

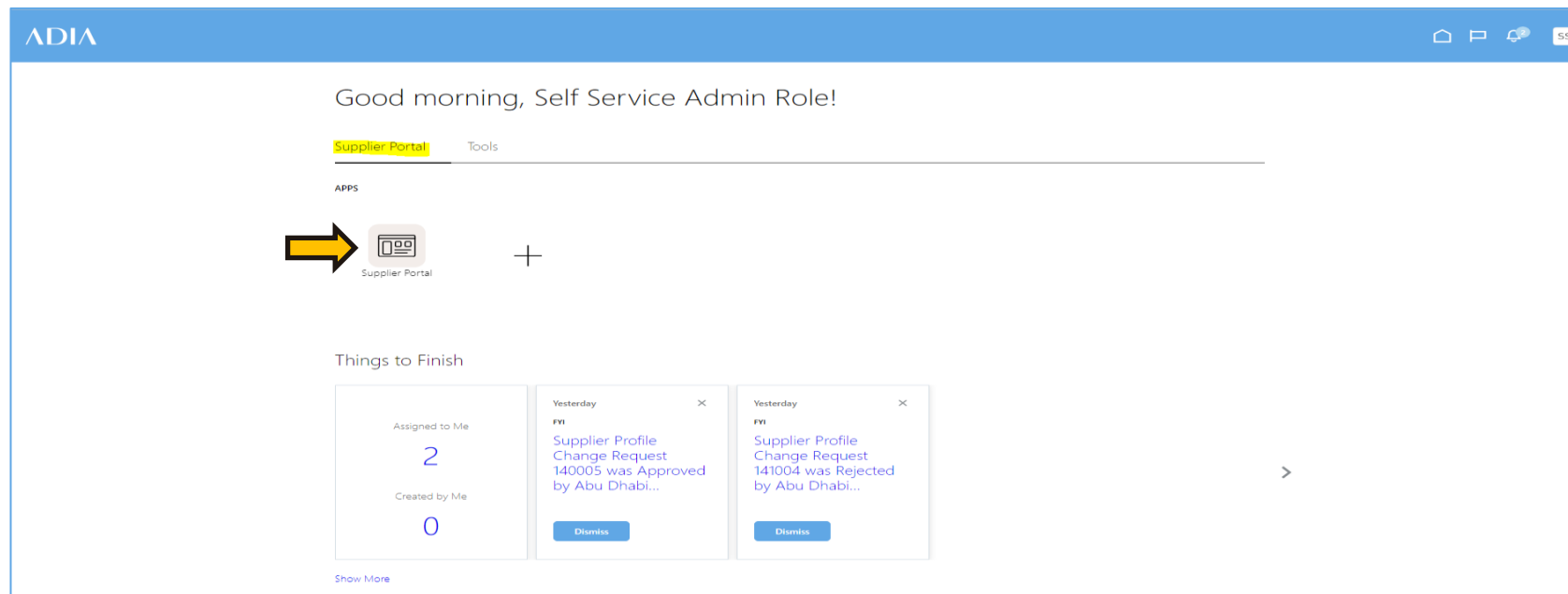
Revise Response

ADIA

Login

1. To access the **Supplier Portal**, open a web browser such as Chrome and click on the URL <https://fa-evrp-saasfaprod1.fa.ocs.oraclecloud.com> received from ADIA.
2. To access the supplier portal menu, click on the “Supplier Portal” tile.

Note: *The Menu you see will be depending on the access provided.*



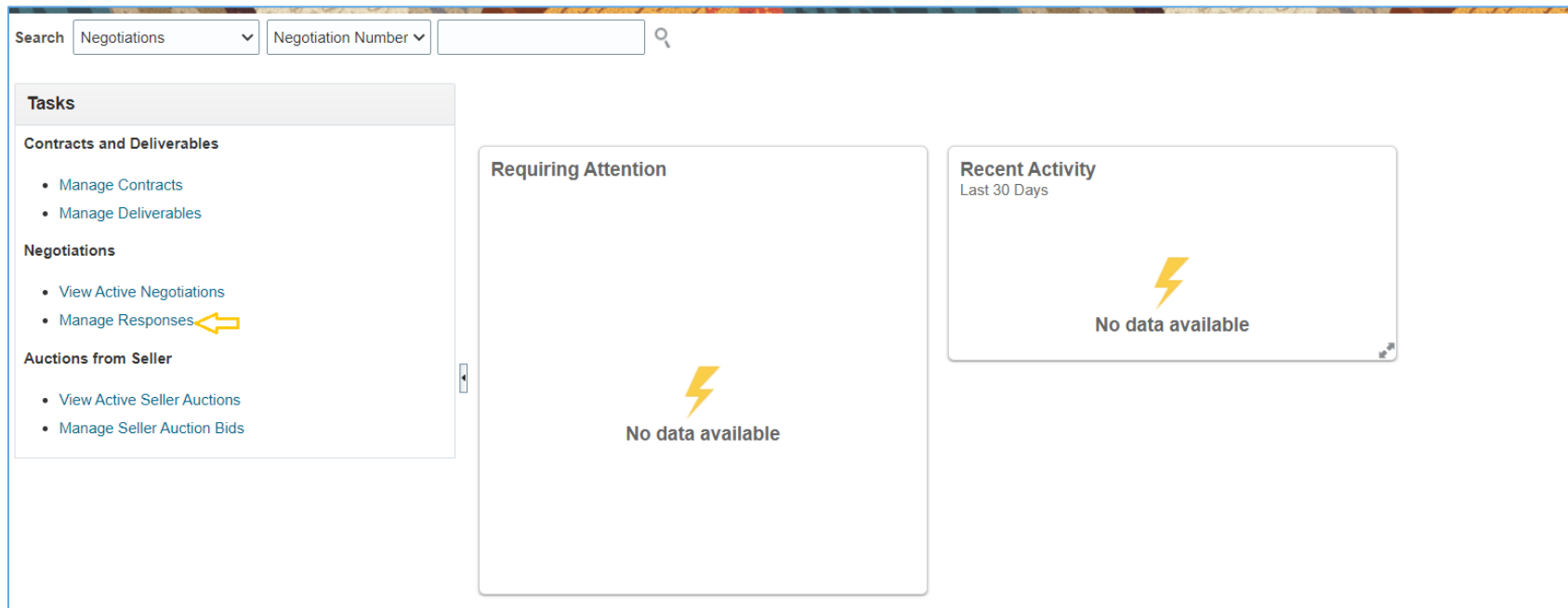
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Figure 1

