

G-SRM System

Management of Supplier and Contractor Relations
based on the Supplier Relationship Management SAP SEM Solution

User Manual

Guidelines for Suppliers and Contractors (submitting a commercial proposal)

Version 1.1

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Specifications

- Google Chrome 7.0 or a more current version of Google Chrome should be installed.
- If the Internet access is via a proxy-server, please make sure with your system administrator that you are allowed to access the site <https://procurement.westqurna2.com>
- In order to ensure the possibility of working with PDF-documents you need Adobe Acrobat Reader 6.0 or a more current version.
- For viewing graphics the most current version of Java Runtime Environment (Sun Java JRE) is needed (for viewing Java Applets).
- You need to add *.westqurna2.com to the list of Intranet Sites of the Internet-browser.

Note: when working in the SRM system you cannot use the forward and backward navigation buttons. You can only use the SRM system buttons.

Step 1. Login

! Important

Make sure that *.westqurna2.com site is added to the list of "local intranet sites" of your browser (Tools -> Internet Options -> Security -> Local Intranet -> Sites -> Advanced)

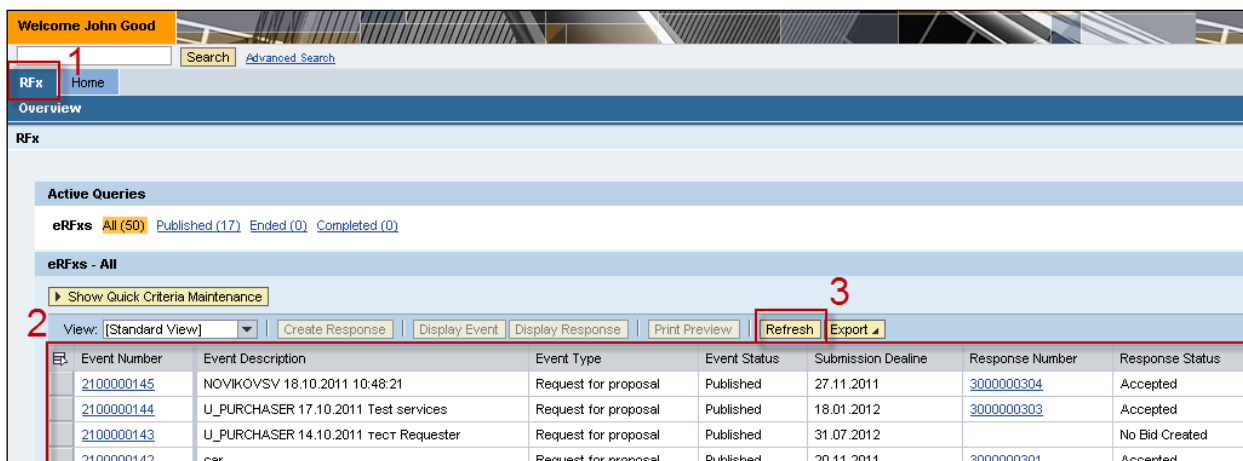
To enter the system type <https://procurement.westqurna2.com> in the address bar. On the appeared screen type in the user name and password and click "Log on".



Step 2. Viewing the Request for proposal

2.1. Viewing the list of Request for proposal

For viewing the list of available Requests for proposal (2), go to the "RFx" tab (1). To update the information in the list, click "Refresh" (3).



Event Number	Event Description	Event Type	Event Status	Submission Deadline	Response Number	Response Status
2100000145	NOVIKOVSV 18.10.2011 10:48:21	Request for proposal	Published	27.11.2011	3000000304	Accepted
2100000144	U_PURCHASER 17.10.2011 Test services	Request for proposal	Published	18.01.2012	3000000303	Accepted
2100000143	U_PURCHASER 14.10.2011 Test Requester	Request for proposal	Published	31.07.2012		No Bid Created
2100000142	car	Request for proposal	Published	20.11.2011	3000000301	Accepted

Fields' description

Field	Example	Comment
Event Number	2100000128	Request for proposal system number
Event Description	Car	Text description of Request for proposal
Submission deadline	25.12.2011	Date of making final decisions
Response Number		If the bid is submitted, the field will show the bid number.
Response Status	No Bid Created	Submitted – the bid for the Request for proposal was submitted, bids with this status are available for review by the purchaser and participate in the winner selection Saved – the bid for the Request for proposal was saved, bids with this status are not available for review by the purchaser and will not participate in the winner selection No Bid Created – no bid for the Request for proposal was created

2.2. Viewing the information about the Request for proposal

For detailed viewing and getting information about the Request for proposal terms, click on the Event number in the list.

