

# User Manual

## Supplier Response to RFQ- Submission of Quotation

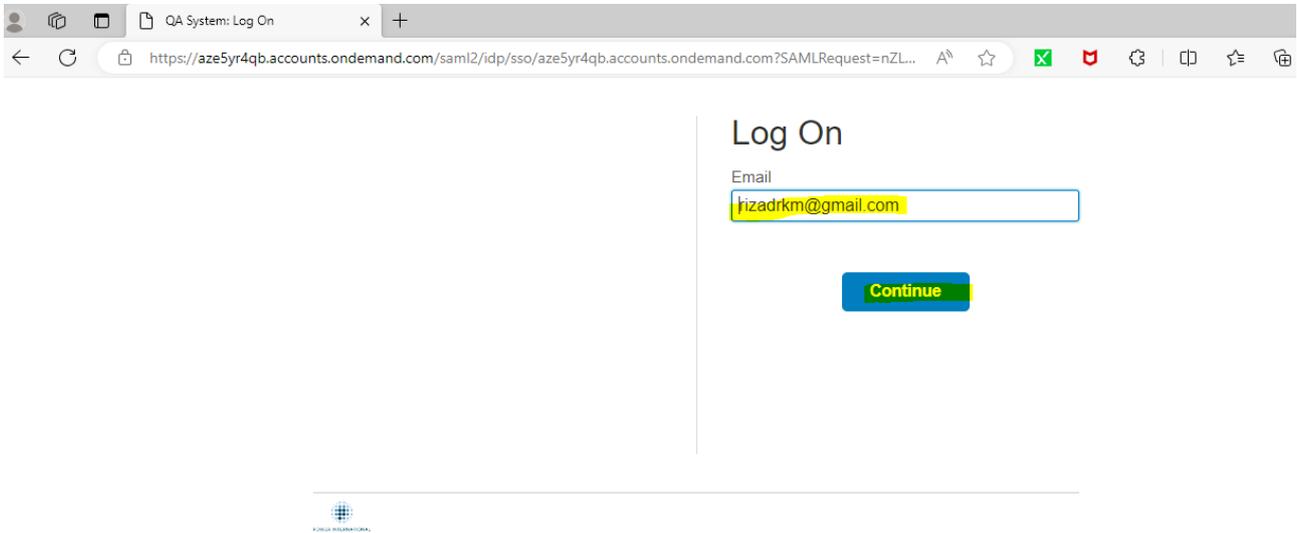
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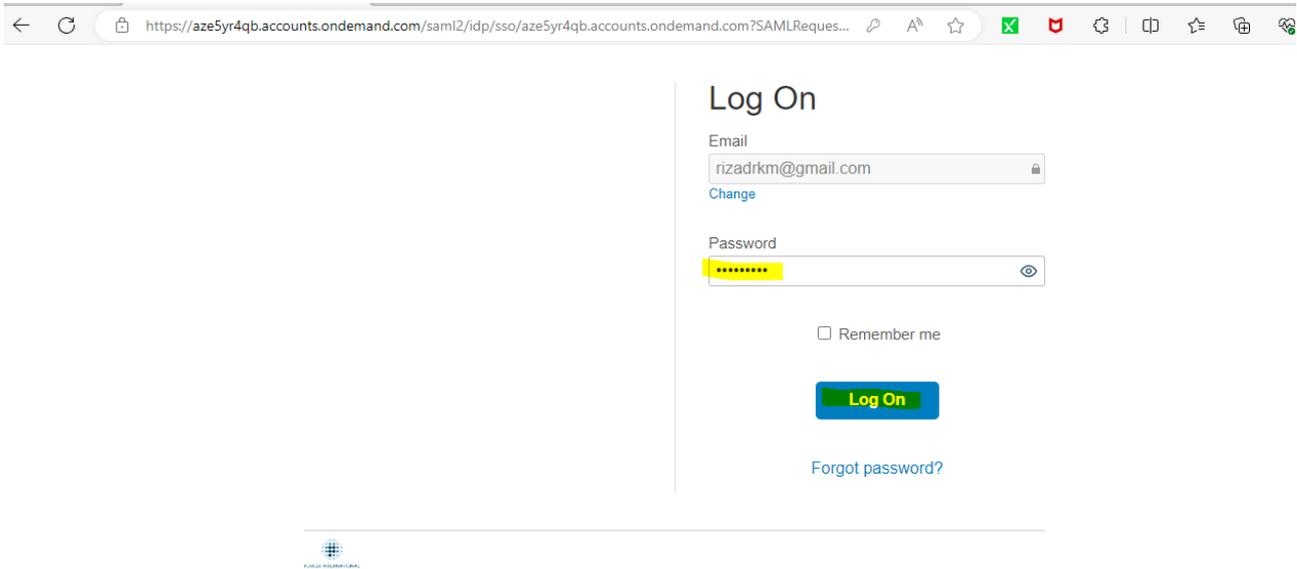
In this Process, Supplier Receives the RFQ invitation from the procurement Team and in response the suppliers will be able to submit their quotations. The following manual walks through the steps in detail

# 1. Login into Supplier Portal

## 1.1. Input valid email and Click on Continue button.



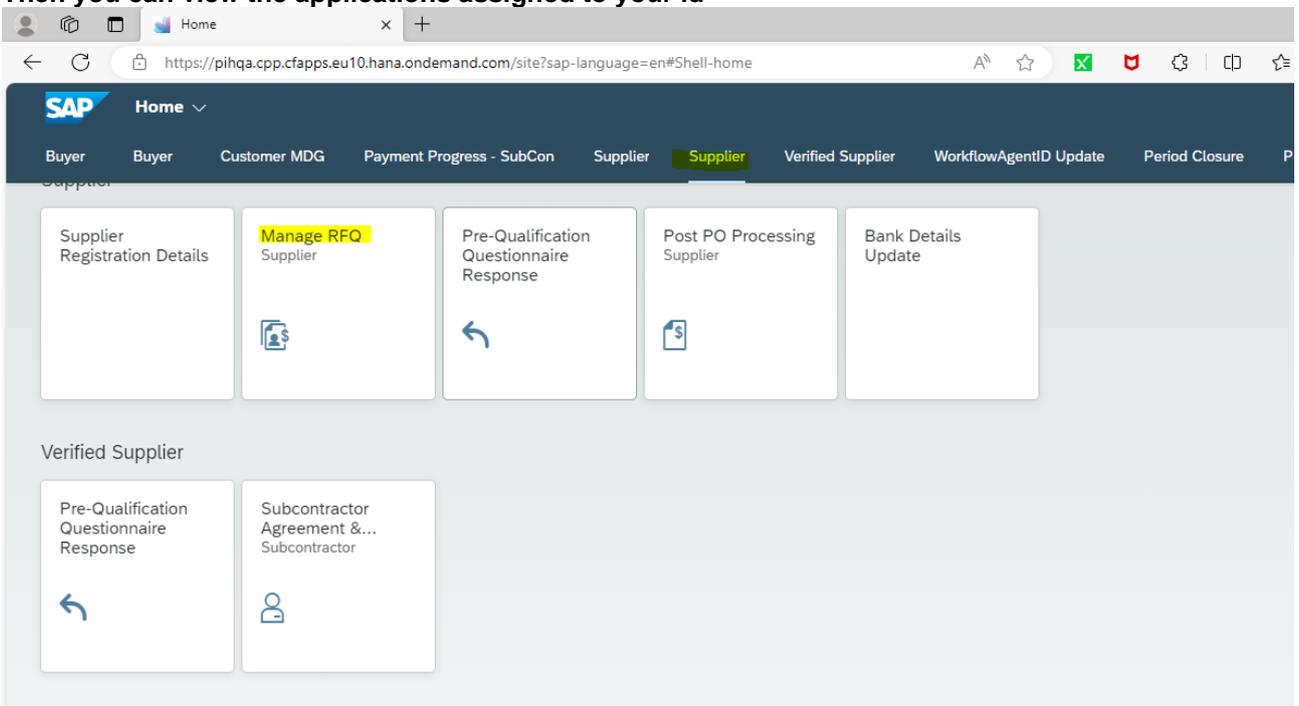
## 1.2. Input the Password and click on the Logon button.



1.3. Once click on the Logon button you can see the following screen.



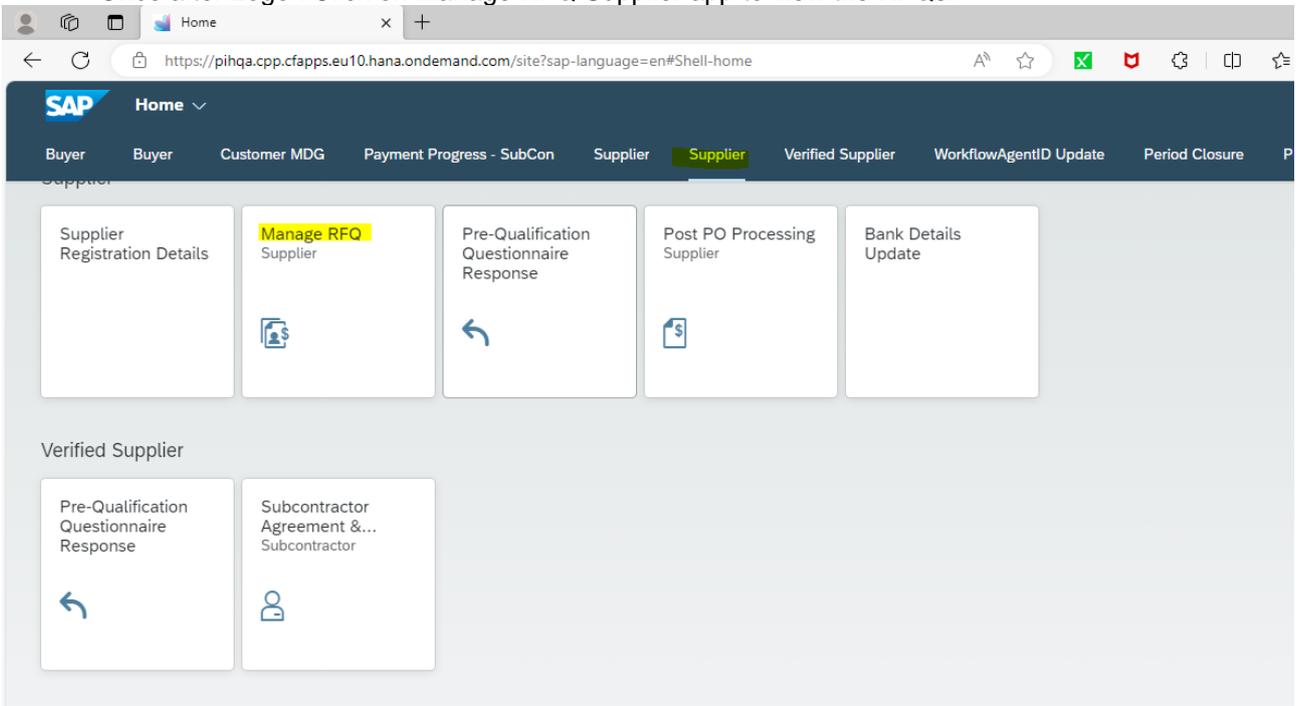
Then you can view the applications assigned to your id



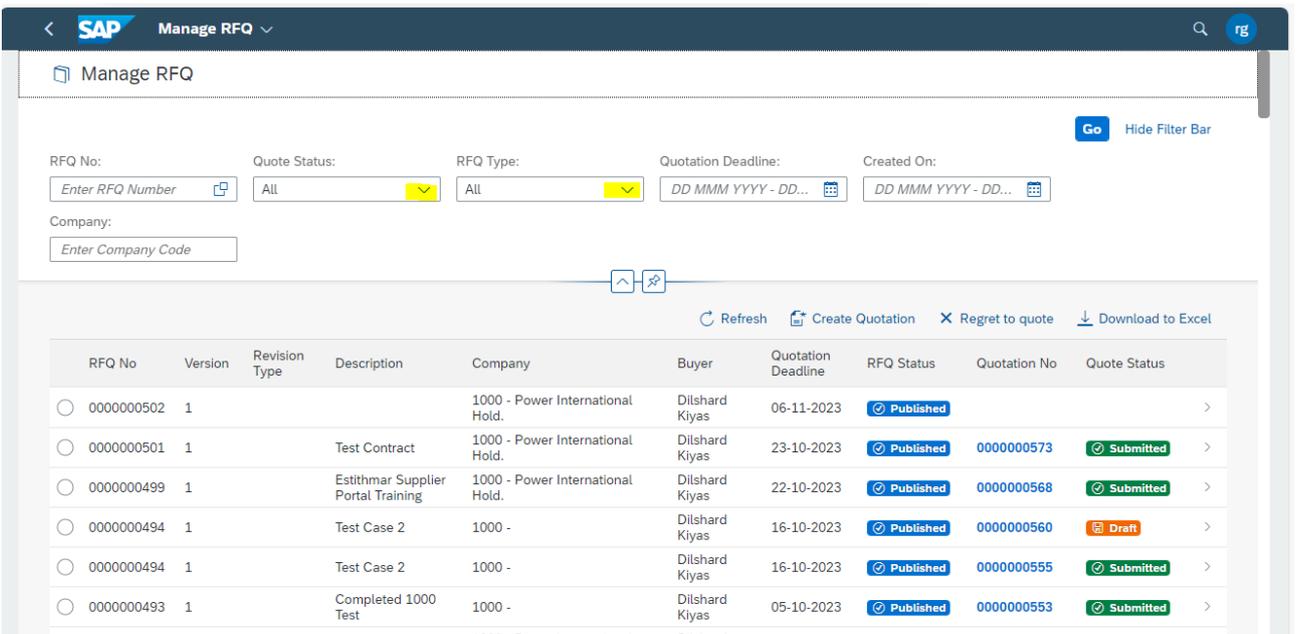
## 2. Supplier RFQ View

### 2.1. RFQ View

Once after Logon Click on Manage RFQ Supplier app to view the RFQs.



