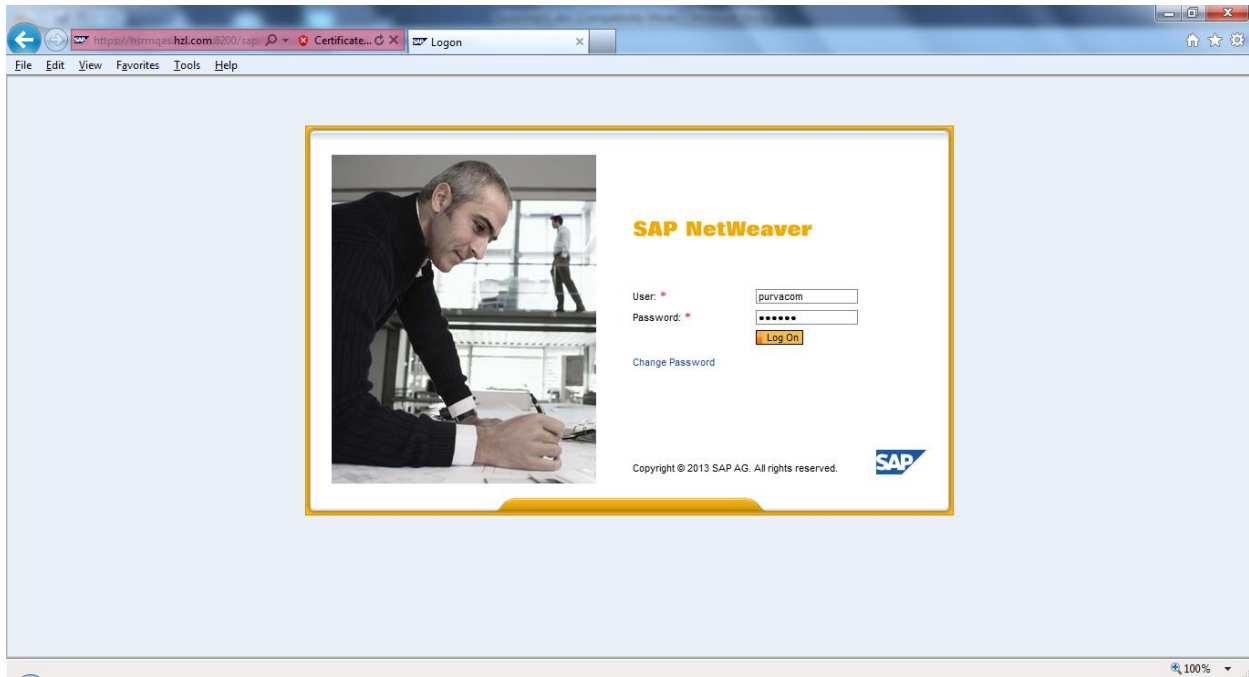


# User Manual – Sourcing

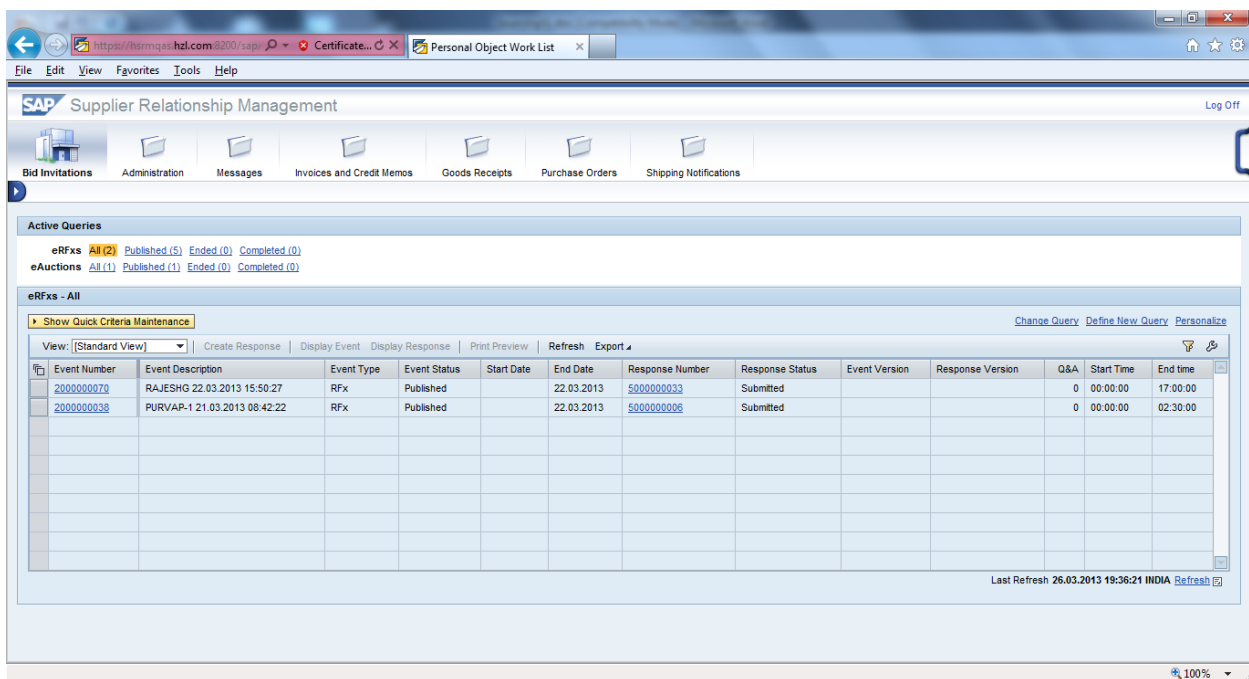
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## RFx Bid Response

Vendor clicks on the link received in the email and logs into SRM using login credentials.



Vendor can view a list of all RFx for which he has been invited along with Start and End dates and the Bid Response number.



Click on the RFX number for which a bid response is to be created. A new window pops-up which displays the details of the RFX. Here, vendor can choose to intimate his participation to the buyer by clicking on 'Participate/Do Not Participate/Tentative' buttons.

By clicking on 'Create Response' button, vendor can create a bid response to the RFX. A new window opens in the edit mode.

**Display RFX :**

Print Preview | Close | **Participate** | Do Not Participate | Tentative | **Create Response** | Questions and Answers ( 0 ) | Export

RFX Number: 1000000000 | RFX Name: PURCHASE01 29.11.2012 18:16 | RFX Status: Published | RFX Start Date: 29.11.2012 18:43:00 INDIA | Submission Deadline: 29.11.2012 19:49:00 INDIA | Remaining Time: 0 Days 00:54:45  
 RFX Owner: Purchaser PURCHASE01 | RFX Version Number | RFX Version Type: Active Version

**RFX Information** | Items | Notes and Attachments

RFX Parameters | Questions | Note and Attachments | Conditions

Time Zone: INDIA  
 Start Date: 29.11.2012 18:43:00  
 Submission Deadline: \* 29.11.2012 19:49:00  
 Opening Date: 29.11.2012 19:50:00  
 End of Binding Period:  
 Currency: INR

**Partners and Delivery Information**

Details | Add | Send E-Mail | Call | Clear | Filter Settings

Function	Number	Name	Phone Number
Requester		Purchaser PURCHASE01	

Vendor can enter the header-level data like 'Terms of Payment' and 'Inco-terms' on the 'RFX Information' tab.

