Indian Ports Association (IPA)

Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for

Open Tender – Single Bid System

**Submitted by:**

****

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This document is a desk reference tailored to the Procurement Specialists. It is intended to provide information that will be helpful to support the Tendering processes.

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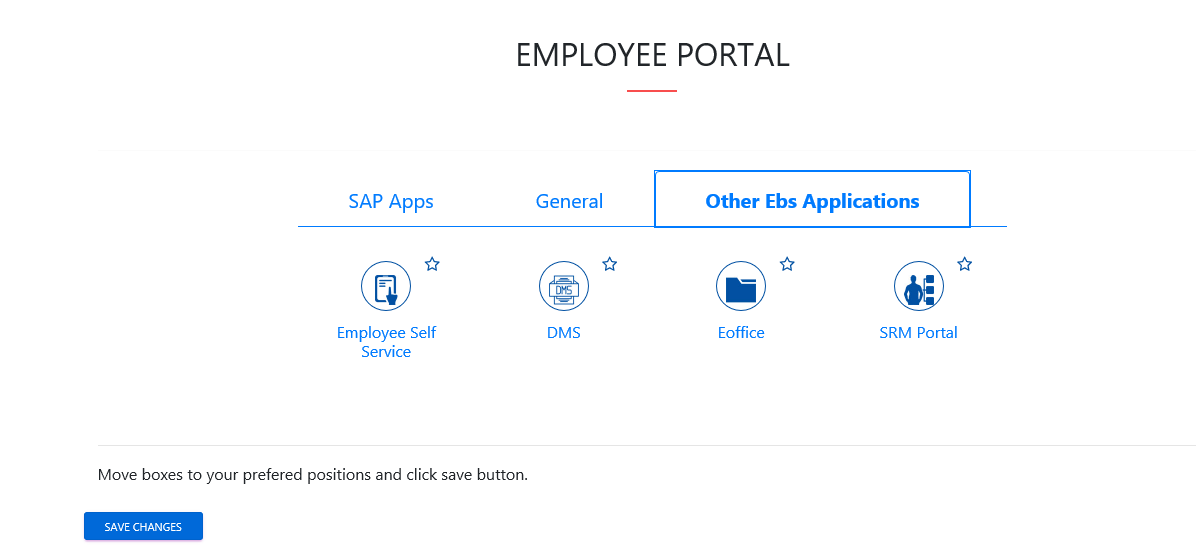
## 

# Buyer Logon

* 1. Login to SRM Portal
  2. Enter User ID and Password
  3. Enter OTP from your registered mobile number

1. **Go to on Other Ebs Application and click “SRM Portal”**



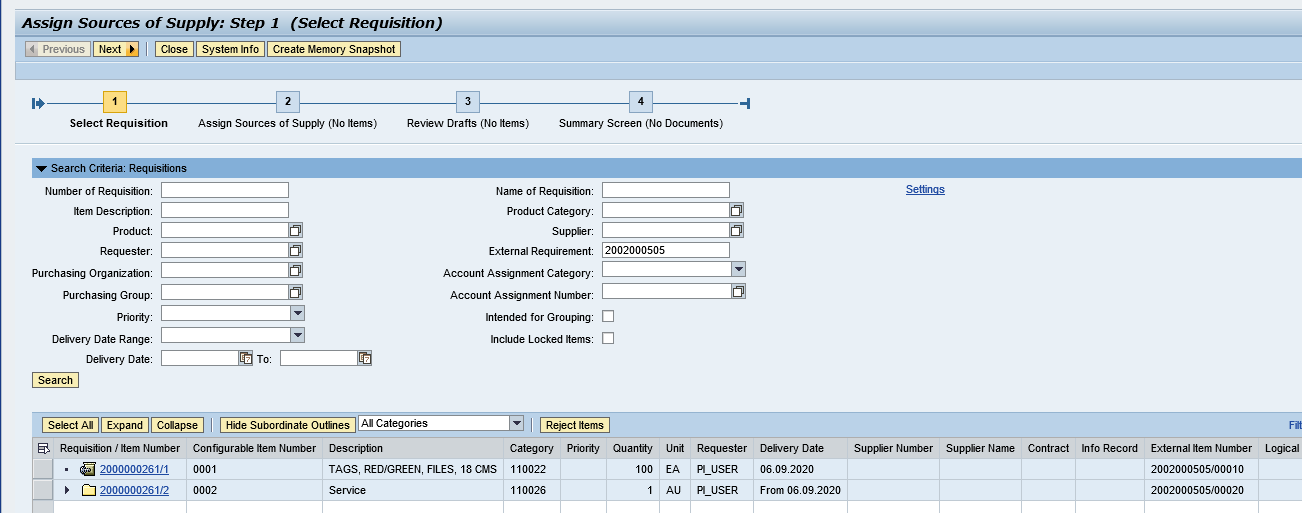


# Sourcing

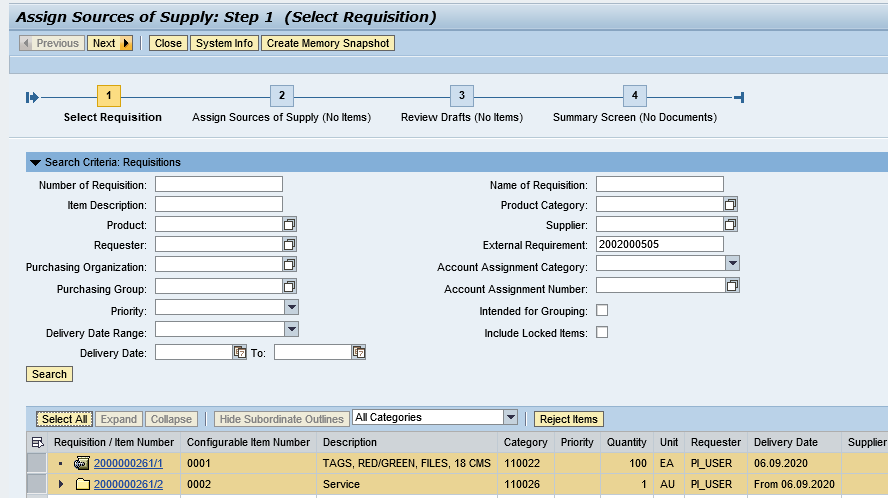
* 1. Click on **Strategic Purchase** -> **Strategic Sourcing** -> **Carryout Sourcing**

