



USER MANUAL

Supplier Training Document

Bidding for the Tender

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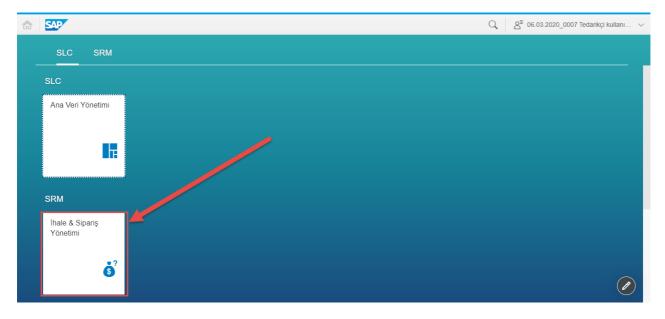
1. Log in the system

The bids for direct purchasing are created on the SRM Portal in the SAP SRM system. SRM Portal can be accessed through the link https://aksatedarik.kazanciholding.com.tr/300 As can be seen in Figure 1, "User Name" and "Password" are entered and thus, you can access the system by clicking the "Login" button.

	User	I	
	Password		
	Language	EN - English 🔹	
		Log On	
		Change Password	
			M
SAP	CORA D		Copyright © 2020 SAP SE. All rights reserved.

Figure 1

You click on the Tenders and Orders Management under the SRM section on the start page.









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It is recommended to use "internet explorer" in accessing the system. If another browser is used, the pop-up blocker feature must be deactivated for new pages to open.

The settings to be made for Internet explorer are as follows:

Nurol ▼ Aksa ▼ Print → File → Gorn (80%) → Safety → Open with Microsoft Edge Ctrl+Shift+E Add site to Apps View downloads Ctrl+J Manage add-ons F12 Developer Tools Ca to since d sites
www.efessrm7 Nurol Aksa Aksa Com (80%) Com (80%) Com (80%) Com with Microsoft Edge Com (80%) Com
www.efessrm7 Nurol • Aksa • Safety > Safety > Open with Microsoft Edge Ctrl+Shift+E Add site to Apps View downloads Ctrl+J Manage add-ons F12 Developer Tools F12 Developer Tools
Safety > Open with Microsoft Edge Ctrl+ Shift+ E Add site to Apps View downloads Ctrl+ J Manage add-ons F12 Developer Tools F12 Developer Tools
Add site to Apps View downloads Ctrl+J Manage add-ons F12 Developer Tools
View downloads Ctrl+J Manage add-ons F12 Developer Tools
Manage add-ons F12 Developer Tools
F12 Developer Tools
Go to pinned sites
User Compatibility View settings
Password Internet options
About Internet Explorer
Language EN - English

• Internet Explorer Settings -> Compatibility View Settings

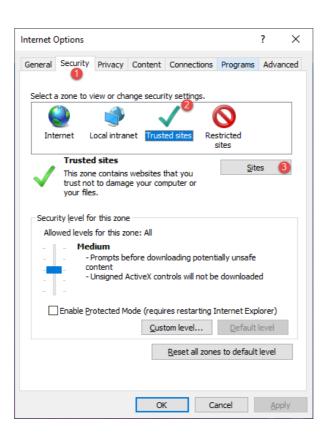
• If you do this when you try to log in to the portal, the corresponding address comes automatically. In this case, it will be enough to click the "Add" button.

Compatibility View Settings	×
Change Compatibility View Settings	1
Add this website:	
-	<u> </u>
kazanciholding.com.tr	Add
Websites you've added to Compatibility View:	
	Destaura
	<u>R</u> emove
Display intranet sites in Compatibility View	
Use Microsoft compatibility lists	
Learn more by reading the Internet Explorer privacy	statement
	Close
	_

You must add the portal web address you will log in to the trusted sites. To do this, do the following:

• Click on Internet Properties -> Security Tab -> Trusted Sites -> Sites button





• Portal address will be added automatically. It will be enough to click on the Add button.

Trusted sites	×
You can add and remove websites from this zo this zone will use the zone's security settings.	 All websites in
Add this website to the zone:	
https://aksatedarik.kazanciholding.com.tr	Add
Websites:	Remove
Require server verification (https:) for all sites in this	zone
	Close





2. Entering the Bid

Calls for tender created by the procurement department are notified to the suppliers via e-mails. The title format of the incoming mail will be the number of the call for tender – name of call for tender. The call for tender can be used in the title of the incoming mail.

2.1 Searching for Incoming Call for Tender

Bidding suppliers can see the calls for tenders by clicking the *Web Calls* for *Tender* (3) under the *Calls* for *Tender and Auctions* (2) tab under the Start Page (1).

They can see the number of the call for tender, the name of the tender, the deadline to submit the bids and the status of their bids under the listed calls for tenders (4). When the *Update* (5) button is clicked, they will update the calls for tenders submitted.

