WORK CONFIRMATION USER GUIDE

5TH MAY 2019

AGENDA

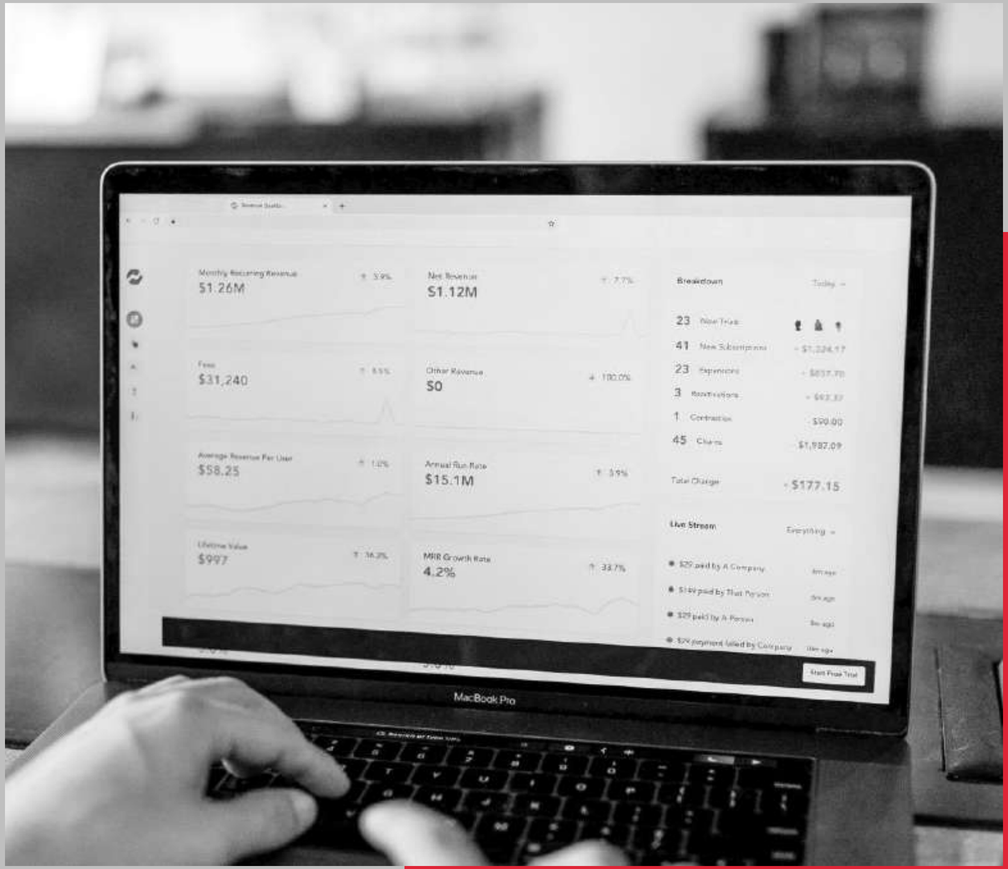
- High Level Overview of Work Confirmation
- iSupplier Portal Login
- iSupplier Home Page
- Add to Favorite
- Create Work Confirmation
- View All Work Confirmation
- View Work Confirmation for a Particular PO

OVERVIEW OF WORK
CONFIRMATION

HIGH LEVEL OVERVIEW OF
WORK CONFIRMATION

- When you have been engaged to deliver goods or provide services that have payment terms, you are likely to have a Purchase Order associated with it. If your Purchase Order is complex, this means that you can indicate your progress against the Purchase Order.
- This is done using **work confirmations.**

- When you submit a work confirmation in iSupplier, an automatic notification is sent to the Bapco contact who created your Purchase Order.



HIGH LEVEL OVERVIEW OF WORK CONFIRMATION

1

The Supplier selects the PO to create a WC

2

The Supplier creates and submits the WC

3

The system send an automated request for approval to requester

4

The Requester approves the WC.

HIGH LEVEL OVERVIEW OF WORK CONFIRMATION

5

Upon approval, an automatic receipt is generated and routed to Accounts Payable

6

The system performs a 3 way match between work confirmation, receipt and PO.

7

If the match is successful, the payment is released

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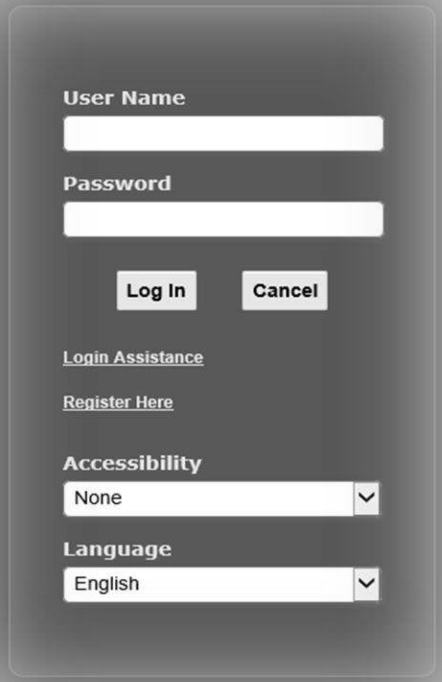
ISUPPLIER PORTAL LOGIN

ISUPPLIER PORTAL LOGIN

To login to iSupplier Portal, follow the below steps:



01 **Access**
Access the iSupplier webpage using the URL given to you.

02 **Enter**
Enter user name as your Email id (provided in supplier registration) and Password

03 **Click**
Click at Login Button

Note You can update your email id any time using Administration

Congratulations!!

Just now you have learned, how to access and login iSupplier portal.

Next Topic:

How to get Portal Home Page and how to create Add to Favorites.

ISUPPLIER HOMEPAGE

The iSupplier Home Page :

1. Responsibility Navigator: It shows all responsibilities assign to the current user
2. Favorites: It shows list of current assigned responsibilities.
3. Setting : Here user can change current setting.
4. Notification: It displays your most recent notifications.
5. Logout Button: Click here to logout the application

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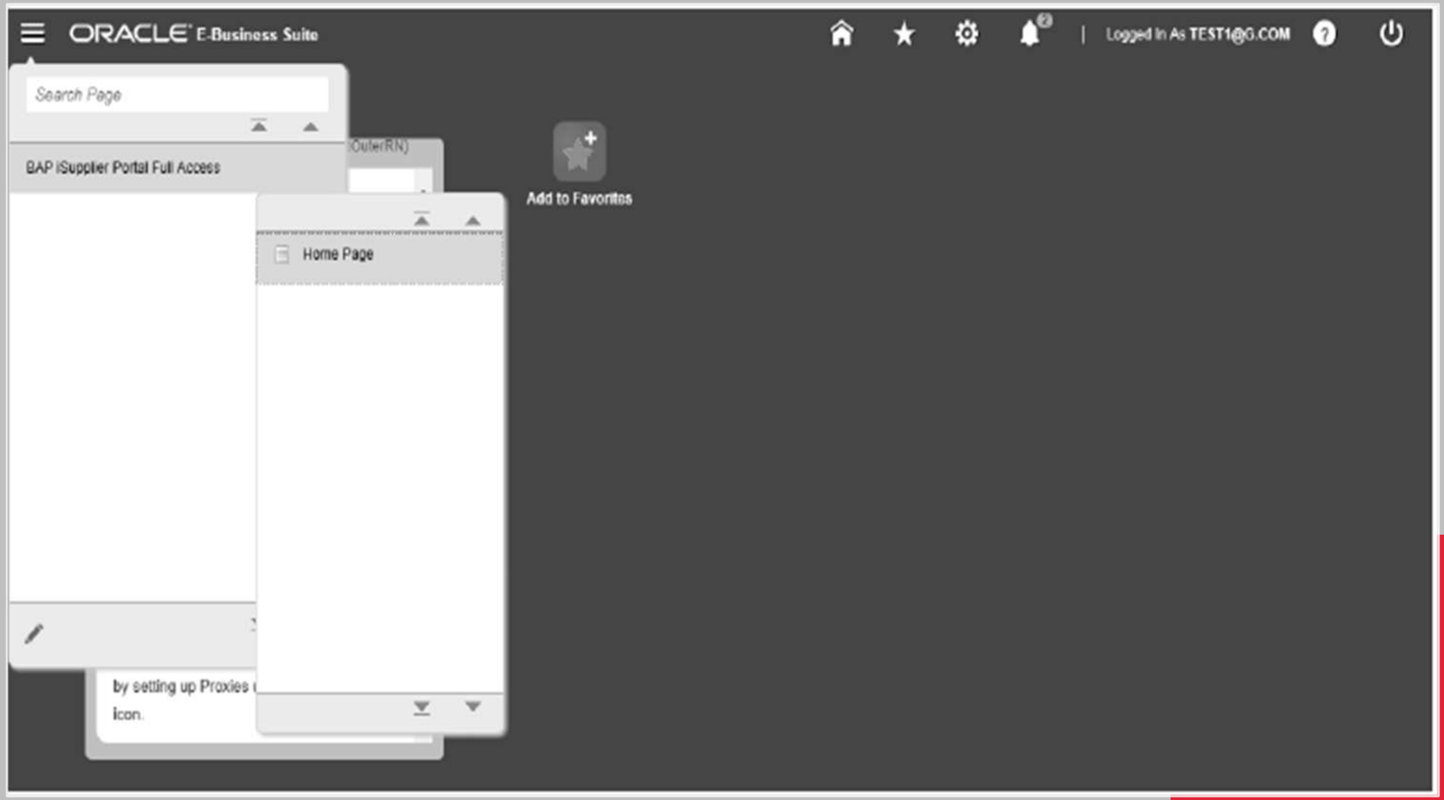
PORTAL LOGIN

To access iSupplier Portal, Click at Responsibility Navigator and select the Responsibility **“BAP iSupplier Portal Full Access”** and click at **“Home”**



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ADD TO FAVORITES

Using Add to Favorites, you can create short of existing function under a particular responsibility:

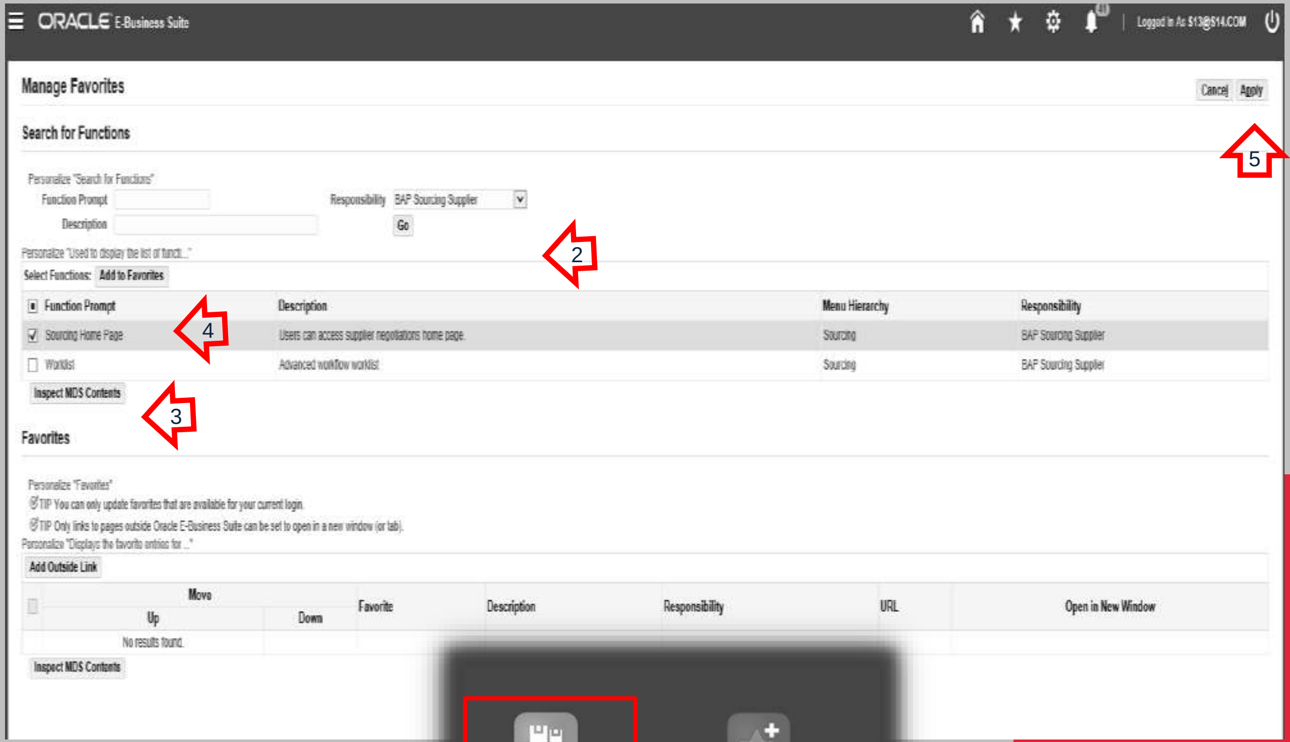
1 Click at Add to Favorites on homepage

2 Select Responsibility- BAP iSupplier Portal Full Access and click at Go

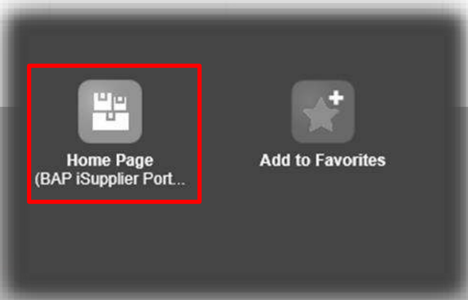
3 Select the Function-Sourcing Home Page Checkbox

4 Click at Add to Favorites Button

5 Click at Apply Button



Upon adding this shortcut on Home Page, it will display →



Congratulations!!

Just now you have learned, how to get Portal Home Page and create Add to Favorites.

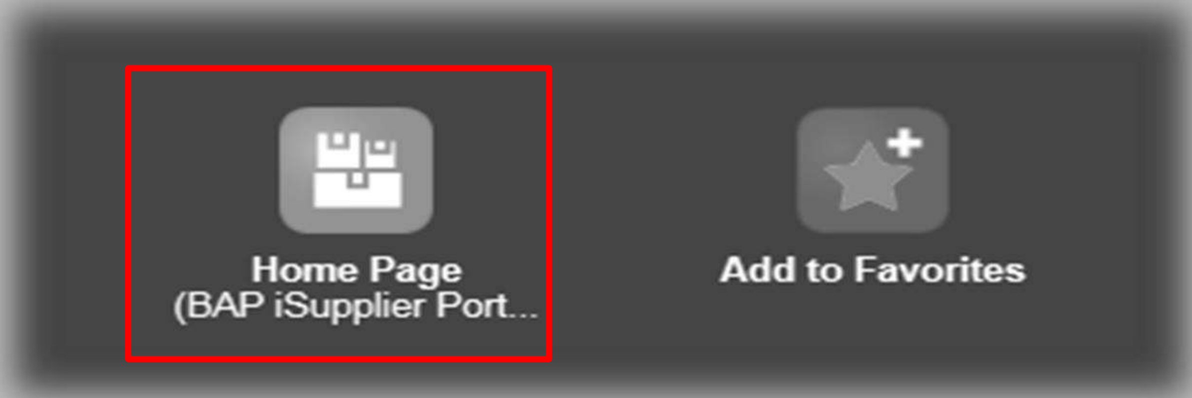
Next Topic:

How to Create Work Confirmation

ISUPPLIER
CREATE WORK CONFIRMATION

Click at the shortcut create on Home Page **“Home Page (BAP iSupplier Portal Full Access)”**

Upon adding this shortcut on Home Page, it will display →



Note To create this short cut please refer the page “Add to favorite”

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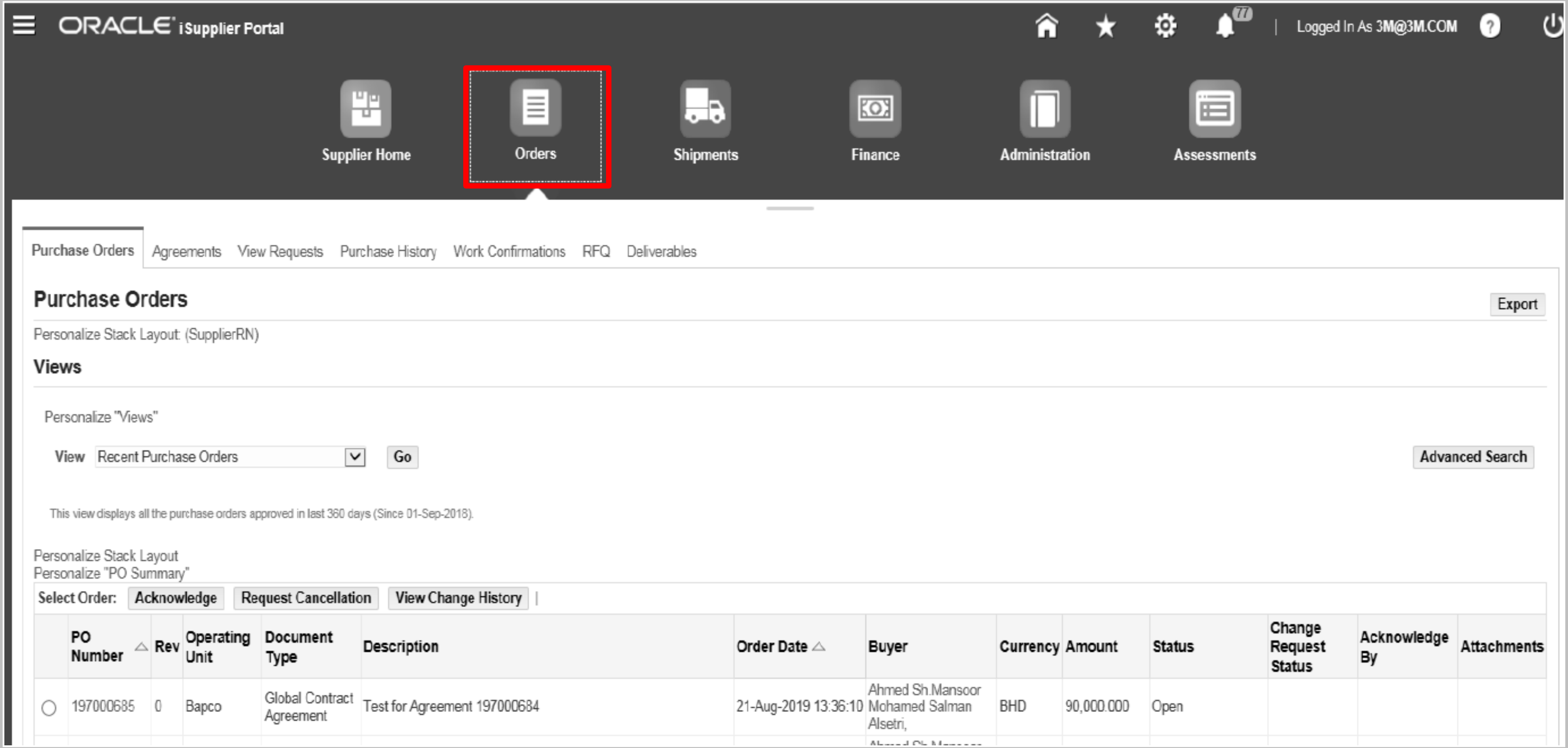
CREATE WORK CONFIRMATION CONTINUE...

