



DOCUMENTATION FOR

User Manual – Supplier Portal

Tender Response Creation

Submitted To



DOCUMENT CONTROL

Change Record

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27-Mar-24	Govarthan S	V1.0	Initial Version

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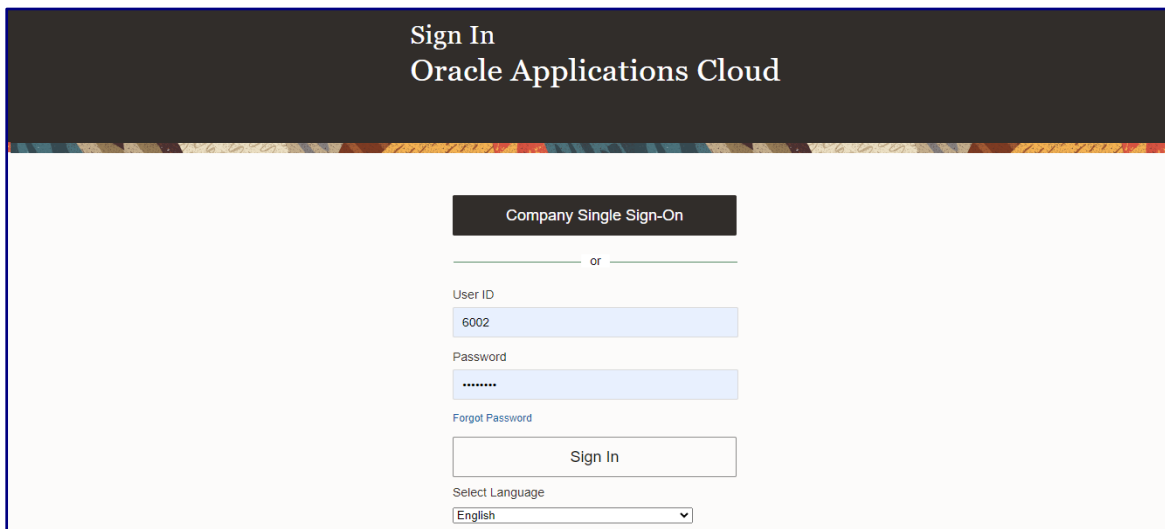
1. Introduction

As a supplier user you can view the Active tender from the Buying Organization and Acknowledging your intent to participate in a negotiation only notifies the buyer company that you're interested in responding to the negotiation.

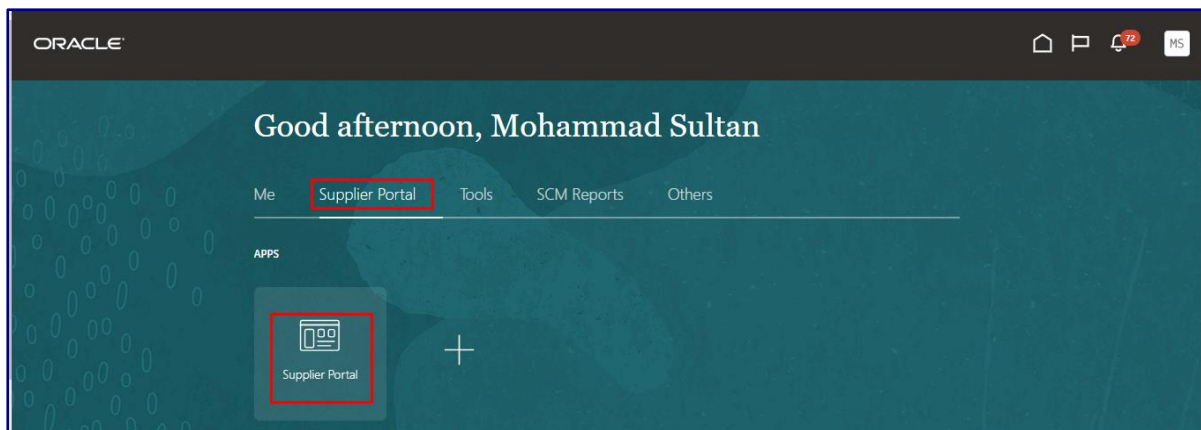
After you have viewed the details of the negotiation document, you can determine the best response to create. The response document generated will help you provide a complete response by providing all necessary information.

Throughout the responding process, you can communicate with the buying organization by using online messaging. You can participate in multiple online conversations within the context of a negotiation. All messages you initiate are addressed to the buying organization and can be viewed by all members of the buying organization who are also participating in the negotiation. You can reply to message you're sent by an individual participant of the buying organization.

