



# **USER'S MANUAL ON SUBMISSION OF OFFERS FOR TENDER AND AUCTION**



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## 1. Introduction

NLMK is purchasing Inventories using information system based on SAP SRM (Supplier Relationship Management) and SAP SLC (Supplier Lifecycle Management) and is inviting the suppliers interested in cooperation in the given sphere. Getting an access to the system enables suppliers to take part in procurement procedures (requests for proposals, reverse tenders), undertaken by NLMK.

Only suppliers who passes qualification and admitted to bidding procedures shall be allowed to participate in tenders and reversed tenders.

## 2. Glossary

**Tender, auction** – system object of SRM system intended for the supply source selection procedure.

**Reverse tender** (one of auction types) – bidding aimed at price reduction. A winner is determined based on the lowest offer price within the framework of given conditions for the delivery.

**SAP PLM cFolders** – web-oriented system for joint work over the documents. It helps to arrange work in virtual groups, has a wide spectrum of tools for splitting rights and powers of group participants, developed system of document status, supports storage of document versions, etc..

**SAP PLM cFolders Object** – system element intended for reflection of business entities. Those objects include: document, folder, cooperation, discussion, notification, area.

**Cooperation** - SAP PLM cFolders object intended for reflection of scenarios of joint work over the documents. In the framework of cooperation its structure is created: folders, working areas and documents.

**Area of general access (General area)** – cooperation area accessible to all participants of joint work in SAP PLM cFolders.

**Working area** – area of cooperation in competitive scenario of SAP PLM cFolders allocated to bidder for individual use.

**Live Auction Cockpit** – internet application of SAP SRM where live auctions are to be held



### 3. Technical requirements to the user's workplace

For successful operation in the system the following requirements should be met:

1. Internet browser.

Microsoft Internet Explorer version 8.0 or higher should be installed.

*Note: Google Chrome, Safari and Firefox browsers can also be used.*

*It is necessary to consider that there are limitations for supported functionality in different browsers and components of the system. For Google Chrome the number of unsupported components is minimal.*

2. Settings of browsers:

– Pop-up blocking should be off.

– Internet Explorer settings should provide for permission to operate via SSL.

– For Microsoft Internet Explorer version 10 and higher you'll have to arrange a hyperlink for entering the system into «Local intranet of browser safety properties».

– For internet browser Microsoft Internet Explorer version 11 and higher you need to switch to compatibility mode. Additional details are in the article: [http://answers.microsoft.com/ru-ru/ie/wiki/ie11-iewindows8\\_1/%D0%BA%D0%B0%D0%BA/b6289a01-c32c-44d8-af60-4ac67e58a734](http://answers.microsoft.com/ru-ru/ie/wiki/ie11-iewindows8_1/%D0%BA%D0%B0%D0%BA/b6289a01-c32c-44d8-af60-4ac67e58a734)

– Links for entering the system should be added into the safe node list.

3. Internet connection.

4. Proxy-server.

If the internet connection is arranged via proxy server, you need to make sure that you are allowed to access the following resource:

<https://srm.nlmk.ru/irj/portal>

5. Java package.

To display graphics in reversed tenders Java Runtime Environment version v6.30 or higher should be available. Availability of installed plugin Java and its version can be checked at the official site of the software manufacturer following the link:

<http://java.com/ru/download/installed.jsp?detect=jre&try=1>

The distribution package can be downloaded from the official site by the link:

<http://java.com/ru/download/manual.jsp>

6. Work with pdf-documents.

To ensure work with pdf-documents Adobe Acrobat Reader version 6.0 or higher shall be required.

If necessary, please contact your system administrator.

If consulting of NLMK support service specialists is required, it is additionally recommended to install program TeamViewer to ensure remote access to your PC.

## 4. Log-in

To start-up the system it is necessary to open an internet browser and enter the following hyperlink in the search line: <https://srm.nlmk.ru/irj/portal>.

In the appeared box you need to enter the user name and the password (fig. 1).

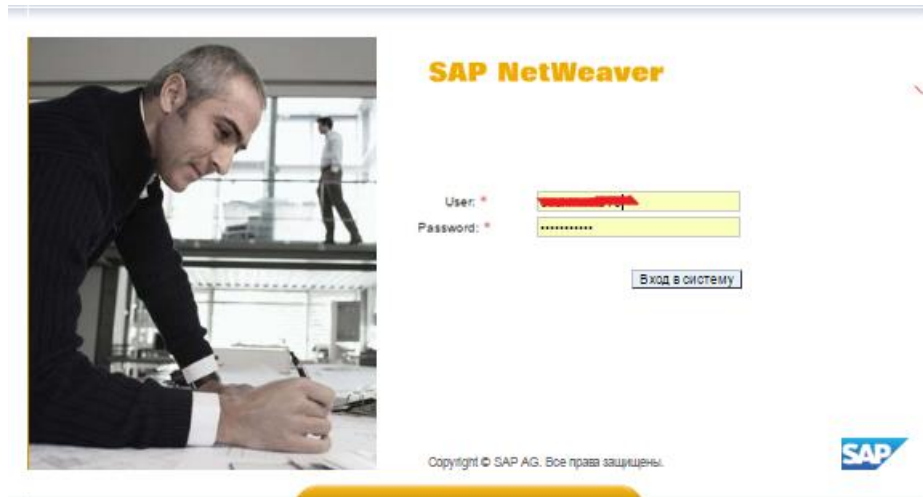


Fig. 1. User authorization box

Upon the first log-in the system will suggest changing the initial password. Please enter the old password, the new password, repeatedly enter the new password and press “Change” button. For adequate safety the password should contain alphanumeric combination and should not be a constituent part of the initial password.

After successful authentication the supplier’s personal account will open (fig. 2).

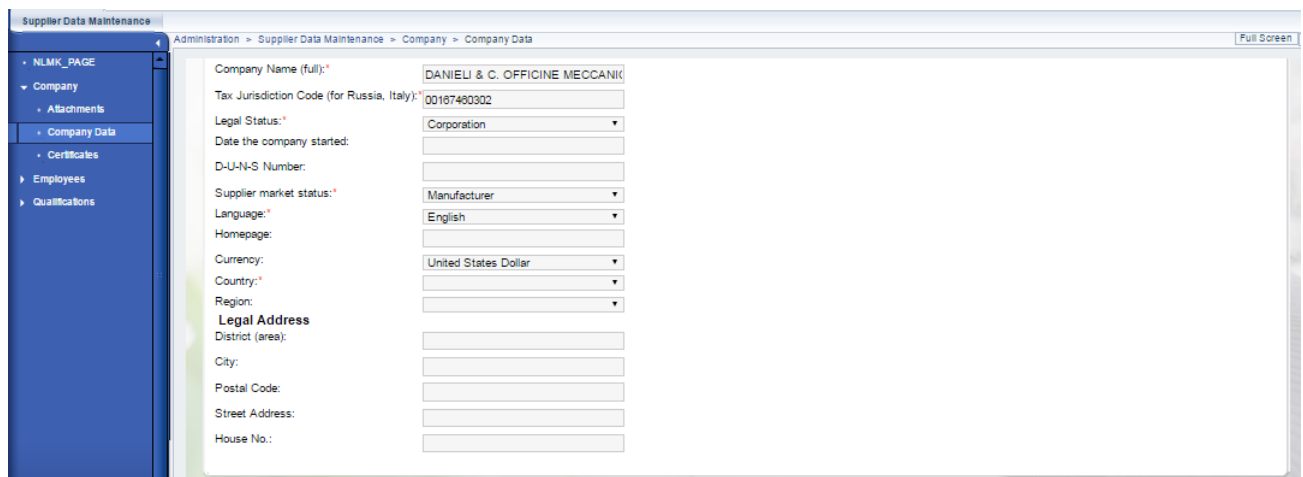


Fig. 2. Supplier’s profile interface

*Note: the menu and the tab set in the personal profile may differ depending on the granted authorities.*

## 5. Submission of offers for tender

## 5.1. Searching for tender

Upon tender publication invitations are automatically sent to bidders by e-mail. If you are invited to participate in tender, you will receive the following e-mail (fig.3). Notification contains an attached pdf-file with detailed data on the purchasing procedure being held. It is essential to pay your attention to the information in division "Note of purchasing manager".

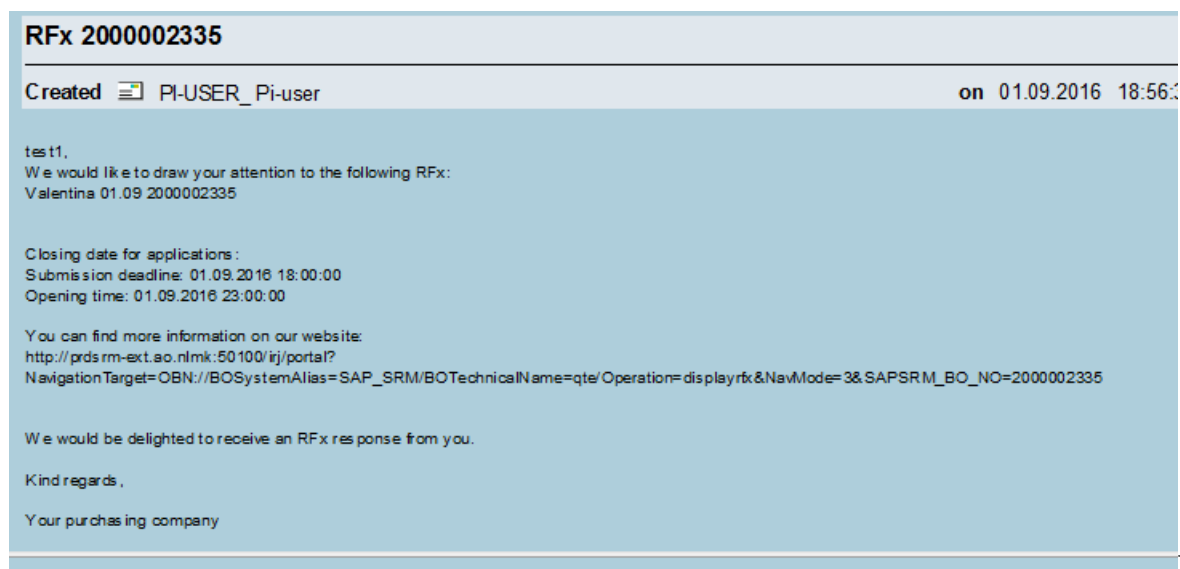


Fig. 3.

### Example of invitation to bid

This tender can be opened via supplier's personal account. To do this, it is necessary to go to section "Tenders and auctions" and to view available web-tenders (fig. 4).

In web-tender line it is possible to select the following tender groups:

- **"All"** – all tenders where a supplier is a bidder are displayed except for completed ones.
- **"Published"** – all current tenders are displayed (not completed and not closed). Tender has "published" status upon tender publication in SRM system. Tenders become available for bidders upon publication only, bidders can't see unpublished tenders.
- **"Completed"** (the last but one) – all completed tenders are displayed. Tender has "completed" status, if tender completion date and time are due.
- **"Completed"** (the last one) – all closed tenders are displayed.

The tender is considered closed if the purchasing agent has closed it by fiat for example when there is no more need to purchase the inventories being sold.

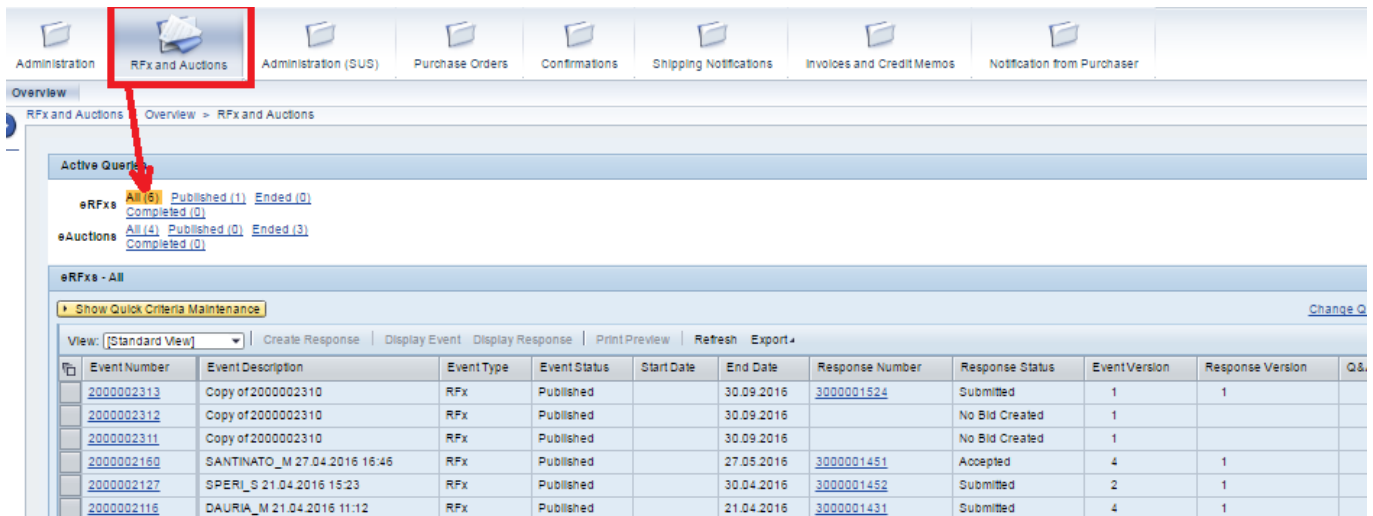


Fig. 4. Viewing available tender list

Press “View quick tracking of criteria” **Show Quick Criteria Maintenance** button to apply filter for a certain tender searching. Therewith, searching area appears where you can set required parameters. Fig.5 shows example of filter use by tender number. In the field “Event number”: it is required to enter tender number indicated in e-mail received by you and press Enter or Copy button, as a result, there will be only one tender left in the list with a number specified.

