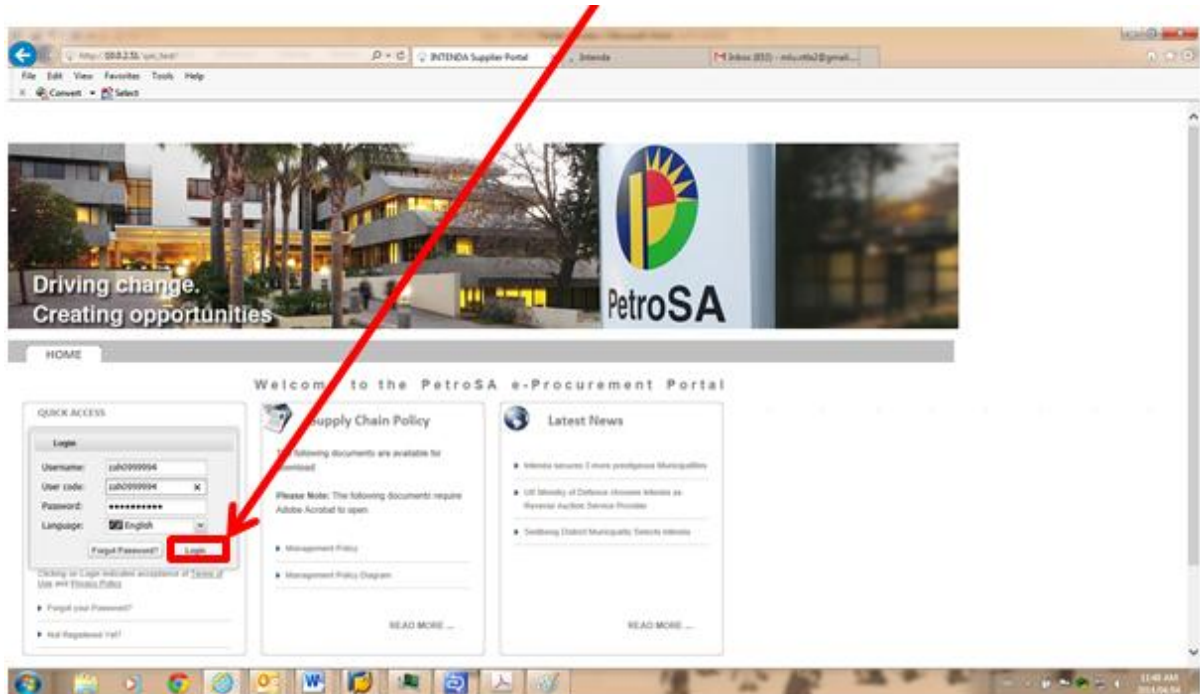




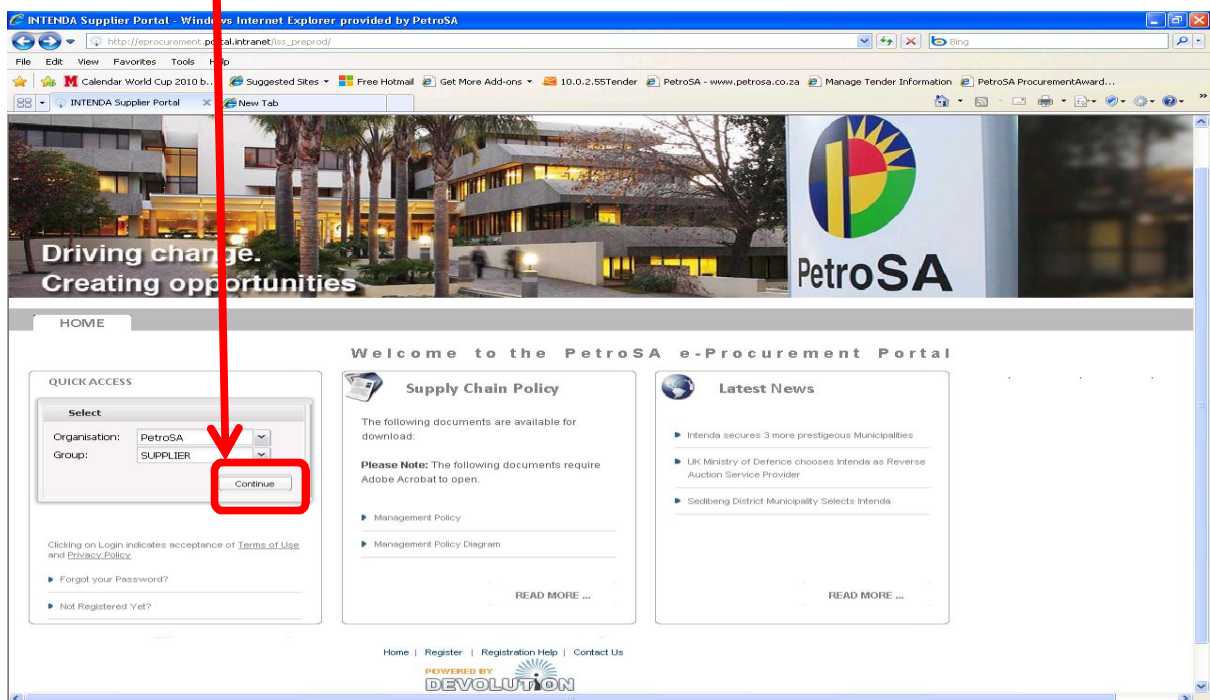
HOW TO SUBMIT A TENDER/Quotation

1. Tender Submission Process

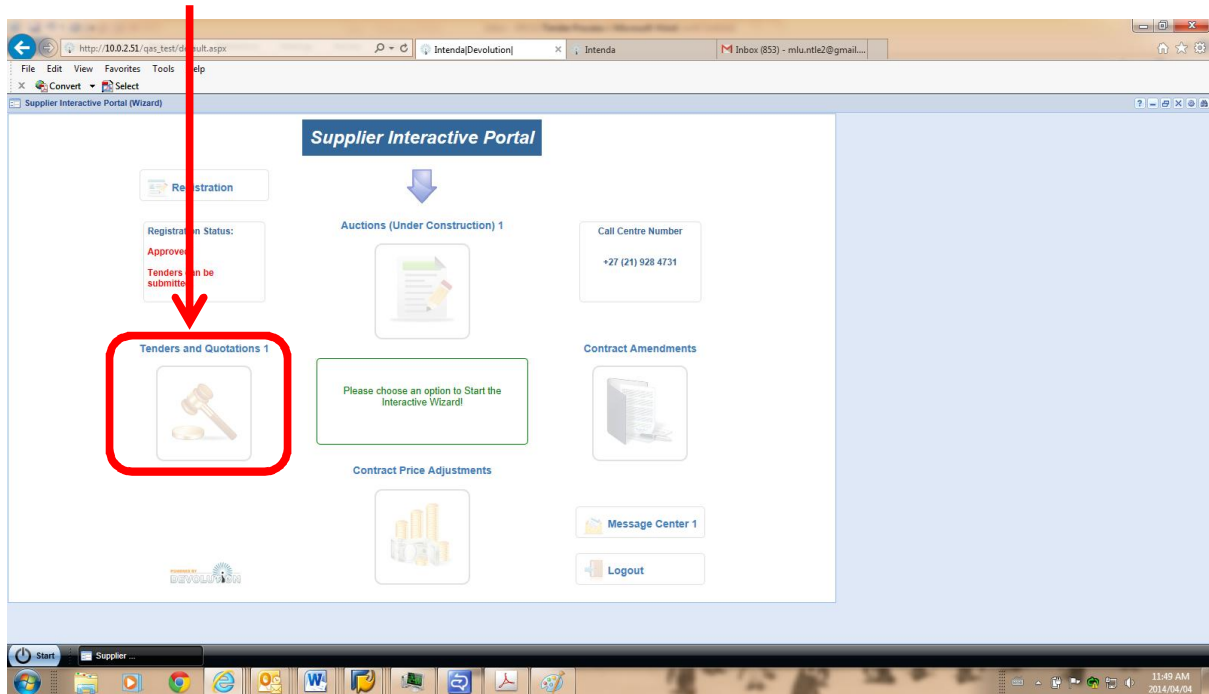
1.1. Please enter your login details (username, user code and password) and click on **"Logon"** button to proceed.



