Indian Ports Association (IPA)

Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for

Single Tender

**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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| Authors & Participants | |
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**Contents**:

[1. Buyer Logon 4](#_Toc37193593)

[2. Sourcing 5](#_Toc37193594)

[3. RFX Creation ` 8](#_Toc37193595)

[4. Publish RFx 10](#_Toc37193596)

[5. Add Permission 10](#_Toc37193597)

[6. Open Technical RFx 11](#_Toc37193598)

[7. Display Technical Comparative Statement 13](#_Toc37193599)

[8. Security & Committee Evaluation 15](#_Toc37193600)

[9. Open Technical Response 17](#_Toc37193601)

[10. Open Price Response 18](#_Toc37193602)

[11. Display PCR Report 21](#_Toc37193603)

[12. Create Purchase Order 22](#_Toc37193604)

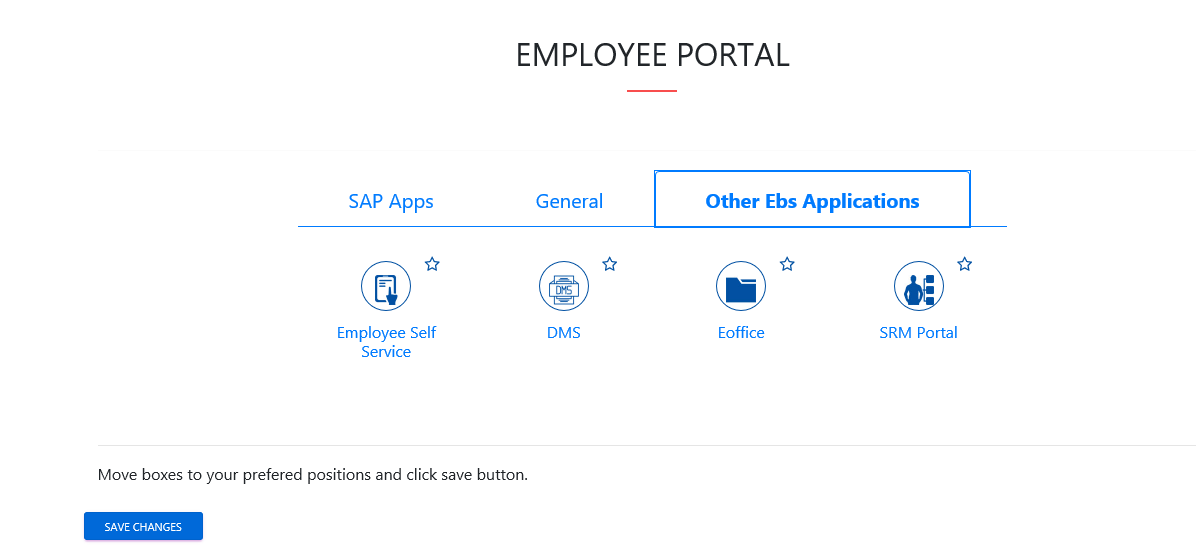
## 

# 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”**





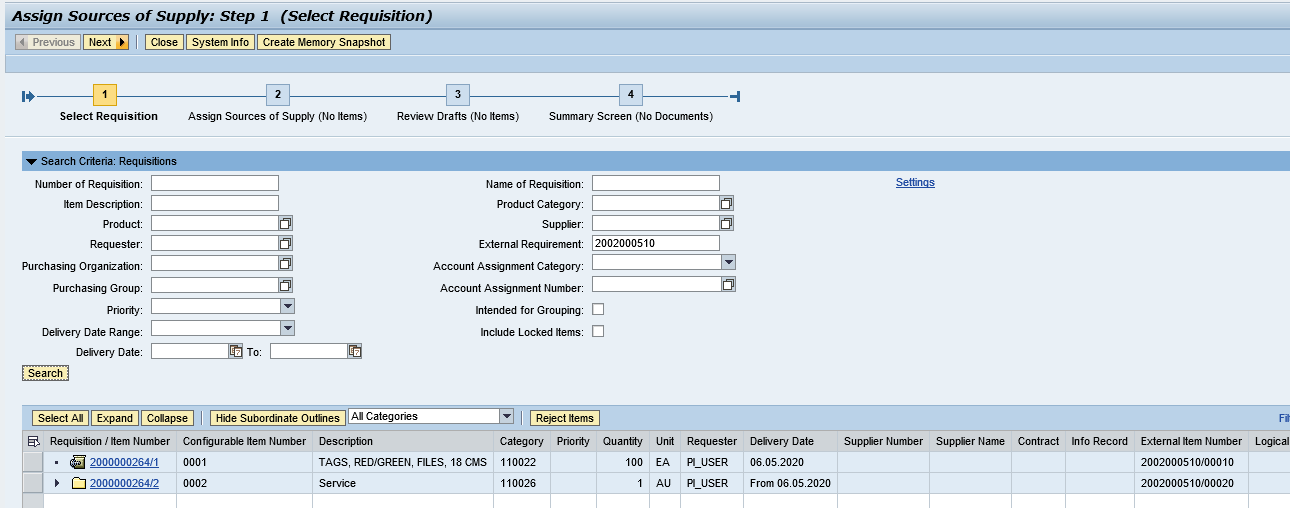
# Sourcing

# Sourcing

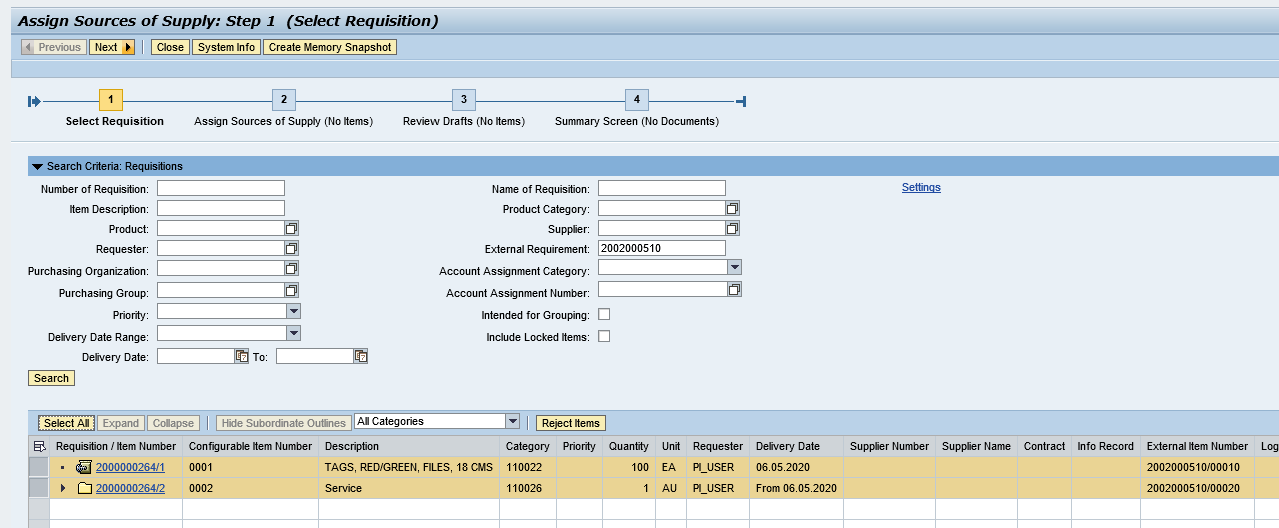
* + 1. Click on Strategic Purchase -> Strategic Sourcing -> Carryout Sourcing



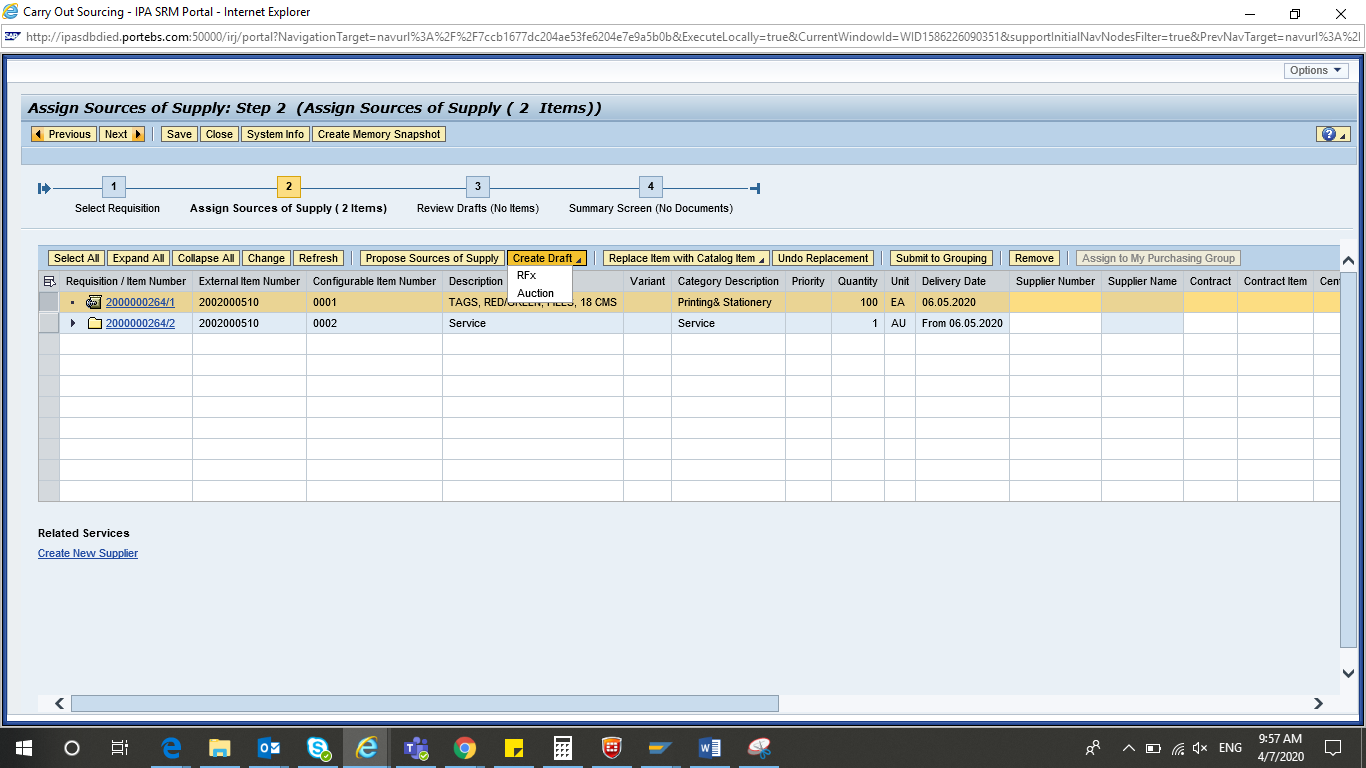
* + 1. Enter SAP Purchase Requisition in “External Requisition” and click on “Search”. Purchase Requisition Line items shows below.



