

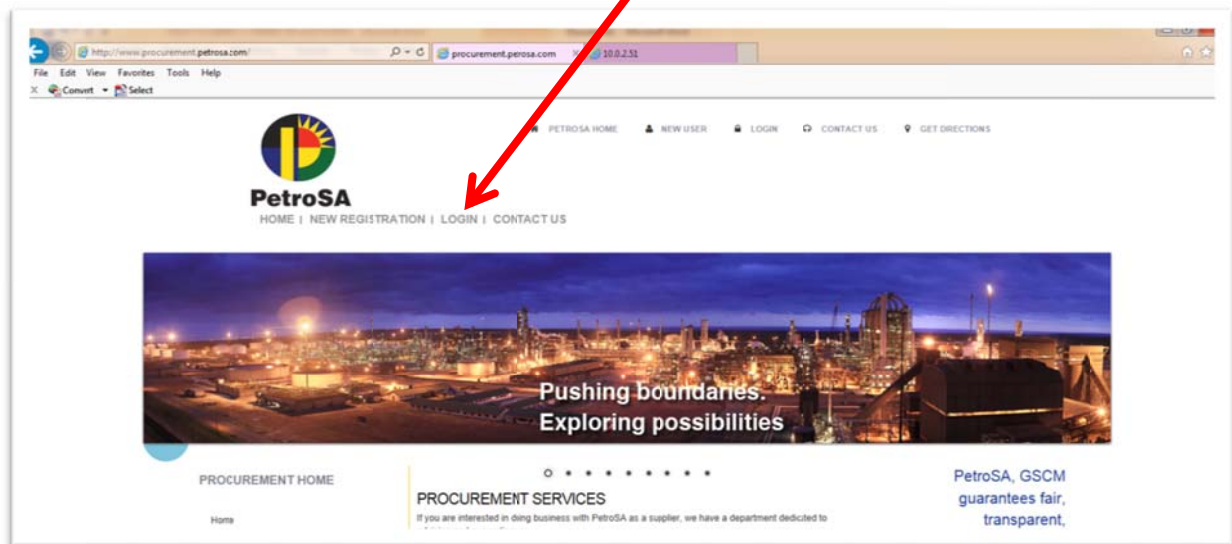


HOW TO SUBMIT A TENDER/Quotation

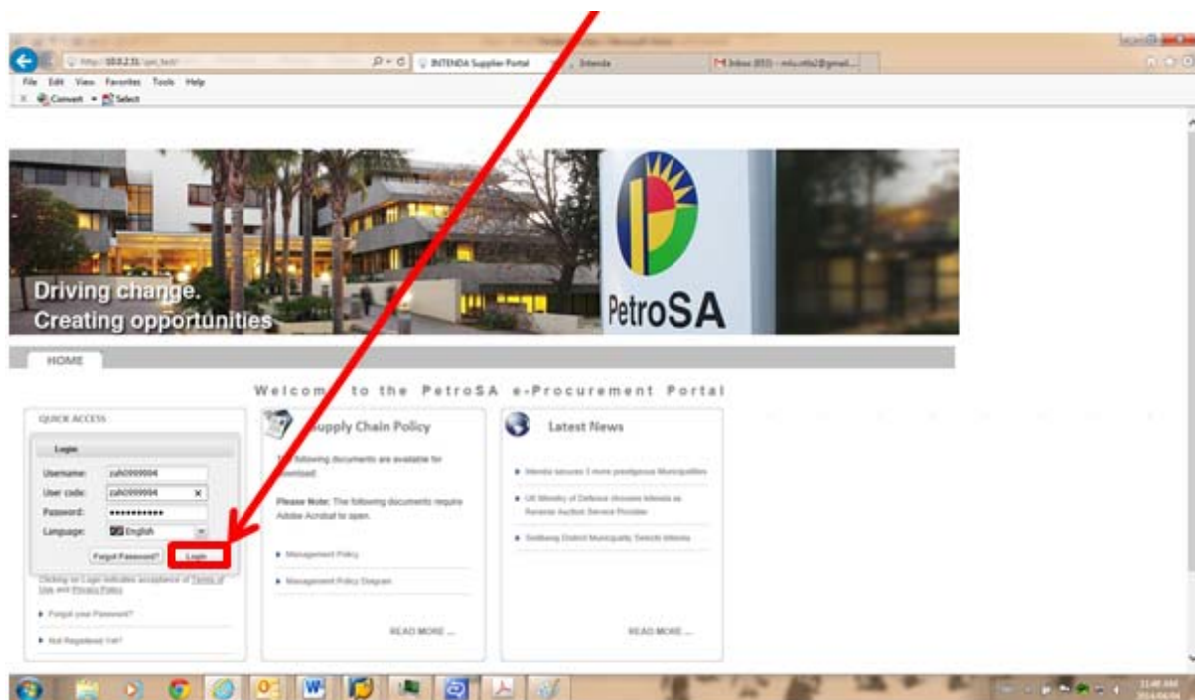
1. Tender Submission Process

1.1. To access PetroSA e-Procurement portal please visit

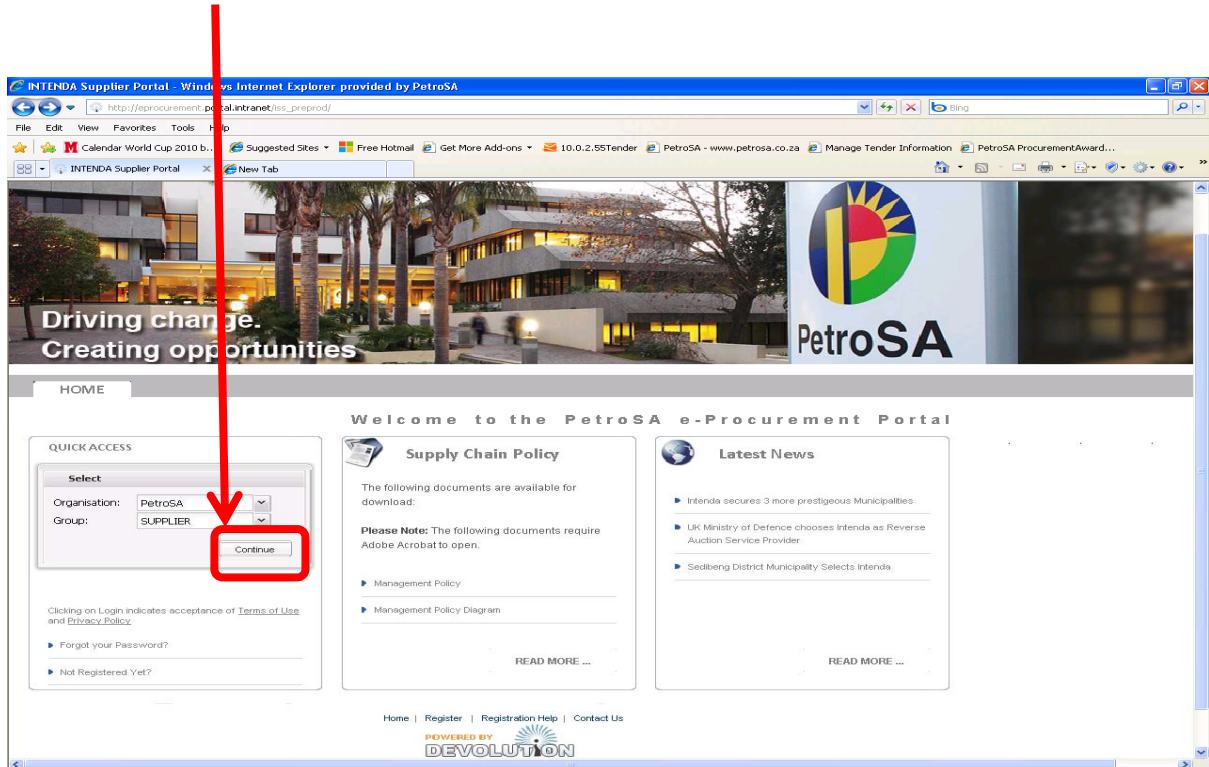
www.procurement.petrosa.com then click on "Login"



