4i Apps Solutions Date: 22nd February 2022



DO.070 USER TRAINING MANUAL -SUPPLIER

ORACLE CLOUD E-TENDERING / SOURCING SOLUTION





ORACLE Partner

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I Document Control

I.I Change Record

Date	Author	Versi on	Change Reference
26 -Jan -22	Mr. Thirumalai Kannan K	Draft	Initial Version
29- Jan-22	Mr. Thirumalai Kannan K	V1	Alignment Changes
20- lan-22	Mr. Thirumalai Kannan K	1/2	Reviewer position, Removal
50- Jan-22		٧Z	of name in the Screenshot
22_ Eab_22	Mr. Thirumalai Kannan K	1/2	Additional information on
22-160-22		v٥	online payment

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I.III Distribution

Copy No	Name	Location
1	4iapps Project Repository	Muscat, Oman
2	NSS Project Repository	Muscat, Oman

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If you receive a <u>hard copy</u> of this document, please write your name on the front cover, for document control purposes.

1. Introduction

NAMA Group subsidiaries uses systems or manual process, to manage most of their tender related activities. NAMA Group companies would like to replace its current process or manual process to make the vendors to access the system more user friendly for the required business processes. Hence, the NAMA Group has decided to implement one of the top leading Oracle tendering systems, which would indeed support all the users of NAMA group's system will adopt the best practices to respond the tender quotations.

This is the manual prepared for the supplier to navigate to respond their bid received from the buyer.

2. Getting Started for Suppliers

- Oracle Sourcing Suppliers can use the product functionality to quickly locate and respond to Tenders.
- Sourcing Buyers can invite you to register with the system. Once you receive a registration invitation and have registered and been approved, you can start participating in Tenders.
- To respond the Tenders to which you have been specifically invited, view the Open Invitations section of the Tender Home page.
- To respond to a Tender, click the Tender number. Use the Search Negotiations fields to search for a particular negotiation.
- To monitor the Tenders in which you are participating, check the Your Active and Draft Responses section.
- To edit your personal information, click the Preferences link at the top of the page. You can enter many different personal options such as your language, date format, and password, among others.
- You can also click "Edit" link in the Profile section of Quick Links update contact information such as your name and email address

3. Procedure for Viewing the Active Tender

3.1 Instruction to View the Active Tenders

Interested supplier to view the active tenders in the Nama groups website can follow the steps below after entering the Nam Group's Website

Step 1 : Check the floating tender details in the webpage of company site

		Organization Name:	Name of the Co	mpany				
ctive Tenders Ter	nder History							
Kindly find below the	List of Floated Tenders							
rioucou render	3							
Tender Number	Tender Title	1	Tender Method	Last Date of Buying	Submission Deadline	TotalTenderFee(Incl.5% Tax)	Documents	Apply
Tender Number XXXX/2022/103	Tender Title Title of the Tender	1	Tender Method	Last Date of Buying 05-Feb-2022	Submission Deadline 29-Apr-2022	TotalTenderFee(Incl.5% Tax)	Documents	Apply
Tender Number XXXX/2022/103 XXXX/2022/101	Tender Title Title of the Tender Title of the Tender		Tender Method Closed Open	Last Date of Buying 05-Feb-2022 06-Feb-2022	Submission Deadline 29-Apr-2022 28-Apr-2022	TotalTenderFee(Incl.5% Tax) 0 94500.000	Documents	Apply

Step 2 : Click "Active Tenders"

		Organization Name: Nar	me of the Cor	npany				
ctive Tenders Te	nder History							
Kindly find below the	List of Floated Tenders							
Floated Tender	rs							
Floated Tende	rs Tender Title	Tende	er Method	Last Date of Buying	Submission Deadline	TotalTenderFee(Incl.5% Tax)	Documents	Apply
Floated Tender Tender Number XXXX/2022/103	Tender Title Title of the Tender	Tende	er Method	Last Date of Buying 05-Feb-2022	Submission Deadline 29-Apr-2022	TotalTenderFee(Incl.5% Tax)	Documents	Apply
Floated Tender Tender Number XXXX/2022/103 XXXX/2022/101	Tender Title Title of the Tender Title of the Tender	Tenda Closed Open	er Method	Last Date of Buying 05-Feb-2022 06-Feb-2022	Submission Deadline 29-Apr-2022 28-Apr-2022	TotalTenderFee(Incl.5% Tax) 0 94500.000	Documents ()) ())	Apply

Steps 3 : Click "Apply"

		Organization Name	e: Name of the Co	mpany				
ctive Tenders Te	ender History							
Kindly find below the	List of Floated Tenders							
andy ma boron are	List of Floured Fenders							
Floated Tender	rs							
Floated Tender	Tender Title		Tender Method	Last Date of Buying	Submission Deadline	TotalTenderFee(Incl.5% Tax)	Documents	Apply
Floated Tender Tender Number XXXX/2022/103	Tender Title Title of the Tender		Tender Method	Last Date of Buying 05-Feb-2022	Submission Deadline 29-Apr-2022	TotalTenderFee(Incl.5% Tax)	Documents	Apply
Floated Tender Tender Number XXXX/2022/103 XXXX/2022/101	rs Tender Title Title of the Tender Title of the Tender		Tender Method Closed Open	Last Date of Buying 05-Feb-2022 06-Feb-2022	Submission Deadline 29-Apr-2022 28-Apr-2022	TotalTenderFee(Incl.5% Tax) 0 94500.000	Documents (i)	Apply

