

# **<u>Bidders Manual</u>** Two Stage Bidding



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#### **Purpose**

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

#### **Bidding Procedure**

### Section 1: View 1st stage (Technical) RFx details

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



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 is 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.

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

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4. 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				- 0 X
				Options 💌
Directory DEvy 2000002220				
Display RFx: 2000002220				
Print Preview Current Preview Print Preview Prev	eate Response Questions and Ansv	vers (0) Export System Information Create Memory Snapsh	<u>iot</u>	
Number 2000002220 Name Technical RFx Type PUR-Two Stage Status Pu Price RFx Number	blished Start Date End D	ate 16.11.2014 09:30:00 UTC+3 Remaining Time 0 Days	00:16:13 Owner Mr. buyer1 BUYER1	
RFX Information Items Notes and Attachments				
RFx Parameters   Questions   Note and Attachments				
Start Date: 00:00:00 Earnest Menory D				
End of Binding Period: Earnest Money Deposit Subr	nission Deadline: 16.11.2014 09:	30:00		
Currency: USD				
currency. USD				
Partners and Delivery Information				
Details Add A Send E-Mail Call Clear		1		Filter Settings
Function	Number	Name	Phone Number	
Requester		buyer1 BUYER1		
Goods Recipient		RFCUSER		
Ship-To Address     Location		Shah Plant Shah Plant		
Location		Shan Plant		

5. To view the line item in the RFx, click on

Items tab

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6	Line Number		Product ID			Allow RFx Response Modification	Variant		Revision Level							
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 [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.

							Questions and An	swers			3							Option
		RFx: 20					Refresh 🗸 Displa	y Time Stamps				1						
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							Send Message				-							
							Send Question to::	Purchaser *	•									
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							[	Send										
										Close								

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



	Questions and Answers							Options	•
Display RFx: 2000002220           Print Preview	Retresh / Display Time Stamps Sender To Message C+3 Mr. CP MIDEAST DATA SYSTEMS To Purchaser Fis clarify the techical requirement question		Memory Sn g Time 0		16:13 Ov	mer Mr	. buyer1 BUYEI		
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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.

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

 **EXTERNAL AREA**



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Home	Refresh Search Favorites Settings Help Logout
ତ   ☆   ∰Technical Details	Folder EXTERNAL AREA Helo.
COLLABORATION	Current Path: Collaboration > > EXTERNAL AREA
EXTERNAL AREA	To save any changes made, click Save.
	Name EXTERNAL AREA Subscribe  Authorization Read Save Notifications Additional Functions a Cancel
	Choose an object to display the folder objects. To copy objects, select the required objects and then choose <i>Copy</i> . Folder Contents Copy Copy as Bookmark All None
	Name         Current Version         Status         Changed by         Changed on           I@Make to Order Request         Make-to-order design request doc.(603KB)         BUYER1         23.12.2013 12:58:28

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

Home ♥ △	http://aghosvsap.dm01.alhosngas.local:8000/sap(bD11bit2jPTQwMCZkPW1pbg==)/bc/bsp/sap/cfx_rfc_ui/d - Wi
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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.

Thanks for Using cFolders	
THE BEST-RUN BUSINESSES RUN SAP	

### Section 2: Create 1st Stage (Technical) RFx Response

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

isplay RFx: 2000002220					
Print Preview   0   Technical RFx   Close   Participate   Do Not Participate   Tentativ	e Create Response Questions and Answers (1	) Export System Informa	tion Create Memory Snanshot		
	- <u>_</u>	.11.2014 09:30:00 UTC+3	Remaining Time 0 Days 00:13:50	Owner Mr. buyer1 BUYER1	
RFX Information Items Notes and Attachments					
RFx Parameters Questions Note and Attachments					
	ney Deposit Amount: * 1,000.00 # Submission Deadline: 16.11.2014 09:30:00				
Submission Deadline: * 16:11:2014 09:30:00 Earnest Money Depos End of Binding Period: Currency: USD	· · · · · · · · · · · · · · · · · · ·				Eiber Coli
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Submission Deadline: * 16:11:2014 (09:30:00) Earnest Money Depos End of Binding Period: Currency: USD Currency: USD Partners and Delivery Information Details (Add., Send E-Mail Ceat Clear) Function • Requester	f Submission Deadline: 16.11.2014 09:30:00 Number Nam buyei	r1 BUYER1 JSER	Phone	lumber	Filter Setti

