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		Revision:
	How to Upload Attachment – RFQ 1 tier	

Transaction Overview

What

To upload attachment – RFQ 1 tier.

When

Perform this to upload attachment – RFQ 1 tier in SUS portal.

Menu Path


<https://supplier-selfservice.petronas.com.my/>

Roles

Vendor

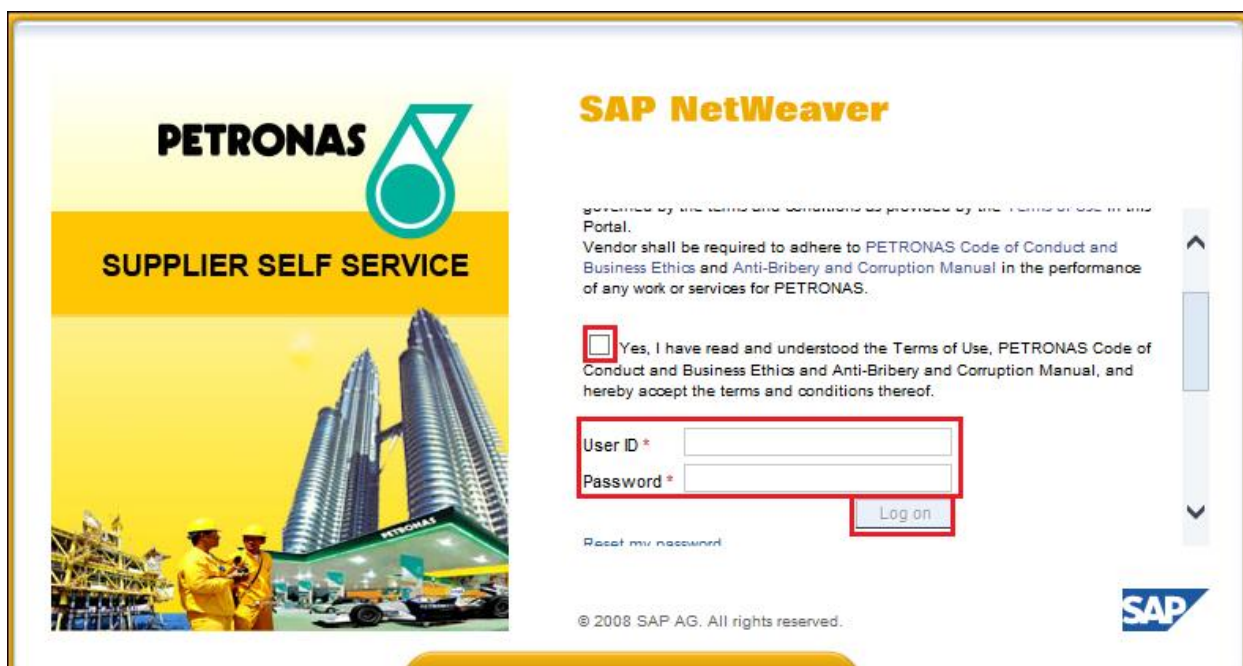
Helpful Hints

R	Required field entry
O	Optional field entry
C	Conditional field entry

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HOW TO UPLOAD ATTACHMENT – RFQ 1 TIER

- Go to <https://supplier-selfservice.petronas.com.my/iri/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



PETRONAS

SAP NetWeaver

SUPPLIER SELF SERVICE

governed by the terms and conditions provided by the Terms of Use in this Portal.
Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

☐ Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual, and hereby accept the terms and conditions thereof.

User ID *

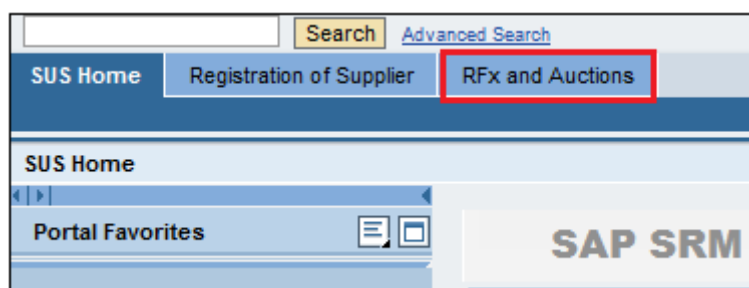
Password *

[Reset my password](#)

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SAP

- At SUS Portal Home Page, click the 'RFx and Auctions' tab.




