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	How to Upload Attachment in CFolder – 2 tier	

Transaction Overview

What

To upload attachment in CFolder– 2 tier.

When

Perform this to upload attachment in CFolder – 2 tier in SUS portal.

Menu Path


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

Roles

Vendor

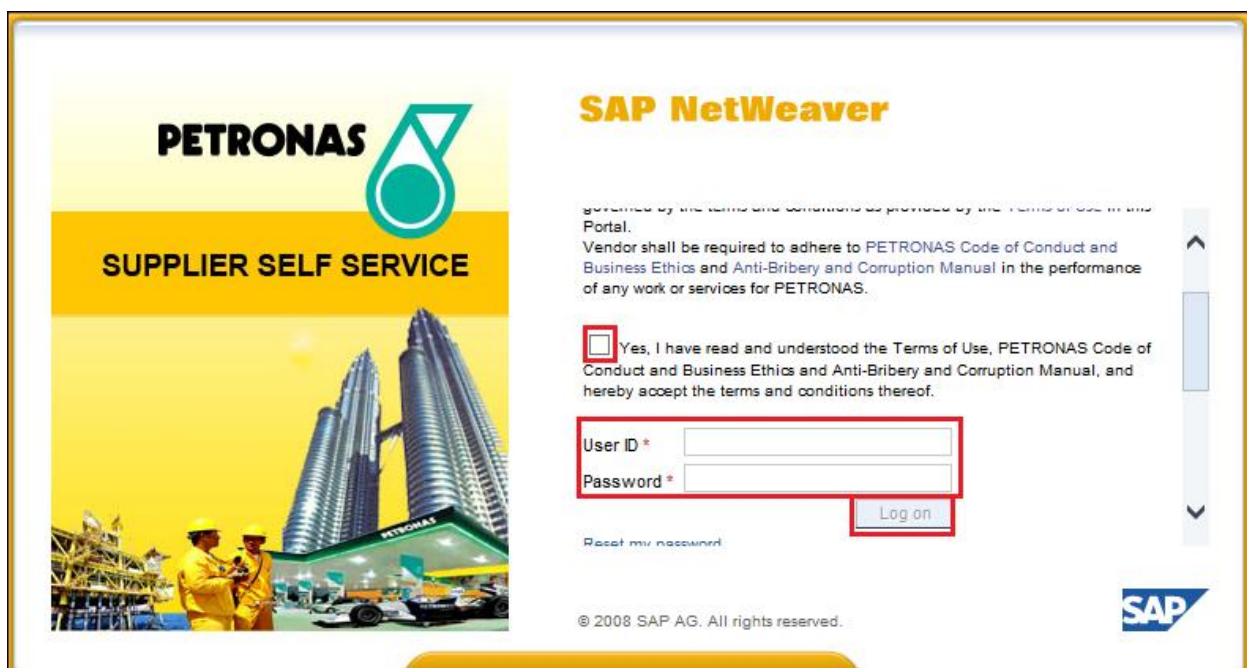
Helpful Hints

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

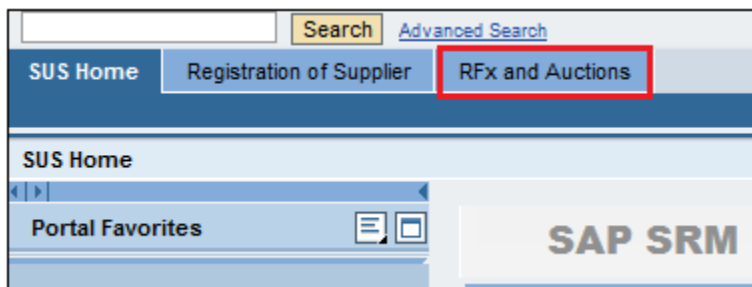
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HOW TO UPLOAD ATTACHMENT IN CFOLDER – 2 TIER

- 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.

