HBIS GROUP

HBIS SERBIA

SUPPLIER INSTRUCTIONS

Bidding for Single Purchase Orders

Version 1.0 English

SAP Sourcing, Atos

As one of a selected supplier you received a mail with a notice that you are invited to participate in a procurement process and that you can submit your offer through the SAP Sourcing portal for suppliers.

Click the link in the mail, the screen below will appear, enter the user and password (previously received via E-mail).

You will see screen below with a display that contains the basic information of a single invitation to bid. To open a more detailed invitation offer, click on the value in the RFx Response field (picture below).

Displaying: RFx RFQ-010319-0003: 6000000666

| 🗨🗨 Chat | ⭐ Favorites |

ID:	RFQ-010319-0003
Title:	6000000666
Description:	
Current Phase:	Open For Response
Company:	HBIS Serbia
Contact:	Milan Janjić
RFx Response Due Date:	19.03.2019 12:54 (CET)
Incoterm Location:	Smederevo, Radinac
Prefered Incoterm:	DAP

RFx Responses

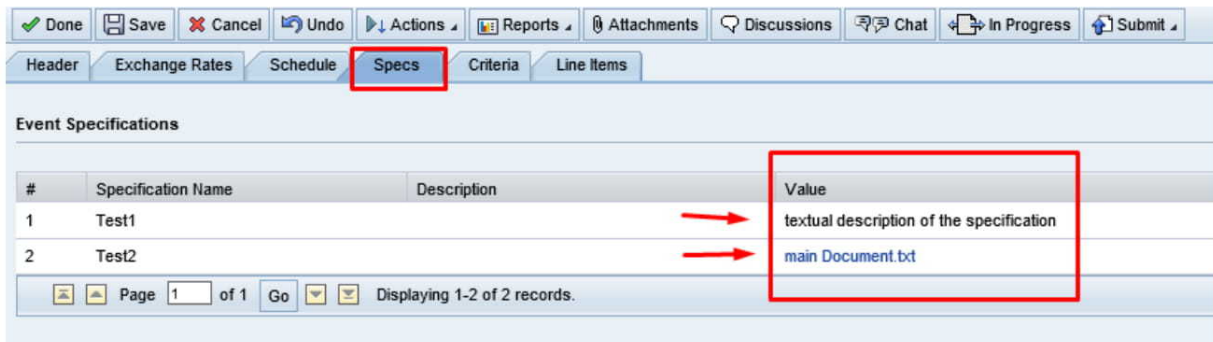| RFx Response	Internal RFx Response ID	Cover Page Comments	RFx Response Status
PROP-00179-HBIS-2019			No Activity

| ⏫ 🔼 Page 1 of 1 Go 🔽 ⏬ Displaying 1-1 of 1 records. |

The RFx response view opens with data distributed by menues:

- Header – general data about the purchasing process
- Exchange rates – alternative exchange rates which can be used to submit an offer
- Specs – additional information
- Line Items – purchase subject
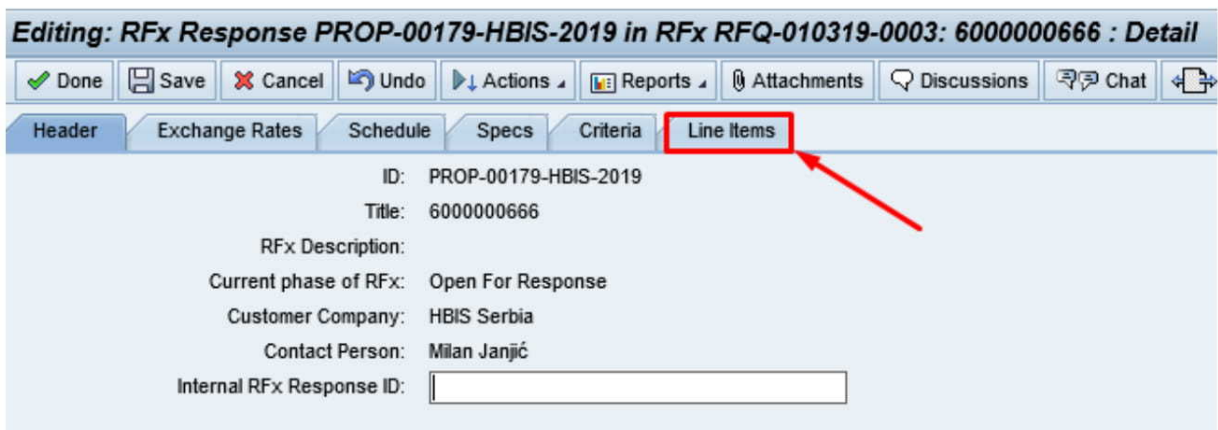- Criteria – non-price elements of the offer

Menu Specs

The menu *Specs* can be used for additional information about the purchase as a text specification or file that can be downloaded. For example, technical documentation which explains more precisely subject of the purchase or similar. In this menu, the Supplier does not enter anything, but he reviews additional specifications, if any defined in the purchase process.

