LEMBAGA TABUNG HAJI

Sourcing Supplier Responding to SSRFQ

Author: Afriza Binti Abdollah

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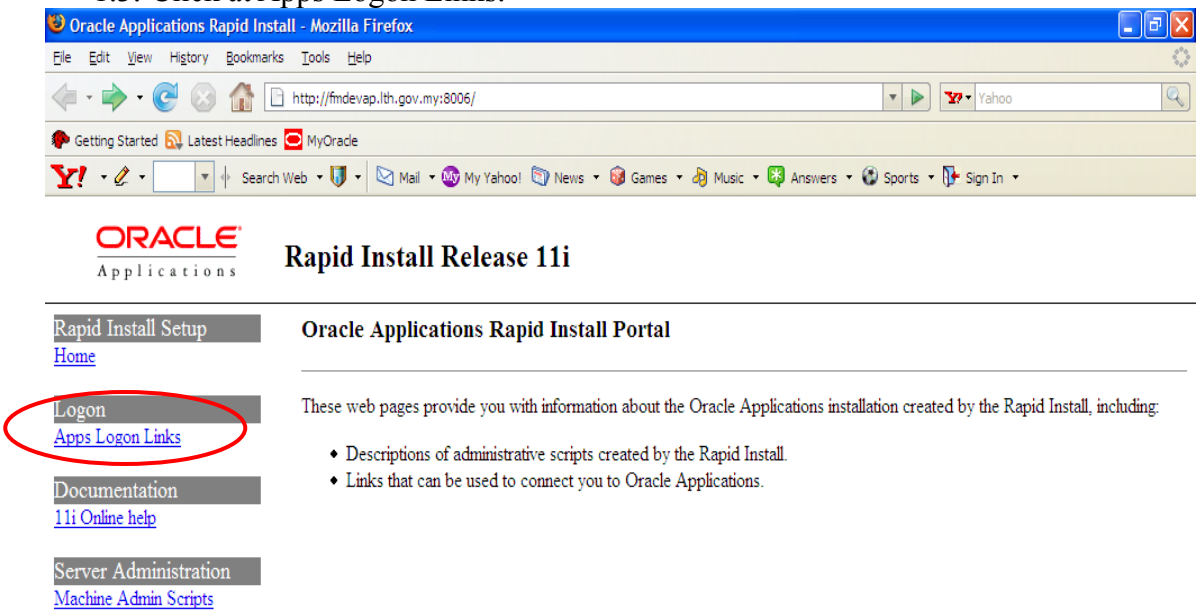
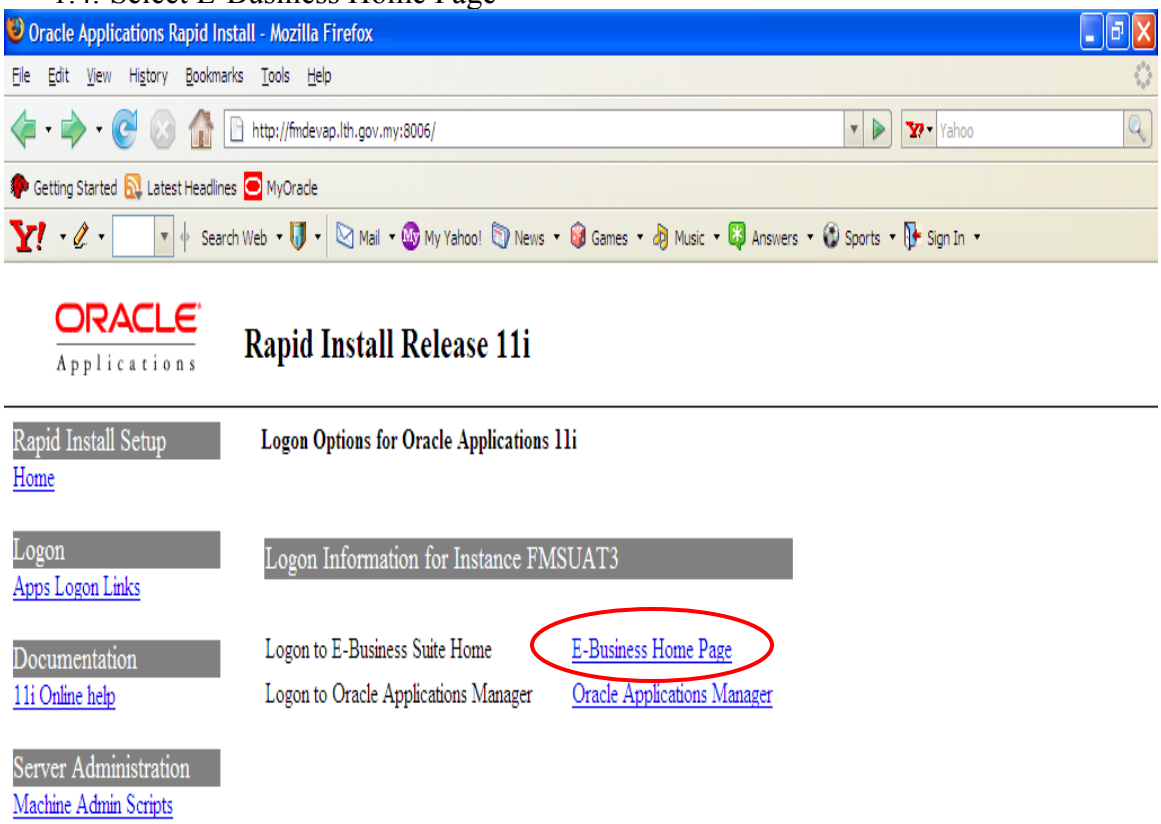
1.0 Accessing Sourcing Supplier Home Page

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

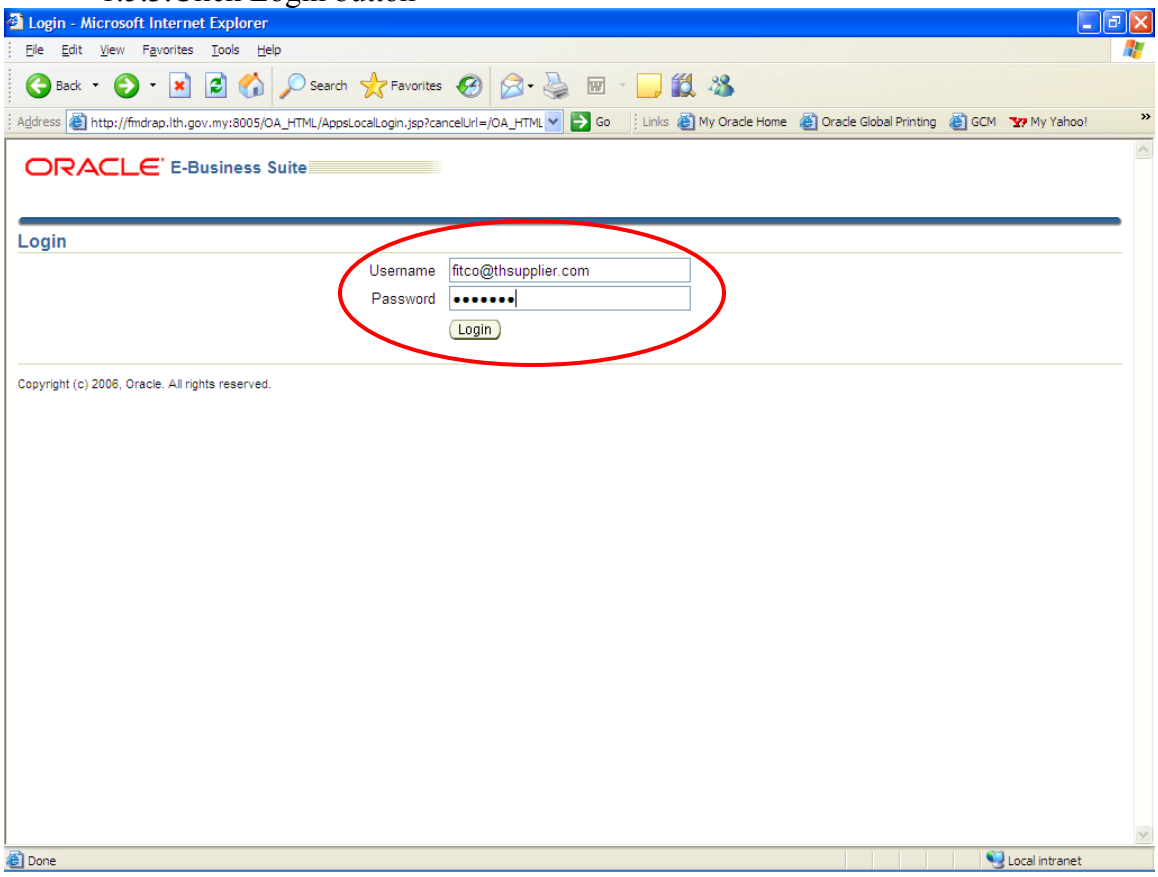


1.5. Enter Login id and Password. (Refer to Attachment A)

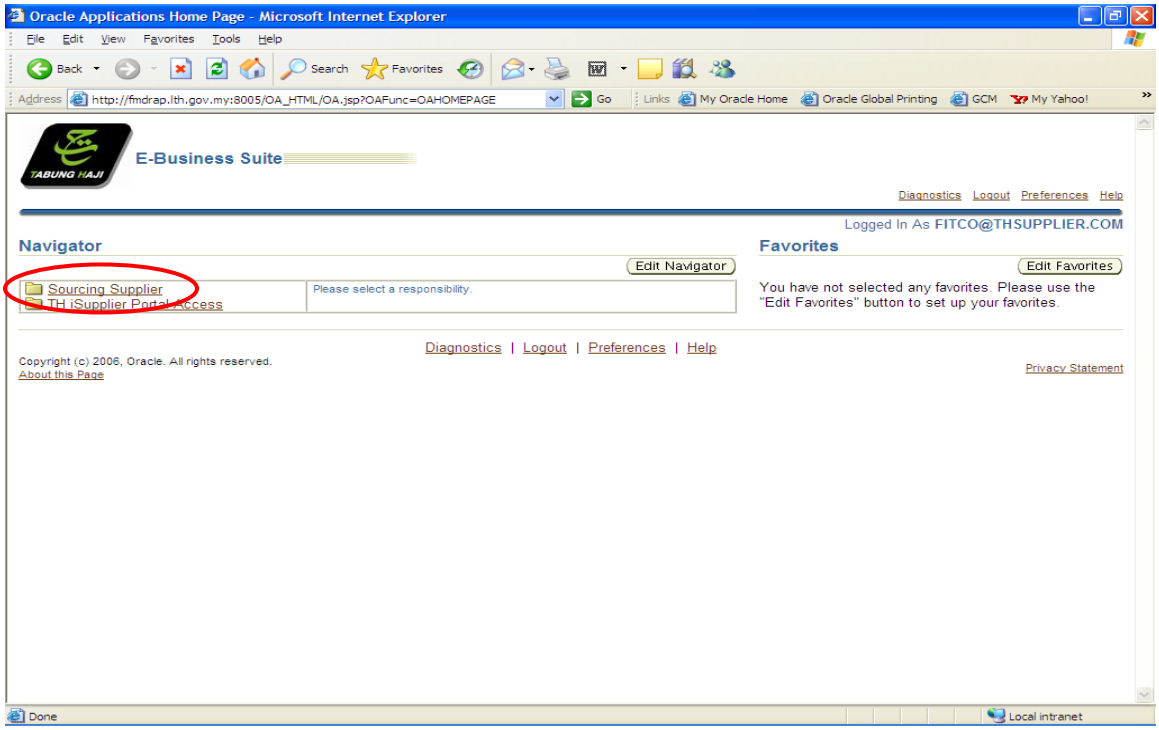
1.5.1. Enter **Username**.