Steps 4 : View the Tender details

Tender Details								
ender Title : Title of the Tende	r							
escription : Description of the	Tender							
Tender Method Tender Type Sales Cutoff Date Pre-clarification Cutoff Date Submission Cutoff Date otes : Write any additional infor gTIP Kindly download the advert	Closed Selective/ limited 05-Feb-2022 28-Feb-2022 29-Apr-2022 rmation to be publ isement to check 1	ished in Website for Sup; Terms & Conditions.	Performance Bond Requires Bid Bond Requires Tender Grade Categor Tender Grad Region Wilayat/Cit plier information	1 No d No y Specialized e Specialized n South-Batinah y Wadi Al-Maawil	Total Tender Fee(Incl. Tax Tax (V	in OMR) 0 /AT 5%) 0	Supplier can 1. View the tend	ler detail
Fender Advertisement							2. Download atta	achmen
Title 🛆	Туре 🛆	Description $ riangleq$	Category △	Last Updated By $ riangle$	Last Updated 🛆 🛛 U	sage $ riangle$	Update	Delet
Tondor Document ndf	Filo		Miscollanoous	SPCADMIN	04 Eab 2022	ino Timo	19	8

4. Procedure for Tender Participation

4.1 Instructions for Participation in the Tender for Existing Supplier

Nama Group's Existing Supplier can actively participate in the Tender with the help of following steps

Step 1 : Eligibility check

This Tander is only for the Invited suppliars. Kindly contact procurement team for more details	The information message will pop up	
The tender solid you are mined appendix to tool contact proceedent rear for more dealers Mazone flecting Company SAOC : XXXX/2022/103 Check Availability	2. If CR number is not available	
CR Number# ** 2000000000 Confirm Availability Back		
Tender Details		
Tender Title : Title of the Tender		
Description : Description of the Tender		

Step 2 : Enter "CR Number" and Click "Confirm Availability"

₽ <mark>₂</mark> Confirmation	
Supplier details available. Kindly Proceed to payment.	
Name of the Company : XXXX/2022/101 Check Availability	
Confirm Availability Back 1. Enter CR Number and 2. Click Confirm Availability	

Step 3 : Confirmation message will receive if CR Number is Available

Critical Confirm Availability Confirm Availability Back	The information message will pop up 1. If supplier is not eligible for the tender 2. If CR number is not available	
Tender Details		
Tender Title: Title of the Tender		
Description : Description of the Tender		
Tender Method Closed Performance Bond Required	No	

Step 4 : Check the contact details and Click "Make payment"

🕞 Confirmation
Supplier details available. Kindly Proceed to payment.
Name of the Company : XXXX/2022/101 Check Availability
*CR Number# ** XXXXXXXXXX Confirm Availability Back Supplier Details Supplier Number Supplier Name Apply XXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
Tender Details

4.1.1 Instructions to pay for online bidding fees.

Suppliers are having option to buy the active tenders through online mode with the help of following steps

Step 5 : Check Payment Details

Tender Fee Payment Page	
C R Number	000000000
Supplier Name	200000000000000000000000000000000000000
* Contact Name	X000000X,X000000000X 🔟 🔍
*Email	2020202020000(@)20202020
* Contact Number	
⊗TIP Payment Rece	ipt will be sent to this email id.
Co	nfirm and Pay Enter the required details for paying tender fee and click "Confirm and Pay"

Step 6 : Enter Contact Details

Payment Details × +		\sim	-	٥	×
← → C (https:///////////////////////////////////	000000000000000000000000000000000000000				
	Payment Details				
	DIT				
	1643985680482				
	Order Id				
	Currency				
	OMR				
	Amount				
	20000000X				
	Billing Name				
	2000000,0000000000				
	Billing Tel				
	-				
	Billing Email				
	Pay				

Step 7 : Enter Card Details

→ C A https://ococococococococococococococococococo	xxxxxxxxxxxxxxxxxxxxxxxxxx		•• @ ☆
	بنك مسقط 🔨		
	A bank muscat		
	Name of the Company		
	Order No.	Amount Pavable	
	XZXZXZXZXZXX	OMR :xxxx xxx	
	Pay by Card		
			(
	Card Number		
	法法法法 法法法法 法法法法	VISA	
	Expiry Date CVV		
	May (05) 👻 2025 👻 👬	576	
	OMR : XXXX.XXX	Enter the card details	
	Make Payment Cancel	the selected tender	

← → C ▲ https:///////////////////////////////////	C	ର୍
	Receipt Details	
	Order Status	
Save the Payment	Success	
for the future reference	Order ID	
	XZXZXZXZZZ	
	Amount	
	XXXX.XXX	
1	Status Message	
	ACCEPT	
	Reference Number	
	XXXXXXXXX	
	Tracking ID	
	XZXZXZZZXZXZ	
	Transaction Date	
	XX-XX-XXX-XXXX	
	Ok	

Step 8 : Receipt details for future reference

Note to Suppliers:

• Once the payment has been done successfully, supplier will get the payment confirmation immediately on the website & also payment receipt will be sent through e-mail.

- The Tender Documents will be sent to registered supplier contact email-id.
- You can use the payment receipt details for the future reference.

