Supplier Response to RFQ
Oracle Fusion
INDEX

1. PURPOSE .................................................................................................................. 3
2. SCOPE ..................................................................................................................... 3
3. DEFINITIONS/ABBREVIATIONS ........................................................................... 3
4. GUIDELINES ........................................................................................................... 3
4.1. ACCOUNT ACTIVATION ..................................................................................... 3
4.2. NEGOTIATIONS ................................................................................................ 3
5. PROCEDURE .......................................................................................................... 4
5.1. ACCOUNT CREATION CONFIRMATION E-MAIL .......................................... 4
5.2. ACCOUNT ACTIVATION ..................................................................................... 4
5.3. INVITATION FOR RFQ ....................................................................................... 6
5.4. LOGIN AND ACKNOWLEDGE PARTICIPATION ........................................... 7
5.5. CREATE RESPONSE .......................................................................................... 9
1. **PURPOSE**

Al Darwish Engineering is implementing an Enterprise Resource Planning (ERP) system to enable ADE Suppliers and Subcontractors to participate online on the current RFQ processes.

2. **SCOPE**

Applies to all the Subcontractors and suppliers of Materials and Services to fulfill the ADE’s requirements.

3. **DEFINITIONS/ABBREVIATIONS**

- **ADE** - Al Darwish Engineering
- **ERP** - Enterprise Resource Planning
- **RFQ** - Request for Quotation
- **PO** - Purchase order
- **SRM** - Supplier Relationship Management
- **HSE** - Health, Safety and Environment
- **Buyer** - Procurement Agent
- **Supplier** - An organization that supplies goods or services
- **Subcontractor** - An organization that carries work out as part of a project

4. **GUIDELINES**

4.1. **Account Activation**

According to the Procurement Department requirements, Suppliers Account will be activated to enable it to participate on current RFQ process. The Supplier / Subcontractor main registered email will be used to activate the account.

4.2. **Negotiations**

Negotiations are created by the Buyer, which are send to the Suppliers. Negotiations are used to find the best Supplier who will be able to supply the goods / services according to the Organization’s requirements.

Negotiations are sent to the Invited Supplier against which the Supplier Contact person will fill in the response. Once all the responses are received, analysis will be performed to choose best Supplier(s). Once the Supplier(s) is (are) awarded, a Purchasing Document will be created as part of output.
5. **PROCEDURE**

Once the account is activated, the user will receive two emails, as follows:

5.1. **Account creation confirmation E-mail**

FYI: Supplier Contact User Account for Al Darwish Engineering Holding Group was Created

ekzm.fa.sender@workflow.mail.em2.cloud.oracle.com

**Supplier Contact User Account for Al Darwish Engineering Holding Group was Created**

<table>
<thead>
<tr>
<th>Details</th>
<th>Supplier Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignee</td>
<td>Supplier Number</td>
</tr>
<tr>
<td>Assigned Date</td>
<td>31-May-2020 8:14 AM</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>30-Jun-2020 8:14 AM</td>
</tr>
<tr>
<td>Task Number</td>
<td>245299</td>
</tr>
</tbody>
</table>

**Recommended Actions**

You were granted access to the supplier application for Al Darwish Engineering Holding Group. A separate email will be sent to you with the instruction to access the application.

This is an informative email, is better to create the password prior access to the application.

5.2. **Account Activation**

a) **Oracle Fusion Applications-Welcome E-Mail**

The password must be created by the user using the provided link in the email.

*Password must be at least 8 character(s) long. Password must contain at least 1 numeric character(s).*

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Oracle Fusion Applications-Welcome E-Mail

no-reply@oracle.com
to me

Dear,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://ekzm.fa.em2.oraclecloud.com:443/hcmUI/faces/ResetPassword?use_gid=a3b21e448a2d4a6b568d159b30ace5

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications
b) Password confirmation

Once the password is created, the user will receive an email to confirm that password was created.

Oracle Fusion Applications-Password Reset Confirmation

no-reply@oracle.com

Dear Mr.

The password for your Oracle Fusion Applications Account - E-mail - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications
5.3. Invitation for RFQ

Once you are invited to participate on a current RFQ, an email will be sent with the information of the RFQ. – This is an informative e-mail, to acknowledge the participation you must login in the application as explained in next page 5.4 Login and Acknowledge participation
5.4. **Login and Acknowledge participation**

Login with the credentials and follow below steps.

a) Enter to the **Supplier Portal** to see the available RFQs.

b) Click on “**View Active Negotiations**”
c) Select the line of the RFQ intended to participate and click on “Acknowledgment Participation”

![Screen shot](image1.png)

![Screen shot](image2.png)

d) Click on Yes or No, if ‘No’ please add the reason in the space for ‘Note to Buyer’, then click ‘OK’
e) If the RFQ has attachments (drawings, specs, compliance statement) these documents will be available for the user by clicking on the RFQ reference:

![Image](Negotiation.png)

Once you enter to the overview of the RFQ, in the right corner, click in “Actions”, “View”, then “View attachments”

5.5. Create Response

Once the participation is confirmed and appears “Yes” in the column Will Participate, Select the line, and click on “Create Response”
a) Overview

Provides a general review of the RFQ. Please pay attention to the close date, as the RFQ might not be extended.

If it is your first proposal without revisions, kindly choose Primary. Reference Number is a space where you can add your own quotation reference number. Note to buyer is an optional field, where additional comments can be sent to the buyer. Response valid Until validity of the provided prices. Attachments Please attach the documents that might support your quotation.

Then click on Next
b) Requirements
In this section the technical and commercial requirements are detailed. Kindly provide an answer to all the conditions.

You can review all the sections on the drop-down list located in the corner as follows:

Once all the answers to the requirements are provided, click “Next”.

Page 11
c) **Lines**

Each line of the BOQ might have different required details, kindly check and download the documents if the icon appears.

In this section, prices and the estimated delivery date must be added, then click “Next”.
d) **Review**

Check all the provided details of your offer prior submission.
e) Submit Response
   If all the details provided are correct, click on “Submit”

You will receive a confirmation as follows: