LEMBAGA TABUNG HAJI



Sourcing Supplier Responding to SSRFQ

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1.0 Accessing Sourcing Supplier Home Page

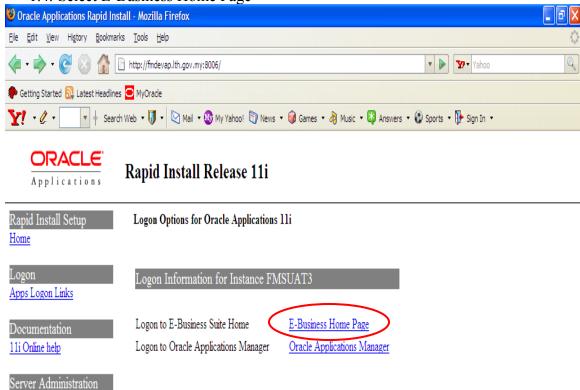
- 1.1. Go to Internet Explorer/Mozilla Firefox
- 1.2. Enter URL> https://eps.tabunghaji.gov.my

1.3. Click at Apps Logon Links.

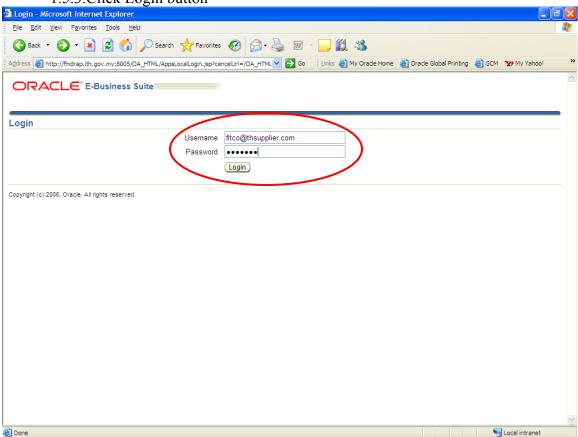


1.4. Select E-Business Home Page

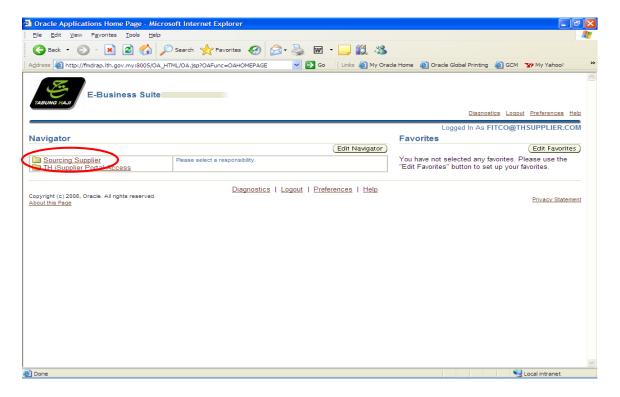
Machine Admin Scripts



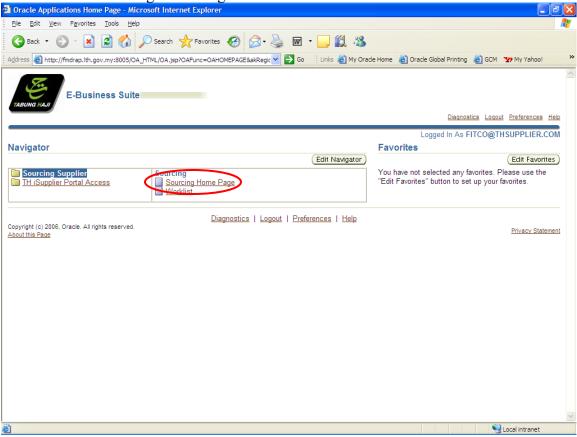
- 1.5. Enter Login id and Password. (Refer to Attachment A)
 - 1.5.1.Enter Username.
 - 1.5.2.Enter Password.
 - 1.5.3.Click Login button



