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
Ē		

Distribution

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

Contents

Document Control	ii
Contents	iii
Oracle iSupplier Portal Overview	1
Recommended Browsers and Settings	2
Advanced Settings Turn-off pop-up blocker or Allow pop-up blocker for *abudhabi.a	
Login and Password Request	4
Login with the credentials Request New Password	
Setting the Preferences	6
Self-service Administration by Supplier	8
iSupplier Home Page Dashboard	14
Using the Orders Section	15
Purchase Orders Work Orders RFQ of basic old version	15
Review the PO and Acknowledge	17
Request Changes in PO	19
View Change History	21
Using the Finance Details Region	22
View Invoices	
View Payments Create Invoice for PO	
Using the Shipments Section	
Important Note about Attachments	
Attachment Size	
Attachment Type	
Attachment Category	
Overview of Tender / Negotiations Dashboard	
Acknowledge Participation of Invited/ Limited Tender	
Search RFQ / Tender / Negotiation and Create Response Quote	
How to Respond to Buyer's Online Messages	
How to Update the Attachment in 'Draft' Quote	
Uploading Quote details by Spreadsheet template from Application	56
Acknowledge Amendments for Invited / Limited Tender	
Acknowledge Amendments to RFQ Tender and Update Quote	68

Case 1: If a response Quote was NOT submitted previously	68
Case 2: If a response Quote was submitted previously	71
Troubleshooting	76
Issue 1: Error, the requested URL was rejected	76
Issue 2: Error, this site can't be reached	77

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 <u>do not</u> require a response but are For Your Information only

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

Recommended Browsers and Settings

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

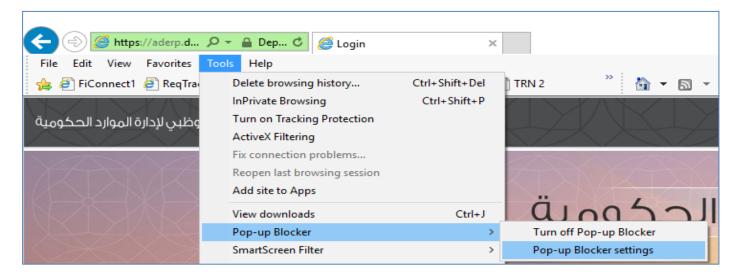
Advanced Settings

Internet Explorer > Tools > Internet Options > Advanced Settings

	Security	Privacy	Content	Connections	Programs	Advand
Setting	s					
	 Enable Enable Enable Use S Use S Use T Use T Use T Use T Warn Warn 	e Integrat e memory e native X e SmartSo SL 2.0 SL 3.0 LS 1.0 LS 1.1 LS 1.2 about cer if changin	ed Window protection MLHTTP su reen Filter tificate add	dress mismatch secure and no redirected to a	e online atta * t secure mo	de 😑
•			m			•
	kes effect	after you	restart Int	ernet Explorer		
*Ta				Restore	advanced s	settings
*Ta						
	internet Ex	plorer set	tings			
Reset I		•		to their default	Res	et

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

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

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



Request New Password

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

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

	and the second sec
1 he hand have proved	
	A A A A A A A A A A A A A A A A A A A
	A A A A A A A A A A A A A A A A A A A
	ONKONKONKONKON
	*User Name
****	(example: michael.jsmes.smith)
	(example: 4u99v23)
	Login Cancel
FCKDFCKDFCKDFCKDFCKL	Eorgot Your Password?
	Accessibility None
Select a Language:	INKINKINKINKIN
English العربية English The a	access to the system is restricted to authorized users onl
The system is subject to auditing per DOF infor	rmation security Policy and Abu Dhabi Information Secur ed person to log in or trying to get access to the system v

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 Your User Name Forgot Password	
Forgot User Name	
Enter the email address associated with your account, your user name will be emailed to your user name will be emailed to your term and the emailed to your user name will be em	ou.

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

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

Setting the Preferences

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

ينظام أبوظبي لإدارة الموارد الحكومية 🔞 E-E	Business Suite 👒 F	Favorites ▼		Logout P	references	Help	Personalize Page	Access Re	equests
		$\langle \rangle \langle \rangle$		\sum	1	\geq	XXZ	\mathcal{H}	\mathcal{A}
Enterprise Search All				Go	Sea	irch Re	sults Display Prefe	rence Sta	andard 🗸
						Log	ged In As CONTAC	T1@SUPF	PLIER.CON
Oracle Applications Home	Page								
TIP You have 2 open notifications in your Workl	ist. Please use the V	Vorkflow Worklist	t to view and respond to	your notific	ations.				
Main Menu	Worklist								
Personalize								Full	l List (2)
E ISUPPLIE PORTAL Full Access		Туре	Subject					Sent	Due
	مروه سلّطان الحسانی	PO Supplier Change	Purchase Order CIIII	Respons	e to your ch	ange n	equest for Standard	24-Nov-	-2016
	مروہ سلطان الحسائی	PO Approval	For Your Review - Star	ndard Purch	hase Order			24-Nov-	-2016
			rect or auto-respond to r cify which users can view			tificatio	ons.		

- 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.

Proxaes	Cancel Apply Reset to Default
	Languages
	Current Session Language American English V (1) Default Application Language American English V (1)
	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 Image: Currency Client Character Encoding Arabic (Windows)
	Change Password
	Known As Contact1@supplier.com Old Password
	Delivery Manager e-mail server credentials
	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	e Admin
Search PO Number	U
Notifications	_
Subject	Full List
	24-Nov-2016 14:05:47
For Your Review - Standard Purchase Order TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT	24-Nov-2016 13:15:25

Maintain Supplier General Company Information

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

Home Orc	lers Shipments Planr	ning Finance P	roduct Intelligence	Admin
General Company	General			
Profile • Organization • Address Book • Contact Directory • Business Classifications	Supplier Number	HOME CONCEPTS L.L.C ABU DHABI BRANCH	DUNS Number Tax Registration Number Taxpayer ID Country of Tax Registration	
 Product & Services 	Attachments			
 Banking Details Pavment & Invoicing Surveys 	Search Note that the search is case insens	iin co		
,-	Title	Go		
	Show More Search Options			
	Add Attachment		⊙ F	Previous 1-10 V Next 10 S

Maintain Supplier Organization Profile

Update Organization information.

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

Home Ord	ers Shipments Planning Finance Product Intelligence Admin
Profile Manageme	ent
General Company	Organization
Profile Organization Address Book	Cance! <u>Save</u>
 Contact Directory Business 	Overview CWM Supplier Additional Information KU Supplier Information TCA Supplier Additional Information
Business Classifications Product & Services	Organization
Banking Details Payment & Invoicing Surveys	D-U-N-S Number Chief Executive Name Legal Structure Limited Liability Company Chief Executive Title Principal Name HOME CONCEPTS
	Year Established 2004 Principal Title Incorporation Year Control Year
	Mission Statement
	Total Employees
	Organization Total 75 Corporate Total Organization Total Type Estimated v 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 Orde	ers Shipments	Planning Finance	Product Intelligen	ce Admin		XA
Profile Manageme	nt					
General Company	Address Book	, ,				
Organization Address	Create					
Book	Address Name	Address Details	Cou	ntry	Update	Remove
 Contact Directory Business Classifications 	ABU DHABI	ABU DHABI ABU DHABI 39114	Unit	ed Arab Emirates	1	ũ

Optionally, add a note about this address

Admin: Profile Managem	ent: Address Book >			
Update Addr				
* Indicates required field			Cance <u>I</u> <u>S</u> ave	
* Address Name Country * Address Line 1 Address Line 2 Address Line 3 Address Line 4	HOME CONCEPTS Name - ABU DHABI BRAN ABU DHABI United Arab Emirates ABU DHABI	 Phone Area Code Phone Number Fax Area Code Fax Number Email Address	02 4458788 02 4462874 info@hoconcepts.com	
* City/Town/Locality County State/Region Province * Postal Code	ABU DHABI ABU DHABI 39114		Payment Address	
Note				
	ditonal details about the address such a	sible to other buyers within y	our organization as well as to the supplier. Also, include brief no	otes

Maintain Supplier Contact Directory

Update or create a new contact person

Home Ord	lers Ship	ments Pla	anning Finan	ce Product Intelligence	ce Admin	VKP	M	K.V	YK
Profile Manageme	ent								
 General Company Profile Organization 	Contac	ct Director	y : Active C	ontacts					
 Address Book 	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
 Contact Directory 		CONTACT1	050 11111111	CONTACT1@SUPPLIER.COM	Current	<i>.</i>	1		2 <
 Business Classifications 		CONTACT2	050 11111111	CONTACT2@SUPPLIER.COM	Current	~	Û		1
 Product & Services 		CONTACT3	050 11111111	CONTACT3@SUPPLIER.COM	Current	~	ū	1	1

Admin: Profile Ma	anagemen	t: Contact D)irectory >						
Update C	ontac	t							
* Indicates require	d field					C	ance <u>l</u>	5	ave
Contact T First Na Middle Na * Last Na Alternate Na Job T Departm Contact En	ime CON ime CON ime CON		UPPLIER.CO	Alternate Phone Ar Alternate Phone Fax Ar Fax	Number Extension rea Code Number rea Code	050 2345678 02 22222222 02 33333333			
Home Ord	ers Shi	pments I	Planning Fi	nance Product Intelligence	e Admin			K	Y
Profile Manageme	ent								
General Company Profile		firmation tact details for CO	ONTACT1 have been	saved					
 Organization Address Book 	Conta	ct Directo	ory : Active	Contacts					
 Contact Directory Business 	Create								
 Classifications Product & 	First Name	Last Name CONTACT1	Phone Number 050 2345678		<u>Status</u> Change Pending	User Account	Remove	Addresses	Update 2
 Services Banking Details 		CONTACT2	050 11111111	9	Current	~	Û		1
 Pavment & Invoicing 		CONTACT3	050 11111111	CONTACT3@SUPPLIER.COM	Current	~	ũ	a	1

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 Orde	rs Shipments Planning	Finance	Product	Intelligence Adr	nin	MKI2	M			
Profile Managemer	t									
General Company Profile	Business Classificati	ons								
 Organization Address Book Contact Directory 						Cance <u>l</u>	<u>S</u> ave			
 Business Classifications Product & 	Certification					Cancel	<u>S</u> ave			
Services Banking Details Payment & Invoicing		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 Nev 2016)								
 Surveys 	Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date				
	Commercial License No.	v		CN- 10000 10	DED - ABU DH	05-Nov-2017				

Maintain Product & Services

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

Home Or	ders Shipr	ments Planning	Finance F	Product Intelligen	ce Admin	KIN	KD
Profile Managem	ent						
General Company	Produc	ts and Services	5				
Profile Organization Address Book 	Remove Select All Se	Add					
 Contact Directory 	Select Code	Products and Services		Date Added	Approval Stat	tus	View Sub-Category
 Business Classifications 	5706	Office Furniture		12-Aug-2015	Approved		ż,
o Product & Services	4411	Office And Desk Access	ories	12-Aug-2015	Approved		Ŕ

View Banking Details

Home Orde	ers Sl	hipments	Planning Financ	e Pr	oduct Ir	ntelligence	Adı	min	\mathbf{V}	V		X	K
Profile Manageme	nt												
General	Bank	king Deta	ails										
Company Profile Organization Address	,	neral Accounts	_								Cancel	<u>S</u> av	/e
Book Contact Directory Business	Add	Create	le: 24-Nov-2016										
Classifications		Account Number	IBAN	C	Pagis Mana	Chard Data		End Date	Drinrih		Decrease	Chatura	Unde
Services			IDAN	Currency	Bank Name	Start Date 07-Jun-2010			Priority	Priority	Priority	Status	Upda
 Banking Details 	Show	020110002001			MIDDLE	07-Jun-2010		ſ	1	\land	\heartsuit	Approved	1

Payment & Invoicing

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

Home Orde	ers Ship	ments Planning	Finance	Product	Intelligence	Admin	Æ2				
Profile Manageme	nt										
General Company	Payment and Invoicing										
Profile • Organization • Address Book • Contact Directory	□ Hold all □ Hold Un	Payments matched Invoices	Cancel Invoice Amount Limit Payment Hold Reason								
 Business Classifications 	Search										
 Product & Services Banking Details Pavment & 		search is case insensitive ddress Name Abu%	Go	o Clear							
Invoicing o Surveys						P	references				
0 Surveys	Address Name	Address Details		Payment Me	thod		Payment Currency	Invoice Currency	Notification Method		
	ABU DHABI	ABU DHABI,ABU DHABI,39 Emirates	114,United Arab				~ ~	Y	~		

View Surveys from Buyer Organization

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

this section.

