



ADERP

ISUPPLIER PORTAL USER MANUAL

VERSION 1.2

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 |

Reviewers

| Name | Position |
|------|----------|
| | |

Distribution

| Copy No. | Name | Location |
|----------|----------------|-----------------|
| 1 | Library Master | Project Library |
| 2 | | |
| 3 | | |
| 4 | | |

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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
- View the RFI, RFQ, Auctions
- Create a Response Quote / Bid
- Communicate with Buyer from within the Tender / RFQ / Negotiation
- Add and maintain the supplier online 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 **do not** require a response but are **F**or **Y**our **I**nformation only

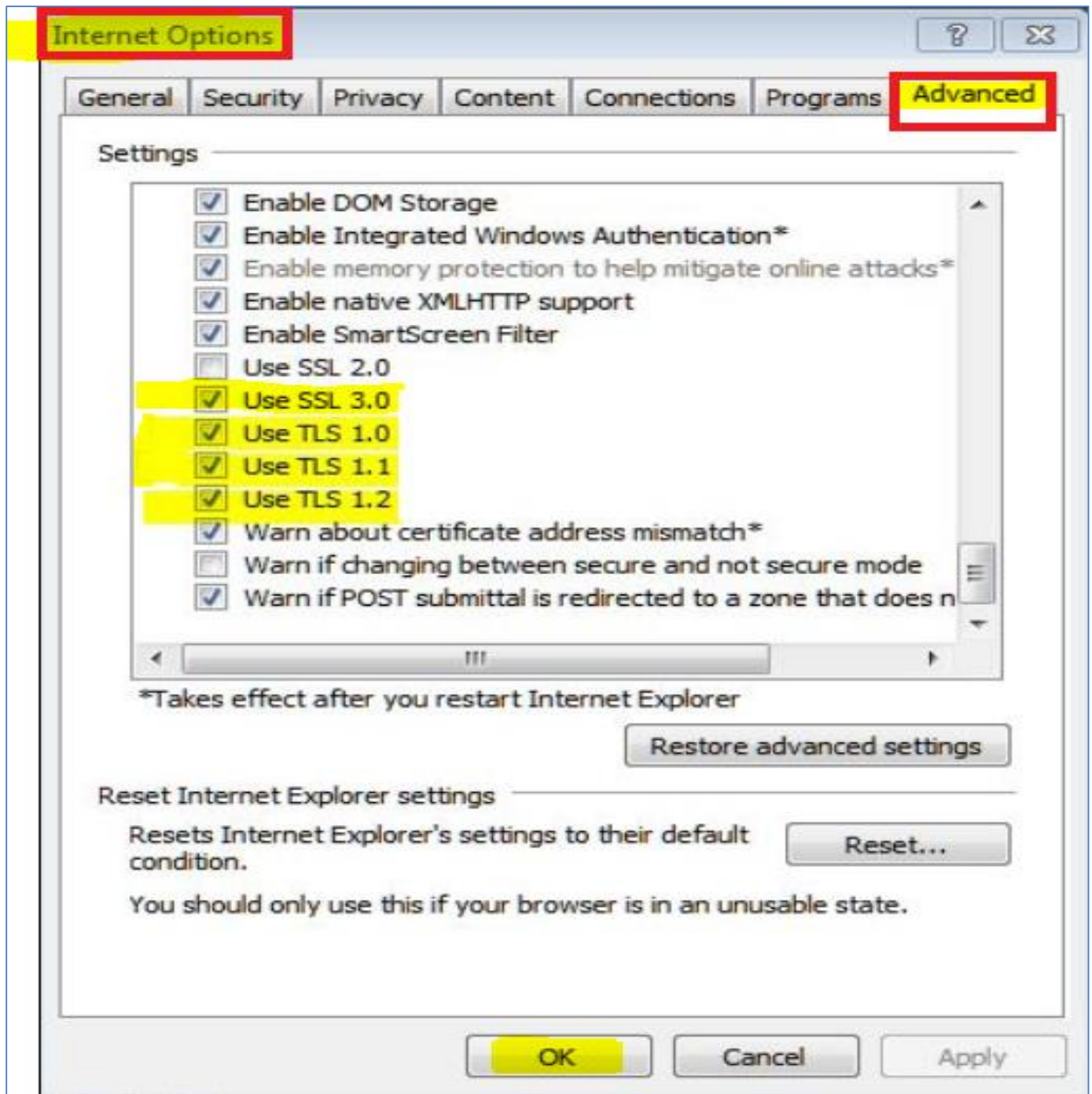
Notifications requiring you action / acknowledgement: Rest of the notifications require an acknowledgement and or response

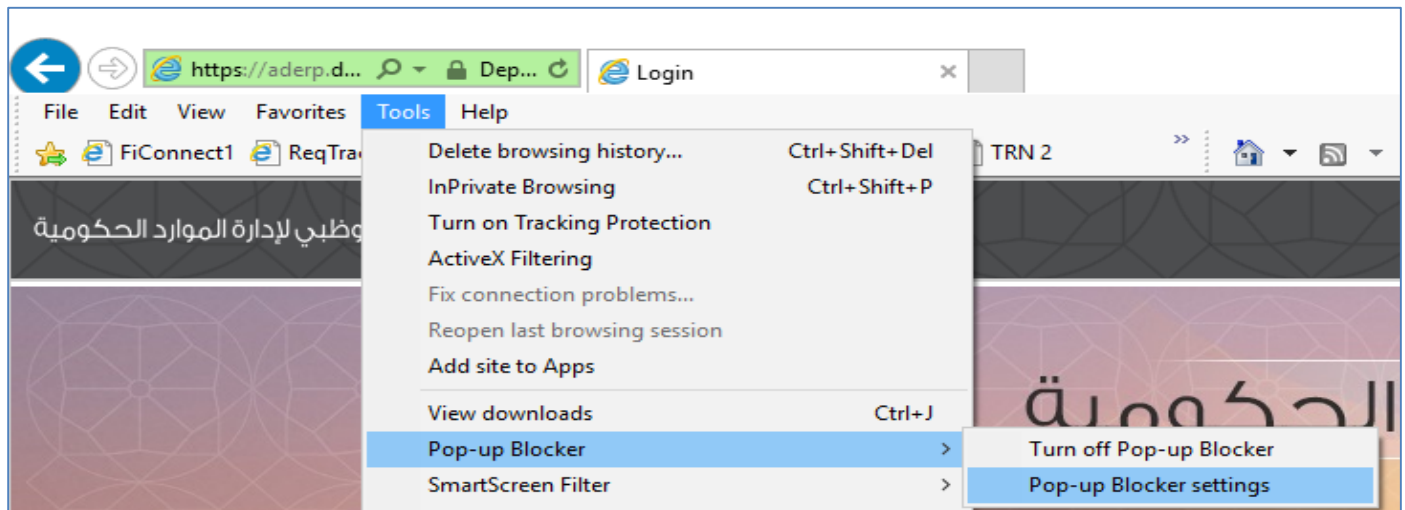
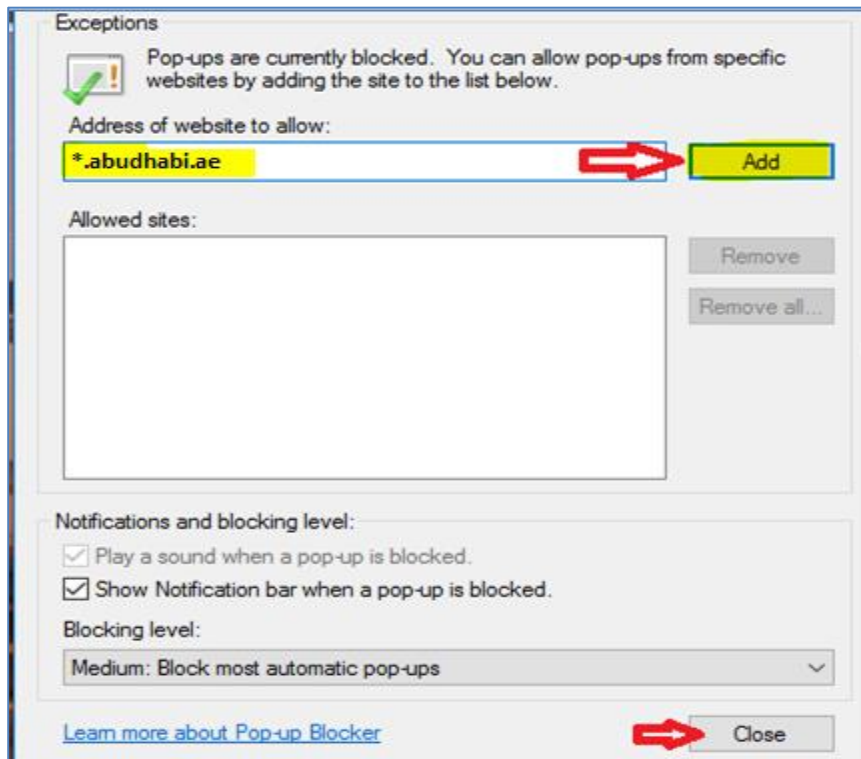
Recommended Browsers and Settings

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



Turn-off pop-up blocker**or****Allow pop-up blocker for *.abudhabi.ae***Internet Explorer > Tools > Pop-up Blocker > Pop-up Blocker settings**Enter *.abudhabi.ae and click Add*

Login and Password Request

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

رة الموارد الحكومية

*User Name Your User Name
(example: michael.james.smith)

*Password
.....
(example: 4u99v23)

Login Cancel

[Forgot Your Password?](#)

Request New Password

In case you have forgotten the password or keyed-in incorrect password **three times**, 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.

*User Name

*Password

Login Cancel

[Forgot Your Password?](#)

Accessibility: None

Select a Language: العربية English

The access to the system is restricted to authorized users only.
The system is subject to auditing per DOF information security Policy and Abu Dhabi Information Security.
Any attempt by unauthorized person to log in or trying to get access to the system will

نظام أبوظبي لإدارة الموارد الحكومية

Login Assistance

* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

[Forgot Password](#)

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

Email

(Example: first.last@domain.com)

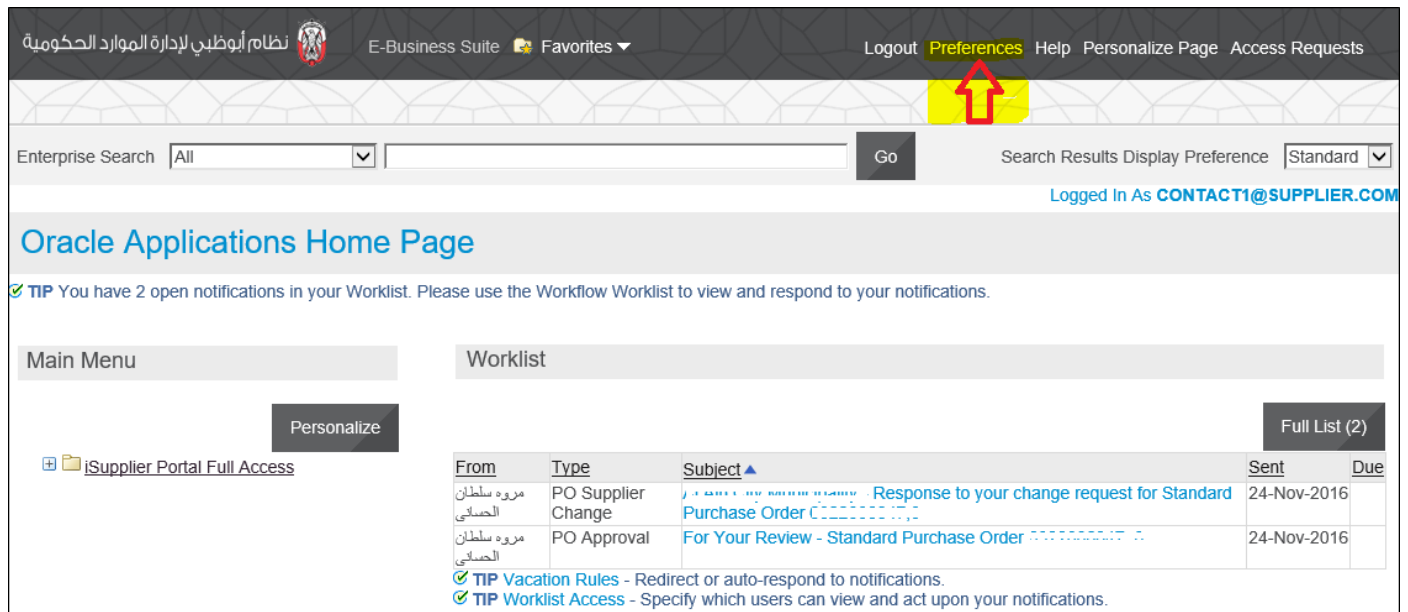
[Forgot User Name](#)

A new password should arrive in your email within 10 minutes.

Please check your **junk mail folder** and settings to **mark mails from wffmsr12@dof.abudhabi.ae as NOT spam**

Setting the Preferences

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



The screenshot shows the ADERP iSupplier Portal Home Page. At the top, there is a navigation bar with links: Logout, **Preferences** (highlighted with a red arrow), Help, Personalize Page, and Access Requests. Below the navigation bar is a search section with 'Enterprise Search' and a dropdown menu set to 'All'. To the right of the search bar is a 'Go' button and a 'Search Results Display Preference' dropdown set to 'Standard'. The user is logged in as 'CONTACT1@SUPPLIER.COM'. The main content area is titled 'Oracle Applications Home Page' and includes a notification: 'TIP You have 2 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.' Below this, there is a 'Main Menu' section with a 'Personalize' button and a link to 'Supplier Portal Full Access'. To the right is a 'Worklist' section with a 'Full List (2)' button. The worklist table shows two notifications:

| From | Type | Subject | Sent | Due |
|---------------------|--------------------|--|-------------|-----|
| مروه سلطان الحسايني | PO Supplier Change | Response to your change request for Standard Purchase Order C... | 24-Nov-2016 | |
| مروه سلطان الحسايني | PO Approval | For Your Review - Standard Purchase Order C... | 24-Nov-2016 | |

Below the worklist table, there are two tips:

- TIP Vacation Rules - Redirect or auto-respond to notifications.
- TIP Worklist Access - Specify which users can view and act upon your notifications.

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-MMM-yyyy (24-Nov-2016)
Timezone
(GMT +04:00) Dubai
Number Format
10,000.00
Currency
Client Character Encoding
Arabic (Windows) ⓘ

Change Password

Known As
Contact1@supplier.com
Old Password
New Password
Repeat Password

TIP Please enter your old and new passwords. Passwords are case sensitive.

Delivery Manager e-mail server credentials

e-Mail username
e-Mail password

Start Page

Responsibility
Page

Notifications

Email Style
HTML mail with attachments

Self-service Administration by Supplier

The Supplier user can maintain the Supplier Profile to the allowed extent.

Important Note: It is recommended to immediately update your organization information, banking details, online users and contact details if there is any change. This helps you in avoiding transaction errors, loss of communication/access to iSupplier Portal.

All updates will be effective only after Approval by Buyer Entity.

