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	How to Check RFx Details for Participation	

Transaction Overview

What

To check RFx details for participation.

When

Perform this to check RFx details for participation in SUS portal.

Menu Path

<https://supplier-selfservice.petronas.com.my/>

Roles

Vendor

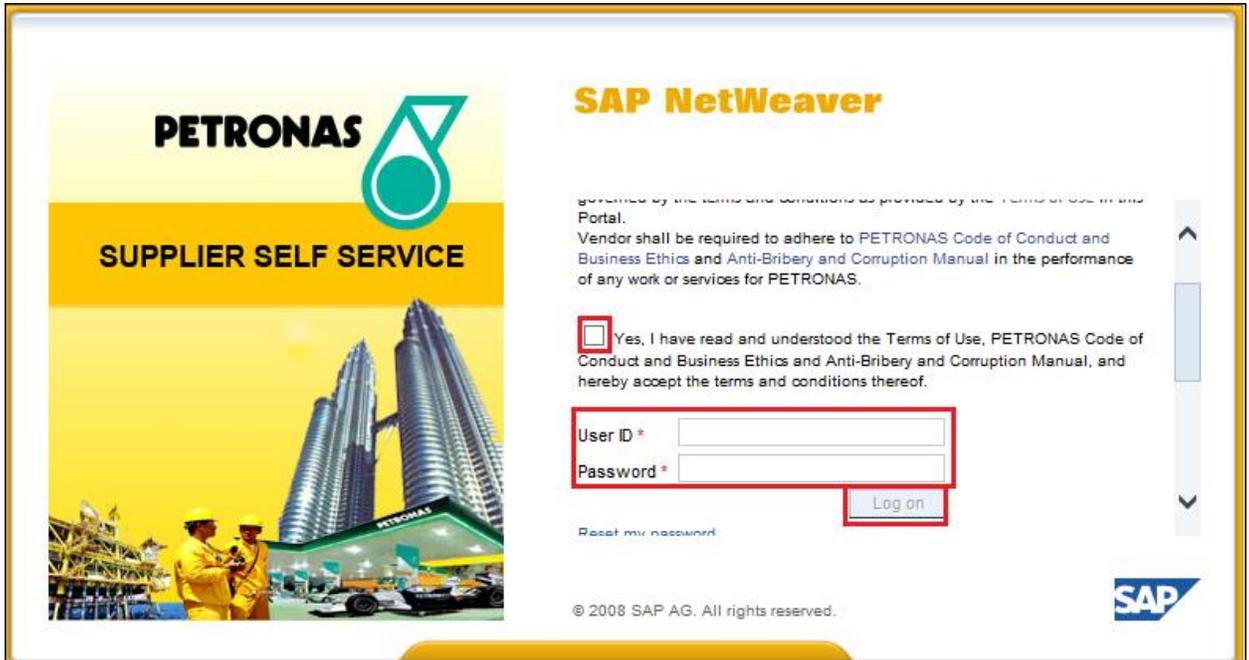
Helpful Hints

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

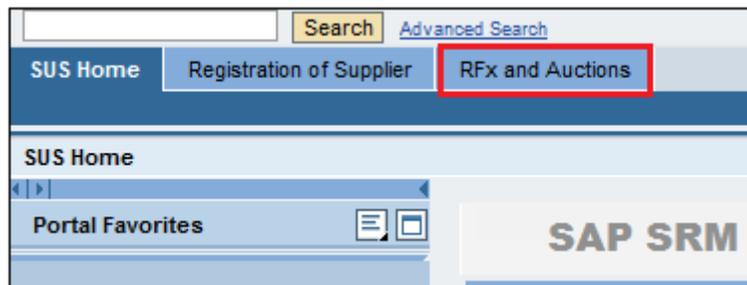
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HOW TO CHECK RFx DETAILS FOR PARTICIPATION

