



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.

Welcome Riyadh Pharma Help | S

Search [Advanced Search](#)

SUS Reports | SUS | Home | **RFX and Auctions** | NUPCO Supplier Award | Update Details | Appointment Booking | Goods Receipt

Overview | Service Map

Bid Processing

Creation Date: To   

Deadline Date Flag:

Status:

Response Timeframe:

View: | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Tender Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Resp
3000003761	EQUIP_COUN	PPARANJOTHY 12.03.2025 14:12	DP Equipments	Published		20.03.2025	5000003374	Saved	2	
3000003760	DEVTEST473	EQUIPMENT NEW FIELDS	Single Env Equipment	Published		16.06.2025		No Bid Created	6	
3000003752	DEVTEST472	ALTERNATIVE UOM TEST	Single Env Equipment	Published		23.03.2025	5000003371	Submitted	7	1
3000003740	DEVTEST471	SME DISCOUNT TEST	Single Env Pharma	Published		05.03.2025	5000003350	Submitted	6	1
3000003735	DEVTEST990	Test Portal	DP Equipments	Published		27.02.2025	5000003360	Saved	1	
3000003731	NDPE006/24	DP Equipments6	DP Equipments	Published		06.02.2025	5000003343	Saved	2	
3000003730	NDPE005/24	Sort Tech Parameters	DP Equipments	Awarded		02.12.2024	5000003340	Submitted	6	1
3000003720	NDPP001/24	DP Pharma - Demo for Health Entity Eval	DP Pharma	Awarded		08.07.2024	5000003330	Accepted	1	1
3000003712	NDP0025/24	Trade Code Test	DP Pharma	Published		03.07.2024	5000003322	Submitted	2	1

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

Not secure saped1ap1.nupco.com:52900/irj/portal?NavigationTarget=navurl%3A%2F%2F3c19d91c57dc5f7e793deddcdd70416&CurrentWindowId=WID1747728939868&NavMode=3...

RFX | History | Back | Forward

Display RFX : Open side panel

Print Preview | Technical RFX | Close | **Participate** | Tentative | **Create Response** | Questions and Answers (0) | **Tender Fee** | Related Links

RFX Number 3000003760 RFX Name EQUIPMENT NEW FIELDS RFX Status Published RFX Start Date Submission Deadline 16.06.2025 13:00:00 UTC+3 Remaining Time 27 Days 01:40:48
RFX Owner NUPCO Buyer BUYER9 RFX Version Number 6 RFX Version Type Active Version

RFX Information | Items | Notes and Attachments

RFX Parameters | Technical Parameters | Notes and Attachments | Conditions

Tender Number: DEVTEST473
Time Zone: UTC+3
Start Date: [] 00:00:00
Submission Deadline: * 16.06.2025 13:00:00
Opening Date: [] 00:00:00
End of Binding Period: []
Currency: SAR
Terms of Payment Key: * []
Delivery date: 16.04.2026

Tender Fee Amount: * 12,000.00 SAR
Technical RFX Response Opening Date: * 16.06.2025 13:00:00

Inco Term/ Payment Term

Incoterm Key/ Location: * CIF / Customer Location
Max number of shipments per year: * 4
1st shipment Lead time delivery period: * 180 Days
Lead time delivery period in days: * 150 Days

Partners and Delivery Information

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

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

Response page

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

Not secure saped1ap1.nupco.com:52900/irj/portal?NavigationTarget=navurl%3A%2F%2F7d5bbc0dff9ee41f851eae7cc4cc75298&CurrentWindowId=WIDx1747729151797&NavMode=3&PrevNa...

Create RFX Response | History | Back | Forward

Submit | Read Only | Print Preview | Check | Close | Technical RFX Response | **Save** | Export | Import | Questions and Answers (0)

Content Area

! Please read Terms and Conditions and Save the RFX Response
! Please Enter Commercial Registration (CR) No.
! Kindly Enter Price for at least one Item

RFX Response Number 5000003390 RFX Number 3000003760 Status In Process Submission 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 Active Version RFX Version Number 6

RFX Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Technical Parameters | Notes and Attachments | Conditions | Bank Guarantee Submission

Event Parameters

Tender Number: DEVTEST473
Tender Name: EQUIPMENT NEW FIELDS
Currency: Saudi Riyal
Terms of Payment:
Commercial Registration No:*

I have read terms and conditions, Attachments in the RFX:*

Service and Delivery

Incoterm: CIF Customer Location

Status and Statistics

Created On: 20.05.2025 11:19:51 UTC+3
Created By: Mr. Jarir Book Store Riyadh
Last Processed On: 20.05.2025 11:19:51 UTC+3
Last Processed By: Mr. Jarir Book Store Riyadh

Partners and Delivery Information

Details | Send E-Mail | Call | Clear | Filter Settings

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

Response page



The status will be displayed as "Saved".

Display RFX Response:

Edit | Print Preview | | Check Close Technical RFX Response Export Questions and Answers (0)

Enter Item no. click "Display Items" to get the Tech. Param. in Excel

RFX Response Number 5000003390 RFX Number 3000003760 **Status** Saved Submission Deadline 16.06.2025 13:00:00 UTC+3 Remaining Time 27 Days 01:32:18
RFX Owner NUPCO Buyer BUYER9 Total Value 0.00 SAR RFX Response Version Number Active Version RFX Version Number 6

RFX Information

Items

Notes and Attachments

Conditions

Summary

Tracking

Basic Data

Technical Parameters

Notes and Attachments

Conditions

Bank Guarantee Submission

Event Parameters

Tender Number:
Tender Name:
Currency:
Terms of Payment:
Commercial Registration No:*

Service and Delivery

Incoterm:

Status and Statistics

Created On:
Created By:
Last Processed On:
Last Processed By:

I have read terms and conditions, Attachments in the RFX:*

Response page



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:

Create RFX Response - SAP NetWeaver Portal - Google Chrome

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Create RFX Response | History | Back | Forward

Edit | Print Preview | Check | Close | Technical RFX Response | Export | Questions and Answers (0)

Kindly Enter Price for at least one Item

RFX Response Number: 5000003390 | RFX Number: 3000003760 | Status: Saved | Submission Deadline: 16.06.2025 13:00:00 UTC+3 | Remaining Time: 27 Days 01:39:13 | RFX Owner: NUPCO Buyer BUYER9
Total Value: 0.00 SAR | RFX Response Version Number: Active Version | RFX Version Number: 6

RFX Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

Item Overview

Details | Add New | Copy | Paste | Delete | Delete & Save | Calculate Value | Filter

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Group	Unit	Unit Price	Currency	Price Per	Total Value	RFX /
0001	WARMING...		Material	4110240700000	51170000	Gastrointestine Drug	25	25	G1	PC	0.0000	SAR	1	0.00	0.00
0002	MICROTO...		Material	4110291600000	51170000	Gastrointestine Drug	35	35	G2	PC	0.0000	SAR	1	0.00	0.00
0003	CENTRIF...		Material	4110390300000	42000000	Med Equip Acc & Supp	50	50	G3	PC	0.0000	SAR	1	0.00	0.00
0004	CENTRIF...		Material	4110390300100	51170000	Gastrointestine Drug	70	70	G3	PC	0.0000	SAR	1	0.00	0.00
0005	CENTRIF...		Material	4110390400000	51170000	Gastrointestine Drug	40	40	G3	PC	0.0000	SAR	1	0.00	0.00
0006	CENTRIF...		Material	4110390600000	51170000	Gastrointestine Drug	60	60	G4	PC	0.0000	SAR	1	0.00	0.00

Response page



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)*.

