

# GROUP PROCUREMENT



**SMART** by **GEP**<sup>®</sup> SUPPLIER USER GUIDE

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# Objectives

The purpose of this document is to provide an overview and step-by-step training to system navigation as well as the capability to perform procurement functions using the system.

The contents curated in this document allows the suppliers to achieve the following:

- 1 To obtain an understanding on how to navigate through the new procurement platform and its functionalities.
- 2 To be equipped with sufficient knowledge to use the system based on the functions and features available.
- 3 To recognise the high level benefits of the system and the new ways of working around it.





**GROUP  
PROCUREMENT** **DGP**

OVERVIEW &  
NEW WAYS OF WORKING

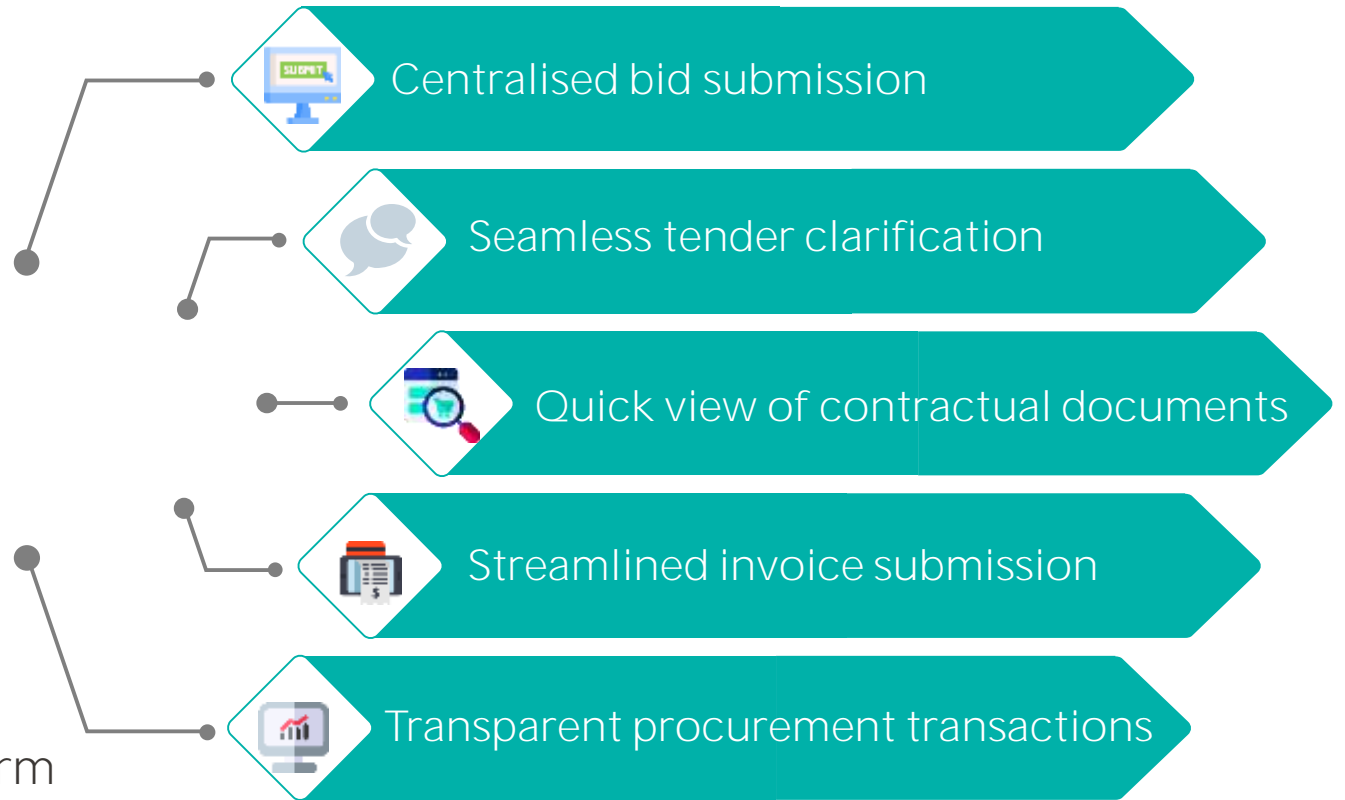


# Introduction to SMART by GEP®

We are going digital to transform the procurement process into a streamlined experience on a single platform for both internal and external users of the system.



A unified cloud-based end-to-end  
Source-to-Pay (S2P) procurement platform





# SMART by GEP® at a glance

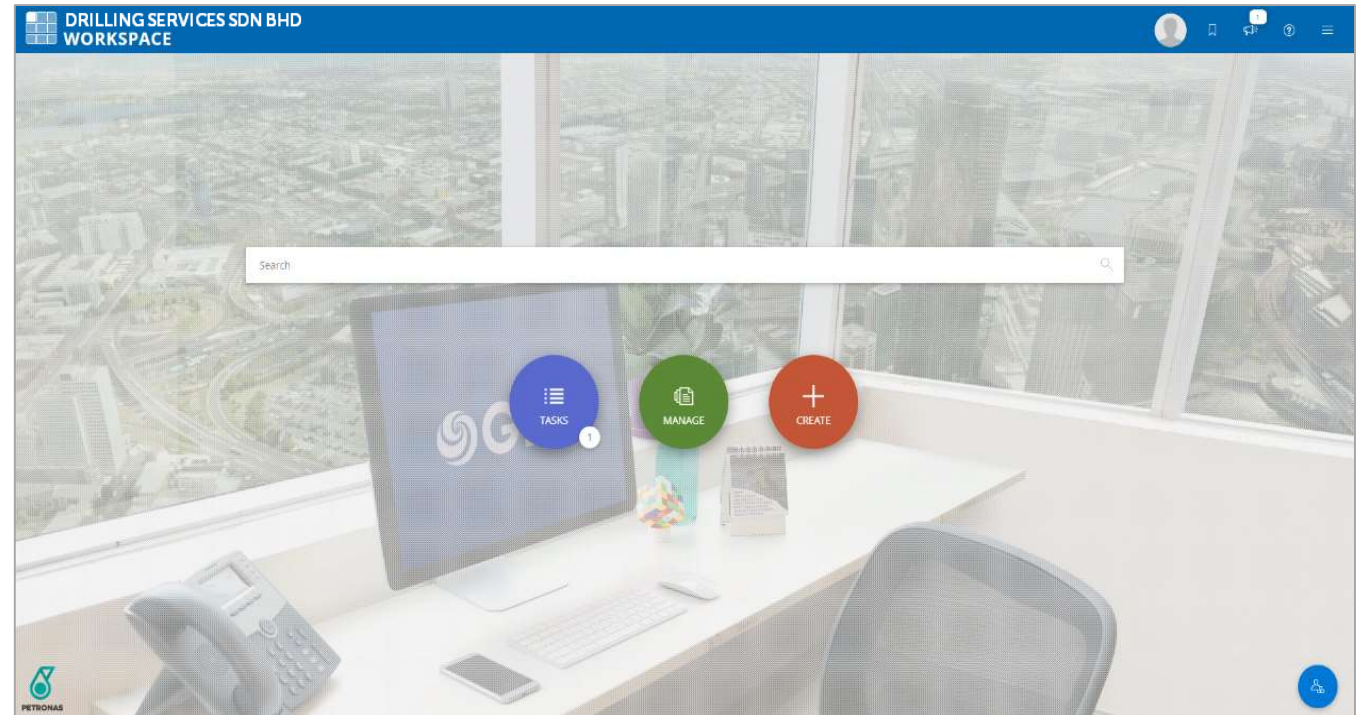
New simplified and compact Home Page.

## BEFORE

SUS system requires familiarisation and multiple navigation to its different sections.

## AFTER

The system look and feel is simplified, intuitive and elevates user experience.



# SMART by GEP® at a glance

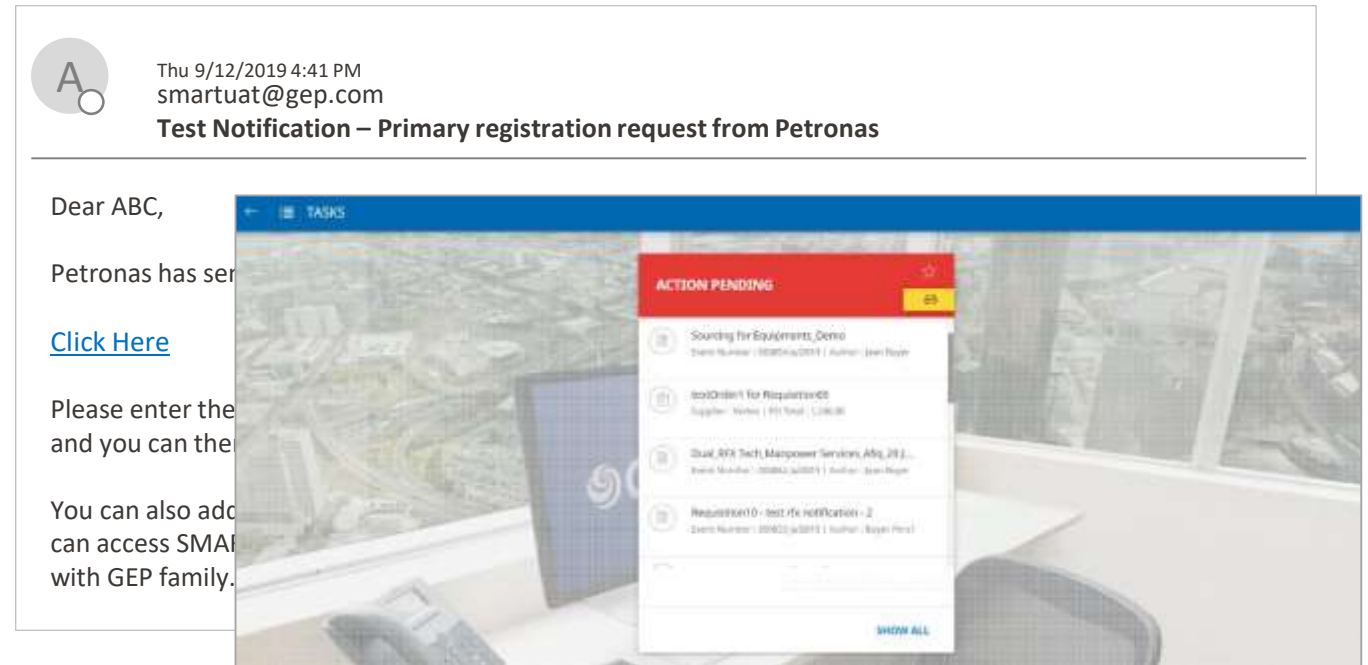
A central, secure repository for RFX.

## BEFORE

Invitation-to-Bid and RFX is sent manually or online, and there is no archive to quickly view ITB.

## AFTER

RFX is available for viewing online and helps to reduce manual efforts and costs whilst increasing process efficiency.



# SMART by GEP® at a glance

Online bid submissions reduces administrative efforts.

## BEFORE

Bid submissions are done physically over the counter and requires lengthy administration efforts from suppliers.



## AFTER

Bid submissions are done online in the system and only softcopy submissions are required.

001040-SEP2019 - 001040-SEP2019 (NEW) Response closing in 13h 11m 44s

**BASIC DETAILS**

Event Name: 001040-SEP2019

Event Description:

Event Type: Request for Proposal Event Category: UNITS Event Subcategory:

Event Location:

Event Category: CHAIRMAN Event Subcategory: BOARD OF DIRECTORS Event Location: Manila

**EVENT TIMELINES**

Time Zone: Philippine Standard Time (UTC+8:00)

Start Date & Time: 09/13/2019 12:00 PM End Date & Time: 09/26/2019 11:59 PM

Response Deadline:

**TEAM MEMBERS (SUPPLIER CONTACTS) (1)**

CANCEL SUBMIT RESPONSE



# SMART by GEP® at a glance

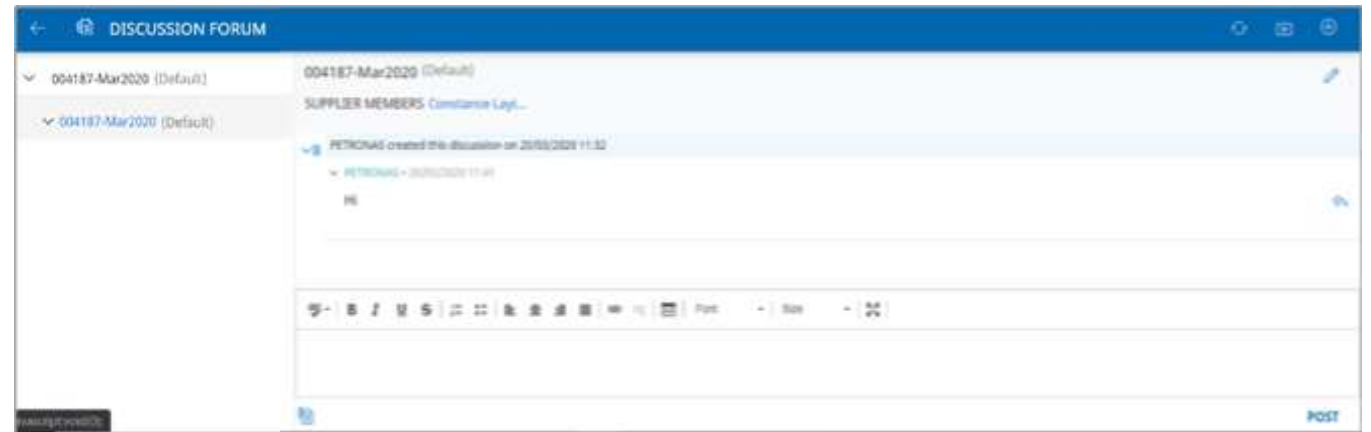
A consolidated channel for tender clarification and negotiation.

## BEFORE

Multiple communication channels used during tendering process (i.e. email, fax or face-to-face).

## AFTER

A dedicated discussion forum and repository are embedded for clarification purposes.



# New Ways of Working



## Cross Functional Collaboration

The online and integrated procurement platform provides suppliers the opportunity to collaborate internally and with PETRONAS at a greater rate.



## Proactive Ownership

Suppliers are empowered to control access to the system hence should proactively monitor and respond to tender activities via the platform.



## Embrace Technology

Suppliers are encouraged to adopt an open mindset and actively utilise the new platform to drive procurement activities and elevate ways of working.