Profile Manageme	nt								
General Company	Update HOME CONCEPTS L.L.C ABU DHABI BRANCH - 5197: Surveys								
 Organization Address 	Subject No results found.	Last Update By	Last Update Date						
o Contact Directory									
 Business Classifications Product & Services 									
 Banking Details 									
 Payment & Invoicing Surveys 									

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

نظام أبوظبي لإدارة الموارد الحكومية 🗿 E-Busine:	ss Suite 🕞 Favorites ▼	Logou	t Preferenc	es Help	o Personalize Page Aco
		\sum	X	$\langle \rangle$	XXAS
Enterprise Search All		Go		Search I	Results Display Preferenc
				Lo	gged In As CONTACT1(
Oracle Applications Home Pa	ge				
Main Menu	Worklist				
Personalize				Full	List
1. Constant Full Access	From There are no notifications in this view.	Туре	Subject	Sent I	Due

iSupplier Portal 🛛 📅 Navigator 🔻 🖙 Fav أبوظبي لإدارة الموارد الحكومية	vorites
Home Orders Shipments Planning Finance Pr	roduct Intelligence Admin
Search PO Number 🔽 Go	
	Quick Links
Notifications	Planning
	Full List • Forecast Schedules
Subject Date	
For Your Review - Standard Purchase Order 6322006847, 0 24-Nov-20	0rders
Orders At A Glance The recent 'five' will be shown here. To see older POs click	
PO Number Description	Order Date • Delivery Schedules • Overdue Receipts
تورید عدد 13 مکتب موظف 6322006847	24-Nov-2016 13:15:16 • Advance Shipment Notices
توريد كراسي صحية لموظفى بلدية مدينة العين 6322006610	05-Sep-2016 10:35:17 Receipts
1132000491 Meeting table 1/Pes & Meeting chairs 8/Pes.	15-Aug-2016 10:10:05 • Receipts
4512010702 Task chair As per serial No. 5011-TCA-PR02 , Purchased on reorder Basis - PO no. 4512001320 19-Jul-2014	10-Aug-2016 • Returns 10:42:43 • On-Time Performance
	Invoices
Shipments At A Glance	Invoices
https://erpuat5.dof.ae/OA_HTIML/OA.jsp?page=/oracle/apps/pos/orders/webui/PosVpoMainPG8&	Full List Payments

Using the Orders Section

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

م أبوظبي لإدارة الموارد الحكومية	iSuppl	ier Portal	X	n Navigator ▼	🗟 Favorites 🔻	Hom	e Logout Preferenc	ces Help Personaliz	e Page
Home Orders	Shipments	Planning	Finance	Product	Intelligence	Admin			X
Purchase Orders	Work Orders	Agreements	Purcha	ase History	Work Confirm	nations	Deliverables	Timecards	RFQ

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 thse

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

Hom	orders	Shipments P	lanning Fir	nance Product	Intelligence	Admin	
Purchase	e Orders W	ork Orders Ag	reements	Purchase History	Work Confirmation	ons Deliverab	les Timecards RFQ
RFQ S	Summary						
							Export
Simple Sea	arch						
Note that the	search is case inser	isitive					Advanced Search
Re	esponse Due By	Go Clear	Ē				
RFQ			Response Due				
	Description	Creation Date	▼ <u>By</u>	Contact	Date	Date	Ship-To Location
		31-Jul-2016		riaci ni vianara scalarii 2			
nationa)141	1, y - , y - L, ,	,, 31-Jul-2016		'			,
·····)00120		02-Aug-2015	02-Aug-2015	11.000 - 10.00 - 10.00 - 10.00	02-Aug-2015	09-Aug-2015	····· ··· ··· ··· ··· ··· ··· ··· ···

Review the PO and Acknowledge

It is recommended to review the PO and acknowledge if Buyer has requested acknowledgement.

Navigation: iSupplier Portal Full Access> Supplier Home Page

نظام أبوظبي لإدارة الموارد الحكومية 🗿 نظام أبوظبي لإدارة الموارد الحكومية F	avorites 🗸 📕	lome Logout Preferences Help
Home Orders Shipments Planning Finance	Product Intelli	igence Admin
Search PO Number		
Notifications	_	Planning
	Full List	Forecast Schedules
Subject Date		Orders
For Your Review - Standard Purchase Order - Standard Purchase	2016 13:15:25	Agreements Purchase Orders Purchase History
Orders At A Glance		• Furchase history
	Full List	Shipments
PO Number Description	Order Date	Delivery Schedules
توريد عدد 13 مكتب موظف 06847	24-Nov-2016 13:15:16	Overdue ReceiptsAdvance Shipment Noti
توريد كراسي صحية لموظفي بلدية مدينة الجين 06610	05-Sep-2016 10:35:17	Receipts
00491 Meeting table 1/Pes & Meeting chairs 8/Pes.	15-Aug-2016 10:10:05	Receipts
O10702 Task chair As per serial No. 5011-TILL TTLL , Purchased on reorder Basis PO no. https://doi.org/10.1320/19-Jul-2014	s - 10-Aug-2016 10:42:43	Returns On-Time Performance

Home	Orders	Shipments Plannir	ng Finance	Product	Intellige	ence Admir	ı	KX
Information This notifica	tion does not red	quire a response.						
From L		Standard Purch	ase Order	00684	47, 0			ОК
Sent 24-Nov-2	016 13:15:25	LE	1 1	Arab Emirates		Purchase Order 200684	No.	ase Order
Supplier HOME CONC ABU DHABI ABU DHABI, 3 United Arab E	9114	ABU DHABI BRANCH	1 151,	Arab Emirates		Date Of Order 24-NOV-2(Date Of Revision		Buyer
Customer Acct. No.	Supplier No. 5197	Payment Terms Immediate	Freight Terms		FOB		Ship V	ia
Confirm To/Telephor CONTACT2,	ie				Requester/De			
	Part nber /		Deliverv Date	Quantity	UOM	Unit Price	Тах	Extended Price

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

Home Orders	Shipments	Planning	Finance	Product Intel	ligence Admin		K	X
Purchase Orders	Work Orders	Agreements	Purchase	e History Wo	ork Confirmations	Deliv	verables	Tim
Purchase Orders	5							
						Mult	iple PO Cha	nge
Views								
View All Purchase Orders	~	Go						
Select Order: Acknowledge	Request	Cancellation	Requ	est Changes	View Change His	story	(③ Previ
Select <u>PO Number</u> Rev Operati	Docum ng Unit Type	nent Description		Order Date	Buyer	Currency A	Amount	Status
)6847 0	Standa	ard مكتب موظف 13	ئورېد عدد	24-Nov-2016 13:15:1	6	AED 1	,900.00	Open

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	lers Shipments	Planning	Finance	Product	Intelligence	Admin	M	
Purchase Orders	Work Orders	Agreements	Purcha	se History	Work Confir	mations	Deliveral	oles Tir
Purchase Or	ders						_	
Views							Multiple F	PO Change
View All Purchase Ord	lers	Go						
Select Order: Acknow	vledge Request	Cancellation	Re	quest Changes	Viev	v Change Histo	ry	ⓒ Previ
Select <u>PO Number</u> Rev C		Description	توريد عدد	Order Date 24-Nov-2016	Buyer 13:15:16 الحسائي		Irrency Amou ED 1,900	
HomeOrde	ers Shipments Pla	anning Fina	nce Pro	duct Intell	igence Adm	n		<u>XK</u>
Purchase Orders Orders: Purchase Orders		ements Purc	chase History	Work Co	onfirmations	Deliverables	Timeca	rds RFG
Standard Pure	chase Order:	2006847, 0	(Total A	ED 1,900	.00)			
Currency=AED					Requ	est Changes est Cancellation Change History	Go	Export
Order Information								
Supplier Supplier Site Address Buyer Order Date Description Status	1,900.00 HOME CONCEPTS L.L.C A DHABI BRANCH ABU DHABI ABU DHABI ABU DHABI, 39114 24-Nov-2016 13:15:16 توريد عد 13 مكتب موظني Open	Payr BU Fre Shipp Ship-To	and Conditions nent Terms Im Carrier FOB eight Terms bing Control o Address ess				Summary Total Received Invoiced yment Status	0.00
Note to Supplier Operating Unit Sourcing Document Supplier Order Number Attachments	None		Address					

Currency=AED		Cancel	Cancel Entire Order	View Change History	Export Submit
✓ Order Information					
General Information		Terms and Conditions		Related Information	
	4 000 00			Receipts	
	1,900.00 HOME CONCEPTS L.L.C ABU DHABI	Payment Terms Immediate Carrier		Invoices	
Supplier	BRANCH	FOB		Payments	
	ABU DHABI	Freight Terms			
Address	ABU DHABI	Shipping Control			
Buver	ABU DHABI, 39114	Ship-To Address			
	24-Nov-2016 13:15:16				
	توريد عدد 13 مكتب موظف	Address			
Status	Open	151.			
Note to Supplier Sourcing Document					
Organization		Bill-To Address			
Supplier Order Number		Address			
Attachments	None	1			
		151,			
PO Details					
TIP You can cancel the er					
	k to view shipment details of a line. To split a line into multip	ble delivery dates, click the split line icon of the desired r	ow and then make changes.		
Show All Hide All	Item		Note to Contrac	ctor Supplier	
Details Line Type Item/		UOM Qty Price Amount		Status Global Agreement Config I	
	ېر عالى + 2 كرسى زوان + خزانة ماغات عند 1 + طارلة وسط عند 1			Open	
Show 1 Goods	ملقات عدد 1 + طاولة وسط عدد 1	01111 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Open	
				Enter line level R	eason for change
					cuson for change
Additional Change Requ	uests				
f you need to submit more of Additional Changes	changes in addition to those that have been submitted above	e, you can specify them here		Actions	
-			~		
En	nter Additional Reasons				
					change
Return to View Order Details	S	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 CONTACT		R.COM
Oracle Applications Home I	Page					
TIP You have 2 open notifications in your Worklist	Please use the V	Workflow Worklist	to view and respond to your notifications.			
Main Menu	Worklis	t				
Personalize					Full List	(2)
E Supplier Portal Full Access	From	<u>Type</u> PO Supplier Change	Subject ▲ Purchase Order ····· 006847,0	our change request for Standard	<u>Sent</u> 24-Nov-2016	Due 6

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 Orde	rs Shipments Planning	Finance Product	Intelligence Adm	in	XX XX
Purchase Orders Orders: Purchase Orders	Work Orders Agreement	s Purchase History	Work Confirmations	Deliverables Timec	ards RFQ
Standard Purc	hase Order: ••••:0068	347, 0 (Total AED	1,900.00)		
Currency=AED			Actions	View Change Histor 🔽 Go	Export
Order Information					
General		Terms and Conditions		Summary	
	1,900.00 HOME CONCEPTS L.L.C ABU DHABI BRANCH	Payment Terms Imme Carrier FOB	diate	Received Invoiced	0.00
Supplier Site Address	ABU DHABI ABU DHABI ABU DHABI, 39114	Freight Terms Shipping Control		Payment Status	NOT Pala
Buver	State and the state of the stat	Ship-To Address			

From Actions field select View Change History and click Go button

H	lome Order	s S	hipmen	ts	Plan	ning	Fin	anc	e	Produ	ct Ir	ntellig	ence	Å	Admin	X	K	2	M	$\langle \rangle$
Purcl Home >	hase Orders View Order Deta 		Orders		Agreer	nents	P	urch	ase H	istory	Wor	k Cor	nfirma	ation	is E	Deliveral	oles	Tim	ecards	RFQ
Cha	Change History for Standard Purchase Order: 6527006847																			
💥 Indica	Currency=AED Ok Indicates new values																			
Indica	tes cancellation																			
					Supplier				Price /		Promised	Need- By	Start		Supplier Order	Supplier Order Line	Additional		Cancellation	
Details	Request Date	Line	Shipmen	t Item I	tem	Description	Qty	UOM	Rate	Amount	Date	Date	Date	Date	Number	Number	Changes	Split	Request	Response
> Show	24-Nov-2016 14:01	1:40															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

Home	e Orders	Sr	nipments	Plann	ing	Finance	Į	Produc	t	ntellige	nce	Adr	nin			
View Invo	<mark>pices</mark> V	ïew Pay	ments													
View In	voices															
Simple Sear	ch															
Invoice Nu PO Nu Release Nu Payment Nu Invoice S	Imber (example : Imber (example : Imber (example :		r			h	nvoic An Inv	Payment ce Amount nount Due voice Date Due Date	From From From From	example: 24-	Nov-201		To To To	圕		
Invoice	Invoice Date		Currency	Amount			Hold		Supplier	Supplier Site	Date	Payment	PO Number	Receipt	Discount Date	Available Discount
	19-Oct-2016 20-Sep-2016	Standard		0.00		Approved		Not Paid			18- NOV- 2016 20-		15200000		6	

View Payments

Enter the search criteria or simply click Go Button

H	ome Orders Shi	pments F	Planning	nance	Product	Inte	elligence	Admin		NK.	\mathcal{A}
View	Invoices View Payn	nents									
View	Payments										
											Export
Simple S	Search										
Paymer Invoid P	he search is case insensitive nt Number ce Number O Number (example : 1234) (example : 1234-2) (cear		Payment A Paymen	Status mount From t Date From		Nav-2016)	д То То				ed Search
									3	Previous 1-25	<u>Next 25</u> >>
Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date V	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
د	DHABI BRANCH	ABU DHABI		AED	0	Electronic	Negotiable	06-Nov-2016	Bank Account	F	J
4	i L.L.C ABU DHABI BRANCH	ABU DHABI	25-Aug-2016	AED	,00	Wire	Reconciled	25-Aug-2016	TSA ACCOUNT	F2	1012010102

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 Payments	
Invoice Actions	
	Create Invoice With a PO Go

Enter the PO Number or Buying Organization and click Go button

Create Invoices Vi	ew Invoices View	Payments		
<u> </u>				
Purchase C	Drders	Details	Manage Tax	
Create Invoice: P	ourchase Orders			
Search				
Note that the search is case in:	sensitive			
Purchase Order Number				
Purchase Order Date				
Fulchase ofder Date	(example: 26-Mar-2017)			
Buyer	<u>م</u> ا			
Organization				
Advances and Financing	Excluded *			
	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.

