



**DO.070 USER TRAINING MANUAL -
SUPPLIER**

**ORACLE CLOUD
E-TENDERING /
SOURCING SOLUTION**



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I Document Control

I.I Change Record

Date	Author	Version	Change Reference
26 -Jan -22	Mr. Thirumalai Kannan K	Draft	Initial Version
29- Jan-22	Mr. Thirumalai Kannan K	V1	Alignment Changes
30- Jan-22	Mr. Thirumalai Kannan K	V2	Reviewer position, Removal of name in the Screenshot
22- Feb-22	Mr. Thirumalai Kannan K	V3	Additional information on online payment

I.II Reviewers

Name	Position
Mr. Hamood Al Bulushi	Project Manager, NSS
Mr. Nasr Al Abri	SCM Lead, NSS
Mr. Nagarajan P	Project Manager, 4iapps
Mr. Shantha Kumar S	Solution Architect, 4iapps

I.III Distribution

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

Note To Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy 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:

Active Tenders | Tender History

Kindly find below the List of Floated Tenders

Floated Tenders

Tender Number	Tender Title	Tender Method	Last Date of Buying	Submission Deadline	TotalTenderFee(Incl.5% Tax)	Documents	Apply
XXXX/2022/103	Title of the Tender	Closed	05-Feb-2022	29-Apr-2022	0		
XXXX/2022/101	Title of the Tender	Open	06-Feb-2022	28-Apr-2022	94500.000		
XXXX/2022/96	RFQ 10/2022/96	Open	07-Feb-2022	17-Feb-2022	105.000		

Step 2 : Click "Active Tenders"

Organization Name:

Active Tenders | Tender History

Kindly find below the List of Floated Tenders

Floated Tenders

Tender Number	Tender Title	Tender Method	Last Date of Buying	Submission Deadline	TotalTenderFee(Incl.5% Tax)	Documents	Apply
XXXX/2022/103	Title of the Tender	Closed	05-Feb-2022	29-Apr-2022	0		
XXXX/2022/101	Title of the Tender	Open	06-Feb-2022	28-Apr-2022	94500.000		
XXXX/2022/96	RFQ 10/2022/96	Open	07-Feb-2022	17-Feb-2022	105.000		

Steps 3 : Click "Apply"

Organization Name:

Active Tenders | Tender History

Kindly find below the List of Floated Tenders

Floated Tenders

Tender Number	Tender Title	Tender Method	Last Date of Buying	Submission Deadline	TotalTenderFee(Incl.5% Tax)	Documents	Apply
XXXX/2022/103	Title of the Tender	Closed	05-Feb-2022	29-Apr-2022	0		
XXXX/2022/101	Title of the Tender	Open	06-Feb-2022	28-Apr-2022	94500.000		
XXXX/2022/96	RFQ 10/2022/96	Open	07-Feb-2022	17-Feb-2022	105.000		

Steps 4 : View the Tender details

Tender Details

Tender Title : [Title of the Tender](#)

Description : Description of the Tender

Tender Method	Closed	Performance Bond Required	No	Total Tender Fee(Incl. Tax in OMR)	0
Tender Type	Selective/ limited	Bid Bond Required	No	Tax (VAT 5%)	0
Sales Cutoff Date	05-Feb-2022	Tender Grade Category	Specialized		
Pre-clarification Cutoff Date	28-Feb-2022	Tender Grade	Specialized		
Submission Cutoff Date	29-Apr-2022	Region	South-Batinah		
		Wilayat/City	Wadi Al-Maawil		

Notes : Write any additional information to be published in Website for Supplier information

TIP Kindly download the advertisement to check Terms & Conditions.

Tender Advertisement

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Tender Document.pdf	File		Miscellaneous	SRCADMIN	04-Feb-2022	One-Time		

Supplier can
1. View the tender details
2. Download attachments

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

The screenshot shows a yellow error banner at the top with a red 'X' icon. The text reads: "Error: This Tender is only for the Invited suppliers. Kindly contact procurement team for more details". A callout box points to this message with the text: "The information message will pop up 1. If supplier is not eligible for the tender 2. If CR number is not available". Below the banner, the page title is "Mazon Electricity Company SAOC : XXXX/2022/103". The section is titled "Check Availability" and contains a text input field for "CR Number# **" with a masked value "XXXXXXXXXX". There are two buttons: "Confirm Availability" and "Back". Below this is the "Tender Details" section, which includes "Tender Title : Title of the Tender", "Description : Description of the Tender", and "Tender Method Closed". At the bottom, it states "Performance Bond Required No".

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

The screenshot shows a yellow confirmation banner at the top with a green checkmark icon. The text reads: "Confirmation: Supplier details available. Kindly Proceed to payment." Below the banner, the page title is "Name of the Company : XXXX/2022/101". The section is titled "Check Availability" and contains a text input field for "CR Number# **" with a masked value "XXXXXXXXXX". There are two buttons: "Confirm Availability" and "Back". A callout box points to these buttons with the text: "1. Enter CR Number and 2. Click Confirm Availability". Below this is the "Supplier Details" section, which is currently empty.

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

The screenshot shows a yellow error banner at the top with a red 'X' icon. The text reads: "Error: This Tender is only for the Invited suppliers. Kindly contact procurement team for more details". A callout box points to this message with the text: "The information message will pop up 1. If supplier is not eligible for the tender 2. If CR number is not available". Below the banner, the page title is "Name of the Company : XXXX/2022/103". The section is titled "Check Availability" and contains a text input field for "CR Number# **" with a masked value "XXXXXXXXXX". There are two buttons: "Confirm Availability" and "Back". Below this is the "Tender Details" section, which includes "Tender Title : Title of the Tender", "Description : Description of the Tender", and "Tender Method Closed". At the bottom, it states "Performance Bond Required No".

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

The screenshot shows a yellow confirmation banner at the top with a green checkmark icon. The text reads: "Confirmation: Supplier details available. Kindly Proceed to payment." Below the banner, the page title is "Name of the Company : XXXX/2022/101". The section is titled "Check Availability" and contains a text input field for "CR Number# **" with a masked value "XXXXXXXXXX". There are two buttons: "Confirm Availability" and "Back". Below this is the "Supplier Details" section, which includes "Supplier Number" and "Supplier Name", both with masked values "XXXXXXXXXX". There are two buttons: "Apply" and "Make Payment". A callout box points to the "Make Payment" button with the text: "Click 'Make Payment' for paying tender fee through on-line mode". Below this is the "Tender Details" section, which is currently empty.

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 XXXXXXXXXX
Supplier Name XXXXXXXXXX
* Contact Name XXXXXXXXXX
* Email XXXXXXXXXX@XXXXXXXX
* Contact Number --

TIP Payment Receipt will be sent to this email id.

Confirm and Pay

Enter the required details for paying tender fee and click "Confirm and Pay"

Step 6 : Enter Contact Details

Payment Details

TID
16438588482

Order Id
XXXXXXXX

Currency
OMR

Amount
XXXXXXXX

Billing Name
XXXXXXXXXXXXXXXXXXXX

Billing Tel

Billing Email
XXXXXXXXXXXX@XXXXXXXX

Pay

Step 7 : Enter Card Details

bank muscat

Name of the Company

Order No.
XZXZXZXZXZX

Amount Payable
OMR : xxxx. xxx

Pay by Card

Card Number
**** * * * * * * * * * * VISA

Expiry Date
May (05) 2025

CVV

OMR : XXXX.XXX

Make Payment Cancel

Enter the card details and make payment for the selected tender

Step 8 : Receipt details for future reference

Save the Payment Receipt details for the future reference

Receipt Details
Order Status
Success
Order ID
XXXXXXXXXX
Amount
XXXX.XXX
Status Message
ACCEPT
Reference Number
XXXXXXXXXX
Tracking ID
XXXXXXXXXX
Transaction Date
XX-XX-XXXX
Ok

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

Step 1 : Check for Tender details

Tender Details

Tender Title : Title of the Tender

Description : Description of the Tender

Tender Method : **Open** (Check for the tender method)

Tender Type : **Public** (Non Registered supplier are eligible to apply for the tender. If the tender method is Open and tender type is Public or Other)

Performance Bond Required : Yes

Bid Bond Required : Yes

Sales Cutoff Date : 04-Mar-2022

Pre-clarification Cutoff Date : 24-Mar-2022

Submission Cutoff Date : 30-Mar-2022

Site Visit Date

Category : Civil

Sub Category : Second

Region

Wilayat/City

Total Tender Fee(Incl. Tax in OMR) : xxxxxxxx

Tax (VAT 5%) : xxxxxxxx

Notes :

TIP Kindly download the advertisement to check Terms & Conditions.

Tender Advertisement

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
123.2021 مشكروہ افکار میں.pdf	File		Miscellaneous	xxxxxxxxxx	28-Feb-2022	One-Time		

Step 2 : Enter "CR Number" and Confirm Availability

Error

CR number not found. Kindly register your company using below link.

Name of the Company : XXXX/2022/101

Check Availability

* CR Number# ** : xxxxxxxx

1. Enter CR Number and
2. Click Confirm Availability

Error message will pop up for new suppliers

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

Supplier Registration Link

TIP If you have already created the supplier details in cloud kindly wait for sometime for it to reflect in the portal.

[Click here to Register Supplier](#)

If CR Number is not available,
Click
"Click here to Register Supplier"

Step 4 : New window will open for supplier registration

ORACLE

1 2 3 4 5
Company Details Contacts Addresses Questionnaire Review

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Company : xxxxxxxxxxxx

* Tax Organization Type : Corporation

Supplier Type : Supplier

Corporate Web Site : _____

* Attachments : [Company Brochure.pdf](#)

Attach the required documents.

