

# Objetive

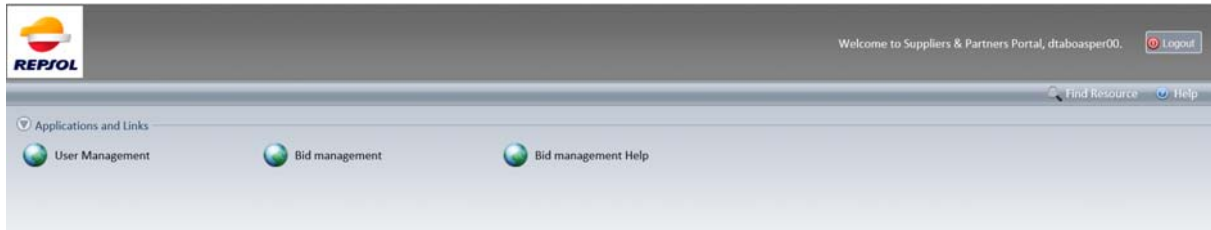
## Procedure

1. Start the transaction using the menu path or transaction code.
2. Start the transaction using the menu path or transaction code.
3. Start the transaction using the menu path or transaction code.

4. As required, complete/review the following fields:

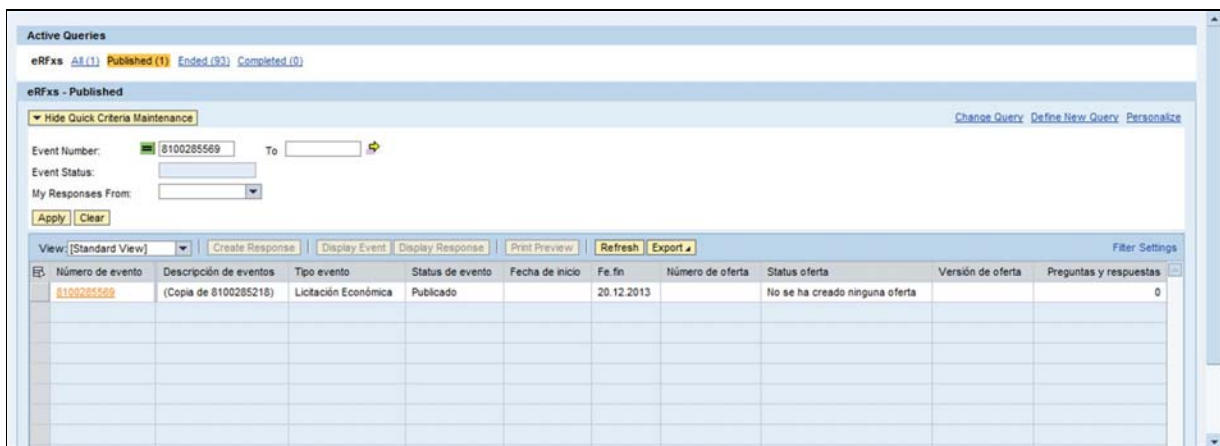
Field	R/O/C	Description
User name	R	<b>Example:</b> rordonezre00
Pass word	R	<b>Example:</b> *****

5. Click button Sign In .



6. Click link label Bid management.

### Active Queries



7. Click on the link to the Request for Proposal.

### Display RFX : 8100285569

**Display RFX : 8100285569** [Help](#)

RFX Number: 8100285569   RFX Name: (Copia de 8100285218)   RFX Status: Published   RFX Start Date:   Submission Deadline: 20.12.2013 00:00:00 CET   Remaining Time: RFX Number 45 Days 01:27:57  
 RFX Owner: Mr. EBPADMIN EBPADMIN   RFX Version Number: 1   RFX Version Type: Active Version

**RFX Information**   Items   Notes and Attachments

**RFX Parameters**   Questions   Note and Attachments   Table Extensions

Time Zone: CET   Internal Code:

Submission Deadline: 20.12.2013 00:00:00   Mat/Ser Group: 1000

Opening Date: 20.12.2013 00:00:00   Rubro description: ELECTRICAL MATERIALS AND EQUIPMENT

End of Binding Period:    Awarding Code:

