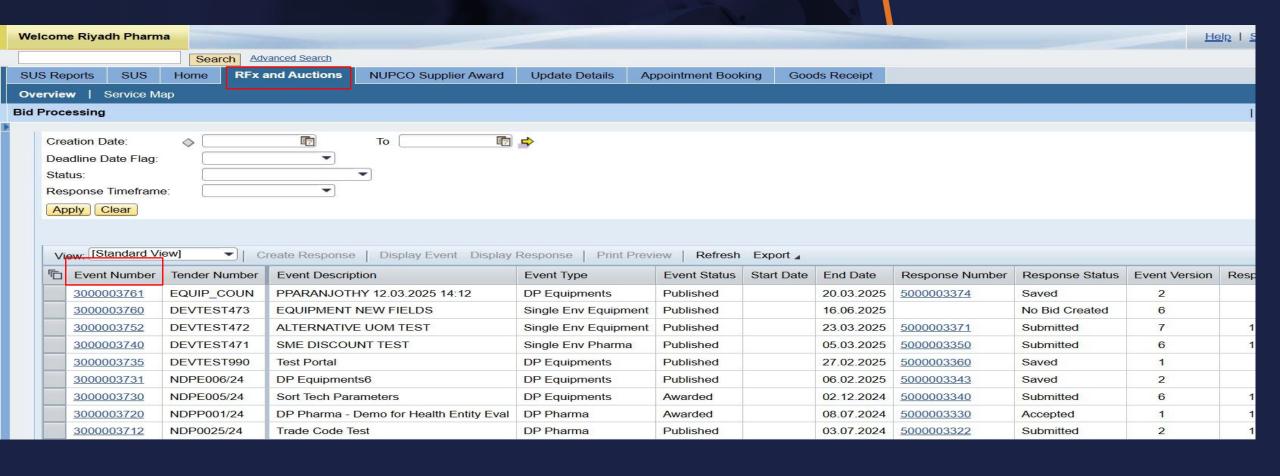# SRM User Manual –Medical Equipment Tenders

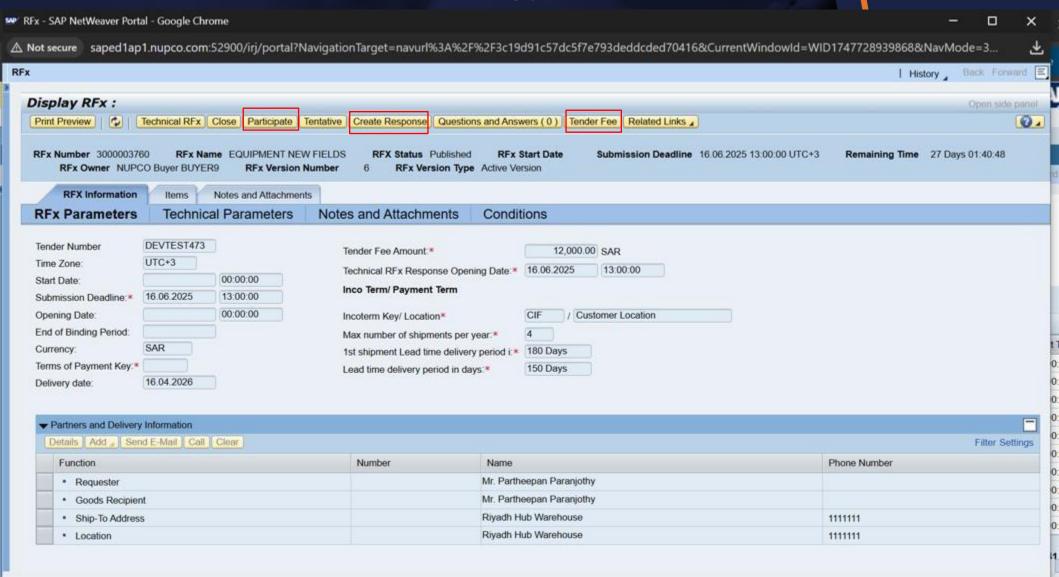# RFX AND ACTION PAGE

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.

RFX page

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

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"**.

