ADERP

iSupplier Portal User Manual

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Oracle iSupplier Portal enables the registered supplier in ADERP to communicate key information including the procure-to-pay online.

Based on a web browser client, the iSupplier Portal is accessible from browser connected to internet.

The iSupplier Portal provides you with the features to efficiently perform these 'enabled tasks' online:

- View the Purchase Orders and Agreements
- View Receipts and Work Confirmations
- View the Invoices and Payments
- Create Invoices against an approved PO—Receipt must also be created by Buying Organization
- View the RFI, RFQ, Auctions
- Create a Response Quote / Bid against an open RFI/RFQ/Auction
- Communicate On-line with Buyer Team from within the Tender / RFQ / Negotiation

Also note that some of the functions like creation Advance Shipment & Billing Notices, Work Confirmation, Time Card, User Administration are not enabled currently.
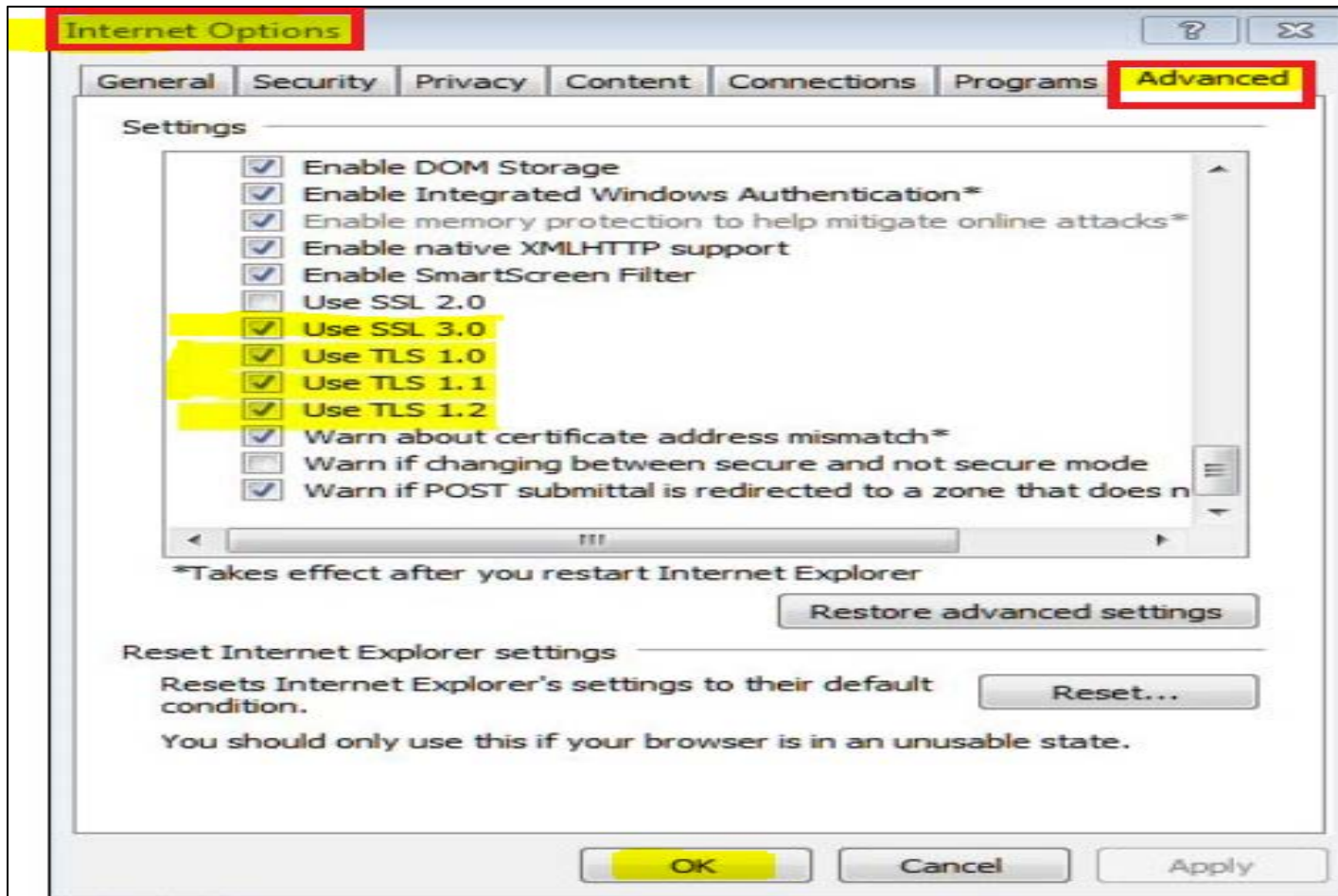
The *latest version* of **Internet Explorer** support all major features and are recommended.

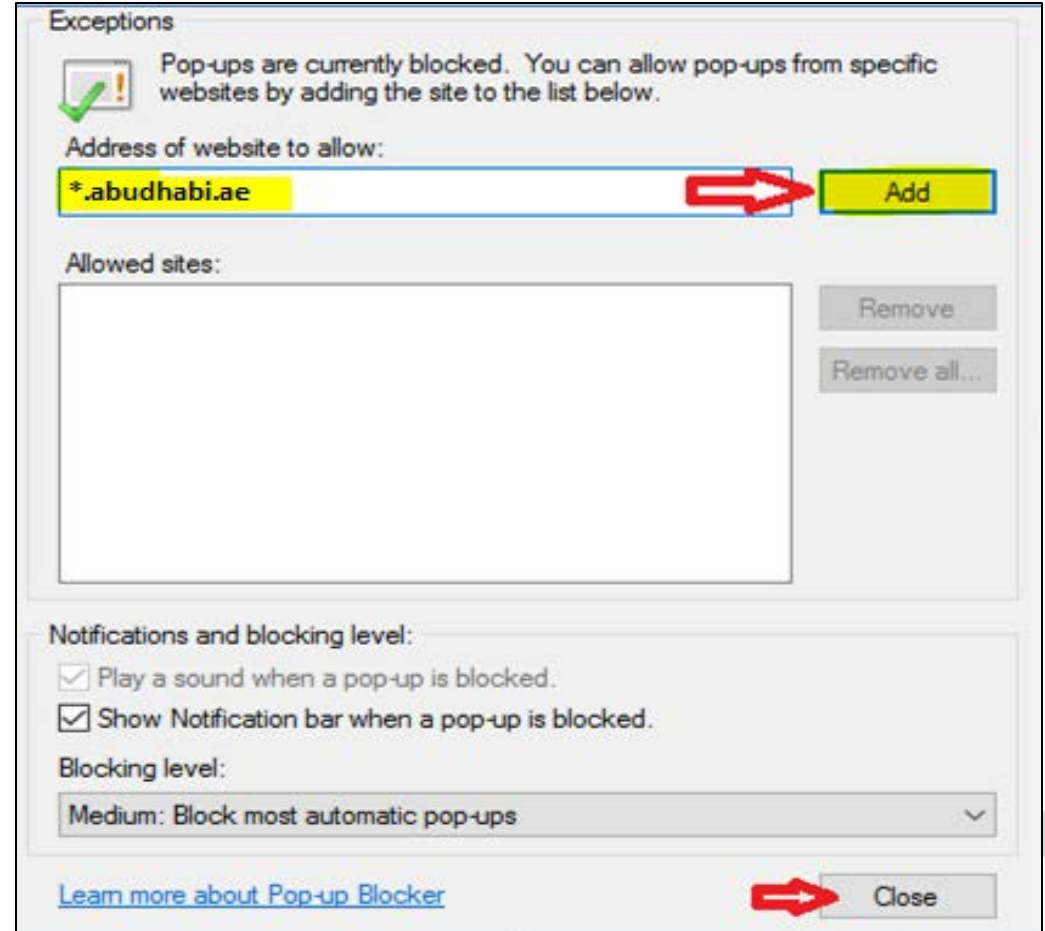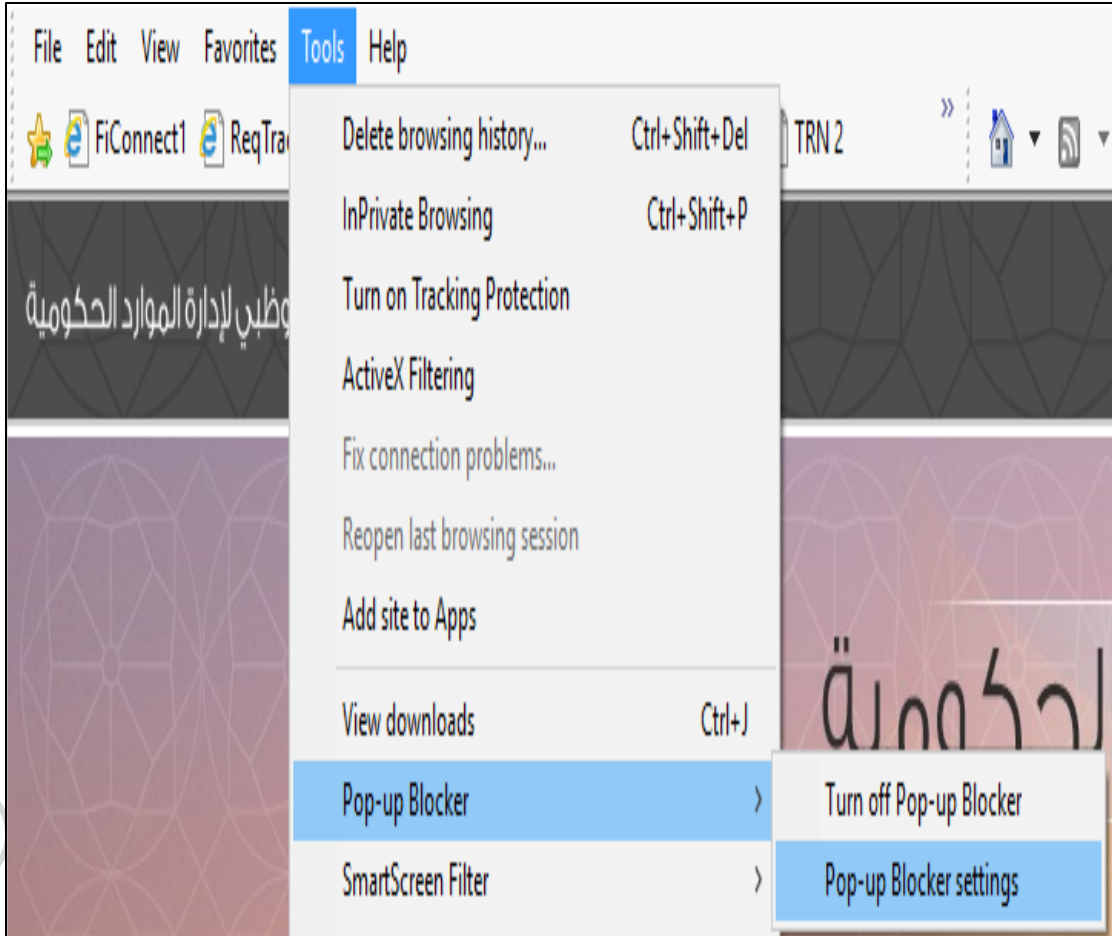**Advanced Settings : *Internet Explorer > Tools > Internet Options > Advanced Settings***

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Internet Explorer > Tools > Pop-up Blocker > Pop-up Blocker settings

*Enter ***.abudhabi.ae** and click **Add***

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The Supplier Contact person having a valid User Account in ADERP can access the application.
The login details will be sent to the primary contact user's email after the Registration gets approved.

