



# 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



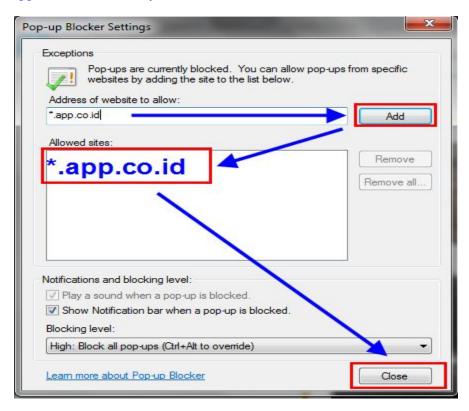


A . Setting activation Pop-up block by;

Edit View Favorites			
	Delete browsing history	Ctrl+Shift+Del	
1	InPrivate Browsing	Ctrl+Shift+P	
	Tracking Protection ActiveX Filtering		
	Diagnose connection problems	- 1	
	Reopen last browsing session		SAP NetWeaver
	Add site to Start menu		
	View downloads	Ctrl+J	
	Pop-up Blocker	•	Turn off Pop-up Blocker
	SmartScreen Filter		Pop-up Blocker settings
	Manage add-ons		Password *
	Compatibility View		
	Compatibility View settings		Log On
	Subscribe to this feed		
	Feed discovery		10 10.4
	Windows Update		1
	F12 developer tools		
	HttpWatch Basic		Copyright © SAP AG. All Rights Reserved.
	Blog This in Windows Live Writer		Copyright & SAF AG. All Rights Reserved.
	Internet options		

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

		ク - ♂ × Z SAP NetWeaver Portal ×
File Edit View Favorites Tools Help		
Delete browsing history InPrivate Browsing Tracking Protection ctiveX Filtering Lagnose connection problems Ropen last browsing session Acti site to Start menu Viek downloads Pop-up Blocker SmanScreen Filter Manale add-ons Compatibility View Compatibility View settings Subscribe to this feed Feed discovery Windows Update F12 developer tools	Ctrl+Shift+Del Ctrl+Shift+P Ctrl+J ,	SAP NetWeaver User* Password* Log On
HttpWatch Basic Blog This in Windows Live Writer		Copyright @ SAP AG. All Rights Reserved.
Internet options		

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

Compatibility View Settings	×
You can add and remove websites to be displ Compatibility View.	ayed in
Add this website:	Add
websites you've added to Compatibility View:	<u>R</u> emove
Include updated website lists from Microsoft	
Display intranet sites in Compatibility View	<u>_</u>
☑ Display all websites in Compatibility View	Close





### PROCEDURE

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

	SAP NetWeaver	
Supplier Relationship Management	User ID * Password * Log on	
	© 2008 SAP AG. All rights reserved.	SAP

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

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

	ools Help												
elcome Leo										Personalize   S	SAP Stor	e Log off	SA
Search	Advanced Search												
ubmit Bids & Auctions Suppli	lier Transaction Invoice Re	ceipt Note											
I Processing   Bid Processing													
Processing											Histo	ry Back	Forwar
tal Favorites 📃	Active Queries												
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	Event Sia Creation D Deadline Date F Response Timefre Appy (Detr: View: [Standia 2:100118820 8:100118820 8:100118820 8:100118820	tus: ▼  tate: ♥  tat	To To To Separate Sep	ent Display R Event Status Published Published Published	Start Date         En           12         12           12         12           12         12           12         12	1 Date Res 11.2015 11.2015 11.2015 11.2015 11.2015	sponse Number	Response Status No Bid Created No Bid Created No Bid Created No Bid Created	Event Version	Response Version	0 0 0 0 0	00:00:00 00:00:00 00:00:00 00:00:00	18:00 18:00 18:00 15:00
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4. Enter BID number at *Event Number* field5. Click Apply





	<ul> <li><u>Published (1)</u> Ender</li> <li><u>Published (0)</u> Ended</li> </ul>												
RFxs - Bid Invitatio	ons	-											
<ul> <li>Hide Quick Criteria</li> </ul>	Maintenance	1	4										
Event Number Event Status		J.	То	\$									
Creation Date	2100 A	<b>(</b> 7)	То	r 🗗									
Deadline Date Flag		•											
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Status	S:	-											
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Response Timeframe			Display Even	t Display Re	esponse	Print Preview Ref	resh					1	24
Apply Clear View: [Standard V	e: 5 View] Cre	•	Display Even	t Display Re Start Date	esponse End Date	Print Preview Ref Response Number	resh Response Status	Event Version	Response Version	Q&A	Start Time	End time	1
Apply Clear View: [Standard V	e: 5 View] Cre	• ate Response	Internet offender service			and the second	T. Contraction of the second sec	Event Version	Response Version	Q&A	Start Time	12	1
Apply Clear View: [Standard N	e: 5 View] Cre	• ate Response	Internet offender service			and the second	T. Contraction of the second sec	Event Version	Response Version	Q&A	Start Time	12	1

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

eRrxs All(195) Published (1) Ended (0) Complet eAuctions All (0) Published (0) Ended (0) Complet eRFxs - Bid Invitations <ul> <li>Hide Quick Criteria Maintenance</li> <li>Event Number: (8100118680)</li> <li>Event Status: </li> <li>Creation Date: (Creation Date: (Creati</li></ul>							
Response Timeframe:	e   Display Event Display I	Response   Print Previev	V Refresh Export	/			8
Event Number Event Description	Event Type Event Status	Start Date End Date		Status E /ersion	Response Version	Q&A Start Time	-
8100118680 RAPUTRA 11.11.2015 13:02:14	Bid Invitation Published	12.11.2015	No Bid Cre	ated		0 00:00:00	18:00:00

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

Display RFx :					
Print Preview   🍫	Clos Particip	oate Do Not Pa	rticipate rente	Create Response Questions and Answers (0) Export	0.
RFx Number 81001186 Remaining Time			A 11.11.2015 13:0 Dwner Mr. RITC		
RFX Information	Items	Notes and A	ttachments		
RFx Parameters 0	uestions No	te and Attachm	ents		
Time Zone: Start Date: * Submission Deadline: Opening Date: End of Binding Period: Currency: Incoterms (part 2); Incoterms:	12.11.2015 12.11.2015 USD	00:00:00 18:00:00 18:01:00		Payment Terms:	
➡ Partners and Deliver	y Information				
Details Add a Ser	d 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

ate RFx	Response - SAP NetWeaver	Portal - Microsoft In	met Explorer provided by Asia Pulp & Paper	
ate RFx I	Response		Histor	ry_ Back Forwa
reate	RFx Response			
Submit	Read Only Print Preview	Check Close Sav	Export Import Questions and Answers (0)	
*	01: Std Lifetime is mandatory 01: Price must be filled ( item	1)		
Op	ponse Number 9500308744 ening Date 12.11.2015 18:0 x Response Version Numb	1:00 UTC+7 Rem	00118680 Status In Process Submission Deadline 12.11.2015 18:00:00 UTC+7 ning Time 0 Days 00:56:55 RFx Owner Mr. RITO ALDINA PUTRA Total Value RFx Version Number Active V	0.00 USD
RF Basic Da	ta Questions Notes a	Notes and Attachm	ts Summary Tracking	
Terms o	Currency: American Dollar f Payment:	<b>•</b>	Incoterm:	
Preferre	d Incoterm:		Last Processed By: Mr. Leo Sukanto Preferred Pay. terms: Payment Terms:	
T Parto	ers and Delivery Information			
· · · urun	s Send E-Mail Call Clear			Filter Setti
Contractores	a ound c-mail oun oron			
Detail	nction	Number	Name Phone Number	

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).