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: [DEVTEST473]

Tender Name: [EQUIPMENT NEW FIELDS]

Currency: [Saudi Riyal]

Terms of Payment: [ ]

Commercial Registration No:* [1234]

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]

☑ 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:

Response page
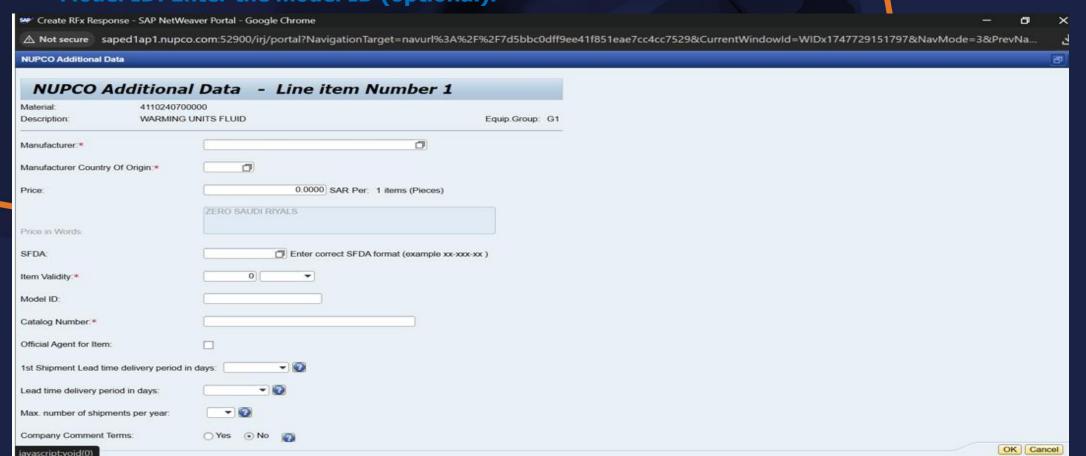
Fill in the mandatory fields as follows:
Manufacturer: Type the name of the manufacturer.
Manufacturer Country/Region: Type the abbreviation of the country or select it from the dropdown list.
(Optional) Fill in the following non-mandatory fields if applicable:
SFDA: Enter the SFDA number (optional).
Model ID: Enter the model ID (optional).

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.

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).

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

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

Embedding type: Choose from the dropdown list
Options:
Standalone
Standard Configuration
Standalone + FOC
Standard Configuration + FOC

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

*For FOC items, enter value (0.0001) in the pricing field. Do not enter (0), as the system will automatically exclude the offer

"" After entering all details click ok then click Save ""
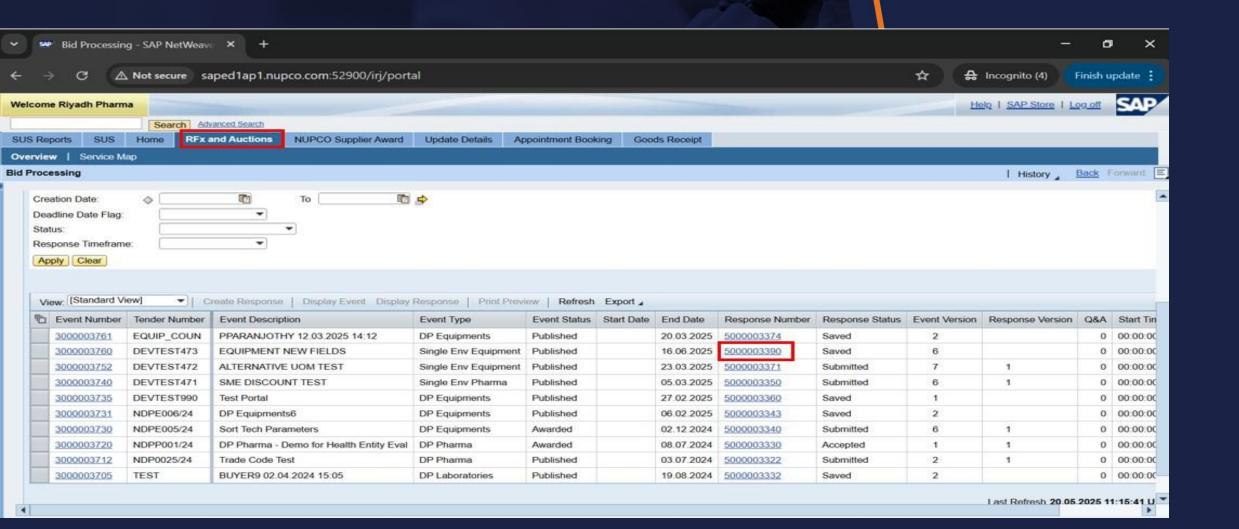
Offline Method to Upload The Price (EXCEL)

