



Vendor Guide for Online Collaboration

Vendors Manual

Compiled By: Bayajula (PTY) LTD

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2. Course Overview

2.1. Purpose

All SANBS vendors are required to process all procurement documents as well as maintaining own data using the SANBS Vendor Portal. To access the Portal the vendor must register with SANBS to receive a userID and Password for the portal. Vendor online collaboration will ensure that the procurement processes are simpler, more transparent and will allow for better communication between SANBS and the vendor.

Vendors will process the following on the new SANBS Vendor Portal online:

- Maintaining own vendor data, e.g addresses and email addresses
- Purchase Orders (POs) - Vendors must submit a PO response to acknowledge the receipt of the PO.
- Vendor Quotations - Vendors must submit their quotations to SANBS once they have received a Request for Quotation.
- Tenders - All SANBS tenders will be available online to vendors, the vendor will then respond to the Tender Online.
- Contracts - All procurement legal contracts between the vendor and SANBS will be processed online.

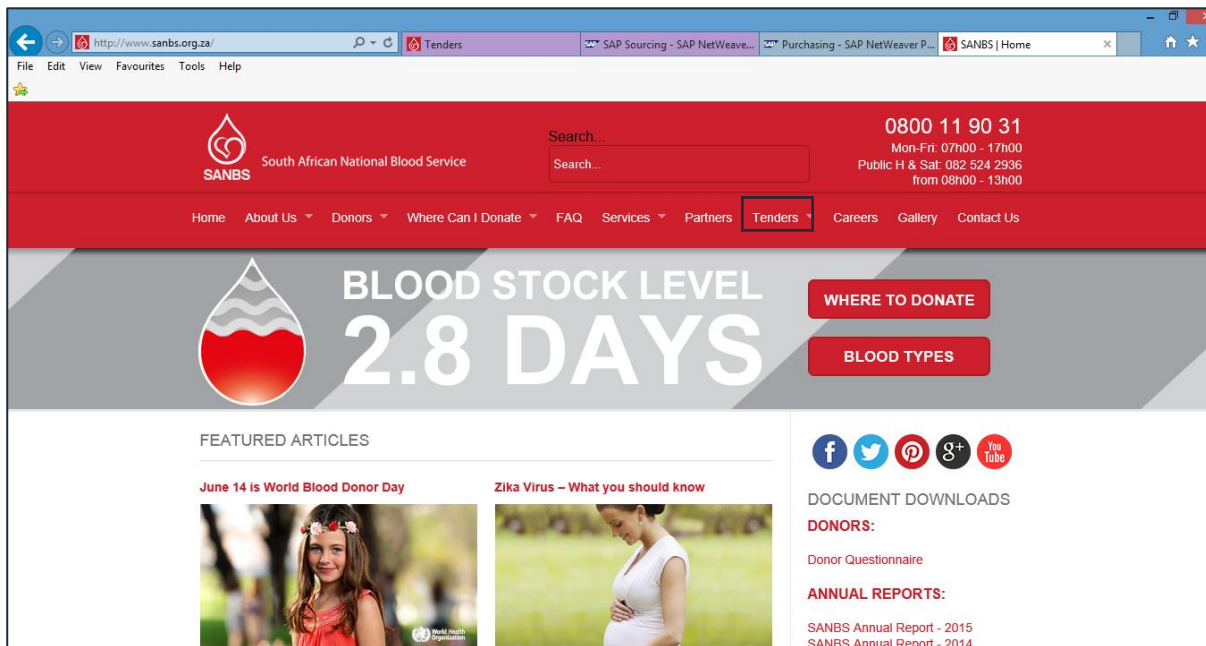
The vendor is also able to maintain all their vendor information such as contact details, company profiles, any certificates and also add additional employees that can access the vendor portal.

The purpose of this manual is to detail how the functionality above can be carried on the SANBS Vendor Portal.

3. Log on to SANBS Vendor Portal

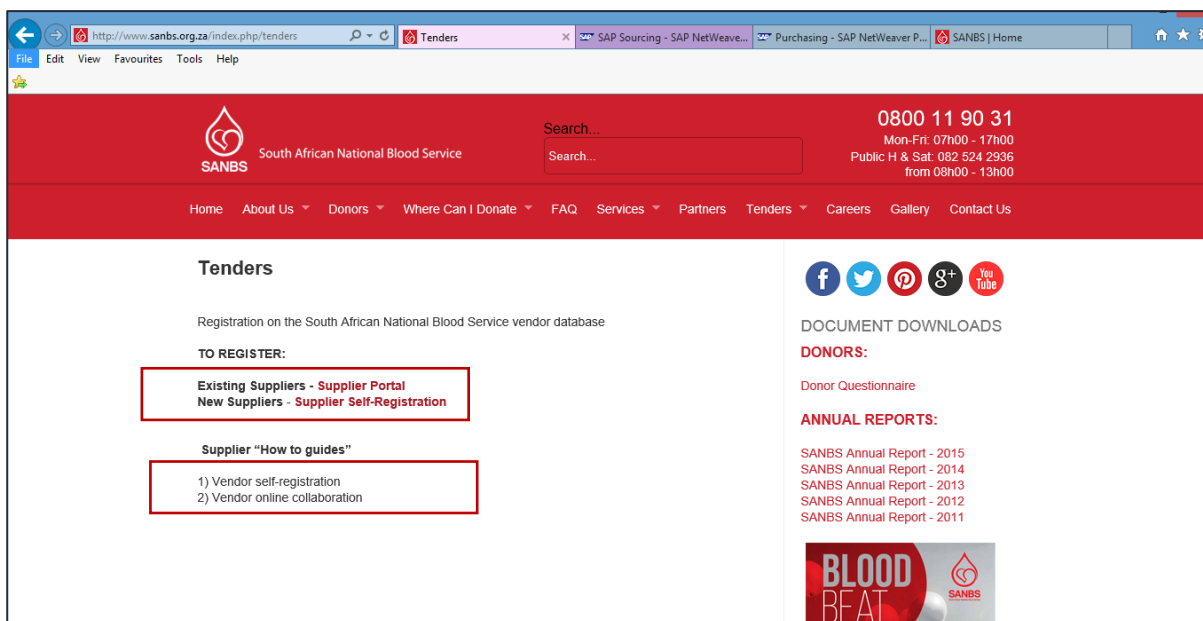
To access the SANBS Vendor Portal, access the SANBS website www.sanbs.org.za

The click on the **Tenders** menu option as shown in the screen below:



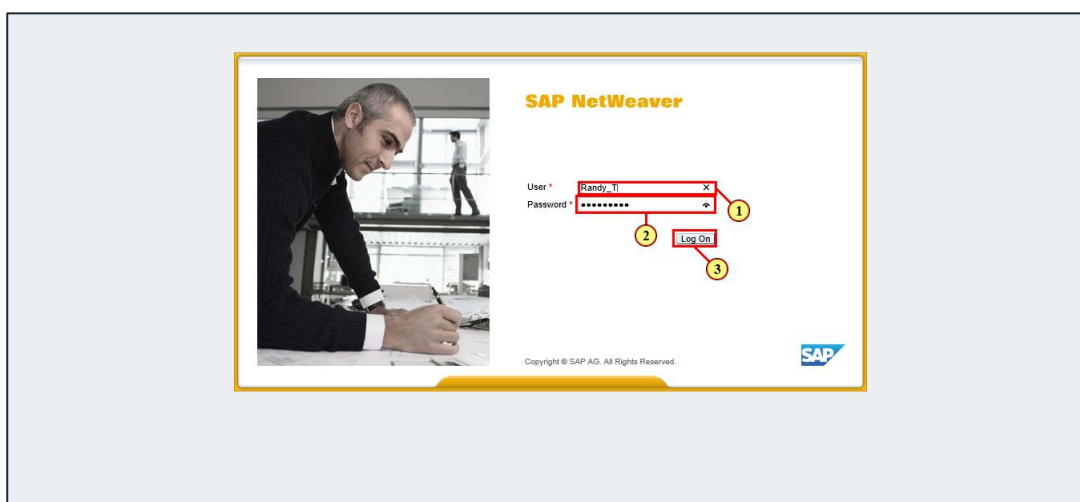
Step	Action
(1)	Click on the word Tenders marked above

You will get the screen shown below:




Step	Action
(1)	Click on the link Supplier Portal marked above to log into the SANBS Vendor Portal

You get the login screen shown below that will take you into the Vendor Portal.



Step	Action
(1)	Enter your userID in the User * field.
(2)	Enter your password in the Password * field.
(3)	Click on Log On Log On

	<p>All vendors must have valid user Username and Password to access the SANBS Vendor Portal.</p> <p>If there is a vendor who does not have a user ID and password, the vendor must register from the SANBS website, or by following the following link:</p> <p><u>New Suppliers - Supplier Self-Registration</u></p>
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4. How To Mantain Own Data

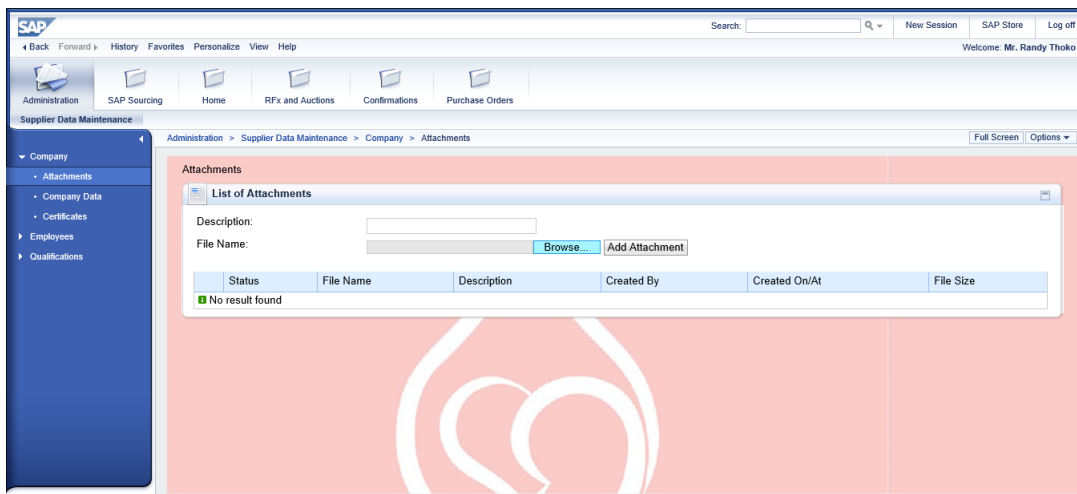
As the vendor, you are able to maintain your own details, such as company profiles, contact details and also the users within your company that can access the SANBS Vendor Portal. All changes made by the vendor will go to SANBS Vendor Management Team for approval. When changes are approved your details will update and if rejected changes will remain unchanged.

The section below details how this is carried out.

4.1. Add Company Attachments

When you log into the Vendor Portal, you are taken to the screen below:

The Company Attachments is selected as it is the first menu option.



Administration Menu

There are three sections that vendors change in Administration (listed left side of the menu). These categories are the following:

Company Data: This section is directly related to master data of the vendor's company. The administrator can change your company data and attach your company certificates.

- **Attachment** – In this section you can attach documents that are required by SANBS.
- **Company Data** – In this section you can change and update your company details.
- **Certificates** - You can attach and submit your professional and compliance certificates and you can also see the status of your submitted and approved Certificates.

Certificate statuses are as follows:

- **Red** – The certificate has expired and must be updated
- **Green** – The certificate is still valid
- **Yellow** – The certificate will expire in less than a month

Qualifications: In this Section you can respond and view your submitted SANBS additional Information requests.

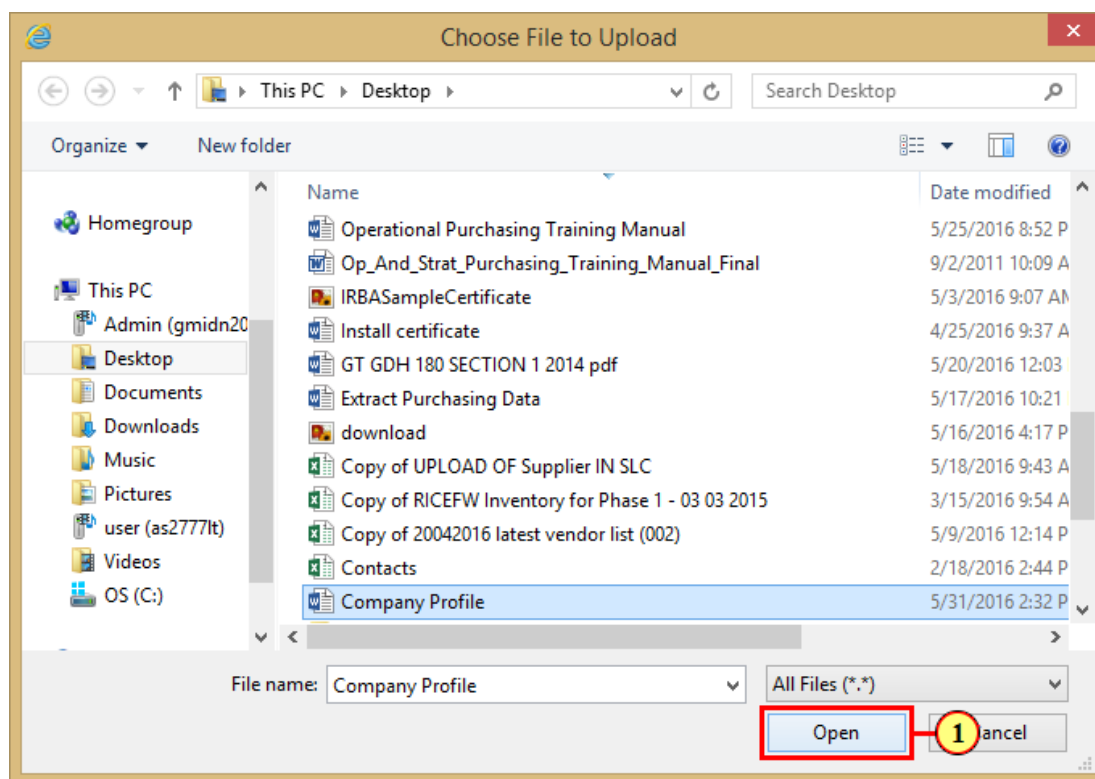
- **New** – Here you can see all new SANBS additional information requests for you to complete.
- **Submitted** – Here you can see a list of all your submitted SANBS additional requires.
- **To be clarified** – Here you see a list of all SANBS forms that have been sent back by SANBS for you to clarity.
- **To be processed** - Here you see a list of all SANBS Additional Information requested that you still need to process.

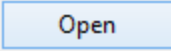
Employees: This section is related to master data of responsible person of the vendor company.

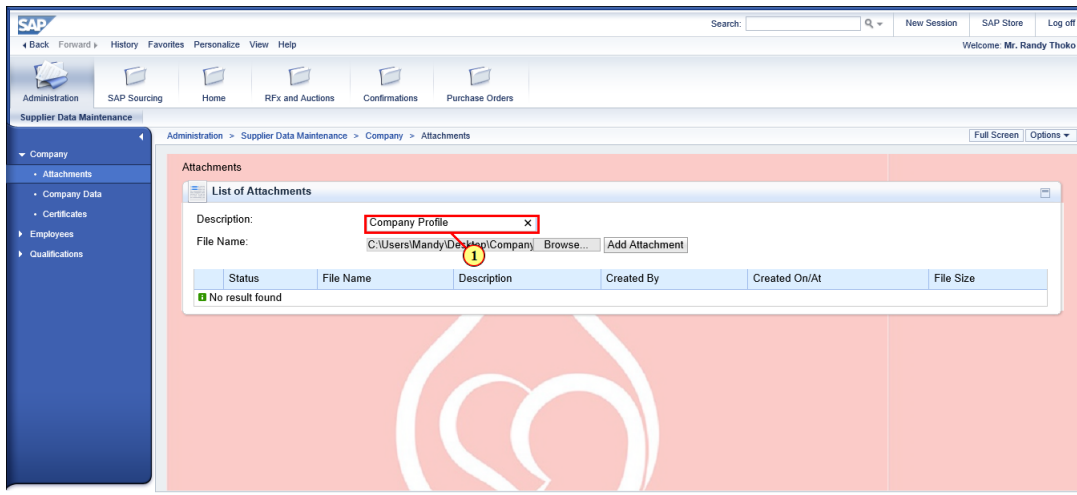
- **Own data** – in this section the company administrator is able to view and edit his own data.
- **Create new user**- in this section the administrator can create other users within the company which he/she can then assign them tasks.
- **Employee list**- In this section the administrator can see list of all users that have been created and approved by SANBS to have access to the system.



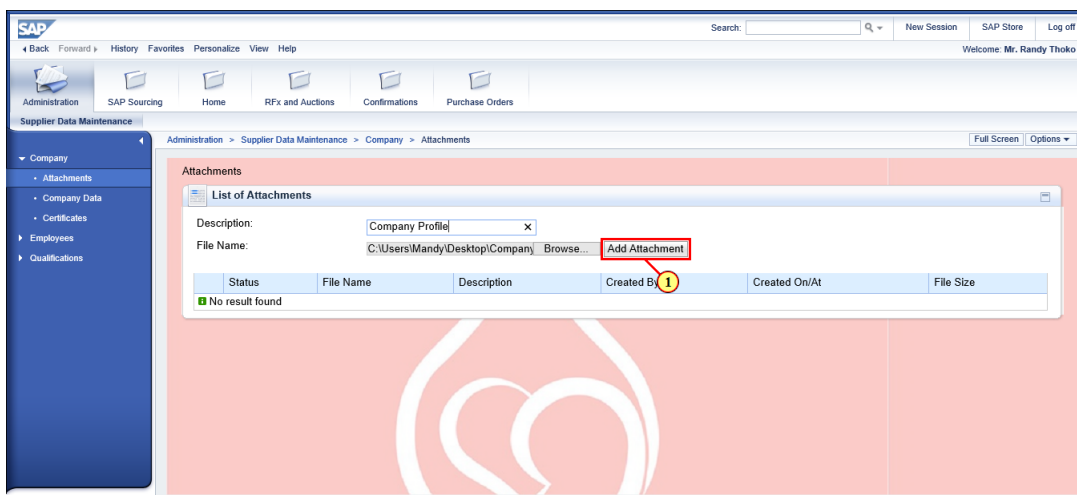
Step	Action
(1)	Click on Add Attachment to add new attachment that is required by SANBS.



Step	Action
(1)	Select the document to upload then click on Open  tab.

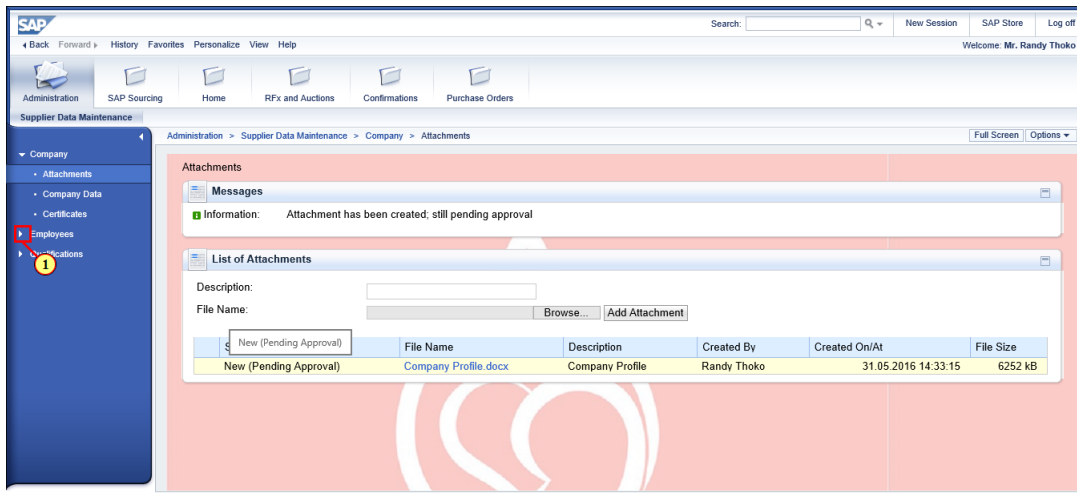


Step	Action
(1)	Enter the Description of the attachment.

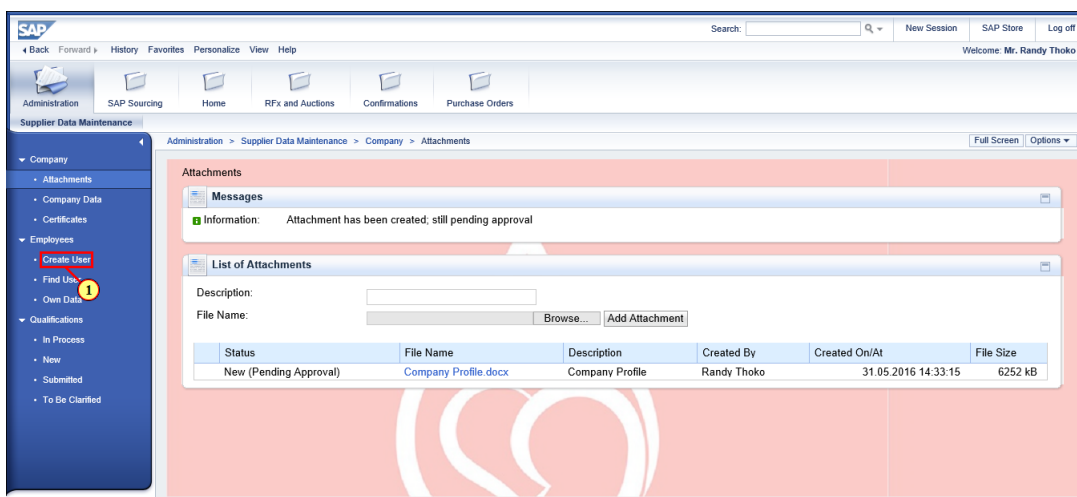


Step	Action
(1)	Click on Add Attachment Add Attachment tab.

4.2. Add/ Change Employees



Step	Action
(2)	Click on Employees to access the Vendor Employee details.



Step	Action
(4)	Click on Create User Create User link to create a new user.

Create Employee

Messages

Information: User creation only possible for existing and accepted contact persons

Contact Details

Title: [] (1)

Academic Title: [] (2)

* First Name: Lerato [x] (3)

* Last Name: Musoda [x] (4)

Function: Contracts Specialist [x] (5)

Department: Procurement [x] (6)

* Language: [] (7)

* E-Mail: lerato@rtsolutions.com [x] (8)

* Country: / * Phone Number: / Extension: [] (9)

[] (10)

Step	Action
(1)	Select Title
(2)	Select Academic Title
(3)	Enter First Name
(4)	Enter the Last Name
(5)	Enter Function
(6)	Enter the Department
(7)	Select Language
(8)	Enter the E-Mail
(9)	Selected the Country: / * Phone Number: / Extension:
(10)	Enter Telephone number

Step	Action
(1)	Click here to scroll down to see more details of the page.

Step	Action
(2)	Read the SANBS data privacy statement and select check box Yes, I have read the data privacy statement and accept the terms.

SAP Supplier Data Maintenance - Create User

E-Mail: lerato@tsolutions.com

Country: / * Phone Number: / Extension: South Africa 0114567893 7893

Country: / Fax Number: / Extension:

Data Privacy Statement

☒ Yes, I have read the data privacy statement and accept the terms.

This privacy policy is complementary to, and should be read and understood together with, the general terms and conditions of use (add url).

General Principles of our Privacy Policy

SANBS respects your privacy and your personal information and for this reason, we take care to protect your personal information and to keep it confidential.

This privacy policy covers how we treat your personal information collected electronically when you use the site, register, or when you contact SANBS electronically.

When dealing with your personal information we apply the following:

- ... SANBS will only disclose, collate and process ("use") your personal information with your express written permission unless we are legally required to do so;
- ... SANBS will not use your personal information for any other purpose, other than that which we disclosed to you, unless you give SANBS your express written permission to do so; or unless SANBS is permitted or required to do so by law.

By using the Site, registering or applying online for any SANBS products or services, or contacting SANBS electronically, you provide SANBS with your express written permission to share your personal information within the SANBS organisation, in the ordinary course of SANBS's business, including for purposes of providing you with the relevant information required. You may revoke this consent in writing at any time.

Personal information refers to information that identifies or relates specifically to you, for example, your name, age and identity number or any information you use to register for the website.

Whenever you use the Site, complete an application form, contact SANBS electronically, SANBS will collect and store your personal information.

Your privacy is important to us and we will therefore not sell, rent or provide your personal information to unauthorised third parties for their independent use.

You accept that we may store your personal information outside of the region or country that you may submit or use it in.

Protection of your Personal Information

SANBS values the information that you choose to provide and will take reasonable steps to protect your personal information from loss, misuse or unauthorised alteration. The information SANBS has concerning SANBS Suppliers is stored in databases that have built-in safeguards to ensure the privacy and confidentiality of that information.

Step	Action
(3)	Click here to scroll up.

SAP Supplier Data Maintenance - Create Employee

Create

Information: User creation only possible for existing and accepted contact persons

Contact Details

Title: Ms.

Academic Title: Master of Business Administration

* First Name: Lerato

* Last Name: Musode


Function: Contracts Specialist


Department: Procurement

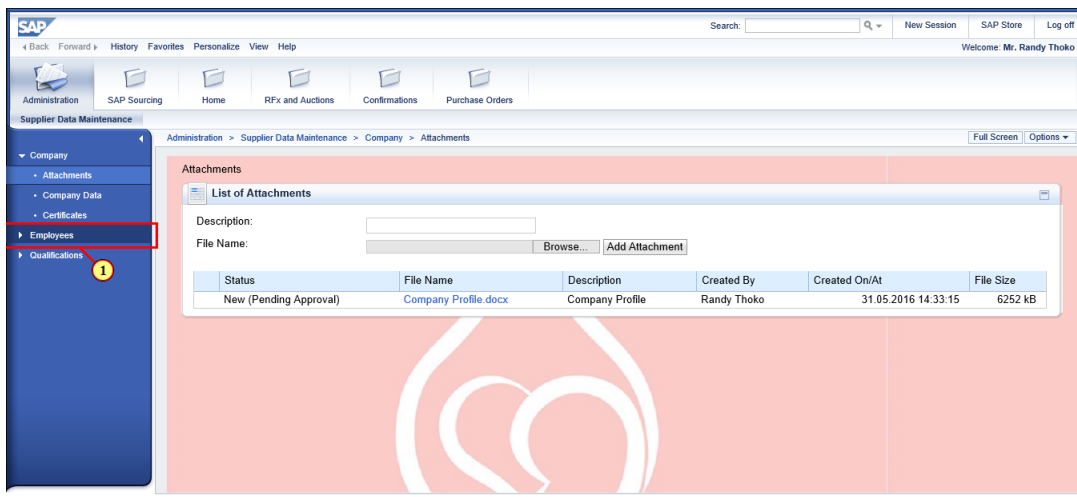
* Language: English

* E-Mail: lerato@tsolutions.com

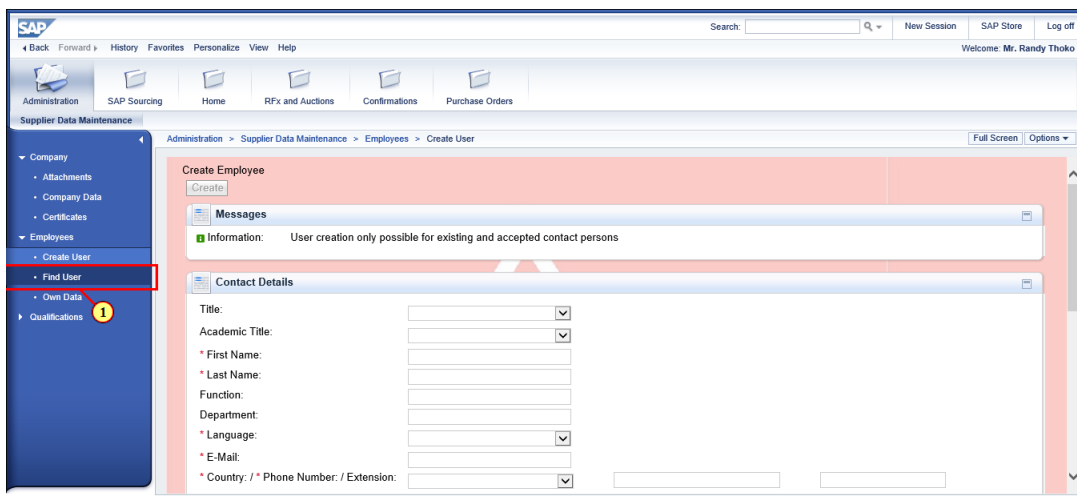
* Country: / * Phone Number: / Extension: South Africa 0114567893 7893


Step	Action
(1)	Click on Create  tab.

