

	WORK INSTRUCTION	Page: 1 of 5
		Revision:
	Bidder Response for RFQ 1 Tier Evaluation – Withdraw a Submitted Bid Response	

Transaction Overview

What

Step how to withdraw RFx.

When

Perform this to withdraw 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 WITHDRAW RFx

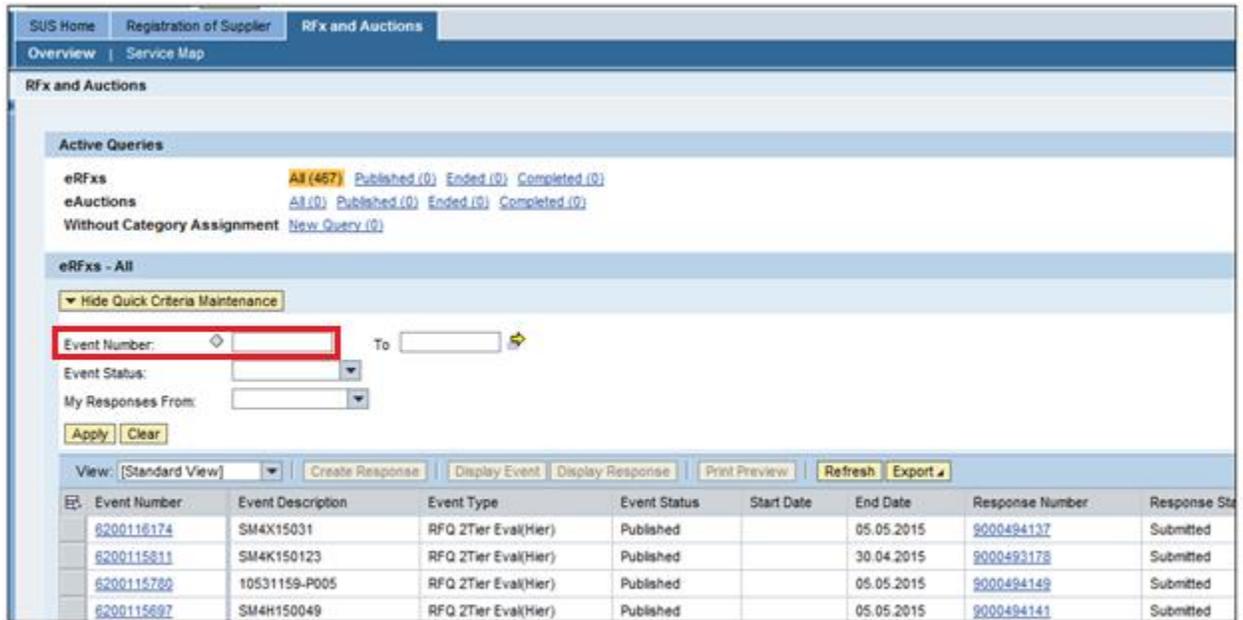
1. Go to <https://supplier-selfservice.petronas.com.my/iri/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



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



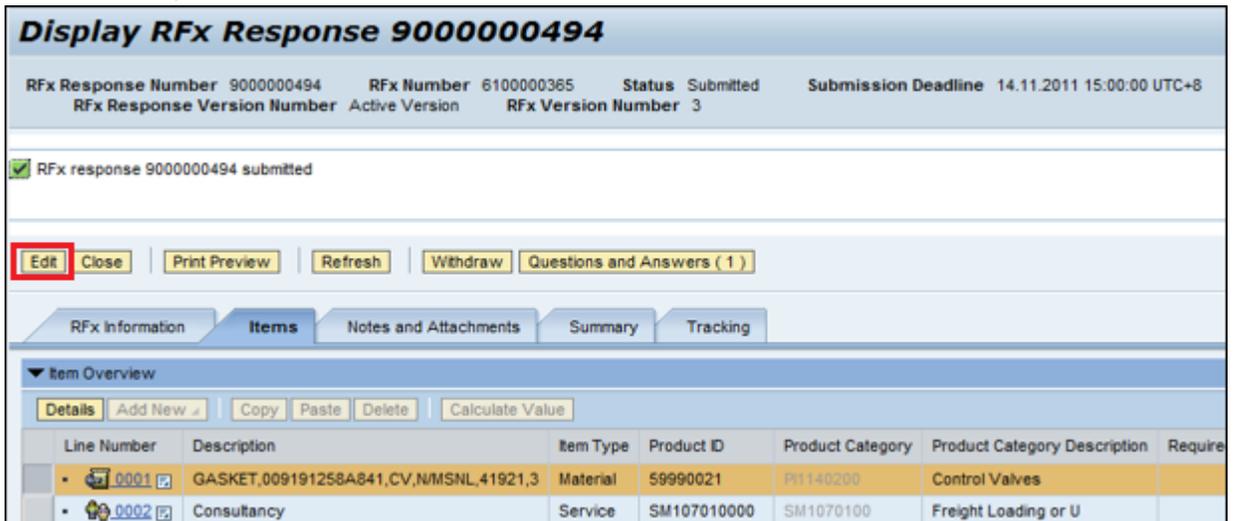
3. Under the RfX and Auctions tab, enter RfX number at Event Number field in order to view the RfX.



