	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

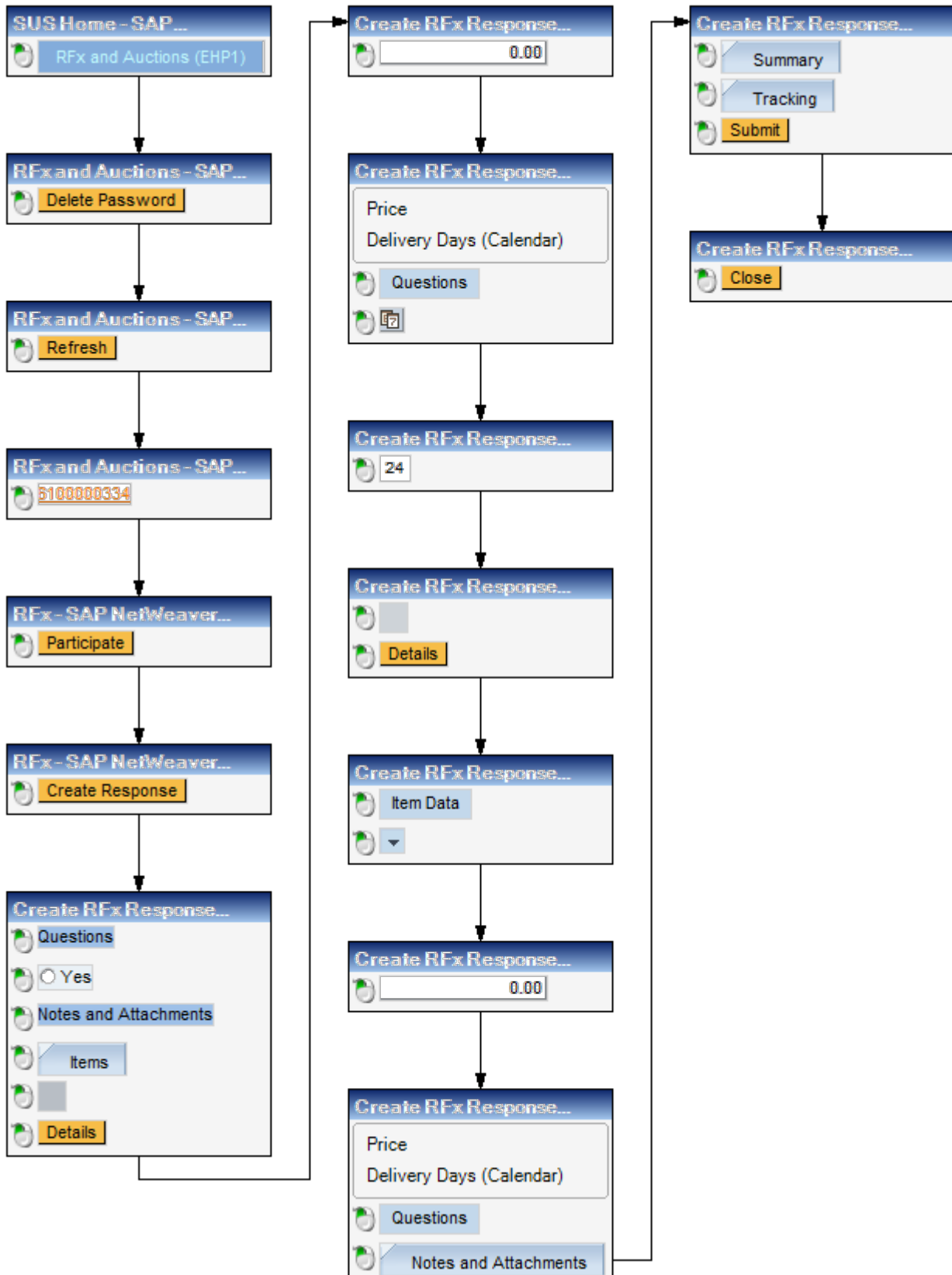
Roles

- Bidder

Helpful Hints

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

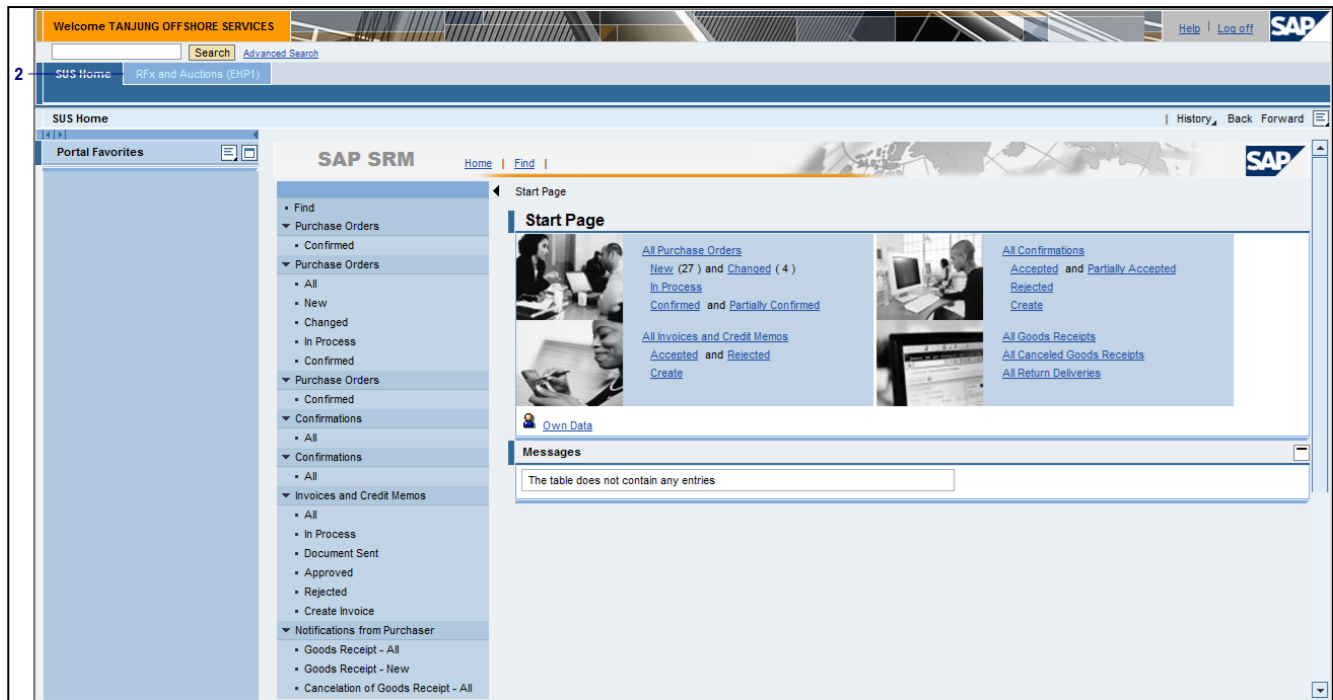
Screen Flow



Procedure

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

SUS Home - SAP NetWeaver Portal - Windows Internet Explorer



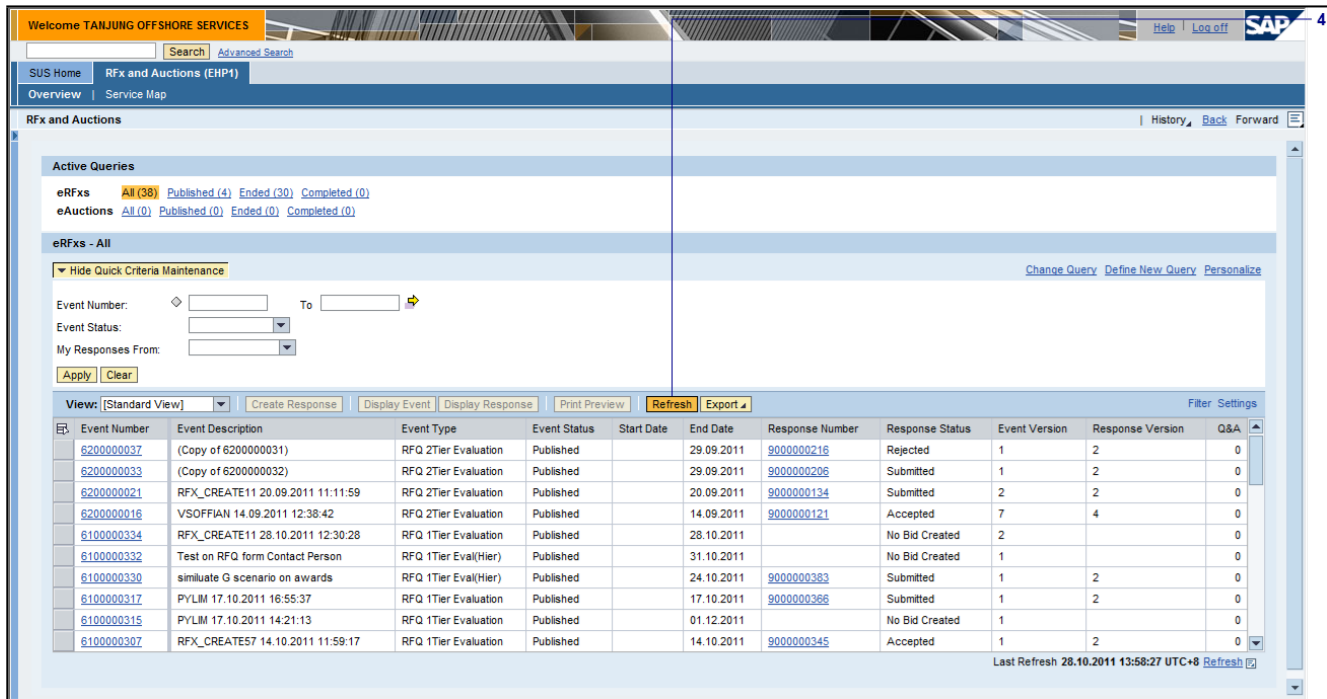
2. Click RFX and Auctions (EHP1) tab control **RFX and Auctions (EHP1)**.