It is recommended to open a 'new session' of browser– the latest version of Internet Explorer and copy-paste the URL for external Supplier: **https://aderp.abudhabi.ae/**
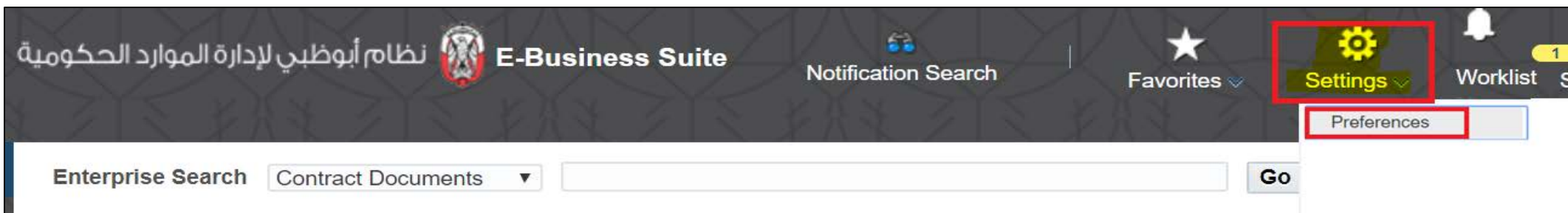

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Some of the preferences can be set for your convenience.

1. Click the **Settings > Preferences** link at the top of the page

2. Review the details and change only if the details are incorrect.

3. Change the following display preference fields, as needed:

  • Current Session Language, Default Application Language, Accessibility Features – Select Screen

  Reader Optimized, as needed (for vision assistance).

  • Territory, Date Format, Time zone

  • Number Format, Currency

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4. Complete the following fields to change your password, as needed:
- Known As – this is your display name, usually the Supplier Contact person's email
- Old Password – Type your old password.
- New Password – Type your new password. (8 characters minimum)
- Repeat Password – Type your new password again.

5. Review and change the following Start Page and Notification fields, as needed:

- Responsibility – Select a Responsibility and Start Page from the drop-down list,
- Email Style – "HTML mail with attachments" for emails generated from the ADERP application.

6. Click Apply to save your changes. A confirmation message displays in the upper left corner of the screen. The changes will be effective after your next login. Hence, you must logout and login again.

7. Or Click Cancel to return to the iSupplier Portal Home Page.

8. In case you want to reset all the preferences to the default value click on "Reset to Default" button.

X   Do not use Back Button of Web Browser, as this will cause stale page/ loss of session data.

✓   Make it a good practice to use the Blue Links *within* the page.

For Example: click the 1st or 2nd previous link to go to 1st or 2nd previous page.

Purchase Orders   Work Orders   Agreements   View Requests   Purchase History

Orders: Purchase Orders > View Order Details >

Attachment Size limit

Due to network / application restrictions, the maximum file size per attachment is **15 MB only.**

If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.

If any attachment exceeds 15 MB, you will not be able to process further due to error from network controls.

Attachment Type

FILE
Various file type are supported below 15 MB for each file.

TEXT
Text attachment is entered in the same text box and generally used for additional notes.

URL
Contact buyer to check if such URLs are acceptable or not.
Attachment URL should be not be from your local computer but accessible over the internet

Attachment Size
Due to network / application restrictions, the maximum file size per attachment is **15 MB only.**
TIP: If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.
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Various file type are supported below 15 MB for each file.

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Text attachment is entered in the same text box and generally used for additional notes.

URL
Contact buyer to check if such URLs are acceptable or not.
Attachment URL should be not be from your local computer but accessible over the internet

Depending the stages of RFQ specified by buyer in the entity, the attachment category must be selected correctly in the Quote

RFQ Type	Attachment Category
Two-Stage RFQ	**From Supplier: Commercial** **From Supplier: Technical**
Single-Stage RFQ	From Supplier

Depending the stages of RFQ specified by buyer in the entity, the attachment category must be selected correctly in the Quote

RFQ Type	Attachment Category
Two-Stage RFQ	From Supplier: Commercial From Supplier: Technical
Single-Stage RFQ	**From Supplier**

Single Stage RFQ: Single fixed Category

Negotiations

Negotiations > RFQ: 241995 > Create Quote: 236506 (RFQ 241995) >

Add Attachment

Attachment Summary Information

Title

Description

Category **From Supplier**

☑ **TIP** For each attachment, select correct 'Category' of attachment from 'drop-list'.

Single stage RFQ shows only one fixed Category

Define Attachment

Use the Online Discussion feature to contact buyer if you have any concerns about attachment

Type ⦿ File Browse...
○ URL
○ Text

iSupplier Functions

Navigator: iSupplier Portal Full Access > Supplier Home Page (For General Procurement and Finance functions
Navigator: iSupplier Portal Full Access > Tenders & Auctions (For Sourcing Tenders & Auctions, Quoting)

iSupplier Home Page Dashboard

The iSupplier Home dashboard provides quick access to the different sections like Planning, Orders, Shipments, Receipts, Invoices and Payments.

Navigation: iSupplier Portal Full Access> Supplier Home Page

Using the Orders Section

Navigation: iSupplier Portal Full Access> Supplier Home Page > Orders

Purchase Orders section allows you to

- View Purchase Orders and acknowledge, Request Changes, Request Cancellation
- View History including the Revisions of Purchase Orders

Work Orders: View work orders to check the status of third-party (outside processing) orders or shipment plans.

Agreements: View Blanket Purchase Agreements and Contract Purchase Agreements. Also supplier may Request Changes to these

Purchase History: View the Purchase History.

Work Confirmation: View the Work Confirmation created against Complex PO, Service Agreement, Contracts.

Deliverables: View the deliverables to be provided by the responsible party. This will be enabled only if the "Deliverables" are requested in the Purchase Order or Agreement or Contract.

RFQ of basic old version: This old version of basic RFQ is not used by many entities.
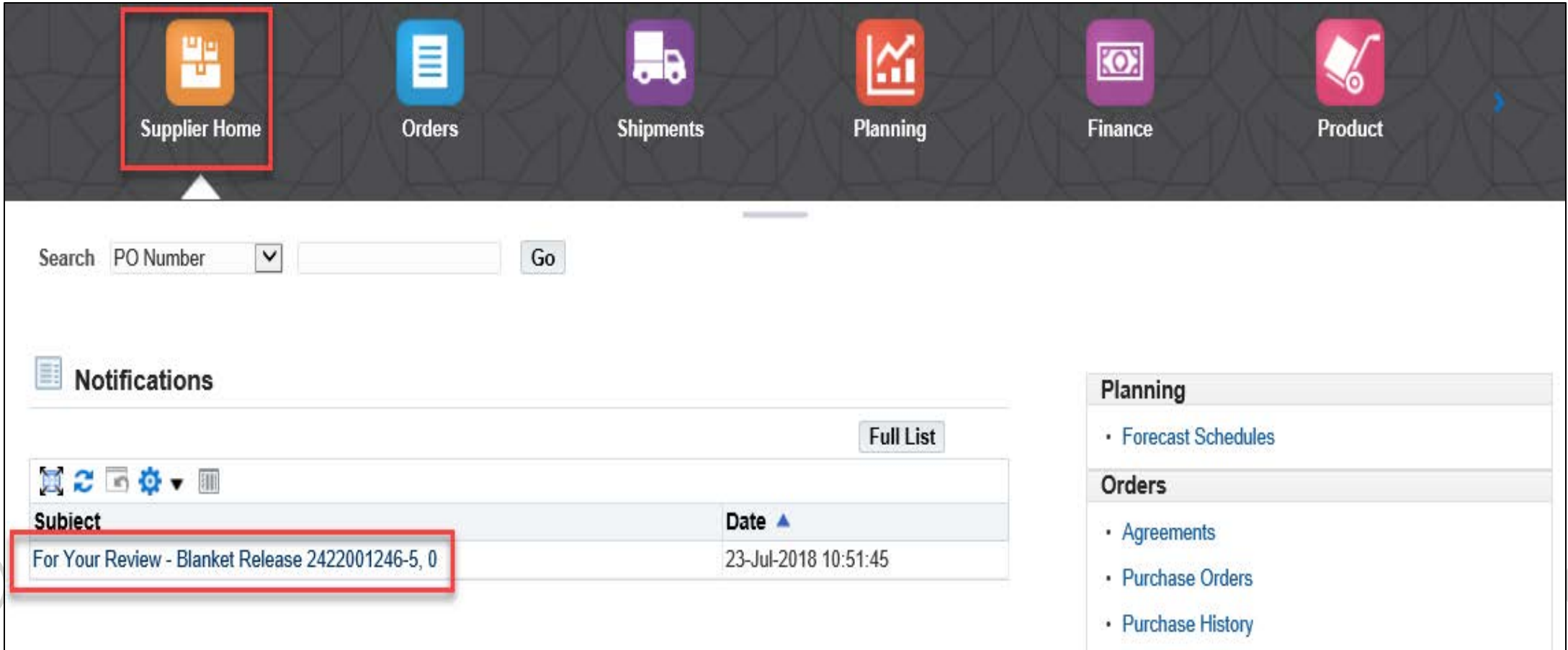
If you want to search for **advanced Sourcing RFQ Tender go to: iSupplier Portal Full Access> Tenders and Auctions**