SAP Create RFX Response - SAP NetWeaver Portal - Google Chrome

Not secure saped1ap1.nupco.com:52900/irj/portal?NavigationTarget=navurl%3A%2F%2F7d5bbc0dff9ee41f851eae7cc4cc7529&CurrentWindowId=WIDx1747729151797&NavMode=3&PrevNa...

NUPCO Additional Data

NUPCO Additional Data - Line item Number 1

Material: 4110240700000
Description: WARMING UNITS FLUID Equip.Group: G1

Manufacturer:*

Manufacturer Country Of Origin:*

Price: SAR Per. 1 items (Pieces)
Price in Words: ZERO SAUDI RIYALS

SFDA: Enter correct SFDA format (example xx-xxx-xx)

Item Validity:*

Model ID:

Catalog Number:*

Official Agent for Item:

1st Shipment Lead time delivery period in days: ?

Lead time delivery period in days: ?

Max. number of shipments per year: ?

Company Comment Terms: Yes No ?

javascript:void(0)

Catalog Number: Enter the catalog number in the designated field.

Delivery Column: Select the appropriate option from the dropdown list.

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



SAP Create RFX Response - SAP NetWeaver Portal - Google Chrome

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NUPCO Additional Data

Model ID:

Catalog Number:*

Official Agent for Item:

1st Shipment Lead time delivery period in days: ?

Lead time delivery period in days: ?

Max. number of shipments per year: ?

Company Comment Terms: Yes No ?

Company Comments & Remarks:

Embedding Type:*

FOC Quantity:*

Scoring:*

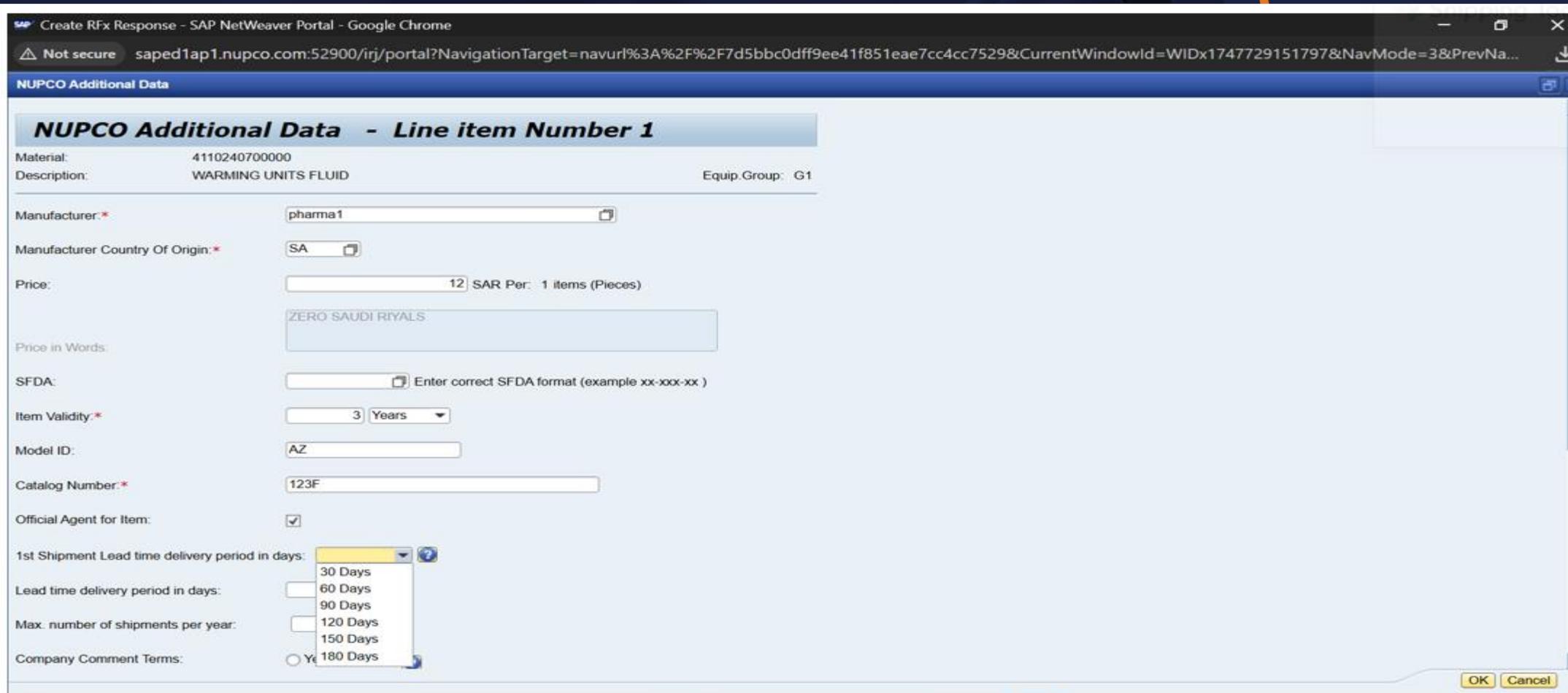
Pack Size:*

Pack Type:

Pack Price:*

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).



The screenshot shows the 'NUPCO Additional Data' form for 'Line item Number 1'. The form includes the following fields and values:

- Material: 4110240700000
- Description: WARMING UNITS FLUID
- Equip. Group: G1
- Manufacturer: pharma1
- Manufacturer Country Of Origin: SA
- Price: 12 SAR Per: 1 Items (Pieces)
- Price in Words: ZERO SAUDI RIYALS
- SFDA: Enter correct SFDA format (example xx-xxx-xx)
- Item Validity: 3 Years
- Model ID: AZ
- Catalog Number: 123F
- Official Agent for Item:
- 1st Shipment Lead time delivery period in days: 30 Days (selected in dropdown)
- Lead time delivery period in days: 60 Days, 90 Days, 120 Days, 150 Days, 180 Days
- Max. number of shipments per year: (empty)
- Company Comment Terms: Yes, No

Buttons for 'OK' and 'Cancel' are located at the bottom right of the form.

Response page

•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 NetWeaver Portal - Google Chrome

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NUPCO Additional Data

NUPCO Additional Data - Line item Number 1

Material: 4110240700000
Description: WARMING UNITS FLUID Equip.Group: G1

Manufacturer:* pharma1

Manufacturer Country Of Origin:* SA

Price: 12 SAR Per: 1 Items (Pieces)
Price in Words: ZERO SAUDI RIYALS

SFDA: Enter correct SFDA format (example xx-xxx-xx)

Item Validity:* 3 Years

Model ID: AZ

Catalog Number:* 123F

Official Agent for Item:

1st Shipment Lead time delivery period in days: 1
Lead time delivery period in days: 3
Max. number of shipments per year: 4

Company Comment Terms: Yes No

OK Cancel

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

Create RfX Response - SAP NetWeaver Portal - Google Chrome

Not secure saped1ap1.nupco.com:52900/irj/portal?NavigationTarget=navurl%3A%2F%2F7d5bbc0dff9ee41f851eae7cc4cc7529&CurrentWindowId=WIDx1747729151797&NavMode=3&PrevNa...

NUPCO Additional Data

Price in Words:

SFDA: Enter correct SFDA format (example xx-xxx-xx)

Item Validity:* Years

Model ID:

Catalog Number:*

Official Agent for Item:

1st Shipment Lead time delivery period in days: ?

Lead time delivery period in days: ?

Max. number of shipments per year: ?

Company Comment Terms: Yes No ?