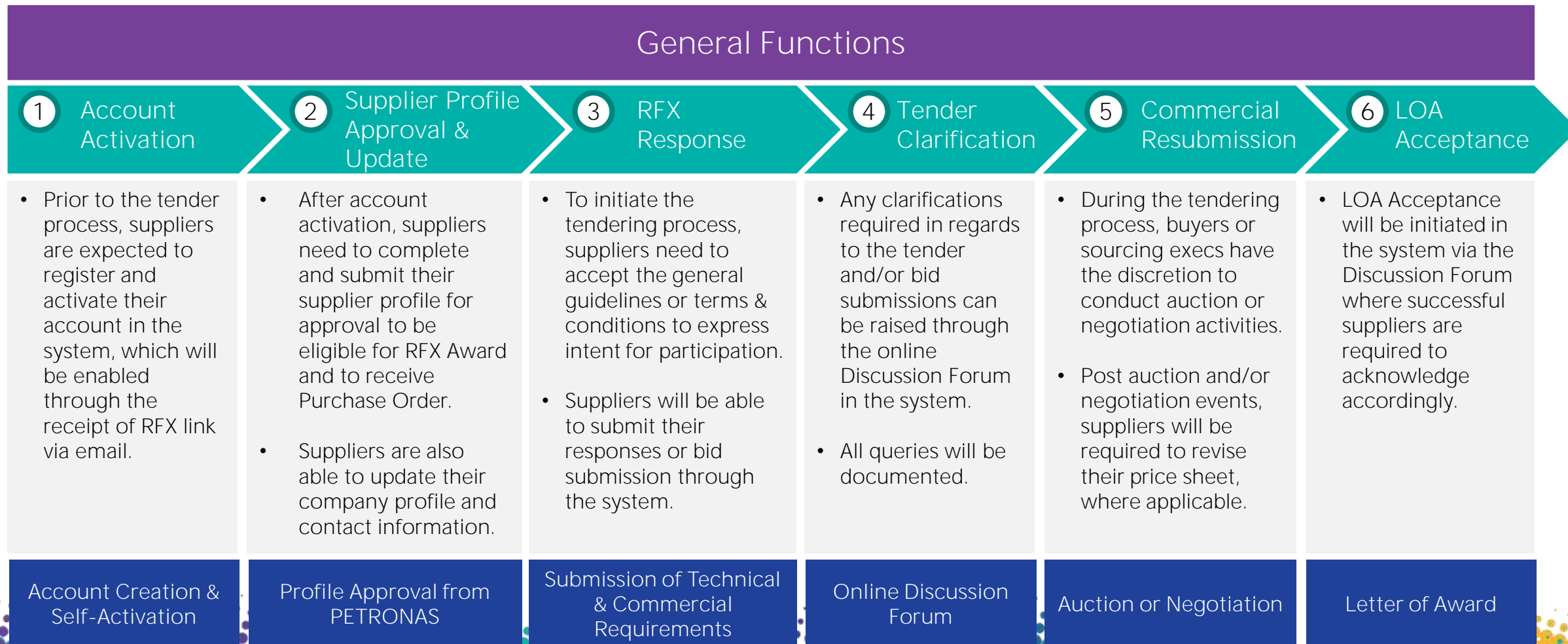
**GROUP  
PROCUREMENT** **DGP**

APPLICATION DEEP DIVE



# Procurement in SMART by GEP®

For all tenders initiated in SMART by GEP®, suppliers will begin to use some of the functions in the new platform until the full Go-Live in Q3-Q4 2020.





# APPLICATION DEEP DIVE

## General Functions



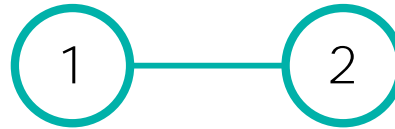


# General Functions

The system general functions and features are covered in this section.

## LEARNING OBJECTIVES

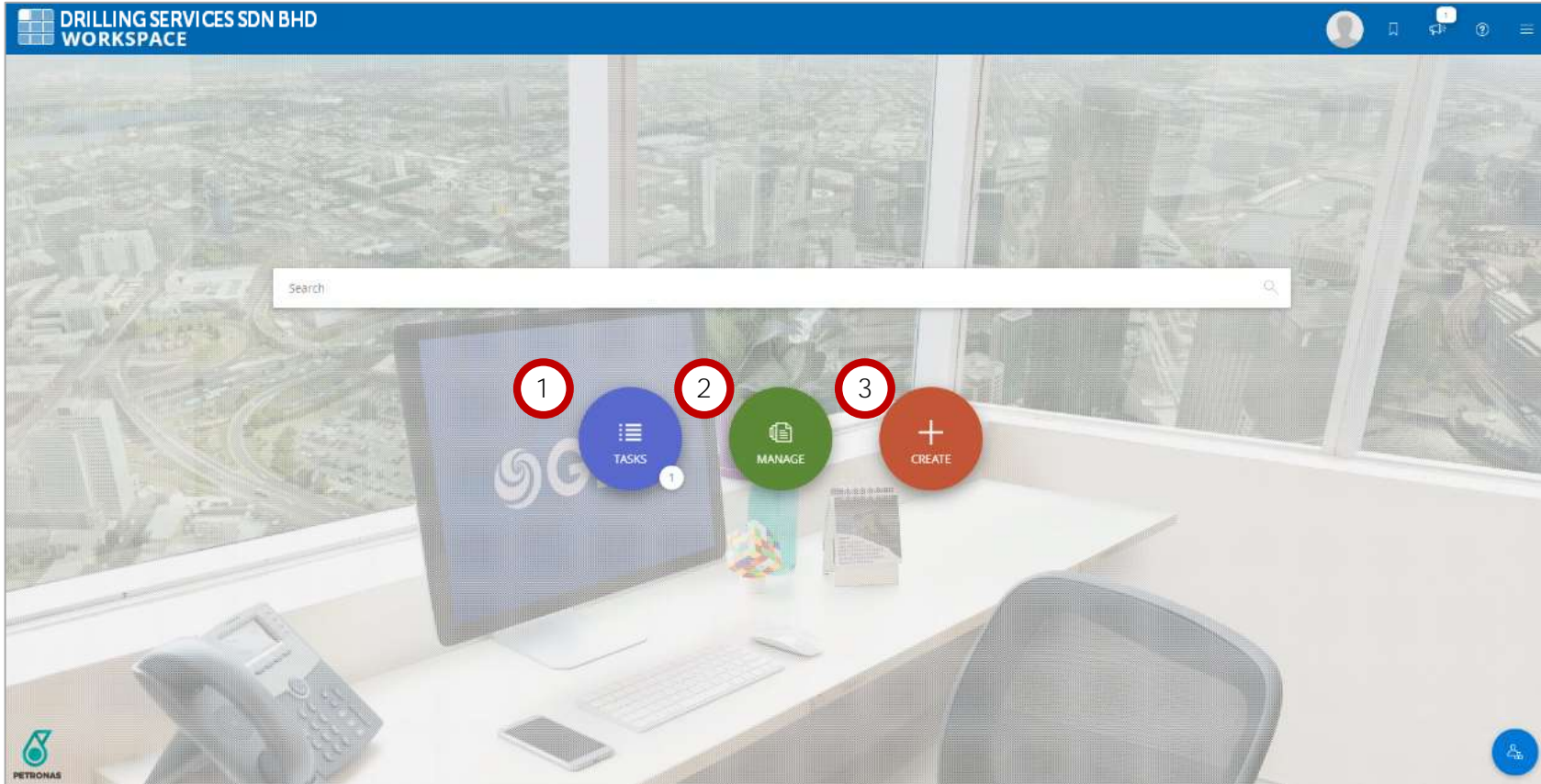
Suppliers will be able to learn basic system features and familiarise themselves with the interface to capably navigate the system.



Home Page

Update  
Contact

# Home Page



1 Under 'Tasks', the documents displayed are the documents that are awaiting action.

Additionally, these documents are organised based on the different action types required.

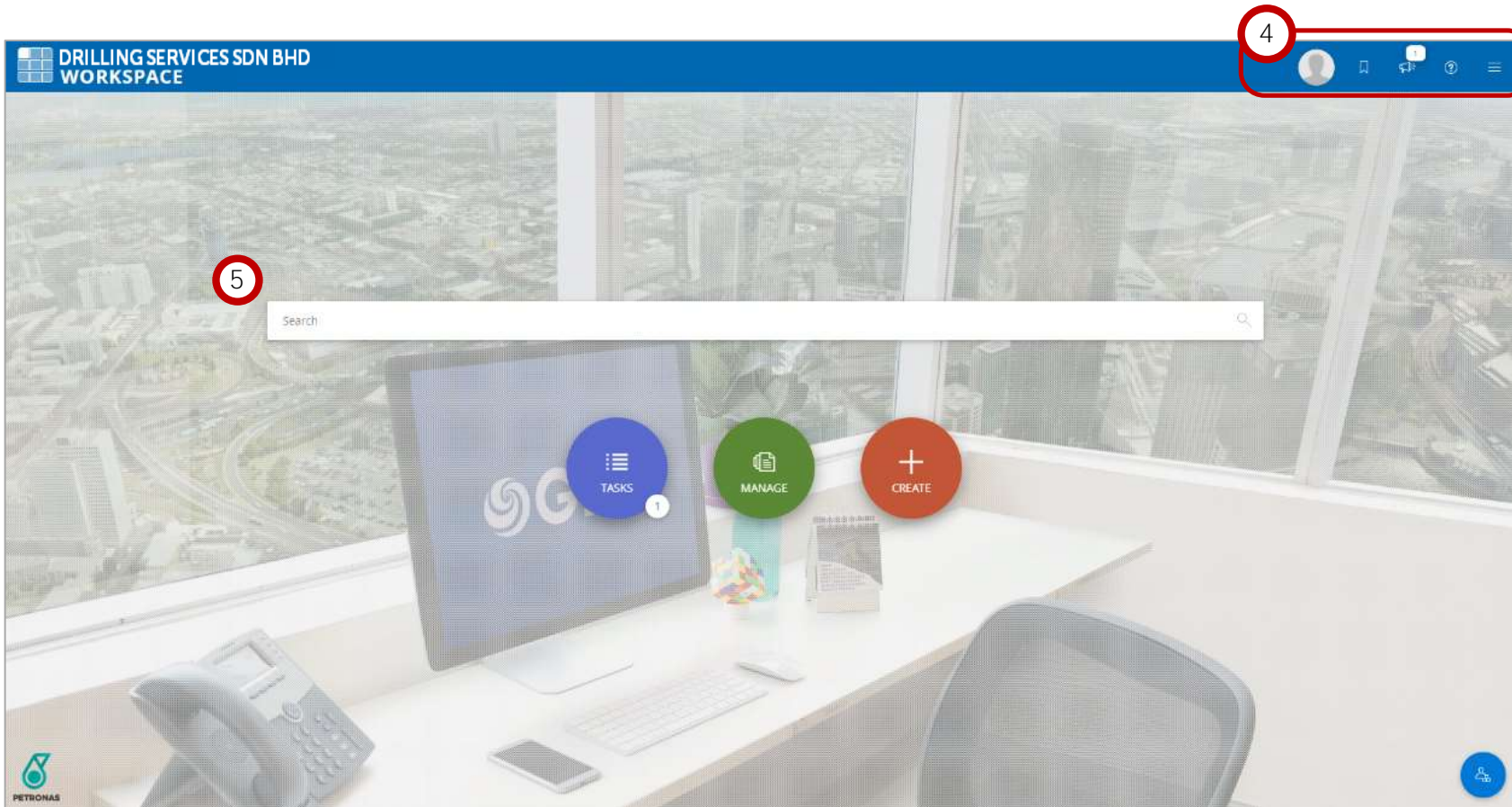
2 Under 'Manage', the documents displayed are those that are currently accessible to you.

These are organised by document type.

3 Using 'Create', you can create new documents in your Workspace e.g. create new invoice and credit memo.



# Home Page



4 The 'User Profile' section brings you to the general settings of your account.



The 'My Bookmarks' section enables you to add and view your bookmarks, for quick access to pages that you frequently visit.



The 'Announcements' functionality helps you to view all your latest announcements and notifications.



The 'Support' icon shows the support numbers you can contact if you have any queries.



The 'Menu' icon shows additional options and shortcuts to the page.



5 When you search for keyword(s) in the 'Search' field, the collated displayed results are documents from the entire Workspace domain containing the searched keyword(s).

# Update Supplier Contact Number

There are 3 different ways to update the Supplier contact number in SMART by GEP®.

1

Via Primary Registration Form

Done when first registering on SMART by GEP® as a new user or as a user with an existing account other than PETRONAS.

2

After receiving published RFX

Done on the RFX page itself at the Team Member section.

3

In the Supplier Profile itself

Done from the homepage via the Supplier Profile button.





# APPLICATION DEEP DIVE

## General Functions



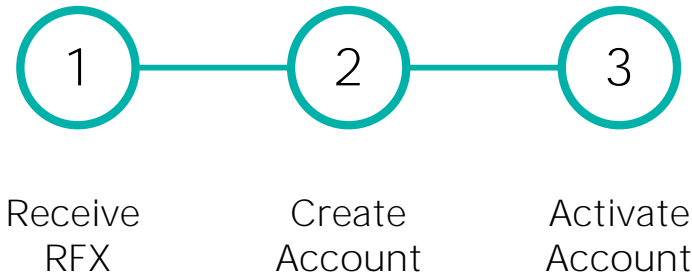


# Account Activation

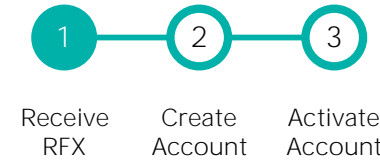
The activation of **SMART** by **GEP**® account will be initiated through the RFX link sent via email to the identified suppliers to kick start the tendering process.

## LEARNING OBJECTIVES

Suppliers will be able to create and perform account activation in the system.



# Receive RFX



A system generated email containing RFX instructions will be sent to the identified suppliers corresponding to tenders initiated.

Hi **DRILLING SERVICES SDN BHD**,

You have been invited to participate in a sourcing event by **PETRONAS**

Event Name: **TENDER NAME AT OPU**

Event start date/time: **11/09/2019 11:00:00 AM Singapore Standard Time**

Event end date/time: **11/09/2019 01:56:00 PM Singapore Standard Time**

1

[Click Here](https://smartuat.gep.com/Sourcing/rfx?dd=ZGM9NTU0CZicGM9NzAwMjE3OTA1&b=0&oloc=219&c=NzAwMjE3OTA1#/rfx/new) to access the sourcing event or copy paste following link in your browser window: <https://smartuat.gep.com/Sourcing/rfx?dd=ZGM9NTU0CZicGM9NzAwMjE3OTA1&b=0&oloc=219&c=NzAwMjE3OTA1#/rfx/new>

Basic Instruction:

2

1. If you do not have a SMART by GEP account, [click here](#) to create a new account and register yourself with **PETRONAS**
2. After you create the password, you can log into SMART by GEP and select the event to participate.
3. Note that the time zone of the event is **Singapore Standard Time**. You may be in a different time zone, and therefore, make sure you log on at the right time to avoid missing the event.

If you have any questions, contact us on [supplier.servicedesk@petronas.com](mailto:supplier.servicedesk@petronas.com) or call our helpline number mentioned below. Our support team will help you get started.

Helpline:

PETRONAS CONTACT CENTRE (PCC) +603 - 2331 3330

Regards,

**PETRONAS**



It is imperative to update your current contact details in SRM ROS and ensure the correct email address is provided to minimize the risk of not receiving RFX. The supplier contact details in SRM ROS will be migrated to the new system upon go-live.

1 Once an RFX is created in SMART by GEP®, suppliers will receive a system generated email containing respective RFX and registration instructions.

Suppliers that have an existing SMART by GEP® account with PETRONAS can click on the link to begin bid responses submission.