1.5.2. Enter **Password**.

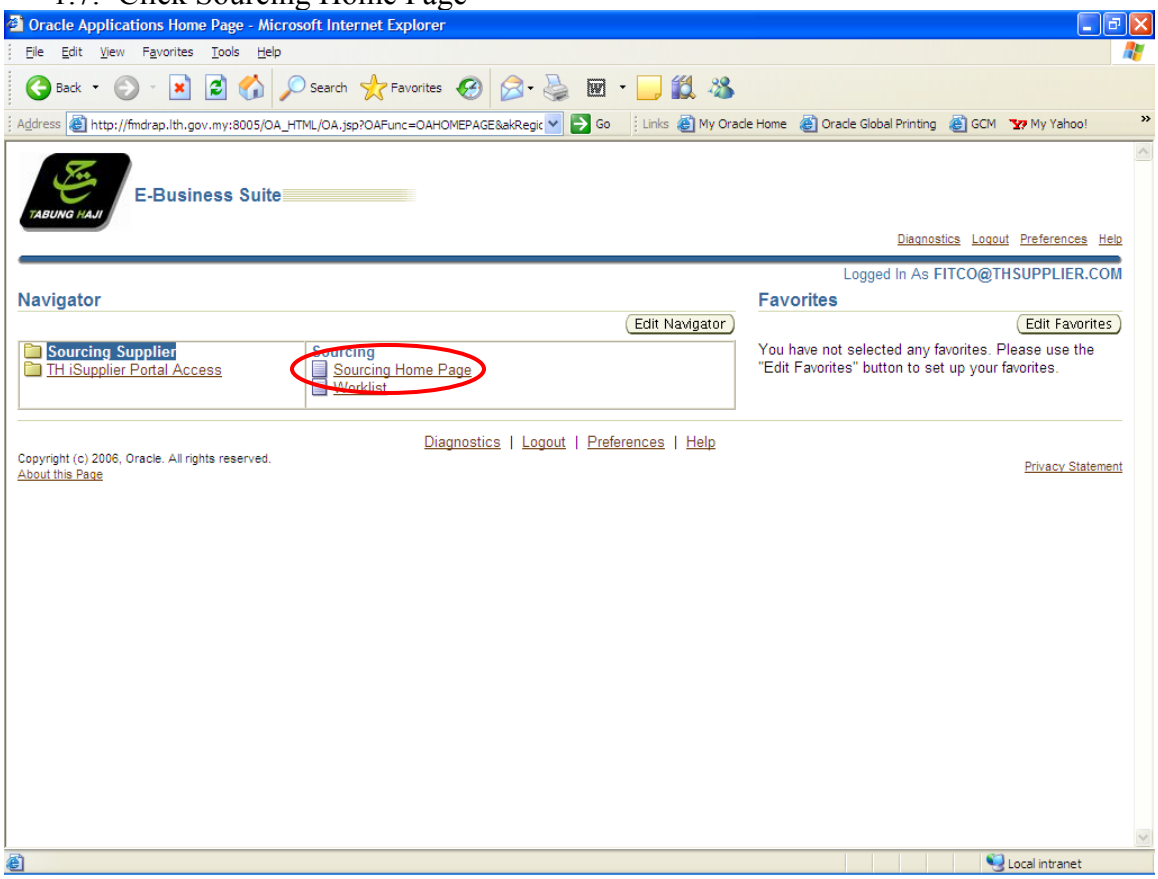
1.5.3. Click Login button



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

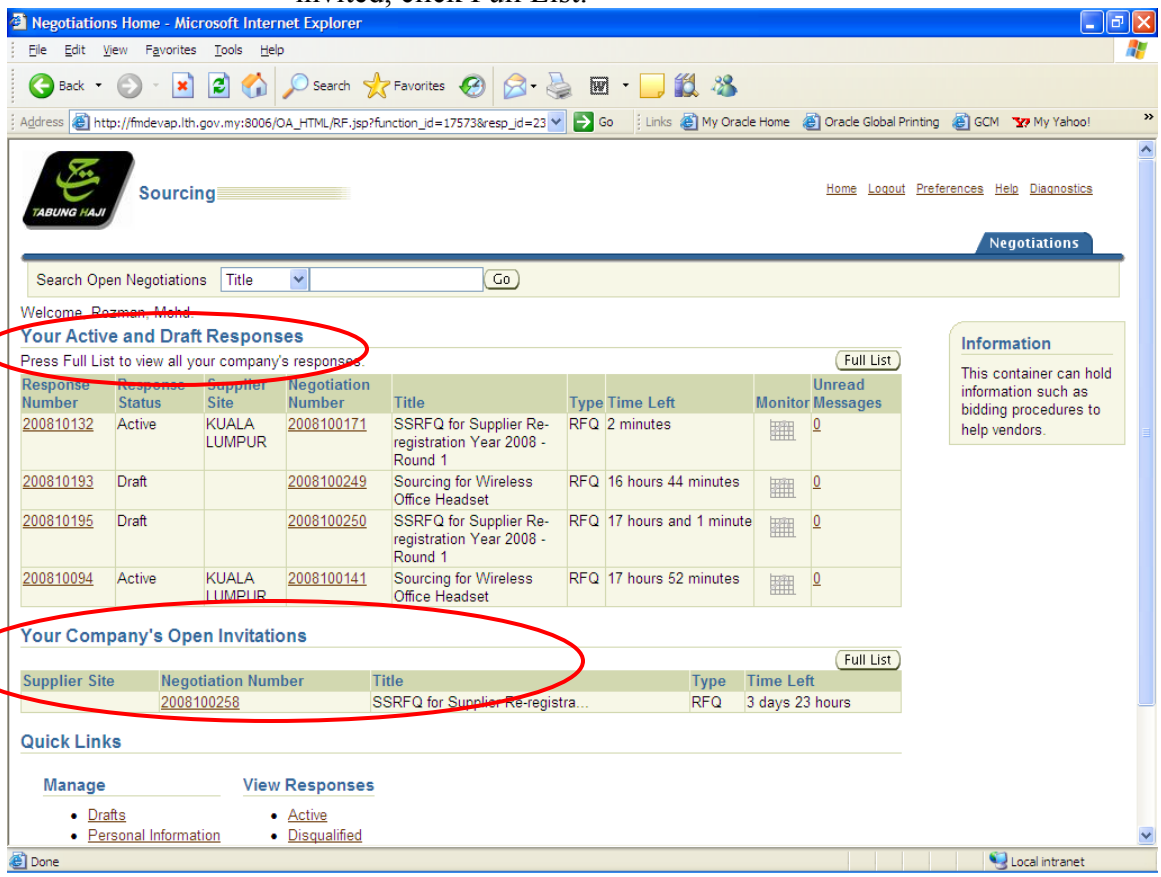
1.1.1 If you are currently participating in a negotiation, or are in the process of preparing a response for a negotiation, information on your responses is displayed under Your Active and Draft Responses section of the Negotiations Home page.

1.2 Review Your Company's Open Invitation.

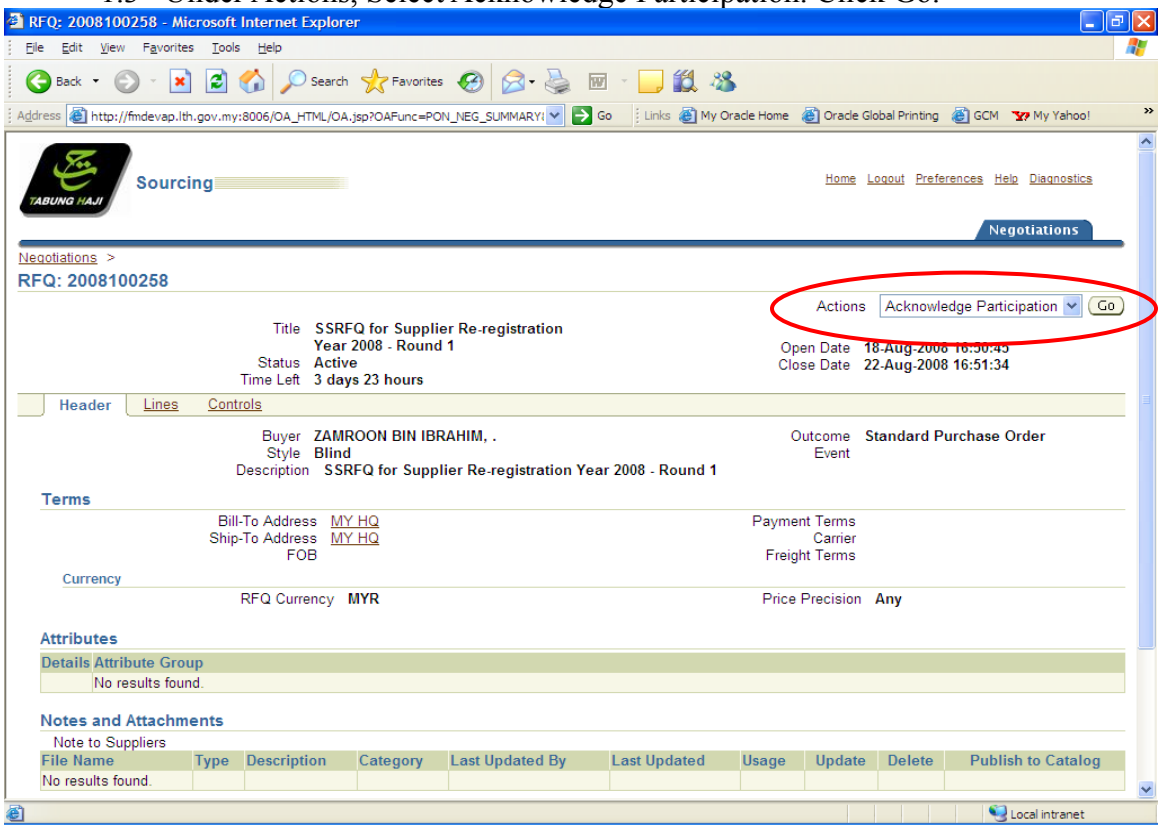
1.2.1 If a buyer has invited you to participate in a negotiation, you will see an entry for that negotiation under Your Company's Open Negotiations.