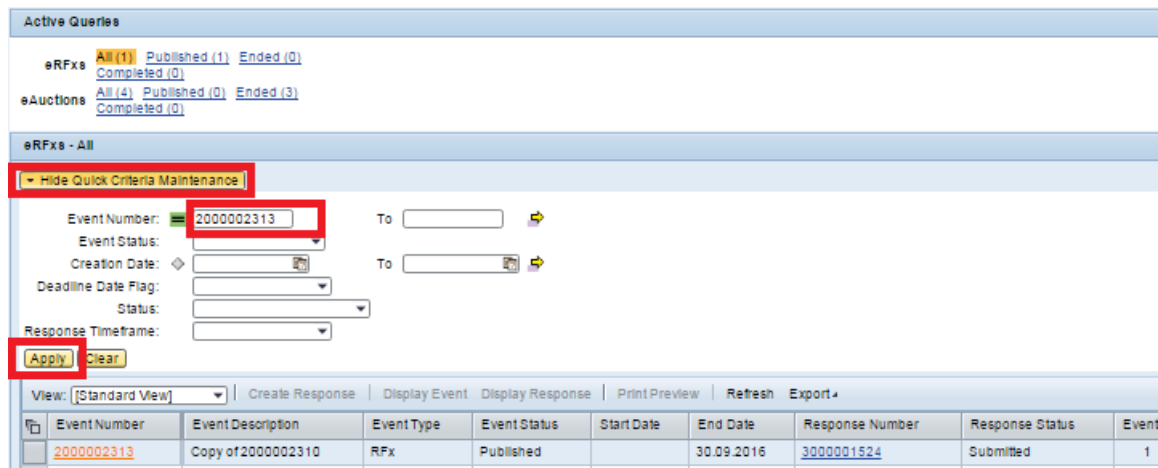


Fig. 5. Searching for tender by number

For more detailed setting of available tenders it is required to go to setting parameters . In the opened table (fig. 6) you can delete or add columns on the screen, change sequence of column display at your discretion (column list is limited). After setting parameters, press “Apply” button (fig. 6). After that, selected filter criteria will be applied to the list.

If you want to save these settings of display list, press “Save as” **Save as...** button.

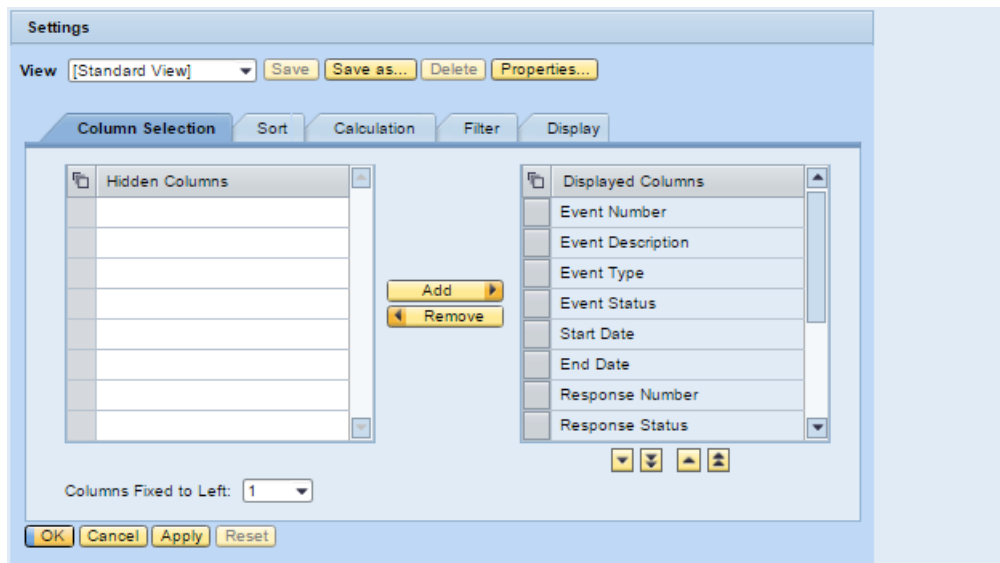


Fig. 6. Setting parameters of tender list display

Enter description on the screen at your discretion, e.g., full name (fig. 7). Press the tick, if you want this setting to be initial. You can create several setting options, but the initial should be the one only, it will be automatically applied and you can select others from the list at your will. Press “OK” to save or "Cancel" in case of cancellation.

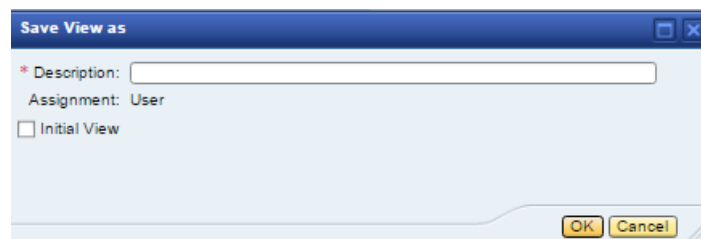


Fig. 7. Saving user's view profile

## 5.2. Tender view

For detailed display and view of tender conditions, it is required to press tender number in the list. Going through tabs you can view procurement procedure schedule, purchased goods list and other useful information.

### 5.2.1. General information on tender

Tab “Tender information → Tender parameters” can specify the following parameters (fig. 8):

- **Commencement period** – tender commencement date and time.
- **\*Offer submission period** – date and time by which you should submit your offer.
- **Opening date** – date and time of your offer opening for viewing by a purchasing manager. The system automatically specifies the opening date which is the date of offer submission. It means that before expiration of the term of offer submission purchasing managers can't acquaint themselves with your offer except for the list of the offered items and number of inventories offered for delivery.





- **Offer validity period expiration** – date after which offer validity expires for a customer.
- **Tender currency** shows currency to be used for tender.

The system recalculates the a/m dates depending on the time zone specified when creating your system user.

**Display RFX :**

Print Preview | Close | Participate | Do Not Participate | Create Response | Export | System Information | Create Memory Snapshot

RFX Number 2000002312 RFX Name Copy of 2000002310 RFX Status Published RFX Start Date Submission Deadline 30.09.2016 00:00:00 RUS03 Remaining Time 25 Days 00:17:17 RFX Owner PI\_SUS\_USER

RFX Version Number 1 RFX Version Type Active Version

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

RFX Parameters | Questions | Note and Attachments

Time Zone: RUS03

Start Date: 00:00:00

\* Submission Deadline: 30.09.2016 00:00:00

Opening Date: 30.09.2016 00:00:00

End of Binding Period:

Currency: EUR

**Partners and Delivery Information**

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

Function	Number	Name	Phone Number
Requester		Николай ОВЧИННИКО15	
Goods Recipient		PI-user	
Ship-To Address		NLMK Verona	
Location		NLMK Verona	+39 045 8997900

Fig. 8. Viewing tender parameters

On tab “Information on tender → Questions” you can view general tender questions (fig. 9). Mandatory questions are marked with (\*).

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

RFX Parameters | Questions | Note and Attachments

Question	Reply	Comment
* what is this?:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
* Please, define delivery date:	<input type="text"/>	<input type="text"/>
* Please, define maximum of discount:	<input type="text" value="0.00"/> EUR	<input type="text"/>

Fig. 9. Viewing general tender questions

### 5.2.2. Notes and attachments

You can find notes and proposals in tab “Information on tender → Notes and proposals” (fig. 10).

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

RFX Parameters | Questions | Note and Attachments

**Notes**

Clear | Filter Settings

Category	Description
Internal note	-Empty-
Bidder's remark	-Empty-
Purchaser's remark	-Empty-
Ragione di completamento RDx	-Empty-
Note of purch.requestion ERP	-Empty-
Precedente fase di RDx	-Empty-

Fig. 10. Viewing notes and attachments for tender

To view general notes and attachments including tender documentation in cFolders, it is possible to go to a separate tab “Notes and attachments” (fig. 11).

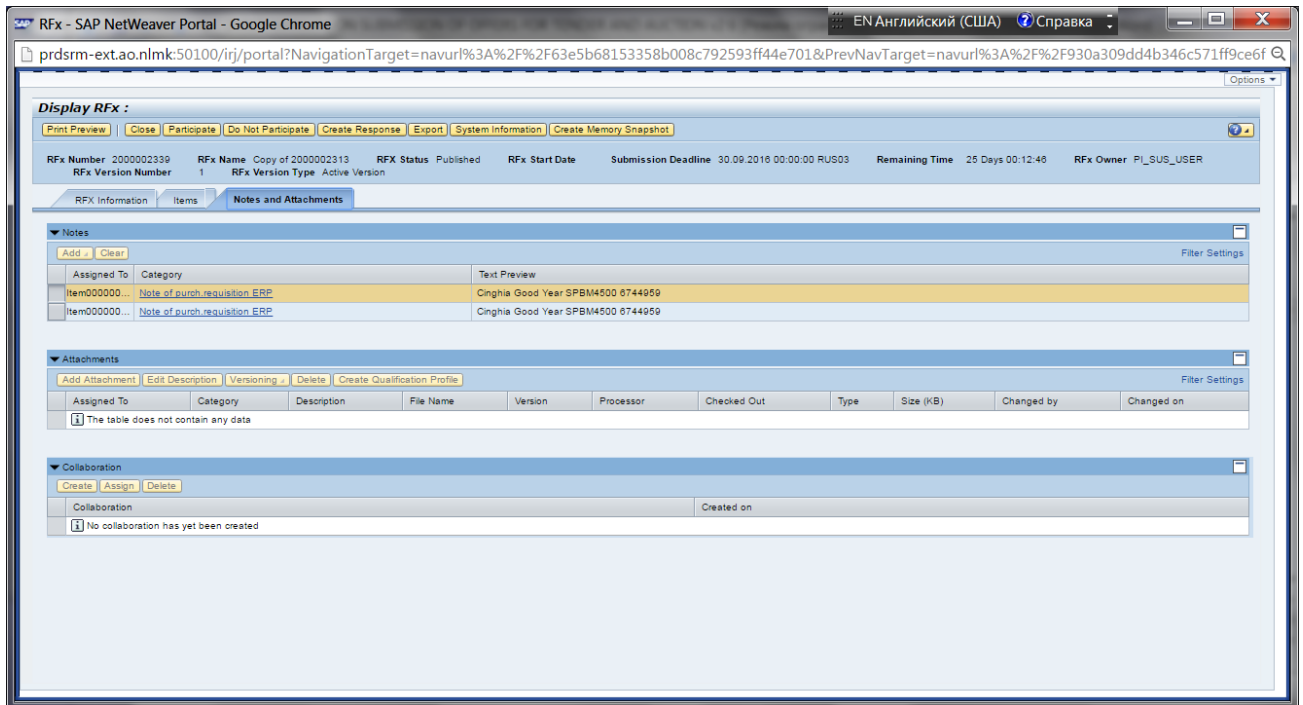


Fig. 11. Viewing general notes and attachments (separate tab)

To view a certain attachment or a note, it is required to press a respective link with title.

### 5.2.3. Tender items

In the tab “Items” the following information reflecting customer’s demand is available (fig. 12):

- **Product ID** – product number from the customer’s list.
- **Description** – product name.
- **Product quantity**.
- **Unit** – unit of measurement (pc., boxes, meters, etc..).
- **Notes** – number of item text notes from a purchasing manager.
- **Attachments** – number of files attached by a purchasing manager to an item.
- **Full name of material**—detailed description of the product (it can be left blank if the product description includes all necessary information).

Line Number	Item Type	Product ID	Description	Lot	Allow RFX Response Modification	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Total Value	Internal Item
1	Material	720CART...	CORDA DI CARTA 10MM			A0495		100,000	KG		30.04.2017	1	0		5
2	Material	720TP00001	TAPPO SUGHERO DIAM.100			A0495		100,000	ST		30.04.2017	1	0		6

Fig. 12. Viewing tender items

Select a respective line in View items and press “Details” **Подроб.** button to view details of the item (fig. 13).