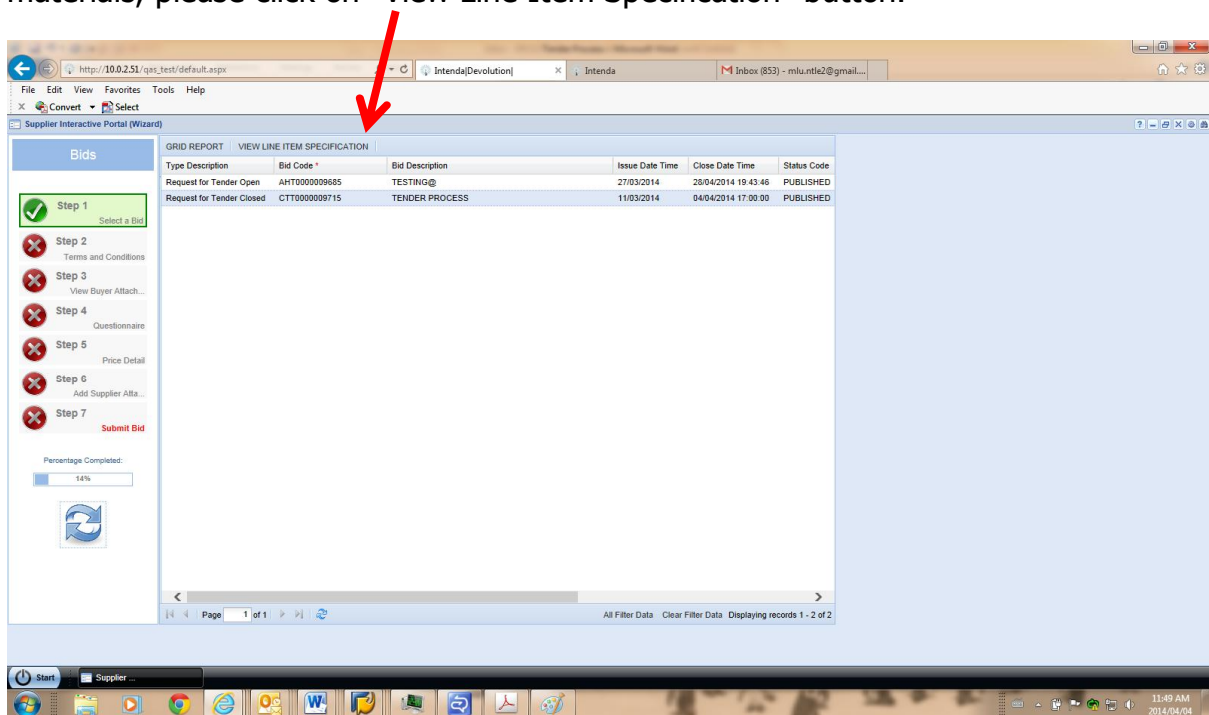
1.2. Please click on **"Continue"** button.



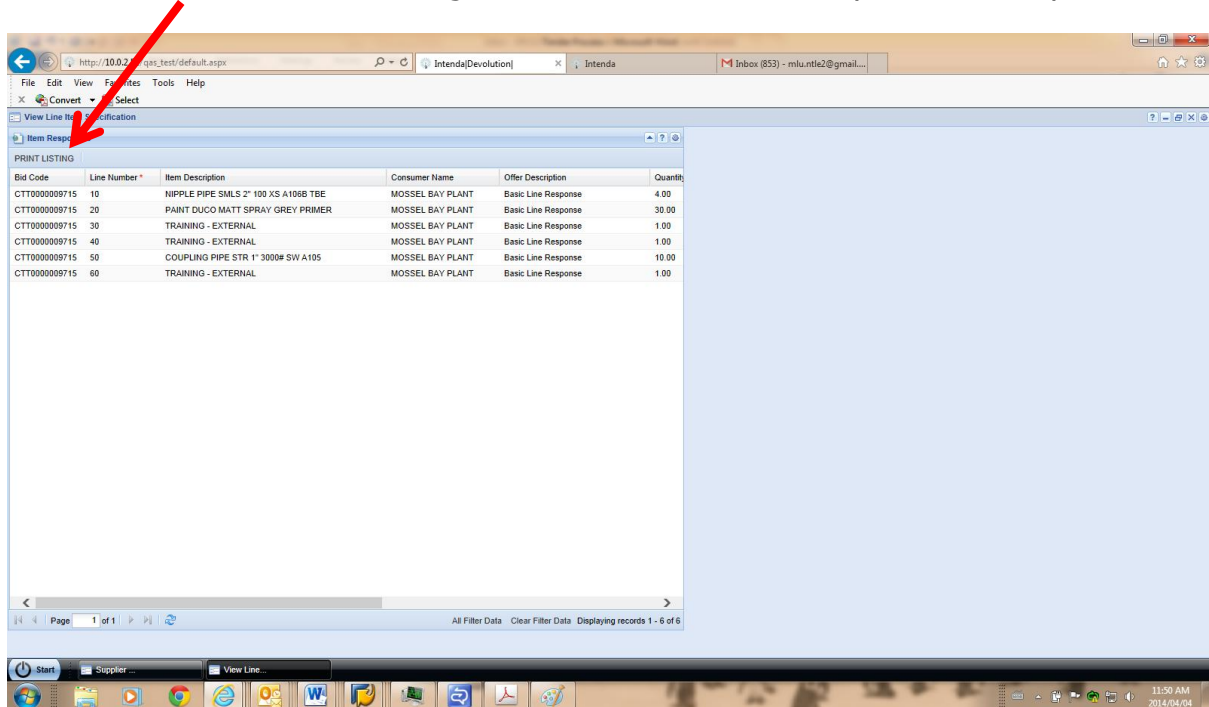
1.3. Please click on **"Tenders and Quotations"**. Tenders are for long term purchase agreements and the reference number starts with prefix CTT, while Quotations are for ad-hoc purchases and the reference number starts with a prefix AHT.



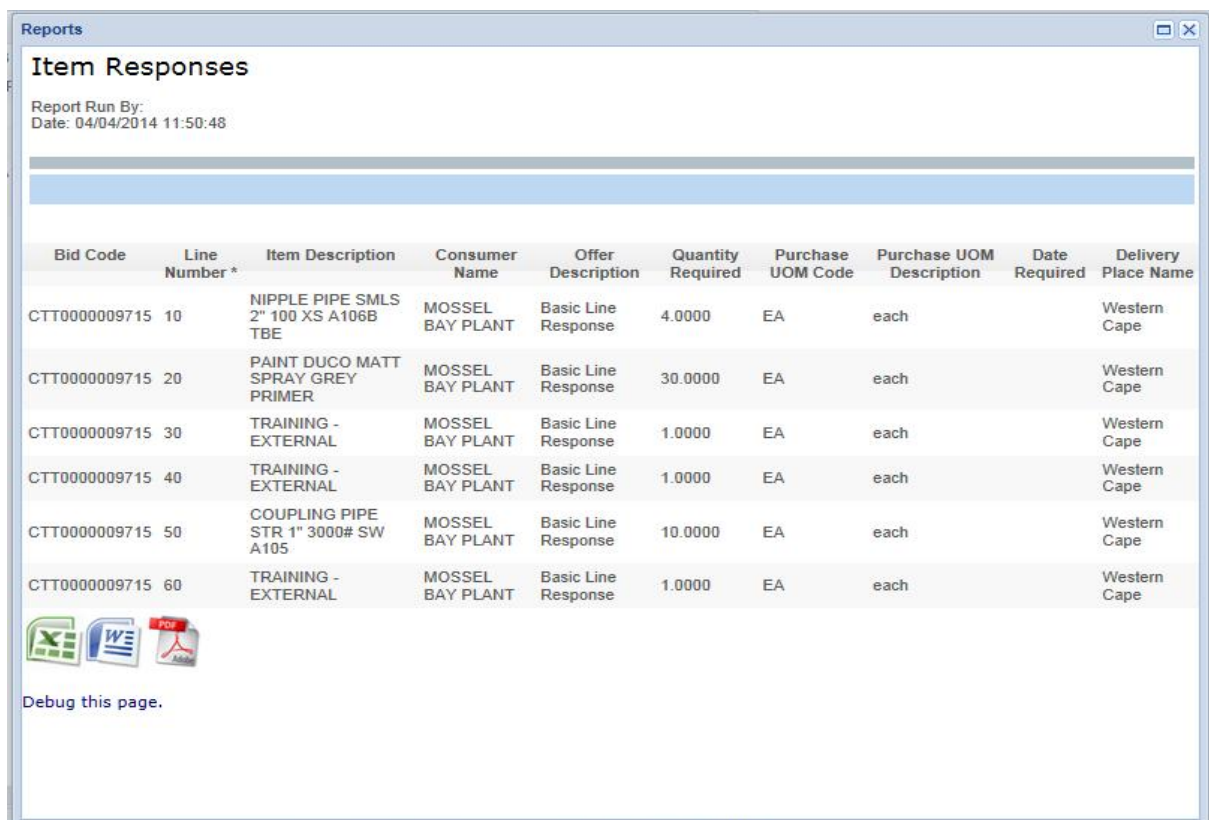
1.4. Please highlight the tender/Request for Quotation then Step 1 will turn green. If you would like to view line item specification before you tender especially for materials, please click on "View Line Item Specification" button.