2.2. Once after clicking the app, you can view all RFQ s related to your supplier ID, here you can use filter options (E.g.: Quote Status, RFQ type etc..) to find related RFQ.



**2.3. View the RFQ by selecting the RFQ radio button and click on arrow (>) button as shown below to view the details.**

You can also download all the RFQ by using the Download to Excel button.

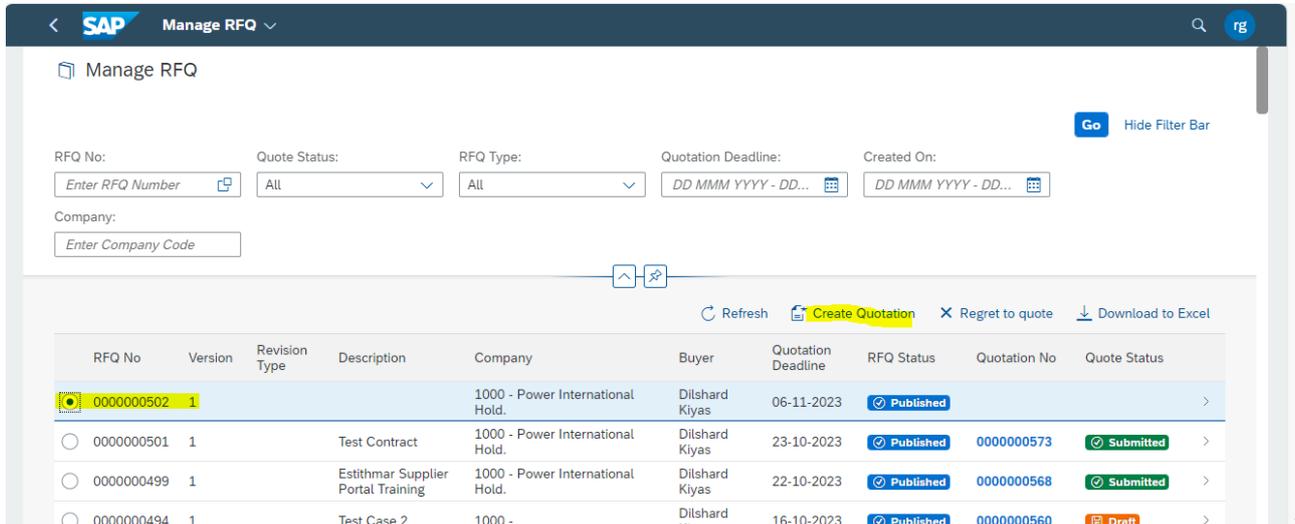
If you don't want to respond to this RFQ select the option Regret to quote

The screenshot shows the SAP 'Manage RFQ' interface. At the top, there are filter fields for RFQ No., Quote Status, RFQ Type, Quotation Deadline, and Created On. Below these is a table of RFQs. The first row is selected, and the 'Download to Excel' button is highlighted in yellow. The table columns are: RFQ No, Version, Revision Type, Description, Company, Buyer, Quotation Deadline, RFQ Status, Quotation No, and Quote Status.

RFQ No	Version	Revision Type	Description	Company	Buyer	Quotation Deadline	RFQ Status	Quotation No	Quote Status
0000000502	1			1000 - Power International Hold.	Dilshard Kiyas	06-11-2023	Published		
0000000501	1		Test Contract	1000 - Power International Hold.	Dilshard Kiyas	23-10-2023	Published	0000000573	Submitted
0000000499	1		Estithmar Supplier Portal Training	1000 - Power International Hold.	Dilshard Kiyas	22-10-2023	Published	0000000568	Submitted
0000000494	1		Test Case 2	1000 -	Dilshard Kiyas	16-10-2023	Published	0000000560	Draft
0000000494	1		Test Case 2	1000 -	Dilshard ...	16-10-2023	Published	0000000555	Submitted

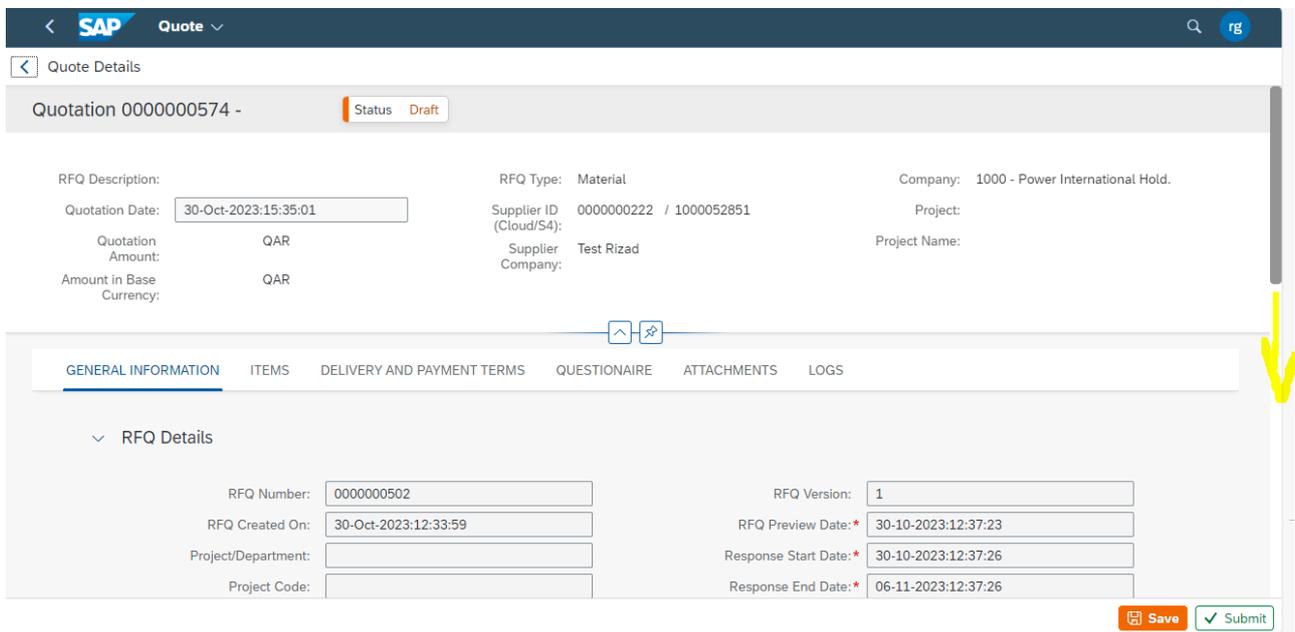
### 3. Supplier Response - Creation of Quotation

3.1. To Create the Quotation, select the required RFQ and Click on Create Quotation button.



### 3.2. Filling of GENERAL INFORMATION

3.2.1. Once after click on Create Quotation, the screen will navigate to RFQ details- View all the details and scroll down to fill the General Information



3.2.2. Fill in the RFQ details like Your Quotation Reference, Your quotation Date, compliant alternate and click on scroll down to fill other details.

### Supplier Response to RFQ- Submission of Quotation

The screenshot shows the SAP Quote Details page for Quotation 0000000574. The status is 'Draft'. The 'RFQ Details' section is expanded, showing various fields for RFQ information. A yellow arrow points to the 'Compliant/Alternate' dropdown menu, which is currently set to 'Compliant'.

RFQ Number:	000000502	RFQ Version:	1
RFQ Created On:	30-Oct-2023:12:33:59	RFQ Preview Date:	30-10-2023:12:37:23
Project/Department:		Response Start Date:	30-10-2023:12:37:26
Project Code:		Response End Date:	06-11-2023:12:37:26
Quotation Number:	0000000574	RFQ Published Date:	30-10-2023
Your Quotation Reference:	Quote123	Package Code:	
Quotation Date:	30-10-2023:15:35:01	Compliant/Alternate:	Compliant
Your Quotation Date:	30-10-2023		
Quotation Validity:	2023-11-16T07:07:26.000Z		

### 3.2.3. Fill required details in Contact Names Section

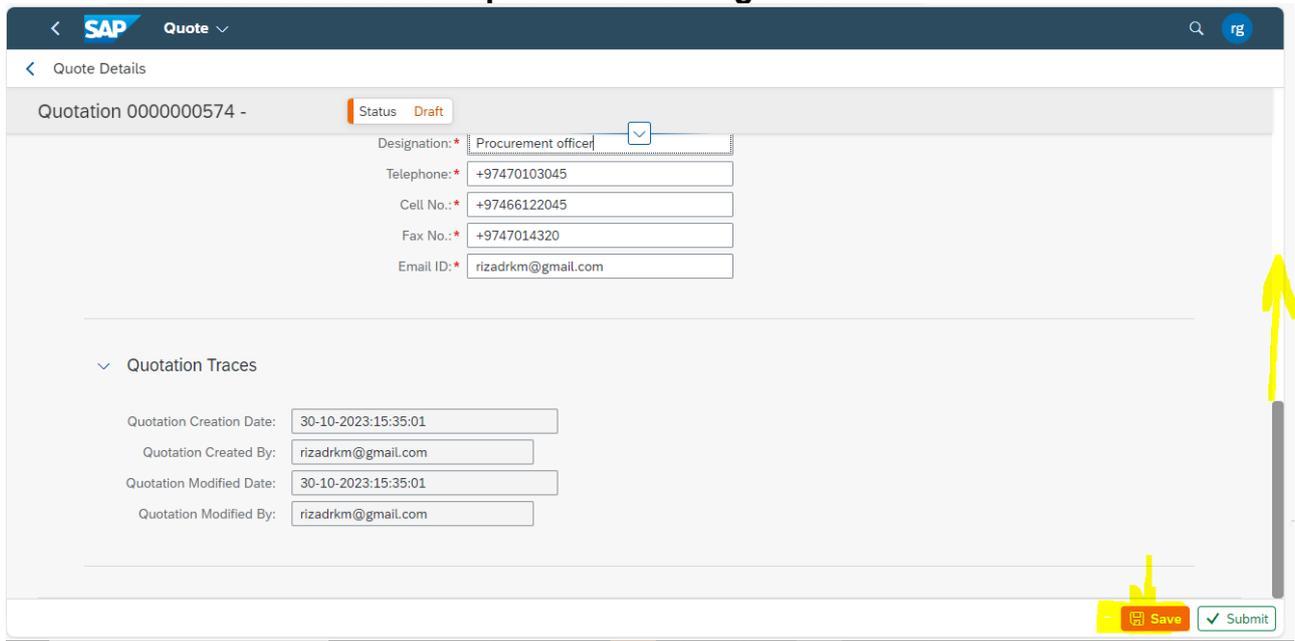
The screenshot shows the SAP Quote Details page for Quotation 0000000574. The 'Contact Names' section is expanded, showing a form for 'For Quotation' details. The fields are filled with the following information: Name: Razeed khan, Designation: Procurement officer, Telephone: +97470103045, Cell No.: +97466122045, Fax No.: +9747014320, and Email ID: rizadrkm@gmail.com. Below this, the 'Quotation Traces' section is also expanded, showing the Quotation Creation Date and Quotation Created By.

For Quotation:	
Name:	Razeed khan
Designation:	Procurement officer
Telephone:	+97470103045
Cell No.:	+97466122045
Fax No.:	+9747014320
Email ID:	rizadrkm@gmail.com

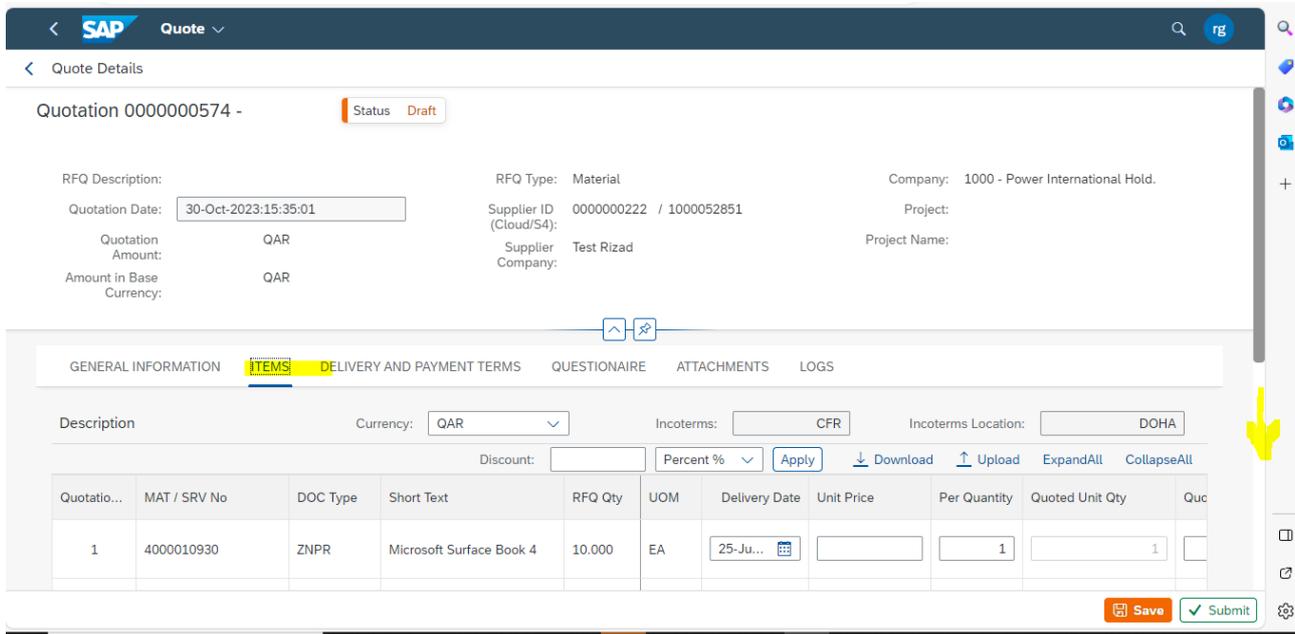
Quotation Creation Date:	30-10-2023:15:35:01
Quotation Created By:	rizadrkm@gmail.com

Now Click on Save and Scroll up to fill remaining fields.