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



					Option
reate RFx Response: 500000604					
Submit   Read Only Print Preview   Check Technical RFx Response Close Save Export Imp	ort Questions and Answers (	1) System Information Create Memory 5	Snapshot		
Enter Bid Security (Earnest Money Deposit) Validity Period					
Enter Bid Validity Period					
	eadline 16.11.2014 09:30:00 U	TC+3 Remaining Time 0 Days 00:1	12:11 RFx Ov	wner 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 Terms of Payment: 0001 (7) Payable Immediately Due Net Bid Validity Period: 7 - 7 Bid Security (Earnest Money Deposit) Validity Period: 7 - 7		Status and Statistic Created On:	16.11.2014 09:17 Mr. CP MIDEAST 16.11.2014 09:17	7:50 UTC+3 DATA SYSTEMS 7:50 UTC+3	
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Partners and Delivery Information     Details Send E-Mail Call Clear					Filter Settir
Function	Number	Name		Phone Number	Filler Setti
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) <i>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.

			R	efresh Search	Favorites	Settings Help	Logout
	Folder BIDDER	1					Help
tails	Current Path: Collab	ooration > > > BIDDER1					
	Folder						
DER1 Fech Bid	To save any change	es made, click Save.					
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	Folder Contents				Сору Сору	as Bookmark	-
		display the folder objects. To	o copy objects, se		Copy Copy		All None



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

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✓ BIDDER1 <u>Tech Bid</u>	To save any change	s made, click Save.						
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	<u>Name</u> ≙	Current Version	Status	Changed by		Changed on		
	Tech_Bid			RFCUSER		23.12.2013 1	3:25:45	

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



SAP mySAP PLM cFolders		Collabora	tion on the Web
Home		Refresh Search Favorites Set	ttings Help Logout
Technical Details	der Tech_Bid ent Path: Collaboration > > > <u>BIDDER1</u> > Tech_Bi	id	<u>Help</u>
COLLABORATION COLLABORATION EXTERNAL AREA Sub COLLABORATION C	save any changes made, click Save.  me Tech_Bid bscribe  horization Write  ve Notifications Additional Functions Cancel reate folder objects, select Create. To copy or delete object.	ects, select the required objects and the load PDX Package [Create] [Copy] [Copy   Status   Changed by	
Emp	ty		

17. Choose option to attach the technical specification file available in the local desktop.

cFolders		Collaboration on the Web
		Favorites Settings Help Logout
	Create Object	Help
cal Details	Navigation: Folder Overview	
i	Current Path: Collaboration >	. > > <u>BIDDER1</u> > <u>Tech_Bid</u> > Create Object
BIDDER1		
Tech Bid	What do you want to create?	Cancel
COLLABORATION EXTERNAL AREA	<u> Folder</u>	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.
	Section 2015 Secti	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.
		A material is an item (product, goods and so on) that is created, used in production, traded, or consumed.
	Mote Note	A note is for adding a short descriptive text and can have versions.
	AiPPE Node	iPPE nodes stand for product functions whose concrete form are the iPPE variants.
	Sippe Variant	iPPE variants are the concrete form of functions of the product.



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.

SAP mySAP PLM cFolders		Collaboration on the Web
me		Favorites Settings Help Logout
2	Create Document	Help
echnical Details	Navigation: Folder Overview	
<b>∀</b> □ ∀□	Current Path: Collaboration > >	> <u>BIDDER1</u> > <u>Tech_Bid</u> > Create Document
BIDDER1	Create Document	
COLLABORATION EXTERNAL AREA	Enter the name and a description	n. Decide whether or not you want to upload a local file now or later. Then choose Next.
	Name	Technical specification document *
	Description	Technical specification document
	Subscribe PGP Documents	You are only allowed to use PGP files in this document.
		Opload Local File
		O Create File Later
	Continue Cancel	

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

SAP mySAP PLM cFolders	Collaboration on the Web
Home	Favorites Settings Help Logout
Technical Details	Create Version
	Navigation: <u>Version Overview</u>
⊸□	Current Path: Collaboration > > > <u>BIDDER1</u> > <u>Tech_Bid</u> > <u>Technical specificatio</u> > Create Version
✓ BIDDER1 ☐ Tech Bid	To select the required file, choose Browse and then Save.
EXTERNAL AREA	C:\Documents and Settings\PERUMV Browse
	Save Cancel



