



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).




SAP NetWeaver

User *

Password *

Logon Problems? [Get Support](#)

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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
Preferred Incoterm: DAP

RfX Responses

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

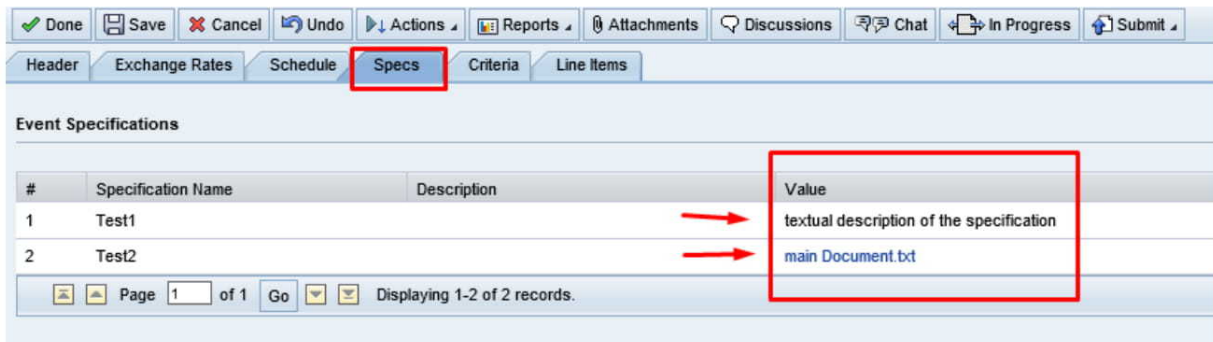
Page 1 of 1 Go Displaying 1-1 of 1 records.

The RfX response view opens with data distributed by menus:

- 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

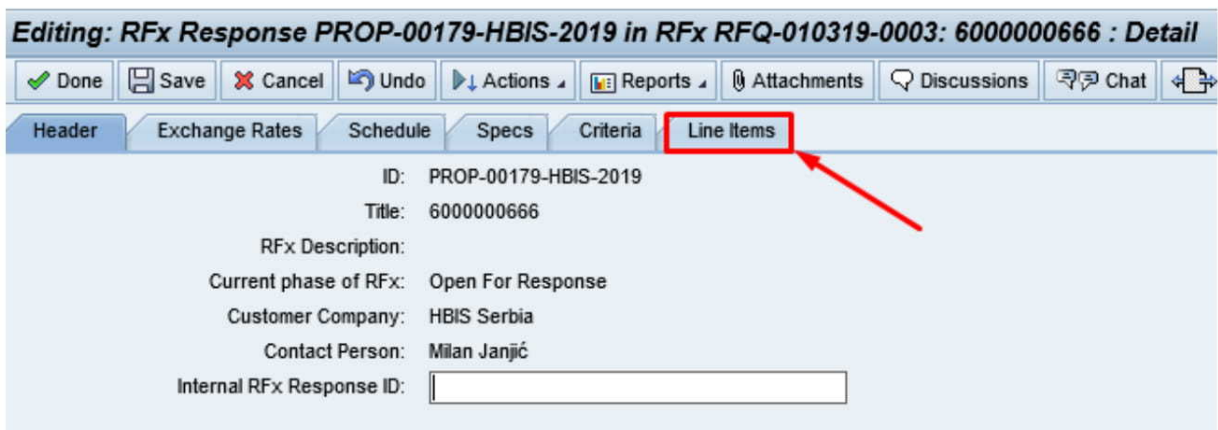
Menu Specs

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.



#	Specification Name	Description	Value
1	Test1		textual description of the specification
2	Test2		main Document.txt

Line items menu



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

Done Save Cancel Undo Actions Reports Attachments Discussions Chat In Progress Submit

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

ID: PROP-00179-HBIS-2019
 Title: 6000000666
 RFx Description:
 Current phase of RFx: Open For Response
 Customer Company: HBIS Serbia
 Contact Person: Milan Janjić
 Internal RFx Response ID:

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

Done Save Cancel Undo Actions Reports Attachments Discussions Chat In Progress Submit

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	RSD	
PB00	Net Price	<input type="text"/>	<input type="button" value="RSD"/>
RA00	Discount % on Net	<input type="text"/> %	<input type="button" value="RSD"/>
ZAK1	Quality anal.-value	<input type="text"/> RSD	<input type="button" value="RSD"/>
ZOT1	Other expenditures	<input type="text"/> RSD	<input type="button" value="RSD"/>
ZPAK	Packaging	<input type="text"/> RSD	<input type="button" value="RSD"/>
ZTRT	Transport expenses	<input type="text"/> RSD	<input type="button" value="RSD"/>
▼ 1.2. Material - 000000000004002242 - Tire Inner Tube 11.00X20 - Car tires - Pogon Smederevo - 25 PC			
	Unit Price	RSD	
		<input type="text"/>	<input type="button" value="RSD"/>