1.6. Select Sourcing Supplier responsibility.

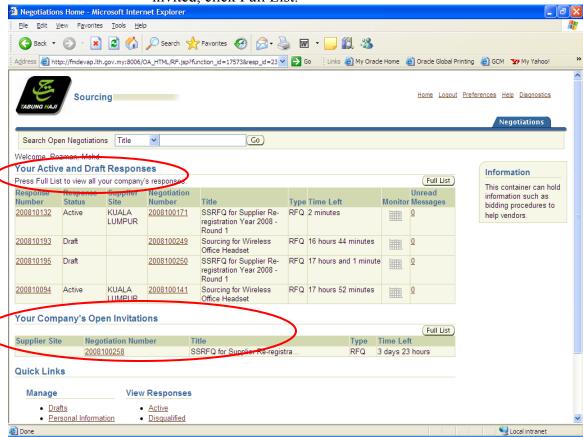


1.7. Click Sourcing Home Page

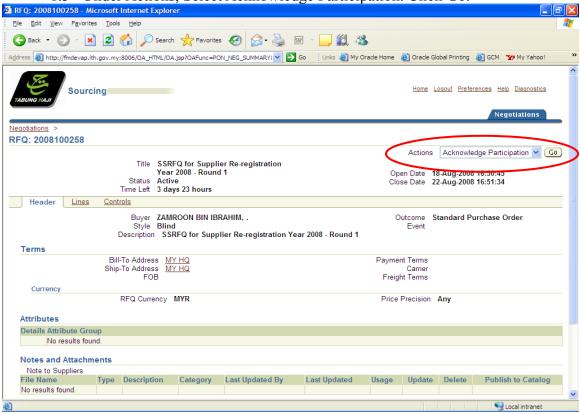


2.0 Negotiation Page

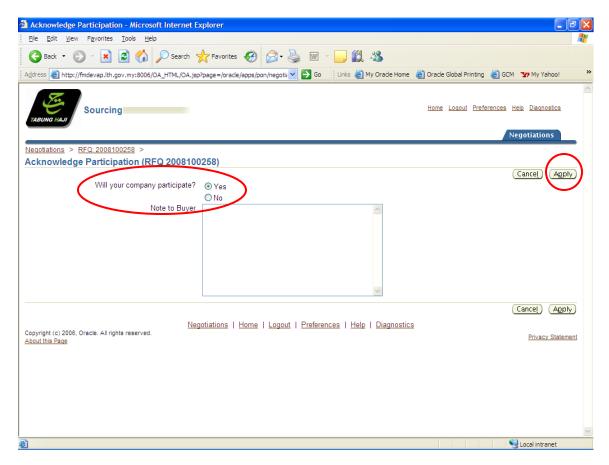
- 1.1 To search for your active and draft responses
 - 1.1.1 If you are currently participating in a negotiation, or are in the process of preparing a response for a negotiation, information on your responses is displayed under Your Active and Draft Responses section of the Negotiations Home page.
- 1.2 Review Your Company's Open Invitation.
 - 1.2.1 If a buyer has invited you to participate in a negotiation, you will see an entry for that negotiation under Your Company's Open Negotiations.
 - 1.2.2 To access a negotiation, click the Number link for that negotiation. You can see the details of the negotiation and decide whether or not to participate.
 - 1.2.3 To see a complete list of negotiations to which you have been invited, click Full List.



