



دليل المستخدم لبوابة المشتريات

تسجيل الدخول على النظام (المستخدم الحالي)

A man and a woman are riding bicycles on a paved path in a park. The man is on the left, wearing a dark t-shirt and light-colored pants, riding a mountain bike. The woman is on the right, wearing a light-colored polo shirt and light-colored pants, riding a city bike. Both are wearing helmets and smiling. The entire image is overlaid with a blue tint. The text "Respond to qualification" is written in white, bold, sans-serif font across the middle of the image.

Respond to qualification

LOGIN

SIGN IN
ORACLE APPLICATIONS CLOUD

supplier_user|

.....

Enter Username

Enter Password

Forgot Password

Sign In

English

ORACLE

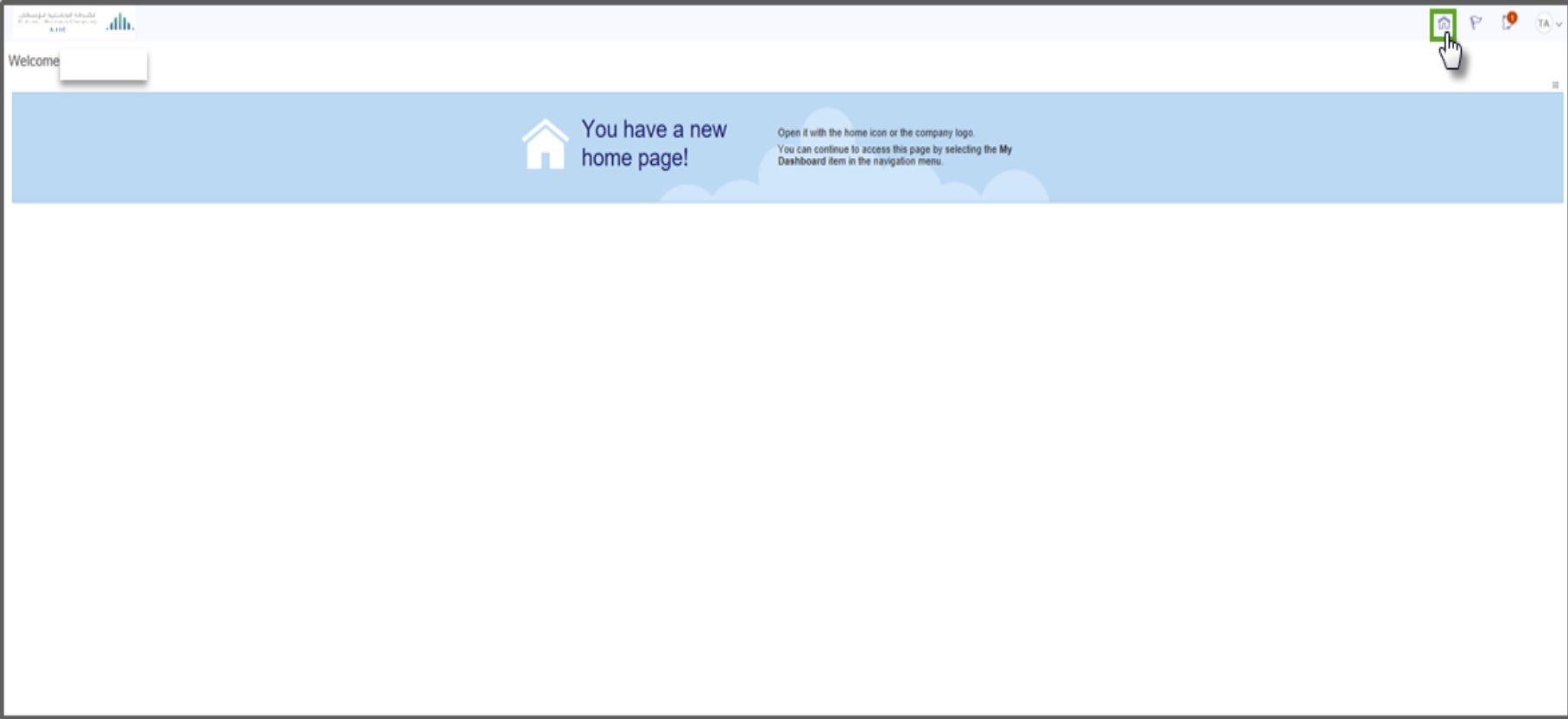
Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

Note:

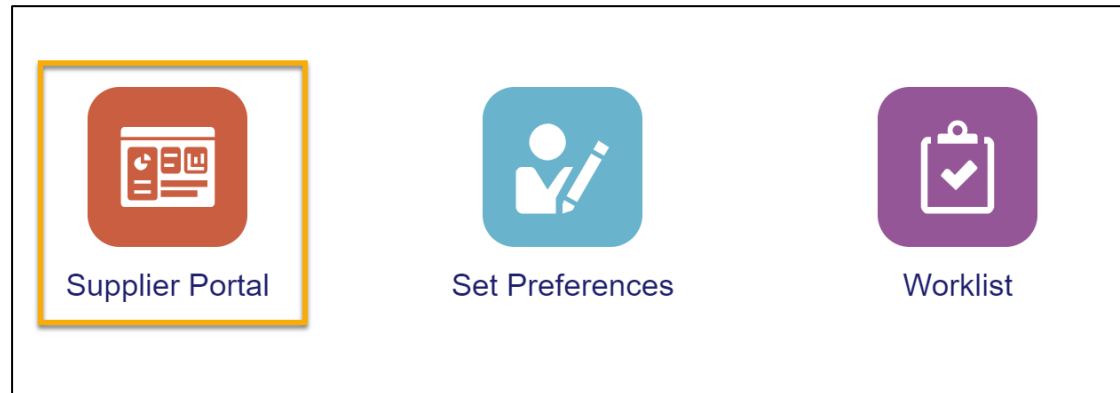
You can choose the desired language.



Click on home button



Open the “supplier portal” function



Click on “manage questionnaire” to view active questionnaire

Supplier Portal

Search Order Number

- Tasks
 - Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
 - Consigned Inventory
 - Review Consumption Advices
 - Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
 - Negotiations
 - View Active Negotiations
 - Manage Responses
 - Qualifications
 - Manage Questionnaires**
 - View Qualifications

Requiring Attention

Category	Count
Questionnaires	2
Invoices Overdue	17

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

Invoice Amount	3937	SAR
Invoice Price Variance Amount		SAR

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



Click “respond” to enter the questionnaire page after choose the questionnaire you should response to it

Manage Questionnaires Done

Search

**** Questionnaire Title**

**** Questionnaire**

**** Supplier Site**

Advanced **Manage Watchlist** Saved Search Requiring Attention ** At least one is required

**** Status** Not started;Draft;Resubmiss

**** Response Due Date** dd-mm-yyyy

**** Supplier Contact**

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap **Respond**

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
NHC/MM-IN/1900...	Certifications Update		Not started		
1 MOHC/MM-IN/20...	Test		Not started		

Columns Hidden 6





Also You will receive notifications that you are invited to respond questionnaire

BPM Worklist ahmad asha

Views Actions Me & My Group All Assigned

Title	Number	Creator	Assigned	Priority
You Are Invited to Respond to Questionnaire Test (MOHC/VM-IN/20000083)	429759	Ramzy Ahmed	24-06-2020 12:39 PM	3



You can Click on notifications then click on respond questionnaire to enter the questionnaire page

You Are Invited to Respond to Questionnaire Test (MOHC/MM-IN/20000083)

Dismiss

Details

Assignee	ahmad asha	Questionnaire Title	Test	Supplier	Oracle systems LTD. CO.
From	Ramzy Ahmed	Procurement BU	MOH - National Housing Company	Supplier Site	
Assigned Date	24-06-2020 12:39 PM	Response Due Date		Supplier Contact	ahmad asha
Expiration Date	24-07-2020 12:39 PM				
Task Number	429759				

Recommended Actions

- Respond to Questionnaire

Invitation

Greetings,

You are receiving this notification from company NHC Enterprise because you are the contact for supplier Oracle systems LTD. CO.. We have identified your company as one that our organization would like to further evaluate, and we hope you can provide us with information that will be useful in the evaluation process.

Access the questionnaire by following the recommended actions. We look forward to receiving your response.

If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this email address: r.ahmed@nhc.sa

Thank you.

