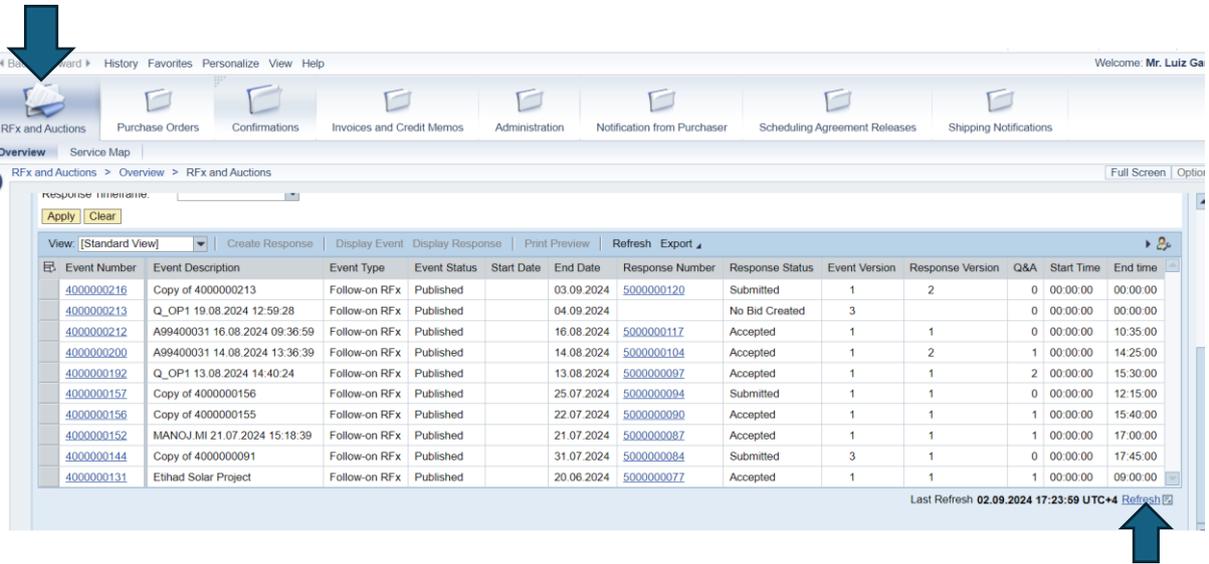


SRM Tendering Process Manual

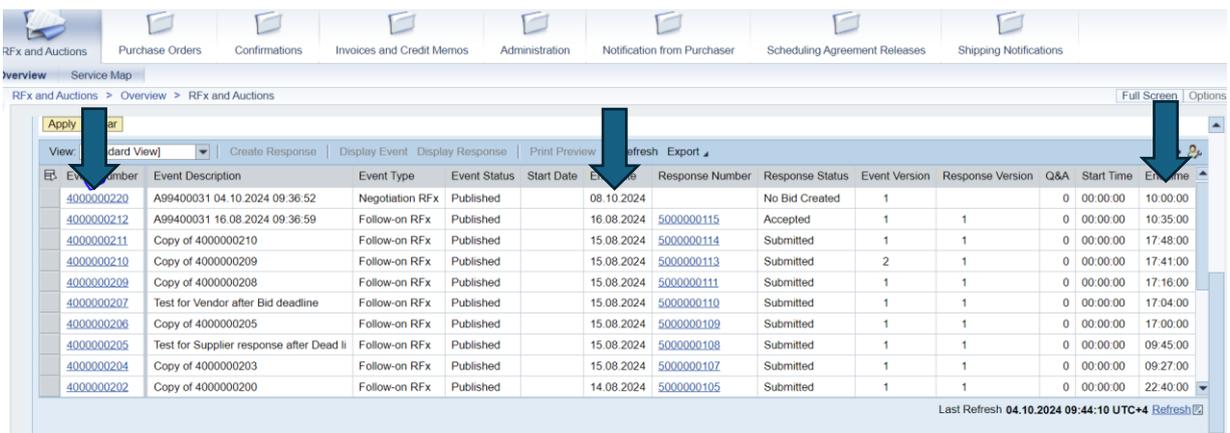
4th October 2024

This manual contains all the steps to participate in the tendering process. Upon publishing any RFX, an email notification shall be sent to all bidders confirmed contact person.

Step 1: Select the RFX and Auctions Section and please click refresh to view all the tenders being floated.