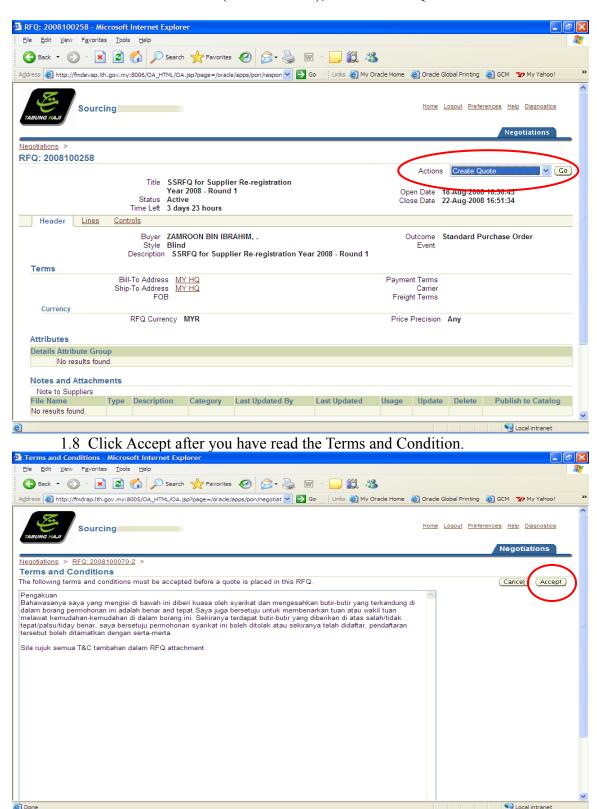
1.3 Under Actions, Select Acknowledge Participation. Click Go.



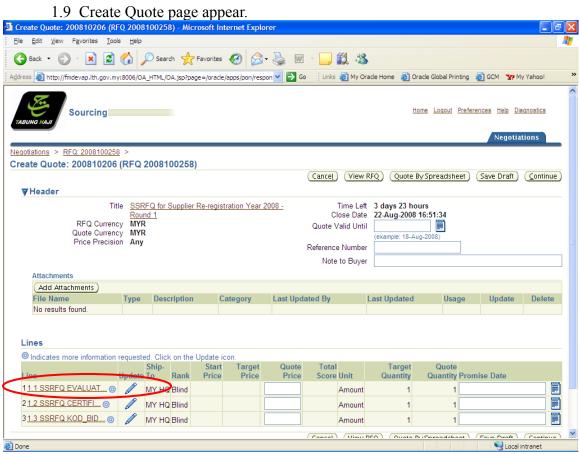
- 1.4 Select 'Yes' to participate.
- 1.5 Enter Note to Buyer.
- 1.6 Click Apply.



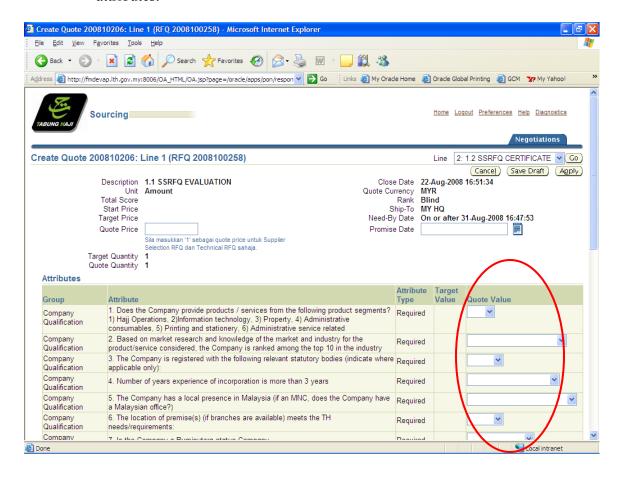
1.7 Under Actions LOV (List of Values), select Create Quote. Click Go.



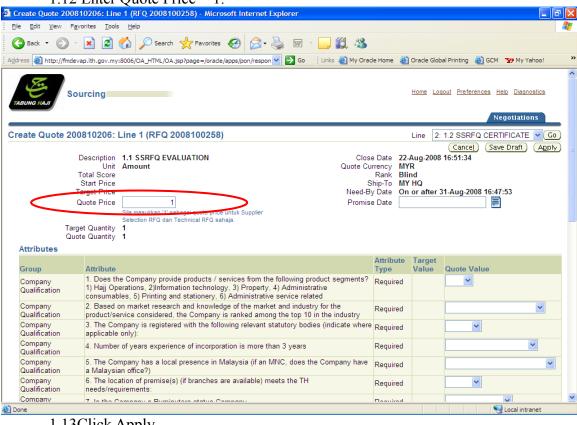
Done



- 1.10Click 'Update' (Pencil icon) to enter the Quote for Line 1.
- 1.11Select Quote Value for each attribute. You **must** respond when the Attribute Type indicates Required. Scroll down until you have answered all the required attributes.

