



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

PMU ISOURCING AND ISUPPLIER MODULE USER GUIDE

Management Information System Department

Date: 15 June 2015

IT Department/MIS Team

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• **Reviewed by:** MR. ABDULAZIZ SALEEM, MIS TEAM LEAD



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1. Overview

This document outlines the user guide to use implemented Oracle Erp Business Suite for suppliers to register with PMU University. It is a free, web based service that allows you to manage your account online and track invoices and payment at any time.

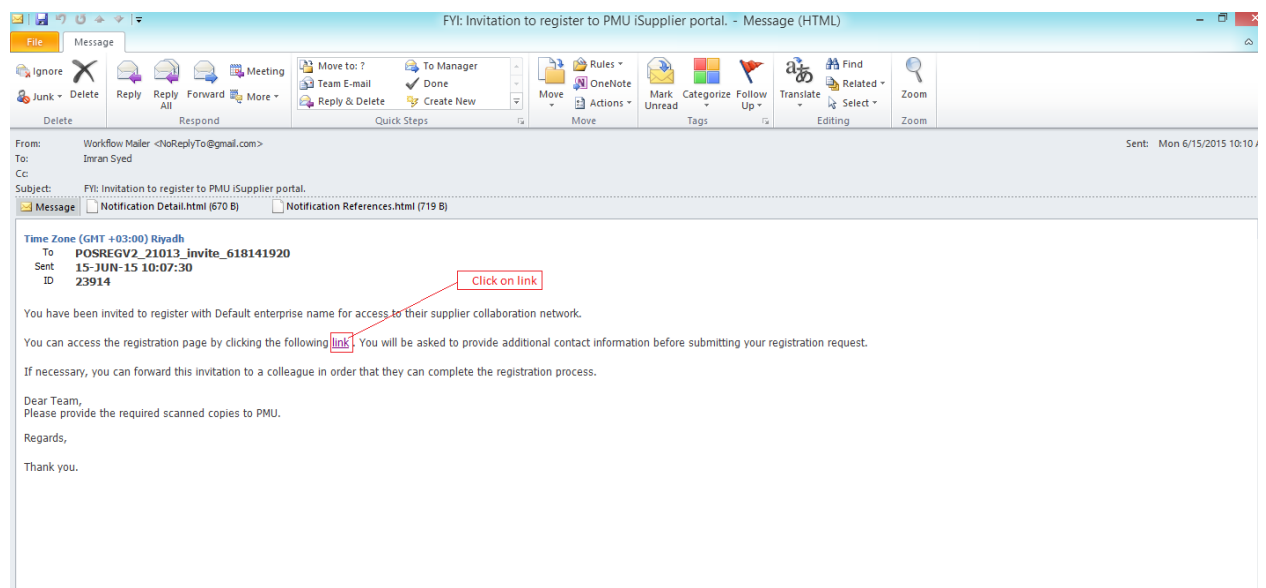
The benefits of the module are as follows:

Benefits:

- **Create Closed Loop Purchase Order Collaboration:** Get improved service, eliminate routine inquiries and even offload inventory management by sharing information with supplier online.
- **Simplify Fulfillment and Payment:** Reduce receiving problems with advance shipment notices, capture savings with online invoicing, and improve service from suppliers by sharing delivery and quality data
- **Efficiently Ramp and Maintain Suppliers:** Bring suppliers onboard quickly with Web portal access and online registration. Maintain them easily with self-service profile updates

2. Supplier Registration

1. On In Invitation from Purchasing Department from us the supplier will receive the email along with the invitation link as shown:





2. Enter Profile Details and click submit button:

ORACLE iSupplier Portal Close Preferences Diagnostics

Respond to Invitation
You have been invited to register. Please complete the registration form and then click the submit button.
* Indicates required field

My Company Details
Company Name: **Abdulla Fouad Holding Company**

My Profile
Enter your information. Your email address will be your Username for the system.

| | | | |
|-----------------|---|-----------------|---------------------------------------|
| * Email Address | <input type="text" value="isyed@pmu.edu.sa"/> | Phone Area Code | <input type="text" value="013"/> |
| Contact Title | <input type="text" value="Mr."/> | * Phone Number | <input type="text" value="899999"/> |
| * First Name | <input type="text" value="Imran"/> | Extension | <input type="text" value="9456"/> |
| Middle Name | <input type="text" value=""/> | Fax Area Code | <input type="text" value="8495555"/> |
| * Last Name | <input type="text" value="Syed"/> | Fax Number | <input type="text" value="84955665"/> |
| Job Title | <input type="text" value="Purchasing Manager"/> | | |

Cancel Submit

About this Page Privacy Statement Close Preferences Diagnostics Copyright (c) 2008, Oracle. All rights reserved.

3. Confirmation message will appear to confirm the completion of initial registration.

Confirmation
Thank you for registering. Your registration request has been submitted for approval. You will be notified of your registration status via email.