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

▼ 1.2. Material - 000000000004002242 - Tire Inner Tube 11.00X20 - Car tires - Pogon Smederevo - 25 PC			
	Unit Price	RSD	
PB00	Net Price	<input type="text" value="25000"/>	<input type="button" value="RSD"/>
RA00	Discount % on Net	<input type="text" value="2"/> %	<input type="button" value="RSD"/>
ZAK1	Quality anal.-value	<input type="text"/> RSD	
ZOT1	Other expenditures	<input type="text"/> RSD	
ZPAK	Packaging	<input type="text"/> RSD	
ZTRT	Transport expenses	<input type="text" value="200"/> RSD	
▼ 1.3. Material - 000000000004002241 - TIRE 1100X20 WINTER - Car tires - Pogon Smederevo - 25 PC			
	Unit Price	RSD	
PB00	Net Price	<input type="text" value="3000"/>	<input type="button" value="RSD"/>
RA00	Discount % on Net	<input type="text" value="2"/> %	<input type="button" value="RSD"/>

Page 1 of 2 Go Displaying 1-17 of 24 records.

Menu Criteria

Besides the price elements, it is necessary 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.

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

Done Save Cancel Undo Actions Reports Attachments Discussions Chat In Progress Submit

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

Questions

Export Import

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

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

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.

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

Done Save Cancel Undo Actions Reports Attachments Discussions

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

Questions

Export Import

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

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

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

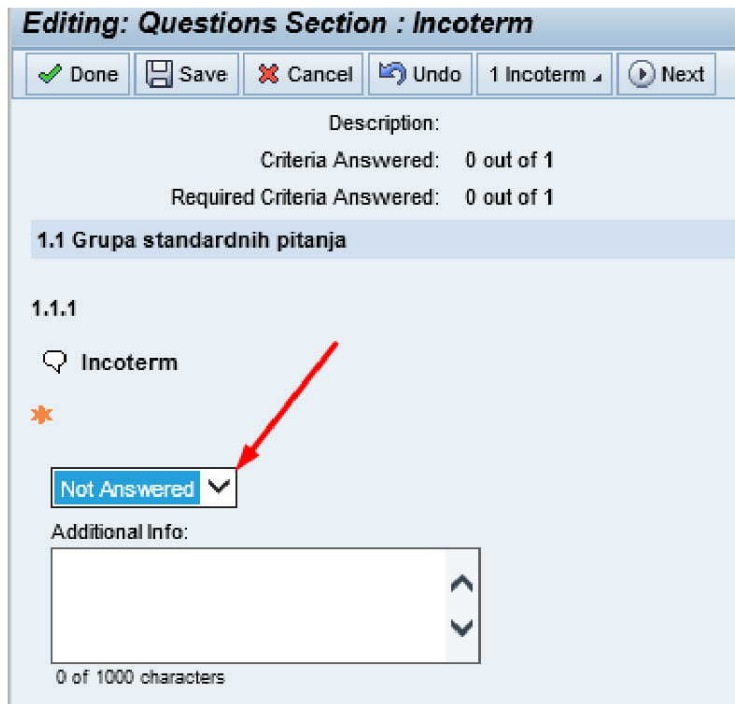
Incoterm

★

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

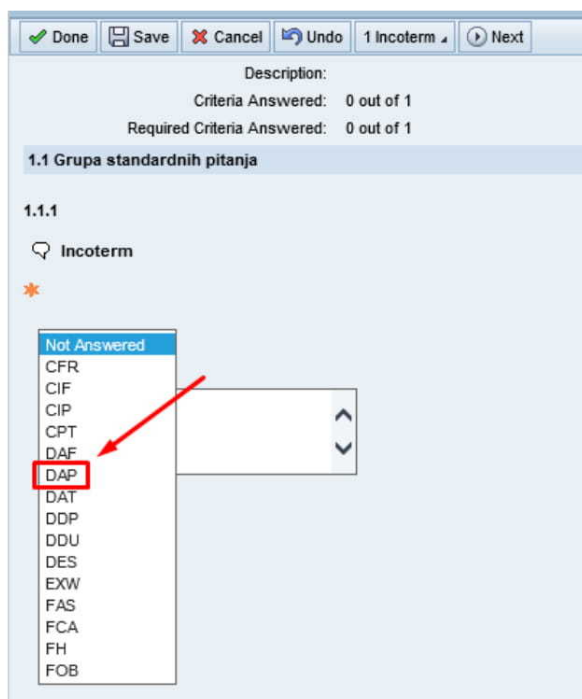
1.1.1

Incoterm

★

Not Answered

CFR
CIF
CIP
CPT
DAF
DAF
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.

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

*

DAP

Additional Info:

0 of 1000 characters

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.