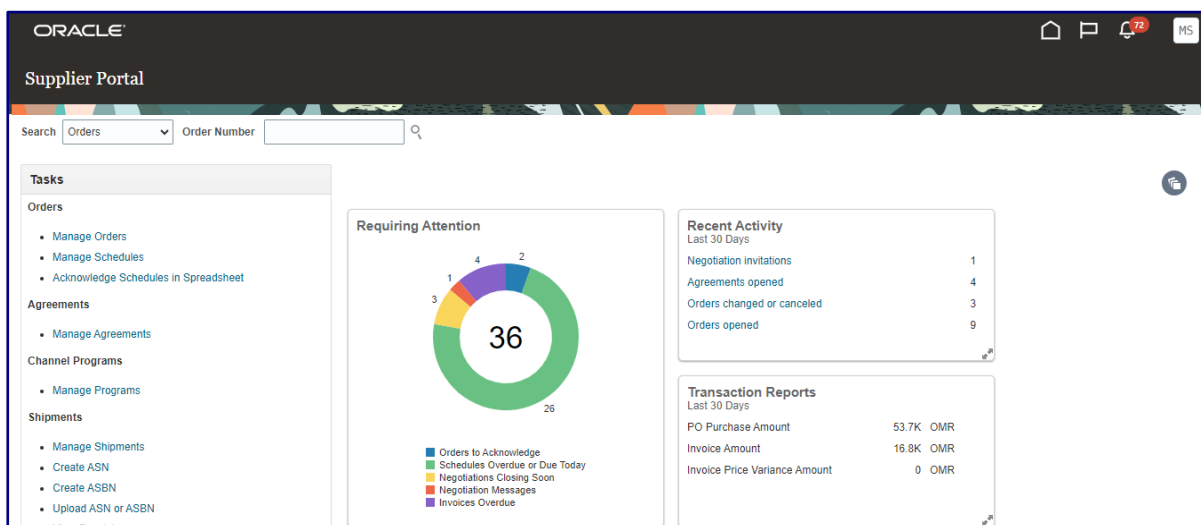
2. Tender Response Creation



Step	Action
1.	Login with Company Single Sign-On , Log in as Supplier Portal Credentials with Username and Password.



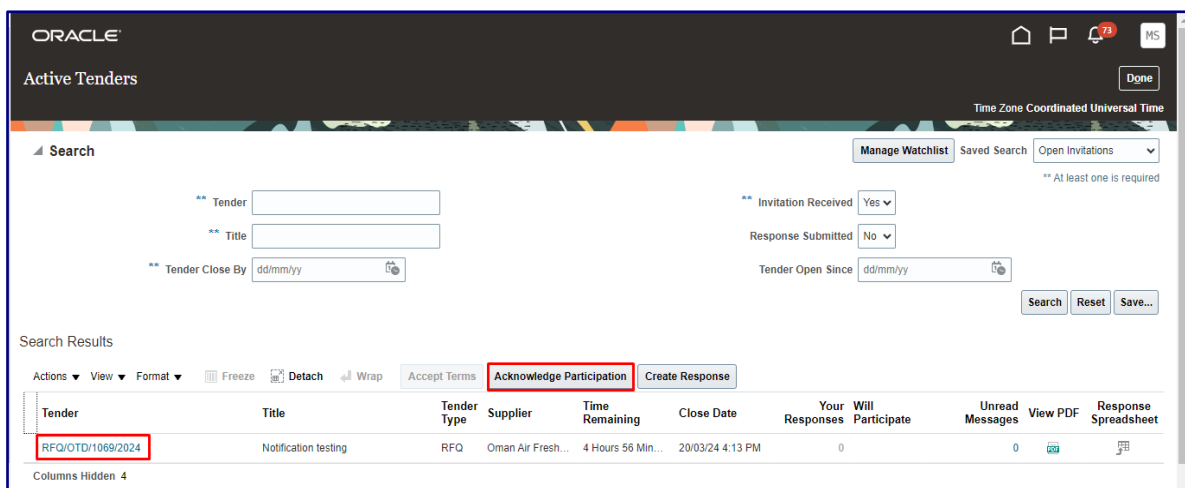
Step	Action
2.	Navigate to Supplier Portal → Supplier Portal Note: The Supplier Portal page includes an integrated search facility to locate particular orders, agreements, shipments, and so on, a Tasks list from which to access all Supplier Portal tasks and reports, and a number of dynamically updated infolets. Infolets provide interactive graphic readouts of critical real time information, such as supplier transaction reports.