Close

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4. Supplier user id and password will be send to registered email id as shown:

From: Workflow Mailer [mailto:NoReplyTo@gmail.com]
Sent: Sunday, February 22, 2015 12:15 PM
To: Imran Syed
Subject: FYI: Default enterprise name Supplier Collaboration Network: Notification of Approval

Time Zone (GMT +03:00) Riyadh

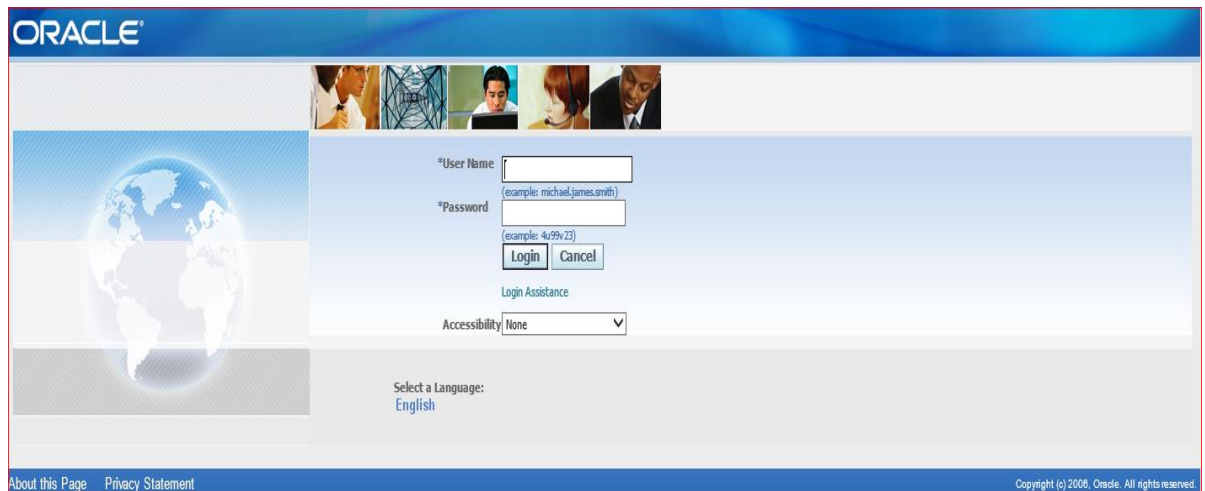
| | |
|------|-----------------------------|
| To | SYED IMRA |
| Sent | 22-FEB-2015 12:13:43 |
| ID | 46083 |

Your request to register at Default enterprise name for access to their supplier collaboration network has been approved. You can now [log on](#) with the username isyed@pmu.edu.sa and the password Dn5^A6.
When you first log on, you will be required to change your password for security purpose. Contact [administrator](#) for additional information.
Thank you.

CONFIDENTIALITY OF INFORMATION AND DISCLAIMER

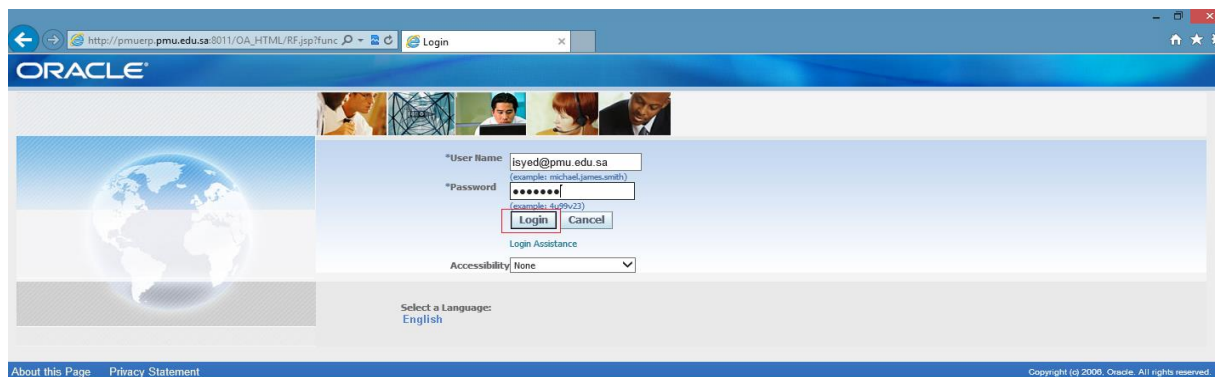
This email may contain confidential information. It is not for use by anyone beyond the originally intended recipient(s). If you have erroneously received this message, please delete it immediately and notify the center or forward to it-helpdesk@pmu.edu.sa. PMU is subject to no liability towards the content of this email. Any legally binding communication must be based upon official correspondence with a PMU authorized signature. The recipient acknowledges the fact that the source of some emails may not be genuine and precautions should be considered. Before opening any attachments please check for viruses. -- [attachment "Notification Detail.html" deleted by Raghav Ch/EMEA/TCS]

5. On receiving the registration details click on the link provided you shall see the below screen:



The screenshot shows the Oracle PMU Inventory Module User Guide login screen. It features the Oracle logo at the top left, a globe graphic on the left, and a login form on the right. The form includes fields for *User Name (with example: michael.james.smith) and *Password (with example: 4u29v23), a Login button, a Cancel button, a Login Assistance link, and an Accessibility dropdown menu set to None. At the bottom, there is a language selection option for English. The footer contains links for About this Page and Privacy Statement, and a copyright notice for Oracle (c) 2008.

6. Enter username and password and press the login button as shown



The screenshot shows the same Oracle PMU Inventory Module User Guide login screen as in step 5, but with user input. The *User Name field contains 'lajeyed@pmu.edu.sa' and the *Password field contains '*****'. The Login button is highlighted with a red box. The rest of the screen, including the Oracle logo, globe, and footer, remains the same.

7. After Successful login using the isourcing home page will be displayed as shown :

- **PMU Supplier Portal Full Access:** This show all the payments and invoices made by the buyer to the supplier
- **Sourcing Supplier:** This link is used to respond to the invited Purchase Orders, RFQ and Close Bid Bond Projects.



The screenshot shows the PMU Isourcing Module User Interface. The top section is the 'Worklist' which includes a 'Full List' button and a table with columns 'From', 'Subject', and 'Sent'. Below the table, it states 'There are no notifications in this view.' and lists two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.' The 'Navigator' section below it has a 'Personalize' button and a list of links: 'PMU iSupplier Portal Full Access' and 'Sourcing Supplier'. The bottom of the page features a blue footer with links for 'About this Page', 'Privacy Statement', 'Diagnostics', 'Logout', 'Preferences', and 'Help', along with a copyright notice for 2006 Oracle.

8. Click PMU iSupplier Portal Full Access -> Home Page

This screenshot is similar to the previous one but shows the 'Navigator' section with the 'PMU iSupplier Portal Full Access' link highlighted. A red box is drawn around the 'Home Page' link that appears below it, indicating the next step in the process. The rest of the interface, including the 'Worklist' and footer, remains the same.

9. Inside the home page click "Admin" tab as shown:

The screenshot shows the Oracle iSupplier Portal Home Page. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Intelligence', and 'Admin', with the 'Admin' tab highlighted by a red box. Below the navigation bar is a search field for 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' with a 'Full List' button, 'Orders At A Glance' with a 'Full List' button, and 'Shipments At A Glance' with a 'Full List' button. On the right side, there is a 'Planning' section with links for 'Orders', 'Shipments', and 'Receipts'. The bottom of the page has a blue footer with links for 'About this Page', 'Privacy Statement', and a navigation menu including 'Home', 'Orders', 'Shipments', 'Intelligence', 'Admin', 'Home', 'Logout', 'Preferences', 'Help', and 'Diagnostics'.

10. Fill up the supplier related information such as:

- General Information
- Organization Information.
- Address Book.
- Contact Directory.
- Business Classification.
- Product & Services.
- Banking Details



General Information: The vendor needs to attach following documents using add attachment button as highlighted below:

- Alzakah Certificate.
- Company Profile
- Company Balance Sheet for Previous Year.
- Commercial Registration.

The screenshot shows the iSupplier Portal interface. The left sidebar contains a 'Profile Management' menu with options like General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is titled 'General' and displays supplier information for 'A. Al Hajri Corporation'. Below this, there is an 'Attachments' section with a search bar and a table. The 'Add Attachment...' button is highlighted with a red box.

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

Address Book Information: The required fields are:

- Address Name.
- Address Line1.
- City.
- Postal Code

The screenshot shows the 'Create Address' form in the iSupplier Portal. The form includes fields for Supplier Name, Address Name, Country, Address Line 1, Address Line 2, Address Line 3, Address Line 4, City/Town/Locality, County, State/Region, Province, and Postal Code. The 'Add Attachment...' button is highlighted with a red box.

Contact Directory Information: The required fields are:

- First Name.
- Last Name.

Admin: Profile Management: Contact Directory >
Create Contact
* Indicates required field

| | | | |
|---------------|----------------------|-----------------|----------------------|
| Contact Title | <input type="text"/> | Contact Email | <input type="text"/> |
| First Name | Imra | Phone Area Code | <input type="text"/> |
| Middle Name | <input type="text"/> | Phone Number | <input type="text"/> |
| * Last Name | Syed | Phone Extension | <input type="text"/> |
| Job Title | <input type="text"/> | Fax Area Code | <input type="text"/> |
| Department | <input type="text"/> | Fax Number | <input type="text"/> |

Home Logout Preferences Diagnostics

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Business Classification:

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

☒ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

☒ TIP Date format example: 22-Feb-2015

| Classification | Applicable | Minority Type | Certificate Number | Certifying Agency | Expiration Date |
|-----------------|-------------------------------------|---------------|----------------------|----------------------|----------------------|
| GOST | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Large Business | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Medium Business | <input checked="" type="checkbox"/> | | 8777 | | 18-Feb-2016 |
| Small Business | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ZAKAT | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Supplier Administration Home Logout Preferences Help

Product & Services:

Supplier Administration: Product & Services >
Add Products and Services: (3D International Technical Services Est)

* Browse All Products & Services
Search for Specific Product & Service

| Code | Products and Services | View Sub-Categories | Applicable |
|------|--------------------------------|-------------------------------------|------------|
| 001 | Stationery and Office Supplies | <input type="checkbox"/> | Applicable |
| 006 | Furniture | <input type="checkbox"/> | Applicable |
| 007 | IT Equipments | <input checked="" type="checkbox"/> | Applicable |

Home Logout Preferences Help

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Banking Details: The required fields are:

- Bank Name.
- Account Number.
- Branch Name.



Create Bank Account
* Indicates required field

* Country Saudi Arabia

☒ Account is used for foreign payments
Account definition must include bank and branch information.

| Bank | Branch |
|--|---|
| <input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank Bank Name <input type="text" value="Samba Bank"/> Bank Number <input type="text"/> Show Bank Details | <input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch Branch Name <input type="text" value="Riyadh Street"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type ABA <input type="button" value="Show Branch Details"/> |

Bank Account

| | |
|--|-----------------------------------|
| * Account Number <input type="text" value="23423423424234"/> | Account Name <input type="text"/> |
| Check Digits <input type="text"/> | Currency <input type="text"/> |
| IBAN <input type="text"/> | Account Status New |

[Show Account Details](#)

