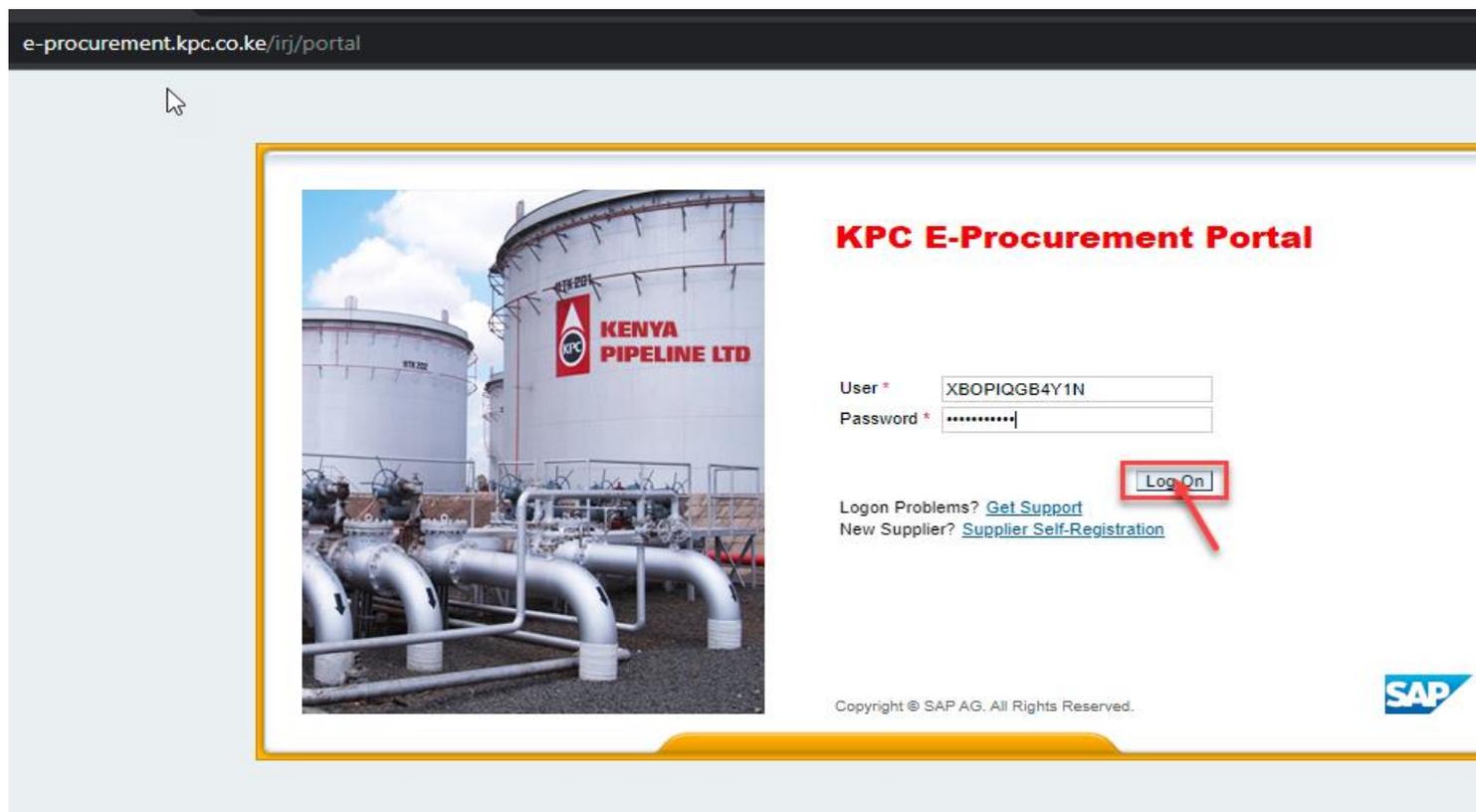


USER GUIDE

HOW TO RESPOND TO SINGLE ENVELOPE BID

STEP I: LOGIN USING YOUR USERNAME AND PASSWORD TO SRM PORTAL

e-procurement.kpc.co.ke/irj/portal



KPC E-Procurement Portal

User * XBOPIQGB4Y1N

Password *

Log On

Logon Problems? [Get Support](#)

New Supplier? [Supplier Self-Registration](#)

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STEP 2:CLICK ON RFX AND AUCTION TAB

Welcome: Ms. Doreen

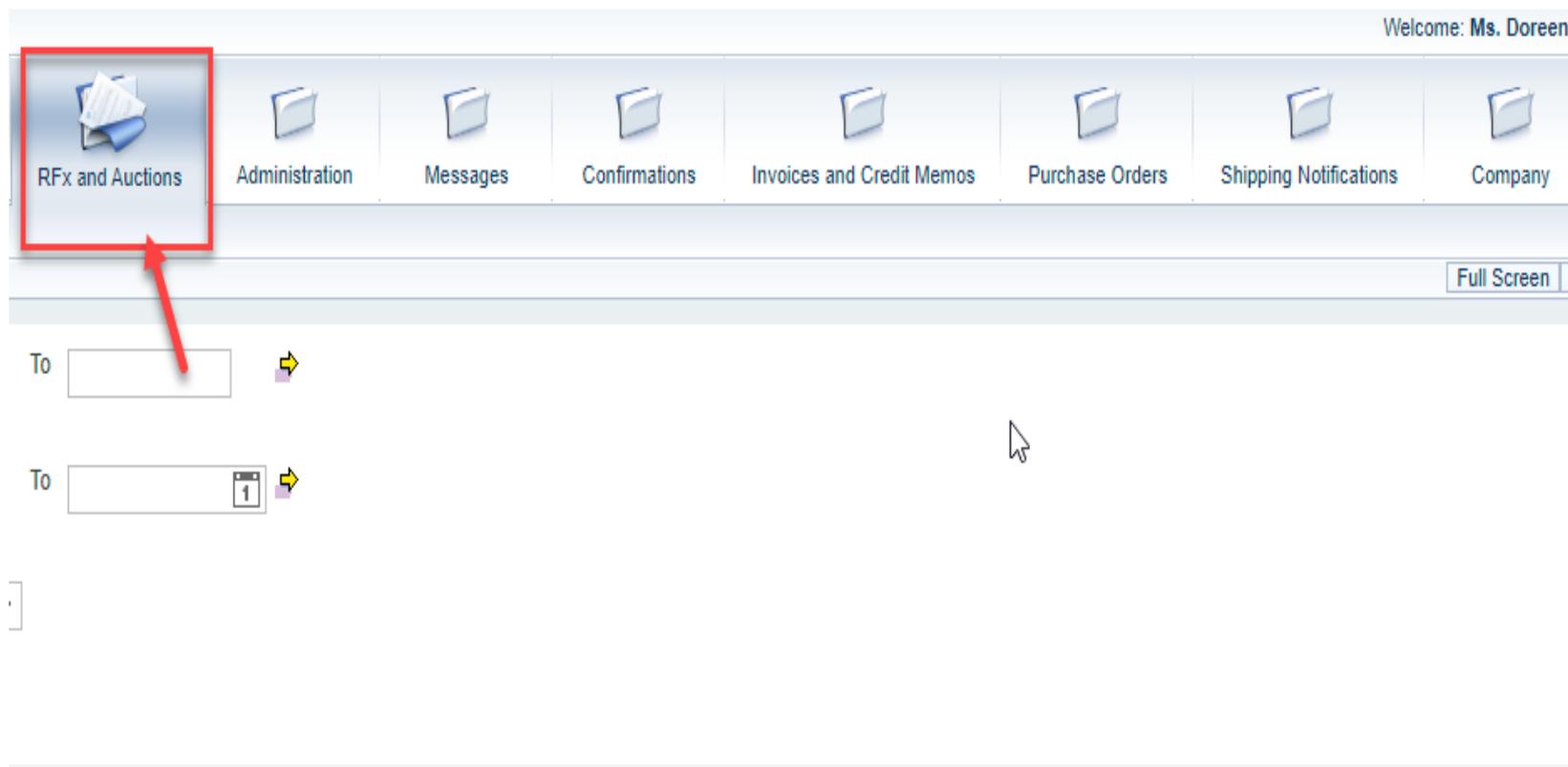
Rfx and Auctions Administration Messages Confirmations Invoices and Credit Memos Purchase Orders Shipping Notifications Company

Full Screen

To →

To →

[



STEP 3 :CLICK ON (i)PUBLISHED (ii) CLEAR (iii) APPLY

RfX and Auctions > Overview > RfX and Auctions

Active Queries

eRFxs	All (2)	Published (1)	Ended (0)	Completed (0)
eAuctions	All (0)	Published (0)	Ended (0)	Completed (0)

eRFxs - Published

[Hide Quick Criteria Maintenance](#)

Event Number: To

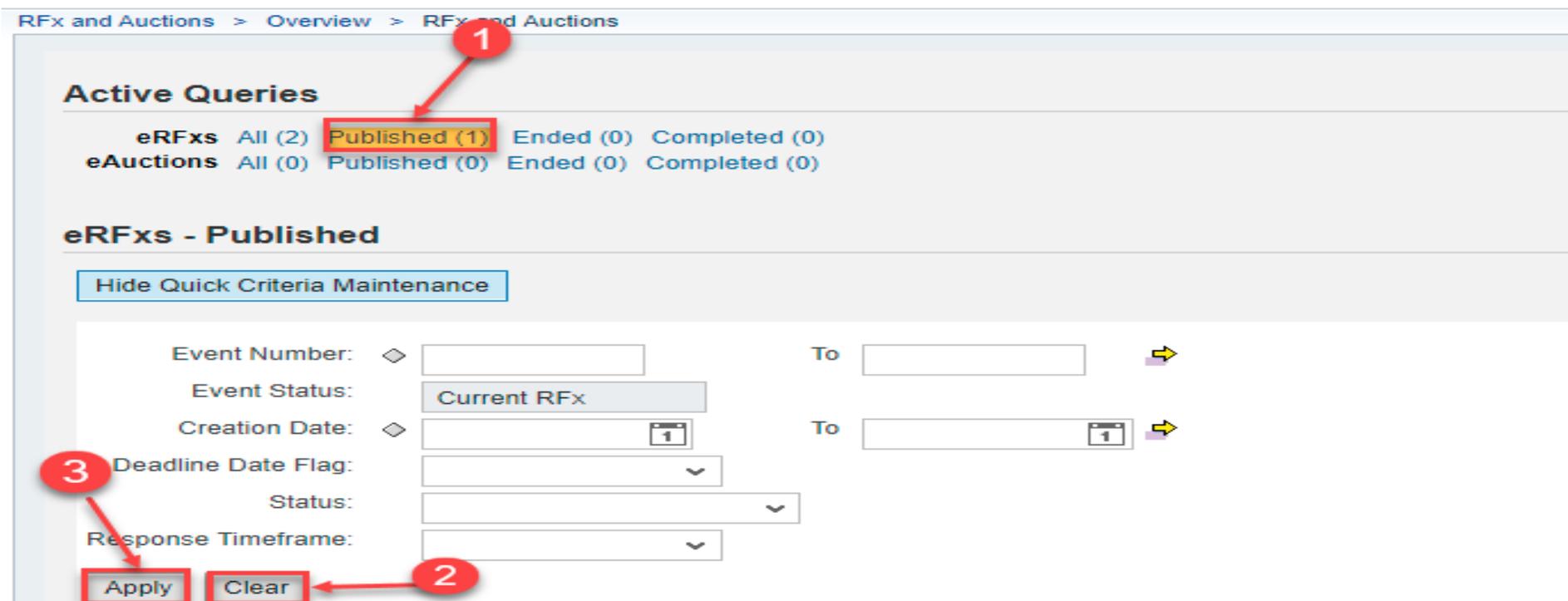
Event Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

