SINAR MAS
Pulp, Paper, Stationery & Chemical Div.

SRM7 e-Bidding Supplier Manual Guide

SAP SRM

System Requirement:

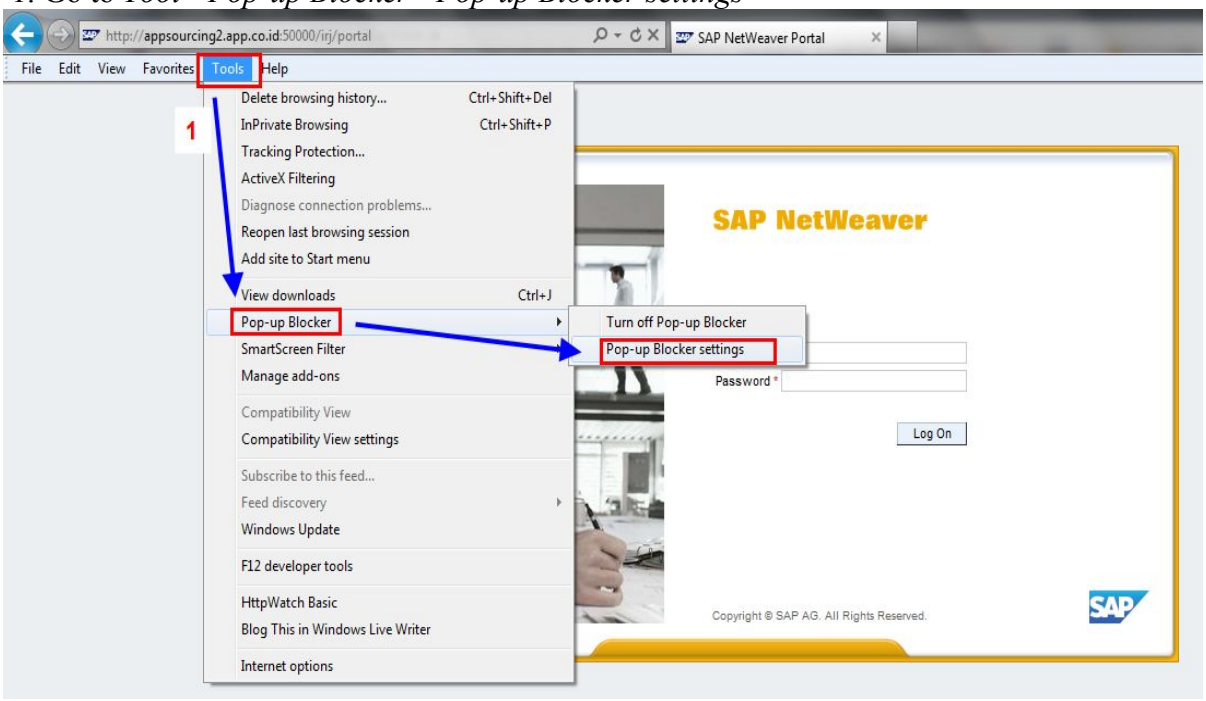
- Minimum Web browser specification Internet Explorer 8 (IE8)/ IE9 as recommended
- Application : Java Installed
- Operating System (OS) : Min Windows XP

Setting Requirement:

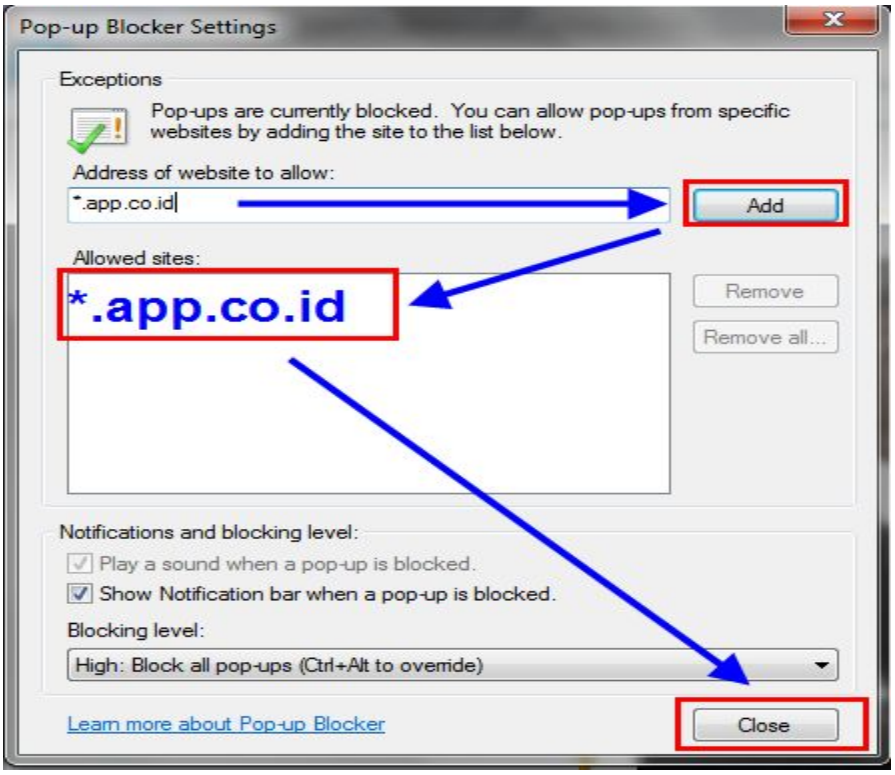
- Activated Pop-up Block
- Activated Compatibility View Setting