Line items menu

By clicking the menu **Line Items,** a view with all items that are subject of the specific purchasing process, opens.

The price elements of the offer

It is possible to enter the following price elements for each item:

- Net price
- Discount for net price
- Quality analysis
- Packaging
- Transportation costs
- Other costs

Editing: RFx Response PROP-00179-HBIS-2019 in RFx RFQ-010319-0003: 6000000666 : Detail

For transfering to the following page (if there are several items) click on the button ▾ which is located at the bottom of the page (picture below).

Menu Criteria

Besides the price elements, it is necesasry to deliver some additional, non-price elements of the Offer. The non-price elements of the offer are being entered on the header line, *Criteria* menu.

Entry of the following fields is anticipated:

- **Incoterm** – mandatory entry
- **Inkoterm location** – mandatory entry
- **Warranty** – mandatory entry
- **Delivery date** – mandatory entry
- **Payment terms** – mandatory entry
- **EUR1** – mandatory entry
- **Additional comment** – optional entry

By clicking the field name, view for entry of the selected field is opened.

For value selection it is necessary to click on the drop-down menu (picture below).

Editing: Questions Section : Incoterm

| ✔ Done | 💾 Save | ✖ Cancel | ↩ Undo | 1 Incoterm ◢ | ⊳ Next |

Description:

Criteria Answered: 0 out of 1

Required Criteria Answered: 0 out of 1

1.1 Grupa standardnih pitanja

1.1.1

💬 Incoterm

✳

Not Answered ⌄

Additional Info:

0 of 1000 characters

All the offered values open, of which one needs to be selected.

| ✔ Done | 💾 Save | ✖ Cancel | ↩ Undo | 1 Incoterm ◢ | ⊳ Next |

Description:

Criteria Answered: 0 out of 1

Required Criteria Answered: 0 out of 1

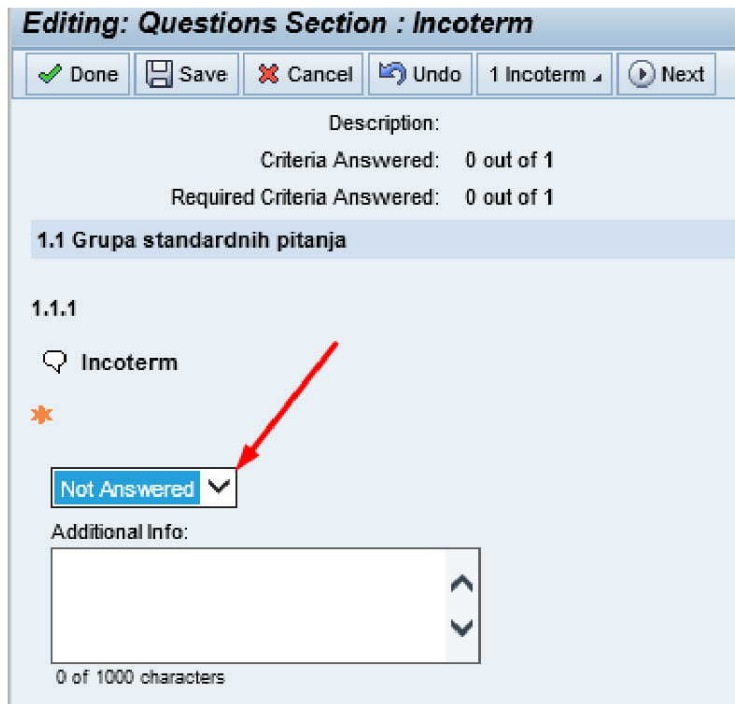**1.1 Grupa standardnih pitanja**

1.1.1

💬 Incoterm

✳

Not Answered
CFR
CIF
CIP
CPT
DAF
DAP
DAT
DDP
DDU
DES
EXW
FAS
FCA
FH
FOB

After having selected the *Incoterm,* by clicking the button Next, you will be sent to the view for the following criterion.

Incoterm location is a textual field where it is necessary to enter the wanted value and by clicking the button Next, you will be sent to the view for the following criterion.

The following criterion is *Warranty.* This field is numeric and here you enter number of warranty months. . If no warranty period, enter the value 0 (because the field is mandatory).

Editing: Questions Section : Garantni rok/ Warranty period

| ✔ Done | 🖫 Save | ✖ Cancel | ↩ Undo | ◀ Prev | 3 Garantni rok/ Warranty period ⌄ | ▶ Next |

Description:

Criteria Answered: 0 out of 1

Required Criteria Answered: 0 out of 1

3.1 Grupa standardnih pitanja

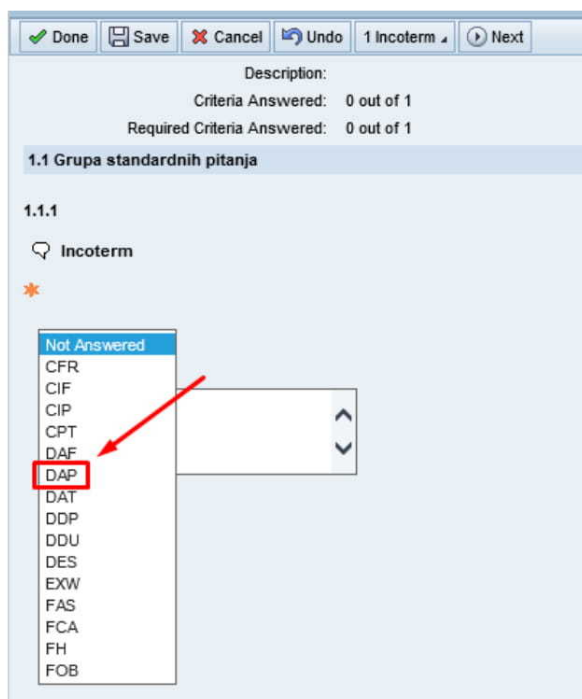**3.2 Default Questions Group**

3.2.1

💬 Garantni rok (u mesecima)/ Warranty period (in months)

✳

24   ✕

Additional Info:

0 of 1000 characters

For entering *Delivery date* value, it is necessary to click on the button 🖬 for assistance with the entry. A calendar opens, where by simply clicking a certain date the value is fills in the field.

Editing: Questions Section : Datum isporuke/ Delivery date

| ✔ Done | 🖫 Save | ✖ Cancel | ↩ Undo | ◀ Prev | 4 Datum isporuke/ Delivery date ⌄ | ▶ Next |

Description:

Criteria Answered: 0 out of 1

Required Criteria Answered: 0 out of 1

4.1 Grupa standardnih pitanja

4.1.1

💬 Datum isporuke/ Delivery date

✳

Enter the date in this format: DD.MM.YYYY. Example: 01.03.2019

🖬

Additional Info:

0 of 1000 characters

		March 2019			▶	▶▶
---	S	M	T	W	T	F	S
9						1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31						

Click the button *Next* to go to the following criterion..

Editing: Questions Section : Datum isporuke/ Delivery date

| ✔ Done | 🖫 Save | ✖ Cancel | ↩ Undo | ◀ Prev | 4 Datum isporuke/ Delivery date ⌐ | ▶ Next |

Description:

Criteria Answered: 0 out of 1

Required Criteria Answered: 0 out of 1

4.1 Grupa standardnih pitanja

4.1.1

💬 **Datum isporuke/ Delivery date**

✳

Enter the date in this format: DD.MM.YYYY. Example: 01.03.2019

| 29.03.2019 | 📅 |

Additional Info:

0 of 1000 characters

Value for the field *Payment terms* is being chosen from the drop-down menu.

Editing: Questions Section : Uslovi placanja/ Payment terms

| ✔ Done | 🖫 Save | ✖ Cancel | ↩ Undo | ◀ Prev | 5 Uslovi placanja/ Payment terms ⌐ | ▶ Next |

Description:

Criteria Answered: 0 out of 1

Required Criteria Answered: 0 out of 1

5.1 Grupa standardnih pitanja

5.1.1
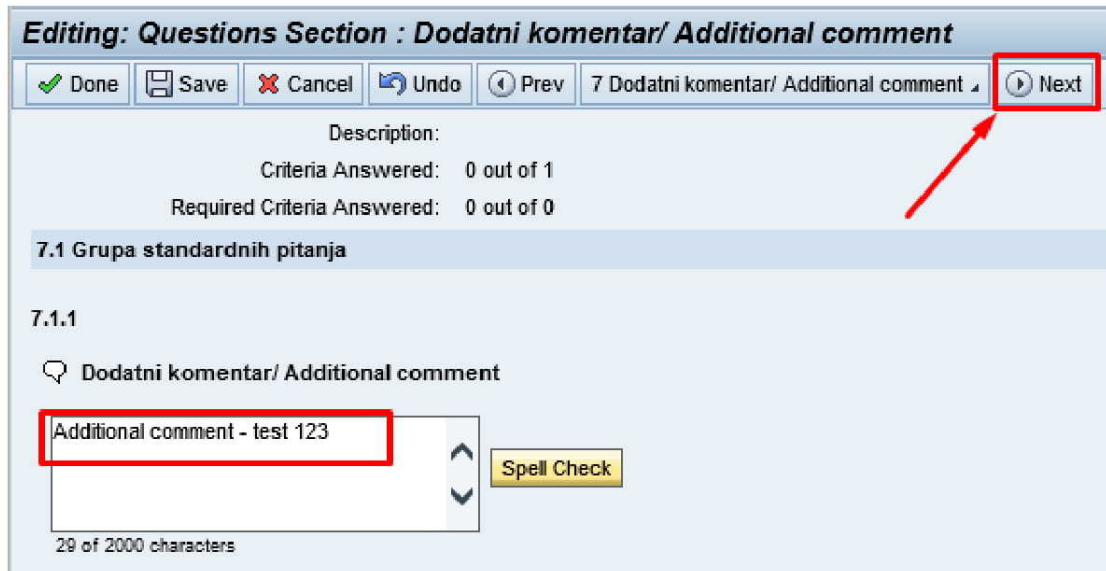
💬 **Uslovi placanja/ Payment terms**

✳

| Not Answered | ⌄ |

Additional Info:

0 of 1000 characters

Value for *EUR1* field is entered in the same manner.