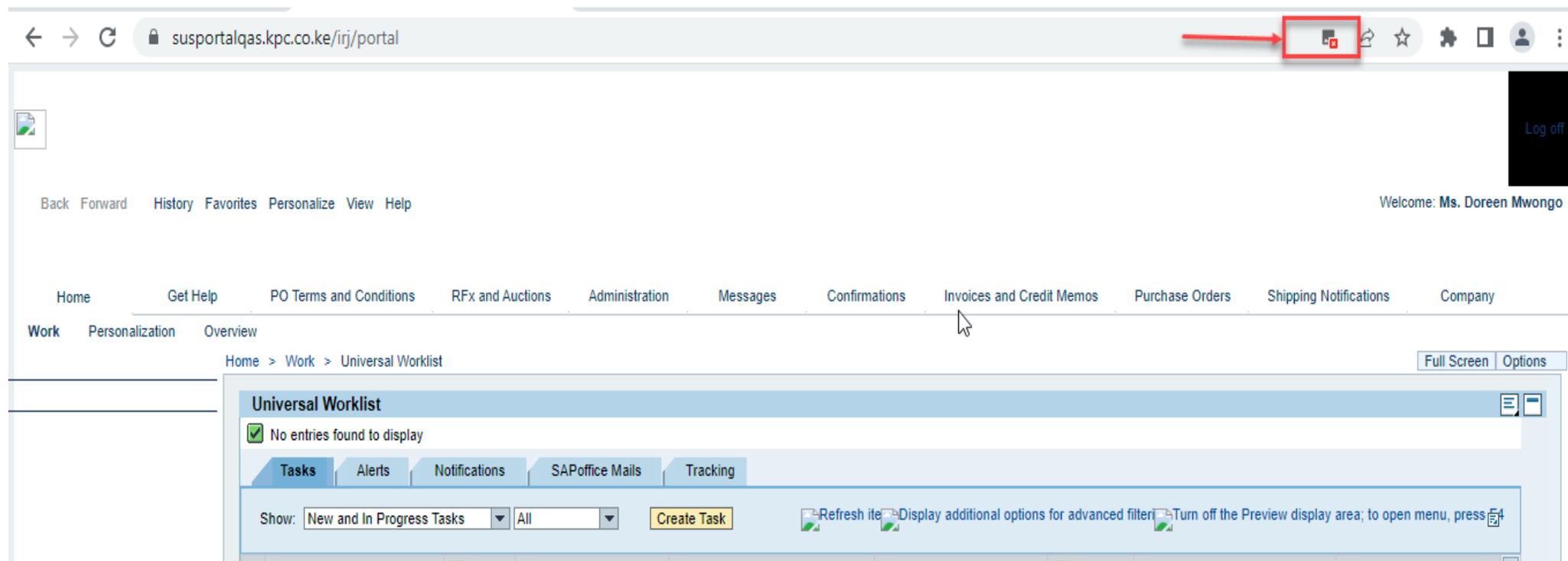


STEP 4:CLICK ON THE EVENT NUMBER TO DISPLAY THE RFX

View: [Standard View]

 Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
2500000270	KPC/PU/OT-2398(CIVIL)NBI/21-22	Public Rfx Single	Published		14.06.2022		No Bid Created

STEP 5: IF YOU CLICK ON THE EVENT NUMBER AND BELOW APPEARS CLICK ON IT AND ALLOW POP-UPS



STEP 6:CLICK ON REFRESH TO UPDATE THE PAGE AND DISPLAY ALL PUBLISHED RFX's

View: [Standard View] <input type="button" value="Create Response"/> <input type="button" value="Display Event"/> <input type="button" value="Display Response"/> <input type="button" value="Print Preview"/> <input type="button" value="Refresh"/> <input type="button" value="Export"/>								
	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
	2500000270	KPC/PU/OT-2398(CIVIL)NBI/21-22	Public Rfx Single	Published		14.06.2022		No Bid Created

STEP 7: TO VIEW THE TENDER DOCUMENT CLICK ON NOTES AND ATTACHMENTS

Display RFX: 2500000271 Options Open side panel

[Print Preview](#) [Close](#) [Register](#) [Export](#) [System Information](#) [Create Memory Snapshot](#) ?

Number 2500000271 Name KPC/PU/OT-2399(CIVIL)NBI/21-22 Status Published Start Date End Date 30.06.2022 10:00:00 UTC+3 Remaining Time 14 Days 00:41:59 Owner RFCUSER

RFX Information Items **Notes and Attachments**

▼ Notes Filter Settings

[Add](#) [Clear](#)

Assigned To	Category	Text Preview

▼ Attachments Filter Settings

[Add Attachment](#) [Edit Description](#) [Versioning](#) [Delete](#) [Create Qualification Profile](#)

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
<i>i</i> The table does not contain any data										

▼ Collaboration Filter Settings

[Create](#) [Assign](#) [Delete](#)

Collaboration	Created on
Collaboration RFX 2500000271	15.06.2022 18:45:27

STEP 8 : CLICK ON COLLABORATION RFX NO.TO ACCESS THE C-FOLDER AREA

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size
<i>i</i> The table does not contain any data								

▼ Collaboration

Create Assign Delete

Collaboration	Created on
Collaboration RFX 2500000270	14.06.2022 09:13:33

STEP 9 : IF IT'S THE FIRST TIME TO ACCESS THE C-FOLDER CLICK

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.

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STEP 10:CLICK ON THE FOLDER



The screenshot displays the mySAP PLM cFolders web interface. The top navigation bar includes the KPC logo, the text "mySAP PLM cFolders", and the slogan "Collaboration on the Web". A secondary navigation bar contains links for "Home", "Refresh", "Favorites", "Settings", "Help", and "Logout".

The left sidebar shows a tree view of folders. Under the "Public Area" folder, a sub-folder named "Folder" is highlighted with a red box, and a red arrow points to it. The main content area shows the details for the selected "Public Area" folder, including navigation links, the current path, and a "Change Work Area" section with input fields for Collaboration, Name, Description, and Authorization.

mySAP PLM cFolders Collaboration on the Web

Home Refresh Favorites Settings Help Logout

Public Area *Public Area* [Help](#)

Navigation: [Collaboration](#)

Current Path: [Collaboration RfX 2500...](#) > [Public Area](#)

Change Work Area

Choose **Save** to save changes made to the name or the description. If you want to assign additional names to certain cFolders objects in this work area, choose *Aliases*.

Collaboration

Name

Description

Authorization

STEP 11:CLICK ON THE TENDER DOCUMENT TO DOWNLOAD

Folder Folder He

Current Path: [Collaboration RFX 2500...](#) > [Public Area](#) > **Folder**

Folder

To save any changes made, click Save.

Name

Subscribe

Authorization

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

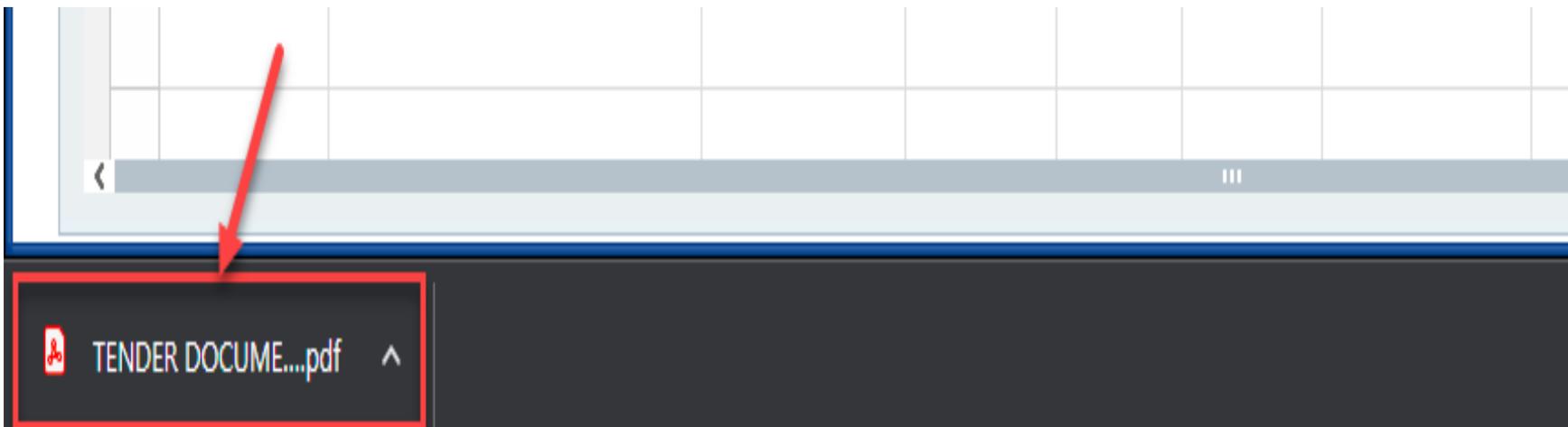
Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents [Copy](#) [Copy as Bookmark](#) [All](#) [No](#)

	Name ▲	Current Version	Read	Status	Changed on
<input type="checkbox"/>	KPC/PU/OT-2398(CIVIL)NBI/21-22	TENDER DOCUMENT - OT-2398- CIVIL-21-22 .pdf (330KB)			14.06.2022 09:24:1



STEP 12: CHECK THE DOWNLOAD



STEP 13: VIEW THE DOWNLOADED DOCUMENT



KENYA PIPELINE COMPANY

P. O. BOX 73422 – 00200

NAIROBI

Website: www.kpc.co.ke

OPEN TENDER

KPC/PU/OT-2398(CIVIL)NBI/21-22

HYDRAULIC OIL

STEP 14: LOGOUT FROM THE C-FOLDER



Collaboration on the Web

Refresh Favorites Settings Help **Logout**

Document **KPC/PU/OT-2398(CIVIL)NBI/21-22** [Help](#)

Navigation: [Folder Overview](#)

Current Path: [Collaboration RFx 2500...](#) > [Public Area](#) > [Folder](#) > [KPC/PU/OT-2398\(CIVIL\)N...](#)

Document

Choose **Save** to save changes made to the name or description (or alias if available).

