



دائرة المالية
DEPARTMENT OF FINANCE



ADERP

iSupplier Portal User Manual





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Click on the
Steps
To proceed

Start



Click on the
Steps
To proceed

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Click on the
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Click on the
Steps
To proceed

Start

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.

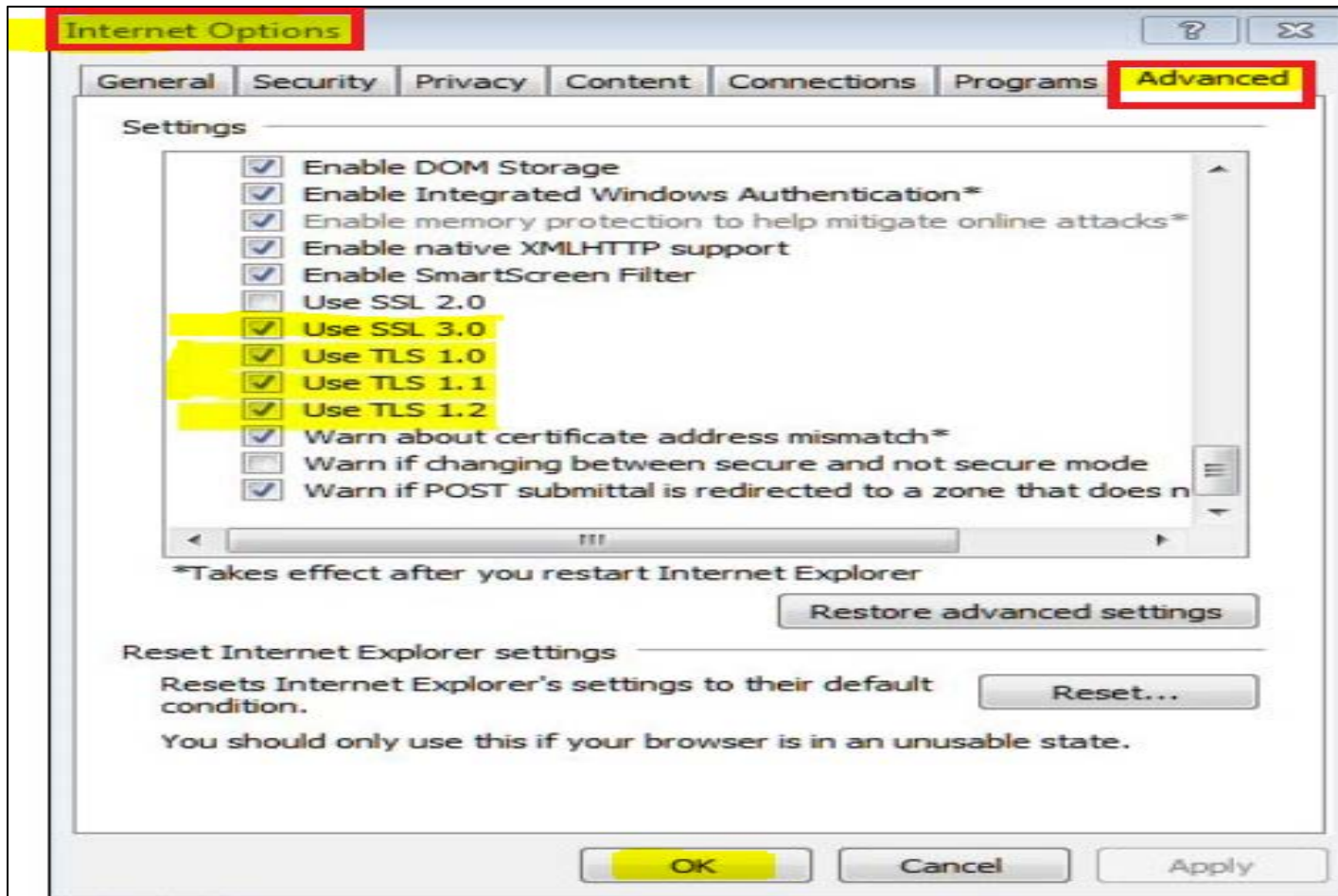
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The *latest version* of **Internet Explorer** support all major features and are recommended.

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

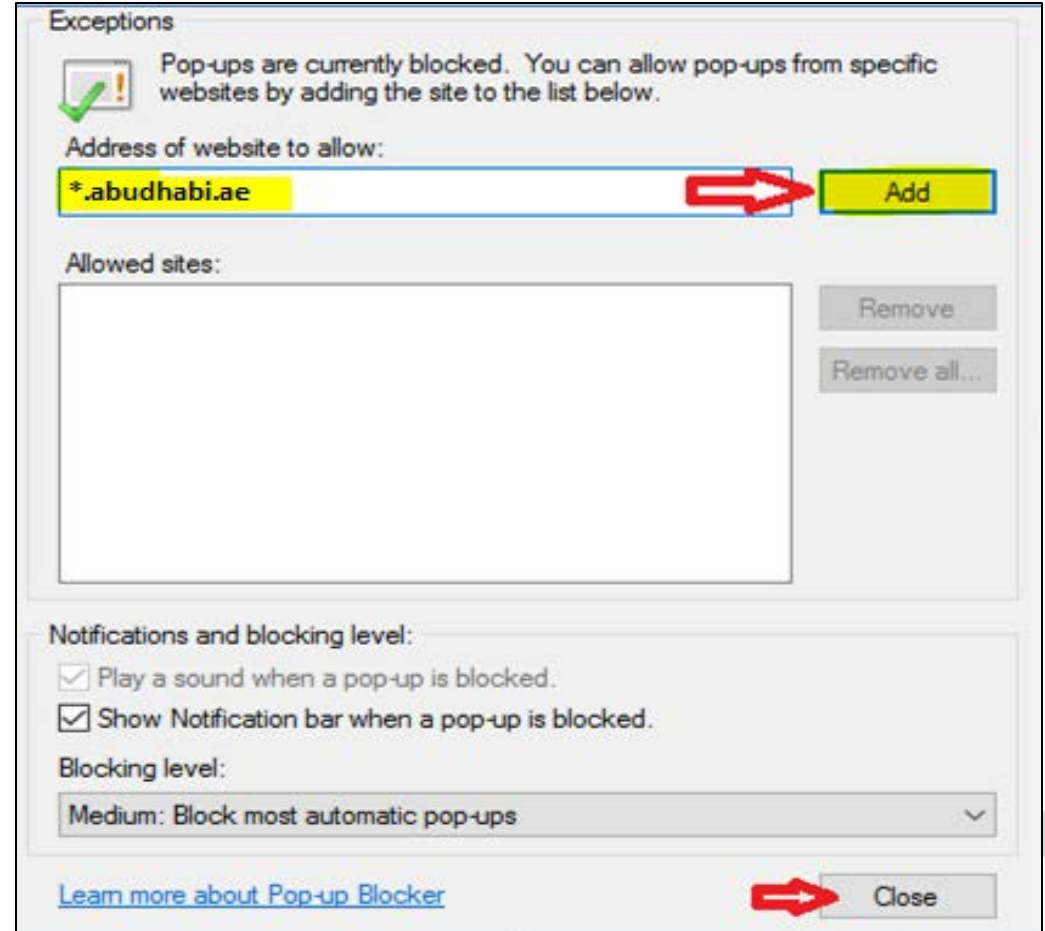
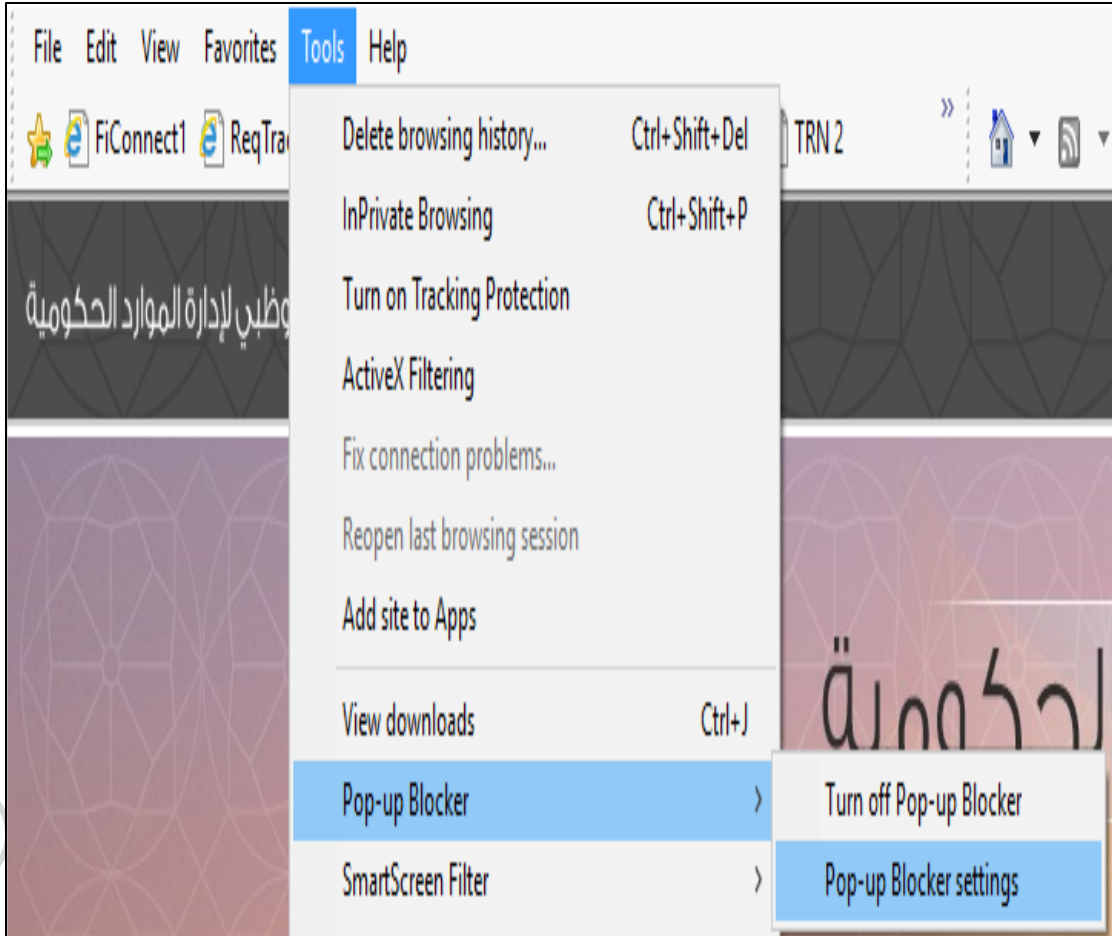


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Internet Explorer > Tools > Pop-up Blocker > Pop-up Blocker settings

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/>

نظام أبوظبي
لإدارة الموارد الحكومية

User Name

Password

Login Cancel

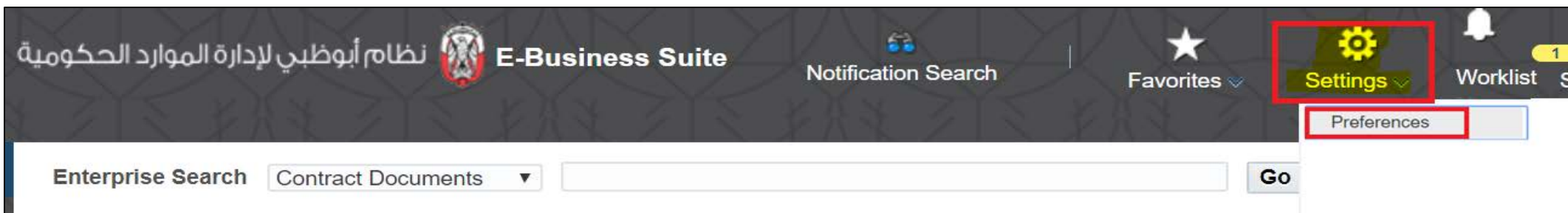


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Some of the preferences can be set for your convenience.



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

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.