Create RFx Response         Submit   Read Only Print Preview   Check Close Save Export Import Questions and Answers (0)         Line 0001: Std Lifetime is mandatory         Line 0001: Prince must be filled (item 1)         RFx Response Number 9500306748       RFx Number 8100119850         Status In Process RFx Response Version Number Active Version       Status In Process RFx Owner Mr. RITO ALDINA PUTRA Total Value       0.00 USD         RFx Information       Rems       Notes and Attachments       Summary       Tracking         Basic Data       Questions       Notes and Attachments       Summary       Tracking         Westion       * Delivery Time in Weeks [Number]:       0	00 USD		Answers ( 0 )	v Check Close Save Export Import Questions and	Create RFx Response
Line 0001: Std Lifetime is mandatory   Line 0001: Std Lifetime is mandatory   Line 0001: Price must be filed (tem 1) <b>RFx Response Number 550030746 RFx Namber 8100119690 RFx Response Version Number Active Version Number Active V RFx Information</b> Rest Information   Rest Notes and Attachments   Question     Reply   Comment   * Delivery Time in Weeks [Number]:			Answers (0)	W Check Close Save Export Import Questions and	
In 0001: Price must be filled ( Rem     1 )       RFX Response Number 9500308748     RFX Number 8100118680     Status in Process Opening Date 12:11:2015 18:00:00 UTC+7 RFX Response Version Number Active Version     Status in Process RFX Owner Mr. RITO ALDINA PUTRA     0.00 USD       RFX Information     Rems     Notes and Attachments     Summary     Tracking       Basic Data     Questions     Notes and Attachments     Comment       * Delivery Time in Weeks [Number]:     0     0	00 USD			in check close oure Experi inperi decatoria dite	Submit   Read Only Print Prev
RFx Response Number 9500308748     RFx Number 8100118680     Status in Process 0 Days 00:565 Status     Submission Deadline 12.11.2015 18:00:00 UTC+7 RFx Response Version Number Active Version     Output Status     Submission Deadline 12.11.2015 18:00:00 UTC+7 Total Value     0.00 USD       RFx Information     Items     Notes and Attachments     Summary     Tracking       Basic Data     Questions     Notes and Attachments     Comment       * Delivery Time in Weeks (Number):     0	00 USD				
Opening Date 12.11.2015 18:01:00 UTC-7     Remaining Time 0 Days 00:855 MR5 Womer Mr. RITO ALDINA PUTRA     Total Value     0.00 USD       RFx Information     Rems     Notes and Attachments     Summary     Tracking       Basic Data     Questions     Notes and Attachments     Summary     Tracking       * Delivery Time in Weeks [Number]:     0     0     Comment	00 USD				
RFx Information         tems         Notes and Attachments         Summary         Tracking           Basic Data         Repty         Comment           Question         Repty         Comment           * Delivery Time in Weeks [Number]:         0			RFx Owner Mr. RITO A	18:01:00 UTC+7 Remaining Time 0 Days 00:56:55	Opening Date 12.11.2015
Basic Data Questions Notes and Attachments Question Reply Comment * Delivery Time in Weeks [Number]: 0			1		
Question         Reply         Comment           * Delivery Time in Weeks [Number]:         0					
* Delivery Time in Weeks [Number]: 0					Basic Data Questions N
		Comment	ply	Rej	Question
* Country of Origin:			0	* Delivery Time in Weeks [Number]:	
				* Country of Origin:	
* Price Validity Period [dd.mm.yyyy]:			(T)	* Price Validity Period [dd.mm.yyyy]:	
Standard Lifetime [Number]: 0			0	Standard Lifetime [Number]:	
Lifetime UoM [Choose: Days/Months/v/ears/Hours/ - ]:				Lifetime UoM IChoose: Days/Months/Years/Hours/ - 1:	
Warranty [Number]: 0]			0		
				warranty (warrow).	
			<b>_</b>	Warranty UoM [ Choose: Days/Months/Years/Hours/ - ]:	