Name

Subscribe

Write Lock

Authorization

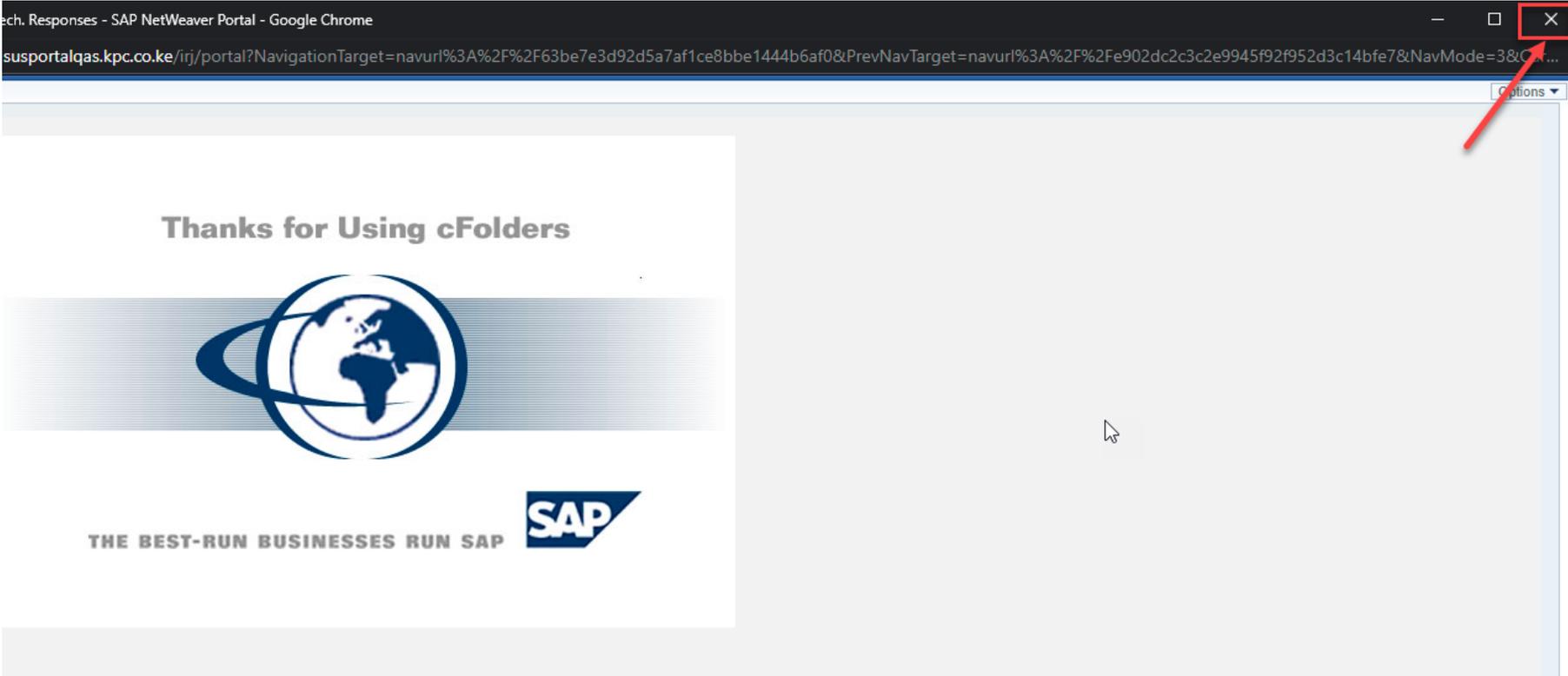
Discussions

Save Notifications Additional Functions **Cancel**

Versions

Name	File	File Size	Description	Redlining Layers	Changed by	Changed on
Version 1	TENDER DOCUMENT - OT-2398- CIVIL-21-22.pdf	337,248	TENDER FOR SUPPLY OF HYDRAULIC OIL	0	Pauline Ngochi	14.06.2022 09:24:10

STEP 15: CLOSE THE WINDOW



STEP 16:CLICK ON REGISTER TO RECEIVE FUTURE NOTIFICATIONS REGARDING THE TENDER

Display RFX: 2500000270

Print Preview | Close | **Register** | Export | System Information | Create Memory Snapshot

Number 2500000270 Name KPC/PU/OT-2398(CIVIL)NBI/21-22 Status Published Start Date End Date 14.06.2022 14:00:00 UTC+3 Remaining Time 0 Days 03:50:37 Owner RFCUSER

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments

Start Date: 00:00:00

* Submission Deadline: 14.06.2022 14:00:00

Opening Date: 14.06.2022 14:40:00

End of Binding Period:

Currency: KES

RFX Description: TENDER FOR SUPPLY OF HYDRAULIC OIL

Supplier Type:

Confirm Document upload in cFolders:

Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester			
Goods Recipient			
Ship-To Address		Nakuru Depot	
Location		Nakuru Depot	51-851253

STEP 17:CLICK ON PARTICIPATE TO INITIATE YOUR RESPONSE

Display RFX: 2500000270

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

Number 2500000270 | Name KPC/PU/OT-2398(CIVIL)NBI/21-22 | Status Published | Start Date | End Date 14.06.2022 14:00:00 UTC+3

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

▼ Notes

Add | Clear

Assigned To	Category	Text Preview
Document ...	Tendering text	TENDER DOCUMENT AVAILABLE IN THE C-FOLDER

STEP 18:CLICK ON CREATE RESPONSE TO OPEN THE RESPONSE SCREEN

Display RFX: 2500000270

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

! The document is currently locked by you
! User XBOPIQGB4Y1N is already processing a response for this RFX

Number	Name	Status	Start Date	End Date
2500000270	KPC/PU/OT-2398(CIVIL)NBI/21-22	Published		14.06.2022 14:00:00 UTC+3

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

▼ Notes

Add | Clear

Assigned To	Category	Text Preview
Document ...	Tendering text	TENDER DOCUMENT AVAILABLE IN THE C-FOLDER

STEP 19: VIEW SYSTEM GENERATED RESPONSE NUMBER

Create RFX Response: **8000001421** ←

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

! User XBOPIQGB4Y1N is already processing a response for this RFX

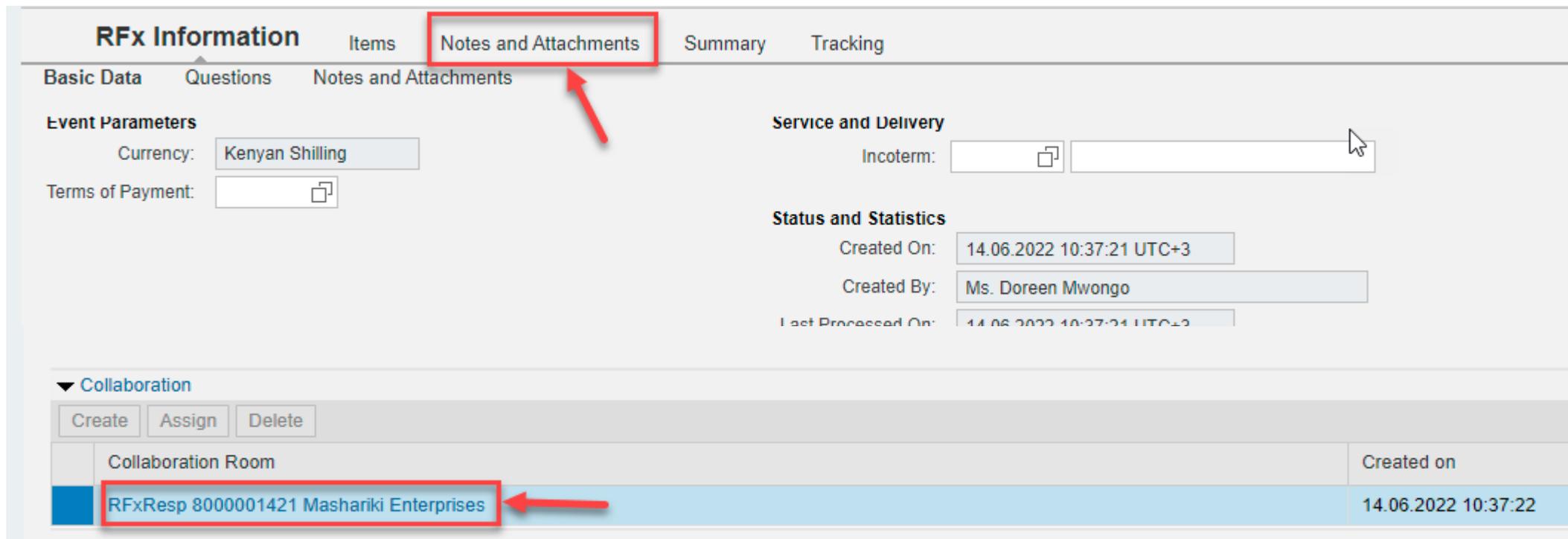
✓ Response 8000001421 created

Number	8000001421	RFX Number	2500000270	Status	Saved	Submission Deadline	14.06.2022 14:00:00 UTC+3	Opening Date
RFX Owner	RFCUSER	Total Value	0.00 KES					

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

Basic Data | Questions | Notes and Attachments

STEP 20:CLICK ON NOTES & ATTACHMENTS THEN COLLABORATION ROOM TO ACCESS THE C-FOLDER



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

Basic Data Questions Notes and Attachments

Event Parameters
Currency: Kenyan Shilling
Terms of Payment:

Service and Delivery
Incoterm:

Status and Statistics
Created On: 14.06.2022 10:37:21 UTC+3
Created By: Ms. Doreen Mwongo
Last Processed On: 14.06.2022 10:37:21 UTC+3

▼ Collaboration
Create Assign Delete

Collaboration Room	Created on
RFXResp 8000001421 Mashariki Enterprises	14.06.2022 10:37:22

STEP 21:CLICK ON FOLDER BELOW RESPONSE NUMBER/NAME OF YOUR COMPANY

The screenshot displays the mySAP PLM cFolders web interface. The top navigation bar includes the KPC logo, the text "mySAP PLM cFolders", and the title "Collaboration on the Web". A secondary navigation bar contains links for "Home", "Refresh", "Favorites", "Settings", "Help", and "Logout".

The left sidebar shows a tree view of folders. The selected folder is "RFXResp 8000001421 Mashariki Ent...", which is expanded to show a sub-folder named "Folder". A red box highlights the "Folder" link, and a red arrow points to it from below.

The main content area is titled "Work Area RFXResp 8000001421 Mashariki Enterprises". It includes a "Navigation" section with a link to "Collaboration" and a "Current Path" showing the breadcrumb: "Collaboration RFX 2500... > RFXResp 8000001421 Mas...".

The "Change Work Area" section contains the following fields:

- Collaboration:
- Name: *
- Description:
- Authorization:

At the bottom of the form, there are buttons for "Save", "Notifications", "Assign Status Profile", "Additional Functions", and "Cancel".