Folder Tech_Bid       Image: Status         Current Path:       Collaboration > > > BIDDER1 > Tech_Bid         Folder       To save any changes made, click Save.         Collaboration       Name         Tech_Bid       Subscribe         Authorization       Write         Save       Notifications         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.         Folder Contents       Upload PDX Package Create       Copy as Bookmark Pasts       All None         Name       Current Version       Status       Changed on         Dest.       To true to the tree to tree to the clice objects       Status       Changed on	Include Details       Current Path: Collaboration > > > BIDDER1 > Tech_Bid         Image: Current Path: Collaboration > > > BIDDER1 > Tech_Bid         Image: Current Path: Collaboration > > > BIDDER1 > Tech_Bid         Image: Current Path: Collaboration > > > BIDDER1 > Tech_Bid         Image: Current Path: Collaboration > > > BIDDER1 > Tech_Bid         Image: Current Path: Collaboration > > > BIDDER1 > Tech_Bid         Image: Current Path:	cFolders		2.8	Refr	resh Sear	ch Favorites	boration Settings		
Folder         To save any changes made, click Save.         COLLABORATION         EXTERNAL AREA         Subscribe         Authorization         Write         Save [Notifications] Additional Functions ] Cancel         To create folder objects, select Create.         To create folder objects, select Create.         Folder         Folder         To create folder objects, select Create.         Folder Contents         Upload PDX Package [Create [Copy] Copy as Bookmark [Pastie] All None         Name_A       Current Version         Status Changed by         Changed on         DEDER1       24 12 2013	Folder         To save any changes made, click Save.         ColLABORATION         EXTERNAL AREA         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.         Folder Contents       Upload PDX Package         Create Copy       Copy as Bookmark	echnical Details	_		BIDDER1 > Tech_Bid					<u>Help</u>
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.   Folder Contents   Upload PDX Package   Create Copy Copy as Bookmark Paste All None NameA    Name     Current Version   Status Changed by      Changed on     Destruction     Status Changed by   Changed on      Destruction     Upload PDX Package     Create folder to be the section objects and then choose Copy or Delete.     Folder Contents     Upload PDX Package     Create Status Changed by     Changed on     Destruction     Status Changed by     Changed on     Destruction     Status Changed by     Changed by     Changed by     Changed by        Technical specification doc	Tech Bid       To save any changes made, click Save.         COLLABORATION       Name         EXTERNAL AREA       Tech_Bid         Subscribe		Folder							
Name       Tech_pid         Subscribe       Image: Subscribe         Authorization       Write         Save Notifications       Additional Functions         Carcel       To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.         Folder Contents       Upload PDX Package       Create       Copy as Bookmark       Paste       All None         Name       Current Version       Status       Changed on       Status       Changed on         Image       Technical specification doc       BIDDER1       24.12.2013       24.12.2013	Name       I eon_pid         Subscribe       F         Authorization       Write         Save       Notifications         Additional Functions a       Cancel         To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.         Folder Contents       Upload PDX Package       Create       Copy       Copy as Bookmark       Paste)       All None	Tech Bid	To save any change	s made, click Sav	e.					
Subscribe	Subscribe       [r]         Authorization       Write         Save       Notifications         Authorization       [Additional Functions]         Cancel       To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.         Folder Contents       Upload PDX Package       Create       Copy       Copy as Bookmark       Patter       All [None]		Name	Tech_Bid				*		
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.         Folder Contents       Upload PDX Package       Create       Copy of Copy as Bookmark       Paste       All       None         Name       Current Version       Status       Changed on         DEF       Technical specification doc       BIDDER1       24.12.2013	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.         Folder Contents       Upload PDX Package       Create       Copy       Copy as Bookmark       Paste)       All [None]	EXTERNAL AREA	Subscribe							
To create folder objects, select <i>Create</i> . To copy or delete objects, select the required objects and then choose <i>Copy</i> or <i>Delete</i> . Folder Contents Upload PDX Package Create Copy Copy as Bookmark Paste All None Name Current Version DEPD+ 24.12.2013	To create folder objects, select <i>Create</i> . To copy or delete objects, select the required objects and then choose <i>Copy</i> or <i>Delete</i> . Folder Contents Upload PDX Package Create Copy Copy as Bookmark Paste All None		Authorization	Write						
Folder Contents         Upload PDX Package         Copy         Copy as Bookmark         Paste         All         None           Name         Current Version         Status         Changed on         Changed on           Department         Technical specification doc         BIDDER1         24.12.2013	Folder Contents Upload PDX Package Create Copy Copy as Bookmark Paste All None		To create folder object			ect the requ	ired objects a	nd then cho	oose Cop	y or
Name▲         Current Version         Status         Changed by         Changed on           Image: Technical specification doc         BIDDER1         24.12.2013			Folder Contents		Upload PDY Package	Croata Co	Convoc	Bookmark	Pasto	Mono
Technical specification.doc BIDDER1 24.12.2013										
	Technical specification document			fication document	Technical specification.doc		BIDDER1	2	4.12.201	

