

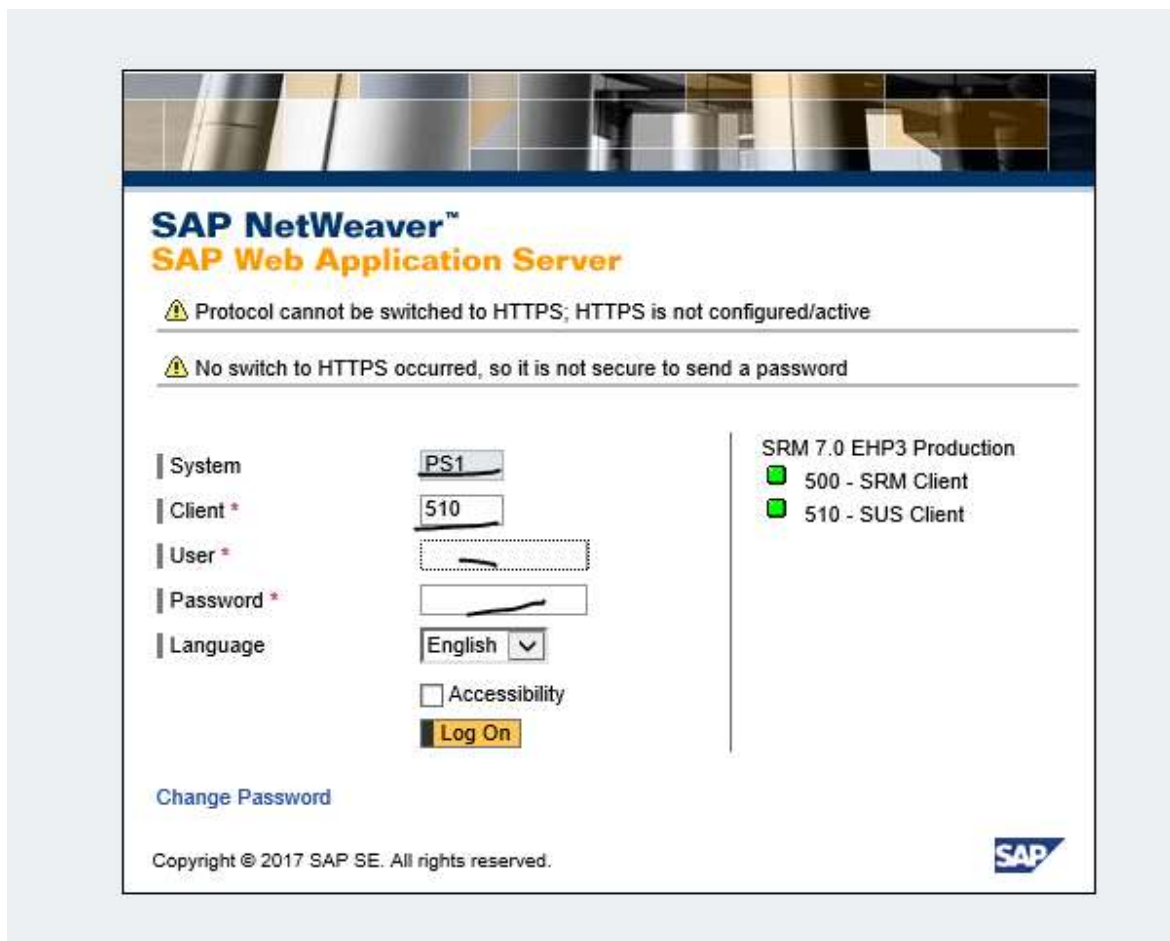
Always Use fast speed Internet Connection

Open Internet Explorer

Click on File->New Session (If menu is hidden the press (ALT+F) button simultaneously. Paste the below URL