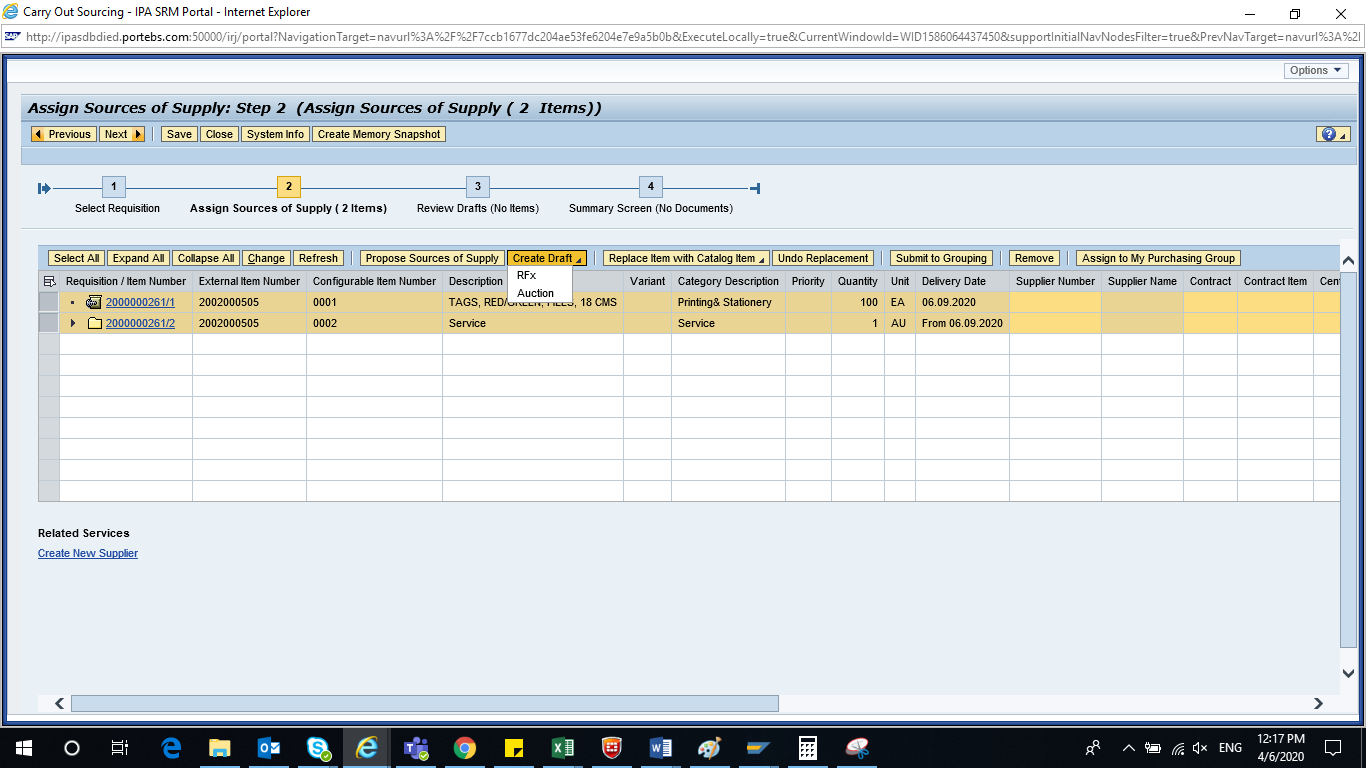


* 1. Enter SAP Purchase Requisition in “External Requisition” and click on “Search”. Purchase Requisition Line items shows below.