From Home page – click on RFX and action

Click on the response number
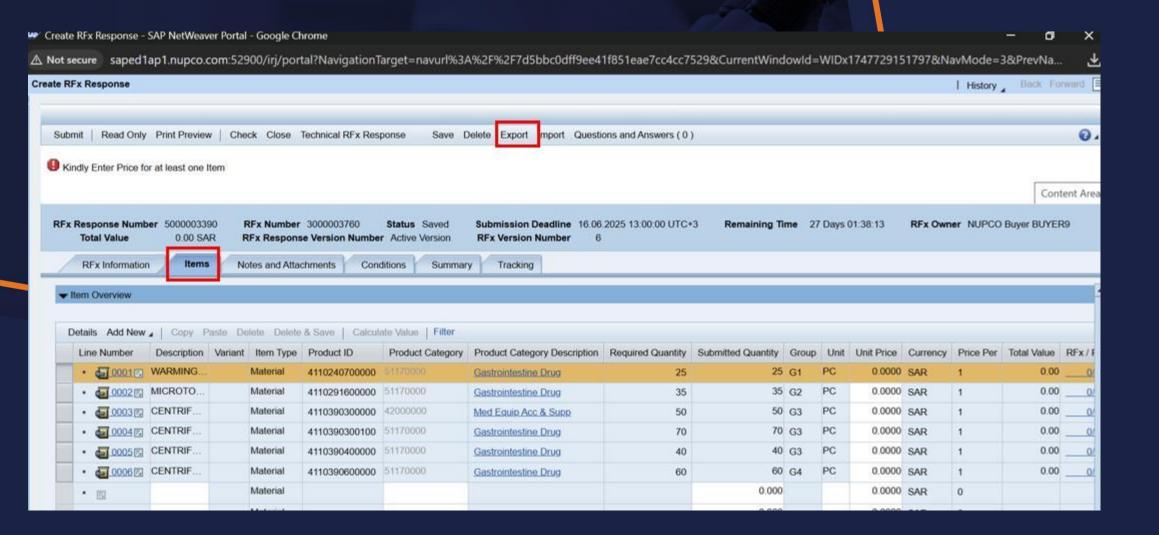
Instructions for Completing the Excel Sheet:

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**.
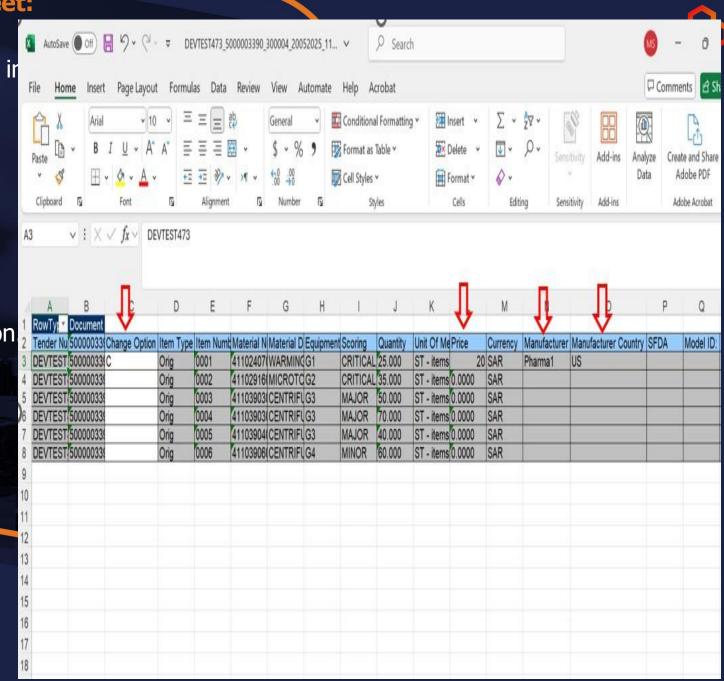
6. SFDA Number (Optional):
Input the SFDA number, if available. This field is not mandatory.