RFx Home

Overview

RFx

Active Queries

eRFxs [All \(1\)](#) [Published \(17\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

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

Event Number	Event Description	Event Type	Event Status	Submission Deadline	Response Number	Response Status
2100000128	Cars	Request for proposal	Published	25.12.2011	3000000285	Saved

2.2.1. Viewing general information about the Request for proposal

For viewing the general information about the Request for proposal, go to the "RFx Information" (1) tab.

RFx Information ¹ Items [Notes and Attachments](#)

RFx Parameters [Questions](#) [Note and Attachments](#) [Terms and Conditions](#)

RFx Number:

Purchasing Organization:

Time Zone:

Submission Deadline: *

Opening Date: *

Terms of payment: 100% during 30 days after delivery

End of Binding Period:

Currency:

▼ Partners and Delivery Information

Details ³ [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

Function	Number	Name
Delivery basis		BOC

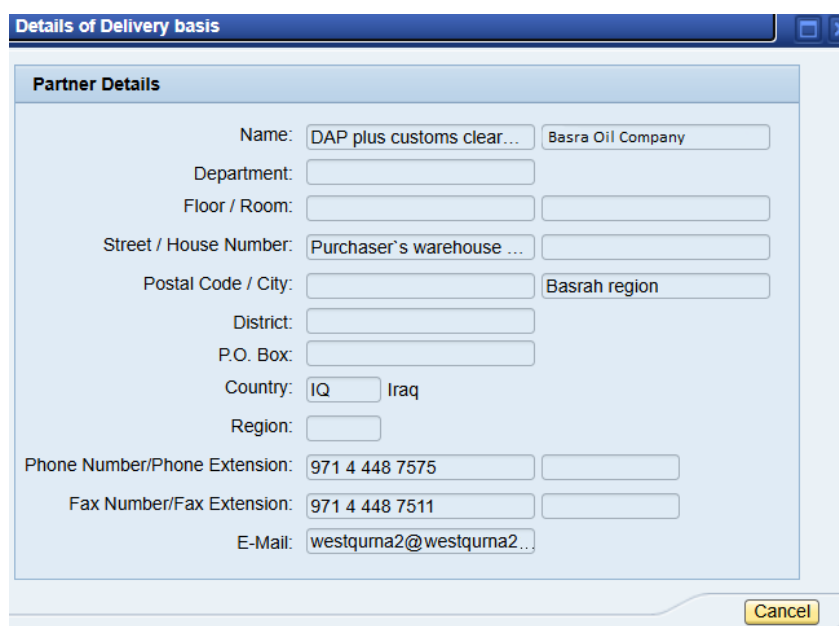
The tab consists of several blocks:

a) "RFx Parameters" (1) Block

Includes general information about the Request for proposal.

Field	Example	Comment
Time Zone	UTC-5	Time belt of the Request for proposal holders, according to which time and dates are specified
Submission deadline	25.12.2011	Deadline for bids' submittal
Opening Date	26.12.2011	Date, when the purchaser will be able to see the information on the submitted bids
End of Binding Period	26.02.2012	Bid validity
Currency	USD	Currency, which will be used for the submitted bids evaluation
Terms of payment	100% during 30 days after delivery	Payment Terms
Delivery basis	DAP/DDP West Qurna 2, Republic of Iraq	Delivery basis

For viewing the detailed information about the delivery basis, click on "Delivery basis" line (2) in "Partners and Delivery information" Block and then click "Details" (3).