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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 >

Prev

Next



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. If an 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





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

Two Stage RFQ: Separately Attach for both Commercial & Technical

Negotiations > Active Negotiations > RFQ: 236008 > Create Quote: 236507 (RFQ 236008) >

Add Attachment

Attachment Summary Information

Title
Description

Category

For two stage RFQ, you need attach for BOTH categories as per buyer's request

TIP For each attachment

Define Attachment

Type File
 URL
 Text



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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

Type File

URL

Text

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

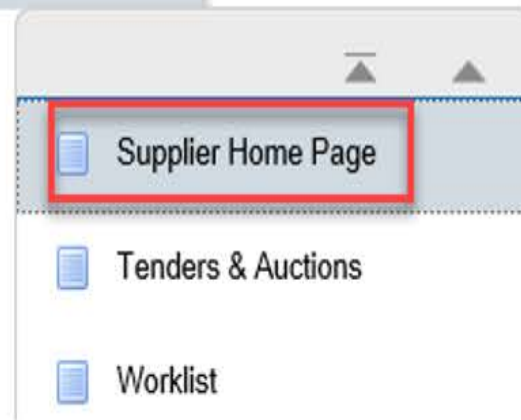
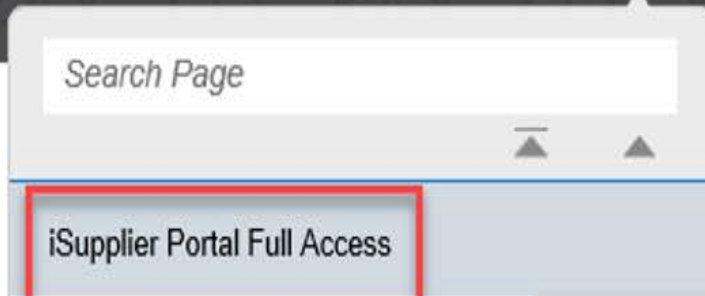
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Navigator: iSupplier Portal Full Access > Supplier Home Page (For General Procurement and Finance functions)

Navigator: iSupplier Portal Full Access > Tenders & Auctions (For Sourcing Tenders & Auctions, Quoting)



> General Procurement and Finance

>> Sourcing Tenders & Auctions

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Next



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*

Search

Notifications

[Full List](#)

Subject	Date
For Your Review - Blanket Release 2422001246-5, 0	23-Jul-2018 10:51:45

Orders At A Glance

[Full List](#)

PO Number	Description	Order Date
2112001957-8	خدمات ترقية نظام الموارد الحكومية - ERP	28-Oct-2018 14:41:43
2112001957-7	خدمات ترقية نظام الموارد الحكومية - ERP	28-Oct-2018 14:41:27
2112001957-5	خدمات ترقية نظام الموارد الحكومية - ERP	28-Oct-2018 14:40:56
2112001957-6	خدمات ترقية نظام الموارد الحكومية - ERP	28-Oct-2018 14:40:37
2112001957	خدمات ترقية نظام الموارد الحكومية - ERP	25-Oct-2018 07:06:57

Shipments At A Glance

[Full List](#)

Shipment Number	Packing Slip	Shipment Date
-----------------	--------------	---------------

Quick links

- Planning**
- [Forecast Schedules](#)
- Orders**
- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)
- Shipments**
- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)
- Receipts**
- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)
- Invoices**
- [Invoices](#)
- Payments**
- [Payments](#)

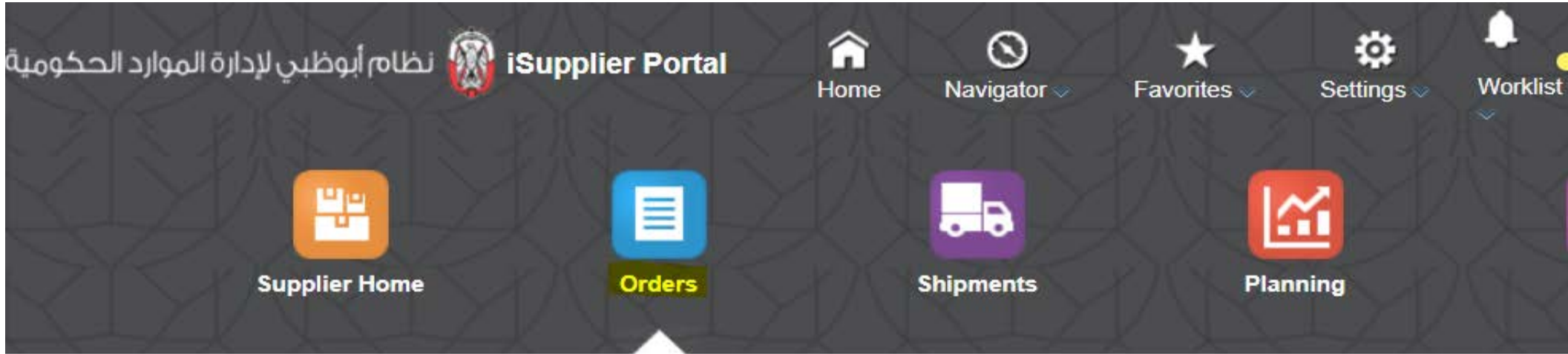
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Navigation: *iSupplier Portal Full Access > Supplier Home Page > Orders*



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

Purchase Orders

Views

View

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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.

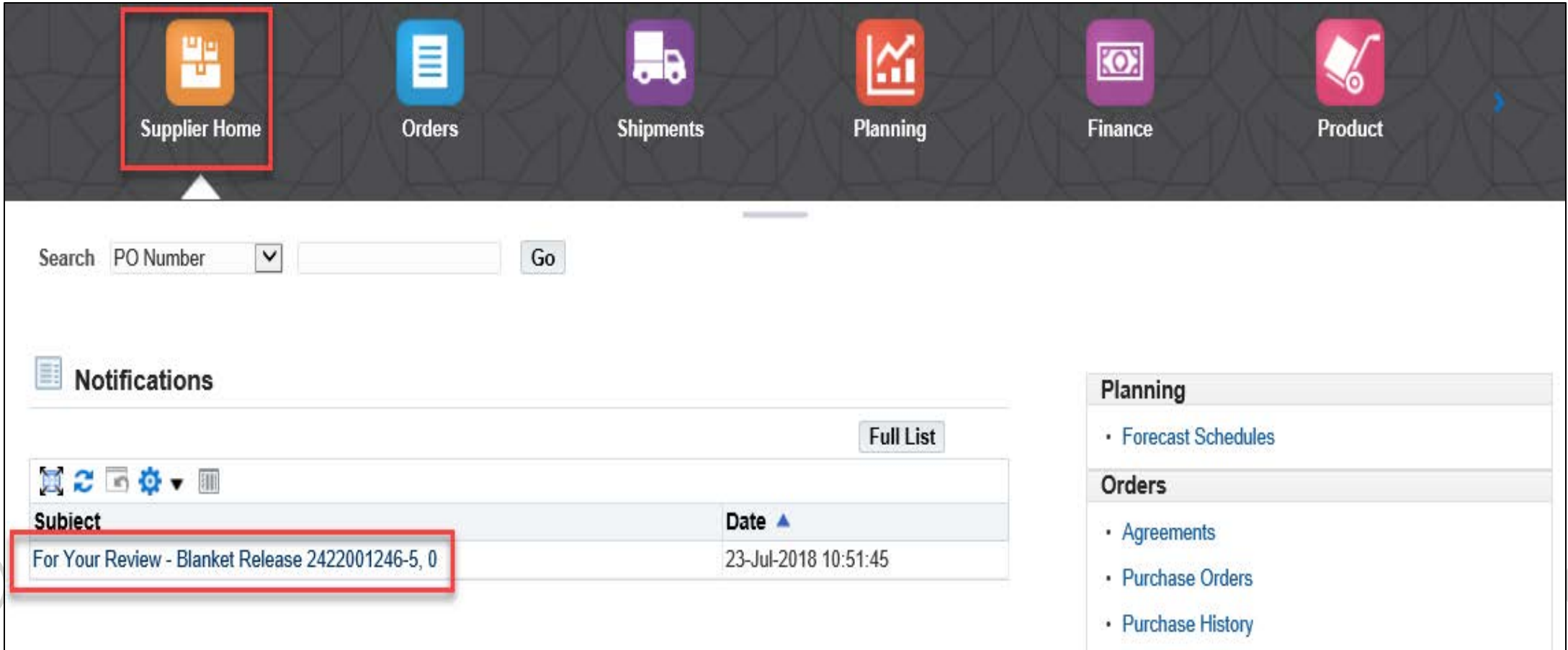
If you want to search for **advanced Sourcing RFQ Tender** go to: **iSupplier Portal Full Access> Tenders and Auctions**

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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



The screenshot displays the iSupplier Portal interface. At the top, there is a navigation bar with several tabs: **Supplier Home** (highlighted with a red box), **Orders**, **Shipments**, **Planning**, **Finance**, and **Product**. Below the navigation bar is a search section with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into two columns. The left column contains a "Notifications" section with a "Full List" button and a table of notifications. The right column contains a "Planning" section with a link to "Forecast Schedules" and an "Orders" section with links to "Agreements", "Purchase Orders", and "Purchase History".

Subject	Date
For Your Review - Blanket Release 2422001246-5, 0	23-Jul-2018 10:51:45



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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**

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

Ship To
ADSIIC Abu Dhabi Systems and Information
United Arab Emirates

Bill To
ADSIIC Abu Dhabi Systems and Information
United Arab Emirates

Purchase Order

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

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							1,207,000.03



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Acknowledge PO if Requested

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

The screenshot displays the 'Orders' section of a web application. At the top, there is a navigation bar with icons for Orders, Shipments, Planning, Finance, Product, and Administration. Below this, there are tabs for 'Purchase Orders', 'Work Orders', 'Agreements', 'View Requests', 'Purchase History', 'Work Confirmations', 'RFQ', and 'Deliverables'. The 'Purchase Orders' tab is active, showing a 'Purchase Orders' header with 'Multiple PO Change' and 'Export' buttons. Underneath, there is a 'Views' section with a dropdown menu set to 'All Purchase Orders' and an 'Advanced Search' button. A table of purchase orders is shown below, with columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The first row is selected, and the 'Acknowledge' button in the 'Change Request Status' column is highlighted with a red box. A red arrow points to the 'PO Number' column header.

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2112001957-8	0	Department of Finance	Blanket Release	خدمات ترفيحية نظام ERP - الموارد الحكومية	28-Oct-2018 14:41:43	عهد حسن أحمد العلكيم الزعابي	USD	176,000.00	Open			



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Next



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.

Orders Shipments Planning Finance Product Administration

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

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation **Request Changes** View Change History

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
	0											



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Next



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
 Buyer: ريدب علي هادي العاصري
 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				<input type="text"/>

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:

Actions

Return to View Order Details

Cancel Save Submit Export Actions Cancel Entire Order Go



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

نظام أبوظبي لإدارة الموارد الحكومية E-Business Suite Notification Search Home Navigator Favorites Settings Worklist 1 Logged In ASHRAF

My Worklist
زينب علي العامري 05:23 PM
UM5A - University Mohammed V OU -
Response to your...
[Go To Full Worklist](#)

Announcement Formatted Text: Add to Favorites




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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*



[Purchase Orders](#) [Work Orders](#) [Agreements](#) [View Requests](#) [Purchase History](#) [Work Confirmations](#) [RFQ](#) [Deliverables](#)

[Supplier Home](#) > [Purchase Orders](#) >

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

Currency= AED

Actions [View Change History](#) [Go](#) [Export](#)

Order Information

General	Terms and Conditions	Summary
		Total 21,411.57

Prev Next



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

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

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

Supplier Home > Purchase Orders > View Order Details >

Change History for Standard Purchase Order: 846200884

Ok

Currency=AED

⚙ Indicates new values
-- Indicates cancellation

Details	Request Date ▲	Line ▲	Shipment ▲	Item	Supplier Item	Description ▲	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Split	Cancellation Request	Response
>	31-Oct-2018 17:13:30																	No	Yes	Rejected

Return to View Order Details



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Next



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.