COMPANY COMMENT

Company Comments & Remarks:

Embedding Type:*

FOC Quantity:*

Scoring:*

OK Cancel

Embedding type: Choose from the dropdown list

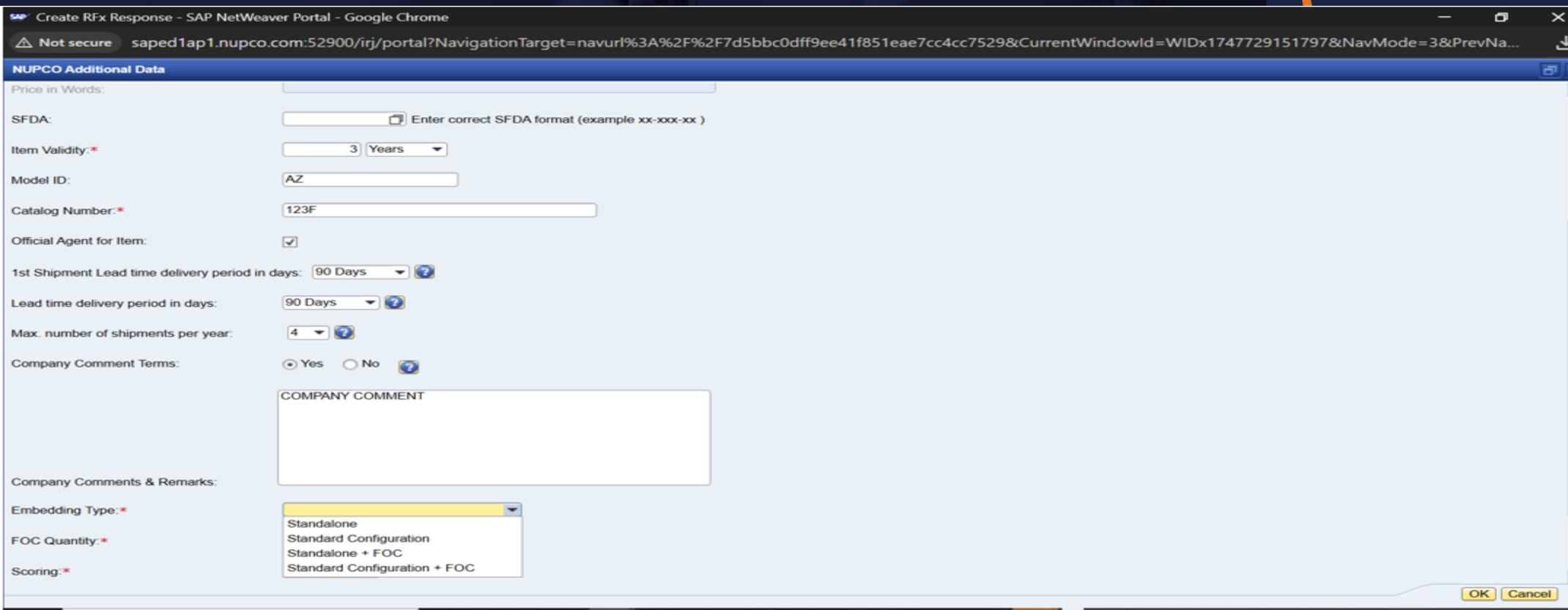
Options:

Standalone

Standard Configuration

Standalone + FOC

Standard Configuration + FOC



The screenshot shows a web browser window with the URL `saped1ap1.nupco.com:52900/irj/portal?NavigationTarget=navurl%3A%2F%2F7d5bbc0dff9ee41f851eae7cc4cc7529&CurrentWindowId=WIDx1747729151797&NavMode=3&PrevNa...`. The page title is "Create RfX Response - SAP NetWeaver Portal - Google Chrome". The main content area is titled "NUPCO Additional Data" and contains the following fields:

- Price in Words:
- SFDA: Enter correct SFDA format (example xx-xxx-xx)
- Item Validity: Years
- Model ID:
- Catalog Number:
- Official Agent for Item:
- 1st Shipment Lead time delivery period in days:
- Lead time delivery period in days:
- Max. number of shipments per year:
- Company Comment Terms: Yes No
- Company Comments & Remarks:
- Embedding Type:
 - Standalone
 - Standard Configuration
 - Standalone + FOC
 - Standard Configuration + FOC
- FOC Quantity:
- Scoring:

At the bottom right, there are "OK" and "Cancel" buttons.

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 ""

SAP Create RfX Response - SAP NetWeaver Portal - Google Chrome

Not secure saped1ap1.nupco.com:52900/irj/portal?NavigationTarget=navurl%3A%2F%2F7d5bbc0dff9ee41f851eae7cc4cc7529&CurrentWindowId=WIDx1747729151797&NavMode=3&PrevNa...

NUPCO Additional Data

Model ID: AZ

Catalog Number:* 123F

Official Agent for Item:

1st Shipment Lead time delivery period in days: 90 Days ?

Lead time delivery period in days: 90 Days ?

Max. number of shipments per year: 4 ?

Company Comment Terms: Yes No ?

COMPANY COMMENT

Company Comments & Remarks:

Embedding Type:* Standalone

FOC Quantity:* 5

Scoring:* CRITICAL

Pack Size:* 10.000

Pack Type: BOX Box

Pack Price:* 0

OK Cancel

Using offline method to upload the price (Excel)

From Home page – click on RFX and action

Click on the response number



Browser: Bid Processing - SAP NetWeaver | URL: saped1ap1.nupco.com:52900/irj/portal

Welcome Riyadh Pharma | Search | Advanced Search | Help | SAP Store | Log off | SAP

SUS Reports | SUS | Home | **RFX and Auctions** | NUPCO Supplier Award | Update Details | Appointment Booking | Goods Receipt

Overview | Service Map

Bid Processing

Creation Date: [] To [] | Deadline Date Flag: [] | Status: [] | Response Timeframe: [] | Apply | Clear

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

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 Time
3000003761	EQUIP_COUN	PPARANJOTHY 12.03.2025 14:12	DP Equipments	Published		20.03.2025	5000003374	Saved	2		0	00:00:00
3000003760	DEVTEST473	EQUIPMENT NEW FIELDS	Single Env Equipment	Published		16.06.2025	5000003390	Saved	6		0	00:00:00
3000003752	DEVTEST472	ALTERNATIVE UOM TEST	Single Env Equipment	Published		23.03.2025	5000003371	Submitted	7	1	0	00:00:00
3000003740	DEVTEST471	SME DISCOUNT TEST	Single Env Pharma	Published		05.03.2025	5000003350	Submitted	6	1	0	00:00:00
3000003735	DEVTEST990	Test Portal	DP Equipments	Published		27.02.2025	5000003360	Saved	1		0	00:00:00
3000003731	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

Last Refresh 20.05.2025 11:15:41 U

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

“The Excel file will be downloaded automatically”

Create RFX Response - SAP NetWeaver Portal - Google Chrome

Not secure | saped1ap1.nupco.com:52900/irj/portal?NavigationTarget=navurl%3A%2F%2F7d5bbc0dff9ee41f851eae7cc4cc7529&CurrentWindowId=WIDx1747729151797&NavMode=3&PrevNa...

