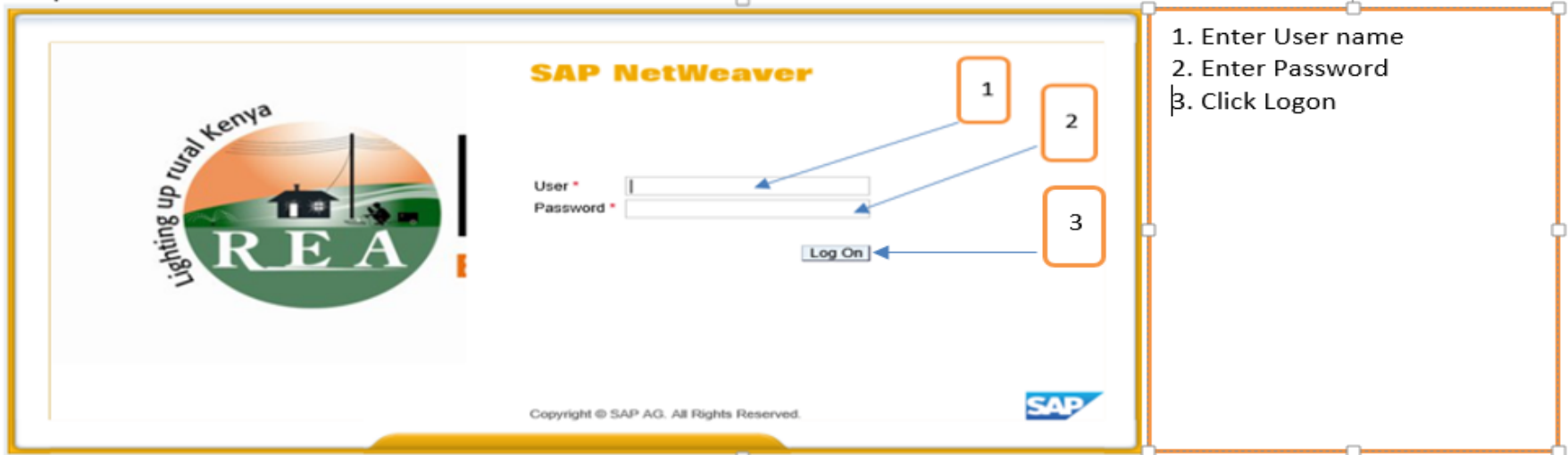


## Overview of bid response submission



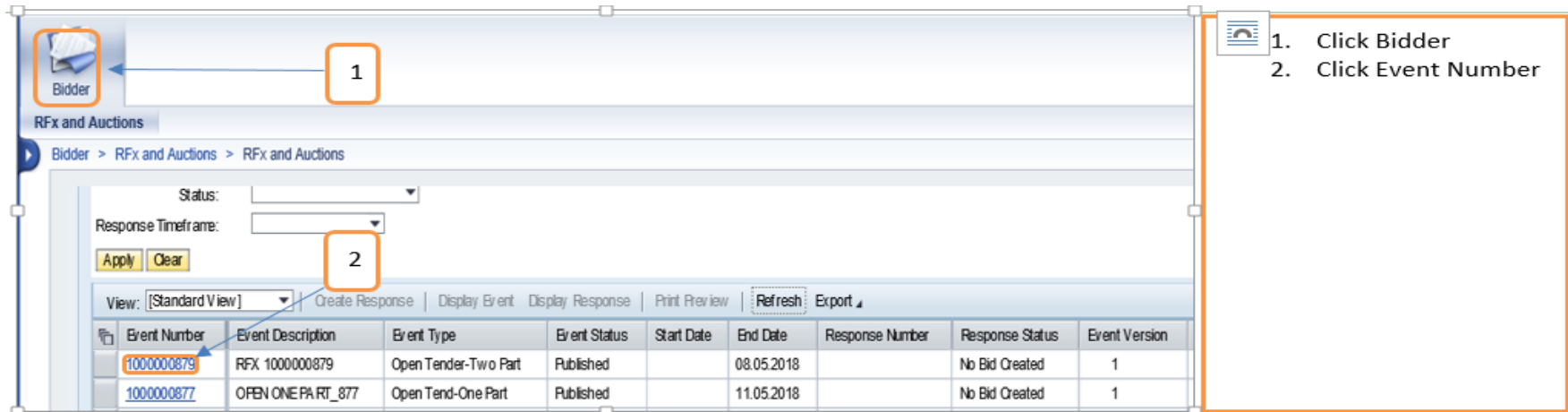
## 1. Step one: Vendor Login page



The screenshot shows the SAP NetWeaver login interface. On the left is the REA logo with the text 'Lighting up rural Kenya'. The main area contains the 'SAP NetWeaver' title, a 'User' input field, a 'Password' input field, and a 'Log On' button. Three numbered callouts (1, 2, and 3) are placed to the right of the input fields and button, with arrows pointing to the respective elements. Callout 1 points to the User field, callout 2 points to the Password field, and callout 3 points to the Log On button.

