



**Documentation**

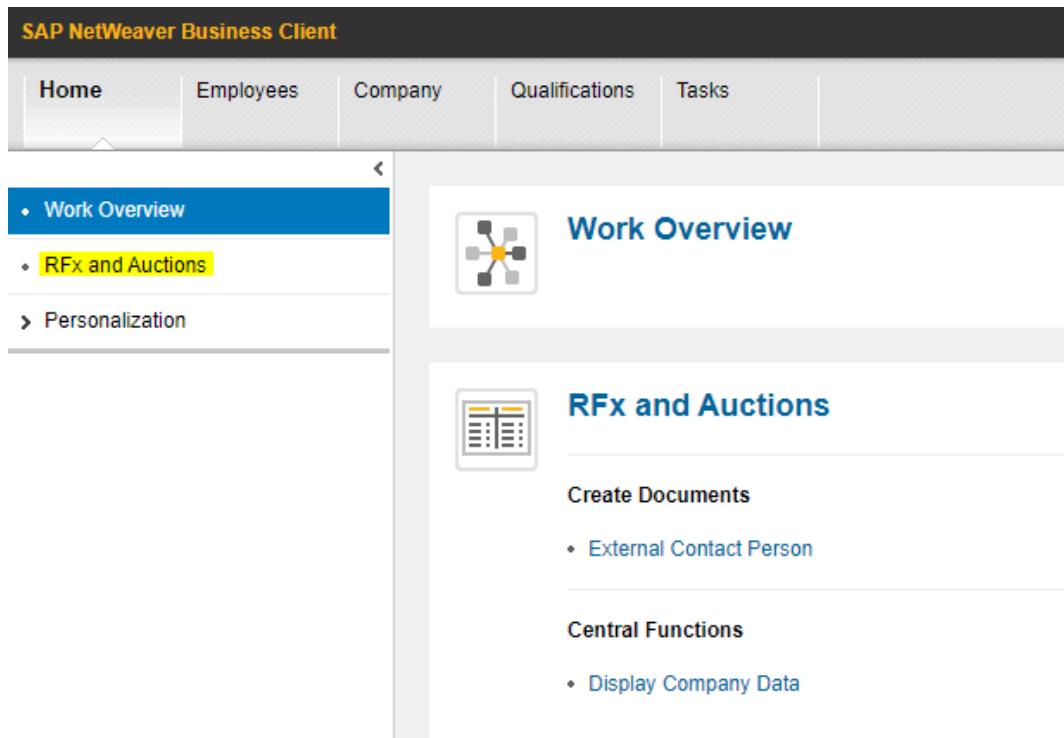
**SRM Invitation to Tender**

## CHANGE SERVICE

[illegible]

To create a tender, the supplier must log on to the system.

The supplier navigates to the following overview by clicking on the “Invitations to tender” button.



**SAP NetWeaver Business Client**

Home Employees Company Qualifications Tasks

Work Overview

RFx and Auctions

Personalization

Work Overview

RFx and Auctions

Create Documents

- External Contact Person

Central Functions

- Display Company Data

All tenders are listed in this overview.

For the supplier, it is obvious at first glance for which tender a quote should be submitted. A missing entry in the “Quote number” column or the “No quote created” quote status simplifies the search.

Active Queries								
eRFxs <a href="#">All (2)</a> <a href="#">Published (0)</a> <a href="#">Ended (0)</a> <a href="#">Completed (0)</a>								
eAuctions <a href="#">All (0)</a> <a href="#">Published (0)</a> <a href="#">Ended (0)</a> <a href="#">Completed (0)</a>								
eRFxs - All								
<a href="#">Show Quick Criteria Maintenance</a>								
View: <a href="#">[Standard View]</a> <a href="#">Create Response</a> <a href="#">Display Event</a> <a href="#">Display Response</a> <a href="#">Print Preview</a> <a href="#">Refresh</a> <a href="#">Export</a>								
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	
<a href="#">1000000141</a>	BREIDOM 15.01.2020 09:51	RFx	Published		30.01.2020		No Bid Created	
<a href="#">1000000104</a>	Test - Erstellung Doku	RFx	Published		30.01.2020	<a href="#">2000000062</a>	Saved	

Before the supplier submits a quote, the content of the invitation to tender can be viewed.

