

Procedure

1. Initially opening the bidding engine you will see the Supplier Relationship Management (SRM) screen. Click on the “Log On” button.



2. The next screen will be the “sign on” screen. Here you will use your user ID and password. Once signed in use the menu path to start the deleting process.

Connect to 10.90.54.30

The server 10.90.54.30 at SAP Web Application Server [SRQ] requires a username and password.

Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection).

User name:

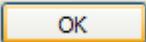
Password:

Remember my password

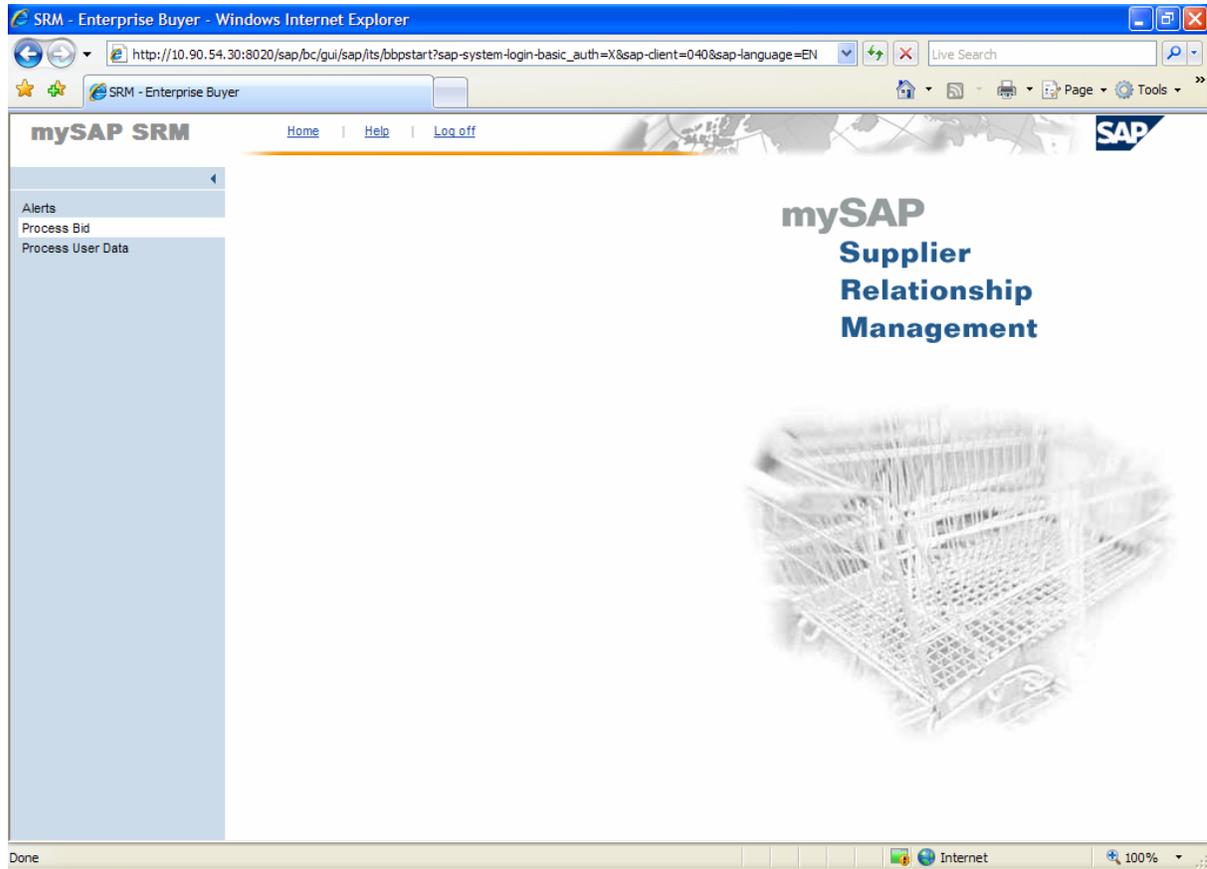
OK Cancel

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

Field Name	R/O/C	Description
User name:	R	Description of the User name: Example: temp01
Password:	R	Description of the Password: Example: *****

4. Click  .

SRM - Enterprise Buyer - Windows Internet Explorer



5. Click **Process Bid** .

NOTE: When logging in you will see all solicitations from live agencies including ITMO and MMO.

SRM - Enterprise Buyer – Process Bids Screen

The screenshot shows the SAP SRM 'Process Bids' screen. At the top, there is a search bar with the text 'Find Bid Invitations and Auctions'. Below this, there are four input fields: 'Number of Document', 'Name', 'Status', and 'Processed by Me'. A 'Start' button and an 'Extended Search' link are also present. A tip message reads: 'Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number'. Below the tip, a 'Search Result: 12 Hits' section displays a table of search results.

Number	Name	Trans_Type	Start Date	End Date	Bid Status	Action
5400000104	BID FOR WOODEN EXECUTIVE DESKS	Invitation For Bid		11/05/2007 15:30:00	Held	
5400000103	BID FOR WOODEN EXECUTIVE DESKS	Invitation For Bid		11/05/2007 15:30:00	Bid submitted	
5400000102	BID FOR WOODEN EXECUTIVE DESKS	Invitation For Bid		11/05/2007 15:30:00	No Bid Created	
5400000100	CABBOTT 10/22/2007 16:04:46	Best Value Bid		11/05/2007 15:00:00	Bid submitted	
5400000098	Becky's Solicitation 3	Invitation For Bid		11/05/2007 15:30:00	No Bid Created	
5400000097	Becky's Solicitation 2	Invitation For Bid		11/05/2007 15:30:00	Held	
5400000096	Becky's Solicitation 1	Invitation For Bid		11/05/2007 15:30:00	Bid submitted	
5400000091	PR310 Training Test	Invitation For Bid		11/05/2007 16:00:00	No Bid Created	
5400000090	PR310 Training	Invitation For Bid		11/05/2007 16:00:00	Bid submitted	
5400000079	IT06 Bid Invitation	Invitation For Bid		09/25/2007 18:15:00	Follow-on Document Created	
5400000030	IT07 Bid Invitation Cycle 2 - 001	Invitation For Bid		09/18/2007 16:20:00	Bid submitted	
5400000003	IT11 Bid invitation	Invitation For Bid		09/11/2007 15:25:00	Follow-on Document Created	

Legend: Display Bid Create Bid Display Auction Change Bid Delete Bid

6. Select the solicitation from which you wish to delete your bid response by clicking on the specific solicitation. Click [5400000104](#)

SRM - Enterprise Buyer – Display Bid Screen

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbspstart?sap-system-login-basic_auth=X&sap-client=040&sap-language=EN

mySAP SRM Home Help Log off

Display Bid

Register Change Delete Check Refresh Download Upload Output Preview [Back to Initial Screen](#)

Alerts
Process Bid
Process User Data

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data Item Data

Basic Data | Attributes | Valuation | Information from Purchaser | Mv Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid.

Bid Number	5500000049
Time Zone	EST
End Date	11/05/2007 15:30:00
Opening Date	11/05/2007 16:30:00
Validity Period	01/01/2008 To 12/30/2008
Bid Status	Held
Target Value Bid	0.00 United States Dollar
Incoterm / Location	
Terms of Payment	net 30 days
Currency	USD United States Dollar
Created on	10/23/2007 14:35:42 by Tosco Employee1
Last processed on	10/24/2007 13:56:28 by Tosco Employee1

Done Internet 100%

7. Click **Change** at the top of the menu.
8. Click **Item Data** at the Item Data tab.

SRM - Enterprise Buyer – Process Bid Screen

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic_auth=X&sap-client=040&sap-language=EN

mySAP SRM

Home | Help | Log off

Process Bid

Alerts
Process Bid
Process User Data

Submit Hold Delete Check Refresh Download Upload Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data Item Data

Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.
(2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.

Display Documents

Item Overview

Find Item

Item	Description	Item Category	Product Category	Submitted Target Quantity	Attachments (buyer/me)	Notes (buyer/me)	Attributes	Price
1	Executive wooden desks	Material	OFFICE FURNITURE	25 each	0 / 0	1 / 0	1 (1 required)	1,750.00 USD Per 1

Legend: Display item details Change price

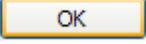
NOTE: Solicitation responses with **Held or Submitted** status may be deleted any time **PRIOR** to the end date of the solicitation. If the response has been submitted, it may be necessary to change one of the previously entered fields to activate the **DELETE** button.

To prevent accidental deletion of a solicitation response, the State of South Carolina prompts you to verify your delete action, as shown below:

- Click **Delete** and verify your delete action.

Windows Internet Explorer

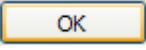


10. Click  .

NOTE: If you choose to continue with the deletion for the solicitation response, the following message will be displayed.

Windows Internet Explorer



11. Click  .



The system displays the message, "BID FOR xxxx DELETED."

22. You have completed this transaction.

Result

You have successfully deleted the chosen solicitation.

Comments

None