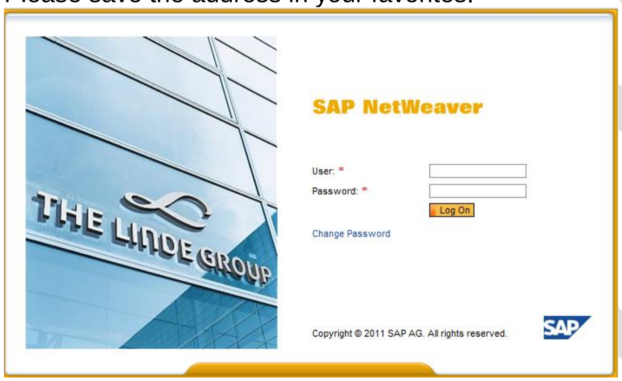
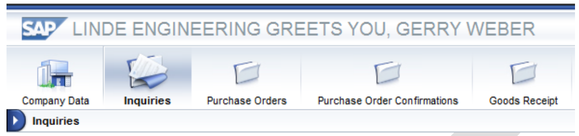
Using SRM as Bidder/Vendor Quick Guide

Version 1.0 January 2012

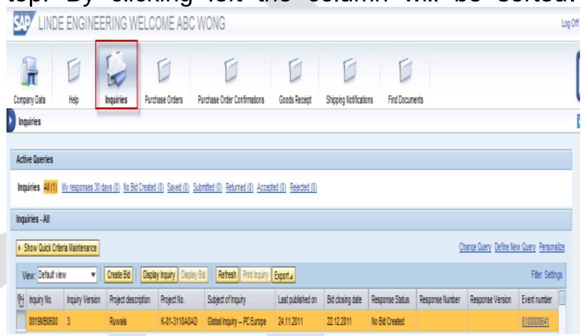
News
Starting from January 2012 Linde Engineering will start with SAP SRM being the platform for our business partners to collaborate and cooperate in procurement processes.
Purpose of SRM
SAP SRM supports all partners in electronic exchange of data e.g. Questionnaires, Inquiries, Bidding, Purchase order handling and Order confirmation.
Installation and preparation
User only need an internet browser, the URL for Linde Engineering SRM, a user name and a password Welcome123 which is to be changed immediately after first logon in SRM.
SRM logon
The URL for Linde Engineering SRM is
Please save the address in your favorites.



Depending upon your rights a similar screen as follows will appear:

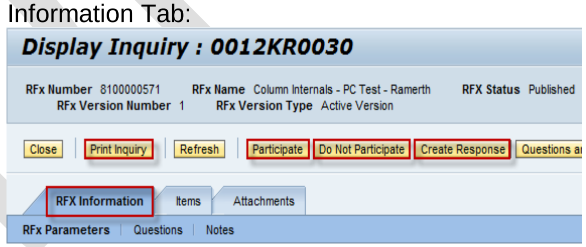


Click on Inquiries for quoting or Purchase Orders for downloading and/or confirming our purchasing orders. Wait a minute while the system refreshes. A list of inquiries and/or orders will appear, you will see the status of it in the column "response status". By default you will see the newest ones on top. By clicking left the column will be sorted.



Normally you like to know which new inquiries are to be done. Via Quick Criteria Maint. or Filter, Select Response Status = No Bid Created.

Click **Display Inquiry** to view Linde's inquiry.
Inquiry Header data is always displayed via RFx Information Tab:



To indicate your intent of participation:
Click **Participate** or **Do Not Participate**
Click **Print Inquiry** for terms and conditions, options and all other important info.

Inquiry Details, you will see by clicking on Items Tab or Attachments Tab:

To submit a new response, click **Create Bid**
To edit existing response, click **Display Bid**, click **Edit**
Columns for unit prices and delivery time in weeks are editable. Either you edit manually, or you can click on **Export**. Excel will be opened with all items, there you can edit all input-capable fields.
After finalizing, click **Import**. Choose the file and upload.
In Attachments Tab, you should upload document files in the folders such as Commercial offer or Technical offer :