نظام أبوظبي لإدارة الموارد الحكومية iSupplier Portal

Navigator Favorites

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number Go

Notifications Full List

| Subject | Date |
|---|----------------------|
| For Your Review - Standard Purchase Order | 24-Nov-2016 14:05:47 |
| For Your Review - Standard Purchase Order | 24-Nov-2016 13:15:25 |

Maintain Supplier General Company Information

View the general information and Add new attachments about your organization.

Home Orders Shipments Planning Finance Product Intelligence Admin

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name: HOME CONCEPTS L.L.C. - ABU DHABI BRANCH

Supplier Number: 1101

Alias: HOME CONCEPTS L.L.C. - ABU DHABI BRANCH

Parent Supplier Name: ABU DHABI BRANCH

Parent Supplier Number: 1101

DUNS Number: 1101

Tax Registration Number: 1101

Taxpayer ID: 1101

Country of Tax Registration: 1101

Attachments

Search

Note that the search is case insensitive

Title: Go

> Show More Search Options

Add Attachment...

Previous 1-10 Next 10

Maintain Supplier Organization Profile

Update Organization information.

The entity specific ‘additional information’ can also be updated if applicable.

Home Orders Shipments Planning Finance Product Intelligence Admin

Profile Management

Organization

Cancel Save

Overview CWM Supplier Additional Information KU Supplier Information TCA Supplier Additional Information

Organization

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Incorporation Year

Control Year

Mission Statement

Chief Executive Name

Chief Executive Title

Principal Title

Total Employees

Organization Total

Corporate Total

Organization Total Type

Corporate Total Type

Tax and Financial Information

Maintain Supplier Address Book

Update *the existing address* or create a new address if moved to a new city

Home Orders Shipments Planning Finance Product Intelligence Admin

Profile Management

Address Book

Create

| Address Name ▲ | Address Details | Country | Update | Remove |
|----------------|------------------------------|----------------------|--------|--------|
| ABU DHABI | ABU DHABI ABU DHABI 39114 | United Arab Emirates | | |

Optionally, add a note about this address

Admin: Profile Management: Address Book >

Update Address

* Indicates required field

Cancel

Save

Supplier Name **HOME CONCEPTS L.L.C.** Supplier Number **5197**
- ABU DHABI BRANCH

* Address Name Phone Area Code
Country Phone Number
* Address Line 1 Fax Area Code
Address Line 2 Fax Number
Address Line 3 Email Address
Address Line 4
* City/Town/Locality ☒ Purchasing Address
County ☒ Payment Address
State/Region ☐ RFQ Only Address
Province
* Postal Code

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Maintain Supplier Contact Directory

Update or create a new contact person

Home Orders Shipments Planning Finance Product Intelligence Admin

Profile Management

• General
• Company
Profile
o Organization
o Address Book
o Contact Directory
o Business Classifications
o Product & Services

Contact Directory : Active Contacts

Create

| First Name | Last Name | Phone Number | Email | Status | User Account | Remove | Addresses | Update |
|------------|-----------|--------------|-----------------------|---------|--------------|--------|-----------|--------|
| | CONTACT1 | 050 11111111 | CONTACT1@SUPPLIER.COM | Current | ✓ | | | |
| | CONTACT2 | 050 11111111 | CONTACT2@SUPPLIER.COM | Current | ✓ | | | |
| | CONTACT3 | 050 11111111 | CONTACT3@SUPPLIER.COM | Current | ✓ | | | |

Admin: Profile Management: Contact Directory >

Update Contact

* Indicates required field

Cancel! Save

| | | | |
|----------------|-----------------------|---------------------------|----------|
| Contact Title | Mr. ▼ | Mobile / Phone Area Code | 050 |
| First Name | | Mobile / Phone Number | 2345678 |
| Middle Name | | Phone Extension | |
| * Last Name | CONTACT1 | Alternate Phone Area Code | 02 |
| Alternate Name | | Alternate Phone Number | 22222222 |
| Job Title | | Fax Area Code | 02 |
| Department | SALES | Fax Number | 33333333 |
| Contact Email | CONTACT1@SUPPLIER.COM | | |
| Url | | | |

Home Orders Shipments Planning Finance Product Intelligence Admin

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing

Confirmation
Contact details for CONTACT1 have been saved

Contact Directory : Active Contacts

Create

| First Name | Last Name | Phone Number | Email | Status | User Account | Remove | Addresses | Update |
|------------|-----------|--------------|-----------------------|----------------|--------------|--------|-----------|--------|
| | CONTACT1 | 050 2345678 | CONTACT1@SUPPLIER.COM | Change Pending | ✓ | | | |
| | CONTACT2 | 050 11111111 | CONTACT2@SUPPLIER.COM | Current | ✓ | | | |
| | CONTACT3 | 050 11111111 | CONTACT3@SUPPLIER.COM | Current | ✓ | | | |

NOTE: In case of **change in email**, contact the Helpdesk / Supplier Administration team to update your user login also.

Maintain Business Classifications

Update your business classification including the licensing details.

Home Orders Shipments Planning Finance Product Intelligence **Admin**

Profile Management

Business Classifications

Certification

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 08-Nov-2016 By CONTACT2

TIP Date format example: 24-Nov-2016

| Classification | Applicable | Minority Type | Certificate Number | Certifying Agency | Expiration Date |
|------------------------|-------------------------------------|---------------|--------------------|-------------------|-----------------|
| Commercial License No. | <input checked="" type="checkbox"/> | | CN-..... | DED - ABU DH | 05-Nov-2017 |

Maintain Product & Services

Add or Remove your Products & Services for accurate searching by the Buyer

Home Orders Shipments Planning Finance Product Intelligence **Admin**

Profile Management

Products and Services

[Select All](#) | [Select None](#)

| Select Code | Products and Services | Date Added | Approval Status | View Sub-Category |
|-------------------------------|-----------------------------|-------------|-----------------|-------------------|
| <input type="checkbox"/> 5706 | Office Furniture | 12-Aug-2015 | Approved | |
| <input type="checkbox"/> 4411 | Office And Desk Accessories | 12-Aug-2015 | Approved | |

View Banking Details

Home Orders Shipments Planning Finance Product Intelligence **Admin**

Profile Management

Banking Details

View

TIP Date format example: 24-Nov-2016

| Details | Account Number | IBAN | Currency | Bank Name | Start Date | End Date | Priority | Increase Priority | Decrease Priority | Status | Update |
|---------|----------------|-------|----------|------------------|-------------|----------|----------|-------------------|-------------------|----------|--------|
| Show | | | | BANK MIDDLE EAST | 07-Jun-2010 | | 1 | | | Approved | |

Payment & Invoicing

Optionally, set Preferences for Payment & Invoicing
Press the **Go** button to display all the available address

Home Orders Shipments Planning Finance Product Intelligence **Admin**

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Payment and Invoicing

☐ Hold all Payments ☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

Note that the search is case insensitive

Address Name

| Address | | Preferences | | | |
|-----------|--|----------------------|----------------------|----------------------|----------------------|
| Name | Address Details | Payment Method | Payment Currency | Invoice Currency | Notification Method |
| ABU DHABI | ABU DHABI,ABU DHABI,39114,United Arab Emirates | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

View Surveys from Buyer Organization

Periodically, the Buyer may send you surveys / RFI Questionnaires which can be found in this section.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Update HOME CONCEPTS L.L.C. - ABU DHABI BRANCH - 5197: Surveys

| Subject | Last Update By | Last Update Date |
|-------------------|----------------|------------------|
| No results found. | | |

iSupplier Home Page Dashboard

The iSupplier Home dashboard provides quick access to the different sections like Planning, Orders, Shipments, Receipts, Invoices and Payments.

Navigation: *iSupplier Portal Full Access > Supplier Home Page*

Enterprise Search All Search Results Display Preference

Logged In As CONTACT1

Oracle Applications Home Page

Main Menu

Worklist

Personalize

Full List

1. iSupplier Portal Full Access
2. Supplier Home Page

| From | Type | Subject | Sent | Due |
|--|------|---------|------|-----|
| There are no notifications in this view. | | | | |

System of the Government E-Business Suite Favorites Logout Preferences Help Personalize Page

iSupplier Portal Navigator Favorites Home Logout Preferences Help Personalize Page

Home Orders Shipments Planning Finance Product Intelligence Admin

Search PO Number

Notifications

Full List

| Subject | Date |
|---|----------------------|
| For Your Review - Standard Purchase Order 6322006847, 0 | 24-Nov-2016 13:15:25 |

Orders At A Glance

Full List

The recent 'five' will be shown here. To see older POs click

| PO Number | Description | Order Date |
|------------|---|----------------------|
| 6322006847 | توريد عدد 13 مكتب موظف | 24-Nov-2016 13:15:16 |
| 6322006610 | توريد كراسي صحية لموظفي بلدية مدينة العين | 05-Sep-2016 10:35:17 |
| 1132000491 | Meeting table 1/Pes & Meeting chairs 8/Pes. | 15-Aug-2016 10:10:05 |
| 4512010702 | Task chair As per serial No. 5011-TCA-PR02 , Purchased on reorder Basis - PO no. 4512001320 19-Jul-2014 | 10-Aug-2016 10:42:43 |

Shipments At A Glance

Full List

Quick Links

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

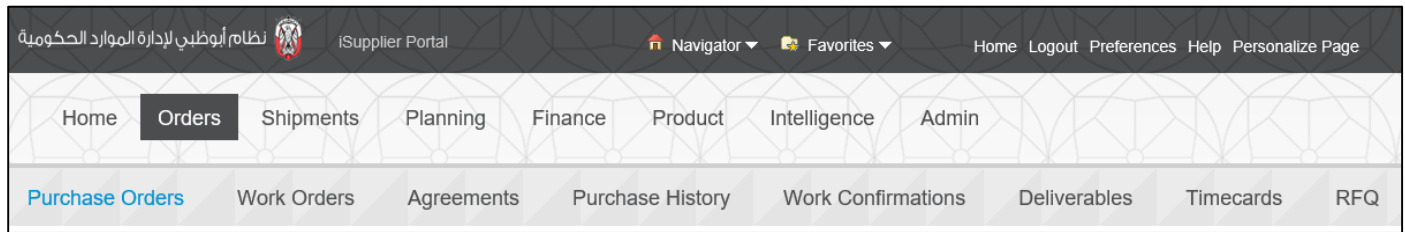
Invoices

- Invoices

Payments

Using the Orders Section

Navigation: *iSupplier Portal Full Access > Supplier Home Page > Orders*



Purchase Orders

This section allows you to

- View Purchase Orders
- Request Changes
- Request Cancellation
- View History including the Revisions of Purchase Orders

Work Orders

View work orders to check the status of third-party (outside processing) orders or shipment plans.

Agreements

View Blanket Purchase Agreements and Contract Purchase Agreements. Also supplier may Request Changes to these

Purchase History

View the Purchase History.

Work Confirmation

View the Work Confirmation created against complex PO

Deliverables

View the deliverables to be provided by the responsible party. This will be enabled only if the deliverables are requested in the Purchasing Order or Agreement or Contract.

RFQ of basic old version

This old version of basic RFQ is not used by many entities.

If you want to search for advanced Sourcing RFQ Tender go to: iSupplier Portal Full Access> Tenders and Auctions

[Home](#)
[Orders](#)
[Shipments](#)
[Planning](#)
[Finance](#)
[Product](#)
[Intelligence](#)
[Admin](#)

[Purchase Orders](#)
[Work Orders](#)
[Agreements](#)
[Purchase History](#)
[Work Confirmations](#)
[Deliverables](#)
[Timecards](#)
[RFQ](#)

RFQ Summary

Export

Simple Search

Note that the search is case insensitive

Advanced Search

| RFQ Number | Description | Creation Date | Response Due By | Contact | Quote Effectivity Start Date | Quote Effectivity End Date | Ship-To Location |
|------------|-------------|---------------|-----------------|---------|------------------------------|----------------------------|------------------|
| 00000542 | ... | 31-Jul-2016 | | ... | | | ... |
| 00000141 | ... | 31-Jul-2016 | | ... | | | ... |
| 000000120 | ... | 02-Aug-2015 | 02-Aug-2015 | ... | 02-Aug-2015 | 09-Aug-2015 | ... |

Home Orders Shipments Planning Finance Product Intelligence Admin

Information
This notification does not require a response.

For Your Review - Standard Purchase Order: 006847, 0

From
To **H2O CONCEPTS L.L.C. - ABU DHABI BRANCH**
Sent **24-Nov-2016 13:15:25**

Ship To
1
United Arab Emirates

Supplier
HOME CONCEPTS L.L.C. - ABU DHABI BRANCH
ABU DHABI
ABU DHABI, 39114
United Arab Emirates

Bill To
1
United Arab Emirates

Purchase Order
Purchase Order No. 2006847
Revision 0

Date Of Order 24-NOV-2016
Date Of Revision
Buyer
Buyer

Customer Acct. No. Supplier No. 5197
Payment Terms Immediate
Freight Terms FOB
Ship Via

Confirm To/Telephone CONTACT2,
Requester/Deliver To

| Line | Part Number / | Delivery Date | Quantity | UOM | Unit Price | Tax | Extended Price |
|------|---------------|---------------|----------|-----|------------|-----|----------------|
|------|---------------|---------------|----------|-----|------------|-----|----------------|

Only if the buyer has specifically requested for acknowledgement, you may acknowledge.

Home **Orders** Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables Tim

Purchase Orders

Multiple PO Change

Views

View **All Purchase Orders** **Go**

Select Order: **Acknowledge** **Request Cancellation** **Request Changes** **View Change History** **Previous**

| Select | PO Number | Operating Unit | Document Type | Description | Order Date | Buyer | Currency | Amount | Status |
|----------------------------------|-----------|----------------|---------------|------------------------|----------------------|-------|----------|----------|--------|
| <input checked="" type="radio"/> | 06847 0 | | Standard PO | توريد عدد 13 مكتب موظف | 24-Nov-2016 13:15:16 | | AED | 1,900.00 | Open |

Review the PO and Acknowledge

Request Changes in PO

You can also communicate any requests for change from your side to the Buyer.