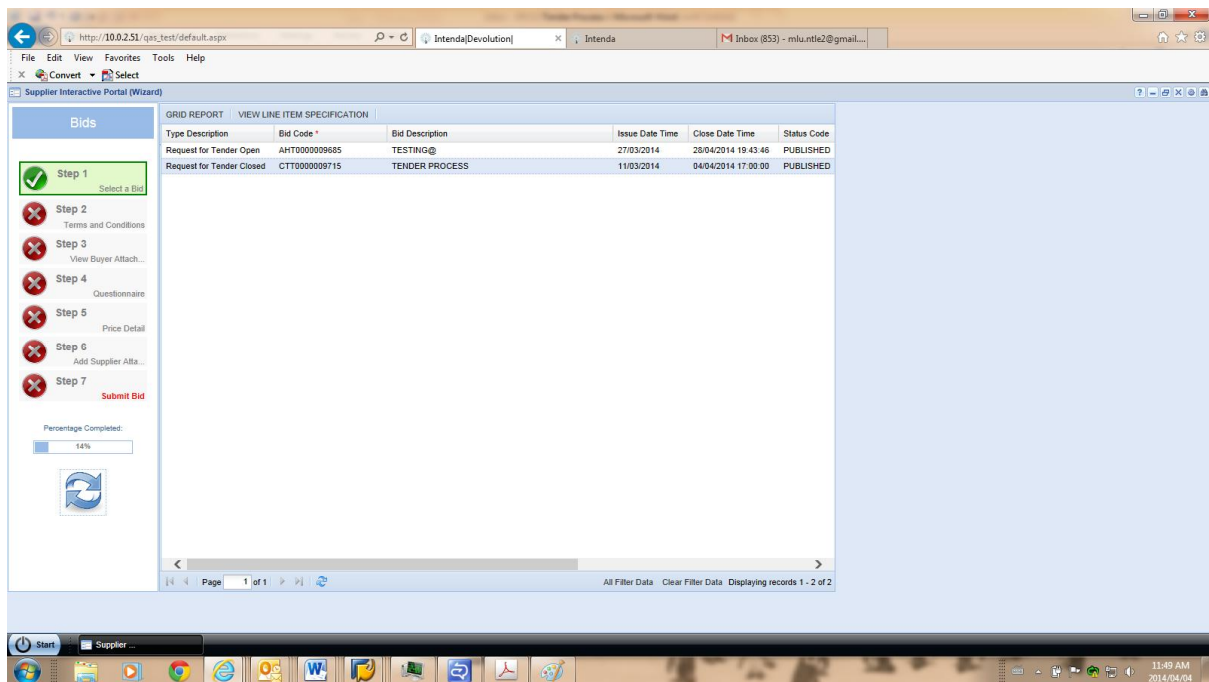
1.5. Please click on "Print Listing" button to draw line item specification report.



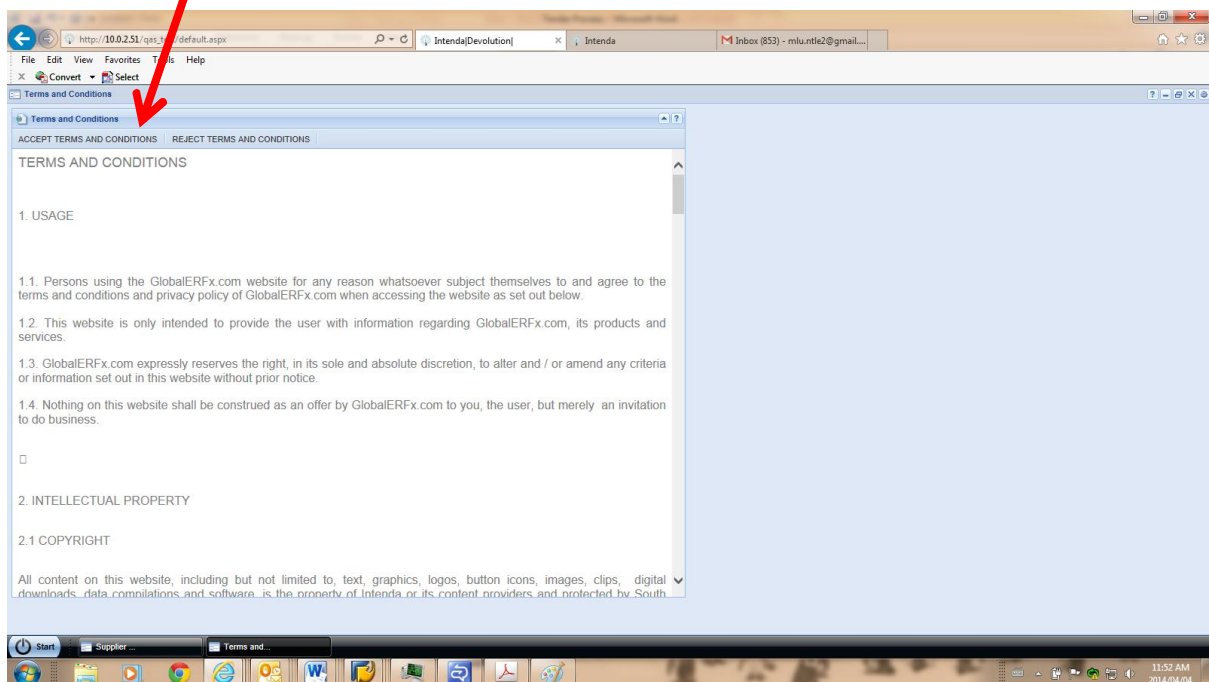
1.6. The report is displayed below and can be exported to different document types such as Word, Excel and Pdf. Please close the report to go back to the previous screen.



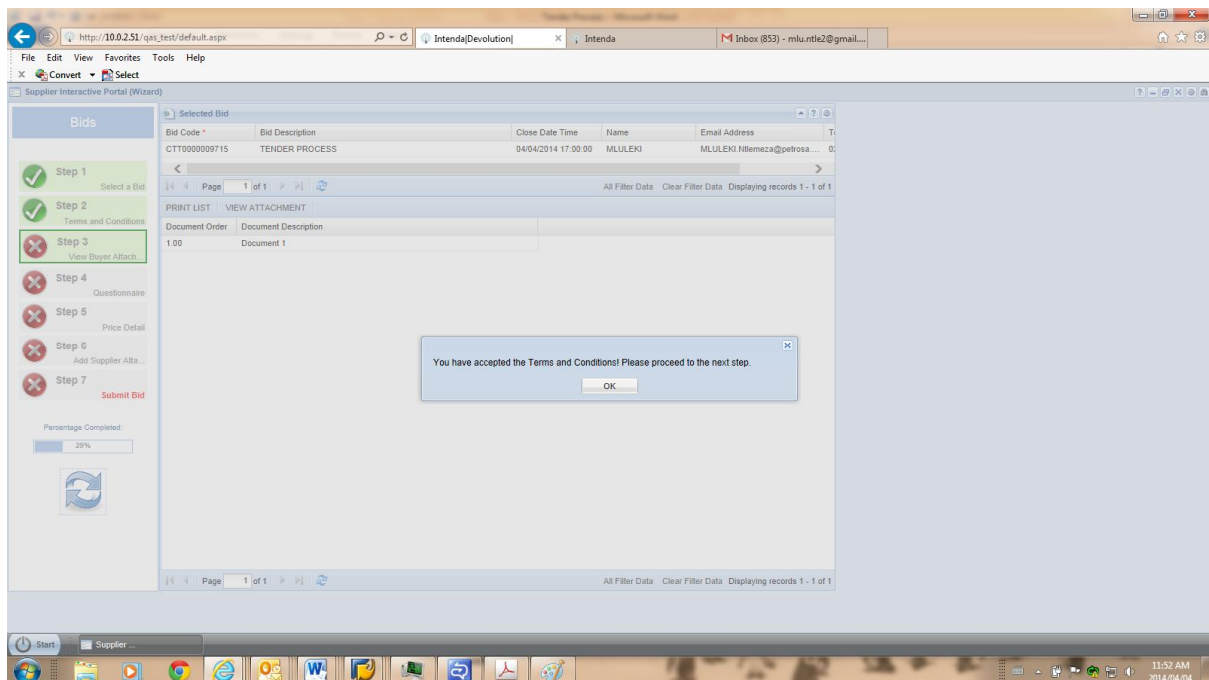
1.7. Please click on Step 2.



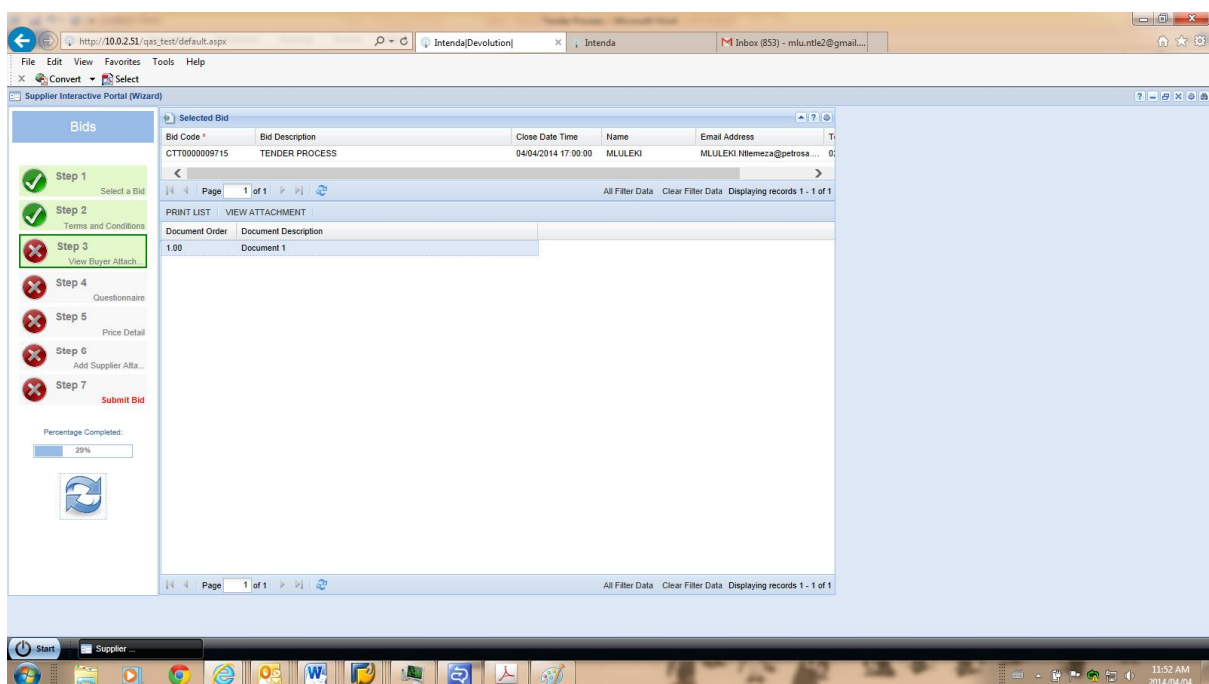
1.8. Please click on "Accept Terms and Conditions".