Additional comment – this is not a mandatory field, but it represents a place where the supplier can enter some additional information or comments which appliy for the entire offer.
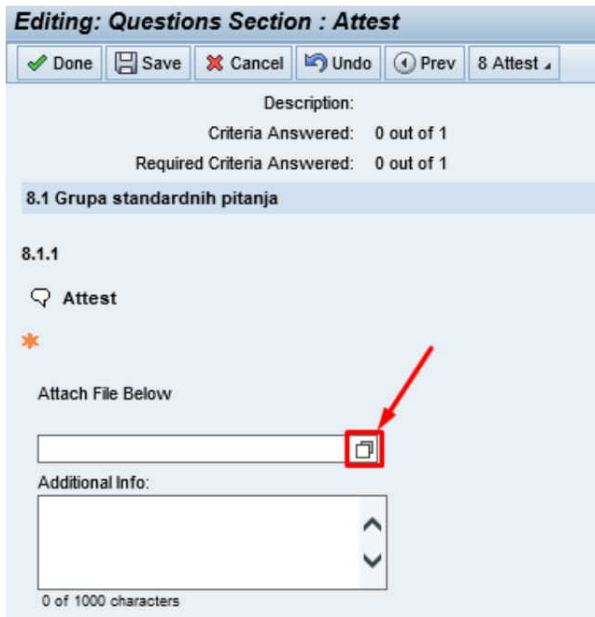

If the purchasing process defines mandatorily delivery of a certain document, the supplier won't be able to submit the offer unless he adds the document in a strictly defined field.

In the given example, the Supplier is requested to deliver Attest.

For adding a file, click on the button ⬚ (as shown in the picture below).

A local computer view opens where a desired file is selected, and button **Open** should be clicked.
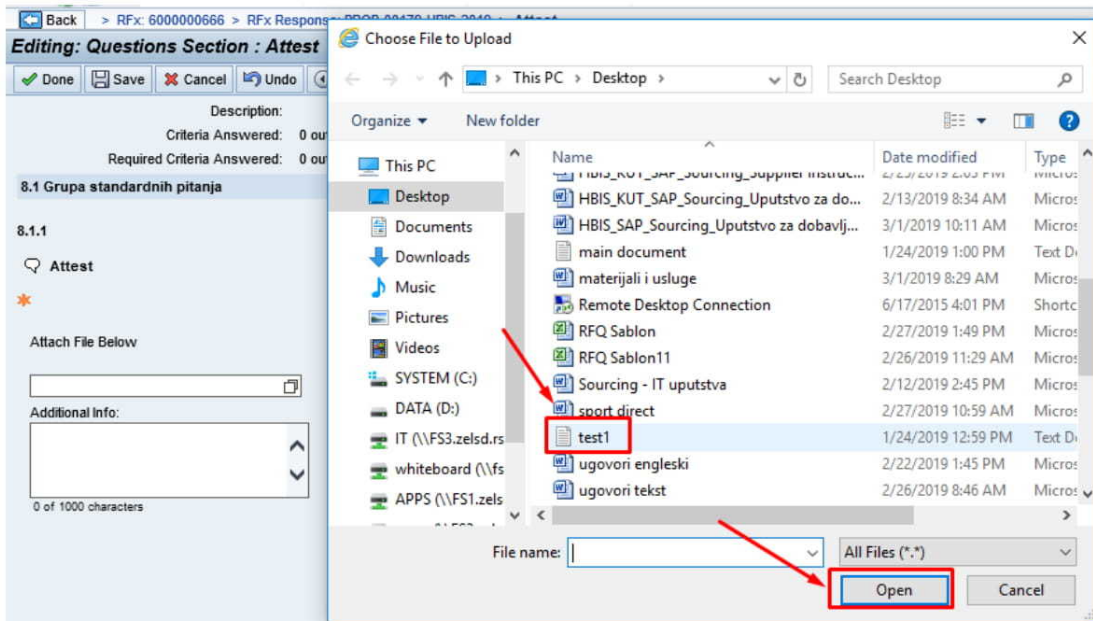
Also, it is possible to enter some comment for the attached file into the *Additional information* field.

After having entered the values for non-price elements of the offer, click on the button **Done** (when you get to the last criterion, you don't see any more the button *Next,* but you see *Prev* for returning to the previous criterion – picture below).

File additions - attachments

Besides the explicitly requested files (such as attest in this example) it is possible to deliver additional attachments, i.e. files (word, excel, pdf…).

For adding of files click on the button **Attachments** (picture below)

Then, click in the following view on the button **Attach file(s)**.