The screenshot shows the 'Shipments' section of the iSupplier Portal. The 'Delivery Schedules' tab is selected and highlighted with a red box. Below the navigation bar, there is a search section titled 'Simple Search' with various input fields for Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date, and Need-By Date. The 'Go' button is highlighted with a red box and a red arrow pointing to it. The 'Clear' button is also visible. Below the search section, there is a table with columns for Organization, PO Number, Supplier Item, Item Description, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Item Number, Supplier Config ID, Supplier, Supplier Location, Promised Date, and Need-By Date. The table currently displays 'No search conducted.'



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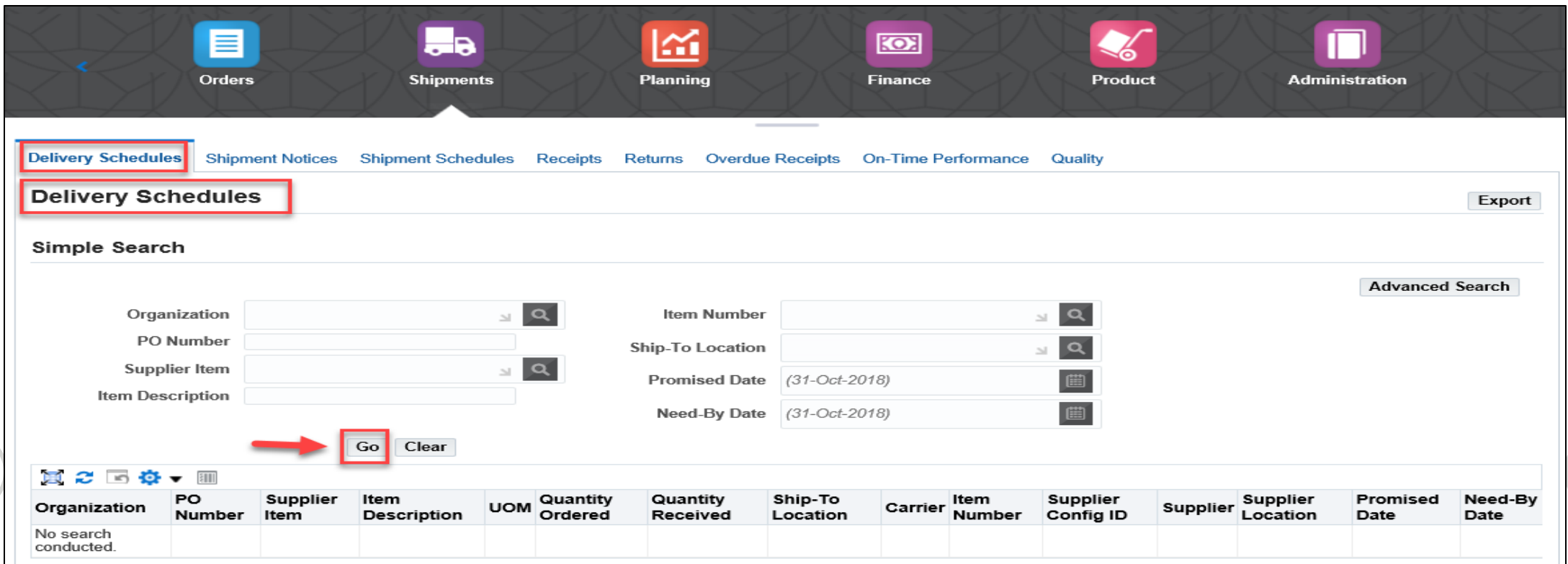
Next

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.



The screenshot displays the 'Shipments' section of the iSupplier Portal. The 'Delivery Schedules' tab is selected and highlighted with a red box. Below the navigation bar, there is a search section titled 'Delivery Schedules' with an 'Export' button. The 'Simple Search' section contains several input fields: Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date (set to 31-Oct-2018), and Need-By Date (set to 31-Oct-2018). A red arrow points to the 'Go' button, which is also highlighted with a red box. Below the search fields is a table with the following columns: Organization, PO Number, Supplier Item, Item Description, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Item Number, Supplier Config ID, Supplier, Supplier Location, Promised Date, and Need-By Date. The table currently shows 'No search conducted.'



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Next

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.

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

View Receipts

Export


Simple Search Advanced Search



Receipt Number



PO Number
(example : 1234)



Release Number
(example : 1234-2)

Shipment Number



Shipped Date 


Organization  








Item Number  

Supplier Item  

Item Description

Receipt Location  



Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

Prev Next

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.

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

Returns Summary Export

Simple Search

Advanced Search

Note that the search is case insensitive

Organization

PO Number

Receipt Number

Shipment Number

RMA Number

Item

Supplier Item

Item Description

→
Go
Clear

⌕
↺
⌕
⚙
▼
📄

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
No search conducted.														



Prev

Next



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)

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.

On-Time Performance Export

Simple Search

Note that the search is case insensitive Advanced Search

Organization

Due Date

Receipt Number

Supplier Item

Delivery Status

PO Number

Shipment Number

Item

Waybill/Airbill Number

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
No search conducted.														



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Next

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

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

Create Invoices **View Invoices** View Payments

View Invoices

Export

Simple Search

Advanced Search

Invoice Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To



Amount Due From To

Invoice Date From To

Due Date From To

(31-Oct-2018)

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Netted Amount	Reckoning Currency	Netting Report	Discount Date	Available Discount
No search																				



Prev

Next



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

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices **View Payments** Export

View Payments

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number
Invoice Number
PO Number (example : 1234)
Release Number (example : 1234-2)

Status
Payment Amount From To
Payment Date From (31-Oct-2018) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.										

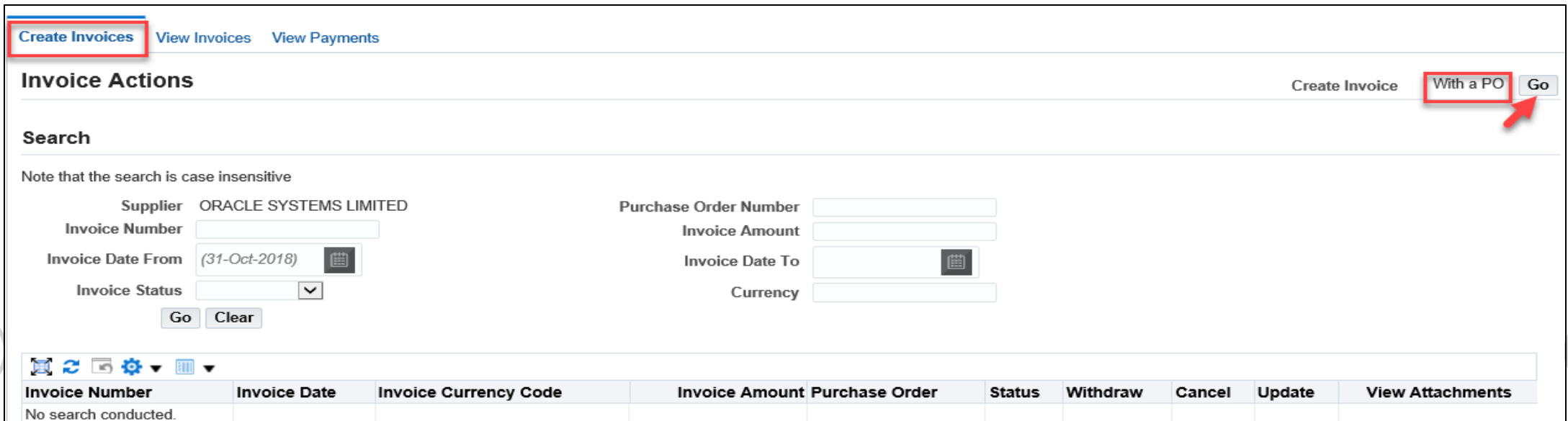
NOTE: You may use the Export button to send the details to spreadsheet and save as supported file format like TSV, CSV or Notepad. Further using this file, you may import the data into an Excel spreadsheet

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 Received 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



Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice **With a PO** Go

Search

Note that the search is case insensitive

Supplier ORACLE SYSTEMS LIMITED

Invoice Number

Invoice Date From (31-Oct-2018)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Prev

Next

Enter the **PO Number**

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

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

PRE-REQUISITES:

1. The PO/Release must have a status of Approved.
2. Ensure the GRN/ Receipt of Goods-Services is created by Buying Organization (as applicable).

==> Only then the PO "line details" will be displayed and selectable for Invoice creation.

Purchase Order Number 846200884 1- Enter PO no

Purchase Order Date (31-Oct-2018)

Buyer 2- Search and select the buying entity

Tip: Do not enter name, just 'Search and Select': Organization

Advances and Financing Excluded

Go Clear 3- Press Go

PO Number	Release No.	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organizat
No search conducted.															



Prev

Next



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.

Prev

Next



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

Create Invoices
View Invoices
View Payments

Cancel
Step 1 of 4
Next

Create Invoice: Purchase Orders

Search Advanced Search

Note that the search is case insensitive

PRE-REQUISITES:

1. The PO/Release must have a status of Approved.
2. Ensure the GRN/ Receipt of Goods-Services is created by Buying Organization (as applicable).

==> Only then the PO "line details" will be displayed and selectable for Invoice creation.

Purchase Order Number:

Purchase Order Date: (31-Oct-2018)

Buyer:

Organization: Abu Dhabi

Advances and Financing: Excluded

Select Items:	Add to Invoice																
<input type="checkbox"/>	PO Number	Release No.	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip
<input checked="" type="checkbox"/>	1006		1	1	<input type="checkbox"/>	Oracle Linux Premier - (3) Year Support for (1) System from 21/12/2016					0			AED		Abu Dhabi	



Prev

Next



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.

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

Cancel! Back Step 2 of 4 Next

* Indicates required field

Supplier	Invoice
* Supplier ORACLE SYSTEMS LIMITED	* Invoice Number
Tax Payer ID	* Invoice Date 31-Oct-2018
* Remit To DUBAI	Invoice Type Invoice
Address DUBAI INTERNET CITY OFFICE NO.401, BUILDING 12 DUBAI 500099	Currency AED
Remit To Bank Account	Invoice Description
Unique Remittance Identifier	Context
Remittance Check Digit	Attachment None Add

Prev

Next



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

Create Invoices
View Invoices
View Payments

Purchase Orders

Details

Manage Tax

Review and Submit

Cancel Back Step 2 of 4 Next

Create Invoice: Details

* Indicates required field

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

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number

* Invoice Date 31-Oct-2018

Invoice Type Invoice

Currency AED

Invoice Description

Context

Attachment None Add

Customer

* Customer Tax Payer ID 242

Customer Name Abu Dhabi Systems and Information Center
LE

Address -- AE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2422001006	1	1		Oracle Linux Premier - (3) Year Support for (1) System from 21/12/2016 to 20/12/2019		ADSIC Abu Dhabi					25344



Prev

Next



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.

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	Invoice
* Supplier ORACLE SYSTEMS LIMITED	* Invoice Number 121122
Tax Payer ID	* Invoice Date 31-Oct-2018
* Remit To DUBAI	Invoice Type Standard
Address DUBAI INTERNET CITY OFFICE NO.401, BUILDING 12 DUBAI 500099	* Currency AED
Remit To Bank Account 0668506254100294	Invoice Description
Unique Remittance Identifier	Attachment None
Remittance Check Digit	

Customer

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



Prev

Next



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	Invoice
<p>* Supplier ORACLE SYSTEMS LIMITED</p> <p>Tax Payer ID</p> <p>* Remit To DUBAI</p> <p>Address DUBAI INTERNET CITY OFFICE NO.401, BUILDING 12 DUBAI 500099</p> <p>Remit To Bank Account 0668506254100294</p> <p>Unique Remittance Identifier</p> <p>Remittance Check Digit</p>	<p>* Invoice Number 121122</p> <p>* Invoice Date 31-Oct-2018</p> <p>Invoice Type Standard</p> <p>* Currency AED</p> <p>Invoice Description</p> <p>Attachment None</p>

Customer

* Customer Tax Payer ID 242

Customer Name Abu Dhabi Systems and Information Center
LE

Address -- AE



Prev

Next



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

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Review and Submit Cancel Save Back Step 4 of 4 **Submit**

Supplier Invoice

* Supplier ORACLE SYSTEMS LIMITED * Invoice Number 121122

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation

Invoice 121122 was submitted to our Accounts Payable department on 31-Oct-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 121122 Printable Page Create Another



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

STEP 1. Click Create Invoices tab

Invoice Actions Create Invoice With a PO Go

Search
Note that the search is case insensitive

Supplier: Oracle Corportion

Invoice Number:

Invoice Date From:

2. **Invoice Status** Unsubmitted

3. **Go** **Clear**

Purchase Order Number:

Invoice Amount:

Invoice Date To:

Currency:

4. Update or Cancel

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
123456789	05-Sep-201	AED	2,042.95	1120081	Unsubmitted				

Click the 'Cancel' Icon if you want to cancel the 'Unsubmitted' Invoice

Click the 'Update' Icon if you want to update the unsubmitted Invoice and process further



Prev

Next



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.

STEP 1
Click **Create Invoices** tab

Supplier Home **Orders** **Shipments** **Planning** **Finance** **Product**

Create Invoices View Invoices View Payments Payment Certificate Request

Invoice Actions Create Invoice With a PO **Go**

Search
Note that the search is case insensitive

Supplier Oracle Corportion
Invoice Number
Invoice Date From
Purchase Order Number
Invoice Amount
Invoice Date To
Currency

2. **Invoice Status** Inprocess
3. **Go** **Clear**

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
123456789	05-Sep-201	AED	2,042.95	1120081					

Click '+' icon to add attachments to the Inprocess Invoice



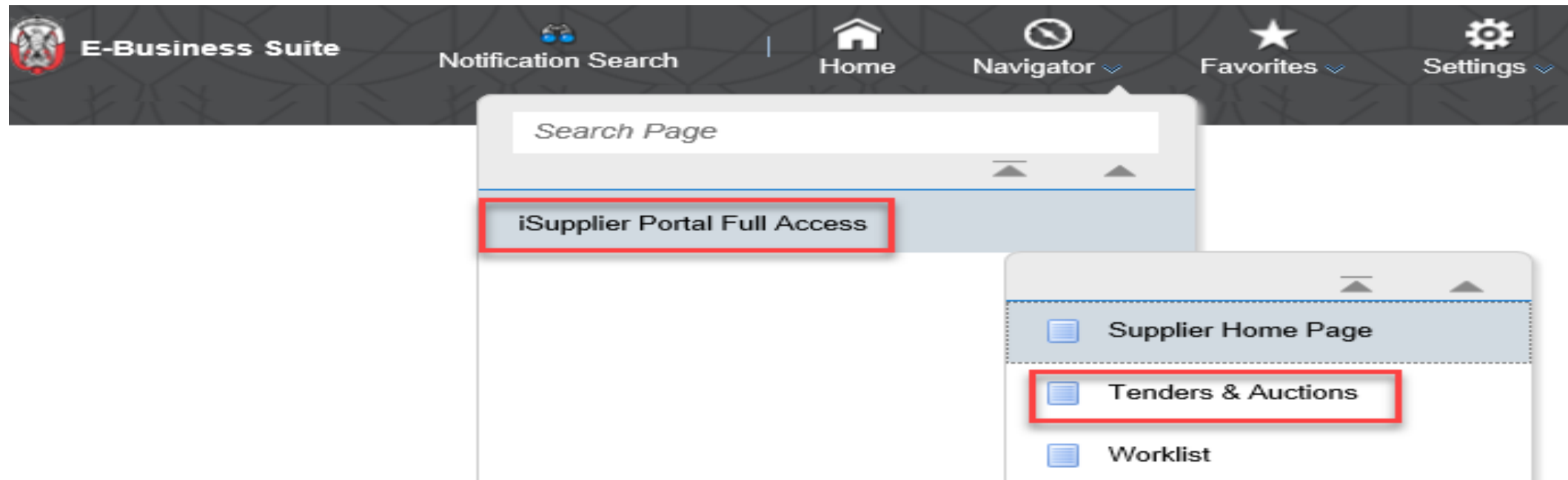
Prev

Next



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



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Next

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

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 top and click Go button to view all Open Tenders.

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 you may contact Buyer directly.

Your Active and Draft Responses

Click "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
156054	Active				RFQ	0 seconds	1
146918	Active				RFQ	0 seconds	0

Your Company's Open Invitations

Click "Full List" to view all your company's 'Open' invitations. Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded



Prev

Next

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

Negotiations

Search Open Negotiations Number Go

Welcome,

TIPS:

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Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Messages
156054	Active				RFQ	0 seconds	1
146918	Active				RFQ	0 seconds	0

Your Company's Open Invitations

Click "Full List" to view all your company's 'Open' invitations. Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded



Prev

Next

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

Prev

Next



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 your 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



نظام أبوظبي لإدارة الموارد الحكومية E-Business Suite Notification Search Home Navigator Favorites Settings Worklist 2 Logged In As ASHRAF.ZARKA@ORACLE.

My Worklist

سعيد سيف الرميثي	07:35 PM
You are invited: RFQ 2244008 (Tender: 10)	Due in 0 days
زينب علي العامري	05:23 PM
UM5A - University Mohammed V OU - Response to your...	

[Go To Full Worklist](#)

Announcement Formatted Text:

- [New System Guide دليل المستخدم للنظام الجديد](#)
- [Finance New Features المالية](#)
- [Supply Chain New Features المشتريات والموردين](#)

[Add to Favorites](#)

Prev

Next



You are invited: RFQ 2244008 (Tender 10)

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

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 الرميتي	ASHRAF ELZARKA	

Response

Note to Buyer

Prev

[Return to Worklist](#)

Next



Negotiations >

RFQ: 2244008

Actions **Acknowledge Participation**

Title Tender 10
Status Active (Locked)
Time Left **00:18:24**

1- View the details in the headers, lines, controls Contract terms tabbed region
2- Scroll down and view notes to supplier, requirements and attachments.
3- In the action field, select acknowledge participation and click go

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

Header

Lines

Controls

Contract Terms

Buyer **مسجد الرميثي, Mr.**
 Two-Stage RFQ

Outcome Standard Purchase Order
Event

Quote Style Sealed
Description

Terms

Bill-To Address **DOF**
Ship-To Address **DOF**
FOB

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency **AED**

Price Precision **Any**



Prev


Next

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

Prev

Next



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.

Prev

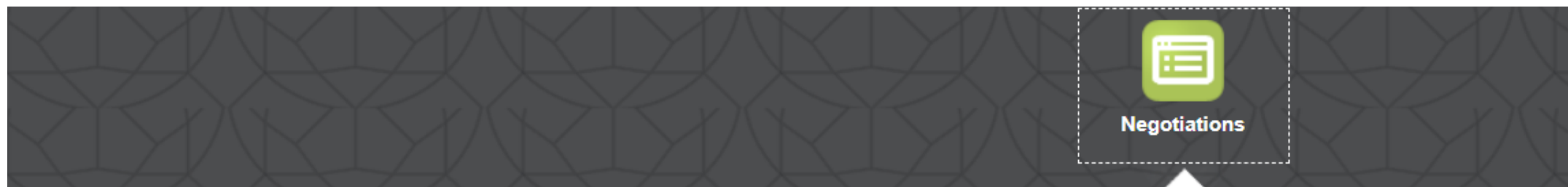
Next



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



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 top.

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

Prev

Next

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.

[Negotiations >](#)
Active Negotiations

Search

Note that the search is case insensitive

Number Contact

Title Line

Category Event

Select Negotiation: |

	Number ▲	Title ▲	Contact ▲	Time Left ▲	Close Date ▲	All Responses ▲	Your Company's Responses ▲	Monitor	Unread Messages
<input type="radio"/>	2244008	Tender 10	السيد, Mr. الرميثي	10 minutes	31-Oct-2018 19:55:57	Sealed	0		0

[Prev](#) [Next](#)



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

Negotiations > Active Negotiations >
RFQ: 2244008

Actions Acknowledge Participation

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 سعيد الزميتي, Mr. الزميتي
 Two-Stage RFQ
Quote Style Sealed
Description

Outcome Standard Purchase Order
Event

Terms

Bill-To Address DOF
Ship-To Address DOF
FOB

Payment Terms
Carrier
Freight Terms

Currency



Prev

Next



Scroll down and view Notes to Supplier, Requirements and Attachments

Currency

RFQ Currency AED Price Precision Any

Requirements

[Show All Details](#) [Hide All Details](#)

Details Section	RFQ Stage
Technical Requirements	Technical
Commercial Requirements	Commercial

Notes and Attachments

[View notes to supplier and attachments](#)

Note to Suppliers

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

[Return to Active Negotiations](#)

Actions [Create Quote](#) [Go](#)

Prev

Next



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.

Negotiations > Active Negotiations >
Terms and Conditions Cancel Accept

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Each tender could have its own Terms and Conditions.

Make sure that you are able to follow up with these terms and conditions and then mark the I have accept terms and conditions check box then press Accept.

Attachments

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

I have read and accepted the terms and conditions

Cancel Accept

Prev

Next


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


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

[Cancel!](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title [Tender 10](#) Time Left **03:59:41**
 Two-Stage RFQ  Close Date 31-Oct-2018 23:55:57

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 (31-Oct-2018 19:45:00) 

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
No results found.								

- Do not attach price information with attachment Category as 'from supplier : Technical' for 2-Stage RFQ
- You can attach pricing information only with attachment Category as 'from supplier : Commercial' for 2-Stage RFQ
- Ensure that you provide the 'Price' information only in the Price field of 'Lines' tabbed region



Prev

Next



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.



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
No results found.								

- Do not attach price information with attachment Category as 'from supplier : Technical' for 2-Stage RFQ
- You can attach pricing information only with attachment Category as 'from supplier : Commercial' for 2-Stage RFQ
- Ensure that you provide the 'Price' information only in the Price field of 'Lines' tabbed region

Prev

Next



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

Category

TIP For each attachment, select the appropriate category from 'drop-list'.

Define Attachment

Type File
 URL
 Short Text



Prev

Next



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

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category **Stage 1: Technical**

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

Define Attachment

Type File

URL

Short Text



Prev

Next



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

Define Attachment

Type: File URL Short Text

[Browse...](#)

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

Confirmation
Commercial Document attachment has been added successfully.

Add Attachment

[Cancel!](#) [Add Another](#) [Apply](#)

Prev

Next



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](#)
 Two-Stage RFQ [i](#)

Time Left **03:53:35**
Close Date 31-Oct-2018 23:55:57

Header

Lines

Review attachments and add more if required

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 (31-Oct-2018 19:45:00)

Reference Number

Note to Buyer

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Attachments


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](#) Time Left **03:52:21**

Two-Stage RFQ  Close Date 31-Oct-2018 23:55:57

Header Lines

Scroll down to respond to requirements section ↓

Prev Next



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

Requirements

Expand All | Collapse All

Focus	Title	RFQ Stage	Target Value	Quote Value
	Requirements			
	Technical Requirements	Technical		
	Delivery Time	Technical	→	Enter your response for Technical [
	Commercial Requirements	Commercial		
	Payment terms 30 days upon successful Delivery	Commercial	→	Enter your response for Commercial

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



Prev

Next



Click the Lines tab and fill the details.

