

ADERP

ISUPPLIER PORTAL USER MANUAL

VERSION 2.0

Document Control

Change Record

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

Reviewers

Name	Position
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Distribution

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Oracle iSupplier Portal Overview

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

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

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

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

Online Notifications

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

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

Recommended Browsers and Settings

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

Advanced Settings

Internet Explorer > Tools > Internet Options > Advanced Settings

	Security	Privacy	Content	Connections	Programs	Advan
Setting	s					
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Internet Explorer > Tools > Pop-up Blocker > Pop-up Blocker settings

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File Edit View Favorites To	ools Help		
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	InPrivate Browsing	Ctrl+Shift+P	RIN XAX ZINI
وظبى لإدارة الموارد الحكومية	Turn on Tracking Protection		
	ActiveX Filtering		
	Fix connection problems		
	Reopen last browsing session		
	Add site to Apps		
	View downloads	Ctrl+J	alogan
	Pop-up Blocker	>	Turn off Pop-up Blocker
	SmartScreen Filter	>	Pop-up Blocker settings

Enter *.abudhabi.ae and click Add

And the second se	s list below.
Address of website to allow:	
*.abudhabi.ae	Add
Allowed sites:	
	Remove
	Remove all.
Notifications and blocking level:	
Notifications and blocking level:	d.
Notifications and blocking level: Play a sound when a pop-up is blocked Show Notification bar when a pop-up is	d. s blocked.
Notifications and blocking level: Play a sound when a pop-up is blocked Show Notification bar when a pop-up is Blocking level:	d. s blocked.

Login and Password Request

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

https://aderp.abudhabi.ae/

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

Login with the credentials

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

Enter your Password case-sensitive and considering the keyboard language



Request New Password

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

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



لإدارة الموارد الحكومية	巓 نظام أبوظبي		\square		\sum
Login Assista	nce				
* Indicates required f	ield				
Forgot Passwo	rd				
Enter your user na User Name Forgot User Na	me, instructions fo Your User Name	r how to reset yo	our password v	will be emailed t	o you.
Enter the email add	dress associated w	ith your account	, your user nar	me will be email	ed to you.
Email	(Example: first.last@do	omain.com)	Forg	jot User Name	

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

Setting the Preferences

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

E-Business Suite 🔞 نظام أبوظبي لإدارة الموارد الحكومية	Notification Search	★ Favorites ⊗	Settings >>	L Worklist S
Enterprise Search Contract Documents V	多区 龙花	G	Preferences 0	

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

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

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

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

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

Overview of Tender / Negotiations Dashboard

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

Navigation: iSupplier Portal Full Access> Tenders and Auctions

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		iSupp	olier Portal Full A	Access					
	AnnouncementFormatted Text:								
	دليل المستخدم للنظام الجديد New System Guide					Suppli	er Home Page		
	المالية Finance New Featues					Tende	rs & Auctions	1	
	المشتريات والموردين Supply Chain New Featues					Workli	st	·	
	المشرىعك Projects New Featues					-			
	دليل الاستعلام عن New Request Status User Guide مالة الطليات								

			Negoti	ations				
			\times \times \checkmark		F	X	XX	$\rightarrow X$
Search Open Negotiation	ns Number 🗸		Go					
Welcome Ashraf El zarka								
Your Active and D	raft Responses	5						
Press Full List to view all v	our company's respo	onses						Full List
Image: A matrix and a matri								
Response Number	Response Statu	s Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Me	ssades
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No results found.								
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No results found. Your Company's C Supplier Site No results found.)pen Invitation: Ne	s egotiation Number		Title	T	уре	Time Left	Full List
No results found. Your Company's C Your Company's C Supplier Site No results found. Quick Links)pen Invitation	s egotiation Number		Title	T	уре	Time Left	Full List
No results found. Your Company's C Supplier Site No results found. Quick Links Manage)pen Invitations Ne	s egotiation Number		Title	T	уре	Time Left	Full List
No results found. Your Company's C Your Company's C Supplier Site No results found. Quick Links Manage • Drafts	View Respons	egotiation Number		Title	T	уре	Time Left	Full List
No results found. Your Company's C Supplier Site No results found. Quick Links Manage Drafts Deliverables Personal Information	View Respons	egotiation Number		Title	T	уре	Time Left	Full List

Your Active and Draft Negotiations

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

Your Company's Open Invitations

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

Quick Links

Quick Links region contains the shortcut for the following:

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

Acknowledge Participation of Invited/ Limited Tender

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

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

Navigation: Worklist

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

الحكومية	E-Business Suite الوظبي لإدارة الموارد 🚳	Notification Search	🏠 Home	⊗ Navigator ⊸	Favorites ~	Çê Settings ∨ list	Worklist	2 Logged In ASHRAF.	As ZARKA@ORACLE.
					سعيد سيف الرميٽي You are invite 10) زيئب علي العامري	_ ed: RFQ 224400	8 (Tender)	07:35 PM Due in 0 days 05:23 PM	
	Announcement Formatted Text:	A	Add to Favorite	S	UM5A - Unive Response to	ersity Mohamme your	d V OU -		
	المالية Finance New Featues				Go To Full	Worklist			
	المشتريك والموردين Supply Chain New Featues								

You are invi	ted: RFQ 2244	4008 (Tende	r 10)					Yes No
ن الرميثي From	سطر سر		Company	Default enterpris	e name			
To ASHRA	F ELZARKA		Title	Tender 10				
Sent 31-Oct-	2018 19:35:25		Number	2244008				
Negotiation Pre Negotiation Ope Supplier ORAC Supplier Site Al To acknowledge declining. Please go to Ne Action Hist	view October 31, 201 n October 31, 2018 se October 31, 2018 se October 31, 2018 BU DHABI, ABU DHA syour intent to partici gotiation Details page	18 07:35 pm Duba 07:35 pm Dubai 07:55 pm Dubai ED ABI, 30339AE pate, press the Yes a if you want to vie	i s button on this p w the document b	age. To decline th	e invitation, press the No b ing intent to participate an	utton. You may enter d/or to enter a respons	a note to the buyer in the space below before se.	e acknowledging or
Num Acti	on Date	Action	From		То	Details		
1 31-0	CT-2018 19:35:25	Submit	د سيف الرميثي	متعتز	ASHRAF ELZARKA			
Response Note to	Buyer						\sim	
Return to Worklist								

