

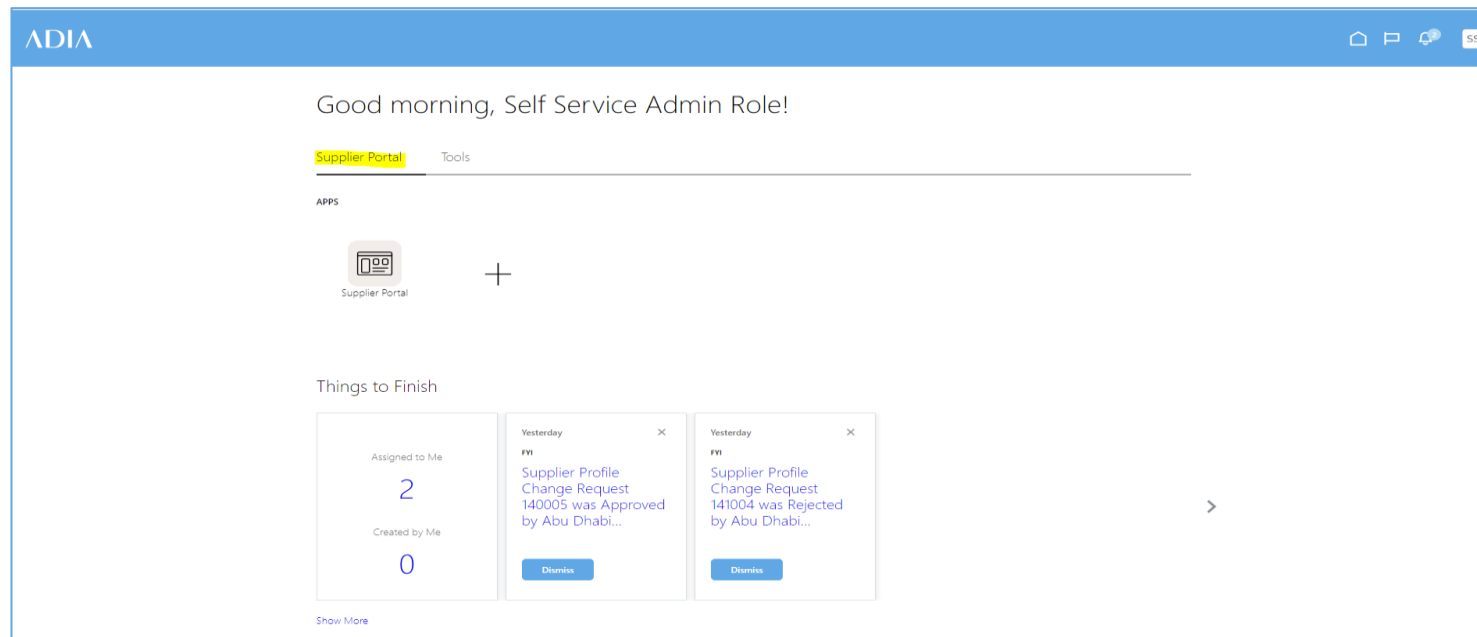
Submit Bid/Response to RFQ/RFI

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.*

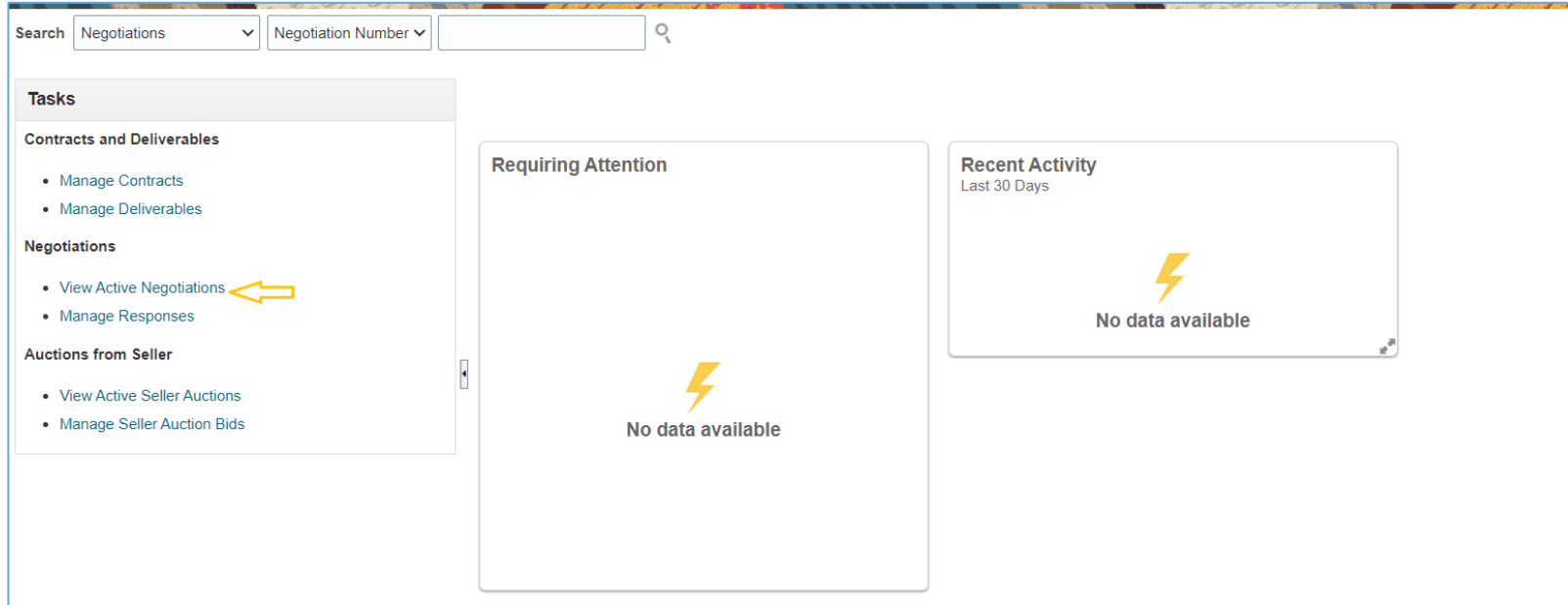


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Figure 1

Create & Submit Response (Quote/Bid)

1. Click “View Active Negotiations” Negotiations



ADIA

Figure 2

Acknowledge Participation:

1. Search for the required negotiation and select the one to acknowledge participation. (Selection can be done by clicking the left most box)
2. Click on “Acknowledge Participation” button to acknowledge.