### 3.3. Filling of ITEMS section

3.3.1. Click on the ITEMS tab and scroll down to view all items.



Now you can view all items, use horizontal scroll bar to fill in the details as shown below.

### Supplier Response to RFQ- Submission of Quotation

Quote Details

Quotation 000000574 - Status Draft

Quotatio...	MAT / SRV No	DOC Type	Short Text	RFQ Qty	UOM	Delivery Date	Unit Price	Per Quantity	Quoted Unit Qty	Quoc
1	4000010930	ZNPR	Microsoft Surface Book 4	10.000	EA	25-Ju...		1	1	
2	4000010931	ZNPR	Microsoft Surface Hub 2S 55INCH	10.000	EA	25-Ju...		1	1	
3	4000010980	ZNPR	CISCO IP Phone 8000	10.000	EA	25-Ju...		1	1	

Save Submit

3.3.2. Input the Unit Price and use horizontal scroll bar to fill in the details as shown below.

Quote Details

Quotation 000000574 - Status Draft

Quotatio...	MAT / SRV No	DOC Type	Short Text	RFQ Qty	UOM	Delivery Date	Unit Price	Per Quantity	Quoted Unit Qty	Quoc
1	4000010930	ZNPR	Microsoft Surface Book 4	10.000	EA	25-Ju...	15	1	1	
2	4000010931	ZNPR	Microsoft Surface Hub 2S 55INCH	10.000	EA	25-Ju...	25	1	1	
3	4000010980	ZNPR	CISCO IP Phone 8000	10.000	EA	25-Ju...	30	1	1	

Save Submit

**Supplier Response to RFQ- Submission of Quotation**

3.3.3. Check and input the values(if required) in Per Quantity and Quoted UOM and scroll horizontally to view and fill the remaining fields

Quotatio...	MAT / SRV No	DOC Type	Short Text	RFQ Qty	Unit Price	Per Quantity	Quoted Unit Qty	Quoted Uom	Conve
1	4000010930	ZNPR	Microsoft Surface Book 4	10.000	15	1	1	EA	
2	4000010931	ZNPR	Microsoft Surface Hub 2S 55INCH	10.000	25	1	1	EA	
3	4000010980	ZNPR	CISCO IP Phone 8000	10.000	30	1	1	EA	

3.3.4. Check and input the values (if required) for the following fields.

- Conversion Factor with RFQ UOM
- Total Amount (Calculated field no need to input)
- Incl Indicator check box.
- Discount
- Discount in Then scroll horizontally to view and fill the remaining fields.

Quotatio...	MAT / SRV No	DOC Type	Short Text	RF...	Conversion ...	Total Amo...	Incl Indicator	Discount	Discount in	Gros
1	4000010930	ZNPR	Microsoft Surface Book 4	10.000	1	150.00	<input type="checkbox"/>	5	Percent %	
2	4000010931	ZNPR	Microsoft Surface Hub 2S 55INCH	10.000	1	250.00	<input type="checkbox"/>	10	Percent %	
3	4000010980	ZNPR	CISCO IP Phone 8000	10.000	1	300.00	<input type="checkbox"/>	5	Percent %	

## Supplier Response to RFQ- Submission of Quotation

### 3.3.5. Check and input the values (if required) for the following fields.

- Gross Amount (Calculated field no need to input)
- Currency
- Brand / Make
- Warranty Months
- Shell life Months
- Ex Stock and scroll horizontal. Then scroll horizontally to view and fill the remaining fields.

The screenshot shows the SAP Quote Details interface for Quotation 0000000574. The status is Draft. The table below lists three items with their respective details. A yellow arrow points to the Exstock column in the table.

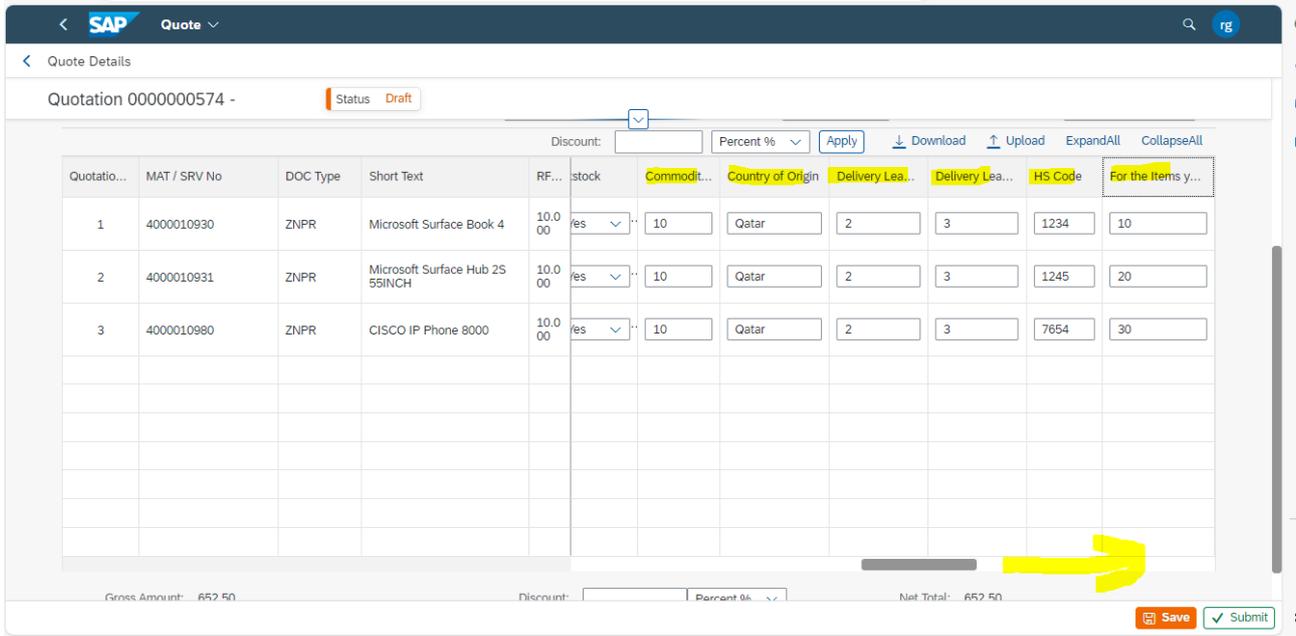
Quotatio...	MAT / SRV No	DOC Type	Short Text	RF...	Gross Amount	Currency	Brand/Make	Warranty Mon...	Shell Life Months	Exstock
1	4000010930	ZNPR	Microsoft Surface Book 4	10.000	142.50	QAR	Microsoft	12	12	Yes
2	4000010931	ZNPR	Microsoft Surface Hub 2S 55INCH	10.000	225.00	QAR	Microsoft	12	12	Yes
3	4000010980	ZNPR	CISCO IP Phone 8000	10.000	285.00	QAR	Microsoft	12	12	Yes

Summary: Gross Amount: 652.50, Discount: , Percent %: , Net Total: 652.50

### 3.3.6. Check and input the values (if required) for the following fields.

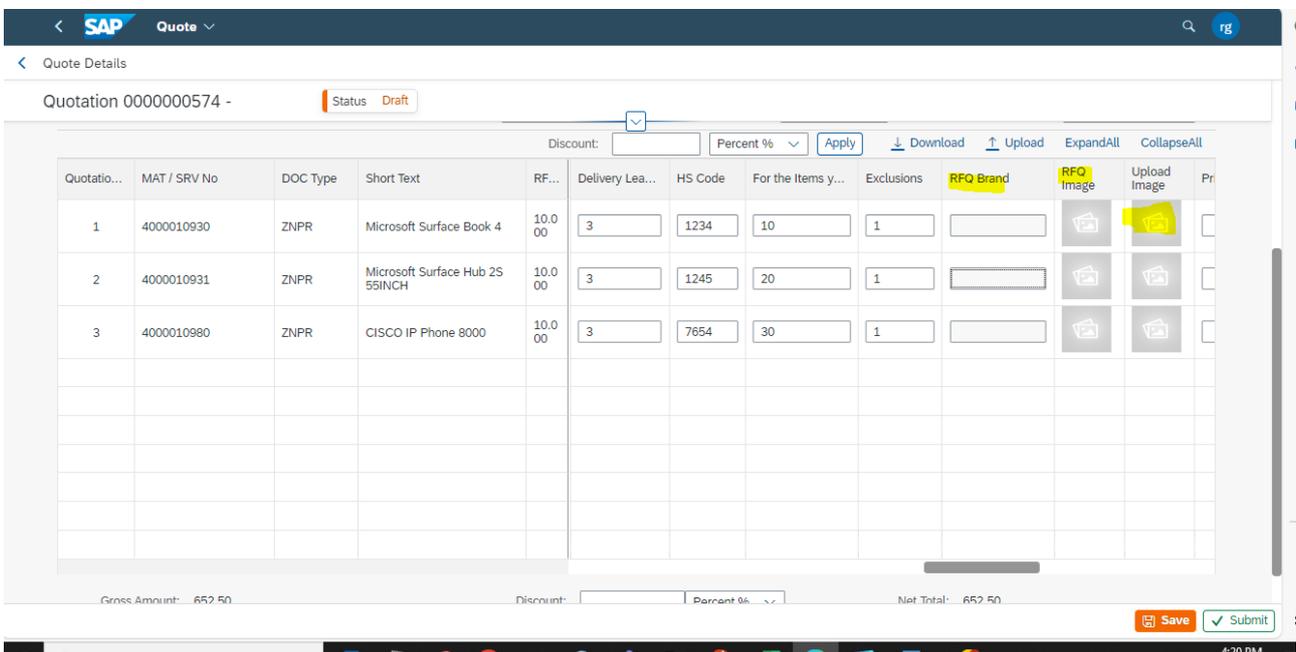
- Commodity Price Index
- Country of Origin
- Delivery Lead Time Days Production
- Delivery Lead Time Days Freight
- HS Code
- For the Items you are Pricing, then scroll horizontally to view and fill the remaining

**Supplier Response to RFQ- Submission of Quotation**



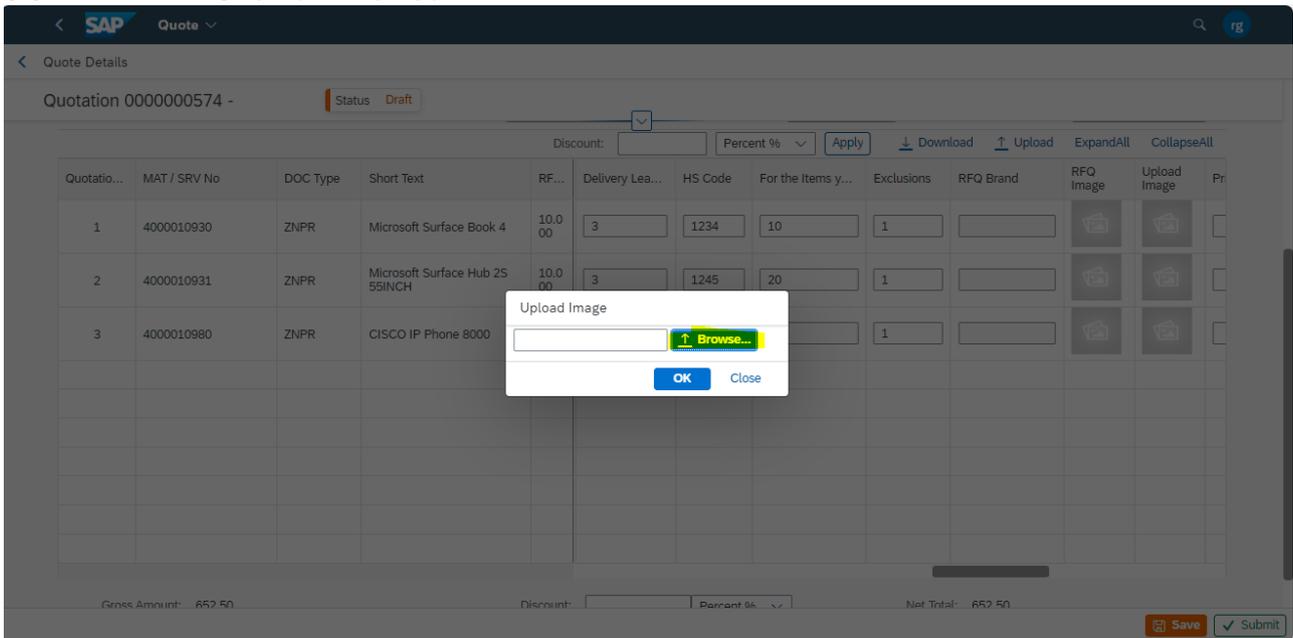
3.3.7. Check and input the values (if required) for the following fields and upload the image.

