



صندوق أبوظبي للتنمية
ABU DHABI FUND FOR DEVELOPMENT

Supplier Portal User Manual



1. I-supplier Portal Full Access “Supplier Homepage” review

Approved supplier users will be registered at ADFD Prospective Supplier registration page for access to the iSupplier portal.

Registered suppliers will receive valid **UserID** and **Password login credentials** via email from designated ADFD Supplier administrator. **The email information will also include the appropriate link to the iSupplier login page for access.**

In case the supplier is unable to access the isupplier portal link, then supplier can login through “**Already registered**” link available in ADFD website.

This topic covers:

- Navigation to the iSupplier Home Page
- Review of Home Page elements

Isupplier Login Page -

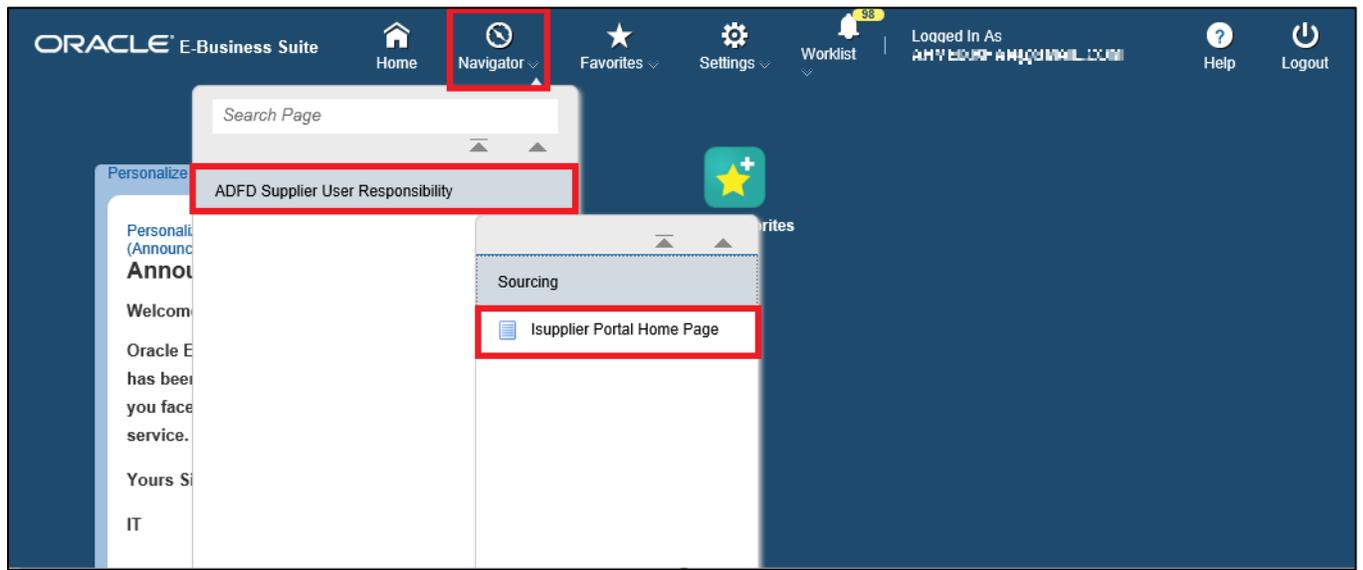
Login Page may get change due to upgrades.

The Login screen is displayed.



- 1- Enter assigned value in the User Name field.
- 2- Enter assigned value in the Password field.
- 3- Click the Login button.

Click on Navigator and select “**ADFD Supplier User Responsibility**” and then select “**Isupplier Portal Home Page**”.



Isupplier Home page is displayed below -



Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

Search PO Number

Notifications

[Full List](#)

| Subject | Date |
|--|----------------------|
| Closed Early: RFQ 16003 (RFQ TEST 15003) | 01-Apr-2020 15:30:29 |
| Abu Dhabi Fund For Development - Standard Purchase Order 5026, 0 | 12-Mar-2020 17:44:38 |
| Abu Dhabi Fund For Development - Standard Purchase Order 5023, 0 | 11-Mar-2020 11:53:17 |
| Two-Stage RFQ Evaluation Complete: Technical (RFQ 15002) | 05-Mar-2020 12:02:24 |
| Closed Early: RFQ 15002 (RFQ 7003) | 05-Mar-2020 11:55:54 |

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Orders At A Glance

[Full List](#)

| PO Number | Description | Order Date |
|-----------|-------------|----------------------|
| 5026 | | 12-Mar-2020 17:43:59 |
| 5023 | | 11-Mar-2020 11:52:56 |
| 5022 | | 08-Mar-2020 16:03:09 |
| 5013 | | 01-Mar-2020 12:21:56 |
| 5008 | | 26-Feb-2020 16:33:55 |

Supplier Home page continue...

Shipments At A Glance

[Full List](#)

| Shipment Number | Packing Slip | Shipment Date |
|-----------------|--------------|----------------------|
| 15026 | | 12-Mar-2020 13:12:15 |
| 5000SHIP | | 18-Feb-2020 12:53:09 |
| 4999 | | 18-Feb-2020 10:34:07 |

Notification - Notifications from ADFD purchasing personnel will be received in this section.

Order At a Glance - This region contains the five most recent purchase orders for immediate review, showing PO Number, Description, and Order Date.

- Supplier can click on PO to check all the details send to them by the ADFD Buyer.



Order Information

| General | | Terms and Conditions | | Summary | |
|-----------------------|--------------------------------|------------------------|-----------|----------------|-----------|
| Total | 10,000.00 | Payment Terms | Immediate | Total | 10,000.00 |
| Supplier | AL ABBAS TRADING COMPANY | Carrier | FOB | Received | 0.00 |
| Supplier Site | ABU DHABI | Freight Terms | | Invoiced | 0.00 |
| Supplier Contact | KHAN, AHMED | Shipping Control | | Payment Status | Not Paid |
| Address | Abu Dhabi | Ship-To Address | | | |
| Buyer | IT Consultant | Address Al Buteen | | | |
| Order Date | 26-Feb-2020 16:33:55 | 1 | | | |
| Description | | Bill-To Address | | | |
| Status | Open | Address Al Buteen | | | |
| Note to Supplier | | 1 | | | |
| Operating Unit | Abu Dhabi Fund For Development | | | | |
| Sourcing Document | 9001 | | | | |
| Supplier Order Number | | | | | |
| Attachments | View | | | | |

PO Details

Show All Details | Hide All Details

| Details | Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Linked Attributes | Amount | Status | Attachments | Reason |
|---------|------|-------|----------|---------------|-------------------|------|-----|-------|-------------------|-----------|--------|-------------|--------|
| | 1 | Goods | | | CLEANING SERVICES | Each | 100 | 100 | | 10,000.00 | Open | | |

Note –

- **Sourcing document number** is the Sourcing or RFQ number against which the PO is created.
- **Attachments** consist of PO copy along with all Terms and Condition decided by ADFD.

Click the “**Show All Details**” link under PO Details to view additional shipment details for the order line.

PO Details

Show All Details | Hide All Details

| Details | Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Linked Attributes | Amount | Status | Attachments | Reason |
|---------|------|-------|----------|---------------|-------------------|------|-----|-------|-------------------|-----------|--------|-------------|--------|
| | 1 | Goods | | | CLEANING SERVICES | Each | 100 | 100 | | 10,000.00 | Open | | |

Shipments

| Shipment | Ship-To Location | Qty | | | Amount | | | Promised Date | Need-By Date | Payment Status | Status | Supplier Line | Split Reason | Attachments |
|----------|------------------|---------|----------|----------|-----------|----------|----------|----------------------|----------------------|----------------|--------|---------------|--------------|-------------|
| | | Ordered | Received | Invoiced | Ordered | Received | Invoiced | | | | | | | |
| 1 | Head Office | 100 | | | 10,000.00 | | | 29-Feb-2020 15:12:13 | 29-Feb-2020 15:12:08 | | Open | | | |



The Shipments detail is shown, including the Ship-To Location, Ordered Quantity, Promised Date, Need-By Date, and Status.

In the header Level we will find Actions like –

The screenshot shows the 'Supplier Home' interface. The 'Orders' tab is selected in the top navigation bar. Below it, the 'Purchase Orders' sub-tab is active. The main content area displays 'Standard Purchase Order: 5023, 0 (Total AED 100.00)' and 'Currency = AED'. An 'Order Information' section is visible at the bottom. On the right side, an 'Actions' menu is open, listing several options: 'Request Changes', 'Request Cancellation', 'View Change History', 'Printable View', 'View Receipts', 'View Invoices', 'View Payments', and 'View Shipments'. The 'Request Changes' option is highlighted in blue.

- **Request Change** – Supplier can request Buyer to make changes in the PO document related to **Order Quantity** and **Promise Date**. Supplier cannot ask change in Price. Request change will be received as a notification to Buyer. Buyer may approve or Reject the changes requested.
If approved, then system will create a new revision of the document.
If rejected then the supplier need to supply the items as per the PO document.
Once the change request sent to ADFD buyer for approval, the change status will show “**Supplier Change Pending**”.
- **Request Cancellation** – Supplier can ask Buyer to cancel the entire order if they are unable to deliver the item due to any reason.
Buyer will receive a notification of cancellation request. Buyer may approve or reject the cancellation requested.
- **View Change History** – Supplier can check entire history of PO change request.
- **View Receipt** – Once Buyer or Requester receives the item, then a receipt number will generate. Receipt is the GRN or Goods Receipt Note.
- **View Invoices** – Supplier can check the invoices related to the PO.
- **View Payments** – Supplier can check the payments made by the ADFD finance team against the PO.
- **View Shipments** – Supplier can check the details of ASN or Advance shipment notice they sent to ADFD before delivery of item.
- **Printable View** – Printable view will give you a PO output file which has been sent by ADFD buyer.



Standard Purchase Order 5023, 0

Abu Dhabi Fund For Development
Al Buteen
1

United Arab Emirates

Supplier: **AL ABEAS TRADING COMPANY**
Abu Dhabi

United Arab Emirates

Ship To: **Al Buteen**
1
United Arab Emirates

Bill To: **Al Buteen**
1
United Arab Emirates

| | |
|---------------|--------------------------------|
| Type | Standard Purchase Order |
| Order | 5023 |
| Revision | 0 |
| Order Date | 11-MAR-2020 |
| Created By | Consultant, Mr. IT |
| Revision Date | |
| Current Buyer | Consultant, Mr. IT |

| | | | | | | |
|----------------------|--------------|------------------|----------------------|-----|----------------|----------|
| Customer Account No. | Supplier No. | Payment Terms | Freight Terms | FOB | Transportation | Ship Via |
| | 10391 | Immediate | | | | |
| Confirm To/Telephone | | | Requester/Deliver To | | | |
| 0 | | | | | | |

Notes: All prices and amounts on this order are expressed in AED

| Line | Part Number / Description | Delivery Date/Time | Quantity | UOM | Unit Price (AED) | Tax | Amount (AED) | |
|----------------------------|---------------------------|--|----------|------|------------------|-----|--------------|--|
| 1 | NEW ITEM | Needed: 16-MAR-2020 00:00:00 | 10 | Each | 10 | Y | 100.00 | |
| 1-1 | Ship To: | Use the ship-to address at the top of page 1 | | | | | | |
| Total: 100.00 (AED) | | | | | | | | |

Note – The above PO file is a seeded oracle PO Document. You will also receive a PDF Document in the attachment section which will be the actual format of ADFD PO.

Shipments At A Glance – This region contains the 5 most recent ASN or Advance Shipment Notice created by supplier.

| Shipments At A Glance | | | Full List |
|-----------------------|--------------|----------------------|---------------------------|
| Shipment Number | Packing Slip | Shipment Date | |
| 274678 | | 18-Jun-2020 12:38:03 | |
| 5053-1 | | 02-Jun-2020 13:55:17 | |
| 654321 | | 10-Apr-2020 18:28:51 | |
| 54321 | | 10-Apr-2020 17:20:28 | |
| 15026 | | 12-Mar-2020 13:12:15 | |



Supplier can keep an eye on the Shipment Number, Shipment Date and Expected Shipment Date which can help them to keep a track on their performance.

Advance Shipment Notice: 15026 Print Cancel Shipment Notice Export

Shipment Information

| | |
|------------------------------------|--|
| Shipment Number 15026 | Shipment Date 12-Mar-2020 13:12:15 |
| Supplier AL ABUABU TRADING COMPANY | Expected Receipt Date 15-Mar-2020 13:11:29 |
| Supplier Site ABU DHABI | |

Freight Information

| | | |
|-----------------------|------------------------|----------------------|
| Freight Terms | Freight Carrier | Number of Containers |
| Bill of Lading | Waybill/Airbill Number | Packing Slip |
| Packing Code | Tar Weight UOM | Tar Weight |
| Special Handling Code | Net Weight UOM | Net Weight |
| | Comments | |

Shipments in Advance Shipment Notice

| Cancel | | | | | | | | | | | | | | | |
|--------------------------|---------|-------------|--------|------|------------|---------------|----------------------|------------------|------------------|-------------------|------|------------------|------------------|----------------|----|
| <input type="checkbox"/> | Details | PO Number ▲ | Line ▲ | Line | Shipment ▲ | Supplier Item | Item Description | Due Date ▲ | Quantity Ordered | Quantity Received | UOM | Quantity Shipped | Ship-To Location | LPN/Lot/Serial | At |
| <input type="checkbox"/> | ▶ | 5026 | | 1 | | 1 | non stock purchasing | 15-Mar-2020 1... | 100 | 100 | Each | 100 | Head Office | | |

2. Supplier Homepage “Order” Tab

iSupplier portal users or supplier users will have direct access to summary and detail information related to orders through the Orders tab. This tab also provides links to additional information pertaining to orders and PO changes.