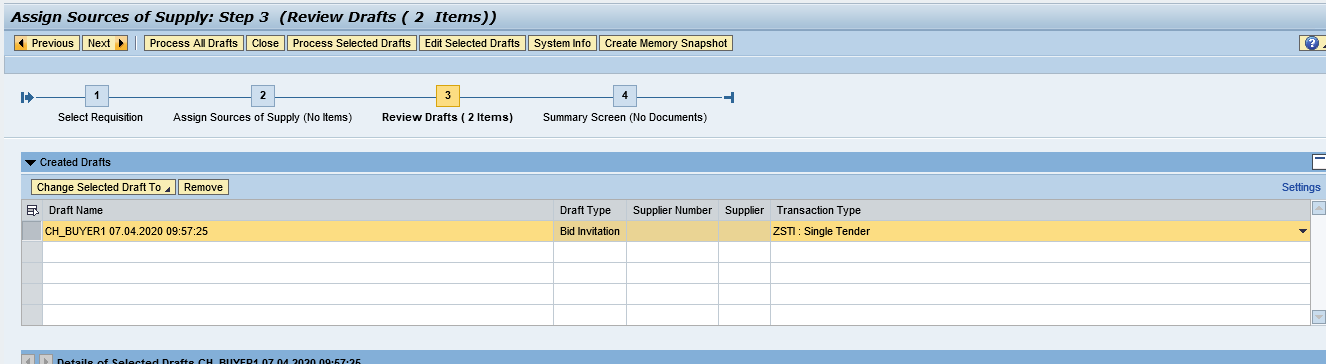
* + 1. Click on “**Select All”** button and click on “**Next”** button.



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



* + 1. Select “**Transaction Type”** as “**ZST1 – Single Tender**

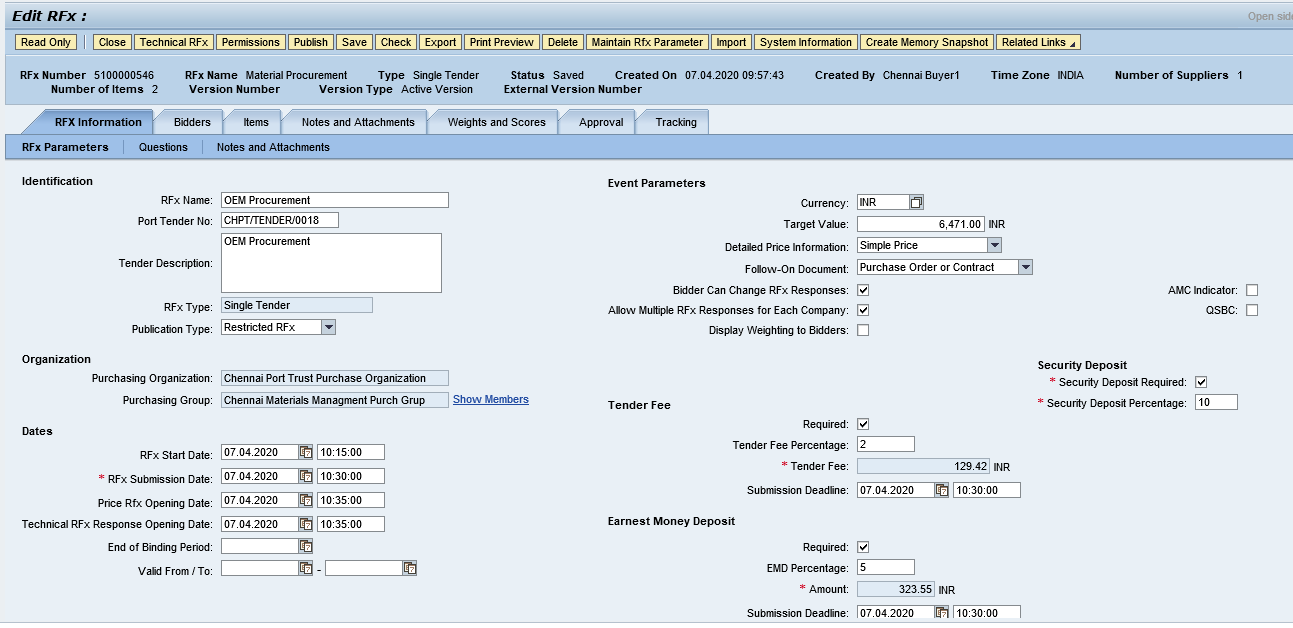


# RFX Creation `

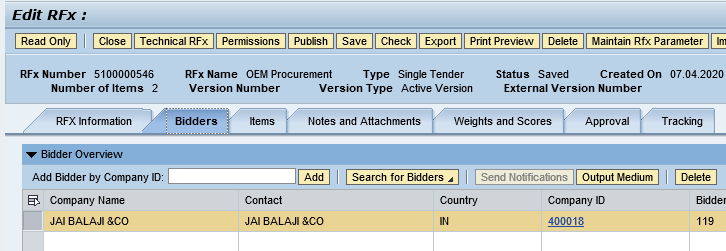
* 1. Display RFx
  2. Go to **“Strategic Purchasing” -> Strategic Sourcing”**
  3. Click on “**EDIT**” and enter
     1. RFx Number
     2. Port Tender No
     3. Tender Description
  4. Enter RFx Dates
     1. RFx Start Date
     2. RFx Submission Date
     3. Technical RFx Response Opening Date
     4. Price RFx Opening Date