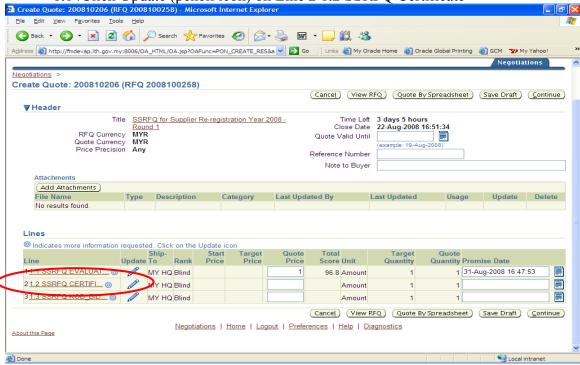


1.12 Enter Quote Price = 1.

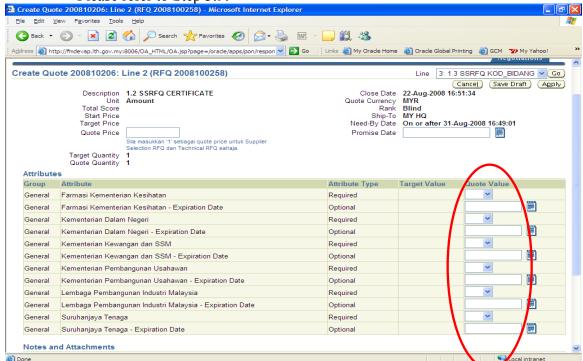


1.13Click Apply Treate Quote 200810206: Line 1 (RFQ 2008100258) - Microsoft Internet Explorer Ele Edit View Favorites Tools Help O Back ▼ O ▼ 🗷 🗷 🖍 🔎 Search 🦅 Favorites 🚱 🕞 ▼ 🤚 🔞 🤻 🦓 Agdress 🗃 http://findevap.lth.gov.my:8006/DA_HTML/OA.jsp?page=/orade/apps/pon/respon 🔻 🔁 Go 🔻 Links 👸 My Oracle Home 👸 Oracle Global Printing 👸 GCM 😿 My Yahoo! Home Logout Preferences Help Diagnostics Sourcing Negotiations Line 2: 1.2 SSRFQ CERTIFICATE Create Quote 200810206: Line 1 (RFQ 2008100258) Cancel Save Draft Apply Description Unit Amount
Total Score Close Date 22-Aug-2008 16:51:34 Quote Currency MYR
Rank Blind Ship-To MY HQ Need-By Date On or after 31-Aug-2008 16:47:53 Start Price Target Price Promise Date 31-Aug-2008 16:47:53 Quote Price Target Quantity 1 Quote Quantity 1 Attributes Attribute Group Quote Value Type Does the Company provide products / services from the following product segments?
 Hajj Operations, 2)Information technology, 3) Property, 4) Administrative consumables, 5) Printing and stationery, 6) Administrative service related Company Qualification Yes 🕶 Based on market research and knowledge of the market and industry for the product/service considered, the Company is ranked among the top 10 in the industry a) Top 10 in the market Required 3. The Company is registered with the following relevant statutory bodies (indicate where Required a) Yes 🕶 applicable only): a) More than 10 years 4. Number of years experience of incorporation is more than 3 years Qualification 5. The Company has a local presence in Malaysia (if an MNC, does the Company have Required Company b) MNC with Malaysian office 💌 Qualification a Malaysian office?) 6. The location of premise(s) (if branches are available) meets the TH Company a) Yes 💌 Required Qualification Company Required Non Bumiputera 7. Is the Company a Bumiputera status Company Qualification S Local intranet Done