1. Enter User name  
2. Enter Password  
3. Click Logon

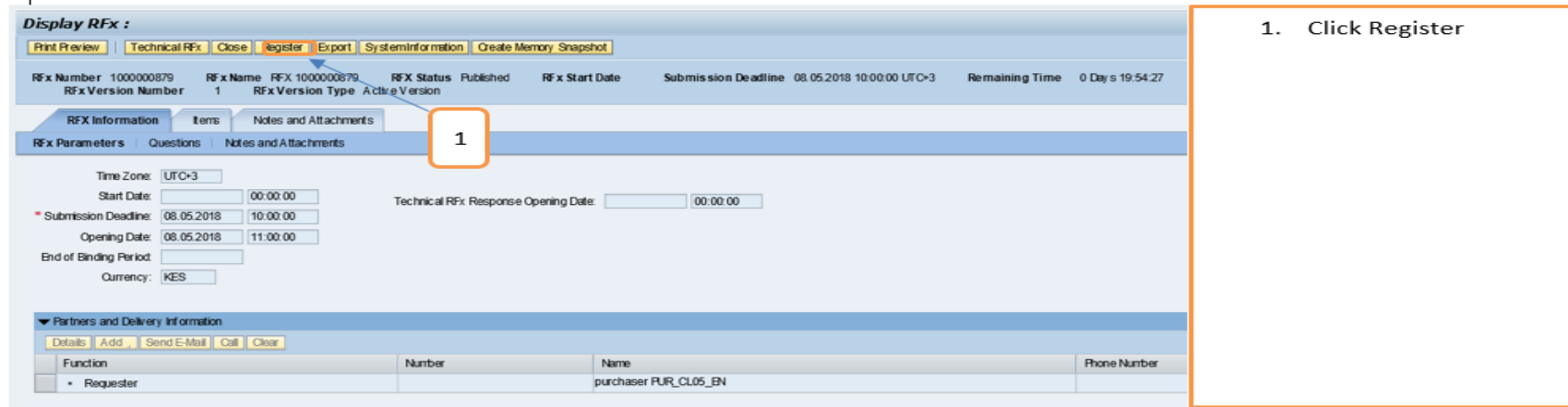
## 2. Step two – Bidding page



**1. Click Bidder**  
**2. Click Event Number**

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
<a href="#">1000000879</a>	RFX 1000000879	Open Tender-Two Part	Published		08.05.2018		No Bid Created	1
<a href="#">1000000877</a>	OPEN ONEPART_877	Open Tend-One Part	Published		11.05.2018		No Bid Created	1

### 3. Step three – Display RFX and Register to bid



**1. Click Register**

**Display RFX :**

Print Preview | Technical RFX | Close | **Register** | Export | System Information | Create Memory Snapshot

RFX Number: 1000000879 | RFX Name: RFX 1000000879 | RFX Status: Published | RFX Start Date: 08.05.2018 10:00:00 UTC+3 | Remaining Time: 0 Days 19:54:27

RFX Version Number: 1 | RFX Version Type: Active Version

**RFX Parameters** | Questions | Notes and Attachments

Time Zone: UTC+3  
 Start Date: 08.05.2018 00:00:00  
 Submission Deadline: 08.05.2018 10:00:00  
 Opening Date: 08.05.2018 11:00:00  
 End of Binding Period:  
 Currency: KES

Technical RFX Response Opening Date: 00:00:00

**Partners and Delivery Information**

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

Function	Number	Name	Phone Number
Requester		purchaser PUR_CL05_EN	

### 4. Step four – Confirm Participation

**Display RFX :**

Print Preview | Technical RFX | Close | Participate | Do Not Participate | Tentative | **Create Response** | Export | System Information | Create Memory Snapshot

You are registered to the RFX and will be informed of changes

RFX Number 100000879   RFX Name RFX 100000879   RFX Status Published   RFX Start Date   Submission Deadline 08.05.2018 10:00:00 UTC+3   Remaining Time 0 Days 19:53:29

