



# Supplier Guideline in ERP

Supplier Portal – Submission Response For Tender

# SIGN IN

SIGN IN  
ORACLE APPLICATIONS CLOUD

supplier\_user|

.....

Forgot Password

Sign In

English

ORACLE

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**Note:**  
You can choose your prefer language



# Select Supplier Portal



# SEARCH BY NEGOTIATION NUMBER OR USE (REQUIRING ATTENTION) FIELD

The screenshot shows the Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Negotiations' and a search box containing '319000056'. A callout box with a circled '1' points to the search box, containing the text 'Enter negotiation number or negotiation title'. Below the search bar, there is a 'Tasks' section with 'View Active Negotiations' and 'Manage Responses'. To the right, there is a 'Requiring Attention' donut chart showing 5 total items, with 1 in blue (Negotiation Responses) and 4 in green (Negotiations Closing Soon). A callout box with a circled '2' points to the chart, containing the text 'Refer to this box for all open negotiations'. To the right of the chart is a 'Recent Activity' section with a lightning bolt icon and the text 'No data available'. At the bottom, there is a 'Supplier News' section.

Supplier Portal

Search Negotiations Negotiation Number 319000056

Enter negotiation number or negotiation title

Tasks

Negotiations

- View Active Negotiations
- Manage Responses

Requiring Attention

5

1

4

■ Negotiation Responses ■ Negotiations Closing Soon

Recent Activity Last 30 Days

No data available

Refer to this box for all open negotiations

Supplier News



# Create Response



RFP: NHC/RFX/20000192

Currency = Saudi Riyal

**Title** Outsourcing

**Status** Active (Locked)

**Time Remaining** 9 Days 23 Hours

**Open Date** 20-09-2020 03:30 AM

**Close Date** 30-09-2020 03:30 AM

Time Zone Arabia Standard Time

Messages **Create Response** Actions Done

Click here to submit Offer

## Table of Contents

- Overview
- Requirements
- Lines

## Overview

**Title** Outsourcing  
**Synopsis**

**Unlocked By**  
**Unlocked Date**

**Buyer** Ramzy Ahmed

**Outcome** Purchase Order

**Unsealed By**  
**Unsealed Date**

**Attachments** 1903-Quotation Submission Guid (2 more...)

Expand All

▶ General

▶ Terms



# Overview Page

1 2 3 4  
Overv... Requir... Lines Review

Create Response (Proposal 262017): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20-09-2020 03:35 AM  
Time Zone Arabia Standard Time

Close Date 30-09-2020 03:30 AM

2  
Next To Proceed

Response Type  Primary  
 Alternate

Reference Number

Note to Buyer

Attachments None +

Title Outsourcing

Time Remaining 9 Days 23 Hours

General

Supplier Oracle systems LTD. CO.

Negotiation Currency SAR

Response Currency SAR

Price Precision 2 Decimals Maximum

Response Valid Until 03-10-2020 03:31 AM

1  
Enter quote  
Validity date



# Requirements Page – In Round 1 will be only for Participation Requirements



Next To Proceed **3**

Messages (1) Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20-09-2020 02:03 AM  
Time Zone Arabia Standard Time  
شركة الإنجاز للتجارة والمقاولات (إنجازكو) Supplier

Close Date: 02-09-2020 11:40 AM

Create Response (Proposal 268016): Requirements ?

Time Remaining 0 Seconds

## Section 1. مستندات شراء الكراسي

- \* 1. الرجاء ارفاق نموذج شراء الكراسي بعد التصيحه  
Attachments نموذج استلام كراسي v1.3.docx

**1**  a. Accept **Accept & Attach**

Comments

- \* 2. الرجاء ارفاق نسخة من الحوالة البيكيه، علماً بأن الحوالة يجب أن تكون من نفس حساب الشركة المدعوة للمنافسه

**2**  a. Accept **Accept & Attach**

Comments



# Attached the purchase from - bank transfer

Last Saved 20-09-2020 02:04 AM  
Time Zone Arabia Standard Time  
شركة الإسكان للتجارة والمقاولات (إنجازكو) Supplier

Time Remaining 0 Seconds

Close Date 02-09-2020 11:40 AM

## Section 1. مستندات شراء الكراسه

\* 1. الرجاء ارفاق نموذج شراء الكراسه بعد التعديل

Attachments v1.3.docx نموذج استلام كراسه

a. Accept

\* Response Attachments None +

Comments

\* 2. من الحواله البنكيه، طمأ بأن الحواله يجب أن يكون من نفس حساب الشركه المدعوه للمدافه.

a. Accept

Comments

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	1.png Update...	نموذج استلام الكراسه	نموذج استلام الكراسه	Ramzy Ahmed	20-09-2020 02:07 AM