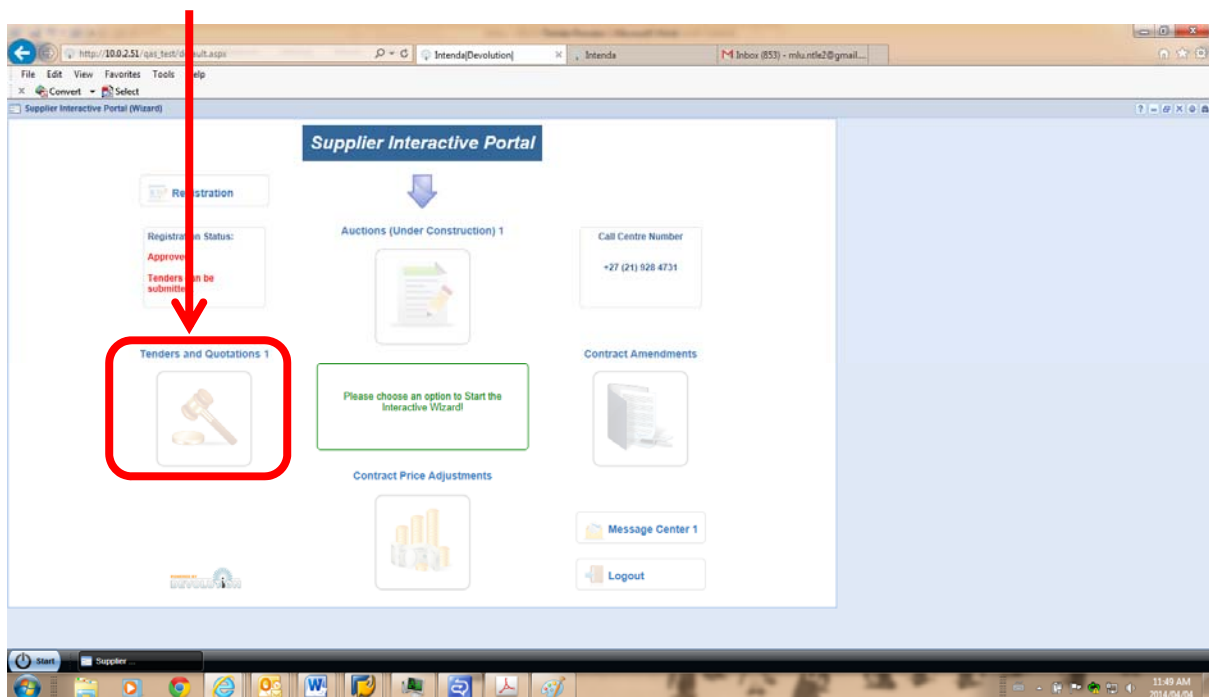
1.2. Please enter your login details (username, user code and password) and click on "Login" button to proceed.



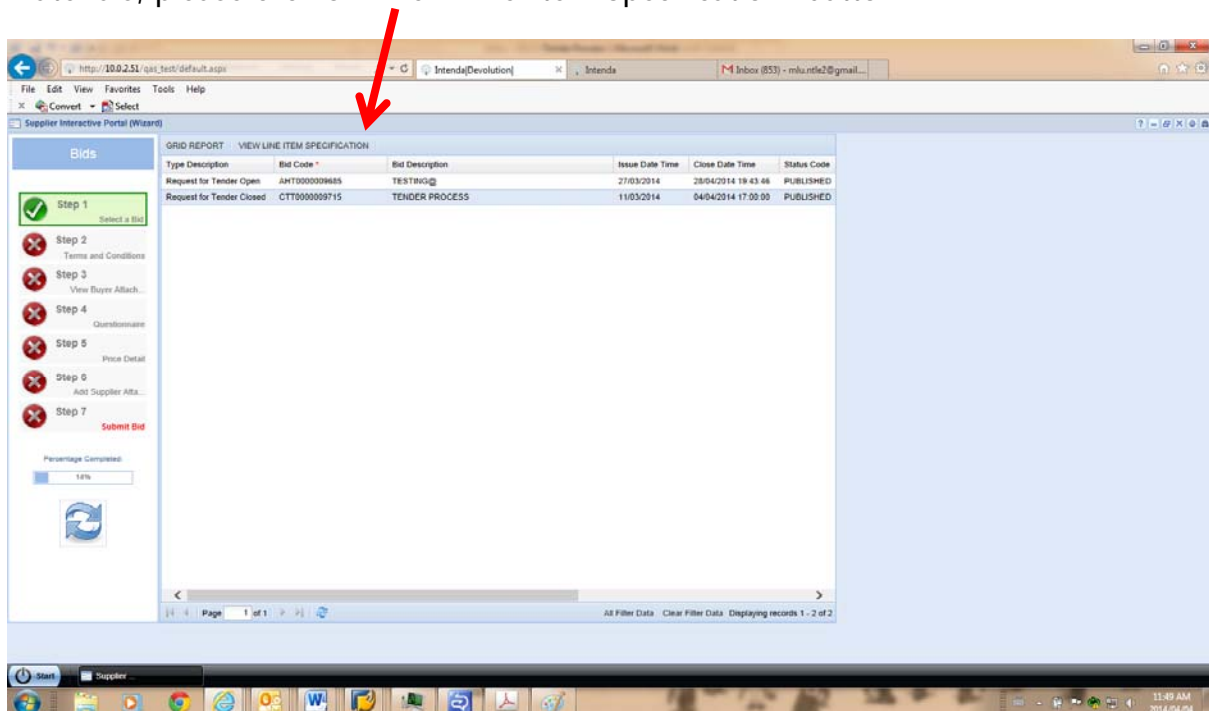
1.3. Please click on **“Continue”** button.



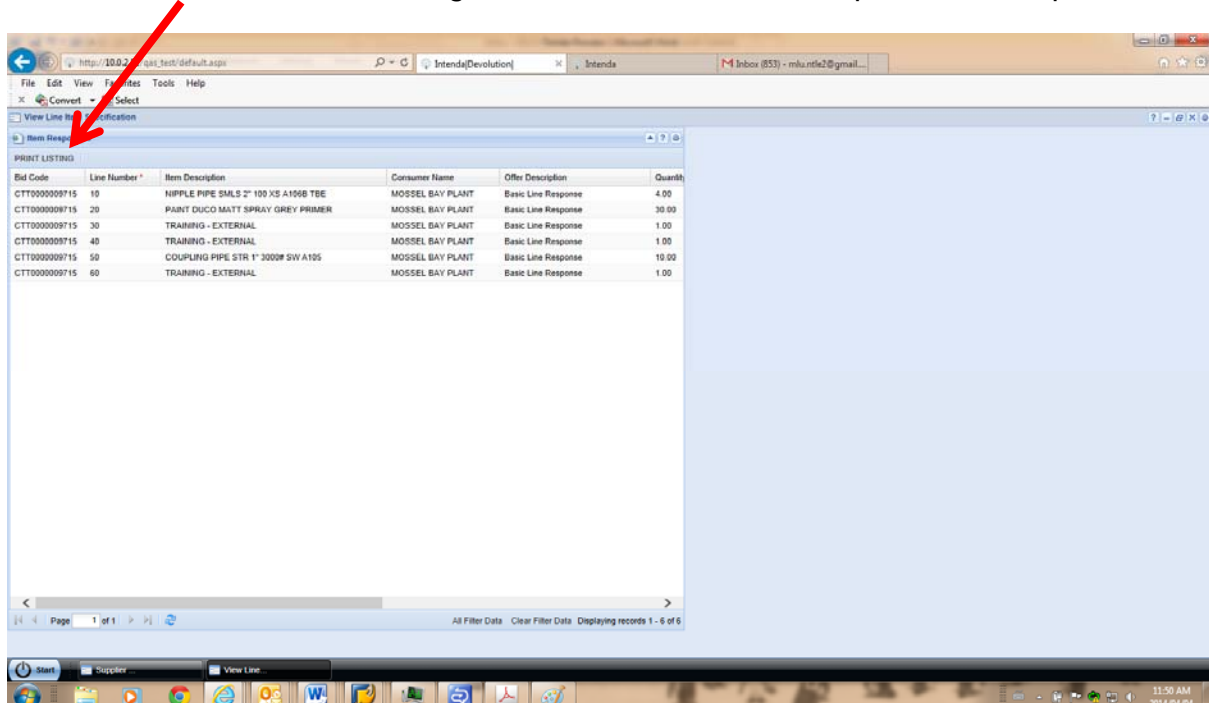
1.4. Please click on **“Tenders and Quotations”**. Tenders are for long term purchase agreements and the reference number starts with prefix CTT, while Quotations are for ad-hoc purchases and the reference number starts with a prefix AHT.



1.5. 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.



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






1.7. 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.

Reports

Item Responses

Report Run By:
Date: 04/04/2014 11:50:48

Bid Code	Line Number *	Item Description	Consumer Name	Offer Description	Quantity Required	Purchase UOM Code	Purchase UOM Description	Date Required	Delivery Place Name
CTT0000009715	10	NIPPLE PIPE SMLS 2" 100 XS A106B TBE	MOSSEL BAY PLANT	Basic Line Response	4.0000	EA	each		Western Cape
CTT0000009715	20	PAINT DUCO MATT SPRAY GREY PRIMER	MOSSEL BAY PLANT	Basic Line Response	30.0000	EA	each		Western Cape
CTT0000009715	30	TRAINING - EXTERNAL	MOSSEL BAY PLANT	Basic Line Response	1.0000	EA	each		Western Cape
CTT0000009715	40	TRAINING - EXTERNAL	MOSSEL BAY PLANT	Basic Line Response	1.0000	EA	each		Western Cape
CTT0000009715	50	COUPLING PIPE STR 1" 3000# SW A105	MOSSEL BAY PLANT	Basic Line Response	10.0000	EA	each		Western Cape
CTT0000009715	60	TRAINING - EXTERNAL	MOSSEL BAY PLANT	Basic Line Response	1.0000	EA	each		Western Cape

Debug this page.

1.8. Please click on Step 2.

Supplier Interactive Portal (Wizard)

Bids

Step 1: Select a Bid (Completed)

Step 2: Terms and Conditions (Selected)

Step 3: View Buyer Attach...

Step 4: Questionnaire

Step 5: Price Detail

Step 6: Add Supplier Attn...