- Exclusions field.
- Check the given RFQ Brand (Cross Check no need to fill)
- Check the given RFQ Image (Cross Check no need to fill)
- And then click on Upload Image (Please upload image if you have) for first line item as shown below.

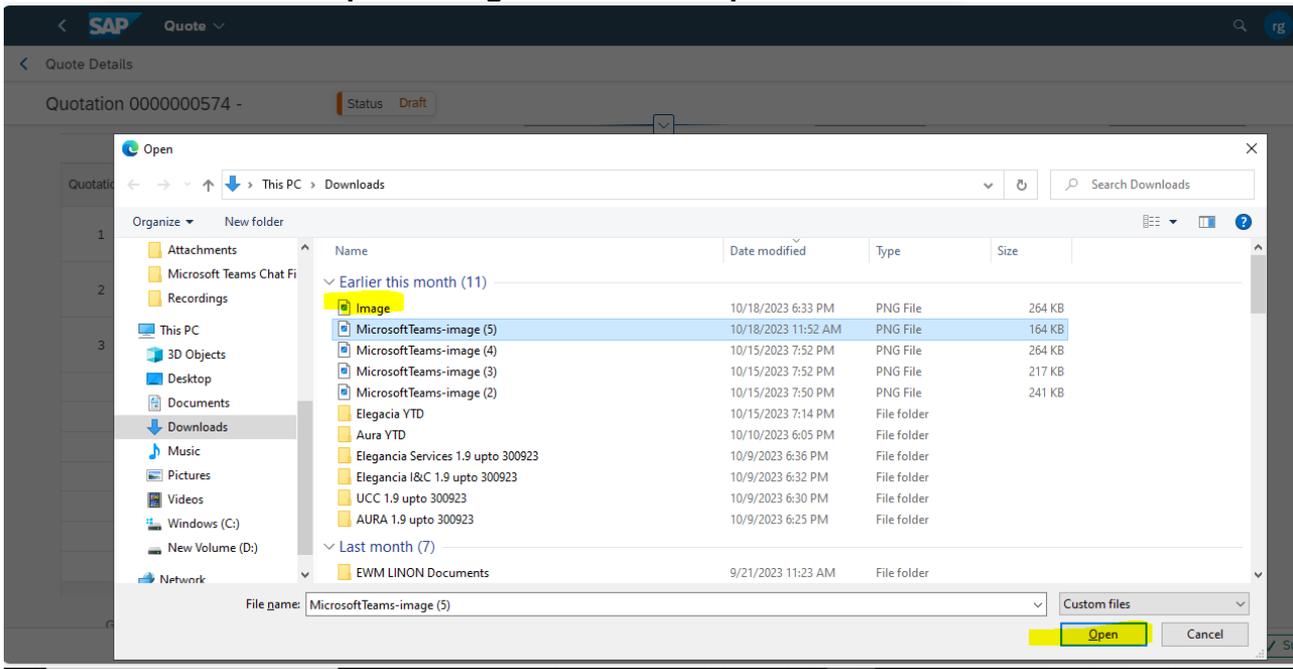


## Supplier Response to RFQ- Submission of Quotation

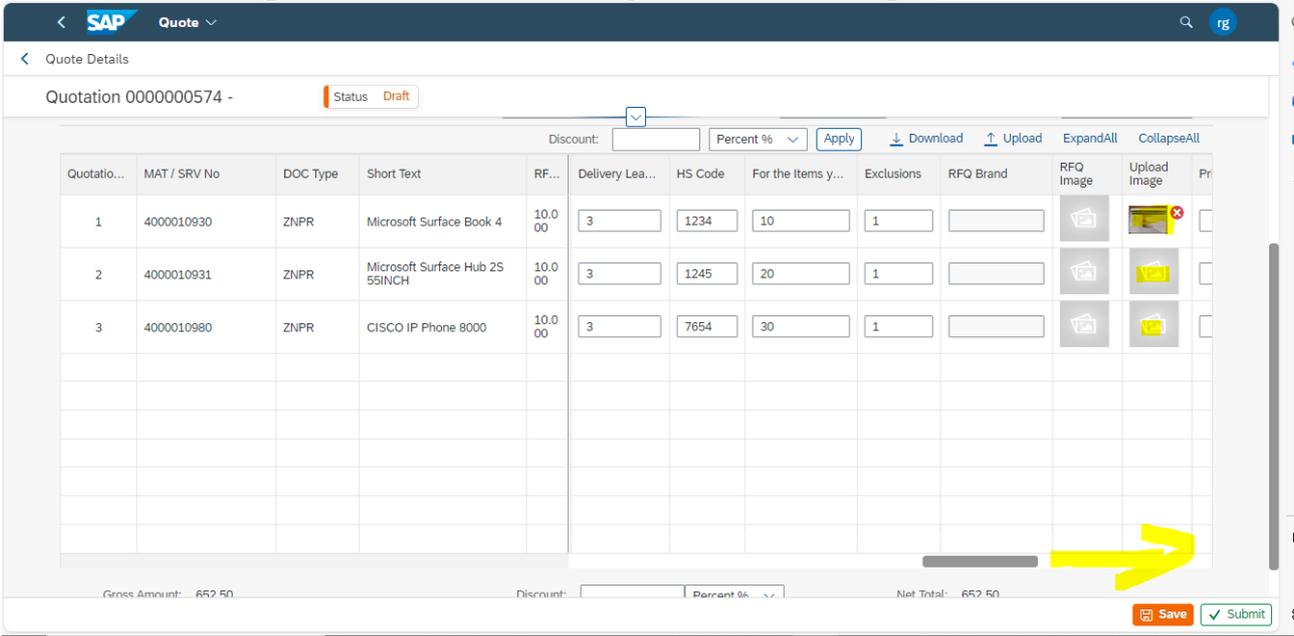
### 3.3.7.1. Click on Browse



### 3.3.7.2. Select required Image and click on Open button.

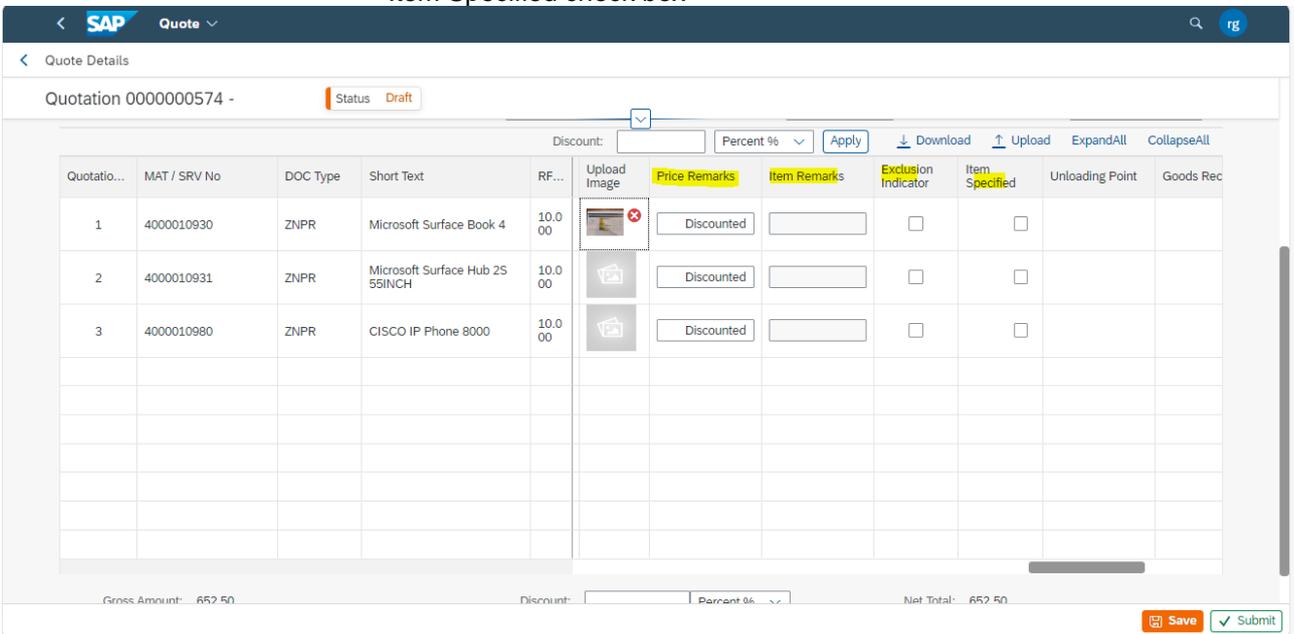


**3.3.7.3.** You can view the uploaded image, if you want to add images for remaining items, please follow the above steps for each line item wise to upload the image. Then scroll horizontally to view remaining fields.



**3.3.8.** Check and input the values (if required) for the following fields.

- Price Remarks
- Item Remark
- Exclusion Indicator Check box.
- Item Specified check box



**3.3.9.** View the predefined data( No need to fill any information ) and Adding of Additional details to Line item.

**Supplier Response to RFQ- Submission of Quotation**

- Unloading Point
- Goods Recipient
- PR Date
- Start Date
- End Date

now click on arrow button as shown below

The screenshot shows the SAP Quote Details interface for Quotation 0000000574. The status is 'Draft'. A table lists three items:

Quotatio...	MAT / SRV No	DOC Type	Short Text	RF...	Exclusion Indicator	Item Specified	Unloading Point	Goods Recipient	PR Date	Start Date	End Date
1	4000010930	ZNPR	Microsoft Surface Book 4	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		
2	4000010931	ZNPR	Microsoft Surface Hub 2S 55INCH	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		
3	4000010980	ZNPR	CISCO IP Phone 8000	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		

At the bottom right of the table, a yellow arrow button is highlighted. Below the table, the Gross Amount is 652.50 and the Net Total is 652.50. 'Save' and 'Submit' buttons are visible at the bottom right.

**3.3.9.1. Once you click on you can view below screen with NOTES section, fill the details and click on Save button**

The screenshot shows the SAP Quote Item Details for item 1 - Microsoft Surface Book 4. The status is 'Draft'. The form includes the following fields:

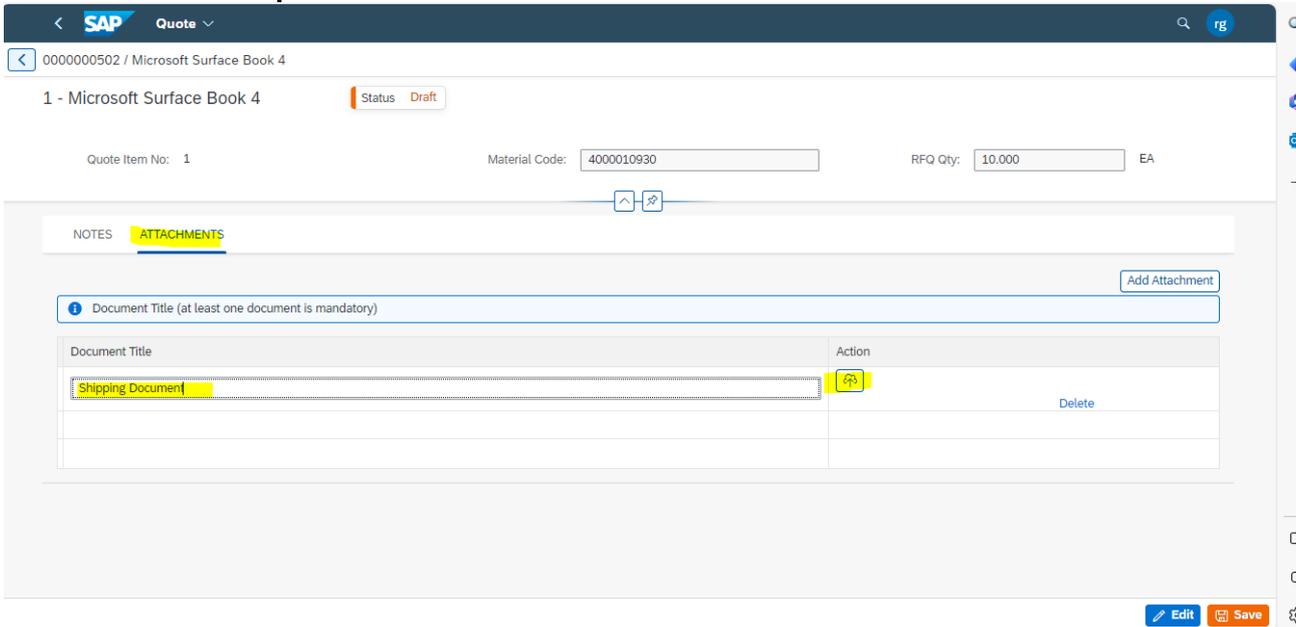
- Quote Item No: 1
- Material Code: 4000010930
- RFQ Qty: 10.000 EA

The **NOTES** section contains the following details:

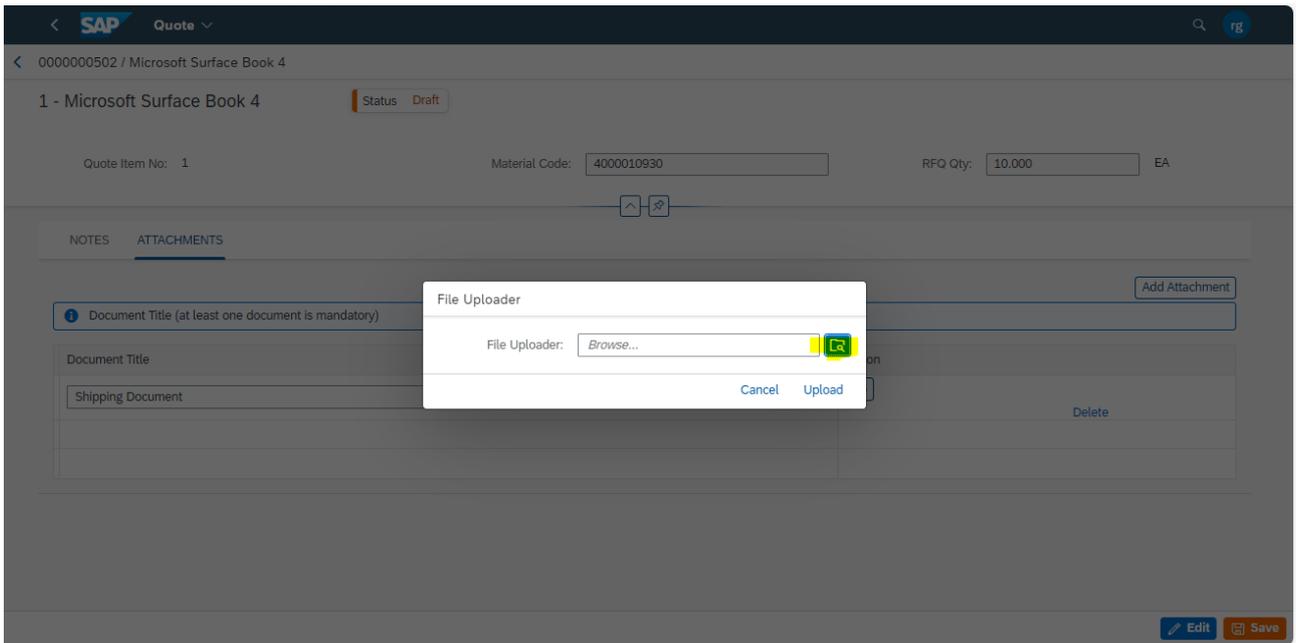
- Specification: Spec123
- Delivery Terms/Schedule: 10days after PO signoff
- Packing Dimension: 10x20x30m
- Container capacity: 100000Nos
- Notes: Careful while unloading
- Delivery Location: Doha
- Type of Containers: Box type
- No of cartons in containers: 10

'Edit' and 'Save' buttons are located at the bottom right of the form. The system clock shows 4:35 PM.

**3.3.9.2. Now Click on attachments section and provide the Document title and click on upload button as shown below.**

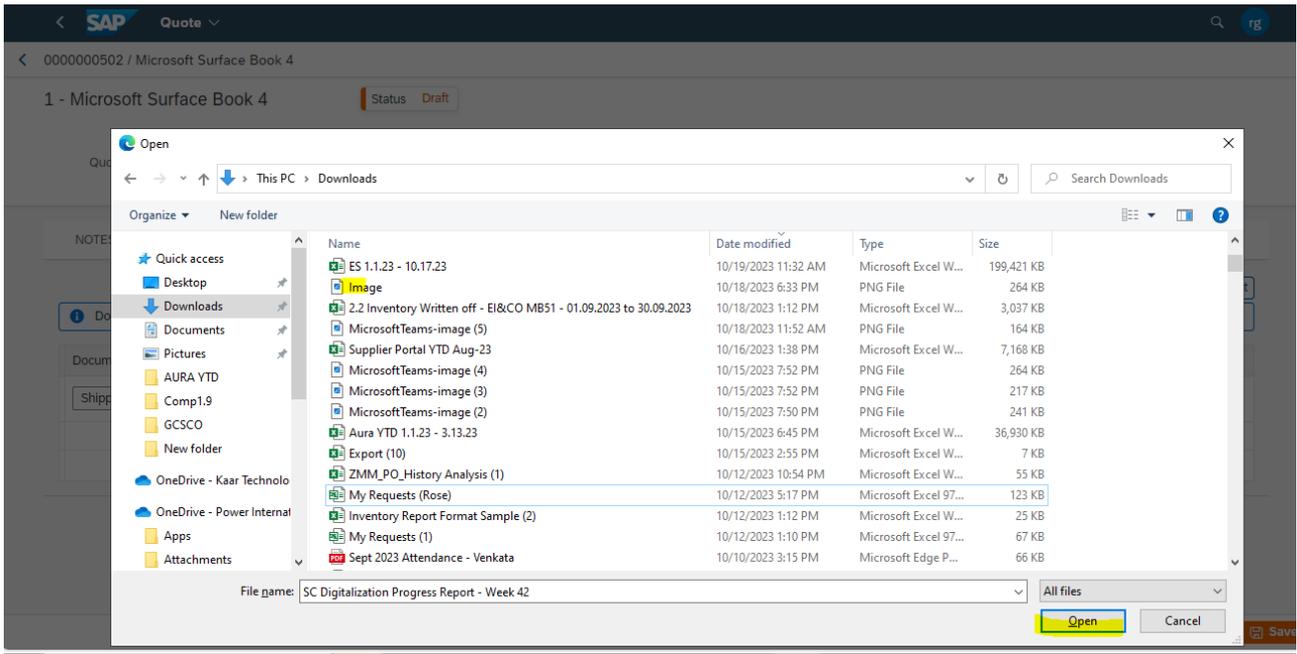


**3.3.9.3. Click on browse**

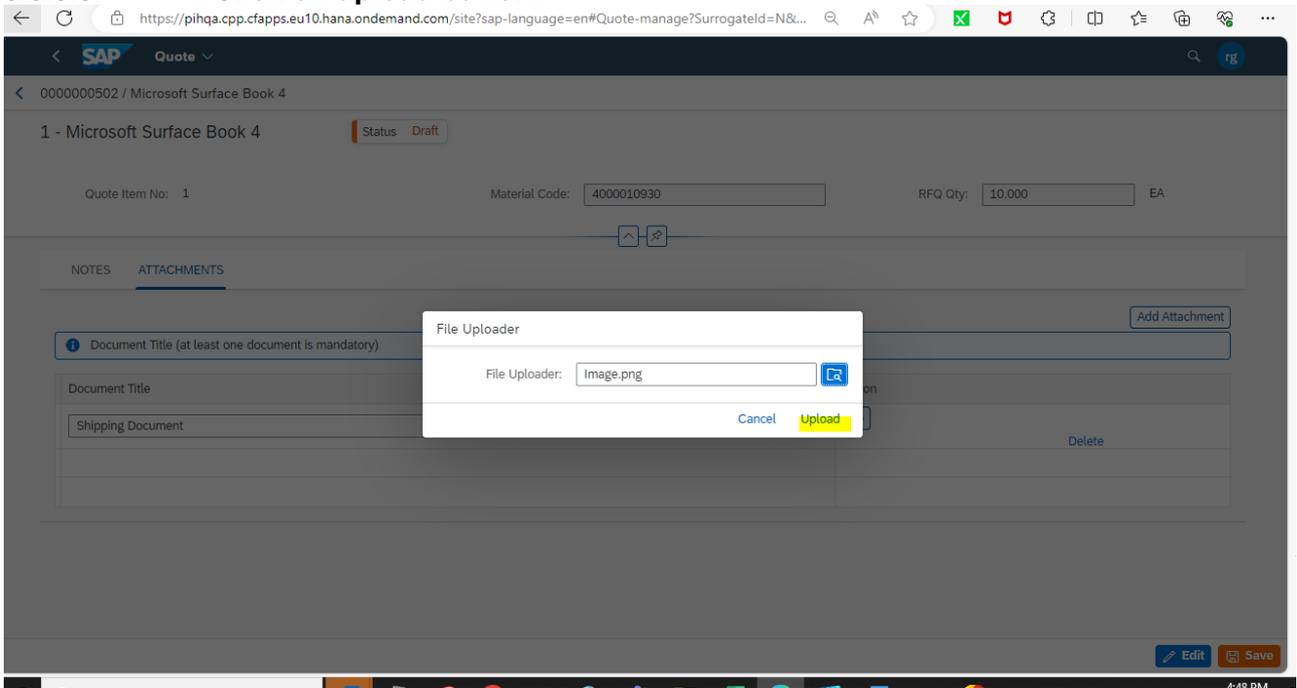


**3.3.9.4. Select required file and click on open button.**

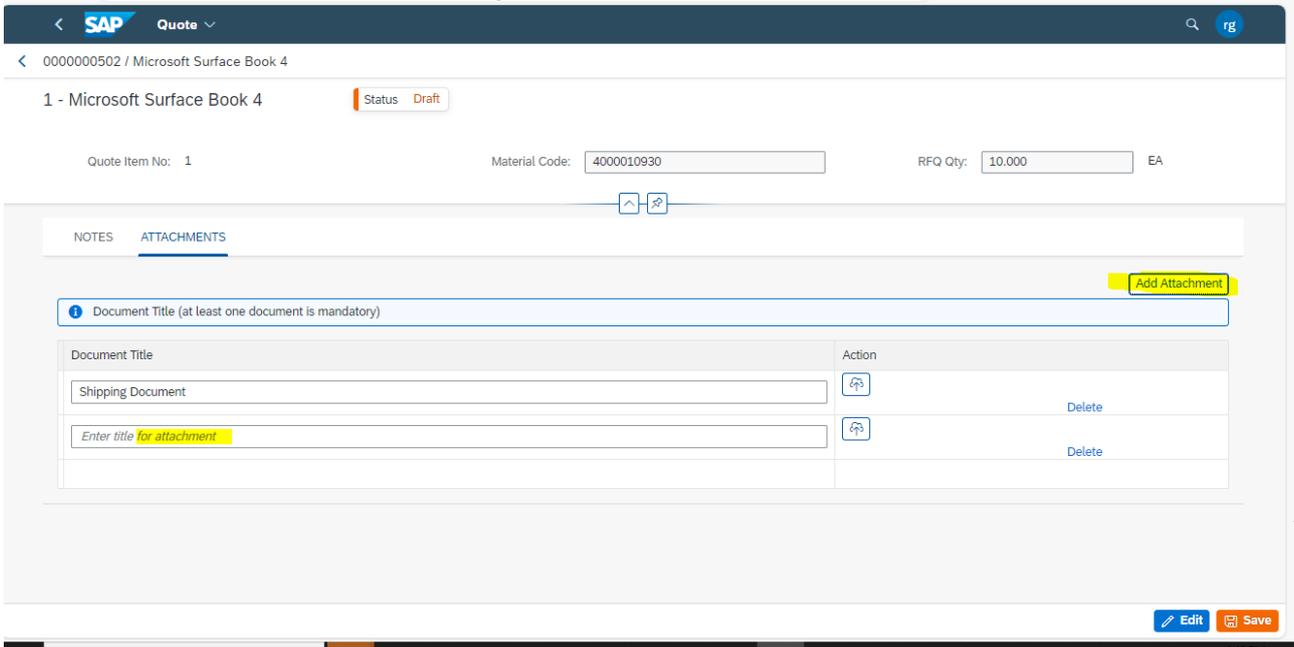
### Supplier Response to RFQ- Submission of Quotation



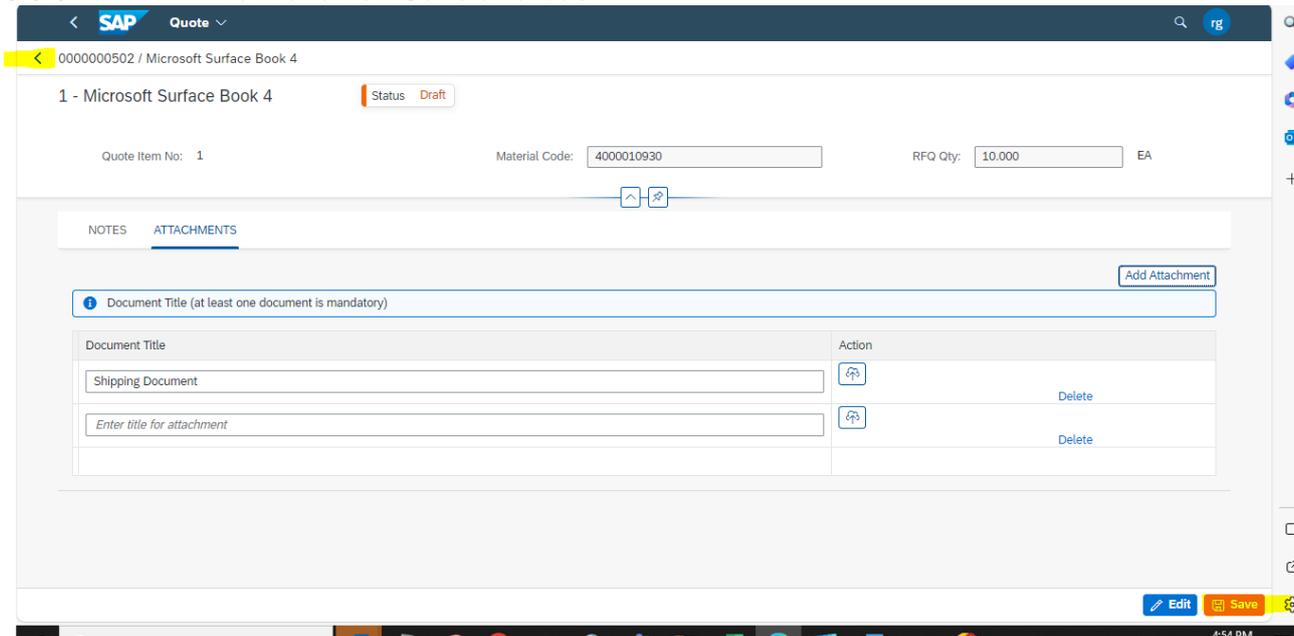
### 3.3.9.5. Click on upload button.