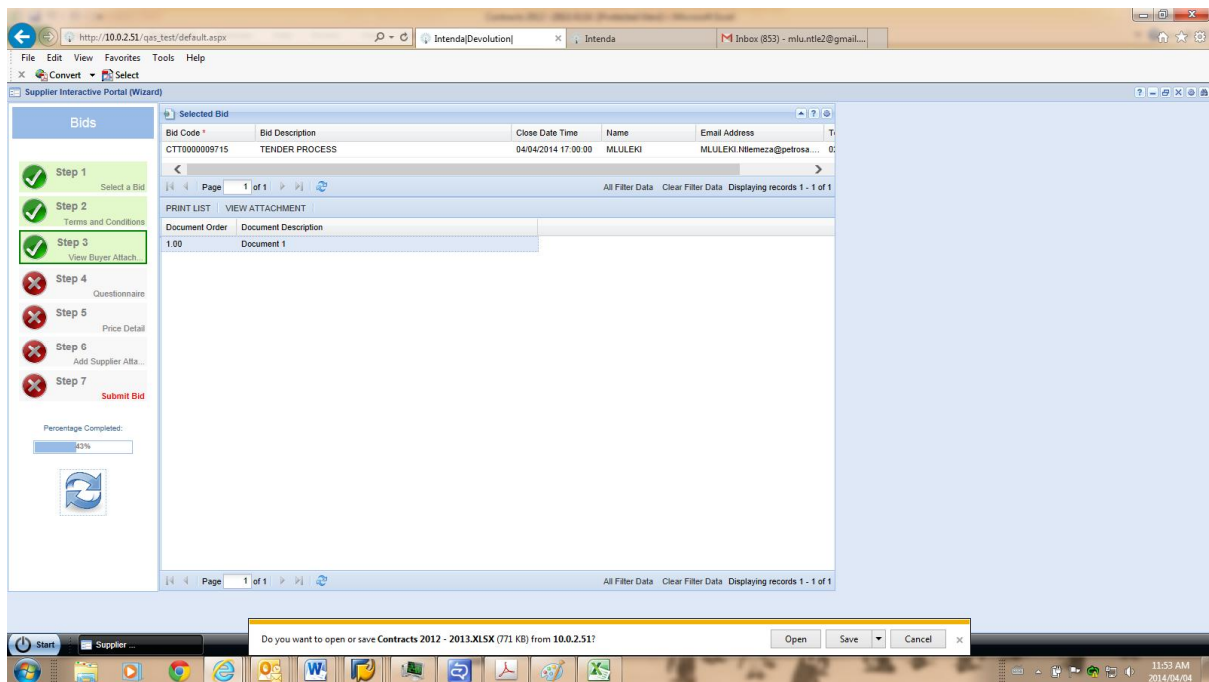
1.9. Please click on “Ok” on the dialog box. Please note that the top screen in each and every step has the tender number, tender description and contact person details. Please click on Step 3 to proceed.



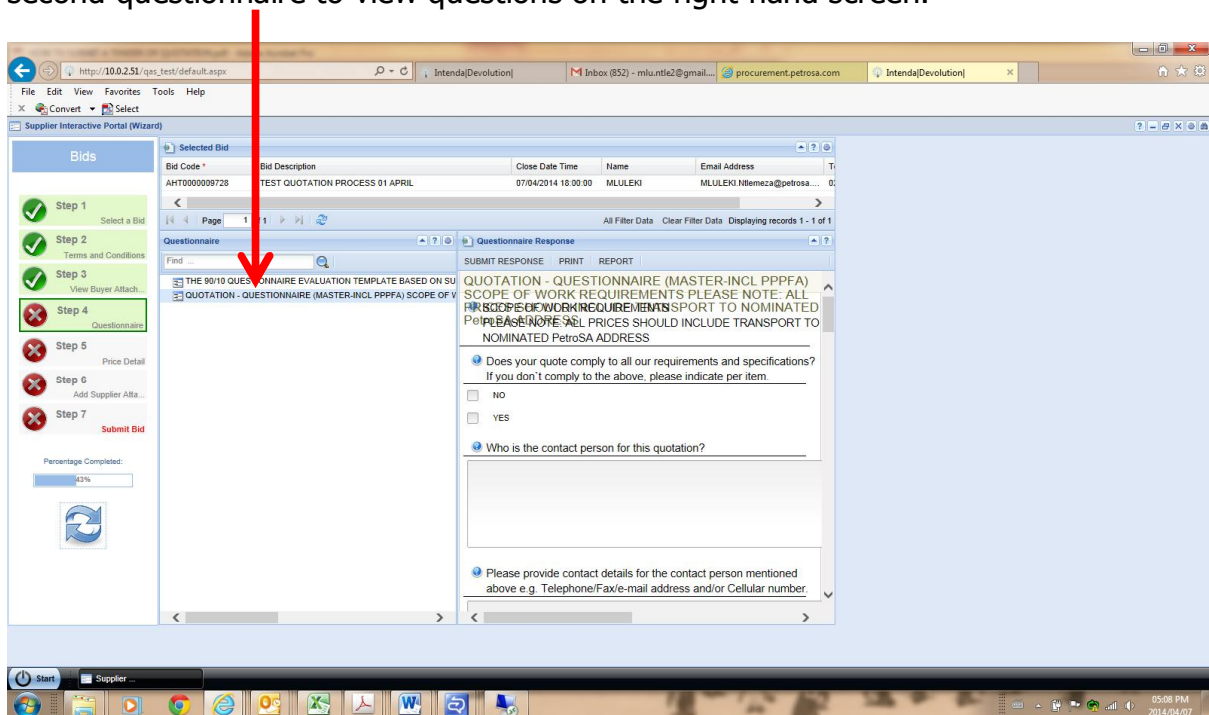
1.10. On Step 3, please highlight the document then click on “View Attachment” to open the attachment. Please note that the system will not allow you to go to the next step until you have opened all attached documents.



1.11. Please click on Step 4.



1.12. Please note that on Step 4 there are two questionnaires; the first one is the evaluation criteria questionnaire which is used by the system and the second one is the tender questionnaire which must be completed by you. Please highlight the second questionnaire to view questions on the right hand screen.



1.13. Please complete the questionnaire on the right hand screen then click on "Submit Response" button.

The screenshot shows the 'Supplier Interactive Portal (Wizard)' interface. On the left, a sidebar lists steps 1 through 7. Step 4, 'Questionnaire', is highlighted with a green checkmark. The main area displays a 'Questionnaire Response' form. At the top, there's a table with bid details: Bid Code 'AHT000009728', Bid Description 'TEST QUOTATION PRO...', Close Date Time '07/04/2014 18:00:00', Name 'MLULEKI', and Email Address 'MLULEKI Nitemeza@petrosa...'. Below this, there's a search bar and a 'Find' button. The main content area contains a 'SUBMIT RESPONSE' button, a 'PRINT' button, and a 'REPORT' button. Below these buttons, there's a section titled 'QUOTATION - QUESTIONNAIRE (MASTER-INCL PPPFA) SCOPE OF WORK REQUIREMENTS PLEASE NOTE: ALL PRICES OF WORK REQUIREMENTS SHOULD INCLUDE TRANSPORT TO NOMINATED PetroSA ADDRESS'. This section includes a question: 'Does your quote comply to all our requirements and specifications? If you don't comply to the above, please indicate per item.' with 'NO' and 'YES' radio buttons. Below this is a text area for 'Who is the contact person for this quotation?'. At the bottom, there's a section for 'Please provide contact details for the contact person mentioned above e.g. Telephone/Fax/e-mail address and/or Cellular number.'.

