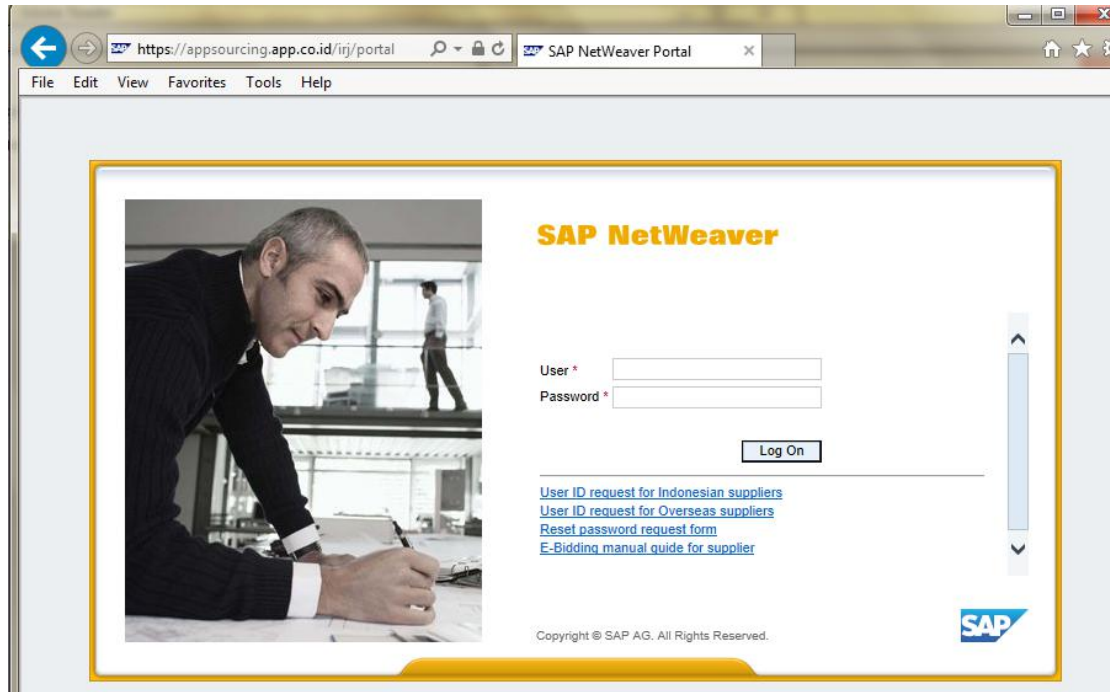


SRM FREQUENTLY ASKED QUESTIONS

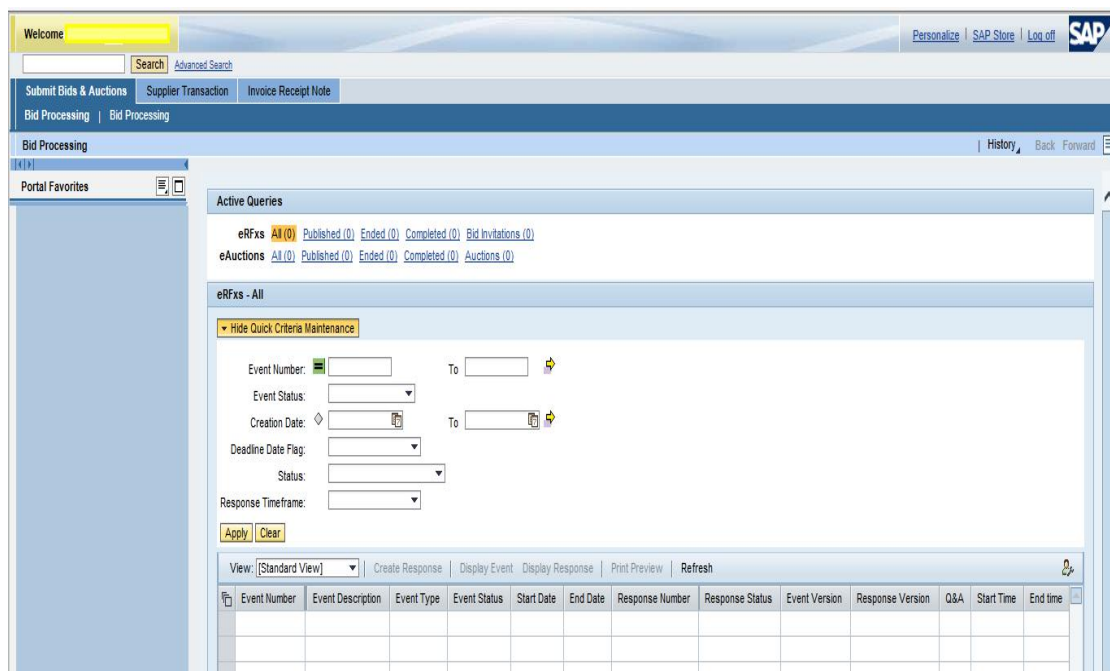
1. ACCESS THE SYSTEM.....	2
2. RFX SEARCH.....	4
3. VIEW AND DOWNLOAD ATTACHMENTS.....	6
4. SAVE AND SUBMIT BIDS.....	8
5. EDIT/MODIFY A BID.....	9
6. CHANGE RFX RESPONSE STATUS FROM WITHDRAWN TO SUBMITTED.....	10

