


# Log on

Must use Microsoft Internet Explorer version 5.0 and above with working email.

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

## Member Login



Shell.com - linking you to our activities worldwide

Company ID.

User ID.

Password

**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.



Click Yes if Security Alert pops up.

Key in valid Co. ID, User ID and password before click Accept & Enter button.

### Big Rules

- Password must be at least 6 characters long
- Use complex combinations like include special characters like #
- Change password regularly
- Keep it private and confidential and no sharing

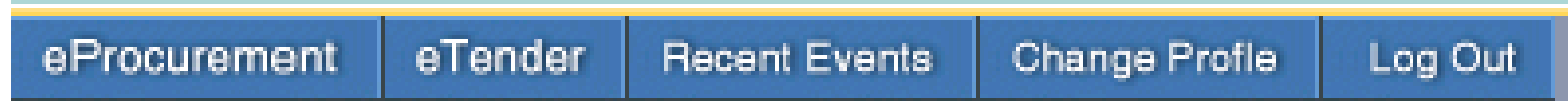
### Notice and Warning

This document is the property of SM-EP. Circulation is restricted to Company and its designated associates, Contractors and consultants. It must not be copied or used for any other purpose other than which it is supplied, without the expressed written authority of Company. Company disclaims any responsibility or liability for any use or misuse of the document by any person and makes no warranty as to the accuracy or suitability of the information to any third party. Any misuse of the document is re-dressable by Company.

# Select correct module

choose either Merlin (eProcurement II) or eTender

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Click eProcurement to go to Merlin (eProcurement II)

Click eTender to go to eTender System.

# Response to invitation to bid

## Select the Tender Reference

The screenshot shows the eTender system interface. At the top, there is a navigation bar with links: eTender, Recent Events, Change Profile, Log Out, Tenders, Bulletin, Clarifications, Query, and Help. Below this is a sidebar menu titled 'Tenders' with options: List Tender, Accept Invitation (circled in red), View tender, Modify Response, and Submit Tender Response. The main content area is titled 'List Tender' and contains a table of tenders. The table has columns: No., Tender Ref., Tender Name, Creation Date, Closing Date, Status, and Actions. The first row is highlighted in yellow and has the 'Accept' button in the 'Actions' column circled in red. The second row is highlighted in light green. Below the table, a yellow box contains the instruction: 'Click Accept button from the List Tender screen or click Accept Invitation button.'

No.	Tender Ref.	Tender Name	Creation Date	Closing Date	Status	Actions
1	<a href="#">TEST - ENTER TENDER REFERENCE</a>	ENTER TENDER SHORT NAME	13 Nov 2005	13 Nov 2005 - 08:00	Pending Reply	<a href="#">Accept</a>
2	<a href="#">TEST_TENDER</a>	TEST_TENDER NAME IS ENTERED HERE	29 Oct 2005	31 Oct 2005 - 15:30	Accepted	

Click Accept button from the List Tender screen or click Accept Invitation button.

# Response to invitation to bid

## Accept or decline the invitation

**Accept Invitation**

**Tender Information**

Tender Ref.	TEST - ENTER TENDER REFERENCE
Tender Name	ENTER TENDER SHORT NAME
Description	ENTER MORE INFORMATION ABOUT THE TENDER
Creation Date	13 Nov 2005
Closing Date & Time	13 Nov 2005 - 08:00
Delivery Instruction	Enter the Important Note e.g. Tender Briefing
Remarks	Continuation for Important Note e.g. Tender Instructions

**Instruction:** You have received a new tender invitation. Please accept or decline the invitation. A notice will be sent to the company that invited you after you have accepted or declined the invitation. You will see the details of this tender after you have accepted the invitation, or after the publication date, whichever is later.

Accept      Decline

Click Accept or Decline button.

# Response to invitation to bid

## Confirm your invitation

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### Accept Acknowledgement

**To: TESTING USER FOR ADMIN**

Dear Sir / Madam,

Tender Ref : **TEST - ENTER TENDER REFERENCE**

Name : **ENTER TENDER SHORT NAME**

Description : **ENTER MORE INFORMATION ABOUT THE TENDER**

We acknowledge receipt of your Tender invitation for the above, and we agree to maintain confidentiality in regard to the Enquiry and contents thereof.