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



Welcome TANJUNG OFFSHORE SERVICES

SUS Home RFx and Auctions (EHP1)

Overview Service Map

RFx and Auctions

Active Queries

eRFxs [All \(38\)](#) [Published \(4\)](#) [Ended \(30\)](#) [Completed \(0\)](#)

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

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

My Responses From:

Apply Clear

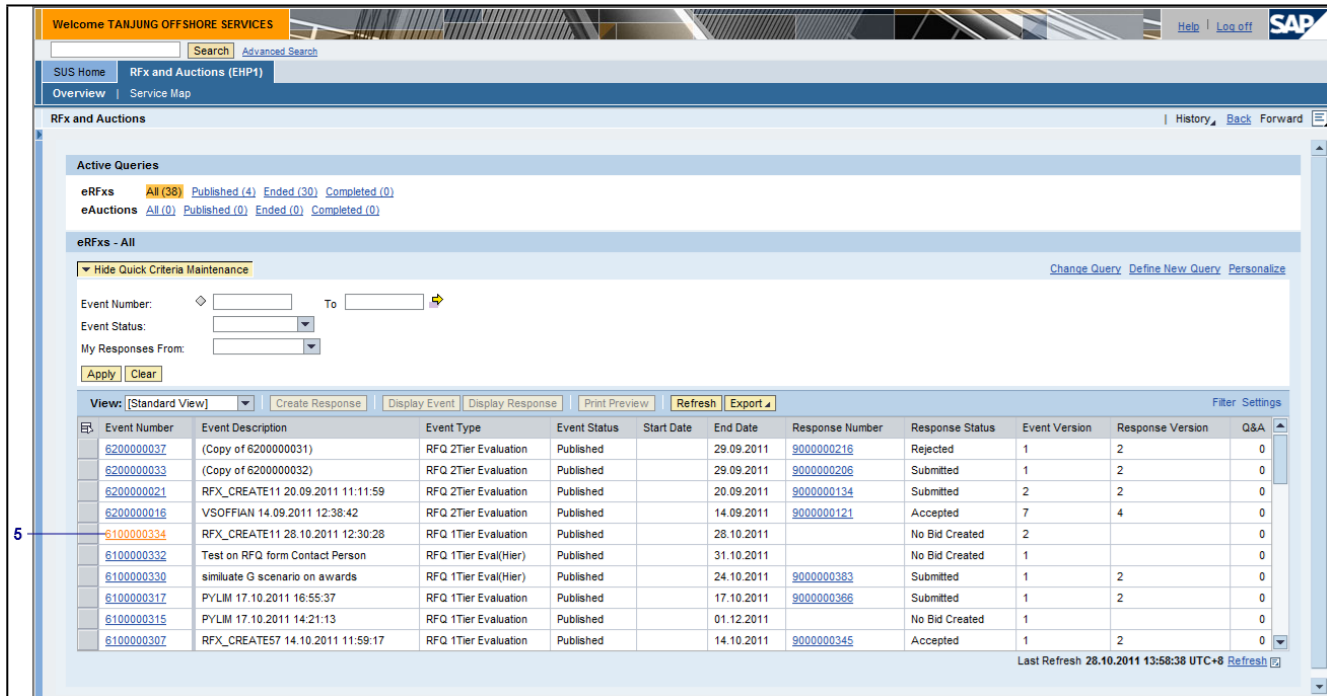
View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export Filter Settings