Step 2: Select the RFX and Auctions Section and please click refresh to view all the tenders being floated



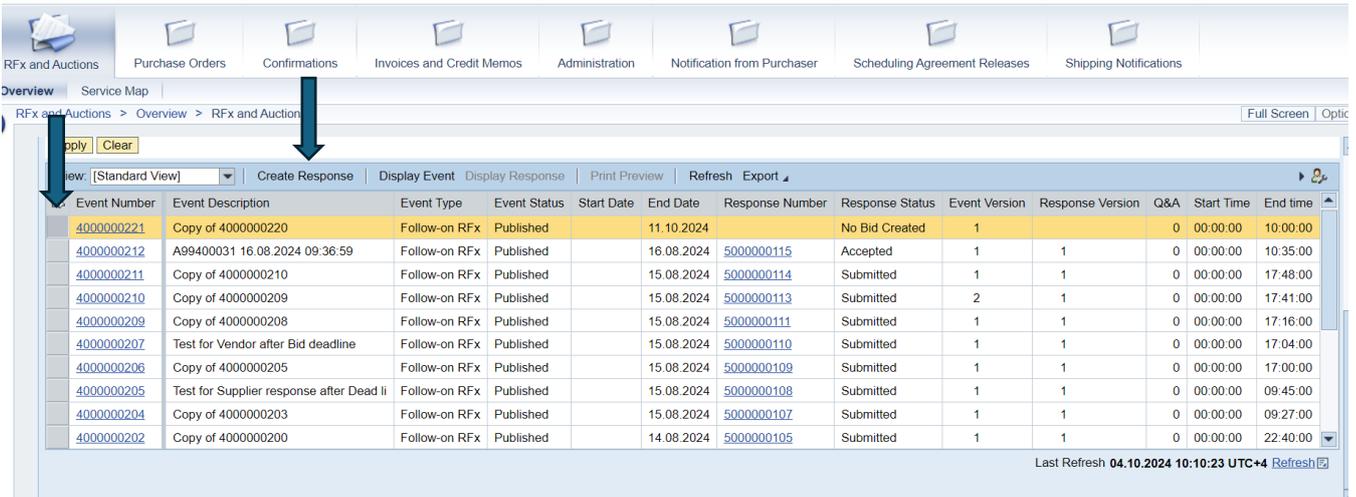
Step 3: Select any RfX number which would open the below tab. Click Participate and Technical RfX to open a new tab (cfolders) to view the scope of work.

Function	Number	Name	Phone Number
Requester		RFC_SRM	
Goods Recipient		RFC_SRM	
Ship-To Address		AL ETIHAD ENERGY SERVICES CO	
Location		AL ETIHAD ENERGY SERVICES CO	

Step 4: Click on external area and click the scope of work file to view.

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> Scope of Work	RFP# - Supplier 1 - CUL.pdf (3.886KB)			A99400031	04.10.2024 09:38:58

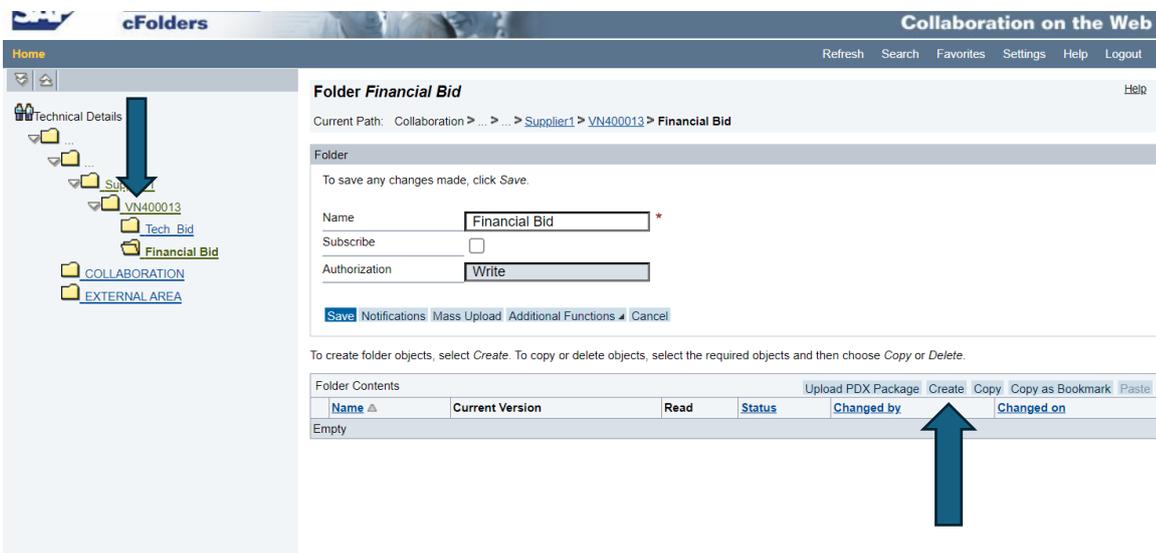
Step 4: Close the Cfolder Tab and Display RFX Tab. Select the RFX number and Click Display Response.



Step 5: Create RFX Response Tab will be opened. Click Technical RFX Response to upload your documents.

Please click on your supplier name and open the technical and financial bid folders to upload your files.