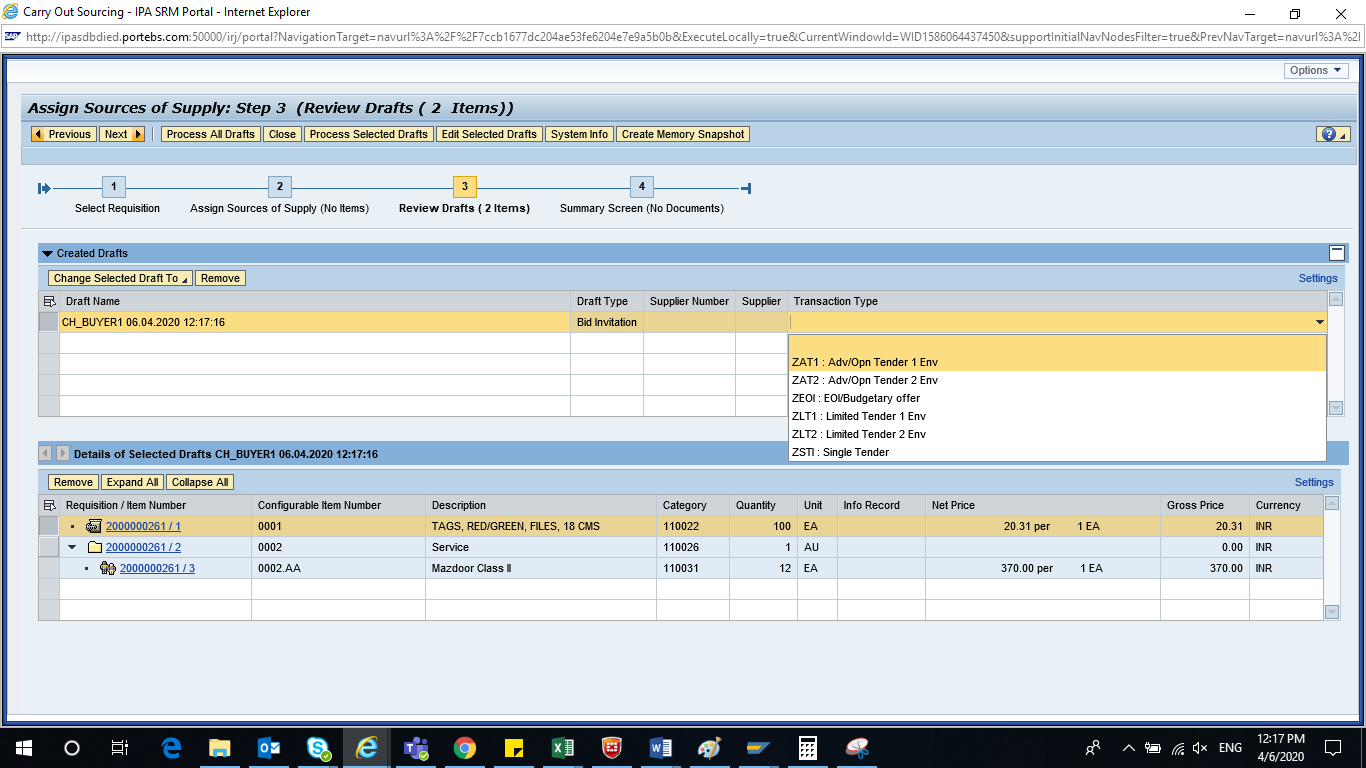


* 1. Click on “**Select All”** button and click on “**Next”** button.

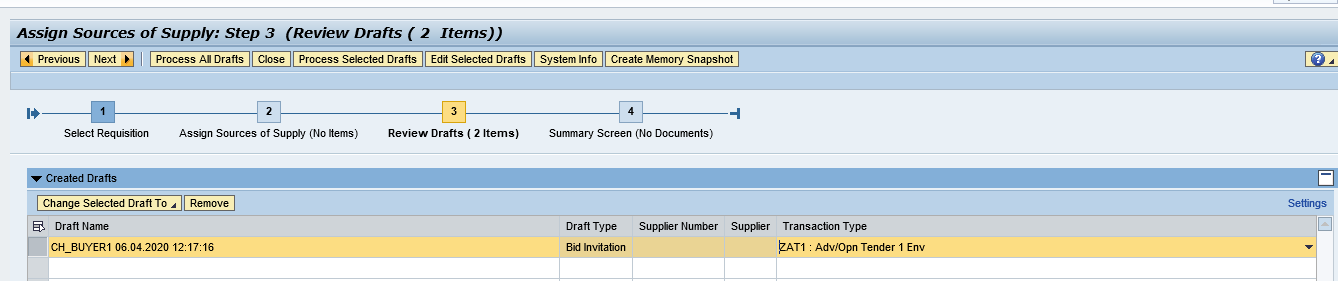




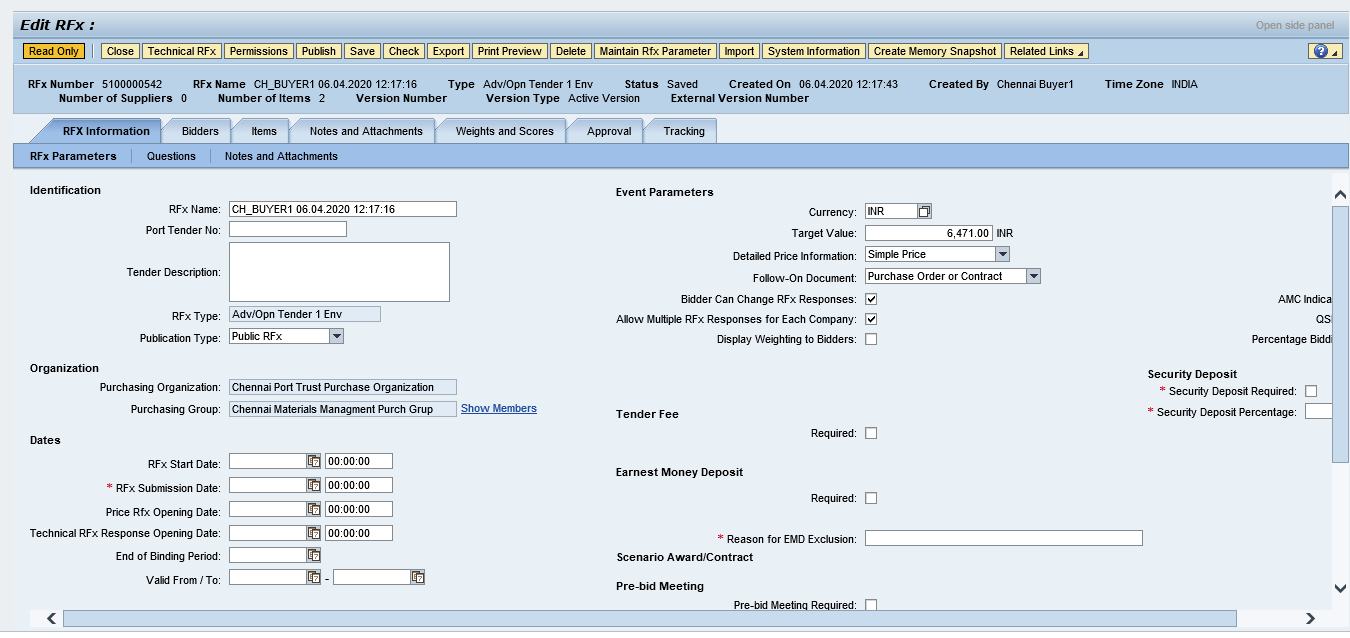
* 1. Click on “**Select All**” and Select “**Create Draft**” as “**RFx**”