This topic covers:

- Overview of the Orders tab and summary information
- Review of views related to Purchase Orders

Orders Tab view

Follow Navigation as Orders -> Purchase Orders



Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Advanced Search

Select Order: **Acknowledge** Request Cancellation Request Changes View Change History |

| | PO Number Δ | Rev | Operating Unit | Document Type | Description | Order Date Δ | Buyer | Currency | Amount | Status | Change Request Status | Acknowledge By | Attachments |
|-----------------------|--------------------|-----|--------------------------------|---------------|-------------|----------------------|---------------------|----------|-----------|--------|-------------------------------|----------------|-------------|
| <input type="radio"/> | 5026 | 0 | Abu Dhabi Fund For Development | Standard PO | | 12-Mar-2020 17:43:59 | Muhammad Usman Butt | AED | 1,000.00 | Open | | | |
| <input type="radio"/> | 5023 | 0 | Abu Dhabi Fund For Development | Standard PO | | 11-Mar-2020 11:52:56 | IT Consultant | AED | 100.00 | Open | Supplier Cancellation Pending | | |
| <input type="radio"/> | 5022 | 0 | Abu Dhabi Fund For Development | Standard PO | | 08-Mar-2020 16:03:09 | IT Consultant | AED | 1,000.00 | Open | | | |
| <input type="radio"/> | 5013 | 0 | Abu Dhabi Fund For Development | Standard PO | | 01-Mar-2020 12:21:56 | Muhammad Usman Butt | AED | 9,000.00 | Open | Supplier Change Pending | | |
| <input type="radio"/> | 5008 | 0 | Abu Dhabi Fund For Development | Standard PO | | 26-Feb-2020 16:33:55 | IT Consultant | AED | 10,000.00 | Open | | | |
| <input type="radio"/> | 5000 | 0 | Abu Dhabi Fund For Development | Standard PO | | 18-Feb-2020 17:23:53 | Muhammad Usman Butt | AED | 1,000.00 | Open | | | |

System has provided feasibility to search for PO through help of Advance search as well:

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number is

Document Type is

Order Date is (23-Mar-2020)

Buyer is

Actions available in the Purchase order tab –

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Advanced Search

Select Order: **Acknowledge** Request Cancellation Request Changes View Change History |

| | PO Number Δ | Rev | Operating Unit | Document Type | Description | Order Date Δ | Buyer | Currency | Amount | Status | Change Request Status | Acknowledge By | Attachments |
|----------------------------------|--------------------|-----|--------------------------------|---------------|-------------|----------------------|---------------------|----------|----------|--------|-------------------------------|----------------|-------------|
| <input checked="" type="radio"/> | 5026 | 0 | Abu Dhabi Fund For Development | Standard PO | | 12-Mar-2020 17:43:59 | Muhammad Usman Butt | AED | 1,000.00 | Open | | | |
| <input type="radio"/> | 5023 | 0 | Abu Dhabi Fund For Development | Standard PO | | 11-Mar-2020 11:52:56 | IT Consultant | AED | 100.00 | Open | Supplier Cancellation Pending | | |

Select the PO against which you want to take the actions



- **Acknowledge** – Buyer may ask supplier to acknowledge the PO document as buyer may like to confirm whether Supplier have reviewed the PO details or not. Until and unless supplier won't acknowledge the PO, the PO will not be considered as an Approved PO for ADFD Buyer.
- **Request Change** – Supplier can request Buyer to make changes in the PO document related to **Order Quantity** and **Promise Date**. Supplier cannot ask change in Price. Request change will be received as a notification to Buyer. Buyer may approve or Reject the changes requested.
If approved, then system will create a new revision of the document.
If rejected then the supplier need to supply the items as per the PO document.
One the change request sent to ADFD buyer for approval, the change status will show **“Supplier Change Pending”**.
- **Request Cancellation** – Supplier can ask Buyer to cancel the entire order if they are unable to deliver the item due to any reason.
Buyer will receive a notification of cancellation request. Buyer may approve or reject the cancellation requested.
- **View Change History** – Supplier can check entire history of PO change request.

3. Supplier Homepage “Shipment” Tab

iSupplier portal users or **Supplier users** will have direct access to multiple levels of shipment information through the Shipments tab. This tab also provides links to additional information pertaining to shipments, including Receipts, Returns, and Performance.

This topic covers:

- Overview of the Shipments tab and summary information
- Review of Shipment Receipts details
- Review of Shipment Returns details
- Review of Overdue Receipts details
- Review of On-Time Performance metrics



Shipment Tab – Overview Page

Supplier Home Orders **Shipments** Planning Finance Product Administration

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

- Delivery Schedules

Supplier Home Orders **Shipments** Planning Finance Product Administration

Delivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedule will give you schedule of all PO line with details like quantity requested, quantity received, promise date and Need by date.

In order to find details of all PO shipments at a time, then simply click on Go.

Delivery Schedules Export

Simple Search

Advanced Search

Organization

Item Number

PO Number

Ship-To Location

Supplier Item

Promised Date (24-Mar-2020)

Item Description

Need-By Date (24-Mar-2020)

We have few more attributes to search for the delivery schedule which you can find from “Advanced search” option.

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Organization is

Item Number is

PO Number is

Ship-To Location is

Result of Search is below –



| Organization | PO Number | Item Description | UOM | Quantity Ordered | Quantity Received | Ship-To Location | Supplier | Supplier Location | Promised Date | Need-By Date |
|--------------------------------|-----------|------------------------------------|------|------------------|-------------------|------------------|--------------------------|-------------------|---------------|----------------------|
| Abu Dhabi Fund For Development | 784 | POSTALIA FRANKING MACHINE | Each | 1 | 0 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | |
| Abu Dhabi Fund For Development | 784 | COMPANY LOGO | Each | 1 | 0 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | |
| Abu Dhabi Fund For Development | 5000 | testing 1 | Each | 1000 | 500 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | 25-Feb-2020 12:37:17 |
| Abu Dhabi Fund For Development | 4999 | testing 1 | Each | 1000 | 500 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | 25-Feb-2020 09:26:24 |
| Abu Dhabi Fund For Development | 4982-1 | Black Toner for Develop ineo +266 | Each | 1 | 0 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | 06-Dec-2019 00:00:00 |
| Abu Dhabi Fund For Development | 4972 | Yellow Toner for Develop ineo +266 | Each | 3 | 0 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | |
| Abu Dhabi Fund For Development | 4972 | Black Toner for Develop ineo +266 | Each | 3 | 0 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | |
| Abu Dhabi Fund For Development | 4972 | Cyan Toner for Develop ineo +454e | Each | 3 | 0 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | |
| Abu Dhabi Fund For Development | 4972 | Cyan Toner for Develop ineo +266 | Each | 3 | 0 | Head Office | AL ABBAS TRADING COMPANY | ABU DHABI | | |

• Shipment Receipts

Supplier can able to keep a track on all the Receipts or GRN created by Buyer. Receipts are the confirmation of items or products received by buyer against a PO number.

| | | | | | | |
|------------------------------------|----------------------------------|------------------------------------|--------------------------|-------------------------|----------------------------------|-------------------------------------|
| Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration |
| Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance |

- Supplier can use both simple search and advance search to search for the receipts. Clicking on “Go” will give them the search result of all the Receipt at a time.

View Receipts

[Export](#)

[Simple Search](#)
[Advanced Search](#)

| | |
|--------------------------------------|---------------------------------------|
| Receipt Number <input type="text"/> | Organization <input type="text"/> |
| PO Number <input type="text"/> | Item Number <input type="text"/> |
| <small>(example : 1234)</small> | Supplier Item <input type="text"/> |
| Release Number <input type="text"/> | Item Description <input type="text"/> |
| <small>(example : 1234-2)</small> | Receipt Location <input type="text"/> |
| Shipment Number <input type="text"/> | |
| Shipped Date <input type="text"/> | |
| <small>(24-Mar-2020)</small> | |

[Go](#) [Clear](#)

- Result of Receipt search –

| Receipt | Creation Date | Organization | Shipment | Shipped Date | Packing Slip | Containers | Waybill/Airbill | Freight Carrier | Bill of Lading | PO Number | Invoice | Attachments |
|---------|----------------------|-----------------------------|----------|----------------------|--------------|------------|-----------------|-----------------|----------------|-----------|---------|-------------|
| 7 | 12-Mar-2020 17:52:35 | ADFD Inventory Organization | 15026 | 12-Mar-2020 13:12:15 | | | | | | 5026 | | |
| 6 | 08-Mar-2020 15:32:41 | ADFD Inventory Organization | | | | | | | | 5022 | | |
| 4 | 18-Feb-2020 17:32:46 | ADFD Inventory Organization | 5000SHIP | 18-Feb-2020 12:53:09 | | | | | | 5000 | INV5000 | |
| 3 | 18-Feb-2020 15:13:44 | ADFD Inventory Organization | 4999 | 18-Feb-2020 10:34:07 | | | | | | 4999 | | |
| 2 | 12-Feb-2020 11:16:59 | ADFD Inventory Organization | | | | | | | | 4992-2 | | |
| 1 | 12-Feb-2020 10:54:42 | ADFD Inventory Organization | | | | | | | | 4992-1 | | |

- Click on Receipt to view detailed information –



Shipments: Receipts >
Receipt: 7 Export

| | | | |
|-----------------|-----------------------------|-----------------|------|
| Creation Date | 12-Mar-2020 17:52:35 | Packing Slip | |
| Organization | ADFD Inventory Organization | Containers | |
| Supplier | AL ABBA'S TRADING COMPANY | Waybill/Airbill | |
| Supplier Site | ABU DHABI | Freight Carrier | |
| Shipment Number | 15026 | Bill of Lading | |
| Shipment Date | 12-Mar-2020 13:12:15 | Attachments | None |

Receipt Transactions

| Receipt Date | Promised Date | Need-By Date | Performance | PO Number | Line | Shipment | Item/Job | Description | UOM | Ordered | Returned | Net Received | Accepted | Defects | Location | Attachment |
|----------------------|----------------------|----------------------|-------------|-----------|------|----------|----------|----------------------|------|---------|----------|--------------|----------|---------|-------------|------------|
| 12-Mar-2020 17:57:42 | 15-Mar-2020 10:59:00 | 15-Mar-2020 10:59:00 | On-Time | 5026 | 1 | 1 | | non stock purchasing | Each | 100.0 | | 100 | 0.0 | | Head Office | |

Note - You can keep a track on your performance under the “Performance” column which will shows “Early”, “On-Time” and “Delay” as a result.

• Shipment Returns

Supplier can check Returns created by ADFD buyer with reason of return. Supplier is expected to take manual action on the basis of reason mentioned by ADFD Buyer. **When Buyer make a return of the item, the Supplier will receive a notification related to same.**

Supplier can do compare below –

- Compare the Receipt Date and Return Date.
- Compare the Received Quantity and Returned Quantity.

Supplier Home | Orders | **Shipments** | Planning | Finance | Product | Administration

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | **Returns** | Overdue Receipts | On-Time Performance

- Click on Go to search for all the Returns.

Returns Summary Export

Simple Search Advanced Search

Note that the search is case insensitive

| | | | |
|-----------------|----------------------|------------------|----------------------|
| Organization | <input type="text"/> | RMA Number | <input type="text"/> |
| PO Number | <input type="text"/> | Item | <input type="text"/> |
| Receipt Number | <input type="text"/> | Supplier Item | <input type="text"/> |
| Shipment Number | <input type="text"/> | Item Description | <input type="text"/> |



| Organization | Receipt Number ▲ | PO Number ▲ | Shipment Number ▲ | Receipt Creation Date ▼ | Supplier Item | Item Description | UOM | Quantity Received | Quantity Returned | Return Date | Reason |
|--------------------------------|------------------|-------------|-------------------|-------------------------|---------------|----------------------|------|-------------------|-------------------|----------------------|----------------|
| Abu Dhabi Fund For Development | 7 | 5026 | 15026 | 12-Mar-2020 17:52:35 | | non stock purchasing | Each | 100 | 50 | 08-Apr-2020 17:30:20 | Defective item |

- **Overdue Receipts**

Supplier can keep a track on those Overdue POs against which no receiving or Partial receiving done by ADFD Buyer or requester. The search result consist of only those POs whose Need by Date is already surpassed and item is yet to be deliver.

| | | | | | | |
|------------------------------------|----------------------------------|------------------------------------|--------------------------|-------------------------|---|-------------------------------------|
| Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration |
| Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance |

Click on Go to search for all Overdue Receipts –

Overdue Receipts Export

Simple Search

Note that the search is case insensitive Advanced Search

Organization

PO Number

Item

Supplier Item

Due Date

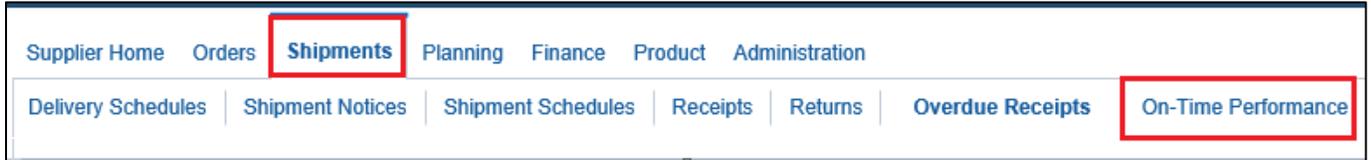
| Organization | PO Number ▲ | Item | Item Description | Due Date ▼ | UOM | Quantity Ordered | Quantity Received | Ship-To Location ▲ | Carrier | Buyer |
|--------------------------------|-------------|------|-----------------------------------|----------------------|------|------------------|-------------------|--------------------|---------|--------------------|
| Abu Dhabi Fund For Development | 5026 | | non stock purchasing | 15-Mar-2020 10:59:00 | Each | 100 | 50 | Head Office | | Muhammad Usman Ebd |
| Abu Dhabi Fund For Development | 5008 | | CLEANING SERVICES | 29-Feb-2020 15:12:13 | Each | 100 | 0 | Head Office | | Il Consultant |
| Abu Dhabi Fund For Development | 5000 | | testing 1 | 25-Feb-2020 12:37:17 | Each | 1000 | 500 | Head Office | | Muhammad Usman Ebd |
| Abu Dhabi Fund For Development | 4999 | | testing 1 | 25-Feb-2020 09:26:24 | Each | 1000 | 500 | Head Office | | Muhammad Usman Ebd |
| Abu Dhabi Fund For Development | 4997 | | CLEANING SERVICES | 25-Feb-2020 00:00:00 | Each | 100 | 0 | Head Office | | Muhammad Usman Ebd |
| Abu Dhabi Fund For Development | 4982-1 | | Black Toner for Develop ineo +266 | 06-Dec-2019 00:00:00 | Each | 1 | 0 | Head Office | | Muhammad Usman Ebd |



● **On-Time Performance**

Supplier can keep a track on those PO against which item delivered on time or early.

Supplier can compare Due Date and Receipt Date to compare the performance.



Click on Go to search for all On-Time Performance result –

| Organization | PO Number | Due Date ▼ | Shipment Number | Receipt Number | Receipt Date | Item ▲ | Description ▲ | UOM | Quantity Received ▲ | Delivery Status |
|--------------------------------|-----------|----------------------|-----------------|----------------|----------------------|--------|----------------------|------|---------------------|-----------------|
| Abu Dhabi Fund For Development | 5026 | 15-Mar-2020 10:59:00 | 15026 | 7 | 12-Mar-2020 17:57:42 | | non stock purchasing | Each | 100 | On-Time |
| Abu Dhabi Fund For Development | 5000 | 25-Feb-2020 12:37:17 | 5000SHIP | 4 | 18-Feb-2020 17:35:13 | | testing 1 | Each | 500 | Early |
| Abu Dhabi Fund For Development | 4999 | 25-Feb-2020 09:26:24 | 4999 | 3 | 18-Feb-2020 15:37:07 | | testing 1 | Each | 500 | Early |
| Abu Dhabi Fund For Development | 4992-2 | 14-Feb-2020 00:00:00 | | 2 | 12-Feb-2020 11:16:32 | | tonner | Each | 20 | On-Time |
| Abu Dhabi Fund For Development | 4992-1 | 13-Feb-2020 00:00:00 | | 1 | 12-Feb-2020 10:54:04 | | tonner | Each | 50 | On-Time |

4. Supplier Homepage “Finance” Tab

iSupplier portal users or supplier user will have direct access to multiple levels of financial information through the Finance tab. This tab provides links to invoice and payment information.

This topic covers:

- Overview of the Finance tab and summary information
- Review of Invoice details [?] Review of Payments details



Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Once you click on Finance option, Homepage will be displayed.

- **View Invoice**

- Click on “View Invoice”.

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices **View Invoices** View Payments

Supplier can click on “Go” to check all the invoices at a time or search by the help of fields available in simple search and advance search.

View Invoices Export

Simple Search Advanced Search

Invoice Number
PO Number
(example : 1234)
Release Number
(example : 1234-2)
Payment Number
Invoice Status

Payment Status

Invoice Amount From To
Amount Due From To
Invoice Date From To
Due Date From To
(25-Mar-2020)

Go Clear

Under Search Result of View Invoice, Supplier can able to see below –

- List of all the Invoices created for a PO by Supplier.
- Can check the status of Invoice (Approved OR Cancelled).
- Can check the status of Payment and Payment Status (Paid OR Not Paid).
- Can check other details like PO, Receipt and Payment Due date.

