



SUPPLIER QUOTE USERS GUIDE

Sourcing Module

Supplier Tendering Process



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.

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

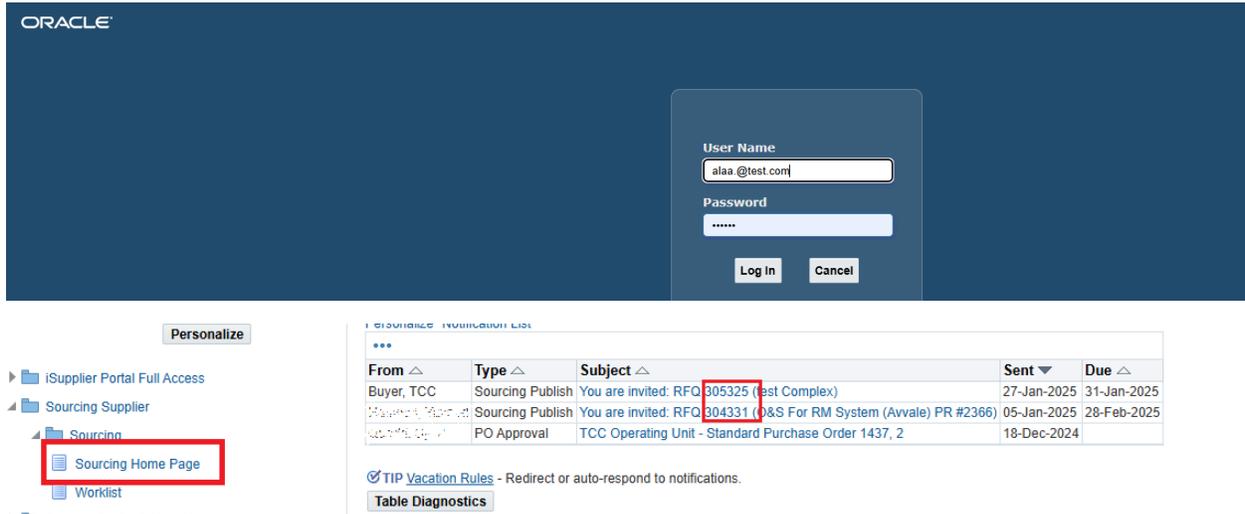
There are two ways the Supplier can submit the Quotes to the Sourcing Company.

- 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.



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

- Who has sent the RFQ - Buyer who has published the RFQ
- Subject – Subject of the Notification (in this case, invitation to participate in the Tender).
- Sent Date - Date on which the RFQ was published.



Click on the Notification link to open the notification.

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

Description: Navigating to Sourcing Supplier Homepage
 Sourcing Supplier responsibility > Sourcing > Sourcing Home Page

The screenshot shows a navigation menu on the left with 'Sourcing Home Page' highlighted in a red box. On the right, a notification table lists messages from 'Buyer, TCC' and 'Sourcing Publish' regarding RFQ 305325 and RFQ 304331. A 'Table Diagnostics' button is visible below the table.

Your Company's Open Invitations

Section which shows the details of RFQs for which the Supplier has been invited to participate but yet to respond. This section also shows the Time Left for the RFQ to close.

- **Full List button** is available to see the full list of the Active and Draft Responses.
- **Quick Links section** which allows the Supplier to manage his Drafts, Deliverables, Personal Information and also view other information related to negotiations.