Editing: Questions Section : Inkoterm lokacija/ Incoterm location

Done Save Cancel Undo Prev 2 Inkoterm lokacija/ Incoterm location **Next**

Description:
Criteria Answered: 0 out of 1
Required Criteria Answered: 0 out of 1

2.1 Grupa standardnih pitanja

2.1.1

Inkoterm lokacija/ Incoterm location

*

Smederevo, Radinac

Spell Check

18 of 2000 characters

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

 3 Garantni rok/ Warranty period

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

 4 Datum isporuke/ Delivery date

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
11	10	11	12	13	14	15
12	17	18	19	20	21	22
13	24	25	26	27	28	29
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

Editing: Questions Section : Uslovi placanja/ Payment terms

Done
 Save
 Cancel
 Undo
 Prev
 5 Uslovi placanja/ Payment terms

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

D045-45 dana Neto dosp./ Within 45 days Due net

Additional Info:

0 of 1000 characters

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

Editing: Questions Section : EUR1

Done
 Save
 Cancel
 Undo
 Prev
 6 EUR1

Description:

Criteria Answered: 0 out of 1

Required Criteria Answered: 0 out of 1

6.1 Grupa standardnih pitanja

6.1.1

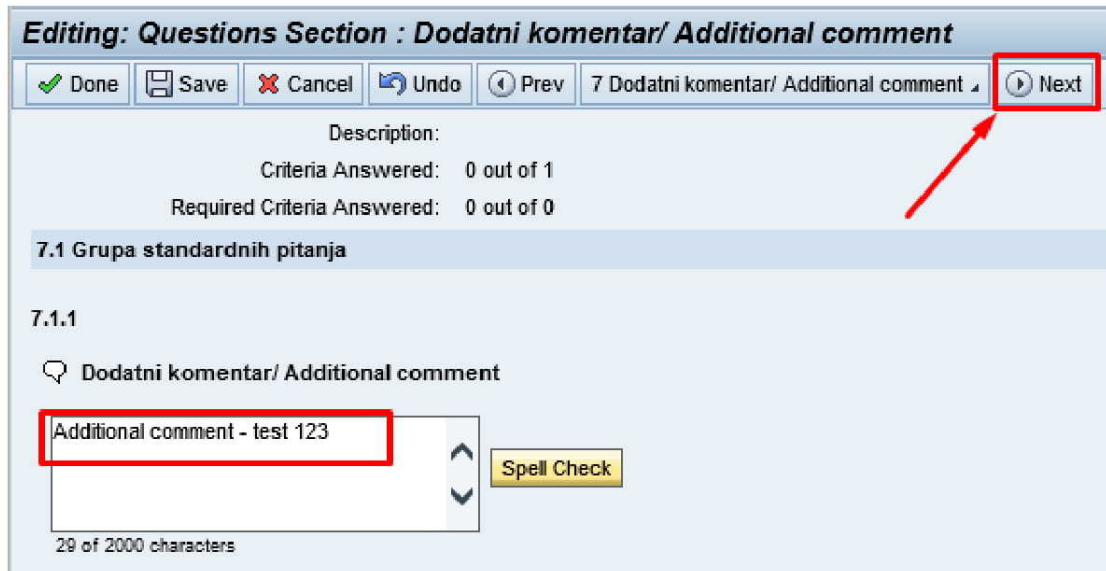
EUR1

Da/ Yes

Additional Info:

0 of 1000 characters

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

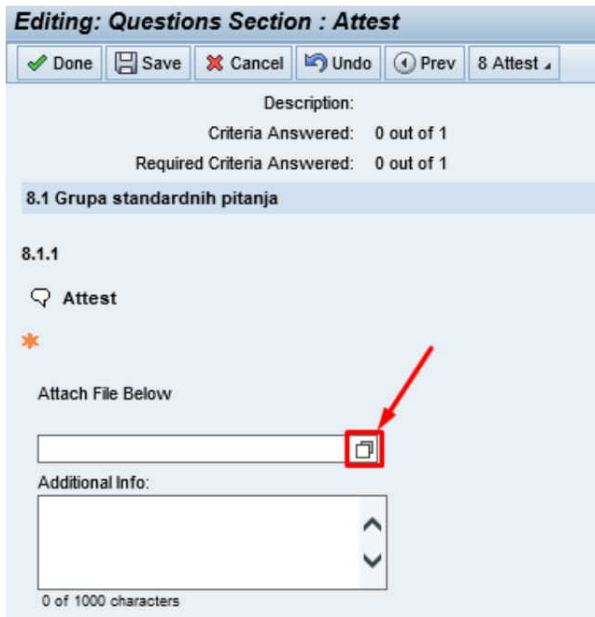


The screenshot shows the SAP Sourcing interface for editing a question section. The title bar reads "Editing: Questions Section : Dodatni komentar/ Additional comment". The toolbar includes buttons for Done, Save, Cancel, Undo, Prev, and Next. The "Next" button is highlighted with a red box and a red arrow. The main content area shows "Description:" with "Criteria Answered: 0 out of 1" and "Required Criteria Answered: 0 out of 0". Below this is a section header "7.1 Grupa standardnih pitanja" and a sub-section "7.1.1". Under "7.1.1", there is a comment icon and the text "Dodatni komentar/ Additional comment". A text input field contains "Additional comment - test 123" and is highlighted with a red box. To the right of the input field is a "Spell Check" button. At the bottom left of the input field, it says "29 of 2000 characters".