Navigation: iSupplier Portal Full Access> Supplier Home Page to view the latest 5 documents

You may go to the Orders tab to view all the Purchasing documents

For Your Review - Blanket Release 2422001246-5, 0   OK

From   Hassan Ismail Fayoumi
To   ORACLE SYSTEMS LIMITED
Sent   23-Jul-2018 10:51:45

Abu Dhabi Systems and Information Center LE

Ship To
ADSIC - Abu Dhabi Systems and Information

United Arab Emirates

Purchase Order

| Purchase Order No. 2422001246-5 | Revision 0 |

Supplier
ORACLE SYSTEMS LIMITED
DUBAI INTERNET CITY
OFFICE NO.401, BUILDING 12
DUBAI, 500099
United Arab Emirates

Bill To
ADSIC - Abu Dhabi Systems and Information

United Arab Emirates

| Date Of Order 23-JUL-2018 | Buyer Hassan Ismail Fayoumi |
| Date Of Revision | Buyer |

| Customer Acct. No. | Supplier No. 4604 | Payment Terms Immediate | Freight Terms | FOB | Ship Via |

| Confirm To/Telephone Jokhader,Saleem | Requester/Deliver To Hassan Ismail Fayoumi   hassan.fayoumi@adsic.abudhabi.ae |

Line	Part Number / Description	Delivery Date	Quantity	UOM	Unit Price	Tax	Extended Price
7	Service Contract #10591692 CNI-20681459 Start date 30/5/2018 End date 29-May-19 CRM-SGS						
	Ship To Please refer to Ship To Address at top of page Requester/Deliver To : Hassan Ismail Fayoumi hassan.fayoumi@adsic.abudhabi.ae		1	Each	(AED):	Y	(AED)2
						Total	(AED)252,055.3

Only if the buyer has specifically requested for acknowledgement, you may proceed to Acknowledge.

Only if the buyer has specifically requested for acknowledgement, you may proceed to Acknowledge.

Firstly, ensure you have Acknowledged the approved PO as shown in the above page.
If you have not acknowledged, but have directly proceeded to 'Change Request', the PO will be stuck in error.
After acknowledging the PO, you may also communicate any requests for change from your side to the Buyer.

Mark the PO number and click **Request Change** button.

Request Changes in PO

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables

Orders: Purchase Orders > View Order Details >

Request Changes for Standard Purchase Order : 846200884,0 (Total AED 21,411.57)

Currency=AED

Cancel | Save | Submit | Export | Actions | Cancel Entire Order ▼ | Go

◢Order Information

General Information

Total	21,411.57
Supplier	ORACLE SYSTEMS LIMITED
Supplier Site	ABU DHABI
Address	ABU DHABI
	ABU DHABI, 30339
Buyer	زينب علي هادي العامري
Order Date	09-Jul-2018 21:05:18
Description	PeopleSoft Campus Solutions - FTE Student Perpetual 21224201 750QTY
Status	Open
Note to Supplier	
Sourcing Document	
Organization	UM5A - University Mohammed V OU
Supplier Order Number	
Attachments	None

Terms and Conditions

Payment Terms	Immediate
Carrier	
	FOB
Freight Terms	
Shipping Control	

Ship-To Address

Address	Abu Dhabi 1

Bill-To Address

Address	Abu Dhabi 1

◎ Related Information
Receipts
Invoices
Payments

PO Details

☑ TIP You can cancel the entire order or specific lines.
☑ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
>	1	Goods or Services				PeopleSoft Campus Solutions – FTE Student Perpetual 21224201 750QTY	Each	1	21411.57	21,411.57				Open				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes | [Enter additional reasons]

Return to View Order Details

Cancel | Save | Submit | Export | Actions | Cancel Entire Order ▼ | Go

Actions

You will be later notified regarding the action taken by Buyer about your 'Change Request'.

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Supplier can view the history of Change of the Purchase Orders

Navigation: iSupplier Portal Full Access> Supplier Home Page > Orders > Search and Select PO

From Actions field select **View Change History** and click **Go** button

And view the action status in the **Response** column.

The shipment schedules, Receipts, Returns, Overdue-shipment details can be viewed from the shipments section

*Navigation: iSupplier Portal Full Access> Supplier Home Page > S*hipments > View Delivery Schedules

Enter the search criteria of PO number or Promised Date or Need-by-Date and click on Go Button.

If you click the Go button without any criteria, all the open shipment delivery schedules will be displayed.

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The shipment schedules, Receipts, Returns, Overdue-shipment details can be viewed from the shipments section

Navigation: iSupplier Portal Full Access> Supplier Home Page > Shipments > View Delivery Schedules

Enter the search criteria of PO number or Promised Date or Need-by-Date and click on Go Button.

If you click the Go button without any criteria, all the open shipment delivery schedules will be displayed.

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Enter the search criteria of PO number or Receipt Number and click on Go Button.
If you click the Go button without any criteria, all the Receipt details will be displayed.

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Similarly, you may find the Returned Goods/Services from the 'Returns' section.
Enter the search criteria of PO number or Receipt Number and click on Go Button.
If you click the Go button without any criteria, all the Receipt details will be displayed.

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You may find the **Overdue Receipts** that are past the promised date
Enter the search criteria of Organization or PO number or Due Date and click on Go Button.
If you click the Go button without any criteria, all the Receipt details will be displayed.

Delivery Schedules   Shipment Notices   Shipment Schedules   Receipts   Returns   **Overdue Receipts**   On-Time Performance   Quality

Overdue Receipts   Export

Simple Search

Note that the search is case insensitive   Advanced Search

Organization	
PO Number	
Item	
Supplier Item	
Due Date	(31-Oct-2018)

Go   Clear

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
No search conducted.												

Prev   Next

In the On-time Performance region you can review the details of delivery performance

Enter the search criteria of Organization or PO number or Receipt Number or Delivery Status and click on Go Button.

If you click the Go button without any criteria, all the Receipt details will be displayed.

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Note: Creation of Shipment Notices & Tracking Schedules, and Quality Collection Plans are not enabled currently

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Use the Finance Details region to Create Invoice, Manage Invoice and View Payments

*Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab > **View Payments***

Enter the search criteria like Invoice or PO number or simply click Go Button

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Enter the search criteria like PO or Invoice number and click Go Button
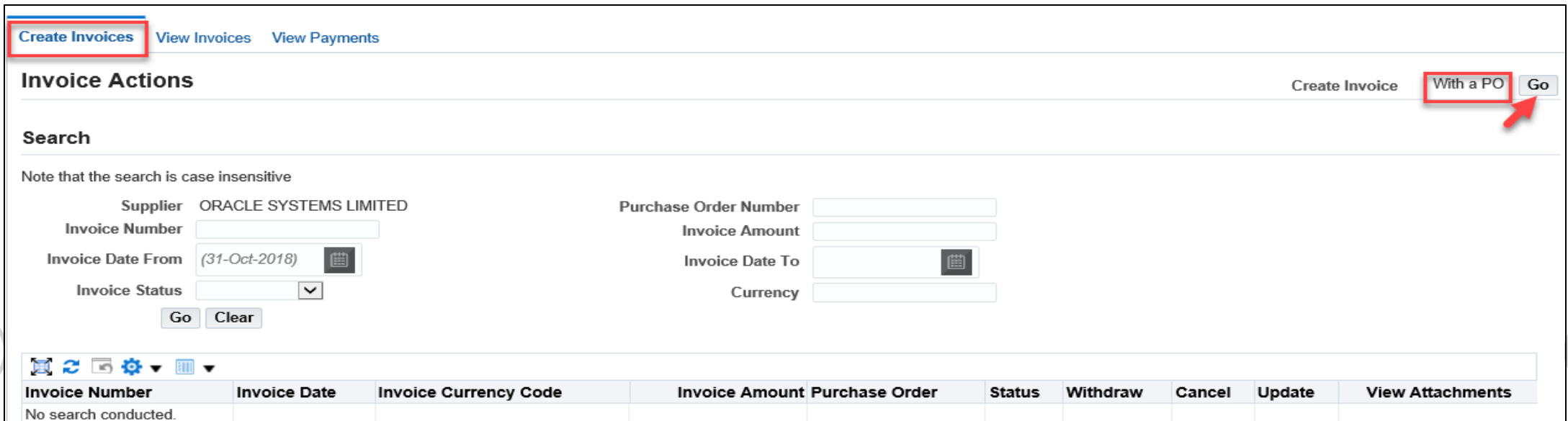
NOTE: You may use the Export button to send the details to spreadsheet and save as supported file format like TSV, CSV or Notepad. Further using this file, you may import the data into an Excel spreadsheet

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The Supplier is allowed to create an '**Invoice for a PO'** only.

PRE-REQUISITES

1. The PO /Release must have a status of Approved.

2. Before attempting Invoice creation, ensure the Goods /Service is Receipted first as shown in the "View Receipts"chapter.

Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab > Create Invoice With a PO > Click **Go**

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Enter the **PO Number**

Search and Select the Buying **Organization** and click **Go** button

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Tip: If the PO lines are not displayed,

1. Check if the PO status is 'Approved'.

2. If applicable, check if a valid PO Receipt is created in the Buying Organization.

If the Receipt is not created, contact the Buyer and get it created. Only then the PO lines will be displayed

Note: Though the application allows to select multiple PO, it is suggested to maintain one-to-one

relationship for simplicity or proceed as advised by the Buying organization's 'Finance' team.