Step 7: Submit Bid

Percentage Completed: 16%

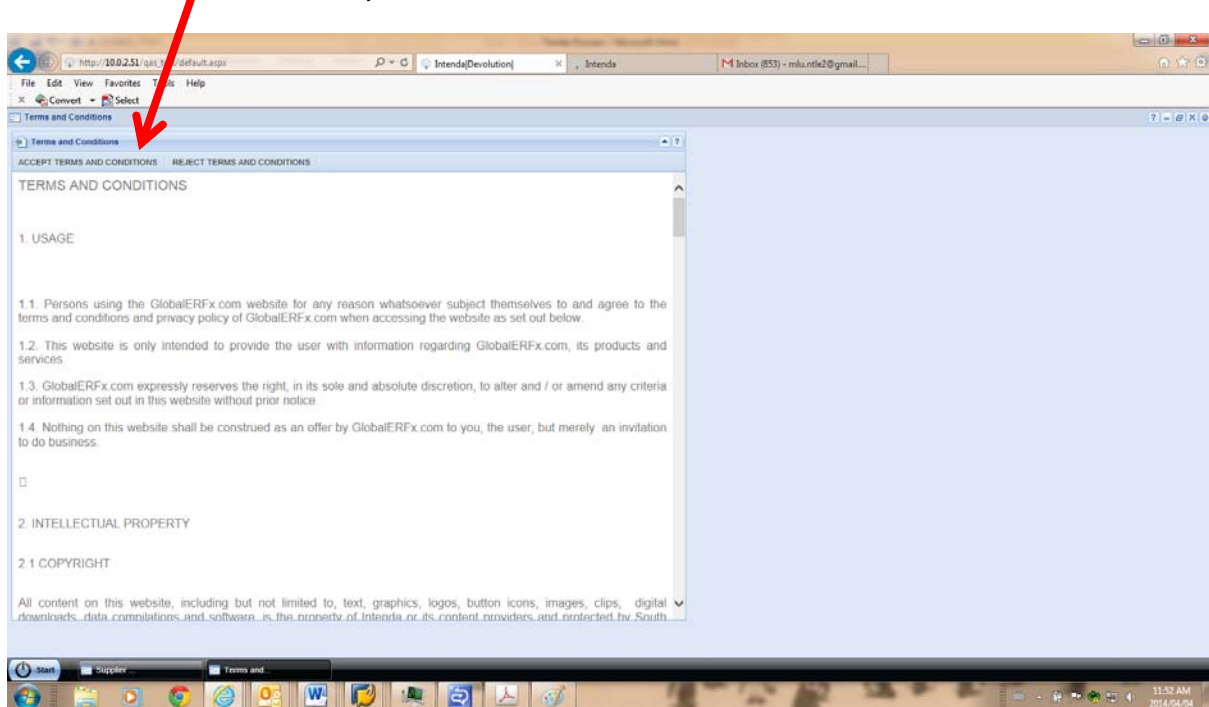
GRID REPORT VIEW LINE ITEM SPECIFICATION

Type Description	Bid Code *	Bid Description	Issue Date Time	Close Date Time	Status Code
Request for Tender Open	AHT0000009685	TESTING@	27/03/2014	28/04/2014 19:43:46	PUBLISHED
Request for Tender Closed	CTT0000009715	TENDER PROCESS	11/03/2014	04/04/2014 17:00:00	PUBLISHED

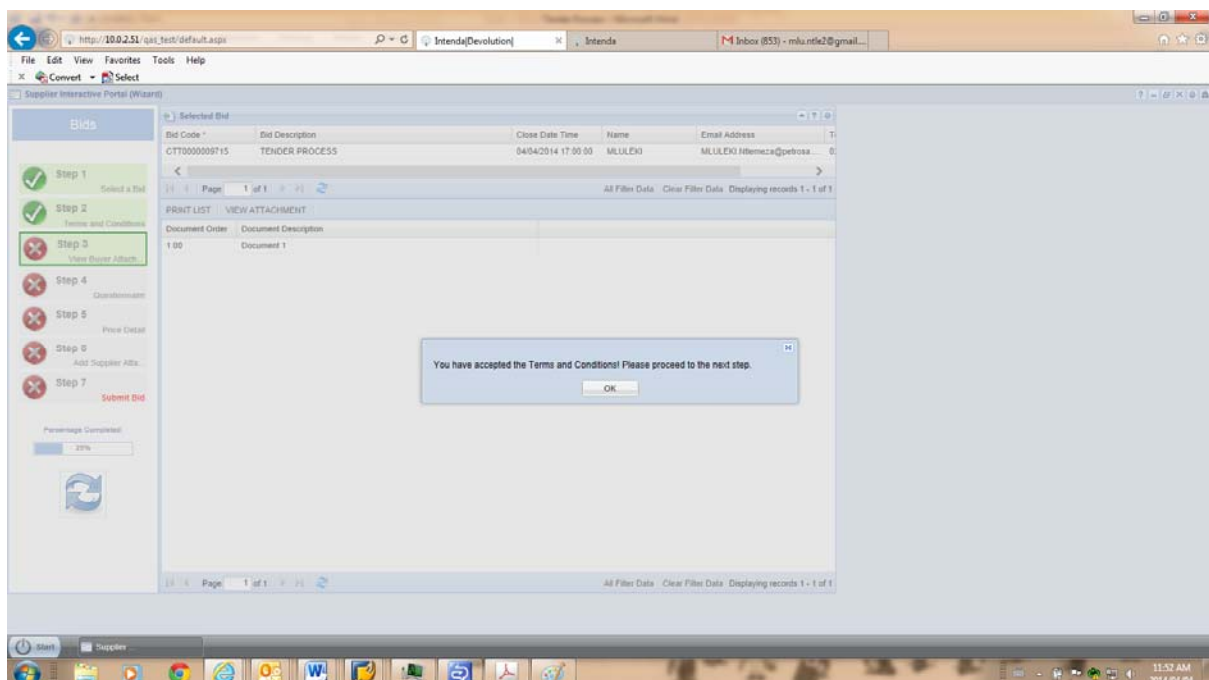
Page 1 of 1

At Filter Data Clear Filter Data Displaying records 1 - 2 of 2

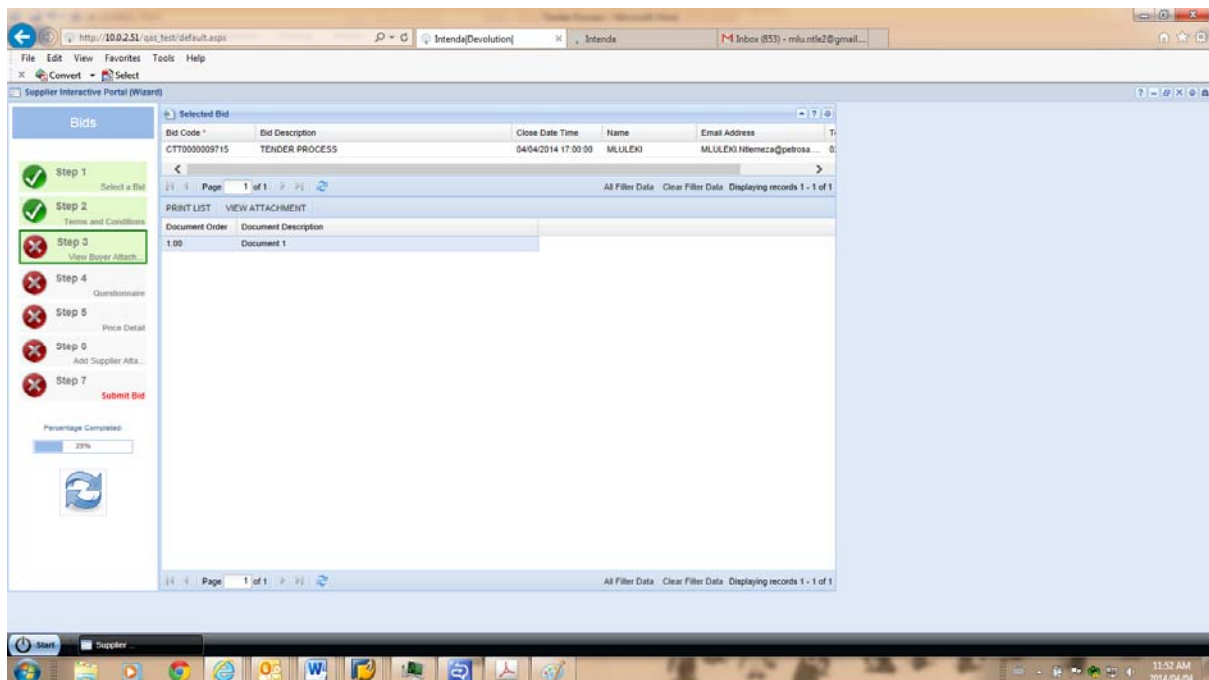
1.9. Please click on "Accept Terms and Conditions".



