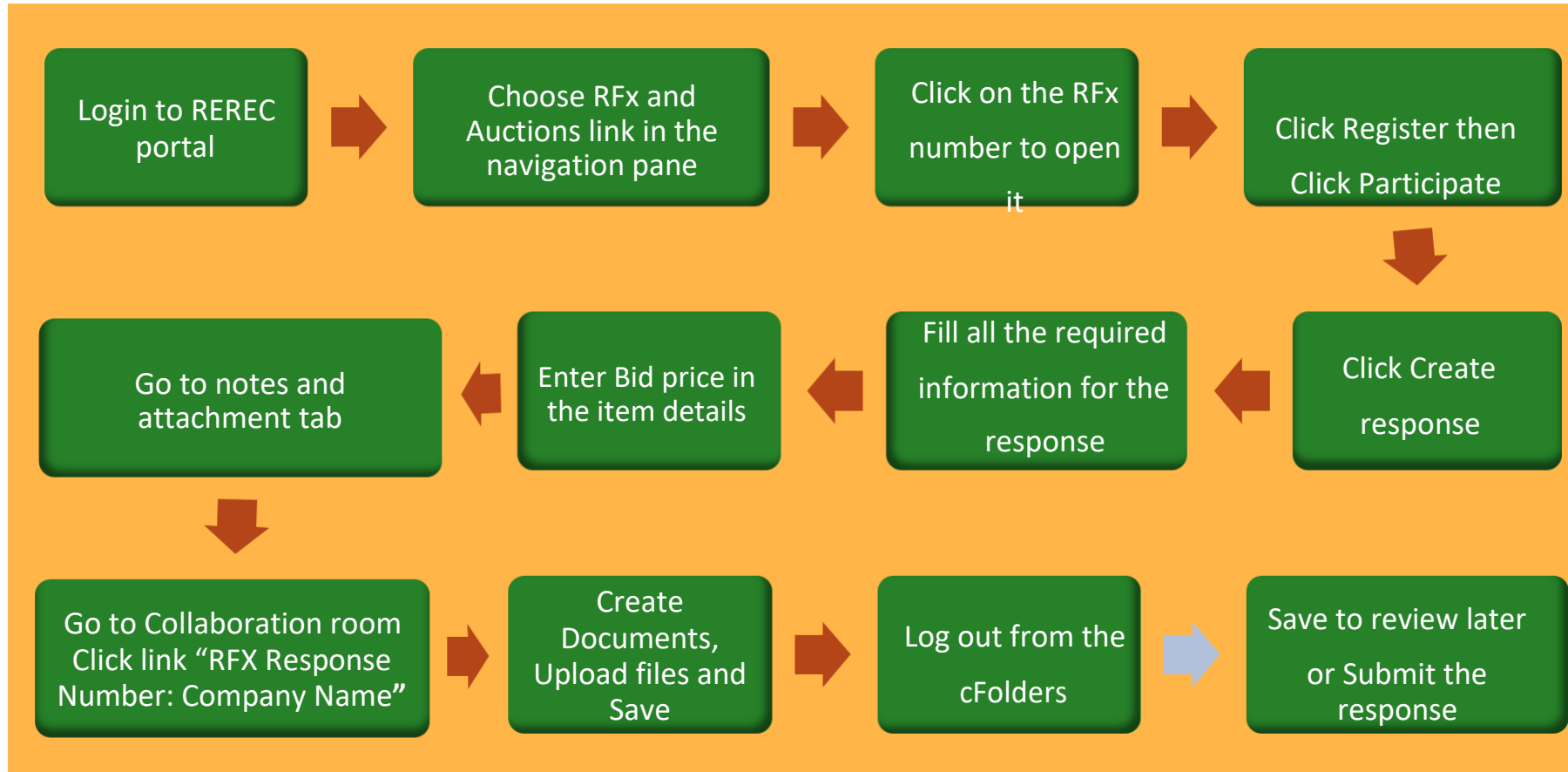