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.

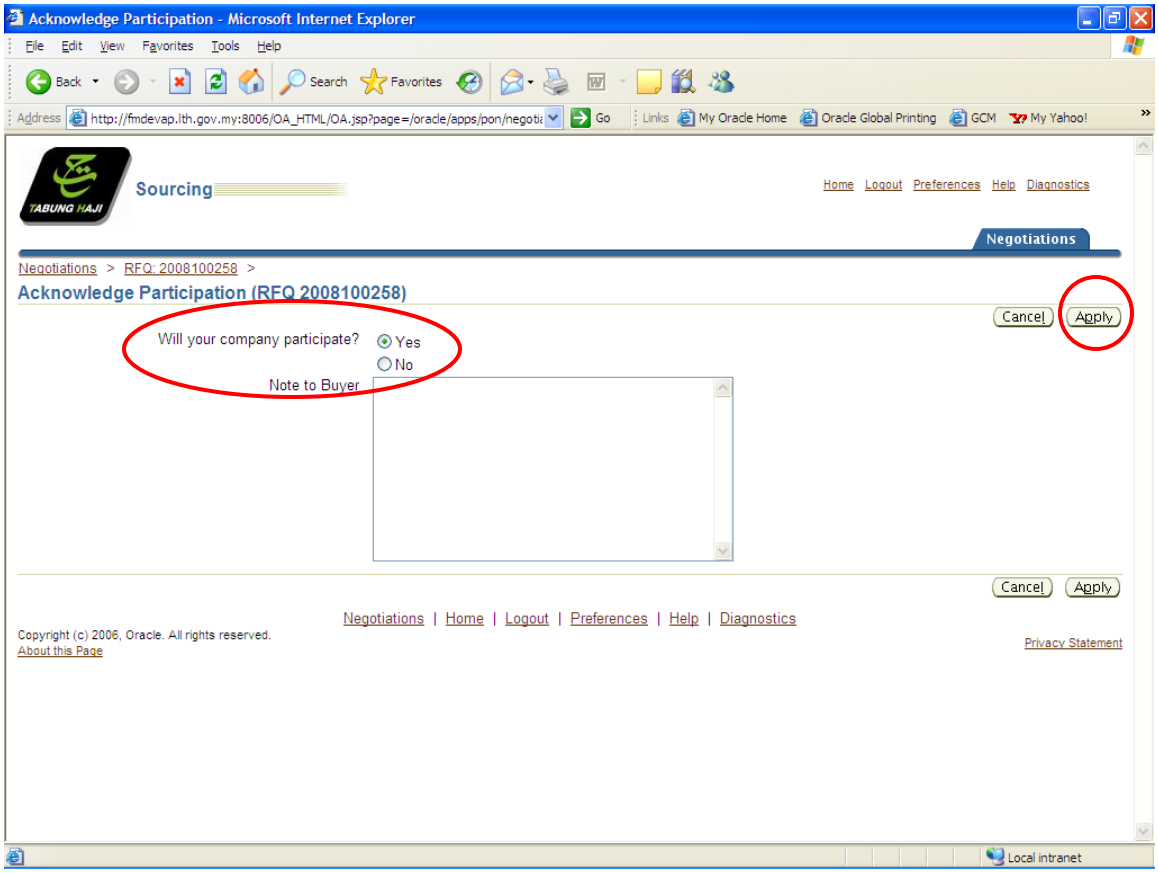
1.2.3 To see a complete list of negotiations to which you have been invited, click Full List.



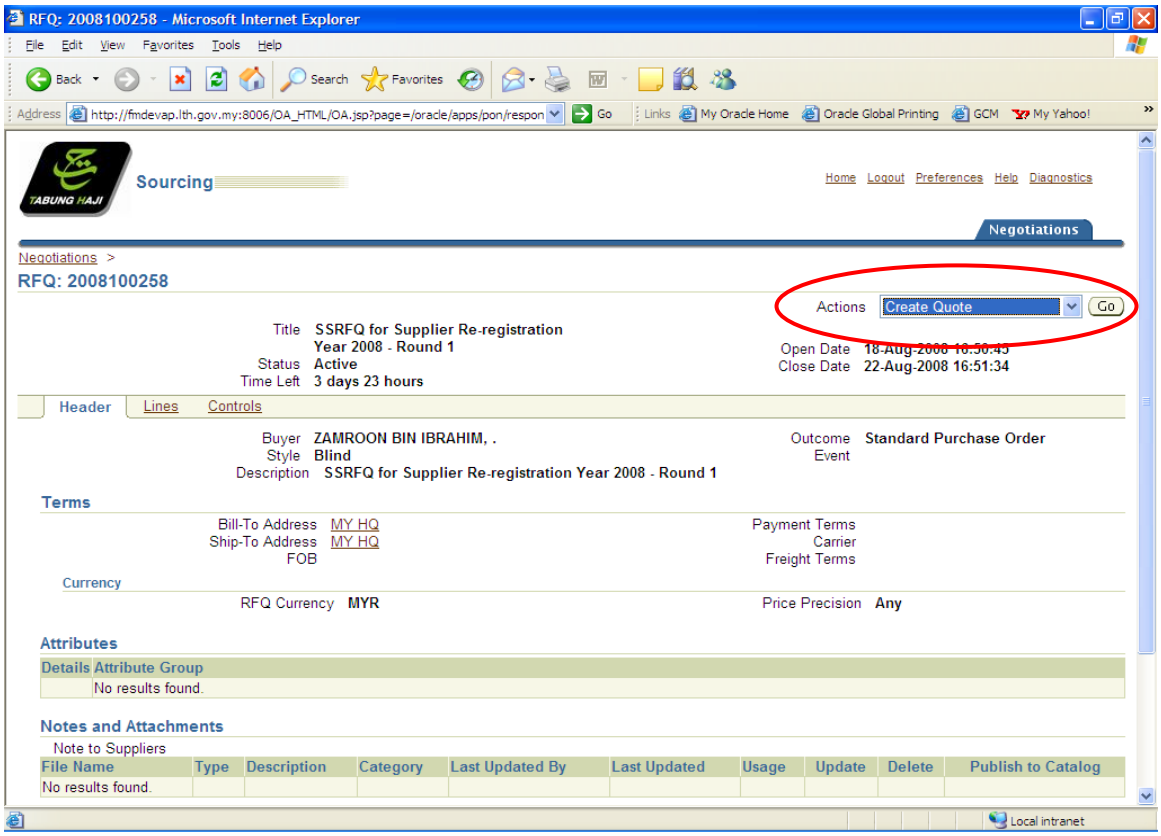
1.3 Under Actions, Select Acknowledge Participation. Click Go.



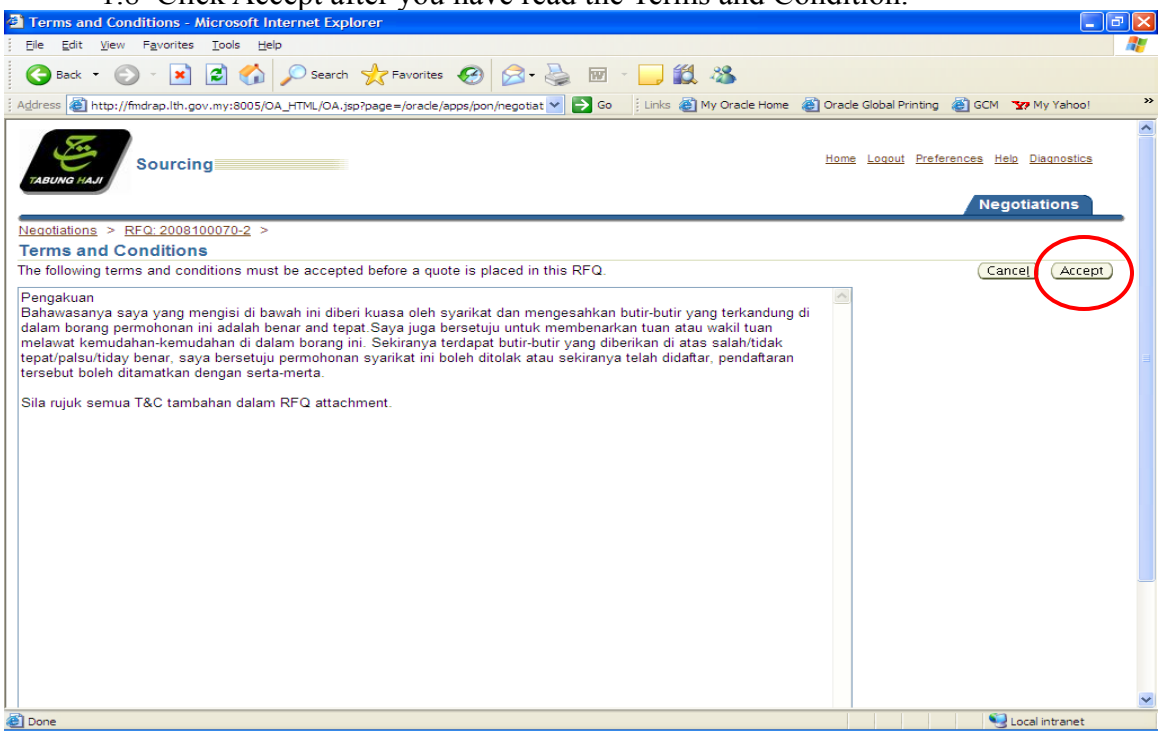
1.4 Select ‘Yes’ to participate.
1.5 Enter Note to Buyer.
1.6 Click Apply.