1. Click at the **Orders** Tab



Note:
You can create WC only for services P.O types:

1. Lumpsum
2. Fixed Fee
3. Measure rate

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CREATE WORK CONFIRMATION CONTINUE…

2. Click at the **Purchase Order** Sub Tab and select the PO number that you want to create work confirmation for:

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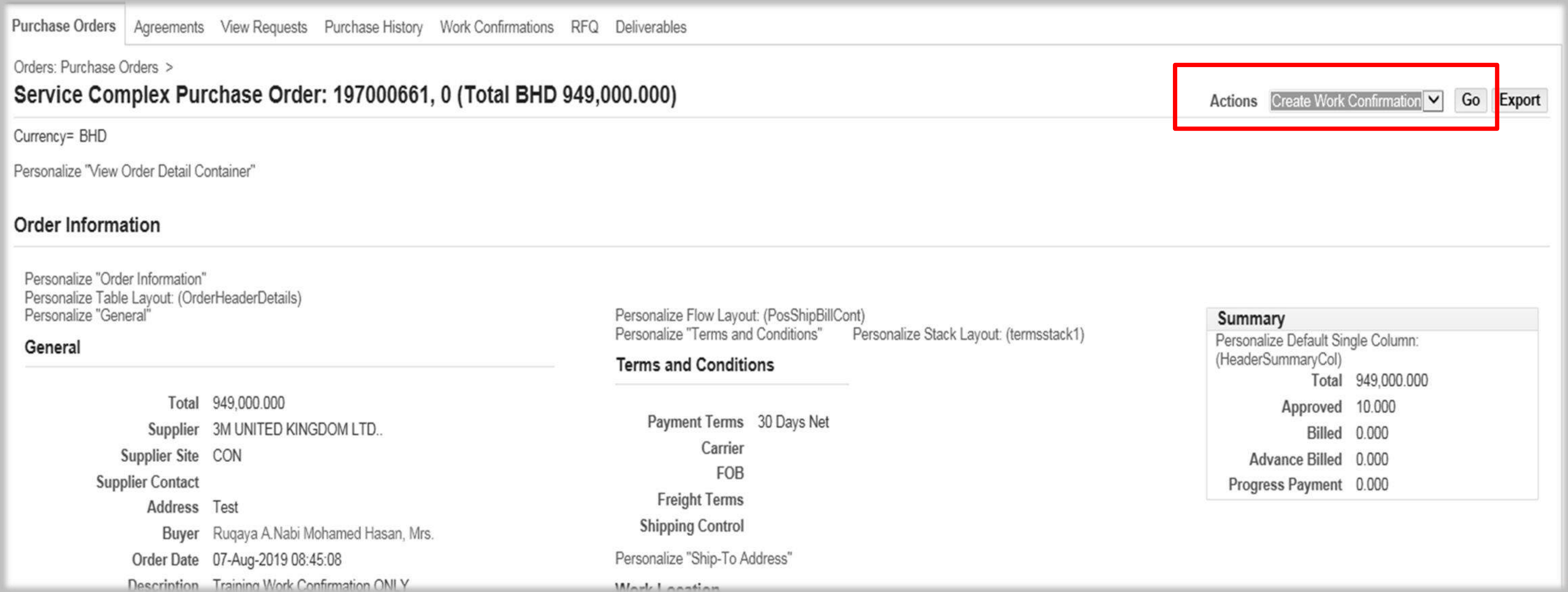
CREATE WORK CONFIRMATION CONTINUE…

3. Once you click that PO, that PO details will display. From Action choose **Create Work Confirmation** and click at **Go**



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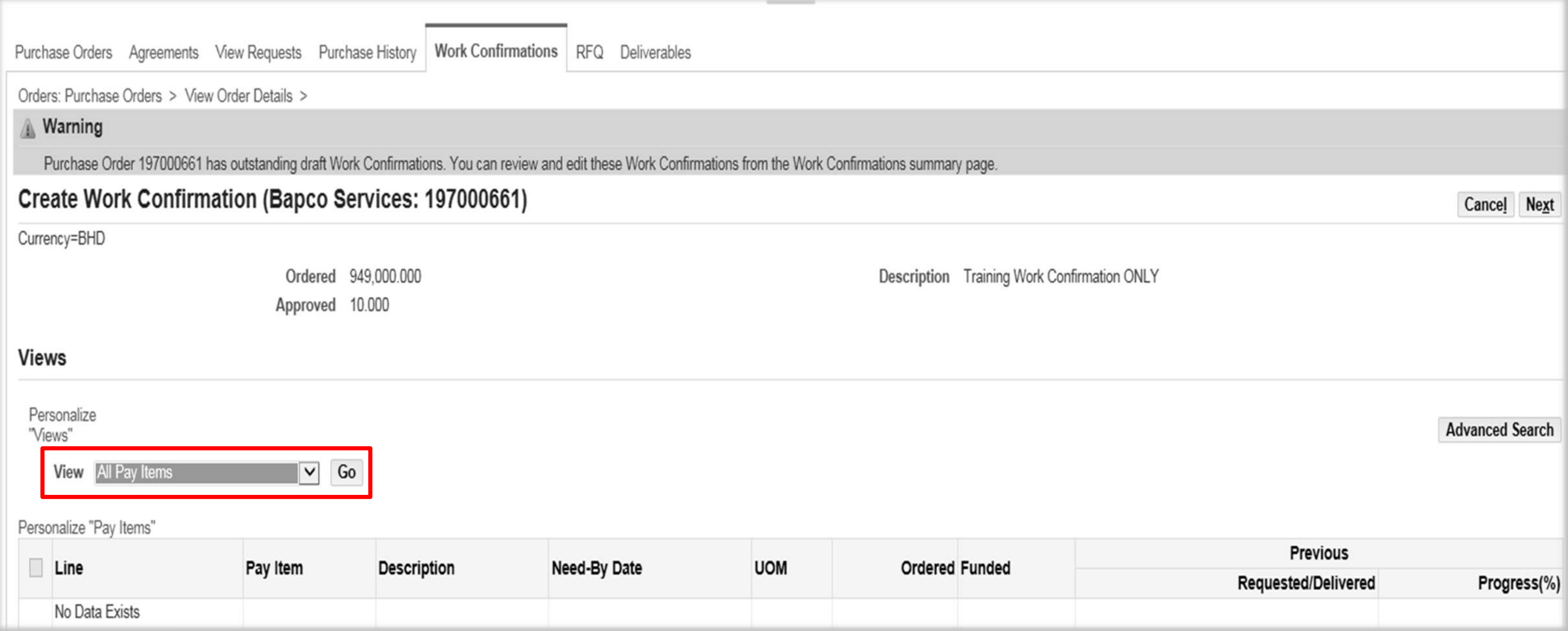
CREATE WORK CONFIRMATION CONTINUE...

4. Click View and choose **All Payment** Items and click at **Go**



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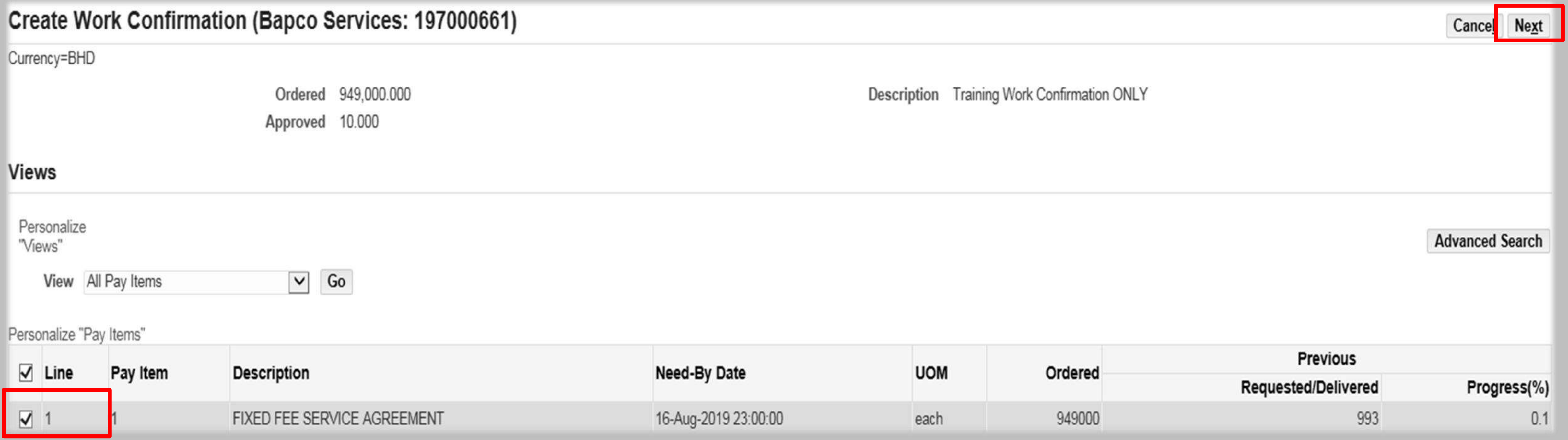
CREATE WORK CONFIRMATION CONTINUE...

5. Select the **Line** and click at **Next** Button



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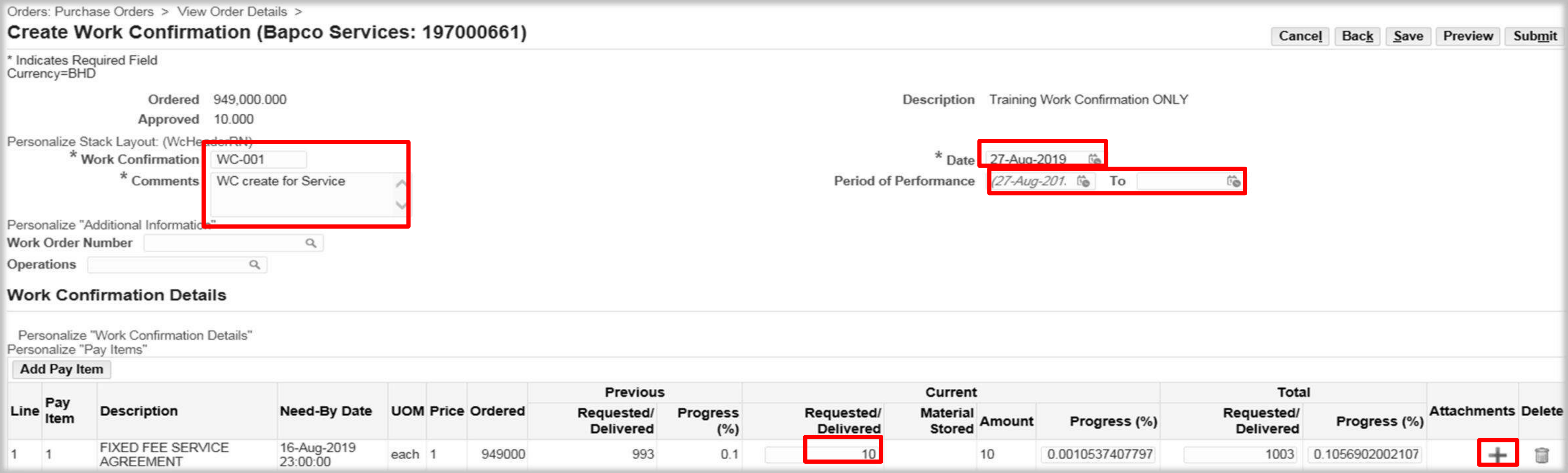
CREATE WORK CONFIRMATION CONTINUE…

6. Enter the following details in order to create work confirmation:
   - a. Enter **Work Confirmation Number** (Usually it will be Invoice Number)
   - b. Enter **Comments** (about work confirmation)
   - c. Enter **Date** (Date of Work Confirmation created)
   - d. Enter **Period of Performance** (the done during this period)
   - e. Enter **Requested/Delivered** (Amount requested for Work Confirmation)



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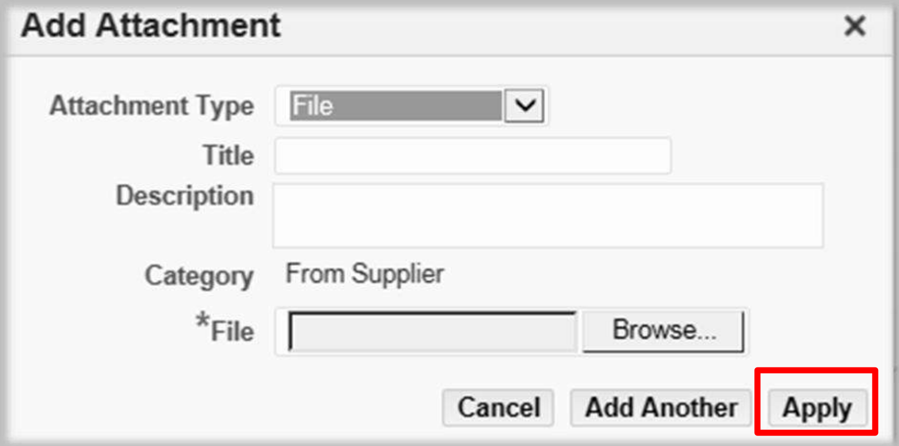
CREATE WORK CONFIRMATION CONTINUE...

7. To add attachment : Click at + **sign**
You can attached 5 objects for Work Confirmation as supporting documents.

a) File : A file may be an Invoice.
b) URL : Here you can mention URL
c) Short Text : A short text message you can attached
d) Long Text : A long text message you can attached
e) Document Catalog

8. Attach a File and click at **Apply** button.



Note You can attach any file like .docx, xlsx, ppt, pdf, txt, jpeg except program file (.EXE)

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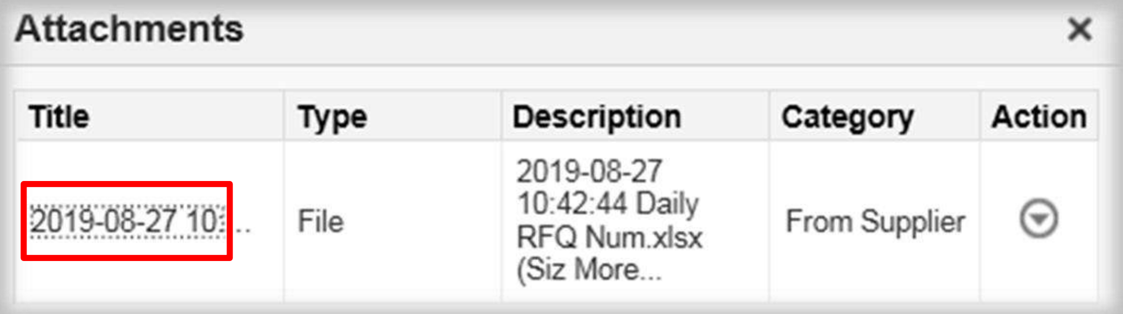
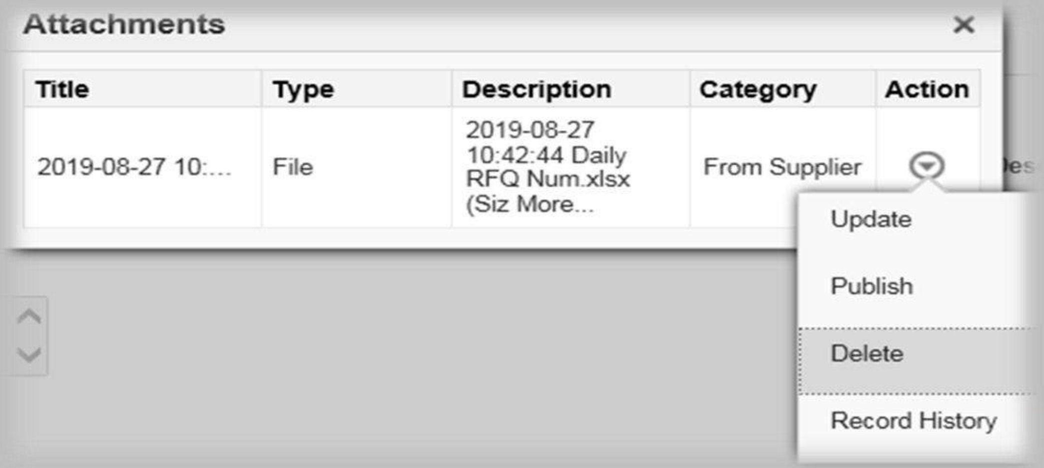
CREATE WORK CONFIRMATION CONTINUE…

9. After attaching a file if you want to open and view that file, click at attachment icon and click at file Title.



10. If you wish to discard this file the click at **Action** and select **Delete** File



Note: You Update/Publish/Delete/see Record History of attached file.

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CREATE WORK CONFIRMATION CONTINUE...

11. After attaching a file, you work confirmation is ready to Save or Submit. 
Save: If you wish to save this work confirmation as Draft and wants to update and submit later.
Submit: If you wish to submit this work confirmation for approval.

12. Lets **Save** this work confirmation first, click at Save button.
You will get save work confirmation, now you can click at **Yes** button to update this or click at **No** button to go to next page.
13. Click at **No** button

Note:
Any time you can click at Back button to go to previous page and update information.
OR
Click at Cancel button to discard this WC

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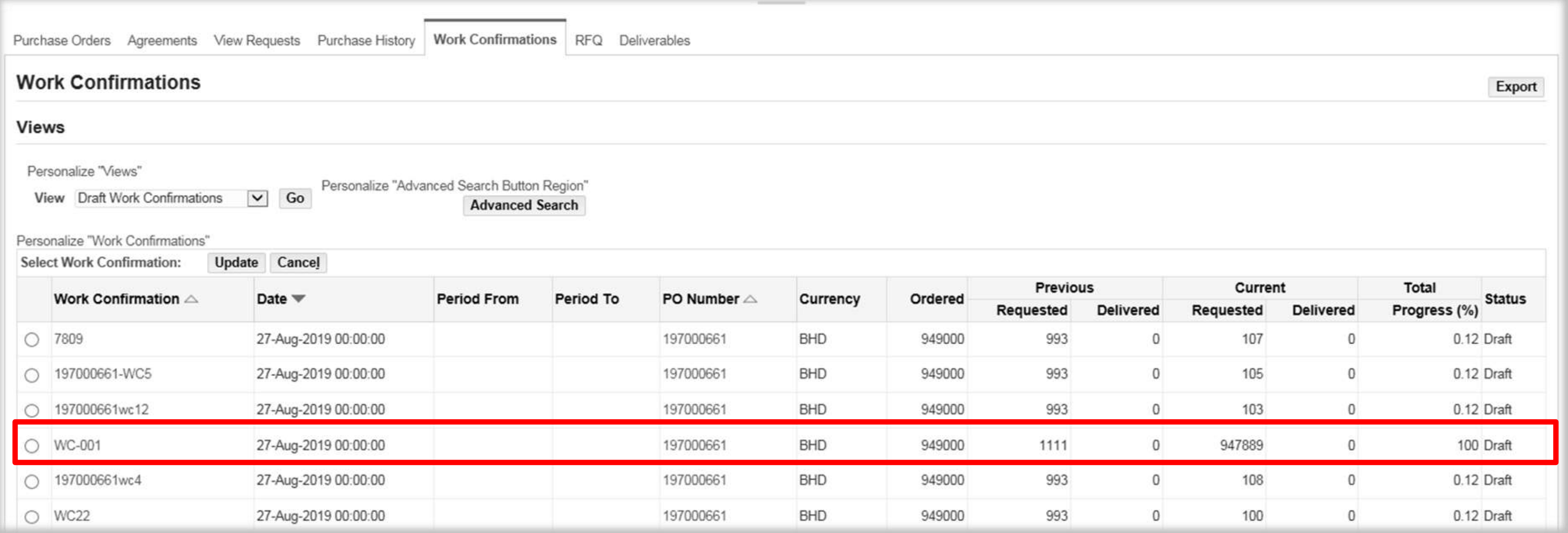
CREATE WORK CONFIRMATION CONTINUE...

14. Now this work confirmation is saved and you can see the status as Draft.

15. Click at View and select Draft Work Confirmation and click at Go. (You can see your WC with status Draft)



Purchase Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables

Work Confirmations Export

Views

Personalize "Views"

View Draft Work Confirmations Go

Personalize "Advanced Search Button Region"

Advanced Search

Personalize "Work Confirmations"

Select Work Confirmation: Update Cancel

Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
7809	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	107	0	0.12	Draft
197000661-WC5	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	105	0	0.12	Draft
197000661wc12	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	103	0	0.12	Draft
WC-001	27-Aug-2019 00:00:00			197000661	BHD	949000	1111	0	947889	0	100	Draft
197000661wc4	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	108	0	0.12	Draft
WC22	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	100	0	0.12	Draft

Note:
All saved WC will have status "Draft",
All Submitted WC will have status "Pending Approval" etc.

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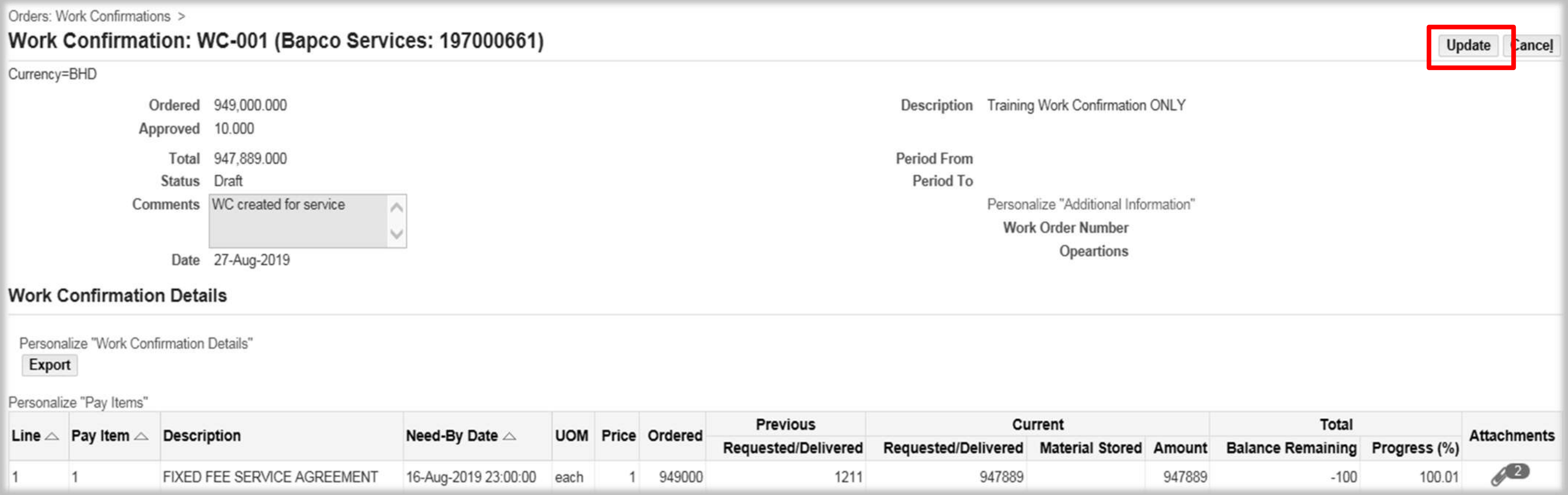
CREATE WORK CONFIRMATION CONTINUE...

16. Submitting the Saved Work Confirmation:

Once you submit the work confirmation,, you can update it and later submit it.
Click on the work confirmation(which is saved and status is Draft)
Click at **Update** button



Orders: Work Confirmations >

Work Confirmation: WC-001 (Bapco Services: 197000661)

Update Cancel

Currency=BHD

Ordered 949,000.000
Approved 10.000
Total 947,889.000
Status Draft
Comments WC created for service
Date 27-Aug-2019

Description Training Work Confirmation ONLY
Period From
Period To
Personalize "Additional Information"
Work Order Number
Opeartions

Work Confirmation Details

Personalize "Work Confirmation Details"
Export

Personalize "Pay Items"

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous	Current			Total		Attachments
							Requested/Delivered	Requested/Delivered	Material Stored	Amount	Balance Remaining	Progress (%)	
1	1	FIXED FEE SERVICE AGREEMENT	16-Aug-2019 23:00:00	each	1	949000	1211	947889		947889	-100	100.01	2

Note:
After updating, you can again click at Save button and submit later.

