



# SRM7 e-Bidding Supplier Manual Guide

***System Requirement:***

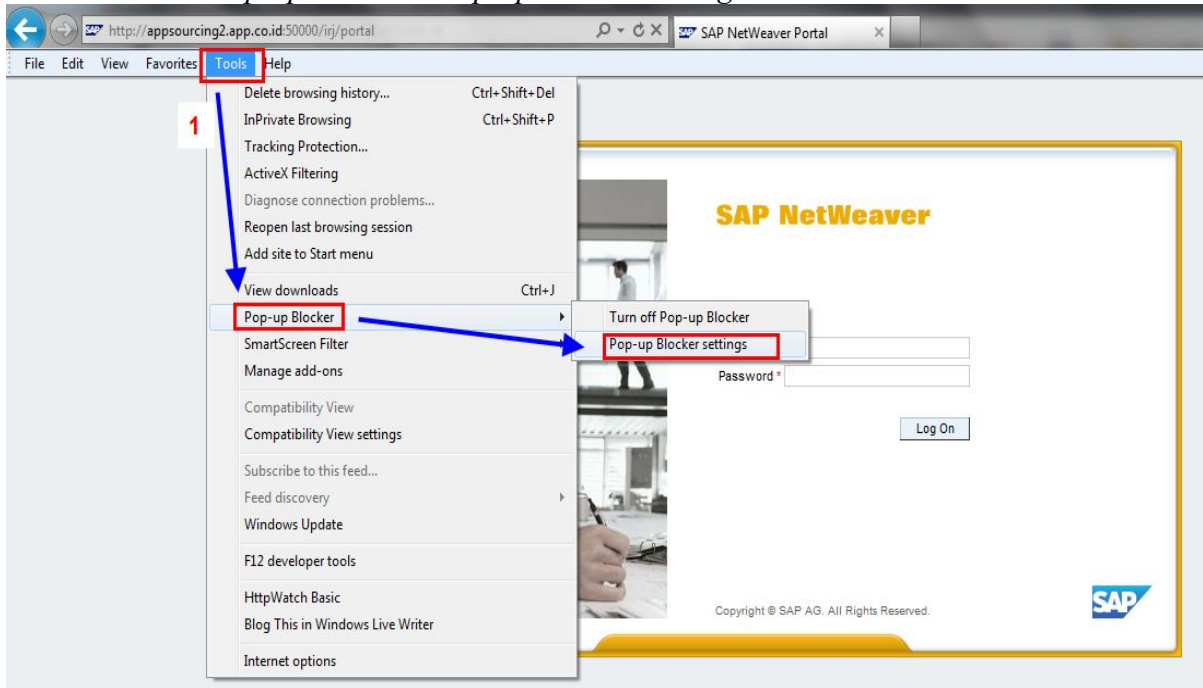
- Minimum Web browser specification Internet Explorer 8 (IE8)/ IE9 as recommended
- Application : Java Installed
- Operating System (OS) : Min Windows XP

***Setting Requirement:***

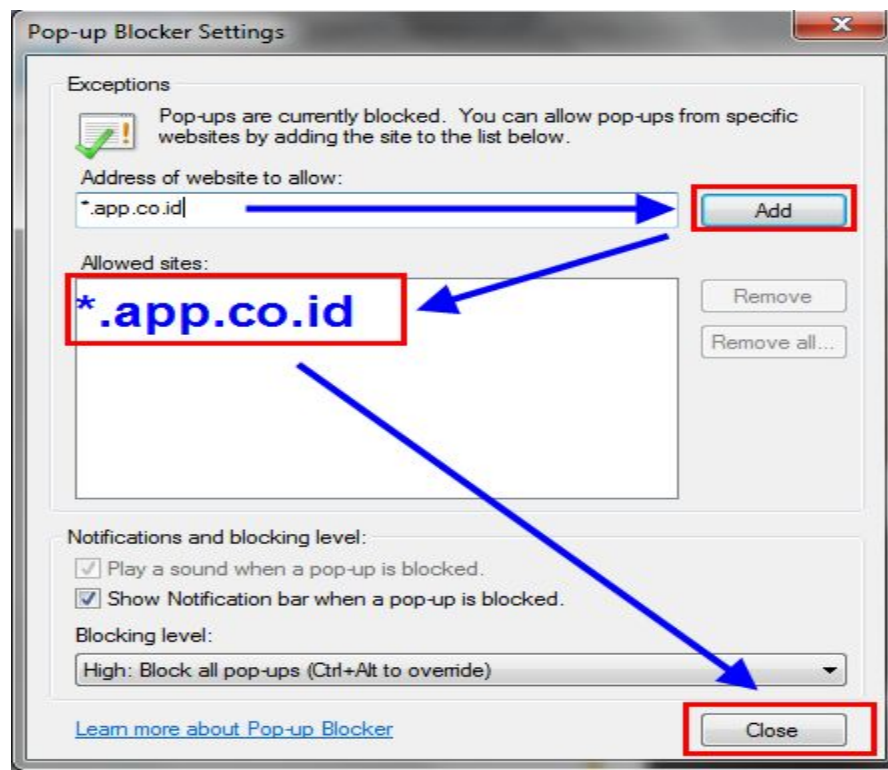
- Activated Pop-up Block
- Activated Compatibility View Setting