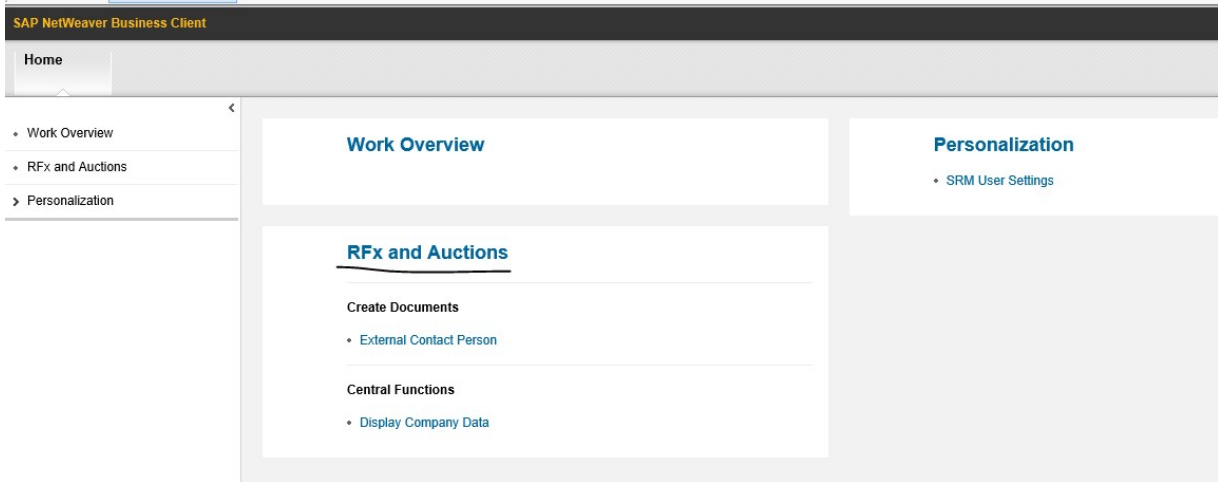
<http://srmportal.gacl.co.in/nwbc?sap-client=510>

Enter the Contact person ID created and password



System is PS1 and Client510

Click on **RFX and Auctions Link**



Please click on eRFxs All and then **Refresh button**

eRFxs **All (148)** Published (3) Ended (0) Completed (0)
 eAuctions All (24) Published (0) Ended (16) Completed (1)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Apply Clear

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000804	SRM_TE_NT 07.11.2017 15:23:27	RFX	Published		30.11.2017		No Bid Created

It will list down all relevant RFX for you.

Select on desired RFX. The line will become Blue

eRFxs **All (148)** Published (3) Ended (0) Completed (0)
 eAuctions **All (24)** Published (0) Ended (16) Completed (1)

eRFxs - All

[Hide Quick Criteria Maintenance](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

View:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000804	SRM_TE_NT 07.11.2017 15:23:27	RFx	Published		30.11.2017		No Bid Created

Then click on Display Event

Below screen will Open

Display RFX :

RFX Number 6000000804 RFX Name SRM_TE_NT 07.11.2017 15:23:27 RFX Status Published RFX Start Date Submission Deadline 30.11.2017 12:00:00 INDIA Remaining Time 22 Days 20:29:27
 RFX Owner PI_User PI RFX Version Number RFX Version Type Active Version

RFX Information

Time Zone: Technical RFX Response Opening Date:

Start Date:

* Submission Deadline: 30.11.2017 12:00:00
 Opening Date:

End of Binding Period:

First:

Go through all the Header/Item level attachment, Questions etc.

Conditions you will find at Item Level

RFX Submission Deadline and Time shown on top. It will change if you do Refresh in first screen and again open the RFX

Now Click on Participate Button, so that Purchaser knows, you are interested and will submit Response

Display RFX :

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

RFX Number 600000804 RFX Name SRM_TE_NT 07.11.2017 15:23:27 RFX Status Published RFX Start Date Submission Deadline 30.11.2017 12:00:00 INDIA Remaining Time 22 Days 20:29:27
 RFX Owner PI_User PI RFX Version Number RFX Version Type Active Version

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments Conditions

Time Zone: INDIA Technical RFX Response Opening Date: 00:00:00

Start Date: 00:00:00

* Submission Deadline: 30.11.2017 12:00:00

Opening Date: 00:00:00

End of Binding Period:

After Clicking Participate, you can logoff and prepare your answer.

Once you are ready to Answer:

Open the RFX and this time click on Create Response button

Display RFX :

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

RFX Number 600000804 RFX Name SRM_TE_NT 07.11.2017 15:23:27 RFX Status Published RFX Start Date Submission Deadline 30.11.2017 12:00:00
 RFX Owner PI_User PI RFX Version Number RFX Version Type Active Version

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments Conditions

Time Zone: INDIA Technical RFX Response Opening Date: 00:00:00

While creating response, you have to answer all mandatory Header/Item Level Questions,

Can attach supporting files at Header/Item levels for suppliers

And fill the Item level Conditions. If there are no conditions, it means, it is Simple Price RFX and you can just enter Price.