STEP 22:CLICK ON CREATE

mySAP PLM
cFolders

Collaboration on the Web

Home
Refresh Search Favorites Settings Help Logout

Collaboration RFX 2500000270

RFXResp 8000001421 Mashariki Ent... ▾

Folder

Folder Folder Help

Current Path: [Collaboration RFX 2500...](#) > [RFXResp 8000001421 Mas...](#) > Folder

Folder

To save any changes made, click Save.

Name

Subscribe

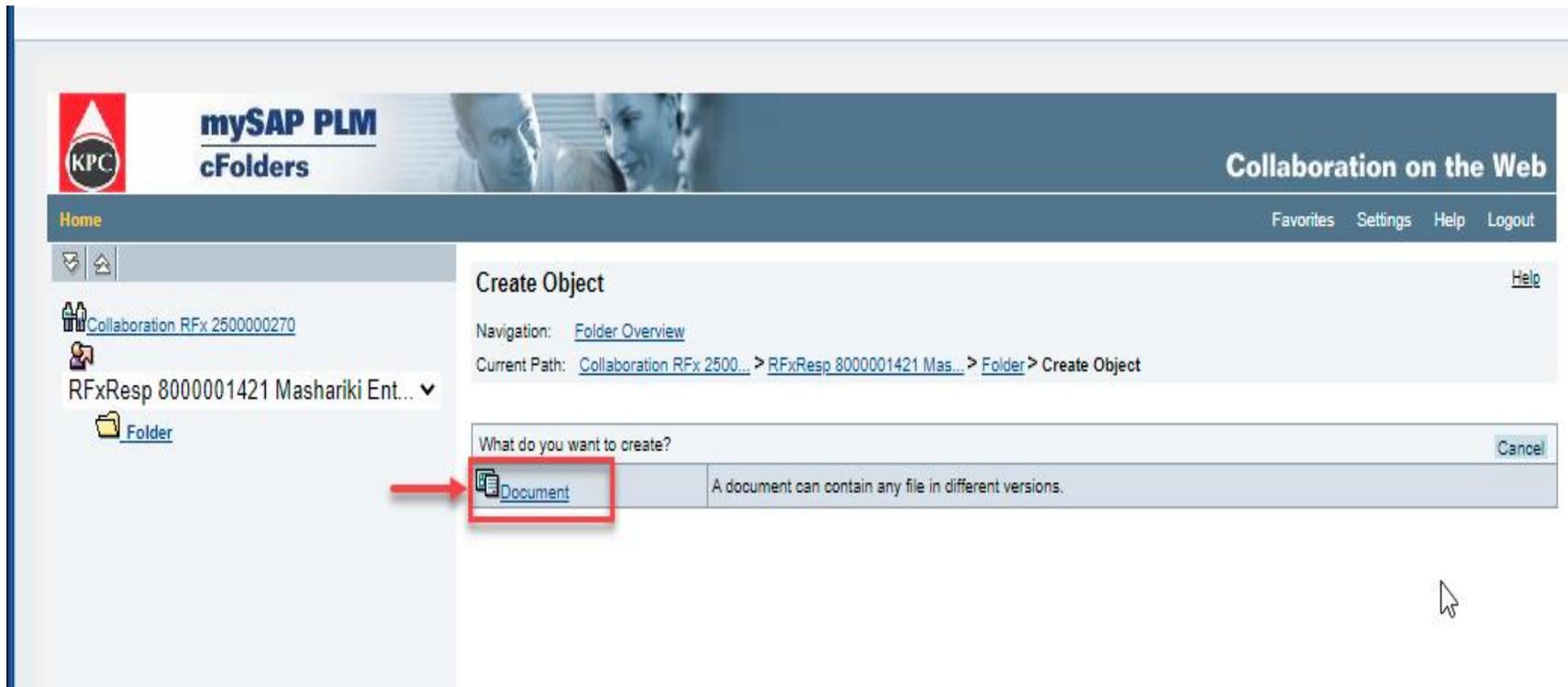
Authorization

[Save](#) [Notifications](#) [Assign Status Profile](#) [Additional Functions ▾](#) [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	All	None
Name ▲	Current Version	Read	Status	Changed on				
<input type="checkbox"/> KPC/PU/OT-2398(CIVIL)NBI/21-22	TENDER DOCUMENT - OT-2398- CIVIL-21-22.pdf (330KB)			RFCUSER	14.06.2022 10:37:21			
<input type="checkbox"/> RFXResp_8000001421	https://susqasjv...			RFCUSER	14.06.2022 10:37:22			

STEP 23:CLICK ON DOCUMENT



The screenshot displays the mySAP PLM cFolders web interface. The header includes the KPC logo, the text "mySAP PLM cFolders", and "Collaboration on the Web". Navigation links for "Home", "Favorites", "Settings", "Help", and "Logout" are present. The main content area shows a "Create Object" dialog box with the following details:

- Navigation: [Folder Overview](#)
- Current Path: [Collaboration RFx 2500...](#) > [RFxResp 8000001421 Mas...](#) > [Folder](#) > Create Object
- What do you want to create? (with a "Cancel" button)
- A list of options where "Document" is highlighted with a red box and a red arrow pointing to it. A tooltip for "Document" reads: "A document can contain any file in different versions."

The left sidebar shows a tree view with "Collaboration RFx 2500000270" and "RFxResp 8000001421 Mashariki Ent..." expanded to show a "Folder" icon.

STEP 24: NAME, DESCRIBE THE UPLOAD THEN CLICK CONTINUE

mySAP PLM
cFolders

Collaboration on the Web

Home Favorites Settings Help Logout

Navigation: [Folder Overview](#)
Current Path: [Collaboration RfX 2500...](#) > [RfXResp 8000001421 Mas...](#) > [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 *

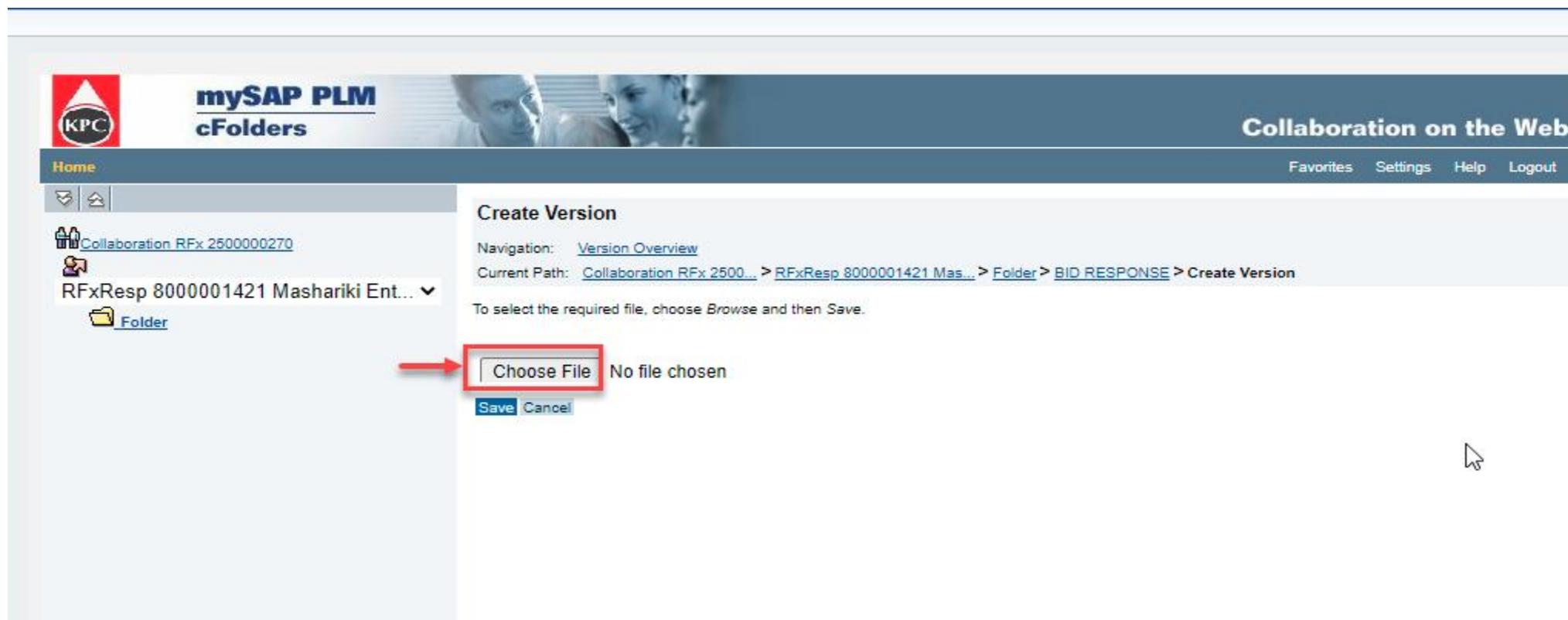
Description

Subscribe

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

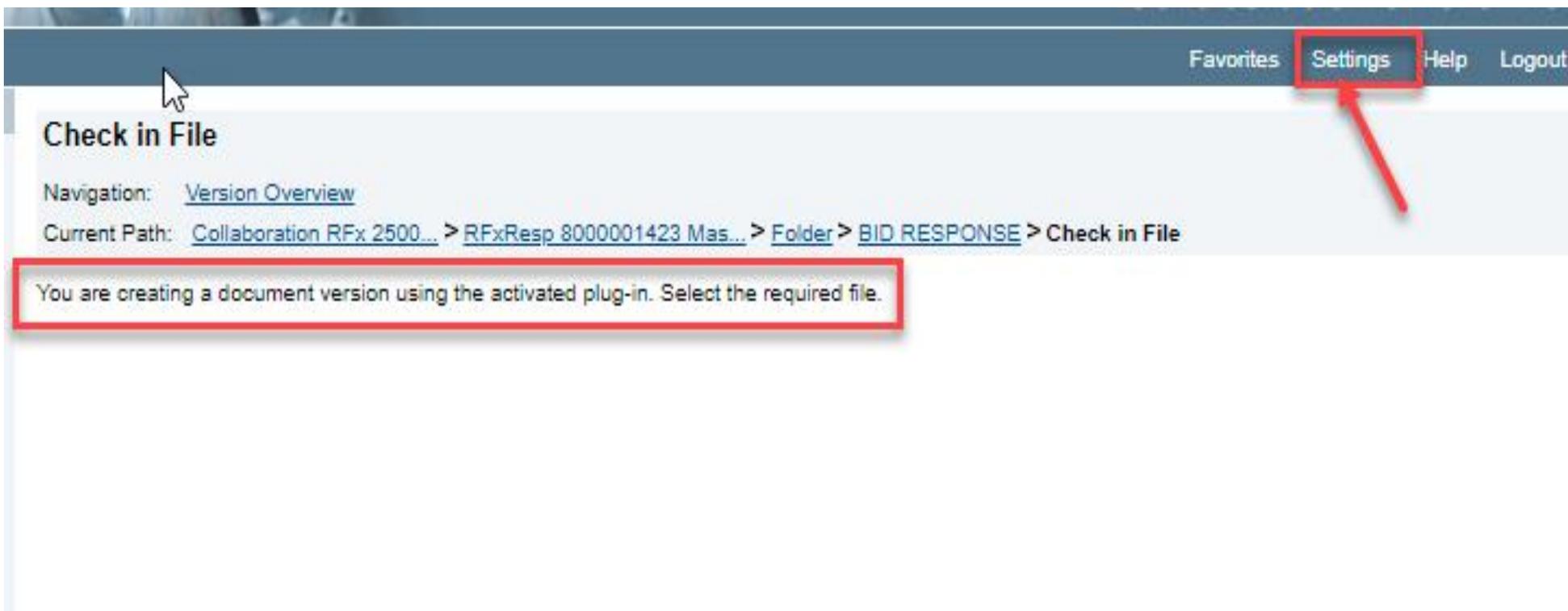
Upload Local File
 Create File Later

STEP 25: CLICK CHOOSE FILE AND PROCEED TO STEP 36,IF CHOOSE FILE IS NOT AVAILABLE PROCEED TO STEP 26.