Ramzy Ahmed



Now you should answer questions and upload your attachments

Questions Progress Section 1. Engineering Classification

Engineering Classification

* 1. Contractor Classification as per Ministry of Municipality (roads)
⚠ Attach your Contractor Classification certificate

a. CLASS -1

b. CLASS -2

c. CLASS -3

d. CLASS -4

e. CLASS -5 1

* Response Attachments Contractor 2

f. UnClassified

* 2. Contractor Classification as per Ministry of Municipality (water)
⚠ Attach your Contractor Classification certificate

a. CLASS -1

b. CLASS -2

c. CLASS -3 3

* Response Attachments 2 4

d. CLASS -4

e. CLASS -5

f. UnClassified



This is how to upload your attachment , choose (+) button then upload your requested file , enter title and description if needed

Response Attachments

Actions View **+** X

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	Capture.jpg Update...	Contractor		ahmad asha	24-06-2020 12:50 PM

Rows Selected 1 Columns Hidden **2**

OK



Complete answer questions and upload attachments

3. Contractor Classification as per Ministry of Municipality (electricity)

Attach your Contractor Classification certificate

- a. CLASS -1
- b. CLASS -2
- c. CLASS -3
- d. CLASS -4

e. CLASS -5

* Response Attachments electricity

f. UnClassified

4. Contractor Classification as per Ministry of Municipality (Landscape)

Attach your Contractor Classification certificate

- a. CLASS -1
- b. CLASS -2
- c. CLASS -3
- d. CLASS -4

e. CLASS -5

* Response Attachments landscape

f. UnClassified

5. Contractor Classification as per Ministry of Municipality (Buildings)

Attach your Contractor Classification certificate

a. CLASS -1

* Response Attachments Building



Click “save” then choose another area to answer

Respond to Questionnaire: Test

Save Save and Close Submit Cancel

Time Zone Arabia Standard Time
Last Saved 24-06-2020 12:59 PM

Questionnaire

Title	Test	Supplier	Oracle systems LTD. CO.	Status	Draft
Procurement BU	MOH - National Housing Company	Supplier Site		Due Date	
Requested By	Ramzy Ahmed	Responder	ahmad asha	Attachments	None

Questions

Engineering Classification

Progress Section

- 1. Engineering Classification (Completed)
- 1. Engineering Classification (Completed)
- 2. Consultation (Qualification Questionnaire)

Note:

You can view your progress as highlighted once it's completed that's mean you answer all questions



Answer another questions with the same steps

Questions Progress Section 1. Engineering Classification

Engineering Classification

1. Contractor Classification as per Ministry of Municipality (roads)
⚠ Attach your Contractor Classification certificate

- a. CLASS -1
- b. CLASS -2
- c. CLASS -3
- d. CLASS -4
- e. CLASS -5 1
- f. UnClassified

* Response Attachments Contractor 2

2. Contractor Classification as per Ministry of Municipality (water)
⚠ Attach your Contractor Classification certificate

- a. CLASS -1
- b. CLASS -2
- c. CLASS -3 3
- d. CLASS -4
- e. CLASS -5
- f. UnClassified

* Response Attachments 2 4



Click on save to save all your entered data

Respond to Questionnaire: Test

Save Save and Close Submit Cancel

Time Zone Arabia Standard Time
Last Saved 24-06-2020 01:01 PM

▲ Questionnaire

Title	Test	Supplier	Oracle systems LTD. CO.	Status	Draft
Procurement BU	MOH - National Housing Company	Supplier Site		Due Date	
Requested By	Ramzy Ahmed	Responder	ahmad asha	Attachments	None

Questions

Consultation Qualification Questionnaire

Progress Section 2. Consultation Qualification Questionnaire (Completed) ▾

Note:

You Now progress is completed



Click on "submit" to sent your response to vendor team for confirmation

Respond to Questionnaire: Test

Save Save and Close Submit Cancel

Time Zone Arabia Standard Time
Last Saved 24-06-2020 01:01 PM

Questionnaire

Title Test
Procurement BU MOH - National Housing Company
Requested By Ramzy Ahmed

Supplier Oracle systems LTD. CO.
Supplier Site
Responder ahmad asha

Status Draft
Due Date
Attachments None

Questions
Consultation Qualification Questionnaire

Progress

Section 2. Consultation Qualification Questionnaire (Completed)



Once your request is approved, you will get a confirmation notification

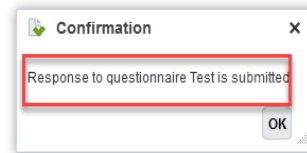
Manage Questionnaires

Search

** Questionnaire Title

** Questionnaire

** Supplier Site



Advanced Manage Watchlist Saved Search Requiring Attention

** Status Not started;Draft;Resubmit

** Response Due Date dd-mm-yyyy

** Supplier Contact

** At least one is required

Search Reset Save...

Search Results



Support Email

Vmp@nhc.sa





Thank You

2766 As Sahafah, Riyadh, 13321

nhc.sa

[Instagram](#) | [Facebook](#) | [Twitter](#) / [@saudinhc](#)

Copyright ©2021 – NHC, All rights reserved.