Negotiations > RFQ: 2244008			N
Header	Title Tender 10 Status Active (Lock Time Left 00:18:24 Controls Contract Terms Buyer الرميني Mr	 1. View the details in the headers, lines, controls Contract, terms tabbed region 2. Scroll down and view notes to supplier, requirements and attachments. 3. In the action field, select acknowledge participation and click go 	Actions Acknowledge Participation Open Date 31-Oct-2018 19:35:24 Close Date 31-Oct-2018 19:55:57 Outcome Standard Purchase Order
	Quote Style Sealed Description	age RFQ	Event
Terms			
Currency	Bill-To Address DOF Ship-To Address DOF FOB	Pay	ment Terms Carrier eight Terms
	RFQ Currency AED	Pric	e Precision Any

Negotiations > RFQ: 2244008 > Acknowledge Participation (RFQ 2244008)		Cance! Apply
Supplier Site ABU I Will your company participate?	HABI	
Note to Buyer	`	
	~	Ν

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

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

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

Search RFQ / Tender / Negotiation and Create Response Quote

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

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

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

Navigation: iSupplier Portal Full Access> Tenders and Auctions

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

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

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

			Negoti	ations	X			
Search Open Negotiation Welcome, Ashraf ELzarka Your Active and D	ns Number 🔽 22440 a. braft Responses	800	Go					
Press Full List to view all	your company's responses						Full List	
💢 2 🖪 🔅 🔻 💷								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages	
No results found.								

The matching RFQ Tenders will be displayed.

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

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

Negotiations > Active Negoti	iations										
Search											
Note that the searc	h is case inse	nsitive Numle Titl Categor	er 2244008 e y Go Clea	r		Contact Line Event					
Select Negotiation:	Respond	। 🕱 😂 🖪 🕴	🌣 🔻 💷								
Number 🔺	Title 🔺	Contact 🔺	Time Left 📥	Close Date 🔺	All Responses 🔺	Your Company's Responses	Monitor	Unread Messages			
0 2244008	Tender 10	سعيد .Mr الرميشي	10 minutes	31-Oct-2018 19:55:57	Sealed	0		0			
							Ν				

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

Q. 22-1000				Actions Acknowledge Participation
	Title	Tender 10		· · ·
	Status Time Left	Active (Locked) 00:09:29	Open Date Close Date	9 31-Oct-2018 19:35:24 9 31-Oct-2018 19:55:57
Header	nes Controls Cor	ntract Terms	1 View the details in header, lines controls, contract terms tabbed region	
	Buyer	سعيد .Mr الرميشي	Outcome	Standard Purchase Order
		✓ Two-Stage I	RFQ Event	
	Quote Style	Sealed		
	Description	1		
Terms				
	Bill-To Address	DOF	Scroll Down the page to view requirements, notes to supplier and attachments Payment Terms	
	Ship-To Address	DOF	Carrier	
	EVE	1	Freight Terms	

Scroll down and view Notes to Supplier, Requirements and Attachments

	RF	Q Currency AED			Pric	e Precision Any		
equirements								
z - 🖻 🔅 - 💷	•							
how All Details Hide A etails Section	All Details					RFQ Stage		
Technical Requ	irements					Technical		
Commercial Re	quirements					Commercial		
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otes and Attach Note to Suppliers itte	ments Type	View notes to	o supplier and att	achments Last Updated By	Last Upd	ated Usage	Update	Delete
totes and Attach Note to Suppliers itte to results found.	ments Type	View notes to	o supplier and att	A Last Updated By	Last Upd	ated Usage	Update	Dele
otes and Attach Note to Suppliers itte to results found.	ments Type	View notes to	Category	Last Updated By	Last Upd	ated Usage	Update	Delete

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

The Terms and Conditions of RFQ Tender will be displayed.

Review the Terms and Conditions.

Negotiations > Active Negotiations >						
Terms and Conditions					Cano	Accept
The following terms and conditions must be accepted before a	a quote is placed in t	his RFQ.				
			~			
Conditions						
terms and conditions and then mark the I have	50					
accept terms and conditions check box then pre	SS					
Accept						
			\checkmark			
0.44 1						
Attachments						
Title Type Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.						
I have read and accepted the terms and conditions						
						11
					Cano	el Accept

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

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

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

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

Click Add Attachments button to add Header level attachments

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

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

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

	Title	e <u>Te</u>	nder 10			Time Left 03:59:41							
		\checkmark	Two-Stage RFQ 🧾			Close Date 31-00	t-2018 23:55:57						
Header	Lines												
	Suppl	ier (ORACLE SYSTEMS LI	MITED		Quete Valid Uptil (21.0	+ 2019 10:15:00)	(ttt)					
	Supplier S	ite A	ABU DHABI - ABU DHA	ABI, ABU DHABI, 3033	9AE		a-2010 19.43.00j						
	RFQ Curren	cy A	\ED			Reference Number							
	Quote Curren	cy A	\ED			Note to Buyer							
	Price Precisi	on A	Any										
tachments	5												
	-												
Add Attachme	entMax. File Size	per a	ttachment is 15 MB o	nly. If exceeded, you	cannot process further due to e	error. You may split the large f	le into smaller files	and attach as mar	ny as require				
tle	Тур	e	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete				
reculte found													
results iouriu.													

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

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

Negotiations > Active Negotiations	> RFQ: 2244008 > Create Quote: 2583875 (RFQ 2244008) >	Canaal		Arrely
		Calicei	Add Another	Арру
Attachment Summary Inf	ormation			
Title	Commercial Document			
Description	Commercial Document			
Category IP For each attachment, seler Define Attachment	Stage 2: Commercial 🔽 t correct 'Category' of attachment from 'drop-list'.			
Т	rpe File C:\Users\Oracle6\Desktop\12.png Browse URL			
	Short Text	^	6	

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

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

Confirmatio	on ocument attachment has	been added successfully.					
reate Quot	te: 2583875 (RF	Q 2244008)	Cancel	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinue
	Title	<u>Tender 10</u> ☑ Two-Stage RFQ ①	Time Close I	Left 03:53:35 ate 31-Oct-2	018 23:55:57		
Header	Lines	Review attac required	hments and add more if				
	Supplier Supplier Site	ORACLE SYSTEMS LIMITED ABU DHABI - ABU DHABI, ABU DHABI, 30339AE	Quote Valid U	ntil (31-Oct-2	2018 19:45:00)		
	RFQ Currency Quote Currency	AED AED	Reference Numl Note to Bu	ver			
	Price Precision	Any					
Attachment	S	Auty					

