

# Supplier Bid Submission

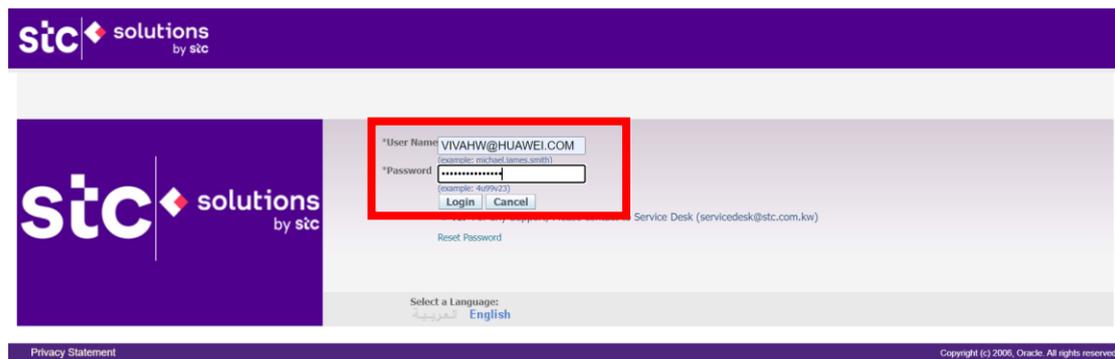


The purpose of this exercise is for vendors to upload their quotes manually and avoid any paper submission. In order to do so, vendors must submit quotes by entering all the information requested in the required fields, once they sign into iSupplier portal and submit all the information relevant to the completed project.

## 1) Login Page

A. Enter the login credentials

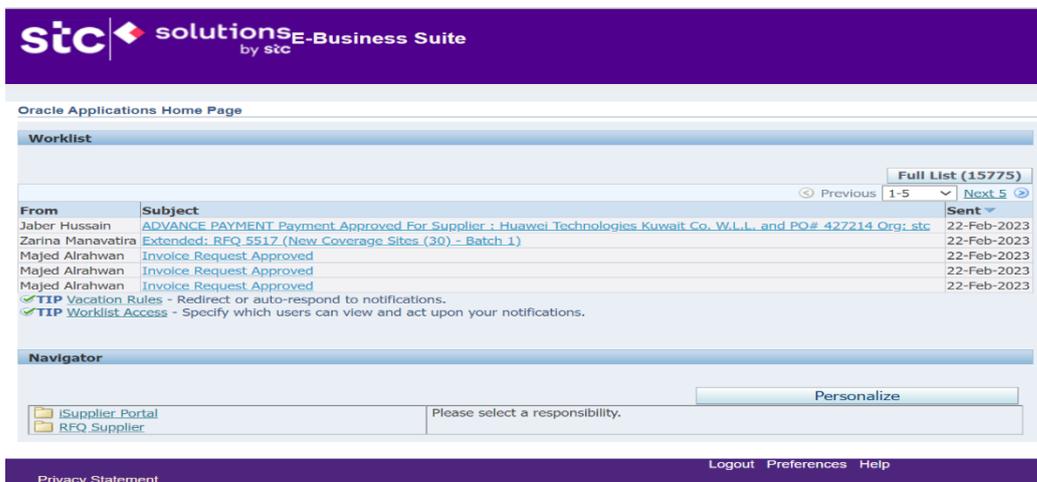
B. Click on **Login**



## 2 ) Home page

### Note:

- **Supplier will be directed to the homepage**
- **Worklist will be displayed with specific details related to assignments**

