



EtihadWE Supplier End User Manual

Create RFX Response / Quotation






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Execution Instruction

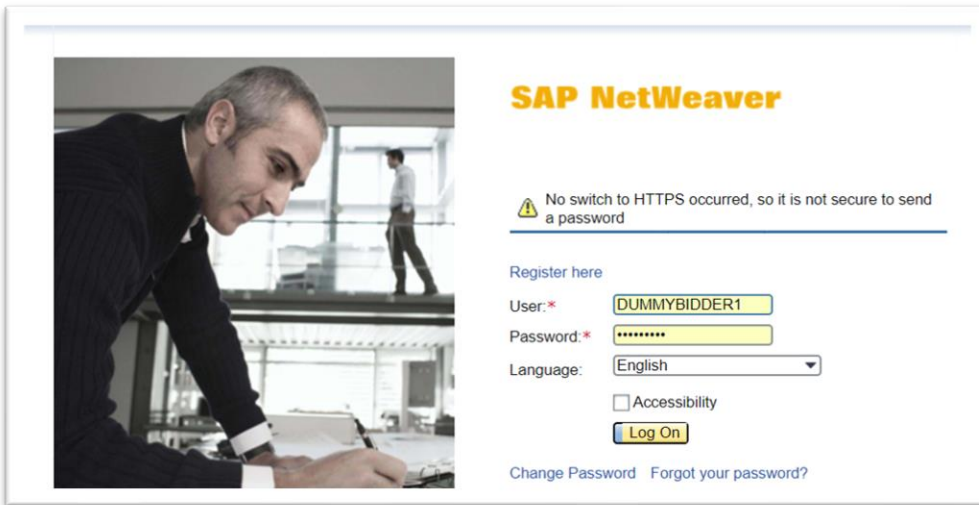
SRM System Login

Please make sure to use the Web Browsers   or 

Ensure Correct URL to login .

<https://srm.etihadwe.ae/bidder>

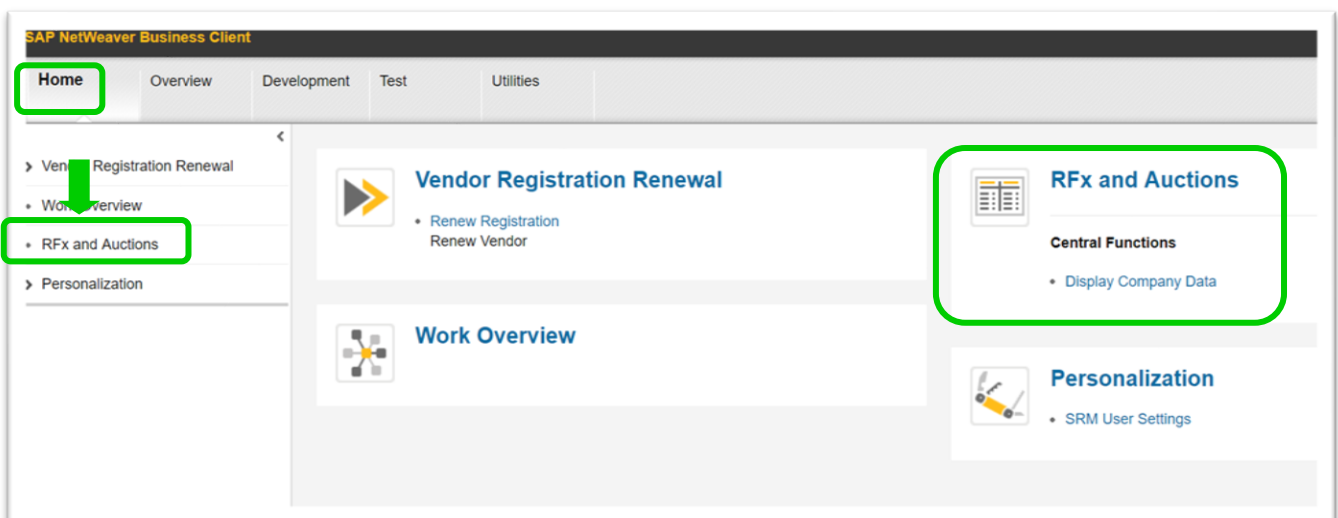
Key in User ID (Enter Bidder User ID) and Password



1 Rfx

1.1 Rfx and Auctions

The Rfx created by FEWA is displayed in Personal Object Work List (POWL)





1.1.1 Display Latest Rfx.

Please make sure that the Last Refresh date is updated.

