

PANDUAN PENGGUNA (SUPPLIER) SINGLE ENVELOPE TENDER

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

DISEDIAKAN OLEH:

UNIT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) JABATAN SOURCING CONTROLLER BAHAGIAN PEROLEHAN

	ELECTRONIC TENDER (SINGLE ENVELOPE)		
PROCESS FOR SUPPLIERS	DESCRIPTION	PROSES	ROLES
I. RECEIVE EMAIL NOTIFICATION AND PARTICIPATE IN TNB E-TENDER	 Petender menerima notifikasi email jemputan menyertai e-Tender TNB. Petender membuat semakan dan menyertai e- Tender tersebut. 	1	
II. TENDER FEE PAYMENT AND SUBMISSION COPY OF RECEIPT (MANUAL)	 Petender membayar Tender Fee dalam talian ATAUPUN; Secara manual dan memajukan salinan resit Tender Fee tersebut kepada pemula (Sekiranya ada tender fee). Sekiranya tiada Tender Fee sila terus ke langkah III. 	2	TNB SUS SUPPLIER
III. CREATE RESPOND & SUBMIT RFX	 Petender mewujudkan proses <i>Create Respond</i> dengan meletakkan harga bagi setiap <i>line item</i> serta memuat naik setiap dokumen-dokumen tender yang diperlukan di Collaboration Folder (c-Folder) Petender <i>Submit RFx Response</i> kepada TNB 	3	
IV. TIPS	 Tips bagi proses bagi <i>save, edit</i> dan <i>submit rfx response</i> Tips bagi proses bagi <i>delete,</i> and <i>withdraw rfx response</i> 	-	

NOTA PENTING UNTUK PETENDER

- Sebelum meneruskan proses inisilapastikanandamenggunakan<u>Internet Explorer 8 (IE8) / 9</u> (IE9) / 10 (IE10) / 11 (IE11)sahaja. Mozilla Firefox atau Google Chrome tidak boleh digunakan buat sementara waktu.
- 2. Setting : Tool Compatibility View (Silarujuk User Manual "Technical Requirement)
 - Klik butang -**Tools-** pada Internet Explorer
 - Pilih Compatibility view settings
 - Pada ruangan -Add this website- sila taip : tnb.com.my
 - Klik butang Add
 - Klik butang -Close- dan -Refresh
- 3. Java: version 1.6
- 4. Windows 7 / Windows 8 / Windows XP



PROSES KESELURUHAN BAGI PETENDER MELAKSANAKAN PROSES E-TENDER

PROCESS (1)	:	RECEIVE EMAIL NOTIFICATION AND PARTICIPATE IN TNBE-TENDER
ROLE	:	TNB SUS SUPPLIER

- Petender menerima notifikasi email jemputan menyertai e-Tender TNB.
- Petender semak tender dan memuat turun dokumen-dokumen tender TNB (sekiranyaada).
- Petender berminat menyertai tender dengan menekan butang Participate.

Contoh notifikasi jemputan e-tender melalui e-mail

RFx 4000008717

Created Workflow WF-BATCH Changed Workflow WF-BATCH

Mr. Syed Manan Syed Kamal, We would like to draw your attention to the following RFx: Tender User Manual 123 4000008717

If you are required to pay for tender documents, please contact RFX creator or the originating department as stated in ITT for Tax Invoice.

This tax invoice is required to make payment at any Pusat Khidmat Pelanggan Counters for further processing.

Tender User Manual

Tarikh diapungkan : 14.01.2016 Tarikh Lawatan tapak : 18.01.2016 Tarikh tutup: 25.01.2016

PIC : Azlen No tel : 01927767090 e-Mail : scm service desk@tnb.com.my

Closing date for applications: Submission deadline: 25.01.2016 12:00:00

You can find more information on our portal: https://srm.tnb.com.my/irj/portal

We would be delighted to receive an RFx response from you.

Kind regards,

TNB

- 1. Sila pergi ke link berikut: <u>https://srm.tnb.com.my/irj/portal</u>. Log in dengan memasukkan *User ID* dan *Password*
- 2. Klik butang Log on



- 3. Klik pada tab RFx and Auctions
- 4. Klik pada butang Hide Quick Criteria Maintenance
- 5. Masukkan RFx Number (10 Digits number) diperolehi daripada e-mail pada Event Number
- 6. Klik butang Apply

Welco	ome Siti Jamilah Na	saruddin							Policies and	Procedures Help L	.og off
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	4000008717	Tender User Manual 123	Single Envelope	Published	14.01.2016	25.01.2016		No Bid Created			0
	4000008668	Menaiktaraf Sistem Pencegah Kebakaran	Single Envelope	Published	12.01.2016	28.01.2016		No Bid Created			0
	4000008661	Senggaraan Teknikal-Elektrikal,Mekanikal	Single Envelope	Published	12.01.2016	28.01.2016		No Bid Created			0
	4000008641	PEMBELIAN PERALATAN KERJA PROT KL	Quotation	Published	11.01.2016	25.01.2016		No Bid Created			0
	4000008580	PEMBEKALAN RS232 OPTICAL FIBRE CONVERTER	Quotation	Published	11.01.2016	05.02.2016		No Bid Created			0
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7. RFx tersebut dipaparkan dan klik pada RFx Number di column Event Number

▼ Hide Quick Criteria Main	tenance							Ch	inge Query Define New Que	ry Personalize
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<mark>ATAUPUN</mark>

Highlight RFx number berkaitan dan Tekan butang **Display Event**

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8. Skrin **RFx Access Restricted** dipaparkan dan nota penting ^(I) Pay tender fee to access the RFx dipaparkan seperti dibawah.

i. Tekan butang - View RFx untuk papar butiran tender

endering Details		
RFx Access R	estricted	
RFx Name Tender User Ma	anual 123 RFx No. 4000008717 Ier Fee Refresh View RFX 8(i)	Submission Deadline 20.08.2016 00:00:00 Time Zone UTC+8
Pay tender fee to access the second secon	he RFx	
Tender Fee Payment Detail	S	
Tender Fee:	530.00 MYR	
Submission Deadline:	00:00:00	
Important Notice for Onl	ine / Manual payment of Tender Fee:	
Please pay the Tender Fee, to	participate in this RFx	
Tender Fee can be paid either o	online or manually at any of TNB's Pusat Khidmat P	elanggan.
Online payment: For online paye download the Tax Invoice under	ment, kindly click on relevant RFx to display the RF> or Related Links>Display RFx mode.	and then select Pay Tender Fee. Upon payment, supplier can view and
Manual Payment: For manual pa This Tax Invoice is required at 1 Creator immediately. Kindly note	ayment, please contact the RFx Creator or P.I.C stat TNB's Pusat Khidmat Pelanggan for further paymen e that Supplier can create the Response, only after	ed in the (TT/ Tender Notice, which will assist in generating a Tax Invoice. process. Upon payment, please submit copy of the receipt to the RFx the payment status is updated by the RFx Creator.

Skrin **Display RFx** dipaparkan. Pada RFx Information tab, sila semak maklumat-maklumat penting seperti berikut:

- ii. Tender Closing Date
- iii. Tender Fee Amount

Display RFx : 4000008717											
BFx Number 400000717 BFx Name Tender User Manual 123 BFX Status Published BFx Start Date 14.01.2016.06.30.00.UTC-6 Submission Deadline 25.01.2016.12.00.00.UTC-6 BFx Version Number BFx Version Type Active Version											
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Tender Closing Date: * 25.01.2016 12:00.00 8 (iii) Tender Fee Submission Deadline: 00:00:00											
Tender Valdty Date: 25.01.2017											
Currency: MYR											
Reference No: 73015											

9. Klik tab - Items, dan klik Expand All supaya semua baris item kelihatan.

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- 10. Sila semak maklumat-maklumat pembekalan seperti berikut:
 - i. Material Description
 - ii. Quantity

Display RFx :	40000	08717	7											E	lelp
RFx Number 4000008717 Remaining Time RF2	RFx Nam x Number 10 D	e Tender Us ays 15:27:13	er Manual 123 RF RFx Owner Az	X Stat	us Published RFx Start Date 1 s RFx Version Number	4.01.2016 08:30:00 L RFx Version Type	ITC+8 Subm Active Version	ission Dead	lline	25.01.2016 1	2:00:00 UTC+8				
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- 11. Klik pada tab Notes and Attachments.
- 12. Bagi membaca sebarang nota dari TNB mengenai tender tersebut, klik pada Tendering Text.
- 13. Show Tendering Text dipaparkan. Petender sila ambil maklum terhadap nota-nota tersebut (Setiap perubahan atau Addendum di dalam tender akan dimaklumkan di dalam Notes)

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				No tel: 01927767090 e-Mail: scm_service_desk@tnb.com.my	
Assigned To	Category	Description			
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Document Header	Standard Attachment	ITT 123 testing			Cancel

14. Sila rujuk pada **Attachment** bagi mendapatkan sebarang lampiran dokumen daripada TNB pada *column* **Description.** (*contoh: Iklan,User Manual dan ITT*)

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15. Klik **Open** atau **Save** untuk membuka atau menyimpan dokumen tersebut bagi tujuan semakan atau rujukan petender.