A . Setting activation Pop-up block by;

1. Go to *Tool - Pop-up Blocker - Pop-up Blocker settings*

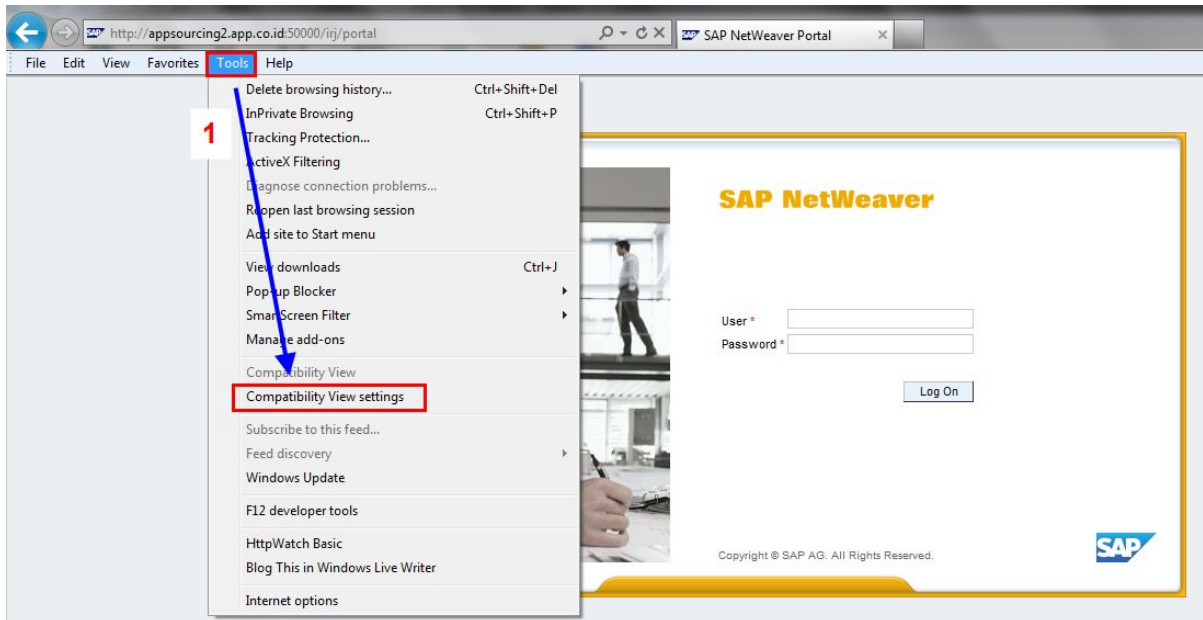


2. Key-in *\*.app.co.id* at address of website to allow, click *Add* and *Close* button



B. Setting Compatibility View by ;

1. Go to *Tool - Compatibility View Setting*



2. Key in [app.co.id](http://app.co.id) at *Add this website*, click *Add* and *Close* button



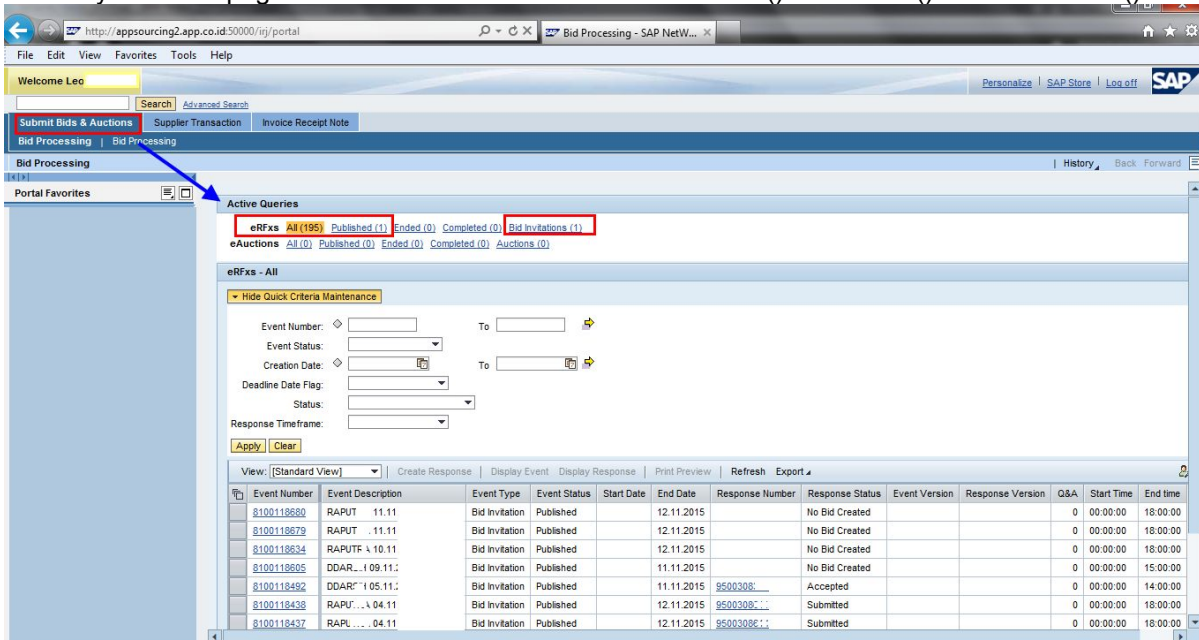
## PROCEDURE

1. Open Browser Internet Explorer and Log on to <http://appsourcing.app.co.id>
2. Enter your SRM ID and password



3. This is the main page inside the SRM system.

Normally the main page is Submit Bids & Auctions --> eRFxs All () /Published() o/ Bid Invitation()



Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100118680	RAPUT 11.11	Bid Invitation	Published		12.11.2015		No Bid Created			0	00:00:00	18:00:00
8100118679	RAPUT 11.11	Bid Invitation	Published		12.11.2015		No Bid Created			0	00:00:00	18:00:00
8100118634	RAPUTF 11.10.11	Bid Invitation	Published		12.11.2015		No Bid Created			0	00:00:00	18:00:00
8100118605	DDAR... 09.11.11	Bid Invitation	Published		11.11.2015		No Bid Created			0	00:00:00	15:00:00
8100118492	DDAR... 05.11.11	Bid Invitation	Published		11.11.2015	8500308...	Accepted			0	00:00:00	14:00:00
8100118438	RAPU... 04.11	Bid Invitation	Published		12.11.2015	8500308...	Submitted			0	00:00:00	18:00:00
8100118437	RAPL... 04.11	Bid Invitation	Published		12.11.2015	8500308...	Submitted			0	00:00:00	18:00:00

4. Enter BID number at *Event Number* field
5. Click Apply

**Active Queries**

eRFxs [All \(195\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#) [Bid Invitations \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#) [Auctions \(0\)](#)

**eRFxs - Bid Invitations**

Hide Quick Criteria Maintenance

Event Number:  To:

Event Status:

Creation Date:  To:

Deadline Date Flag:

Status:

Response Timeframe:

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

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time

6. BID number will appear if the submission deadline is active

**Active Queries**

eRFxs [All \(195\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#) [Bid Invitations \(1\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#) [Auctions \(0\)](#)

**eRFxs - Bid Invitations**

Hide Quick Criteria Maintenance

Event Number:  To:

Event Status:

Creation Date:  To:

Deadline Date Flag:

Status:

Response Timeframe:

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

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
8100118680	RAPUTRA 11.11.2015 13:02:14	Bid Invitation	Published		12.11.2015		No Bid Created			0	00:00:00	18:00:00