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

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.

CFolders	Collaboration on the Web	
ne	Refresh Favorites Settings Help Logout	
소	Document Technical Specification document	
Fechnical Details	Navigation: Folder Overview	
	Current Path: Collaboration > > > SUP_MDS > Tech_Bid > Technical Specificatio	
SUP_MDS	Document	
COLLABORATION	Choose Save to save changes made to the name or description (or alias if available).	
EXTERNAL AREA	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	



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.

Fech. Responses - SAP NetWeaver Portal - Wind	ows Internet Explorer	- 0 <b>- X</b>
		Options 💌
SUP_MDS COLLABORATION COLLABORATION EXTERNAL AREA	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       Technical Specification document         *       Subscribe         Write Lock	

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.



Thanks for Using cFolders
THE BEST-RUN BUSINESSES RUN SAP

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

eate RFX Response: 5000000604 Ibmit   Read Only Print Preview   Check Technical RFX Response Close Save Export Imp RFX response is complete and contains no errors	cort Questions and Answers (1) Sys	tem Information Create Memory Snapshot		
Imber         5000000604         RFx Number         200002220         Status         In Process         Submission D           RFx Information         Items         Notes and Attachments         Summary         Tracking           asic Data         Questions         Notes and Attachments         Summary         Tracking	eadline 16.11.2014 09:30:00 UTC+3	Remaining Time 0 Days 00:09:31 F	XFx Owner Mr. buyer1 BUYER1	Total Value 0.00 USD
Currency:       United States Dollar         Terms of Payment:       0001         Bid Validity Period:       16.112014         Gecurity (Earnest Money Deposit) Validity Period:       16.112014		Incoterm: DDP () Status and Statistics Created On: 16.11.2014 () Created By: Mr. CP MDE/ Last Processed On: 16.11.2014 () Last Processed By: Mr. CP MDE/	AST DATA SYSTEMS 19:17:50 UTC+3	
Partners and Delivery Information				
Detals Send E-Mail Call Clear Function Goods Recipient Ship-To Address Location	Number	Name RFCUSER Shah Plant Shah Plant	Phone Number	Filter Setti

25. Click on Submit butto

button to confirm the submission of  $1^{st}$  stage (technical) RFx response



Splay RFx Response: 500000604       Ø Edit     Print Preview       Ø Edit     Print Preview	Questions and Annuary (1) System Information	Croate Nemany Saanahat		
Cose withdraw Export	Questions and Answers (1) System information	create memory Snapshot		
RFx response 500000604 submitted				
umber 5000000604 RFx Number 2000002220 Status Submitted Sub	mission Deadline 16.11.2014 09:30:00 UTC+3	Remaining Time 0 Days 00:08:03 RF	KOwner Mr. buyer1 BUYER1	Total Value 0.00 USD
		Remaining finite of bays co.oo. oo		
RFx Information Items Notes and Attachments Summary Trac	sking			
asic Data   Questions   Notes and Attachments				
vent Parameters		Service and Delivery		
Currency: United States Dollar		Incoterm: DDP Abu D	habi	
Terms of Payment: 0001 Payable Immediately Due Ne	at	Status and Statistics		
Bid Validity Period: 16.11.2014 - 31.01.2015		Created On: 16.11.2014 09:	17:50 UTC+3	
id Security (Earnest Money Deposit) Validity Period: 16.11.2014 - 31.01.2015		Created By: Mr. CP MIDEAS	DATA SYSTEMS	
		Last Processed On: 16.11.2014 09:		
		Last Processed By: Mr. CP MIDEAS	DATA SYSTEMS	
Partners and Delivery Information				
Details Send E-Mail Call Clear				Filter Settin
Function	Number	Name	Phone Number	The other
Goods Recipient		RFCUSER		
Ship-To Address		Shah Plant		
Location		Shah Plant		