1. ACCESS THE SYSTEM

In order to access the system, you must log in with your login ID (username) and password on this website <https://appsourcing.app.co.id>



If all the information is correct you will enter the next screen



The first time your registration in Indah Kiat Pulp & Paper, PT (APP), you will get an Email with your User Code and a link to create your password from our Vendor Custodian team (see below snapshots)

Dear Sir / Madam

You have been issued with a User ID that allows you to use the SRM System. Your User ID authorizes you to access functions and features that relevant to your job function.

Before using your User ID, please sign and return the acknowledgement at receipt section to the SRM System Administrator. This is required for your User ID **to be activated**.

A temporary password is assigned to your User ID. You will be asked to change it on your first time logon to SRM System.

The initial password will be expired in 90 days if no changes is made.

For information security purposes, please observe confidentiality in password and abstain from allowing another person to use your User ID.

SRM User ID : **PT. ABC** Initial Password : **123456**

Best Regards,

SRM Administrator

Fax : +62-21- 53120375

cut and return this section to SRM Security Admin)-----

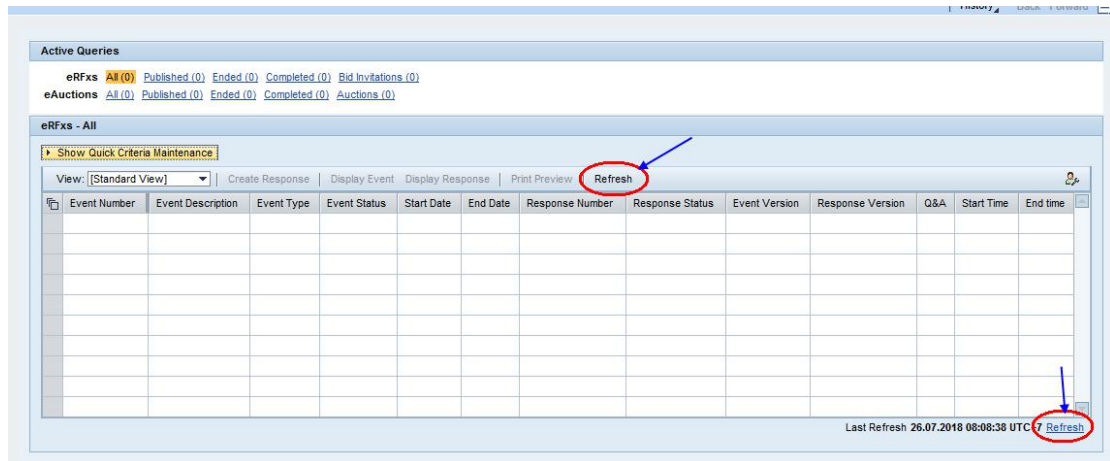
SRM Request Number : 2018-04.01960

If you don't receive this email, you can contact or send email to
Deasy_Budiono@app.co.id, Andriyanto_Andriyanto@app.co.id, Or
Irma_Irma@app.co.id