D-U-N-S Number : _____

Tax Country : Oman

Taxpayer ID : xxxxxxxxxxxx

Tax Registration Number : _____

Note to Approver : Provide any additional information you feel is necessary to supplement your registration.

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name : xxxxxx

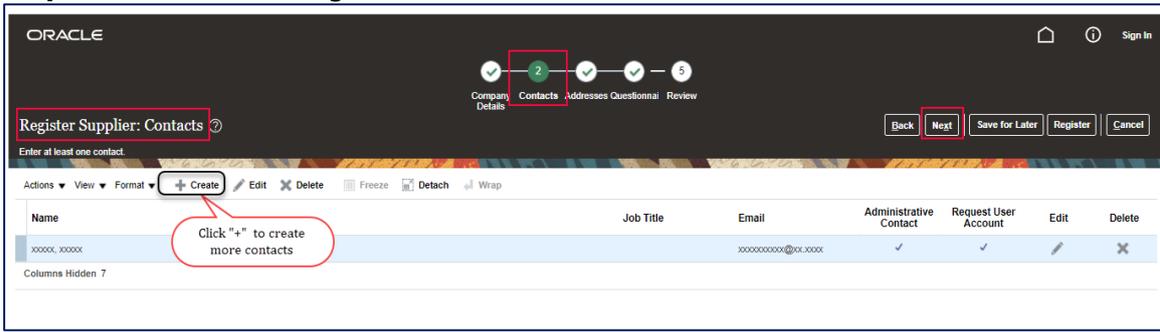
* Last Name : xxxxxx

* Email : xxxxxxxxxxxx@ocl.xxxx

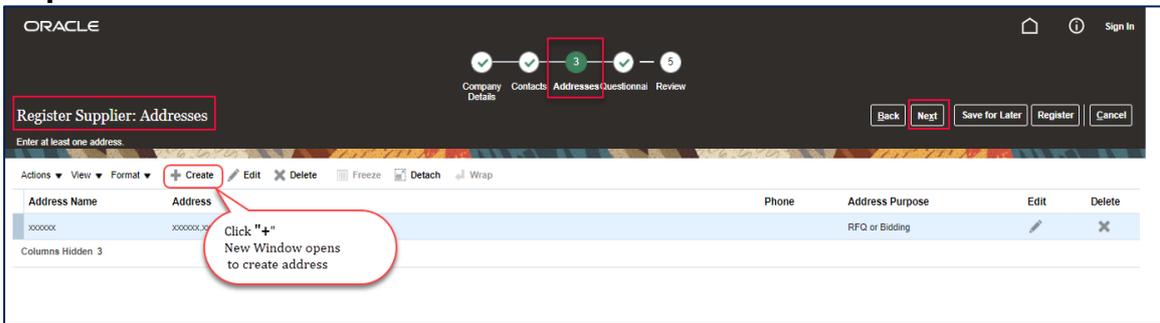
* Confirm Email : xxxxxxxxxxxx@ocl.xxxx

Enter the required information in ALL mandatory fields

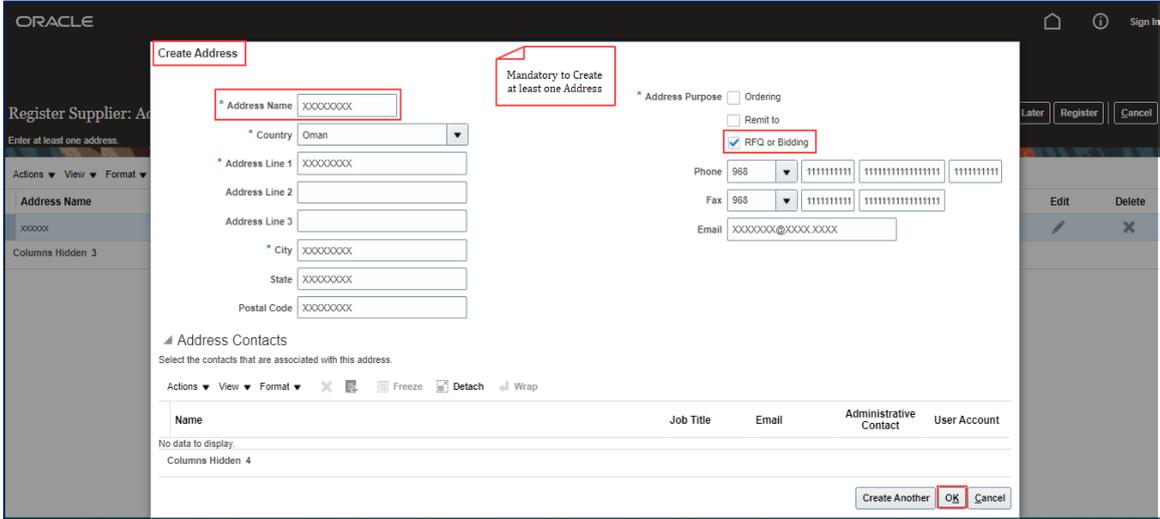
Step 5 : Click 2 for Adding additional contact details



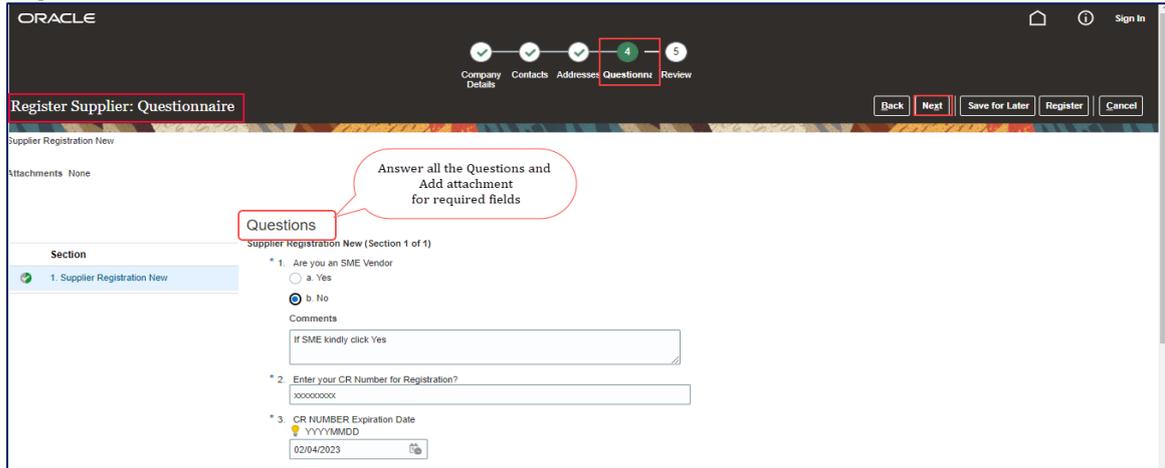
Step 6 : Click "+" to create Address



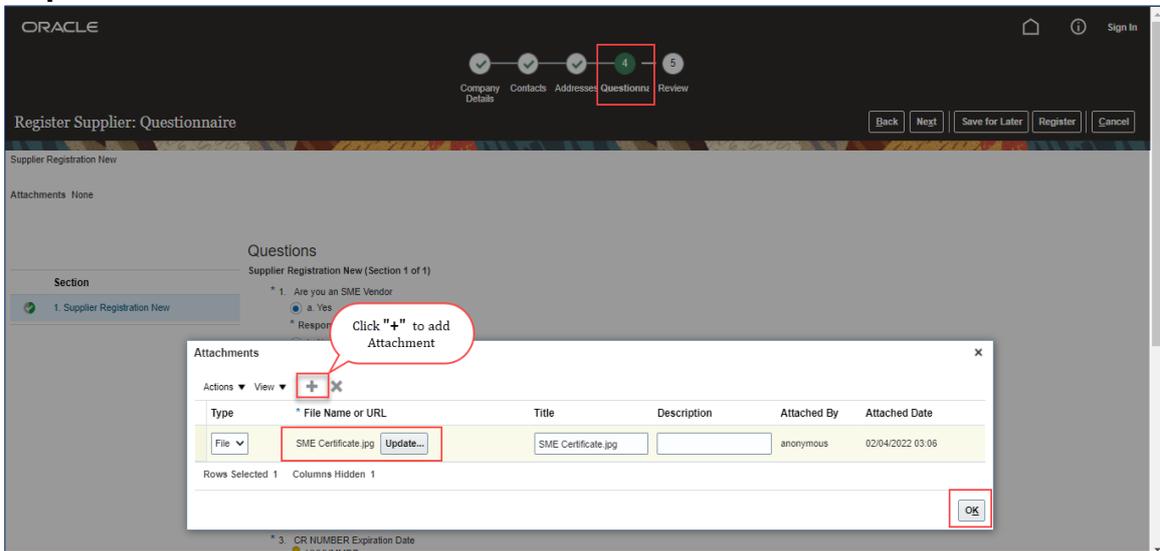
Step 7 : Create Address in the newly opened window