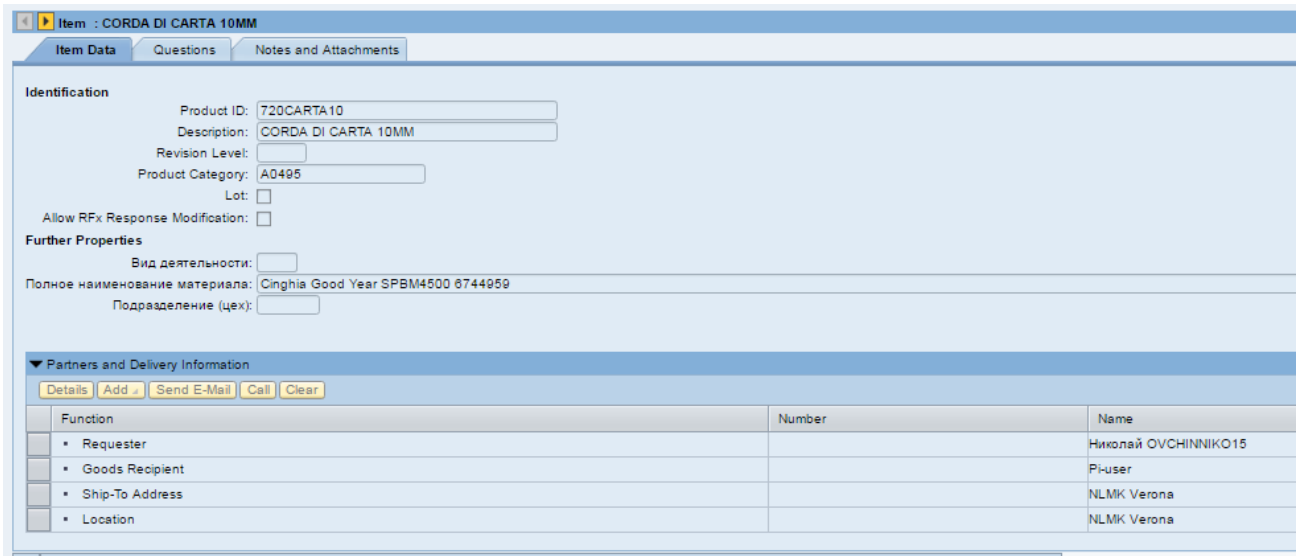


Fig. 13. Viewing detailed information on item

In View items you can view these items, questions to an item as well as notes and attachments by going to respective tabs.

### 5.3. Viewing tender documentation in cFolders

A purchasing manager can share documentation on tender procedure conditions for suppliers in common access folder in cFolders. It is possible to go to cFolders by pressing the link with cooperation number in tab “Notes and attachments” (fig. 14)

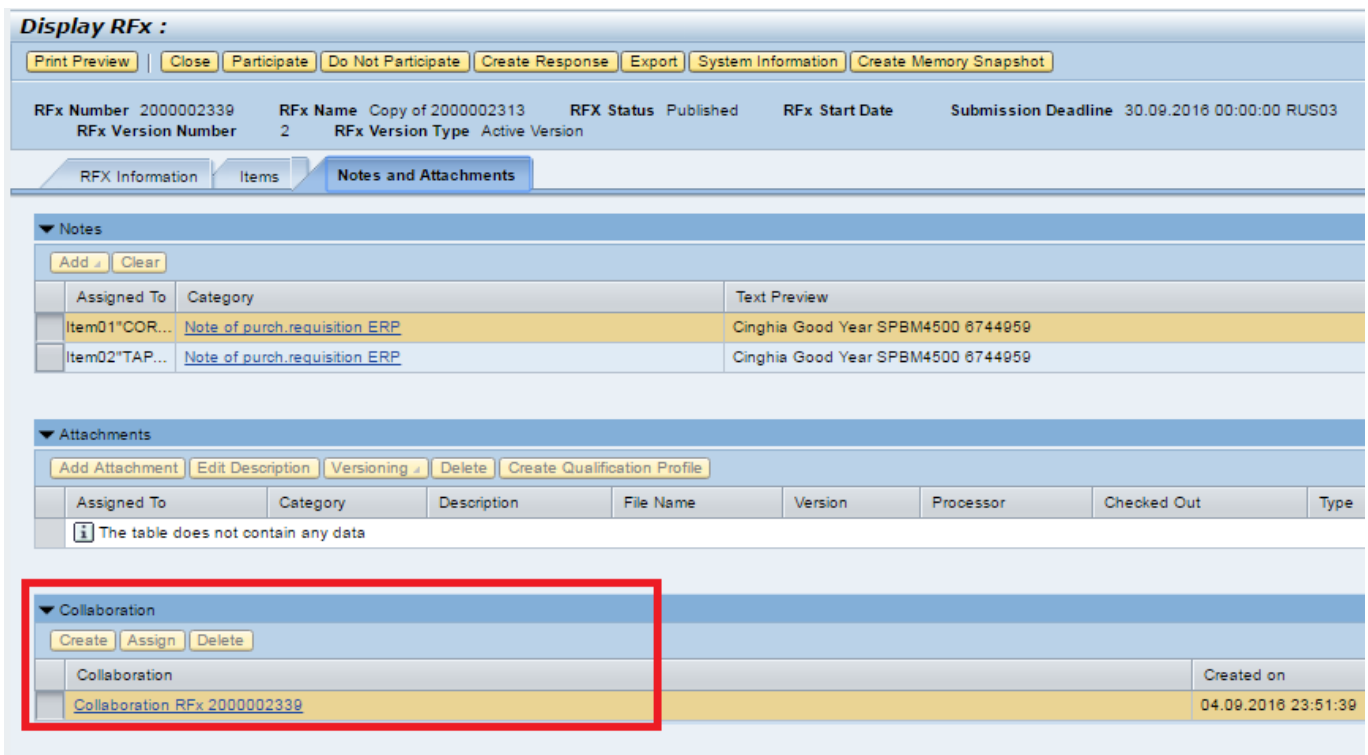


Fig. 14. Viewing cooperation created for tender



Attachment is opened in a new web-browser window.

If you enter cFolders for the first time, you need to get acquainted with information on SAP copyrights and accept the conditions given below (Fig. 15).

Microsoft®, WINDOWS®, NT®, EXCEL®, Word®, PowerPoint® und SQL Server® sind eingetragenen Marken der Microsoft Corporation.

IBM®, DB2®, DB2 Universal Database, OS/2®, Parallel Sysplex®, MVS/ESA, AIX®, S/390®, AS/400®, OS/390®, OS/400®, iSeries, pSeries, xSeries, zSeries, z/OS, AFP, Intelligent Miner, WebSphere®, Netfinity®, Tivoli®, Informix und Informix® Dynamic Server™ sind Marken der IBM Corporation in den USA und/oder anderen Ländern.

ORACLE® ist eine eingetragene Marke der ORACLE Corporation.

UNIX®, X/Open®, OSF/1® und Motif® sind eingetragene Marken der Open Group.

Citrix®, das Citrix-Logo, ICA®, Program Neighborhood®, MetaFrame®, WinFrame®, VideoFrame®, MultiWin® und andere hier erwähnte Namen von Citrix-Produkten sind Marken von Citrix Systems, Inc.

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MarketSet und Enterprise Buyer sind gemeinsame Marken von SAP AG und Commerce One.

SAP, R/3, mySAP, mySAP.com, xApps, xApp und weitere im Text erwähnte SAP-Produkte und -Dienstleistungen sowie die entsprechenden Logos sind Marken oder eingetragene Marken der SAP AG in Deutschland und anderen Ländern weltweit. Alle anderen Namen von Produkten und Dienstleistungen sind Marken der jeweiligen Firmen.



Fig. 15. SAP copyright agreement when accessing cFolders

Additional documentation for tender can be found in catalogue "General area" → "Folder" (fig. 16). You can view or download data. To view the document, press its title in the field "Updated revision".



Fig. 16. Viewing documents in cFolders

*Note: object names in cFolders can differ from those on the screen shot since they are created at discretion of a purchasing manager.*

Upon completion of work with Cooperation folders browser window can be closed.

## 5.4. Submission of offer for tender

To create an offer you shall select tender.

You can respond as follows to any tender where you participate (Fig.: 17):

- confirm intention to participate in tender (in advance, prior to offer creation) and create an offer;
- confirm intention not to participate in tender;

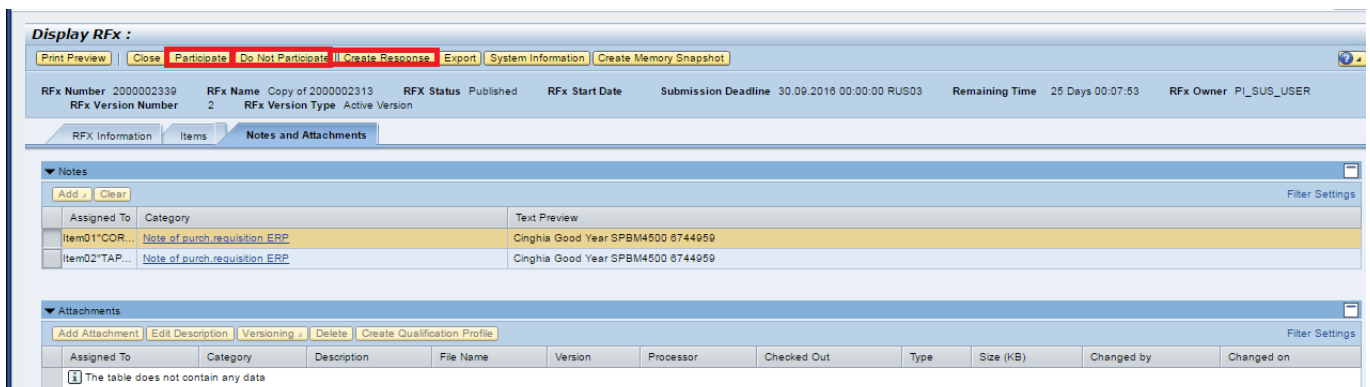


Fig. 17. Tender processing

To confirm your intention to participate in tender, press “Participate” button. It is recommended to do so, if you plan to submit proposals. Upon confirmation of your intention to participate, you are registered in tender.

To confirm your intention not to participate in tender, press “Not to participate” button.

To create an offer, press "Create an offer" button. In case this tender is the second or next stage of the completed tender, when pressing "Create an offer" button the window with the copy of your previous offer will open. All the content of the tender is copied except for additionally added items (alternatives/replacements). Copied offer can be corrected or can be sent without changes.

In those cases when your Company has a number of contact persons-users registered in the system but only a certain representative(s) is invited for participation in the tender all the users are able to view the tender but only the invited one(s) - to submit offers.

### 5.4.1. General offer creation rules

After pressing “Create an offer” button, a new web-browser window is opened and an offer with number is created (fig. 18).

Fig. 18. Created offer

Tender data are copied to the offer. Bidder shall fill in the following data in the offer:

- **Payment term** – mandatory field, to be filled in from the dropdown list. Allowed values are below 1000 and over 3000(it's old values for old document support). If any other value is chosen, the system will generate an error message (Fig. 19).

## Payment terms in the range of 1000 to 3000 are not used

Fig. 19. Error message if the choice of payment terms is wrong

- **Incoterms** – mandatory field, to be filled in from the dropdown list.
- **Currency** is also copied from the tender to the offer. Offer currency can only be changed if a purchasing manager has specified currency list in tender. If a purchasing manager has not specified currency list for selection, "Currency" field will not be enabled in the offer.
- **Delivery date** - note is required, text field on tab "Notes and Attachments" → Notes → Delivery dates.
- **Manufacturer** - note is required, text field on tab "Notes and Attachments" → Notes → Manufacturer/year of manufacture.
- To answer header questions (if there are questions only).
- To answer item questions (if there are questions only).
- To attach documents (at your discretion or upon purchasing manager's request).

If the mandatory fields specified above are not filled in, the system when checking the offer or trying to send it will generate an error message (Fig. 20).

Fig. 20. Error message with blank mandatory fields



If a purchasing manager created questions in tender answers to which are mandatory in the offer, the system will show an error message until an answer is received (see example in fig. 18) when checking or trying to send an offer. In this case you must answer questions.

#### 5.4.2. Answering questions (filling-in attributes)

To check if there are general questions and to create answers to questions, go to tab “Information on tender → Questions” (fig. 9). Answer header questions.

If you have item questions, answer them. For this purpose, go to tab “Items”, open detailed information on an item by pressing “In Detail” button and fill in respective fields in tab “Questions” (fig. 21).

The screenshot shows the 'Display RFX' interface. At the top, there are buttons for 'Print Preview', 'Close', 'Participate', 'Do Not Participate', 'Export', 'System Information', and 'Create Memory Snapshot'. Below these are fields for RFX Number (2000002339), RFX Name (Copy of 2000002313), RFX Status (Published), RFX Start Date, Submission Deadline (30.09.2018 00:00:00 RUS03), Remaining Time (24 Days 03:25:47), and RFX Version Number (2). The 'Items' tab is selected, showing an 'Item Overview' table with columns: Line Number, Item Type, Product ID, Description, Lot, Allow RFX Response Modification, Product Category, Revision Level, Quantity, Unit, Currency, Delivery Date, Notes, Attachments, and Tot. Three items are listed: 0001 (CORDA DI CARTA 10MM), 0002 (TAPPO SUGHERO DIAM.100), and 0003 (Sleeve 3-330570). A red box highlights the 'Details' button for item 0001. Below the table, the 'Item 0001 CORDA DI CARTA 10MM' is selected, and the 'Questions' tab is active, showing a 'Question' field and 'Reply' and 'Comment' buttons.

Fig. 21. Filling in attributes on item (answer to question)

#### 5.4.3. Filling in information on items

For each item enter price net of VAT in “Price net of VAT” field. If the price doesn’t fit the cell, it is possible to enter the price in detailed data on item in tab “Item data”. 24). Prices entry format is necessary to select in the settings of your own data on tab “Management→ Employees → Own data” (Fig. 22). After selection of the decimal format customary for you it is necessary to press “Save” button.