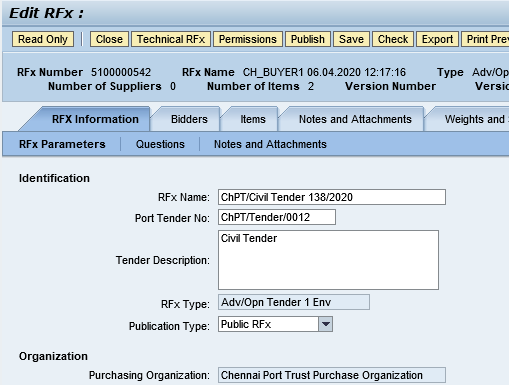
* 1. Select “**Transaction Type”** as “**ZAT1 – Advt/Open Tender 1 Env”**



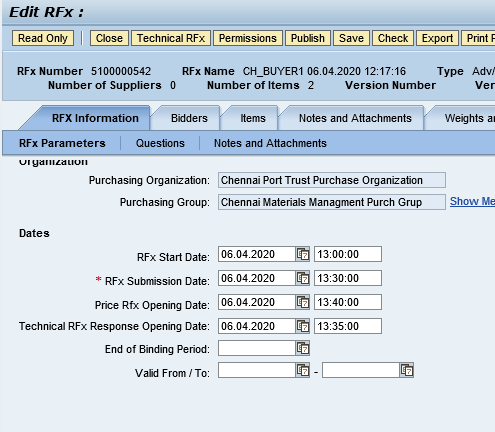
1. **RFX** **Creation** `
   1. Display RFx
   2. Go to **“Strategic Purchasing” -> Strategic Sourcing”**
   3. Click on **Edit** button



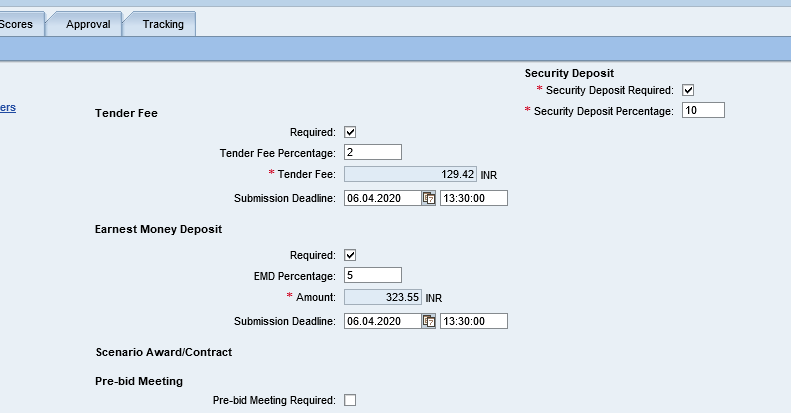
* 1. Click on “**EDIT**” and enter
     1. RFx Number
     2. Port Tender No
     3. Tender Description

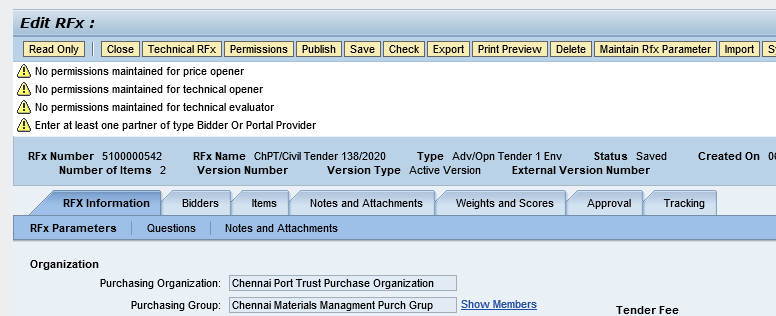


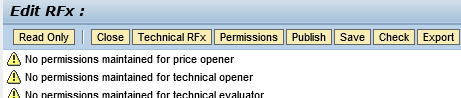
* 1. Enter RFx Dates
     1. RFx Start Date
     2. RFx Submission Date
     3. Technical RFx Response Opening Date
     4. Price RFx Opening Date



* 1. Enter Tender Fee, EMD and Security Deposit payment details
     1. Tender Fee
        1. Check Required checkbox
        2. Enter Tender Fee Percentage or Tender Fee amount
        3. Submission Deadline
     2. Earnest Money Deposit (EMD)
        1. Check Required checkbox
        2. Enter EMD Percentage or amount
        3. Submission Deadline
     3. Security Deposit
        1. Check Security Deposit checkbox
        2. Security Deposit Percentage

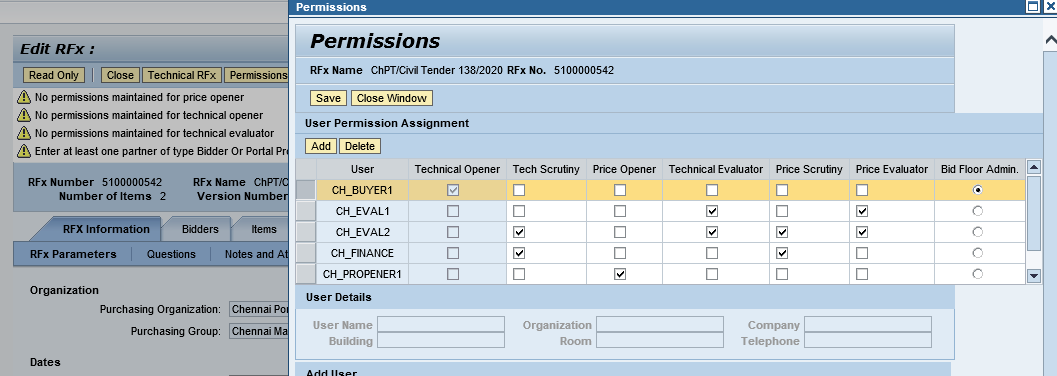




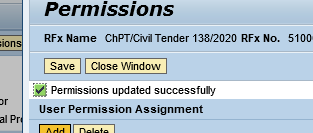


# Add Permission

* + 1. Click on “**Permission**” button and add Tech Opener, Tech Scrutiny, Price Opener, Tech Evaluator, Price Scrutiny and Price Evaluator

