

ADERP

ISUPPLIER PORTAL USER MANUAL

VERSION 2.0

Document Control

Change Record

Date	Author	Version	Change Reference
12-Dec-2016	DOF	1.0	
08-Feb-2017	DOF	1.1	Updated with new URL links
23-Mar-2017	DOF	1.2	Added Invoice Creation
01-Feb-2018	DOF	1.3	Updated Invoice Creation
01-Apr-2018	DOF	1.4	Updated Manage Tax in Invoice Creation
31-Oct-2018	Oracle	2.0	12.2.6 Update

Reviewers

Name	Position
Nadeem Raza	Senior Projects Manager – Systems Development

Distribution

Copy No.	Name	Location
1	Library Master	Project Library
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Oracle iSupplier Portal Overview

Oracle iSupplier Portal enables the registered supplier in ADERP to communicate key information including the procure-to-pay online. Based on a web browser client, the iSupplier Portal is accessible from browser connected to internet.

The iSupplier Portal provides you with the features to efficiently perform these 'enabled tasks' online:

- View the Purchase Orders and Agreements
- View Receipts and Work Confirmations
- View the Invoices and Payments
- Create Invoices against an approved PO—Receipt must also be created by Buying Organization
- View the RFI, RFQ, Auctions
- Create a Response Quote / Bid against an open RFI/RFQ/Auction
- Communicate On-line with Buyer Team from within the Tender / RFQ / Negotiation
- Add and maintain the supplier Organization Details, online Supplier Contact Person / Users and contact information

Also note that some of the creation activities like creation Advance Shipment & Billing Notices, Work Confirmation, Time Cards are not enabled currently.

Online Notifications

FYI Notifications: Notifications that <u>do not</u> require a response but are For Your Information only

Notifications requiring you action / acknowledgement: Rest of the notifications require an acknowledgement and or response

Recommended Browsers and Settings

The *latest version* of **Internet Explorer** or **Google Chrome** support all major features and are recommended.

Advanced Settings

Internet Explorer > Tools > Internet Options > Advanced Settings

	Security	Privacy	Content	Connections	Programs	Advan
Setting	IS				-	-
	 Enable Enable Enable Enable Use S Use S Use T Use T Use T Use T Use T Warn Warn 	e Integrat e memory e native X e SmartSo SL 2.0 SL 3.0 SL 3.0 LS 1.0 LS 1.1 LS 1.2 about cer if changin	ed Window protection MLHTTP su reen Filter tificate add	dress mismatch secure and no redirected to a	e online atta * t secure more	de 🗉
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Internet Explorer > Tools > Pop-up Blocker > Pop-up Blocker settings

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File Edit View Favorites To	ools Help		
👍 🧃 FiConnect1 🧧 ReqTra	Delete browsing history	Ctrl+Shift+Del	🗎 TRN 2 🎽 🎽 🕶 🖬 👻
	InPrivate Browsing	Ctrl+Shift+P	RIN XAXZINI
وظبى لإدارة الموارد الحكومية	Turn on Tracking Protection		
	ActiveX Filtering		
	Fix connection problems		
	Reopen last browsing session		
	Add site to Apps		
	View downloads	Ctrl+J	alogan
	Pop-up Blocker	>	Turn off Pop-up Blocker
	SmartScreen Filter	>	Pop-up Blocker settings

Enter *.abudhabi.ae and click Add

	list below.
Address of website to allow:	
*.abudhabi.ae	Add
Allowed sites:	
	Remove
	Remove all.
Notifications and blocking level:	
Notifications and blocking level:	d.
Play a sound when a pop-up is blocked	

Login and Password Request

As an External User, Supplier Contact person having a valid User Account in ADERP can access the application by clicking this link or copy-pasting in the Internet Explorer or Google Chrome

https://aderp.abudhabi.ae/

After your registration, an email bearing your login credentials will be sent.

Login with the credentials

Enter your User Name in upper or lower case. This is usually your registered email with ADERP

Enter your Password case-sensitive and considering the keyboard language



Request New Password

In case you have forgotten the password or keyed-in incorrect password <u>three</u> <u>times</u>, then the account will get locked.

You may request a new password by email provided your email is valid and registered in as supplier contact user.



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Login Assista	nce			
* Indicates required fie	eld			
Forgot Passwor	ď			
Enter your user nar User Name Forgot User Nar	Your User Na <mark>me</mark>	how to reset you	ur password will be e	
Enter the email add	ress associated wit	h your account,	your user name will I	be emailed to you.
Email	(Example: first.last@don	nain.com)	Forgot User	Name

A new password should arrive in your email within 10 minutes. Please check your **junk mail folder** and update your email / Outlook settings to **mark emails from** <u>wffmsr12@dof.abudhabi.ae</u> as NOT spam.

Setting the Preferences

Some of the preferences can be set to suit your convenience.

E-Business Suite 🔞 نظام أبوظبي لإدارة الموارد الحكومية	Notification Search	★ Favorites ∾	Settings >>	L Worklist Sy
Enterprise Search Contract Documents V	多代美 乡 [关]	G	Preferences 0	

- 1. Click the Preferences link at the top of the page
- 2. Review the details and change only if the details are incorrect.
- 3. Change the following display preference fields, as needed:
 - Current Session Language
 - Default Application Language
 - Accessibility Features Select Screen Reader Optimized, as needed (for blind/low vision users).
 - Territory
 - Date Format
 - Time zone
 - Number Format
 - Currency
 - Client Character Encoding
- 4. Complete the following fields to change your password, as needed:
 - Known As Change your display name, as needed.
 - Old Password Type your old password.
 - New Password Type your new password.
 - Repeat Password Type your new password again.
- 5. Review and change the following Start Page and Notification fields, as needed:
 - Responsibility Select a role from the drop-down list, if any roles are available to you.
 - Page Select the start page for the role you selected.
 - Email Style Select "HTML mail with attachments" for notification emails generated from the ADERP application and sent to you.
- 6. Click Apply to save your changes.

A confirmation message displays in the upper left corner of the screen.

The changes will be effective after your next login. Hence, you must logout and login again.

- 7. Click Cancel to return to the iSupplier Portal Home Page.
- 8. In case you want to reset all the preferences to the default value click on "Reset to Default" button.

Proxies		Cancel	Apply	Reset to Default
	Languages			
	Current Session Language American English 💙 🗊 Default Application Language American English 💙 🚯			
	Accessibility			
	Accessibility Features None 🔽 🗊			
	Regional			
	Territory United Arab Emirates Date Format dd-MIMI-yyyy (24-Nov-2016) Timezone (GMT +04:00) Dubai Number Format 10,000.00 Currency Image: Currency Client Character Encoding Arabic (Windows)			
	Change Password			
	Known As Contact1@supplier.com Old Password			
	Delivery Manager e-mail server credentials			
	e-Mail username			
	Start Page			
	Responsibility Page			
	Notifications			
	Email Style HTML mail with attachments			

Overview of Tender / Negotiations Dashboard

The advanced Sourcing RFQ / Tender/ RFI / Auctions / Surveys are collectively & commonly termed as 'Negotiations' and these are accessible from the *Tenders and Auctions* function.

Navigation: iSupplier Portal Full Access> Tenders and Auctions

: الحكومية	E-Business Suite 🔞 نظام أبوظبي لإدارة الموارد	Notifi	cation Search	n Home	Navigat		★ Favorites ⊸	t≵ Settings ⊸	Worklist
	X X X X Z X X X Z Y X X X Z Y X X X Y Y X X X Y Y X X X Y Y Y X X Y		Search Page		-		M X Z	X X	NX XI
		1	iSupplier Portal Fu	II Access					
	AnnouncementFormatted Text:								
	دليل المستخدم للنظام الجديد New System Guide					Suppli	er Home Page		
	المالية Finance New Featues					Tende	rs & Auctions		
	المشتريك والموردين Supply Chain New Featues					Workli	st		
	المشرىعك Projects New Featues					-			
	دليل الاستعلام عن New Request Status User Guide حلة الطليك								

			Negoti	ations				
		XXX	X X Y		T	-/	XX	X
Search Open Negotiatior	ns Number 🗸		Go					
Welcome, Ashraf ELzarka								
Your Active and D								
Press Full List to view all y	our company's respon:	ses						Full List
() 2 □ \$								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Me	ssades
					.,			
No results found.								
No results found.								
		1						
No results found.)pen Invitations							
Your Company's C)pen Invitations							Full List
Your Company's C								Full List
Your Company's C		otiation Number		Title	Т	ype	Time Left	Full List
Your Company's C		otiation Number		Title	Т	ype	Time Left	Full List
Your Company's C		otiation Number		Title	T	ype	Time Left	Full List
Your Company's C		otiation Number		Title	Т	ype	Time Left	Full List
Your Company's C Xupplier Site No results found. Quick Links	Neg			Title	T	уре	Time Left	Full List
Your Company's C Xupplier Site No results found.				Title	T	уре	Time Left	Full List
Your Company's C Xupplier Site No results found. Quick Links	Neg			Title	Т	ype	Time Left	Full List
Your Company's C Supplier Site No results found. Quick Links Manage	Neg View Response Active Disgualified and	95		Title	T	ype	Time Left	Full List

Your Active and Draft Negotiations

This block shows the recent five Negotiations and you may click Full List to view others.

Your Company's Open Invitations

This block shows recent five Invitations for RFQ Tender and you may click Full List to view others

Quick Links

Quick Links region contains the shortcut for the following:

Manage Drafts:	Manage your draft Response Quote / Bids
Manage Deliverables	Manage your Deliverables of Contracts
Manage Personal Information	Manage your personal details like email, phone and fax.
View Responses Active	View Response of Quote / Bids that are Active
View Responses Disqualified	View Response of Quote / Bids that are disqualified
View Responses Awarded	View Response of Quote / Bids that are awarded
View Responses Rejected	View Response of Quote / Bids that are rejected

Acknowledge Participation of Invited/ Limited Tender

If the Tender is limited to Invited suppliers, and if you are among the invited suppliers, only then a notification will be sent.