RFX Version Number 1   RFX Version Type Active Version

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

RFX Parameters | Questions | Notes and Attachments

Time Zone: UTC+3

Start Date:  00:00:00

Technical RFX Response Opening Date:  00:00:00

\* Submission Deadline: 08.05.2018 10:00:00

Opening Date: 08.05.2018 11:00:00

End of Binding Period:

Currency: KES

Partners and Delivery Information

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

Function	Number	Name	Phone Number
Requester		purchaser_RUR_CL05_BN	

1. Click Participate
2. Click Create Response

## 5. Step Five – Create RFX response

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | System Information | Create Memory Snapshot

RFX Response Number 2200000820   RFX Number 100000882   Status Saved   Submission Deadline 08.05.2018 15:38:00 UTC+3   Opening Date 08.05.2018 15:38:00 UTC+3

RFX Owner RFC User for PID   Target Value 0,00 KES   RFX Response Version Number Active Version   RFX Version Number 1

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

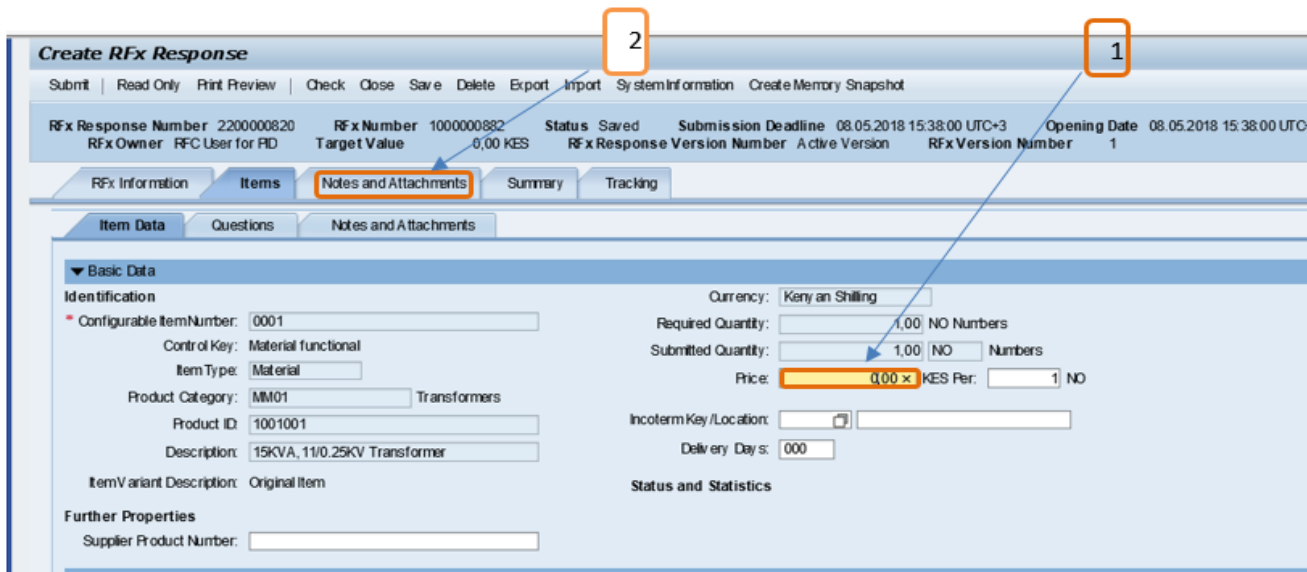
Item Overview

Details | Add New | Copy | Paste | Delete | Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
0001	15KV A, 11/0.25KV Transformer		Material	1001001	MM01	Transformers	1,00	1,00	NO	0,00	KES

1. Click Item
2. Click Details

## 6. Step six : Maintain price and attachments



**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | System Information | Create Memory Snapshot

RFX Response Number 2200000820 RFX Number 1000000882 Status Saved Submission Deadline 08.05.2018 15:38:00 UTC+3 Opening Date 08.05.2018 15:38:00 UTC+3  
 RFX Owner RFC User for RID Target Value 0,00 KES RFX Response Version Number Active Version RFX Version Number 1

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

Item Data | Questions | Notes and Attachments

▼ Basic Data

Identification

Configurable Item Number: 0001 Currency: Kenyan Shilling  
 Control Key: Material functional Required Quantity: 1,00 NO Numbers  
 Item Type: Material Submitted Quantity: 1,00 NO Numbers  
 Product Category: MM01 Transformers Price: 0,00 x KES Per: 1 NO  
 Product ID: 1001001 Incoterm Key / Location:   
 Description: 15KVA, 11/0.25KV Transformer Delivery Day s: 000  
 Item Variant Description: Original Item Status and Statistics