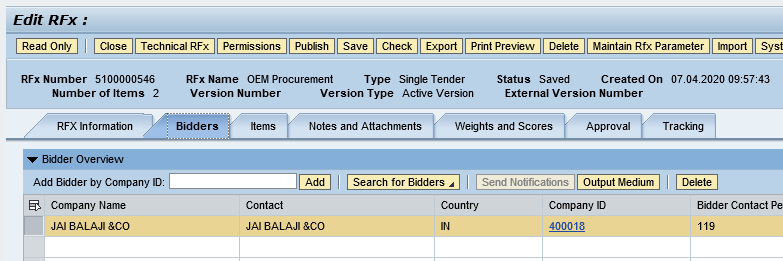
Enter Tender Fee, EMD and Security Deposit payment detail

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



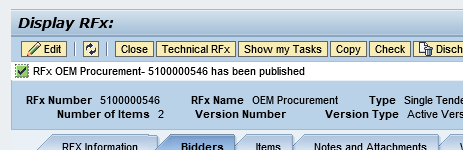
* + 1. Add Bidder(s) to participate in Tendering





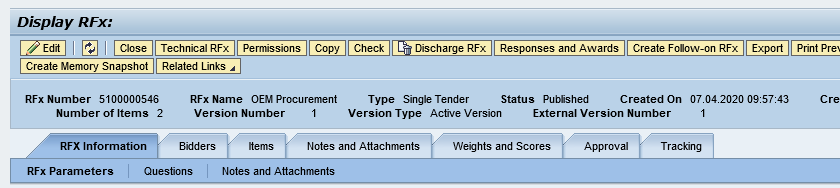
# Publish RFx

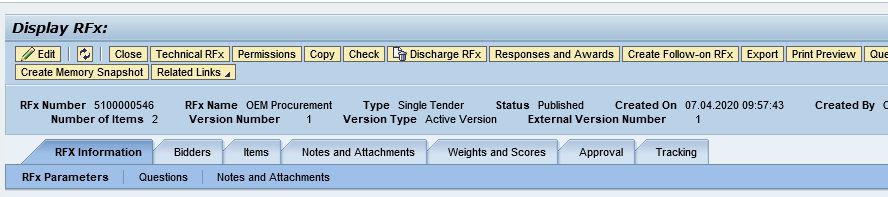
* + 1. **Click on “Publish” to initiate for approval process.**



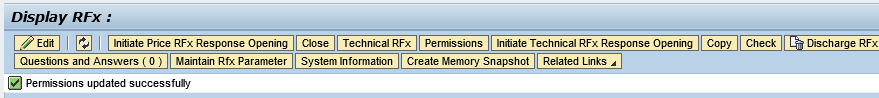
# Add Permission

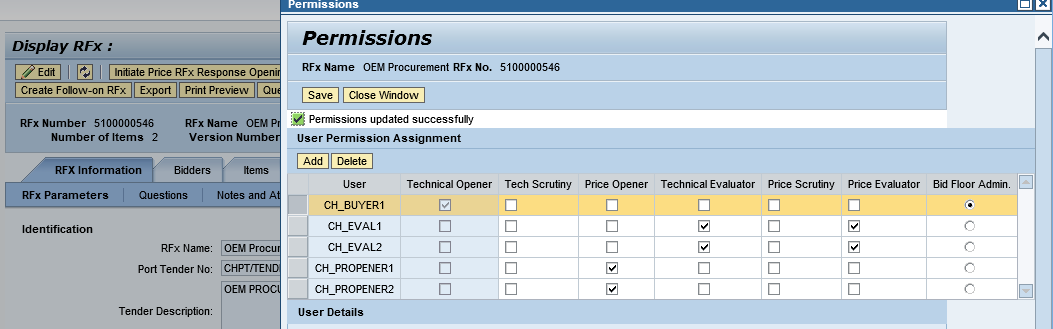
* + 1. Click on “**Permission**” button and add Tech Opener, Tech Scrutiny, Price Opener, Tech Evaluator, Price Scrutiny and Price Evaluator





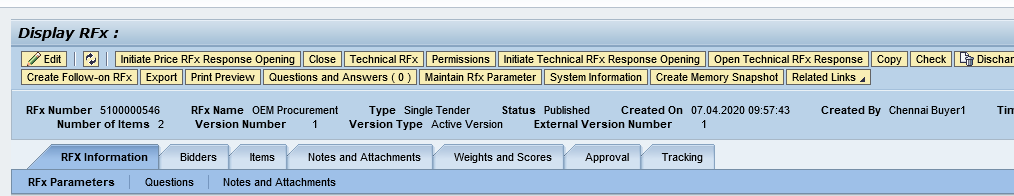
* + 1. All Members are added successfully



