

SRM user Manuel –equipment new filed

RFX AND ACTION PAGE

Steps to Access the Event in SRM:

1.Log in to the **SRM** system using your credentials.

2.From the main menu, navigate to "RFx and Auctions."

3.Locate and **click on the event number** you want to access.



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	30000	03730	NDPE005/24	Sort Tech Para	ameters	DP Equipments	Awarded		02.12.2024	500003340	Submitted	6	1
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RFX page

From the RFx page, click on "Participate", then confirm the tender fee. Click on "Create Response" to start preparing your bid.



RFx - SAP NetWeaver Portal - Google Chrome

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Display RFx :		_			_			Open side panel
Print Preview	Technical RFx	Close Participate	Tentative Create Response Questions and Answ	wers (0) Tender	Fee Related Links			0.
RFx Number 30000037 RFx Owner NUPO RFX Information RFx Parameters	60 RFx Nan CO Buyer BUYER Items Technica	RFx Version Notes and Attachmer Parameters	N FIELDS RFX Status Published	Start Date S irsion tions	Submission Deadline	16.06.2025 13:00:00 UTC+3	Remaining Time	27 Days 01:40:48
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Time Zone: Start Date: Submission Deadline:* Opening Date: End of Binding Period:	16.06.2025	00:00:00 13:00:00 00:00:00	Technical RFx Response Opening Date.* Inco Term/ Payment Term Incoterm Key/ Location* Max number of shipments per year:*	16.06.2025	13:00:00 mer Location			
Time Zone: Start Date: Submission Deadline:* Opening Date: End of Binding Period: Currency: Terms of Payment Key:*	16.06.2025	00:00:00 13:00:00 00:00:00	Technical RFx Response Opening Date:* Inco Term/ Payment Term Incoterm Key/ Location* Max number of shipments per year:* 1st shipment Lead time delivery period i:*	16.06.2025 CIF / Custo 4 180 Days	13:00:00 mer Location			

Function	Number	Name	Phone Number
Requester		Mr. Partheepan Paranjothy	
Goods Recipient		Mr. Partheepan Paranjothy	
 Ship-To Address 		Riyadh Hub Warehouse	1111111
Location		Riyadh Hub Warehouse	1111111

1.From the **Response** page, enter the **Commercial Registration Number**2.Check the box to **accept the Terms and Conditions**.
3.Click on **"Save"**.



Create RFx Response - SAP NetWeaver Portal - Google Chrome				- 4	ı ×
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Create RFx Response				History Back	Forward
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	ponoo			Cc	ontent Area
Please read Terms and Conditions and Save the RFx Response					Ê
Please Enter Commercial Registration (CR) No.					
Kindly Enter Price for at least one Item					
RFx Response Number 5000003390 RFx Number 3000003760	Status In Process Sub	mission Deadline 16.06.2025 13:00:00 UTC+3	Remaining Time 27 Days	01:40:10 RFx Owner NUPCO Buyer	BUYER9
Total Value 0.00 SAR RFx Response Version Number	r Active Version RFx Ver	rsion Number 6			
RFx Information Items Notes and Attachments Cond	itions Summary Trac	sking			
Basic Data Technical Parameters Notes and A	ttachments Conditi	ions Bank Guarantee Submissi	on		
Event Parameters			Service and Delivery		-
Tender Number: DEVTEST	473		Incoterm: CIF	Customer Location	
Tender Name: EQUIPME	NT NEW FIELDS				
Currency: Saudi Riy	/al		Status and Statistics		
Terms of Payment:			Created On: 20.05.202	25 11:19:51 UTC+3	
Commercial Registration No:*			Created By: Mr. Janir a	Book Store Riyadh	
			Last Processed On: 20.05.20	25 11:19:51 UTC+3	
I have read terms and conditions, Attachments in the RFx:*			Last Processed By: MIL Jan 1	300K Store Riyadn	
- Partners and Delivers Information					
Details Send E-Mail Call Clear				Filter S	ettings
Function	Number	Name		Phone Number	
Goods Recipient		Mr. Partheepan Paranjothy			
Ship-To Address		Riyadh Hub Warehouse		1111111	
Location		Riyadh Hub Warehouse		1111111	



Mr. Jarir Book Store Riyadh

Last Processed By:

The status will be displayed as "Saved".