Active Queries

eRFxs All (57) Published (0) Ended (0) Completed (0)
eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response | Display Event | Display Response | Print Preview | Refresh | Initiate Approval | Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
10000837	FEWA USER MANUALS	Rfx	Published	21.10.2018			No Bid Created	1		0	00:00:00	14:00:00
10000832	Test_17.10.2018 08:39:09	2 - Public W/O TER	Published	17.10.2018	20005083		Submitted	1	1	0	00:00:00	10:00:00
10000831	FINAL TEST for TODAY	2 - Public W/O TER	Published	15.10.2018	20005079		Accepted	1	1	0	00:00:00	14:00:00
10000828	TEST TODAY	2 - Public W/O TER	Published	14.10.2018	20005078		Submitted	1	1	0	00:00:00	15:00:00
10000826	Today's Test_5410 12.10.2018 10:40:06	2 - Public W/O TER	Published	12.10.2018	20005075		Submitted	1	1	0	00:00:00	12:00:00
10000815	salama test	Rfx	Published	03.10.2018	20005071		Submitted	8	2	0	00:00:00	15:00:00
10000813	Copy of 0010000803	2 - Public W/O TER	Published	03.10.2018	20005070		Submitted	1	1	0	00:00:00	00:00:00
10000808	5410 02.10.2018 12:24:08	Rfx	Published	02.10.2018	20005069		Submitted	4	1	0	00:00:00	15:00:00
10000805	Trying & Testing	2 - Public W/O TER	Published	02.10.2018	20005066		Submitted	1	1	0	00:00:00	11:00:00
10000803	New Testing	2 - Public W/O TER	Published	01.10.2018	20005065		Submitted	1	1	0	00:00:00	10:00:00

Last Refresh 21.10.2018 13:32:58 UTC+4 Refresh

1.1.2 Search Rfx

User can search Rfx using Rfx number or the keywords as below displayed syntax.

Active Queries

RFxs All (2) Saved (0) Awaiting Approval (0) Published (0) Completed (0) Deleted (0) Release Rejected (0)
Auctions All (0) Saved (0) Published (0) Active (0) Paused (0) Ended (0) Completed (0)
Sourcing Templates All RFxs (0) RFP (0) RFQ (0) All Auctions (0) English Auction (0) Company Best Bid (0)
Document Output Last 7 days (0)

RFxs - All

Hide Quick Criteria Maintenance Query has been changed

Number: To
 Rfx Type:
 Name of Rfx:
 Status:
 Processed Since:
 Purchasing Organization:
 Product Category:
 Submission Deadline:
 My Rfx:
 Purchase Group:
 Number of Rfx responses: To
 Supplier:
 Item Product:

Apply Clear

View: [Standard View] Create Rfx Copy | Display | Edit | Delete | Publish | Responses and Awards | Print Preview | Refresh | Initiate Approval | Export

Rfx Number	Rfx Name	Type	Status	Rfx Category	Purchasing Organization	Submission Deadline	Responses
10000837	FEWA USER MANUALS	ZTPE	Published		FEWA Purchase Organization	21.10.2018	
10000835	USER MANUAL RFX	ZTPE	Published		FEWA Purchase Organization	21.10.2018	



1.2 Display RfX

1.2.1 Rfx Register

In order to enroll on the displayed RfX, Click on “Register”

Display RfX: 10000837

Print Preview | Technical RfX | **Close** | **Register** | Export | System Information | Create Memory Snapshot

Number 10000837 Name FEWA USER MANUALS Status Published Start Date End Date 21.10.2018 14:30:00 UTC+4 Remaining Time 0 Days 00:16:28 Owner

RfX Information | Items | Notes and Attachments | Business Workspace

RfX Parameters | Questions | Notes and Attachments

Start Date: [] [00:00:00]
 * Submission Deadline: 21.10.2018 [14:30:00] Technical RfX Response Opening Date: [] [00:00:00]
 Opening Date: [] [00:00:00]
 End of Binding Period: []
 Currency: AED