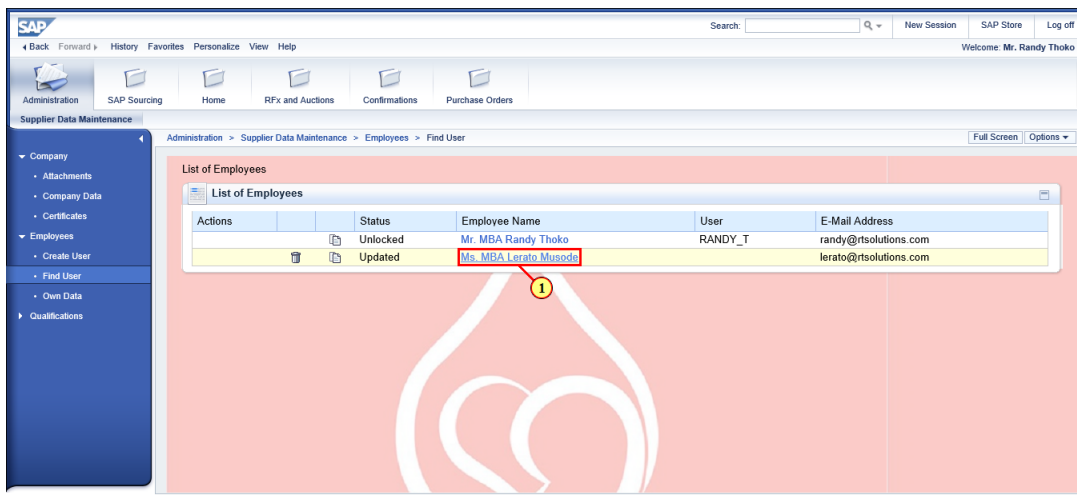
	<p>The creation of the user will trigger workflow to the SANBS Vendor Management Team to approve or reject the new user.</p> <p>If Approved – Your company administrator will receive an email notification about the approval. You can then assign the new user a user ID, password and assign them a task that they will have access to.</p>
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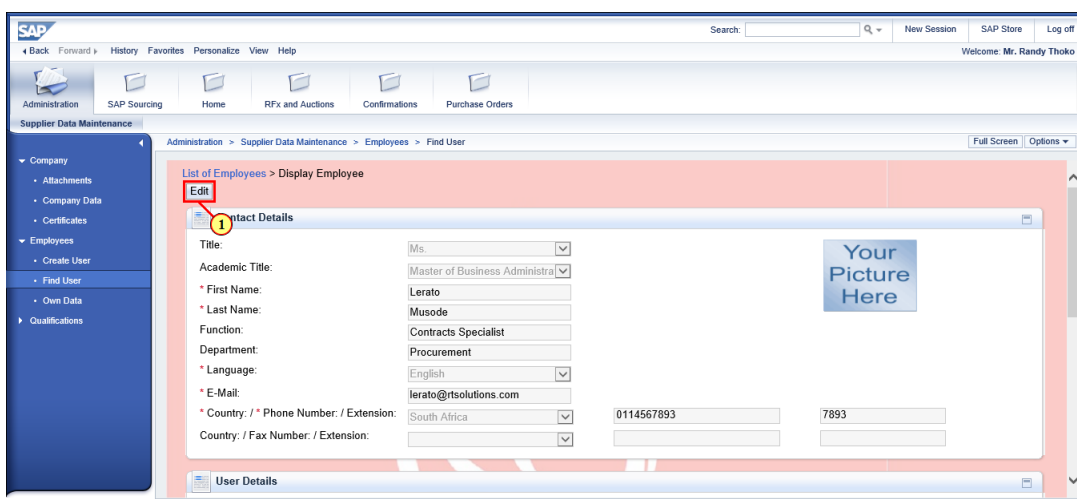
Step	Action
(1)	Click Employees  to find the approved Employee.



Step	Action
(1)	Click Find User  .



Step	Action
(1)	Click Ms. MBA Lerato Musode Ms. MBA Lerato Musode - this is the Employee that you would like to create a username and password for.



Step	Action
(1)	Click Edit Edit .

Step	Action
(1)	Scroll down.

Step	Action
(1)	The User: field is filled out.
(2)	The Password: field is filled out.
(3)	The Confirm Password: field is filled out.
(4)	Supplier Master Data Manager check box is selected.

SAP Supplier Data Maintenance - Find User

User Details

User: Lerato_M

Password:

Confirm Password:

Date Format: DD.MM.YYYY

Decimal Format: 1.234.567,89

Time Zone:

Roles

	Role Name
<input type="checkbox"/>	Employee Administrator
<input type="checkbox"/>	Qualification Expert
<input checked="" type="checkbox"/>	Supplier Master Data Manager
<input type="checkbox"/>	Supplier Task Processor

Notifications

☐ E-Mail Notification

Step	Action
(1)	Scroll up.

SAP Supplier Data Maintenance - Find User

List of Employees > Display Employee > Edit Employee

Save Display

Contact Details

Title: Ms.

Academic Title: Master of Business Administration

* First Name: Lerato

* Last Name: Musode

Function: Contracts Specialist

Department: Procurement

* Language: English

* E-Mail: lerato@rtsolutions.com


* Country: / * Phone Number: / Extension: South Africa 0114567893 7893

Country: / Fax Number: / Extension:

Step	Action
(1)	Click Save Save .

4.3. Respond to Qualification Request

The screenshot shows the SAP Supplier Data Maintenance interface. The left navigation menu has a red box around the 'New' link under the 'Qualifications' section, with a circled '1' next to it. The main content area shows the 'Company Data' form with fields for 'General Company Information' (Company Name: RT Solutions, Language: English, Homepage: www.rtsolutions.com, Currency: South African Rand) and 'Address' (Country: South Africa, Region: Gauteng, District: City of Johannesburg, City: Johannesburg, Postal Code: 2001). A 'Your logo here' placeholder is visible on the right.

Step	Action
(1)	Click on  link to view Qualification Request.

The screenshot shows the SAP Supplier Data Maintenance interface for 'Qualifications - New'. The 'List of New Qualifications' table has a red box around the 'SANBS Supplier Questionnaires' link in the 'Name' column, with a circled '1' next to it. The table also shows 'Created On' (31.05.2016), 'Deadline' (05.06.2016), and 'Status' (New).

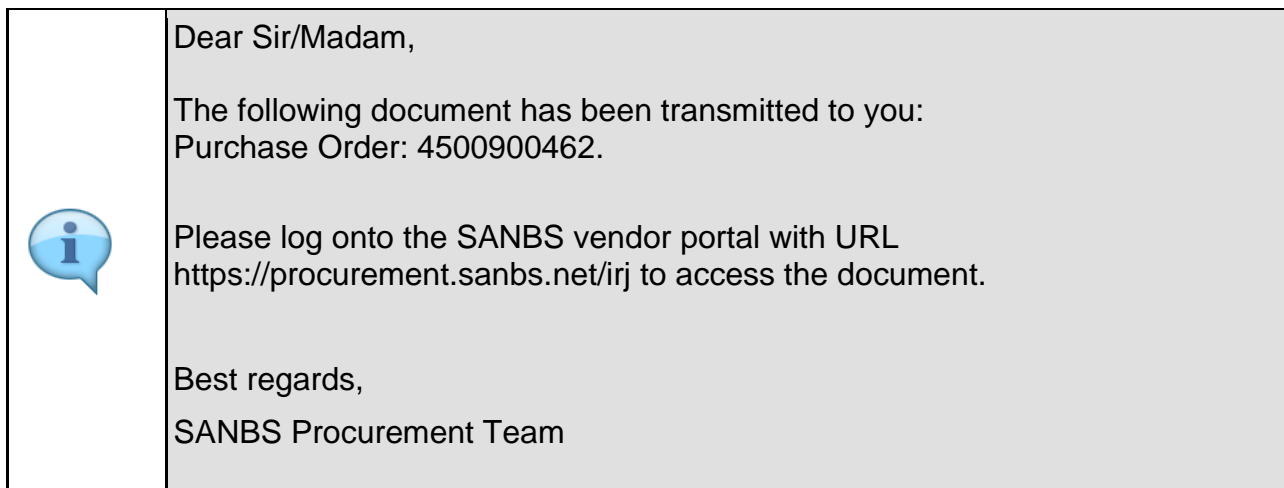
Step	Action
(1)	Click on the SANBS Supplier Questionnaires SANBS Supplier Questionnaires link and respond to the questionnaire and attach all required documents then submit.

5. How To Respond to Purchase Orders

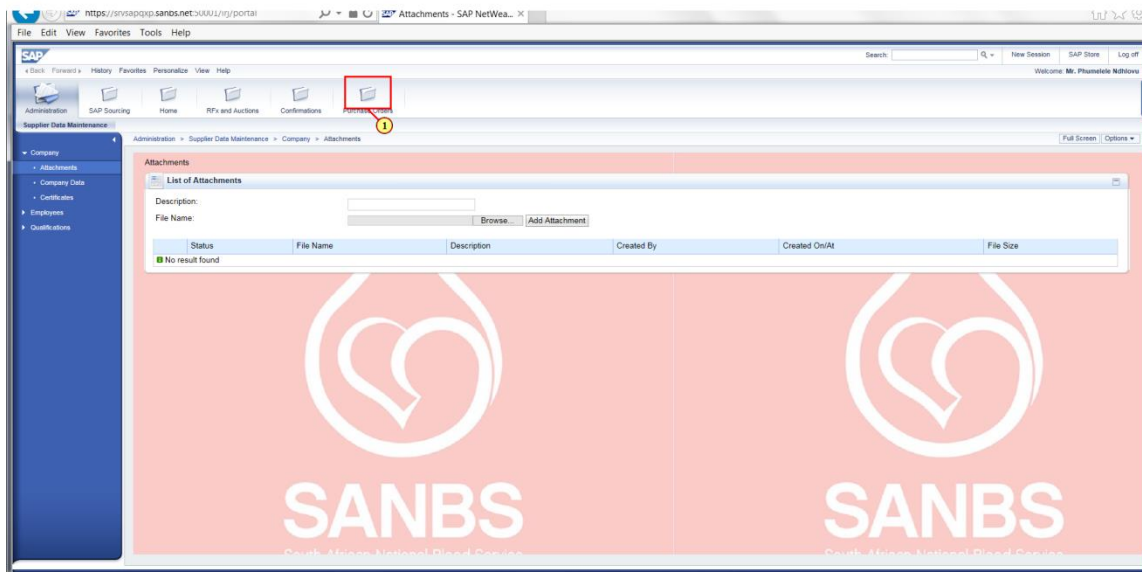
Purchase Orders will be also be received on the SANBS Vendor portal. The Vendor is required to accept, or reject the Purchase Order that has been sent to them. The Vendor also has the option to change the delivery date to a date that they are able to deliver for.


Once the Purchase Order has been Accepted, the Vendor may then deliver the goods/ services that have been ordered. The section below details how the PO response is captured on the SANBS Vendor portal.

A email notification will be sent to you, the Vendor, should there be a new or a change Purchase Order that must be actioned. An example of the notification is detailed below:




Once logged onto the portal, navigate to the Purchase Order section.



Step	Action
(1)	 Click Purchase Orders to open all Purchase Orders that have been sent by SANBS.

External Reference No.	Number	Name	Date	Total Value	Status
4500900462	1000000966	Specialized Training	06.06.2016	2.400.00.ZAR	New
4500900461	1000000965	June Risk Training	06.06.2016	2.400.00.ZAR	New
4500900460	1000000964	June Training	06.06.2016	2.400.00.ZAR	New
4500900459	1000000963	ZWI s CART	06.06.2016	700.00.ZAR	New
4500900457	1000000962	(Copy of the order 4500900454)	06.06.2016	700.00.ZAR	New
4500900455	1000000961	(Copy of the order 4500900454)	06.06.2016	700.00.ZAR	New
4500900454	1000000960	test notification 1	06.06.2016	700.00.ZAR	New
4500900425	1000000953	DCA100 APP01 02 06 2016 15:42:52	02.06.2016	2.000.00.ZAR	Confirmed
4500900423	1000000952	REQUEST20 02 06 2016 13:48	02.06.2016	1.300.00.ZAR	Confirmed
4500900422	1000000951	REQUEST21 02 06 2016 13:46	02.06.2016	700.00.ZAR	Confirmed
4500900380	1000000950	Estienne order 1	02.06.2016	600.00.ZAR	Confirmed
4500900043	1000000943	REQUEST20 31 05 2016 11:46	31.05.2016	600.00.ZAR	New
4500900025	1000000942	QC 31.05.2016 11:49	31.05.2016	600.00.ZAR	Confirmed
4500900024	1000000940	Yellow Jacket and Fire 2016.05.31 11:37	31.05.2016	2.100.00.ZAR	New
4500900023	1000000941	Stock Items	31.05.2016	600.00.ZAR	New

Step	Action
(1)	Purchase Order Status - details what the status of the Purchase Order is. See status explanation in table below.
(2)	Name - details the name given to the Purchase Order.
(3)	Date - details the date which Purchase Order was created.

Step	Action
(4)	Total Value - details the total value (in South African Rands) of the Purchase Order.
(5)	Purchase Order number - details the Purchase Order Number.
(6)	Clicking the All  tab selects it.


	<p>The Purchase Order display will display Purchase Orders that are in one of the following statuses:</p> <p>All - This will display All Purchase Orders that have been assigned to the Vendor.</p> <p>New - This will display only New Purchase Orders that have not yet been processed by the Vendor.</p> <p>Changed - This will display all Purchase Orders that have been created and have been changed by SANBS.</p> <p>Confirmed - This will display all Purchase Orders that the Vendor has already confirmed.</p> <p>Partly Confirmed - This will display all Purchase Orders that have been partially confirmed by the Vendor.</p> <p>Rejected - This will display all Purchase Orders that have been rejected by the Vendor.</p> <p>Cancelled by Customer - This will display all Purchase Orders that have been cancelled/ deleted by the SANBS buyer.</p>
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Table: List of Purchase Orders

External Reference No.	Number	Name	Date	Total Value	Status
4500900462	1000000066	Specialized Training	06.06.2016	2,400.00 ZAR	New
4500900462	1000000065	June Risk Training	06.06.2016	2,400.00 ZAR	New
4500900462	1000000064	June Training	06.06.2016	2,400.00 ZAR	New
4500900469	1000000063	ZM & CARP	06.06.2016	700.00 ZAR	New
4500900467	1000000062	(Copy of the order 4500900454)	06.06.2016	700.00 ZAR	New
4500900465	1000000061	(Copy of the order 4500900454)	06.06.2016	700.00 ZAR	New
4500900454	1000000060	test notification 1	06.06.2016	700.00 ZAR	New
4500900425	1000000053	DCA100 APP01 02.06.2016 15:42:52	02.06.2016	2,000.00 ZAR	Confirmed
4500900423	1000000052	REQUEST120 02.06.2016 13:48	02.06.2016	1,300.00 ZAR	Confirmed
4500900422	1000000051	REQUEST121 02.06.2016 13:46	02.06.2016	700.00 ZAR	Confirmed
4500900380	1000000050	Estienne order 1	02.06.2016	600.00 ZAR	Confirmed
45009000226	1000000043	REQUEST108 31.05.2016 11:46	31.05.2016	600.00 ZAR	New
45009000225	1000000042	QC 31.05.2016 11:49	31.05.2016	600.00 ZAR	Confirmed
45009000224	1000000040	Yellow Jacket and Fire 2016.05.31 11:37	31.05.2016	2,100.00 ZAR	New
45009000223	1000000041	Stock items	31.05.2016	600.00 ZAR	New

Step	Action
(1)	Click 4500900462 4500900462 . This will open All the Purchase Order that have been sent to you by SANBS

Table: Purchase Order: 4500900462

Number	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Confirmed Quantity	Confirmed for	Status
1	Specialized Training	700007	1 each	700.00 ZAR	06.06.2016	0 each		New
2	Specialized Training / Risk Assessments	700006	2 each	1,700.00 ZAR	06.06.2016	0 each		New
Net Value (Unconfirmed Items)								2,400.00 ZAR
Net Value (Confirmed Items)								0.00 ZAR

Step	Action
(1)	Click Process Process to process the Purchase Order response.

The screenshot shows the SAP NetWeaver Portal interface. The 'Communication and Collaboration' section is active, displaying a 'Message to Purchaser' field. A red rectangular box highlights this field, and a yellow circle with the number 1 points to it. Below the message field is an 'Attachments' section with a green plus icon and the text 'No Attachments Available'. The 'General Information' section is also visible, showing details for Purchase Order ID 450000462, including Name (Specialized Training), Date (06.06.2016), and Status (In Process).

Step	Action
(1)	Enter a Message to Purchaser . This is a message that will be displayed to the SANBS buyer.

The screenshot shows the 'Item Overview' section of the SAP NetWeaver Portal. It displays a table with columns: Number, Conf., Reject, Short Text, Product, PO Quantity, Purchase Order Value, Required on, Confirmed Quantity, Unit of Measure, Confirmed for, and Status. A red rectangular box highlights the 'Confirmed for' field in the first row, and a yellow circle with the number 1 points to it. The table shows two items: 'Specialized Training' (Product 700007) and 'Specialized Training / Risk Assessments' (Product 700006). The 'Confirmed for' field for the first item is set to '06.06.2016'. Below the table is the 'Partner Information' section, which includes details for the partner 'SANBS'.

Step	Action
(1)	Enter the date when delivery can take place in Confirmed for field.

https://sapsapgw.sanbs.net:30000/ng/portal All - SAP NetWeaver Portal

File Edit View Favorites Tools Help

SAP

Administration SAP Sourcing Home RFx and Auctions Confirmations Purchase Orders

Purchase Orders > All

Purchase Order ID: 4500900462
 Number: 1000000066
 Name: Specialized Training
 Date: 06.06.2016
 Status: In Process

Follow-On Documents
 1 Purchase Order Response
 2 Confirmation
 3 Invoice

Payment in Days: 30
 Discount in %:

Terms of Delivery
 Incoterms: N/A
 Location:

Item Overview

Confirm All Items Reject All Items Reset All Items

Number	Conf.	Reject	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Confirmed Quantity	Unit of Measure	Confirmed for	Status
1			Specialized Training	700007	1 each	700.00 ZAR	06.06.2016	1	each	26.06.2016	In P...
2			Specialized Training / Risk Assessments	700006	2 each	1.700.00 ZAR	06.06.2016	2	each	26.06.2016	In P...
Net Value (Unconfirmed Items)										2.400.00 ZAR	
Net Value (Confirmed Items)										0.00 ZAR	
Net Value (Total of all Items)										2.400.00 ZAR	

Partner Information

Partner	Number	Name	Street	House ...	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	2500000200	COB	Constantia Kloof Extension		2000	Johannesburg	111111111	111111111	SANBS@SANBS.org.za
Goods Recipient	2500000219	REQUEST09 REQUEST09	Plantation	1459	2000	Johannesburg	118974915	118974920	Riaan.Fourie@SANBS.org.za
Ship-To Address	2500000200	SANBS	Plantation	1459	2000	Johannesburg	118974915	118974920	Riaan.Fourie@SANBS.org.za

Step	Action
(1)	Click Confirm Item to confirm each line item individually.

https://sapsapgw.sanbs.net:30000/ng/portal All - SAP NetWeaver Portal

File Edit View Favorites Tools Help

SAP

Administration SAP Sourcing Home RFx and Auctions Confirmations Purchase Orders

Purchase Orders > All

Number: 1000000066
 Name: Specialized Training
 Date: 06.06.2016
 Status: In Process

Follow-On Documents
 1 Purchase Order Response
 2 Confirmation
 3 Invoice

Terms of Delivery
 Incoterms: N/A
 Location:

Item Overview

Confirm All Items Reject All Items Reset All Items

Number	Conf.	Reject	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Confirmed Quantity	Unit of Measure	Confirmed for	Status
1			Specialized Training	700007	1 each	700.00 ZAR	06.06.2016	1	each	26.06.2016	Con...
2			Specialized Training / Risk Assessments	700006	2 each	1.700.00 ZAR	06.06.2016	2	each	26.06.2016	In P...
Net Value (Unconfirmed Items)										2.400.00 ZAR	
Net Value (Confirmed Items)										0.00 ZAR	
Net Value (Total of all Items)										2.400.00 ZAR	

Partner Information

Partner	Number	Name	Street	House ...	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	2500000200	COB	Constantia Kloof Extension		2000	Johannesburg	111111111	111111111	SANBS@SANBS.org.za
Goods Recipient	2500000219	REQUEST09 REQUEST09	Plantation	1459	2000	Johannesburg	118974915	118974920	Riaan.Fourie@SANBS.org.za
Ship-To Address	2500000200	SANBS	Plantation	1459	2000	Johannesburg	118974915	118974920	Riaan.Fourie@SANBS.org.za

Step	Action
(1)	Click Confirm All Items to confirm all items in the Purchase Order.

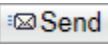
The screenshot shows the SAP NetWeaver Portal interface for processing a purchase order. The top navigation bar includes 'Administration', 'SAP Sourcing', 'Home', 'RFx and Auctions', 'Confirmations', and 'Purchase Orders'. The main content area is titled 'List of Purchase Orders > Display Purchase Order > Process Purchase Order'. Below this, the 'Purchase Order: 4500900462' is displayed. A toolbar contains buttons for 'Send', 'Save', 'Cancel', 'Update Prices', 'Print', and 'Download'. The 'Send' button is highlighted with a red box and a yellow circle with the number 1. Below the toolbar, there is a 'Message to Purchaser' section with a text area containing the message: 'PO will b delivered as received - please note the change of the delivery date.' There is also an 'Attachments' section with a button for 'Add Attachment' and a status 'No Attachments Available'. At the bottom, the 'General Information' section is visible, containing 'Basic Data' (Purchase Order ID, Number, Name, Date, Status), 'Terms of Payment' (Payment in Days, Discount in %), and 'Terms of Delivery' (Incoterm, Location). A 'Follow-On Documents' section shows a flow from 'Purchase Order Response' to 'Confirmation' to 'Invoice'.



By selecting Confirm Item/ Confirm All items, the Vendor is committing to delivery of the goods by the said Delivery Date and the Quantity.

By selecting Reject Items/ Reject All items, the Vendor is noting that the delivery of goods by the said date is not possible.

This will be sent back to the SANBS buyer with the response of the Vendor.

Step	Action
(1)	Click Send  .



The Purchase Order response is sent back to the SANBS for further processing.

The Goods/ Services may be delivered to SANBS as an the Purchase Order.

6. How To Respond to Request for Quotation

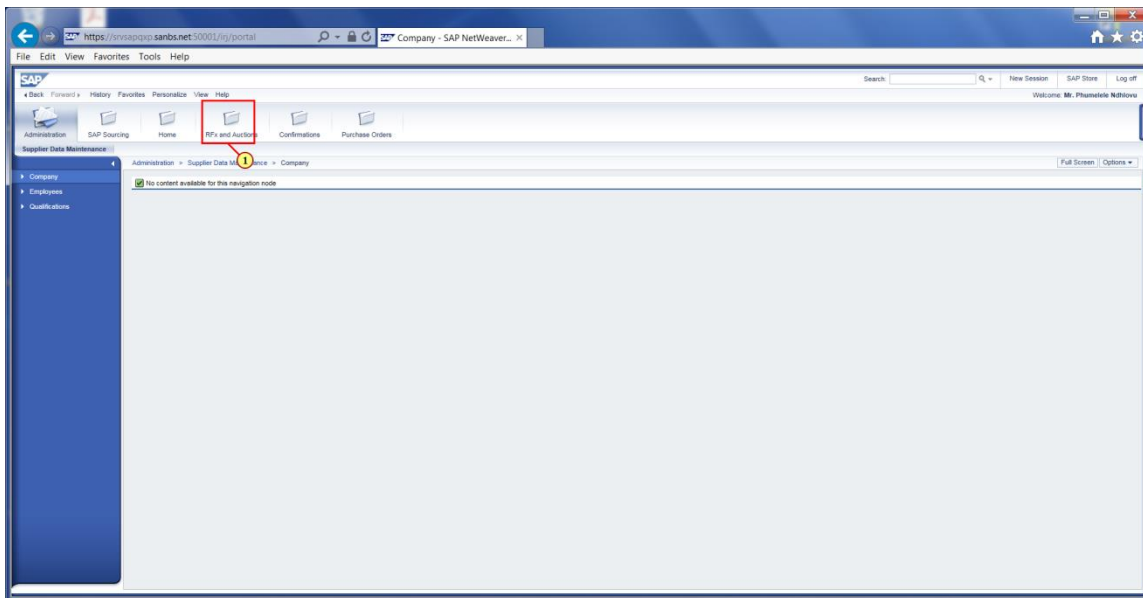
RFqs (Request for Quotations) will be also be received on the SANBS Vendor portal. The Vendor is required complete a quotation online by creating a RFq response on the system.

The Vendor is able respond to the RFq sent by SANBS by answering any questions that may be on the RFq and by inputting the prices that they are offering the items requested for.

Once the RFq response (vendor quotation) has been captured and submitted, the SANBS buyer will commence with the awarding and selection of the quotation to be used.

The section below details how to respond to a Request for Quotation received.

Once on the SANBS Vendor Portal, select the RFx and Auctions tab.



Step	Action
(1)	Click  RFx and Auctions to display all RFqs.

The screenshot shows the SAP NetWeaver portal interface. The 'RFx and Auctions' section is active, and the 'Active Queries' section is expanded. A table lists various RFx events with columns for Event Number, Event Description, Event Type, Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End Time. A red box highlights the 'Refresh' button in the top right corner of the table.

Event Number	Event Description	Event Type	Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
5000001179	RFx - 5000001179	RFx	Published	06.06.2016	06.06.2016		No Bid Created	1		0	00:00:00	20:00:00
5000001177	Stationery - June 2016	RFx	Published	06.06.2016	06.06.2016		No Bid Created	1		0	00:00:00	20:00:00
5000001176	Tape RFD - June 2016	RFx	Published	06.06.2016	06.06.2016		No Bid Created	1		0	00:00:00	20:00:00
5000001173	Copy of 5000001140	RFx	Published	06.06.2016	06.06.2016		No Bid Created	1		0	00:00:00	20:00:00
5000001145	DCA196_June01 02.06.2016 15:42:52	RFx	Published	10.06.2016	10.06.2016	7000000081	Accepted	1	1	0	00:00:00	16:30:00
5000001138	BUY194 02.06.2016 11:55:10	RFx	Published	03.06.2016	03.06.2016	7000000080	Submitted	1	1	0	00:00:00	00:00:00
5000001136	BUY194 02.06.2016 11:47:23	RFx	Published	03.06.2016	03.06.2016	7000000080	Submitted	1	1	0	00:00:00	00:00:00
5000001135	BUY194 02.06.2016 11:44:57	RFx	Published	03.06.2016	03.06.2016	7000000080	Accepted	1	1	0	00:00:00	00:00:00
5000001134	BUY196 02.06.2016 11:43:53	RFx	Published	03.06.2016	03.06.2016	7000000079	Accepted	1	1	0	00:00:00	00:00:00
5000001133	BUY195 02.06.2016 11:41:10	RFx	Published	03.06.2016	03.06.2016	7000000077	Submitted	1	1	0	00:00:00	00:00:00

The screen will detail all the RFq that have been assigned to the Vendor.

The queries under the Active Queries section can be used to display RFqs in various statuses.

