Indian Ports Association (IPA)

Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for

EOI/Budgetary Offer

**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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**Document History:**

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**Contents**:

[1. Buyer Logon 4](#_Toc37174531)

[2. Sourcing 5](#_Toc37174532)

[3. RFX Creation ` 9](#_Toc37174533)

[4. Publish RFx 10](#_Toc37174534)

[5. Display Price Comparative Statement 11](#_Toc37174535)

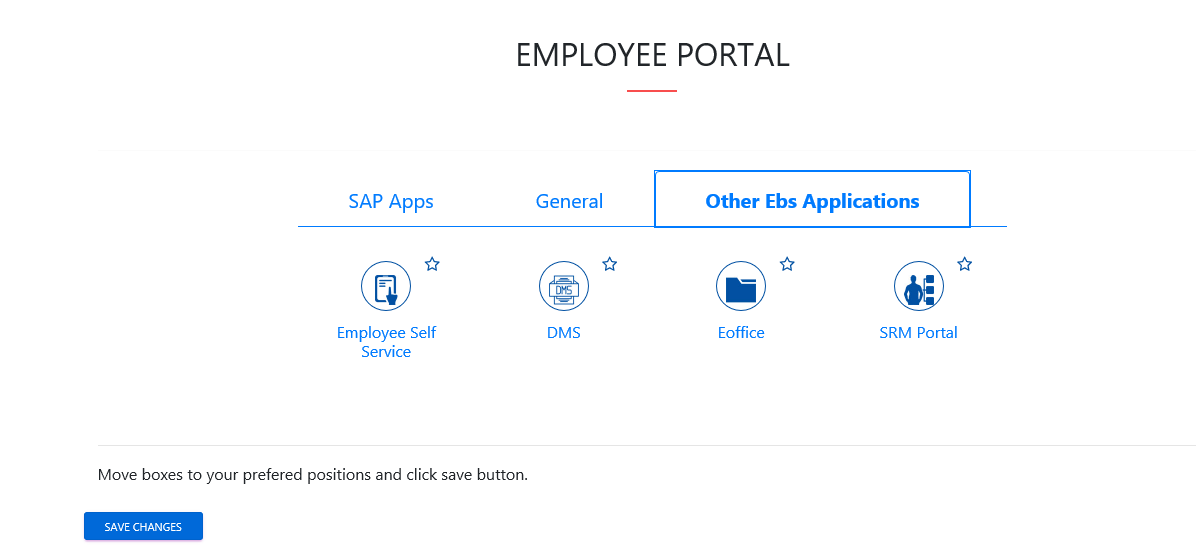
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# Buyer Logon

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

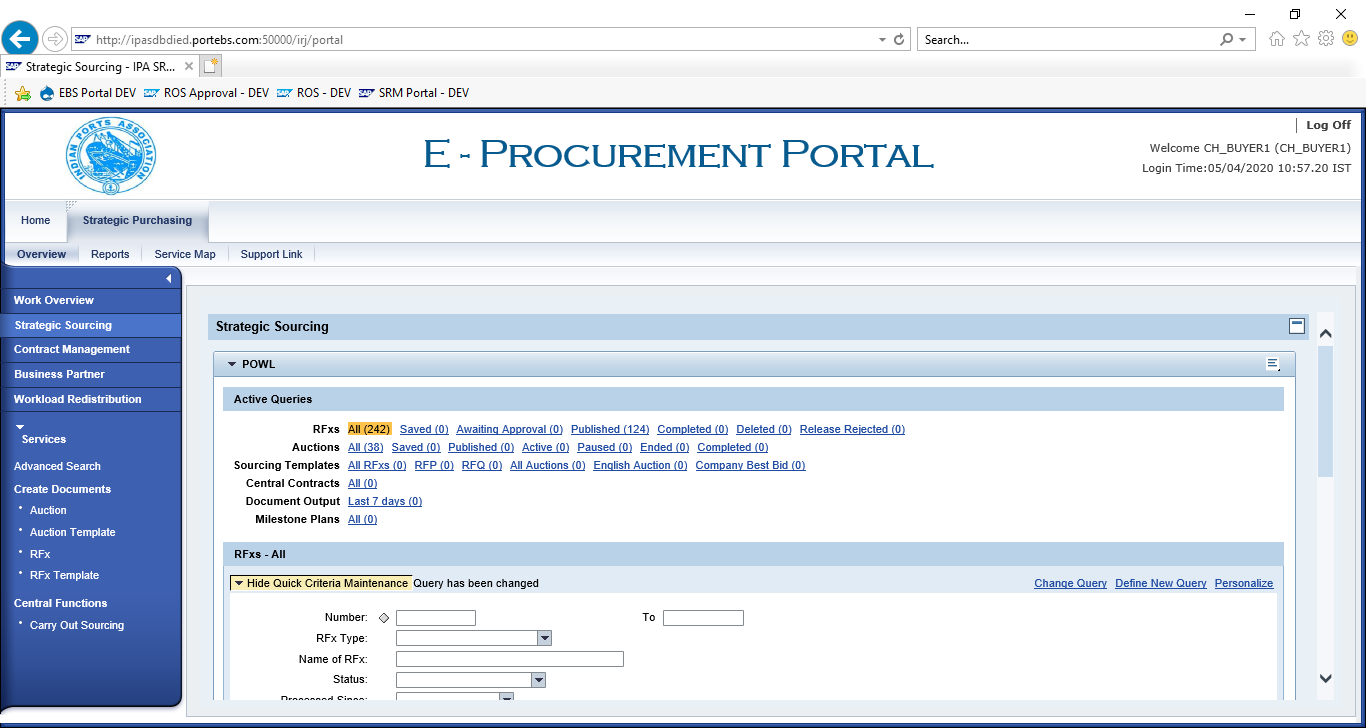
1. **Go to on Other Ebs Application and click “SRM Portal”**