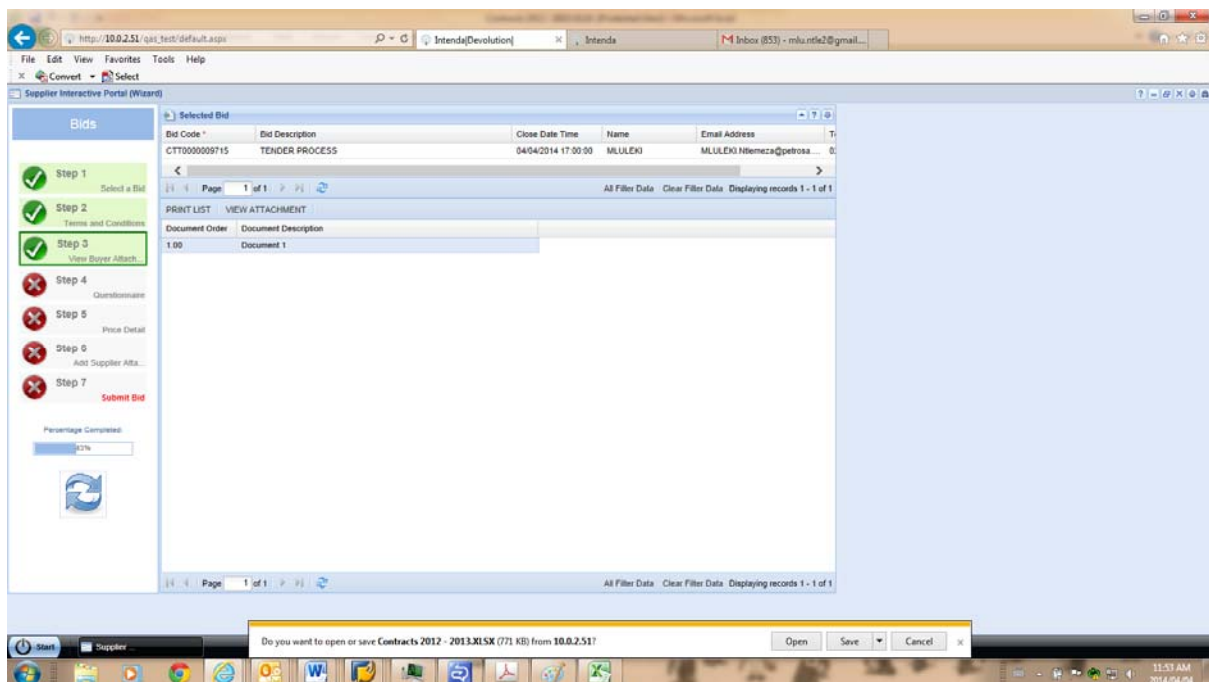
1.10. Please click on "Ok" on the dialog box. Please note that the top screen in each and every step has the tender number, tender description and contact person details. Please click on Step 3 to proceed.



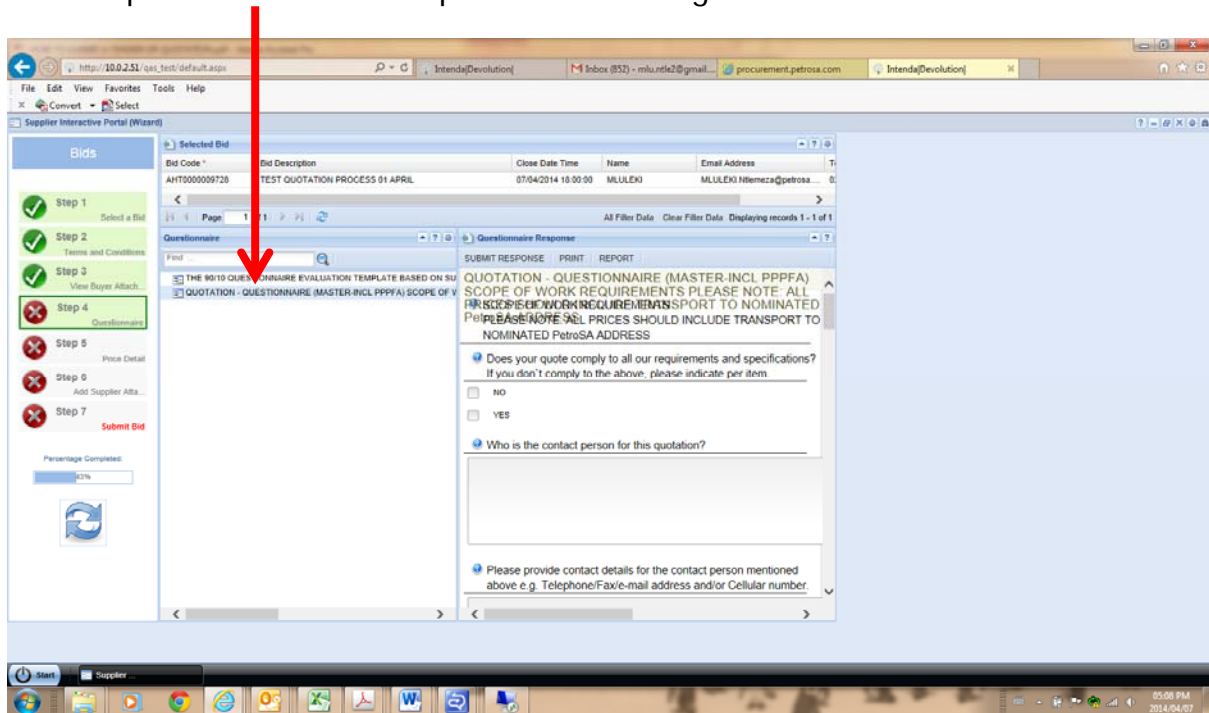
1.11. On Step 3, please highlight the document then click on “View Attachment” to open the attachment. Please note that the system will not allow you to go to the next step until you have opened all attached documents.



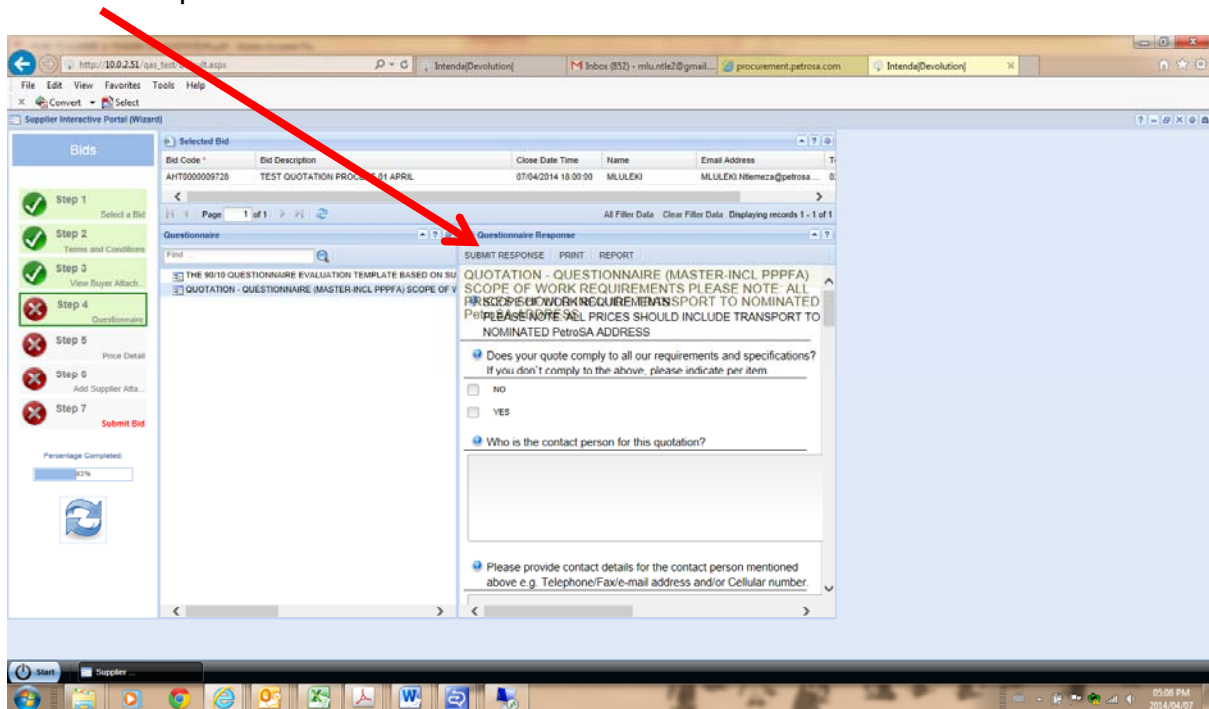
1.12. Please click on Step 4.



1.13. 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.



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



1.15. 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 and a 'Price Detail' button. The main content area is titled 'Selected Bid' and shows a summary of the bid: Bid Code CTT0000009715, Bid Description TENDER PROCESS, Close Date Time 04/04/2014 17:00:00, Name MLULEXI Nhemecza@petrosa..., and Email Address MLULEXI.Nhemecza@petrosa... Below this, there are fields for Line Number, Item Code, Item Description, Consumer Name, Delivery Place Code, Purchase Unit of Measure, and Line Comment. A table of bid items is displayed below, with columns for Responded, Line, Item Code, Item Description, Consumer Name, and Offer Description. The table contains 6 rows of data.