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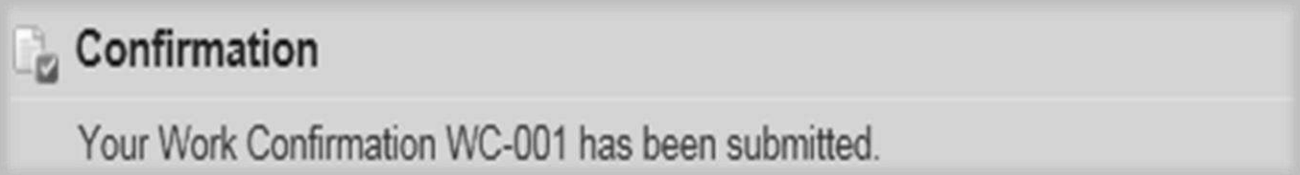
CREATE WORK CONFIRMATION CONTINUE...

17. Once you submit the work confirmation,, you can update it and later submit it.

a) Click on the work confirmation(which is saved and status is Draft)
b) Click at **Update** button
c) After updating information, click at **Submit** button
d) After submitting, you will get a **confirmation message.**



Note:
After submit, the status of current work confirmation changed to “Pending Approval”

Congratulations!!

Just now you have learned, how to create Work Confirmation.

Next Topic:

How to get all Work Confirmation for all existing PO.

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VIEW ALL WORK CONFIRMATION

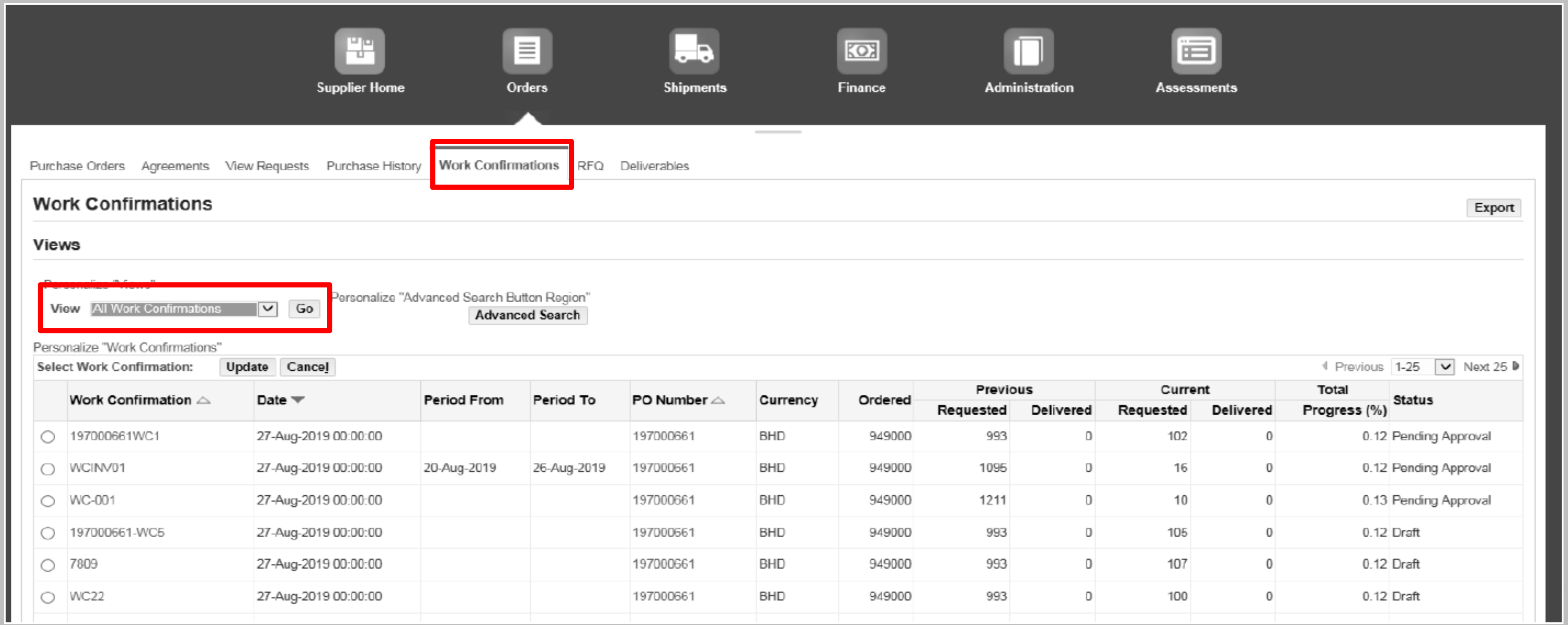
1. To see all work confirmation of all the PO:

a) Click at **Orders** Tab

b) Click at **Work Confirmation** sub tab

c) From View Drop Down Select **All Work Confirmation** from and click at Go button

d)You can see all Work Confirmation with Date, Period, PO number, Ordered, Requested, Status etc.



Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
197000661WC1	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	102	0	0.12	Pending Approval
WCINV01	27-Aug-2019 00:00:00	20-Aug-2019	26-Aug-2019	197000661	BHD	949000	1095	0	16	0	0.12	Pending Approval
WC-001	27-Aug-2019 00:00:00			197000661	BHD	949000	1211	0	10	0	0.13	Pending Approval
197000661-WC5	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	105	0	0.12	Draft
7809	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	107	0	0.12	Draft
WC22	27-Aug-2019 00:00:00			197000661	BHD	949000	993	0	100	0	0.12	Draft

Note:
It will display all WC for different PO.

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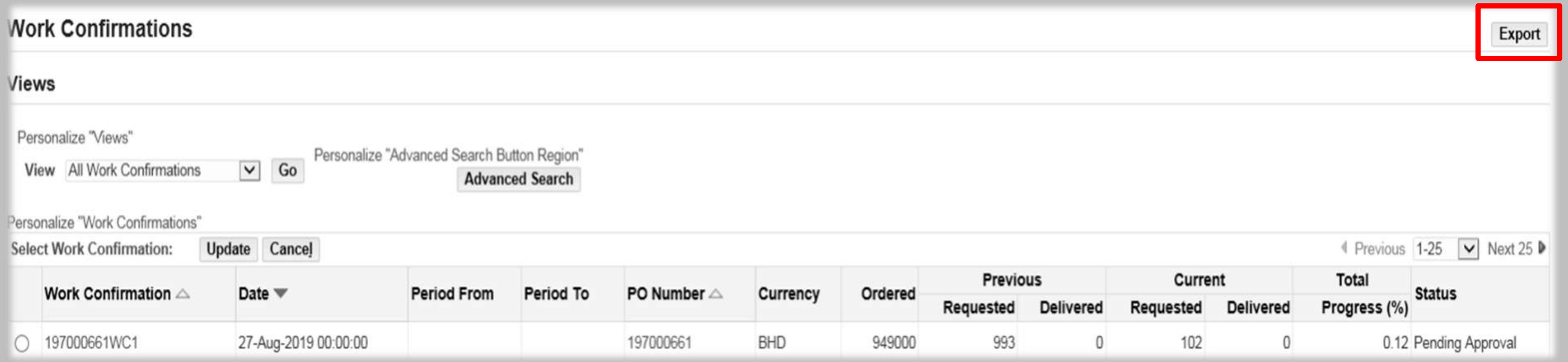
VIEW ALL WORK CONFIRMATION continue…

2. You can Export all work confirmation in Spreadsheet format:

a) Click at **Export** button
b) Click at **Save As** from Save Button
c) Save the file with **.XLS** extension and open it.



Note:
The default export file ext. is .tsv that can’t be open in MS Excel with conversion.

Congratulations!!

Just now you have learned, how to create Work Confirmation.

Next Topic:

How to get all Work Confirmation for all a particular PO.

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VIEW WORK CONFIRMATION FOR A PARTICULAR PO

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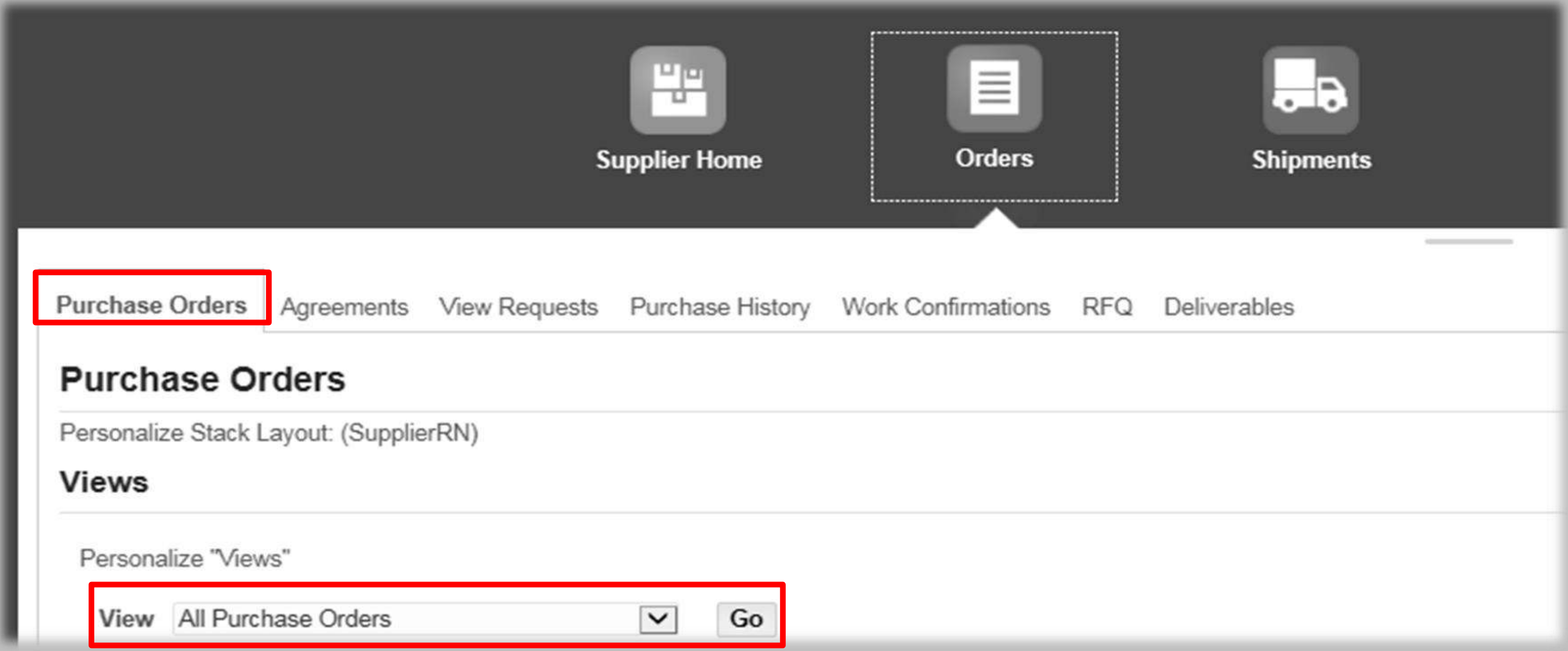
VIEW WORK CONFIRMATION FOR A PARTICULAR PO

1. **To see all work confirmation of a particular the PO:**
   a) Click at **Orders** Tab
   b) Click at **Purchase Order** sub tab
   c) From View Drop Down Select **All Purchase Order** from and click at **Go** button



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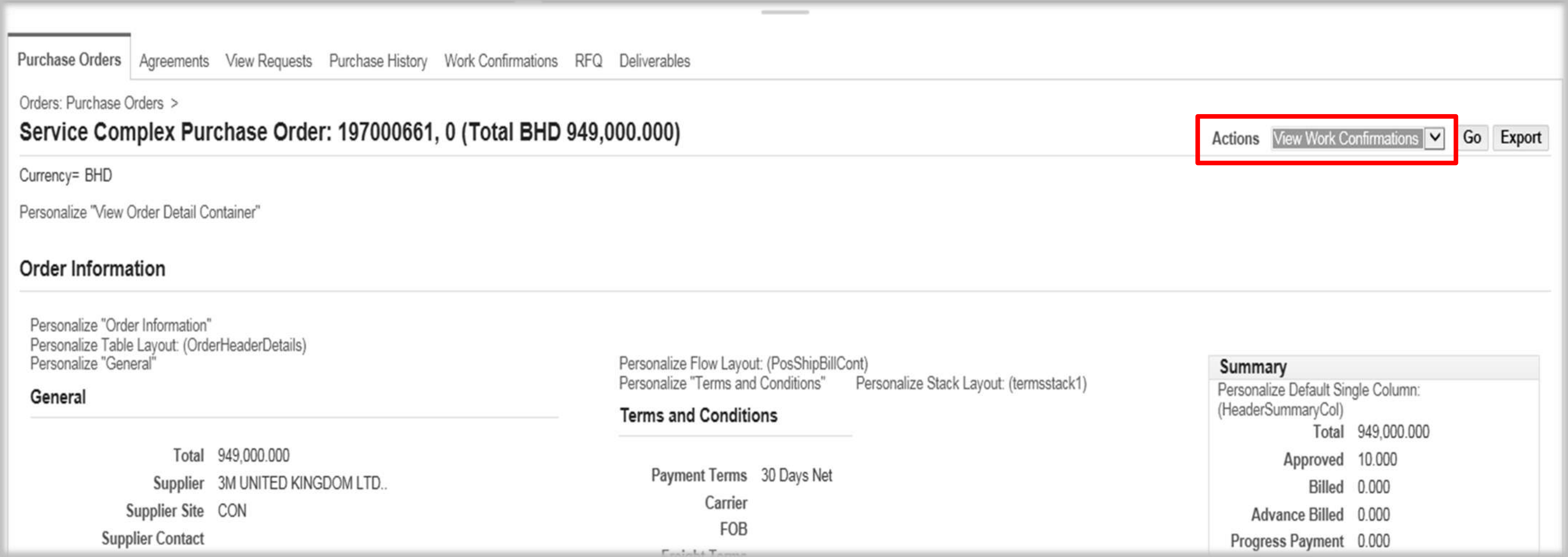
VIEW WORK CONFIRMATION FOR A PARTICULAR PO continue...

2. Click on that **Purchase Order** for which you want to see all Work Confirmation.
3. From Action, select **View Work Confirmation** and Click at **Go** button.



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VIEW WORK CONFIRMATION FOR A PARTICULAR PO

4. You will get the list of all Work Confirmation creates so far for that PO.

Orders: Purchase Orders > View Order Details >

Work Confirmation for Bapco Services: 197000661

Export

Currency=BHD

Ordered 949,000.000
Approved 10.000
Progress 0.00105374077976818

Personalize "Work Confirmations"

Previous 1-25 Next 25

Work Confirmation	Date	Period From	Period To	Previous		Current		Total	Status
				Requested	Delivered	Requested	Delivered	Progress (%)	
WCINV01	27-Aug-2019 00:00:00	20-Aug-2019	26-Aug-2019	1095	0	16	0	0.12	Pending Approval
197000661-WC5	27-Aug-2019 00:00:00			993	0	105	0	0.12	Draft
WC22	27-Aug-2019 00:00:00			993	0	100	0	0.12	Draft
197000661wc12	27-Aug-2019 00:00:00			993	0	103	0	0.12	Draft
197000661WC1	27-Aug-2019 00:00:00			993	0	102	0	0.12	Pending Approval
WC-001	27-Aug-2019 00:00:00			1211	0	10	0	0.13	Pending Approval
197000661wc4	27-Aug-2019 00:00:00			993	0	108	0	0.12	Draft
7809	27-Aug-2019 00:00:00			993	0	107	0	0.12	Draft
123454321	27-Aug-2019 00:00:00			1111	0	100	0	0.13	Pending Approval
3M-INV01	26-Aug-2019 00:00:00			150	0	100	0	0.03	Pending Approval

Note:
You can Export this details to Spreadsheet format.

ACCESSING ISUPPLIER PORTAL

ACCESSING
ISUPPLIER PORTAL

Before you login the iSupplier portal, you **must** be

- ✓ Registered as Supplier to Bapco
- ✓ Sign and stamp iSupplier Agreement available under below link and email to ISUPPLIERSUPPORT@BAPCO.NET
- ✓ http://www.bapco.net/en-us/Pages/Tender-Notices.aspx
- ✓ To register as new supplier, you will receive a request in Email from Bapco for registering as **vendor**.
- ✓ Once you've registered as supplier, you will receive notification containing iSupplier URL to access the network, with some additional information including Username and a system generated Password. Once you first login you 'll be prompted to change the password.

CONGRATULATIONS!!

JUST NOW YOU HAVE LEARNED, HOW TO ACCESS AND LOGIN ISUPPLIER PORTAL.

NEXT TOPIC:

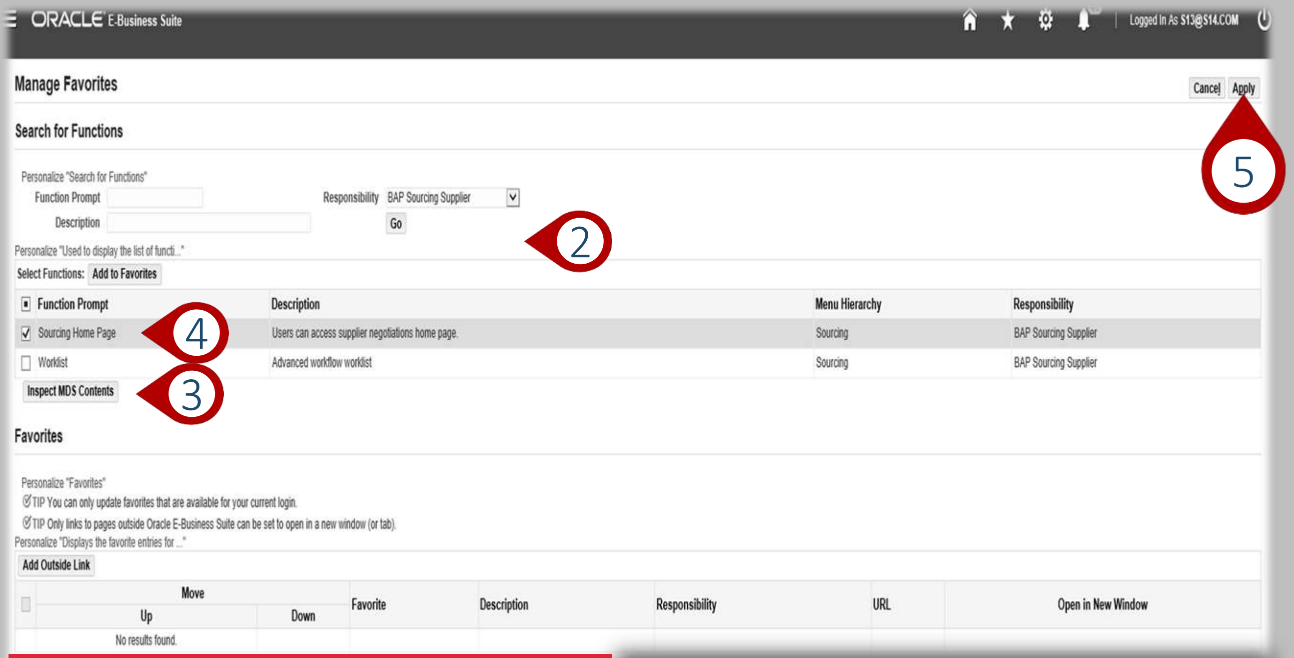
HOW TO GET PORTAL HOME PAGE AND HOW TO CREATE ADD TO FAVORITES.

ISUPPLIER

ADD TO FAVORITES

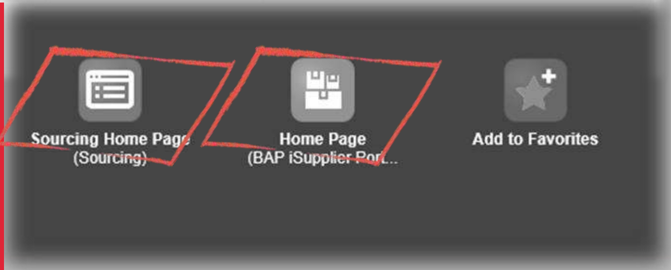
Using add to favorites, you can create short of existing function under a particular responsibility:

1. Click at **Add to Favorites** on homepage
2. Select **Responsibility- BAP Sourcing Supplier** and click at **Go**
3. Select the **Function-Sourcing Home Page** Checkbox
4. Click at **Add to Favorites** Button
5. Click at **Apply** Button



It will create a short cut off selected function on home page.