2 Suppliers with no SMART by GEP® account with PETRONAS need to click on this link to validate and activate their profile for access and responding to bid.

Note: Supplier Account Activation applies for first-time registration only. Supplier with an existing SMART by GEP® account with PETRONAS may skip this process.

# Create Account

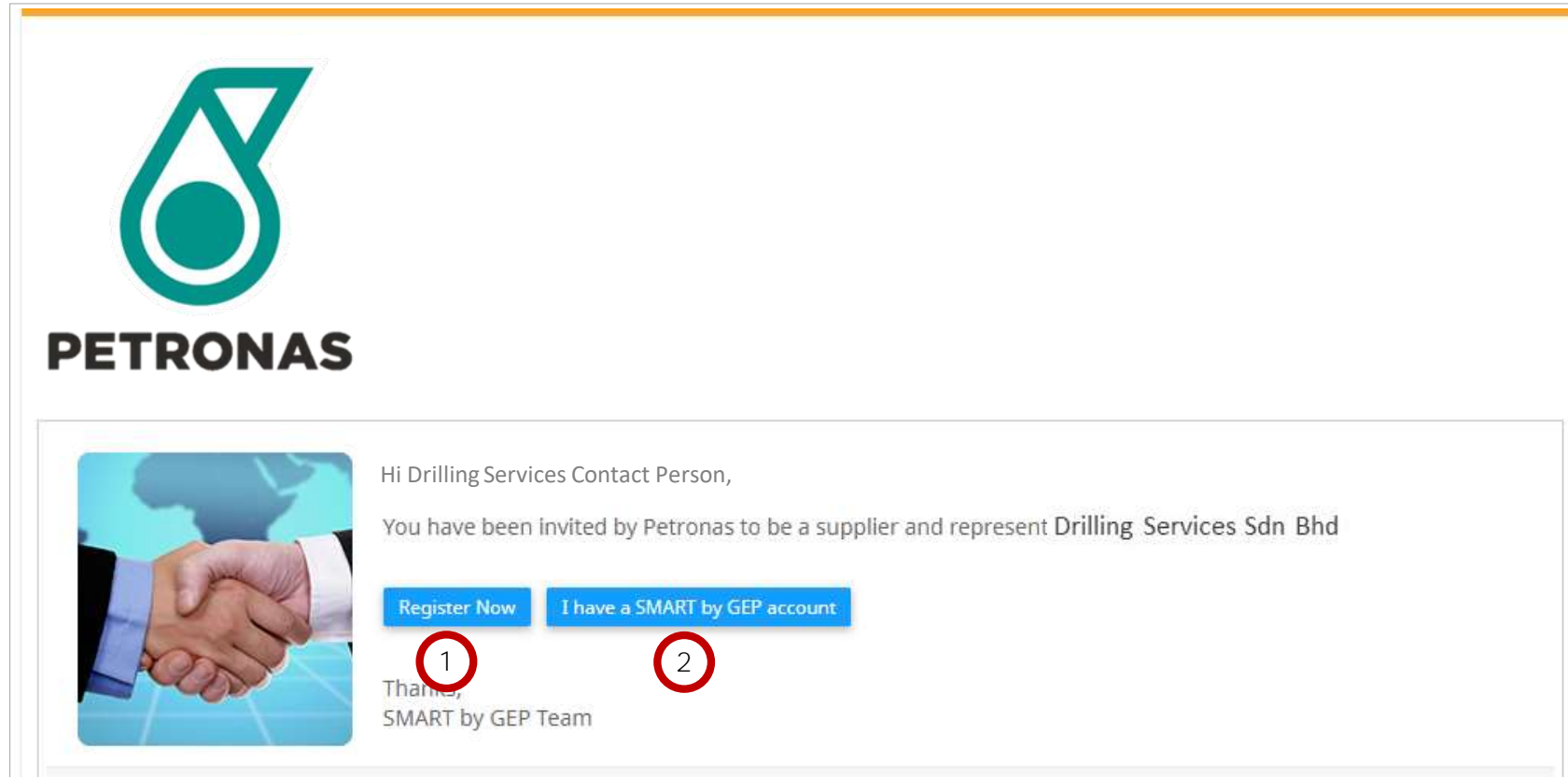


Receive  
RFX

Create  
Account

Activate  
Account

For account creation in **SMART** by **GEP**<sup>®</sup>, suppliers are advised to use the same email address used to receive the RFX in the previous step.



- 1 Click 'Register Now' to sign up as a new user and create a new SMART by GEP<sup>®</sup> account.

Note: Please use the same email address used to receive RFX from PETRONAS.

- 2 If you already have an existing SMART by GEP<sup>®</sup> account for another company, click on 'I have a SMART by GEP<sup>®</sup> account' to use the same credential for access.

Note: The email used for registration must be the same email used to receive RFX for both PETRONAS and the other company.

# Create Account



Receive  
RFX

Create  
Account

Activate  
Account

Creating new user account with PETRONAS using the same email used to receive the RFX.

- 1 To create a new SMART by GEP® account, you are required to provide and/or validate the company's registration details.  
  
Some company information has been populated as part of the migration exercise from SRM ROS to SMART by GEP® prior to go-live.  
  
Note: The fields marked with asterisk (\*) are mandatory.
- 2 You can grant account access to more users by adding secondary contact information.
- 3 After clicking 'Submit', your new SMART by GEP® account will be validated and the registration process is complete.

# Create Account



Receive  
RFX

Create  
Account

Activate  
Account

For suppliers with existing **SMART** by **GEP**<sup>®</sup> account and uses the same email to receive RFX from PETRONAS, they may use the same credential for access.

PETRONAS

Primary Registration Form

Basic Details Additional Information

Account Credentials

1 Username\*

Password\*

Company Information

Legal Company Name

Doing Business As

Company Website

Headquarters\* Select Country

Address Line 1\*

Address Line 2

City\*

State/Province

Zip/Postal Code

Company Phone\*

Country

Fax

Business Region\*

Category\*

Address Line 1\*

Address Line 2

City\*

State/Province

Zip/Postal Code

Company Phone\*

Country

Fax

Business Region\*

Category\*

Company Identification Select identification type

Primary Contact Information

First Name\*

Last Name\*

Company Email\*

Primary Business Phone Number\*

Contact's Business Region\*

Contact's Category\*

Contact Role

Secondary Contact Information

I have read and agree to GEP Terms & Conditions & Privacy Policy

3 Submit

- 1 To use an existing SMART by GEP<sup>®</sup> account for PETRONAS tendering process, suppliers are required to:
  - provide existing account credentials
  - provide and/or validate the company's registration details

Some company information has been populated as part of the migration exercise from SRM ROS to SMART by GEP<sup>®</sup> prior to go-live.

Note: The fields marked with asterisk (\*) are mandatory.

- 2 You can grant account access to more users by adding secondary contact information.

- 3 After clicking 'Submit', your new SMART by GEP<sup>®</sup> account will be validated and the registration process is completed.



# Activate Account

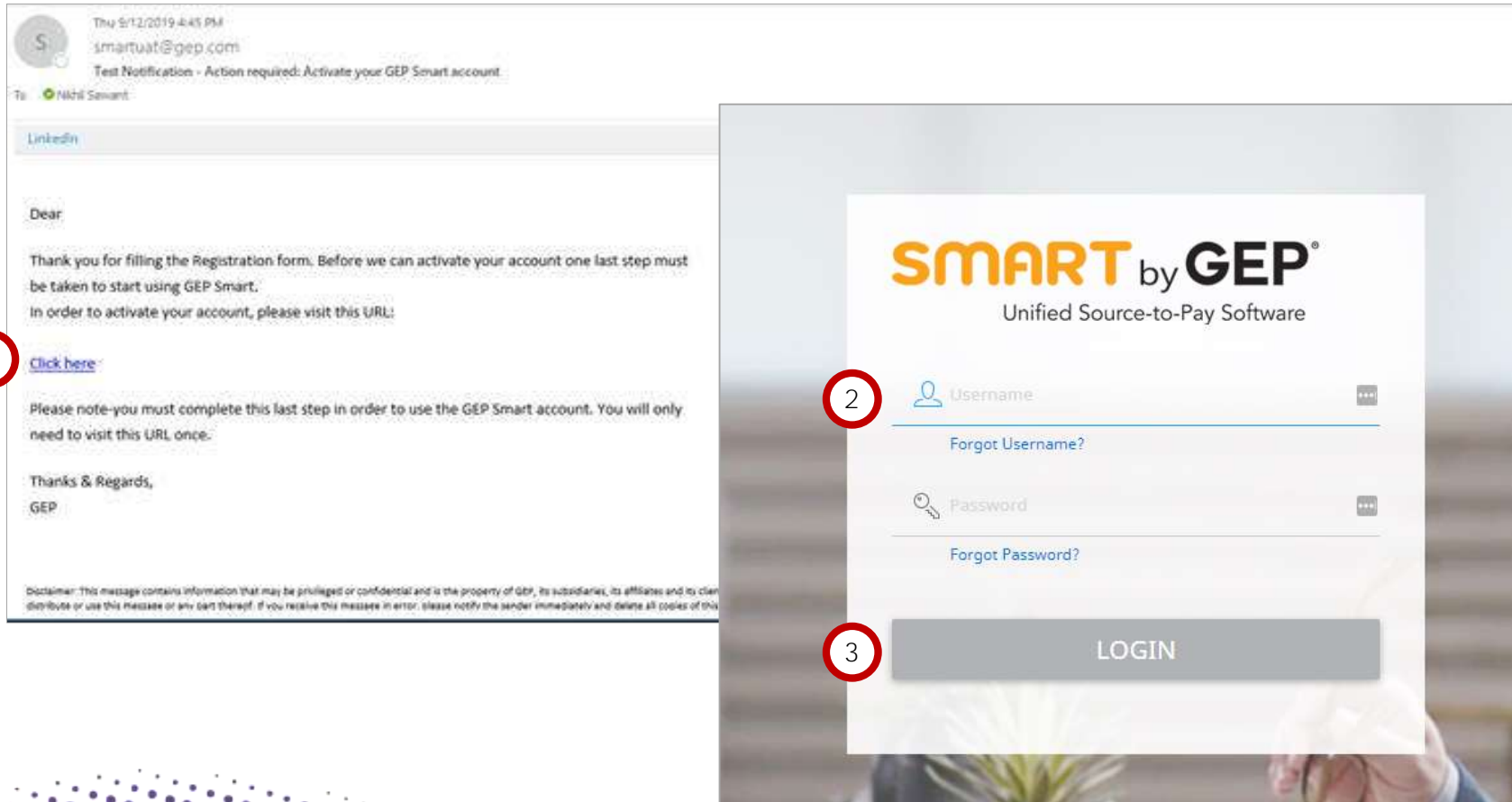


Receive  
RFX

Create  
Account

Activate  
Account

Upon completing the creation and registration process, your **SMART by GEP®** account is ready to be activated for tendering and bid submissions.



1 After account registration, you will receive an account activation email.

Click on the link to be directed to the SMART by GEP® login page.

2 Use the Username and Password created or existing credential used during the account registration with PETRONAS earlier.

Should you forget your username and/or password, click the 'Forgot Username/ Password' link.

A link to reset the password will be sent to your registered email address.

3 Click 'Login' to start using the SMART by GEP® system.

# Activate Account



Receive  
RFX

Create  
Account



Activate  
Account

Suppliers with an existing **SMART** by **GEP**® account with another company needs to select PETRONAS to initiate the process.

**SMART** by **GEP**®  
Unified Source-to-Pay Software

**4** Select Supplier

Please select the Supplier organization that you represent:

	PETRONAS		Company B
---	----------	---	-----------

Submit

**4** If your SMART by GEP® account has access to other companies as well, you will be prompted to select which company you would like to view into.

Select PETRONAS.

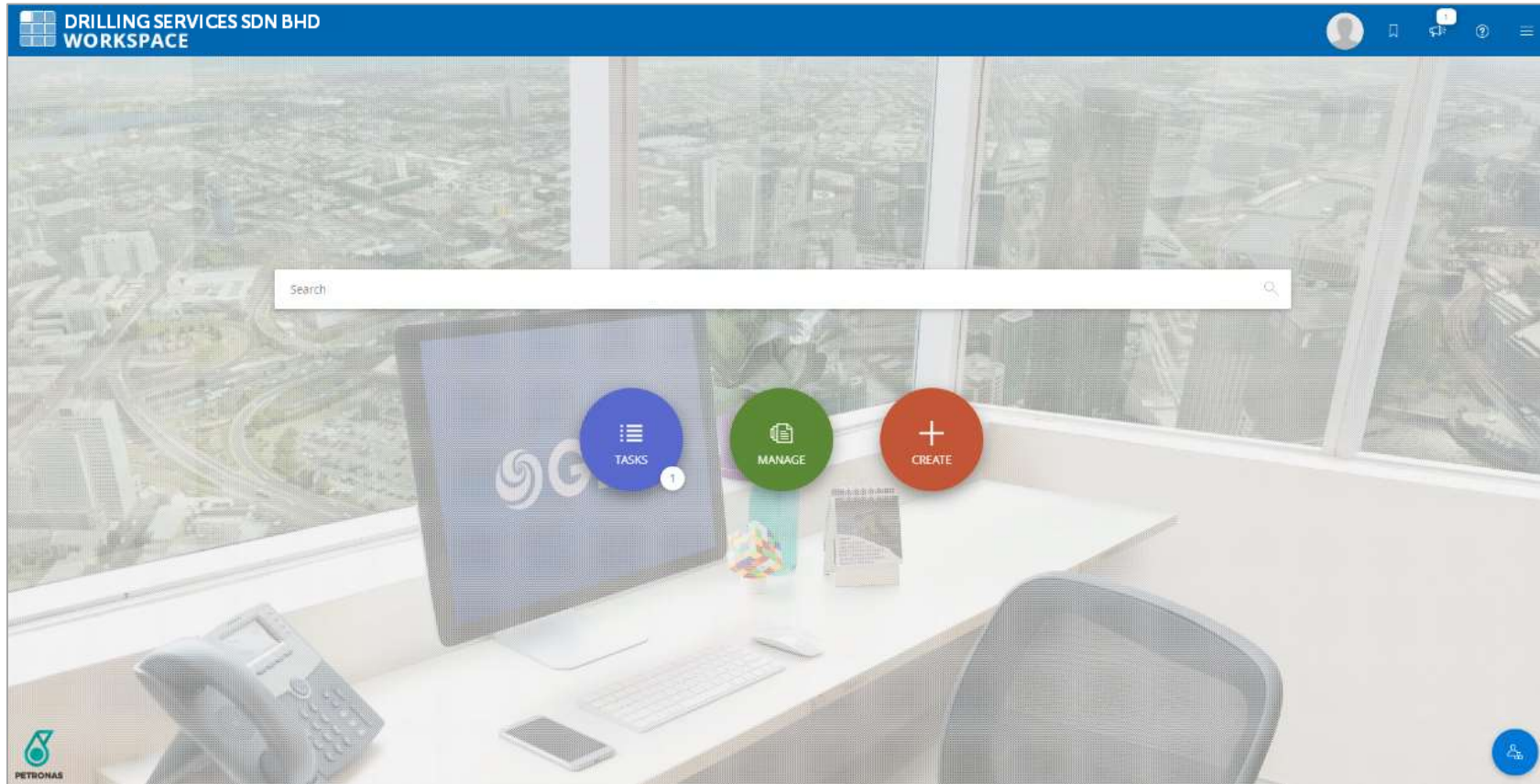
For PETRONAS only account access, you will be directed to the SMART by GEP® landing page upon login.