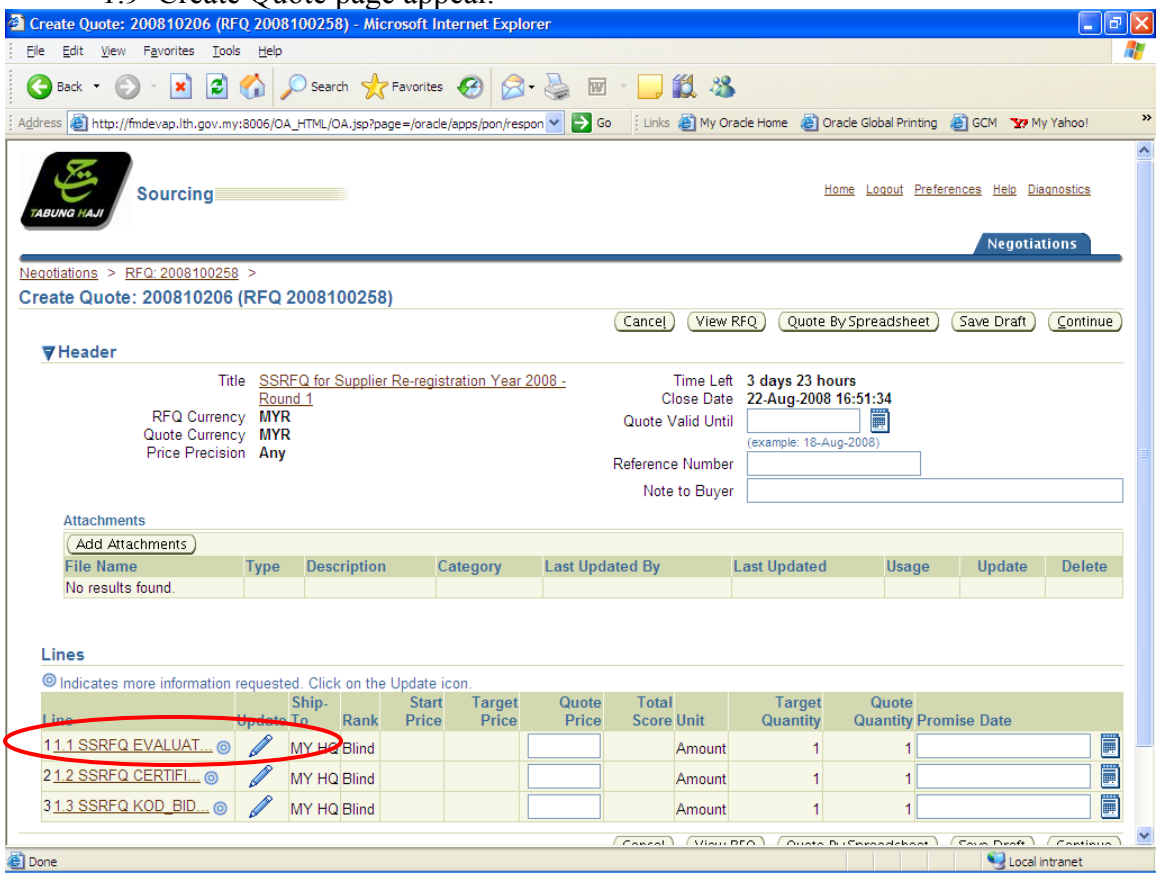
1.7 Under Actions LOV (List of Values), select Create Quote. Click Go.



1.8 Click Accept after you have read the Terms and Condition.

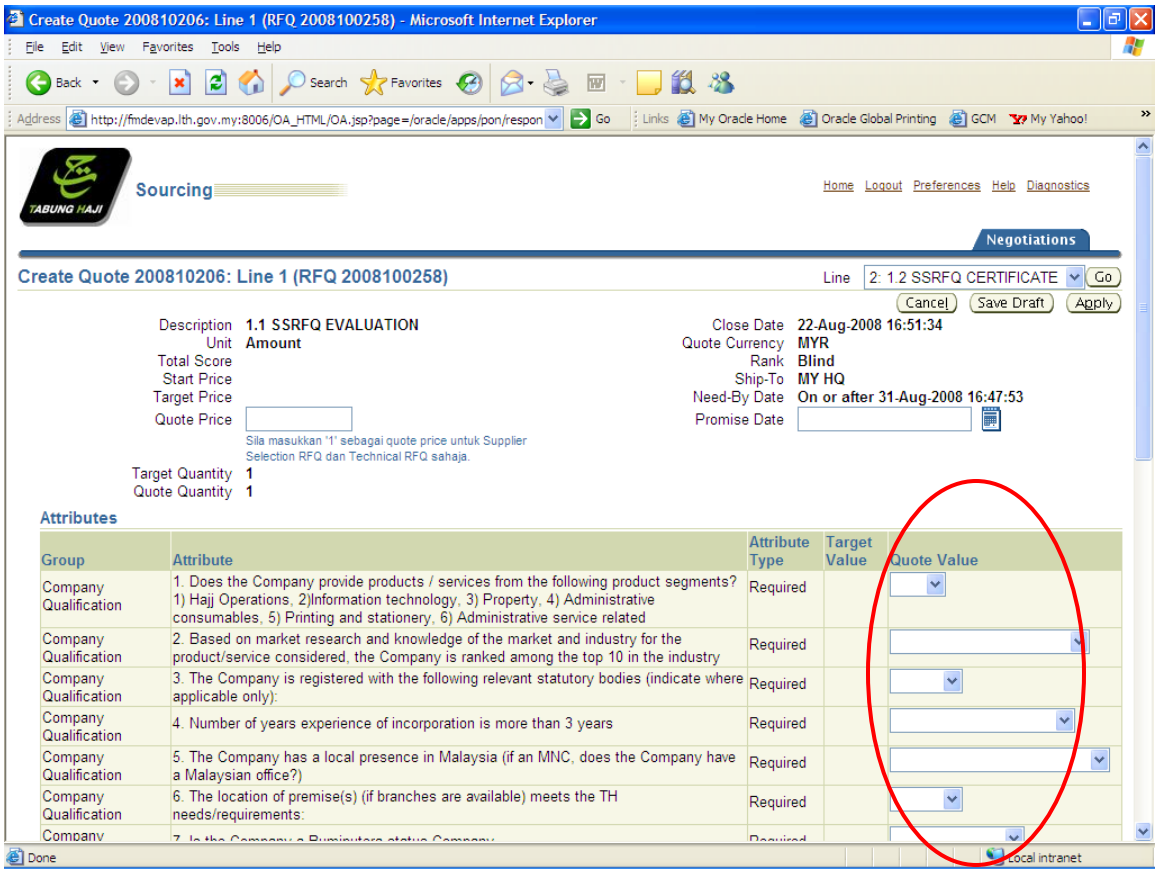


1.9 Create Quote page appear.

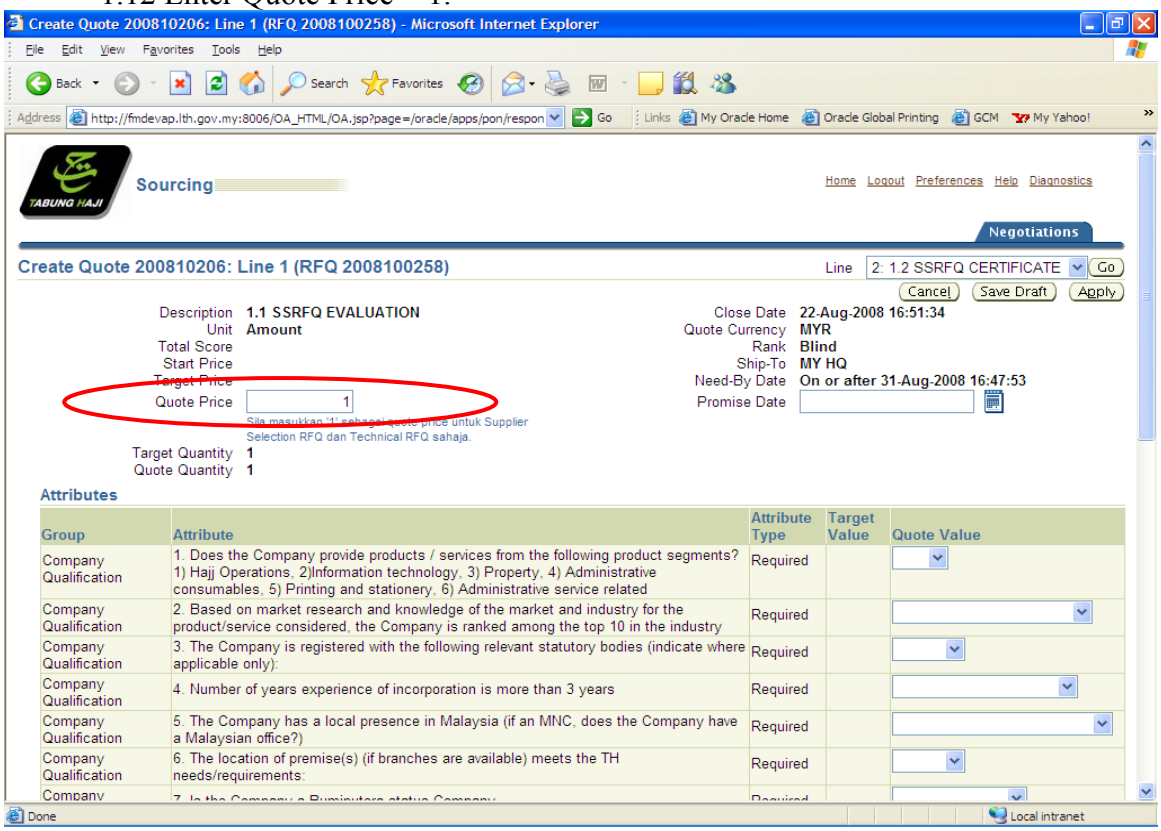


1.10 Click ‘Update’ (*Pencil icon*) to enter the Quote for Line 1.

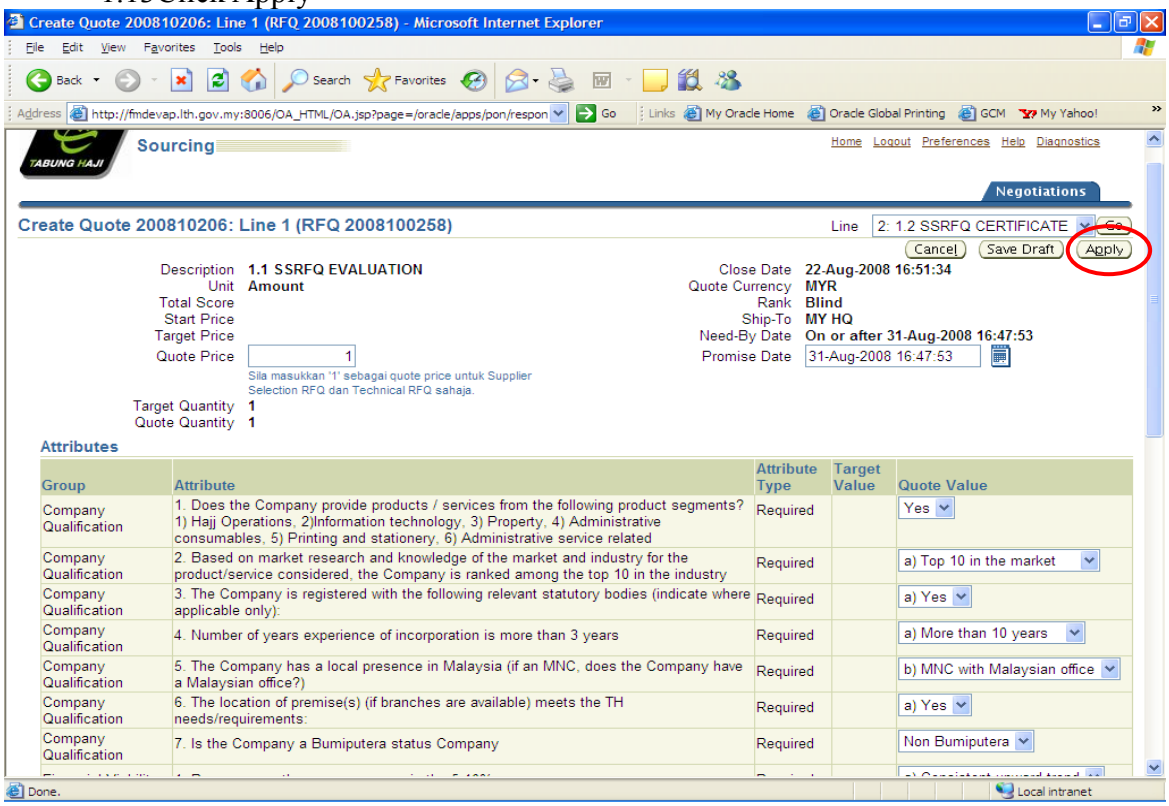
1.11 Select Quote Value for each attribute. You **must** respond when the Attribute Type indicates Required. Scroll down until you have answered all the required attributes.