View Invoice Display –



| Invoice | Invoice Date | Type | Currency | Amount | Due | Status | On Hold | Payment Status | Remit-to Supplier | Remit-to Supplier Site | Due Date | Payment | PO Number | Receipt | Attachments | Discount Date | Available Discount |
|-----------|--------------|----------|----------|-----------|--------|-----------|---------|----------------|-------------------|------------------------|-------------|---------|-----------|---------|-------------|---------------|--------------------|
| INV4999-1 | 18-Feb-2020 | Standard | AED | 525.00 | 525.00 | Approved | | Not Paid | | | 18-FEB-2020 | | 4999 | | | | |
| INV5000 | 18-Feb-2020 | Standard | AED | 525.00 | 0.00 | Approved | | Paid | | | 18-FEB-2020 | 51586 | 5000 | 4 | | | |
| INV4999 | 18-Feb-2020 | Standard | AED | 0.00 | 0.00 | Cancelled | | Not Paid | | | 18-FEB-2020 | | 4999 | | | | |
| 2031465 | 23-Jun-2019 | Standard | AED | 3,528.00 | 0.00 | Approved | | Paid | | | 23-JUN-2019 | 51418 | 4818 | | | | |
| 2031343 | 15-May-2019 | Standard | AED | 5,108.25 | 0.00 | Approved | | Paid | | | 15-MAY-2019 | 51283 | 4757 | | | | |
| 2031259 | 26-Mar-2019 | Standard | AED | 15,060.15 | 0.00 | Approved | | Paid | | | 26-MAR-2019 | 51198 | 4742 | | | | |
| 2030787 | 04-Oct-2018 | Standard | AED | 5,108.25 | 0.00 | Approved | | Paid | | | 04-OCT-2018 | 50762 | 4284 | | | | |
| 2030634 | 28-Jul-2018 | Standard | AED | 20,868.75 | 0.00 | Approved | | Paid | | | 28-JUL-2018 | 50690 | 4361 | | | | |
| 2582 | 17-Dec-2017 | Standard | AED | 18,360.00 | 0.00 | Approved | | Paid | | | 17-DEC-2017 | 51282 | 3967 | | | | |

Click on Invoice number to view more details.

Invoice Lines –

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Finance: View Invoices >

Standard Invoice: INV5000 (Total AED 525.00) Export

Currency= AED

| General | | Amount Summary | | Payment Information | |
|---------------|--------------------------|-----------------|--------|---------------------|-------------|
| Invoice Date | 18-Feb-2020 | Item | 500.00 | Paid | 525.00 |
| Status | Approved | Freight | 0.00 | Discount Taken | 0.00 |
| On Hold | | Miscellaneous | 0.00 | Due | 0.00 |
| Batch | | Tax | 25.00 | Status | Paid |
| Attachments | None | Prepayment | 0.00 | Payment Date | 18-FEB-2020 |
| Supplier | AL ABBAS TRADING COMPANY | Retainage | 0.00 | Payment | 51586 |
| Supplier Site | ABU DHABI | Withholding Tax | 0.00 | Term | Immediate |
| Address | Abu Dhabi | Total | 525.00 | | |

Invoice Lines Scheduled Payments Hold Reasons

| Line | Type | Description | Qty | UOM | Price | Tax Included | Amount | Retainage | Status | PO Number | PO Line | PO Shipment | Buyer | Receipt |
|------|------|----------------------------|-----|------|-------|--------------|--------|-----------|----------|-----------|---------|-------------|---------------------|---------|
| 1 | Item | testing 1 | 500 | Each | 1.00 | | 500.00 | 0.00 | Approved | 5000 | 1 | 1 | Muhammad Usman Bait | 4 |
| 2 | Tax | ADFD VAT REGIME - ADFD VAT | | | | | 25.00 | 0.00 | Approved | | | | | |

View Schedule Payments –



Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices | **View Invoices** | View Payments

Finance: View Invoices >

Standard Invoice: INV5000 (Total AED 525.00) Export

Currency= AED

| General | | Amount Summary | | Payment Information | |
|---------------|--------------------------|-----------------|--|---------------------|-----------------------|
| Invoice Date | 18-Feb-2020 | Item | 500.00 | Paid | 525.00 |
| Status | Approved | Freight | 0.00 | Discount Taken | 0.00 |
| On Hold | | Miscellaneous | 0.00 | Due | 0.00 |
| Batch | | Tax | 25.00 (i) | Status | Paid |
| Attachments | None | Prepayment | 0.00 | Payment Date | 18-FEB-2020 |
| Supplier | AL ABBAS TRADING COMPANY | Retainage | 0.00 | Payment | 51586 |
| Supplier Site | ABU DHABI | Withholding Tax | 0.00 | Term | Immediate |
| Address | Abu Dhabi | Total | 525.00 | | |

Invoice Lines **Scheduled Payments** Hold Reasons

| Due Date | Amount | Remaining Amount | Remit-to Supplier | Remit-to Supplier Site | Status | Method |
|-------------|--------|------------------|-------------------|------------------------|------------|--------|
| 18-Feb-2020 | 525.00 | 0.00 | | | Fully Paid | Wire |

View Hold Reasons –

Invoice Lines Scheduled Payments **Hold Reasons**

| Hold Name | Hold Reason | Hold Date | Release Name | Release Reason | Release Date |
|-------------------|-------------|-----------|--------------|----------------|--------------|
| No results found. | | | | | |

- **View Payments**

Click on “View Payments” tab.

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices | View Invoices | **View Payments**

- Supplier can click on “Go” to check or view all Payments at a time or search by the help of fields available in simple search and advance search.



View Payments Export

Simple Search
Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Release Number

Status

Payment Amount From To

Payment Date From To

(example : 1234)

(example : 1234-2)

Go Clear

Under Search Result of View Payments, Supplier can able to see below –

- All Payments against all PO at a glance.
- Status of all payments (Negotiable, Void or Cleared) and its payment date.
- Payment method, PO and Invoice details.

| Payment | Remit-to Supplier | Remit-to Supplier Site | Payment Date | Currency | Amount | Method | Status | Status Date | Bank Account | Invoice | PO Number |
|---------|-------------------|------------------------|--------------|----------|-----------|--------|------------|-------------|--------------|---------|-----------|
| 51586 | | | 18-Feb-2020 | AED | 525.00 | Wire | Negotiable | 18-Feb-2020 | NBAD Main | INV5000 | 5000 |
| 51418 | | | 11-Jul-2019 | AED | 3,528.00 | Wire | Cleared | 31-Jul-2019 | NBAD Main | 2031465 | 4818 |
| 51283 | | | 16-May-2019 | AED | 5,108.25 | Wire | Cleared | 29-May-2019 | NBAD Main | 2031343 | 4757 |
| 51198 | | | 08-Apr-2019 | AED | 15,060.15 | Wire | Cleared | 30-Apr-2019 | NBAD Main | 2031259 | 4742 |
| 50762 | | | 18-Oct-2018 | AED | 5,108.25 | Wire | Cleared | 05-Nov-2018 | NBAD Main | 2030787 | 4284 |
| 50690 | | | 23-Sep-2018 | AED | 20,868.75 | Wire | Cleared | 07-Oct-2018 | NBAD Main | 2030634 | 4361 |
| 51282 | | | 28-Dec-2017 | AED | 18,360.00 | Check | Cleared | 09-Jan-2018 | NBAD Main | 2582 | 3967 |

Click on Payment to view more details –

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices **View Payments**

Finance: View Payments >

Payment: 51586 (Total AED 525.00) Export

Payment Date 18-Feb-2020

Method Wire

Status Negotiable

Status Date 18-Feb-2020

Remit-to Supplier

Remit-to Supplier Site

Supplier AL ABBAS TRADING COMPANY

Supplier Site ABU DHABI

Address Abu Dhabi

Bank Account NBAD Main

Included Invoices

| Invoice | Invoice Date | Type | Currency | Amount | Status | Payment Status | Payment | PO Number | Receipt | Attachments |
|---------|--------------|----------|----------|--------|----------|----------------|---------|-----------|---------|-------------|
| INV5000 | 18-Feb-2020 | Standard | AED | 525.00 | Approved | Paid | 525.00 | 5000 | 4 | |



● **Create Invoices**

Registered iSupplier users or Supplier user can create and submit invoices directly through the supplier portal. Once submitted, the invoice status can be viewed online through standard inquiry screens.

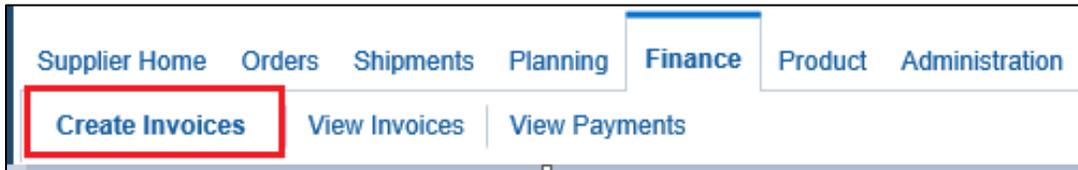
Note – Supplier will create invoice after crosschecking the Receiving or Receipt Number already created against the PO by ADFD Buyer or Requester. Supplier will receive notification once Requester or Buyer receive the item.

This topic covers:

- Invoice creation and submission
- Confirmation of invoice submission status

Steps to Create an Invoice

- Click on Create Invoice.



- Click on “Go” to search for all invoice created through isupplier portal –

Search

Note that the search is case insensitive

Supplier AL ABBAS TRADING COMPANY Purchase Order Number

Invoice Number Invoice Amount

Invoice Date From (25-Mar-2020) Invoice Date To

Invoice Status Currency

Go Clear

| Invoice Number | Invoice Date | Invoice Currency Code | Invoice Amount | Purchase Order | Status | Withdraw | Cancel | Update | View Attachment |
|----------------|--------------|-----------------------|----------------|----------------|-----------|----------|--------|--------|-----------------|
| INV4999 | 18-Feb-2020 | AED | 0.00 | 4999 | Cancelled | | -- | | |
| INV4999-1 | 18-Feb-2020 | AED | 525.00 | 4999 | Validated | | -- | | |
| INV5000 | 18-Feb-2020 | AED | 525.00 | 5000 | Validated | | -- | | |

Using the “Create Invoice” action box, select the “With a PO” value in the list. Click on the “Go” button.



[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Invoice Actions
[Create Invoice](#) | [With a PO](#) | [Go](#)

- Search for the PO Number against which we want to create invoice -

[Purchase Orders](#) | [Details](#) | [Manage Tax](#) | [Review and Submit](#)

Create Invoice: Purchase Orders
[Cancel](#) | Step 1 of 4 | [Next](#)

Personalize Query: (PoQueryRN)

Search [Advanced Search](#)

Personalize "Search"
Note that the search is case insensitive

[Purchase Orders](#) | [Details](#) | [Manage Tax](#) | [Review and Submit](#)

Create Invoice: Purchase Orders
[Cancel](#) | Step 1 of 4 | [Next](#)

Personalize Query: (PoQueryRN)

Search [Advanced Search](#)

Personalize "Search"
Note that the search is case insensitive

Personalize "Search Results: Purchase Order"

Select Items: [Add to Invoice](#) | [Refresh](#) | [Settings](#) | [Filter](#)

| <input type="checkbox"/> | PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Organization |
|--------------------------|-----------|------|----------|--------------------------|----------------------|-------------|----------------------|---------|----------|----------|------|------------|------|-------------|---------------------|
| <input type="checkbox"/> | 5026 | 1 | 1 | <input type="checkbox"/> | non stock purchasing | | | 100 | 100 | 0 | Each | 10 | AED | Head Office | Abu Dhabi For Devel |

Note - Supplier can check Quantity Ordered and Quantity Received. Based on the Received quantity the Invoice will be create.



- Select the PO, click on **“Add to Invoice”** and then click on **Next**.

Create Invoice: Purchase Orders Cancel Step 1 of 4 **Next**

Personalize Query: (PoQueryRN)

Search Advanced Search

Personalize "Search"
Note that the search is case insensitive

Purchase Order Number: 5026
Purchase Order Date: (26-Mar-2020)
Buyer:
Organization:
Advances and Financing: Excluded

Personalize "Search Results: Purchase Order"

Select Items:

| <input type="checkbox"/> | PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Organization |
|-------------------------------------|-----------|------|----------|--------------------------|----------------------|-------------|----------------------|---------|----------|----------|------|------------|------|-------------|---------------------|
| <input checked="" type="checkbox"/> | 5026 | 1 | 1 | <input type="checkbox"/> | non stock purchasing | | | 100 | 100 | 0 | Each | 10 | AED | Head Office | Abu Dhabi For Devel |

Supplier to mention below details to create Invoice –

1. Invoice Number
2. Invoice Date (By Default it will come as current date. Please do not select back date).
3. Attachment – “Invoice PDF Document” and “Receipt or GRN copy”.
4. Quantity (Must be same as Received Quantity).

Create Invoice: Details Cancel Back Step 2 of 4 **Next**

* Indicates required field

Supplier

* Supplier: AL ABBAS TRADING COMPANY
Tax Payer ID:
* Remit To: ABU DHABI
Address: Abu Dhabi
Remit To Bank Account:
Unique Remittance Identifier:
Remittance Check Digit:

Invoice

* Invoice Number: 12345
* Invoice Date: 10-Apr-2020
Invoice Type: Invoice
Currency: AED
Invoice Description:

Customer

* Customer Tax Payer ID: SYS11976
Customer Name: Abu Dhabi Fund For Development
Address: Al Buteen AE

Items

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM | Amount |
|-----------|------|----------|-------------|----------------------|----------------------|-------------|--------------------|----------------------------------|------------|------|--------|
| 5026 | 1 | 1 | | non stock purchasing | | Head Office | 100 | <input type="text" value="100"/> | 10 | Each | 1000 |



Follow the Below Points while creating Invoice -

1. **“Supplier”** and **“Remit To”** is a mandatory field. If you want to change the Remit to Address then you can search it by clicking on magnify icon. The supplier site must be the Remit To Address.
2. **Invoice number** must be **unique**. The same invoice number must not be used for multiple PO's.
3. Do not change **Invoice date** (Invoice date will be **current date** or today's date).
4. **Attach the invoice and GRN copy** under the Attachment option. In case supplier forget to attach to attach the invoice hard copy leads to cancellation of Invoice.
5. **“Quantity”** column is the received quantity. Make sure to cross check Quantity column with the received quantity. You can create invoice for less than received quantity also but not more than received quantity.

Review all the information and click on Next.

Manage Tax:

Create Invoice: Manage Tax Cancel Save Back Step 3 of 4 Next Submit

Supplier **Invoice**

* Supplier AL ABBAS TRADING COMPANY
Tax Payer ID
* Remit To ABU DHABI
Address Abu Dhabi
Remit To Bank Account 263238020001
Unique Remittance Identifier
Remittance Check Digit

* Invoice Number 12345
* Invoice Date 10-Apr-2020
Invoice Type Standard
* Currency AED
Invoice Description [Attachment](#) [Attachment List...](#)

Customer

* Customer Tax Payer ID SYS11976
Customer Name Abu Dhabi Fund For Development
Address Al Buteen AE

Summary Tax Lines

Calculate

| Summary Tax Line Number | Tax Regime Code | Tax | Tax Status Code | Tax Jurisdiction Code | Tax Rate Code | Tax Rate | Tax Amount | Line Status |
|-------------------------|-----------------|----------|-----------------|-----------------------|---------------|----------|------------|-------------|
| 1 | ADFD VAT REGIME | ADFD VAT | SR 5% | AE VAT JURISDICTION | SR 5% | 5 | 50 | Active |

System will automatically calculate 5% VAT for which you can see the summary in the below of the page.