It is very important to acknowledge your intent to participate, if you company is specifically invited. This helps the buyer have a good overview of the RFQ / Tender participants and helps your company in getting good Key Performance Indicators w.r.t supplier communication factors.

Navigation: Worklist

Or iSupplier Portal Full Access> Tenders and Auctions > Your Open Invitations

الحكومية	نظام أبوظبي لإدارة الموارد 🎆 E-Business Suite	Notification Search	î Home	⊗ Navigator ⊳	Favorites My Work	Çi Settings ∾	Worklist	2 Logged In ASHRAF.	As ZARKA@ORACLE.(
				[معد سيف فرميٽي You are invite 10	- ed: RFQ 224400	8 (Tender	07:35 PM Due in 0 days	
	AnnouncementFormatted Text:	А	dd to Favorite	s	ينب علي العامري UM5A - Univ Response to	ersity Mohamme	d V OU -	05:23 PM	_
	دليل المستخدم للنظام الجديد New System Guide				Go To Full	Worklist			
2	المالية Finance New Featues								
	المشتريك والموردين Supply Chain New Featues								

You are	invited: RFQ 2244	1008 (Tende	r 10)				Yes No
From .	سعيد سيف الرميثي		Company	Default enterprise name			
To A	ASHRAF ELZARKA		Title	Tender 10			
Sent 3	31-Oct-2018 19:35:25		Number	2244008			
Negotiati Negotiati Supplier Supplier To ackno declining Please g		07:35 pm Dubai 07:55 pm Dubai ED BI, 30339AE pate, press the Yes	s button on this p	0		itton. You may enter a note to the buyer in the space below before a /or to enter a response.	cknowledging or
Num	Action Date	Action	From	То		Details	
1	31-OCT-2018 19:35:25	Submit	د سيف الرميثي	معير ASHF	RAF ELZARKA		
Respons	e ote to Buyer					^	
						\checkmark	
Return to Wo	orklist						

Negotiations > RFQ: 2244008			N
Header Lines	Title Tender 10 Status Active (Lock Time Left 00:18:24 Controls Contract Terms Buyer الرميني Mr	2. Scroll down and view notes, to supplier, requirements and attachments. 3. In the action field, select acknowledge participation and click go	Actions Acknowledge Participation Open Date 31-Oct-2018 19:35:24 Close Date 31-Oct-2018 19:55:57 Outcome Standard Purchase Order
	Quote Style Sealed Description		Event
Terms			
Currency	Bill-To Address DOF Ship-To Address DOF FOB	-	ment Terms Carrier eight Terms
	RFQ Currency AED	Pric	e Precision Any

Negotiations > RFQ: 2244008 > Acknowledge Participation (RFQ 2244008)		Cancel	A <u>p</u> ply
Supplier Site ABU Will your company participate?	DHABI ⁄/es		
Note to Buyer	No and a state of the state of		
	~		N

The application takes you back to the RFQ header from where you may choose to create quote:

Negotiations > RFQ: 2244008	
	Actions Greate Quote
Title Tender 10 Status Active (Locked)	
Time Left 00:12:34	Open Date 31-Oct-2018 19:35:24 Close Date 31-Oct-2018 19:55:57
Header Lines Controls Contract Terms	
سىبد .Mr .لىرىيتى Mr	Outcome Standard Purchase Order
☑ Two-Stage RFQ	Event
Quote Style Sealed	
Description	

If you decide to create the Quote later, you may do so if the Tender / RFQ is still 'Active'. Refer to the "Search RFQ / Tender / Negotiation and Create Response Quote" chapter.

Search RFQ / Tender / Negotiation and Create Response Quote

If the Tender is of '**Open**' type, an invitation to participate will NOT be sent.

Hence, the supplier may refer to the Buying entity's website for the publication of Open Tenders to get the RFQ Tender **Title** or through Abu Dhabi eGovernment Gateway website www.abudhabi.ae, at the end of the page under "Business" title click on "Public Tenders". Click on search to show all the open Public Tenders for AD entities.

Alternatively, the supplier can search for the Open Tender / RFQ / Negotiation within iSupplier Portal as shown below.

Navigation: iSupplier Portal Full Access> Tenders and Auctions

E-Business Suite أبوظبي لإدارة الموارد الحكومية E-Business Suite	Notification Search	l	★ ✿ Favorites ∞ Settings ∞	Logged In As Worklist ASHRAF.ZARKA@ORACLE.C
$\frac{1}{2}$	Search Page	A A		$ X \times Z \times X \times Z \times$
	iSupplier Portal Full	Access		
AnnouncementFormatted Text:				
دليل المستخدم للنظام الجديد New System Guide		Supp	olier Home Page	
المالية Finance New Featues		Tend	lers & Auctions	
المشتويات والموردين Supply Chain New Featues		Work	dist	
المشروعك Projects New Featues				
دليل الاستعالم عن New Request Status User Guide مليل الاستعالم عن حالة المالية:				

If you know the RFQ Tender enter the Title in the Title field and click Go button

If you do not know the RFQ / Tender number, depending on the current RFQ numbering series, enter 1% or 2% or 3% or 4% in the **Number** field and click the **Go** button

			Negoti		X			
Search Open Negotiation Welcome, Ashraf ELzarka Your Active and D	a.	800	Go					
Press Full List to view all	your company's responses						Full List	
💢 2 🖪 🔅 🔻 💷								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages	
No results found.								

The matching RFQ Tenders will be displayed.

(If you already know the details of RFQ, Select the 'radio button' for the interested Tender and click Respond)

If you want to view the details first, click the RFQ Number link to view the details of RFQ.

Negotiations > Active Negotia	ations								
Search									
Note that the search is case insensitive Number 2244008 Contact									
		Titl				Line			
		Categor				Event			
			Go Clea	r					
Select Negotiation:	Respond	🔟 🎜 🕞 🖁	🌣 👻 💷						
Number 🔺	Title 🔺	Contact 🔺	Time Left 🔺	Close Date 🔺	All Responses 🔺	Your Company's Responses	 Monitor 	Unread Messages	
2244008	Tender 10	سعيد .Mr الرميشي	10 minutes	31-Oct-2018 19:55:57	Sealed	0		0	
							N		

View the details in Header, Lines, Controls, Contract Terms tabbed region

FQ: 2244008				Actions Acknowledge Participation
	Title	Tender 10		
		Active (Locked)	Open Date Close Date	e 31-Oct-2018 19:35:24 9 31-Oct-2018 19:55:57
Header Lin	es Controls Cor	ntract Terms	1 View the details in header, lines controls, contract terms tabbed region	
	Buyer	سىيد .Mr الرمىيدى	Outcome	Standard Purchase Order
		✓ Two-Stage I	RFQ Event	
	Quote Style	Sealed		
	Description	1		
Terms				
	Bill-To Address	DOF	Scroll Down the page to view requirements; notes to supplier and attachments Payment Terms	
	Ship-To Address	DOF	Carrier	
	FOE		Freight Terms	

Scroll down and view Notes to Supplier, Requirements and Attachments

	RF	Q Currency AED			Pric	e Precision Any		
equirements								
i 2 🖪 🔅 - 🖩	•							
how All Details Hide A etails Section	All Details					RFQ Stage		
Technical Requ	irements					Technical		
Commercial Re	quirements					Commercial		
<)
	ments	View notes to	o supplier and att	achments				>
otes and Attach	ments	View notes to	o supplier and att	achments)
otes and Attach	ments Type	View notes to	o supplier and att	achments Last Updated By	Last Upd	ated Usage	Update	Delete
otes and Attach					Last Upd	ated Usage	Update	Dele
otes and Attach Note to Suppliers					Last Upd	ated Usage	Update	

From the Actions field, Create Quote will be the first action and you may click Go button to create your Quote.

The Terms and Conditions of RFQ Tender will be displayed.

Review the Terms and Conditions.

Negotiations > Active Negotiations >						
Terms and Conditions					Cano	Accept
The following terms and conditions must be accepted before a	a quote is placed in t	his RFQ.				
			~			
Each tender could have it's own Terms and Conditions.						
Make sure that you are able to follow up with the terms and conditions and then mark the I have accept terms and conditions check box then pre-	50					
accept terms and conditions check box then pre	SS					
Accept						
			\sim			
0.44 1						
Attachments						
Title Type Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.						
I have read and accepted the terms and conditions						
						11
					Cano	Accept

Mark the check box and click the Accept button if you want to accept and proceed.

A Quote Response with number related to this RFQ Tender will be created.

(If you want to review the entire RFQ in detail, by clicking the View RFQ Button)

Enter the Quote Header details like Quote Validity, Reference Number and Notes to Buyer

Click Add Attachments button to add Header level attachments

NOTE: Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error from controls.

If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.

If you don't want to split the files you can attach your files on online hosting services such as Dropbox (which is free). And generate the share link then attach it to the Tender. Also consider the time limit which is provided by the host before deleting your files from their website.

Image: Process Proce	
Supplier ORACLE SYSTEMS LIMITED Supplier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE RFQ Currency AED Quote Currency AED Note to Buyer	
Supplier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE Quote Valid Until (31-Oct-2018 19:45:00) RFQ Currency AED Reference Number Quote Currency AED Note to Buyer	
Supplier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE RFQ Currency AED Quote Currency AED Note to Buyer	
Quote Currency AED Note to Buyer	
Price Precision Any	
ttachments	
Add Attachment	
itle Type Description Category Last Updated By Last Updated Usage Update	late Delete
o results found.	

If the quote was created for 'Two-stage RFQ', the attachments should be done for both **Commercial** and **Technical** documents by selecting the Attachment Category. If this is not done properly, buyer will not find these during the respective evaluation stages. Therefore, buyer may disqualify you from the tender.