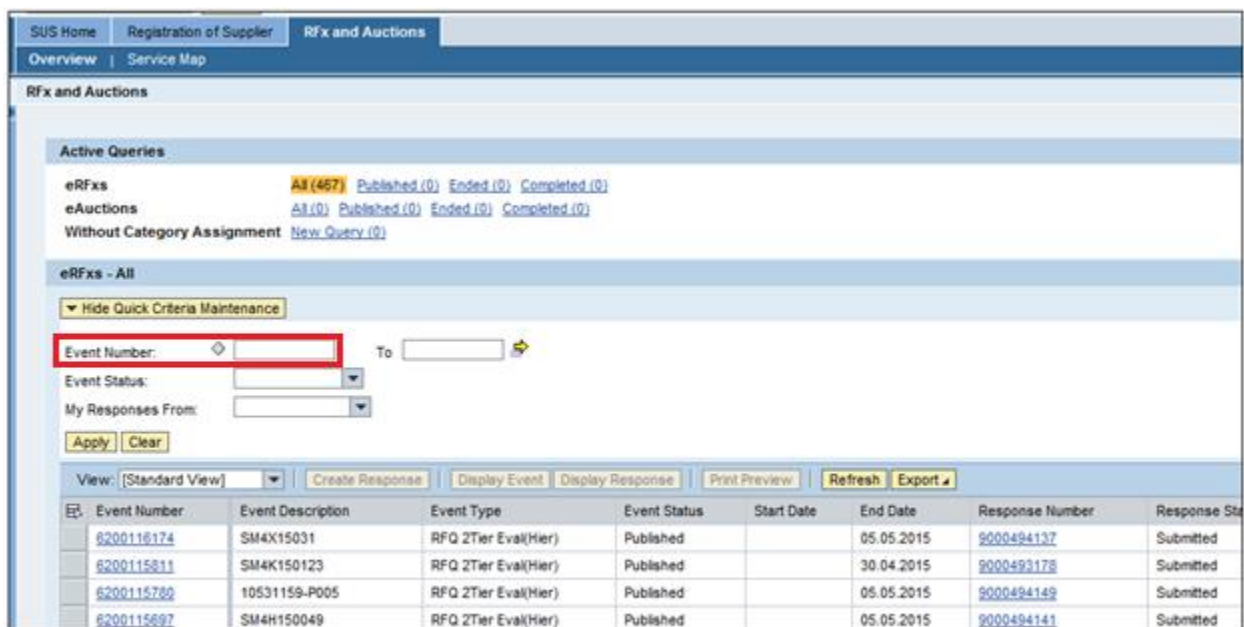


- At SUS Portal Home Page, click the 'RFx and Auctions' tab.



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



Active Queries

eRfXs [All \(467\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

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

Without Category Assignment [New Query \(0\)](#)

eRfXs - All

▼ Hide Quick Criteria Maintenance

Event Number: To

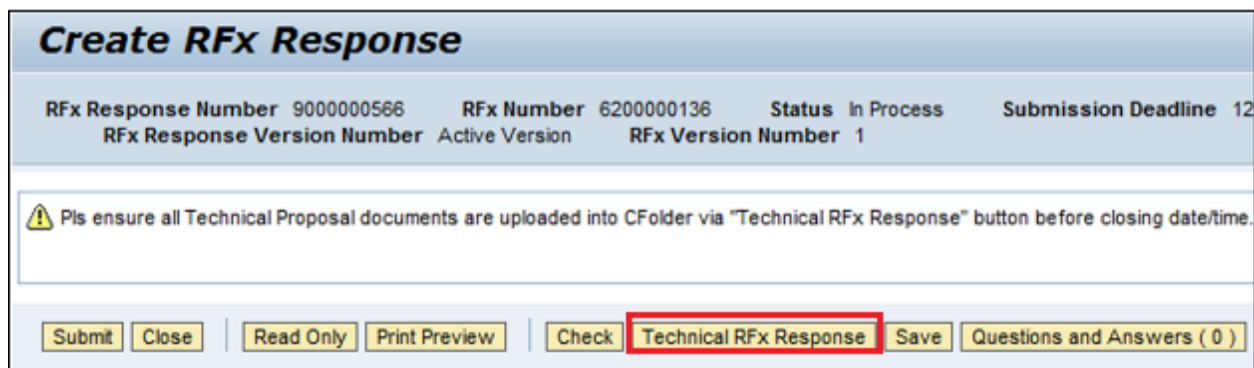
Event Status:

My Responses From:

View: [Standard View]

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

- Click on 'TECHNICAL RFX RESPONSE' button under the 'Create RfX Response' screen.