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

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.
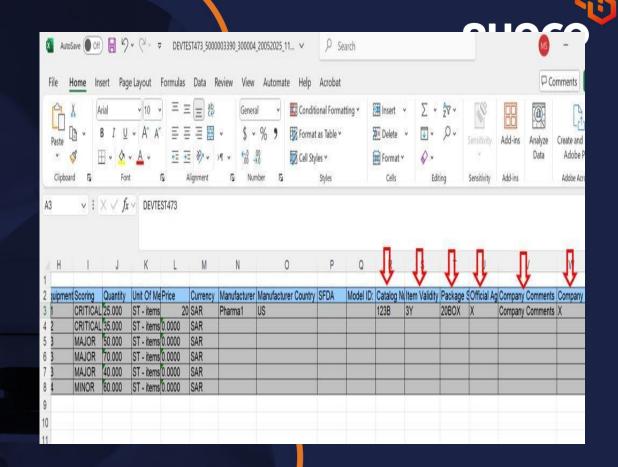
12. Company Comment (Optional):
Use this field to provide any relevant comments from the company. This field is not mandatory.

13. Company Terms:
Type **"X"** to confirm acceptance of the terms and conditions.

Additional Instructions for Completing the Excel Sheet:

14. First Lead Time (First Shipment):

Enter the lead time in **number of days** for the first shipment.
Accepted values: **30**, **60**, **G0**, or **120**.

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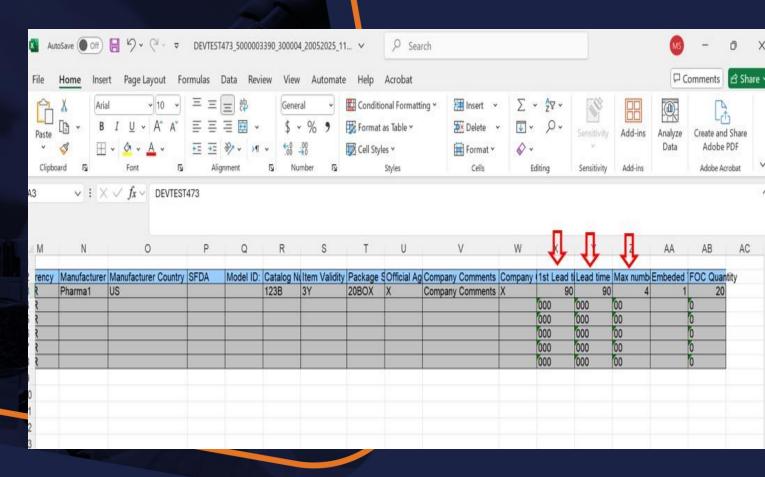
Enter the lead time in **number of days** for all remaining shipments.

Accepted values: **30**, **60**, **G0**, or **120**.

16. 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:

17. Embedded Option:

Select the appropriate option based on the product specification:

Enter **1** mean [standalone]