Create RFX Response | History | Back | Forward

Submit | Read Only | Print Preview | Check | Close | Technical RFX Response | Save | Delete | **Export** | Import | Questions and Answers (0)

Kindly Enter Price for at least one Item

RFX Response Number 5000003390 | RFX Number 3000003760 | Status Saved | Submission Deadline 16.06.2025 13:00:00 UTC+3 | Remaining Time 27 Days 01:38:13 | RFX Owner NUPCO Buyer BUYER9

Total Value 0.00 SAR | RFX Response Version Number Active Version | RFX Version Number 6

RFX Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

Item Overview

Details | Add New | Copy | Paste | Delete | Delete & Save | Calculate Value | Filter

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Group	Unit	Unit Price	Currency	Price Per	Total Value	RFX / F
0001	WARMING...		Material	4110240700000	51170000	Gastrointestine Drug	25	25	G1	PC	0.0000	SAR	1	0.00	0/
0002	MICROTO...		Material	4110291600000	51170000	Gastrointestine Drug	35	35	G2	PC	0.0000	SAR	1	0.00	0/
0003	CENTRIF...		Material	4110390300000	42000000	Med Equip.Acc & Supp	50	50	G3	PC	0.0000	SAR	1	0.00	0/
0004	CENTRIF...		Material	4110390300100	51170000	Gastrointestine Drug	70	70	G3	PC	0.0000	SAR	1	0.00	0/
0005	CENTRIF...		Material	4110390400000	51170000	Gastrointestine Drug	40	40	G3	PC	0.0000	SAR	1	0.00	0/
0006	CENTRIF...		Material	4110390600000	51170000	Gastrointestine Drug	60	60	G4	PC	0.0000	SAR	1	0.00	0/
			Material					0.000			0.0000	SAR	0		

Instructions for Completing the Excel Sheet:

1. Mandatory Fields:

Ensure all mandatory fields are accurately filled in

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.

The screenshot shows an Excel spreadsheet with the following data:

Row	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Row Type	Document															
2	Tender Nu	50000033	Change Option	Item Type	Item Num	Material N	Material D	Equipment	Scoring	Quantity	Unit Of Me	Price	Currency	Manufacturer	Manufacturer Country	SFDA	Model ID
3	DEVTEST	50000033	C	Orig	0001	41102407	WARMING	G1	CRITICAL	25.000	ST - items	20	SAR	Pharma1	US		
4	DEVTEST	50000033		Orig	0002	41102916	MICROTC	G2	CRITICAL	35.000	ST - items	0.0000	SAR				
5	DEVTEST	50000033		Orig	0003	41103903	CENTRIFL	G3	MAJOR	50.000	ST - items	0.0000	SAR				
6	DEVTEST	50000033		Orig	0004	41103903	CENTRIFL	G3	MAJOR	70.000	ST - items	0.0000	SAR				
7	DEVTEST	50000033		Orig	0005	41103904	CENTRIFL	G3	MAJOR	40.000	ST - items	0.0000	SAR				
8	DEVTEST	50000033		Orig	0006	41103906	CENTRIFL	G4	MINOR	60.000	ST - items	0.0000	SAR				

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.**

Lead Time (Remaining Shipments):.14

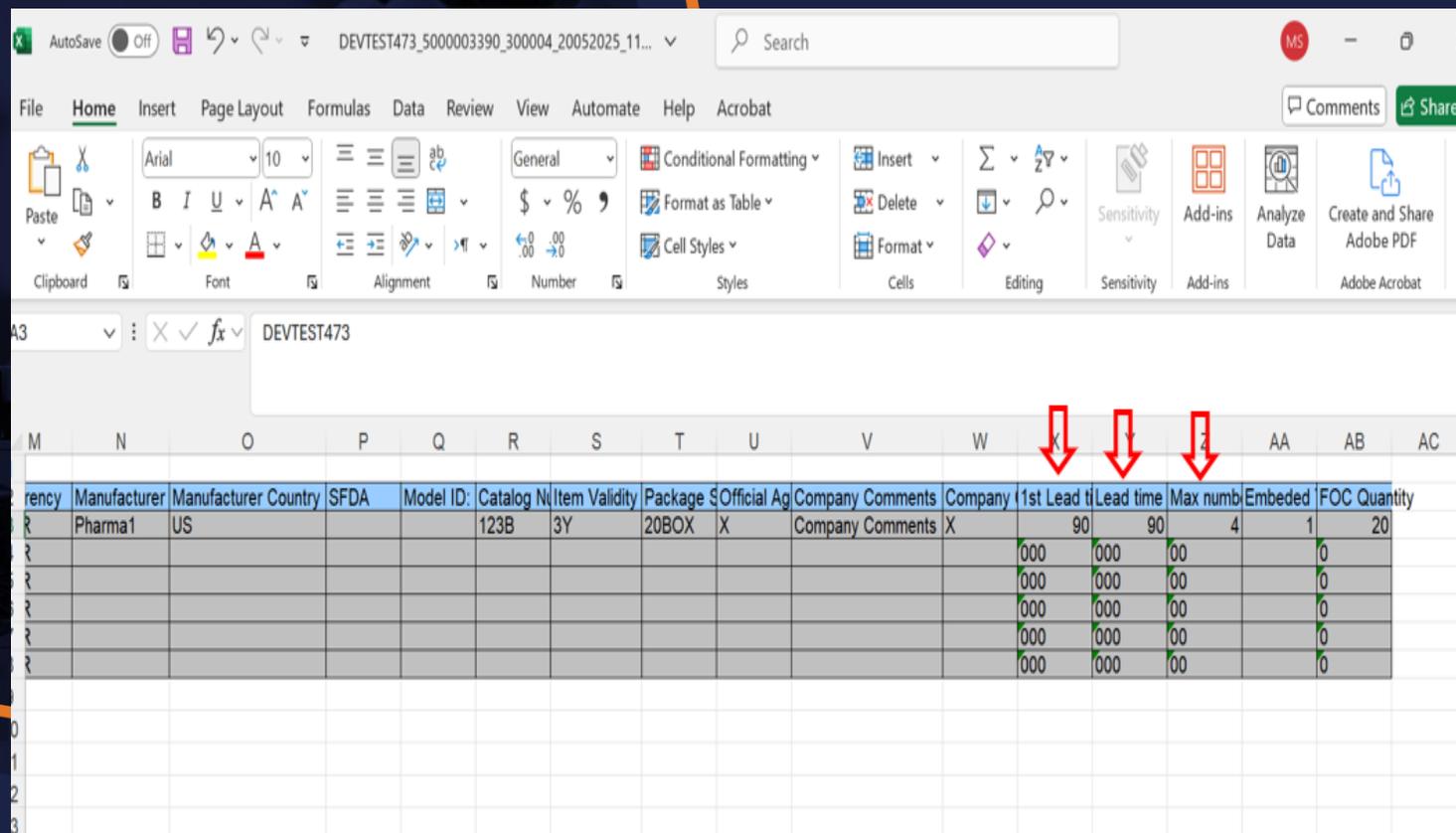
Enter the lead time in **number of days** for all remaining shipments.

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.**



Agency	Manufacturer	Manufacturer Country	SFDA	Model ID	Catalog No	Item Validity	Package Size	Official Agency	Company Comments	Company	1st Lead time	Lead time	Max number	Embedded	FOC Quantity
	Pharma1	US			123B	3Y	20BOX	X	Company Comments	X	90	90	4	1	20
											000	000	00		0
											000	000	00		0
											000	000	00		0
											000	000	00		0
											000	000	00		0



CO

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.