A . Setting activation Pop-up block by;

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

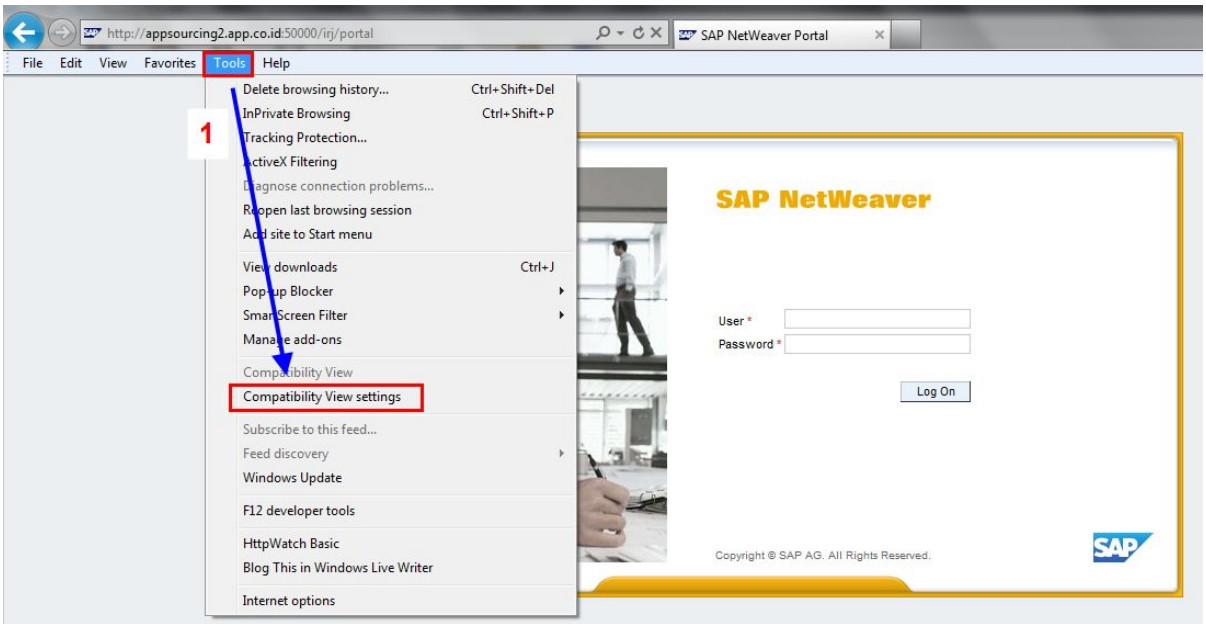


2. Key-in *.app.co.id at *address of website to allow,* click *Add* and *Close* button

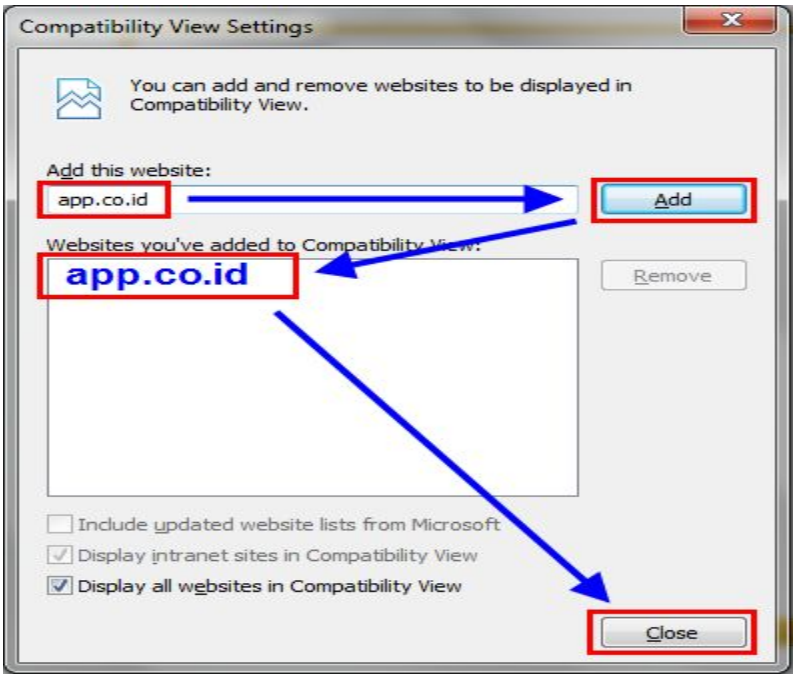


B. Setting Compatibility View by ;