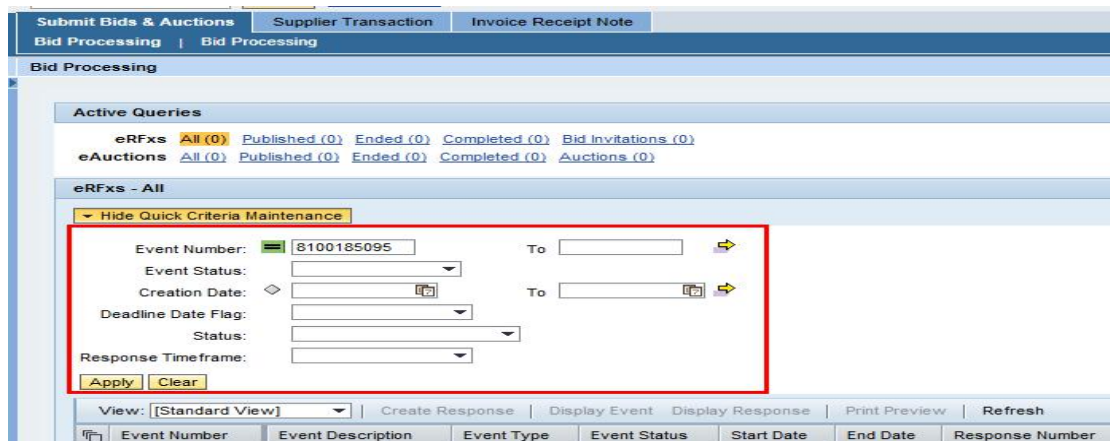
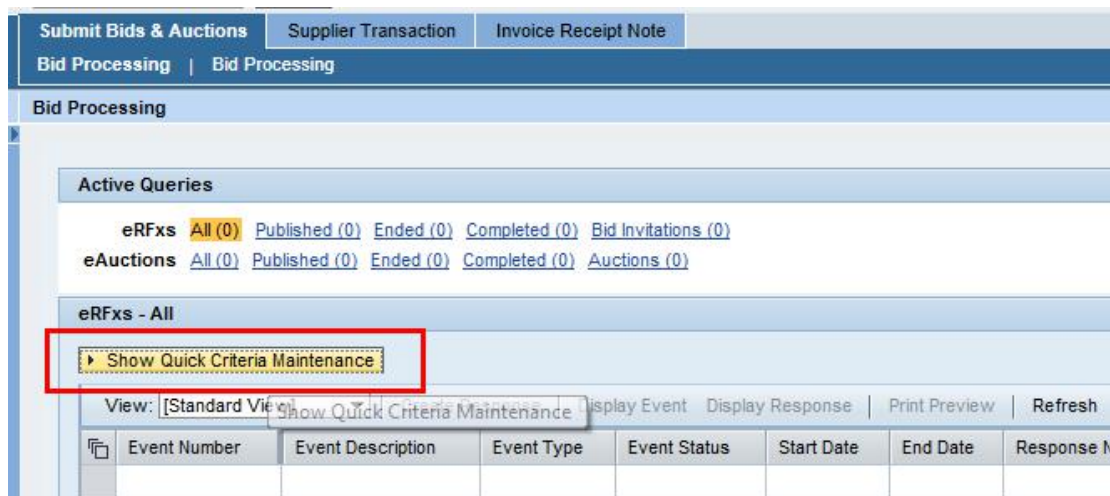
2. RFX SEARCH

The new SRM version lets suppliers see all their RFX along the years. If the event you want to access does not appear, check the following:

- Refresh the screen



- Show the search field (Quick Criteria Maintenance) and check there's not any active selection:



If you still cannot find the RFX, enter the code/BID number in the field “Event Number” and click Apply button

Submit Bids & Auctions
Bid Processing

Bid Processing

Active Queries

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

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
8100003962	PUROKI01 26.07.2018 10:13:51	Bid Invitation	Published		26.07.2018	9500005723	Accepted	

Or you can enter “Current RFX” only and click apply

Active Queries

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

eRFxs - All

Hide Quick Criteria Maintenance

Event Number:

Event Status: To

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

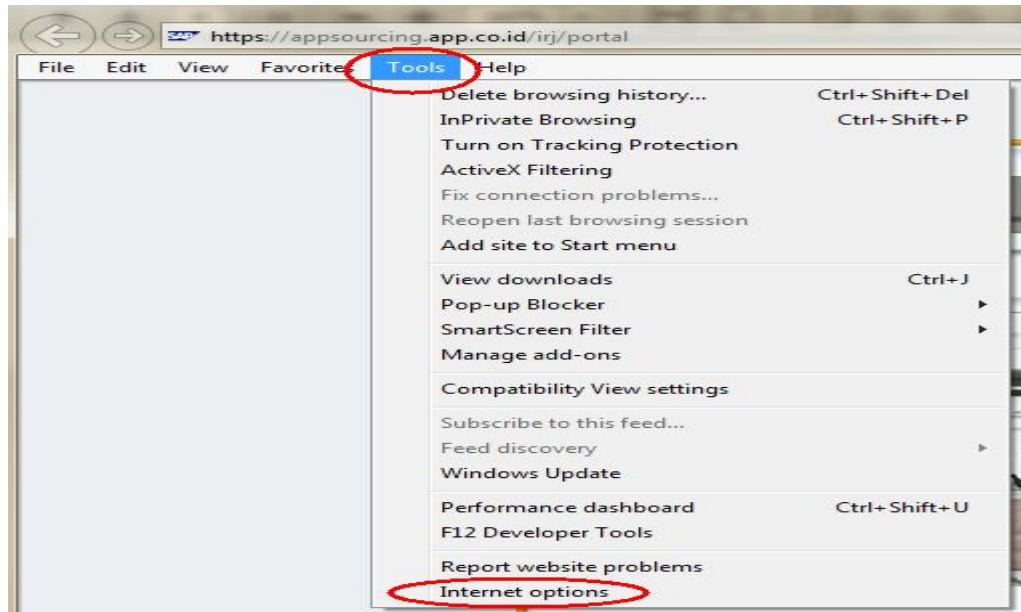
View: [Standard View] | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
8100003961	PUROKI01 24.07.2018 15:46:58	Bid Invitation	Published		31.07.2018		No Bid Created