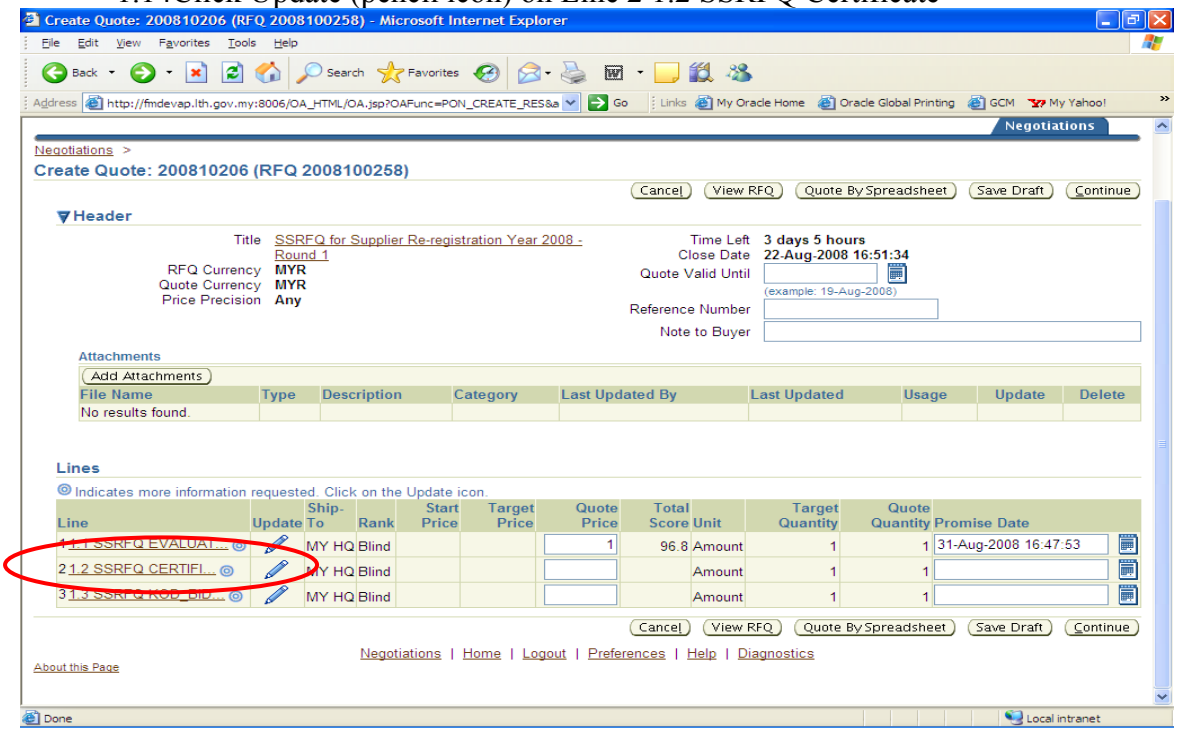
1.12 Enter Quote Price = 1.