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

Last Refresh 28.10.2011 13:58:27 UTC+8 Refresh

4. Click Refresh button **Refresh**.

RFx and Auctions - SAP NetWeaver Portal



Welcome TANJUNG OFFSHORE SERVICES

SUS Home RFx and Auctions (EHP1)

Overview Service Map

RFx and Auctions

Active Queries

eRFxs [All \(38\)](#) [Published \(4\)](#) [Ended \(30\)](#) [Completed \(0\)](#)

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

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

My Responses From:

Apply Clear

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export Filter Settings

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

Last Refresh 28.10.2011 13:58:38 UTC+8 Refresh

5. Click 6100000334 link label **6100000334**. The next screen appears at the back.

RFx - SAP NetWeaver Portal

RFx

History Back Forward 6

Display RFx : 6100000334 [Help](#)

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 [Filter Settings](#)

Details Add Send E-Mail Call Clear

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

RFx

History Back Forward 6

Display RFx : 6100000334 [Help](#)

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 [Filter Settings](#)

Details Add Send E-Mail Call Clear

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

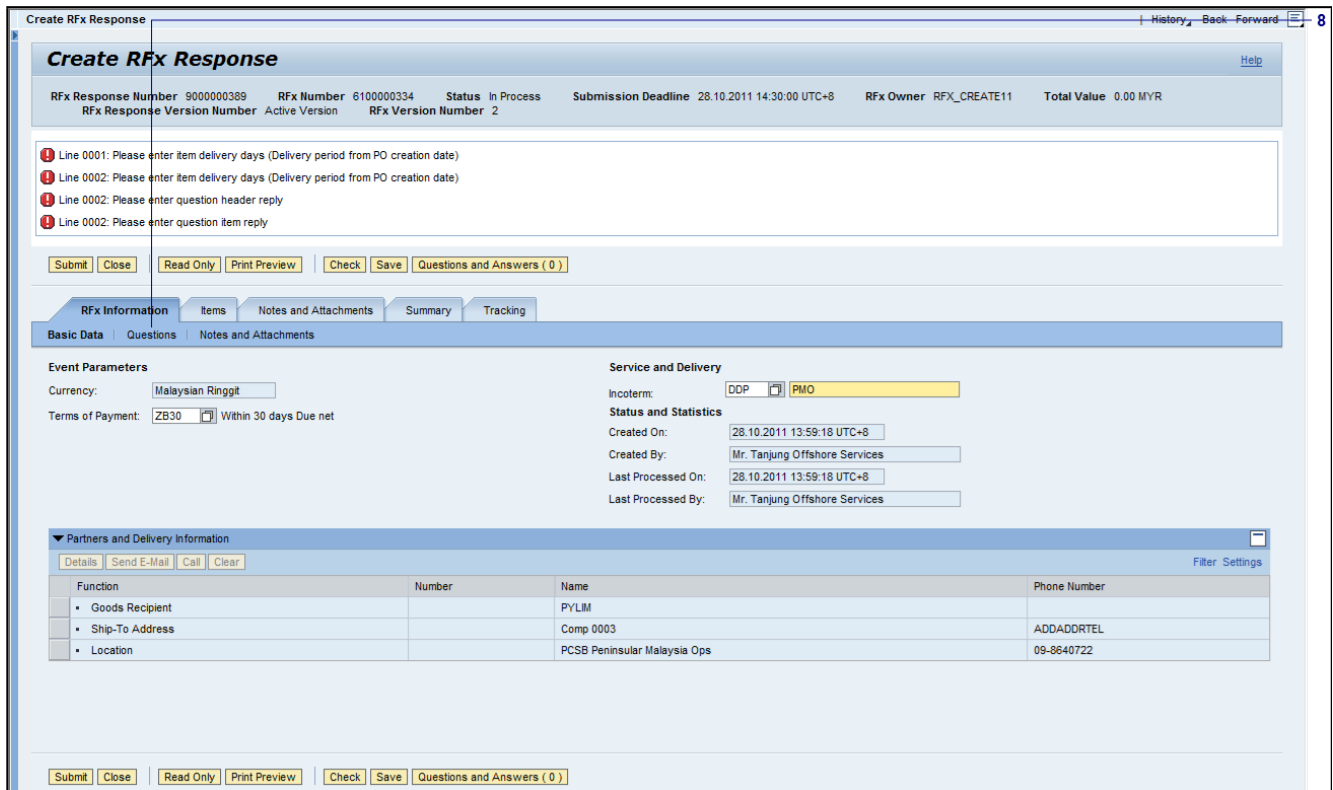
Close Print Preview Refresh **Do Not Participate** **Create Response** Questions and Answers (0)