Example :					
RFx Information ttems	Notes and Attachments	Summary Tra	cking		
Basic Data   Questions   Notes and A					
Question		Reply			
Delivery Time in Weeks [Number]: *		2			
Country of Origin: *	USA				
Price Validity Period [dd.mm.yyyy]:		31.12.2010			
Standard Lifetime [Number]:			12		
Lifetime UoM [Choose: Days/Months/Years/Hou	rs/-]; *	Months 💌	]		
Warranty [Number]:			3		
Warranty UoM [ Choose: Days/Months/Years/He	ours/-); *	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]:	0
Lifetime UoM [Choose: Days/Months/Years/Hours/ - ]: *	- 💌
Warranty [Number]:	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*

ate RFx Response							His	story Back Forwa
reate RFx Response								
Submit Read Only Print Preview	Check Close	Save Expo	rt Import Que	estions and Answers ( (	u.			
Attribute Country of Origin is mandatory Attribute Delivery Time in Weeks [Numbe Attribute Price Validity Period [dd.mm.yy; Line 0001: Std Lifetime is mandatory Line 0001: Price must be filled (item	er] is mandatory;	maintain attrib						
RFx Response Number 9500308748 Opening Date 12.11.2015 18:01: RFx Response Version Numbe	:00 UTC+7	er 81001186 Remaining T n RFx V		00:46:59 RFx Owr		adline 12.11.2 ALDINA PUTRA	015 18:00:00 UTC+7 A Total Value	0.00 USD
N x heaponae version numbe								
RFx Information tems	Notes and Atta	chments	Summary	Tracking				
RFx Information Items	Notes and Atta d Attachments		Summary	Tracking				
RFx Information Items			Summary	Tracking				Filter Settings
RFx Information Items Basic Data Questions Notes and			Summary	Tracking				Filter Settings
RFx Information tems Basic Data   Questions   Notes and Clear			Summary	Tracking				Filter Settings
RFx Information tems Basic Data   Questions   Notes and Clear Category		Description	Summary	Tracking				Filter Settings
RFx Information kems Basic Data Questions Notes and Clear Category <u>Conditions of Participation</u>		Description -Empty-	Summary	Tracking				Filter Settings
RFx Information     kems       Basic Data     Questions     Notes and       Clear     Category     Conditions of Participation       Bid Invitation/Auction Lext     Bid Invitation/Auction Lext		Description -Empty- -Empty-	Summary	Tracking				Filter Settings
RFx Information     Items       Basic Data     Questions     Notes and       Clear     Category       Conditions of Participation     Bid Invitation/Auction Text       Bidder's Remarks     Purchaser's Remarks       Purchaser's Remarks       VAttachments	d Attachments	Description -Empty- -Empty- -Empty- -Empty-		Tracking				-
RFx Information     Items       Basic Data     Questions     Notes and       Clear     Category       Conditions of Participation       Bid Invitation/Auction Text       Bidder's Remarks       Purchaser's Remarks	d Attachments	Description -Empty- -Empty- -Empty- -Empty-		Tracking Checked Out	Туре	Size (KB)	Changed by	

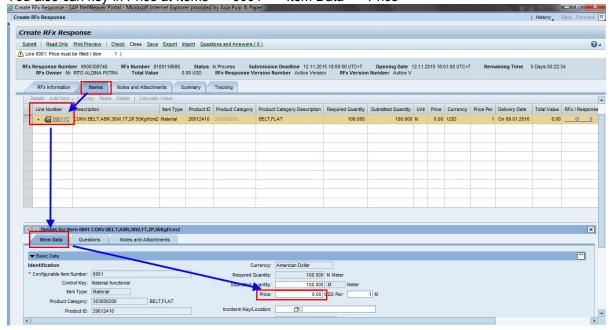




#### D. Items

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

	RFx Response								I H	listory	Back Forw	/81
	-											
Crea	ate RFx Res	ponse										
Sub	mit Read Only	Print Preview   Check Close Sav	e Export Ir	mport Ques	tions and Answers	(0)						
	e 0001: Price must											_
RFx	Response Numb					bmission Deadline 12.11.20		Opening Date 12.		01:00 UTC+	7	
	Remaining Tim RFx Version Nu		r Mr. RITO AI	LDINA PUTRA	Total Value	0.00 USD RFx F	tesponse Version	Number Active Versio	1			
	NIX CONTINUE											
1	RFx Information	Items Notes and Attachr	ments S	ummary	Tracking							
		/										
1	Details Add New	a Dopy Paste Delete Calculat	te Value							2		
							I server and the server server	a second s	S. Dennesday			
	Line Number	Sescription	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	nit Price	Currency	Price Per	
_						The second second second second second	Construction of the second sec	a second s			Price Per	1
				Product ID 20612410	Product Category 303000200	Product Category Description BELT,FLAT	Required Quantity 100.000	Submitted Quantity d		USD	Price Per	1
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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.





