

# HOW TO SUBMIT QUOTATIONS

This user manual outlines the process for submitting a material quotation through the Supplier Portal. It provides a detailed walkthrough of how to create, review, and submit quotations for Materials, Services, and Subcontracting. The guide also highlights key features, such as adding pricing, delivery terms, and any required supporting documents.

By following these instructions, you, as a supplier, will be able to efficiently submit accurate quotations, ensuring a smooth and timely response to procurement requests.

Step-by-Step  
Guide to  
Submitting  
Quotations in the  
Supplier Portal

# How to Submit Quotations



## Table of Contents

A.	Definition of Terms .....	2
B.	<b>How to Submit Material Quotations</b> .....	3
1.	Process Flow.....	3
2.	Email Invite .....	4
3.	Supplier Non-Disclosure Agreement (NDA).....	5
4.	Quote Details: General Information Tab.....	6
5.	Quote Details: Delivery and Payment Terms Tab.....	7
6.	Quote Details: Items Tab.....	8
7.	Quote Details: Attachments Tab.....	9
C.	<b>How to Submit Services Quotations</b> .....	10
1.	Process Flow.....	10
2.	Email Invite .....	11
3.	Supplier Non-Disclosure Agreement (NDA).....	12
4.	Quote Details: General Information Tab.....	13
5.	Quote Details: Delivery and Payment Terms Tab.....	14
6.	Quote Details: Items Tab.....	15
7.	Quote Details: Attachments Tab.....	16
D.	<b>How to Submit Subcontracting Quotations</b> .....	17
1.	Process Flow.....	17
2.	Email Invite .....	18
3.	Supplier Non-Disclosure Agreement (NDA).....	19
4.	Quote Details: General Information Tab.....	20
5.	Quote Details: Delivery and Payment Terms Tab.....	21
6.	Quote Details: Items Tab.....	22
7.	Quote Details: Attachments Tab.....	23

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 1 of 23

# How to Submit Quotations



## A. Definition of Terms

1. **Alternate** – A quote that may deviate from the original compliant quote in terms of product, pricing, or terms.
2. **Business Unit** – It refers to a distinct division or segment within an organization, responsible for specific products, services, or markets.
3. **Buyer** – An individual responsible for sourcing, purchasing, and managing the acquisition of goods, services, and materials needed for the company's operations, projects, and construction activities.
4. **Compliant** – A quote that fully adheres to the predefined criteria, such as pricing, discounting, product specifications, or contract terms.
5. **Non-Disclosure Agreement** – A legal contract that ensures the confidentiality of sensitive information exchanged between the buyer and supplier during the quotation process. It prevents the supplier from sharing or using the buyer's proprietary information for any purpose other than preparing and submitting the quotation.
6. **Payment Terms** – Refer to the conditions under which a buyer agrees to pay a seller for goods or services.
7. **Plant** – Refers to the physical location or facility within a company where goods are manufactured, processed, or stored.
8. **PR Item** – Refers to a specific good or service requested through a formal purchase requisition process.
9. **Quotation** – A formal document provided by a supplier or service provider that outlines the price and terms for specific goods or services offered to a buyer.
10. **Supplier** – A person or organization that provides goods, services, or materials to another entity, typically a business, to support its operations or production processes.
11. **Supplier Portal** – A digital platform that enables suppliers to interact with businesses for activities such as supplier registration, submitting requests for quotations (RFQs), and providing quotation submissions.
12. **Surrogate** – Refers to supplier documents and/or quotations submitted by the buyer on behalf of the supplier when the supplier is unable to submit directly.

