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

| Sic solutions | *User Name resumder metad sums some *Password Canada 409023 Login Canada Reset Password Select a Language: حدرت English | |
|-------------------|--|--|
| Privacy Statement | | Copyright (c) 2006, Oracle. All rights reserved. |

2) Home page

Note:

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

| stc • | solutions _{E-Business} Suite | |
|-----------------------------------|---|--------------|
| Oracle Applicatio | uns Home Pane | |
| oracle Applicatio | nis nume rage | |
| Worklist | | |
| | Full f | List (15775) |
| | S Previous 1-5 | ✓ Next 5 ≥ |
| From | Subject | Sent 🔻 |
| Jaber Hussain | ADVANCE PAYMENT Payment Approved For Supplier : Huawei Technologies Kuwait Co. W.L.L. and PO# 427214 Org; stc | 22-Feb-2023 |
| Zarina Manavatira | Extended: RFQ 5517 (New Coverage Sites (30) - Batch 1) | 22-Feb-2023 |
| Majed Alrahwan | Invoice Request Approved | 22-Feb-2023 |
| Majed Alrahwan | Invoice Request Approved | 22-Feb-2023 |
| Majed Alrahwan | Invoice Request Approved | 22-Feb-2023 |
| TIP Vacation R TIP Worklist Ac | ues - Kearect of auto-respond to notifications. cess - Specify which users can view and act upon your notifications. | |
| Navigator | | |
| | Personalize | |
| B ISupplier Po RFQ Supplie | rtal Please select a responsibility. | |
| | Logout Preferences Help | |

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

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|---------------------------------|----------------------------|-------------------|--|----------|-----------|---------------------|--|
| Negotiations | | | | | | | |
| Search Open RFQs Title | ~ | Go | | | | | |
| Welcome, Huawei Technologi | ies Kuwait Co. W.L.L | | | | | | |
| Your Active and Draft Re | esponses | | | | | | |
| Press Full List to view all you | r company's responses. | | | | | Full List | |
| Response Number | Response Status | RFQ-Tender Number | Title | Type Tim | ne Left U | nread Messages | |
| 246019 | Active | 334 | linux red hat subscription and support | RFQ 0 se | econds 0 | | |
| 255015 | Active | 317-3 | CBS/DWH Integration | RFQ 0 se | econds Q | | |
| 373015 | Active | 371-2 | Triple band & Quad band antennas | RFQ 0 se | econds Q | | |
| 471015 | Active | 509-2 | CCTV Storage RFP | RFQ 0 se | econds Q | | Active RFQ Details |
| <u>648016</u> | Active | 648-2 | Convergent Billing Solution Expansion | RFQ 0 se | econds 0 | | |
| Your Company's Open In | nvitations | | | | | | |
| | | | | | | Full List | |
| Supplier Site | RFQ-Tender Numb | er | Title | | Туре | Time Left | |
| Salmiya | 5517 | | New Coverage Sites (30) - Batc | | RFQ | 26 minutes | |
| Quick Links | | | | | | | |
| Managa View Response | | | | | | | |
| Fininge Fren respons | | | | | | | |
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| Drafts Active | | | | | | | |
| Disqualified | | | | | | | |
| Awarded | | | | | | | |
| Rejected | | | | | | | |
| | | | | | | | |
| Privacy Statement | | | Negotiations Home Logout Preference | es Help | | | Copyright (c) 2006. Oracle. All rights reserved. |

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

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| Negotiations | | | | | | | |
| RFQ: 5517 | | Coloct Oronto | Quete Then Co | | | | |
| | | Select Greate | Quote, men Go | Actions | Create Quote | ~ | Go |
| Title Organization Name Status Time Left Header Lines | New Coverage Sites (30) - Batch 1 KTC Operating Unit Active (Locked) 02:04:12 | | Open Date Close Date Clarification Date | e 16-Feb-2023 11:01 e 22-Feb-2023 14:00 e 17-FEB-2023 | :49 :19 | | |
| Buyer Quote Style Description | Manavatira, Ms. Zarina Two-Stage RFQ Sealed New Coverage Sites (30) - Batch 1 - Provid including installation, integration, planning technologies | le Telecom Power Equipment : g and SFT test for 30 new site: | Outcom Even and related services part s with planned | e Blanket Purchase A t | greement | | |
| Terms | | | | | | | |
| Effective Start Date Effective End Date | | | Total Agreement Amount Minimum Release Amount | | | | |
| RFQ Currenc | / KWD | | Price Precision | Any | | | |
| Project Specification Attachments | | | | | | | |