4.2 Instructions for Participation in the Tender for Non-Existing Supplier

The suppliers who are not registered with the Nama Group's company can use the following steps to complete their registration for applying active tenders

fender Details										
ender Title : Title of the 1 Description : Description of Tender Metho Sales Cutoff Da Pre-clarification Cutoff Da Submission Cutoff Da Site Visit Da	Tender of the Tender od Open pe Public tte 04-Mar-2022 tte 30-Mar-2022 tte	Check for the tender method	Performance Bond Required Bid Bond Required Category Sub Category Region Wilayat/City	1 Yes 1 Yes 1 Yes 2 Civil 2 Second	on Registered supplier are ligible to apply for the ender 'the tender method is Open and tender type is Public or ther	Total Tender Fee(Incl.	Tax in OMR) Tax (VAT 5%)	7000000X 7000000X		
lotes : gTIP Kindly download the ad	Ivertisement to che	ck Terms & Conditions.								
fender Advertisemen	ıt									
Title 🛆	Туре 🛆	Description	Category	Last Updated By	△ Last L	Jpdated 🛆	Usage 🛆	U	odate	Delete

Step 1 : Check for Tender details

Step 2 : Enter "CR Number" and Confirm Availability

CR number not found. Kindly register your company using below link. Name of the Company2 : XXXX/2022/101 Check Availability	
* CR Number# ** ∞∞∞∞∞ 1. Enter CR Number and 2. Click Confirm Availability Back	

Step 3 : If error message comes then click the " click here to register supplier"





Step 4 : New window will open for supplier registration

ORACLE				j) Sign In
	⊘ - 2 - Ø - 6			
	Company Contacts Addresses Questionnai Review			
Register Supplier: Contacts 🔊	Letans	Back Ne <u>x</u> t Sa	ve for Later Register	Cancel
Enter at least one contact.				
Actions View View Format Create Create Create Create Format Create	Wrap			
Name	Job Title Email	Administrative Reques Contact Acco	t User Edit unt Edit	Delete
xxxxxx, xxxxxx more contacts	3000000000(@)(X),5000(✓ ✓	/	×
Columns Hidden 7				

Step 5 : Click 2 for Adding additional contact details

Step 6 : Click "+" to create Address

ORACLE) Sign In
	Con De	pany Contacts Addresses Questionnai Review				
Register Supplier: A	ddresses			Back Next Save for Late	Register	Cancel
Enter at least one address.			0	NATION DANS A ST	1 N N N N N	
Actions • View • Format •	🕂 Create 🖉 Edit 💥 Delete 🔟 Freeze 🔛 Detach 斗 W	ар				
Address Name	Address		Phone	Address Purpose	Edit	Delete
x00000X	x00000x,x9 Click "+"			RFQ or Bidding	/	×
Columns Hidden 3	New Window opens to create address					

Step 7 : Create Address in the newly opened window

ORACLE									i Sign In
	Create Address		Mandatory to Create						
Register Supplier: A	* Address Name	xxxxxxxxxx	at least one Address	* Address Purpose	Ordering			Later Regist	ter
Enter at least one address.	* Country	Oman			RFQ or Bidding				
Actions • View • Format •	* Address Line 1	XXXXXXXX		Phone	968 🔻 1111	111111 1111111111	11111 111111111		
Address Name	Address Line 2			Fax	968 🔻 1111	111111 1111111111	11111	Edit	Delete
X00000X	Address Line 3			Email	XXXXXXXX@XXXX.XX	XX		/	×
Columns Hidden 3	* City	X0000000X							
	State	XXXXXXXX							
	Postal Code	XXXXXXXXX							
	Address Contacts								
	Select the contacts that are assoc	ciated with this address.							
	Actions View View Format	🕶 💥 🛃 🦷 Freeze 😭 Detach	🚽 🖟 Wrap						
	Name			Job Title	Email	Administrative Contact	User Account		
	No data to display.								
	Columns Hidden 4								
						Create Anoth	her OK Cancel		

ORACLE	Company Contlacts Addressee Questionna Review Details
Register Supplier: Questionnaire	Back Negt Save for Later Register Cancel
Supplier Registration New	
Attachments None	Answer all the Questions and Add attachment for required fields Questions
Section	Supplier Registration New (Section 1 of 1) * 1. Are you an SME Vendor
1. Supplier Registration New) a. Yes
	Comments If SME kindly click Yes * 2. Enter your CR humber for Registration? x0000000 * 3. CR NUMBER Expiration Date 02/04/2023

Step 8 : Click "4" to answer the Questionnaire section

Step 9 : Click "+" to add the attachments

ORACLE			🗋 🤅 Sign In
	Ø-Ø-Ø-0-0		
	Company Contacts Addresses Questionna Review Details		
Register Supplier: Questionnaire		<u>B</u> ack Ne <u>x</u> t	Save for Later Register
Supplier Registration New			
Attachments None			
Questions			
Supplier Registration New (Section 1 of 1) Section * 1 Are you an SME Vendor			
1. Supplier Registration New a. Yes a. Yes			
Attachments			×
Type * File Name or URL	Title Descriptio	on Attached By Attached Date	_
File 🗸 SME Certificate.jpg Update	SME Certificate.jpg	anonymous 02/04/2022 03:06	
Rows Selected 1 Columns Hidden 1			
			OK
* 3. CR NUMBER Expiration Date			

Step 10 : Click "5" to Review the entered details

ORACLE				🗋 (j) Sign In
	Compa Deta	Dany Contacts Addresses Questionnal Revi	5) view	
Review Supplier Registration: XXXXX	XXXXXX @		Back Negt Save for Lat	er Register Cancel
Company Details Company JOCO Tax Organization Type Corpo Supplier Type Suppl Corporate Web Site	oocooox oration iier	Verify all the details in previous sections and confirm	D-U-N-S Number Tax Country Oman Taxpayer(ID 2000000000 Tax Registration Number Note to Approver Provide any additional inecessary to supplement	"Register" for Approval
Actions View + ×	Tella Da	and the start Du	Attracted Date	
Tite Company Resulter off	litle De	escription Attached By	Attached Date	
Columna Hiddon 1	Company Broucher.pdf	anonymous	02/04/2022 02:40	

Step 11 : Click "OK " to Confirm the registration

ORACLE	۵	(j)	Sign In
Yo	Confirmation Click " OK " for Confirmation our registration request was submitted. You will receive an email after your registration request is reviewed.		