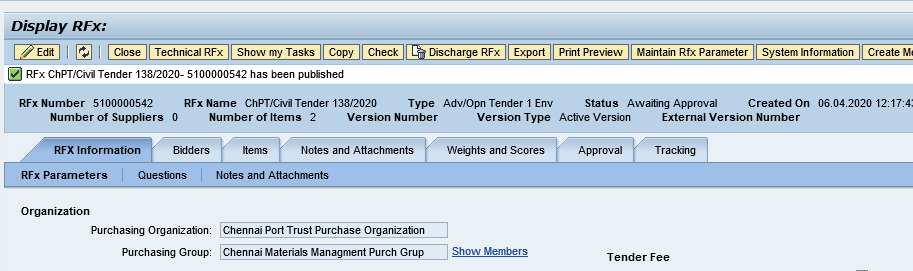


* + 1. All Members are added successfully



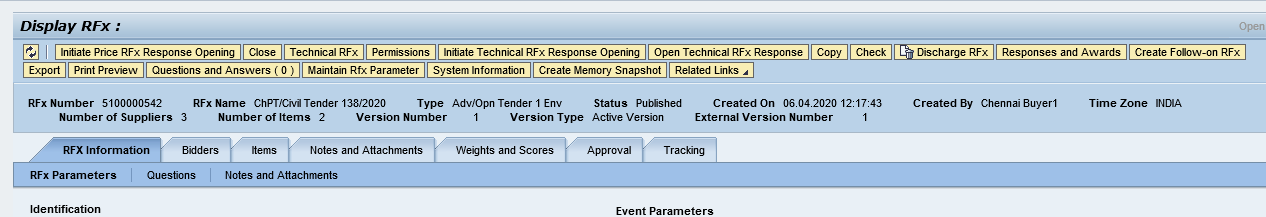
# Publish RFx

* 1. Click on “Publish” to initiate for approval process.

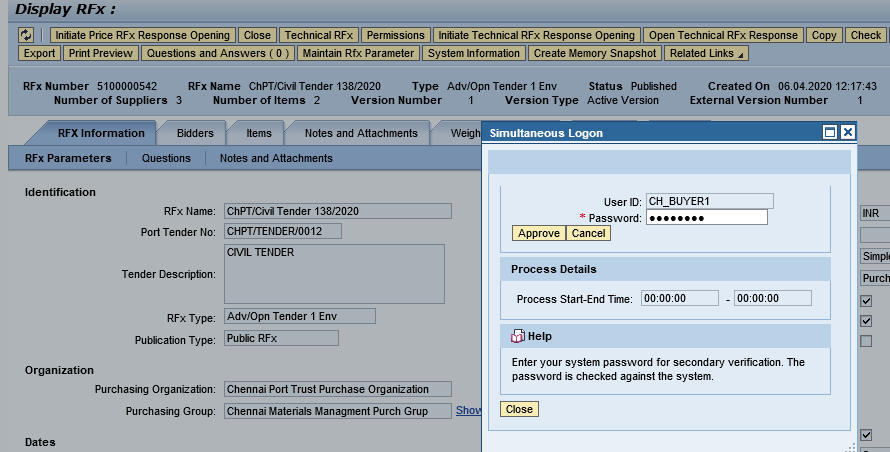


# Open Technical RFx

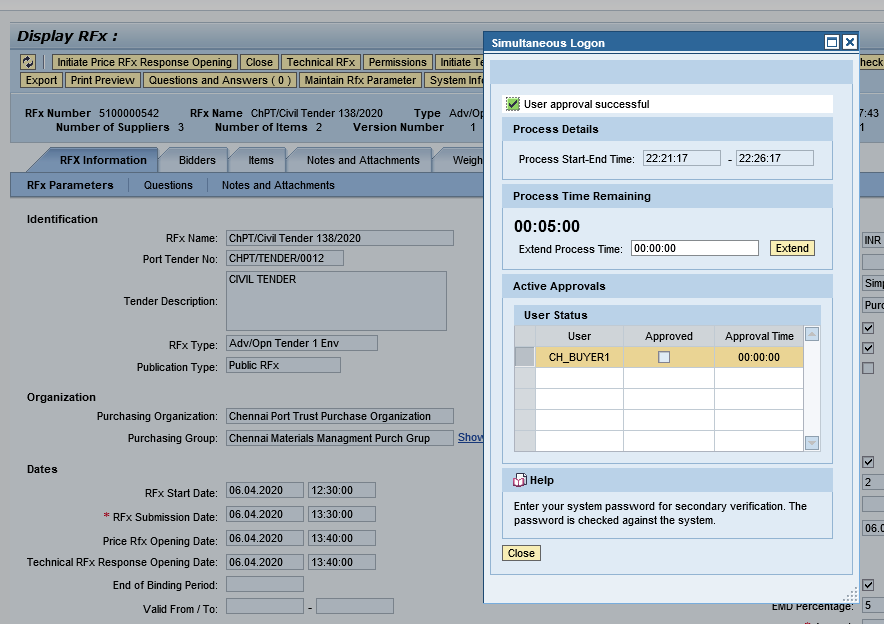
* + 1. Click on “Initiate Technical RFx Response Opening” button and enter Password.