Display RFx Response:				
Sedit Print Preview 🍫 Check Close Technical R	Ex Response Export Questions and Answers (0)			2
A Enter Item no. click "Display Items" to get the Tech. Param. in I	Excel			
RFx Response Number5000003390RFx Number3000RFx OwnerNUPCO Buyer BUYER9Total Value	003760 Status Saved Submission Deadline 16.06.2025 13:00:00 UTC+3 0.00 SAR RFx Response Version Number Active Version RFx Version	Remaining Time ion Number 6	27 Days 01:32:18	
RFx Information Items Notes and Attachments	Conditions Summary Tracking			
Basic Data Technical Parameters Note	es and Attachments Conditions Bank Guarantee Submis	ssion		
Event Parameters		Service and Delivery		
Tender Number:	DEVTEST473	Incoterm:	CIF Customer Location	
Tender Name:	EQUIPMENT NEW FIELDS			
Currency:	Saudi Riyal	Status and Statistics		
Terms of Payment:		Created On:	20.05.2025 11:19:51 UTC+3	
Commercial Registration No:*	1234	Created By:	Mr. Jarir Book Store Riyadh	
		Last Processed On:	20.05.2025 11:19:51 UTC+3	

Go to the "Items" section to start quoting. Click on the "Product Category Description" to open the item details page. Fill in the mandatory fields:



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K Cancel

Fill in the mandatory fields as follows: Manufacturer: Type the name of the manufacturer. Manufacturer Country/Region: Type the abbreviation of the country or select it from the dropdown

list.

(Optional) Fill in the following non-mandatory fields if applicable:

SFDA: Enter the SFDA number *(optional)*. Model ID: Enter the model ID *(optional)*.

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NUPCO Additional Data

NUPCO Add	litional Data - Line i	item Number 1	
Material: Description:	4110240700000 WARMING UNITS FLUID	E	quip.Group: G1
Manufacturer.*			
Manufacturer Country Of Or	rigin:*		
Price:	0.0000	SAR Per: 1 items (Pieces)	
	ZERO SAUDI RIYALS		
Price in Words:			
SFDA:	Enter co	prrect SFDA format (example xx-xxx-xx)	
Item Validity:*	0		
Model ID:			
Catalog Number:*			
Official Agent for Item:			
1st Shipment Lead time del	livery period in days: 🗾 🐨		
Lead time delivery period in	n days:		
Max. number of shipments	per year:		
Company Comment Terms:	🔿 Yes 💿 No 👔		
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Delivery Column: Select the appropriate option from the dropdown list.

Company Comments/Remarks: Select "Yes" and type your comment in the provided field.



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Model ID:			-
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1st Shipment Lead time delivery period in d	lays: 🔽 👻 🔞		
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Company Comment Terms:	O Yes ⊙ No 👔		
Company Comments & Remarks:			
Embedding Type:*			
FOC Quantity:*	0		
Scoring:*	CRITICAL		
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	OK	Cancel	



Delivery Column: From the dropdown list, select the **first shipment**, then choose the appropriate schedule for **remaining shipments** (e.g., 30, 60, 90, or 120 days).