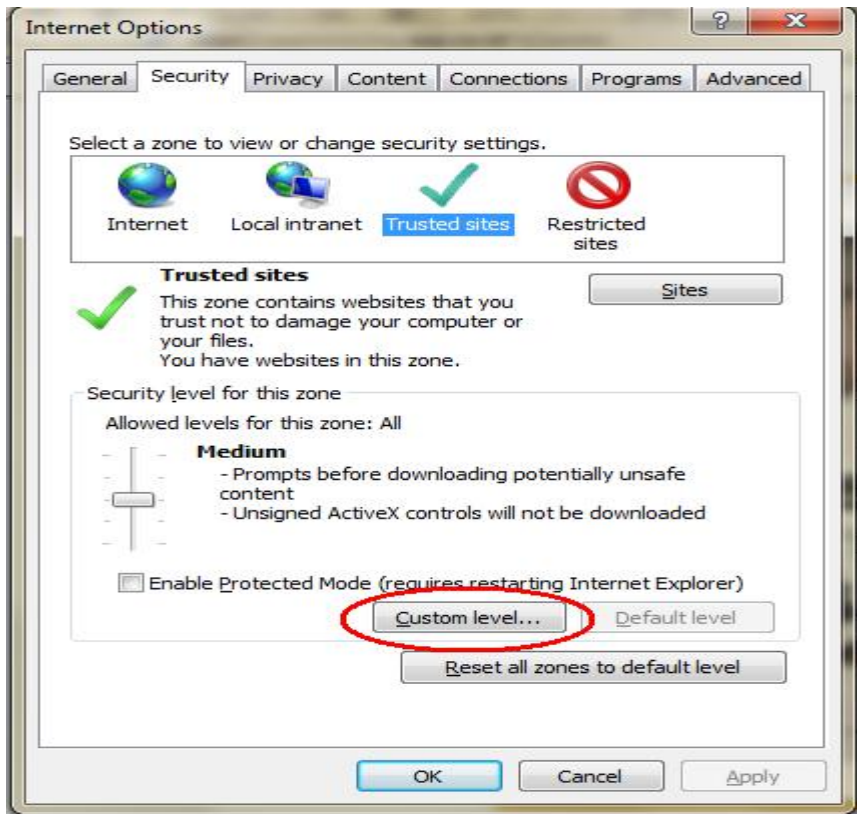
3. VIEW AND DOWNLOAD ATTACHMENT

Your browser must enable the file download. Otherwise you can have problems to view the attachments included in the RFX by the purchaser. This option is usually enabled by default, but you can also configure it manually following these steps:

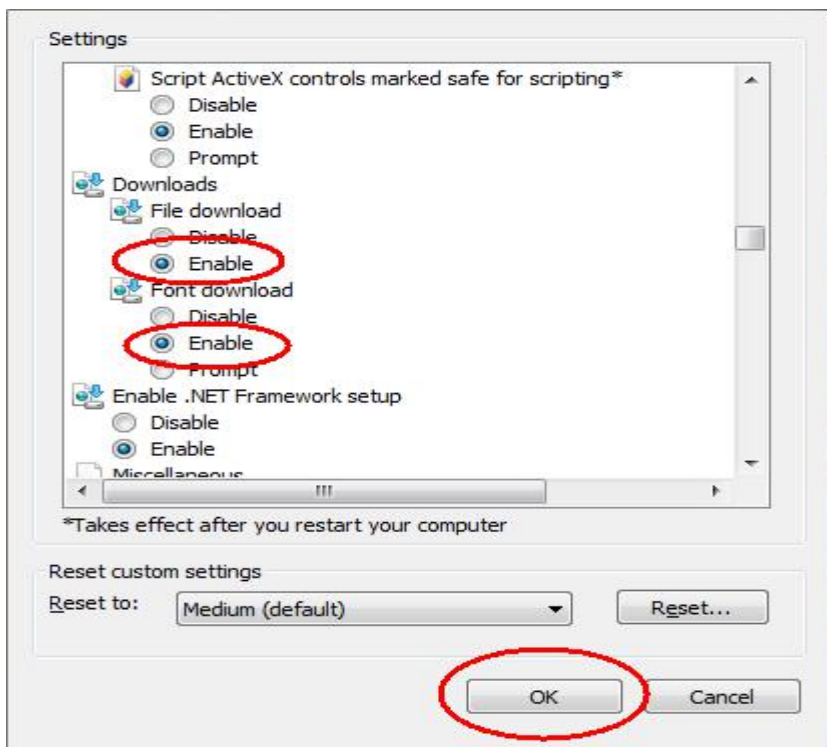
- Open your **Internet Explorer** access Tools > Internet Options