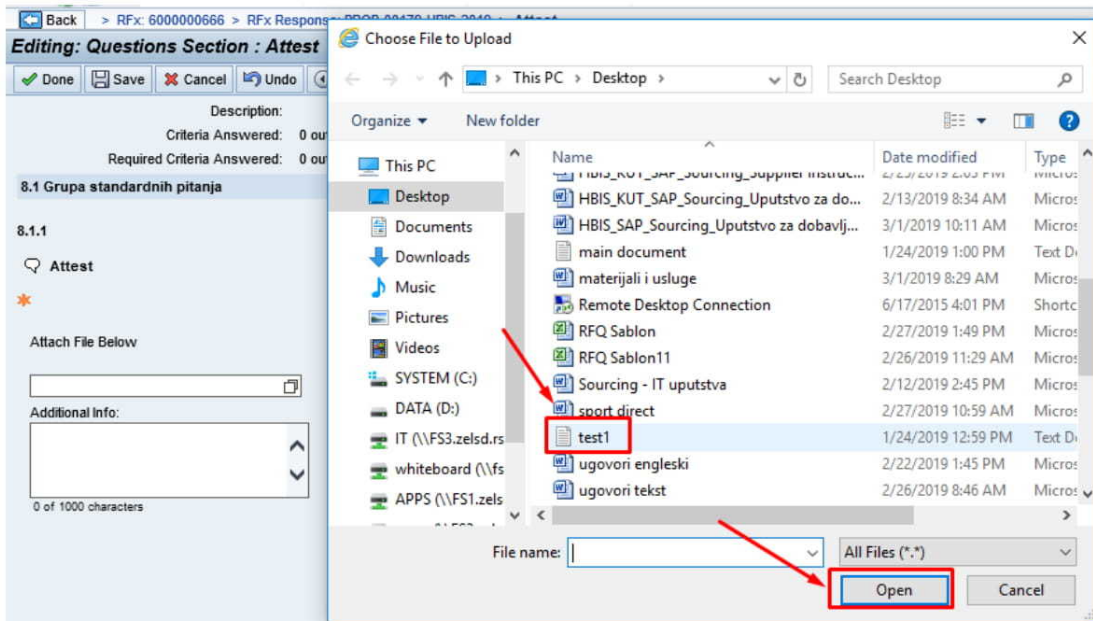
If the purchasing process defines mandatorily delivery of a certain document, the supplier won't be able to submit the offer unless he adds the document in a strictly defined field.

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).

Editing: Questions Section : Attest

Description:

Criteria Answered: 0 out of 1

Required Criteria Answered: 0 out of 1

8.1 Grupa standardnih pitanja

8.1.1

Attest

Attach File Below

lest1.txt

Additional Info:

0 of 1000 characters

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)

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

Header Exchange Rates Schedule Specs Criteria Line Items

Questions

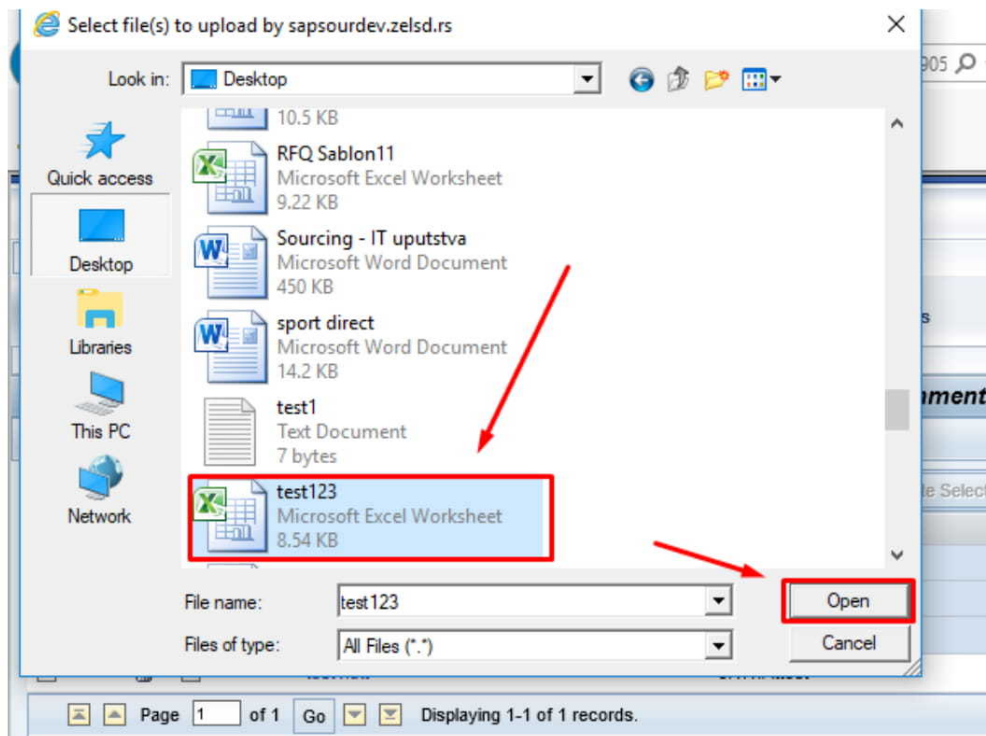
Export Import

	#	Title	Criteria Answered	Required Criteria Answered
	1	Incoterm	0 out of 1	0 out of 1
	2	Inkoterm lokacija/ Incoterm location	0 out of 1	0 out of 1
	3	Garantni rok/ Warranty period	0 out of 1	0 out of 1
	4	Datum isporuke/ Delivery date	0 out of 1	0 out of 1

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
		test123.xlsx	Technical documentation	9kb

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.

