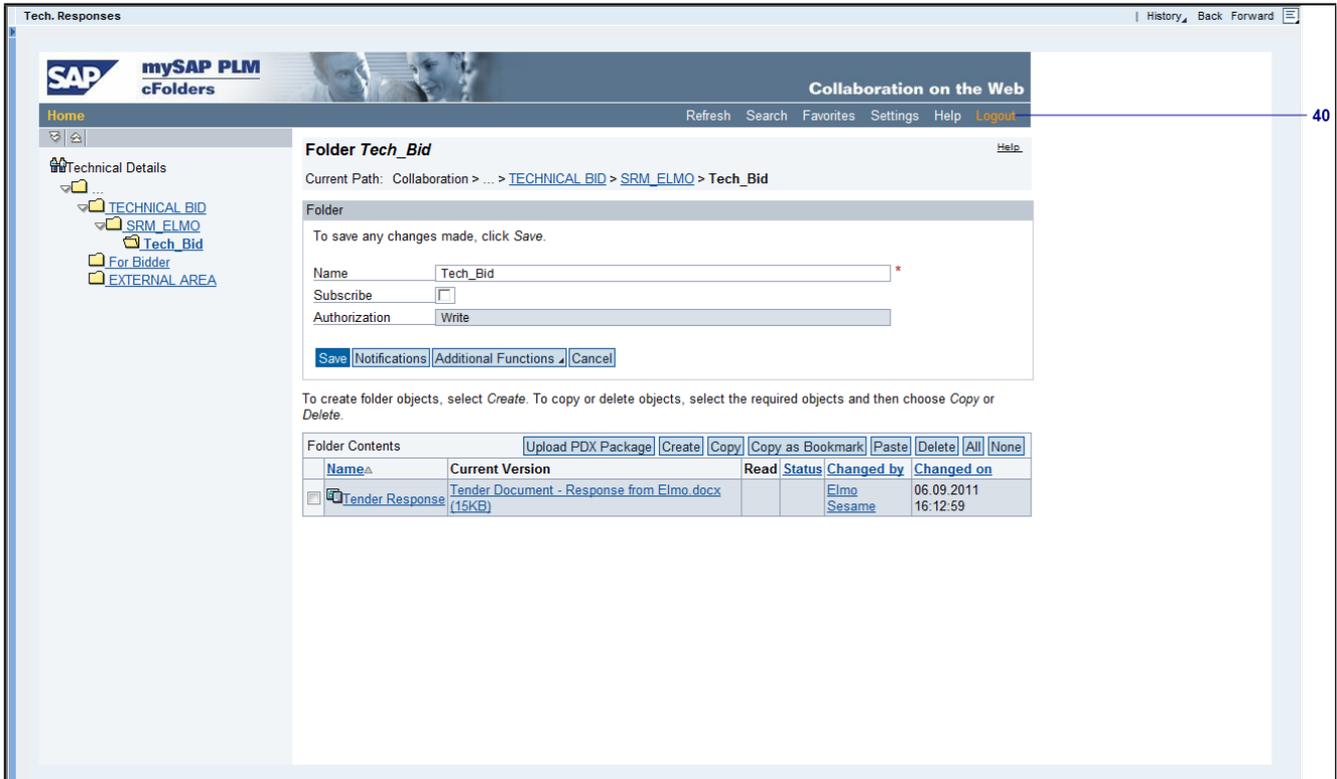
Double-click Items to upload

### Tech. Responses - SAP NetWeaver Portal



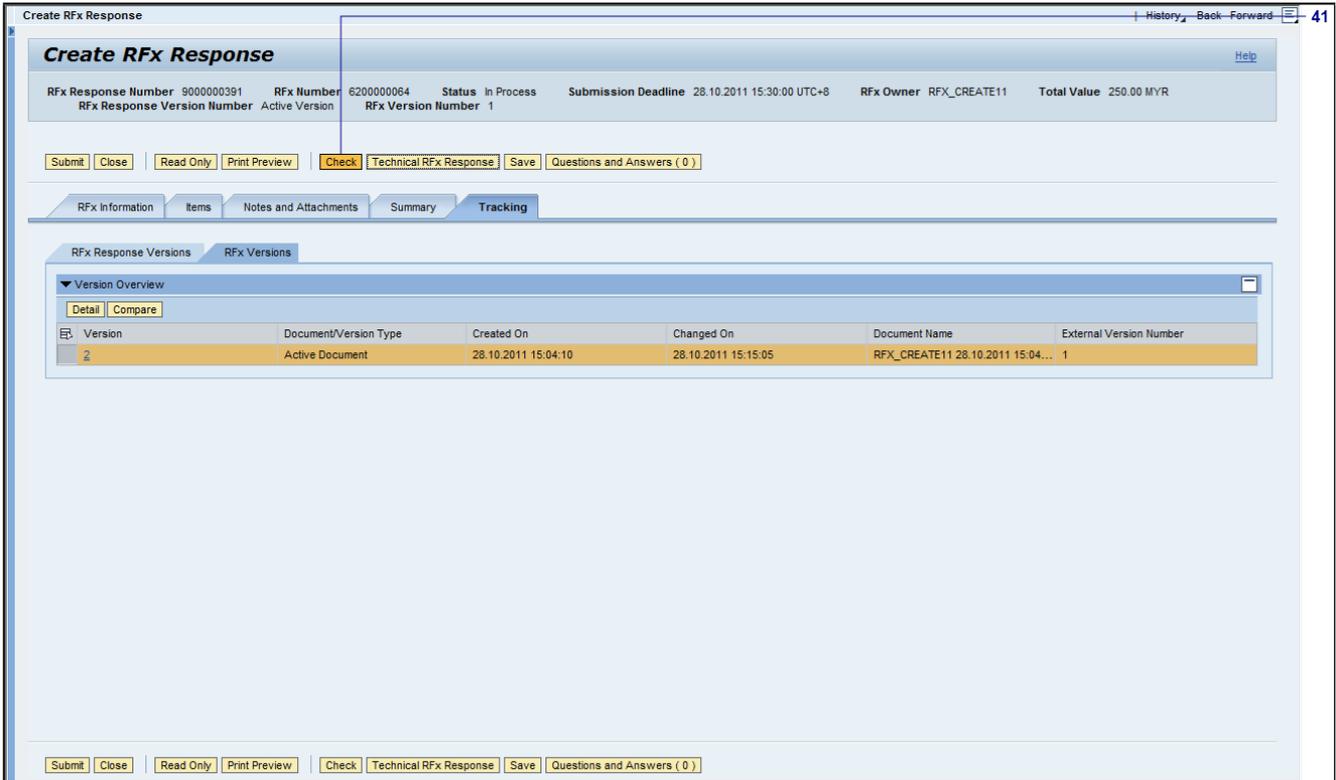
39. Click Save label **Save**.

### Tech. Responses - SAP NetWeaver Portal



40. Click Logout label **Logout**.

### Create RFX Response - SAP NetWeaver Portal



**Create RFX Response**

RFX Response Number 9000000391 RFX Number 6200000064 Status In Process Submission Deadline 28.10.2011 15:30:00 UTC+8 RFX Owner RFX\_CREATE11 Total Value 250.00 MYR  
 RFX Response Version Number Active Version RFX Version Number 1

Submit Close Read Only Print Preview **Check** Technical RFX Response Save Questions and Answers ( 0 )