The screenshot shows the 'RfX and Auctions' section of a system. It includes search filters for 'Event Number', 'Event Status', and 'My Responses From'. Below the filters is a table with the following data:

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

4. In order to “withdraw” a submitted bid response, supplier is required to edit the bid response document first and enter the “withdraw reason”.
 - a. At RFX response screen, click ‘EDIT’ button.



The screenshot shows the 'Display RFX Response 9000000494' screen. It displays response details and a table of items. The 'Edit' button is highlighted with a red box.

Display RFX Response 9000000494

RFX Response Number 9000000494 RFX Number 6100000365 Status Submitted Submission Deadline 14.11.2011 15:00:00 UTC+8
 RFX Response Version Number Active Version RFX Version Number 3

✓ RFX response 9000000494 submitted

Edit Close Print Preview Refresh Withdraw Questions and Answers (1)

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

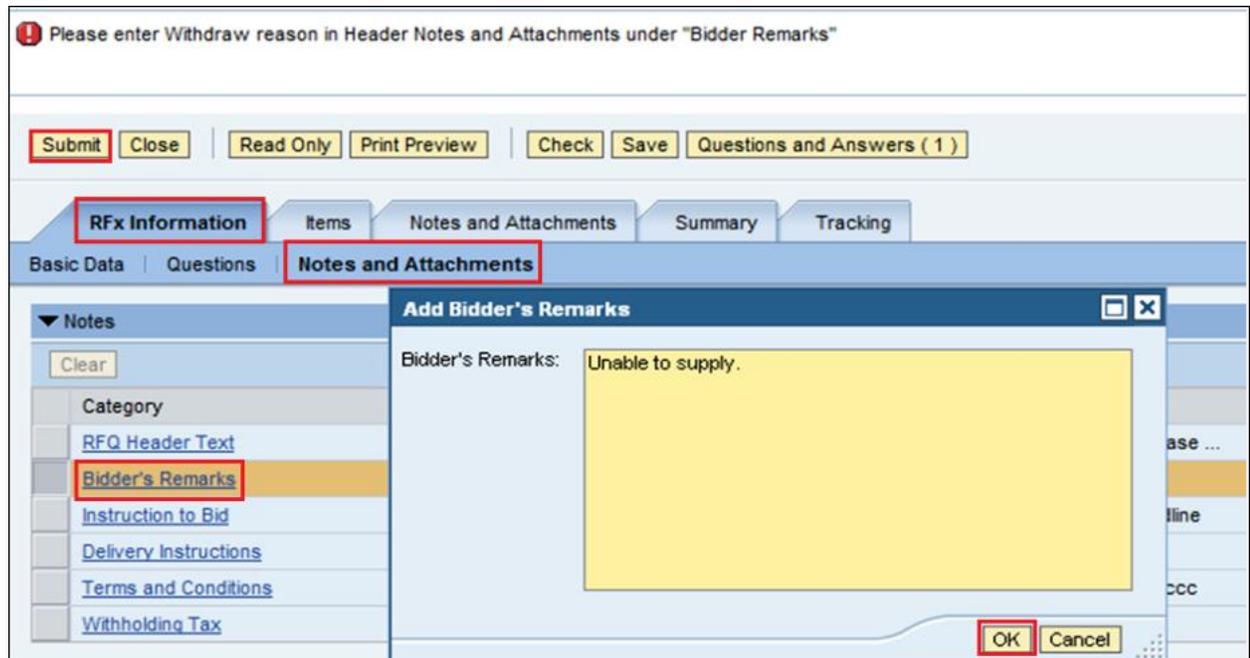
Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Require
• 0001	GASKET,009191258A841,CV,NMSNL,41921,3	Material	59990021	PT1140200	Control Valves	
• 0002	Consultancy	Service	SM107010000	SM1070100	Freight Loading or U	