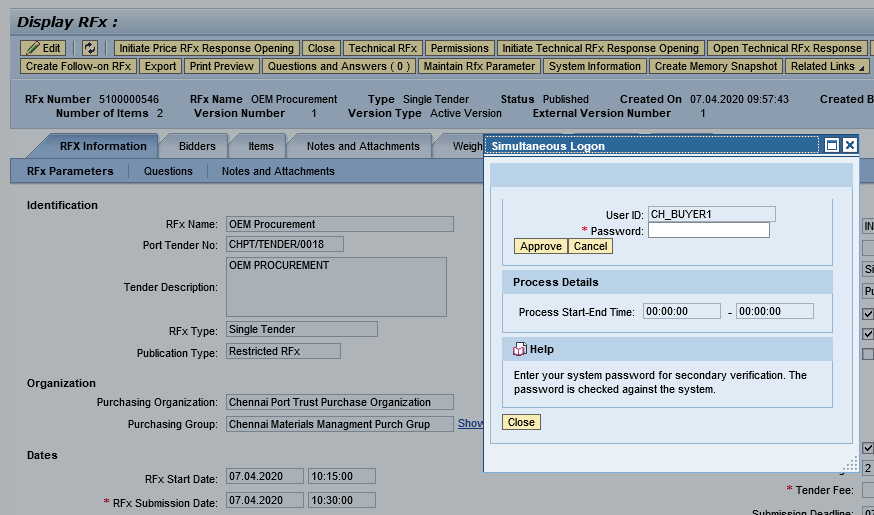


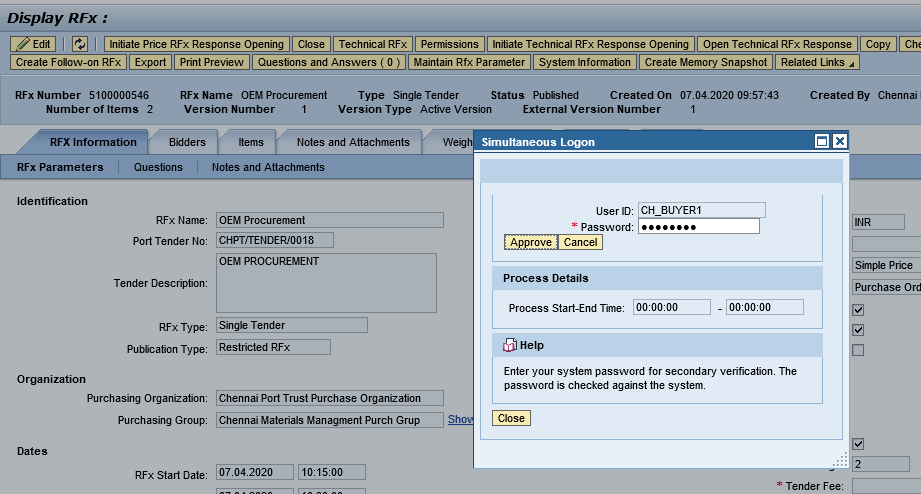
# Open Technical RFx

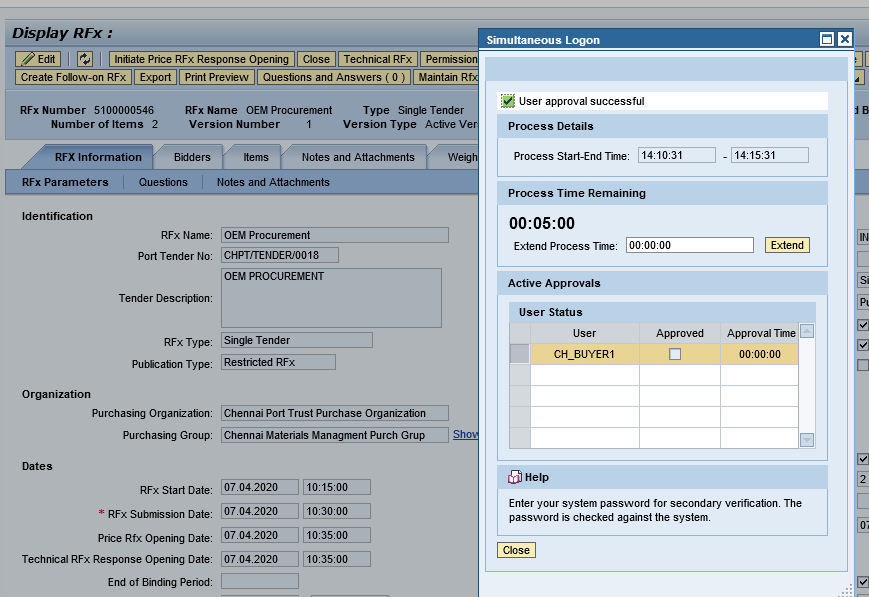
* + 1. Click on “Initiate Technical RFx Response Opening” button and enter Password.