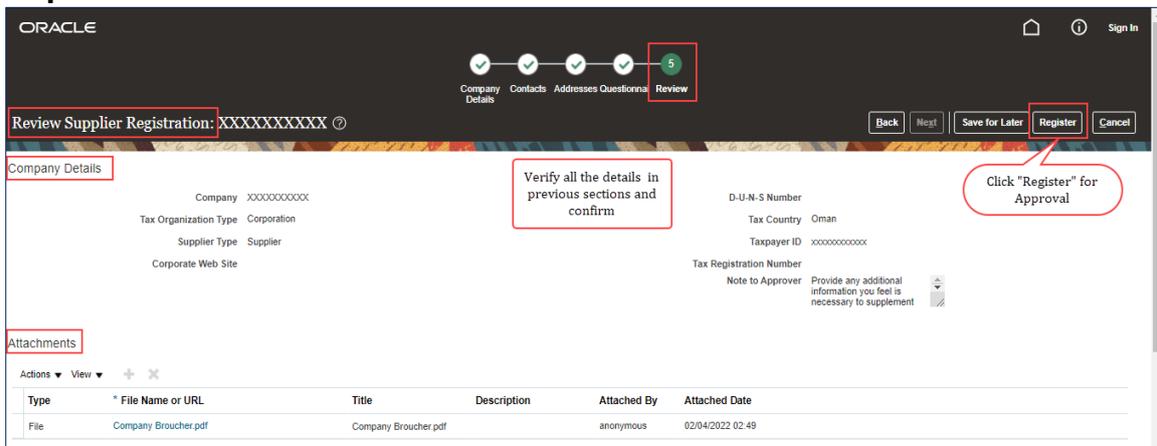
Step 8 : Click "4" to answer the Questionnaire section



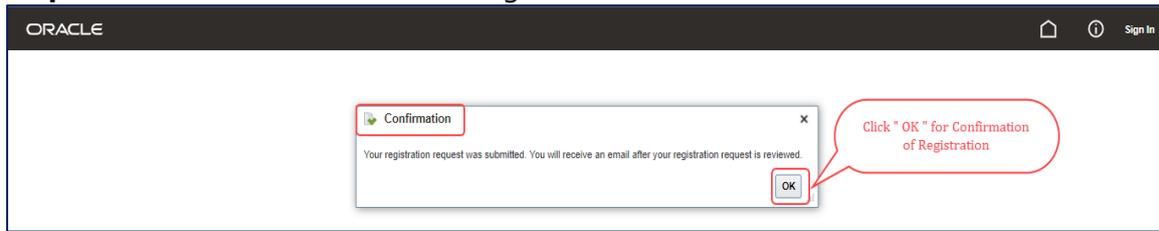
Step 9 : Click "+" to add the attachments



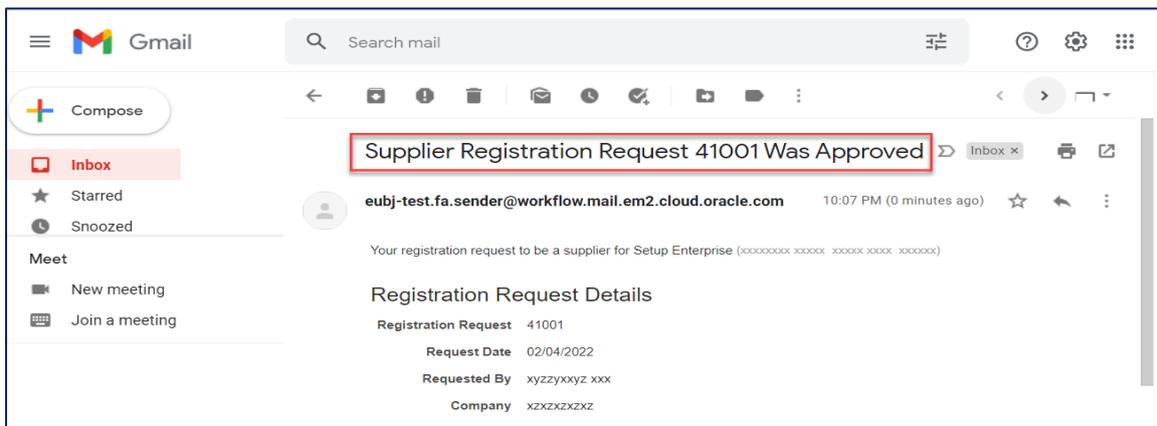
Step 10 : Click "5" to Review the entered details



Step 11 : Click "OK " to Confirm the registration



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

The screenshot shows a web page titled "Tender Fee Payment Page". It contains a form with the following fields:

- C R Number: xxxxxxxxxxxx
- Supplier Name: xxxxxxxxxxxx
- Contact Name: xxxxxxxx,xxxxxxxxxxxxxxxxxxxxxx
- Email: xxxxxxxxxxxxxxxxx@xxxxxxxxxx
- Contact Number: --

Below the form, there is a checked checkbox with the text "TIP Payment Receipt will be sent to this email id." At the bottom of the form is a button labeled "Confirm and Pay". A callout box points to this button with the text: "Enter the required details for paying tender fee and click 'Confirm and Pay'".

Step 2 : Enter Contact Details

The screenshot shows a browser window with a tab titled "Payment Details". The address bar shows a URL starting with "https:". The main content area displays a form titled "Payment Details" with the following fields:

- TID: 164398568482
- Order Id: xxxxxxxxxxxx
- Currency: OMR
- Amount: xxxxxxxxxxxx
- Billing Name: xxxxxxxx,xxxxxxxxxxxxxxxxxxxxxx
- Billing Tel: --
- Billing Email: xxxxxxxxxxxxxxxxx@xxxxxxxxxx

At the bottom of the form is a blue button labeled "Pay".

Step 3 : Enter Card Details

The screenshot shows the Bank Muscat payment page. At the top is the Bank Muscat logo. Below it, the "Name of the Company" is displayed. The "Order No." is XZXZXZXZXZX and the "Amount Payable" is OMR : xxxx. xxx. The "Pay by Card" section includes:

- Card Number: **** * * * * * * * * * * (VISA logo)
- Expiry Date: May (05) 2025
- CVV: *** (STU logo)

Below the card details, the amount "OMR : XXXX.XXX" is shown, along with "Make Payment" and "Cancel" buttons. A callout box points to the "Make Payment" button with the text: "Enter the card details and make payment for the selected tender".

Step 4 : Receipt details for future reference

Save the Payment Receipt details for the future reference

Receipt Details

Order Status
Success

Order ID
XXXXXXXXXX

Amount
XXXX.XXX

Status Message
ACCEPT

Reference Number
XXXXXXXXXXXX

Tracking ID
XXXXXXXXXXXX

Transaction Date
XX-XX-XXXX

Ok

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

Company Logo

Name of the Company with Full Address

VAT Registration No.:

Cash Receipt Voucher

Customer: Name of the Supplier

Receipt Number: XXXX

Date: XX-XX-XXXX

Particulars	Amount RO
Being amount received towards sale of Tender document copy as per the below:	XXXX.XX
Tender Number: XXXX/2022/106	
Tender Description: Description of Tender	
Last date for Tender Submission: Cut off date for submission	
VAT 5%	X.XX
Total	XXXX.XX

This is a system generate receipt that does not require a signature.

4.2.2 Instructions to Apply for free of cost tender sale.

Step 1 : Select the Tender and click "Apply"

Organization Name:

Active Tenders | Tender History

Kindly find below the List of Floated Tenders

Floated Tenders

Tender Number	Tender Title	Tender Method	Last Date of Buying	Submission Deadline	TotalTenderFee(Incl.5% Tax)	Documents	Apply
XXXX /2022/003	Title of the Tender	Open	27-Feb-2022	14-Feb-2022	210,000		
XXXX /2022/001	Title of the Tender	Open	20-Mar-2022	29-May-2022	0		

Free of cost tender sale

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

Name of the Company : XXXX /2022/001

Check Availability

* CR Number# ** : xxxxxxxxxxxx

Confirm Availability | Back

Tender Details

Tender Title :

Description :

Tender Method	Open	Performance Bond Required	Yes
Tender Type	Public	Bid Bond Required	Yes
Sales Cutoff Date	20-Mar-2022	Category	Consultancy
Pre-clarification Cutoff Date	17-Apr-2022	Sub Category	Excellent
Submission Cutoff Date	29-May-2022	Region	
Site Visit Date		Wilayat/City	

Total Tender Fee(Incl. Tax in OMR) 0
Tax (VAT 5%) 0

Notes : Tender is available to all interested supplier with Free of cost

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

Confirmation
Supplier details available. Kindly Proceed to payment.

Check Availability

* CR Number# ** : xxxxxxxxxxxx

Confirm Availability | Back

Supplier Details

Supplier Number	Supplier Name	Apply
xxxxx	Name of the supplier	

Supplier can click apply button and can buy the tender for free of cost

Step 4 : New window appears and Search contact name and add

ORACLE

C R Number : xxxxxxxxxxxx
Supplier Name : xxxxxxxxxxxx

* Contact Name :

* Email :

* Contact Number :

Search and Select List of Values - Work - Microsoft Edge

Search and Select: Contact Name [Cancel] [Select]

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By : Contact Name [Go]

Results

Select	Quick Select	Contact Name	Email Address	Contact Number
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

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

The screenshot shows the Oracle application interface with a dark blue header containing the 'ORACLE' logo, a home icon, and a settings icon. The main content area displays the following fields:

- C R Number: xxxxxxxx
- Supplier Name: xxxxxxxx
- * Contact Name: | xxxxxxxx (with a dropdown arrow and a search icon)
- * Email: xxxxxxxx
- * Contact Number: xxxxxxxx

Below the fields, there is a checked checkbox with the text: "TIP Payment Receipt will be sent to this email id."

A red callout bubble points to the "Apply for the Tender" button, containing the text: "Supplier can check the contact details and click Apply for the Tender (Free of Cost Tender Sale)".

The "Apply for the Tender" button is highlighted with a red border.

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.