1.13Click Apply

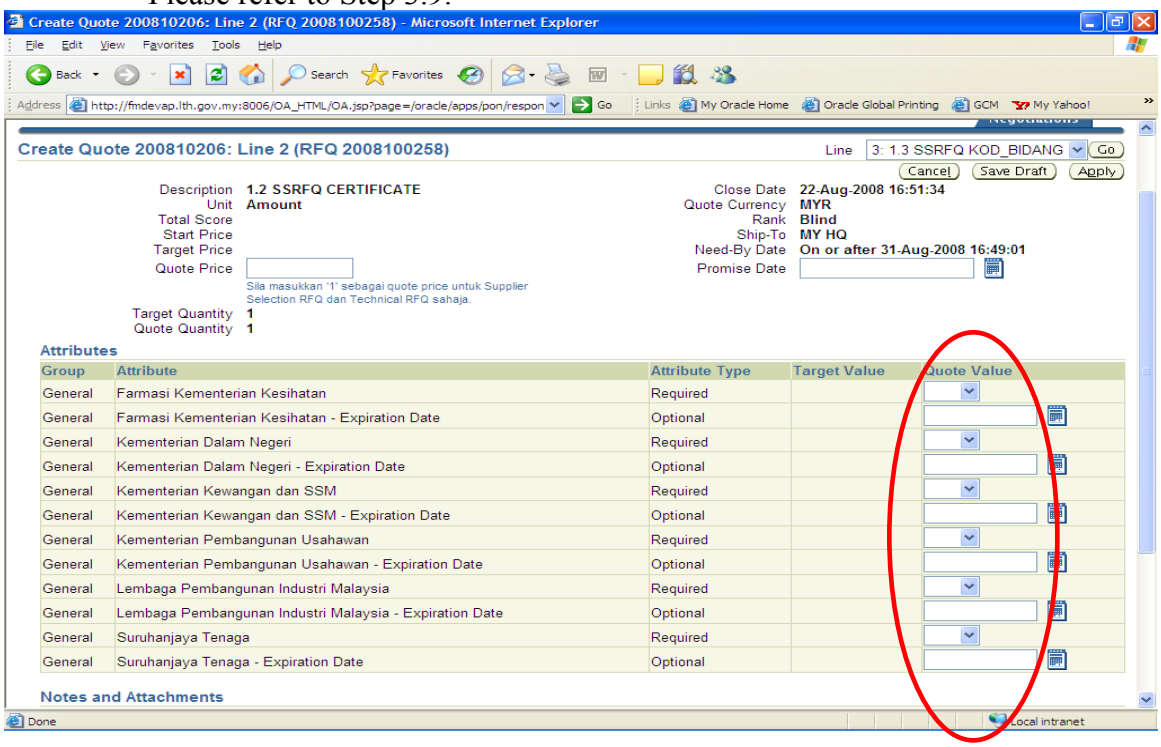


1.14Click Update (pencil icon) on Line 2 1.2 SSRFQ Certificate

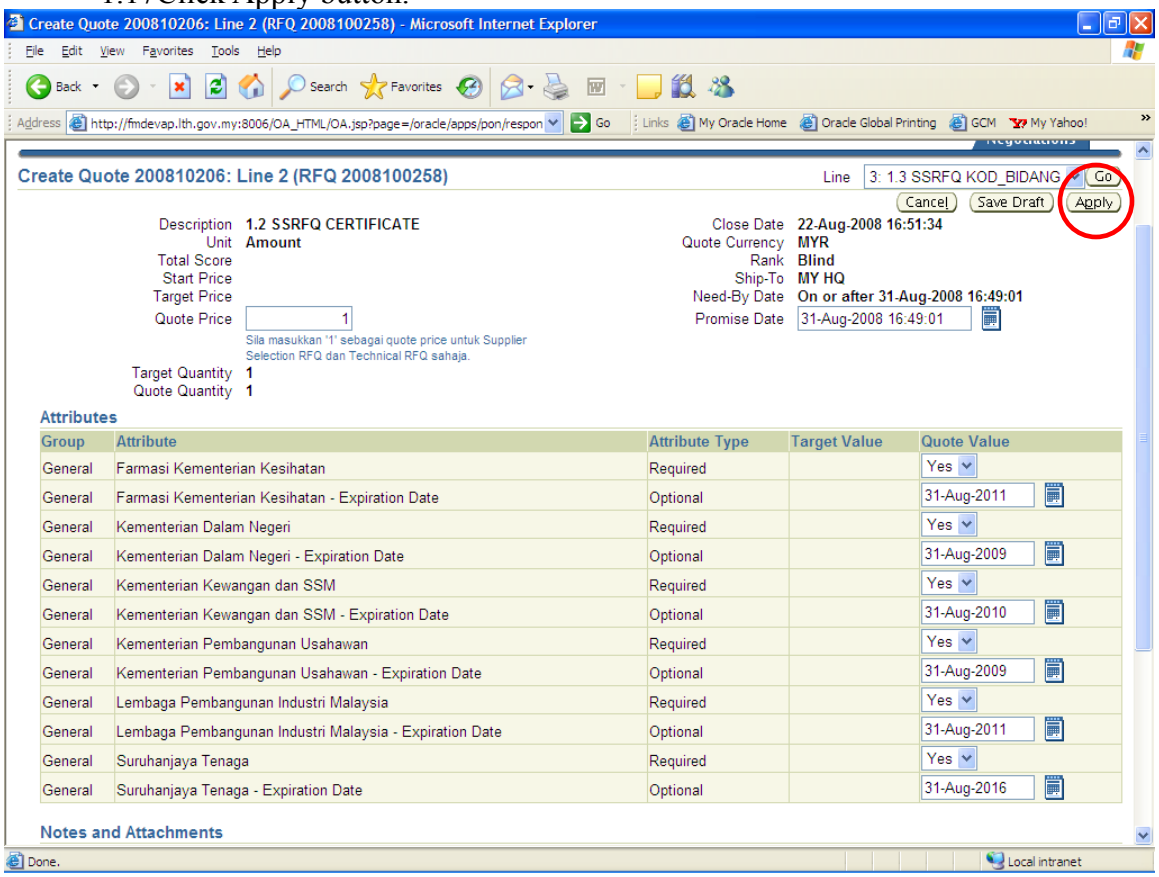


1.15Enter Quote Price = 1

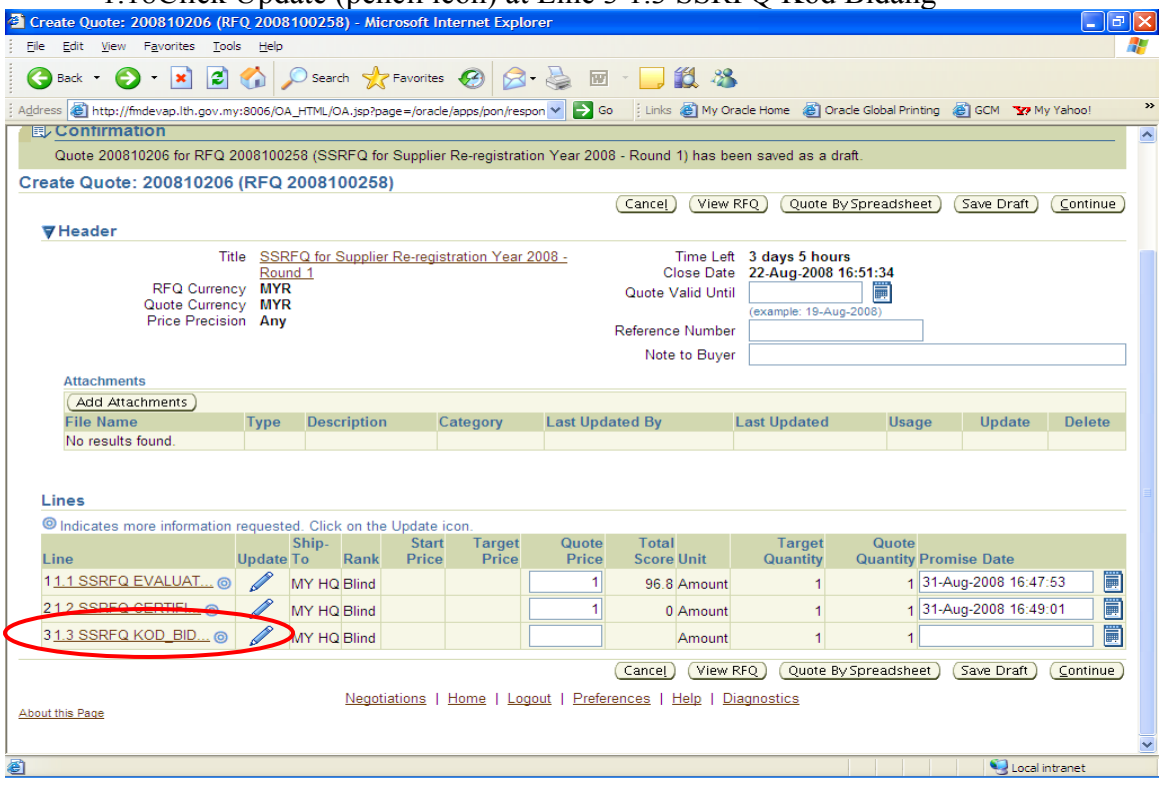
1.16Enter Quote Value for “Required” attributes. If the Quote Value = Yes, please provide the certificate expiration date and attached the scanned certificate. Please refer to Step 3.9.



1.17Click Apply button.

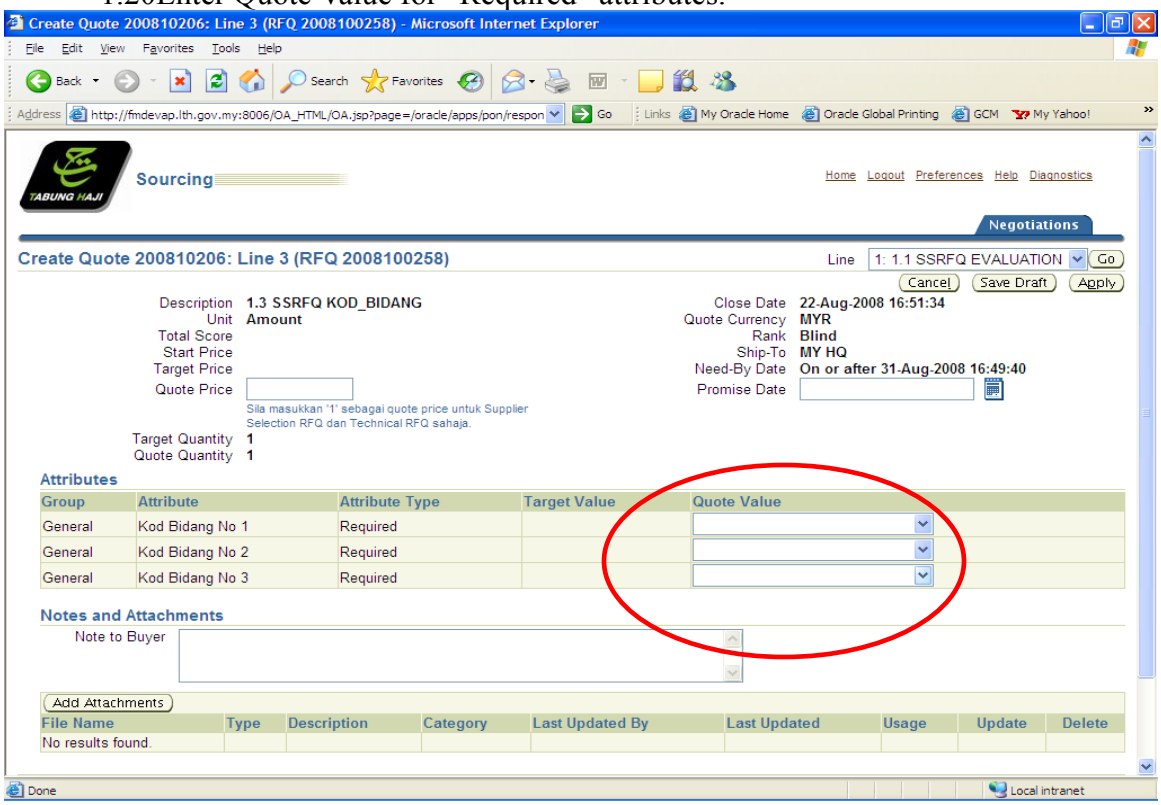


1.18Click Update (pencil icon) at Line 3 1.3 SSRFQ Kod Bidang

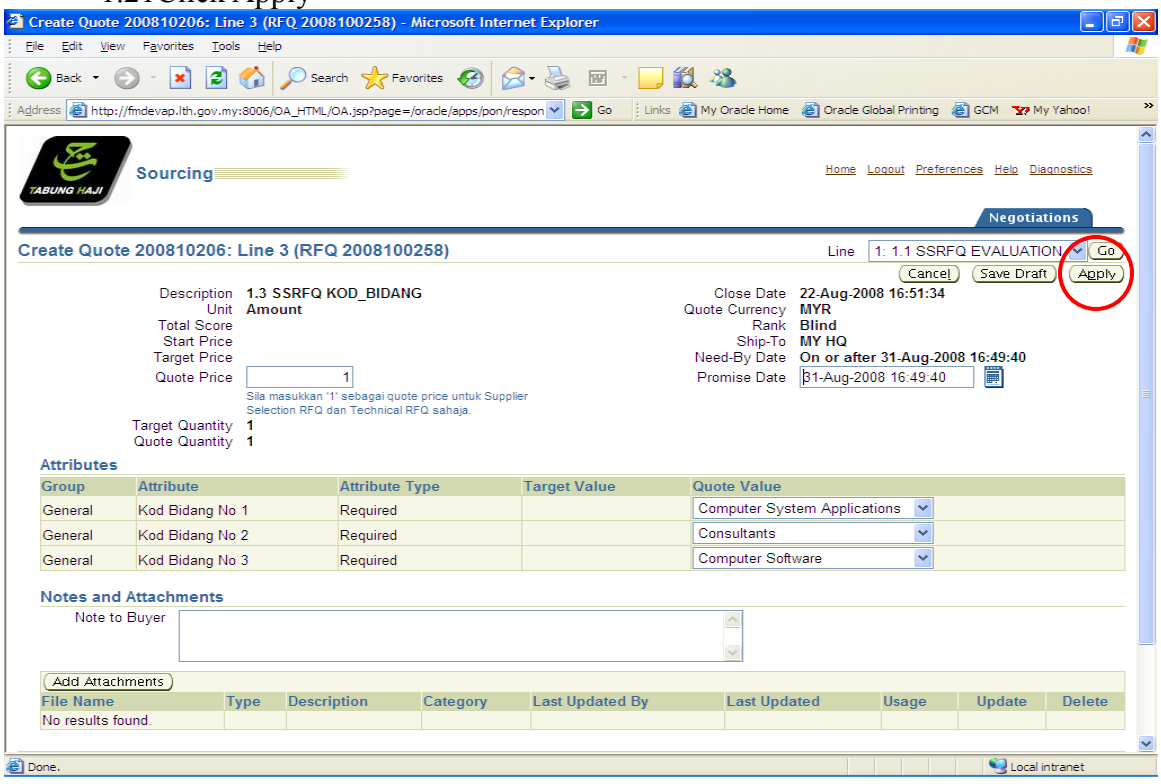


1.19 Enter Quote Price = 1

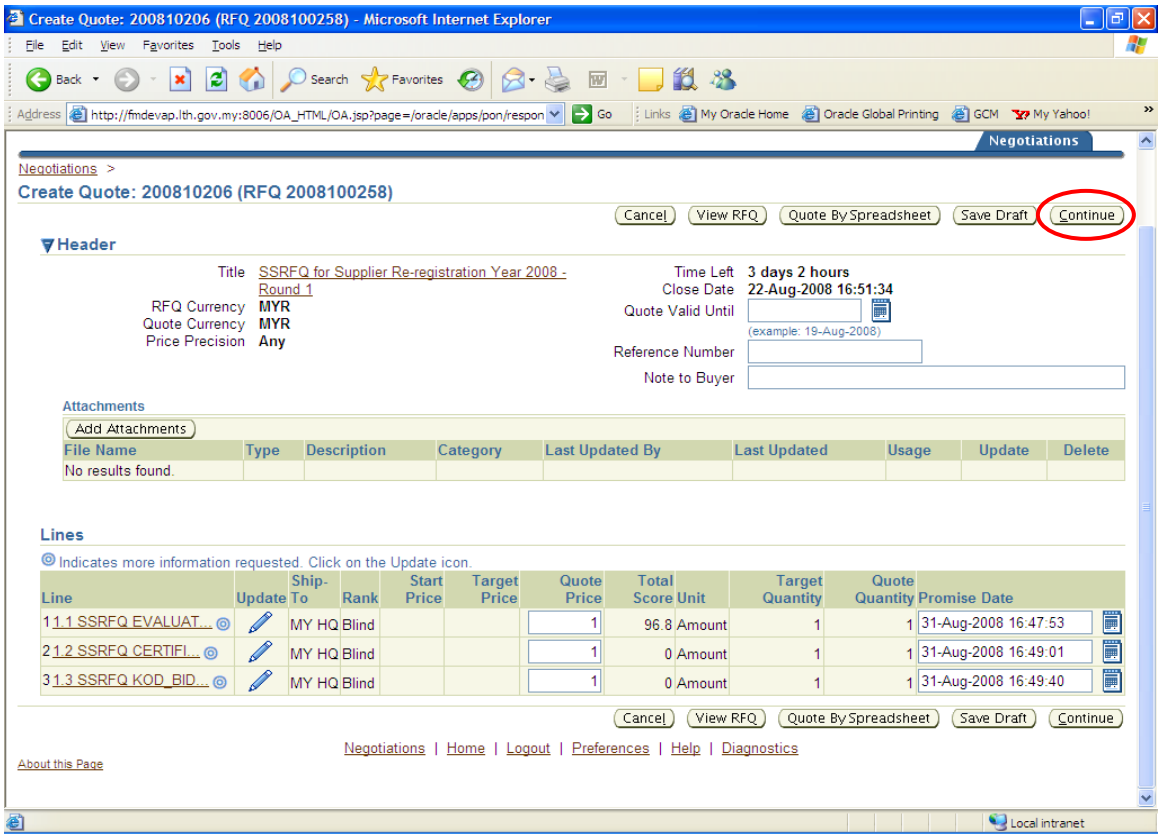
1.20Enter Quote Value for “Required” attributes.