Crea	ate Invo	ice	Purc	hase	Orders	;										
													Cance <u>l</u>	Step 1 o	f 4 Ne	e <u>x</u> t
Sear	rch														U	
Note th	hat the search	is cas	e insensiti	ve										Adva	anced Se	arch
Pu	urchase Order I	Numb	er													
	Purchase Ord	der Da														
		Buy	· · ·	e: 26-Mar-201	17) ച Q											
	Orgai			· ···· ,												
A	dvances and Fi	inancii	ng Exclu	ided 🔻		•										
				Go	Clear											
Coloct	University of the	1 to In														
			loice													
<u>Select</u>	: All <u>Select Nor</u>	<u>ne</u>		Advances			Supplier									
							Item				Unit				Packing	
Select	PO Number 🔻	<u>Line</u>	<u>Shipment</u>	Financing		Number	Number	Ordered	Received				∗ <u>Organization</u>		Slip	Waybill
	1 1 1004.22	1	1		teli			1	1	Each	.100	- ·	A	, _ J		
												tar si				
												1.1 .tt,				

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	Cancel Back Step 2 of 4 Next
Supplier	Invoice
Supplier Supplier Tax Payer ID Remit To Address Remit To Bank Account Unique Remittance Identifier Remittance Check Digit	 ✓ Invoice Number 123456 26-Mar-201 (example: 26-Mar-2017) Invoice Type Currency AED Attachment None Add
Customer	
Customer Tax Payer ID Customer Name AL Address L	,
Items	
PO Number Line Shipment Item Number Item Description Supplier Item Number	Ship To Available Quantity Quantity Unit Price UOM Amount Al

Click the Step 2 of 4 Next button

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

Create Invoices	View Invoices	View Payments		
Purch	ase Orders	Details	O Manage Tax	Review and Submit
Create Invoi	ce: Manage Ta	x		
			Cance <u>l</u>	Save Back Step 3 of 4 Next Submit
Supplier			Invoice	U

A confirmation message will be displayed.

Create Invoices View Invoices	View Payments		
Purchase Orders	Details	Manage Tax	Review and Submit
Confirmation Invoice 123456 was submitted to our Accou its status by using Search by navigating to t		lar-2017. The confirmation number for thi	is invoice is the invoice number. You can query
Invoice: 123456			
			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.

Home	e Orde	ers	Shipments	Planning	Fin	ance	Product	Intel	lligence	e Ad	min	$\langle \rangle$	XK	1XV
Delivery	Schedules	Shi	pment Notices	Ship	ment Sc	hedules	Receipt	s I	Returns	s Ov	erdue Receipts	On-	Time Performa	ince Qual
Deliver	<mark>y Sche</mark>	<mark>dules</mark>												
														Export
Simple Sea	rch													
											_			Advanced Sea
-	anization			SI Q.		tem Number				s q				
	Number			, Q	-	To Location				<u></u> Q				
	scription			3			(example: 24-Nov	-2016)						
					Ne	eed-By Date	(example: 24-Nov	-2016)						
			Go Clear	I				-						
		Supplier			Quantity	Quantity	Ship-To		Item	Supplier		Supplier		
Organization	PO Number	Item	Item Description شب حرف ل 160 سم +		Ordered 1	Received 0	Location	Carrier	Number	Config ID	Supplier	Location ABU		Need-By Date 24-Nov-2016 13
			ي طهر على + 2 كرسي + هرانة ملفات عند 1 + طاولة وسط عند 1		-						CONCEPTS L.L.C. - ABU DHABI BRANCH			

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.

ADERP iSupplier Portal User Manual V1.2

Home Orders	Shipments	anning Finance	Product Ir	ntelligence	Admin				V
Delivery Schedules	Shipment Notices	Shipment Schedules	Receipts	Returns	Overdue Re	ceipts	On-Time Perforr	nance	Qual
View Receipts									
									Export
Simple Search									
Receipt Number		Organiz	zation] [Advanc	ed Sea
PO Number		Item Nu		2	λ.				
Release Number (example : (example :		Supplier Item Descri		<u></u> C	ί.				
Shipment Number									
Shipped Date (example:	24-Nov-2016) Clear								
							O Previor	us 1-10 💊	
Receipt Creation Date	Organization	Shipment Shipped Date Pa	acking Slip Contair	ers Waybill/Airbill	Freight Carrier E	Bill of Lading			Attach
CIIIIII 23-Oct-2016 14 04-May-2015 09	· · ·	y					3610 I		

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	Shipm	ents F	Planning	Finance	Product	Inte	elligence	Admin				$\geq N$
Delivery Sch	edules	Shipment	Notices	Ship	ment Schedules	Recei	pts	Returns	Dverdu	e Receip	ts On	-Time Performanc	ce Qual
Returns \$	Summa	гу											
													Export
Simple Search													
Note that the searc Organizat PO Numi Receipt Numi Shipment Numi	ber	Clear			RMA N Supplie Item Desc	Item			א א ע				Advanced Sea
						•						Interview Previous 1-	10 🗸 <u>Next</u>
Organization	Receipt Number	PO Number	Shipment Number	<u>RMA</u> Number	Receipt Creation Dat	ie ▼ Item	Supplier Item	Item Description		Quantity Received	Quantity Returned	Return Date	Sup; Reason Conf
					18-Aug-2016 09:29:3	6		Task chair		101	101	21-Aug-2016 12:27:33	
- 	60.00000.0	0012000110			20-Dec-2015 13:05:1	2 056- 000234		LOW BACK CHAIR	Number	12	12	21-Dec-2015 10:39:33	3

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 Or	rders Sh	ipments Pla	anning Finance	Proc	duct	Intelligence	Admin	K
Delivery Schedule	s Shipn	nent Notices	Shipment Schedu	ules F	Receipts	Returns	Overdue R	eceipts
<mark>Overdue Rec</mark>	<mark>eipts</mark>							
Simple Search								
Note that the search is ca	se insensitive							
Organization		N A						
PO Number								
Item		્ર						
Supplier Item		<u>я</u> Q						
Due Date	24-Nov-2016)							
Go	Clear							
Organization	PO Number	Item Supplier Iter	m Item Description	Due Date	UOM Qu	antity Ordered	Quantity Received	Ship-To Lo
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 Or	ders Shipments P	lanning Finance	Product Intel	lligence A	dmin		
Delivery Schedule	es Shipment Notices	Shipment Sche	dules Receipts	Returns	Overdue Receipts On-	Time Performar	nce Quality
On-Time Pe	rformance						
							Ехро
Simple Search							
Note that the search i Organization Due Date Receipt Number Supplier Item Delivery Status	(example: 27-Nov-2016)	PO Number Shipment Number Item Waybill/Airbill Number	ے۔ بر				⊙ Previous 1-25 ▼ Next 2
		Shipment Receipt		Supplie	r	Ouantity	Waybill/Airbill Delivery Configura
Organization	PO Number <u>Due Date</u> 🔻	Number Numbe		ltem Item	<u>Description</u>	UOM <u>Received</u>	
)Abu Dhabi	····· 0128		J062 21-Mar-2013 15:01:0	۷.	l, D ,	0	On- Time
	1419	2201	741 08-Dec-2016 15:37:0	5		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 RF	Q: Separately	Attach for both (Commercial &	Technical
Negotiations >	Active Negotiations	> RFQ: 236008 >	Create Quote: 23	36507 (RFQ 236008) >
Add Attac	hment			
Attachment Sun	nmary Informatior	1		
	Title			
Desc	ription			
			-	RFQ, you need
Ca TIP For each atta	tegory From Supp achment From Supp	lier: Commercial	attach for BOT as per buyer's	
Define Attachme	ent			
	Type 💿 File			Browse
	⊖Text			~
Single Stage Pl	FQ: Single fixed	Category		
Negotiatio				
Negotiations >	REO: 241995 > 0	eate Quote: 236506 (F	2EO 241995) >	X X
		cuic (10000 (1	u (1241000) >	
Add Attac	nment			
Attachment Sum	nmary Information			
	Title			
3	Description			^
	Category From S	upplier		Single stage RFQ
C ΠΡ For each atta		ct 'Category' of attachn	nent from 'drop-list'.	shows only one
		F		fixed Category
Define Attachme	ent	Use the Online I if you have any o		re to contact buyer
	Type File	in you have any c	oncerns about a	Browse
	OURL			
	⊖ Text			

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

E-Bus أبوظبي لإدارة الموارد الحكومية 🖗	es5a¥orites ▼		Diagnostics	Logout	Preferences	Help	Personalize Page	Access Req	uests
	$\overline{\mathcal{A}}$		XXA	X	XA	X	XXZ	\mathcal{H}	$\langle -$
Enterprise Search All				Go	Sea	rch Re	esults Display Preference	ence Stan	dard 🗸
							Logged In As TES	ST@SUPPL	ER.COM
Oracle Applications Home Pa	ige								
	ease use the	Workflow Worklist to vi	iew and respond to ye	our notifi	cations.				
Main Menu	Worklis	st							
Personalize								Full L	st (4)
1. 🗆 🗀 iSupplier Portal Full Access	From	Туре	Subject					Sent 🔻	Due
Supplier Home Page 2. <u>Tenders & Auctions</u>		Sourcing Negotiation	Sent: Online Discus لموظفي بلدية مدينة أ	ssion Me	ssage for RF	Q :	وريد والركيب أثلث) ۱٫۱	02-Nov-20	16

Search Oper	Negotiations	Number 🔽		Go					
Welcome, Tes	st Supplier.			1777 - T					
Your Active	and Draft Res	ponses							
Press Full List	t to view all your (company's re	sponses.					Full	
Response	Response	Supplier	Negotiation					Unread	
Number	Status	Site	Number	Title	Ту	pe Time Le	eft	Messages	
235508	Draft		232027,7	مداكمية رقم 37/2016		RFQ 4 days 23 ho			
	Active			4. 4.1 0. 1 M	RF	Q 0 secon	ids	2	
156054	Active		155708	توريد وتركيب أثاث مكاتب	RF	Q 0 secon	ids	1	
146918	Active		139609-2	توريد وتركيب أثاث مكتبى	RF	RFQ 0 seconds		0	
146900	Active		139609	توريد وتركيب أثاث مكتبي	RF	RFQ 0 seconds		0	
Supplier Site	oany's Open Inv		potiation Number		Title	Туре	Time	Full e Left	
No results fou	ind.								
Outide Links	_								
Quick Links	6								
Manage	View								
	Respo	onses							
Drafts	Activ	e							
Deliverable		ualified							
	• Awarded								
Information	 Reje 	cted							

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

e نظام أبوظبي لإدارة الموارد الحكومية	E-Business Suite 👒 Favorites 🔻		Logout Preferences Help Personalize	e Page Access Requests
				ZXX/
Enterprise Search All			Go Search Results Displa	y Preference Standard 🗸
			Logged In As C	ONTACT1@SUPPLIER.COM
Oracle Applications Home	e Page			
TIP You have 5 open notifications in your Wor	klist. Please use the Workflow Worklis	t to view and respon	d to your notifications.	
Main Menu	Worklist			
Personalize	e		_	Full List (5)
iSupplier Portal Full Access	From	Туре	Subject	Sent V Due
Supplier Home Page Tenders & Auctions	`·····································	Sourcing Publish	You are invited: RFQ 239993 (Tender for Park Maintenance)	24-Nov-2016 25-Nov-2016
Uvrklist	2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Sourcing Negotiation	Sent: Online Discussion Message for RFQ 200001,1 (for the grid hard a for a part	02-Nov-2016