Step 12: Once Registration is verified & approved by Supplier Administrator, you will get e-mail notification on your register Supplier Contact E-Mail ID.(Eg. Is Shown below)



4.2.1 Instructions to pay for online bidding fees.

Step 1 : Check Payment Details

Tender Fee Payment Page	
C R Number	200000000
Supplier Name	
Contact Name	000000,00000000000000000000000000000000
Email * Contact Number	000000000@0000000
Contact Multiper	
⊗TIP Payment Recei	pt will be sent to this email id. If Imm and Pay Futer the required details for paying tender fee and click Confirm and Pay*

Step 2: Enter Contact Details

Payment Details ×	+		~	-	٥	×
← → C (https://ococococococococococococococococococo		000000000000000000000000000000000000000				
		Payment Details				
		DIT				
		1843985680482				
		Order Id				
		X000000X				
		Currency				
		OMR				
		Amount				
		x0000000				
		Billing Name				
		2020202,202020202000				
		Billing Tel				
		-				
		Billing Email				
		Pay				

Step 3 : Enter Card Details

- → C · https://ooooooooooooooooooooooooooooooooooo	200000000000000000000000000000000000000		•• · · · · · · · · · · · · · · · · · ·
	بنك مسقط 🗙		
	k ward and ward a set of the set		
	Name of the Company		1
	Order No.	Amount Payable	
	XZXZXZXZXZXX	OMR :xxxx.xxx	
	Pay by Card		
	_		C
	Card Number		
	***	VISA	
	Expiry Date CVV		
	May (05) 🔹 2025 🔹	576	
	OMR : XXXX.XXX	Enter the card details	
	Make Payment Cancel	and make payment for the selected tender	

← → C ▲ https:///////////////////////////////////	200000000000000000000000000000000000000	ର୍
	Receipt Details	
Contraction of the Contraction o	Order Status	
Save the Payment	Success	
for the future reference	Order ID	
	XZXZXZXZZZ	
	Amount	
	2000(-200(
r	Status Message	
	ACCEPT	
	Reference Number	
	XXXXXXXXZXZX	
	Tracking ID	
	XZXZXZZXZXZ	
	Transaction Date	
	XX-XX-XXXX	
	Ok	

Step 4 : Receipt details for future reference

Note:

• Once the payment has been done successfully, supplier will get the payment confirmation immediately on the website & also payment receipt will be sent through e-mail.

- The Tender Documents will be sent to registered supplier contact email-id.
- You can use the payment receipt for future references

Sample Receipt received through mail

Logo	V/	AT Registration No.:		
	Cash Recei	pt Voucher		
Customer: Name of	f the Supplier	Receipt Number:	xxxx	
		Date:	xx-xx-	-xxxx
				RO
Particulars				Amount RO
		1 10 10 1		
Being amount receive	d towards sale of Tender docume	nt copy as per the below:		XXX.XX
Being amount receive Tender Number:	d towards sale of Tender docume xxxxx/2022/106	nt copy as per the below:		XXX.XX
Being amount receive Tender Number: Tender Description:	d towards sale of Tender docume xxxx/2022/106 Description of Tender	nt copy as per the below:		XXX.XX
Being amount receive Tender Number: Tender Description: Last date for Tender Submission:	d towards sale of Tender docume xxxx/2022/106 Description of Tender Cut off date for submission	nt copy as per the below:		XXX.XX
Being amount receive Tender Number: Tender Description: Last date for Tender Submission: VAT 5%	d towards sale of Tender docume xxxx/2022/106 Description of Tender Cut off date for submission	nt copy as per the below:		XXX.XX

4.2.2 Instructions to Apply for free of cost tender sale.

Step 1 : Select the Tender and click "Apply"

ctive Tenders Tend	der History				
Kindly find below the L	ist of Floated Tenders				Free of cost tender sale
Kindly find below the L	ist of Floated Tenders	Tau das Matha d	Last Data of Duning	Submission Deadline	Free of cost tender sale
Kindly find below the L Floated Tenders Tender Number	List of Floated Tenders	Tender Method	Last Date of Buying	Submission Deadline	Free of cost tender sale TotalTenderFee(Incl.5% Tax) De ments Apply
Kindly find below the L Floated Tenders Tender Number XXXX /2022/003	Store Floated Tenders Tender Title Title of the Tender	Tender Method	Last Date of Buying 27-Feb-2022	Submission Deadline 14-Feb-2022	Free of cost tender sale TotalTenderFee(Incl.5% Tax) Dr ments Apply 210.000 () () ()

Step 2 : Enter CR number and Click " Confirm Availability"

Name Check Availability * CR Number# ** XXXXXXXX Confirm Availability	of the Company : Enter O Click co Back	XXXXX /2022/001 ZR number and onfirm availability		
Tender Details Tender Title : Description :				
Tender Method Tender Type Sales Cutoff Date Pre-clarification Cutoff Date Submission Cutoff Date Site Visit Date	Open Public 20-Mar-2022 17-Apr-2022 29-May-2022	Performance Bond Required Bid Bond Required Category Sub Category Sub Category Region Wilayat/City	Yes Yes Consultancy Excellent	Total Tender Fee(Incl. Tax in OMR) 0 Tax (VAT 5%) 0

Step 3 : Enter CR number and Click " Confirm Availability"