1. Go to *Tool - Compatibility View Setting*

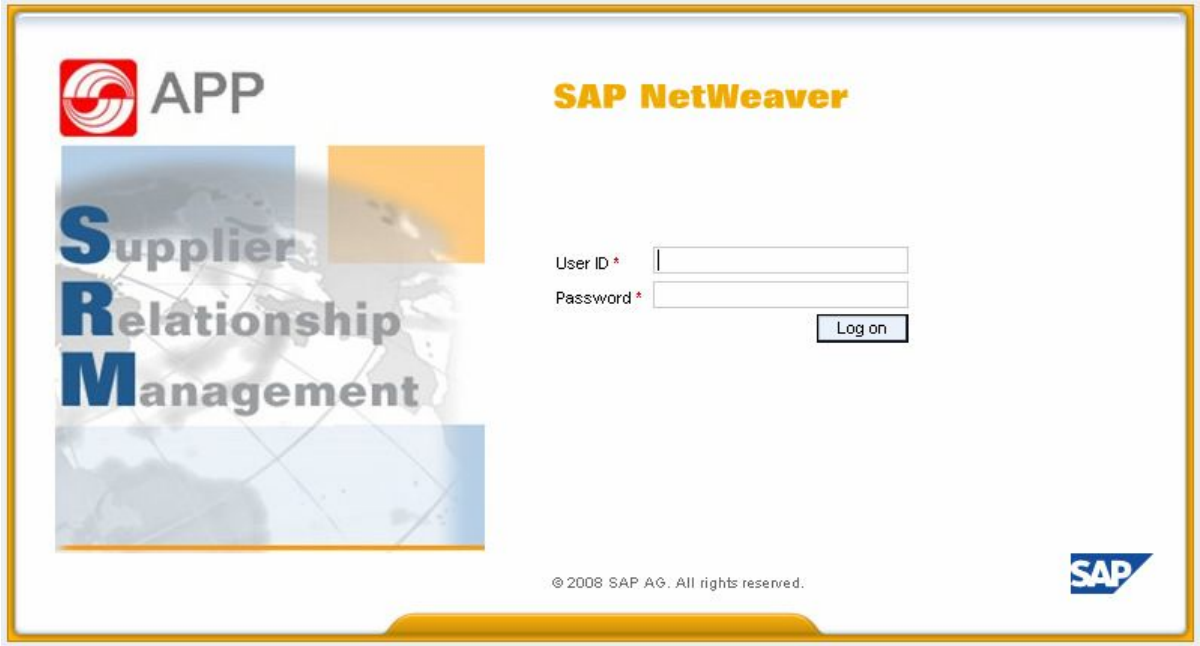


2. Key in app.co.id at *Add this website*, click *Add* and *Close* button



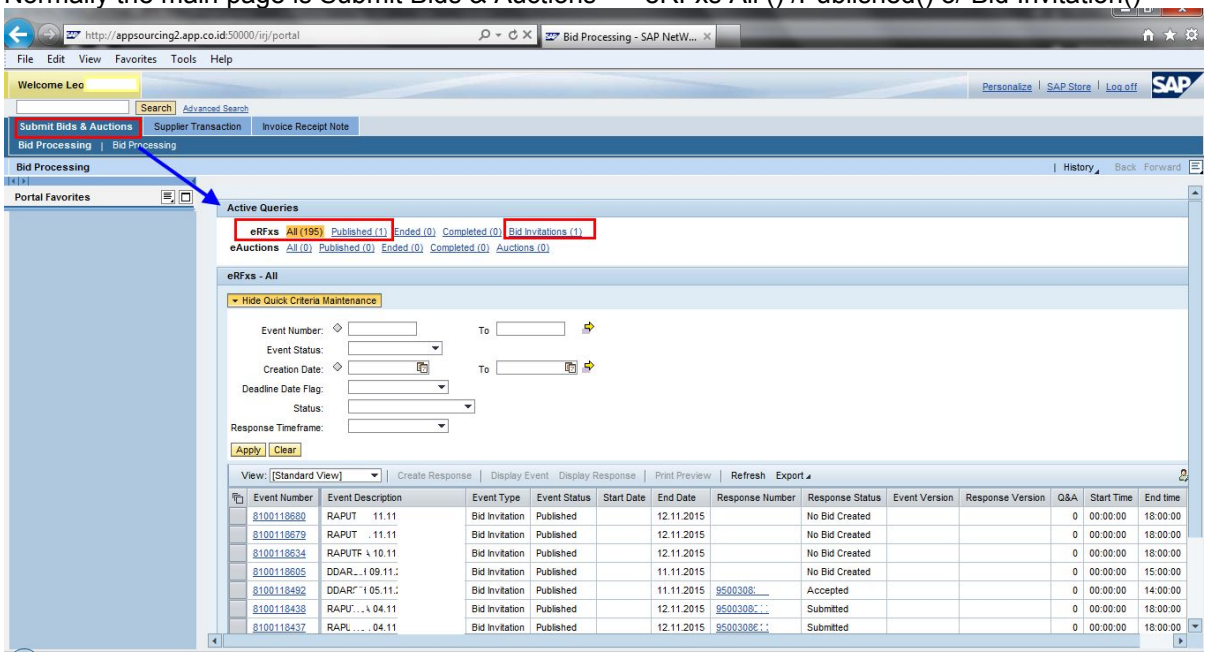
PROCEDURE

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

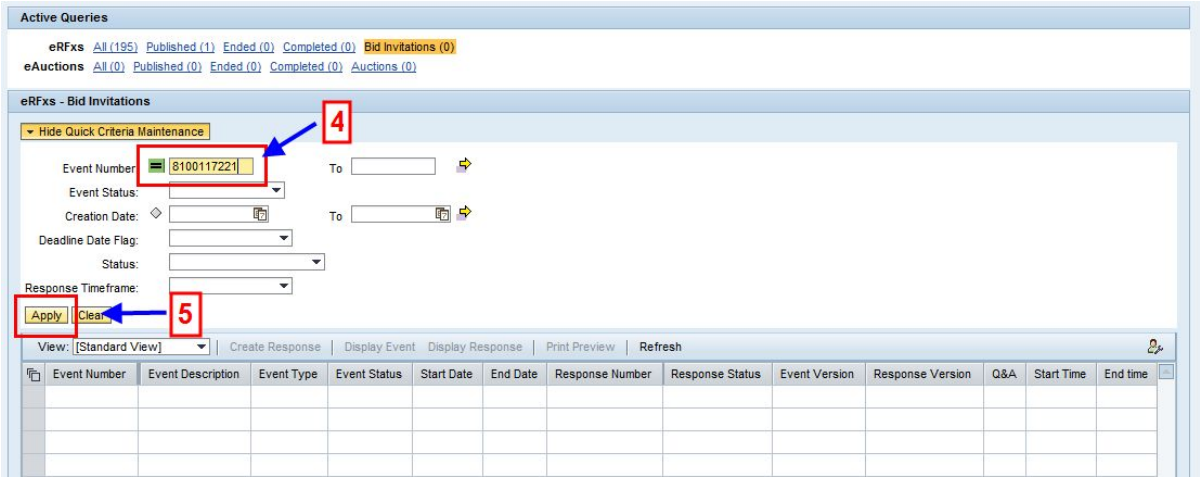