Click Create, Click Document, Name your file, Upload and click save.



Step 6: Close the cfolder tab and go to items section in Create RFX response tab.

Enter the quantity and price value in the below marked columns.

Create RFX Response

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

RFX Response Number 5000000121 RFX Number 4000000221 Status In Process Submission Deadline 11.10.2024 10:00:00 UTC+4 Remaining Time 6 Days 23:48:11 RFX Owner Akash Kumar Nelli
 Total Value 0,00 AED 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	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price P
0001	test	<input checked="" type="checkbox"/>	Outline	10004	IT		1		1 AU		AED	
0001.AA	ECM Maintenance		Service	3000004	10002	Solar	300,000	300,000	EA	0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	

Step 7: Click Submit

Create RFX Response

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

RFX Response Number 5000000121 RFX Number 4000000221 Status In Process Submission Deadline 11.10.2024 10:00:00 UTC+4 Remaining Time 6 Days 23:48:11 RFX Owner Akash Kumar Nelli
 Total Value 0,00 AED RFX Response Version Number Active Version RFX Version Number 1

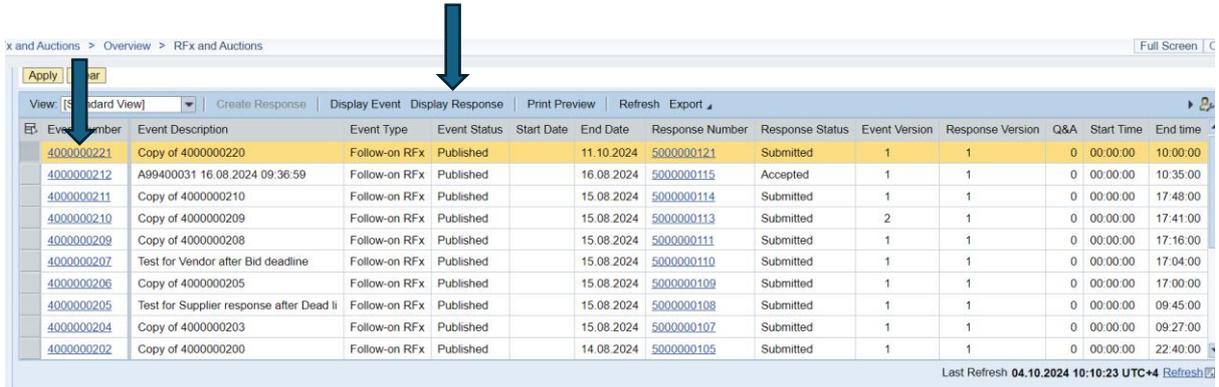
RFx Information **Items** Notes and Attachments Summary Tracking

▼ Item Overview

Details Add New | Copy Paste Delete | Calculate Value

Line Number	Description	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price P
0001	test	<input checked="" type="checkbox"/>	Outline	10004	IT		1		1 AU		AED	
0001.AA	ECM Maintenance		Service	3000004	10002	Solar	300,000	1000	EA	1000	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	
			Material					0,000		0,00	AED	

Step 8: Select the RFX row and click display response to view your submitted response.



Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
4000000221	Copy of 4000000220	Follow-on RFX	Published	11.10.2024		5000000121	Submitted	1	1	0	00:00:00	10:00:00
4000000212	A99400031 16.08.2024 09:36:59	Follow-on RFX	Published		16.08.2024	5000000115	Accepted	1	1	0	00:00:00	10:35:00
4000000211	Copy of 4000000210	Follow-on RFX	Published	15.08.2024		5000000114	Submitted	1	1	0	00:00:00	17:48:00
4000000210	Copy of 4000000209	Follow-on RFX	Published		15.08.2024	5000000113	Submitted	2	1	0	00:00:00	17:41:00
4000000209	Copy of 4000000208	Follow-on RFX	Published	15.08.2024		5000000111	Submitted	1	1	0	00:00:00	17:16:00
4000000207	Test for Vendor after Bid deadline	Follow-on RFX	Published	15.08.2024		5000000110	Submitted	1	1	0	00:00:00	17:04:00
4000000206	Copy of 4000000205	Follow-on RFX	Published		15.08.2024	5000000109	Submitted	1	1	0	00:00:00	17:00:00
4000000205	Test for Supplier response after Dead li	Follow-on RFX	Published	15.08.2024		5000000108	Submitted	1	1	0	00:00:00	09:45:00
4000000204	Copy of 4000000203	Follow-on RFX	Published	15.08.2024		5000000107	Submitted	1	1	0	00:00:00	09:27:00
4000000202	Copy of 4000000200	Follow-on RFX	Published	14.08.2024		5000000105	Submitted	1	1	0	00:00:00	22:40:00

Last Refresh 04.10.2024 10:10:23 UTC+4 [Refresh](#)