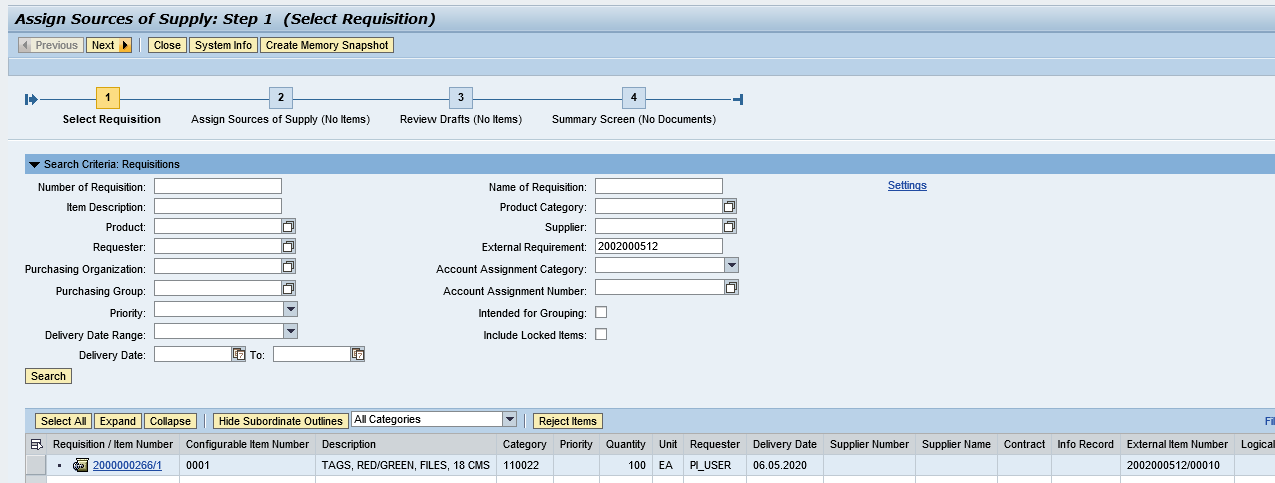


# Sourcing

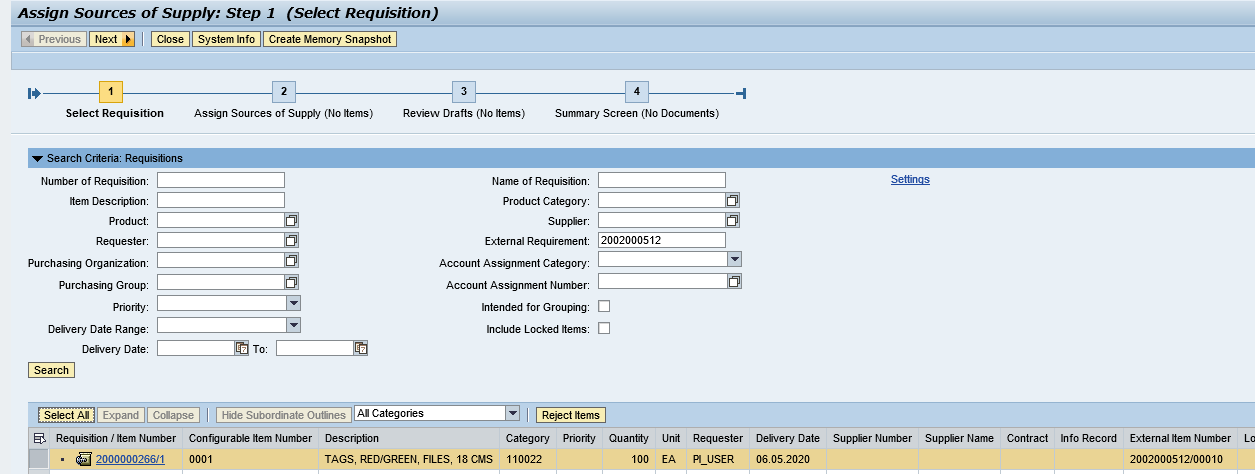
* + 1. Click on Strategic Purchase -> Strategic Sourcing -> Carryout Sourcing