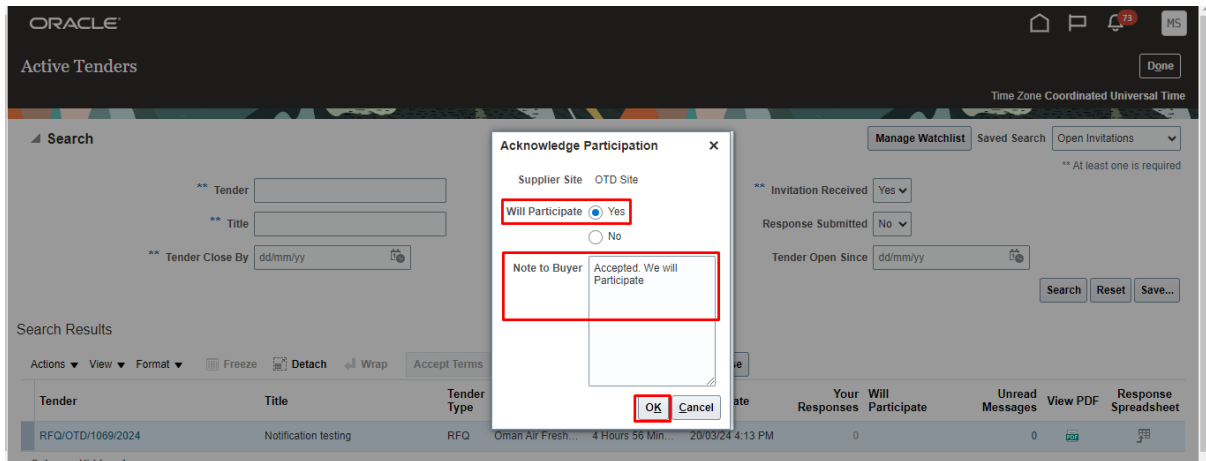
Step	Action
3.	Dashboard will be seen when the supplier portal is opened. It displays the list of pending and on-going task of a supplier.



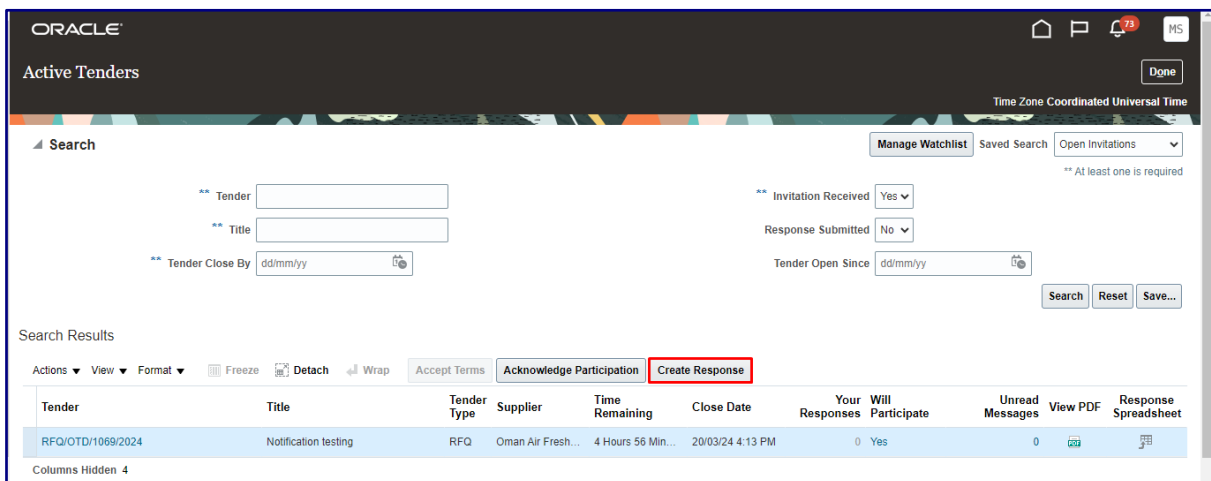
Step	Action
4.	Scroll down to view Tenders → View Active Tenders.



Step	Action
5.	Click on Acknowledge Participation to acknowledge on particular RFQ.



Step	Action
6.	Click Yes to participate and provide any note to buyers if needed. Click Ok to send the acknowledgment.