3. This is the main page inside the SRM system.

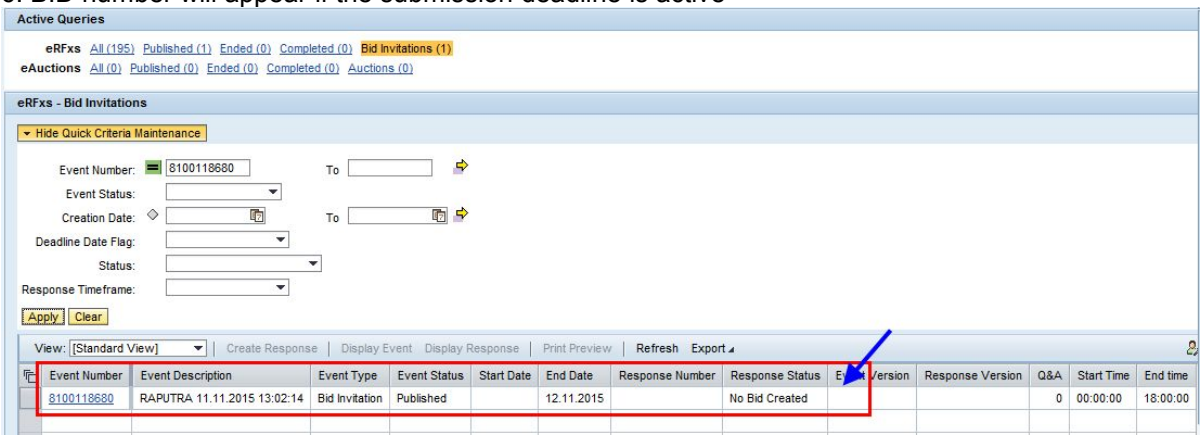
Normally the main page is Submit Bids & Auctions --> eRFxs All () /Published() o/ Bid Invitation()



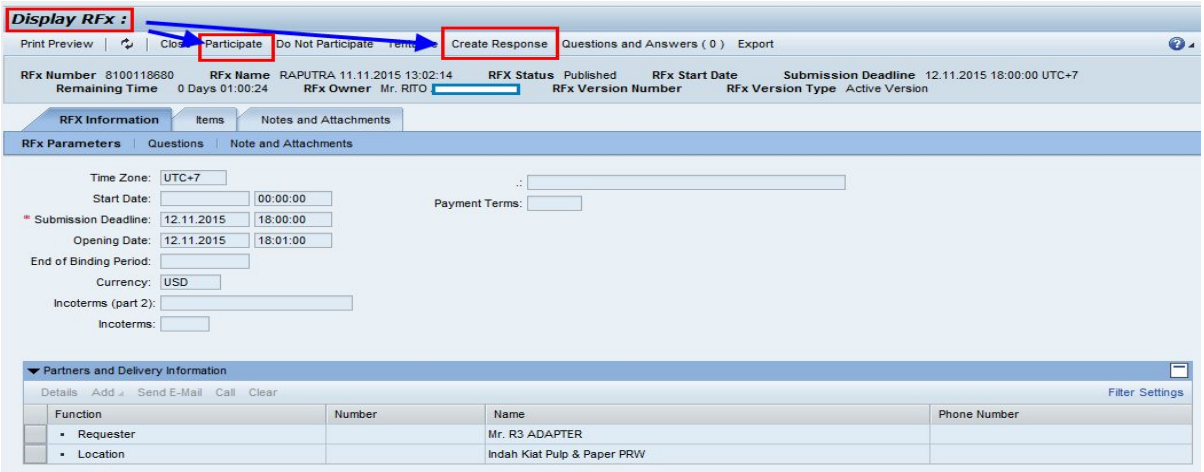
4. Enter BID number at *Event Number* field
5. Click Apply