Further Properties

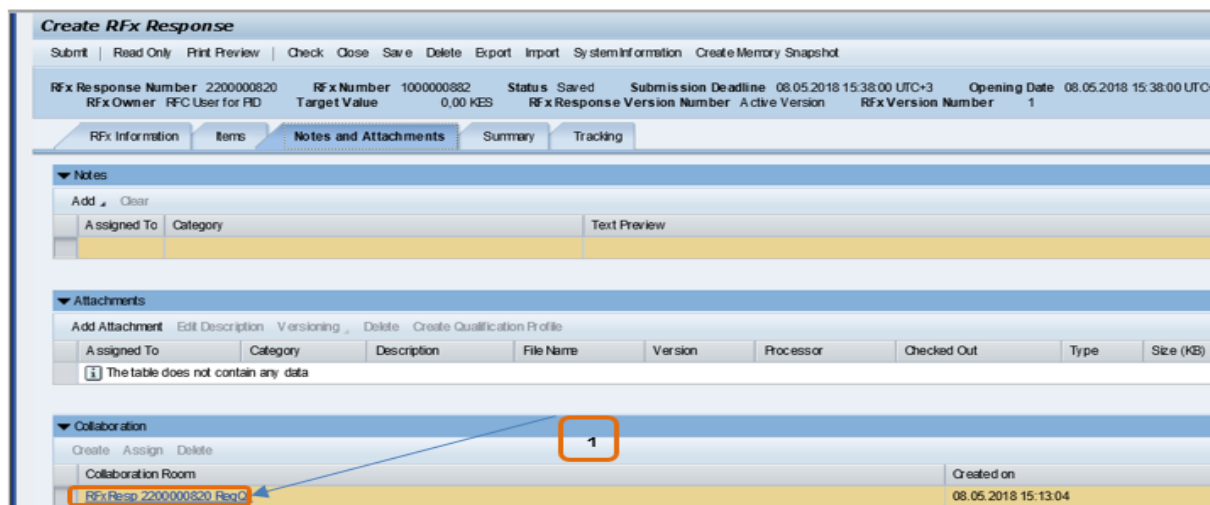
Supplier Product Number:

1. Enter Price

**NOTE**  
The price entered is the unit price for the line item.

2. Click Notes and Attachment

7. Step seven



**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | System Information | Create Memory Snapshot

RFX Response Number 2200000820 RFX Number 1000000882 Status Saved Submission Deadline 08.05.2018 15:38:00 UTC+3 Opening Date 08.05.2018 15:38:00 UTC+3  
 RFX Owner RFC User for RID Target Value 0,00 KES RFX Response Version Number Active Version RFX Version Number 1

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

▼ Notes

Add Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data								

▼ Collaboration

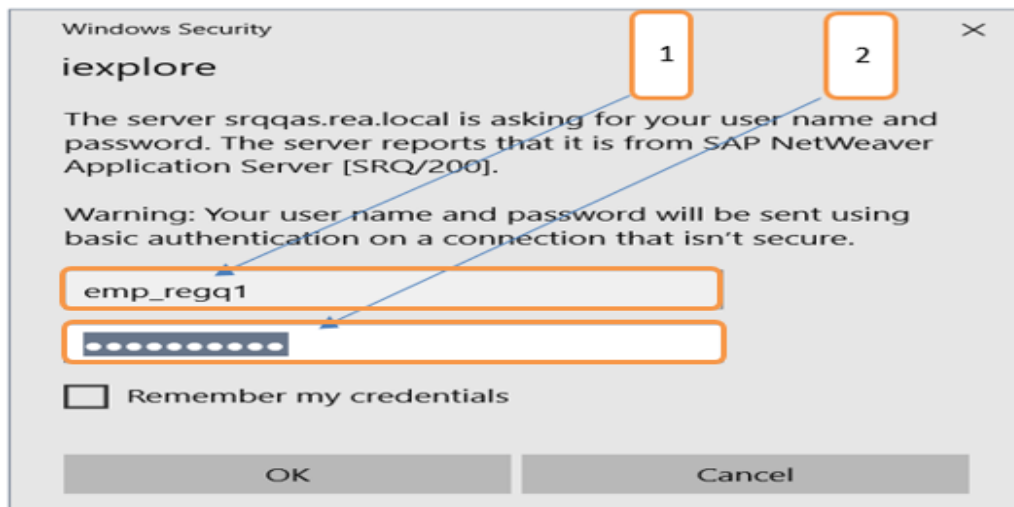
Create Assign Delete

Collaboration Room	Created on
<a href="#">RFX Resp 2200000820 Req 0</a>	08.05.2018 15:13:04