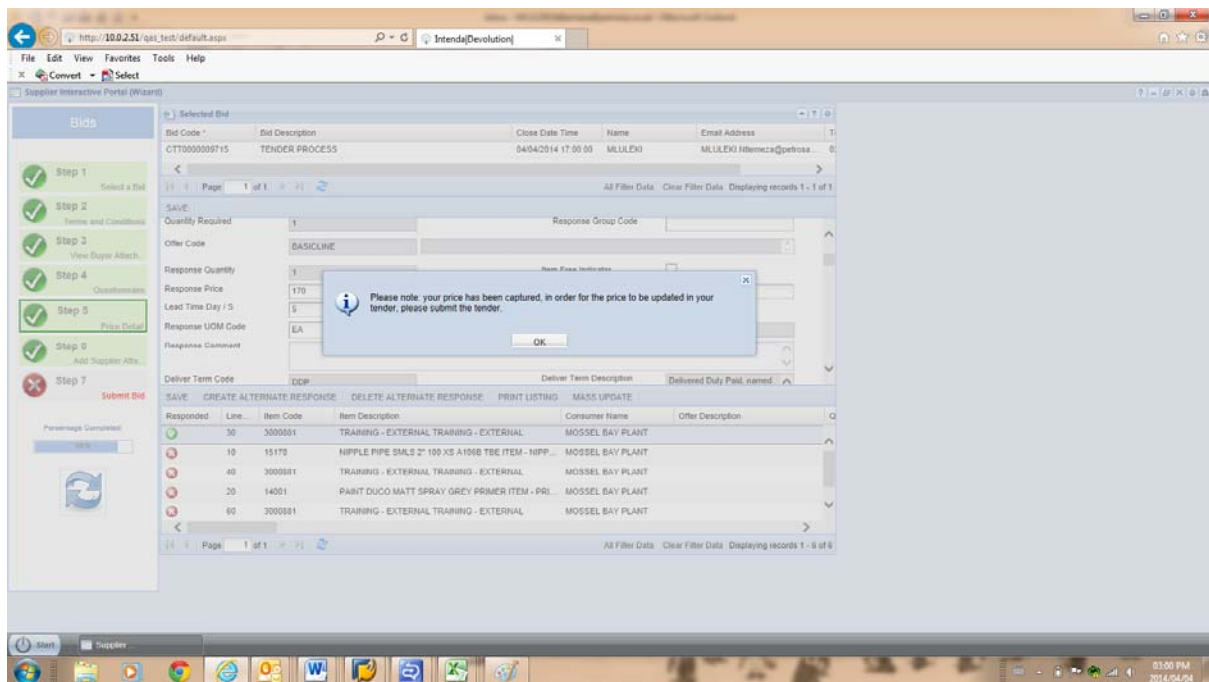
Responded	Line	Item Code	Item Description	Consumer Name	Offer Description
30	3000881	TRAINING - EXTERNAL TRAINING - EXTERNAL	MOSSEL BAY PLANT		
10	15170	HIPPLE PIPE SMLS 2" 100 XS A106B TBE ITEM - HIPPLE	MOSSEL BAY PLANT		
40	3000881	TRAINING - EXTERNAL TRAINING - EXTERNAL	MOSSEL BAY PLANT		
20	14001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

1.16. Please highlight the line item then, on the top screen, scroll down to the "Response Price" field and where the lead time is critical please insert lead time in days in the "Lead Time" field.

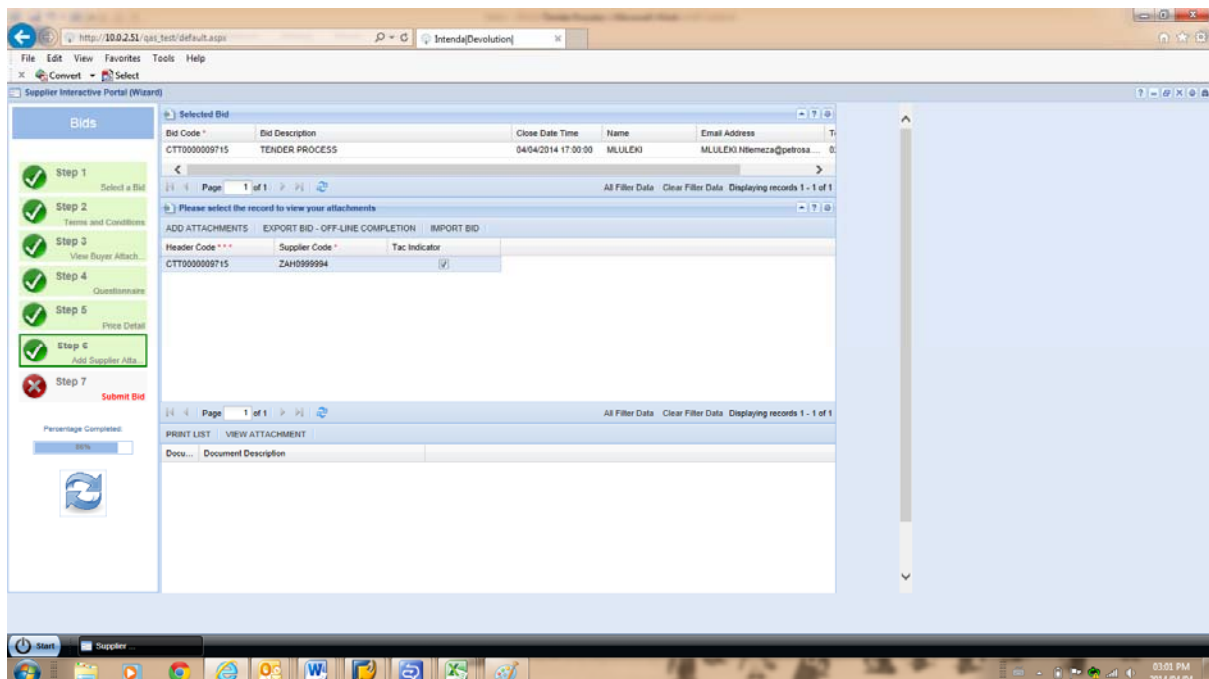
The screenshot shows the 'Supplier Interactive Portal (Wizard)' interface. On the left, a sidebar lists steps 1 through 7. Step 5, 'Price Detail', is highlighted with a green checkmark and a 'Price Detail' button. The main content area is titled 'Selected Bid' and shows a summary of the bid: Bid Code CTT0000009715, Bid Description TENDER PROCESS, Close Date Time 04/04/2014 17:00:00, Name MLULEXI Nhemecza@petrosa..., and Email Address MLULEXI.Nhemecza@petrosa... Below this, there are fields for Quantity Required, Offer Code, Response Quantity, Response Price, Lead Time Day / 5, Response UOM Code, Response Comment, Deliver Term Code, and Deliver Term Description. The 'Response Price' field is highlighted. A table of bid items is displayed below, with columns for Responded, Line, Item Code, Item Description, Consumer Name, and Offer Description. The table contains 6 rows of data.

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

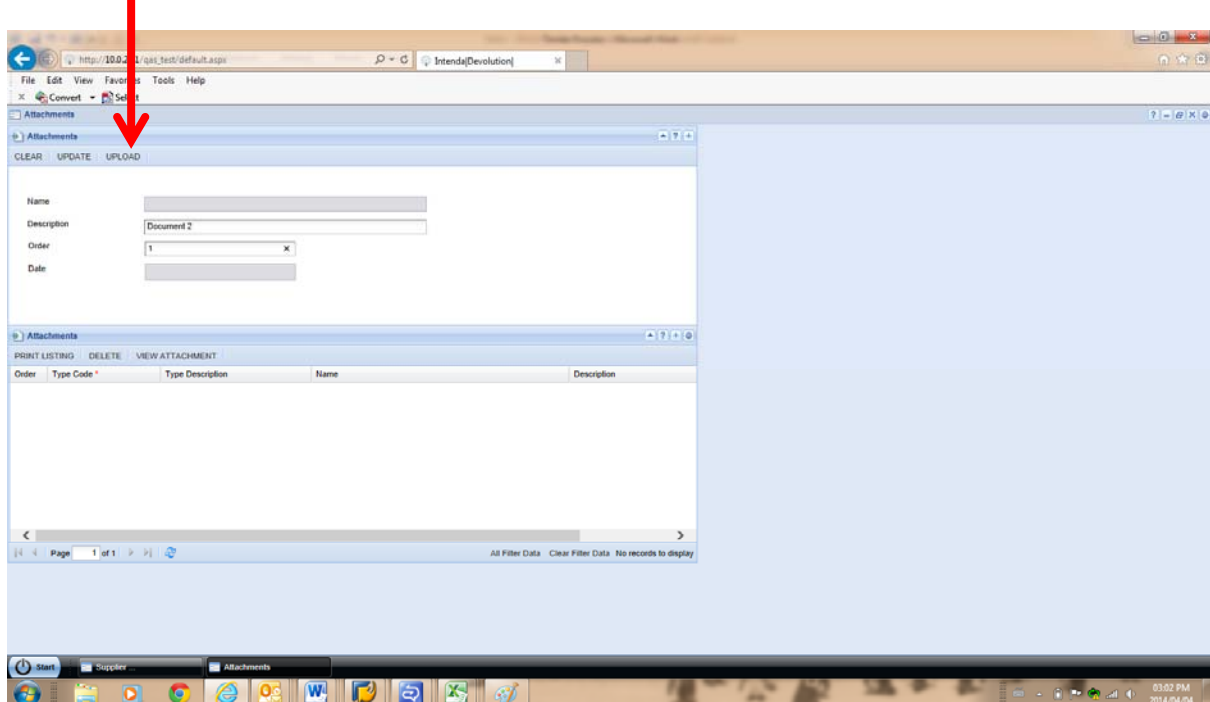
1.17. Please click on “Ok” on the dialog box to proceed.



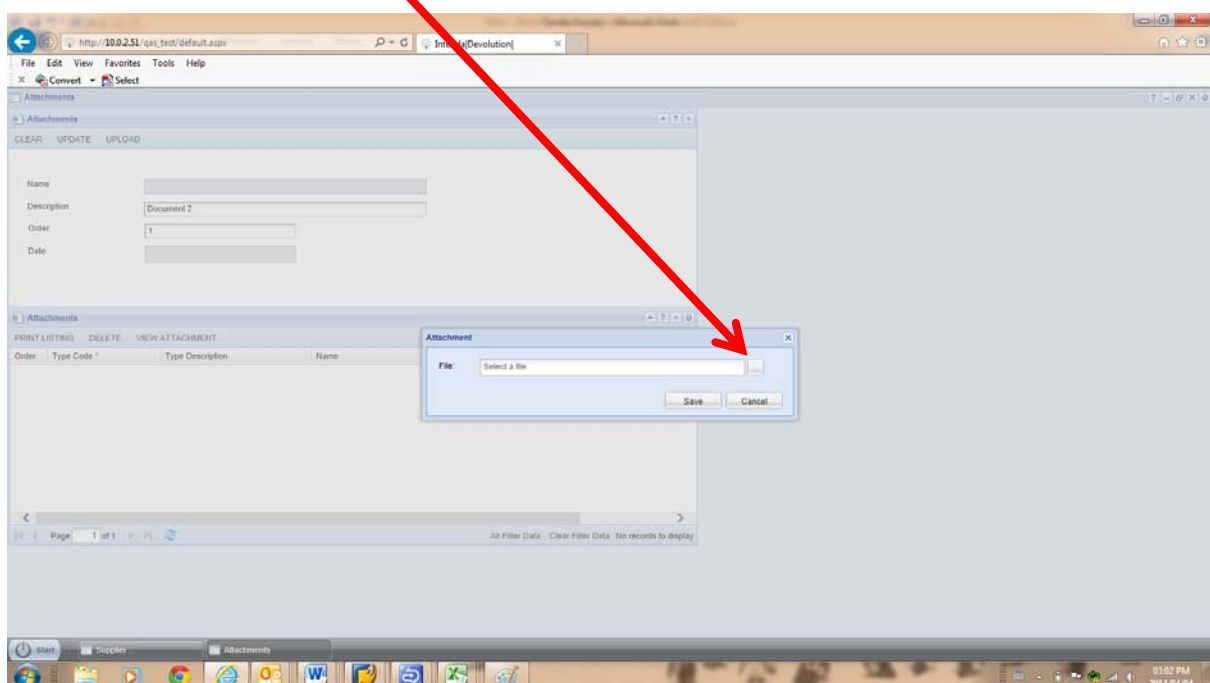
1.18. Please click on Step 6 then highlight the tender and click on “Add Attachments”.



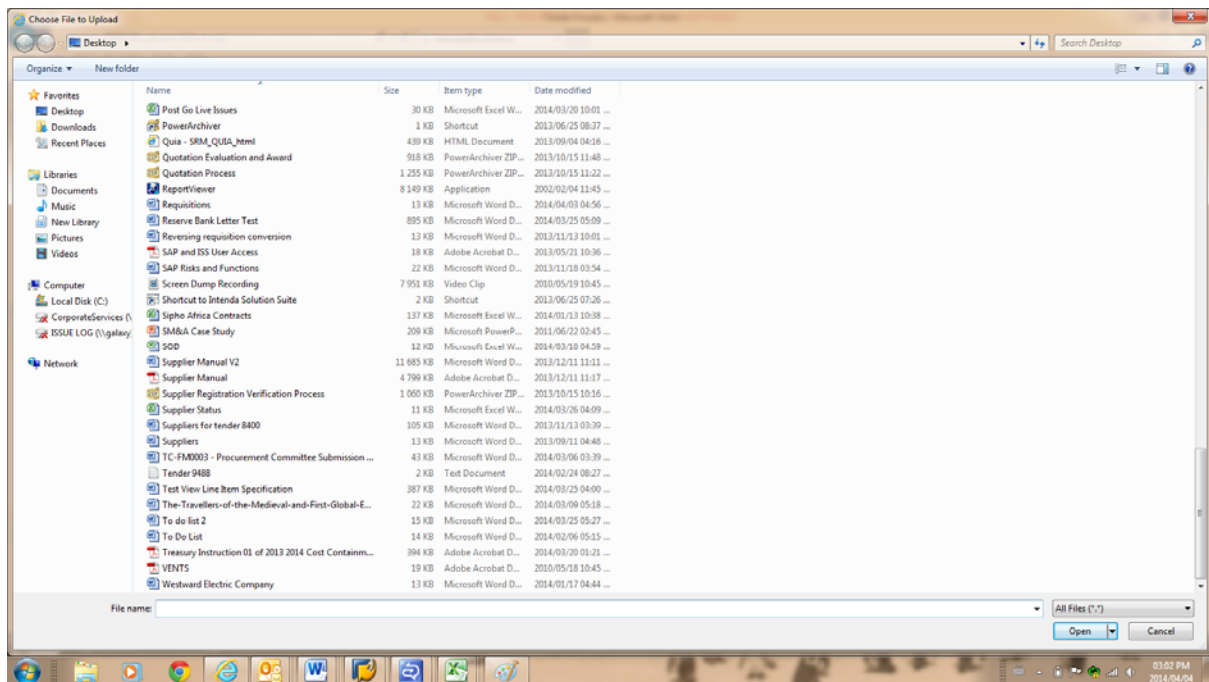
1.19. Please type the description of the document and the order (sequence number) then click on "Upload" button.



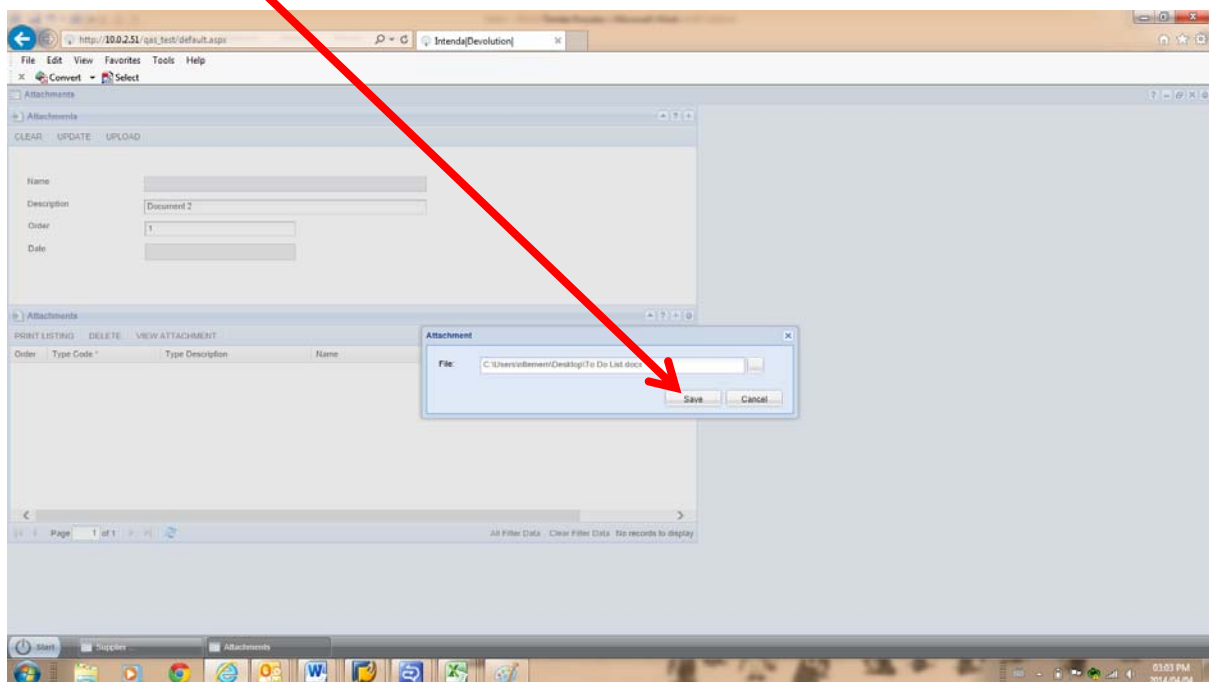
1.20. Please click on "Browse" button to locate the source folder of the file you want to attach to the tender.