The screenshot shows an Excel spreadsheet with the following data table:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Pharma1	US		123B	3Y	20BOX	X	Company Comments	X	90	90	4	1	20		
									000	000	00		0		
									000	000	00		0		
									000	000	00		0		
									000	000	00		0		
									000	000	00		0		

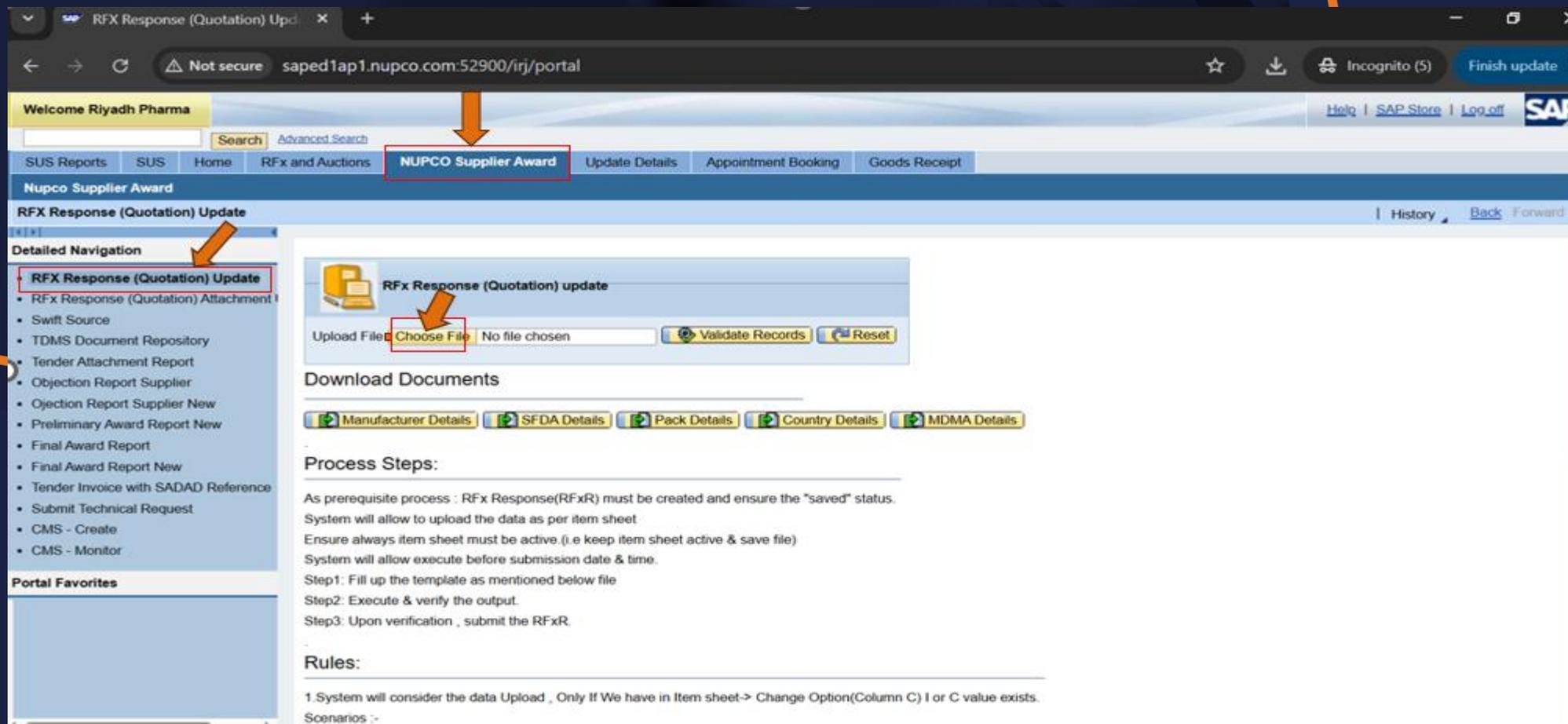
Red arrows point to columns AA and AB, which correspond to the 'Embedded' and 'FOC Quantity' columns in the table above.

Upload the excel file to the system

From the Home page, navigate to "Nupco Supplier Award".

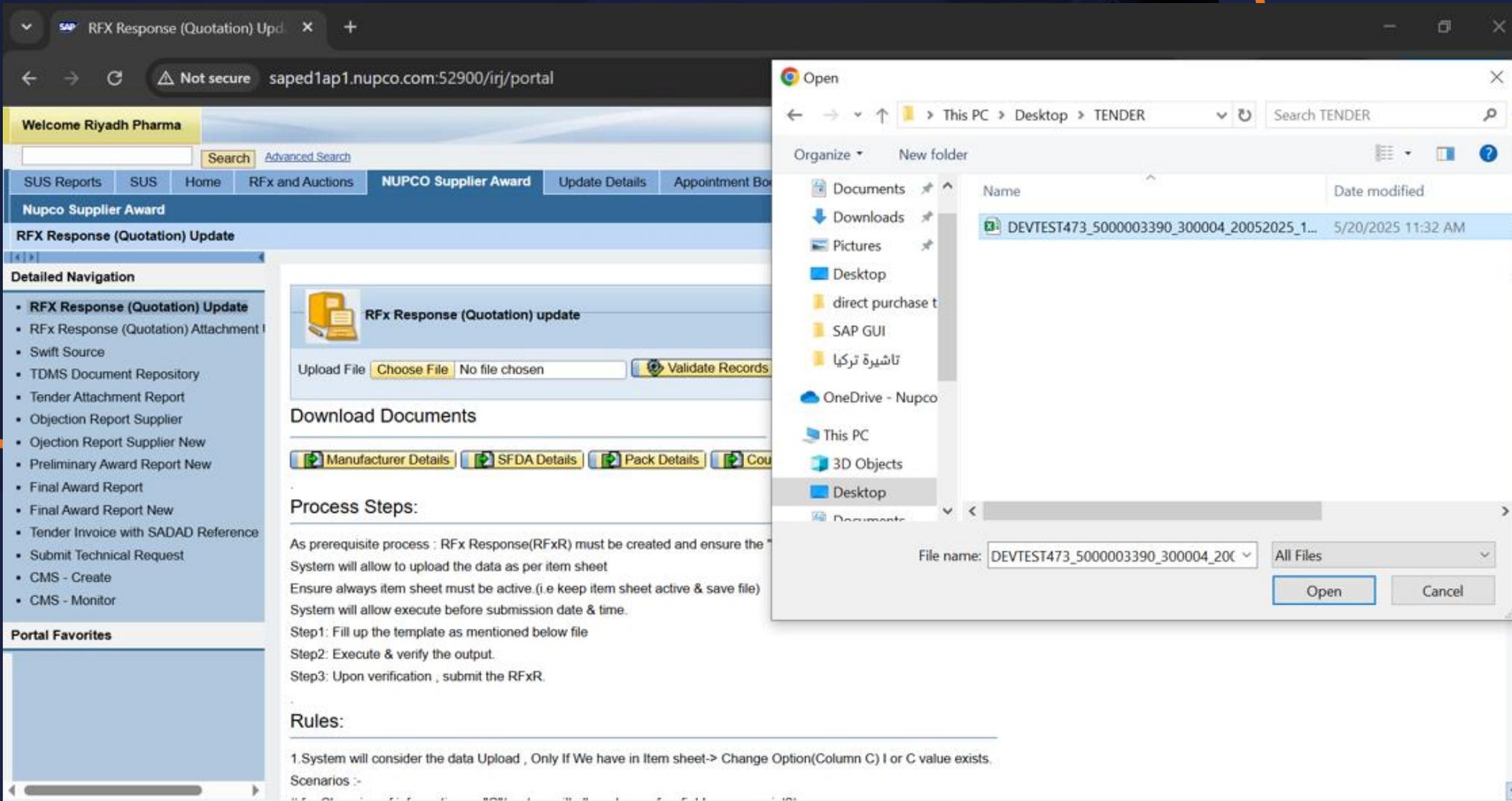
Open "Nupco Supplier Award – RFX Response Quotation".

