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	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

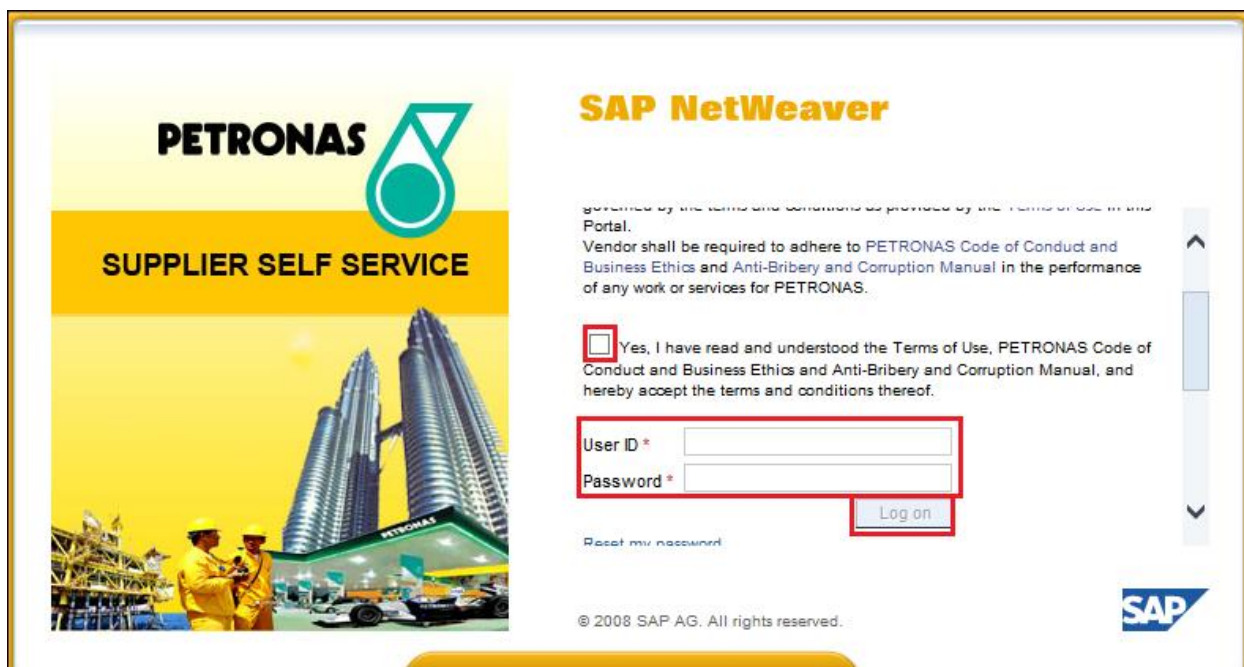
Helpful Hints

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.



PETRONAS

SAP NetWeaver

SUPPLIER SELF SERVICE

governed by the terms and conditions provided by the Terms of Use in this Portal.
Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

☐ Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual, and hereby accept the terms and conditions thereof.

User ID *

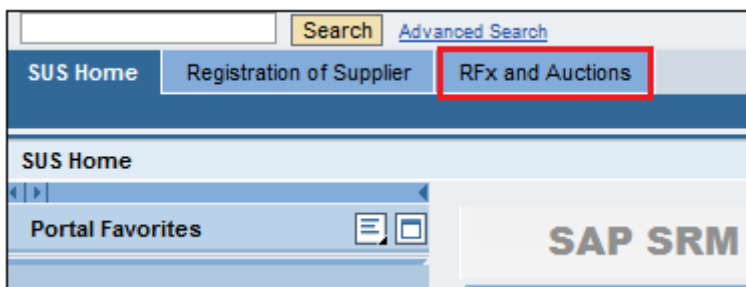
Password *

[Reset my password](#)

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SAP

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




[Advanced Search](#)