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

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

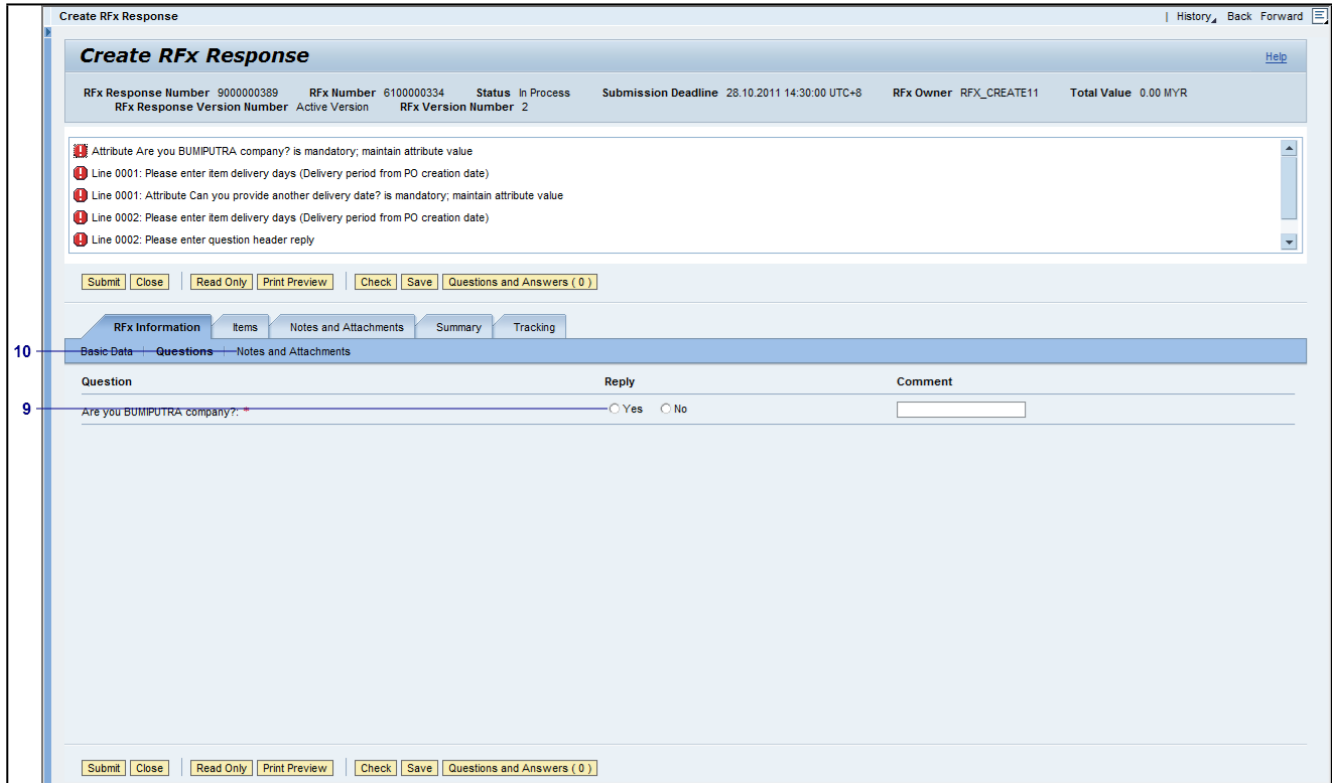
Details Send E-Mail Call Clear Filter Settings

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

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



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

Attribute: Are you BUMIPUTRA company? is mandatory; maintain attribute value

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 header reply

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

Tabs: RFx Information, Items, Notes and Attachments, Summary, Tracking

Sub-tabs: Basic Data, Questions, Notes and Attachments

Question: Are you BUMIPUTRA company?

Reply: ☐ Yes ☐ No

Comment:

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

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: 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 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)

11. RFx Information Items Notes and Attachments Summary Tracking

Basic Data Questions 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								

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: 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 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

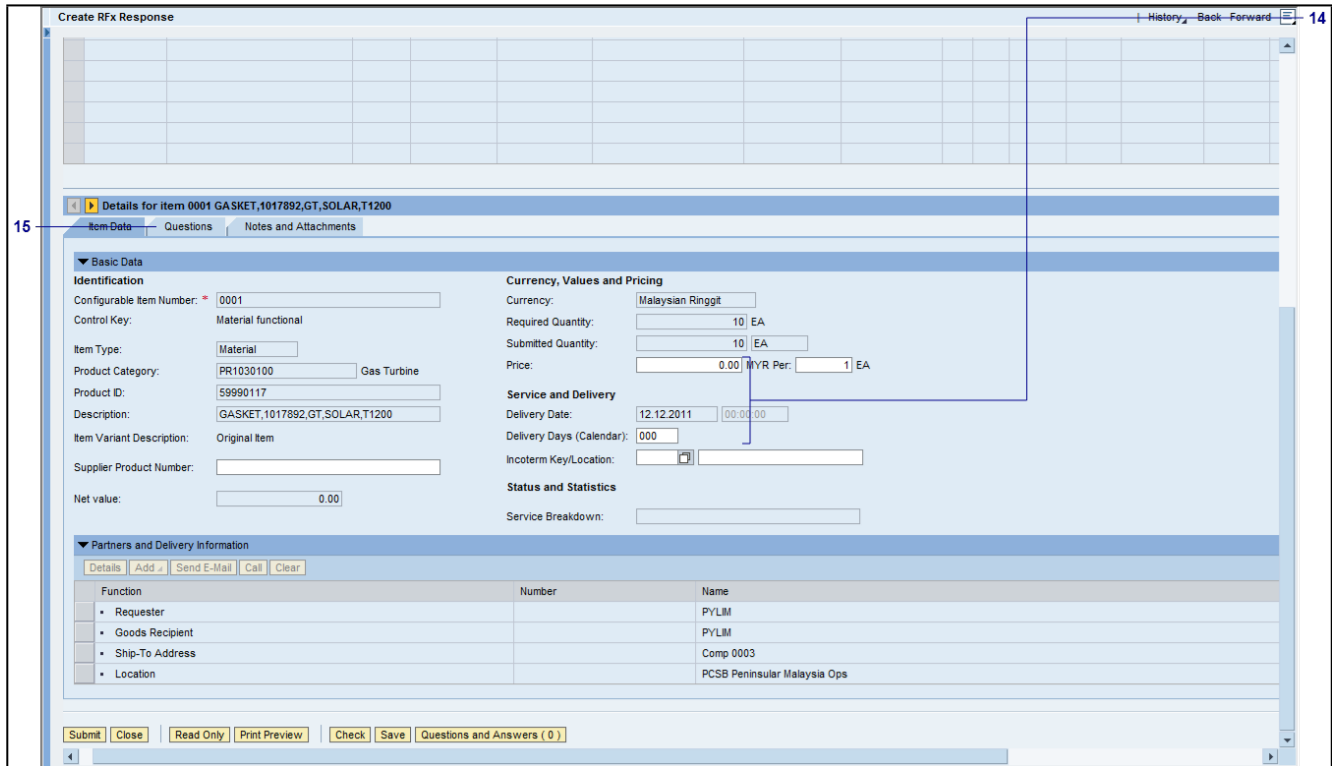
Item Overview

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	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