Navigation: *iSupplier Portal Full Access > Supplier Home Page > Orders*

| | | | | | | | | | | |
|--------------------|---------------------|----------------------|------------------|---------------------|------------------------|----------------------|----------|----------|----------|--------|
| Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin | | | |
| Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Timecards | RFC | | | |
| Purchase Orders | | | | | | | | | | |
| Multiple PO Change | | | | | | | | | | |
| Views | | | | | | | | | | |
| View | All Purchase Orders | | | | | | Go | | | |
| Select Order: | Acknowledge | Request Cancellation | Request Changes | View Change History | Previous | | | | | |
| Select | PO Number | Rev | Operating Unit | Document Type | Description | Order Date | Buyer | Currency | Amount | Status |
| | 06847, 0 | | | Standard PO | توريد عدد 13 مكتب موظف | 24-Nov-2016 13:15:16 | شركة دبي | AED | 1,900.00 | Open |

| | | | | | | | | |
|--|---|------------|------------------|----------------------|--------------|----------------------|----------------|----------|
| Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin | |
| Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Timecards | RFC | |
| Orders: Purchase Orders > | | | | | | | | |
| Standard Purchase Order: 06847, 0 (Total AED 1,900.00) | | | | | | | | |
| Currency=AED | | | | | | | | |
| Actions | | | | | | Request Changes | Go | Export |
| | | | | | | Request Cancellation | | |
| | | | | | | View Change History | | |
| Order Information | | | | | | | | |
| General | | | | Terms and Conditions | | Summary | | |
| Total | 1,900.00 | | | Payment Terms | Immediate | | Total | 1,900.00 |
| Supplier | HOME CONCEPTS L.L.C. - ABU DHABI BRANCH | | | Carrier | | | Received | 0.00 |
| Supplier Site | ABU DHABI | | | FOB | | | Invoiced | 0.00 |
| Address | ABU DHABI, 39114 | | | Freight Terms | | | Payment Status | Not Paid |
| Buyer | | | | Shipping Control | | | | |
| Order Date | 24-Nov-2016 13:15:16 | | | Ship-To Address | | | | |
| Description | توريد عدد 13 مكتب موظف | | | Address | | | | |
| Status | Open | | | 1 | | | | |
| Note to Supplier | | | | 151, | | | | |
| Operating Unit | | | | Bill-To Address | | | | |
| Sourcing Document | | | | Address | | | | |
| Supplier Order Number | | | | 1 | | | | |
| Attachments | None | | | | | | | |

Currency=AED

Cancel Cancel Entire Order View Change History Export Submit

Order Information

General Information

Total 1,900.00
Supplier HOME CONCEPTS L.L.C. - ABU DHABI
Supplier Site ABU DHABI
Address ABU DHABI
ABU DHABI, 39114
Buyer
Order Date 24-Nov-2016 13:15:16
Description توريد عدد 13 مكتب مرئي
Status Open
Note to Supplier
Sourcing Document
Organization
Supplier Order Number
Attachments None

Terms and Conditions

Payment Terms Immediate
Carrier
FOB
Freight Terms
Shipping Control

Ship-To Address

Address
1
151,

Bill-To Address

Address
1
151,

Related Information

Receipts
Invoices
Payments

PO Details

TIP You can cancel the entire order or specific lines.
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
Show All Hide All

| Details | Line Type | Item | Item/Job Revision | Supplier Item | Description | UOM | Qty | Price | Amount | Delivered | Billed | Note to Supplier | Contractor Name | Status | Global Agreement | Config ID | Supplier | Attachments | Reason |
|---------|-----------|-------|-------------------|---------------|--|------|-----|-------|----------|-----------|--------|------------------|-----------------|--------|------------------|-----------|----------|-------------|--------|
| Show | 1 | Goods | | | مكتب حرف ل 160 سم + كرسي ظهر جاني + 2 كرسي زوار + خزانة ملفات عدد 1 + طاولة وسط عدد 1 | Unit | 1 | 1900 | 1,900.00 | | | | | Open | | | | | |

Enter line level Reason for change

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Enter Additional Reasons

Actions

change

Return to View Order Details

Cancel Cancel Entire Order View Change History Export Submit

You will be notified of the action taken by Buyer about your change request

Enterprise Search All Go Search Results Display Preference Standard

Logged In As CONTACT1@SUPPLIER.COM

Oracle Applications Home Page

TIP You have 2 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu Personalize Full List (2)

iSupplier Portal Full Access

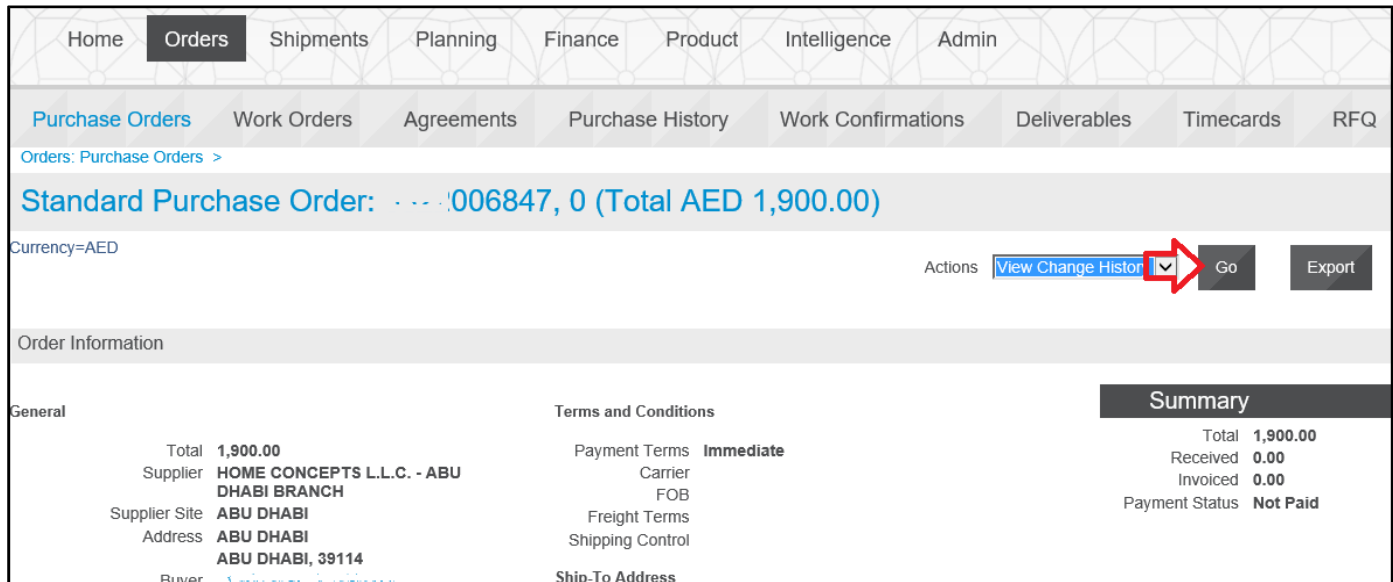
| From | Type | Subject | Sent | Due |
|------|--------------------|--|-------------|-----|
| | PO Supplier Change | Response to your change request for Standard Purchase Order 006847,0 | 24-Nov-2016 | |

Alternatively, you may view the history and status of Changes

View Change History

You can view the history of Change of the Purchase Orders

Navigation: *iSupplier Portal Full Access > Supplier Home Page > Orders > Search and Select PO*



Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables Timecards RFQ

Orders: Purchase Orders >

Standard Purchase Order: 006847, 0 (Total AED 1,900.00)

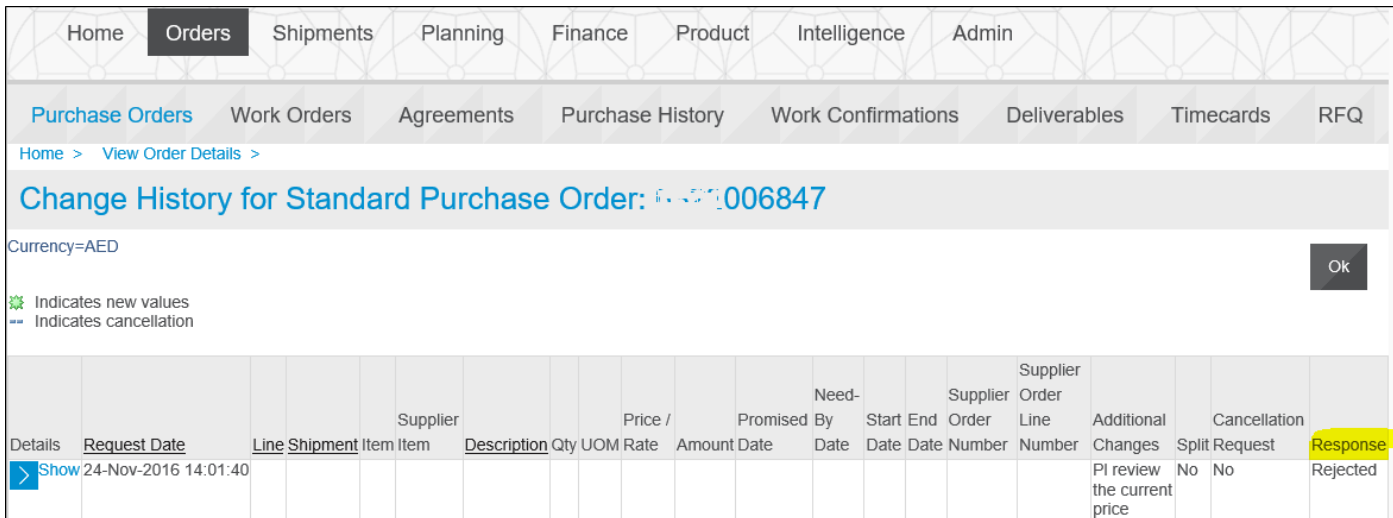
Currency=AED

Actions **View Change History** Go Export

Order Information

| General | Terms and Conditions | Summary |
|---|--------------------------------|--------------------------------|
| Total 1,900.00 | Payment Terms Immediate | Total 1,900.00 |
| Supplier HOME CONCEPTS L.L.C. - ABU DHABI BRANCH | Carrier FOB | Received 0.00 |
| Supplier Site ABU DHABI | Freight Terms | Invoiced 0.00 |
| Address ABU DHABI | Shipping Control | Payment Status Not Paid |
| Buyer ABU DHABI, 39114 | Ship-To Address | |

From Actions field select **View Change History** and click **Go** button



Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations Deliverables Timecards RFQ

Home > View Order Details >

Change History for Standard Purchase Order: 006847

Currency=AED

OK

Indicates new values
Indicates cancellation

| Details | Request Date | Line | Shipment | Item | Item | Description | Qty | UOM | Rate | Amount | Date | Need-By Date | Start Date | End Date | Order Number | Supplier Order Line Number | Additional Changes | Split Request | Cancellation | Response |
|---------|----------------------|------|----------|------|------|-------------|-----|-----|------|--------|------|--------------|------------|----------|--------------|----------------------------|-----------------------------|---------------|--------------|----------|
| Show | 24-Nov-2016 14:01:40 | | | | | | | | | | | | | | | | PI review the current price | No | No | Rejected |

View the **Response**

Using the Finance Details Region

From the Finance section,

- Invoice and Payment details can be viewed.
For the PO Receipt, Supplier can create an Invoice.

Navigation: *iSupplier Portal Full Access > Supplier Home Page > Finance Tab*

View Invoices

Enter the search criteria or simply click Go Button

| Invoice | Invoice Date | Type | Currency | Amount | Due Status | On Hold Status | Payment to Supplier Site | Remit- to Supplier Due Date | Payment PO Number | Receipt | Discount Date | Available Discount |
|-------------|--------------|----------|----------|-----------|----------------|----------------|--------------------------|-----------------------------|-------------------|---------|---------------|--------------------|
| 19-Oct-2016 | 19-Oct-2016 | Standard | AED | 27,000.00 | 0 Approved | Not Paid | | 18-NOV-2016 | | | | |
| 20-Sep-2016 | 20-Sep-2016 | Standard | AED | 0.00 | 0.00 Cancelled | Not Paid | | 20- | | | | |

View Payments

Enter the search criteria or simply click Go Button

Home Orders Shipments Planning **Finance** Product Intelligence Admin

View Invoices **View Payments**

View Payments

Export

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Status

Payment Amount From To

Payment Date From To (example: 24-Nov-2016)

Go Clear

Advanced Search

Previous 1-25 Next 25

| Payment | Remit-to Supplier | Remit-to Supplier Site | Payment Date | Currency | Amount | Method | Status | Status Date | Bank Account | Invoice | PO Number |
|---------|-------------------------------|------------------------|--------------|----------|------------|------------|------------|-------------|------------------|---------|-----------|
| 3 | ...C. - ABU DHABI BRANCH | ABU DHABI | 06-Nov-2016 | AED | 100,000.00 | Electronic | Negotiable | 06-Nov-2016 | ... Bank Account | ... | ... |
| 4 | ... L.L.C. - ABU DHABI BRANCH | ABU DHABI | 25-Aug-2016 | AED | 100,000.00 | Wire | Reconciled | 25-Aug-2016 | ... TSA ACCOUNT | ... | ... |

Note: You may use the Export button to send the details to spreadsheet and save as supported file format like TSV, CSV or Notepad. Further using this file, you may import the data into an Excel spreadsheet

Create Invoice for PO

The Supplier is allowed to create an Invoice against the selected PO.

Navigation: *iSupplier Portal Full Access > Supplier Home Page > Finance Tab > Create Invoice*

Enter the search criteria or simply click Go Button

نظام أبوظبي لإدارة الموارد الحكومية iSupplier Portal Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Planning **Finance** Product Intelligence Admin

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice With a PO **Go**

Enter the **PO Number** or Buying Organization and click **Go** button

Create Invoices

View Invoices

View Payments

Purchase Orders

Details

Manage Tax

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer

Organization

Advances and Financing

(example: 26-Mar-2017)

Excluded

Go

Clear

(Note : Though the application allows to select multiple PO, it is suggested to maintain one-to-one relationship for simplicity.)

Select the PO number and click Step 1 of 4 **Next** button.

[illegible]

Enter the Invoice Number,
 Select the Invoice Type,
 Add Attachments up to 15 MB per file.
 Enter the line quantity / Amount for Invoice

Create Invoice: Details

* Indicates required field

Supplier Invoice

* Supplier ORACLE SYSTEMS LIMITED
 Tax Payer ID
 * Remit To DUBAI
 Address DUBAI INTERNET CITY DUBAI 500099
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

* Invoice Number 123456
 * Invoice Date 26-Mar-2017
 Invoice Type Invoice
 Currency AED
 Invoice Description
 Attachment None Add...

Customer

* Customer Tax Payer ID
 Customer Name
 Address

Items

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM | Amount |
|-----------|------|----------|-------------|------------------|----------------------|---------|--------------------|----------|------------|------|--------|
| 5 | 1 | | | | | Al | 1 | 1 | 120 | Each | 120 |

Click the Step 2 of 4 **Next** button

No action required in the Manage Tax page, for now. Click the **Submit** button

Create Invoice: Manage Tax

Purchase Orders Details **Manage Tax** Review and Submit

Cancel Save Back Step 3 of 4 Next **Submit**

Supplier Invoice

A confirmation message will be displayed.

Invoice: 123456

Purchase Orders Details **Manage Tax** Review and Submit

Confirmation
 Invoice 123456 was submitted to our Accounts Payable department on 26-Mar-2017. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Printable Page Create Another

Using the Shipments Section

The shipment schedules, Receipts, Returns, Overdue-shipment details can be viewed from the shipments section

Navigation: *iSupplier Portal Full Access > Supplier Home Page > Shipments*

View Delivery Schedules

Enter the search criteria of PO number or Promised Date or Need-by-Date and click on Go Button.

If you click the Go button without any criteria, all the open shipment delivery schedules will be displayed.

| Organization | PO Number | Supplier Item | Item Description | UOM | Quantity Ordered | Quantity Received | Ship-To Location | Carrier | Item Number | Supplier Config ID | Supplier | Supplier Location | Promised Date | Need-By Date |
|--------------|-----------|---------------|--|------|------------------|-------------------|------------------|---------|-------------|--------------------|--|-------------------|---------------|--------------|
| ... | 2006... | ... | مكتب حرف ل 160 سم + كرسي ظهر عالي + 2 كرسي زوار + خزانة ملفات عدد 1 طاولة وسط عدد 1 | Unit | 1 | 0 | ... | ... | ... | ... | HOME CONCEPTS L.L.C. - ABU DHABI BRANCH | ABU DHABI | 24-Nov-2016 | 13 |

View Receipts

Enter the search criteria of PO number or Receipt Number and click on Go Button.

