

Procedure

1. Start the transaction using the menu path or transaction code.



Scenario

2. Press any key or click anywhere to continue



SAP NetWeaver Portal - Internet Explorer

3. Click on the **User ID** field.



SAP NetWeaver Portal - Internet Explorer

4. As required, complete/review the following fields:



SAP NetWeaver Portal - Internet Explorer

5. As required, complete/review the following fields:



SAP NetWeaver Portal - Internet Explorer

6. Click on the **Log on** button.




Active Queries

7. As required, complete/review the following fields:




Active Queries

8. Click on the **Apply**  button.




Active Queries

9. Click on the **4000045770**  link label.



RFx and Auctions - SAP NetWeaver Portal - Windows Internet Explorer

10. Click on the **Maximize**  button.




Display RFx : 4000045770

11. Click on the **Create Response**  button.



RFx and Auctions - SAP NetWeaver Portal - Windows Internet Explorer

12. Click on the **Maximize**  button.



Create RFx Response

13. Click on the Note and Attachments tab.

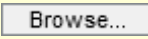


Create RFx Response

14. Click on the **Add Attachment** button.

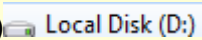


Add Attachment

15. Click on the **browse**  button.



Choose File to Upload

16. Click on the **Local Disk (D:)**  menu item.



Choose File to Upload

17. Click on the Folder **Name**.



Choose File to Upload

18. Click on the Name **Bid Form & Pricing Attachments**



Choose File to Upload

19. Click on the Open **Open** button.



Add Attachment

20. As required, complete/review the following fields:



Add Attachment

21. Click on the OK **OK** button.



Create RFX Response

22. Click on the Items **Items** label.



Create RFX Response

23. Drag to .



Create RFX Response

24. As required, complete/review the following fields:




Create RFX Response

25. Drag to .




Create RFX Response

26. Click on the **Check**  button.



Edit Response : 2200014186

27. Click on the **Submit**  button.




Create RFX Response

28. Click on the **Technical RFX Response** button.



Tech. Responses - SAP NetWeaver Portal - Internet Explorer

29. Click on the **Maximize**  button.



Folder - VD001892 - cFolders

30. Click on the **Tech_Bid** label.



Folder - Tech_Bid - cFolders

31. Click on the **Create** label.



Create Object - cFolders

32. Click on the **Document** label.



Create Document - cFolders

33. Click on the **Name** combo box.



Create Document - cFolders

34. As required, complete/review the following fields:



Create Document - cFolders

35. Click on the **Continue** label.



Create Version - cFolders

36. Click on the **Browse...** button.



Choose File to Upload

37. Drag the right.



Choose File to Upload

38. Click on the **Technical Proposal** list item.



Choose File to Upload

39. Click on the **Open** label.



Create Version - cFolders


40. Click on the **Save** label.




Tech. Responses - SAP NetWeaver Portal - Internet Explorer

41. Click on the **Close** button.



 Please note that downloading/Uploading the Pre-Qualification Documents requires Java to be installed on your PC. <http://www.java.com>

 Please note that in using Bidder Portal, it requires to use Internet Explorer 8 or 9 versions. If you have higher versions of Internet Explorer and encounters page issues, please make sure to click on your browsers (Compatibility View Settings) and add <http://www.se.com.sa>



System will only allow creation of the Response within the **RFx Start Date** and **Submission Deadline**



Bidder must upload the commercial proposal Bid Form and Pricing Attachments



Bidder must upload the Commercial Proposal (bid form and Pricing Attachments) according to ITB.



In case of **Amendment** or **Change Order** with **zero (0)** value, user must fill the price field with **.01**



Bidder must fill the price field with the total bid price proposal to prevent an error message ***(Line: '0' in the price field means that you are offering the item for free**



In case Technical Proposal is required, Please proceed to **Technical RFx Response**




*Bidder must only Upload Technical Bid Documents.

*We advise you to zip your file for one time uploading process.



In case, bidder wants to change the file please follow the below steps:

1. Click on the File name under **NAME**

Training Manual CN03	Saudi Electricity Company Bid Response Creation & Submission_EN	
---------------------------------------	--	--

Result

You have successfully completed this transaction.

Effective Date 2017/02/28 Version : Revised	Copyright © 2016, Saudi Electricity Company. All rights reserved.	Quick Reference (Step) Page 8 of 8
--	---	---------------------------------------