RFX Information Items Notes and Attachments Summary **Tracking**

RFX Response Versions RFX Versions

Version Overview

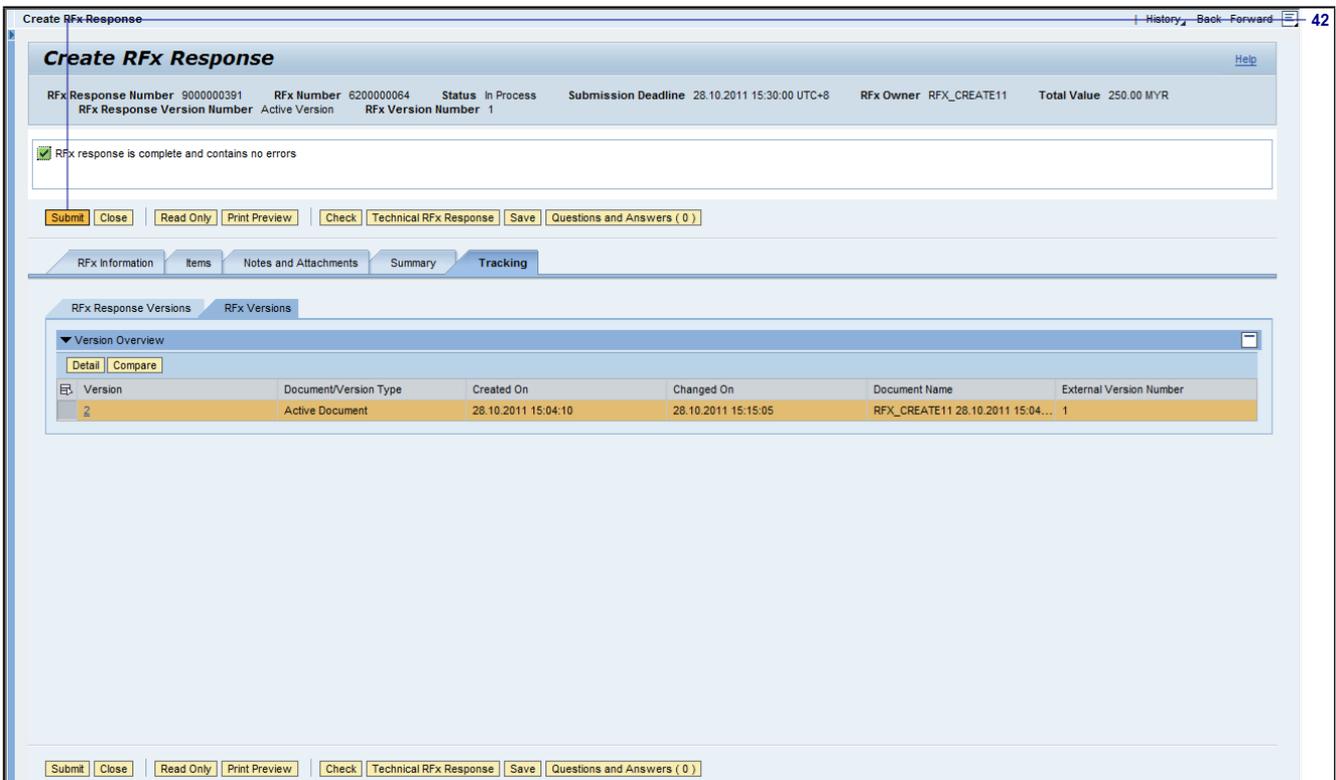
Detail Compare

Version	Document/Version Type	Created On	Changed On	Document Name	External Version Number
2	Active Document	28.10.2011 15:04:10	28.10.2011 15:15:05	RFX_CREATE11 28.10.2011 15:04...	1

Submit Close Read Only Print Preview **Check** Technical RFX Response Save Questions and Answers ( 0 )

41. Click Check button **Check**.

### Create RFX Response - SAP NetWeaver Portal



**Create RFX Response**

RFX Response Number 9000000391 RFX Number 6200000064 Status In Process Submission Deadline 28.10.2011 15:30:00 UTC+8 RFX Owner RFX\_CREATE11 Total Value 250.00 MYR  
 RFX Response Version Number Active Version RFX Version Number 1

RFX response is complete and contains no errors

Submit Close Read Only Print Preview **Submit** Technical RFX Response Save Questions and Answers ( 0 )

RFX Information Items Notes and Attachments Summary **Tracking**

RFX Response Versions RFX Versions

Version Overview

Detail Compare

Version	Document/Version Type	Created On	Changed On	Document Name	External Version Number
2	Active Document	28.10.2011 15:04:10	28.10.2011 15:15:05	RFX_CREATE11 28.10.2011 15:04...	1

