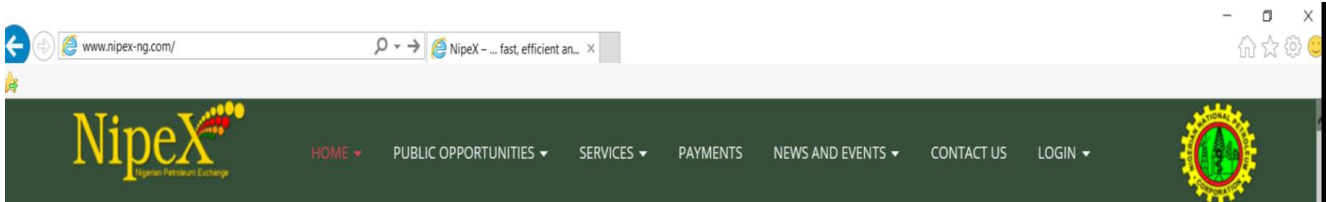


STEP-BY-STEP TO BID DOWNLOAD

ENSURE YOU HAVE DOWNLOADED THE LATEST VERSION OF JAVA ON YOUR SYSTEM BEFORE YOU START

NOTE: THAT FOR A FIRST TIME LOG IN TO SRM7.0 A SECOND REQUEST FOR PASSWORD **CHANGE IS REQUIRED AND WILL SHOW WHERE NECESSARY.**

Visit NipeX website www.nipex-ng.com



- Click login tab and select **E-Market 7.0**
- Type in your **userID** and **password** in the appropriate place in the SAP Netweaver Window
- Click on **Logon** in the SAP Netweaver window



For first time log in to SRM7.0, a window shown below will appear

- Current Password = Enter Initial Password sent to you
- New Password = Enter A password different from your NipeX Main Password
- Repeat Password = Repeat the password above



- Click on **Change**
- Click on NipeX Rfx and Auction

- A window as shown below will appear



- Fill in same information as above and click on change
- Click on continue
- Click on **Workcenter**, then click on **Refresh** tab
- Click on the **Event Number** of the bid of interest

Inbox **RFX and Auctions**

Welcome UAT BIDDERS07 Sitemap | FAQ | Contact Us | Log off

Welcome to NipeX

Workcenter

Active Queries

eRFxs **All (150)** Published (0) Ended (0) Completed (1)

eAuctions **All (1)** Published (0) Ended (0) Completed (0)

eRFxs - All

Show Quick Criteria Maintenance

View [Standard View] Display Event Display Response Print Preview **Refresh** Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
2100001149	NAE.00000554	Request for Proposal	Published		31.05.2017		No Bid Created	1
2100001148	NAE.00000555	Request fr Quotation	Published		31.05.2017		No Bid Created	1
2100001147	NAE.00000556	Double Erw Tender	Published		31.05.2017		No Bid Created	1

Downloading bids that are RFP

- Click on **Notes and Attachment** tab
- Click on the **Collaboration RFX 210000XXX** in the collaboration section
- From the SAP MySAPPLM/C-folder Page, click on **Folder**
- Click on **Mass download**, then click on **Continue**

RFX Number 2100001149 Smart Number NAE.00000554 RFX Status Published RFX Start Date 31.05.2017 16:00:00 WAT RFX Owner Mr. Prof. OLUSOLA UATBUYERS08 RFX Version Number 1 RFX Version Type Active Version

Close Print Preview Refresh Participate Do Not Participate Tentative Questions And Answers (0) Export PQQ System Information Create Memory Snapshot

RFX Information Items **Notes and Attachments**

Notes

Add Clear

Assigned To	Category	Text Preview

Attachments

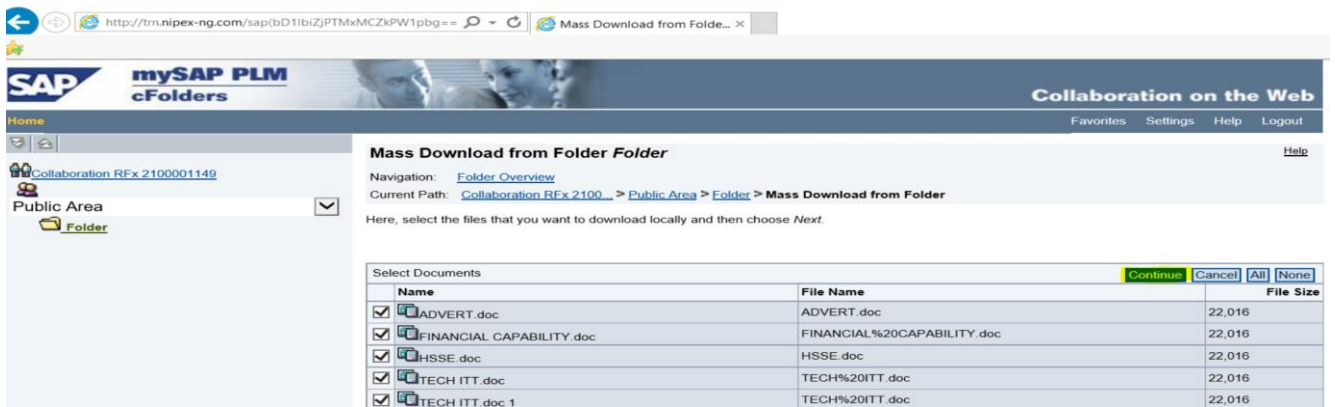
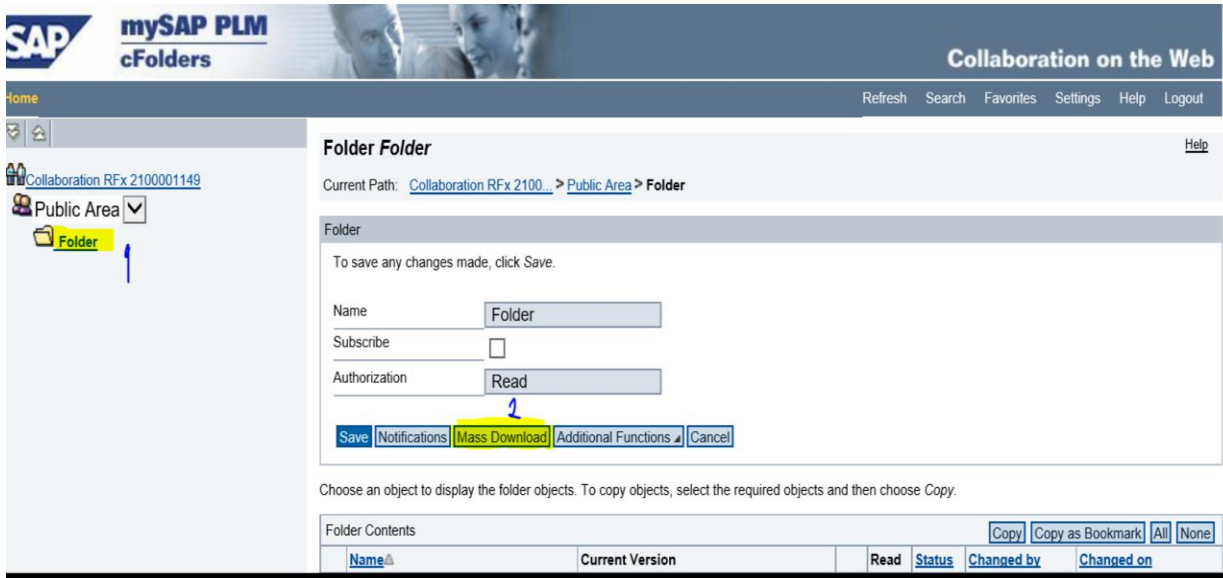
Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data								