SAP NetWeaver Portal - Google Chrome o × △ Not secure saped1ap1.nupco.com:52900/irj/portal?NavigationTarget=navurl%3A%2F%2F7d5bbc0dff9ee41f851eae7cc4cc7529&CurrentWindowId=WIDx1747729151797&NaviMode=3&PrevNa. Ł NUPCO Additional Data NUPCO Additional Data - Line item Number 1 Material: 4110240700000 Description: WARMING UNITS FLUID Equip.Group: G1 pharma1 0 Manufacturer.* Manufacturer Country Of Origin:* SA 12 SAR Per: 1 items (Pieces) Price: SFDA: Enter correct SFDA format (example xx-xxx-xx) 3 Years Item Validity:* * AZ Model ID: 123F Catalog Number:* 1 Official Agent for Item: 1st Shipment Lead time delivery period in days: - 0 30 Days 60 Days Lead time delivery period in days: 90 Days 120 Days Max. number of shipments per year. 150 Days OY€ 180 Days Company Comment Terms: OK Cancel

•Delivery Column

- From the dropdown list, select the first shipment,
- then choose the appropriate schedule for **remaining shipments** (e.g., 30, 60, 90, or 120 days).
- Choose the max number of shipment



Create RFx Response - SAP NetW	eaver Portal - Google Chrome	ationTarget-nawyd&28&2E&2E7dEhbc0dff0eed1f851	ese7cc4cc75208iCurrentWindowld-M		D
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Company Comments/Remarks: Select **"Yes"** and type your comment in the provided field.

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Scoring:*	CRITICAL	-
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Embedding type: Choose from the dropdown list Options: Standalone Standard Configuration Standalone + FOC Standard Configuration + FOC

See Create RFx Response - SAP NetWeav	er Portal - Google Chrome -	×
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Max. number of shipments per year:		
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Scoring:*	Standard Configuration + FOC	
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FOC Qty: Enter the quantity Pack Size: Enter the pack size for the item Pack Type: Choose the type of the pack size from the dropdown list

"" After entering all details click ok then click Save ""

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Model ID:	AZ	-
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Lead time delivery period in days:	90 Days 👻 😰	
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Company Comments & Remarks:		
Embedding Type:*	Standalone	
FOC Quantity:*	5	
Scoring:*	CRITICAL	
Pack Size:*	10.000	
Pack Type:	BOX Box	
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Using offline method to upload the price (Excel)

From Home page – click on RFX and action

Click on the response number



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q	Event Number	Tender Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Tin
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	3000003760	DEVTEST473	EQUIPMENT NEW FIELDS	Single Env Equipment	Published		16.06.2025	5000003390	Saved	6		0	00:00:00
	300003752	DEVTEST472	ALTERNATIVE UOM TEST	Single Env Equipment	Published		23.03.2025	5000003371	Submitted	7	1	0	00:00:00
	300003740	DEVTEST471	SME DISCOUNT TEST	Single Env Pharma	Published		05.03.2025	5000003350	Submitted	6	1	0	00:00:00
	300003735	DEVTEST990	Test Portal	DP Equipments	Published		27.02.2025	5000003360	Saved	1		0	00:00:00
	300003731	NDPE006/24	DP Equipments6	DP Equipments	Published		06.02.2025	5000003343	Saved	2		0	00:00:00
	3000003730	NDPE005/24	Sort Tech Parameters	DP Equipments	Awarded		02.12.2024	5000003340	Submitted	6	1	0	00:00:00
	3000003720	NDPP001/24	DP Pharma - Demo for Health Entity Eval	DP Pharma	Awarded		08.07.2024	5000003330	Accepted	1	1	0	00:00:00
	3000003712	NDP0025/24	Trade Code Test	DP Pharma	Published		03.07.2024	5000003322	Submitted	2	1	0	00:00:00
	3000003705	TEST	BUYER9 02.04.2024 15:05	DP Laboratories	Published		19.08.2024	5000003332	Saved	2		0	00:00:00

Navigate to the "Items" section. Click on the "Export" button.



$^{\prime\prime}$ The Excel file will be downloaded automatically $^{\prime\prime}$

Create RFx Response - SAP NetWeaver Portal - Google Chrome								- 0	×
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Material	Gastrointest	ne Drug 60	0.000	G4 PC	0.0000	SAR	1	0.00	0/

Instructions for Completing the Excel Sheet:

1.Mandatory Fields: Ensure all mandatory fields are accurately filled

2.Change Option: Enter **"C"** if the item is a quoted item.