A local computer view opens, where it is necessary to select the desired file and click the button **Open**.
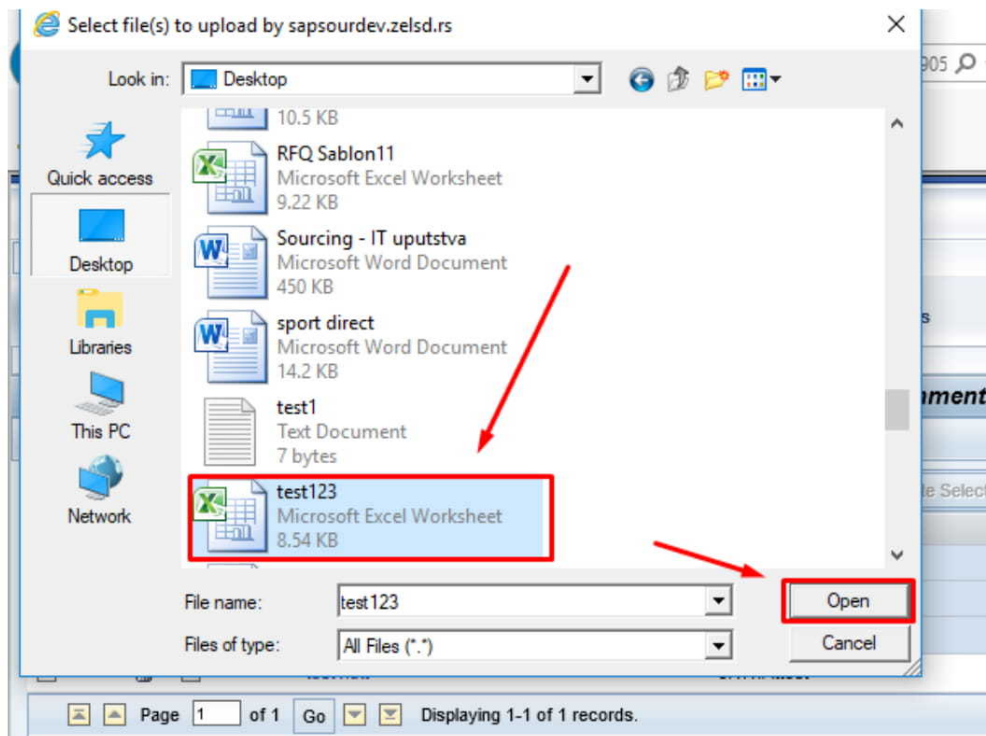
It is possible to add several files, by following the same procedure.

Besides the added file, it is possible to enter description and by clicking the OK button you will exit the view for attaching of files (picture below).

| | | RFx | Auctions | Contracts | XPress |

← Back   > RFx: 6000000666 > PROP-00179-HBIS-2019

Editing: RFx Response PROP-00179-HBIS-2019 in RFx RFQ-010319-0003: Attachments

OK ←

| 📥 Attach File(s) | 📥 Attach URL | 🗀 Add Folder | 🗐 Download Selected Files | 🔢 Reorder List | 🗑 Delete Selected |

☐		Server File	File name	Description	Size
🗀 RFx Attachments					
▼ 🗀 RFx Response Attachments					
☐ ✏ 🗑 ☐			test123.xlsx	Technical documentation ✕	9kb
▼ 🗀 RFx Response Question Attachments					

Note

Declining of Line items

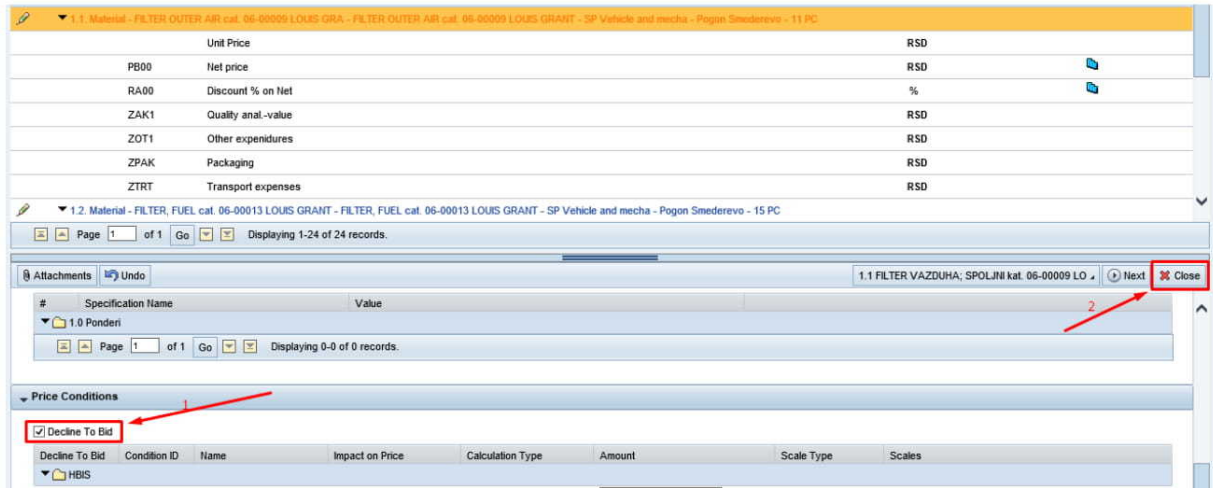If for some of line items you don't want (cannot) to make an offer, you should click on 🖉 (pencil) in front of that line item.