Note for Prepayment Invoice:

If the PO is enabled for 'Advances', only then the 'Advances or Financing' check box will be marked for

'Advance or Prepayment' type of Invoice.

Select All or specific lines of this PO number and click Step **1** of 4 **Next** button.

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Fill the Invoice header details.
Enter your Reference **Invoice Number** and **Invoice Date**
Select the **Invoice Type**.
Enter the **Invoice Description** like Items/ Services/ Period
Optionally, you may **Add Attachments** up to 15 MB per file.

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Enter the line quantity / Amount for the Invoice PO lines.

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Click the Step **2** of 4 **Next** button
Review the details in the **Manage Tax** page. The Tax amount on PO lines will default from the configuration and PO.

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Click the Step **3** of 4 **Next** button

Create Invoices | View Invoices | View Payments

Purchase Orders — Details — Manage Tax — Review and Submit

Create Invoice: Manage Tax

Cancel | Save | Back | Step 3 of 4 | Next

Supplier

* Supplier	ORACLE SYSTEMS LIMITED
Tax Payer ID	
* Remit To	DUBAI
Address	DUBAI INTERNET CITY OFFICE NO.401, BUILDING 12 DUBAI 500099
Remit To Bank Account	0668506254100294
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	121122
* Invoice Date	31-Oct-2018
Invoice Type	Standard
* Currency	AED
Invoice Description	
Attachment	None

Customer

* Customer Tax Payer ID	242
Customer Name	Abu Dhabi Systems and Information Center LE
Address	- - AE

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Review all the details in the page and click the **Submit** button

A. Manage Unsubmitted Invoice from 'Create Invoice Tab'

Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab > Create Invoice tab

Select Invoice Status as: **Unsubmitted** and click the **Go** button.

The **Unsubmitted** Invoices will be displayed. For the desired Invoice, Cancel or Update the draft

Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab > Create Invoice

Select Invoice Status as: '**Inprocess'** and click the **Go** button.

The '**Inprocess'** Invoices will be displayed.

For the *desired* Invoice, click the **+** icon if you want to add attachments, max size per file is **15 MB only.**

The advanced Sourcing RFQ / Tender/ RFI / Auctions / Surveys are collectively & commonly termed as 'Negotiations' and these are accessible from the ***Tenders and Auctions*** function.

Navigation: iSupplier Portal Full Access> Tenders and Auctions

The advanced Sourcing RFQ / Tender/ RFI / Auctions / Surveys are collectively & commonly termed as 'Negotiations' and these are accessible from the *Tenders and Auctions* function.
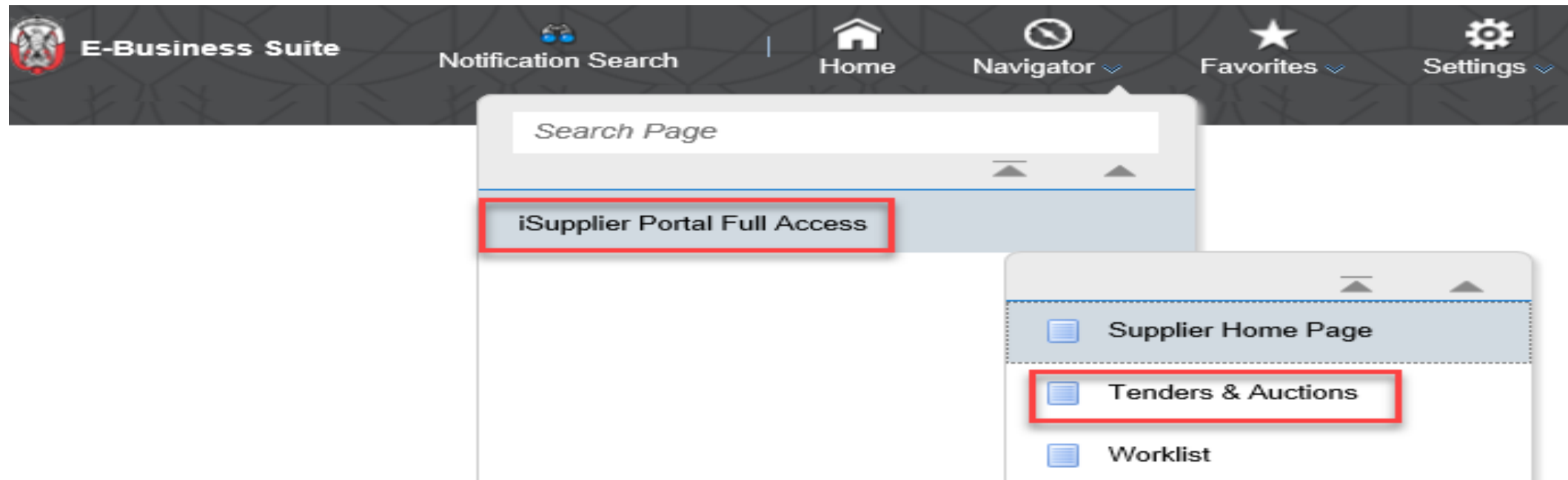
Navigation: iSupplier Portal Full Access> Tenders and Auctions

The advanced Sourcing RFQ / Tender/ RFI / Auctions / Surveys are collectively & commonly termed as 'Negotiations' and these are accessible from the ***Tenders and Auctions*** function.

Navigation: iSupplier Portal Full Access> Tenders and Auctions

Your Active and Draft Negotiations
This block shows the recent five Negotiations and you may click Full List to view others.

Your Company's Open Invitations
This block shows recent five Invitations for RFQ Tender and you may click Full List to view others

Quick Links
Quick Links region contains the shortcut for the following:

Manage Drafts	Manage your draft Response Quote / Bids
Manage Deliverables	Manage your Deliverables of Contracts
Manage Personal Information	Manage your personal details like email, phone and fax.
View Responses Active	View Response of Quote / Bids that are Active
View Responses Disqualified	View Response of Quote / Bids that are disqualified
View Responses Awarded	View Response of Quote / Bids that are awarded
View Responses Rejected	View Response of Quote / Bids that are rejected

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If the Tender is limited to Invited suppliers, and if you are among the invited suppliers, only then a notification will be sent.

It is very important to acknowledge your intent to participate, if you company is specifically invited.
This helps the buyer have a good overview of the RFQ / Tender participants and helps your company in getting good Key Performance Indicators w.r.t supplier communication factors.

Navigation: *Worklist*
Or iSupplier Portal Full Access> Tenders and Auctions > Your Open Invitations

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You are invited: RFQ 2244008 (Tender 10)

From	سعيد سيف الرميثي	Company	Default enterprise name
To	ASHRAF ELZARKA	Title	Tender 10
Sent	31-Oct-2018 19:35:25	Number	2244008

Yes No

Negotiation Preview **October 31, 2018 07:35 pm Dubai**
Negotiation Open **October 31, 2018 07:35 pm Dubai**
Negotiation Close **October 31, 2018 07:55 pm Dubai**
Supplier **ORACLE SYSTEMS LIMITED**
Supplier Site **ABU DHABI, ABU DHABI, 30339AE**

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to Negotiation Details page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	31-OCT-2018 19:35:25	Submit	سعيد سيف الرميثي	ASHRAF ELZARKA	

Response

Note to Buyer

Return to Worklist

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Acknowledge Participation of Invited Tender

Negotiations > RFQ: 2244008 >
Acknowledge Participation (RFQ 2244008)
Cancel | Apply

Supplier Site ABU DHABI
Will your company participate? ⦿ Yes
○ No
Note to Buyer

The application takes you back to the RFQ header from where you may choose to create quote.

If you decide to create the Quote later, you may do so if the Tender / RFQ is still 'Active'. Refer to the "Search RFQ / Tender and Create Response Quote" chapter.

Negotiations >
RFQ: 2244008

Actions | Create Quote | Go

Title Tender 10
Status Active (Locked)
Time Left 00:12:34

Open Date 31-Oct-2018 19:35:24
Close Date 31-Oct-2018 19:55:57

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NOTE:

It is recommended to submit the Quote 'well in time' and 'NOT WAIT' for the last few minutes to submit the quote.

Depending on the network speed, there can be a time-lag between submission and reaching the ADERP Application server and hence the Quote may not get submitted in the last minute.

If the Tender is of '**Open**' type, an invitation to participate will NOT be sent.

Hence, the supplier may refer to the Buying entity's website for the publication of Open Tenders to get the RFQ Tender **Title** or through Abu Dhabi eGovernment Gateway website www.abudhabi.ae, at the end of the page under "Business" title click on "Public Tenders". Click on search to show all the open Public Tenders for AD entities.

Alternatively, the supplier can **search for the Open** Tender / RFQ / Negotiation within **iSupplier Portal** as shown below.
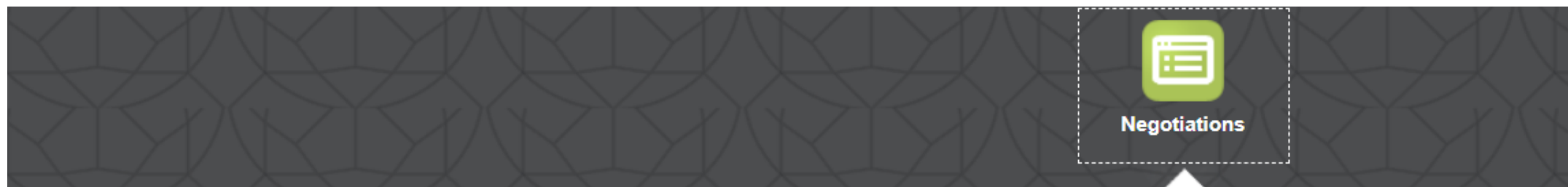
Navigation: iSupplier Portal Full Access> Tenders and Auctions

If you know the RFQ Tender enter the Title in the **Title** field and click **Go** button

If you do not know the RFQ / Tender number, just enter % in the **Number** field and click the **Go** button

Negotiations

Search Open Negotiations   Number ▼   %   Go

Welcome,

TIPS:

Public Tender/RFQ: As individual invitation will not be sent, search them by entering % in the "Search Open Negotiations" field at the t

Private Tender/RFQ: Invitations specific to your organization will be seen under "Your Company's Open Invitations".