Choose the relevant file to proceed



The screenshot displays the SAP web interface for the "Nupco Supplier Award" portal. The browser address bar shows the URL "saped1ap1.nupco.com:52900/irj/portal". The page title is "RFX Response (Quotation) Update". The navigation menu on the left includes "RFX Response (Quotation) Update" and "RFX Response (Quotation) Attachment". The main content area features an "Upload File" section with a "Choose File" button, a "Validate Records" button, and a "Reset" button. Below this is a "Download Documents" section with buttons for "Manufacturer Details", "SFDA Details", "Pack Details", "Country Details", and "MDMA Details". The "Process Steps" section lists three steps: 1. Fill up the template as mentioned below file, 2. Execute & verify the output, and 3. Upon verification, submit the RFXR. The "Rules" section contains a single rule: "1. System will consider the data Upload, Only If We have in Item sheet -> Change Option(Column C) I or C value exists." The "Scenarios" section is currently empty.

Choose the excel file and click open



The screenshot shows a web browser window displaying the 'RFX Response (Quotation) Update' page on the NUPCO Supplier Award portal. The page includes a navigation menu, a search bar, and a main content area with sections for 'Upload File', 'Download Documents', 'Process Steps', and 'Rules'. An 'Open' file dialog box is overlaid on the right side of the browser window, showing the file explorer path 'This PC > Desktop > TENDER'. The file 'DEVTEST473_5000003390_300004_20052025_1...' is selected, and the 'Open' button is visible.

Upload File Choose File No file chosen Validate Records

Download Documents

Manufacturer Details SFDA Details Pack Details Cou

Process Steps:

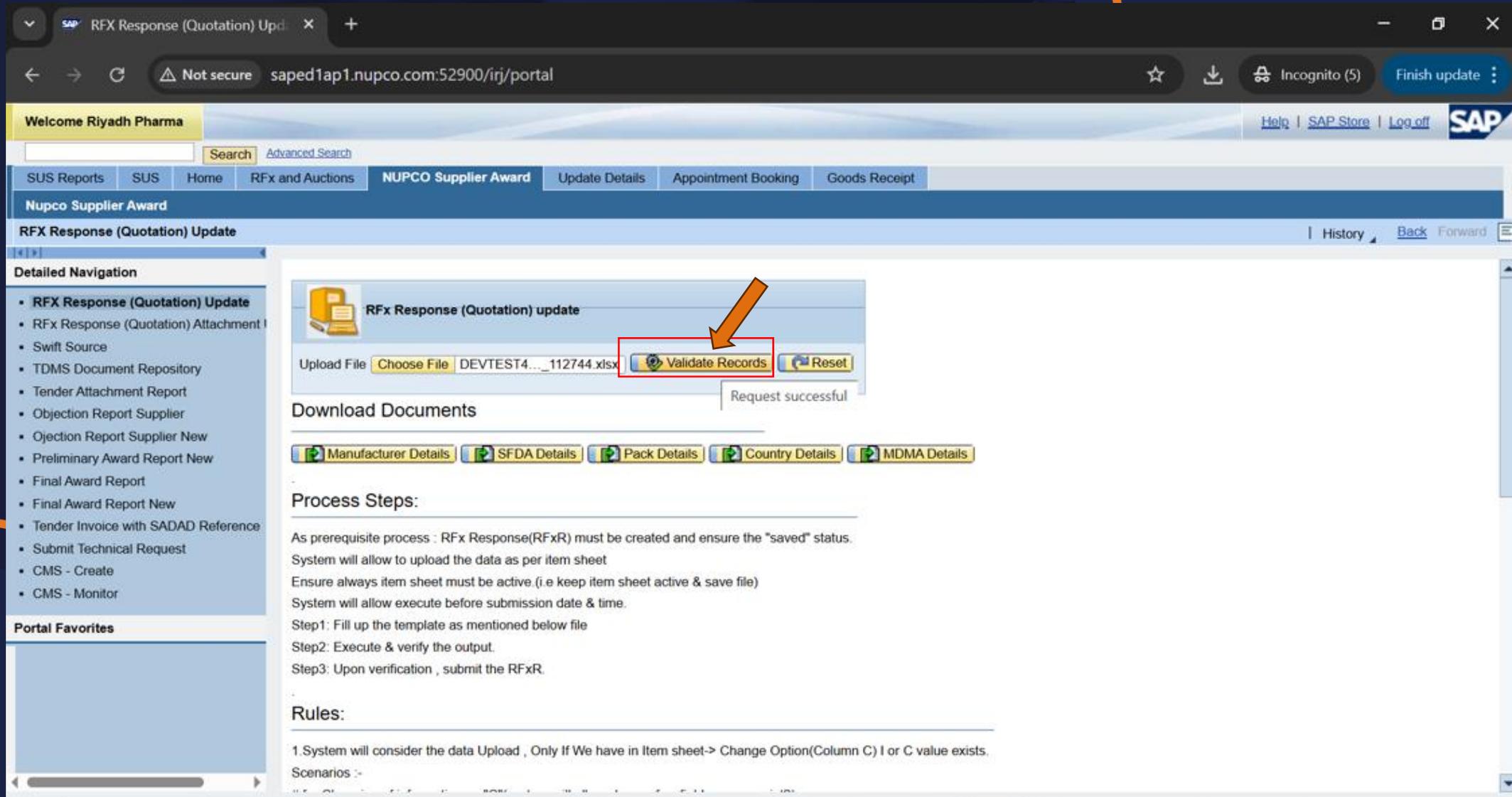
As prerequisite process : RFX Response(RFXR) must be created and ensure the System will allow to upload the data as per item sheet
Ensure always item sheet must be active. (i.e keep item sheet active & save file)
System will allow execute before submission date & time.
Step1: Fill up the template as mentioned below file
Step2: Execute & verify the output.
Step3: Upon verification , submit the RFXR.

Rules:

1. System will consider the data Upload , Only If We have in Item sheet-> Change Option(Column C) I or C value exists.
Scenarios :-

Click on "Validate Records".

This action will check the Excel file for any data entry errors



The screenshot shows the SAP NUPCO Supplier Award portal interface. The browser address bar displays "saped1ap1.nupco.com:52900/irj/portal". The user is logged in as "Riyadh Pharma". The main navigation menu includes "SUS Reports", "SUS", "Home", "RFX and Auctions", "NUPCO Supplier Award", "Update Details", "Appointment Booking", and "Goods Receipt". The current page is titled "RFX Response (Quotation) Update".

In the "Detailed Navigation" sidebar, the "RFX Response (Quotation) Update" section is expanded, showing options like "RFx Response (Quotation) Attachment", "Swift Source", "TDMS Document Repository", "Tender Attachment Report", "Objection Report Supplier", "Objection Report Supplier New", "Preliminary Award Report New", "Final Award Report", "Final Award Report New", "Tender Invoice with SADAD Reference", "Submit Technical Request", "CMS - Create", and "CMS - Monitor".

