

# Bidders Manual

## Two Stage Bidding

## Two Stage RFx Response Process

### Contents

Section 1: View 1 <sup>st</sup> stage (Technical) RFx details .....	3
Section 2: Create 1 <sup>st</sup> Stage (Technical) RFx Response.....	9
Section 3: View 2 <sup>nd</sup> Stage (Commercial) RFx Response .....	17
Section 4: Create 2 <sup>nd</sup> Stage (Commercial) RFx Response .....	21

## Two Stage RFx Response Process

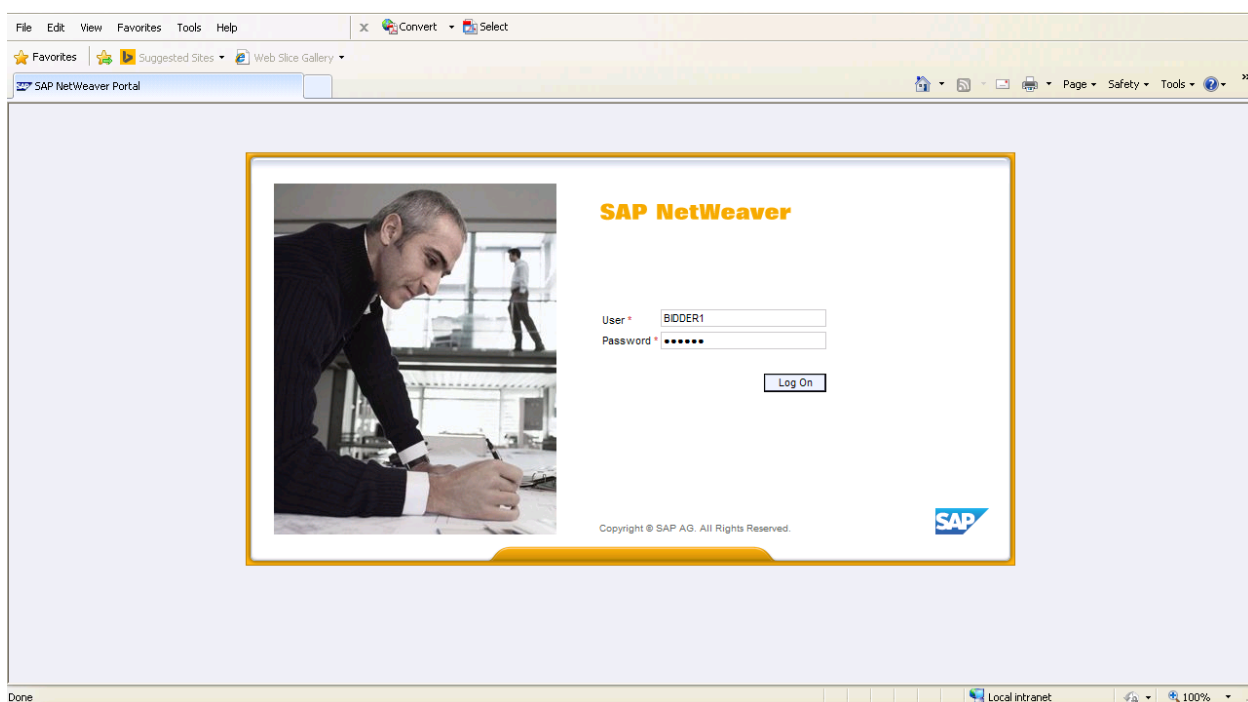
### Purpose

The purpose of this document is to illustrate the SRM two stage RFx response procedure by bidders

### Bidding Procedure

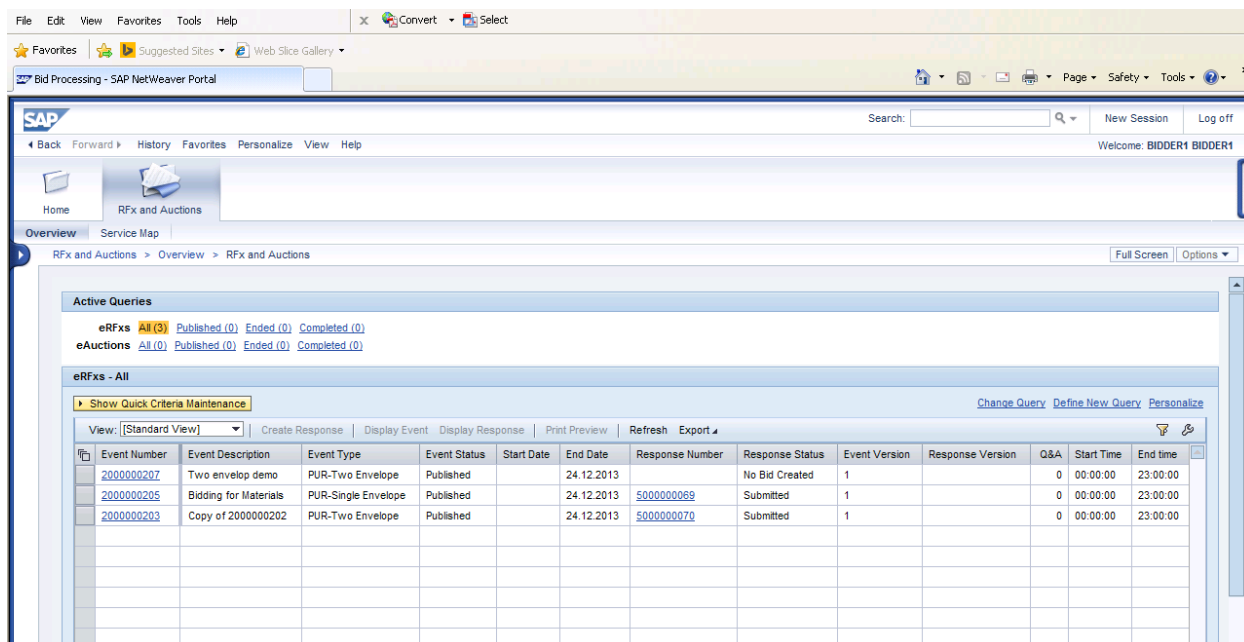
## Section 1: View 1<sup>st</sup> stage (Technical) RFx details

1. Logon into the supplier portal by entering the appropriate user name and password



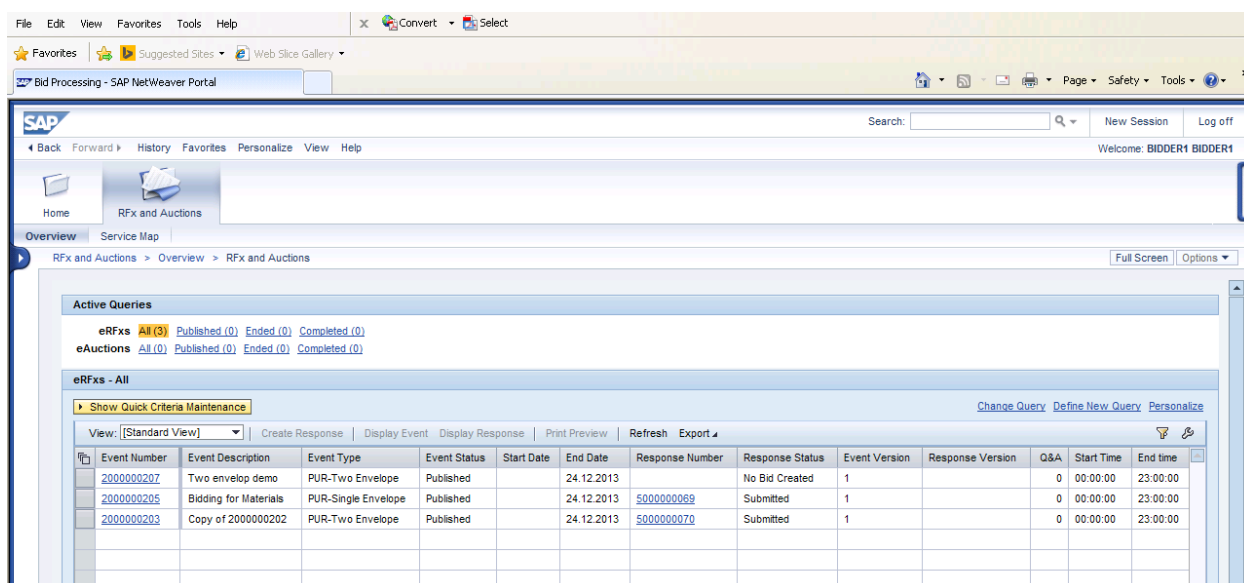
## Two Stage RFx Response Process

2. Traverse to the “**RFx & Auctions**” tab and go to the active queries sub-screen to view the RFx that is awaiting bidder participation. The column “Event type” is used to identify if the RFx is a single or two envelop process .Choose on “**All**”, click on “**Show Quick Criteria Maintenance**”. Clear all field and then click on apply.



Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
2000000207	Two envelop demo	PUR-Two Envelope	Published		24.12.2013		No Bid Created	1		0	00:00:00	23:00:00
2000000205	Bidding for Materials	PUR-Single Envelope	Published		24.12.2013	5000000069	Submitted	1		0	00:00:00	23:00:00
2000000203	Copy of 2000000202	PUR-Two Envelope	Published		24.12.2013	5000000070	Submitted	1		0	00:00:00	23:00:00

3. To view the active RFx that the bidder has to respond, click on the **Refresh** button



Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
2000000207	Two envelop demo	PUR-Two Envelope	Published		24.12.2013		No Bid Created	1		0	00:00:00	23:00:00
2000000205	Bidding for Materials	PUR-Single Envelope	Published		24.12.2013	5000000069	Submitted	1		0	00:00:00	23:00:00
2000000203	Copy of 2000000202	PUR-Two Envelope	Published		24.12.2013	5000000070	Submitted	1		0	00:00:00	23:00:00

## Two Stage RFx Response Process

- Choose the RFx for which RFx response (quotation) is to be placed and click on **Display Event** to view the RFx details

RFx - SAP NetWeaver Portal - Windows Internet Explorer

**Display RFx: 2000002220**

Print Preview | Technical RFx | Close | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

Number: 2000002220 Name: Technical RFx Type: PUR-Two Stage Status: Published Start Date: End Date: 16.11.2014 09:30:00 UTC+3 Remaining Time: 0 Days 00:16:13 Owner: Mr. buyer1 BUYER1

Price RFx Number

RFx Information | Items | Notes and Attachments

RFx Parameters | Questions | Note and Attachments

Start Date: 00:00:00 Earnest Money Deposit Amount: 1,000.00

Submission Deadline: 16.11.2014 09:30:00 Earnest Money Deposit Submission Deadline: 16.11.2014 09:30:00

End of Binding Period:

Currency: USD

▼ Partners and Delivery Information

Details | Add | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
Requester		buyer1 BUYER1	
Goods Recipient		RFCUSER	
Ship-To Address		Shah Plant	
Location		Shah Plant	

- To view the line item in the RFx, click on **Items** tab

RFx - SAP NetWeaver Portal - Windows Internet Explorer

**Display RFx: 2000002220**

Print Preview | Technical RFx | Close | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

Number: 2000002220 Name: Technical RFx Type: PUR-Two Stage Status: Published Start Date: End Date: 16.11.2014 09:30:00 UTC+3 Remaining Time: 0 Days 00:16:13 Owner: Mr. buyer1 BUYER1