1.14. Please click on Step 5.

The screenshot shows the 'Supplier Interactive Portal (Wizard)' interface. On the left, a sidebar lists steps 1 through 7. Step 5, 'Price Detail', is highlighted with a green checkmark. The main area displays a 'Price Detail' form. At the top, there's a table with bid details: Bid Code 'CTT000009715', Bid Description 'TENDER PROCESS', Close Date Time '04/04/2014 17:00:00', Name 'MLULEKI', and Email Address 'MLULEKI Nitemeza@petrosa...'. Below this, there's a 'SAVE' button and a 'DELETE ALTERNATE RESPONSE' button. The main content area contains a table with columns: 'Responded', 'Line', 'Item Code', 'Item Description', 'Consumer Name', and 'Offer Description'. The table lists several items, including 'TRAINING - EXTERNAL TRAINING - EXTERNAL', 'NIPPLE PIPE SMLS 2" 100 XS A106B TBE ITEM - NIPP...', 'TRAINING - EXTERNAL TRAINING - EXTERNAL', 'PAINT DUCO MATT SPRAY GREY PRIMER ITEM - PRI...', and 'TRAINING - EXTERNAL TRAINING - EXTERNAL'. Below the table, there's a 'PRINT LISTING' button and a 'MASS UPDATE' button.

1.15. Please highlight the line item in the bottom screen then, on the top screen, scroll down until you see "Response Price" and "Lead Time" fields. Please insert price in the "Response Price" field then lead time in the "Lead Time" field. Please click on the "Save" button at the top, not the one at the bottom.

The screenshot shows the 'Supplier Interactive Portal (Wizards)' interface. On the left, a sidebar lists steps from Step 1 to Step 7. The main area is titled 'Bids' and shows a 'Selected Bid' summary at the top. Below this is a form with various fields. A red arrow points to the 'SAVE' button at the top of the form. The form fields include:

- Quantity Required: 1
- Response Price: 170
- Lead Time Day / S: 5
- Response UOM Code: EA
- Response Comment: each

Below the form is a table of bid items:

Responded	Line...	Item Code	Item Description	Consumer Name	Offer Description
30	3000881		TRAINING - EXTERNAL TRAINING - EXTERNAL	MOSSEL BAY PLANT	
10	15170		NIPPLE PIPE SMLS 2" 100 XS A106B TBE ITEM - NIPP...	MOSSEL BAY PLANT	
40	3000881		TRAINING - EXTERNAL TRAINING - EXTERNAL	MOSSEL BAY PLANT	
20	14001		PAINT DUCO MATT SPRAY GREY PRIMER ITEM - PRI...	MOSSEL BAY PLANT	
60	3000881		TRAINING - EXTERNAL TRAINING - EXTERNAL	MOSSEL BAY PLANT	

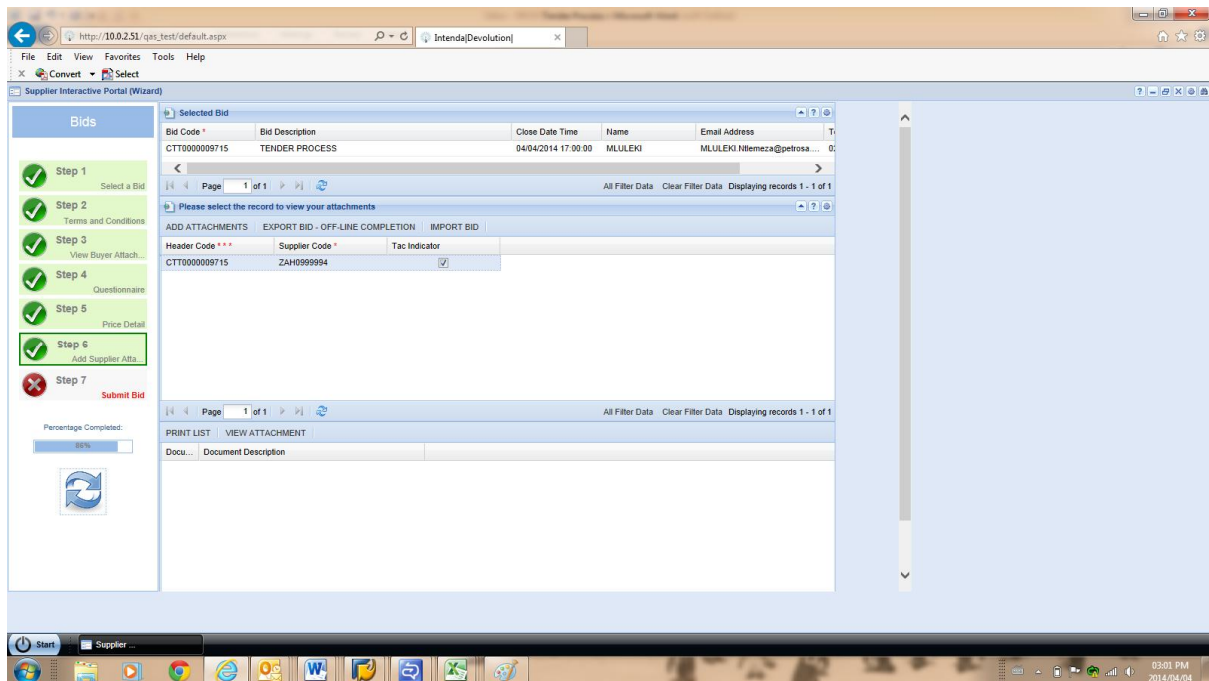
1.16. A warning screen comes up indicating that your price has been captured but in order for it to be updated in the database, you need to submit your tender. If, after you submitted your tender, you decide to change the price, you will have to resubmit the tender for it to be recorded. In this case the change in price cancels the original tender. If the tender is not resubmitted, then no tender is submitted because the original tender was cancelled by price change. Please click on "Ok" on the dialog box to proceed.

The screenshot shows the same 'Supplier Interactive Portal (Wizards)' interface as before, but with a dialog box in the center. The dialog box contains the following text:

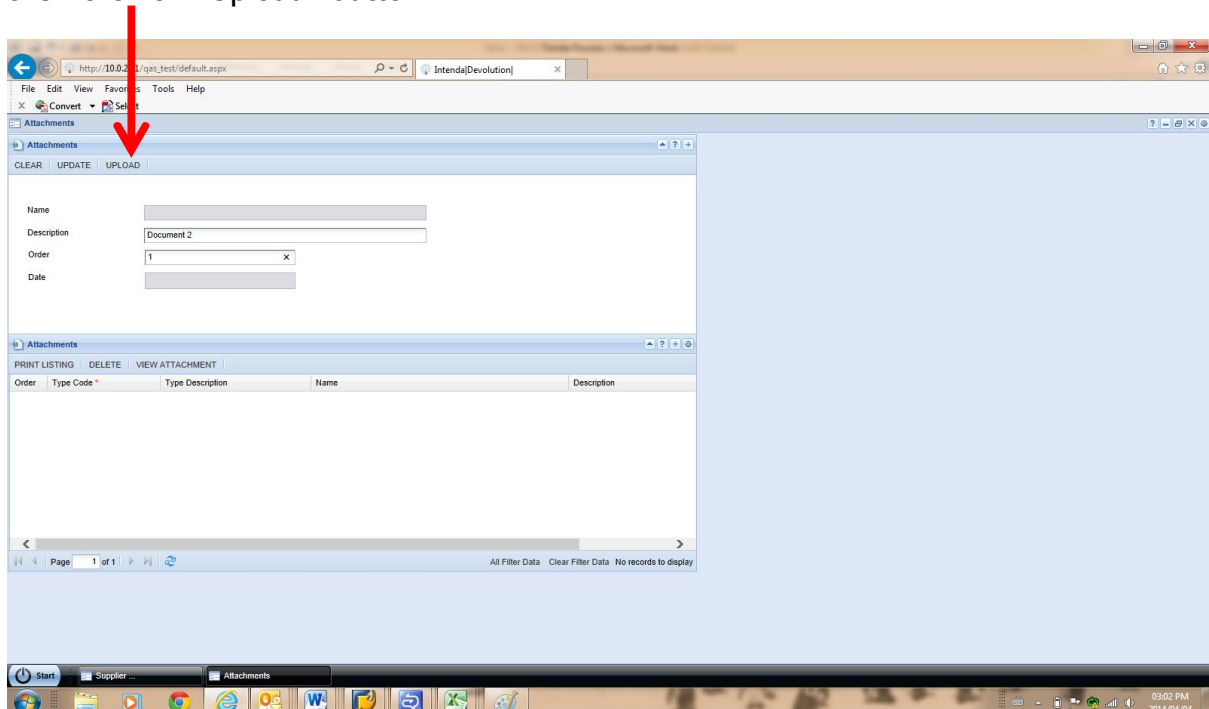
Please note: your price has been captured, in order for the price to be updated in your tender, please submit the tender.

Below the text is an 'OK' button.