# Activate Account



Receive RFX      Create Account      Activate Account

Upon successful login, the **SMART** by **GEP** user homepage will appear.





# APPLICATION DEEP DIVE

## General Functions



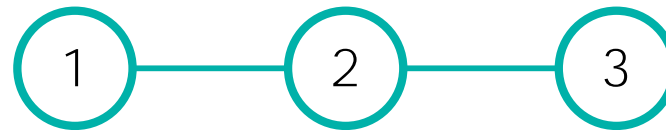
# Supplier Profile Approval & Update

Upon login into **SMART** by **GEP**<sup>®</sup>, new suppliers are required to complete and submit their Supplier Profile for approval to be eligible for RFX Award and to receive Purchase Order.

For existing PETRONAS suppliers, their Supplier Profile will be migrated into **SMART** by **GEP**<sup>®</sup> and will be marked as approved.

## LEARNING OBJECTIVES

Suppliers will be able to complete and submit their Supplier Profile for approval as well as update their Supplier Profile.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile



# Complete Supplier Profile

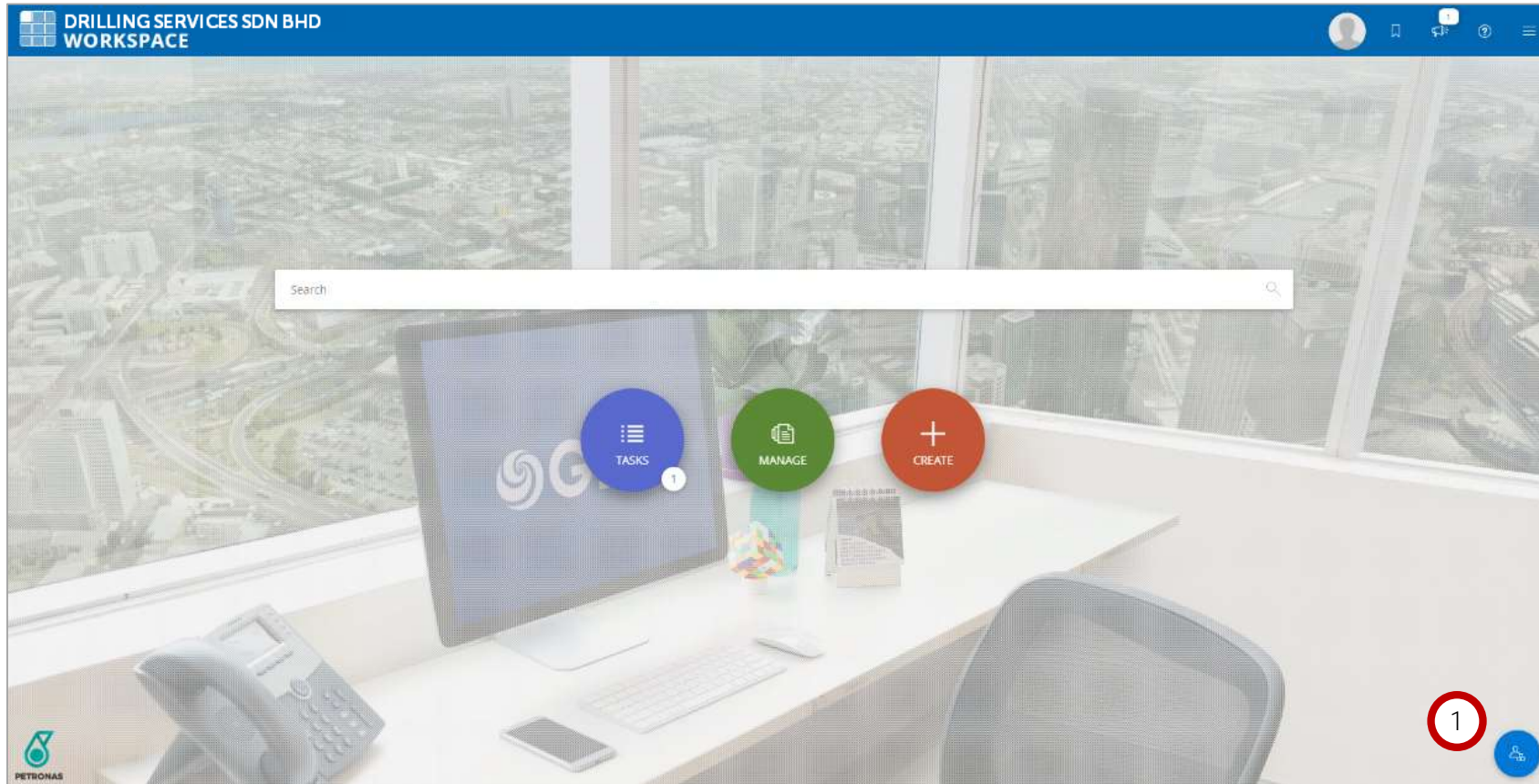


Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

For new suppliers, the Supplier profile can be completed at anytime but it is required to be updated in order to be eligible for RFX award and to receive Purchase Orders.



1 To complete your profile, click on the 'Supplier Profile' button.



Note:

- Some information in the supplier profile have been pre-populated prior to go-live.
- Mandatory fields have been populated during account creation/ registration.



For existing PETRONAS suppliers, your Supplier Profile will automatically be migrated into SMART by GEP®. You only need to confirm that your Supplier Profile is Approved and you are good to go!

# Complete Supplier Profile

The Supplier Profile is separated by sections and supplier is required to ensure all section has been marked as green before submitting for approval.



DRILLING SERVICES SDN BHD WORKSPACE

SDS OFFSHORE SDN BHD (PC-2020.005101)

**BASIC DETAILS**

Supplier's Legal Name\* SDS Offshore Sdn Bhd

Parent Company's Identification Type Parent Company Name

Doing Business As SDS

Formerly Known As Formerly Known As

Category Digital & ICT

Region Malaysia

Supplier Managers 1stPetronas Admin

Status Invited

**IDENTIFICATION INFORMATION**

**CERTIFICATES**

**DIVERSITY STATUS**

**REGISTRATION INFORMATION**

**LOCATION INFORMATION**

**CONTACT INFORMATION**

**BUSINESS INFORMATION**

**TRANSACTION TYPE**

25% PROFILE COMPLETENESS

CLOSE SAVE AND SUBMIT

2 For PETRONAS Licensed or Registered supplier, some fields are locked and no changes are allowed. Any changes to the following need to be made in PETRONAS License Management System (PLMS):

- Supplier's Legal Name
- Category
- PETRONAS License & Registration (Section)

3 Red at the progress bar indicates the section requires further input or amendment.

You may click on the progress bar to quickly jump to the respective sections.

4 The completion rate to the supplier profile can be tracked here.



For existing PETRONAS suppliers, your Supplier Profile will automatically be migrated into SMART by GEP®. You only need to confirm that your Supplier Profile is Approved and you are good to go!

# Complete Supplier Profile

Supplier is required to provide Identification Information of your company such as company registration number and tax number.



Complete Supplier Profile    Submit For Approval    Update Supplier Profile

DRILLING SERVICES SDN BHD WORKSPACE

SDS OFFSHORE SDN BHD (PC-2020.005101)

**BASIC DETAILS**

Supplier's Legal Name\* SDS Offshore Sdn Bhd

Parent Company's Identification Type Parent Company Name

Doing Business As SDS

Formerly Known As

Category Digital & ICT

Region Malaysia

Supplier Manager: 1stPetroneas Admin

Status: Invited

**IDENTIFICATION INFORMATION**

Identification Type	Number
Please Select	Please Enter
ROC (Old)	
VAT	
GST	
SST	
ROC (New)	

CLOSE SAVE AND SUBMIT

1 Click the drop down to select the relevant identification type.

2 Select the identification type from the drop down list.

3 Enter the identification number.

4 You may add new identification as required.



# Complete Supplier Profile



Location Information records your Headquarter, Ordering Location and Remit to Location. This information is required to receive PO and payment in **SMART** by **GEP**®.

DRILLING SERVICES SDN BHD WORKSPACE

SDS OFFSHORE SDN BHD (PC-2020.005101)

BASIC DETAILS

Supplier's Legal Name\* SDS Offshore Sdn Bhd

Parent Company's Identification Type Parent Company Name

Doing Business As SDS

Formerly Known As Formerly Known As

Category Digital & ICT

Region Malaysia

Supplier Managers 1st Petronas Admin

Status Invited

Manage Optional Fields

IDENTIFICATION INFORMATION

LOCATION INFORMATION (3)

Location Name	Type	Phone Nos.	Roles & Contacts
Unit 15A, Menara MBBM, Jalan Raya Syed Sulaiman	Headquarter	Ph: Sec:	
Kemaman Warehouse	Ordering Location	Ph: Sec:	
Kuala Lumpur Finance Office	Remit To Location	Ph: Sec:	

CONTACT INFORMATION

PETRONAS LICENSE & REGISTRATION INFORMATION

30% PROFILE COMPLETENESS

CLOSE SAVE AND SUBMIT

1 There are 3 different location types with 'Headquarter' appearing as default. However, you are required to have at least one (1) 'Ordering Location' and 'Remit to Location'.

- Ordering Location – the address where PETRONAS will send the PO. If Headquarter is the intended address, kindly proceed to enter the Headquarter's address as a separate Ordering Location.
- Remit to Location – the address and bank account where PETRONAS will send the invoice payment.

2 You may also add multiple Ordering Location or Remit to Location as required. Click the (+) icon to add new location.

3 Click the edit icon to edit location.



All current Location Information in SUS will be migrated to SMART by GEP® upon Go-Live.



# Complete Supplier Profile



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

Ordering Location is the location for PETRONAS to address any POs. Supplier may have multiple ordering locations depending on their business organisation.

DRILLING SERVICES SDN BHD  
WORKSPACE

LOCATION

LOCATION INFORMATION

Location Name\*  
Kemaman

Address Line 1\*  
Annes Building, Kemaman Supply Base

Country\*  
Malaysia

State\*  
Terengganu

City\*  
Kemaman

Zip Code\*  
20200

Choose Location Type\*  
Ordering Location

IDENTIFICATION INFO

Identification type  
Please Select

Number

Rows per page: 5

CANCEL SAVE

1 Fill up the mandatory fields and select the 'Location Type' as 'Ordering Location'.

Note: The Location Name is for supplier's ease of reference (e.g. Kemaman Warehouse).

2 You may also link relevant Identification Info for the location.

3 Once completed, click 'Save'.

# Complete Supplier Profile



Remit to Location is the location for PETRONAS to process any invoice payment. Supplier may have multiple Remit to Locations for each bank account.

**DRILLING SERVICES SDN BHD WORKSPACE**

**LOCATION**

**1** LOCATION INFORMATION

Location Name\* Kuala Lumpur Finance Office

Address Line 1\* LD1-23, Business Avenue, Jalan Ampang Ut

Country\* Malaysia

State\* Kuala Lumpur

City\* Ampang

Zip Code\* 68000

Choose Location Type\* Remit To Location

**2** BANKING INFORMATION

Payment Method\* Wire Transfer

Bank Name CIMB Bank Berhad

Branch KLCC

Country Malaysia

Account Type Current

Account Number XXXXXX903

**3** IDENTIFICATION INFO

Identification type Please Select

Number

Rows per page: 5

**4** CANCEL SAVE

1 Fill up the mandatory fields and select the 'Location Type' as 'Remit to Location'.

Note: The Location Name is for supplier's ease of reference (e.g. Kuala Lumpur Finance Office).

2 Enter only one (1) bank account's information. Simply click on the (+) or edit icon to update the banking information.

Note: In the event that supplier has multiple bank accounts, please proceed to create new 'Remit to Location' for each bank account.

3 You may also link relevant identification info for the location.

4 Once completed, click 'Save'.

# Complete Supplier Profile



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

In the Banking Information section, supplier should select wire transfer as the payment method and complete the mandatory fields.

Address Line 1\* L01-23, Business Avenue, Jalan Ampang UI

Country\* Malaysia

State\* Kuala Lumpur

City\* Ampang

Zip Code\* 68000

### BANKING INFORMATION

Payment Method  
Wire Transfer

Bank Name\*  
CIMB Bank Berhad

Beneficiary Name\*  
SDS Offshore Sdn Bhd

Bank Branch\*  
KLCC

Country\*  
Malaysia

Account Type\*  
Current

Swift/BIC\*  
CIBBMYKL

Bank Key / ABA\*  
0

IBAN\*  
X

Bank Account Number\*  
XXXXX0903

CANCEL DONE

## 1 Important Guidelines

- Bank Name – system will propose the Bank Name based on SWIFT code entered.
- Beneficiary Name – registered bank account name.
- SWIFT/BIC – set of 8 or 11 digits that represents a bank branch.
- Bank Key/ABA – routing number for international bank account (e.g. Australia, India, Russia, South Africa, United Kingdom, USA). For Malaysia, enter 0.
- IBAN – international bank account number. For Malaysia, enter 0.
- Bank Account Number – should consist of 10, 12, 15 or 16 characters.

## 2 Once completed, click 'Done'.

# Complete Supplier Profile

Supplier may add additional contacts and assign their level of access in the system.



Complete Supplier Profile    Submit For Approval    Update Supplier Profile

WORKSPACE

BASIC DETAILS

Supplier's Legal Name\* SDS Offshore Sdn Bhd

Parent Company's Identification Type Parent Company Name

Parent Company Name

Doing Business As SDS

Formerly Known As Formerly Known As

Manage Optional Fields

2 Add New Contact

First Name\* Last Name\* E-mail Address\*

You must enter a value for this attribute

Designation (General) 3 Default Role Please Select

Primary Business Phone\* Extn Sec. Business Phone (General) Extn Fax No. 1

TID Code (Optional) Please Select Mobile Number (General) 4

☐ Send Invitation

CANCEL SAVE

Full Name

Asyraf Rose Shafiq

103-23336478

Supplier Contact

00-2020.006339

Rows per page: 3

PETRONAS LICENSE & REGISTRATION INFORMATION

30% PROFILE COMPLETENESS

CLOSE SAVE AND SUBMIT

1 Scroll to the 'Contact Information' section. Click on the (+) icon to add additional contacts.

2 Enter the required information in each of the fields. The fields marked with asterisk (\*) are mandatory.

3 Select the default role for the contact.

- Supplier Administrator – able to perform all activities.
- Sales Manager – able to view contract and participate in RFX.
- Legal Advisor – able to view contract and participate in RFX.
- Ordering Manager – able to view, acknowledge PO and submit SES.
- Accounts & Finance Manager – able to view, create Invoice and Credit Note.

4 Click 'Save' to save the information entered.



# Complete Supplier Profile



License & Registration information will be automatically populated in the Supplier Profile for ease of reference.