Similarly you can create short cut of Function **Home Page** under responsibility **“BAP iSupplier Portal Full Access”**

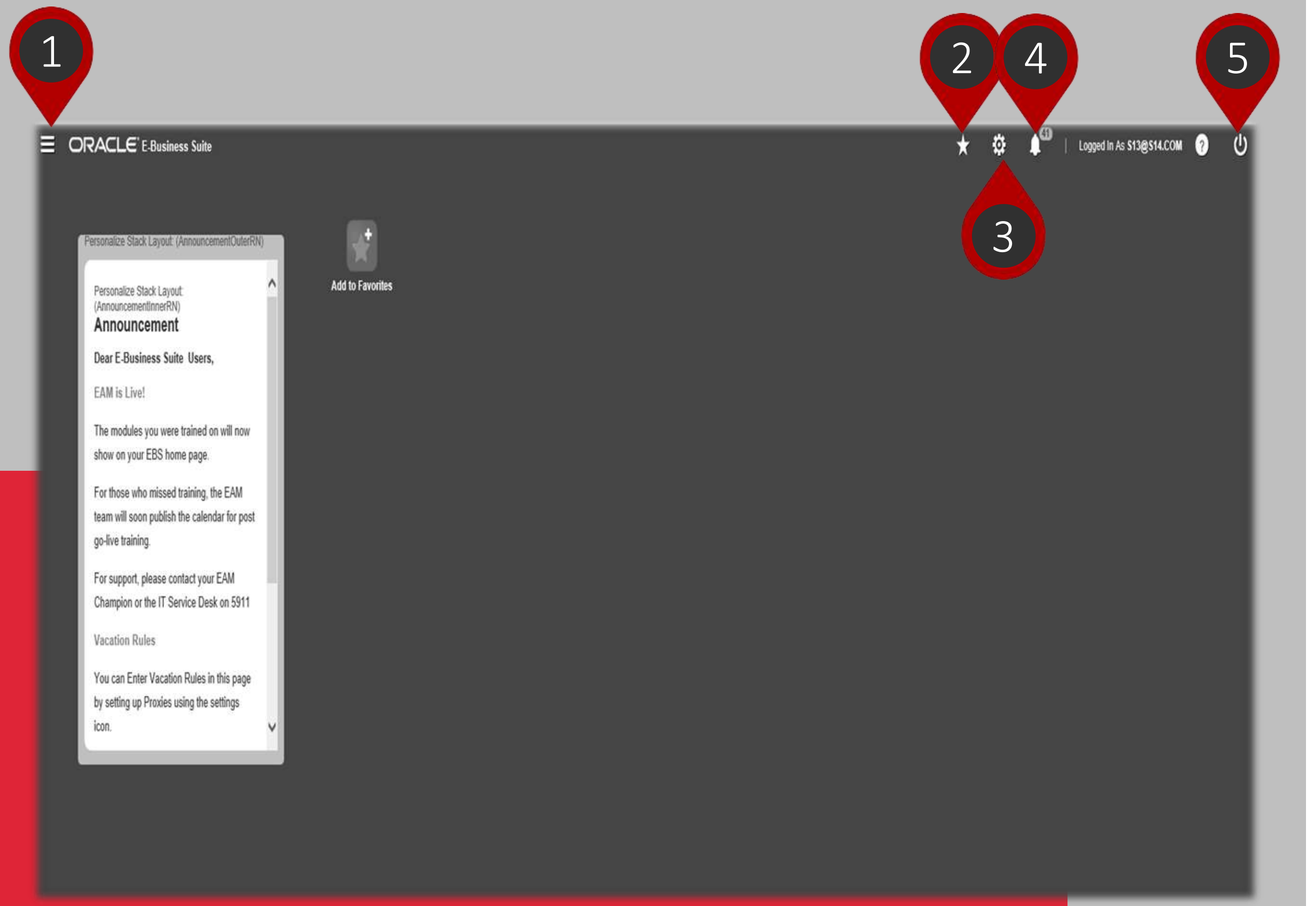


ISUPPLIER

HOMEPAGE

THE ISUPPLIER HOME PAGE :

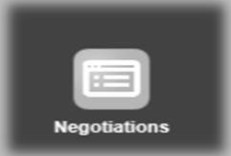
1. **Responsibility Navigator:** It shows all responsibilities assign to the current user
2. **Favorites:** It shows list of current assigned responsibilities.
3. **Setting :** Here user can change current setting.
4. **Notification:** It displays your most recent notifications.
5. **Logout Button:** Click here to logout the application



ISUPPLIER

SOURCING SUPPLIER … CONTINUE

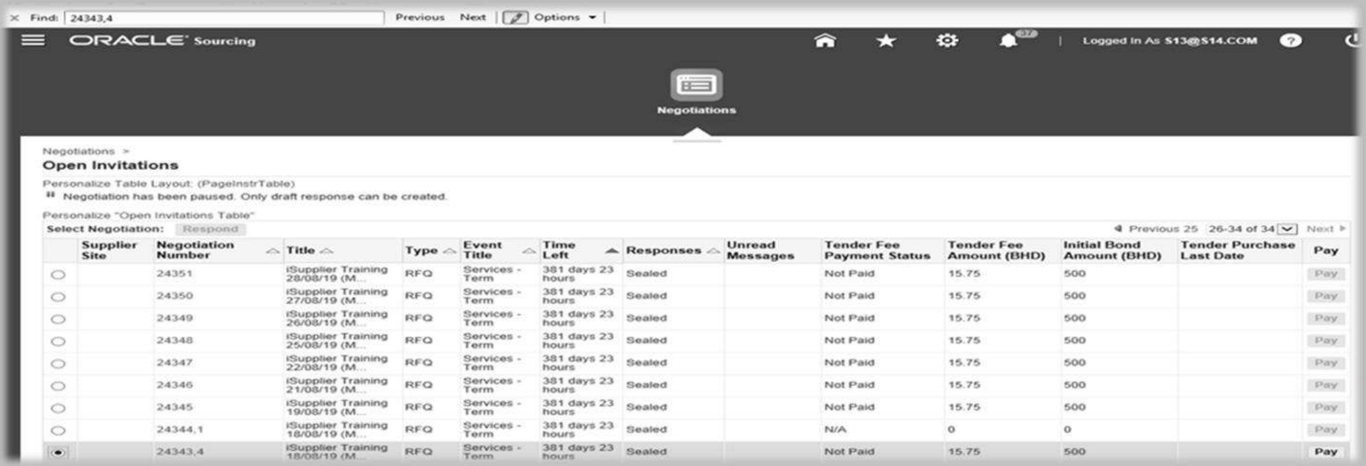
Click at sourcing home page 

➔ Click at sourcing home page 

This page will display two paragraph:

Your active and draft responses: - it shows the negotiations that you have **responded** to or are in the process of creating a response for (draft). A **response number** is assigned to each draft that you have saved or response that you have submitted. You click the response number to view the response details.

Your company's open invitations: - it shows any negotiations that you have been invited to participate in but have **not yet responded** to. The negotiation type (RFI, RFQ or auction) and the time left to submit a response are displayed in this section. You click a negotiation number to view or print negotiation details or to respond to a negotiation.



	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Responses	Unread Messages	Tender Fee Payment Status	Tender Fee Amount (BHD)	Initial Bond Amount (BHD)	Tender Purchase Last Date	Pay
		24351	iSupplier Training 28/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
		24350	iSupplier Training 27/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
		24349	iSupplier Training 26/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
		24348	iSupplier Training 25/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
		24347	iSupplier Training 22/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
		24346	iSupplier Training 21/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
		24345	iSupplier Training 19/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
		24344,1	iSupplier Training 18/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		N/A	0	0		Pay
		24343,4	iSupplier Training 18/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay

Note:
RFQ in Oracle system is called Negotiation and Response is Quotation

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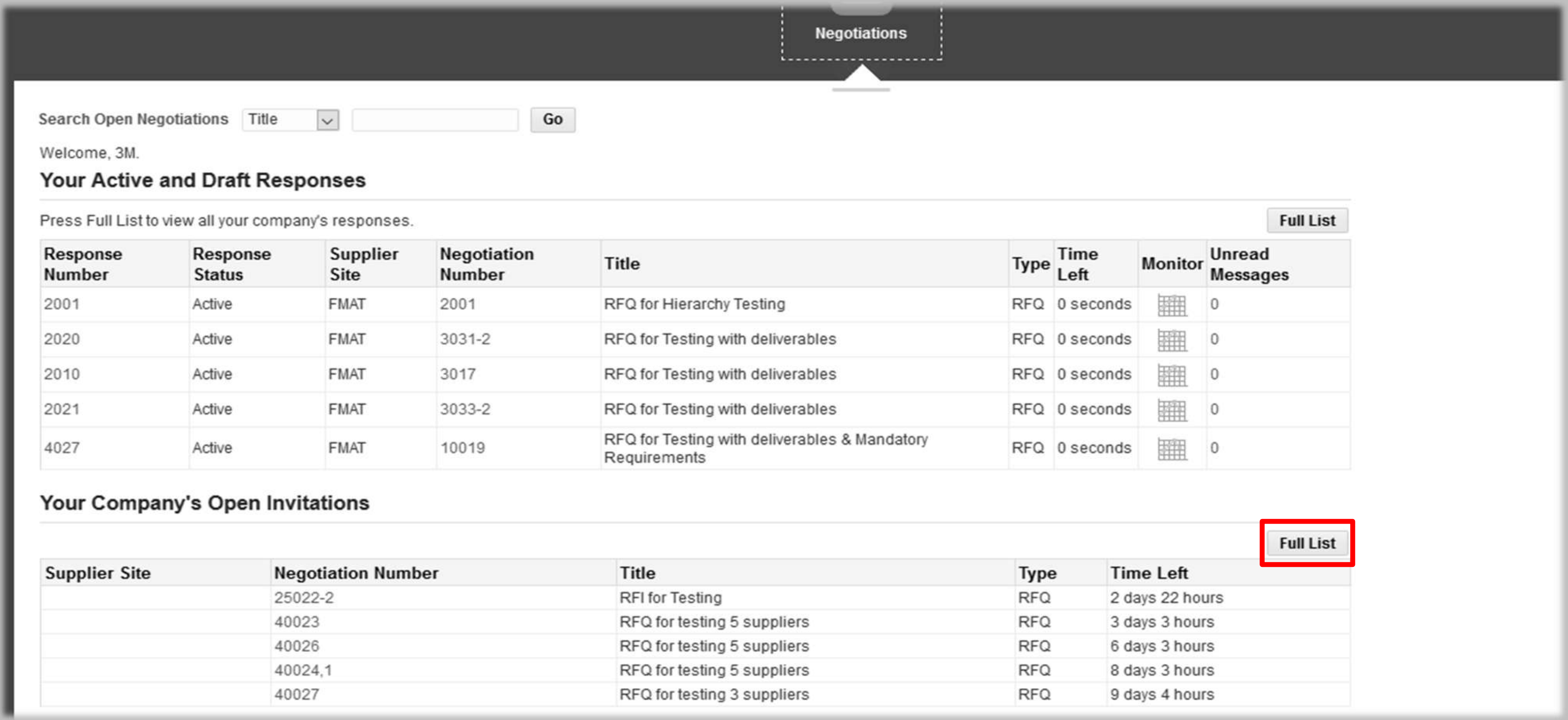
SOURCING SUPPLIER ... CONTINUE

Now to see all open invitation (RFQ) for your company, click at full list button.



Negotiations

Search Open Negotiations Title Go

Welcome, 3M.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2001	Active	FMAT	2001	RFQ for Hierarchy Testing	RFQ	0 seconds		0
2020	Active	FMAT	3031-2	RFQ for Testing with deliverables	RFQ	0 seconds		0
2010	Active	FMAT	3017	RFQ for Testing with deliverables	RFQ	0 seconds		0
2021	Active	FMAT	3033-2	RFQ for Testing with deliverables	RFQ	0 seconds		0
4027	Active	FMAT	10019	RFQ for Testing with deliverables & Mandatory Requirements	RFQ	0 seconds		0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	25022-2	RFI for Testing	RFQ	2 days 22 hours
	40023	RFQ for testing 5 suppliers	RFQ	3 days 3 hours
	40026	RFQ for testing 5 suppliers	RFQ	6 days 3 hours
	40024,1	RFQ for testing 5 suppliers	RFQ	8 days 3 hours
	40027	RFQ for testing 3 suppliers	RFQ	9 days 4 hours

CONGRATULATIONS!!

JUST NOW YOU HAVE LEARNED, HOW TO SEE ALL OPEN INVITATION(RFQ)

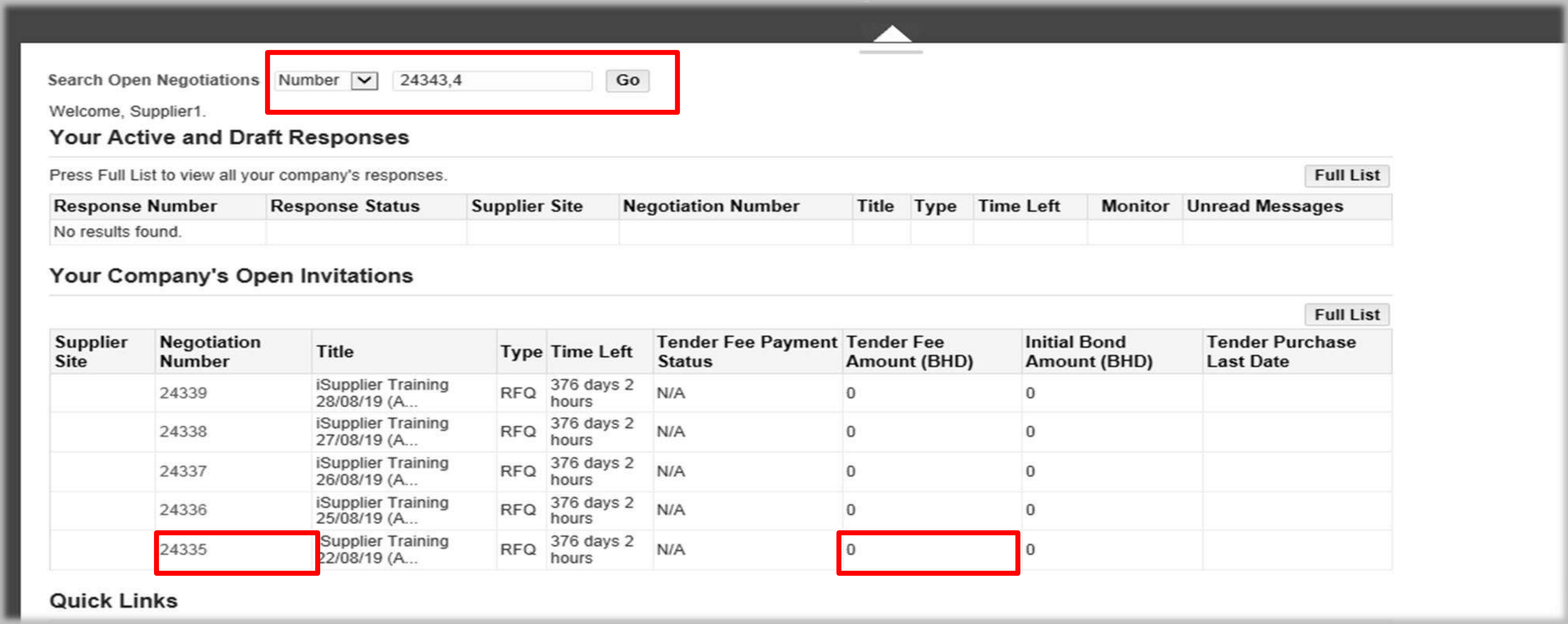
NEXT TOPIC:

HOW TO CREATE QUOTE FOR EXISTING RFQ- MATERIAL (WITHOUT TENDER FEE)

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE … continue

Lets see the below example, how to create a quotation where RFQ is created for material and tender fee is not required.
Below are the steps to create quote:
(A) to create a quotation, select or search negotiation number and click at go button



Search Open Negotiations Number 24343,4 Go

Welcome, Supplier1.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left	Tender Fee Payment Status	Tender Fee Amount (BHD)	Initial Bond Amount (BHD)	Tender Purchase Last Date
	24339	iSupplier Training 28/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	
	24338	iSupplier Training 27/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	
	24337	iSupplier Training 26/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	
	24336	iSupplier Training 25/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	
	24335	Supplier Training 22/08/19 (A...	RFQ	376 days 2 hours	N/A	0	0	

Quick Links

Note:
If Tender fee is not applicable then Tender Fee Amount column will display 0

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

(B) supplier will respond to the RFQ and confirm acknowledgement for participation in the bidding process.

1. To acknowledge the participants for this RFQ - click at actions drop down and select acknowledge participations – and click at go button.

2. Select yes for your company participate and write some notes to buyer and click at apply

Note:
Note to Buyer is optional.

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

(C) after acknowledge the participation, if supplier wants to discuss with buyer, can discuss directly using this portal and will get notification when received any reply from buyer. Online discussion can be used for clarifications before and after quote submission.

1. To discuss the participants - click at actions drop down and select online discussion– and click at go button.

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

2. Select yes for your company participate and write some notes to buyer and click at apply

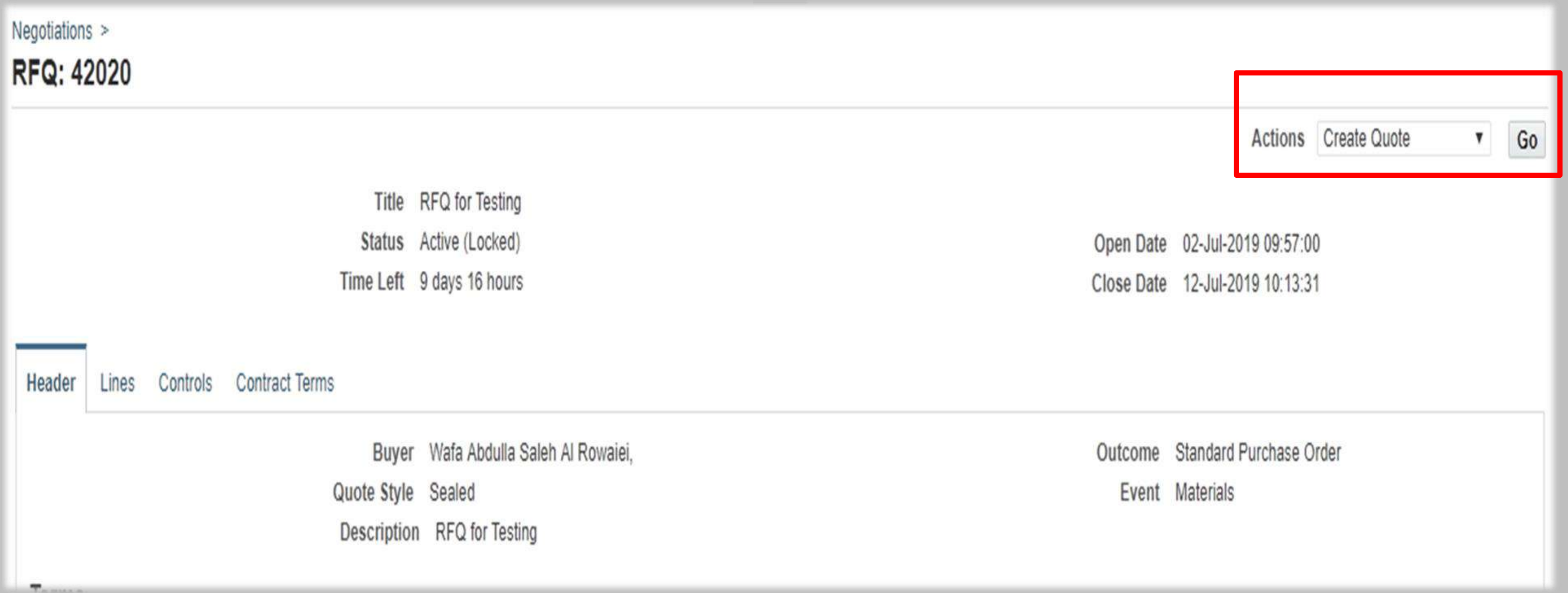
Note:
Online discussion can be used for clarifications before and after quote submission..

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

(D) after online discussion, supplier can create quote.