Partners and Delivery Information

Details | Add | Send E-Mail | Call | Clear

Function	Number	Name
Requester		5410
Goods Recipient		RFCUSER
Ship-To Address		FEWA Central Plant
Location		FEWA Central Plant

1.2.2 Registration Confirmation.

Display RfX: 10000837

Print Preview | Technical RfX | Close | **Participate** | Do Not Participate | Tentative | Create Response | Export | System Information | Create Memory Snapshot

You are registered to the RfX and will be informed of changes

Number 10000837 Name FEWA USER MANUALS Status Published Start Date End Date 21.10.2018 14:30:00 UTC+4 Remaining Time 0 Days 00:13:17

RfX Information | Items | Notes and Attachments | Business Workspace

RfX Parameters | Questions | Notes and Attachments

Start Date: [] [00:00:00]
 * Submission Deadline: 21.10.2018 [14:30:00] Technical RfX Response Opening Date: [] [00:00:00]
 Opening Date: [] [00:00:00]
 End of Binding Period: []
 Currency: AED



1.3 Access Rfx Details

1.3.1 Rfx Information.

Display RFX: 10000837

Print Preview | Technical RFX | Close | Participate | Do Not Participate | Tentative | Create Response | Export | System Information | Create Memory Snapshot

Number 10000837 Name FEWA USER MANUALS Status Published Start Date End Date 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:36:28

RFX Information | Items | Notes and Attachments | Business Workspace

RFX Parameters | Questions | Notes and Attachments

Start Date: 00:00:00

* Submission Deadline: 21.10.2018 15:30:00

Opening Date: 00:00:00

End of Binding Period:

Currency: AED

Technical RFX Response Opening Date: 00:00:00

1.3.2 Rfx Items

Display RFX: 10000837

Print Preview | Technical RFX | Close | Participate | Do Not Participate | Tentative | Create Response | Export | System Information | Create Memory Snapshot

Number 10000837 Name FEWA USER MANUALS Status Published Start Date End Date 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:36:28 Owner

RFX Information | Items | Notes and Attachments | Business Workspace

Item Overview

Details | Add Line | Add Subline | Cut | Copy | Paste | Delete

Line Number	Item Type	Product ID	Description	Lot	Allow RFX Response Modification	Product Category	Quantity	Unit	Currency	Delivery Date
0001	Outline		test.electricity.xecm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SV5004		1AU	AED	02.11.2018

1.3.3 Rfx Business Work Space

Display RFX: 10000837

Print Preview | Technical RFX | Close | Participate | Do Not Participate | Tentative | Create Response | Export | System Information | Create Memory Snapshot

Number 10000837 Name FEWA USER MANUALS Status Published Start Date End Date 21.10.2018 14:30:00 UTC+4 Remaining Time

RFX Information | Items | Notes and Attachments | Business Workspace

RFX Parameters | Questions | Notes and Attachments

Start Date: 00:00:00

* Submission Deadline: 21.10.2018 14:30:00

Opening Date: 00:00:00

End of Binding Period:

Currency: AED

Technical RFX Response Opening Date: 00:00:00



1.3.4 External Area

Go to External Area Folder of Rfx to access the documents.

Path : Rfx → Business Workspace → External Area

Display RFX: 10000837

Number 10000837 Name FEWA USER MANUALS Status Published Start Date End Date 21.10.2018 14:30:00 UTC+4 Remaining Time 0 Days 00:06:01 Owner

RFX Information Items Notes and Attachments **Business Workspace**

RFX 0010000837_FEWA USER MANUALS

Type	Name	Modified	Modified By	Version	Size
Folder	01-External Area	10/21/2018 1:27:36 PM	1000		3 items
Folder	03-Pre-Bid Clarifications	10/21/2018 2:16:13 PM	639628		3 items
Folder	Related Items	10/21/2018 1:27:38 PM	1000		0 items

1.3.5 Tender Documents.

Go to Tender Documents folder to access Rfx Tender Documents

Path : Rfx → Business Workspace → External Area → Tender Documents

Display RFX: 10000837

Number 10000837 Name FEWA USER MANUALS Status Published Start Date End Date 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:54:06 Owner

RFX Information Items Notes and Attachments **Business Workspace**

01-External Area

Type	Name	Modified	Modified By	Version	Size
Folder	01-Tender Documents	10/21/2018 2:35:40 PM	Khaled Reda Bastaros ...		3 items
Folder	02-Reply to Prebid Clarifications	10/21/2018 1:27:36 PM	fname Iname		0 items
Folder	03-Amendments	10/21/2018 1:27:36 PM	fname Iname		0 items

2 Prebid Clarifications.

After accessing the Tender documents through Rfx, the bidders can ask FEWA Procurement any queries related to the Rfx in Prebid Clarification folder. The FEWA team will be replying to all the queries in a specified area "Reply To Prebid Clarification".