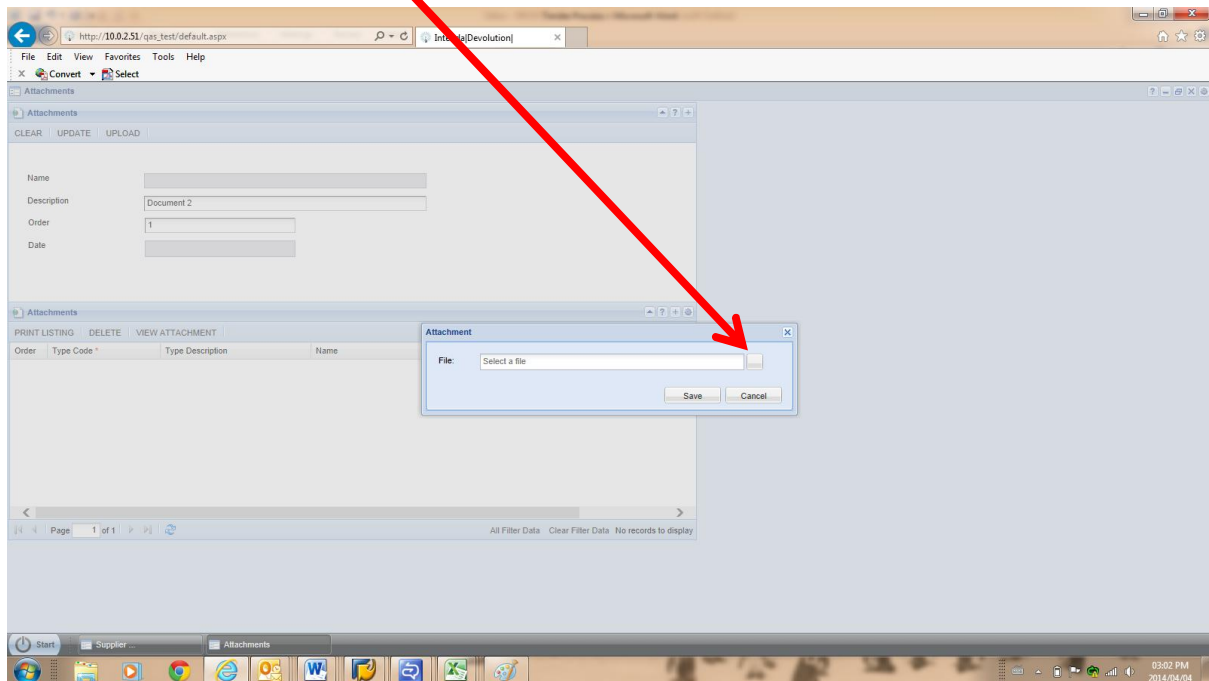
1.17. Please click on Step 6 then highlight the tender and click on “Add Attachments”.



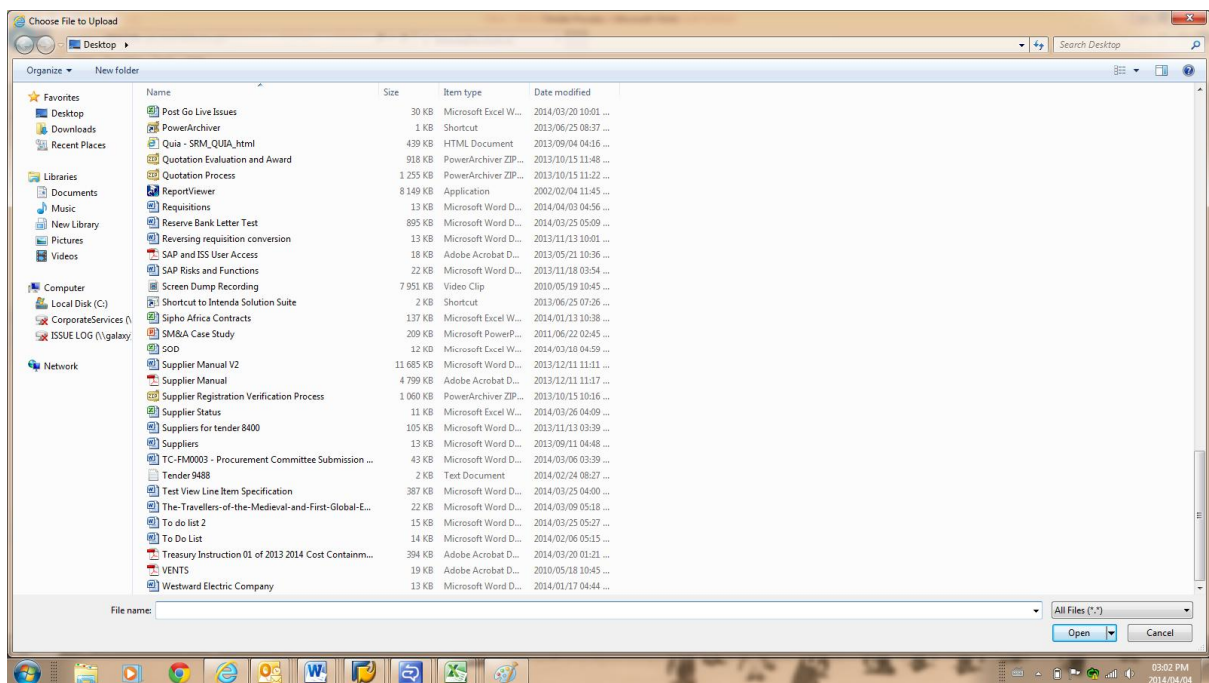
1.18. Please type the description of the document and the order (sequence number) then click on “Upload” button.



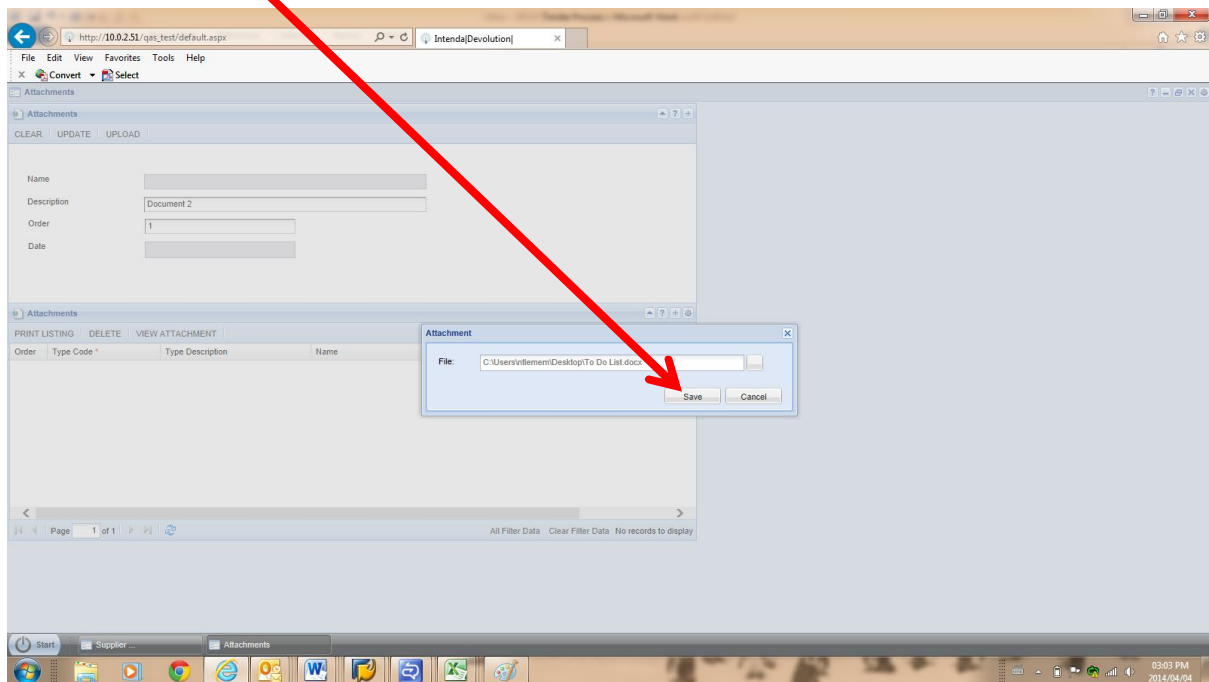
1.19. Please click on "Browse" button to locate the source folder of the file you want to attach to the tender.



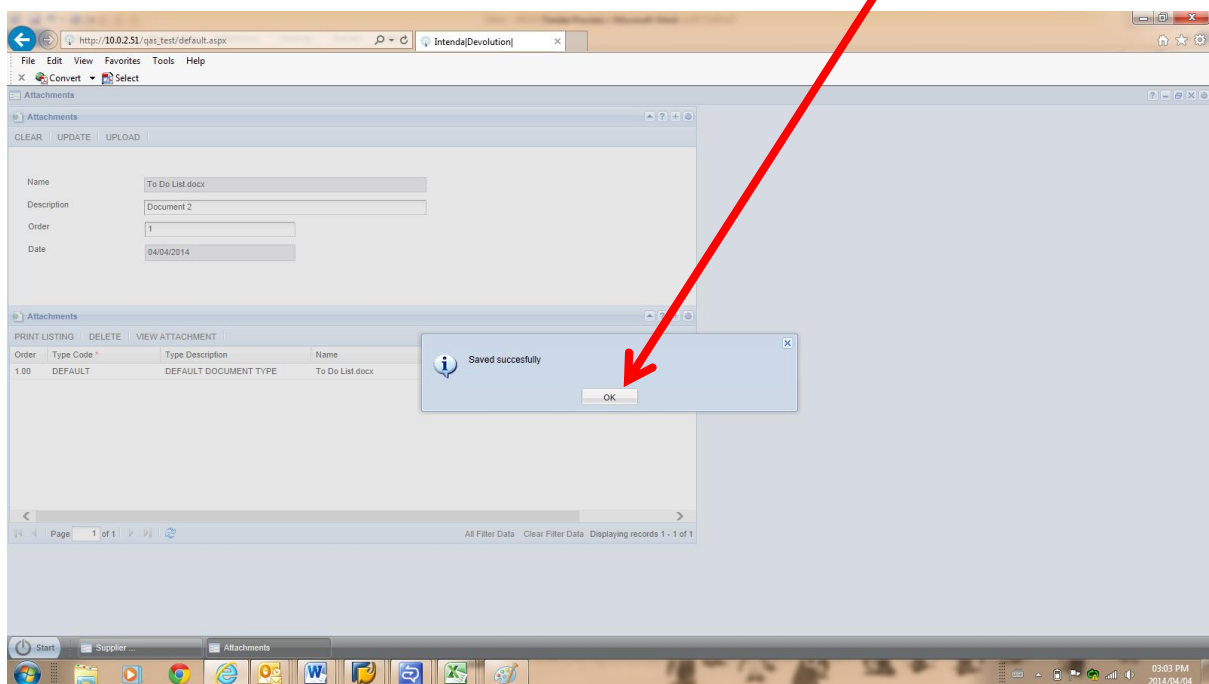
1.20. Please double click on the file you want to attach.