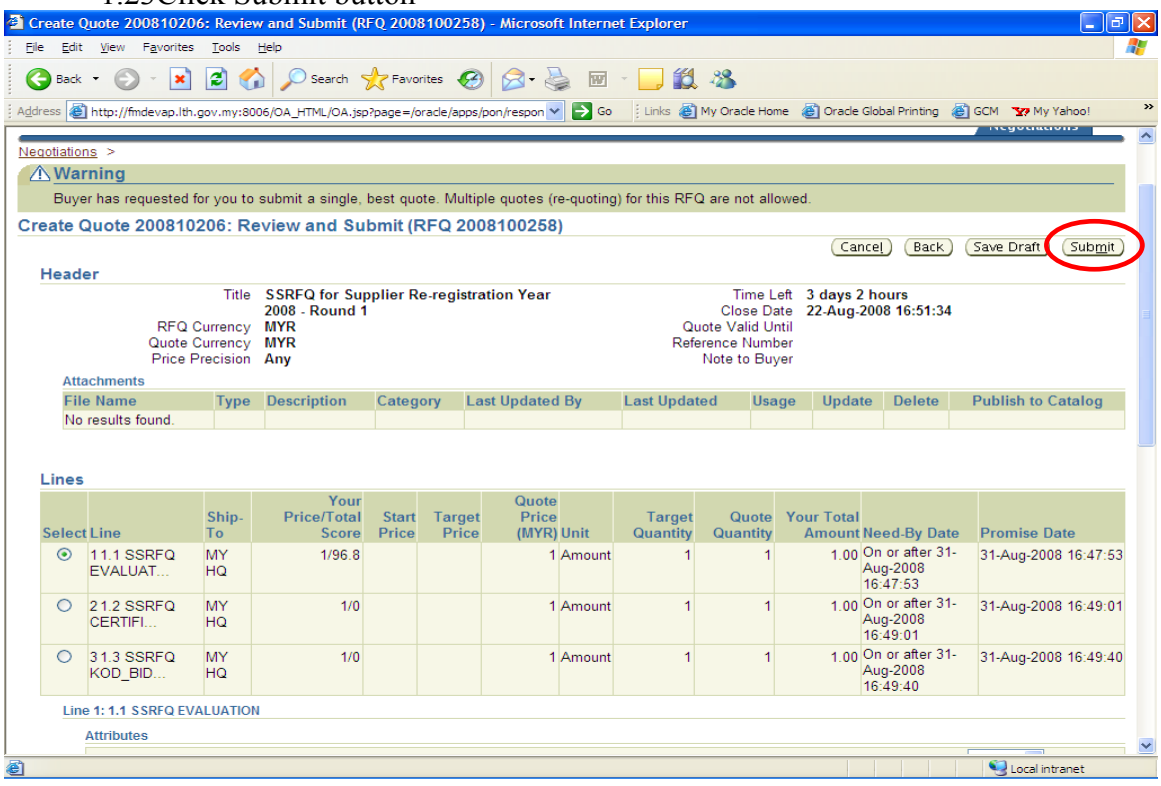
1.21Click Apply



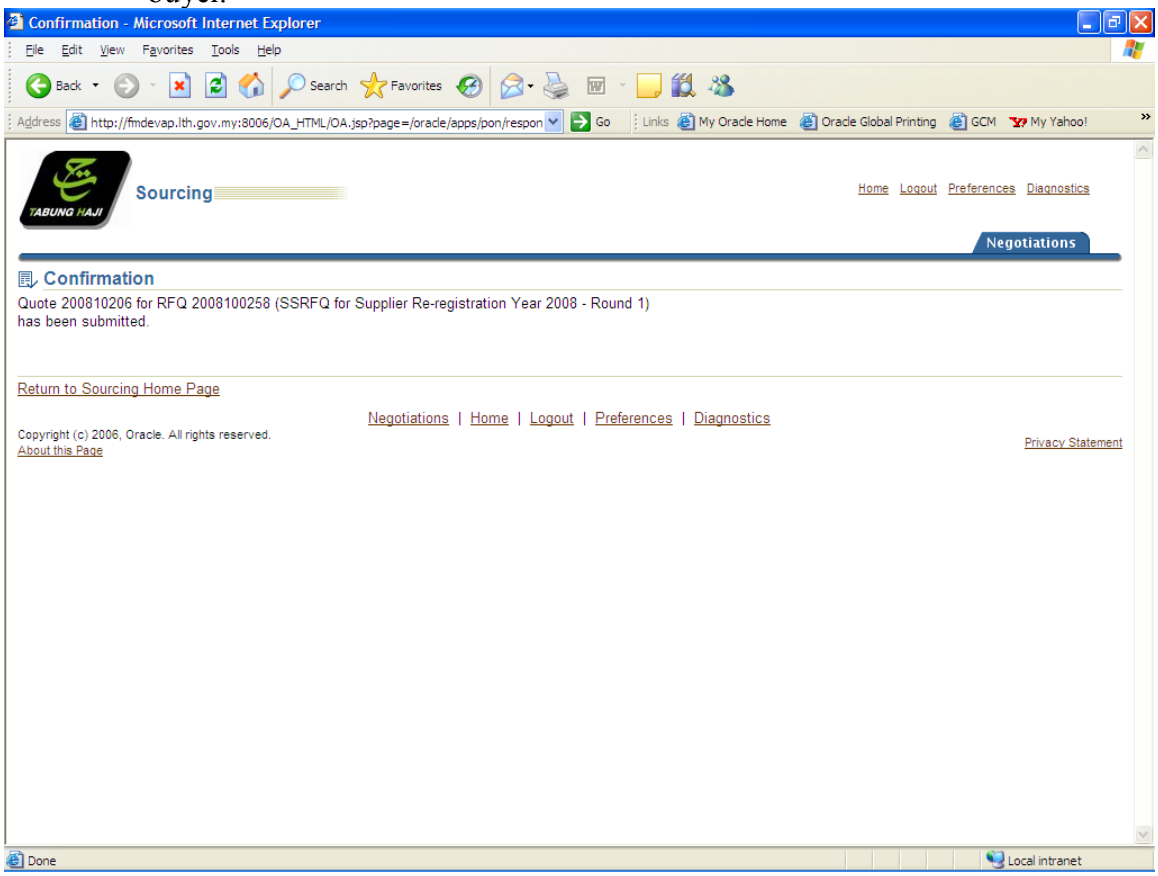
1.22 Click Continue button



1.23Click Submit button



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



1.25End for 1st round SSRFQ activity.

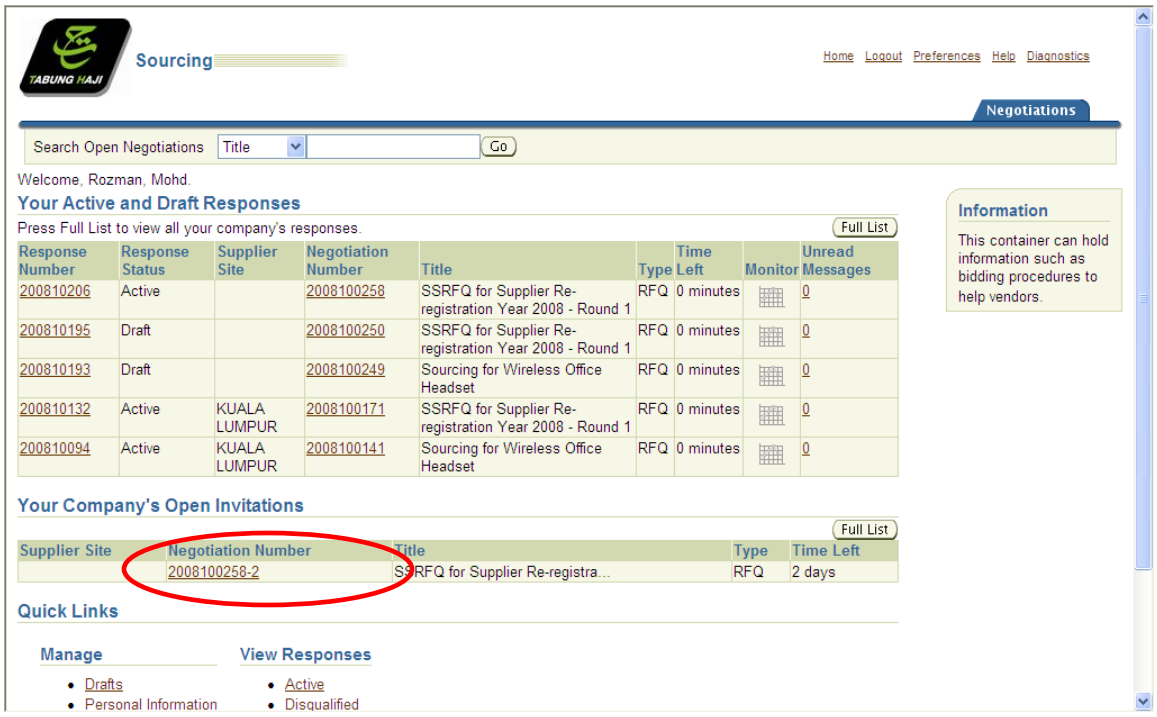
3.0 2nd Round SSRFQ

1.26Login to your username.