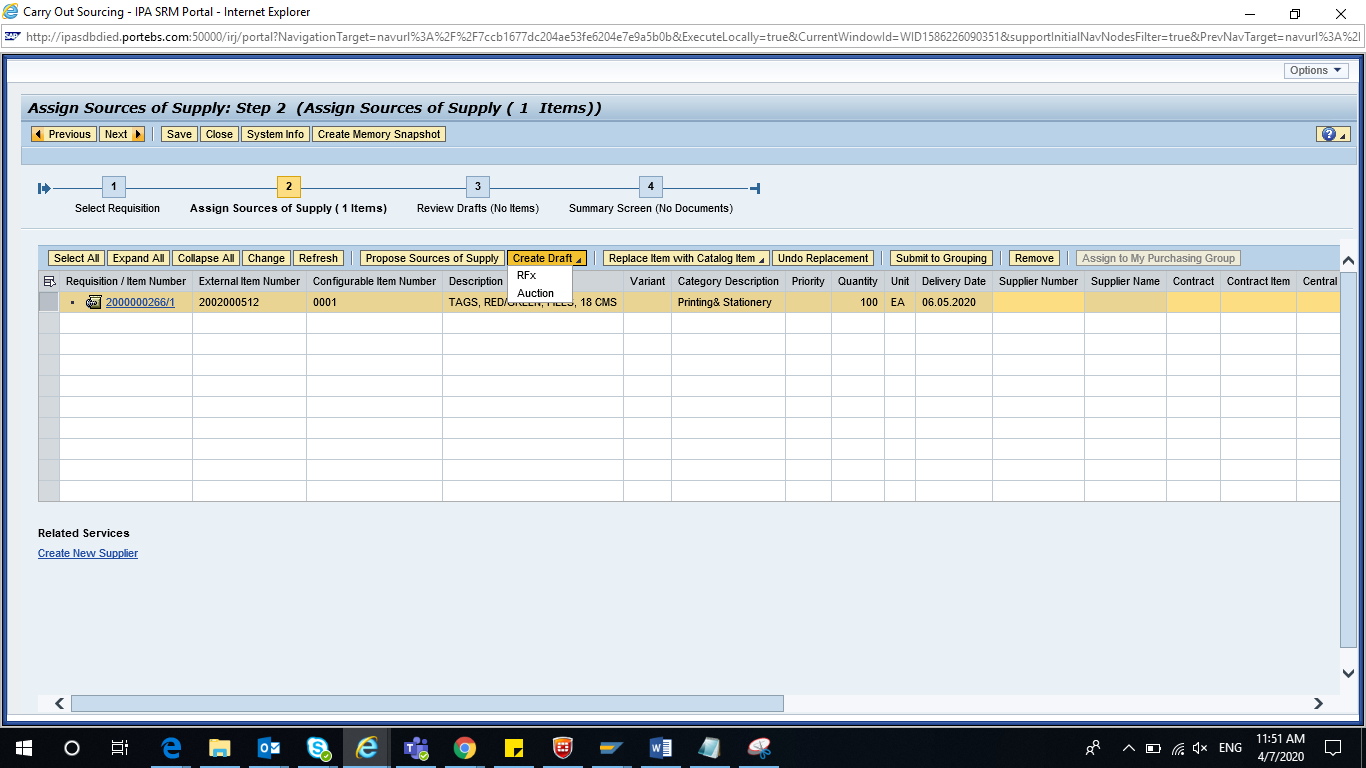
* + 1. Enter SAP Purchase Requisition in “External Requisition” and click on “Search”. Purchase Requisition Line items shows below.