16. Bagi memuat turun (download) Dokumen-Dokumen tender TNB untuk tujuan semakan serta dilengkapkan oleh Petender semasa proses *submit response*,Klik - **Collaboration**. (*contoh dokumen: BQ,Syarat Tender mandatory,Technical spec dll*)

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Nota Penting :

- 1. Pada ruangan ini terdapat dokumen-dokumen yang perlu dimuat turun (download) oleh petender, di mana sekira petender berminat menyertai e-tender ini, petender perlu mengisi dokumen-dokumen tersebut, kemudian diimbas(*Scan*) semula untuk dimuat naik (upload) semula didalam c-Folder semasa proses *Create Respond*.
- 2. Folder yang terdapat di bawah adalah <u>CONTOH SAHAJA</u> sebagai panduan kepada petender. Keperluan setiap tender adalah berbeza-beza.

17. Skrin Collaboration RFx dipaparkan. Klik pada Folder.

Home		Defrech	Envoritor	Sottinge	Holo Logo
Home Collaboration RFx 4000003717 Public Area Collaboration RFx 4000003717 Public Area 17	Public Area Public Area Navigation: <u>Collaboration</u> Current Path: <u>Collaboration</u> Change Work Area	ea RFx 4000 > Public Area	Favorites	Settings	Help Logo
	a		o accian additi	ional nam	
	Choose Save to save chan cFolders objects in this wo	ges made to the name or the description. If you want to rk area, choose Aliases. Collaboration RFx 4000008717	o assign additi		es to certain
	Choose Save to save chan cFolders objects in this wo Collaboration Name	ges made to the name or the description. If you want to rk area, choose Aliases. Collaboration RFx 4000008717 Public Area	o assign auditi		
	Choose Save to save chan cFolders objects in this wo <u>Collaboration</u> Name Description	ges made to the name or the description. If you want to rk area, choose Aliases. Collaboration RFx 4000008717 Public Area Public Area			A A

18. Dokumen tender dipaparkan di dalam **folder**. Klik pada **folder** Dokumen TNB ,klik pada setiap dokumen bagi memuat turun dokumen-dokumen tender tersebut.

SAP mySAP PLM cFolders		6		Coll	aboratio	n on th	ie Web		
Home		Refresh	Search	Favorite	es Setting	s Help	Logout		
Image: Second state Image: Secon	Folder Dokumen Tender Current Path: Collaboration R	er TNB Fx 4000 > <u>Public Area</u> > <u>Folder</u> > Dokume	n Tende	er <mark>TNB</mark>			Help.		
	Folder								
Dokumen Tender TNB Folder For Suppliers	To save any changes made,	click Save.							
	Name Dokum	en Tender TNB							
	Subscribe								
	Authorization Read								
	Save Cancel Choose an object to display the Folder Contents	e folder objects. To copy objects, select the	required	objects a	nd then cho	ose Copy	All None		
	<u>Name</u> ∆	Current Version	Read	Status C	hanged by	Change	d on		
	Bill Of Quantity	BQ 123 testing docx (13KB)		A	zlen Aris	14.01.20 07:22:05	16		
	Dokumen Sokongan	Dokumen Sokongan testing 123.docx (15KB)		A	zlen Aris	14.01.20 07:26:05	16		
	🔲 🕼 Spesifikasi Teknikal	Spesifikasi teknikal 123 testing.docx (13KB)		A	zlen Aris	14.01.20 07:24:08	16		
	Syarat Mandatori Tende	Syarat Mandatori tender 123 testing.docx (13KB)		A	zlen Aris	14.01.20 07:23:05	16		

Nota Penting :

Petender perlu mengisi dan melengkapkan dokumen-dokumen yang telah di *Save,* kemudian di *Scan* semula untuk dimuat naik (upload) semula didalam c-Folder semasa proses *Create Response*.

Butang (Create Response) hanya akan ujud setelah *Tender Fee* di bayar dan makluman telah diberikan kepada Pemula

19. Klik pada **Folder For Suppliers**, ini adalah *folder* kosong yang memerlukan petender memuat naik dokumen-dokumen seperti yang diperlukan oleh TNB Dokumen yang telah dilengkankan sebelum ini perlu dimasukkan ke dalam folder-folder yang

Dokumen yang telah dilengkapkan sebelum ini perlu dimasukkan ke dalam folder-folder yang disediakan semasa proses *Create Response*.

SAP mySAP PLM cFolders						Collab	oration	on th	e Web
Home				Refresh	Search	Favorites	Settings	Help	Logout
Collaboration RFx 4000008717	Folder Folder	r For Suppliers ollaboration RFx 4000 > E	Public Area > Fo	older > Folder	For Supp	liers			<u>Help</u>
⇒ <mark>⊡_Folder</mark>	Folder								
Dokumen Tender TNB Dokumen Tender TNB Dokumen Tender TNB 19	To save any ch Name Subscribe Authorization Save Cancel Choose an objec Folder Contents	anges made, click Save. Folder For Suppliers Read	s. To copy obj	ects, select the	required (objects and	then choos	зе Сору.	Сору
	<u>Name</u> △	Current Version	Read	Status	Changeo	l by	Chang	ed on	
	Empty								

20. Sekiranya petender berminat menyertai tender ini, sila klik butang - Participate.

Display RFx : 4000008717			Help			
RFx Number 4000008717 RFx Name Tender User Manual 123 RF Remaining Time RFx Number 10 Days 15:27:13 RFx Owner Az	K Status Published RFx Start Date 14.01. en Aris RFx Version Number RFx V	2016 08:30:00 UTC+8 Submission Deadline 29 /ersion Type Active Version	5.01.2016 12:00:00 UTC+8			
Close Print Preview Refresh Do Not Participate	Tentative Questions and Answers (0) Exp	Inc				
RFX Information Items Notes and Attachments						
RFx Parameters Questions Note and Attachments Conditions						
Time Zone: UTC+8 Tender	Fee exclusive of GST: * 100.00					
Start Date: 14.01.2016 08:30:00 Tender	Fee inclusive of GST: * 106.00					
Tender Closing Date: * 25.01.2016 12:00:00	Fac Submission Deadline:	00:00				
Tender Validity Date: 25.01.2017						
Currency: MYR						
Deference No: 73015						
 Partners and Delivery Information 	▼ Partners and Delivery Information					
Details Add - Send E-Mail Call Clear Filter Settings						
Function	Number	Name	Phone Number			
Requester		Azlen Aris				

21. Notifikasi - Your response has been sent you will be informed of changes via email.

Display RFx : 4000008717
RFx Number 4000008717 RFx Name Tender User Manual 123 RFX Status Published RFx Start Date 14. Remaining Time RFx Number 10 Days 15:02:09 RFx Owner Azlen Aris RFx Version Number Ri
Vour response has been sent; you will be informed of changes via e-mail 21
Close Print Preview Refresh Do Not Participate Tentative Questions and Answers (0) Export
RFX Information Items Notes and Attachments

TAMAT

PROCESS 2	:	TENDER FEE PAYMENT AND SUBMISSION COPY OF RECEIPT (MANUAL)
		(SEKIRANYA <u>ADA TENDER FEE SAHAJA</u> . SEKIRANYA TIADA TENDER FEE
		SILA KE LANGKAH CREATE RESPOND & SUBMIT RFX).
ROLE	:	TNB SUS SUPPLIER

<mark>Pembayaran atas talian:</mark> Rujuk PANDUAN PENGGUNA (SUPPLIER) - PEMBAYARAN ETENDER TNB ATAS TALIAN (FPX)

Pembayaran secara Manual:

- 1. Setelah melaksanakan proses *Participate*, petender perlu mendapatkan *Tax Invoice* daripada pemula atau dari pejabat pemula.
- 2. Petender perlu membayar tender fee di Pusat Khidmat Pelanggan atau di mana-mana Pusat Pembayaran di Kedai Tenaga TNB.
- 3. Setelah pembayaran dibuat, salinan resit tender fee hendaklah dimajukan dengan kadar segera kepada pemula melalui email / faks / secara manual.
- 4. Butang **CREATE RESPONSE** hanya akan wujud pada RFx setelah Pemula mengemaskini **Tender Fee Payment Details** di dalam system.