Add Attachment		Cancel	Add Another	Apply
Attachment Summary Info	ormation			
Title				
Description	Separate attachments for each stage			
Category TIP For each attachment, select	Stage 1: Technical Chment from 'drop-list'.			
Define Attachment				
Ту	pe File Browse			
	O URL			
	Short Text			

Negotiations > Active Negotiations Add Attachment	> RFQ: 2244008 > Create Quote: 2583875 (RFQ 2244008) >	Canaal	Add Another	Apply
		Cancer	Add Another	А <u>р</u> ру
Attachment Summary Inf	ormation			
Title	Commercial Document			
Description	Commercial Documen			
	Stage 2: Commercial 🔽 t correct 'Category' of attachment from 'drop-list'.			
Т	Pre File C:\Users\Oracle6\Desktop\12.png Browse URL			
	○ Short Text	^	G	

Negotiations > Active Negotiations > RFQ: 2244008 > Create Quote: 2583875 (RFQ 2244008) >			
Commercial Document attachment has been added successfully.			
Add Attachment	Cance <u>l</u>	Add Another	A <u>p</u> ply
Attachment Summary Information			
Title Description Category Stage 1: Technical Stage 1: Technical Stage 1: Technical Category or attachment from 'drop-list'.			
Define Attachment			
Type File Browse			
Short Text	^		

Negotiations > Active Negotiations	> RFQ: 2244008 > Create Quote: 2583875 (RFQ 2244008) >			
Confirmation				
Commercial Document attac	nment has been added successfully.			
Add Attachment		Cance <u>l</u>	Add Another	A <u>p</u> ply
Attachment Summary Inf	ormation		-	
Title	Technical Document			
Description	Technical Document			
	Stage 1: Technical Control of attachment from 'drop-list'.			
Define Attachment				
Т	/pe File C:\Users\Oracle6\Desktop\18.png Browse			
	O Short Text	~		

Confirmatio		been added successfully.					
reate Quote	e: 2583875 (RF	2 2244008)	Cancel	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinue
		<u>Tender 10</u> ☑ Two-Stage RFQ ①	Close Da	eft 03:53:35 te 31-Oct-20			
Header	Lines	Review attachm required	ents and add more if				
		ORACLE SYSTEMS LIMITED ABU DHABI - ABU DHABI, ABU DHABI, 30339AE	Quote Valid Unti	•	018 19:45:00)		
	RFQ Currency		Reference Numbe Note to Buye				
	Quote Currency Price Precision		Note to Duye				
Attachments	s						

Review attachments and add more if required. Click **Save Draft** to save the attachments.



equir	ements				
Expand	II Collapse All				
\					
Focus	Title	RFQ Stage	Target Value	Quote Value	
	Requirements				
	Technical Requirements	Technical			
	Delivery Time	Technical	-	Enter your response for Technical	< >
\$	Commercial Requirements	Commercial			
	Payment terms 30 days upon successful Delivery	Commercial	-	Enter your response for Commercial	^
				Cancel View RFQ Quote By Spreadsheet Save Draft	<u>C</u> ontinu

Negotiations > Active Negotiations > RFQ: 2244008 >	
Quote 2583875 for RFQ 2244008 (Tender 10) has been saved as a draft.	
Create Quote: 2583875 (RFQ 2244008)	Cancel View RFQ Quote By Spreadsheet Save Draft Continue
Title <u>Tender 10</u> ☑ Two-Stage RFQ ①	Time Left 03:46:58 Close Date 31-Oct-2018 23:55:57
Header	
	Quete Currenou AED

reate Qu	ote: 258	3875 (I	RFQ 2244	008)					Cance <u>l</u>	View RFQ	Quote By Sp	readsheet	Save Draft	<u>C</u> ontin
		Tì	tle <u>Tender 10</u>							ft 03:45:42				
			✓ Two-S	Stage RFQ 🔟					Close Da	te 31-Oct-20)18 23:55:57			
Header	Lines													
			ency AED sion Any					Quote	e Currency	AED				
💢 😂 🖂	🌣 🔻 💷													
Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promise	d Date	Quote	Add Alter	mate Lines	Updat
1 Services	DOF	Sealed				Each	100	100		Ē	No 🗸		•	1
2 Services 2	DOF	Sealed				Each	10	10		(##)	No 🔽		•	-

Depending the type of buyer's document, you may have to fill additional fields as shown below

NOTE: If you have many lines, you may use the RFQ Tender-specific spreadsheet template, fill the details and upload the **same file**. For steps, refer to the using "Uploading Quote details by Spreadsheet template" chapter.

	D 1.4					31-Oct-2018 23:55:57		
	Description							
		Each			Quote Currency			
	Start Price					Sealed		
	Target Price		Review and add	more details	Ship-To			
	Quote Price	100	Review and add in this page, if lin	ne level	Need-By Date	14-Nov-2018 15:24:18 to 2	7-Nov-2018 15:24:48	5
	Target Quantity		attachment is re	quested; you	Promised Date	27-Nov-2018 15:24:48	Ē	
	Quote Quantity	100	may add from he	ere and click				
otes			apply button					
Note to Buyer				^				
-				U				
ttachments								
Add Attachment								
ïtle	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
o results found.								

eate Que	ote: 258	3875 (RFQ 2244	008)					Cance <u>l</u>	/iew RFQ	Quote By Sp	preadsheet S	ave Draft	<u>C</u> ontin
		Ti	itle <u>Tender 10</u> ☑ Two-S	itage RFQ 🧊						t 03:37:45)18 23:55:57		-	
Header	Lines													
X 2 5	Р		ency AED sion Any					Quote	e Currency	AED				
Line		Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised	Date	Quote	Add Alterna	te Lines	Updat
1 Services	DOF	Sealed			100	Each	100	100	27-Nov-2	018 📋	Yes 🗸	+		1
2 Services 2	DOF	Sealed			100	Each	10	10	29-Nov-2	018 🖽	Yes 🗸	+		1

A Warning									
This quote is in resp	onse to an RFQ	where the submitted quote v	vill be evaluated in two stages	s - Technical and Commercial.					
Create Quote 258	3875: Rev	view and Submit (F	RFQ 2244008)	Car	ncel Back Validat	e Save Draft	Printable View	Sub <u>m</u>	
Header									
	Title	Tender 10		Time	Left 03:36:45				
	Supplier	ORACLE SYSTEMS LIMITE	ED	Close	Date 31-Oct-2018 23:5	55:57			
	Supplier Site	ABU DHABI		Quote Valid	Until				
R	FQ Currency	AED		Reference Number					
	ote Currency			Note to B	uyer				
Pr	ice Precision	Any							
Attachments									
Title 🔺	Туре 🔺	Description A	Category 🔺	Last Updated By 🔺	Last Updated	Usage	 Update 	Delet	
Commercial Document	File	Commercial Document	Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM	31-Oct-2018	One-Tin	ne 🧷	Î	
Technical Document	File	Technical Document	Stage 1: Technical	ASHRAF.ZARKA@ORACLE.COM	31-Oct-2018	One-Tin		Î	

Usually, multiple quotes will not be activated by the buyer. So pay attention to the above mentioned warning message. Once you submitted your quote you cannot update and submit it again. So ensure that you submit only one best single quote.

Now, the quote will have a status of 'Active'



Important Note about Attachments

Attachment Size

Due to network / application restrictions, the maximum file size per attachment is 15 MB only.

TIP: If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.

If you don't want to split the files you can attach your files on online hosting services such as Dropbox (which is free). And generate the share link then attach it to the Tender. Also consider the time limit which is provided by the host before deleting your files from their website.

If an attachment exceeds 15 MB, you will not be able to process further due to error from controls.

Attachment Type

FILE

Various file type are supported below 15 MB for each file.

URL

Contact buyer to check if such URLs are acceptable or not. Attachment URL should be not be from your local computer but accessible over the internet.

TEXT

Text attachment is entered in the same text box and generally used for additional notes.

Attachment Category

While creating Quote against active RFQ and depending on the stages of RFQ specified by buyer in the entity, the attachment category must be selected correctly:

RFQ Type	Attachment Category
Two-Stage RFQ	From Supplier: Commercial From Supplier: Technical
Single-Stage RFQ	From Supplier

Two Stage RFQ: Separate	ly Attach for both Commercial &	Technical
Negotiations > Active Negotiati	ons > RFQ: 236008 > Create Quote: 23	36507 (RFQ 236008) >
Add Attachment		
Attachment Summary Informa	tion	
Title Description		
	For two stage	RFQ, you need
Category From S TIP For each attachment From S	attach for BOT aupplier: Commercial as per buyer's	-
Define Attachment		
Type 🖲 File		Browse
OURL		
○Text		~
Single Stage DEO: Single fiv	ad Catagoni	
Single Stage RFQ: Single fix Negotiations		
Negotiations > RFQ: 241995 >	Create Quote: 236506 (RFQ 241995) >	
Add Attachment		
Attachment Summary Informat	ion	
Title Description		
		^
Category Fro		Single stage RFQ shows only one
♂ TIP For each attachment, select c	orrect 'Category' of attachment from 'drop-list'.	fixed Category
Define Attachment	Use the Online Discussion feature	re to contact buyer
	if you have any concerns about a	attachment
Type 🖲 File		Browse
OURL		

How to Respond to Buyer's Online Messages and Notifications

For the active RFx Tender, the online messages can be used to communicate with the buyer. The supplier can respond to online messages from buyer and also create a new message to buyer. Even if the RFx Tender is currently closed, Supplier can still search for the sent "Invitation" message of the invited Tender or online discussion and send online discussion.

Navigation: Worklist shows the open notifications

My Worklist sub-window shows the notifications to you and you may open this to review and respond.



Navigation: Worklist > FULL LIST shows all notifications

NOTE: Even if the RFx Tender is currently closed, Supplier can still search for the sent "Invitation" message of the invited Tender or online discussion.



By clicking Go To Full List, all the open notifications will be displayed.