In case supplier don't want to apply tax in the invoice then he can select "Tax Status Code = ZERO".



Search and Select List of Values - Internet Explorer

Search and Select: Tax Status Code

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Tax Status Code [Go](#)

Results

| | Quick Select | Tax Status Code |
|-----------------------|--------------|-----------------|
| <input type="radio"/> | | ZERO |
| <input type="radio"/> | | OOS |
| <input type="radio"/> | | SR 5% |
| <input type="radio"/> | | RC |
| <input type="radio"/> | | BITR |
| <input type="radio"/> | | DS |
| <input type="radio"/> | | EX |

[About this Page](#)

100%

Summary for Manage tax:

Items

| PO Number | Line | Shipment | Item Description | Supplier Item Number | Ship To | Available Qty | Quantity To Invoice | UOM | Unit Price | Amount |
|-----------|------|----------|----------------------|----------------------|-------------|---------------|---------------------|------|------------|----------|
| 5026 | 1 | 1 | non stock purchasing | | Head Office | 100 | 100 | Each | 10 | 1,000.00 |

Shipping and Handling

| Charge Type | Amount | Description |
|-------------------|--------|-------------|
| No results found. | | |

Invoice Summary

| | |
|--------------------------|-----------------------------|
| Items | 1,000.00 |
| Less Retainage | 0.00 |
| Freight | 0.00 |
| Miscellaneous | 0.00 |
| Tax | 50.00 |
| Recalculate Total | Total (AED) 1,050.00 |

[Cancel](#) [Save](#) [Back](#) Step 3 of 4 [Next](#) [Submit](#)

- Supplier will review all the information and click on Submit.

Confirmation

Invoice 12345 was submitted to our Accounts Payable department on 10-Apr-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.



- **Confirmation of Invoice Submission Status:**

Click on "View Invoice".

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices **View Invoices** View Payments

Create Invoices **View Invoices** View Payments

View Invoices

Simple Search

Invoice Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To

Simple Search Advanced Search

Invoice Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To

| Invoice | Invoice Date | Type | Currency | Amount | Due | Status | On Hold | Payment Status | Remit-to Supplier | Remit-to Supplier Site | Due Date | Payment | PO Number | Receipt | Attachments | Discount |
|---------|--------------|----------|----------|----------|----------|------------|---------|----------------|-------------------|------------------------|-------------|---------|-----------|---------|-------------|----------|
| 12345 | 10-Apr-2020 | Standard | AED | 1,050.00 | 1,050.00 | In-Process | | Not Paid | | | 10-APR-2020 | | 5026 | | | |

Note – Status will be in “Inprocess” as the invoice is yet to be validated from Finance team of ADFD. Once validated the status will be changed to “Validated”.

When the Invoice will be approved by the Finance team of ADFD, the status will again change to “Approved”.



5. Create and View Advance Shipment Notice

• Create Advance Shipment Notice

Advance Shipment Notice or ASN will be send by Supplier before sending the item to ADFD. **Creation of ASN is important as ADFD Requester will receive item by ASN number.**

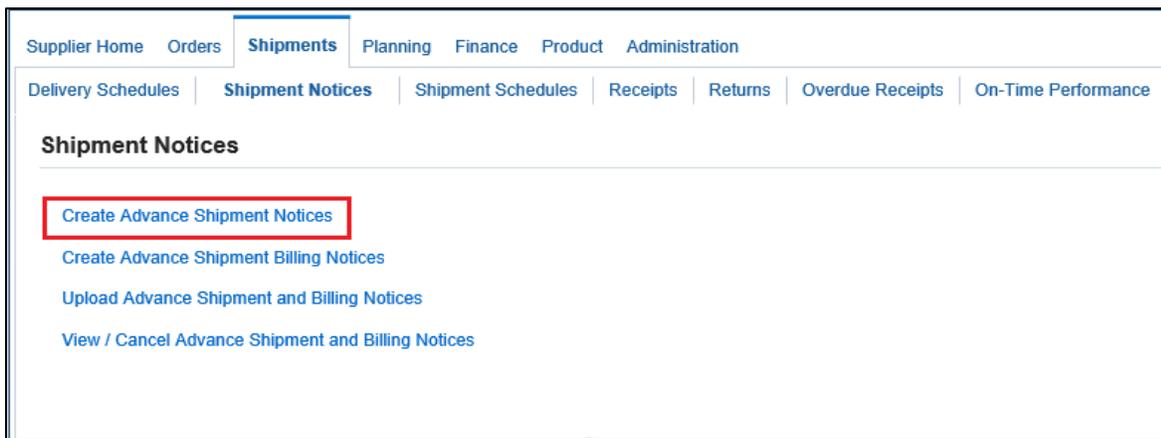
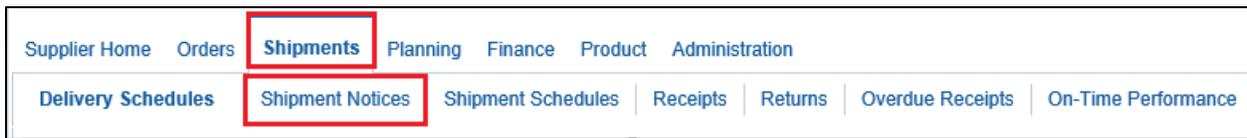
Registered iSupplier users can create and submit Advance Shipment Notices (ASN) directly through the portal. Once submitted, the status of the ASN can be viewed online through standard inquiry screens.

This topic covers:

- Creation steps for Advance Shipment Notices.
- Steps for viewing submitted Advance Shipment Notices
- Steps for cancelling submitted Advance Shipment Notices

Steps to Create an ASN against the PO –

- Click on “Shipments”. Then click on “Shipment Notices”.



- Click on “Create Advance Shipment Notices”.

Supplier will select Shipment Due This Week and click on Go. The search result will give POs which came this week from the ADFD.



Supplier Home Orders **Shipments** Planning Finance Product Administration

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice Export

Views

View Shipments Due This Week
Shipments Due Any Time

Select PO Shipments:

| <input type="checkbox"/> | PO Number [△] | Line | Shipment | Supplier Item | Item Description | Due Date [▲] | Quantity Ordered | Quantity Shipped | Quantity Received | UOM | Ship-To Location [△] | Organization Name | Ship-To Organization |
|--------------------------|------------------------|------|----------|---------------|------------------|-----------------------|------------------|------------------|-------------------|------|-------------------------------|--------------------------------|-----------------------------|
| <input type="checkbox"/> | 5035 | 1 | 1 | | TESTING | 15-Apr-2020 00:00:00 | 10 | 0 | 0 | Each | Head Office | Abu Dhabi Fund For Development | ADFD Inventory Organization |

Supplier Home Orders **Shipments** Planning Finance Product Administration

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice Export

Views

View Shipments Due This Week
Shipments Due Any Time

Select PO Shipments:

| <input type="checkbox"/> | PO Number [△] | Line | Shipment | Supplier Item | Item Description | Due Date [▲] | Quantity Ordered | Quantity Shipped | Quantity Received | UOM | Ship-To Location [△] | Organization Name | Ship-To Organization |
|--------------------------|------------------------|------|----------|---------------|------------------|-----------------------|------------------|------------------|-------------------|------|-------------------------------|--------------------------------|-----------------------------|
| <input type="checkbox"/> | 5035 | 1 | 1 | | TESTING | 15-Apr-2020 00:00:00 | 10 | 0 | 0 | Each | Head Office | Abu Dhabi Fund For Development | ADFD Inventory Organization |

- Select the PO number and click on “Add to Shipment Notice”.

Shipments: Shipment Notices >

Create Advance Shipment Notice Export

Views

View Shipments Due This Week

Select PO Shipments: Add to Shipment Notice

| <input checked="" type="checkbox"/> | PO Number [△] | Line | Shipment | Supplier Item | Item Description | Due Date [▲] | Quantity Ordered | Quantity Shipped | Quantity Received | UOM | Ship-To Location [△] | Organization Name | Ship-To Organization |
|-------------------------------------|------------------------|------|----------|---------------|------------------|-----------------------|------------------|------------------|-------------------|------|-------------------------------|--------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | 5035 | 1 | 1 | | TESTING | 15-Apr-2020 00:00:00 | 10 | 0 | 0 | Each | Head Office | Abu Dhabi Fund For Development | ADFD Inventory Organization |



- Click on "Shipment Header".

Shipments: Shipment Notices >
Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number

* Shipment Date Note: Shipment Date cannot be later than today

* Expected Receipt Date Example: 10-Apr-2020 21:55:01

Freight Information

| | |
|---|--|
| Freight Terms <input type="text"/> | Freight Carrier <input type="text"/> |
| Number of Containers <input type="text"/> | Bill of Lading <input type="text"/> |
| Waybill/Airbill Number <input type="text"/> | Packing Slip <input type="text"/> |
| Packaging Code <input type="text"/> | Special Handling Code <input type="text"/> |
| Tar Weight <input type="text"/> | Tar Weight UOM <input type="text"/> |
| Net Weight <input type="text"/> | Net Weight UOM <input type="text"/> |
| Comments <input type="text"/> | |

Fill the Required mandatory fields –

- **Shipment Number** – Shipment number of your consignment will be treated as ASN.
- **Shipment Date** – Shipment Date will be the consignment shipping date i.e., current date.
- **Expected Receipt Date** – Expected Date of item to be received by ADFD.

Example –

Purchase Order Receiving date is 10-Apr-2020 and ADFD require item as per "Need by Date" is 15-Apr-2020.

Supplier Home Orders **Shipments** Planning Finance Product Administration

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Shipment Notices >
Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number

* Shipment Date Note: Shipment Date cannot be later than today

* Expected Receipt Date Example: 10-Apr-2020 22:02:01

Freight Information

| | |
|---|--|
| Freight Terms <input type="text"/> | Freight Carrier <input type="text"/> |
| Number of Containers <input type="text"/> | Bill of Lading <input type="text"/> |
| Waybill/Airbill Number <input type="text"/> | Packing Slip <input type="text"/> |
| Packaging Code <input type="text"/> | Special Handling Code <input type="text"/> |
| Tar Weight <input type="text"/> | Tar Weight UOM <input type="text"/> |
| Net Weight <input type="text"/> | Net Weight UOM <input type="text"/> |



- Click on “Shipment Lines” and attach the GRN or Receipt copy on same.

Shipments: Shipment Notices >
Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number
Country Of Origin Truck Number
Bar Code Label Comments
Default to All Lines

Shipments in Advance Shipment Notice

| Details | PO Number | Line | Line | Shipment | Supplier Item | Item Description | Due Date | Quantity Ordered | Quantity Received | UOM | Quantity Shipped | Ship-To Location | LPN/Lot/Serial | Add Attachments | Split | Remove |
|---------|-----------|------|------|----------|---------------|------------------|----------------------|------------------|-------------------|------|------------------|------------------|----------------|-----------------|-------|--------|
| | 5039 | 1 | 1 | | | DXC ITEMS | 15-Apr-2020 00:00:00 | 10 | 0 | Each | 10 | Head Office | | | | |

Review all information and click on “Submit”.

After submitting the ASN a confirmation message will populate.

Advance Shipment Notice Confirmation

Your Advance Shipment Notice 54321 has been submitted.

[Return to Advance Shipment Notices](#)

Important Note –

- “Expected Receipt Date” must be after “Shipment Date”.
- “Shipment Date” must be after “PO Receiving Date” and Before “PO Need by Date”. (PO Need by date can be found in Purchase order document).
- “Expected Receipt Date” can be before or after “PO Need by Date”.
- Attachment can be PDF, JPG, PNG or TEXT file.
- In case the status of the ASN shows rejected due to interface issue then you can create a new ASN.



● **View Advance Shipment Notice**

- Go to Shipment Notice and select “View/Cancel advance Shipment and Billing Notice”.

Supplier Home Orders **Shipments** Planning Finance Product Administration

Delivery Schedules **Shipment Notices** Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Shipment Notices

[Create Advance Shipment Notices](#)

[Create Advance Shipment Billing Notices](#)

[Upload Advance Shipment and Billing Notices](#)

[View / Cancel Advance Shipment and Billing Notices](#)

The Processing Status is showing as “**Pending**” shows that ADFD has yet to receive the ASN Number. The status with **No status** shows that the ASN has already received by ADFD.

Shipments: Shipment Notices >

View / Cancel Advance Shipment Notice Export

Views

View Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled it cannot be undone

| Shipment Number | Shipment Date | Expected Receipt Date | Freight Carrier | Waybill/Airbill Number | Supplier Site | Invoice Number | Packing Slip | Processing Status Code | Cancellation Status |
|--------------------------------|-------------------------|-------------------------|-----------------|------------------------|---------------|----------------|--------------|------------------------|---------------------|
| <input type="radio"/> 54321 | 10-Apr-2020 17:20:28 | 16-Apr-2020 17:19:55 | | | AL BATEEN | | | Pending | |
| <input type="radio"/> 15026 | 12-Mar-2020 13:12:15 | 15-Mar-2020 13:11:29 | | | ABU DHABI | | | | |
| <input type="radio"/> 5000SHIP | 18-Feb-2020 12:53:09 | 20-Feb-2020 12:53:03 | | | ABU DHABI | | | | |
| <input type="radio"/> 4999 | 18-Feb-2020 10:34:07 | 22-Feb-2020 10:34:03 | | | ABU DHABI | | | | |

Note - Once the Processing Status Code changes from “Pending” to “Null” shows that ADFD Buyer or Requester can use ASN as a shipment Number to receive the item in the system.



View / Cancel Advance Shipment Notice Export

Views

View Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice Cancel Shipment Notice |

| | Shipment Number | Shipment Date | Expected Receipt Date | Freight Carrier | Waybill/Airbill Number | Supplier Site | Invoice Number | Packing Slip | Processing Status Code | Cancellation Status |
|-----------------------|-----------------|-------------------------|-------------------------|-----------------|------------------------|---------------|----------------|--------------|------------------------|---------------------|
| <input type="radio"/> | 54321 | 10-Apr-2020 17:20:28 | 16-Apr-2020 17:19:55 | | | AL BATEEN | | | | |
| <input type="radio"/> | 15026 | 12-Mar-2020 13:12:15 | 15-Mar-2020 13:11:29 | | | ABU DHABI | | | | |
| <input type="radio"/> | 5000SHIP | 18-Feb-2020 12:53:09 | 20-Feb-2020 12:53:03 | | | ABU DHABI | | | | |
| <input type="radio"/> | 4999 | 18-Feb-2020 10:34:07 | 22-Feb-2020 10:34:03 | | | ABU DHABI | | | | |

- **Cancel Shipment Notice**

Steps to Cancel the Shipment Notice -

- Select the Shipment Number and click on Cancel Shipment Number.

Shipments: [Shipment Notices](#) >

View / Cancel Advance Shipment Notice Export

Views

View Last 25 Shipment Notices Go Advanced Search

Once a shipment notice is cancelled it cannot be undone

Select Advance Shipment Notice Cancel Shipment Notice |

| | Shipment Number | Shipment Date | Expected Receipt Date | Freight Carrier | Waybill/Airbill Number | Supplier Site | Invoice Number | Packing Slip | Processing Status Code |
|----------------------------------|-----------------|-------------------------|-----------------------|-----------------|------------------------|---------------|----------------|--------------|------------------------|
| <input checked="" type="radio"/> | 654321 | 10-Apr-2020 18:28:51 | 15-Apr-2020 18:27:55 | | | AL BATEEN | | | |

ASN Cancel Confirmation

Your request to cancel Advance Shipment Notice 654321 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.