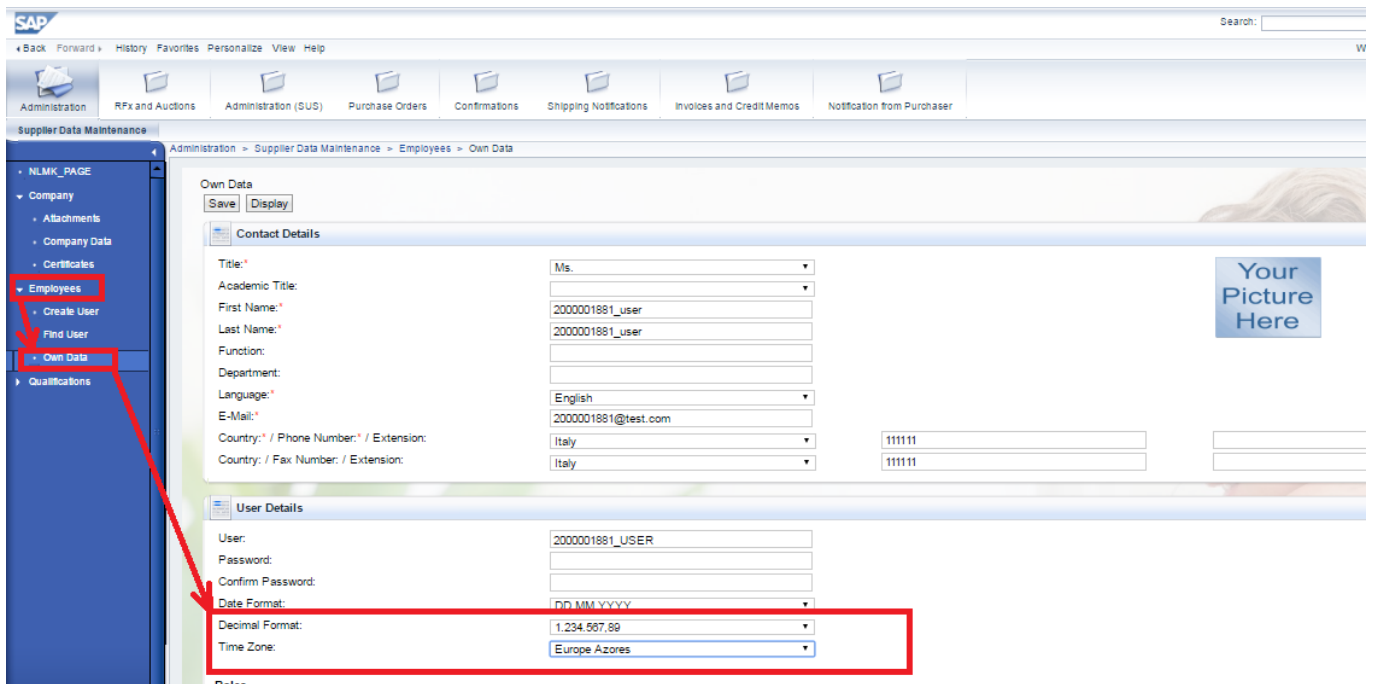


Fig. 22. Setting of Decimal Format

For each item, please specify inventories quantity offered for delivery in units of measurement set by a purchasing manager. If you are not planning to supply this material, please put 0 in column “Offered quantity”. By default the values in columns “Required quantity” and “Offered quantity” are equal. In the event that at zero price the quantity proposed by you is filled in, the system will issue a warning (Fig. 23).

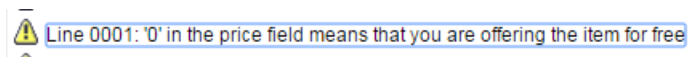


Fig. 23. Zero price warning

If necessary, in detailed data on item you can give the following information (Fig. 25):

1) Supplier`s product number - to be filled out in the event the item supplied by you corresponds to the item required for NLMK Group but has a different material number in your system. Transferred to a purchasing manager for information.

Supplier`s product name - to be filled out in the event the item supplied by you corresponds to the item required for NLMK Group but has a different name in your system. Information is not an offer of alternative item or item of replacement (for more details see clause 5.4.4.) and is not transferred to a purchasing manager You can use this field to keep additional information on name of your nomenclature in the system.

Delivery days – to be filled in if you want to particularize information in Note "Delivery date. This field is not mandatory.





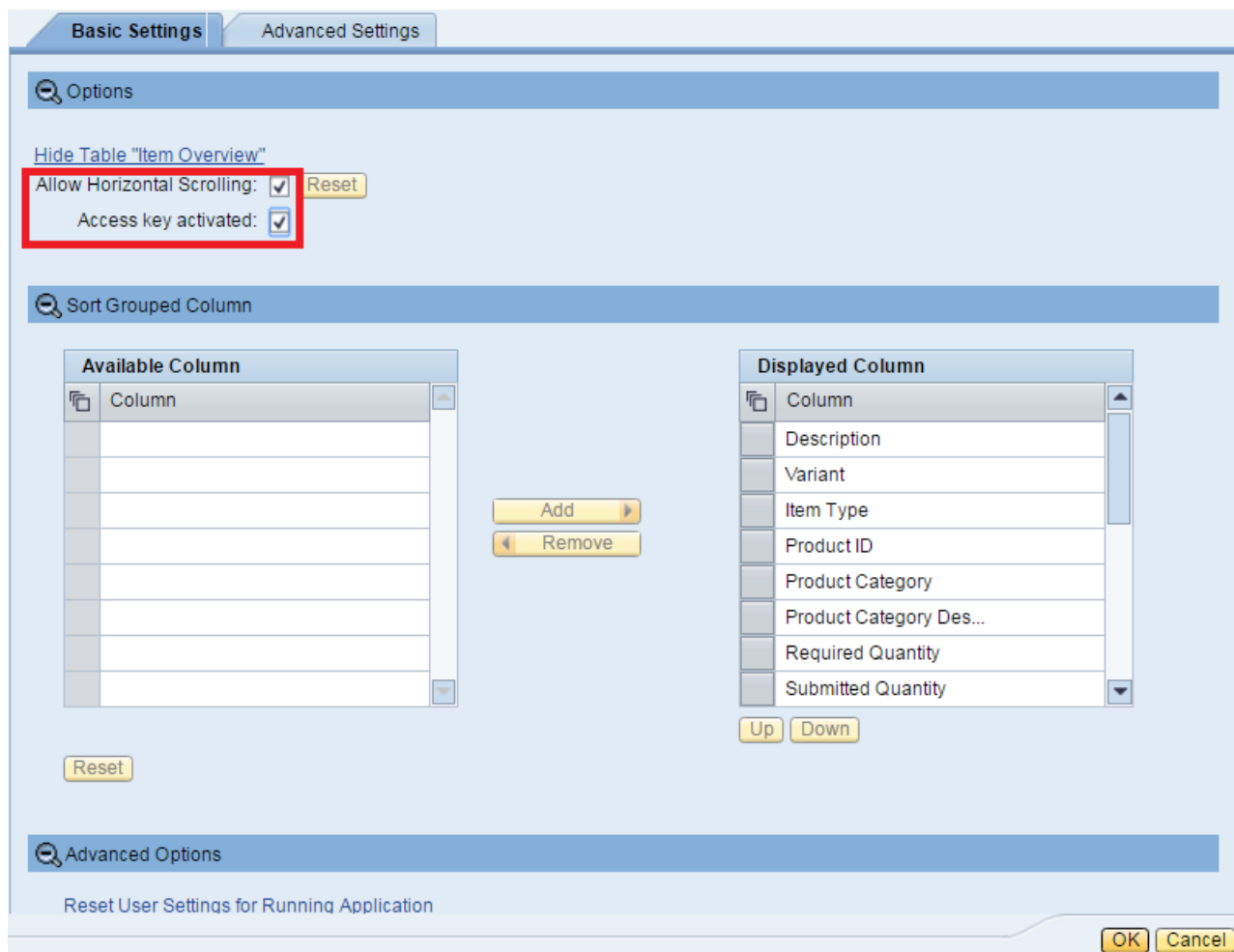


Fig. 23. Adding of horizontal scrollbar in table of items

In tab “Notes and attachments” you can attach documents or add notes.

To enter additions to items (or to the whole document), it is necessary to select required note category in section "Notes" and press a respective link in field “Category” (fig. 29).

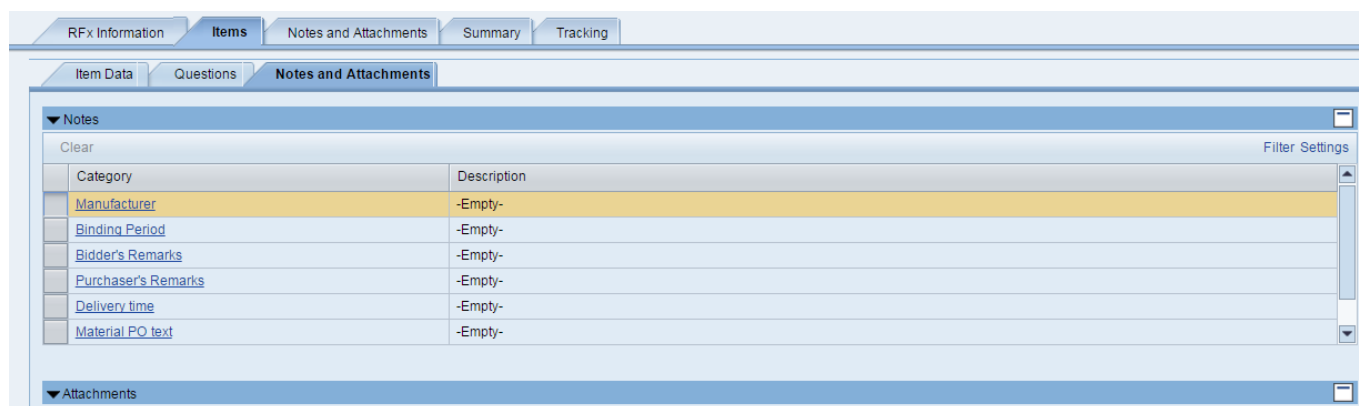


Fig. 24. Adding note to price validity period

In the opened window it is necessary to enter required text and press “OK” button (fig. 30).

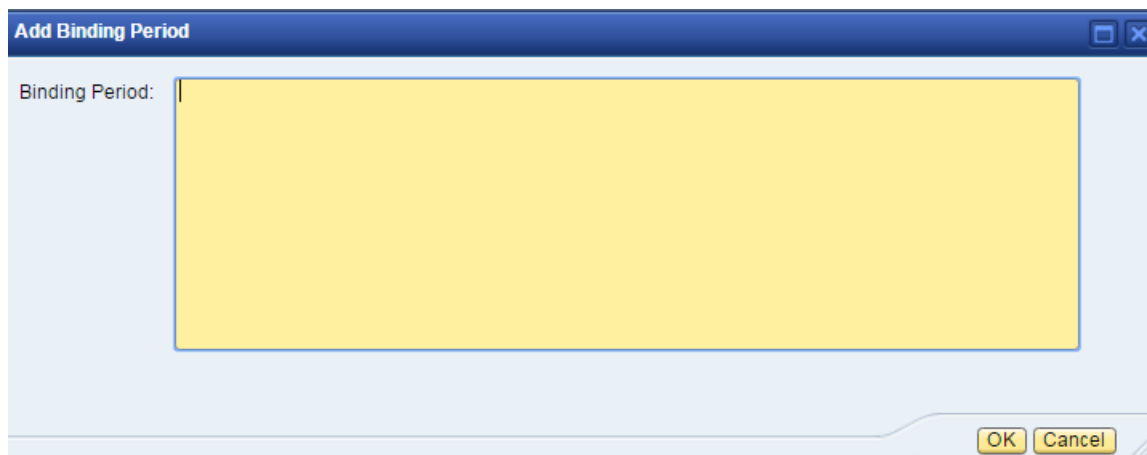


Fig. 25. Entering note text

To add attachments to items (or to the whole document), it is necessary to press “Add attachment” button in section “Attachments” (fig. 31).

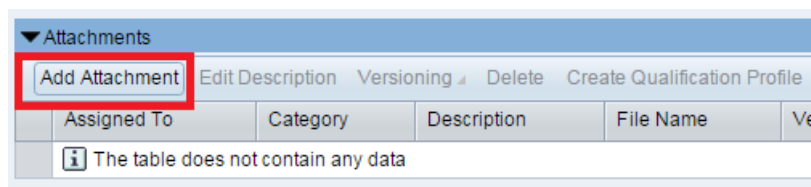


Fig. 26. Adding attachment to item selected

Select required file, enter description to uploaded document and press “OK” button (fig. 32). Upon confirmation of this operation, selected file will be uploaded.

