

# Quick Reference for Vendor Merlin (eProcurement II) System

December 2006

## Step 1 – Logon

URL - <https://ep.marketroot.com.my/eprocurement/ssb/main.html>

[Home Page](#) [Login](#) [Contacts](#) [Terms And Conditions](#)

If you have query on the system or need helps on how to use the system, please click the Contacts to find out the contacts of the Support Organisation.

### Member Login



Company ID.

User ID.

Password

Accept & Enter

#### Disclaimer

I have read, understood and accepted the Terms and Conditions of Use, and the Process and Procedures of Use (all hyperlinks collectively known as the "Terms and Conditions") and by clicking the "Accept & Enter" button, I accept and agree to be bound to the Terms and Conditions.

Key in your valid Company ID, User ID and password and then click Accept & Enter button to log on.

## Step 2 – eProcurement Main Menu

**Sarawak Shell Berhad**  
Sabah Shell Petroleum Company Limited

ePROCARD II™  
MERLIN

eProcurement Recent Events Change Profile Log Out Log in Time: December 9, 1:06 pm

RFQs POs Receipts Payments Reports Help Log in User:

**RFQs**

- List RFQs
- Accept RFQ
- Modify RFQ Response
- View RFQ
- Submit RFQ Response

eProcurement system allows the entire procurement process to be conducted online. A user can raise a Purchase Requisition (PR) online and submit it for online approval. An approved PR will be converted into a Request for Quotation or RFQ (if the PR contains non-catalog or non-contract items) or a Purchase Order or PO (if it contains contract items only). A buyer can send the RFQ to suppliers electronically and notify them through emails. The suppliers will then decide to accept and respond to the RFQ electronically or reject the RFQ invitation. After the closing date of the RFQ, the buyer will evaluate the RFQ responses and submit the evaluation results for approval electronically. Once an RFQ is approved, it will be converted into a PO. The PO will be sent for approval electronically before it can be sent to the supplier. PR, RFQ and PO can be created independently from each other if a complete end-to-end automation is not required.

A supplier who receives a PO can accept or reject a PO. If a supplier accepts a PO and delivers the goods, the buyer or the warehouse staff can accept the goods and create a Receipt for each delivery. Once a receipt is created and sent, the payment instruction for the receipt will be created automatically. The payment instruction will be sent to the bank to authorize the bank to pay the supplier.

- RFQs – For bidders to receive and accept Request for Quotation, response to invitation to bid and submit bid response.
- POs – For bidders to receive and accept Purchase Order
- Receipts – For bidders to monitor the Goods Receipt Note (GRN)
- Payments – For bidders to monitor their payments
- Reports – For bidder to view the report
- Logout – For log off the system

## Request for Quotation (RFQ)

## Step 3 – View invitation to bid

The screenshot displays a web application interface for managing RFQs. At the top, there is a navigation bar with tabs for RFQs, POs, Receipts, Payments, Reports, and Help. A user login status 'Log in User: Nu' is visible on the right. On the left, a vertical menu under the 'RFQs' header contains options: List RFQs (highlighted with a red arrow), Accept RFQ, Modify RFQ Response, View RFQ, and Submit RFQ Response. The main content area is titled 'List RFQs' and features a search filter for 'Status' set to 'All' and a sorting option 'Sort By RFQ Closing Date in Descending Order'. Below this is a table with the following data:

No.	RFQ No.	RFQ Description	Supplier RFQ Ref. No.	RFQ Received Date	RFQ Response Date	RFQ Closing Date	Status	Actions
1	<a href="#">RFQ0019193</a>	testing RFQ	-	09 DEC 2006 13:22	-	31 DEC 2006 15:00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>
2	<a href="#">RFQ0019192</a>	Purchase of computer consumables	-	09 DEC 2006 13:02	-	27 DEC 2006 15:00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>
3	<a href="#">RFQ0019191</a>	test	2232	07 DEC 2006 10:47	07 DEC 2006 10:49	07 DEC 2006 10:53	Submitted	
4	<a href="#">RFQ0019184</a>	supply of batteries	-	27 NOV 2006 15:40	-	30 NOV 2006 15:00	Pending Reply	

To view the list of invitation to bid, click **List RFQs** and the list of invited RFQ will be shown.