Or iSupplier Portal Full Access> Tenders and Auctions > Your Active and Draft Responses

Search Open Negotiatio	ons Number 🗸		Go				
Welcome, Ashraf ELzark Your Active and E							
Press Full List to view all	your company's response	es.					Full Lis
💢 2 🕞 🔅 🔻 🎟]						
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	54 minutes	1

Click the **unread message number** to open the message

Click the Message link to view details of message

Negotiations > Online Discussions (RFQ 22460	05)			Cance	Printable Page
State Time Le	le <u>Tender 1</u> us Active (Locked) fft 52 minutes			Open Date 01-Nov-2018 10:44:06 Close Date 01-Nov-2018 12:41:48	
New Message 💢 ፘ 📧 🌼 🔻 🎹 🔻					
Subject 🔺	Message	Status 🔺	Sender 🔺	Date 🔺	Reply
Compliance to our new terms	Please accept	Unread	Default enterprise name	01-Nov-2018 11:37:52	Q,
<					>

View the message and attachments if any.

Click the Attachment file 'Title' name link to open / save the attachment to your computer.

Subject	Subject Compliance to our new terms and conditions								
1	Default enterp								
	ELzarka, Ashr								
	01-Nov-2018 1								
Message	Please accept								
Ľ ľ		_							
achmen	nts								
	Type 🔺 Description 🔺 Category 🔺 Last Updated By 🔺 Last Updated 🔺 Usage 🔺 Update Delet								
e 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺	Last Updated 🔺	usage 🔺	opuate	Dele	
-	Type 🔺 File	Description Amendment	Category A To Supplier	RAGAB	01-Nov-2018	One-Time	Update functionality disabled	Î	
endment	File	•	• /		•	-	•		
endment	File	Amendment (RFQ 2246005)	To Supplier		01-Nov-2018	-	•		

0	Online Discu (RFQ 224)	ssions (RFQ 2246005) 16005)) >				Re	ply Prin
Subject	Compliance to	our new terms and co	nditions					
From	Default enterp	rise name						
То	ELzarka, Ashr	af						
Date	01-Nov-2018	11:37:52						
Message	Please accept							
Attachmer	nts							
Title 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺	Last Updated 🔺	Usage 🔺	Update	Delete
Amendment	File	Amendment	To Supplier	RAGAB	01-Nov-2018	One-Time	Update functionality disabled	

Send the message only to Default enterprise name (Buying Organization)

* Indicates required field							Ca	nce <u>l</u> Send
Send To Default enterp Subject Compliance to		rms and conditions						
* MessageOriginal	Message	Please accept		~				
				~			2	
Attachments							24	
Add Attachment								
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

The message history will be visible in **Online Discussions**

Negotiations > Online Discussions (RF	Q 2246005)				Cancel Pri	intable Page
	Title <u>Tender 1</u> Status Active (Locked) Time Left 45 minutes				1-Nov-2018 10:44:06 I-Nov-2018 12:41:48	
Messages	Time Left 45 minutes	Buyer's		Yours		
New Message 💢 🈂 📧 🌼	▼					
Subject 📥	Message		St. us 🔺	Sender A	Date 🔺	Repl
Compliance to our new terms	Plea	se accept Sur	Read	ELzarka, Ashraf	01-Nov-2018 11:56:11	œ,
Compliance to our new terms	Please accept		Replied	Default enterprise name	01-Nov-2018 11:37:52	œ,
<						>

If you want, you may use the **Printable Page** button to print the messages.

How to Update the Attachment in 'Draft' Quote

If your quote is in draft status, you may update the attachment—Title, Description, Category and attachment file before submitting the quote.

Navigation: iSupplier Portal Full Access> Tenders and Auctions > Your Active and Draft Responses

Image: Second	Search Open Negotiation	ons Number 🗸		Go				
Press Full List to view all your company's responses. Fi Image: Comparison of the second								
Image: Second	Your Active and I	Draft Responses						
Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Unread Message 2586876 Draft ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	Press Full List to view all	l your company's respons	es.					Full List
2586876 Draft ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	💢 2 🖻 🔅 🔻 🖩	0						
	Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
	2586876	Draft	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0
2586875 Active ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0

Click the draft Response Number link

Click the Pencil/ Update Icon of attachment

reate Quote: 2586	6876 (RFC	2 2246005)		Cancel	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinu
Header Lines		<u>Tender 1</u> ☑ Two-Stage RFQ ①			.eft 00:38:11 ate 01-Nov-2			
Ri Que	Supplier Supplier Site FQ Currency ote Currency ce Precision	ABU DHABI - ABU DHA AED AED	MITED ABI, ABU DHABI, 30339AE	Quote Valid Ur Reference Numb Note to Buy	er	018 12:00:24		
Attachments								
Add AttachmentMax	. File Size per	r attachment is 15 MB o	nly. If exceeded, you cannot	process further due to error. You may split	the large file i	nto smaller files and atta	ch as many a	s required.
Title 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺	Last Upda	ted 🔺 Usage 🔺	Update	Delete
Agreement Details	File	Agreement Details	Stage 1: Technical	ASHRAF.ZARKA@ORACLE.COM	01-Nov-201	8 One-Time	1	Î
Commercial Document	File		Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM	01-Nov-201	8 One-Time	1	Î .

Negotiations > Create Quote: 2586876 (RFQ 2246005) > Update Attachment: Agreement Details		Cance! Apply
Attachment Summary Information		
Title Agreement Details		
Description Agreement Details	^	
Category Stage 1: Technical		
TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.		
Define Attachment	1	
File	Browse	Ν
		13

Review and update the Title and Category as applicable. Click the Browse button if you want change the file attachment.

Attach the file and click Apply

Negotiations > Create Quote: 258 Update Attachment: A		Cance! Appl
Attachment Summary Inf	ormation	
Category	Agreement Details Agreement Details Stage 1: Technical t correct 'Category' of attachment from 'drop-list'.	
Define Attachment		
File	:\Users\Oracle6\Desktop\iSupplier\13.png Browse	
Negotiations > Confirmation "Agreement Details" attachm	ent has been updated successfully	
Create Quote: 2586876	i (RFQ 2246005)	Cancel View RFQ Quote By Spreadsheet Save Draft Continu
Header Lines	Title <u>Tender 1</u> ✓ Two-Stage RFQ ①	Time Left 00:30:48 Close Date 01-Nov-2018 12:41:48
S Suppl RFQ Ct Quote Ct	upplier ORACLE SYSTEMS LIMITED ier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE irrrency AED irrency AED ecision Any	Quote Valid Until 29-Nov-2018 12:00:24

Review the draft Quote and process further to Submit.

Uploading Quote details by Spreadsheet template from Application

If there are many lines in the RFQ Tender, you may create the Response Quote and then *download* the spreadsheet template from application to work on spreadsheet xml format.

Note: This spreadsheet template is *specific* to the RFQ Tender you are quoting for, and can be used for this RFQ Tender only. You CANNOT use the same template for other RFQ Tenders.

After updating the details in spreadsheet, the same file should be used to upload on to your quote.

Navigation: iSupplier Portal Full Access> Tenders and Auctions > Your Active and Draft Responses

Search Open Negotiatio	ns Number 🔽		Go				
Welcome, Ashraf ELzarka	a.						
Your Active and D	oraft Responses						
Press Full List to view all	your company's responses	5.					Full List
💢 2º 🖻 🌞 🔲							
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
2586876	Draft	ABU DHABI	2246005	Tender 1	RFQ	25 minutes	0
2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	25 minutes	0

egotiations > reate Quote: 258	86876 (RFG	2246005)		Cancel	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinu			
Header Lines	E	^T <u>ender 1</u> ☑ Two-Stage RFQ ①			.eft 00:23:55 ate 01-Nov-20)18 12:41:48					
Q		AED AED	NITED BI, ABU DHABI, 30339AE	Quote Valid Until 29-Nov-2018 12:00:24 Reference Number Note to Buyer							
Attachments											
			-	process further due to error. You may split t	-		-				
Title 🔺	Туре 🔺	Description A	Category A		Last Updat	-	Update	Delete			
Agreement Details	File	Agreement Details	Stage 1: Technical	ASHRAF.ZARKA@ORACLE.COM	01-Nov-2018			Ī			
Commercial Document	File		Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM	01-Nov-2018	8 One-Time	1	i i			

The first option Rich Style creates a bigger file, so it is advised to use the second option Light Weight Style (.xml)

After downloading, minimize the webpage to work on the zipped file

-	
3 Error	
Empty file name	
Create Quote 2	2586876: Quote By Spreadsheet (RFQ 2246005)
RFQ Currency AED Quote Currency AEE	
Step 1:Export Sp	preadsheet
Format O XM	
File To Import	XML Spreadsheet (.xml) Tab-Delimited (.txt) Browse
Return to Create Quote	:2586876 (RFQ 2246005)
e access to the system empt by unauthorized	Do you want to open or save RFQ2246005_Response.zip from aderptest.dof.abudhabi.ae? Open Save Cancel X Privacy Statem
	Manufacture Have Lands Proteiners Hate Description Date Disconting
bout this Page	The RFQ241995_Response.zip download has completed.

D:\RFQ241995_Response.zip\												
File Edit View Favorites Tools Help												
🕂 🗕 🗸 🔿 🗭 🗶 i												
Add Extract Test Copy Move Delete Info												
De Q241995_Response.zip\												
Name Size Packed Size Mo												
■ RFQ-Quote-Help.htm	49 590	9 646	2016-11-23 15:56									
RFQ241995-Response.xml	54 714	4 994	2016-11-23 15:56									

The RFQ-Quote-Help.htm can be referred for help in filling the xml spreadsheet (the first file in the list of the zip file).

Extract the xml file. Close the Zip file.

Note: Do not open directly the file from zip file, as the changes made may not be saved or may be saved in the temporary folder and the changes you made to the template may get lost.



Open the extracted xml file from the computer, not directly from the zip file.

