Sourcing Module
Supplier Tendering Process

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Contents

Introduction

This document will provide guidance to supplier users regarding what is required for quoting against published RFQ

This document covers:

- Navigation paths.
- Explanation to various functions.
- Important fields in each form while entering/querying transactions.
- Various Defaults at each level of transaction entry.

Sourcing Supplier Tender Process

Description

This process describes the steps taken by Procurement and Contracts and Suppliers to agree participation in an RFQ, review and clarify RFQ information, Submit bids. Buyers can amend RFQ's and re-publish the amendments to Suppliers. Alternatively, new rounds of an RFQ can be created as well.

Suppliers must be registered as Supplier Users to be able to submit quotes online in Oracle.

Once the Buyer publishes the RFQ, the Invited Suppliers are notified/informed by mail that RFQ has been published. Otherwise, if it is a public RFQ, an announcement will be done in web Portal and maybe newspapers so that supplier catch the RFQ number and search for it in form within their login.

The Supplier then has to login to Oracle using the Supplier User Login and password provided by NWC to submit the Quotes.

Then, Supplier has to request to Participate where their request will need to be approved by the buyer through a notification. Buyer will mention the bank account in the approval notification note for the supplier to do the payment if fees required.

If there is a fees required, supplier will do the payment and attach payment reference for verification by Treasury team and based their confirmation, supplier will be notified to start quoting process.

There are two ways the Supplier can submit the Quotes to the Sourcing Company.

   a.   Online Quote Creation
   b.   Submit manual quotes. In this case the Buyer would, after Unlocking the RFQ, enter the Quote response in a Surrogate mode, on behalf of the Supplier. (Note that, the Supplier should be a Supplier User).

Tendering Process – Request to Participate

Step No. 1

Description: Logging into Oracle Application

The Supplier user logs into the Oracle Application using Sourcing Supplier responsibility.

Step No. 2

Request to Participate

In the Login page, the Supplier User can see his role related Responsibilities on the left and the Worklist in the Home page.

1. In the worklist, the Supplier user gets a Notification that he has been invited for participation in the Tender.

   The notification shows the information like

   a) Who has sent the RFQ - Buyer who has published the RFQ

   b) Subject – Subject of the Notification (in this case, invitation to participate in the Tender)

   c) Sent Date - Date on which the RFQ was published

Click on the Notification link to open the notification.

1. Click on 'Yes' to send an acknowledgement of participation in the RFQ. Click 'No' to decline participation.

Home >

You are invited: RFQ 1553303 (Massive RFQ - مشروع للتيست)

1   Yes   No

From		
To	Company	National Water Company (NWC)
Sent 28-Apr-2020 00:16:33	Title	Massive RFQ - مشروع للتيست
Due 29-Apr-2020 18:56:09	Number	1553303
ID 12293492		

Negotiation Preview **April 28, 2020 12:16 am Riyadh**
Negotiation Open **April 28, 2020 12:16 am Riyadh**
Negotiation Close **April 29, 2020 06:56 pm Riyadh**
Supplier
Supplier Site

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

If not logged in, please go to Login and view Negotiation Details page or If already logged in, Please go to Negotiation Details page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	28-APR-2020 00:16:33	Submit			

Response

Note to Buyer

Step No. 3

Description: Navigating to Sourcing Supplier Homepage

Sourcing Supplier responsibility > Sourcing > Sourcing Home Page

Sourcing Homepage opens.

The Supplier user's Sourcing Home page has the following sections:

1. Search area where supplier can search for RFQ and mainly used for public RFQs
2. '**Your Active and Draft Responses'** section which shows the details of all the RFxs for which the Supplier has participated and submitted Quote responses.

2.1 Full List button is available to see the full list of the Active and Draft Responses.

Negotiations

1

Personalize Flow Layout: (QuickSearchRgn)
Personalize Table Layout: (SearchTableRgn)

Search Open Negotiations Title [v] [   ] **Go**

Personalize Stack Layout: (HomePageOuterRgn)
Personalize Flow Layout: (WelcomeTextRgn)
Welcome, Dutta Bhabuk.
Personalize Table Layout: (NegGlanceTableRgn)
Personalize "Your Active and Draft Responses"

Your Active and Draft Responses

2

Personalize Table Layout: (RstTblRgn)
Press Full List to view all your company's responses.