Collaboration

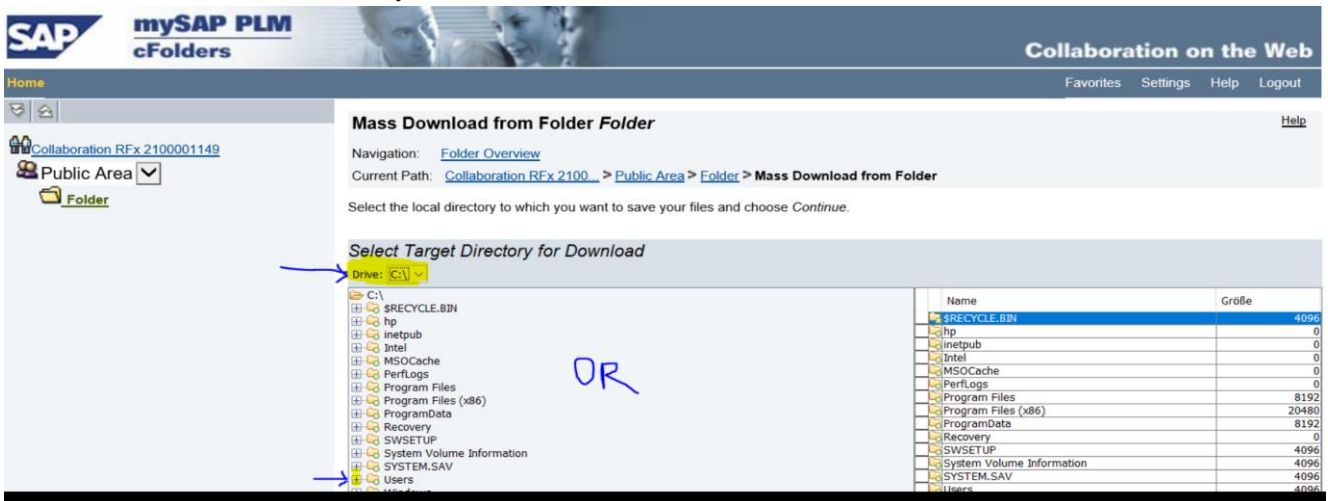
Create Assign Delete

Collaboration	Created on
Collaboration RFX 2100001149	19.04.2017 18:04:03



From the Select target directory for download, (Downloading to External hard drive: **please note that you must have inserted the external drive immediately after logging in**)

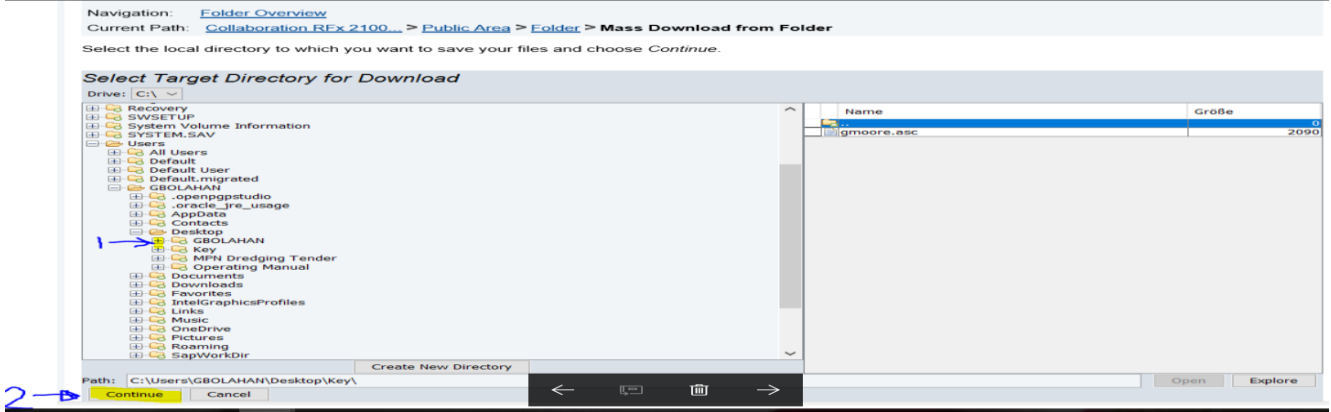
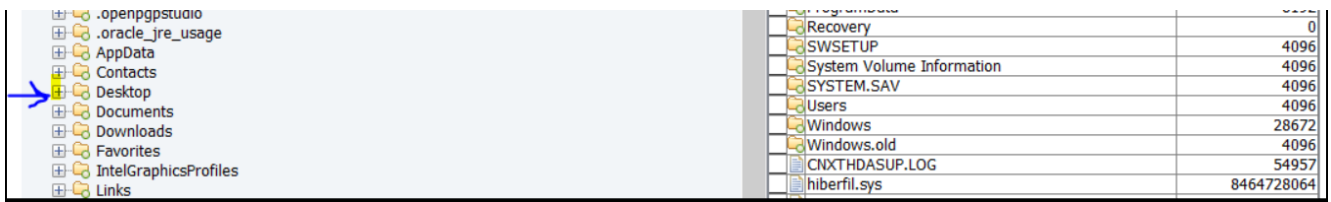
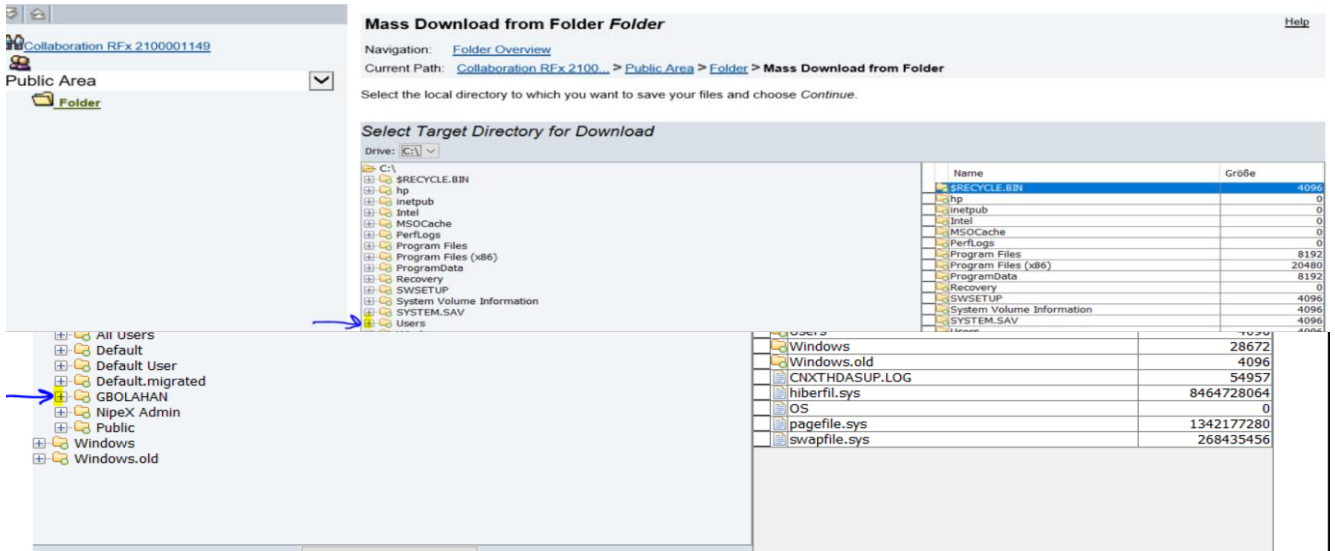
- Click on **Drive C:/** drop down button
- Select your external drive, then click **Continue**



OR

From the Select target director for download, (Downloading into the **Desktop, document or download section** of your PC)

- Click on the drop down button **[+]users**
- Click on the drop down button **[+]Your PC Name**
- Click on the drop down button **[+]desktop/document/download**
- Click on the target folder
- Click Continue.
- Log out of the SAPMYSAPPLM/C Folder page



Downloading bids that are RFQ

Visit NipeX website www.nipex-ng.com

- Click login tab and select **E-Market 7.0**
- Type in your **userID** and **password** in the appropriate place in the SAP Netweaver Window
- Click on **Logon** in the SAP Netweaver window
- Click on **NipeX RFx and Auction Tab**
- Click on **Workcenter**, then click on **Refresh** tab
- Click on the **Event Number** of the bid of interest
- Click on **Notes and Attachment** tab
- On the Attachment Section, Click on **Hyperlink Description of the Document**
- Click on save on the pop up that comes up to download the Commercial ITT Document to your Computer or Storage Device

Display RFX : 2100001148 Help

RFX Number 2100001148 Smart Number NAE.00000555 RFX Status Published RFX Start Date 31.05.2017 16:00:00 WAT Submission Deadline 31.05.2017 16:00:00 WAT Remaining Time 13 Days 03:32:13
 RFX Owner Mr_Prof_OLUSOLA UATBUYERS08 RFX Version Number 1 RFX Version Type Active Version

Close | Print Preview | Refresh | Participate | Do Not Participate | Tentative | Questions And Answers (0) | Export | PQQ | System Information | Create Memory Snapshot

RFX Information | Items | **Notes and Attachments**

Notes

Add Clear Filter Settings

Assigned To	Category	Text Preview

Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	COMMITTEE	FINANCIAL CAPABILITY.doc	1		<input type="checkbox"/>	doc	22	UATBUYERS08	19.04.2017

Collaboration

Create Assign Delete

Collaboration Created on

No collaboration has yet been created

Close | Print Preview | Refresh | Do you want to open or save FINANCIAL CAPABILITY.doc from trn.nipex-ng.com? Open Save Cancel

For Bids that are Double Envelope Tender (DET) (To Download Technical ITT documents)

Visit NipeX website www.nipex-ng.com

- Click login tab and select **E-Market 7.0**
- Type in your **userID** and **password** in the appropriate place in the SAP Netweaver Window
- Click on **Logon** in the SAP Netweaver window
- Click on **NipeX RFX and Auction Tab**
- Click on **Workcenter**, then click on **Refresh** tab
- Click on the **Event Number** of the bid of interest
- Click **Tech RFX**
- From the SAP MySAPPLM/C-folder Page,
- Click on external **folder** under the Public Domain
- Click **Mass Download**

Welcome to NipeX

Workcenter

Active Queries

eRFXs All (150) Published (0) Ended (0) Completed (1)
 eAuctions All (1) Published (0) Ended (0) Completed (0)

eRFXs - All

Show Quick Criteria Maintenance

View: (Standard View) Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
2100001149	NAE.00000554	Request for Proposal	Published	31.05.2017	31.05.2017	3000003740	Submitted	1
2100001148	NAE.00000555	Request for Quotation	Published	31.05.2017	31.05.2017		No Bid Created	1
2100001147	NAE.00000556	Double Env. Tender	Published	31.05.2017	31.05.2017		No Bid Created	1

Home Refresh Search Favorites Settings Help Logout

Technical Details

COLLABORATION
EXTERNAL

Folder EXTERNAL

Current Path: Collaboration > ... > EXTERNAL

Folder

To save any changes made, click Save.