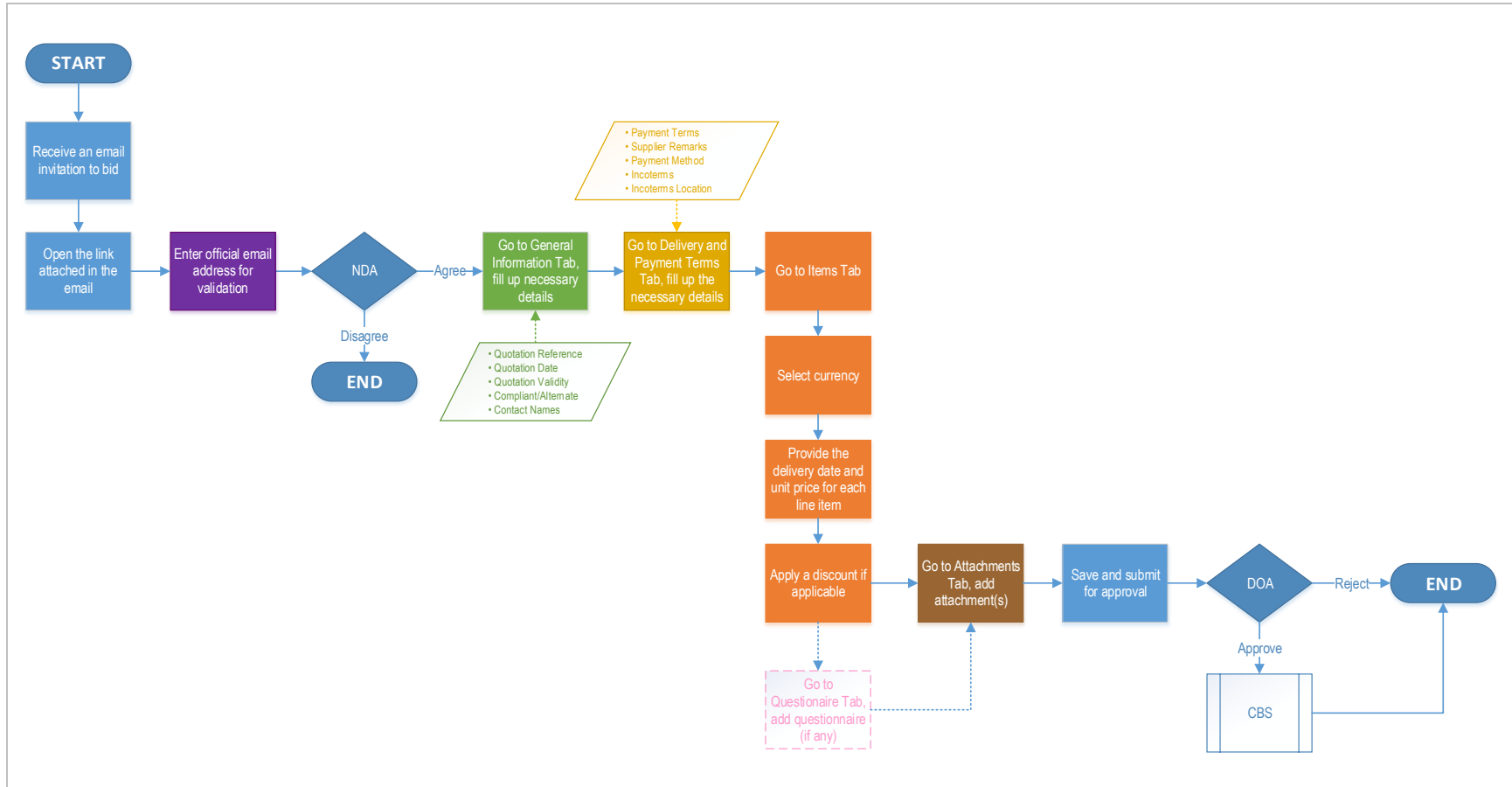
Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 2 of 23