3.Price: Provide the unit price for each item.

4.Manufacturer: Specify the name of the item's manufacturer.

5.Country/Region of Manufacturer: Enter the **abbreviation** of the country or region *Example:* For Saudi Arabia, enter **SA**.

6.SFDA Number (Optional): Input the SFDA number, if available. This field

is not mandatory.

7.Model ID (Optional): Enter the model ID, if applicable.

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Additional Instructions for Completing the Excel Sheet:

8.Catalog Number: Enter the item's catalog number.

9.Item Validity:

Specify the validity period using the correct format. *Example:* For a 3-year validity, enter **3Y**.

10.Package Size:

Indicate the package size clearly. *Example:* For 30 boxes, enter **30 BOX**.

11.Official Agent:

Enter **"X"** if the company is an official agent. Leave the field blank if it is not.

12.Company Comment (Optional):

Use this field to provide any relevant comments from the company. This field is not mandatory.

13.Company Terms:

Type **"X"** to confirm acceptance of the terms and conditions.

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Additional Instructions for Completing the Excel Sheet:

First Lead Time (First Shipment): Enter the lead time in **number of days** for the first shipment. Accepted values: **30**, **60**, **90**, or **120**.

File

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Clipboard

Lead Time (Remaining Shipments):.14 Enter the lead time in **number of days** for all remaining shipments.

Accepted values: **30**, **60**, **90**, or **120**.

Maximum Number of Deliveries per Year: Enter the **number of shipments per year**. Accepted values: 1, 2, 3, or 4.



Additional Instructions for Completing the Excel Sheet:

Embedded Option: .14

Select the appropriate option based on the product specification:

- Enter 1 mean [standalone]
- Enter 2 mean [standard configuration]
- Enter **3** mean [standalone+foc]
- Enter **4** mean [standard configuration+foc]

(Note: Please clarify what each number represents so this section can be completed properly.)

FOC Quantity: Enter the number of Free of Charge (FOC) units provided.

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Upload the excel file to the system

From the Home page, navigate to "Nupco Supplier Award". **Open "Nupco Supplier Award – RFX Response Quotation".**

Choose the relevant file to proceed





Choose the excel file and click open



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Final Award Report Final Award Report Final Award Report New Tender Invoice with SADAD Reference Submit Technical Request CMS - Create CMS - Monitor CMS - Monitor System will allow to upload the data as per item sheet Ensure always item sheet must be active (i e keep item sheet active & save file) System will allow execute before submission date & time. Step1: Fill up the template as mentioned below file Step2: Execute & verify the output. Step3: Upon verification , submit the RFxR. Rules:	Desiment File name: DEVTEST473_5000003390_300004_20(All Files Open Cancel	h.
1.System will consider the data Upload , Only If We have in Item sheet-> Change Construction of the second	Option(Column C) I or C value exists.	



The system will prompt you to confirm the number of quoted items.



Click "Yes" to confirm and proceed -

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	Step2: Execute & verify the output. Step3: Upon verification , submit the RFxR.		

After confirming the Excel upload, please wait for a confirmation email from the system.

4



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Your request is under processing, and we will Update you once it's done. Kindly DO NOT make any changes to your RFx response until you receive the confirmation email.

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Upload Item attachments

To upload attachments for a particular item (ex.item no 0001), a.) Go to Items-> Select the item (ex.item no 0001) -> Details.