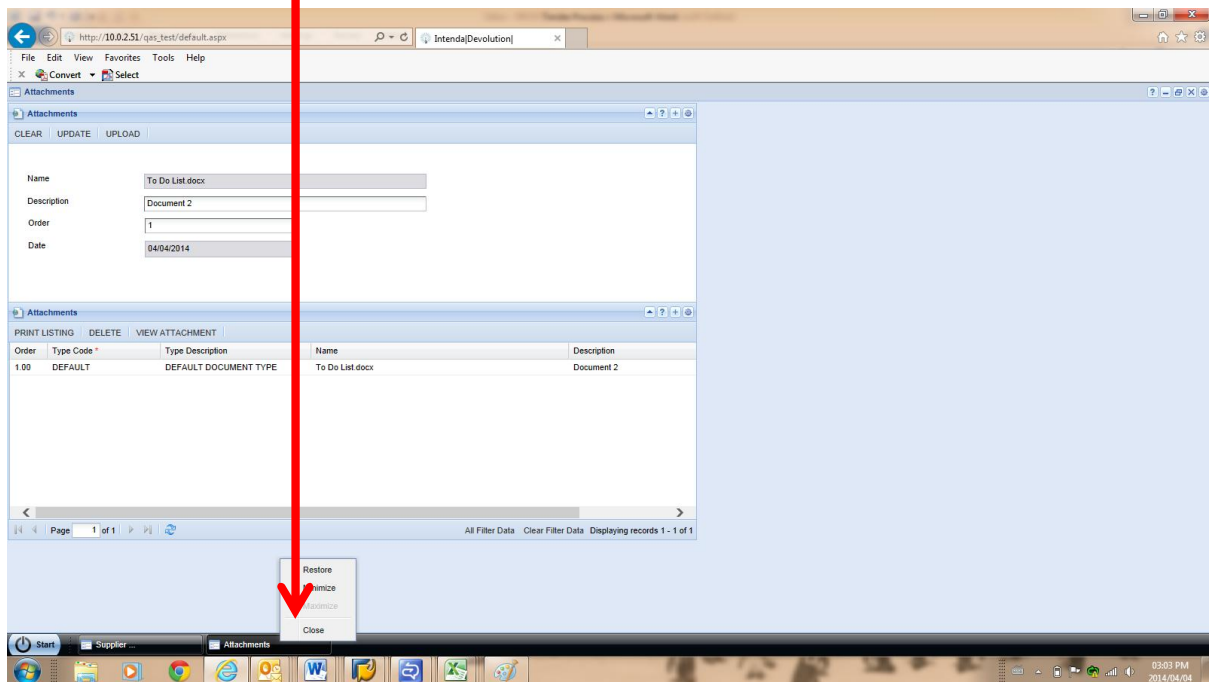
1.21. Please click on "Save".



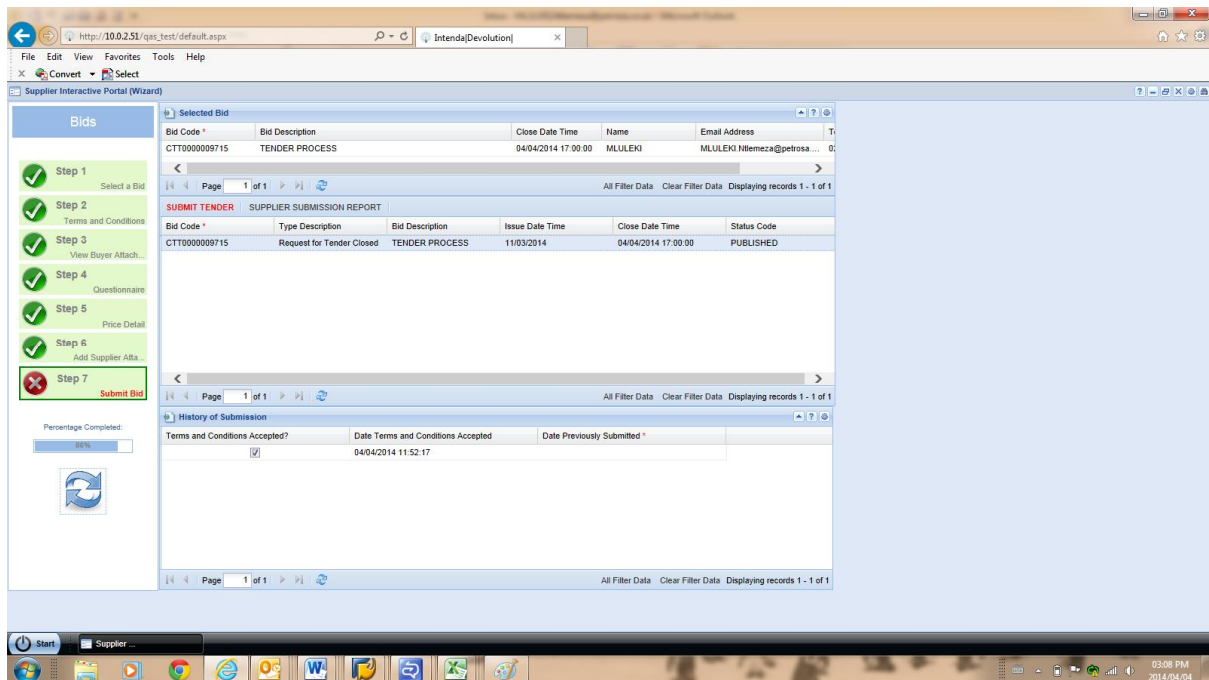
1.22. The document is saved in the bottom screen. Please click on "Ok" to proceed.



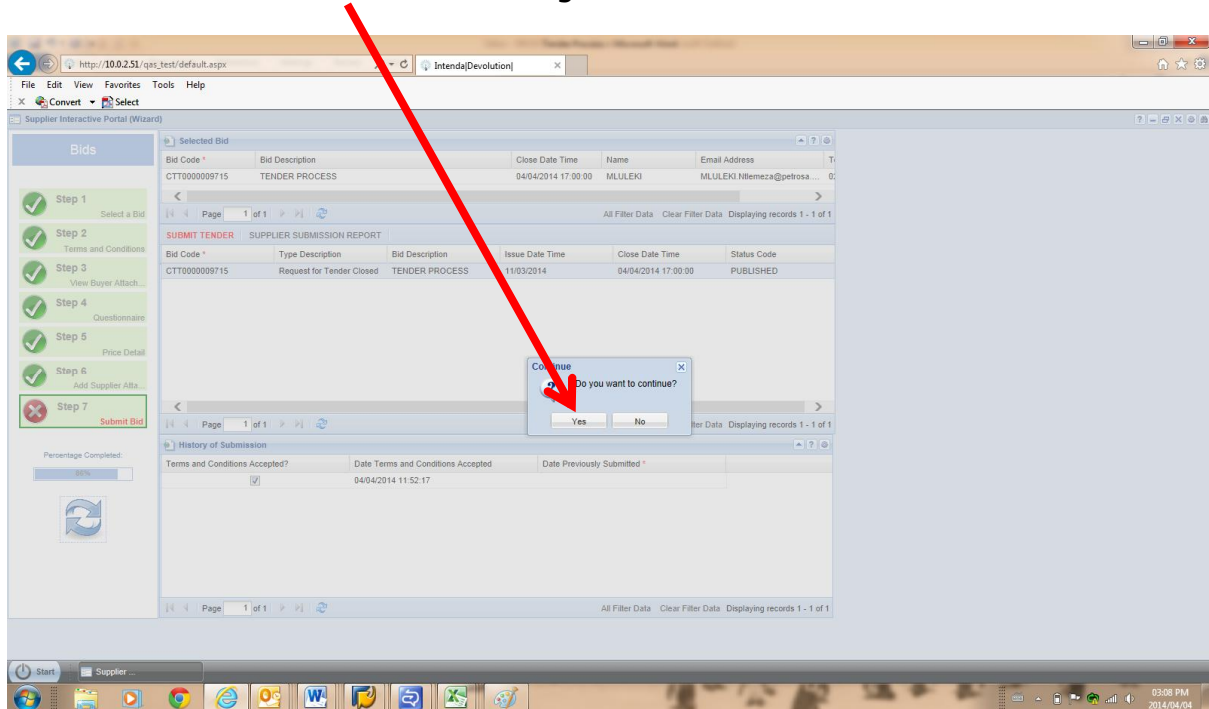
1.23. The file is attached in the bottom screen. Please right click on the session on the task bar then left click on "Close" to close the session and return to the previous screen.