Active Negotiations Done

Time Zone **Gulf Standard Time**

Search Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By

** Invitation Received

Response Submitted

Negotiation Open Since

Search **Reset** **Save...**

Search Results

Actions View Format Freeze Detach Wrap Accept Terms **Acknowledge Participation** Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
PN91000107	KC Test RFQ	RFQ	41 Days 23 Hours	31-Aug-2023 4:...	0		0		

Columns Hidden 4

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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.

3. In the pop up window, select and enter required details and click on “OK” to submit the Acknowledgement.

Acknowledge Participation [X]

Supplier Site FC01

Will Participate Yes ←
 No

Note to Buyer Acknowledge

OK Cancel

Figure 4

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Create Response:

1. Select the Negotiation and Click on “Create Response” button.

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
PN91000107	KC Test RFQ	RFQ	41 Days 23 Hours	31-Aug-2023 4:...	0	Yes	0		

Columns Hidden 4

ADIA

Figure 5

2. Enter overview details - date until response is valid, Supplier Reference Number to the response, attachments if any.

Create Response (Quote 12002): Overview ?

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20-Jul-2023 4:43 PM
Time Zone Gulf Standard Time

Title KC Test RFQ
Close Date 31-Aug-2023 4:16 PM
Time Remaining 41 Days 23 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 +



Figure 6

3. For adding attachments click on '+' icon for a pop up window to open.
4. Select type, category and upload fill in Text, File Name or URL.
5. Use '+' to add more attachments as required.
6. Click on OK in attachment window.

Type	Category	* File Name or URL	Title	Description	Attached By
Text	From Supplier	Details of Invoice			User5 OPEXS
File	From Supplier	S1.PNG <input type="button" value="Update..."/>	S1.PNG		User5 OPEXS

ADIA

Figure 7

7. Click on 'Next' on the top bar to navigate to Requirements section
8. Fill in the answers to the queries .

Note: Buyer could configure the RFQ/RFI with no requirement questioner or with multiple questions and in multiple sections. Use '▶' or '◀' or drop down to choose the sections to answer. Some the questions might be mandatory. Only when relevant answer is provided for mandatory questions system will allow to submit the response.

The screenshot shows the 'Create Response (Quote 12002): Requirements' interface. At the top, there is a progress bar with four steps: 1. Overview, 2. Requirements (highlighted), 3. Lines, and 4. Review. Below the progress bar are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The 'Next' button is highlighted. On the right side, there is a dropdown menu for 'Section 2. General' with a play button icon. The dropdown menu is open, showing options: 'Section 1. Business', 'Section 2. General' (highlighted), 'Section 3. Technical capab...', and 'Section 4. Test'. Below the dropdown, there is a text input field for 'Section 2. General'. The main content area is titled 'Section 2. General' and contains three mandatory questions (marked with an asterisk): '1. General Question 1' with 'General Answer 1', '2. General Question 2' with 'General Answer 2', and '3. General Question 3' with 'General Answer 3'. Each question has a corresponding text input field. At the top right, there is a 'Time Remaining' of 41 Days 23 Hours and a 'Close Date' of 31-Aug-2023 4:16 PM. The last saved time is 20-Jul-2023 4:46 PM in Gulf Standard Time.

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Figure 8

9. After completing all the Requirement click on 'Next' button or click Lines tab and enter price, attribute values as requested.

1 — 2 — 3 — 4
Overview Requirements **Lines** Review

Create Response (Quote 12002): Lines ?

Currency = UAE Dirham

Time Remaining 41 Days 23 Hours

Close Date 31-Aug-2023 4:16 PM

Last Saved 20-Jul-2023 5:10 PM
Time Zone Gulf Standard Time

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Utility Bill		IFM - Security Proje		100.00	2	Each	200.00	dd-mmm-yy

Rows Selected 1 Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 200.00



Figure 9

10. Click on the Next tab to review all the entered information.
11. Once reviewed, click on “Submit” button to submit the response.

Review Response: Quote 12002

Currency = UAE Dirham

Title KC Test RFQ

Close Date 31-Aug-2023 4:16 PM

Time Remaining 41 Days 23 Hours

Last Saved 20-Jul-2023 5:13 PM
Time Zone Gulf Standard Time

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

Figure 10

12. Confirmation of response submission is displayed.

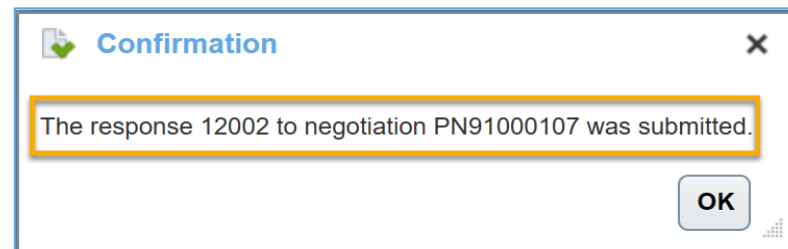


Figure 11

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