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 )

RFX Response Number: 5000000018 | RFX Number: 1000000112 | Status: In Process | Submission Deadline: 30.11.2012 19:30:00 INDIA | Opening Date: 30.11.2012 19:31:00 INDIA | Remaining Time: 0 Days 00:33:17  
 RFX Owner: Purchaser PURCHASE01 | Total Value: 0,00 INR | RFX Response Version Number: Active Version | RFX Version Number: Active V

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

Basic Data | Questions | Notes and Attachments | Conditions

**Event Parameters**

Currency: Indian Rupee | Incoterm: DOP | Korba

Terms of Payment: 2001 | COD Payment

**Status and Statistics**

Created On: 30.11.2012 18:56:50 INDIA  
 Created By: Mr. Bidder01 bidder01  
 Last Processed On: 30.11.2012 18:56:50 INDIA  
 Last Processed By: Mr. Bidder01 bidder01

**Partners and Delivery Information**

Details | Send E-Mail | Call | Clear | Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

Under the 'Items' tab, vendor can quote a price for each line item

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers ( 0 )

RFX Response Number: 500000018 RFX Number: 100000112 Status: In Process Submission Deadline: 30.11.2012 19:30:00 INDIA Opening Date: 30.11.2012 19:31:00 INDIA Remaining Time: 0 Days 00:27:56  
 RFX Owner: Purchaser PURCHASE01 Total Value: 1,000,00 INR RFX Response Version Number: Active Version RFX Version Number: Active V

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

▼ Item Overview

Details Add New Copy Paste Delete Calculate Value Filter E

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response
0001	Test Material - 001	Material	10000002	IT01	COMP. & IT EQPT.	4	4	NO	50,00	NR	1	On 06.12.2012	1,000,00	0/0	1/0

Vendor can add various header-level and item-level conditions under the tab 'Conditions'.

For adding Header conditions, Select the Header and click on "Add Condition".

RFX Response - Windows Internet Explorer

http://srmqs.vedanta.co.in:8000/sap/bc/nwbc/srm/7sap-nwbc-node=app\_window\_body

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Export | Import | Questions and Answers ( 0 )

RFX Response Number: 500000011 RFX Number: 100000051 Status: In Process Submission Deadline: 01.12.2012 15:00:00 Opening Date: 01.12.2012 15:00:01 Remaining Time: 0 Days 02:01:28  
 RFX Owner: Pur01 Purchaser Total Value: 25,000,00 INR RFX Response Version Number: Active Version RFX Version Number: Active V

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

▼ Conditions Overview

Add Condition Scales Copy Clipboard Paste Clipboard Delete Clipboard Remove Expand All Collapse All Filter Settings

Header	Condition Type	Scales	Amount	Currency	Price per	Price Unit	Location	Valid From	Valid To	Location Name
Header CST (%) Contract Header										
Header Discount % Contract Header										
Header Excise incl Cess % Contract Header										
Header Freight (Val) Contract Header	Price(Contract/Bid)		1,500,00	Indian Rupee		1 NO		01.12.2012	31.12.9999	
Header Pack & For % Contract Header										
Header Service Tax (%) Contract Header	Price(Contract/Bid)		500,00	Indian Rupee		1 NO		01.12.2012	31.12.9999	
Header VAT (%) Contract Header										
Item Price(Contract/Bid)										
Item CST (%)										
Item Discount %										
Item Excise incl Cess %										
Item Service Tax (%)										
Item VAT (%)										

## Tech RFX Response

For submitting technical RFX response, click on "Technical RFX Response" after clicking on "Create Response" in the RFX Screen.

**Create RFX Response**

Submit | Read Only | Print Preview | **Check Technical RFX Response** | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number: 5000000347 | RFX Number: 2000000098 | Status: In Process | Submission Deadline: 16.01.2013 00:00:01 INDIA | Remaining Time: 4 Days 08:56:58 | RFX Owner: PURCHASE1 | Total Value: 0.00 INR

RFX Response Version Number: Active Version | RFX Version Number: Active V

RFx Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Conditions

**Event Parameters**

Currency: Indian Rupee | Incoterm:

Terms of Payment:

**Status and Statistics**

Created On: 11.01.2013 15:03:04 INDIA  
 Created By: Ms. Bidder1 Bidder1  
 Last Processed On: 11.01.2013 15:03:04 INDIA  
 Last Processed By: Ms. Bidder1 Bidder1

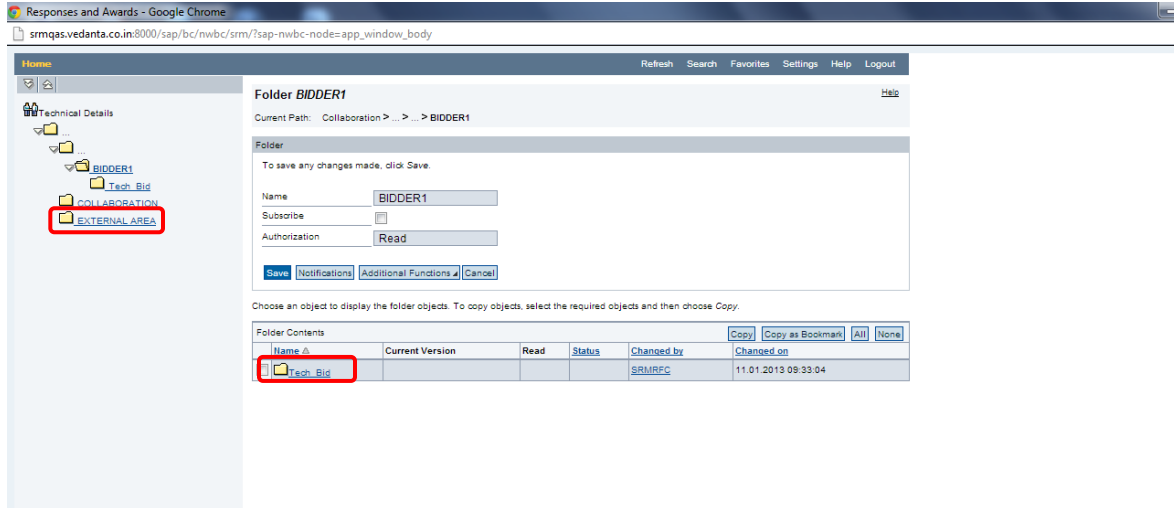
**Partners and Delivery Information**

Details | Send E-Mail | Call | Clear | Filter Settings

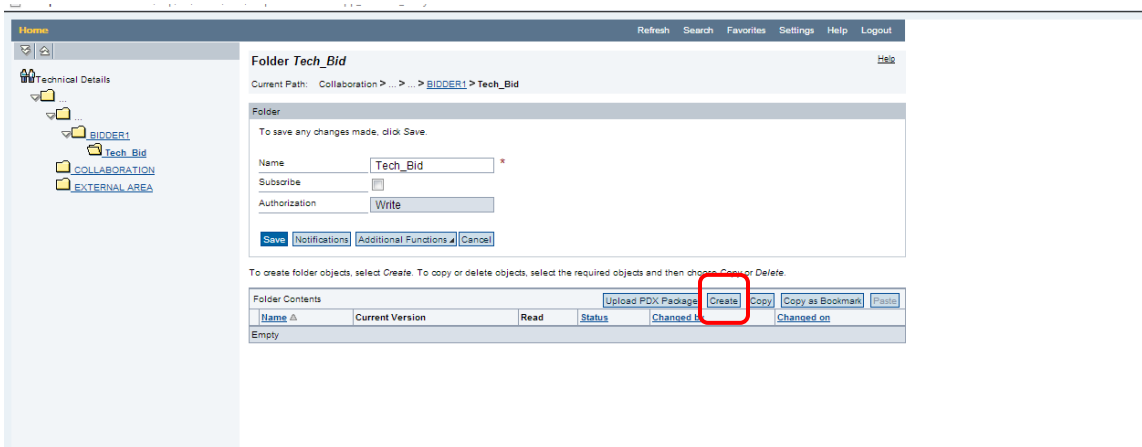
Function	Number	Name	Phone Number
• Goods Recipient		SRIRFC	
• Ship-To Address		BHARAT ALUMINIUM CO. LTD-PLANT-II	
• Location		BHARAT ALUMINIUM CO. LTD-PLANT-II	

This will take the vendor to the cFolders.