1. To create quote- click at actions drop down and select create quote– and click at go button.



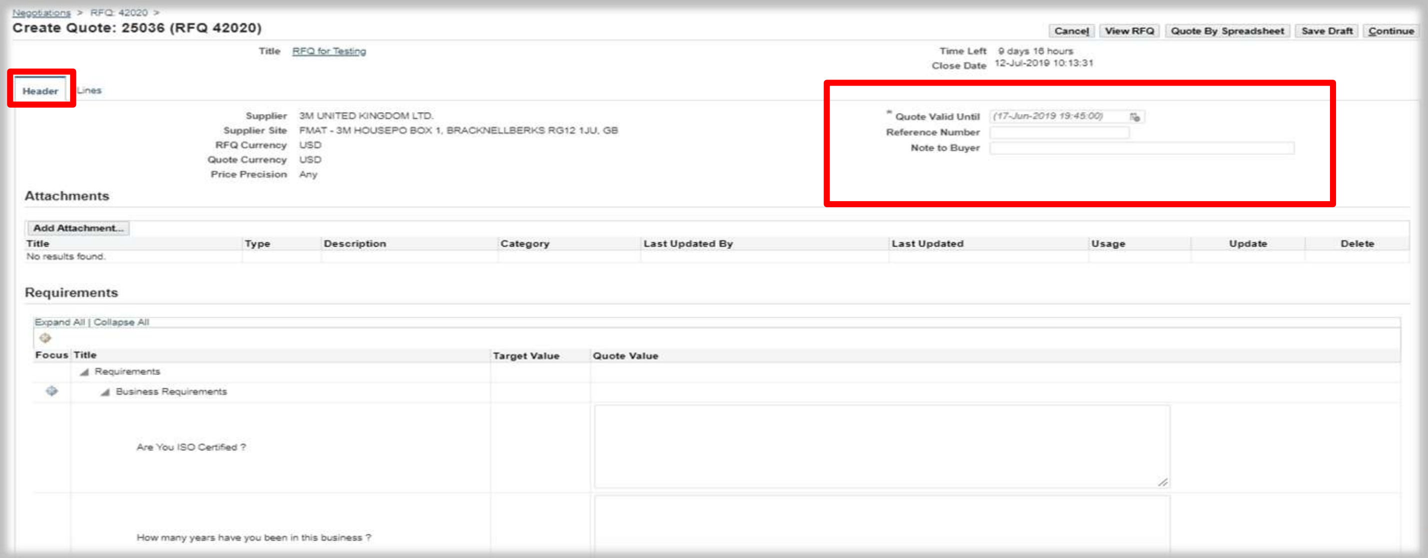
ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

2. Supplier will enter quotation details. First they have to accept the terms & condition.
3. Supplier will enter header details by clicking at tab. Below details are optional for the supplier to enter: -

Quote valid until: enter last date of validity of your quote. This value should reflect the validity of the information you provide within the RFQ response.
Reference number: the reference number is for your internal tracking only.
Note to buyer: any notes typed to buyer will be received by the buyer upon receipt of your response.
Requirement : requirements is mandatory for supplier to enter

Note:
Quote Valid Until Date must 180 days for Service & 90 days for Material

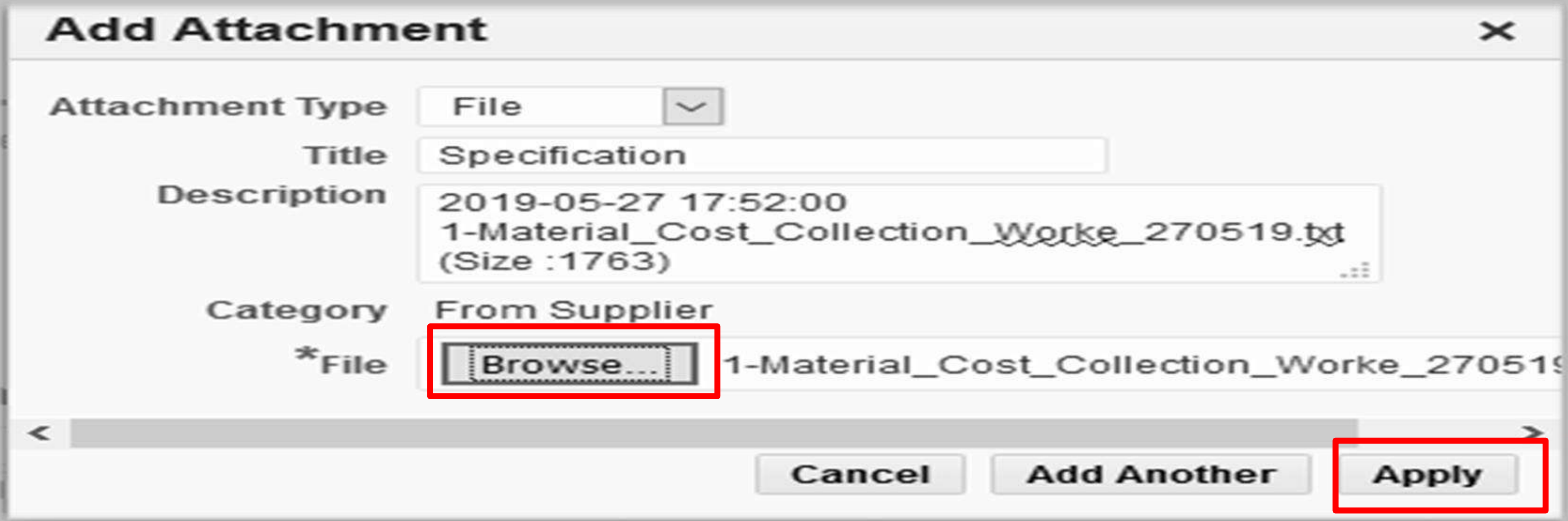


Note:
* Means requirement is mandatory were applicable.

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

4. Supplier will add attachment to the quotation.
Click at add attachment button.
Attachment may be a file, URL, short text or long text.
Click at file – select the file using browse button and enter the title and specifications of file
Click at apply button and OK



Note:
1. You can attached any file except program file like .EXE, .COM etc.
2. You can attached more than one file to a Quotation.
3. After attaching the file you can delete it if not required

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

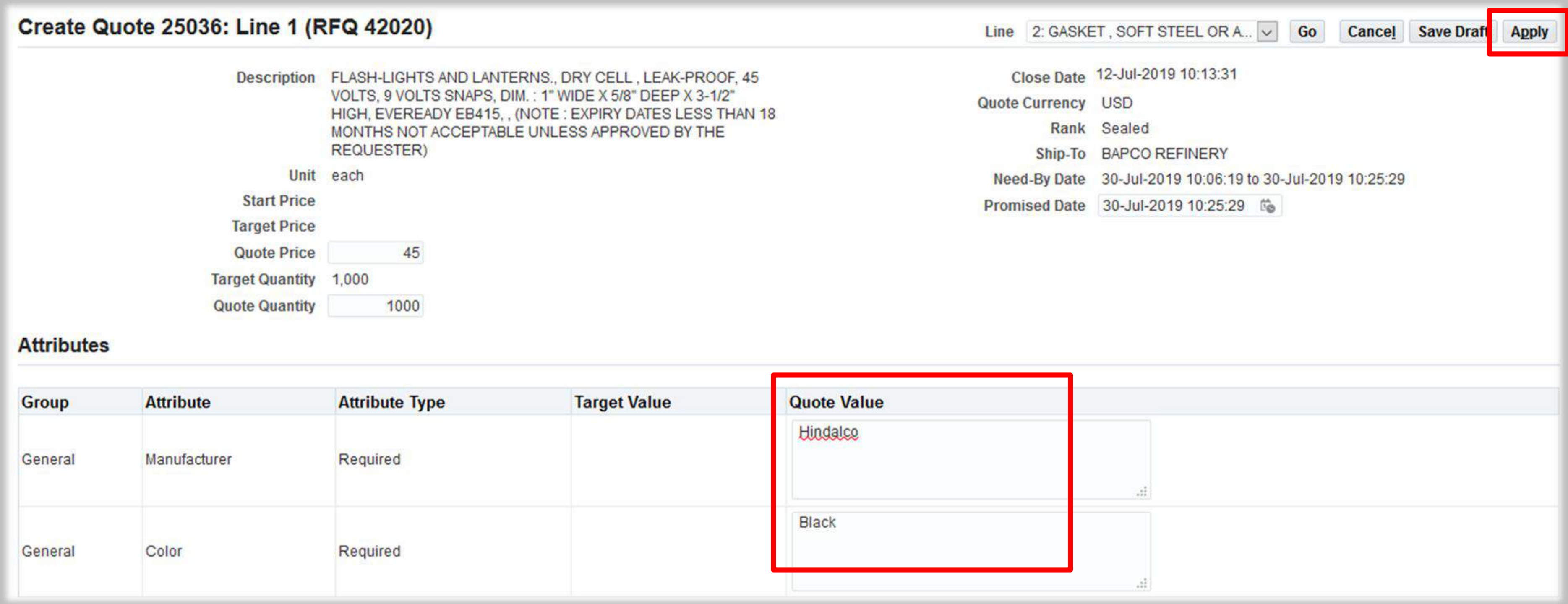
5. Supplier would enter line detail, where he will specify the pricing information.
Quote price unit : supplier will mention key prices for each line of the RFQ
Promised date : promised date is the delivery date for the items. Supplier will specify/update the date.
Update : if a target symbol is present next to any of the update (pencil) icons, click the pencil icon to drill down and respond to the line level attributes. Notes to the buyer and attachments can also be added at the line level by clicking the pencil icon.
Line level attributes are additional information requested by the buyer related to the item. Enter the manufacturer name and color available.
Enter **quote price** and **promised date.**

Note:
Promised Date is the Delivery date offered by the supplier.

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

6. Supplier would update each line detail, where he will specify attributes of line like manufacturer name, color, country of origin etc.
Fill all the lines details and click at **apply** button.

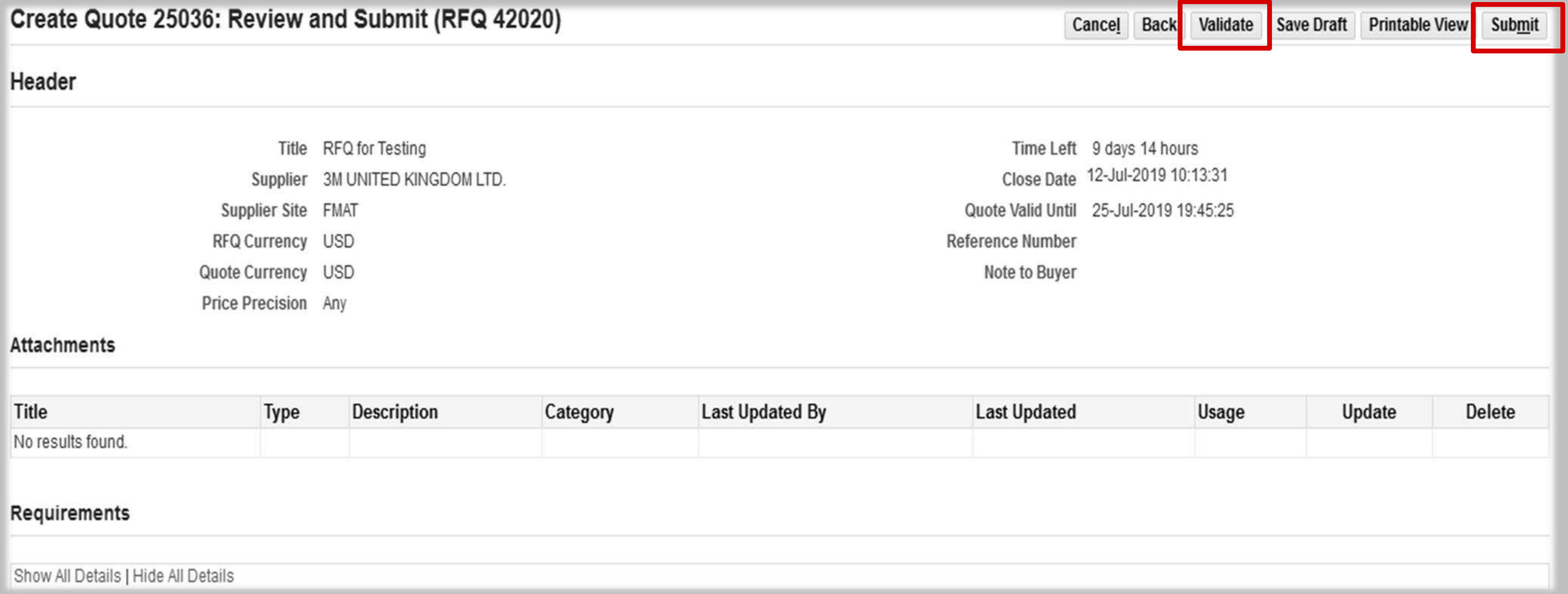


Note:
Each Item may have different attributes.

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

7. Now click at continue button. If you check any error is there then click at validate button.
8. Now your quotation is ready, if you want to save this and wants to open and work in future, click at save draft
9. If you want to submit this quote, click at submit button.



Create Quote 25036: Review and Submit (RFQ 42020)

Cancel | Back | Validate | Save Draft | Printable View | Submit

Header

Title RFQ for Testing
Supplier 3M UNITED KINGDOM LTD.
Supplier Site FMAT
RFQ Currency USD
Quote Currency USD
Price Precision Any

Time Left 9 days 14 hours
Close Date 12-Jul-2019 10:13:31
Quote Valid Until 25-Jul-2019 19:45:25
Reference Number
Note to Buyer

Attachments

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

Requirements

Show All Details | Hide All Details

Note:
If you click at Save Draft then your quotation will saved but not submitted. Later you can open this Draft and submit it.

ISUPPLIER

CREATE QUOTE (FOR RFQ-MATERIAL) WITH TENDER FEE ... continue

10. After submitting your quote, confirmation message for quote submission will display.
11. You can view the quote submit details from active and draft responses.

Confirmation

Quote 25036 for RFQ 42020 (RFQ for Testing) has been submitted.

Return to Sourcing Home Page

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
25034	Active		25022-2	RFI for Testing	RFQ	2 days 21 hours		0
2001	Active	FMAT	2001	RFQ for Hierarchy Testing	RFQ	0 seconds		0
2020	Active	FMAT	3031-2	RFQ for Testing with deliverables	RFQ	0 seconds		0
2010	Active	FMAT	3017	RFQ for Testing with deliverables	RFQ	0 seconds		0
2021	Active	FMAT	3033-2	RFQ for Testing with deliverables	RFQ	0 seconds		0

Note:
Your Quote number is Response Number and RFQ is Negotiation Number.

CONGRATULATIONS!!

HERE YOU HAVE LEARNED HOW TO CREATE QUOTATION FOR MATERIAL
(WITHOUT TENDER FEE)

NEXT TOPIC:

HOW TO CREATE QUOTATION FOR SERVICES (WITH TENDER FEE)

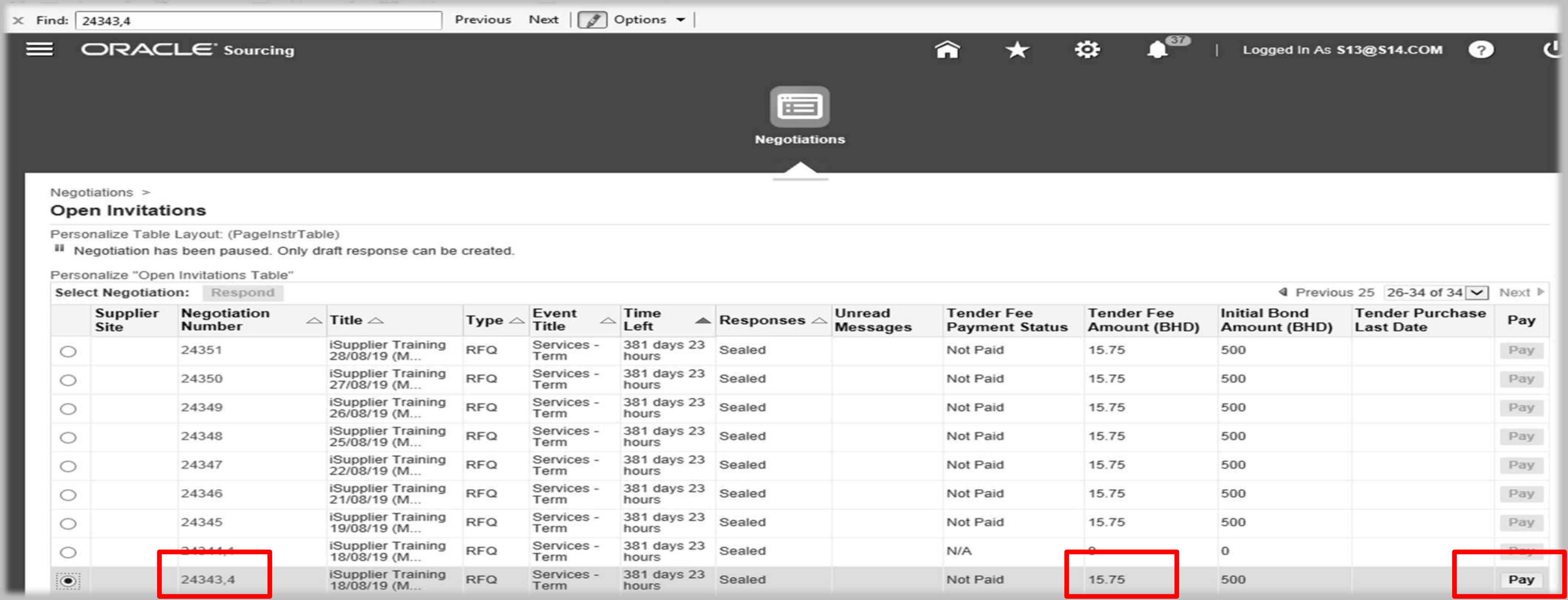
ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

Supplier will receive request for quotation from Bapco. Supplier will use the below the steps to create quotation through spreadsheet (excel) and respond to Bapco.

Below are the steps to create quote:

(A) to create a quotation, select or search **negotiation number** and click at **go** button.



Negotiations >

Open Invitations

Personalize Table Layout: (PageInstrTable)

Negotiation has been paused. Only draft response can be created.

Personalize "Open Invitations Table"

Select Negotiation: Respond

Previous 25 | 26-34 of 34 | Next

	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Responses	Unread Messages	Tender Fee Payment Status	Tender Fee Amount (BHD)	Initial Bond Amount (BHD)	Tender Purchase Last Date	Pay
○		24351	iSupplier Training 28/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
○		24350	iSupplier Training 27/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
○		24349	iSupplier Training 26/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
○		24348	iSupplier Training 25/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
○		24347	iSupplier Training 22/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
○		24346	iSupplier Training 21/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
○		24345	iSupplier Training 19/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay
○		24344,4	iSupplier Training 18/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		N/A	0	0		Pay
◉		24343,4	iSupplier Training 18/08/19 (M...	RFQ	Services - Term	381 days 23 hours	Sealed		Not Paid	15.75	500		Pay

Note:
(If Tender fee is applicable then Tender Fee Amount column will display fee value)

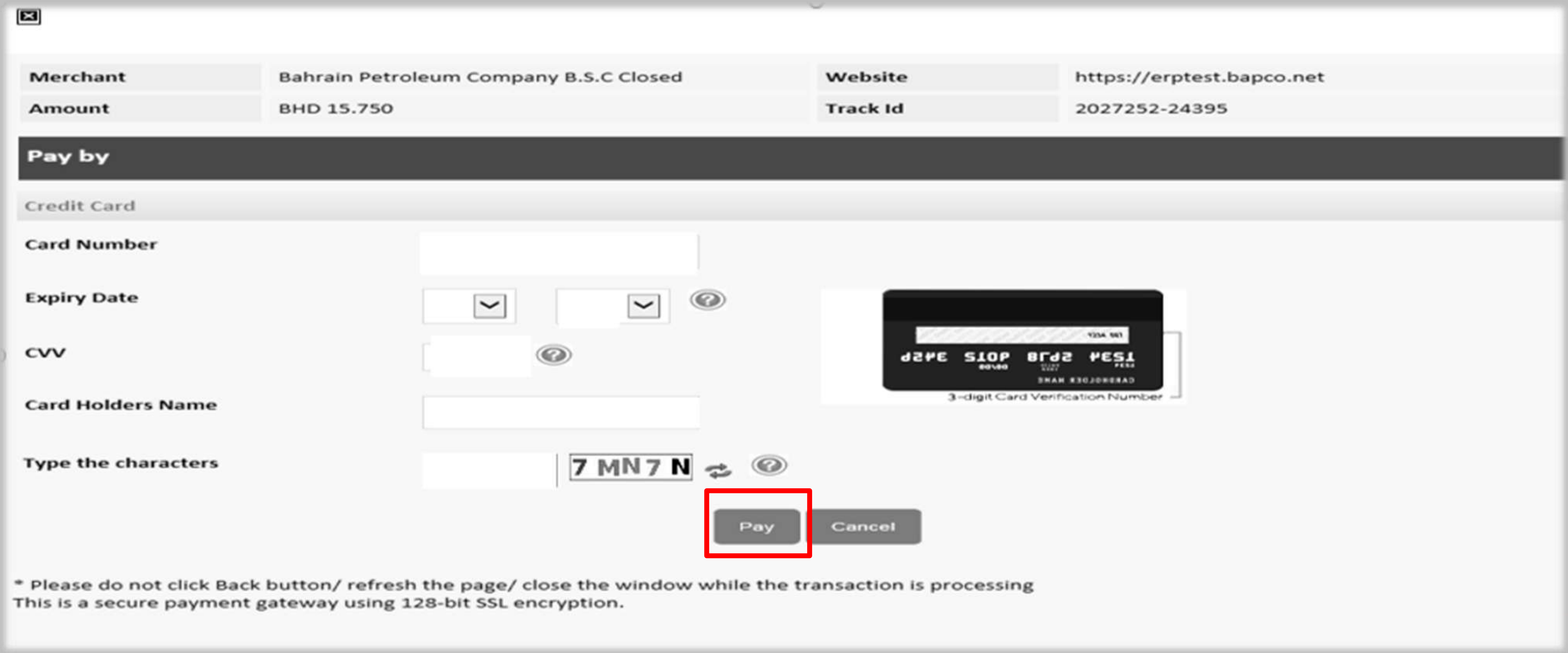
ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(B) tender fee payment

1- click pay button to pay the tender fee online.

2- enter the credit card details and click at pay button and later click at submit button.



Note:
If Tender Fee is applicable, RFQ details cannot be viewed by suppliers before paying Tender Fee.

ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(C) supplier will respond to the RFQ and confirm acknowledgement for participation in the bidding process.
1. To acknowledge the participants for this RFQ - click at **actions** drop down and select **acknowledge participations** – and click at **go** button.

2. Select Yes for your company participate and write some Notes to Buyer and click at **Apply**

ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(D) After Acknowledge The Participation, If Supplier Wants To Discuss With Buyer, Can Discuss Directly Using This Portal And Will Get Notification When Received Any Reply From Buyer.

1. To Discuss The Participants - Click At Actions Drop Down And Select **Online Discussion**– And Click At **Go** Button.