# How to Submit Quotations

## B. How to Submit Material Quotations

### 1. Process Flow

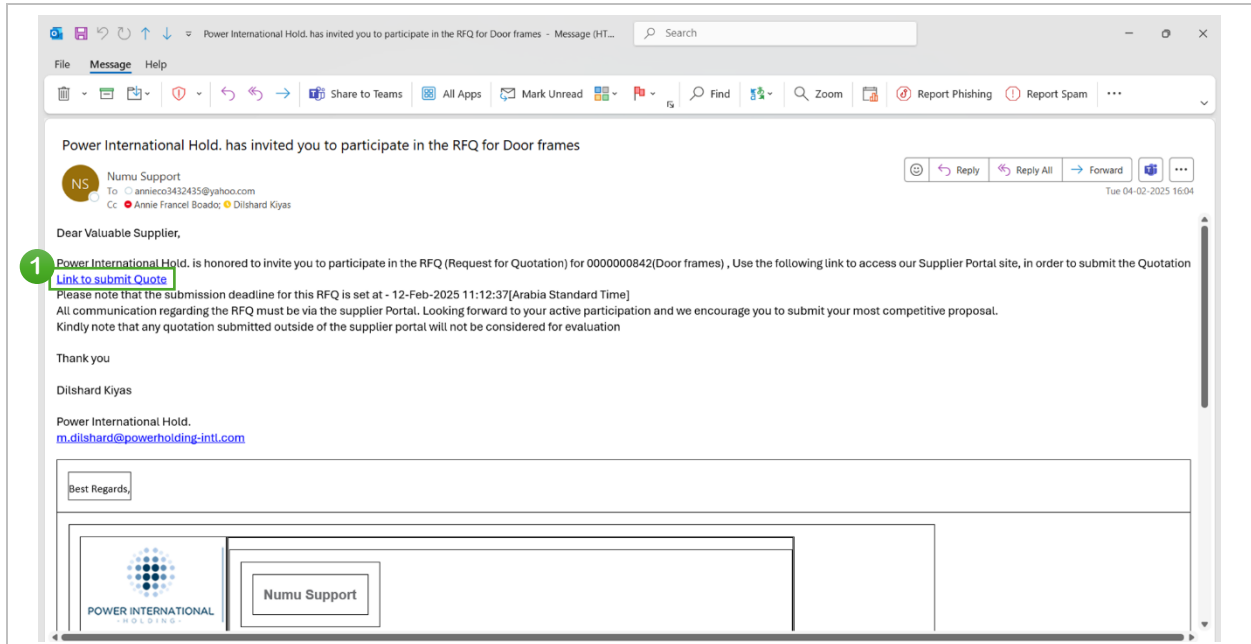


Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 3 of 23

# How to Submit Quotations



## 2. Email Invite



The supplier will receive an email to participate in the submission of quotations.

- 1 Click on the link to view details and submit a quotation.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 4 of 23

# How to Submit Quotations



## 3. Supplier Non-Disclosure Agreement (NDA)

- |   |  |
|---|--|
| 1 | Enter your official email address.                         |
| 2 | Expand the Supplier Non-Reciprocal NDA and read carefully. |
| 3 | If you accept all terms and conditions, tick the checkbox. |
| 4 | Click 'Confirm' to proceed.                                |

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 5 of 23

# How to Submit Quotations



## 4. Quote Details: General Information Tab

- 1 Fill in the following RFQ Details:
  - a) Quotation Reference
  - b) Quotation Date
  - c) Quotation Validity
- 2 Select if your quotation is compliant (to the requirements) or alternate.

- 3 Collapse the RFQ Details section to see more.
- 4 Fill up and ensure correct contact information.
- 5 Save your progress.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 6 of 23

# How to Submit Quotations



## 5. Quote Details: Delivery and Payment Terms Tab

- |   |  |
|---|--|
| 1 | Go to Delivery and Payment Terms tab.              |
| 2 | Select your preferred or agreed payment terms.     |
| 3 | Input supplier remarks, if any.                    |
| 4 | Input your preferred or agreed payment method.     |
| 5 | Select Incoterms from the list provided.           |
| 6 | Input your preferred or agreed incoterms location. |
| 7 | Save your progress.                                |

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 7 of 23



# How to Submit Quotations



## 6. Quote Details: Items Tab

The screenshot shows the 'Quote Details' page for 'Quotation 0000001236 - Door frames'. The 'ITEMS' tab is active. A table lists one item: 'Bulletproof door' with a quantity of 1,000 and a unit price of 1,000. The total amount is 900. The interface includes fields for currency (QAR), incoterms (DDP), and a discount input field. A 'Save' button is visible at the bottom right.

1	Go to Items tab.
2	Select currency.
3	Input to apply discount for each line item.
4	Select the delivery date.
5	Input the unit price.
6	(Optional) Input to apply discount to the total amount.
7	Save your progress.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 8 of 23

# How to Submit Quotations



## 7. Quote Details: Attachments Tab

Quotation 0000001236 - Door frames Status: Draft

RFQ Description: Door frames      RFQ Type: Material      Company: 1000 - Power International Hold.

Quotation Date: 04-Feb-2025:16:03:59      Supplier ID (Cloud/S4): 0000000584 /      Project:

Quotation Amount: 900      QAR      Supplier Company: Annie Co.      Project Name:

Amount in Base Currency: 900      QAR

GENERAL INFORMATION   DELIVERY AND PAYMENT TERMS   ITEMS   QUESTIONNAIRE   **ATTACHMENTS**   LOGS

Document Title (at least one document is mandatory)

Document Title	Action
<input type="text" value="Enter title for attachment"/>	

Add Attachment

Save Submit

- 1 Go to Attachments tab.
- 2 Upload file and enter the document title.
- 3 If you wish to add more attachments, click on 'Add Attachment.'
- 4 Save your progress and submit quotation.