Home Order Portal		
Work Overview	Active Queries	
RFx and Auctions	eRFxx 31(70) Published (12) Ended (0) Completed (1) eAuctions A1(0) Published (2) Ended (0) Completed (0)	
Personalization		
Create Documents	eRFxs - All	
External Contact Person	Hide Quick Criteria Maintenance 6 Change Query Define New Query Pe	ersor
Central Functions	Event Number:	
Display Company Data	Event Status:	
	Creation Date: 🚸 🔳 To 🛐 🏟	
	Deadline Date Flag:	
	Status:	
	Response Timeframe:	
	Response Timeframe:	
	Response Timeframe:	
	Response Timeframe:	d time
	Response Timeframe: Apply Clear	d tim
	Response Timeframe: Apply Clear View, [Standard View] Create Response Display Event Display Response Print Preview Refresh Export, Event Number Event Display Response View, Refresh Export, Event View, Refresh Export, Source Response View, Refresh Export, Submitted Submitted	d tim :00:0
	Response Timeframe:	
	Response Timeframe:	d tim :00:00
	Response Timeframe: Image: Control of the second of the seco	d tim :00:00 :28:12 :00:00

Figure 3

In order to search for any call for tender, a search can be made according to the search criteria shown in Figure 3 by clicking the *Show Quick Criteria Maintenance* button **(6)**.

- Event Number (1): It is the number of the call for tender. If only a part of the number of the call for tender is known, it can be searched as in the example: *number*
- Event Status (2): The search can be made according to the status of the call of tender. There are three statuses of the calls for tender: Current Calls for Tender, Ended Calls for Tenders and Completed Calls for Tender.
- Creation Date (3): It is the date when the call for tender is created. Since the call for tender e-mail will be sent to the suppliers as soon as the call for tender is published, a search can be made using the date of the incoming e-mail.
- **Deadline Date Flag (4):** It is the last bidding date determined by the purchaser in the call for tender. **Note**: Bidding entry can not be made as of the date of deadline.
- **Status (5):** It is the status of the bid documents submitted. There are 7 types of document status: Saved, Bid Submitted, Bid Rejected, Bid Accepted, Completed, Deleted, and Bid Sent Back.

After selecting one of these search criteria, they can search by clicking the Inherit (6) button.



	1 Event Number:	0		т	б	⇒
	2 Event Status:		~			
1	3 Creation Date:	\diamond	1	Т	ō	1
	4 Deadline Date Flag:		×			
	5 Status:			~		
	Re 6 onse Timeframe:		×			
	Apply Clear					

2.2 Viewing the Call for Tender and Specifying the Participation Status

The suppliers can view the relevant call for tender by logging in to the SRM system based on the call for tender e-mail received. Before specifying the participation status, they can check the items included in the call for tender, download the documents related to the material and sub-parts, and view the notes attached by the purchaser. To reach the details of the call for tender, they can open the document related to the call for tender by clicking on the number of the relevant call for tender as shown in Figure 4.

Home Order Portal	
Work Overview	Active Queries
RFx and Auctions	eFFxs MIC7D1 Fullshot(12) Ended (0) Completed (1) eAuctions All(0) Fullshot(0) Ended (0) Completed (0)
Personalization	
Create Documents	eRFxs - All
External Contact Person	Hide Quick Criteria Maintenance Change Query Define New Query Person
Central Functions • Display Company Data	Event Number: To Image: Second
	Apply Clear
	Apply Clear View, [Standard View] View Create Response Display Event Display Response Print Preview Refresh Export
	View: [Standard View] V Creats Response Display Event Display Response Print Preview Refeeth Export
	View. [Standard Vew] v Create Response Display Event Display Response Print Preview Rafesh Export View. [Standard Vew] v Create Response Display Event Display Response Print Preview Rafesh Export View. [Standard Vew] v Create Response Display Event Display Response Print Preview Rafesh Export View. [Standard Vew] v Create Response Display Event Display Response Print Preview Rafesh Export View. [Standard Vew] v Create Response Display Event Display Response Print Preview Rafesh Export View. [Standard Vew] v Create Response Display Event Display Response Print Preview Rafesh Export Event Number Event Version Response Version Q&A Start Time End Ian Display Response Display Response Print Preview Rafesh Export Event Version Event V
	View Standard View Create Response Display Event Display Response Print Preview Refresh Export Event View Event Description Event View Start Date End Date Response Number Response Status Event Version Response Version Q&A Start Time End Init 3000001010 RFx Sample RFx Published 0
	View. [Standard View] Create Response Display Event Display Response Print Preview Refresh Export Event Number Event Description Event Status Start Date End Date Response Status Event Version Response Version Q&A Start Time End Int 3000001010 RFx Sample RFx Published 30.94.2020 No Bid Created 1 0 0.00.00 0.00.00 300000100F9 200.2 RFx Published 0.2.04.2020 6000000644 Submitted 1 4 0 0.00.00 0.00.00

Figure 5





In the first page of the call for tender, the *Call for Tender Information* tab contains basic information about the tender:

Diamles: DEv.	
Display RFx :	
Print Preview Close Participate Do Not Participate Tentative	Create Response
RFx Number 3000001010 RFx Name RFx Sample RFX Status Publish RFx Version Number 1 RFx Version Type Active Version	hed RFx Start Da
RFX Information Items Notes and Attachments	
RFx Parameters Questions Notes and Attachments	
Time Zone: TURKEY Menşei Zo	runludur: 🗹 4
Submission Deadline: 30.04.2020 00:00:00	
Opening Date: 00:00:00	
2 Currency: EUR Marka/Model Zorunludur: ✓ 3 Teslim Şekli Zorunlu: ✓ 5 Teslim Süresi Zorunlu: ✓ 6	
Details Add J Send E-Mail Call Clear	
Function	Number

Figure 6

- **Deadline for Submission (1):** It indicates the Deadline for the bids determined by the purchaser.
- **Currency (2):** It is the main Currency of the call for tender determined by the purchaser.
- Mandatory Brand / Model (3): They are specific requests such as Brand and Model Information specified by the purchaser in the call for tender.
- Mandatory Origin Information (4): They are the specific requests such as Origin Information specified by the purchaser in the call for tender.
- Mandatory Type of Submission (5): They are the specific requests such as the Type of Submission specified by the purchaser in the call for tender.
- **Mandatory Submission Period (6):** They are the specific requests such as the Submission Period specified by the purchaser in the call for tender.

The item information in the call for tender is displayed on the *Items* tab. (Figure 6)

• Basic information (1) related to the material such as material number, description, product group, desired amount, currency is displayed.

Display RFx : Print Preview 0 Close Participate	Do Not Participate Ter	ntative Create Response Questions and Ans	wers (0) Export System Infe	ormation Create Memo	ry Snapshot					Open sid	e panel
RFx Number 200001010 RFx Name RFx Sample RFX Status Published RFx Start Date Submission Deadline 30.04.2020 00:000 TURKE Remaining Time 27 Days 10:11:35 RFx Owner Dangman SRMADMIN1 RFx Version Number 1 RFx Version Type Active Version												
RFX Information Items N	otes and Attachments											
▼ Item Overview												
Details Add Line , Add Subine , 💮 👶 Cut Copy Paste , Delete Expand All Collapse All Filter Settings Hide Cutline									tline			
1 Line Number Item Type	Product ID	Description	Lot	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Number	
1 🐼 🗉 Material	401082394	LUMINAIRE 4000K LARGO 42W 120CM LED		20-00004	10	0 PCS	EUR	08.11.2020	0	0	1	

Figure 7





If there is a note or attachment added to the call for tender by the purchaser on the *Notes* and *Attachments* tab, these notes and attachments are displayed.

Item ARMATUR 4000K LARGO 42W 120CM LEDL Item Data Questions Notes and Attachments Subcontracting		
▼ Notes		
Clear		Filter
Category	Description	
Tendering text	-Empty-	
✓ Attachments		
Add Attachment Edit Description Versioning , Delete Cr	reate Profile Filter Settings	5
Category Description File Name Version Processor	Checked Out Type Size (KB) Changed by Changed on	n
1 The table does not contain any data		



After examining the call for tender, bidders will state their participation status in the tender. (Figure 8)

- **Participate (1):** It means that you will participate in and bid for the tender. When this button is clicked, a message will show up that reads: "You have been registered and you will be informed about the changes related to the call for tender".
- **Do Not Participate (2):** It is an informative section where you indicate that you will not participate in the tender. Even if you accidentally click this button, you can activate the *Create Bid* **(4)** button and then, create a bid. When you click the *Do Not Participate* button, you must go to the *Questions and Answers* **(3)**section and specify the reason for not participating. When this button is clicked, a message will show up that reads: *"You have been registered and you will be informed about the changes related to the call for tender"*.

Display RFx :	2	4	3					Open side panel
Print Preview 0 Close Part	cipate Do Not Participate	Tentative Create Response	Questions and Answers (0) Exp	ort System Information	Create Memory Snapshot			0,
RFx Number 3000001010 RFx Nar RFx Version Type Active Version	e RFx Sample RFX Stat	us Published RFx Start Da	te Submission Deadline 30	04.2020 00:00:00 TURKE	Remaining Time 27 Days 10:10:12	RFx Owner Danışman SRMADMIN1	RFx Version Number	1
RFX Information Items	Notes and Attachments							

Figure 9

Create Bid (4): After specifying the participation status, bid entry can be made by clicking this button.

2.3 Entry of the Bid

When the bidder clicks on the *Create Bid* button after specifying the participation status, the *Create Bid* page will open as shown in Figure 11. When the page is opened for the first time, errors (1) will be shown by the system. Thanks to these warnings, the sections to be completed in the bidding document will be understood. Bidding document will not be created before eliminating these errors. To eliminate these errors; Date of Sample Delivery, Date of Mass Production and Bid Validity Period sections must be filled.