The following Status are available:



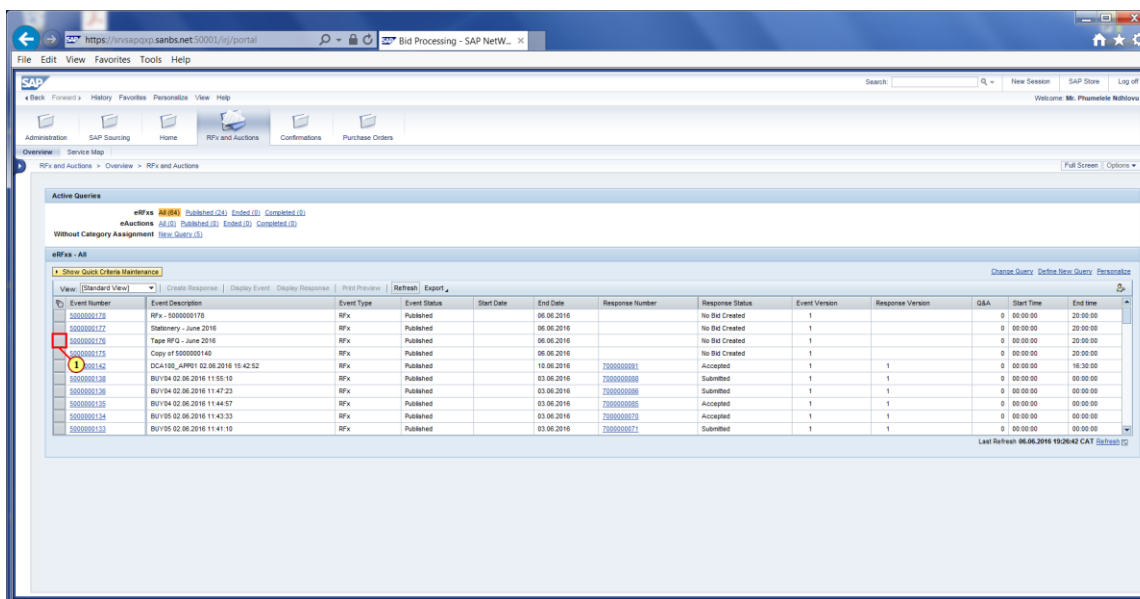
All - All RFqs that are assigned to the vendor.


Published - Only RFqs that are published, valid and active and assigned to the Vendor.


Ended - All RFqs where the submission deadline has been reached and assigned to the vendor.

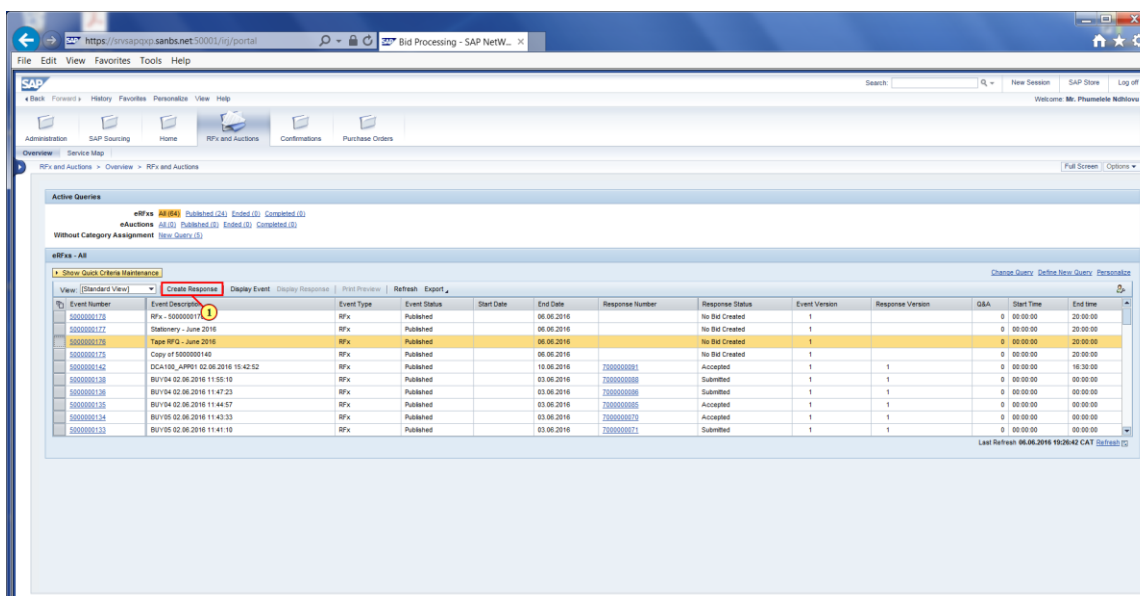
Completed - All RFqs that have been completed and are assigned to the vendor.

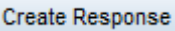
Step	Action
(1)	Click Refresh Refresh to ensure that the latest RFqs are visible.



Step	Action
(1)	Click  on the list of RFqs to select the RFq to respond to.

	If there is no quotation that has been captured, the Response Number field is blank, as there is no document created yet.
---	---



Step	Action
(1)	Click Create Response  to create the response.



The Create Response option is only available if the RFq is ready to accept responses. If the RFq has not been open yet or the submission deadline has been reached, the option to create the response is not available.

6.1. Respond to RFQ Questions

The screenshot shows the 'Create RFx Response' page in the SAP NetWeaver Portal. The page has a top navigation bar with links like 'Submit', 'Send Only', 'Post Review', 'Check', 'Close', 'Save', 'Export', 'Import', 'System Information', and 'Create History Snapshot'. Below this, there's a section for 'Attribute What is the BBBEE rating of the company?' with a red circle around it. The main content area is divided into tabs: 'RFx Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'RFx Information' tab is active, showing fields for 'RFx Version Number', 'RFx Number', 'Submission Deadline', 'Remaining Time', 'RFx Owner', 'RFx PI/PLI', 'Total Value', and 'RFx Response Version Number'. Below this, there's a 'Basic Data' section with a 'Questions' tab highlighted by a red circle. The 'Partners and Delivery Information' section is also visible, showing a table with columns for 'Function', 'Number', 'Name', and 'Phone Number'.

Step	Action
(1)	Click Questions Questions .
(2)	<p>Any questions that must be answered on the RFq will be displayed when the response is created.</p> <p>Note: The questions will vary per RFq created. Not all RFqs created will have questions.</p>

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | System Information | Create Memory Snapshot

Attribute What is the BBBEE rating of the company? is mandatory; maintain attribute value

RFX Response Number: 7000000116 RFX Number: 5000000176 Status: In Process Submission Deadline: 06.06.2016 20:00:00 CAT Remaining Time: 0 Days 00:32:53 RFX Owner: PIAPP_OGU Total Value: 0.00 ZAR RFX Response Version Number: Active Version RFX Version Number: 1


Basic Data Questions Notes and Attachments Summary Tracking

Question

What is the BBBEE rating of the company?

Reply

Comment

Step	Action
(1)	Click  to open the drop down for the options to respond to the question. Select the relevant option from the list provided.

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | System Information | Create Memory Snapshot

Attribute What is the BBBEE rating of the company? is mandatory; maintain attribute value

RFX Response Number: 7000000120 RFX Number: 5000000181 Status: In Process Submission Deadline: 07.06.2016 20:00:00 CAT Remaining Time: 0 Days 00:26:36 RFX Owner: PIAPP_OGU Total Value: 0.00 ZAR RFX Response Version Number: Active Version RFX Version Number: 1

Basic Data Questions Notes and Attachments Summary Tracking

Question

What is the BBBEE rating of the company? (3 Level)

Reply

Comment

6.2. Add Notes and Attachments

Step	Action
(1)	Click Notes and Attachments Notes and Attachments to add any attachments or additional notes.

Create RFX Response

RFx Response Number: 7000000120 RFx Number: 5000000101 Status: In Process Submission Deadline: 07.06.2016 20:00:00 CAT Remaining Time: 0 Days 00:24:26 RFx Owner: PIAPII_GSU Total Value: 0.00 ZAR RFx Response Version Number: Active Version RFx Version Number: 1

Basic Data Questions Notes and Attachments Summary Tracking

Notes

Category	Description	Filter Settings
Conditions of Participation	-Empty-	
RFx Function Text	-Empty-	
Bidder's Remarks	-Empty-	
Purchaser's Remarks	-Empty-	

Attachments

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
(1) The table does not contain any data									

Step	Action
(1)	Click Bidder's Remarks to add any remarks on the RFq. These will be displayed to the SANBS buyer.

Create RFX Response

RFx Response Number: 7000000120 RFx Number: 5000000101 Status: In Process Submission Deadline: 07.06.2016 20:00:00 CAT Remaining Time: 0 Days 00:24:26 RFx Owner: PIAPII_GSU Total Value: 0.00 ZAR RFx Response Version Number: Active Version RFx Version Number: 1

Basic Data Questions Notes and Attachments Summary Tracking

Notes

Category	Description	Filter Settings
Conditions of Participation	-Empty-	
RFx Function Text	-Empty-	
Bidder's Remarks	-Empty-	
Purchaser's Remarks	-Empty-	

Attachments

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
(1) The table does not contain any data									

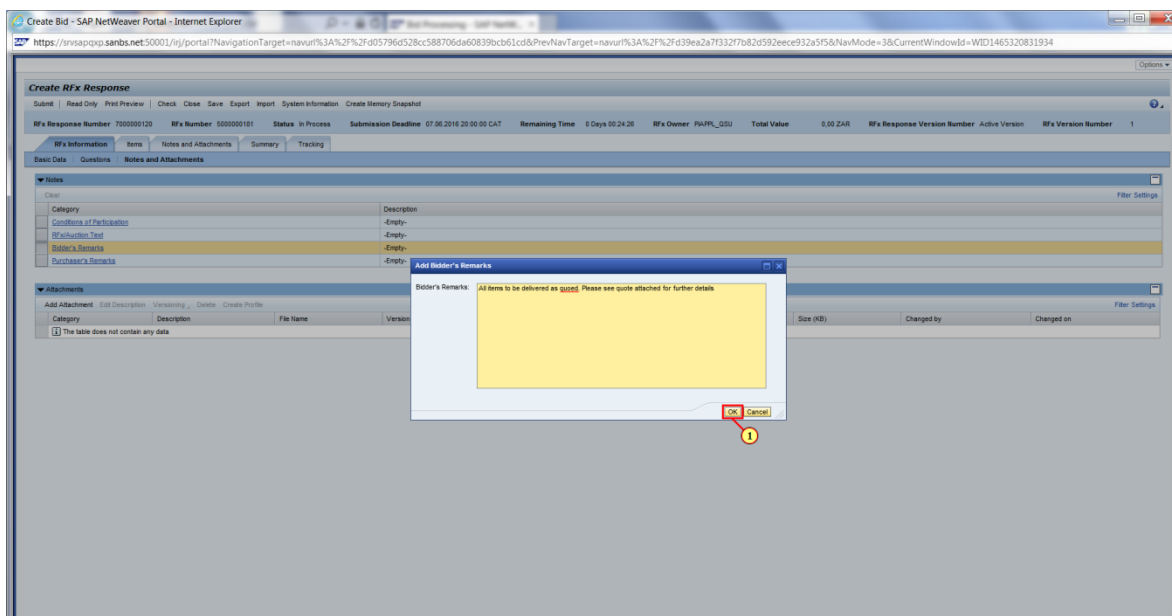
Add Bidder's Remarks

Bidder's Remarks

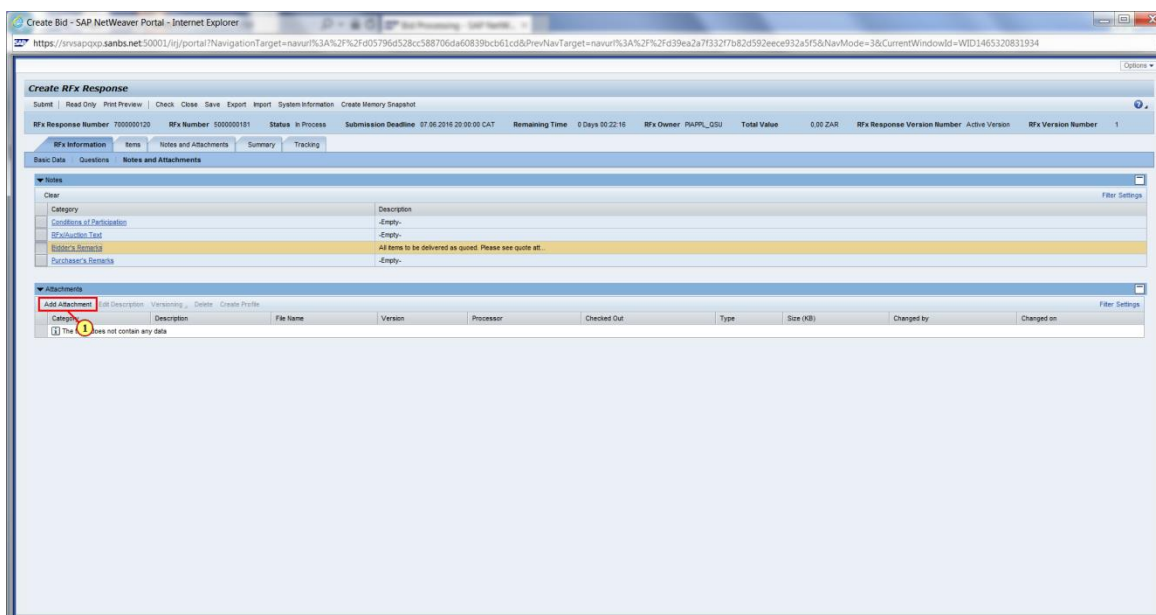
1

OK Cancel

Step	Action
(1)	Enter required remarks.



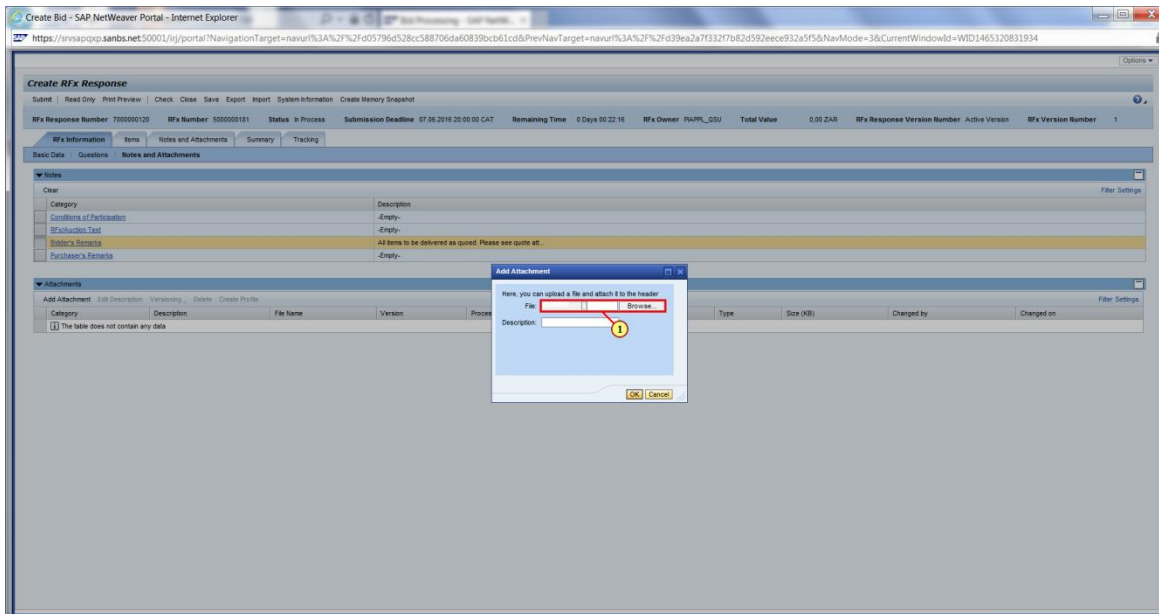
Step	Action
(1)	Click OK to close the text box.



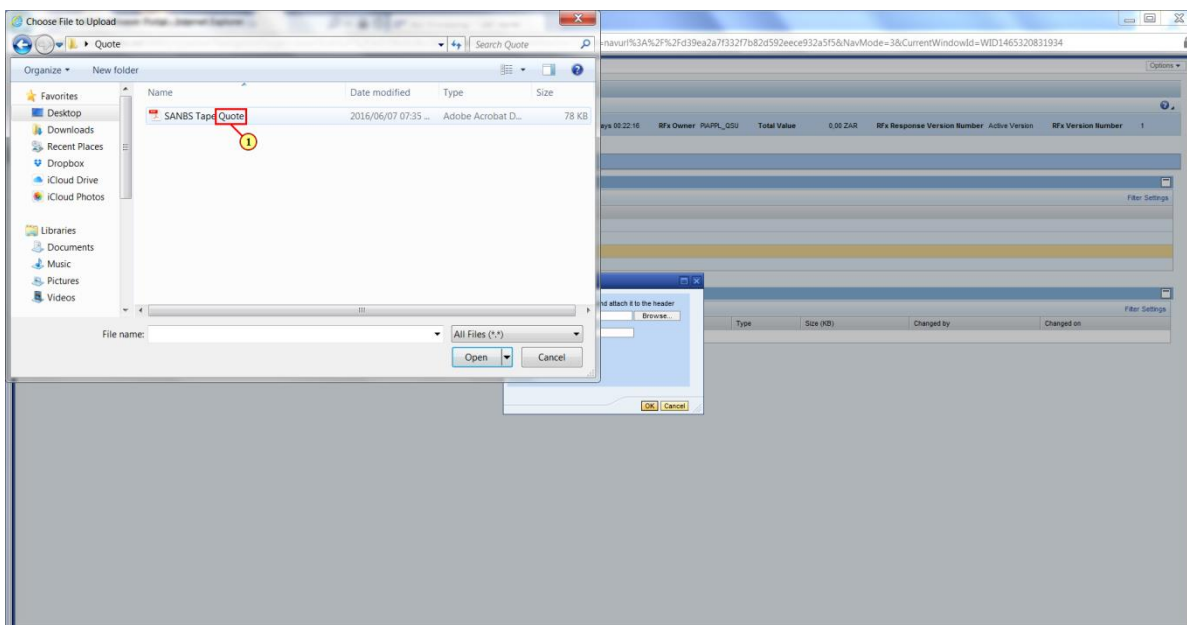
Step	Action
(1)	Click Add Attachment Add Attachment to add any attachments. Note: If there are any attachments that have been added by the buyer, they can be seen in this section.



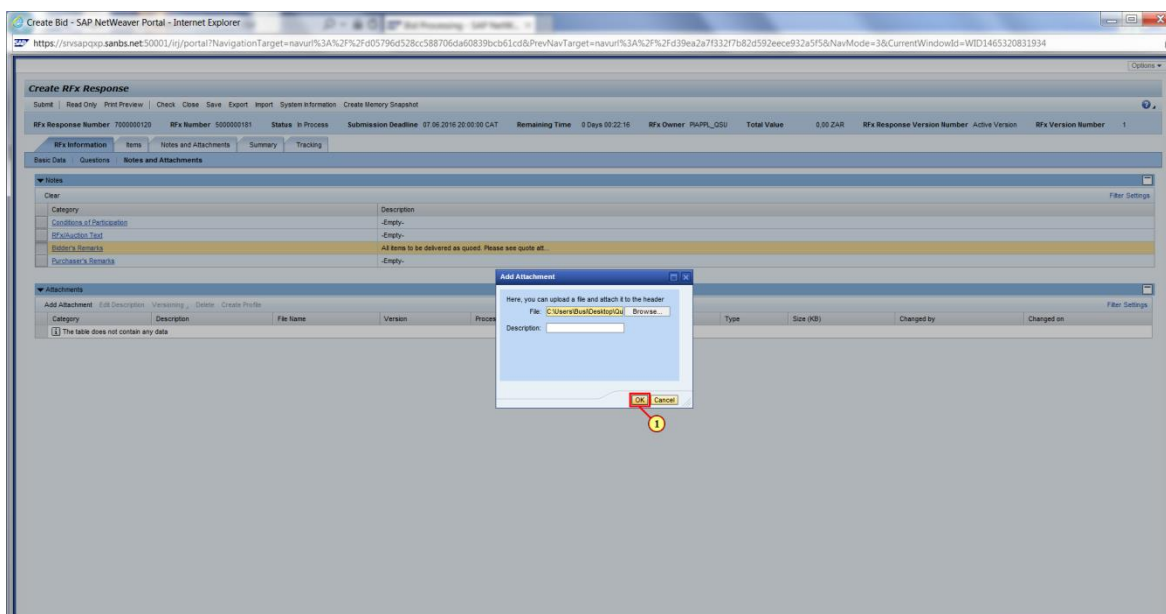
Any attachment file format may be attached (e.g. .jpeg, .pdf). An example of an attachment is a copy of the quotation or any additional supporting documentation that may support the quote.



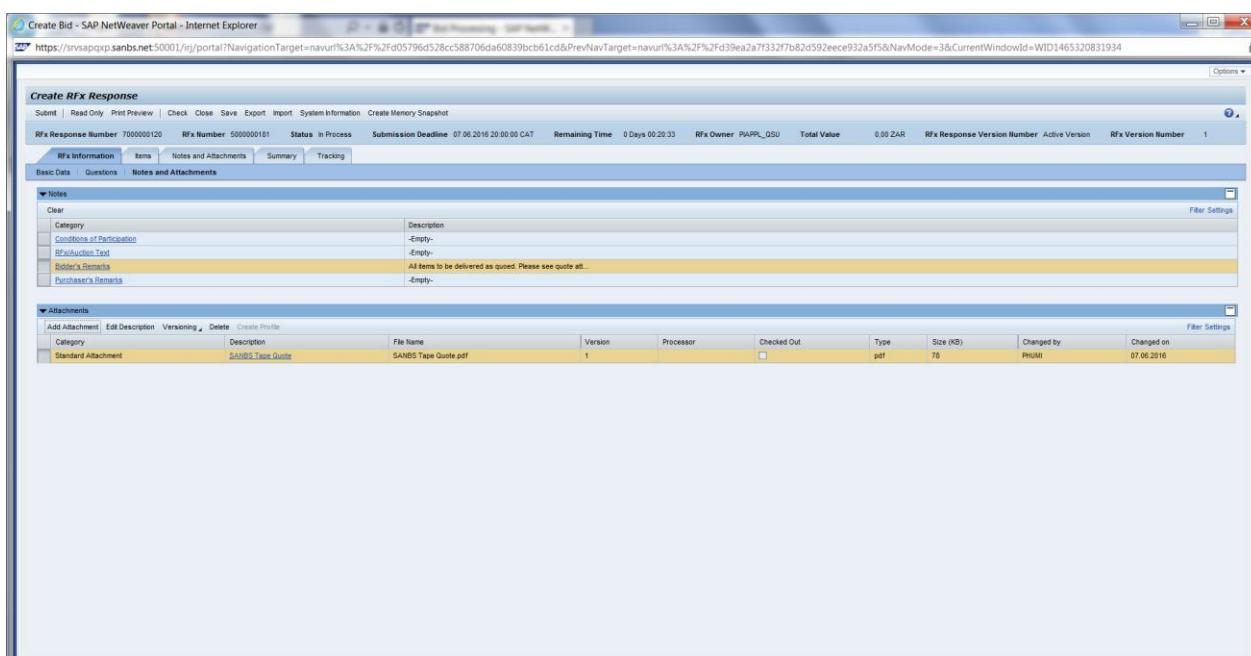
Step	Action
(1)	Select the File field to navigate to the file to upload.



Step	Action
(1)	Select the file to Upload.




Step	Action
(1)	Click OK .



6.3. Enter Quotation Prices

The screenshot shows the 'Create RFX Response' interface in the SAP NetWeaver Portal. The 'Items' tab is selected and highlighted with a red box and a yellow circle containing the number 1. The interface includes a header with navigation links (Submit, Read Only, Print Preview, etc.) and a main area with tabs for Basic Data, Questions, Items, Notes and Attachments, Summary, and Tracking. The 'Items' tab is currently active, showing a question about the BBBEE rating of the company.

Step	Action
(1)	Clicking the Items  tab to view the items that are required in the RFq response.

The screenshot shows the 'Item Overview' table in the 'Create RFX Response' interface. The table lists items with columns for Line Number, Description, Item Type, Product ID, Product Category, Product Category Description, Required Quantity, Submitted Quantity, Unit, Price, Currency, Price Per, Delivery Date, Total Value, RFX / Response, and Internal Item Number. A red box highlights the 'Price' column for the first item.

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	Internal Item Number
0001	Coloured PVC Tape 48mmx50m SA 1504 0447	Material	109902	10101	Folders & binders &	25		EA	0.00	ZAR	0.00	01.08.2016	0.00	0	1
0002	TAPE, STRAPPING BLACK 12MM	Material	100107	10022	Cartons & Hebcorders	15		M	0.00	ZAR	0.00	02.08.2016	0.00	0	2
0003	Tape Masking Tape 24mmx50m	Material	101544	10081	General consumables	10		EA	0.00	ZAR	0.00	02.08.2016	0.00	0	3
													Total Value	0.00	ZAR

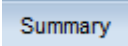


All items in the RFq must be quoted by the vendor.

The price that is added must be VAT exclusive.

Step	Action
(1)	Enter the Price that you are quoting under the Price field.

The screenshot shows the 'Create RFX Response' interface in the SAP NetWeaver Portal. The 'Summary' tab is selected and highlighted with a red box and a yellow circle containing the number 1. The page displays various fields for RFX information, including RFX Number, Status, Submission Deadline, and Total Value. The 'Notes' and 'Attachments' sections are also visible.

Step	Action
(1)	Clicking the Summary  tab selects it.

The screenshot shows the 'Create RFX Response' interface in the SAP NetWeaver Portal with the 'Summary' tab selected. The page displays summary information for the RFX response, including RFX Number, Status, Submission Deadline, and Total Value. The 'Summary' tab is highlighted with a red box and a yellow circle containing the number 1.



The summary tab shows a detailed Summary of the RFq response.

6.4. Add RFq Item details

Item ID	Description	Item Type	Product ID	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
0001	Coloured PVC Tape 48mmx50m SA1504 Roll B	Material	100922	0105	Folders & binders &	25	25 EA	25.00	ZAR		1	On 02.08.2016	625.00	0	0	1
0002	TAPE STRAPPING BLACK 120M	Material	100167	0002	Carbons & Heaters	15	15 M	4.50	ZAR		1	On 02.08.2016	67.50	0	0	2
0003	Tape Masking Tape 24mmx50m	Material	101544	0001	General consumables	10	10 EA	15.00	ZAR		1	On 02.08.2016	150.00	0	0	3
													Total Value	842.50	ZAR	

Step

Action

(1)

Click **Details** to display more details on the individual line items.

Basic Data

Identification: Item Number: 0001, Currency: South African Rand, Required Quantity: 25 EA each, Submitted Quantity: 25 EA each, Price: 25.00 ZAR Per: 1 EA.

Product Category: 0105 Folders & binders & , Product ID: 100922, Description: Coloured PVC Tape 48mmx50m SA1504 Roll B, Item Variant Description: Original Item.

Further Properties: Supplier Product Number: , Status and Statistics: 1.

Partners and Delivery Information

Function	Number	Name	Phone Number
Requester		Christian Connelly	0117819000
Goods Recipient		REQUEST44 REQUEST44	0111111111
Ship-To Address		Training	0111111111
Location		Queenswood - Admin/Donor/Agencies/Proce	0123339949

Step	Action
(1)	The Delivery Days field is filled out. This is the lead time you are expecting the goods/ service will be delivered in, once a Purchase Order is received.

The screenshot shows the 'Create RFX Response' window in the SAP NetWeaver Portal. The 'Questions' tab is active, displaying details for item 0001, 'Coloured PVC Tape 48mmx50m SA1504 Roll B'. The 'Delivery Days' field is set to 02. A red box highlights the 'Questions' tab, and a yellow circle with the number 1 is next to it.

Step	Action
(1)	Clicking the Questions- Questions tab selects it.

	Some RFqs may also have item questions that must be answered. The system will display a message should there be mandatory questions that must be answered.
--	--

Create Bid - SAP NetWeaver Portal - Internet Explorer

https://nrsapqxp.sanbs.net:50001/nrj/portal?NavigationTarget=navurl%3A%2F%2Fd05796d528cc588706da60839bcb6fcd55PrevNavTarget=navurl%3A%2F%2Fd39ea2a7f3327b82d592eece932a5f58&NavMode=38&CurrentWindowId=WD146523214954

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | System Information | Create Memory Snapshot

RFX Response Number: 700000116 RFX Number: 500000176 Status: In Process Submission Deadline: 06.06.2016 20:00:00 CAT Remaining Time: 0 Days 00:20:20 RFX Owner: PIA/PP_GSU Total Value: 0.00 ZAR RFX Response Version Number: Active Version

RFX Information | Items | Notes and Attachments | Summary | Tracking

Item Overview

Line Number	Description	Item Type	Product ID	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
1	Coloured PVC Tape 48mmx50m SA1504 Roll B	Material	109922	109922	Folders & binders &	25	25 EA	EA	25.00	ZAR	1	On 02.08.2016	625.00	0	0	1
2	TAPE, STRAPPING BLACK 12MM	Material	100107	100107	Cartons & Hebeoolers	15	15 M	M	4.50	ZAR	1	On 02.08.2016	67.50	0	0	2
3	Tape Masking Tape 24mmx50m	Material	101544	101544	General consumables	10	10 EA	EA	15.00	ZAR	1	On 02.08.2016	150.00	0	0	3

Total Value: 842.50 ZAR

Details for Item 0001 Coloured PVC Tape 48mmx50m SA1504 Roll B

Item Data | Questions | Notes and Attachments

Question | Reply | Comment

Step	Action
(1)	Clicking the Notes and Attachments tab selects it.

