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	How to Check Submitted Bid Response	

Transaction Overview

What

To check RFx submitted bid response.

When

Perform this to check RFx submitted bid response in SUS portal.

Menu Path


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

Roles

Vendor

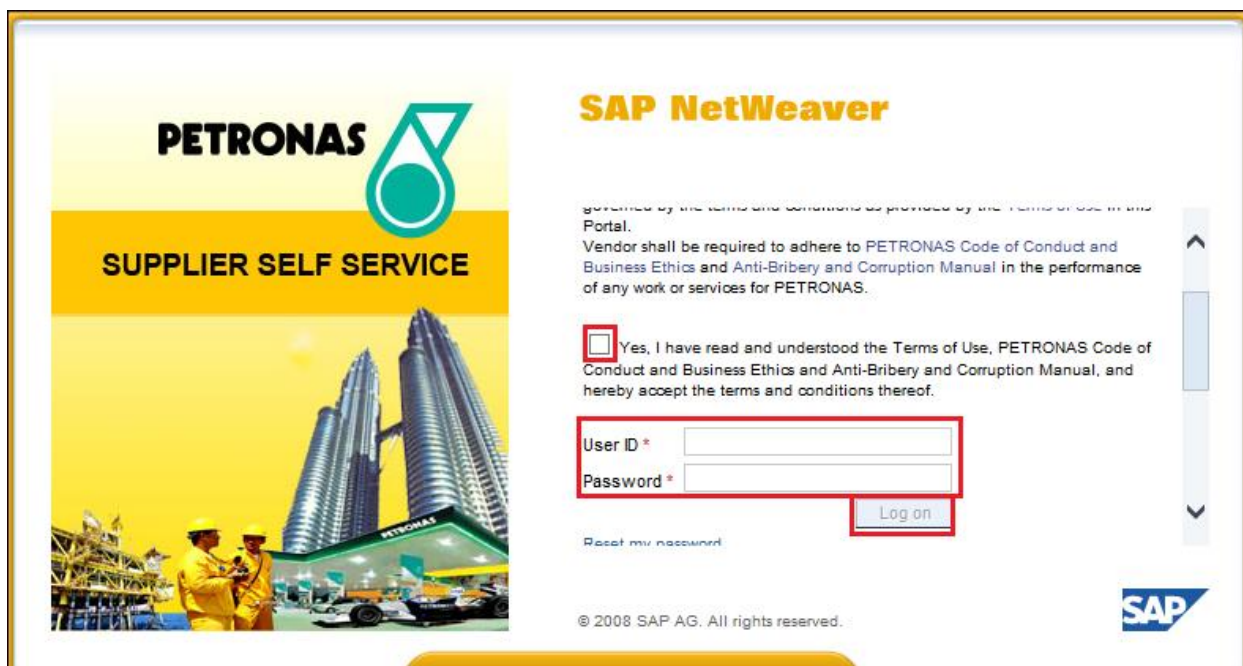
Helpful Hints

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

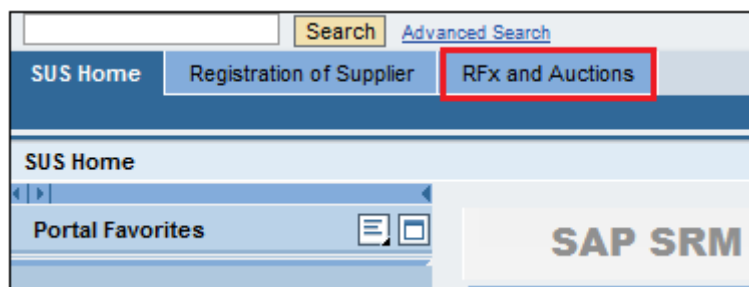
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HOW TO CHECK SUBMITTED BID RESPONSE