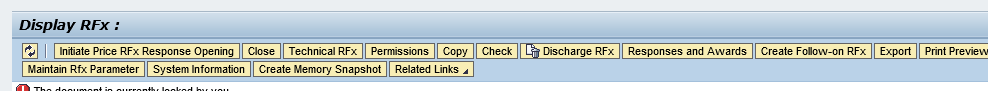
* + 1. Enter Password



* + 1. Login as Technical Opener
       1. Enter User ID and Password

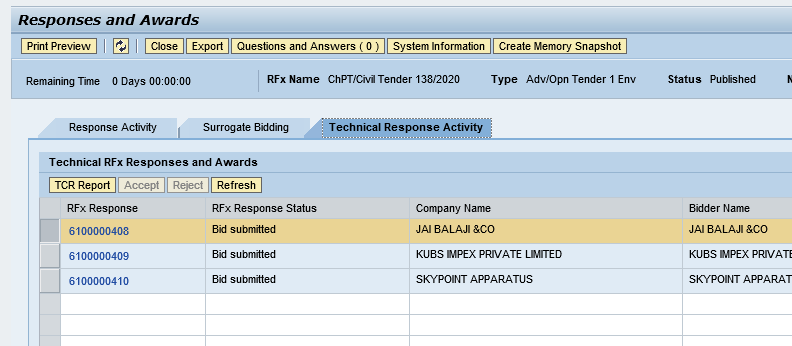


* + 1. Go to RFx number and display RFx
       1. Click on “Open Technical RFx Response” button

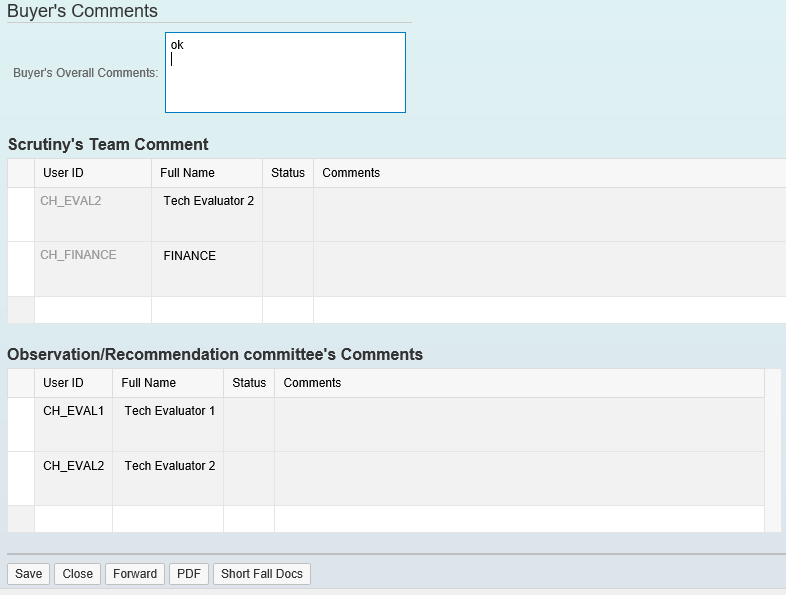


# Display Technical Comparative Statement

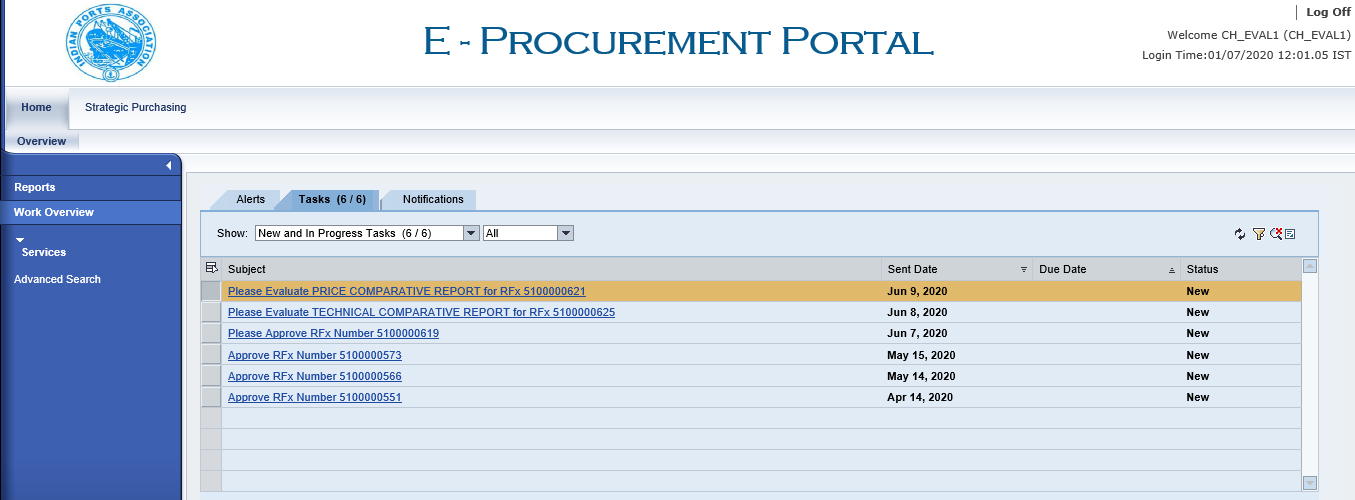
* + 1. Click on “**Response and Award**” button
    2. Select “Technical Response Activity” Tab and click “TCR Report”

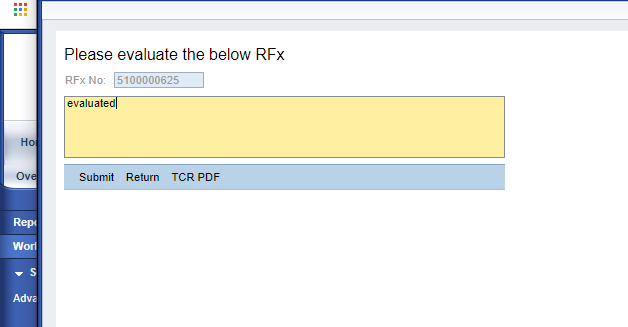


* + 1. Click on “Forward” button to send TCR Report to Scurrility and Committee Members