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



									Search:		Q	<ul> <li>New</li> </ul>	Session	Ŀ
	ward  History	Favorites Personalize	View Help									Welco	me: BIDDER	1 BII
me	RFx and Au	ctions												
iew Fx and	Service Map	erview > RFx and Auctio	ons									Ful	I Screen (	Optic
		Published (0) Ended (0) Published (0) Ended (0)												
eA eRf	eRFxs All (3)	Published (0) Ended (0)								<u>Change Qu</u>	ery De	fine New Que	ery Persona	lize
eA eRf	eRFxs All (3) Auctions <u>All (0)</u> Fxs - All	Published (0) Ended (0)		ent Display Res	ponse   Prir	int Preview	Refresh Export∡			<u>Change Qu</u>	ery De	fine New Que	ery Persona V d	
eA eRf	eRFxs All (3) Auctions All (0) Fxs - All Show Quick Criter View: [Standard V ] Event Number	Published (0) Ended (0) ia Maintenance /iew]    Create   Event Description	Completed (0) Response   Display Ev Event Type	ent Display Res	ponse Prin	End Date	Refresh Export⊿ Response Number	Response Status	Event Version	Change Qu Response Version	Q&A	Start Time	Find time	
eA eRf	eRFxs All (3) Auctions All (0) Fxs - All Show Quick Criter View: [Standard V Event Number 2000000207	Published (0)       Ended (0)         ia Maintenance	Completed (0) Response   Display Ev Event Type PUR-Two Envelope	Event Status Published		End Date 24.12.2013	Response Number	No Bid Created	1		Q&A 0	Start Time 00:00:00	End time 23:00:00	
eA eRf	eRFxs All (3) wutchins All (3) Fxs - All Show Quick Criter View: [Standard V 2000000207 2000000205	Published (0)       Ended (0)         ia Maintenance	Completed (0) Response   Display Ev Event Type PUR-Two Envelope PUR-Single Envelope	Event Status Published Published		End Date 24.12.2013 24.12.2013	Response Number 5000000069	No Bid Created Submitted	1		Q&A 0 0	Start Time 00:00:00 00:00:00	End time 23:00:00 23:00:00	
eA eRf	eRFxs All (3) Auctions All (0) Fxs - All Show Quick Criter View: [Standard V Event Number 2000000207	Published (0)       Ended (0)         ia Maintenance	Completed (0) Response   Display Ev Event Type PUR-Two Envelope	Event Status Published		End Date 24.12.2013	Response Number	No Bid Created	1		Q&A 0 0	Start Time 00:00:00	End time 23:00:00	
eA eRf	eRFxs All (3) wutchins All (3) Fxs - All Show Quick Criter View: [Standard V 2000000207 2000000205	Published (0)       Ended (0)         ia Maintenance	Completed (0) Response   Display Ev Event Type PUR-Two Envelope PUR-Single Envelope	Event Status Published Published		End Date 24.12.2013 24.12.2013	Response Number 5000000069	No Bid Created Submitted	1		Q&A 0 0	Start Time 00:00:00 00:00:00	End time 23:00:00 23:00:00	