The screenshot displays the mySAP PLM cFolders web interface. The header includes the KPC logo, the text 'mySAP PLM cFolders', and 'Collaboration on the Web'. A navigation bar contains 'Home', 'Favorites', 'Settings', 'Help', and 'Logout'. The main content area is titled 'Create Version' and shows a breadcrumb path: 'Collaboration RfX 2500...' > 'RfXResp 8000001421 Mas...' > 'Folder' > 'BID RESPONSE' > 'Create Version'. Below the path, it says 'To select the required file, choose Browse and then Save.' A dialog box is open with a 'Choose File' button highlighted by a red arrow, and the text 'No file chosen' next to it. Below the dialog are 'Save' and 'Cancel' buttons. The left sidebar shows a tree view with 'Collaboration RfX 2500000270' and 'RfXResp 8000001421 Mashariki Ent...' expanded to show a 'Folder'.

STEP 26: CLICK ON SETTINGS



STEP 27: UNCHECK PLUG-IN BUTTON ,THEN SAVE

mySAP PLM cFolders Collaboration on the Web

Home Favorites Settings Help Logout

Functions

- Competitive Scenarios
- Collaborative Scenarios
- Standards
- Meetings
- Received Notifications
- Sent Notifications
- Notification Templates
- Status Management
- Search
- User Groups
- User Administration
- About cFolders

Settings Help

General Layout Meetings Notifications User Roles

On this tab page, you select a language or specific technical terminology (vocabulary). Specify the scenarios you want to use and whether you want to work with Standards and then specify your home page. In addition, choose whether you want to activate the accessibility functions and the plug-in for editing documents online (that is, editing your file directly without needing to download and upload it locally). Also define the file server you want to work with.

Fixed Values

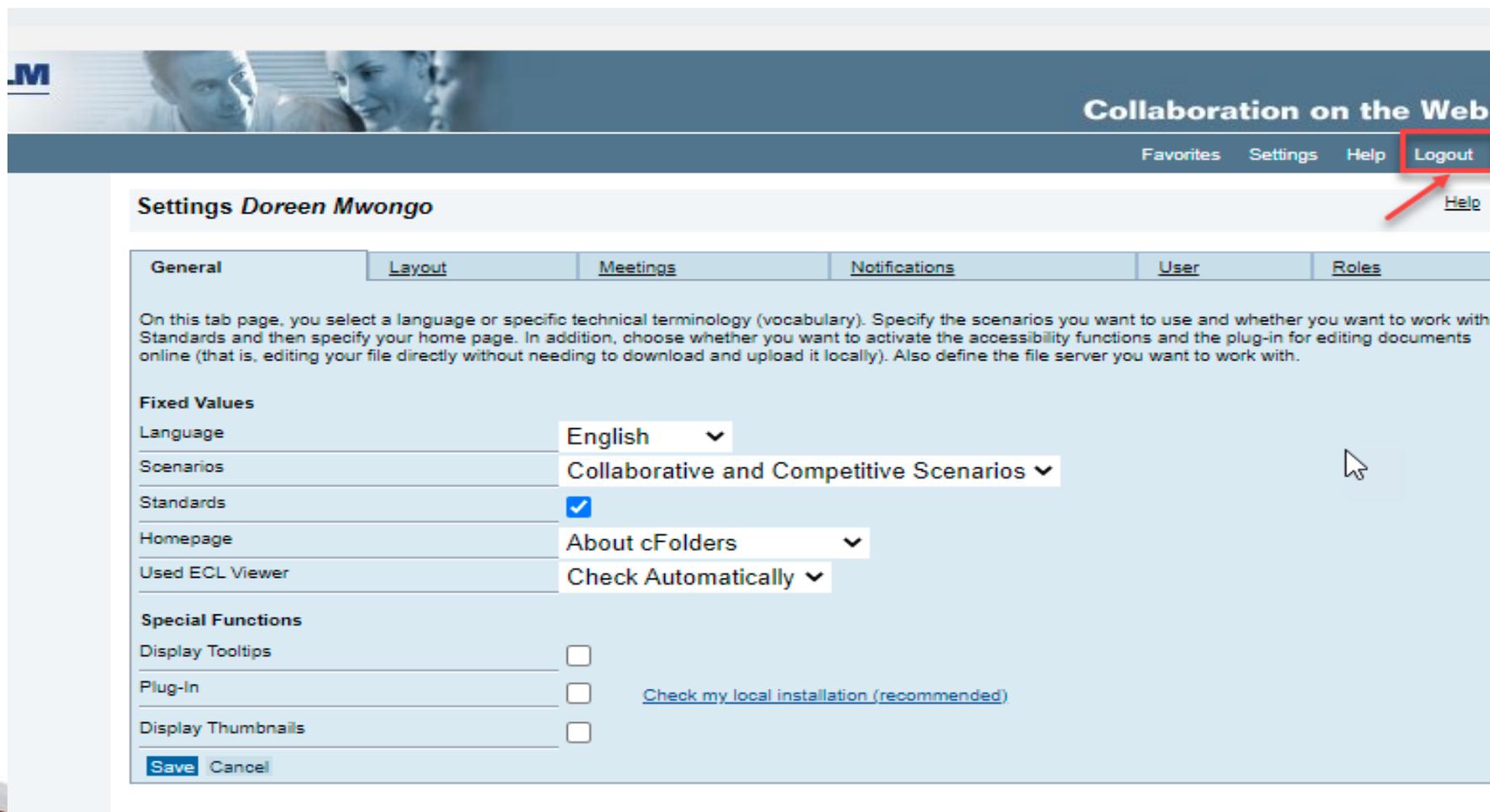
Language	English
Scenarios	Collaborative and Competitive Scenarios
Standards	<input checked="" type="checkbox"/>
Homepage	About cFolders
Used ECL Viewer	Check Automatically

Special Functions

Display Tooltips	<input type="checkbox"/>
Plug-In	<input checked="" type="checkbox"/> Check my local installation (recommended)
Display Thumbnails	<input type="checkbox"/>

Save

STEP 28 : LOGOUT



Collaboration on the Web

Navigation: Favorites Settings Help **Logout** Help

Settings Doreen Mwongo

General | Layout | Meetings | Notifications | User | Roles

On this tab page, you select a language or specific technical terminology (vocabulary). Specify the scenarios you want to use and whether you want to work with Standards and then specify your home page. In addition, choose whether you want to activate the accessibility functions and the plug-in for editing documents online (that is, editing your file directly without needing to download and upload it locally). Also define the file server you want to work with.

Fixed Values

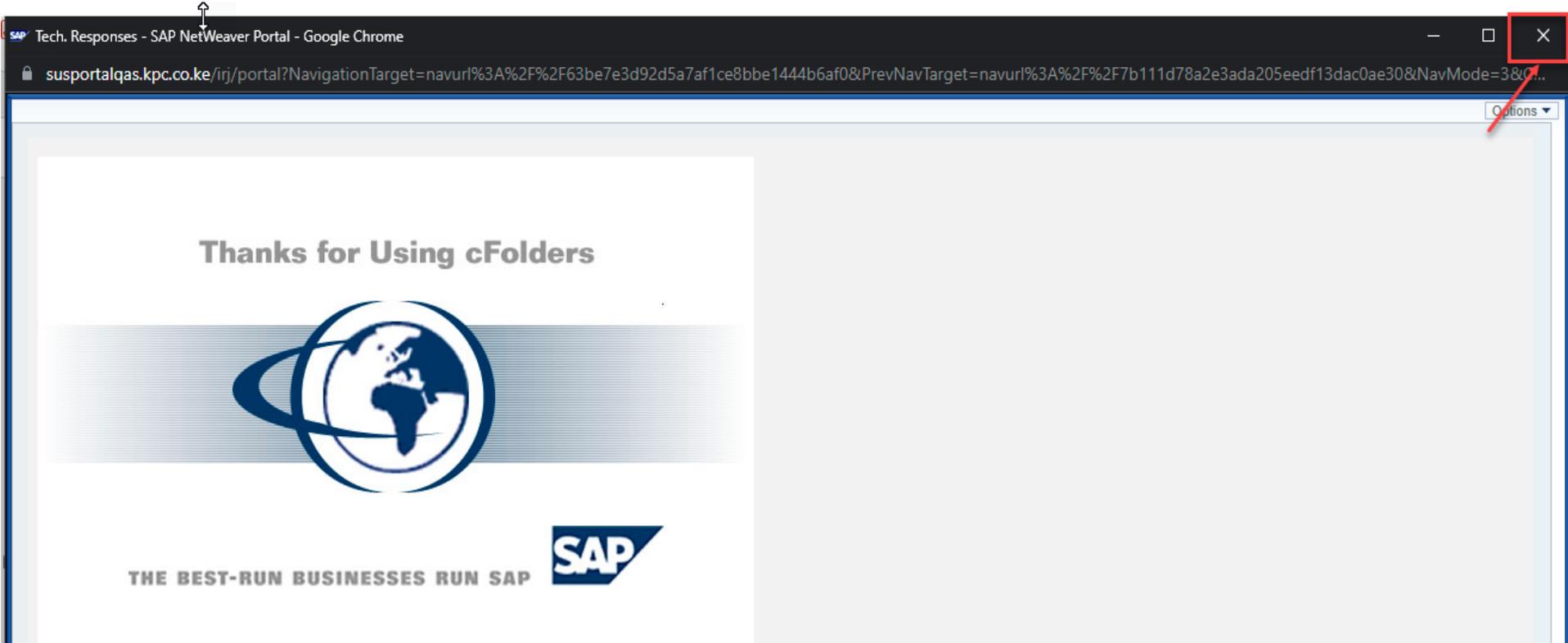
Language	English
Scenarios	Collaborative and Competitive Scenarios
Standards	<input checked="" type="checkbox"/>
Homepage	About cFolders
Used ECL Viewer	Check Automatically