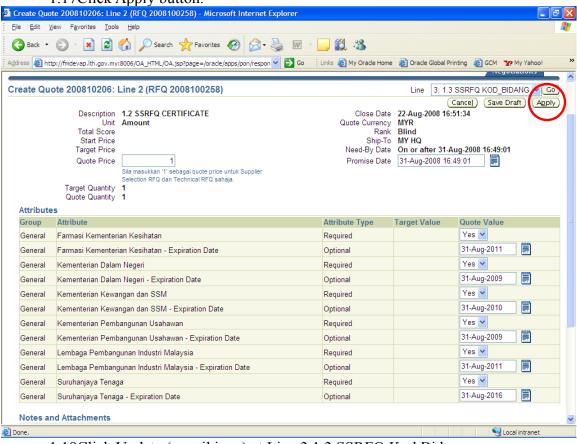
1.14Click Update (pencil icon) on Line 2 1.2 SSRFQ Certificate



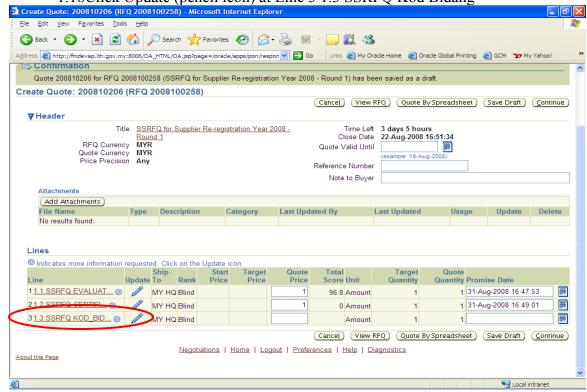
- 1.15Enter Quote Price = 1
- 1.16Enter Quote Value for "Required" attributes. If the Quote Value = Yes, please provide the certificate expiration date and attached the scanned certificate. Please refer to Step 3.9.



1.17Click Apply button.