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

File Edit	Vie	w Favorites	Tools Help	X 🐑Cor	ivert 👻 🛃 Se	lect									
🚖 Favorit	es	🚖 🕨 Suggest	ed Sites 🝷 🙋 Web Slice	Gallery 👻											
27 Bid Pro	ocessin	ig - SAP NetWeav	er Portal							1	• • • •	- F	age 🕶 Safe	ty 👻 Tools	• 🕜 • "
	_	-													
SAP										Search:		Q	* New	Session	Log off
<ul> <li>Back</li> </ul>	Forv	vard F History	Favorites Personalize	View Help									Welcor	me: BIDDER1	BIDDER1
Hom	1	RFx and Au	ctions												
Overvie	w	Service Map													
	x and	Auctions > Ove	erview > RFx and Auctio	ns									Ful	Screen C	options 🔻
	Acti	ve Queries													
			Published (0) Ended (0)												
	eΑι	uctions <u>All (0)</u>	Published (0) Ended (0)	Completed (0)											
	eRF	xs - All													
	• ۶	Show Quick Criter	ia Maintenance								Change Qu	ery De	fine New Que	ry Persona	lize
	V	/iew: [Standard \	/iew] 🔻   Create	Response Display Eve	ent Display Res	sponse Pri	int Preview	Refresh Export 4						88	3
	6	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	
		200000205	Bidding for Materials	PUR-Single Envelope	Published		24.12.2013	500000069	Submitted	1		0	00:00:00	23:00:00	
		2000000203	Copy of 200000202	PUR-Two Envelope	Published		24.12.2013	500000070	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



Number 2000002221 Technical RFx Numl	Name Commercial RFx ber 2000002220	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
RFX Information	Items Notes and At	ttachments					
RFx Parameters Ques	stions Note and Attachme	ents					
Currency: US	formation						
✓ Partners and Delivery In Details Add → Send	formation		<b>U</b> at a				Filter Set
✓ Partners and Delivery In     Details Add ∡ Send     Function	formation		Number		Name bucer BIVFE1	Phone Number	
▼ Partners and Delivery In Details Add J Send	formation		Number		Name buyeri BUYER1 RFCUSER	Phone Number	
Partners and Delivery In     Details Add Send     Function     Requester	formation E-Mail   Call   Clear		Number		buyer1 BUYER1	Phone Number	

#### 29. To view the line item in the RFx, click on

Items tab

	RFX Information	Item		and Attachments											
_	Line Number			Cut Copy Paste / Delete	Lot	Allow RFx Response Modification	Product Category	Revision Level	Quantity	Unit					I Line Items Filter Set Internal Item Numbe
-		Material		Test 1			ACID	Corollar Corol		EA	2 arrenty	30.01.2015	0	<u>0</u>	1
		Material	80000205	ADAPTER, FLG, 3 1/8" X 2 1/16", 3000#			ADAPTER		10	EA		30.01.2015	Q	Q	2
	) 🗋 <u>0003</u> 🗐	Outline		test	1		CASING		1	AU		30.01.2015	<u>0</u>	<u>0</u>	3
					-					-					
					-					-					
					-					-					
										-					



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.

Display RFx: 2000002221     Refresh Clipping Time Stamps     e Memory Snapshot       Print Preview     Cose   Participate   Do Not Participate   Tentative   Create Response     Time Stamp Sender To Message       Number 2000002221 Name Commercial RFx Type PUR-Second Stage Statu     Time Stamp Sender To Message     Time Stamp Sender To Message       RFX Information     Items     Notes and Attachments     Items     Notes and Attachments       Tetam Overview     Items (Add Subline ) C.G. Corpy Paster, Delete     Items     Items     Items	wner Mr. buyer	1 BUYER1
Time Stamp     Sender     To     Message       JTC+3     Remaining Time 0 Days 00/21/38     Ox       RFX Information     Items     Notes and Attachments       Technical RFX Number     Notes and Attachments	wner Mr. buyer	
Technical RFx Number 200002220       RFX Information       Hems       Notes and Attachments	wner Mr. buyer	1 BUYER1
▼ Iam Overview		
Detais Add Line # Add Subine # 11 Cut Copy Paste # Delete Expand All Colapse All Hode		
	tlines/Information	al Line Items Filter Se
1 Line Number tem Type Product ID Description Lot Vel Quantity Unit Currency Delivery Date Note	s Attachments	Internal Item Numb
• 🔄 0001 🗊 Material Test 1	Q	1
G 0002 [7] Material 80000205 ADAPTER FLG.3 1/6":X2 1/16":3000#     10 EA 30.012015 0		2
▶ <u>1 AU</u> 30.01.2015 0	<u>0</u>	3
Send Message		
Send Guestion to: Purchaser 💌		
Message:		
Send		

