SRM_Log on - Log off of Bidder Portal_EN
Introduction

Purpose
{Use this transaction to %s.}

Scenario
{In this scenario you %s.}

Prerequisites

- xxxx
- xxxx

{Applicable Roles}

{Target audience:}

Menu Path

Use the following menu path(s) to begin this transaction:

- xxxx
- xxxx

Transaction Code
Procedure

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

   Scenario

   The Bidders will log on into SRM Bidding portal to respond to pre-qualification questionnaires, submit his commercial and technical bid and also to communicate with the contract department representative. The Bidder will receive a mail that will contain the link to bidding system and will use user name and password that got it from the contract department. The bidder can also go directly through the link on SEC website.

   We will learn in this exercise how to log on into bidding portal and also log off.

   Click anywhere to start

2. Scenario
3. Click on the **English** link label.
4. Click on the More button.
5. Click on the Picture control.

6. Click on the Bidder Portal down arrow key.
7. Click on the **Login** menu item.

8. Click in the **User ID** field.
Please note that downloading/Uploading the Pre-Qualification Documents requires Java to be installed on your PC. [http://www.java.com](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](http://www.se.com.sa) to compatibility view list.

Disclaimer: The master and transaction data that is shown in the simulation is only as information to carry out the simulation steps.

The data used here consists of values configured to be used in this recording only.

SAP NetWeaver Portal - Internet Explorer

As required, complete/review the following fields:
10. Click in the Password field.
11. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>R</td>
<td>Example: ******</td>
</tr>
</tbody>
</table>
12. Click on the Log on button.

13. Click on the Log Off link label.
14. Click on the Yes button.
Result

You have successfully completed this transaction.