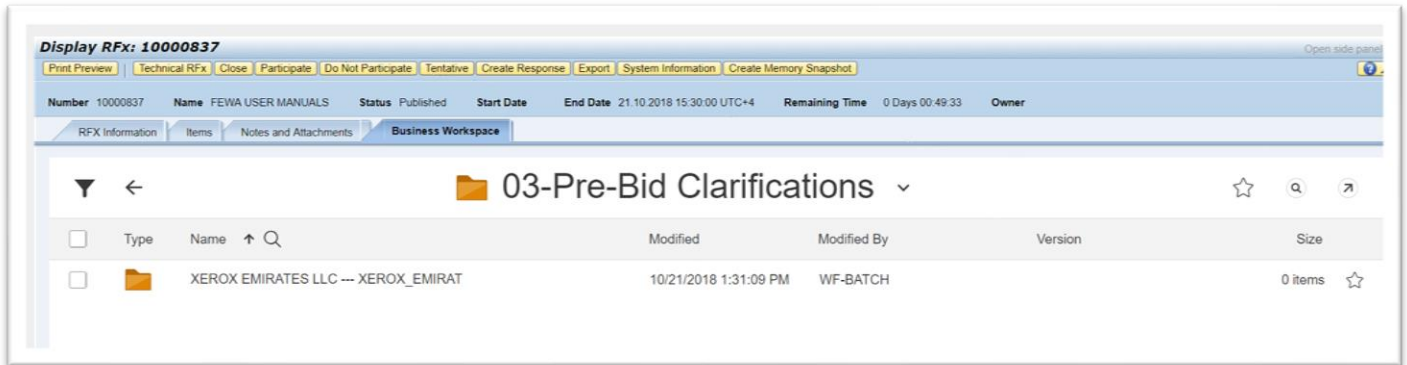


2.1 Create Pre Bid Clarification

2.1.1. Prebid Clarification Folder

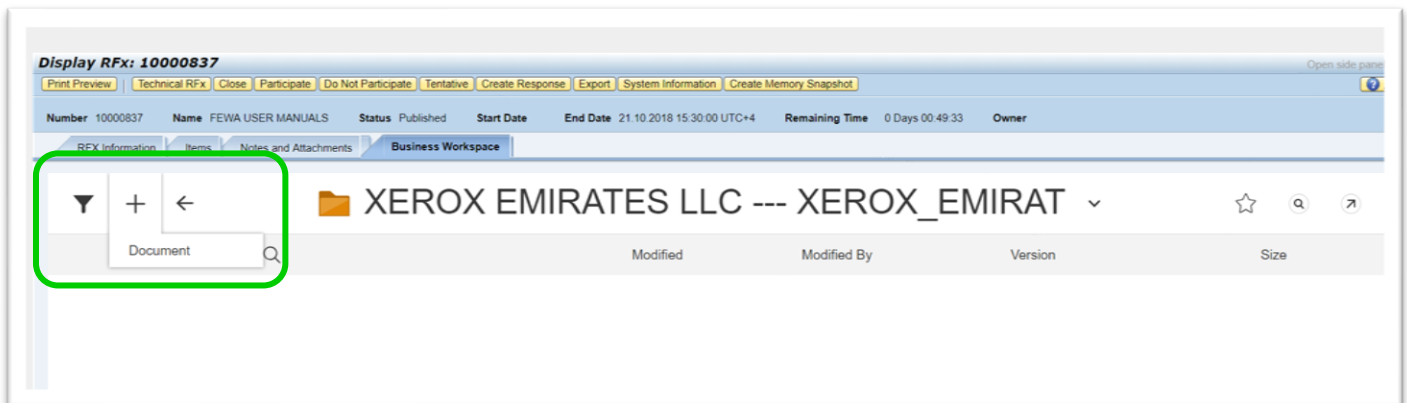
To create any Prebid clarification, repeat the steps from 1.3.1 to 1.3.2 and access “Pre Bid Clarifications”