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

					Questions and Answers		×						Option
splay RFx: 20			Not Participate Tentative Create Res		Refresh Jisplay Time Stamps			e Memory Snapshot					
imber 200000222 Technical RFx	Name	Commercial F		State	ender To Message . CP MIDEAST DATA SYSTEMS To Purchaser Pls clarif question	,	-		ng Time 0	Days 00:21:38	Owi	ner Mr. buyer1	
RFX Information	Item	s Notes	and Attachments		regardin Commerc RF×	ial							
Item Overview													
Details Add Line	Add Subli	ne 🔺 👚 😍	Cut Copy Paste / Delete										I Line Items Filter S
Line Number		Product ID		Lot		-			Currency				Internal Item Num
• 🚾 0001 🖂	Material		Test 1					10 EA		30.01.2015	<u>0</u>	Q	1
• 🚾 0002 ह	Material Outline	80000205	ADAPTER,FLG,3 1/8" X 2 1/16",3000#					10 EA 1 AU		30.01.2015 30.01.2015	Q	<u>Q</u>	2
► <u>0005</u>	Outine		test					TAU		30.01.2015	<u>v</u>	<u>0</u>	3
						[	-						
					•								
					Send Message		-						
					Send Question to:: Purchaser -								
					Message:		1						
					Send		1						
					Send								



## 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.

mber 2000002221 Name Commercial RFx Type PUR-Second St Technical RFx Number 200002220		Export System Information Create Memory     End Date 16.11.2014 11:30:00 UTC+3	Remaining Time 0 Days 00:18:40	Owner Mr. buyer1 BUYER1
RFX Information Items Notes and Attachments				
x Parameters   Questions   Note and Attachments				
Start Date: 00:00:00				
bmission Deadline: * 16.11.2014 11:30:00				
nd of Binding Period:				
nd of Binding Period:				
nd of Binding Period: Currency: USD Partners and Delivery Information				Fato Cel
nd of Binding Period: Currency: USD Partners and Delivery Information Details   Add Send E-Mail: Call: Clear	10-1-1-	New		Filter Set
nd of Binding Period: Currency: USD Partners and Delivery Information Details    Add _ Send E-Mail Call Clear Function	Number	Name	Phone Number	
nd of Binding Period: Currency: USD Partners and Delivery Information Details: Add # Send E-Mail: Cat: Clear Function • Requester	Number	buyer1 BUYER1	Phone Number	
nd of Binding Period: Currency: USD Partners and Delivery Information Details Add _ Send E-Mail Call Clear Function • Requester • Goods Recipient	Number	buyer1 BUYER1 RFCUSER	Phone Number	
nd of Binding Period: Currency: USD Partners and Delivery Information Details: Add # Send E-Mail: Cat: Clear Function • Requester	Number	buyer1 BUYER1	Phone Number	

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

				Optio
eate RFx Response: 500000605				
bmit   Read Only Print Preview   Check Close Save Export Import Qu	estions and Answers (1) System Information Create Mem	orv Snapshot		
Enter Bid Validity Period				
mber 5000000605 RFx Number 2000002221 Status In Process Technical RFx Number 2000002220	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
RFx Information Items Notes and Attachments Summary	Tracking			
sic Data   Questions   Notes and Attachments				
ent Parameters	Incoten	n: FOB 🗇 Free		
Currency: United States Dollar				
rms of Payment: 0001 🗇 Payable Immediately Due Net	Status and Statis	atics n: 16.11.2014 11:18:54 UTC+3		
d Validity Period:		y: Mr. CP MIDEAST DATA SYSTEMS		
		n: 16.11.2014 11:18:54 UTC+3		
		Y: Mr. CP MIDEAST DATA SYSTEMS		
Partners and Delivery Information				
Details Send E-Mail Call Clear				Filter Se
Function	Number	Name	Phone Number	
Goods Recipient		RFCUSER		
Ship-To Address		Shah Plant		
Location		Shah Plant		



*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 **tems** 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)

/	RFx Information	lumber 2000002220	d Attachments	Su	mmary	Tracking										
🕶 lite	em Overview															
De	etails Add New	Copy Paste Delete	Calculate Value													Fi
	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	Tota
	• 🚾 <u>0001</u> 🕎				Material		ACID	ACID	10			100.00			On 30.01.2015	1
		ADAPTER,FLG,3 1/8" X 2 1/16	5",3000#	-	Material	80000205	ADAPTER	ADAPTER	10			100.00		1	On 30.01.2015	1
	• 🗋 0003 📰	test			Outline		CASING	CASING	1	1	AU		USD		From 30.01.2015	20
				-												-

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.



