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1. Log in





You can log in the SRM system with the user name and password delivered to you via the link <u>https://supplierportal.calik.com</u>.

2. Display Opened Bid Invitations

| SAP NetWeaver Business Client | | |
|--|--|-------------------------------------|
| Work Overview RFx and Auctions Personalization | Work Overview | Personalization • SRM User Settings |
| | RFx and Auctions Create Documents • External Contact Person Central Functions • Display Company Data | |
| | | |

Within the opened screen, you should enter "the bid invitation calls and auctions" section.

| SAP Netweaver Business Client | | | | | | | | | | | |
|-----------------------------------|--------|------------------------------------|--|--------------|----------------|------------|------------|-----------------|-----------------|---------------|--------------------|
| Work Overview | eR | RFxs All (49) F ions All (0) Pu | Published (0) Ended (0) Completed (0) blished (0) Ended (0) Completed (0) | | | | | | | | |
| RFx and Auctions | | | | | | | | | | | |
| Personalization | eRFxs | s - All | | | | | | | | | |
| ✓ Create Documents | Hide C | Quick Criteria M | aintenance | | | | | | | | Change Query Defin |
| External Contact Person | | Event Number: | ♦ To | | \$ | | | | | | |
| ✓ Central Functions | | Event Status: | | P | 21 e | | | | | | |
| Display Company Data | Dea | dline Date Flag: | × 10 | | <u> </u> | | | | | | |
| | | Status: | ~ | | | | | | | | |
| | Respo | nse Timeframe: | ~ | | | | | | | | |
| | Apply | / Clear | | | | | | | | | |
| | View: | [Standard View |] V Create Response Displ | ay Event Dis | splay Response | Print P | Preview R | efresh Export | | | |
| | Ē | Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number | Response Status | Event Version | Response Version |
| | 2 | 200000872 | PURCHASER1 13.11.2020 14:19:12 | RFx | Published | | 13.11.2020 | 300000781 | Submitted | 1 | 1 |
| | 2 | 200000870 | 200000869 kopyası | RFx | Published | | 30.11.2020 | | No Bid Created | 1 | |
| | 2 | 200000869 | PURCHASER1 11.11.2020 10:35:33 | RFx | Published | | 30.11.2020 | 300000778 | Submitted | 2 | 1 |
| | 2 | 200000864 | TEST İHALE ÇAĞRISI 21102020 | RFx | Published | | 23.10.2020 | 300000771 | Submitted | 4 | 2 |
| | 2 | 200000863 | PURCHASER1 20.10.2020 13:32:44 | RFx | Published | | 20.10.2020 | 300000769 | Accepted | 1 | 1 |
| | 2 | 200000860 | PURCHASER1 19.10.2020 17:01:15 | RFx | Published | | 19.10.2020 | 300000768 | Accepted | 4 | 2 |
| | | | ATTENTION DATE | No. | | | 18 10 0100 | 7100000017K / | Summer | | |

You can display the bid invitations delivered to you on the powl screen that opens. In order to quote to the bid invitations, we will display your bid invitation details by clicking on the event number.

| Display RFx : | | | | | | | | | | Open side panel |
|--|-----------------------------------|--------------------------------|------------------------------|---|-------------------|------------|------------------------|----------------|-----------------|-----------------|
| 🗘 Close Partici | pate Do Not Participat | e Tentative | Create Response | Questions and Answers (0) | Export System Inf | ormation | Create Memory Snapshot | | | |
| RFx Number 20000008 RFx Owner BEGU | 70 RFx Name 200 JM TOKUYUCU RF | 0000869 kopya x Version Num | ası RFX Status iber 1 RFx | Published RFx Start Date Version Type Active Version | Submission Dea | adline 30. | 11.2020 00:00:00 TURKE | Remaining Time | 4 Days 14:24:35 | |
| RFX Inform | ation Items | Notes and Att | tachments | | | | | | | |
| RFx Parameters 0 | Questions Notes an | d Attachments | s Conditions | | | | | | | |
| Time Zone: Start Date: * Submission Deadline: Opening Date: End of Binding Period: Currency: Incoterm Key: Location: Othem Vartes; | TURKEY 30.11.2020 00:00 TMT | 0:00 0:00 0:00 | Ted. Miktar E | Değiştirebilsin: 🗹 | | | | | | |
| oderne vadesi. | | | | | | | | | | |
| Partners and Delivery | Information | | | | | | | | | |

You can inform of the purchaser about your participation to the bid invitation via "participate" or "not participate" buttons.