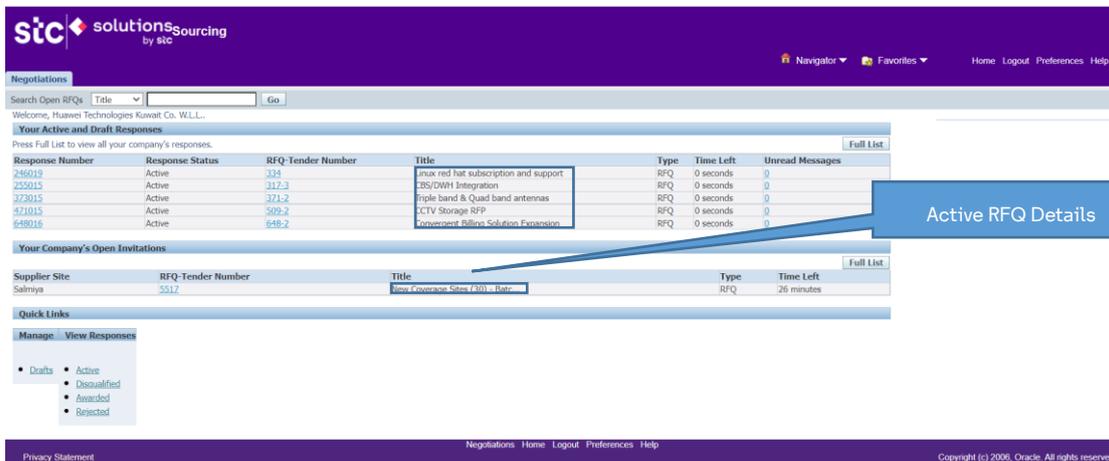


A. Select RFQ Supplier and then click **Sourcing Homepage**

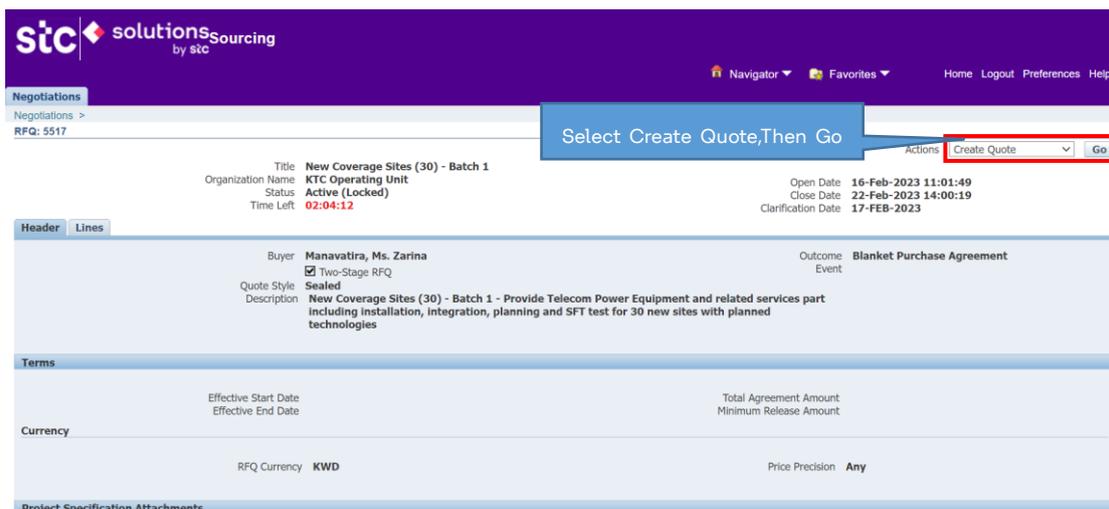
# Supplier Bid Submission



**Note: You will be redirected to the RFQ homepage, finding the active RFQ details**



**Note: The complete details of the RFQ will be found in this page including the title, name, status, dates, timeline, description, etc.**



6) Bidding page will open

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7) Click on Browse then Upload (Upload BOQ file – sample below):

The screenshot shows the 'Upload Item List Template' section of the STC solutionsSourcing portal. A red box highlights the 'Choose File' button, and a blue callout box points to it with the text 'Select Choose file & Upload the excel BoQ file (item list)'. Other visible elements include the 'Upload' and 'View Uploaded Items' buttons, and a 'Show Errors in the Uploaded Template' link.

BOQ sample (ensure all details are filled in)

Price for										BUYER ITEM DESCRIPTION FOR REFERENCE	
Item Code	Item Description	Unit of measurement	Unit Price	Buyer Requested Qty	Qty provided by Vendor	Total Gross Amount	Discount Amount	Payable Price (Net Amount)	Net Unit Price	BUYER ITEM DESCRIPTION	PartNumber /SKU
itemcodegeneric	description	select from sheet 2 according to item		1,000	1,000	0.000		0.000	0.000	description	OEM sku
itemcodegeneric	description	select from sheet 2 according to item		1,000	1,000	0.000		0.000	0.000	description	OEM sku

# Supplier Bid Submission



The screenshot shows the 'Create Quote' page for RFQ 5517. A date picker is open, showing the month of March 2023. A callout box with a blue arrow points to the 'Quote Valid Until' field (set to 31-Mar-2023), the 'Reference Number' field, and the 'Note to Buyer' field. The callout text says 'Enter the date, Ref No., Notes'. The interface also shows a table of lines with columns for Supplier, Supplier Site, RFQ Currency, Quote Currency, and Price Precision.