Create Bid - SAP NetWeaver Portal - Internet Explorer

https://nrsapqxp.sanbs.net:50001/nrj/portal?NavigationTarget=navurl%3A%2F%2Fd05796d528cc588706da60839bcb6fcd55PrevNavTarget=navurl%3A%2F%2Fd39ea2a7f3327b82d592eece932a5f58&NavMode=38&CurrentWindowId=WD146523214954

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | System Information | Create Memory Snapshot

RFX Response Number: 700000116 RFX Number: 500000176 Status: In Process Submission Deadline: 06.06.2016 20:00:00 CAT Remaining Time: 0 Days 00:20:20 RFX Owner: PIA/PP_GSU Total Value: 0.00 ZAR RFX Response Version Number: Active Version

RFX Information | Items | Notes and Attachments | Summary | Tracking

Item Overview

Line Number	Description	Item Type	Product ID	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
1	Coloured PVC Tape 48mmx50m SA1504 Roll B	Material	109922	109922	Folders & binders &	25	25 EA	EA	25.00	ZAR	1	On 02.08.2016	625.00	0	0	1
2	TAPE, STRAPPING BLACK 12MM	Material	100107	100107	Cartons & Hebeoolers	15	15 M	M	4.50	ZAR	1	On 02.08.2016	67.50	0	0	2
3	Tape Masking Tape 24mmx50m	Material	101544	101544	General consumables	10	10 EA	EA	15.00	ZAR	1	On 02.08.2016	150.00	0	0	3

Total Value: 842.50 ZAR

Details for Item 0001 Coloured PVC Tape 48mmx50m SA1504 Roll B

Item Data | Questions | Notes and Attachments

Notes

Category	Description
RFX/Supplier Test	Empty
Supplier's Details	Empty
Purchaser's Remarks	Empty

Attachments

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									

Step	Action
(1)	Click Submit to Submit the RFq to the SANBS buying department.

Create Bid - SAP NetWeaver Portal - Internet Explorer

https://nwapqpp.sanbs.net:50001/rfp/portal?NavigationTarget=navurl%3A%2F%2F057964528cc588706da60838bcb6fcd55PrevNavTarget=navurl%3A%2F%2Fd39ea2a7f3327b82d592eece932a5f58.NavMode=3&CurrentWindowId=WD1465232214954

Display RFX Response:

Print Preview Close Withdraw Export System Information Create Memory Snapshot

RFX response 7000000116 submitted

RFX response Number: 7000000116 RFX Number: 5000000176 Status: In Process Submission Deadline: 06.06.2016 20:00:00 CAT Remaining Time: 0 Days 00:20:08 RFX Owner: PIARR_DSU Total Value: 0.00 ZAR RFX Response Version Number: Active Version

RFX Information Items Notes and Attachments Summary Tracking

Item Overview

Line Number	Description	Item Type	Product ID	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
0001	Coloured PVC Tape 48mmx50m SA1504 Roll B	Material	109522	0108	Folders & binders &	25	25 EA	25.00	ZAR		1	On 02.08.2016	625.00	0	0	1
0002	TAPE, STRAPPING BLACK 12MM	Material	100107	0902	Cartons & Hebeoolers	15	15 M	4.50	ZAR		1	On 02.08.2016	67.50	0	0	2
0003	Tape Masking Tape 24mmx50m	Material	101544	0301	General consumables	10	10 EA	15.00	ZAR		1	On 02.08.2016	150.00	0	0	3
													Total Value	842.50 ZAR		

Details for Item 0001 Coloured PVC Tape 48mmx50m SA1504 Roll B

Item Data Questions Notes and Attachments

Notes

Category	Description
RFX/Quotation Test	-Empty-
Purchase Order	-Empty-
Purchase Order	-Empty-

Attachments

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									



You can save your response and submit later but ensure you submit before closing date.

Once submitted the RFQ, the RFQ response number is display as confirmation that you have submitted your RFQ.



The RFq has now been submitted SANBS buying department for further evaluation and award. If the quotation is accepted, a Purchase Order will be created and you may respond on the SANBS vendor portal.

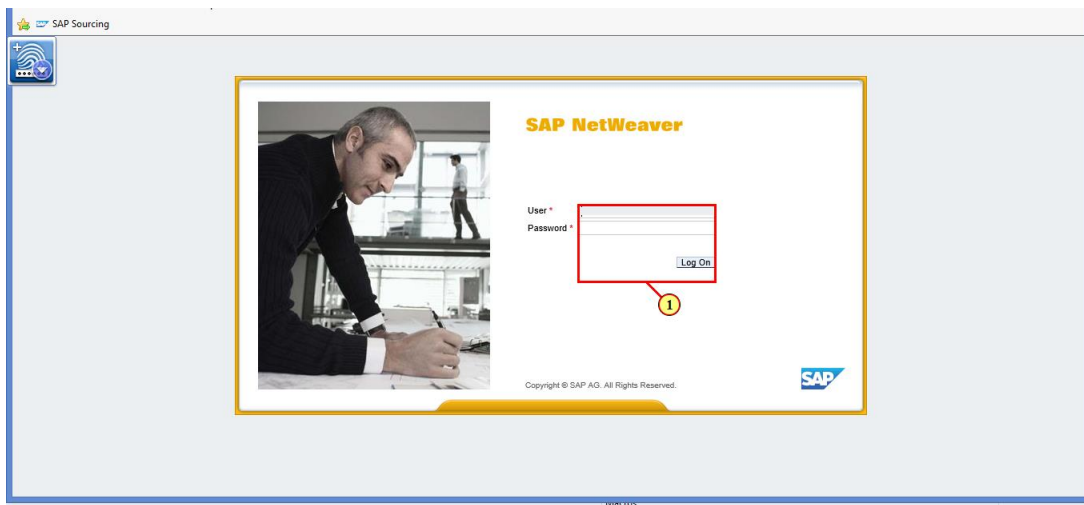
7. How To Respond to a Tender

All vendors will respond to tenders received online on the SANBS Vendor Portals.

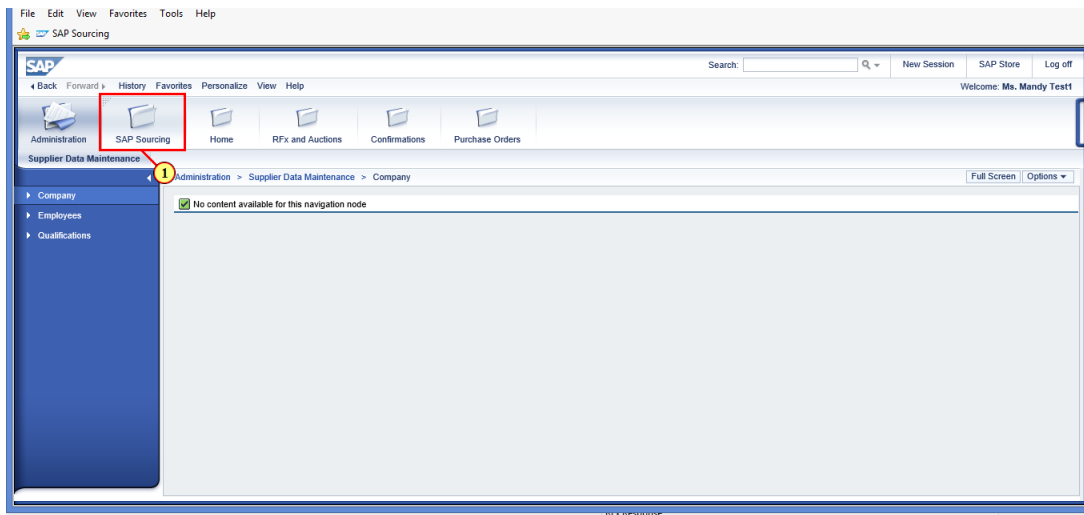
Tenders will be advertised in the media and available online for the vendor to respond to.


The section below details how to respond to a tender on the SANBS vendor portal.

Log on to the SANBS vendor Portal.



Step	Action
(1)	Enter Username, Password and then click on Log On.



Step	Action
(1)	 Click on SAP Sourcing to respond to a Tender. Another window is opened and you are taken to the SAP Sourcing home page.

If you get the screen shown below, click on **Log on again** to continue so that you get into SAP Sourcing.

If you do not get the screen below then you are taken straight into SAP Sourcing.



SAP SOURCING SUPPLIER PORTAL


! Your session with SAP Sourcing has expired.

[Log on again](#)

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Step	Action
(1)	Click on <u>Log on again</u> if you get the screen above. You are taken into SAP Sourcing where you can respond to your tenders. If you do not get the screen above then you are taken straight into SAP Sourcing.


	<p>After successful login, you are presented with a personalised workbench. The SAP Sourcing Workbench allows relevant purchasing data to be stored and viewed in one location and provides easy access to the entire SAP Sourcing software. The workbench is made up of a number of channels, each of which shows a particular type of sourcing information.</p> <p>Events Channel</p> <p>The Events channel shows specific sourcing events occurring on a selected day.</p> <p>Global discussion</p> <p>It allows you to view and reply to global discussion threads unrelated to sourcing documents.</p> <p>Supplier Alerts</p> <p>Allows you to view alerts related to your sourcing events.</p> <p>New Discussion</p> <p>It allows you to view/reply to new discussion threads related to sourcing documents.</p> <p>Awarded Auctions, RFX's, and Xpress Requests</p> <p>Lists current awarded Tenders.</p>
---	---

The screenshot shows the SAP Sourcing 'Public Events' table. The table contains the following data:

Name	Event Type	Product Category	Open Date	Status
Busi	RFP	Blood packs & acces.	18-02-2016	Available
Information	RFP	Blood packs & acces.	26-02-2016	Available
Collaborator roles	RFP	Blood packs & acces.	29-02-2016	Available
Provision for Printing paper	RFP OPEN	Alb prod - packed	14-03-2016	Available
Scoring	RFP OPEN	Albusol prod - fill	17-03-2016	Available
Open for Response	RFP OPEN	Alb paste.powd.bl	17-03-2016	Available
Respond	RFP OPEN	Albusol prod - fill	17-03-2016	Available
Test	RFP OPEN	Alb paste.powd.bl	17-03-2016	Available
Purchaser	RFP OPEN	Alb paste.powd.bl	17-03-2016	Available
Sunglasses	RFP OPEN	Albusol prod - fill	17-03-2016	Available

A red box highlights the 'More Details' link at the bottom right of the table.

Step	Action
(1)	<p>Click on More Details on the Public Events channel link to view SANBS open Tenders.</p> <p>Note: This is for Open Tenders</p>

	<p>A Tender can either be an Open or a Closed Tender:</p> <p>Open Tender: The Open tender process is used for all generic requirements for which there could be a wide range of possible vendors.</p> <p>Closed Tender: The closed tender process is used when there is a specific requirement that can only be provided by an exclusive number of vendors.</p>
---	---

SAP Sourcing

Welcome T. Sihlongonyane My Settings Help Log Off

Recent Items Favorites

RFx

Back Overview > Public Events Detail


Public Events Detail


Find: In Name Go

Public Events More

Name	Event Type	Product Category	Open Date	Status
Open for Response	RFP OPEN	Alb paste,powd,bl	17-03-2016	Available
Respond	RFP OPEN	Albusol prod - fill	17-03-2016	Available
Test	RFP OPEN	Alb paste,powd,bl	17-03-2016	Available
Purchaser	RFP OPEN	Alb paste,powd,bl	17-03-2016	Available
Sunglasses	RFP OPEN	Albusol prod - fill	17-03-2016	Available
Valley View	RFP OPEN	Alb paste,powd,bl	17-03-2016	Available
Copy of Scoring	RFP OPEN	Albusol prod - fill	18-03-2016	Available
Copy of Scoring	RFP OPEN	Albusol prod - fill	18-03-2016	Available
Logical system	RFP OPEN	Bioplasma prod -fill	18-03-2016	Available
Branded Water bottles	RFP OPEN	Filling components	06-06-2016	Available
Branded Water Bottles	RFP OPEN	Bioplasma plasma		Available

Page 1 of 1 Go Displaying 1-27 of 27 records

Step	Action
(1)	Click on the  icon to select the Tender you want to respond to.

	The status of the relevant Tender must be "Available".
---	--

SAP Sourcing

Welcome T. Sihlongonyane My Settings Help Log Off


Recent Items Favorites

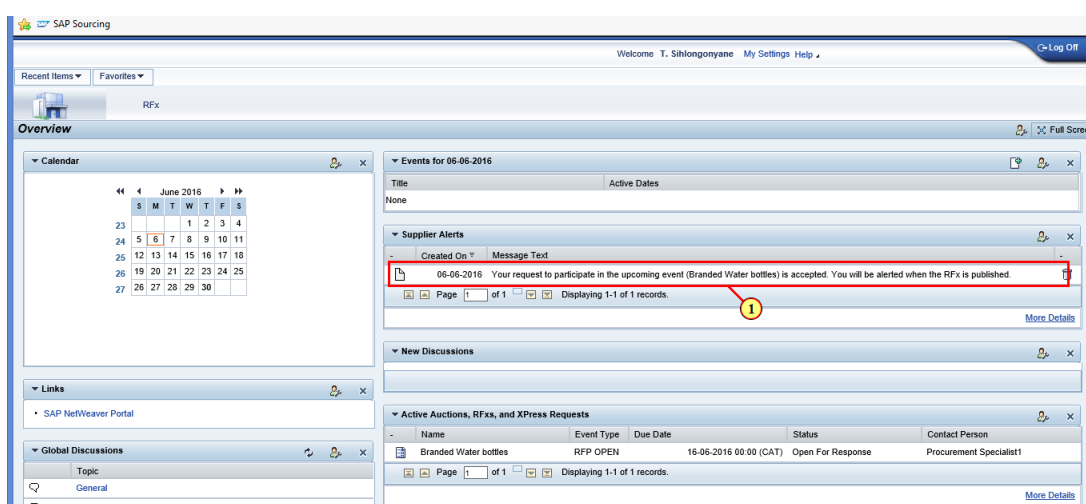
RFx

Back Overview > Public Events Detail > Public RFx Event Detail

ID: RFPO-0037-2016
Name: Branded Water bottles
Event Type: RFP OPEN
Product Category: Filling components
Description: Provision of 120 000 Branded Water bottles
Planned Date: 06-06-2016
Event Owner: Procurement Specialist1
Status: Available
Request Invitation: [Click to request an invitation to this event](#)

Step	Action
(1)	Click on Click to request an invitation to this event to request to be included in the Tender.

	The request will be sent to SANBS for acceptance, and the status will change to "Pending". Upon acceptance by SANBS, the status of the request will change to "Invited".
---	--



Step	Action
(1)	<p>Once the request has been approved, you will receive a notification under the "Supplier Alert" workbench channel.</p> <p>The Vendor will be alerted when the Tender is opened for response.</p>

For a closed Tender the Vendor will receive an email as shown below inviting them to participate in a Tender.

Dear Thembi,

You are invited to participate in the South African National Blood Services RFX named: RFPO-0037-2016, Branded Water bottles.

The deadline for you to indicate your intent to participate in this RFX is 16-06-2016. Please note this is NOT the deadline for your completed response to this RFX.

TO CONFIRM PARTICIPATION, follow these steps:




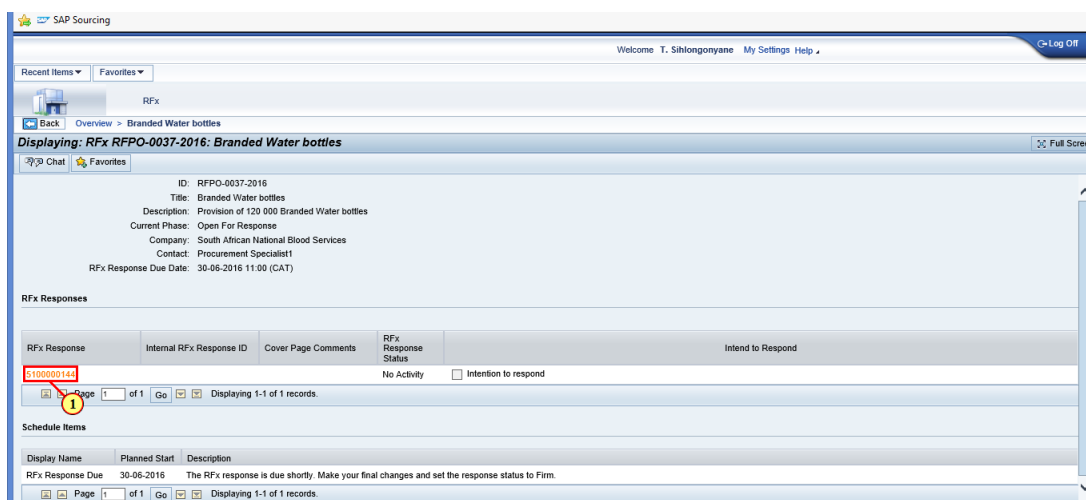
From the e-mail invitation, click on the hyperlink to log into the SANBS Vendor Portal respond to the Tender.


Name	Event Type	Due Date	Status	Contact Person
Branded Water bottles	RFP OPEN	16-06-2016 00:00 (CAT)	Open For Response	Procurement Specialist1



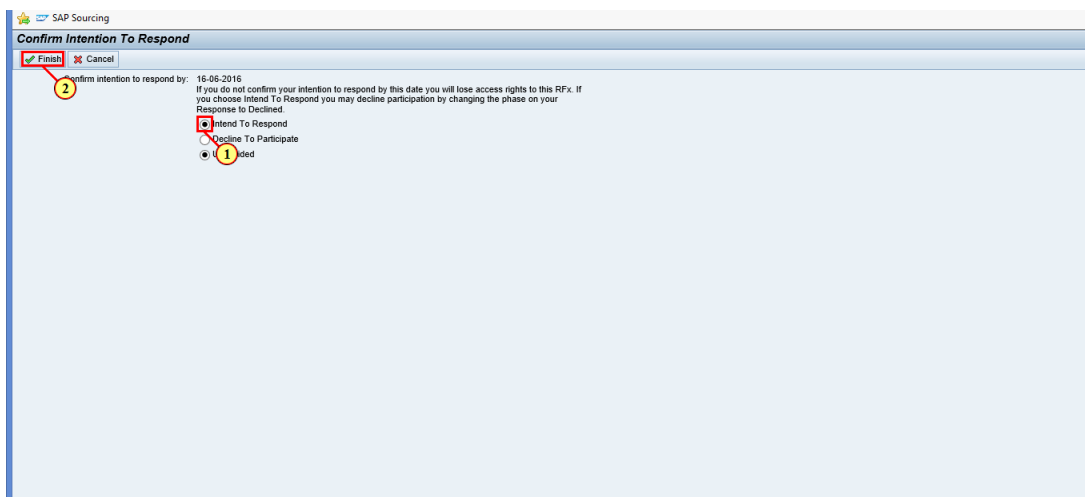
- The "Active, Auctions, RFX's and Express Request" contains all Tender documents that the vendor has been invited to participate in.
- The vendor is able to see from the "Active,Auctions,RFX's and Express Request" which documents require priority and track the overall progress of each individual document.

Step	Action
(1)	To open a specific Tender document, click  next to the Tender document title.



	<ul style="list-style-type: none"> • A brief summary is displayed to explain what the tender document is about, the state which the tender document is currently in and who the contact person is for this tender document. • The vendor can see the progress of their response as well as whether they have indicated that they are willing to respond. • Important dates are listed under Scheduled Items to remind the Vendor of due dates. • All expired dates are shown in red.
---	--


Step	Action
(1)	To see detailed information about the tender document, click on the RFX Response hyperlink.



When you first open an tender response, you have the option to confirm or decline your intention to respond to the tender. Even if you confirm your intent to respond, you can later choose to decline participation.



Before access to the tender document's information is given, the user needs to indicate that the vendor intends to respond to the tender. If the user decides to decline participation, the vendor will be removed from the tender document. The vendor needs to indicate their intention to respond before the intention to respond due date has expired.

Step	Action
(1)	Choose Intent to Respond option.
(2)	Click on  Finish .

SAP Sourcing

Welcome T. Sihlongonyane My Settings Help Log Off

Recent Items Favorites

RfX

Back Overview > RfX: Branded Water bottles > 5100000144

Editing: RfX Response 5100000144 in RfX RFPO-0037-2016: Branded Water bottles : Detail Full Screen

Done Save Cancel Undo Actions Reports Attachments (8) Online Collaboration Chat In Progress Submit

Header Schedule Information Questions Line Items

ID: 5100000144
 Title: Branded Water bottles
 RfX Description: Provision of 120 000 Branded Water bottles
 Current phase of RfX: Open For Response
 Customer Company: South African National Blood Services
 Contact Person: Procurement Specialist1
 Internal RfX Response ID:

General Status

RfX Response Status: In Progress
 Response Due Date: 30-06-2016 11:00 (CAT)
 Cover Page Comments:

Font Size Black

General information about the tender document is displayed under the Header tab. The phase the tender document is currently in, the status of the response as well as the intention to respond and respond due dates are also shown.

Internal RfX's Response ID

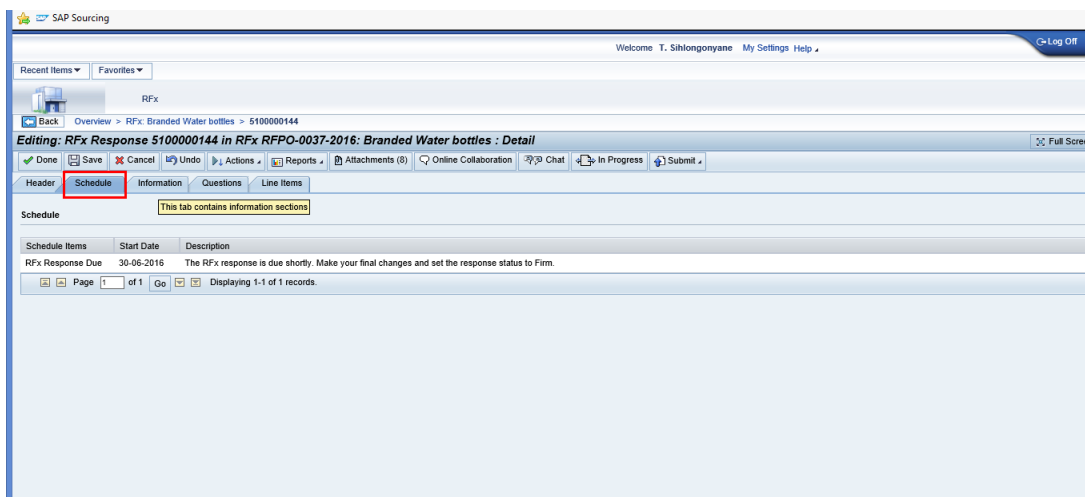
Use this field to record your company's Internal tender response ID.


Cover Page Comments

Use this field to submit cover page to SANBS.

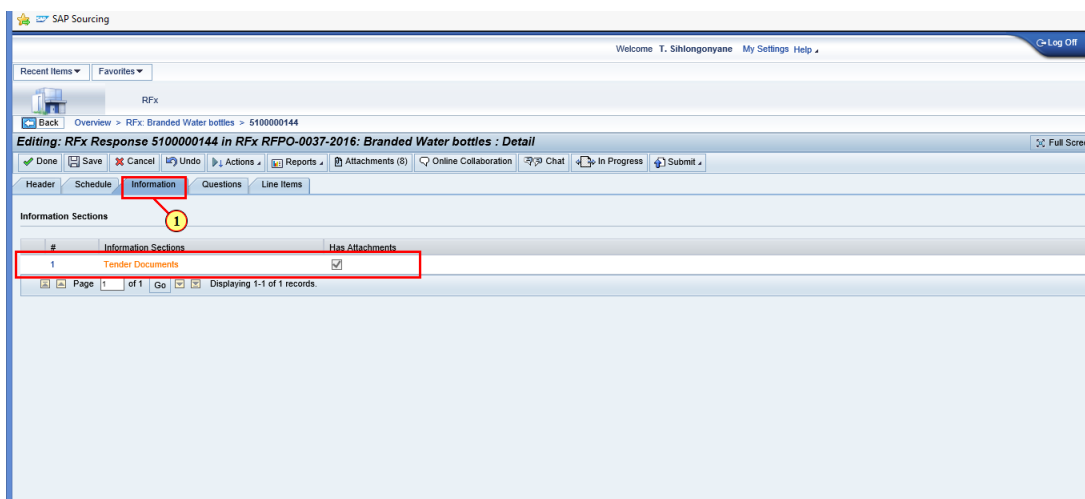
Delivery information

Type the location applicable for the delivery terms.





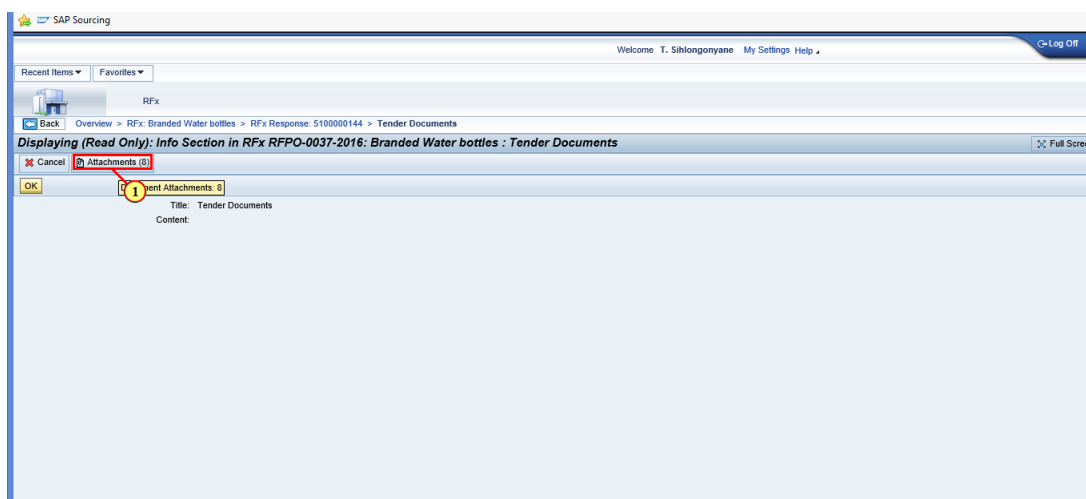
Schedules help track the progress of the tender process. The Schedule page shows information about tender phases and standard dates, such as the response due date, and information about schedule items. The user should periodically check the Schedule tab for tasks, milestones and their due dates.





Information sections typically provides information about SANBS and the tender. For example, the purchaser might include information sections for nondisclosure agreements, warranties, procurement practices, instructions for the tender, and so forth.

Step	Action
(1)	Click each title for the information topic to review the material enclosed.



Step	Action
(1)	Click on Attachments (8) to view and download attached documents. The (8) indicates that the folder has 8 documents attached to it.

SAP Sourcing

Welcome T. Sihlongonyane My Settings Help Log Off

Recent Items Favorites

RFX

Back Overview > RFX: Branded Water bottles > RFX Response: 5100000144 > Tender Documents

Displaying (Read Only): Info Section in RFX RFPO-0037-2016: Attachments Full Screen

OK

Download Selected Files

Server File	File name	Description	Size	Date Added	Added By
<input type="checkbox"/>	About Us.doc		311kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Declaration of Interest.doc		119kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Part 2 - Conditions of tender.doc		72kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Part 4 - Terms and Conditions.doc		151kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Part 5 - Company Resolution.doc		81kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Part 6 - Schedule of Tender_s Experience.doc		111kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Part 7 - Vendor Database.doc		203kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Part 9 - Schedule of Quantities and Rates.doc		337kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane

Page 1 of 1 Go Displaying 1-8 of 8 records.

http://srvsapclmdev.sanbs.net:5000/sourcing/download/Declaration-of-Interest.doc?Id=Declaration-of-Interest.doc-true...



It is advisable to download and save the returnable documents on your PC, complete and sign where necessary and upload them to the tender response.

Step	Action
(1)	Click on the document you want to download.