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



equir	ements				
Expand	II Collapse All				
0					
Focus	Title	RFQ Stage	Target Value	Quote Value	
	Requirements				
	Technical Requirements	Technical			
	Delivery Time	Technical	-	Enter your response for Technical	< >
\$	Commercial Requirements	Commercial			
	Payment terms 30 days upon successful Delivery	Commercial	-	Enter your response for Commercial	^
				Cancel View RFQ Quote By Spreadsheet Save Draft	<u>C</u> ontinu

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

reate Qu	ote: 258	3875 (RFQ 2244	008)					Cance <u>I</u> V	iew RFQ	Quote By Sp	readsheet	Save Draft	<u>C</u> ontin	
		Ti	tle <u>Tender 10</u>				Time Left 03:45:42								
We Stage RFQ ■ Close Date 3F-00/2010 23:33:37															
neader	Lines														
	F	RFQ Curre	ency AED sion Any					Quote	e Currency	AED					
💢 🎜 🕞	🌣 🔻 🏢														
Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised	Date	Quote	Add Alter	nate Lines	Updat	
1 Services	DOF	Sealed				Each	100	100			No 🗸		•	1	
2 Services 2	DOF	Sealed				Each	10	10		(***)	No 🔽			-	

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

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

	D 1.4					31 Oct 2019 23-55-57		
	Description	Services			Close Date	31-00-2010 23.55.57		
	Unit	Each			Quote Currency	AED		
	Start Price				Rank	Sealed		
	Target Price	100	Review and add	more details	Snip-10 Nood By Date	LUF 14 Nov 2018 15:24:18 to 2	7 Nov 2018 15-24-49	•
	Quote Price	100	in this page, if lin	ne level	Need-Dy Date	14-1100-2010 15.24.1010 2	7-1400-2010 15.24.40	,
	Ousts Quantity	100	attachment is re	quested, you	Promised Date	27-Nov-2018 15:24:48		
	Quote Quantity	100	may add from he	ere and click				
otes			apply button					
Note to Buyer				^				
				\checkmark				
tachments								
Add Attachment								
itle	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
o results found								

reate Que	ote: 258	3875 (RFQ 22440	008)					Cance <u>l</u>	View RFQ	Quote By Sp	preadsheet S	ave Draft	<u>C</u> ontir
		Ti	itle <u>Tender 10</u> ☑ Two-S	itage RFQ 🧊				Time Left 03:37:45 Close Date 31-Oct-2018 23:55:57						
Header	Lines													
X 2 5	F P ✿ ▼ Ⅲ	RFQ Curre rice Preci	ency AED sion Any					Quote	e Currency	AED				
Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promise	l Date	Quote	Add Alterna	te Lines	Updat
1 Services	DOF	Sealed			100	Each	100	100	27-Nov-2	018 📋	Yes 🗸	+		1
2 Services 2	DOF	Sealed			100	Each	10	10	29-Nov-2	018 📖	Yes 🗸	+		1

Negotiations > Active Nego Warning This quote is in respo	nse to an RFC	EQ: 2244008 >	/ill be evaluated in two stage:	s - Technical and Commercial.								
Create Quote 258	3875: Rev	view and Submit (F	RFQ 2244008)		Cancel	Back	Validate	Save Draft	Printable View	Sub <u>m</u> it		
Header												
	Title	Tender 10		1	Time Left	03:36:4	5					
	Supplier	ORACLE SYSTEMS LIMITE	Ð	Close Date 31-Oct-2018 23:55:57								
:	Supplier Site	ABU DHABI		Quote Valid Until								
RI	Q Currency	AED		Reference Number								
Que	ote Currency	AED		Note	to Buyer							
Pri	ce Precision	Any										
Attachments												
Title 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺		Last U	pdated 🔺	Usage	 Update 	Delete		
Commercial Document	File	Commercial Document	Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM		31-Oct-	2018	One-Tin	ne 🧷	Î		
Technical Document	File	Technical Document	Stage 1: Technical	ASHRAF.ZARKA@ORACLE.COM		31-Oct-	2018	One-Tin	ne 🧷	Î		

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

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



Important Note about Attachments

Attachment Size

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

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

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

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

Attachment Type

FILE

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

URL

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

TEXT

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

Attachment Category

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

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

Two Stage RFQ: Separately	y Attach for both Commercial &	Technical
Negotiations > Active Negotiation	ns > RFQ: 236008 > Create Quote: 23	6507 (RFQ 236008) >
Add Attachment		
Attachment Summary Informati	on	
Title Description		
Category From Su	For two stage l attach for BOT	RFQ, you need H categories
♂ TIP For each attachment From Su attachment	pplier: Technical as per buyers	request
Define Attachment		
Type 🖲 File		Browse
OURL		
○Text		^
Single Charge DEC, Single fine	1 Catalogue	
Negotiations	A	
Negotiations > RFQ: 241995 >	Create Quote: 236506 (RFQ 241995) >	·O(_)X
Add Attachment		
Attachment Summary Information	on	
Title		
Description		^
		Single stage RFO
Category From	Supplier rrect 'Category' of attachment from 'drop-list'	shows only one
		fixed Category
Define Attachment	Use the Online Discussion feature	re to contact buyer
	if you have any concerns about a	ttachment
Type File		Browse

How to Respond to Buyer's Online Messages and Notifications

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

Navigation: Worklist shows the open notifications

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



Navigation: Worklist > FULL LIST shows all notifications

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



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

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

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

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

Click the Message link to view details of message

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

View the message and attachments if any.