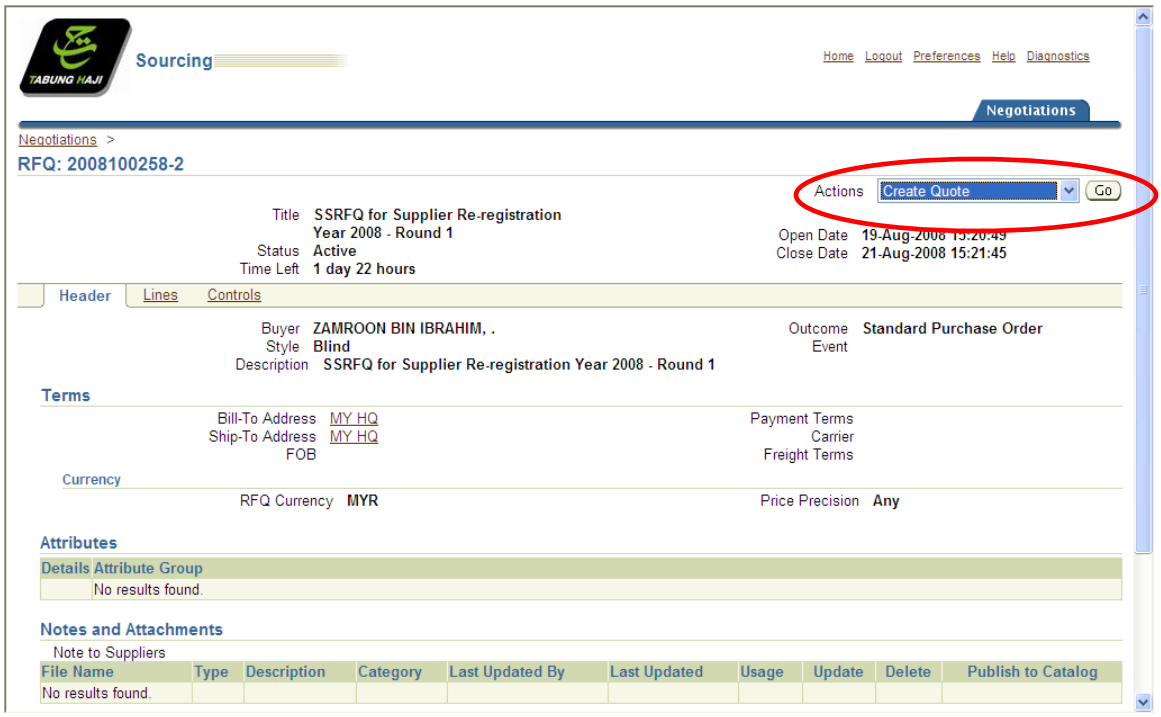
1.27Enter your password.

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:

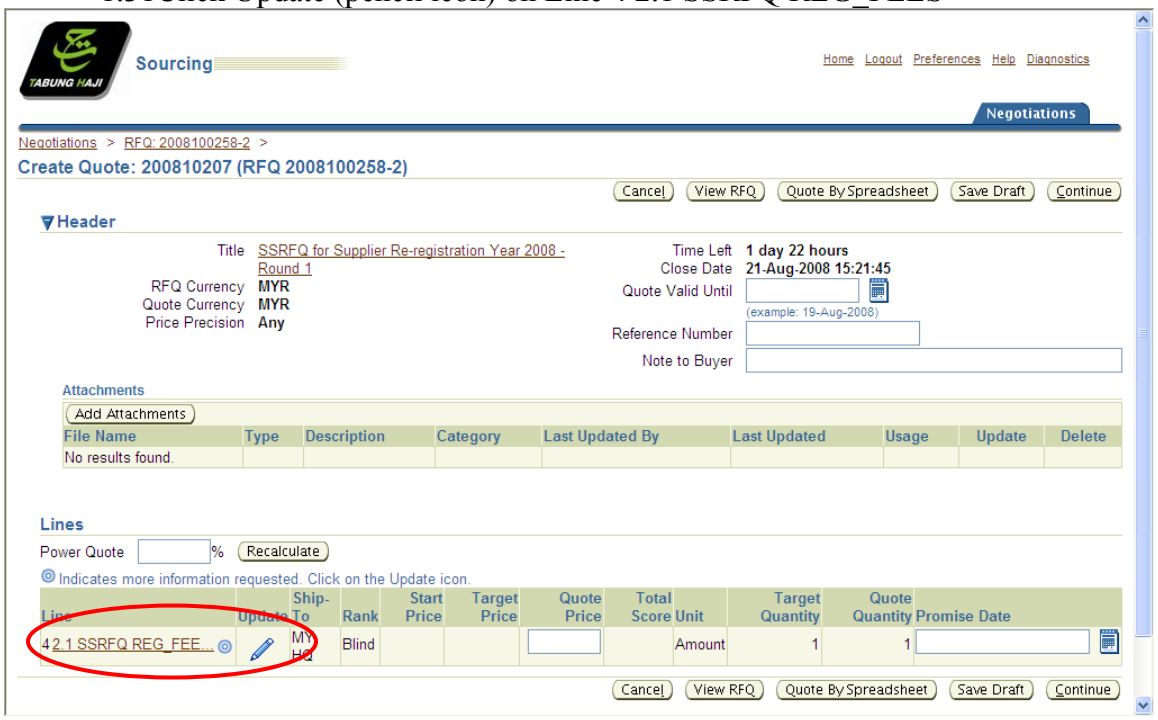
1st Round SSRFQ = 2008100258
2nd Round SSRFQ = 2008100258-2



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

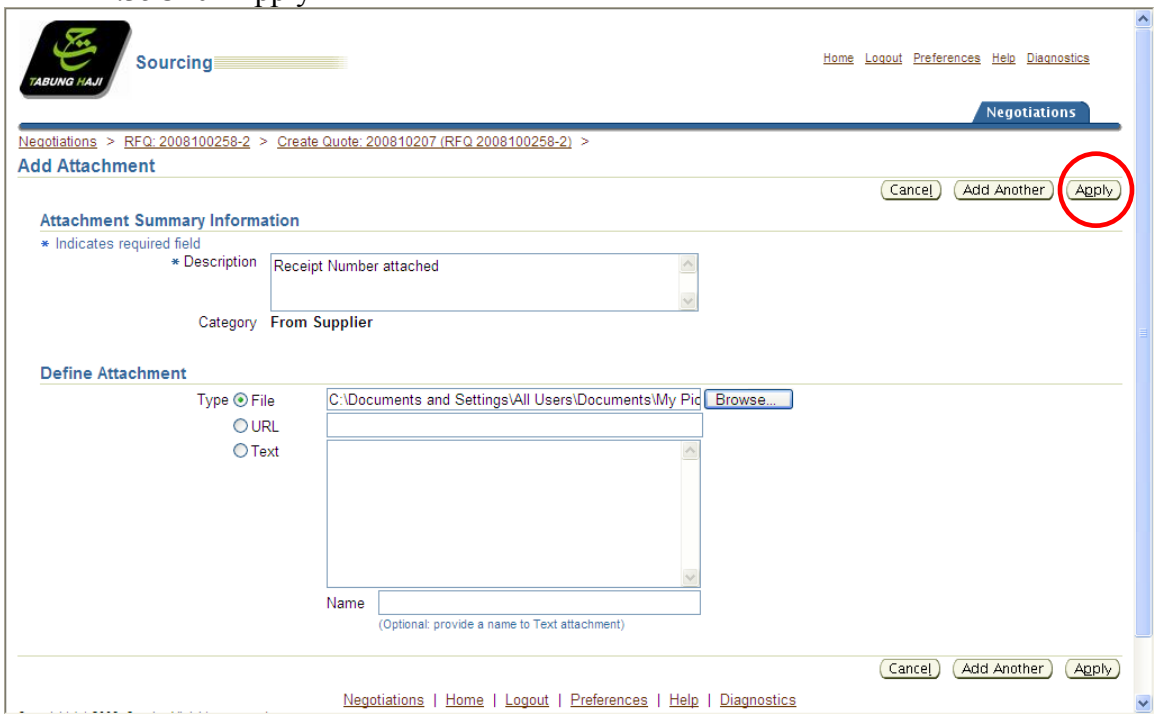


1.31Click Update (pencil icon) on Line 4 2.1 SSRFQ REG_FEES



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

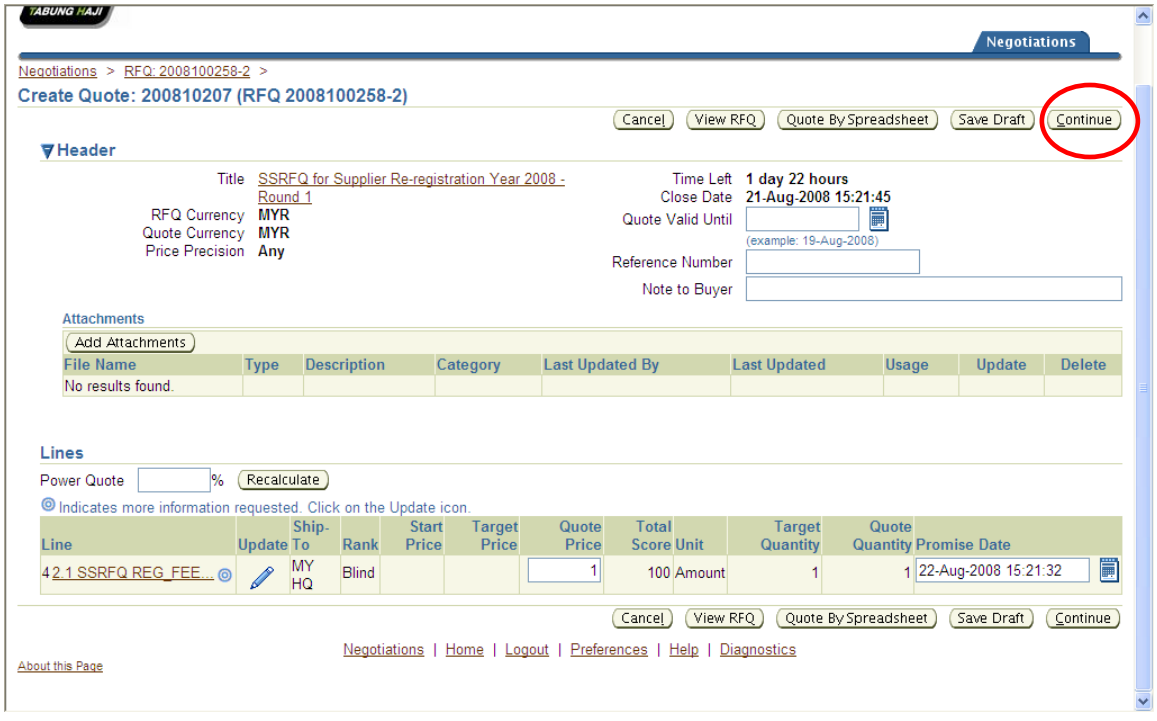
1.34 Click Add Attachments to attached your scanned Receipt.
1.35Click Apply



1.36 Confirmation on attached document has been successfully added.

1.37Click Apply

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