To view a particular RFQ, click the **Accept** button.

## Step 4 – Preview the invitation to bid

Accept/Reject RFQ

**RFQ Information**

RFQ No.	RFQ0019194	Status	Pending Reply
RFQ Description	Testing RFQ	Closing Date/Time	31 DEC 2006 at 15:00
Category	MY-35 : Merlin - COMPUTERAT (MIRI)		
Quotation Validity Period	30 Days	Buyer	TEST BUYER
Buyer Office Phone No.		Buyer Email Address	tan@shell.com

**Shipping & Distribution Terms**

Ship-To Organization	Sarawak Shell Berhad	Need By Date	
Ship-To Location Code	Lutong Main Office LLB	Delivery Terms	DDP
Ship-To Address	Sarawak Shell Berhad Lutong Miri 98009 Sarawak		

**Special Delivery Requirement**

Package in Accordance to SPII: Yes	QA/QC Required:	Yes
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**Uploaded PR, RFQ Documents**

No.	Document Name	Document From	Document Description	Size(kB)	Format	Action
1	PMB.pdf	RFQ	Testing - Drawing	31.78	pdf	

**RFQ Items**

No.	Item Code	Item Name	Qty	UOM
1	<a href="#">MY-72.61.59.MOD.1-35-2</a>	56K CompatFlash Modem Part No. 148908-001	1	PC
2	<a href="#">MY-72.61.59.GWR.1-35-1</a>	3M - Gel Wrist Rest for Keyboard and Mouse, Black	2	PC

Remarks

Accept Reject Reset

This is a sample of the RFQ. Please pay attention to all the information and conditions stated in the RFQ.

General information such as RFQ No., Closing Date, the Buyer whom you can contact in case of query, the RFQ Bid Validity period given by the Buyer

Delivery location and terms (INCOTERM)

Any special instructions.

Click here to view or download the attachment, if any.

List of RFQ Item and the quantity

To view more detailed information for the item, click the Item Code.

## Step 5 – Accept or decline the invitation

**Accept/Reject RFQ**

**RFQ Information**

RFQ No.	RFQ0019194	Status	Pending Reply
RFQ Description	Testing RFQ	Closing Date/Time	31 DEC 2006 at 15:00
Category	MY-35 : Merlin - COMPUTERAT (MIRI)		
Quotation Validity Period	30 Days	Buyer	TEST BUYER
Buyer Office Phone No.		Buyer Email Address	tan@shell.com

**Shipping & Distribution Terms**

Ship-To Organization	Sarawak Shell Berhad	Need By Date	
Ship-To Location Code	Lutong Main Office LLB	Delivery Terms	DDP
Ship-To Address	Sarawak Shell Berhad Lutong Miri 98009 Sarawak		

**Special Delivery Requirement**

Package in Accordance to SPI: Yes      QA/QC Required: Yes

**Uploaded PR, RFQ Documents**

No.	Document Name	Document From	Document Description	Size(kB)	Format	Action
1	PMB.pdf	RFQ	Testing - Drawing	31.78	pdf	

**RFQ Items**

No.	Item Code	Item Name	Qty	UOM
1	<a href="#">MY-72.61.59.MOD.1-35-2</a>	56K CompatFlash Modem Part No. 148908-001	1	PC
2	<a href="#">MY-72.61.59.GWR.1-35-1</a>	3M - Gel Wrist Rest for Keyboard and Mouse, Black	2	PC

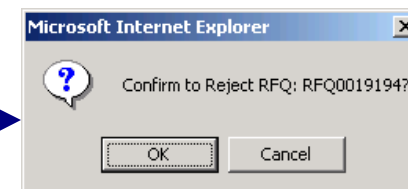
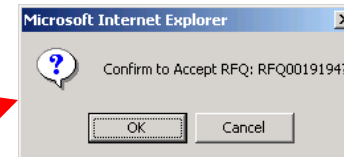
Remarks

To accept the invitation to quote, click **Accept** button.

If you wish to decline, please enter your reason in the **Remarks** column and then click **Reject** button to confirm.

**Response for RFQ RFQ0019194 was successfully accepted.**

[Click here](#) to Modify RFQ Response  
[Click here](#) to Accept another RFQ  
[Click here](#) to View This RFQ.