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

Subject	Compliance to	our new terms and cor	nditions							
From	Upper Compliance to our new remains and conductors									
То	ELzarka, Ashr	af								
Date	01-Nov-2018 1	11:37:52								
Aessage	Please accept									
		_								
achmen	nts									
					Look Llooked A	Linewe A	Lindata	Dele		
e 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺	Last Updated 🔺	usage 🔺	opuate	Dele		
e 🔺	Type 🔺 File	Description Amendment	Category A To Supplier	RAGAB	01-Nov-2018	One-Time	Update functionality disabled	Î		
endment	Type A File	Amendment (RFQ 2246005)	Category A To Supplier	Last Updated By A RAGAB	01-Nov-2018	One-Time	Update functionality disabled			
e A andment	Type A File Tile Tile Click Atta	Description Amendment (RFQ 2246005) achment file name	Category To Supplier	Last Updated By RAGAB	01-Nov-2018	One-Time	Update functionality disabled	1		

Negotiations Message	Negotiations > Online Discussions (RFQ 2246005) > Message (RFQ 2246005)										
Subject	Subject Compliance to our new terms and conditions										
From	Default enterpr	ise name									
To	ELzarka, Ashra	ıf									
Date	01-Nov-2018 1	1:37:52									
Message	Please accept										
Attachme	nts										
Title 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺	Last Updated 🔺	Usage 🔺	Update	Delete			
Amendment	File	Amendment	To Supplier	RAGAB	01-Nov-2018	One-Time	Update functionality disabled	Î			

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

* Indicates required field Send To Default enterprise name Subject Compliance to our new terms and conditions * MessagePlease accept		
Send To Default enterprise name Subject Compliance to our new terms and conditions * Message Original MessagePlease accept		
* Message Original Message Please accept		
\sim	Ν	
Attachments	1/3	
Add Attachment		
Title Type Description Category Last Updated By Last Updated Usage Up	date D	elete
No results found.		

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

Negotiations > Online Discussions (RF	Q 2246005)				Cancel Pri	intable Page
	Title <u>Tender 1</u> Status Active (Locked)			Open Date 0	1-Nov-2018 10:44:06	
Messages	Time Left 45 minutes	Buyer's		Yours	-1107-2010 12.41.40	
New Message 💢 🈂 📧 🌼	▼ Ⅲ ▼					
Subject 🔺	Message		Status 🔺	Sender A	Date 🔺	Repl
Compliance to our new terms	Pleas	e accept Sur	Read	ELzarka, Ashraf	01-Nov-2018 11:56:11	œ,
Compliance to our new terms	Please accept		Replied	Default enterprise name	01-Nov-2018 11:37:52	C,
<						>

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

Welcome, Ashraf ELzarka. Your Active and Draft Responses Press Full List to view all your company's responses. Fi Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2" Press Full List to view all your company's responses. Fi Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2" Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Unread Message 2586876 Draft ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	Search Open Negotiation	ons Number 🗸		Go				
Your Active and Draft Responses Press Full List to view all your company's responses. Image: Company's response full List to view all your company's responses. Image: Company's response full List to view all your company's responses. Image: Company's response full List to view all your company's responses. Image: Company's response full List to view all your company's responses. Image: Company's response full List to view all your company's responses. Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Unread Message 2586876 Draft ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	Welcome, Ashraf ELzark	a.						
Fill List to view all your company's responses. Image: Colspan="6">Fill List to view all your company's responses. Image: Colspan="6">Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Unread Message 2586876 Draft ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	Your Active and I	Draft Responses						
Image: Second	Press Full List to view all	l your company's respons	es.					Full List
Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Unread Message 2586876 Draft ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	💢 2 🖻 🔅 🔻 🖩	0						
2586876 Draft ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
	2586876	Draft	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0
2586875 Active ABU DHABI 2246005 Tender 1 RFQ 40 minutes 0	2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0

Click the draft Response Number link

Click the Pencil/ Update Icon of attachment

reate Quote: 2586	6876 (RFC	2 2246005)		Cancel	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinue
Header Lines	Title	<u>Tender 1</u> ☑ Two-Stage RFQ ①		Time I Close D	_eft 00:38:11 ate 01-Nov-2	018 12:41:48		
Ri Que Pri	Supplier Supplier Site FQ Currency ote Currency ice Precision	ORACLE SYSTEMS LI ABU DHABI - ABU DHA AED AED Any	MITED ABI, ABU DHABI, 30339AE	Quote Valid Ur Reference Numb Note to Buy	ntil 29-Nov-2 per ver	2018 12:00:24		
Attachments								
Add AttachmentMax	. File Size pe	r attachment is 15 MB o	nly. If exceeded, you cannot	process further due to error. You may split	the large file i	into smaller files and atta	ch as many a	s required.
Title 🔺	Туре 🔺	Description 🔺	Category 🔺	Last Updated By 🔺	Last Upda	ated 🔺 Usage 🔺	Update	Delete
Agreement Details	File	Agreement Details	Stage 1: Technical	ASHRAF.ZARKA@ORACLE.COM	01-Nov-201	18 One-Time	1	Î
Commercial Document	File		Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM	01-Nov-201	18 One-Time	1	Î.

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

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

Attach the file and click Apply

Negotiations > Create Quote: 258 Update Attachment: A	s876 (RFQ 2246005) > greement Details	Cance! Appl
Attachment Summary Inf	ormation	
Title Description Category ⊗ TIP For each attachment, selec	Agreement Details Agreement Details Stage 1: Technical t correct 'Category' of attachment from 'drop-list'.	
Define Attachment		
File	:\Users\Oracle6\Desktop\iSupplier\13.png Browse	
Negotiations > Confirmation "Agreement Details" attachm	ent has been updated successfully	
Create Quote: 2586876	i (RFQ 2246005)	Cancel View RFQ Quote By Spreadsheet Save Draft Continu
Header Lines	Title <u>Tender 1</u> ✓ Two-Stage RFQ ①	Time Left 00:30:48 Close Date 01-Nov-2018 12:41:48
S Suppl RFQ Ct Quote Ct Price Pr	upplier ORACLE SYSTEMS LIMITED ier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE irrrency AED irrency AED ecision Any	Quote Valid Until 29-Nov-2018 12:00:24

Review the draft Quote and process further to Submit.

Uploading Quote details by Spreadsheet template from Application

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

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

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

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

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

egotiations > reate Quote: 258	86876 (RFG	2246005)		Cancel	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinu		
Header Lines	Title 1	[™] <u>ender 1</u> ☑ Two-Stage RFQ ①		Time L Close D	eft 00:23:55 ate 01-Nov-20)18 12:41:48				
Supplier ORACLE SYSTEMS LIMITED Supplier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE RFQ Currency AED Quote Currency AED Price Precision Any				E Quote Valid Until 29-Nov-2018 12:00:24						
Attachments										
Add AttachmentM	ax. File Size per	attachment is 15 MB or	nly. If exceeded, you cannot	process further due to error. You may split t	he large file in	nto smaller files and attac	ch as many as	; required		
	iype 🔺	Description A					Update	Delete		
Agreement Details	File	Agreement Details	Stage 1: Lechnical	ASHRAF.ZARKA@ORACLE.COM	01-Nov-2018	s One-Time				
Commercial Document	File		Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM	01-Nov-2018	3 One-Time	1	i i		