Create RFx Response		
Submit Read Only Print Preview Cheol	Close Save Export Import Questions and Answers (0) System Information Create Memory Snapshot	0.
 Flease enter invoice currency. Line : Brand / Model is Mandatory. Line : Origin is Mandatory. 	0	î
Line : Delivery days are mandatory.	2	~
RFx Response Number 6000000845 RFx Nu RFx Response Version Number Active Versi	nber 300001010 Status In Prozess Submission Deadline 30.04.2020.00.00.00 TURKE Remaining Time 27 Days 10.02.28 RFx Owner Dansgman SRMADMIN1 Total Value 0.00 EUR n RFx Version Number 1	
RFx Information Items No	es and Attachments Summary Tracking	







In the section numbered (2) in Figure 11, there is some information regarding the tender and the tender document:

- **Number of Tender:** It is the number given by the system for the bidding document. Each new bidding document receives a separate number. A change in the bidding document does not lead to a change of the number of the tender.
- **Number of the Call for Tender:** It is the number of the call for tender made by the purchasing officer. You can use this number when contacting purchasing department.
- **Status:** It is the status of the bidding document. If the transaction is being made at that moment, the status will be "Processing", if you do not send but click the *Save* button, the status will be "Saved" and if you send your bid, the status will be "Submitted".
- **Deadline for Submission:** It is the last bidding date determined by the purchaser. **Note**: After the deadline, the system will not allow any access for bidding in relation to the call for tender.
- **Remaining Time:** It is the remaining time to bid on the system.
- **Contact Person for the Call for Tender:** It is information about the purchasing officer charged with making the call for tender.
- **Total Value:** It is the total value of the bidding document.
- **Bidding Version Number:** It is the version number of the bidding document. With each change in the bidding document, the version number will increase by 1.
- **Call for Tender Version Number:** It is the version number of the call for tender. With each change made by the purchaser in the call for tender document, the version number will increase by 1.

2.3.1 Information about the Call for Tender

On the *Create Bid* page first opens the Call for Tender Information page (Figure 12). This page shows the basic information about the call for tender you have received.

- *Basic Data* (1), *Questions* (2) and *Notes and Attachments* (3) tabs contain information based on the titles added by the purchaser.
- Currency (4): These is the currency which is determined by the purchaser and on which the bidding price will be based. Bids cannot be offered in any currency other than these determined currencies.

Note: All items in a document must be quoted in the same currency. Bids cannot be submitted in a separate currency for each item.

- Payment Condition (5): It is the payment condition information between you and Kazancı Holding. It is brought automatically from the vendor's master data and cannot be changed.
- Incoterms (6): It is the shipment method of tender items to Aksa.
- Status and Statistics (7): It is the section where information such as the date of the creation and last processing of the bidding document, the creator of the document and the last processor.
- Invoice currency (8): If your currency is not TL, you are required to specify it.





RFx Information Items Notes and Attachments Summary Tracking	
Basic Data Questions Notes and Attachments 1 2 3	
Event Parameters	Service and Delivery
Currency: European Euro 👻 🚺	6 Incotern:
Terms of Payment 0000 🗇 Advance 5	Status and Statistics Created On: 02.04.2020 12:57:34 TURKE Created Dr: Bay PRONET GUVENLIK HIZMETLERI A
	Last Processed On: 02.04.2020 13:57:34 TURKE
	Last Processed By: Bay PRONET GÜVENLİK HİZMETLERİ A
	8 Invoice Currency:
Partners and Delivery Information	

Figure 11

2.3.2 Items

In the *Items* tab, there are items for which the suppliers are required to present their bids. Basic information **(1)** related to the material such as material number, description, product group, desired amount, currency is displayed.

ıbmit	Read Only	Print Previ	iew Che	k Close	Save	Export In	mport Questi	ons and Answers (0)	System Information	Create	Memory Sna	apshot							
Please e	enter invoice c	urrency.																	
.ine : Br	rand / Model is	Mandatory.																	
.ine : Ori	igin is Mandato	ory.																	
.ine : De	Delivery days are mandatory.																		
	onse Number Response Ve				0001010 x Version		In Process 1	Submission Deadline	30.04.2020 00:00:00) TURKE	Remain	ing Time	27 Days 1	10:02:28 RFx	Owner Danışı	nen SRMADMIN1	Total Value	0,00 EUR	
RFx			er Active Ver		x Version		1		≥ 30.04.2020 00:00:00) TURKE	Remain	ing Time	27 Days 1	10:02:28 RFx	Owner Danışı	aan SRMADMIN1	Total Value	0,00 EUR	
RFx	Response Ve	rsion Numb	er Active Ver	sion RI	x Version	Number	1		≥ 30.04.2020 00:00:00) TURKE	Remain	ing Time	27 Days 1	10:02:28 RFx	Owner Danışı	aan SRMADMIN1	Total Value	0,00 EUR	
RFx RFx	Response Ve Information	Item	er Active Ver	sion RI	x Version	Number Summar	1) TURKE	Remain	ing Time	27 Days 1	10:02:28 RFx	Owner Danışı	ian SRMADMIN1	Total Value	0,00 EUR	ollapse All Se
RFx RFx • Item O Details	Response Ve Information Werview Add New	Copy	er Active Ver	sion RI	x Version hments Iculate Val	Number Summan	1 y Tracking	tt Price Karakteristik						0:02:28 RFx	Owner Danişn Total Value	nen SRMADMIN1	Total Value		



2.3.2.1 Details of the Items

To see the details of the materials, select the relevant line as shown in Figure 13 and click the Details (3) button.