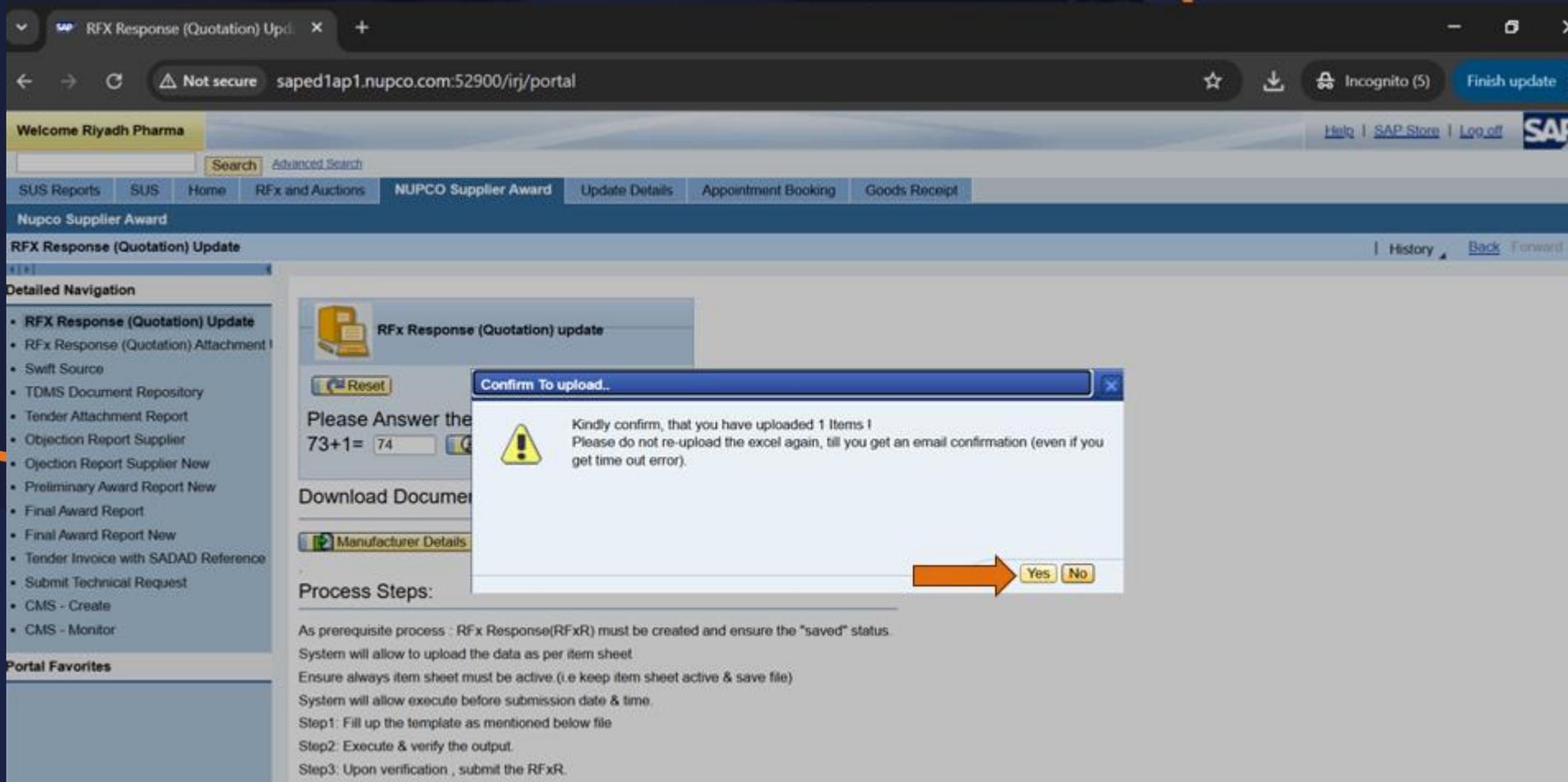
The main content area features a "RFX Response (Quotation) update" section with an "Upload File" button, a file name "DEVTEST4..._112744.xlsx", and a "Validate Records" button highlighted with a red box and an orange arrow. A "Reset" button is also visible. Below this, a "Download Documents" section contains buttons for "Manufacturer Details", "SFDA Details", "Pack Details", "Country Details", and "MDMA Details".

The "Process Steps" section provides instructions: "As prerequisite process : RFx Response(RFxr) must be created and ensure the "saved" status. 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."

The "Rules" section states: "1. System will consider the data Upload , Only If We have in Item sheet-> Change Option(Column C) I or C value exists. Scenarios :-"

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

Click **"Yes"** to confirm and proceed



The screenshot shows a web browser window with the URL `saped1ap1.nupco.com:52900/irj/portal`. The page title is "Nupco Supplier Award" and the current page is "RFX Response (Quotation) Update". A confirmation dialog box titled "Confirm To upload.." is displayed in the center. The dialog contains a warning icon and the following text: "Kindly confirm, that you have uploaded 1 Items ! Please do not re-upload the excel again, till you get an email confirmation (even if you get time out error)." At the bottom of the dialog are "Yes" and "No" buttons. An orange arrow points to the "Yes" button. The background page shows a sidebar with "Detailed Navigation" and "Portal Favorites", and a main content area with a "Process Steps" section.

Confirm To upload..

Kindly confirm, that you have uploaded 1 Items !
Please do not re-upload the excel again, till you get an email confirmation (even if you get time out error).

Yes No

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](#) | [Refresh](#) | [Check](#) [Close](#) [Technical RFX Response](#) [Export](#) [Questions and Answers \(0 \)](#)

-  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

RFX Response Number 5000001893 **RFX Number** 3000001295 **Status** Saved **Submission Deadline** 22.04.2020 20:00:00 UTC+3 **Remaining Time** 0 Days 03:32:33
RFX Response Version Number Active Version **RFX Version Number** 2

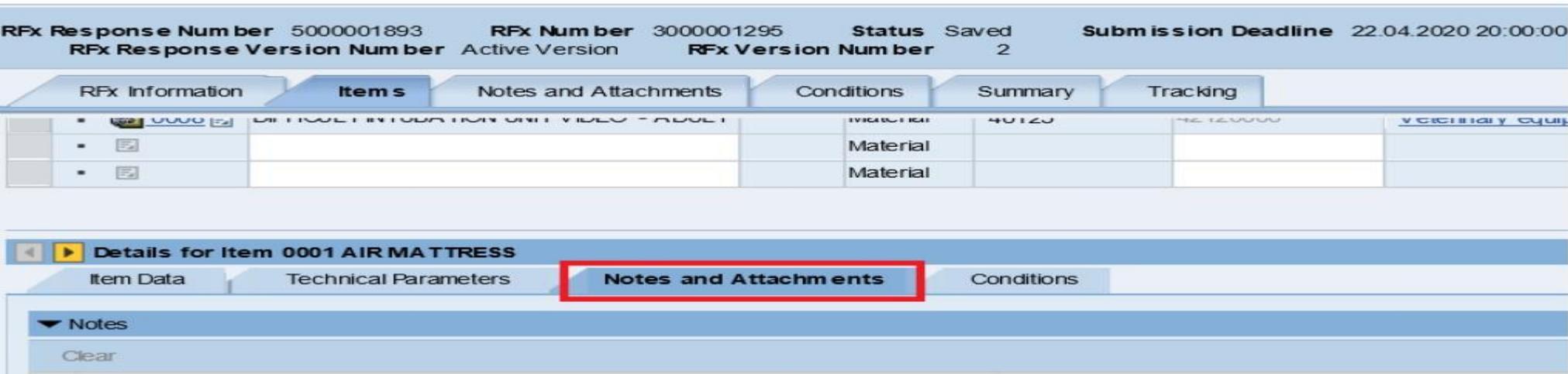
[RFX Information](#) | **[Items](#)** | [Notes and Attachments](#) | [Conditions](#) | [Summary](#) | [Tracking](#)

Item Overview

[Details](#) | [Add New](#) | [Copy](#) | [Paste](#) | [Delete](#) | [Delete & Save](#) | [Calculate Value](#)