**DRILLING SERVICES SDN BHD**

Log Out & Log In Malaysia TestPetronas Admin Invited

**1** PETRONAS LICENSE & REGISTRATION INFORMATION

Company Overview

Company Registration Number  
Bus Name  
Reg Date

Company Name  
Company Status

Locality Status  
Attachment

License & Registration

License Status  
License Duration  
License or Registration Type

Attachment

Special License & Registration

Status  
Attachment

Supplier is required to perform any license & registration update or renewal via

> IDENTIFICATION INFORMATION

> LOCATION INFORMATION

30% PROFILE COMPLETENESS

CLOSE SAVE AND SUBMIT

1 This section is not editable and only relevant for PETRONAS Licensed and Registered suppliers. Their license and registration information will be populated here.

Any changes to the information in this section will need to be performed in the PETRONAS Licensing Management System (PLMS).

# Submit for Approval

Supplier to ensure that all necessary information has been provided before submitting their Supplier Profile for PETRONAS approval.



Complete Supplier Profile    Submit For Approval    Update Supplier Profile

DRILLING SERVICES SDN BHD WORKSPACE

DRILLING SERVICES SDN BHD

BASIC DETAILS

Supplier's Legal Name\* SDS Offshore Sdn Bhd

Parent Company's Identification Type Parent Company Name

Doing Business As SDS

Formerly Known As

Category Digital & ICT

Region Malaysia

Supplier Managers 1stPetronas Admin

Status Invited

25% PROFILE COMPLETENESS

CLOSE SAVE AND SUBMIT

1 Click 'Save and Submit' to submit the supplier profile to PETRONAS for approval.

You will receive a notification from PETRONAS regarding the evaluation results.

Note: To ensure data quality, the system will perform a background data quality check automatically.

Kindly amend the relevant field as required (when prompted) and re-submit for approval.



For existing PETRONAS suppliers, your Supplier Profile will automatically be migrated into SMART by GEP®. You only need to confirm that your Supplier Profile is Approved and you are good to go!

# Update Supplier Profile

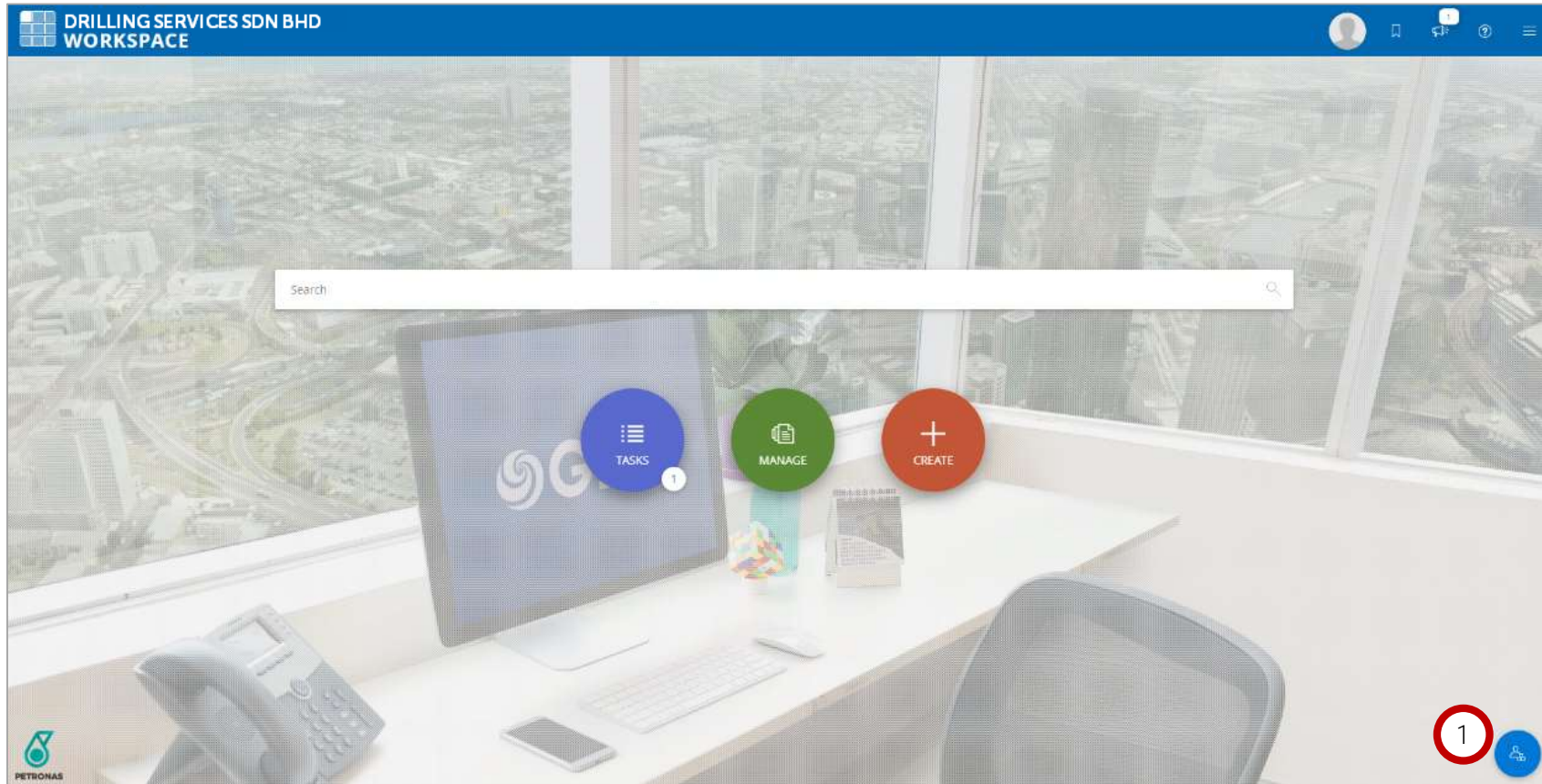
Supplier Profile information can be updated as and when required and it is essential to keep the information updated at all times.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile



1 To update your profile, click on the 'Supplier Profile' button.





# Update Supplier Profile

Approved suppliers are required to create a Change Request prior to amendment of information in **SMART** by **GEP**®.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

**DRILLING SERVICES SDN BHD WORKSPACE**

**DRILLING SERVICES SDN BHD**

**BASIC DETAILS**

Supplier's Legal Name\* SDS Offshore Sdn Bhd

Parent Company's Identification Type Parent Company Name

Parent Company Name

Doing Business As SDS

Formerly Known As

Category Digital & ICT

Region Malaysia

Supplier Managers 1st Petronas Admin

Status Approved 1

**CONFIRMATION**

Are you sure you want to create Change Request?

Note: In case of a change request is not submitted, supplier manager will have an option to cancel your change request so that other users can make the changes.

NO YES

**4** LOCATION INFORMATION

**3**

**2**

32% PROFILE COMPLETENESS

CLOSE SAVE CREATE CHANGE REQUEST

2 To begin, click 'Create Change Request'.

3 Click 'Yes' to proceed with creation of the Change Request.

4 Once Change Request has been created, you are now able to amend fields in the Supplier Profile (e.g. adding new Location under Location Information section).

For PETRONAS Licensed and Registered suppliers, some fields are locked and no changes are allowed. Any changes to the following need to be made in PETRONAS License Management System (PLMS):

- Supplier's Legal Name
- Category
- PETRONAS License & Registration (Section)



# Update Supplier Profile

Changes made to Supplier Profile will be verified by PETRONAS prior to approval.



Complete  
Supplier  
Profile

Submit For  
Approval

Update  
Supplier  
Profile

The screenshot shows the 'DRILLING SERVICES SDN BHD WORKSPACE' interface. At the top, there's a search bar and user profile icon. Below the header, a yellow banner states 'Change request is in progress'. The main section is titled 'BASIC DETAILS' and contains several fields: 'Supplier's Legal Name' (SDS Offshore Sdn Bhd), 'Parent Company's Identification Type' (Parent Company Name), 'Doing Business As' (SDS), 'Formerly Known As' (Formerly Known As), 'Category' (Digital & ICT), 'Region' (Malaysia), 'Supplier Manager' (1stPetronas Admin), and 'Status' (Approved). Below these fields are expandable sections for 'PETRONAS LICENSE & REGISTRATION INFORMATION', 'IDENTIFICATION INFORMATION', 'LOCATION INFORMATION', 'CONTACT INFORMATION(1)', 'DOCUMENTS', 'BUSINESS INFORMATION', and 'CERTIFICATES'. At the bottom left, a green progress indicator shows '32% PROFILE COMPLETENESS'. At the bottom right, there are buttons for 'DELETE', 'SUBMIT', 'SAVE AND EXIT', 'CLOSE', and 'SAVE'. A red circle with the number '5' is placed over the 'SUBMIT' button.

5 Click 'Submit' to submit the supplier profile to PETRONAS for approval.

You will receive a notification from PETRONAS regarding the evaluation results.

Note: To ensure data quality, the system will perform a background data quality check automatically.

Kindly amend the relevant field as required (when prompted) and re-submit for approval.



# APPLICATION DEEP DIVE

## General Functions



# RFX Response

**SMART** by **GEP**<sup>®</sup> enables online RFX submissions and provide a secure environment in responding and complying to the tender requirements.

## LEARNING OBJECTIVES

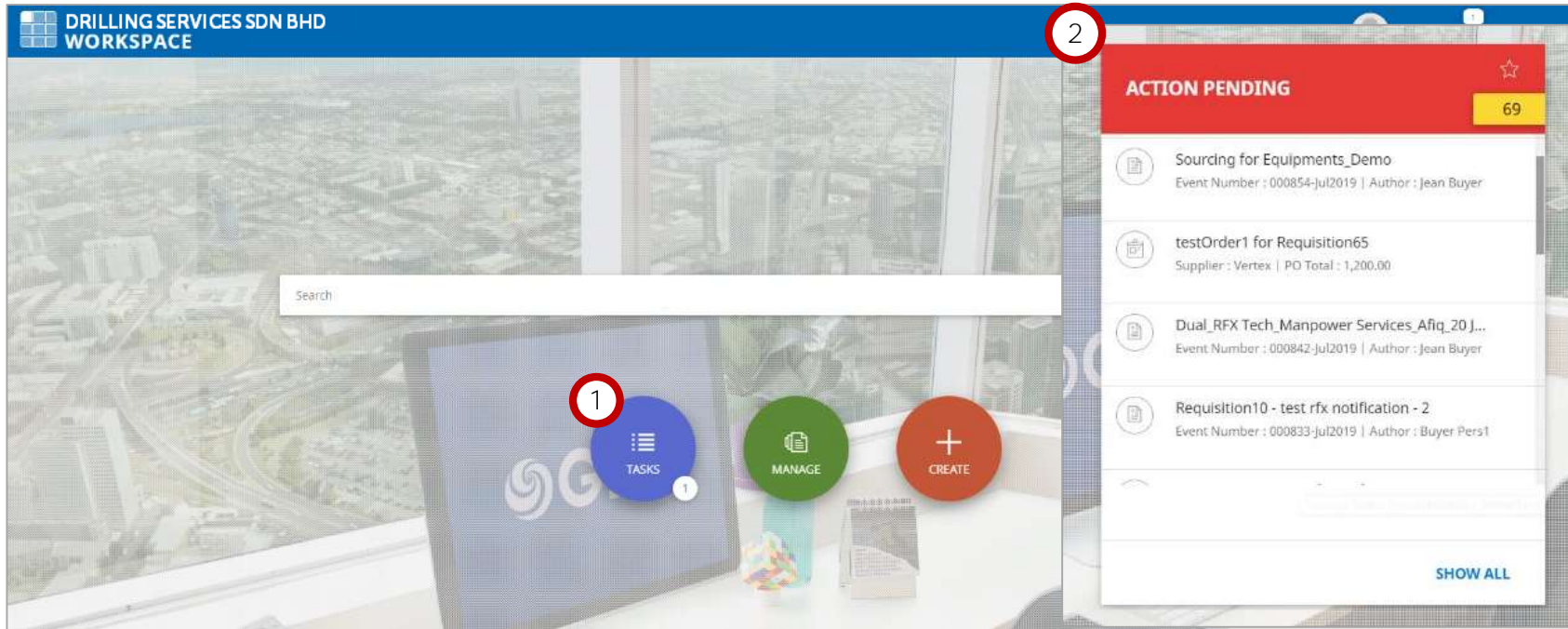
Suppliers will be able to respond to the commercial and technical requirements as deemed by the tender and submit them successfully via system.



# Accept Guidelines



In the event guidelines acceptance is not performed, supplier will not be able to participate in the bid.



- 1 Login to SMART by GEP® and go to 'Tasks'.
- 2 Select the RFX that needs to be responded to.



Acceptance of guidelines was previously known as acceptance of Invitation to Bid (ITB). The content of guidelines is similar to PETRONAS' ITB documents.



# Accept Guidelines



**Accepting or declining the tender guidelines indicates supplier's understanding of the terms and conditions and represents their interest to participate.**

← 000873-AUG2019 - SOURCING OF DRILL E... (NEW) Response closing in 1d 0h 58m 14s

GUIDELINES PENDING ACCEPTANCE

③ ① Accept the guidelines listed in this section in order to participate in the event. [Download all Guidelines](#)

☒ I Accept General Guidelines - Representative

BASIC DETAILS

Event Name  
Sourcing of Drill Equipment\_IL

Event Description  
Sourcing of Drill Equipment \_Demo \_08072019

Event Type  
Request for Proposal

Event Currency  
MYR

Event Overview  
-

Category\*  
Air Transportation & Support S...

Business Unit\*  
BOARD OF DIRECTORS

Region\*  
Malaysia

4

CANCEL DECLINE INVITATION ACCEPT GUIDELINES

3 Check the boxes for each section to indicate acceptance of the guidelines.

Note: Please make sure to review all content of RFX (i.e. Basic Details, Timelines, Guidelines, Questionnaire, Price sheet) and read all attachments included in the RFX, if any.

4 Click 'Accept Guidelines'.

Note: You may choose to decline invitation if you do not want to participate in the bid.

# Accept Guidelines



**Accepting or declining the tender guidelines indicates supplier's understanding of the terms and conditions and represents their interest to participate.**

000873-AUG2019 - SOURCING OF DRILL E... (NEW) Response closing in 1d 0h 58m 14s

GUIDELINES PENDING ACCEPTANCE

Accept the guidelines listed in this section in order to participate in the event. [Download all Guidelines](#)

☒ 1 Accept General Guidelines - Representative

BASIC DETAILS

Event Name: Sourcing of Drill Equipment\_IL

Event Description: Sourcing of Drill Equipment\_Demo\_08072019

Event Type: Request for Proposal Event Currency: MYR Event Overview: [button]

Category\*: Air Transportation & Support S... Business Unit\*: BOARD OF DIRECTORS Region\*: Malaysia

CANCEL DECLINE INVITATION ACCEPT GUIDELINES

CONFIRMATION

Are you sure you want to decline the invitation for this event?

NO YES

DECLINE EVENT

Options: Not interested to participate

Type your comment here

CANCEL DONE

- 5 Click on the 'Decline Invitation' button to decline.
- 6 At the window pop-up, click 'Yes' to confirm.
- 7 Supplier would need to provide a reason for declining the invitation.

# Accept Guidelines



**Accepting or declining the tender guidelines indicates supplier's understanding of the terms and conditions and represents their interest to participate.**

001213-SEP2019 - WEEK 2 \_SUPPLIER RE... (INVITATION DECLINED) Response closing in 2

Invitation to participate in event was declined by KOPETRO VENTURES on 10/04/2019 12:18 PM

**BASIC DETAILS**

Event Name: Week 2\_Supplier Response

Event Description: Week 2\_Supplier Response

Event Type: Request for Quotation Event Currency: MYR Event Overview: -

Category: Chemicals Business Unit: BOARD OF DIRECTORS Region: Malaysia

**EVENT TIMELINES**

Time Zone: Singapore Standard Time (UTC+8:00)

Name	Start Date & Time	End Date & Time
Response Timeline	10/01/2019 3:30 AM	10/07/2019 3:55 AM

CANCEL

8 After declining the invitation, in the event that you would like to re-participate in the RFX, you can click on the 'Kebab icon', then click on 'Accept Invitation' to re-participate in the RFX.

Kebab icon:

# Submit Responses Overview



After reviewing and accepting the tender guidelines, supplier will be required to provide their responses.

The requirements for each tender varies, and below are some of the highlighted sections for reference:

- a. Team Members
- b. Contract Terms
- c. Questionnaires
- d. Price Sheet
- e. Attachments



Suppliers will be required to submit their bid response for each section outlined in the RFX. If the supplier requires clarification, they may do so via the online Discussion Forum (refer to Tender Clarification).



# Submit Responses - Team Members



You may assign Roles in the Team Members section.

TEAM MEMBERS (SUPPLIER CONTACTS) (1)

Name	Viewer	Collaborator	Invitation Status
DRILLING SERVICES SDN BHD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited On 09/13/2019 12:19 PM

Edit - DRILLING SERVICES SDN BHD

Name & Contact	User's Role	Updated By	Email Sent On
DRILLING SERVICES SDN BHD contact@gmail.com	Primary Responder	Buyer	09/13/2019 12:19 PM
TEAM MEMBER1 contact_other@email.com	No Access		

CANCEL DONE



## User's Roles include:

- Primary Responder: Primary focal person for the tender
- Collaborator: Able to review the tender and make edits
- Viewer: Able to view the tender but cannot make any edits
- No Access: No access at all to the tender

1 Under the 'Team Members' section, click on the 'Configuration' icon.

2 The 'Edit' page will be displayed. Here, you are able to add any current contacts from your company to be a part of this tender.

You can also choose the 'User's Role' to assign specific roles to contacts.

Click 'Done' once completed.

3 You may also add new contact to be a part of this tender.

# Submit Responses - Contract Terms



You may accept or modify the Contract Terms.

4

1

3

2

CONTRACT TERMS

☐ I confirm that I have read all the contract terms of this event

Name	Author	Modified By	Modified On	Status	Version
General Terms Conditions_UAT	WonderWoman Deol	WonderWoman Deol	09/12/2019 6:56 PM	Check In	1

GENERAL TERMS CONDITIONS

Contract Administrator : WonderWoman Deol | Last Modified By : WonderWoman Deol On 09/12/2019

Version 1.0

CONTRACT NO:

BETWEEN

PETRONAS CARIGALI SDN. BHD.  
(COMPANY NO.: 39275 – U)

AND

CONTRACTOR XXXXXX  
(COMPANY NO.: XXXXXX-X)

UPLOAD MINOR VERSION

GO BACK CHECK OUT

- 1 At the 'Contract Terms' section, click on the terms & conditions (T&C) to review and understand the T&C.
- 2 If you need to perform redlining, check out the document first. Changes shall be made on the Microsoft version of the document.
- 3 You will need to 'Upload Minor Version' of the same T&C document to upload update or proposed modifications.  
  
Once finalised, click on 'Check In'.
- 4 Once completed, return to the main page and check the box to confirm that all contract terms have been read.  
  
Note: If the box is not checked, supplier will not be able to submit response.



Redlining is a process where suppliers are able to highlight the 'Terms and Conditions' document areas of clauses that require deviation. Supplier may add a note on the MS Word document and reupload the same document. A new version number will be generated.

# Submit Responses - Questionnaires



Suppliers must respond to all questionnaires listed in the section.

1

Name: Technical Part 1

Description:

Q 1.\* Kindly ensure you have provided ALL the following documents:

- ☐ Resume/CV
- ☐ Company Info
- ☐ BG/PG

Q 2.\* Kindly submit your proof of commitment

Your Response:

Add Attachment

Q 3.\* Kindly submit your organization chart

Your Response:

Add Attachment

0% RESPONSE COMPLETENESS

CANCEL SAVE DONE



It is the **supplier's responsibility** to ensure questionnaires are answered truthfully and accurately as PETRONAS buyers will be verifying the information provided.

1 Click on the questionnaire name:

- The questions may vary in format (i.e. Radio Button, Check Box, List Box, Drop Down).
- Suppliers must select answers which are related to their capability of delivering goods and services.
- Some questions may require detailed explanation (i.e. Free Form text) and may need to provide attachments.
- If attachment is required, kindly do not add attachments more than 2GB for each question in this questionnaire section.
- For attachments that are larger than 2GB, place them in attachment section (refer to page 56).

Note: Please review the questions thoroughly to ensure that all answers are accurate.

# Submit Responses - Questionnaires

Suppliers must respond to all questionnaires listed in the section.



Name: Technical Part 1

Description:

Q 1.\* Kindly ensure you have provided ALL the following documents:

- ☐ Resume/CV
- ☐ Company Info
- ☐ BG/PG

Q 2.\* Kindly submit your proof of commitment

Your Response:

Add Attachment

Q 3.\* Kindly submit your organization chart

Your Response:

Add Attachment

0% RESPONSE COMPLETENESS

CANCEL SAVE DONE

2 Respond to questions, then click 'Save'.

3 Once all the questions have been responded, click 'Done'.

Respond to all other questionnaires in similar manner.

Click 'Submit Response'. Confirmation window will then appear. Click 'Yes'.

4 The completion rate of the supplier profile can be tracked here.



# Submit Responses - Price sheet



The price sheet represents the commercial aspect of the tender submission and may vary from one tender to another.

Suppliers will have the option to respond to the tender's commercial requirements through the following channels:

- a. Update Price sheet via the SMART by GEP® user interface, or
- b. Update Price sheet through MS Excel upload.



It is the supplier's responsibility to verify all details in all columns within the price sheet. Columns may differ based on the Tender requirements from PETRONAS.

# Submit Responses - Price sheet



a. Update price sheet via the SMART by GEP® user interface.

**DRILLING SERVICES SDN BHD WORKSPACE**

Price Sheet Name: Price Sheet 1

Price Sheet Type: Materials

Price Sheet Description:

Displaying 12 of total 12 rows

	A	B	C	D	E	F	G
	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit	Total Price
1	Yes	V-BELT,A,894	50003317		10 EA each	MYR 600.00	6,000.00
2	Yes	HOSE,PLASTI	50010643		10 EA each	MYR 700.00	7,000.00
3	Yes	PIPE,2",40.5L	50010755		10 EA each	MYR 800.00	8,000.00
4	Yes	ELBOW,TH,2"	50011021		10 EA each	MYR 700.00	7,000.00
5	Yes	ELBOW,TH,2"	50011037		10 EA each	MYR 800.00	8,000.00
6	Yes	TAPE,MASKIN	50014461		10 EA each	MYR 400.00	4,000.00
7	Yes	CARTRIDGES	50019852		10 EA each	MYR 500.00	5,000.00
8	Yes	CABLE,PARAL	50019853		10 EA each	MYR 600.00	6,000.00
9	Yes	PAD,3M,POST	50020498		10 EA each	MYR 500.00	5,000.00
10	Yes	GOGGLE,EYE	50022308		10 EA each	MYR 500.00	5,000.00
11	Yes	GLOVE,S 1/2	50025616		10 EA each	MYR 400.00	4,000.00
12	Yes	DISK,FLOPPY	50026906		10 EA each	MYR 600.00	6,000.00

1 Scroll to the Price Sheet section. Click on the Price Sheet Name.

Note: The Price Sheet represents the commercial aspect of the RFX, suppliers are responsible to ensure that the pricing is accurate.

2 Review all columns and rows. Respond 'Yes/ No' in the 'Intent to Bid' column.

3 Enter the unit price for each line item that has been marked 'Yes to Bid'. Once unit price for all line item is entered, click 'Done'.

Respond to all the Price sheets in a similar manner, then click on 'Submit Response'. The confirmation window will appear. Click on 'Yes'.



The price sheet displayed above is a screenshot taken from within the SMART by GEP® platform. Suppliers that choose to update the price sheet directly within the platform will have the above view.

# Submit Responses - Price sheet

b. Update price sheet through MS Excel upload.

1

Price Sheet Name:	Price Sheet 1						
Price Sheet Type:	Materials						
Description:							
Column Type :	Drop Down	Text	Text	Numeric	Drop Down	Currency	Computed
Column Name:	*Intent to Bi	*Item name	*Item number	*Volume	*Unit	*Price per unit(MYR)	Total price
	Yes	Yes	V-BELT,A,894MM,A34	50005317	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	HOSE,PLASTIC,TRANSPRN	50010643	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	PIPE,2",40,5L-B,SMLS,TH,	50010755	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	ELBOW,TH,2",NPT,A105N,	50011021	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	ELBOW,TH,2",NPT,A105N,	50011037	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	TAPE,MASKING,PAPER,2 II	50014461	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	CARTRIDGES,LASER JET IV,	50019862	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	CABLE,PARALLEL INTERFA	50019865	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	PAD,3M,POST-IT,NO.656,	50020498	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	GOGGLE,EYE PROTECT,UVI	50022308	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	GLOVE,6.1/2,SURGCL,ANS	50025616	ZE1 : % mole (gas concentration)		0.00
	Yes	Yes	DISK,FLOPPY,DSHD,3.5""	50026906	ZE1 : % mole (gas concentration)		0.00



Suppliers can only use the downloaded template provided and not any other format. Suppliers are only permitted to provide input on certain fields, the rest are locked.

1 You can opt to submit the price sheet via the MS Excel template provided.

The template can be found at the top right corner of the tender page. Click the download icon.



Upon download, you are required to fill in the unit price in the Excel and upload it back to the system.

Note:

- Suppliers are to ensure that the price sheet uploaded is successful.
- Upon completion, a message will appear indicating 'Upload Successful'.

# Submit Responses - Attachments



In this section, suppliers can provide and review attachments for supplementary documentation.

004184-MAR2020 - 2 ENVELOPE AND MULTI... (GUIDELINES ACKNOWLEDGED) Response closing in: 0d 8h 21m 20s

EXHIBIT 1 - SCOPE OF WORK General Guidelines DYCO WORKS 03/20/2020 11:40 AM

QUESTIONNAIRES (1)

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %
Technical part 2- GENERAL EXAMP	Technical			5	0.00%

PRICE SHEETS (1)

ATTACHMENTS (1)

BUYER (0) **SUPPLIER (1)**

Attachment Name	Attachment Classification	Added On	Uploaded By	File Size
TestSheet.xlsx	Technical	03/20/2020 11:47 AM	Constance Laying Chuit	6.0 KB

CANCEL SUBMIT RESPONSE

1 Under the 'Supplier' section, you are able to attach documents related to the RFX/ Tender (i.e. CV, ITB documents, alternative specs, product specs, etc.).

You will need to select the attachment if it's a Technical or Commercial form of attachment.

Please ensure that all the attachments with Pricing matters **are marked as 'Commercial'** Attachments.

2 Under the 'Buyer' section:

- You will be able to view and download attachments that have been provided by the PETRONAS representative.
- It is compulsory to view all these attachments prior to bid submission.
- You may see comments from Buyer, if any, at the Attachments section.



# Submit Responses Overview



Upon accepting the tender guidelines and providing all the required information, supplier is ready to submit their RFX response.

1

3

2

- 1 Once all sections of the Tender documents have been completed, suppliers need to ensure that all details are accurate in accordance to the guidelines (RFX).
- 2 Once this has been checked and confirmed, click 'Submit' to submit the bid response.  
  
Once submitted, the document status will show as 'Response Submitted'.
- 3 You are able to resubmit responses by first withdrawing response and only if response timeline is still open.  
  
Once the Response Timeline status changes to 'Closed', the system will not allow any more submissions.



It is the Supplier's responsibility to ensure that they plan and submit their responses for the Tender in advance before the response closing date, to avoid losing out any opportunities to participate. The system will not permit any submissions once response date closes.

# RFX Status



The RFX status will change based on the action completed by suppliers or action initiated by buyers.

1

← 📄 001702-DEC2019 - WEEK 8\_EVALUATION A... (EVENT WITHDRAWN)

- 1
- RFX Withdrawn**  
The RFX is still active, the status could be due to:
- Possible amendment to the requirements (i.e. Changes in scope or tender requirement),
  - Addendum made to the RFX or tender.

2

← 📄 001745-DEC2019 - FOR TRAINING OF SCO... (EVENT CANCELLED)

- 2
- RFX Cancelled**
- The RFX is currently inactive and this status will be initiated by the sourcing execs or buyer.
  - You will be notified that the tender has been aborted/ dropped via email notification.

3

← 📄 001785-DEC2019 - 001785-DEC2019 (RESPONSE SUBMITTED)

- 3
- RFX Submitted**  
The RFX or tender is active, the status will be considered as submitted once you complete the guidelines and RFX responses.



# APPLICATION DEEP DIVE

## General Functions

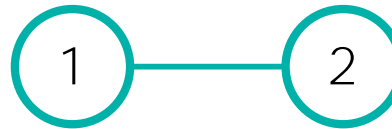


# Tender Clarification

The discussion forum will be the primary means of communication for tender clarification as well as the avenue for document sharing (update) post bid closing date.

## LEARNING OBJECTIVES

Suppliers will be able to authenticate details on technical and commercial requirements, review and document them through the system for reference.