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 Time Left **03:46:58**
 Two-Stage RFQ Close Date 31-Oct-2018 23:55:57

Header **Lines**

RFQ Currency: AED Quote Currency: AED



Prev

Next

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





Create Quote: 2583875 (RFQ 2244008)





Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Tender 10 Time Left **03:45:42**
 Two-Stage RFQ Close Date 31-Oct-2018 23:55:57

Header Lines

RFQ Currency AED Quote Currency AED
 Price Precision Any

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			<input type="text"/>	Each	100	100	<input type="text"/> 	No <input type="button" value="v"/>	+	
2 Services 2	DOF	Sealed			<input type="text"/>	Each	10	10	<input type="text"/> 	No <input type="button" value="v"/>	+	



Prev

Next



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

Create Quote 2583875: Line 1 (RFQ 2244008)

Line 2: Services 2

Description	Services	Close Date	31-Oct-2018 23:55:57
Unit	Each	Quote Currency	AED
Start Price		Rank	Sealed
Target Price		Ship-To	DOF
Quote Price	<input type="text" value="100"/>	Need-By Date	14-Nov-2018 15:24:18 to 27-Nov-2018 15:24:48
Target Quantity	100	Promised Date	<input type="text" value="27-Nov-2018 15:24:48"/> <input type="button" value="Calendar"/>
Quote Quantity	100		

Review and add more details in this page, if line level attachment is requested, you may add from here and click apply button

Notes

Note to Buyer

Attachments

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



Prev

Next

Click Continue

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

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title [Tender 10](#) Time Left **03:37:45**
 Two-Stage RFQ Close Date 31-Oct-2018 23:55:57

Header **Lines**

RFQ Currency AED Quote Currency AED
Price Precision Any

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			<input type="text" value="100"/>	Each	100	100	27-Nov-2018	Yes <input type="button" value="v"/>		
2 Services 2	DOF	Sealed			<input type="text" value="100"/>	Each	10	10	29-Nov-2018	Yes <input type="button" value="v"/>		



Prev

Next



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)

Header

<p>Title Tender 10</p> <p>Supplier ORACLE SYSTEMS LIMITED</p> <p>Supplier Site ABU DHABI</p> <p>RFQ Currency AED</p> <p>Quote Currency AED</p> <p>Price Precision Any</p>	<p>Time Left 03:36:45</p> <p>Close Date 31-Oct-2018 23:55:57</p> <p>Quote Valid Until</p> <p>Reference Number</p> <p>Note to Buyer</p>
---	---

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		



Prev

Next

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



The screenshot shows a confirmation message box with a document icon and a green checkmark. The text inside the box reads: "Confirmation", "Quote 2583875 for RFQ 2244008 (Tender 10) has been submitted.", and a blue link "Return to Sourcing Home Page".





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



Search Open Negotiations

Number ▾

%

Go

Prev

Welcome,

Next



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 Contact

Title Line

Category Event

Select Negotiation: Respond |

	Number ▲	Title ▲	Contact ▲	Time Left ▲	Close Date ▲	All Responses ▲	Your Company's Responses ▲	Monitor	Unread Messages
<input type="radio"/>	2244008	Tender 10	مسجد, Mr. الرميثي	10 minutes	31-Oct-2018 19:55:57	Sealed	0		0

Prev Next



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

Negotiations > Active Negotiations >
RFQ: 2244008

Actions Acknowledge Participation

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 سعيد الزميتي, Mr. سعيد
 Two-Stage RFQ
Quote Style Sealed
Description

Outcome Standard Purchase Order
Event

Terms

Bill-To Address DOF
Ship-To Address DOF
FOB

Payment Terms
Carrier
Freight Terms

Currency

Prev Next

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



Scroll down and view Notes to Supplier, Requirements and Attachments

Currency

RFQ Currency AED Price Precision Any

Requirements

Show All Details Hide All Details

Details Section	RFQ Stage
Technical Requirements	Technical
Commercial Requirements	Commercial

Notes and Attachments *View notes to supplier and attachments*

Note to Suppliers

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

Return to Active Negotiations

Actions Online Discussions Go



Prev

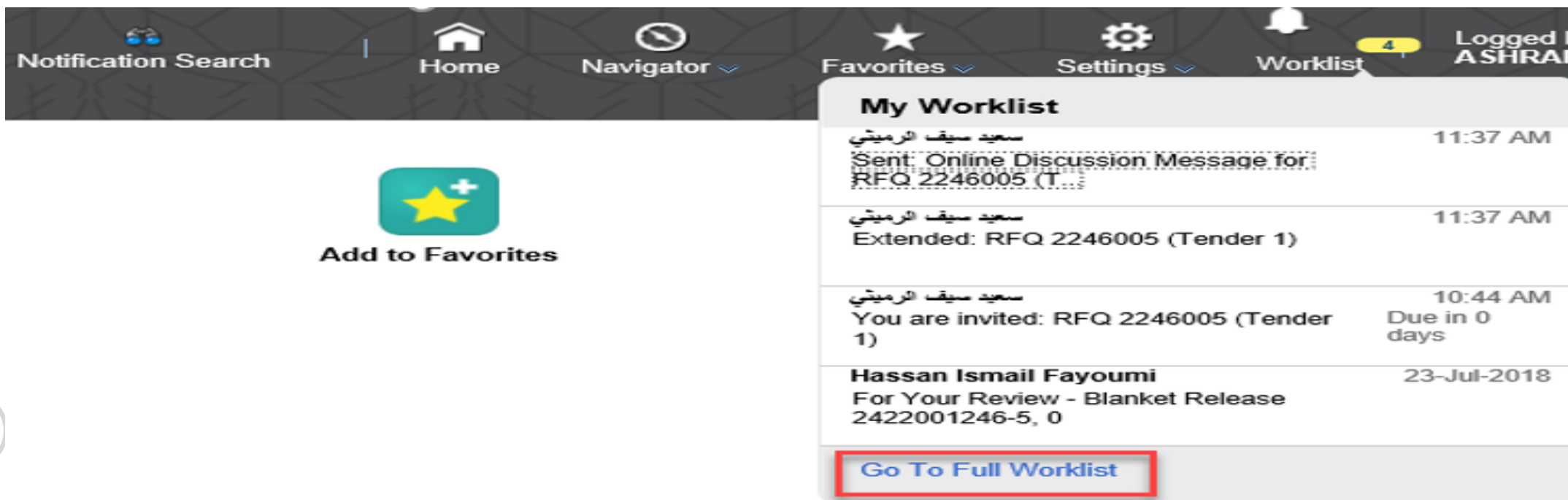
Next



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

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 Messages
2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	54 minutes	1

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	

Prev < > Next

How to Respond to Online Discussion Messages from Draft Response



View the message and attachments if any.

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

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	<input checked="" type="checkbox"/> Update functionality disabled	

[Return to Online Discussions \(RFQ 2246005\)](#)

Click Attachment file name to be able to save the file in to your PC

The access to the system is denied. Any attempt by unauthorized users and services. [Privacy Statement](#)

Do you want to open or save 13.png (83.0 KB) from aderptest.dof.abudhabi.ae?

Open Save Cancel ×

Prev

Next



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	<input checked="" type="checkbox"/> Update functionality disabled	

Prev

Next



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.								



Prev

Next



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

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

Negotiations >

Online Discussions (RFQ 2246005)

[Cancel](#) [Printable Page](#)

Title [Tender 1](#)
Status Active (Locked)
Time Left 45 minutes

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

Messages

Buyer's **Yours**

New Message | [Icons]

Subject ▲	Message	Status ▲	Sender ▲	Date ▲	Repl
Compliance to our new terms...	-----Original Message-----Please accept Sur...	Read	ELzarka, Ashraf	01-Nov-2018 11:56:11	[Icon]
Compliance to our new terms...	Please accept	Replied	Default enterprise name	01-Nov-2018 11:37:52	[Icon]

◀ ▶




Prev

Next

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

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 Messages
2586876	Draft	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0
2586875	Active	ABU DHABI	2246005	Tender 1	RFQ	40 minutes	0

How to Update the Attachment in 'Draft' Quote

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

Create Quote: 2586876 (RFQ 2246005) Cancel View RFQ Quote By Spreadsheet Save Draft Continue





Title [Tender 1](#) Time Left **00:38:11**
 Two-Stage RFQ Close Date 01-Nov-2018 12:41:48

Header Lines

Supplier ORACLE SYSTEMS LIMITED Quote Valid Until 29-Nov-2018 12:00:24
Supplier Site ABU DHABI - ABU DHABI, ABU DHABI, 30339AE
RFQ Currency AED Reference Number
Quote Currency AED Note to Buyer
Price Precision Any

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		



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 <input type="button" value="v"/>

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

Define Attachment

File

[Prev](#) [Next](#)



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

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)

Prev

Next

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

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

Click Quote by Spreadsheet

Negotiations >

Create Quote: 2586876 (RFQ 2246005)

Title [Tender 1](#)
Time Left **00:23:55**
 Two-Stage RFQ
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
 Reference Number
 Note to Buyer

Attachments

...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		



Prev

Next



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

Error
Empty file name

Create Quote 2586876: Quote By Spreadsheet (RFQ 2246005)

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 file is saved in Microsoft Excel (TM).

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

[Return to Create Quote:2586876 \(RFQ 2246005\)](#)

The access to the system attempt by unauthorized... Do you want to open or save RFQ2246005_Response.zip from aderptest.dof.abudhabi.ae? **Open** **Save** **Cancel** **x** and services. Any Privacy Statemen



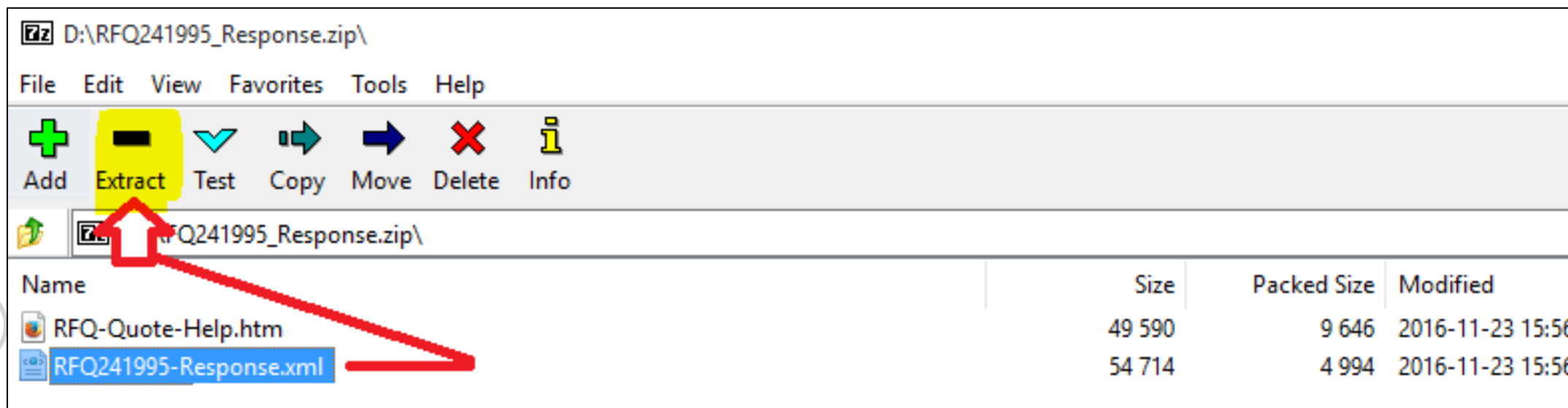
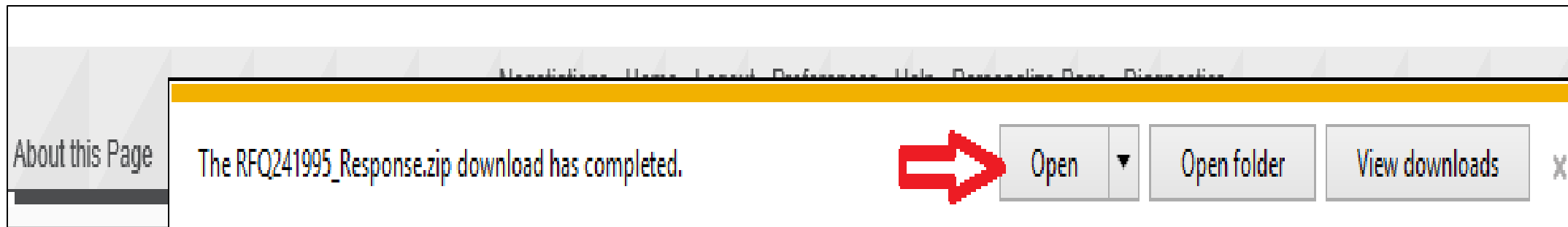
Prev