Price RFx Number

RFx Information | **Items** | Notes and Attachments

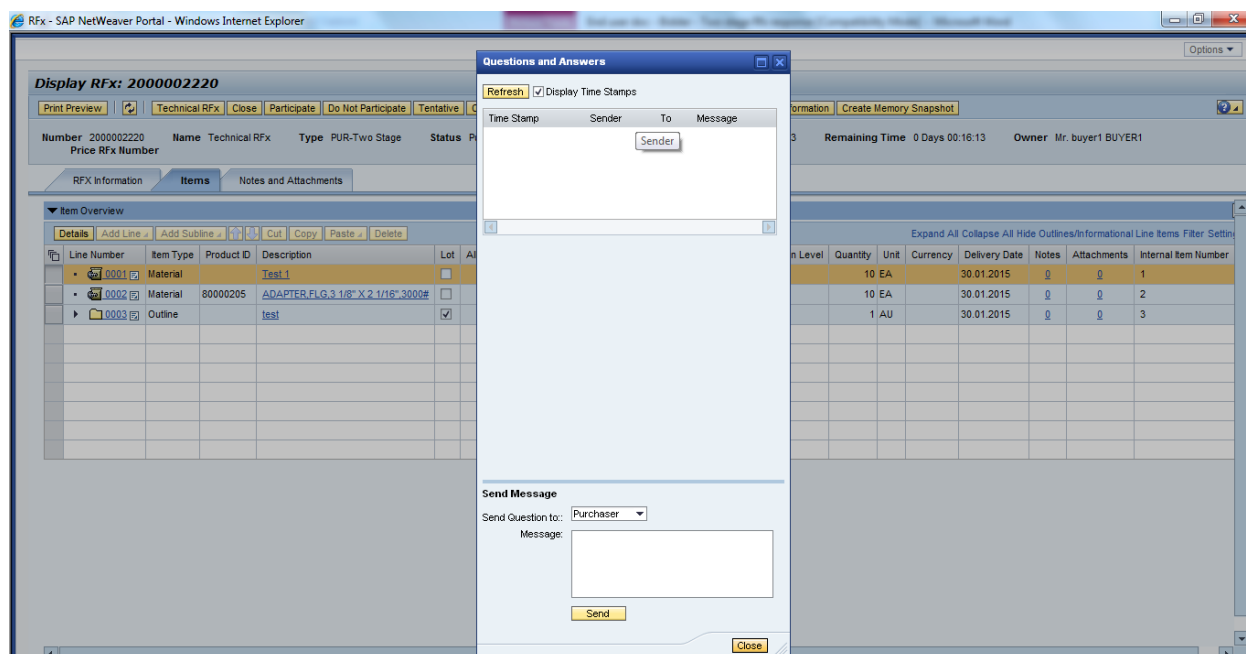
▼ Item Overview

Details | Add Line | Add Subline | Cut | Copy | Paste | Delete

Line Number	Item Type	Product ID	Description	Lot	Allow RFx Response Modification	Variant	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Number
0001	Material		Test 1		<input type="checkbox"/>		ACID		10	EA		30.01.2015	0	0	1
0002	Material	80000205	ADAPTER FLG.3 1/8" X 2 1/16" 3000#		<input type="checkbox"/>		ADAPTER		10	EA		30.01.2015	0	0	2
0003	Outline		test	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CASING		1	AU		30.01.2015	0	0	3

## Two Stage RFX Response Process

6. [Optional] To enquire or request any additional information from the Al Hosn Gas buyer click on the **Questions and Answers ( 0 )** button of the RFX response which will open question window.



**Display RFX: 2000002220**

Number: 2000002220 Name: Technical RFX Type: PUR-Two Stage Status: R

Price RFX Number

Remaining Time: 0 Days 00:16:13 Owner: Mr. buyer1 BUYER1

**Questions and Answers**

Refresh ☒ Display Time Stamps

Time Stamp	Sender	To	Message

**Send Message**

Send Question to: Purchaser

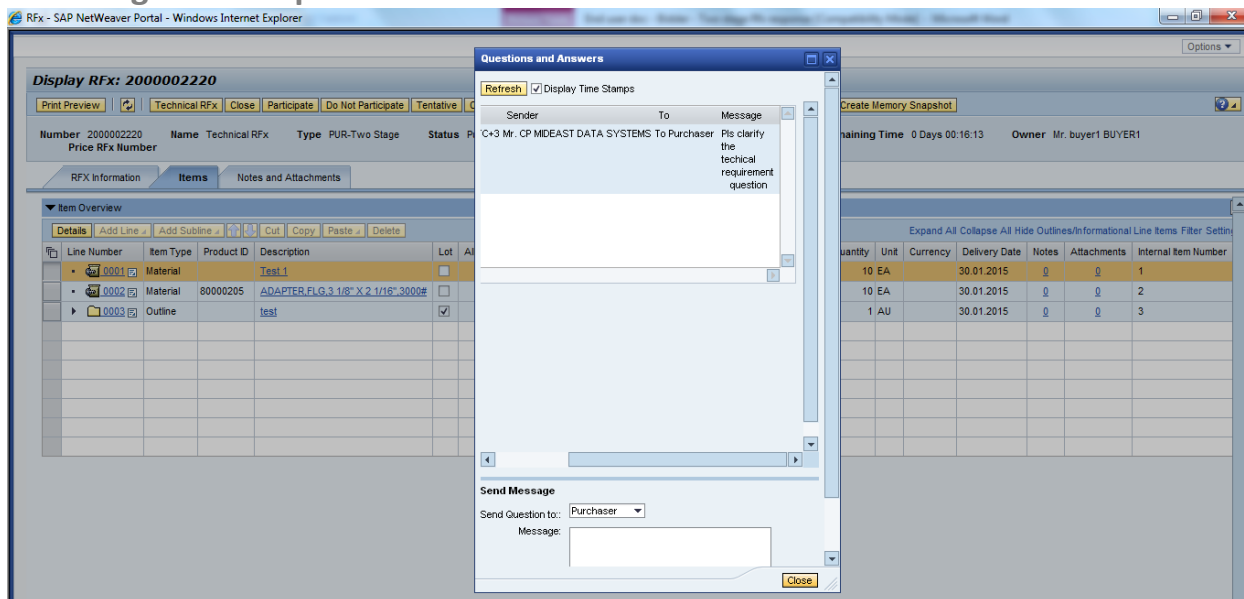
Message:

**Send**

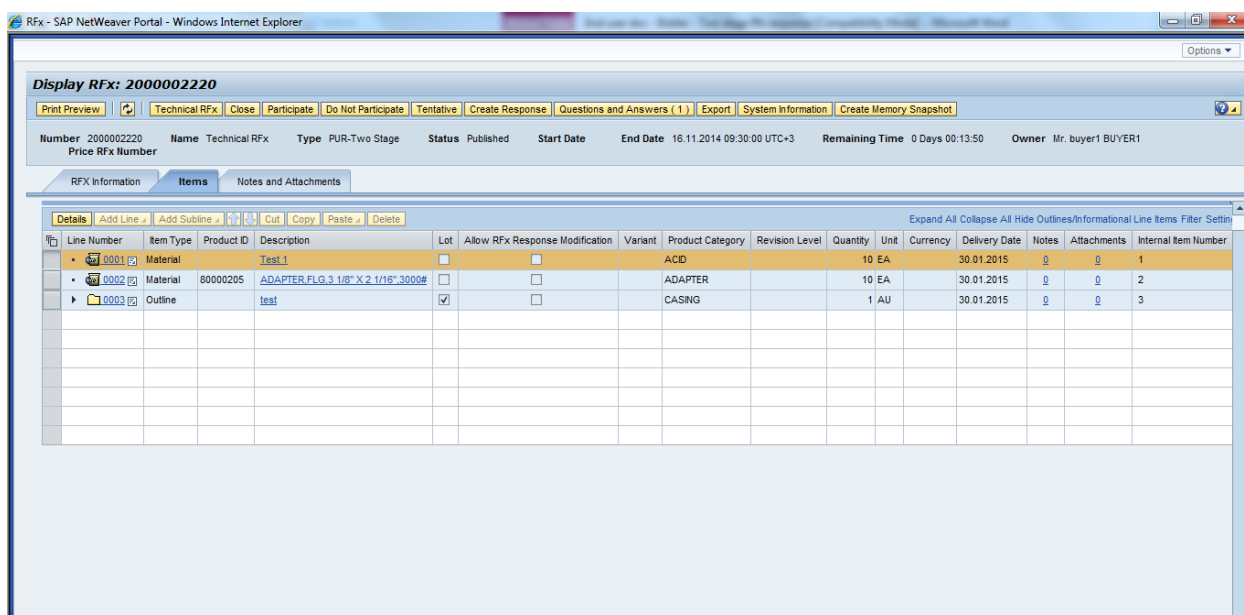
**Close**

7. [Optional] Key in the information required from the Al Hosn Gas purchaser and click on **Send** button

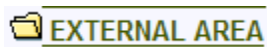
## Two Stage RfX Response Process



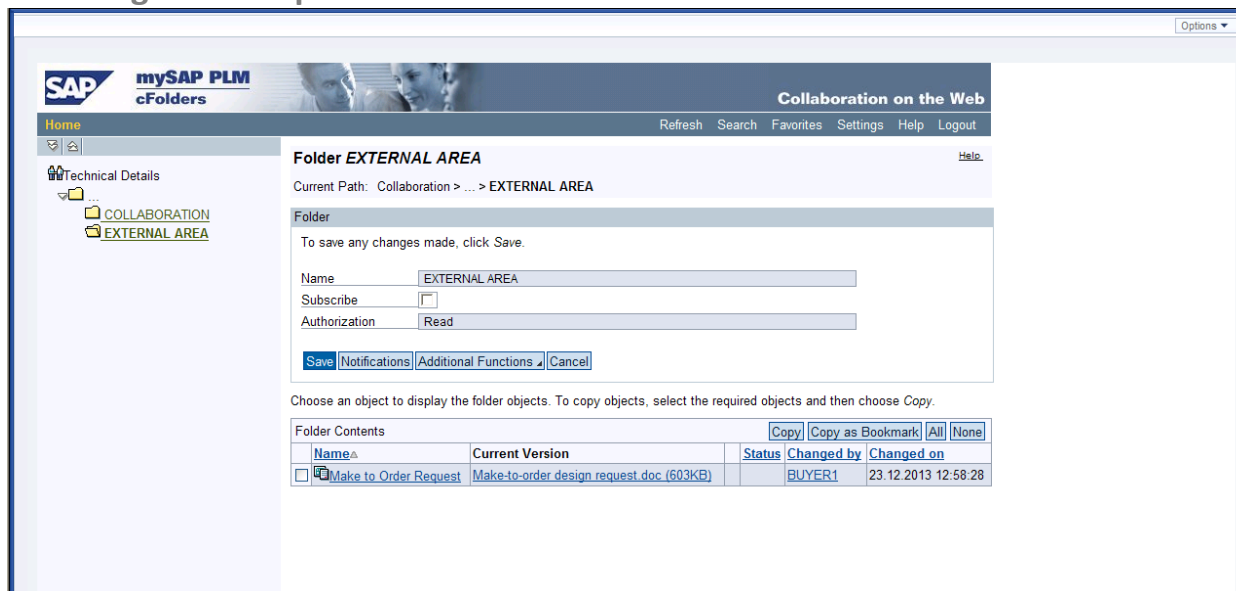
8. Click on the **Technical RfX** button in the two envelop bid to view the technical specification document showed by the Al Hosn Gas purchaser.