## Step 6 – Prepare your bid response

After you have accepted the RFQ and assuming you have your bid responses ready to be key into the system, there are two common options for you to enter your offer.

### Option 1

Response for RFQ **RFQ0019194** was successfully accepted.

[Click here](#) to Modify RFQ Response

[Click here](#) to Accept another RFQ

[Click here](#) to View This RFQ.

Option 1 – You can click Modify RFQ Response to proceed immediately after you have accepted the invitation.

### Option 2

- RFQs**
- List RFQs
- Accept RFQ
- Modify RFQ Response
- View RFQ
- Submit RFQ Response

List RFQs									
Status =		All		Sort By		RFQ Closing Date		in Descending Order	
No.	RFQ No.	RFQ Description	Supplier RFQ Ref. No.	RFQ Received Date	RFQ Response Date	RFQ Closing Date	Status	Actions	
1	<a href="#">RFQ0019193</a>	testing RFQ	-	09 DEC 2006 13:22	-	31 DEC 2006 15:00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>	
2	<a href="#">RFQ0019194</a>	Testing RFQ	-	09 DEC 2006 13:33	-	31 DEC 2006 15:00	Accepted	<a href="#">Modify Response</a> <a href="#">Submit Response</a>	
3	<a href="#">RFQ0019192</a>	Purchase of computer consumables	-	09 DEC 2006 13:02	-	27 DEC 2006 15:00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>	

Option 2 – Via List RFQ, click the Modify Response button to proceed

## Step 7 – Enter your offer general information

Modify RFQ Response    Manage RFQ Items    Manage Documents

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**RFQ Information**

RFQ No.	RFG0019194	Status	Accepted
RFQ Description	Testing RFQ	Closing Date/Time	31 DEC 2008 at 15:00
Category	MYV-35 : Merlin - COMPUTERIT (MR)		
Quotation Validity Period	30 Days	Buyer	TEST BUYER
Buyer Office Phone No.		Buyer Email Address	n@shell.com

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**Shipping & Distribution Terms**

Ship-To Organization	Sarawak Shell Berhad	Need By Date	
Ship-To Location Code	Lutung Main Office LLB	Delivery Terms	DDP
Ship-To Address	Sarawak Shell Berhad Lutung Miri 98009 Sarawak		

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**Special Delivery Requirement**

Package in Accordance to SPI: Yes      QA/QC Required: Yes

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**PR, RFQ Documents**

No.	Document Name	Document From	Document Description	Size(kB)	Format	Action
1	PWB.pdf	RFQ	Testing - Drawing	31.78	pdf	

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**RFQ Response Information**

Supplier RFQ Ref. No.\*

ARO (After Receipt of PO) \*  weeks

Contact Person \*

Contact Person Tel No. \*

Contact Person Fax No.

Response Remark:

Note: \* Compulsory Field

There will be three sections for you to enter your offer namely:

- 1 – Modify RFQ Response
- 2 – Manage RFQ Items
- 3 – Manage Documents

Under the Modify RFQ Response tab, please enter the following

- Your quotation reference under Supplier RFQ Ref. No. column
- ARO in weeks
- Contact Person, Tel. And Fax No. if there is any change
- Response remarks if any.

Click Save & Next button to go to Manage RFQ Items tab.

## Step 8 – Enter your offer item

**Modify RFQ Response**   **Manage RFQ Items**   **Manage Documents**

**RFQ Information**

**RFQ No.** RFQ0019194      **Status** **Accepted**

**Supplier RFQ Ref. No..** My quotation Reference      **RFQ Description** Testing RFQ

**Category** **MYY-35 : Merlin - COMPUTER/IT (MIRI)**

**Items Price Quotation**

No.	Item Code	Item Name	Qty	UOM	Unit Price	Total Price
1	<a href="#">MYY-72.61.59.MOD.1-35-2</a>	56K CompatFlash Modem Part No. 148908-001	1.00	PC	RM <input type="text" value="20.22"/>	RM <input type="text" value="20.22"/>
2	<a href="#">MYY-72.61.59.GWR.1-35-1</a>	3M - Gel Wrist Rest for Keyboard and Mouse, Black	2.00	PC	RM <input type="text" value="12.22"/>	RM <input type="text" value="24.44"/>
<b>Total</b>						RM <input type="text" value="44.66"/>

Key in your item Unit Price. Enter Unit Price zero (0.00) if you cannot offer that item. Click Save & Next to move on.

## Step 9 – Upload attachment(s)

**Modify RFQ Response**   **Manage RFQ Items**   **Manage Documents**

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**RFQ Information**

<b>RFQ No.</b>	RFQ0019194	<b>Status</b>	<b>Accepted</b>
<b>Supplier RFQ Ref. No.</b>	My quotation Reference	<b>RFQ Description</b>	Testing RFQ
<b>Category</b>	<b>MY-35 : Merlin - COMPUTER/IT (MIRI)</b>		

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**Upload RFQ Document**

**File \***

**Description**

*Note : \* Compulsory Field*

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**Uploaded RFQ Response Documents**

No.	Document Name	Document Description	Size(kB)	Format	Download	Remove
1	Support Log.xls	Drawing 1	39.50	xls		<a href="#">Remove</a>

If you have additional information to be included, click the Browse button to retrieve your file and then click Upload button to upload your attachments. Click the Continue button to end.

## Step 10 – Submit your bid response

After you have successfully key in your offer and assuming you are ready to submit your bid responses, there are two common options for you to submit your offer.

### Option 1

**RFQ RFQ0019194 Please Choose the following action to continue**

[Click here](#) to continue to Submit this RFQ Response.

[Click here](#) to return to Manage RFQ Documents.

[Click here](#) to View This RFQ.

Option 1 – You can click [Submit RFQ Response](#) to proceed immediately after you have successful modified your RFQ.

### Option 2

- RFQs**
- [List RFQs](#)
- [Accept RFQ](#)
- [Modify RFQ Response](#)
- [View RFQ](#)
- [Submit RFQ Response](#)

OR

List RFQs								
Status =		All		Sort By RFQ Closing Date		in Descending Order		
No.	RFQ No.	RFQ Description	Supplier RFQ Ref. No.	RFQ Received Date	RFQ Response Date	RFQ Closing Date	Status	Actions
1	<a href="#">RFQ0019193</a>	testing RFQ	-	09 DEC 2006 13:22	-	31 DEC 2006 15:00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>
2	<a href="#">RFQ0019194</a>	Testing RFQ	-	09 DEC 2006 13:33	-	31 DEC 2006 15:00	Accepted	<a href="#">Modify Response</a> <a href="#">Submit Response</a>
3	<a href="#">RFQ0019192</a>	Purchase of computer consumables	-	09 DEC 2006 13:02	-	27 DEC 2006 15:00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>

Option 2 – Via List RFQ, click the [Submit Response](#) button to proceed

## Step 11 – Preview your quotation prior to submission

**Submit RFQ**

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**RFQ Information**

RFQ No.	RFQ0019194	RFQ Description	Testing RFQ
Status	<b>Accepted</b>		
Closing Date/Time	31 DEC 2006 at 15:00	Category	MY-35 : Merlin - COMPUTERIT (MIR)
Quotation Validity Period	30 Days	Buyer	TEST BUYER
Buyer Office Phone No.		Buyer Email Address	t.tan@shell.com

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**Shipping & Distribution Terms**

Ship-To Organization	Sarawak Shell Berhad	Need By Date	
Ship-To Location Code	Lutong Main Office LLB	Delivery Terms	DDP
Ship-To Address	Sarawak Shell Berhad Lutong Miri 98009 Sarawak		

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**Special Delivery Requirement**

Package in Accordance to SPII: Yes	QA/QC Required:	Yes
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**Supplier RFQ Response Information**

Supplier RFQ Ref. No.	My quotation Reference	Response Date/Time	
Response Submission Date/Time	Contact Person	ARO (After Receipt of PO)	2 week
Contact Person Fax No.	666666	Contact Person Tel No.	666666
		Remarks	Remarks if any to be entered here

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**RFQ Response Documents**

No.	Document Name	Document Description	Size(kB)	Format	Action
1	Support Log.xls	Drawing 1	39.50	xls	

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**RFQ Items**

No.	Item Code	Item Name	Qty	UOM	Unit Price	Total Price
1	<a href="#">MY-72.61.59.MOD.1-35-2</a>	56K CompatFlash Modem Part No. 148908-001	1.00	PC	RM 20.22	RM 20.22
2	<a href="#">MY-72.61.59.GWR.1-35-1</a>	3M - Gel Wrist Rest for Keyboard and Mouse, Black	2.00	PC	RM 12.22	RM 24.44
<b>Total</b>					<b>RM</b>	<b>44.66</b>

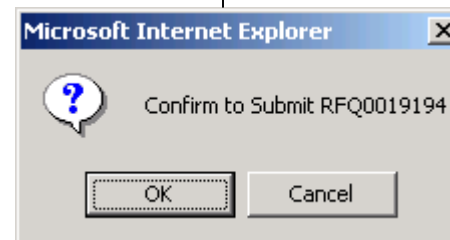
Before the system validate and accept your submission, it will be shown in preview mode for you to check before confirm to submit.

Please note you can only submit your quotation once.

**Response for RFQ RFQ0019194 was successfully submitted.**

[Click here](#) to Submit another RFQ

[Click here](#) to View This RFQ.



Click this Submit button to proceed and OK button to confirm, when prompted

## Step 12 – View RFQ status

- RFQs**
- List RFQs
- Accept RFQ
- Modify RFQ Response
- View RFQ
- Submit RFQ Response

List RFQs

Status =  Sort By  in

No.	RFQ No.	RFQ Description	Supplier RFQ Ref. No.	RFQ Received Date	RFQ Response Date	RFQ Closing Date	Status	Actions
1	<a href="#">RFQ0019193</a>	testing RFQ	-	09 DEC 2006 13:22	-	31 DEC 2006 15:00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>
2	<a href="#">RFQ0019194</a>	Testing RFQ	My quotation Reference	09 DEC 2006 13:33	09 DEC 2006 19:12	31 DEC 2006 15:00	Submitted	
3	<a href="#">RFQ0019192</a>	Purchase of computer consumables	-	09 DEC 2006 13:02	-	27 DEC 2006 15:00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>

Your RFQ will be changed to Submitted after you have submitted your quotation.

## Purchase Order (PO)

## Step 13 – View a new PO

**List POs**

Status =  Sort By  in

No.	PO No.	PO Description	Supplier PO Ref. No.	PO Received Date	PO Response Date	PO Amount	Status	Actions
1	<a href="#">PO0014473</a>	Stationery	ASSB/26/11/4272	09/12/2004 17:24		RM 1,500.00	Pending Reply	<a href="#">Accept</a> <a href="#">Reject</a>

If you wish to view the full PO content before accept or reject the PO, click the PO No.

To view the PO before you accept the PO, go to List PO and then click Accept button.

## Step 13 – View a new PO

**Accept PO**

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**PO Information**

**PO No.** PO0014473      **PO Description** tStationery  
**Status** **Pending Reply**      **Remarks** Supplier pls provide sample before final delivery.

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**Shipping & Distribution Terms**

**Buyer** Wong Min Choo      **Ship-To Organization** Sarawak Shell Berhad  
**Deliver-To** Wong Min Choo      **Deliver-To Department** EPA-T-EP  
**Ship-To Location Code** Lutong Main Office LLB      **Ship-To Address** Sarawak Shell Berhad Lutong Miri 98009 Sarawak

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**PO Items**

No.	Item Code	Item Name	Qty	UOM	Unit Price	Total Price
1	<a href="#">MYY-72.61.59.GWR.1-35-1</a>	3M - Gel Wrist Rest for Keyboard and Mouse, Black	15.00	PC	RM 100.00	RM 1,500.00
<b>Total</b>						<b>RM 1,500.00</b>

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**Supplier PO Response Information**

Supplier PO Ref. No.

ARO (After Receipt of PO) \* 3 weeks

Contact Person \*

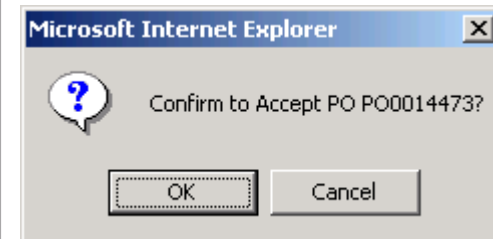
Contact Person Tel No. \*

Contact Person Fax No.