File Home Share	View									
Pin to Quick Copy Paste	th Move Co prtcut to + to			New folder New item ▼	Properties E	Edit 🔡 S	elect all elect none nvert select			
Clipboard			Organize		New	Open		Select		
$\leftarrow \rightarrow \checkmark \uparrow$ $\blacksquare \rightarrow$ This \clubsuit Quick access	PC → Da	ta (D:) Name		✓ Тур	e		Date modif		Size	
📃 Desktop	*	🕪 RFQ241995-Re	sponse 🧲	XMI	L Document	23-Nov-16	23-Nov-16 4:20 PM			
Documents	*	Z RFQ241995_Re	sponse	ZIP	File	23-Nov-16	23-Nov-16 3:56 PM			
🚽 Downloads	*	🗾 Addendum to Services			obe Acrobat Document	23-Nov-16	23-Nov-16 3:10 PM			
Demo Guide Files	*	🗾 Attachment fo	r Commercial .	Ado	obe Acrobat Document	23-Nov-16	12:15 P			
- Denio Guide Tiles	74	🗾 Attachment fo	r Detailed Tech	Ado	obe Acrobat Document	23-Nov-16	23-Nov-16 12:15 P			

Review and update the header sheet.

x∎	5-	⊘					RFQ	241995-Resp	onse - Exc	el 📿	\sim	$\times \mathcal{P}$
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4				27-11-16 14	:00				ناصر الغافرى			
5		R	FQ Currency	AED				Phone				
6		Qu	ote Currency	AED				Email	nahed.ald	haferi@fdf.ac	9	
7		Pi	rice Precision	Any				Supplier	HOME CO	NCEPTS L.L.C	ABU DHA	BI BRANCH
8								Supplier Site				
9												
10	Header											
11		Qu	ote Valid Until		15-12-16		Refer	ence Number	HC 123-No	ov-2016		
12				example:	23-11-16							
13												
14	Note to Supp											
15	البريد الالكتروتي	بسال تطى الايميل	helpdes او الأر	sk@dof.abu	dhabi.ae - 02	الرقم8101430	رجى التواصل تطي	نتظام الإلكتروني ي	نق يقصوص ا	و فيحالة وجود عوا	024090139	4 الاتصال تلى الرقم
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Fill the relevant fields of the Header sheet.

- Fields in **Yellow** cells are mandatory.
- Fields in Green cells are optional.

Fill the relevant fields of the Lines sheet.

x∎	🗄 🍤 🖓						RFQ	241995-Respo	onse - Excel	XX	200	X D	XX	57
FII	LE HOME	INSE	RT PAGE	LAYOUT	FORMUL	AS DAT	A REVIE	W VIEW						
Past	te V B	I <u>U</u> ,	== + 2		= = =	€ 75		- % >	.00 →.0 Fe	conditional F prmatting ∽	Table - St		Insert 👻 Delete 👻 Format 👻	∑ ↓
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10 11	Lines									Quote	Total (AED)	22,880.00		
12									Quote	Quote				
13	 Line ین والإعلامیین 1 	و بکام مالا م		Item,Rev		Start Price	Unit Unit	Quantity 1	Price 500	Quantity 1	Pro	mised Date	Note to Bu	iyer
15	ين رام حميين - للمسرح بثيم الحقل 2						Unit	1	600	1				
16			بوديم 3				Unit	1	700	1				
17	لة ولوحات ارشادية م	ديكورات بسيط	تصعيم وتنفيذ ثيم				Unit	1	800	1				
18			طاولة استقبال 5				Unit	1	900	1				
19			توهير شاشة للمسر				Unit	1	100	1				
20 21	1		تصوير فوتو عرافم				Unit	1	90	1				
21		بعي 8	تصوير فيديو توثي طاولة للدروع 9				Unit Unit	1	80 2000	1				
22		10.3	للتقييمPad أجبز				Unit	4	2000	4				
24			حدمات تقدية 11				Unit		400					
25			بطاقة دعوة الكترو				Unit	2	30	2				
26			کتیب 13				Unit	300	25	300				
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SAVE and click Yes to save in "XML Spreadsheet 2003 format"

	SAVE	<mark>an</mark> d click	Yes												
x∎	🔒 रु	- @					RF	Q241995-Re	sponse - Exce		\rightarrow	\times	3	778	SY
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10	Lines				Some feat	ures in your w	orkbook	might be l	ost if you save	it as XML Sp	readsheet 2	2003.			
11 12		_			Do you wa	ant to keep us	ng that	format?					,880.00		_
					,	Yes		No	Help						
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17	مات ارشادية م	م ديكورات بسيطة ولو.				Ur	it		1 800						
18			طاولة استقبال 5			Ur	it		1 900) 1					
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27			سيب ٦٦ ستر بيس للطاو			Ur	-		15 50						

From the iSupplier portal, Quotation, import the spreadsheet that you had updated and saved as xml 2003 format.
Negotiations
Create Quote 236506: Quote By Spreadsheet (RFQ 241995)
RFQ Currency AED Quote Currency AED
Step 1:Export Spreadsheet
 TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML Format XML Spreadsheet - Rich Style (.xml) XML Spreadsheet - Light-Weight Style (.xml) Tab-Delimited (.txt)
Step 2:Import Spreadsheet
Format • XML Spreadsheet (.xml) • Tab-Delimited (.txt) File To Import • Browse Import • Browse

Browse and select the updated XML file

Choose File to Upload					
- → ~ ↑ 🚍 > Th	is PC > Data (D:)	~ č	Search Data (D:)		Q
Organize 🔻 New folde	er			EE 🔻 🔲	?
🖌 🔜 Data (D:) 🔷	Name	Date modified	Туре	Size	
> app	RFQ241995-Response	23-Nov-16 4:20 PM	XML Document	58 KE	3
> 🔥 Data Files	🟃 Addendum to Services	23-Nov-16 3:10 PM	Adobe Acrobat D	18 KE	3
> 🔤 Demo Guide Fi	🔁 Attachment for Commercial Details	23-Nov-16 12:15 P	Adobe Acrobat D	21 KB	3
> Files Mails fron	🗾 Attachment for Detailed Technical Specif	23-Nov-16 12:15 P	Adobe Acrobat D	21 KE	3
> From Metalink	📄 IP & Proxy	27-Sep-16 10:45 AM	Text Document	1 KE	3
General	🔄 Demo Guide Files	23-Nov-16 4:25 PM	File folder		
> HR Soft	General	23-Nov-16 2:32 PM	File folder		
	To SR	23-Nov-16 2:03 PM	File folder		
> Output	Setups Oracle Docs	22-Nov-16 9:59 AM	File folder		
Practice TECH	Data Files	17-Nov-16 1:25 PM	File folder		
> 🔤 Seco Download	Output	14-Nov-16 4:16 PM	File folder		
> 🔤 Setups Oracle I	WIP	13-Nov-16 3:23 PM	File folder		
×	Seco Downloads	08-Nov-16 9:05 AM	File folder		
File na	ame: RFQ241995-Response		✓ All Files (*.*)		~
		_	Open	Cancel	

Negotiations
Create Quote 📰 📰 Quote By Spreadsheet (RFQ 📰 🖿
RFQ Currency AED Quote Currency AED
Step 1:Export Spreadsheet
 TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XM O XML Spreadsheet - Rich Style (.xml) O XML Spreadsheet - Light-Weight Style (.xml) O Tab-Delimited (.txt) Export
Step 2:Import Spreadsheet
Format XML Spreadsheet (.xml) Tab-Delimited (.txt)
File To Import D:\RFQ Import Response Browse

If there is no validation error, the data will be transferred to the Application and the draft quote will be updated with data from imported file.

If the application gives any error message, review the message, change the data accordingly. Save the file and try to import the xml file again.

Negotiations > Create Quote: 2586876 (RFQ 2	2246005)	Cancel	View RFQ	Quote By Spreadsheet	Save Draft	Continue
Title <u>Te</u>	nder 1 Two-Stage RFQ 👔	Time L	_{eft} 00:15:56			
	ED	Quote Valid Un Reference Numb Note to Buy	er	018 12:00:24		

The details will be updated from the spreadsheet

reate Qu	iote: 25	86876	(RFQ 224	6005)				C	ancel View RFQ	Quote By Sp	readsheet Save Draft	<u>C</u> ontinu
		1	Title <u>Tender 1</u>						Time Left 00:15:0	0		
			☑ Two-	-Stage RFQ 🧾					Close Date 01-Nov	-2018 12:41:48		
Header	Lines	5										
			rency AED cision Any					Quote	e Currency AED			
💢 😂 🖂	🔅 🔻 🗉											
Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1 Service	DOF	Sealed			10	Each	100	100	02-Nov-2018	Yes 🗸	+	1
	DOF	Sealed			10	Each	100	100	02-Nov-2018 🗰	Yes 🗸	+	1

Click Save Draft

Negotiations >	
Confirmation Quote 2586876 for RFQ 2246005 (Tender 1) has been saved as a draft.	
Create Quote: 2586876 (RFQ 2246005)	Cancel View RFQ Quote By Spreadsheet Save Draft Continue
Title <u>Tender 1</u> ☑ Two-Stage RFQ 〕	Time Left 00:14:34 Close Date 01-Nov-2018 12:41:48

Review the Quote details including the attachments and process further to submit the Quote.

Confirmation
Quote 2586876 for RFQ 2246005 (Tender 1) has been submitted.
Return to Sourcing Home Page

Acknowledge Amendments for Invited / Limited Tender

Worklist or

Navigation: iSupplier Portal Full Access> Tenders and Auctions >



Click the Subject link and to open the message

Search Open Negotiatio	ons Number 🗸		Go				
Welcome, Ashraf ELzark	a.						
Your Active and E	Draft Responses						
Press Full List to view all	your company's responses.						Full List
🕱 🞜 🖪 🌞 🛛]						
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
2586875 🙆	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 8 minutes	0
2586876 🔊	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 8 minutes	0
Negotiation has been	amended and requires your a	ction to be considered	ed for award.				