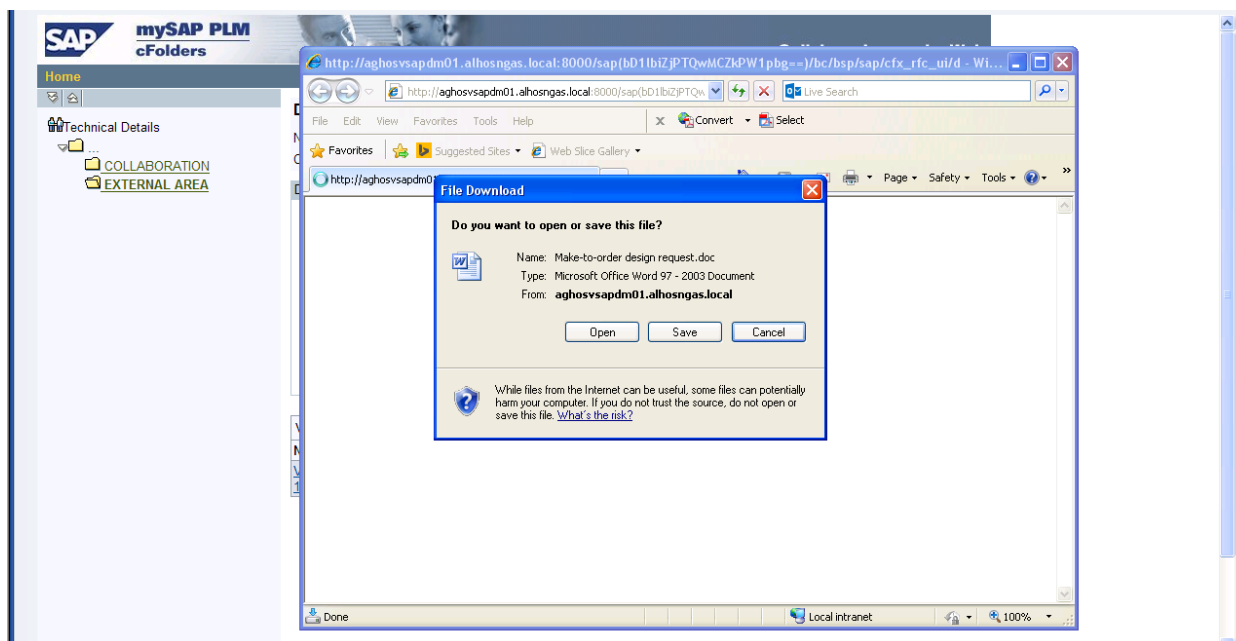
9. The documents shared by the purchaser to the participating bidders are placed under the folder



## Two Stage RFx Response Process



- To view / save the attachment by the Al Hosn Gas purchaser with respect to that RFx, click on the attachment under external area folder.





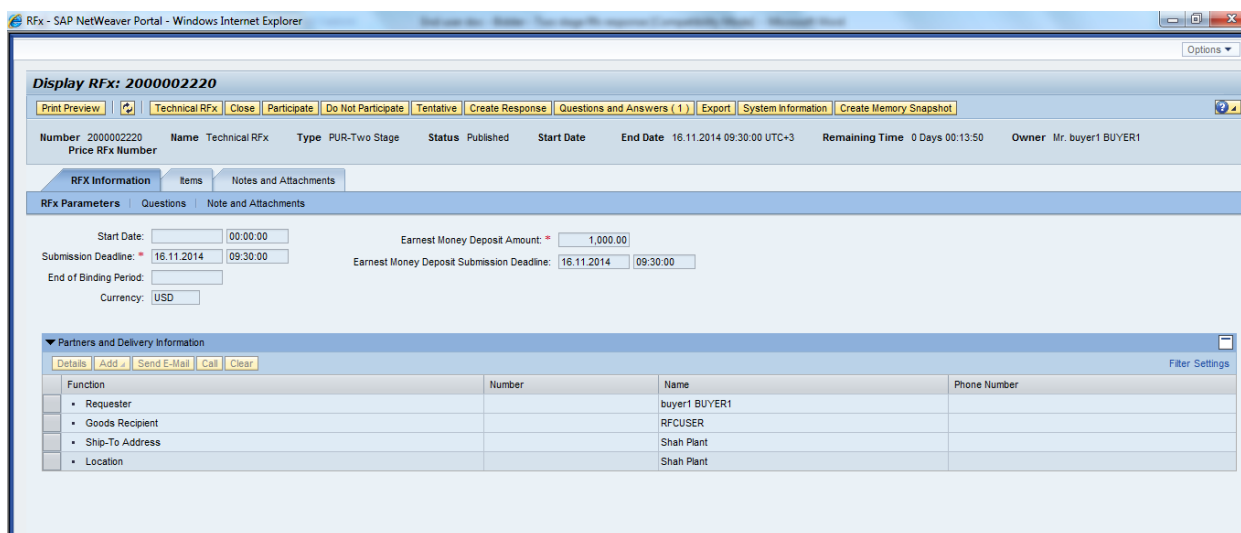
## Two Stage RFx Response Process

11. After successfully viewing / saving the files attached with the RFx, click on the **Logout** button of the C-Folders screen to exit the application and close this screen.



## Section 2: Create 1<sup>st</sup> Stage (Technical) RFx Response

12. [Optional] Click on either **Participate** or **Do Not Participate** button to inform Al Hosn Gas the participation intent.



**Display RFx: 2000002220**

Print Preview | Technical RFx | Close | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers (1) | Export | System Information | Create Memory Snapshot

Number: 2000002220 Name: Technical RFx Type: PUR-Two Stage Status: Published Start Date: 16.11.2014 09:30:00 UTC+3 End Date: 16.11.2014 09:30:00 UTC+3 Remaining Time: 0 Days 00:13:50 Owner: Mr. buyer1 BUYER1

Price RFx Number:

**RFx Information** | Items | Notes and Attachments

**RFx Parameters** | Questions | Note and Attachments

Start Date: 16.11.2014 00:00:00 Earnest Money Deposit Amount: 1,000.00

Submission Deadline: 16.11.2014 09:30:00 Earnest Money Deposit Submission Deadline: 16.11.2014 09:30:00

End of Binding Period:

Currency: USD

**Partners and Delivery Information**

Details | Add | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
Requester		buyer1 BUYER1	
Goods Recipient		RFCUSER	
Ship-To Address		Shah Plant	
Location		Shah Plant	

13. Alternately, click on **Create Response** button to directly create RFx response without informing participation intent

## Two Stage RfX Response Process

Create RfX Response - SAP NetWeaver Portal - Windows Internet Explorer

**Create RfX Response: 5000000604**

Submit | Read Only | Print Preview | Check | Technical RfX Response | Close | Save | Export | Import | Questions and Answers ( 1 ) | System Information | Create Memory Snapshot

Enter Bid Security (Earnest Money Deposit) Validity Period  
Enter Bid Validity Period

Number: 5000000604 | RfX Number: 2000002220 | Status: In Process | Submission Deadline: 16.11.2014 09:30:00 UTC+3 | Remaining Time: 0 Days 00:12:11 | RfX Owner: Mr. buyer1 BUYER1 | Total Value: 0.00 USD

**RfX Information** | Items | Notes and Attachments | Summary | Tracking

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

**Event Parameters**

Currency: United States Dollar | Incoterm: FOB | Free

Terms of Payment: 0001 | Payable Immediately Due Net | Status and Statistics

Bid Validity Period: - | Created On: 16.11.2014 09:17:50 UTC+3

Bid Security (Earnest Money Deposit) Validity Period: - | Created By: Mr. CP MIDEAST DATA SYSTEMS

Last Processed On: 16.11.2014 09:17:50 UTC+3

Last Processed By: Mr. CP MIDEAST DATA SYSTEMS

**Partners and Delivery Information**

Details | Send E-Mail | Call | Clear | Filter Settings

Function	Number	Name	Phone Number
• Goods Recipient		RFCUSER	
• Ship-To Address		Shah Plant	
• Location		Shah Plant	

*Note: The Bid Security (Earnest Money Deposit) Validity period & Bid Validity period are mandatory if the system prompts for input during 1<sup>st</sup> stage (technical) RfX response creation.*

14. To submit the technical RfX response for the bid, click on the button **Technical RfX Response**. This will transfer you to the C-folders system where the technical specifications can be uploaded for review.

SAP mySAP PLM cFolders Collaboration on the Web

Home | Refresh | Search | Favorites | Settings | Help | Logout

**Folder BIDDER1** [Help](#)

Current Path: Collaboration > ... > BIDDER1

**Folder**

To save any changes made, click Save.

Name: BIDDER1

Subscribe: ☐


Authorization: Read

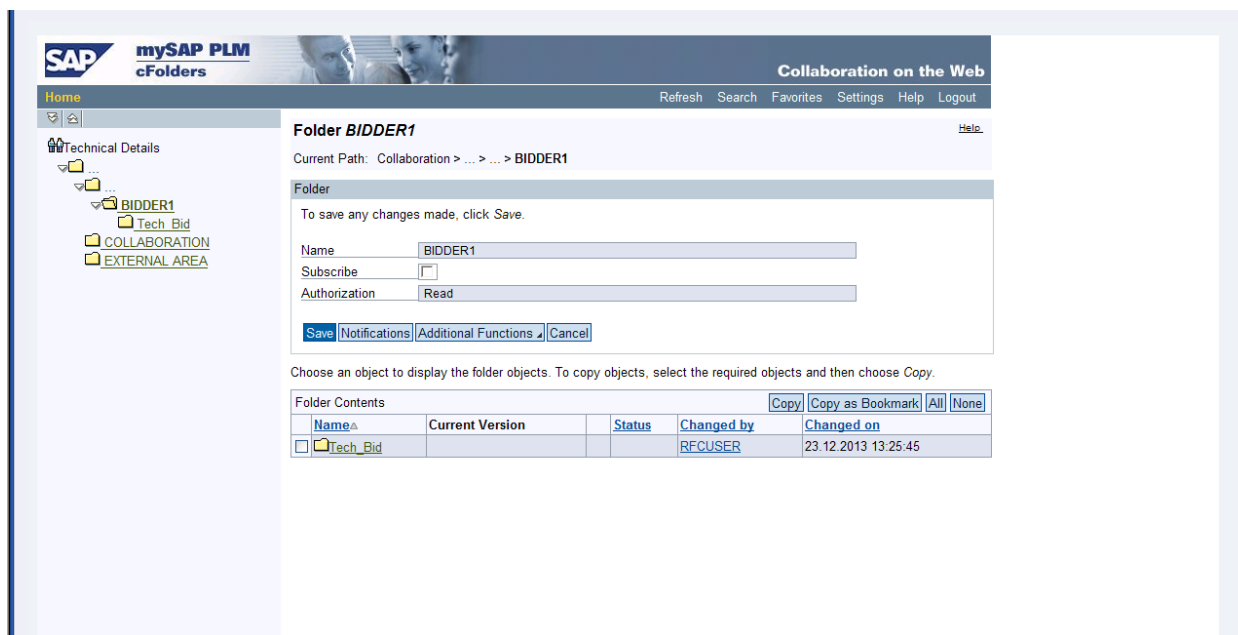
[Save](#) | [Notifications](#) | [Additional Functions](#) | [Cancel](#)


Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Name	Current Version	Status	Changed by	Changed on
<input type="checkbox"/> Tech_Bid			RFCUSER	23.12.2013 13:25:45

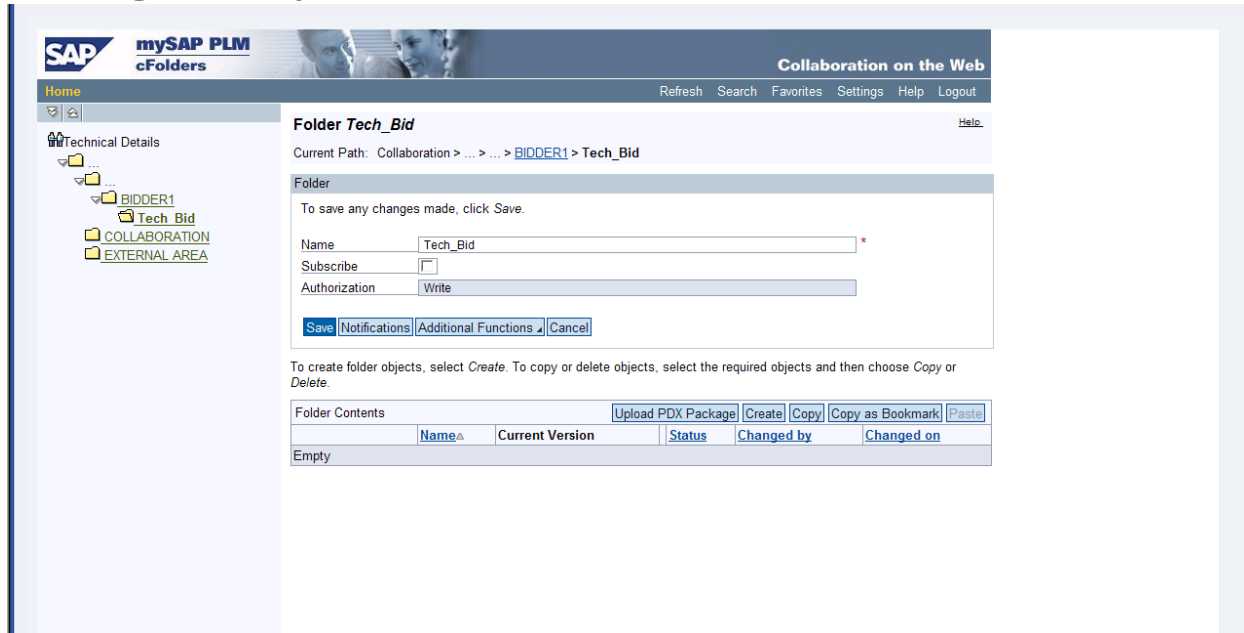
## Two Stage RFx Response Process

15. Click on the  **Tech\_Bid** folder to traverse to the folder where the technical specifications document can be uploaded




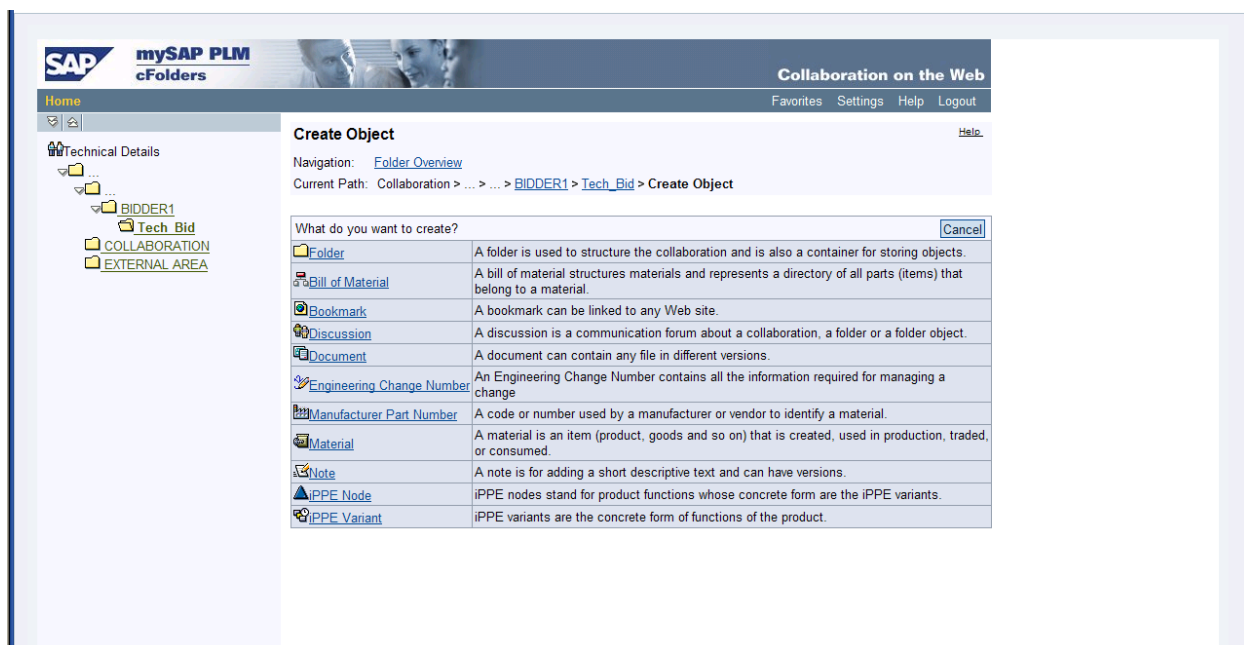
16. Inside the “Tech\_Bid” folder click on the  **Create** button to upload the technical specifications document.

## Two Stage RFx Response Process



The screenshot shows the SAP mySAP PLM cFolders interface. The left sidebar displays a tree structure with folders: BIDDER1, Tech\_Bid, COLLABORATION, and EXTERNAL AREA. The main content area is titled 'Folder Tech\_Bid' and shows the current path: Collaboration > ... > ... > BIDDER1 > Tech\_Bid. Below this, there is a form for configuring the folder. The form includes fields for Name (Tech\_Bid), Subscribe (checked), and Authorization (Write). There are buttons for Save, Notifications, Additional Functions, and Cancel. Below the form, there is a section for Folder Contents with buttons for Upload PDX Package, Create, Copy, Copy as Bookmark, and Paste. A table below this section shows the folder contents, which are currently empty.

17. Choose  [Document](#) option to attach the technical specification file available in the local desktop.

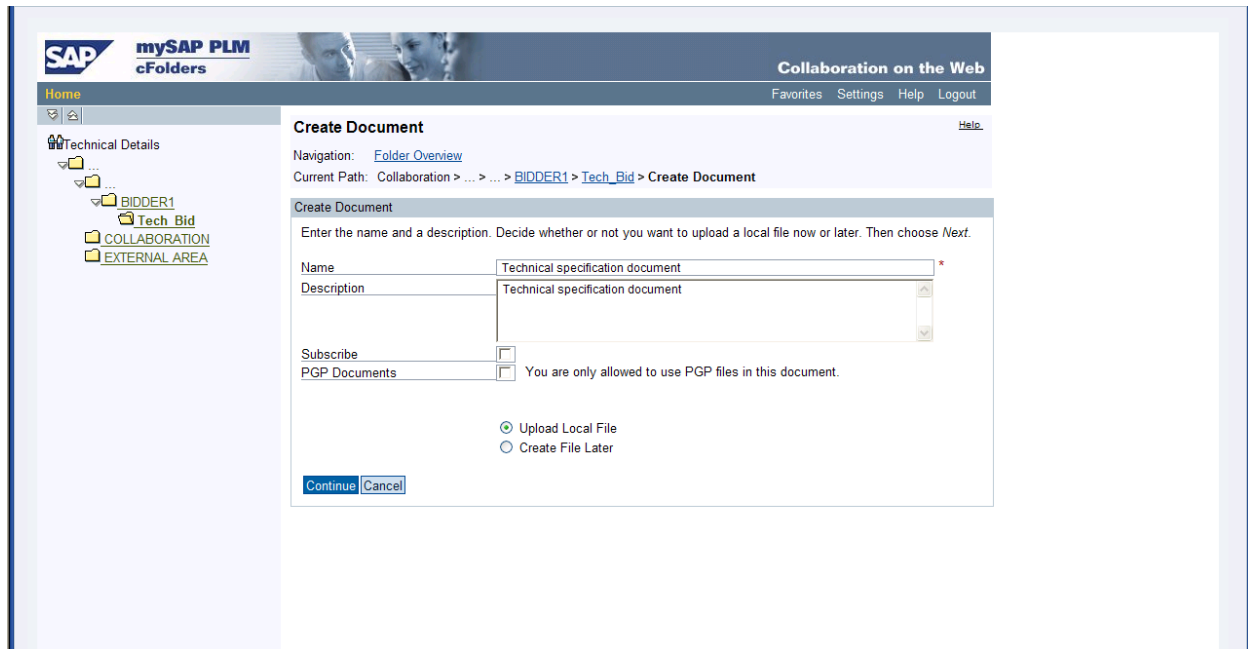


The screenshot shows the SAP mySAP PLM cFolders interface with the 'Create Object' dialog open. The left sidebar shows the same folder structure as the previous screenshot. The main content area is titled 'Create Object' and shows the current path: Collaboration > ... > ... > BIDDER1 > Tech\_Bid > Create Object. Below this, there is a table with the following objects and descriptions:

Object	Description
Folder	A folder is used to structure the collaboration and is also a container for storing objects.
Bill of Material	A bill of material structures materials and represents a directory of all parts (items) that belong to a material.
Bookmark	A bookmark can be linked to any Web site.
Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.
Document	A document can contain any file in different versions.
Engineering Change Number	An Engineering Change Number contains all the information required for managing a change.
Manufacturer Part Number	A code or number used by a manufacturer or vendor to identify a material.
Material	A material is an item (product, goods and so on) that is created, used in production, traded, or consumed.
Note	A note is for adding a short descriptive text and can have versions.
IPPE Node	IPPE nodes stand for product functions whose concrete form are the IPPE variants.
IPPE Variant	IPPE variants are the concrete form of functions of the product.

## Two Stage RFx Response Process

18. Enter the name and description of the file that you are going to attach and click **Continue** button to proceed with the technical specifications upload.

