

## Access to the C-Folder

Open the RFX, then Click on **Create Response**

Rfx - SAP NetWeaver Portal - Microsoft Edge

https://eprocurement.kengen.co.ke:50001/irj/portal?NavigationTarget=navurl%3A%2F%2F4adfdc09c0cf14ef76c799fc6fee0fe&Pre

Display RFX :

Print Preview | Technical RFX | Close | Do Not Participate | Tentative | **Create Response** | Export

RFX Number 5000004651 RFX Name PROVISION OF INSURANCE BROKERAGE SERVICE RFX Status Published RFX Owner SUS\_PI\_INTG SUS\_PI\_INTG RFX Version Number RFX Version Type Active Version

**RFX Information** Items Notes and Attachments

RFX Parameters Questions Notes and Attachments Conditions

Time Zone: UTC+3 Start Date: 00:00:00 Technical RFX Response Opening Date: 28.05.2020 10:30

\* Submission Deadline: 28.05.2020 10:00:00 Opening Date: 28.05.2020 10:50:00

Click on the **Technical RFX Response** – takes you to be able to access the **C-Folder**

Create RFX Response

Submit | Read Only | Print Preview | **Check** | **Technical RFX Response** | Close | Save | Export | Import

RFX Response Number 6000022742 RFX Number 6000004651 Status In Process Submission Deadline 28.05.2020 10:00:00 RFX Owner SUS\_PI\_INTG SUS\_PI\_INTG Total Value 0.00 KES RFX Response Version Number Active Version

**RFX Information** Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions

**Event Parameters** Currency: Kenyan Shilling Terms of Payment:

**Service and Delivery** Incoterm:

**Status and Statistics** Created On: 27.05.2020 12:53 Created By: Ms. Dummy Durr

.....

**This is with Microsoft Edge**

Tech. Responses - SAP NetWeaver Portal - Microsoft Edge

https://eprocurement.kengen.co.ke:50001/irj/portal?NavigationTarget=navurl%3A%2F%2F614405f688a61a884dfb2f33a6d58e78&PrevNavTarget=navurl%3A%2F%2F5344d58a6dc62617bf69e2bc2c8f647&NavMode=3&CurrentWindowId=WiDxDefaultExt