* + 1. Enter Password



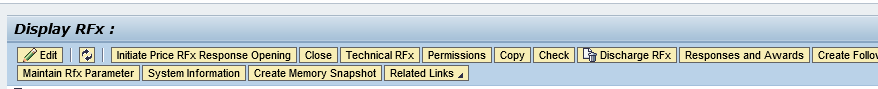




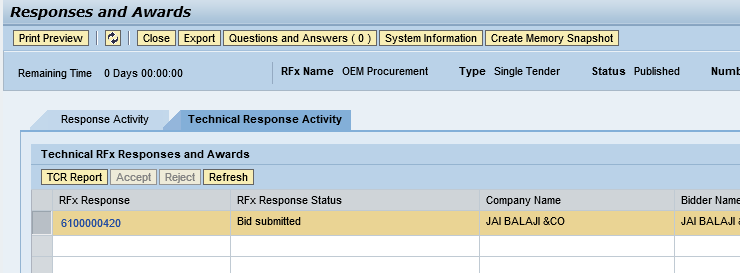
* + 1. Go to RFx number and display RFx
    2. Click on “**Open Technical RFx Response”** button

# Display Technical Comparative Statement

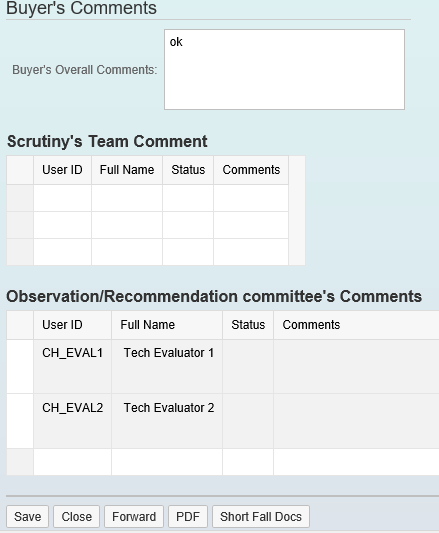
* + 1. Click on “**Response and Award**” button



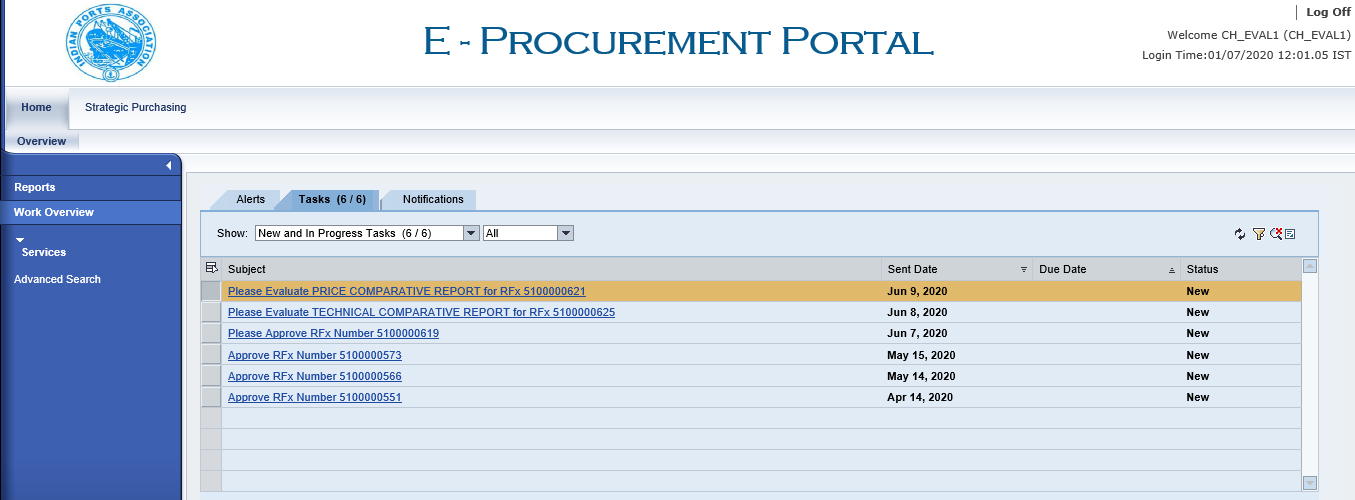
* + 1. Select “Technical Response Activity” Tab and click “TCR Report”

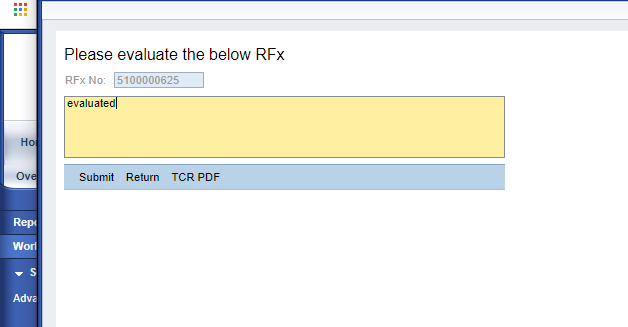


* + 1. Enter Buyer comments for each line item and over all comment.
    2. Click on “Forward” button to send TCR Report to Scurrility and Committee Members