Draft Responses / Quotes can be managed by clicking 'Drafts' under "Manage" Quick Link at the bottom of page.

For any Business related clarifications, open the RFQ and use Actions > 'Online Discussions' feature to interact with Buyer's team or

Your Active and Draft Responses

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The Active / matching RFQ Tenders will be displayed.

If you want to view the details, click the **RFQ Number link** to view the details of RFQ.

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View the details in Header, Lines, Controls, Contract Terms tabbed region

Negotiations > Active Negotiations >

RFQ: 2244008

Actions [Acknowledge Participation ▽] [Go]

Title Tender 10
Status Active (Locked)
Time Left 00:09:29

Open Date 31-Oct-2018 19:35:24
Close Date 31-Oct-2018 19:55:57

Header Lines Controls Contract Terms

1- View the details in header, lines controls, contract terms tabbed region

Buyer الرميثي ,Mr. سعيد
☑ Two-Stage RFQ
Quote Style Sealed
Description

Outcome Standard Purchase Order
Event

Terms

Scroll Down the page to view requirements, notes to supplier and attachments

Bill-To Address DOF
Ship-To Address DOF
FOB

Payment Terms
Carrier
Freight Terms

Currency

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Scroll down and view Notes to Supplier, Requirements and Attachments

From the **Actions** field, **Create Quote** will be the first action and you may click **Go** button to create your Quote.

The *Terms and Conditions* of RFQ Tender will be displayed. Review the Terms and Conditions.

Mark the check box and click the **Accept** button if you want to accept and proceed.

A **Quote** Response with number related to this RFQ Tender will be created automatically.

If you want to review the entire RFQ in detail, by clicking the **View RFQ** Button

Enter the Quote **Header** details like Quote Validity, Reference Number and Notes to Buyer

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Click **Add Attachments** button to add Header level attachments

NOTE: Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error from network controls.

If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.

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Select **Technical Category** of Attachments and add Technical documents

Negotiations > Active Negotiations > RFQ: 2244008 > Create Quote: 2583875 (RFQ 2244008) >

Add Attachment

Cancel   Add Another   Apply

Attachment Summary Information

Title

Description

Separate attachments for each stage

Category   Stage 1: Technical
Stage 2: Commercial

☑ TIP For each attachment, sele... ...chment from 'drop-list'.

Define Attachment

Type ◉ File   Browse...

○ URL

○ Short Text

Select **Technical Category** of Attachments and add Technical documents.
Click **Add Another** or Apply as desired

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Select **Commercial Category** of Attachments and add Commercial documents
Click Add Another to add another or Apply and Save in the next step

Negotiations > Active Negotiations > RFQ: 2244008 > Create Quote: 2583875 (RFQ 2244008) >

Add Attachment   Cancel Add Another Apply

Attachment Summary Information

Title   Commercial Document
Description Commercial Document

Category   Stage 2: Commercial ▼
☑ TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

Type ● File   C:\Users\Oracle6\Desktop\12.png   Browse...
      ○ URL
      ○ Short Text

Negotiations > Active Negotiations > RFQ: 2244008 > Create Quote: 2583875 (RFQ 2244008) >

📄 **Confirmation**
Commercial Document attachment has been added successfully.

Add Attachment   Cancel Add Another Apply

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Review attachments and add more if required.

Click **Save Draft** to save the attachments.

Negotiations > Active Negotiations > RFQ: 2244008 > Create Quote: 2583875 (RFQ 2244008) >

Confirmation

Commercial Document attachment has been added successfully.

Create Quote: 2583875 (RFQ 2244008)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

| Title | Tender 10 | | Time Left | 03:53:35 |
| | ☑ Two-Stage RFQ ⓘ | | Close Date | 31-Oct-2018 23:55:57 |

Review attachments and add more if required

Header | Lines

Supplier	ORACLE SYSTEMS LIMITED		Quote Valid Until	(31-Oct-2018 19:45:00)
Supplier Site	ABU DHABI - ABU DHABI, ABU DHABI, 30339AE		Reference Number	
RFQ Currency	AED		Note to Buyer	
Quote Currency	AED			
Price Precision	Any			

Attachments

Prev

Next

A Confirmation message will be displayed for the Draft Quote.

Scroll down the Headers page to enter **Requirements** section

Negotiations > Active Negotiations > RFQ: 2244008 >

Confirmation

Quote 2583875 for RFQ 2244008 (Tender 10) has been saved as a draft.

Create Quote: 2583875 (RFQ 2244008)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title Tender 10

☑ Two-Stage RFQ ⓘ

Time Left 03:52:21

Close Date 31-Oct-2018 23:55:57

Scroll down to respond to requirements section

Header   Lines

In the **Requirements** section, enter your Responses and click **Save Draft**

Click the Lines tab and fill the details.

Enter Pricing information *only* in the Quote Price field. Fill the Promised Date and **Quote Yes or No** for each line

Depending the type of buyer's document, you may have to fill additional fields by clicking the Update/ Pencil icon as shown below

Prev

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If you have many lines, you may use the RFQ Tender-specific spreadsheet template, fill the details and upload the **same file**. For steps, refer to the using 'Uploading Quote details by Spreadsheet template' chapter.

Add Line attachments if needed and click Apply

Click **Continue**

Negotiations > Active Negotiations > RFQ: 2244008 >

Create Quote: 2583875 (RFQ 2244008)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

| Title | Tender 10 |
| | ☑ Two-Stage RFQ ⓘ |

Time Left **03:37:45**
Close Date 31-Oct-2018 23:55:57

| Header | Lines |

RFQ Currency AED
Price Precision Any

Quote Currency AED

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1 Services	DOF	Sealed			100	Each	100	100	27-Nov-2018	Yes ▼	✚	✏
2 Services 2	DOF	Sealed			100	Each	10	10	29-Nov-2018	Yes ▼	✚	✏

DEPARTMENT OF FINANCE

Carefully view these messages which are prompted by the Buyer's setup of Control.

Do a final Review or Quote including the Attachments and **Submit**

Negotiations > Active Negotiations > RFQ: 2244008 >

⚠ **Warning**

This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 2583875: Review and Submit (RFQ 2244008)

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

Header

Title	Tender 10
Supplier	ORACLE SYSTEMS LIMITED
Supplier Site	ABU DHABI
RFQ Currency	AED
Quote Currency	AED
Price Precision	Any

Time Left	03:36:45
Close Date	31-Oct-2018 23:55:57
Quote Valid Until	
Reference Number	
Note to Buyer	

Attachments

Title ▲	Type ▲	Description ▲	Category ▲	Last Updated By ▲	Last Updated ▲	Usage ▲	Update	Delete
Commercial Document	File	Commercial Document	Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM	31-Oct-2018	One-Time	✏	🗑
Technical Document	File	Technical Document	Stage 1: Technical	ASHRAF.ZARKA@ORACLE.COM	31-Oct-2018	One-Time	✏	🗑

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Next

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A confirmation message will be displayed.
Now, the quote will have a status of 'Active'

ADERP Helpdesk Technical Support team can primarily resolve the technical issues but cannot clarify the Buyer's Business Requirements. *If you need Business Clarifications, please use 'Online Discussions' from within the RFQ to communicate with Buyer.*

Navigation: iSupplier Portal Full Access> Tenders and Auctions
If you know the RFQ Tender enter the Title in the **Title** field and click **Go** button

If you do not know the RFQ / Tender number, just enter % in the **Number** field and click the **Go** button

Prev

Next

DEPARTMENT OF FINANCE

If you want to view the details first, click the **RFQ Number link** to view the details of RFQ.

Negotiations >

Active Negotiations

Search

Note that the search is case insensitive

Number	2244008	Contact	
Title		Line	
Category		Event	

Go Clear

Select Negotiation: Respond |

	Number ▲	Title ▲	Contact ▲	Time Left ▲	Close Date ▲	All Responses ▲	Your Company's Responses ▲	Monitor	Unread Messages
○	2244008	Tender 10	سعيد, الرميثي .Mr	10 minutes	31-Oct-2018 19:55:57	Sealed	0		0

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How to have 'Online Discussions' with Buyers

View the details in Header, Lines, Controls, Contract Terms tabbed region

Scroll down and view Notes to Supplier, Requirements and Attachments

For the active RFx Tender, the online messages can be used to communicate with the buyer. The supplier can respond to online messages from buyer and also create a new message to buyer.

Note: Even if the RFx Tender is currently closed, Supplier can still search for the sent "Invitation" message of the invited Tender or online discussion.

My Worklist sub-window shows the notifications to you and you may open this to review and respond.
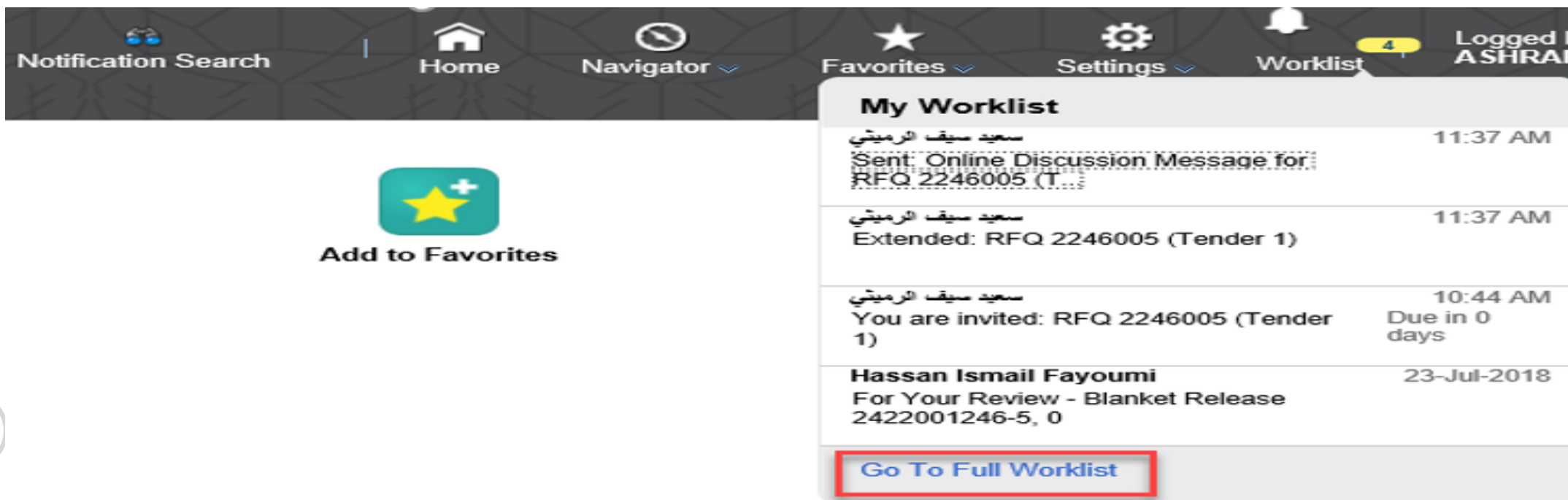
Prev

Next

Navigation: Worklist > FULL LIST shows all notifications

Or iSupplier Portal Full Access> Tenders and Auctions > Your Active and Draft Responses

Click the **unread message number** to open the message

Search Open Negotiations Number ⌄ [   ] Go

Welcome, Ashraf ELzarka.