If you click the Go button without any criteria, all the Receipt details will be displayed.

Home Orders **Shipments** Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules **Receipts** Returns Overdue Receipts On-Time Performance Quality

View Receipts



Export

Simple Search

Advanced Search

Receipt Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Shipment Number
 Shipped Date (example: 24-Nov-2016)

Organization
 Item Number
 Supplier Item
 Item Description

 Go  Clear

Previous 1-10 Next

| Receipt | Creation Date | Organization | Shipment | Shipped Date | Packing Slip | Containers | Waybill/Airbill | Freight Carrier | Bill of Lading | PO Number | Invoice | Attachment |
|---------------------------|----------------------|--------------|----------|--------------|--------------|------------|-----------------|-----------------|----------------|-----------|---------------------------|------------|
| 123456789 | 23-Oct-2016 14:11:32 | ... | y | | | | | | | 3610 | 123456789 | |
| 987654321 | 04-May-2015 09:22:58 | ... | | | | | | | | 05505 | 123456789 | |

Similarly, you may find the Returned Goods/Services from the ‘Returns’ section.
 Enter the search criteria of PO number or Receipt Number and click on Go Button.
 If you click the Go button without any criteria, all the Receipt details will be displayed.

Home Orders **Shipments** Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts **Returns** Overdue Receipts On-Time Performance Quality

Returns Summary

Export



Simple Search

Advanced Search

Note that the search is case insensitive

Organization
 PO Number
 Receipt Number
 Shipment Number

RMA Number
 Item
 Supplier Item
 Item Description

 Go  Clear

Previous 1-10 Next

| Organization | Receipt Number | PO Number | Shipment Number | RMA Number | Receipt Creation Date | Item | Supplier Item | Item Description | UOM | Quantity Received | Quantity Returned | Return Date | Reason | Cont |
|--------------|---------------------------|---------------------------|-----------------|------------|-----------------------|------------|---------------|------------------|--------|-------------------|-------------------|----------------------|--------|------|
| ... | 123456789 | 123456789 | | | 18-Aug-2016 09:29:36 | | | Task chair | Each | 101 | 101 | 21-Aug-2016 12:27:33 | | |
| ... | 987654321 | 987654321 | | | 20-Dec-2015 13:05:12 | 056-000234 | | LOW BACK CHAIR | Number | 12 | 12 | 21-Dec-2015 10:39:33 | | |

You may find the **Overdue Receipts** that are past the promised date
 Enter the search criteria of Organization or PO number or Due Date and click on Go Button.
 If you click the Go button without any criteria, all the Receipt details will be displayed.


Home Orders **Shipments** Planning Finance Product Intelligence Admin

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns **Overdue Receipts**


Overdue Receipts


Simple Search


Note that the search is case insensitive


Organization 

PO Number

Item 

Supplier Item 

Due Date 
(example: 24-Nov-2016)

 **Go** **Clear**

| Organization | PO Number | Item | Supplier Item | Item Description | Due Date | UOM | Quantity Ordered | Quantity Received | Ship-To Loc |
|----------------------|-----------|------|---------------|------------------|----------|-----|------------------|-------------------|-------------|
| No search conducted. | | | | | | | | | |

In the On-time Performance region you can review the details of delivery performance. Enter the search criteria of Organization or PO number or Receipt Number or Delivery Status and click on Go Button. If you click the Go button without any criteria, all the Receipt details will be displayed.

Home Orders **Shipments** Planning Finance Product Intelligence Admin


Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts **On-Time Performance** Quality


On-Time Performance


Export


Simple Search

Note that the search is case insensitive

Organization 

Due Date 
(example: 27-Nov-2016)


Receipt Number 

Supplier Item 


Delivery Status

PO Number

Shipment Number

Item 

Waybill/Airbill Number

 **Go** **Clear**

Advanced Search

| Organization | PO Number | Due Date ▼ | Shipment Number | Receipt Number | Receipt Date | Item | Supplier Item | Description | UOM | Quantity Received | Waybill/Airbill Number | Carrier | Delivery Status | Configuration Id |
|--------------|-----------|------------|-----------------|----------------|----------------------|------|---------------|-------------|------|-------------------|------------------------|---------|-----------------|------------------|
| Abu Dhabi | 0128 | | | 0000062 | 21-Mar-2013 15:01:04 | | | | | 0 | | | On-Time | |
| | 1419 | | | 0000074 | 08-Dec-2016 15:37:05 | | | | Each | 30 | | | On-Time | |

Note: Creation of Shipment Notices & Tracking Schedules, and Quality Collection Plans are not enabled currently.

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: Separately Attach for both Commercial & Technical

Negotiations > Active Negotiations > RFQ: 236008 > Create Quote: 236507 (RFQ 236008) >

Add Attachment

Attachment Summary Information

Title
 Description
 Category

☒ **TIP** For each attachment

For two stage RFQ, you need attach for BOTH categories as per buyer's request

From Supplier: Commercial

From Supplier: Technical

Define Attachment

Type ☒ File Browse...
☐ URL
☐ Text

Single Stage RFQ: Single fixed Category

Negotiations

Negotiations > RFQ: 241995 > Create Quote: 236506 (RFQ 241995) >

Add Attachment

Attachment Summary Information

Title
 Description
 Category

☒ **TIP** For each attachment, select correct 'Category' of attachment from 'drop-list'.

Single stage RFQ shows only one fixed Category

Define Attachment

Type ☒ File Browse...
☐ URL
☐ Text

Use the Online Discussion feature to contact buyer if you have any concerns about attachment

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*

The screenshot displays the Oracle Applications Home Page. At the top, there is a header bar with the text 'نظام أبوظبي لإدارة الموارد الحكومية' (Abu Dhabi Government Resource Management System) and 'E-Business Favorites'. Navigation links include 'Diagnostics', 'Logout', 'Preferences', 'Help', 'Personalize Page', and 'Access Requests'. Below the header, there is an 'Enterprise Search' bar with a dropdown menu set to 'All' and a 'Go' button. To the right, there is a 'Search Results Display Preference' dropdown set to 'Standard'. The user is logged in as 'TEST@SUPPLIER.COM'.

The main content area is titled 'Oracle Applications Home Page'. A tip message states: 'TIP You have 4 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.' Below this, there are two main sections: 'Main Menu' and 'Worklist'.

The 'Main Menu' section includes a 'Personalize' button and a list of items:

1. [iSupplier Portal Full Access](#)
2. [Tenders & Auctions](#)

The 'Worklist' section contains a table with the following data:

| From | Type | Subject | Sent | Due |
|-------------------------|----------------------|---|-------------|-----|
| موظف بلدية مدينة أبوظبي | Sourcing Negotiation | Sent: Online Discussion Message for RFQ : 1,1 (توريد وتركيب أثاث) لموظفي بلدية مدينة أبوظبي | 02-Nov-2016 | |

A 'Full List (4)' button is located to the right of the Worklist table.

Negotiations

Search Open Negotiations
Number
Go

Welcome, Test Supplier.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Unread Messages |
|------------------------|-----------------|---------------|--------------------------|-------------------------|------|-----------------|--------------------|
| 235508 | Draft | | 232027,7 | مناقصة رقم 37/2016 | RFQ | 4 days 23 hours | 10 |
| ----- | Active | | ----- | مناقصة رقم 37/2016 | RFQ | 0 seconds | 2 |
| 156054 | Active | | 155708 | توريد وتركيب اثاث مكاتب | RFQ | 0 seconds | 1 |
| 146918 | Active | | 139609-2 | توريد وتركيب اثاث مكاتب | RFQ | 0 seconds | 0 |
| 146900 | Active | | 139609 | توريد وتركيب اثاث مكاتب | RFQ | 0 seconds | 0 |

Your Company's Open Invitations

Full List

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|-------------------|--------------------|-------|------|-----------|
| No results found. | | | | |

Quick Links

Manage

View Responses

- Drafts
- Deliverables
- Personal Information

- Active
- Disqualified
- Awarded
- Rejected

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

Enterprise Search All Search Results Display Preference Standard

Logged In As **CONTACT1@SUPPLIER.COM**

Oracle Applications Home Page

TIP You have 5 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu

- [iSupplier Portal Full Access](#)
- [Supplier Home Page](#)
- [Tenders & Auctions](#)
- [Worklist](#)

Worklist

[Personalize](#)

| From | Type | Subject | Sent | Due |
|------|----------------------|--|-------------|-------------|
| | Sourcing Publish | You are invited: RFQ 239993 (Tender for Park Maintenance) | 24-Nov-2016 | 25-Nov-2016 |
| | Sourcing Negotiation | Sent: Online Discussion Message for RFQ 239993 | 02-Nov-2016 | |

[Full List \(5\)](#)

[Oracle Applications Home Page >](#)

You are invited: RFQ 239993 (Tender for Park Maintenance)

Yes

No

From 0042035643
To CONTACT1
Sent 24-Nov-2016 10:18:29

Company Default enterprise name
Title Tender for Park Maintenance
Number 239993

Negotiation Preview **Not specified**
Negotiation Open **November 24, 2016 10:18 am Dubai**
Negotiation Close **November 25, 2016 04:00 pm Dubai**
Supplier **HOME CONCEPTS L.L.C. - ABU DHABI BRANCH**
Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

| Num | Action Date | Action | From | To | Details |
|-----|----------------------|--------|------------|----------|---------|
| 1 | 24-NOV-2016 10:18:29 | Submit | 0042035643 | CONTACT1 | |

Response

Note to Buyer

Negotiations

Assessments

[Negotiations >](#)

RFQ: 239993

[Actions](#) [Acknowledge Participation](#) [Go](#)

Title **Tender for Park Maintenance**
Status **Active (Locked)**
Time Left **1 day 5 hours**

Open Date **24-Nov-2016 10:18:19**
Close Date **25-Nov-2016 16:00:00**

1. View the details in Header, Lines, Controls, Contract Terms tabbed region
2. Scroll down and View Notes to Supplier, Requirements and Attachments
3. In the Actions field, select Acknowledge Participation and click Go

Header

Lines

Controls

Contract Terms

Buyer 0042035643, HOME CONCEPTS L.L.C.
☒ Two-Stage RFQ
Quote Style **Sealed**
Description

Outcome **Standard Purchase Order**
Event

Terms

Bill-To Address **DOF**
Ship-To Address **DOF**
FOB

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency **AED**Price Precision **Any**

Negotiations Assessments

Negotiations > RFQ: 239993 >

Acknowledge Participation (RFQ 239993)

Will your company participate? ☒ Yes ☐ No

Note to Buyer

Cancel! Apply

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

Negotiations Assessments

Negotiations >

RFQ: 239993

| | |
|-----------|-----------------------------|
| Title | Tender for Park Maintenance |
| Status | Active (Locked) |
| Time Left | 1 day 5 hours |

Header Lines Controls Contract Terms

Buyer ☒ Two-Stage RFQ

Quote Style Sealed

Description

Outcome Event Standard Purchase Order

Terms

Actions

- Acknowledge Participation
- Create Quote
- Online Discussions
- View Quote History
- Printable View
- Export to Spreadsheet

Go

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*

Enterprise Search Search Results Display Preference

Logged In As **TEST@SUPPLIER.COM**

Oracle Applications Home Page

✓ TIP You have 4 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu

Worklist

Personalize Full List (4)

1. [Supplier Portal Full Access](#)
2. [Tenders & Auctions](#)

| From | Type | Subject | Sent | Due |
|------|----------------------|--|-------------|-----|
| | Sourcing Negotiation | Sent: Online Discussion Message for RFQ 226004,1 | 02-Nov-2016 | |

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, enter 2% or 3% or 4% in the **Number** field and click the **Go** button

Negotiations >

Active Negotiations

Search

Note that the search is case insensitive

Number
Title
Category

Contact
Line
Event

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 Negotiations


Search

Note that the search is case insensitive

Number Title Category

Contact Line Event

Select Negotiation:

| Select | Number | Title | Contact | Time Left | Close Date | All Responses | Your Company's Responses | Monitor |
|-----------------------|---|--------------------|---------|----------------|----------------------|---------------|--------------------------|-------------------------------------|
| <input type="radio"/> | 241995 | ... | ... | 4 days 2 hours | 27-Nov-2016 14:00:00 | Sealed | 1 | <input type="button" value="Grid"/> |
| <input type="radio"/> | 232027,8 | مناقصة رقم 37/2016 | ... | 4 days 3 hours | 27-Nov-2016 15:00:00 | Sealed | 0 | <input type="button" value="Grid"/> |
| <input type="radio"/> | 216946,3 | ... | ... | 5 days | 28-Nov-2016 12:05:00 | Sealed | 0 | <input type="button" value="Grid"/> |
| <input type="radio"/> | 236008 | ... | ... | 5 days 1 hour | 28-Nov-2016 12:58:24 | Sealed | 0 | <input type="button" value="Grid"/> |
| <input type="radio"/> |  | Tender#: 117/2016 | ... | 5 days 3 hours | 28-Nov-2016 15:00:00 | Sealed | 0 | <input type="button" value="Grid"/> |

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

Negotiations > Active Negotiations >

RFQ: 236008

Actions

Title Status **Active (Locked)** Time Left **5 days** Open Date **16-Nov** Close Date **28-Nov**

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

Header **Lines** **Controls** **Contract Terms**

Buyer Outcome **Blank**

☒ Two-Stage RFQ Event

Quote Style **Sealed**

Description **126/2016**

Terms

Effective Start Date Total Agreement Amount

Effective End Date Minimum Release Amount

Bill-To Address Payment Terms


Ship-To Address Carrier

FOB Freight Terms

Currency

RFQ Currency **AED** Price Precision **Any**

2. Scroll down the page to view Requirements & Notes to Supplier and Attachments



Scroll down and view Notes to Supplier, Requirements and Attachments

Requirements

[Show All Details](#) | [Hide All Details](#)

| Details | Section | RFQ Stage |
|--|----------------|-----------|
| <input checked="" type="checkbox"/> Hide | التحليل المالي | Technical |

| Requirement | Target | View |
|----------------|------------|------|
| التحليل المالي | Commercial | or |

| Requirement | Target | View |
|------------------|--------|------|
| مبلغ 50% فما فوق | | or |

Additional Header Attributes (Buyer & Supplier)

خدمات التحويل و التخزين بمستودعات بلدية مدينة أبوظبي
عنوان الدافعة باللغة العربية
خدمات التحويل و التخزين بمستودعات بلدية مدينة أبوظبي
الوصف باللغة العربية

Notes and Attachments

Note to Suppliers [View the Notes to Supplier and Attachments.](#)

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|--------------|------|-------------|-------------|-----------------|--------------|----------|--------|--------|
| شروط الدافعة | File | | To Supplier | | 16-Nov-2016 | One-Time | | |
| نموذج العقد | File | | To Supplier | | 16-Nov-2016 | One-Time | | |

[click Attachment Title link to download attachments.](#)

Actions [Create Quote](#) [Go](#)

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.

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

1. Once you Acknowledge to this Tender, You are committed to give Quote for this Tender.
2. Please note that, according to the applicable rules and regulations, the successful bidder who defaults or decline to sign or execute the Contract, shall be black-listed for one full year, during which period it shall be denied participation in any tenders of the concerned local Departments of Abu Dhabi Government.