2.1

Personalize "Active and Draft Responses Table"

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1187208	Active	NWC-HQ	1546279	test comm d	RFQ	0 seconds		0
1187211	Active	NWC-HQ	1546266-2	توريد سيارات امنية لشركة المياه الوطنية	RFQ	0 seconds		0
1187215	Active	NWC-HQ	1547282	مشروع اكثر من 30 مليون	RFQ	0 seconds		0
1187216	Active	NWC-HQ	1547283	Another giant HQ RFQ for NAD	RFQ	0 seconds		0
1187217	Active	NWC-HQ	1547284	Large project for Jeddah NAD 06032020	RFQ	0 seconds		0

3. **'Your Company's Open Invitations'** section which shows the details of RFxs for which the Supplier has been invited to participate but yet to respond. This section also shows the Time Left for the RFx to close.

    3.1 Full List button is available to see the full list of the Active and Draft Responses.

4. Quick Links section which allows the Supplier to manage his Drafts, Deliverables, Personal Information and also view other information related to negotiations.

Your Company's Open Invitations   **3**   **3.1**

Personalize Table Layout: (OpenInvTableRgn)

Full List

Personalize "Open Invitations List Table"
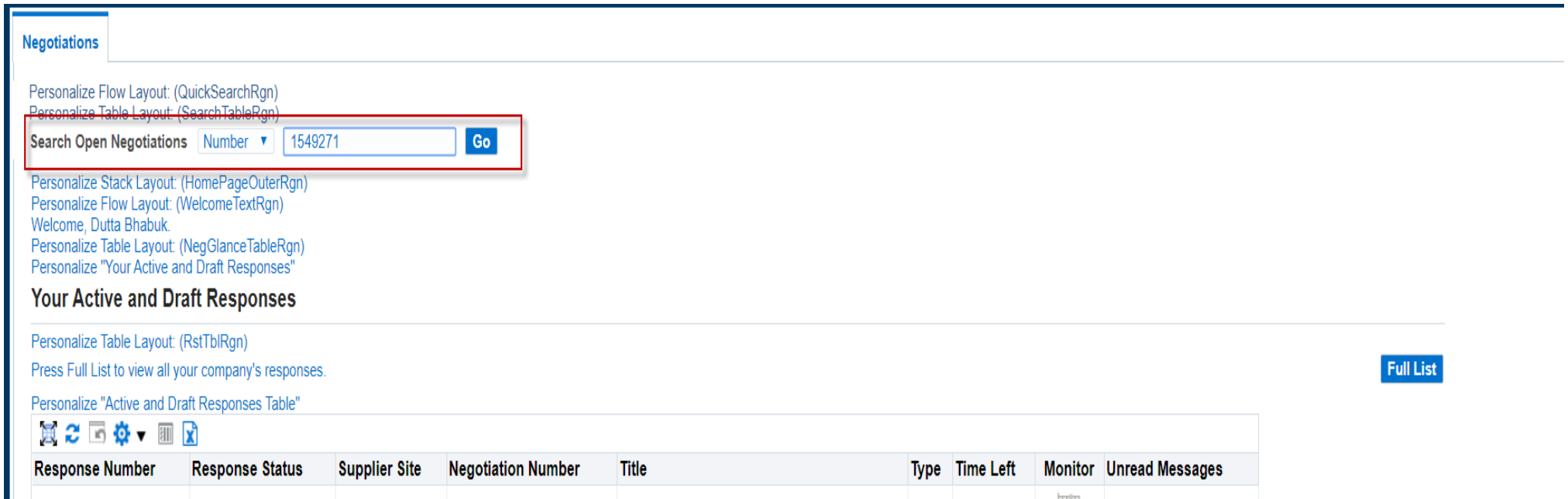
Supplier Site	Negotiation Number	Title	Type	Time Left
NWC-HQ	1554266,1	amendments - Massive RFQ - مشر...	RFQ	1 day 17 hours
NWC-HQ	1553303	Massive RFQ - مشروع للتيست	RFQ	1 day 17 hours
NWC-HQ	1549271	End to End NAD Test 1	RFQ	23 days 18 hours