With the "create response" button at the top, we can access our quotation screen.

3. The Screen of Creating RFX Response

3.1 RFX Incormation Tab

3.1.1. Basic Data

| Create RFx Response | | | | |
|--|--|---|---------------------------------|-------------------------------|
| Submit Read Only Print Preview Check Close Save Expo | t Import Questions and Ar | swers (0) System Information C | reate Memory Snapshot | 0 |
| RFx Response Number 3000000795 RFx Number 2000000870 Str Total Value 0,00 TMT RFx Response Version Number A | atus In Process Submissi active Version RFx Version | on Deadline 30.11.2020 00:00:00 TUR Number 1 | RKE Remaining Time 4 Days 14:1 | 7:50 RFx Owner BEGÜM TOKUYUCU |
| RFx Information Items Notes and Attachments | Conditions Summary | Tracking | | |
| Basic Data Questions Notes and Attachments Conditions | | | | |
| Event Parameters | | Service and Delivery | | |
| Currency: Turkmenistan *** BIN Manat *** V | | Incoterm: | | |
| Terms of Payment: | | | | |
| | | Status and Statistics | 25 11 2020 00:42:10 TURKE | |
| 3RD PARTY INSPECTION: | | Created On. | | |
| SHIPPIN: | | Created By. | Bay ÇALIK PAMOK DOĞAL VE SENTET | 1 |
| SUPERVISION | | Last Processed On: | 25.11.2020 09:42:10 TURKE | |
| OPTIONAL ITEMS: | | Last Processed By: | Bay ÇALIK PAMUK DOĞAL VE SENTET | i |
| | | | | |
| Partners and Delivery Information | | | | |
| Details Send E-Mail Call Clear | | | | Filter Settings |
| Function | Number | Name | | Phone Number |
| Goods Recipient | | ERP2SRM | | |
| Ship-To Address | | OT2 (Aşkabat Kapalı Otopark Projesi) |) | |
| Location | | OT2 (Aşkabat Kapalı Otopark Projesi) |) | |

The values you can choose on the "basic data" screen within the RFX information are presented below:

- The currency that you want to rfx response
- Terms of payment (If the purchaser has not indicated a payment condition, it must be selected by the supplier.)
- Incoterms and place of delivery (The values displayed automatically on the screen preferred by the purchaser, if desired, they can be changed by the supplier.)
- The fields of "3rd Party Inspection/Shipping/Supervision/Optional Items" may vary from one bid invitation to another. These fields are brought to your screen in line with the purchaser's request. These fields are required to be filled.

| 3.1.2 Questions | | | |
|---|---|---|--|
| Create RFx Response | | | |
| Submit Read Only Print Preview Check | Close Save Export Import Questions and Answers (0 |) System Information Create Memory Snapshot | 0. |
| RFx Response Number 3000000796 RFx Numbe Total Value 0,00 TMT RFx Respon | er 2000000870 Status In Process Submission Deadli use Version Number Active Version RFx Version Number | ne 30.11.2020 00:00:00 TURKE Remaining Time 2 | 4 Days 14:08:47 RFx Owner BEGÜM TOKUYUCU |
| RFx Information Items Notes | and Attachments Conditions Summary Tracking | | |
| Basic Data Questions Notes and Attachme | nts Conditions | | |
| Question | Reply | Comment | |
| | * performance guarantee %: | | |
| | * pre-financing guarantee %: | | |
| | * guarantee period: | | |
| | * pecuniary guarantee %: | | |
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You can display the questions asked by the purchaser in the field of "Questions" under the RFX information. The requirement to fill these fields is determined by the purchaser. It must be noted that questions with '*' at the beginning must be answered.