A next screen will be displayed, where it is necessary to scroll down and find option **Decline to bid**.

After that, it is necessary to check that option and click on the button **Close.**

The same procedure should be repeated for each line item for which you cannot bid.

Non-price elements of the offer (Incoterm and location, warranty, delivery date, payment terms and EUR1) are entered on the Header line, in the *Criteria* menu and those are the mandatory fields.

In case that for some line item, some criteria are different from what was entered on the Header (menu *Criteria*), it is necessary to enter just that criterion at the item *Line Items,* View *Supplier Entered Attributes.*

In case an offer contains item "service", it is necessary to go to the *Line Items* menu and enter adequate values where those are different (for example, warranty, if it is not defined, it should be mandatorily 0 and EUR1 should be un-checked.

On the Header (menu *Criteria*) there is a field "Additional comment" which is not mandatory, but it is recommended to enter a comment if conditions are not the same for the entire offer, of any other significant comment that applies to your offer.

Also, when sending your offer, i.e. when submitting "Final response", the system will automatically transfer non-price elements from the Header (menu *Criteria*) to the items (menu *Line Items*, view *Supplier entered attributes*) whereas, if you have entered on a line item some specific conditions, those will stay saved.

For entry of non-price elements of the offer specific for the line item in the menu *Lime Item*, select the View **Supplier Entered Attributes.**

A view where the Supplier can enter specific values on the item level for the following fields opens:

- Incoterm
- Incoterm location
- Warranty
- Delivery date
- Payment term
- EUR1
- Additional comment

In the below example Supplier wants to enter warranty for the first line item which is different from the warranty given for the entire offer (Criteria menu), as well as delivery date specific for the second line item.