## 7) Commercial Proposal Page

Mention the title as **Commercial Proposal** to upload the commercial PDF documents.

The screenshot shows the 'Add Attachment' page. The 'Attachment Summary Information' section has a red box around the 'Title' field containing 'Commercial Proposal'. The 'Define Attachment' section has a red box around the 'Type' field (set to 'File') and the 'Choose File' button. A callout box with a blue arrow points to the 'Choose File' button, with the text 'Choose File to Upload the documents.'.

Once the commercial proposal uploading is completed, its details will be found below.

The screenshot shows the 'Technical & Commercial Proposal Attachments' table. A red box highlights the first row, which contains the following information:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Commercial Proposal	File		From Supplier: Commercial		22-Feb-2023	One-Time		

8) Technical proposal can be uploaded by choosing the title, **Technical Proposal**, and the documents can be attached under **Define Attachment**.

# Supplier Bid Submission



**Technical Proposal** and documents will be displayed here:

Technical & Commercial Proposal Attachments									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
Commercial Proposal	File		From Supplier: Commercial		22-Feb-2023	One-Time			
Technical Proposal	File		From Supplier: Technical		22-Feb-2023	One-Time			

## BoQ upload

8) Select **Lines Tab** and enter the value of the **Quote Price Unit**

Line	Update Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Quote Minimum Release Amount
1		Sealed		Each	1			

**Note: Once BOQ is uploaded successfully including the commercial and technical proposals, they will be seen as shown below.**

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**stc solutionsSourcing** by stc

Negotiations > RFQ: 5517 >

**Confirmation**  
You have uploaded your item list successfully.  
Create Quote: 1889305 (RFQ 5517)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

time left as per Kuwait Time **01:17:12**  
Close Date **22-Feb-2023 14:00:19**

**Header** | Lines

Supplier: [Redacted]  
Supplier Site: [Redacted]  
RFQ Currency: **KWD**  
Quote Currency: **KWD**  
Price Precision: **Any**

Quote Valid Until: 31-Mar-2023  
Reference Number: [Redacted]  
Note to Buyer: [Redacted]

**Technical & Commercial Proposal Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Commercial Proposal	File		From Supplier: Commercial	[Redacted]	22-Feb-2023	One-Time	[Pencil]	[Trash]
Technical Proposal	File		From Supplier: Technical	[Redacted]	22-Feb-2023	One-Time	[Pencil]	[Trash]

Upload Item List Template

**Note: a warning note will appear, if successful proceed and if unsuccessful uploading of BoQ occurs, see error message at bottom of screen and follow instructions. If error persists, contact Procurement.**

11) Click **Submit** for bid submission to stc

**Warning**  
This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 1889305: Review and Submit (RFQ 5517)

Cancel | Back | Validate | Save Draft | **Submit**

**Header**

Title: [Redacted]  
Supplier: [Redacted]  
Supplier Site: **Salmiya**  
RFQ Currency: **KWD**  
Quote Currency: **KWD**  
Price Precision: **Any**

Time Left: **01:16:23**  
Close Date: **22-Feb-2023 14:00:19**  
Quote Valid Until: **31-Mar-2023**  
Reference Number: [Redacted]  
Note to Buyer: [Redacted]

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Commercial Proposal	File		From Supplier: Commercial	[Redacted]	22-Feb-2023	One-Time	[Pencil]	[Trash]
Technical Proposal	File		From Supplier: Technical	[Redacted]	22-Feb-2023	One-Time	[Pencil]	[Trash]

**Lines**

Quote Total (KWD) **1,374,510.415**

Select Line	Ship-To	Start Price	Target Price	Quote Price (KWD)\Unit	Estimated Quantity	Line Total	Estimated Total Amount	Target Minimum Release Amount	Quote Minimum Release Amount
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

**Note: successful bid submission message will appear**

**stc solutionsSourcing** by stc

Negotiations > RFQ: 5517 >

**Confirmation**  
Quote 1889305 for RFQ 5517 [Redacted] has been submitted.

[Return to Sourcing Home Page](#)

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