6) Bidding page will open

Supplier Bid Submission



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

| SiC + solu | utions _{Sout} | rcing | | | | | | | | |
|--|--|--|-----------------------------|---------------------|---|---|----------------|-----------------|------------------|------|
| Negotiations | | | | | 🉃 Navigator 🔻 🧯 | Favorites | Home Logout P | references Help | | |
| Negotiations > RFQ: 5517 | > | | | | | | | | | |
| Create Quote: 1889305 (RF | Q 5517) | | | | | | | | | |
| Header Lines | Title N | lew Coverage Sites (30) - Bi Two-Stage RFQ D | atch 1 | | Cancel View RFQ time left as per kuwait Time Close Date 22-Fe | Quote By Spreadsh :55 b-2023 14:00:19 | eet Save Draft | Continue | | |
| Supplie Supplier Sit RFQ Currenc Quote Currenc Price Precision | er Huawei Techr e Salmiya - Dala y KWD y KWD n Any | ologies Kuwait Co. W.L. al Complex, 10th Floor,Pl | ot 1 A/2, Salem Al Mu | barak St., KW | Quote Valid Until (example) Reference Number Note to Buyer | 22-Feb-2023) | | | | |
| Technical & Commerical | Proposal Attach | ments | | | | | | | | |
| | | | | | | | | | | |
| Add Attachment | | | | | | | | | | |
| Title | Туре | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | | |
| No results found. | | | | | | | | | | |
| Upload Item List Templa | ite | _ | | | Select | t Choose file | & Upload | the excel | BoQ file (item l | ist) |
| + Show Errors in the Upload | ed Template | Please select a | Template File Choose Upload | File No file chosen | | | | | | |

BOQ sample (ensure all details are filled in)

| Dear vendor please keep your excel setting display upto 3 decimals | | | Price for | | | | | | | | |
|---|---------------------|---------------------------------------|------------|----------------------------|------------------------------|-----------------------|--------------------|----------------------------------|----------------|------------------------|--------------------|
| ltem Code | ltem Description | Unit of measurement | Unit Price | Buyer Requeste d 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 |
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| Sheet1 | Sheet2 | Sheet3 + | | | | | | | : | 4 | _ |

Supplier Bid Submission

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| Negotiations | | | |
| Create Quote: 1889305 (REQ 5517) | | | |
| aroute address (1993005 (RFag 5517) | | 🕙 Pick a Date - Google Chrome 🛛 🗆 🗙 | Cancel View RFQ Quote By Spreadsheet Save Draft Continue |
| | Title New Coverage Sites (| sourcing.stc.com.kw/OA_HTML/cabo/jsps/a | ne left as per kuwait Time 02:03:15 Close Date 22-Feb-2023 14:00:19 |
| Header Lines | mage to Q | March ✓ 2023 ✓ | |
| Supplier Huawei Supplier Site Salmiya RFQ Currency KWD Quote Currency KWD Price Precision Any Technical & Commerical Proposal / | i Technologies Kuwait Co a - Dalal Complex, 10th F Attachments | Sun Mon Tue Wet Mus Field Sate 26 27 28 1 2 3 4 26 7 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 32 42 25 26 27 28 29 30 31 1 | Quote Valid Until 31-Mar-2023 |
| | | Cancel | |
| Add Attachment | | | |
| Title T | ype Description | 4 | Last Updated Usage Delete |
| No results found. | | | Enter the date, |
| Upload Item List Template | | d | |
| | Please se | | |
| + Show Errors in the Uploaded Template | 2 | Upioad View Uploaded Items | |