ROCESS 3	:	CREATE RESPOND & SUBMIT RFX
ROLE	:	TNB SUS SUPPLIER

- 1. Sila pergi ke link berikut :<u>https://srm.tnb.com.my/irj/portal</u>. Log in dengan memasukkan User ID dan Password
- 2. Klik butang Log on



- 3. Klik pada tab RFx and Auctions
- 4. Klik pada butang **Hide Quick Criteria Maintenance**, (kosongkan **Event Number, Event Status** dan **My Responses From** terlebih dahulu)
- 5. Klik butang Clear
- 6. Klik butang- Apply

Welc	ome Siti Jamilah Nas	aruddin							Policies an	d Procedures Help Lo	a off 5
		Search Advanced Search									
Home	RFx and Auction	Maintain Supplier Certificates Administration	Messages								
Over	·····										
RFx a	nd Auctions	3								Histo	ary BackForw
	Active Queries										
	005x0 A8 (20)	history (0) Ended (0) Completed (0)									
	eAuctions AI (0) Pt	blished (0) Ended (0) Completed (0)									
	Contraction of the second seco										
	eRFxs - All										
	 Hide Quick Criteria M 	aintenance 4							Change C	uery Define New Query	Personalize
	Event Number:	To To									
	Event Status:										
	My Responses From:	•									
5	Apply Clear 6										
	View: [Standard Vie	w] Create Response Display Event Dis	play Response Prin	Preview	resh Export a]				Fill	er Settings
	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A 📥
	4000008718	Tender User Manual 2 env 123	Two Envelope	Published	14.01.2016	25.01.2016		No Bid Created			0
	4000008717	Tender User Manual 123	Single Envelope	Published	14.01.2016	25.01.2016	7000019205	Submitted			0
	4000008677	TNB\AMHQ 28/2016(LLU)-TORQUE WRENCH	Quotation	Published	18.01.2016	04.02.2016		No Bid Created			0

7. Senarai RFx akan dipaparkan dan klik pada Event Number bagi RFx tersebut.

▼ Hide Quick Criteria Main	itenance							Chi	ange Query Define New Que	y Personalize
Event Number:	To	\$								
Apply Clear										
View: [Standard View]	Create Response	Display Event Displ	ay Response	int Preview	efresh Export 4					Filter Settings
E Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
400008717 7	Tender User Manual 123	Single Envelope	Published	14.01.2016	25.01.2016		No Bid Created			0

ATAUPUN

Highlight Event Number dan Tekan butang- Create Response. Seterusnya, lakukan langkah 10 sehingga selesai.

▼ Hide Quick Criteria Maintenance							
Event Number: To To Event Status: My Responses From:	\$						
Apply Clear							
View: [Standard View]	Display Ever	nt Display Res	ponse	int Preview	Refresh Export		
Event Number Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event
4000008717 Tender User Manual 123	Single Envelope	Published	14.01.2016	25.01.2016		No Bid Created	

8. Skrin RFx Access Restricted dipaparkan

Sistem akan memaparkan notis 🗹 ^{Tender fee payment success ful; access to RFx has been granted sekiranya pembayaran telah berjaya dilakukan dan Klik butang – **View RFX**}

ndering Details		
RFx Access F	estricted	
RFx Number 4000008 Close Window Refrest	177 RFx Name Tender User Manual 123	Submission Deadline 20.08.2016 00:00:00 Time Zone UTC+
Tender fee payment succe	ssful; access to RFx has been granted	
Tender Fee Payment Detail	S	
Fender Fee:	530.00 MYR	
Submission Deadline:	00:00:00	
mportant Notice for Onl	ine / Manual payment of Tender Fee:	
Please pay the Tender Fee, to	participate in this RFx	
ender Fee can be paid either	online or manually at any of TNB's Pusat Khidmat Pelangg	jan.
Online payment: For online pay fownload the Tax Invoice und	ment, kindly click on relevant RFx to display the RFx and the related Links>Display RFx mode.	then select Pay Tender Fee. Upon payment, supplier can view and
Manual Payment: For manual p This Tax Invoice is required at Creator immediately. Kindly not	syment, please contact the RFx Creator or P.I.C stated in the TNB's Pusat Khidmat Pelanggan for further payment proce e that Supplier can create the Response, only after the pa	the ITT/ Tender Notice, which will assist in generating a Tax Invoice. ess. Upon payment, please submit copy of the receipt to the RFx avment status is updated by the RFx Creator.

9. Skrin Display RFx dipaparkan. Klik butang - **Create Response** (Butang ini akan wujud setelah Pemula mengemaskini status pembayaran Tender Fee petender).Nota : Sila hubungi pemula sekira butang **Create Response** tidak wujud.

Display RF	x : 4000	008717		
RFx Number 4000000 Remaining Tim	8717 RFx Na e RFx Number 1	ame Tender User Mar 0 Days 14:23:50	nual 123 RFX Status Published RI RFx Owner Azlen Aris RFx Version I	Fx Start Date 14.01.2016 08:30:00 UTC+8 Number RFx Version Type Active Vers
Close Print Previ	ew Refrest	Do Not Participa	te Tentative Create Response Question	ons and Answers (0) Export
RFX Information	n Items	Notes and Attachme	8	
RFx Parameters C	luestions Note	e and Attachments	Conditions	
Time Zone:	UTC+8		Tender Fee exclusive of GST: *	100.00
Start Date:	14.01.2016	08:30:00	Tender Fee inclusive of GST: *	106.00
Tender Closing Date: *	25.01.2016	12:00:00	Tender Fee Submission Deadline:	00:00:00
Tender Validity Date:	25.01.2017			
Currency:	MYR			
Reference No:	73015			

10. Skrin *Create RFx Response* dipaparkan. Klik pada tab - Items.

С	Create RFx Response 9																
RF	RFR Response Number 7000019205 RFX Number 4000008717 Status Saved Submission Deadline 25 01 2016 12:00:00 UTC+8 Remaining Time 10 Days 14:21:52 RFx Owner Azien Aris Total Value 0:00 N/Y RFx Response Version Number Active V Version Number Active V																
St	et For Deletion	ubmit Close	Read O	inly	Print Preview	Check S	ave Delete Exp	cort Import Questions and A	Answers (0)								
	RFx Informatio	Items	Notes	and A	ttachments	Conditions	Summary	Tracking									
-	tem Overview		_														
[Details Add Nev	v " Сору Ра	ste Dele	ete	Calculate \	/alue										Filter Expan	d All Collapse All H
	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	RFx / Response 🌘
	• 🛃 0001 🕫	Kertas Photocopy			Material			Sand	1	1	UNT	0.00	MYR	1		0.00	0/0
	• <u>0002</u>	Service 1		◄	Outline		1_01_01	Sand	1.000	1.000			MYR		On 26.01.2016	0.00	<u>0/0</u>

11. Klik pada tab - **Items,** petender dikehendaki mengisikkan harga bagi setiap item. Klik pada **Expand All** bagi memastikan semua baris item dipaparkan.

