

	WORK INSTRUCTION	Page: 1 of 17
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)	Revision: Approved
	BE Manage eRFx (for Bidder - 1 Tier Evaluation)	

Transaction Overview

What

Use this procedure to response to the RFQ invitation created by purchaser.

When

Perform this procedure when responding to the 1 Tier Evaluation and Non SUS RFQ.

Prerequisites

- RFQ invitation has been sent out to the bidders via email

Menu Path

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

Transaction Code

Not Applicable

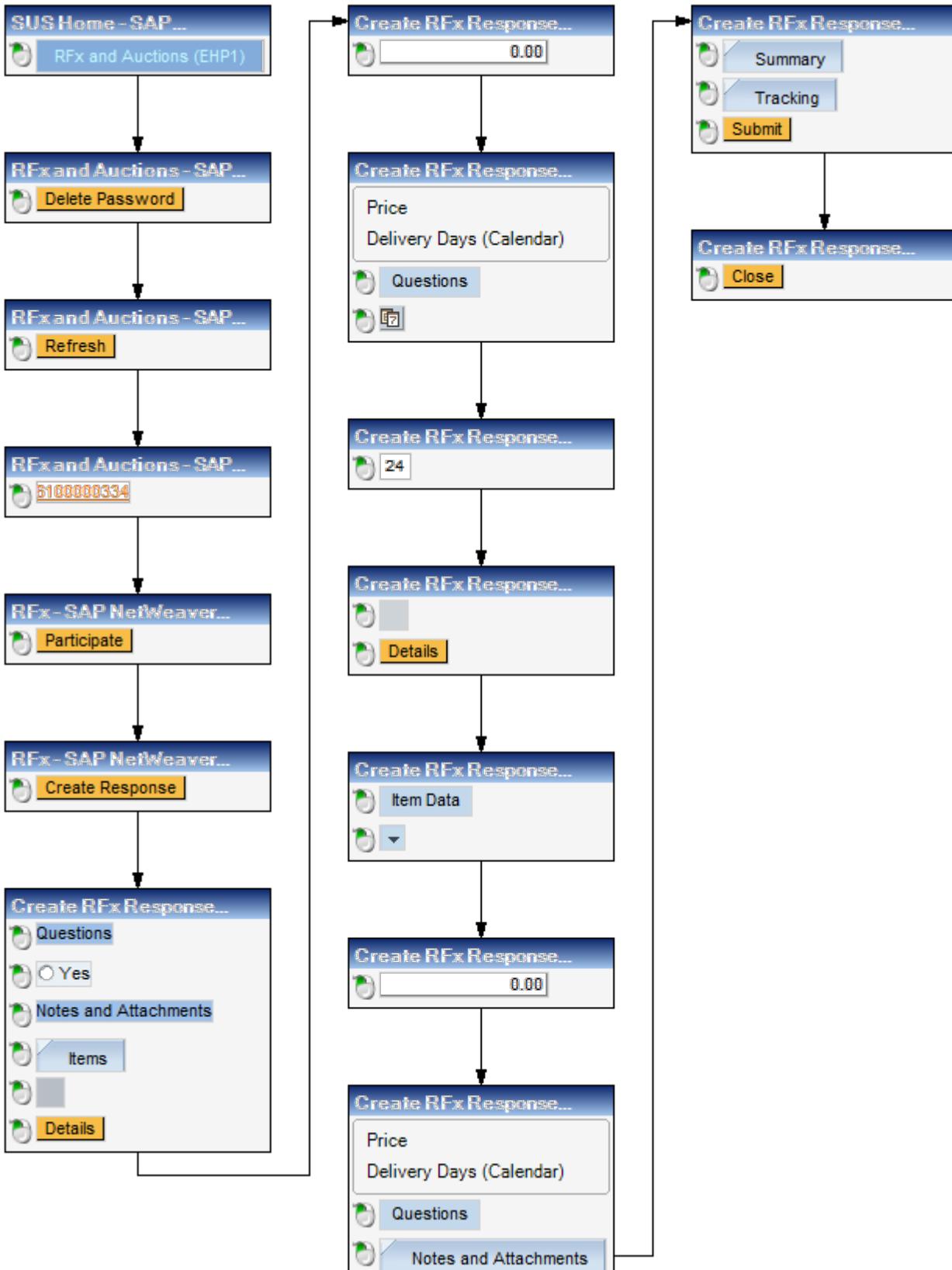
Roles

- Bidder

Helpful Hints

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

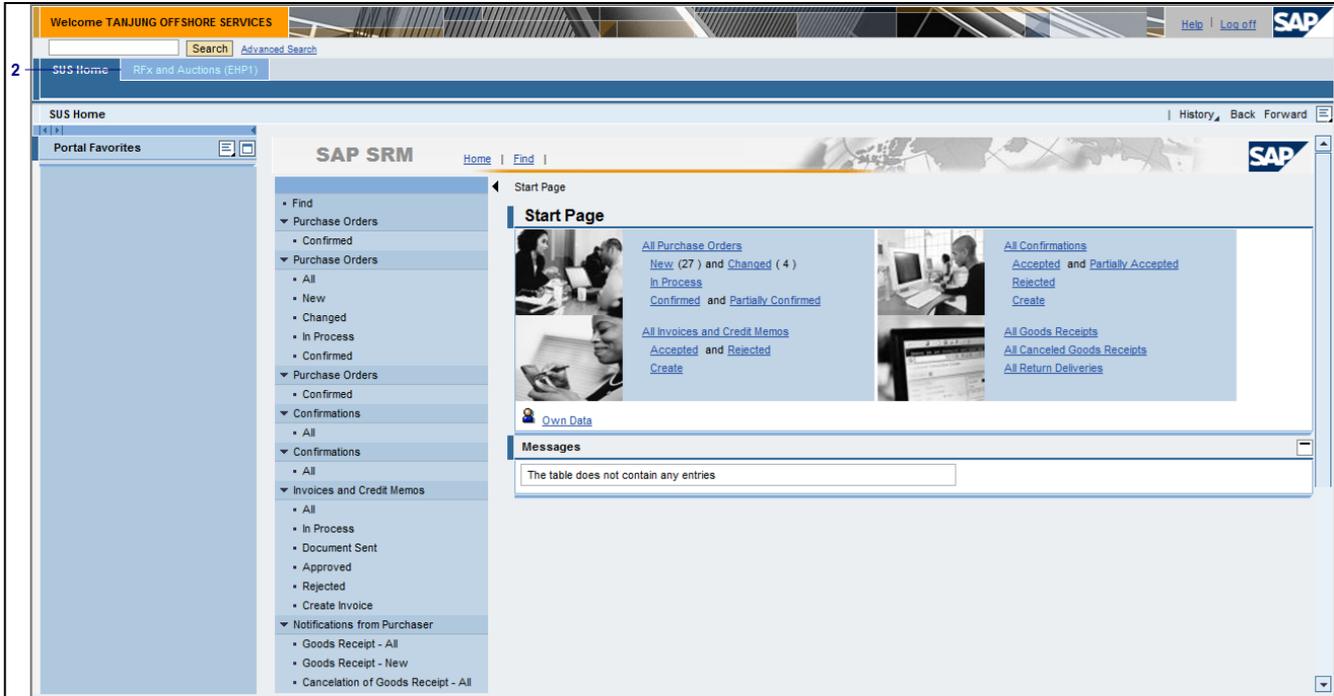
Screen Flow



Procedure

1. Start the transaction using the menu path or transaction code.

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



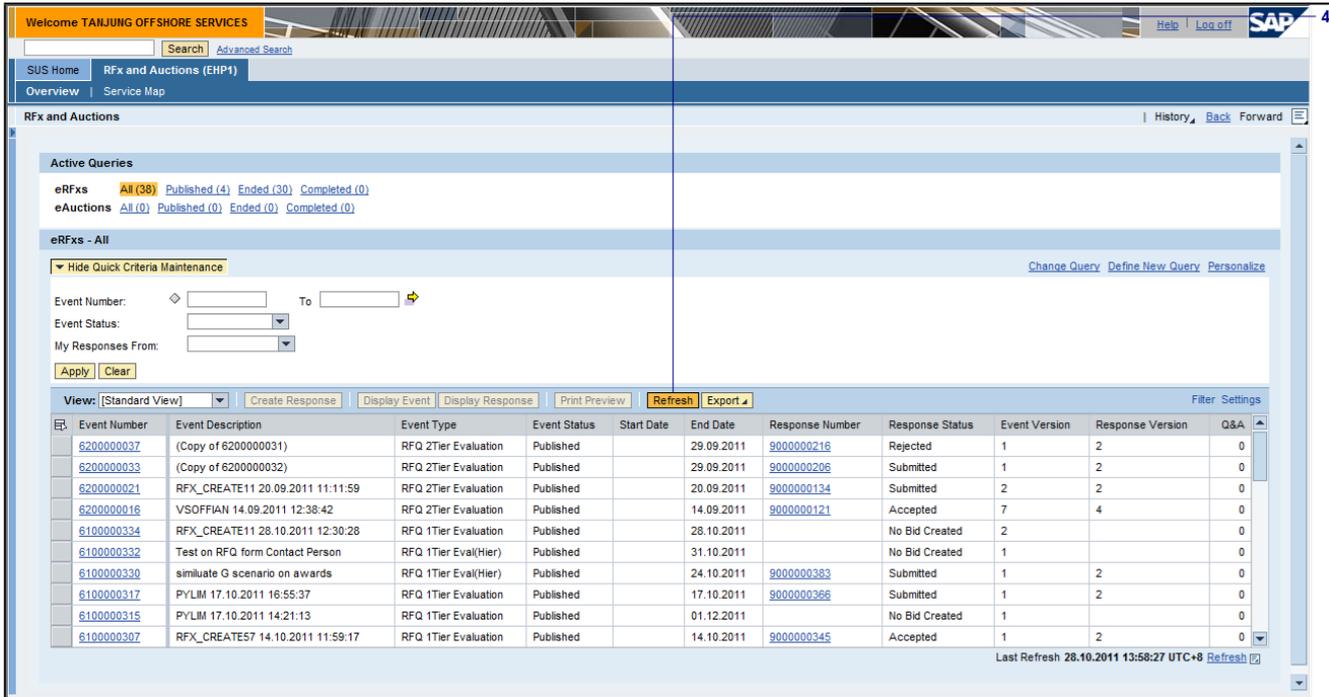
2. Click RFx and Auctions (EHP1) tab control RFx and Auctions (EHP1).

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 \(38\)](#) [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:

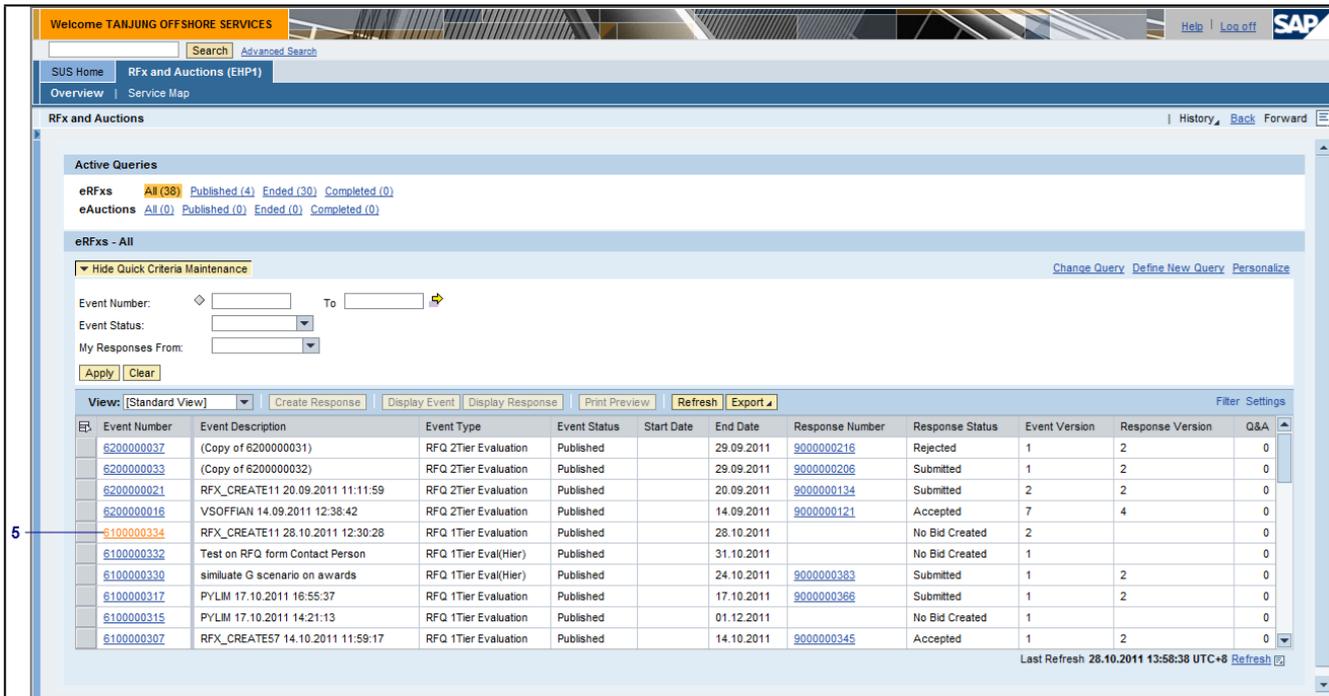
View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
6200000037	(Copy of 6200000031)	RFQ 2Tier Evaluation	Published	29.09.2011	29.09.2011	9000000216	Rejected	1	2	0
6200000033	(Copy of 6200000032)	RFQ 2Tier Evaluation	Published	29.09.2011	29.09.2011	9000000206	Submitted	1	2	0
6200000021	RFX_CREATE11 20.09.2011 11:11:59	RFQ 2Tier Evaluation	Published	20.09.2011	20.09.2011	9000000134	Submitted	2	2	0
6200000016	VSOFFIAN 14.09.2011 12:38:42	RFQ 2Tier Evaluation	Published	14.09.2011	14.09.2011	9000000121	Accepted	7	4	0
6100000334	RFX_CREATE11 28.10.2011 12:30:28	RFQ 1Tier Evaluation	Published	28.10.2011	28.10.2011		No Bid Created	2		0
6100000332	Test on RFQ form Contact Person	RFQ 1Tier Eval(Hier)	Published	31.10.2011	31.10.2011		No Bid Created	1		0
6100000330	simulate G scenario on awards	RFQ 1Tier Eval(Hier)	Published	24.10.2011	24.10.2011	9000000383	Submitted	1	2	0
6100000317	PYLIM 17.10.2011 16:55:37	RFQ 1Tier Evaluation	Published	17.10.2011	17.10.2011	9000000366	Submitted	1	2	0
6100000315	PYLIM 17.10.2011 14:21:13	RFQ 1Tier Evaluation	Published	01.12.2011	01.12.2011		No Bid Created	1		0