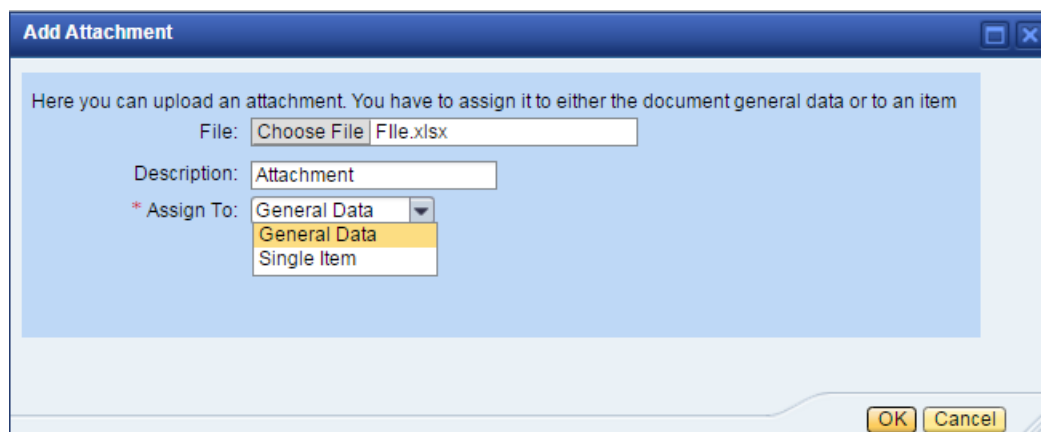


Fig. 27. Attachment uploading

**Note:** it is possible to place the required documents in data storage in cFolders (see more details in cl.5.4.6).

It is possible to delete outdated notes and attachments by preliminary selecting a separate line in the table and pressing “Reset” and “Delete” buttons (fig. 33).

**Edit RfX Response:**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | System Information | Create Memory Snapshot

RfX Response Number 3000001524 RfX Number 2000002313 Status In Process Submission Deadline 30.09.2016 00:00:00 RUS03 Op  
 Remaining Time 24 Days 02:22:52 RfX Owner PI\_SUS\_USER Total Value 2.200,00 EUR RfX Response Version Number C1

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

▼ Notes

Add

Assigned To	Category	Text Preview
Document ...	<a href="#">Binding Period</a>	ffffff
Document ...	<a href="#">Bidder's Remarks</a>	fff
Document ...	<a href="#">Delivery time</a>	fffff
Document ...	<a href="#">Guarantee period</a>	ffff
Item000000...	<a href="#">Note of purch.requisition ERP</a>	Cinghia Good Year SPBM4500 6744959
Item000000...	<a href="#">Note of purch.requisition ERP</a>	Cinghia Good Year SPBM4500 6744959

▼ Attachments

Add Attachment | Edit Description | Versioning |  | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (
Document Header	Standard Attachment	<a href="#">Attachment</a>	File.xlsx	1		<input type="checkbox"/>	xlsx	9

Fig. 28. Deleting selected notes and attachments

#### 5.4.4. Offer with alternative items and items of replacement

If after analysis of the Company`s need you realize that at the moment you can offer an alternative or replacement to the items or you would like to add a number of materials to an offer, you are to inform a purchasing manager - the author of this tender – as follows:

1) Select an item to which you would like to offer an alternative, replacement or additional item and press “Add new” button (Fig. 34).

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

▼ Item Overview

Details | Add New  | Copy | Paste | Delete | Calculate Value

Line	Item	ing doc.	Description	Variant	Item Type	Product ID	Product Category	Prod
	Alternative Item		Bobina ind...		Material	90102S0116	F24_03	El ins
	Substitute Item				Material			
	Supplement Item				Material			
					Material			
					Material			

Fig. 29. Adding alternative item, item of replacement or additional item

**Item of replacement** is added in the case when you cannot supply inventories from the Company`s demand but can offer similar material. In this case you shouldn`t indicate price of inventories from the demand but you have to necessarily indicate price of an offered replacement item excl. VAT.

**Alternative item** is added in the case when you can deliver inventories from the Company`s demand and you are also ready to propose similar material as an alternative. In this case you should indicate both price of inventories excl. VAT from the demand and price of an alternative item proposed.

**Additional item** is added in the case when you would like to offer additional materials which were not announced in the demand to NLMK. In this case you should indicate both price of inventories, net of VAT, from the demand and price of an additional item proposed.

2) In the popped out box it is necessary to fill in details of a proposed item (Fig. 35):

- Short text – description of the item being added;
- Quantity/unit – quantity of delivered inventory and measuring unit if a new item is added;
- Net price – price without VAT.

After information input it is necessary to press “Add for item selection” button.

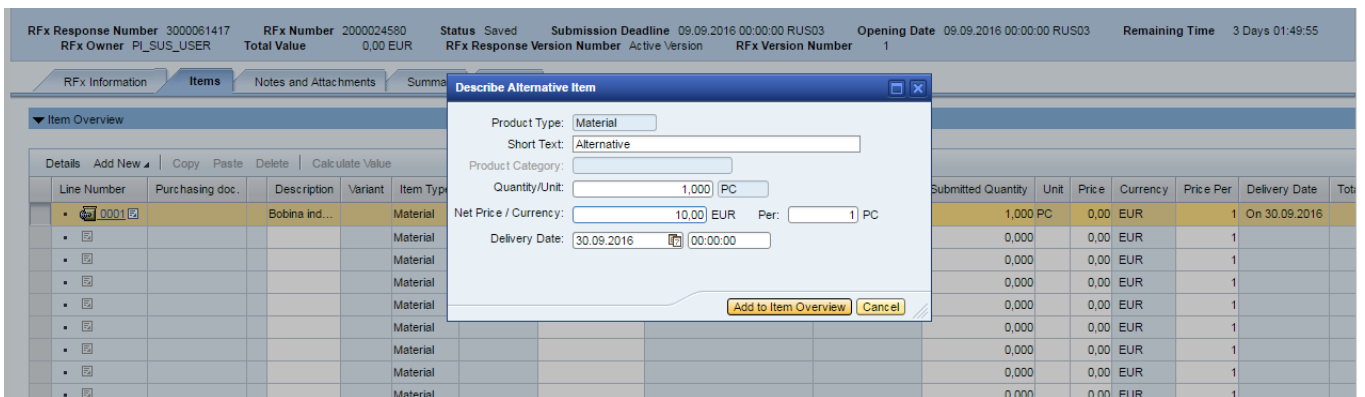





Fig. 30. Entering description of replacement item

3) Make sure that the item entered by you is available in the table (Fig. 36).

Item of replacement is marked with indicator of differently directed arrows , alternative item – with indicator of unidirected arrows , additional item – with  arrow indicator.

Line Number	Purchasing doc.	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
0001		Bobina ind...		Material	90102S0116	F24_03	Ei instal articles	1,000	1,000	PC	0,00	EUR
0002		Alternative		Material		F24_03	Ei instal articles	0,000	1,000	PC	10,00	EUR
				Material					0,000		0,00	EUR
				Material					0,000		0,00	EUR

Fig. 31. List of offer items with added item of replacement

### 5.4.5. Export and import of commercial offer for tender

If the tender contains a large number of items to be filled in, you can use uploading of item list in Excel: fill in supplied quantity and price for required items and then upload an updated file into the system. To do this you need proceed as follows:

- 1) Fill in all mandatory fields in the offer besides proposed quantity and price and save the offer.
- 2) Export the offer (Fig. 37). The offer is uploaded in xml file of certain format (Fig. 38).



**Create RfX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Delete | **Export** | Import | System Information | Create Memory Snapshot

⚠ Line 0001: '0' in the price field means that you are offering the item for free

RfX Response Number 3000061417    RfX Number 2000024580    Status Saved    Submission Deadline 09.09.2016 00:00:00  
 RfX Owner PI\_SUS\_USER    Total Value 0,00 EUR    RfX Response Version Number Active Version    RfX Vers

RfX Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments

▼ Notes

Clear

Category	Description
Manufacturer	.
Binding Period	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	prego fornire questo codice, nessuna alternativa sarà pr...
Delivery time	.
Guarantee period	-Empty-

Fig. 32. Exporting commercial offer

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Line number	Product ID	Full description of material	Delivery date	Required quantity	Unit	Location	New position type (alternative/substitute)	Description of alternative/substitute material	Submitted quantity	Price, VAT excluded	Submitted quantity of alternative/substitute material	Price of alternative/substitute material, VAT excluded	Comment (note for the item)
1	9010250116	Bobina induttiva di fusione per Acciaio"	30.09.2016	1	PC	NLMK Verona	alternative	Alternative	1	0	1	10	

Fig. 33. Exported file format

3) Save an uploaded offer in MS Excel Format.

Set required format of numbers display in the system if you haven't done it before (Fig. 23). Recommended format is the one where space is used as a numeric separator and point – as a decimal separator. Example: 1 234,56.

Fill in an uploaded file with the following data:

5.1. If an alternative item or item of replacement is offered, it is necessary to indicate a respective type of an analogue: Alternative/replacement and also indicate the name of material-analogue (Fig. 39) If you are not planning to keep an analogue, then columns "Analogue type" and Name of material-analogue shall be left blank.

Line number	Product ID	Full description of material	Delivery date	Required quantity	Unit	Location	New position type (alternative/substitute)	Description of alternative/substitute material	Submitted quantity	Price, VAT excluded	Submitted quantity of alternative/substitute material	Price of alternative/substitute material, VAT excluded	Comment (note for the item)
1	9010250116	Bobina induttiva di fusione per Acciaio"	30.09.2016	1	PC	NLMK Verona	alternative	Alternative	1	0	1	10	

Fig. 34. Item type

If it is necessary to add a number of alternative items or items of replacement to the original material, one should copy the line with a desired number and correct respective columns.

5.2. Fill in columns “Quantity to be delivered” and “Price net of VAT”.

In case an alternative item is proposed for delivery, all 4 columns are to be filled in: “Quantity to be delivered”, “Price net of VAT”, Quantity of analogue to be delivered”, Price of analogue, net of VAT” (Fig. 39).

If an item of replacement is proposed for delivery, it is necessary to fill in only columns “Quantity of analogue to be delivered” and “Analogue price, net of VAT” (Fig. 39).



Please pay your attention that format of the digits being entered shall comply with the format selected in the system personal account (Fig. 23). For decimal format with spaces as numerical separators and point as a separator of decimal digits it is necessary to force application of the required format.

**Attention!** If any problems with uploading of quantity or prices please act as follows: In blank columns of the file for uploading please write down formulae for quantity and price: =TEXT(J3;"# ###,##") and =TEXT(K3;"# ###,##") respectively. Obtained results are to be copied and pasted as values through function "Paste special" of the context menu thus having replaced numbers entered in the format by default. After replacement of values please delete columns with formulae.

**Note:** If you don't deliver the item, values in columns "Quantity" and "Net price" are to be equal to 0.

5.3. If comments are to be added to delivered items, to do this it is necessary to fill in column "Comments (notes to item)"

6) Save changes and close a file.

7) Go to the offer processing mode and call an importing function (Fig. 42).

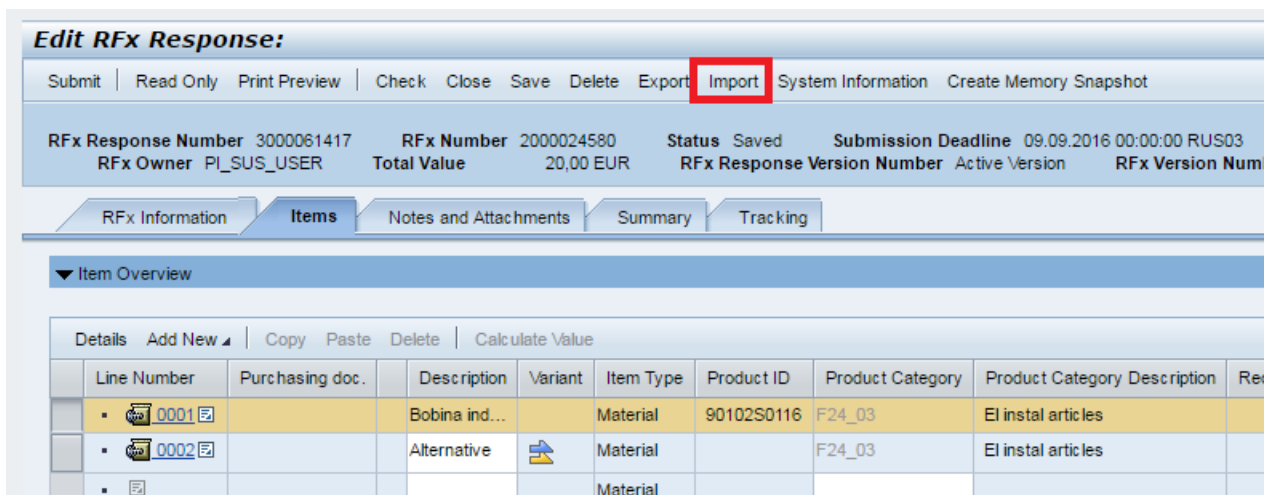


Fig. 40. File import

8) Select a prepared and saved file by pressing "Select file" button in the popped-up box and upload it (Fig. 43).