Oracle Applications I	Home Page >						
You are inv	/ited: RF	Q 2399	93 (Tei	nder for	Park Mainte	enance)	
From 004203564 To CONTACT Sent 24-Nov-201 Negotiation Open Nov	1 16 10:18:29 lot specified		Title Number	Default ente Tender for F 239993	erprise name Park Maintenance		Yes No
Negotiation Close Nov Supplier HOME CONO Supplier Site	vember 25, 2016 (04:00 pm Dubai	i				
To acknowledge your acknowledging or dec		ie, press the Yes	3 button on this	page. To decline	e the invitation, press the N	No button. You may enter a no	te to the buyer in the space below before
Please go to <mark>Negotia</mark> Action History	i <mark>tion Details</mark> page	e if you want to	view the docum	nent before ackno	owledging intent to particip	pate and/or to enter a response	e.
Num Action Da	ite	Action	From		То	Details	
	2016 10:18:29				CONTACT1		
Response							
Note to Buyer							^
				~ ~ ~ ~			
Negotiations	Assessme	ents					
Negotiations >		-		ж — 17			
RFQ: 239993	3						
						Actions	Acknowledge Participation
		Status Active (Close Date	24-Nov-2016 10:18:19 25-Nov-2016 16:00:00
	Link	e Left 1 day 5				· · · · ·	ntract Terms tabbed region
Header Lines	s Controls	Contrac	ct Terms			es to Supplier, Requi Acknowledge Partic	irements and Attachments lipation and click Go
	Quote		Stage RFQ			Outcome Event	Standard Purchase Order
Terms							
	Ship-To Add	ldress DOF ldress DOF FOB				Payment Terms Carrier Freight Terms	
Currency	RFQ Curr	rency AED				Price Precision	Any

Negotiations Assessments Negotiations > RFQ: 239993 >	KXKXK	LAKXK)
Acknowledge Participation	(RFQ 239993)	
Will your company participate?	● Yes ○ No	Cance <u></u> Apply

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

Negotiations	Assessments		
RFQ: 239993			
Header Lines	Title StatusTender for Park Mainter Active (Locked)Time Left1 day 5 hoursControlsContract Terms	Open Da	Acknowledge Participation Create Quote Online Discussions View Quote History Printable View Export to Spreadsheet
Tormo	Buyer COLLO Two-Stage RFQ Quote Style Sealed Description	Outcon Eve	ne Standard Purchase Order nt
Terms			

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

Search RFQ / Tender / Negotiation and Create Response Quote

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

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

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

Navigation:	iSupplier Portal Full Access> Tenders and Auctions
-------------	--

E-Bus نظام أبوظبي لإدارة الموارد الحكومية	📚 Savorites 🔻		Diagnostics Logout Preferen	ices Help Personalize Page /	Access Reques	sts
	$ \rightarrow $		KY ARKY		$\overline{\langle}$	4
Enterprise Search All			Go	Search Results Display Prefere	ence Standar	rd 🗸
				Logged In As TES	T@SUPPLIER	R.COM
Oracle Applications Home P	age					
TIP You have 4 open notifications in your Worklist.	Please use the	Workflow Worklist to vi	ew and respond to your notifications.			
Main Menu	Worklis	st				
Personalize					Full List ((4)
1. 🗆 🗀 iSupplier Portal Full Access	From	Туре	Subject		Sent 🔻	Due
 <u>Supplier Home Page</u> <u>Tenders & Auctions</u> 	 ج-	Sourcing Negotiation	Sent: Online Discussion Message fo	r RFQ 226004,1 (02-Nov-2016	j

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	2% Go Clear		Contact	

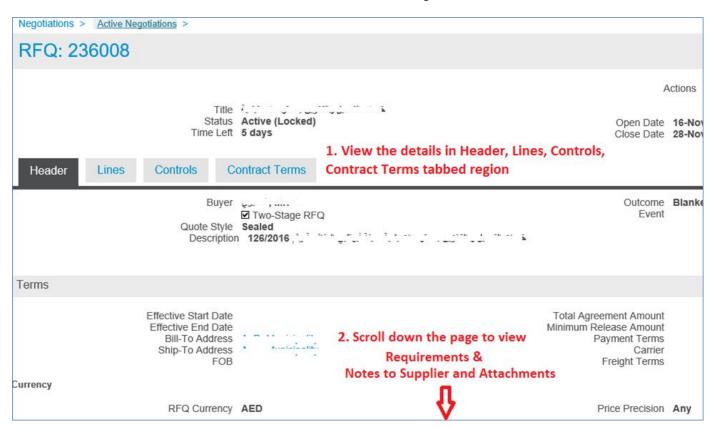
The matching RFQ Tenders will be displayed.

(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.

Nego	otiations >									
Ac	tive N	legotiations								
Sear	ch									
Note that the search is case insensitive Number 2%]			Contact		
			Title Category		1			Line Event		
			Category	Go Clear				Event	1	
Selec	t Negotia	tion: Respond								
								All	Your Company's	
	Number	1			Contact	Time Left		Responses	Responses	Monitor
0	241995	bartroro and cupplion			ý., ,	4 days 2 hours	27-Nov-2016 14:00:00	Sealed	1	
0	232027,8	مداقصىة رقم 37/2016				4 days 3 hours	27-Nov-2016 15:00:00	Sealed	0	###
0	216946,3	· · · · · · · · · · · · · · · · · · ·			h ka hi	5 days	28-Nov-2016 12:05:00	Sealed	0	翻到
0	236008				,	5 days 1 hour	28-Nov-2016 12:58:24	Sealed	0	翻
0	1	Tender#: 117/2016			5 1 h h h h m 1 5 5	5 days 3 hours	28-Nov-2016 15:00:00	Sealed	0	翻

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



Scroll down and view Notes to Supplier, Requirements and Attachments

Requirements										
Show All Details Hid	e All Details									
Details Section					RFQ Stage					
Hide 💭 🐂					Technical					
Requirement							Target		1	/iew
	د						0			ρα
التحليل المالي Hide					Commercial					
Requirement							Т	arget		View
لى بم 50% فما فوق	، ، ، ، ، ، ، ، ، ، ، ، ، ، ، ، ، ، ،	سق ہے `								pq
Additional Header	Attributes (Buyer & Sup	plier)								
عنوان المناقصة باللغة العريبية الوصف باللغة العريبية	زين بمستودعات بلدية مدينة أبوظبي زين بمستودعات بلدية مدينة أبوظبي	عميل و التخ مميل و التخ	خدمات التـ خدمات التـ							
Notes and Attachn	nents									
Note to Suppliers	View the Notes to	o Supp	lier and Attac	hments.						
Title		Туре	Description	Category	Last Updated By	Last Updated	Usage	L	Jpdate	Delete
شروط المناقصة		File		To Supplier		16-Nov-2016	One-Tim	e	Ì	Û
لموذج العقد		File		To Supplier	11 16 11 2 7 2 0	16-Nov-2016	One-Tim	e	2	Î
clic	k Attachment Title l	ink to	download att	achments.			Actions Crea	ite 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 Condition	S							
The following terms and conditions must be accepted before a quote is placed in this RFQ.								
 Once you Acknowledge to this Tender, You are committed to give Quote for this Tender. 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	Туре	Description	Category	Last Updated E	3y			
No results found.								
* I have read and accepted the terms and conditions Cancel Cancel								

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		n Navigator ▼	🕏 Favorites 🔻 🛛 Hom	e Logout Preferences	Help Personali
Negotiations	RFQ: 236008 >			KXK		
Negotiations > Active Negotiations >						
Create Quote: 236507	(RFQ 236008)					
Title	قدمات التصول والتغزين بمستودعات البلدية Two-Stage RFQ ①	Canc	e <u>l</u> View F	Time Left	adsheet 5 days 1 hour 28-Nov-2016 12:58:24	Save Draft
Header Lines						
Supplier RFQ Currency Quote Currency Price Precision	AED	BU DHABI BRANCH			15-Dec-2016 (example: 23-Nov-2016) HC 123-Nov-2016 Attached for both Communication	mercial and Tecl
Attachments						
Add Attachment	er attachment is <mark>15 MB only. If</mark>	exceeded, you cannot pro	cess further due to	error. You may split the large	e file into smaller files a	and attach as ma
	ype Description		ast Updated By	Last Updated		
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)	
	Negotiations > Active Negotiations > RFQ: 236008 > Create Quote: 236507 (RFQ 236008) >
خدمات التحميل والتغزين بمستودعات البلنية Title خدمات التحميل والتغزين بمستودعات البلنية Title III ت	Add Attachment
Header Lines	
Supplier HOME CONCEPTS L.L.C ABU DHABI BRANCH RFQ Currency AED	Attachment Summary Information
Two Stage RFQ:	Title
Separately Attach for both Commercial & Technical	Image: State of the state
	Define Attachment
	Type File URL
	⊖ Text

Negotiations > Active N	legotiations >	RFQ: 236008 >	Create Quote:	236507 (RFQ 23600	8) >		
Add Attachme	nt						
					Cance <u>l</u>	Add Anoth	er Apply
Attachment Summary I	nformation					- Y	
Description	Commercial Do Commercial Do From Supplier: , select correct '(cuments Commercial 🔽	ment from 'drop-	-list'.			
Define Attachment							
Туре 🖲	File D:VAttach	ment for Commerci	al Details.pdf	Browse			
	Text			^			

Negotiations >	Active Negotiati	ons > RFQ: 2360	08 > Create Quote	236507 (RFQ 236008) :
		chment has been ad	ad successfully		
		connent has been au	led successiony.		
Add Atta	chment				
	-		merical docume chnical Category	ents. of Attachments	
Attachment Su	mmary Informa	tion			
		upplier: Technical correct 'Category' of	attachment from 'dro	p-list'.	
Define Attachm	nent				
	Type ● File ○ URL ○ Text			Browse	
Negotiations > Active	Negotiations > RFQ:	236008 > Create Quote: 2	36507 (RFQ 236008) >		
Confirmation Commercial Doct	uments attachment has bee	en added successfully.			
Add Attachm	ent				
			C	ance <u>l</u> Add Another	Apply
Attachment Summary	/ Information			①	· îì
Title Description			\sim		\int
Category © TIP For each attachme	1 11	cal v ry' of attachment from 'drop-	isť.		
Define Attachment					
	File D:\Attachment for O URL	or Technical specification.pdf	Browse		
	⊖ Text		~		

Negotiations > Active Negotiations > RFQ: 2360	08 >				
Confirmation Attachment for Technical specification.pdf attachment	ient has been adde	d successfully.			
Create Quote: 236507 (RFQ	236008)				
	ات التحميل والتخزين بمه ge RFQ ال	Cancel		ote By Spreads Time Left 5 Close Date 28	
Header Lines		Review Attachments and	l add more if required.		
Supplier HOME CO RFQ Currency AED Quote Currency AED Price Precision Any	NCEPTS L.L.C	ABł	Referen	ce Number	5-Dec-2016 cample: 23-Nov-2010) IC 123-Nov-2016 Ittached for both Commercial and e
Attachments					
Add Attachment	nt is 15 MB only.	If exceeded, you cannot process f	urther due to error. You may spi	lit the large file	e into smaller files and attach is n
Max. File Size per attachme Title	Type Descript	ion Category		lit the large file	e into smaller files and attach is n Last Updated Jsag
Max. File Size per attachme	Type Descript	ion Category	Last Up	-	Last Updated Usag

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

Negotiations > Active Negotiations >	RFQ: 236008 >	
للبلدية) Confirmation Quote 236507 for RFQ 236008 (البلدية	خدمات التحميل والتخرين بمستودعات (خدمات التحميل والتخرين بمستودعات	
Create Quote: 236507	(RFQ 236008)	
Title	خدمات التحميل والتخزين بمستودعات البلدية Two-Stage RFQ 💷	Cance <u>I</u> View RFQ
Header Lines		Scroll down to Respond to 'Requirements' section
Supplier RFQ Currency Quote Currency Price Precision	AED AED	

Req	uirements			
Expar	nd All Collapse All			
.				
Focus	Title	RFQ Stage	Target Value	Quote Value
	▲ Requirements	ra a olago	raigot raido	
\$	التحليل الغدي 🖌	Technical		
	حسب معايير التقييم الندى في شروط المدافسية المرفقة	Technical	₽	< Enter your response for technical >
\oplus	التحليل المالي 🖊	Commercial		
	سيتم فتح الحرضو المالية الناجحة فنياً و التي حصلت على تنتم 50% فما فرق	Commercial	ſ	Enter your response for commercial >
	کوم ہے مرکبو کیو کیو کیو والی منظم کی مرم 2000 کو رو		View RFQ	Quote By Spreadsheet Save Draft