Currency: EUR

Criticality level: Low

**Partners and Delivery Information**

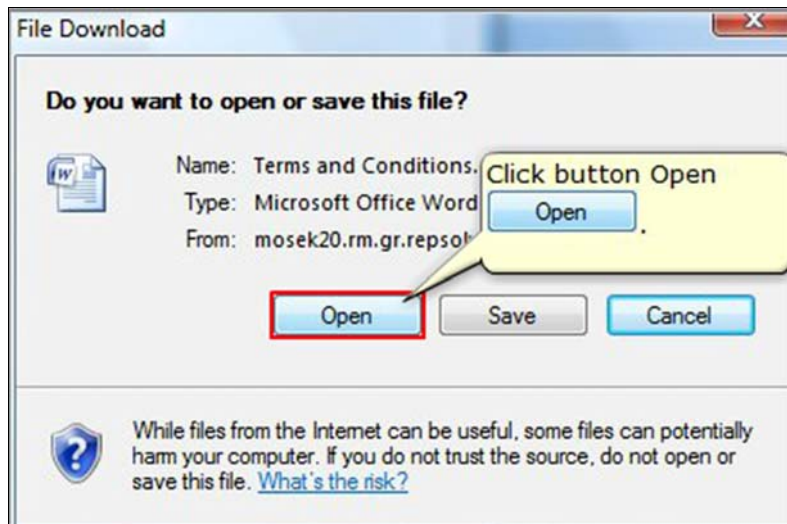
          

Function	Number	Name	Phone Number
Requester		EBPADMIN EBPADMIN	

8. Click Note and Attachments to check if the Buyer has attached any documents.

9. Click to open the document.

XXXX



8.1. Click button Open.

Display RFX : 8100285569

**Display RFX : 8100285569** [Help](#)

RFX Number: 8100285569 RFX Name: (Copia de 8100285218) RFX Status: Published RFX Start Date: Submission Deadline: 20.12.2013 00:00:00 CET Remaining Time: RFX Number 45 Days 01:27:57  
RFX Owner: Mr. EBPADMIN EBPADMIN RFX Version Number: 1 RFX Version Type: Active Version

[Close](#) [Refresh](#) [Do Not Participate](#) [Create Response](#) [Questions and Answers \(0\)](#) [Export](#)

**RFX Information** Items Notes and Attachments

RFX Parameters Questions **Note and Attachments** Table Extensions

**Notes** [Clear](#) [Filter Settings](#)

Category	Description
<a href="#">Tendering text</a>	-Empty-
<a href="#">Molivos de Cambio</a>	-Empty-
<a href="#">Fecha de reunión contratistas</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
Standard Attachment	<a href="#">Fichero</a>	Escenarios.xlsx	1		<input type="checkbox"/>	xlsx	21	EBPADMIN	04.11.2013

[Close](#) [Refresh](#) [Do Not Participate](#) [Create Response](#) [Questions and Answers \(0\)](#) [Export](#)

10. Click to create an offer.

## Request for Proposal Terms

**Tendering terms**

**CONDITIONS OF USE OF THE SAP/SRM TOOL**

I. The SAP/SRM tool is an IT application on the Repsol Internet portal (www.repsol.com) that allows suppliers who have been invited to bid application processes called by the Repsol Group companies, through the use of a user name and password, to carry out the following actions:

- Display and download the documentation of the application for bids
- Create the bid and
- Submit binding bids

Repsol provides a user name and password to certain individuals who, according to the information provided to Repsol by its suppliers, have sufficient capacity to represent the supplier and, in particular, to submit binding bids for the supplier in bid application processes to which it has been invited. For security reasons and prior to accessing the application, these persons must change the password initially assigned to them by Repsol.

II.- You state and guarantee that you have the sufficient power to act and oblige the supplier for whom you are participating in this application and state that you know that through the use of this user name and password that you, or the person who, eventually, uses them carries out binding acts for the supplier for whom you are participating. The actions that you carry out, the communications, documents or statements that you send and, in particular the bids that you submit through the application under this user name, will be understood, to all effects, to be made, sent and submitted for and on behalf of the supplier.

III.- By pressing the "Create Bid" option, you state and accept voluntarily and expressly that:

- You are drawing up a binding bid for the supplier whom you represent.
- You are fully authorised to make binding bids for the supplier whom you represent.
- The bids that you submit voluntarily through the application will be understood, to all effects, to be submitted on behalf of the supplier whom you represent.
- All actions of a company nature and of any other type required to make a binding bid legally and with full efficiency for the supplier whom you represent have been adopted and that on the date of submitting the bid they continue to be completely valid and effective.
- You know the terms and conditions of the invitation to tender, both specific and general, and that you accept them for and on behalf of the supplier.

IV.- Repsol assumes no responsibility for any misrepresentations, inaccuracies or errors that may exist in these statements, and in the bids and information, documentation and/or statements facilitated and/or made through the application under this user name.