- Select the Security tab, click the Internet Explorer icon (clicking once) and select "Custom level...":



- You must "Enable" the tow "Downloads" options.



4. SAVE AND SUBMIT BIDS

Remember that when you “**Save**” a bid, this will be retained and therefore it won’t be sent. The purchaser won’t be able to see your bid unless you “**Submit**” it again.

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

Response

Edit RFX Response:

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | Questions and Answers

RFX Response Number 9500005725 RFX Number 8100003961 Status Saved Submitted

RFX Owner PUROKI01 Total Value 50.00 USD RFX Response Version Number

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

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: American Dollar

Terms of Payment: N060 Due net 60 days

Incoterms (location):

Preferred Incoterm:

5. EDIT/MODIFY A BID

If you wish to access a bid previously created by you, there are two ways to do this.

- In one quick step: Through the direct link to the bid (“Response number”) from the RFX summary table.

The screenshot shows the 'eRFxs - All' interface. At the top, there are search filters for Event Number (8100003961), Event Status, Creation Date, Deadline Date Flag, Status, and Response Timeframe. Below the filters are 'Apply' and 'Clear' buttons. A navigation bar includes 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The main table has the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
8100003961	PUROKI01 24.07.2018 15:46:58	Bid Invitation	Published		31.07.2018	9500005725	Saved

- In two steps: Through the direct link to the tender from the RFX summary table, and then pressing the direct link to the bid (“RFX Response”) in the header of the RFX.

This screenshot is identical to the one above, showing the 'eRFxs - All' interface. In this view, the 'Event Number' '8100003961' in the table is circled in red.

The screenshot shows the 'Display RFX' interface. At the top, there are navigation options: 'Print Preview', 'Close', 'Do Not Participate', 'Tentative', 'Questions and Answers (0)', 'Export', 'System Information', and 'Create Memory Snapshot'. The RFX details are as follows:

RFX Number	8100003961	RFX Name	PUROKI01 24.07.2018 15:46:58	RFX Status	Published	RFX Start Date		Submission Deadline	31.07.2018
RFX Owner	PUROKI01	RFX Version Number		RFX Version Type	Active Version	RFX Response	9500005725		

Below the details, there are tabs for 'RFX Information', 'Items', and 'Notes and Attachments'. Under 'RFX Parameters', there are fields for Time Zone (JAPAN), Start Date (31.07.2018 00:00:00), Submission Deadline (31.07.2018 19:00:00), Opening Date (31.07.2018 19:01:00), End of Binding Period, Currency (USD), Incoterms (part 2), and Incoterms.

6. CHANGE RFX RESPONSE STATUS FROM WITHDRAWN TO SUBMITTED

Here is another Rfx status that causes your Quote/Rfx didn't received by our Buyer/Purchaser other than Saved status is Withdrawn status

Active Queries

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

eAuctions [All \(2\)](#) [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]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
8100003959	PUROK01 06.07.2018 16:57:49	Bid Invitation	Published		10.10.2018	9500005719	Withdrawn		

If this happens then the solution is

1. Go back to Display Rfx response and check the Opening date is still active or end
2. If it's still active then we just click **Re-Submit** button.

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

Response History

Display Rfx Response:

Rfx Response Number: 9500005719 Rfx Number: 8100003959 Status: Withdrawn Submission Deadline: 10.10.2018 12:00:00 UTC+7

Opening Date: 10.10.2018 12:01:00 UTC+7 Remaining Time: 6 Days 03:25:05 Rfx Owner: PUROK01 Total Value: 55.00 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

Event Parameters

Currency:

Terms of Payment: Due net 30 days

Service and Delivery

Incoterm:

Status and Statistics

Created On:

3. And your Quote/Bidding status is submitted

END