1. Click RFX Response number

**NOTE**  
This step is only applicable for open tender-one part/RFX.

## 8. Step eight : authentication for collaboration folders



1. Enter User name e.g.emp\_regq1
2. Enter Password

### NOTE

Enter the same user name and password used during initial logon (employee/contact person)

## 9. Step Nine: Create document in CFolder




1. Click Folder
2. Click Create

### 10. Step Eleven : add document



1. Click Document

### 11. Step Twelve: Create document



**1.** Enter name of the attachment  
**2.** Enter description of the attachment  
**3.** Click continue

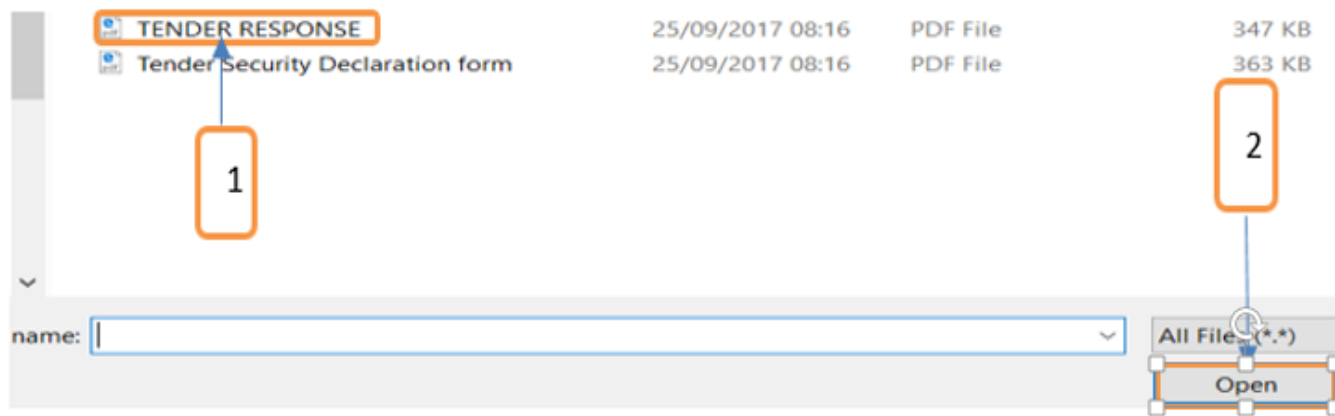
## 12. Step Thirteen



**1 .**Click Browse

## 13. Step Fourteen





TENDER RESPONSE	25/09/2017 08:16	PDF File	347 KB
Tender Security Declaration form	25/09/2017 08:16	PDF File	363 KB

name:

All Files (\*.\*)

Open

1. Click document
2. Click open

#### 14. Step Fifteen.



**SAP mySAP PLM cFolders** Collaboration on the Web

Home Favorites Settings Help **Logout**

**Create Version**

Navigation: [Version Overview](#)

Current Path: [Collaboration RFx 1000](#) > [RFxResp 2200000811 RegQ1](#) > [Folder](#) > [BID RESPONSE](#) > Create Version

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

Browse

**Save** Cancel

1. Click Save
2. Click Logout
3. Close Collaboration folders window

#### 15. Step sixteen

**Create RFX Response**

|  |  |  |  |  |  |  |  |  |

RFX Response Number: 2200000819 | RFX Number: 1000000880 | Status: Saved | Submission Deadline: 06.05.2018 10:00:00 UTC+3 | Opening Date: 06.05.2018 11:00:00 UTC+3 | Remaining Time: 0 Days 19:30:40  
 RFX Owner: RFC User for PID | Target Value: 0.00 KES | RFX Response Version Number: Active Version | RFX Version Number: 1

|  |  |  |

**Notes**

Add | Clear

Assigned To	Category	Text Preview

**Attachments**

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Change
The table does not contain any data.										

**Collaboration**

Create | Assign | Delete

Collaboration Room	Created on
RFX Resp 2200000819_Res01	07.05.2018 14:20:20

1. Click submit

The Tender response is submitted successfully.