Negotiations Negotiations > Active Negotiations >	RFQ: 236008 >
البلدينة) Confirmation Quote 236507 for RFQ 236008 (البلدية	خدمات التحميل والتخزين بمستودحات) has been <mark>saved as a draft</mark>
Create Quote: 236507	(RFQ 236008)
Title Header	Cance <u>ا</u> View RFQ خدمات التحميل والتخزين بمستودعات البلدية Two-Stage RFQ آ
Supplier RFQ Currency Quote Currency Price Precision	AED AED

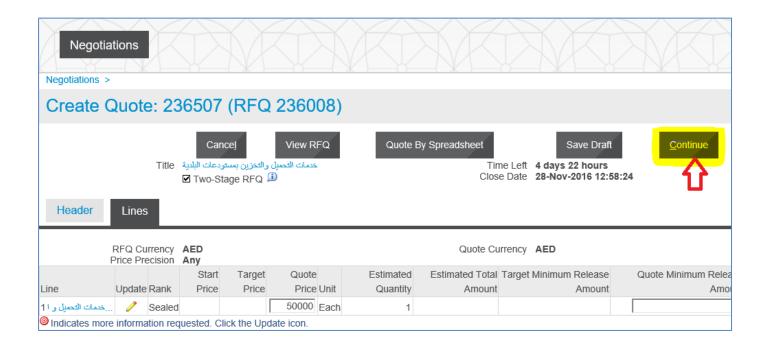
Create C	Quote: 23	86507	(RFQ 2	36008)						
Header	Lines		والتخزين بمستودعا } Stage RFQ-		View RFQ	Quote By Sprea	Time Left	Save D 4 days 22 hours 28-Nov-2016 12:58:2		<u>C</u> ontinue
	RFQ Curre Price Precis					Quote	e Currency	AED		
Line	Update Rank	Start Price	Target Price	<mark>Quote Price</mark> Unit	Estimated Quantity	Estimated Total Amount	Target Mi	nimum Release Amoun	Quote Minim	um Release Amount
خدمات التحميل و 11	1			50000 Eac	h 1					
Indicates more	information rec	uested. Clic	ck the Update	icon.						

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

Create Q	uote:	236506 (RFQ 24	1995)							
	Т	Cancel V itle Provision of design and imp decorative media partners		Quote By Spi	Tir		Save ft 3 days 22 ho e 27-Nov-2016		<u>C</u> ontinue	
R	Lines FQ Curre ice Precis	ncy AED ion Any				Quote Cu	irrenc	y AED		
Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
ثيم للحفل تكريم 11	1		Sealed				Unit	1	1	Ē
تصميم وتتغيذ باڭ 2	1		Sealed				Unit	1	1	Ē
	×	2 1	Sealeu				Unit	1		
<u>يوديم 3</u>	2						Unit	1	1	
		2 1						1	1	
يوديم 3		2 1	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	2365	i07: Line 1	(RFQ 236	6008)				
	Unit Ead Price Price Price		مات التحميل و. التغزين به	Esti Target Minim	Close Date Quote Currency Rank imated Total Amount num Release Amount num Release Amount	Save Draft 28-Nov-2016 12:58: AED Sealed		
Pay Items								
STIP Total pay item amound Notes	unt must ac	dd up to the line ar	nount.	If line level at	dd more details ttachment is req n here & click Ap	uested, you		
Note to Buyer <a>Add	your no	te to Buyer sp	pecific to this li	ne > 🗘				
Attachments								
Add Attachment								
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Dele
No results found.								



Negotiations	X		X	Z	XX	XX		XX	X	X	À
Create Quote: 236507 (I	PFO 2	36008)									<u> </u>
		30000)			_	_		_			
		حدمات التحميل والتحزين	Can	nce <u>l</u>	View RFQ		4 days 22 hours	Save Dra	ŧ [Continue	
	Two-Stage	RFQ 💷			ales les deu d		28-Nov-2016 12:5			U	
Header Lines				eview	the header d	etalls and o	CIICK CONTIN	lue			
Supplier H RFQ Currency A Quote Currency A Price Precision A	ED ED	EPTS L.L.C ABU DHA	BI BRANCH		F	Quote Valid Until Reference Number Note to Buyer	(example: 23-Nov-2016)		Technical		
Attachments											
Add Attachment											
Max. File Size per a		is 15 MB only. If exceede Type Description		rocess fu tegory		nay split the large Last Updated By					Delete
Commercial Documents Attachment for Technical specification.pdf		File Commercial Docu				TEST@SUPPLIER TEST@SUPPLIER			ne-Time ne-Time	1	ti ti
										-	
Requirements											
Expand All Collapse All											
❤ Focus Title		RFQ	Stage Target Va	alue Qu	iote Value						
التطيل الدي م		Tech	nical								
				<	Enter your response for te	chnical >				^	
			i i i i i i i i i i i i i i i i i i i								
Negotiations											
										K	7
Negotiations >											
Warning Super has requested for you to	o submit a :	single, best quote. Mult	iple quotes (re-q	uoting) f	or this RFQ are not all	owed.					
2. This quote is in response to an	n RFQ whe	re the submitted quote	will be evaluated	d in two s	stages - Technical and	Commercial.					
Create Quote 2365	07: <mark>R</mark>	eview and S	<mark>Submit</mark> (F	RFQ	236008)						
		Canc	el Ba	ack	Validate	Save Draft	Pr	intable View	-	Submit	2
		Ound			Validate	Ouve Drain				oub <u>in</u> it	
Header											
Title	يدعات اليلدية	مات التحميل والتخزين بمستو	ui.			Time Lef	t 4 days 22 ho	urs			
RFQ Currency	AED	DNCEPTS L.L.C A	BU DHABI BRA	ANCH		Quote Valid Unti					
Quote Currency Price Precision					Re		HC 123-Nov- Attached for		rcial and Te	chnical	
Attachments											
Title	Туре	Description		Ca	ategory	Last Upda	ated By	Last Updated	Usage	Update	Delete
Commercial Documents	File	Commercial Docume	ents	Fr	om Supplier: Comme	ercial TEST@S	UPPLIER.COM	23-Nov-2016	One-Time	1	Î
Attachment for Technical Specificatio	ns File	Attachment for Tech	nical Specification	ions Fr	om Supplier: Technic	al TEST@S	UPPLIER.COM	23-Nov-2016	One-Time	0	Î
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.



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

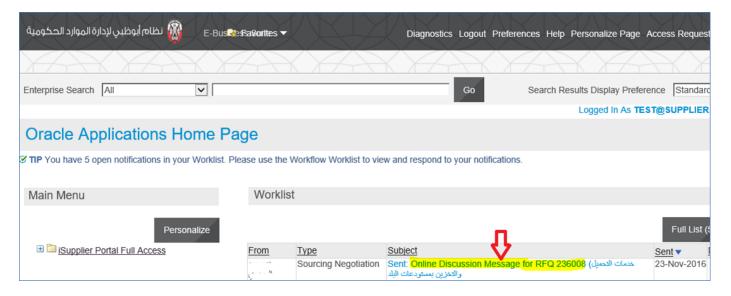
دالحكومية	ظبي لإدارة الموارد	نظام أبوه	Sourcing	🏛 Navigator 👻 🕞 Favorites 🔻	Hor	ne Logout Pref	erences Help
Neg	otiations		X		$\langle \rangle$	KK	
Search Ope	en Negotiations	Number [v	Go			
Welcome, TE	EST SUPPLIER	-					
Your Activ	e and Draft R	esponses					
Press Full Li	st to view all you	ur company's	s responses.				Full List
Response	Response	Supplier	Negotiation				Unread
Number	Status	Site	Number	Title	Туре	Time Left	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	ан бай ал баласан баласан на н	RFQ	0 seconds	2
156054	Active		155708	ا م گور مان . مامیر مانیا رو .	RFQ	0 seconds	1
146918	Active		139609-2	at a constance	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



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

د الحكومية	لبي لإدارة الموار	نظام أبوخ	Sourcing	🕽 📅 Navigator 👻 🗟 Favorites 👻	Home Logout Preferences Help P
Nege	otiations				
Search Ope	n Negotiations	Number	v	Go	
Welcome, TE	ST SUPPLIEF	۲.			
Your Activ	e and Draft F	Responses			
Press Full Lis	st to view all yo	our company	's responses.		Full List
Response	Response	Supplier	Negotiation		Unread
Number	Status	Site	Number	Title	Type Time Left 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 1
220554	Active		226004,1	د د م کمند د د د د د د د د د محمد محمد	RFQ 0 seconds 2
156054	Active		155708	· · · · · · · · · · · · · · · · · · ·	RFQ 0 seconds 1
146918	Active		139609-2	u	RFQ 0 seconds 0

Click the unread message number to open the message

Click the Message link to view details of message

وارد الحكومية	نظام أبوظبي لإدارة الم	Sour 🛱 'QNavigator 🔻	🗟 Favorites 🔻	×.	Home Logout Preferences H	elp Personalize Page Diagnos	tics
Negot Negotiations	iations			X			X
Online	Discussions (RF	Q 236008)					
	Status	حميل والتخزين بمستودعات البلدية Active (Locked) 4 days 21 hours	خدمات اله			cel Printable Page 16-Nov-2016 15:14:13 28-Nov-2016 12:58:24	
Messages							
New Messa	ge 🗧						
	Message Dear Respected Madam/Sir,	Good day to you. Please	<u></u>	<u>Status</u> Unread	<u>Sender</u> Default enterprise name	Date 23-Nov-2016 15:12:01	Reply

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	e (RFQ 236008)						
From To <u>Date</u> Message	Addendum Default enterprise name All Participants 23-Nov-2016 15:12:01 <u>Dear Respected Madam/Sir, Good day to you. Please find attached letter hereto, Put Supplying</u>	olic Tender	for	Rej	Dly	Prin	ıt
Attachments							
tachment File Name Title Type	Description	Category	Last Updated By	<u>Last</u> Updated	Usage	Update	Dele
	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	0	Û
	Attachment 'Title' File name to view /save attachment file to your	compute	er				
Do you want t	o save Addendum to Services.pdf (17.4 KB) from erpdvlp.dof.ae?	Save	▼ Cance	I ×			

Neg	<u>Y</u>	Online Discussions (RFQ 236008) >	X	K		Å		X
Mess	age	e (RFQ 236008)						
F	rom To Date	Addendum Default enterprise name All Participants 23-Nov-2016 15:12:01 Dear Respected Madam/Sir, Good day to you. Please find attached letter hereto, Pub Supplying	lic Tender	for	Rep	ly	Prin	t
Attachme	nts							
	_			Last Updated				
Title	Туре	Description	Category		· ·	<u>Usage</u>	Update	Delete
Addendum		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		23-Nov- 2016	One- Time	ð	Û

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

<u>Negotiations</u> > Online Dis	cussions	(RFQ 236008) >	Message (RFQ	236008) >					
Reply To Mess	sage ((RFQ 2360	008)						
Origina	viewed an	d confirm this adde eDear Respe etter hereto, Public	cted Madam/Sir,	Good day to you.	$\langle \rangle$		Cano	eļ	Send
Attachments									
Add Attachment									
Title	Туре	Description	Category	Last Updated By		Last Updated	Usage	Update	Delete
No results found.									