Name EXTERNAL

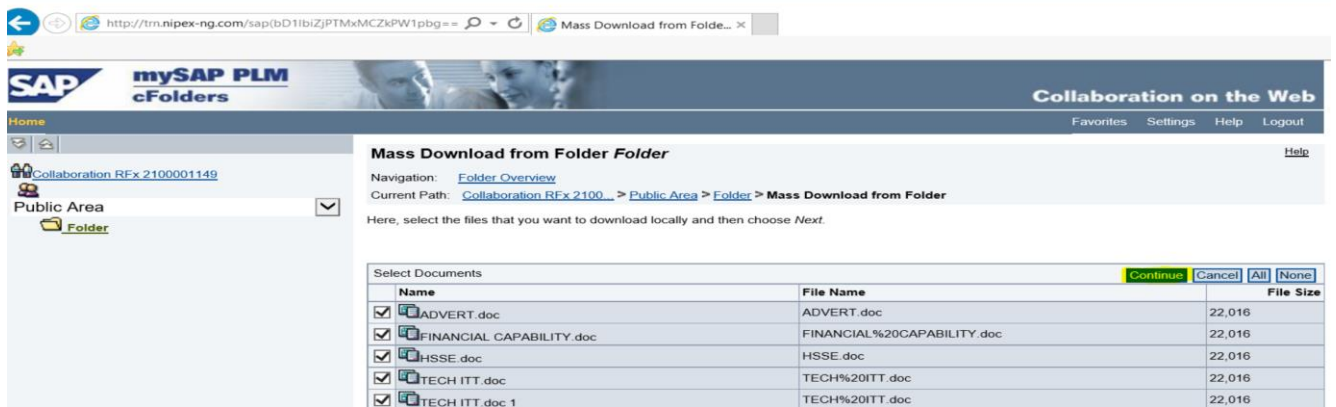
Subscribe

Authorization Read

Save Notifications Mass Download Additional Functions Cancel

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

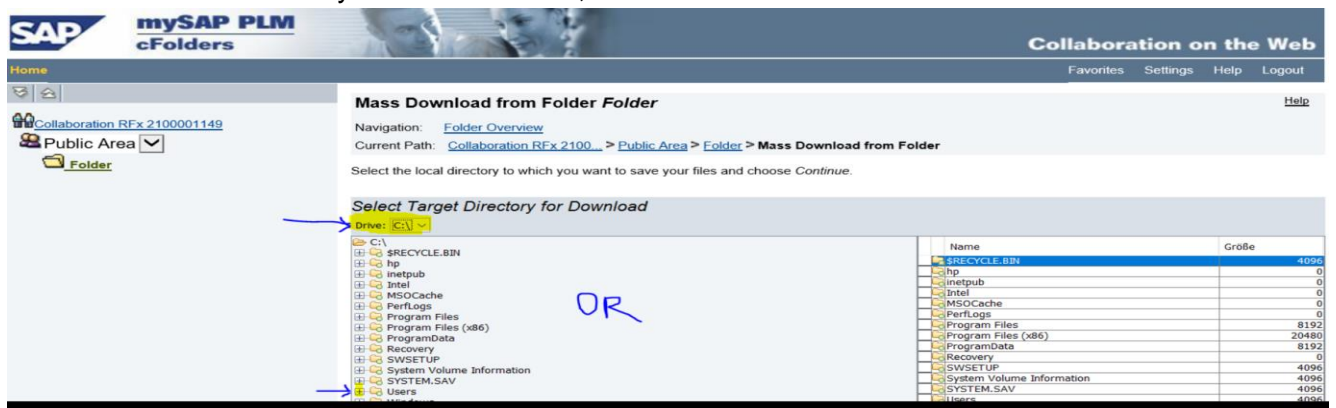
Name	Current Version	Read Status	Changed by	Changed on
ADVERT.doc	ADVERT.doc (23KB)	<input type="checkbox"/>	UAT BUYER08	19.04.2017 17:52:26
FINANCIAL CAPABILITY.doc	FINANCIAL CAPABILITY.doc (23KB)	<input type="checkbox"/>	UAT BUYER08	19.04.2017 17:52:27
HSE.doc	HSE.doc (23KB)	<input type="checkbox"/>	UAT	19.04.2017



- Click **Continue**

From the Select source directory for download, (Downloading to External hard drive **please note that you must have inserted the external drive immediately after logging in**)

- Click on **Drive C:/** drop down button
- Select your external drive, then click **Continue**



OR

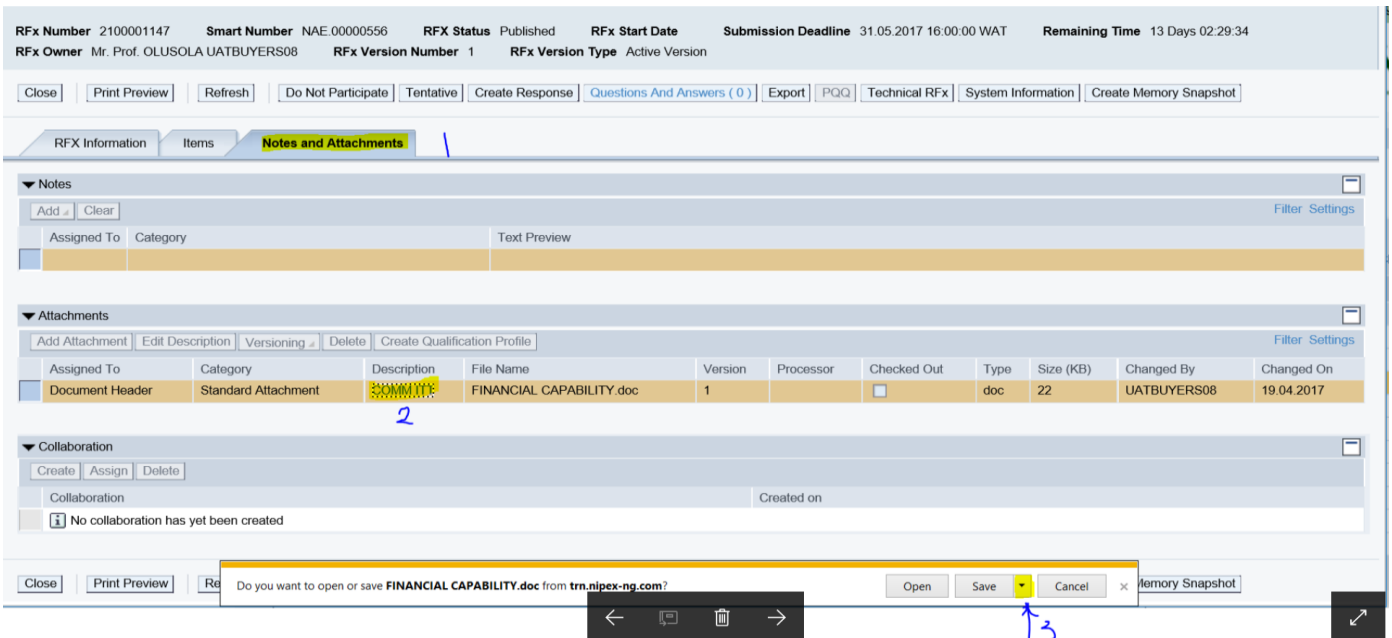
From the Select source directory for download, (Downloading into the **Desktop, document or download section** of your PC)

- Click on the drop down button **[+]users**
- Click on the drop down button **[+]Your PC Name**
- Click on the drop down button **[+]desktop/document/download**
- Click on the **target folder**
- Click **Continue**.
- Log out of the SAPMYSAPPLM/C Folder page

For Bid that are Double Envelope Tender (DET) (To Download COM ITT documents)

Visit NipeX website www.nipex-ng.com

- Click login tab and select **E-Market 7.0**
- Type in your **userID** and **password** in the appropriate place in the SAP Netweaver Window
- Click on **Logon** in the SAP Netweaver window
- Click on **NipeX RFx and Auction Tab**
- Click on **Workcenter**, then click on **Refresh** tab
- Click on the **Event Number** of the bid of interest
- Click **Notes and Attachment**
- On the Attachment Section, Click on **Hyperlink Description of the Document**
- Click on **save** on the pop up that comes up to download the Commercial ITT Document to your Computer or Storage Device



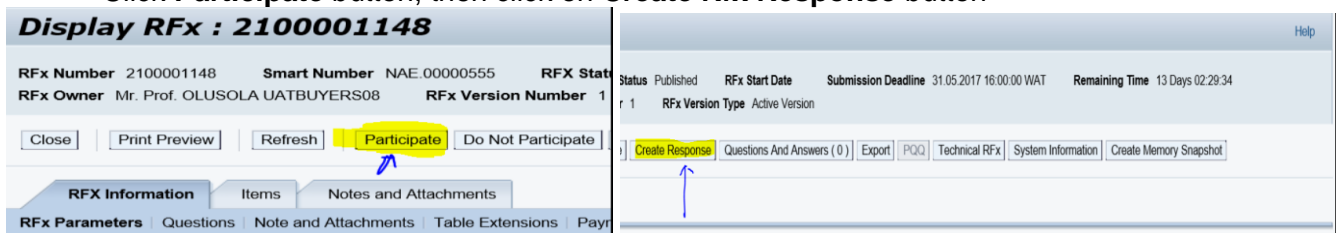
STEP-BY-STEP TO BID UPLOAD

Visit NipeX website www.nipex-ng.com

- Click login tab and select **E-Market 7.0**
- Type in your **userID** and **password** in the appropriate place in the SAP Netweaver Window
- Click on **Logon** in the SAP Netweaver window
- Click on **NipeX RFX and Auction Tab**
- Click on **Workcenter**, then click on **Refresh** tab
- Click on the **Event Number** of the bid of interest