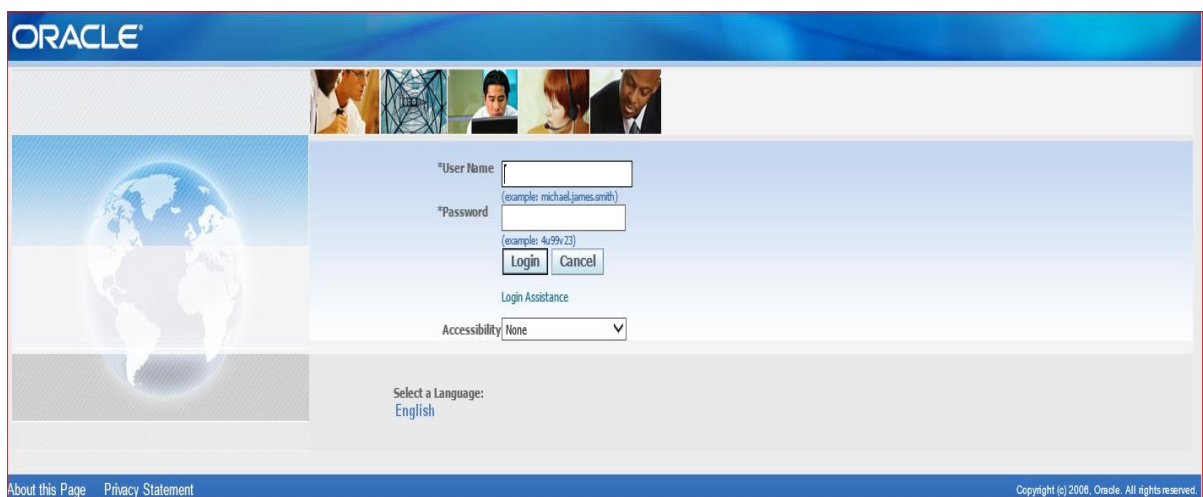
Comments

Note to Buyer

[About this Page](#) [Privacy Statement](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#) Copyright (c) 2006, Oracle. All rights reserved.

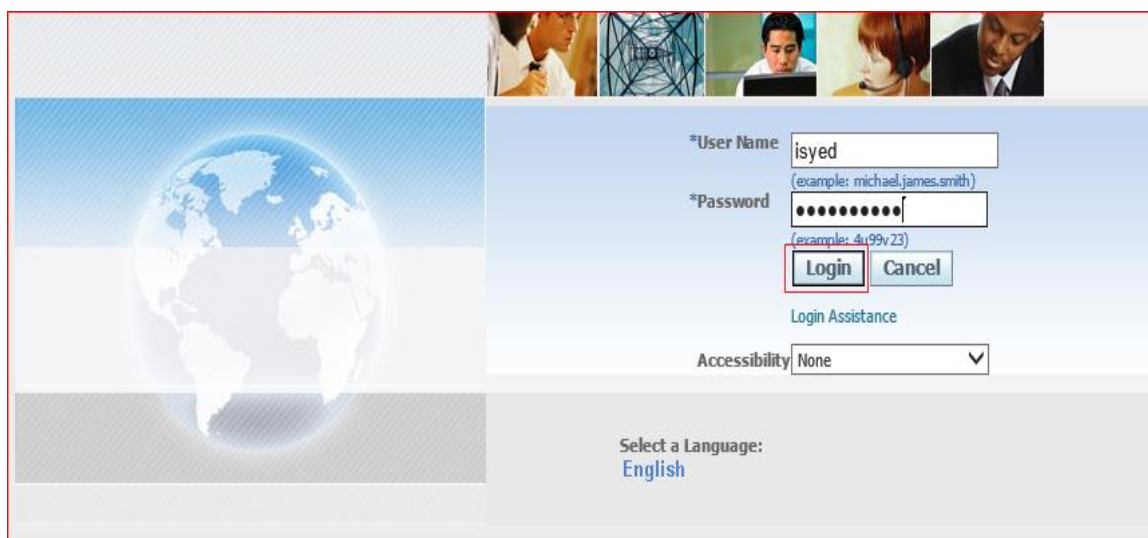
3. SUPPLIER QUOTATIONS FOR PO/RFQ

1. Click on the oracle ERP Business Suite url provided to you on entering it you shall see the below screen:



The screenshot shows the Oracle ERP Business Suite login interface. On the left is a large globe graphic. On the right, there is a login form with the following elements: the Oracle logo at the top; a row of five small profile pictures; a text input field for '*User Name' with a placeholder example '(example: michael.james.smith)'; a text input field for '*Password' with a placeholder example '(example: 4u99v23)'; 'Login' and 'Cancel' buttons; a 'Login Assistance' link; an 'Accessibility' dropdown menu set to 'None'; and a 'Select a Language: English' link. At the bottom, there are links for 'About this Page' and 'Privacy Statement' on the left, and a copyright notice 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

2. Enter username and password and press the login button as shown:

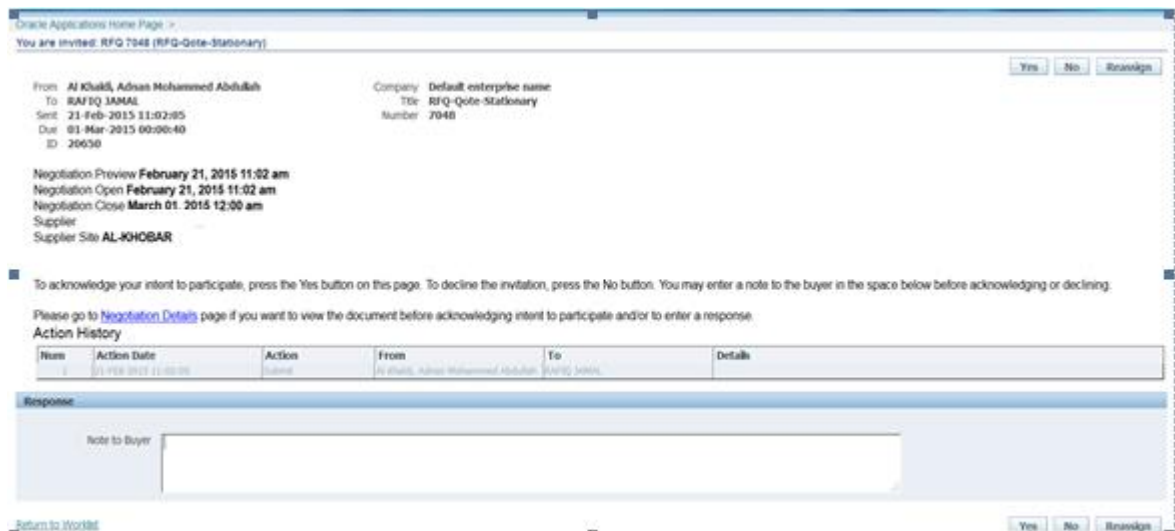


This screenshot shows the same Oracle ERP Business Suite login interface as the previous one, but with the login form filled out. The '*User Name' field contains the text 'isyed'. The '*Password' field is masked with dots. The 'Login' button is highlighted with a red rectangular box. All other elements, including the globe, profile pictures, links, and footer, remain the same as in the previous screenshot.

3. After Successful login home page will be displayed as shown :



4. Click on the Invitation Notification received and click negotiation link to view negotiation details.



5. Enter Confirmation about participation in negotiation as shown:

You are invited: RFQ T048 (RFQ-Quote-Stationary)

From: Al Khulfi, Adnan Mohammed Abdulrahman
To: RAFIQ JAMAL
Sent: 21-Feb-2015 11:02:05
Due: 01-Mar-2015 00:00:00
ID: 20650

Company: Default enterprise name
Title: RFQ-Quote-Stationary
Number: 7048

Negotiation Preview February 21, 2015 11:02 am
Negotiation Open February 21, 2015 11:02 am
Negotiation Close March 01, 2015 12:00 am
Supplier: AL-KHOBAR

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 | 22-Feb-2015 11:02:05 | Invited | Al Khulfi, Adnan Mohammed Abdulrahman | RAFIQ JAMAL | |

Response:

Note to Buyer: I agree.

6. Inside the home page click “Sourcing Supplier” link as shown:

Worklist

From: Subject: Sent: Full List

There are no notifications in this view.

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

Navigator

PMU Supplier Portal Full Access

Sourcing Supplier

Sourcing

Sourcing Home Page

Worklist

Personalize

Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

About this Page Privacy Statement

Diagnostics Logout Preferences Help

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7. Navigation -> Negotiation home Page

Negotiations

Search Open Negotiations Title Go

Welcome, RAFIQ JAMAL.

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 | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|--------------------------|------|-----------------|---------|-----------------|
| 4005 | Draft | AL-KHOBAR | 4049 | PMU PREVIEW TEST | RFQ | 3 days 11 hours | | 0 |
| 1002 | Active | AL-KHOBAR | 1038-3 | RFQ-Close BID | RFQ | 0 seconds | | 0 |
| 1005 | Active | AL-KHOBAR | 1045 | RFQ-Test 4 BANKGUARANTEE | RFQ | 0 seconds | | 0 |
| 3003 | Active | AL-KHOBAR | 3043 | S/W Quotation-Bid Fee. | RFQ | 0 seconds | | 0 |
| 4003 | Active | AL-KHOBAR | 4046 | RFQ-TECHNICAL/COMMERCIAL | RFQ | 0 seconds | | 0 |

Your Company's Open Invitations

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|----------------------|------|-----------------|
| AL-KHOBAR | 7048 | RFQ-Quote-Stationary | RFQ | 7 days 12 hours |

Quick Links

8. Click related negotiation link as shown:



Negotiations

Search Open Negotiations: Title Go

Welcome, RAFIQ JAMAL

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 | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|--------------------------|------|-----------------|---------|-----------------|
| 4005 | Draft | AL-KHOBAR | 4049 | PMU PREVIEW TEST | RFQ | 3 days 11 hours | | 0 |
| 1002 | Active | AL-KHOBAR | 1038-3 | RFQ-Close BID | RFQ | 0 seconds | | 0 |
| 1005 | Active | AL-KHOBAR | 1045 | RFQ-Test 4 BANGURANTEE | RFQ | 0 seconds | | 0 |
| 3003 | Active | AL-KHOBAR | 3043 | S/W Quotation-Bid Fee. | RFQ | 0 seconds | | 0 |
| 4003 | Active | AL-KHOBAR | 4046 | RFQ-TECHNICAL/COMMERCIAL | RFQ | 0 seconds | | 0 |

[Full List](#)

Your Company's Open Invitations

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|----------------------|------|-----------------|
| AL-KHOBAR | 7048 | RFQ-Quote-Stationary | RFQ | 7 days 12 hours |

[Full List](#)

Quick Links

9. Select **"Create Quote"** from Action list and click on **go** button as shown:

Negotiations

Negotiations >

RFQ: 7048

Actions **Create Quote** Go

Title RFQ-Quote-Stationary
Status Active
Time Left 7 days 12 hours

Open Date 21-Feb-2015 11:02:03
Close Date 01-Mar-2015 00:00:40

Header Lines Controls Contract Terms

Buyer Al Khaldi, Mr. Adnan Mohammed Abdullah
Quote Style Blind
Description RFQ-Quote-Stationary

Outcome Standard Purchase Order
Event

Terms

Bill-To Address PMU-Dammam
Ship-To Address PMU-Dammam
FOB

Payment Terms 60 Days
Carrier
Freight Terms Paid

Currency

RFQ Currency SAR

Price Precision Any

Requirements

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

Details Section

[Show](#) PMU Payment and Supplier Handovers

10. Attach if any quotation scanned copies using add Attachment button.

11. Enter any payment terms in required field



Negotiations
Negotiations > RFQ 7048 >
Create Quote: 5003 (RFQ 7048)

Title: RFQ-Quote-Stationary

Time Left: 7 days 12 hours
Close Date: 01-Mar-2015 00:00:40

Buttons: Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Supplier: AL-KHOBAR - P.O. BOX 1963, AL-KHOBAR 31952, SA
Supplier Site: AL-KHOBAR - P.O. BOX 1963, AL-KHOBAR 31952, SA
RFQ Currency: SAR
Quote Currency: SAR
Price Precision: Any

Quote Valid Until: (example: 21-Feb-2015)
Reference Number:
Note to Buyer:

Attachments
Add Attachment...

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

Requirements
Expand All Collapse All

| Focus Title | Target Value | Quote Value |
|------------------------------------|--------------|-------------------------------|
| Requirements | | |
| PMU Payment and Supplier Handovers | | Need 50%Advance of PO amount, |

12. Click on lines tab
13. Enter per each piece best price.
14. Enter the promised date
15. Click on continue button

Negotiations
Negotiations > RFQ 7048 >
Create Quote: 5003 (RFQ 7048)

Title: RFQ-Quote-Stationary

Time Left: 7 days 12 hours
Close Date: 01-Mar-2015 00:00:40

Buttons: Cancel View RFQ Quote By Spreadsheet Save Draft Continue

RFQ Currency: SAR
Price Precision: Any
Quote Currency: SAR

| Line | Update | Ship-To | Rank | Start Price | Target Price | Quote Price Unit | Target Quantity | Quote Quantity | Promised Date |
|------------------------|--------|----------------|------|-------------|--------------|------------------|-----------------|----------------|---------------|
| 1 Automatic Motor S... | | PMU-CWO-Dammam | Blnd | | | 100 Each | 2 | 2 | 05-Mar-2015 |

Indicates more information requested. Click the Update icon.

Buttons: Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Footer: Negotiations Home Logout Preferences Help

16. Click on submit button



Negotiations
Negotiations > RFQ: 7048 >

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 5003: Review and Submit (RFQ 7048)

Cancel Back Validate Save Draft Printable View Submit

Header

| | | | |
|-----------------|----------------------|-------------------|----------------------|
| Title | RFQ-Quote-Stationary | Time Left | 7 days 12 hours |
| Supplier | | Close Date | 01-Mar-2015 00:00:40 |
| Supplier Site | AL-KHOBAR | Quote Valid Until | |
| RFQ Currency | SAR | Reference Number | |
| Quote Currency | SAR | Note to Buyer | |
| Price Precision | Any | | |

Attachments

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

Requirements

Show All Details | Hide All Details

Details Section

Show PMU Payment and Supplier Handovers

17. A confirmation message will appear for the provided quotation.

Negotiations

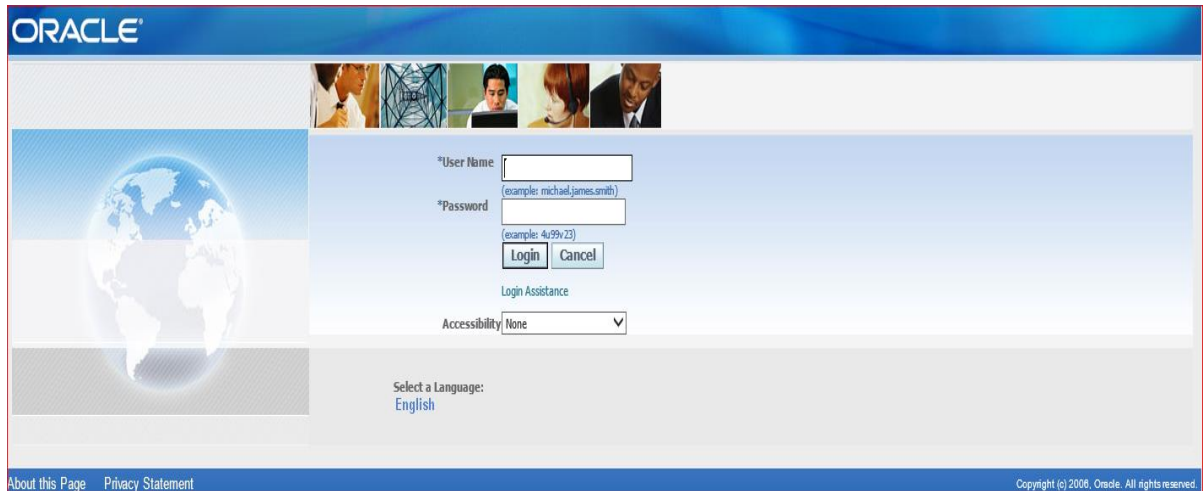
Confirmation
Quote 5003 for RFQ 7048 (RFQ-Quote-Stationary) has been submitted.

[Return to Sourcing Home Page](#)

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4. SUPPLIER QUOTATIONS CLOSED BID/PROJECT FEE/BANK GUARANTEE.

1. Click on the oracle ERP Business Suite url provided to you on entering it you shall see the below screen:



The image shows the Oracle PMU Isourcing Module login page. It features the Oracle logo at the top left. Below it is a large globe graphic. To the right of the globe is the login form. The form includes fields for *User Name and *Password, with example text below each. There are Login and Cancel buttons. Below the buttons are links for Login Assistance and an Accessibility dropdown menu set to None. At the bottom, there is a link to Select a Language: English. The footer contains links for About this Page and Privacy Statement, and a copyright notice for Oracle.

ORACLE

*User Name

(example: michael.james.smith)

*Password

(example: 4!99v23)

Login Cancel

Login Assistance

Accessibility: None

Select a Language:
English

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2. Enter username and password and press the login button as shown:



The image shows the Oracle PMU Isourcing Module login page with user input. The *User Name field contains the text 'isyed'. The *Password field contains masked characters (dots). The Login button is highlighted with a red box. The rest of the page layout is the same as the previous image.

*User Name

(example: michael.james.smith)

*Password

(example: 4!99v23)

Login Cancel

Login Assistance

Accessibility: None

Select a Language:
English

3. After Successful login the home page will be displayed as shown :



Worklist

Full List

From Subject Sent

There are no notifications in this view.

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.

✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

Navigator

PMU (Supplier Portal Full Access)

Sourcing Supplier

Please select a responsibility.

Personalize

Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

About this Page Privacy Statement

Diagnostics Logout Preferences Help

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4. Inside the home page click “Sourcing Supplier => Sourcing home page” link as shown:

Worklist

Full List

From Subject Sent

There are no notifications in this view.

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.

✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

Navigator

PMU (Supplier Portal Full Access)

Sourcing Supplier

Sourcing

Sourcing Home Page

Worklist

Personalize

Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

About this Page Privacy Statement

Diagnostics Logout Preferences Help

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5. Navigation -> Negotiation home Page

Negotiations

Search Open Negotiations: Title Go

Welcome, RAFTQ JAMAL

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 | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|--------------------------|------|-----------------|---------|-----------------|
| 4005 | Draft | AL-KHOBAR | 4049 | PMU PREVIEW TEST | RFQ | 3 days 11 hours | | 0 |
| 1002 | Active | AL-KHOBAR | 1038_3 | RFQ-Close BID | RFQ | 0 seconds | | 0 |
| 1005 | Active | AL-KHOBAR | 1045 | RFQ-Test 4 BANKGURANTEET | RFQ | 0 seconds | | 0 |
| 3003 | Active | AL-KHOBAR | 3043 | S/W Quotation-Bid Fee. | RFQ | 0 seconds | | 0 |
| 4003 | Active | AL-KHOBAR | 4046 | RFQ-TECHNICAL/COMMERCIAL | RFQ | 0 seconds | | 0 |

Your Company's Open Invitations

Full List

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|----------------------|------|-----------------|
| AL-KHOBAR | 7048 | RFQ-Quote-Stationary | RFQ | 7 days 12 hours |

Quick Links

6. Click related negotiation link as shown:

Negotiations

Search Open Negotiations

Title

Go

Welcome, RAFIQ JAMAL

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 | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|--------------------------|------|-----------------|-------------|-----------------|
| 4005 | Draft | AL-KHOBAR | 4049 | PMU PREVIEW TEST | RFQ | 3 days 11 hours | <div></div> | 0 |
| 1002 | Active | AL-KHOBAR | 1038-3 | RFQ-Close BID | RFQ | 0 seconds | <div></div> | 0 |
| 1005 | Active | AL-KHOBAR | 1045 | RFQ-Test 4 BANKGUARANTEE | RFQ | 0 seconds | <div></div> | 0 |
| 3003 | Active | AL-KHOBAR | 3043 | S/W Quotation-Bid Fee | RFQ | 0 seconds | <div></div> | 0 |
| 4003 | Active | AL-KHOBAR | 4046 | RFQ-TECHNICAL/COMMERCIAL | RFQ | 0 seconds | <div></div> | 0 |

Your Company's Open Invitations

Full List

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|----------------------|------|-----------------|
| AL-KHOBAR | 7051 | RFQ-Quote-Stationary | RFQ | 7 days 12 hours |

Quick Links

7. Select “Pay/View EMD” from Action list and click on go button as shown:

| | | | | | |
|---|---|--|---------------------------------|---------------------------------|--|
| Negotiations | | Negotiations > RFQ: 7051 | | Actions Pay/View EMD Go | |
| Title PMU PR-RFQ Close Bidding Process- Bid Fee | | Status Active (Locked) | | Open Date 21-Feb-2015 22:52:01 | |
| Time Left 37 days 4 hours | | | | Close Date 31-Mar-2015 14:48:31 | |
| Header | Lines | Controls | Contract Terms | | |
| Buyer Pineda, Benito Jr. Tameta | Quote Style Two-Stage RFQ | Sealed | Outcome Standard Purchase Order | Event Enable EMD | |
| Description PMU PR-RFQ Close Bidding Process- Bid Fee | | | | | |
| Terms | | | | | |
| Bill-To Address PMU-Dammam | Payment Terms | | | | |
| Ship-To Address PMU-Dammam | Carrier | | | | |
| FOB | Freight Terms | | | | |
| Currency | | | | | |
| RFQ Currency SAR | Price Precision Any | | | | |
| EMD Details | | | | | |
| EMD Amount 1 | Additional EMD Information | 500,001-1,000,000 1% Project Bond Refundable | | | |
| EMD Type Direct Payment | 1000,001-5,000,000 5% Project Bond Refundable | | | | |
| 5,000,001 and Over 5% Project Bond Refundable | | | | | |
| Bid fee is Non Refundable and should rise to DMH fee | | | | | |

8. Click on Print Receipt button as shown:

| Negotiations | | | | | | | | | |
|--|---------------|---------------|------------------|------------|------------|-----------------------|-------------|----------|---------------|
| Negotiations > RFQ: 7051 > | | | | | | | | | |
| EMD Transactions for RFQ 7051 | | | | | | | | | |
| Details | Supplier Name | Supplier Site | Supplier Contact | EMD Status | EMD Action | Descriptive Flexfield | View Errors | View EMD | Print Receipt |
| Show | | AL-KHOBAR | JAMAL,RAFIQ | Received | | | | 00 | |
| Return To Negotiation Summary | | | | | | | | | |
| Negotiations Home Logout Preferences | | | | | | | | | |
| Privacy Statement Copyright (c) 2008, Oracle. All rights reserved. | | | | | | | | | |