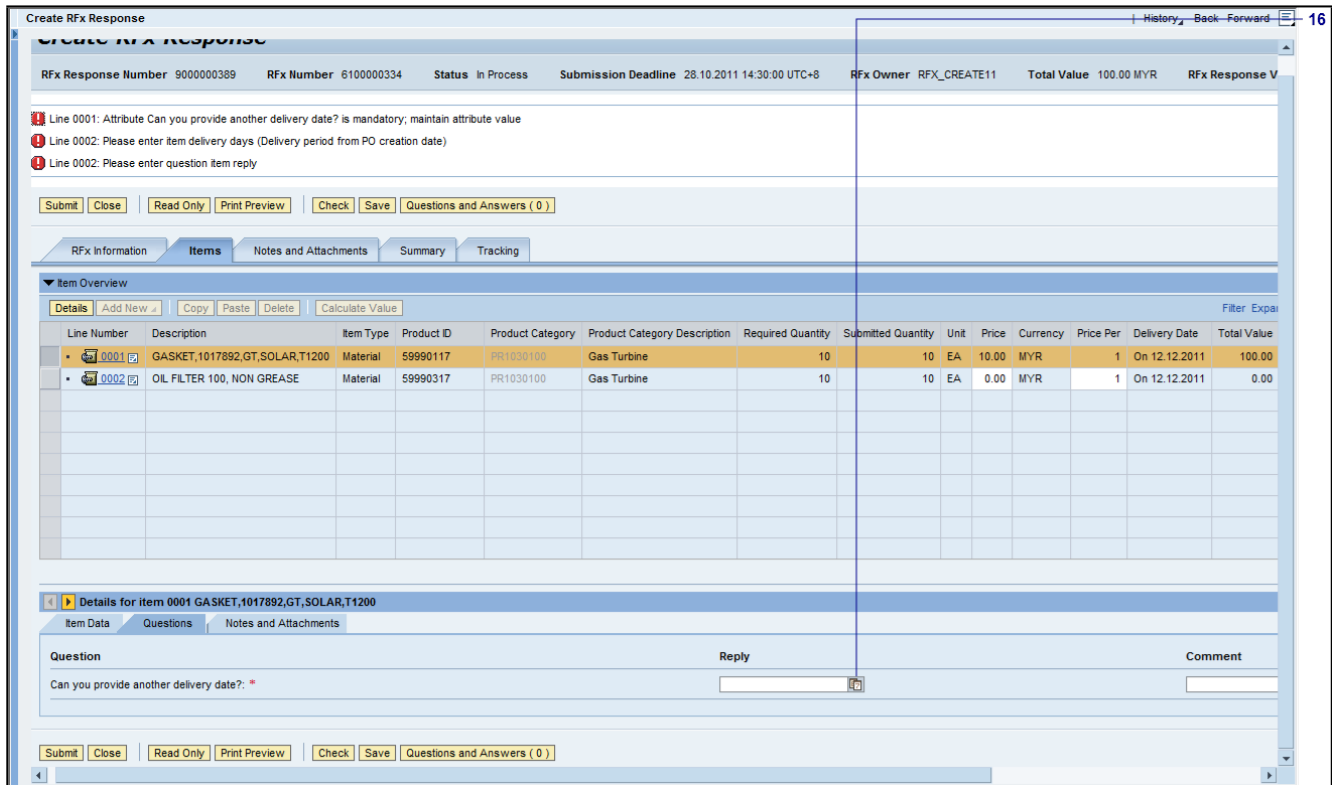



14. As required, complete/review the following fields:

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

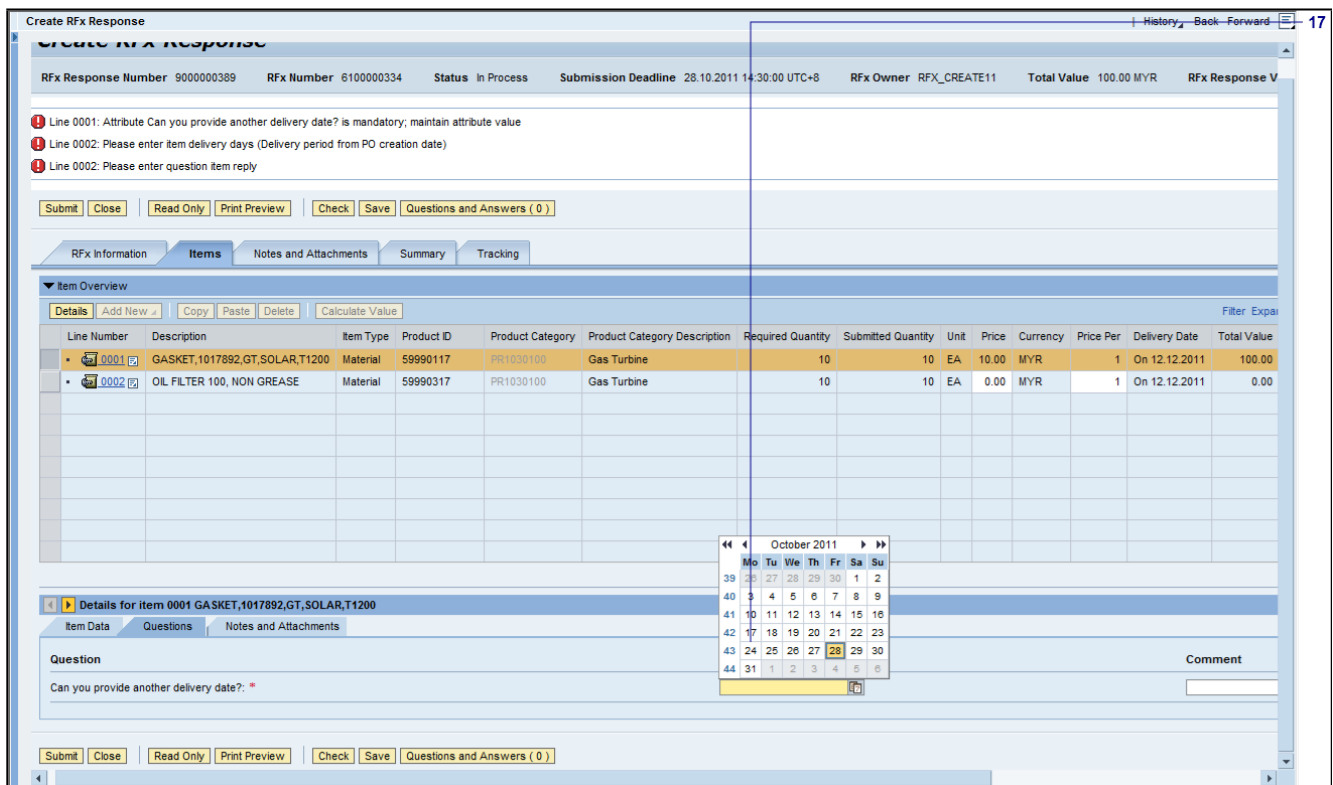
15. Click Questions tab control **Questions** to answer all questions on items.