Enter **2** mean [standard configuration]
Enter **3** mean [standalone+FOC]
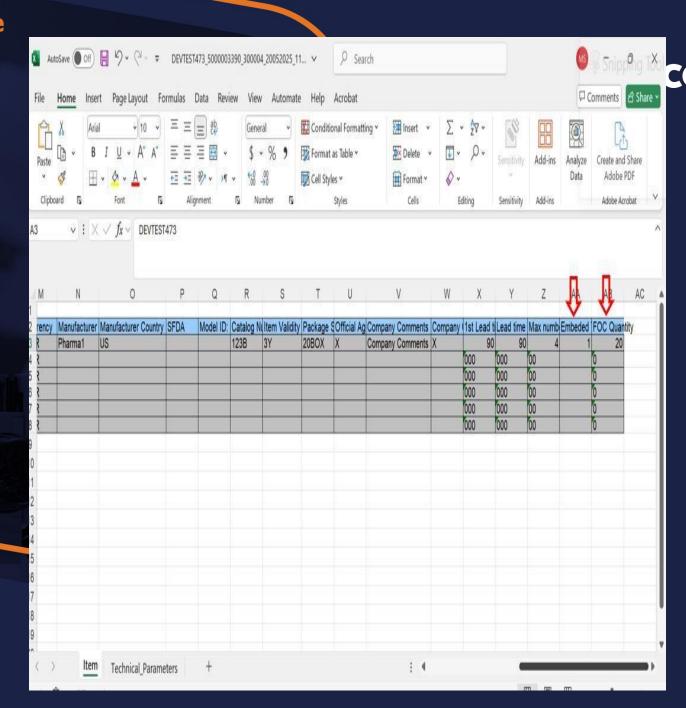
Enter **4** mean [standard configuration+FOC]

(Note: Please make sure you know what each number represents so this section can be completed properly.)

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

*For FOC items, enter value (0.0001) in the price field. Do not enter (0), as the system will automatically exclude the offer
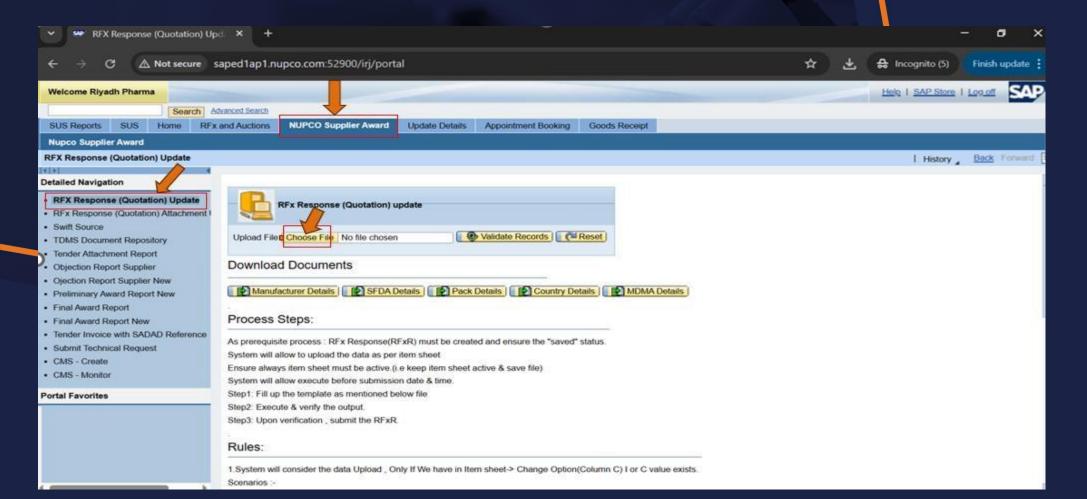
Upload The EXCEL File to The System

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

Open "Nupco Supplier Award – RFX Response Quotation".
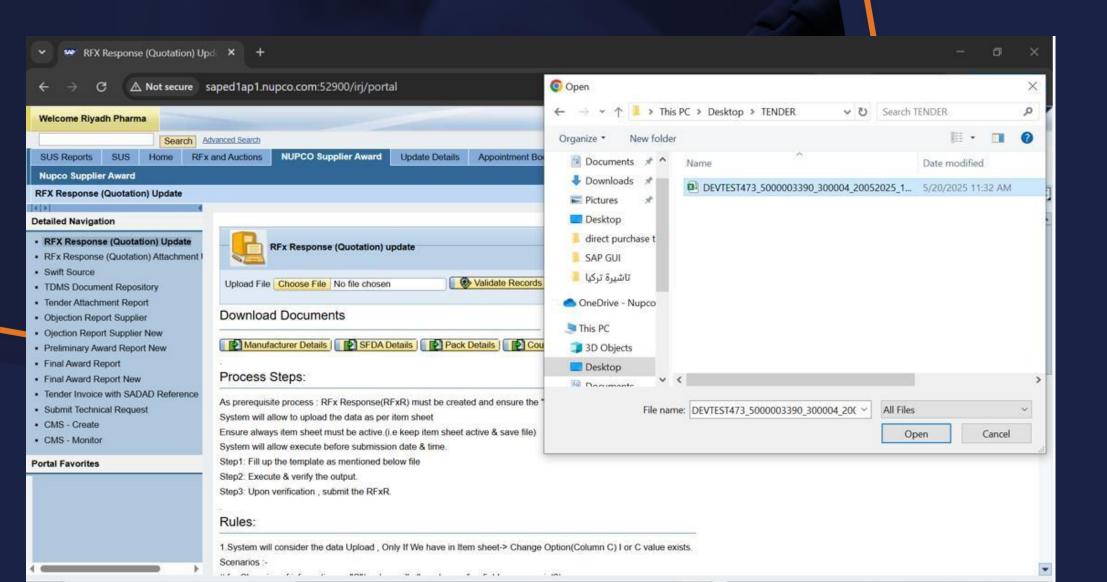
Choose the relevant file to proceed