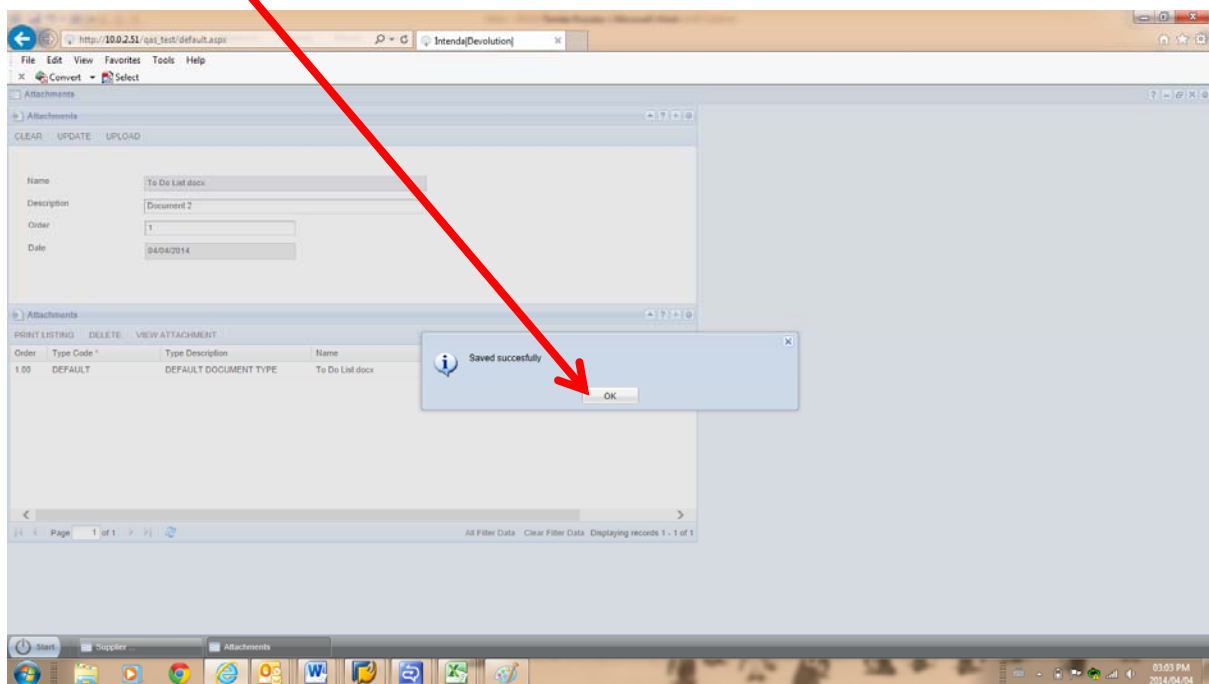
1.21. Please double click on the file you want to attach.



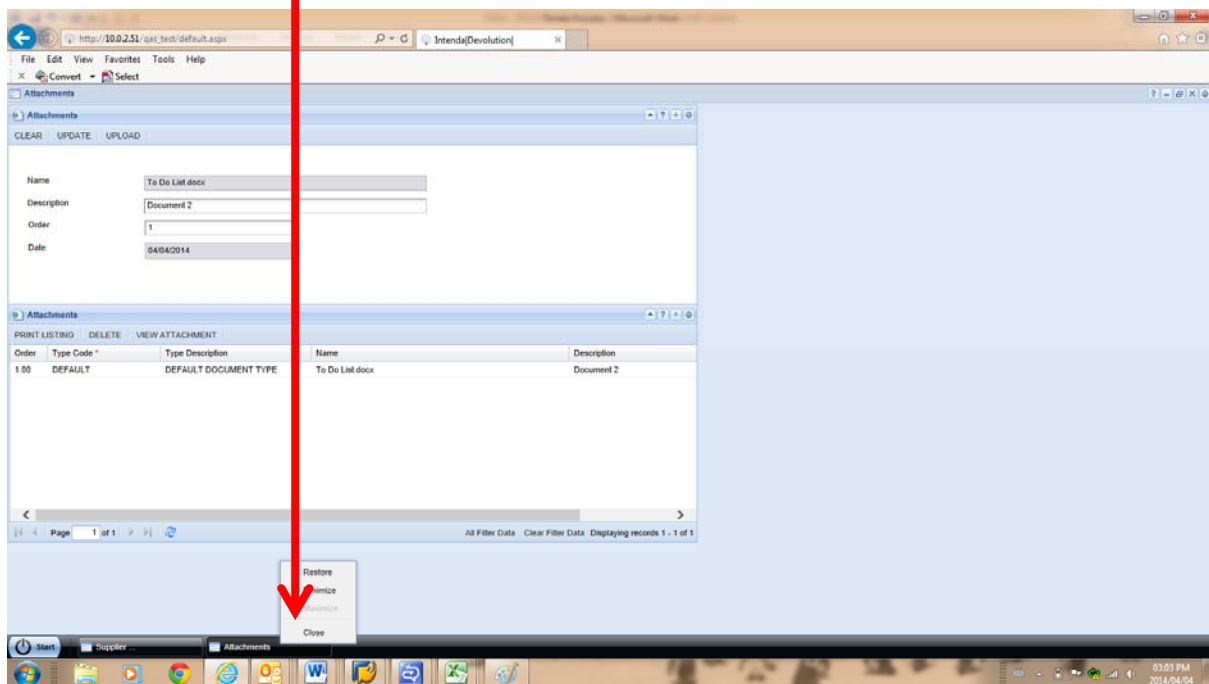
1.22. Please click on "Save".



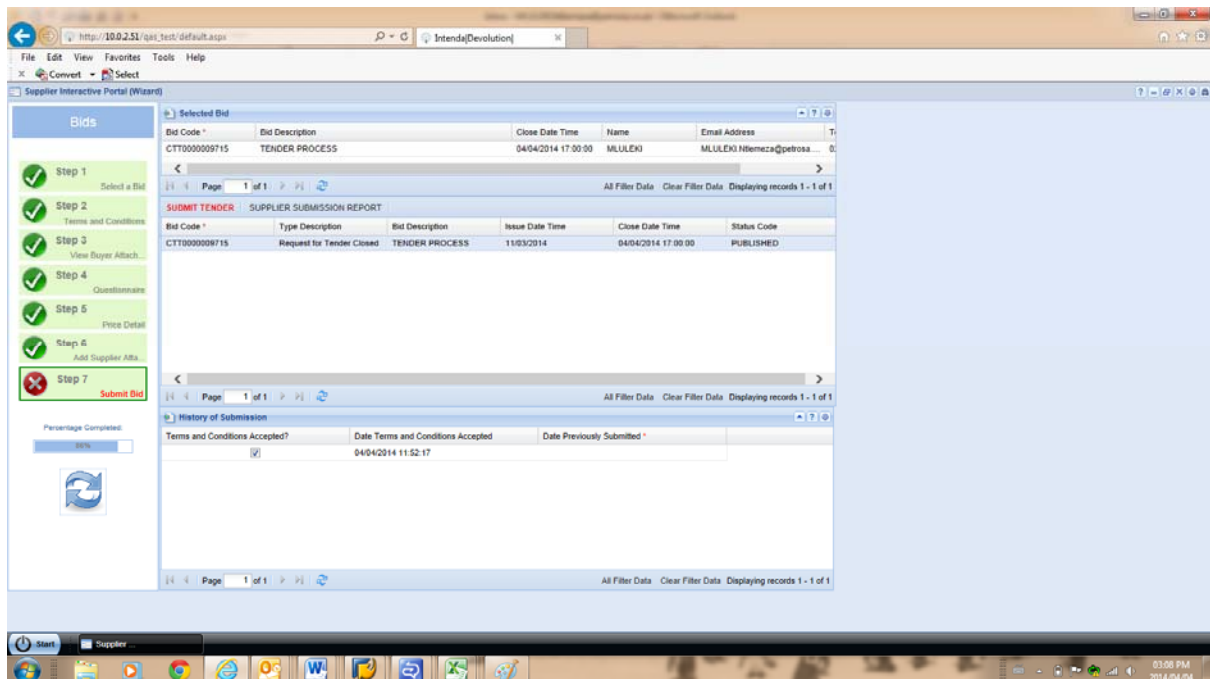
1.23. Please click on "Ok".