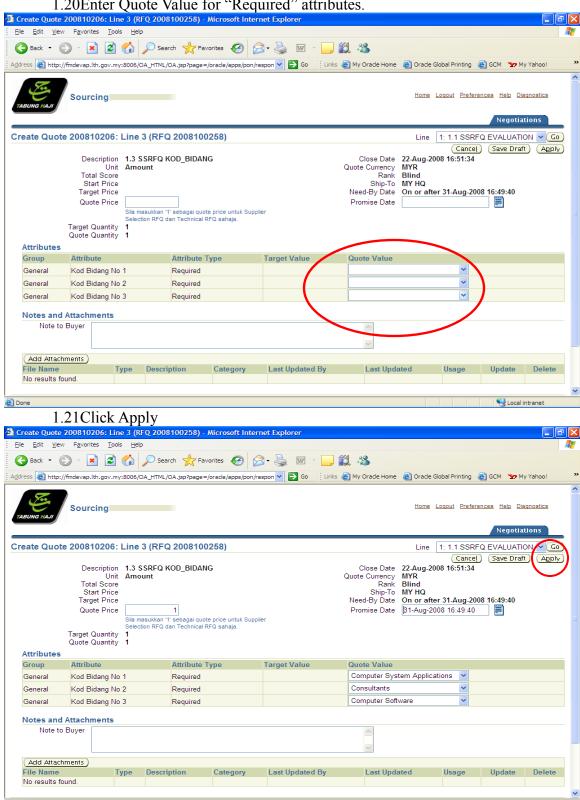


1.18Click Update (pencil icon) at Line 3 1.3 SSRFQ Kod Bidang

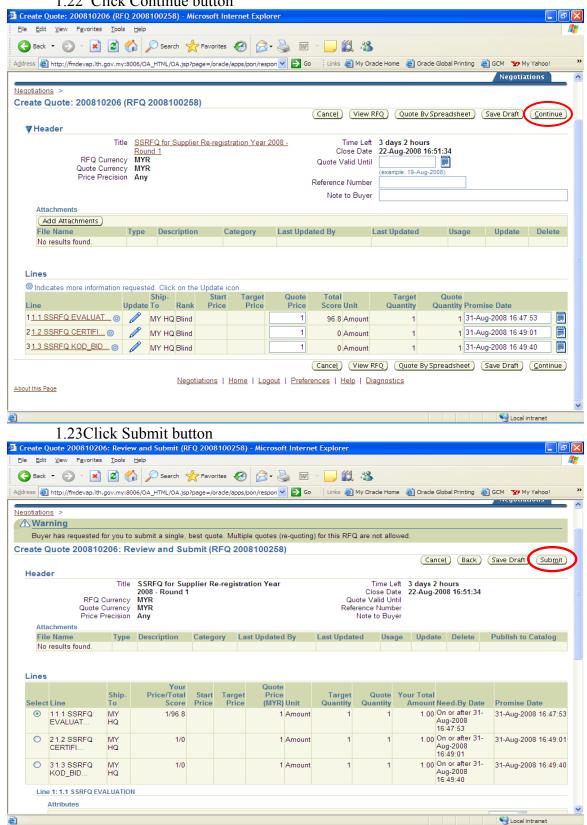


1.19 Enter Quote Price = 1

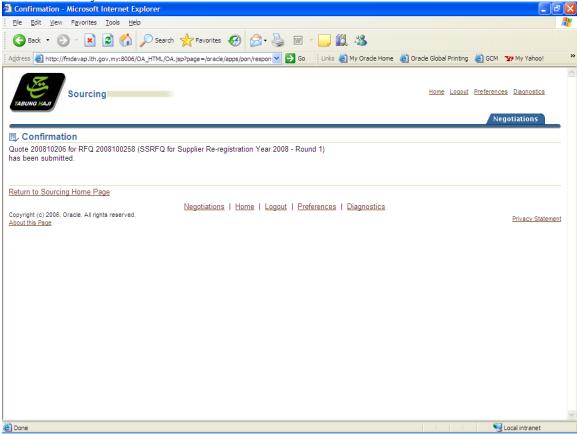
1.20Enter Quote Value for "Required" attributes.



1.22 Click Continue button



1.24 Confirmation Page appear confirming the quote has been submitted to TH buyer.

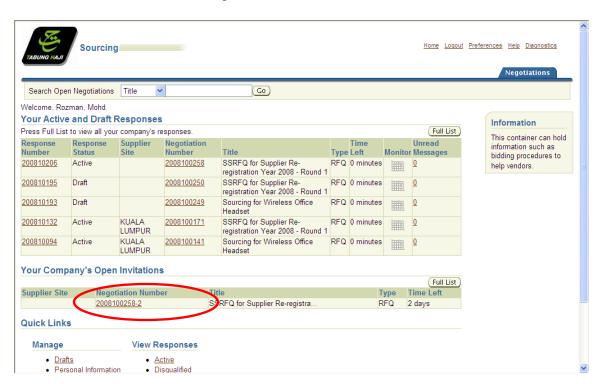


1.25End for 1st round SSRFQ activity.

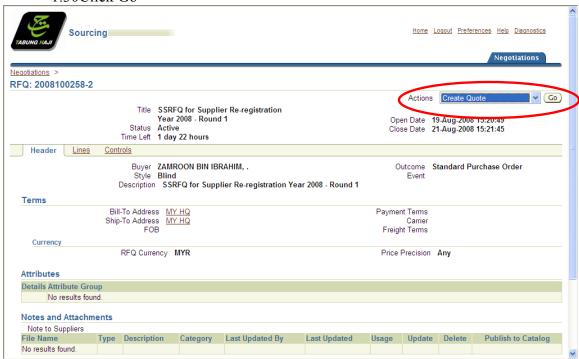
3.0 2nd Round SSRFQ

- 1.26Login to your username.
- 1.27Enter your password.
- 1.28Click on to the Negotiation number under Your Company's Open Invitations. Please note that the 2nd round SSRFQ will have the 1st round SSRFQ number with –x (x= number of rounds), for example:

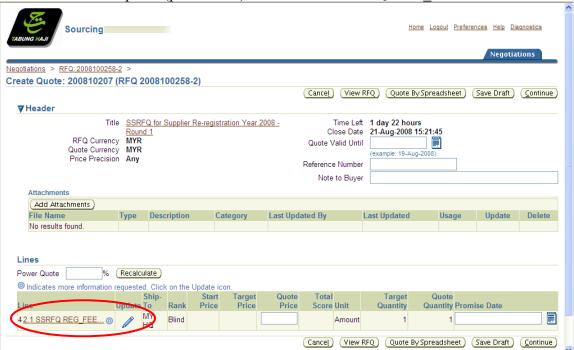
 1^{st} Round SSRFQ = 2008100258 2^{nd} Round SSRFQ = 2008100258-2



1.29 Select Create Quote under Actions LOV (List of Values) 1.30Click Go



1.31Click Update (pencil icon) on Line 4 2.1 SSRFQ REG FEES

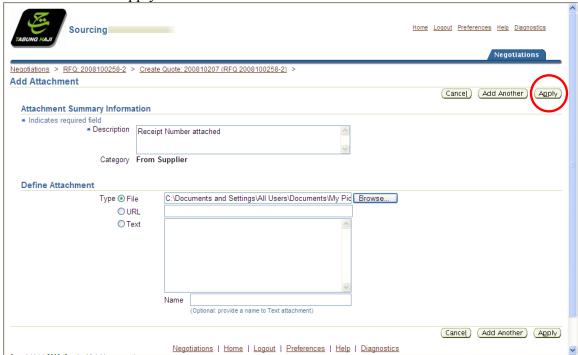


1.32 Enter Quote Price = 1 1.33Enter Quote Value = Your Receipt Number



1.34 Click Add Attachments to attached your scanned Receipt.

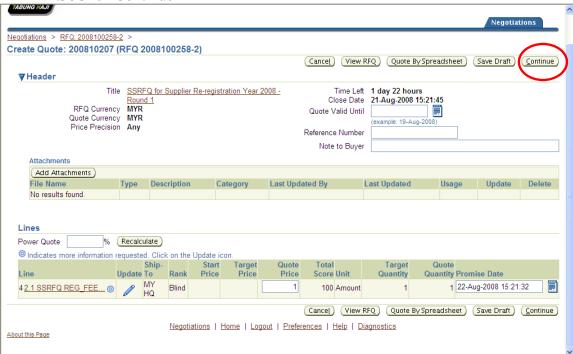
1.35Click Apply



1.36 Confirmation on attached document has been successfully added.

1.37Click Apply Negotiations Confirmation Water lilies.jpg attachment has been added successfully. Create Quote 200810207: Line 4 (RFQ 2008100258-2) Cancel Save Draft Apply Description 2.1 SSRFQ REG_FEES Close Date 21-Aug-2008 15:21:45 Quote Currency MYR
Rank Ship-To MY HQ
Need-By Date On or after 22-Aug-2008 15:21:32 Unit Amount Total Score 100 Start Price Target Price Quote Price Promise Date 22-Aug-2008 15:21:32 Sila masukkan '1' sebagai quote price untuk Supplier Selection RFQ dan Technical RFQ sahaja Target Quantity 1 Quote Quantity 1 Attributes Group Attribute Attribute Type Target Value TH2008500001 Registration Fees Receipt Number Required **Notes and Attachments** Note to Buyer (Add Attachments) Last Updated Usage Update Delete File Name Type Description Last Updated By Category Water lilies.jpg File Receipt Number attached

1.38Click Continue



1.39 Click Submit button.



1.40 Confirmation on 2nd round quote has been submitted.



1.41 End of Activity for SSRFQ