Quotation(0000001236) has been Submitted Successfully

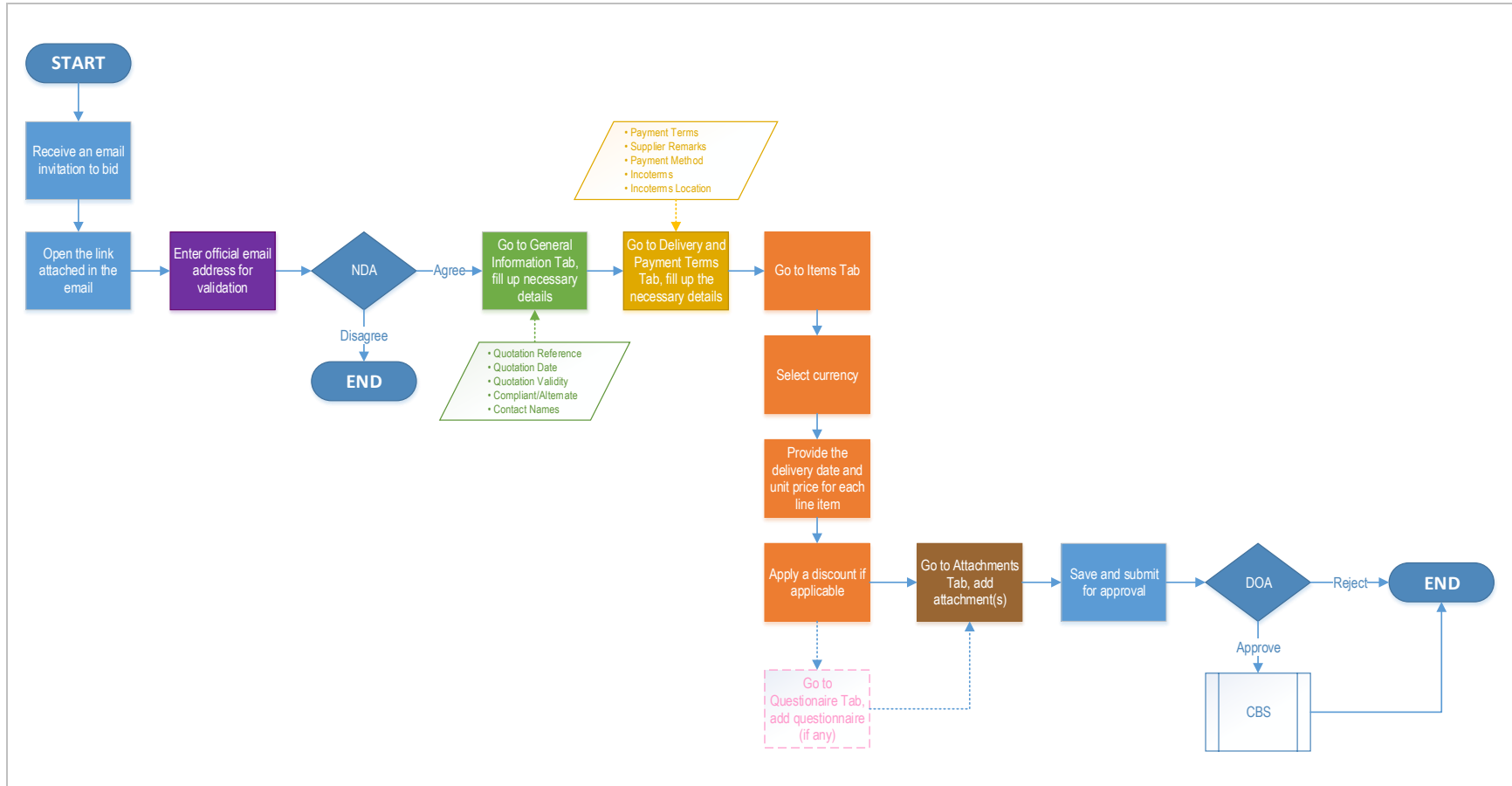
Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 9 of 23