RFx Information	Items	Notes and A	Attachments	Summary	Tracking											
Details for Item	ARMATUR	4000K LARG	O 42W 120C	M LEDLI											×	í .
Item Data Questions	Notes and	Attachments	Subcontracting													^
Identification					Cur	ency, Values and I	Pricing									
Item Type:	Material					5 Cur	rency: E	European Euro								
2 Product Category:	20-00004		IGHTING EQU	PMENT		6 Required Qu	antity:	10	0 PCS items	5						
3 Product ID:	401062394					7 Submitted Qu	antity:	10	0 PCS	items						
4 Description:	LUMINAIRE	4000K LARGO	42W 120CM L	EI		-	Price:	0,0	EUR Per:	-	1 PCS					
Item Variant Description:	Original Item				Sen	rice and Delivery										h
Further Properties						Incoterm Key/Los	sation:	đ								
Supplier Product Number:							Date: 0	8.11.2020 00:0	0:00							
10 Origin:						B Delivery	Days: 0	000								
II Brand/Model:					Stat	us and Statistics										
12 Free:						9 Sto	ck Info:									
						9										
 Partners and Delivery In 																12
Details Add A Send	E-Mail Cal	I Clear													Filter Settings	
Function					Nu	mber		Name					Phone Number	r		
Requester								SRMADMIN								11



The sections for the details of the items are shown in Figure 13. The details of these sections are as follows:

Type of Item (1): It is the type of item selected by the purchaser. The *material* will appear on the page and cannot be changed.

Product Category (2): It is the information related to the goods group to which the material belongs. **Product Identifier (3)**: It is the section where the material code is seen.

Definition (4): It is the definition of the material; it comes from the master data and cannot be changed.





Currency (5): It is the currency selected to bid in the Call for Tender Information section.

Required Amount (6): It is the amount specified by the purchaser when presenting the tender. In general, the *annual number of uses* is required.

Bidding Amount (7): It is the amount proposed by the bidder. In accordance with the requests of the purchasing department, this section cannot be changed by the bidder and the price must be in accordance with the amount specified by the purchaser when presenting the tender.

Delivery Days (8): If the purchaser wants a specific delivery date when the material must be delivered, he/ she indicates this date in the tender and this specific delivery date automatically appears in this section. If you cannot deliver the material on this date, fill in the Delivery Days section. The number of days you specify in this section will be added to the delivery date.

Stock Information (9): It is the stock quantity specified by the bidder.

Origin (10): It is the origin information section for the material.

Brand/Model (11): It is the section where information related to the brand and model of the material is specified.

Free-of-charge (12): If the bidder wants to bid free of charge for the material, he/she can fill the checkbox section.

2.3.2.2 Manual Bidding

If you want to bid after viewing the details of the material, price entry must be made.

NOTE: When the bid is sent for the items the price of which is not entered in the details, a warning message notifying that the bid is free-of-charge will appear that reads: Line 0001: 0 in the section of the price means that your bidding for the item is free-of-charge".

RFx	x Information Items Notes and Attachments Summary Tracking																
10	Verdeer 🛛																
ails	Add News Copy Paste Delete Calculate Value Update Requirement Price Karakteristiker Filter Expand All Coltapse All Settings																
Line	e Number	Product ID	Description	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFx / Response 🌗	RFx / Response 🕎	Internal Item Number	Item Type
	6	401082394	ARMATU	20-00004	LIGHTING EQUIPMENT	100	100	PCS	0,00	TUR	1	On 08.11.2020	0,00	0/0	0/0	1	Material
							0,000		0,00	EUR	1						
							0,000		0,00	EUR	1						
							0.000		0.00								



If you do not receive a red alert, you can only enter price for items and submit the bid.

If the Purchaser states that the Delivery Days, Origin, Brand / Model sections are mandatory to fill while creating the tender, you will have to enter such information in the details section for each item.

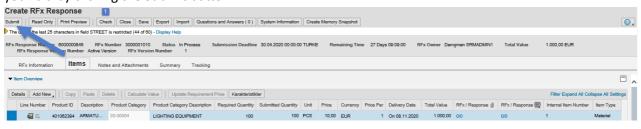
RFx Information	Items	Notes and Attachments	Summary	Tracking						
 Details for Item 	ARMATUR	4000K LARGO 42W 120CM	LEDLI							×
Item Data Questions	Notes and	Attachments Subcontracting								
Identification				Currency, Values and Pricing						
Item Type:	Material			Currency:	European Euro					
Product Category:	20-00004	LIGHTING EQUI	MENT	Required Quantity:		100 PCS item	s			
Product ID:	401062394			Submitted Quantity:		100 PCS	items			
Description:	LUMINAIRE	4000K LARGO 42W 120CM LE	1	4 Price:	0.	00 EUR Per:		1 PCS	S	
Item Variant Description:	Original Item			Service and Delivery						
Further Properties				Incoterm Key/Location:	ð					
Supplier Product Number:				Delivery Date:	08.11.2020 00	:00:00				
1 Origin:				3 Delivery Days:	000					
2 Brand/Model:				Status and Statistics						
Free:				Status and Statistics						
				Stock Info:						
 Partners and Delivery In 	formation									







After these sections are filled, the Check button is clicked. If you do not receive an error, you can send your bid by clicking the Submit button.