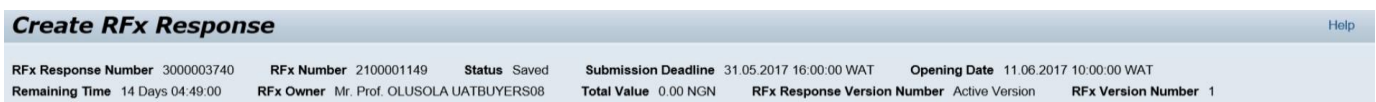
From the display RFX page

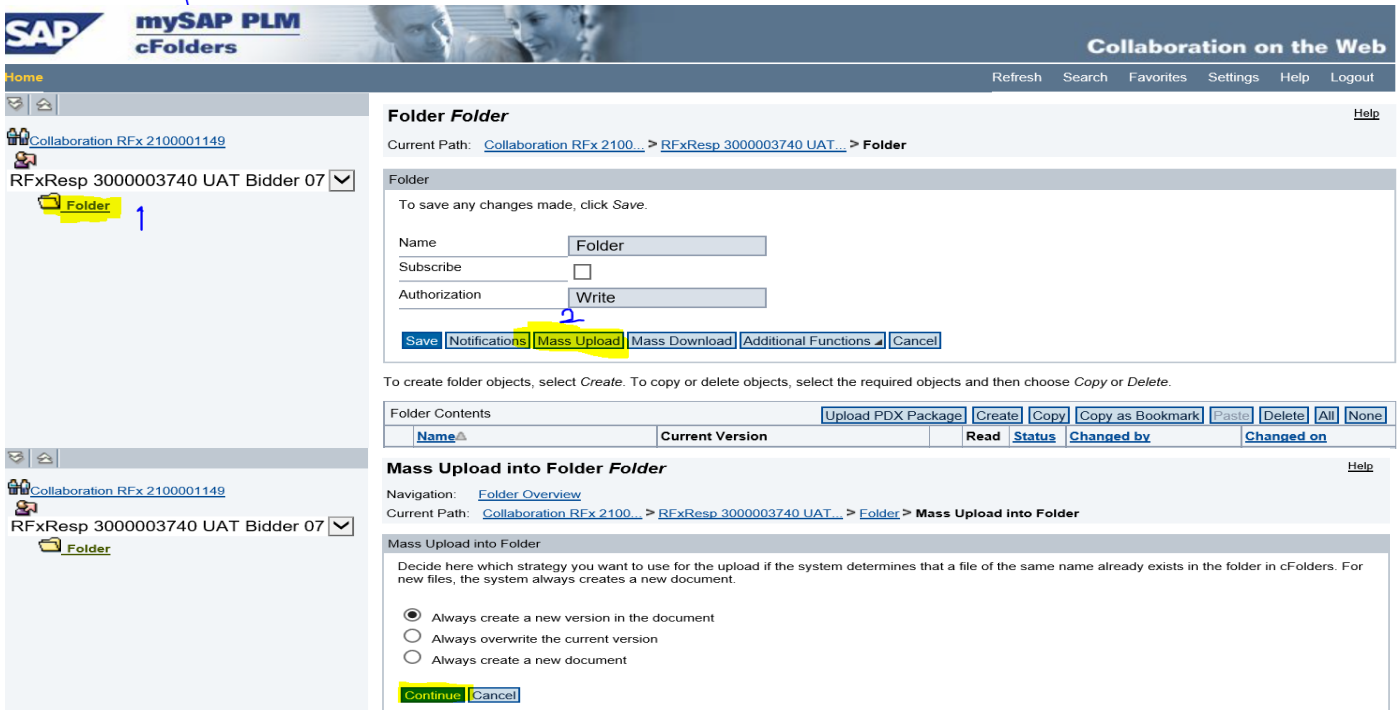
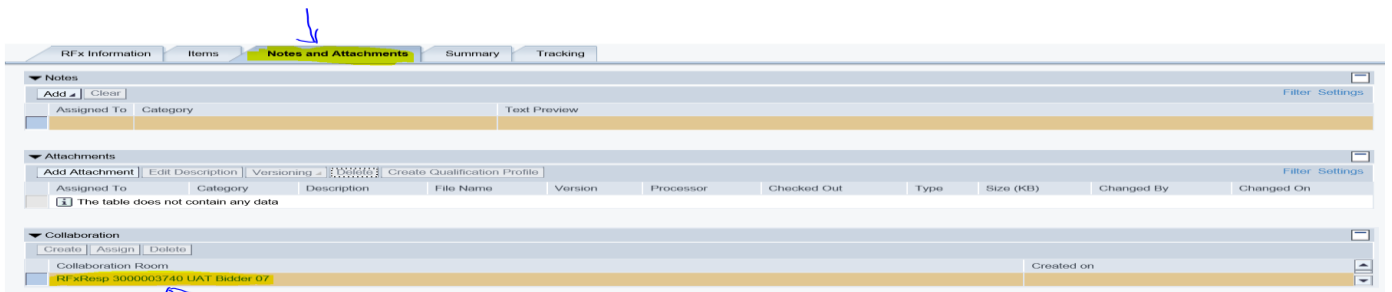
- Click **Participate** button, then click on **Create Rfx Response** button



For an RFP bid

- Click on **Notes and Attachment**
- Click on RFX Resp 30000xxxx under collaboration **section**
- From the SAP MySAP PLM/C-folder Page, **ensure the drop-down button is displaying your company name then** Click on **folder**
- Click on **Mass Upload** button, then Click **Continue**





From select source directory for Upload (Uploading from External hard drive. (Please note that you must have inserted the external drive immediately after logging in))

- Click on Drive C:/ drop down button
- Select your external drive, then click on the target folder
- Click **Select All**, then click **Continue**
- After uploading, Click **Save** button
- Then log out from C-folder and close the page

