Vendor eBid Portal Manual

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Important Points to Remember

1. Always use **Chrome browser** to open GNFC SRM.
2. Only submitted responses will be considered by purchaser.
3. Press **Refresh** button during navigation through different links / buttons.
4. All the RFx responses are considered as FOR and location GNFC Store basis only.
5. Please include payment terms of RFx in technical response.
6. Vendor has to compulsorily download the RFx from Print Preview, update the same PDF with Accept/Accept with Deviation/ Regretted status against each Item and upload the same in technical RFX response.

Vendor Login

Vendor will receive email for the User id and Password to log into GNFC SRM Portal.

Open the following link in browser to log into the SRM.

https://ebid.gnfc.in:50201/

Display RFx Information

When purchaser publishes or changes any RFx, all respective vendors will be notified through email.

This step allows the vendor to see the list of **RFx (Tender)** published by purchaser.

To see the RFx click on **RFx and Auction Tab – RFx and Auction menu**.

Click on **Published** link from **eRFxs** to view list of published RFx from the purchaser.

Event Number: RFx number.

Event Description: RFx Name.

Event Type: Type of the RFx.

Event Status: Status of the RFx.

Start Date: Start Date of RFx.

Start Time: Start Time of RFx.

End Date: End Date of RFx.

End Time: End Time of RFx.

Response Number: Number which is created when vendor submit their bid against particular RFx.

Response Status: Different modes of response status like

1. **Saved**: When vendor create the response but not submit it, its status becomes **Saved. Only submitted responses will be considered by purchaser.**
2. **Submitted**: When vendor submit their response, its status becomes **Submitted.**
3. **Accepted/Rejected**: When purchaser accept/reject the response, its status becomes **Accepted / Rejected.**
4. **Withdrawn:** When vendor withdraw the submitted response, its status becomes **Withdrawn.**

Event Version: Number of time RFx changed by purchaser after publishing.

Response Version: Number of times vendor changed their submitted responses.

Q&A: Number of communication between purchaser and vendor.

Click on **Event Number** to view the detail information about the RFx.

	Active Queries													
eRFxs	All (30) Published (2) Ended (25) Completed (20)													
eAuctions	All (21) Published (1) Ended (0) Completed (0)													

eRFxs - Published

▶ Show Quick Criteria Maintenance   Change Query Define New Query Persona

View: *[Standard View] ▼ | Create Response | Display Event Display Response | Print Preview | Refresh Export ⬏

Event Number	Event Description	Event Type	Event Status	Start Date	Start Time	End Date	End time	Response Number	Response Status	Event Version	Response Version	Q&A
20000334	PURCKCC2137 03.12.2019 10:41:04	Public TwoPart Tende	Published		00:00:00	04.12.2019	10:00:00		No Bid Created	1		0
20000320	PURCMMD5645 02.12.2019 09:32:04	Ltd Two part Domesti	Published		00:00:00	04.12.2019	11:00:00		No Bid Created	1		0

Whole RFx will displayed in different tabs.

RFx Information Tab->RFx Parameter

Start Date: Start Date of RFx.
Submission Deadline: End Date of RFx. Before this date vendor has to submit their response.
Opening Date: Price bid opening date of RFx responses.
Technical RFx Response Opening Date: Technical bid opening date of RFx responses.
End of binding period: Date until which bidders are bound to fulfill any bids they submitted.
Earnest Money Deposit Amount: Amount for EMD.
Earnest Money Deposit Submission Deadline: Vendor has to pay EMD Amount before this date and time to purchaser. **No online EMD payment is available in the system**.

RFx Information Tab->Questions

This section displays the list of RFx level question asked by purchaser. Vendor has to answer the compulsory question (marked with *) to submit their bid.

Items Tab

This section displays the list of RFx items and its other information like RFx Quantity, Delivery Date, Item Description, Item Long Text etc.

Select any item from the list and click on **Detail** button to view the detail information of the item.

Item Data: Detail information about the item like Item Description, Required Quantity, Delivery Date.

Questions: Item related questions are displayed in this section. Vendor has to answer the compulsory question (marked with *) to submit their bid.

Notes and Attachments: In this section vendor can see the long text/description of that item by clicking on **GNFC item text.**

Notes and Attachments Tab

In this section vendor can see all header level and item level Notes and Attachments.

Technical RFx Button: Click on **Technical RFx** button to view technical requirements / Specifications of RFx by purchaser. It is available in **External Area Folder**.

Participate / Do Not Participate / Tentative Button: To inform the purchaser about intention of bidding.

Create RFx Response

Create Response: Click this button if vendor want to submit their bid.

Print Preview: PDF file of the RFx's Item with long description. **(Compulsory Activity)**

In Status column against each item vendor has to tick either of 3 option (i.e. Accepted / Accepted with Deviation / Regretted). Sign and Stamp this document and upload it in technical RFx folder while creating the RFx response.

RFx Information Tab->Basic Data

Enter necessary information in this section.

RFx Information Tab->Questions

Give the answers of compulsory questions in this section.

Item Tab

Vendor can submit their Quantity, Price and Price Per item in this section. If vendor want to enter detail information of any item, select that item and click on **Detail** button.

Vendor can add extra item other than RFx by clicking on Add New Button.

Supplier Product Number: Vendor can give its own product number in this field.

Delivery Days: Use this field if there is any deviation in delivery date.

Question Tab: Give the answers of item level questions.

Check: Click this button to check any error or missing information in response.

Save: Click this button to save the response. RFx response number will be generated. Saved response will not be considered by purchaser.

Questions and Answers: Click on this button to communicate with purchasers.

Print Preview: PDF file of the RFx response given by vendor.

Create RFx Technical Response

Technical RFx Response: Click this button to view and upload technical Specifications / Requirements of RFx.

Vendor has to select their company name from the left navigation panel. Click on **Tech_Bid** folder. Click on **Create** link to attach document.

Upload the downloaded RFx PDF with below changes:

In Status column against each item vendor has to tick either of 3 option (i.e. Accepted / Accepted with Deviation / Regretted). Sign and Stamp this document and upload it in technical RFx folder while creating the RFx response.

Select Document from the list.

Give Document Name, Description and select upload local file option.

Click on **Continue** button.
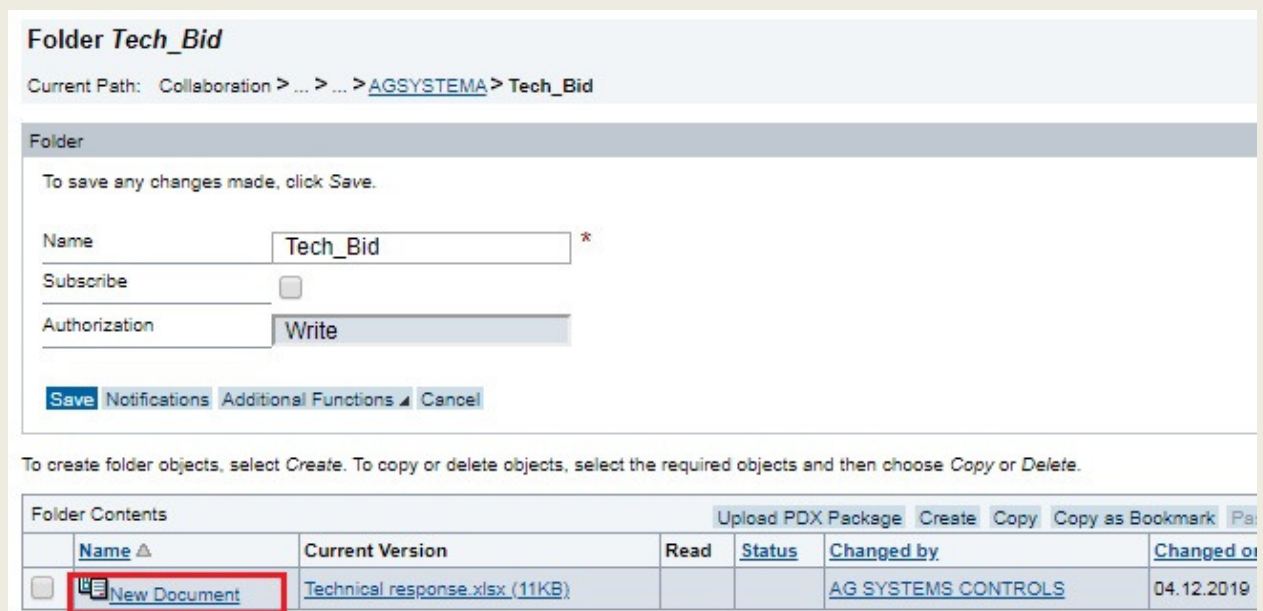
Click on **Choose File** to select file from local computer.

Click on **Save** button to save documents.
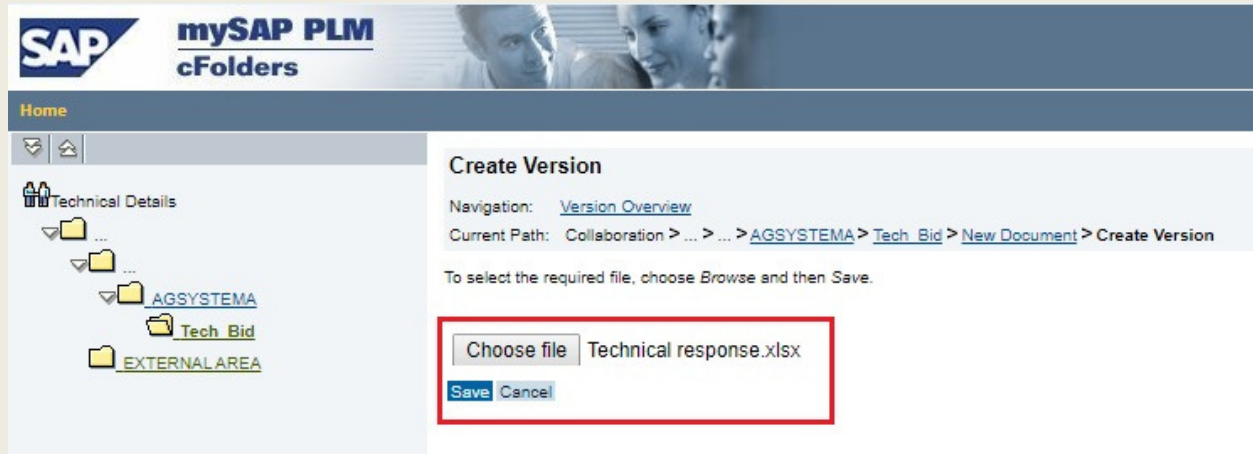
If you want to **replace** already attached document then click on document name.

Click on **Choose File** Button to select new file from the local computer. Click on **Save** button to **replace** old document with New document.

If user want to create **new version** of already attached document then click on **create** button.

Navigation: Folder Overview
Current Path: Collaboration > ... > ... > AGSYSTEMA > Tech_Bid > **New Document**

Document

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

Name	New Document	*
Subscribe	☐	
Write Lock	☐	
Authorization	Write	
Discussions	0	

Save Notifications Additional Functions ◢ Cancel

Current Version

To change the file of the current version, click the hyperlink. Use the right-hand mouse button to save the file to your hard disk. Make your changes and save them. To upload the changed file back into the cFolders application, choose *Browse...* and then *Save*. The existing file is then overwritten.

Download/Open Technical response.xlsx (11KB)
Upload [Choose file] Technical re...se 2019.xlsx

Save Cancel

Select a version name to process this version of the document. Click *Create* to create a new version of the document.

Versions						Create
Name	**File**	**File Size**	**Description**	**Redlining Layers**	**Changed by**	**Changed on**
Version 1	Technical response.xlsx	10,686		-	AG SYSTEMS CONTROLS	04.12.2019 16:17:04

Note: Close this window. **Please don't press Logout button.**

Submit Button: This is the last and final stage of RFx Response Submission. Make sure all the information related to RFx like Submitted Quantity, Price, Price Per, Delivery Days, Answer of Question, Technical Specification, RFx Item Level Accepted/Accepted With Deviation/ Regretted PDF upload.

Click on **Submit Button** to submit the response.

Edit RFx Response

In **Event Version** field shows the number of time purchaser had changed the RFx.

To Edit or withdraw submitted response, click on response number against the respective RFx number.

Withdraw: Click on this button to withdraw the response before submission deadline. Vendor can also resubmit their response before submission deadline.

Edit: Click on this button to edit submitted response before submission deadline. After making any changes in response kindly press **Submit** button otherwise new response will not be considered.

Display Submitted RFx Response

Print Preview: Click on this button to print the RFx response submitted by vendor.

Summary Tab: It describes the overall summary information of RFx response.

Tracking Tab: Click on this tab to view the history of RFx changed by purchaser and response changed by vendor.

Auction:

Display Auction:

In **RFx and Auction** tab, Click on **Published** link from **eAuctions** to view list of published Auction by the purchaser.

Event Number: Auction number.

Event Description: Auction Name.

Event Type: Type of the Auction.

Event Status: Status of the Auction.

Start Date: Start Date of Auction.

End Date: End Date of Auction.

Bid Number: Number which is created when Auction ended.

Bid Status: Different modes of Bid status like

1. **Submitted**: When Auction ended, bid status becomes **submitted.**
2. **Accepted/Rejected:** When purchaser accept/reject the Bid, its status becomes **Accepted / Rejected.**

Click on **Event Number** to view the detail information about the Auction.

Whole Auction will display in different tabs.

Auction Information Tab->Auction Parameter

Auction Name: Name of Auction.

Auction Type: Type of Auction.

1. **English Auction:**
    It's a basic reverse action, where, every new bid which is submitted is compared and validated against overall best bid that is the lowest bid ranks first. The bid in an auction which is submitted first, is compared to the start price.

2. **Rank Only :**
    In this auction ranks are displayed to bidders. New bid which is submitted is compared and validated against vendor's own best bid.

Start Date: Start Date and time of Auction. From this date and time auction will be live (Active).
End Date: End Date and time of Auction.
Auction is Live between start date & time and end date & time.
End of Binding Period: The bidder makes a commitment that the bid is valid until this date.
Bid Decrement:
1. **Absolute:** Bid will be decreased based on amount**.**
2. **Percentage:** Bid will be decreased based on percentage**.**

Bid validation: Validation for new bid submitted by vendor.
Follow On Document: Follow on Document of that Auction ex. PO or Contract.
Remaining Time Trigger: This field refers to the duration of time (minutes), before which live auction is programmed to end, if a new bid is placed within this time duration, the auction will be extended with **specified time.**
Extension Period: The span of time (hours or minutes) by which the system extends an auction, if a bid is received during this period.
Number of Extensions: This field depicts the maximum number of times by which an auction can be extended automatically.

Items Tab:

All Item related information is displayed in this tab like. Item id, Item Description, Item quantity, Start price, bid decrement, delivery date.

Notes and Attachments Tab:

All auction related notes and attachment are displayed in this tab. GNFC Item text is long description of the item in Notes section.

Print Preview: Click this button to view PDF of Auction Item details.

Live Auction: Click this button to see Live Auction cockpit screen where vendor can submit their bid during auction is live.

Display Auction

| Print Preview | Close | Live Auction | System Information | Create Memory Snapshot |

| 0 Days 00:33:38 Remaining Time | Auction Number 60000064 | Auction Name PURCMMD5645 02.12.2019 09:32:04 | Auction Owner PURCMMD5645 | Status Active |
| | Currency INR | Start Date 11.12.2019 16:30:00 INDIA | End Date 12.12.2019 16:30:00 INDIA | |

Auction Information | Items | Notes and Attachments

Auction Parameters | Notes and Attachments

Identification

Auction Name: PURCMMD5645 02.12.2019 09:32:04

Auction Type: English Auction

Product Category:

Currency: INR

Dates

Start Date: 11.12.2019 16:30:00

End Date: 12.12.2019 16:30:00

End of Binding Period:

Time Zone: INDIA

Event Parameters

Bid Decrement: Absolute

Bid Validation: New bid must beat overall best bid

Follow On Document: Purchase Order or Contract

Sequential Line Items: ☐

Sequential Initial Duration: 0

Sequential End-Time Gap: 0

Automatic Extensions:

Remaining Time Trigger: 5

Extension Period: 10

Number of Extensions: 2

Status and Statistics

Creation Date: 11.12.2019 15:00:02

Created By: PURCMMD5645

Live Auction Cockpit:

Live auction cockpit screen is as below.

Time Remaining: Displays the time remains to end the auction.

Status: Displays the current status of auction like Published, Active, Paused, Ended etc.

Vendor has to submit price against each item individually. Submitted price should be below the starting price of item. For submitting price, enter the price in **Bid Price** field against item and click **Submit** button.

Rank: Vendors can able to view their own item wise rank.
My Bid: This displays Vendor's last submitted bid.
Best Bid (English Auction): Displays overall lowest bid among all participated vendor.
Next Valid Bid (English Auction): Vendor's new bid should be lower than or equals to next valid bid.

During live auction, Use **Chat** option to chat/communicate with each other.

Once auction ended, last submitted bid will be submitted to the purchaser as final bid response against that auction. Bid Number will be displayed against that auction in **Sourcing** tab. Vendor can view their bid by clicking on **Bid Number**.

Print Preview: Click this button to download PDF of vendor's bid response.