

SEPRO

Sarawak Energy e-Procurement

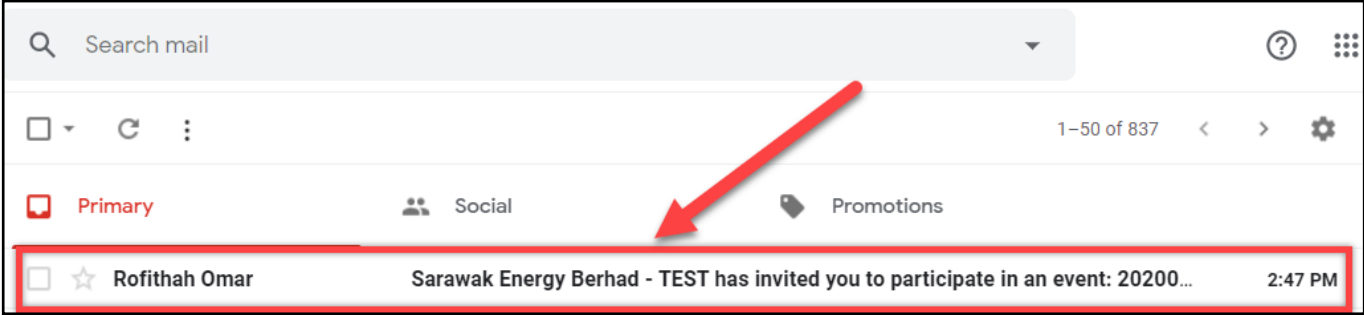
SUPPLIER TRAINING MATERIAL

MODULE: BUYING & INVOICING

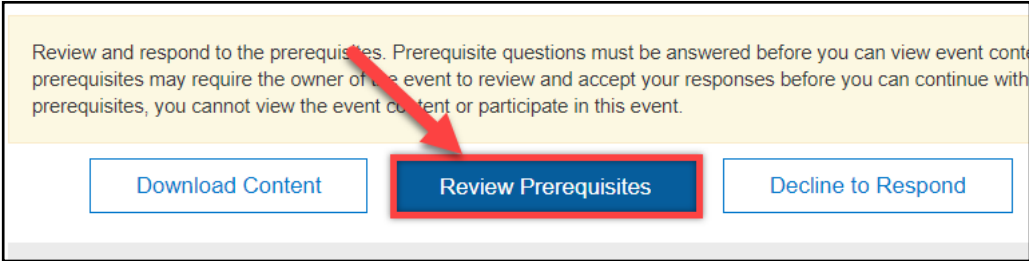
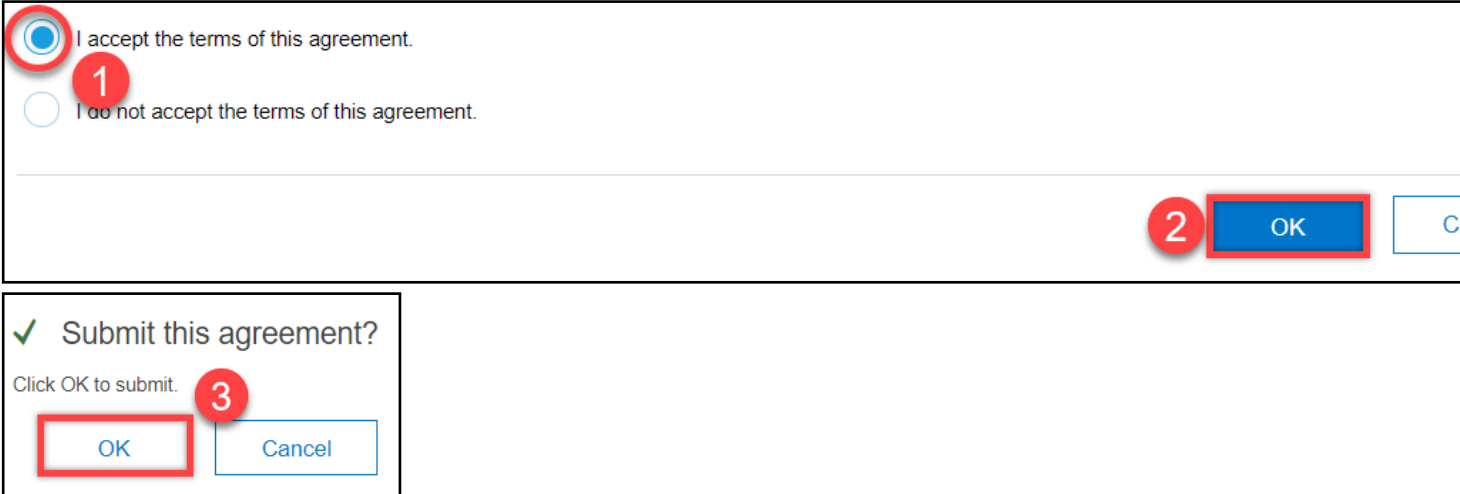
Step-by-step guide:

Submit Quotes

Supplier Training Material: Submit Quotes


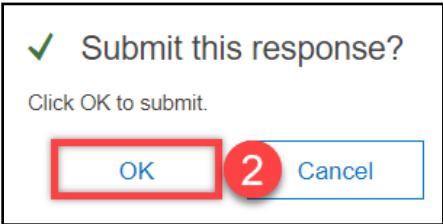
No.	Steps	Remarks
1	<p data-bbox="259 322 1126 352">Supplier received email from Sarawak Energy Berhad and click the email.</p>  <p>The screenshot shows an email inbox interface. At the top is a search bar labeled 'Search mail'. Below it are navigation icons (checkbox, refresh, menu) and a page indicator '1-50 of 837'. There are three tabs: 'Primary' (selected), 'Social', and 'Promotions'. The email list shows one entry: a star icon, the name 'Rofithah Omar', the subject 'Sarawak Energy Berhad - TEST has invited you to participate in an event: 20200...', and the time '2:47 PM'. A red arrow points from the top right towards the subject line of this email, and a red rectangular box highlights the entire email entry.</p>	

No.	Steps	Remarks
2	<p>Click 'Click Here' to participate in the event.</p> <div data-bbox="259 363 1402 1043" style="border: 1px solid black; padding: 10px;"> <p>Sarawak Energy Berhad - TEST has invited you to participate in an event: 20200130 iPad Pro 12.9 Inch with Keyboard. Inbox ×</p> <p>Rofithah Omar <s4system-prod+sarawakenergy-T.Doc2233639892@ansmtp.ariba.com> 2:47 PM (9 minutes ago) ☆ to me ▾</p> <p style="text-align: center;">SEPRO</p> <p>Sarawak Energy Berhad - TEST has invited you to participate in the following event: 20200130 iPad Pro 12.9 Inch with Keyboard. The event is set to begin on Wednesday, January 29, 2020 at 10:46 PM, Pacific Standard Time.</p> <p>TO PARTICIPATE Use the following username to log in to Sarawak Energy Berhad - TEST events: seprosenergy@gmail.com.</p> <p>Click Here to access this event.</p> </div>	

No.	Steps	Remarks
3	<p>Click at 'Review Prerequisites'.</p> 	
4	<ol style="list-style-type: none"> 1. Choose 'I accept the terms of this agreement'. 2. Click 'OK' 3. Click 'OK' 	

No.	Steps	Remarks																								
5	<ol style="list-style-type: none"> 1. Tick the box to select all. 2. Then, click 'Submit Selected Lots' <div data-bbox="259 400 898 726" style="border: 1px solid black; padding: 5px;"> <p>Lots Available for Bidding</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Name</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4.2.3 iPad Pro 12.9" 2020</td> </tr> <tr> <td></td> <td>1) iPad Pro 12.9"</td> </tr> <tr> <td></td> <td>2) iPad Keyboard with Casing</td> </tr> </table> <p style="text-align: right;">Confirm Selected Lots</p> </div>	<input checked="" type="checkbox"/>	Name	<input checked="" type="checkbox"/>	4.2.3 iPad Pro 12.9" 2020		1) iPad Pro 12.9"		2) iPad Keyboard with Casing																	
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6	<ol style="list-style-type: none"> 1. Fill in the price. 2. Fill in the 'Lead Time'. <div data-bbox="259 863 1630 1075" style="border: 1px solid black; padding: 5px;"> <table border="1"> <tr> <td>4.2.3 iPad Pro 12.9" 2020</td> <td>Less... -</td> <td>* 14,000.00 MYR</td> <td>1</td> <td>1 each</td> <td>14,000.00 MYR</td> </tr> <tr> <td colspan="6">1) iPad Pro 12.9"</td> </tr> <tr> <td colspan="6">2) iPad Keyboard with Casing</td> </tr> <tr> <td colspan="2">Lead Time:</td> <td colspan="4"></td> </tr> </table> </div>	4.2.3 iPad Pro 12.9" 2020	Less... -	* 14,000.00 MYR	1	1 each	14,000.00 MYR	1) iPad Pro 12.9"						2) iPad Keyboard with Casing						Lead Time:						
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Supplier Training Material: Submit Quotes

No.	Steps	Remarks
7	<p data-bbox="304 288 712 352">1. Click 'Submit Entire Respond'. 2. Then Click 'OK'.</p> <div data-bbox="259 419 1120 624"></div> <div data-bbox="1144 400 1585 624"></div>	