Revise Submitted Bid

Precondition: Revision will be possible only when activated in RFQ/RFI by the Buyer

1. Click “Manage Responses” under Negotiations.



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Figure 2

2. Enter the search criteria and click on **Search** button.
3. Select the response which requires revision and click on **Revise** button available in the bar above.

Note: System will allow revision only if buyer has enabled it in RFQ/RFI

The screenshot shows the 'Manage Responses' interface. At the top, there are search filters: 'Negotiation Title', 'Negotiation', and 'Response' (with '12002' entered and a yellow arrow pointing to it). There are also 'Response Status' and 'Line Description' filters. A 'Search' button is highlighted with a yellow box. Below the filters, there is a table of search results. The table has columns: 'Response', 'Response Status', 'Negotiation', 'Negotiation Title', 'Negotiation Type', 'Time Remaining', 'Unread Messages', and 'Monitor'. The first row is highlighted with a yellow border and contains the following data: '12002', 'Active', 'PN91000107', 'KC Test RFQ', 'RFQ', '41 Days 22 Hours', '0', and a monitor icon. A 'Revise' button is highlighted with a yellow box in the table's action bar.

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
12002	Active	PN91000107	KC Test RFQ	RFQ	41 Days 22 Hours	0	

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Figure 3

*Note: Two Asterix (**) in search field indicates that any one field is required to be filled. Single Asterix (*) is Mandatory to be filled to execute the search.*

4. Update the required information in response.
5. Click on 'Next'

Create Response (Quote 12003): Overview ?

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20-Jul-2023 5:38 PM
Time Zone Gulf Standard Time

Title KC Test RFQ
Close Date 31-Aug-2023 4:16 PM
Time Remaining 41 Days 22 Hours

General

Supplier xxxxxxxxxxxx
Supplier Site FC01
Negotiation Currency AED
Response Currency AED
Price Precision 2 Decimals Maximum
Response Valid Until 07-Sep-2023 4:17 PM

Reference Number 070923
Note to Buyer
Attachments None +

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Figure 4

6. After Review and updating all the sections click on Next button.

Note: Enter all the Requirements by using the drop down or by selecting '▶' available near the selection to go to next section. Sections may vary based on the Negotiations.

The screenshot displays the 'Create Response (Quote 12003): Requirements' interface. At the top, a progress bar shows four steps: 1. Overview, 2. Requirements (highlighted), 3. Lines, and 4. Review. Below the progress bar, a toolbar contains buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next' (highlighted), 'Save', 'Submit', and 'Cancel'. The main content area shows 'Section 4. Test' with a text input field containing 'Test1'. A dropdown menu is open, showing a list of sections: 'Section 4. Test', 'Section 1. Business', 'Section 2. General', 'Section 3. Technical capab...', 'Section 4. Test', and 'Section 4. test'. The ADIA logo is visible on the right side of the interface.

Figure 5

7. Review the Line Items and update as needed. Click “Next” button.

The screenshot shows the ADIA 'Create Response' interface for Quote 12003. The interface includes a progress bar with four steps: Overview, Requirements, Lines (highlighted with a blue circle and '3'), and Review. Below the progress bar are buttons for Messages, Respond by Spreadsheet, Actions, Back, Next (highlighted with an orange box), Save, Submit, and Cancel. The currency is set to UAE Dirham. The time remaining is 41 Days 22 Hours, and the close date is 31-Aug-2023 4:16 PM. The last saved time is 20-Jul-2023 5:45 PM. The table below shows one line item with the following details:

Line	Description	Required Details	Category Name	Rank	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Utility Bill		IFM - Security Proje Sealed			90.00	2	Each	180.00	07-Aug-2023

Below the table, it indicates 'Rows Selected 1' and 'Columns Hidden 7'. The 'Grand Totals' section shows 'All response lines are included.' and a 'Response Amount' of 180.00.



Figure 6

8. Review the changes and click 'Submit' button to submit the revised bid.

Review Response: Quote 12003 ?

Currency = UAE Dirham

Title **KC Test RFG** Time Remaining 41 Days 22 Hours

Close Date 31-Aug-2023 4:16 PM

Last Saved 20-Jul-2023 5:48 PM
Time Zone Gulf Standard Time

Overview Requirements **Changed Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Response Price	Response Quantity	UOM Name	Previous Line Amount	Line Amount	Promised Delivery Date	Attachments
1	Utility Bill		IFM - Security Proje	90.00	2	Each	200.00	180.00	07-Aug-2023	

Columns Hidden 10

Grand Totals

All response lines are included.

Response Amount	180.00
Previous Response Amount	200.00

Figure 7

9. Confirmation of response submission is displayed.

Confirmation

The response 12003 to negotiation PN91000107 was submitted.

OK

Figure 8

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