Your Active and Draft Responses

Press Full List to view all your company's responses.   Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Messages
2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	54 minutes	1

Prev

Next

Click the **Message link** to view details of message

Negotiations >

Online Discussions (RFQ 2246005)

Cancel   Printable Page

Title   Tender 1
Status   Active (Locked)
Time Left   52 minutes

Open Date   01-Nov-2018 10:44:06
Close Date   01-Nov-2018 12:41:48

Messages

New Message

Subject ▲		Message	Status ▲	Sender ▲	Date ▲	Reply
Compliance to our new terms...		Please accept	Unread	Default enterprise name	01-Nov-2018 11:37:52	

View the message and attachments if any.

Click the Attachment file **'Title' name link** to open / save the attachment to your computer.

Click **Reply**

Negotiations > Online Discussions (RFQ 2246005) >

Message (RFQ 2246005)

Reply | Print

Subject	Compliance to our new terms and conditions
From	Default enterprise name
To	ELzarka, Ashraf
Date	01-Nov-2018 11:37:52
Message	Please accept

Attachments

Title ▲	Type ▲	Description ▲	Category ▲	Last Updated By ▲	Last Updated ▲	Usage ▲	Update	Delete
Amendment	File	Amendment	To Supplier	RAGAB	01-Nov-2018	One-Time	☒ Update functionality disabled	🗑

Send the message only to Default enterprise name (Buying Organization)

Negotiations > Online Discussions (RFQ 2246005) > Message (RFQ 2246005) >

Reply To Message (RFQ 2246005)

Cancel | Send

* Indicates required field

Send To [Default enterprise name ▼]

Subject   Compliance to our new terms and conditions

* Message   -------Original Message-------Please accept

Attachments

Add Attachment

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

The message history will be visible in **Online Discussions**

If you want, you may use the **Printable Page** button to print the messages.

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DEPARTMENT OF FINANCE

If your quote is in draft status, you may update the attachment—Title, Description, Category and attachment file before submitting the quote.

Navigation: iSupplier Portal Full Access> Tenders and Auctions > Your Active and Draft Responses

Search Open Negotiations Number ▾ [   ] Go

Welcome, Ashraf ELzarka.

Your Active and Draft Responses

Press Full List to view all your company's responses.   Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Messages
2586876	Draft	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0
2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0

Prev

Next

Click the draft Response **Number** link
Click the **Pencil/ Update** Icon of attachment

Prev

Next

Review and update the **Title** and **Category** as applicable. Click the Browse button if you want change the file attachment.

Negotiations > Create Quote: 2586876 (RFQ 2246005) >

Update Attachment: Agreement Details

Cancel Apply

Attachment Summary Information

Title Agreement Details

Description Agreement Details

Category Stage 1: Technical

☑ TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

File Browse...

Prev

Next

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Attach the file and click **Apply.** Review the entire draft Quote and process further to Submit.

Negotiations > Create Quote: 2586876 (RFQ 2246005) >
Update Attachment: Agreement Details   Cancel   Apply

Attachment Summary Information

Title   Agreement Details

Description   Agreement Details

Category   Stage 1: Technical

✅ TIP For each attachment, select correct 'Category' of attachment from 'drop-list'.

Define Attachment

File   C:\Users\Oracle6\Desktop\iSupplier\13.png   Browse...

Negotiations >

☑ **Confirmation**

"Agreement Details" attachment has been updated successfully

Create Quote: 2586876 (RFQ 2246005)

If there are many lines in the RFQ Tender, you may create the Response Quote and then *download* the spreadsheet template from application to work on spreadsheet xml format.

Note: This spreadsheet template is *specific* to the RFQ Tender you are quoting for, and can be used for this RFQ Tender only. You CANNOT use the same template for other RFQ Tenders.

After updating the details in spreadsheet, the same file should be used to **upload on to your quote**.

Navigation: iSupplier Portal Full Access> Tenders and Auctions > Your Active and Draft Responses

Search Open Negotiations Number ▾ [   ] Go

Welcome, Ashraf ELzarka.
Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left
2586876	Draft	ABU DHABI	2246005	Tender 1	RFQ	25 minutes

Prev

Next

Uploading Quote from Spreadsheet template

Click **Quote by Spreadsheet**

Negotiations >

Create Quote: 2586876 (RFQ 2246005)

Cancel | View RFQ | **Quote By Spreadsheet** | Save Draft | Continue

Title Tender 1
☑ Two-Stage RFQ (i)

Time Left 00:23:55
Close Date 01-Nov-2018 12:41:48

Header | Lines

Supplier ORACLE SYSTEMS LIMITED
Supplier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE
RFQ Currency AED
Quote Currency AED
Price Precision Any

Quote Valid Until 29-Nov-2018 12:00:24
Reference Number
Note to Buyer

Attachments

Add Attachment ...Max. File Size per attachment is 15 MB only. If exceeded, you cannot process further due to error. You may split the large file into smaller files and attach as many as required.

Title ▲	Type ▲	Description ▲	Category ▲	Last Updated By ▲	Last Updated ▲	Usage ▲	Update	Delete
Agreement Details	File	Agreement Details	Stage 1: Technical	ASHRAF.ZARKA@ORACLE.COM	01-Nov-2018	One-Time	✏️	🗑️
Commercial Document	File		Stage 2: Commercial	ASHRAF.ZARKA@ORACLE.COM	01-Nov-2018	One-Time	✏️	🗑️

The first option Rich Style creates a bigger file, so it is advised to use the **second option Light Weight Style** (.xml)

After downloading, minimize the webpage to work on the zipped file

The first option Rich Style creates a bigger file, so it is advised to use the **second option Light Weight Style** (.xml)

After downloading, open the zipped Archive file and **Extract**

The RFQ-Quote-Help.htm can be referred for help in filling the xml spreadsheet (the first file in the list of the zip file).
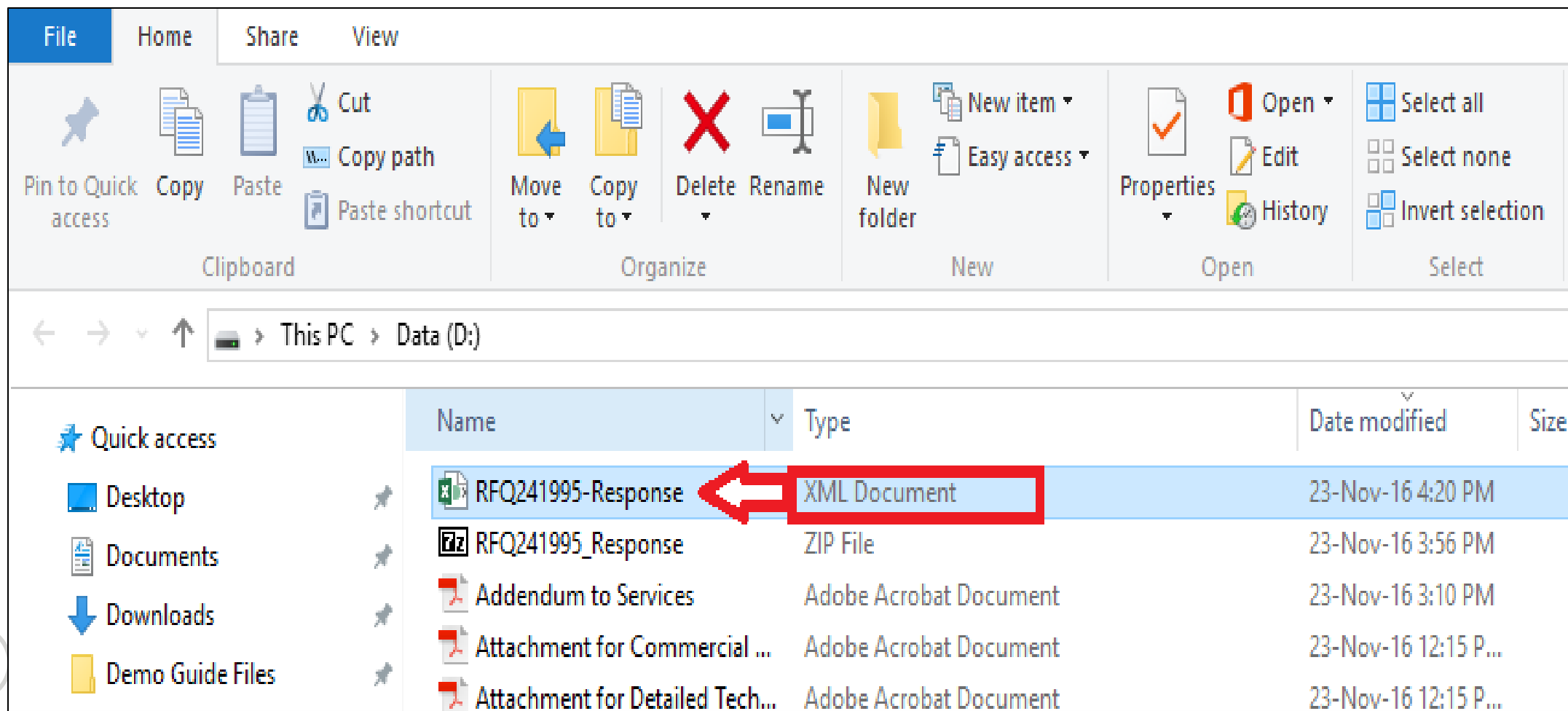
Extract the xml file. Close the Zip file.