1 Information					
This notification does not require a response.					
		0040005 (T 1 4)			
Acknowledgement Required: Am	endment 1 to RF	Q 2246005 (Tender 1)			
سعيد سيف الرميشي From	Company	y Default enterprise name			
To ASHRAF ELZARKA	Title	e Tender 1			
Sent 01-Nov-2018 12:30:54	Numbe	r 2246005,1			
Negotiation Open November 01, 2018 10:44 am Negotiation Close November 01, 2018 01:41 pm Supplier ORACLE SYSTEMS LIMITED Supplier Site ABU DHABI, ABU DHABI, 30339A	Dubai				
This Negotiation has been amended. To be consi	ered for award you must a	acknowledge each amendment and resubmit	our response to ensure your response complie	s with the changes.	
Please go to Review Changes page to review the	changes for this amendme	ent.			
Return to Worklist					
Display next notification after my response					
A Warning	1 - 16		(a de la composición d	
Warning RFQ 2246005 has been amended. So be cons View Amendment History	dered for award you mus	t acknowledge each amendment and submit	(or resubmit) all your responses to ensure that	they comply with the changes.	
Warning RFQ 2246005 has been amended. So be cons View Amendment History	dered for award you mus	t acknowledge each amendment and submit			V
▲ Warning RFQ 2246005 has been amended. So be cons View Amendment History FQ: 2246005		t acknowledge each amendment and submit		they comply with the changes.	V
Warning RFQ 2246005 has been amended. ∑o be cons View Amendment History FQ: 2246005	le Tender 1	t acknowledge each amendment and submit	A	ctions Online Discussions	V
Warning RFQ 2246005 has been amended. ∑o be cons View Amendment History PEQ: 2246005		t acknowledge each amendment and submit	A Open Date 01	ctions Online Discussions	V
Warning RFQ 2246005 has been amended. ∑o be cons View Amendment History RFQ: 2246005 T Sta	le Tender 1	t acknowledge each amendment and submit	A Open Date 01	ctions Online Discussions	V
A Warning RFQ 2246005 has been amended. So be cons View Amendment History PFQ: 2246005 T Sta Time L	le Tender 1 Is Amended (Locked)	t acknowledge each amendment and submit	A Open Date 01	ctions Online Discussions	V
Warning RFQ 2246005 has been amended. So be cons View Amendment History PFQ: 2246005 T Sta Time L Hegotiations > RFQ: 2246005 >	le Tender 1 ıs Amended (Locked) ıft N/A	t acknowledge each amendment and submit	A Open Date 01	ctions Online Discussions -Nov-2018 10:44:06 Nov-2018 13:41:48	▼ (Acknowled
Warning RFQ 2246005 has been amended to be cons View Amendment History RFQ: 2246005 T Sta Time L Regotiations > RFQ: 2246005 > Acknowledge Amendment (RFQ To be considered for award you must acknowledge of	le Tender 1 Is Amended (Locked) Ift N/A 2246005,1) Ich amendment and subr	mit (or resubmit) your response to ensure you	A Open Date 01 Close Date 01-	ctions Online Discussions -Nov-2018 10:44:06 Nov-2018 13:41:48	
Warning RFQ 2246005 has been amended to be cons View Amendment History RFQ: 2246005 RFQ: 2246005 T Sta Time L Acknowledge Amendment (RFQ To be considered for award you must acknowledge of accept the terms and conditions of the	le Tender 1 Is Amended (Locked) Ift N/A 2246005,1) Ich amendment and subr		A Open Date 01 Close Date 01- r response complies with the changes. rt document 2246005,1.	ctions Online Discussions -Nov-2018 10:44:06 Nov-2018 13:41:48 Cancel	
Warning RFQ 2246005 has been amended to be cons View Amendment History FQ: 2246005 FQ: 2246005 T Sta Time L Regotiations > RFQ: 2246005 > Acknowledge Amendment (RFQ to be considered for award you must acknowledge of the terms and conditions of the	le Tender 1 Is Amended (Locked) Ift N/A 2246005,1) Ich amendment and subr	mit (or resubmit) your response to ensure you	A Open Date 01 Close Date 01-	ctions Online Discussions -Nov-2018 10:44:06 Nov-2018 13:41:48 Cancel	
	le Tender 1 Is Amended (Locked) Ift N/A 2246005,1) Ich amendment and subr	mit (or resubmit) your response to ensure you	A Open Date 01 Close Date 01- r response complies with the changes. tt document 2246005,1.	ctions Online Discussions -Nov-2018 10:44:06 Nov-2018 13:41:48 Cancel	
RFQ 2246005 has been amended. So be cons View Amendment History RFQ: 2246005 T Sta Time I Negotiations > RFQ: 2246005 > Acknowledge Amendment (RFQ To be considered for award you must acknowledge of accept the terms and conditions of the Header	le Tender 1 Is Amended (Locked) Ift N/A 2246005,1) Ich amendment and subr	mit (or resubmit) your response to ensure you	A Open Date 01 Close Date 01- r response complies with the changes. tt document 2246005,1.	ctions Online Discussions -Nov-2018 10:44:06 Nov-2018 13:41:48 Cancel	

If there are multiple amendments, you will have to accept the Terms & Conditions and also acknowledge for each amendment continuously by clicking **Next** button *till you get the Acknowledge* button. You must accept and acknowledge **all** amendments and only then you will be able to create / update the quote.



Click Yes to update and resubmit your draft Quote.

If the quote was submitted previously, then you will be required to create a new Quote for this amendment

Acknowledge Amendments to RFQ Tender and Update Quote

Navigation: iSupplier Portal Full Access> Tenders and Auctions

Case 1: If a response Quote was NOT submitted previously

E-Business Suite 🖗 نظام أبوظبي لإدارة الموارد الحكومية	Notification Search	n Home	O Navigator ⊸	★ Favorites ∾	Gettings ⊸	Worklist
まンドく オバネンドミ オバネンド	Search Page			WX Z	X	$N \times Z$
	iSupplier Portal Fu	II Access				
AnnouncementFormatted Text:				-		
دليل المستخدم للنظام الجديد New System Guide			📄 Suppl	ier Home Page		
السالية Finance New Featues			Tende	ers & Auctions	1	
المشتريك والموردين Supply Chain New Featues			Workl	st	-	
المشررعك Projects New Featues						
الله الاستعالم عن New Request Status User Guide مليل الاستعالم عن حالة الطلبات						

Search Open Negotiations or Manage Draft

Search Open Negotiati Welcome, Ashraf ELzar			Go				
	Il your company's response	es.					Full List
🗮 😂 🖻 🔅 🔻 🛛	II						
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
2586875 હ	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 3 minutes	0
2586876 હ	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 3 minutes	0
Ū	n amended and requires yo	our action to be co	onsidered for award.				

The amended RFQ / Tender will have an additional number appended after comma, to the Number as highlighted below:

<u> </u>	<pre>bilations > tive Negotiations</pre>								
Sea	ırch								
No	te that the search is case insensitive								
	Number	2				Contact			
	Title					Line			
	Category					Event			
		Go Clear	-						
Sele	ect Negotiation: Respond 💢 😂 📑								Rows 1 to 5
Sele	Act Negotiation: Respond 💢 2 🕞 9		Time Left 🔺	Close Date 🔺	All Responses 🔺	Your Company	's Responses 🔺	Monitor	Linread
Sele	Number 🗸 itle 🔺	‡ ▼ ∭ ▼		Close Date Close	•	Your Company	's Responses 🔺	Monitor	Unread

Select the 'radio button' of the interested Tender / RFQ/ Negotiation and click Respond

If you acknowledge as No, you will be taken back to Find RFQ screen

If you acknowledge as Yes, application displays the changes and may scroll down to review the changes.

After reviewing the changes, and if acceptable to you, mark the check box to accept the terms and conditions

Negotiations >	
A Warning	
RFQ 2246005 has been amended. To be considered for award you must acknowledge each amen changes.	dment and submit (or resubmit) all your responses to ensure that they comply with the
View Amendment History	
S RFQ: 2246005,2	
	Actions Acknowledge Amendments C
Title Tender 1	
Status Active (Locked)	Open Date 01-Nov-2018 10:44:06
Time Left 00:39:41	Close Date 01-Nov-2018 13:41:48
	Δ

If there are multiple amendments, you will have to accept the Terms & Conditions and also acknowledge for each amendment continuously by clicking **Next** button *till you get the Acknowledge* button as shown below. You must accept and acknowledge **all** amendments and only then you will be able to create / update the quote.

Negotiations > RFQ: 2246005,2 > Acknowledge Amendment (RFQ 22460	05,2)		Cance <u>l</u>	Acknowledge
To be considered for award you must acknowledge each ame	ndment and submit (or resubmit) your response to en d also acknowledge the changes made to the RFQ an		/	
Label	RFQ 2246005,1	RFQ 2246005,2		
Amendment Description	Tender 2	Tender3		>3

After Acknowledgement, a confirmation message will be displayed.

Further, the application prompts you

Confirmation	
All amendments of Negotiation 2246005 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?	
If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.	

You may now respond to the negotiation. Do you want to proceed?

Case 2: If a response Quote was submitted previously

Resubmission is required to ensure the response complies with the changes.

If you want to create a Response/Quote, click Yes to create a Response/Quote (or a new Response/Quote if it was submitted before RFQ Tender amendment)

If you choose No, then you may respond later only if the RFQ Tender is still open

If a response has been submitted previously, *resubmission* is required to ensure the response complies with the changes.