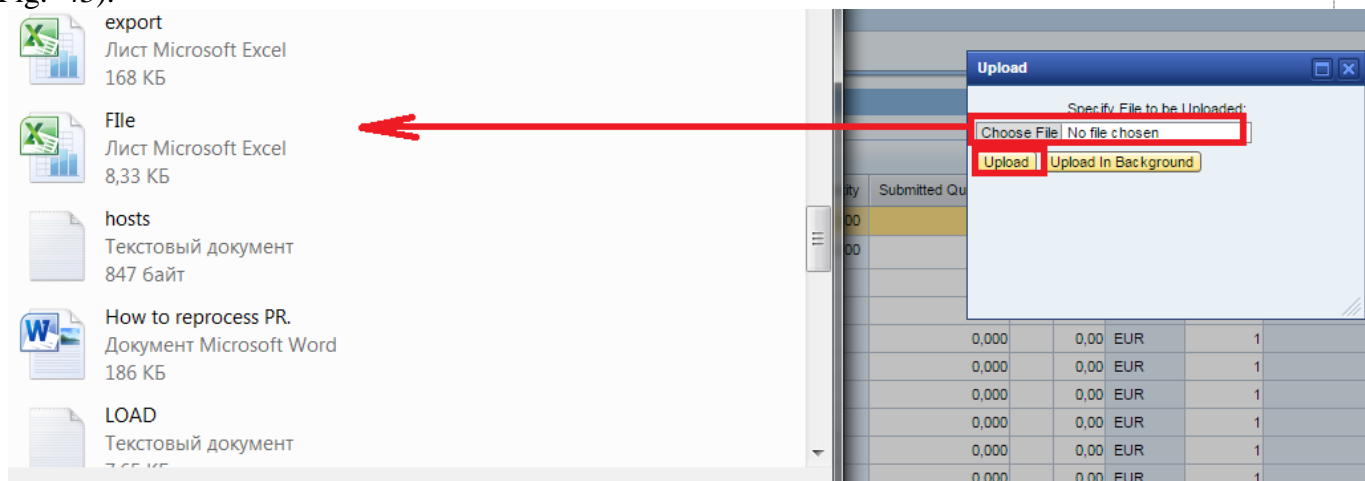


Fig. 41. Uploading file with commercial offer

9) Check the offer and, if there are no errors, send it.

### 5.4.6. Placing documents in cFolders storage

To go to cooperation profile in order to place documents in cFolders storage, it is necessary to press link with the offer number (fig. 42).

**Edit RFX Response:**

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | System Information | Create Memory Snapshot

RFX Response Number 3000061417    RFX Number 2000024580    Status Saved    Submission Deadline 09.09.2016 00:00:00 R  
 RFX Owner PI\_SUS\_USER    Total Value 20,00 EUR    RFX Response Version Number Active Version    RFX Versio

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

Basic Data | Questions | **Notes and Attachments**

▼ Notes

Clear

Category	Description
<a href="#">Manufacturer</a>	-
<a href="#">Binding Period</a>	-Empty-
<a href="#">Bidder's Remarks</a>	-Empty-
<a href="#">Purchaser's Remarks</a>	prego fornire questo codice, nessuna alternativa sarà pr...
<a href="#">Delivery time</a>	-
<a href="#">Guarantee period</a>	-Empty-

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Profile | Filter Settings

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

▼ Collaboration

Collaboration Room
<a href="#">Collaboration RFX 2000024580</a>

Fig. 42. Going to cooperation profile

**Note:** if in “Cooperation” section of the offer there is no line with the offer number, it means that a purchasing manager in the tender has not created folder for the tender in cFolder document storage. In this case documents have to be uploaded in “Attachments” section.

After going to cooperation profile, you will have a new web-browser window opened with the following interface (fig. 45). You can work in storage in two modes:

1. When selecting “Public area”, you will be able to see documents shared by a purchasing manager for all bidders.
2. When selecting “Offer working area” , you can view/add documents related to you only.





Fig. 43. Offer folder in cFolders

To add a new document please go to a desired file (Fig. 45 this Folder) and press “Create”

button. In the selection window of an object for creation (Fig. 46) select “Document”.

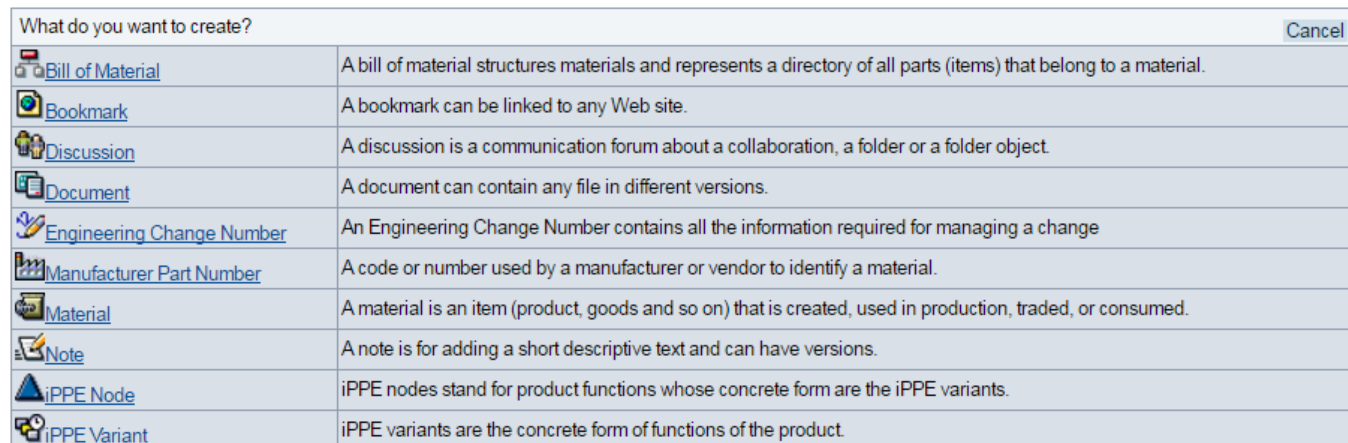


Fig. 44. cFolders objects available for adding to folder

Once you select "Document" object type, you will have a window where you have to specify document name, select "Local file uploading" option and press "Continue" button (fig. 47). Entering description is optional.

## Create Document

Navigation: [Folder Overview](#)

Current Path: [Collaboration RFX 2000...](#) > [RFXResp 3000061417 TES...](#) > [Folder](#) > [Create Document](#)

### Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name  \*

Description

Subscribe

PGP Documents  You are only allowed to use PGP files in this document.

Upload Local File

Create File Later

Fig. 45. Document creation in offer folder

In the appeared window for selection of file to be uploaded, press “Review” button, select required document. After a complete file path appears, press “Save” button (fig. 48).

### Create Version

Navigation: [Version Overview](#)

Current Path: [Collaboration RFX 2000...](#) > [RFXResp 3000061417 TES...](#) > [Folder](#) > [New Document](#) > [Create Version](#)

To select the required file, choose *Browse* and then *Save*.

File.xlsx

Fig. 46. Selection of file to be uploaded

Upon uploading, the document will appear in folder.

After you share all documents, it is possible to escape cFolders storage, press “Logout” on the panel (fig. 49).

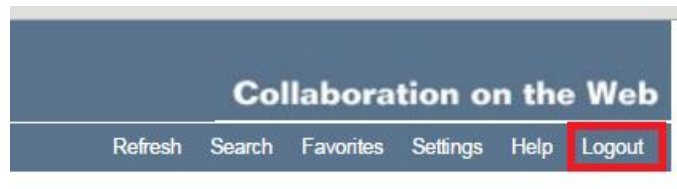


Fig. 47. cFolders panel

### 5.4.7. Placing of technical documentation in cFolders in case of 2-stage tender

The difference between 2-stage tender and usual tender is that suppliers submit their offers in two parts. The first one contains technical part, the second one – commercial part.

To submit technical bid, it is necessary to go to general storage section of cFolders intended for storage of technical documentation by pressing "Technical bid" button (fig. 50).

In opened cFolders application, it is necessary to upload your technical bid in folder for technical documentation (in fig. 51 it is Tech\_Bid folder). You can rename the folder by entering preferred name in “Name” field and by pressing “Save” **Сохранить** button.

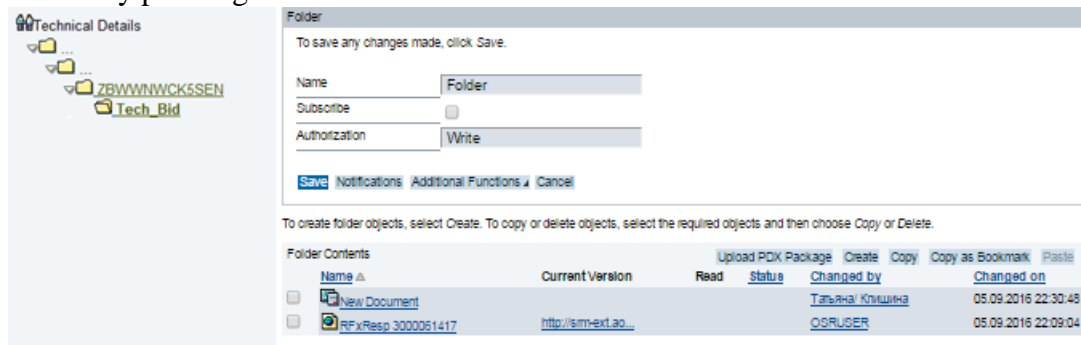


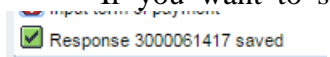
Fig. 35. cFolders storage for technical documentation

#### 5.4.8. Bid saving

Upon filling in all fields, press “Check” **Check** button. The system will show check results:

1. Message **RFx response is complete and contains no errors** means that you filled everything in correctly and you can send an offer to a purchasing manager or you can just save it.
2. Message **Line 0001: '0' in the price field means that you are offering the item for free** is a warning and not an error. In this case you can send an offer to a purchasing manager or just save it.
3. Message **Input term of payment** is an error, and in this case your offer can be saved with all errors but it cannot be sent to a purchasing manager until you eliminate all errors.

If you want to save an offer, press “Save” **Save** button, after saving a message will appear:



If there is a necessity to revise a previously saved offer or to submit an offer to a purchasing manager, you have to go to offer processing mode by pressing **Edit** button.

#### 5.4.9. Offer submission

Once you step by step go through tabs, and fill in required data, check a created document for mistakes, press “Submit” **Submit** button to submit an offer for the tender.

**Note:** you can submit an offer, only if an offer is in processing mode. If an offer is in view mode, “Send” button will be hidden.

After sending, an offer will be saved and available for a purchasing manager. Information message



Overview

RFx and Auctions > Overview > RFx and Auctions

Deadline Date Flag:   
 Status:   
 Response Timeframe:

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

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
2000024580	Copy of 2000024572	RFx	Published		09.09.2016	3000061417	Submitted
2000024573	DAURIA_M 05.09.2016 16:50	RFx	Published		06.09.2016	3000061415	Submitted
2000024572	SANTINATO_M 05.09.2016 16:49	RFx	Published		07.09.2016	3000061414	Submitted
2000012997	test 9 - UPDATE	RFx	Published		26.11.2015	3000031674	Accepted
2000011531	Копия 2000010903	RFx	Published		27.10.2015	3000027204	Saved

Fig. 36. Viewing offer status

If your offer is successfully sent to a purchasing manager, you will get a dispatch notification in your e-mail. If you haven't received this notification, it is necessary to contact NLMK support service.

If required to change already submitted offer provided that the bid closing date hasn't yet become due it is also necessary to go to processing mode, introduce all required corrections, check the offer and send it again to a purchasing manager.

In some cases you may need to correct the offer after modification of the tender by purchasing manager. In this case you will get an e-mail with notification of the tender modification (Fig. 54).

**RFx 2000024548**

Created  PI-USER on

Господин [REDACTED],  
 We would like to inform you about the following tender:  
[REDACTED]

Closing date for applications :  
 Deadline for proposal submission: 07.09.2016 15:00:00  
 Location: НЛМК—Калуга-закупка и производство

More information can be found on our website:  
 <[https://srm.nlmk.ru:443/rj/portal?NavigationTarget=OBN://BOSystemAlias=SAP\\_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM\\_BO\\_NO=2000024548](https://srm.nlmk.ru:443/rj/portal?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM_BO_NO=2000024548)>

We would be pleased to receive your proposal.  
 Best regards,  
 NLMK Group Procurement Department

Fig. 53. Notification of tender modification

When opening your bid in the system you will also see info message of modification of the tender.

Changes introduced by purchasing manager can be analyzed on tab "Tracking" → Tender versions (Fig. 56). Select two last versions and press "Compare" button. In the popped-up window all bid corrections will be shown.

RFx Response Versions | **RFx Versions**

Version Overview

Detail

Version	Document/Version Type	Created On	Changed On	Document Name	External Version Number
1	Active Document	05.09.2016 22:04:26	05.09.2016 22:04:26	Copy of 2000024572	1

Fig. 54. Comparison of tender versions

The following statuses of offers are provided for in the system:

- **“Saved”** – offer is saved but is not sent to a purchasing manager.
- **“Submitted”** – offer is saved and sent to a purchasing manager.
- **“Cancelled”** – submitted offer is cancelled. This option is available only for submitted offers (Fig. 57). Offers should be cancelled if you are not willing to participate in purchasing procedure anymore. An offer cancelled cannot be resent. If you pressed "Cancel" button by mistake, please contact NLMK support service.