Details of Delivery basis

Partner Details

Name:

Department:

Floor / Room:

Street / House Number:

Postal Code / City:

District:

P.O. Box:

Country:

Region:

Phone Number/Phone Extension:

Fax Number/Fax Extension:

E-Mail:

b) "Questions" Block (2)

Includes qualification questions.

2.2.2. Viewing the list of purchased goods/services

For viewing the list of purchased goods/services, go to **"Items"** tab.

For exporting description of materials into the xls- file press the «Export items to Excel» button.

2.2.3. Viewing purchasing documentation

For viewing the purchaser information, attached to the Request for proposal, go to "Notes and Attachments" tab.

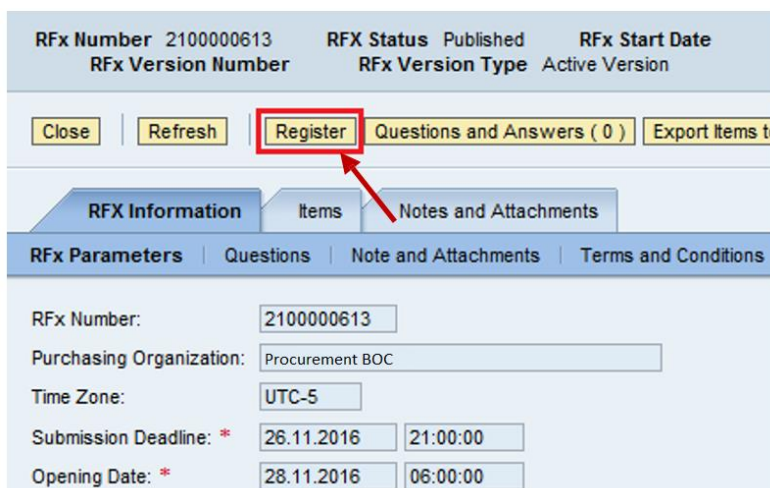
This tab includes:

- Purchaser's notes (**"Notes" Block (1)**). For viewing it, click the link in the "Category" column;
- Attached documents (**"Attachments" Block (2)**). For viewing it, click the link in the "Description" column.

Step 3. Registration for participation in Request for proposal

Note: this step is done if you are registered in the System and see the published Request for proposal, but were not invited to participate by e-mail.

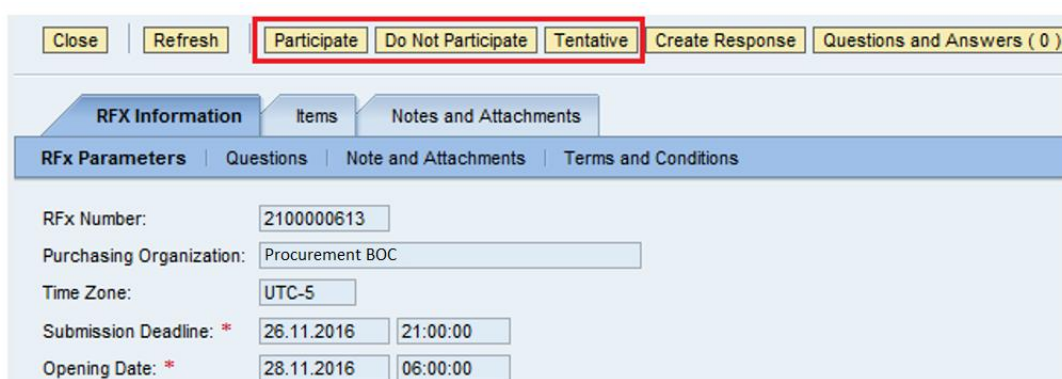
In order to register for participation in the Request for proposal, click the "Register" button in the RFx form.