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

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

-	
3 Error	
Empty file name	
Create Quote 2	2586876: Quote By Spreadsheet (RFQ 2246005)
RFQ Currency AED Quote Currency AED	
Step 1:Export Sp	preadsheet
© TIP Rich style inclu Format > XMI	udes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM). L Spreadsheet - Rich Style (xml) L Spreadsheet - Light-Weight Style (xml) -Delimited (.txt) -Delimited (.txt) -Delimited (.txt)
Format (XML Spreadsheet (.xml) Tab-Delimited (.txt) Browse
Return to Create Quote	:2586876 (RFQ 2246005)
e access to the system empt by unauthorized	Do you want to open or save RFQ2246005_Response.zip from aderptest.dof.abudhabi.ae? Open Save Cancel X Privacy Statem
	Manufathan Harris Dartainan Hata Dartaina Dartaina Director
bout this Page	The RFQ241995_Response.zip download has completed.

D:\RFQ241995_Response.zip\									
File Edit View Favorites Tools Help									
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Add Extract Test Copy Move Delete Info									
Der 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 open directly the file from zip file, as the changes made may not be saved or may be saved in the temporary folder and the changes you made to the template may get lost.



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

File Home	Share	e View											
Pin to Quick Copy access	Quick Copy Paste Shortcut		ve Copy	py Delete Rename		New item •		Properties		Select all Select none			
Clipboard Organize New Open Select													
$\leftarrow \rightarrow \checkmark \uparrow$ \blacksquare > This PC > Data (D:)													
📌 Quick access	;		Name			~ Тур	Y Type Date modified S						
📃 Desktop		*	RFQ24	1995-Respo	nse <	XM	XML Document 23-Nov-16 4:20 PM						
Documents	;	*	Zz RFQ24	1995_Respo	nse	ZIP	ZIP File				23-Nov-16 3:56 PM		
			🗾 Adden	🖞 Addendum to Services		Ad	obe Acro	bat Document		23-	23-Nov-16 3:10 PM		
Attachme			ment for C	ommercial	Ad	Adobe Acrobat Document				23-Nov-16 12:15 P			
Demo Guid	e Files	Я	🗾 Attach	ttachment for Detailed Tech			Adobe Acrobat Document				23-Nov-16 12:15 P		

Review and update the header sheet.

x∎	5-	⊘=					RFQ	241995-Resp	onse - Exc	el 🔿	\sim	XP
FIL	E HOM	IE INSE	RT PAG	E LAYOUT	FORMUL	AS DAT	a revie	W VIEV	V			$\mathcal{T}_{\mathcal{C}}$
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Clipt	board 🗔		Font	Ei.	Alig	gnment	Es l	Number	E.		Styles	С
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A	В	С	D	Е	F	G	Н	1	J	К	L	м
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2			lesign		Jemen			auven	icula	partitiera	o ana o	uppliel
3			RFQ	241995				Company	Default e	nterprise nam	ne	
4			Close Date	27-11-16 14	:00			Buyer	ناصر الغافري	تاهد		
5		R	FQ Currency	AED				Phone	1139			
6		Qu	ote Currency	AED				Email	nahed.ald	haferi@fdf.ae	2	
7		Pi	rice Precision	Any				Supplier	HOME CO	NCEPTS L.L.C	ABU DHA	BI BRANCH
8								Supplier Site				
9												
10	Header											
11		Qu	ote Valid Until		15-12-16		Refere	ence Number	HC 123-No	ov-2016		
12				example:	23-11-16							
13												
14	Note to Supp	liers								<u> </u>		
15	البريد الالكتروني	بسال تكلى الايميل	helpdes و الأر	sk@dof.abu	dhabi.ae - 02	الريم 8101430	رجى التواصل تظى	نتظام الإلكتروني ي	ىق يخصوص ا	و فيحاله وجود خوا	024090139	د الانصال على الرقم
10	Note to Russe	-										
10	Note to Buye	r										
10												
20												
21	File Do	wnload Time	23-11-16 15	:56								
22												
22												
1	Þ	Header	Lines (1	- 14)	+					: 4		

Fill the relevant fields of the Header sheet.

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

Fill the relevant fields of the Lines sheet.

🕅 🔒 🐬 r 🗟 r 📮			RFQ241995-Resp	onse - Excel	X P>	C XX	\times		
FILE HOME INSERT PAGE	LAYOUT FORMUL	AS DATA	REVIEW VIEW	1					
Calibri • 11 Paste ↔ B I <u>U</u> - <u></u>	• A • = = =		\$ • % »		nditional Format matting ← Table	as Cell	Delete - J		
Clipboard 🕞 Font	Gil Alig	gnment 🔤	Number	E.	Styles		Cells		
$130 \overline{} : \times \checkmark f_x$									
A B C D	E F	G H	1	J	K L	М	N		
10 Lines									
11					Quote Total (AED) 22,880.00	(
12				Quete	Quote		L		
13 - Line	Item.Rev	Start Price Unit	Quantity	Price	Quantity	Promised Date	Note to Buver		
ثيم للحفل تكريم الشركاء والموردين والإعلاميين 1 14		Unit	1	500	1		,,.,.,		
تصعيم وتنفيذ باك دروب وستيج للمسرح بثيم الحفل 2		Unit	1	600	1				
بوديم 3		Unit	1	700	1				
تصميم وتنفيد ثيم ديكورات بسيطة ولوحات ارشادية م		Unit	1	800	1				
طاولة استقبال 5		Unit	1	900	1				
توفير شاشة للمسرحإختياري 6		Unit	1	100	1				
تصوير فوتو عرافي توثيقي فني 7 20		Unit	1	90	1				
تصویر فیدیر ترثیقی 8		Unit	1	80	1				
<u>مانونه الدروع و</u> اتحال محال في مدمه ا		Unit	1	2000	1				
25 10 HPad		Unit	4	2100	4				
25 12 4 3 5 3 5 5 5 5		Unit	2	400	2				
26 13		Unit	300	25	300				
سيتر بيس الطاولات 14		Unit	15	50	15				
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30									

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

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

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

Browse and select the updated XML file

Choose File to Upload						×
\leftarrow \rightarrow \checkmark \Uparrow \blacksquare \Rightarrow This	s PC > Data (D:)	~ č	Search Data (D:)			Q
Organize 🔻 New folder	r					?
🗸 👝 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			
	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		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 nar	me: RFQ241995-Response		✓ All Files (*.*)			\sim
		=	Open	(Cancel	