Personalize Table Layout: (RsfTableRgn3)

Inspect MDS Contents

Personalize "Quick Links"

Quick Links   **4**

Personalize Table Layout: (LaunchLinksRgn)

Manage   **View Responses**

Personalize "Manage"   Personalize "View Responses"

- Drafts
- Personal Information

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Step No. 4

Navigating to RFQ

To create a Quote Response to an RFQ, click on the **Negotiation Number** link under the section 'Your Company's Open Invitations'.

Public RFQs

For Public RFQs, supplier has to search for the RFQ in the search section.

Example for the steps to search for Public RFQ from Supplier login

Select "**Number**" from drop down list and enter RFQ number then press **Go**

Click on the RFQ number link

Negotiations

Negotiations >
Active Negotiations

Search

Number	1549271	Contact	
Title		Line	
Category		Event	

Go **Clear**

Personalize "Search Results Table"

Select	Number △	Title △	Contact △	Time Left ▲	Close Date △	All Responses △	Your Company's Responses △	Monitor	Unread Messages
○	1549271	End to End NAD Test 1		21 days 21 hours	21-May-2020 20:14:29	Sealed	0	▦	0

Step No. 5

Request to Participate in RFQ

Supplier has to press in request to participate button for the buyer to approve participation.

A message will appear to confirm

Approval of Participation request

Once clicking Yes, the request will be submitted to buyer for review and approval and the button Request to participate will be disabled/dimmed.
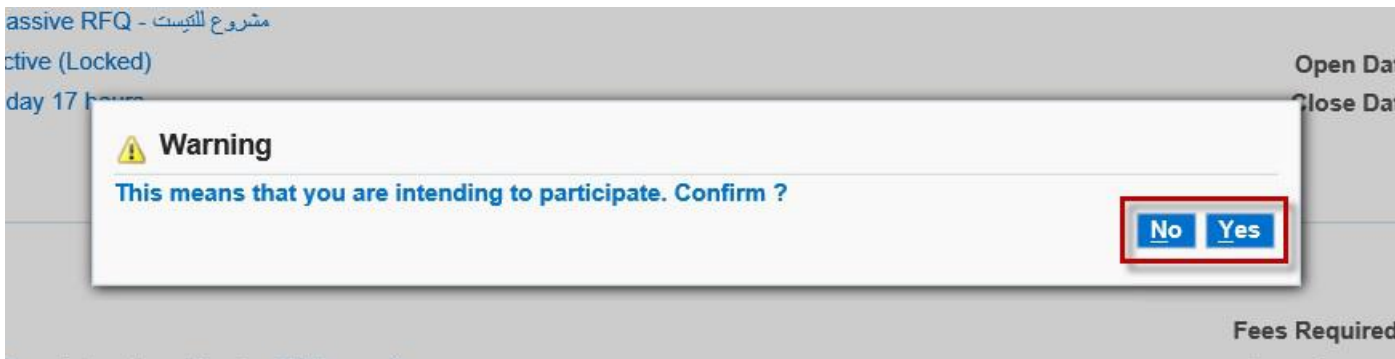
Negotiations

Negotiations >

📋 **Confirmation**

Your participation request has been submitted successfully for approval.

RFQ: 1553303

Title	Massive RFQ - مشروع للتيست
Status	Active (Locked)
Time Left	1 day 17 hours

Tender Fees Section

Buyer Name	
RFQ Description	Description for a Massive RFQ - مشروع للتيست

Request to Participate

Note: No action can be done till buyer respond.

If Buyer Rejected, Supplier can resubmit his request for participation after resolving the reason of buyer rejection if possible.

If Buyer Approved, then supplier can start quoting if no fees required. Otherwise, if fees required then he has to pay and attach payment reference for verification first.