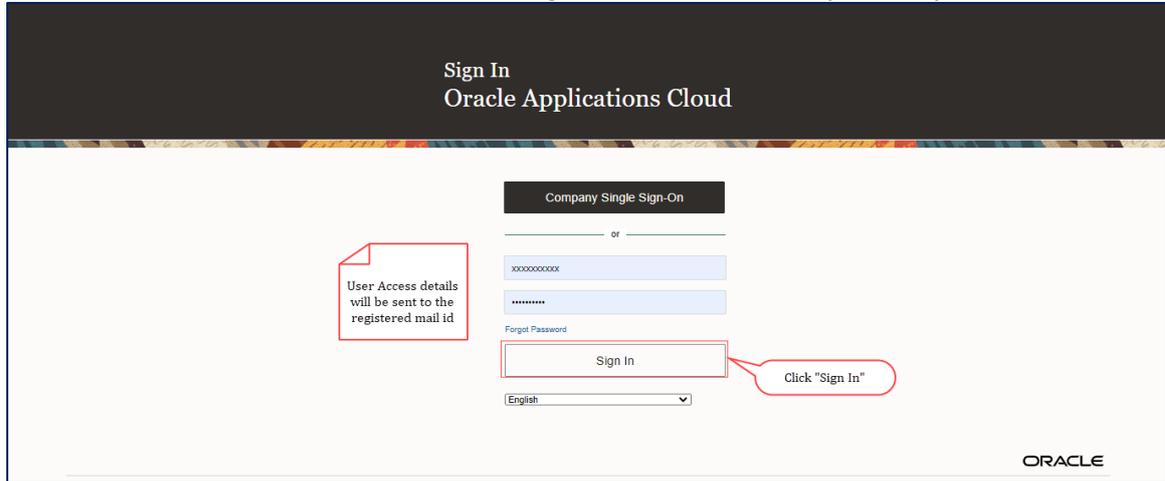
Supplier will get the Notification in the registered email and an example is shown below:

The screenshot shows a web interface for a tender invitation. At the top, it says "You Are Invited to Negotiation XXXX/2022/101 (Title of the Tender)". On the left, a red-bordered callout box contains the text: "Supplier will get notification in Registered Email and in Supplier Login". The main content area is titled "Tender Invitation" and "Title of the Tender Setup Enterprise". It lists the RFQ number as "XXXX2022/101" and provides a timeline: "Preview 2/4/22 6:34 PM", "Opens 2/4/22 6:34 PM", and "Closes 2/4/22 9:13 PM". Below this, it shows the supplier information: "Supplier: xxxxxxxxxx", "Supplier Contact: xyzzyxyz xxx", and "Acknowledge By: 2/4/22 7:34 PM". A task list on the right shows: "Task Completed - Accept Invitation" at 2/4/22 9:11 PM, "Assigned to xyzzyxyz xxx" at 2/4/22 6:34 PM, and "Submitted by" at 2/4/22 6:34 PM. At the bottom left, there are links for "View Tender", "Create New Response", and "Acknowledge Participation". A red-bordered callout box at the bottom right contains the text: "Supplier Can view and Submit Quote through on-line".

6. Procedure to Submit Online Quotations.

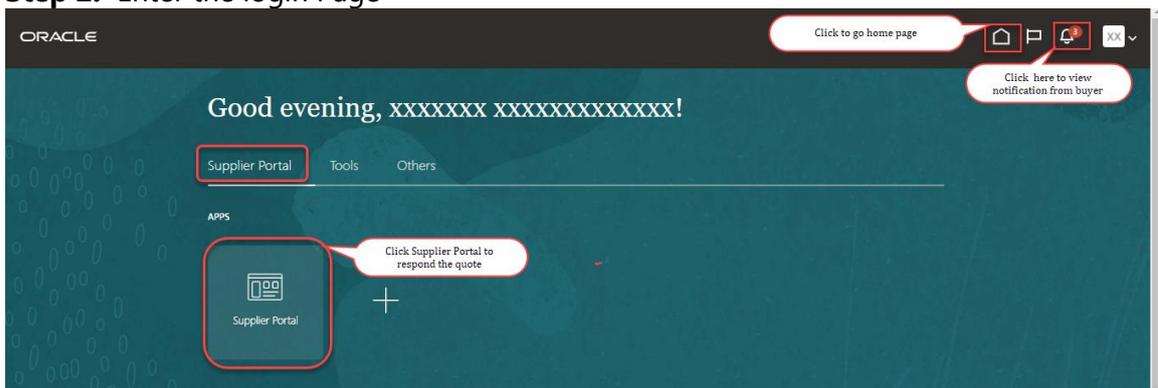
6.1 Instructions for submitting quotes through the provider portal.

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

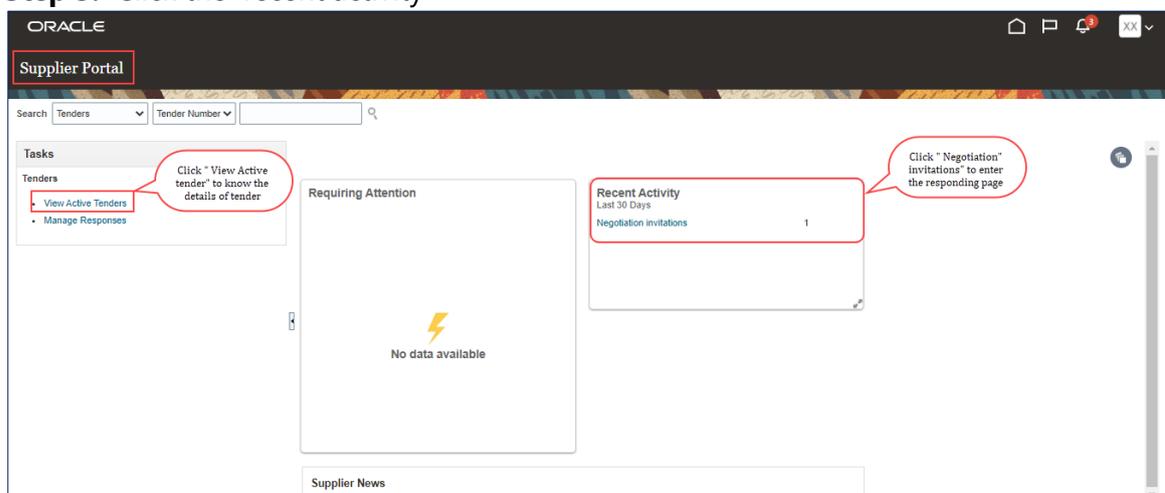


Note: You can refer your email for the Supplier URL & Login Credentials

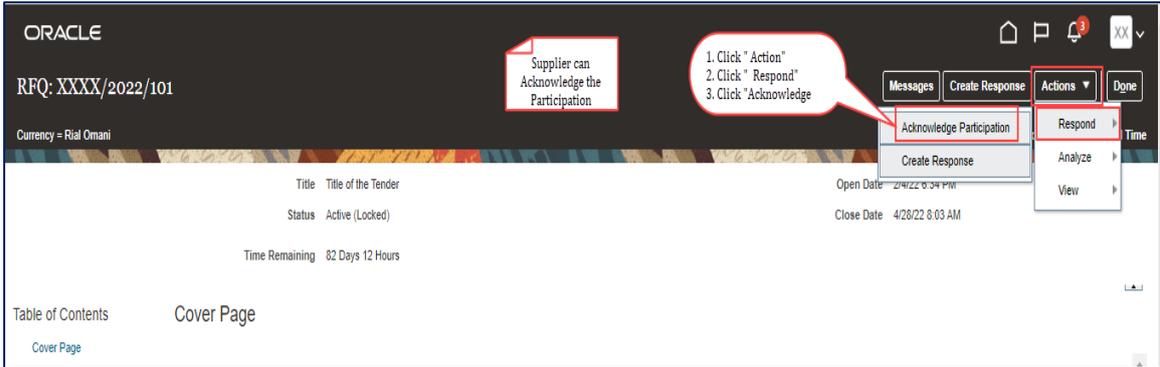
Step 2: Enter the login Page



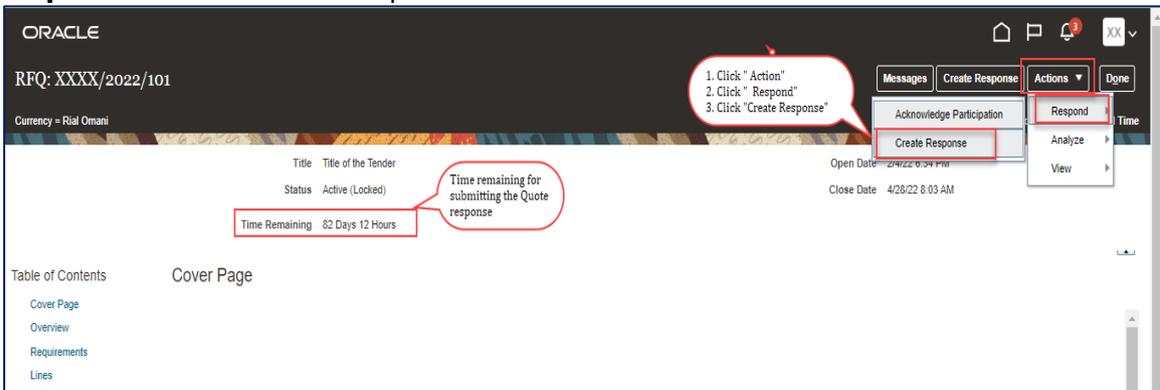
Step 3: Click the recent activity



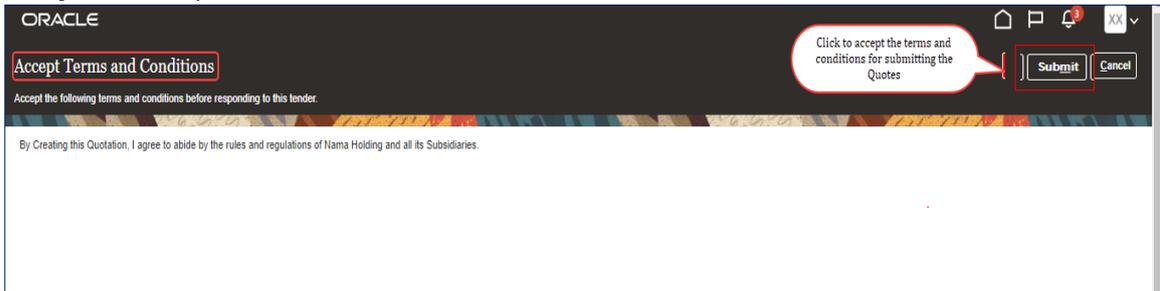
Step 4 : Click the "Actions " > "Respond" > "Acknowledge Participation"