Path : Rfx → Business Workspace → Prebid Clarifications

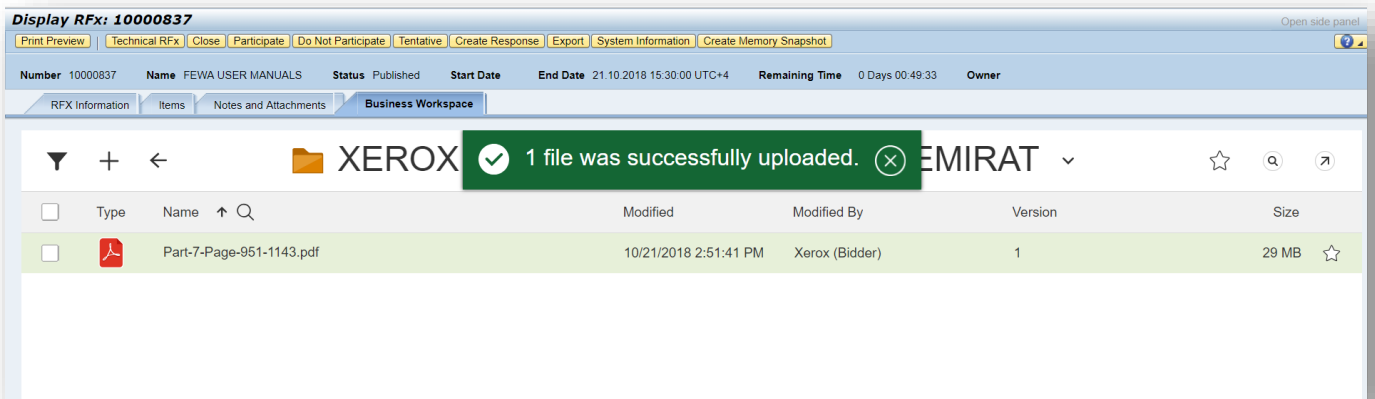


2.1.2. Create Document

Click on the create icon to create any Prebid clarification which will notify the purchaser



2.1.3. Save Document.





2.2 Find Reply To Prebid Clarifications

The replies are sent by the FEWA procurement in separate reply to pre bid clarification folder. All the reply creations from FEWA is notified by email as well.

2.2.1. Reply to Prebid Clarifications

Path : Rfx → Business Workspace → External Area → Reply To Prebid Clarifications

3 Rfx -Response (Quotation)

3.1 Create Rfx Response.



3.2 Maintain Price

In the Item Tab of Rfx Response, Maintain the unit price against each Item and click on check after maintaining all the prices. In case of a service Item, expand the item and quote against each service line item. Total value can be shown at the top of the quotation. Save the response once finish the price entry.

Create RFX Response: 20005085

Submit | Read Only | Print Preview | Check Technical RFX Response | Close | **Save** | Export | Import | System Information | Create Memory Snapshot

RFx response is complete and contains no errors

Number 20005085 RFX Number 10000837 Status In Process Submission Deadline 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:18:36 RFX Owner 7129 Total Value **25.00 AED**

RFx Information | **Items** | Notes and Attachments | Summary | Tracking | Business Workspace

Item Overview

Line Number	Description	Variant	Lo	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value	RFx / Respo
0001	test electri...			Outline		SV5004	Civil	1	1	A				25.00	0/0
0001 AA	preparing ...			Service		SV5004	Civil	1	1	E	25.00	AED	1	25.00	0/0
				Material				0.000	0.000		0.00	AED	1		
				Material				0.000	0.000		0.00	AED	1		

3.3 Technical Bid

Path : Rfx Response → Business Workspace → Technical Documents → Technical Bid

Display RFX Response: 20005085

Edit | Print Preview | Check Technical RFX Response | Close | Export | System Information | Create Memory Snapshot

Number 20005085 RFX Number 10000837 Status Saved Submission Deadline 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:09:23 RFX Owner 7129 Total Value 25.00 AED

RFx Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

RFx Response 0020005085_XEROX EMIRATES LLC_XEROX...