6100000307	RFX_CREATE57 14.10.2011 11:59:17	RFQ 1Tier Evaluation	Published	14.10.2011	14.10.2011	9000000345	Accepted	1	2	0

Last Refresh 28.10.2011 13:58:27 UTC+8

4. Click Refresh button .

RFx and Auctions - SAP NetWeaver Portal



Active Queries

eRFxs [All \(38\)](#) [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:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
6200000037	(Copy of 6200000031)	RFQ 2Tier Evaluation	Published	29.09.2011	29.09.2011	9000000216	Rejected	1	2	0
6200000033	(Copy of 6200000032)	RFQ 2Tier Evaluation	Published	29.09.2011	29.09.2011	9000000206	Submitted	1	2	0
6200000021	RFX_CREATE11 20.09.2011 11:11:59	RFQ 2Tier Evaluation	Published	20.09.2011	20.09.2011	9000000134	Submitted	2	2	0
6200000016	VSOFFIAN 14.09.2011 12:38:42	RFQ 2Tier Evaluation	Published	14.09.2011	14.09.2011	9000000121	Accepted	7	4	0
6100000334	RFX_CREATE11 28.10.2011 12:30:28	RFQ 1Tier Evaluation	Published	28.10.2011	28.10.2011		No Bid Created	2		0
6100000332	Test on RFQ form Contact Person	RFQ 1Tier Eval(Hier)	Published	31.10.2011	31.10.2011		No Bid Created	1		0
6100000330	simulate G scenario on awards	RFQ 1Tier Eval(Hier)	Published	24.10.2011	24.10.2011	9000000383	Submitted	1	2	0
6100000317	PYLIM 17.10.2011 16:55:37	RFQ 1Tier Evaluation	Published	17.10.2011	17.10.2011	9000000366	Submitted	1	2	0
6100000315	PYLIM 17.10.2011 14:21:13	RFQ 1Tier Evaluation	Published	01.12.2011	01.12.2011		No Bid Created	1		0
6100000307	RFX_CREATE57 14.10.2011 11:59:17	RFQ 1Tier Evaluation	Published	14.10.2011	14.10.2011	9000000345	Accepted	1	2	0

Last Refresh 28.10.2011 13:58:38 UTC+8

5. Click 6100000334 link label [6100000334](#). The next screen appears at the back.

RFx - SAP NetWeaver Portal

Display RFX : 6100000334

RFX Number 6100000334 RFX Name RFX_CREATE11 28.10.2011 12:30:28 RFX Status Published RFX Start Date Submission Deadline 28.10.2011 14:30:00 UTC+8
 Remaining Time RFX Number 0 Days 00:31:08 RFX Owner RFX_CREATE11 RFX Version Number 2 RFX Version Type Active Version

Close | Print Preview | Refresh | **Participate** | Do Not Participate | 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 14:30:00
 Currency: MYR