RFx Informatic	Items	tes and At	ttachm	ents C	onditions Su	mmary Trackin	g									
Item Overview	9															
Details Add New 🛛	Copy Paste [Delete	Calcu	ulate Value											Fiter Expan	nd Al <mark>,</mark> Collapse Al
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	RFx / Response
• 🛃 0001 🕫	Kertas Photocopy			Material			Sand	1	1	UNT	0.00	MYR	1		0.00	<u>0/ 0</u>
▼ <u>0002</u>	Service 1		~	Outline		1_01_01	Sand	1.000	1.000			MYR		On 26.01.2016	0.00	<u>0/ 0</u>
• 💁 0002.AA 🖂	User Manual			Service		1_01_01	Sand	1	1	LS	0.00	MYR	1	On 26.01.2016	0.00	<u>0/ 0</u>
• 💁 0002 AB 🗉	Flow Chart			Service		1_01_01	Sand	1	1	LS	0.00	MYR	1	On 26.01.2016	0.00	<u>0/ 0</u>

12. Untuk mengisi harga perlu highlight pada baris item dan klik butang - **Detail**

/	RFx Information	Items Note	es and At	tachm	ents C	onditions	Summary Trackin
-	tem Overview						
	Details Add New 4	Copy Paste D	elete	Calc	ulate Value		
	Line Number	Description	Variant	Lot	Item Type	Product ID	Product Category
	• 🚾 0001 🕞	Kertas Photocopy			Material		
11	▼ <u>0002</u>	Service 1		~	Outline		1_01_01
	• 🚱 0002.AA 🗊	User Manual			Service		1_01_01
	• 🔀 0002.AB 🖂	Flow Chart			Service		1 01 01

13. Isikan harga yang di tawarkan di ruang **Price** dan lengkapkan ruang **SST Tax Rate (%).** Ulang langkah yang sama untuk item seterusnya. Tidak perlu masukan harga pada baris **Outline** dalam *column* **Item Type.**

Details for item 0001 T	est			
Item Data Questions	Notes and Attachments Condition	s Tabl	e Extensions	
 Basic Data 				
Identification			Currency, Values and	Pricing
Configurable Item Number: *	0001		Currency:	Malaysian Ringgit
Control Key:	Material functional		Required Quantity:	100 EA
Item Type:	Material		Submitted Quantity:	100 EA
Product Category:	1_01_01 Sand		Price:	100.00 MYR Per: 1 EA
Product ID:			Service and Delivery	
Description:	Test		Delivery Date:	00:00:00
Item Variant Description:	Original Item		Delivery Days:	000
Supplier Product Number:			Incoterm Key/Location:	
Net value:	0.00		Status and Statistics	
			SST Tax Rate (%): *	0% - (PZ) Zero Rated
			SST Amount:	0% - (PZ) Zero Rated 5% (P5) Sales Tay
				6% (DT) Senice Tax
 Partners and Delivery Info 	rmation			10% - (P1) Sales Tax
Details Add Send E-	Mail Call Clear			is a construction of the

14. Selepas selesai mengisi semua harga pada baris item, klik butang - Save.

Create R	Fx Respo	nse														
RFx Response N RFx Respo	umber 7000019205 nse Version Numb	5 RFs er Active	x Num e Versi	ber 400000 ion RFx	8717 Statu Version Numbe	s Saved Sub er Active V	mission Deadline 25.01.2016	12:00:00 UTC+8	Remaining Time	10 De	iys 14:2	1:52	RFx Owner	Azlen Aris	Total Value	0.00 MYR
Set For Deletion	Submit Close	Read O	inly [Print Preview	Check	13 iave Delete Exp	port Import Questions and A	inswers (0)								
RFx Informat	ion Items	Notes	and A	ttachments	Conditions	Summary	Tracking									
▼ Item Overview																
Details Add N	ew 🔬 🛛 Copy 🔤	aste Dek	ete	Calculate \	alue										Filter Expan	d All Collapse All H
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	RFx / Response 🧃
• 🔄 0001 (Kertas Photocopy	1		Material			Sand	1	1	UNT	0.00	MYR	1		0.00	0/0
0002 0 0002 0	Service 1			Outline		1_01_01	Sand	1.000	1.000			MYR		On 26.01.2016	0.00	<u>0/ 0</u>

15. Notifikasi Response xxxx Saved dipaparkan.

Display RFx Response 7000019205														
RFx Response Number 7000019 RFx Version Number Acti	RFx Response Number 7000019205 RFx Number 4000008717 Status Saved Submission Deadline 25.01.2016 12.00.00 UTC+8 Remaining Time 10 Days 13.43.50 RFx Owner Azlen Ar RFx Version Number Active V													
Response 7000019205 saved	4													
Set For Deletion Edit Close Print Preview Refresh Check Export Questions and Answers (0)														
RFx Information Item	RFx Information Items Notes and Attachments Conditions Summary Tracking													
▼ Item Overview														
Details Add New A Copy	Paste Delete	Calculate Value	2											
Line Number Descri	ption Variant	Lot Item Typ	e Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit Price	Currency	Price Per				
• 🙀 0001 🕫 Kertas	Photocopy	Material		1_01_01	Sand	1	1	UNT 100.00	MYR	1				
▼ 10002 E Service	1	 Outline 		1_01_01	Sand	1.000	1.000		MYR					
• 🔂 0002.AA 🕞 User M	anual	Service			Sand	1	1	LS 50,000.00	MYR	1				
• 🇌 0002.AB 🕫 Flow C	hart	Service		1_01_01	Sand	1	1	LS 30,000.00	MYR	1				

16. Petender boleh melihat jumlah harga tanpa cukai di **Total Value** (Di skrin paling kanan di bahagian bawah sekali)

tem Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFx / Response (j)	RFx / R	tesponse 🛒	Internal Item Numb	er 🔺
laterial		1_01_01	Sand	1	1	UNT	100.00	MYR	1		100.00	<u>0/0</u>	<u>0/ 0</u>		1	
Jutine		1_01_01	Sand	1.000	1.000			MYR		On 26.01.2016	80,000.00	<u>0/0</u>	<u>0/ 0</u>		2	
ervice			Sand	1	1	LS	50,000.00	MYR	1	On 26.01.2016	50,000.00	<u>0/0</u>	<u>0/ 0</u>		3	
iervice		1_01_01	Sand	1	1	LS	30,000.00	MYR	1	On 26.01.2016	30,000.00	<u>0/0</u>	<u>0/ 0</u>		4	
																V
													15	Total Value	e 80,100.00	MYR

Keseluruhan harga dengan cukai SST akan dipaparkan di bawah tab RFx Information. Petender boleh rujuk **Total RFx Response Value (including SST).**

RFx Information Items No	otes and Attachments Conditions Summary Tracking
Basic Data Questions Notes and Att	achments Conditions
Event Parameters	
End of Binding Period:	25.01.2016
Currency:	Malaysian Ringgit
Terms of Payment:	ZB10
Follow-On Document PO in ERMS	
Total RFx Response Value (Including SST):	84,910.00

Maklumat lanjut mengenai keseluruhan harga juga boleh disemak di bawah tab Summary.

RFx Information Items Notes and Attachments Conditions Summary Tracking	
RFx Response Number:	6918
Items with Response:	1 out of 1 items responded
Questions:	0 out of 0 questions answered (0 out of 0 mandatory)
Notes:	No Notes Added
Attachments:	No Attachments Added
Conditions:	1 conditions added
Total RFx Response Value:	80,100.00 MYR
Total RFx Response Value (Including SST):	84,910.00

17. Bagi meneruskan proses *Create Respond* klik butang - **Edit**.

Display RFx	Response	700	001920	5							
RFx Response Number RFx Version Numb	7000019205 R er Active V	Fx Numb	er 4000008717	Status	Saved Submissi	on Deadline 25.01.2016 12:00	00 UTC+8 Ren	naining Time 10 Di	ays 13:36:41	RFx Own	er Azien Ar
Response 7000019205 sa	aved										
Set For Deletion Edit 16 RFx Information	Close Print Prev Items Note	view	Refresh (Check Expor	t Questions and Ansv Summary Trackir	wers (0)					
▼ Item Overview											
Details Add New a	Copy Paste De	elete	Calculate Value								
Line Number	Description	Variant	Lot Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit I	rice Currency	Price Per
• 🛃 0001 🕞	Kertas Photocopy		Material		1_01_01	Sand	1	1	UNT 1	0.00 MYR	1
▼ 10002 E	Service 1		Outline		1_01_01	Sand	1.000	1.000		MYR	
• 99 0002 AA	User Manual		Service			Sand	1	1	LS 50,0	0.00 MYR	1
• 😭 0002 AB 🗉	Flow Chart		Service		1_01_01	Sand	1	1	LS 30,0	0.00 MYR	1

Nota :Sekiranya Petender Log out daripada SUS Portal. Bagi menyambung proses Create Respond,klik **Response Number** seperti di bawah dan bukan pada **Event Number** dan tekan butang **Edit** semula. Sekiranya masih di dalam portal boleh teruskan langkah berikutnya.