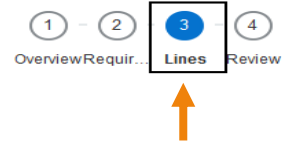
Rows Selected 1 Columns Hidden 1

OK Cancel





# IN THE 'LINES' SCREEN, YOU CAN ADD Amounts for Bank payment and delivery date is not mandatory



Messages (1) Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20-09-2020 02:03 AM  
Time Zone Arabia Standard Time  
Supplier شركة الإنجاز للتجارة والمقاولات (إنجازكو)

Create Response (Proposal 268016): Lines

Currency = Saudi Riyal

Time Remaining 0 Seconds

Close Date 02-09-2020 11:40 AM

Line	Description	* Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Main Infrastructure Works For Murcia 2		+	Projects.Constr...		5,300.00			5,300.00	01-04-2023

Grand Totals  
All response lines except alternate lines are included.  
Response Amount 5,300.00

Bank Payment ①

Not mandatory to fill the delivery date ②

# Messages Field can be used to Contact Procurement

Online Messages (RFP NHC/RFX/20000192) ?

Messages Respond by Spreadsheet Actions

Printable Page Done

Time Zone Arabia Standard Tim

Title Outsourcing

Time Remaining 9 Days 23 Hours

Status Active (Locked)

Close Date 30-09-2020 03:30 AM

Messages

Actions View Format + Freeze Detach

Subject

**Send Message** [X]

To NHC Enterprise

\* Subject

[Icons]

B I U S<sub>2</sub> S<sup>2</sup> [Icons]

\* Message

Attachments None +

Send Cancel

Status	From	To	Date
--------	------	----	------



# Review Page

Review Response: Proposal 262017 

Currency = Saudi Riyal

**Title** Outsourcing

**Time Remaining** 9 Days 23 Hours

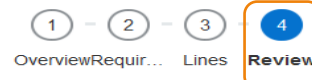
**Overview** Requirements Lines

← **VIEW THE QUOTE TOTAL PRICE, AND SPECIFICATIONS** ①

## General

**Supplier** Oracle systems LTD. CO.  
**Negotiation Currency** SAR  
**Response Currency** SAR  
**Price Precision** 2 Decimals Maximum  
**Response Valid Until** 03-10-2020 03:31 AM

**Response Type** Primary  
**Reference Number**  
**Note to Buyer**  
**Attachments** None



**REVIEW SCREEN**

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

**Close Date** 30-09-2020 03:30 AM

**CLICK SAVE AND SUBMIT**



Last Saved 20-09-2020 03:40 AM  
Time Zone Arabia Standard Time



After this you will receive Round 2 for the same negotiations

Search Negotiations

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Negotiations**
  - View Active Negotiations
  - Manage Responses
- Qualifications**
  - Manage Questionnaires
  - View Qualifications
- Company Profile**
  - Manage Profile

**Requiring Attention**

Category	Count
Schedules Overdue or Due Today	6
Business Classifications Expiring	1
<b>Total</b>	<b>7</b>

**Recent Activity**  
Last 30 Days

Negotiation invitations	1
Orders opened	3

**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**  
Please be sure your supplier profile is up to date



# Start Offer Submission as Per Slide # 5



Messages **Create Response** Actions Done

Time Zone: Arabia Standard Time

RFP: NHC/RFX/20000192-2

Currency = Saudi Riyal

**Title** Outsourcing  
**Status** Active (Locked)  
**Time Remaining** 9 Days 23 Hours

**Open Date** 20-09-2020 03:46 AM  
**Close Date** 30-09-2020 03:46 AM

### Table of Contents

- Overview
- Requirements
- Lines

### Overview

**Title** Outsourcing  
**Synopsis**  
**Unlocked By**  
**Unlocked Date**

- Expand All
- ▶ General
  - ▶ Terms

**Buyer** Ramzy Ahmed  
**Outcome** Purchase Order  
**Unsealed By**  
**Unsealed Date**  
**Attachments** SOW for outsourcing and formul (2 more...)



# IN THE OVERVIEW SCREEN, ENTER QUOTE VALIDITY DATE THEN, CLICK NEXT.

1 - 2 - 3 - 4  
Overv...Requir... Lines Review

Next To Proceed 2 ↓

Create Response (Proposal 262018): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20-09-2020 03:49 AM  
Time Zone Arabia Standard Time

Title Outsourcing

Close Date 30-09-2020 03:46 AM

Time Remaining 9 Days 23 Hours

General

Supplier Oracle systems LTD. CO.