**We confirm that:** (please select check box)

We intend to submit a bona fide Quotation by the date and time stated in your letter of Enquiry.

Additional Remarks:

Name of Company : **TEST-SUPPLIER1**

Note : The contents of this Acknowledgement will be sent to the Tender Holder via email.

Confirm & Submit

Reset

Click Confirm & Submit button to end.

# Response to invitation to bid

## View or download the tender documents

### Accept Invitation

You have successfully accepted the invitation for Tender **TEST - ENTER TENDER REFERENCE** on 13 Nov 2005 - 06:12.

[Click here](#) to continue to Modify Response Information for this Tender.  
[Click here](#) to View the Tender.

Click View the Tender URL to view the full invitation to bid.

### View Tender

#### Tender Information

<b>Tender Ref.</b>	TEST - ENTER TENDER REFERENCE	<b>Tender Status</b>	<b>Accepted</b>
<b>Tender Name</b>	ENTER TENDER SHORT NAME	<b>Supplier Ref</b>	
<b>Creation Date</b>	13 Nov 2005	<b>Closing Date &amp; Time</b>	13 Nov 2005 - 08:00
<b>Delivery Instruction Remarks</b>	Enter the Important Note e.g. Tender Briefing Continuation for Important Note e.g. Tender Instructions	<b>Description</b>	ENTER MORE INFORMATION ABOUT THE TENDER

#### Tender Document(s)

No.	Document Description	Section Name	Part Name	# Pages	Size (kB)	Format	Download
1	Invitation Letter			1	0.090	pdf	

Click here to view or download the tender documents.

#### Response Information

**Invitation Accepted By** test-supplier1 of TEST-SUPPLIER1 **Invitation Accepted On** 13 Nov 2005 - 06:12

**Response Created By** **Response Created On**

**Comments**

# Ready to submit responses

Choose the correct Tender Reference

**List Tender**

Status: All Sort By: Closing Date in Descending Order

No.	Tender Ref.	Tender Name	Creation Date	Closing Date	Status	Actions
1	<a href="#">TNS90988</a>	SUPPLY OF CONSULTANT	15 Nov 2005	30 Nov 2005 - 15:30	Pending Reply	<a href="#">Accept</a>
2	<a href="#">test tender number 2</a>	test tender number 2	15 Nov 2005	29 Nov 2005 - 15:30	Response Submitted	
3	<a href="#">TEST-TENDERS</a>	TEST TENDERS	20 Sep 2005	23 Nov 2005 - 04:10	Accepted	<a href="#">Modify Response</a>

**Modify Tender Info**

Please select a tender to modify.

Tender Ref.

**Tenders**

- List Tender
- Accept Invitation
- View tender
- Modify Response
- Submit Tender Response

Number of possible ways

- 1 - Click Modify Response button from the List Tender or
- 2 - Click Modify Response button from the sub menu for selecting the Tender Ref.

# Prepare Quotation - main page

Complete the response master sheet

**Modify Response Information**    **Manage Technical Documents**    **Manage Commercial Documents**

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**Tender Information**

<b>Tender Ref.</b>	TN590988	<b>Tender Status</b>	<b>Accepted</b>
<b>Tender Name</b>	SUPPLY OF CONSULTANT	<b>Description</b>	SUPPLY OF CONSULTANT
<b>Supplier Ref *</b>	<input type="text" value="QUOTATION REFER"/>		

**Response Information**

<b>Invitation Accepted By</b>	Kang Chao Hui of PETRA RESOURCES SDN BHD	<b>Invitation Accepted On</b>	17 Nov 2005
<b>Response Created By</b>	Kang Chao Hui of PETRA RESOURCES SDN BHD	<b>Response Created On</b>	17 Nov 2005
<b>Comments</b>	<input type="text"/>		

*Note : \* Compulsory Field*

Fill the Supplier Ref. Column and Comments if any before click Save & Next button

# Prepare Quotation - Technical

Technical submission must be ready in "e" format.