If there is any comment referring to a line item, write it down in the Additional comment field, for each line item.
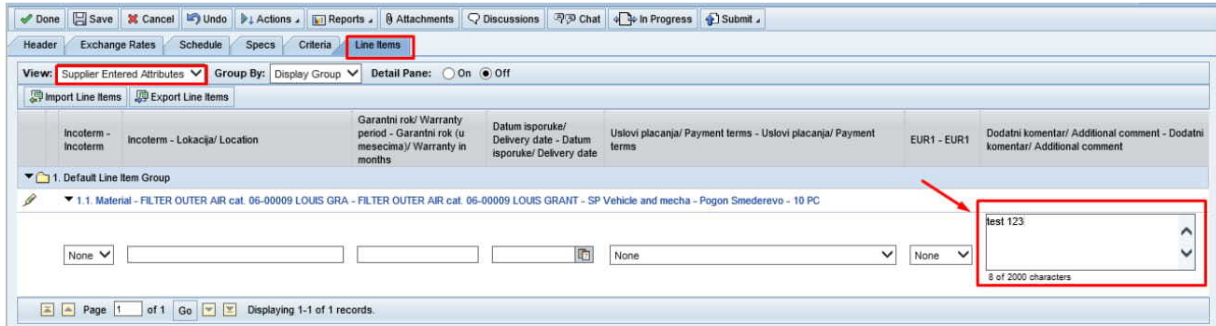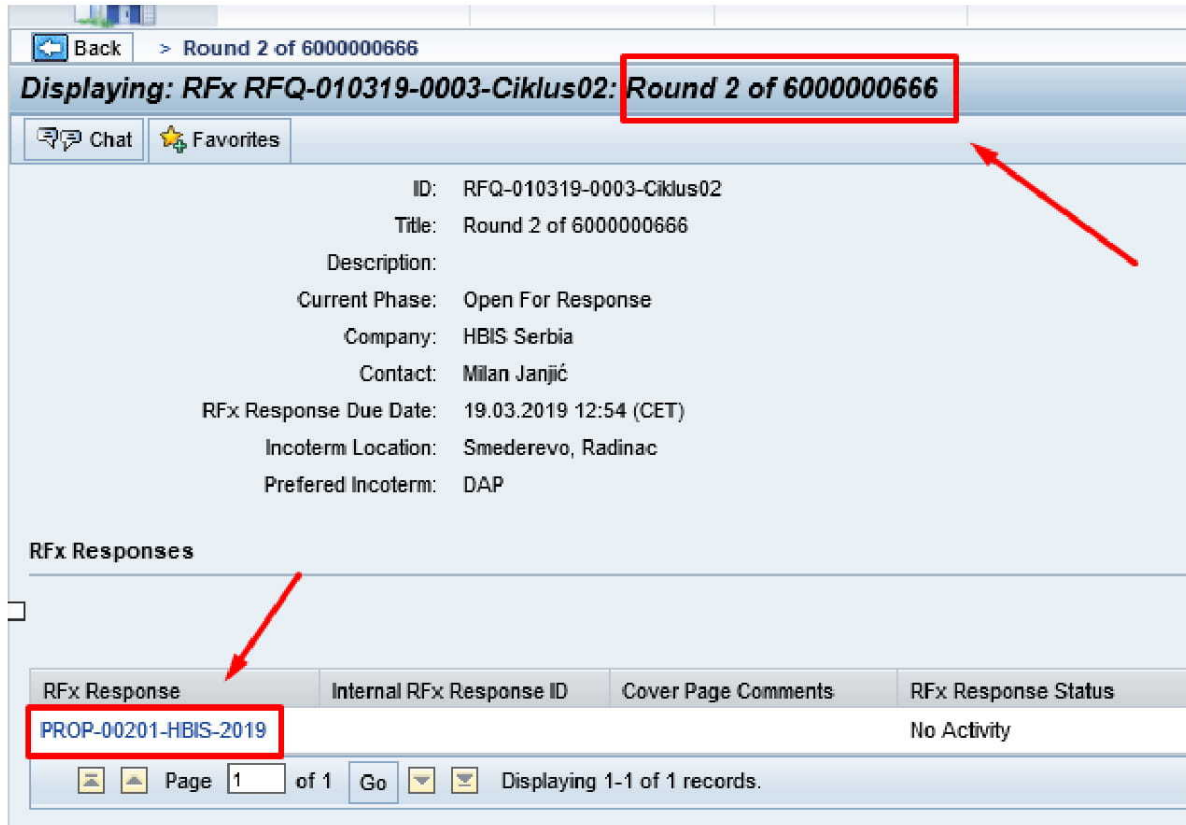
After having entered all the necessary elements of the offer, you should select in the drop-down menu **Submit** the button **Final response** in order to submit the mandatory offer.
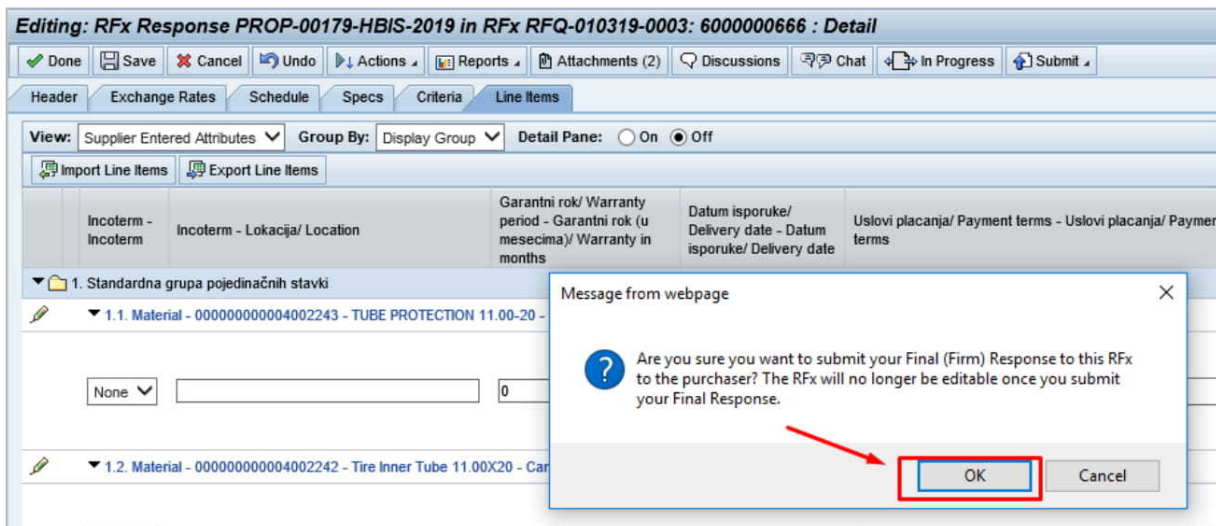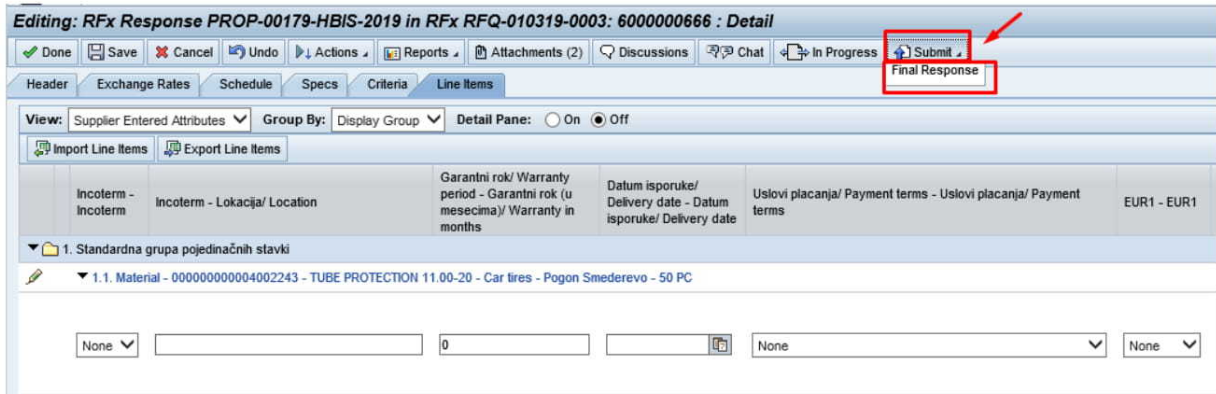
Second round