- 18. Untuk memuat naik dokumen-dokumen tender yang telah di *Scan* dalam bentuk PDF, klik pada tab **Notes and Attachment**.
- 19. Klik pada fail yang berada di dalam Collaboration Room

Display R	Fx Response	700001920	5							Help
RFx Response Num Total Value	aber 7000019205 RF 30,100.00 MYR RFx R	x Number 4000008717 esponse Version Numb	Status Saved per Active Version	Submission RFx Version N	Deadline 25.01.2016 umber Active V	12:00:00 UTC+8 Re	maining Time 10 Di	ays 13:30:34	RFx Owner Azlen Aris	
Set For Deletion Ed	dit Close Print Prev	iew Refresh C	Check Export Que	stions and Answer	s (0)					
RFx Information	tems Notes	and Attachments	Conditions Sum	mary Tracking						
▼ Notes										
Add a Clear										Fiter Settings
Assigned To	Category		1	Text Preview						
Document Heade	r <u>RFx/Auction Text</u>		1	Tender User Manual	Tarikh diapungkan : 14.	01.2016Tarik				
 Attachments(Tend 	ler Notice, Tender Amendm	ent Details)(Maximum size I	to upload is 10 MB)							-
Add Attachment	Edit Description Versioni	ng ∡ Delete Create Qu	alification Profile							Fiter Settings
Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Туре	Size (KB)	Changed by	Changed on
i The table do	es not contain any data									
 Collaboration 										-
Create Assign	Delete									
Collaboration Ro	om	18							Created on	
RFxResp 70000	19205 ROTORK CONTROL	PTE LTD								-

(Nota : Folder-Folder yang terdapat di dalam Collaboration Folder, mungkin berbeza-beza mengikut Pemula. Untuk mendapatkan kepastian berhubung dengan folder yang perlu Petender muatnaik dokumen-dokumen tender sila rujuk ITT atau hubungi pemula)

20. Skrin Collaboration Folder (c-Folder) dipaparkan. Klik pada Folder.

me	the table	Refresh Favoriti	es Settinas Help	Logou
3 요 ✿ <u>Collaboration RFx 4000008717</u> ✿ RFxResp 7000019205 ROTORK CONTRO ▼ ▶	Work Area RFxResp Navigation: Collaboration Current Path: Collaboration	7000019205 ROTORK CONTROL PTE LTD RFx 4000 > RFxResp 7000019205 ROT		He
	Change Work Area			
	Change Work Area Choose Save to save char cFolders objects in this we Collaboration	iges made to the name or the description. If you want to assign a rk area, choose <i>Aliases.</i>	additional names to o	certain
	Change Work Area Choose Save to save char cFolders objects in this wo Collaboration Name	iges made to the name or the description. If you want to assign a rk area, choose Aliases. Collaboration RFx 4000008717 RFxResp 7000019205 ROTORK CONTROL PTE LTD	additional names to e	certain
	Change Work Area Choose Save to save char cFolders objects in this wo <u>Collaboration</u> Name Description	iges made to the name or the description. If you want to assign a rk area, choose Aliases. Collaboration RFx 4000008717 RFxResp 7000019205 ROTORK CONTROL PTE LTD RFxResp 7000019205 ROTORK CONTROL PTE LTD	additional names to (certain

21. Sub Folder dipaparkan. Klik pada - Folder For Suppliers (Nama Folder mungkin berbeza-beza, sila rujuk ITT atau hubungi pemula bagi mengetahui folder bagi Supplier's Response) untuk memuat naik dokumen-dokumen tender yang telah dilengkapkan untuk dimajukan kepada pihak pemula, berdasarkan dokumen-dokumen yang diperlukan.

Home		Refresh Favorites Settin	as Help Load				
Image: Collaboration RFx 4000008717 Image: Collaboration RFx 400008717 Image: Collaboration RFx 400008717 Image: Collaboration RFx 400008717 Image: Collaboration RFx 40008717	Work Area RFxResp Navigation: <u>Collaboration</u> Current Path: <u>Collaboratio</u> Change Work Area	7000019205 ROTORK CONTROL PTE LTD a n RFx 4000 > RFxResp 7000019205 ROT	Ŀ				
	Choose Save to save cha cFolders objects in this v Collaboration	anges made to the name or the description. If you want to assign additional r vork area, choose Aliases. Collaboration RFx 4000008717	names to certain				
	Name RFxResp 7000019205 ROTORK CONTROL PTE LTD						
	Description	REVRASE 7000010205 ROTORK CONTROL PTELTD	85751				
	Description		*				

22. Bagi memasukkan dokumen di dalam folder tersebut, klik butang - Create



23. Klik pada Document

SAP mySAP PLM cFolders	Collaboration on the	Web
Home	Favorites Settings Help Lo	gout
	Create Object Navigation: Folder Overview Current Path: Collaboration RFx 4000 > RFxResp 7000019205 ROT > Folder > Folder For Suppliers > Create Object	Help.
Folder For Suppliers	What do you want to create?	ancel
	MDiscussion A discussion is a communication forum about a collaboration, a folder or a folder object.	
22	Document A document can contain any file in different versions.	
	A note is for adding a short descriptive text and can have versions.	

- 24. Skrin Create Document dipaparkan, Isikan nama dokumen tersebut di ruang Name
- 25. Klik butang Continue

SAP mySAP PLM cFolders		Collaboration o	n the Web
Image: Collaboration RFx 4000008717 Image: Collaboration RFx 4000008717	Create Document 23 Navigation: Folder Overview Current Path: Collaboration RFx 40 Document Enter the name and a description. Name Description Subscribe PGP Documents	Collaboration o Favorites Settings F 00 > RFxResp 7000019205 ROT > Folder > Folder For Suppliers > Cr Decide whether or not you want to upload a local file now or later. Then c Bill Of Quantity You are only allowed to use PGP files in this document. Upload Local File Create File Later	n the Web leip Logout Helo. eate hoose Next.
24	Continue Cancel		

- 26. Skrin **Create Version** dipaparkan, Klik butang **Browse** untuk mencari dokumen yang telah disediakan oleh petender .
- 27. Klik pada dokumen yang telah disimpan di dalam fail tersebut
- 28. Klik butang Open

29. Klik butang – Save

SAP MySAP PLM cFolders		Choose File to Upload	Documents	Starth Documents
CFolders Conservation RFx 4000008717 RFxResp 7000019205 ROTORK CONTRO RFxResp 7000019205 ROTORK CONTRO Conservation Tender TNB Conservation Tender Te	Create Version Navigation: Version Overview Current Path: Collaboration RFx 4000> > RFxRe Create Version To select the required file, choose Browse and the 25 Sove Browse	Crganize ▼ New fold Favorites Desktop Downloads District Decuments District Documents Music Pictures Videos	Documents Councents Documents Documents Discuss Documents Discuss Dis	
		File r	Pengalaman Kerja Mame: Bill Of Quantity	1/14/20: • • • All Files (*.*) • 27 Open Cancel

30. Dokumen telah dimuatnaik di dalam folder yang dikehendaki, (Contoh dokumen: BILL OF QUANTITY(BQ)). Ulang proses ini sehingga semua dokumen yang diperlukan telah dimuat naik di dalam folder yang dikehendaki oleh pihak pemula.