Negotiation Currency SAR

Response Currency SAR

Price Precision 2 Decimals Maximum

Response Valid Until 03-10-2020 03:47 AM

1

Enter quote validity date

Response Type  Primary

Alternate

Reference Number

Note to Buyer

Attachments None +



# IN THE REQUIREMENTS SCREEN, ANSWER THE QUESTIONS & Attach Files

1 - 2 - 3 - 4  
Overview Requi... Lines Review

Next To Proceed 2

Create Response (Proposal 262018): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20-09-2020 03:51 AM  
Time Zone Arabia Standard Time

Close Date 30-09-2020 03:46 AM

1

Time Remaining 9 Days 23 Hours

## Section 1. مستندات العطاء

- \* 1. الرجاء إرفاق خطاب العرض  
 a. إرفاق  
\* Response Attachments None  ← **Attach File**
- \* 2. الرجاء إرفاق الضمان البنكي الابتدائي  
 a. إرفاق
- \* 3. الرجاء إرفاق العقد بعد تجميعه  
 a. إرفاق  
\* Response Attachments None  ← **Attach File**
- \* 4. الرجاء إرفاق الملفات الداعمة ( المواصفات الفنية - الجدول الزمني - المخططات وخلافه)  
 a. إرفاق  
\* Response Attachments None  ← **Attach File**
- \* 5. الرجاء إرفاق جداول الكميات بعد تعينه الأسعار وتجميعه  
 a. إرفاق  
\* Response Attachments None  ← **Attach File**



You are required to attach your (Offer letter - bid bond - contract - technical specifications - and bills of quantities)

Create Response (Proposal 262018): Requirements ?

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Last Saved 20-09-2020 03:51 AM  
Time Zone Arabia Standard Time

Time Remaining 9 Days 23 Hours

Close Date 30-09-2020 03:46 AM

Section 1. مستندات العطاء

- \* 1. الرجاء إرفاق خطاب العرض  
a. إرفاق  
\* Response Attachments Sourcing.ca
- \* 2. الرجاء إرفاق الضمان البنكي الابتدائي  
a. إرفاق  
\* Response Attachments None +
- \* 3. الرجاء إرفاق العقد بعد تهيئة  
a. إرفاق  
\* Response Attachments None +
- \* 4. صمد ( المواصفات الفنية - الجدول الزمني - المخططات وخلقه )  
a. إرفاق  
\* Response Attachments None +
- \* 5. الرجاء إرفاق جداول الكميات بعد تعينه الأسعار وتخطيطه  
a. إرفاق  
\* Response Attachments None +

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	2005808.pdf Update...	خطاب العرض	خطاب العرض	ahmad asha	20-09-2020 03:52 ...

Rows Selected 1 Columns Hidden 1

OK Cancel





# IN THE 'LINES' SCREEN, YOU CAN ADD Amounts for Proposed Lines, and Promised Delivery Dates Are mandatory

1 - 2 - **3** - 4  
Overview Requir... **Lines** Review

3

Messages (1) Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 20-09-2020 02:03 AM  
Time Zone Arabia Standard Time  
Supplier شركة الإنجاز للتجارة والمقاولات (إنجازكو)

Create Response (Proposal 268016): Lines

Currency = Saudi Riyal

Time Remaining 0 Seconds

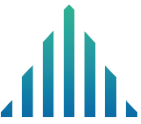
Close Date 02-09-2020 11:40 AM

Line	Description	* Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Main Infrastructure Works For Murcia 2		+	Projects.Constr...		5,300.00			5,300.00	01-04-2023

Grand Totals  
All response lines except alternate lines are included.  
Response Amount 5,300.00

Estimated price of the item

Expected delivery date



# Overview

Review Response: Proposal 262017 [?](#)

Currency = Saudi Riyal

**Title** Outsourcing

**Time Remaining** 9 Days 23 Hours

**Overview** Requirements Lines

← **VIEW THE QUOTE TOTAL PRICE, AND SPECIFICATIONS** ①

## General

**Supplier** Oracle systems LTD. CO.  
**Negotiation Currency** SAR  
**Response Currency** SAR  
**Price Precision** 2 Decimals Maximum  
**Response Valid Until** 03-10-2020 03:31 AM

**Response Type** Primary  
**Reference Number**  
**Note to Buyer**  
**Attachments** None

① - ② - ③ - ④  
OverviewRequir... Lines **Review**

↑  
**REVIEW SCREEN**

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Close Date 30-09-2020 03:30 AM

**CLICK SAVE AND SUBMIT**

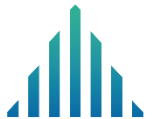
② ↓ ③ ↓  
Save Submit Cancel

Last Saved 20-09-2020 03:40 AM  
Time Zone Arabia Standard Time



# SUPPORT EMAILS

[vmp@nhc.sa](mailto:vmp@nhc.sa)



الشركة الوطنية للإسكان  
National Housing Company

— NHC —



**Thank You**