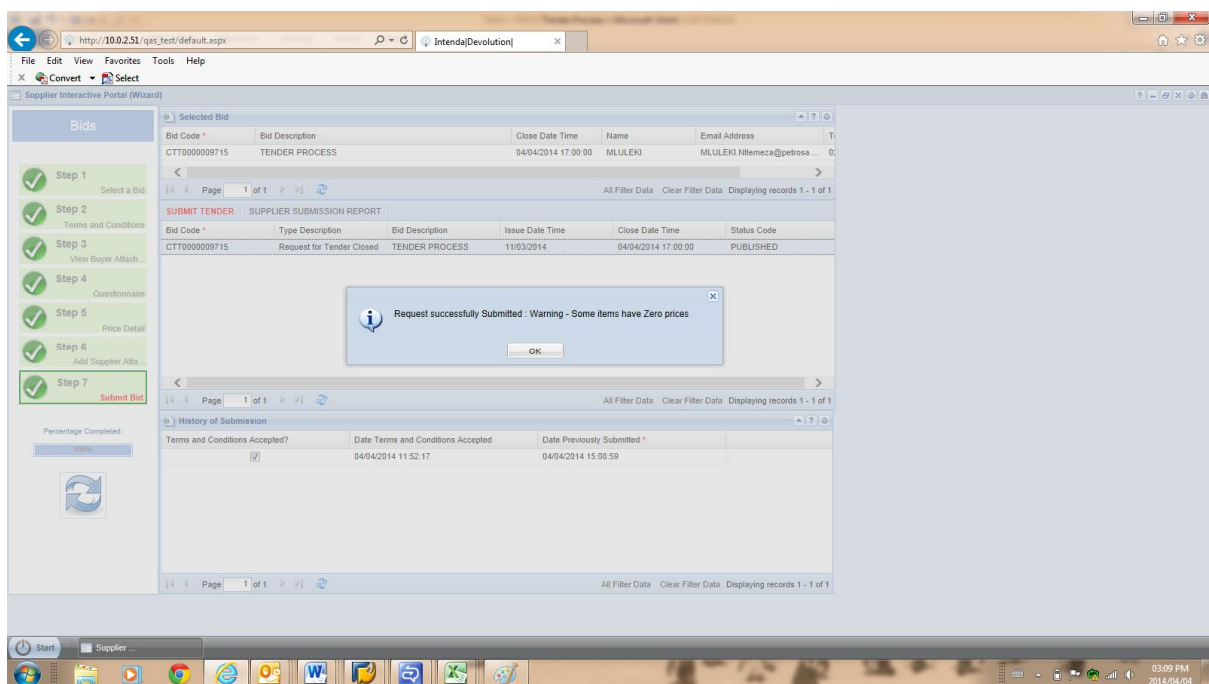
1.24. Please click on Step 7, highlight the tender and click on "Submit Tender" button.



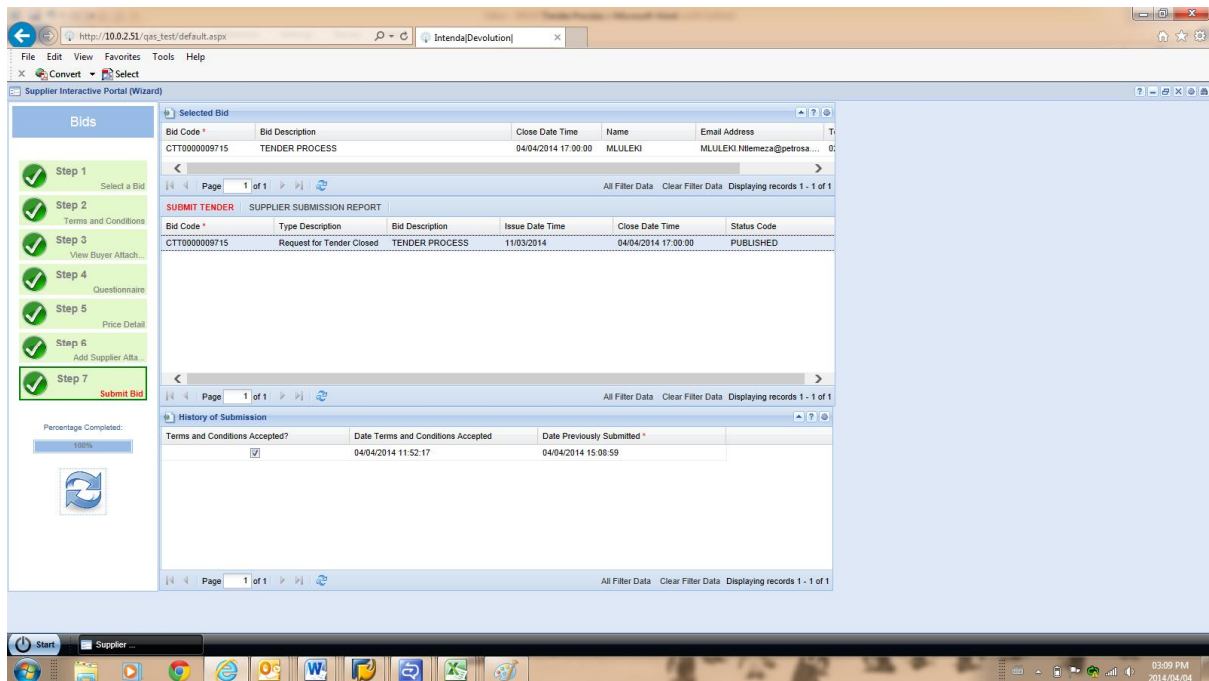
1.25. Please click on "Yes" on the dialog box.



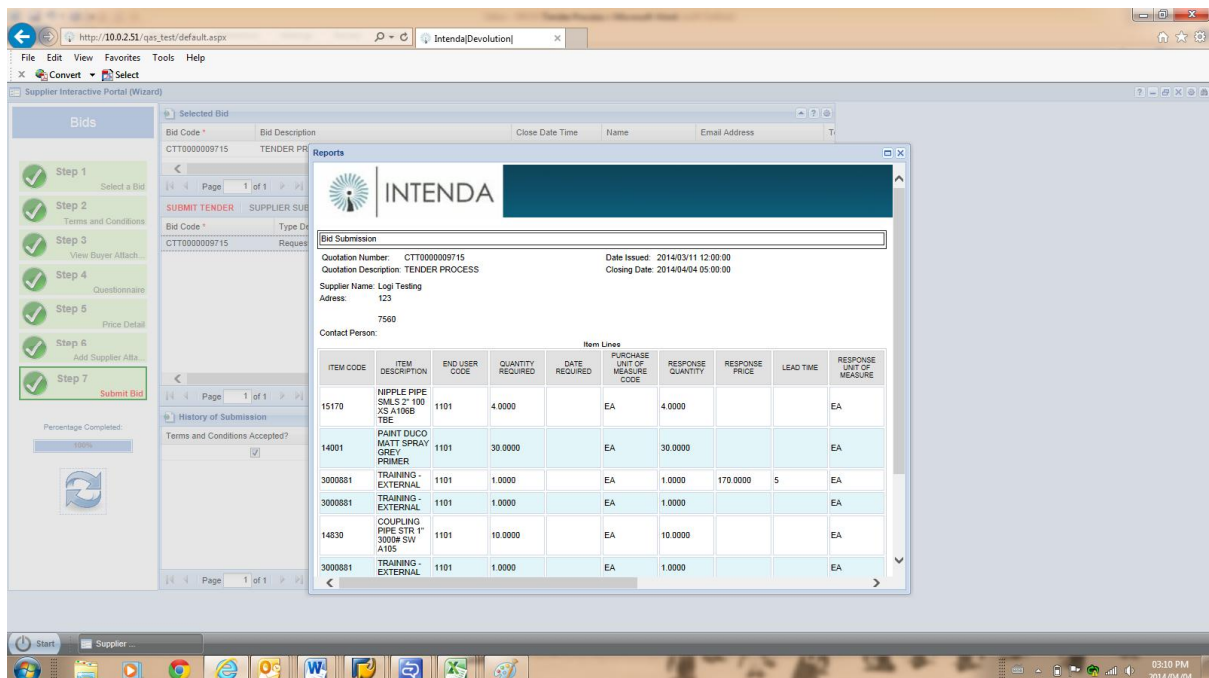
1.26. Please click on "Ok" on the dialog box.



1.27. Please click on "Supplier Submission Report" button to view your submitted tender.



1.28. The report is displayed and can be exported to Word, Excel or Pdf.



NB: If, after you submitted your tender, you decide to change the price, you will have to resubmit the tender for it to be recorded. In this case the change in price cancels the original tender. If the tender is not resubmitted, then no tender is submitted because the original tender was cancelled by price change.