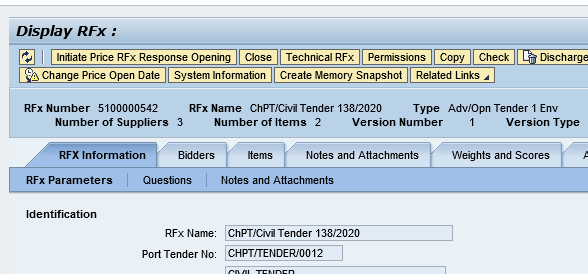
# Security & Committee Evaluation



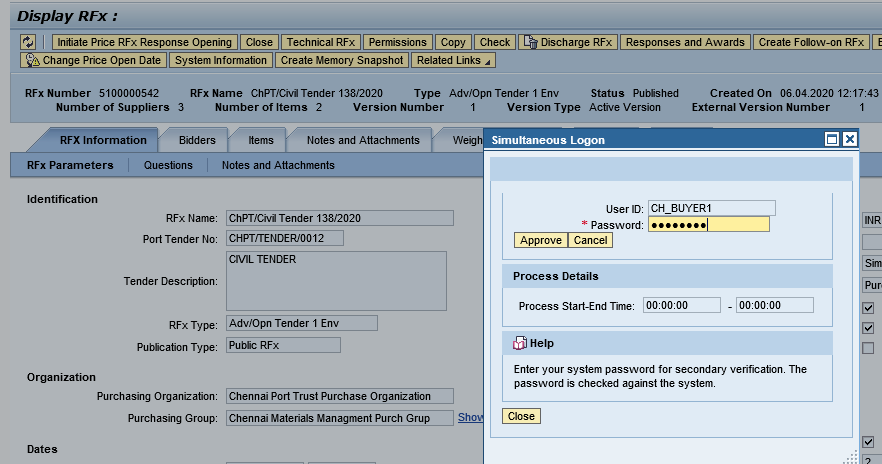


# Open Price Response

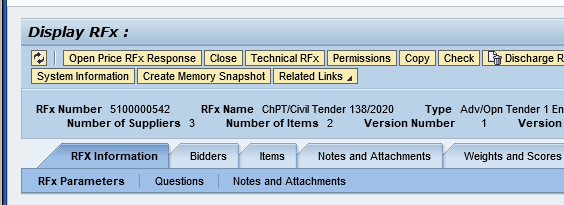
* + 1. Click on “**Initiate Price Response Opening**” button



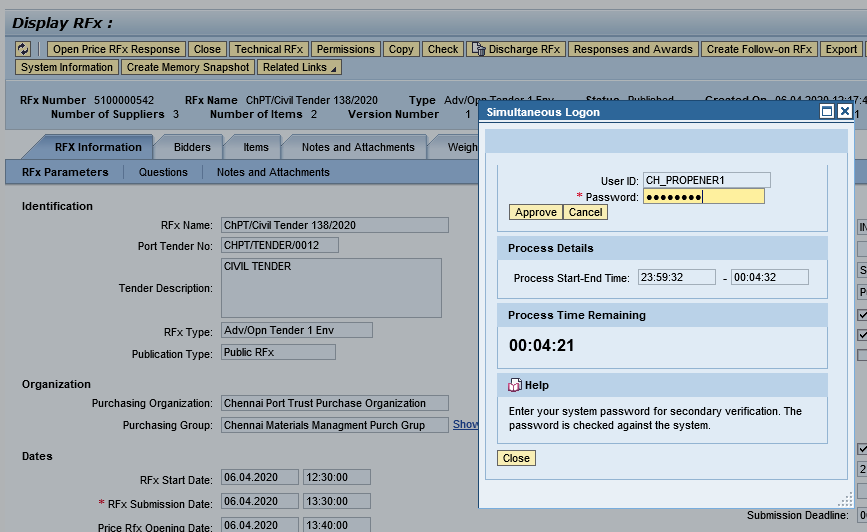
* + 1. Enter Password

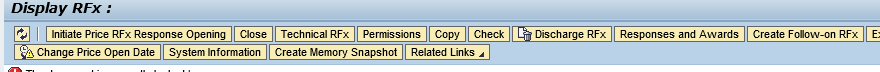


* + 1. Login as Price Opener and “**Open Price RFx Response**”