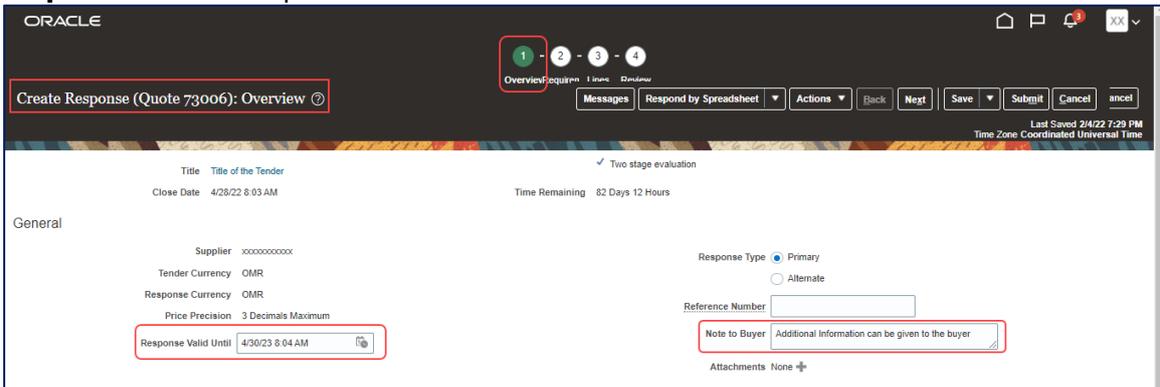
Step 5 : Click the "Create Response"



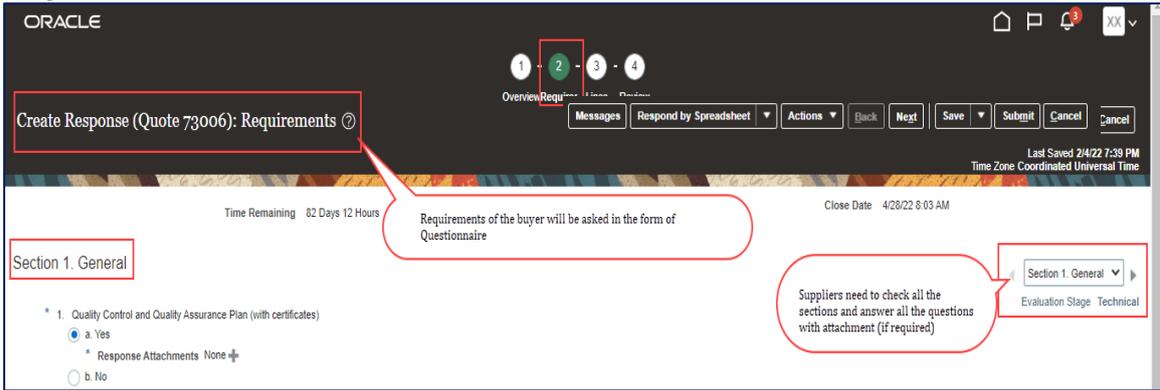
Step 6: Accept Terms and Conditions



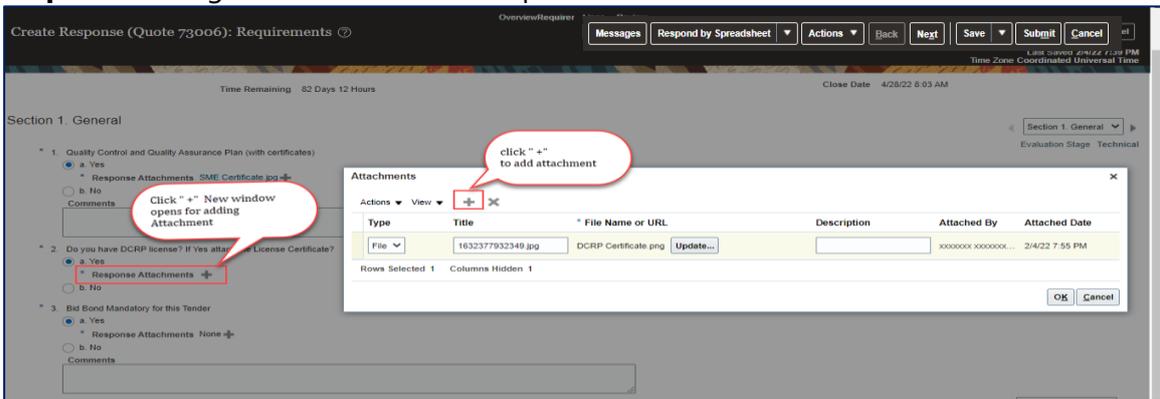
Step : 7 Enter the required details in " Overview" Section



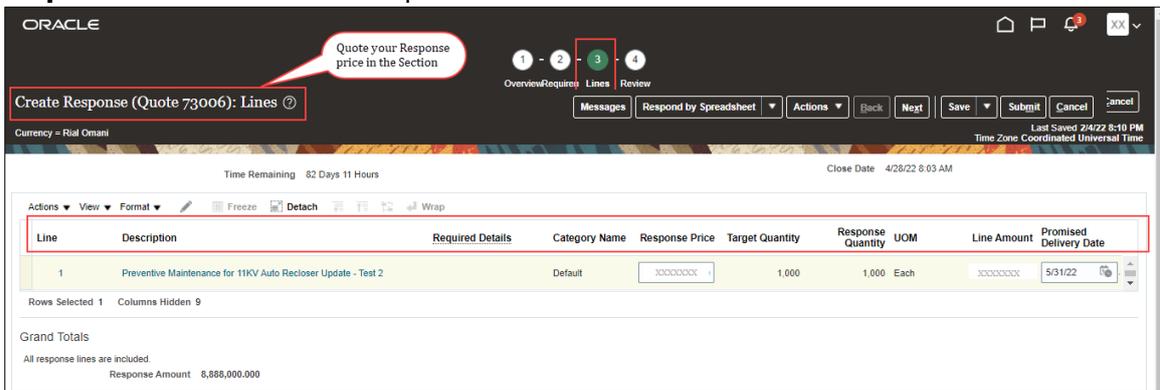
Step : 8 Fill all the section as shown below



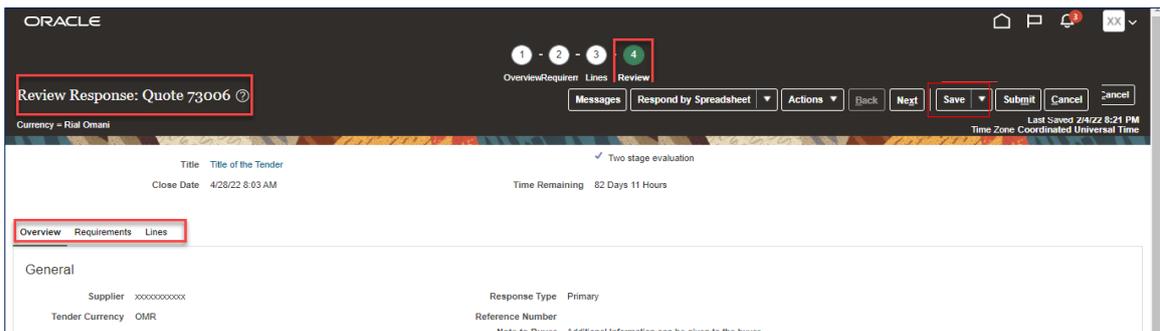
Step : 9 Adding attachments to the required information