Choose the excel file and click open
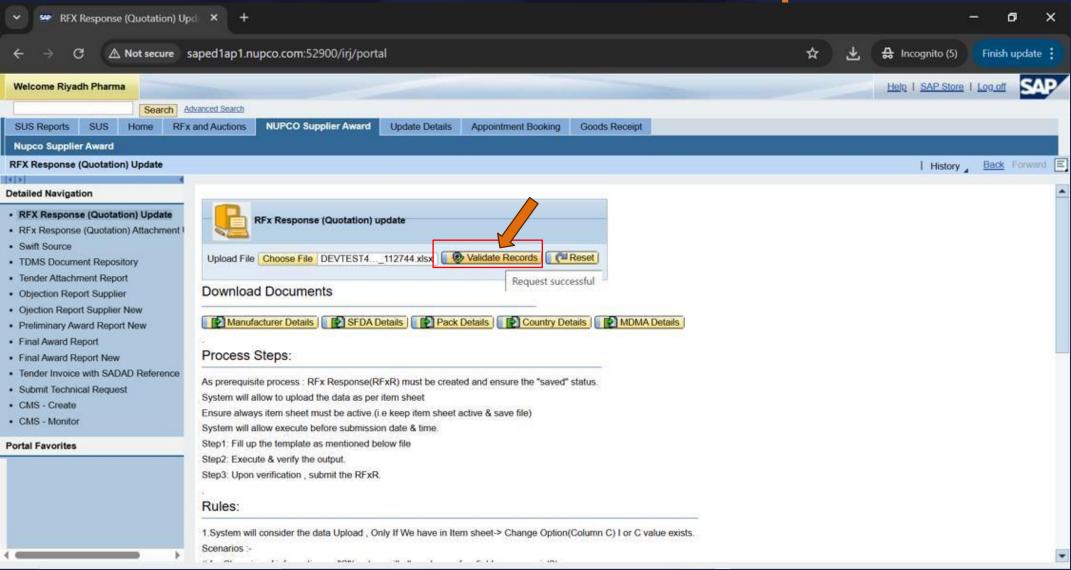
Click on "Validate Records".