Supplier will receive a notification with Buyer response

Worklist

Full List (58)

Rows 1 to 58

From △	Type △	Subject △	Sent ▼	Due △
	NWC PON RFP Approval	Participation request in RFQ: 1553303 has been approved.	28-Apr-2020	
	Sourcing Negotiation	Closed Early: RFQ 1553294 (Massive RFQ - مشروع ضخم للتيست)	19-Apr-2020	
	NWC PON RFP Approval	Participation request in RFQ: 1553294 has been approved.	19-Apr-2020	
	Sourcing Negotiation	Closed Early: RFQ 1553279 (public of 12-04-2020)	12-Apr-2020	
	Sourcing Negotiation	Sent: Online Discussion Message for RFQ 1553279 (public of 12-04-2020)	12-Apr-2020	

Supplier click on notification to check if there is a note sent by buyer:

Home >

ⓘ Information

    This notification does not require a response.

Participation request in RFQ: 1553303 has been approved.　　　　　　OK　Reassign　Request Information

To
Sent　28-Apr-2020 01:44:32
ID　12293511

Your request to participate in RFQ: 1553303 has been approved.
Please upload payment reference in RFQ and submit for verification.

Approved, please pay the fees to the following Bank account :
XXXXXXX

Fees Payment if Any

After getting buyer response, supplier to click on the **RFQ / Negotiation Number** link under the section 'Your Company's Open Invitations'.

For Public RFQs, supplier has to search for the RFQ in the search section.

Example for the steps to search for Public RFQ from Supplier login

Select "**Number**" from drop down list and enter RFQ number then press **Go**

Click on the RFQ number link

Negotiations >

Active Negotiations

Search

Number	1549271	Contact	
Title		Line	
Category		Event	

Go **Clear**

Personalize "Search Results Table"

Select	Number △	Title △	Contact △	Time Left ▲	Close Date △	All Responses △	Your Company's Responses △	Monitor	Unread Messages
○	1549271	End to End NAD Test 1		21 days 21 hours	21-May-2020 20:14:29	Sealed	0		0

Attaching Payment Reference

If Fees required, the following page will display:

1- Supplier should then attach payment reference via clicking on **Add Attachment** button

Negotiations

Negotiations >

ⓘ **Information**

You cannot quote without attaching your full payment reference then submitting it.

RFQ: 1553303-2

Actions [Acknowledge Participation ▾] **Go**

Title	مشروع للكيبت - Massive RFQ
Status	Active (Locked)
Time Left	22 days 20 hours

Open Date	29-Apr-2020 22:21:30
Close Date	22-May-2020 18:56:09

Tender Fees Section

Buyer Name	
RFQ Description	Description for a Massive RFQ - مشروع للكيبت

Fees Required	Yes
Fees Amount	10500.00

Personalize "Attachments"
Personalize "Attachments o ...ciated record"

Add Attachment

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

Inspect MDS Contents

Submit Payment Reference

1.1) when clicking on Add Attachment button, a new page will open where you can enter the following:

a) Enter Title
b) Enter Description.
c) Select Category
d) Click on Choose File button to select the file to be attached as payment reference.
e) After attaching, Click Apply button.

Negotiations

Negotiations > RFQ: 1553303-2 >

Add Attachment

e

Cancel   Add Another   Apply

Personalize "AK Attach Upload"
Personalize "Attachment Summary Information"

Attachment Summary Information

The Title and the Description is Mandadatory.

Title   a

Description   b

c   Category   Miscellaneous ▾

Define Attachment

d

Type ● File   Choose File   No file chosen
○ URL
○ Short Text
○ Long Text

Submit Payment Reference for approval

2- After attaching payment reference, click on **Submit Payment Reference** button to be reviewed and approved/confirmed by NWC.