9. The payment receipt information of Bid/Project Bank Guarantee amount will be printed as shown:



EMD Receipt for Quotation 7051

Supplier [REDACTED] EMD Amount 1

Supplier Site AL-KHOBAR
Negotiation Number 7051
Negotiation Title PMU PR-RFQ Close Bidding Process- Bid Fee
Created By Pineda, RFQ Benito Jr. Tameta

EMD Due Date
EMD Type Direct Payment
Quote Currency SAR

| | |
|-------------------|-------------|
| EMD Received | Y |
| Received Amount | 1 |
| Received Date | 21-FEB-2015 |
| Received Currency | SAR |

10. Pay the due **EMD Amount** in Finance Department.
11. After Payment is done click on the negotiation link as shown in step 6.
12. Select **"Create Quote"** from action list and click on go button as shown:

Negotiations

Negotiations >

RFQ: 7051

Title PMU PR-RFQ Close Bidding Process- Bid Fee
Status Active (Locked)
Time Left 37 days 4 hours

Open Date 21-Feb-2015 22:52:01
Close Date 31-Mar-2015 14:48:31

Header Lines Controls Contract Terms

Buyer Pineda, Benito Jr. Tameta
Quote Style ☒ Two-Stage RFQ
Description PMU PR-RFQ Close Bidding Process- Bid Fee

Outcome Standard Purchase Order
Event ☒ Enable EMD

Terms

Buyer Pineda, Benito Jr. Tameta
Quote Style ☒ Two-Stage RFQ
Description PMU PR-RFQ Close Bidding Process- Bid Fee

EMD Details

EMD Amount 1
EMD Type Direct Payment

Additional EMD Information: 500,001-1,000,000 1% Project Bond Refundable
1,000,001-5,000,000 5% Project Bond Refundable
5,000,001 and Over 5% Project Bond Refundable
Bid fee is Non Refundable and should pay to PMU by Cheque.



PMU IS - RFQ Close Bidding Process - Bid Fee

Time Left: 37 days 4 hours
Close Date: 31-Mar-2015 14:48:31

Header Lines

Supplier: AL-KHOBAR - P.O. BOX 1963, AL-KHOBAR 31952, SA
Supplier Site: SAR
RFQ Currency: SAR
Quote Currency: SAR
Price Precision: Any

Quote Valid Until: [Date]
Reference Number: [Number]
Note to Buyer: [Text]

Attachments

Add Attachment...

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

Requirements

Expand All | Collapse All

| Focus Title | RFQ Stage | Target Value | Quote Value |
|-------------------------------|-----------|--------------|-------------|
| Requirements | | | |
| ERP Implementation Experience | Technical | | |

13. Enter quote value of requirement.
14. Attach soft copy of RFP/Quote if applicable.

Header Lines

Supplier: AL-KHOBAR - P.O. BOX 1963, AL-KHOBAR 31952, SA
Supplier Site: SAR
RFQ Currency: SAR
Quote Currency: SAR
Price Precision: Any

Quote Valid Until: [Date]
Reference Number: [Number]
Note to Buyer: [Text]

Attachments

Add Attachment...

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

Requirements

Expand All | Collapse All

| Focus Title | RFQ Stage | Target Value | Quote Value |
|-------------------------------|-----------|--------------|---|
| Requirements | | | |
| ERP Implementation Experience | Technical | | We are having around 8 years of ERP technical experience and worked with multiple clients like STC, DU Telecom etc. |

15. Click on lines tab
16. Enter per each piece best price.
17. Enter the promised date
18. Click on continue button



Negotiations

Negotiations > RFQ: 7051 >

Create Quote: 5005 (RFQ 7051)

Title: PMU PR-RFQ Close Bidding Process- Bid Fee
☒ Two-Stage RFQ ⓘ

Time Left: 37 days 4 hours
 Close Date: 31-Mar-2015 14:48:31

Buttons: Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Header Lines

| Line | Update | Ship-To | Rank | Start Price | Target Price | Quote Price Unit | Target Quantity | Quote Quantity | Quote Quantity Promised Date |
|---------------------|--------|----------------|--------|-------------|--------------|------------------|-----------------|----------------|------------------------------|
| 1 IT Project-ORACLE | | PMU-CWO-Dammam | Sealed | | | 275000 Each | 1 | 1 | 18-May-2015 |

Indicates more information requested. Click the Update icon.

Buttons: Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Negotiations Home Logout Preferences Help

18. Click on submit button to submit quote.

Negotiations

Negotiations > RFQ: 7051 >

Warning

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

Create Quote 5005: Review and Submit (RFQ 7051)

Buttons: Cancel Back Validate Save Draft Printable View Submit

Header

Title: PMU PR-RFQ Close Bidding Process- Bid Fee
 Supplier: AL-FALAK ELECTRONIC EQUIPMENT & SUPPLIES
 Supplier Site: AL-KHOBAR
 RFQ Currency: SAR
 Quote Currency: SAR
 Price Precision: Any

Time Left: 37 days 4 hours
 Close Date: 31-Mar-2015 14:48:31
 Quote Valid Until:
 Reference Number:
 Note to Buyer:

Attachments

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

Requirements

Show All Details | Hide All Details

| Details Section | RFQ Stage |
|-------------------------------|-----------|
| ERP Implementation Experience | Technical |

19. A confirmation message will appear for RFQ close bidding process.

Negotiations

Confirmation

Quote 5005 for RFQ 7051 (PMU PR-RFQ Close Bidding Process- Bid Fee) has been submitted.

[Return to Sourcing Home Page](#)

Negotiations Home Logout Preferences

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