7. Next, click Event Number [8100118680](#) and a new window called *Display RFX* appear\* and click *Participate* button along with click *Create Response* button

**Display RFX :**

[Print Preview](#) | [Close](#) | [Participate](#) | [Do Not Participate](#) | [Terms](#) | [Create Response](#) | [Questions and Answers \(0\)](#) | [Export](#)

RFX Number: 8100118680 | RFX Name: RAPUTRA 11.11.2015 13:02:14 | RFX Status: Published | RFX Start Date: 12.11.2015 18:00:00 UTC+7  
 Remaining Time: 0 Days 01:00:24 | RFX Owner: Mr. RITO

**RFX Information** | [Items](#) | [Notes and Attachments](#)

**RFX Parameters** | [Questions](#) | [Note and Attachments](#)

Time Zone: UTC+7

Start Date:   Payment Terms:

\* Submission Deadline:

Opening Date:

End of Binding Period:

Currency: USD

Incoterms (part 2):

Incoterms:

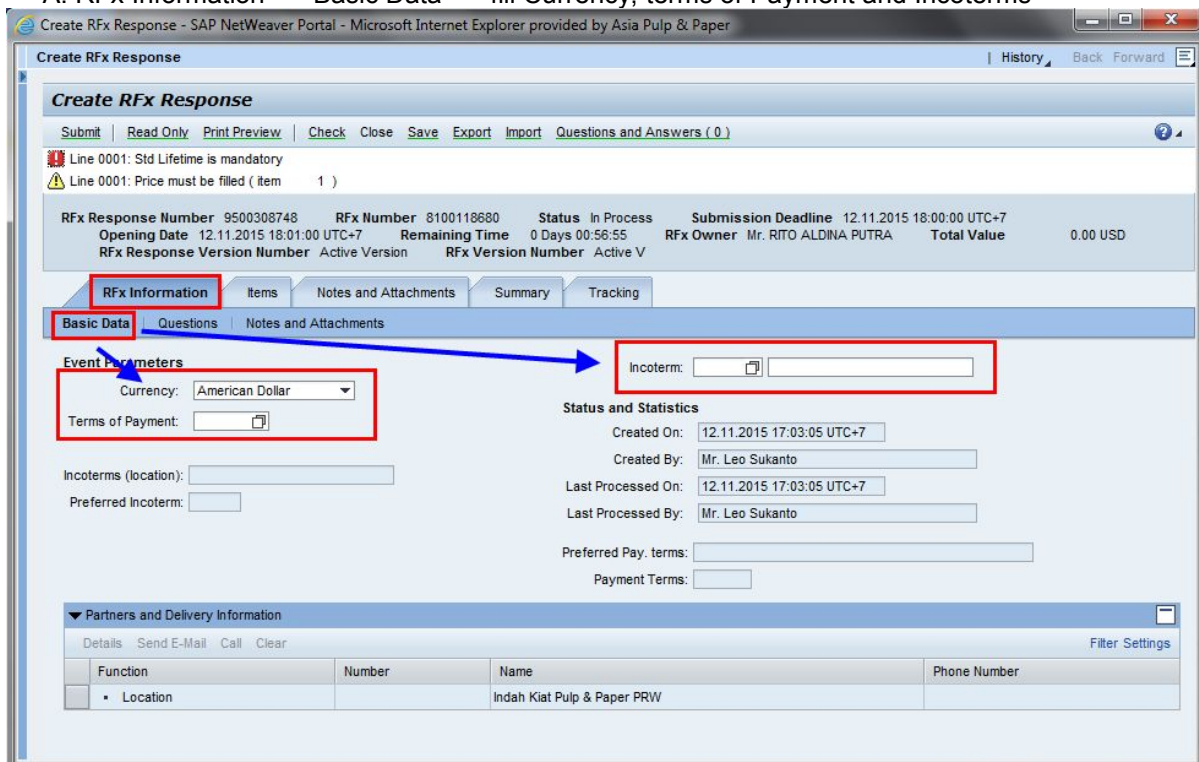
**Partners and Delivery Information**

Details | Add | Send E-Mail | Call | Clear | Filter Settings

Function	Number	Name	Phone Number
Requester		Mr. R3 ADAPTER	
Location		Indah Kiat Pulp & Paper PRW	