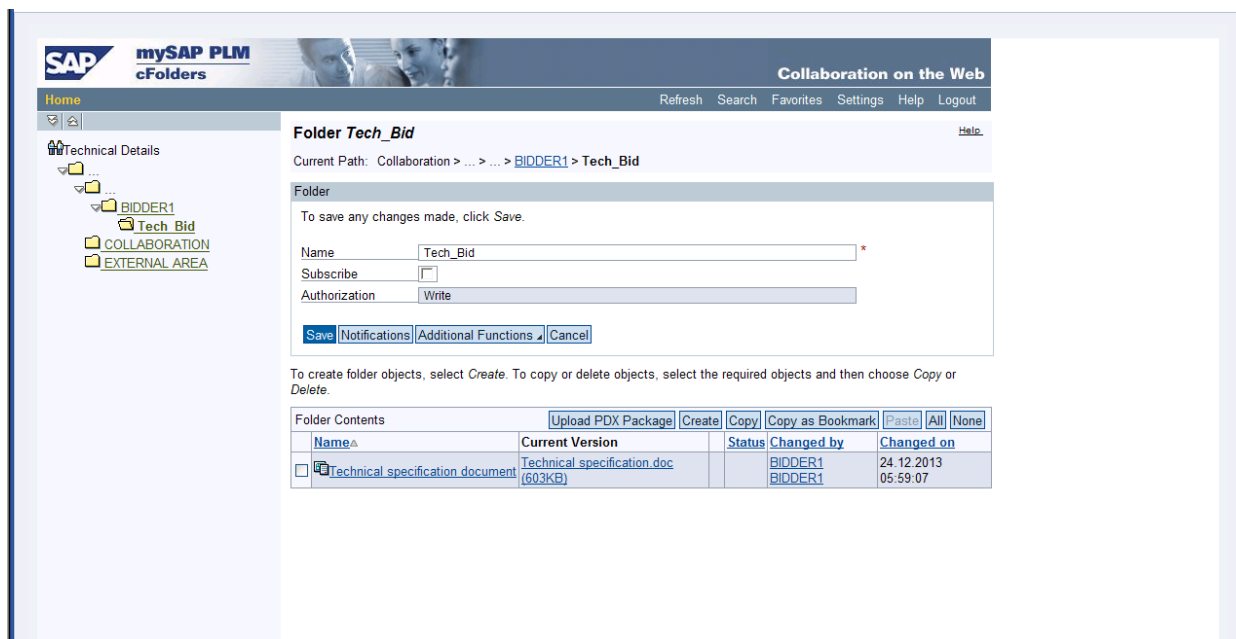


19. Click on the **Browse...** button to locate the technical specifications that need to be submitted for review and click on the **Save** button to save the technical specifications to the RFx response



## Two Stage RFx Response Process

20. The uploaded technical specification can be viewed in the “Tech\_Bid” Folder.



**Folder Tech\_Bid**

Current Path: Collaboration > ... > BIDDER1 > Tech\_Bid

**Folder**

To save any changes made, click Save.

Name: Tech\_Bid

Subscribe: ☐

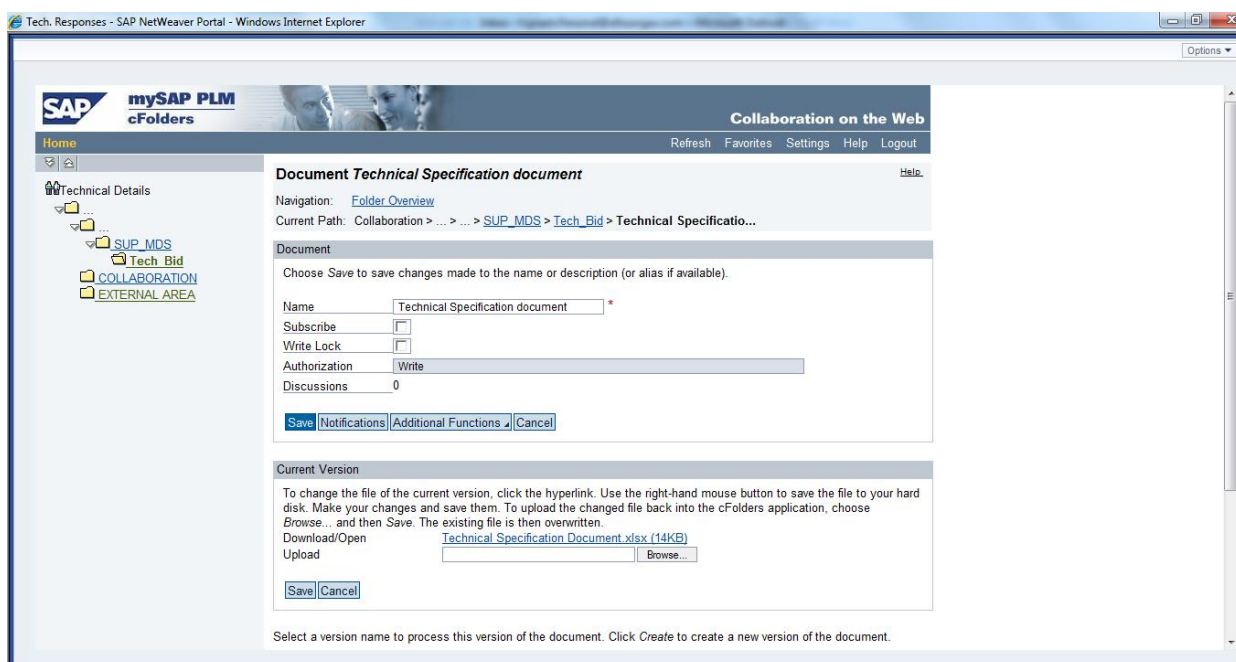
Authorization: Write

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

To create folder objects, select **Create**. To copy or delete objects, select the required objects and then choose **Copy** or **Delete**.

Name	Current Version	Status	Changed by	Changed on
<input type="checkbox"/> Technical specification document	Technical specification.doc (603KB)		BIDDER1 BIDDER1	24.12.2013 05:59:07

21. [Optional] The technical specification attached cannot be deleted but however the file attached can be replaced with a new file. To replace the attached file click on the “Name” of the file attached.



**Document Technical Specification document**

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > SUP\_MDS > Tech\_Bid > Technical Specification...

**Document**

Choose Save to save changes made to the name or description (or alias if available).

Name: Technical Specification document

Subscribe: ☐

Write Lock: ☐

Authorization: Write

Discussions: 0

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

**Current Version**

To change the file of the current version, click the hyperlink. Use the right-hand mouse button to save the file to your hard disk. Make your changes and save them. To upload the changed file back into the cFolders application, choose **Browse...** and then **Save**. The existing file is then overwritten.

Download/Open: [Technical Specification Document.xlsx \(14KB\)](#)

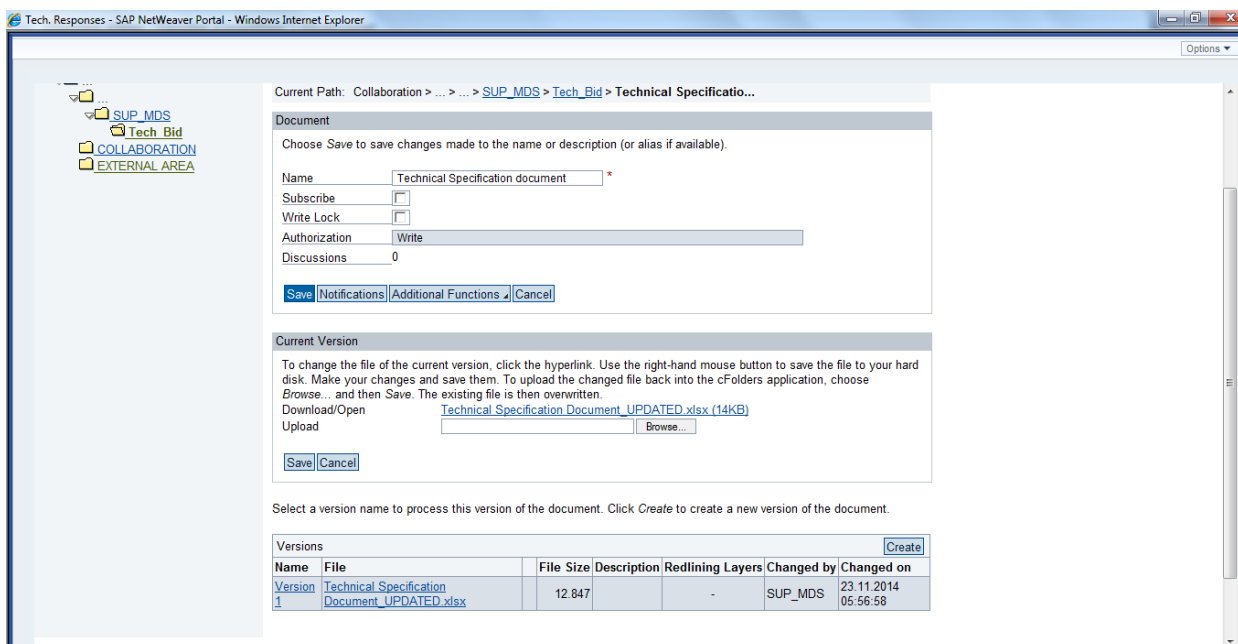
Upload: [Browse...](#)

[Save](#) [Cancel](#)

Select a version name to process this version of the document. Click **Create** to create a new version of the document.

## Two Stage RfX Response Process

22. [Optional] Click on the **Browse...** button to choose the new file that needs to be attached and click on the **Save** button to save the new attachment. The old file will be replaced by the new file.



Current Path: Collaboration > ... > ... > SUP\_MDS > Tech\_Bid > Technical Specificatio...

**Document**

Choose Save to save changes made to the name or description (or alias if available).

Name  \*

Subscribe ☐

Write Lock ☐

Authorization

Discussions

**Save** **Notifications** **Additional Functions** **Cancel**

**Current Version**

To change the file of the current version, click the hyperlink. Use the right-hand mouse button to save the file to your hard disk. Make your changes and save them. To upload the changed file back into the cFolders application, choose **Browse...** and then **Save**. The existing file is then overwritten.

Download/Open [Technical Specification Document\\_UPDATED.xlsx \(14KB\)](#)

Upload  **Browse...**

**Save** **Cancel**

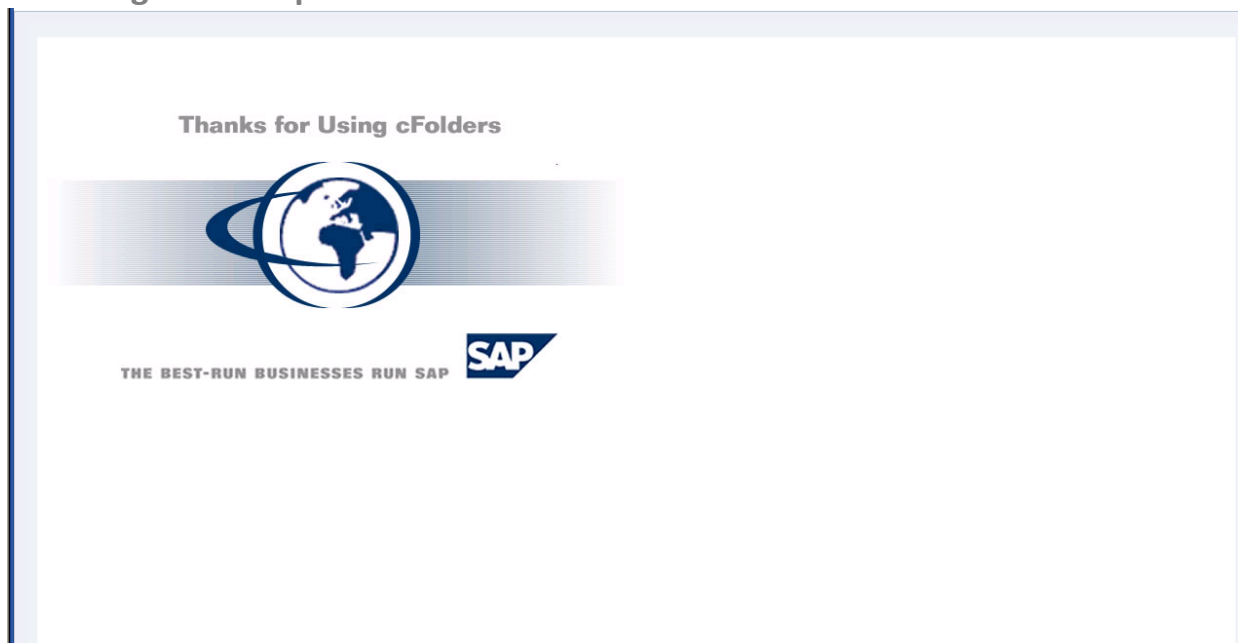
Select a version name to process this version of the document. Click **Create** to create a new version of the document.