Answering the Mandatory/Non-mandatory Questions:

Header Level Questions resides under

http://srmportal.gacl.co.in:8400/nwbc/?sap-nwbc-node=app_window_body

Create RFx Response

[Submit](#) [Read Only](#) [Print Preview](#) [Check](#) [Technical RFx Response](#) [Close](#) [Save](#) [Export](#) [Import](#) [System Information](#) [Create Memory Snapshot](#)

RFx Response Number 8000000874 RFx Number 6000000804 Status In Process Submission Deadline 30.11.2017 12:00:00 INDIA Remaining Time 22 Days 20:20
 RFx Owner PL_User PI Total Value 0.00 INR RFx Response Version Number Active Version RFx Version Number Active V

RFx Information

[Items](#) [Notes and Attachments](#) [Conditions](#) [Summary](#) [Tracking](#)

[Basic Data](#) [Questions](#) [Notes and Attachments](#) [Conditions](#)

Event Parameters
 Currency: Incoterm:

Terms of Payment:

Status and Statistics
 Created On:
 Created By:
 Last Processed On:
 Last Processed By:

[Partners and Delivery Information](#)
[Details](#) [Send E-Mail](#) [Call](#) [Clear](#)

For Item Level Questions:

Click on Items and then Details

[Submit](#) [Read Only](#) [Print Preview](#) [Check](#) [Technical RFx Response](#) [Close](#) [Save](#) [Export](#) [Import](#) [System Information](#) [Create Memory Snapshot](#)

RFx Response Number 8000000874 RFx Number 6000000804 Status In Process Submission Deadline 30.11.2017 12:00:00 INDIA Remaining Time 22 Days 20:20:34
 RFx Owner PL_User PI Total Value 0.00 INR RFx Response Version Number Active Version RFx Version Number Active V

RFx Information

[Items](#) [Notes and Attachments](#) [Conditions](#) [Summary](#) [Tracking](#)

[Item Overview](#)

[Details](#) [Add New](#) [Copy](#) [Paste](#) [Delete](#) [Calculate Value](#) [Filter](#) [Expand All](#) [Collapse All](#) [Settings](#)

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Requ
0001	HCl 30% - Test		Material	3005	1001	Raw Mtri & Chemical	

Come down and you will see the Item level questions

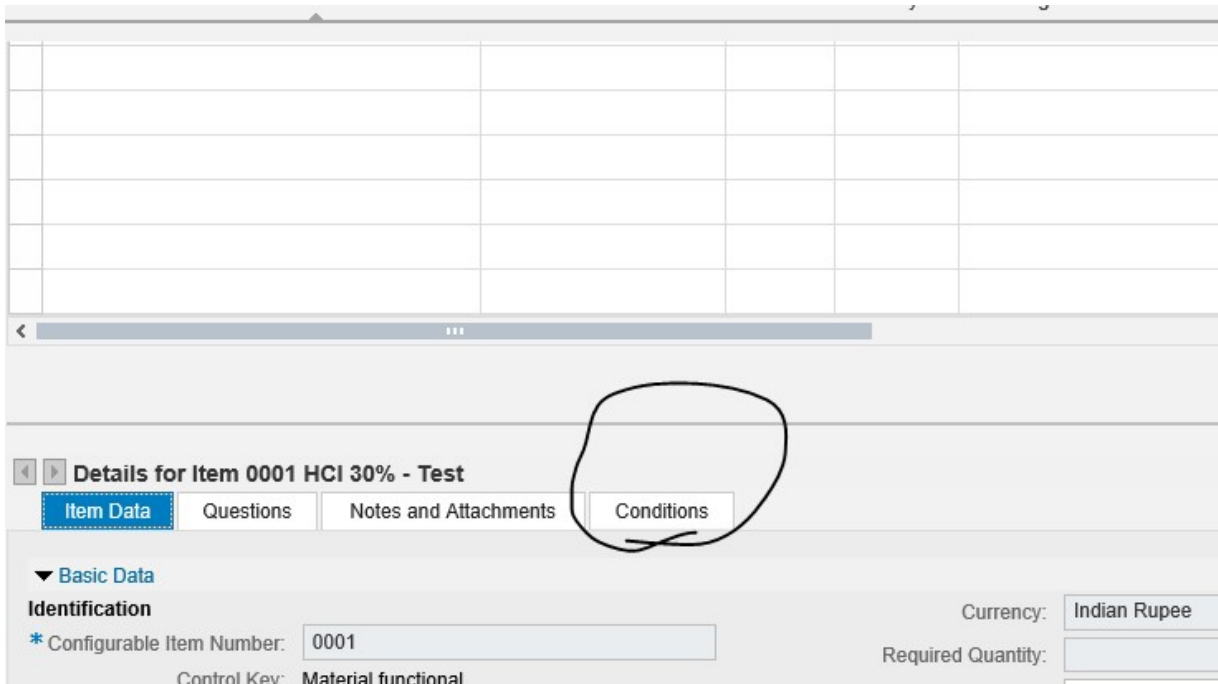
Question	Reply	Comment
* Do you deliver:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

'*' Denotes the Mandatory

Answering about Item Level Conditions:

Click on Item and then Details

Come below and click on Conditions



Fill all the agreed conditions and all line item separately

The screenshot shows the SAP Item Conditions page for Item 0001 HCI 30% - Test. The 'Conditions' tab is active, and the 'Conditions' section is expanded. The table below shows the conditions for the item.