Type	Name	Modified	Modified By	Version
Folder	01-Technical Documents	10/21/2018 3:20:15 PM	1000	
Folder	02-Commercial	10/21/2018 3:20:15 PM	1000	
Folder	Related Items	10/21/2018 3:20:16 PM	1000	

3.4 Create Technical Bid

Display RFX Response: 20005085

Edit | Print Preview | Check Technical RFX Response | Close | Export | System Information | Create Memory Snapshot

Number 20005085 RFX Number 10000837 Status Saved Submission Deadline 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:09:23 RFX Owner 7129 Total Value 25.00 AED

RFx Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

Technical Bid

Drag and drop files here to add new content.



Display RfX Response: 20005085

Edit | Print Preview | Check | Technical RfX Response | Close | Export | System Information | Create Memory Snapshot

Number 20005085 RfX Number 10000837 Status Saved Submission Deadline 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:09:23 RfX Owner 7129 Total Value 25.00 AED

RfX Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

1 file was successfully uploaded.

Type	Name	Modified	Modified By	Version	Size
	invitation_letter.doc	10/21/2018 3:25:24 PM	Xerox (Bidder)	1	24 KB

3.5 Create Commercial Bid

Go to Commercial Document Folder in Business workspace and create your commercial bid attachments.

Path : Rfx Response → Business Workspace → Commercial

Display RfX Response: 20005085

Edit | Print Preview | Check | Technical RfX Response | Close | Export | System Information | Create Memory Snapshot

Number 20005085 RfX Number 10000837 Status Saved Submission Deadline 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:09:23 RfX Owner 7129 Total Value 25.00 AED

RfX Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

RfX Response 0020005085_XEROX EMIRATES LLC_XEROX...

Copy link Share

<input type="checkbox"/>		01-Technical Documents	10/21/2018 3:20:15 PM	fname lname
<input checked="" type="checkbox"/>		02-Commercial	10/21/2018 3:20:15 PM	fname lname
<input type="checkbox"/>		Related Items	10/21/2018 3:20:16 PM	fname lname

3.6 Submit Rfx Response / Quotation

3.6.1. Edit & Submit.

RfX Response: 20005085 - Google Chrome

Not secure | srmqas.fewa.ae:8000/nwbc/?sap-nwbc-node=app_window_body

Display RfX Response: 20005085

Edit | Print Preview | Check | Technical RfX Response | Close | Export | System Information | Create Memory Snapshot

Number 20005085 RfX Number 10000837 Status Saved Submission Deadline 21.10.2018 15:30:00 UTC+4 Remaining Time 0 Days 00:09:23

RfX Information | **Items** | Notes and Attachments | Summary | Tracking | Business Workspace

Item Overview

Line Number	Description	Variant	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity
0001	test electri...		<input checked="" type="checkbox"/>	Outline	SV5004	Civil		1	
0001.AA	preparing ...		<input type="checkbox"/>	Service	SV5004	Civil		1	



3.6.2. Response Submission Confirmation.

Edit RFX Response: 20005085

Submit Read Only Print Preview Check Technical RFX Response Close Save Delete Export Import System Information Create Memory Snapshot

RFX response is complete and contains no errors

Number 20005085 RFX Number 10000837 Status Saved Submission Deadline 21.10.2018 15:45:00 UTC+4 Remaining Time 0 Days 00:11:53 RFX Owner 7129 Total Value 25.00 AED

RFX Information Items Notes and Attachments Summary Tracking Business Workspace

Item Overview

Line Number	Description	Variant	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value	RFX / Re
0001	test electri...		<input checked="" type="checkbox"/>	Outline		SV5004	Civil	1		1 AU		AED		25.00	0/0
0001.AA	preparing ...			Service		SV5004	Civil	1		1 EA	25.00	AED	1	25.00	0/0
				Material					0.000		0.00	AED	1		

3.6.3. Accept Terms & Conditions

Accept the conditions & Close the window, click on submit again.