Attachments

| Title | Type | Description | Category | Last Updated By |
|-------------------|------|-------------|----------|-----------------|
| No results found. | | | | |

* ☒ I have read and accepted the terms and conditions

[Cancel](#) [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.

نظام أبوظبي لإدارة الموارد الحكومية Sourcing Navigator Favorites Home Logout Preferences Help Personalization

Negotiations

Negotiations > Active Negotiations > RFQ: 236008 >

Create Quote: 236507 (RFQ 236008)

Cancel View RFQ Quote By Spreadsheet Save Draft

Title خدمات التحميل والتخزين بمستودعات البلدية
☒ Two-Stage RFQ ⓘ

Time Left 5 days 1 hour
 Close Date 28-Nov-2016 12:58:24

Header Lines

Supplier HOME CONCEPTS L.L.C. - ABU DHABI BRANCH
 RFQ Currency AED
 Quote Currency AED
 Price Precision Any

Quote Valid Until 15-Dec-2016
 (example: 23-Nov-2016)

Reference Number HC 123-Nov-2016

Note to Buyer Attached for both Commercial and Technical

Attachments

Add Attachment...

Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into smaller files and attach as many as required.

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage |
|-------------------|------|-------------|----------|-----------------|--------------|-------|
| No 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.**

Create Quote: 236507 (RFQ 236008)

Title خدمات التجميل والتخزين بمستودعات البلدية

☒ Two-Stage RFQ

Header Lines

Supplier HOME CONCEPTS L.L.C. - ABU DHABI BRANCH

RFQ Currency AED

Two Stage RFQ:

Separately Attach for both Commercial & Technical

Negotiations > Active Negotiations > RFQ: 236008 > Create Quote: 236507 (RFQ 236008) >

Add Attachment

Attachment Summary Information

Title

Description

Category **From Supplier: Commercial**

☒ TIP For each attachment **From Supplier: Technical**

Define Attachment

Type ☒ File ☐ URL ☐ Text

Browse...

For two stage RFQ, you need attach for BOTH categories as per buyer's request

Negotiations > Active Negotiations > RFQ: 236008 > Create Quote: 236507 (RFQ 236008) >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title Commercial Documents

Description Commercial Documents

Category From Supplier: Commercial

☒ TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

Type ☒ File ☐ URL ☐ Text

D:\Attachment for Commercial Details.pdf

Browse...

Add Another

Negotiations > Active Negotiations > RFQ: 236008 > Create Quote: 236507 (RFQ 236008)

Confirmation
Commercial Documents attachment has been added successfully.

Add Attachment

**Similarly add further commerical documents.
Then, proceed to add Technical Category of Attachments**

Attachment Summary Information

Title
Description

Category From Supplier: Technical

TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

Type ☒ File **Browse...**
☐ URL
☐ Text

Negotiations > Active Negotiations > RFQ: 236008 > Create Quote: 236507 (RFQ 236008)

Confirmation
Commercial Documents attachment has been added successfully.

Add Attachment

Cancel **Add Another** **Apply**

Attachment Summary Information

Title
Description

Category From Supplier: Technical

TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

Type ☒ File D:\Attachment for Technical specification.pdf **Browse...**
☐ URL
☐ Text

Negotiations > Active Negotiations > RFQ: 236008 >

Confirmation
Attachment for Technical specification.pdf attachment has been added successfully.

Create Quote: 236507 (RFQ 236008)

Cancel View RFQ Quote By Spreadsheet **Save Draft**

Title خدمات التحميل والتخزين بمستودعات البلدية
☒ Two-Stage RFQ

Time Left 5 days
Close Date 28-Nov-2016 12:58:24

Header **Lines**

Review Attachments and add more if required.

Supplier HOME CONCEPTS L.L.C. - ABU DHABI
RFQ Currency AED
Quote Currency AED
Price Precision Any

Quote Valid Until 15-Dec-2016
(example: 23-Nov-2016)

Reference Number HC 123-Nov-2016

Note to Buyer Attached for both Commercial and Technical

Attachments

Add Attachment... Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into smaller files and attach as multiple attachments.

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage |
|--|------|----------------------|---------------------------|-------------------|--------------|----------|
| Commercial Documents | File | Commercial Documents | From Supplier: Commercial | TEST@SUPPLIER.COM | 23-Nov-2016 | One-Time |
| Attachment for Technical specification.pdf | File | | From Supplier: Technical | TEST@SUPPLIER.COM | 23-Nov-2016 | One-Time |

Review attachments and add more if required.

Click **Save Draft** to save the attachments.

Negotiations > Active Negotiations > RFQ: 236008 >

Confirmation
Quote 236507 for RFQ 236008 (خدمات التحميل والتخزين بمستودعات البلدية) has been saved as a draft.

Create Quote: 236507 (RFQ 236008)

Cancel View RFQ

Title خدمات التحميل والتخزين بمستودعات البلدية
☒ Two-Stage RFQ

Header **Lines**

Supplier HOME CONCEPTS L.L.C. - ABU DHABI BRANCH
RFQ Currency AED
Quote Currency AED
Price Precision Any

Scroll down to Respond to 'Requirements' section

| Requirements | | | |
|---|------------|--------------|--|
| Expand All Collapse All | | | |
| Focus Title | RFQ Stage | Target Value | Quote Value |
| Requirements | | | |
| التحليل الفني | Technical | | < Enter your response for technical > |
| حسب معايير التقييم التي في شروط المناقصة المرفقة | Technical | | |
| التحليل المالي | Commercial | | < Enter your response for commercial > |
| سيتم فتح العروض المالية الناجحة أولاً و التي حصلت على تقييم 50% فما فوق | Commercial | | |

Cancel View RFQ Quote By Spreadsheet Save Draft

Negotiations

[Negotiations](#) > [Active Negotiations](#) > [RFQ: 236008](#) >

Confirmation
 Quote 236507 for RFQ 236008 (خدمات التحميل والتخزين بمستودعات البلدية) has been saved as a draft.

Create Quote: 236507 (RFQ 236008)

Cancel
View RFQ

Header

Lines

Title خدمات التحميل والتخزين بمستودعات البلدية

☒ Two-Stage RFQ

Supplier **HOME CONCEPTS L.L.C. - ABU DHABI BRANCH**

RFQ Currency **AED**

Quote Currency **AED**


Price Precision **Any**

Create Quote: 236507 (RFQ 236008)

Title: خدمات التجميل والتخزين بمسودعات البلدية
☒ Two-Stage RFQ ⓘ

Time Left: 4 days 22 hours
 Close Date: 28-Nov-2016 12:58:24

RFQ Currency: AED
 Price Precision: Any
 Quote Currency: AED

| Line | Update | Rank | Start Price | Target Price | Quote Price | Unit | Estimated Quantity | Estimated Total Amount | Target Minimum Release Amount | Quote Minimum Release Amount |
|----------------------|---|------|-------------|--------------|-------------|------|--------------------|------------------------|-------------------------------|------------------------------|
| 1 خدمات التجميل و 11 |  | | | | 50000 | Each | 1 | | | |







ⓘ Indicates more information requested. Click the Update icon.

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

Create Quote: 236506 (RFQ 241995)

Title: Provision of design and implementation of decorative media partners and supplier
 Time Left: 3 days 22 hours
 Close Date: 27-Nov-2016 14:00:00

RFQ Currency: AED
 Price Precision: Any
 Quote Currency: AED

| Line | Update | Ship-To | Rank | Start Price | Target Price | Quote Price | Unit | Target Quantity | Quote Quantity | Promised Date |
|------------------------|---|---------|--------|-------------|--------------|-------------|------|-----------------|----------------|---------------|
| 1 تيم للحفل تكريم ا... |  | | Sealed | | | | Unit | 1 | 1 | |
| 2 تصميم وتنفيذ باك... |  | | Sealed | | | | Unit | 1 | 1 | |
| 3 بوديم |  | | Sealed | | | | Unit | 1 | 1 | |
| 4 تصميم وتنفيذ تيم... |  | | Sealed | | | | Unit | 1 | 1 | |
| 5 طاولة استقبال |  | | Sealed | | | | Unit | 1 | 1 | |
| 6 توفير شاشة للمس... |  | | Sealed | | | | Unit | 1 | 1 | |

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.

Create Quote 236507: Line 1 (RFQ 236008)

Description: خدمات التجميل و التخزين بمستودعات بلدية مدينة ابوظبي

Unit: Each

Start Price: []

Target Price: []

Quote Price: 50000

Estimated Quantity: 1

Close Date: 28-Nov-2016 12:58:24

Quote Currency: AED

Rank: Sealed


Estimated Total Amount: []

Target Minimum Release Amount: []


Quote Minimum Release Amount: []

Cancel

Save Draft

Apply 

Pay Items

 **TIP** Total pay item amount must add up to the line amount.

Notes

Note to Buyer: <Add your note to Buyer specific to this line >

Attachments

Add Attachment...

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. | | | | | | | | |

Review and add more details in the is page.
If line level attachment is requested, you
may add from here & click Apply button.

Negotiations

Negotiations >


Create Quote: 236507 (RFQ 236008)

Cancel


View RFQ

Quote By Spreadsheet

Save Draft

Continue 


Title: خدمات التجميل والتخزين بمستودعات البلدية


☒ Two-Stage RFQ 

Time Left: 4 days 22 hours

Close Date: 28-Nov-2016 12:58:24

Header **Lines**

| Line | Update | Rank | Start Price | Target Price | Quote Price | Price Unit | Estimated Quantity | Estimated Total Amount | Target Minimum Release Amount | Quote Minimum Release Amount |
|------|---|--------|-------------|--------------|-------------|------------|--------------------|------------------------|-------------------------------|------------------------------|
| 1 |  | Sealed | | | 50000 | Each | 1 | | | |

 Indicates more information requested. Click the Update icon.

Negotiations

Create Quote: 236507 (RFQ 236008)

[Cancel](#)
[View RFO](#)
[Quote By Spreadsheet](#)
[Save Draft](#)
[Continue](#)

Title خدمات التحميل والتخزين بمستودعات البلدية
☒ Two-Stage RFQ

Time Left 4 days 22 hours
 Close Date 28-Nov-2016 12:58:24

Header [Lines](#)

Supplier HOME CONCEPTS L.L.C. - ABU DHABI BRANCH
RFQ Currency AED
Quote Currency AED
Price Precision Any

Quote Valid Until 15-Dec-2016
(example: 23-Nov-2016)
Reference Number HC 123-Nov-2016
Note to Buyer Attached for both Commercial and Technical

Attachments

Add Attachment... **Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into smaller files and attach as many as required.**

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|--|------|----------------------|---------------------------|-------------------|--------------|----------|--------|--------|
| Commercial Documents | File | Commercial Documents | From Supplier: Commercial | TEST@SUPPLIER.COM | 23-Nov-2016 | One-Time | | |
| Attachment for Technical specification.pdf | File | | From Supplier: Technical | TEST@SUPPLIER.COM | 23-Nov-2016 | One-Time | | |

Requirements

[Expand All](#) | [Collapse All](#)

| Focus Title | RFQ Stage | Target Value | Quote Value |
|---------------|-----------|--------------|---------------------------------------|
| Requirements | Technical | | |
| التحليل الفني | | | < Enter your response for technical > |

Negotiations

[Negotiations >](#)

Warning

- Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.
- This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 236507: Review and Submit (RFQ 236008)

[Cancel](#)
[Back](#)
[Validate](#)
[Save Draft](#)
[Printable View](#)
[Submit](#)

Header

Title خدمات التحميل والتخزين بمستودعات البلدية
Supplier HOME CONCEPTS L.L.C. - ABU DHABI BRANCH
RFQ Currency AED
Quote Currency AED
Price Precision Any

Time Left 4 days 22 hours
 Close Date 28-Nov-2016 12:58:24
 Quote Valid Until 15-Dec-2016
 Reference Number HC 123-Nov-2016
 Note to Buyer Attached for both Commercial and Technical

Attachments

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|---|------|---|---------------------------|-------------------|--------------|----------|--------|--------|
| Commercial Documents | File | Commercial Documents | From Supplier: Commercial | TEST@SUPPLIER.COM | 23-Nov-2016 | One-Time | | |
| Attachment for Technical Specifications | File | Attachment for Technical Specifications | From Supplier: Technical | TEST@SUPPLIER.COM | 23-Nov-2016 | One-Time | | |

Requirements

[Show All Details](#) | [Hide All Details](#)

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.

نظام أبوظبي لإدارة الموارد الحكومية Sourcing Navigator

Negotiations

Confirmation
Quote 236507 for RFQ 236008 (خدمات التحميل والتخزين بمستودعات البلدية) has been submitted.


[Return to Sourcing Home Page](#)

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

نظام أبوظبي لإدارة الموارد الحكومية Sourcing Navigator Favorites Home Logout Preferences Help

Negotiations

Search Open Negotiations Number

Welcome, TEST SUPPLIER.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Unread Messages |
|------------------------|-----------------|---------------|--------------------------|--|------|-----------------|-----------------|
| 236506 | Draft | | 241995 | Provision of design and implementation of decorative media partners and supplier | RFQ | 3 days 23 hours | 0 |
| 236507 | Active | | 236008 | خدمات التحميل والتخزين بمستودعات البلدية | RFQ | 4 days 22 hours | 0 |
| 220554 | Active | | 226004,1 | | RFQ | 0 seconds | 2 |
| 156054 | Active | | 155708 | | RFQ | 0 seconds | 1 |
| 146918 | Active | | 139609-2 | | RFQ | 0 seconds | 0 |

How to Respond to Buyer's Online Messages

For the active RFQ 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.

Navigation: Worklist

This area shows the notifications from Buyer you may open this to review and respond

Enterprise Search All Search Results Display Preference Standard

Logged In As **TEST@SUPPLIER**

Oracle Applications Home Page

TIP You have 5 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu

[Supplier Portal Full Access](#)

[Personalize](#)

Worklist

| From | Type | Subject | Sent |
|------|----------------------|---|-------------|
| | Sourcing Negotiation | Sent: Online Discussion Message for RFQ 236008 (خدمات التحميل والتخزين بمسودعات البلاد) | 23-Nov-2016 |

[Full List](#)

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

Negotiations

Search Open Negotiations Number

Welcome, TEST SUPPLIER.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Unread Messages |
|------------------------|-----------------|---------------|--------------------------|--|------|-----------------|-----------------|
| 236506 | Draft | | 241995 | Provision of design and implementation of decorative media partners and supplier | RFQ | 3 days 22 hours | 0 |
| 236507 | Active | | 236008 | خدمات التحميل والتخزين بمسودعات البلدية | RFQ | 4 days 21 hours | 1 |
| 220554 | Active | | 226004,1 | | RFQ | 0 seconds | 2 |
| 156054 | Active | | 155708 | | RFQ | 0 seconds | 1 |
| 146918 | Active | | 139609-2 | | RFQ | 0 seconds | 0 |

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

Click the **Message link** to view details of message

نظام أبوظبي لإدارة الموارد الحكومية Sourcing Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Negotiations

Negotiations >

Online Discussions (RFQ 236008)

Cancel Printable Page

Title خدمات التحميل والتخزين بمستودعات البلدية
Status **Active (Locked)**
Time Left **4 days 21 hours**

Open Date **16-Nov-2016 15:14:13**
Close Date **28-Nov-2016 12:58:24**

Messages

New Message

| Subject | Message | Status | Sender | Date | Reply |
|----------|--|--------|-------------------------|----------------------|-------|
| Addendum | Dear Respected Madam/Sir, Good day to you. Please... | Unread | Default enterprise name | 23-Nov-2016 15:12:01 | |

View the message and attachments if any.