SUS Home **Registration of Supplier** **RFx and Auctions**

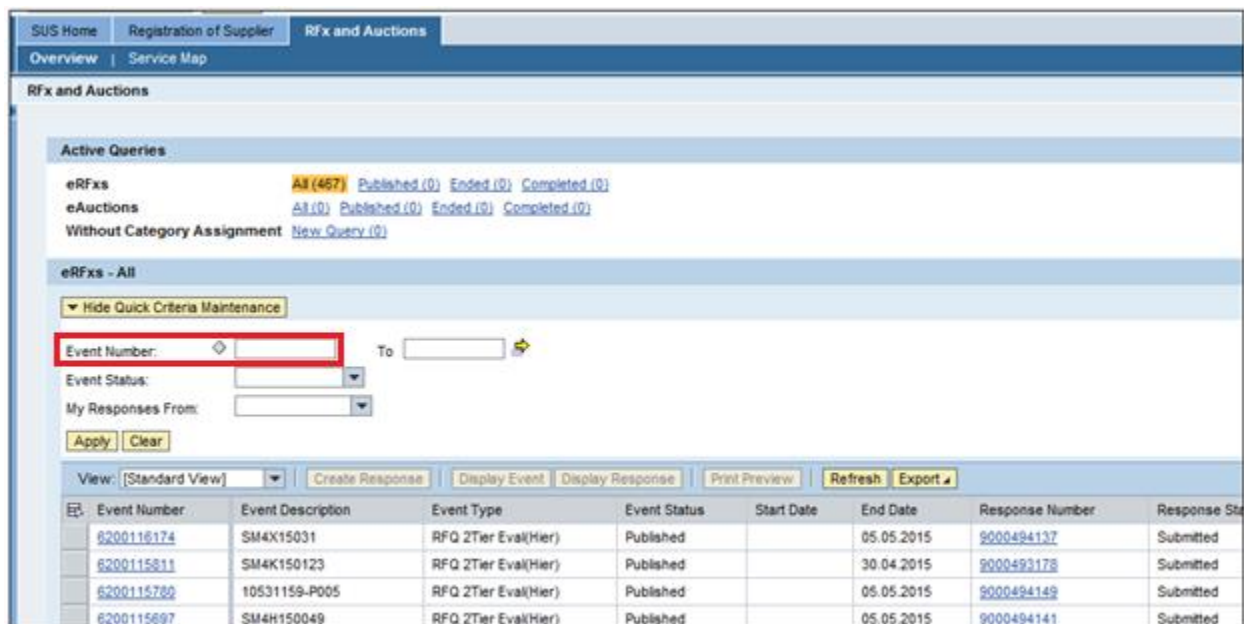
SUS Home

Portal Favorites

SAP SRM

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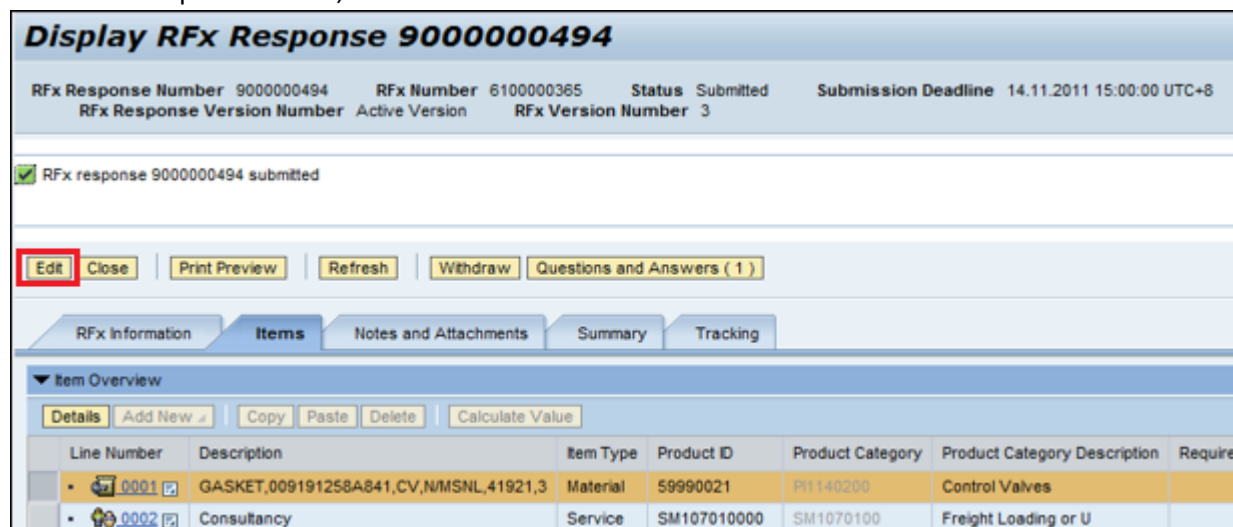
3. Under the RFx and Auctions tab, enter RFx number at Event Number field in order to view the RFx.



The screenshot shows the 'RFx and Auctions' section of a system. It includes a search area with fields for 'Event Number', 'Event Status', and 'My Responses From'. Below the search area is a table of RFx events. The 'Event Number' field is highlighted with a red box.

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 various details about the response, including the response number, version, status, and submission deadline. A green checkmark indicates that the response has been submitted. 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"

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

Basic Data | Questions | **Notes and Attachments**

Notes

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.

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

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


☒ RFx response 9000000494 submitted

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

Basic Data | Questions | **Notes and Attachments**

Notes

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

RFx Information
Items
Notes and Attachments
Summary
Tracking

Basic Data
Questions
Notes and Attachments

▼ Notes

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