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	How to Enter Bidder Remark	

Transaction Overview

What

To enter bidder remark.

When

Perform this to enter bidder remark in RFX response.

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 ENTER BIDDER REMARK

- Go to <https://supplier-selfservice.petronas.com.my/iri/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



PETRONAS

SAP NetWeaver

SUPPLIER SELF SERVICE

Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

☐ Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual, and hereby accept the terms and conditions thereof.

User ID *

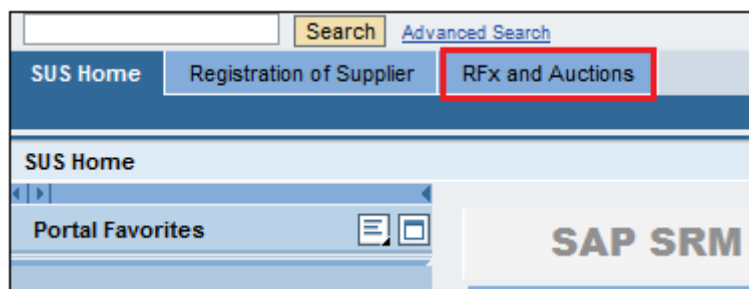
Password *

[Reset my password](#)

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SAP

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




[Advanced Search](#)

SUS Home **Registration of Supplier** **RFx and Auctions**

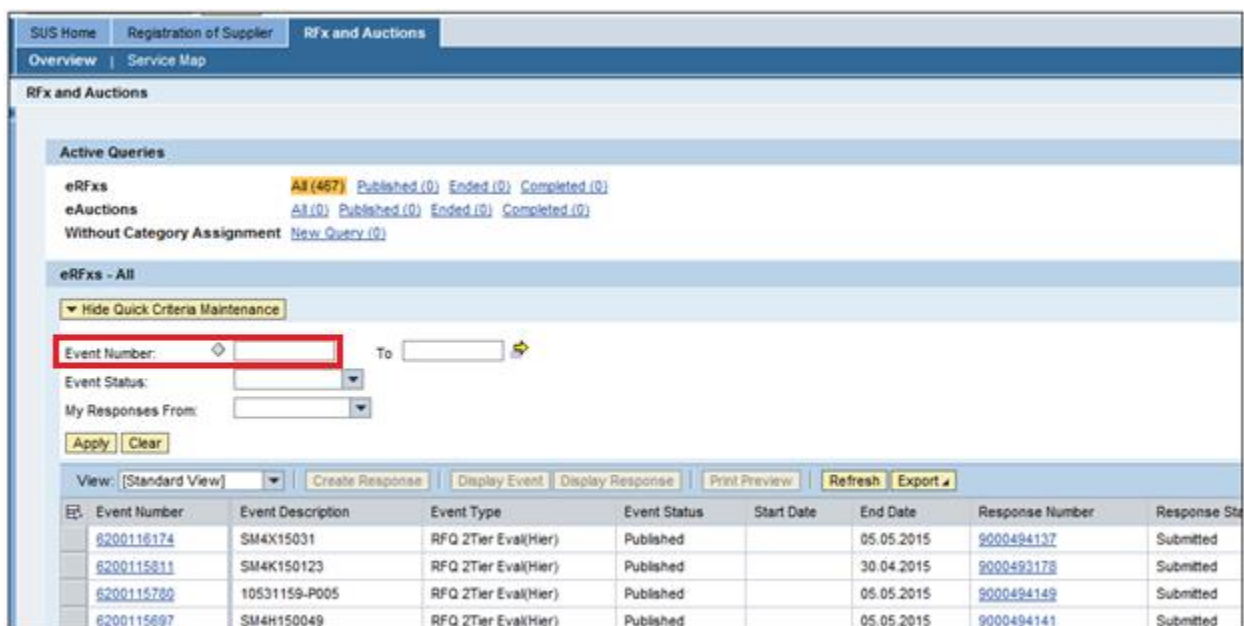
SUS Home

Portal Favorites

SAP SRM

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

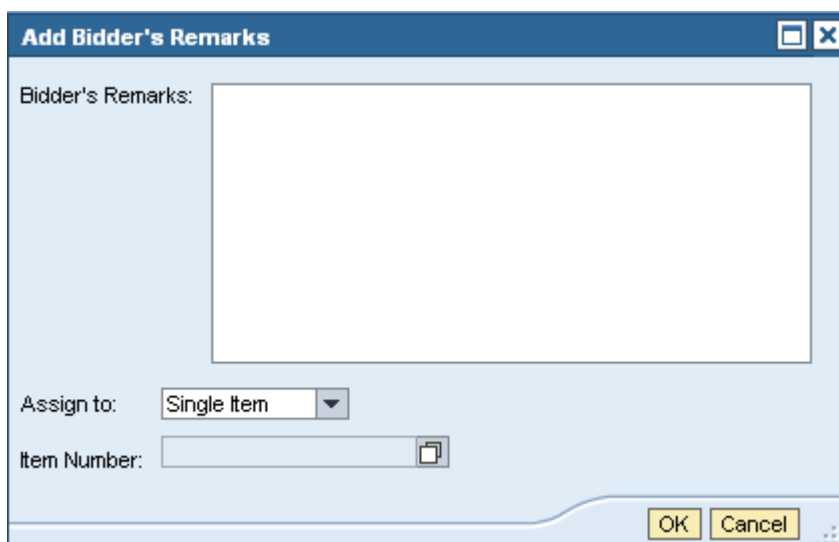


The screenshot shows the 'Rfx and Auctions' section of a software interface. The 'Event Number' field is highlighted with a red box. Below it, there are fields for 'Event Status' and 'My Responses From'. A table of active queries is visible, showing 'eRfxs' and 'eAuctions' with counts. The main table below shows a list of events with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, and Response Status.


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
6200115789	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 **Notes and Attachments** under the "Create Rfx Response Screen".
- Click on **Add** -> **Bidder's Remarks** under **Notes** to add remark.

Pop-up Screen: Add Bidder's Remarks



The screenshot shows a pop-up window titled 'Add Bidder's Remarks'. It contains a large text area for entering remarks. Below the text area, there are fields for 'Assign to:' (set to 'Single Item') and 'Item Number:'. At the bottom, there are 'OK' and 'Cancel' buttons.

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- a. Enter bidder's remarks under the **Bidder's Remarks:** field.
- b. Click **Single Item** to select whether this remarks belongs to header or line item level.
 - i. If Assign to is "Single Item", click  to select the line item that this remark belongs to.
- c. Click **OK** to complete the process OR **Cancel** to undo the process.