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

Negotiations > Online Discussions (RFQ 236008) >

Message (RFQ 236008)

Reply Print

Subject **Addendum**
From **Default enterprise name**
To **All Participants**
Date **23-Nov-2016 15:12:01**

Message **Dear Respected Madam/Sir, Good day to you. Please find attached letter hereto, Public Tender for Supplying**

Attachments

| Attachment File Name | Title | Type | Description | Category | By | Last Updated | Last Updated | Usage | Update | Delete |
|--------------------------|-------|------|--|-------------|----------|--------------|--------------|-------|--------|--------|
| Addendum | File | | Dear Respected Madam/Sir, Good day to you. Please find attached letter hereto, Public Tender for Supplying the Services. If the terms are acceptable to you, please respond to this message. | To Supplier | ADM16738 | 23-Nov-2016 | One-Time | | | |

click Attachment 'Title' File name to view /save attachment file to your computer

Do you want to save **Addendum to Services.pdf** (17.4 KB) from **erpdlvp.dof.ae**? Save Cancel x

Negotiations

Negotiations > Online Discussions (RFQ 236008) >

Message (RFQ 236008)

Subject **Addendum**

From **Default enterprise name**

To **All Participants**

Date **23-Nov-2016 15:12:01**

Message **Dear Respected Madam/Sir, Good day to you. Please find attached letter hereto, Public Tender for Supplying**

Reply

Print

Attachments

| Title | Type | Description | Category | By | Last Updated | Last Updated | Usage | Update | Delete |
|----------|------|--|-------------|----------|--------------|--------------|-------|--------|--------|
| Addendum | File | Dear Respected Madam/Sir, Good day to you. Please find attached letter hereto, Public Tender for Supplying the Services. If the terms are acceptable to you, please respond to this message. | To Supplier | ADM16738 | 23-Nov-2016 | One-Time | | | |

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

Negotiations > Online Discussions (RFQ 236008) > Message (RFQ 236008) >

Reply To Message (RFQ 236008)

* Indicates required field

Send To

Default enterprise name

Subject

Addendum

* Message

We have reviewed and confirm this addendum is acceptable to us

-----Original Message-----Dear Respected Madam/Sir, Good day to you. Please find attached letter hereto, Public Tender for Supplying

Cancel

Send

Attachments

Add Attachment...

| Title | Type | 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 (RFQ 236008)

Cancel

Printable Page

Title **خدمات التحميل والتخزين بمستودعات البلدية**

Status **Active (Locked)**

Time Left **4 days 21 hours**

Open Date **16-Nov-2016 15:14:13**

Close Date **28-Nov-2016 12:58:24**

Messages

New Message

| Subject ▲ | Message | Status | Sender | Your Response | Date | Reply |
|-----------|---|---------|-------------------------|---------------|----------------------|-------|
| Addendum | We have reviewed and confirm this addendum is acce... | Read | SUPPLIER, Mr. TEST | | 23-Nov-2016 15:33:22 | |
| Addendum | Dear Respected Madam/Sir, Good day to you. Please ... | Replied | Default enterprise name | | 23-Nov-2016 15:12:01 | |

Buyer's message

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*

Negotiations

Search Open Negotiations

Welcome, TEST SUPPLIER.

Your Active and Draft Responses

Press Full List to view all your company's responses.

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left |
|------------------------|-----------------|---------------|--------------------------|--|------|-----------------|
| 236506 | Draft | | 241995 | Provision of design and implementation of decorative media partners and supplier | RFQ | 3 days 23 hours |
| 236507 | Draft | | 236008 | خدمات التجميل والتخزين بمستودعات البلدية | RFQ | 4 days 22 hours |
| | Active | | 226004,1 | | RFQ | 0 seconds |
| | Active | | 155708 | | RFQ | 0 seconds |
| | Active | | 139609-2 | | RFQ | 0 seconds |

Click the draft Response **Number** link

Click the **Pencil/ Update** Icon of attachment

Negotiations

Create Quote: [236507 \(RFQ 236008\)](#)

Title: خدمات التجميل والتخزين بمستودعات البلدية
☒ Two-Stage RFQ

Time Left: 4 days 22 hours
 Close Date: 28-Nov-2016 12:58:24

Header **Lines**

Supplier: HOME CONCEPTS L.L.C. - ABU DHABI BRANCH
 RFQ Currency: AED
 Quote Currency: AED
 Price Precision: Any

Quote Valid Until: 15-Dec-2016
 (example: 23-Nov-2016)
 Reference Number: HC 123-Nov-2016
 Note to Buyer: Attached for both Commercial and Technical

Attachments

Add Attachment... ...Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into smaller files and attach as many as required.

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|--|------|----------------------|---------------------------|-------------------|--------------|----------|--------|--------|
| Commercial Documents | File | Commercial Documents | From Supplier: Commercial | TEST@SUPPLIER.COM | 23-Nov-2016 | One-Time | | |
| Attachment for Technical specification.pdf | File | | From Supplier: Technical | TEST@SUPPLIER.COM | 23-Nov-2016 | One-Time | | |

Requirements

Negotiations > Create Quote: 236507 (RFQ 236008) >

Update Attachment: Attachment for Technical specification.pdf

Attachment Summary Information

Title Attachment for Technical Specifications

Description Attachment for Technical Specifications

Category From Supplier: Technical

TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

File **Browse...**

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: 236507 (RFQ 236008) >

Update Attachment: Attachment for Technical specification.pdf

Cancel **Apply**

Attachment Summary Information

Title Attachment for Technical Specifications

Description Attachment for Technical Specifications


Category From Supplier: Technical

TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

File **D:\Attachment for Detailed Technical Specifications.pdf** **Browse...**

[Negotiations](#) >


 **Confirmation**
 "Attachment for Technical Specifications" attachment has been updated successfully

Create Quote: 236507 (RFQ 236008)

Cancel

View RFQ

Quote By Spreadsh

Title خدمات التحميل والتخزين بمستودعات البلدية
☒ Two-Stage RFQ 

Time Left 4 d
 Close Date 28-

Header

Lines

| | | | |
|-----------------|---|-------------------|-----|
| Supplier | HOME CONCEPTS L.L.C. - ABU DHABI BRANCH | Quote Valid Until | 15- |
| RFQ Currency | AED | Reference Number | HC |
| Quote Currency | AED | Note to Buyer | Att |
| Price Precision | Any | | |

Attachments

Add Attachment... **...Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file**

| Title | Type | Description | Category | Last Updated By |
|---|------|---|---------------------------|-----------------|
| Commercial Documents | File | Commercial Documents | From Supplier: Commercial | TEST@SUPPLIE |
| Attachment for Technical Specifications | File | Attachment for Technical Specifications | From Supplier: Technical | TEST@SUPPLIE |

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*

Negotiations

Search Open Negotiations
Number
Go

Welcome, TEST SUPPLIER.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Unread Messages |
|-----------------|-----------------|---------------|--------------------|--|------|-----------------|-----------------|
| 236506 | Draft | | 241995 | Provision of design and implementation of decorative media partners and supplier | RFQ | 3 days 22 hours | 0 |
| 236507 | Active | | 236008 | خدمات التحميل والتخزين بمستودعات البلدية | RFQ | 4 days 21 hours | 0 |

Negotiations

Negotiations >

Create Quote: 236506 (RFQ 241995)

Cancel
View RFQ
Quote By Spreadsheet

Title Provision of design and implementation of decorative media partners and supplier

Time Left 3 days 22
Close Date 27-Nov-20

Header
Lines

| | | | |
|-----------------|---|-------------------|-----------|
| Supplier | HOME CONCEPTS L.L.C. - ABU DHABI BRANCH | Quote Valid Until | 15-Dec-20 |
| RFQ Currency | AED | Reference Number | HC 123-N |
| Quote Currency | AED | Note to Buyer | |
| Price Precision | Any | | |

Attachments

Add Attachment... Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into sm

| Title | Type | Description | Category | Last Updated By | Last Updated |
|-------------------|------|-------------|----------|-----------------|--------------|
| No results found. | | | | | |


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

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 file is saved in Microsoft Excel (TM).

Format ☐ XML Spreadsheet - Rich Style (.xml)
☒ XML Spreadsheet - Light-Weight Style (.xml)
☐ Tab-Delimited (.txt)

 **Export**

Step 2:Import Spreadsheet

Format ☒ XML Spreadsheet (.xml)
☐ Tab-Delimited (.txt)

File To Import **Browse...**


Import

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

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 file is saved in Microsoft Excel (TM).

Format ☐ XML Spreadsheet - Rich Style (.xml)
☒ XML Spreadsheet - Light-Weight Style (.xml)
☐ Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet


Format ☒ XML Spreadsheet (.xml)
☐ Tab-Delimited (.txt)

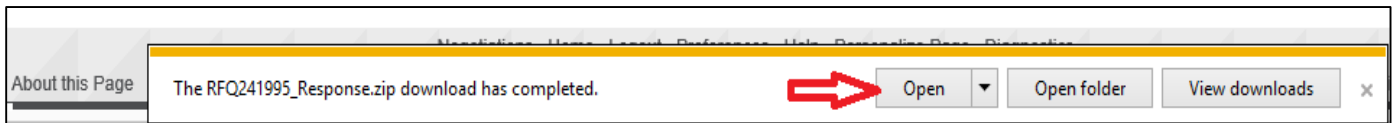
File To Import **Browse...**

Import

[Return to Create Quote:236506 \(RFQ 241995\)](#)

About this Page

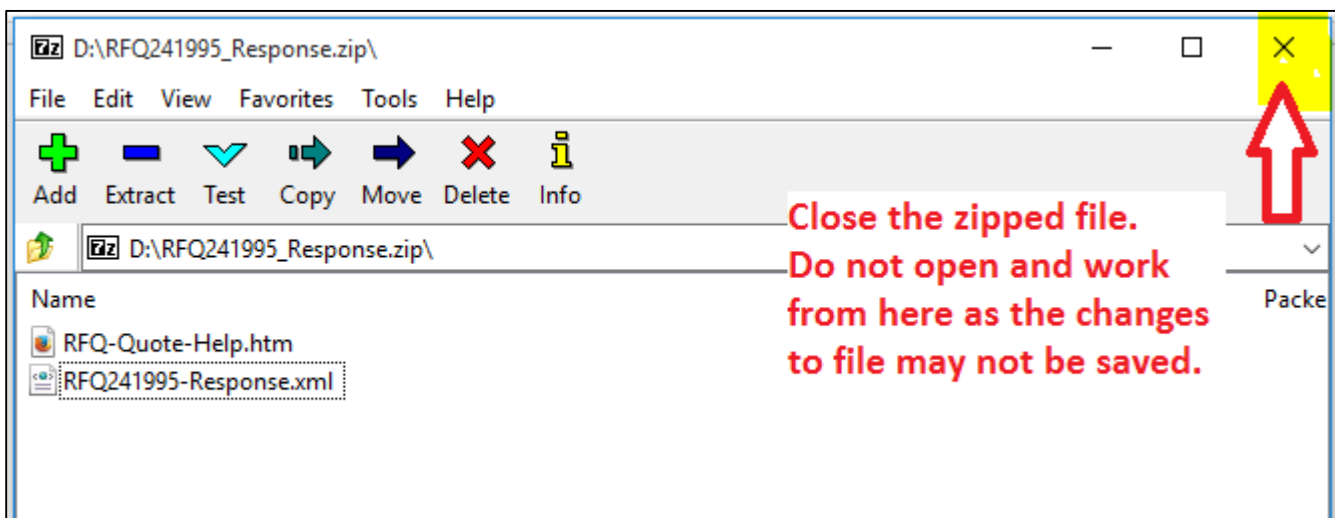
Do you want to **save RFQ241995_Response.zip** (14.5 KB) from **erpdrvlp.dof.ae**?
 **Save**
Cancel



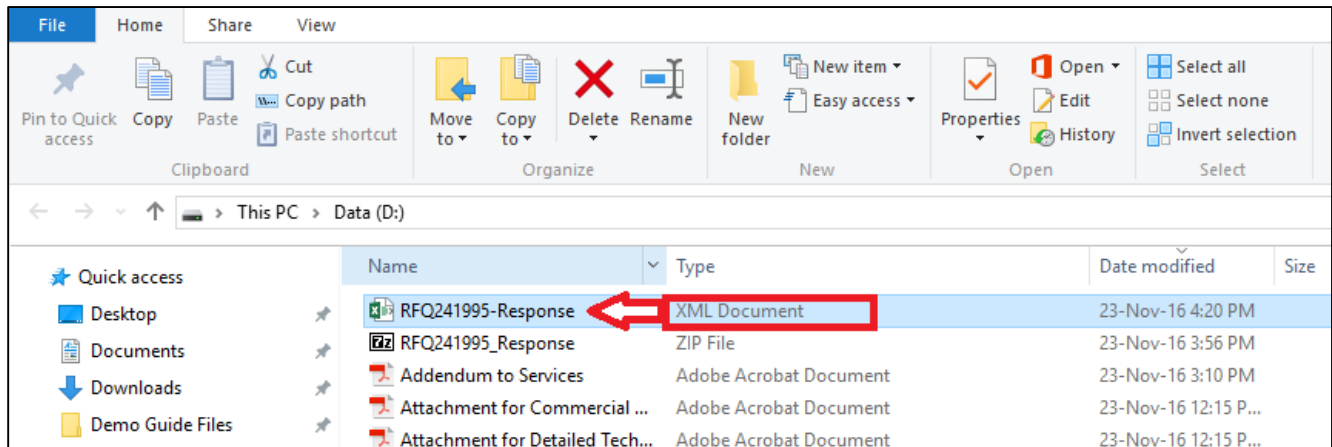
The RFQ-Quote-Help.htm can be referred for help in filling the xml spreadsheet (the first file in the list of the zip file).

Extract the xml file. Close the Zip file.