**3.3.9.6. Click on add attachment button if you want to add one more attachment and follow the above steps to attach the another attachment**



**3.3.9.7. Now click on Save and back.**



## Supplier Response to RFQ- Submission of Quotation

### 3.3.9.8. Now Scroll up to view Delivery and Payment Terms section

The screenshot shows the SAP Quote Details interface for Quotation 0000000574. The status is 'Draft'. A table lists three items:

Quotatio...	MAT / SRV No	DOC Type	Short Text	RF...	Exclusion Indicator	Item Specified	Unloading Point	Goods Recipient	PR Date	Start Date	End Date
1	4000010930	ZNPR	Microsoft Surface Book 4	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		
2	4000010931	ZNPR	Microsoft Surface Hub 2S 55INCH	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		
3	4000010980	ZNPR	CISCO IP Phone 8000	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		

A yellow arrow points to the vertical scroll bar on the right side of the table.

## 3.4. Filling of Delivery and Payment Terms section

### 3.4.1. Now Click on Delivery and Payment Terms tab

The screenshot shows the SAP Quote Details interface for Quotation 0000000574. The status is 'Draft'. The 'DELIVERY AND PAYMENT TERMS' tab is selected. The interface displays the following information:

RFQ Description: RFQ Type: Material Company: 1000 - Power International Hold.  
Quotation Date: 30-Oct-2023:15:35:01 Supplier ID (Cloud/S4): 000000222 / 1000052851 Project:  
Quotation Amount: QAR Supplier Company: Test Rizad Project Name:  
Amount in Base Currency: QAR

The 'DELIVERY AND PAYMENT TERMS' tab is highlighted in yellow. Below the tabs, the 'Description' section shows the following details:

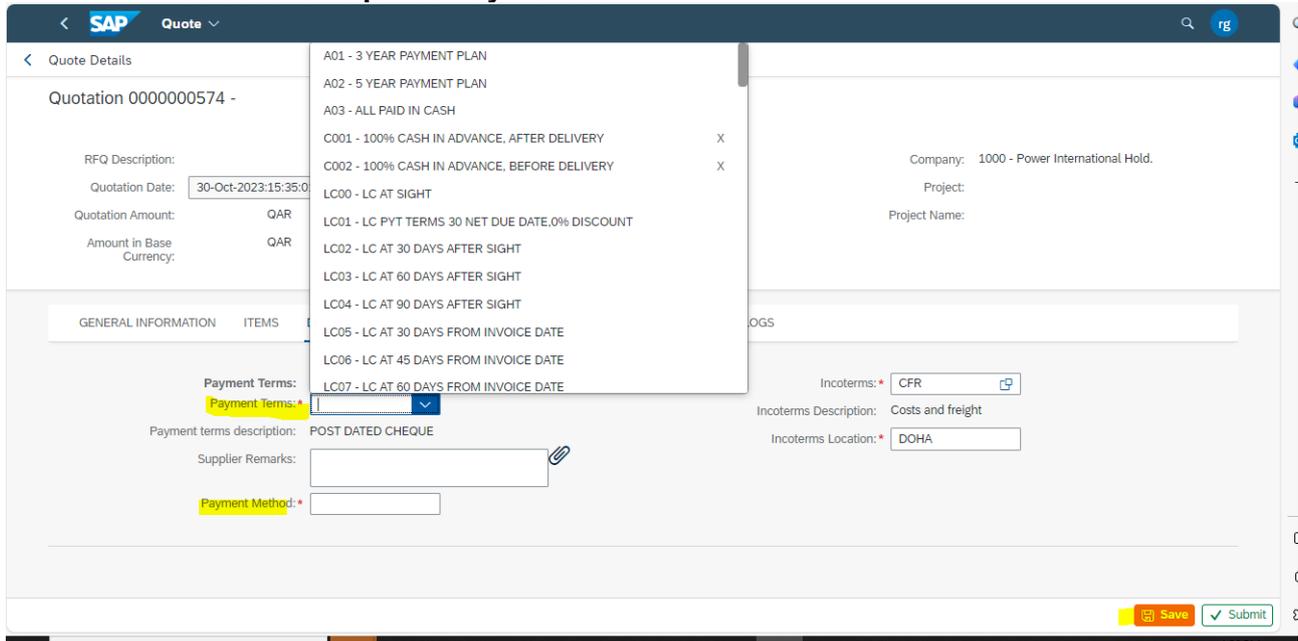
Description: Currency: QAR Incoterms: CFR Incoterms Location: DOHA

The table below shows the same three items as in the previous screenshot:

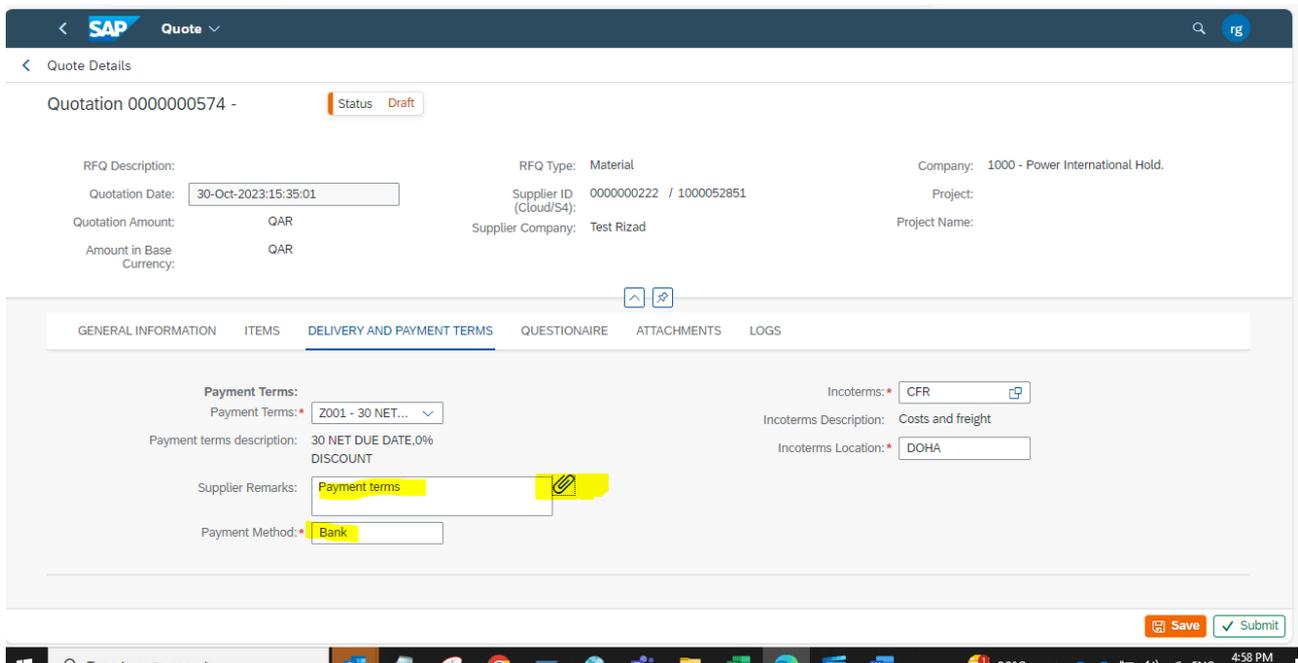
Quotatio...	MAT / SRV No	DOC Type	Short Text	RF...	Exclusion Indicator	Item Specified	Unloading Point	Goods Recipient	PR Date	Start Date	End Date
1	4000010930	ZNPR	Microsoft Surface Book 4	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		
2	4000010931	ZNPR	Microsoft Surface Hub 2S 55INCH	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		
3	4000010980	ZNPR	CISCO IP Phone 8000	10.000	<input type="checkbox"/>	<input type="checkbox"/>			20-06-2023		