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



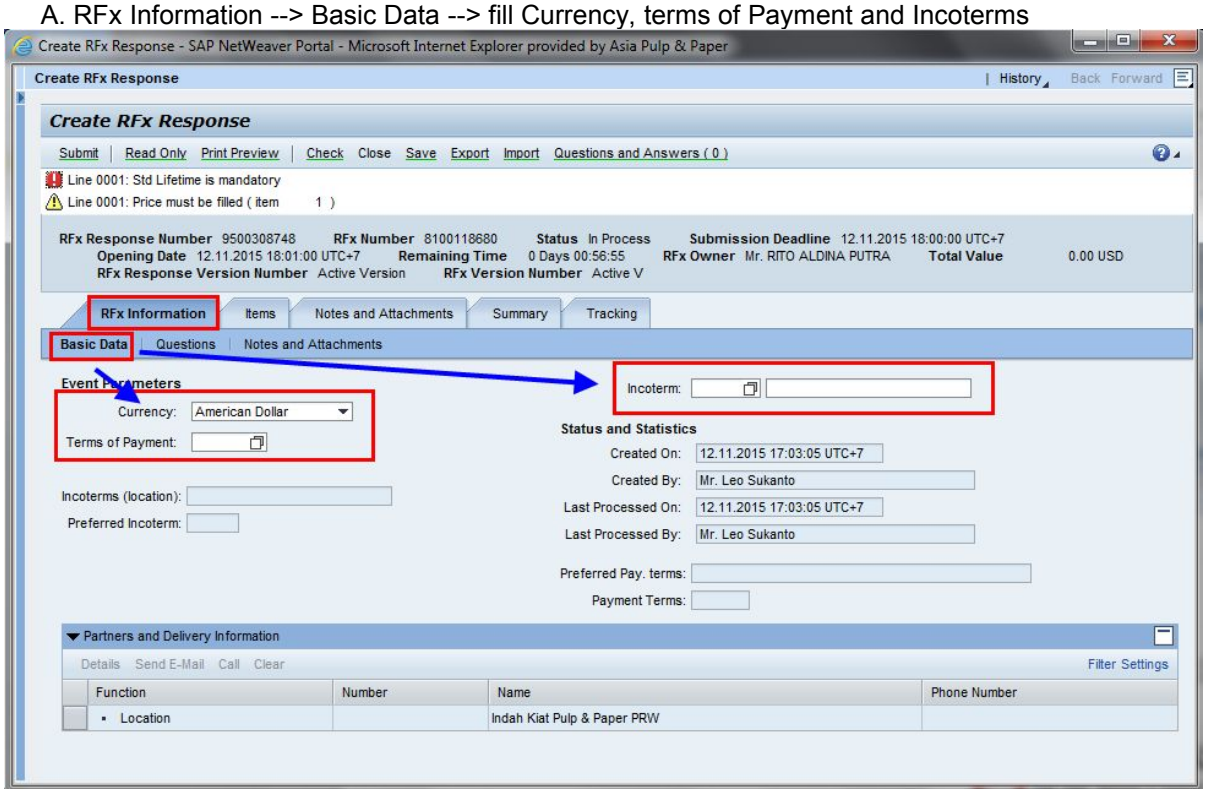
7. Next, click Event Number 8100118680 and a new window called *Display RFx* appear* and click *Participate* button along with click *Create Response* button



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

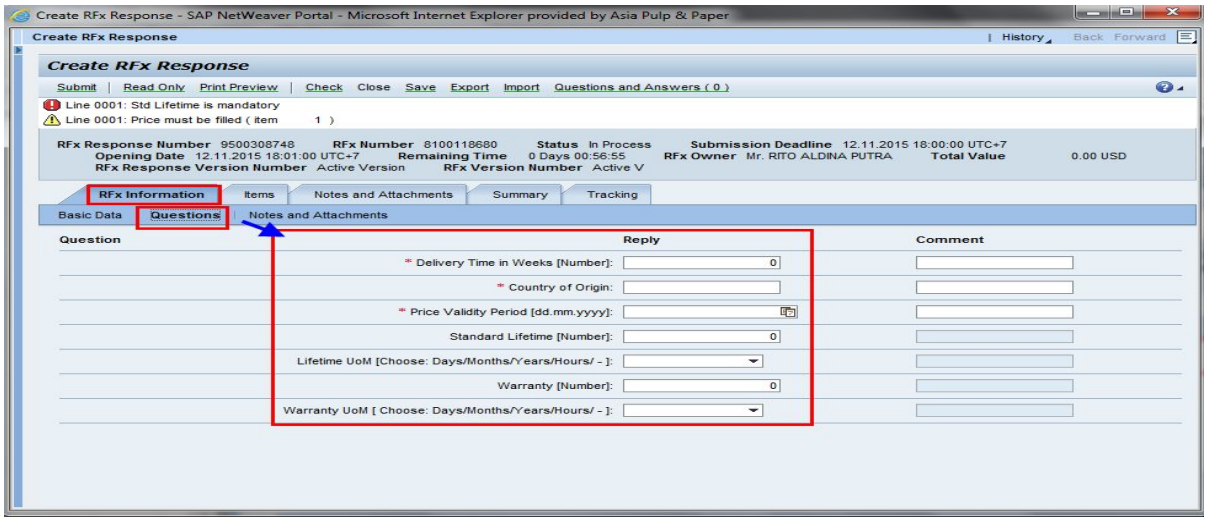
8. A new window *Create RFx Response* appear
9. On this display we start to fill all information such as :

A. RFx Information --> Basic Data --> fill Currency, terms of Payment and Incoterms



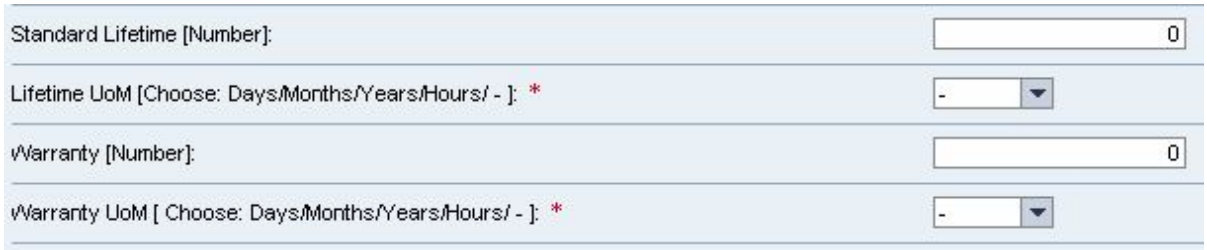
B. RFx Information --> Question --> Fill all information

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).

