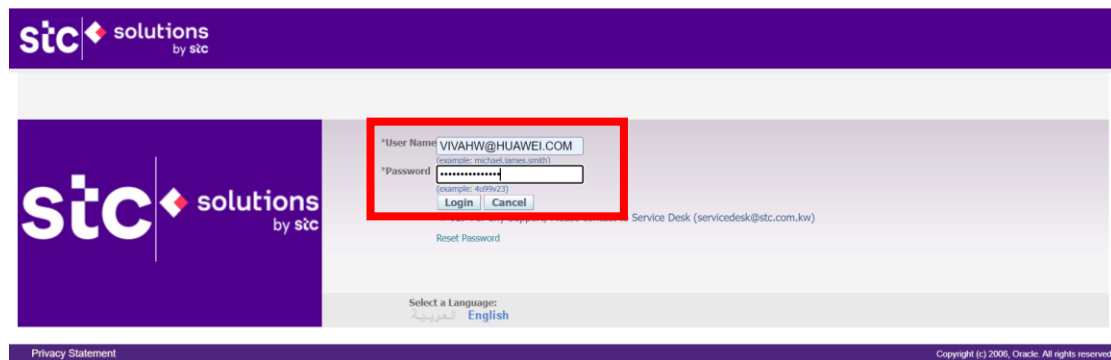# Supplier Bid Submission

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
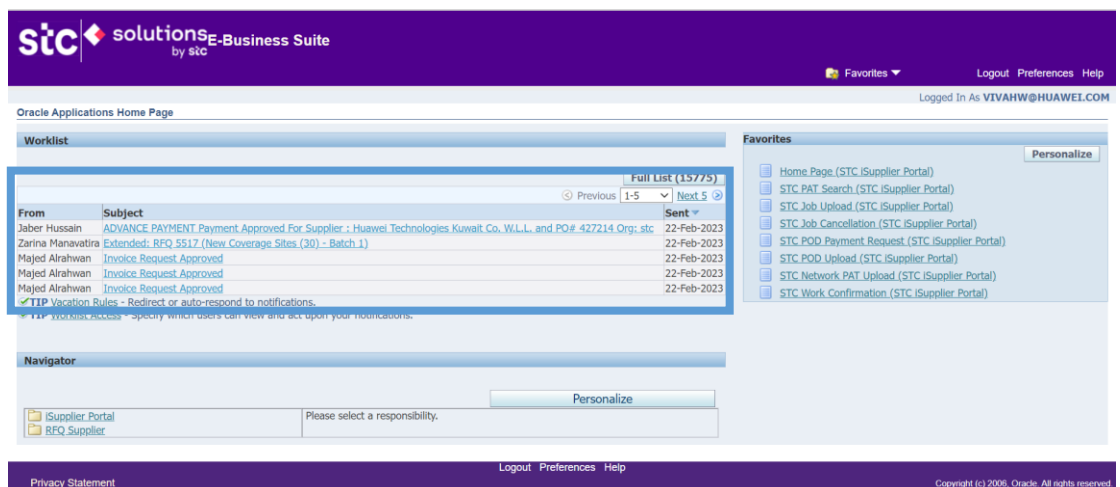
A. Enter the login credentials
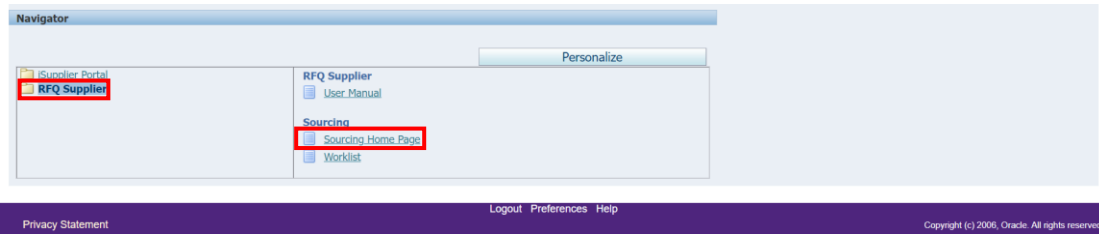B. Click on **Login**