	- **
Ca Confirmation Suppler details available, Kindly Proceed to payment.	
Check Availability	
* CR Number# ** xxxxxxxxx Contine Availability Back Contine Availability Back	
Supplier Details Supplier Number Supplier Name Apply xxxxx Name of the supplier i Aggly	

Ste	3 4 :	: New	window	appears	and Search	contact	name and	l add
-----	--------------	-------	--------	---------	------------	---------	----------	-------

ORACLE					î	٥
	C F Suppi	R Number XXXXXXXXXX lier Name XXXXXXXXXX				
	* Contac	* Email ct Number	2			
	Search and Select List of Values - Work - Microsoft Ed	dge	-	0 X 		
	Search and Select: Contact Name		Cance	Select		
	To find your item, select a filter item in the pulldown lis Search By Contact Name	st and enter a value in the text field, then se	lect the "Go" button.			
	Results	imali Addraaa	Contact Number			
	Select Contact Name	XXXXXXX	XXXXXXXXXX			

•	11.7		
DRACLE [®]		â	•
	C R Number 200000000 Supplier Name 200000000		
	Contact Name I zoococcox SI Q Email zoococcox Contact Number zoococcox		
	⊗TIP Payment Receipt will be sent to this email id. Supplier can check the contact details and click Apply for the Tender (Free of Cost Tender Sale) Apply for the Tender		

Step 5 : Check the contact details and Click " Apply for the Tender"

5. Procedures for the Submission of Tenders.

5.1 Instructions relating to the tendering process.

- Once the sales cut-off date is reached, Supplier will be provided access in the system to submit the tender response for both Technical and Commercial assessments.
- You are advised to check your supplier portal frequently for further notifications regarding the BID Submission & the Status of the tender.

Supplier will get the Notification in the registered email and an example is shown

below:

Supplier will get notification in	Tender Invitation Title of the Tender
Registered Email and in Supplier Login	Setup Enterprise
	RFC XXXXX222101 Preview 24/022 6:54 PM
	Open: 24/22 6:34 PM Closes 24/22 2:43 PM Description of the Tender
	Supplier kanzakana
	Supprer Connect: xy22yaby2 xxx Acknowledge By 21422 7:34 PM
	24/22 9 11 PM
	Task Completed - Accept Invitation 2x422 6.34 PM Assigned to xyxxyxxxx xxx
	Submitted by

6. Procedure to Submit Online Quotations.

6.1 Instructions for submitting quotes through the provider portal.

Step 1: Open the Supplier URL & enter login details provided by the buyer

Sign	In
Ora	Icle Applications Cloud
User Access details Will be sent to the registered mail id	Company Single Sign-On or Tor Forget Passeod Sign In Click "Sign In" CRACLE

Note: You can refer your email for the Supplier URL & Login Credentials

Step 2: Enter the login Page

ORACLE		Click to go home page	
	Good evening, xxxxxxx xxxxxxxxxxxx		Click here to view notification from buyer
	Supplier Portal Tools Others		
	APPS		
	Click Supplier Portal to respond the quote		

Step 3: Click the recent activity

ORACLE				P 🗘 📉~
Supplier Portal				
Search Tenders Tender Tender Tender Tender Tender Click "View Active Tenders Under To know the details of tender to know the details of tender to know the details of tender Tend	Requiring Attention	Recent Activity Last 30 Days Negotiation invitations 1	Click "Negotiation" invitations" to enter the responding page	⊙ *
	Supplier News	5		

ORACLE		1 (lick " áction"	۵	Þ 🐧	XX ¥
RFQ: XXXX/2022/101	Supplier can Acknowledge the Participation	2. Click "Respond" 3. Click "Acknowledge	Messages Create Response	Actions T	Done
Currency = Rial Omani			Acknowledge Participation	Respond	Time
			Create Response	Analyze	
Title	Title of the Tender	Open Dat	8 2/4/22 0.34 PM	View	•
Status	Active (Locked)	Close Date	e 4/28/22 8:03 AM		
Time Remaining	82 Days 12 Hours				
					•
Table of Contents Cover Page					
Cover Page					

Step 4 : Click the "Actions " > "Respond" > "Acknowledge Participation"

Step 5 : Click the "Create Response"

ORACLE	△ ₽ ₽ ₩~ 1
RFQ: XXXX/2022/101	1. Click " Action" 2. Click " Respond" Messages Create Response Actions Done
Currency = Rial Omani	3. Click "Create Response" Acknowledge Participation Respond
Title Title of the Tender Status Active (Jocked) Time remaining for	Open Date 47827839 M
Time Remaining 82 Days 12 Hours	
Table of Contents Cover Page	
Cover Page Overview Requirements Lines	*

Step 6: Accept Terms and Conditions

ORACLE Accept Terms and Conditions	Click to accept the terms and conditions for submitting the Submitting Carcel
Accent the following larme and countilings before correcting to this lander	Quotes
Accept the following terms and containons bende responding to this termer.	
By Creating this Quotation, I agree to abide by the rules and regulations of Nama Holding and all its Subsidiaries.	