Blocked content

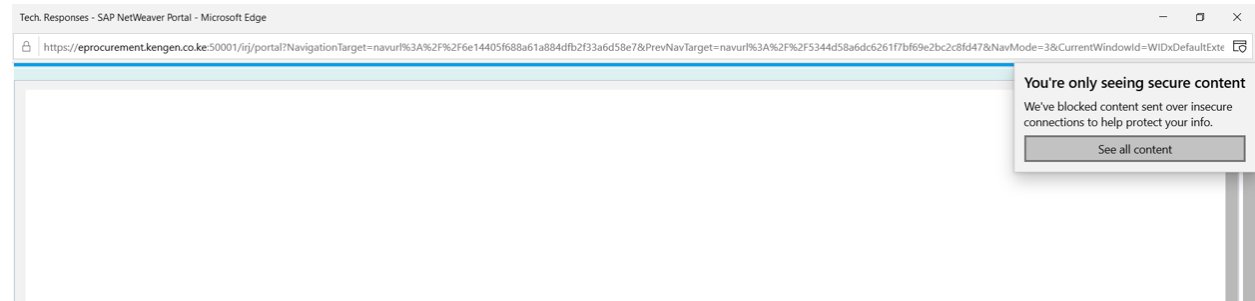
Options

OR

Pay attention to this in Internet Explorer

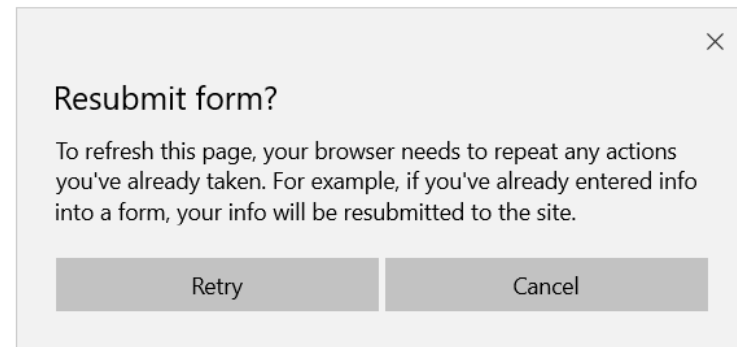


Click on the Blocked Content



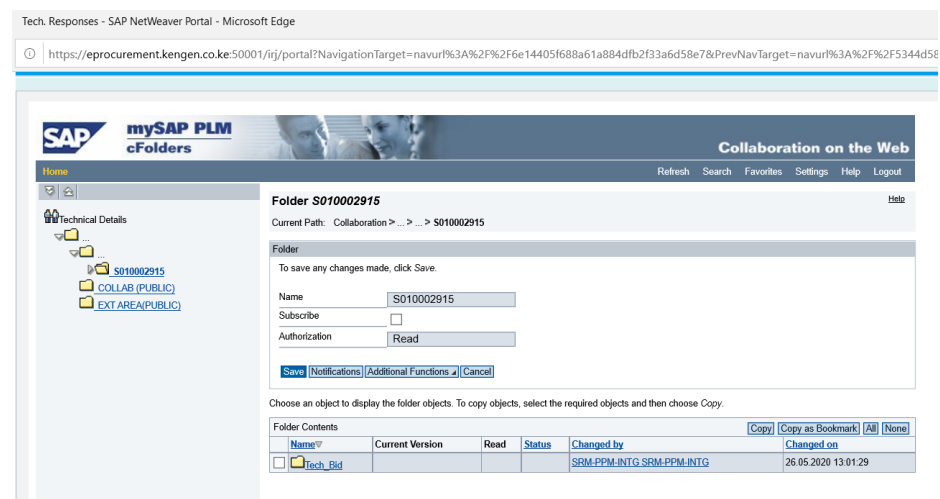
Click on See All Content button

You get a pop up as below



Click on Retry to give you a login page

Key in your Username and C-Folder password (Use Initial password initially generated for you)

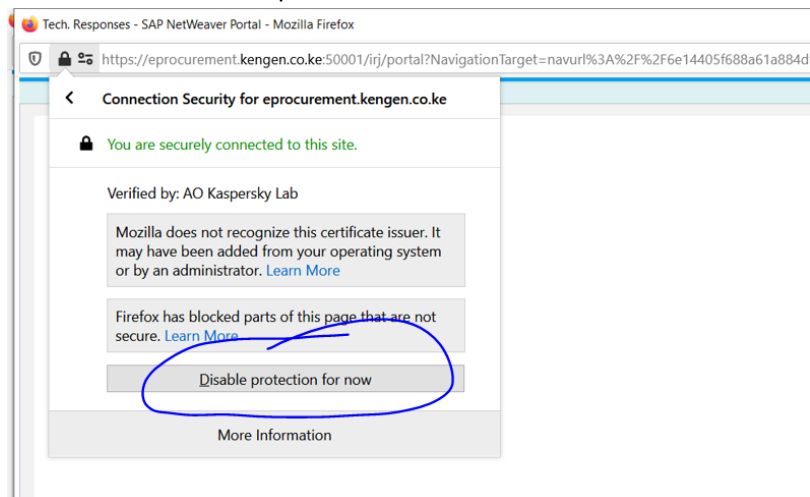


## Using Mozilla Firefox

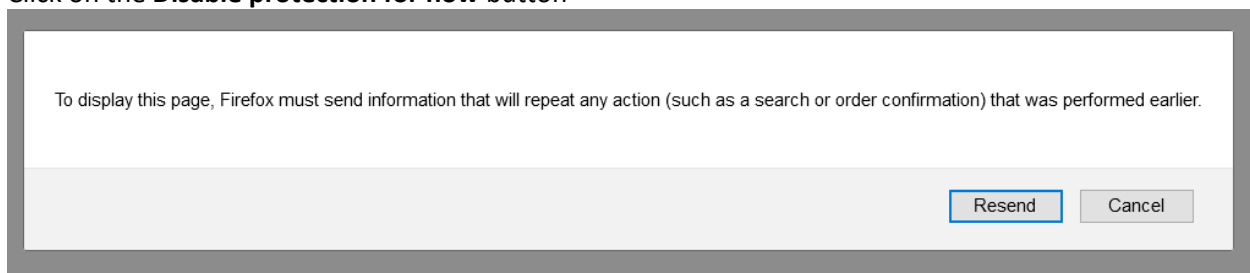


Click on the Padlock to open the settings as shown above

Click on the arrow to open as below



Click on the **Disable protection for now** button



Click on the **Resend** button

You will get a prompt to enter your Username and CFolder password

## Uploading of Bid Documents in the CFolder – Private Folder

The Cfolder has Three (3) folders

- 1) **Tech\_Bid** (Under Supplier\_ID) – **PRIVATE FOLDER**
- 2) **COLLAB – PUBLIC FOLDER**
- 3) **EXT AREA – PUBLIC FOLDER** – Location of Tender document

Bid Documents is therefore to be uploaded in the **Tech\_Bid** folder which is a **Private Folder**. Collab and EXT Area are public Folders and visible to everyone (public), therefore **NOT** advisable to upload documents into the public folders.