**Versions** **Create**

Name	File	File Size	Description	Redlining Layers	Changed by	Changed on
Version 1	<a href="#">Technical Specification Document_UPDATED.xlsx</a>	12.847		-	SUP_MDS	23.11.2014 05:56:58

23. After successful saving the technical specification to the RfX response, click on the **Logout** button of the C-Folders screen to exit the application and close this screen.

## Two Stage RFx Response Process



24. Click on the **Check** button to check whether the 1<sup>st</sup> stage (technical) RFx response contains any error.

Create RFx Response - SAP NetWeaver Portal - Windows Internet Explorer

**Create RFx Response: 5000000604**

Submit | Read Only | Print Preview | Check | Technical RFx Response | Close | Save | Export | Import | Questions and Answers ( 1 ) | System Information | Create Memory Snapshot

☒ RFx response is complete and contains no errors

Number: 5000000604    RFx Number: 2000002220    Status: In Process    Submission Deadline: 16.11.2014 09:30:00 UTC+3    Remaining Time: 0 Days 00:09:31    RFx Owner: Mr. buyer1 BUYER1    Total Value: 0.00 USD

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

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

**Event Parameters**

Currency: United States Dollar    Incoterm: DDP | Abu Dhabi

Terms of Payment: 0001 | Payable Immediately Due Net    **Status and Statistics**

Bid Validity Period: 16.11.2014 - 31.01.2015    Created On: 16.11.2014 09:17:50 UTC+3

Bid Security (Earnest Money Deposit) Validity Period: 16.11.2014 - 31.01.2015    Created By: Mr. CP MIDEAST DATA SYSTEMS

Last Processed On: 16.11.2014 09:17:50 UTC+3

Last Processed By: Mr. CP MIDEAST DATA SYSTEMS

**Partners and Delivery Information**

Details | Send E-Mail | Call | Clear    Filter Settings

Function	Number	Name	Phone Number
• Goods Recipient		RFCUSER	
• Ship-To Address		Shah Plant	
• Location		Shah Plant	

25. Click on **Submit** button to confirm the submission of 1<sup>st</sup> stage (technical) RFx response



## Two Stage RFx Response Process

Create RFx Response - SAP NetWeaver Portal - Windows Internet Explorer

**Display RFx Response: 5000000604**

[Edit](#) | [Print Preview](#) | [Technical RFx Response](#) | [Close](#) | [Withdraw](#) | [Export](#) | [Questions and Answers \(1\)](#) | [System Information](#) | [Create Memory Snapshot](#)

☒ RFx response 5000000604 submitted

Number: 5000000604    RFx Number: 2000002220    Status: Submitted    Submission Deadline: 16.11.2014 09:30:00 UTC+3    Remaining Time: 0 Days 00:08:03    RFx Owner: Mr. buyer1 BUYER1    Total Value: 0.00 USD

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

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

**Event Parameters**

Currency:

Terms of Payment:  Payable Immediately Due Net

Bid Validity Period:  -

Bid Security (Earnest Money Deposit) Validity Period:  -

**Service and Delivery**

Incoterm:

**Status and Statistics**

Created On:

Created By:

Last Processed On:

Last Processed By:

**Partners and Delivery Information**

[Details](#) | [Send E-Mail](#) | [Call](#) | [Clear](#)

Function	Number	Name	Phone Number
• Goods Recipient		RFCUSER	
• Ship-To Address		Shah Plant	
• Location		Shah Plant	

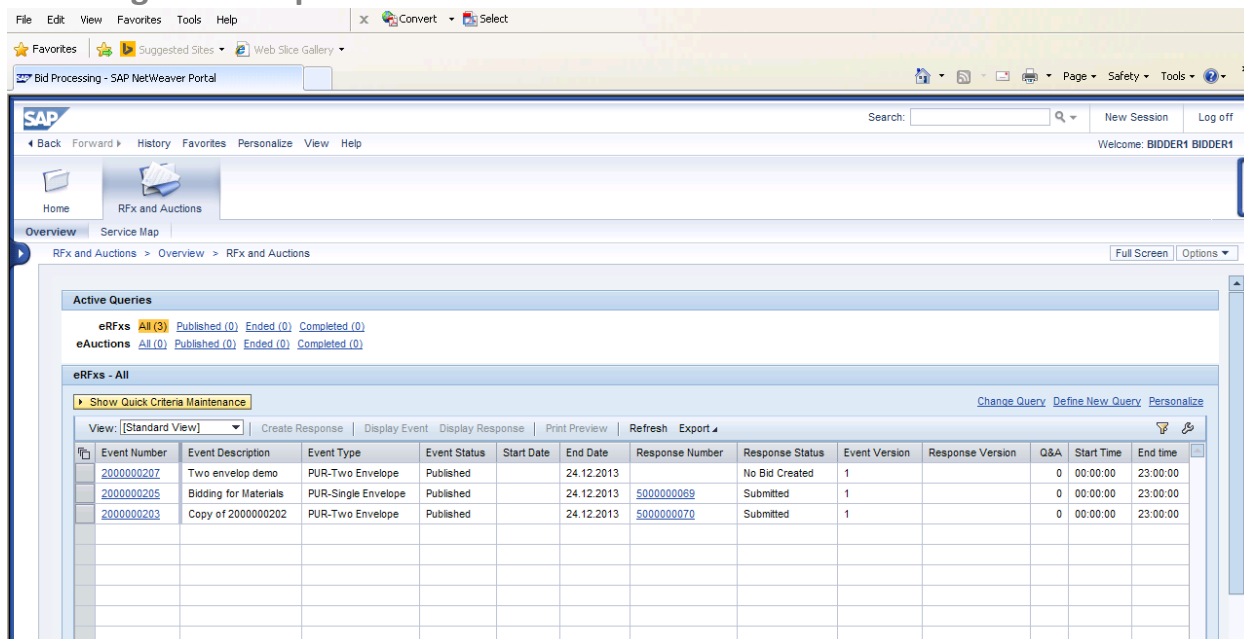
[Filter Settings](#)

*Note: After the 1<sup>st</sup> stage (technical) RFx response is submitted, the evaluation process of the technical bids will be performed by Al Hosn gas and only technically accepted bidders will be subsequently called for participating in the 2nd stage (Commercial) RFx.*

## Section 3: View 2<sup>nd</sup> Stage (Commercial) RFx Response

26. Traverse to the “**RFx & Auctions**” tab and go to the active queries sub-screen to view the RFx that is awaiting bidder participation. The column “Event type” is used to identify is the RFx is a single or two envelop process

## Two Stage RfX Response Process



Active Queries

eRFxs [All \(3\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

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

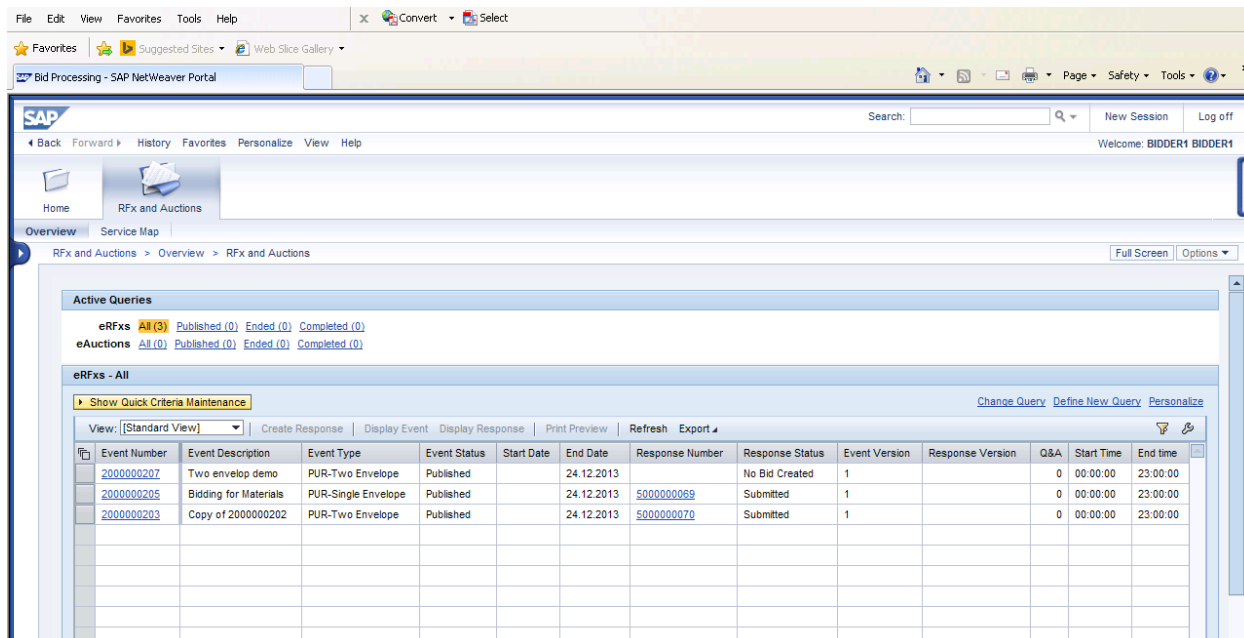
eRFxs - All

[Show Quick Criteria Maintenance](#) [Change Query](#) [Define New Query](#) [Personalize](#)

View: [\[Standard View\]](#) | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
2000000207	Two envelop demo	PUR-Two Envelope	Published	24.12.2013	24.12.2013		No Bid Created	1		0	00:00:00	23:00:00
2000000205	Bidding for Materials	PUR-Single Envelope	Published	24.12.2013	24.12.2013	5000000069	Submitted	1		0	00:00:00	23:00:00
2000000203	Copy of 2000000202	PUR-Two Envelope	Published	24.12.2013	24.12.2013	5000000070	Submitted	1		0	00:00:00	23:00:00

27. To view the active RFx that the bidder has to respond, click on the [Refresh](#) button



Active Queries

eRFxs [All \(3\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

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

eRFxs - All

[Show Quick Criteria Maintenance](#) [Change Query](#) [Define New Query](#) [Personalize](#)

View: [\[Standard View\]](#) | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
2000000207	Two envelop demo	PUR-Two Envelope	Published	24.12.2013	24.12.2013		No Bid Created	1		0	00:00:00	23:00:00
2000000205	Bidding for Materials	PUR-Single Envelope	Published	24.12.2013	24.12.2013	5000000069	Submitted	1		0	00:00:00	23:00:00
2000000203	Copy of 2000000202	PUR-Two Envelope	Published	24.12.2013	24.12.2013	5000000070	Submitted	1		0	00:00:00	23:00:00

28. Choose the RFx for which RFx response (quotation) is to be placed and click on [Display Event](#) to view the RFx details