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

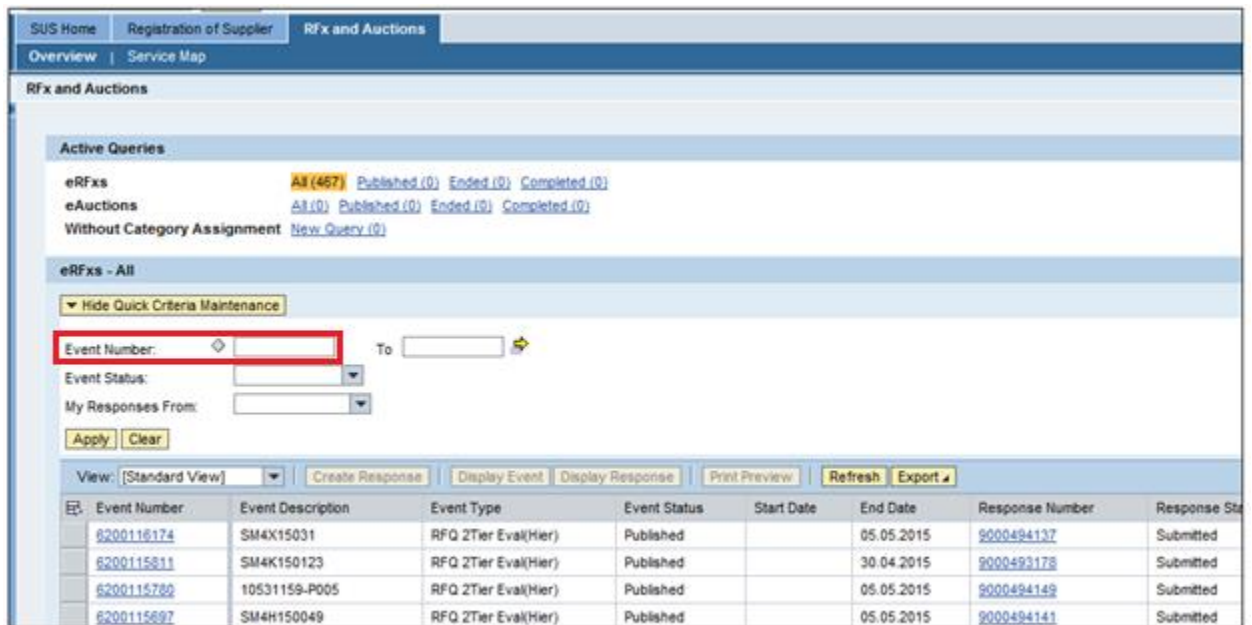


2. At SUS Portal Home page, click the 'RFx and Auctions' tab.



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



The screenshot shows the 'Rfx and Auctions' section of the SUS Home interface. The 'Event Number' field is highlighted with a red box. Below it, there are fields for 'Event Status' and 'My Responses From'. The 'View' dropdown is set to 'Standard View'. The table below shows a list of events with their details.


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
6200115789	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 'REFRESH' button to refresh the table as per below.



The screenshot shows the same 'Rfx and Auctions' section of the SUS Home interface. The 'Refresh' button is highlighted with a red box. The table below shows the same list of events as in the previous screenshot.

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
6200115789	10531159-P005	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494149	Submitted
6200115697	SM4H150049	RFQ 2Tier Eval(Hier)	Published		05.05.2015	9000494141	Submitted

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- Click the 'Response Number' to check your submitted quotation. You may also check your quotation status on 'Response Status' as per below.

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
6200115531	SM4/15/041	RFQ 2Tier Eval(Hier)	Published		27.04.2015	9000490826	Submitted
6200115492	SO1MBE15PPT0076	RFQ 2Tier Eval(Hier)	Published		07.05.2015	9000495566	Submitted
6200115237	SM4/14/040	RFQ 2Tier Eval(Hier)	Published		27.04.2015	9000490781	Submitted
6200115227	SM4X15029	RFQ 2Tier Eval(Hier)	Published		27.04.2015	9000490833	Submitted
6200115150	SM1K150117	RFQ 2Tier Eval(Hier)	Published		23.04.2015	9000489035	Submitted
6200114989	SM4V150008	RFQ 2Tier Eval(Hier)	Published		28.04.2015	9000491570	Submitted

OR

- Click the Event Number to open your RFQ.

Event Number	Event Description	Event Type	Event Status
6200116174	SM4X15031	RFQ 2Tier Eval(Hier)	Published
6200115811	SM4K150123	RFQ 2Tier Eval(Hier)	Published
6200115780	10531159-P005	RFQ 2Tier Eval(Hier)	Published
6200115697	SM4H150049	RFQ 2Tier Eval(Hier)	Published

- Click on the 'RFX Response' in RFQ as per below. The response number only come out after quotation is created.

Display RFx : 6200000137							
RFx Number	6200000137	RFx Name	testing new warning message	RFx Status	Published	RFx Start Date	Submission Deadline
Remaining Time	RFx Number 0 Days 00:00:00	RFx Owner	RFx_CREATE13	RFx Version Number	1	RFx Version Type	Active Version
						RFx Response	9000000580