Tech. Responses - SAP NetWeaver Portal - Mozilla Firefox

https://eprocurement.kengen.co.ke:50001/irj/portal?NavigationTarget=navurl%3A%2F%2F6e14405f688a61a884dfb2f33a6d58e7&PrevNavTarget=navurl%

**Folder Tech\_Bid**

Current Path: Collaboration > ... > > **S010002915 > Tech\_Bid**

Folder

To save any changes made, click Save.

Name: Tech\_Bid \*

Subscribe: ☐

Authorization: Write

Save Notifications Additional Functions Cancel

To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.

Folder Contents

Name	Current Version	Read	Status	Changed by	Changed on
Empty					

Upload PDX Package Create Copy Copy as Bookmark Paste

Navigate to the Private folder Example → S010002915 > Tech\_Bid

Click on the **Create** button as highlighted above

**SAP mySAP PLM cFolders** Collaboration on the Web

Home Favorites Settings Help Logout

Technical Details

S010002915

Tech\_Bid

COLLAB (PUBLIC)

EXT AREA(PUBLIC)

**Create Object** Help

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > S010002915 > Tech\_Bid > Create Object

What do you want to create? Cancel

Folder	A folder is used to structure the collaboration and is also a container for storing objects.
Bill of Material	A bill of material structures materials and represents a directory of all parts (items) that belong to a material.
Bookmark	A bookmark can be linked to any Web site.
Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.
Document	A document can contain any file in different versions.
Engineering Change Number	An Engineering Change Number contains all the information required for managing a change
Manufacturer Part Number	A code or number used by a manufacturer or vendor to identify a material.
Material	A material is an item (product, goods and so on) that is created, used in production, traded, or consumed.
Note	A note is for adding a short descriptive text and can have versions.
iPPE Node	iPPE nodes stand for product functions whose concrete form are the iPPE variants.
iPPE Variant	iPPE variants are the concrete form of functions of the product.

## Select Document

**SAP mySAP PLM cFolders** Collaboration on the Web

Home Favorites Settings Help Logout

Technical Details

S010002915

Tech\_Bid

COLLAB (PUBLIC)

EXT AREA(PUBLIC)

**Create Document** Help

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > S010002915 > Tech\_Bid > Create Document

Create Document

Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose *Next*.

Name  \*

Description

Subscribe ☐

PGP Documents ☐ You are only allowed to use PGP files in this document.

☒ Upload Local File  
☐ Create File Later

[Continue](#) [Cancel](#)

Give a name of the Document and Description (*Optional*)

Click on **Continue** button

https://eprocurement.kengen.co.ke:50001/irj/portal?NavigationTarget=navurl%3A%2F%2F6e14405f688a61a884dfb2f33a6d58e7&PrevNavTarget=navurl%3A%2F%2F5344d58a6dc6261f7b

**SAP mySAP PLM cFolders** Collaboration on the Web

Home Favorites Settings Help Logout

**Create Version**

Navigation: [Version Overview](#)

Current Path: Collaboration > ... > S010002915 > Tech\_Bid > Bid Document > Create Version

To select the required file, choose *Browse* and then *Save*.

[Browse...](#) No file selected.

[Save](#) [Cancel](#)

Select / Browse for the Document and attach  
Click on **Save**

https://eprocurement.kengen.co.ke:50001/irj/portal?NavigationTarget=navurl%3A%2F%2F6e14405f688a61a884dfb2f33a6d58e7&PrevNavTarget=navurl%3A%2F%2F5344d58a6dc6261f7b

**SAP mySAP PLM cFolders** Collaboration on the Web

Home Refresh Search Favorites Settings Help Logout

**Folder Tech\_Bid** Help

Current Path: Collaboration > ... > S010002915 > Tech\_Bid

**Folder**

To save any changes made, click *Save*.

Name  \*

Subscribe ☐

Authorization

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

To create folder objects, select *Create*. To copy or delete objects, select the required objects and then choose *Copy* or *Delete*.

Folder Contents					
	Name	Current Version	Read	Status	Changed by
<input type="checkbox"/>	<a href="#">Bid Document</a>	Test.txt (1KB)			Dummy Dummy

Upload PDX Package Create Copy Copy as Bookmark Paste All None

Changed on: 27.08.2020 15:31:44

Click on the **Save** button  
Document has been attached in the CFolder

Exit the CFolder and go back and continue working on the RFx Response