# How to Submit Quotations

## C. How to Submit Services Quotations

### 1. Process Flow

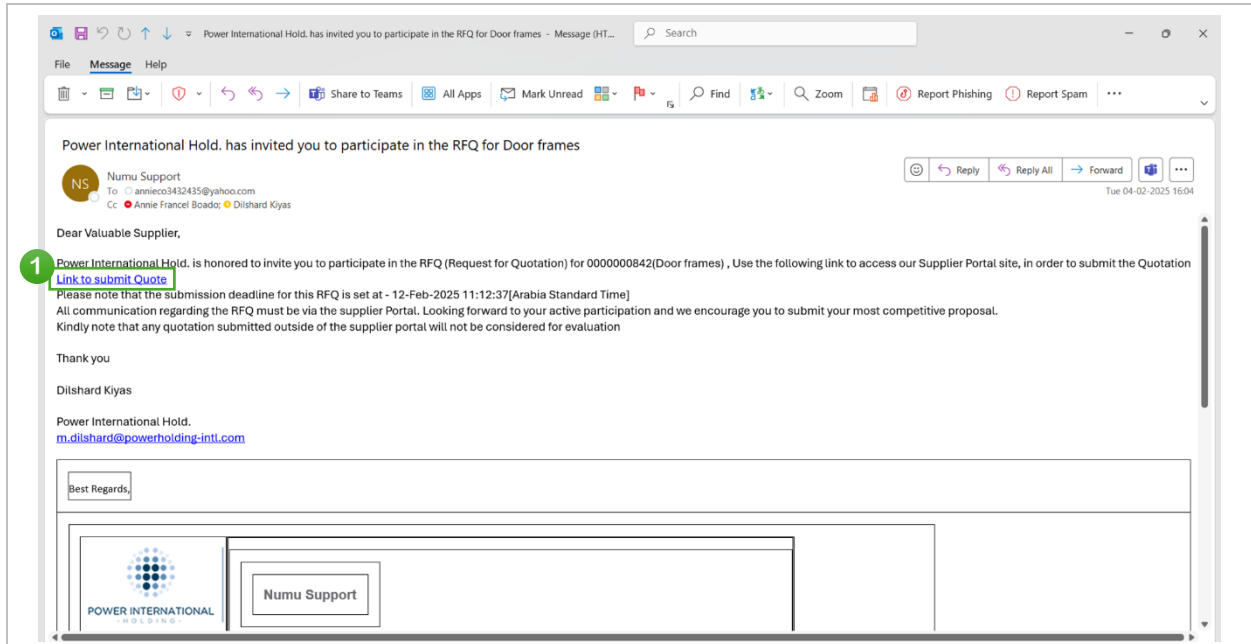


Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 10 of 23

# How to Submit Quotations



## 2. Email Invite



The supplier will receive an email to participate in the submission of quotations.

- 1 Click on the link to view details and submit a quotation.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 11 of 23

# How to Submit Quotations



## 3. Supplier Non-Disclosure Agreement (NDA)

- |   |  |
|---|--|
| 1 | Enter your official email address.                         |
| 2 | Expand the Supplier Non-Reciprocal NDA and read carefully. |
| 3 | If you accept all terms and conditions, tick the checkbox. |
| 4 | Click 'Confirm' to proceed.                                |

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 12 of 23

# How to Submit Quotations



## 4. Quote Details: General Information Tab

- 1 Fill in the following RFQ Details:
  - d) Quotation Reference
  - e) Quotation Date
  - f) Quotation Validity
- 2 Select if your quotation is compliant (to the requirements) or alternate.

- 3 Collapse the RFQ Details section to see more.
- 4 Fill up and ensure correct contact information.
- 5 Save your progress.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 13 of 23

# How to Submit Quotations



## 5. Quote Details: Delivery and Payment Terms Tab

The screenshot shows the 'Quote Details' page for 'Quotation 000001236 - Door frames'. The status is 'Draft'. The 'DELIVERY AND PAYMENT TERMS' tab is active. The form contains the following fields and values:

- Payment Terms:** Z030 - 30 DA... (Selected from a dropdown)
- Supplier Remarks:** (Empty text area)
- Payment Method:** Bank Transfer
- Incoterms:** DDP
- Incoterms Location:** DOHA

Numbered callouts (1-7) indicate the steps for completing this section: 1. Select the 'DELIVERY AND PAYMENT TERMS' tab; 2. Select 'Z030 - 30 DA...' for Payment Terms; 3. Input 'Supplier Remarks'; 4. Select 'Bank Transfer' for Payment Method; 5. Select 'DDP' for Incoterms; 6. Input 'DOHA' for Incoterms Location; 7. Click the 'Save' button.