The request for quotation is opened by clicking on the tender number highlighted in yellow.

eRFxs - All								
<a href="#">Show Quick Criteria Maintenance</a>								
View: <a href="#">[Standard View]</a> <a href="#">Create Response</a> <a href="#">Display Event</a> <a href="#">Display Response</a> <a href="#">Print Preview</a> <a href="#">Refresh</a> <a href="#">Export</a>								
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	
<a href="#">1000000141</a>	BREIDOM 15.01.2020 09:51	RFx	Published		30.01.2020		No Bid Created	
<a href="#">1000000104</a>	Test - Erstellung Doku	RFx	Published		30.01.2020	<a href="#">2000000062</a>	Saved	

The “Tender information” tab contains general data and linked documents.

**RFX Information**    Items    Notes and Attachments

**RFX Parameters**    Questions    Notes and Attachments

Time Zone:

Start Date:

\* Submission Deadline:

Opening Date:

End of Binding Period:

Currency:

Link Dokumente:

▼ **Partners and Delivery Information**

Function	Number	Name
Requester		Dominik Breit

In the “Items” tab, the articles for which a quote should be created are listed.

In the overview, the material number, the material short text and the number of units can be seen at first glance.

To call up further information, select any line and click on the “Details” button to view it.

**Display RFX :**

RFX Number 1000000141    RFX Name BREIDOM 15.01.2020 09:51    RFX Status Published    RFX Start Date    Submission D

RFX Version Type Active Version

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

▼ **Item Overview**

Line Number	Item Type	Product ID	Description	Lot	Product Category
1	Material	500.1.263	Rad 260/70-15,3;122A8;F+;6	<input type="checkbox"/>	FA01
2	Material	500.1.318	Rad 340/55-16;133 A8;F+;ET-50;6	<input type="checkbox"/>	FA01

In addition to the information from the overview, the item data also shows the revision status.

Further information can be found in the “Questions”, “Notes and attachment” tabs.

The basic data text, which specifies the material in its entirety, can be found in the “Notes and attachments” tab.

The supplier can still start various actions using the buttons highlighted in yellow.

- Participate: This button informs the purchasing department of the intention to participate in the tender.
- Do not participate: Information to the purchasing department that no quote will be submitted.
- Conditionally: The tenderer reserves the right to participate in the tender procedure.
- Create quote: This button is one of 2 possibilities to create a quote.

## Display RFx :



[Print Preview](#) | [Close](#) | [Participate](#) | [Do Not Participate](#) | [Tentative](#) | [Create Response](#) | [Export](#)

RFx Number 1000000141    RFx Name BREIDOM 15.01.2020 09:51    RFX Status Published    RFx Sta  
 RFx Version Type Active Version

[RFX Information](#)    **Items**    [Notes and Attachments](#)

▼ Item Overview

[Details](#) | [Add Line](#) | [Add Subline](#) | [↑](#) | [↓](#) | [Cut](#) | [Copy](#) | [Paste](#) | [Delete](#)

Line Number	Item Type	Product ID	Description
 0001	Material	500.1.263	Rad 260/70-15,3;122A8;F+;6
 0002	Material	500.1.318	Rad 340/55-16;133 A8;F+;ET-50;6

It is also possible to create a quote from the “Web tenders - All” overview.  
 If a row is selected, the “Create response” button is automatically ready for use.

SAP NetWeaver Business Client

[Home](#) | [Employees](#) | [Company](#) | [Qualifications](#) | [Tasks](#)

• Work Overview  
 • **RFx and Auctions**  
 > Personalization  
 ✓ Create Documents  
 • External Contact Person  
 ✓ Central Functions  
 • Display Company Data

Active Queries

eRFxs [All \(2\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)  
 eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

[Show Quick Criteria Maintenance](#)

View: [Standard View] | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
1000000141	BREIDOM 15.01.2020 09:51	RFx	Published		30.01.2020	
1000000104	Test - Erstellung Doku	RFx	Published		30.01.2020	2000000062

By clicking on the “Create response” button, a new window is opened.  
 The information to be found in the respective tabs “Tender information”, “Items”, etc. has already been explained.

Under the “Items” tab, prices are maintained per article or item.  
 To do this, select the first line and switch to the detailed view by clicking on the “Details” button.