V.- You undertake to maintain your user name and password secret and to apply the necessary procedures to maintain their confidentiality and prevent their

**OK** **Cancel**

10. Click button OK **OK**.

## Create RFx Response

**Create RFx Response** [Help](#)

RFx Response Number 490976    RFx Number 8100205569    Status In Process    Submission Deadline 20.12.2013 00:00:00 CET    Opening Date 20.12.2013 00:00:00 CET    Remaining Time 45 Days 01:26:52  
 RFx Owner Mr. EBPADMIN EBPADMIN    Total Value 0,00 EUR    RFx Response Version Number Active Version    RFx Version Number 1

**!** You must load a file in tab notes and attachments or select 'No files' in Basic Data

**Submit** **Close** **Read Only** **Print Preview** **Check** **Save** **Questions and Answers ( 0 )**

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

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

<p><b>Event Parameters</b></p> <p>Currency: <input type="text" value="Euro"/></p> <p>No Files: <input type="checkbox"/></p>	<p><b>Status and Statistics</b></p> <p>Created On: <input type="text" value="04.11.2013 22:33:09 CET"/></p> <p>Created By: <input type="text" value="Mr. RAÚL ORDÓÑEZ RECIO"/></p> <p>Last Processed On: <input type="text" value="04.11.2013 22:33:09 CET"/></p> <p>Last Processed By: <input type="text" value="Mr. RAÚL ORDÓÑEZ RECIO"/></p>
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**Partners and Delivery Information** [Filter Settings](#)

[Details](#) [Send E-Mail](#) [Call](#) [Clear](#)

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

**Submit** **Close** **Read Only** **Print Preview** **Check** **Save** **Questions and Answers ( 0 )**

11. Click tab control Items.

**Create RFX Response**

12. As required, complete/review the following fields:

Field	R/O/C	Description
10	R	Example: 0,00
20	R	Example: 0,00

13. Click tab control RFX Information.

**Create RFX Response**

**Create RFX Response**

RFX Response Number 490976 RFX Number 8100285569 Status In Process Submission Deadline 20.12.2013 00:00:00 CET Opening Date 20.12.2013 00:00:00 CET Remaining Time 45 Days 01:26:52 RFX Ov  
 Total Value 0,00 EUR RFX Response Version Number Active Version RFX Version Number 1

**!** You must load a file in tab notes and attachments or select 'No files' in Basic Data

Submit Close Read Only Print Preview Check Save Questions and Answers ( 0 )

RFX Information Items Notes and Attachments Summary Tracking

▼ Item Overview

Details Add Item Copy Paste Delete Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	RFX / Response	RFX / Resp
1	Material1		Material				10	10	016	5	EUR	1		0/0	0/0
2	Materia2		Material				20		016	10	EUR			0/0	0/0

14. To attach a file go to Notes and Attachments. If you don't want to attach any files continue the instructions.

**Create RFX Response**

**Create RFX Response**

RFX Response Number 490976 RFX Number 8100285569 Status In Process Submission Deadline 20.12.2013 00:00:00 CET Opening Date 20.12.2013 00:00:00 CET Remaining Time 45 Days 01:26:11  
 RFX Owner Mr. EBPADMIN EBPADMIN Total Value 250,00 EUR RFX Response Version Number Active Version RFX Version Number 1

**!** You must load a file in tab notes and attachments or select 'No files' in Basic Data

Submit Close Read Only Print Preview Check Save Questions and Answers ( 0 )

RFX Information Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Currency: Euro

No Files:

Status and Statistics

Created On: 04.11.2013 22:33:09 CET

Created By: Mr. RAÚL ORDÓÑEZ RECIO

Last Processed On: 04.11.2013 22:33:09 CET

Last Processed By: Mr. RAÚL ORDÓÑEZ RECIO

▼ Partners and Delivery Information

Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

Submit Close Read Only Print Preview Check Save Questions and Answers ( 0 )

15. Click No files if you don't want to attach any files.

16. Click button Check **Check**.



## Display RFX Response 490976

**Display RFX Response 490976** [Help](#)

RFX Response Number 490976 RFX Number 8100285569 Status Submitted Submission Deadline 20.12.2013 00:00:00 CET Opening Date 20.12.2013 00:00:00 CET Remaining Time 45 Days 01:25:50  
RFX Owner Mr. EBPADMIN EBPADMIN Total Value 250,00 EUR RFX Response Version Number Active Version RFX Version Number 1

Your bid response does not have attachments  
 RFX response 0000490976 submitted

[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Withdraw](#) [Export](#) [Questions and Answers \(0\)](#)

[Close Application](#)

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

**Basic Data** [Questions](#) [Notes and Attachments](#)

**Event Parameters** **Status and Statistics**

Currency:

Created On:

No Files:

Created By:

Last Processed On:

Last Processed By:

**Partners and Delivery Information** [Details](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Withdraw](#) [Export](#) [Questions and Answers \(0\)](#)

18. Your offer has been submitted. Click button Close [Close](#).

Click button refresh.

17. Click button Submit [Submit](#).