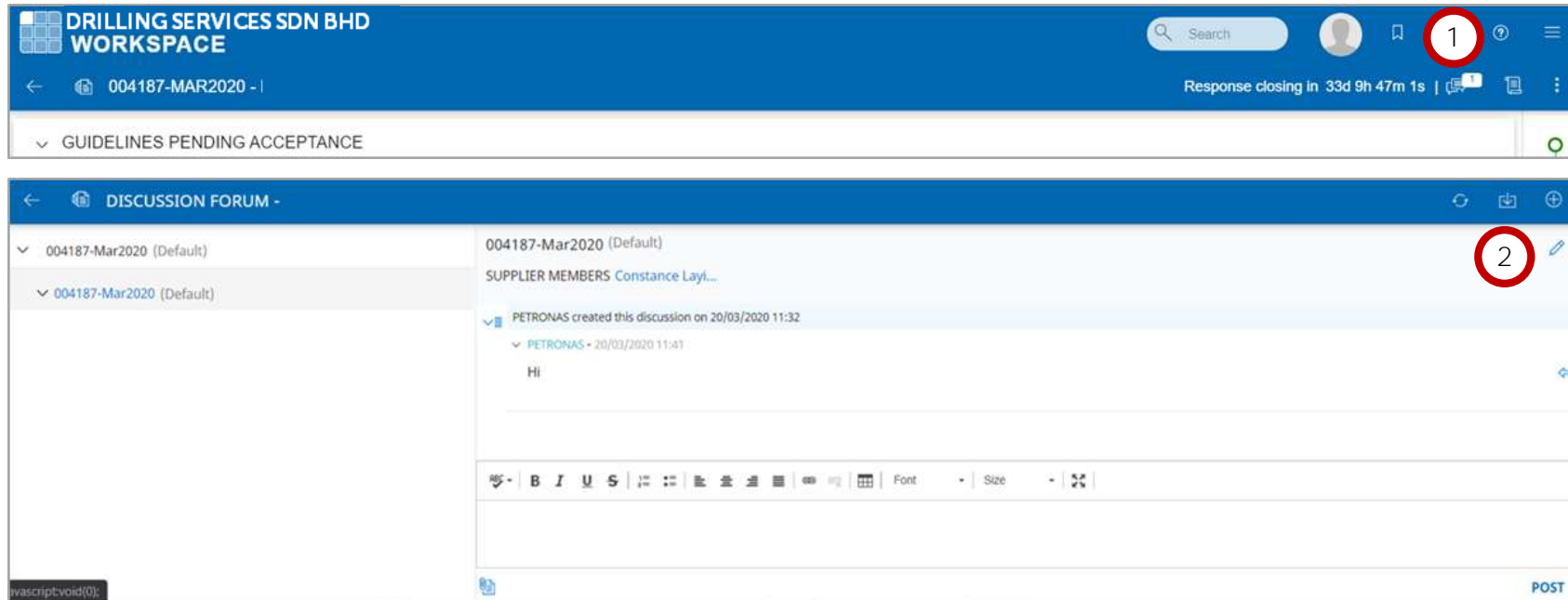
Discussion  
Before  
Bid Closing

Discussion  
After  
Bid Closing



# Discussion Before Bid Closing

Any queries or clarifications required with regards to the tender shall be communicated through the Discussion Forum in **SMART** by **GEP**®.



- 1 Initiate your query through the 'Chat icon' on the top right corner. The group discussion window pop up will be displayed.



If you receive any notification from the Buyer, a numbered notification will appear on top of the Chat icon.

- 2 In the window pop up, amend the discussion title accordingly by clicking on the 'Pencil' icon.



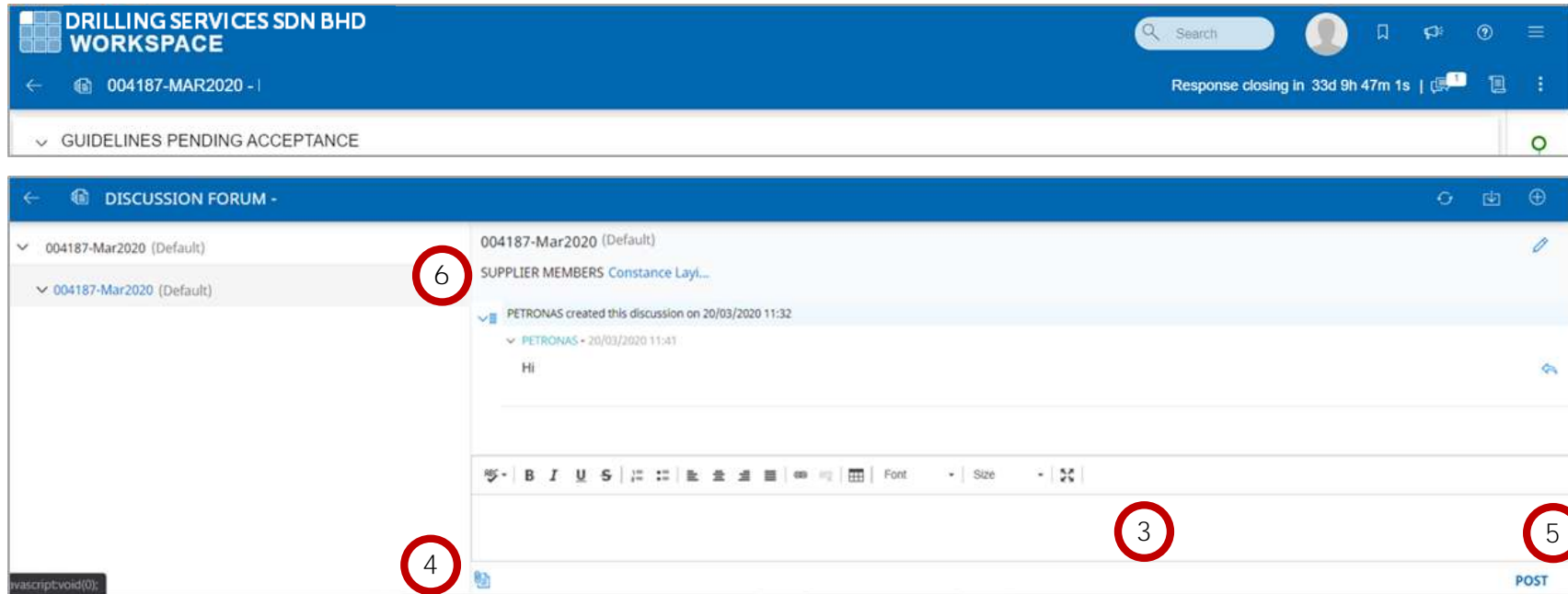
Note: there may be some discussions that have already been posted in the forum by a PETRONAS representative. Refer to those discussions for potential technical/tender clarifications, related updates and briefings on tender content.




- Suppliers are urged to use the Discussion Forum as the only means of communication and make amendments to bid responses before bid closing date.
- All queries shall be responded by respective buyers or sourcing execs, whilst being documented and contractually binding.

# Discussion Before Bid Closing

Any queries or clarifications required with regards to the tender shall be communicated through the Discussion Forum in **SMART** by **GEP**®.



- 3 Enter the query in the text box near the bottom of the screen.
- 4 To add in attachments, click on the 'Attachments' icon at the bottom left corner of the text box.
- 5 Once finished, click 'Post' to send the query.

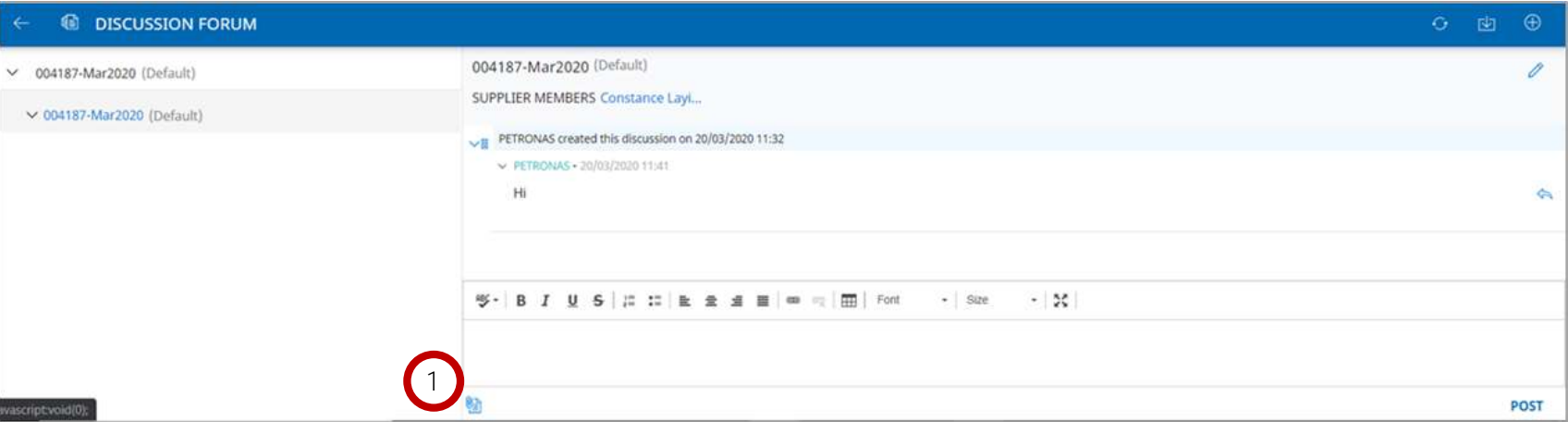
You are urged to use discussion forum to communicate to PETRONAS regarding the specific RFX/ Tender. This should be the only means of communication.
- 6 You can also see your team members who are involved in this RFX/tender next to the 'Supplier Members' line.



Suppliers to submit query using Discussion Forum and make amendments to RFX bid responses in the event the response timeline (bid closing date) is open.

# Discussion After Bid Closing

Any action after bid closing (i.e. negotiation) will be initiated by the buyers or sourcing execs. Changes to the initial bid submissions will be documented through the Discussion Forum.



Suppliers will not be able to modify their bid submissions after bid closing date. Any amendments or modification required to the responses shall be done through the Discussion Forum via document attachments.

1 In the event there are amendments or updates to the RFX bid responses after bid closing date, you are required to attach the relevant documents (e.g. certifications, company information etc.) into the discussion forum.



# APPLICATION DEEP DIVE

## General Functions



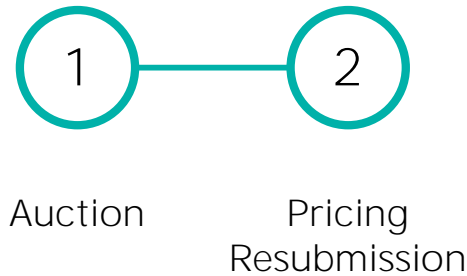


# Commercial Resubmission

**SMART** by **GEP**® enables the revision of commercial submission through the initiation of auction and pricing resubmission during the tendering process.

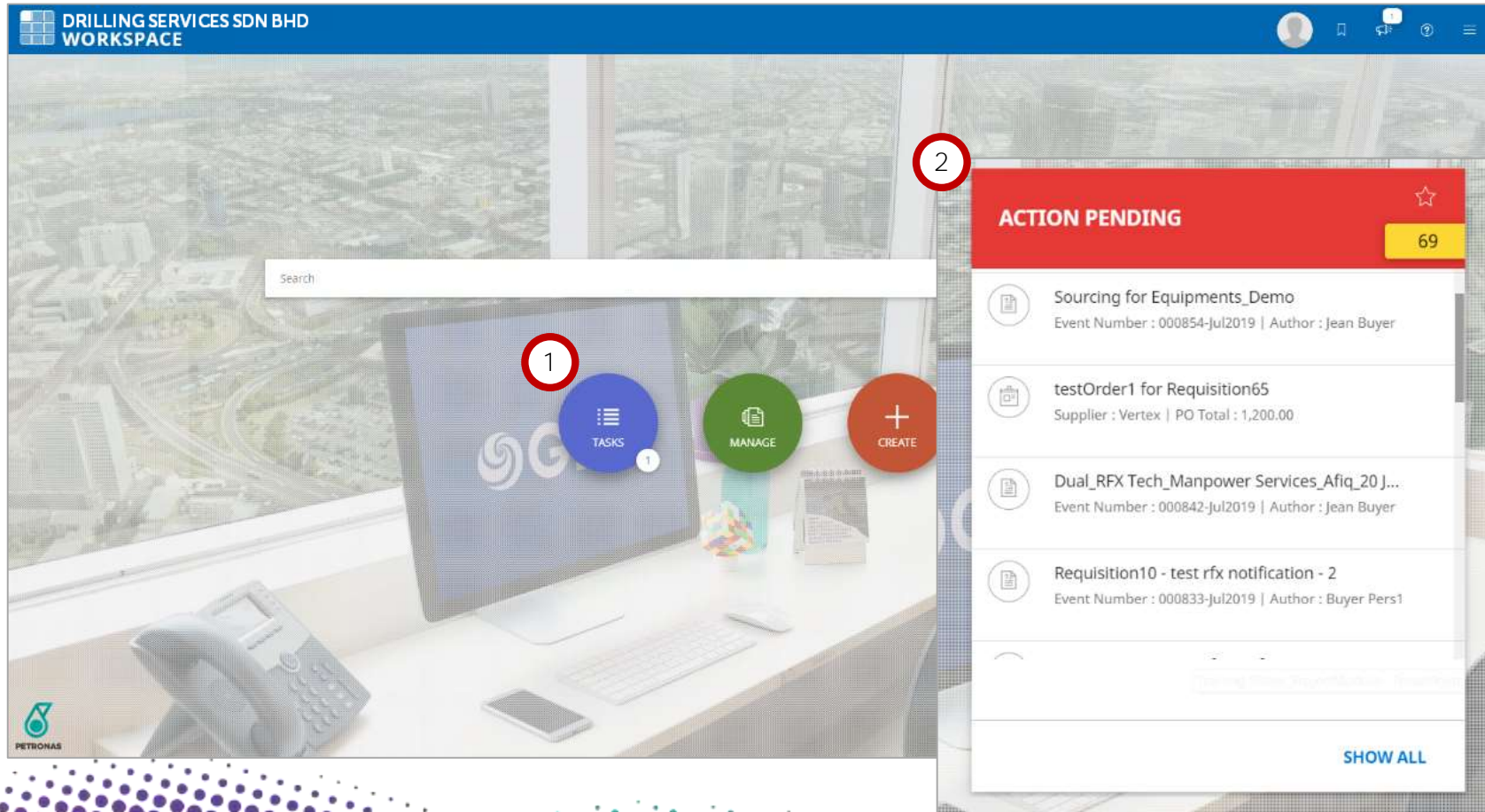
## LEARNING OBJECTIVES

Suppliers will be able to partake in the auction and/or negotiation process for the revision of commercial requirements post initial bid submission.



# Auction (only if applicable)

Auction activities will be initiated by sourcing execs and notification will be sent to impacted suppliers for action.



- 1 After login to the system, click on 'Task'.
- 2 Under the 'Action Pending' list, select the Auction that needs to be responded to.

# Auction (only if applicable)

Suppliers are expected to review and required to accept the terms and conditions prior to the auction process.

The screenshot shows a web interface for an auction. At the top, there's a header with a logo, the text 'Copy Of Commercial 123 0130-A...', and a timer 'Event closing in 01 : 24 : 41'. Below the header, there are tabs: 'NDA', 'Basic Details', 'Lots (1)', and 'Attachments (0)'. The 'NDA' tab is selected. A yellow banner states: 'You must accept the Agreement to get more access and participate in the event. Note: You must acknowledge that you have read complete "Agreement" before accepting or declining'. Below this, a section titled '3 Non Disclosure Agreement' contains the text of the agreement. At the bottom, there's a footer with 'Last Login: Thursday, August 01, 2019 11:21:33 PM (Singapore Standard Time)', '©GEP 2016. All rights reserved | Powered by SMART by GEP', and a note 'SMART by GEP works best in Google Chrome, IE 10 or above browser'. At the very bottom, there's a checkbox 'I have read the terms and conditions stated in the agreement' and two buttons: 'I Accept' and 'I Decline'.