Tender Fees Section

Buyer Name   Fees Required   Yes
RFQ Description   Description for a Massive RFQ - مشروع للتيست   Fees Amount   10500.00

Add Attachment

Title △	Type △	Description △	Category △	Last Updated By △	Last Updated △	Usage △	Update	Delete
payment reference	File	payment reference	Miscellaneous		29-Apr-2020	One-Time	✏️	🗑️

Inspect MDS Contents

2

Submit Payment Reference

Return to Negotiations   Actions   Acknowledge Participation ▼   Go

Fees Payment Reference Approval

Notification will be sent to NWC team in order to review and act accordingly.

NWC team will Approve or Reject payment reference based on provided details.

Payment reference for RFQ 1554268 : Massive RFQ - مشروع للتيست requires your approval.

Approve | Reject | Reassign | More Information Request

To

Sent 29-Apr-2020 20:12:50

ID 12293531

Attachments

Please find attached payment reference for your Confirmation / Approval
Supplier Name :
Buyer Name :
RFQ Number: 1554268
RFQ Title: Massive RFQ - مشروع للتيست
Fees Amount : 10500.00

Action History

Num	Action Date	Action	From	To	Details
1	29-APR-2020 20:12:51	Submit	.	.	

Response

Note

Return to Worklist

If NWC Treasury team rejected the payment reference provided for some reason a notification will be sent to supplier so that accordingly to decide if resubmit is required with the missing/required information or details.

Otherwise, if NWC Treasury verified and approved the payment reference provided by supplier, a notification will be sent to supplier with approval so that supplier could start the quoting process.

Worklist

Full List (61)

Rows 1 to 61

From △	Type △	Subject △	Sent ▼	Due △
	STF Sourcing Approval	Payment for RFQ Number: 1554269 has been Approved	29-Apr-2020	
	NWC PON RFP Approval	Participation request in RFQ: 1554269 has been approved.	29-Apr-2020	
	Sourcing Publish	You are invited: RFQ 1554269 (Massive RFQ - مشروع للتيست)	29-Apr-2020	22-May-2020
	Sourcing Publish	You are invited: Additional round of RFQ 1553303-2 (Massive RFQ - مشروع للتيست)	29-Apr-2020	22-May-2020
	Sourcing Negotiation	Closed Early: RFQ 1552294 (Massive RFQ - ...)	19-Apr-2020	

To start the quoting process, Supplier should navigate to the RFQ as described in **Step 4**

Tendering Process - Creating an online Quote Response

Step No. 1

1. View RFQ details

Navigate to the RFQ as described in **Step 4**

Supplier can then view and navigate thru the information of RFQ

Step No. 2

2. Start quoting

Pick the action "**Create quote**" from Actions menu and press **Go** button:

Step No. 3

3. Accept General Terms and Conditions

1. The General Terms and Conditions page opens.
2. Review Terms and conditions carefully.
3. If there are attachments, please review it carefully too.

Negotiations 1

Negotiations >
Terms and Conditions

Cancel Accept

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

Please check terms and conditions along with attachments carefully 2

- Quotation currency should be in Saudi Riyal
- Bid Bond should be attached and delivered before xxxx
- Other terms and conditions.

Personalize "Attachments"
Attachments 3

Personalize "Attachment
Personalize "Attachments of associated record"

Title △	Type △	Description △	Category △	Last Updated By △	Last Updated △	Usage △	Update	Delete	Publish to Catalog
خطاب تعهد الزامي	File	خطاب تعهد الزامي	To Supplier		30-Apr-2020	One-Time	✎	🗑	

4. If you are fine with terms and conditions along with attachments, tick the checkbox "**I have read and accepted the terms and conditions**"
5. Click on '**Accept**' to proceed. If the terms are not acceptable, click on '**Cancel**'.

Personalize "Attachments"

Attachments

Personalize "Attachments"
Personalize "Attachments of associated record"

Title △	Type △	Description △	Category △	Last Updated By △	Last Updated △	Usage △	Update	Delete	Publish to Catalog
خطاب تعهد الزامي	File	خطاب تعهد الزامي	To Supplier		30-Apr-2020	One-Time	✎	🗑	📖

Inspect MDS Contents   4

☑ I have read and accepted the terms and conditions

5

Cancel **Accept**

Step No. 4

4. Quote Response Entry - Header

The 'Create Quote' page opens.
1. Under the Header's tab, enter the Quote Validity date.
   Make sure it is greater than 90 days from RFQ closure date.
2. Enter the Supplier Quote Number
3. Optionally, enter a Note to Buyer.
4. To add any attachments, click on 'Add Attachment' button.