2. Click at **New Message** button and write the message and click at **Send** button.

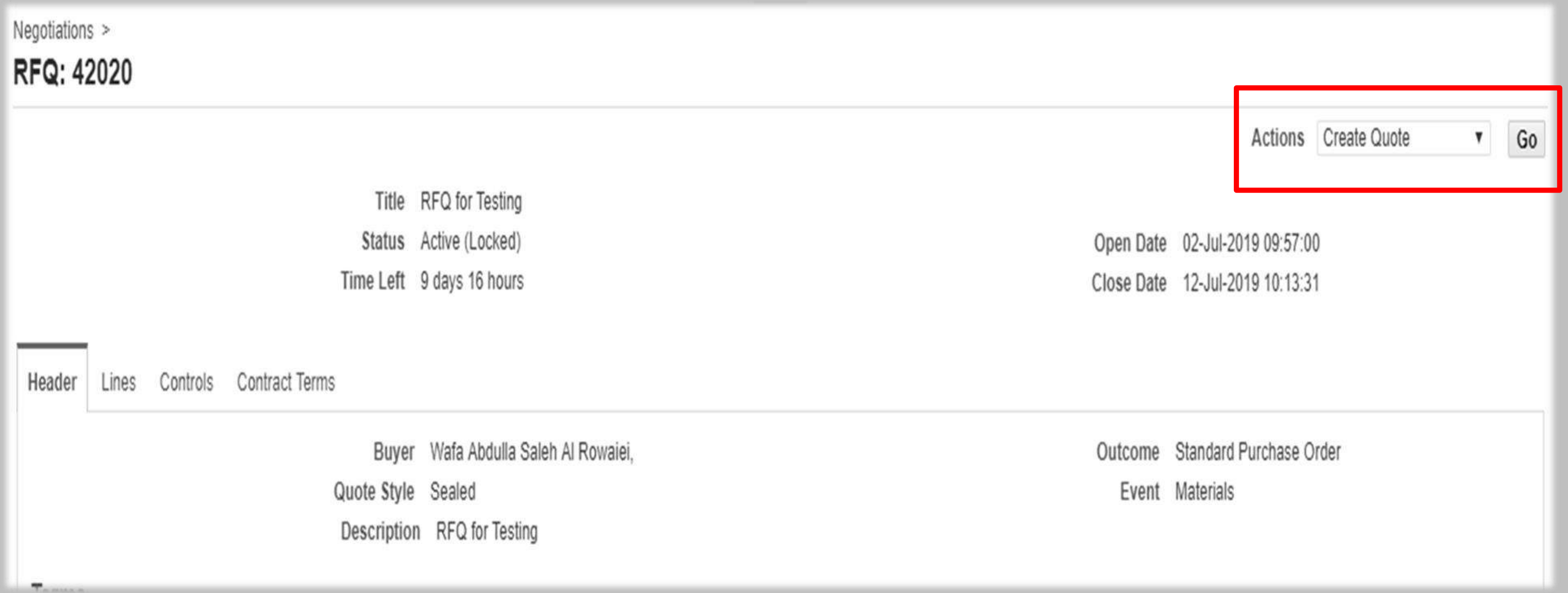
Note:
Supplier can communicate with Buyer via online discussion at any time unless tender fee is required, function will be available only after fee payment.

ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(E) After online discussion, supplier can create Quote.

1. To Create Quote- Click at Actions drop down and select **Create Quote**– and click at **Go** button.



ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(F) Quotes by Spreadsheet

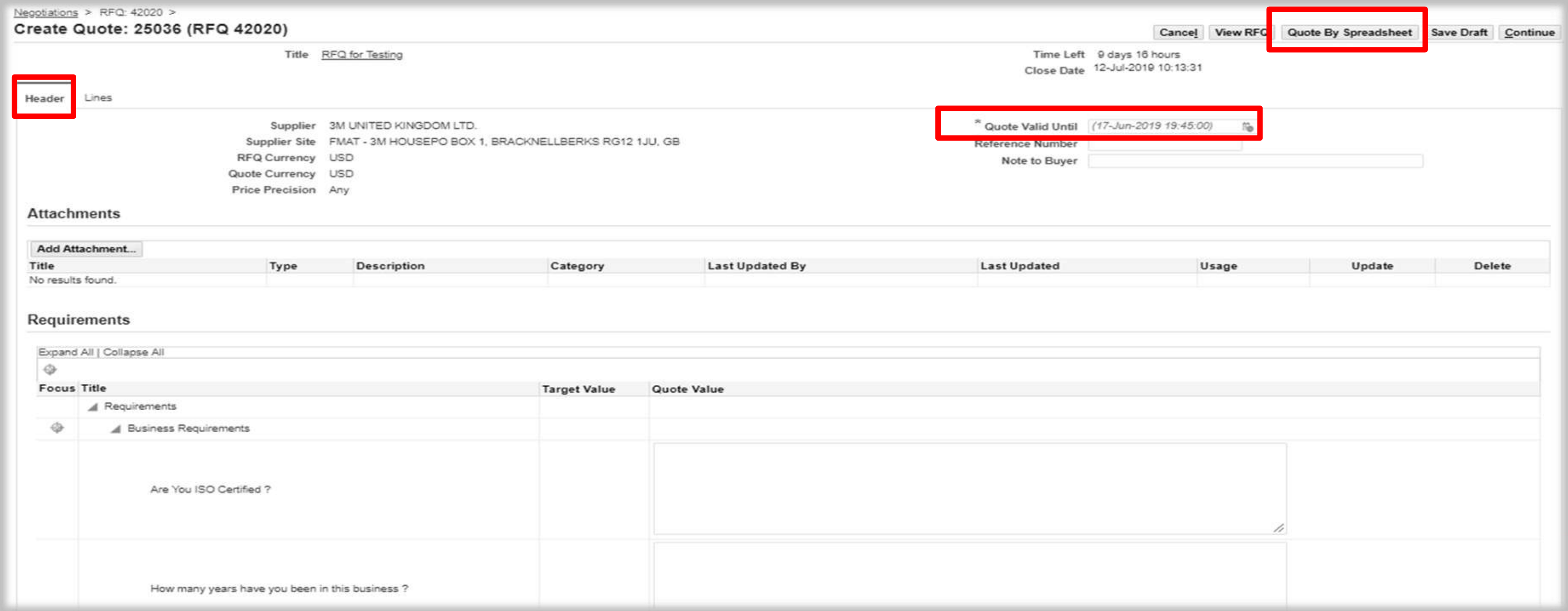
1. Supplier will enter Quotation Details. First they have to **Accept** the terms & condition.

2. Supplier will Enter **Header** Details by clicking at tab. Below details are Optional for the Supplier to Enter: -

Quote Valid Until: Enter last date of validity of your quote. This value should reflect the validity of the information you provide within the RFQ response.

3. Now all remaining information about **Head** and **Lines** you can fill using spreadsheet(Excel)

4. Click at **Quote by Spreadsheet** button



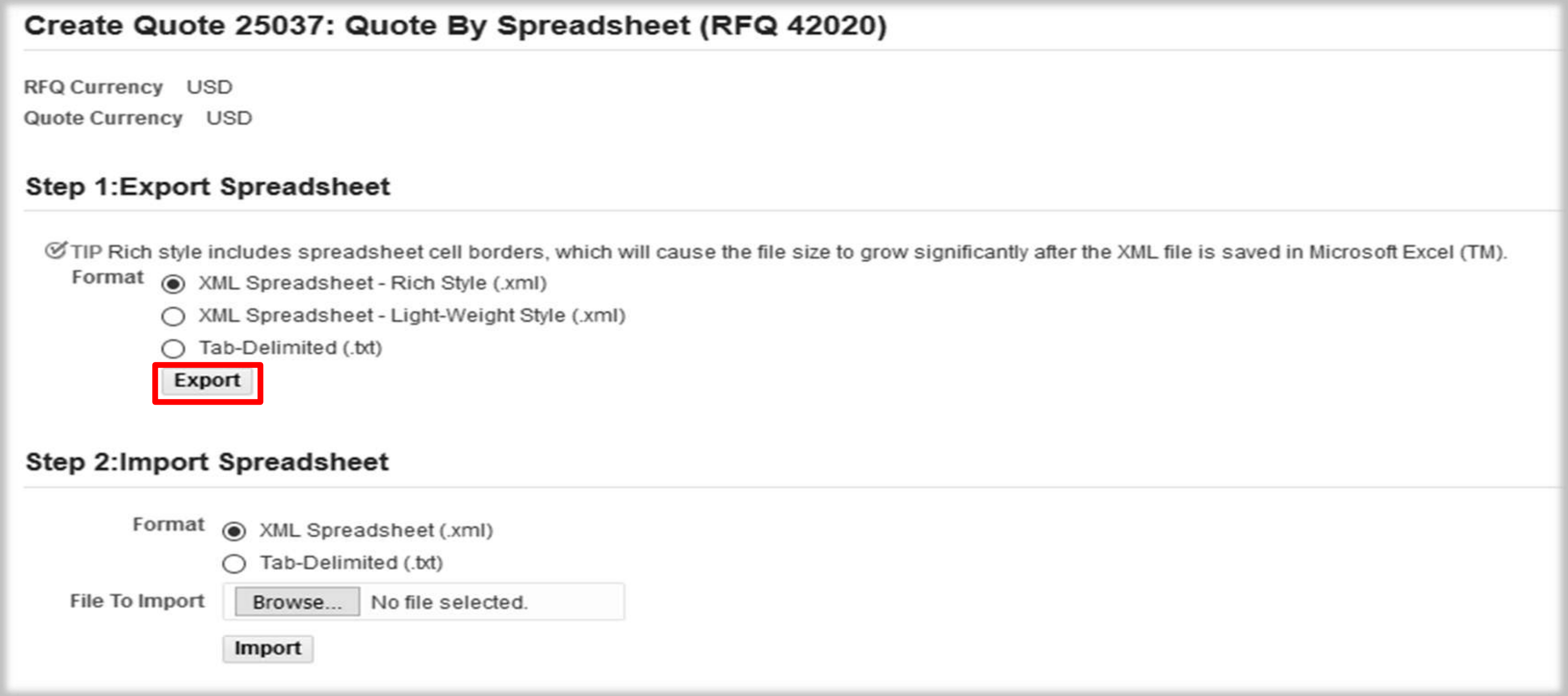
ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

(G) Supplier will Export the Spreadsheet to download and Update the Spreadsheet.

1. From the **Export Spreadsheet section**, The Format will be XML Spreadsheet – Rich Style (.xml)

2. Click at Export button.



ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

3. It will create a zip file with name RFQ*****-Response.Zip file
4. Extract that zip file.
5. It will create a folder with 2 files. Open the .XML file i.e. RFQ***-Response.XML
6. Here supplier can enter all required information in sheet **Header** and **Lines(1-2)**
Enter the following details in **Header Sheet.**
Quote Valid Until : Mandatory (This date should be later than Close date)
Reference Number : Optional
Note to Buyer : Optional

RFQ for Testing

RFQ	42020	Company	Bapco
Close Date	7/12/2019 10:13	Buyer	Wafa Abdulla Saleh Al Rowaiei, Mrs.
RFQ Currency	USD	Phone	5712
Quote Currency	USD	Email	WAFA_ALROWAIE@BAPCO.NET
Price Precision	Any	Supplier	R.B. HILTON LIMITED
		Supplier Site	

Header

Quote Valid Until 7/31/2019
example: 7/2/2019

Reference Number

Note to Suppliers

Note to Buyer

Note:
All the cells in .XML file are locked except highlighted in Yellow & Green

ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

7. Click on sheet **Lines(1-2)** and fill all required details of Line(Items)

Quote Price Unit: - Supplier will mention key prices for each line of the RFQ

Promised Date: - Promised Date is the Delivery Date for the items. Supplier will specify/update the date.

Fill all the Lines attributes values.

8- Save the file and close it and exit from Excel.

RFQ for Testing

RFQ	42020	Company	Bapco
Close Date	7/12/2019 10:13	Buyer	Wafa Abdulla Saleh Al Rowaiei, Mrs.
RFQ Currency	USD	Phone	5712
Quote Currency	USD	Email	WAFA_ALROWAIE@BAPCO.NET
Price Precision	Any	Supplier	R.B. HILTON LIMITED
		Supplier Site	

Lines

Quote Total (USD) 0.00

Line	Item,Rev	Start Price	Unit	Quantity	Quote Price	Quote Quantity	Promised Date	Note to Buyer	Need-By Date	Target Price	Category
1 FLASH-LIGHTS AND LANTERNS., DR	42.00-01085		each	1000					30-Jul-2019 10:06:19 to 3		01.02.07.042.240

Attributes

Title	Target Value	Quote Value
General		
Manufacturer		
Color		

Line	Item,Rev	Start Price	Unit	Quantity	Quote Price	Quote Quantity	Promised Date	Note to Buyer	Need-By Date	Target Price	Category
2 GASKET , SOFT STEEL OR ARMCO IR	23.00-67065		each	10					30-Aug-2019 07:11:59 to		01.03.12.023.282

Attributes

Title	Target Value	Quote Value
General		
Manufacturer		
Color		

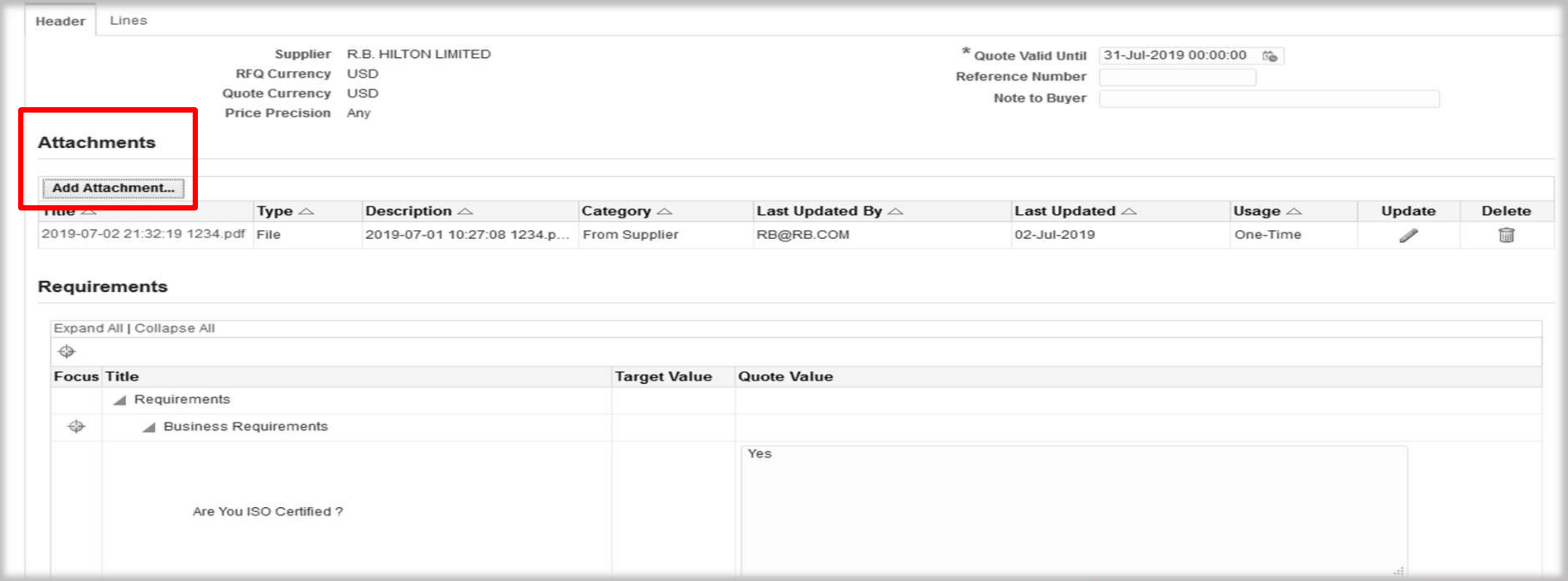
Header | Lines (1 - 2)

Note:
Line Level Attributes are additional information requested by the Buyer related to the Item. Ex. Manufacturer Name part No. ... ext.

ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

9. Now you can **Browse** that .XML file and click at **Import** button.
You can see all the information filled in Header and Lines sheets here in this page. That means Quotation Details will be Imported.
10. You can also add some **Attachments** if required. (Please refer Page-19 how to do attachment)



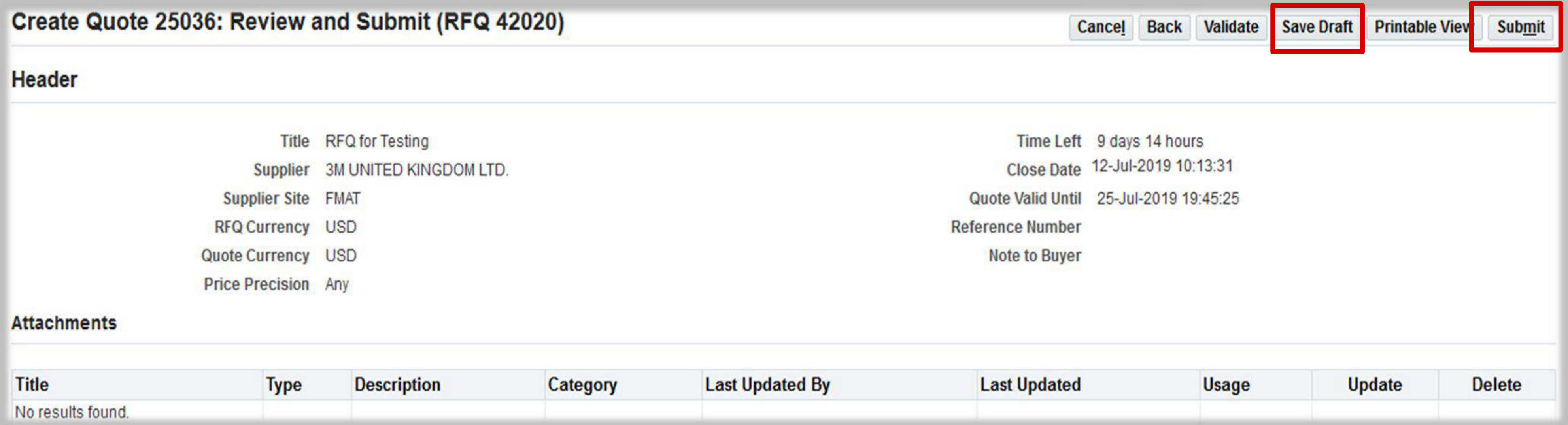
Note:
To add any attachment directly here.

ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

11. Now Click at **Continue** button. If you check any error is there then click at **Validate** button.
12. Now Your Quotation is ready, If you want to save this and wants to open and work in future, click at **Save Draft**
13. Or if you want to submit this Quote, click at **Submit** button.

Important Note: Bids shall be fully submitted online along with scan copy of Initial Bond if applicable, however, Initial Bond (original) if required, must be submitted to Bapco as per the given instructions in the RFQ important notes provided in the RFQ attachment Section along with any additional submittal if requested Bapco, hence, any bids submitted outside system not be considered except for Tender Board Tenders, therefore, please read **RFQ** instructions very carefully and comply accordingly.



Create Quote 25036: Review and Submit (RFQ 42020)

Cancel | Back | Validate | Save Draft | Printable View | Submit

Header

Title: RFQ for Testing
Supplier: 3M UNITED KINGDOM LTD.
Supplier Site: FMAT
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Time Left: 9 days 14 hours
Close Date: 12-Jul-2019 10:13:31
Quote Valid Until: 25-Jul-2019 19:45:25
Reference Number:
Note to Buyer:

Attachments

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

Note:
After Save Draft Quotation , you can open this and submit later.

ISUPPLIER

CREATE QUOTE (FOR RFQ-SERVICES) WITH TENDER FEE ... continue

14. After Submitting your quote, Confirmation Message for Quote Submission will display.
15. You can View the Quote Submit Details from **Active and Draft Responses.**

Confirmation

Quote 25036 for RFQ 42020 (RFQ for Testing) has been submitted.

Return to Sourcing Home Page

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
25034	Active		25022-2	RFI for Testing	RFQ	2 days 21 hours		0
2001	Active	FMAT	2001	RFQ for Hierarchy Testing	RFQ	0 seconds		0
2020	Active	FMAT	3031-2	RFQ for Testing with deliverables	RFQ	0 seconds		0
2010	Active	FMAT	3017	RFQ for Testing with deliverables	RFQ	0 seconds		0
2021	Active	FMAT	3033-2	RFQ for Testing with deliverables	RFQ	0 seconds		0

Congratulations!!

Here you have learned how to Create Quotation for Service (With Tender Fee)

Next Topic:

How to Explore iSupplier Portal.

ISUPPLIER PORTAL

Oracle iSupplier Portal is a communication tool that enables **Bapco** and its suppliers to communicate with each other throughout the **procure-to-pay** process. It allows suppliers to view and manage purchase orders, receipts, invoices and delivery schedules in a real-time system that is available 24 hours a day, 7 days a week (24x7).

Benefits associated with using iSupplier include:

- Offers suppliers an integrated experience by providing access to purchase orders (POs), invoices and payments in one location.
- Improved efficiency by decreasing the number of calls between suppliers and Accounts Payable.
- Provides a central location for all PO information, and gives suppliers access to historical PO information.
- Work Completed can be submitted online.
- Enhances the visibility of the transactions that occur between **Bapco** and its suppliers.

To access iSupplier Portal :
(1) Click at shortcut “Homepage (BAP iSupplier Portal) created on home page

OR

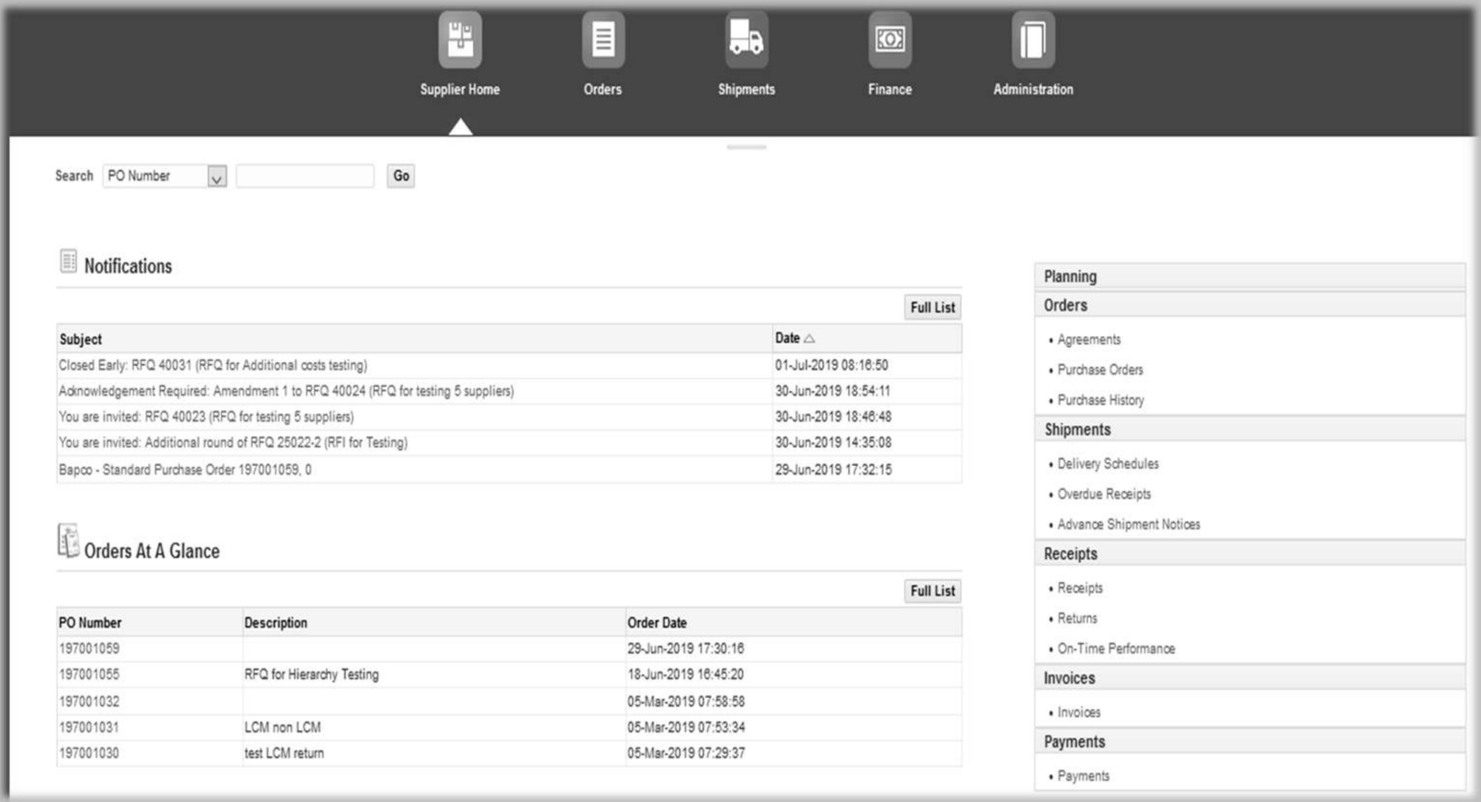
Select Responsibility - Click the **BAP iSupplier Portal Full Access** link - Click the **Home Page** link.

Note:
To create shortcut, please refer Page-10 Add to Favorite

ISUPPLIER PORTAL

iSupplier portal has following Tabs:

- Supplier Home
- Orders
- Shipments
- Finance
- Administration



ISUPPLIER PORTAL

(1) Click on 

On iSupplier Portal Home Page you can perform the following

Search: - Enables you to jump directly to a specific purchase order, shipment, invoice or payment

a) Select a document type (purchase order, shipment, invoice or payment) from the drop-down list.
b) Enter the document number.
c) Click Go.

Notification: - Displays the 5 most recent open notifications. Notifications are copies of the e-mail messages that users receive regarding the transactions that have occurred. Some notifications are view only, while others require action.

Click on a subject line to view the notification.

Click the Full List to access the navigation page. All the notifications will be displayed.

Some notifications do not require action and are for your information only. You must select View All on this page to view these notifications.

Orders At A Glance: - Displays the 5 most recent purchase orders.

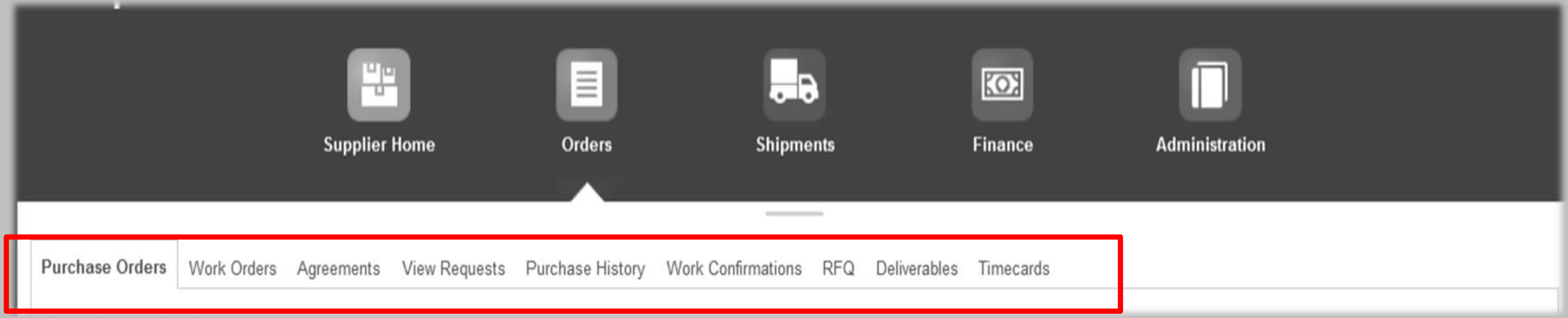
Click on a PO number link to view the purchase order details.

Click the Full List to view the Purchase Orders page.

ISUPPLIER PORTAL

(2) Click on 

Following Scenarios are handled through iSupplier Portal Orders Tab
1. Review of Purchase Order Document
2. Purchase Order Acknowledgement
3. View Master Sales Agreements
4. View Purchase History
5. Create Work Confirmation against Purchase Order
6. Manage Deliverables

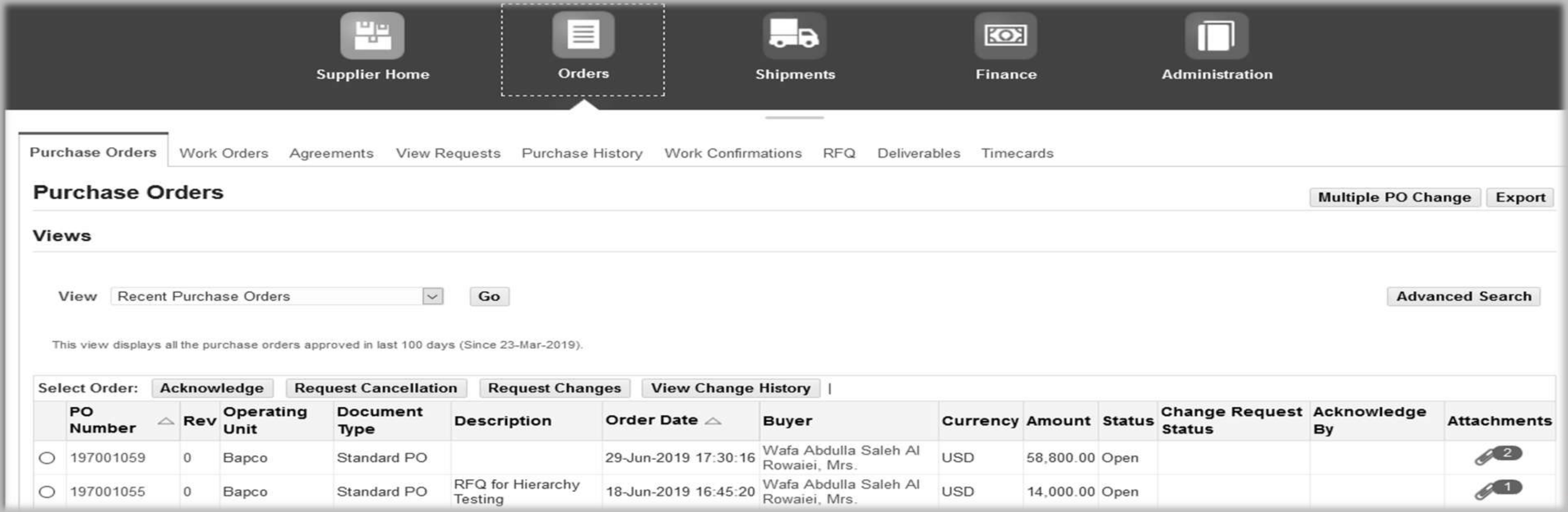


ISUPPLIER PORTAL

Click on 

and then click on Purchase Orders

The **Purchase Orders** page is the central page from where you can view and process your Purchase Orders. System will show you Recent Purchase Orders. Supplier shall Select All Purchase Orders to view all the awarded purchase orders.
Click on the Purchase Order Link to view PO Details.

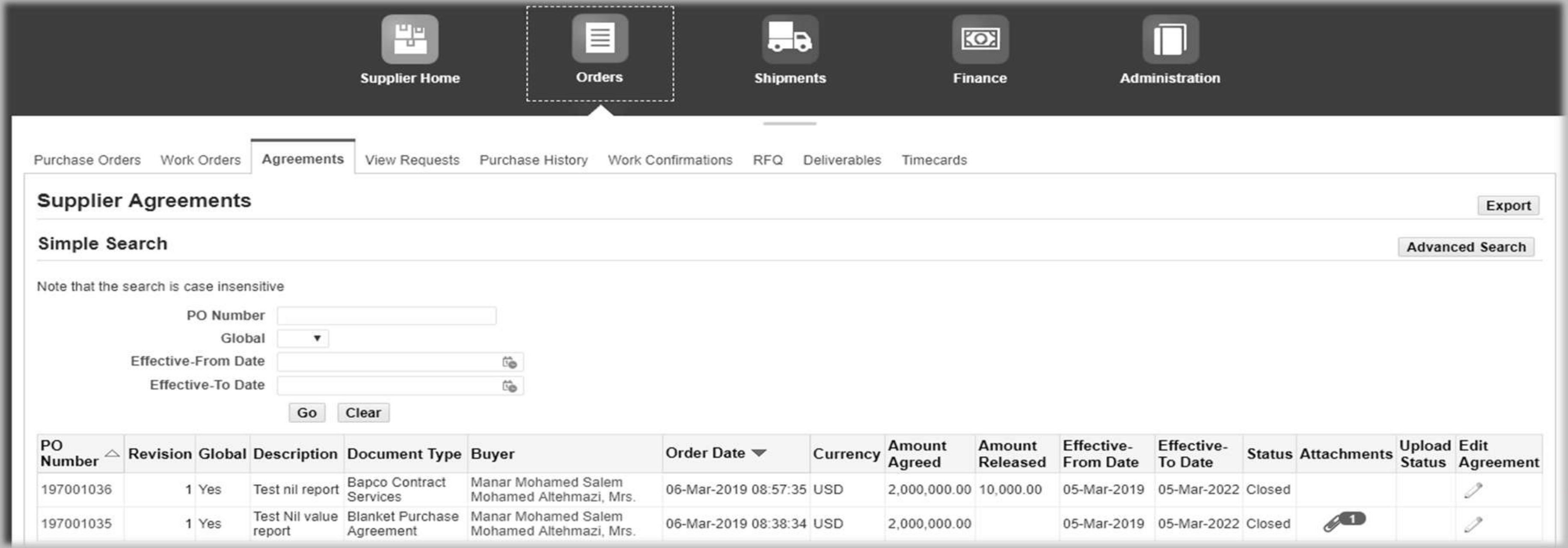


ISUPPLIER PORTAL

Click on 

and then click on Agreements

Supplier can search agreement with PO Number or using Advance Search Option or simply click to view all the Master Sales Agreement.
System will display Purchase Orders with the Agreed Amount and Amount Released.
Supplier can Click on the Purchase Order Link to view more PO Details.
Purchase Order released against agreement will be displayed.

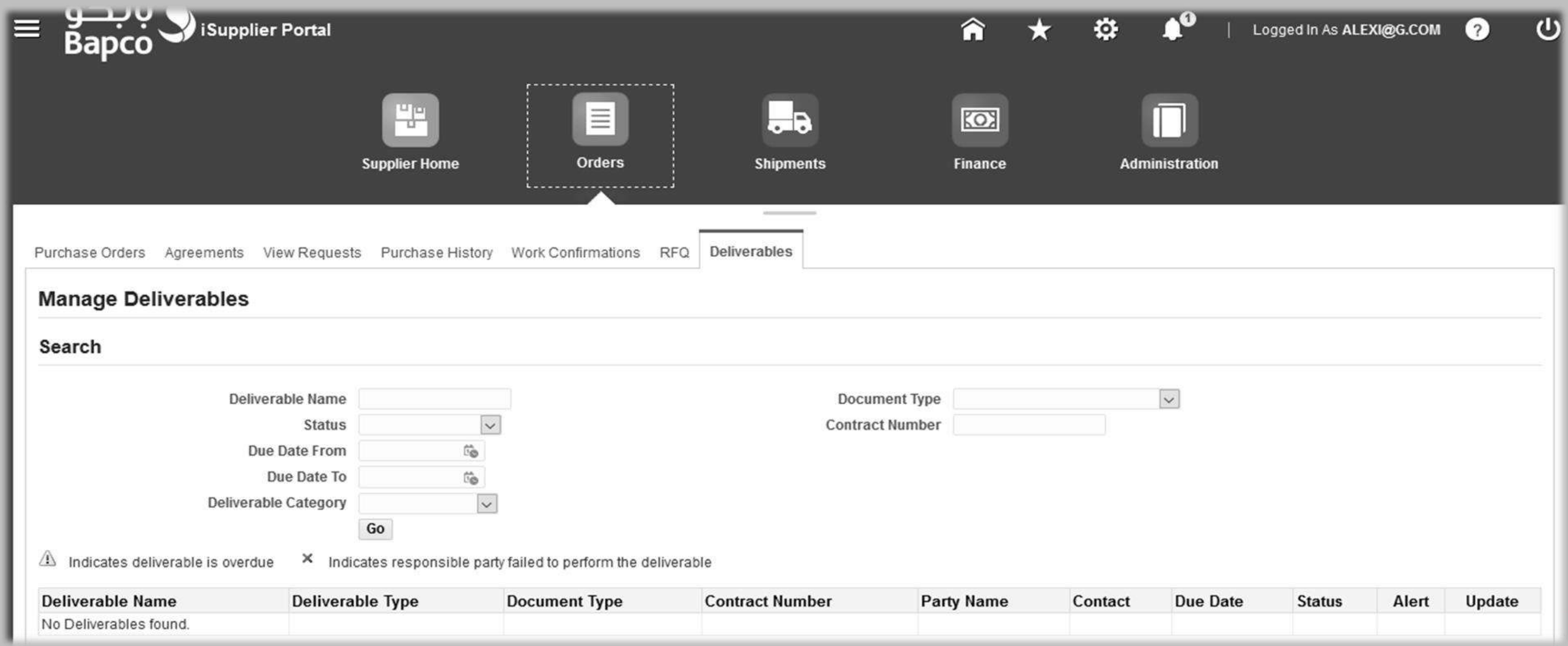


ISUPPLIER PORTAL

Click on 

and then click on Deliverables

System will show you the Deliverables for the Supplier to be Submitted. Supplier shall search Purchase Orders for which he needs to submit some Information or Documents.

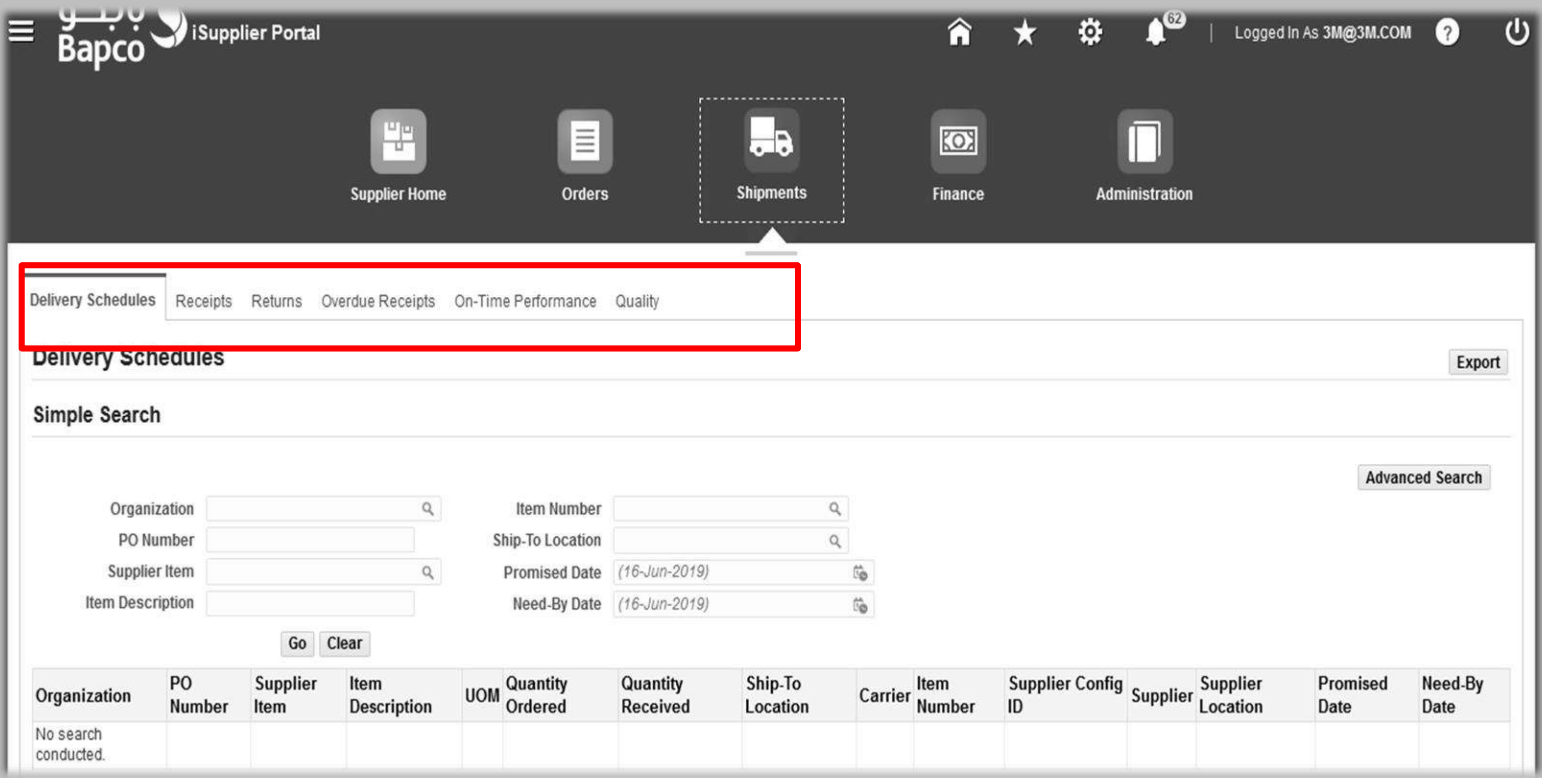


ISUPPLIER PORTAL

Click on 

Following Scenarios are handled through iSupplier Portal Shipments Tab

- Review of Delivery Schedules
- Review of Receipts
- Review of Returns
- Review of Overdue Receipts
- Review of On-Time Performance
- Create Quality Result

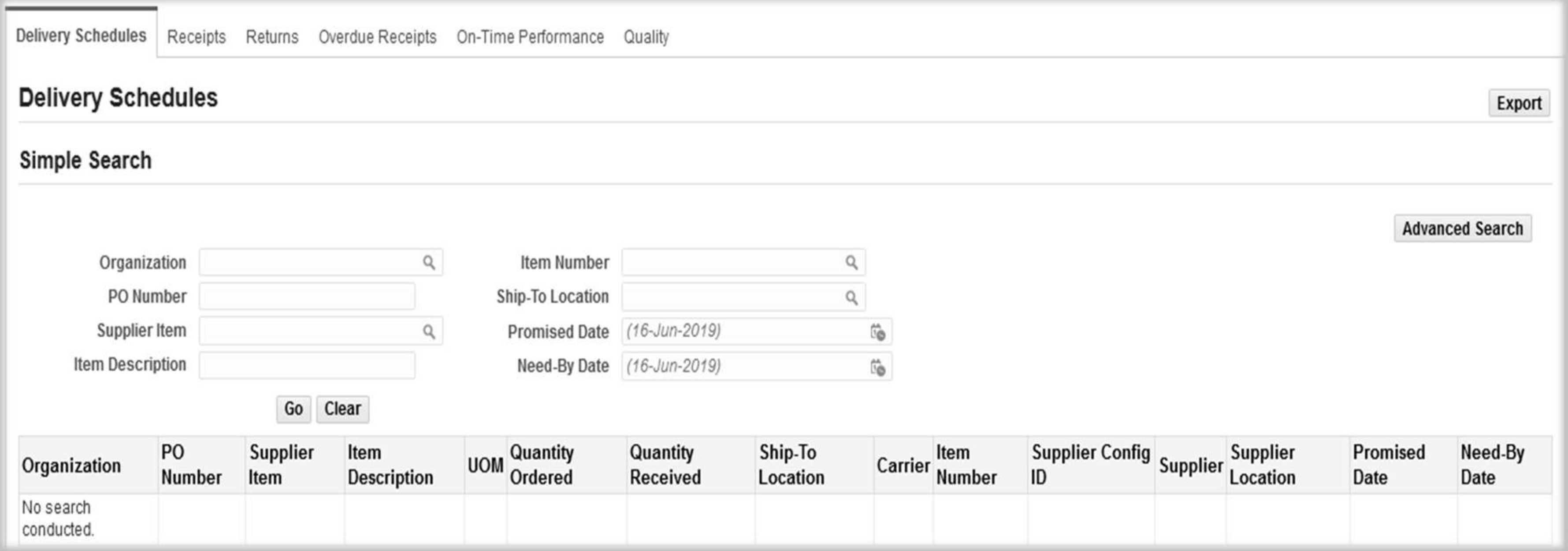


ISUPPLIER PORTAL

3) Click on 

and then click on Delivery Schedules

Supplier can search with PO Number, Promised Date or using Advance Search Option or simply click **Go** To view all the Purchase Order.
System will display information of the PO Number, Quantity Ordered, Quantity Received, Need-By Date.
Supplier Can Click on the PO Number or Quantity Received to see further details.