Remarks

**Purchase Order P00014473 was successfully Accepted.**

[Click here](#) to Accept another PO.  
[Click here](#) to View This PO.



Click Accept button to accept.

To decline, click Reject button to complete..

## Receipt (GRN)

## Step 14 – List Receipts

**List Receipts** This screen shows an overview of the list of goods receipt note processed.

Sort By  in

No.	Receipt No.	PO No.	Recipient	Department	Receipt Received Date	Status
1	<a href="#">GRN0016868</a>	<a href="#">PO0016064</a>	M		29 Apr 2005 - 15:37	Received
2	<a href="#">GRN0016828</a>	<a href="#">PO0017139</a>	L	EPA-S-HSE-SU	28 Apr 2005 - 14:15	Received
3	<a href="#">GRN0016737</a>	<a href="#">PO0016392</a>	A	EPK-M03	25 Apr 2005 - 14:11	Received

If you wish to view the content of the receipt, click the Receipt No.

The View Receipt will show the breakdown of items accepted or rejected for a particular PO.

If you have query on the PO, please contact the Buyer of that PO.

**View Receipt**

**Receipt Information**

<b>PO No.</b>	PO0003985	<b>Receipt No.</b>	GRN0003783
<b>Receipt Date</b>	17 Sep 2003 - 16:33	<b>Remarks</b>	Item delivered in good condition.

**Shipping & Distribution Information**

<b>Ship-To Organization</b>	Sarawak Shell Berhad	<b>Ship-To-Address</b>	Sarawak Shell Berhad Lutong Miri, 98009 Sarawak Malaysia
<b>Requester</b>	SSB	<b>Requester Ref. No.</b>	EPK
<b>Buyer</b>	Lil	<b>Final Delivery Destination</b>	LLB3-177

**Received Item(s)**

No	Item Code	Item Description	UOM	Purchased Qty	Quantity			Outstanding Qty
					Accepted	Rejected	Total	
1	<a href="#">MYY-72.61.59.BUB.1-35-2</a>	Bulb for PLUS UP-800L LCD Projector	PC	1.00	1.00	0.00	1.00	0.00

**Payment (GRN)**

## Step 15 – List Payment

This screen shows an overview of the list of payment instructions transmitted to Public Bank for payment, for the goods have been duly received as per the agreed PO.

List Payments									
Status =		All		Sort By		Payment No.		in Ascending Order	
No.	Payment No.	PO No.	PO Amount	Recipient	Department	Payment Creation Date	Payment Authorised Date	Payment Captured Date	Status
1	<a href="#">PAY0003409</a>	<a href="#">PO0003838</a>	RM 1,234.00	M	EPA-PM-LOSP1	04 Sep 2003 - 11:37	04 Sep 2003 - 11:40	04 Sep 2003 - 11:40	Paid
2	<a href="#">PAY0003601</a>	<a href="#">PO0003979</a>	RM 1,368.00	M	EPT-IT-AM	17 Sep 2003 - 11:47	17 Sep 2003 - 11:51	17 Sep 2003 - 11:51	Paid
3	<a href="#">PAY0003606</a>	<a href="#">PO0004071</a>	RM 468.00	Fe	EPA-T-ECB	17 Sep 2003 - 13:24	17 Sep 2003 - 13:26	17 Sep 2003 - 13:26	Paid

If you wish to view the content of the receipt, click the Payment No.

The View Payment will show the status of the payment, amount and date and time.

### Payment Information

**PO No.** [PO0003838](#)

**Receipt No.** [GRN0003574](#)

**Payment No.** PAY0003409

**Status** **Paid**

**Payment Amount** RM 1,234.00

**Creation Date** 04 Sep 2003 - 11:37

**Authorised Date** 04 Sep 2003 - 11:40

**Captured Date** 04 Sep 2003 - 11:40

**Remarks**

Please note the payment status

1 – Captured  
Public Bank has accepted the payment instruction and will remit as per the agreed payment terms

2 – Transmission Failure or Pending Capture or Created  
This indicates there is possible transmission error and system will automatically alert the System Administrator for further investigations and rectifications.

3 – Paid  
This shows Shell has paid Public Bank.

**Thank You**