Partners and Delivery Information

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

Close | Print Preview | Refresh | Participate | Do Not Participate | Questions and Answers (0)

6. Click Participate button **Participate**.

RFx - SAP NetWeaver Portal

Display RFX : 6100000334

RFX Number 6100000334 RFX Name RFX_CREATE11 28.10.2011 12:30:28 RFX Status Published RFX Start Date Submission Deadline 28.10.2011 14:30:00 UTC+8
 Remaining Time RFX Number 0 Days 00:30:56 RFX Owner RFX_CREATE11 RFX Version Number 2 RFX Version Type Active Version

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

Close | Print Preview | Refresh | Do Not Participate | **Create Response** | Questions and Answers (0)

RFX Information | Items | Notes and Attachments | Create Bid

RFX Parameters | Questions | Note and Attachments

Time Zone: UTC+8
 Submission Deadline: * 28.10.2011 14:30:00
 Currency: MYR

Partners and Delivery Information

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

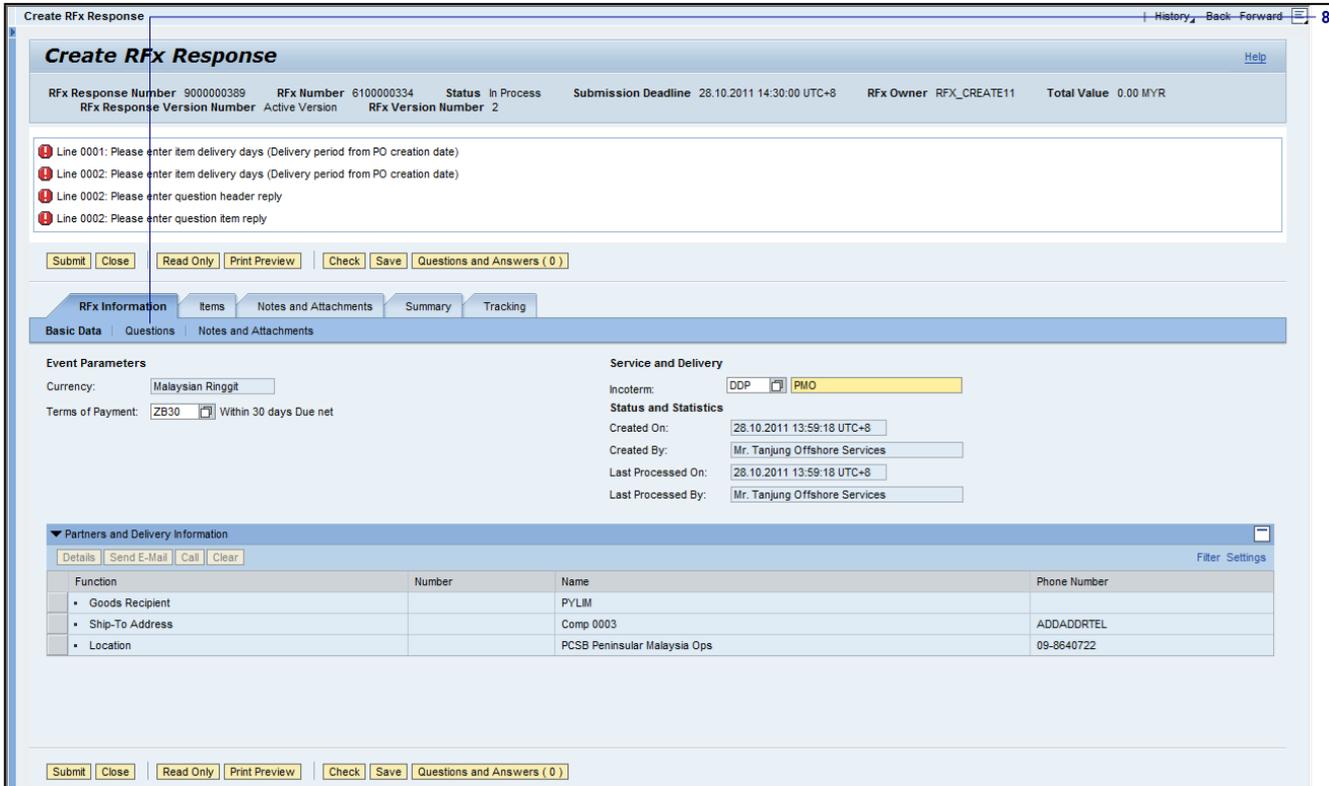
Close | Print Preview | Refresh | Do Not Participate | Create Response | Questions and Answers (0)

7. Click Create Response button **Create Response**.



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

Create RFX Response - SAP NetWeaver Portal



Create RFX Response

RFX Response Number: 9000000389 | RFX Number: 6100000334 | Status: In Process | Submission Deadline: 28.10.2011 14:30:00 UTC+8 | RFX Owner: RFX_CREATE11 | Total Value: 0.00 MYR

RFX Response Version Number: Active Version | RFX Version Number: 2

Line 0001: Please enter item delivery days (Delivery period from PO creation date)
 Line 0002: Please enter item delivery days (Delivery period from PO creation date)
 Line 0002: Please enter question header reply
 Line 0002: Please enter question item reply

Buttons: Submit, Close, Read Only, Print Preview, Check, Save, Questions and Answers (0)

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

Basic Data | Questions | Notes and Attachments

Event Parameters
 Currency: Malaysian Ringgit
 Terms of Payment: ZB30 Within 30 days Due net

Service and Delivery
 Incoterm: DDP PMO

Status and Statistics
 Created On: 28.10.2011 13:59:18 UTC+8
 Created By: Mr. Tanjung Offshore Services
 Last Processed On: 28.10.2011 13:59:18 UTC+8
 Last Processed By: Mr. Tanjung Offshore Services

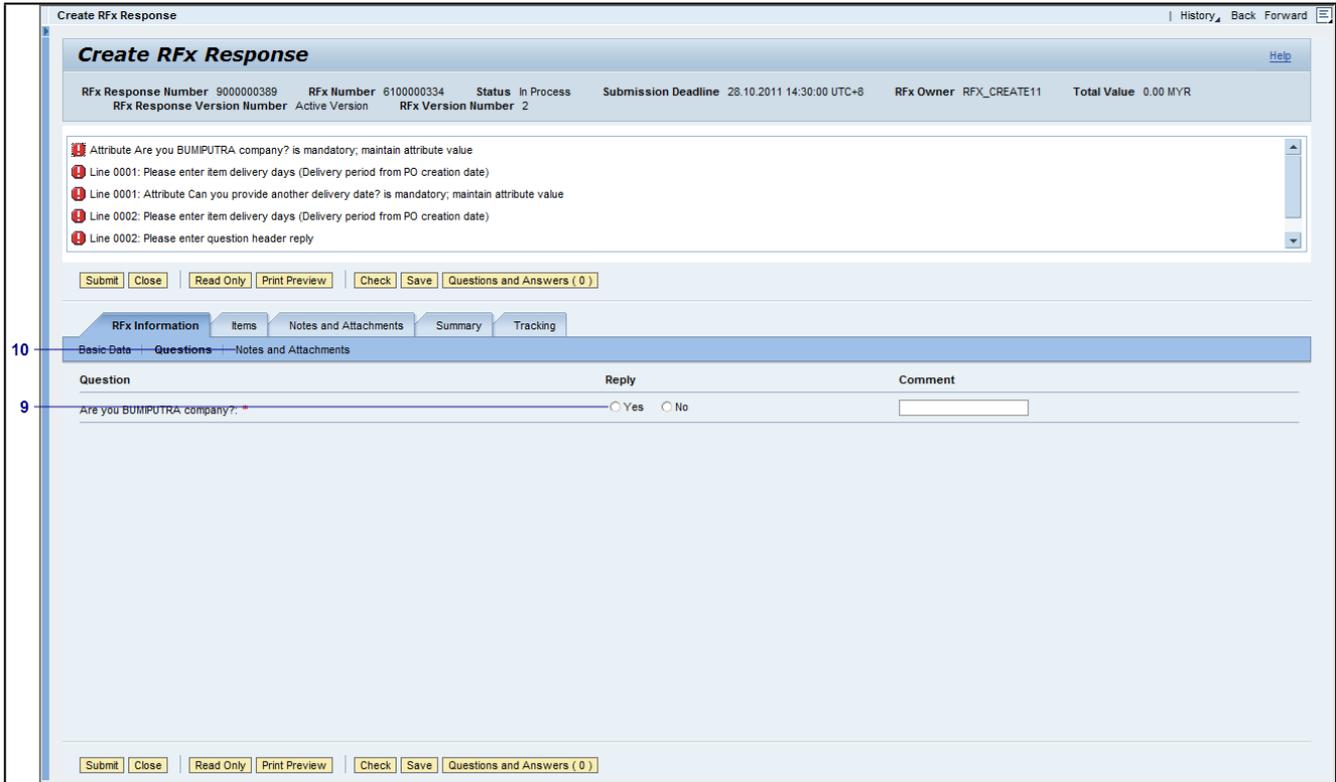
Partners and Delivery Information

Function	Number	Name	Phone Number
• Goods Recipient		PYLM	
• Ship-To Address		Comp 0003	ADDADDRTEL
• Location		PCSB Peninsular Malaysia Ops	09-8640722

Buttons: Submit, Close, Read Only, Print Preview, Check, Save, Questions and Answers (0)

8. On RFX Information tab, click Questions menu item **Questions** to answer all questions posted by the purchaser in RFQ header.