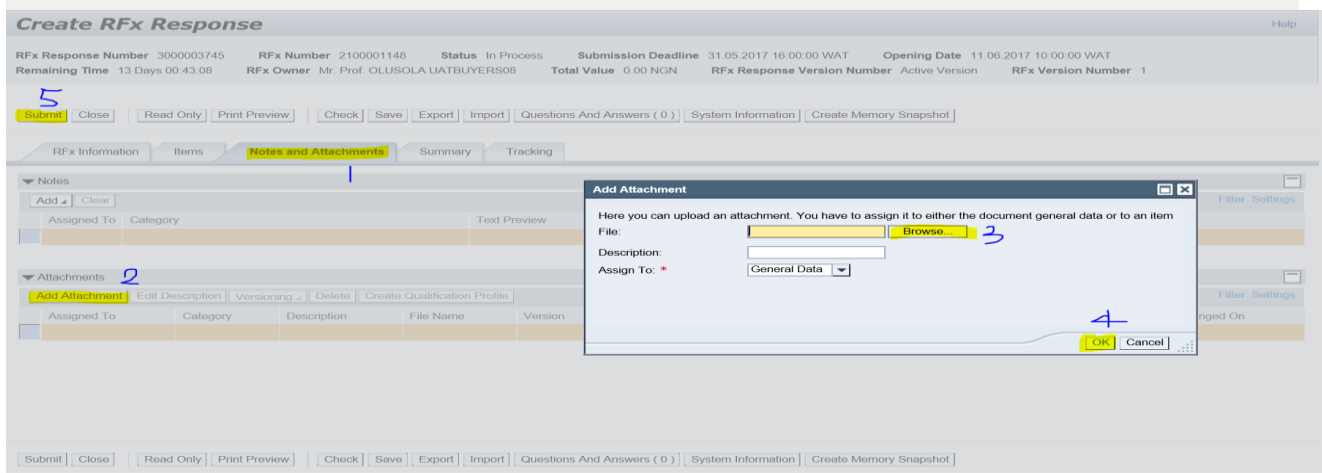
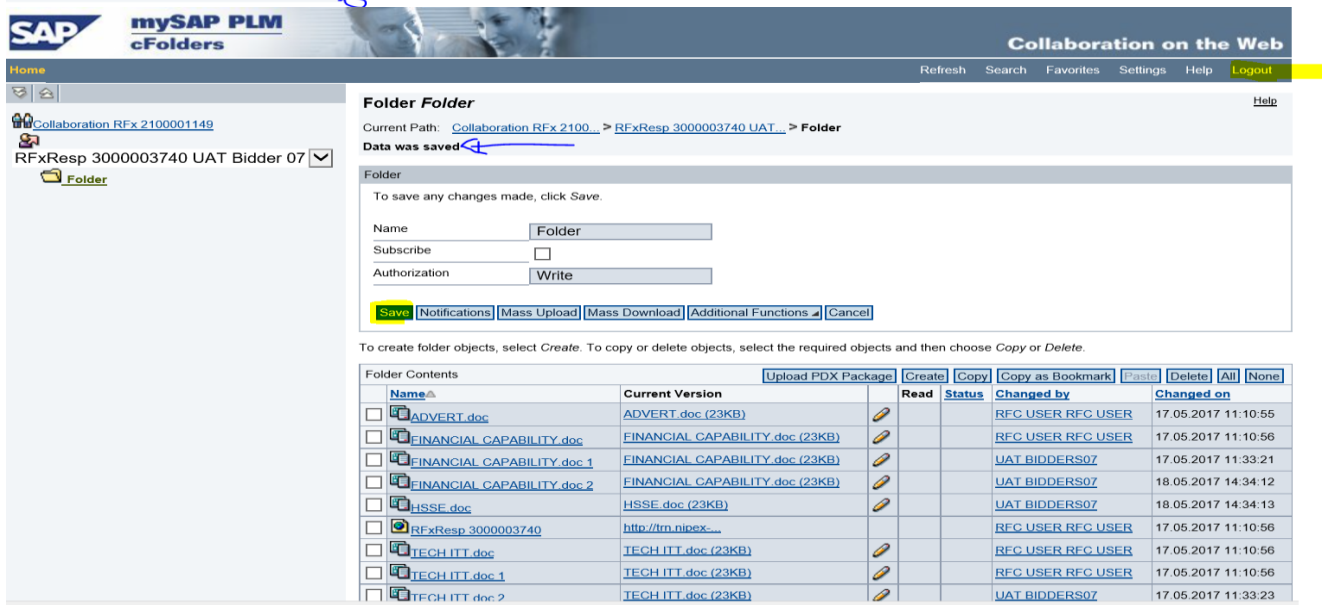
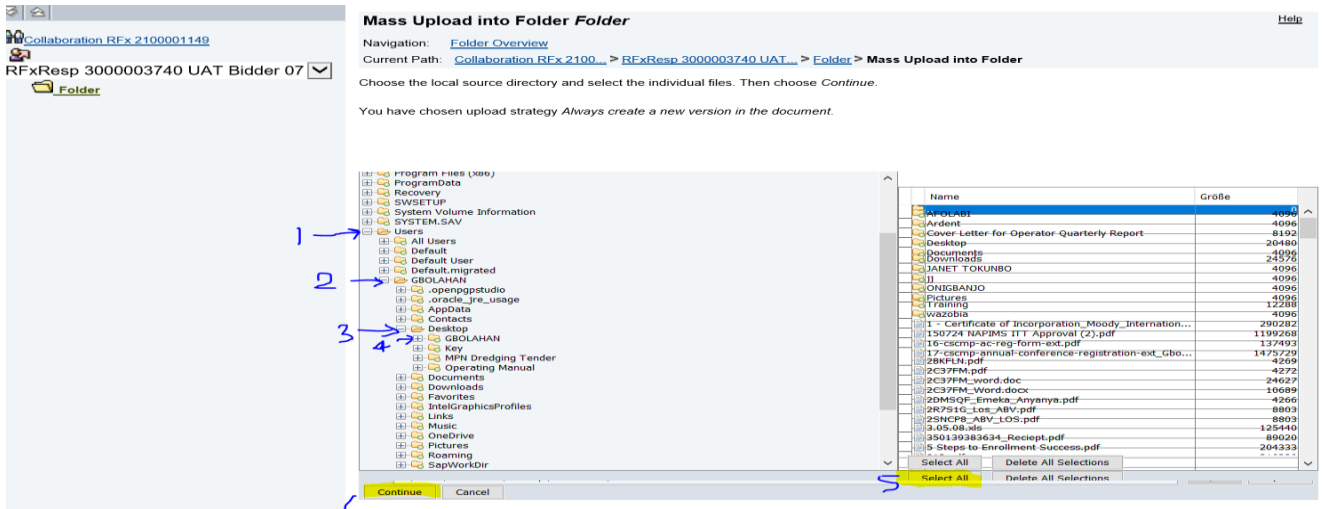


OR

From select source directory for Upload (Uploading from Desktop, document or download section of your PC)

- Click on the drop down button **[+]**users
- Click on the drop down button **[+]**Your PC Name
- Click on the drop down button **[+]**desktop/document/Download
- Click on the target folder
- Click **select all** if all the documents in the folder are to be uploaded if not select the relevant documents
- Click **Continue**
- After uploading, Click **Save** button
- Then log out from SAPMYAPLM/C-folder and close the page

- Then return to **Create Rfx Response** page
- Click on **Add Attachment**
- Click on **Browse**
- Pick and upload any of the **Company statutory document**
- Click ok to upload
- Then Click **Submit Button** to submit the bid