Create RFx Response - SAP NetWeaver Portal



16. Click button  to select date.

Create RFx Response - SAP NetWeaver Portal

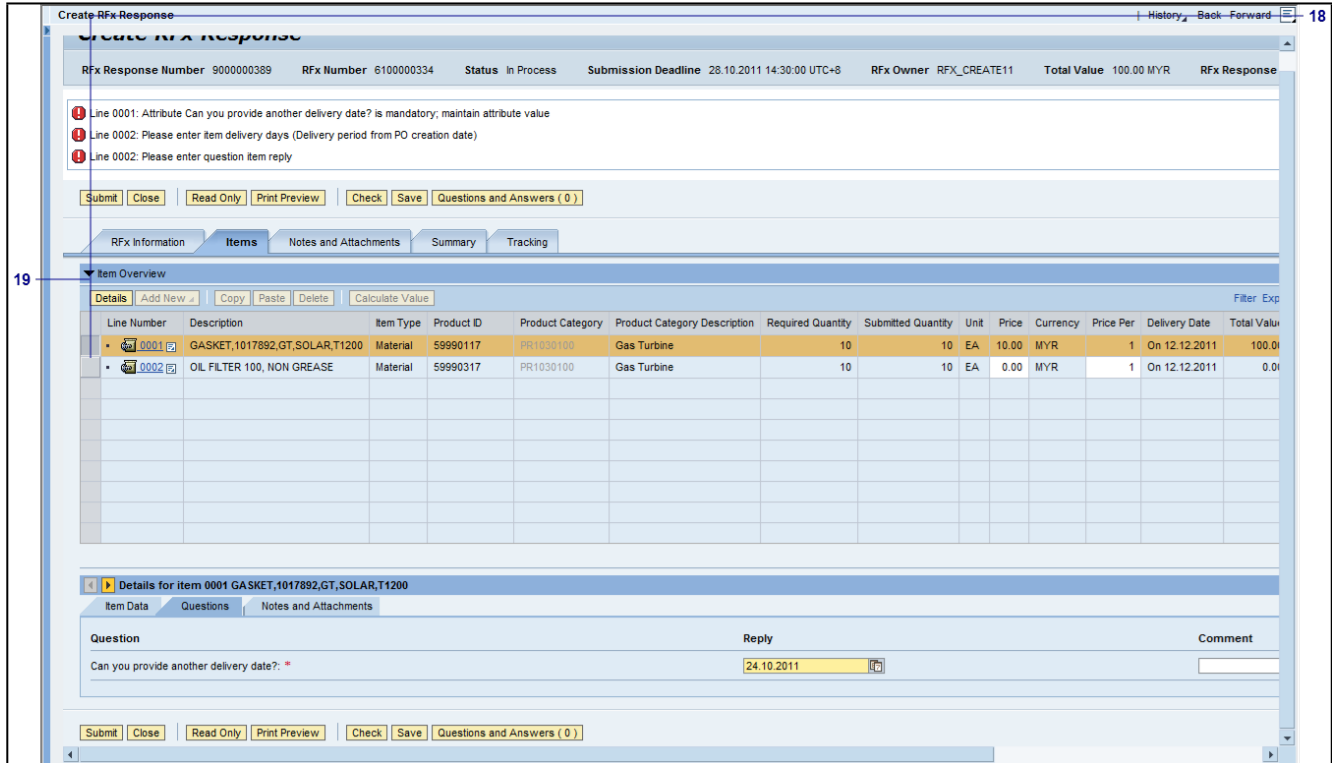


17. Click 24 label .





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

Create RFx Response - SAP NetWeaver Portal



18

19

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

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 100.00 MYR RFx Response Value

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

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

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	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 0002 OIL FILTER 100, NON GREASE

Item Data Questions Notes and Attachments

Question Data Reply Comment

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

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

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 100.00 MYR RFx Response Value

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

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

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	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 0002 OIL FILTER 100, NON GREASE