Create RfX Response

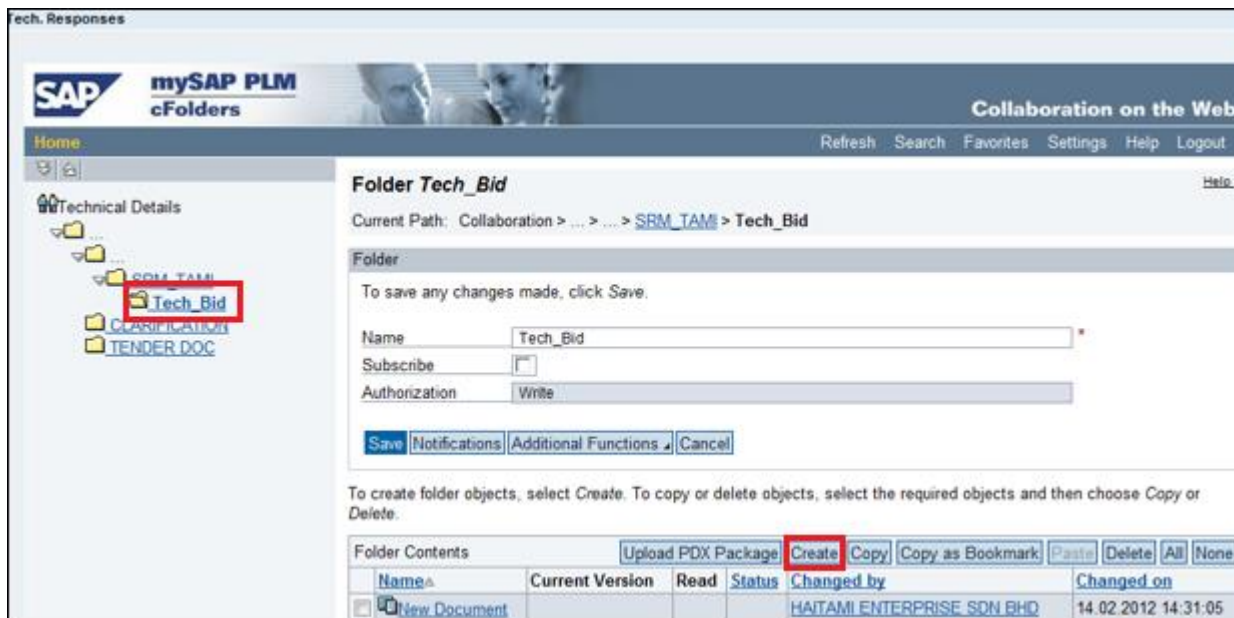
RfX Response Number 9000000566 RfX Number 6200000136 Status In Process Submission Deadline 12

RfX Response Version Number Active Version RfX Version Number 1

⚠️ Pls ensure all Technical Proposal documents are uploaded into CFolder via "Technical RfX Response" button before closing date/time.

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Pop-up Screen: CFolder



Folder **Tech_Bid**

Current Path: Collaboration > ... > ... > [SRM_TAM](#) > Tech_Bid

Folder

To save any changes made, click **Save**.

Name


Subscribe ☐



Authorization


Save **Notifications** **Additional Functions** **Cancel**

To create folder objects, select **Create**. To copy or delete objects, select the required objects and then choose **Copy** or **Delete**.

Folder Contents **Upload PDX Package** **Create** **Copy** **Copy as Bookmark** **Paste** **Delete** **All** **None**

Name	Current Version	Read	Status	Changed by	Changed on
 New Document				HAITAMI ENTERPRISE SDN BHD	14.02.2012 14:31:05

- Following the path, click on  [Tech_Bid](#).
- Click on **Create** button.
- Click on  [Document](#) link.

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Pop-up Screen: Create Document

Create Document

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > ... > [SRM_TAMl](#) > [Tech_Bid](#) > **Create Document**

Create Document

Enter the name and a description. Decide whether or not you want to upload a local f

Name	New Document 1
Description	


☐ Subscribe

☐ PGP Documents

You are only allowed to use PGP files in this

☒ Upload Local File
☐ Create File Later

- Enter Document Name.
- Enter Description (Optional).
- Click on **Continue** to proceed and click on **Cancel** to undo/ cancel.

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Pop-up Screen: Create Version

Create Version

Navigation: [Version Overview](#)

Current Path: Collaboration > ... > ... > [SRM_TAMI](#) > [Tech_Bid](#) > [New Document 1](#) > **Create Version**

To select the required file, choose *Browse* and then *Save*.

- Click to select file from local directory.
- Click to save the document to CFolder or click on to undo/ cancel.