[Advanced Search](#)

SUS Home **Registration of Supplier** **RFx and Auctions**

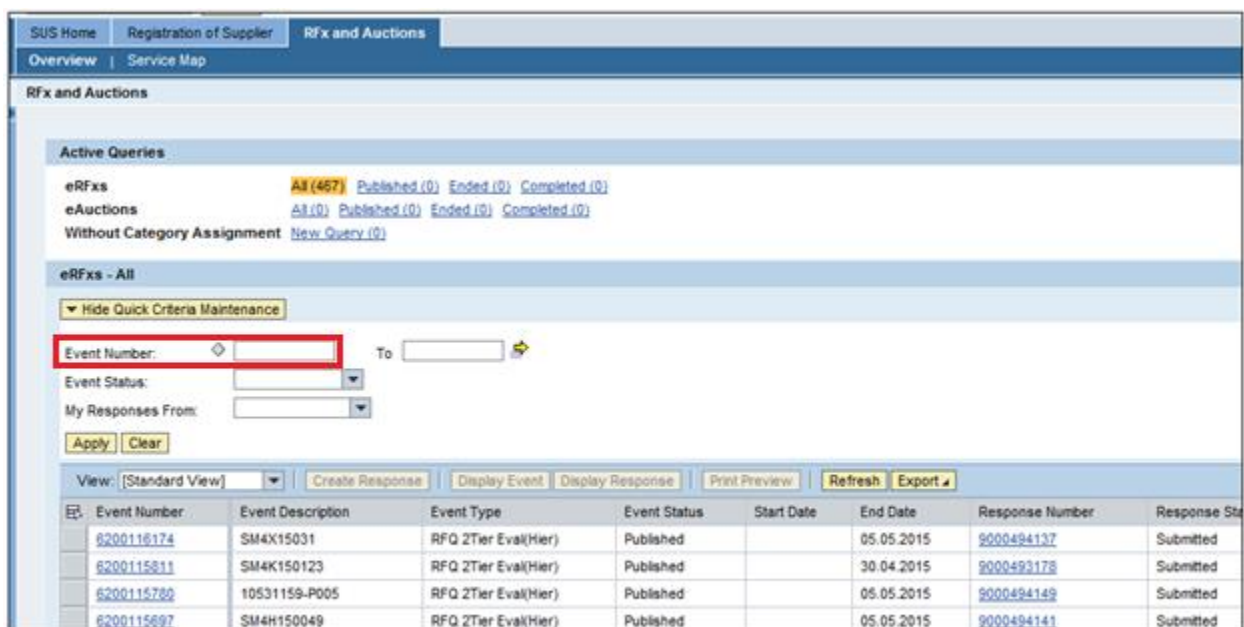
SUS Home

Portal Favorites

SAP SRM

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- Under the RFx and Auctions tab, enter RFx number at Event Number field in order to view the RFx.



RFx and Auctions

Active Queries:

- eRFxs: [All \(457\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)
- eAuctions: [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)
- Without Category Assignment: [New Query \(0\)](#)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

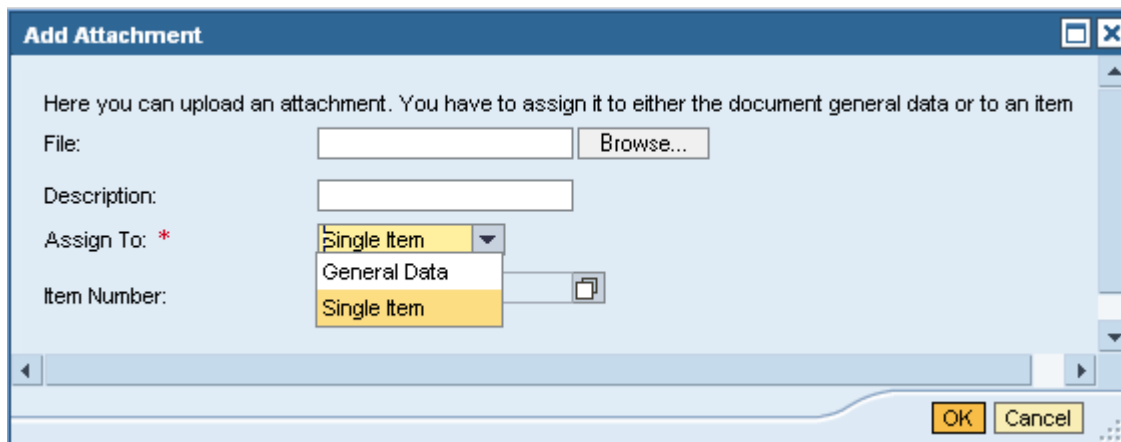
My Responses From:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6200116174	SM4X15031	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494137	Submitted
6200115811	SM4K150123	RFQ 2Tier Eval(Hier)	Published		30.04.2015	9000493178	Submitted
6200115780	10531159-P005	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494149	Submitted
6200115697	SM4H150049	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494141	Submitted

- Click on **Notes and Attachments** under the 'Create RFx Response Screen'.
- Click on **Add Attachment** under **Attachments** to add attachment.

Pop-up Screen: Add Attachment



Add Attachment


Here you can upload an attachment. You have to assign it to either the document general data or to an item

File:

Description:

Assign To: *

Item Number:

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- a. Click to select file from local directory.
- b. Enter a file name under the “description” field.
- c. Click to select whether this attachment belongs to header or line item level.
 - i. If Assign to be “Single Item”, click to select the line item that this attachment belongs to.
- d. Click to complete the process OR to undo the process.