Negotiations	3 >							
Online	Discussions (RFQ 236008)							
	TitleCancelPrintable PageTitleحمات التحميل والتخزين بمستود عات البلبيةStatusActive (Locked)Time Left4 days 21 hoursClose Date28-Nov-2016 12:58:24							
Messages								
New Mess	age			1				
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	ľ,			
Addendum	Dear Respected Madam/Sir, Good day to you. Please	Replied	Default enterprise name	23-Nov-2016 15:12:01	Ċ,			
			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

Neg	otiations	K	XA		XX			
Search Open Negotiations Number 🗸 Go								
Welcome, TE	EST SUPPLIE	R.						
Your Activ	e and Draft I	Response	S					
Press Full Li	st to view all y	our compar	ıy's responses.					
Response	Response	Supplier	Negotiation					
Number	Status	Site	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 التحميل والتخزين بمستودعات البلدية	RFQ 4 days 22 hours			
	Active		226004,1		RFQ 0 seconds			
11	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	$\langle \rangle$	MKI	XV		XKI.	XK		X	K)	ŇŔ	\mathbf{r}	Ň
Create Quote: 2	236507	(RFQ 236	6008)									
Header Lines	Title	رين بمستودعات البلاية Two-Stage RF ₪			Canceļ	View RFQ		adsheet 4 days 22 ho 28-Nov-2016	urs	e Draft	<u>C</u> ontinu	e
Que	Supplier FQ Currency ote Currency ice Precision	AED AED	PTS L.L.C AB	U DHABI BRANC	Η		Quote Valid Until Reference Number Note to Buyer	(example: 23-Nov- HC 123-Nov-	2016)	and Technical		
Attachments												
Add Attachment	. File Size pe	r attachment is 1	5 MB only. If e	cceeded, you can	not process furt	ner due to error. Yo	ou may split the large	e file into small	er files and atta	ch as many as	required.	
Title		Тур	Description		Category		Last Updated By		Last Updated	Usage	Update	Delete
Commercial Documents		File	e Commercial	Documents	From Supplier	Commercial	TEST@SUPPLIE	R.COM	23-Nov-2016	One-Time	1	Û
Attachment for Technical spec	cification.pdf	File	,		From Supplier	Technical	TEST@SUPPLIE	R.COM	23-Nov-2016	One-Time	0	Û
Requirements			•		•		•		•	•	仑	

Negotiations > Create	Quote: 236507 (RFQ 236008) >
Update Attach	nment: Attachment for Technical specification.pdf
Attachment Summary	Information
Title	Attachment for Technical Specifications
Description	Attachment for Technical Specifications
	From Supplier: Technical
IP For each attachment	t, 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 Attack	nment: Attachment for Technical specification.pdf
	Cance <u>I</u> Apply
Attachment Summary	Information
Title Description Category ⊗ TIP For each attachmen	Attachment for Technical Specifications Attachment for Technical Specifications From Supplier: Technical It, select correct 'Category' of attachment from 'drop-list'.
Define Attachment	
File	D:VAttachment for Detailed Technical Specifications.pdf Browse

<u>Negotiations</u> >				
Confirmation "Attachment for Technical Specificat	tions" <mark>attachm</mark> e	nt has been updated successfully		
Create Quote: 236507	(RFQ 2	236008)		
		Ca	ance <u>l</u> View RFQ	Quote By Spreadsh
Title	ستودعات اليلدية Two-Stag ⊠	خدمات التحميل والتخزين به e RFQ I		Time Left 4 d Close Date 28-
Header Lines				
Supplier RFQ Currency		ICEPTS L.L.C ABU DHABI BRANCH		Quote Valid Until 15
Quote Currency Price Precision	AED			Reference Number HC
File Fieldsion	Ally			Note to Buyer Att
Attachments				
Add Attachment			Sector Sector Access	
		t is 15 MB only. If exceeded, you cannot p		
Title Commercial Documents	<u>Type</u> File	Description Commercial Documents	Category From Supplier: Commercial	Last Updated By 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

Nego	otiations	K.	XA		Å		XK.
Search Oper	n Negotiations	Number		Go			
Welcome, TE	ST SUPPLIEF	۲.					
Your Active	e and Draft F	Response	S				
Press Full Lis	t to view all yo	our compan	y's responses.				Full List
Response	Response	Supplier	Negotiation				Unread
Number	Status	Site	Number	Title	Туре	Time Left	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 >	Ň			<u>KN</u> K		K
Create Quote: 23650)6 (RF	Q 241995)				
T Header Lines		on of design and implementa s and supplier	Car ation of decorative me		Quote By Sprea	3 days 22
Supp RFQ Curre Quote Curre Price Precis	ncy AED ncy AED	CONCEPTS L.L.C ABU I	DHABI BRANCH		Quote Valid Until Reference Number Note to Buyer	15-Dec-20 (example: 23-N HC 123-N
Attachments						
Add Attachment	e per attach Type	ment is 15 MB only. If exce	eeded, you cannot pr Category	rocess further due to error. Y Last Updated By	'ou may split the large Last Updated	

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 OXML Spreadsheet - Rich Style (.xml) XML Spreadsheet - Light-Weight Style (.xml) Tab-Delimited (.txt)
Step 2:Import Spreadsheet
Format • XML Spreadsheet (.xml) • Tab-Delimited (.txt) File To Import Browse

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). SML Spreadsheet - Rich Style (.xml) XML Spreadsheet - Light-Weight Style (.xml) Tab-Delimited (.txt)
Step 2:Import Spreadsheet
Format • XML Spreadsheet (.xml) • Tab-Delimited (.txt) File To Import Browse Import • Case - Cas
Return to Create Quote:236506 (RFQ 241995)
About this Page Do you want to save RFQ241995_Response.zip (14.5 KB) from erpdvlp.dof.ae?



22 D:\RFQ241995_Response.zip\										
File Edit View Favorites Tools Help										
Image: Add Extract Test Copy Move Delete Info										
D Q241995_Response.zip\										
Name	Size	Packed Size	Modified							
🖲 RFQ-Quote-Help.htm	49 590	9 646	2016-11-23 15:56							
RFQ241995-Response.xml	54 714	4 994	2016-11-23 15:56							

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

Extract the xml file. Close the Zip file.

Note: Do not 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.

172	D:\RFQ	241995_R	esponse.2	tip∖			- 0	×
File	Edit	View F	avorites	Tools	Help			^
÷		• 🗸	•	-	×	บี		47
Add	Extra	ct Test	Сору	Move	Delete	Info	Close the zipped file.	_ U_
ø	🖬 ZD:'	RFQ2419	95_Resp	onse.zip\			Do not open and work	~
	FQ-Qu	ote-Help. 95-Respo					from here as the changes to file may not be saved.	Packe

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

File Home	e Share View												
Pin to Quick Copy F	Dacto	从 Cut ₩ Copy pa Paste sh			Copy to •	X Delete	■] Rename	New folder	tasy access ▼	Properties	Open Colit Colit	Belect nor	
Clip	board				Organ	ize			New	C)pen	Select	
← → ∨ ↑ → This PC > Data (D:)							~ Тур	e			C	Date modified	Size
📃 Desktop		*	RFQ	241995-R	Response	<	XM	XML Document			2	23-Nov-16 4:20 PM	
Documents		*	IZ RFQ241995_Response			ZIP	ZIP File			2	23-Nov-16 3:56 PM		
🚽 Downloads		*	🗾 Addendum to Services			Ad	Adobe Acrobat Document			2	23-Nov-16 3:10 PM		
Demo Guide F	Filer	*	🔁 Attachment for Commercial			Ad	obe Acro	bat Document		2	23-Nov-16 12:15 P		
Demo Guide i	riies	π	🗾 Atta	ttachment for Detailed Tech		h Ad	Adobe Acrobat Document			2	23-Nov-16 12:15 P		

Review and update the header sheet.

FILEHOMEINSERTPAGE LAYOUTFORMULASDATAREVIEWVIEWPasteCalibri11A* A*= = = $\Rightarrow \Rightarrow + A +$ $\Rightarrow + A +$ $\Rightarrow = = = \Rightarrow \Rightarrow + A +$ $\Rightarrow + A +$ $\Rightarrow = = = \Rightarrow \Rightarrow + A +$ $\Rightarrow + A +$ $\Rightarrow = = = \Rightarrow \Rightarrow + A +$ $\Rightarrow + A +$ $\Rightarrow = = = \Rightarrow \Rightarrow + A +$ $\Rightarrow + A +$ $\Rightarrow = = = \Rightarrow \Rightarrow + A +$ $\Rightarrow + A$	<5
CalibriCalibriIIAAIIAIIAIIICalibriConditional FormatasConditional	
Paste B I <td></td>	
A1 : : fx A B C D E F G H I J K L 1 Provision of design and implementation of decorative media partners and su 2 RFQ 241995 Company Default enterprise name 3 RFQ 241995 Company Default enterprise name 4 Close Date 27-11-16 143:00 Buyer Buyer Supplier 5 RFQ Currency AED Phone 1139 Phone 1139 6 Quote Currency AED Email nahed.alohaferi@dfdf.ae 7 Price Precision Any Supplier HOME CONCEPT'S L.L.C ABU DHABI 8 Supplier Site Supplier Site Supplier Site 9 I Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 11 Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 Image: Phone 1139 13 Image: Phone	Cell 📖
A B C D E F G H I J K L 1 Provision of design and implementation of decorative media partners and su 2	
Image: Construction of design and implementation of decorative media partners and su الله الله الله الله الله الله الله الله	
Image: Construction of design and implementation of decorative media partners and su الله الله الله الله الله الله الله الله	м
5 RFQ Currency AED Phone 1139 6 Quote Currency AED Phone 1139 7 Price Precision Any Supplier HOME CONCEPTS L.L.C ABU DHABI 8 Supplier Site Supplier Site 9 Image: Supplier Site Supplier Site 10 Header Image: Supplier Site Image: Supplier Site 11 Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 11 Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 12 example: 23-11-16 Image: Supplier Site Image: Supplier Site 13 Image: Supplier Site Image: Supplier Site Image: Supplier Site Image: Supplier Site 14 Note to Suppliers Image: Supplier Site Image: Supplier Site Image: Supplier Site 15 Image: Supplier Site Image: Supplier Site Image: Supplier Site Image: Supplier Site 16 Image: Supplier Site 17 Note to Buyer Image: Supplier Site Image: Supplier Site Image: Supplier Site <th></th>	
6 Quote Currency Price Precision AED Email Nu Inahed.alghaferi@fdf.ae 7 Price Precision Any Supplier HOME CONCEPTS L.L.C ABU DHABI 8 Supplier Supplier HOME CONCEPTS L.L.C ABU DHABI 9 Image: Supplier Supplier Supplier 10 Header Image: Supplier Supplier 11 Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 12 Image: Suppliers Image: Supplier Image: Supplier Supplier Image: Supplier Supplier 14 Note to Suppliers Image: Supplier Supplier Supplier Image: Supplier Supplier Image: Supplier Supplier Image: Supplier Supplier 16 Image: Supplier Supplier Supplier Image: Supplier Supplier Supplier Supplier Image: Supplier Supplier Supplier Supplier Image: Supplier Supplie	
Price Precision Any Supplier HOME CONCEPT'S L.L.C ABU DHABI 8 Supplier Site Supplier Site Image: Supplier S	
8 0 0 Supplier Site 0 Supplier Site 9	PDANCH
9 10 Header Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 11 Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 12 example: 23-11-16 Image: Control of Co	DRANCH
11 Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 12 example: 23-11-16 example: 23-11-16 13 example: 23-11-16 example: 23-11-16 14 Note to Suppliers interplete state interplete state interplete state 15 interplete state interplete state interplete state interplete state 16 interplete state interplete state interplete state interplete state 17 Note to Buyer interplete state interplete state interplete state 18 interplete state interplete state interplete state interplete state 20 interplete state interplete state interplete state interplete state 21 File Download Time 23-11-16 15:56 interplete state interplete state interplete state	
11 Quote Valid Until 15-12-16 Reference Number HC 123-Nov-2016 12 example: 23-11-16 example: 23-11-16 13 example: 23-11-16 example: 23-11-16 14 Note to Suppliers interplete state interplete state interplete state 15 interplete state interplete state interplete state interplete state 16 interplete state interplete state interplete state interplete state 17 Note to Buyer interplete state interplete state interplete state 18 interplete state interplete state interplete state interplete state 20 interplete state interplete state interplete state interplete state 21 File Download Time 23-11-16 15:56 interplete state interplete state interplete state	
13 مرائع م	
14 Note to Suppliers مال الم الأرسال على الأيميد الأكتروني 15 برتم helpdesk@dof.abudhabi.ae - 028101430 على أرتم الأكتروني يرجى أنتواصل على ألييد الأكتروني 024090139 مالي الأرسال على الأيميد الأكتروني 16 10 10 10 10 17 Note to Buyer 10 10 10 18 10 10 10 10 19 10 10 10 10 20 10 10 10 10 21 File Download Time 23-11-16 15:56 10 10 10	
15 لرتم 1924090139 و فيحالة وجود عوانق يخصوص النظام الإكثروني يرجى التواصل على الرقم 1920 helpdesk@dof.abudhabi.ae - 028101430 او الارسال على الايميل اليريد الاكتروني 19 10 17 Note to Buyer 18 19 19 19 19 19 19 19 19 19 19 19 19 19	
16 17 Note to Buyer 18 19 20 10 21 File Download Time 23-11-16 15:56	
17 Note to Buyer Image: Constraint of the second seco	ة الاتصال تطى ا
18 19 20 19 21 File Download Time 23-11-16 15:56	
19	
20 21 File Download Time 23-11-16 15:56	
21 File Download Time 23-11-16 15:56	
23	
✓ → Header Lines (1 - 14) (+) : ◀	

Fill the relevant fields of the Header sheet.

