Sourcing Module
Supplier Tendering Process

Creation Date: July 28, 2020
Version: 1.1
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Sourcing Supplier Tender Process</td>
<td>2</td>
</tr>
<tr>
<td>Description</td>
<td>2</td>
</tr>
<tr>
<td>Tendering Process – Request to Participate</td>
<td>3</td>
</tr>
<tr>
<td>Request to Participate</td>
<td>4</td>
</tr>
<tr>
<td>Navigating to RFQ</td>
<td>9</td>
</tr>
<tr>
<td>Request to Participate in RFQ</td>
<td>12</td>
</tr>
<tr>
<td>Approval of Participation request</td>
<td>13</td>
</tr>
<tr>
<td>Fees Payment if Any</td>
<td>15</td>
</tr>
<tr>
<td>Attaching Payment Reference</td>
<td>17</td>
</tr>
<tr>
<td>Submit Payment Reference for approval</td>
<td>19</td>
</tr>
<tr>
<td>Fees Payment Reference Approval</td>
<td>19</td>
</tr>
<tr>
<td>Tendering Process - Creating an online Quote Response</td>
<td>22</td>
</tr>
<tr>
<td>1. View RFQ details</td>
<td>22</td>
</tr>
<tr>
<td>2. Start quoting</td>
<td>23</td>
</tr>
<tr>
<td>3. Accept General Terms and Conditions</td>
<td>24</td>
</tr>
<tr>
<td>4. Quote Response Entry - Header</td>
<td>26</td>
</tr>
<tr>
<td>5. Quote Response Entry – Header - Requirements</td>
<td>28</td>
</tr>
<tr>
<td>6. Quote Response Entry</td>
<td>29</td>
</tr>
<tr>
<td>6.1 Quote Response Entry - Lines</td>
<td>29</td>
</tr>
<tr>
<td>6.2 Quote Response Entry – Line Information Entry</td>
<td>31</td>
</tr>
</tbody>
</table>
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.

Home

![Personalize Table Layout: menuTable]

Navigator

Personalize "Navigator"
Personalize Table Layout: headerTable

Personalize

> Sourcing Supplier
**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.
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.
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.
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'.

<table>
<thead>
<tr>
<th>Supplier Site</th>
<th>Negotiation Number</th>
<th>Title</th>
<th>Type</th>
<th>Time Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWC-HQ</td>
<td>1554888</td>
<td>amendments - Massive RFQ</td>
<td>RFQ</td>
<td>1 day 17 hours</td>
</tr>
<tr>
<td>NWC-HQ</td>
<td>1563383</td>
<td>Massive RFQ</td>
<td>RFQ</td>
<td>1 day 17 hours</td>
</tr>
<tr>
<td>NWC-HQ</td>
<td>1540271</td>
<td>End to End NAD Test 1</td>
<td>RFQ</td>
<td>23 days 18 hours</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Time Left</th>
<th>Close Date</th>
<th>All Responses</th>
<th>Your Company's Responses</th>
<th>Monitor</th>
<th>Unread Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1549271</td>
<td>End to End NAD Test 1</td>
<td>21 days 21 hours</td>
<td>21-May-2020 20:14:29</td>
<td>Sealed</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
**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.

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**

<table>
<thead>
<tr>
<th>From</th>
<th>Type</th>
<th>Subject</th>
<th>Sent</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWC PON RFP</td>
<td>Approval</td>
<td>Participation request in RFQ: 1553303 has been approved.</td>
<td>28-Apr-2020</td>
<td></td>
</tr>
<tr>
<td>Sourcing Negotiation</td>
<td>Closed Early: RFQ 1553294 (Massive RFQ)</td>
<td>Participation request in RFQ: 1553294 has been approved.</td>
<td>19-Apr-2020</td>
<td></td>
</tr>
<tr>
<td>NWC PON RFP</td>
<td>Approval</td>
<td>Participation request in RFQ: 1553294 has been approved.</td>
<td>19-Apr-2020</td>
<td></td>
</tr>
<tr>
<td>Sourcing Negotiation</td>
<td>Closed Early: RFQ 1553279 (public of 12-04-2020)</td>
<td>Participation request in RFQ: 1553279 has been approved.</td>
<td>12-Apr-2020</td>
<td></td>
</tr>
<tr>
<td>Sourcing Negotiation</td>
<td>Sent: Online Discussion Message for RFQ 1553279 (public of 12-04-2020)</td>
<td>Participation request in RFQ: 1553279 has been approved.</td>
<td>12-Apr-2020</td>
<td></td>
</tr>
</tbody>
</table>

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

**Information**

This notification does not require a response.

Participation request in RFQ: 1553303 has been approved.

To:                    
Sent: 28-Apr-2020 01:44:32
ID: 12555811

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:
XXXXXXXX
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
**Attaching Payment Reference**

If Fees required, the following page will display:

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

---

**Tender Fees Section**

- **Buyer Name**: 
- **RFQ Description**: Description for a Massive RFQ
- **Fees Required**: Yes
- **Fees Amount**: 10500.00

---

**RFQ: 1553303-2**

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Time Left</th>
<th>Open Date</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massive RFQ - مشروع لكتيب</td>
<td>Active (Locked)</td>
<td>22 days 20 hours</td>
<td>29-Apr-2020 22:13:00</td>
<td>22-May-2020 18:56:09</td>
</tr>
</tbody>
</table>

---

**Actions**

- **Add Attachment**
- **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.
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

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Description</th>
<th>Category</th>
<th>Last Updated By</th>
<th>Last Updated</th>
<th>Usage</th>
<th>Update</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>payment reference</td>
<td>File</td>
<td>payment reference</td>
<td>Miscellaneous</td>
<td>29-Apr-2020</td>
<td>One-Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.
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.
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.
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’.
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’.
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.
**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, it means that more information is to be entered in the Quote Response against the lines other than the Quote Price.

3. To enter additional information, click on the pencil icon.
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’.
5. In the ‘Create Quote’ page, click ‘Continue’.

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