SAP Sourcing

Welcome T. Sihlongonyane My Settings Help Log Off

Recent Items Favorites

RFX

Back Overview > RFX: Branded Water bottles > RFX Response: 5100000144 > Tender Documents

Displaying (Read Only): Info Section in RFX RFPO-0037-2016: Attachments Full Screen

OK

Download Selected Files

Server File	File name	Description	Size	Date Added	Added By
<input type="checkbox"/>	About Us.doc		311kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
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<input type="checkbox"/>	Part 6 - Schedule of Tender_s Experience.doc		111kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Part 7 - Vendor Database.doc		203kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane
<input type="checkbox"/>	Part 9 - Schedule of Quantities and Rates.doc		337kb	24-05-2016 09:25 (CAT)	Thembi Sihlongonyane

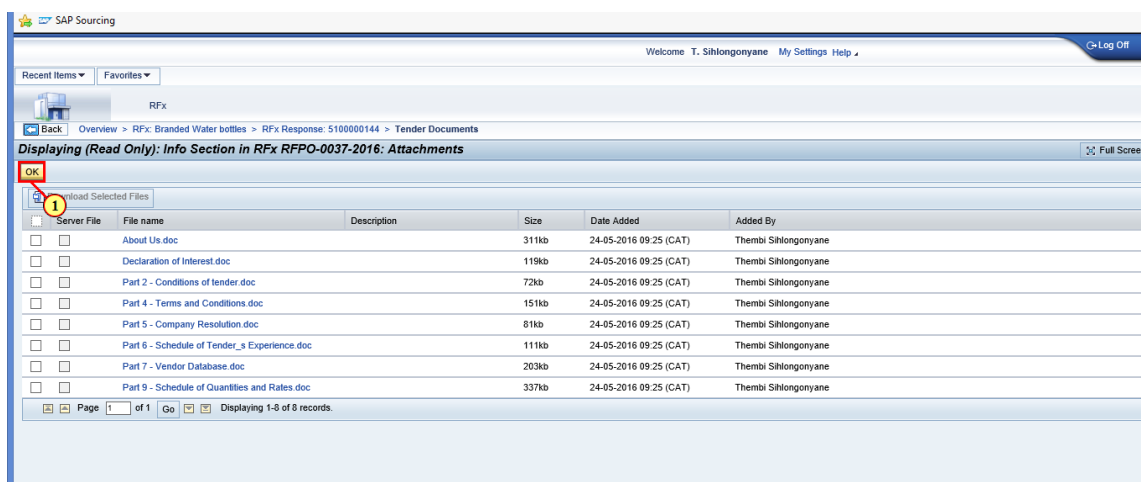
Page 1 of 1 Go Displaying 1-8 of 8 records.

Do you want to open or save Declaration of Interest.doc from srvsapclmdev.sanbs.net?

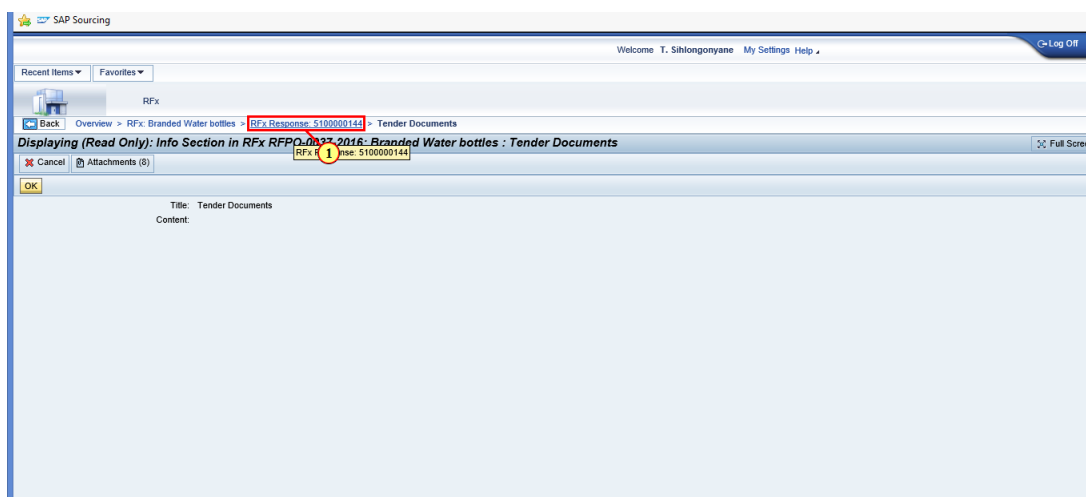
Open Save Cancel

Step	Action
------	--------

Step	Action
(1)	Click on Open to instantly view the document or click on Save to save the document on your PC.

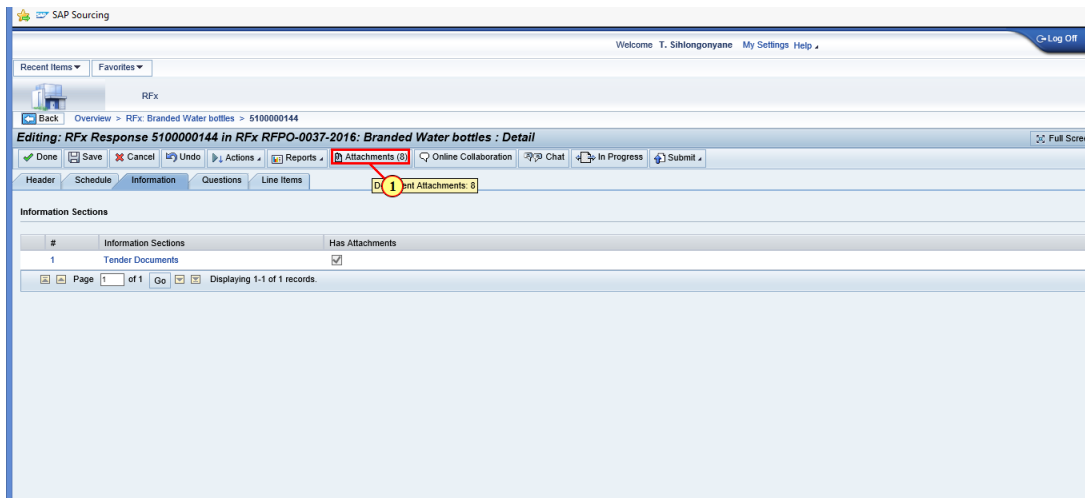



Step	Action
(1)	Click on OK to return to the tender response document.

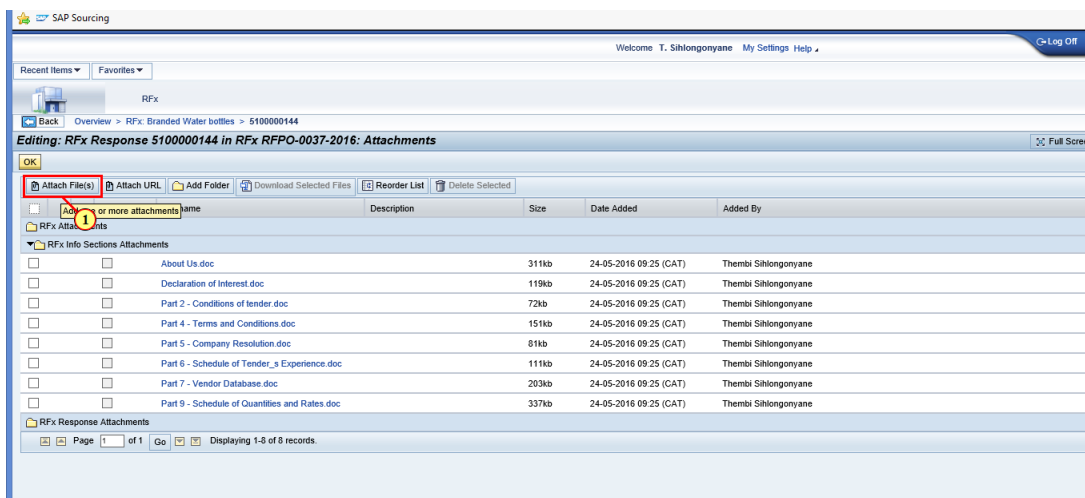



Step	Action
(1)	Click on the tender title in the trail to return to the document level.

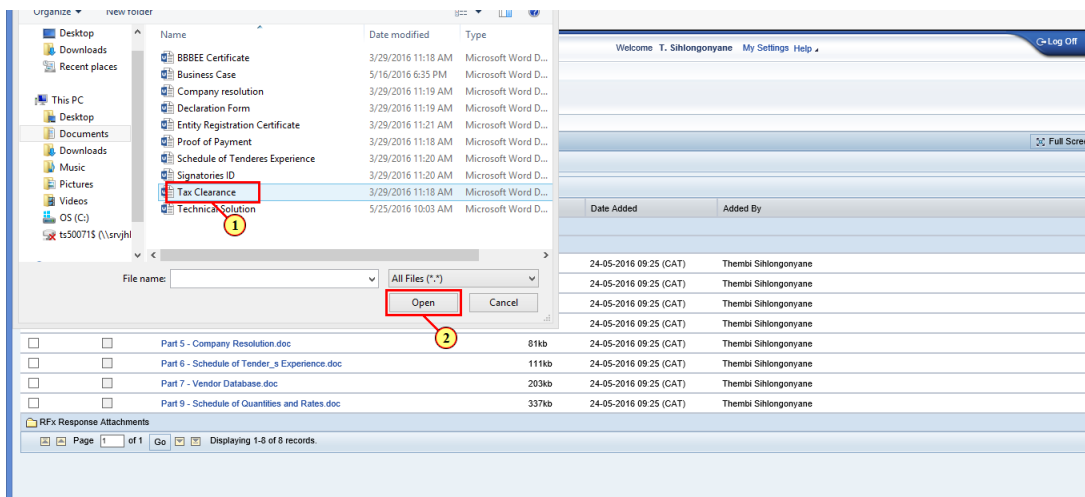
7.1. Attach documents to Tender

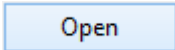


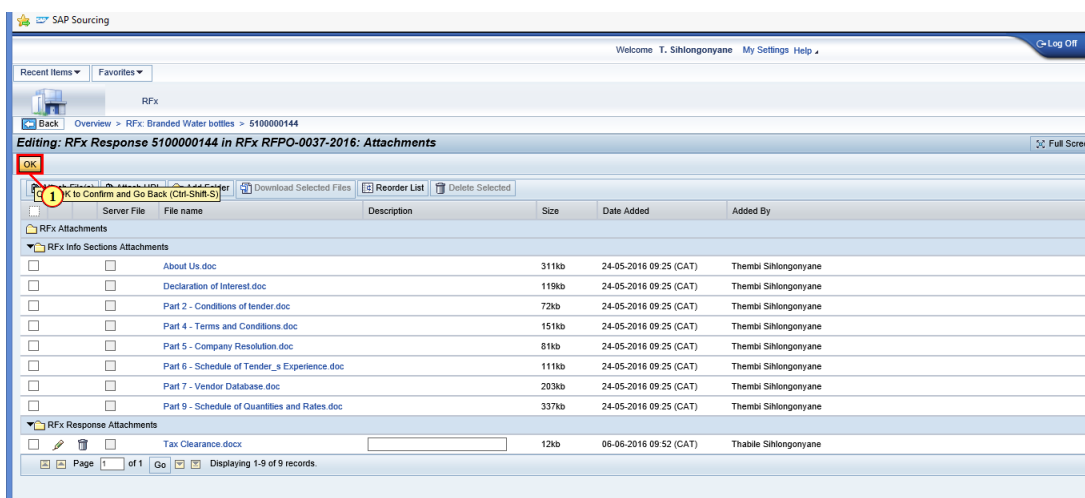
Step	Action
(1)	Click on  Attachments (8) to add documents to the tender response.




Step	Action
(1)	Click on  Attach File(s) to browse for the document in your PC.

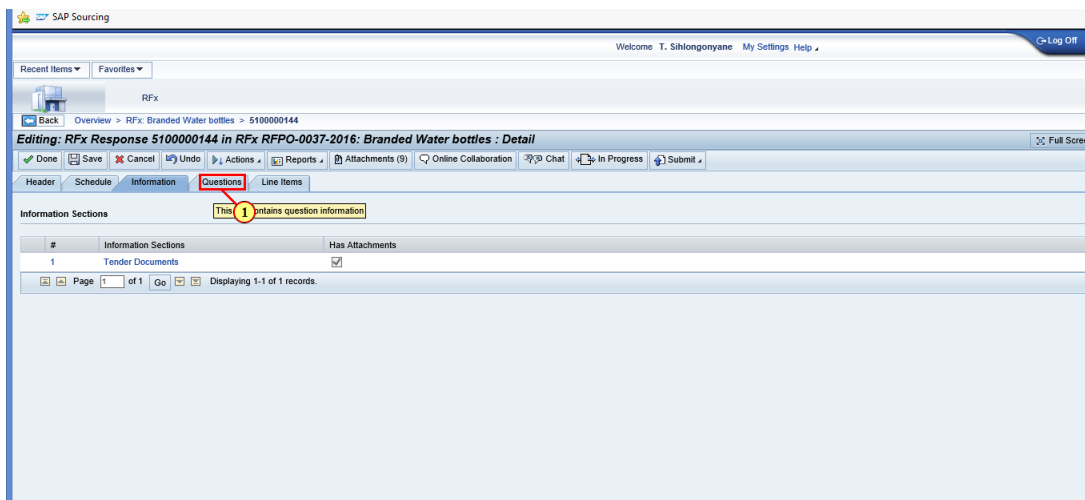


Step	Action
(1)	A new window will open, where you will search for your document.
(2)	Once you have located your file click on Open  . Alternatively, you can also press Alt+o .



Step	Action
(1)	The document is now attached to your tender response under RFx Response Attachment. Click on  to return to the tender response document.

7.2. Respond to Tender Questions



The purchaser adds questions to the tender document about your products, services, procedures, companies, and so on. These questions are required to better evaluate the tender response.


Complete all required items in the Questions Summary section. The Questions Summary page provides an overview of the amount of questions to complete. Click on each question title to review each individual item.

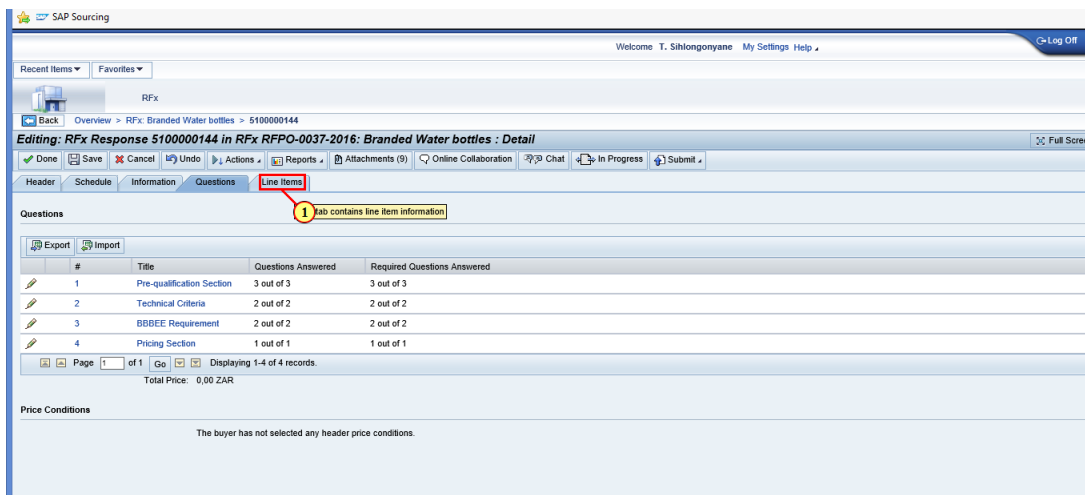
Step	Action
(1)	Click on Questions tab to view all questions that must be answered.

Step	Action
(1)	Click each title to review and respond to the question section.

	Questions with red asterisk are mandatory, in responding to the tender ensure to click next to complete the entire list.
--	--

Step	Action
(1)	Click on picker button to attach documents for questions that require


Step	Action
	an attachment.
(2)	<p>Answer each question in the section.</p> <p>Click on  Next to respond to the next question.</p> <p>Click Save after answering all questions.</p>



The screenshot displays the SAP Sourcing 'Line Items' tab. A red box highlights the 'Line Items' tab, and a yellow callout bubble points to it with the text '1 tab contains line item information'. The interface shows a table with 4 line items: Pre-qualification Section, Technical Criteria, BBEE Requirement, and Pricing Section. The total price is 0,00 ZAR.

#	Title	Questions Answered	Required Questions Answered
1	Pre-qualification Section	3 out of 3	3 out of 3
2	Technical Criteria	2 out of 2	2 out of 2
3	BBEE Requirement	2 out of 2	2 out of 2
4	Pricing Section	1 out of 1	1 out of 1

Total Price: 0,00 ZAR

	Line items represent the details of the goods and services that are listed in the tender that require an approval.
---	--

Step	Action
(1)	Click on Line Items to enter pricing in the requested fields next to each line item.

SAP Sourcing

Welcome T. Sihlongonyane My Settings Help Log Off

Recent Items Favorites

RFx

Back Overview > RFx: Branded Water bottles > 5100000144

Editing: RFx Response 5100000144 in RFx RFPO-0037-2016: Branded Water bottles : Detail Full Screen

Done Save Cancel Undo Actions Reports Attachments (9) Online Collaboration Chat In Progress Submit

Header Schedule Information Questions Line Items

View: Basic View Group By: Display Group Detail Pane: On Off

Import Line Items Export Line Items

Decline To Bid Delivered ex ship - Unit Price Scales Delivered ex ship - Extended Price

1. Default Line Item Group

1.1 Material - 000000000000102010 - Branded Water Bottle - Filling components - Constanlia Kloof - 120 000 EA

2005 ZAR

Total Price ZAR

Page 1 of 1 Go Displaying 1-1 of 1 records

Step	Action
(1)	Enter prices, depending on the pricing structure, for unit price, component prices, or tiered prices for each delivery term.

In some cases, you may want to export line item information to work on your responses offline. When you have completed your responses, you can import them into the Line Items page.

To export line items and work offline, do the following:

- On the Line Items page, choose Export. A CSV file is created.
- In the CSV file, fill in your line item responses.
- Save the CSV file.

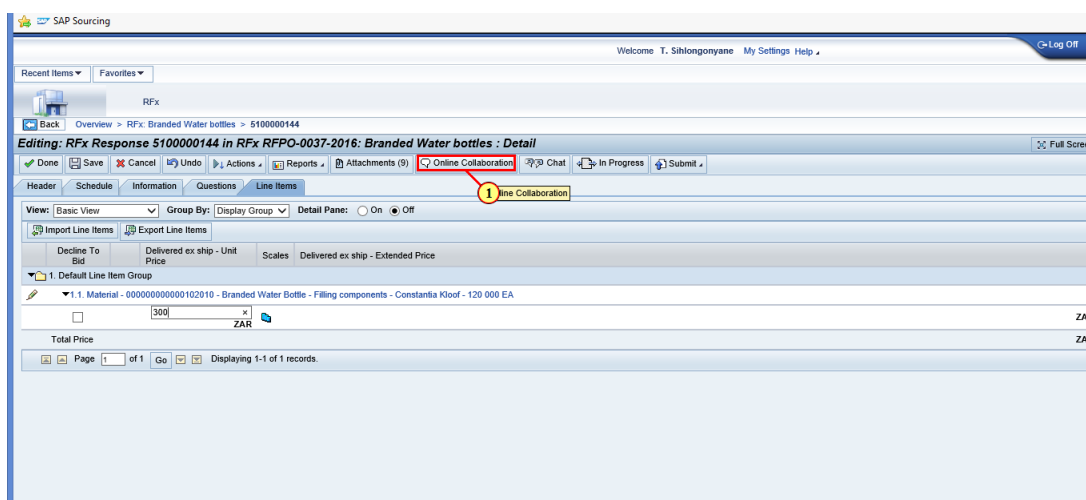
To import line item responses:


- On the Line Items page, choose Import Line Items.

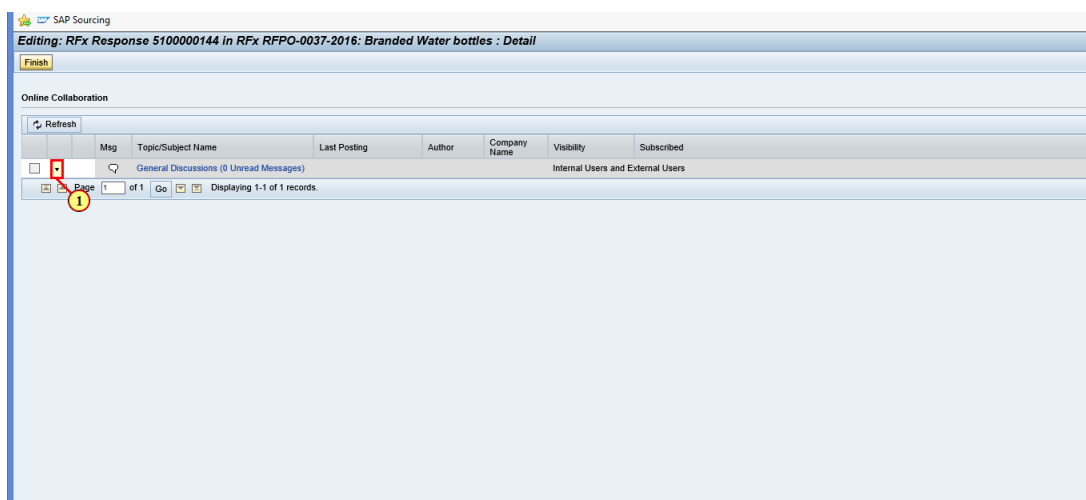
Follow the prompts in the Import Wizard to import the CSV file you created.


7.3. Online Collaboration

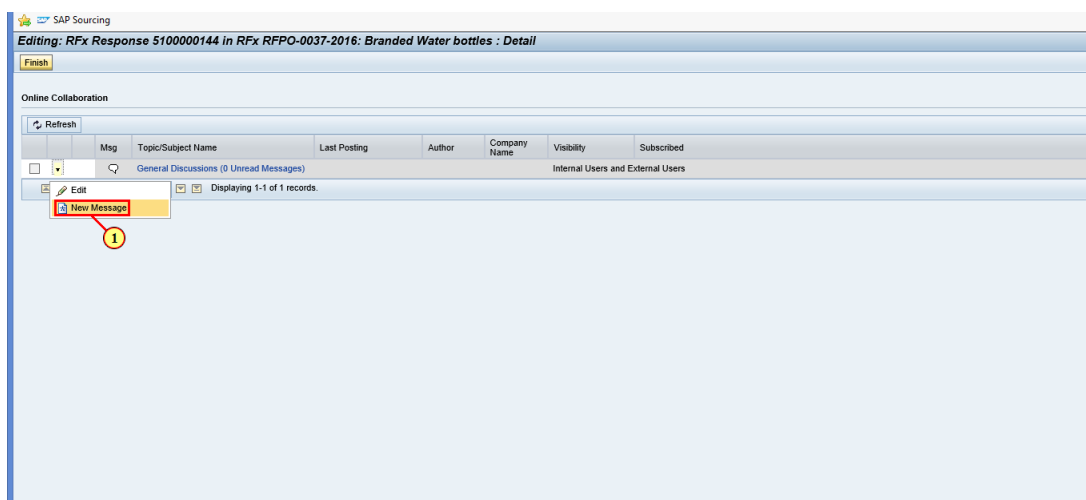
Discussions are a collaboration tool used by the vendor and the SANBS specialist to clarify issues related to the sourcing process. A discussion is associated with a sourcing document and stored as part of its history during the cause of the period the tender is open.




Step	Action
(1)	Click on  Online Collaboration to send enquiries to the SANBS Specialist.



Step	Action
(1)	Click on  to start a new discussion.



Step	Action
(1)	Click on  New Message to type in a new message.

SAP Sourcing

Creating: New Message in New Subject : null : Untitled

Finish Cancel

Message 2 contents

Author: hable Sthlongonyane

Company Name: M LABELLING SYSTEMS CC

Subject: Technical Solution

Content:

0 of 2000 characters

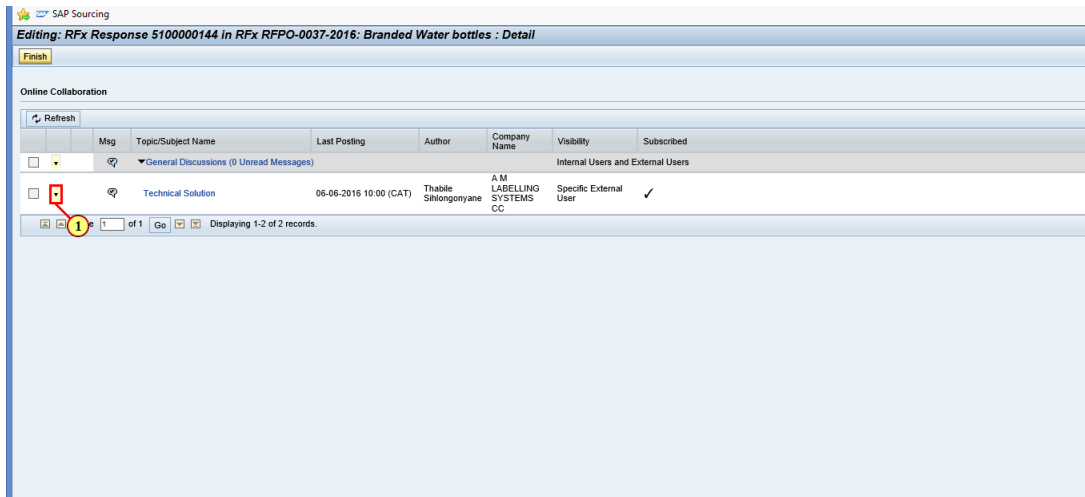
Attachment:


1

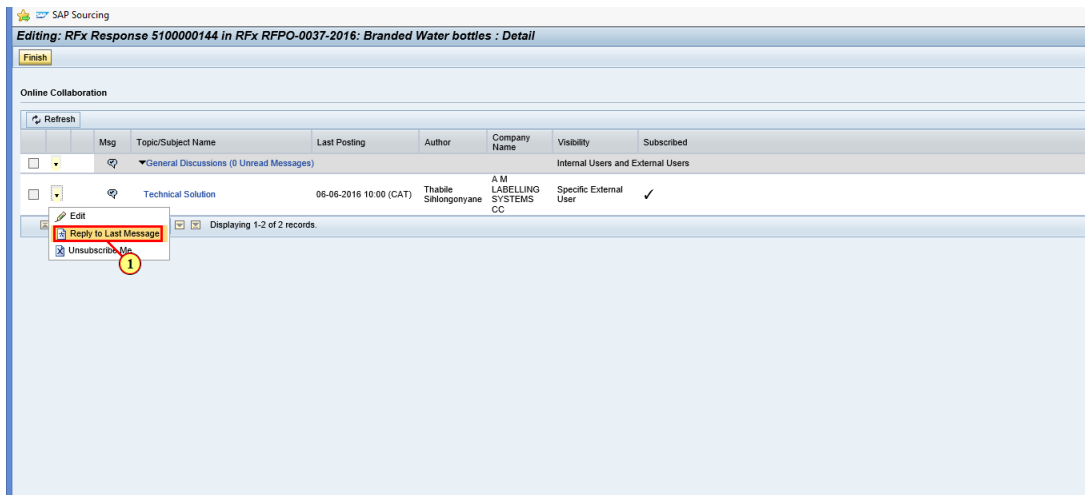
Step	Action
(1)	Fill in the topic name and description. This is to describe the nature of the discussion that is being held.
(2)	Click on Finish .

7.4. Reply to a Message from SANBS

If the SANBS specialist has sent a discussion to the vendor, the vendor can display and respond to the discussion sent. The section below details how to respond to an online discussion.



Step	Action
(1)	Click on  to reply to a message.





You can view time and date of the message along with the visibility rules.

Step	Action
(1)	Click on Reply to Last Message to respond to the last message.