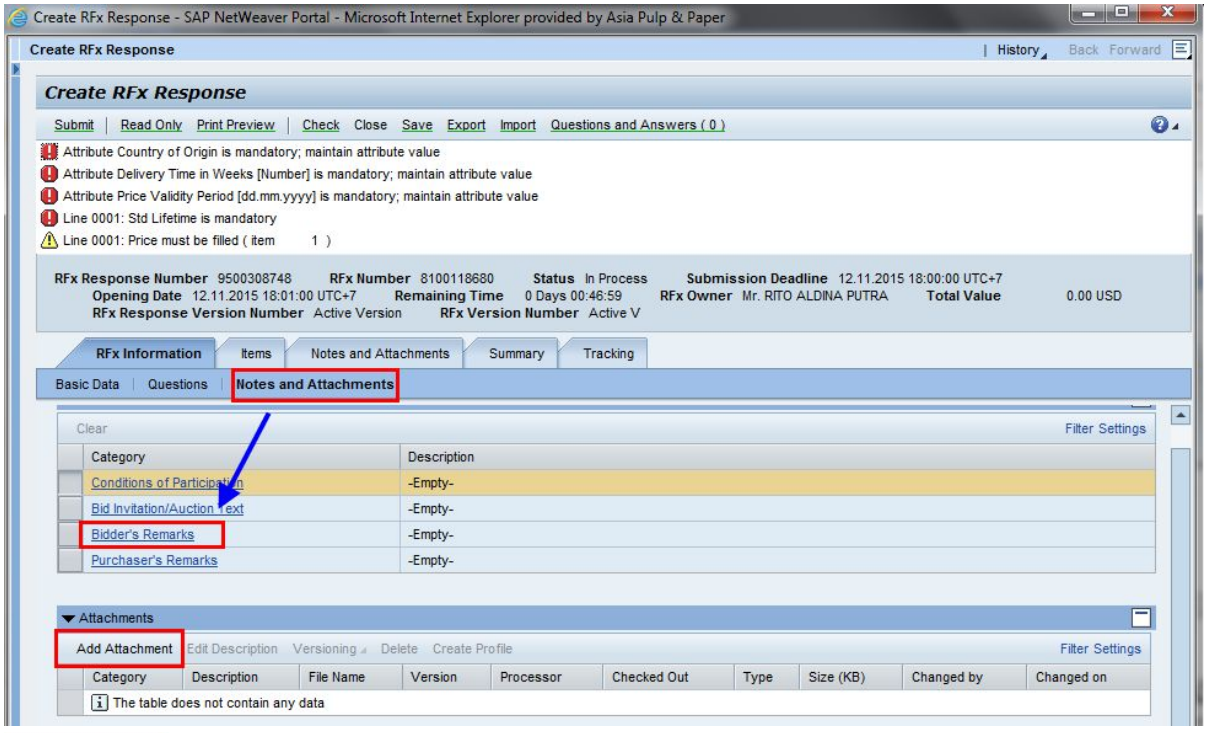


Example :

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

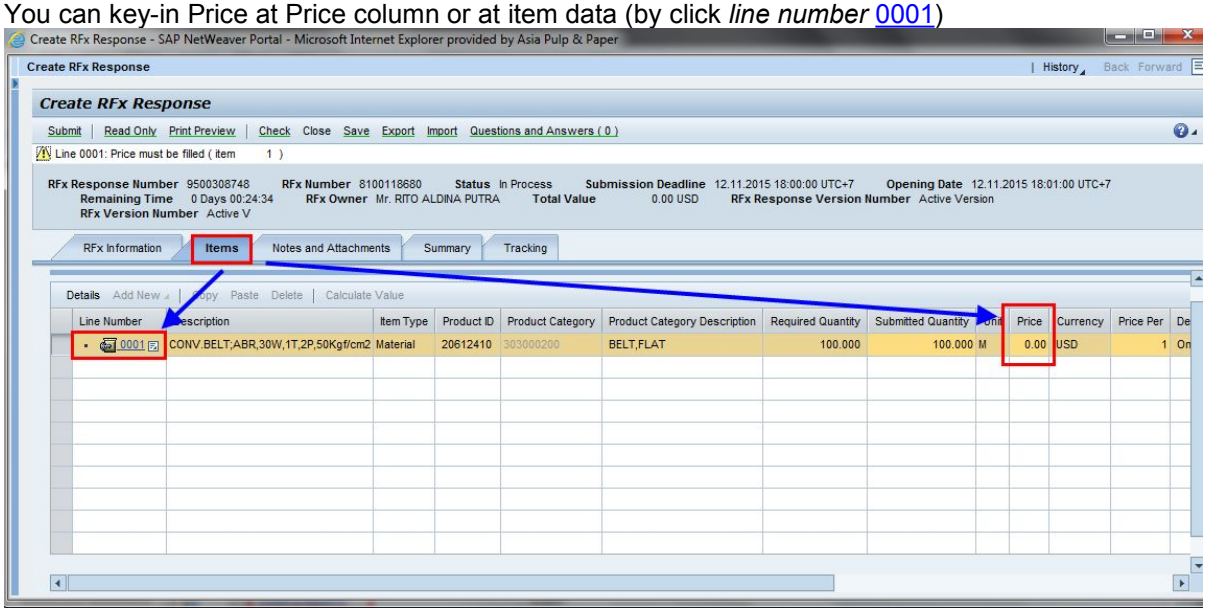


C. RFx Information --> Noted and attachments --> Bidder's remarks or Add attachment
You can add additional information via text at *Bidder's remarks* or click *add attachment*