ate RFx Response										History	Back Forwar
reate RFx Res	nonse										
		Save Export I	mont Ques	tions and Answers	(0)						
	plete and contains no errors										
RFx Response Numb		r 8100118680	Status		bmission Deadline 12.11.20		Opening Date				
Remaining Tim	e 0 Days 00:05:24 RFx Ow	mer Mr. RITO		Total Value	USD RFx	<b>Response Version</b>	n Number Active Ve	ersion	<b>RFx Versio</b>	n Number /	ctive V
RFx Information	Items Notes and Atta	chments S	ummary	Tracking							
✓ Item Overview											
	a Copy Paste Delete Cal	ulate Value									
	Copy Paste Delete   Cal		Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit P	rice Current	y Price Per	Delivery Dat
Details Add New	Description	Item Type		Product Category		1					
Details Add New				Product Category 303000200	Product Category Description BELT,FLAT	Required Quantity 100.000	Submitted Quantity 100.000		rice Current		
Details Add New	Description	Item Type				1					
Details Add New	Description	Item Type				1					
Details Add New	Description	Item Type				1					
Details Add New	Description	Item Type				1					Delivery Dat On 09.01.20
Details Add New	Description	Item Type				1					
Details Add New	Description	Item Type				1					
Details Add New	Description	Item Type				1					
Details Add New	Description	Item Type				1					
Details Add New	Description	Item Type				1					
Details Add New	Description	Item Type				1					

Final, click Submit button as your final confirmation

Create	RFx Res	ponse			
<u>Submit</u>	Read Only	Print Preview	Check	Close	Save
DEV rou	anonee is con	nplete and contain			
RLX LG	sponse is con	ipiete and contain	s no eno	15	
		ber 9500308748		x Numb	





#### 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)

Acti	ve Queries								
eAu		Published (0) Ended (110) Comp Published (0) Ended (0) Complet							
eRF	ks - All								
- 1	lide Quick Criteria	Maintenance							
C	Event Number Event Status Creation Date Deadline Date Flag Status		To	I →					
Res	ponse Timeframe		<u>(11)</u>						
A	ply Clear								
	/iew: [Standard \	/iew]	e Display E	vent Display F	lesponse	Print Rreview	Refresh Expor	t⊿	
5	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	<u>9500005337</u>	Returned	

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

sponse			History	Back Forward
Display RFx Response:				
🖉 Edit   Print Preview   🍫   Ch	eck Close Partici	pate Do Not Participate Tentative Export Questions	and Answers ( 0 )	e
Opening Data         14.11.2015         18:1           Total Value         5,000,200 ID	5:30 JAPAN Re	emaining Time 1 Days 21:40:48 RFx Owner F	n Deadline 14.11.2015 18:15:00 Purchaser on Number Active V	JAPAN
RFx Information Items	Notes and Attack	mments Summary Tracking		
Basic Data   Questions   Notes a	nd Attachments			
Event Parameters Currency: Indonesian Rupin Terms of Payment: N030 Due no Incoterms (location):	ah et 30 days	Service and Delivery Incoterm: FRC Tanjung Status and Statistics Created On: 03.06.2015 13:09	00 JAPAN	
Preferred Incoterm:	1	Created By: Mr. supplier06 su Last Processed On: 04.09.2015 18:14 Last Processed By: Purchaser	Contraction of the second s	
		Preferred Pay. terms: Payment Terms:		
<ul> <li>Partners and Delivery Information</li> </ul>				
Details Send E-Mail Call Clear				filter Settings

9. Click SUBMIT button once finished

END





# THANK YOU