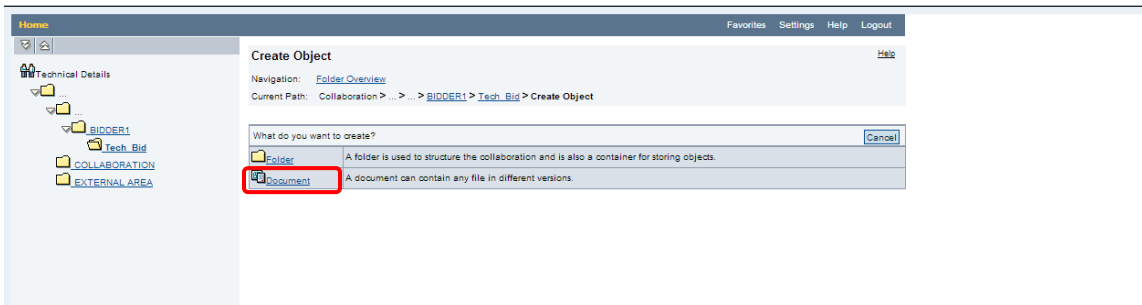
In order to view the technical specifications uploaded by the buyer, click on 'External Area' folder.



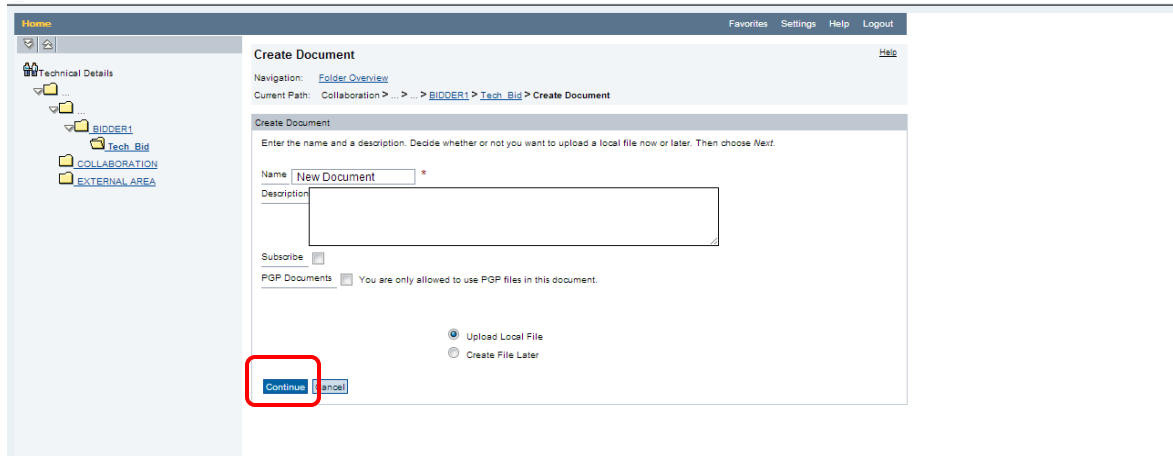
Click on Tech Bid folder to upload technical documents. Click on create.



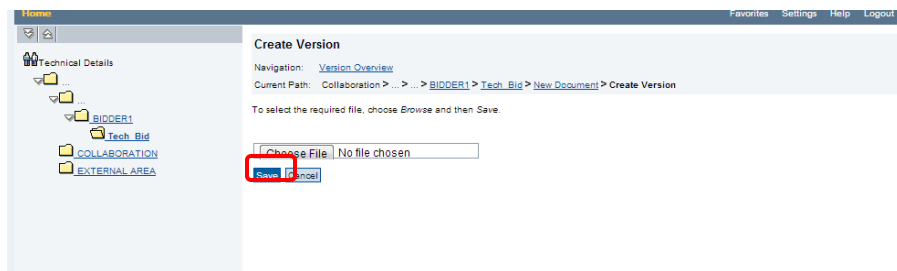
Click ON "Folder" or "Document" to upload either.



Click on "Continue" after changing the name and giving a description.



Click on “Choose File”, select the file which needs to be uploaded and “Save”



Log out and close the pop- up window.

Click on “Submit” to submit the bid in RFX Screen.