1	Go to Delivery and Payment Terms tab.
2	Select your preferred or agreed payment terms.
3	Input supplier remarks, if any.
4	Input your preferred or agreed payment method.
5	Select Incoterms from the list provided.
6	Input your preferred or agreed incoterms location.
7	Save your progress.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 14 of 23

# How to Submit Quotations



## 6. Quote Details: Items Tab

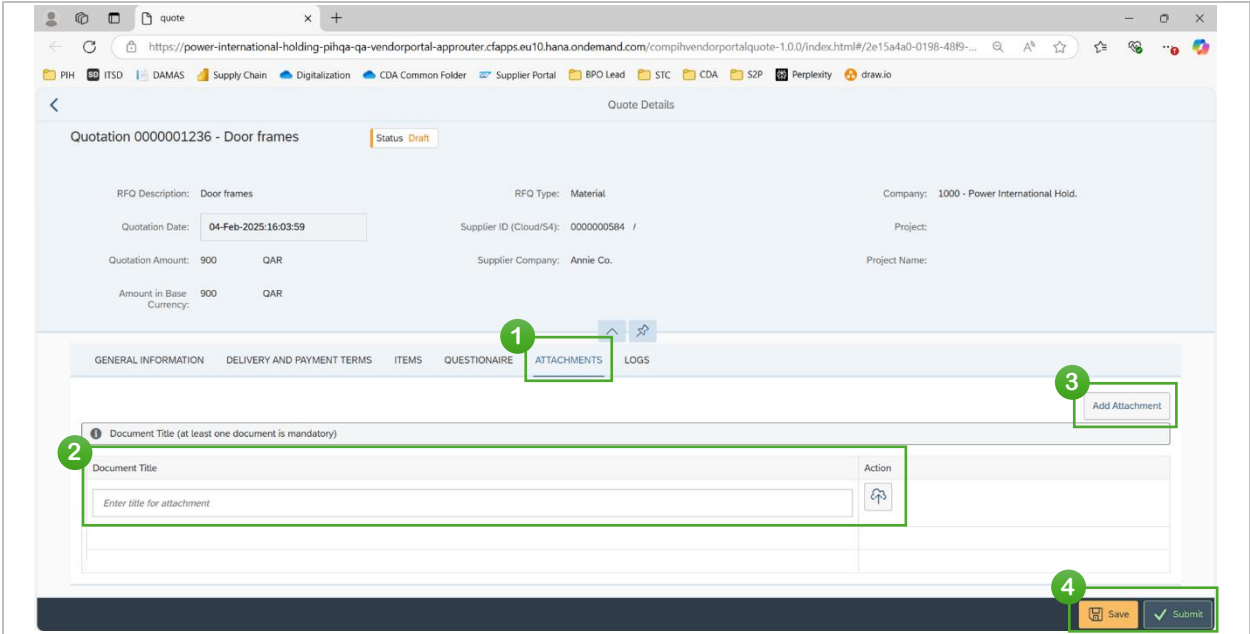
1	Go to Items tab.
2	Select currency.
3	Input to apply discount for each line item.
4	Select the delivery date.
5	Input the unit price.
6	(Optional) Input to apply discount to the total amount.
7	Save your progress.



# How to Submit Quotations



## 7. Quote Details: Attachments Tab



1	Go to Attachments tab.
2	Upload file and enter the document title.
3	If you wish to add more attachments, click on 'Add Attachment.'
4	Save your progress and submit quotation.