Item Data Questions Notes and Attachments

Basic Data

Identification

Configurable Item Number: 0002

Control Key: Material functional

Item Type: Material

Product Category: PR1030100 Gas Turbine

Currency, Values and Pricing

Currency: Malaysian Ringgit

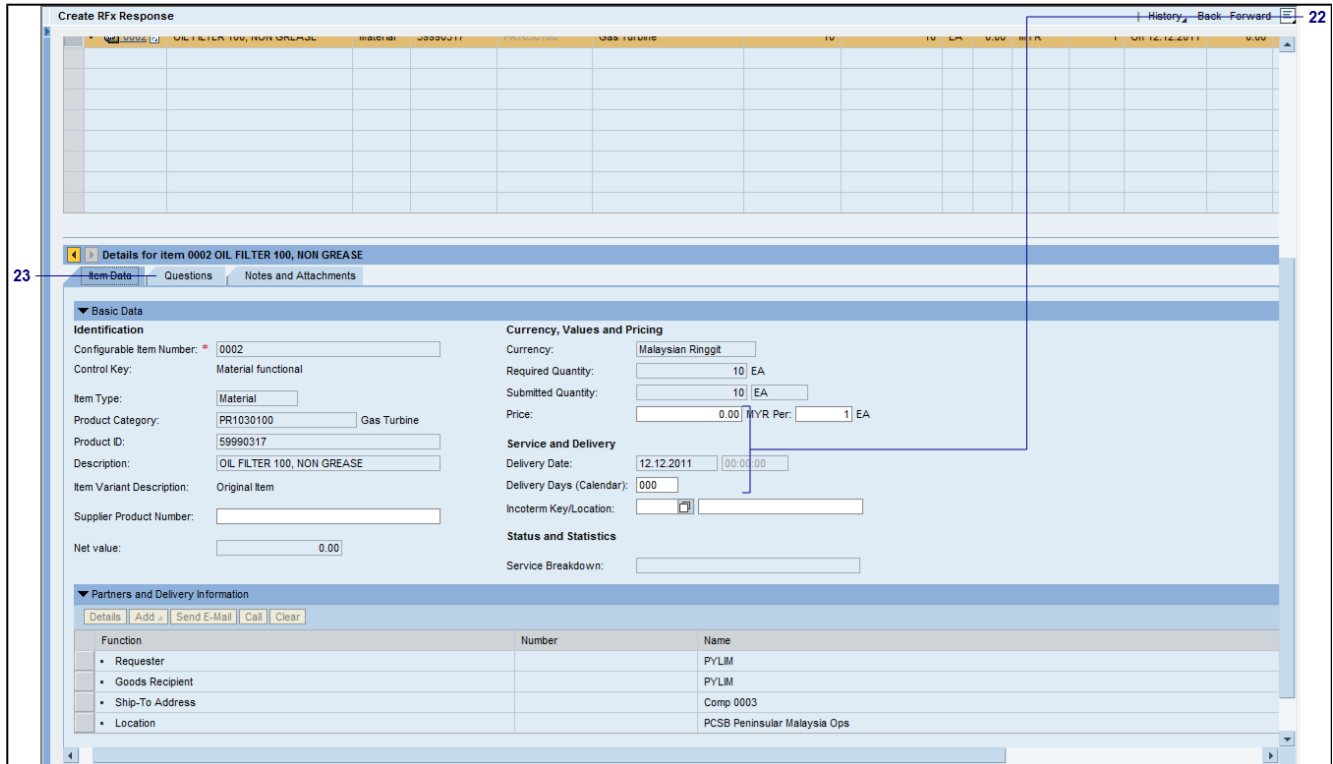
Required Quantity: 10 EA

Submitted Quantity: 10 EA

Price: 0.00 MYR Per: 1 EA

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 Version 2

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	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)


RFx Information Items Notes and Attachments Summary Tracking

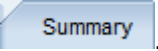
Notes

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

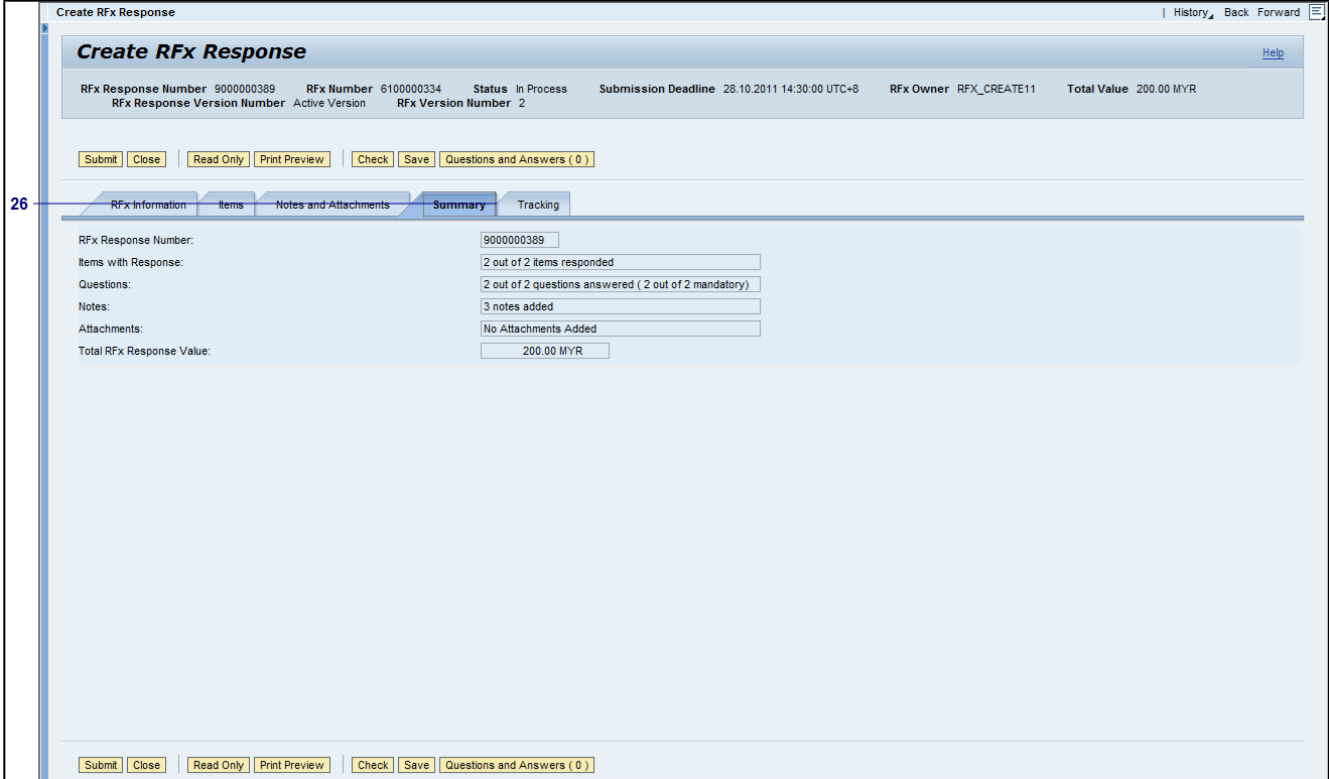
Attachments

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

	WORK INSTRUCTION	Page: 15 of 17
	SUPPLIER RELATIONSHIP MANAGEMENT (SRM)	Revision: Approved
	BE Manage eRFx (for Bidder - 1 Tier Evaluation)	

25. Click Summary tab control .

Create RFx Response - SAP NetWeaver Portal



Create RFx Response

History Back Forward

Create RFx Response [Help](#)

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 \(0 \)](#)

26. [RfX Information](#) [Items](#) [Notes and Attachments](#) **[Summary](#)** [Tracking](#)

RfX Response Number: 9000000389

Items with Response: 2 out of 2 items responded

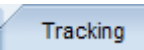
Questions: 2 out of 2 questions answered (2 out of 2 mandatory)