174	~			. 1	6
гі	g	u	re	: 1	0





2.3.2.3 Bidding by Import / Export Method

If the tender contains many items, an excel file is downloaded with the Export button (1). After clicking the Export button, the Save (2) button is clicked and the Offer.xls file is saved.

Create RFx Response	estions and Answers (0) System Information Creat	a Memory Snapshot	0.
RFx Response Number 6000000855 RFx Number 3000001010 Status In Process RFx Response Version Number Active Version RFx Version Number 1	Submission Deadline 30.04.2020 00:00:00 TURKE	Remaining Time 26 Days 13:57:06 RFx Owner Danişman SRMADM	4IN1 Total Value 0,00 EUR
RFx Information Items Notes and Attachments Summary Tr	racking		
Basic Data Questions Notes and Attachments			
Event Parameters	Service and Delivery		
Currency: European Euro	Incoterm:		
Terms of Payment: 0000	Status and Statistics		
	Created On:	03.04.2020 10:02:56 TURKE	
	Created By:	Bay PRONET GÜVENLIK HİZMETLERİ A	
	Last Processed On:	03.04.2020 10:02:56 TURKE	
	Last Processed By:	Bay PRONET GÜVENLİK HİZMETLERİ A	
	Invoice Currency:		
	interior contents.	U	
Partners and Delivery Information Details Send E-Mail Call Clear			Eiter Settings
	Number Name		Pater Settings
Function	Number Name SRMADMIN		Phone Number
Goods Recipient		JÍ ÜRETÍM YATIRIM	
Ship-To Address			
Location	AK3A ENER	J DREHM TATIRIM	
			2
kzcsrmappdev.aksa.com etki alanından	RFx Response.xls (448 bayt) dosyasını açmak y	ra da kaydetmek istiyor musunuz? Aç Kaydet	v iptal ×

Figure 17

The sections you need to fill in the downloaded excel file are as follows:

- 1. **Quantity**: It shows the amount you need to bid. If the quantity you bid is lower, you can revise it but you cannot increase the quantity.
- 2. **Price :** You can write in this section the price you will bid.
- 3. **Price Unit** : You can specify how many units the total price you bid will be for.
- 4. **Brand/Model** : Brand / Model are the special requests of the purchaser. If it is mandatory to specify such information in the tender, you have to specify them.
- 5. **Origin** : If it is mandatory to specify such information in the tender, you have to specify it.
- 6. **Stock Information** : Stock Information is the special request of the purchaser. If it is mandatory to specify such information in the tender, you have to specify it.
- 7. **Free-of-charge** : If you fill in this section, you can bid free of charge.
- 8. **Delivery Time**: Delivery Time information is the special request of the purchaser. If it is mandatory to specify such information in the tender, you have to specify it. The number of days you specify in this section will be added to the delivery date.

	А	В	С	D	E	F	G	н	1	L	к	L	м	N	0
1	Item No	Description	Product Category	Quantity	Unit	Price	Currency	Price Unit	Brand	Origin	Stock Info	Free	Delivery I	Days	
2	1	ARMATUR 4000K LARGO 42W 120CM LEDLI	20-00004	100	PCS	0	EUR	1					0		
3				0		2		3	4	6	6		8		
4															
5															
6															
7															
•															

Figure 18

After the sections are filled and the excel file is saved, the Import button is clicked (1). When you click the Browse (2) and select the saved excel file and then click the Upload button (3), the tender items will be processed according to the information in the excel file you have filled.





Create RFx Response	
Submit Read Only Print Preview Check Close Save Export Import Questions and Answers (0) System Information	Create Memory Snapshot
RFx Response Number 00000085 RFx Number 300001010 Status In Proc. Submission Deadline 30.04.2020 00.00 00 RFx Response Version Number 4 Adive Version Number 1	
RFx Information Items Notes and Attachments Summary Tracking	
Basic Data Questions Notes and Attachments	
Event Parameters Service and De Currency: European Euro • Terms of Payment: 0000 (T) Advance	
Status and Stat	istics
Upload Specify Fi Upload Upload	k to be predeter Goost ad in Baskground
Partners and Delivery Information	
Details Send E-Mail Call Clear	Filter Settings

After this step, you press the Check button (1) and if you do not receive a red warning, you can send your bid with the Submit button (2).

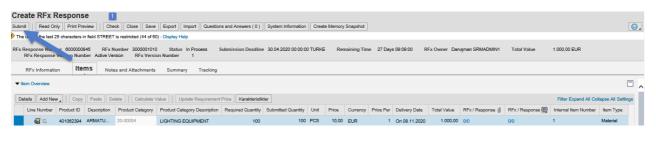


Figure 20

2.3.2.3 Bidding with Adobe Form Method

If the purchaser creating the tender activates the *Allow Offline Bid* button, an e-mail containing a pdf file is sent to the suppliers through the system. If the suppliers wish, the system will automatically process their bid if they fill in the pdf file sent to them without logging into the SRM system, reply to the incoming mail, and upload and submit the pdf file they have filled.