3.2 Items

| Create RFx Resp | onse | | | | | | | | | | | | | | |
|--|--------------|----------|------------|---------|------|---------|----------|--------------|-------------------|-----------------|------------------|----------------------|-------------|-----------------|----------------|
| Submit Read Only Pr | int Preview | Check | Close | Save | Exp | ort | mport Qu | iestions and | Answers (0) Sys | tem Information | Create Memory Sn | apshot | | | 0. |
| RFx Response Number 3000000797 RFx Number 2000000870 Status in Process Submission Deadline 30.11.2020 00.00.00 TURKE Remaining Time 4 Days 14.05.53 RFx Owner BEGÜM TOKUYUCU Total Value 0,00 TMT RFx Response Version Number Active Version RFx Version Number 2 | | | | | | | | | | | | | | | |
| RFx Information | Items | Notes | and Attacl | nments | C | onditio | ns Sur | nmary | Tracking | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| oduct Category Description | Required Qua | antity S | ubmitted Q | uantity | Unit | Price | Currency | Price Per | MATERIAL PRICE | LABOUR PRICE | Delivery Date | General Expenses & P | Total Value | ACCESSORY PRICE | RFx / Response |
| | | 30 | | 30 | м | 0,00 | тмт | 1 | 0,00 | 0,00 | On 17.06.2020 | 0,00 | 0,00 | 0,00 | 0/0 |
| | | | | | | | | | | | | | | | |
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- The item fields of "Material Price / Labor Price / General Expenses & Profit / Accessory Prices" may vary from one RFX to another. These fields are brought to your screen in line with the purchaser's request. These fields are required to be filled.
- You can enter the price you want to give for the items in the price field.

3.3 Notes and Attachments

| Create DEv De | | | | | | | | | | | | | | - | |
|------------------------------------|-------------------------------------|-----------------------|-----------------------|--------------------|----------------------|----------------------|------------------------------|--------------------------|------------------|-----------|----------------|-------------------|--------------|----------------|----------|
| Cleale KFX Ke | sponse | | | | | | | | | | | | | | |
| Submit Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Ans | wers (0) Sy | stem Information | Create Me | emory Snapshot | | | | 0 |
| RFx Response Number Total Value | 3000000797 0,00 TMT | RFx Numb RFx Respo | er 20000 Inse Vers | 000870 ion Numt | Status ber Active | In Proces Version | s Submissio RFx Version N | n Deadline 30 umber 2 | .11.2020 00:00:0 | 00 TURKE | Remaining Tir | ne 4 Days 14:05:5 | 53 RFx Owner | BEGÜM TOKUYUCU | |
| RFx Information | Items | Notes a | nd Atta | achme | ents | Condition | ns Summary | Tracking | | | | | | | |
| ▼ Notes | | | | | | | | | | | | | | | |
| Add Clear | | | | | | | | | | | | | | Filter | Settings |
| Bidder's Remarks | egory | | | | | Text F | Preview | | | | | | | | |
| Purchaser's Remarks | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Attachments | | | | | | | | | | | | | | | |
| Add Attachment Ed | lit Description | Versioning " | Delete | Create | Qualificatio | n Profile | | | | | | | | Filter | Settings |
| Assigned To | Category | De | escription | | File Nam | 1e | Version | Processor | Check | ed Out | Туре | Size (KB) | Changed by | Changed on | |
| 1 The table does | The table does not contain any data | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
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You can add any note to the supplier from the bidder's remarks section on the "add" button under the "Notes and attachments" tab. If you have a reference, you can indicate it in the Seller reference section.