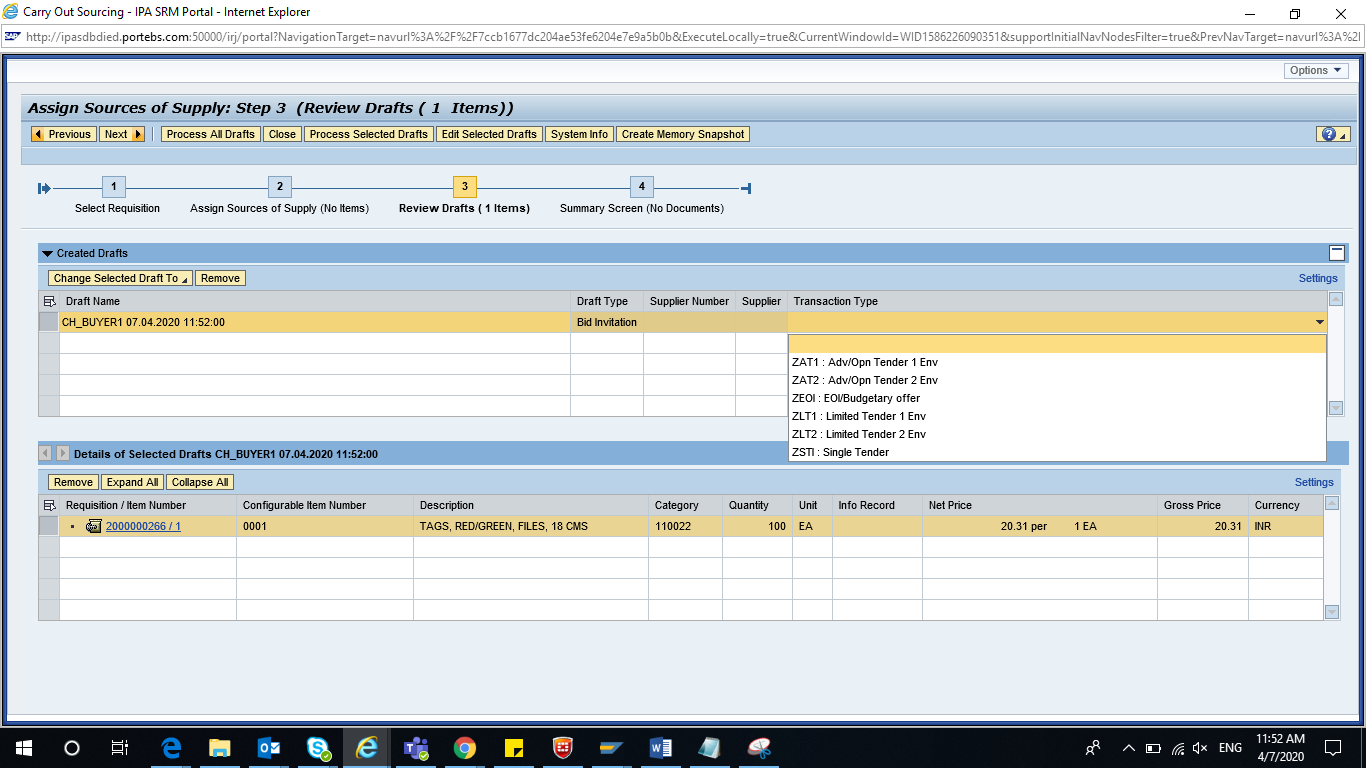
* + 1. Click on “**Select All”** button and click on “**Next”** button.



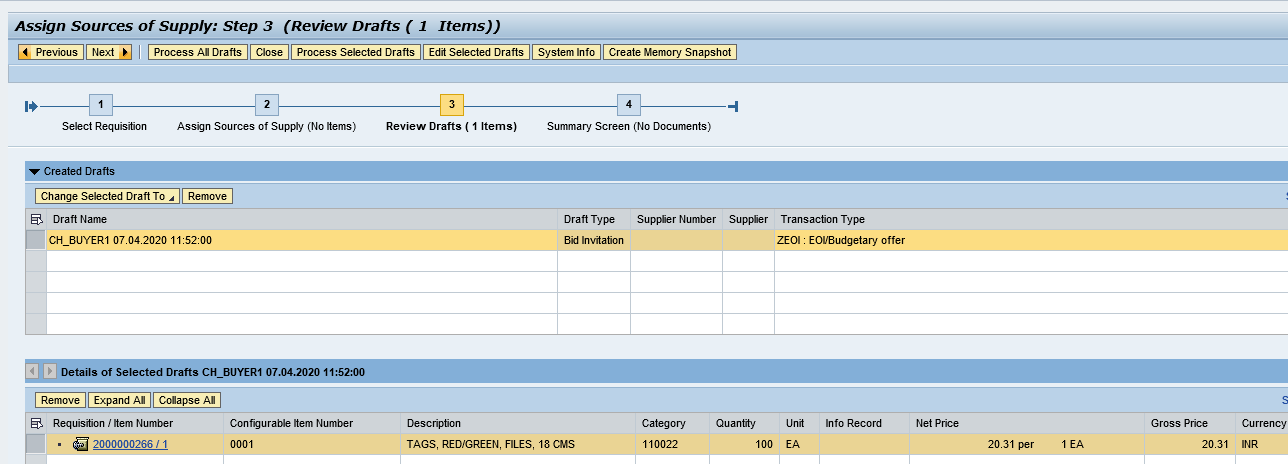
* + 1. Click on “**Select All**” and Select “**Create Draft**” as “**RFx**”