Negotiations
Create Quote 2000 Quote By Spreadsheet (RFQ 2000 B)
RFQ Currency AED Quote Currency AED
Step 1:Export Spreadsheet
 TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XM OXML Spreadsheet - Rich Style (.xml) O XML Spreadsheet - Light-Weight Style (.xml) O Tab-Delimited (.txt) Export
Step 2:Import Spreadsheet
Format XML Spreadsheet (.xml) Tab-Delimited (.txt)
File To Import D:\RFQ Import Response Browse

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

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

Negotiations > Create Quote: 2586876 (RFQ 2246005)	Cancel	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinue
Title <u>Tender 1</u> ☑ Two-Stage RFQ ① Header Lines	Time I Close D	.eft 00:15:56 ate 01-Nov-2	018 12:41:48		
SupplierORACLE SYSTEMS LIMITEDSupplier SiteABU DHABI - ABU DHABI, ABU DHABI, 30339AERFQ CurrencyAEDQuote CurrencyAEDPrice PrecisionAny	Quote Valid Ur Reference Numb Note to Buy	til 29-Nov-2 er er	018 12:00:24		

The details will be updated from the spreadsheet

reate Qu	iote: 25	86876	(RFQ 224	6005)				C	ancel View RFQ	Quote By Sp	readsheet Save Draft	<u>C</u> ontin
		1	Title <u>Tender 1</u>						Time Left 00:15:0	0		
			☑ Two-	-Stage RFQ 🧾					Close Date 01-Nov-	2018 12:41:48		
Header	Lines	5										
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X 2 🖻	🔅 🔻 🗉]										
Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1 Service	DOF	Sealed			10	Each	100	100	02-Nov-2018	Yes 🗸	+	1
	DOF	Sealed			10	Each	100	100	02-Nov-2018 (#	Yes 🗸		1

Click Save Draft

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

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

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

Acknowledge Amendments for Invited / Limited Tender

Worklist or

Navigation: iSupplier Portal Full Access> Tenders and Auctions >



Click the Subject link and to open the message

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

1 Information					
This notification does not require a response.					
Acknowledgement Required: Am	ndment 1 to RF	Q 2246005 (Tender 1)			[
From tulk ture	Company	. Default antomrina name			
To ASHDAE ELZADKA	Company	Tondor 1			
Sent 01-Nov-2018 12:30:54	Number	2246005,1			
Negotiation Open November 01, 2018 10:44 am Negotiation Close November 01, 2018 01:41 pm Supplier ORACLE SYSTEMS LIMITED Supplier Site ABU DHABI, ABU DHABI, 30339AI	ubai ubai				
This Negotiation has been amended. To be consid	ered for award you must a	cknowledge each amendment and resubmit y	our response to ensure your response complies v	vith the changes.	
Please go to Review Changes page to review the	hanges for this amendme	int.			
Return to Worklist					
Display next notification after my response					
egotiations > Marning RFQ 2246005 has been amended. So be cons	lered for award you must	acknowledge each amendment and submit (or resubmit) all your responses to ensure that th	ney comply with the changes.	
egotiations > Warning RFQ 2246005 has been amended. So be cons View Amendment History FQ: 2246005	lered for award you must	acknowledge each amendment and submit (or resubmit) all your responses to ensure that th	iey comply with the changes.	
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If there are multiple amendments, you will have to accept the Terms & Conditions and also acknowledge for each amendment continuously by clicking **Next** button *till you get the Acknowledge* button. You must accept and acknowledge **all** amendments and only then you will be able to create / update the quote.



Click Yes to update and resubmit your draft Quote.

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

Acknowledge Amendments to RFQ Tender and Update Quote

Navigation: iSupplier Portal Full Access> Tenders and Auctions

Case 1: If a response Quote was NOT submitted previously

E-Business Suite 🖗 نظام أبوظبي لإدارة الموارد الحكومية	Notification Search	n Home	O Navigator ⊸	★ Favorites ∾	Gettings ⊸	Worklist
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المشتريك والموردين Supply Chain New Featues			Worki	st	-	
المشررعك Projects New Featues						
الله الاستعالم عن New Request Status User Guide طلِل الاستعالم عن حالة الطلبات						

Search Open Negotiations or Manage Draft

Search Open Negotiati Welcome, Ashraf ELzar	ion Number V		Go				
Press Full List to view a	Il your company's response	es.					Full List
💢 2 🖻 🔅 🔻 🛙							
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
2586875 函	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 3 minutes	0
2586876 🙆	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 3 minutes	0
Negotiation has bee Your Company's	n amended and requires yo	our action to be co	onsidered for award.				

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

Act	<pre>btiations > tive Negotiations</pre>								
Sea	arch								
No	te that the search is case insensitive								
	Number	2				Contact			
	Title					Line			
	Category					Event			
		Co. Cloar							
		Go Clear							
Sele	ect Negotiation: Respond 💢 🌫 🖬	© • Ⅲ •							Rows 1 to 5
Sele	ect Negotiation: Respond 💢 🈂 🖬 🕯	© ▼ III ▼ Contact ▲	Time Left 🔺	Close Date	All Responses 🔺	Your Company	's Responses 🔺	Monitor	Rows 1 to 5 Unread Messages
Sele	ect Negotiation: Respond 💢 🌫 🖬 Number A file A 2246005,1 Tender 1	ن ح الله الله الله الله الله الله الله ال	Time Left 1 hour 2 minutes	Close Date	All Responses 🔺 Sealed	Your Company	's Responses 🔺	Monitor	Rows 1 to 5 Unread Messages 0

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

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

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

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

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

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

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

After Acknowledgement, a confirmation message will be displayed.