Step : 7 Enter the required details in "Overview" Section

ORACLE	
	1 - 2 - 3 - 4 Overvierfigegient lines Brakew
Create Response (Quote 73006): Overview 🕐	Messages Respond by Spreadsheet V Actions V Back Negt Save V Submit Cancel ancel
	Last Saved 2/4/22 7:29 PM Time Zone Coordinated Universal Time
Title Title of the Tender	 Two stage evaluation
Close Date 4/28/22 8:03 AM	Time Remaining 82 Days 12 Hours
General	
Supplier x0000000000	Response Type 🕡 Primary
Tender Currency OMR	Alternate
Response Currency OMR	
Price Precision 3 Decimals Maximum	Reference Number
Response Valid Until 4/30/23 8:04 AM	Note to Buyer Additional Information can be given to the buyer
	Attachments None 🕂



ORACLE	
	1 2 - 3 - 4
Create Response (Quote 73006): Requirements ⊘	OverviewRequire 11 time Franken
	Last Saved 24/22 7:39 PM Time Zone Coordinated Universal Time
Time Remaining 82 Days 12 Hours Reg	uirements of the buyer will be asked in the form of Close Date 4/28/22 8 03 AM
Section 1. General	Section 1. General V
 Quality Control and Quality Assurance Plan (with certificates) a Yes 	Suppliers need to check all the sections and answer all the questions with attachment (if required)
* Response Attachments None	

Step : 9 Adding attachments to the required information

		OverviewRequirer										
Create Response (Quote 73006): Requirements (Messages	Respond by Spreadsheet	•	Actions v	Back	Ne <u>x</u> t	Save		Sub <u>m</u> it <u>C</u>	ancel
									Time	Zone C	Last Saved	ziaizz (:3 Jniversal
	to prove production and the				12.18					<i>6</i> 0		
Time Remaining 82 Days 1	12 Hours					Close Da	te 4/28/2.	2 6:03 AM				
Section 1. General											Section 1. G	eneral 💙
1. Quality Control and Quality Assurance Plan (with certificates) (a Yes		click " +" to add attachme	nt							E	valuation St	age Tech
* Response Attachments SME Certificate jog	Attachments	1										×
b. No Comments Click "+" New window opens for adding	Actions - View -	+ ×										
Attachment	Туре	Title *	File Name or	URL		Descriptio	m	At	ttached B	y	Attached D	ate
* 2. Do you have DCRP license? If Yes attac de License Certificate?	File 🗸	1632377932349.jpg D0	CRP Certificate.	png Update				xx		xxx	2/4/22 7:55 F	м
a. Yes	Rows Selected 1	Columns Hidden 1										
b. No											OK	Cancel
* 3. Bid Bond Mandatory for this Tender					_							
A Yes Response Attachments None												
🔿 b. No												
Comments												

Step : 10 Click 3 to Create Response

ORACLE	_						⊐ ¢⁰ [XX 🗸
Quote your Resp price in the Sect	ion 1 -	2 3	4					
Create Response (Quote 73006): Lines ②	Overview	Messages	Respond by Spre	adsheet 💌 🗛	tions V Back	Next Save Subm	it Cancel 2	ancel
Currency = Rial Omani						L Time Zone Co	ast Saved 2/4/22 8 ordinated Universa	8:10 PM sal Time
Time Remaining 82 Days 11 Hours					Close Date 4/28	8/22 8:03 AM		
Actions 👻 View 👻 Format 👻 🥒 Freeze 🔛 Detach 📰 👘 😭 🐢	Wrap							
Line Description	Required Details	Category Name	Response Price	Target Quantity	Response Quantity U	IOM Line Amount	Promised Delivery Date	
1 Preventive Maintenance for 11KV Auto Recloser Update - Test 2		Default	xxxxxxxxx (1,000	1,000 E	ach XXXXXXXX	5/31/22	•
Rows Selected 1 Columns Hidden 9								
Grand Totals								
All response lines are included. Response Amount 8,888,000.000								

Step : 11 Click "Review" to check the entered values

ORACLE		白 P 🧈 🖂~
	1 - 2	2 · 3 ·
Barrian Barranan Onata Taoné	OverviewRequi	
Keview Kesponse: Quote /3006 ()		Messages Respond by Spreadsheet V Actions V Back Next Save V Submit Cancel
Currency = Rial Omani		Last Saved 2/4/22 8:21 PM Time Zone Coordinated Universal Time
Title Title of the Tender		Two stage evaluation
Close Date 4/28/22 8:03 AM	Time Remai	maining 82 Days 11 Hours
Overview Requirements Lines		
General		
Supplier x0000000000	Response Type	je Primary
Tender Currency OMR	Reference Number	ar
Personal Currency OMD	Note to Buyer	Additional Information can be given to the buyer

Step : 12 Click "Action" > "Validate" to check the entered values

ORACLE		1 - 2) - 3 🕢 _		△ ┍ ╺┛ ∞~
Review Response	e: Quote 73006 ⊘	OverviewR	Respond by Spreadsheet X Ac	tions ▼ <u>B</u> ack Ne <u>x</u> t	Save ▼ Sub <u>m</u> it <u>C</u> ancel <u>Cancel</u>
Currency = Rial Omani Overview Requirements General	Title Title of the Tender Close Date 4/28/22.8:03 AM	Time Rema	✓ Two stage evaluation ning 82 Days 11 Hours	View Tender View Response PDF Validate	Lett Saved 2/422 8:21 DM Time Zone Coordinated Universal Time 1. Click "Actions" and 2. Click Validate
Supplier	X00000000X	Response Type	Primary		
Tender Currency	OMR	Reference Number			
Response Currency	OMR	Note to Buyer	Additional Information can be given to the buyer		
Price Precision	3 Decimals Maximum		//		
Response Valid Until	4/30/23 8:04 AM	Attachments	vone		

Step : 13 Click "Ok" for Confirmation and click "Submit"