Supplier Response to RFQ- Submission of Quotation

3.4.2. Select the required Payment term.

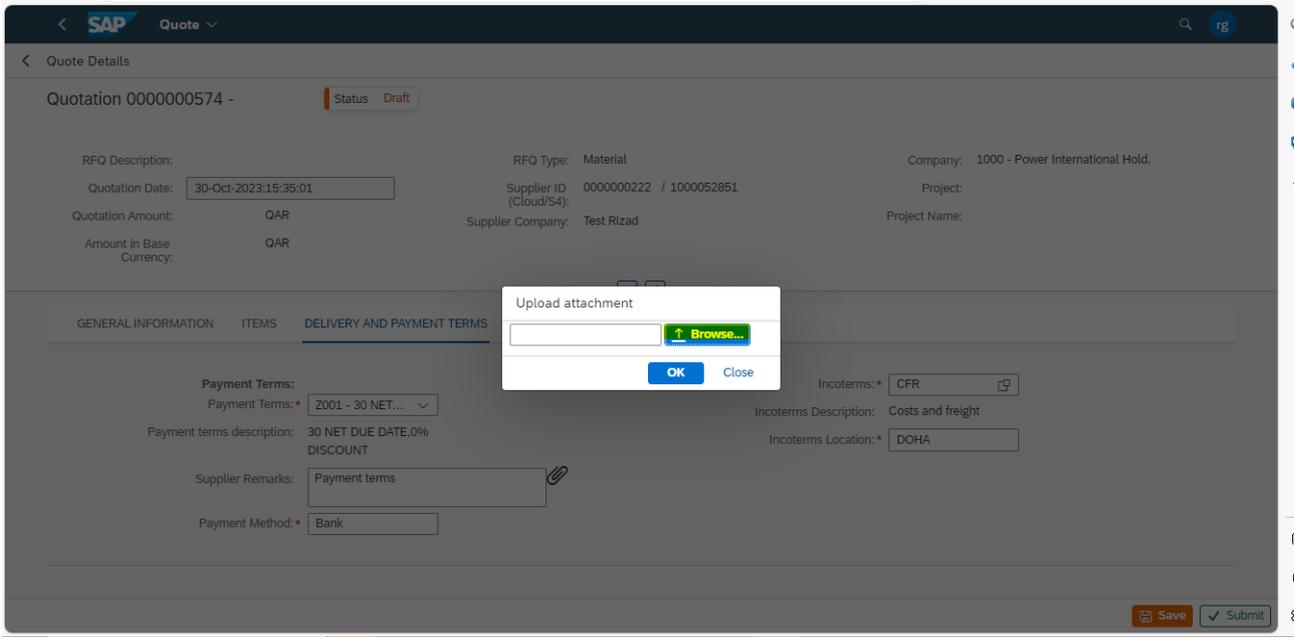


3.4.3. Now Enter Supplier Remarks and Payment Method and Click on attachment button.

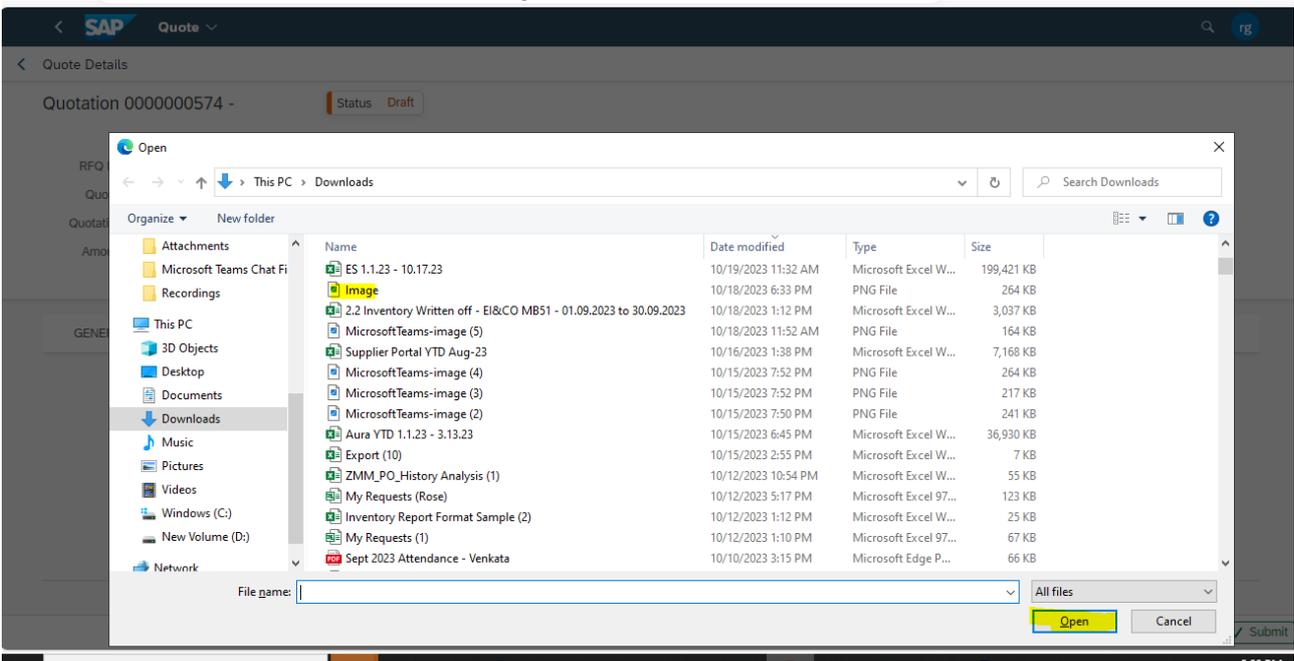


## Supplier Response to RFQ- Submission of Quotation

### 3.4.4. Click on Browe to add attachment.

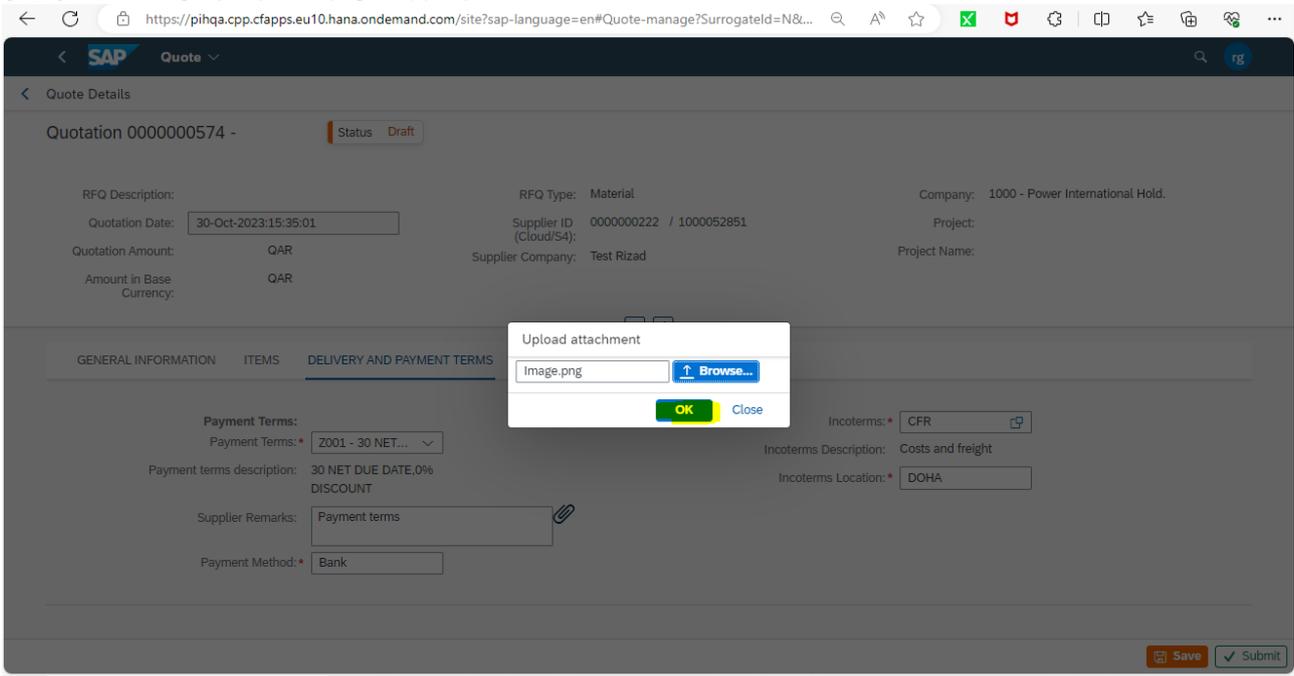


### 3.4.5. Select file and click on Open Button



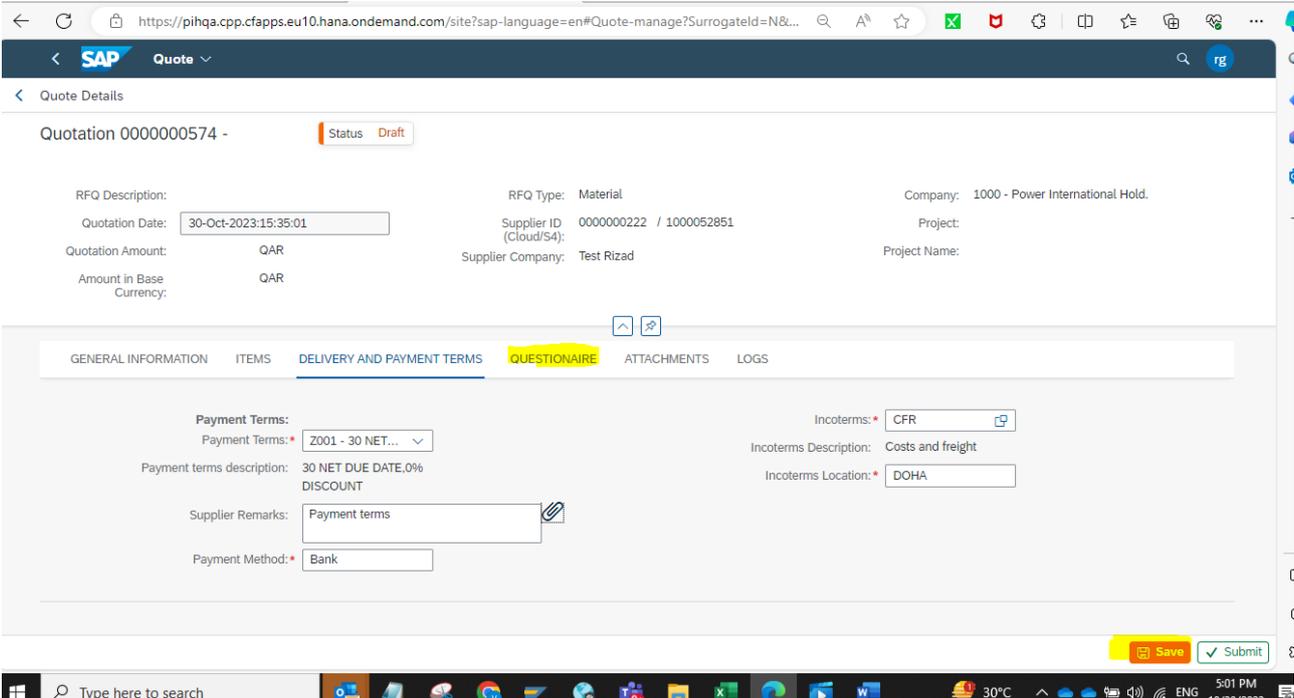
## Supplier Response to RFQ- Submission of Quotation

### 3.4.6. Click on the OK button.



### 3.5. View Questionary section.

#### 3.5.1. Now Click on Save button and click on Questionary tab.



### 3.5.2. View the available Relevant Data

The screenshot shows the SAP Quote Details page for Quotation 0000000574. The status is 'Draft'. The page is divided into several tabs: GENERAL INFORMATION, ITEMS, DELIVERY AND PAYMENT TERMS, QUESTIONNAIRE (highlighted in yellow), ATTACHMENTS, and LOGS. The 'QUESTIONNAIRE' tab is active, displaying a table with columns: Question Number, RFQ Question, Response, Remarks, WEIGHTAGE, and Attachments. The table currently contains 'No data'. At the bottom right, there are 'Save' and 'Submit' buttons.

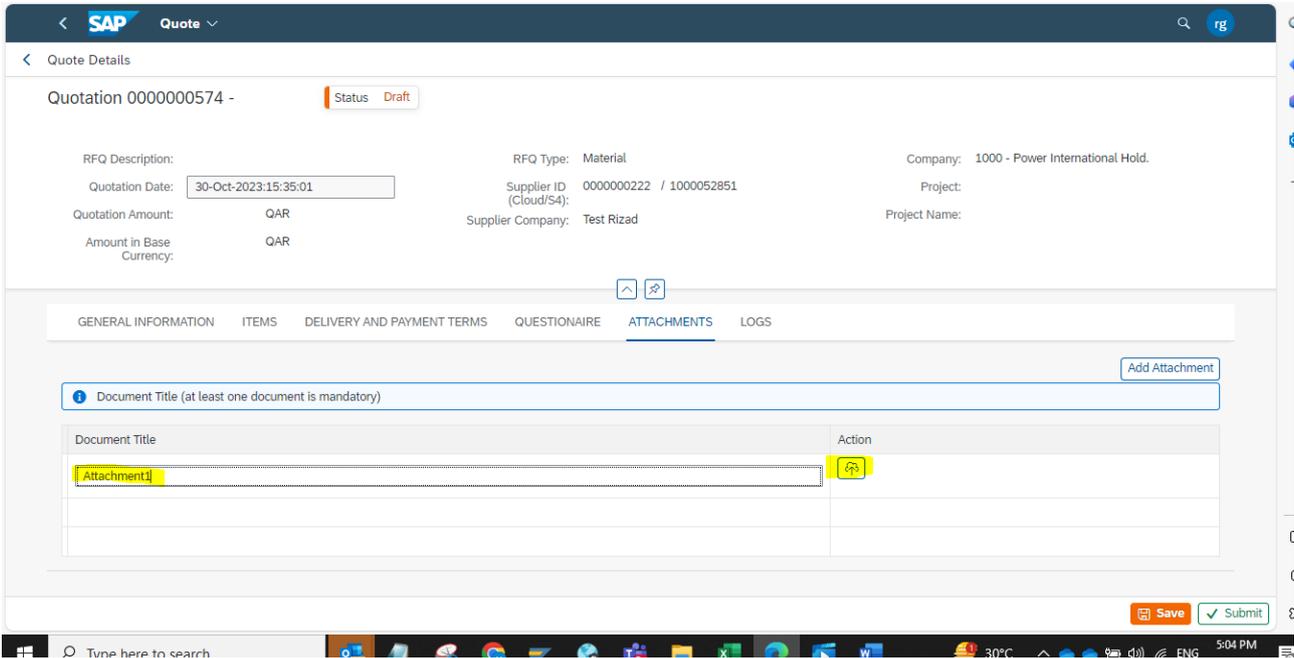
### 3.6. Filling ATTACHMENTS section

#### 3.6.1. Now click on the Save button and Click on ATTACHMENTS tab.

This screenshot is identical to the previous one, but the 'ATTACHMENTS' tab is now highlighted in yellow, indicating it has been selected. The 'QUESTIONNAIRE' tab is still visible but not active. The rest of the page content, including the 'Save' and 'Submit' buttons, remains the same.

## Supplier Response to RFQ- Submission of Quotation

### 3.6.2. Input the Document title and click on Tree button to upload the attachment as shown below.



The screenshot shows the SAP Quote Details interface for Quotation 0000000574. The status is 'Draft'. The 'ATTACHMENTS' tab is selected. A table for attachments is visible with one row containing 'Attachment1' and a tree icon. An 'Add Attachment' button is present. The background is dimmed.

Quote Details

Quotation 0000000574 - Status: Draft

RFQ Description: Quotation Date: 30-Oct-2023:15:35:01  
RFQ Type: Material Supplier ID (Cloud/S4): 0000000222 / 1000052851  
Company: 1000 - Power International Hold. Project:  
Quotation Amount: QAR Supplier Company: Test Rizad Project Name:  
Amount in Base Currency: QAR

GENERAL INFORMATION ITEMS DELIVERY AND PAYMENT TERMS QUESTIONNAIRE ATTACHMENTS LOGS

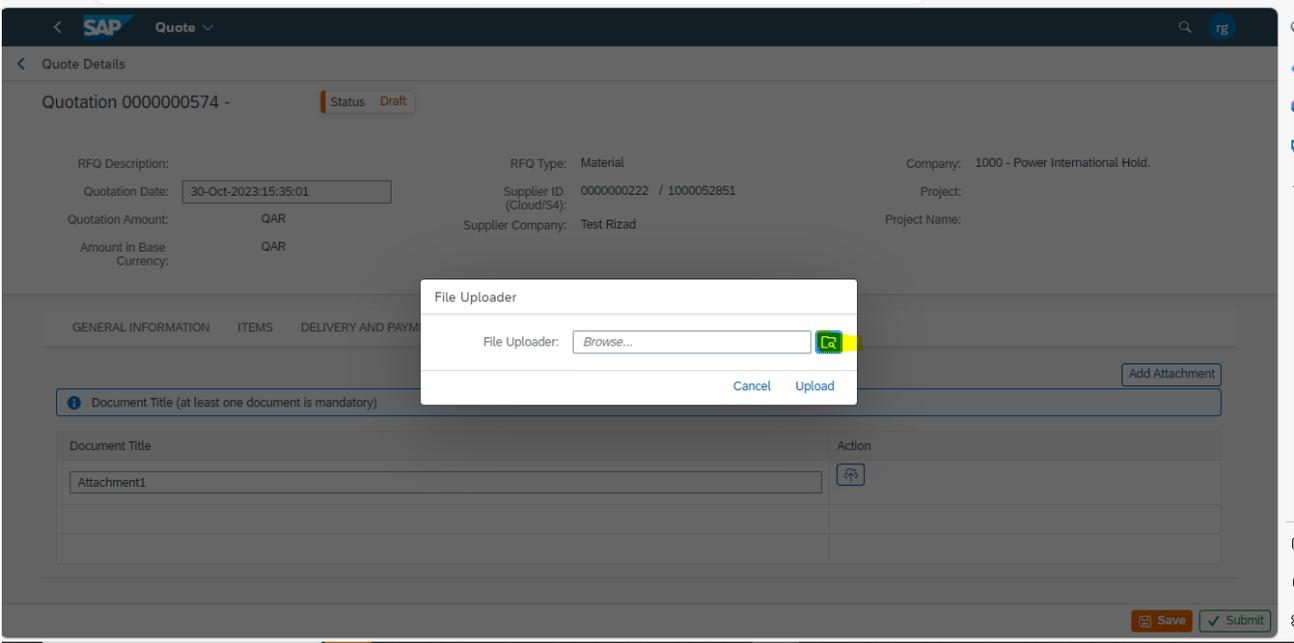
Document Title (at least one document is mandatory)

Document Title Action

Document Title	Action
Attachment1	

Save Submit

### 3.6.3. Click on the search option to add the attachment.



The screenshot shows the same SAP Quote Details interface as in 3.6.2, but with a 'File Uploader' dialog box open. The dialog has a 'File Uploader' field with a 'Browse...' button and 'Cancel' and 'Upload' buttons. The background is dimmed.