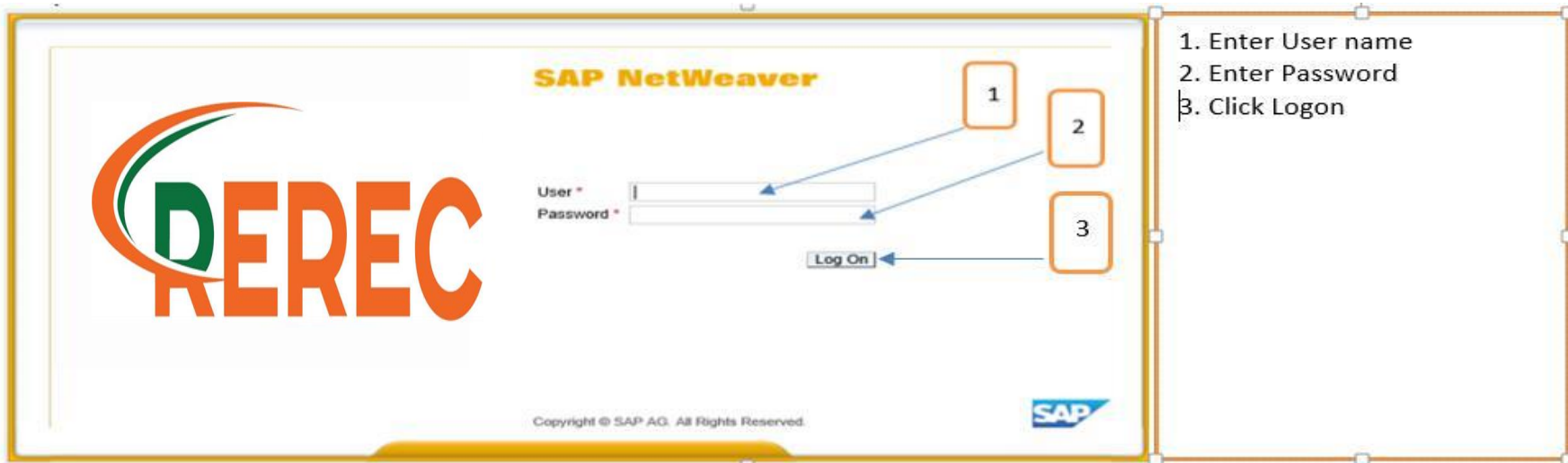