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

X∎	E 5- 0-	Ŧ				RFC	241995-Respo	onse - Excel	XX	$>\!\!\times\!\!\times$	\sim	XX	37
FIL	E HOME	INSERT	PAGE LAYOU	T FORMU	LAS DAT	A REVI	EW VIEW						9
Past	Calibri	• 1					06 - 1	- 0 00 C	i ≠ Conditional I	Format as		Insert 👻 Delete 👻	\sum
- ust	е 💉 В I	<u>U</u> •	<u>⊘</u> - A	* = = =	= = ?=	₩ >	- % *		ormatting ~		11-11	Format *	
Clipb	board 🖓	Font		ral A	ignment	Es l	Number	- Gil	5	tyles		Cells	
J30	· ·	$\times \checkmark$	f_x										
A		D	E	F	G	Н	I	J	к	L	м	N	
10	Lines												
11 12									Quote	e Total (AED)	22,880.00		
12							1	Quote	Quote				
	Line		Item,Re	v	Start Price	Unit	Quantity	Price	Quantity	Pro	mised Date	Note to Bu	uyer
14	الموردين والإعلاميين 1					Unit	1	500	1				
15	وستيج للمسرح بثيم الحفل 2					Unit	1	600	1				
16			بوديم			Unit	1	700	1				
17 18	ن بسيطة ولوحات ارشادية م					Unit	1	800	1				
18	6	ة استقبال 5. شاشة للمسرحاِحتيا				Unit	1	900	1				
20		داده مسرحېميا، ر فوتو درافي توثيقي				Unit Unit	1	100 90	1				
20	ی طبی ۲	ر فونو درامی تونیعی ر فیدیو توثیقی 8				Unit	1	90 80	1				
22		ر بيير تربيني ن الدروع 9				Unit	1	2000	1				
23		الحين 10 Pad				Unit	4	2100	4				
24		ت تقدية 11				Unit	1	400	1				
25		دعوة الكتروبية 12	بطاقة			Unit	2	30	2				
26		13	كتيب			Unit	300	25	300				
27		بيس للطاولات 14	ستر			Unit	15	50	15				
28					Field	s in vel	low are n	nandat	ory Fie	elds in e	reen ar	e ontic	anal
29					Tield	o in yei		anadu			, cen ai	optic	- Indi
30													

Fill the relevant fields of the Lines sheet.

SAVE and click Yes to save in "XML Spreadsheet 2003 format"

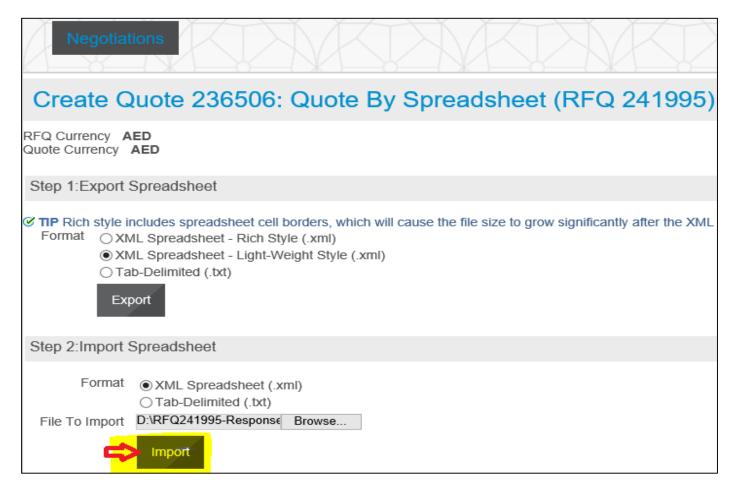
SAVE and click Yes		
🛛 日 🖘 🗟 🖓	RFQ24	11995-Response - Excel
FILE HOME INSERT PA	SE LAYOUT FORMULAS DATA REVIEW	V VIEW
$\begin{array}{c c} \blacksquare & \bullet \\ \hline \\ Paste \\ \bullet \end{array} \\ \bullet \end{array} \\ B I \sqcup \bullet \blacksquare \bullet $		% * €00 000 Conditional Format as Cell Formatting ~ Table ~ Styles ~
Clipboard 🕞 Font	G Alignment G	Number 5a Styles Cells
E × √ .	fx	
A B C D	Microsoft Excel	× _{MN}
10 Lines 11	Some features in your workbook mig Do you want to keep using that form	ght be lost if you save it as XML Spreadsheet 2003. mat?
13 - Line	Ite	No Help d Date Note to Buyer
م للحفل تكريم الشركاء والموردين والإعلاميين 1 14	t Unit	1 500 1
سميم وتنفيذ باك دروب وستيج للمسرح بثيم الحفل 2 15	5 Unit	1 600 1
يديم 3 (e Unit	1 700 1
مىميم وتنفيذ ثيم ديكورات بسيطة ولوحات ارشادية م 17	unit Unit	1 800 1
اولة استقبال 5	unit	1 900 1
رەير شاشة للمسرحاختيارى 6	P Unit	1 100 1
سوير فوتو عرافي توثيقي فدي 7 20	² Unit	1 90 1
سوير فيديو توثيقي 8		1 80 1
اولة للدروع 9	• Unit	1 2000 1
قيمIPad أجبزة 10		4 2100 4
دمات تقدية 11		1 400 1
طاقة دعوة الكترودية 12	-	2 30 2
يب 13		300 25 300
نتر بيس للطاولات 14 27	unit U	15 50 15
28		

From the iSupplier portal, Quotation, import the spreadsheet that you had updated and saved as xml 2003 format.

Negotiations
Create Quote 236506: Quote By Spreadsheet (RFQ 241995)
RFQ Currency AED Quote Currency AED
Step 1:Export Spreadsheet
 TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML Format XML Spreadsheet - Rich Style (.xml) XML Spreadsheet - Light-Weight Style (.xml) Tab-Delimited (.txt)
Step 2:Import Spreadsheet
Format • XML Spreadsheet (.xml) • Tab-Delimited (.txt) • File To Import • Import • Import • Import • Comparison (Comparison (Compar

Browse and select the updated XML file

Choose File to Upload						×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare \Rightarrow This	s PC > Data (D:)	~ č	Search Data (D:)			Q
Organize 🔻 New folder			1	== -		?
🗸 📥 Data (D:) 🔥	Name	Date modified	Туре	Size		^
> 🔒 app	RFQ241995-Response	23-Nov-16 4:20 PM	XML Document		58 KB	
> Data Files	🔁 Addendum to Services	23-Nov-16 3:10 PM	Adobe Acrobat D		18 KB	
> 🔤 Demo Guide Fi	🔁 Attachment for Commercial Details	23-Nov-16 12:15 P	Adobe Acrobat D		21 KB	
> Files Mails fron	🔁 Attachment for Detailed Technical Specif	23-Nov-16 12:15 P	Adobe Acrobat D		21 KB	
> From Metalink	IP & Proxy	27-Sep-16 10:45 AM	Text Document		1 KB	
General	🔄 Demo Guide Files	23-Nov-16 4:25 PM	File folder			
> HR Soft	General	23-Nov-16 2:32 PM	File folder			
	To SR	23-Nov-16 2:03 PM	File folder			
> Output	Setups Oracle Docs	22-Nov-16 9:59 AM	File folder			
Practice TECH	Data Files	17-Nov-16 1:25 PM	File folder			
> 🔤 Seco Download	Output	14-Nov-16 4:16 PM	File folder			
> 🔤 Setups Oracle [WIP	13-Nov-16 3:23 PM	File folder			
· · · · · · · · · · · · · · · · · · ·	Seco Downloads	08-Nov-16 9:05 AM	File folder			
File na	me: RFQ241995-Response		 All Files (*.*) 			\sim
		C	Open	C	ancel	



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	M			KXK		17
Create Quote: 236500	6 (RFC	ຊ 241995)				
Tith Header Lines <==		n of design and implement and supplier		nce <u>I</u> View RFQ	Quote By Sprea Time Left Close Date	3 days 21
Supplie RFQ Currenc Quote Currenc Price Precision	y AED y AED	CONCEPTS L.L.C ABU	DHABI BRANCH		Quote Valid Until Reference Number Note to Buyer	15-Dec-20 (example: 23-N HC 123-N
Attachments						
Add Attachment	per attachn	nent is 15 MB only. If exc	eeded, you cannot p	rocess further due to error. Yo	u may split the large	file into sm
	Гуре	Description	Category	Last Updated By	Last Updated	
No results found.						

The details will be updated from the spreadsheet

Negotiatio	ns		X	K	X	K	P	M		K.
Create Qu	Create Quote: 236506 (RFQ 241995)									
Header	Cancel View RFQ Quote By Spreadsheet Save Draft Continue Title Provision of design and implementation of decorative media partiers and supplier Time Left 3 days 21 hours Close Date 27-Nov-2016 14:00:00 Time Left 3 days 21 hours Header Lines Lines Lines									
		ncy AED ion Any				Quote Cu	urrend	cy AED		
Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
ثيم للحفل تكريم 11	1	- 2011 100 1 100 100 10 10 10 10 10 10 10 1	Sealed			500	Unit	1	1	
تصميم وتثغيذ باك 2	1		Sealed			600	Unit	1	1	
يوديم 3	1	·	Sealed			700	Unit	1	1	

Click Save Draft

Negotiat	tions				K	X	K	P	MR		KD)	
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)												
Cance! 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 EVENTIAL EVENTIAL												
Header	Lines	Gecorative										
	Lines RFQ Curren Price Precis	ncy AED					Quote Cu	urrend	cy AED			
	RFQ Currer Price Precis	ncy AED		Rank	Start Price	Target Price			cy AED Target Quantity	Quote Quantity	Promised Date	
F	RFQ Currer Price Precis	ncy AED ion Any Ship-To		Rank Sealed	Start Price	Target Price	Quote Price			Quote Quantity	Promised Date	
Line	RFQ Currer Price Precis	ncy AED ion Any Ship-To			Start Price	Target Price	Quote Price	Unit		Quote Quantity 1 1	Promised Date	

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 >

نظام أبوظبي لإدارة الموارد الحكومية 🊳	E-Business Suite	Favorites	Logout Preferences Help Personalize Page	Access Request							
				$\langle \langle \rangle \rangle$							
Enterprise Search All	✓	Go	Search Results Display Preference Standard	$\overline{}$							
			Logged In As CONTA	CT1@SUPPLIER							
Oracle Applications Home Page											
TIP You have 5 open notifications in your W	Vorklist. Please use the Workflow Wor	klist to view and respond to your no	tifications.								
Main Menu	Worklist										
Personal	lize			Full List (
iSupplier Portal Full Access	From	<u>Type</u> <u>Si</u>	ubject 🔺	Sent							
Supplier Home Page			cknowledgement Required: Amendment 1 to RFQ 239993 ender for Park Maintenance)	24-Nov-2016							

Click the Subject link and to open the message

Nego	tiations Ass	sessments	K.	NK XV	K	X	K)
Search Open	Negotiations Nu	mber 🗸		Go			
Welcome, COI	NTACT1.						
Your Active	and Draft Respo	onses					
Press Full List	to view all your co	mpany's resp	onses.				Full List
Response	Response	Supplier	Negotiation				Unread
Number	Status	Site	Number	Title	Туре	Time Left	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	6 (RFQ	0 seconds	1
146918	Active		139609-2		RFQ	0 seconds	0
146900	Active		139609	115.4.6.1 5.41.6.11.5.61	RFQ	0 seconds	0
A Negotiation	has been amende	d and require	s your action to be	considered for award.			