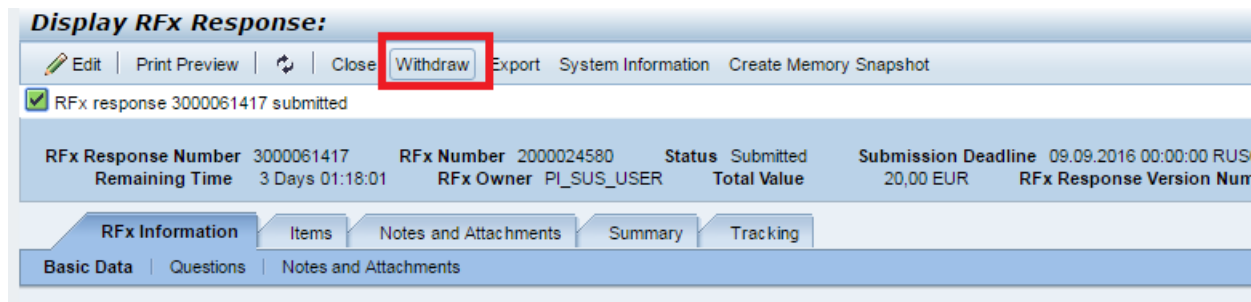


Fig. 55. Cancellation of offer submission

- **“Sent back”** – a purchasing manager has sent back a supplier’s offer. In this case you can revise your offer by pressing “Process” button.
- **“Closed”** – upon processing of offers or creation of a subsequent tender in SRM system, a purchasing manager shall close the tender and its offers for processing.
- **“Rejected”** – a purchasing manager rejected the offer. To clarify causes of the offer rejection you can turn to the manager responsible for purchasing. After rejection of the offer you will get a respective notification in your e-mail.
- **“Accepted”** – a purchasing manager accepted your offer. After acceptance of the offer you will get an e-mail with a respective notification with pdf attached which will contain the scope of each item determined by NLMK.

## 6. Submission of offers for auction

### 6.1. Searching for auction

Upon auction publication, invitations are automatically sent to bidders by e-mail. If you are invited to participate in an auction, you will receive a letter similar to the one sent during tender (Fig. 3).

This auction can be opened via supplier's personal account. To do this, it is necessary to go to section "Tenders and auctions" and look through available web-auctions (Fig. 58).

In a web-auction line it is possible to select the following auction groups:

- **"All"** – all auctions where a supplier is a bidder are displayed (apart from closed ones).
- **"Published"** – all current auctions are displayed (not completed). Auction has "published" status upon publishing in SRM system; an auction with this status is available for viewing by bidders. Auction has "active" status after starting when bidders can submit their offers.
- **"Completed"** (the last but one) – all completed auctions are displayed. Auction has "completed" status, if auction completion date and time are due.
- **"Completed"** (the last one) – closed auctions are displayed. Auction can be closed after its completion.

Fig. 56. Viewing available tender list

Depending on the link selected by you, auction selection will be done based on their current status. Then press "Refresh" button for selection update.



When pressing “View quick tracking of criteria” button selection criteria for auction will appear (Fig. 59). After initializing of available criteria it is required to press “Apply” button to apply filter.

Fig. 57. Searching criteria for auctions

Auction list is displayed as a table. You can sort out table columns. The table contains auction name, status, starting date, and completion date, bidder’s offer, and offer status. Setting details for display of parameters of tender procedure list are given in cl.5.1.

## 6.2. Viewing auction

For detailed display and view of auction conditions, it is required to press auction number in the list. Going through tabs you can view procurement procedure schedule, purchased goods list and other useful information.

### 6.2.1. General information on auction

Tab “Auction information → Auction parameters” can specify the following parameters (fig. 60):

- **Auction name** – auction description.
- **Starting period** – date and time of auction commencement.
- **Ending period** – date and time of auction completion.
- **Offer validity period expiration** – date after which offer validity expires for a customer.
- **Price reduction** – absolute value or in percent.
- **Offer evaluation.** Offer price can go down based on the following indicators:
  - “Best offer: *total*” – reduction of the offer price based on the best offer of all bidders. In case offer evaluation "Best offer: total" is selected for auction, a possibility for a bidder to submit his first offer, even if there are already offers of other bidders with lower price. After the first submission of the offer related to the item (which price might be higher than competitors' price and starting price), further offers as previously shall be submitted with equal or lower price as compared to the last submitted offer of all bidders.
  - “*Best offer by each bidder*” – reduction of the offer price from its own best offer by each bidder.
  - “*Best offer by each Company*” – reduction of the offer price from the best offer by each Company.
- **Cascade items** – the auction items are traded by turn.
- **Consecutive execution starting time** – used only for cascade items. The time period for the item trading shall be stated. Upon expiration of this time period the suppliers shall not be able to submit the price offer for the item.

- **Consecutive difference in expiration time** – used only for cascade items. The time period after which the trading for the next item is to be completed shall be stated.
- **Period without offer** – is the time period before the end of the auction. If a supplier submits a new offer within this period, the auction shall be prolonged for the number of minutes, specified in the box “Prolongation period”. Prolongation is only applied to cascade items which are still traded but not to those which are already completed.
- **Prolongation period** – the value in minutes, for which the auction shall be prolonged in case the supplier submits an offer within the period without offer.
- **Number of prolongations** – is the number of preset automatic prolongations.

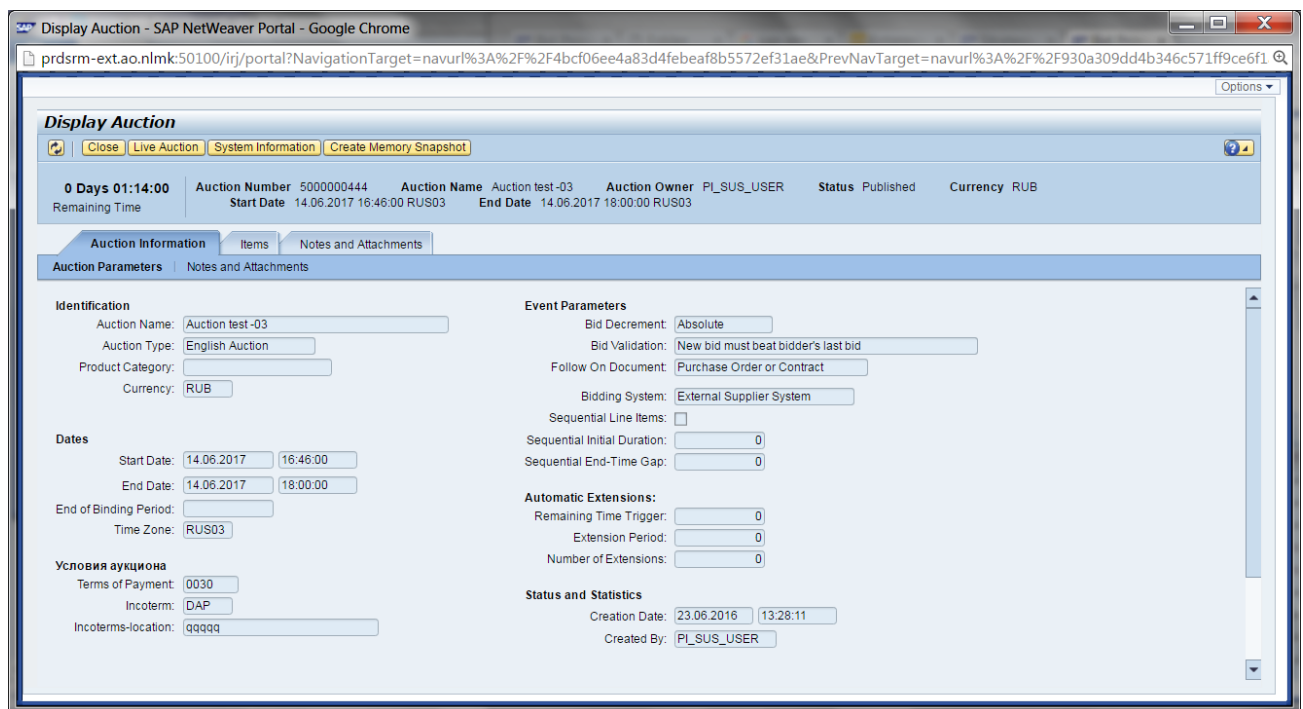


Fig. 58. Viewing the auction parameters

### 6.2.2. Notes and attachments

You can find notes and proposals in tab “Information on auction → Notes and proposals” (fig. 61)



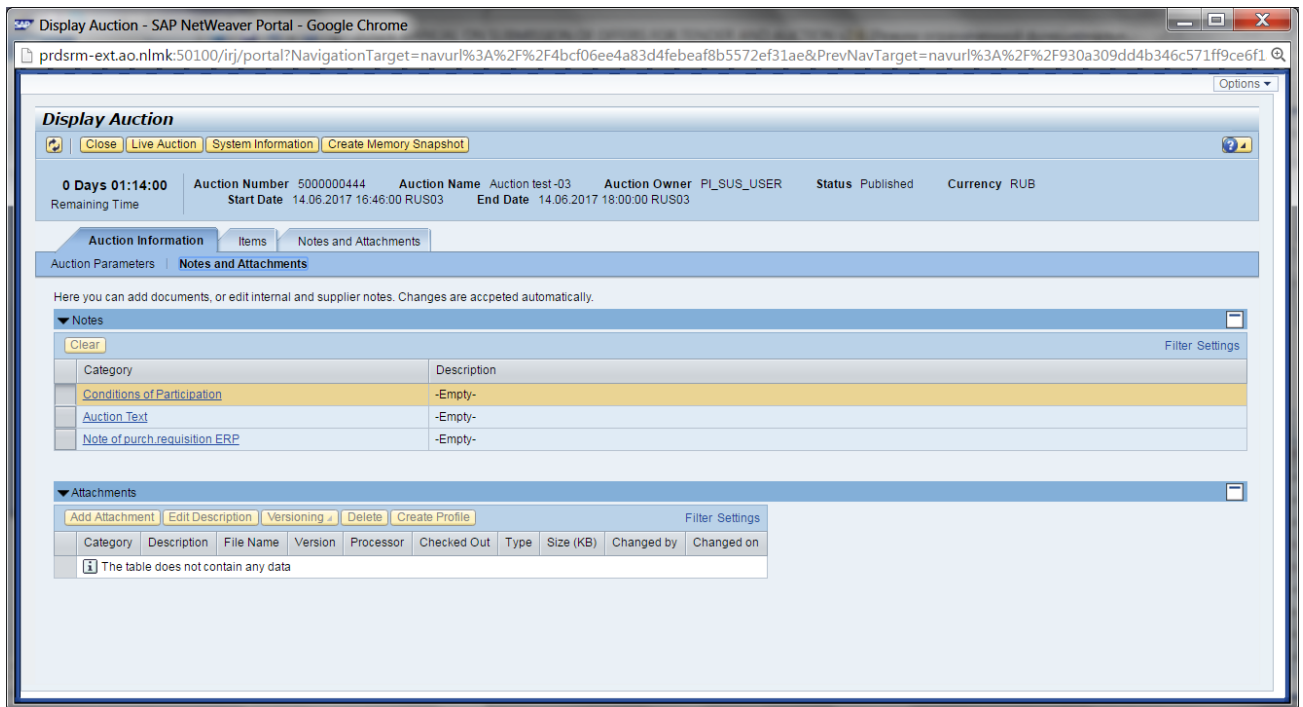


Fig. 59. Viewing notes and proposals for auction

To view general notes and attachments, you can also go to a separate tab “Notes and proposals” (fig. 62).

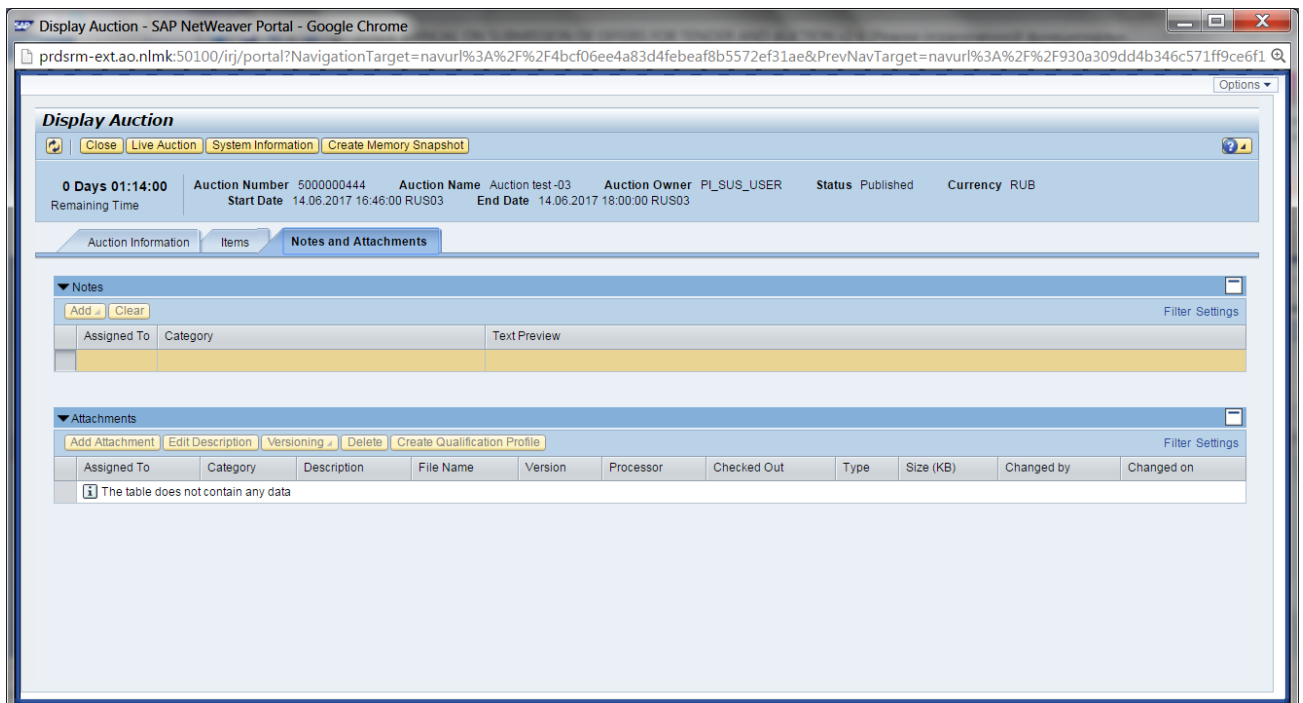


Fig. 60. Viewing general notes and proposals (separate tab)

To view a certain attachment or a note, it is required to press a respective link with title.