This action will check the Excel file for any data entry errors
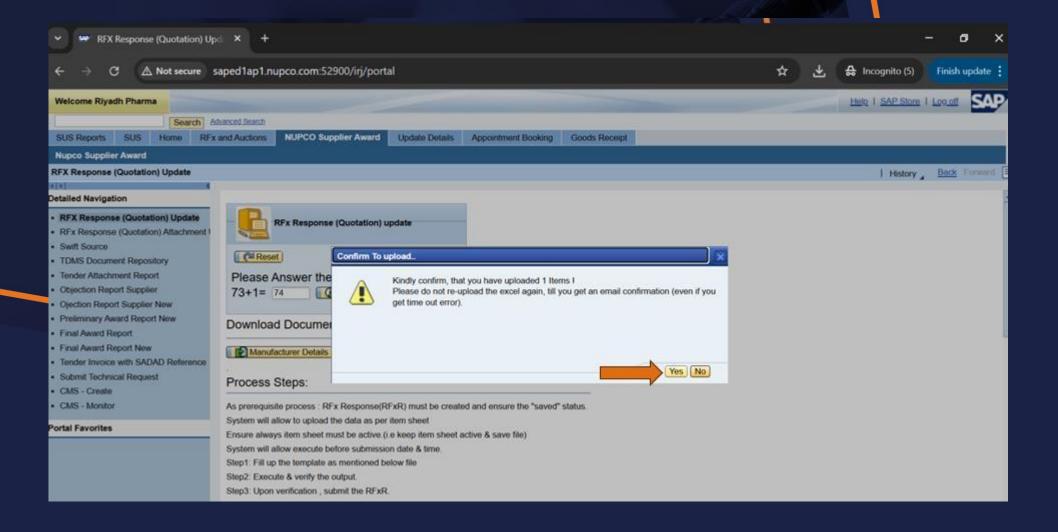
The system will prompt you to confirm the number of quoted items.   -
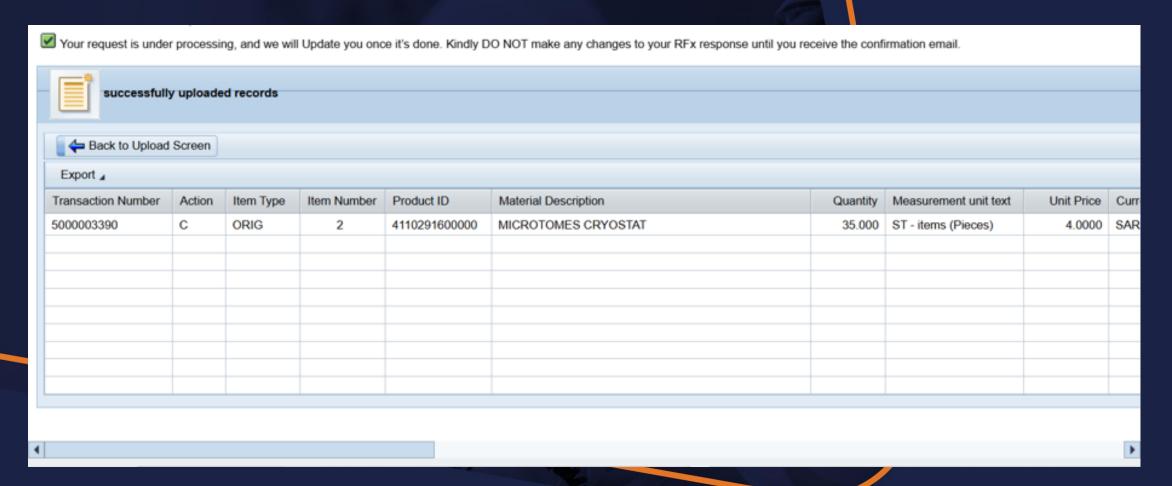
Click **"Yes"** to confirm and proceed   -

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

✅ 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.

successfully uploaded records

← Back to Upload Screen

Export ⌄

Transaction Number	Action	Item Type	Item Number	Product ID	Material Description	Quantity	Measurement unit text	Unit Price	Curr
5000003390	C	ORIG	2	4110291600000	MICROTOMES CRYOSTAT	35.000	ST - items (Pieces)	4.0000	SAR

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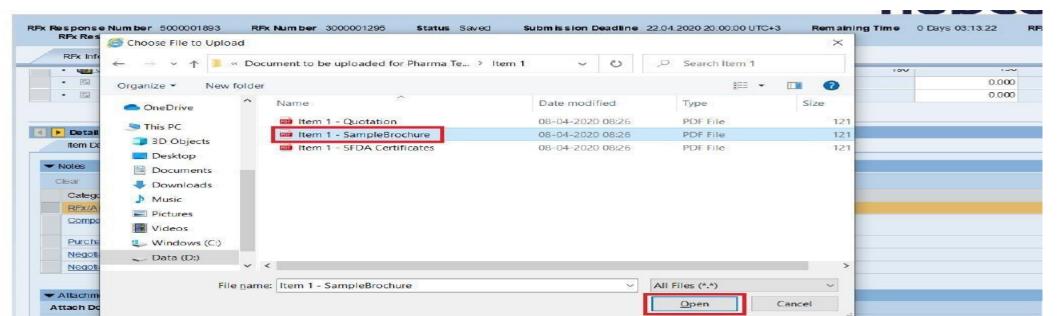
RFx Response Number 5000001893   RFx Number 3000001295   Status Saved   Submission Deadline 22.04.2020 20:00:00 UTC+3   Remaining Time 0 Days 03:32:33
RFx Response Version Number Active Version   RFx Version Number 2

| 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.