SAP Sourcing

Creating: New Message in Subject : Technical Solution : RE: Technical Solution

Finish Cancel

Message 2 contents

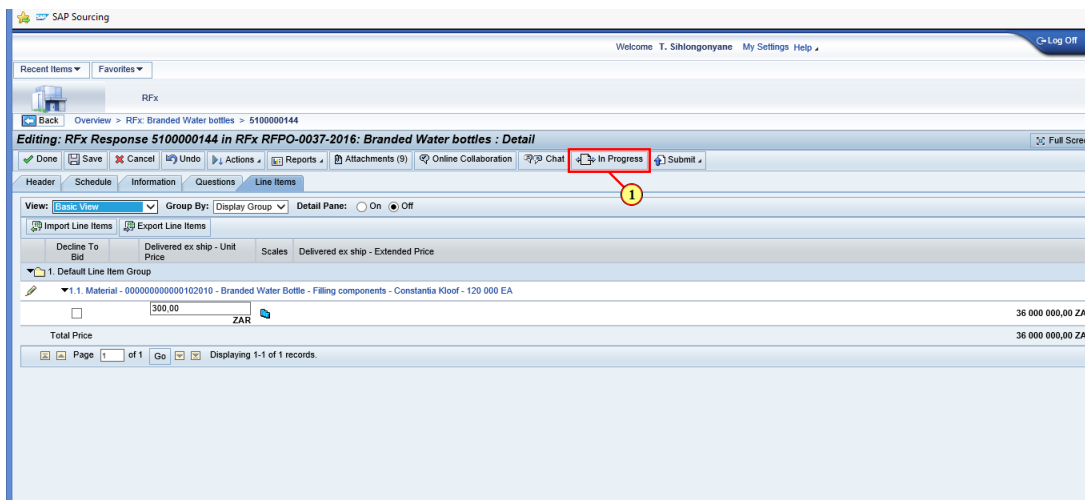
Author: Thabile Sihlongonyane
Company Name: A M LABELLING SYSTEMS CC
Subject: RE: Technical Solution
Content:
Attachment:
All information you provide is confidential and visible only to the requester

Reply to Message

Author: Thabile Sihlongonyane
Company Name: A M LABELLING SYSTEMS CC
Subject: Technical Solution
Message Contents: I need clarity on the Technical Solution

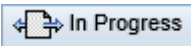
Step	Action
(1)	Fill in the content of the of message.
(2)	Click on Finish

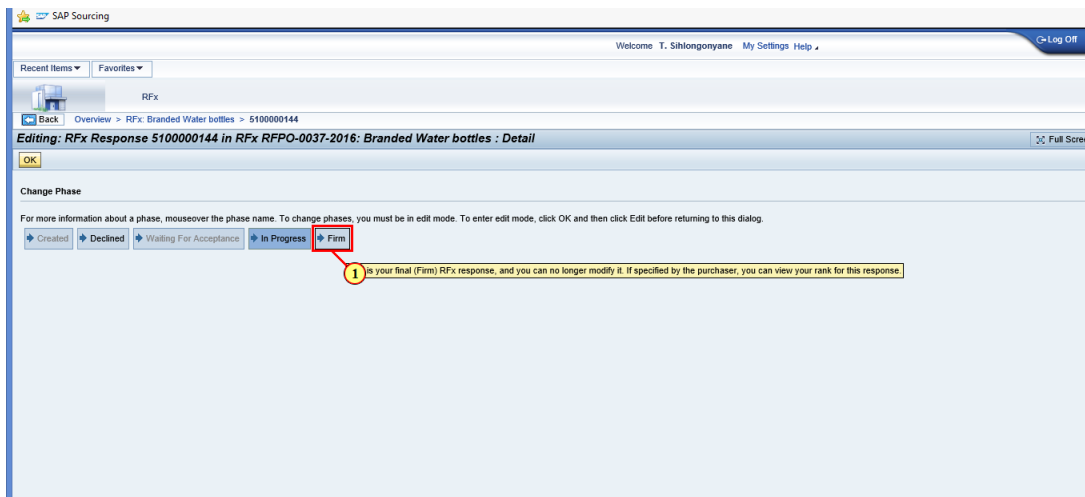
7.5. Submit Tender




All tender responses need to be submitted in order to be evaluated by SANBS.

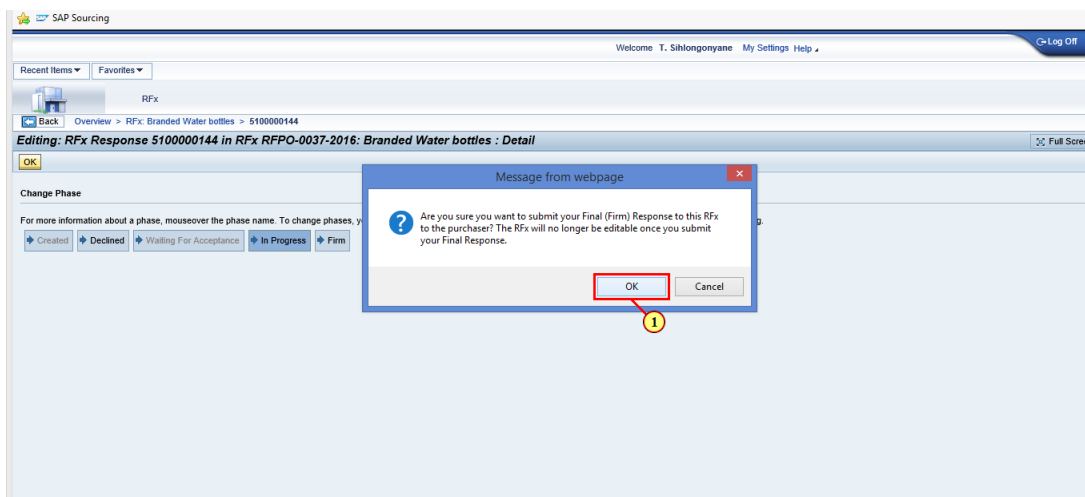
Please note that **ONLY** the primary contact user have the capability to submit the tender response by changing the current phase to a Firm / Final phase.

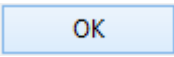
Step	Action
(1)	On completion of the tender response, click on  to send the tender response.

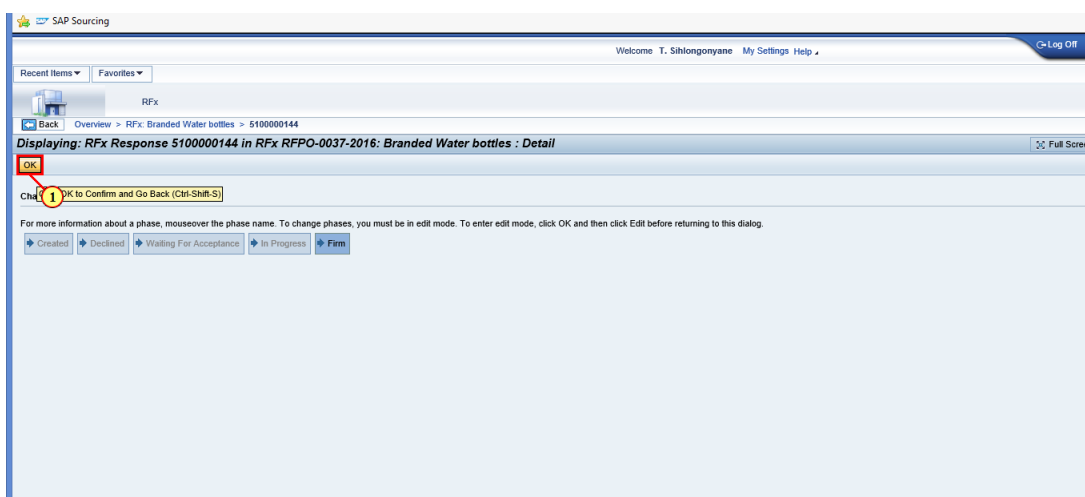



	<p>The status reflects the activity you have performed in the tender, including changing its phase using the Change Phase button in the toolbar.</p> <p>Statuses are as follows:</p> <ul style="list-style-type: none"> • No Activity: You have not yet opened the tender response. • Created: When the buyer publishes the tender, the software creates a proposal with an initial state of created. • Declined: Decline an invitation to participate in a tender. • Waiting for Acceptance: You have opened the tender response and confirmed participation, but have made no changes to the response. • In Progress: You have entered some information into the tender response. The response cannot be viewed by SANBS. • Preliminary: You have entered preliminary information into the tender response and it can be viewed by the buyer. You can continue to make changes to the tender in this status. <ul style="list-style-type: none"> o The tender response reflects this status when you change its phase to preliminary using the Change Phase button. This phase is only an option if it has been included in the tender by SANBS buyer. • Firm: You have completed the tender response and have changed its phase to Firm using the Change Phase button. You can make no further changes to the tender response. SANBS buyer can only include the tender response if the response is in Firm status.
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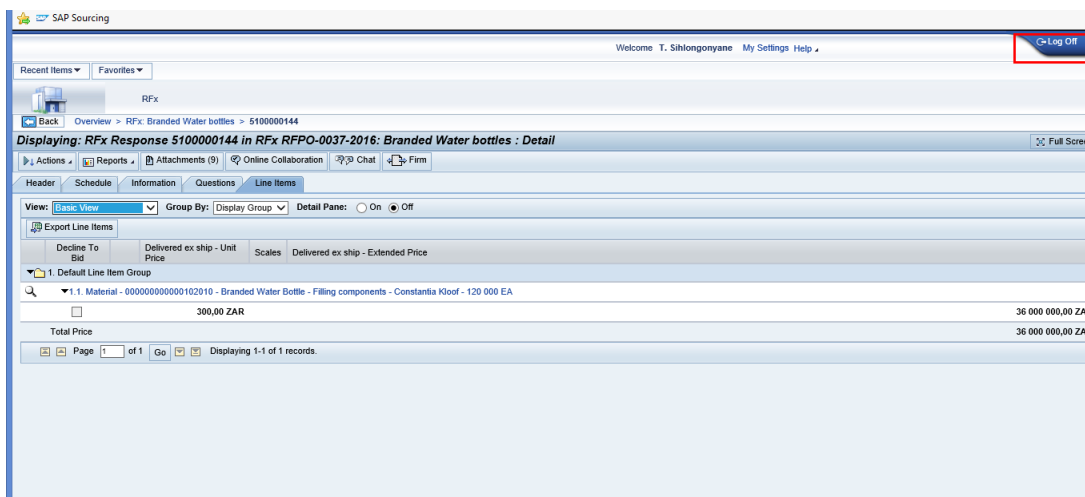
Step	Action
(1)	Click on Firm to send your tender response to SANBS.




Step	Action
(1)	Click on  .



Step	Action
(1)	Click on  to confirm submission.





The tender response has now been sent to SANBS for further evaluation and processing.

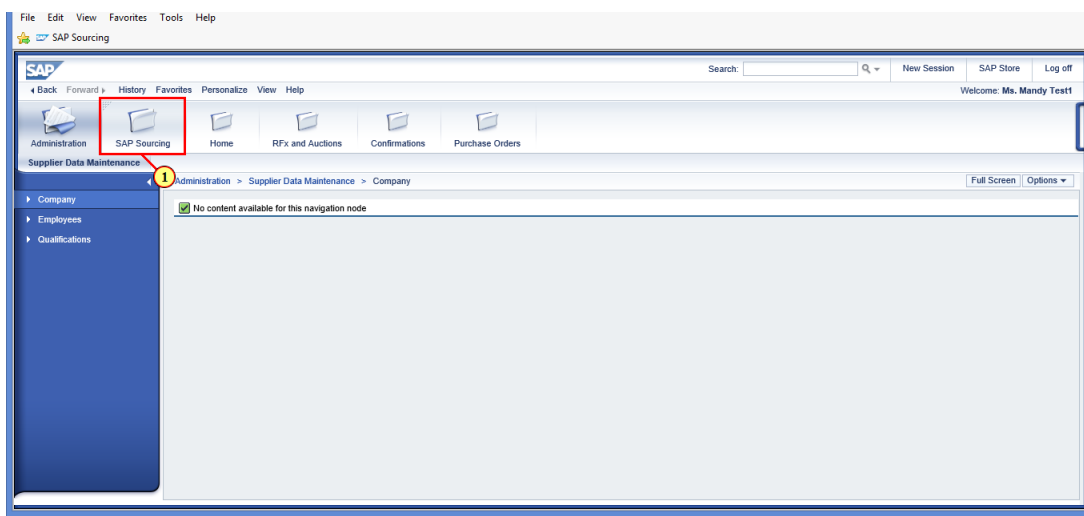
8. How to Respond to Contracts


8.1. View Letter of Award and Legal Contract

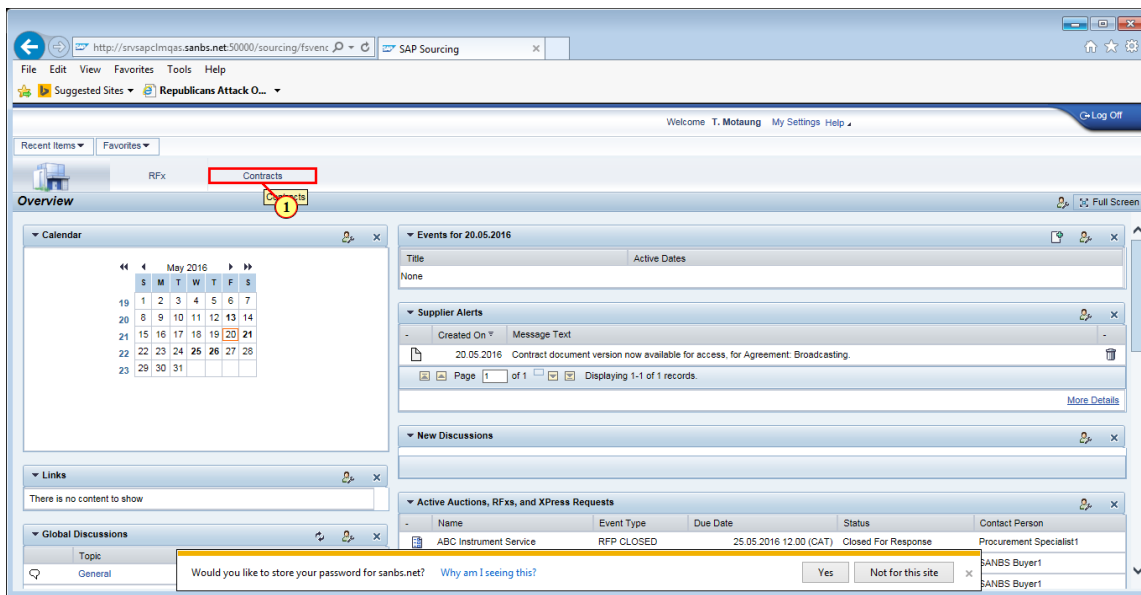
A letter of award is sent by SANBS to vendors that have been awarded from the tender Process. The letter serves as an indication that the contract has been awarded to the vendor and that the process of drawing up a contractual agreement with SANBS is now in process. The vendor is required to log onto the SANBS Vendor Portal to display and accept the letter of award.

Once the letter of award is processed successfully, a contract will then be created by SANBS and sent to the vendor. All parties that are required to sign the contract agreement then do so. Once approved and signed, the contract is then in place and may be utilized by SANBS.

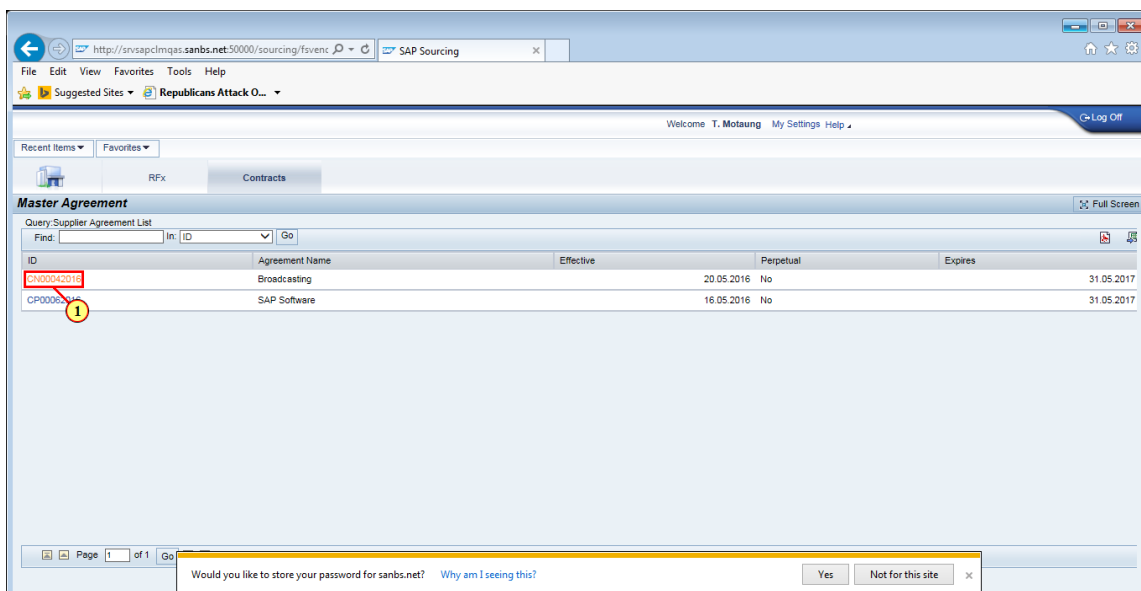
The section below details the accepting the letter of award and processing the legal contract from SANBS.



Step	Action
(1)	 Click on SAP Sourcing to view all contracts that are assigned to you. Another window is opened and you are taken to the SAP Sourcing home page.




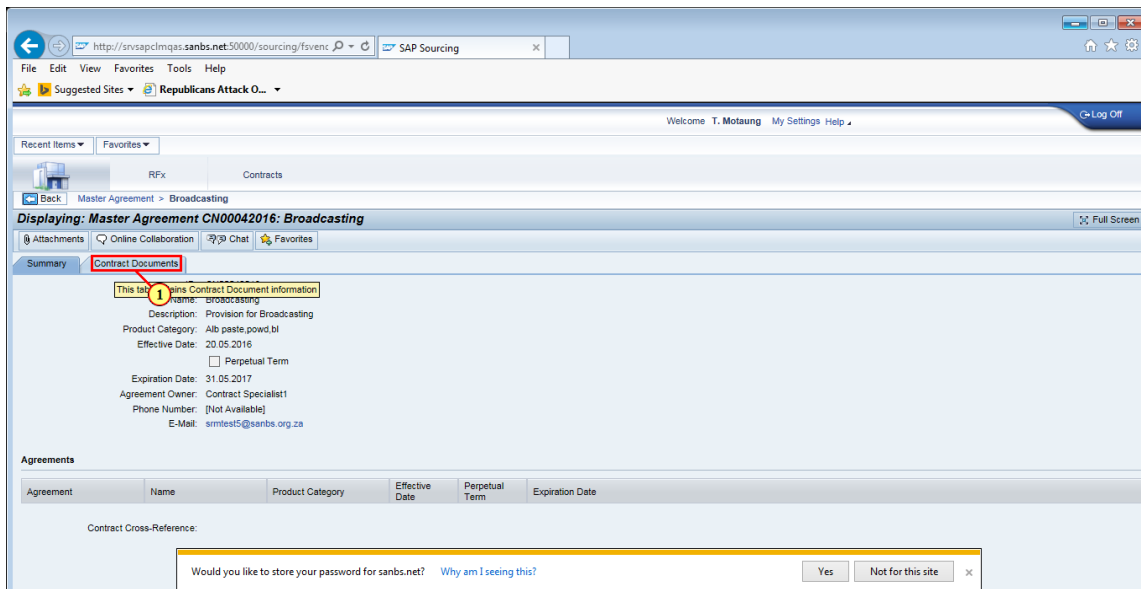
Step	Action
(1)	Click the Contracts Contracts tab to view your legal documents.



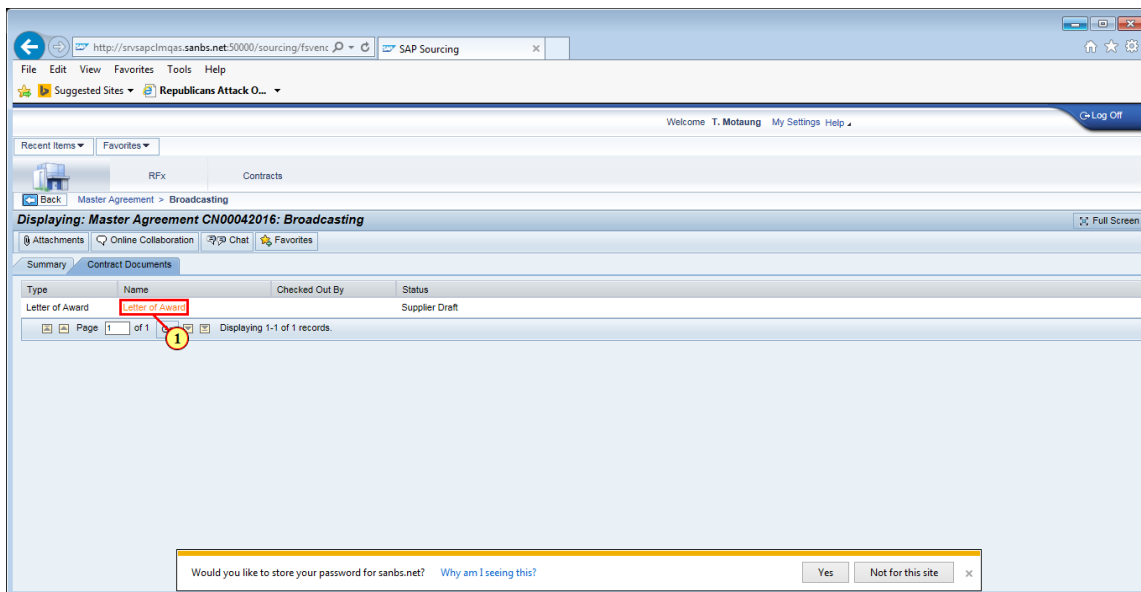
Step	Action
(1)	Click CN00042016 CN00042016 (Contract ID) to display the contract

Step	Action
	document.

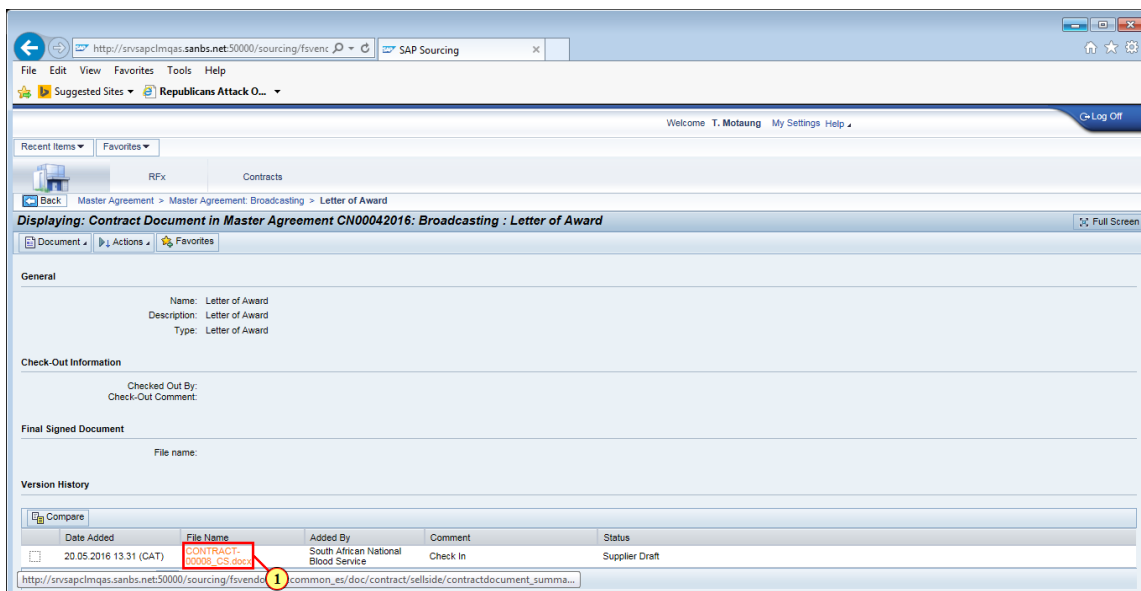
	<p>A contract ID is created on the system. This is a unique identifier that will identify the contract that is in place. All documents pertaining to this contract (Letter of Award, Legal Contract Document) can be viewed under this contract number.</p> <p>The Agreement Name is the name that the SANBS Contract Specialist has assigned to the specific contract.</p>
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Step	Action
(1)	Click Contract Documents Contract Documents to view all Contract Document information.

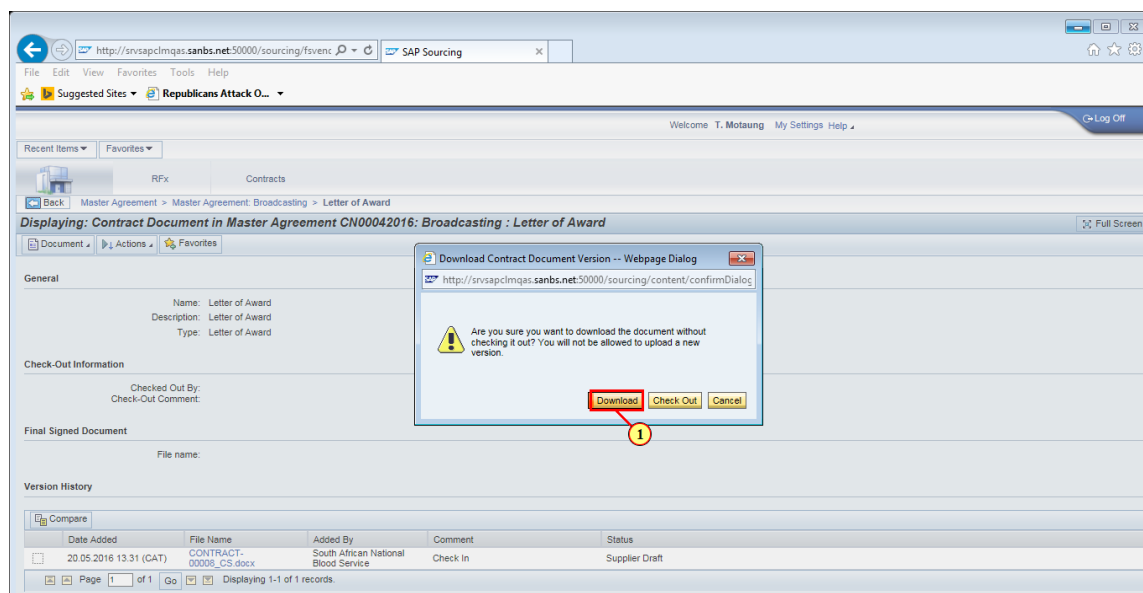


Step	Action
(1)	Click Letter of Award Letter of Award document name to display the letter that has been sent by SANBS.

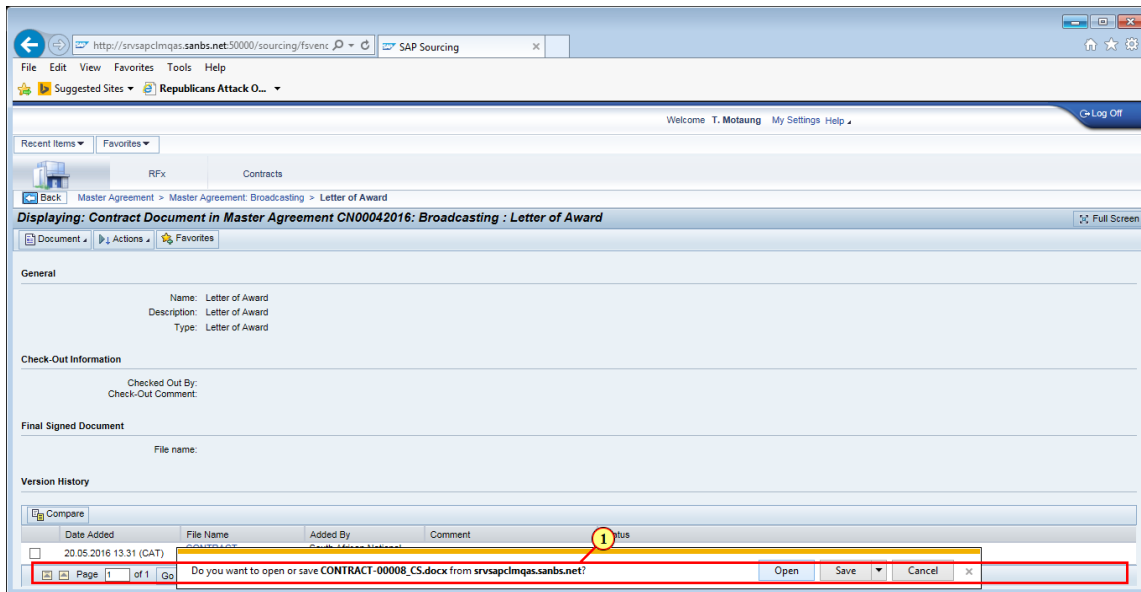



Step	Action
(1)	Click the contract ID hyperlink to download and display the document.