SAP mySAP PLM cFolders						Collab	oration	on the Web	
Home				Refres	h Search	Favorites	Settings	Help Logout	
영 요 @ <u>Collaboration RFx 4000008717</u> @ RFxResp 7000019205 ROTORK CONTRO ▼	Folder Folder F Current Path: Colla	or Suppliers	sp 7000019	205 ROT	> Folder >	Folder For	Suppliers	Help	
Selder	Folder								
Dokumen Tender TNB Folder For Suppliers	To save any chang	To save any changes made, click Save.							
	Name	Name Folder For Suppliers							
	Subscribe	Subscribe							
	Authorization	Write							
	Save Cancel To create folder object	cts, select <i>Create</i> . To copy o	delete obje	cts, select	the require	d objects an	id then cho	ose Copy or	
	Folder Contents				6	reate Con	Paste	elete All None	
	Name	Current Version	29 Rea	d Status	Changed	by	Chan	ged on	
	Bill Of Quantit	Bill Of Quantity docx (13	KB)		Siti Jamil	ah Nasarudd	in 14.01	2016 22:44:41	

31. Setelah semua dokumen yang diperlukan telah dimuat naik ke folder yang dikehendaki, klik butang - **Save**.

SAP mySAP PLM cFolders	1. 2. 4	6				Collab	oration	on th	e Web
Home			R	elresh	Search	Favorites	Settings	Help	Logout
Collaboration REx 4000008717 Collaboration REx 400008717 Collaboration REX 40008717 Collaboration REX 400087	Folder Folder	For Su	ppliers n RFx 4000 > RFxResp 7000019205 R	<u>101</u> >	Folder >	Folder For	Suppliers		Help.
	Folder								
	To save any cha	nges ma	de, click Save.						
	Name	Fold	der For Suppliers						
	Subscribe	iubscribe 🔽							
	Authorization	Authorization Write							
	To create folder of Delete.	ojects, se	lect Create. To copy or delete objects, s	elect the	e require	d objects an	id then cho	ose Cop	by or
	Folder Contents Create C				reate Copy	Paste	elete A	All None	
	NameA		Current Version	Read	Status	Changed b	x s	hange	d on
	Bill Of Qua	otity	Bill Of Quantity docx (13KB)			Siti Jamilah Nasaruddin	1 12	4 01 20	16
	Dokumen S	Sokongan	Dokumen Sokongan docx (15KB)			Siti Jamilah Nasaruddin	1	4.01.20	16
		Teknikal	Spesifikasi teknikal 123 testing docx (13KB)			Siti Jamilah Nasaruddin		4 01 20	16
	Syarat Mar	datori	Syarat Mandatori tender 123 testing docx (13KB)			Siti Jamilah Nasaruddin	1	4.01.20	16

32. Keluar dari Skrin c-Folder dengan klik butang pangkah

Folder - Folder For Suppliers - cFolders - Windows Interne	t Explorer IbiZjPTAwM5ZkPW1pbg==)/CFX_BFC_UU/fol_de.htm?sap-unique=225237&zession_token=_C4H1ae	:OBH2wRi9OjRe ¹	• 🔒 🖻 👉 >	K 🕨 Bir	ng		- 0 31	<u>×</u> م
🚖 Favorites 🛛 😫 🔲 F5 Dynamic Webtop 🖅 TNB SAP : 🎉 Folder - Folder For Suppliers - cFolders	SRM Portal 🖅 SAP NetWeaver Portal (2) 🗁 CLM QAS 😇 SAP NetWeaver Portal 😅 SAP Source	ing 🕨 Suggested	l Sites 👻 🔊 Web	Slice Galler	y 🕶 🙋 http 🖶 👻 Pa	owww.tnb.con age ▼ Safety ▼	n.my-s Tools ▼	@ ∙ "
CFolders	Cr Refresh Search Faw	ollaboration	on the Web					Î
Image: State	Folder Folder For Suppliers Current Path: <u>Collaboration RFx 4000</u> > <u>RFxResp 7000019205 ROT</u> > <u>Folder</u> > Folder Folder Folder	er For Suppliers	Helo.					
	To save any changes made, click Save. Name Folder For Suppliers Subscribe [17] Authorization Write Swe Cancel							

33. Pada Skrin Display RFx Response, klik butang -Edit bagi menyambung proses Create Response

Display RFx Response 7000019205									
RFx Response Number 7000019205 RFx Number 4000008717 Status Saved Total Value 80,100.00 M/YR RFx Response Version Number Active Version	Submission Deadline 25.01.2016 12:00:00 UTC+8 Remaining Time 10 Days 13:30:34 RFx Owner Azlen Aris RFx Version Number Active V								
Set For Deletion Edt Close Print Preview Refresh Check Export Questions and Answers (0)									
RFx Information terms Notes and Attachments Conditions Summary Tracking									
▼ Notes									
Add _ Cear									
Assigned To Category Te	ext Preview								
Document Header RFx/Auction Text Te	ender User ManualTarikh diapungkan : 14.01.2016Tarik								

34. Skrin Edit RFx Response dipaparkan, klik butang -Check, bagi memastikan RFx Response tiada error dan seterusnya klik butang – Submit, untuk memajukan dokumen tender kepada Pihak Pemula

Edit RFx R	esponse 7000019205		
RFx Response Num Total Value 8	ber 7000019205 RFx Number 4000008717 Statu: 0,100.00 MYR RFx Response Version Number Active	s Saved Submission Deadline 25.01.2016 12:00:00 UTC+8 Remain Version RFx Version Number Active V	ning
Set For Deletion	ubmit Close Read Only Print Preview Check S	ave Delete Export Import Questions and Answers (0)	
RFx Information	Items Notes and Attachments Conditions	Summary Tracking	
▼ Notes			
Add A Clear			
Assigned To	Category	Text Preview	
Document Header	r RFx/Auction Text	Tender User ManualTarikh diapungkan : 14.01.2016Tarik	

35. Notifikasi **RFx Response Submitted** dipaparkan. Ini menunjukkan RFx telah dimajukan kepada pihak pemula.

36. Klik butang – Refresh. Status response juga bertukar menjadi Submitted.

esponse 700	0019205				
00019205 RFx Numbe MYR RFx Response	er 4000008717 Statu e Version Number Active	us Saved Submission D Version RFx Version Nu	eadline 25.01.2016 12:0 Imber Active V	0:00 UTC+8 Remaining Time	10 Days 13:00:36
mode, would lead to DIS-QI	JALIFICATION				
SUBMIT button before subm	nission deadline.				
submitted 34					
se Print Preview	Refresh Check W	ithdraw Export Questions	and Answers (0)		
ems Notes and Attr	achments Conditions	Summary Tracking			
ory		Text Preview			
uction Text		Tender User Manual	arikh diapungkan : 14.01.2	016Tarik	
ponse 70000	19205				
19205 RFx Number 400	0008717 Status Submit	led Submission Deadline 2	5.01.2016 12:00:00 UTC+8	Remaining Time 10 Days 12:59:39	RFx Owner Azler
	00019205 RFx Number NYR RFx Response mode, would lead to DIS-QL SUBMIT button before subm submitted 34 se Print Preview ms Notes and Att ory wotion Text Sponse 700002 19205 DFx Number 400	00019205 RFx Number 4000008717 Statu NYR RFx Response Version Number Active mode, would lead to DIS-QUALIFICATION SUBMIT button before submission deadline. submitted 34 se Print Preview Refresh Check W ms Notes and Attachments Conditions ory workion Text Sponse 7000019205 H2005 BFX Number 400008717 Status Submit	00019205 RFx Number 4000008717 Status Saved Submission D NYR RFx Response Version Number Active Version RFx Version Number mode, would lead to DIS-QUALFICATION SUBMIT button before submission deadline. SUBMIT button before submission deadline. SUBMIT button before submission deadline. 34 35 se Print Preview Refresh Check with Notes and Attachments Conditions Summary Tracking ory Text Preview Tender User Manualf	00019205 RFx Number 4000008717 Status Saved Submission Deadline 25.01.2016 12:0 NYR RFx Response Version Number Active Version RFx Version Number mode, would lead to DIS-OUAL/FICATION SUBMIT button before submission deadline. SUBMIT button before submission deadline. number 34 as 35 se Print Preview Refresh Check Without Submission deadline. number Conditions se Print Preview Refresh Check Withdraw Export Questions and Attachments Conditions ory Text Preview uction Text Tender User ManualTarkh diapungkan : 14.012	00019205 RFx Number 4000008717 Status Saved Submission Deadline 25.01.2016 12:00:00 UTC+8 Remaining Time NYR RFx Response Version Number Active Version RFx Version Number Active V Remaining Time mode, would lead to DIS-QUAL/FICATION SUBMIT button before submission deadline. se Print Preview Refresh Check Withdraw Export Questions and Answers (0) ms Notes and Attachments Conditions Summary Tracking ory Text Preview Tender User ManualTarikh diapungkan : 14.01.2016Tarik

A To participate, kindly click on SUBMIT button before submission deadline.