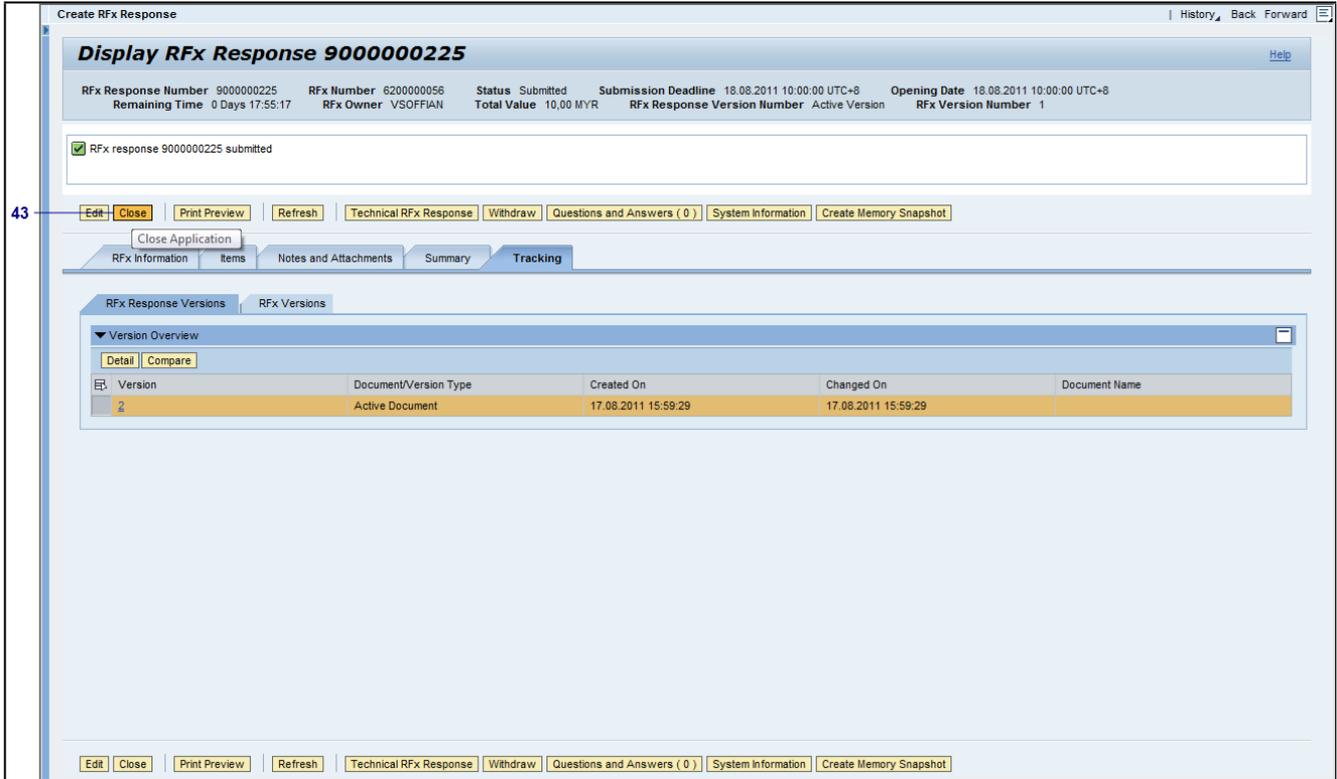
Submit Close Read Only Print Preview **Submit** Technical RFX Response Save Questions and Answers ( 0 )

42. Click Submit button **Submit**.



The system displays message, "RFx response is complete and contains no errors".

### Create RFx Response - SAP NetWeaver Portal



The screenshot shows the SAP NetWeaver Portal interface for displaying an RFx response. The main heading is "Display RFx Response 900000225". Below this, there is a summary of the response details:

Rfx Response Number	9000000225	Rfx Number	6200000056	Status	Submitted	Submission Deadline	18.08.2011 10:00:00 UTC+8	Opening Date	18.08.2011 10:00:00 UTC+8
Remaining Time	0 Days 17:55:17	Rfx Owner	VSOFFIAN	Total Value	10,00 MYR	Rfx Response Version Number	Active Version	Rfx Version Number	1

A message box indicates: "RFx response 900000225 submitted". Below this, there are several action buttons: Edit, Close, Print Preview, Refresh, Technical RFx Response, Withdraw, Questions and Answers (0), System Information, and Create Memory Snapshot. A blue arrow labeled "43" points to the "Close" button. Below the buttons, there are tabs for "Close Application", "RFx Information", "Items", "Notes and Attachments", "Summary", and "Tracking". The "Tracking" tab is active, showing a "Version Overview" table:

Version	Document/Version Type	Created On	Changed On	Document Name
2	Active Document	17.08.2011 15:59:29	17.08.2011 15:59:29	

At the bottom of the screenshot, the same set of action buttons is visible, with the "Close" button highlighted by a blue box.

43. Click Close button Close.



The system displays message, "RFx response 900000225 submitted". The system status changed to "Submitted".