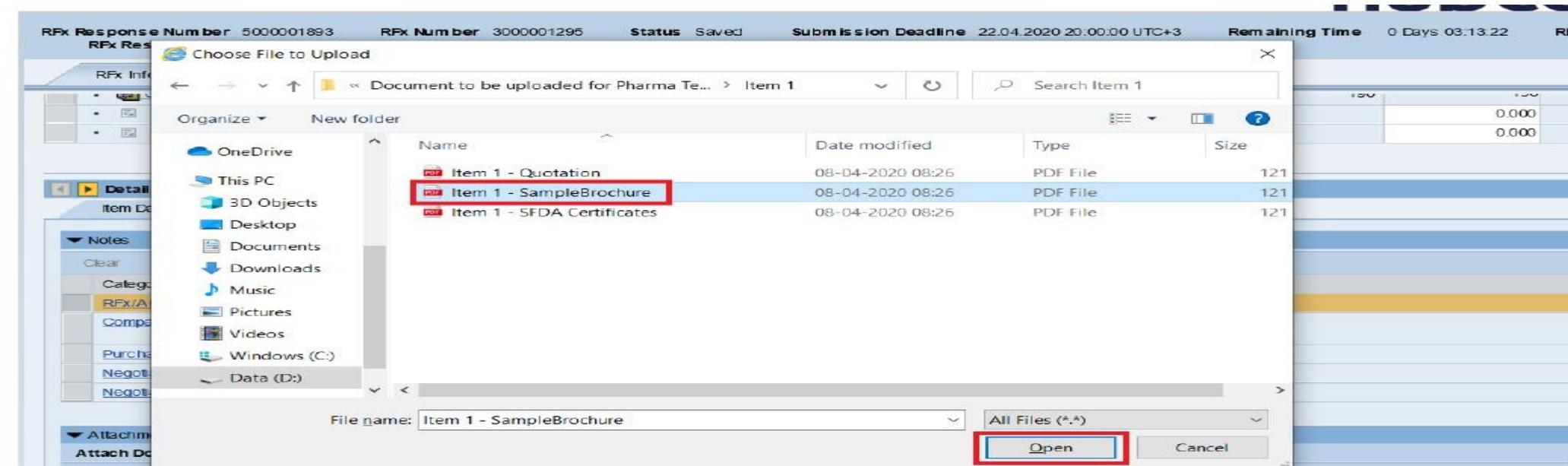
Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity
-  0001 	AIR MATTRESS		Material	40039	42120000	Veterinary equipment	140	140
-  0002 	AIR MATTRESS		Material	40039	42120000	Veterinary equipment	0	140
-  0003 	AIRWAY CLEARANCE DEVICE		Material	40040	42120000	Veterinary equipment	150	150
-  0004 	AIRWAY MANAGEMENT SET - CASE		Material	40041	42120000	Veterinary equipment	160	160
-  0005 	"DIFFERENTIAL CELL COUNTER,ELECTRONIC"		Material	40123	42120000	Veterinary equipment	170	170
-  0006 	DIFFICULT INTUBATION UNIT VIDEO- NICU		Material	40124	42120000	Veterinary equipment	180	180
-  0007 	"DIFFERENTIAL CELL COUNTER,ELECTRONIC"		Material	40123	42120000	Veterinary equipment	0	170

b.) Go to Notes and Attachments section.



The screenshot shows the RFX system interface. At the top, it displays RFX Response Number 5000001893, RFX Number 3000001295, Status Saved, and Submission Deadline 22.04.2020 20:00:00. Below this, there are tabs for RFX Information, Items, Notes and Attachments, Conditions, Summary, and Tracking. The 'Notes and Attachments' tab is selected and highlighted with a red box. Underneath, there are sub-tabs for Item Data, Technical Parameters, Notes and Attachments (highlighted with a red box), and Conditions. The 'Notes' section is expanded, showing a 'Clear' button.

c.) Click Browse → Choose the File → Upload → Save



The screenshot shows the RFX system interface with a 'Choose File to Upload' dialog box open. The dialog box displays a file explorer view for 'Item 1' with the following files listed:

Name	Date modified	Type	Size
Item 1 - Quotation	08-04-2020 08:26	PDF File	121
Item 1 - SampleBrochure	08-04-2020 08:26	PDF File	121
Item 1 - SFDA Certificates	08-04-2020 08:26	PDF File	121

The 'Item 1 - SampleBrochure' file is selected and highlighted with a red box. The 'File name' field at the bottom of the dialog box contains 'Item 1 - SampleBrochure'. The 'File type' dropdown is set to 'All Files (*.*)', and the 'Open' button is highlighted with a red box.

Upload Item attachments

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

SL.No	Document Name	Upload File	Save	File Name	Delete
1	Sample/Brochure *	<input type="text"/> Browse...	<input type="button" value="Save"/>	Item 1 - Sample	<input type="button" value="Delete"/>
2	SFDA Certificates *	<input type="text"/> Browse...	<input type="button" value="Save"/>	Item 1 - SFDA C	<input type="button" value="Delete"/>
3	Quotation *	<input type="text"/> Browse...	<input type="button" value="Save"/>		<input type="button" value="Delete"/>
4	Others	<input type="text"/> Browse...	<input type="button" value="Save"/>		<input type="button" value="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 | | Delete | Export | Import | Questions and Answers (0)

Step 7: RFX Response submission

Caution:

Once tender response submitted, system won't allow to upload again.

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 | Check | Technical RFX Response | Close | Save | Export | Import | Questions and Answers (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

RFx Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

▼ Item Overview

Details Add New | Copy Paste Delete Delete & Save | Calculate Value | Filter Expand All Collapse All Settings

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Group	Unit	Unit Price	Currency	Price Per	Total Value	RFx / Response	RFx / Response	Internal Item Number
0001	AZERA 10...		Material	5114200200100	51170000	Gastrointestine Drug	100	100		TAB	10.0000	SAR	1	1,000.00	0 / 0	0 / 0	1

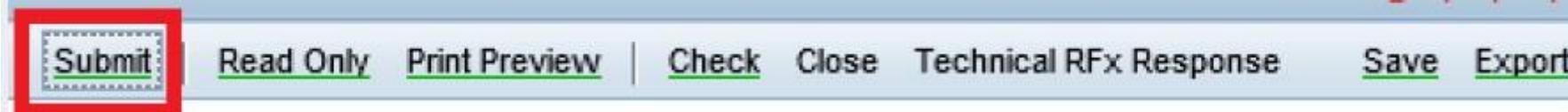
RFX Response (quoted the items)

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 SUBMIT button 2nd time after confirmation and alert message pop up



RFX Response (quoted the items)



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

Technical RFX Response Close Withdraw Export Questions and Answers (0)

⚠ Line 0001: SFDA number is not entered

RFX Response Number 5000002147 RFX Number 3000006106 **Status Submitted** Submission Deadline 24.09.2023 16:00:00 UTC+3 Remaining Time 1 Days 09:29:53 RFX Owner BUYER9 Total Value 1,000.00 SAR

RFX Response Version Number 1 RFX Version Number 2

RFX Information **Items** Notes and Attachments Conditions Summary Tracking

▼ Item Overview

Details Add New Copy Paste Delete Delete & Save Calculate Value Filter Expand All Collapse All

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Group	Unit	Unit Price	Currency	Price Per	Total Value	RFX / Response	RFX / Response	Internal Item Num
• 0001	AZERA 10...		Material	5114200200100	51170000	Gastrointestine Drug	100	100		TAB	10.0000	SAR	1	1,000.00	0/0	0/0	1

THANKS