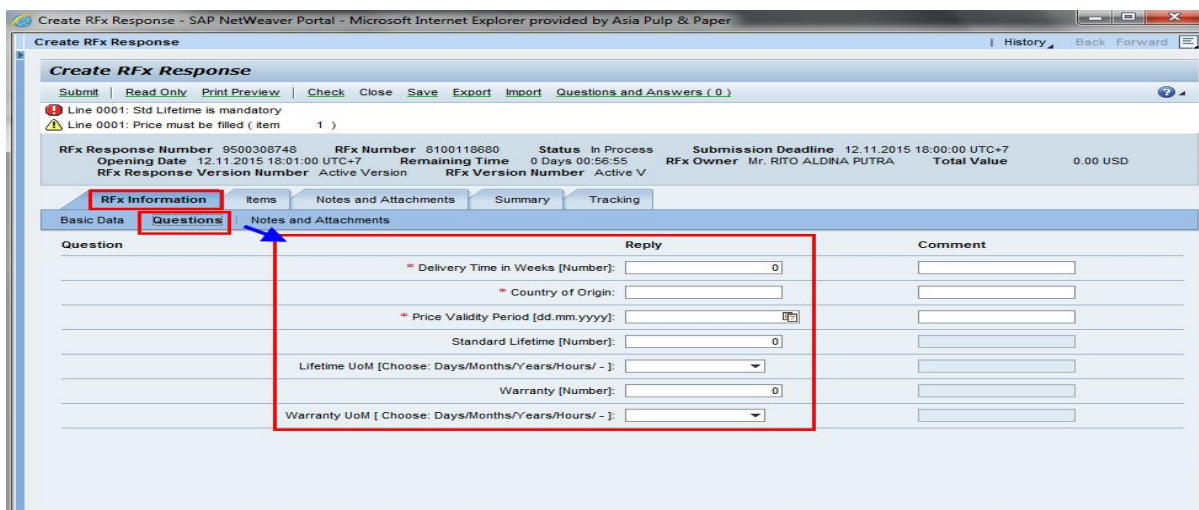
\*note if not appear : please enable the pop-up blocker setting for this web site

8. A new window *Create RFX Response* appear
9. On this display we start to fill all information such as :
  - A. RFX Information --> Basic Data --> fill Currency, terms of Payment and Incoterms



The screenshot shows the 'Create RFX Response' window in SAP NetWeaver Portal. The 'Basic Data' tab is active, and the 'Event Parameters' section is highlighted with a red box. A blue arrow points from the 'Event Parameters' section to the 'Incoterm' field, which is also highlighted with a red box. The 'Currency' field is set to 'American Dollar' and the 'Terms of Payment' field is empty. The 'Status and Statistics' section shows the response was created on 12.11.2015 17:03:05 UTC+7 by Mr. Leo Sukanto. The 'Partners and Delivery Information' table shows a location named 'Indah Kiat Pulp & Paper PRW'.

- B. RFX Information --> Question --> Fill all information
  - Delivery Time in Weeks [Number]** : time you need to deliver the material/goods
  - Country of Origin** : location where the material was produced/ manufactured
  - Price Validity Period** : valid price with date format [dd.mm.yyyy]
  - Standard Lifetime** :(time of shelf life materials) in number format and measurement of lifetime (choose from dropdown list).
  - Warranty** : (time of guarantee materials) in number format measurement of warranty (choose from drop-down list).



The screenshot shows the 'Create RFX Response' window in SAP NetWeaver Portal, with the 'Questions' tab active. The 'Questions' section is highlighted with a red box, and a blue arrow points from the 'Questions' tab to the 'Reply' section. The 'Reply' section contains several input fields for filling in the required information: 'Delivery Time in Weeks [Number]', 'Country of Origin', 'Price Validity Period [dd.mm.yyyy]', 'Standard Lifetime [Number]', 'Lifetime UoM [Choose: Days/Months/Years/Hours/ - ]', 'Warranty [Number]', and 'Warranty UoM [ Choose: Days/Months/Years/Hours/ - ]'. Each field has a corresponding 'Comment' column.