### 6.2.3. Tender items



In the tab “Items” the following information reflecting customer’s demand is available (fig. 63):

- **Product ID** - product number from the customer's catalog.
- **Description** – product name.
- **Product quantity**.
- **Unit** – unit of measurement (pc., boxes, meters, etc.).
- **Starting price** – initial price of the item. In general it is not allowed to submit offers with prices higher than the starting price.
- **Price reduction** – auction increment – actual amount or percentage (depending on the value, selected in the field «Price reduction» in the auction parameters). Every further submitted offer should be less than the previous by this this amount or this percentage (if price reduction is in %).

If your offers are transferred to auction from previous trading then the price of the first offer should be less than the transferred one, considering the discount (this note is not applicable for evaluation “Best offer: total”).

- **Notes** – number of text notes of a purchasing manager to an item.
- **Attachments** – number of files attached by a purchasing manager to an item.

The screenshot shows the 'Display Auction' window with the following details:

- Buttons: Close, Live Auction, System Information, Create Memory Snapshot
- 0 Days 01:14:00 Remaining Time
- Auction Number: 5000000444
- Auction Name: Auction test-03
- Auction Owner: PI\_SUS\_USER
- Status: Published
- Currency: RUB
- Start Date: 14.06.2017 16:46:00 RUS03
- End Date: 14.06.2017 18:00:00 RUS03

The 'Items' tab is active, showing an 'Item Overview' table:

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1				<input checked="" type="checkbox"/>			200,00	10,00		0 / 0	0 / 0
1.1	Material	523			10,000	ST				0 / 0	0 / 0
1.2	Material	11506			10,000	ST				0 / 0	0 / 0

Fig. 61. Viewing auction items

Select a respective line in View items and press “Details” button to view details of the item (fig. 64).



### 6.3.1. General rules of offer creation

After switching to live auction a message containing auction participation terms and conditions will appear on the screen. You should study the terms and conditions of participation, select the currency of the offer (if a purchasing agent specified several alternative currencies for offer submission) and if you agree with the terms and conditions please press “Accept” button (Fig. 66).

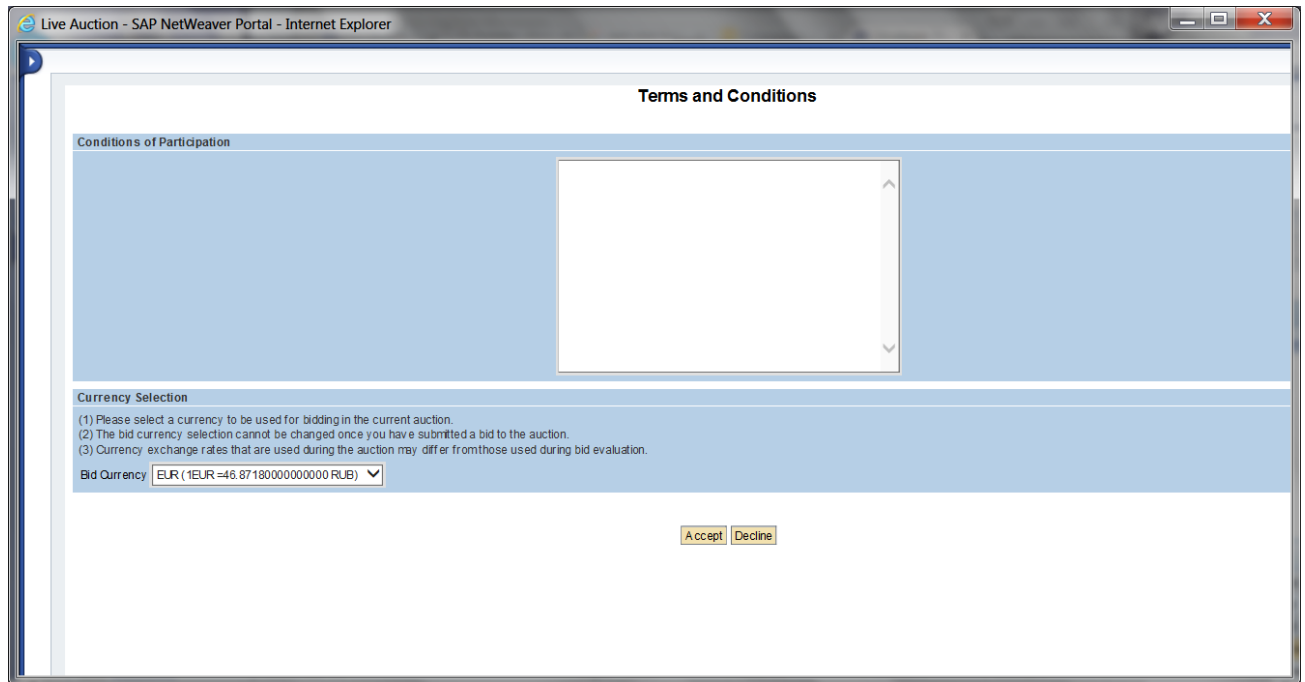


Fig. 64. Studying terms and condition of transaction

Internet-application "Live Auction Cockpit" will then be started. 65).

If the auction hasn't started, please refer to the technical requirements for the user's working place: Java plugin of proper version shall be installed. If there are some questions regarding browser setting and plugin installation, you can contact NLMK support service.

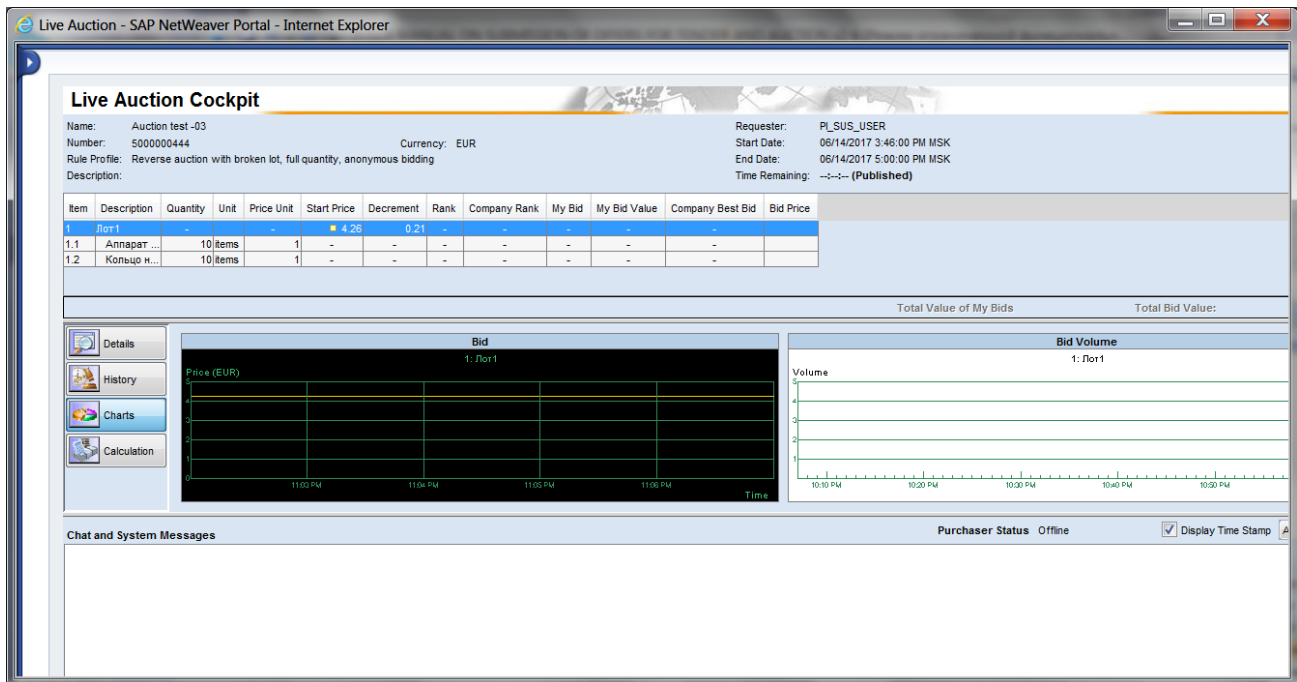


Fig. 65. Live Auction Cockpit

**Reverse tender cockpit includes the following divisions:**

1) **Header data.** This interface area of Live auction cockpit provides major auction data: title and number, starting and completion time, remaining time.


2) **Item data.** In this interface area of Live auction cockpit the item table is found. The table of individual items includes all items of the auction together with basic data:

- **Description** – material name.
- **Quantity** – purchased quantity.
- **Units** – units of measurement, specified for an item.
- **Price unit** - quantity, for which the price is specified by the bidder in his offer. For instance, 10 pcs.
- **Starting price** – initial price of the item. It is forbidden to submit offers with price higher than starting price, except in the cases given above.
- **Price reduction** – absolute value or value expressed as a percentage by which the price of each offer shall be less than the price of the last offer.
- **Rating** – rating of the reverse auction bidder between all bidders participating in the tender procedure. The lower rating number is, the higher reverse tender position is. For instance rating equal to one corresponds to the top position in the reverse tender. Depending on the reverse tender settings adjusted by purchasing manager (if equivalent offers are allowed or not), the system can use time markers related to offers with identical price to determine rating of each offer. If equivalent offers are allowed, then several offers with the same value get equal rating. If equivalent offers are not allowed, the system will assign lower rating (i.e. higher position between competitors) between bidders with the same price to a bidder who submitted his offer before the rest.
- **Company class** – rating of a bidding company between all other companies taking part in this reverse tender.
- **My offer** – your last offer.
- **My offer value** – the value of your offer (for the quantity specified).



- **Best offer** – the best offer of the whole tender, i.e. the offer with currently the lowest price for an item (can be seen depending on the auction settings).
- **Company`s best offer** – if there are several participants from a supplier, then the best offer of those submitted by different participants from one supplier will be shown here.
- **Offer price** – field to enter the offer.

3) **Information on offers.** This interface area of Live auction cockpit includes the following elements:

- **Details** – detailed data on an item, currently selected in the table of individual items.
- **History** – bid history for currently selected item. Deleted offers are marked with icon  and the text of popped up tip “Offer is deleted”.

As soon as an offer is deleted the system shall update the related auction data for the rating calculation. For instance, if an offer before it was deleted had rated first, then the offer rated second would now become the first.

- **Diagrams** – display mode for graph of behavior for offer prices and scope by items, as well as histograms for the best offers by auction participants.
- **Calculations.**

4) **Chat and system message.** This interface area is used for viewing chat messages from a purchasing manager and information messages, automatically generated by SRM system. Here one can also send a message to a purchasing manager, to do this it is necessary to write text in the respective entry line and press "Submit" button. A Bidder can send a message to other bidder of the auction. The bidder cannot see messages sent to a purchasing manager by other bidders.

A manager can stop an auction by pressing "Suspend" button. In this case auction status will change from "Active" to “Stopped” and a bidder will get a corresponding message.

Information on auction continuation will be also displayed in the chat and system message

Auction can be prolonged by purchasing manager. In this case this information will be displayed in a system message .

### 6.3.2. Offer submission

To submit an offer it is necessary to enter price per items in field “Offer price” and press “Submit” button (Fig. 66). Confirmation window of offer submission will pop up (Fig. 73). When pressing “Yes” button the offer will be submitted.



Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	Company Rank	My Bid	My Bid Value	Company Best Bid	Bid Price
1	Segaccio combinato B 5520 ABC	1	Piece	1	10.00	2.00	-	-	-	-	-	5

Fig. 66. Offer submission in reverse tender

Live Auction Cockpit

You are about to submit a total bid value of 5.00 RUB for the following items:

Item 1: 5.00 RUB

This operation cannot be undone. Do you want to continue?

Yes No

Fig. 68. Confirmation of offer submission

The best offer by bidders depending on reverse tender settings adjusted by purchasing manager can also be displayed on the auction cockpit (Fig. 68). It is worth mentioning that if in auction parameters a purchasing manager specified indicator “*Conceal tracking of offers after the first valid offer*”, the supplier will be able to see the best offer only after submission of his first offer.

After expiration of auction time the best offer from each bidder is automatically transferred from the auction cockpit to the auction document. The system automatically sends you a notification of offer creation.

Your offer can be accepted or rejected by purchasing manager. If the offer is accepted, in the supplier`s interface his status changes to “Offer is accepted”, if it is rejected - “Offer is rejected”. You will receive respective notifications of acceptance or rejection by e-mail.