1. Default Line Item Group			
1.1. Material - FILTER OUTER AIR cat. 06-00009 LOUIS GRA - FILTER OUTER AIR cat. 06			
	Unit Price	RSD	
PB00	Net price	<input type="text"/>	
RA00	Discount % on Net	<input type="text"/> %	
ZAK1	Quality anal.-value	<input type="text"/> RSD	
ZOT1	Other expenditures	<input type="text"/> RSD	
ZPAK	Packaging	<input type="text"/> RSD	

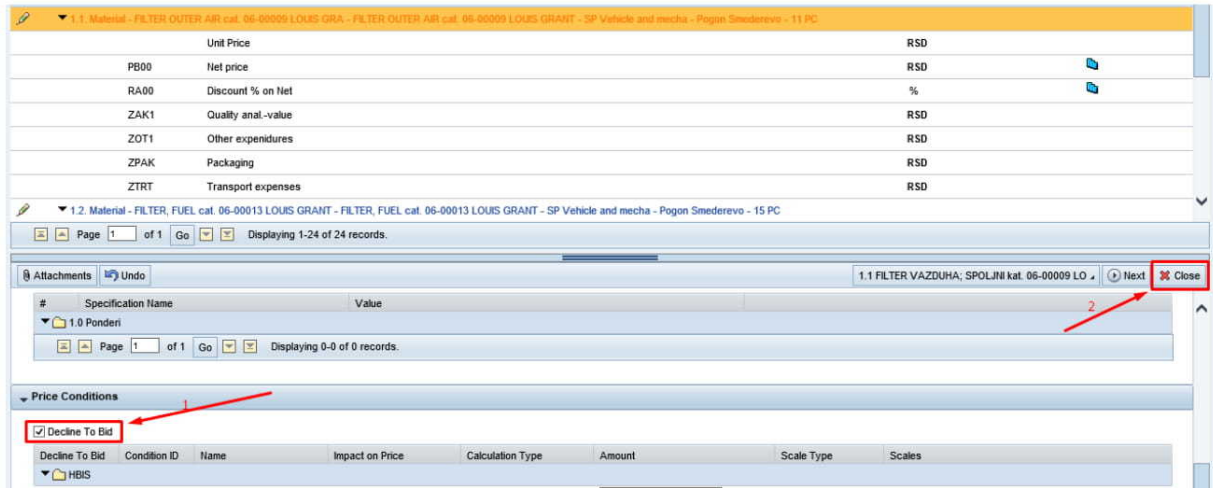
A next screen will be displayed, where it is necessary to scroll down and find option **Decline to bid**.

1. Default Line Item Group							
1.1. Material - FILTER OUTER AIR cat. 06-00009 LOUIS GRA - FILTER OUTER AIR cat. 06-00009 LOUIS GRANT - SP Vehicle and mecha - Pogon Smederevo - 11 PC							
	Unit Price						RSD
PB00	Net price						RSD
RA00	Discount % on Net						%
ZAK1	Quality anal.-value						RSD
ZOT1	Other expenditures						RSD
ZPAK	Packaging						RSD
ZTRT	Transport expenses						RSD

1.2. Material - FILTER, FUEL cat. 06-00013 LOUIS GRANT - FILTER, FUEL cat. 06-00013 LOUIS GRANT - SP Vehicle and mecha - Pogon Smederevo - 15 PC							
#	Specification Name	Value					
1.0 Ponderi							
1.1 FILTER VAZDUHA; SPOLJNI kat. 06-00009 LO							

Price Conditions							
Decline To Bid	Condition ID	Name	Impact on Price	Calculation Type	Amount	Scale Type	Scales
<input checked="" type="checkbox"/>	HBIS						
<input type="checkbox"/>	PB00	Net price	Both	Quantity	<input type="text"/>	Base-scale	<input type="checkbox"/>

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



The screenshot displays the SAP Sourcing interface. At the top, there is a list of items with columns for Unit Price, Net price, Discount % on Net, Quality anal.-value, Other expenditures, Packaging, and Transport expenses. Below this, there is a section for '1.1 FILTER VAZDUHA; SPOLJNI kat. 06-00009 LO' with a 'Next' button and a 'Close' button. A red arrow points to the 'Close' button. Below this, there is a section for 'Price Conditions' with a 'Decline To Bid' checkbox. A red arrow points to the 'Decline To Bid' checkbox. Below this, there is a table with columns for Decline To Bid, Condition ID, Name, Impact on Price, Calculation Type, Amount, Scale Type, and Scales. The table contains one row with the value 'HBIS'.

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**.