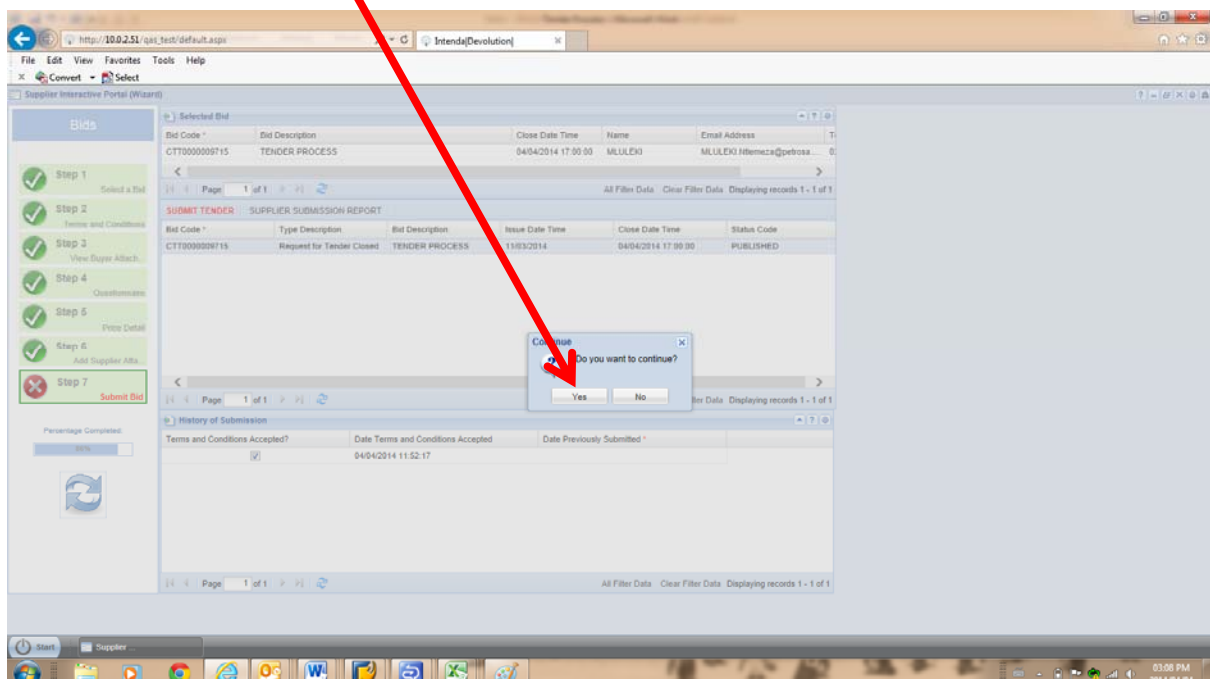
1.24. The file is attached in the bottom screen. Please right click on the session on the task bar then left click on "Close" to close the session and return to the previous screen.



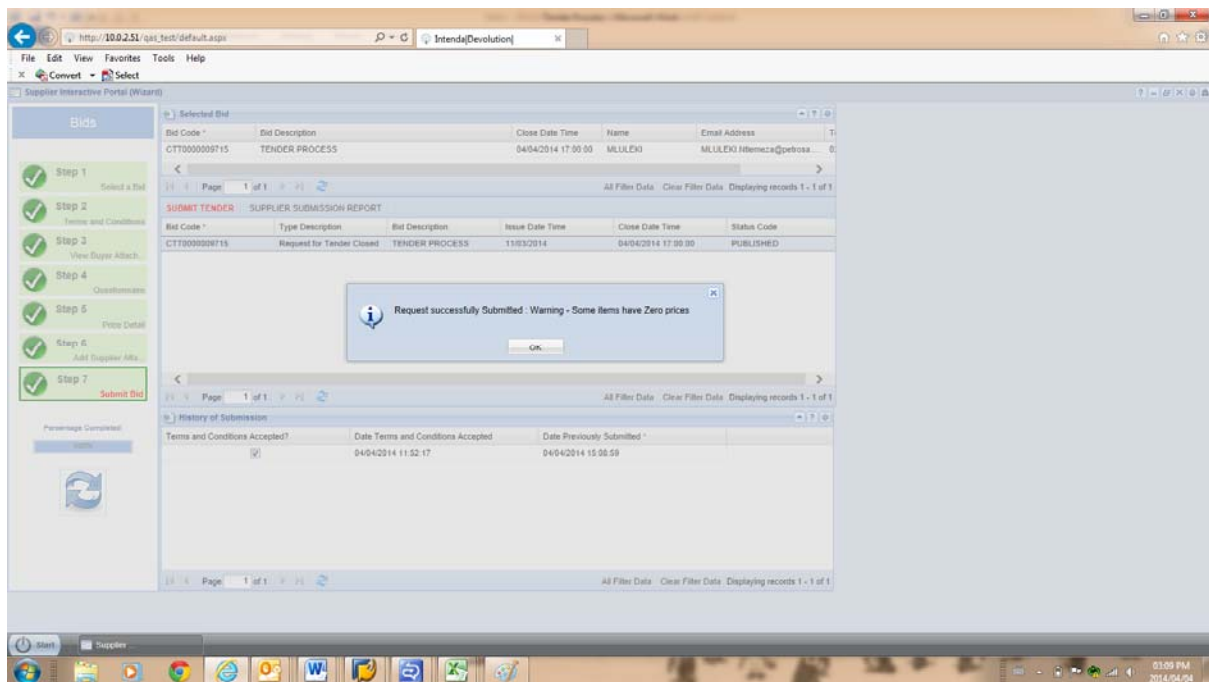
1.25. Please click on Step 7, highlight the tender and click on “Submit Tender” button.



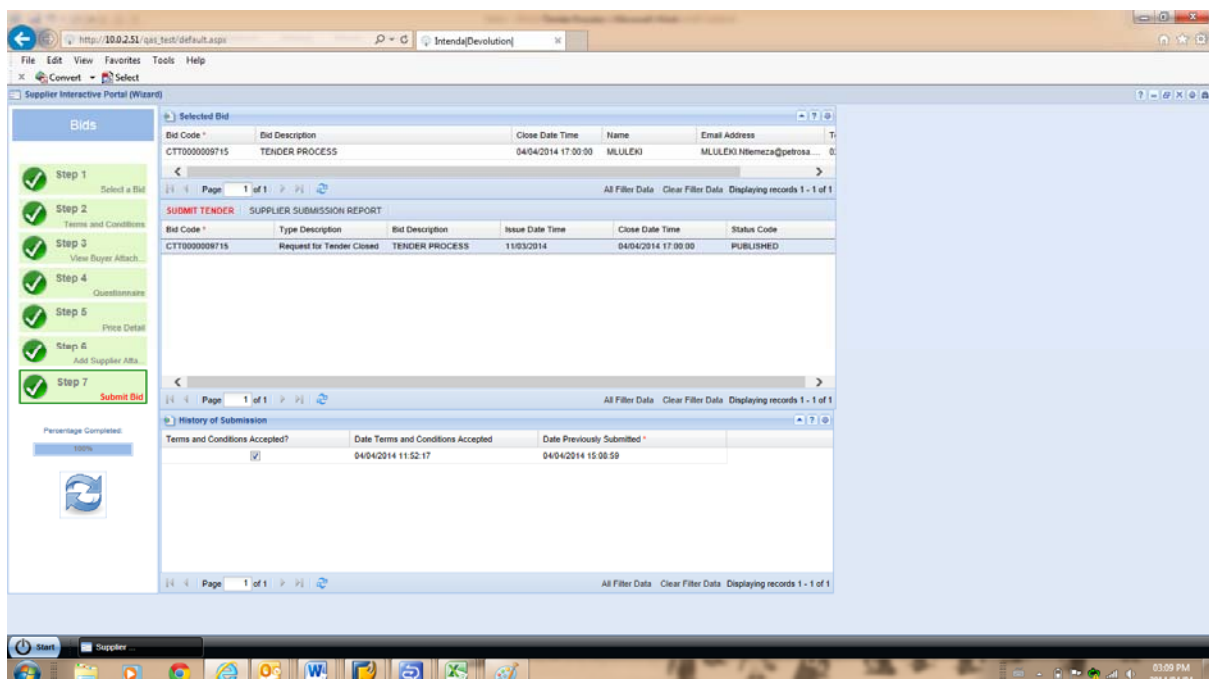
1.26. Please click on “Yes” on the dialog box.



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



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



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

Supplier Interactive Portal (Wizard)

Bids

- Step 1: Select a Bid
- Step 2: Terms and Conditions
- Step 3: View Scope Attach...
- Step 4: Questionnaire
- Step 5: Price Detail
- Step 6: Add Supplier Mfr...
- Step 7: Submit Bid

Percentage Completed: 100%

Submit Bid

Selected Bid

Bid Code: CTT0000009715 Bid Description: TENDER PR...

Close Date Time: Name: Email Address: T...

Reports

INTENDA

Bid Submission

Quotation Number: CTT0000009715 Date Issued: 2014/03/11 12:00:00

Quotation Description: TENDER PROCESS Closing Date: 2014/04/04 05:00:00

Supplier Name: Logi Testing

Address: 123

Contact Person: 7560

ITEM CODE	ITEM DESCRIPTION	END USER CODE	QUANTITY REQUIRED	DATE REQUIRED	PURCHASE UNIT OF MEASURE CODE	RESPONSE QUANTITY	RESPONSE PRICE	LEAD TIME	RESPONSE UNIT OF MEASURE
15170	NIPPLE PIPE 3/4" X 1/2" A1988 T86	1101	4.0000		EA	4.0000			EA
14001	PAINT GUCO MATT SPRAY GREY PRIMER	1101	30.0000		EA	30.0000			EA
3000001	TRAINING - EXTERNAL	1101	1.0000		EA	1.0000	170.0000	5	EA
3000001	TRAINING - EXTERNAL	1101	1.0000		EA	1.0000			EA
14030	COUPLING PIPE STD 1" 3000W SW A105	1101	10.0000		EA	10.0000			EA
3000001	TRAINING - EXTERNAL	1101	1.0000		EA	1.0000			EA

History of Submission

Terms and Conditions Accepted? ☒

Page: 1 of 1

Start Supplier

03:10 PM 2014/04/04