	WORK INSTRUCTION		Page: 1 of 4
			Revision:
	How to Create Bid Response		

Transaction Overview

What

To create bid response.

When

Perform this to create bid response 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 CREATE BID RESPONSE

- 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.



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 *

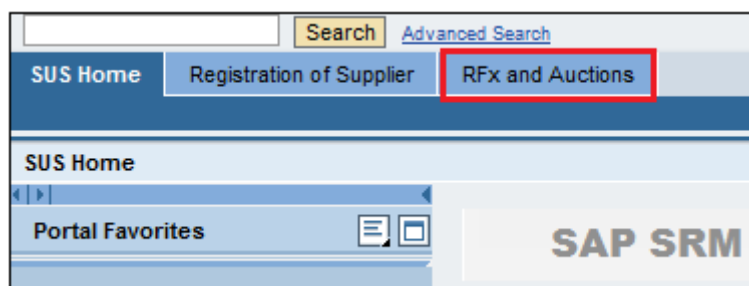
Password *

[Reset my password](#)

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SAP

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




[Advanced Search](#)

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

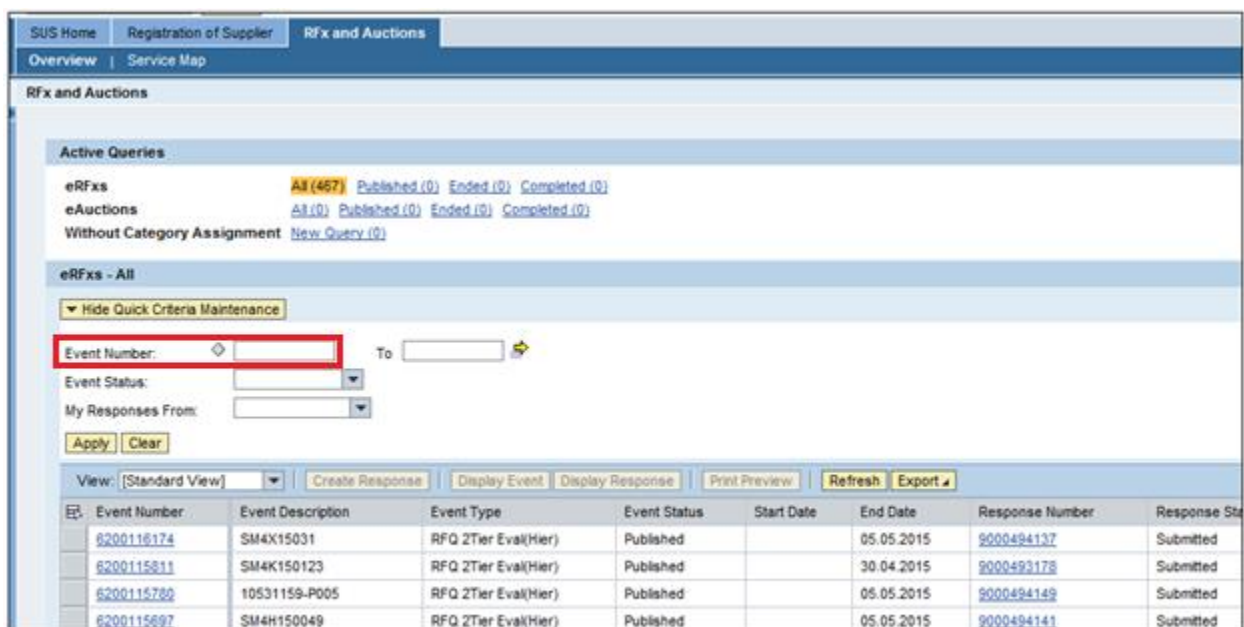
SUS Home

Portal Favorites

SAP SRM

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



Active Queries

eRfXs [All \(457\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

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

Without Category Assignment [New Query \(0\)](#)

eRfXs - All

▼ Hide Quick Criteria Maintenance

Event Number: To

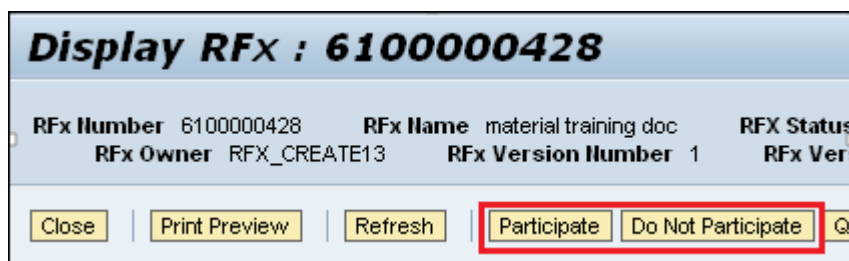
Event Status:

My Responses From:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6200116174	SM4X15031	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494137	Submitted
6200115811	SM4K150123	RFQ 2Tier Eval(Hier)	Published		30.04.2015	9000493178	Submitted
6200115789	10531159-P005	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494149	Submitted
6200115697	SM4H150049	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494141	Submitted


- After check RfX detail and ready to participate. Click '**PARTICIPATE**' button. If do not want to participate, click on '**DO NOT PARTICIPATE**' button.



Display RfX : 6100000428

RfX Number 6100000428 RfX Name material training doc RfX Status

RfX Owner RFX_CREATE13 RfX Version Number 1 RfX Ver

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- After click on '**PARTICIPATE**' button, click on '**CREATE RESPONSE**' button to create your quotation.

Display RFX : 6100000428

RFX Number	6100000428	RFX Name	material training doc	RFX Status	Pub
RFX Owner	RFX_CREATE13	RFX Version Number	1	RFX Version	

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

Close | Print Preview | Refresh | Do Not Participate | **Create Response**

- New screen pop out as per below with new number start with 9xxxxxxxxx.

Create RFX Response

RFX Response Number	9000000564	RFX Number	6100000428	Status	In Process	Subr	
RFX Response Version Number	Active Version	RFX Version Number	1				

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