Quotation(0000001236) has been Submitted Successfully

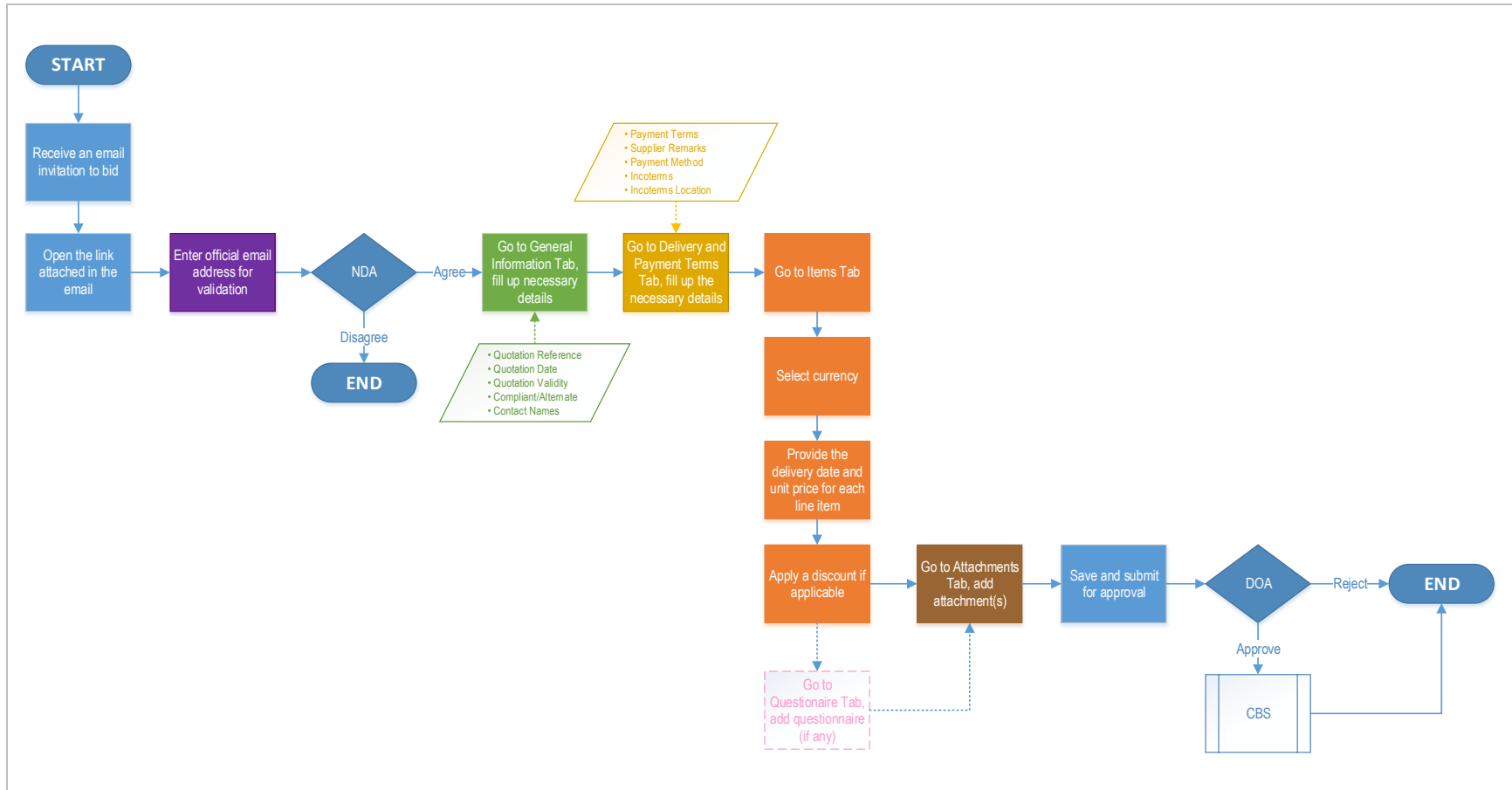
Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 16 of 23