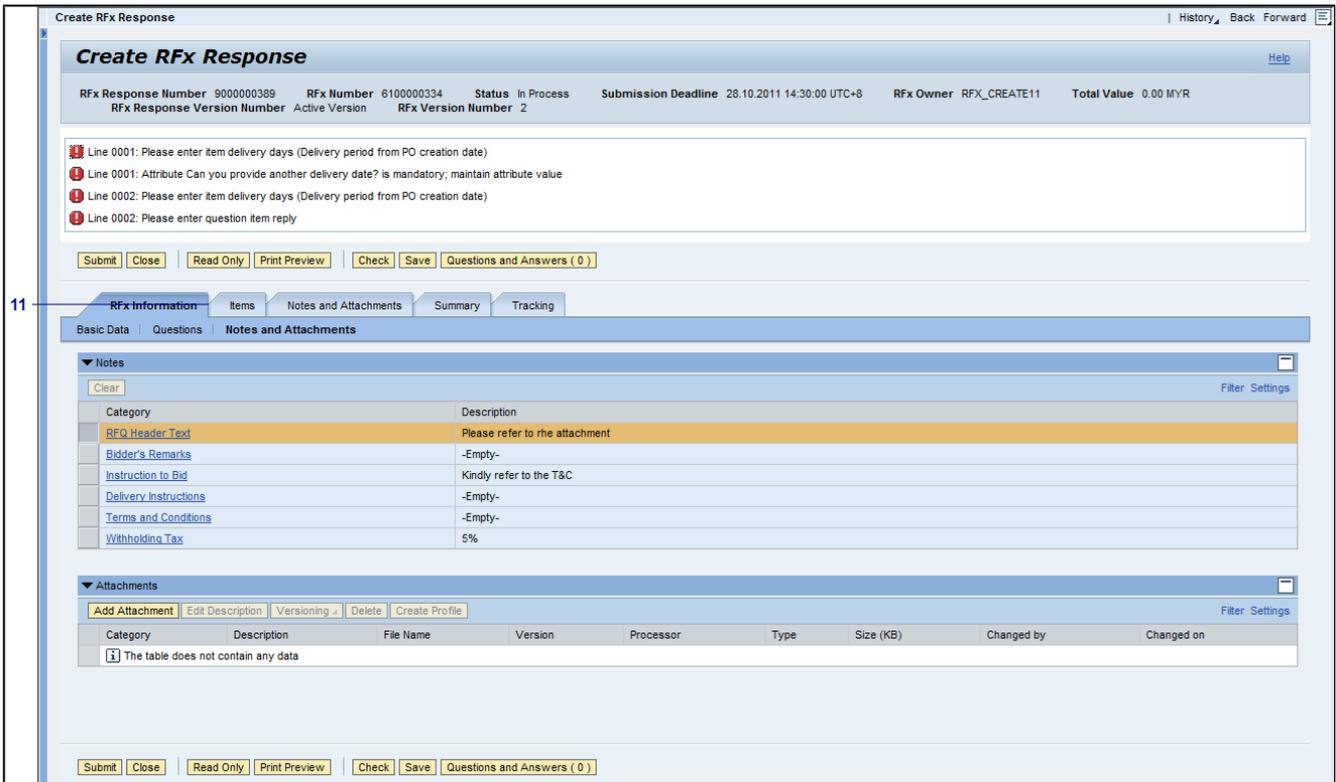
Create RFX Response - SAP NetWeaver Portal



The screenshot displays the 'Create RFX Response' interface. At the top, there is a header with 'Create RFX Response' and a 'Help' link. Below this, a summary bar shows details like 'RFX Response Number 9000000389', 'RFX Number 6100000334', 'Status In Process', 'Submission Deadline 28.10.2011 14:30:00 UTC+8', 'RFX Owner RFX_CREATE11', and 'Total Value 0.00 MYR'. A list of questions is shown, with error messages for several items. The question 'Are you BUMPUTRA company?' is marked with a red asterisk. The 'Reply' column for this question shows 'Yes' selected. A 'Notes and Attachments' menu item is highlighted in blue. Navigation buttons are located at the top and bottom of the page.

9. Click Yes radio button Yes.
10. Click Notes and Attachments menu item **Notes and Attachments**. This screen will displays any additional notes / remarks for bidders.

Create RFX Response - SAP NetWeaver Portal



Create RFX Response

RFX Response Number: 900000389 | RFX Number: 610000334 | Status: In Process | Submission Deadline: 28.10.2011 14:30:00 UTC+8 | RFX Owner: RFX_CREATE11 | Total Value: 0.00 MYR

Line 0001: Please enter item delivery days (Delivery period from PO creation date)
 Line 0001: Attribute Can you provide another delivery date? is mandatory; maintain attribute value
 Line 0002: Please enter item delivery days (Delivery period from PO creation date)
 Line 0002: Please enter question item reply

Buttons: Submit, Close, Read Only, Print Preview, Check, Save, Questions and Answers (0)

Navigation: RFX Information, **Items**, Notes and Attachments, Summary, Tracking

Section: Notes and Attachments

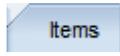
Notes:

Category	Description
RFQ Header Text	Please refer to the attachment
Bidder's Remarks	-Empty-
Instruction to Bid	Kindly refer to the T&C
Delivery Instructions	-Empty-
Terms and Conditions	-Empty-
Withholding Tax	5%

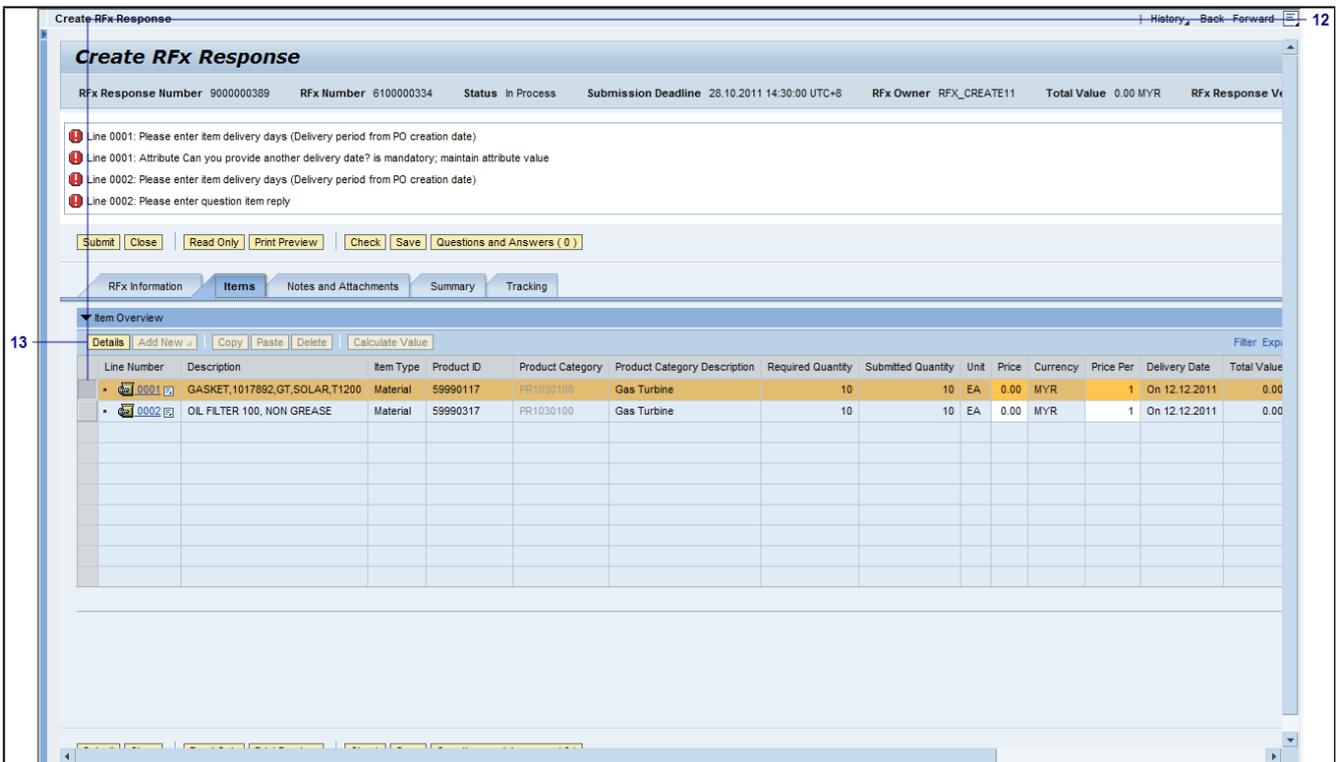
Attachments:

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

Buttons: Submit, Close, Read Only, Print Preview, Check, Save, Questions and Answers (0)

11. Click Items tab control 

Create RFX Response - SAP NetWeaver Portal



Create RFX Response

RFX Response Number: 900000389 | RFX Number: 610000334 | Status: In Process | Submission Deadline: 28.10.2011 14:30:00 UTC+8 | RFX Owner: RFX_CREATE11 | Total Value: 0.00 MYR

Line 0001: Please enter item delivery days (Delivery period from PO creation date)
 Line 0001: Attribute Can you provide another delivery date? is mandatory; maintain attribute value
 Line 0002: Please enter item delivery days (Delivery period from PO creation date)
 Line 0002: Please enter question item reply

Buttons: Submit, Close, Read Only, Print Preview, Check, Save, Questions and Answers (0)

Navigation: RFX Information, **Items**, Notes and Attachments, Summary, Tracking

Section: Item Overview

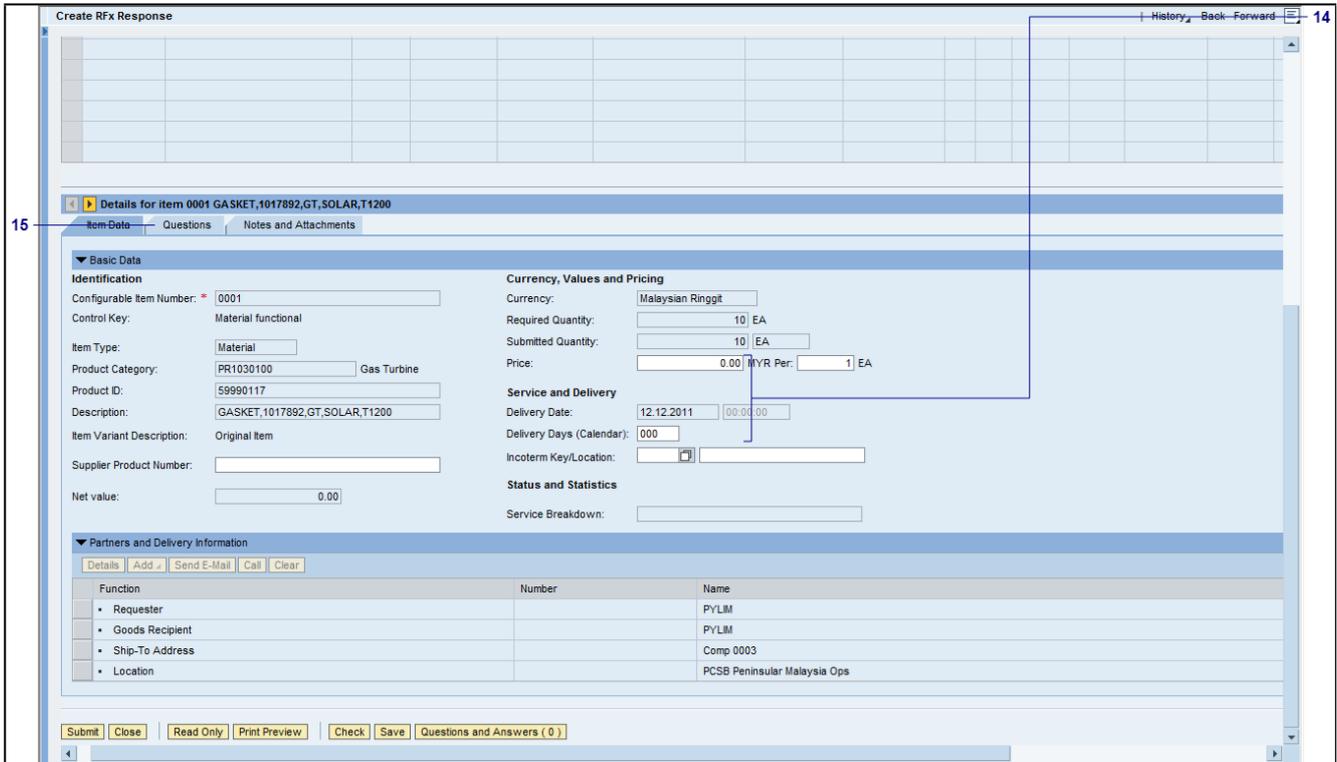
Buttons: Details, Add New, Copy, Paste, Delete, Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
0001	GASKET,1017892,GT,SOLAR,T1200	Material	59990117	PR1030100	Gas Turbine	10	10	EA	0.00	MYR	1	On 12.12.2011	0.00
0002	OIL FILTER 100, NON GREASE	Material	59990317	PR1030100	Gas Turbine	10	10	EA	0.00	MYR	1	On 12.12.2011	0.00

12. Click button 

13. Click Details button **Details**. Scroll down to enter more information regarding price and estimated delivery days once PO has received.

Create RFx Response - SAP NetWeaver Portal



14

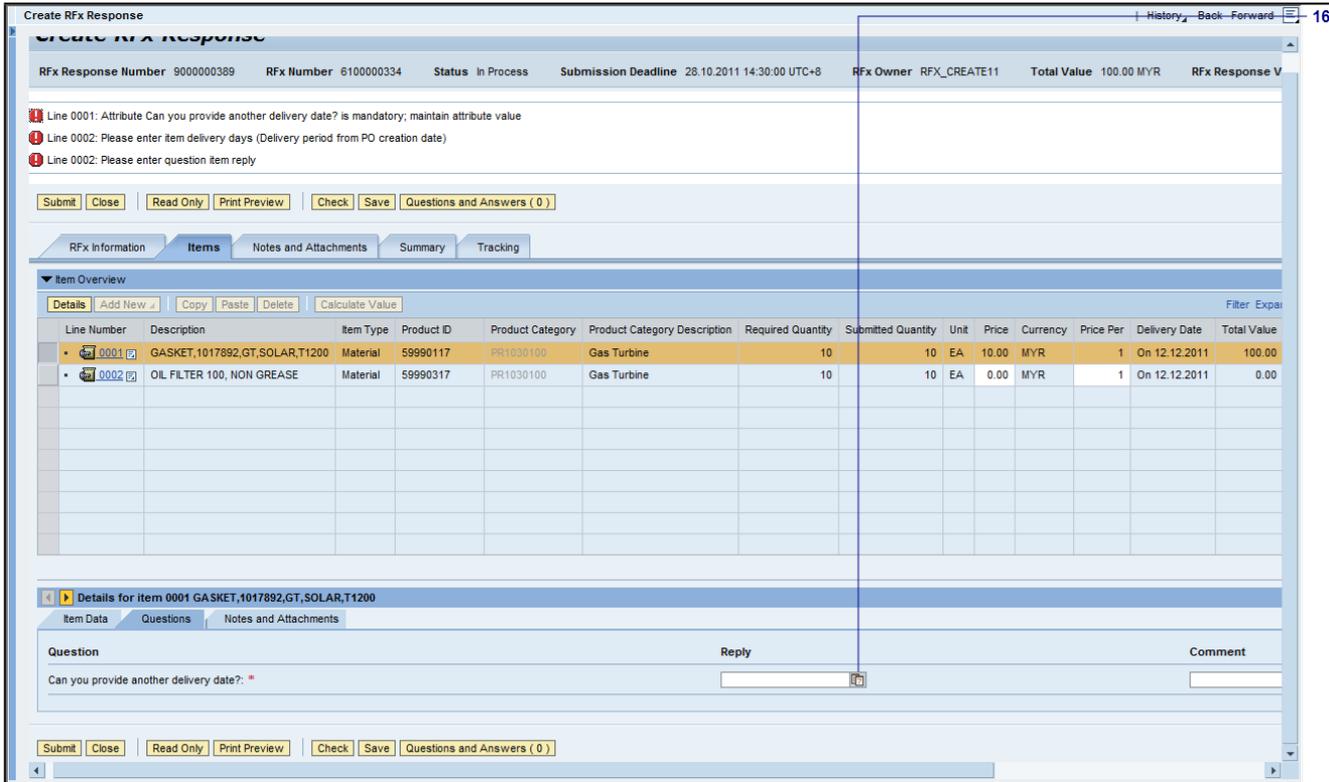
15

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

Field	R/O/C	Description
Price:	R	Enter price of material / service charge offered by bidder. Example: 10
Delivery Days (Calendar):	R	Enter delivery days taken to deliver service / goods. Example: 3

15. Click Questions tab control **Questions** to answer all questions on items.

Create RFX Response - SAP NetWeaver Portal



RFX Response Number 9000000389 RFX Number 6100000334 Status In Process Submission Deadline 28.10.2011 14:30:00 UTC+8 RFX Owner RFX_CREATE11 Total Value 100.00 MYR RFX Response V