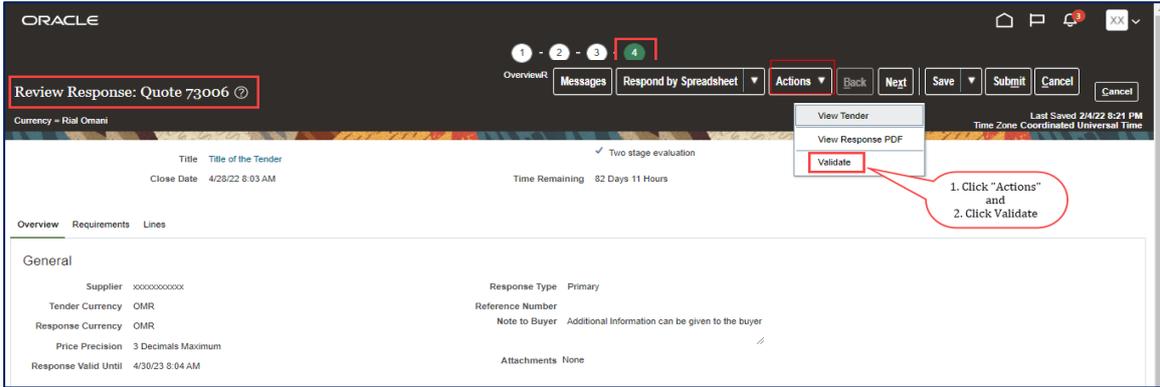
Step : 10 Click 3 to Create Response



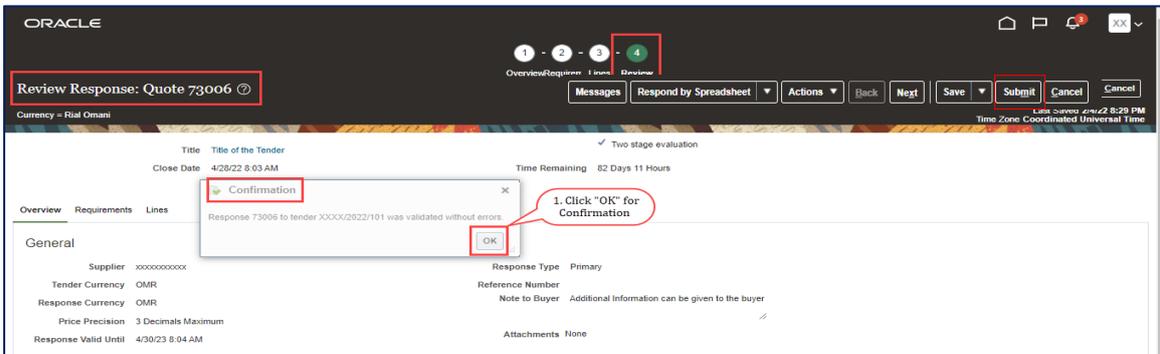
Step : 11 Click "Review" to check the entered values



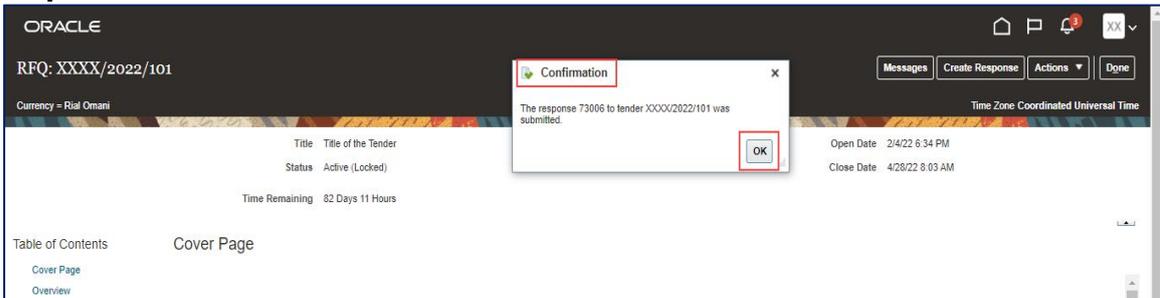
Step : 12 Click "Action" > "Validate" to check the entered values



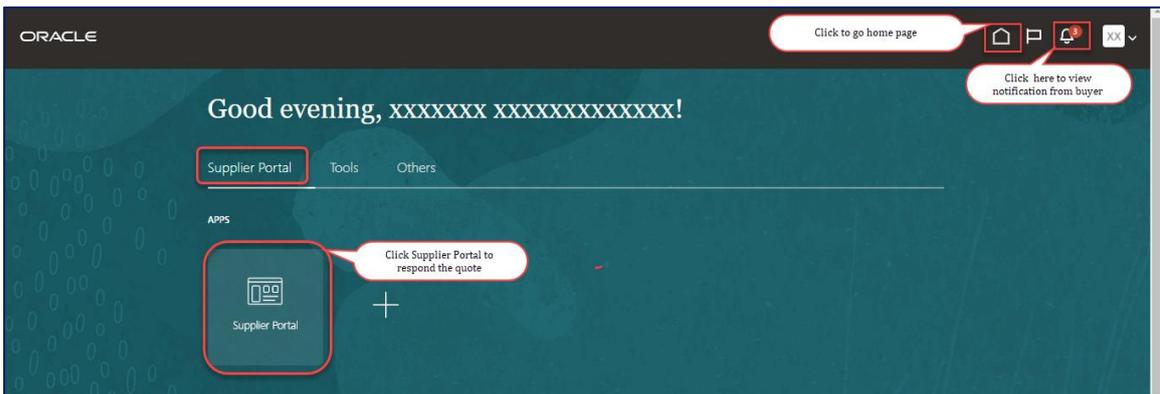
Step : 13 Click "Ok" for Confirmation and click "Submit"



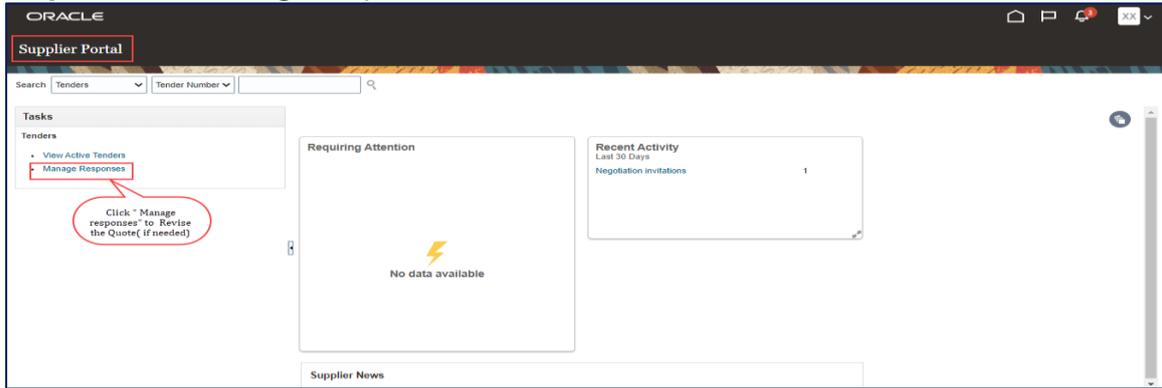
Step : 14 Click "Ok" for confirmation



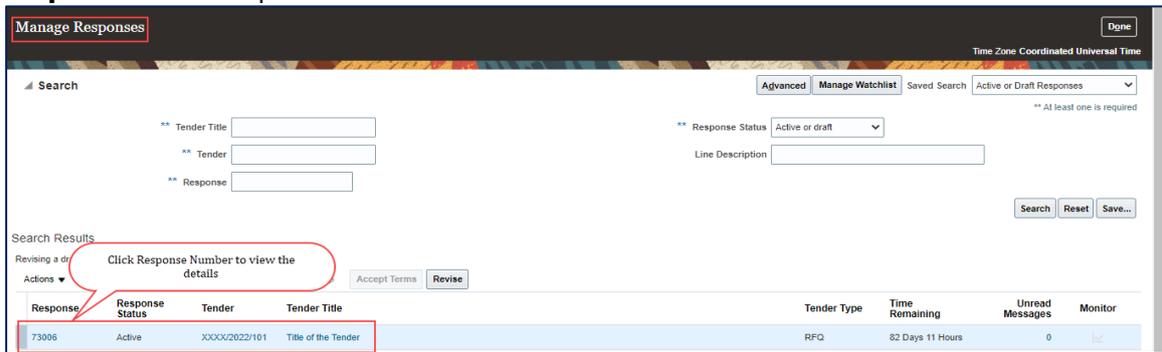
Step : 15 Click "Supplier Portal"



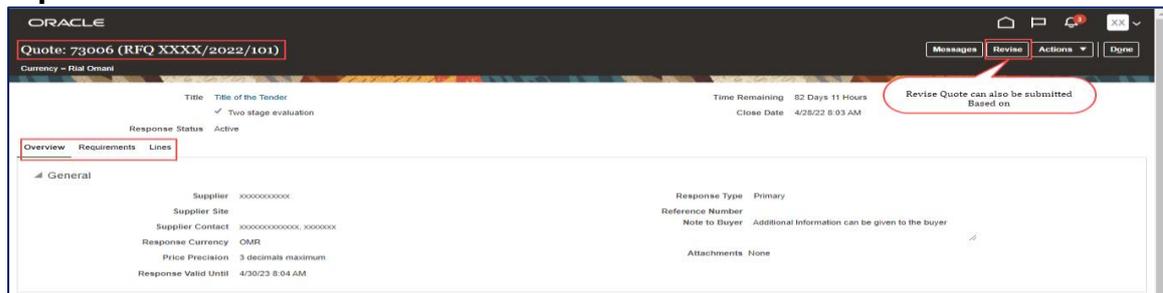
Step 16: Click "Manage Responses"