Special Functions

Display Tooltips	<input type="checkbox"/>
Plug-In	<input type="checkbox"/> Check my local installation (recommended)
Display Thumbnails	<input type="checkbox"/>

Buttons: Save Cancel

STEP 29: CLOSE THE WINDOW



STEP 30: BELOW COLLABORATION ROOM CLICK ON RFX RESPONSE NO/NAME OF YOUR COMPANY

Create RFX Response: 8000001421

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

! User XBOPIQGB4Y1N is already processing a response for this RFX

Number 8000001421 RFX Number 2500000270 Status Saved Submission Deadline 14.06.2022 14:00:00 UTC+3 Opening Date 14.06.2022 14:40:00 UTC+3 Remaining Time 0 Days 03:22:38
RFX Owner RFCUSER Total Value 0.00 KES

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

Notes

Add | Clear Filter Settings

Assigned To	Category	Text Preview
Document ...	RFX/Auction Text	TENDER DOCUMENT AVAILABLE IN THE C-FOLDER

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
The table does not contain any data										

Collaboration

Create | Assign | Delete

Collaboration Room	Created on
RFXResp 8000001421 Mashariki Enterprises	14.06.2022 10:37:22

STEP 31: CLICK ON FOLDER



The screenshot displays the mySAP PLM cFolders web interface. The top navigation bar includes the KPC logo, the text "mySAP PLM cFolders", and the slogan "Collaboration on the Web". On the right side of the navigation bar are links for "Refresh", "Favorites", "Settings", "Help", and "Logout".

The left sidebar shows a tree view of folders. Under the "Public Area" folder, a sub-folder named "Folder" is highlighted with a red box, and a red arrow points to it. The main content area shows the details for the selected "Public Area" folder, including navigation links, the current path, and a "Change Work Area" section with input fields for Collaboration, Name, Description, and Authorization.

mySAP PLM cFolders Collaboration on the Web

Home Refresh Favorites Settings Help Logout

Public Area *Public Area* [Help](#)

Navigation: [Collaboration](#)

Current Path: [Collaboration RfX 2500...](#) > [Public Area](#)

Change Work Area

Choose **Save** to save changes made to the name or the description. If you want to assign additional names to certain cFolders objects in this work area, choose *Aliases*.

Collaboration

Name

Description

Authorization

STEP 32:CLICK ON BID RESPONSE

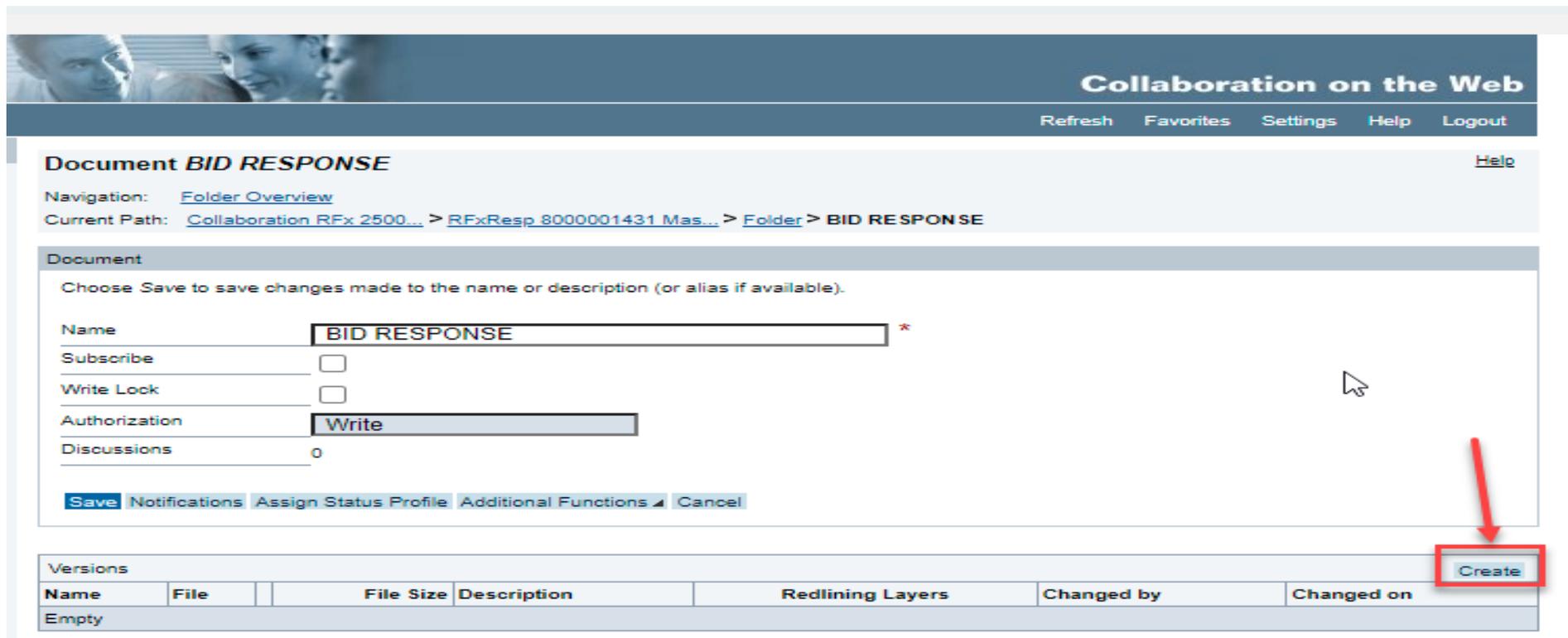
The screenshot shows the mySAP PLM cFolders web interface. The header includes the KPC logo, 'mySAP PLM cFolders', and 'Collaboration on the Web'. The navigation bar contains 'Home', 'Refresh', 'Search', 'Favorites', 'Settings', 'Help', and 'Logout'. The left sidebar shows a tree view with 'Collaboration RfX 2500000272' and 'RfXResp 8000001432 Morendati Ent...' expanded to show a 'Folder'.

The main content area is titled 'Folder Folder' and shows the 'Current Path' as 'Collaboration RfX 2500... > RfXResp 8000001432 Mor... > Folder'. Below this, there are input fields for 'Name' (containing 'Folder'), 'Subscribe' (checkbox), and 'Authorization' (containing 'Write'). A 'Save' button is visible.

Below the form, there is a table titled 'Folder Contents' with columns: Name, Current Version, Read, Status, and Changed on. A red box highlights the 'BID RESPONSE' entry, and a red arrow points to it from above.

Name	Current Version	Read	Status	Changed on
<input type="checkbox"/> BID RESPONSE				
<input type="checkbox"/> KPC/PU/OT-3970(CIVIL)/NBI/21-22	TENDER FOR CONSULTANCY SERVICES.pdf (48KB)		RFCUSER	17.06.2022 14:45:07
<input type="checkbox"/> RfXResp 8000001432	https://susqasjv...		RFCUSER	17.06.2022 14:45:07

STEP 33:CLICK ON CREATE



Collaboration on the Web

Refresh Favorites Settings Help Logout

Document *BID RESPONSE* [Help](#)

Navigation: [Folder Overview](#)

Current Path: [Collaboration RfX 2500...](#) > [RfXResp 8000001431 Mas...](#) > [Folder](#) > **BID RESPONSE**

Document

Choose **Save** to save changes made to the name or description (or alias if available).

Name *

Subscribe

Write Lock

Authorization

Discussions 0

[Save](#) [Notifications](#) [Assign Status Profile](#) [Additional Functions](#) [Cancel](#)

Versions

Name	File	File Size	Description	Redlining Layers	Changed by	Changed on
Empty						

[Create](#)

STEP 34:NAME , DESCRIBE THE UPLOAD,THEN CLICK CONTINUE

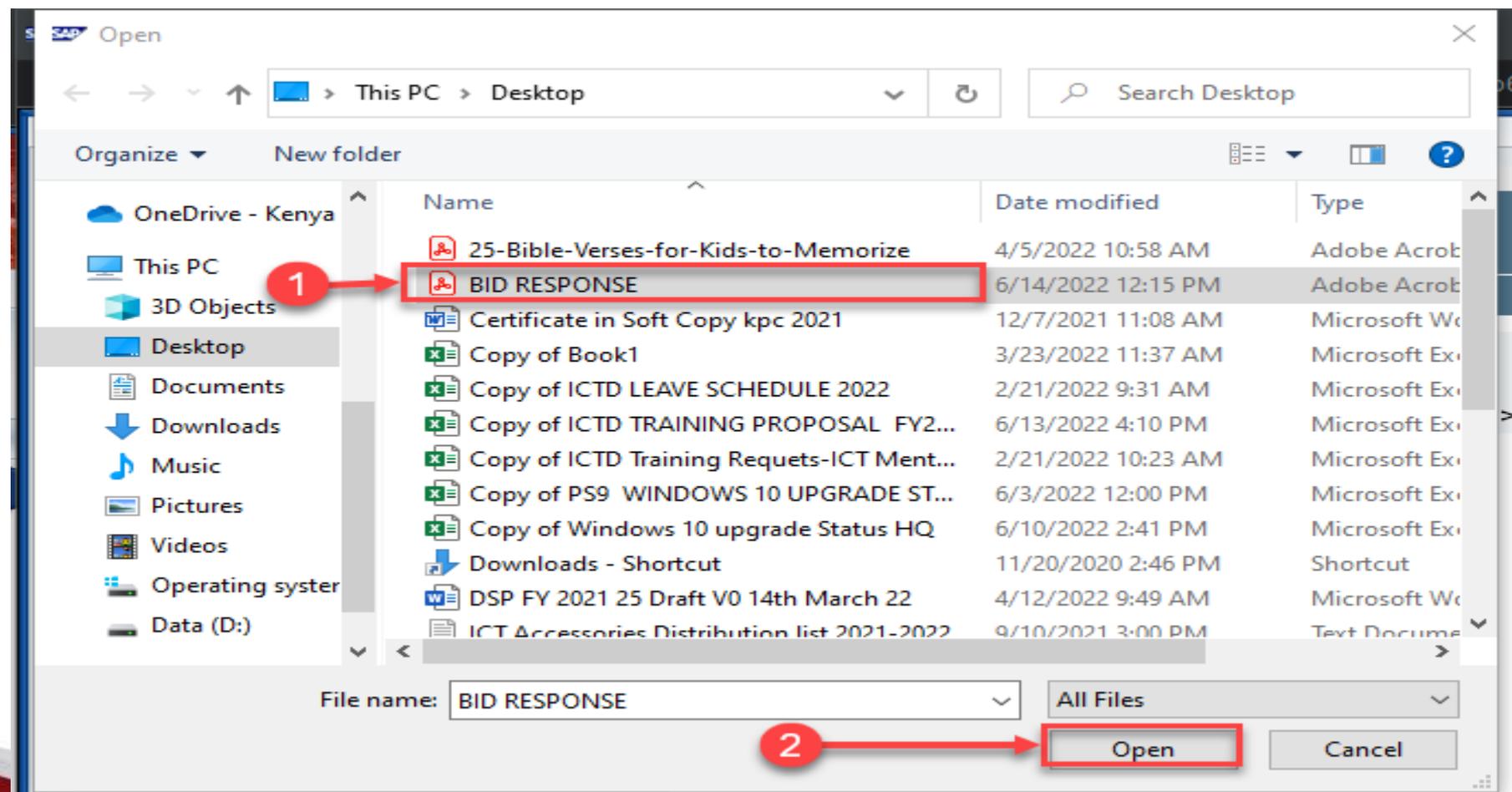
The screenshot shows the 'mySAP PLM cFolders' interface. The main content area is titled 'Create Version'. Below the title, there is a navigation path: 'Navigation: [Version Overview](#)' and 'Current Path: [Collaboration RFx 2500...](#) > [RFxResp 8000001431 Mas...](#) > [Folder](#) > [BID_RESPONSE](#) > Create Version'. The form itself has a heading 'Create Version' and a sub-heading 'Enter the name and a description Specify whether the associated file is to be uploaded or created from the file storage and then choose Next.' There are two input fields: 'Name' with the value 'BID RESPONSE' and 'Description' with the value 'KPC/PU/OT-3970(CIVIL)NBI/21-22 Tender for consultancy services'. Below the fields is a radio button labeled 'Upload Local File' which is selected. At the bottom of the form are two buttons: 'Continue' and 'Cancel'. Three red callout boxes with numbers 1, 2, and 3 point to the 'Name' field, the 'Description' field, and the 'Continue' button respectively.