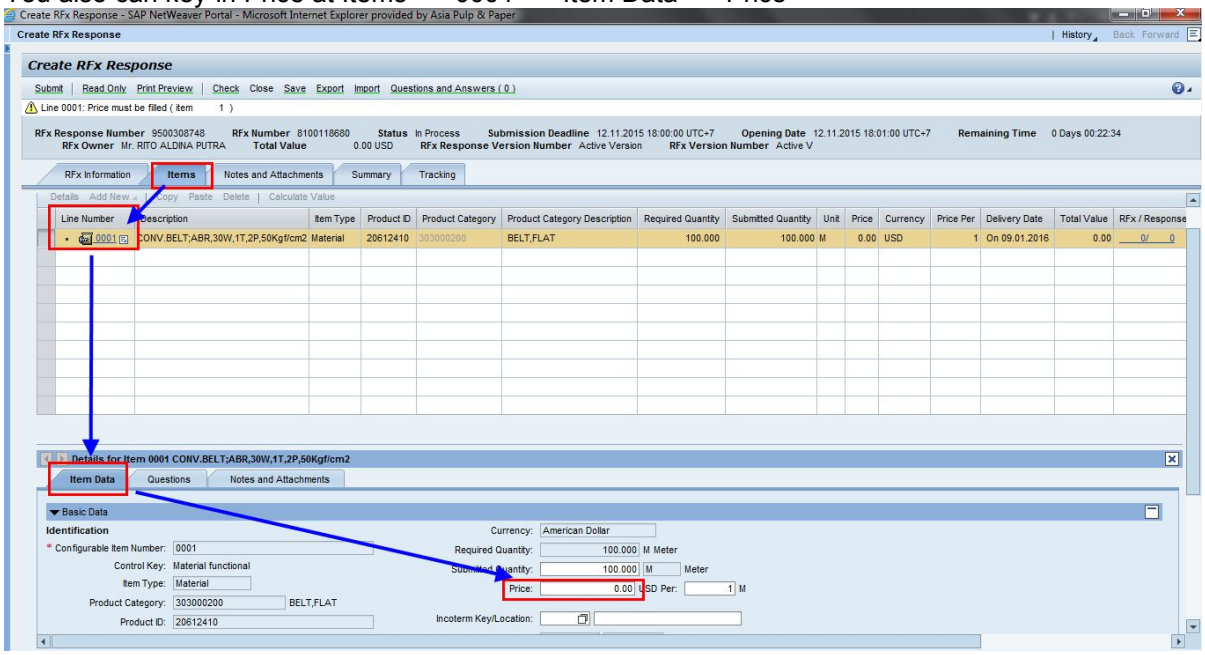


D. Items

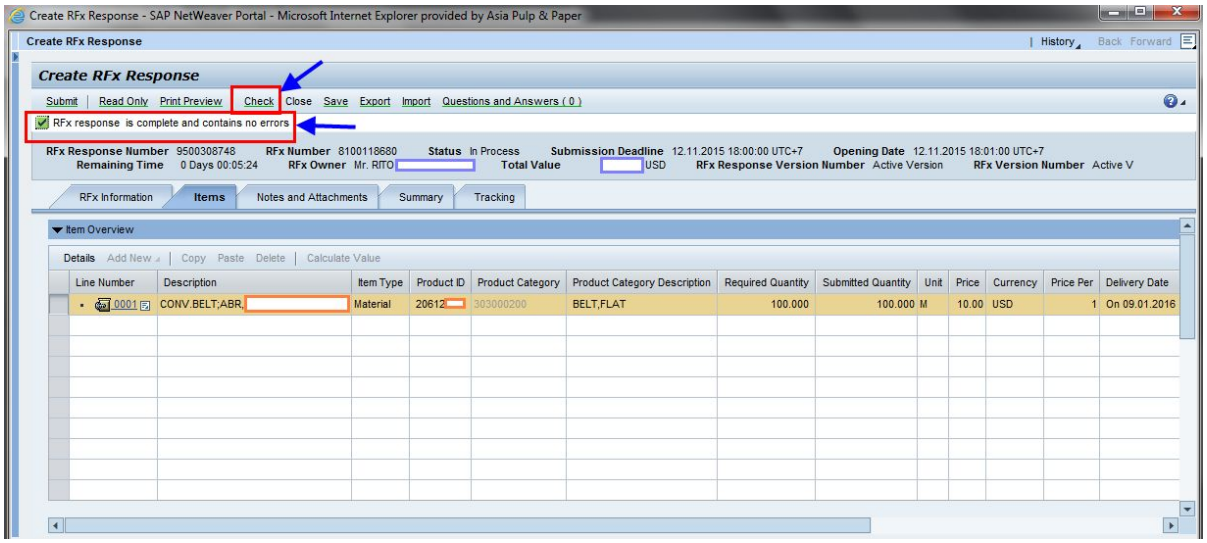
You can key-in Price at Price column or at item data (by click *line number* 0001)