Line 0001: Attribute Can you provide another delivery date? is mandatory, maintain attribute value
 Line 0002: Please enter item delivery days (Delivery period from PO creation date)
 Line 0002: Please enter question item reply

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

RFX Information Items Notes and Attachments Summary Tracking

Item Overview

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
0001	GASKET,1017892,GT,SOLAR,T1200	Material	59990117	PR1030100	Gas Turbine	10	10	EA	10.00	MYR	1	On 12.12.2011	100.00
0002	OIL FILTER 100, NON GREASE	Material	59990317	PR1030100	Gas Turbine	10	10	EA	0.00	MYR	1	On 12.12.2011	0.00

Details for item 0001 GASKET,1017892,GT,SOLAR,T1200

Item Data Questions Notes and Attachments

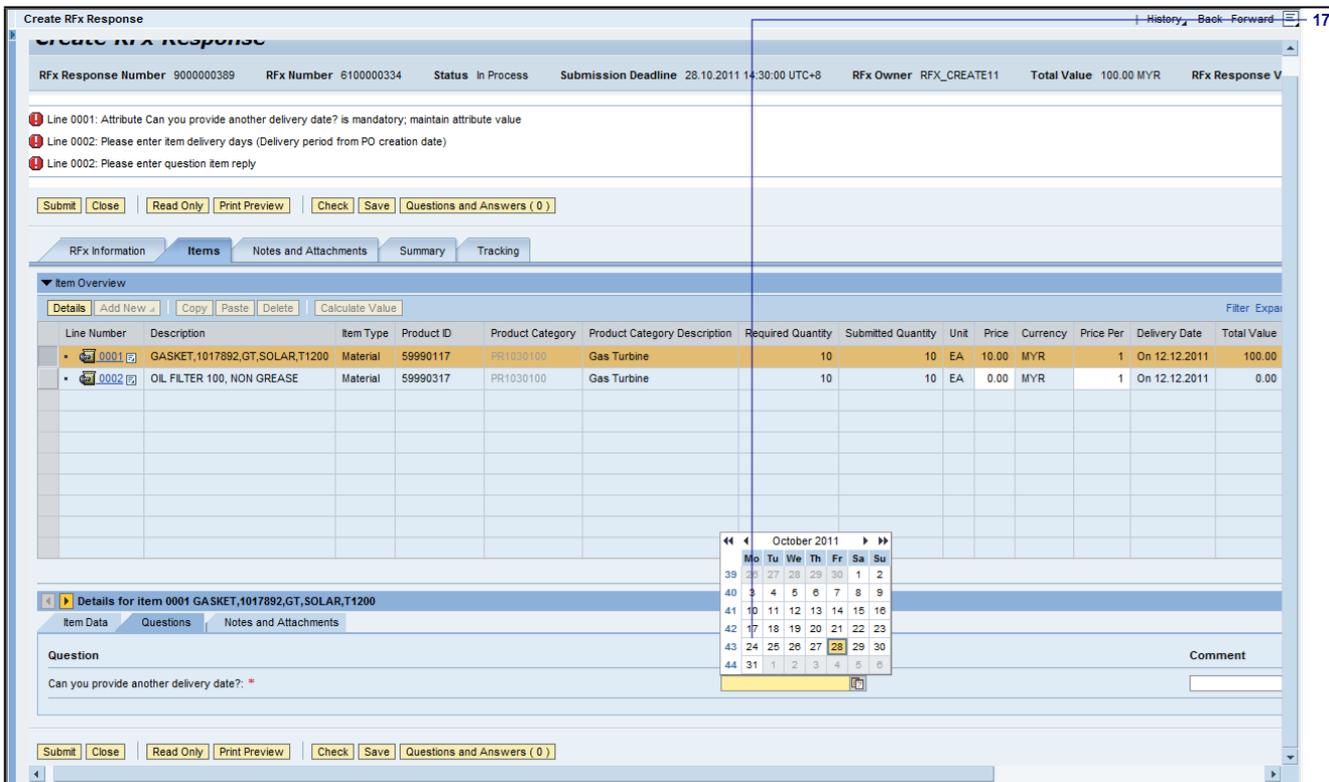
Question Reply Comment

Can you provide another delivery date? *

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

16. Click button  to select date.

Create RFX Response - SAP NetWeaver Portal



RFX Response Number 9000000389 RFX Number 6100000334 Status In Process Submission Deadline 28.10.2011 14:30:00 UTC+8 RFX Owner RFX_CREATE11 Total Value 100.00 MYR RFX Response V

Line 0001: Attribute Can you provide another delivery date? is mandatory, maintain attribute value
 Line 0002: Please enter item delivery days (Delivery period from PO creation date)
 Line 0002: Please enter question item reply

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

RFX Information Items Notes and Attachments Summary Tracking

Item Overview

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
0001	GASKET,1017892,GT,SOLAR,T1200	Material	59990117	PR1030100	Gas Turbine	10	10	EA	10.00	MYR	1	On 12.12.2011	100.00
0002	OIL FILTER 100, NON GREASE	Material	59990317	PR1030100	Gas Turbine	10	10	EA	0.00	MYR	1	On 12.12.2011	0.00

Details for item 0001 GASKET,1017892,GT,SOLAR,T1200

Item Data Questions Notes and Attachments

Question Reply Comment

Can you provide another delivery date? *

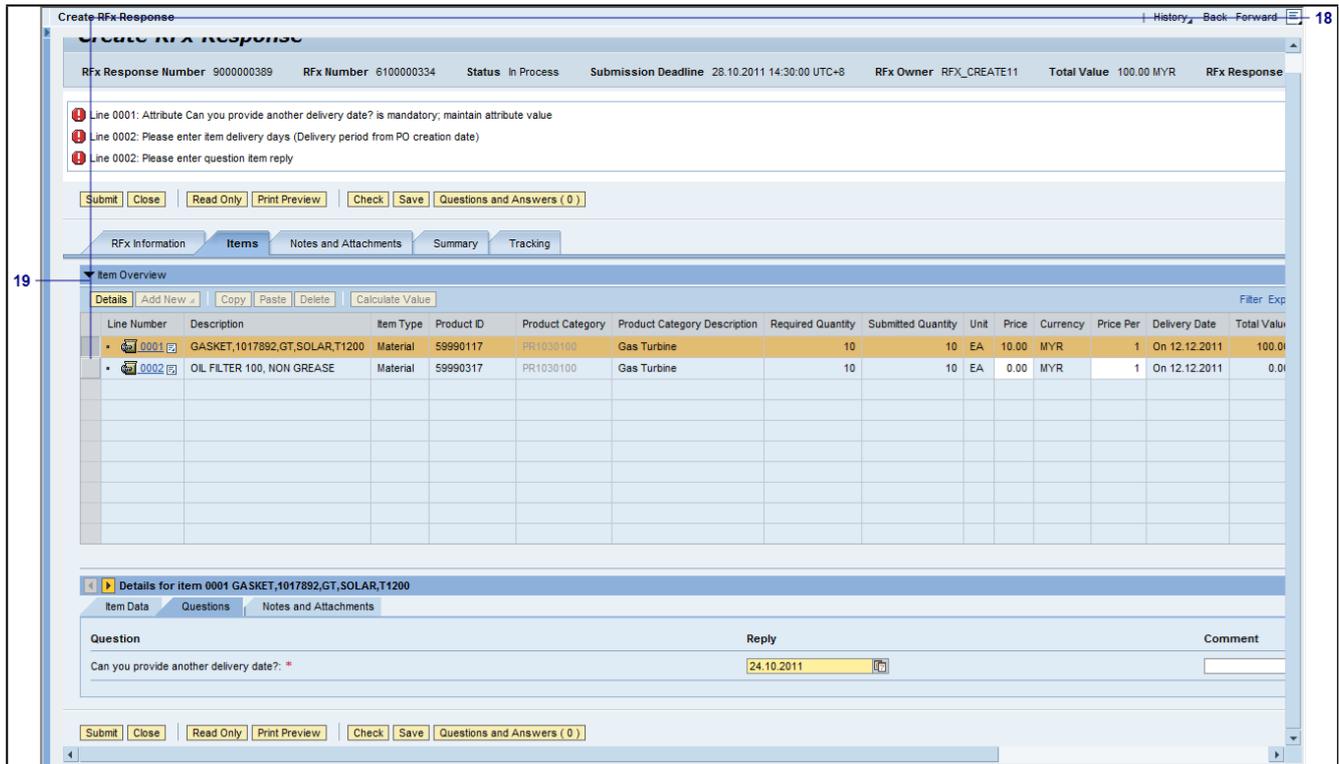
Submit Close Read Only Print Preview Check Save Questions and Answers (0)

17. Click 24 label .



Kindly answer all questions , if there are multiple questions posted.