TAMAT

TIPS BAGI PROSES BAGI SAVE, EDIT, SUBMIT RFX RESPONSE

- Sekiranya petender telah menekan butang **Create Response**, maka **Response Number** telah diwujudkan.
- Bagi meneruskan proses *Create Response* setiap kali *login* ke **SUS Portal**, petender hendaklah klik pada **Response Number** dan **BUKAN Event Number** seperti berikut:-
 - 1. Klik pada butang Save

Edit RFx Response 2695						
RFx Response Number 2695 RFx Number 2922 State aved Submission Deadline 03.11.2014 22:30:00 UTC+8 Total Value 354,750.00 MYR RFx Response Version 1 per C1 RFx Version Number Active V						
Submit Close Read Only Print Preview Check Save Delete Export Import Questions and Answers (0)						

2. Notifikasi Response Saved dipaparkan. Anda boleh logout dari SUS Portal

Display RFx Response 2695
RFx Peeponse Number 2695 RFx Number 2922 Status Saved Submission Deadline 03.11.2014 22:30:00 UTC+8 tal Value 354,750.00 MYR RFx Response Version Number C1 RFx Version Number Active V
Response 2695 saved
Edit Close Print Preview Refresh Check Export Questions and Answers (0)

3. Untuk meneruskan proses *Create Response* setelah petender *Save RFX* tersebut, sila *login* semula ke **SUS Portal** seperti proses biasa sehingga skrin *Display RFx* muncul, klik butang - **Edit**.

Display RFx Response 2695					
sponse Number 2695 RFx Number 2922 Status Submitted Submission Deadline 03.11.2014 22:30:00 UTC+8 otal Value 354,750.00 MYR RFx Response Version Number Active Version RFx Version Number Active V					
Edit Close Print Preview Refresh Withdraw Export Questions and Answers (0)					

4. Sila pastikan butang **Submit** muncul bagi membuat sebarang proses *Create Response*.

5. Sila rujuk **Submission Deadline** bagi mengetahui tempoh masa yang tinggal bagi melaksanakan proses *Create Response* sebelum tarikh tutup tender.

Edit RFx Response 2695	5
R 4 sponse Number 2695 RFx Number 2922 Status Saved otal Value 354,750.00 MYR RFx Response Version Number C1	Submission Deadline 03.11.2014 22:30:00 UTC+8 RFX version Number Acuve V
Submit Close Read Only Print Preview Check Save Delete	Export Import Questions and Answers (0)

- Klik butang Submit apabila petender bersedia untuk memajukan RFx kepada TNB.
- Walaupun RFX tersebut telah dimajukan kepada TNB (*Submitted*), petender masih boleh melakukan proses *edit* dan *submit* sehingga tarikh tutup tender.
- Perlu diingatkan supaya petender tidak melaksanakan proses *create* atau *edit RFx Response* pada saat akhir, bagi mengelakan berlakunya sebarang masaalah untuk proses *submit*.

TIPS BAGI PROSES BAGI PROSES DELETE AND WITHDRAW RFX RESPONSE

PROCESS	:	DELETE RFX RESPONSE	
ROLE	:	TNB SUS SUPPLIER	
Scenario 1		RESPONSE STATUS SAVED	

Scenario 1: RESPONSE IS IN SAVED MODE. (Petender belum pernah menghantar *response* . RFx Response status : **Saved**)

1. Pilih semula RFx yang perlu untuk proses delete RFx response. Klik pada Response Number

eRF	eRFxs - All										
• :	> Show Quick Criteria Maintenance										
V	iew: [Standard View] Create Response Display Event Display	y Response Print	Preview Ref	resh Export 4]					
₽	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	R			
	4000008301	KERJA BEKAL LA COUNTER	Single Envelope	Published	22.12.2015	06.01.2016	7000018287	s			
	400008298	PPNG/LINES 308/2015(Q)- TFR	Single Envelope	Published	21.12.2015	07.01.2016	7000018286	s			
	400008254	BKPG Q 96/2016 CONT & SERV CBF & TX DIFF	Single Envelope	Published	06.01.2016	21.01.2016		Ν			
	400008075	ADMN 316/2015(Q)-PEST CONTROL	Single Envelope	Published	15.12.2015	31.12.2015	<u>7000018284</u>	s			
	4000007981	Siiil PMT DILO	Single Envelope	Published	04 12 2015	30 12 2015		Ν			

2. Klik butang – Edit

Display RFx Response 7000018284	
RFx Response Number 7000018284 RFx Number 4000008075 Status Saved Sub RFx Owner Mohd Sahrul Azani bin Muhamad Total Value 0.00 MYR RFx Response	emission Deadline
Set For Deletion Edit Close Print Preview Refresh Check Export Questions	and Answers (0)
RFx Information Items Notes and Attachments Conditions Summary Basic Data Questions Notes and Attachments Conditions Summary	Tracking
Event Parameters	Service and Deli
End of Binding Period: 30.06.2016	Incoterm:
Currency: Malaysian Ringgit	Status and Stati
Terms of Payment: *	Created On:
•	Created By:

3. Klik butang – Delete

Edit RFx Response 7000018284
RFx Response Number 7000018284 RFx Number 4000008075 Status Saved Submission Deadline 31. RFx Owner Mohd Sahrul Azani bin Muhamad Total Value 0.00 MYR RFx Response Version Number Ac
Set For Deletion Submit Close Read Only Print Preview Check Save Delete Export Import Que
RFx Information Items Notes and Attachments Conditions Summary Tracking
Basic Data Questions Notes and Attachments Conditions
Event Parameters Service and Delive

4. Pop-up massage Deleted Bid? Dipaparkan dan klik butang – OK

SAP SRM	×
Delete Bid?	
	L)
	OK Cancel

5. Apabila paparan senarai RFx dipaparkan, Klik butang – **Refresh.** Response status akan bertukar menjadi **No Bid Created.** Nombor *RFx response* juga akan hilang.

٧	View: [Standard View] 🗸 Create Response Display Event Display Response Print Preview Refresh Export 4									
₿	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status		
	<u>4000008254</u>	BKPG Q 96/2016 CONT & SERV CBF & TX DIFF	Single Envelope	Published	06.01.2016	21.01.2016		No Bid Created		
	<u>4000008075</u>	ADMN 316/2015(Q)-PEST CONTROL	Single Envelope	Published	15.12.2015	31.12.2015		No Bid Created		
	400007081		Single Envelope	Dublished	0/1 12 2015	30 12 2015		No Bid Created		

6. Butang **Create Response** akan ujud semula, petender boleh melaksanakan proses *Create Response* semula jika diperlukan.

VOL 1 /2018

Display RFx : 4000008075									
RFx Number 4000008 Remaining Time	075 RFx Name ADMN 316/2015(Q)-PEST CONTROL RFX Status Published RFx Start Date 15.12.2015 16:00:0 RFx Number 2 Days 01:53:30 RFx Owner Mohd Sahrul Azani bin Muhamad RFx Version Number RFx Version								
Close Print Previ	Close Print Preview Refresh Participate Do Not Participate Tentative Create Response Questions and Answers (0) Export								
RFX Information	Items Notes and Attachments								
RFx Parameters Qu	uestions Note and Attachments Conditions								
Time Zone:	UTC+8 Tender Fee exclusive of GST: * 0.00								
Start Date:	15.12.2015 16:00:00								
Tender Closing Date: *	31.12.2015 12:00:00								
Opening Date: *	31.12.2015 12:30:00								
Tender Validity Date:	30.06.2016								
Currency:	MYR								
Reference No:	ADMN 316/2015 (Q)								

TAMAT

PROCESS	:	DELETE RFX RESPONSE		
ROLE	:	TNB SUS SUPPLIER		
Scenario 2		RESPONSE STATUS SUBMITTED		

Scenario 2: RESPONSE IS ALREADY BEEN SUBMITTED (Petender telah menghantar *response*. RFx Response status : **Submitted**)

- VOL 1/2018
- 1. Pilih semula RFx yang perlu untuk proses delete RFx response. Klik pada Response Number

eRF	eRFxs - All										
• 9	Show Quick Criteria Maintenance										
v	View: [Standard View] View] Create Response Display Event Display Response Print Preview Refresh Export 4										
₽	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	R			
	4000008301	KERJA BEKAL LA COUNTER	Single Envelope	Published	22.12.2015	06.01.2016	7000018287	S			
	400008298	PPNG/LINES 308/2015(Q)- TFR	Single Envelope	Published	21.12.2015	07.01.2016	7000018286	S			
	400008254	BKPG Q 96/2016 CONT & SERV CBF & TX DIFF	Single Envelope	Published	06.01.2016	21.01.2016		N			
	4000008075	ADMN 316/2015(Q)-PEST CONTROL	Single Envelope	Published	15.12.2015	31.12.2015	7000018284	s			
4000007981 Siiil PMT DILO Single Envelope Published 04 12 2015 30 12 2015								Ν			