To whom it may concern, You are invited to submit a proposal for the tender whose detailed information can be found below.
Organizer of the Tender: yönetmeni satınalma / srmadmin1@aksa.com.tr
Tender Topic: RFx Sample 5
Tender Number: 3000001024
Opening Date:
Closing Date: 22.04.2020
We would like you to contact srmadmin1@aksa.com.tr for any question or help request regarding tender, and for any help request regarding technical issues.
You can use link to enter Kazancı(SRM) system.
<u>Click</u> Regards.
EIDINV300001024

Figure 21

The sections you need to fill in the downloaded pdf file are as follows:

- 1. Firm's Bidding Quantity : It shows the amount you need to bid. If the quantity you bid is lower, you can revise it but you cannot increase the quantity.
- 2. Unit Price : You can write in this section the unit price you will bid.





- 3. **Delivery Time**: Delivery Time information is the special request of the purchaser. If it is mandatory to specify such information in the tender, you have to specify it. The number of days you specify in this section will be added to the delivery date.
- 4. **Supplier's Note on Items**: If you want to add a note on the items, you can add it to this section.
- 5. **Brand/Model** : Brand / Model are the special requests of the purchaser. If it is mandatory to specify such information in the tender, you have to specify them.
- 6. **Origin** : If it is mandatory to specify such information in the tender, you have to specify it.
- 9. **Stock Information** : Stock Information is the special request of the purchaser. If it is mandatory to specify such information in the tender, you have to specify it.
- 7. **Currency** : You can choose in this section the currency you will bid.
- 8. Invoice Currency : Enter the currency for the invoice to be issued.
- 9. Payment Term: It is the section where you can choose the payment term.
- **10.** Method of Delivery: It is the section where you specify how the items will be delivered.
- **11. Delivery Location :** It is the section where you specify where the items will be delivered.
- 12. Supplier's Note: If you wish, you can write in this section a note that the purchaser will see.

				т	EKLİF	İSTI	EĞİ F	ORM	U		\sim	KAZANCI	HOLDİNG		
	Teklif Son Tari Firma Yetkii Kişi E-Posta Telefon No	PRONET GÜVENLİK	HIZMETLERİ AŞ. Bildder HIZMETLERİ AŞ. Bildder	Ihale Çağın Numarası 3000000934 İhale Tanımı Test İhale Tatep Numarası 1200161095 Sabnalma Sorumilusu yönetmeni sabnalma Telefon No											
Ek	ienmek istenen e	k bir belge var ise sabnain	iacıya doğrudan mali atınız	-	1		2		3			4	5	6	0
No.	Malzeme No.		Kalem Notu	Talep Militar	Firma Teklif Miktan	Birim	Bapna	Topiam Tuta	Teslin Süresi	Tealim Tarihi	Bedelst	Tedarikçi Kalem Notu	Marka	Mensei	Stok Durumu
1	401052394	ARMATUR 4000K LARGO 42W 120CM		100	100	Adet	20	2.000	5	06.05.2020		NOT			
2	430000040	SARF/HIZMET STOKSUZ		100	100	Adet	20	2.000	5	06.05.2020					
3	430000040	SARF/HIZMET STOKSUZ		100	100	Adlet	20	2.000	5	06.05.2020			1		
4	401052394	ARMATUR 4000K LARGO 42W 120CM		100	100	Adet	20	2.000	5	06.05.2020			1		
derne reilim reilim	kimi TR Para Bálmi TR Vadesi Şekli Yeri kçi Notu		8 9 10 11								12 13				

If you save the file and send it in response to the e-mail sent to you after the sections are filled, the system will automatically process your bid.

2.3.3 Notes and Attachments





In the Notes and Attachments section, a note can be entered for the bidding document and an attachment can be added. Click the Add button (1) in the Notes section as shown in Figure 28. A note (2) is entered as shown in the steps in Figure 29. If you want to enter a note for the overall tender on the basis of a title, General Data (3) is selected and the *OK* (4) button is clicked.

	Neter and	Attachments								
RFx Information	Notes and	Attachments	mary Tracking							
Notes										
Add / Clear										Filter S
Assigned To Catego	ry		Text Pr	review						
Attachments										
		lete Create Qualification Pro								Filter S
Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not	contain any data									
					Figure 23					
					riguit 25					
Notes										5
Add Clear										Filter Settings
Assigned To Category			Text Previe	w		_				
				Add Bidder	's Remarks 🛛 🗆 🛛					
Bidder's	Remarks				Bidder's Remarks:					
				BZ	(# ≫ ≡					
Attachments				sample note						
Add Attachment Edit Des	cription Versioning] Delet	e Creste Qualification Profile			2					Filter Settings
Assigned To	Category	Description	File Name	Version	-	d Out	Type Siz	e (KB)	Changed by	Changed on
1 The table does not o	ontain any data									
				Assign to: G	eneral Data 🗸 🤟					
					OK Cancel					

Figure 24

To add an attachment, click on *Add Attachment* button in the *Attachments* section. When the button is clicked, the document is added as in Figure 30 (1) and the definition is entered for the document. When the *OK* (2) button is clicked, the attachment is added.