Search Open Negotiati	ons Number 🗸		Go				
Welcome, Ashraf ELzar	ka.						
Your Active and	Draft Responses						
Press Full List to view a	II your company's responses						Full List
💢 2 🖻 🔅 🔻 🛙							
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
2586877 હ	Draft	ABU DHABI	2246005,1	Tender 1	RFQ	36 minutes	0
2586875 🔊	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	36 minutes	0
2586876 🙆	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	36 minutes	0

Click the Response Number

Negotiations >													
A Warning												_	
You have ack	nowledged all ar	nendments	to RFQ 22460	05. To be	considered for av	vard you	must resub	mit your	response to ensure that it	complies with the change	s.		
	vigate out of this u want to associa			ite displaye	ed on this page w	ill not be	e retained. W	/hen yo	u go to the Create Quote p	age, please check to ensu	ire that your	new response is tied to th	ie site
View Amend	ment History												
Quote: 25868	375 (RFQ 2	246005	j)								Actions	Online Discussions 💌	Go
	Title	Tender 1											
	Time Left	N/A							Close Date	01-Nov-2018 13:41:48			
	Quote Style	Sealed							-	Price Only			
Q	uote Currency	AED							Supplier	ORACLE SYSTEMS LIN	IITED		
	Contact	ELzarka, /	Ashraf						Supplier Site	ABU DHABI			
Suppliers'	Quote Number								Quote Valid Until	30-Nov-2018			
	Quote Status	Resubmis	sion Required										
	Note to Buyer												
	Title	Туре	Description	Category	Last Updated	Usage	Update De	elete					
Attachments	No results for	und.											

ou have acknowledged all amendments. T	o be considered for award yo	u must submit (or resubmit) all y	our responses to ensure that they comply with the changes.	
፼ 2 ⊡ ‡ ▼ 🎟 ▼				
Show All Details Hide All Details				
Details Document Number 🔻	Title 🔺	Status 🔺	Acknowledgement Date 🔺	Review Changes
2246005,2	Tender 1	Active (Locked)	01-Nov-2018 13:03:36	pq
> 2246005,1	Tender 1	Amended (Locked)	01-Nov-2018 12:36:09	pq
> 2246005	Tender 1	Amended (Locked)		

Review the changes and click Acknowledge Amendments

Mark the check box and click Acknowledge

Negotiations Assessments		
Negotiations > Quote: 2 10 Imm (RFQ T-0 10) > Amendment History (RFQ 05000) >		
Acknowledge Amendment (RFQ 134995,1)		
To be considered for award you must acknowledge each amendment and submit (or resubmit)	your response to ensure your response complies with	the changes. Cancel Acknowledge
☑] accept the terms and conditions of the RFQ and also acknowledge the changes ma	de to the RFQ amendment document 👯 🎼 1.	
Header		
Label	RFQ 25-666	RFQ 23计强5,1
Amendment Description		Amended
Notes and Attachments		
RFQ > Lane *		

Negotiations	Assessments	
may now respond to the	iation 234995 have been acknowledged successfully. You negotiation. Do you want to proceed? mitted previously, resubmission is required to ensure the	
response complies with the		Yes

Negotiations >	0.00/0005.01					
Create Quote: 2586878 (RF	Q 2246005,2)	Cance <u>I</u> V	View RFQ Quote	e By Spreadsheet	Save Draft	<u>C</u> ontinue
Title	Tender 1		t 00:32:46			
	✓ Two-Stage RFQ ①	Close Date	e 01-Nov-2018 13:4	41:48		
Header Lines						
	ORACLE SYSTEMS LIMITED	Quote Valid Until	(17-Oct-2018 19:4	:45:00)		
RFQ Currency	ABU DHABI - ABU DHABI, ABU DHABI, 30339AE	Reference Number				
Quote Currency		Note to Buyer				
Price Precision						

Proceed to fill the Response / Quote

Alternate Line Quote

If the exact requested item is not available, then the Supplier can add the alternate Line in the Response / Quote.

الحكومية	E-Business Suite 🔞 نظام أبوظبي لإدارة الموارد	Notification Search	n Home	⊗ Navigator ⊸	★ Favorites ⊸	Settings
	ベスオバネ スコミオバネ スコ	Search Page			M X Z	
		iSupplier Portal F	Full Access	A A		
	AnnouncementFormatted Text:					
	دليل المستخدم للنظام الجديد New System Guide			📃 Sup	plier Home Page	
	الملاية Finance New Featues			Ten	ders & Auctions	1
	المشتريك والموردين Supply Chain New Featues			Wo	rklist	
	المشروعك Projects New Featues					
	New Request Status User Guide طليل الاستعلام عن حالة الطليات					

Navigation: iSupplier Portal Full Access> Tenders and Auctions

If you know the RFQ Tender enter the Title in the Title field and click Go button

If you do not know the RFQ / Tender number, depending on the current RFQ numbering series, enter 1% or 2% or 3% or 4% in the **Number** field and click the **Go** button

			Negotia		$\left\langle \right\rangle$		RA	RD	
Search Open Negotiations	Number 🗸 224400	8	Go						
Welcome, Ashraf ELzarka.									
Your Active and Dra	ift Responses								
Press Full List to view all you	ır company's responses.						Full List		
💢 😂 📼 🌞 💷									
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages		
No results found.									

The matching RFQ Tenders will be displayed.

(If you already know the details of RFQ, Select the 'radio button' for the interested Tender and click Respond)

If you want to view the details first, click the RFQ Number link to view the details of RFQ.

Negotiations > Active Negotia	ations									
Search										
Note that the search	is case inse		r 2244008			Contact				
		Titl				Line				
		Categor				Event				
			Go Clea	r						
Select Negotiation:	Respond	🔟 🎜 🕞 🖁	🌣 👻 💷							
Number 🔺	Title 🔺	Contact 🔺	Time Left 🔺	Close Date 🔺	All Responses 🔺	Your Company's Responses	 Monitor 	Unread Messages		
2244008	ر 2244008 Tender 10 الرميني Mr. سيد 10 minutes 31-Oct-2018 19:55:57 Sealed 0 0 0									
							N			

View the details in Header, Lines, Controls, Contract Terms tabbed region

Negotiations > RFQ: 2244	Active Negotiations > 008			
				Actions Acknowledge Participation 🗸 Go
	Title	Tender 10		
	Status Time Left	Active (Locked) 00:09:29		e 31-Oct-2018 19:35:24 9 31-Oct-2018 19:55:57
Header	Lines Controls Cor	ntract Terms	1-View the details in header, lines controls, contract terms tabbed region	
	Buyer	سىيد .Mr الرمىيثى	Outcome	Standard Purchase Order
		✓ Two-Stage	RFQ Event	
	Quote Style	Sealed		
	Description	1		
Terms				
	Bill-To Address	DOF	Scroll Down the page to view requirements; notes to supplier and attachments Payment Terms	
	Ship-To Address	DOF	Carrier	
	FOE		Freight Terms	
Currency				

Scroll down and view Notes to Supplier, Requirements and Attachments

	RF	Q Currency AED			Pric	e Precision Any		
equirements								
i 2 🖪 🔅 - 🖩	•							
how All Details Hide A etails Section	All Details					RFQ Stage		
Technical Requ	irements					Technical		
Commercial Re	quirements					Commercial		
<)
	ments	View notes to	o supplier and att	achments				>
otes and Attach	ments	View notes to	o supplier and att	achments)
otes and Attach	ments Type	View notes to	o supplier and att	achments Last Updated By	Last Upd	ated Usage	Update	Delete
otes and Attach					Last Upd	ated Usage	Update	Dele
otes and Attach Note to Suppliers					Last Upd	ated Usage	Update	

From the Actions field, Create Quote will be the first action and you may click Go button to create your Quote.

The Terms and Conditions of RFQ Tender will be displayed.

Review the Terms and Conditions.

Negotiations > Active Negot Terms and Condition							Cano	el Accept
The following terms and co	nditions mus	st be accepted before	a quote is placed in	this RFQ.				
Each tender could Conditions. Make sure that yo terms and conditi accept terms and Accept		wn Terms and to follow up with the in mark the I have check box then pre	Se SS					
					>			
Attachments								
Title No results found.	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
I have read and accept	ed the terms	and conditions					Cano	e Accept

Mark the check box and click the Accept button if you want to accept and proceed.

A Quote Response with number related to this RFQ Tender will be created.

(If you want to review the entire RFQ in detail, by clicking the View RFQ Button)

Enter the Quote Header details like Quote Validity, Reference Number and Notes to Buyer

Click Add Attachments button to add Header level attachments

NOTE: Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error from controls.

If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.

If you don't want to split the files you can attach your files on online hosting services such as Dropbox (which is free). And generate the share link then attach it to the Tender. Also consider the time limit which is provided by the host before deleting your files from their website.

	٦	Title <u>Te</u>	nder 10			Time Left 03:59:	11		
		Y	Two-Stage RFQ 间			Close Date 31-Oct	2018 23:55:57		
Header	Lines								
	Su	pplier (ORACLE SYSTEMS LI	MITED		Quote Valid Until (31-00	t-2018 19:45:00)		
	Supplie	r Site A	ABU DHABI - ABU DHA	ABI, ABU DHABI, 3033	39AE		1-2010 19.45.00		
	RFQ Cur	rency A	\ED			Reference Number			
	Quote Cur	rency A	\ED			Note to Buyer			
	D . D								
	Price Prec	cision A	Any						
achmen		ision A	Any						
	ts			nly if exceeded you	cannot process further due to e	rror. You may split the large fi	e into smaller files	and attach as mai	ny as requi
dd Attachn	ts nentMax. File S			nly. If exceeded, you Category	cannot process further due to e Last Updated By	rror. You may split the large fil Last Updated	e into smaller files (Usage	and attach as mar Update	ny as requi Delete
dd Attachn I e	ts nentMax. File S	ize per a	ttachment is 15 MB o		•				
dd Attachn I e	ts nentMax. File S	ize per a	ttachment is 15 MB o		•				
dd Attachm Ie results four	ts nentMax. File S	ize per a	ttachment is 15 MB o		•				

Click on Lines Tab then press on Add Alternate Lines

gotiations > reate Qu			5 (RFQ 22	46005)			🐺 1 Unrea	d Messages C	ance <u>l</u>	View RFQ	Quote By Spre	eadsheet	Save Draft	<u>C</u> ontinu
		T	Title <u>Tender 1</u> ☑ Two	-Stage RFQ 🧾)				T Clo	ime Left 00:57 se Date 01-No	: <mark>58</mark> v-2018 12:41:48	3		
Header	Line	s												
X 2 🛙	Р	rice Prec	rency AED cision Any					Qu	ote Cu	irrency AED				
Line	Ship-To		Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quanti	ty Pro	omised Date	Quote	Add Alter	rnate Lines	Update
1 Service	DOF	Sealed			100	Each	100	1	00 02	2-Nov-2018	Yes 🗸		÷	1
2 Service 1	DOF	Sealed			100	Each	100	1	00 02	2-Nov-2018	Yes 🗸		÷	1
Indicates Alternate Actions	e Lines		·	he Update icon.										
Line	•		Category	Quot	e Price Unit		Quote Quantit	Promised Dat	e	Related to	RFQ Lines		Update	Delete
No re	esults found	1.												