The screenshot shows the RFx form interface. At the top, there are fields for 'RFx Number' (2100000613), 'RFx Status' (Published), and 'RFx Start Date'. Below these are 'RFx Version Number' and 'RFx Version Type' (Active Version). A row of buttons includes 'Close', 'Refresh', 'Register' (highlighted with a red box and an arrow), 'Questions and Answers (0)', and 'Export Items to'. Below the buttons are tabs for 'RFx Information', 'Items', and 'Notes and Attachments'. Under 'RFx Information', there are sub-tabs: 'RFx Parameters', 'Questions', 'Note and Attachments', and 'Terms and Conditions'. The 'RFx Parameters' tab is active, showing fields for 'RFx Number' (2100000613), 'Purchasing Organization' (Procurement BOC), 'Time Zone' (UTC-5), 'Submission Deadline' (26.11.2016 21:00:00), and 'Opening Date' (28.11.2016 06:00:00).

Step 4. Informing the purchaser about the intention to participate in the Request for proposal

In order to inform the purchaser about the intention to participate or not to participate in the Request for proposal, use buttons "Participate", "Do not participate" or "Tentative".



The screenshot shows the RFx form interface, similar to the previous one. The 'Participate', 'Do Not Participate', and 'Tentative' buttons are highlighted with a red box. The 'Create Response' button is also visible. The 'RFx Parameters' tab is active, showing the same fields as before: 'RFx Number' (2100000613), 'Purchasing Organization' (Procurement BOC), 'Time Zone' (UTC-5), 'Submission Deadline' (26.11.2016 21:00:00), and 'Opening Date' (28.11.2016 06:00:00).

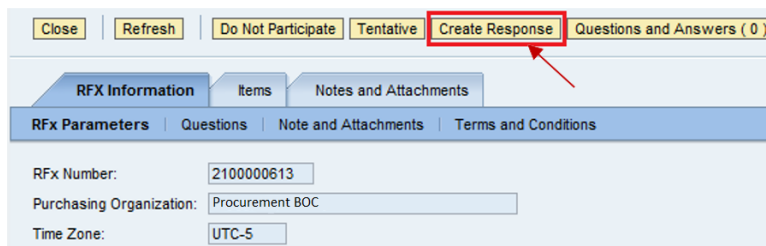
Note: Decision on participation or non-participation can be changed until the "Submission Deadline" occurrence.

Step 5. Bid preparation

5.1. Response creation

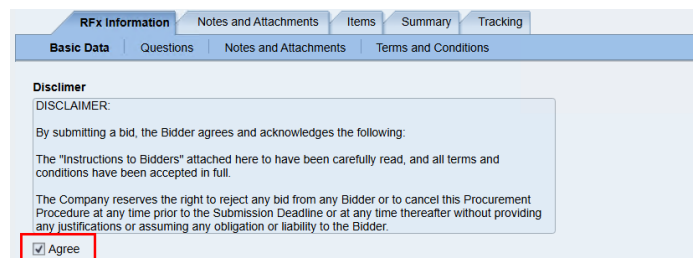
Note: this step is done if you were invited by e-mail or have registered in the System for participation in the Request for proposal.

To create response, click the "Create Response" button in the RFx form.



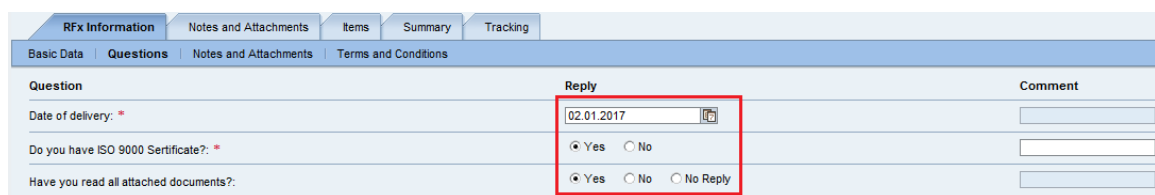
5.2. Agreement with the tender terms

Read the DISCLAIMER carefully. In the event of agreement with the Request terms, put the "Agree" tick.