[Return to View Advance Shipment and Billing Notices](#)

Very Important Note –

- Cancel the shipment Notice only when you require to make changes in Shipment Number, Shipment Date, Receipt Expected Date and other information in the Shipment Header.
- The supplier must cancel the ASN before Creation of a **“Receipt by ADFD Requester” or Buyer**. Once the Receipt is created, then system won’t allow you to cancel the ASN.



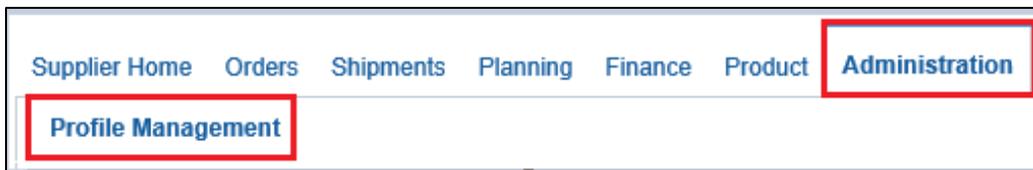
6. I-Supplier Administrative Updates

Registered iSupplier users can maintain updated profile information directly through the portal. Changes to address, contact, product, business classification and Banking detail information can be submitted for review and approval by ADFD purchasing administration.

This topic covers:

- Access to the Admin tab for viewing and updating profile information
- Updating Supplier Address Information
- Updating Supplier Contact Information
- Updating Supplier Product Information
- Updating Supplier Bank Details.
- Updating Expiry Date Details
- Uploading New Attachments.

Click on “Administration”.



The Homepage is displayed.

General

| | | | |
|------------------------|---------------|-----------------------------|-----------|
| Organization Name | ANFEL COMPANY | DUNS Number | |
| Supplier Number | 11052 | Tax Registration Number | 438389409 |
| Alias | | Taxpayer ID | |
| Parent Supplier Name | | Country of Tax Registration | |
| Parent Supplier Number | | | |

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

| Add Attachment | | | | | | | | | |
|--|--------|---------------|---------------|-------------------|----------------|----------|--------|--------|--------------------|
| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ | Last Updated ^ | Usage ^ | Update | Delete | Publish to Catalog |
| Trade License Certificate.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Chamber of Commerce certificate.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Authorized Signatory Passport Copy.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Power of Attorney.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |

The Profile Management window is displayed. Use this window to update all profile information.



● Update Supplier Address

- Click on Address Book.

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Address Book

Create |

| Address Name ▲ | Address Details | Country ▲ | Update | Remove |
|----------------|---|----------------------|--------|--------|
| AL BATEEN | AL BATEEN STREET 1 ABU DHABI 3987498 | United Arab Emirates | | |
| Abu Dhabi | Abu Dhabi | United Arab Emirates | | |

Supplier can Create a new Address or Update the existing address.

- Create a New Address
- Click on “Create”.

Address Book

Create |

| Address Name ▲ | Address Details | Country ▲ | Update | Remove |
|----------------|---|----------------------|--------|--------|
| AL BATEEN | AL BATEEN STREET 1 ABU DHABI 3987498 | United Arab Emirates | | |
| Abu Dhabi | Abu Dhabi | United Arab Emirates | | |

Supplier will fill the information like –

- Address Name
- Address Line 1,2,3
- City/Town/Locality
- Postal Code
- Note if you want to specify any information to Buyer
- Make sure you must check only **Purchasing address** and **Payment Address**.



Administration: Profile Management: Address Book >

Create Address

Cancel Save

* Indicates required field

Supplier Name AL ABBAS TRADING COMPANY Supplier Number 10391

* Address Name AL ABBAS TRADING
Country United Arab Emirates

* Address Line 1 AL SALAM STREET
Address Line 2
Address Line 3
Address Line 4

* City/Town/Locality ABU DHABI
County
State/Region
Province

* Postal Code 584535

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

Purchasing Address
 Payment Address
 RFQ Only Address

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

- Click on Save.

Note - An approval notification will be sent to ADFD Purchasing Administrator. After approval only supplier can use the address for Purchasing and invoicing purpose.

- Update the Existing Address

Select the Address and click on “Update” or “Pencil” icon.

Supplier will fill the information like –

- Address Name
- Address Line 1,2,3
- City/Town/Locality
- Postal Code
- Make sure you must not uncheck **Purchasing address** and **Payment Address**.

Update AL ABBAS TRADING COMPANY - 10391: Address Book

Search

Address Name Site Name
Address Details

Go Clear

| Details | Name | Address | Country | Communication | Purpose | Status | Update | Manage Sites | Remove |
|---------|------------------|---|----------------------|---|---------------------|---------|--------|--------------|--------|
| ▶ | AL ABBAS TRADING | AL SALAM STREET ABU DHABI 584535 | United Arab Emirates | | Payment, Purchasing | Current | | | |
| ▶ | AL BATEEN | AL BATEEN STREET 1 ABU DHABI 3987498 | United Arab Emirates | | Payment, Purchasing | Current | | | |
| ▶ | Abu Dhabi | Abu Dhabi | United Arab Emirates | Phone: 02 4463003 Email: mohamed.maarouf@alabbas.com | Payment, Purchasing | Current | | | |



Administration: Profile Management: Address Book >

Update Address

Cancel Save

* Indicates required field

Supplier Name AL ABBAS TRADING COMPANY Supplier Number 10391

| | | | |
|----------------------|----------------------|--|--|
| * Address Name | AL ABBAS TRADING | Phone Area Code | |
| Country | United Arab Emirates | Phone Number | |
| * Address Line 1 | HAMDAN STREET | Fax Area Code | |
| Address Line 2 | ACC BLOCK, BESIDE F, | Fax Number | |
| Address Line 3 | | Email Address | |
| Address Line 4 | | | |
| * City/Town/Locality | ABU DHABI | <input checked="" type="checkbox"/> Purchasing Address | |
| County | | <input checked="" type="checkbox"/> Payment Address | |
| State/Region | | <input type="checkbox"/> RFQ Only Address | |
| Province | | | |
| * Postal Code | 584533 | | |

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Click on "Save". A confirmation message will display.

Confirmation

Details for the AL ABBAS TRADING address for AL ABBAS TRADING COMPANY have been modified.

Note - An approval notification will be sent to ADFD Purchasing Administrator. After approval only supplier can use the address for Purchasing and invoicing purpose.



● Update Contact Information

- Click on “Contact Directory”.

Contact Directory : Active Contacts

| First Name | Last Name | Supplier Name | Phone Number | Email | Status | User Account | Addresses | Update |
|------------|-----------|--------------------------|--------------|----------------------|---------|--------------|-----------|--------|
| AHMED | KHAN | AL ABBAS TRADING COMPANY | | ahmed.khan@gmail.com | Current | ✓ | | |
| | prashant | AL ABBAS TRADING COMPANY | | xyz@abc.com | Current | ✓ | | |
| ADIL | KHAN | AL ABBAS TRADING COMPANY | | ADIL.KHAN@GMAIL.COM | Current | ✓ | | |

▶ **Contact Directory : Inactive Contacts**

- Supplier User can request for a new User Account or can update the existing user account.

- Create a New User Account

- Click on “Create”.

Contact Directory : Active Contacts

| First Name | Last Name | Supplier Name | Phone Number | Email | Status | User Account | Addresses | Update |
|------------|-----------|--------------------------|--------------|----------------------|---------|--------------|-----------|--------|
| AHMED | KHAN | AL ABBAS TRADING COMPANY | | ahmed.khan@gmail.com | Current | ✓ | | |
| | prashant | AL ABBAS TRADING COMPANY | | xyz@abc.com | Current | ✓ | | |
| ADIL | KHAN | AL ABBAS TRADING COMPANY | | ADIL.KHAN@GMAIL.COM | Current | ✓ | | |

For creating a user account we need fill information like –

- First Name and Last Name
- Email id

*In case if you have other information for the other provided fields in the page then you can fill that information as well.



Administration: Profile Management: Contact Directory >

Create Contact

Cancel Save

* Indicates required field

| | | | |
|----------------|--------------------------|---------------------------|----------------------|
| Contact Title | Mr. <input type="text"/> | Phone Area Code | <input type="text"/> |
| First Name | RAKESH | Phone Number | <input type="text"/> |
| Middle Name | <input type="text"/> | Phone Extension | <input type="text"/> |
| * Last Name | KUMAR | Alternate Phone Area Code | <input type="text"/> |
| Alternate Name | <input type="text"/> | Alternate Phone Number | <input type="text"/> |
| Job Title | Sr Manager | Fax Area Code | <input type="text"/> |
| Department | <input type="text"/> | Fax Number | <input type="text"/> |
| Contact Email | rahul.k@alabbastrade.com | | |
| Url | <input type="text"/> | | |

- After reviewing all the information click on "Apply".

Administration: Profile Management: Contact Directory >

Create Contact

Cancel Save

* Indicates required field

| | | | |
|----------------|--------------------------|---------------------------|----------------------|
| Contact Title | Mr. <input type="text"/> | Phone Area Code | <input type="text"/> |
| First Name | RAKESH | Phone Number | <input type="text"/> |
| Middle Name | <input type="text"/> | Phone Extension | <input type="text"/> |
| * Last Name | KUMAR | Alternate Phone Area Code | <input type="text"/> |
| Alternate Name | <input type="text"/> | Alternate Phone Number | <input type="text"/> |
| Job Title | Sr Manager | Fax Area Code | <input type="text"/> |
| Department | <input type="text"/> | Fax Number | <input type="text"/> |
| Contact Email | rahul.k@alabbastrade.com | | |
| Url | <input type="text"/> | | |

- Check the Status of the Contact. The status must be "Pending".

Confirmation
RAKESH KUMAR has been added to your Contact Directory.

Contact Directory : Active Contacts

Create

| First Name <input type="text"/> | Last Name <input type="text"/> | Phone Number <input type="text"/> | Email <input type="text"/> | Status <input type="text"/> | User Account | Remove | Addresses | Update |
|---------------------------------|--------------------------------|-----------------------------------|----------------------------|-----------------------------|--------------|--------|-----------|--------|
| ADIL | KHAN | | ADIL.KHAN@GMAIL.COM | Current | ✓ | | | |
| AHMED | KHAN | | ahmed.khan@gmail.com | Current | ✓ | | | |
| RAKESH | KUMAR | | rahul.k@alabbastrade.com | Pending | | | | |

Note – The status will be **pending** until the ADFD Administrator will approve the contact details.



▪ **Updating User Account Detail**

Supplier can update or make changes in the existing user account.

- Click on “**Update**” for that User account.

Supplier Home Orders Shipments Planning Finance Product **Administration**

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing
Surveys

Contact Directory : Active Contacts

Create

| First Name ^ | Last Name ^ | Phone Number ^ | Email ^ | Status ^ | User Account | Remove | Addresses | Update |
|--------------|-------------|----------------|----------------------|----------|--------------|--------|-----------|--------|
| ADIL | KHAN | | ADIL.KHAN@GMAIL.COM | Current | ✓ | | | |
| AHMED | KHAN | | ahmed.khan@gmail.com | Current | ✓ | | | |
| HASAN | KHAN | | HASAN.KHAN@AADIL.COM | Current | ✓ | | | |
| RAHUL | KUMAR | | rahul.k@gail.com | Current | ✓ | | | |

► **Contact Directory : Inactive Contacts**

- Make changes in the available fields and click on “Save”.

Administration: Profile Management: Contact Directory >

Update Contact Cancel Save

* Indicates required field

Contact Title Mr.

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Contact Email

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

- Check the Status of User Account. It must be changed to “**Change Pending**”. It will change to “Current” once Administrators approved the request.



Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Confirmation
Contact details for ADIL KHAN have been saved

Contact Directory : Active Contacts

Create

| First Name ^ | Last Name ^ | Phone Number ^ | Email ^ | Status ^ | User Account | Remove | Addresses | Update |
|--------------|-------------|----------------|----------------------|----------------|--------------|--------|-----------|--------|
| ADIL | KHAN | | ADIL.KHAN@GMAIL.COM | Change Pending | ✓ | | | |
| AHMED | KHAN | | ahmed.khan@gmail.com | Current | ✓ | | | |
| HASAN | KHAN | | HASAN.KHAN@AADIL.COM | Current | ✓ | | | |
| RAHUL | KUMAR | | rahul.k@gail.com | Current | ✓ | | | |

► **Contact Directory : Inactive Contacts**

■ Delete a User Account

- Click on **“Remove”** and an approval notification will go to administrator.

Supplier Home Orders Shipments Planning Finance Product **Administration**

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Contact Directory : Active Contacts

Create

| First Name ^ | Last Name ^ | Phone Number ^ | Email ^ | Status ^ | User Account | Remove | Addresses | Update |
|--------------|-------------|----------------|----------------------|----------|--------------|--------|-----------|--------|
| ADIL | KHAN | | ADIL.KHAN@GMAIL.COM | Current | ✓ | | | |
| AHMED | KHAN | | ahmed.khan@gmail.com | Current | ✓ | | | |
| HASAN | KHAN | | HASAN.KHAN@AADIL.COM | Current | ✓ | | | |
| RAHUL | KUMAR | | rahul.k@gail.com | Current | ✓ | | | |

► **Contact Directory : Inactive Contacts**

- The moment supplier will click **“Remove”** icon then the user account will be removed from the Active Contacts List.



Supplier Home Orders Shipments Planning Finance Product **Administration**

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory**
- Business Classifications
- Product & Services
- Banking Details

Confirmation
RAHUL KUMAR has been removed from your Contact Directory.

Contact Directory : Active Contacts

Create

| First Name ^ | Last Name ^ | Phone Number ^ | Email ^ | Status ^ | User Account | Remove | Addresses | Update |
|--------------|-------------|----------------|----------------------|----------|--------------|--------|-----------|--------|
| ADIL | KHAN | | ADIL.KHAN@GMAIL.COM | Current | ✓ | | | |
| AHMED | KHAN | | ahmed.khan@gmail.com | Current | ✓ | | | |
| HASAN | KHAN | | HASAN.KHAN@AADIL.COM | Current | ✓ | | | |

▶ **Contact Directory : Inactive Contacts**

Note –

1. In case the Administrator will Reject the request, the same contact address will again come back to the Active contacts list.



• Update Product & Services Information

Supplier can make changes in the “Product & Service Information” by

1. Adding multiple “code” or “Product & services”.
2. Remove “code” or “Product & Services”.

▪ Add “Product & Services”

- Click on “Add”.

The screenshot shows the 'Administration' tab in the 'Supplier Home' interface. Under 'Profile Management', the 'Product & Services' section is highlighted. The 'Products and Services' table is visible, with an 'Add' button highlighted in red. The table contains one entry: 'Business Travel' with a code, date added of 19-May-2020, and approval status of 'Approved'.

| Remove | Add | Code | Products and Services | Date Added | Approval Status | View Sub-Category |
|--------------------------|--------------------------|-----------------|-----------------------|-------------|-----------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Business Travel | سفر ممثلي الصندوق | 19-May-2020 | Approved | |

- Select the “Codes” or “Product & Service” by click on “Applicable”. Click on “Next 10” to check the other list of codes.
- Click on “Apply”.