Editing: RFX Response PROP-00179-HBIS-2019 in RFX RFQ-010319-0003: 600000066

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	RSD	
PB00	Net Price	2000	
		RSD	
RA00	Discount % on Net	2 %	
ZAK1	Quality anal.-value		RSD
ZOT1	Other expenditures		RSD
ZPAK	Packaging		RSD
ZTRT	Transport expenses	200	RSD

Editing: RFX Response PROP-00179-HBIS-2019 in RFX RFQ

Done Save Cancel Undo Actions Reports A

Header Basic View Specs Criteria Line Items

View: Price Conditions View Supplier Entered Attributes

Formula View Discussions View Line Item Specifications



Group By: Display Group Detail P

Items Recalculate

HBIS - Value Scale

1. Standardna grupa pojedinačnih stavki

1.1. Material - 000000000004002243 - TUBE PROTECTION 11.00-20 - Car

	Unit Price	RSD	
PB00	Net Price	2000	
		RSD	
RA00	Discount % on Net	2 %	
ZAK1	Quality anal.-value		RSD
ZOT1	Other expenditures		RSD

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

Editing: RFX Response PROP-00179-HBIS-2019 in RFX RFQ-010319-0003: 600000666 : Detail

Done Save Cancel Undo Actions Reports Attachments (2) Discussions Chat In Progress Submit

Header Exchange Rates Schedule Specs Criteria Line Items

View: Supplier Entered Attributes Group By: Display Group Detail Pane: On Off

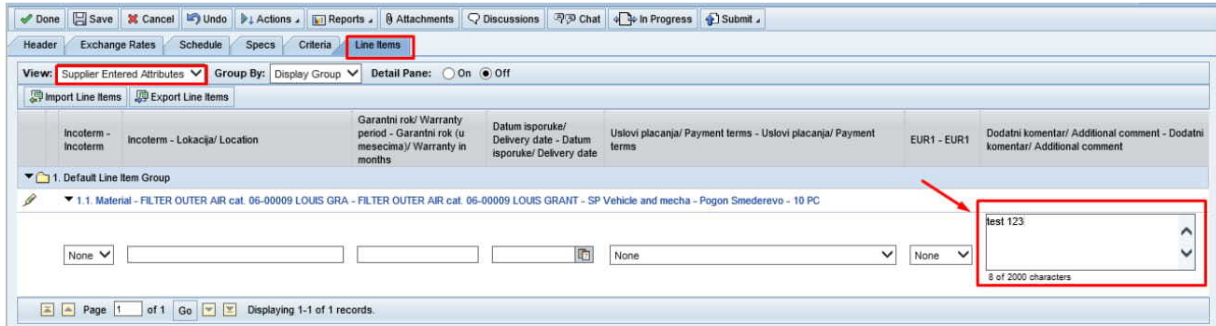
Import Line Items Export Line Items

Inco term - Inco term	Inco term - Lokacija/ Location	Garantni rok/ Warranty period - Garantni rok (u mesecima)/ Warranty in months	Datum isporuke/ Delivery date - Datum isporuke/ Delivery date	Uslovi placanja/ Payment terms - Uslovi placanja/ Payment terms	EUR1 - EUR1	Dodatni komentar/ Additional comment - Dodatni komentar/ Additional comment
None				None	None	0 of 2000 characters
None				None	None	0 of 2000 characters
None				None	None	0 of 2000 characters

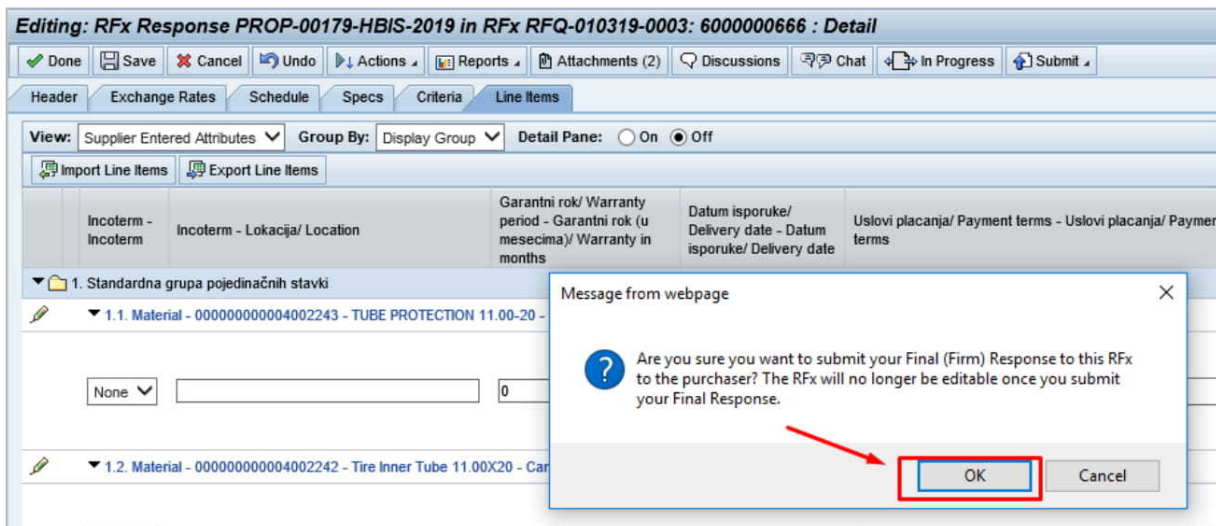
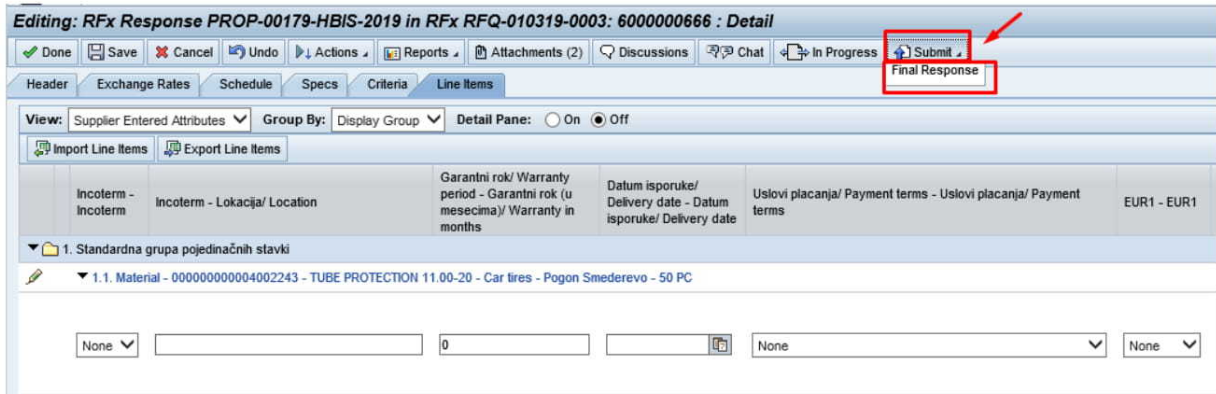
In the below example Supplier wants to enter warranty for the first line item which is different from the warranty given for the entire offer (Criteria menu), as well as delivery date specific for the second line item.