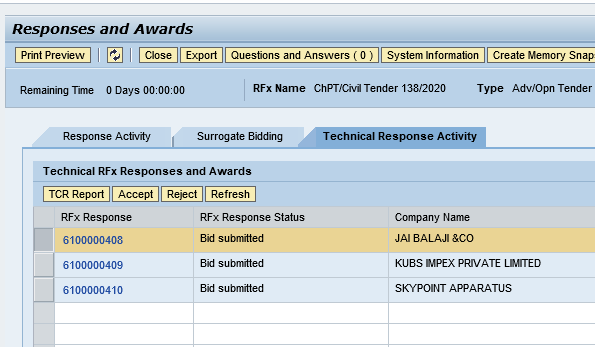


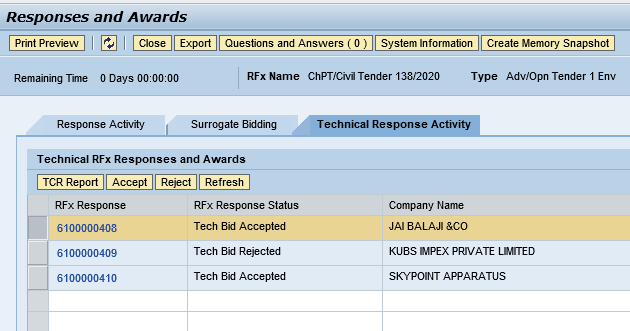
* + 1. Enter Password



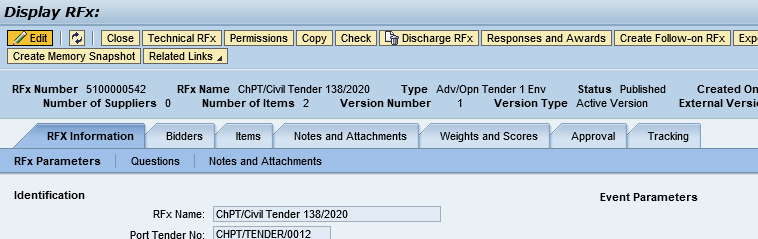


* + 1. Accept/Reject Technical Response

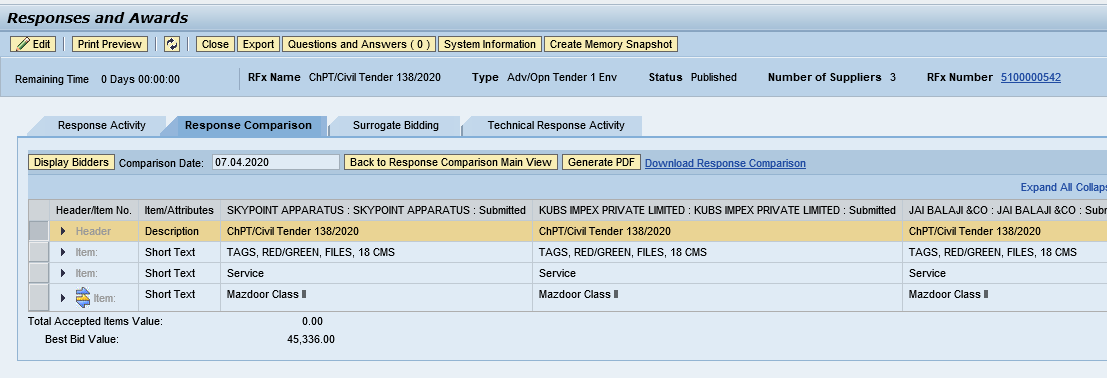




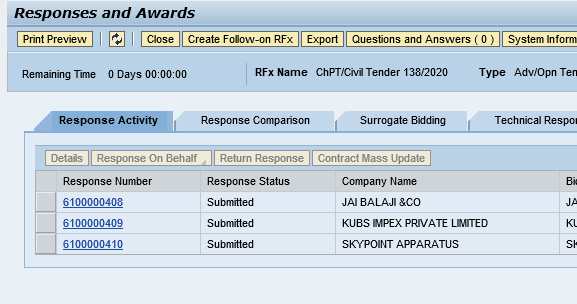
* + 1. Go to “**Response and Award**”



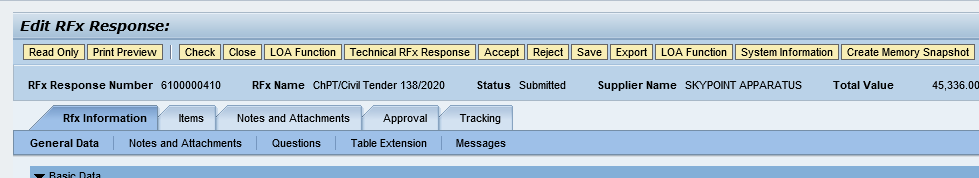
# Display PCR Report

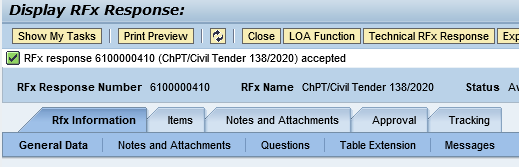


* + 1. Accept/Reject Price Response

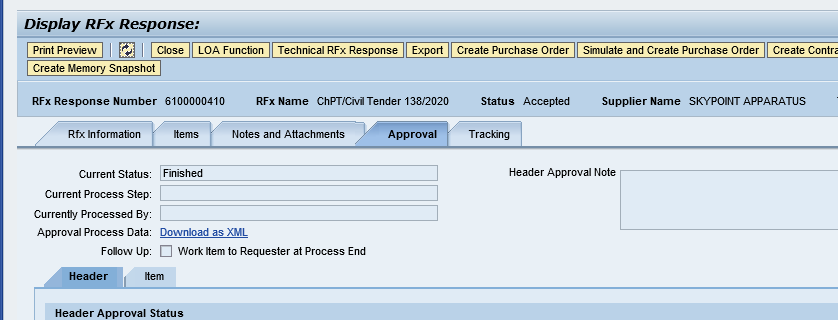


* + 1. Click on “**Accept**”

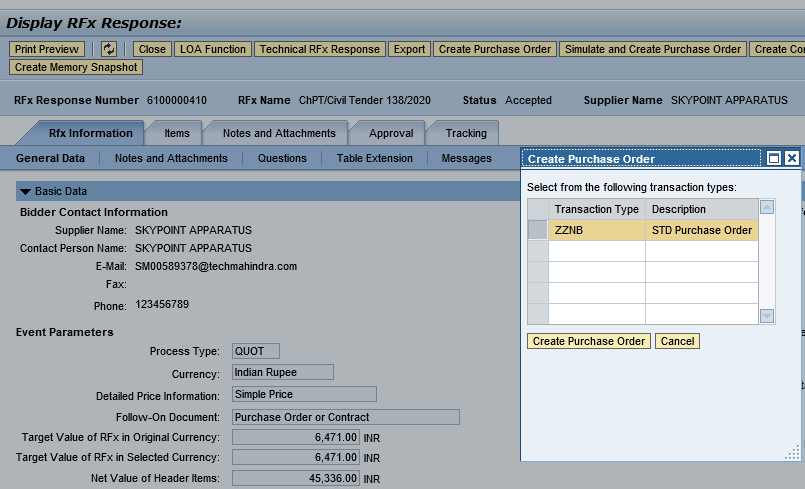




# Create Purchase Order



Select Transaction Type ZZNB and click “**Create Purchase Order**”



Purchase Order created successfully and transfer to HANA system.