Example :

RFX Information		Items	Notes and Attachments	Summary	Tracking
Basic Data   <b>Questions</b>   Notes and Attachments					
<b>Question</b>					<b>Reply</b>
Delivery Time in Weeks [Number]: *					<input type="text" value="2"/>
Country of Origin: *					<input type="text" value="USA"/>
Price Validity Period [dd.mm.yyyy]:					<input type="text" value="31.12.2010"/>
Standard Lifetime [Number]:					<input type="text" value="12"/>
Lifetime UoM [Choose: Days/Months/Years/Hours/ - ]: *					Months ▾
Warranty [Number]:					<input type="text" value="3"/>
Warranty UoM [ Choose: Days/Months/Years/Hours/ - ]: *					Months ▾

For chemical materials or others, if there are no lifetime and warranty, just enter '0' zero number and choose '-' by click the dropdown list.

Standard Lifetime [Number]:	<input type="text" value="0"/>
Lifetime UoM [Choose: Days/Months/Years/Hours/ - ]: *	- ▾
Warranty [Number]:	<input type="text" value="0"/>
Warranty UoM [ Choose: Days/Months/Years/Hours/ - ]: *	- ▾

C. RFX Information --> Noted and attachments --> Bidder's remarks or Add attachment  
 You can add additional information via text at *Bidder's remarks* or click *add attachment*

Create RFX Response - SAP NetWeaver Portal - Microsoft Internet Explorer provided by Asia Pulp & Paper

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 )

Attribute Country of Origin is mandatory; maintain attribute value  
 Attribute Delivery Time in Weeks [Number] is mandatory; maintain attribute value  
 Attribute Price Validity Period [dd.mm.yyyy] is mandatory; maintain attribute value  
 Line 0001: Std Lifetime is mandatory  
 Line 0001: Price must be filled ( item 1 )

RFX Response Number 9500308748    RFX Number 8100118680    Status In Process    Submission Deadline 12.11.2015 18:00:00 UTC+7  
 Opening Date 12.11.2015 18:01:00 UTC+7    Remaining Time 0 Days 00:46:59    RFX Owner Mr. RITO ALDINA PUTRA    Total Value 0.00 USD  
 RFX Response Version Number Active Version    RFX Version Number Active V

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

Basic Data | Questions | **Notes and Attachments**

Category	Description
Conditions of Participation	-Empty-
Bid Invitation/Auction Text	-Empty-
<b>Bidder's Remarks</b>	-Empty-
Purchaser's Remarks	-Empty-

Attachments

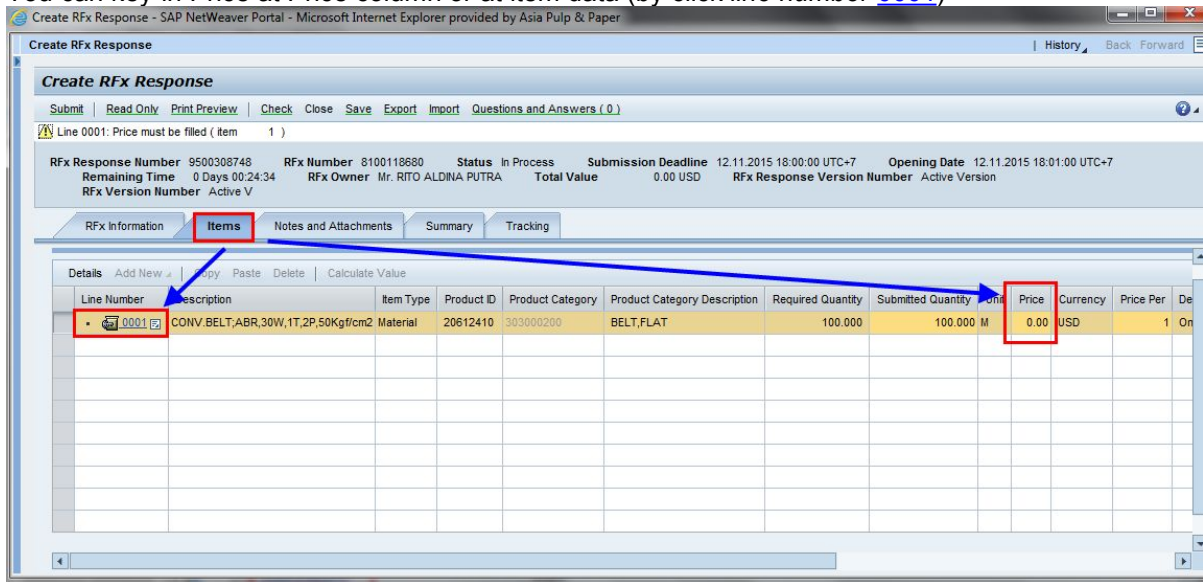
**Add Attachment** | Edit Description | Versioning | Delete | Create Profile