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- b. Then click the **'RFx information'** tab and **'Notes and Attachment'** tab.
- c. From the Category list select "Bidder's Remarks"
- d. Enter "Bidder's Remarks" then click **'OK'** button.
- e. Click **'SUBMIT'** button



! Please enter Withdraw reason in Header Notes and Attachments under "Bidder Remarks"

Submit Close Read Only Print Preview Check Save Questions and Answers (1)

RFx Information Items Notes and Attachments Summary Tracking

Basic Data Questions **Notes and Attachments**

Notes

Clear

Category

- RFQ Header Text
- Bidder's Remarks**
- Instruction to Bid
- Delivery Instructions
- Terms and Conditions
- Withholding Tax

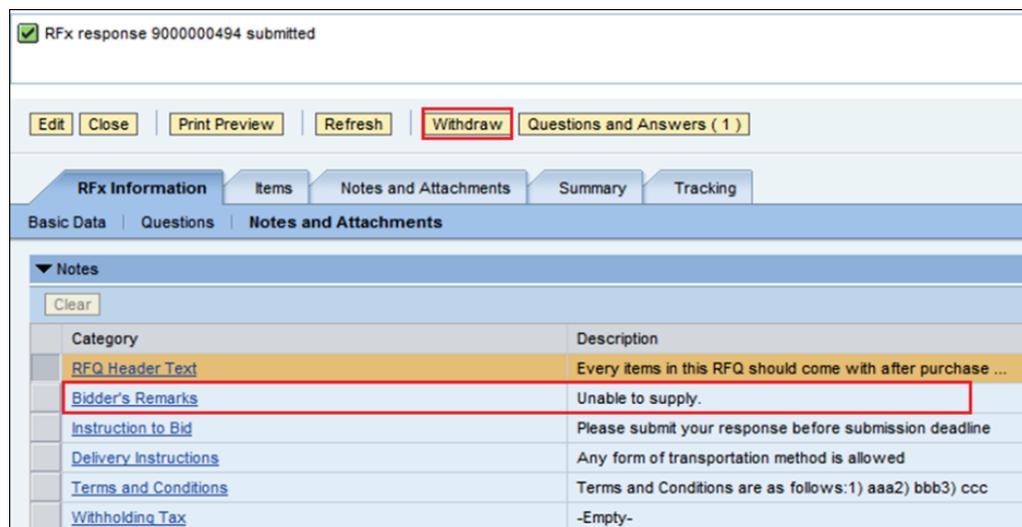
Add Bidder's Remarks

Bidder's Remarks: Unable to supply.

OK Cancel

5. Once supplier click on **'WITHDRAW'** button, the bid response is withdraw.

- a. Click **'WITHDRAW'** button



RFx response 900000494 submitted

Edit Close Print Preview Refresh **Withdraw** Questions and Answers (1)

RFx Information Items Notes and Attachments Summary Tracking

Basic Data Questions **Notes and Attachments**

Notes

Clear

Category	Description
RFQ Header Text	Every items in this RFQ should come with after purchase ...
Bidder's Remarks	Unable to supply.
Instruction to Bid	Please submit your response before submission deadline
Delivery Instructions	Any form of transportation method is allowed
Terms and Conditions	Terms and Conditions are as follows:1) aaa2) bbb3) ccc
Withholding Tax	-Empty-

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6. Click 'EDIT' button to resubmit bid.

Status is "Withdrawn". Supplier is able to resubmit bid so long it's still within submission deadline.

Display RFX Response 9000000494

RFX Response Number 9000000494	RFX Number 6100000365	Status Withdrawn	Submission Deadline
Remaining Time 0 Days 00:07:08	RFX Owner PYLIM	Total Value 11,000.00 MYR	RFX Response Ver

RFX response 9000000494 (Special Project: Product + Consultancy) withdrawn

Edit
Close
Print Preview
Refresh
Check
Questions and Answers (1)

RFX Information
Items
Notes and Attachments
Summary
Tracking

Basic Data
Questions
Notes and Attachments

▼ Notes

Clear

Category	Description
RFQ Header Text	Every items in this RFQ should come with after purchase .
Bidder's Remarks	Unable to supply.
Instruction to Bid	Please submit your response before submission deadline
Delivery Instructions	Any form of transportation method is allowed
Terms and Conditions	Terms and Conditions are as follows:1) aaa2) bbb3) ccc