ORACLE		
Review Response: Que	ote 73006 🕐	OverviewRequirer i next: Beview Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel Cancel
Currency = Rial Omani	×6.070	Les saree zw.2 8:29 PM Time Zone Coordinated Universal Time
	Title Title of the	Tender Two stage evaluation
Clo	ose Date 4/28/22 8:	3 AM Time Remaining 82 Days 11 Hours
Overview Requirements Lines	s Response	mation × 1. Click "OK" for Confirmation
General		ок
Supplier x000000	00000	Response Type Primary
Tender Currency OMR		Reference Number
Response Currency OMR		Note to Buyer Additional Information can be given to the buyer
Price Precision 3 Decin Response Valid Until 4/30/23	nals Maximum 8 8:04 AM	Attachments None

Step : 14 Click "Ok" for confirmation

ORACLE									Þů	XX ~
RFQ: XXXX/2022/	/101		Section Confirmation		×		Messages	Create Response	Actions v	Done
Currency = Rial Omani	Title Status Time Remaining	Title of the Tender Active (Locked) 82 Days 11 Hours	The response 73006 to submitted.	tender XXXX/2022/101 was	ОК	Open Date Close Date	2/4/22 6:34 4/28/22 8:0:	Time Zone C PM 3 AM	Coordinated Uni	iversal Time
Table of Contents	Cover Page									لغا
Cover Page Overview										*

Step : 15 Click "Supplier Portal"

ORACLE		Click to go home page	
	Good evening, xxxxxx xxxxxxxxxxxxxx		Click here to view notification from buyer
	Supplier Portal Tools Others		
	A995		
	Click Supplier Portal to respond the quote		

Step 16: Click "Manage Responses"

ORACLE				습 며 🕫	×× ~
Supplier Portal					
Search Tenders V Tender Number V	्				
Tasks					1
Tenders • Vew Active Tenders Manage Responses Click * Manage responses* to Revise the Quote(If needed)	Requiring Attention	Recent Activity Last 30 Days Negotiation invitations 1	~		
	Supplier News				

Step 17 : Click "Responses"

Manage Responses				Done
		17 15 16 16 16 18 18 18 18 18 18 18 18 18 18 18 18 18	Time Zone Coordinated Un	niversal Time
Agearch	dvanced Manage Watchli	ist Saved Search	Active or Draft Responses	~
			** At least on	e is required
** Tender Title ** Response Status	Active or draft 🗸 🗸			
** Tender Line Description				
** Response				
			Search Reset	t Save
Search Results				
Revising a dr Click Response Number to view the				
Actions				
Response Tender Tender Title	Tender Type	Time Remaining	Unread M Messages M	Ionitor
73006 Active XXXXX222/101 Tille of the Tender	RFQ	82 Days 11 Hours	0	${\color{black} \succeq}$

Step 18 : Click "Revise" for resubmit the Quote

ORACLE	
Quote: 73006 (RFQ XXXX/2022/101)	Messages Revise Actions V Done
Currency - Rial Omani	
Title Title of the Tender	Time Remaining 82 Days 11 Hours Close Date 4/28/22 8:03 AM
Response Status Active Overview Requirements Lines	
Supplier x000000000	Response Type Primary Reference Number Note to Buyer Additional Information can be given to the buyer
Supprier Contact accosso accosso, accosso Response Currency OMR Price Precision 3 decimals maximum	Attachments None
Response Valid Until 4/30/23 8:04 AM	

Step 19 : The Steps from 7 to 14 is to be repeated

ORACLE	
	OvervierRequiren Lines Review
Create Response (Quote 73007): Overview ⑦	Messages Respond by Spreadsheet V Actions V Back Next Save V Submit Cancel
	Last Saved 2/4/22 8:58 PM Time Zone Coordinated Universal Time
	and and the first of the second se
Title Title of the Tender	✓ Two stage evaluation
Close Date 4/26/22 8:03 AM	Time Remaining 82 Days 11 Hours
General	
Supplier x0000000000 If th	e Quote is to be resubmitted based Response Type Primary
Tender Currency OMR on ti	ne policy and Terms and condition of
Response Currency OMR	
Price Precision 3 Decimals Maximum The repe	answers for all the sections is to be Reference Number
Response Valid Until 4/30/23 8:04 AM	Note to Buyer Additional Information can be given to the buyer
	Attachments None 🕂

Instruction to Supplier : The Quote submission process is completed and after assessment the mail will be received from the company for the status of the Tender. Hence, Supplier need to check the email frequently.

7. Procedure for Notifying Publication of the Award.

Notification will be received through user active login mail regarding the status of award

Step : 1 Click Notification icon to view award details

$\leftrightarrow \rightarrow c$	Award Decision for Negotia	tion XXXX/2022/101 (5,00	0,000.000 OMR) Was Approved - Goog	gle Chrome		- 0		⊜	Incognito (2)
🔶 Home Page	https://fa-eubj-test-sa	asfaprod1.fa.ocs.oracl	ecloud.com/fscmUI/faces/adf.task	<-flow?tz=Asia%2FDubai&	df=medium&dt=both&tf=short≶=	en&cy=US&bpmWo	k Q	»	🛛 🗄 Reading list
	Edit Award Decision for Ne	egotiation XXXX/	2022/101 (5.000.000.000	OMR) Was Approve	d	Dismiss Actions		how All	🤨 👰 🗸 🕯
Overview Manage	4 Dotails	-9			-				
Automatic Currency = Rial C	Assignee From Assigned Date Expiration Date Task Number	xxxxxx xxxxxx 05/02/22 01:21 AM 07/03/22 01:21 AM 208580	Company Tender Title Tender	Setup Enterprise Title of the Tender XXXX/2022/101	Close Date 05/ Total Award Amount x Total Savings Amount !	02/22 01:13 AM XXXXXX OMR XXXXXXX OMR		s ago s erday	
A Recomme Award by Su	Comments No data to display Awarded Lines View Color		Supplie	r will be communicated wit ce the Approval process cor	h LOA/ LOR npleted			s erday s erday	
	Line Item	Description	Supplier Supplier Site	Award Quantity UOM Nam	e Current Price Award Pric (OMR) (OMF	e Award Amount R) (OMR) A	mour	erday	
	1 11 KV 17112	Preventive Main	X2X2X2X2XZ	1,000 Each	10,000.000 5,000.00	0 5,000,000.000	5,000	s items	
	▲ History								