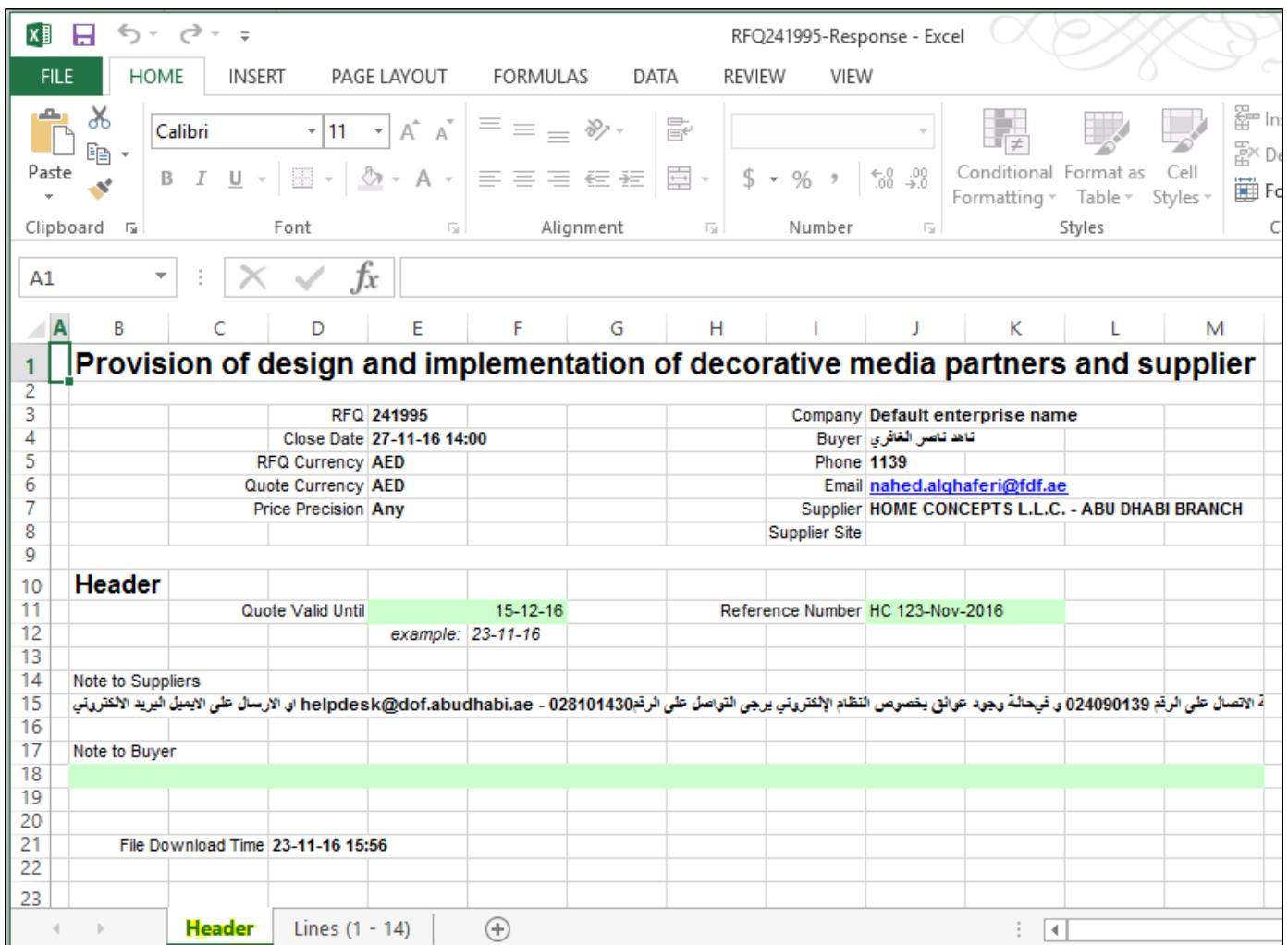
Note: Do not directly open the file from zip file as the changes made may not be saved or may be saved in the temporary folder and the changes may get lost.



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



Review and update the header sheet.



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.

RFQ241995-Response - Excel

| Line | Item,Rev | Start Price | Unit | Quantity | Quote Price | Quote Quantity | Promised Date | Note to Buyer |
|------|---|-------------|------|----------|-------------|----------------|---------------|---------------|
| 1 | ثيم للحل تكريم الشركاء والموردين والإعلاميين | | Unit | 1 | 500 | 1 | | |
| 2 | تصميم وتنفيذ بالاك دروب وستيج للمسرح بثيم الحفل | | Unit | 1 | 600 | 1 | | |
| 3 | بوديم | | Unit | 1 | 700 | 1 | | |
| 4 | تصميم وتنفيذ ثيم ديكورات بسيطة ولوحات إرشادية | | Unit | 1 | 800 | 1 | | |
| 5 | طاولة استقبال | | Unit | 1 | 900 | 1 | | |
| 6 | توفير شاشة للمسرح/مختار | | Unit | 1 | 100 | 1 | | |
| 7 | تصوير فوتوغرافي توثيقي | | Unit | 1 | 90 | 1 | | |
| 8 | تصوير فيديو توثيقي | | Unit | 1 | 80 | 1 | | |
| 9 | طاولة للزوار | | Unit | 1 | 2000 | 1 | | |
| 10 | للتقديم Ipad أجهزة | | Unit | 4 | 2100 | 4 | | |
| 11 | خدمات تقنية | | Unit | 1 | 400 | 1 | | |
| 12 | بطاقة دعوة الكترونية | | Unit | 2 | 30 | 2 | | |
| 13 | كتيب | | Unit | 300 | 25 | 300 | | |
| 14 | ستر بييس للطاولات | | Unit | 15 | 50 | 15 | | |

Quote Total (AED) 22,880.00

Fields in yellow are mandatory Fields in green are optional

SAVE and click Yes to save in “XML Spreadsheet 2003 format”

RFQ241995-Response - Excel

SAVE and click Yes

| Line | Item,Rev | Start Price | Unit | Quantity | Quote Price | Quote Quantity | Promised Date | Note to Buyer |
|------|---|-------------|------|----------|-------------|----------------|---------------|---------------|
| 1 | ثيم للحل تكريم الشركاء والموردين والإعلاميين | | Unit | 1 | 500 | 1 | | |
| 2 | تصميم وتنفيذ بالاك دروب وستيج للمسرح بثيم الحفل | | Unit | 1 | 600 | 1 | | |
| 3 | بوديم | | Unit | 1 | 700 | 1 | | |
| 4 | تصميم وتنفيذ ثيم ديكورات بسيطة ولوحات إرشادية | | Unit | 1 | 800 | 1 | | |
| 5 | طاولة استقبال | | Unit | 1 | 900 | 1 | | |
| 6 | توفير شاشة للمسرح/مختار | | Unit | 1 | 100 | 1 | | |
| 7 | تصوير فوتوغرافي توثيقي | | Unit | 1 | 90 | 1 | | |
| 8 | تصوير فيديو توثيقي | | Unit | 1 | 80 | 1 | | |
| 9 | طاولة للزوار | | Unit | 1 | 2000 | 1 | | |
| 10 | للتقديم Ipad أجهزة | | Unit | 4 | 2100 | 4 | | |
| 11 | خدمات تقنية | | Unit | 1 | 400 | 1 | | |
| 12 | بطاقة دعوة الكترونية | | Unit | 2 | 30 | 2 | | |
| 13 | كتيب | | Unit | 300 | 25 | 300 | | |
| 14 | ستر بييس للطاولات | | Unit | 15 | 50 | 15 | | |

Quote Total (AED) 22,880.00

Microsoft Excel

Some features in your workbook might be lost if you save it as XML Spreadsheet 2003. Do you want to keep using that format?

Yes No Help

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)

Export

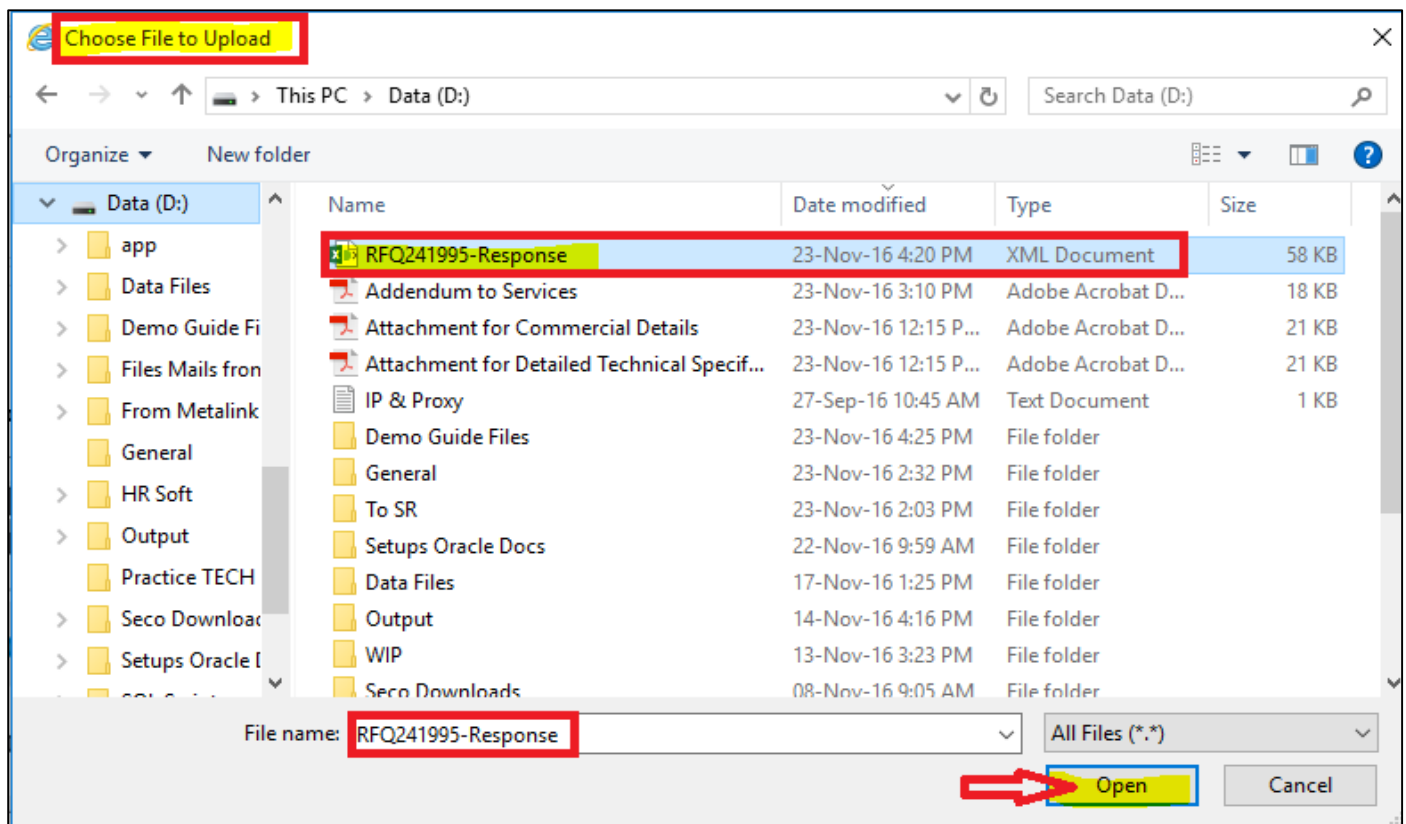
Step 2: Import Spreadsheet

Format ☒ XML Spreadsheet (.xml)
☐ Tab-Delimited (.txt)

File To Import **Browse...**

Import

Browse and select the updated XML file




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)

Export

Step 2:Import Spreadsheet

Format ☒ XML Spreadsheet (.xml)
☐ Tab-Delimited (.txt)

File To Import D:\RFQ241995-Response **Browse...**

 **Import**

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: 236506 (RFQ 241995)

Cancel
View RFQ
Quote By Spreadsheet

Title Provision of design and implementation of decorative media partners and supplier
Time Left 3 days 21
Close Date 27-Nov-20

Header
Lines

Supplier HOME CONCEPTS L.L.C. - ABU DHABI BRANCH
RFQ Currency AED
Quote Currency AED
Price Precision Any
Quote Valid Until 15-Dec-20
Reference Number HC 123-N
Note to Buyer

Attachments

Add Attachment...
Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into sm

| Title | Type | Description | Category | Last Updated By | Last Updated |
|-------------------|------|-------------|----------|-----------------|--------------|
| No results found. | | | | | |

The details will be updated from the spreadsheet

Negotiations

Create Quote: 236506 (RFQ 241995)

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Title Provision of design and implementation of decorative media partners and supplier
Time Left 3 days 21 hours
Close Date 27-Nov-2016 14:00:00

Header
Lines

RFQ Currency AED
Price Precision Any
Quote Currency AED

| Line | Update | Ship-To | Rank | Start Price | Target Price | Quote Price | Unit | Target Quantity | Quote Quantity | Promised Date |
|------|--------|---------|--------|-------------|--------------|-------------|------|-----------------|----------------|---------------|
| 1 | | | Sealed | | | 500 | Unit | 1 | 1 | |
| 2 | | | Sealed | | | 600 | Unit | 1 | 1 | |
| 3 | | | Sealed | | | 700 | Unit | 1 | 1 | |

Click **Save Draft**

Negotiations

Confirmation
Quote 236506 for RFQ 241995 (Provision of design and implementation of decorative media partners and supplier) **has been saved as a draft.**

Create Quote: 236506 (RFQ 241995)

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Title **Provision of design and implementation of decorative media partners and supplier**
Time Left **3 days 21 hours**
Close Date **27-Nov-2016 14:00:00**

Header
Lines

| RFQ Currency AED | | Quote Currency AED | |
|--------------------------|----------------------|---------------------------|--|
| Price | Precision Any | | |
| Line | Update Ship-To | Rank | Start Price Target Price Quote Price Unit Target Quantity Quote Quantity Promised Date |
| 1...إيم للحفل تكريم ا... | | Sealed | 500 Unit 1 1 |
| 2...تصميم وتنفيذ باله... | | Sealed | 600 Unit 1 1 |
| 3...بوديم | | Sealed | 700 Unit 1 1 |

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

Negotiations

Confirmation
Quote 236506 for RFQ 241995 (Provision of design and implementation of decorative media partners and supplier) has been submitted.

[Return to Sourcing Home Page](#)

Acknowledge Amendments for Invited / Limited Tender

Worklist or

Navigation: iSupplier Portal Full Access> Tenders and Auctions >

Enterprise Search All Search Results Display Preference Standard

Logged In As **CONTACT1@SUPPLIER**

Oracle Applications Home Page

TIP You have 5 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu

- [iSupplier Portal Full Access](#)
- [Supplier Home Page](#)
- [Tenders & Auctions](#)

Worklist

| From | Type | Subject | Sent |
|------|------------------|---|-------------|
| | Sourcing Publish | Acknowledgement Required: Amendment 1 to RFQ 239993 (Tender for Park Maintenance) | 24-Nov-2016 |

[Personalize](#) [Full List](#)

Click the Subject link and to open the message

Negotiations
Assessments

Search Open Negotiations Number

Welcome, CONTACT1.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Unread Messages |
|------------------------|-----------------|---------------|--------------------------|---|------|---------------|-----------------|
| 232506 | Draft | | 239993 | Tender for Park Maintenance | RFQ | 1 day 4 hours | 0 |
| 220554 | Active | | 226004,1 | توريد وتركيب أثاث لموظفي بلدية مدينة أبوظبي | RFQ | 0 seconds | 2 |
| 156054 | Active | | 155708 | | RFQ | 0 seconds | 1 |
| 146918 | Active | | 139609-2 | | RFQ | 0 seconds | 0 |
| 146900 | Active | | 139609 | | RFQ | 0 seconds | 0 |

Negotiation has been amended and requires your action to be considered for award.

[Oracle Applications Home Page >](#)
Information

This notification does not require a response.

Acknowledgement Required: Amendment 1 to RFQ 239993 (Tender for Park Maintenance)

OK

From **Wael MOHAMMAD DIB ALZIAT**
 0042035643
 To **CONTACT1**
 Sent **24-Nov-2016 11:40:46**

Company **Default enterprise name**
 Title **Tender for Park Maintenance**
 Number **239993,1**

Negotiation Open **November 24, 2016 10:18 am Dubai**
 Negotiation Close **November 25, 2016 04:00 pm Dubai**
 Supplier **HOME CONCEPTS L.L.C. - ABU DHABI BRANCH**
 Supplier Site

This auction has been amended. To be considered for award you must acknowledge each amendment and resubmit your response to ensure your response complies with the changes.