Quote Details

Quotation 0000000574 - Status: Draft

RFQ Description: Quotation Date: 30-Oct-2023:15:35:01  
RFQ Type: Material Supplier ID (Cloud/S4): 0000000222 / 1000052851  
Company: 1000 - Power International Hold. Project:  
Quotation Amount: QAR Supplier Company: Test Rizad Project Name:  
Amount in Base Currency: QAR

GENERAL INFORMATION ITEMS DELIVERY AND PAYMENT TERMS QUESTIONNAIRE ATTACHMENTS LOGS

Document Title (at least one document is mandatory)

Document Title Action

Document Title	Action
Attachment1	

File Uploader

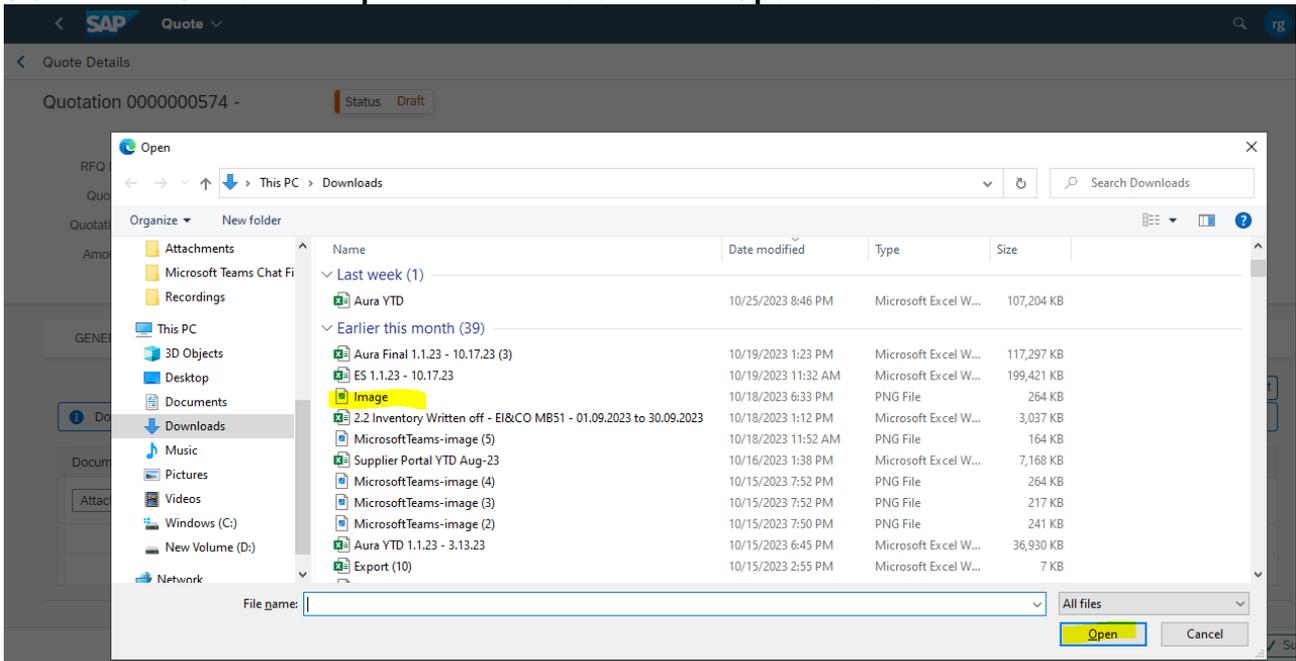
File Uploader: Browse...

Cancel Upload

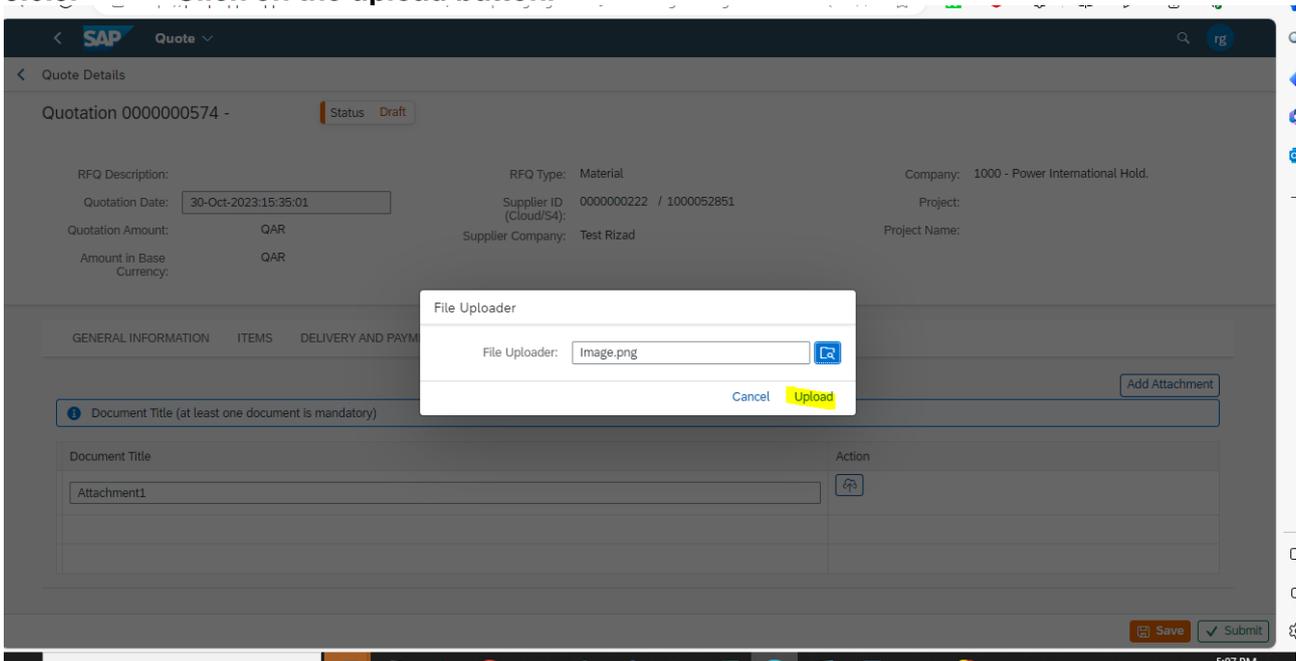
Save Submit

## Supplier Response to RFQ- Submission of Quotation

### 3.6.4. Select the required file and click on the Open button.



### 3.6.5. Click on the upload button.

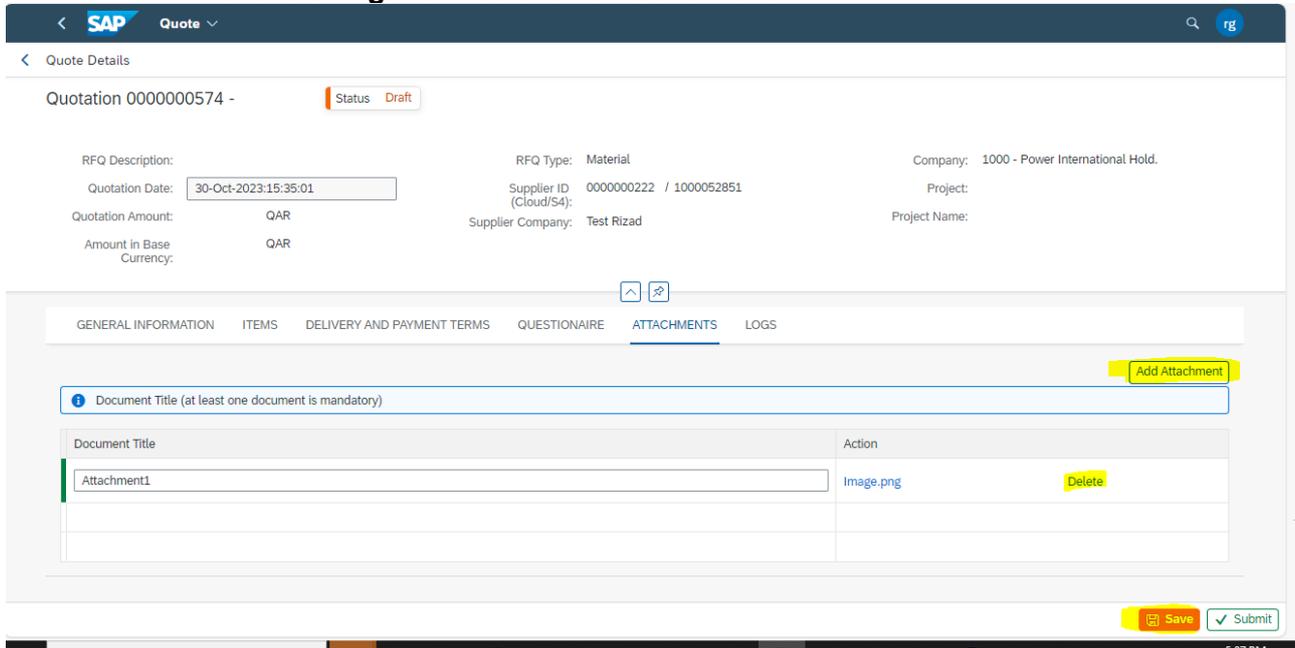


Supplier Response to RFQ- Submission of Quotation

3.6.6. Click on the Add Attachment button, if you want to add any other attachments required to attach.

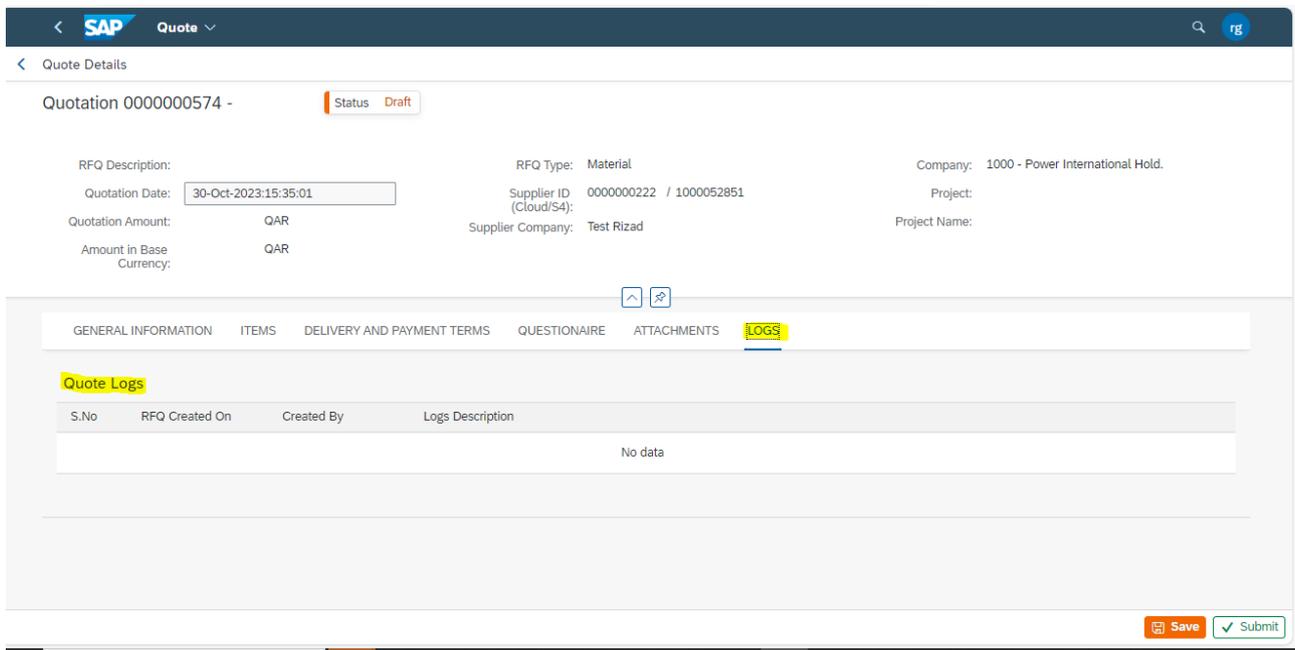
Also, provision provided to delete any attachment.

After attaching the files click on Save Button



3.7. View LOG section to view the Log details if any.

3.7.1. Now Click on LOG section to view the Log details if any



## 4. Submit the Quotation

### 4.1. Now Click on Save button to submit the Quotation

The screenshot shows the SAP Quote Details page for Quotation 0000000574. The status is 'Draft'. The page includes fields for RFQ Description, Quotation Date (30-Oct-2023:15:35:01), Quotation Amount (QAR), and Amount in Base Currency (QAR). It also shows RFQ Type (Material), Supplier ID (000000222 / 1000052851), Supplier Company (Test Rizad), and Company (1000 - Power International Hold.). The 'LOGS' tab is selected, showing a table with columns S.No, RFQ Created On, Created By, and Logs Description. The table is currently empty with 'No data' displayed. At the bottom right, there are 'Save' and 'Submit' buttons.

Now you can see the Quotation reference number.

This screenshot shows the same SAP Quote Details page after the 'Save' action. The status remains 'Draft'. The 'LOGS' tab is selected, and the table now contains one entry:

S.No	RFQ Created On	Created By	Logs Description
1	2023-10-30 11:39:26	rizadrkm@gmail.com	Quotation(0000000574) data has been saved and it is in Draft state

The 'Save' button is now disabled, and the 'Submit' button is highlighted in green. The 'LOGS' tab is underlined in the navigation bar.