Overview of bid response submission



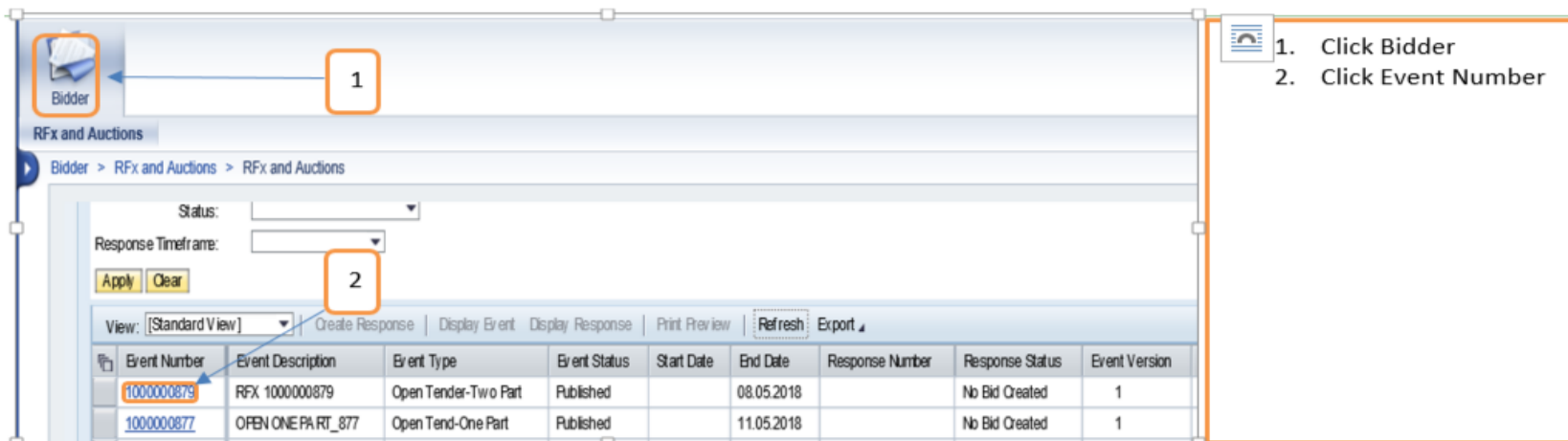
1. Step one: Vendor Login page



The screenshot shows the SAP NetWeaver login page. On the left is the DEREC logo. In the center, there are two input fields: 'User *' and 'Password *'. A 'Log On' button is located below the password field. Three numbered callouts are present: '1' points to the 'User *' field, '2' points to the 'Password *' field, and '3' points to the 'Log On' button. At the bottom, there is a copyright notice: 'Copyright © SAP AG. All Rights Reserved.' and the SAP logo.

1. Enter User name
2. Enter Password
3. Click Logon

2. Step two – Bidding page



The screenshot shows the SAP Bidding page. At the top left, there is a 'Bidder' icon with a callout '1' pointing to it. Below this is the 'RFX and Auctions' section. A breadcrumb trail reads 'Bidder > RFX and Auctions > RFX and Auctions'. There are dropdown menus for 'Status:' and 'Response Timeframe:', followed by 'Apply' and 'Clear' buttons. Below these are buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. A table lists events with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, and Event Version. Two events are listed: '1000000879' (RFX 1000000879, Open Tender-Two Part, Published, 08.05.2018, No Bid Created, 1) and '1000000877' (OPEN ONE PART_877, Open Tender-One Part, Published, 11.05.2018, No Bid Created, 1). A callout '2' points to the 'Event Number' column header.

1. Click Bidder
2. Click Event Number

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
1000000879	RFX 1000000879	Open Tender-Two Part	Published		08.05.2018		No Bid Created	1
1000000877	OPEN ONE PART_877	Open Tender-One Part	Published		11.05.2018		No Bid Created	1

3. Step three – Display RFX and Register to bid

Display RFX :

Print Preview Technical RFX Close Register Export System Information Create Memory Snapshot

RFX Number: 1000000879 RFX Name: RFX 1000000879 RFX Status: Published RFX Start Date: Submission Deadline: 08.05.2018 10:00:00 UTC+3 Remaining Time: 0 Days 19:54:27

RFX Version Number: 1 RFX Version Type: Active Version

1

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments

Time Zone: UTC+3

Start Date: 00:00:00

Submission Deadline: 08.05.2018 10:00:00

Opening Date: 08.05.2018 11:00:00

End of Binding Period:

Currency: KES

Technical RFX Response Opening Date: 00:00:00

Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		purchaser PUR_CL05_EN	

1. Click Register

4. Step four – Confirm Participation

Display RFX :

Print Preview Technical RFX Close Participate Do Not Participate Tentative Create Response Export System Information Create Memory Snapshot

☒ You are registered to the RFX and will be informed of changes

RFX Number: 1000000879 RFX Name: RFX 1000000879 RFX Status: Published RFX Start Date: Submission Deadline: 08.05.2018 10:00:00 UTC+3 Remaining Time: 0 Days 19:53:29

RFX Version Number: 1 RFX Version Type: Active Version

1

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments

Time Zone: UTC+3

Start Date: 00:00:00

Submission Deadline: 08.05.2018 10:00:00

Opening Date: 08.05.2018 11:00:00

End of Binding Period:

Currency: KES

Technical RFX Response Opening Date: 00:00:00

Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		purchaser PUR_CL05_EN	

1. Click Participate
2. Click Create Response

5. Step Five – Create RFX response



Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | System Information | Create Memory Snapshot