Further, the application prompts you

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

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

Case 2: If a response Quote was submitted previously

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

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

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

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

Welcome, Ashraf ELzarka. Your Active and Draft Responses Press Full List to view all your company's responses. Full List	Icome, Ashraf ELzarka. In Active and Draft Responses	nraf ELzarka. ve and Draft Responses					
Press Full List to view all your company's responses.	our Active and Draft Responses	ve and Draft Responses					
Press Full List to view all your company's responses.							
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	[2 ⊡ ‡ ▼ Ⅲ						
Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Unread Messages	sponse Number Response Status S	lumber Response Status Supplier Si	Site Negotiation Number	Title	туре	Time Left	Unread Messages
2586877 <a>Draft ABU DHABI 2246005,1 Tender 1 RFQ 36 minutes 0	36877 🙆 Draft Al	Draft ABU DHABI	BI 2246005,1	Tender 1	RFQ	36 minutes	0
2586875 Resubmission Required ABU DHABI 2246005 Tender 1 RFQ 36 minutes 0	36875 🙆 Resubmission Required Al	Resubmission Required ABU DHABI	BI 2246005	Tender 1	RFQ	36 minutes	0
2586876 🙆 Resubmission Required ABU DHABI 2246005 Tender 1 RFQ 36 minutes 0	86876 🙆 Resubmission Required Al	Resubmission Required ABU DHABI	BI 2246005	Tender 1	RFQ	36 minutes	0

Click the Response Number

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

ou have acknowledged all amendments. To	be considered for award y	ou must submit (or resubmit) all y	our responses to ensure that they comply with the changes.	
₹ 2 🖻 🔅 ▼ 🎟 ▼				
how All Details Hide All Details				
etails Document Number 🔻	Title 🔺	Status 🔺	Acknowledgement Date 🔺	Review Changes
2246005,2	Tender 1	Active (Locked)	01-Nov-2018 13:03:36	pa
> 2246005,1	Tender 1	Amended (Locked)	01-Nov-2018 12:36:09	00
> 2246005	Tender 1	Amended (Locked)		

Review the changes and click Acknowledge Amendments

Mark the check box and click Acknowledge

Negotiations Assessments		
Negotiations > Quote: 2 33 Fee (RFQ 5-65) > Amendment History (RFQ 26-66) >		
Acknowledge Amendment (RFQ 134995,1)		
To be considered for award you must acknowledge each amendment and submit (or resubmit)	your response to ensure your response complies with	the changes. Cancel Acknowledge
☑I accept the terms and conditions of the RFQ and also acknowledge the changes made	de to the RFQ amendment document 💥 🖧 👯 1.	
Header		
Label	RFQ 25-666	RFQ 23计强5,1
Amendment Description		Amended
Notes and Attachments		
RFQ > Lapit *		

Negotiations	Assessments	X
Confirmation All amendments of Negotia may now respond to the ne	tion 234995 have been acknowledged successfully. You gotiation. Do you want to proceed?	
response complies with the c	nanges.	
	<u>N</u> o	<u>Y</u> es

Negotiations >	0 2246005 2)	-				
Create Quote. 200000 (RF	Q 2240003,2)	Cance <u>l</u>	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinue
Title	Tender 1	Time L	eft 00:32:46			
	☑ Two-Stage RFQ ①	Close Da	ate 01-Nov-2	018 13:41:48		
Header Lines						
Supplier Supplier	ORACLE SYSTEMS LIMITED	Quote Valid Uni	til (17-Oct-2	2018 19:45:00)		
RFQ Currency	ABU DIABI - ABU DIABI, ABU DIABI, 30333AC AED	Reference Number	er			
Quote Currency	AED	Note to Buye	er			
Price Precision	Апу					

Proceed to fill the Response / Quote

Alternate Line Quote

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

الحكومية	E-Business Suite 🔞 نظام أبوظبي لإدارة الموارد	Notification Search	Home	Navig) ator v	★ Favorites ⊸	Settings
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	الملك الاستعلام عن New Request Status User Guide الطلبات حالة الطلبات						

Navigation: iSupplier Portal Full Access> Tenders and Auctions

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

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

			Negoti	ations	X			
Search Open Negotiatio Welcome, Ashraf ELzarka Your Active and D	ns Number 🔽 22440 a. Praft Responses	08	Go					
Press Full List to view all	your company's responses						Full List	
💢 2° 🖻 🔅 🕶 🎟								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages	
No results found.								

The matching RFQ Tenders will be displayed.

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

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

Negotiations > Active Negoti	iations							
Search								
Note that the searc	h is case inse	nsitive Numle Titl Categor	er 2244008 e y Go Clea	r		Contact Line Event		
Select Negotiation:	Respond	। 🐹 😂 📧 🕯	🌣 🔻 💷					
Number 🔺	Title 🔺	Contact 🔺	Time Left 📥	Close Date 🔺	All Responses 🔺	Your Company's Responses	Monitor	Unread Messages
0 2244008	Tender 10	سعيد .Mr الرميشي	10 minutes	31-Oct-2018 19:55:57	Sealed	0		0
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View the details in Header, Lines, Controls, Contract Terms tabbed region

RFQ: 2244008	8			Actions Acknowledge Participation	G
	Title Status Time Left	Tender 10 Active (Locked))0:09:29	Open Date Close Date	31-Oct-2018 19:35:24 31-Oct-2018 19:55:57	
Header	Lines Controls Con	tract Terms	1- View the details in header, lines controls, contract terms tabbed region		
	Buyer Quote Style Description	سجد .Mr الرميني Wr. عسير Two-Stage F Sealed	Outcome RFQ Event	Standard Purchase Order	
Terms					
	Bill-To Address Ship-To Address FOB	DOF DOF	Scroll Down the page to view requirements; notes to supplier and attachments Carrier Freight Terms		

Scroll down and view Notes to Supplier, Requirements and Attachments

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otes and Attach Note to Suppliers itte to results found.	ments Type	View notes to	Category	Last Updated By	Last Upd	ated Usage	Update	Delete

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

The Terms and Conditions of RFQ Tender will be displayed.

Review the Terms and Conditions.