Step	Action
	CONTRACT-00008_CS.docx CONTRACT-00008_CS.docx .

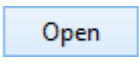


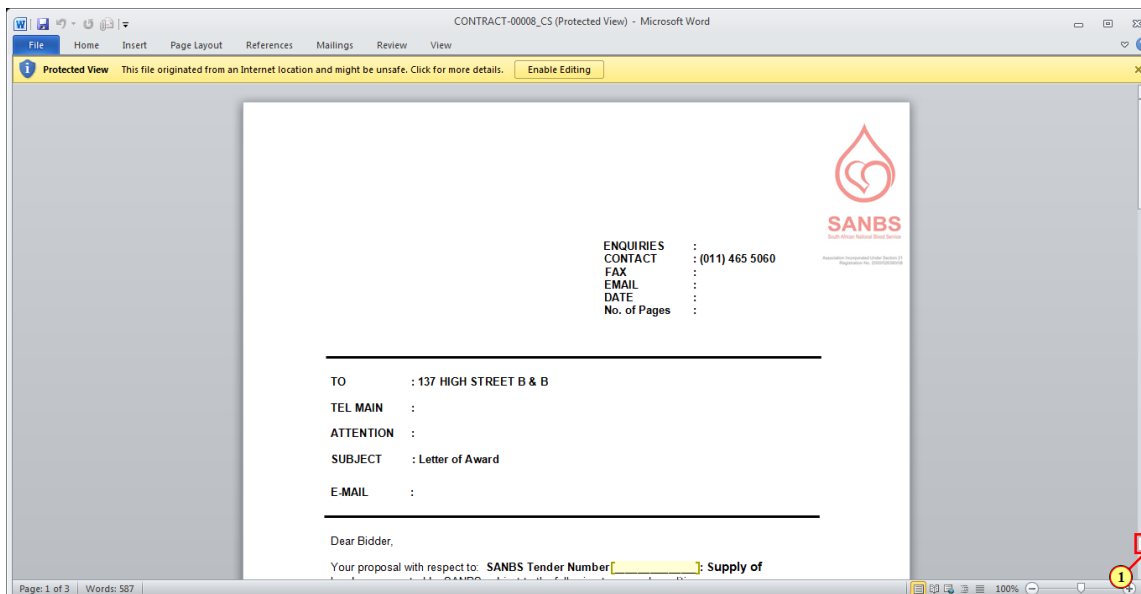
Step	Action
(1)	Click Download Download to view the Letter of Award.



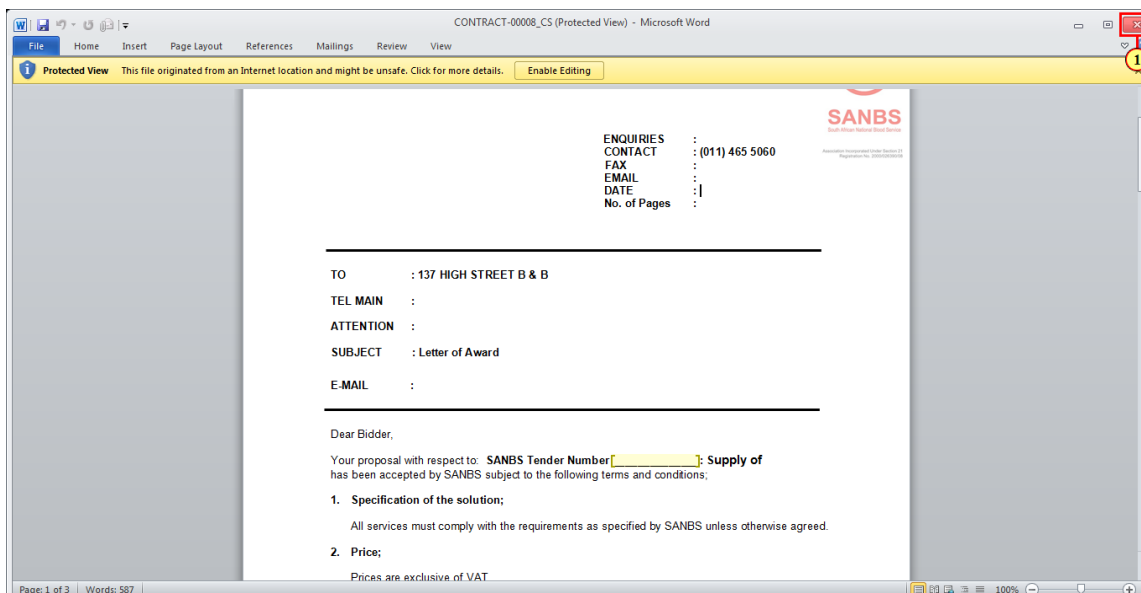



The Letter of Award that is sent as a Microsoft Word document.

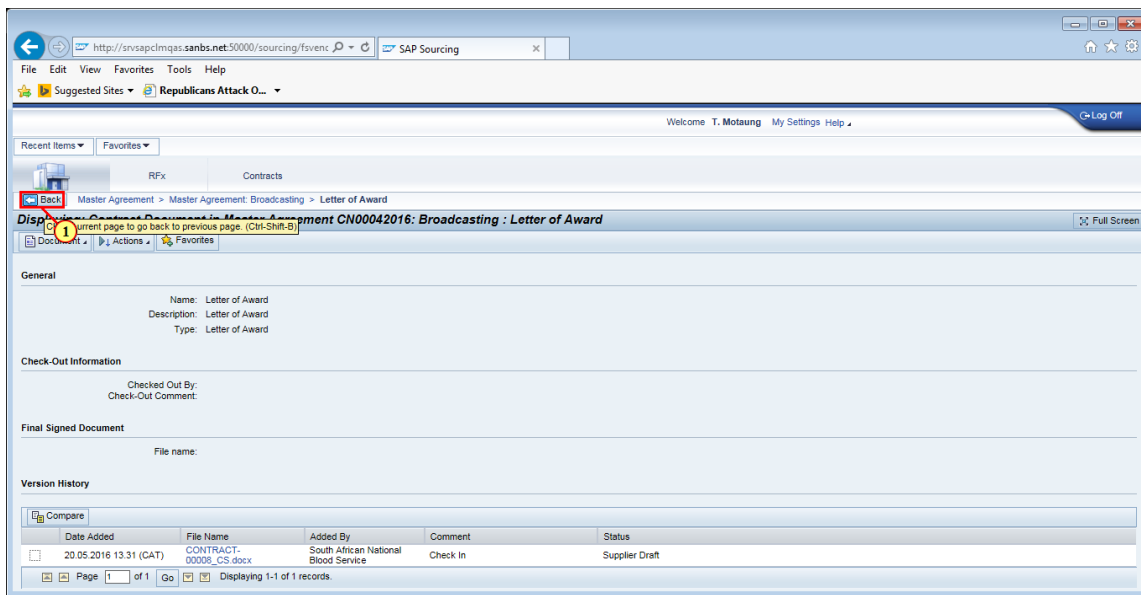
Step	Action
(1)	Click Open  to open the document.




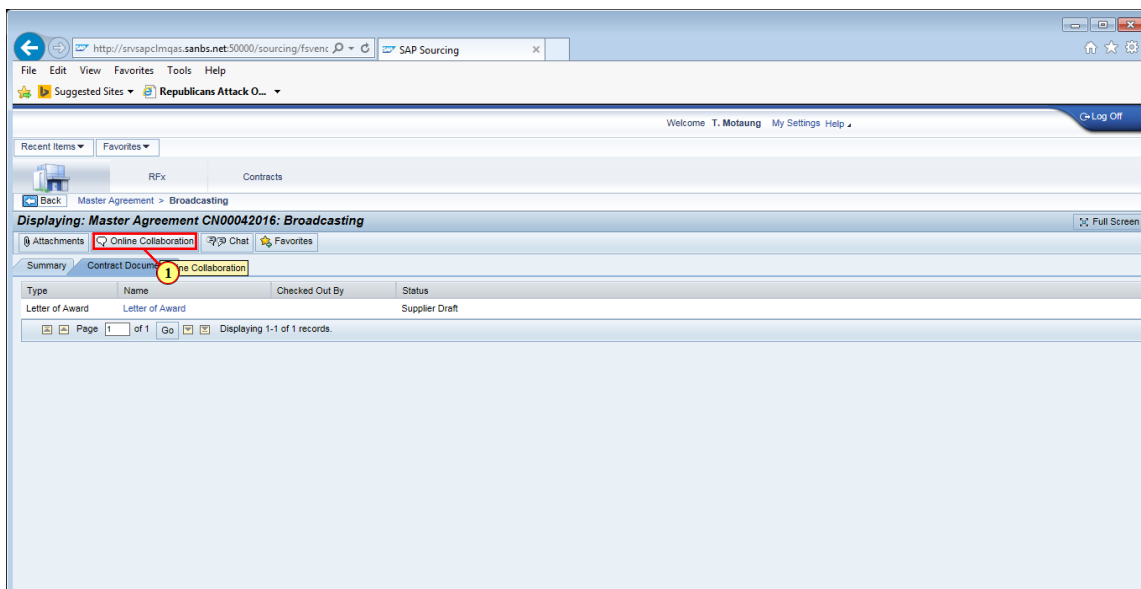
Step	Action
(1)	The document is displayed, read the content of the document carefully before acknowledging and accepting the letter.





Step	Action
(1)	Click Close  to close the document in Microsoft Word.



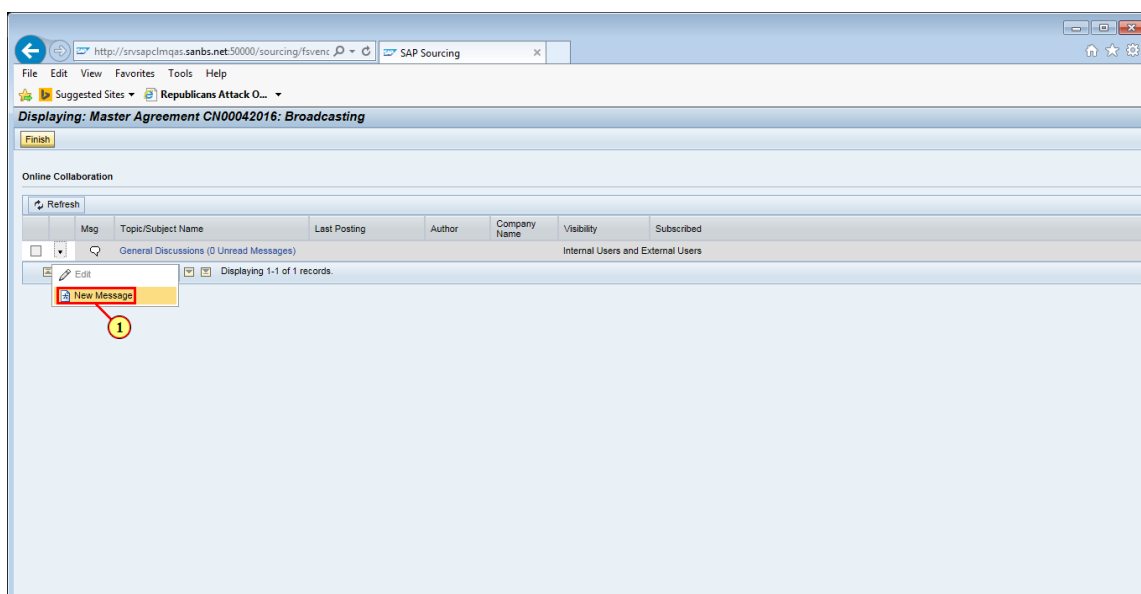
Step	Action
(1)	Click Back  Back button to close the current page and to go back to previous page.





Step	Action
(1)	Click Online Collaboration  Online Collaboration to collaborate with SANBS regarding the Letter of Award.

	The Online Collaboration functionality allows you to communicate with SANBS online. Messages are sent online between the SANBS Contract Specialist and the vendor to discuss and clarify any points with regards to the Letter of Award using this functionality.
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8.2. Send the Letter of Award Acknowledgement to SANBS



Step	Action
(1)	Click Dropdown list  and click New Message  New Message .

Creating: New Message in New Subject : null : Untitled

Finish Cancel

Message Contents

Author: Tumi Motaung
Company Name: 137 HIGH STREET B & B
Subject: Letter of Award Acknowledgement
Content:
Attachment:

Step	Action
(1)	The Subject field is filled out e.g. Letter of Award Acknowledgement.
(2)	The Content field is filled out with any comments to the SANBS Contract Specialist.
(3)	Click Finish to Confirm and Go Back.


Displaying: Master Agreement CN00042016: Broadcasting


Finish

Online: Finish to Confirm and Go Back (Ctrl-Shift-S)

Msg	Topic/Subject Name	Last Posting	Author	Company Name	Visibility	Subscribed
	Letter of Award Acknowledgement	20.05.2016 14:01 (CAT)	Tumi Motaung	137 HIGH STREET B & B	Specific External User	✓

Page 1 of 1 Go Displaying 1-2 of 2 records

Step	Action
(1)	Click Finish  to Confirm Message is sent and Go Back to the previous screen.

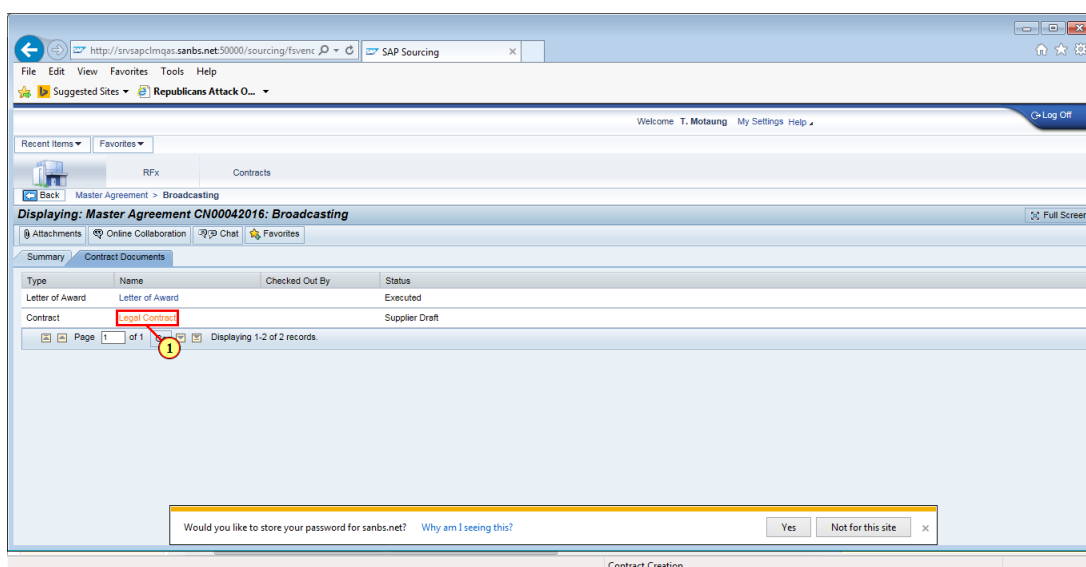
	You have successfully sent the Letter of Award Acknowledgement to SANBS via Online Collaboration.
---	---

8.3. Review, Check Out/ Check In Legal Contract


Once the Letter of Award is received by the SANBS Contract Specialist, a Legal Contract Agreement is then put in place. The Legal Contract Agreement will detail all the Terms and Conditions of the Agreement between SANBS and the Vendor. The vendor will receive the Legal Document on the SANBS Vendor portal, where online collaboration can be used to discuss and clarify terms in the contract.


The section below details the process of receiving the contract via the SANBS Vendor Portal.

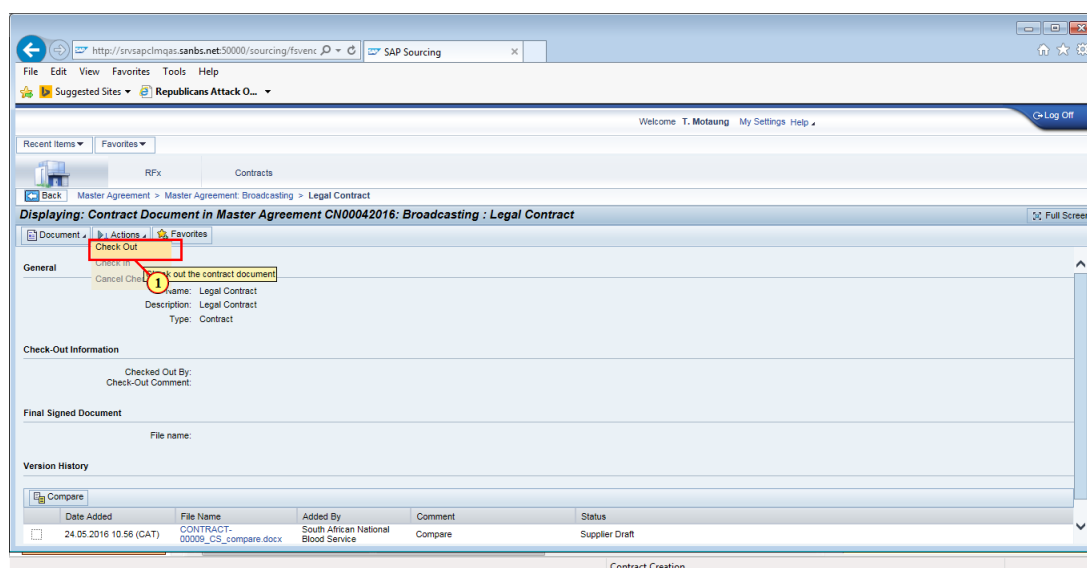
Log onto the external Portal and Navigate to the Contracts that are assigned to you.



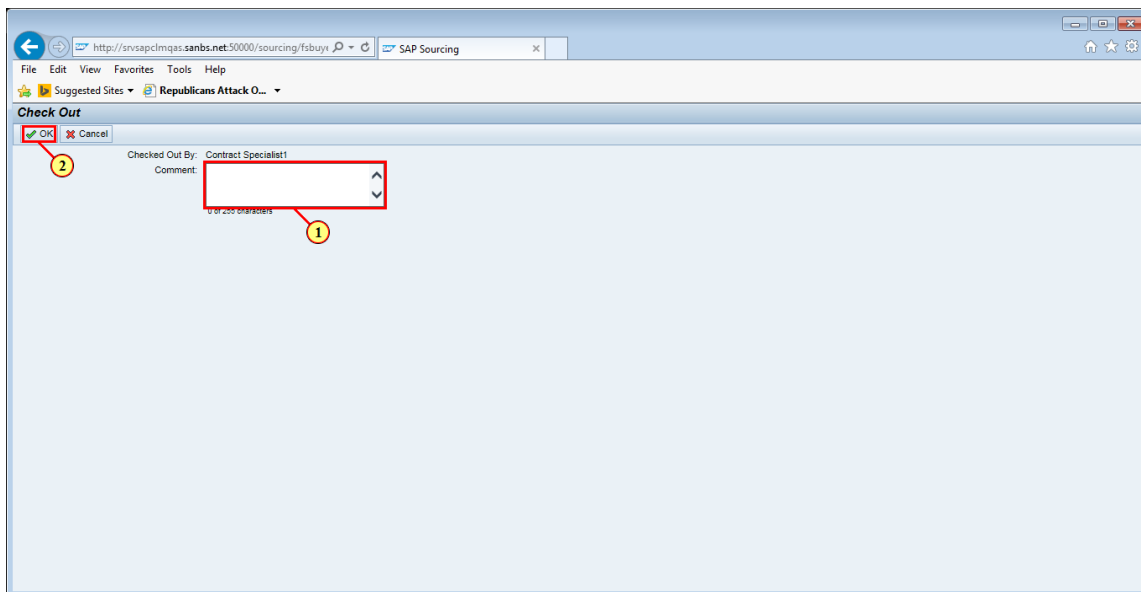
Step	Action
(1)	<p>Find the Contract that you are working on and display the Contract Documents.</p> <p>Click Legal Contract Legal Contract document name to display the legal contract in Microsoft Word.</p>


	Once a Legal Document is created by the SANBS Contract Specialist, you will be notified via e-mail of the newly created document that is waiting for you to action on the Vendor Portal.
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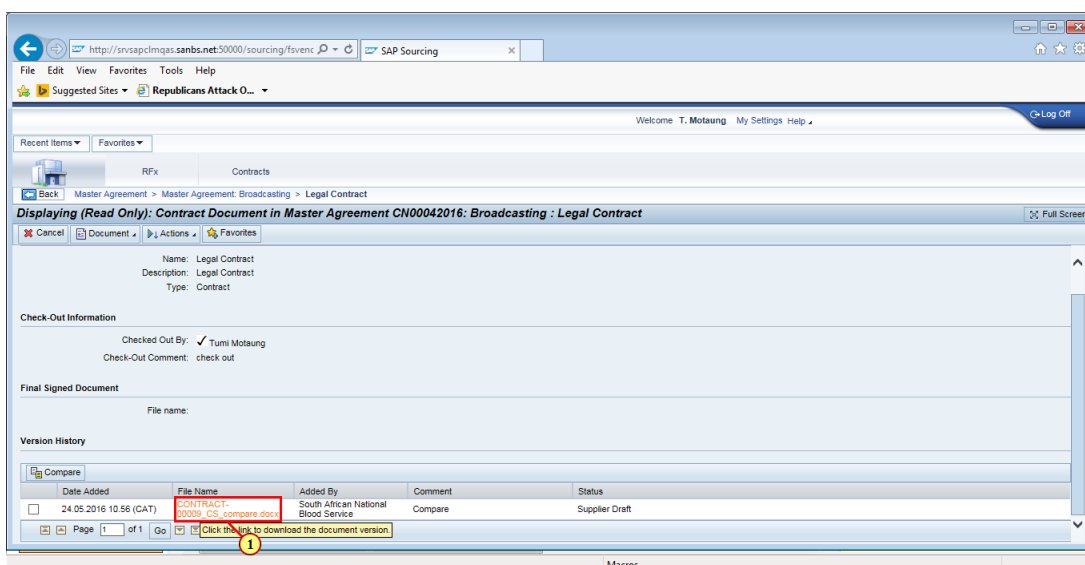
	The Legal Document is created in Supplier Draft Status. This will indicate that the contract is in review by the vendor.
---	--



Step	Action
(1)	<p>Click Actions Actions then click Check Out Check Out to check the document into Microsoft word, checking out the document gives you the right to edit and amend the document.</p>

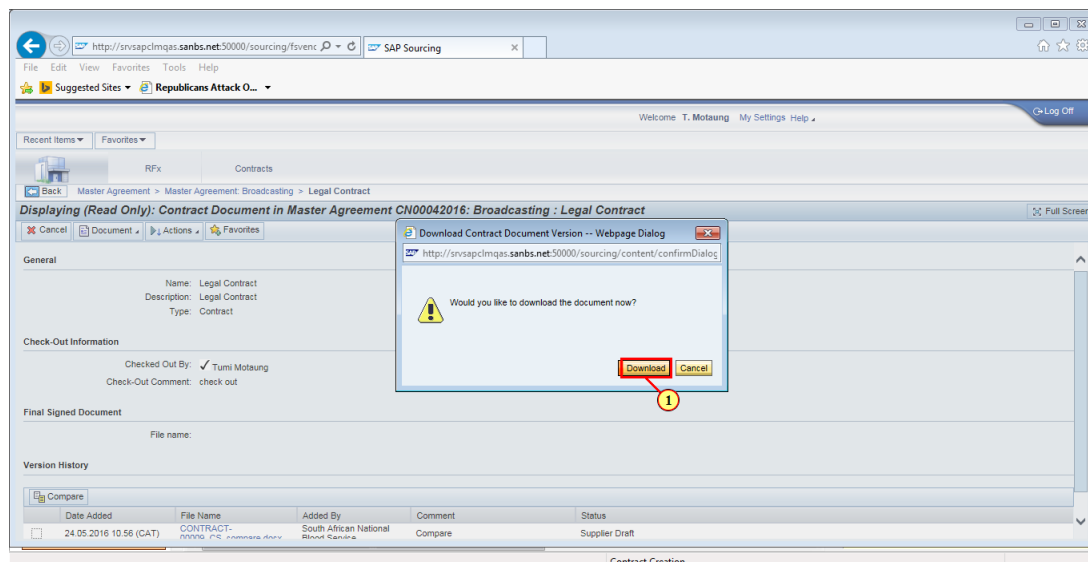


Step	Action
(1)	The Comment field is filled out e.g.s Review of document on 01.05.2016.
(2)	Click OK  OK to proceed to the next step.

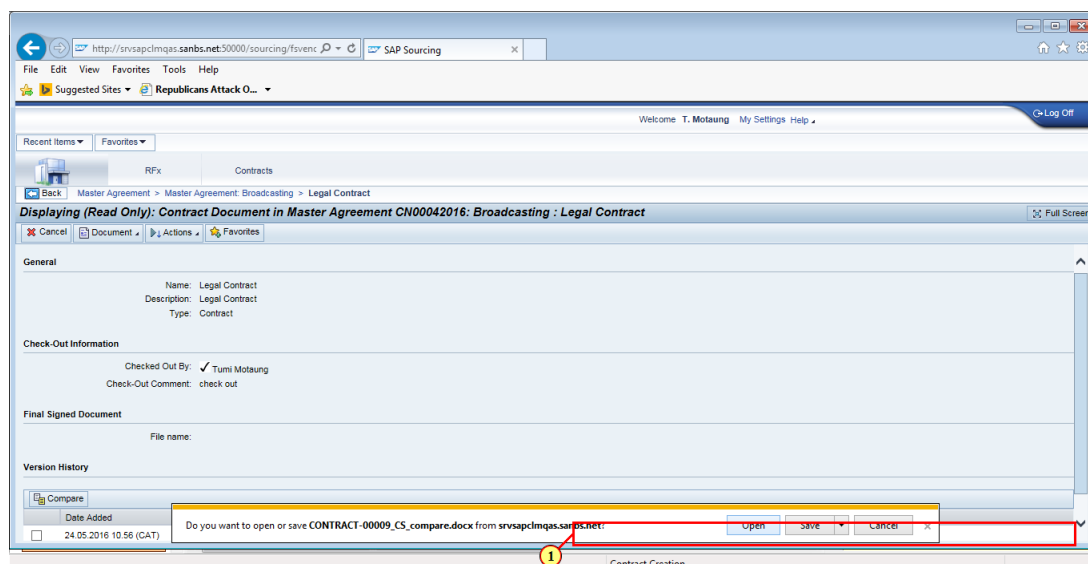


Step	Action
(1)	Click CONTRACT-00009.docx  to display the document in

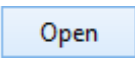
Step	Action
	Microsoft Word.

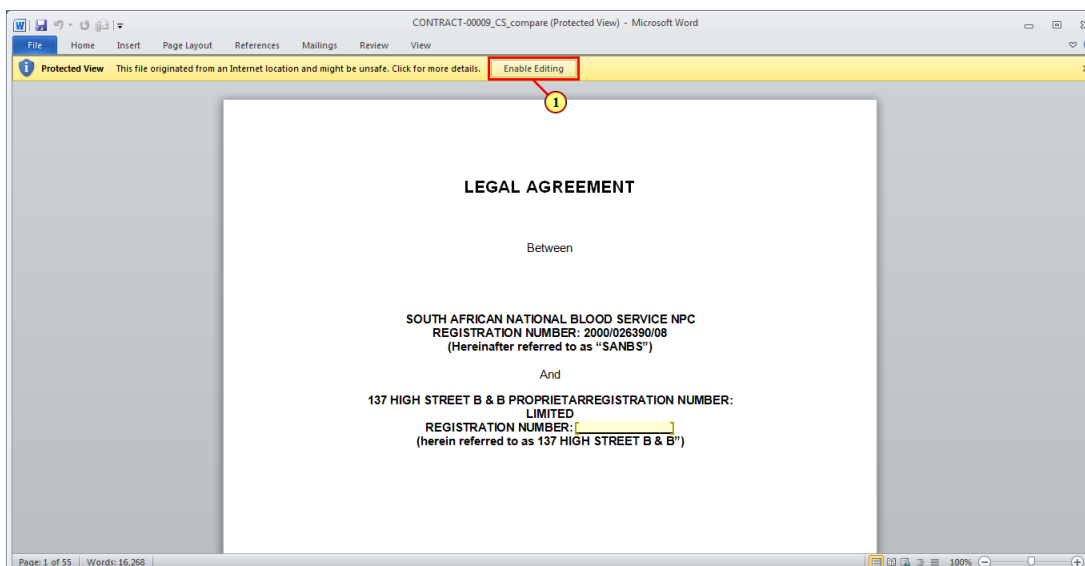


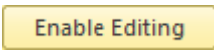
Step	Action
(1)	Click Download Download to download and view the Legal Contract.