Your Active and Draft Responses

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

Personalize "Active and Draft Responses Table"

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
321511	Active		298311,1	Real Test-I-Supplier	RFQ	0 seconds		0
321538	Active	Group	298329	Real Test-I-Supplier	RFQ	0 seconds		0
263118	Active	Group	258085	PH1 PR#	RFQ	0 seconds		0
260114	Active	Group	255083		RFQ	0 seconds		0
270127	Active		251085	z	RFQ	Cancelled		0

Personalize Table Layout: (RstTblRgn2)

Table Diagnostics

Personalize "Your Company's Open Invitations"

Your Company's Open Invitations

Personalize Table Layout: (OpenInvTableRgn) Full List

Personalize "Open Invitations List Table"

Supplier Site	Negotiation Number	Title	Type	Time Left
Group	305325	test Complex	RFQ	3 days 22 hours

Quick Links

Personalize Table Layout: (LaunchLinksRgn)

Manage

- Personalize "Manage"
- Drafts
 - Personal Information

View Responses

- Personalize "View Responses"
- Active
 - Disqualified and Withdrawn
 - Awarded
 - Rejected

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'.

Personalize "Open Invitations List Table"

Supplier Site	Negotiation Number	Title	Type	Time Left
- Group	305325	test Complex	RFQ	3 days 22 hours

First click action and choose Acknowledge Participation.

Negotiations >
RFQ: 305325

Actions **Acknowledge Participation** Go

Title: test Complex
Status: Active (Locked)
Time Left: 3 days 22 hours

Open Date: 27-Jan-2025 12:14:22
Close Date: 31-Jan-2025 12:06:38

Header | Lines | Controls

Personalize "Header"

Buyer: Buyer, Mr. TCC
Quote Style: Two-Stage RFQ
Description: Sealed

Outcome: Complex Purchase Order
Event

Personalize Stack Layout
Personalize Stack Layout: (GenericUdsrN)
Personalize Flow Layout
Personalize Flow Layout: (UdsDefaultingRN)

Terms

Personalize "Terms"

Bill-To Address: TCC HO
Ship-To Address: TCC HO
FOB

Payment Terms
Carrier
Freight Terms

Currency

Personalize "Currency"

RFQ Currency: SAR
Price Precision: Any

Negotiations

Negotiations > RFQ: 305325 >
Acknowledge Participation (RFQ 305325) Cancel | Apply

Supplier Site: - Group

Will your company participate?
 Yes
 No

Note to Buyer

Choose Yes/No and add note to buyer (optional) > Click Apply

Negotiations

Negotiations >
RFQ: 305325

Actions **Online Discussions** Go

Title: test Complex
Status: Active (Locked)
Time Left: 3 days 22 hours

Open Date: 27-Jan-2025 12:14:22
Close Date: 31-Jan-2025 12:06:38

Header | Lines | Controls

Personalize "Header"

Buyer: Buyer, Mr. TCC
Quote Style: Two-Stage RFQ
Description: Sealed

Outcome: Complex Purchase Order
Event

Personalize Stack Layout

- Online Discussions
- Acknowledge Participation
- Create Quote
- Online Discussions**
- View Quote History
- Printable View
- Export to Spreadsheet

From actions > Press Create Quote

The screenshot shows the RFQ: 201022 interface. At the top right, there is an 'Actions' menu with a 'Create Quote' button highlighted in red. Below the menu, there are various fields for RFQ details, including 'Status', 'Active (expired)', 'Time Left', 'Open Date', 'Close Date', 'Buyer', 'Quote Style', 'Description', 'Delivery', 'Standard Purchase Order', 'Payment Terms', 'Currency', and 'RFQ Currency'.

- Attachment: you will attach the Technical and commercial proposal as per TCC Buyer's request.
- You will answer the requirements part if required.

Attachments

Personalize "Attachments"
Personalize "Attachments of associated record"

[Add Attachment...](#)

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

[Table Diagnostics](#)

Requirements

Personalize "Requirements"
Personalize "Requirements table"

[Expand All](#) | [Collapse All](#)

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Experience	Technical		
How many project do you have in the last 4 years ?	Technical	5	<input type="text"/> (Numeric Value only)
Do you have Classification Certificate ?	Technical		<input type="checkbox"/> <input checked="" type="checkbox"/>
Financial status	Technical		
How Much your company assets ?	Technical		<input type="text"/> (Numeric Value only)
Company Hierarchy	Technical		
How many Experienced Employee do you have ?	Technical		<input type="text"/> (Numeric Value only)
How many Employee in the support Division ?	Technical		<input type="text"/> (Numeric Value only)