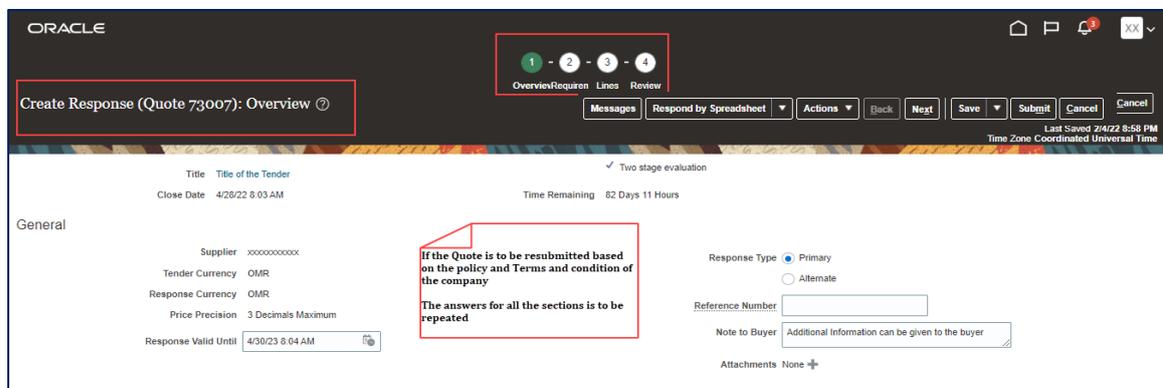
Step 17 : Click "Responses"



Step 18 : Click "Revise" for resubmit the Quote



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

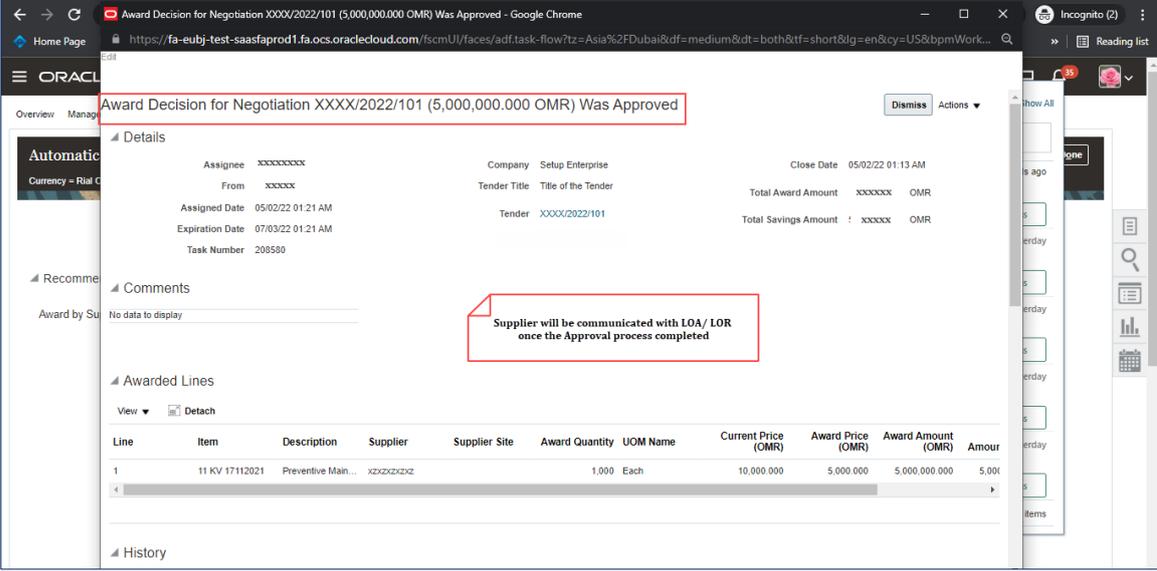


Instruction to Supplier : The Quote submission process is completed and after assessment the mail will be received from the company for the status of the Tender. Hence, Supplier need to check the email frequently.

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

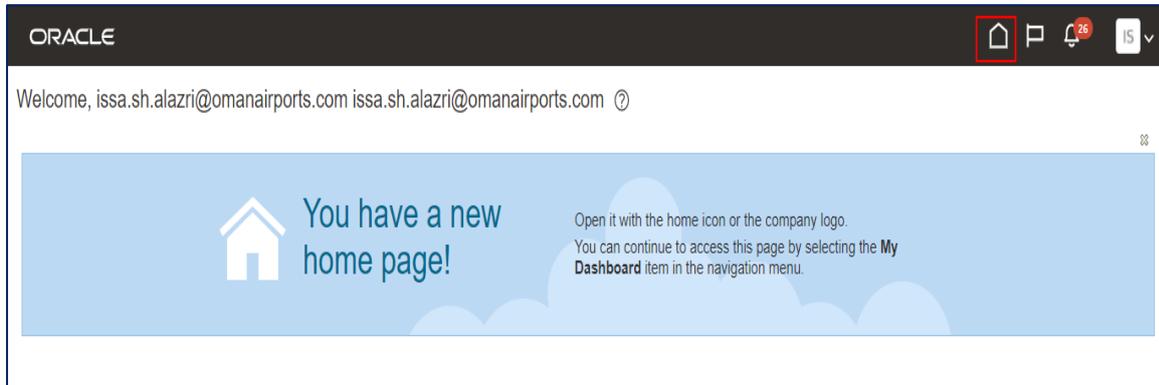


The screenshot shows the Oracle Fusion SCM interface for an award decision. The main heading is "Award Decision for Negotiation XXXX/2022/101 (5,000,000.000 OMR) Was Approved". The page is divided into several sections:

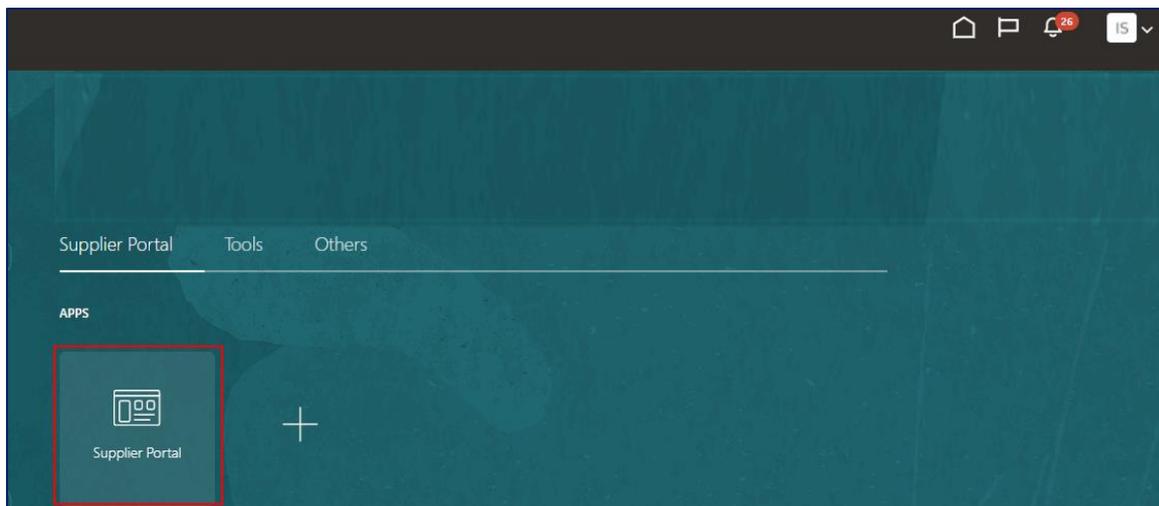
- Details:** Contains metadata such as Assignee, From, Assigned Date (05/02/22 01:21 AM), Expiration Date (07/03/22 01:21 AM), Task Number (208580), Company (Setup Enterprise), Tender Title, Tender (XXXX/2022/101), Close Date (05/02/22 01:13 AM), Total Award Amount (XXXXXXX OMR), and Total Savings Amount (XXXXXX OMR).
- Comments:** A note states: "Supplier will be communicated with LOA/ LOR once the Approval process completed".
- Awarded Lines:** A table with columns: Line, Item, Description, Supplier, Supplier Site, Award Quantity, UOM Name, Current Price (OMR), Award Price (OMR), Award Amount (OMR), and Amount. One line is visible: Line 1, Item 11 KV 17112021, Description Preventive Main..., Supplier XXXXZKZKZ, Award Quantity 1,000, UOM Name Each, Current Price 10,000.000, Award Price 5,000.000, Award Amount 5,000,000.000, and Amount 5,000.
- History:** A section for viewing the award's history.

8. Procedure to Submit Online Message.

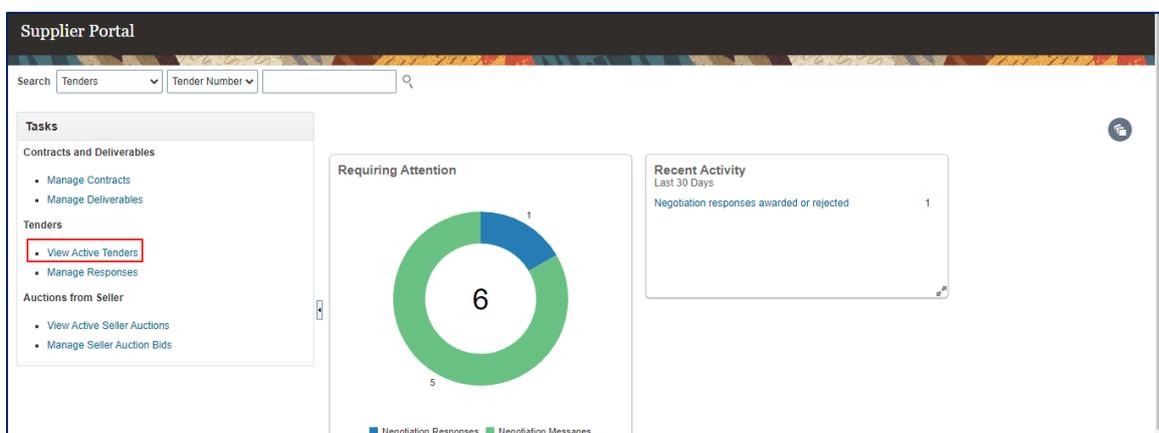
Step 1 : Use the Supplier portal login and enter the home page