Create RFx Response - SAP NetWeaver Portal



18. Click on the next item button . Please repeat this process forward for another line item (if any).

19. Click Details button .

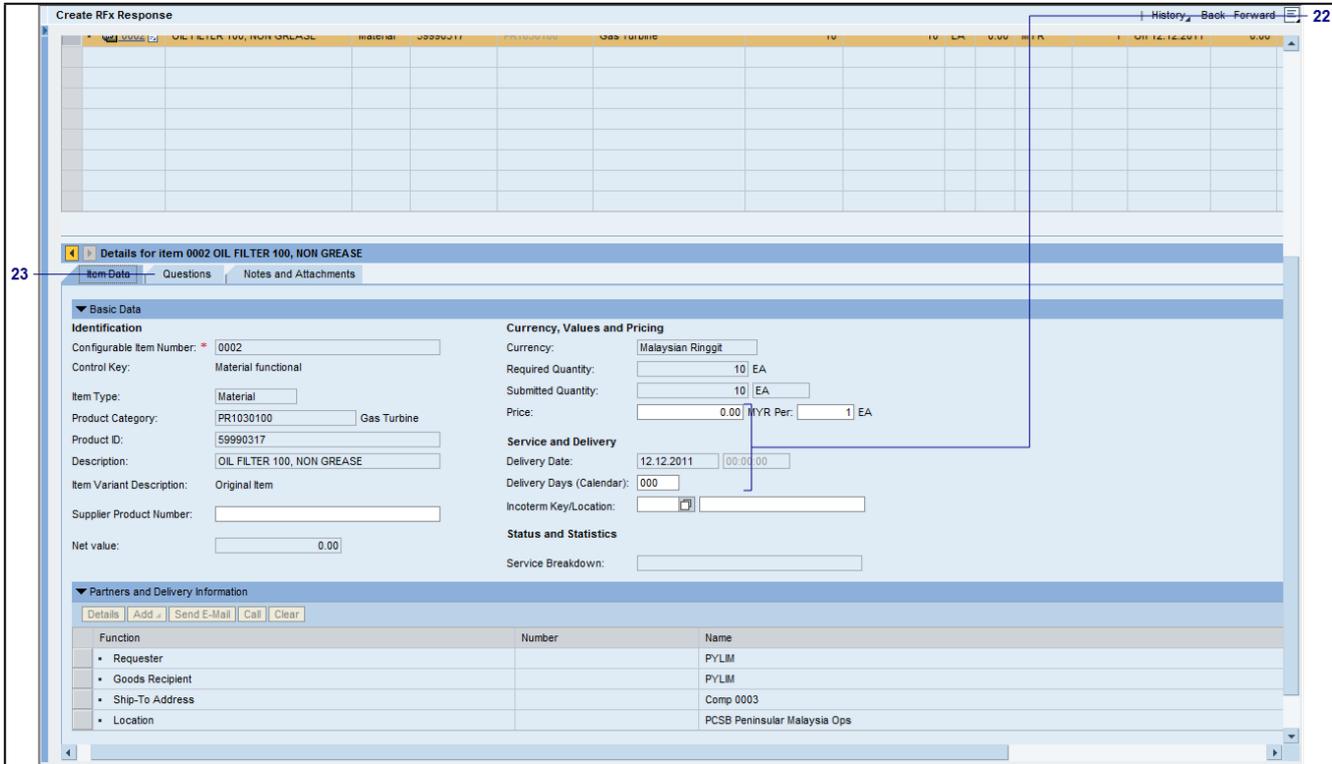
Create RFX Response - SAP NetWeaver Portal

20. Click Item Data tab control **Item Data**

Create RFX Response - SAP NetWeaver Portal

21. Click check box .

Create RFx Response - SAP NetWeaver Portal



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

Field	R/O/C	Description
Price:	R	Enter price of material / service charge offered by bidder. Example: 10
Delivery Days (Calendar):	R	Enter delivery days taken to deliver service / goods. Example: 3

23. Click Questions tab control **Questions** to answer all questions on item (if any).

Create RFX Response - SAP NetWeaver Portal

Create RFX Response

RFX Response Number 9000000389 RFX Number 6100000334 Status In Process Submission Deadline 28.10.2011 14:30:00 UTC+8 RFX Owner RFX_CREATE11 Total Value 200.00 MYR RFX Response Ve

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

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

▼ Item Overview

Details Add New Copy Paste Delete Calculate Value Filter Expand

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
0001	GASKET,1017892,GT,SOLAR,T1200	Material	S9990117	PR1030100	Gas Turbine	10	10	EA	10.00	MYR	1	On 12.12.2011	100.00
0002	OIL FILTER 100, NON GREASE	Material	S9990317	PR1030100	Gas Turbine	10	10	EA	10.00	MYR	1	On 12.12.2011	100.00

▼ Details for item 0002 OIL FILTER 100, NON GREASE

Item Data Questions Notes and Attachments

Question Reply Comment

24. Click Notes and Attachments tab control **Notes and Attachments** to view additional information/requirements provided by the purchaser..

Create RFX Response - SAP NetWeaver Portal

Create RFX Response

RFX Response Number 9000000389 RFX Number 6100000334 Status In Process Submission Deadline 28.10.2011 14:30:00 UTC+8 RFX Owner RFX_CREATE11 Total Value 200.00 MYR RFX Response Version Number Active Version RFX Version Number 2

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

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

▼ Notes

Add Clear Filter Settings

Assigned To	Category	Text Preview
Document Header	Instruction to Bid	Kindly refer to the T&C
Document Header	RFO Header Text	Please refer to the attachment
Document Header	Withholding Tax	5%

▼ Attachments

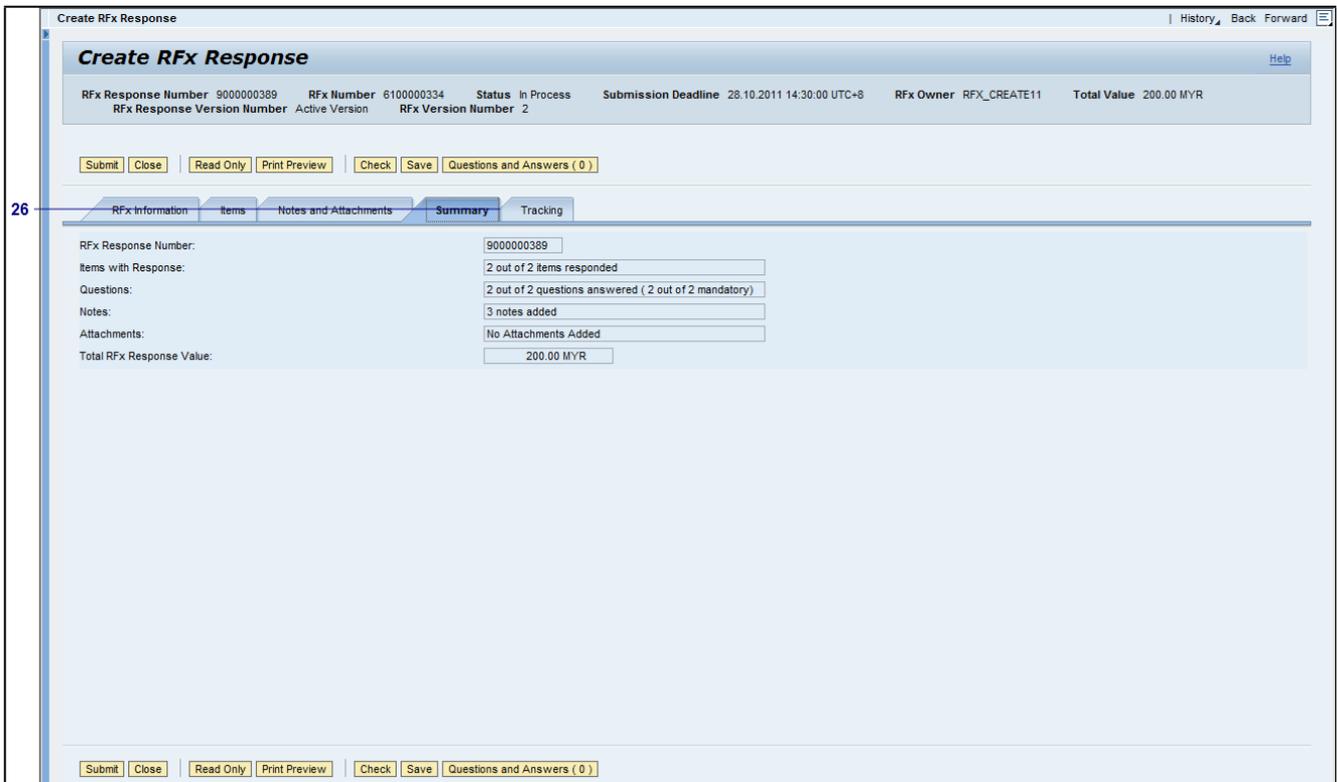
Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings

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 Save Questions and Answers (0)