Condition Type	Sc...	Amount	Currency	Price Per	Price...	Valid From	Location	Va...	Location
Price(Contract/Bid)		1100	Indian Rupee	1 KG		07.11.2017		31.12.	
Centre GST		18 %		0		07.11.2017		31.12.	
Forwarding/Freight		500	Indian Rupee	0		07.11.2017		31.12.	
GST set off		100 %		0		07.11.2017		31.12.	
Other Charges		250	Indian Rupee	0		07.11.2017		31.12.	

GST Set Off is always 100, you have to always enter 100

If there are multiple Items than move by clicking

◀ ▶ **Details for Item 0001 HCI 30% - Test**

Item Data Questions Notes and Attachments **Conditions**

▼ **Conditions**

Add Condition Scales Duplicate Remove

Condition Type	Sc...	Amount	Currency
Price(Contract/Bid)		1100	Indian Rupee
Centre GST		18	%
Forwarding/Freight		500	Indian Rupee
GST set off		100	%
Other Charges		250	Indian Rupee

Always click on **SAVE periodically** so that your data is not lost

http://srmportal.gacl.co.in:8400/nwbc/?sap-nwbc-node=app_window_body

Create RFX Response

Submit Read Only Print Preview Check Technical RFX Response Close **Save** Export Import System Information Create Memory Snapshot

RFX Response Number 8000000875 RFX Number 6000000804 Status In Process Submission Deadline 30.11.2017 12:00:00 INDIA Remaining Time 22
 Total Value 0.00 INR RFX Response Version Number Active Version RFX Version Number Active V

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

◀ ▶ **Details for Item 0001 HCI 30% - Test**

Item Data Questions Notes and Attachments **Conditions**

▼ **Conditions**

Add Condition Scales Duplicate Remove

Condition Type	Sc...	Amount	Currency	Price Per	Price...	Valid From	Location
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After save When you come back to RFX, click on Edit button


Display RFX Response:

[Edit](#) | [Print Preview](#) | [Check](#) | [Technical RFX Response](#) | [Close](#) | [Export](#) | [System Information](#) | [Create Memory Snapshot](#)

Response 8000000875 saved

RFX Response Number	8000000875	RFX Number	6000000804	Status	Saved	Submission Deadline	30.11.2017 12:00:00 INDIA	Remaining Time
Total Value	1,100.00 INR	RFX Response Version Number	Active Version	RFX Version Number	Active V			

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



And resume your work


Display RFX Response:

[Edit](#) | [Print Preview](#) | [Check](#) | [Technical RFX Response](#) | [Close](#) | [Export](#) | [System Information](#) | [Create Memory Snapshot](#)

Response 8000000875 saved

RFX Response Number	8000000875	RFX Number	6000000804	Status	Saved	Submission Deadline	30.11.2017 12:00:00 INDIA	Remaining Time
Total Value	1,100.00 INR	RFX Response Version Number	Active Version	RFX Version Number	Active V			

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



Once you are ready to submit.

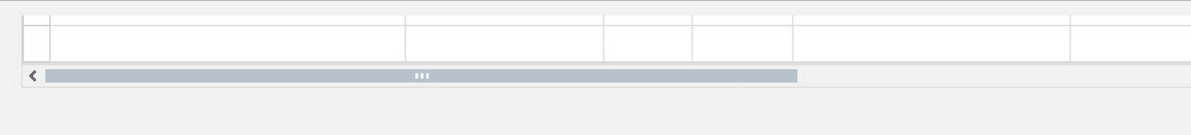
Click on Submit button

Edit RFX Response:

[Submit](#) | [Read Only](#) | [Print Preview](#) | [Check](#) | [Technical RFX Response](#) | [Close](#) | [Save](#) | [Delete](#) | [Export](#) | [Import](#) | [System Information](#) | [Create M](#)

RFX Response Number	8000000875	RFX Number	6000000804	Status	Saved	Submission Deadline	30.11.2017 12:00:00 INDIA	Remain
Total Value	1,100.00 INR	RFX Response Version Number	Active Version	RFX Version Number	Active V			

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



[Details for Item 0001 HCI 30% - Test](#)

[Item Data](#) | [Questions](#) | [Notes and Attachments](#) | [Conditions](#)

Now if you come to first screen and press refresh, you will be able to see your response (8* series)

If any Error: Please consult GACL IT team

Active Queries

eRFxs **All (148)** Published (3) Ended (0) Completed (0)
eAuctions All (24) Published (0) Ended (16) Completed (1)

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	E
6000000796	SRM_TE_NT 30.09.2017 14:50:49	RFx	Published		30.09.2017	8000000863	Submitted	