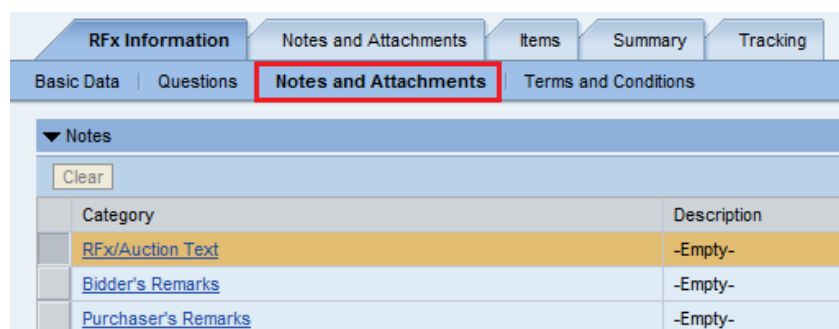
5.3. Answers to questions

Go to "Questions" tab, answer the questions, add your comments if applicable.



5.4. Addition of mandatory documents

Go to "Notes and attachments" tab in the section «Attachment to be submitted by bidder».



See the document template in the Sample column (in case it was added) (1).

For addition of the file press «Add file source» (2).
For change of the added file press «Change file selection».

! Important:

- add only files which are relevant to each particular document which was requested

5.5. Agreement with the contest terms

Go to «Terms and Conditions» tab and put «Agree» thick opposite all terms.

5.6. Price specification

To specify the price, go to the "Items" tab. In the "Price" field enter the price for each item.

To enter prices for service item you should first expand node (1) or press to the “Expand All” button (2) and enter prices. To hide nodes and show only items press the “Hide Outline” button.

! Important:

- the price is specified per unit of product;
- the price should be inclusive of taxes and charges;
- if you do not specify the item price - you are offering the item for free.

Created on 10/6/2016 8:10:00 AM

The total value - (Price * Submitted Quantity) is calculated automatically (3).

5.7. Specifying the possibility of supplying analogues

The System stipulates the possibility to provide the information on provision of analogues. In the "Items" tab (1) on the «Analogue» column, click «Add analogue» button (2) on the item position, for which it is necessary to enter the information about the analogues.

5.7.1 Entering information on analogues.

You should specify only one possible analogue per item and its price in the field Price. **! Important:** If you specify several analogues per item this item will not be considered.

Click "Ok":

Information about analogue will be available for viewing and editing in «Analogue» column.

Step 6. Filling a bid

Check the bid by clicking the "Check" (1) button. If errors were made while filling out the bid, the system will show a relevant error message. Correct the errors and reiterate the check.

For submitting the bid, click the "Submit" (2) button.

! Important: For saving the bid without sending it to the buyer, click the "Save (without Submit)" button.

If submittal was successful, the System will show the message on the bid registration.

✅ RFX response 3XXXXXXXXXX submitted

Changing the submitted bid

You can edit the data of your bid until the "Submission Deadline" occurrence. For editing the bid, select the required response from the list.

RFX Home							
Overview							
RFX							
Active Queries							
eRFXs All (1) Published (17) Ended (0) Completed (0)							
eRFXs - All							
Show Quick Criteria Maintenance							
View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export							
Event Number	Event Description	Event Type	Event Status	Submission Deadline	Response Number	Response Status	
2100000128	Cars	Request for proposal	Published	25.12.2011	3000000285	Saved	

In the bid form click the "Edit" button.

After entering changes, click the "Submit" button. After submitting the bid you can track the request status in the RFX list. In case of acceptance or rejection of your bid, you will receive a notification to the e-mail address, specified during registration process.

!!! PAY YOUR ATTENTION TO THE FACT THAT YOU HAVE SUBMITTED YOUR RESPONSE. OTHERWISE IT WILL NOT BE SENT TO THE BUYER.

Welcome Ms. Elena Kot

Search Advanced Search

Rfx

Overview

Rfx

Active Queries

eRfxs All (23) Published (1) Ended (0) Completed (0)

eRfxs - All

Show Quick Criteria Maintenance

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

Event Number	Event Description	Event Type	Event Status	Submission Deadline	Response Number	Response Status	Event Version
2100000258	Apple Pad and Diary	Request for proposal	Published	24.09.2012	3000000521	Submitted	