The screenshot shows the 'Add Products and Services' dialog box for 'AL ABBAS TRADING COMPANY'. It features a table with columns for 'Code', 'Products and Services', 'View Sub-Categories', and 'Applicable'. The 'Applicable' column has checkboxes, and the 'Car rental & maintenance' row has its checkbox checked and highlighted in red. The 'Next 10' button is also highlighted in red.

| Code | Products and Services | View Sub-Categories | Applicable |
|----------------------------------|----------------------------|---------------------|--|
| Board of Directors Remuneration | مكافئة الأعضاء | | <input type="checkbox"/> Applicable |
| Books & Periodicals | كتب و دوريات | | <input type="checkbox"/> Applicable |
| Building & Furniture Maintenance | صيانة الات و أدوات و مباني | | <input type="checkbox"/> Applicable |
| Business Continuity | Business Continuity | | <input type="checkbox"/> Applicable |
| Business Travel | سفر ممثلي الصندوق | | <input type="checkbox"/> Applicable |
| Car rental & maintenance | إيجار و صيانة سيارات | | <input checked="" type="checkbox"/> Applicable |
| Consultants fees | مصاريف استشارات | | <input type="checkbox"/> Applicable |
| Courses & College Fees | دورات دراسية و تدريبية | | <input type="checkbox"/> Applicable |
| Educational Expenses | مصاريف تعليم | | <input type="checkbox"/> Applicable |
| Excellency & Quality Management | إدارة تميز والجودة | | <input type="checkbox"/> Applicable |



- A confirmation message will appear in the page. Click on “Return to Products and Services” to go back.

Confirmation

The following Product and Service categories have been added to your profile.

- إيجار و صيانة سيارات

[Return to Products and Services](#)

- The status will change to “**Approval Pending**”. The status will change to “Approved” or “Rejected” depends on the action taken by ADFD Administrator.

Supplier Home Orders Shipments Planning Finance Product **Administration**

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services**

Products and Services

Remove Add

| <input type="checkbox"/> | Code | Products and Services | Date Added | Approval Status | View Sub-Category |
|--------------------------|--------------------------|-----------------------|-------------|------------------|-------------------|
| <input type="checkbox"/> | Business Travel | سفر ممثلي الصندوق | 19-May-2020 | Approved | |
| <input type="checkbox"/> | Car rental & maintenance | إيجار و صيانة سيارات | 19-Jun-2020 | Pending Approval | |

▪ Remove “Product & Services”

- Select the “Code” and click on “Remove”.

Supplier Home Orders Shipments Planning Finance Product **Administration**

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services**

Products and Services

Remove Add

| <input checked="" type="checkbox"/> | Code | Products and Services | Date Added | Approval Status | View Sub-Category |
|-------------------------------------|--------------------------|-----------------------|-------------|-----------------|-------------------|
| <input checked="" type="checkbox"/> | Business Travel | سفر ممثلي الصندوق | 19-May-2020 | Approved | |
| <input checked="" type="checkbox"/> | Car rental & maintenance | إيجار و صيانة سيارات | 19-Jun-2020 | Rejected | |



- A confirmation message will appear in the page. Click on “Return to Products and Services” to go back.

Confirmation

The following Product and Service categories have been removed from your profile.

- مقر ممثلي الصندوق
- إيجار و صيانة سيارات

[Return to Products and Services](#)

Supplier Home Orders Shipments Planning Finance Product **Administration**

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services**

Products and Services

| <input type="checkbox"/> | Code | Products and Services | Date Added | Approval Status | View Sub-Category |
|--------------------------|-------------------|-----------------------|------------|-----------------|-------------------|
| | No results found. | | | | |

Note – Removal of Code or Product & Service does not require any approval from ADFD Administrator.



● Update Banking Details Information

Supplier can “Update”, “Inactive”, or “Create a New Account Detail”.

■ Inactive an Account Details

- Select **View as “General Account”** and Click on “Go”.

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Banking Details Cancel Save

View: General Accounts

TIP Date format example: 19-Jun-2020

| Details | Account Number | IBAN | Currency | Bank Name | Start Date | End Date | Priority | Increase Priority | Decrease Priority | Status | Update |
|---------|----------------|------------------------|----------|---------------------------|-------------|-------------|----------|-------------------|-------------------|----------|--------|
| ▶ | 253230020001 | AE67003000026323002001 | | ABU DHABI COMMERCIAL BANK | 21-Mar-2011 | 18-Jun-2020 | 1 | ⬆ | ⬇ | Approved | ✎ |

- Mention the “**End Date**” to the Account and “**Save**” it.

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Banking Details Cancel **Save**

View: General Accounts

TIP Date format example: 19-Jun-2020

| Details | Account Number | IBAN | Currency | Bank Name | Start Date | End Date | Priority | Increase Priority | Decrease Priority | Status | Update |
|---------|----------------|------------------------|----------|---------------------------|-------------|-------------|----------|-------------------|-------------------|----------|--------|
| ▶ | 253230020001 | AE67003000026323002001 | | ABU DHABI COMMERCIAL BANK | 21-Mar-2011 | 18-Jun-2020 | 1 | ⬆ | ⬇ | Approved | ✎ |

Note –

1. When click on “Save” it will go as “Assignment Request” to ADFD Purchasing Administrator. Administrator can Approve or Reject the Request.
2. Putting an End date will not remove the account details from the system. Supplier can also remove the End date and save it in order to use the account details again for invoice and payment purpose.



▪ **Update an Account Details**

Supplier can update an Account details by changing the “Account Name”. Rest all the fields are non-updatable because the Account Details were already verified and Approved by ADFD Administrator.

Suggestion: Recommending supplier users to put the end date against the current account details and create a new account details.

- Click on “Update”.

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Banking Details Cancel Save

View: General Accounts Go

TIP Date format example: 19-Jun-2020

Add Create

| Details | Account Number | IBAN | Currency | Bank Name | Start Date | End Date | Priority | Increase Priority | Decrease Priority | Status | Update |
|---------|----------------|------------------------|----------|---------------------------|-------------|-------------|----------|-------------------|-------------------|----------|----------------|
| ▶ | 763230220001 | A-87180000000000000001 | | ABU DHABI COMMERCIAL BANK | 21-Mar-2011 | 18-Jun-2020 | 1 | ⬆ | ⬇ | Approved | ✎ |

- Change the “Account Name”.
- Supplier can also add additional information by using “Note to Buyer” option.
- Click on “Save”.

Administration: Profile Management: Banking Details >

Update Bank Account Cancel Save

Country: United Arab Emirates

Account is used for foreign payments

Account definition must include bank and branch information.

Bank Bank Name: ABU DHABI COMMERCIAL BANK Bank Number: 1005 Show Bank Details

Branch Branch Name Branch Number BIC Branch Type Show Branch Details

Bank Account Account Number: 763230220001 Check Digits IBAN: A87180000000000000001 Show Account Details

Account Name: AL ABBAS TRADING CO

Currency:

Account Status: Approved

Comments

Note from Buyer: None

Note to Buyer:



- Select the Country and make sure to check "Account is used for foreign payments".

Add Products and Services : (ARIS HOLDING CO.) >

Create Bank Account

* Indicates required field

* Country Account is used for foreign payments

Account definition must include bank and branch information.

Search for your Bank and Branch name under "Existing Bank" option. In case supplier was not able to find the "Bank Name" then they will put the bank details in the "New Bank".

➤ **Find an Existing Bank –**

Click on Bank Name and Branch Name search option.

Bank

New Bank
 Existing Bank

Bank Number

[Show Bank Details](#)

Branch

New Branch
 Existing Branch

Branch Number

BIC

Branch Type

[Show Branch Details](#)

Search and Select List of Values - Internet Explorer

Search and Select: Bank Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

| | Quick Select | Bank Name | Bank Number |
|----------------------------------|--------------|------------------------|-------------|
| <input type="radio"/> | | Abu Dhabi Islamic Bank | |
| <input checked="" type="radio"/> | | ABU DHABI ISLAMIC BANK | 2017 |



➤ **Provide New Bank Details**

In case supplier was not able to find their “Bank Name” and “Branch Name” under “Existing Bank” option then supplier can mention their Bank details under “New Bank”.

| Bank | Branch |
|---|--|
| <input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank | <input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch |
| Bank Name: STATE BANK OF INDIA Bank Number: 28977 | Branch Name: STATE BANK OF IN Branch Number: 1287 BIC: Branch Type: SWIFT |
| Hide Bank Details | Hide Branch Details |
| Details | Details |
| Alternate Bank Name: <input type="text"/> | Alternate Branch Name: <input type="text"/> |
| Address | Address |
| Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> Address Line 3: <input type="text"/> Address Line 4: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/> | Address Line 1: usiness Centre Building, Address Line 2: Khalid Bin Waleed Road, Address Line 3: Bur Dubai - Dubai Address Line 4: <input type="text"/> City: Dubai State: <input type="text"/> Zip Code: <input type="text"/> |

- After mentioning the “New Bank” and “New Branch” details, supplier will provide the details of “Account Number” and “Account Name” and then click on Apply.

| Create Bank Account | | Cancel | Apply |
|--|--|---|-------|
| * Indicates required field | | | |
| * Country: United Arab Emirates | | <input checked="" type="checkbox"/> Account is used for foreign payments <small>Account definition must include bank and branch information.</small> | |
| Bank | Branch | | |
| <input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank | <input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch | | |
| Bank Name: STATE BANK OF INDIA Bank Number: 2058 | Branch Name: ADIB HAMDAN Branch Number: 2187 BIC: Branch Type: SWIFT | | |
| Show Bank Details | Show Branch Details | | |
| Bank Account | | | |
| Account Number: 09872487897398 | Account Name: ARIS HOLDING CO | Currency: <input type="text"/> | |
| Check Digits: <input type="text"/> | IBAN: <input type="text"/> | | |
| Show Account Details | | | |



The status will be changed to “Approved” after ADFD Purchasing Administrator will approve the Account details.

Note -

- There might be a possibility that Supplier is able to find “Bank Name” under “Existing Bank” but unable to find the “Branch Name”, in that case supplier can put the details of a “Branch Name” under “New Branch” option.

Create Bank Account

[Cancel](#) [Apply](#)

* Indicates required field

* Country
 Account is used for foreign payments
Account definition must include bank and branch information.

| Bank | Branch |
|--|---|
| <input type="radio"/> New Bank <input checked="" type="radio"/> Existing Bank | <input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch |
| Bank Name <input type="text" value="ABU DHABI ISLAMIC BA"/> <input type="button" value="Q"/> Bank Number <input type="text" value="2017"/> ▶ Show Bank Details | Branch Name <input type="text" value="ADIB HAMDAN"/> Branch Number <input type="text" value="2187"/> BIC <input type="text"/> Branch Type <input type="text" value="SWIFT"/> <input type="button" value="v"/> ▶ Show Branch Details |

Bank Account

| | |
|--|--|
| Account Number <input type="text" value="09872487897398"/> | Account Name <input type="text" value="ARIS HOLDING CO"/> |
| Check Digits <input type="text"/> | Currency <input type="text"/> <input type="button" value="v"/> |
| IBAN <input type="text"/> | |
| ▶ Show Account Details | |



- **Update Expiry Date and Relevant Attachment**

Supplier will receive a notification under “worklist” prior and after 15 days of document expiry related to “Trade License Certificate” and “Chamber of Commerce certificate”.

Supplier users are requested to Update the details of “Expiry Date” under SUPPLIER DETAILS page for two documents i.e., “Trade License Certificate” and “Chamber of Commerce Certificate”.

Apart from changing the expiry date details, supplier users would require to attach relevant document in General tab “Add attachments” section.

Navigation – Administration -> Organization

- Click on Organization and select “SUPPLIER DETAILS” page.

Supplier Home Orders Shipments Planning Finance Product Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Organization

Cancel Save

Overview SUPPLIER DETAILS

Organization

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Incorporation Year

Control Year

Mission Statement

Chief Executive Name

Chief Executive Title

Principal Title

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Organization

Cancel Save

Overview SUPPLIER DETAILS

TRADE LICENSE DETAILS

| * Trade License Number | Trade Name | * Trade License Number Expiry Date | Delete |
|---|--|---|--------|
| 9874987489 | ANS1 COMPANY | 10-Jun-2020 18:33:24 | |
| <small>Enter the Trade License Number</small> | <small>Please Enter Trade Name</small> | <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |

CHAMBER OF COMMERCE DETAILS

| * Chamber of Commerce Expiry Date | Delete |
|---|--------|
| 17-Jun-2020 02:33:32 | |
| <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |



▪ **Update the Expiry Date**

Example – Suppose the current date is 19-June-2020.

So as per the below screenshot, “Trade License expiry date is 10-june-2020” which is already expired and “Chamber of Commerce expiry date is 25-june-2020” which is about to expire.

Supplier will receive notification as below –

Actin Required : Update the Expire Documents with Expiry Date

From SYSADMIN
To ANS1 COMPANY
Sent 19-Jun-2020 20:04:14
ID 5390026

Dear Vendor (ANS1 COMPANY),

Your below document is about to expire in next 15 days or might have expired in last 15 days.

| Document Name | Expiry Date | Expiry Status | Expired Days | About to Expire Days |
|-----------------------------|-------------|-----------------|--------------|----------------------|
| Chamber of Commerce Details | 25-Jun-2020 | About to Expire | | 6 |
| Trade License Details | 10-Jun-2020 | Already Expired | 9 | |

You can download the 'iSupplier Portal User Manual' from ADFD website to follow the steps to update all necessary changes expected.

ADFD Purchasing team may take action if you fail to upload the required documents and expiry date after 15 days of document expiry.

Yours Sincerly,
SYSADMIN



- Supplier will click on  to add new expiry date details for both Trade License and Chamber of commerce details.
- Do not delete or update the existing Expiry date details as it is going to be used for Audit purpose in ADFD.

Organization
Cancel Save

Overview SUPPLIER DETAILS

TRADE LICENSE DETAILS

| * Trade License Number | Trade Name | * Trade License Number Expiry Date | Delete |
|---|---|---|--------|
| 9874987489 <small>Enter the Trade License Number</small> | ANS1 COMPANY <small>Please Enter Trade Name</small> | 10-Jun-2020 18:33:24 <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |
| 9898347487 <small>Enter the Trade License Number</small> | ANS1 COMPANY CO <small>Please Enter Trade Name</small> | 29-Jun-2021 15:32:00 <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |

CHAMBER OF COMMERCE DETAILS

| * Chamber of Commerce Expiry Date | Delete |
|---|--------|
| 25-Jun-2020 06:33:32 <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |
| 01-Jul-2021 15:32:14 <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |

- Click on "Save".

Organization
Cancel Save

Overview SUPPLIER DETAILS

TRADE LICENSE DETAILS

| * Trade License Number | Trade Name | * Trade License Number Expiry Date | Delete |
|---|---|---|--------|
| 9874987489 <small>Enter the Trade License Number</small> | ANS1 COMPANY <small>Please Enter Trade Name</small> | 10-Jun-2020 18:33:24 <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |
| 9898347487 <small>Enter the Trade License Number</small> | ANS1 COMPANY CO <small>Please Enter Trade Name</small> | 29-Jun-2021 15:32:00 <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |

CHAMBER OF COMMERCE DETAILS

| * Chamber of Commerce Expiry Date | Delete |
|---|--------|
| 25-Jun-2020 06:33:32 <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |
| 01-Jul-2021 15:32:14 <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small> | |

Note – Do not delete or update the existing Trade License or Chamber of Commerce Details. The existing details will be used for Audit purpose.



▪ Add New Attachments relevant to Expiry Details

Supplier users are required to attach the new document related to Trade License details and Chamber of Commerce details after making changes in the Expiry date.

- Go to General Tab and Click on “Add Attachment”.