Note: *Do not open directly the file from zip file, as the changes made may not be saved or may be saved in the temporary folder and the changes you made to the template may get lost.*

Close the zipped file.
Do not open and work from here as the changes to file may not be saved.

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Next

Open the extracted xml file from the computer, not directly from the zip file.

Uploading Quote from Spreadsheet template

Review and fill the RFQ Header spreadsheet.

Uploading Quote from Spreadsheet template

- **Fields in Yellow cells are mandatory.**
- **Fields in Green cells are optional.**
- **Fill the relevant fields of the Lines spreadsheet.**

SAVE and click Yes to save in "XML Spreadsheet 2003 format"

Go to the ADERP iSupplier Portal and open your draft **Quotation**,

Navigation **Actions** > **Quote by Spreadsheet.**

Select the XML Spreadsheet (.xml) option

click **Browse**

Create Quote 236506: Quote By Spreadsheet (RFQ 241995)

RFQ Currency **AED**
Quote Currency **AED**

Step 1:Export Spreadsheet

☑ **TIP** Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML
Format
○ XML Spreadsheet – Rich Style (.xml)
◉ XML Spreadsheet – Light-Weight Style (.xml)
○ Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format ◉ XML Spreadsheet (.xml)
○ Tab-Delimited (.txt)
File To Import [_____] Browse...
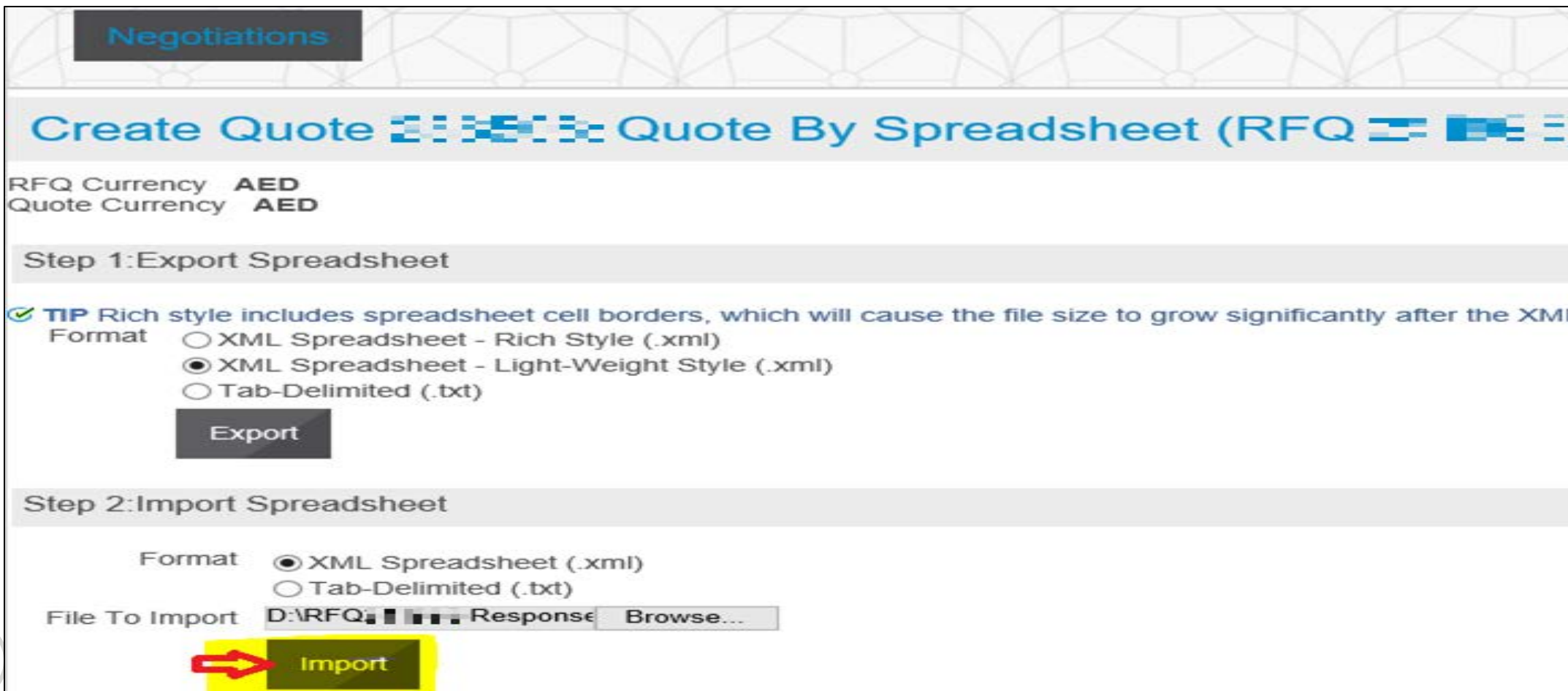
Import

Browse and select the XML file that you had updated

Prev

Next

Click **Import**

If there is no validation error, the data will be transferred to the Application and the draft quote will be updated with data from imported file.

If the application gives any error message, review the message, change the spreadsheet data accordingly.

Save the file and Import the xml file again.

Prev

Next

The Quote will be updated from the spreadsheet data.

Review the Header and Lines data.

Click **Save Draft**

A Confirmation will be displayed for the **draft**

Negotiations >

Confirmation

Quote 2586876 for RFQ 2246005 (Tender 1) has been saved as a draft.

Create Quote: 2586876 (RFQ 2246005)

Cancel   View RFQ   Quote By Spreadsheet   Save Draft   Continue

Title Tender 1   Time Left 00:14:34

☑ Two-Stage RFQ ⓘ   Close Date 01-Nov-2018 12:41:48

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Review the Quote details including the attachments and process further to Submit the Quote.

Confirmation

Quote 2586876 for RFQ 2246005 (Tender 1) has been submitted.

Return to Sourcing Home Page

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Worklist or Navigation: iSupplier Portal Full Access> Tenders and Auctions >

Click the Subject link and to open the message

Search Open Negotiations Number ▾ [   ] Go

Welcome, Ashraf ELzarka.

Your Active and Draft Responses

Press Full List to view all your company's responses.   Full List

Response Number		Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Messages
2586875	⚠	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 8 minutes	0
258687(	⚠	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 8 minutes	0

⚠ Negotiation has been amended and requires your action to be considered for award.

Review the Warning about the Amendment. You must Acknowledge each Amendment.
The Quote must be (re-)submitted.

Negotiations >

⚠ **Warning**

RFQ 2246005 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

View Amendment History

RFQ: 2246005

Actions [Online Discussions ▼] [Go]

Title Tender 1
Status Amended (Locked)   Open Date 01-Nov-2018 10:44:06
Time Left N/A   Close Date 01-Nov-2018 13:41:48

Prev

Next

دائــرة الـــمــــالـــيـــة
DEPARTMENT OF FINANCE

If there are multiple amendments, you will have to accept the Terms & Conditions and also acknowledge for each amendment continuously by clicking **Next** button *till you get the **Acknowledge*** button. You must accept and acknowledge **all** amendments and only then you will be able to create / update the quote.

Negotiations > RFQ: 2246005 >

Acknowledge Amendment (RFQ 2246005,1)

Cancel   Acknowledge

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

☐ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 2246005,1.

Review all changes before Acknowledging

Header

Label	RFQ 2246005	RFQ 2246005,1
Amendment Description		Tender 2

Click **Yes** to **update and resubmit** your draft Quote.
If the quote was submitted previously, then you will be required to create a new Quote for this amendment

Confirmation

All amendments of Negotiation 2246005 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

No   Yes

Case 1: If a response Quote was NOT submitted previously or was saved as draft

Navigation: iSupplier Portal Full Access> Tenders and Auctions

Search Open Negotiations or Manage Draft

The amended RFQ / Tender will have an additional number appended after comma, to the Number as below:
Select the 'radio button' of the interested Tender / RFQ/ Negotiation and click **Respond**

If you acknowledge as No, you will be taken back to Find RFQ screen

If you acknowledge as Yes, application displays the changes and may scroll down to review the changes.

After reviewing the changes, and if acceptable to you, mark the check box to accept the terms and conditions