Negotiations > Active Negot Terms and Condition	iations > ONS						Cano	el Accept
The following terms and co	nditions mus	t be accepted before	a quote is placed in	this RFQ.				
Each tender could Conditions. Make sure that yo terms and conditionation accept terms and Accept	have it's o	wn Terms and to follow up with the n mark the I have check box then pre	Se SS					
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Attachments								
Title No results found.	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
I have read and accepted	ed the terms	and conditions					Cano	e Accept

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

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

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

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

Click Add Attachments button to add Header level attachments

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

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

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

Intel tender to Intel tender to Image: Two-Stage RFQ 1 Close Date 31-Oct-2018 23:55:57 Header Lines Supplier ORACLE SYSTEMS LIMITED Supplier Site ABU DHABI - ABU DHABI, 30339AE RFQ Currency AED Price Precision Any Add Attachment .Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into smaller files and attach as many a		18 23:55:57	Close Date 31-Oct-2				Title Te		
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Click on Lines Tab then press on Add Alternate Lines

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Lines	5							Close Date 01-Nov	-2018 12:41:48		
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Add the Alternate Item you want and Attachment if needed then press Apply

Create Quote 2586875: Lin	ne 3 (RFQ 2246005	ō)				Cance <u>l</u>	Save Draft	Apply
* Indicates required field Line Line Type Description Category Unit of Measure Quote Quantity Quote Price	3 Goods or Services V Service 2 0000.0000 Each 100 100	Go	F	Currency Price Precision Promised Date ip-To Address	AED Any decimal places (17-Oct-2018 19:45:00 DOF			1
Add RFQ Lines 💢 🌫 🖬 🔅 RFQ Lines A Line Description Rela 1 Service Alter Notes	ation with RFQ Lines De	lete						
Note to Buyer			< >					
Add Attachment								
Title Type	Description	Category	Last Updated By	Last Updated	d Usage	Up	odate E)elete
No results found.								

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

eate Qu	uote: 25	86875	5 (RFQ 22	46005)			🛱 1 Unrea	d Messages Can	cel View RFQ	Quote By Spre	adsheet Save Draft	<u>C</u> ontinu
		т	itle <u>Tender 1</u>	<u>l</u>					Time Left 00:56	:02		_
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2 Service 1	DOF	Sealed			100	Each	100	100	02-Nov-2018	Yes 🗸	+	1
Indicates Alternate	more inform Lines	nation rec	quested. Click t	he Update icon.		- *	[531]					
Select Line	s: Delete	Actio	ons Create Li	ne V Go		s 🕸						•
Line		Categ	ory	Quote Pric	e Unit		Quote Quantity Pr	omised Date	Related to F	RFQ Lines	Update	Delete

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

Multiple Active Quotes / Modify Quote

Navigation: iSupplier Portal Full Access> Tenders and Auctions

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	iSupplier Portal Full Access
AnnouncementFormatted Text:	
الله المستخدم للنظام الجديد New System Guide	Supplier Home Page
المالية Finance New Featues	Tenders & Auctions
المشتريك والموردين Supply Chain New Featues	Worklist
المشروعات Projects New Featues	
دليل الاستعلام عن New Request Status User Guide دليل الاستعلام عن	
حالة الطلبة:>	

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

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

			Negot	iations	X		
Search Open Negotiatio	ns Number 🔽 2244	008	Go				
Welcome, Ashraf ELzarka	а.						
Your Active and D	raft Responses						
Press Full List to view all	your company's response	5.					Full List
💢 2 🖻 🔅 🕶 💷							
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
N N C 1							

The matching RFQ Tenders will be displayed.

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

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

Negotiations > Active Negotiati	ions							
Search								
Note that the search is	case inser	nsitive	2244000			Context		
		Numpe	r 2244006			Contact		
		Title	9			Line		
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			Go Clea	r				
Select Negotiation: F	Respond	I 💢 🎜 🕞 🖁	* 🛛					
Number 🔺 Ti	tle 🔺	Contact 🔺	Time Left 🔺	Close Date 🔺	All Responses 🔺	Your Company's Response	s 🔺 Monitor	Unread Messages
O 2244008 Te	ender 10	سعيد .Mr الرميشي	10 minutes	31-Oct-2018 19:55:57	Sealed	0		0

In the Actions select Create Quote and click Go.

Negotiations > RFQ: 2246005			
	Title Tender 1 Status Active (Locked) Time Left 00:42:30	Open Date Close Date	Actions Create Quote O1-Nov-2018 10:44:06 01-Nov-2018 12:41:48
Header Lines Cont	rols Contract Terms		
	Buyer ، الرميثى, Mr.	Outcome	Standard Purchase Order
	☑ Two-Stage RFQ	Event	

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

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

🛦 Warning	Cancel	ОК
You have already created quotes on ABU DHABI. Do you want to	1	
Modify or Revise existing quotes?		
		2

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

Quote Withdrawal

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

Navigation: iSupplier Portal Full Access> Tenders and Auctions

Press on Active from Quick Links menu

Search Open Negotiation	ns Number 🗸		60				
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Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Unread Messages
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2586881	Active	ABU DHABI	2246011	Tender 1	RFQ	7 minutes	0
2586875 🙆	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	45 minutes	0
2586876 🙆	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	45 minutes	0
2586879	Active	ABU DHABI	2246005,2	Tender 1	RFQ	45 minutes	0
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Supplier Site	Negoti	ation Number		Title	Тур	е т	ime Left
No results found.							
Quick Links							
Manage	View Responses						
 Drafts Deliverables Personal Information 	Active Disqualified and With Awarded Rejected	Idrawn					

Then choose any Quote and press on Withdraw

Nego	tiations >									
Acti	ve and Draft Respo	onses								
These N N	e are your company's respo egotiation has been amend egotiation has been paused	onses that have not been awarde led and requires your action to b d. Only draft response can be cre	d, rejected or disqualified e considered for award. ated.	ł.						
Sele	ct Response: Revise	Withdraw 💢 🞜 🖙 🧔	▼ Ⅲ ▼							
	Response Number 🔺	Your Response Number 🔺	Response Status 🔺	Created By 🔺	Supplier Site 🔺	Negotiation Number 🔺	Title 🔺	Туре 🔺	Event Title 🔺	Time Left 🔺
۲	2586881		Active	ELzarka, Ashraf	ABU DHABI	2246011	Tender 1	RFQ		6 minutes
0	2586880		Active	ELzarka, Ashraf	ABU DHABI	2246011	Tender 1	RFQ		6 minutes
\circ	2586879		Active	ELzarka, Ashraf	ABU DHABI	2246005,2	Tender 1	RFQ		44 minutes
$^{\circ}$	2586878		Active	ELzarka, Ashraf	ABU DHABI	2246005,2	Tender 1	RFQ		44 minutes
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Troubleshooting

Issue 1: Error, the requested URL was rejected

File Edit View Favorites Tools Help	
🎪 📘 Suggested Sites 👻 🗿 FiConnect VIP1 🗿 FIConnect2 FULL 🗿 Winners and losers fro 💌	
The requested LIRL was rejected Please consult DOF Help Desk Email: helpdesk@dof abudhabi ae. or call \$00885	
The requested over was rejected. Frease consult DOF Theip Desk Email: helpdesk@dor.abdunabr.ac, of can obvoor	
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