Press on the attachments:

Add Attachment

Attachment Type:

Title:

Description:

Category:

*File

- And attach Technical and commercial

Attachments

Personalize "Attachments"
Personalize "Attachments of associated record"

|

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Com	File		From Supplier: Commercial		14-Aug-2022	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Tech	File		From Supplier: Technical		14-Aug-2022	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Answer requirements if required

Requirements

Personalize "Requirements"
Personalize "Requirements table"

|

Focus Title	RFQ Stage	Target Value	Quote Value
Requirements			
Experience	Technical		
How many project do you have in the last 4 years ?	Technical	5	<input type="text" value=""/>
Do you have Classification Certificate ?	Technical		<input type="text" value=""/>
Financial status	Technical		
How Much your company assets ?	Technical		<input type="text" value=""/>
Company Hierarchy	Technical		
How many Experienced Employee do you have ?	Technical		<input type="text" value=""/>
How many Employee in the support Division ?	Technical		<input type="text" value=""/>

And press another tap **line** enter price per unit

negotiations >

Create Quote: 200027 (RFQ 201022)

Personalize Table Layout: (AuctionInfo)

Title: E-Monitoring 6 (GeoSales) Two-Stage RFQ

Time Left: 1 day 1 hour
Close Date: 15-Aug-2022 14:34:38

Header **Lines**

Personalize "Header"
Personalize Table Layout: (HeaderInfo)

Supplier: Techedge Group
Supplier Site:
RFQ Currency: SAR
Quote Currency: SAR

Quote Valid Until: (14-Aug-2022 19:45:00)
Reference Number:
Note to Buyer:
Delivery:

Enter unit Price

Header Lines

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: (BidCtrlraFgn)
Personalize Table Layout: (BidCtrlraFgn)
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	Connection Rack R.	To Site	Sealed		EACH	12	12		No <input checked="" type="checkbox"/>	
2	Year 1 Services G.	To Site	Sealed		EACH	490	490		No <input checked="" type="checkbox"/>	

Negotiations > RFQ 201623 >

Instructions

- Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.
- This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote & Review and Submit (RFQ 201623)

1 Unread Messages

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

Personalize "Header"

Header

Personalize Table Layout: (HSSuppAtrTL)
Personalize Table Layout: (HeaderDoubleColumns)

Title	Time Left
Supplier Saudi Business Machines (Sbm)	9 days 5 hours
Supplier Site Riyadh	Close Date 24-Aug-2022 16:21:53
RFQ Currency SAR	Quote Valid Until
Quote Currency SAR	Reference Number
Price Precision Any	Note to Buyer

Personalize Flow Layout: (HeaderAttach)

Attachments

And press **Submit**

Online Discussions:

The Online Discussions page displays all discussions associated with this negotiation (there can be multiple ongoing discussions for a single negotiation). The Subject label identifies each discussion. The more recent messages appear at the top of each discussion subject. For each discussion, there is an entry for the original message that initiated the discussion as well as replies to that message (see below for information on the visibility of participants' responses). Once you read and/or reply to a message, the Status of the message changes to either Read (you have read the message) or Replied (you have both read and replied to the message). Additionally, if another collaboration team member has also replied to a supplier message, an icon appears in the Status column. (Regardless of whether your own personal status is Unread, Read, or Replied).

Negotiations

Negotiations > RFQ 305325 > Online Discussions (RFQ 305325) >

Create New Message (RFQ 305325)

Cancel Send

* Indicates required field

Send To Technology Control Company (TCC)

Subject

Message

Personalize "Attachments"

Attachments

Personalize "Attachments"
Personalize "Attachments of associated record"

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found									

Table Diagnostics