Applications for Rfx Terms and conditions - Google Chrome

Not secure | srmqas.fewa.ae:8000/sap/bc/webdynpro/sap/zsrmwda_rfx_terms?RFX_NO=0010

Rfx Terms & Condition

I have read and agree to all the terms and conditions present in the FEWA tender documents

Accept Close

3.6.4. Response Submission Confirmation.

Display RFX Response: 20005085 - Google Chrome

Not secure | srmqas.fewa.ae:8000/nwbc/?sap-nwbc-node=app_window_body

Display RFX Response: 20005085

Edit Print Preview Technical RFX Response Close Withdraw Export System Information Create Memory Snapshot

RFX response 0020005085 submitted

Number 20005085 RFX Number 10000837 Status Saved Submission Deadline 21.10.2018 15:45:00 UTC+4 Remaining Time 0 Days 00:11:53 RFX Owner 7129 Total Value 25.00 AED

RFX Information Items Notes and Attachments Summary Tracking Business Workspace

Item Overview

Line Number	Description	Variant	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value	RFX / R
0001	test electri...		<input checked="" type="checkbox"/>	Outline		SV5004	Civil	1		1 AU		AED		25.00	0/0
0001.AA	preparing ...			Service		SV5004	Civil	1		1 EA	25.00	AED	1	25.00	0/0



4 Post Bid Clarification

After Technical Opening, while evaluating technical bids technical, FEWA may have some clarifications related to the submitted bids. Bidders can find all the post bid queries in Post Bid Clarification Folder in Technical Bid.

4.1 Find Post Bid Clarification

Once you get mail notification for the Post Bid clarifications posted for the submitted Rfx Response,

Display Rfx Response: 20005085

Edit | Print Preview | Technical Rfx Response | Close | Withdraw | Export | System Information | Create Memory Snapshot

Number	20005085	Rfx Number	10000837	Status	Submitted	Submission Deadline	21.10.2018 15:45:00 UTC+4	Remaining Time	0 Days 00:00:00	Rfx Owner	7129
Total Value	25.00 AED										

RFx Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

01-Technical Documents

<input checked="" type="checkbox"/>	Post Bid Clarifications (Bidder)	10/21/2018 3:56:14 PM	Khaled Reda Bastar...
<input type="checkbox"/>	Technical Bid	10/21/2018 3:25:24 PM	Xerox (Bidder)

Go to Response “Business Workspace” → Post Bidder Clarifications. You can see the documents.

Display Rfx Response: 20005085

Edit | Print Preview | Technical Rfx Response | Close | Withdraw | Export | System Information | Create Memory Snapshot

Number	20005085	Rfx Number	10000837	Status	Submitted	Submission Deadline	21.10.2018 15:45:00 UTC+4	Remaining Time	0 Days 00:00:00	Rfx Owner	7129
Total Value	25.00 AED										

RFx Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

Post Bid Clarifications (Bidder)

<input type="checkbox"/>	Type	Name	Modified	Modified By	Version
<input type="checkbox"/>	Document	invitation_letter.doc	10/21/2018 3:56:14 PM	Khaled Reda Bastar...	1

4.2 Reply to Post Bid Clarification

Click on the Add Document Option on the Post Bid Clarification Folder. Submit your replies for each post bid queries.

Display Rfx Response: 20005085

Edit | Print Preview | Technical Rfx Response | Close | Withdraw | Export | System Information | Create Memory Snapshot

Number	20005085	Rfx Number	10000837	Status	Submitted	Submission Deadline	21.10.2018 15:45:00 UTC+4	Remaining Time	0 Days 00:00:00	Rfx Owner	7129
Total Value	25.00 AED										

RFx Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

Post Bid Clarifications (Bidder)

<input type="checkbox"/>	Type	Name	Modified	Modified By	Version
<input type="checkbox"/>	Document	invitation_letter.doc	10/21/2018 3:56:14 PM	Khaled Reda Bastar...	1



5 Contract / Purchase Order

When Rfx - Response got award by FEWA Procurement, An email notification will be received at the same time status of the response will be changed to "Accepted". A new folder will be created for all the accepted responses.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
10000837	FEWA USER MANUALS	RFX	Published	21.10.2018	20005085	Accepted	4	1	0	
10000832	Test_17.10.2018 08:39:09	2 - Public W/O TER	Published	17.10.2018	20005083	Submitted	1	1	0	
10000831	FINAL TEST for TODAY	2 - Public W/O TER	Published	15.10.2018	20005079	Accepted	1	1	0	
10000828	TEST TODAY	2 - Public W/O TER	Published	14.10.2018	20005078	Submitted	1	1	0	

5.1 Negotiations

All the negotiations before Final Awarding. Path: Rfx → Response → Business Workspace → Contractual Documents