Next



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**



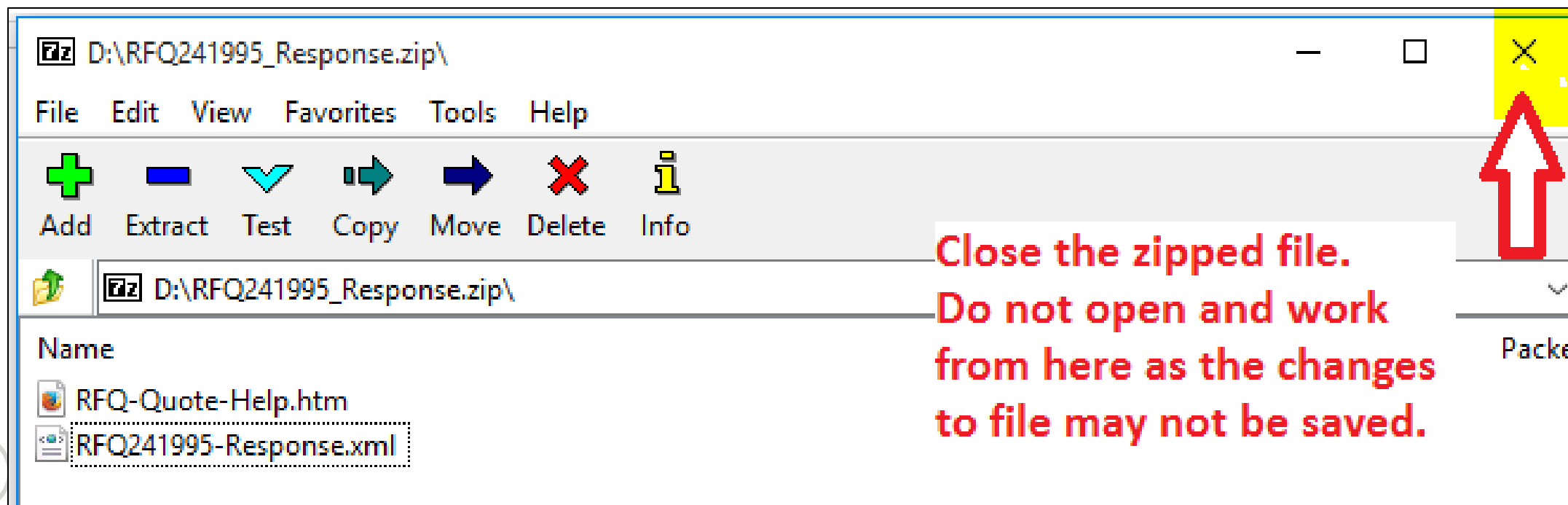
Prev

Next

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).

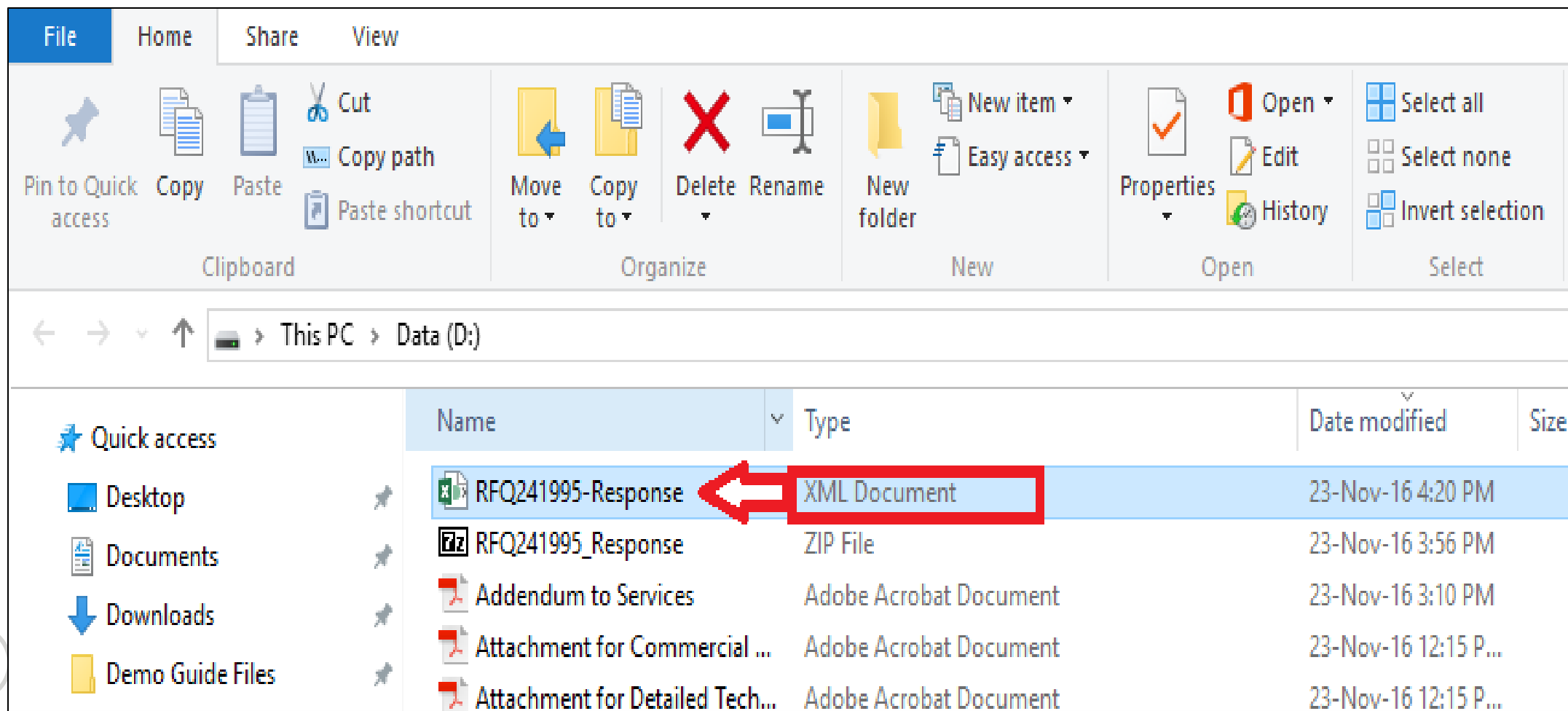
Extract the xml file. Close the Zip file.

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.**

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



The screenshot shows a Windows File Explorer window with the following details:

- Navigation pane:** Quick access, Desktop, Documents, Downloads, Demo Guide Files.
- Address bar:** This PC > Data (D:)
- File list:**

Name	Type	Date modified	Size
RFQ241995-Response	XML Document	23-Nov-16 4:20 PM	
RFQ241995_Response	ZIP File	23-Nov-16 3:56 PM	
Addendum to Services	Adobe Acrobat Document	23-Nov-16 3:10 PM	
Attachment for Commercial ...	Adobe Acrobat Document	23-Nov-16 12:15 P...	
Attachment for Detailed Tech...	Adobe Acrobat Document	23-Nov-16 12:15 P...	



Prev

Next



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

RFQ241995-Response - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells

J30

Line	Item,Rev	Start Price	Unit	Quantity	Quote Price	Quote Quantity	Promised Date	Note to Buyer
10	Lines							
11							Quote Total (AED)	22,880.00
12								
13	1		Unit	1	500	1		
14	2		Unit	1	600	1		
15	3		Unit	1	700	1		
16			Unit	1	800	1		
17			Unit	1	900	1		
18			Unit	1	100	1		
19			Unit	1	90	1		
20			Unit	1	80	1		
21			Unit	1	2000	1		
22			Unit	1	2100	4		
23			Unit	1	400	1		
24			Unit	2	30	2		
25			Unit	300	25	300		
26			Unit	15	50	15		

Fields in yellow are mandatory Fields in green are optional

Prev

Next



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

SAVE and click Yes

Microsoft Excel

Some features in your workbook might be lost if you save it as XML Spreadsheet 2003.
Do you want to keep using that format?

Line	Item	Unit	Quantity	Price	Amount	Date	Note to Buyer
14	1 تيم للحفل تكريم الشركاء والموردين والإعلاميين	Unit	1	500	500		
15	2 تصميم وتنفيذ باك دروب وستيج للمسرح بثيم الحفل	Unit	1	600	600		
16	3 بوديم	Unit	1	700	700		
17	4 تصميم وتنفيذ تيم ديكورات بسيطة ولوحات ارشادية	Unit	1	800	800		
18	5 طاولة استقبال	Unit	1	900	900		
19	6 توفير شاشة للمسرح اختياري	Unit	1	100	100		
20	7 تصوير فوتوغرافي توثيقي فني	Unit	1	90	90		
21	8 تصوير فيديو توثيقي	Unit	1	80	80		
22	9 طاولة للذروع	Unit	1	2000	2000		
23	10 للتقييم أجهزة Ipad	Unit	4	2100	8400		
24	11 خدمات تقنية	Unit	1	400	400		
25	12 بطاقة دعوة الكترونية	Unit	2	30	60		
26	13 كتيب	Unit	300	25	7500		
27	14 ستر بييس للطاولات	Unit	15	50	750		