## Two Stage RfX Response Process

RfX - SAP NetWeaver Portal - Windows Internet Explorer

Options

**Display RfX: 2000002221**

Print Preview Close Participate Do Not Participate Tentative Create Response Questions and Answers ( 0 ) Export System Information Create Memory Snapshot

Number: 2000002221 Name: Commercial RfX Type: PUR-Second Stage Status: Published Start Date: End Date: 16.11.2014 11:30:00 UTC+3 Remaining Time: 0 Days 00:21:38 Owner: Mr. buyer1 BUYER1

Technical RfX Number: 2000002220

RfX Information Items Notes and Attachments

RfX Parameters Questions Note and Attachments

Start Date: 00:00:00

Submission Deadline: 16.11.2014 11:30:00

End of Binding Period:

Currency: USD

Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		buyer1 BUYER1	
Goods Recipient		RFCUSER	
Ship-To Address		Shah Plant	
Location		Shah Plant	

29. To view the line item in the RfX, click on **Items** tab

RfX - SAP NetWeaver Portal - Windows Internet Explorer

Options

**Display RfX: 2000002221**

Print Preview Close Participate Do Not Participate Tentative Create Response Questions and Answers ( 0 ) Export System Information Create Memory Snapshot

Number: 2000002221 Name: Commercial RfX Type: PUR-Second Stage Status: Published Start Date: End Date: 16.11.2014 11:30:00 UTC+3 Remaining Time: 0 Days 00:21:38 Owner: Mr. buyer1 BUYER1

Technical RfX Number: 2000002220

RfX Information **Items** Notes and Attachments

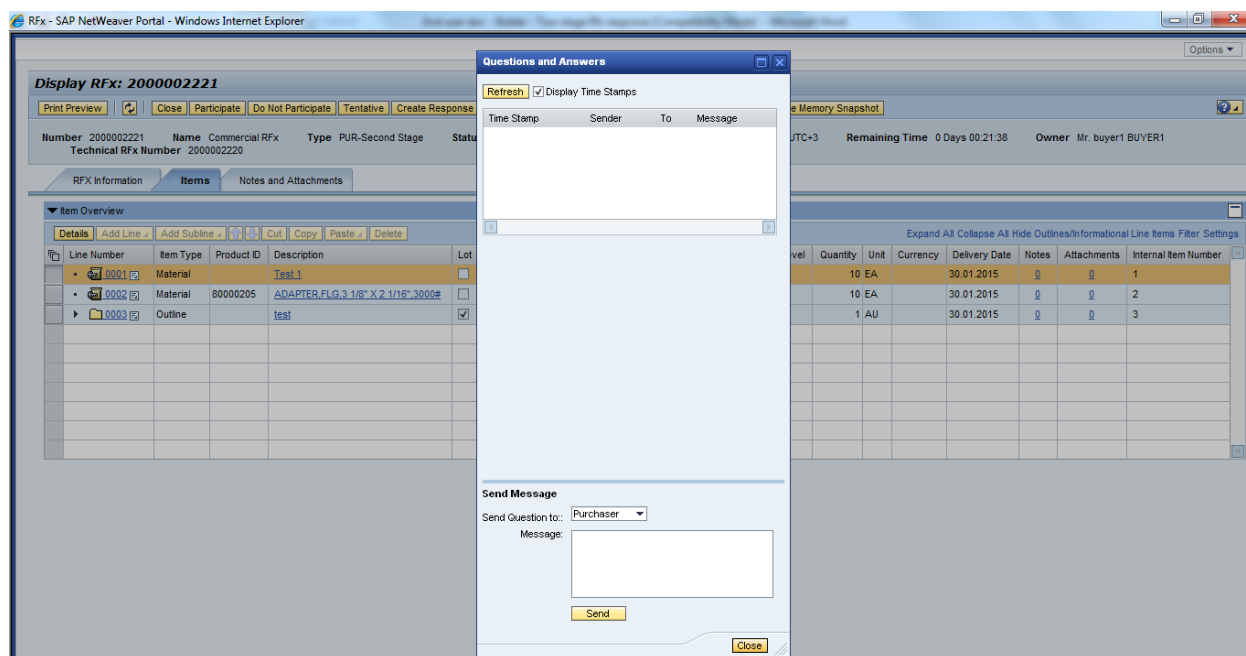
Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Expand All Collapse All Hide Outlines/Informational Line Items Filter Settings

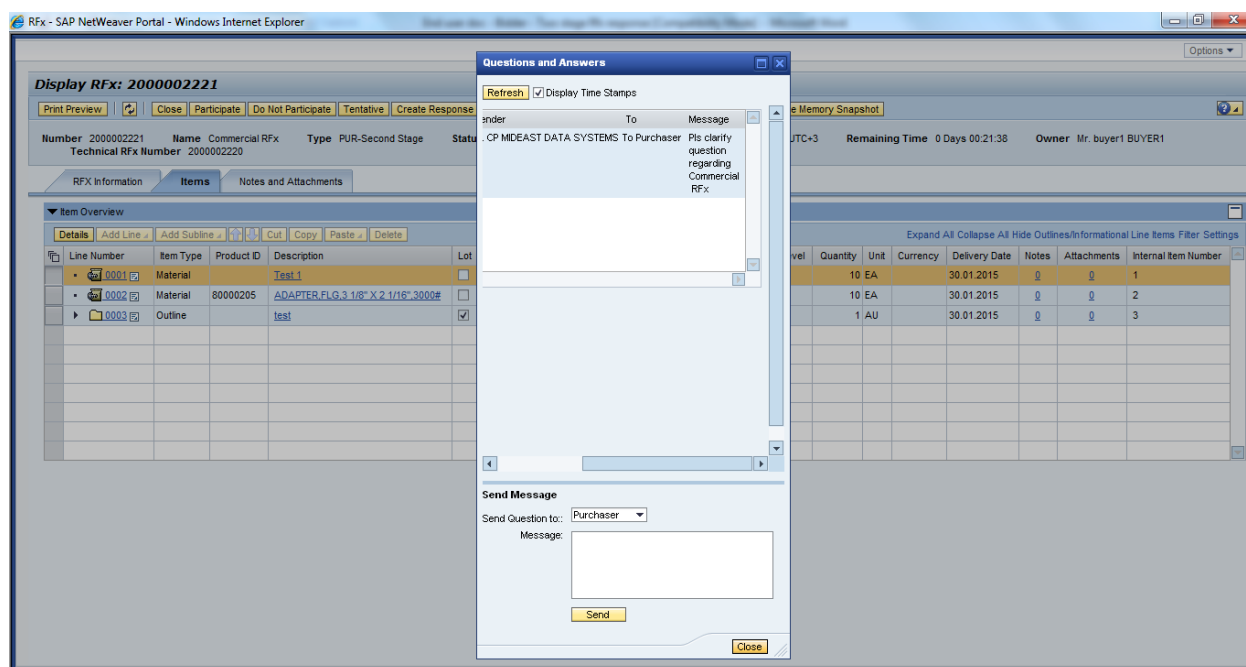
Line Number	Item Type	Product ID	Description	Lot	Allow RfX Response Modification	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Number
0001	Material	80000205	ADAPTER.FLG.3 1/8" X 2 1/16".3000#			ACID		10	EA		30.01.2015			1
0002	Material		test			ADAPTER		10	EA		30.01.2015			2
0003	Outline		test			CASING		1	AU		30.01.2015			3

## Two Stage RfX Response Process

30. [Optional] To enquire or request any additional information from the Al Hosn Gas buyer click on the **Questions and Answers (0)** button of the RfX response which will open question window.



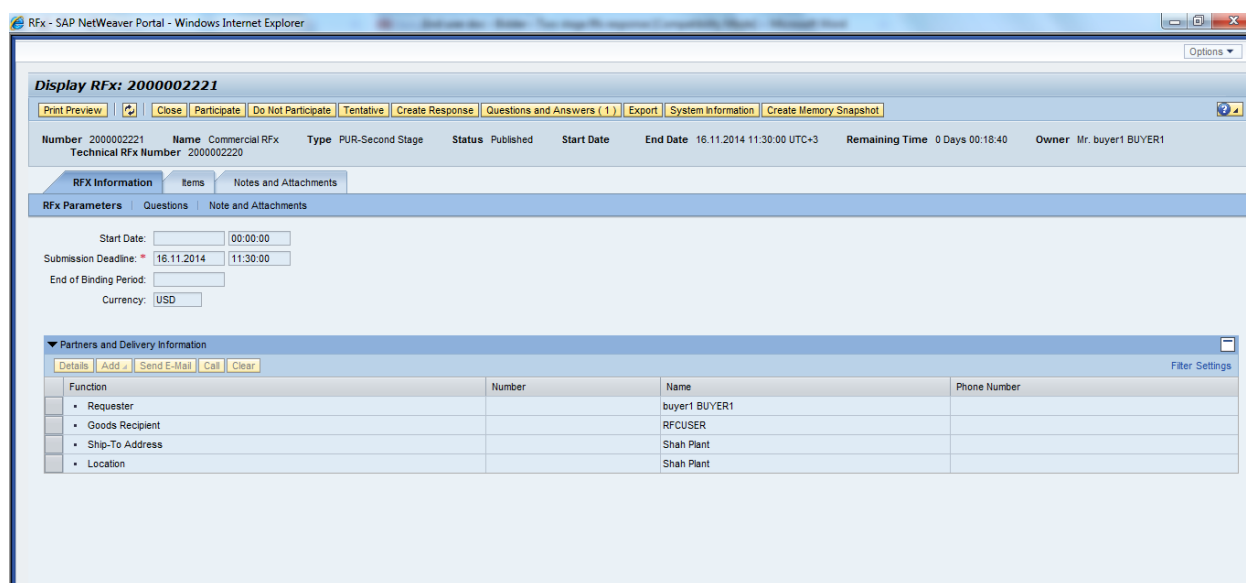
31. [Optional] Key in the information required from the Al Hosn Gas purchaser and click on **Send** button



## Two Stage RfX Response Process

### Section 4: Create 2<sup>nd</sup> Stage (Commercial) RfX Response

32. [Optional] Click on either **Participate** or **Do Not Participate** button to inform Al Hosn Gas the participation intent.