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



### D. Items

You can key-in Price at Price column or at item data (by click *line number 0001*)

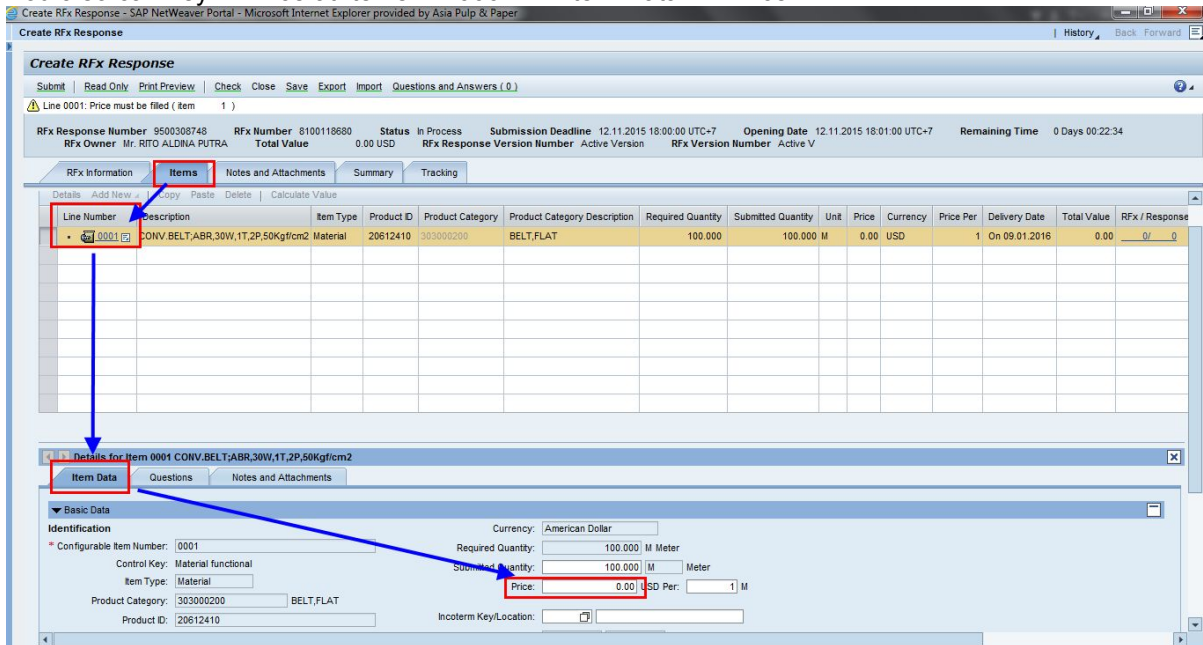


Line 0001: Price must be filled ( Item 1 )

RFX Response Number 9500308748 RFX Number 8100118680 Status In Process Submission Deadline 12.11.2015 18:00:00 UTC+7 Opening Date 12.11.2015 18:01:00 UTC+7  
 Remaining Time 0 Days 00:24:34 RFX Owner Mr. RITO ALDINA PUTRA Total Value 0.00 USD RFX Response Version Number Active Version

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	De
0001	CONV.BELT:ABR,30W,1T,2P,50Kg/pcm2	Material	20612410	303000200	BELT,FLAT	100.000	100.000	M	0.00	USD	1	On

You also can key-in Price at Items --> 0001 --> Item Data --> Price



Line 0001: Price must be filled ( Item 1 )

RFX Response Number 9500308748 RFX Number 8100118680 Status In Process Submission Deadline 12.11.2015 18:00:00 UTC+7 Opening Date 12.11.2015 18:01:00 UTC+7 Remaining Time 0 Days 00:22:34  
 RFX Owner Mr. RITO ALDINA PUTRA Total Value 0.00 USD RFX Response Version Number Active Version RFX Version Number Active V

Line Number	Description	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	CONV.BELT:ABR,30W,1T,2P,50Kg/pcm2	Material	20612410	303000200	BELT,FLAT	100.000	100.000	M	0.00	USD	1	On 09.01.2016	0.00	0/ 0

Details for Item 0001 CONV.BELT:ABR,30W,1T,2P,50Kg/pcm2

Item Data Questions Notes and Attachments

Basic Data

Identification

Configurable Item Number: 0001 Required Quantity: 100.000 M Meter  
 Control Key: Material functional Submitted Quantity: 100.000 M Meter  
 Item Type: Material Price: 0.00 USD Per: 1 M  
 Product Category: 303000200 BELT,FLAT  
 Product ID: 20612410 Incoterm Key/Location:

10. After completing all information above, go click check button to make sure all information are complete and no errors before click submit button.