ي لإدارة الموارد الحكومية	🚳 نظام أبوظب	Souring Navigator -	😪 Favorites 🔻	Home Logout
Negotiations	Assessment	ts		
Warning Negotiation 239993 has to proceed?	amendments that	t require your acknowle	edgement. Do you wa	nt
Please review and acknov response.	wledge all amendm	nents of this negotiation	prior to submitting a	
			1	<u>N</u> o <u>Y</u> es

Negotiations >									
Acknowledge Ame	ndm	ent (RF	Q 239993	,1)					
To be considered for award you must response to ensure your response co	mplies \	with the chang	jes.		Cance		knowledge 239993,1.	1	
Header									
Label			RFQ 239993 RFQ 239993,1						
Amendment Description			Amended as per attached						
Notes and Attachments RFQ 239993				the changes king Acknowle	dge				
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	De	
Commercial Requirements	File		To Supplier		24-Nov-2016	One-Time	0		
Technical Requirements	File		To Supplier		24-Nov-2016	One-Time	2		
If there are multiple amendme	ents, vo	ou will hav	<mark>e to accent the</mark>	Terms & Condi	tions and also ad	knowledge	for each		

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	K	X
➡ 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.		
	<u>N</u> o	<u>Y</u> es

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 All			Go	Search Results Display Preference	Standard 🗸					
				Logged In As TEST@	SUPPLIER.COM					
Oracle Applications Home Page										
TIP You have 4 open notifications in your Worklist. F	Please use the	Workflow Worklist to v	iew and respond to your notifications.							
Main Menu	Workli	st								
Personalize					Full List (4)					
1. B Supplier Portal Full Access Supplier Home Page 2. Tenders & Auctions	From	Type Sourcing Negotiation	Subject Sent: Online Discussion Message for لموطقى بلدية مدينة أ		ent V Due 2-Nov-2016					

Search Open Negotiations or Manage Draft

Nego	otiations	$\langle \rangle$	MK		Å	KD)	MK
Search Oper	Negotiations	Number 🔽	2%	G 0			
Welcome, Tes	st Supplier.						
Your Active	e and Draft Res	sponses					
Press Full Lis	t to view all your	company's re	sponses.				Full List
Response	Response	Supplier	Negotiation				Unread
Number	Status	Site	Number	Title	Туре	Time Left	Messages
235507	Draft		236019-2	t	RFQ	1 hour 4 minutes	2
220554	Active		226004,1	توريد وتركيب أثاث لموظفي بلدية مدينة أبوظبي	RFQ	0 seconds	2
156054	Active		155708	· · · · · · · · · · · · · · · · · · ·	RFQ	0 seconds	1

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

Nego	tiations >											
	Active Negotiations											
Sear	ch											
Note ti	bet that the search is case insensitive Number 232% Contact											
Selec	t Negotiat	ion: Respond										
Select	Number	<u>Title</u>	Contact	<u>Time Left</u> 🔺	Close Date	All Responses	Your Company's	Responses	Monitor	Unread		
0	232027, <mark>7</mark>	مداقصىة رقم 37/2016	```ى	5 days 2 hours	27-Nov-2016 15:00:00	Sealed	0			10		
0	232045, <mark>2</mark>	31/2016	·····, ····, ···,	5 days 4 hours	27-Nov-2016 17:00:00	Sealed	0			10		
0	232050	Tender:120/2016	۵ ⁻	13 days 2 hours	05-Dec-2016 15:00:00	Sealed	0			1		

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 232% Title Category Go Cke	ear	Contact Line Event	
Select Negotiation: Respond			
		All Responses Your Company's	
5 da 232027,7 37/2016 من 1 5 da	ays 2 hours 27-Nov-2016 15:00:00	Sealed 0	10
نظام أبوظبي لإدارة الموارد الحكومية Sourmg	Navigator 👻 🗟 Favorites 🗸	Home Logout Preferences Per	sonalize Page Diagnostics
Negotiations			
Warning Negotiation 232027 has amendments that require yo to proceed?	<mark>our acknowledgement.</mark> Do you want		
Please review and acknowledge all amendments of this response.	negotiation prior to submitting a		
			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	X	K.	XV	KZ	VK.	X	K	\sum
Negotiations >								
Acknowledge Amendment (RFQ 23	8202	7,1)						
To be considered for award you must acknowledge each amendme your response complies with the changes.	ent and	submit (or re	submit) your r	response to ensure	Cancel	Step 1 o	of 7 Ne	: <u>x</u> t
I accept the terms and conditions of the RFQ and also accept the terms and conditions.	knowle	dge the char	nges made to	the RFQ amendme	ent document 232	2027,1.		ר
Header								
Labal		DEO 2220	07		DEC 222027 4			
Label Amendment Description		RFQ 2320	121		RFQ 232027,1 Amendment 1			
				,	unenument i			
Notes and Attachments								
RFQ 232027								
					ⓒ Pre	evious 1-10	V Ne	<u>xt 10</u> (
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	
الشريط "شش" سي المالي .pdf	File		To Supplier		24-Oct-2016	One-Time		Û
ನೆ ಗಿರ್ಧರಿ ಎಂಗಿ ಎ. ಬಿ. ಸಿ. ವಿ. ಕ್ರಾdf	File		To Supplier		24-Oct-2016	One-Time	0	1
Company and the straight of the Apdf	File		To Supplier	A	24-Oct-2016	One-Time	.9	=

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.

نظام أبوظبي لإدارة الموارد الحكومية Sour fi ۹Navigator 🗸 📼	Favorites Home Logout	Preferences Help Personalize Page Diagnostic
Negotiations >		
Acknowledge Amendment (RFQ 23202	27,7)	
To be considered for award you must acknowledge each amendment and resubmit) your response to ensure your response complies with the chan	ges. Cancel	Back Step 7 of 7 Acknowledge mendment document 232027,7.
Header		
Label Amendment Description	RFQ 232027,6 Amendment 6	RFQ 232027,7 Amendment 7
Notes and Attachments RFQ 232027.6		

After Acknowledgement, a confirmation message will be displayed.

Further, the application prompts you

نظام أبوظبي لإدارة الموارد الحكومية 🐼 Sour 🖧 نظام أبوظبي لإدارة الموارد الحكومية	Home Logout Preferences Personalize Page Diagnostics
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.	
	<u>N</u> o <u>Y</u> es

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.

رة الموارد الحكومية	و 🔞 نظام أبوظبي لإدا	Sourcing	XX	n navigator ▼	🕞 Fav	orites 🔻	Home
Negotiatio	ns Assessments	K.	XK		X		Æ
Search Open Nego	tiations Number 🔽		Go				
Welcome, CONTAC	Т1.						
Your Active and I	Draft Responses						
Press Full List to view	w all your company's respo	nses.					
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread
232507	Draft		239993,1	Tender for Park Maintenance	RFQ	1 day 3 hours	0
232508 🛞	Resubmission Required		234995	مناقصبة رقم 123/2016	RFQ	4 days 2 hours	2
2	Active		226004,1		RFQ	0 seconds	2
150054	Active		155708	C 115.4 C 10.1 C 115.1 C 11.4 C	RFQ	0 seconds	1
146918	Active		139609-2	- tat -	RFQ	0 seconds	0
Negotiation has b	een amended and requires	your action to	be considered for awa	<mark>rd.</mark>			

Click the Response Number

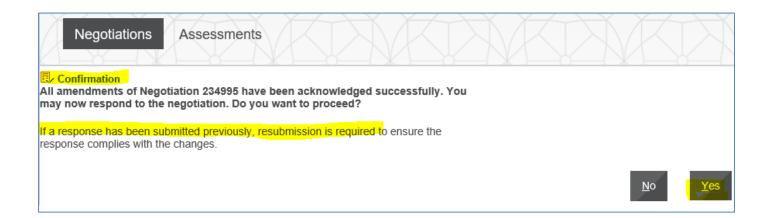
الموارد الحكومية	ظام أبوظبي لإدارة	Sourcii 🔞 ند	ng					🗖 Navigator 🔻	🗟 Favorites 🔻	Home Logout Preferences He	lp Perso
Negotiati	ons Asse	essments									R
Negotiations >											
	95 has been ame endment Histor		red for awa	<mark>rd you must a</mark>	cknowled	dge each a	amendme	nt and resubmit yo	ur response to ensure it	complies with the changes.	
Quote: 23	32508 (R	FQ 23499	5)								2∦2
										Actions Online Discussions	Go
	Time Left Quote Style Quote Currency Contact Quote Number	Sealed					C	Ranking	28-Nov-2016 15:00:0 Price Only HOME CONCEPTS	00 L.L.C ABU DHABI BRANCH	
				Last							
Attachments	Title	Type Description	Category	Updated	Usage	Update D	Delete				
	No results found.										

X	egotiations Assessme	ents			
Negotia	ions > Quote: 232508 (RFQ 2	34995) >			
Ame	ndment History (F	RFQ 234995)			
To be con	sidered for award you must ackr	nowledge each amendment and submit	(or resubmit) all your responses to en	sure that they comply with the changes.	owledge Amendments
Show All	Details Hide All Details				
Details	Document Number -	Title	Status	Acknowledgement Date	Review Changes
> Show	234995,1	مناقصىة رقم 123/2016	Active (Locked)		1001
> Show	234995	مداقصية ركم 123/2016	Amended (Locked)		

Review the changes and click Acknowledge Amendments

Mark the check box and click Acknowledge

Negotiations Assessments	KXKX	KXKXP
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 w	the changes. Cancel Acknowledge
☑I accept the terms and conditions of the RFQ and also acknowledge the changes made	de to the RFQ amendment document 234995,1.	
Header		
Label	RFQ 234995	RFQ 234995,1
Amendment Description		Amended
Notes and Attachments RFQ 234995		



Negotiations As	sessments	KXK	
Negotiations > Quote: 2325	08 (RFQ 234995) > Amendment History (RFQ 234995) >	
Create Quote: 23	32509 (RFQ 234995,1)		
Title	Cance <u>I</u> View RFQ 123/2016 ملکسنة ركم Two-Stage RFQ		Save Draft E Left 4 days 2 hours Date 28-Nov-2016 15:00:00
Header Lines			
Supplier RFQ Currency	BRANCH AED	Quote Valid Until	xample: 24-Nov-2018)
Quote Currency Price Precision		Note to Buyer	
1 100 1 100000	;		
Attachments			

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

Terms and Cond	itions				
The following terms and condition	ns must be accept	ed before a quote is pl	aced in this RFQ.		
 Once you Acknowledge to this Please note that, according to sign or execute the Contract, sha in any tenders of the concerned 	the applicable rule all be black-listed	es and regulations, the for one full year, during	successful bidder who d g which period it shall be		<
Attachments					
Title No results found.	Туре	Description	Category	Last Updated	Ву
* I have read and accepted the	e terms and condit	tions		Cancel	Accept

Proceed to fill the Response / Quote

Negotiations Negotiations >		KN	KA	KAK			XK	X
Create Quote: 2355	08 (RF	Q 232027,7)						
Header Lines		مذاکسة رقم 16 o-Stage RFQ ال	Car	View RFQ		dsheet Sat 5 days 1 hour 27-Nov-2016 15:00:00		nread Mes
Sup RFQ Curre Quote Curre Price Preci	ncy AED	ABU	DHABI BRANCH		Quote Valid Until Reference Number Note to Buyer	(example: 22-Nov-2016)		
Attachments								
Add Attachment	per attachi	ment is 15 MB only. If ex	ceeded, you cannot p	rocess further due to error. Y	ou may split the large f	file into smaller files and at	tach as many as requi	ired.
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delet
No results found.								

Troubleshooting

Issue 1: Error, the requested URL was rejected

🔄 🕘 🎯 https://aderp.dof.ae/OA_HTML/O/ 🔎 🖌 🔒 Department C 📃 Request Rejected	Request Rejected ×
File Edit View Favorites Tools Help	
🖕 📘 Suggested Sites 👻 🗿 FiConnect VIP1 🗿 FIConnect2 FULL 🗿 Winners and losers fro 💌	
The requested URL was rejected. Please consult DOF Help Desk Email: helpdesk@dof.ab	udhabi.ae, or call 800888.
Your support ID is: 16284552907327302176	

Cause

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

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

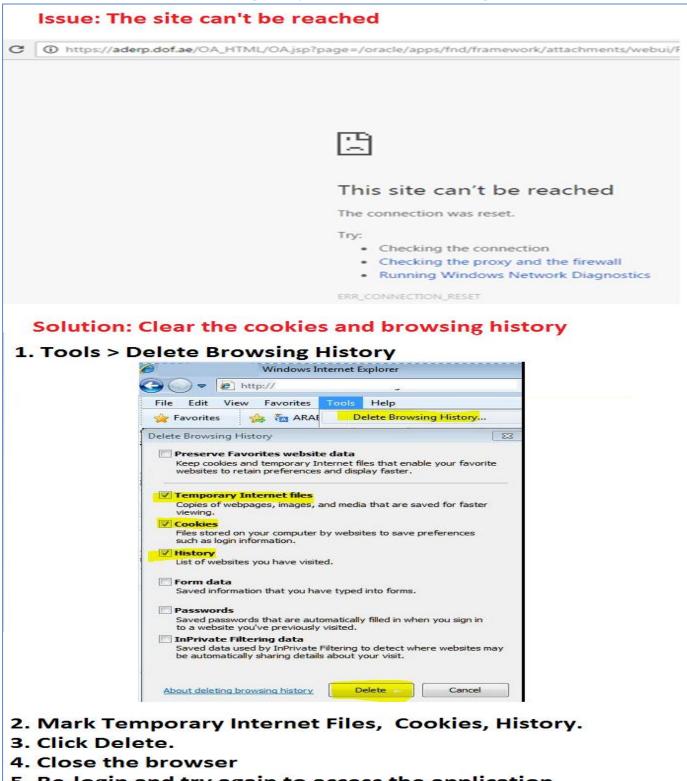
Possible Solution

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

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

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

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



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