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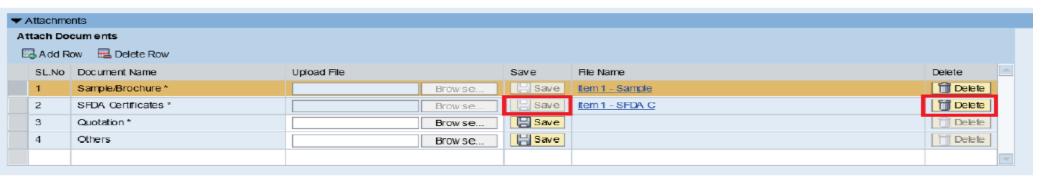
Upload Item attachments

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

		Attachments					
Attach Documents							
Add Row	Delete Row						
SL.No	Document Name	Upload File		Save	File Name		Delete
1	Sample/Brochure *		Browse...	Save	Item 1 - Sample		Delete
2	SFDA Certificates *		Browse...	Save	Item 1 - SFDA C		Delete
3	Quotation *		Browse...	Save			Delete
4	Others		Browse...	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
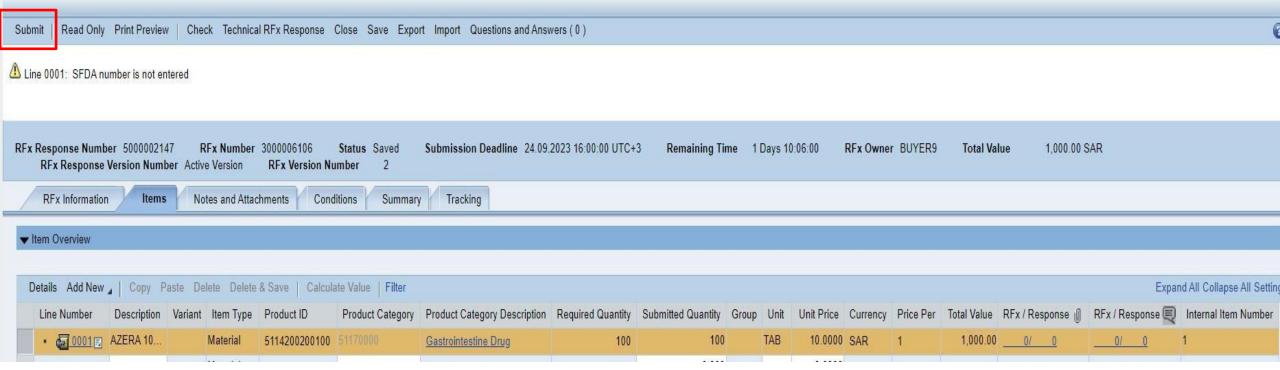
Caution:	Once tender response submitted, system won't allow to upload again.
	1. RFX Response (Quotation) allowed to save multiples times before deadline date and time
	2. Only one time allowed to submit the bid before deadline date and time, once submitted can't be changed further.

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 Setting

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

Bid Submission Confirmation Message

Are you sure you want to submit the Bid?

هل تريد بالتأكيد تقديم عرض السعر؟

Yes No

Bid Submission Alert Message

Note: Once Tender is submitted can't be changed further.
If agree, please press "Submit" button again

ملاحظة لايمكن تغير عرض السعر مره أخرى عند المواقتة
يرجى الضغط على زر "إرسال" مره أخرى

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

Submit   Read Only   Print Preview | Check   Close   Technical RFx Response   Save   Export

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.

| Edit | Print Preview | ⟳ | 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