Notes: 3 notes added

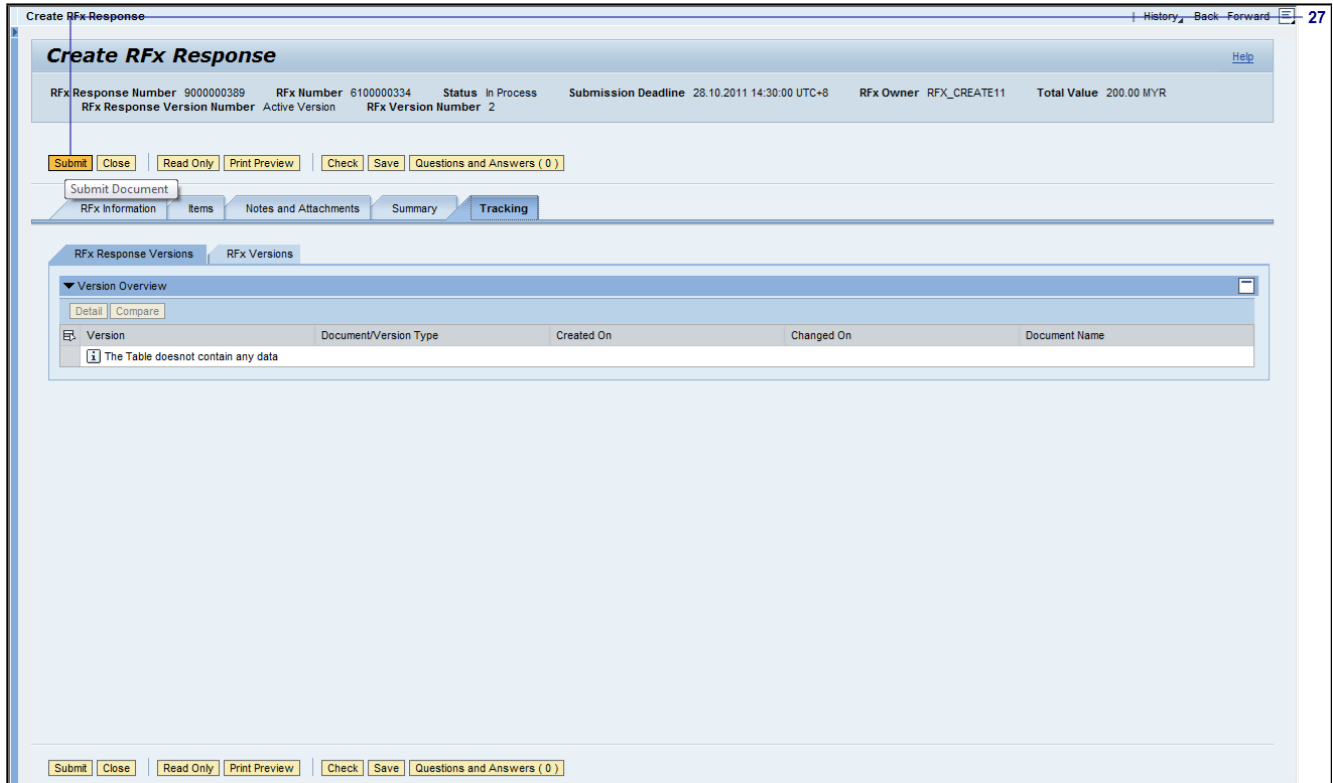
Attachments: No Attachments Added

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 Document

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

RFx Response Versions RFx Versions

Version Overview

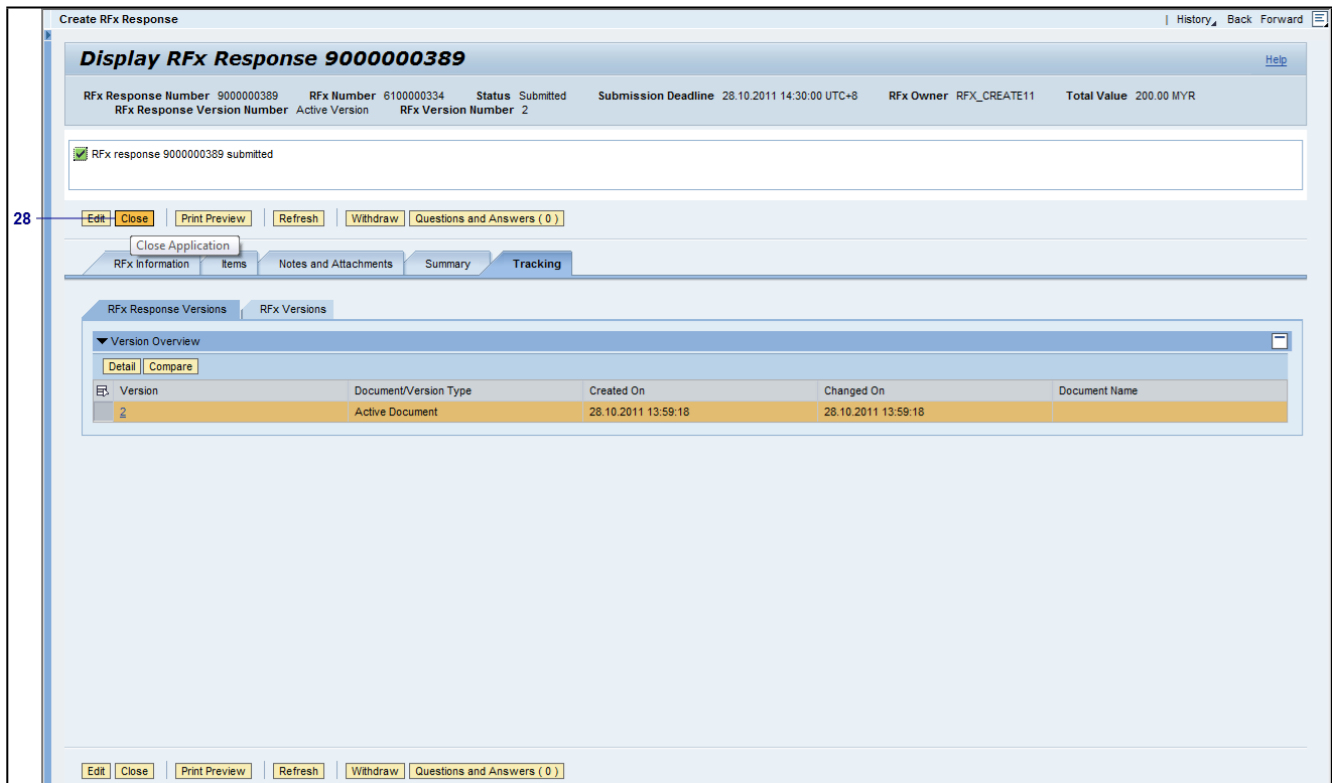
Detail Compare

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**.

	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".