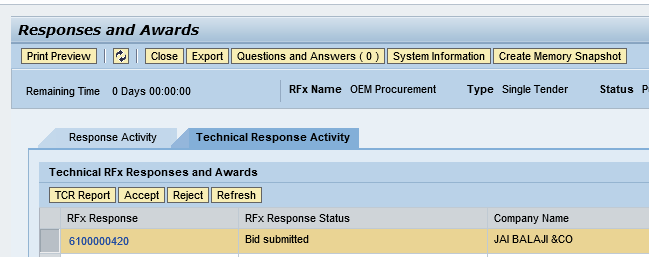
# Security & Committee Evaluation

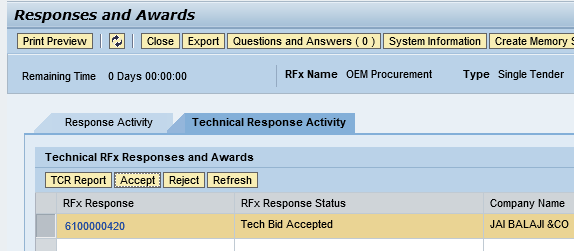




# Open Technical Response

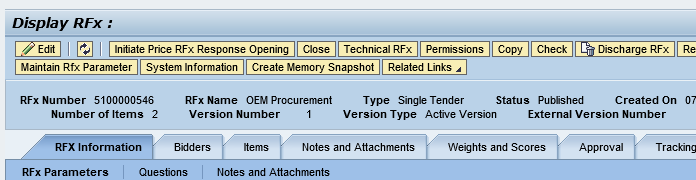
Click on “**Initiate Technical Response Opening**” button