Negotiations >

⚠ Warning

RFQ 2246005 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

View Amendment History

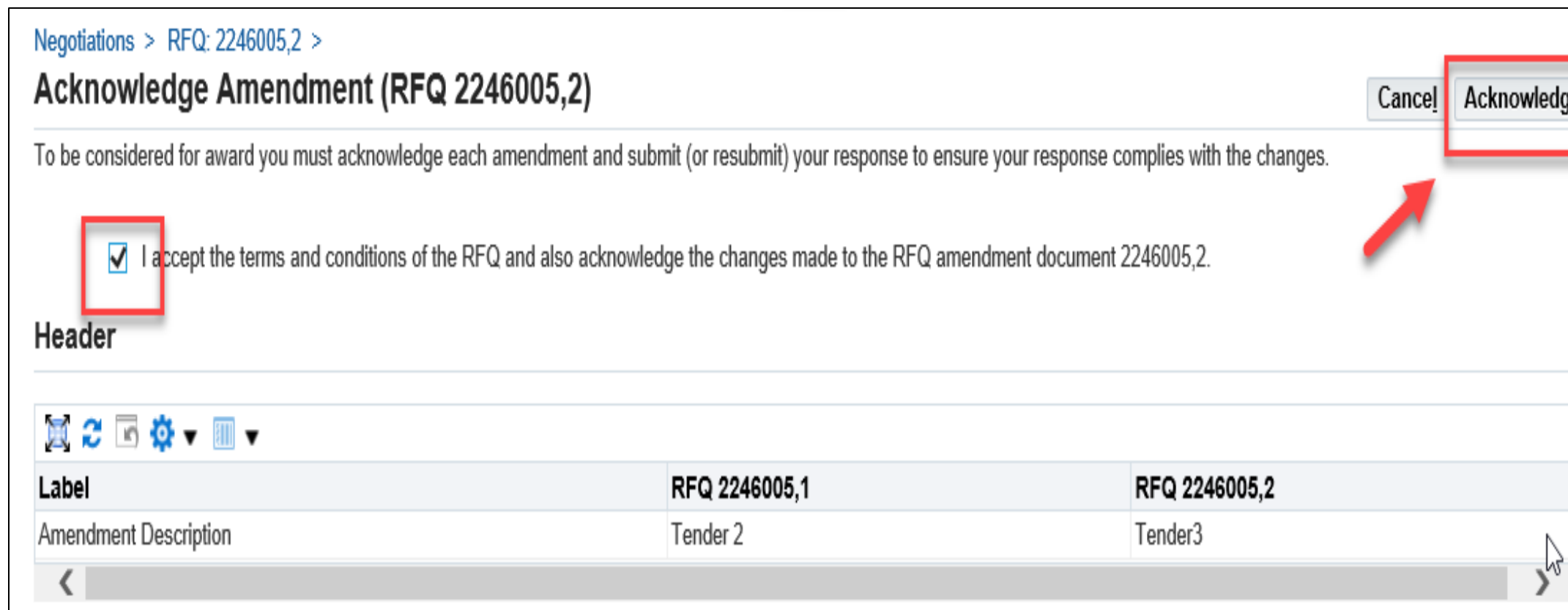**RFQ: 2246005,2**

Actions Acknowledge Amendments ⌄ Go

Title Tender 1

Prev

Next

If there are multiple amendments, you will have to accept the Terms & Conditions and also acknowledge for each amendment continuously by clicking **Next** button *till you get the **Acknowledge*** button as shown below. You must accept and acknowledge **all** amendments and only then you will be able to create / update the quote.

After Acknowledgement, a confirmation message will be displayed.

Further, the application prompts you

You may now respond to the negotiation. Do you want to proceed?

Case 2: If a response Quote was submitted previously

Resubmission is required to ensure the response complies with the changes. If you want to create a Response/Quote, click

Yes to create a Response/Quote (or a new Response/Quote if it was submitted before RFQ Tender amendment)

If you choose No, then you may respond later only if the RFQ Tender is still open

If a response has been submitted previously, *resubmission* is required to ensure the response complies with the changes.

Search Open Negotiations	Number ▾			Go

Welcome, Ashraf ELzarka.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread
2586877 ⚠	Draft	ABU DHABI	2246005,1	Tender 1	RFQ	36 minutes	0
2586875 ⚠	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	36 minutes	0
2586876 ⚠	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	36 minutes	0

Click the Quote / **Response Number**

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Next

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Review the Warning Message

Click and View Amendment History

Click the Amended **RFQ Number**

Negotiations > Quote: 2586875 (RFQ 2246005) >

Amendment History (RFQ 2246005)

You have acknowledged all amendments. To be considered for award you must submit (or resubmit) all your responses to ensure that they comply with the changes.

Show All Details | Hide All Details

Details	Document Number ▼	Title ▲	Status ▲	Acknowledgement Date ▲	Review Changes
>	2246005,2	Tender 1	Active (Locked)	01-Nov-2018 13:03:36	∞
>	2246005,1	Tender 1	Amended (Locked)	01-Nov-2018 12:36:09	∞
>	2246005	Tender 1	Amended (Locked)		

Review the changes and click Acknowledge Amendments

Mark the check box and click **Acknowledge**

Review and proceed further

✓ Confirmation

All amendments of Negotiation 234995 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

No   Yes

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If the requested item is not available as per specifications, Supplier can add the alternate Line in the Response / Quote.

Fill the Quote Header details.

Click on Lines Tab then click on **Add (+) icon of Alternate Lines.** This option will be active only if the Buyer has allowed it

Prev

Next

Add the Alternate Item details and Attachments as needed

Click **Apply**

The added alternate line will be shown as below. Continue and proceed to the fill all the details and submit the Quote.

Navigation: iSupplier Portal Full Access> Tenders and Auctions > Search RFQ and Create Quote

If you have already quoted and you want to add more quotes then this screen will appear for you.

Choose **Create a New Quote** and then press OK or choose Modify Quote if you want to modify an existing Quote

Prev

Next

Then continue the usual steps from "Search RFQ / Tender and Create Response Quote" Process.

Note: If the new draft Quote's values and comments are same as the previously submitted Quote for same

RFQ/Tender, the supplier may get a message: "No changes to Save" during submission.

In such cases, supplier can add some text like in the 'Note to Buyer' field, to ensure some difference from the previously submitted quote and then will be able to submit the new draft quote.

Supplier can withdraw the quote if unable to fulfill the RFQ Tender requirements

Navigation: iSupplier Portal Full Access> Tenders and Auctions > Quick Links > *View Responses > **Active***

Select the Quote that you want to Withdraw

Cause: The ADERP network validations like *exceeded attachment size, may cause this error.*
Note down the **support ID** as shown above for reference.

Possible Solution
If this error was caused after trying to attach a big file greater than 15 MB. Try again to split the file into smaller size and attach again. But due to above error, it is possible to get the Issue 2: Error: The Site can't be reached. Refer to the solution in that chapter above.
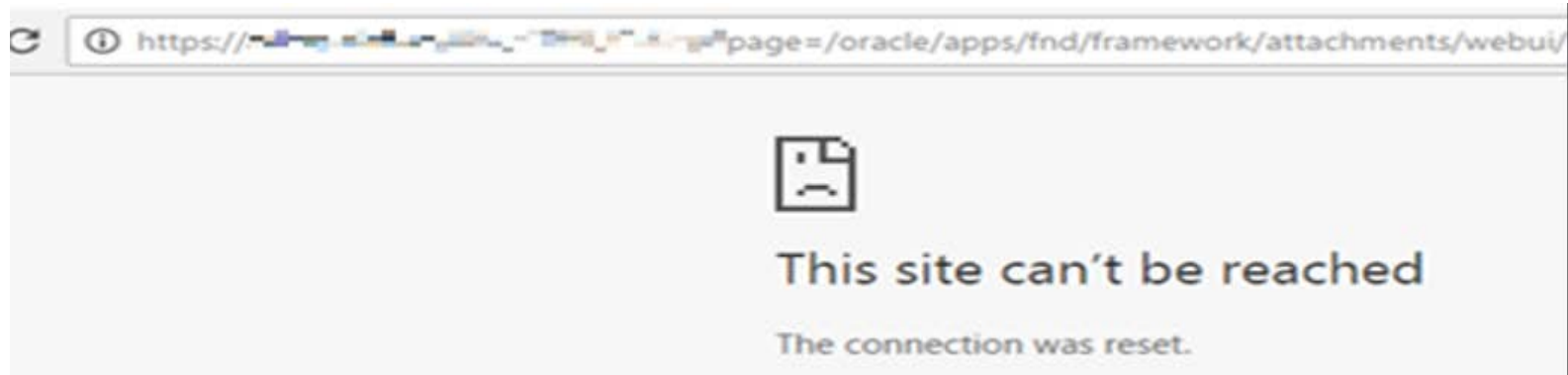
If the issue is not resolved even now, provide the **support ID** as shown above and contact help desk immediately with these details for further investigation by ADERP network team.
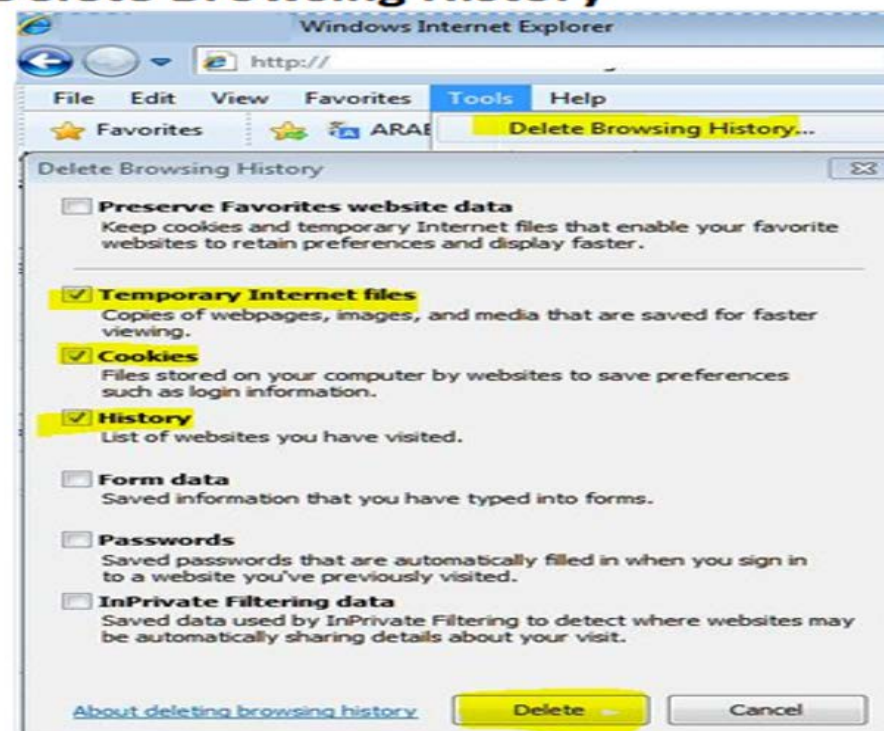
Error, this site can't be reached

Solution: Delete Browsing history and Re-login

1. Tools > Delete Browsing History

2. **Mark Temporary Internet Files, Cookies, History.**
3. **Click Delete.**
4. **Close the browser**
5. **Re-login and try again to access the application**

You have encountered an unexpected error. Please contact your system Administrator for Assistance

Probable Cause

The session / page data will be lost if the browser back button is used.

Suggested Good Practices

- Do not use the browser's back button as this will cause 'loss of page data/ stale session'.

- Use the **Blue links** and **Buttons** within the webpage.

Thanks