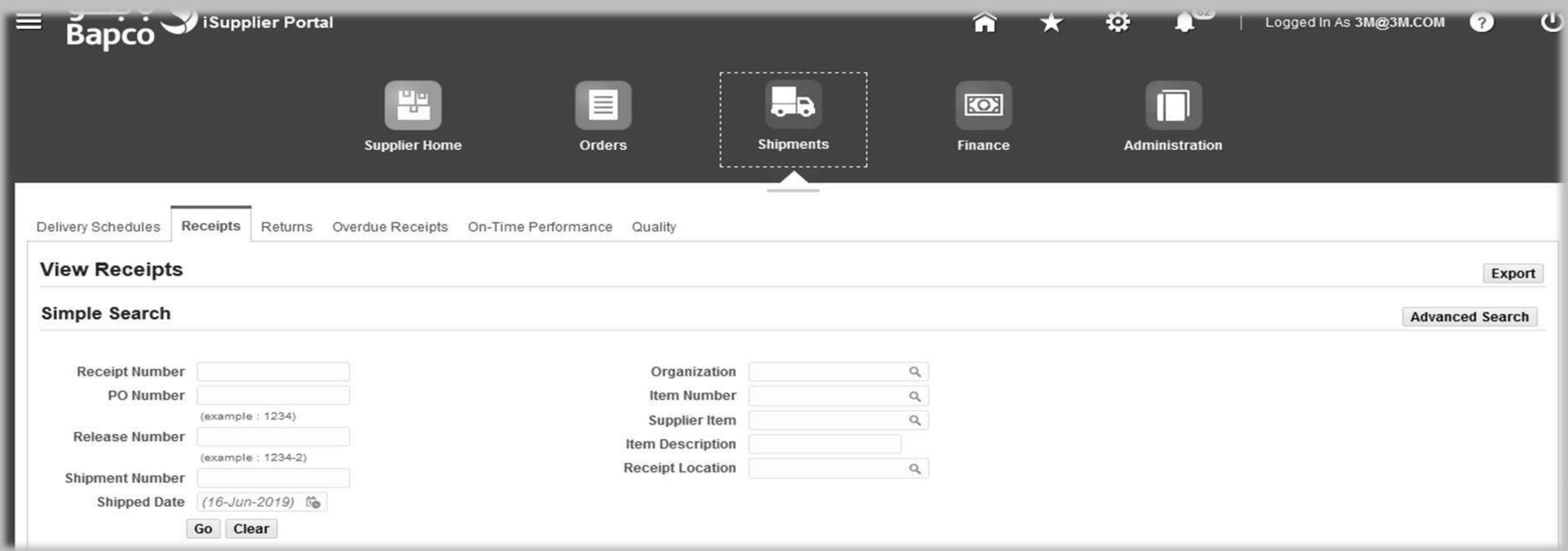


ISUPPLIER PORTAL

Click on 

and then click on Receipts

Under Receipts, supplier can view items received by Bapco through the Oracle application. Both simple and advanced search can be performed for Receipt transactions.
Supplier can search with PO Number, Receipt Number or using Advance Search Option or simply click **Go** To view all the Receipts.
System will display information of the Receipts, PO Number.
Supplier Can Click on the Receipt Number or PO Number to see further details.

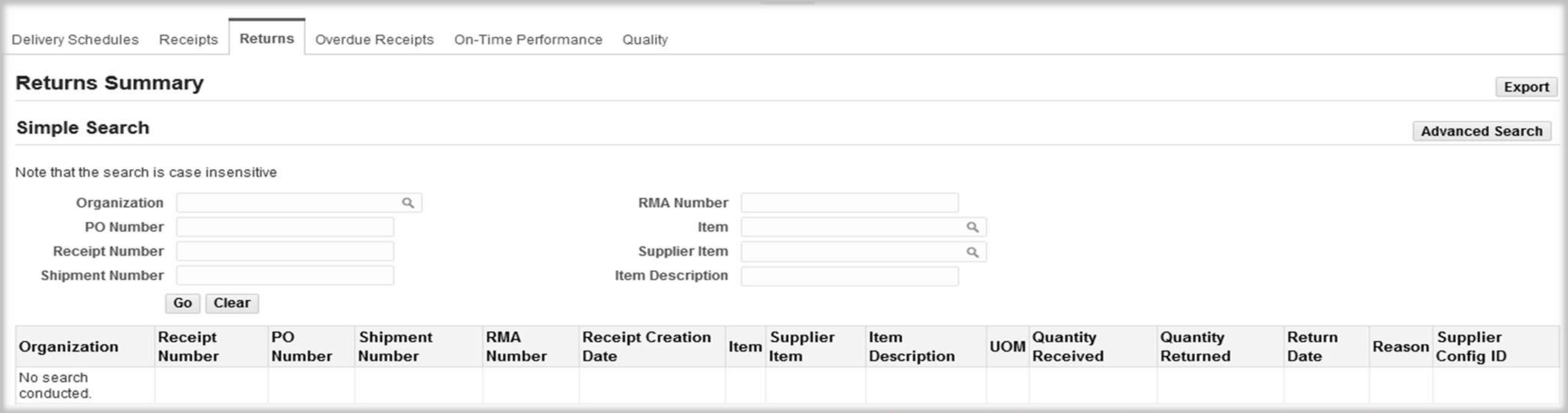


ISUPPLIER PORTAL

Click on 

and then click on Returns

Under Returns, users can view returned items from Bapco which were processed through the Oracle application. Both simple and advanced search can be performed for Return.
Supplier can search with PO Number, Receipt Number or using Advance Search Option or simply click
To view all the Returns.
System will display information of the Receipts, PO Number, and Return Date.
Supplier Can Click on the Receipt Number or PO Number to see further details.
System will display the Receipt Creation Date, Quantity Ordered, Net Received and Quantity Returned.


Delivery Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Returns Summary

Export

Simple Search

Advanced Search

Note that the search is case insensitive

Organization
PO Number
Receipt Number
Shipment Number
RMA Number
Item
Supplier Item
Item Description

Go Clear

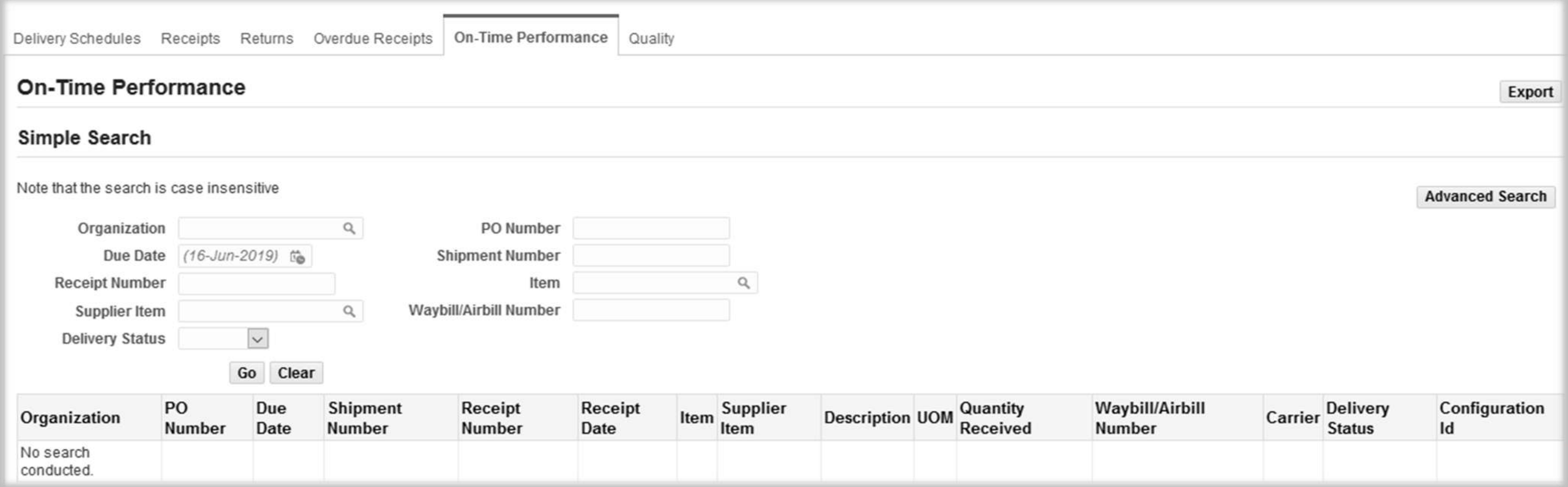
Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
No search conducted.														

ISUPPLIER PORTAL

Click on 

and then click on On-Time Performance

Supplier can search with PO Number, Delivery Due Date or using Advance Search Option or simply click **Go**
To view all the Overdue Receipts.
System will display information of the PO Number, Due Date, Quantity Ordered, Quantity Received, Delivery Status, etc.
Supplier Can Click on the Receipt Number or PO Number to see further details.



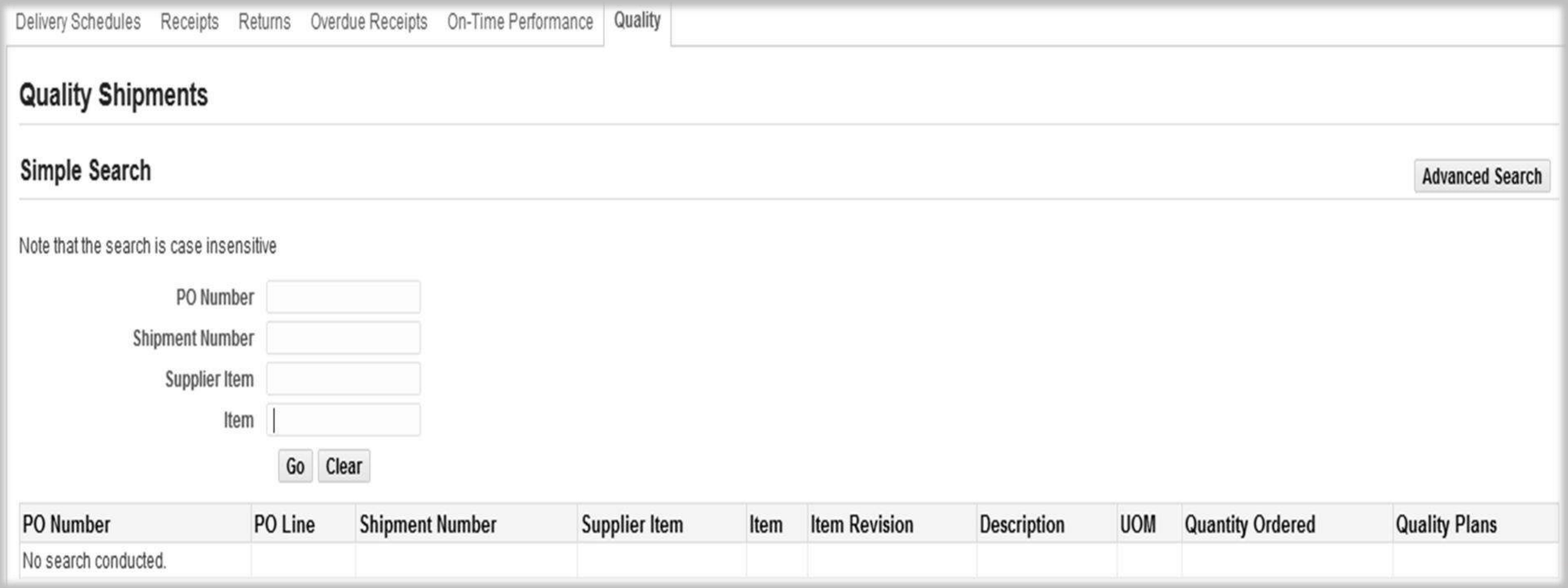
ISUPPLIER PORTAL

Click on 

and then click on Quality

Supplier can search with PO Number for which he is required to submit the Mandatory Pre-Receiving certificates before shipping the product. Click **Go**

To view all the Purchase Order and Item for which you need to submit Pre-Receiving Certificates.



Delivery Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Quality Shipments

Simple Search

Advanced Search

Note that the search is case insensitive

PO Number

Shipment Number

Supplier Item

Item

Go Clear

PO Number	PO Line	Shipment Number	Supplier Item	Item	Item Revision	Description	UOM	Quantity Ordered	Quality Plans
No search conducted.									

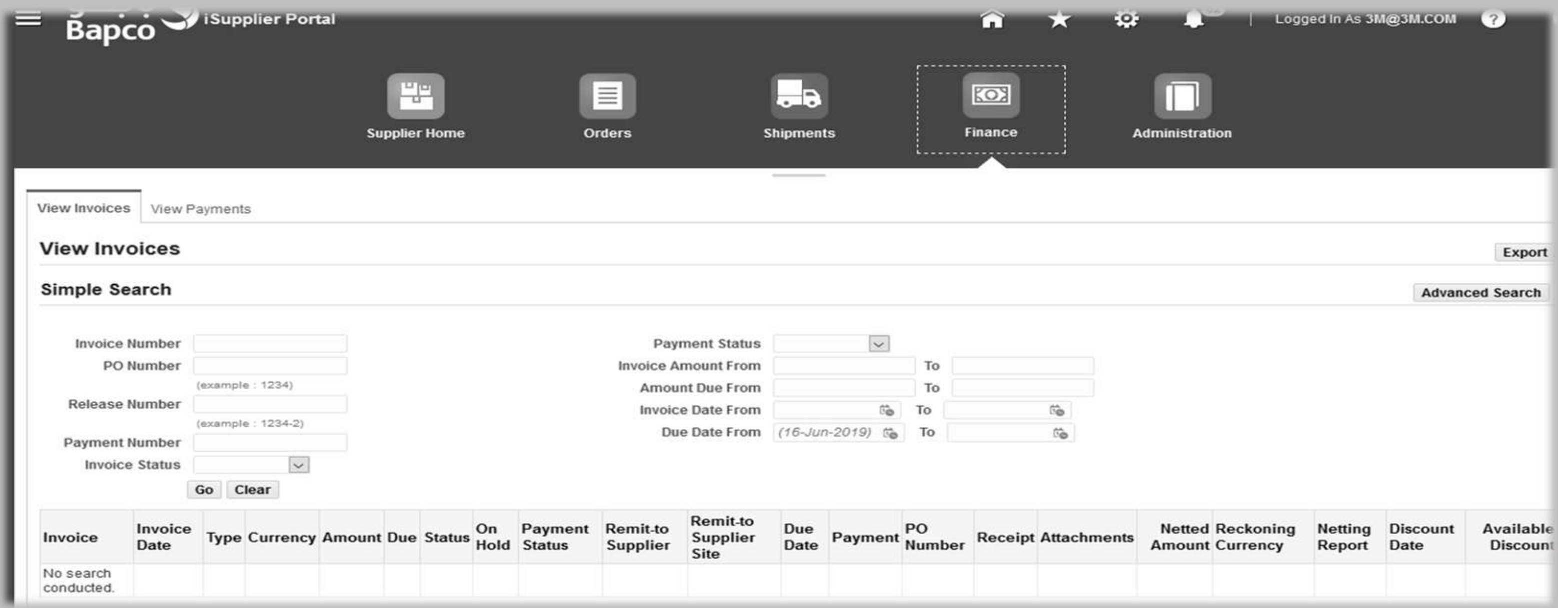
ISUPPLIER PORTAL

4) Click on **Finance** 

iSupplier **Finance** Tab allow supplier to view an Invoice online to the buying company based on the purchase order lines fulfilled. Supplier can track the Status of the Payments and Invoice submitted.

(a) **View Invoices :** Supplier can search with Invoice Number, Invoice Amount or using Advance Search Option or simply click at **Go** to view all invoices.

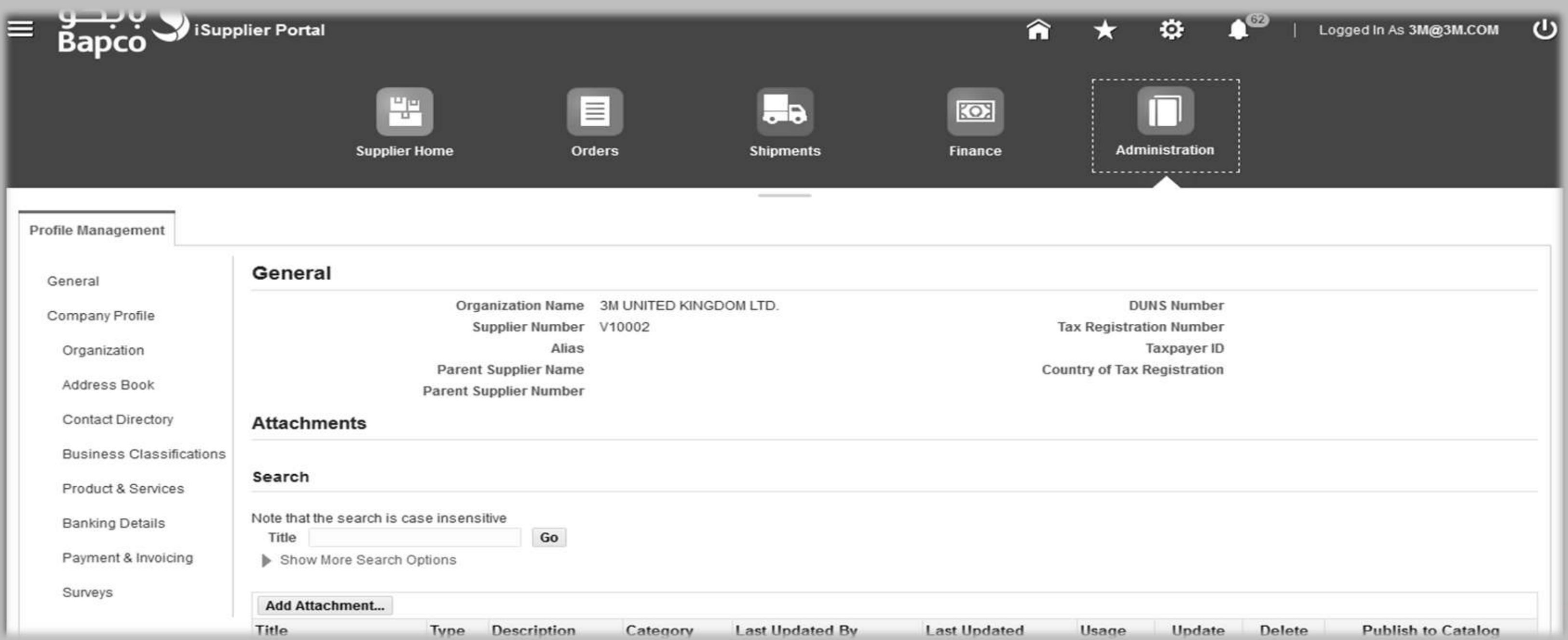
(b) **View Payments** : Supplier can search with Invoice Number, Payment Amount, PO Number or using Advance Search option or simply click at **Go**



ISUPPLIER PORTAL

5) Click on **Administration Tab**

Supplier Profile Management enables you to manage key profile details used to establish or maintain a business relationship with the buying company. This profile information includes address information, names of main contacts, user accounts (if you have the Supplier Profile and User Management responsibility), business classifications, banking details, and category information about the goods and services you are able to provide to the buyer.
You benefit from managing your profile yourself. Supplier Profile Management enables you to effectively represent yourself to the buying company and update your profiles details as necessary, making important information accurate.



ISUPPLIER PORTAL

5) Administration Tab

Following Profile Management are handled through iSupplier Portal Admin Tab :-

1. **General and Attachment**: Supplier can add Attachments whenever any document is requested by Supplier Administrator or to update latest Business Certificates
2. **Organization** : Supplier can update Organization information and Supplier Additional Information Fields.
3. **Address Book** : Supplier can create/update address book.
4. **Contact Directory** : Supplier can create/update Contact Directory.
5. **Business Classifications** : Supplier can update existing Business Classifications. Supplier should select the Applicable checkbox, update the Classifications Details and then click Save Button.
6. **Banking Details** : Supplier can Add/ Update existing Products & Services. Supplier will Add/ Remove Products and Services.

Note: Any changes in points number 3,4,5,6 will go for the approval of the Supplier Administrator.

HELP AND SUPPORT

The Supplier Help Desk is your first point of contact and we will support you with queries.

Email: ISUPPLIERSUPPORT@BAPCO.NET

THANK YOU