Inco term - Inco term	Inco term - Lokacija/ Location	Garantni rok/ Warranty period - Garantni rok (u mesecima)/ Warranty in months	Datum isporuke/ Delivery date - Datum isporuke/ Delivery date	Uslovi placanja/ Payment terms - Uslovi placanja/ Payment terms	EUR1 - EUR1
None		0		None	None
None			13.03.2019	None	None
None				None	None

If there is any comment referring to a line item, write it down in the Additional comment field, for each line item.



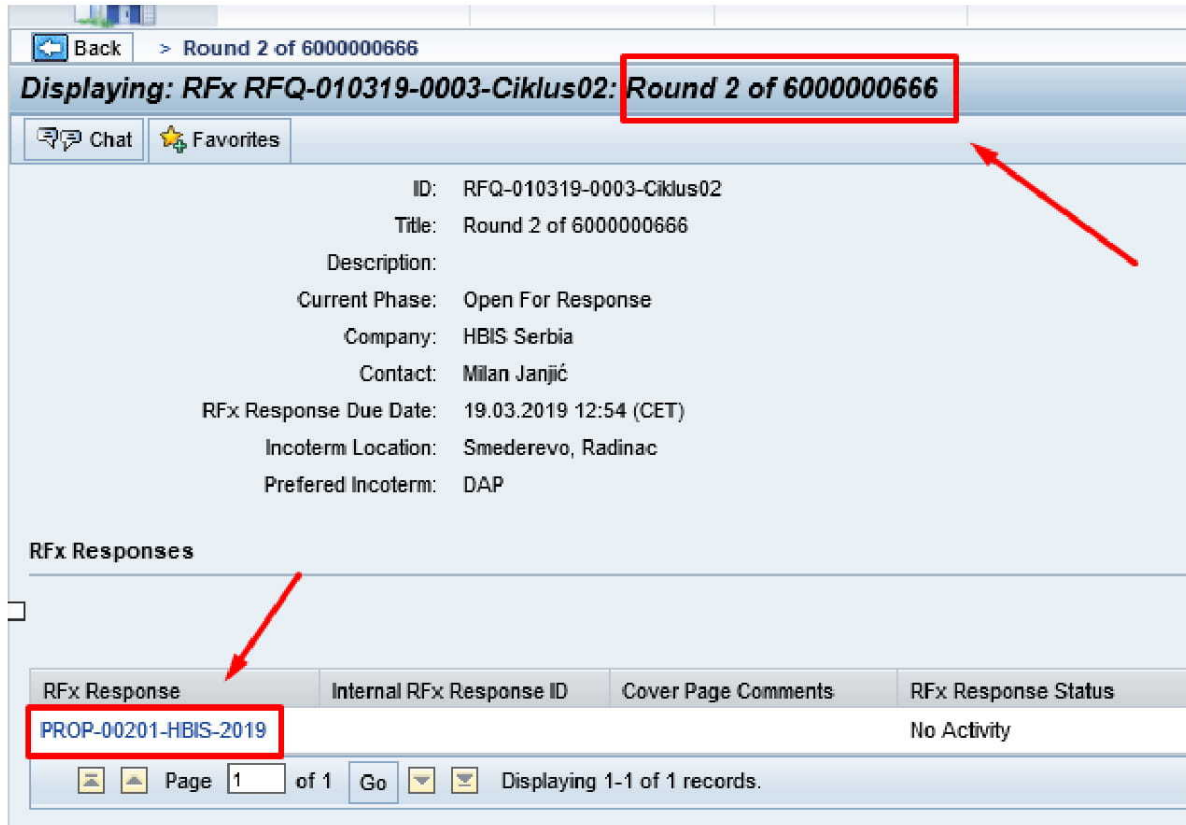
After having entered all the necessary elements of the offer, you should select in the drop-down menu **Submit** the button **Final response** in order to submit the mandatory offer.