Create Rfx Response - SAP NetWeaver Portal - Microsoft Internet Explorer provided by Asia Pulp & Paper

**Create Rfx Response**

Submit | Read Only | Print Preview | **Check** | Close | Save | Export | Import | Questions and Answers ( 0 )

Rfx response is complete and contains no errors

Rfx Response Number 9500308748 Rfx Number 8100118680 Status In Process Submission Deadline 12.11.2015 18:00:00 UTC+7 Opening Date 12.11.2015 18:01:00 UTC+7  
 Remaining Time 0 Days 00:05:24 Rfx Owner Mr. RITO Total Value USD Rfx Response Version Number Active Version Rfx Version Number Active V

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

▼ Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date
0001	CONV.BELT.ABR	Material	20612	303000200	BELT_FLAT	100.000	100.000	M	10.00	USD	1	On 09.01.2016

Final, click Submit button as your final confirmation

**Create Rfx Response**

**Submit** | Read Only | Print Preview | Check | Close | Save

Rfx response is complete and contains no errors

Rfx Response Number 9500308748 Rfx Number 811  
 Remaining Time 0 Days 00:05:24 Rfx Owner

### Additional Information :

1. If you are not sure and want to submit the quotation later, you can save your changes by using **Save** button. Your document will be saved in Held status, and can be reprocessed later.
2. **Remember, you can only submit your quotation before submission deadline.**
3. After submitting your quotation, please wait for notification from Purchaser.
4. You will receive a notification when your quote is being **Returned, Rejected or Accepted.**
5. If Your Quote status is "Returned", please follow below guide.
6. 1<sup>st</sup> Log in to SRM system using your SRM ID and password. find BID with Response Status is **Returned** (see below snapshots)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response
8100042133	SSUKIMIN 22.04.2010 15:22:51	Bid Invitation	Published		31.07.2010	9500148820	Returned

7. Click the Respond Number (**95001xxxx**) **not** BID/Event number (**81000xxxx**)

**Active Queries**

eRFxs [All \(1\)](#) [Published \(0\)](#) [Ended \(110\)](#) [Completed \(6\)](#) [Bid Invitations \(1\)](#)  
 eAuctions [All \(1\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#) [Auctions \(0\)](#)

**eRFxs - All**

Hide Quick Criteria Maintenance

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

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

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
8100003685	PURTJ008 03.08.2015 11:05:39	Bid Invitation	Published		14.11.2015	9500005337	Returned	

8. Click **EDIT** button and do some revision such as price, incoterms, payment terms, etc

Response - SAP NetWeaver Portal - Microsoft Internet Explorer provided by Asia Pulp & Paper

**Display Rfx Response:**

Rfx Response Number: 9500005337 Rfx Number: 8100003685 Status: Returned Submission Deadline: 14.11.2015 18:15:00 JAPAN  
 Opening Date: 14.11.2015 18:15:30 JAPAN Remaining Time: 1 Days 21:40:48 Rfx Owner: Purchaser  
 Total Value: 5,000,200 IDR Rfx Response Version Number: Active Version

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

**Basic Data** | **Questions** | **Notes and Attachments**

**Event Parameters**

Currency: Indonesian Rupiah  
 Terms of Payment: N030 Due net 30 days

Incoterms (location):  
 Preferred Incoterm:

**Service and Delivery**

Incoterm: FRC Tanjung Priok

**Status and Statistics**

Created On: 03.08.2015 13:09:00 JAPAN  
 Created By: Mr. supplier06 supplier06  
 Last Processed On: 04.09.2015 18:14:10 JAPAN  
 Last Processed By: Purchaser

Preferred Pay. terms:  
 Payment Terms:

**Partners and Delivery Information**

Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number

9. Click **SUBMIT** button once finished

END

THANK YOU