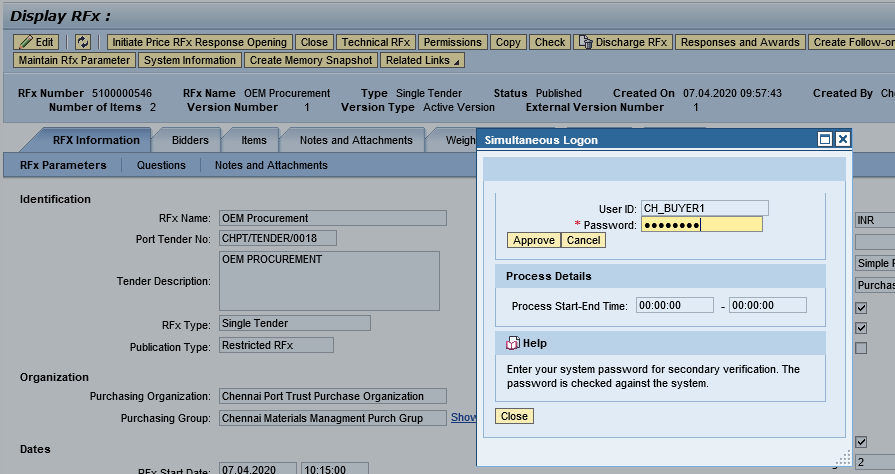


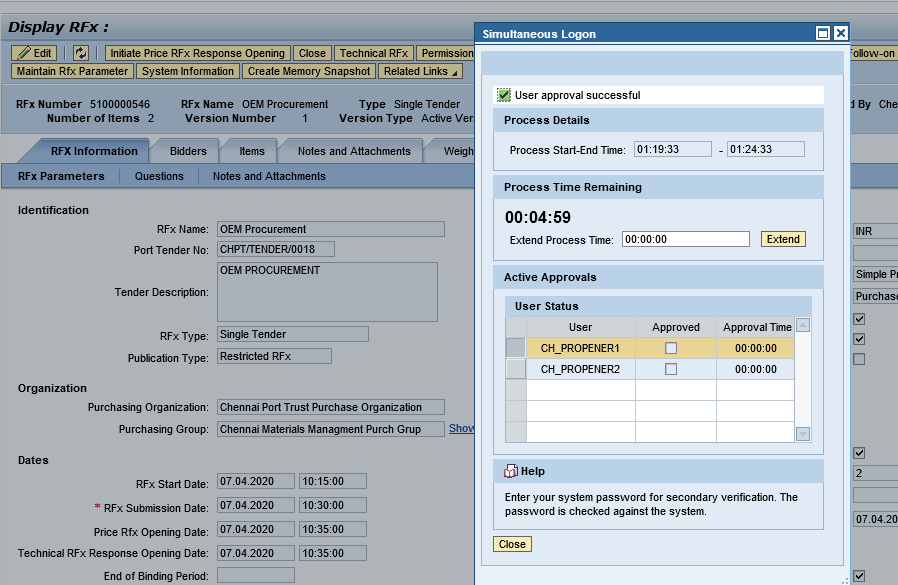
# Open Price Response

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

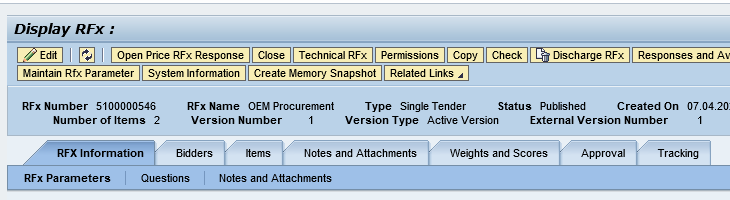


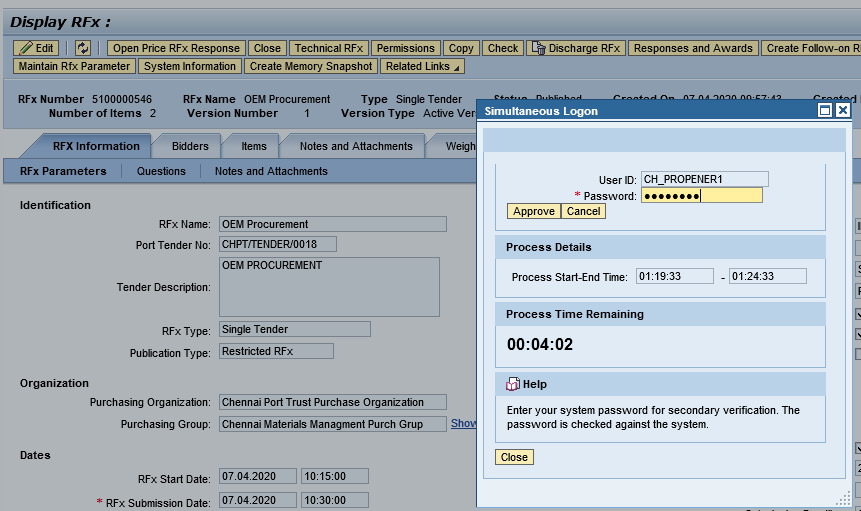
* + 1. Enter Password



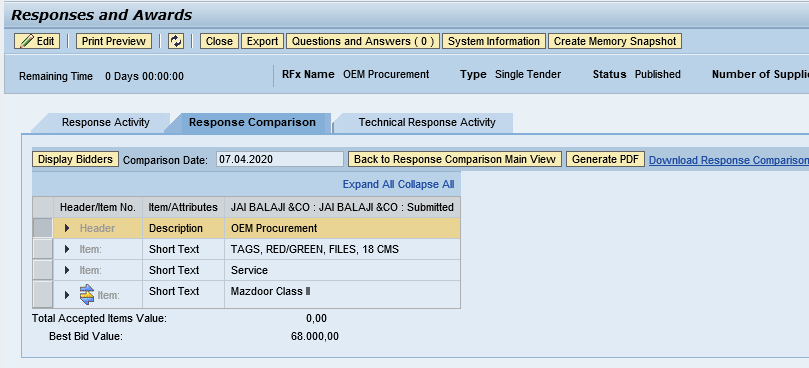


* + 1. Login as Price Opener and “**Open Price RFx Response**”

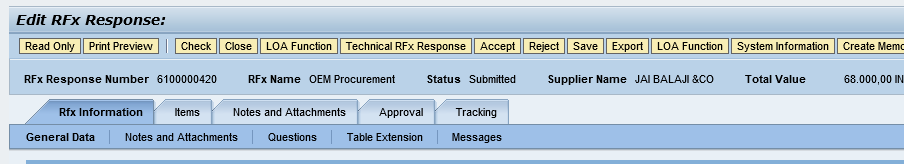


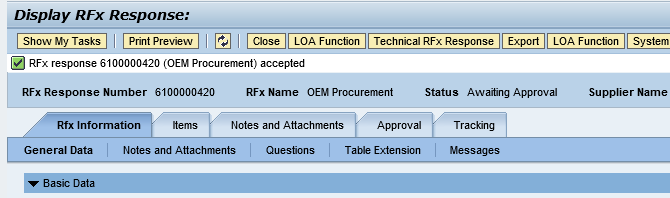


# Display PCR Report

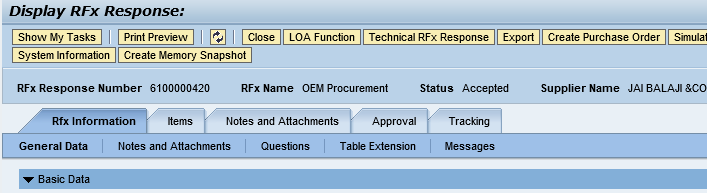


* + 1. Accept/Reject Price Response

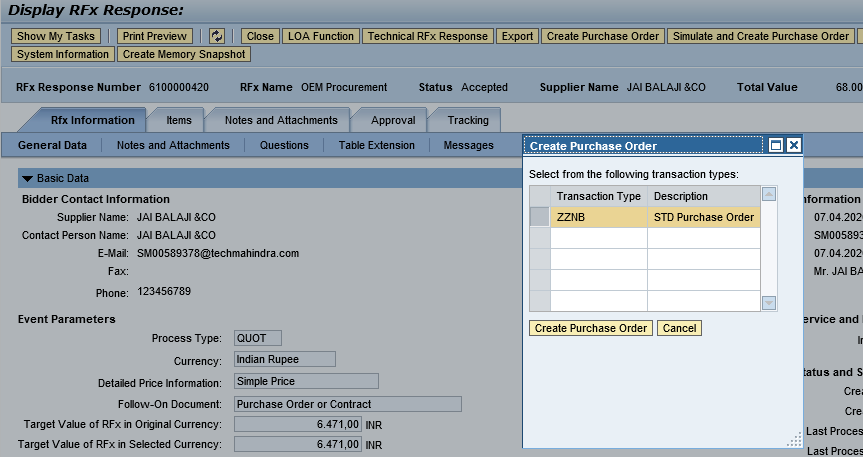




# Create Purchase Order



* + 1. Select Transaction Type ZZNB and click “**Create Purchase Order**”



* + 1. Purchase Order created successfully and transfer to HANA system.