25. Click Summary tab control 

Create RFX Response - SAP NetWeaver Portal



Create RFX Response

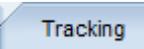
RFX Response Number: 9000000389 RFX Number: 6100000334 Status: In Process Submission Deadline: 28.10.2011 14:30:00 UTC+8 RFX Owner: RFX_CREATE11 Total Value: 200.00 MYR
RFX Response Version Number: Active Version RFX Version Number: 2

Submit | Close | Read Only | Print Preview | Check | Save | Questions and Answers (0)

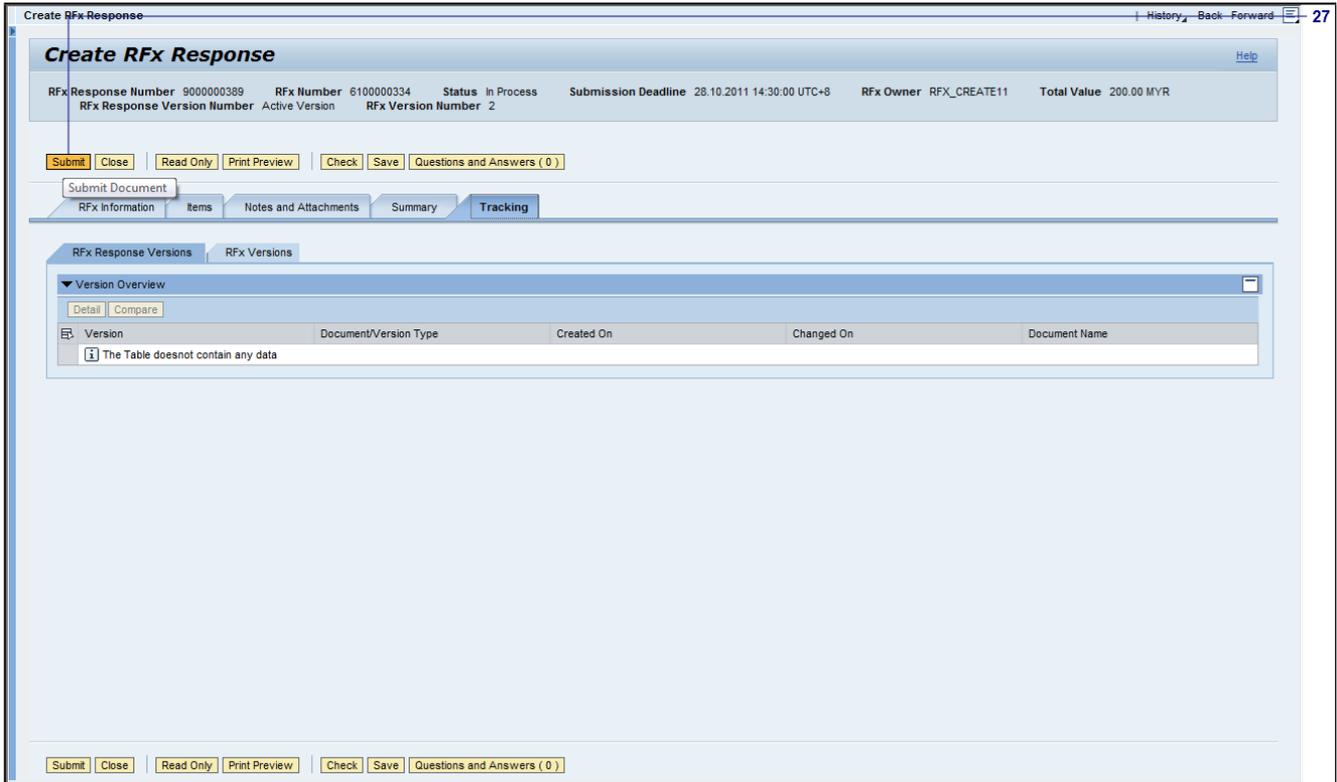
RFx Information | Items | Notes and Attachments | **Summary** | Tracking

RFx Response Number: 9000000389
Items with Response: 2 out of 2 items responded
Questions: 2 out of 2 questions answered (2 out of 2 mandatory)
Notes: 3 notes added
Attachments: No Attachments Added
Total RFX Response Value: 200.00 MYR

Submit | Close | Read Only | Print Preview | Check | Save | Questions and Answers (0)

26. Click Tracking tab control  to view tracking history of the RFQ response.

Create RFX Response - SAP NetWeaver Portal



Create RFX Response

RFX Response Number 9000000389 RFX Number 6100000334 Status In Process Submission Deadline 28.10.2011 14:30:00 UTC+8 RFX Owner RFX_CREATE11 Total Value 200.00 MYR
 RFX Response Version Number Active Version RFX Version Number 2

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

Submit Document

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

RFX Response Versions RFX Versions

Version Overview

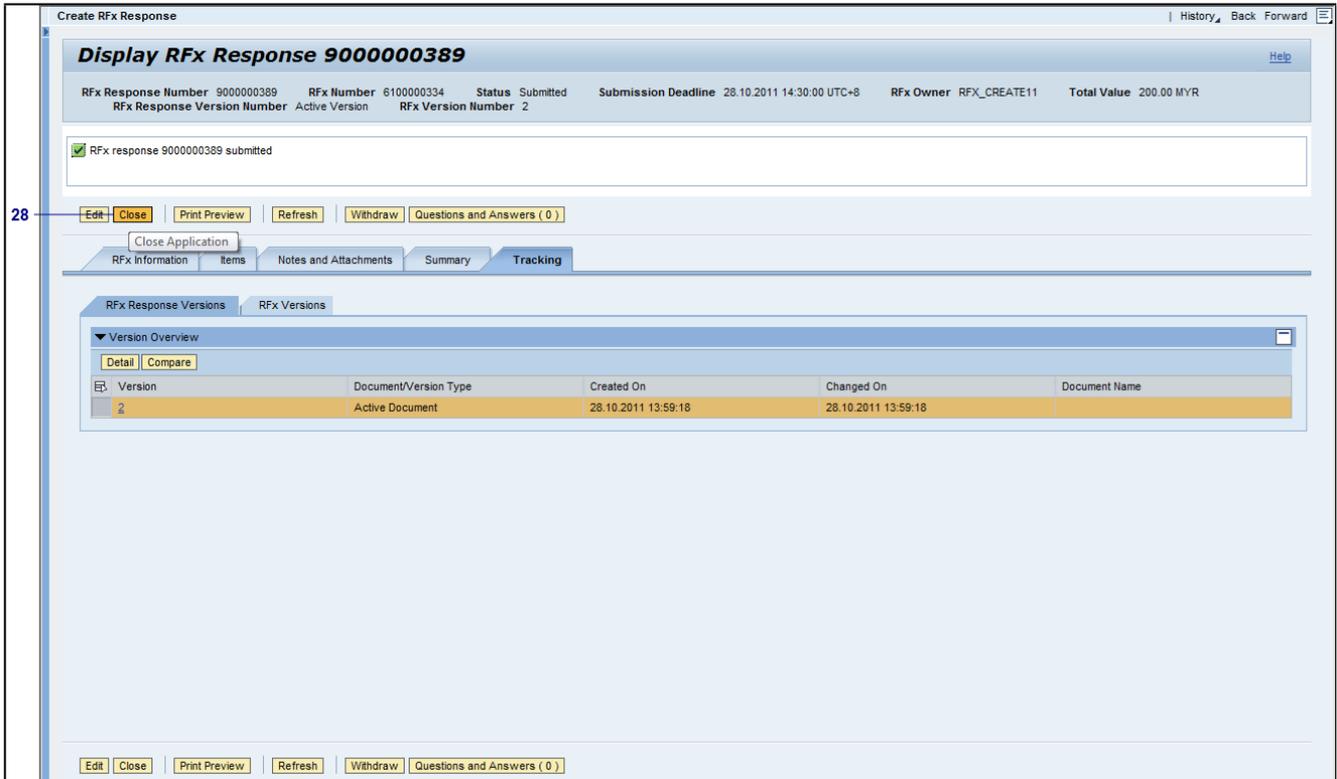
Detail Compare

Version	Document/Version Type	Created On	Changed On	Document Name
The Table doesnot contain any data				

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

27. Click Submit button **Submit**.

Create RFX Response - SAP NetWeaver Portal



Display RFX Response 9000000389

RFX Response Number 9000000389 RFX Number 6100000334 Status Submitted Submission Deadline 28.10.2011 14:30:00 UTC+8 RFX Owner RFX_CREATE11 Total Value 200.00 MYR
 RFX Response Version Number Active Version RFX Version Number 2

RFX response 9000000389 submitted

Edit Close Print Preview Refresh Withdraw Questions and Answers (0)

Close Application

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
2	Active Document	28.10.2011 13:59:18	28.10.2011 13:59:18	

Edit Close Print Preview Refresh Withdraw Questions and Answers (0)

28. Click Close button **Close**.

PETRONAS 	WORK INSTRUCTION	Page: 17 of 17
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)	Revision: Approved
	BE Manage eRFx (for Bidder - 1 Tier Evaluation)	



The system displays message, "RFx response 9000000309 submitted".