If clicking Add Attachment button, the attachment page will open.

5. In the 'Add Attachment' page which opens enter the
    i. Title of attachment
    ii. Description of attachment
6. Make sure to pick the proper Category whether the attachment is **Technical** or **Commercial** related.
7. In the 'Define Attachment' section, select the file using the 'Browse' button.
   [Select the appropriate radio button depending on the type of attachment]
8. To add additional attachment, click on '**Add Another'**.
9. To return to the Quote entry page, click on '**Apply**'.

Negotiations

Negotiations > RFQ: 1554269 > Create Quote: 1195206 (RFQ 1554269) >

Add Attachment

8   9

Cancel   Add Another   Apply

Personalize "AK Attach Upload"
Personalize "Attachment Summary Information"

Attachment Summary Information

The Title and the Description is Mandadatory.

Title

5   Description

6   Category   From Supplier: Commercial ▾

From Supplier: Commercial

From Supplier: Technical

Define Attachment

7   Type ◉ File   Choose File   No file chosen

○ URL

○ Short Text

○ Long Text

Step No. 5

5. Quote Response Entry – Header - Requirements

Under the Requirements section, enter the Response to the Requirements under the field '**Quote Value**' in the boxes provided. In case of multiple choice entries, select the response from the List of Values.

Requirements

Personalize "Requirements"
Personalize "Requirements table"

Expand All | Collapse All

Focus	Title	RFQ Stage	Target Value	Quote Value
	⊿ Requirements			
⊕	⊿ Technical Section	Technical		
	Tech Requirement 1 description	Technical	this is the target	
	Tech Req2 for display only	Technical		

Step No. 6

6. Quote Response Entry

6.1 Quote Response Entry – Lines

1.   In the 'Create Quote' page, click on the 'Lines' tab to view and enter quote responses against the Lines.

2. If an RFQ line has the [icon] icon, it means that more information is to be entered in the Quote Response against the lines other than the Quote Price.

3. To enter addition information, click on the pencil [icon] icon.

Negotiations

Negotiations > RFQ: 1554271 >

Create Quote: 1195208 (RFQ 1554271)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Personalize Table Layout: (AuctionInfo)

	Title	Second Test Terms and conditions.		Time Left	22 days 16 hours
	☑	Two-Stage RFQ ⓘ		Close Date	22-May-2020 18:56:09

Header   **Lines**   1

Personalize "Lines"
Personalize Table Layout: (HeaderInfo1)

RFQ Currency	SAR		Quote Currency	SAR
Price Precision	Any			

Personalize Flow Layout: (LinesResultsRegion)
Personalize Flow Layout: (LinesResultsRegion)
Personalize Table Layout: (BidExtraRgn)
Personalize Table Layout: (BidExtraRgn)
Personalize "Lines table"
Personalize "Lines table"

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 O-RING;PN:827498;... ◉ 2		Sealed			[ ]	Each	100,000	100,000	[ ] 📅	No ▾	✏️ 3

◉ Indicates more information requested. Click the Update icon.

Inspect MDS Contents

6.2 Quote Response Entry – Line Information Entry

1. In the 'Create Quote: Line' page which opens, enter the Quote Price.

2. If the RFQ Line has additional Attributes to be responded to, enter the Quote Value under the Attributes section.
3. Optionally, enter a Note to Buyer.
4. To navigate to the RFQ Lines page, click on '**Apply**'.

Negotiations

Create Quote 1195208: Line 1 (RFQ 1554271)   4

Cancel   Save Draft   Apply

Personalize Table Layout: (LineHeader)

Description	O-RING;PN:827498;FLYGT
Unit	Each
Start Price	
Target Price	
Quote Price	[1]
Target Quantity	100,000
Quote Quantity	100,000

Close Date	22-May-2020 18:56:09
Quote Currency	SAR
Rank	Sealed
Ship-To	Al Faysaliah
Need-By Date	27-May-2020 00:00:00 to 27-May-2020 00:00:00
Promised Date	

Attributes

Personalize "Attributes"
Personalize "Attributes"

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Memory size	Required	32 GB	2

Inspect MDS Contents

Personalize Flow Layout: (NotesAndAttach)

Notes

Personalize "Notes"

Note to Buyer   3

Personalize Flow Layout: (BidItemAttachmentsSC)

5. In the 'Create Quote' page, click 'Continue'.

Negotiations

Negotiations > RFQ: 1554271 >

Create Quote: 1195208 (RFQ 1554271)

5

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

Personalize Table Layout: (AuctionInfo)

Title Second Test Terms and conditions.

☑ Two-Stage RFQ ⓘ

Time Left 22 days 16 hours
Close Date 22-May-2020 18:56:09

Header | **Lines**

Personalize "Lines"
Personalize Table Layout: (HeaderInfo1)

6. Review the Quote.
7. Submit the Quote.

Negotiations

6

Negotiations > RFQ: 1554271 >

⚠ **Warning**

7

This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 1195208: Review and Submit (RFQ 1554271)

Cancel | Back | Validate | Save Draft | Printable View | **Submit**

Header

Title Second Test Terms and conditions.
Supplier
Supplier Site NWC HO

Time Left 22 days 16 hours
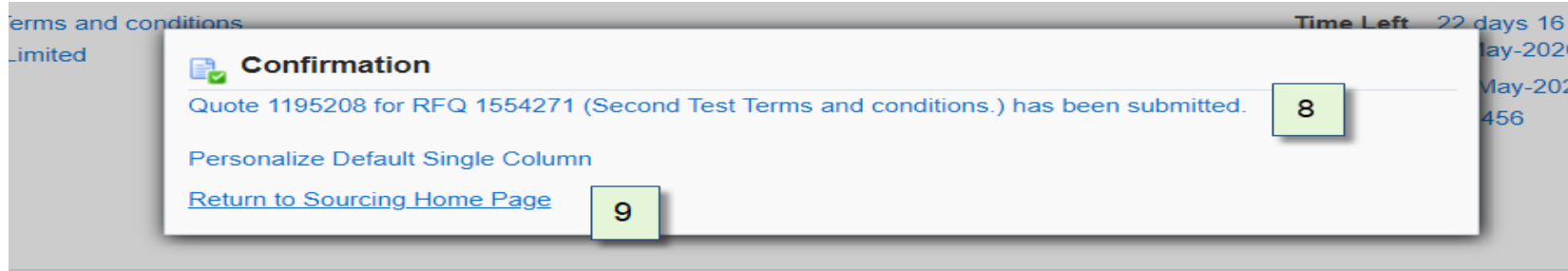Close Date 22-May-2020 18:56:09
Quote Valid Until 29-May-2020 22:54:18

8. Confirmation message is displayed.
9. Click on the link 'Return to Sourcing Home Page' to return to the Home page.

10. Submitted Quotation will appear as **Active** quote response under the section 'Your Active and Draft Responses' section. If a quotation is in process and not yet submitted, it will be appearing in status **Draft** and supplier could open it to complete quoting and submit.

Personalize "Your Active and Draft Responses"

Your Active and Draft Responses

Personalize Table Layout: (RstTblRgn)

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

Personalize "Active and Draft Responses Table"

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1195207	Draft	NWC-HQ	1554270	Test Terms and conditions.	RFQ	18 days 23 hours		0
1195206	Draft	NWC-HQ	1554269	مشروع للتيست - Massive RFQ	RFQ	22 days 15 hours		0
1195208	Active	NWC-HQ	1554271	Second Test Terms and conditions.	RFQ	22 days 15 hours		0
1187208	Active	NWC-HQ	1546279	test comm d	RFQ	0 seconds		0
1187211	Active	NWC-HQ	1546266-2	توريد سيارات امنية لشركة المياه الوطنية	RFQ	0 seconds		0