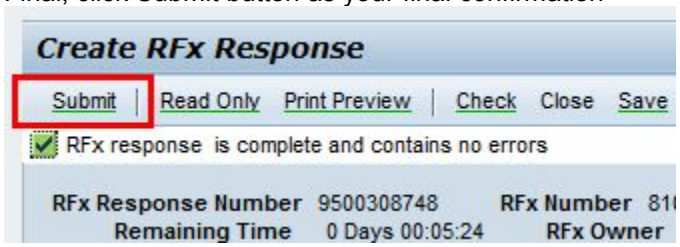
You also can key-in Price at Items --> 0001 --> Item Data --> Price



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

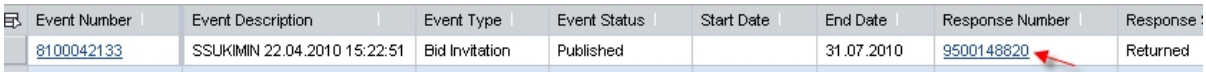


Final, click Submit button as your final confirmation



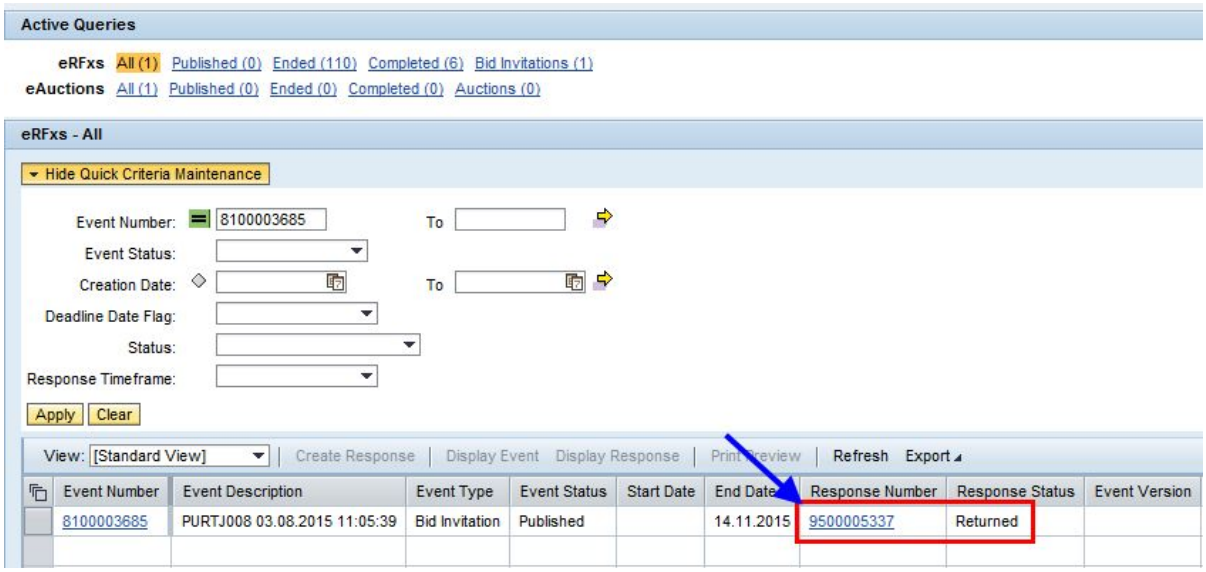
Additional Information :

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. 1st Log in to SRM system using your SRM ID and password. find BID with Response Status is Returned (see below snapshots)

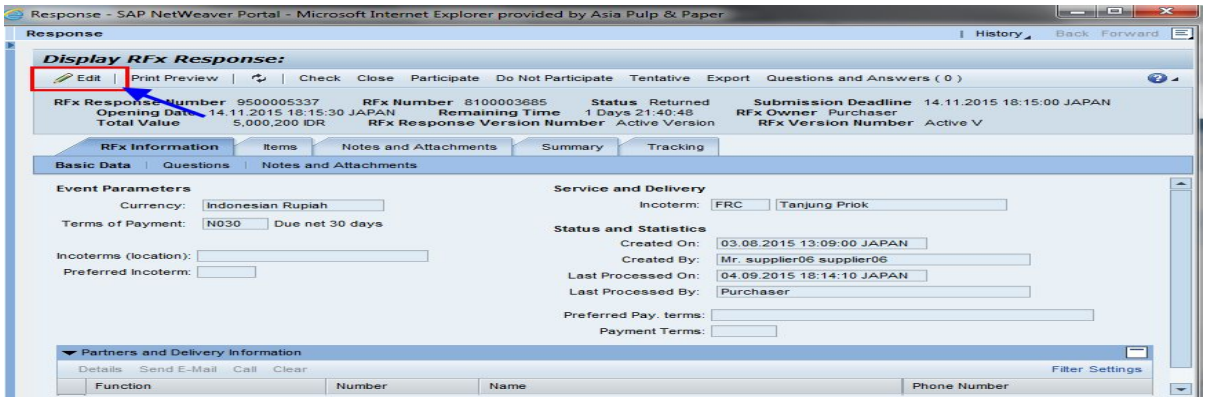


Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response
8100042133	SSUKIMIN 22.04.2010 15:22:51	Bid Invitation	Published		31.07.2010	9500148820	Returned

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



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



9. Click SUBMIT button once finished

END

THANK YOU