RFX Response Number: 2200000820 RFX Number: 1000000882 Status: Saved Submission Deadline: 08.05.2018 15:38:00 UTC+3 Opening Date: 08.05.2018 15:38:00 UTC+3
 RFX Owner: RFC User for RD Target Value: 0.00 KES RFX Response Version Number: Active Version RFX Version Number: 1

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

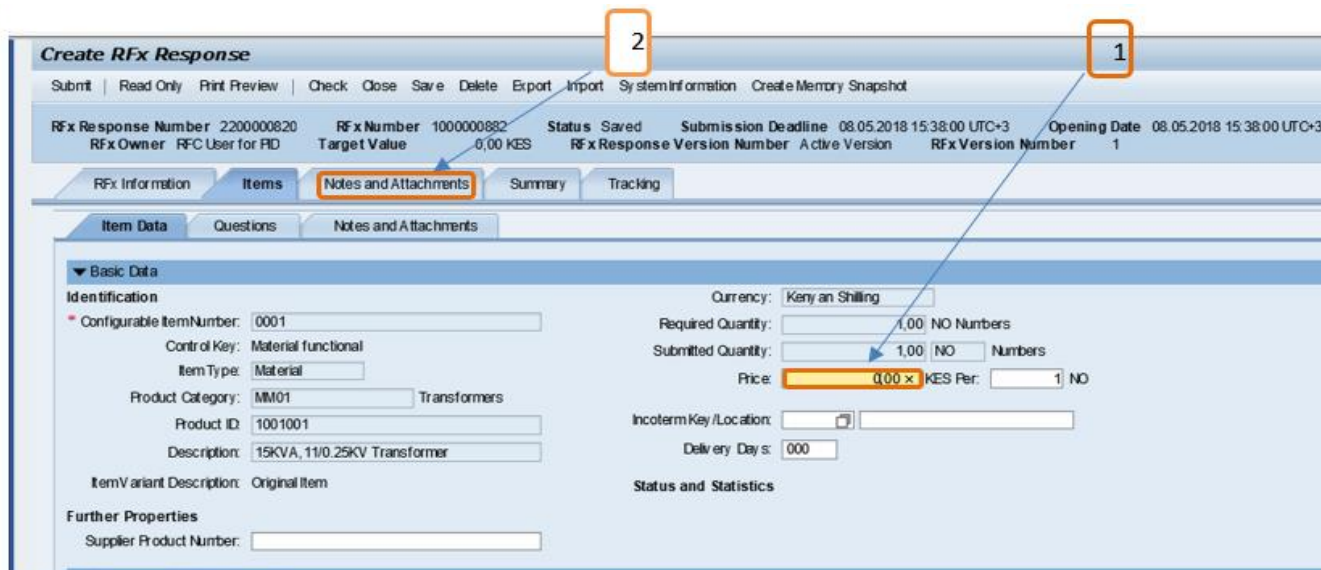
Item Overview

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

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
0001	15KVA, 11/0.25KV Transformer		Material	1001001	MM01	Transformers	1,00	1,00	NO	0,00	KES

1. Click Item
2. Click Details

6. Step six : Maintain price and attachments



Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | System Information | Create Memory Snapshot

RFX Response Number: 2200000820 RFX Number: 1000000882 Status: Saved Submission Deadline: 08.05.2018 15:38:00 UTC+3 Opening Date: 08.05.2018 15:38:00 UTC+3
 RFX Owner: RFC User for RD Target Value: 0.00 KES RFX Response Version Number: Active Version RFX Version Number: 1

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

Item Data | Questions | Notes and Attachments

Basic Data

Identification

Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: MM01 Transformers

Product ID: 1001001

Description: 15KVA, 11/0.25KV Transformer

Item Variant Description: Original item

Further Properties

Supplier Product Number:

Currency: Kenyan Shilling

Required Quantity: 1,00 NO Numbers

Submitted Quantity: 1,00 NO Numbers

Price: 0,00 x KES Per: 1 NO

Incoterm Key/Location:

Delivery Days: 000

Status and Statistics

1. Enter Price
 2. Click Notes and Attachment
- NOTE**
 The price entered is the unit price for the line item.

7. Step seven

Create RFx Response

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | System Information | Create Memory Snapshot

RFx Response Number: 2200000820 RFx Number: 1000000882 Status: Saved Submission Deadline: 08.05.2018 15:38:00 UTC+3 Opening Date: 08.05.2018 15:38:00 UTC+3
 RFx Owner: RFC User for PID Target Value: 0.00 KES RFx Response Version Number: Active Version RFx Version Number: 1

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

Notes

Add | Clear

Assigned To	Category	Text Preview

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

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

Collaboration

Create | Assign | Delete

Collaboration Room	Created on
RFx Resp 2200000820 Req	08.05.2018 15:13:04

1. Click RFx Response number

NOTE

This step is only applicable for open tender-one part/RFQ.

8. Step eight : authentication for collaboration folders



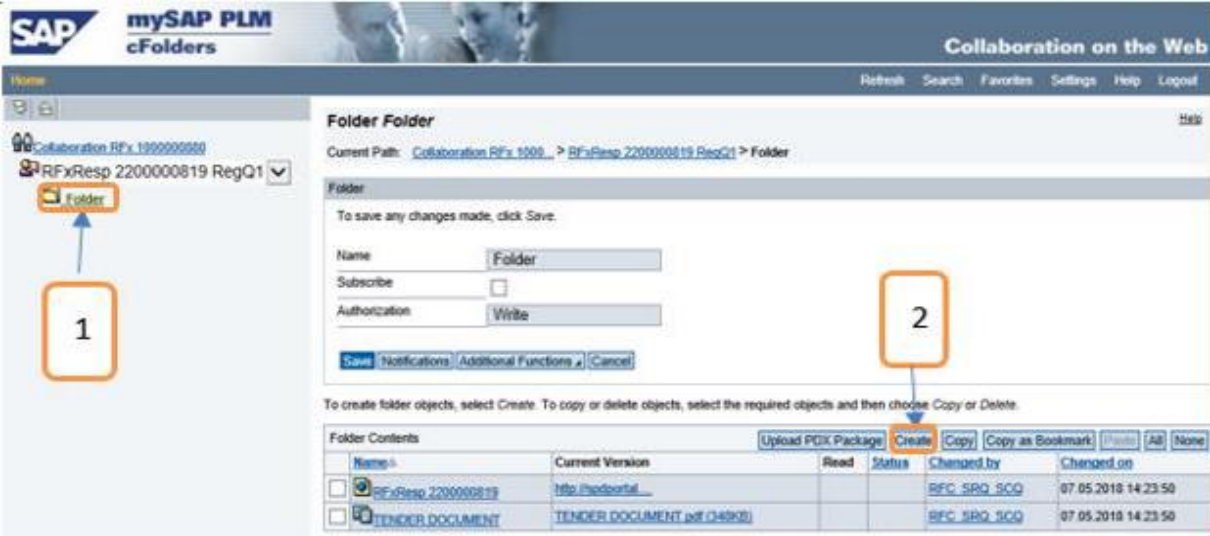
1. Enter User name e.g.emp_regq1

2. Enter Password

NOTE

Enter the same user name and password used during initial logon (employee/contact person)