8. Procedure to Submit Online Message.

Step 1 : Use the Supplier portal login and enter the home page

ORACLE	
Welcome, issa.sh.alazri@omanairports.com issa.sh.alazri@omanairports.com (?)	
	8
You have a new home page! Open it with the home icon or the company logo. You can continue to access this page by selecting the My Dashboard item in the navigation menu.	

Step 2 : Click Supplier portal

	ΔP	Ĉ‰	15 🗸
Supplier Portal Taola Othera			
APPS			
Supplier Portal			

Step 3 : Click View Active Tender

Supplier Portal			
Search Tenders V Tender Number V	٩,		
Tasks			6
Contracts and Deliverables Manage Contracts Manage Deliverables Tenders View Active Tenders Manage Responses Auctions from Seller View Active Seller Auctions Manage Seller Auction Bids	Requiring Attention	Recent Activity Last 30 Days Negotiation responses awarded or rejected 1	
	Negotiation Responses Negotiation Messages		

Step 4 : Click View Active Tender

Supplier Portal			
Search Tenders V Tender Number V	् ् ्		A PETERS A BARA BARA
Tasks			6
Contracts and Deliverables Manage Contracts Manage Deliverables Tenders View Active Tenders Manage Responses Auctions from Seller View Active Seller Auctions Manage Seller Auction Bids	Requiring Attention	Recent Activity Last 30 Days Negotiation responses awarded or rejected 1	
	Negotiation Responses Negotiation Messages		

Step 5 : Click the Tender Number

Search Results									
Actions View View Form	nat 🔻 🔟 Freeze 📓 Detach 🚽 Wrap	Accept Terms	Acknowledge Pa	rticipation	eate Response				
Tender	Title		Tender Type	Time Remaining	Close Date	Your Will Responses Parti	Unread icipate Messages	View PDF	Response Spreadsheet
MJEC/2022/015-2	Testing for Re-Round - RFQ 015-2		RFQ	16 Days	30/04/22 11:10 AM	0	0		狎
Columns Hidden 4									

Step 6 : Click the Message icon

ORACLE			
RFQ: MJEC/2022/015-2		Messages	Create Response Actions V
Currency = Rial Omani			Time Zone Gulf Standard Time
Title	Testing for Re-Round - RFQ 015-2	Open Date	28/02/22 12:52 PM
Status	Active (Locked)	Close Date	30/04/22 11:10 AM
Time Remaining	16 Days		

Step 7 : Click the "+" symbol to create Message

Online Messages (RFQ MJEC/2022/015-2) ⑦				
		Time Zone Gulf Standard Time		
Title Testing for Re-Round - RFQ 015-2	Status	Active (Locked)		
Time Remaining 16 Days	Close Date	30/04/22 11:10 AM		
Messages				
Actions 🗸 View 👻 Format 👻 🕂 🛱 🥅 Freeze 📓 Detach 🧮 🏗 🔛 📣 Wrap				
Subject	Status From	To Date		

ORACLE	Send Message	
Online Messages (RFQ MJEC/202	To Nama Group of Companies	Printable Page
	Subject Clarification regarding	Time Zone Gulf Standard Time
т	Helvetica 🗸 2 A V 🔊 🕾 🗾 🐼 🛄 V	Active (Locked)
Time Remaini	B I 型 S₂ S² S ■ ■ ■ ≡ ≡ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	30/04/22 11:10 AM
lessages	Dear Buyer,	
Actions 🔻 View 🔻 Format 💌 🕂 📮 🔟 F	Enter the details for getting clarification	
Subject		To Date
	* Message Enter the body of the message	
	Attach the attachment if any required Attachments None + Click Send to submit Send Cancel	

Step 8 : Complete the required details and click send

9. Procedure to view the Online Message.

Step 9 : Click the notification icon in the supplier login page

ORACLE				0 þ 📬	15 ~
0 000					
	Supplier Portal	Tools Others			

Step 10 : Click the notification message





Online Me	essage for Negotiation	RFQ MJEC/202	2/015-2 (Testing for F	Re-Round - RFQ 015	-2) Was Rec Dismiss	
					Time Zone Gulf Standard Time	
▲ Details						
Assignee	issa.sh.alazri@omanairports.com issa.sh.alazri@omanairports.com	Company	Nama Group of Companies	Preview Date		
From	Nama Group of Companies	Tender Title	Testing for Re-Round - RFQ 015-	-2 Open Date	28/02/22 12:52 PM	
Assigned Date	14/04/22 11:08 AM	Tender	MJEC/2022/015-2	Close Date	30/04/22 11:10 AM	
Expiration Date	14/05/22 11:08 AM					
Task Number	214301					
 Recommended Actions Print or reply to this message. Message Details Subject Re: Clarification regarding Dear Supplier Kindly find the details 						
 Related View Mess View Tend 	Click View Messag details for replying the message I Links sage Details er: MJEC/2022/015-2	e 3				

Step 4 : To reply to the message follow the steps from 1 to 8

10.End of the Procedure

End of the Procedure