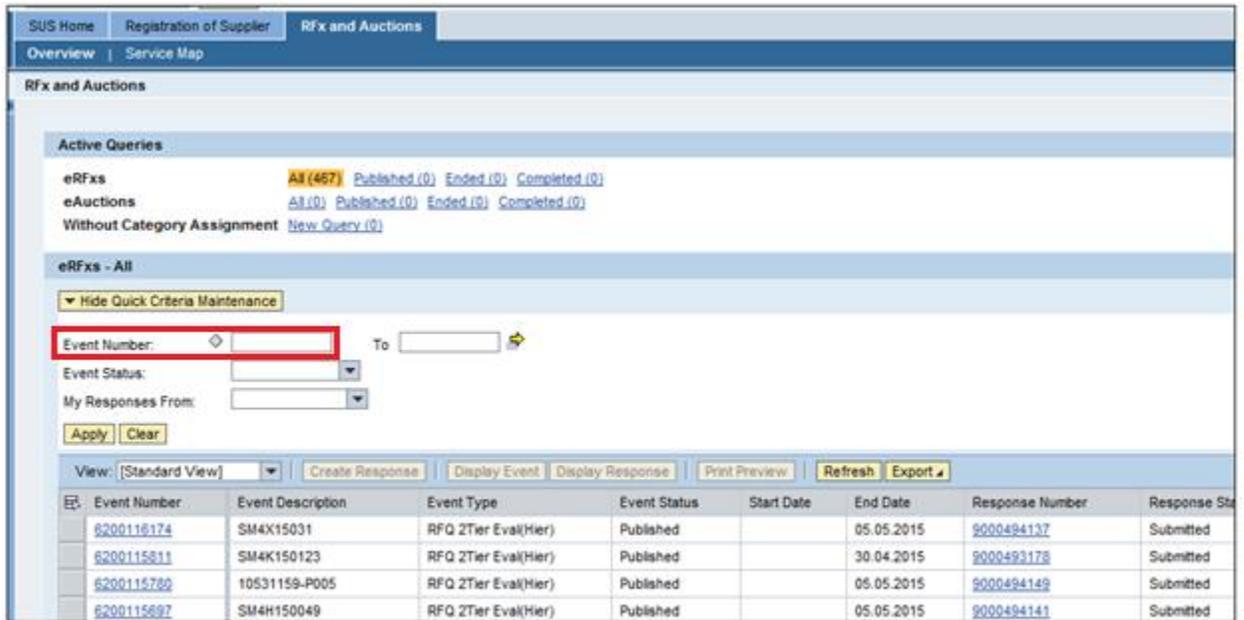
1. Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



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



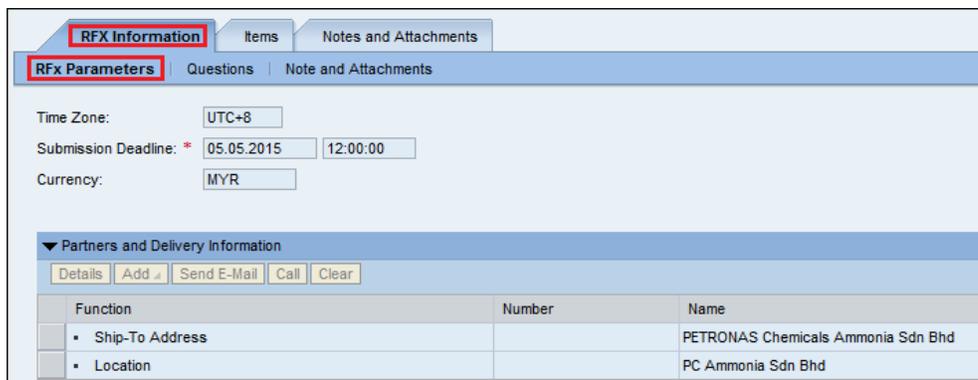
- Under the 'RFx and Auctions' tab, enter RFx number at Event Number field in order to view the RFx.



The screenshot shows the 'RFx and Auctions' section of a web application. It includes navigation tabs for 'SUS Home', 'Registration of Supplier', and 'RFx and Auctions'. Under 'RFx and Auctions', there are sub-tabs for 'Overview' and 'Service Map'. The main area displays 'Active Queries' with counts for 'eRFxs' (All: 457, Published: 0, Ended: 0, Completed: 0), 'eAuctions' (All: 0, Published: 0, Ended: 0, Completed: 0), and 'Without Category Assignment' (New Query: 0). Below this is the 'eRFxs - All' section with a search filter for 'Event Number' (highlighted with a red box) and 'Event Status'. A table below shows a list of events with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, and Response Status.

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

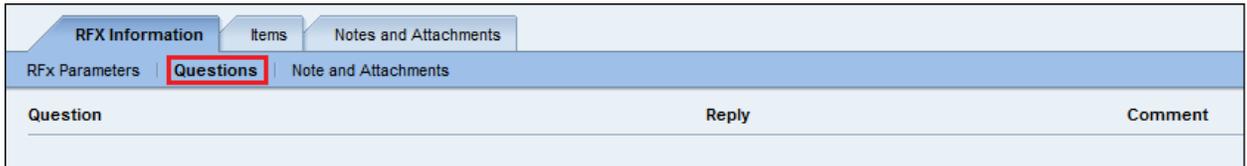
- Open the invited RFQ.
- Before participate check the RFQ detail.
- Check RFQ general detail as per screen shot below.



The screenshot shows the 'RFx Information' and 'RFx Parameters' sections. The 'RFx Parameters' section includes fields for 'Time Zone' (UTC+8), 'Submission Deadline' (05.05.2015 12:00:00), and 'Currency' (MYR). Below this is the 'Partners and Delivery Information' section with a table listing partners and their details.

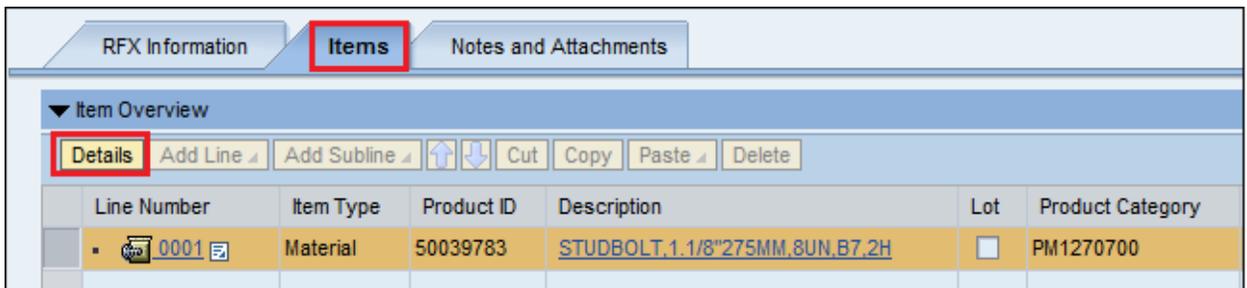
Function	Number	Name
▪ Ship-To Address		PETRONAS Chemicals Ammonia Sdn Bhd
▪ Location		PC Ammonia Sdn Bhd

7. Check general question asked by creator. **If the question tab is blank means there is no question asked by the creator.**



The screenshot shows the 'RFX Information' tab selected. Within this tab, the 'Questions' sub-tab is highlighted with a red box. Below the sub-tabs, there are three columns: 'Question', 'Reply', and 'Comment'. The 'Question' column is currently empty.

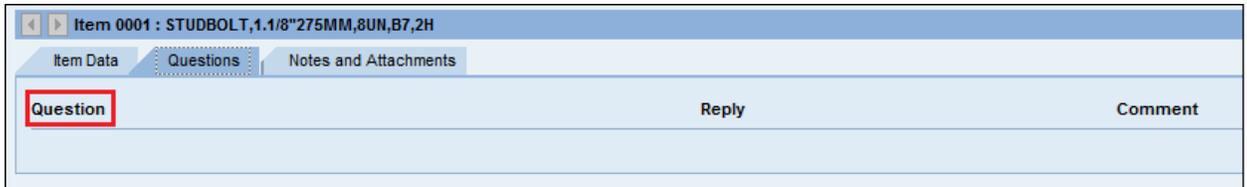
8. Check item detail and click "detail" as per screen show below.



The screenshot shows the 'Items' tab selected. Under the 'Item Overview' section, the 'Details' button is highlighted with a red box. Below this, there is a table with the following data:

Line Number	Item Type	Product ID	Description	Lot	Product Category
0001	Material	50039783	STUDBOLT, 1.1/8"275MM, 8UN, B7, 2H	<input type="checkbox"/>	PM1270700

9. Check item question asked by creator. **If the question tab is blank means there is no question asked by the creator.**



The screenshot shows the details for 'Item 0001 : STUDBOLT, 1.1/8"275MM, 8UN, B7, 2H'. The 'Questions' sub-tab is highlighted with a red box. Below the sub-tabs, there are three columns: 'Question', 'Reply', and 'Comment'. The 'Question' column is currently empty.