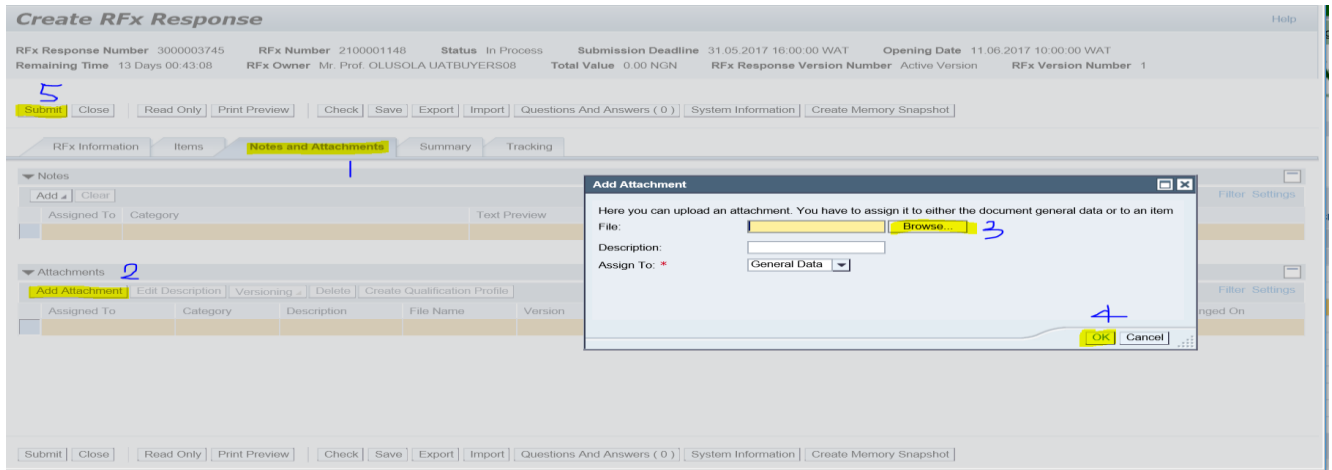


For an RFQ bid

Visit NipeX website www.nipex-ng.com

- Click login tab and select **E-Market 7.0**
- Type in your **userID** and **password** in the appropriate place in the SAP Netweaver Window
- Click on **Logon** in the SAP Netweaver window
- Click on **NipeX RFX and Auction Tab**
- Click on **Work center**, then click on **Refresh** tab

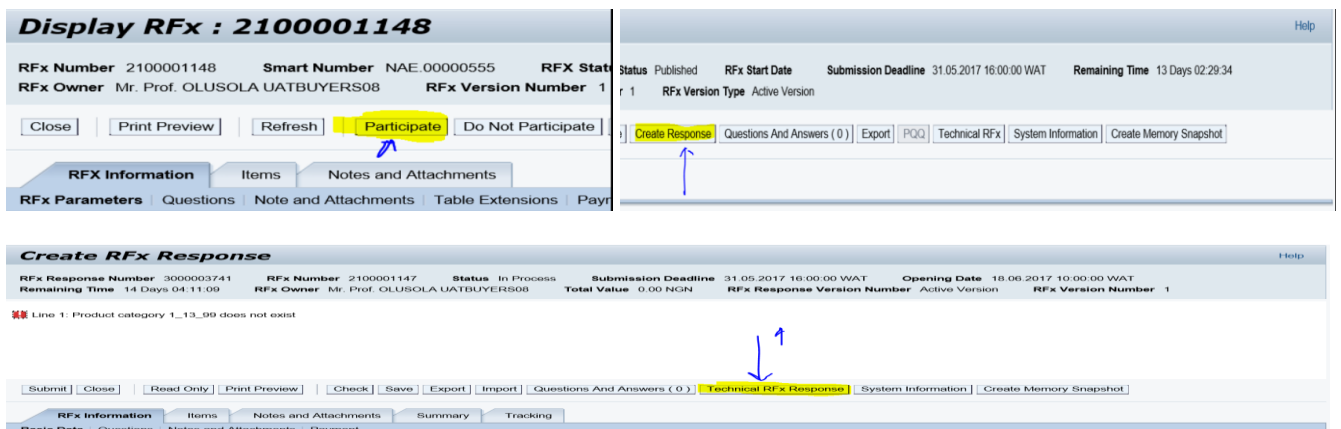
- Click on the **Event Number** of the bid of interest
- Click **Participate** button, then click on **Create Response** button
- Click on **Notes and Attachment**, then Click **Add Attachment**
- Click **Browse**, then Double Click on target **Commercial document**
- Name Document on Description
- Then Click **Ok** to upload
- Repeat the process for the number of documents to be uploaded
- Then Click **Submit** Button

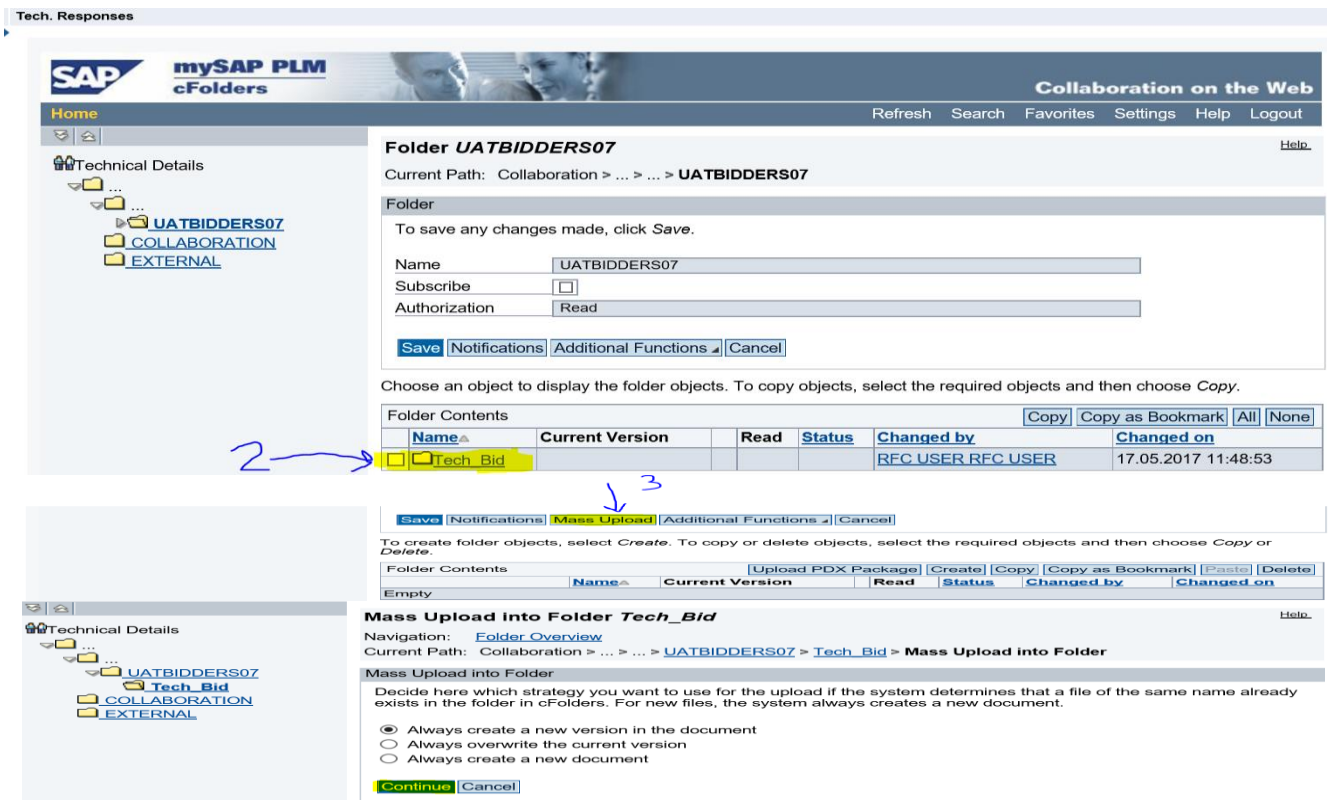


For a Double Envelope Tender (DET)