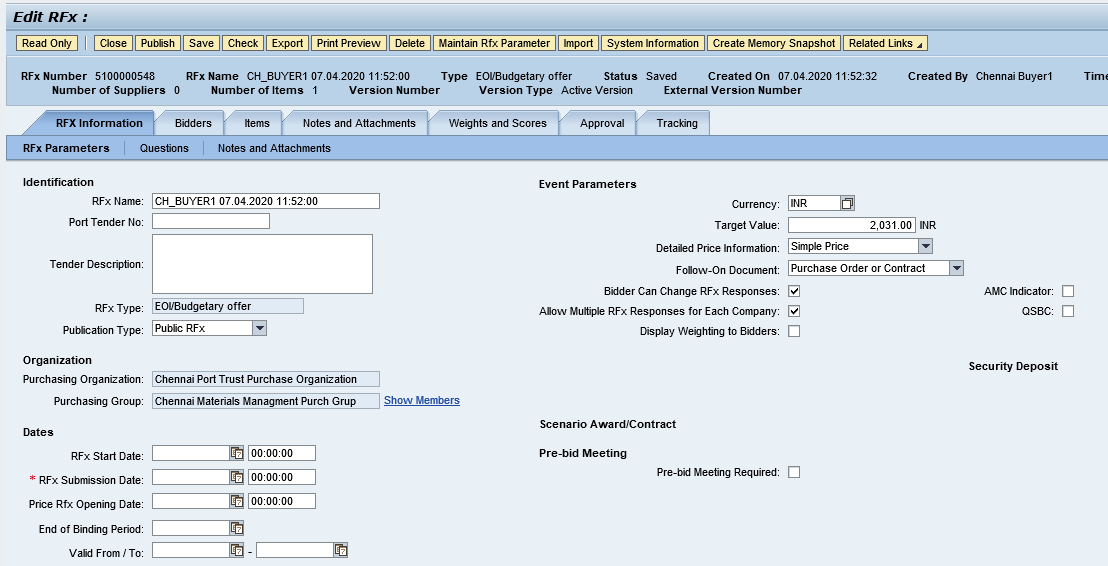


* + 1. Select “**Transaction Type”** as ZEOI **– EOI/Budgetary Offer”**



* + 1. Click on “Process Selected Drafts”

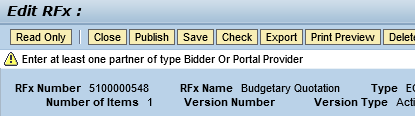




# RFX Creation `

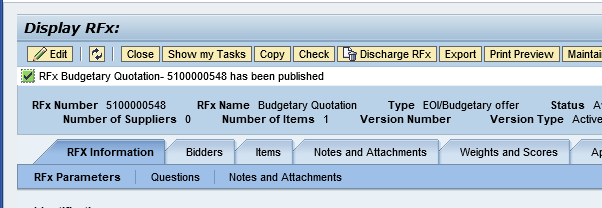
* 1. Display RFx
  2. Go to **“Strategic Purchasing” -> Strategic Sourcing”**
  3. Click on “**EDIT**” and enter
     1. RFx Number
     2. Port Tender No
     3. Tender Description
  4. Enter RFx Dates
     1. RFx Start Date
     2. RFx Submission Date
     3. Price RFx Opening Date



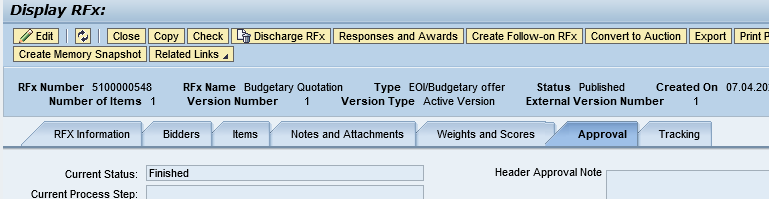


# Publish RFx

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



# Display Price Comparative Statement



1. **Display EOI Report**