Display RFx Response:							
🖋 Edit Print Preview 🍫 Check Close Technical RPx R	esponse	Export Q	uestions and Ar	nswers (0)			
 Attachment Sample/Brochure (Item 0001) is Mandatory Attachment SFDA Certificates (Item 0008) is Mandatory Attachment SFDA Certificates (Item 0007) is Mandatory Attachment SFDA Certificates (Item 0004) is Mandatory Attachment SFDA Certificates (Item 0003) is Mandatory 							
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AIR MATTRESS	-	Material	40039	42120000	Veterinary equipment	0	140
GO03 AIRWAY CLEARANCE DEVICE		Material	40040	42120000	Veterinary equipment	150	150
GO04 AIRWAY MANAGEMENT SET - CASE		Material	40041	42120000	Veterinary equipment	160	160
GOODE D "DIFFERENTIAL CELL COUNTER, ELECTRONIC"		Material	40123	42120000	Veterinary equipment	170	170
GOOG DIFFICULT INTUBATION UNIT VIDEO - NICU		Material	40124	42120000	Veterinary equipment	180	180
- ADDATES "DEFERENTIAL CELL COUNTER ELECTRONIC"	-	Material	40123	42120000	Veterinary equipment	0	170



b.) Go to Notes and Attachments section.

RFX R	esponse Num b RFx Response \	er 5000001893 Version Number	RFx Number Active Version	3000001295 RFx Versi	Status ion Number	Saved Subr 2	nission Deadline	22.04.2020 20:00:00
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c.) Click Browse \rightarrow Choose the File \rightarrow Upload \rightarrow Save

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cha	Uindows (C:)						
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Upload Item attachments



d.) Click Save (if you want to delete the attachment click "Delete" button)

- A	ttachme	nts					
At	tach Doo	cuments					
	Add Ro	ow 📃 Delete Row					
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	2	SFDA Certificates *	Brow se	📙 Save	Item 1 - SFDA C	Delete	
	3	Quotation *	Brow se	Bave		Delete	
	4	Others	Brow se	📙 Save		Delete	
						[*

- e.) Repeat the above Step for all documents (Sample/Brochure, SFDA Certificates, Quotation)
- f.) If you want to attach any other documents, use "Others" option and "Add Row" button to add a new document

h.) Click "Save" button to save the changes to database

Edit RFx Response:										
Submit Read Only	Print Preview Check	Close	Technical RFx Response	Save	Delete	Export	Import	Questions and Answers (0)		

Step 7: RFx Response submission



Contion	Once tender response submitted, system won't allow to upload again.							
Caution.	1.RFX Response (Quotation) allowed to save multiples times before deadline date and time							
	2. Only one time allowed to submit the bid before deadline date and time, once submitted can't be changed further.							

Click on 'Submit' button to Submit the RFx Response

Submit	Read Only	Print Preview	Chec	k Technica	I RFx Response	Close Save Expo	rt Import Questions and Ansi	wers (0)									(
Line 0001: SFDA number is not entered																	
RFx Response Number 5000002147 RFx Number 3000006106 Status Saved Submission Deadline 24.09.2023 16:00:00 UTC+3 Remaining Time 1 Days 10:06:00 RFx Owner BUYER9 Total Value 1,000.00 SAR RFx Response Version Number Active Version RFx Version Number 2																	
R	RFx Information Items Notes and Attachments Conditions Summary Tracking																
▼ Item	▼ Item Overview																
Details Add New Copy Paste Delete & Save Calculate Value Filter																	
Lin	e Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Group Un	it Unit Price	Currency	Price Per	Total Value	RFx / Response 🌒	RFx / Response 🛒	Internal Item Number
	<u>0001</u>	AZERA 10		Material	5114200200100	51170000	Gastrointestine Drug	100	100	TAE	10.0000	SAR	1	1,000.00	<u> 0/ 0</u>	<u> 0/ 0</u>	1



RFX Response (quoted the items)

During submission two popup confirmation will appear English and Arabic

format





Please click the submit 2nd time , immediately after both pop up message confirmation

	Click SUBM	IT button 2	nd time	after co	nfirmation and alert	message	pop up
Subm	it Read Only	Print Preview	<u>/</u> Chec	<u>ck</u> Close	Technical RFx Respons	e <u>Save</u>	Export



After click the submit 2nd time, RFX Response status will be changed to "**Submitted**" which indicates the RFX Response has been submitted successfully.