Please go to [Review Changes](#) page to review the changes for this amendment.



نظام أبوظبي لإدارة الموارد الحكومية
Source Navigator ▼
Favorites ▼
Home Logout

Negotiations

Assessments

⚠ Warning

Negotiation 239993 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

No

Yes

[Negotiations](#) >

Acknowledge Amendment (RFQ 239993,1)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 239993,1.

Header

| | | |
|-----------------------|------------|-------------------------|
| Label | RFQ 239993 | RFQ 239993,1 |
| Amendment Description | | Amended as per attached |

Notes and Attachments

Review all the changes before clicking Acknowledge

RFQ 239993

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | De |
|---|------|-------------|-------------|-----------------|--------------|----------|--------|----|
| Commercial Requirements | File | | To Supplier | | 24-Nov-2016 | One-Time | | |
| Technical Requirements | File | | To Supplier | | 24-Nov-2016 | One-Time | | |

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.

[Negotiations](#) [Assessments](#)

Confirmation

All amendments of Negotiation 239993 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.

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

Enterprise Search Search Results Display Preference

Logged In As **TEST@SUPPLIER.COM**

Oracle Applications Home Page

TIP You have 4 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu

Personalize

- Supplier Portal Full Access**
- Tenders & Auctions**

Worklist

Full List (4)

| From | Type | Subject | Sent | Due |
|------|----------------------|--|-------------|-----|
| | Sourcing Negotiation | Sent: Online Discussion Message for RFQ 226004,1 توريد وتركيب اثاث لموظفي بلدية ا | 02-Nov-2016 | |

Search Open Negotiations or Manage Draft

Negotiations

Search Open Negotiations

Welcome, Test Supplier.

Your Active and Draft Responses

Press Full List to view all your company's responses.

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Unread Messages |
|-----------------|-----------------|---------------|--------------------|----------------------------------|------|------------------|-----------------|
| 235507 | Draft | | 236019-2 | | RFQ | 1 hour 4 minutes | 2 |
| 220554 | Active | | 226004,1 | توريد وتركيب اثاث لموظفي بلدية ا | RFQ | 0 seconds | 2 |
| 156054 | Active | | 155708 | مدينة ابوظبي | RFQ | 0 seconds | 1 |

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

[Negotiations >](#)

Active Negotiations

Search

Note that the search is case insensitive

Number

232%

Title

Category

Go

Clear

Contact

Line

Event

Select the ‘radio button’ of the interested Tender / RFQ/ Negotiation and click **Respond**

[Negotiations >](#)

Active Negotiations

Search

Note that the search is case insensitive


Number
Title
Category

Go Clear

Contact
Line
Event


Select Negotiation: **Respond**

| Select | Number | Title | Contact | Time Left ▲ | Close Date | All Responses | Your Company's Responses | Monitor | Unre: |
|----------------------------------|----------|-----------------|---------|----------------|----------------------|---------------|--------------------------|---------|-------|
| <input checked="" type="radio"/> | 232027.7 | 37/2016 سنة رقم | ... | 5 days 2 hours | 27-Nov-2016 15:00:00 | Sealed | 0 | | 10 |


نظام أبوظبي لإدارة الموارد الحكومية

Source Navigator
Favorites
Home Logout Preferences Personalize Page Diagnostics

Negotiations


Warning

Negotiation 232027 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

No
Yes

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

[Negotiations >](#)

Acknowledge Amendment (RFQ 232027,1)

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
Step 1 of 7
Next

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 232027,1.

Header

| Label | RFQ 232027 | RFQ 232027,1 |
|-----------------------|------------|--------------|
| Amendment Description | | Amendment 1 |

Notes and Attachments

RFQ 232027

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|---|------|-------------|-------------|-----------------|--------------|----------|--------|--------|
| التعليق على التغييرات.pdf | File | | To Supplier | | 24-Oct-2016 | One-Time | | |
| بيان الشروط والبنود.pdf | File | | To Supplier | | 24-Oct-2016 | One-Time | | |
| بيان الشروط والبنود.pdf | File | | To Supplier | | 24-Oct-2016 | One-Time | | |

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

Negotiations >

Acknowledge Amendment (RFQ 232027,7)

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 Back Step 7 of 7 Acknowledge

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 232027,7.

Header

| Label | RFQ 232027,6 | RFQ 232027,7 |
|-----------------------|--------------|--------------|
| Amendment Description | Amendment 6 | Amendment 7 |

Notes and Attachments

RFQ 232027,6

After Acknowledgement, a confirmation message will be displayed.

Further, the application prompts you

Negotiations

Confirmation

All amendments of Negotiation 232027 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.

No Yes

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.

نظام أبوظبي لإدارة الموارد الحكومية Sourcing Navigator Favorites Home


Negotiations Assessments


Search Open Negotiations Number Go

Welcome, CONTACT1.

Your Active and Draft Responses

Press Full List to view all your company's responses.

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Unread |
|--|------------------------------|---------------|--------------------------|-----------------------------|------|----------------|--------|
| 232507 | Draft | | 239993,1 | Tender for Park Maintenance | RFQ | 1 day 3 hours | 0 |
| 232508  | Resubmission Required | | 234995 | مناقصة رقم 123/2016 | RFQ | 4 days 2 hours | 2 |
| 24114 | Active | | 226004,1 | مناقصة رقم 123/2016 | RFQ | 0 seconds | 2 |
| 156654 | Active | | 155708 | مناقصة رقم 123/2016 | RFQ | 0 seconds | 1 |
| 146918 | Active | | 139609-2 | مناقصة رقم 123/2016 | RFQ | 0 seconds | 0 |



 Negotiation has been amended and requires your action to be considered for award.

Click the Response Number

نظام أبوظبي لإدارة الموارد الحكومية Sourcing Navigator Favorites Home Logout Preferences Help Person

Negotiations Assessments

Negotiations >

 **Warning**
RFQ 234995 has been amended. To be considered for award you must acknowledge each amendment and resubmit your response to ensure it complies with the changes.
[View Amendment History](#) 

Quote: 232508 (RFQ 234995)

Actions Online Discussions Go

| | |
|-------------------------|-----------------------|
| Title | 123/2016 مناقصة رقم |
| Time Left | N/A |
| Quote Style | Sealed |
| Quote Currency | AED |
| Contact | CONTACT1, |
| Suppliers' Quote Number | |
| Quote Status | Resubmission Required |
| Note to Buyer | |

| | |
|-------------------|---|
| Close Date | 28-Nov-2016 15:00:00 |
| Ranking | Price Only |
| Supplier | HOME CONCEPTS L.L.C. - ABU DHABI BRANCH |
| Supplier Site | |
| Quote Valid Until | |

Attachments

| Title | Type | Description | Category | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|--------------|-------|--------|--------|
| No results found. | | | | | | | |

Negotiations
Assessments

[Negotiations](#) > [Quote: 232508 \(RFQ 234995\)](#) >

Amendment History (RFQ 234995)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

Acknowledge Amendments

[Show All Details](#) | [Hide All Details](#)

| Details | Document Number | Title | Status | Acknowledgement Date | Review Changes |
|---------|-----------------|---------------------|------------------|----------------------|----------------|
| Show | 234995,1 | مذاقصة رقم 123/2016 | Active (Locked) | | |
| Show | 234995 | مذاقصة رقم 123/2016 | Amended (Locked) | | |

Review the changes and click Acknowledge Amendments

Mark the check box and click **Acknowledge**

Negotiations
Assessments

[Negotiations](#) > [Quote: 232508 \(RFQ 234995\)](#) > [Amendment History \(RFQ 234995\)](#) >

Acknowledge Amendment (RFQ 234995,1)

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

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 234995,1.

Header

| Label | RFQ 234995 | RFQ 234995,1 |
|-----------------------|------------|--------------|
| Amendment Description | | Amended |

Notes and Attachments

RFQ 234995

Negotiations
Assessments

Confirmation

All amendments of Negotiation 234995 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.

No

Yes

| Negotiations | | Assessments | |
|---|--|---|--|
| Negotiations > Quote: 232508 (RFQ 234995) > Amendment History (RFQ 234995) > | | | |
| Create Quote: 232509 (RFQ 234995,1) | | | |
| <div> <div>Cancel</div> <div>View RFQ</div> <div>Quote By Spreadsheet</div> <div>Save Draft</div> </div> | | <div> <div>Time Left 4 days 2 hours</div> <div>Close Date 28-Nov-2016 15:00:00</div> </div> | |
| <div> <div>Title</div> <div>123/2016 مناقصة رقم</div> <div><input checked="" type="checkbox"/> Two-Stage RFQ </div> </div> | | | |
| <div> <div>Header</div> <div>Lines</div> </div> | | | |
| <div> <div>Supplier</div> <div>HOME CONCEPTS L.L.C. - ABU DHABI BRANCH</div> <div>RFQ Currency</div> <div>AED</div> <div>Quote Currency</div> <div>AED</div> <div>Price Precision</div> <div>Any</div> </div> | | <div> <div>Quote Valid Until</div> <div><input type="text"/> </div> <div>(example: 24-Nov-2016)</div> <div>Reference Number</div> <div><input type="text"/></div> <div>Note to Buyer</div> <div><input type="text"/></div> </div> | |
| <div>Attachments</div> | | | |

Finally, read the terms and conditions within RFQ, **mark** the check box if acceptable and click **Accept**

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

1. Once you Acknowledge to this Tender, You are committed to give Quote for this Tender.

2. Please note that, according to the applicable rules and regulations, the successful bidder who defaults or decline to sign or execute the Contract, shall be black-listed for one full year, during which period it shall be denied participation in any tenders of the concerned local Departments of Abu Dhabi Government.

Attachments

| Title | Type | Description | Category | Last Updated By |
|-------------------|------|-------------|----------|-----------------|
| No results found. | | | | |

* ☒ I have read and accepted the terms and conditions

Cancel!
Accept

Proceed to fill the Response / Quote

Negotiations

Negotiations >

Create Quote: 235508 (RFQ 232027,7)

10 Unread Mes

Title: 37/2016 مناقصة رقم

☒ Two-Stage RFQ ⓘ

Cancel!
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Time Left: **5 days 1 hour**

Close Date: **27-Nov-2016 15:00:00**

Header

Lines

| | |
|--|---|
| <p>Supplier: ABU DHABI BRANCH</p> <p>RFQ Currency: AED</p> <p>Quote Currency: AED</p> <p>Price Precision: Any</p> | <p>Quote Valid Until: <input type="text" value="22-Nov-2018"/></p> <p>Reference Number: <input type="text"/></p> <p>Note to Buyer: <input type="text"/></p> |
|--|---|

Attachments

Add Attachment...

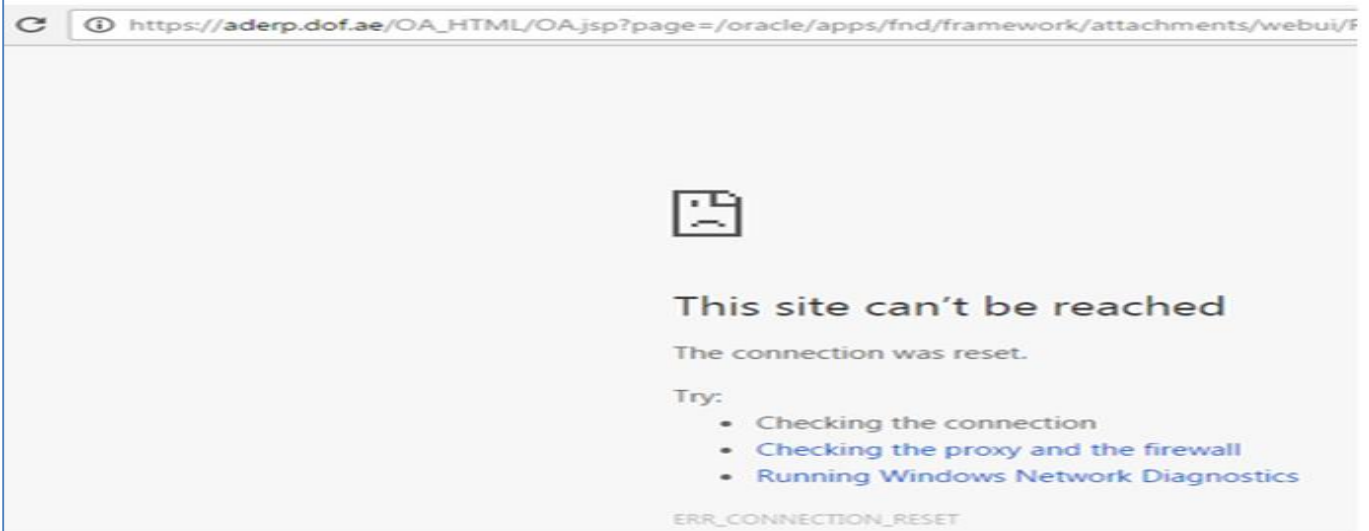
Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into smaller files and attach as many as required.

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. | | | | | | | | |

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

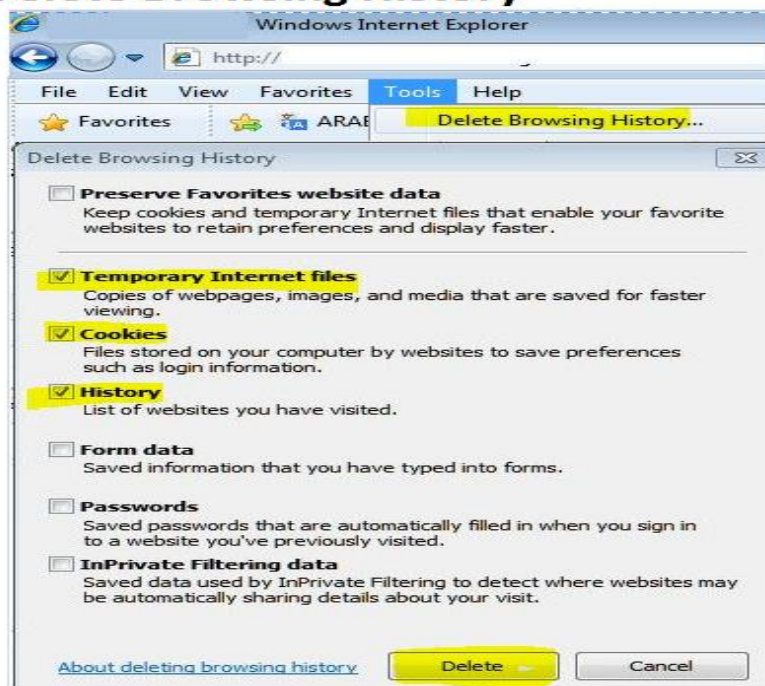
Solution: Clear the cookies and browsing history, close the browser and re-login

Issue: The site can't be reached



Solution: Clear the cookies and browsing history

1. Tools > Delete Browsing History



2. Mark Temporary Internet Files, Cookies, History.

3. Click Delete.

4. Close the browser

5. Re-login and try again to access the application