## Create RFx Response



[Submit](#) | [Read Only](#) | [Print Preview](#) | [Check](#) | [Close](#) | [Save](#) | [Export](#) | [Import](#)

RFx Response Number 2000000081    RFx Number 1000000141    Status In Process    Submission Deadline 30.01.2020 23:00:00 WET    Remaining Time 15 Day  
 RFx Response Version Number Active Version    RFx Version Number Active V

[RFX Information](#)    **Items**    [Notes and Attachments](#)    [Summary](#)    [Tracking](#)

▼ Item Overview

[Details](#) | [Add New](#) | [Copy](#) | [Paste](#) | [Delete](#) | [Calculate Value](#)

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
 0001	Rad 260/...	Material	500.1.263	FA01	Tyres	1.200	1.200	ST	0,00	EUR
 0002	Rad 340/...	Material	500.1.318	FA01	Tyres	2.400	2.400	ST	0,00	EUR

Several fields must be filled in the item data.

1. Price - please maintain price per unit of measure
2. Incoterm clause - can be maintained at item level in a different way to the specifications from the tender information
3. Supplier product number
4. Delivery time for samples - specification in working days
5. Delivery time for serial requirements - specification in working days, the delivery time can be used to differentiate from competitors.

**Details for Item 0001 Rad 260/70-15,3;122A8;F+;6**

**Item Data** | Questions | Notes and Attachments | Cost Break Down

**Basic Data**

**Identification**

\* Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: FA01 Tyres

Product ID: 500.1.263

Description: Wheel 260/70-15,3;122A8;F+;6

Item Variant Description: Original Item

**Currency, Values and Pricing**

Currency: European Euro

Required Quantity: 1.200 ST items

Submitted Quantity: 1.200 ST items

\* Price: 1 0,00 EUR Per: 1 ST

\* Incoterm Key/Location: 2

**Status and Statistics**

Revision Level:

**Further Properties**

Supplier Product Number: 3

Lieferzeit für Muster (in Arbeitstagen): 4 0

Lieferzeit f. Serienb. (in Arbeitstagen): 5 0

**Partners and Delivery Information**

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

Function	Number	Name
Requester		Dominik Breit

In order to know the full content of the request, it is necessary to check the information from the “Questions” and “Notes and attachments” tabs.

The basic data text, which specifies the material in its entirety, can be found in the “Notes and attachments” tab.

If the quote has been completed by the bidder, it can be transmitted to the purchasing department. Use the “Send” button to do this. The quote can still be checked in advance.

The quote is checked for completeness by clicking the “Check” button.

If the quote is to be sent at a later date, it can be saved by clicking the “Save” button.

**Create RfX Response**

**Submit** | **Read Only** | **Print Preview** | **Check** | **Close** | **Save** | **Export** | **Import**

✓ RfX response is complete and contains no errors


RfX Response Number	2000000081	RfX Number	1000000141	Status	In Process	Submission
RfX Response Version Number	Active Version	RfX Version Number	Active V			
RfX Information	<b>Items</b>	Notes and Attachments	Summary	Tracking		

**Item Overview**

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

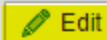

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description
0001	Rad 260/...	Material	500.1.263	FA01	Tyres
0002	Rad 340/...	Material	500.1.318	FA01	Tyres

The quote status can be seen in the “Web tenders - All” overview.

eRFxs - All							
Show Quick Criteria Maintenance							
View: [Standard View] <span>Create Response</span> <span>Display Event</span> <span>Display Response</span> <span>Print Preview</span> <span>Refresh</span> <span>Export</span>							
 Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
1000000141	BREIDOM 15.01.2020 09:51	RFx	Published		30.01.2020	2000000081	Saved
1000000104	Test - Erstellung Doku	RFx	Published		30.01.2020	2000000062	Saved

To transmit a secured quote, it is opened by clicking on the quote number. Then click on the “Edit” button.

### Display RFx Response:

 Edit Print Preview  Check Close Export

RFx Response Number 2000000081 RFx Number 1000000141  
RFx Response Version Number Active Version RFx Version Number

#### RFx Information

Items Notes and Attachments

Basic Data Questions Notes and Attachments

#### Event Parameters

Currency:

Terms of Payment:  14 days net

Then the “Send” button is available and the quote can be sent to the purchasing department.