Profile Management

General

Organization Name ANS1 COMPANY DUNS Number
Supplier Number 11052 Tax Registration Number 438389409
Alias Taxpayer ID
Parent Supplier Name Country of Tax Registration
Parent Supplier Number

Attachments

Search

Note that the search is case insensitive
Title
▶ Show More Search Options

Add Attachment

| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ | Last Updated ^ | Usage ^ | Update | Delete | Publish to Catalog |
|--|--------|---------------|---------------|-------------------|----------------|----------|--------|--------|--------------------|
| Trade License Certificate.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Chamber of Commerce certificate.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Authorized Signatory Passport Copy.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Power of Attorney.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |

- Search or **Browse** for the New or Updated copy of “Trade License Certificate” or “Chamber of Commerce certificate”.

Add Attachment

Attachment Type

Title

Description

Category From Supplier

File

- Title and Description must be same and should be named as “Trade License Certificate” and “Chamber of Commerce Certificate”.



Add Attachment

Attachment Type: File

Title: Trade License Certificate

Description: Trade License Certificate

Category: From Supplier

File: C:\Users\nikesh\Desktop

Buttons: Cancel, Add Another, Apply

- Click on “Apply” to Add the Document as an Attachment.

Add Attachment

Attachment Type: File

Title: Trade License Certificate

Description: Trade License Certificate

Category: From Supplier

File: C:\Users\nikesh\Desktop

Buttons: Cancel, Add Another, Apply

| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ | Last Updated ^ | Usage ^ | Update | Delete | Publish to Catalog |
|--|--------|---------------------------|---------------|--------------------|----------------|----------|--------|--------|--------------------|
| Trade License Certificate.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Chamber of Commerce certificate.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Authorized Signatory Passport Copy.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Power of Attorney.png | File | | From Supplier | IT.CONSULTANT | 16-Jun-2020 | One-Time | | | |
| Trade License Certificate | File | Trade License Certificate | From Supplier | ANS1.COMP@GAIL.COM | 27-Jun-2020 | One-Time | | | |

Note –

1. Once the Attachment is added to the system, it will not be updatable. Make sure you must be attentive while attaching the document.
2. Attachment category will by default be “From Supplier”.



7. Sourcing RFQ

Supplier can participate in the RFQ if they receive an RFQ Invitation. The RFQ invitation will be received by just one supplier user whose contact details were mentioned in the “RFQ”. The other user can participate on behalf of the concerned supplier user in case of non-availability.

- Logging in Sourcing RFQ

Isupplier Login Page -

ORACLE

User Name
KIRITIK@GLOBAL.COM

Password
.....

Login Cancel

[Login Assistance](#)

[Register here](#)

Accessibility
None

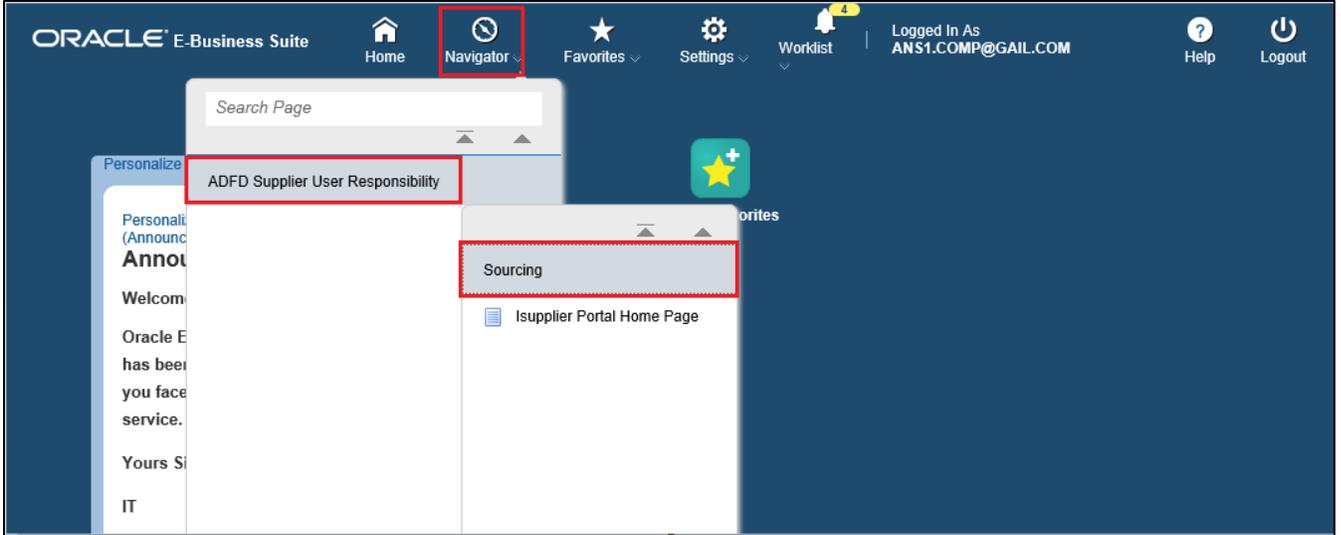
Language
English

Login Page may get change due to upgrades.

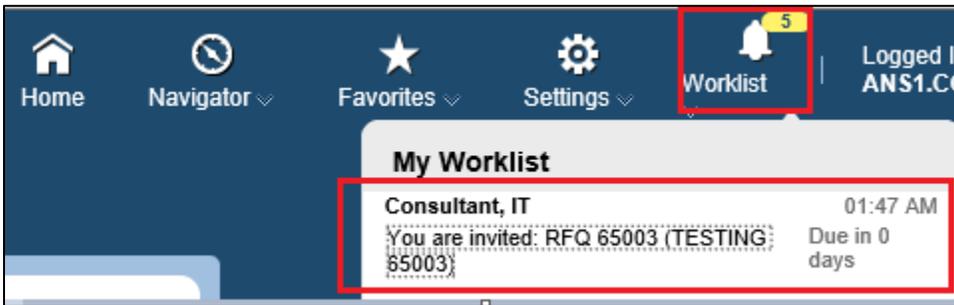
The Login screen is displayed.

- 1- Enter assigned value in the User Name field.
- 2- Enter assigned value in the Password field.
- 3- Click the Login button.

Click on Navigator and select “**ADFD Supplier User Responsibility**” and then select “**Isupplier Portal Home Page**”.



- Go to **Worklist** to check for the RFQ Invitation Notification. The same RFQ Invitation will also be received by the “supplier user” in their respective email id.



- Click on the Notification to check the same with more details.

You are invited: RFQ 65003 (TESTING 65003) Yes No

From Consultant, IT Company Default enterprise name
 To ANS1 COMPANY Title TESTING 65003
 Sent 27-Jun-2020 01:47:35 Number 65003
 Due 28-Jun-2020 01:06:16
 ID 5448980

Negotiation Preview June 27, 2020 01:47 am Dubai
 Negotiation Open June 27, 2020 01:47 am Dubai
 Negotiation Close June 28, 2020 01:06 am Dubai
 Supplier ANS1 COMPANY
 Supplier Site ANS1 COMPANY, 8389938, 098309AE

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

| Num | Action Date | Action | From | To | Details |
|-----|----------------------|--------|----------------|--------------|---------|
| 1 | 27-JUN-2020 01:47:35 | Submit | Consultant, IT | ANS1 COMPANY | |



● Review the RFQ Details

Supplier user will first go through the technical and line level requirements. After reviewing all the information, supplier user will create the quote or create response.

Step 1: Go to “Your Company’s Open Invitation” and click on the RFQ Number.

Negotiations

Search Open Negotiations Title

Welcome, ANS1 COMPANY.

Your Active and Draft Responses

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

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

Your Company's Open Invitations

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|---------------|------|---------------------|
| ANS1 COMP | 65003 | TESTING 65003 | RFQ | 22 hours 26 minutes |

Quick Links

Manage **View Responses**

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Step 2: Review the Technical Requirement under “Header Level”.

Negotiations

Negotiations > **RFQ: 65003**

Actions Acknowledge Participation

Title TESTING 65003
Status Active (Locked)
Time Left **22:24:14**

Open Date 27-Jun-2020 01:47:33
Close Date 28-Jun-2020 01:06:16

Header Lines Controls Contract Terms

Buyer Consultant, Mr. IT
 Two-Stage RFQ
Quote Style Sealed
Description

Outcome Standard Purchase Order
Event

Terms

Bill-To Address [Head Office](#)
Ship-To Address [Head Office](#)
FOB

Payment Terms
Carrier
Freight Terms





- Click on Line to check more details about the Line.

Negotiations > RFQ: 65003 >
Line: 1 (RFQ 65003)

| | | | |
|-----------------|----------------------------------|-----------------|----------------------|
| Item | | Currency | AED |
| Rev | | Price Precision | Any |
| Description | Requirement for advanced tablets | Start Price | |
| Category | IT section Expenses Budget Test | Target Price | 200 |
| Unit of Measure | Each | Need-By From | 30-Jun-2020 10:59:00 |
| Quantity | 50 | Need-By To | |
| Ship-To Address | Head Office | | |
| Quantity | 50 | | |

Notes and Attachments

Note to Suppliers

| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ | Last Updated ^ | Usage ^ | Update | Delete |
|---------------------------|--------|---------------|-------------|-------------------|----------------|----------|--------|--------|
| Line Level Attachment.txt | File | | To Supplier | IT.CONSULTANT | 27-Jun-2020 | One-Time | | |

[Return to RFQ: 65003](#)

- Click on “Return to RFQ” to go back again to RFQ page.

Step 4: Review “Controls”.

Header Lines **Controls** Contract Terms

Schedule

| | | | |
|--------------|----------------------|------------|----------------------|
| Preview Date | 27-Jun-2020 01:47:33 | Open Date | 27-Jun-2020 01:47:33 |
| Close Date | 28-Jun-2020 01:06:16 | Award Date | |

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' contract terms, notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
 - Suppliers are allowed to submit Multiple Active Responses
- Allow Quote Withdrawal
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Allow Alternate Lines on Supplier Responses
- Allow Staggered Awarding



Step 5: Review Contract Terms.

Header Lines Controls **Contract Terms**

Preview Contract Terms

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

| Deliverable Name | Deliverable Type | Responsible Party | Party Name | Contact |
|------------------------|------------------|-------------------|------------|---------|
| No Deliverables exist. | | | | |

- Click on “Preview Contract Terms” to download the Contract Terms and Condition copy.

Header Lines Controls **Contract Terms**

Preview Contract Terms

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

| Deliverable Name | Deliverable Type | Responsible Party | Party Name | Contact |
|------------------------|------------------|-------------------|------------|---------|
| No Deliverables exist. | | | | |

Do you want to open or save 65003_US_CONTRACT.pdf from ...

Open Save Cancel

Note –

1. It is not necessary that ADFD will put contract terms. It basically depends on the Nature of ADFD's Purchase.



- Create Quote

Supplier User would require to create a quote after reviewing all the information of RFQ.

Step 1: Select Action as “Create Quote” and click on “Go”.

The screenshot shows the 'Negotiations' page for RFQ: 65003. The 'Actions' dropdown menu is set to 'Create Quote', and the 'Go' button is highlighted with a red box. The page also displays the following information:

| | | | |
|-----------|-----------------|------------|----------------------|
| Title | TESTING 65003 | Open Date | 27-Jun-2020 01:47:33 |
| Status | Active (Locked) | Close Date | 28-Jun-2020 01:06:16 |
| Time Left | 21:35:30 | | |

At the bottom, there are tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'.

Step 2: Accept the Terms and Conditions.

- System will first ask you to acknowledge the RFQ. After going through the information under Terms and Condition.
- Select the checkbox “I have read and accepted the Terms and Conditions” and then click on “Apply”.

The screenshot shows the 'Terms and Conditions' dialog box. The title 'Terms and Conditions' is highlighted with a red box. The dialog contains the text: 'The following terms and conditions must be accepted before a quote is placed in this RFQ.' Below this, there is a scrollable area with the text 'Abu Dhabi Fund For Development terms and condition'. A red arrow points to the scroll bar on the right side of the dialog. At the top right, there are 'Cancel' and 'Accept' buttons.



Attachments

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. | | | | | | | | | |

I have read and accepted the terms and conditions

Step 3: Fill the Technical Requirements.

Negotiations

Negotiations > RFQ: 65003 >

Create Quote: 31006 (RFQ 65003)

Title TESTING 65003 Time Left **21:26:35**
 Two-Stage RFQ Close Date 28-Jun-2020 01:06:16

Header Lines

Supplier ANS1 COMPANY Quote Valid Until (27-Jun-2020 19:45:00)

Supplier Site ANS1 COMP - ANS1 COMPANY, 8389938, 098309AE Reference Number

RFQ Currency AED Note to Buyer

Quote Currency AED

Price Precision Any

Attachments

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

- Scroll Down and the fill the responses against the Technical requirement.

Requirements

Expand All | Collapse All

| Focus Title | RFQ Stage | Target Value | Quote Value | Weight |
|---|-----------|-------------------------------------|--------------------------------|--------|
| Requirements | | | | |
| Technical | Technical | | | 70 |
| Can you supply us Tablet for Size 250mm x 150mm? | Technical | 250mm x 150mm | 250mm x 150 mm | 20 |
| What would be the RAM of the Tablet? | Technical | Require 4 GB RAM | We can able to provide you 4GB | 20 |
| What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell) | Technical | Most Preferable - Huawei and Lenovo | Huawei Mate Pro | 30 |



Instruction to Fill Technical Round –

1. After reading the requirement, please check the “Target Value”. Target value is basically the expectation set by the ADFD against the requirement.
2. For every requirement, there is a decided “Weight”. If the weight of any requirement is more, then the importance of that requirement is also more. Make sure to answer those requirement precisely.
3. All the responses must be filled in the “Quote value” and the quote value must match nearly to the “Target Value”.

Step4: Crosscheck the “Contract Terms and conditions”.

- Click on “Preview Contract Terms” to check the Terms and conditions.

Contract Terms

Preview Contract Terms

Variables

| Details | Section | Clause | Variable | Description | Value |
|---------------------|---------|--------|----------|-------------|-------|
| No variables found. | | | | | |

Deliverables

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

| Deliverable Name | Due Date | Status | Alert | Update |
|------------------------|----------|--------|-------|--------|
| No Deliverables found. | | | | |

Step 5: Fill the “Quote Price” in the Lines.

- As per the “Target Price” please fill the “Quote Price”.

Negotiations >

Create Quote: 31006 (RFQ 65003)
[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title TESTING 65003 Time Left **20:46:10**
 Two-Stage RFQ Close Date 28-Jun-2020 01:06:16

Header **Lines**

| | | | | | | | |
|-----------------|-----|----------------|-----|--|--|--|--|
| RFQ Currency | AED | Quote Currency | AED | | | | |
| Price Precision | Any | | | | | | |

| Line | Ship-To | Rank | Start Price | Target Price | Quote Price | Unit | Target Quantity | Quote Quantity | Promised Date | Quote | Update | |
|------|----------------------|-------------|-------------|--------------|-------------|------|-----------------|----------------|---------------|-------------|------------------------------|--|
| 1 | Requirement for a... | Head Office | Sealed | | 200 | 195 | Each | 50 | 50 | 30-Jun-2020 | Yes <input type="checkbox"/> | |

Indicates more information requested. Click the Update icon.

Instruction to Fill “Line Level – Quote Price”.

1. Target price is the expected price set by ADFD. Supplier can quote more or less than the target price.



2. You cannot change the Quote Quantity as ADFD would expect you deliver full quantity otherwise you must not participate in the RFQ.
3. Promise date will let ADFD know about the delivery date for service or product.
4. If you want to send more information about the line, then click on "Update" and mention your information in "Note to Buyer" option.
5. You can put the attachment under "Update" option. Make sure to select the Category as "From Supplier: Commercial".