Step	Action
7.	Click Create Response button to provide the response for the RFQ selected.

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Accept Terms and Conditions

Accept the following terms and conditions before responding to this tender.

1. INTERPRETATION

In these Request for Quotation Terms and Conditions (unless the context otherwise requires):

(a) Company is: State Industrial Products or the business referred to in the Request for Quotation;

(b) Goods means the goods specified as such in the Request for Quotation;

(c) Quotation means the quotation that the Supplier submits to the Company in response to the Request for Quotation;

(d) Quotation Submission Date means the date referred to as such in the Request for Quotation;

(e) Request for Quotation means the document designated as such and which has been issued to the Supplier manually or electronically;

(f) Services means the services specified as such in the Request for Quotation; and

(g) Supplier is the company or entity which has been invited to submit a Quotation.

Accept Cancel

Step	Action
8.	Accept the terms and condition before providing the response to the Tender.

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Create Response (Quote 9059): Overview ?

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20/03/24 11:20 AM
Time Zone Coordinated Universal Time
Oman Air Freshner - OTD Site

Title Notification testing Time Remaining 04:53:33

Close Date 20/03/24 4:13 PM

General

Supplier Oman Air Freshner

Supplier Site OTD Site

Tender Currency OMR

Response Currency OMR

Reference Number

Note to Buyer We are giving Best quote in the market

Attachments None

Step	Action
9.	Provide any Notes to the buyer and attachments if needed in the Overview Tab. Click Next

1

2

3

4

Overview Requirements Lines Review

Create Response (Quote 9059): Requirements

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Last Saved 20/03/24 11:20 AM

Time Zone Coordinated Universal Time

Oman Air Freshner - OTD Site

Time Remaining 04:52:49

Close Date 20/03/24 4:13 PM

Section 1. General

1. Type of Organization

☐ a. Limited by Guarantee
 ☐ b. Government Organization
 ☐ c. Incorporated Trustees
 ☐ d. Charitable Trust
 ☐ e. Foundation
 ☒ f. Private Limited

2. What is your Payment Terms?

☐ a. NET 15
 ☒ b. NET 30
 ☐ c. NET 45
 ☐ d. Immediate

Comments

Supplier user can enter free form text in the text boxes provided.

You can enter a single line of text or multiple lines in a text box.

For Number fields, you enter a numeric value. The acceptable format for the number depends on your user preference.

For Date fields, you can use the date picker to select a value.

For Date and time fields, you can use the date picker to select the date, the time picker in the format: hours + minutes + seconds, and then the applicable AM or PM radio button.

For URL fields, you enter a regular internet address.

Step	Action
10.	Provide the Response for the requirements from Buyers company.

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1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 9059): Lines ②

Currency = Rial Omani

Last Saved 20/03/24 11:22 AM
Time Zone Coordinated Universal Time
Oman Air Freshner - OTD Site

Time Remaining 04:51:32 Close Date 20/03/24 4:13 PM

Actions View Format Freeze Detach Rows Selected 1 Columns Hidden 7

Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date
Desktop Computer.		+		Computer Equipmei	100.000	97.000		1	Each	97.000	22/03/24

Grand Totals

All response lines except alternate lines are included.
Response Amount 97.000

Step	Action
11.	Provide the Response Price for the line and response quantity in the provided field. Click Save and Next .

Note: If the negotiated item is not available, you can click "Create Alternate Line" and enter the availbale item matching with the negotiated item.

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1 Overview 2 Requirements 3 Lines 4 Review

Review Response: Quote 9059 ②

Currency = Rial Omani

Last Saved 20/03/24 11:23 AM
Time Zone Coordinated Universal Time
Oman Air Freshner - OTD Site

Title Notification testing Time Remaining 04:50:41
Close Date 20/03/24 4:13 PM

Overview Requirements Lines

General

Supplier Oman Air Freshner Reference Number
Supplier Site OTD Site Note to Buyer We are giving Best quote in the market
Tender Currency OMR Attachments None
Response Currency OMR
Price Precision 3 Decimals Maximum
Response Valid Until

Step	Action
12.	Click On Submit Button after Review

Step	Action
13.	Click Yes on the Warning Messages. Note: Sometimes based on the RFQ Controls the Response revision will not be allowed.so fill the response without any errors

Step	Action
14.	Click Ok on the confirmation Messages. On submission the RFQ owner will be notified of the Response Quotes.
15.	End of the Procedure