Sourcing
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1.0 Process Flow for Sourcing Event

1. You will receive an email invitation to participate for the sourcing event.

2. Log in to SEPRO via link provided in the email to get into the event.

3. Review and accept prerequisites.

4. Complete all the required response and submit.
1.1 Sourcing Invitation: Invitation Email & Login Page

You will receive an email from Sarawak Energy team to participate for the sourcing event.

Click on the link to be directed to ARIBA login page and log in to the event by the username given.
1.2 Sourcing Event: Review and Accept Prerequisites

You will open up a Review Prerequisites page and need to accept the agreement before you can proceed to the event.

Be alert on the timing to respond to the event.

Kindly review and respond to the prerequisites before you proceed to the event.

Accept the terms of agreement and click OK to submit.
1.3 Sourcing Event: Fill in Form and Submit Response

You will be able to view the event content and need to fill in and submit for the response.

You need to fill in all the required field inside the form and click OK.

“Click to response” and fill in the Form of Quotation
Fill in the prices of each items and click OK.
You need to click “Submit Entire Response” to submit their offer.
1.4 Sourcing Event: Confirmation on the submission

You will open up a page which confirms that the response have been submitted.
1.5 Sourcing Event: Compose Message

You can contact Sarawak Energy representative for the event by using the “Compose Message” button.

You will receive the response from Sarawak Energy’s representative on the inquiry via email.