Step 6: Click on Continue, Review the Quote and click on Submit.

- Click on Continue.

Negotiations >

Create Quote: 31006 (RFQ 65003) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title TESTING 65003 Time Left **20:38:26**
 Two-Stage RFQ Close Date 28-Jun-2020 01:06:16

Header **Lines**

| Line | Ship-To | Rank | Start Price | Target Price | Quote Price | Unit | Target Quantity | Quote Quantity | Promised Date | Quote | Update | |
|------|----------------------|-------------|-------------|--------------|-------------|------|-----------------|----------------|---------------|-------------|--------|--|
| 1 | Requirement for a... | Head Office | Sealed | | 200 | 195 | Each | 50 | 50 | 30-Jun-2020 | Yes | |

Indicates more information requested. Click the Update icon.

- Review the Quote.

Negotiations >

Create Quote 31006: Review and Submit (RFQ 65003) Cancel Back Validate Save Draft Printable View Submit

Header

| | | | |
|-----------------|---------------|-------------------|----------------------|
| Title | TESTING 65003 | Time Left | 20:35:26 |
| Supplier | ANS1 COMPANY | Close Date | 28-Jun-2020 01:06:16 |
| Supplier Site | ANS1 COMP | Quote Valid Until | |
| RFQ Currency | AED | Reference Number | |
| Quote Currency | AED | Note to Buyer | |
| Price Precision | Any | | |

Attachments

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



Requirements

[Show All Details](#) | [Hide All Details](#)

| Details | Section | Weight | RFQ Stage |
|---------|-----------|--------|-----------|
| | Technical | 70 | Technical |

| Requirement | Target Value | Quote Value | Weight |
|---|-------------------------------------|-----------------------------|--------|
| Can you supply us Tablet for Size 250mm x 150mm? | 250mm x 150mm | 250mm x 150 mm | 20 |
| What would be the RAM of the Tablet? | Require 4 GB RAM | We can Provide you 4 GB RAM | 20 |
| What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell) | Most Preferable - Huawei and Lenovo | Huawei Mate Pro | 30 |

Contract Terms

[Preview Contract Terms](#)

Variables

| Details | Section | Clause | Variable | Description | Value |
|---------------------|---------|--------|----------|-------------|-------|
| No variables found. | | | | | |

Deliverables

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

| Deliverable Name | Due Date | Status | Alert |
|------------------------|----------|--------|-------|
| No Deliverables found. | | | |

Lines

Quote Total (AED) 9,750.00

| Line | Line | Ship-To | Start Price | Target Price | Quote Price Unit (AED) | Target Quantity | Quote Quantity | Line Total | Need-By Date | Promised Date | |
|----------------------------------|----------------------|------------------------|-------------|--------------|------------------------|-----------------|----------------|------------|--------------|----------------------------------|----------------------|
| <input checked="" type="radio"/> | Requirement for a... | 1 Requirement for a... | Head Office | | 200 | 195 Each | 50 | 50 | 9,750.00 | On or after 30-Jun-2020 10:59:00 | 30-Jun-2020 10:59:00 |

- Click on "Submit".

[Negotiations >](#)

Create Quote 31006: Review and Submit (RFQ 65003)

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

Title TESTING 65003
Supplier ANS1 COMPANY
Supplier Site ANS1 COMP
RFQ Currency AED
Quote Currency AED
Price Precision Any

Time Left **20:32:41**
Close Date 28-Jun-2020 01:06:16
Quote Valid Until
Reference Number
Note to Buyer



Negotiations

Negotiations >

Create Quote 31006: Review and Submit (RFQ 65003) [Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

Confirmation

Quote 31006 for RFQ 65003 (TESTING 65003) has been submitted.

[Return to Sourcing Home Page](#)

Supplier Site: ANS1 COMP
RFQ Current Status: Testing
Quote Current Status: Draft
Price Precision: Any

Attachments

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
|-------|------|-------------|----------|-----------------|--------------|-------|--------|--------|

Step 7: Click on “Return to Sourcing Home page” to check the Active Response under “Active and Draft Response”.

Negotiations

Search Open Negotiations

Welcome, ANS1 COMPANY.

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 |
|-----------------|-----------------|---------------|--------------------|---------------|------|---------------------|---------|-----------------|
| 31006 | Active | ANS1 COMP | 65003 | TESTING 65003 | RFQ | 20 hours 30 minutes | | 0 |

Your Company's Open Invitations

[Full List](#)

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|-------------------|--------------------|-------|------|-----------|
| No results found. | | | | |

Quick Links

Manage **View Responses**

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified and Withdrawn
- Awarded

Note –

1. When supplier will create a quote against the RFQ then the same RFQ will not be found in “Your Company’s Open Invitations.
2. RFQ will also be not found in “Your Company’s Open Invitations” when the RFQ is Closed or Amended.



▪ **How to Withdraw Quote:**

There can be scenario when the supplier user has committed some mistake in Technical or Line level requirement and the quote is already submitted. Then Supplier user has an option of “Withdraw Quote” which will allow them to change the values again and also allow them to submit the quote.

- This option will only available when the RFQ is still open. The moment the RFQ will get close, Supplier user will not able to find “Withdraw Quote” option.

Step 1: Click on the Response Number.

| 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 |
| 31006 | Active | ANS1 COMP | 65003 | TESTING 65003 | RFQ | 20 hours 18 minutes | | 0 |

Step 2: Select “Withdraw Quote” option from Actions and click on “Go”.

Negotiations > **Quote: 31006 (RFQ 65003)** Actions

Title **TESTING 65003**

Time Left 20 hours 17 minutes Close Date 28-Jun-2020 01:06:16

Quote Style Sealed Ranking Price Only

Quote Currency AED Supplier ANS1 COMPANY

Contact COMPANY, ANS1 Supplier Site ANS1 COMP

Suppliers' Quote Number Quote Valid Until

Quote Status Active

Note to Buyer

| Attachments | Title | Type | Description | Category | Last Updated | Usage | Update | Delete |
|-------------------|-------|------|-------------|----------|--------------|-------|--------|--------|
| No results found. | | | | | | | | |

Step 3: Mention the “Withdraw Reason” and click on “Submit”.

Negotiations > Quote: 31006 (RFQ 65003) >

Warning
This action will permanently withdraw the quote from the negotiation process and will be archived. An archived quote will not be eligible for evaluation or award

Withdraw Quote: 31006 (RFQ 65003)

* Withdrawal Reason



Negotiations > Quote: 31006 (RFQ 65003) >
Withdraw Quote: 31006 (RFQ 65003) Cancel Submit

* Withdrawal Reason: Need to make changes in the Technical Requirement.

Confirmation

Quote 31006 has been successfully withdrawn.

[Return to Previous page](#)

Step 4: Find the “Withdraw Quote” under “Disqualified and Withdraw Quote” option.

Your Company's Open Invitations

[Full List](#)

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|-------------------|--------------------|-------|------|-----------|
| No results found. | | | | |

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Negotiations >

Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: [Revise](#)

| | Response Number | Your Response Number | Status | Supplier Site | Negotiation Number | Title | Type | Event Title | Time Left | Reason |
|-----------------------|-----------------|----------------------|-----------|---------------|--------------------|---------------|------|-------------|---------------------|--|
| <input type="radio"/> | 31006 | | Withdrawn | ANS1 COMP | 65003 | TESTING 65003 | RFQ | | 20 hours 11 minutes | Need to make changes in the Technical Requirement. |

[Return to Negotiations](#)

Step 5: Revise or Create a New Quote again.

Revise -

- Select the Response Number and click on “Revise”.



Negotiations >

Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: **Revise**

| Response Number | Your Response Number | Status | Supplier Site | Negotiation Number | Title | Type | Event Title | Time Left | Reason |
|--|----------------------|-----------|---------------|--------------------|---------------|------|-------------|--------------------|--|
| <input checked="" type="radio"/> 31006 | | Withdrawn | ANS1 COMP | 65003 | TESTING 65003 | RFQ | | 20 hours 4 minutes | Need to make changes in the Technical Requirement. |

[Return to Negotiations](#)

- Do the changes and click on “Continue” and then “Submit”.

Create a New Quote –

- Click on “Negotiation Number” and select “Create Quote” from Actions.

Negotiations >

Disqualified and Withdrawn Responses

Disqualified and Withdrawn Responses

Select Response: **Revise**

| Response Number | Your Response Number | Status | Supplier Site | Negotiation Number | Title | Type | Event Title | Time Left | Reason |
|-----------------------------|----------------------|-----------|---------------|--------------------|---------------|------|-------------|---------------------|--|
| <input type="radio"/> 31006 | | Withdrawn | ANS1 COMP | 65003 | TESTING 65003 | RFQ | | 20 hours 11 minutes | Need to make changes in the Technical Requirement. |

[Return to Negotiations](#)

- Select “Create Quote” from Actions and click on “Go”.

Negotiations > Disqualified and Withdrawn Responses >

RFQ: 65003

Actions **Create Quote**

Title TESTING 65003
Status Active (Locked)
Time Left **19:55:41**

Open Date 27-Jun-2020 01:47:33
Close Date 28-Jun-2020 01:06:16

Header | Lines | Controls | Contract Terms

Note –

1. Withdraw and new quote creation responses data will be visible to the ADFD team. So make sure that your withdraw reason must match with the changes you are making in the quote.
2. It is suggested that Supplier must “Revise the Quote” instead of “Creating a new quote”.



- **List of Notification receive by Supplier**

Below is the list of notification which supplier will receive after supplier submit the Quote –

| Stage | Notification Name | Information |
|------------------|------------------------------|--|
| RFQ Close | RFQ Clod | This notification indicates that RFQ has been closed now and supplier will no more able to withdraw or revise the quote. |
| Technical Round | Two-Stage RFQ Complete | This notification will inform supplier whether there quote is qualified for the commercial round or not. |
| Commercial Round | Commercial Quote Disclose | The notification will reveal the Quote value submitted by other supplier. |
| Awarding | Award or Regret Notification | This notification will inform supplier whether they have been awarded or rejected for the RFQ. |

Note –

1. Supplier can also receive notification related to “Close Early” or “Extension” of RFQ.
 - **Close Early** when ADFD Team will close the RFQ early. The closure of RFQ will not let you withdraw or revise the quote.
 - **Extend RFQ** will revise the close date and supplier will get more time to submit their quote.
2. ADFD Team can amend the RFQ before closing it. So if supplier has submitted any quote, then they need to resubmit the quote again.



- Select "Acknowledge Participation" from Action and Click on "Go".

Negotiations

Negotiations >
RFQ: 66004-2

Actions Acknowledge Participation Go

Title TESTING 66004
Status Active (Locked)
Time Left 23:11:00

Open Date 27-Jun-2020 14:07:22
Close Date 28-Jun-2020 13:26:32

Header Lines Controls Contract Terms

- Select "Will your company participate?" as "Yes" and click on "Apply".

Negotiations

Negotiations > RFQ: 66004-2 >

Warning
Your company has already acknowledged participation for 66004-2. Either make modifications and press the Apply button, or press the Cancel button.

Acknowledge Participation (RFQ 66004-2) Cancel Apply

Supplier Site ANS1 COMP

Will your company participate? Yes No

Note to Buyer Yes we will participate in the Tendering.

▪ Create Quote for New Round

- Select "Create Quote" and click on "Go".

Negotiations

Negotiations >
RFQ: 66004-2

Actions Create Quote Go

Title TESTING 66004
Status Active (Locked)
Time Left 23:07:01

Open Date 27-Jun-2020 14:07:22
Close Date 28-Jun-2020 13:26:32

- Supplier again need to submit the Technical and Line details and submit the quote.



Step 1: Fill the "Header" level information.

Negotiations

Negotiations > RFQ: 66004-2 >

Create Quote: 31013 (RFQ 66004-2) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title TESTING 66004 Time Left **23:04:39**
 Two-Stage RFQ Close Date 28-Jun-2020 13:26:32

Header Lines

Supplier ANS1 COMPANY Quote Valid Until (27-Jun-2020 19:45:00)
 Supplier Site ANS1 COMP - ANS1 COMPANY, 8389938, 098309AE Reference Number
 RFQ Currency AED Note to Buyer
 Quote Currency AED
 Price Precision Any

Attachments

Add Attachment...

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

Requirements

Expand All | Collapse All

| Focus | Title | RFQ Stage | Target Value | Quote Value | Weight |
|-------|---|-----------|-------------------------------------|----------------------------|--------|
| | Requirements | | | | |
| | Technical | Technical | | | 70 |
| | Can you supply us Tablet for Size 250mm x 150mm? | Technical | 250mm x 150mm | 250 mm x 150 mm | 20 |
| | What would be the RAM of the Tablet? | Technical | Require 4 GB RAM | We can provide you 4GB RAM | 20 |
| | What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell) | Technical | Most Preferable - Huawei and Lenovo | Huawei Mate Pro | 30 |

Contract Terms Preview Contract Terms

Variables

| Details | Section | Clause | Variable | Description | Value |
|---------------------|---------|--------|----------|-------------|-------|
| No variables found. | | | | | |

Deliverables

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

| Deliverable Name | Due Date | Status | Alert | Update |
|------------------------|----------|--------|-------|--------|
| No Deliverables found. | | | | |



Step 2: Fill the "Line" level information.

- Put the Quote Price which must be equal or less than the start price.

Negotiations

Negotiations > RFQ: 66004-2 >

Create Quote: 31013 (RFQ 66004-2) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title TESTING 66004 Time Left **22:56:26**
 Two-Stage RFQ ? Close Date 28-Jun-2020 13:26:32

Header **Lines**

RFQ Currency AED Quote Currency AED
 Price Precision Any

Power Quote % Recalculate

| Line | Ship-To | Rank | Start Price | Target Price | Quote Price | Unit | Target Quantity | Quote Quantity | Promised Date | Quote | Update | |
|------|----------------------|-------------|-------------|--------------|-------------|------|-----------------|----------------|---------------|-------------|--------|----------------|
| 1 | Requirement for a... | Head Office | Sealed | 195 | 200 | 195 | Each | 50 | 50 | 30-Jun-2020 | Yes | ? |

? Indicates more information requested. Click the Update icon.

Step 3: Submit the quote.

- Click on "Continue".

Negotiations

Negotiations > RFQ: 66004-2 >

Create Quote: 31013 (RFQ 66004-2) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title TESTING 66004 Time Left **22:56:26**
 Two-Stage RFQ ? Close Date 28-Jun-2020 13:26:32

Header **Lines**

RFQ Currency AED Quote Currency AED
 Price Precision Any

Power Quote % Recalculate

| Line | Ship-To | Rank | Start Price | Target Price | Quote Price | Unit | Target Quantity | Quote Quantity | Promised Date | Quote | Update | |
|------|----------------------|-------------|-------------|--------------|-------------|------|-----------------|----------------|---------------|-------------|--------|----------------|
| 1 | Requirement for a... | Head Office | Sealed | 195 | 200 | 195 | Each | 50 | 50 | 30-Jun-2020 | Yes | ? |

? Indicates more information requested. Click the Update icon.

- Click on "Submit".

Negotiations

Negotiations > RFQ: 66004-2 >

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

Create Quote 31013: Review and Submit (RFQ 66004-2) Cancel Back Validate Save Draft Printable View Submit

Header

Title TESTING 66004 Time Left **22:53:09**
 Supplier ANS1 COMPANY Close Date 28-Jun-2020 13:26:32
 Supplier Site ANS1 COMP Quote Valid Until
 RFQ Currency AED Reference Number
 Quote Currency AED Note to Buyer
 Price Precision Any

Attachments