Submit   Read Only Print Preview   Check Close Sa	ve Export Import Questions and Ans	wers (1) System Information Create Memor	y Snapsnot		
lumber 5000000607 RFx Number 2000002221 Technical RFx Number 2000002220	Status In Process Submission	Deadline 16.11.2014 11:30:00 UTC+3 R	emaining Time 0 Days 00:02:46	Fx Owner Mr. buyer1 BUYER1	Total Value 24,000.00 USD
RFx Information Items Notes and Attach	ments Summary Tracking				
Basic Data   Questions   Notes and Attachments					
Event Parameters		Incoterm:	DDP 🗇 Abu Dhabi		
Currency: United States Dollar		Status and Statisti	cs		
Terms of Payment: 0001 D Payable Immediately Due N		Created On:	16.11.2014 11:26:26 UTC+3		
Bid Validity Period: 16.11.2014		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		
<ul> <li>Partners and Delivery Information</li> </ul>					
Details Send E-Mail Call Clear					Filter Setti
Function		Number	Name	Phone Number	
<ul> <li>Goods Recipient</li> </ul>			RFCUSER		
			Shah Plant		
Ship-To Address     Location			Shah Plant		

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

eate RFx Response: 5000000607				
bmit   Read Only Print Preview   Check Close Save Export Import Questi	ons and Answers (1) System Information Create Memo	ry Snapshot		
RFx response is complete and contains no errors				
mber 5000000607 BFx Number 2000002221 Status in Process				
mber 5000000607 RFx Number 2000002221 Status in Process S Technical RFx Number 200002220	Submission Deadline 16.11.2014 11:30:00 UTC+3 F	Remaining Time 0 Days 00:01:32	RFx Owner Mr. buyer1 BUYER1	Total Value 24,000.00 USD
RFx Information Items Notes and Attachments Summary T	racking			
	racking			
sic Data   Questions   Notes and Attachments				
ent Parameters	Incoterm	DDP 🗇 Abu Dhabi		
Currency: United States Dollar				
rms of Payment: 0001 🗇 Payable Immediately Due Net	Status and Statist	16.11.2014 11:26:26 UTC+3		
d Validity Period: 16.11.2014 👘 - 31.01.2015 👘		Mr. CP MIDEAST DATA SYSTEMS		
		16.11.2014 11:26:26 UTC+3		
		Mr. CP MIDEAST DATA SYSTEMS		
	Lasi Processed by.	MIL OF MIDEAST DATA STSTEMS		
Partners and Delivery Information				
Details Send E-Mail Call Clear				Filter S
Function	Number	Name	Phone Number	
Goods Recipient		RFCUSER		
Ship-To Address		Shah Plant		
Location		Shah Plant		

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



Create RFx Response - SAP NetWeaver Portal - Windows Internet Explorer	a far hap to spore i reput	the Martin Martinet Prove		
				Options 👻
Display RFx Response: 5000000607				
🖉 Edit   Print Preview   🍫   Close Withdraw Export Questions and Answers (1) System In	formation Create Memory Snapshot			e 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2
RFx response 5000000607 submitted				
Number 5000000607 RFx Number 2000002221 Status Submitted Submission Dea	dline 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 200002220	anne 16.11.2014 11.30.00 010+3	emaining time obays 00.00.57	Arx Owner Mr. buyer Borteki	Total Value 24,000.00 035
RFx Information Items Notes and Attachments Summary Tracking				
Basic Data   Questions   Notes and Attachments				
Event Parameters	Service and Delivery			
Currency: United States Dollar	In coterm:	DDP Abu Dhabi		
Terms of Payment: 0001 Payable Immediately Due Net	Status and Statistics			
Bid Validity Period: 16.11.2014 - 31.01.2015		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		
<ul> <li>Partners and Delivery Information</li> </ul>				
Details Send E-Mail Call Clear				Filter Settings
Function	Number	Name	Phone Number	
Goods Recipient		RFCUSER		
Ship-To Address		Shah Plant		
Location		Shah Plant		
				Sunday, November 16, 2017
				I Sunday November 16 7017

#### Result

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