Modify Response Information
Manage Technical Documents
Manage Commercial Documents

**Tender Information**

<b>Tender Ref.</b>	TN590988	<b>Tender Status</b>	<b>Accepted</b>
<b>Tender Name</b>	SUPPLY OF CONSULTANT	<b>Supplier Ref.</b>	QUOTATION REFER

**Upload Technical Response Document**

File Type allow **xls, html, doc, jpeg, tiff, ppt, gif, pdf, jpg, htm, zip, txt**

Maximum File Size allow **1024000 bytes**

File \*

Description\*

Section Name (If Applicable)

Part Name (If Applicable)

No of. Pages

*Note : \* Compulsory Field*

**Uploaded Technical Response Document(s)**

No.	Document Description	Section Name	Part Name	# Pages	Size (kB)	Format	Download	Remove
1	Technical Submission			1	18.526	pdf	<a href="#">Edit</a> <a href="#">Download</a>	<input type="checkbox"/>

Click Browse button to select the file and click Add to upload the selected file.

Repeat the same process if there are more to be uploaded.

Click Save & Next to complete submitting Technical Quotes

# Prepare Quotation - Commercial

Commercial submission must be ready in "e" format.

Modify Response Information
Manage Technical Documents
Manage Commercial Documents

**Tender Information**

<b>Tender Ref.</b>	TN590988	<b>Tender Status</b>	<b>Accepted</b>
<b>Tender Name</b>	SUPPLY OF CONSULTANT	<b>Supplier Ref.</b>	QUOTATION REFER

**Upload Commercial Term Response Document**

File Type allow **xls, html, doc, jpeg, tiff, ppt, gif, pdf, jpg, htm, zip, txt**

Maximum File Size allow **1024000 bytes**

File \*

Description\*

Section Name (If Applicable)

Part Name (If Applicable)

No of. Pages

*Note : \* Compulsory Field*

**Uploaded Commercial Term Response Document(s)**

No.	Document Description	Section Name	Part Name	# Pages	Size (kB)	Format	Download	Remove
1	Commercial document			0	18.526	pdf	<a href="#">Edit</a> <a href="#">Download</a>	<input type="checkbox"/>

Click Browse button to select the file and click Add to upload the selected file.

Repeat the same process if there are more to upload.

Click Save to complete submitting Commercial Quotes

# Submit Quotations

Quotation can be submitted once.

- Tenders**
- List Tender
- Accept Invitation
- View tender
- Modify Response
- Submit Tender Response**

Click Submit Tender Response which will lead to select the correct Tender Ref.

The system will pre-view the completed submission sheet and to confirm click Confirm and Submit button.

**Submit Tender**

Please select a tender for response submission

Tender Ref.

Microsoft Internet Explorer

Confirm to submit this Tender Response ?

**Submit Tender**

Response for Tender **test tender number 2** was submitted successfully on 18 Nov 2005 - 08:58.

[Click here to View this Tender](#)

**Submit Tender Response**

**Tender Information**

Tender Ref.	TN590988	Tender Name	SUPPLY OF CONSULTANT
Tender Status	Accepted	Closing Date & Time	30 Nov 2005 - 15:30
Creation Date	15 Nov 2005	Description	SUPPLY OF CONSULTANT
Delivery Instruction	TENDER BRIFING ON SSS	Supplier Ref	QUOTATION REFER
Remarks			

**Tender Document(s)**

No.	Document Description	Section Name	Part Name	# Pages	Size (kB)	Format	Download
1	INVITATIONLETER			0	27.082	pdf	

**Response Information**

Invitation Accepted By	Invitation Accepted On	17 Nov 2005 - 17:41
Response Created By	Response Created On	

Comments

**Technical Response Document(s)**

No.	Document Description	Section Name	Part Name	# Pages	Size (kB)	Format	Download
1	Technical Submission			1	18.526	pdf	

**Commercial Response Document(s)**

No.	Document Description	Section Name	Part Name	# Pages	Size (kB)	Format	Download
1	Commercial document			0	18.526	pdf	

# Create Tender Query

Complete the main query page

- Queries
- List Queries
- Create Query**
- Modify Query
- View Query
- Post Query
- View Query Response

**Create Query**

Please select a tender to create a query.