Add the Alternate Item you want and Attachment if needed then press Apply

Create Quote 2586875: Lin	ne 3 (RFQ 2246005	ō)				Cance <u>l</u>	Save Draft	Apply
* Indicates required field Line Line Type * Description Category Unit of Measure * Quote Quantity Quote Price Related to RFQ Lines			1					
Add RFQ Lines 💢 😂 🕞 🔅 ▼ RFQ Lines ▲ Line Description Rela								
Note to Buyer			< >					
Add Attachment								
Title Type	Description	Category	Last Updated By	Last Updated	d Usage	Up	odate E	Delete
No results found.								

After pressing on Apply the alternate line you added will be shown as below

eate Qu			5 (RFQ 22	46005)			🛱 1 Unrea	d Messages Can	cel View RFQ	Quote By Sprea	dsheet Save Draft	<u>C</u> ontinu
Header	Line	_	Title <u>Tender '</u> ☑ Two	I -Stage RFQ <u>i</u>)					Time Left 00:56 Close Date 01-No	:02 v-2018 12:41:48		
X 2 🖻	F	RFQ Curr rice Prec	ency AED ision Any					Quote	Currency AED			
Line	Ship-To		Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1 Service	DOF	Sealed			100	Each	100	100	02-Nov-2018	Yes 🗸	÷	1
2 Service 1	DOF	Sealed			100	Each	100	100	02-Nov-2018	Yes 🗸	+	1
Indicates Alternate Select Line	Lines		quested. Click t	he Update icon. ne 🔽 Go	I 🕱 2	ن ه د	▼ III					
Line		Categ	ory	Quote Pric	e Unit		Quote Quantity Pr	omised Date	Related to F	RFQ Lines	Update	Delete

Then continue the steps from Search "RFQ / Tender / Negotiation and Create Response Quote" Process

Multiple Active Quotes / Modify Quote

Navigation: iSupplier Portal Full Access> Tenders and Auctions

E-Business Suite 🚳 نظام أبوظبي لإدارة الموارد الحكومية	Notification Search Home Navigator Search
$x > 1 \times x \wedge x > 1 \times x \wedge x > 1$	Search Page
	iSupplier Portal Full Access
AnnouncementFormatted Text:	
الله المستخدم للنظام الجديد New System Guide	Supplier Home Page
المالية Finance New Featues	Tenders & Auctions
المشتريك والموردين Supply Chain New Featues	Worklist
المشروعات Projects New Featues	
دليل الاستعلام عن New Request Status User Guide دليل الاستعلام عن	
حالة الطلبات	

If you know the RFQ Tender enter the Title in the Title field and click Go button

If you do not know the RFQ / Tender number, depending on the current RFQ numbering series, enter 1% or 2% or 3% or 4% or 5% or 6% or 6% or 9% in the **Number** field and click the **Go** button

		K		iations	X		
Search Open Negotiatio	ns Number 🔽 2244	008	Go				
Welcome, Ashraf ELzarka	а.						
Your Active and D	raft Responses						
Press Full List to view all	your company's responses	5.					Full List
💢 😂 🖻 🌣 🔻 🎟							
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
No results found							

The matching RFQ Tenders will be displayed.

(If you already know the details of RFQ, Select the 'radio button' for the interested Tender and click Respond)

If you want to view the details first, click the RFQ Number link to view the details of RFQ.

Negotiations > Active Negotiati	ions							
Search								
Note that the search is	case inser	nsitive Numbe	r 2244008			Context		
						Contact		
		Title	9			Line		
		Categor	/			Event		
			Go Clea	r				
Select Negotiation: F	Respond	I 💢 🎜 🕞 🖁	* 🛛					
Number 🔺 Ti	tle 🔺	Contact 🔺	Time Left 🔺	Close Date 🔺	All Responses 🔺	Your Company's Response	s 🔺 Monitor	Unread Messages
O 2244008 Te	ender 10	سعيد .Mr الرميشي	10 minutes	31-Oct-2018 19:55:57	Sealed	0		0

In the Actions select Create Quote and click Go.

Negotiations > RFQ: 2246005	
Title Tender 1 Status Active (Locked) Time Left 00:42:30	Actions Create Quote Go Open Date 01-Nov-2018 10:44:06 Close Date 01-Nov-2018 12:41:48
Header Lines Controls Contract Terms	
سىيىد. Mr, الامېنتى Buyer	Outcome Standard Purchase Order
☑ Two-Stage RFQ	Event

If you have already a quote and you want to add more quotes then this screen will appear for you.

Choose Create a New Quote and then press OK or choose Modify Quote if you want to modify an exsiting Quote

A Warning	Cancel	ОК
You have already created quotes on ABU DHABI. Do you want to	1	
 Modify or Revise existing quotes? Create a new quote? 		\sim

Then continue the steps from "Search RFQ / Tender / Negotiation and Create Response Quote" Process

Quote Withdrawal

∩ Home \odot \star Đ. E-Business Suite 🔞 نظام أبوظبي لإدارة الموارد الحكومية Notification Search Favorites Navigator Settings Search Page . iSupplier Portal Full Access AnnouncementFormatted Text: . دليل المستخدم للنظام الجديد New System Guide Supplier Home Page المالية Finance New Featues Tenders & Auctions المشتريات والموردين Supply Chain New Featues Worklist المشروعات Projects New Featues دليل الاستعلام عن New Request Status User Guide دليل حالة الطلبات

Navigation: iSupplier Portal Full Access> Tenders and Auctions

Press on Active from Quick Links menu

Press Full List to view all	your company's responses.							Full Lis
🐹 😂 🖻 🏟 🔻 🎟]							
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Mes	sages
2586880	Active	ABU DHABI	2246011	Tender 1	RFQ	7 minutes	0	_
2586881	Active	ABU DHABI	2246011	Tender 1	RFQ	7 minutes	0	
2586875 🙆	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	45 minutes	0	
2586876 🙆	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	45 minutes	0	
		ABU DHABI	2246005.2	Tender 1	RFQ	45 minutes	0	
Negotiation has been	Active amended and requires your a Open Invitations			Tender T		45 minutes	U	Full Li
Negotiation has been	amended and requires your a					43 minutes	0	Full Li
Negotiation has been Your Company's Image: Imag	amended and requires your a			Title	Туг		Time Left	Full Li
Your Company's	amended and requires your a	action to be consider						Full Li
Negotiation has been Your Company's ∑	amended and requires your a	action to be consider						Full L

Then choose any Quote and press on Withdraw

	iations > ve and Draft Respo	onses								
🔊 Ne	egotiation has been amend	nses that have not been awarde ed and requires your action to b d. Only draft response can be cre	e considered for award.	d.						
Select Response: Revise Withdraw 💢 🌫 🖬 🔅 🔻 💷 🗸										
	Response Number 🔺	Your Response Number 🔺	Response Status 🔺	Created By 🔺	Supplier Site 🔺	Negotiation Number 🔺	Title 🔺	Туре 🔺	Event Title 🔺	Time Left 🔺
۲	2586881		Active	ELzarka, Ashraf	ABU DHABI	2246011	Tender 1	RFQ		6 minutes
0	2586880		Active	ELzarka, Ashraf	ABU DHABI	2246011	Tender 1	RFQ		6 minutes
0	2586879		Active	ELzarka, Ashraf	ABU DHABI	2246005,2	Tender 1	RFQ		44 minutes
О	2586878		Active	ELzarka, Ashraf	ABU DHABI	2246005,2	Tender 1	RFQ		44 minutes
0	2586876 🖲		Resubmission Required	ELzarka, Ashraf	ABU DHABI	2246005	Tender 1	RFQ		44 minutes
0	2586875 🙆		Resubmission Required	ELzarka, Ashraf	ABU DHABI	2246005	Tender 1	RFQ		44 minutes
<							1.5			>

Troubleshooting

Issue 1: Error, the requested URL was rejected

🗧 💿 🥶 https:// 🚥 🚥 🗰 💷 🖉 ~ 🚔 Department 🖒 📋 Request Rejected	🥶 Request Rejected 🛛 🛛 🖉
ile Edit View Favorites Tools Help	
🗴 📴 Suggested Sites 👻 🎒 FiConnect VIP1 🗿 FIConnect2 FULL 🤕 Winners and losers fro 💌	
he requested URL was rejected. Please consult DOF Help Desk Email: helpdesk@dof.abu	udhabi ae, or call 800888
ne requestes eras mas rejectes, r reuse consolt p'er rich peak canan, nelpacak@oor.uou	
our support ID is: 16284552907327302176	

Cause

The ADERP network validations like exceeded attachment size, may cause this error.

Note down the **support ID** as shown above for reference.

Possible Solution

If this error was caused after trying to attach a big file greater than 15 MB. Try again to split the file into smaller size and attach again. But due to above error, it is possible to get the Issue 2: Error: The Site can't be reached. Refer to the solution in that chapter above.

If the issue is not resolved even now, provide the **support ID** as shown above and contact help desk immediately with these details for further investigation by ADERP network team.

Issue 2: Error, this site can't be reached

Solution: Clear the cookies and browsing history, close the browser and re-login