2) Home page

Note:

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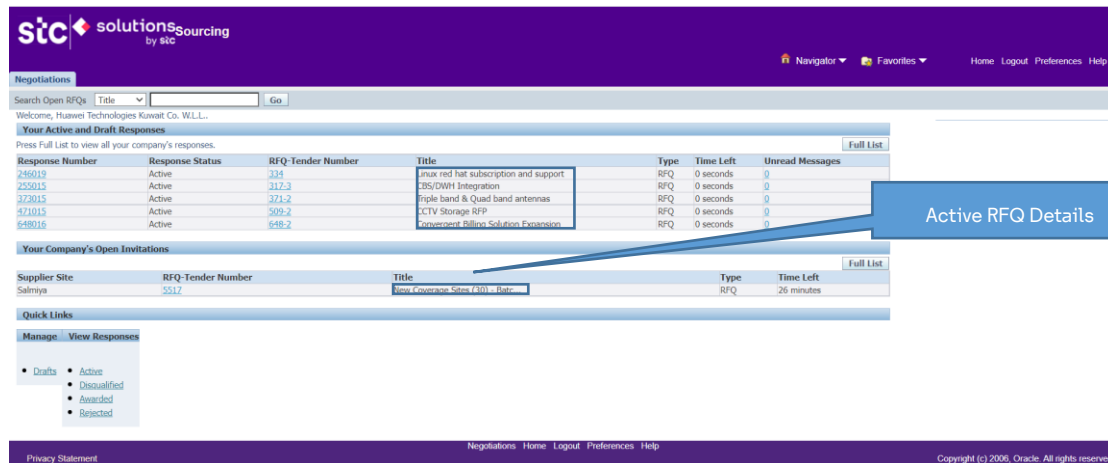

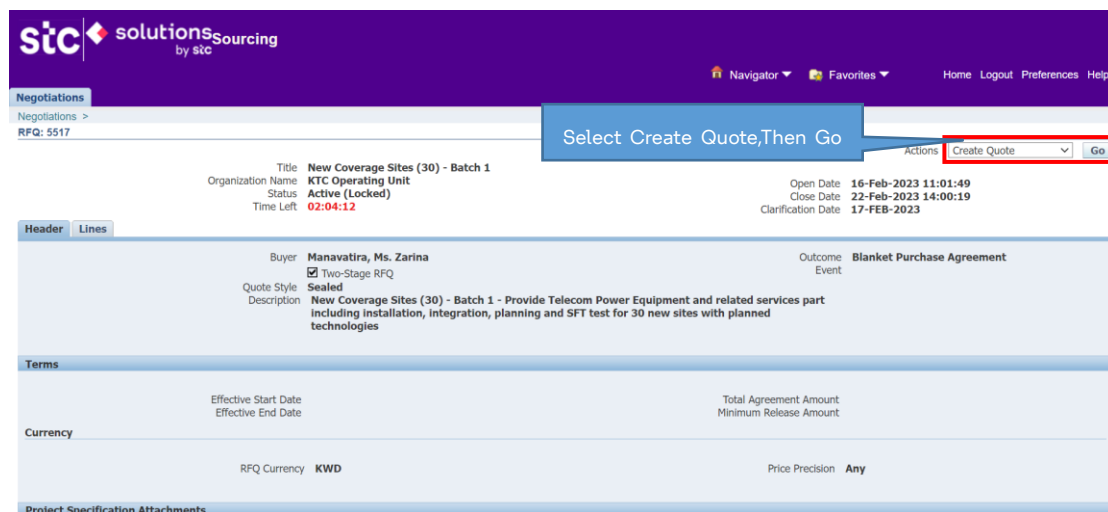A. Select RFQ Supplier and then click **Sourcing Homepage**

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Supplier Bid Submission

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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

Supplier Bid Submission

Select **Choose file** & **Upload** the excel BoQ file (item list)

Ensure that all the cells are filled

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7) Commercial Proposal Page

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

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

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

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Technical Proposal and documents will be displayed here:

BoQ upload

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

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

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

Note: successful bid submission message will appear

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