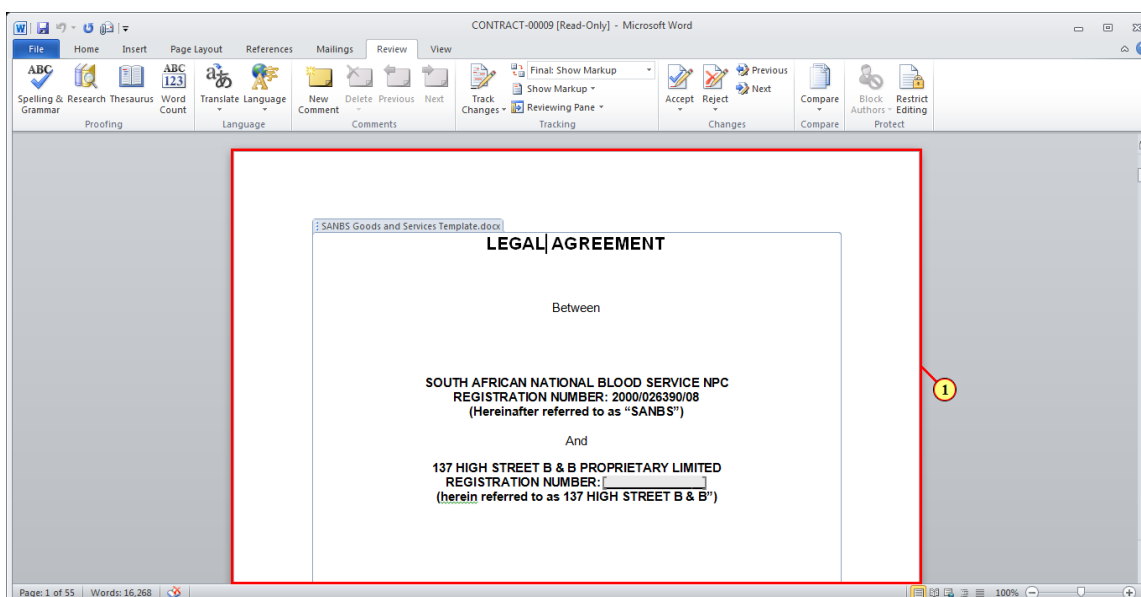


Step	Action
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Step	Action
(1)	Click Open  to display the document.



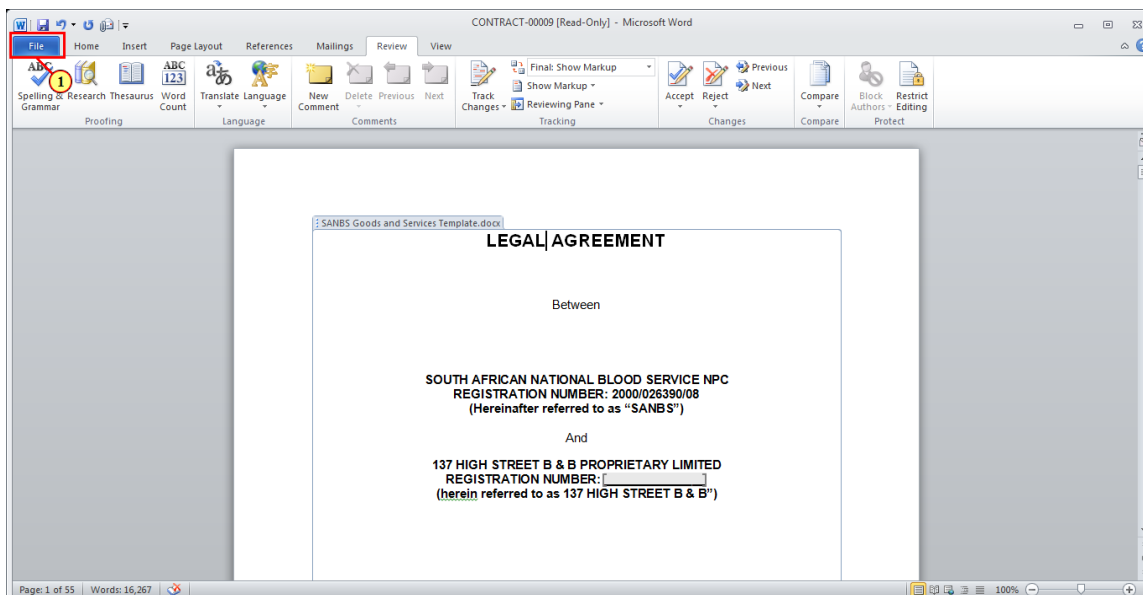
Step	Action
(1)	Click Enable Editing  to be able to read and amend the document.




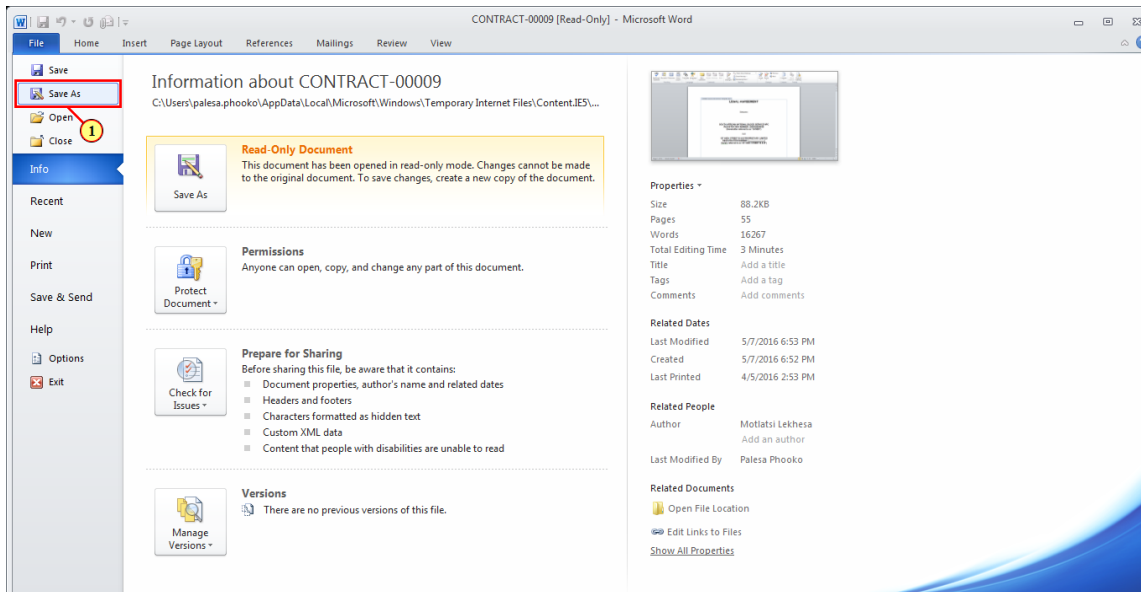



As a vendor you can add comments on the legal contract and collaborate with SANBS representative to negotiate the contract by making use of the Microsoft Word Track Changes and Comment functionality.

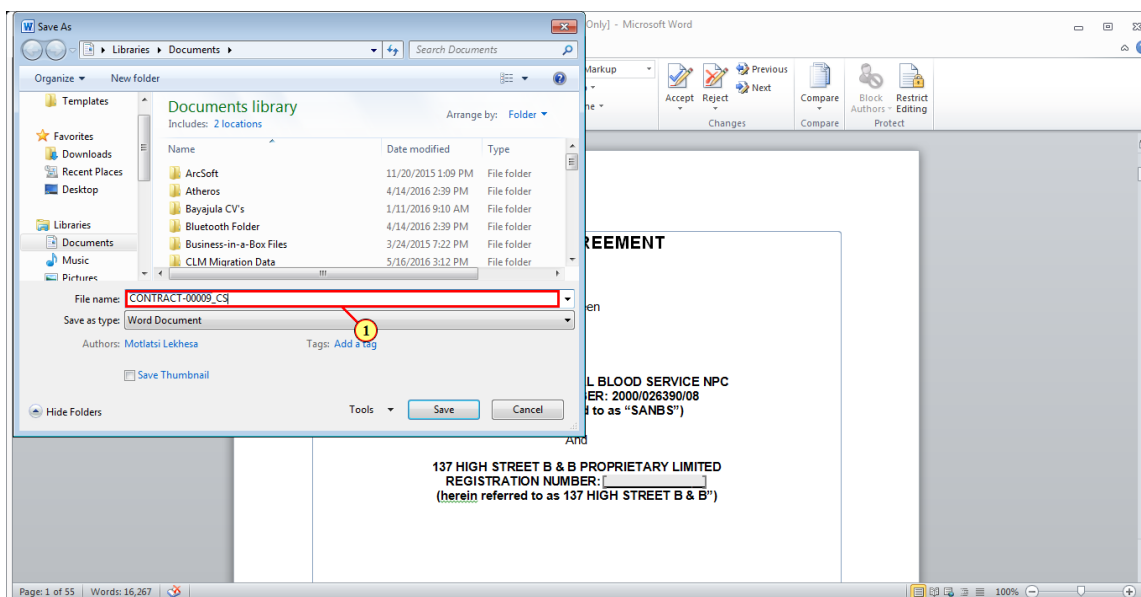
Step	Action
(1)	The necessary changes are made on the Microsoft Word document.



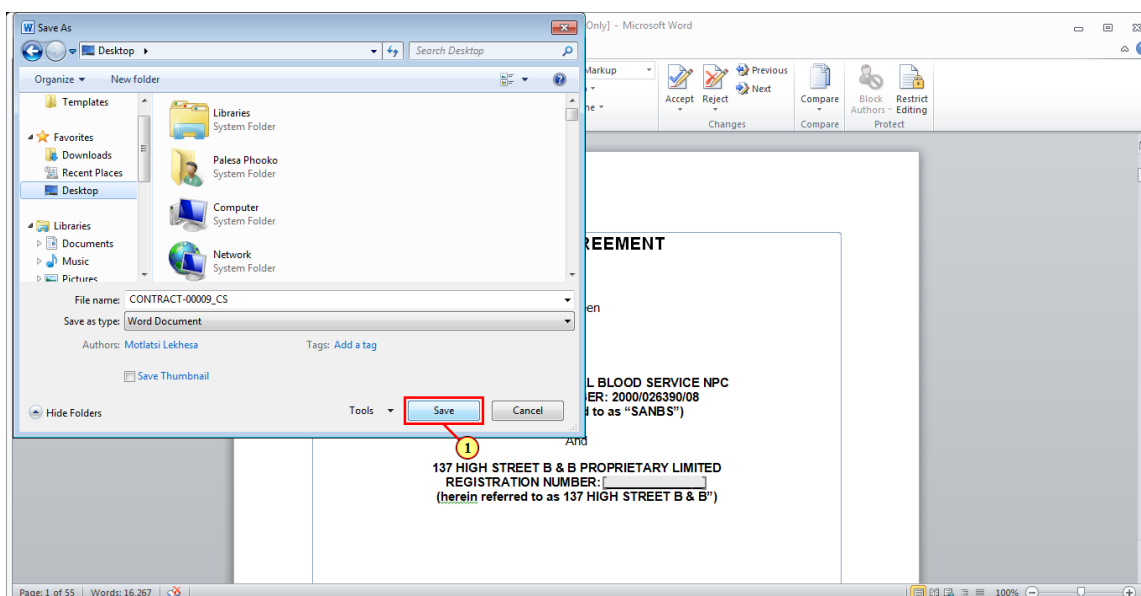
Step	Action
(1)	Click File Tab  .

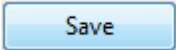


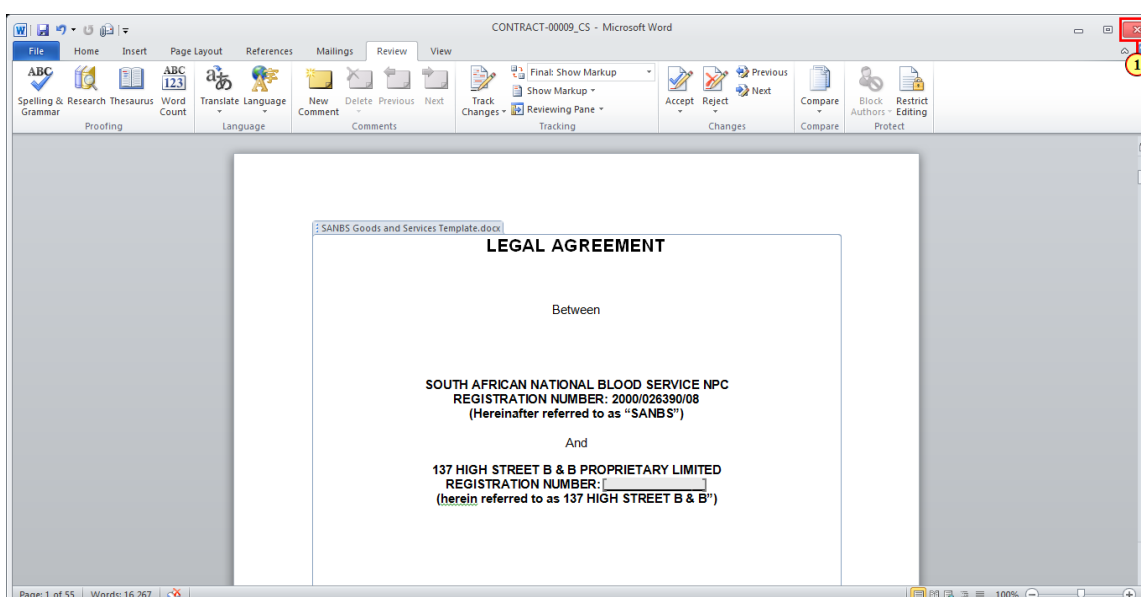
Step	Action
(1)	Clicking the Save As  menu item executes it.




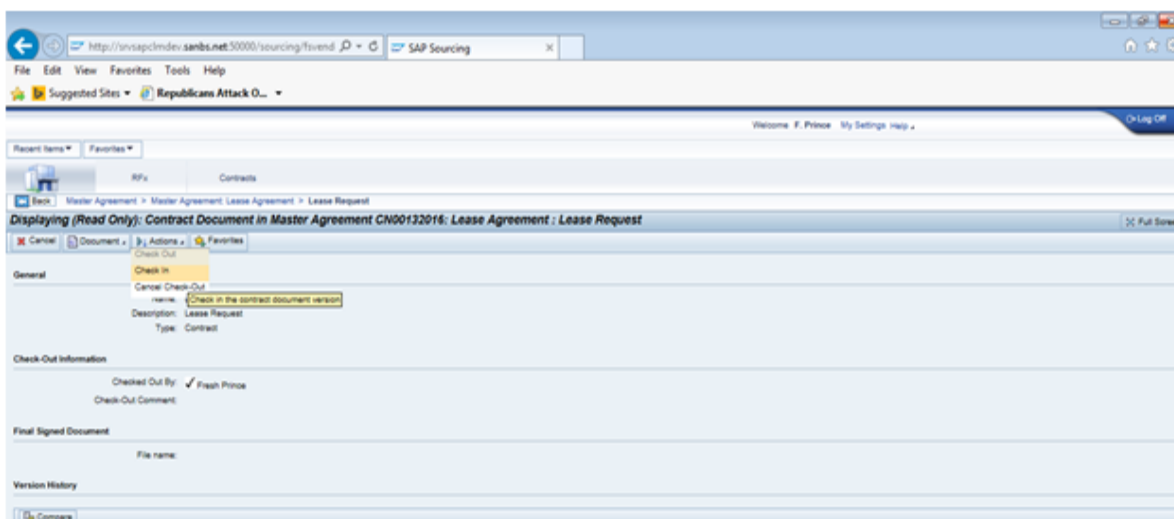
Step	Action
(1)	The File name: field is filled out to rename the document.

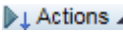
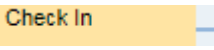


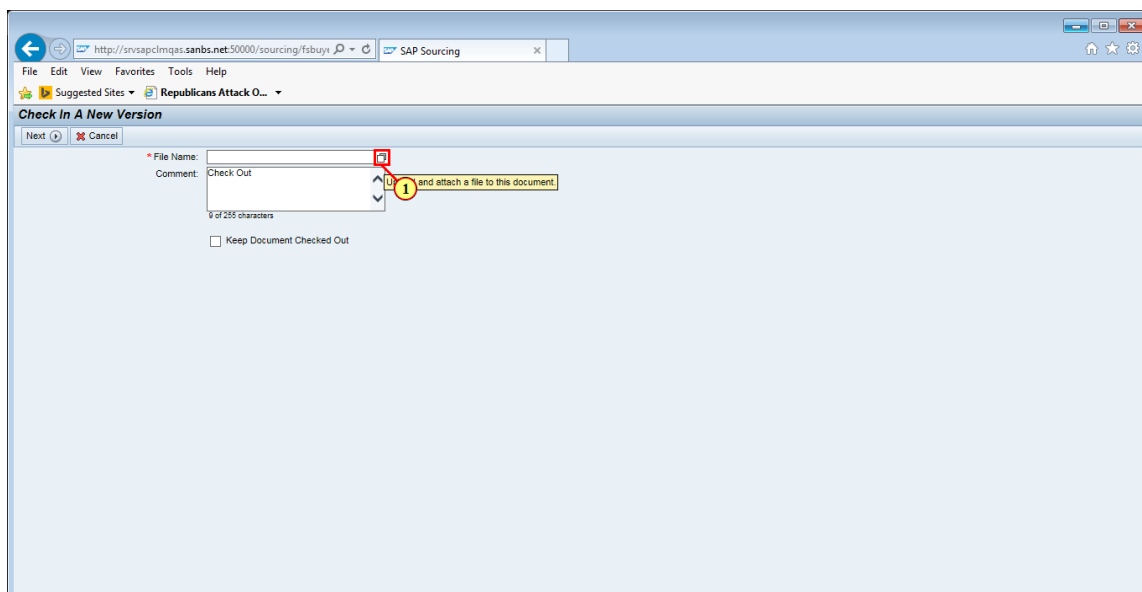
Step	Action
(1)	<p>Click Save  to save the document changes.</p> <p>The file must be saved onto a location on the machine, so that you are able to upload the file with the changes that have been made.</p>




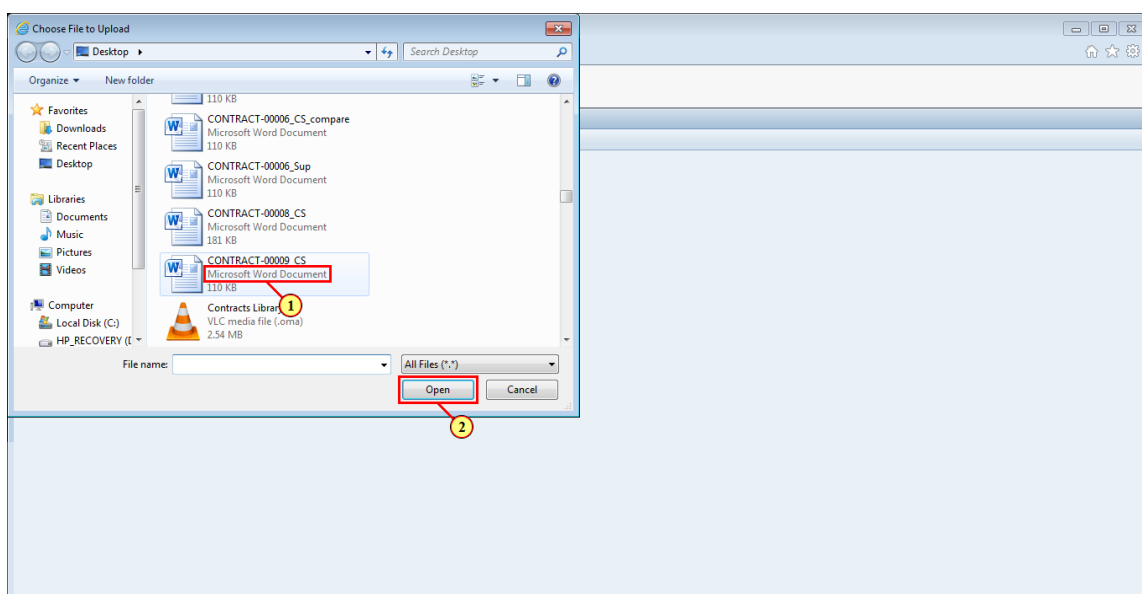
Step	Action
(1)	Click Close  to close the document in Microsoft Word.

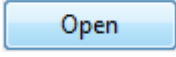


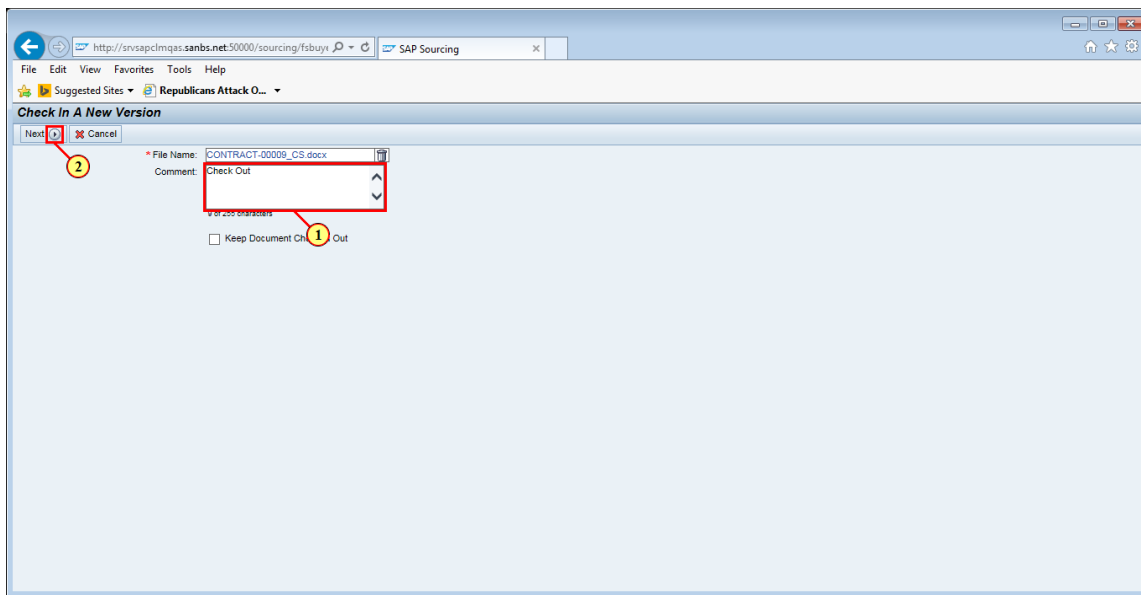
Step	Action
(1)	Click Actions  then Click Check In  to upload the amended document.




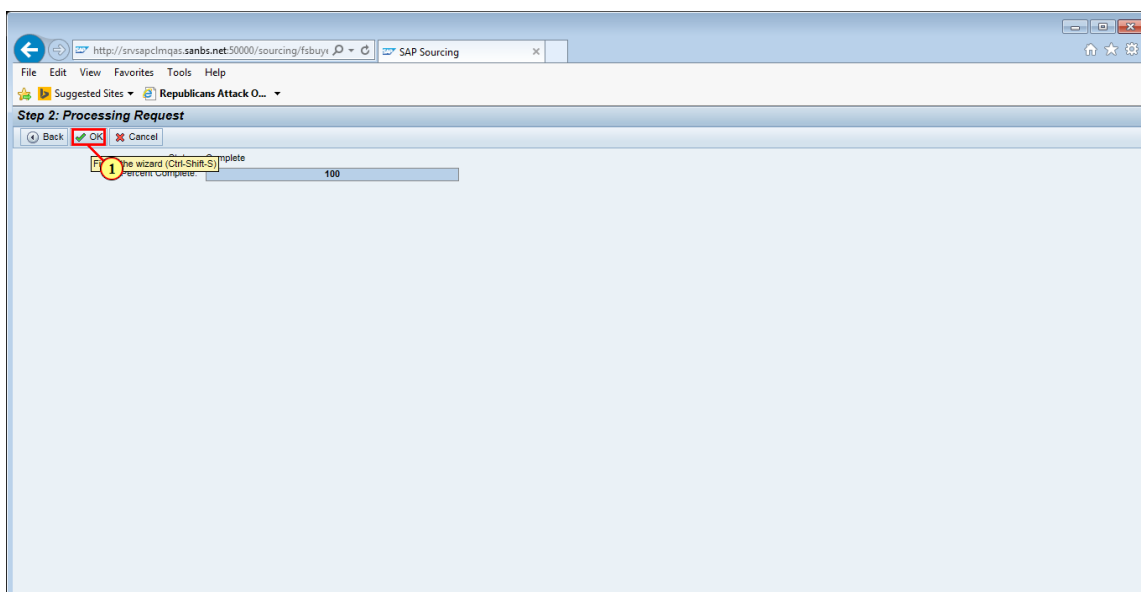
Step	Action
(1)	Click Picker button  to select the amended document.





Step	Action
(1)	Click Microsoft Word Document the amended document.
(2)	Click Open  to upload the document in the system.

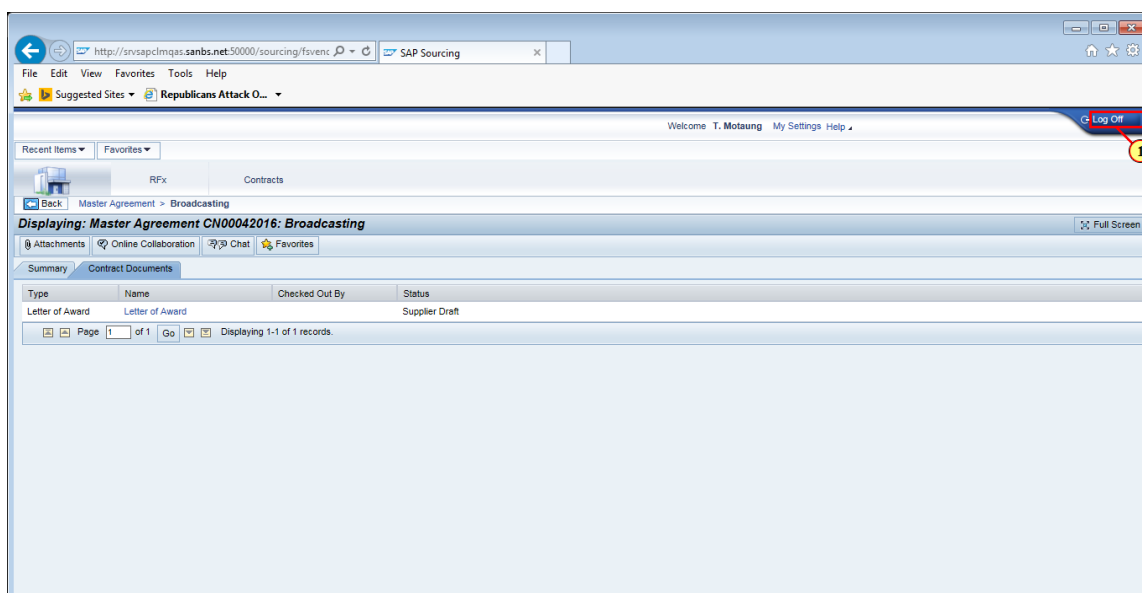



Step	Action
(1)	The Check In A New Version field is filled out e.g. Check In or Done amending the document.
(2)	Click Next  to proceed to the next step.




Step	Action
(1)	Click OK  to complete the check in process.

	<p>The document that you have checked in will be the latest version visible between you and the SANBS. SANBS automatically receives an email notification that you have loaded a new version of the contract. This will notify the Contract Specialist to action the changes that you have submitted. The Online Collaboration of the Legal Contract can happen until you finish with the contract negotiations with SANBS.</p>
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Step	Action
(1)	Click Log Off  .

	<p>You are successfully logged off. The Legal Contract will now be printed by SANBS and signed by all parties. Once signed the SANBS Contract Specialist will upload this onto the system, and procurement against the contract may commence.</p>
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THIS IS THE END OF THIS MANUAL