Display RFX Response: 20005085

Print Preview | Check | Technical RFX Response | Close | Export | System Information | Create Memory Snapshot

Number	20005085	RFX Number	10000837	Status	Accepted	Submission Deadline	21.10.2018 15:45:00 UTC+4	Remaining Time	0 Days 00:00:00	RFX Owner	7129	Total Value	25.00 AED
--------	----------	------------	----------	--------	----------	---------------------	---------------------------	----------------	-----------------	-----------	------	-------------	-----------

RFx Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

05-Contractual Documents

- Contract Draft Bidder
- LOI
- Negotiations

5.2 Letter Of Intent (L.O.I)

All the L.O.I for the awarded quote from Fewa Procurement will be submitted to the L.O.I folder inside the Contractual Folder. Path : Rfx → Response → Business Workspace → Contractual Folder → L.O.I

Display RFX Response: 20005085

Print Preview | Check | Technical RFX Response | Close | Export | System Information | Create Memory Snapshot

Number	20005085	RFX Number	10000837	Status	Accepted	Submission Deadline	21.10.2018 15:45:00 UTC+4	Remaining Time	0 Days 00:00:00	RFX Owner	7129	Total Value	25.00 AED
--------	----------	------------	----------	--------	----------	---------------------	---------------------------	----------------	-----------------	-----------	------	-------------	-----------

RFx Information | Items | Notes and Attachments | Summary | Tracking | **Business Workspace**

05-Contractual Documents

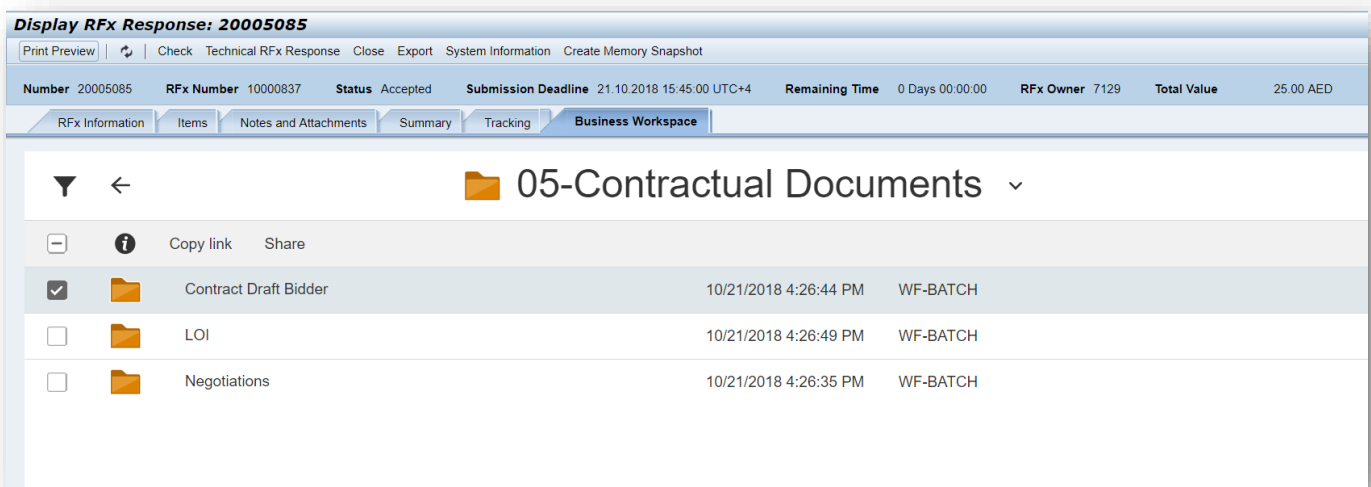
- Contract Draft Bidder
- LOI
- Negotiations



5.3 Contract Draft Bidder

All the Contract draft for the awarded quote from Fewa Procurement will be submitted to the Contract Draft Bidder folder inside the Contractual Folder.

Path : Rfx → Response → Business Workspace → Contractual Folder → Contract Draft Bidder



Documentation References

This section provides a list of the related documents that were referenced in this document. The table below includes the document reference and name, the related BBP/ Re-engineering that reference the document, and the path to the location of the document referenced.

Document	Document Name	Document Path

End Of The Document.