9. Step Nine: Create document in CFolder



1. Click Folder

2. Click Create

10. Step Eleven : add document

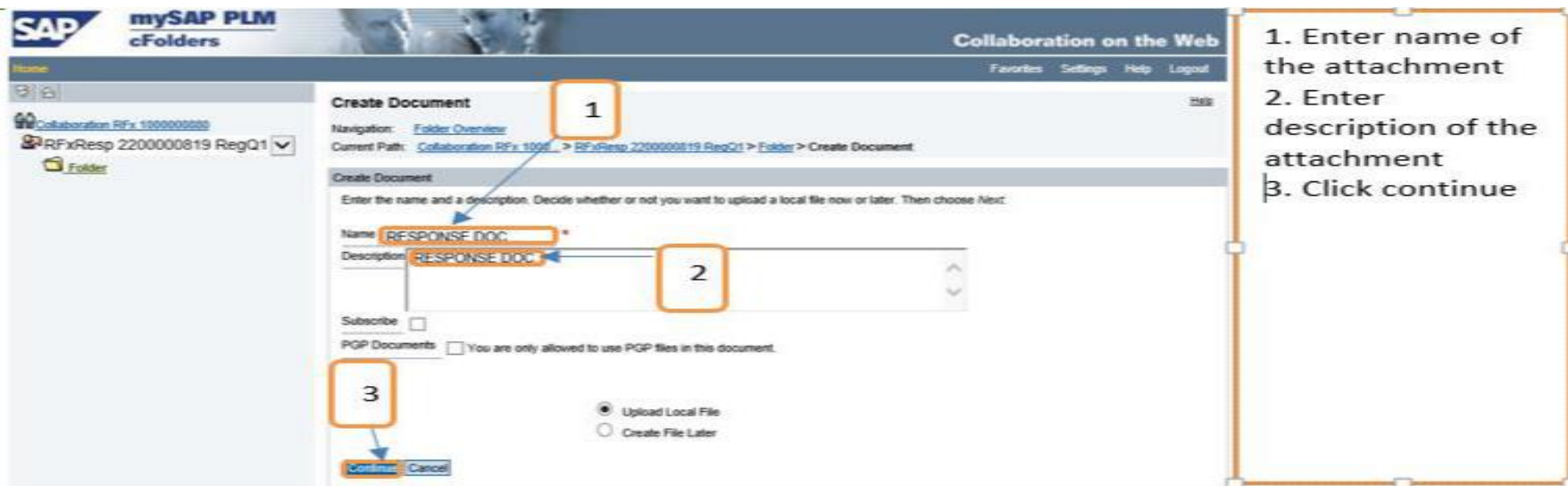


The screenshot shows the SAP mySAP PLM cFolders interface. The left sidebar displays a tree structure with 'Collaboration RFx 1000000880' and 'RFxResp 2200000819 RegQ1'. The main area shows the 'Create Object' dialog. The 'Current Path' is 'Collaboration RFx 1000... > RFxResp 2200000819 RegQ1 > Folder > Create Object'. The dialog asks 'What do you want to create?' and lists three options: 'Bookmark', 'Discussion', and 'Document'. The 'Document' option is highlighted with a blue arrow pointing from a box containing the number '3'.

What do you want to create?	
 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.