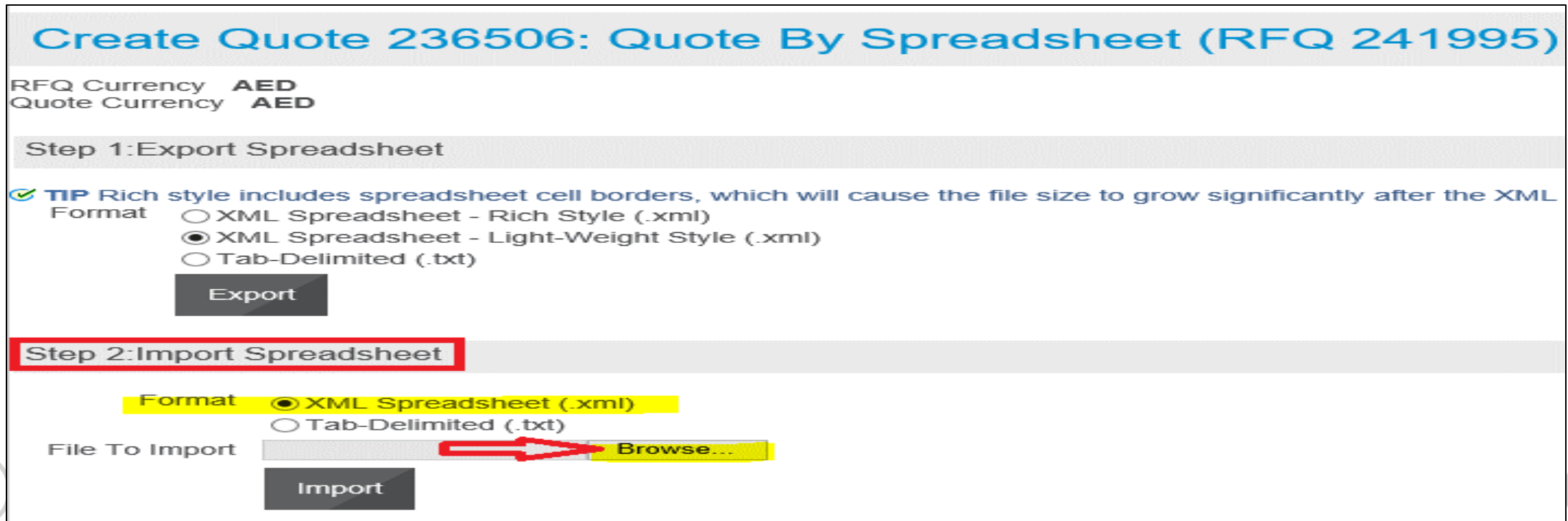


Prev

Next

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

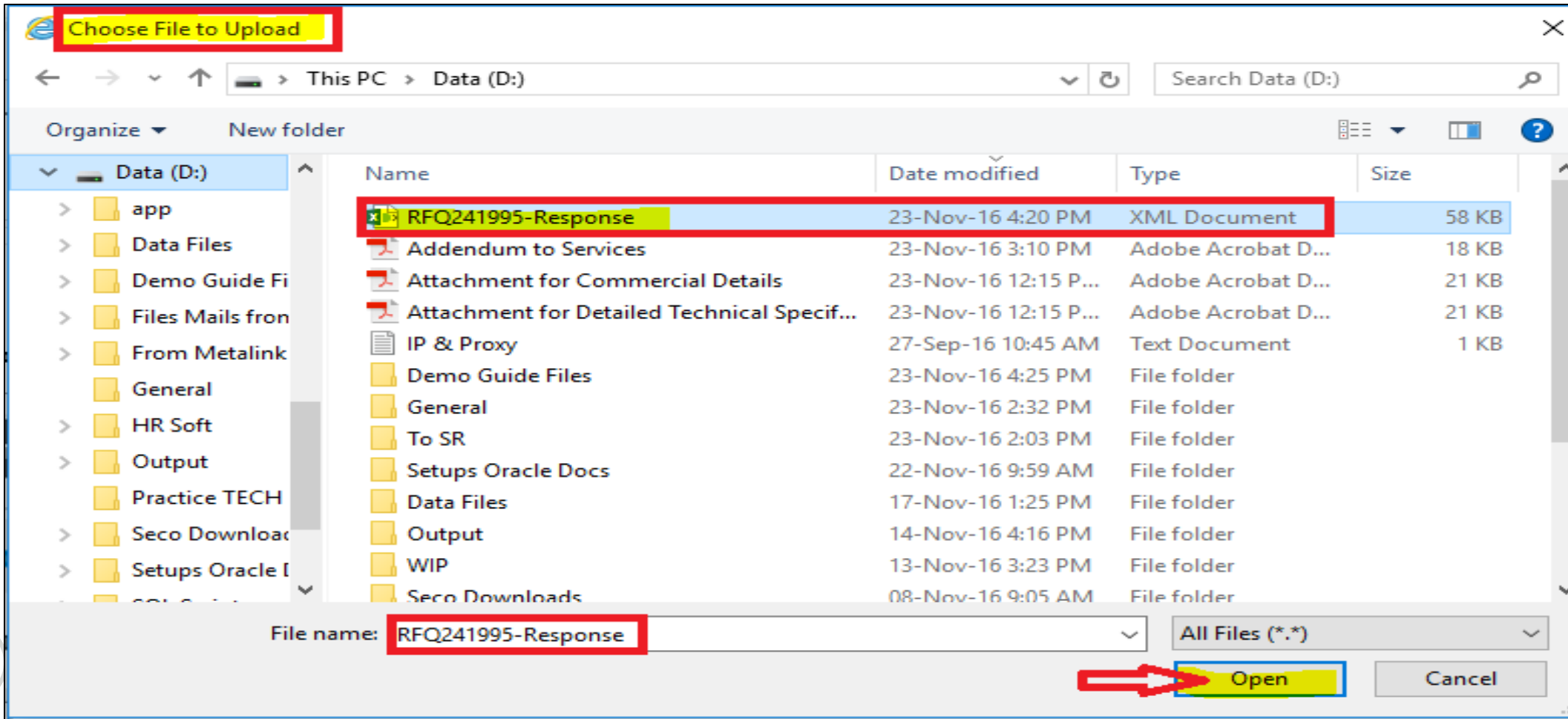
The screenshot shows a web interface for creating a quote. It has two main sections: 'Step 1: Export Spreadsheet' and 'Step 2: Import Spreadsheet'. In Step 1, there are radio buttons for 'XML Spreadsheet - Rich Style (.xml)', 'XML Spreadsheet - Light-Weight Style (.xml)' (which is selected), and 'Tab-Delimited (.txt)'. Below this is an 'Export' button. In Step 2, there are radio buttons for 'XML Spreadsheet (.xml)' (selected) and 'Tab-Delimited (.txt)'. Below this is a 'File To Import' field with a 'Browse...' button next to it. A red arrow points to the 'Browse...' button. There are also 'Export' and 'Import' buttons at the bottom of each step. The 'Step 2' header and the 'Browse...' button are highlighted with a red box. The 'Format' section and the 'XML Spreadsheet (.xml)' option are highlighted with a yellow box. A 'Prev' button is on the left and a 'Next' button is on the right.

Prev

Next



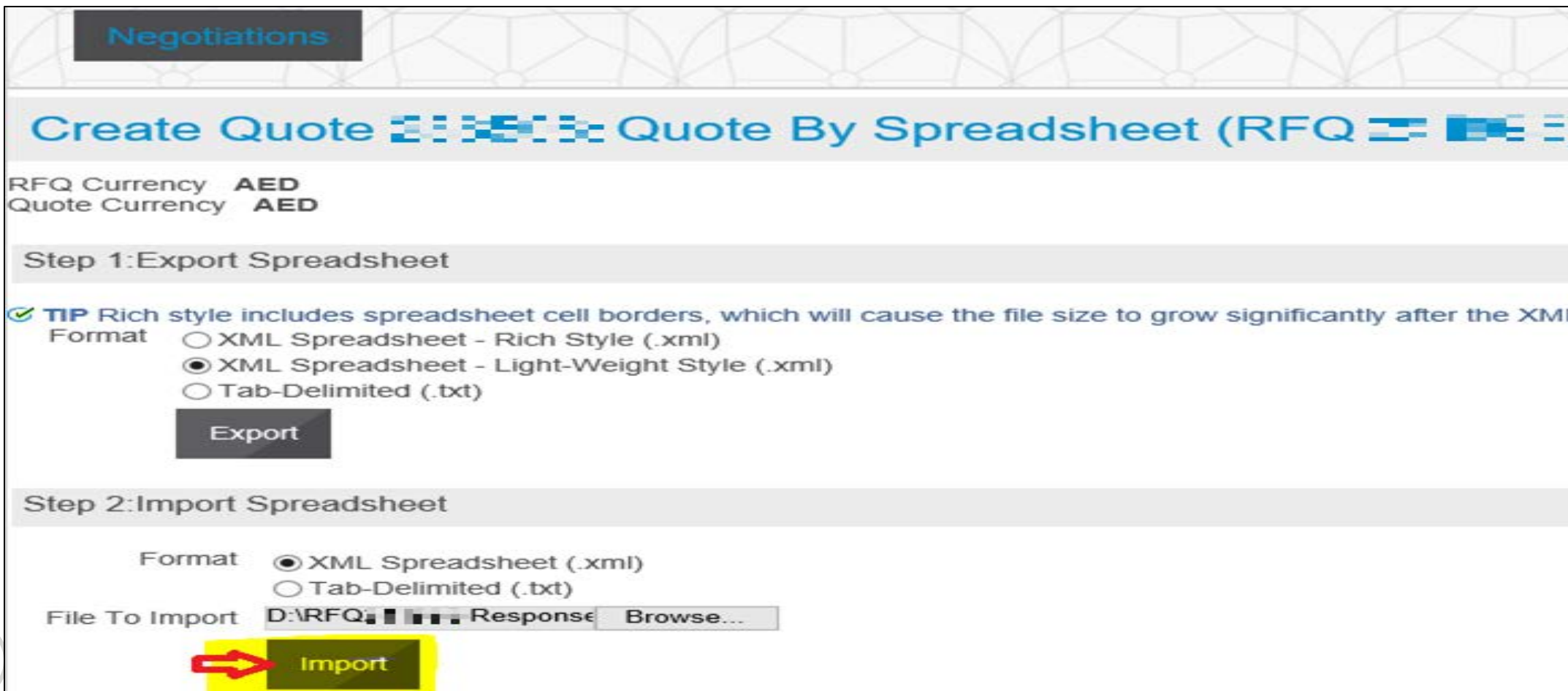
Browse and select the XML file that you had updated



Prev

Next

Click **Import**




Negotiations

Create Quote Quote By Spreadsheet (RFQ

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 **D:\RFQ\ Response** **Browse...**

 **Import**



Prev

Next



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.

Negotiations >

Create Quote: 2586876 (RFQ 2246005)


[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title [Tender 1](#) Time Left **00:15:56**

Two-Stage RFQ  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



Prev

Next



The Quote will be updated from the spreadsheet data.

Review the Header and Lines data.

Click **Save Draft**

Negotiations >

Create Quote: 2586876 (RFQ 2246005)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) **Save Draft** [Continue](#)

Title Tender 1 Two-Stage RFQ

Time Left **00:15:00**
Close Date 01-Nov-2018 12:41:48

Header **Lines**

RFQ Currency AED Quote Currency AED
Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1 Service	DOF	Sealed			<input type="text" value="10"/>	Each	100	100	02-Nov-2018	Yes <input type="checkbox"/>		
2 Service 1	DOF	Sealed			<input type="text" value="10"/>	Each	100	100	02-Nov-2018	Yes <input type="checkbox"/>		



Prev

Next

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

Prev Next



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 >

My Worklist

سعيد سيفد الرميتي Acknowledgement Required: Amendment 1 to RFQ 22460	12:30 PM
سعيد سيفد الرميتي Extended: RFQ 2246005 (Tender 1)	12:29 PM
سعيد سيفد الرميتي Sent: Online Discussion Message for RFQ 2246005 (T...	11:37 AM
سعيد سيفد الرميتي Extended: RFQ 2246005 (Tender 1)	11:37 AM
Hassan Ismail Fayoumi For Your Review - Blanket Release 2422001246-5, 0	23-Jul-2018

[Go To Full Worklist](#)

Add to Favorites

Prev Next

Click the Subject link and to open the message

Search Open Negotiations



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
2586876 	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.

Prev

Next

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

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



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. 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)







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.

Cancel Acknowledge

Review all changes before Acknowledging

Header

     		
Label	RFQ 2246005	RFQ 2246005,1
Amendment Description		Tender 2

Prev Next

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

Prev


Next



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











Search Open Negotiations


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 Messages
2586875 	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 3 minutes	0
2586876 	Resubmission Required	ABU DHABI	2246005	Tender 1	RFQ	1 hour 3 minutes	0

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

Prev

Next

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**

Negotiations >

Active Negotiations

Search

Note that the search is case insensitive

Number Contact

Title Line

Category Event

Select Negotiation: |

Rows 1 to 58

	Number ▲	Title ▲	Contact ▲	Time Left ▲	Close Date ▲	All Responses ▲	Your Company's Responses ▲	Monitor	Unread Messages
<input type="radio"/>	2246005,1	Tender 1	سعيد الرميثي, Mr. سعيد	1 hour 2 minutes	01-Nov-2018 13:41:48	Sealed	0		0
<input type="radio"/>	2158010	ISO Management Systems EMS ISO 14001:2015 & OHSAS 18001:2007 Certification Audit	Roallos Jr, Mr. Fernando	2 days 4 hours	03-Nov-2018 17:00:00	Sealed	0		0