Tender Ref.

Click Create Query to search the Tender Ref. For raising tender query.

**Create Query Information**

**Tender Information**

Tender Ref.	test tender number 2	Tender Name	test tender number 2
Tender Status	Accepted		
Supplier Ref.		Delivery Instruction	testt
Creation Date	15 Nov 2005	Closing Date & Time	29 Nov 2005 - 15:30
Description	test tender number 2		
Remarks	tst		

**Query Information**

Query Subjects \*

Query Details \*

Note : \* Compulsory Fields

**Save & Next** Save Reset

Provide a Query Subject and complete the Query Details before click Save & Next button

# Create Tender Query (part II)

## Upload attachment, if any.

Modify Query Information
Manage Query Documents

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**Tender Information**

Tender Ref.	test tender number 2	Tender Status	Accepted
Tender Name	test tender number 2	Supplier Ref.	

**Query Information**

Query Id	43	Query Subjects	Query Subject Title is entered here
Query Details	Query details to be entered here		

**Upload Query Document**

File Type allow: xls, html, doc, jpeg, tiff, ppt, gif, pdf, jpg, htm, zip, txt

Maximum File Size allow: 1024000 bytes

File \*

Description\*

Section Name (If Applicable)

Part Name (If Applicable)

No of. Pages

Note : \* Compulsory Field

Click Browse button to select the file to be uploaded before click Add button.

**Uploaded Query Document(s)**

No.	Document Description	Section Name	Part Name	# Pages	Size (kB)	Format	Download	Remove
1	Query attachment			2	90.008	pdf		<a href="#">Remove</a>

- Queries**

  - List Queries**
  - Create Query**
  - Modify Query**
  - View Query**
  - Post Query**
  - View Query Response**

To post the Query, click this link.  
To add more attachment, click this link.

Modify Query Information
Manage Query Documents

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Query Query Subject Title is entered here for Tender test tender number 2 : 'rfq.pdf' is successfully uploaded!

[Click here](#) to continue to Post this Query.

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

[Click here](#) to View this Query

# View Tender Bulletin

- Bulletins
- List Bulletin
- View Bulletin

Click List Bulletin or View Bulletin to view Tender Bulletin

List Bulletin							
No	Tender Ref.	Bulletin Ref. No.	Description	Type	Date Posted	Status	Date Read
1	<a href="#">tt</a>	<a href="#">TEST</a>	TEST	Addendum/Ammendment	31/08/2005 15:33	Read	18/09/2005 05:17
2	<a href="#">tt</a>	<a href="#">ex</a>	test	Extension of tender closing date and time	31/08/2005 15:28	Read	31/08/2005 15:31
3	<a href="#">tt</a>	<a href="#">extension agains</a>	test	Extension of tender closing date	31/08/2005 15:34	Read	18/09/2005 05:18
4	<a href="#">test tender number 2</a>	<a href="#">BULLETIN 1</a>	COME ON				

Click Bulletin Ref. No to view the detail.

View Bulletin							
<b>Tender Information</b>							
Tender Ref.	tt	Tender Status	Response Submitted				
Tender Name	test	Delivery Instruction	33				
Creation Date	31 Aug 2005	Closing Date/Time	31 Aug 2005 - 15:40				
Remark	remarks						
Description	test						
<b>Bulletin Information</b>							
Bulletin Reference No.*	extension agains	Bulletin Status	Posted				
Created On	31/08/2005 15:34	Bulletin Type	Extension of tender closing date and time				
New Closing Date (if applicable)	02/09/2005 15:00	Bulletin Title*	test				
Description/Comments*	test						
<b>Bulletin Document(s)</b>							
No.	Document Description	Section Name	Part Name	# Pages	Size (kB)	Format	Download

Thank You

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