# **STEP-BY-STEP TO BID DOWNLOAD**

# ENSURE YOU HAVE DOWNLOADED THE LASTEST 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

Change Cancel

• Repeat Password = Repeat the password above



- Click on Change
- Click on NipeX Rfx and Auction

•	A window	as shown	below will	appear
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SAP NetWeaver
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User: UATBIDDERSTO Current Password: *
Change Detelle Password
Copyright & 2017 BAP SE, As rights reserved

- 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

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	2100001148	NAE.00000555	Request fr Quotation	Published		31.05.2017		No Bid Created	1
	2100001147	NAE.00000556	Double Env.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 2100000XXX 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 Statu           RFx Owner         Mr. Prof. OLUSOLA UATBUYERS08         RFx Version Number         1	RFx Version Type	art Date Submis	ssion Deadline 31.05.2	017 16:00:00	WAT Ren			
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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** 

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

Visit NipeX website <a href="https://www.nipex-ng.com">www.nipex-ng.com</a>

- 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

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### 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

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### 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

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# **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 •

## Display RFx : 2100001148



### 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

Help

Click on Mass Upload button, then Click Continue •

#### Create RFx Response

RFx Response Number 3000003740	RFx Number 2100001149 Status Saved	Submission Deadline 31.05.2017 16:00:00 WAT Opening Date 11.06.201	7 10:00:00 WAT
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Always create a new version in the document     Always overwrite the current version     Always create a new document			
Always overwrite the current version     Always create a new document		Always create a new version in the document	
Always create a new document		Always overwrite the current version	
Continue Concel		Always create a new document	
		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

ome		Eavorites	Settings	Help	Logout
기 요 MCollaboration RFx 2100001149 왕 RFKResp 3000003740 UAT Bidder 07 <sup>Coll</sup> Folder	Mass Upload into Folder Folder           Navigation:         Enkler: Overview           Current Path:         Collaboration REX 2100> REXResp 3000003740 UAT> Eolder > 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.				Helr
OR	Select Source Directory for Upload	16) nformation		Große	40 81 204 81 4(

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 SAPMYAPPLM/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 • 3 🚓 Mass Upload into Folder Folder Help 20 Collaboration RFx 2100001149 Navigation: Folder Overvie Current Path: Collaboration RFxResp 3000003740 UAT Bidder 07 Collaboration RFx 2100... > RFxResp 3000003740 UAT... > Folder > Mass Upload into Fo Choose the local source directory and select the individual files. Then choose Continue S Folder You have chosen upload strategy Always create a new version in the docume Recovery SWSETUP System Volun SYSTEM.SAV ten. STEM. arts 3 All Users Default User GBOLAHAN GBOLAHAN GBOLAHAN Company Company GBOLAHAN Company C 4096 4096 20480 4096 24576 4096 4096 4096 12288 4096 etter for Operator Q Desktop Documents Downloads ס 11 ONIGBANJO Pictures wazobia 1 - Certificate of Incorporation\_Moody\_Internation 150724 NAPIMS ITT Approval (2),pdf 16-cscmp-ac-reg-form-ext.pdf 17-cscmp-annual-conference-registration-ext\_Gb 4096 90282 99268 37493 75729 4269 4272 24627 10689 4266 8803 8803 25440 Sktop SGBOLAHAN Key MPN Dredging Ten Operating Manual 2 17-cscmp-ac-17-cscmp-ann 28KFLN.pdf 2C37FM\_word 2C37FM\_word 2C37FM\_word 2C37FM\_word 2DMSQF\_Eme 2R7516 SQF\_Emeka\_Anyanya.p 31G\_Los\_ABV.pdf CP8\_ABV\_LOS.pdf .08.xls .39383634\_Reciept.pdf aps to Enrollment Succe Links 204333 Select All Delete All Selections Ca **mySAP PLM** cFolders **Collaboration on the Web** Help Folder Folder <u>60</u> Collaboration RFx 2100001149 Current Path: Colla pration RFx 2100... > RFxResp 3000003740 UAT... > Folde 9. Data was saved 🗲 RFxResp 3000003740 UAT Bidder 07 Folder Solder To save any changes made, click Save Name Folder Subscribe Authorization Write Save Notifications Mass Upload Mass Download Additional Functions A Cancel To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete Folder Contents Upload PDX Package Create Copy Copy as Bookmark Paste Delete All None **Current Version** <u>Name</u>△ Read Status Changed by Changed on 0 RFC USER RFC USER 17.05.2017 11:10:55 ADVERT.doc (23KB) EINANCIAL CAPABILITY.doc
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   RFx Number
   2100001148
   Status
   In Process
   Submission Deadline
   31.05.2017
   16.00.00 WAT
   Opening Date
   11.06.2017
   10.00.00 WAT

   RFx Owner
   Mr. Prof. OLUSOLA UATBUYERS08
   Total Value
   0.00 NGN
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   Active Version
   RFx Version Num
   Number 3000003745 ne 13 Days 00:43:08 Close Read Only Print Preview Check Save Export Import Questions And Answers (0) System Information Create Memory Snapshot RFx Information Items Summary Tracking ➡ Notes Add Attachment Here you can upload an attachment. You have to assign it to either the document general data or to an item File: 2 Description General Data Assign To: \* 🕶 Attachments 🛛 👤 t Edit Description Versioning J Delete Create Qual Category Description File Cancel Submit | Close | Read Only Print Preview | Check | Save Export | Import | Questions And Answers (0)] System Information | Create Memory Snapshot

### 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

Create RFx Response		Holp
RFx Response Number         3000003745         RFx Number           Remaining Time         13 Days 00:43:08         RFx Owner         Mr.	2100001148 Status In Process S Prof. OLUSOLA UATBUYERS08 Total	Submission Deadline 31.05.2017 16.00.00 WAT Opening Date 11.06.2017 10.00.00 WAT Value 0.00 NGN RFx Response Version Number Active Version RFx Version Number 1
Submit Close Read Only Print Preview Ct	eck Save Export Import Questions	And Answers ( 0 ) ] System Information ] Create Memory Snapshot
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Assigned To     Category     Description       Submit     Glose     Read Only     Print Preview     Cr	h File Name Version	And Answers ( 0 ) ] System Information   Create Memory Snapshot ]

# For a Double Envelope Tender (DET)

Visit NipeX website <a href="https://www.nipex-ng.com">www.nipex-ng.com</a>

- 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

Display RFx : 2100001148	Help
RFx Number         2100001148         Smart Number         NAE.00000555         RFX Start         Status         Published         RFx Start Date         Submission Deadline         31.052017 16:00:00 WAT         Remaining Time         13 Days 02:29:34           RFx Owner         Mr. Prof. OLUSOLA UATBUYERS08         RFx Version Number         1         r1         RFx Version Type         Address of the version         1         1         RFx Version         1         1         RFx Version         1 <th></th>	
Close Print Preview Refresh Participate Do Not Participate Questions And Answers (0) Export PQQ Technical RFx System Information Create Memory Snapshot	
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Create RFx Response	Help
RFx Response Number 300003741 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 14 Days 04:11:00 RFx Owner Mr. Prof. OLUSOLA UATBUYER508 Total Value 0.00 NGN RFx Response Version Number Active Version RFx Version Number 1	
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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

SAP ENGLACION CFolders		Collabora	tion o	n the	e Web
Home		Favorites	Settings	Help	Logout
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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

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# 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	3				Help
RFx Response Number Remaining Time 13 Day	3000003743 ys 01:07:55 RF	RFx Number 210000 Fx Owner Mr. Prof. Ol	1147 <b>Status</b> In LUSOLA UATBUYERS	Process Su S08 Total V	Submission Deadline         31.05.2017 16:00:00 WAT         Opening Date         18:06.2017 10:00:00 WAT           Value         0.00 NGN         RFx Response Version Number         Active Version         RFx Version Number	
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✓ Attachments 2					Description: Assign To: * General Data 💌	Filter Settings
Assigned To	Category	Description	File Name	Version	0	d On
					OK Cancel	
Submit Close R	Read Only Print Pr	eview Check S	ave Export Impo	rt Questions Ar	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.