**Display RfX: 2000002221**

Print Preview | Close | **Participate** | Do Not Participate | Tentative | Create Response | Questions and Answers (1) | Export | System Information | Create Memory Snapshot

Number: 2000002221 Name: Commercial RfX Type: PUR-Second Stage Status: Published Start Date: End Date: 16.11.2014 11:30:00 UTC+3 Remaining Time: 0 Days 00:18:40 Owner: Mr. buyer1 BUYER1

Technical RfX Number: 2000002220

**RfX Information** | Items | Notes and Attachments

**RfX Parameters** | Questions | Note and Attachments

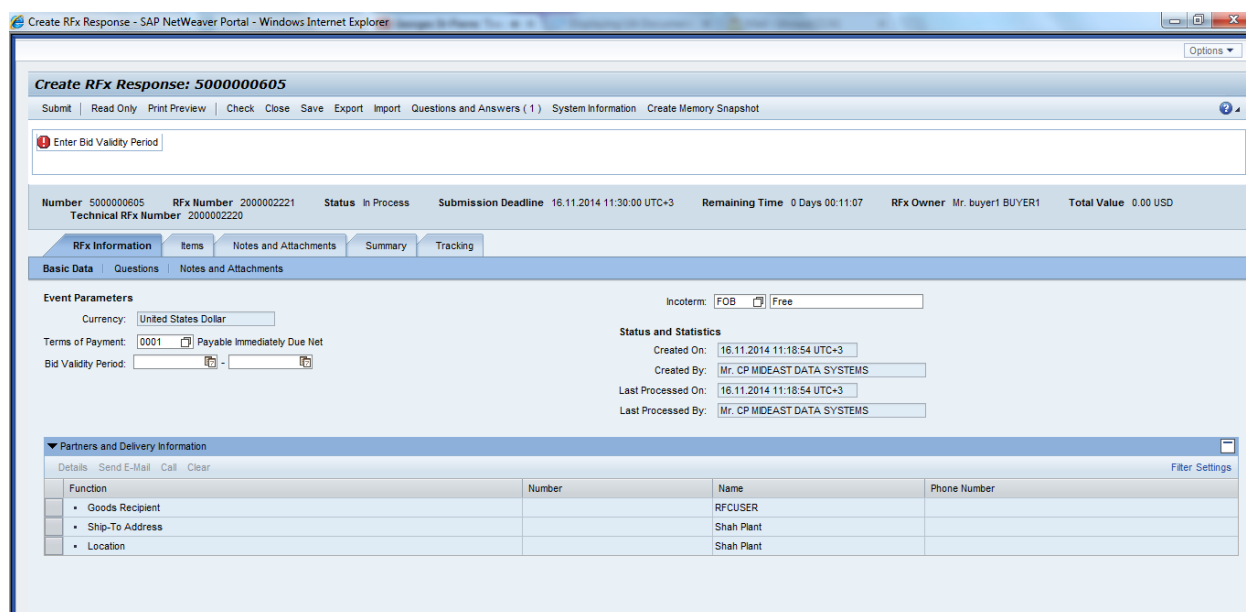
Start Date: 00:00:00  
 Submission Deadline: 16.11.2014 11:30:00  
 End of Binding Period:  
 Currency: USD

**Partners and Delivery Information**

Details | Add | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
Requester		buyer1 BUYER1	
Goods Recipient		RFCUSER	
Ship-To Address		Shah Plant	
Location		Shah Plant	

33. Alternately, click on **Create Response** button to directly create RfX response without informing participation intent



**Create RfX Response: 5000000605**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (1) | System Information | Create Memory Snapshot

Enter Bid Validity Period

Number: 5000000605 RfX Number: 2000002221 Status: In Process Submission Deadline: 16.11.2014 11:30:00 UTC+3 Remaining Time: 0 Days 00:11:07 RfX Owner: Mr. buyer1 BUYER1 Total Value: 0.00 USD

Technical RfX Number: 2000002220

**RfX Information** | Items | Notes and Attachments | Summary | Tracking

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

**Event Parameters**

Currency: United States Dollar Incoterm: FOB Free

Terms of Payment: 0001 Payable Immediately Due Net

Bid Validity Period: -

**Status and Statistics**

Created On: 16.11.2014 11:18:54 UTC+3  
 Created By: Mr. CP MIDEAST DATA SYSTEMS  
 Last Processed On: 16.11.2014 11:18:54 UTC+3  
 Last Processed By: Mr. CP MIDEAST DATA SYSTEMS

**Partners and Delivery Information**

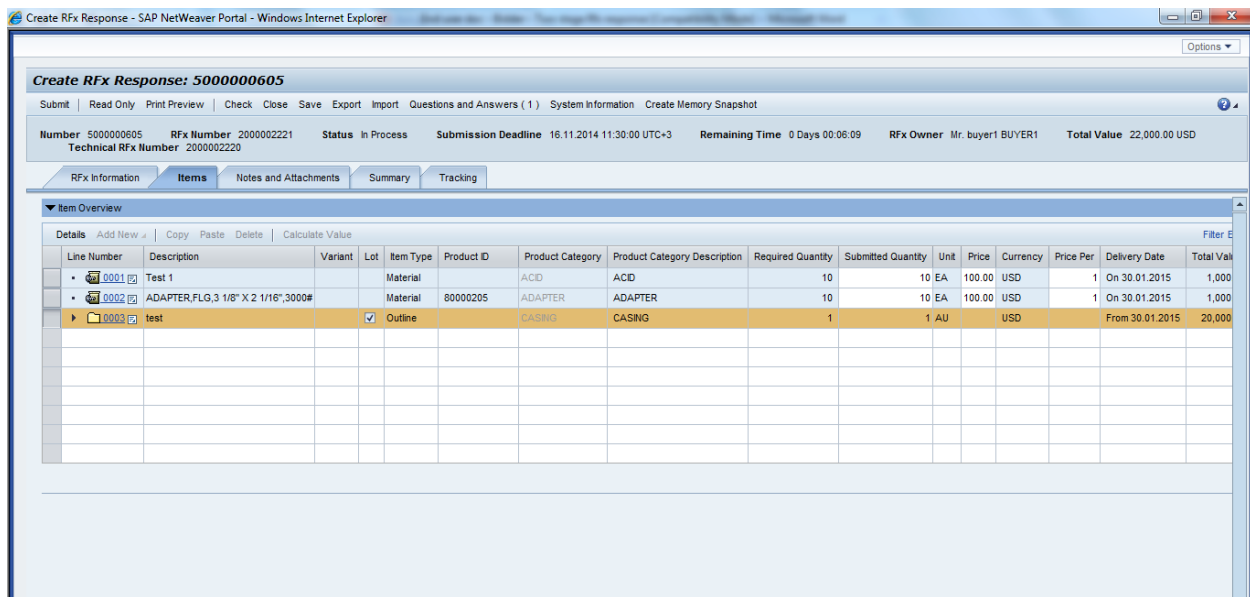
Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
Goods Recipient		RFCUSER	
Ship-To Address		Shah Plant	
Location		Shah Plant	

## Two Stage RfX Response Process

*Note: The Bid Validity period is mandatory if the system prompts for input during 2<sup>nd</sup> stage (commercial) RfX response creation.*

34. Traverse to the **Items** tab and enter the quotation price against the corresponding bid line items by inputting quote amount in the field "Price". (This method will allow entering price for each item individually)



**Create RfX Response: 5000000605**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (1) | System Information | Create Memory Snapshot

Number: 5000000605 | RfX Number: 2000002221 | Status: In Process | Submission Deadline: 16.11.2014 11:30:00 UTC+3 | Remaining Time: 0 Days 00:08:09 | RfX Owner: Mr. buyer1 BUYER1 | Total Value: 22,000.00 USD

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

**Item Overview**

Details | Add New | Copy | Paste | Delete | Calculate Value | Filter E

Line Number	Description	Variant	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
0001	Test 1			Material		ACD	ACD	10	10	EA	100.00	USD	1	On 30.01.2015	1,000
0002	ADAPTER.FLG,3 1/8" X 2 1/16",3000#			Material	80000205	ADAPTER	ADAPTER	10	10	EA	100.00	USD	1	On 30.01.2015	1,000
0003	test			Outline		CASING	CASING	1	1	AU		USD		From 30.01.2015	20,000

35. Click on the **Save** button to save the RfX response process temporarily. The RfX response once saved can be edited at a later point of time and completed.

## Two Stage RfX Response Process

Create RfX Response - SAP NetWeaver Portal - Windows Internet Explorer

**Create RfX Response: 5000000607**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 1 ) | System Information | Create Memory Snapshot

Number: 5000000607 RfX Number: 2000002221 Status: In Process Submission Deadline: 16.11.2014 11:30:00 UTC+3 Remaining Time: 0 Days 00:02:46 RfX Owner: Mr. buyer1 BUYER1 Total Value: 24,000.00 USD  
Technical RfX Number: 2000002220

**RfX Information** | Items | Notes and Attachments | Summary | Tracking

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

**Event Parameters**

Currency: United States Dollar Incoterm: DDP Abu Dhabi

Terms of Payment: 0001 Payable Immediately Due Net

Bid Validity Period: 16.11.2014 - 31.01.2015

**Status and Statistics**

Created On: 16.11.2014 11:26:26 UTC+3  
Created By: Mr. CP MIDEAST DATA SYSTEMS  
Last Processed On: 16.11.2014 11:26:26 UTC+3  
Last Processed By: Mr. CP MIDEAST DATA SYSTEMS

**Partners and Delivery Information**

Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
• Goods Recipient		RFCUSER	
• Ship-To Address		Shah Plant	
• Location		Shah Plant	

Filter Settings

36. Once the RfX response has been completed, click on the **Check** button to verify if there are any errors. If there are no errors, the system will prompt that RfX response does not contain any error

Create RfX Response - SAP NetWeaver Portal - Windows Internet Explorer

**Create RfX Response: 5000000607**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 1 ) | System Information | Create Memory Snapshot

☒ RfX response is complete and contains no errors

Number: 5000000607 RfX Number: 2000002221 Status: In Process Submission Deadline: 16.11.2014 11:30:00 UTC+3 Remaining Time: 0 Days 00:01:32 RfX Owner: Mr. buyer1 BUYER1 Total Value: 24,000.00 USD  
Technical RfX Number: 2000002220

**RfX Information** | Items | Notes and Attachments | Summary | Tracking

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

**Event Parameters**

Currency: United States Dollar Incoterm: DDP Abu Dhabi

Terms of Payment: 0001 Payable Immediately Due Net

Bid Validity Period: 16.11.2014 - 31.01.2015

**Status and Statistics**

Created On: 16.11.2014 11:26:26 UTC+3  
Created By: Mr. CP MIDEAST DATA SYSTEMS  
Last Processed On: 16.11.2014 11:26:26 UTC+3  
Last Processed By: Mr. CP MIDEAST DATA SYSTEMS

**Partners and Delivery Information**

Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
• Goods Recipient		RFCUSER	
• Ship-To Address		Shah Plant	
• Location		Shah Plant	

Filter Settings

37. After checking the RfX response click on the **Submit** button finally to send the quote to Al Hosn Gas buyer. The system will inform successful RfX response submission

## Two Stage RFx Response Process

Create RFx Response - SAP NetWeaver Portal - Windows Internet Explorer

**Display RFx Response: 5000000607**

[Edit](#) | [Print Preview](#) | [Close](#) | [Withdraw](#) | [Export](#) | [Questions and Answers \(1\)](#) | [System Information](#) | [Create Memory Snapshot](#)

☒ RFx response 5000000607 submitted

**Number:** 5000000607    **RFx Number:** 2000002221    **Status:** Submitted    **Submission Deadline:** 16.11.2014 11:30:00 UTC+3    **Remaining Time:** 0 Days 00:00:57    **RFx Owner:** Mr. buyer1 BUYER1    **Total Value:** 24,000.00 USD  
**Technical RFx Number:** 2000002220

[RFx Information](#) | [Items](#) | [Notes and Attachments](#) | [Summary](#) | [Tracking](#)

**Basic Data** | [Questions](#) | [Notes and Attachments](#)

**Event Parameters**

Currency:

Terms of Payment:  Payable Immediately Due Net

Bid Validity Period:  -

**Service and Delivery**

Incoterm:

**Status and Statistics**

Created On:   
 Created By:   
 Last Processed On:   
 Last Processed By:

**Partners and Delivery Information**

[Details](#) | [Send E-Mail](#) | [Call](#) | [Clear](#)

Function	Number	Name	Phone Number
• Goods Recipient		RFCUSER	
• Ship-To Address		Shah Plant	
• Location		Shah Plant	

Sunday, November 16, 2014

## Result

You have successfully submitted the RFx response for two stage bidding process.