# How to Submit Quotations

## D. How to Submit Subcontracting Quotations

### 1. Process Flow

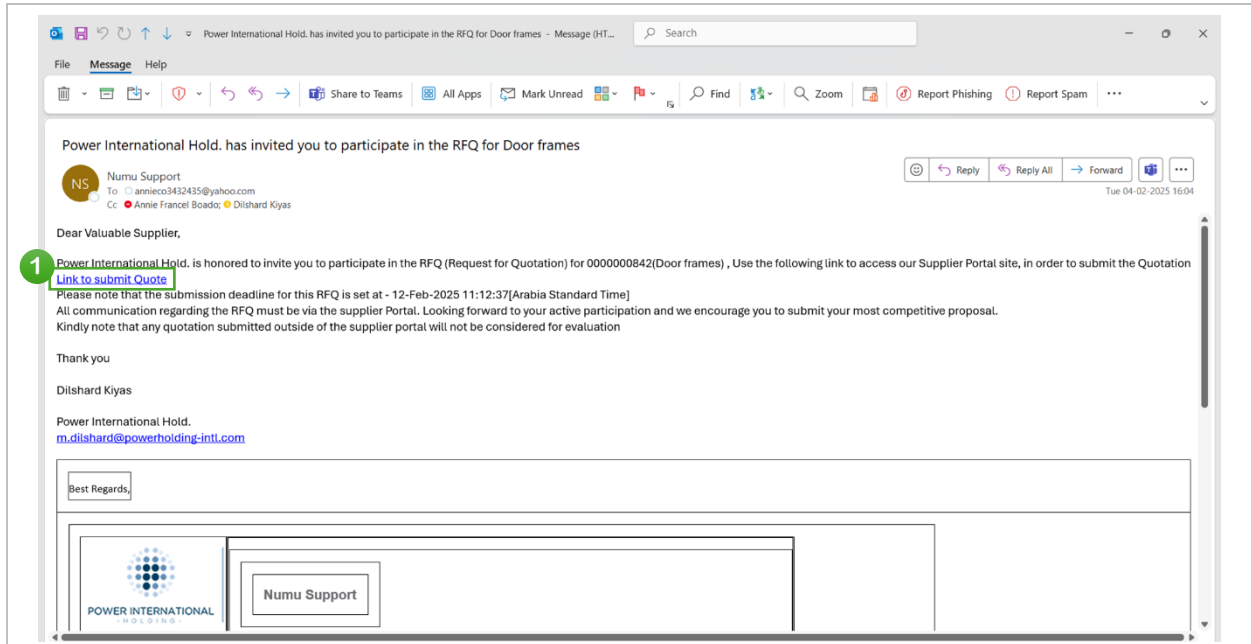


Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 17 of 23

# How to Submit Quotations



## 2. Email Invite



The supplier will receive an email to participate in the submission of quotations.

- 1 Click on the link to view details and submit a quotation.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 18 of 23

# How to Submit Quotations



## 3. Supplier Non-Disclosure Agreement (NDA)

- 1 Enter your official email address.
- 2 Expand the Supplier Non-Reciprocal NDA and read carefully.
- 3 If you accept all terms and conditions, tick the checkbox.
- 4 Click 'Confirm' to proceed.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 19 of 23

# How to Submit Quotations



## 4. Quote Details: General Information Tab

- 1 Fill in the following RFQ Details:
  - g) Quotation Reference
  - h) Quotation Date
  - i) Quotation Validity
- 2 Select if your quotation is compliant (to the requirements) or alternate.

- 3 Collapse the RFQ Details section to see more.
- 4 Fill up and ensure correct contact information.
- 5 Save your progress.

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 20 of 23

# How to Submit Quotations



## 5. Quote Details: Delivery and Payment Terms Tab

- |   |  |
|---|--|
| 1 | Go to Delivery and Payment Terms tab.              |
| 2 | Select your preferred or agreed payment terms.     |
| 3 | Input supplier remarks, if any.                    |
| 4 | Input your preferred or agreed payment method.     |
| 5 | Select Incoterms from the list provided.           |
| 6 | Input your preferred or agreed incoterms location. |
| 7 | Save your progress.                                |

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 21 of 23

# How to Submit Quotations



## 6. Quote Details: Items Tab

The screenshot shows the 'Quote Details' page for 'Quotation 0000001236 - Door frames'. The 'ITEMS' tab is active. A table lists one item: 'Bulletproof door' with a quantity of 1,000 and a unit price of 1,000. The total amount is 900. The interface includes fields for currency (QAR), incoterms (DDP), and a discount input field. A 'Save' button is visible at the bottom right.

- |   |   |
|---|---|
| 1 | Go to Items tab.  |
| 2 | Select currency.  |
| 3 | Input to apply discount for each line item.             |
| 4 | Select the delivery date.                               |
| 5 | Input the unit price.                                   |
| 6 | (Optional) Input to apply discount to the total amount. |
| 7 | Save your progress.                                     |

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 22 of 23

# How to Submit Quotations



## 7. Quote Details: Attachments Tab

Quotation 0000001236 - Door frames Status: Draft

RFQ Description: Door frames      RFQ Type: Material      Company: 1000 - Power International Hold.

Quotation Date: 04-Feb-2025:16:03:59      Supplier ID (Cloud/S4): 000000584 /      Project:

Quotation Amount: 900      QAR      Supplier Company: Annie Co.      Project Name:

Amount in Base Currency: 900      QAR

GENERAL INFORMATION    DELIVERY AND PAYMENT TERMS    ITEMS    QUESTIONNAIRE    **ATTACHMENTS**    LOGS

Document Title (at least one document is mandatory)

Document Title	Action
<input type="text" value="Enter title for attachment"/>	

Add Attachment

Save Submit

- 1 Go to Attachments tab.
- 2 Upload file and enter the document title.
- 3 If you wish to add more attachments, click on 'Add Attachment.'
- 4 Save your progress and submit quotation.

Quotation(0000001236) has been Submitted Successfully

Version	Date	Policy Reference	Document Title	Page No.
01	09 <sup>th</sup> March 2025	PIH-POL-CG-1102-B-03	How to Submit Quotations	Page 23 of 23