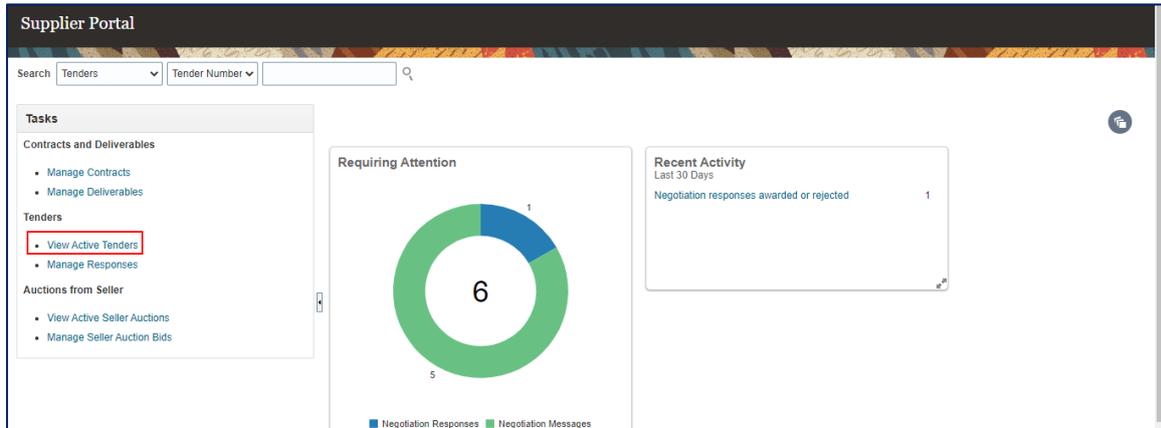
Step 2 : Click Supplier portal



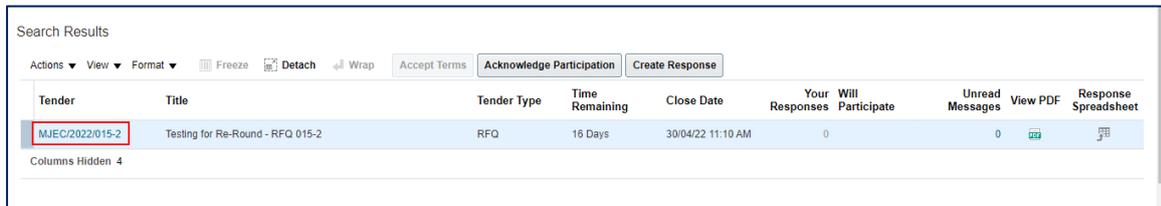
Step 3 : Click View Active Tender



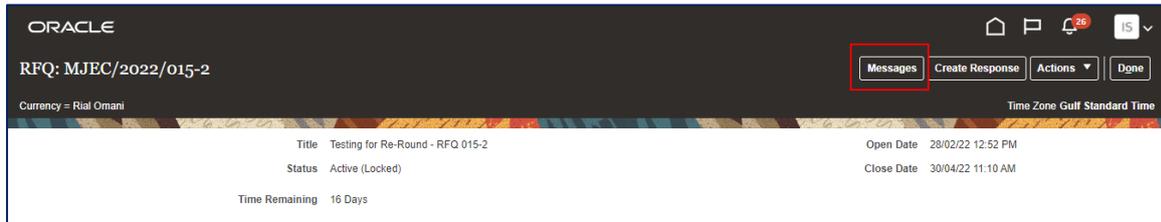
Step 4 : Click View Active Tender



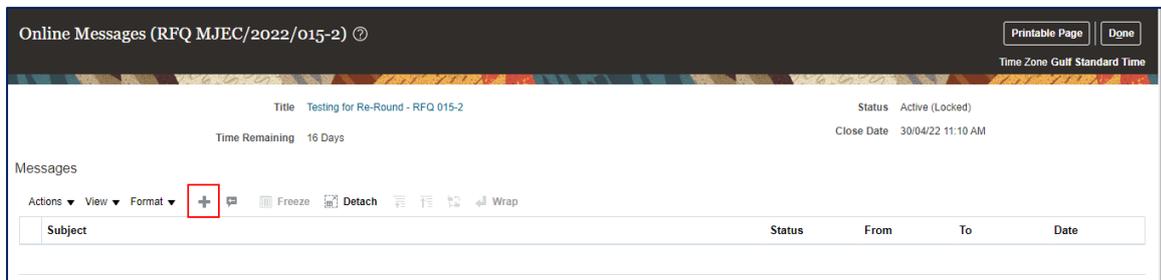
Step 5 : Click the Tender Number



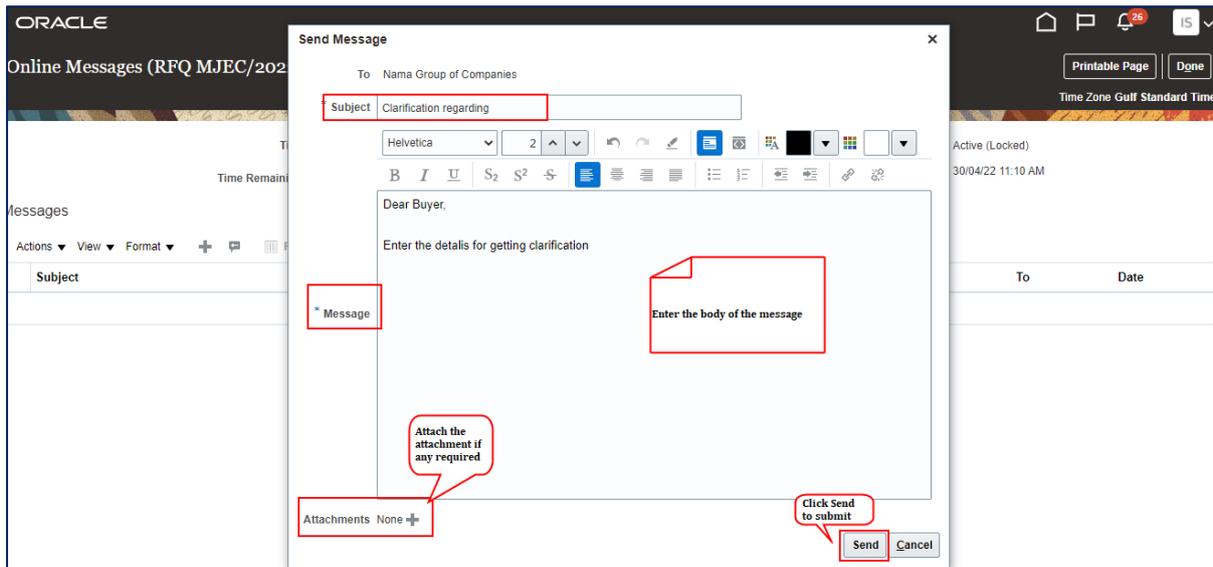
Step 6 : Click the Message icon



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

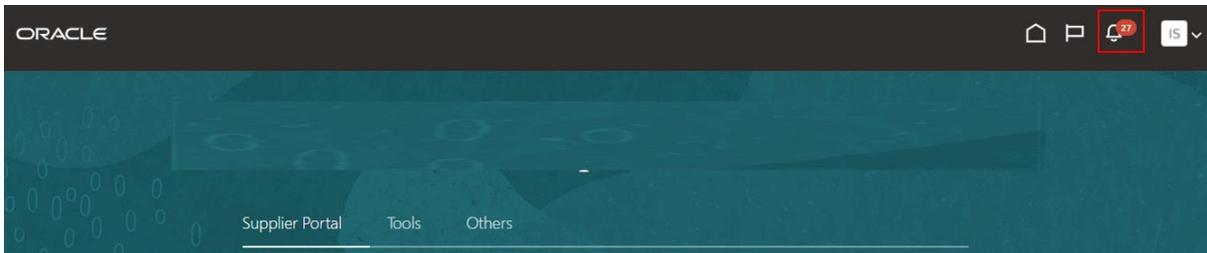


Step 8 : Complete the required details and click send

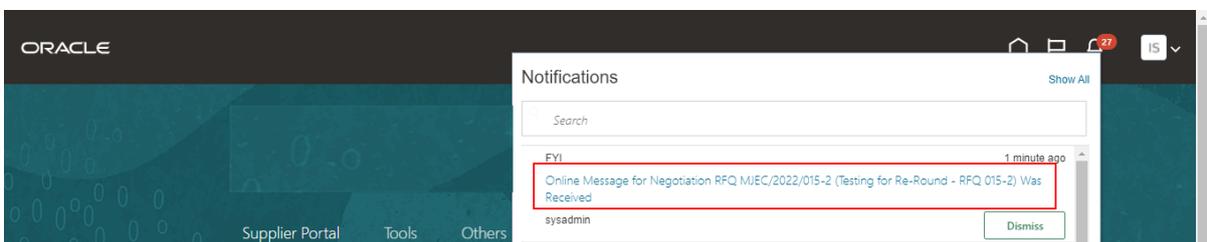


9. Procedure to view the Online Message.

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



Step 10 : Click the notification message



Step 11 : View the reply from the company

Online Message for Negotiation RFQ MJEC/2022/015-2 (Testing for 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
Message Dear Supplier Kindly find the details

Related Links

- View Message Details
- View Tender: MJEC/2022/015-2

Click View Message details for replying the message

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

10.End of the Procedure

End of the Procedure