STEP 35:CLICK ON CHOOSE FILE



The screenshot displays the mySAP PLM cFolders web interface. The header includes the KPC logo, the text 'mySAP PLM cFolders', and 'Collaboration on the Web' with navigation links for 'Home', 'Favorites', 'Settings', 'Help', and 'Logout'. The main content area is titled 'Create Version' and shows a breadcrumb trail: 'Collaboration RFx 2500000272 > RFxResp 8000001431 Mashariki Ent... > Folder > BID RESPONSE > Create Version'. A red arrow points to the 'Choose File' button in the dialog box, which also displays 'No file chosen' and 'Save Cancel' options.

STEP 36: PICK FILE FROM WHERE IT'S SAVED



STEP 37: CLICK ON SAVE BUTTON



The screenshot shows the 'mySAP PLM cFolders' web interface. The header includes the KPC logo, the text 'mySAP PLM cFolders', and 'Collaboration on the Web'. A navigation bar contains 'Home', 'Favorites', 'Settings', 'Help', and 'Logout'. The main content area is titled 'Create Version' and shows a breadcrumb path: 'Collaboration RfX 2500000270 > RfXResp 8000001420 Mas... > Folder > BID RESPONSE > Create Version'. Below the path, there is a text instruction: 'To select the required file, choose Browse and then Save.' A file selection box contains 'Choose File' and 'BID RESPONSE.pdf'. At the bottom of this box, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

STEP 38:CONFIRM RESPONSE IS IN THE C-FOLDER

mySAP PLM cFolders Collaboration on the Web

Home Refresh Search Favorites Settings Help Logout

Collaboration RfX 2500000270

RfXResp 8000001420 Mashariki Ent... ▾

Folder

Folder Folder [Help](#)

Current Path: [Collaboration RfX 2500...](#) > [RfXResp 8000001420 Mas...](#) > Folder

Folder

To save any changes made, click Save.

Name

Subscribe

Authorization

[Save](#) [Notifications](#) [Assign Status Profile](#) [Additional Functions ▾](#) [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	All	None
Name ▲	Current Version	Read	Status			Changed on		
<input type="checkbox"/> BID RESPONSE.	BID RESPONSE.pdf (48KB)					Doreen Mwongo	14.06.2022 12:26:01	
<input type="checkbox"/> KPC/PU/OT-2398(CIVIL)/NB/21-22	TENDER DOCUMENT - OT-2398- CIVIL-21-22.pdf (330KB)					RFCUSER	14.06.2022 10:35:21	
<input type="checkbox"/> RfXResp 8000001420	https://susqsiv...					RFCUSER	14.06.2022 10:35:22	

STEP 39:CLICK ON LOGOUT

mySAP PLM cFolders Collaboration on the Web

Home Refresh Search Favorites Settings Help **Logout**

Collaboration RFX 2500000270

RFXResp 8000001420 Mashariki Ent... ▾

Folder

Folder Folder

Current Path: Collaboration RFX 2500... > RFXResp 8000001420 Mas... > Folder

Folder

To save any changes made, click Save.

Name

Subscribe

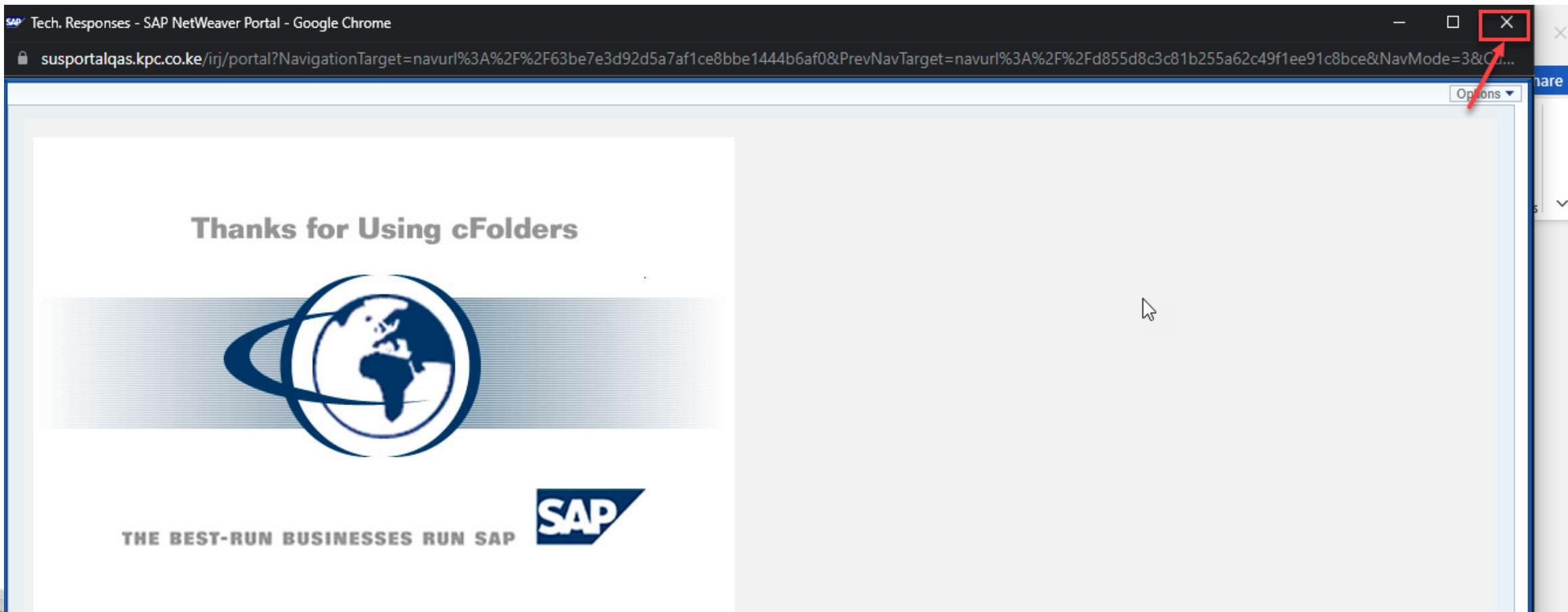
Authorization

[Save](#) [Notifications](#) [Assign Status Profile](#) [Additional Functions ▾](#) [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	All	None
<input type="checkbox"/>	Name ▲	Current Version	Read	Status				Changed on
<input type="checkbox"/>	BID RESPONSE.	BID RESPONSE.pdf (48KB)						Doreen Mwangi 14.06.2022 12:26:01
<input type="checkbox"/>	KPC/PU/OT-2398(CIVIL)NBI/21-22	TENDER DOCUMENT - OT-2398- CIVIL-21-22.pdf (330KB)						RFCUSER 14.06.2022 10:35:21
<input type="checkbox"/>	RFXResp 8000001420	https://susqasiv....						RFCUSER 14.06.2022 10:35:22

STEP 40: CLOSE THE WINDOW



STEP 41: CLICK ON EDIT

Response - SAP NetWeaver Portal - Google Chrome

susportalqas.kpc.co.ke/irj/portal?NavigationTarget=navurl%3A%2F%2Fd855d8c3c81b255a62c49f1ee91c8bce&PrevNavTarget=navurl%3A%2F%2F4ce3882cf8a7f7020c038abb16d4a1ca&NavMode=3&...

Display RfX Response: 8000001420

Edit | Print Preview | Refresh | Check | Close | Export | System Information | Create Memory Snapshot

Number 8000001420 RfX Number 2500000270 Status Saved Submission Deadline 14.06.2022 14:00:00 UTC+3 Opening Date 14.06.2022 14:40:00 UTC+3 Remaining Time 0 Days 01:40:29
RfX Owner RFCUSER Total Value 0.00 KES

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

▼ Notes

Add Clear Filter Settings

Assigned To	Category	Text Preview
Document ...	RfX/Auction Text	TENDER DOCUMENT AVAILABLE IN THE C-FOLDER

▼ 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
The table does not contain any data										

STEP 42: CLICK ON ITEMS

susportalqas.kpc.co.ke/irj/portal?NavigationTarget=navurl%3A%2F%2Fd855d8c3c81b255a62c49f1ee91c8bce&PrevNavTarget=navurl%3A%2F%2F4ce3882cf8a7f7020c038abb16d4a1ca&NavMode=3&Cur

Options

Edit RFX Response: 8000001420

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

Number 8000001420 RFX Number 2500000270 Status Saved Submission Deadline 14.06.2022 14:00:00 UTC+3 Opening Date 14.06.2022 14:40:00 UTC+3 Remaining Time 0 Days 01:23:39
RFX Owner RFCUSER Total Value 0.00 KES

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

Basic Data | Questions | Notes and Attachments

Event Parameters
Currency: Kenyan Shilling
Terms of Payment:

Service and Delivery
Incoterm:

Status and Statistics
Created On: 14.06.2022 10:35:20 UTC+3
Created By: Ms. Doreen Mwongo
Last Processed On: 14.06.2022 10:35:20 UTC+3
Last Processed By: Ms. Doreen Mwongo