Visit NipeX website www.nipex-ng.com

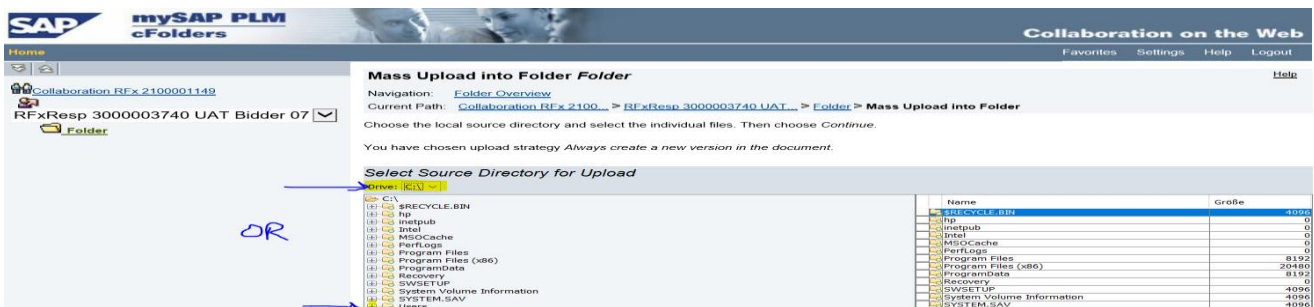
- Click login tab and select **E-Market 7.0**
- Type in your **userID** and **password** in the appropriate place in the SAP Netweaver Window
- Click on **Logon** in the SAP Netweaver window
- Click on **NipeX RFX and Auction Tab**
- Click on **Workcenter**, then click on **Refresh** tab
- Click on the **Event Number** of the bid of interest
- Click **Participate** button, then click on **Create Response** button
- Click on **Tech Rfx Response** Button
- From the SAP MySAP PLM/C-folder Page, Click **Tech_bid** (Ensure the Tech_Bid is a sub-folder under your company name folder)
- Click on **Mass Upload** button, then click on **Continue**





From select source directory for Upload (Uploading from External hard drive. Please note that you must have inserted the external drive immediately after logging in)

- Click on Drive C:/ drop down button
- Select your external drive, then click the target folder
- Click **Select All** if all the documents in the folder are to be uploaded if not select the relevant documents
- click **Continue**
- After uploading, Click **Save** button
- Then log out from SAPMySAPPLM/C-folder and close the page



From select source directory for Upload (Uploading from Desktop, document or download section of your PC)

- Click on the drop down button [+]users
- Click on the drop down button [+]Your PC Name
- Click on the drop down button [+]desktop/Document/Download
- Click on the target folder
- Click **Select all** if all the documents in the folder are to be uploaded, if not select relevant documents
- Click **Continue**
- After uploading, Click **Save** button
- Then log out from SAPMyAPPLM/C-folder and close the page
-

Mass Upload into Folder Folder

Navigation: [Folder Overview](#)
 Current Path: [Collaboration RFX 2100...](#) > [RFXResp_3000003740 UAT...](#) > [Folder](#) > [Mass Upload into Folder](#)

Choose the local source directory and select the individual files. Then choose **Continue**.

You have chosen upload strategy *Always create a new version in the document.*

Folder Folder

Current Path: [Collaboration RFX 2100...](#) > [RFXResp_3000003740 UAT...](#) > [Folder](#)

Data was saved

To save any changes made, click **Save**.

Name:
 Subscribe:
 Authorization:

Save | Notifications | Mass Upload | Mass Download | Additional Functions | Cancel

To create folder objects, select **Create**. To copy or delete objects, select the required objects and then choose **Copy** or **Delete**.

Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> ADVERT.doc	ADVERT.doc (23KB)			RFC USER RFC USER	17.05.2017 11:10:55
<input type="checkbox"/> FINANCIAL_CAPABILITY.doc	FINANCIAL_CAPABILITY.doc (23KB)			RFC USER RFC USER	17.05.2017 11:10:56
<input type="checkbox"/> FINANCIAL_CAPABILITY.doc.1	FINANCIAL_CAPABILITY.doc (23KB)			UAT BIDDERS07	17.05.2017 11:33:21
<input type="checkbox"/> FINANCIAL_CAPABILITY.doc.2	FINANCIAL_CAPABILITY.doc (23KB)			UAT BIDDERS07	18.05.2017 14:34:12
<input type="checkbox"/> HSSE.doc	HSSE.doc (23KB)			UAT BIDDERS07	18.05.2017 14:34:13
<input type="checkbox"/> RFXResp_3000003740	http://tr.nipex...			RFC USER RFC USER	17.05.2017 11:10:56
<input type="checkbox"/> TECH_ITT.doc	TECH_ITT.doc (23KB)			RFC USER RFC USER	17.05.2017 11:10:56
<input type="checkbox"/> TECH_ITT.doc.1	TECH_ITT.doc (23KB)			RFC USER RFC USER	17.05.2017 11:10:56
<input type="checkbox"/> TECH_ITT.doc.2	TECH_ITT.doc (23KB)			UAT BIDDERS07	17.05.2017 11:33:23

COM ITT For Double Envelope Tender

- Then return to Create Rfx Response, **Edit Response** or Display Response Page
- Click on Notes and Attachment
- Click on Add Attachment
- Click on Browse and Double click on Target Commercial Document
- Name Document on Description window
- Click OK to upload
- Repeat the process for all documents to be uploaded
- Then click Submit Button to submit the bid

Create RFX Response

RFX Response Number 3000003743 RFX Number 2100001147 Status In Process Submission Deadline 31.05.2017 16:00:00 WAT Opening Date 18.06.2017 10:00:00 WAT
 Remaining Time 13 Days 01:07:55 RFX Owner Mr. Prof. OLUSOLA UATBUYERS08 Total Value 0.00 NGN RFX Response Version Number Active Version RFX Version Number 1

Submit | Close | Read Only | Print Preview | Check | Save | Export | Import | Questions And Answers (0) | Technical RFX Response | System Information | Create Memory Snapshot

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

Notes
 Add | Clear
 Assigned To Category Text Preview

Attachments
 Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profiles
 Assigned To Category Description File Name Version

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Browse** 3
 Description:
 Assign To: *

OK | Cancel 4

Submit | Close | Read Only | Print Preview | Check | Save | Export | Import | Questions And Answers (0) | Technical RFX Response | System Information | Create Memory Snapshot

EDITING YOUR RESPONSE

- From work centre, check on relevant Response Number
- From Display Response or **Edit Response** page, click edit button
- Continue on the relevant steps for the RFX type to carry out the changes required

DEALING WITH COMMON ERRORS WHILE SUBMITTING A BID

Error Message (RFP): Please Attach Tech. Doc. in 'Notes and Attachments-Collaboration Section' [This error is displayed when a company does not attach documents in C-folder through the [RFXResp 300000XXXX](#) hyperlink (RFP)]

Error Message (DET): Please Upload Technical Document in Tech Rfx Response! [This error is displayed when a company does not attach documents in C-folder through the Tech Rfx Response Button (DET)].

To resolve this error, the company should access the collaboration link or Tech Rfx Response Button on the response and upload documents.