RFx Information Items Notes and Attachments Summary	Tracking			
Notes Add_ Clear Assigned To Category	Text Preview			Filter Settings
Addachments Add Attachment Exit Description Versioning Delete Create Qualification Profile Assigned To Category Description F	Add Attachment	Size (KB)	Changed by	Filter Settings Changed on
	Cancel			

Figure 25

2.3.4 Summary

It is the section where the summary information of the bid is displayed. The bid number, the number of notes and attachments added, the total amount of the bid and the number of materials in the bid are included.





RFx Information	Items	Notes and Attachments	Summary	Tracking	
			RFx Resp	onse Number:	800000881
			Items w	th Response:	4 out of 4 items responded to
				Questions:	0 out of 0 questions answered (0 out of 0 mandatory)
				Notes:	No Notes Added
				Attachments:	No Attachments Added
			Total RFx Res	ponse Value:	0.00 EUR
			Inv	bice Currency:	- C ²

If you do not want to make another addition, first click on the Check button as shown in Figure 32. If you do not receive any red alerts, you can send your offer by clicking the "Submit" button. When the Submit button is clicked, you will get a notification like "Bid No. 5000000777 Submitted".



Figure 27

When the bid is entered into the system, an automatic e-mail will be sent indicating that there is a bid entry.

2.4 Viewing the Bid

If you want to view the submitted bid, the following steps can be followed;

- The page of the calls for tenders and auctions is opened.
- You can click on the tender number on the right side of the relevant tender. (1)
- You can also prefer to view your submitted bid by selecting the relevant line of the tender (2) and clicking the Show Answer button (3).

Portal												
Work Overview	Acti	ve Queries										
RFx and Auctions			blished (12) Ended (0) C									
Personalization	eAt	Cuons All (0) Publi	shed (0) Ended (0) Con	ipietea (U)								
Create Documents	eRF	xs - All				3						
External Contact Person	Sh	Show Quick Criteria Meintenance										
Central Functions	Vie	w: [Standard View]	Create Res	ponse Displa	y Event Display F	Response	Print Preview	Refresh Export				
Display Company Data		Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
Display Company Data	_	3000001024	RFx Sample 5	RFx	Published		22.04.2020		No Bid Created	1		
		3000001022	RFx Sample 4	RFx	Published		24.04.2020		No Bid Created	1		
		3000001020	2008	RFx	Published		03.04.2020	600000859	Submitted	1	1	
		3000001019	RFx Sample 1	RFx	Published		24.04.2020	1	No Bid Created	1		
	2	3000001018	2005	RFx	Published		05.04.2020	600000854	Submitted	1	1	
		0001017	2004	RFx	Published		05.04.2020	600000851	Submitted	1	1	
		3000. 1018	2003-3	RFx	Published		05.04.2020		No Bid Created	2		
		300000101	2003 2	REx	Published		05.04.2020	600000849	Submitted	1	1	



2.5 Revising the Submitted Bid





To revise a submitted bid, if the Deadline section (1) does not specify a past date, the line with the relevant tender is selected (2). The bid is viewed by clicking the Show Answer button.

 Work Overview 	Acti	ve Queries								
RFx and Auctions			lished (12) Ended (0) C							
> Personalization	eAt	ictions All (0) Publis	shed (0) Ended (0) Com	pieted (U)						
✓ Create Documents		xs - All				3				
External Contact Person	hanna.	ow Quick Criteria Mai								
✓ Central Functions		w: [Standard View]	Create Resp		y Event Display F			Refresh Export		
 Display Company Data 		Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event V
	-	3000001024	RFx Sample 5	RFx	Published		22.04.2020		No Bid Created	1
		3000001022	RFx Sample 4	RFx	Published		24.04.2020		No Bid Created	1
		3000001020	2006	RFx	Published		03.04.2020	600000859	Submitted	1
		3000001019	RFx Sample 1	RFx	Published		24.04.2020		No Bid Created	1
2		3000001018	2005	RFx	Published		05.04.2020	600000854	Submitted	1
		0001017	2004	RFx	Published		05.04.2020	600000851	Submitted	1
		3000. 1016	2003-3	RFx	Published		05.04.2020		No Bid Created	2
		300000101	2003_2	RFx	Published		05.04.2020	600000849	Submitted	1
		3000001014	2003	RFx	Published		02.04.2020	600000846	Submitted	1
		3000001010	RFx Sample	RFx	Published		30.04.2020		No Bid Created	1

Figure 29

On this page, you can view your submitted bid. If you click the Edit button on this page, you can revise your bid and send it again.

Display RFx Response:
Print Preview C Close Withdraw Export Questions and Answers (3) System Information
RFx Response Tumber 6000000854 RFx Number 3000001018 Status Submitted Submission Deadline RFx Response Version Number 1 RFx Version Number 1
RFx Information Items Notes and Attachments Summary Tracking
Basic Data Questions Notes and Attachments
Event Parameters
Currency: Turkish Lira
Terms of Payment: 0080 within 60 days Due net

Figure 30