Partners and Delivery Information

STEP 43: INPUT UNIT PRICE IN THE PRICE FIELD EXCLUSIVE OF VAT

susportalqas.kpc.co.ke/irj/portal?NavigationTarget=navurl%3A%2F%2Fd855d8c3c81b255a62c49f1ee91c8bce&PrevNavTarget=navurl%3A%2F%2F4ce3882cf8a7f7020c038abb16d4a1ca&NavMode=3&Cu

Options

Edit RFx Response: 800001420

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

Number 800001420 RFx Number 2500000270 Status Saved Submission Deadline 14.06.2022 14:00:00 UTC+3 Opening Date 14.06.2022 14:40:00 UTC+3 Remaining Time 0 Days 01:23:39
RFx Owner RFCUSER Total Value 0.00 KES

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

▼ Item Overview

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

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Tot
0001	hydraulic ...		Material		CIVIL	Civil & General H/w	1	1	EA	0.00	KES	1	On 31.08.2022	

STEP 44: IF UNABLE TO KEY IN PRICE DIRECTLY IN THE PRICE FIELD, CLICK ON THE NODE TO EXPAND

Create RFx Response: 8000001431

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

! User XBOPIQGB4Y1N is already processing a response for this RFx

Number 8000001431 Remaining Time 12 Days 21:40:31 | RFx Number 2500000272 RFx Owner RFCUSER | Status Saved | Submission Deadline 30.06.2022 10:00:00 UTC+3 Total Value 0.00 KES | Opening Date 30.06.2022 10:10:00 UTC+3

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

Overview

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

Line Number	Description	Variant	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
0001	Consulta...		<input checked="" type="checkbox"/>	Outline		PROJECTS	Project System Group	1	1	AU		KES	
0001.AA	2.5mm C...			Service		PROJECTS	Project System Group	300	300	M	0.00	KES	1
0001.AB	Breakers(...			Service		PROJECTS	Project System Group	250	250	EA	0.00	KES	1
0001.AC	Power di...			Service		PROJECTS	Project System Group	1	1	EA	0.00	KES	1

STEP 45: CLICK ON CHECK TO UPDATE TOTAL PRICE WITHOUT VAT

Address: susportalqas.kpc.co.ke/irj/portal?NavigationTarget=navurl%3A%2F%2Fd855d8c3c81b255a62c49f1ee91c8bce&PrevNavTarget=navurl%3A%2F%2F4ce3882cf8a7f7020c038abb16d4a1ca&NavMode=3

Edit Rfx Response: 8000001420

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

✓ Rfx response is complete and contains no errors

Number 8000001420 Rfx Number 2500000270 Status Saved Submission Deadline 14.06.2022 14:00:00 UTC+3 Opening Date 14.06.2022 14:40:00 UTC+3 Remaining Time 0 Days 01:20:1

Rfx Owner RFCUSER **Total Value 1,000.00 KES**

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

▼ Item Overview

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

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date
0001	hydraulic ...		Material		CIVIL	Civil & General H/w	1	1	EA	,0...	KES	1	On 31.08.2022

STEP 46: CLICK SUBMIT TO SEND YOUR RESPONSE

[susportalqas.kpc.co.ke/irj/portal?NavigationTarget=navurl%3A%2F%2Fd855d8c3c81b255a62c49f1ee91c8bce&PrevNavTarget=navurl%3A%2F%2F4ce3882cf8a7f7020c038abb16d4a1ca&NavMode=3&C](#)

[Optio](#)

Edit Rfx Response: 8000001420

[Submit](#)
[Read Only](#)
[Print Preview](#)
[Check](#)
[Close](#)
[Save](#)
[Delete](#)
[Export](#)
[Import](#)
[System Information](#)
[Create Memory Snapshot](#)

 Rfx response is complete and contains no errors

Number 8000001420 Rfx Number 2500000270 Status Saved Submission Deadline 14.06.2022 14:00:00 UTC+3 Opening Date 14.06.2022 14:40:00 UTC+3 Remaining Time 0 Days 01:20:10
 Rfx Owner RFCUSER Total Value 1,000.00 KES

[Rfx Information](#) **Items** [Notes and Attachments](#) [Summary](#) [Tracking](#)

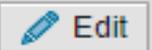
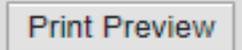
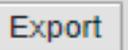
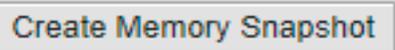
▼ [Item Overview](#)

[Details](#) [Add New](#) [Copy](#) [Paste](#) [Delete](#) [Calculate Value](#)

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Tot
0001	hydraulic ...		Material		CIVIL	Civil & General H/w	1	1	EA	1,0...	KES	1	On 31.08.2022	

STEP 47: CLICK CLOSE TO EXIT THE PAGE

Display RFX Response: 8000001423

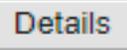
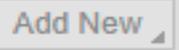
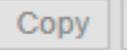
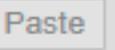
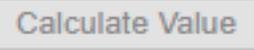
 Edit |  Print Preview |  **Close** |  Withdraw |  Export |  System Information |  Create Memory Snapshot

✔ RFX response 8000001423 submitted

Number	8000001423	RFX Number	2500000271	Status	Saved	Submission Deadline	30.06.2022 10:00:00 UTC+3	Open
Remaining Time	13 Days 16:41:48	RFX Owner	RFCUSER	Total Value	1,000.00 KES			

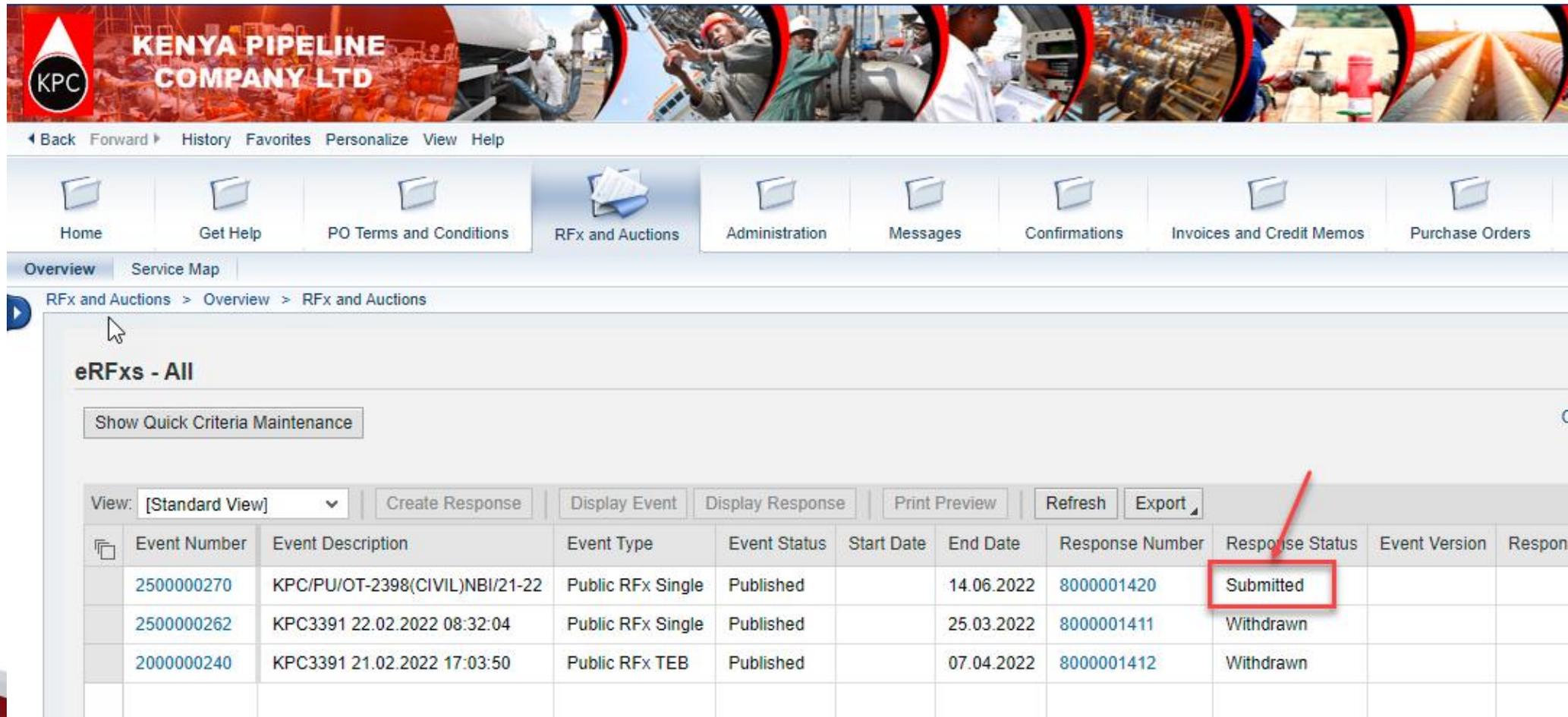
RFX Information **Items** Notes and Attachments Summary Tracking

▼ Item Overview

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

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Requ
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STEP 48: VIEW YOUR RESPONSE STATUS



KENYA PIPELINE COMPANY LTD

Navigation: Home, Get Help, PO Terms and Conditions, **RFx and Auctions**, Administration, Messages, Confirmations, Invoices and Credit Memos, Purchase Orders

Breadcrumbs: Overview > Service Map > RFx and Auctions > Overview > RFx and Auctions

eRFxs - All

Show Quick Criteria Maintenance

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	Event Version	Response
2500000270	KPC/PU/OT-2398(CIVIL)NBI/21-22	Public RFx Single	Published		14.06.2022	8000001420	Submitted		
2500000262	KPC3391 22.02.2022 08:32:04	Public RFx Single	Published		25.03.2022	8000001411	Withdrawn		
2000000240	KPC3391 21.02.2022 17:03:50	Public RFx TEB	Published		07.04.2022	8000001412	Withdrawn		

STEP 49: LOG OUT

The screenshot shows the KPC web application interface. At the top left is the KPC logo and the text "KENYA PIPELINE COMPANY LTD". Below this is a navigation bar with links: "Back", "Forward", "History", "Favorites", "Personalize", "View", and "Help". On the right side of the navigation bar, the text "Welcome" is visible. Below the navigation bar is a horizontal menu with icons for various sections: "Home", "Get Help", "PO Terms and Conditions", "RFX and Auctions", "Administration", "Messages", "Confirmations", "Invoices and Credit Memos", "Purchase Orders", "Shipping Notifications", and "Company". A red arrow points to the "Log off" button in the top right corner of the application. Below the menu is a breadcrumb trail: "RFX and Auctions > Overview > RFX and Auctions". The main content area is titled "Active Queries" and contains the following information:

- eRFxs **All (4)** Published (1) Ended (3) Completed (0)
- eAuctions All (0) Published (0) Ended (0) Completed (0)

Below this information is the heading "eRFxs - All".

*Thank
you*

A close-up image of a fountain pen nib, which is gold in color, positioned at the end of the word 'you' in the cursive text. The nib is pointing downwards and to the left, as if it has just finished writing the word.