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 screenshot displays the SAP Sourcing interface for a specific RFQ. The breadcrumb navigation shows 'Round 2 of 6000000666', which is highlighted with a red box and a red arrow. Below this, the RFQ details are listed:

- ID: RFQ-010319-0003-Ciklus02
- Title: Round 2 of 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
- Preferred Incoterm: DAP

Below the details, the 'RFX Responses' section is shown. A table lists the responses:

RFx Response	Internal RFx Response ID	Cover Page Comments	RFx Response Status
PROP-00201-HBIS-2019			No Activity

The 'RFx Response' column value 'PROP-00201-HBIS-2019' is highlighted with a red box and a red arrow. At the bottom, the pagination shows 'Page 1 of 1' and 'Displaying 1-1 of 1 records.'

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 or 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 - 00000000004002243 - 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 expenditures		RSD
ZPAK	Packaging		RSD
ZTRT	Transport expenses	200,00	RSD
1.2. Material - 00000000004002242 - Tire Inner Tube 11.00X20 - Car tires - Pogon Smederevo - 25 PC			
	Unit Price	2.948,00 RSD	
PB00	Net Price	3.000,00	RSD

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

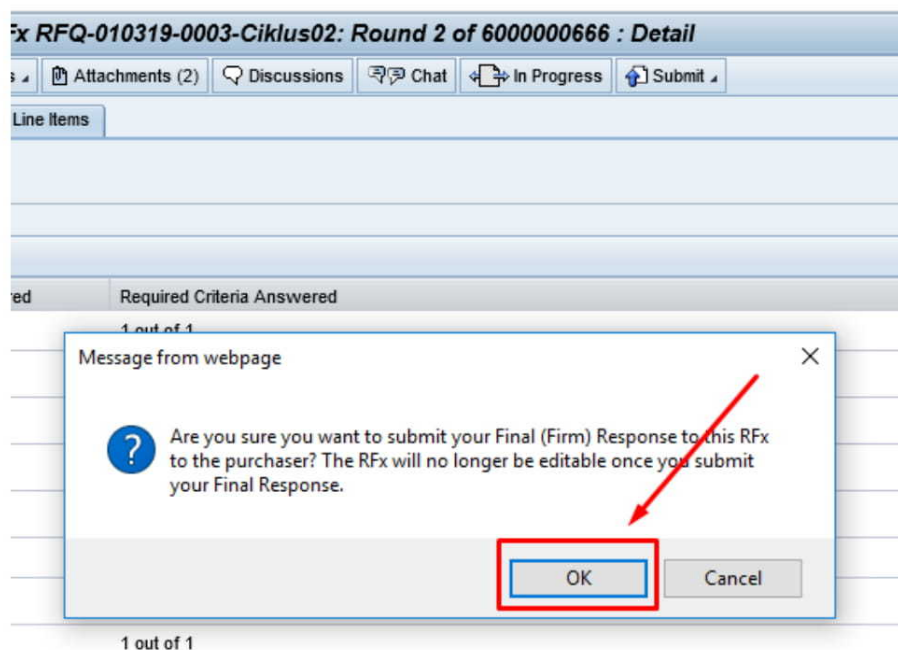
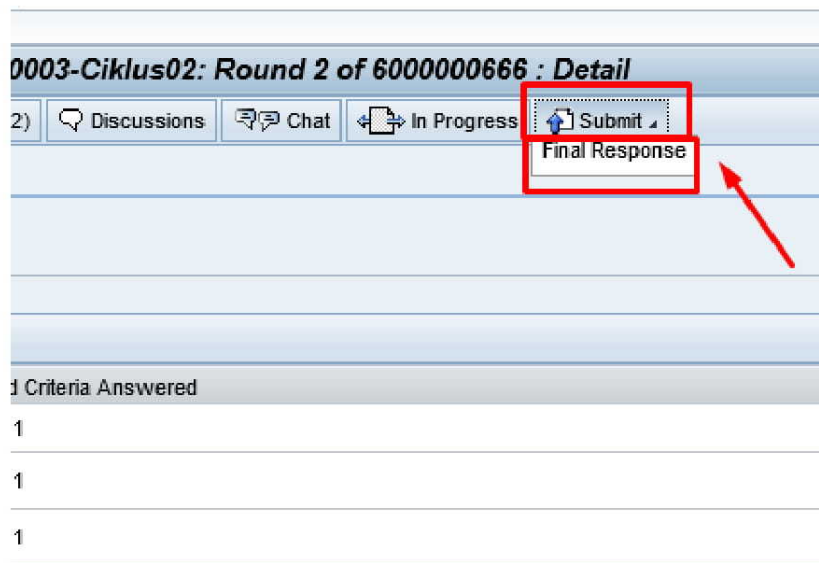
Questions

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).



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

Atos

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