- 2. Klik butang Edit
- 3. Klik butang Set For Deletion

Display RFx Response 7000018284	
RFx Response Number 7000018284 RFx Number 4000008075 Status Saved St RFx Owner Mohd Sahrul Azani bin Muhamad Total Value 0.00 MYR RFx Respon	ubmission Deadline
Set For Deletion Edit Close Print Preview Refresh Check Export Question	ns and Answers (0)
1 2 RFx Information Items Notes and Attachments Conditions Summary	Tracking
Basic Data Questions Notes and Attachments Conditions	
Event Parameters	Service and Deli
End of Binding Period: 30.06.2016	Incoterm:
Currency: Malaysian Ringgit	Status and Stati
Terms of Payment: *	Created On:
	Created By:

4. Klik butang - Delete

Edit RFx Response 7000018284	
RFx Response Number 7000018284 RFx Number 4000008075 Status Saved Sub RFx Owner Mohd Sahrul Azani bin Muhamad Total Value 0.00 MYR RFx Response	mission Deadline 31.1: Version Number Activ
Set For Deletion Submit Close Read Only Print Preview Check Save Delete	Export Import Ques
RFx Information Items Notes and Attachments Conditions Summary Basic Data Questions Notes and Attachments Conditions	Tracking
Event Parameters End of Binding Period: 30.06.2016 Currency: Malaysian Ringgit	Service and Delivery Incoterm: Status and Statistics
Terms of Payment: *	Created On:

5. Pop-up massage **Deleted Bid?** Dipaparkan dan klik butang – **OK**

SAP SRM	×
Delete Bid?	
	OK Cancel

6. Apabila paparan senarai RFx dipaparkan, Klik butang – **Refresh.** Response status akan bertukar menjadi **No Bid Created.** Nombor *RFx response* juga akan hilang.

۷	View: [Standard View] 💌 Create Response Display Event Display Response Print Preview Refresh Export 4							
₿	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
	400008254	BKPG Q 96/2016 CONT & SERV CBF & TX DIFF	Single Envelope	Published	06.01.2016	21.01.2016		No Bid Created
	<u>4000008075</u>	ADMN 316/2015(Q)-PEST CONTROL	Single Envelope	Published	15.12.2015	31.12.2015		No Bid Created
	400007081		Single Envelope	Duhliehad	0/112 2015	30 12 2015		No Rid Created

7. Butang **Create Response** akan ujud semula, petender boleh melaksanakan proses *Create Response* semula jika diperlukan.

Display RFx	< : 4000008075
RFx Number 4000008 Remaining Time	075 RFx Name ADMN 316/2015(Q)-PEST CONTROL RFX Status Published RFx Start Date 15.12.2015 16:00: RFx Number 2 Days 01:53:30 RFx Owner Mohd Sahrul Azani bin Muhamad RFx Version Number RFx Versio
Close Print Previ	iew Refresh Participate Do Not Participate Tentative Create Response Questions and Answers (0) Export
RFX Information	Items Notes and Attachments
RFx Parameters Qu	uestions Note and Attachments Conditions
Time Zone:	UTC+8 Tender Fee exclusive of GST: * 0.00
Start Date:	15.12.2015 16:00:00
Tender Closing Date: *	31.12.2015 12:00:00
Opening Date: *	31.12.2015 12:30:00
Tender Validity Date:	30.06.2016
Currency:	MYR
Reference No:	ADMN 316/2015 (Q)

TAMAT

PROCESS	:	WITHDRAW RFX RESPONSE
		1

ROLE : TNB SUS SUPPLIER

WITHDRAW RFX RESPONSE (Petender telah menghantar *response*. RFx Response status : **Submitted**) Tetapi ingin menarik semula *response* tersebut kerana tidak berminat untuk menyertai tender.

1. Pilih semula RFx yang perlu untuk proses delete RFx response. Klik pada Response Number

eRFxs - All							
Show Quick Criteria	Maintenance						
View: [Standard View	v] VI Create Response Display Event Display	ay Response Prir	nt Preview	fresh Export 4			
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	R
400008301	KERJA BEKAL LA COUNTER	Single Envelope	Published	22.12.2015	06.01.2016	7000018287	s
400008298	PPNG/LINES 308/2015(Q)- TFR	Single Envelope	Published	21.12.2015	07.01.2016	7000018286	S
400008254	BKPG Q 96/2016 CONT & SERV CBF & TX DIFF	Single Envelope	Published	06.01.2016	21.01.2016		N
400008075	ADMN 316/2015(Q)-PEST CONTROL	Single Envelope	Published	15.12.2015	31.12.2015	7000018284	s
4000007981 2. Klik b	siii PMT DILO Jutang – Edit	Single Envelope	Published	04 12 2015	30 12 2015		Ν
2. 1010							
Displa	ay RFx Response 70	00018	284				
-							
RFx Respo	onse Number 7000018284 RFx Nu	mber 4000008	8075 St	tatus Save	d Sul	bmission Deadli	ine
RFx	Owner Mohd Sahrul Azani bin Muhamad	Total Va	lue 0.00 MY	'R RF	x Respons	e Version Numl	ber
Cat Fac Da		Defeat	Charle	[Even and]	Quanting		0.1
Set For De	etton Edit Close Print Preview	Refresh	Check	Export	Questions	s and Answers (0)
REX	Information Items Notes and	Attachments	Condition	IS SU	nmary	Tracking	
		attacimients	Condition	3 30	innary	Hacking	
Basic Data	Questions Notes and Attachments	S Condition	S				
Event Para	meters					Service and	d Deli
End of Bind	ing Period 30.06.2016						
-						Incoterm:	
Currency:	Malaysian Ringgit					Status and	stati
Terms of Pa	ayment: *					Created On:	
						Constant Day	

3. Klik butang – Withdraw

Set For Deletion Ed	it Close Print Preview Refresh Withdraw Export Questions and An							
RFx Information	Items Notes and Attachments Conditions Summary Tracking							
Basic Data Questio	Basic Data Questions Notes and Attachments Conditions							
Event Parameters								
End of Binding Period:	11.02.2016							
Currency:	Malaysian Ringgit							
Terms of Payment: *	ZB10 Payment Due In 30 Days							

8. Apabila paparan senarai RFx dipaparkan, Klik butang – **Refresh.** Response status akan bertukar menjadi **Withdrawn.** Nombor *RFx response* masih kekal.

Show Quick Criteria Maintenance									
Vi	View: *[Slandard View] 💌 Create Response Display Event Display Response Print Preview Refresh Export a								
卧	Event Number	Event Description	Event Type	Event Status	Start Date	End Date =	Response Number	Response Status	
	4000007303	KERJA-KERJA MSVT KEDAH (TESTING)	Single Envelope	Published	11.11.2015	27.01.2016	7000015172	Withdrawn	
	400008254	BKPG O 96/2016 CONT & SERV CRE & TX DIFE	Single Envelope	Published	06 01 2016	21 01 2016		No Bid Created	

9. Sekiranya Petender ingin menghantar semula response yang telah di tarik tersebut, perlu klik butang – **Re-Submit.** Response Status akan bertukar menjadi **Submitted** semula.

Set For Deletion Edit Close Print Preview Refresh Check Re-Submit Participate Do No	ot Parti						
RFx Information Items Notes and Attachments Conditions Summary Tracking							
Basic Data Questions Notes and Attachments Conditions							
Event Parameters S							
End of Binding Period: 11.02.2016	In						
Currency: Malaysian Ringgit	S						
Terms of Payment: * ZB10 Payment Due In 30 Days	С						
	-						

	Show Quick Criteria Maintenance									
View: * [Standard View] 🗸 Create Response Display Event Display Response Print Preview Refresh Export 🖌										
	卧	Event Number	Event Description	Event Type	Event Status	Start Date	End Date =	Response Number	Response Stat	
		4000007303	KERJA-KERJA MSVT KEDAH (TESTING)	Single Envelope	Published	11.11.2015	27.01.2016	<u>7000015172</u>	Submitted	
		400000254	BKDO O 062016 CONT & CEDV ORE & TV DIEE	Cinala Envalana	Dublished	06 01 2016	24 04 2046	Ì	No Pid Croater	

TAMAT