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7) Commercial Proposal Page

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

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| | 🙃 Navigator 🔻 🎯 Favorites 🔻 Home Logout Preferences Help |
| Negotations > RFQ: 5517 > Create Quote: 1889305 (RFQ 5517) > Add Attachment | |
| | Cancel Add Another Apply |
| Attachment Summary Information | |
| Title Commercial Proposal | |
| Category From Suppler: Commercial V Define Attachment | Choose File to Upload the documents. |
| Type S File Choose File STC KW Co30222.docx | |

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

| reclinical & commerical Prop | Isal Attac | mients | | | | | | |
|------------------------------|------------|-------------|---------------------------|-----------------|--------------|----------|--------|--------|
| Add Attachment | | | | | | | | |
| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
| Commercial Proposal | File | | From Supplier: Commercial | | 22-Feb-2023 | One-Time | 1 | 1 |

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

Supplier Bid Submission

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| otiations | | |
| otiations > RFQ: 5517 > C | reate Quote: 1889305 (RFQ 5517) > | |
| Attachment | | Cancel Add Another Apply |
| achment Summary Informa | tion | |
| Title Description Category | Technical Proposal | Mention Title :Technical Proposal |
| fine Attachment | | |
| Type File URL | Choose File HLD of stc22-2023.pptx | |
| O Text | | Select File and Click on Choose file & Upload the do |
| | | |

Technical Proposal and documents will be displayed here:

| Technical & Commerical | Proposal Atta | chments | | | | | | |
|------------------------|---------------|-------------|--|--|--------------|----------|--------|--------|
| Add Attachment | | | | | | | | |
| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
| Commercial Proposal | File | | From Supplier: Commercial | | 22-Feb-2023 | One-Time | 1 | 1 |
| Technical Proposal | File | | From Supplier: Technical | | 22-Feb-2023 | One-Time | 1 | Î |
| Upload Item List Templ | ate | | | | | | | |
| | led Template | Pleas | e select a Template File Choose File Upload Vier | BoQ-stc Ku230222-1.xls w Uploaded Items | | | | |

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

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|---|--|--|--------------------------------------|
| Negotiations > RFQ: 5517 > | | | |
| Create Quote: 1889305 (RFQ 5517) | | | |
| Title 🖉 Two-Stage | RFQ D | Cancel View RFQ Quote By time left as per kuwait Time 01:20:05 Close Date 22-Feb-2023 14:0 | Spreadsheet Save Draft Continue 0:19 |
| Header Lines | | | |
| RFQ Currency KWD Price Precision Any Line Update Rank Start Price T | arget Price Quote Price Unit Estimated Qua | Quote Currency KWD tity Estimated Total Amount Target Minimum Release A | mount Quote Minimum Release Amount |
| 1 Sealed | Each | 1 | |
| Indicates more information requested. Click the Update ice | on. | | |

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

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

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Supplier Bid Submission

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| Technical & Commerical Proposal Attachments | | | | | | | | |
| Add Attachment | | | | | | | | |
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| Commercial Proposal | File | | From Supplier: Commercial | | 22-Feb-2023 | One-Time | 1 | i i |
| Technical Proposal | File | | From Supplier: Technical | | 22-Feb-2023 | One-Time | 1 | Î |

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

| A Warning | | | | | | | | | |
|---|-------|-----------------------------|---------------------------|-------------------------------|---|---------------------|----------------------|--------------|----------------------|
| This quice 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) | | | | | | | | | |
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| Technical Proposal | File | | From Supplier: Technical | | | 22-Feb-2023 | One-Time | 0 | Û |
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| Lines | | | | | | | | | |
| Quote Total (KWD) 1,374,510.415 | | | | | | | | | |
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Note: successful bid submission message will appear

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| Negotiations | | , j |
| Confirmation Quote 1889305 for RFQ 5517 has been submitted. | | |
| Return to Sourcing Home Page | | |
| Negotiations Home Logout Preferences Privacy Statement | | Copyright (c) 2006, Oracle. All rights reserved. |
| | | |