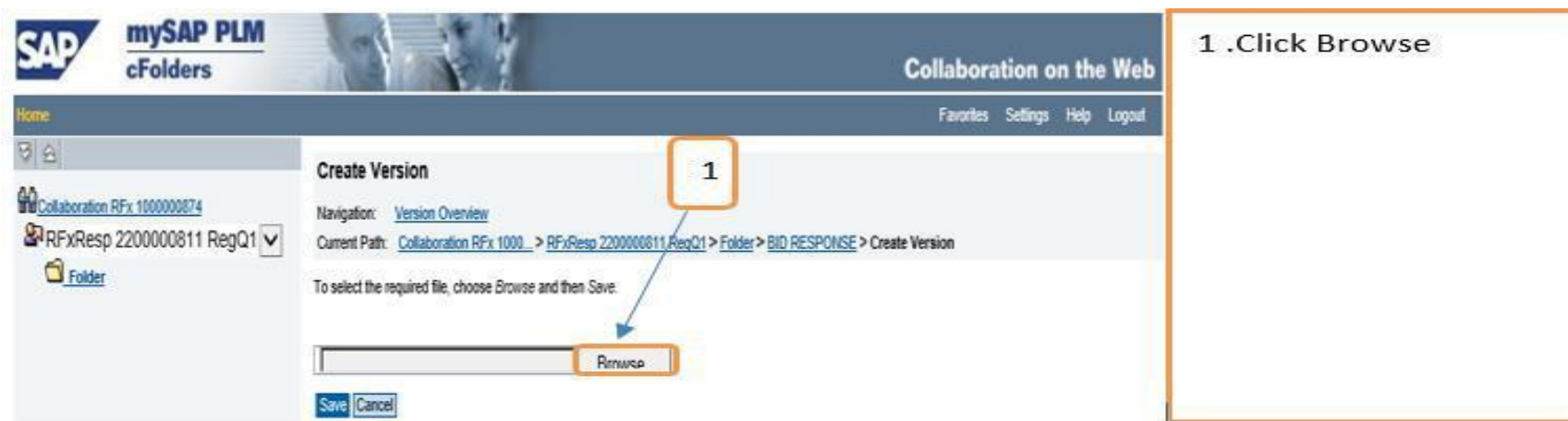
1. Click Document

11. Step Twelve: Create document



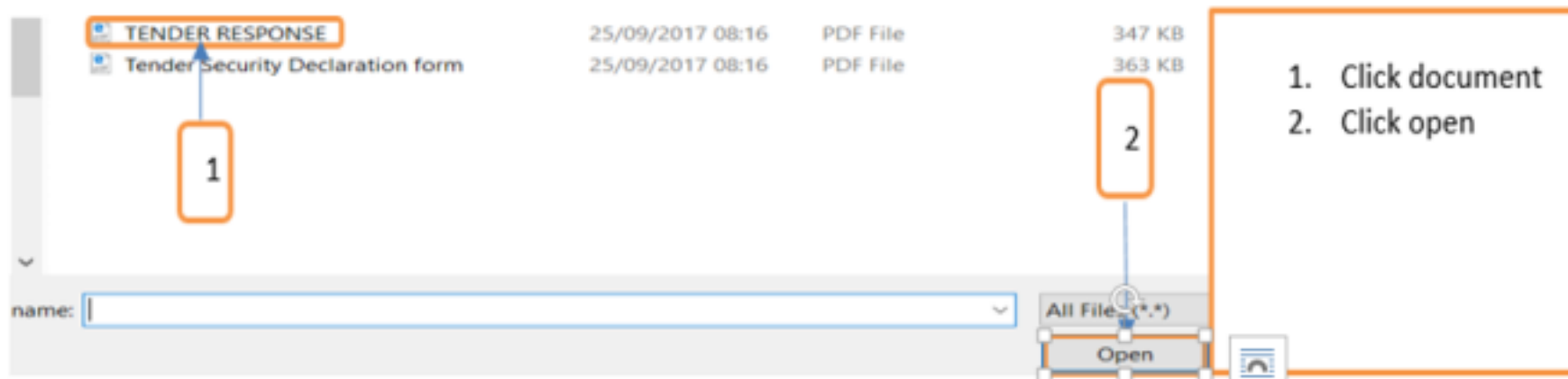
1. Enter name of the attachment
2. Enter description of the attachment
3. Click continue

12. Step Thirteen



1. Click Browse

13. Step Fourteen



14. Step Fifteen.



15. Step sixteen

Create RFX Response

RFX Response Number: 2200000819 RFX Number: 1000000880 Status: Saved Submission Deadline: 08.05.2018 10:00:00 UTC+3 Opening Date: 08.05.2018 11:00:00 UTC+3 Remaining Time: 0 Days 19:39:40
 RFX Owner: RFX User for PD Target Value: 0.00 KES RFX Response Version Number: Active Version RFX Version Number: 1

▼ Notes

Assigned To	Category	Text Preview
1		

▼ Attachments

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

▼ Collaboration

Collaboration Room	Created on
RFX Resp 2200000819 Resp01	07.05.2018 14:20:20

1. Click submit

The Tender response is submitted successfully.