| RFx Response Number 3000000797 RFx Numbe Total Value 0,00 TMT RFx Respon | r 2000000870 Status in Process Submission Deadline 30.11.2020 00:00.00 TURKE se Version Number Active Version RFx Version Number 2 | Remaining Time 4 Days 14:05:53 RFx Owner BEG |
|---|--|--|
| RFx Information Items Notes an | d Attachments Conditions Summary Tracking | |
| ▼ Notes | | |
| Add Clear Assigned To Category | Add Bidder's Remarks | |
| Bidder's Remarks | Text Template: 다 Create Or Update Template | 30 |
| ✓ Attachments | Bidder's Remarks: 2 | |
| Add Attachment Edit Description Versioning | | Changed by |
| The table does not contain any data | Assign to: [Beneral Data ~ 1 General Data Single Item | 3 OK Cancel |
| | | |

If the note to be entered is related to the general of the bid invitation, general data are selected in the field indicated with number 1. If our note is item-based, related item is selected. After selecting the related item, a new field is existed under which you can identify the item number. After you can enter your note to the field indicated by number 2, we save your note by clicking "OK".

| Create RFx Response | | |
|---|---------------------------|-----------------|
| Submit Read Only Print Preview Check Close Save Export Import Questions and Answers (0) System Information Create Memory Snapshot | | @ _ |
| RFx Response Number 3000000797 RFx Number 200000870 Status In Process Submission Deadline 30.11.2020 00.00.00 TURKE Remaining Time Total Value 0,00 TMT RFx Response Version Number Active Version RFx Version Number 2 | 4 Days 14:05:53 RFx Owner | BEGÜM TOKUYUCU |
| RFx Information Items Notes and Attachments Conditions Summary Tracking | | |
| ▼ Notes | | |
| Add Clear | | Filter Settings |
| Add Attachment | | |
| Here you can upload an attachment. You have to assign it to either the document general data or to an item • Attachments • Attachments | | |
| Add Attachment Edit Description Versioning Delete 3 Description: | | Filter Settings |
| Assigned To Category Description * Assign To: General Data V 4 | (KB) Changed by | Changed on |
| | | |
| 5 OK Cancel | | |
| | - | |
| | | |
| | | |
| | | |

In order to add attachments, we click "Add attachments" button. We can add the attachment by clicking the "browse" button in the field indicated with number 2 on the pop-up screen. We should enter the description of the attachment to the field that we show with the number 3 below. In field 4, as in the notes, we indicate whether the attachment is item-based or for the RFX. If it is a item-based attachment, we select the item number in the field under the relevant item option marks.

4. Submit The RFX Response

After filling in the fields we mentioned above, you can send your rfx response by clicking the "submit" button below.

| Create RFx Response | | | |
|--|---|---|--|
| Submit Read Only Print Preview Check Close Save Expo | ort Import Questions and An | swers (0) System Information Create Memory Snapsho | t 🔞 |
| RFx Response Number 3000000797 RFx Number 2000000870 S Total Value 0,00 TMT RFx Response Version Number | tatus In Process Submissi Active Version RFx Version | on Deadline 30.11.2020 00:00:00 TURKE Remaining Number 2 | ime 4 Days 14:05:53 RFx Owner BEGÜM TOKUYUCU |
| RFx Information Items Notes and Attachments | Conditions Summary | Tracking | |
| Basic Data Questions Notes and Attachments Conditions | | | |
| Event Parameters | | Service and Delivery | |
| Currency: Turkmenistan *** BIN Manat *** 🗸 | | Incoterm: | |
| Terms of Payment: | | | |
| | | Status and Statistics | TIRKE |
| 3RD PARTY INSPECTION: | | Created By: Ray CALIK RANUK | |
| SHIPPIN: | | List Drassand On: 25 44 2020 00:54/07 | TUDKE |
| SUPERVISION: | | Last Processed On. 25.11.2020 09.54.07 | |
| OPTIONAL ITEMS: | | Last Processed By: Bay ÇALIK PAMUK | JOGAL VE SENTETI |
| ✓ Partners and Delivery Information | | | |
| Details Send E-Mail Call Clear | | | Filter Settings |
| Function | Number | Name | Phone Number |
| Goods Recipient | | ERP2SRM | |
| Ship-To Address | | OT2 (Aşkabat Kapalı Otopark Projesi) | |
| Location | | OT2 (Aşkabat Kapalı Otopark Projesi) | |