It is often a case that when analysing the offers (after the deadline for submission of offers has expired) a buyer decides to start another round of delivering of offers, where the best suppliers from the first round are invited in order to accomplish better commercial or technical conditions.

In case that a supplier is invited to the second round, s/he gets an email notification that a new round was created for the specific RFQ with a link which leads directly to that round of the RFQ in Sap Sourcing. At that link there are basic data of that specific round and for opening of the detailed view it is necessary to click on the value in the field RFX responses (picture below).

The system will automatically drag values of the Offer from the previous cycle. If the Supplier wants, s/he can correct the pricing elements of the Offer for one ore several line items which are subject of the purchase at the **Line items** button.

Editing: RFx Response PROP-00201-HBIS-2019 in RFx RFQ-010319-0003-Ciklus02: Rou

✔ Done 💾 Save ✖ Cancel ↩ Undo ▶↓ Actions ▴ 📊 Reports ▴ 📄 Attachments (2) 💬 Discussions

| Header | Exchange Rates | Schedule | Specs | Criteria | **Line Items** |

View: Price Conditions View ▾   Group By: Display Group ▾   Detail Pane: ○ On ◉ Off

🔁 Import Line Items   🔁 Export Line Items   🧮 Recalculate

Condition ID	Name	HBIS - Value	Scales
▼ 🗀 1. Standardna grupa pojedinačnih stavki			
✏ ▼ 1.1. Material – 000000000004002243 - TUBE PROTECTION 11.00-20 - Car tires - Pogon Smederevo - 50 PC			
	Unit Price	1.964,00 RSD	
PB00	Net Price	2.000,00 RSD ▾	📋
RA00	Discount % on Net	2 %	📋
ZAK1	Quality anal.-value	RSD	
ZOT1	Other expenidures	RSD	
ZPAK	Packaging	RSD	
ZTRT	Transport expenses	200,00 RSD	
✏ ▼ 1.2. Material – 000000000004002242 - Tire Inner Tube 11.00X20 - Car tires - Pogon Smederevo - 25 PC			
	Unit Price	2.948,00 RSD	
PB00	Net Price	3.000,00 RSD ▾	📋
	Discount %		

Besides the price elements, the Supplier can correct also the non-price elements of the Offer on the button *Criteria*.

Editing: RFx Response PROP-00201-HBIS-2019 in RFx RFQ-010319-0003-Cil

✔ Done 💾 Save ✖ Cancel ↩ Undo ▶↓ Actions ▴ 📊 Reports ▴ 📄 Attachments (2) 💬 Dis

| Header | Exchange Rates | Schedule | Specs | **Criteria** | Line Items |

Questions

🔁 Export   🔁 Import

	#	Title	Criteria Answered	Required Criteria A
✏	1	Incoterm	1 out of 1	1 out of 1
✏	2	Inkoterm lokacija/ Incoterm location	1 out of 1	1 out of 1
✏	3	Garantni rok/ Warranty period	1 out of 1	1 out of 1
✏	4	Datum isporuke/ Delivery date	1 out of 1	1 out of 1
✏	5	Uslovi placanja/ Payment terms	1 out of 1	1 out of 1
✏	6	EUR1	1 out of 1	1 out of 1
✏	7	Dodatni komentar/ Additional comment	1 out of 1	0 out of 0
✏	8	Attest	1 out of 1	1 out of 1

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

No matter if the supplier has corrected some of the Offer's elements or not, it is necessary to click the button **Submit – Final response** in order to confirm participation in the specific request for quotation (picture below).

0003-Ciklus02: Round 2 of 6000000666 : Detail

2) Discussions Chat In Progress Submit
Final Response

Criteria Answered
1
1
1

Fx RFQ-010319-0003-Ciklus02: Round 2 of 6000000666 : Detail

s Attachments (2) Discussions Chat In Progress Submit

Line Items

red   Required Criteria Answered
1 out of 1

Message from webpage ✕

? Are you sure you want to submit your Final (Firm) Response to this RFx to the purchaser? The RFx will no longer be editable once you submit your Final Response.

OK   Cancel

1 out of 1

RFx printing

You need to go to the desired RFx and click on the **Actions** tab. There will be a drop-down list where you need to click on **Create RFx a PDF** . As a result, you will get a PDF file with

all the bidding elements. You can download Technical attachments on your computer, as has been the case so far.