Copy Of Commercial 123 0130-A... Event closing in 01 : 24 : 41

NDA Basic Details Lots (1) Attachments (0)

You must accept the Agreement to get more access and participate in the event  
Note: You must acknowledge that you have read complete "Agreement" before accepting or declining

3 Non Disclosure Agreement

MUTUAL NONDISCLOSURE AGREEMENT THIS MUTUAL NONDISCLOSURE AGREEMENT ("Agreement") is made between ABC Company, a Delaware corporation, including its affiliates, subsidiaries, agents, and representatives. WHEREAS, the parties may receive or acquire from each other certain technical information concerning the other's marketing plans, equipment, processes, methods, operating conditions, formulas, products, raw materials, research results and other private matters, (hereinafter called "Confidential Information"). NOW, THEREFORE, In consideration of the mutual covenants and undertakings herein contained and for other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged, the parties agree as follows: 1. Upon execution and delivery of this Agreement, the parties may disclose to each other Confidential Information necessary for discussion of the Project. 2. The parties shall hold in confidence and not disclose to third parties or make commercial or other use of any Confidential Information received or acquired from the other party (including, without limitation, either party's interest in the Project) without prior written permission of the disclosing party. The parties may only provide Confidential Information to their respective employees on a need-to-know basis provided such employees are bound at least to the same extent that the receiving party is bound hereunder. 3. All Confidential Information disclosed under this Agreement, directly or indirectly, shall be the exclusive property of the disclosing party and must be returned or destroyed upon request of the disclosing party.

Last Login: Thursday, August 01, 2019 11:21:33 PM (Singapore Standard Time) ©GEP 2016. All rights reserved | Powered by SMART by GEP

SMART by GEP works best in Google Chrome, IE 10 or above browser

4 ☐ I have read the terms and conditions stated in the agreement

5 I Accept I Decline

3 Read through and comprehend the Non Disclosure Agreement (NDA) associated with the tender.

4 Check the box to indicate that you have read and understood the terms and conditions stated in the agreement.

5 Click 'I Accept' to indicate your interest to participate in the Auction for commercial re-evaluation.

Or click 'I Decline' otherwise.

# Auction (only if applicable)

The auction process will run for a specified period of time, suppliers are encouraged to observe the timing closely and place their bids accordingly.

The screenshot shows an auction interface for 'Lot 1'. At the top, a timer indicates '01:19:00' remaining. Below this, the 'Lot closing in' is also '01:19:00'. The current 'Best Bid' is MYR 1,000.00, and the 'Your Best Bid' is also MYR 1,000.00. The 'Overall Starting Price' is MYR 0.00, and the 'Currency' is MYR. The 'View Bid Details' section shows a table with columns: 'It Start Price (MYR)', 'Total Start Price (MYR)', 'Decrement (MYR)', 'Last Bid (MYR)', and 'Price (Unit) (MYR)'. The table has one row with values: 0, 0.00, 100.00, 100.00, and 100.00. Below the table, the 'Overall Price (MYR)' is 1,000.00, with a 'Reset' button and a 'Place Bid' button. The 'Place Bid' button is circled with a red circle and the number 8. The 'Live Graph' section shows a line graph with a single point at 1,000.00. The 'Bid Details' section shows a table with columns: 'Lowest Bids', 'Supplier Name', and 'Time Placed'. The table has one row with values: MYR 1,000.00, Vertex, and 3:50:12 PM. The footer shows 'Last Login: Thursday, August 01, 2019 11:21:33 PM (Singapore Standard Time)' and '© GEP 2016. All rights reserved. Powered by SMART'.

6

7

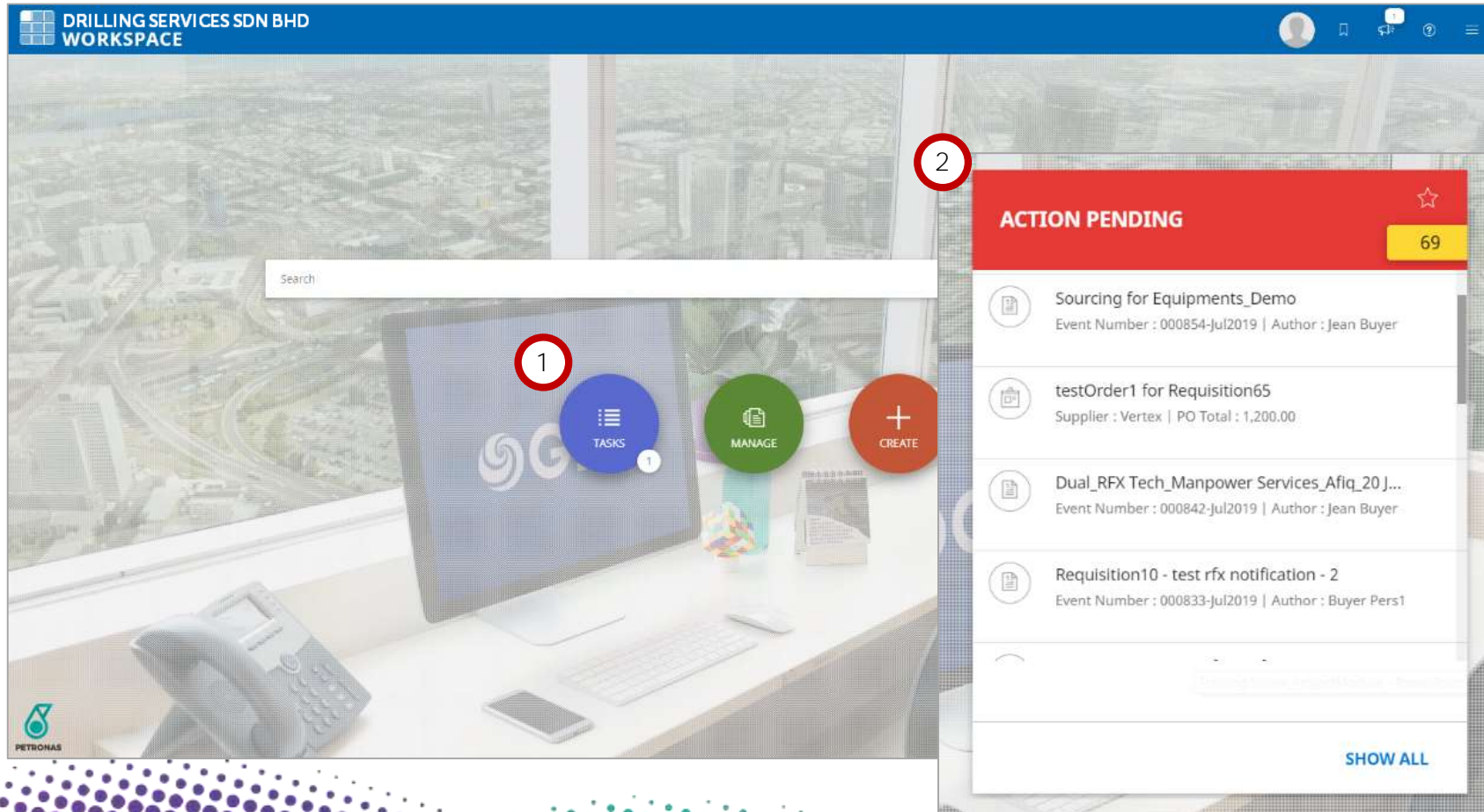
8

- 6 The timer indicates Auction live period, in which suppliers are allowed to place their bids.
  - 7 Towards the right, place your bid based on your best 'Price Per Unit'.
  - 8 Upon final confirmation of the bid/price, click on 'Place Bid'.
- You are allowed to place your bids continuously during the auction live period.
- Once timer turns zero, the auction is deemed to be concluded.
- Note: Upon success of the revised price, you will be notified and shall proceed with the steps in 'Pricing Resubmission'.



# Pricing Resubmission

In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing, this process needs to be done post-successful auction as well.



- 1 To resubmit new prices, log into SMART by GEP®.  
  
From the homepage, click 'Tasks'.  
  
Select the tender that needs requires further action.
- 2 Under the 'Action Pending' list, select the tender that needs to be responded.

# Pricing Resubmission

In the event where buyers perform negotiation to commercial response, suppliers will be required to resubmit their pricing, this process needs to be done post-successful auction as well.

PRICE SHEETS (1)

☐ Show only feedback enabled Price Sheet

Price Sheet Name: Response Completion %: 100.00%

[View Feedback](#)

Displaying 5000 of total 5000 rows

Response Submitted on: 09/03/2019 7:58 PM

	A	B	C	D	E	F	G	H	I	J	K	L
1	*Intent to Bid	*Baseline No	*Package Name	Specification 1	Specification 2	*Quantity	*Unit	*Price Per Unit	*Revised Price	*Initial Price P	Total Price	*Revised Inte...
2	Yes	3	D: DEE	A. KL OFFICE	Project Manager	26,000.67	HR: HR	MYR 877.00	MYR 877.00	MYR 877.00	22,802,567.59	Yes
3	Yes	4	D: DEE	A. KL OFFICE	Senior Project...	67,500.89	HR: HR	MYR 877.00	MYR 877.00	MYR 877.00	59,198,280.53	Yes
4	Yes	5	D: DEE	A. KL OFFICE	Project Engineer	47,500.78	HR: HR	MYR 877.00	MYR 877.00	MYR 877.00	41,858,184.06	Yes
5	Yes	6	D: DEE	A. KL OFFICE	Junior Project...	18,000.78	HR: HR	MYR 877.00	MYR 877.00	MYR 877.00	15,786,684.06	Yes
6	Yes	9	D: DEE	A. KL OFFICE	Project Serv...	9,000.89	HR: HR	MYR 877.00	MYR 877.00	MYR 877.00	7,883,780.53	Yes
7	Yes	10	D: DEE	A. KL OFFICE	Lead Cost/Sc...	18,000.78	HR: HR	MYR 877.00	MYR 877.00	MYR 877.00	15,786,684.06	Yes
8	Yes	11	D: DEE	A. KL OFFICE	Senior Cost/S...	38,000.67	HR: HR	MYR 877.00	MYR 877.00	MYR 877.00	33,326,567.59	Yes

CANCEL DONE

3 Scroll to 'Price Sheet' subsection. Click the 'View Feedback' link.

The Price Sheet with the feedback will be displayed.

4 You will then have to enter the Revised Prices in the specified column post-negotiation /auction results.

5 During the Feedback Timeline, prices that are to be revised will be highlighted in colour by the Buyer/Author of the Tender and you will be informed by each colours' meaning in the Discussion Forum. You will also receive an email notification for this update.

Note: All suppliers will be notified on the colour definition and the revised prices requirements by PETRONAS.

6 Enter revised unit if desired by the Supplier or as per agreed with PETRONAS. Click 'Done'.



# APPLICATION DEEP DIVE

## General Functions



# Letter Of Award Acceptance

The discussion forum will be the primary means of communication for tender clarification as well as the avenue for document sharing (update) post bid closing date.

## LEARNING OBJECTIVES

Suppliers will be able to authenticate details on technical and commercial requirements, review and document them through the system for reference.

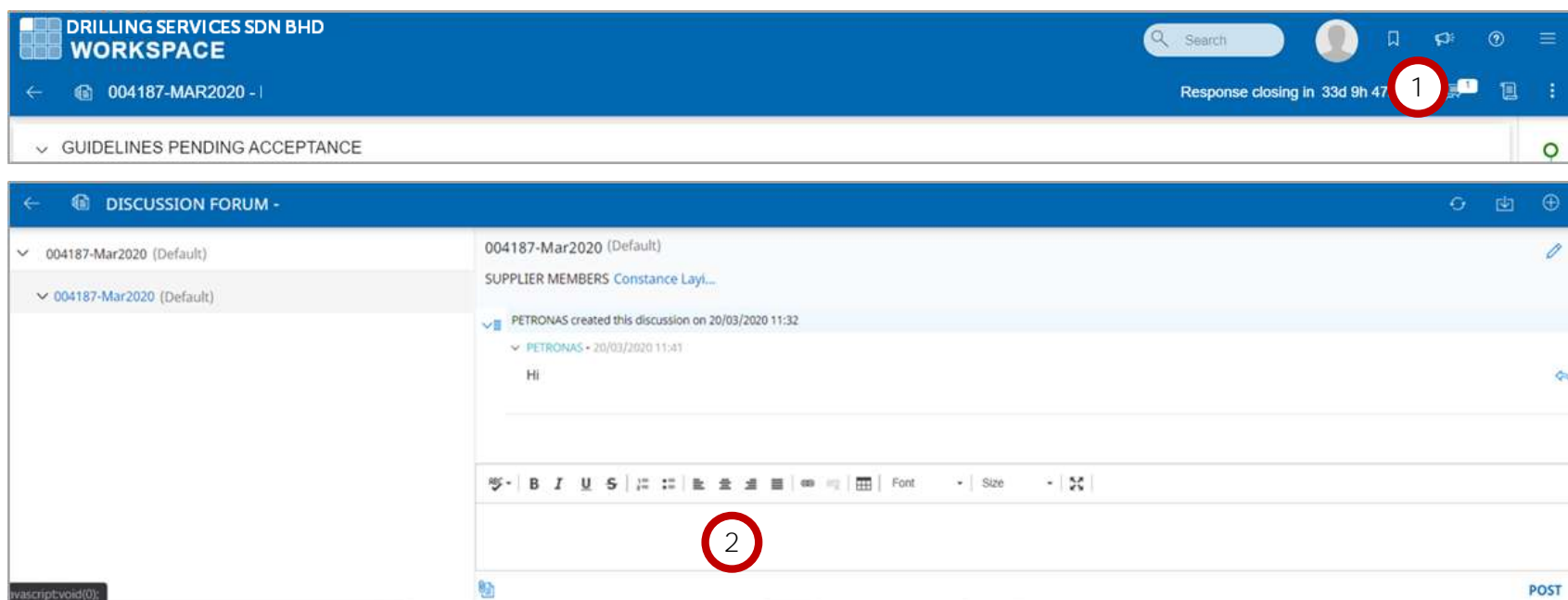
1

LOA Acceptance



# LOA Acceptance

Supplier to acknowledge their acceptance of award via the online Discussion Forum.



1 Upon successful evaluation, supplier will be notified via email together with the issuance of Letter of Award (LOA).

Respective Buyer/Author will then prepare a topic in the Discussion Forum on LOA Acceptance to be directed to the Awarded Supplier.

Click on the 'Chat icon' on the top right corner of the RFX page.



2 The successful supplier is required to respond in the Discussion Forum, upon receipt of LOA document from PETRONAS to confirm acknowledgement and indicate acceptance.

Click 'Post' to complete the LOA acceptance.



**GROUP  
PROCUREMENT** **DGP**

SUPPORT CONTACT



# Support Contact

Should you require any support, please reach out to us via the following channels:



E-MAIL : [supplier.servicedesk@petronas.com.my](mailto:supplier.servicedesk@petronas.com.my)



CALL : 1-800-88-0011 / 03-2331 3330

PETRONAS CONTACT CENTRE



**THANK YOU!**