Prev


Next



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



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**

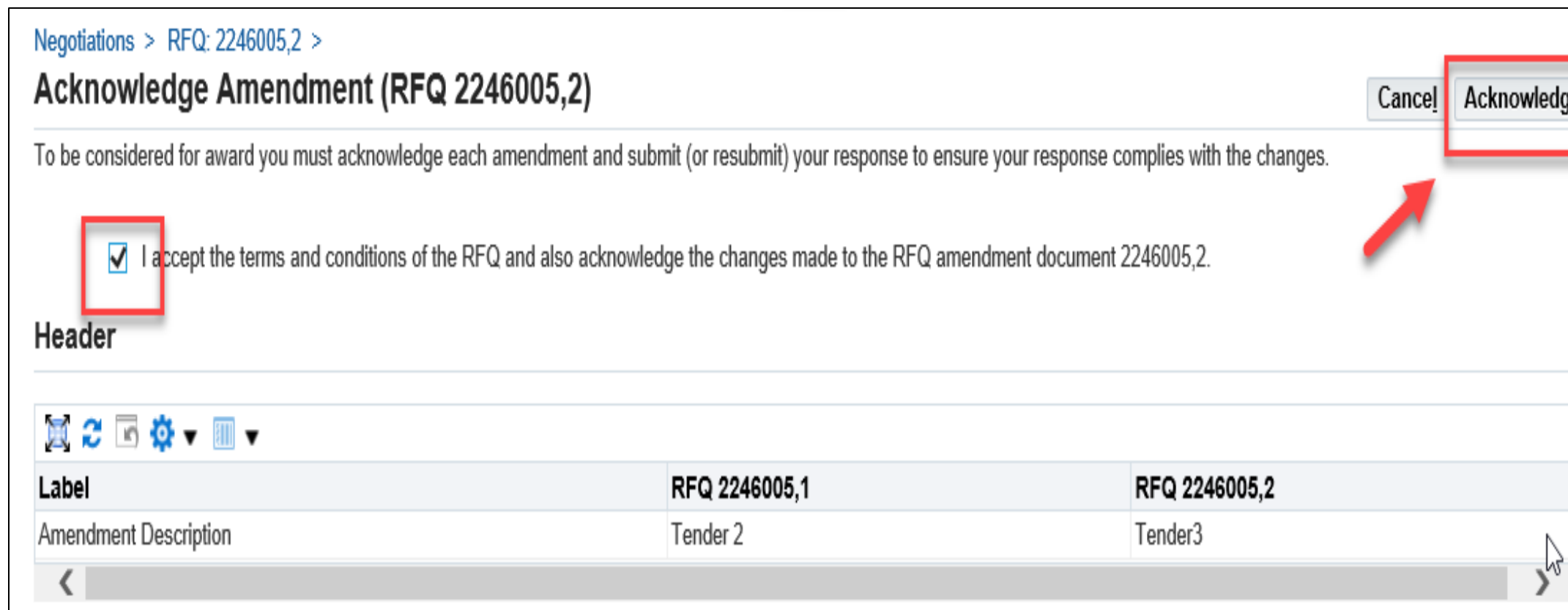
Title Tender 1



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.



The screenshot shows a web interface for acknowledging an amendment. At the top, there is a breadcrumb trail: "Negotiations > RFQ: 2246005,2 >". Below this is the title "Acknowledge Amendment (RFQ 2246005,2)". To the right of the title are two buttons: "Cancel" and "Acknowledge". The "Acknowledge" button is highlighted with a red box, and a red arrow points to it from the right. Below the title is a text instruction: "To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes." Below this instruction is a checkbox that is checked, with the text "I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 2246005,2." The checkbox is also highlighted with a red box. Below the checkbox is a section labeled "Header" which contains a table with three columns. The table has a toolbar with icons for zoom, refresh, print, settings, and list. The table content is as follows:

Label	RFQ 2246005,1	RFQ 2246005,2
Amendment Description	Tender 2	Tender3

At the bottom of the table, there are navigation arrows: a left arrow and a right arrow.



Prev

Next

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?



 **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.

Prev

Next

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

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

Prev

Next

Click the Quote / **Response Number**



Review the Warning Message

Click and View Amendment History



Negotiations >

Warning

You have acknowledged all amendments to RFQ 2246005. To be considered for award you must resubmit your response to ensure that it complies with the changes.

When you navigate out of this page, the context of the site displayed on this page will not be retained. When you go to the Create Quote page, please check to ensure that your new response is tied to the site with which you want to associate that quote.

[View Amendment History](#)

Quote: 2586875 (RFQ 2246005) Actions

Title	Tender 1	Close Date	01-Nov-2018 13:41:48
Time Left	N/A	Ranking	Price Only
Quote Style	Sealed	Supplier	ORACLE SYSTEMS LIMITED
Quote Currency	AED	Supplier Site	ABU DHABI
Contact	ELzarka, Ashraf	Quote Valid Until	30-Nov-2018
Suppliers' Quote Number			
Quote Status	Resubmission Required		

Prev

Next

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)		

Prev

Next



Review the changes and click Acknowledge Amendments

Mark the check box and click **Acknowledge**

Negotiations > Quote: (RFQ) > Amendment History (RFQ) >

Acknowledge Amendment (RFQ ,1)

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 .1.

[Cancel](#) [Acknowledge](#)

Header

Label	RFQ	RFQ ,1
Amendment Description		Amended

Notes and Attachments

[RFQ](#)

[Prev](#) [Next](#)



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

Prev

Next

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

Negotiations > RFQ: 2246005 >

Create Quote: 2586875 (RFQ 2246005)

1 Unread Messages Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Tender 1 Time Left **00:57:58**
 Two-Stage RFQ Close Date 01-Nov-2018 12:41:48

Header **Lines**

RFQ Currency AED Quote Currency AED
 Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1 Service	DOF	Sealed			<input type="text" value="100"/>	Each	100	100	02-Nov-2018	Yes <input type="text" value="v"/>	+	
2 Service 1	DOF	Sealed			<input type="text" value="100"/>	Each	100	100	02-Nov-2018	Yes <input type="text" value="v"/>	+	



Prev

Next

Add the Alternate Item details and Attachments as needed

Click **Apply**

Create Quote 2586875: Line 3 (RFQ 2246005) Cancel! Save Draft **Apply**

* Indicates required field

Line 3
Line Type: Goods or Services
* Description:
Category: 0000.0000
Unit of Measure: Each
* Quote Quantity:
Quote Price:

Currency: AED
Price Precision: Any decimal places
* Promised Date:
Ship-To Address: DOF

Related to RFQ Lines

|

RFQ Lines	Line Description	Relation with RFQ Lines	Delete
1	Service	<input type="text" value="Alternate"/> <input type="button" value="v"/>	<input type="button" value="Delete"/>

Notes

Note to Buyer:

Attachments

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



Prev

Next

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

Negotiations > RFQ: 2246005 >

Create Quote: 2586875 (RFQ 2246005)

1 Unread Messages Cancel View RFQ Quote By Spreadsheet Save Draft **Continue**

Title Tender 1 Time Left **00:56:02**
 Two-Stage RFQ Close Date 01-Nov-2018 12:41:48

Header **Lines**

RFQ Currency AED Quote Currency AED
 Price Precision Any

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Add Alternate Lines	Update
1 Service	DOF	Sealed			100	Each	100	100	02-Nov-2018	Yes	+	
2 Service 1	DOF	Sealed			100	Each	100	100	02-Nov-2018	Yes	+	

Indicates more information requested. Click the Update icon.

Alternate Lines

Select Lines: Delete | Actions Create Line Go |

<input type="checkbox"/>	Line	Category	Quote Price	Unit	Quote Quantity	Promised Date	Related to RFQ Lines	Update	Delete
<input type="checkbox"/>	3 Service 2	0000.0000	100	Each	100		1 Service		



Prev

Next

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



Warning

Cancel

OK

You have already created quotes on ABU DHABI. Do you want to

Modify or Revise existing quotes?

Create a new 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.



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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

Negotiations >

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

- ⚠ Negotiation has been amended and requires your action to be considered for award.
- ⏸ Negotiation has been paused. Only draft response can be created.

Select Response: Revise **Withdraw** |

	Response Number ▲	Your Response Number ▲	Response Status ▲	Created By ▲	Supplier Site ▲	Negotiation Number ▲	Title ▲	Type ▲	Event Title ▲	Time Left ▲
<input checked="" type="radio"/>	2586881		Active	ELzarka, Ashraf	ABU DHABI	2246011	Tender 1	RFQ		6 minutes
<input type="radio"/>	2586880		Active	ELzarka, Ashraf	ABU DHABI	2246011	Tender 1	RFQ		6 minutes



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Next



Troubleshooting: Issue 1: Error, the requested URL was rejected

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.



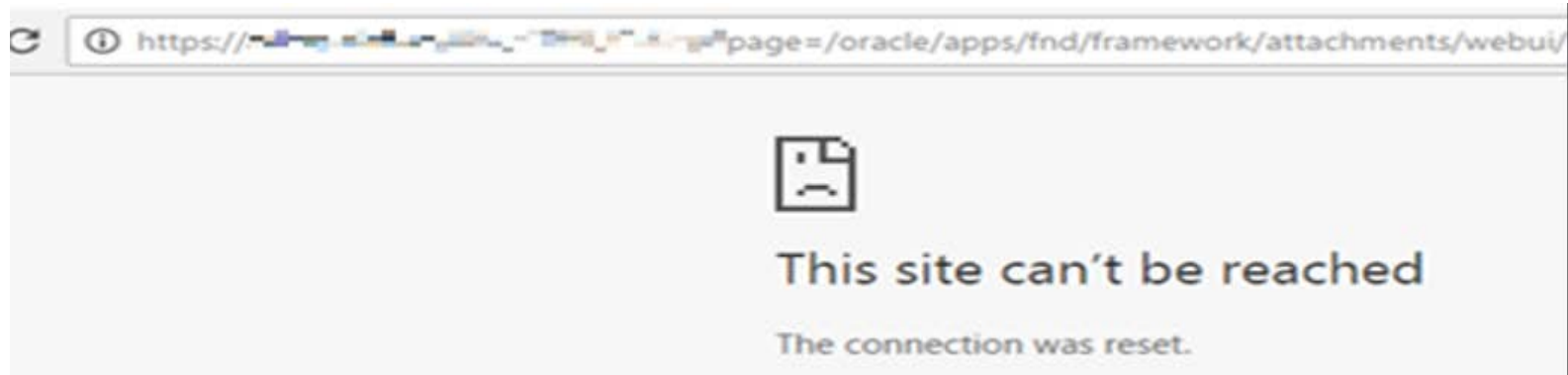
If the issue is not resolved even now, provide the **support ID** as shown above and contact help desk immediately with these details for further investigation by ADERP network team.



Prev

Next

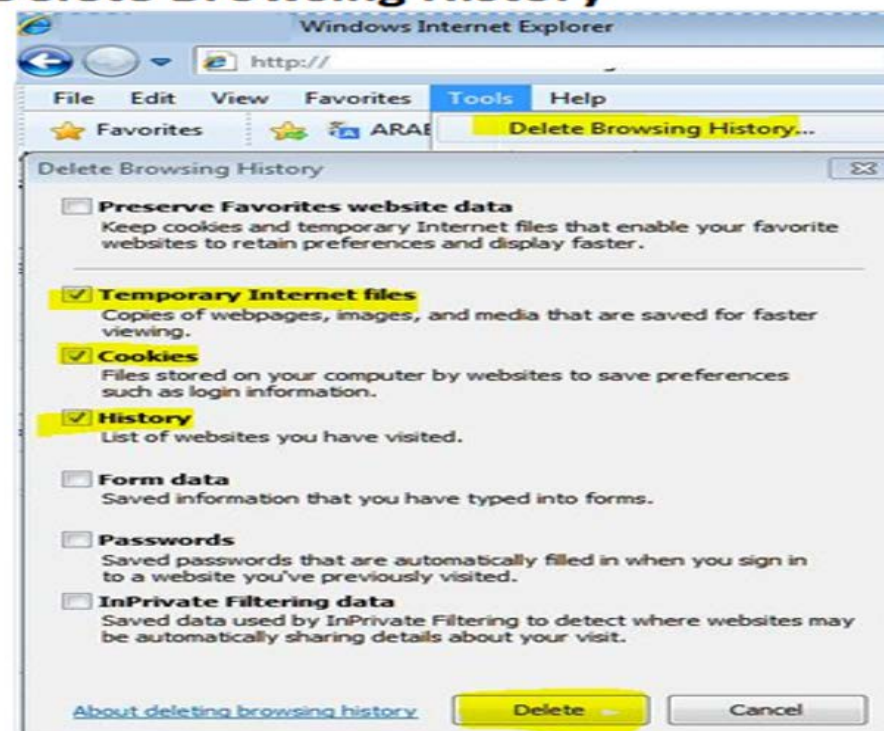
Error, this site can't be reached





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



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Next

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.

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Thanks

