



## دليل المستخدم لبوابة المشتريات

تسجيل الدخول على النظام (المستخدم الحالي)

A man and a woman are riding bicycles on a paved path. 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 bicycle with a basket. Both are wearing helmets and smiling. The background shows trees and a building. The entire image has a blue tint.

**Submit a quotation online**

# LOGIN

SIGN IN  
ORACLE APPLICATIONS CLOUD

supplier\_user|

.....

Enter Username

Enter Password

Forgot Password

Sign In

English

ORACLE

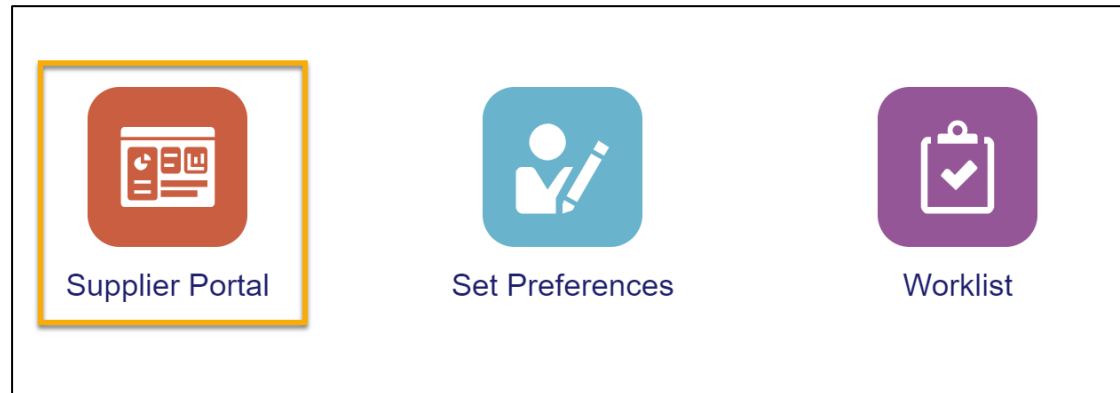
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## Note:

You can choose the desired language.



Open the “supplier portal” function





You can either search for a specific negotiation from the 'Search box', or refer to the 'Requiring Attention box' to find all opening negotiations

The screenshot shows the Supplier Portal interface for the National Housing Company (NHC). At the top, there is a search bar with a dropdown menu set to 'Negotiations' and a text input field containing '319000056'. A callout box points to this search bar with the text 'Enter negotiation number or negotiation title'. Below the search bar, there is a 'Tasks' section with two options: 'View Active Negotiations' and 'Manage Responses'. To the right of the tasks, there is a 'Requiring Attention' section featuring a donut chart. The chart shows 5 total negotiations, with 4 in green (Negotiations Closing Soon) and 1 in blue (Negotiation Responses). A callout box points to this chart with the text 'Refer to this box for all open negotiations'. Further right, there is a 'Recent Activity' section for the last 30 days, which displays 'No data available' with a lightning bolt icon. At the bottom of the page, there is a 'Supplier News' section.



After searching for negotiation, Click on 'Create Response' to create a quote for the negotiation

The screenshot displays the National Housing Company (NHC) procurement system interface. At the top left, the NHC logo and name are visible. The main header shows the RFQ ID: 319000056 and the currency: Saudi Riyal. A navigation bar at the top right includes icons for home, search, notifications (with a '2' badge), and user profile (SU). Below the header, a row of action buttons is shown: 'Messages', 'Create Response' (highlighted with a green box and a mouse cursor), 'Actions', and 'Done'. The main content area displays details for the RFQ: Title 'Maintanance and development', Status 'Active (Locked)', and Time Remaining '2 Days 6 Hours'. On the right side, it shows 'Open Date 24/03/19 08:27 PM', 'Close Date 27/03/19 08:22 PM', and 'Time Zone Arabia Standard Time'. A 'Table of Contents' sidebar on the left lists 'Overview', 'Requirements', and 'Lines'. The 'Overview' section is expanded, showing a 'Synopsis' and 'Unlocked By' field. On the right, additional details include 'Buyer Procurement\_user', 'Outcome Purchase Order', 'Unsealed By', 'Unsealed Date', and 'Attachments None'. At the bottom of the 'Overview' section, there are expandable sections for 'General' and 'Terms'.



In the overview screen, Enter quote validity date then, Click next

الشركة الوطنية للإسكان  
National Housing Company  
NHC

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

Create Response (Quote 11002): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 25/03/19 03:04 PM  
Time Zone Arabia Standard Time

Title Maintenance and development  
Close Date 27/03/19 08:22 PM  
Time Remaining 2 Days 5 Hours

General

Supplier Supplier Name  
Negotiation Currency SAR  
Response Currency SAR  
Price Precision 2 Decimals Maximum  
Response Valid Until 04/04/19 08:23 PM

Response Type  Primary  
 Alternate

Reference Number  
Note to Buyer  
Attachments None +

Enter quote validity date





In the Requirements screen, answer the questions, If you choose 'Yes' then adding a response attachment is 'Mandatory' Do the same for each question.

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

Create Response (Quote 11002): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 25/03/19 02:58 PM  
Time Zone Arabia Standard Time

Time Remaining 2 Days 5 Hours

Close Date 27/03/19 08:22 PM

Section 1. Technical Proposal

\* 1. Attach Technical Proposal - ارتفع العرض الفني -  
By selecting "Yes" you agree to the attached terms & conditions.  
Select yes to attach the technical proposal. *Don't include any commercial information.*  
Attachments T & C.docx

a. Yes  
 b. No

\* Response Attachments None +

Section 1. Technical Proposal

Section 1. Technical Proposal





## Submit a quotation online

You are required to attach your technical proposal, financial proposal and commercial proposal in the 3 different questions.





To add an attachment, Click on 'Actions'

The screenshot shows a software interface for creating a response. At the top, there are navigation steps 1, 2, 3, and 4. Step 2 is selected. Below the steps, there are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The 'Actions' button is highlighted. Below the buttons, there is a table with the following columns: 'File Name or URL', 'Title', 'Description', 'Attached By', and 'Attached Date'. The table contains one row with the following data: 'عرض. pptx', 'عرض. pptx', an empty field, 'Supplier User', and '25/03/19 03:28 PM'. The 'Actions' dropdown menu is open, showing 'Add' and 'Delete' options. The 'Add' option is highlighted with a green box. Below the table, there are buttons for 'OK' and 'Cancel'.

* File Name or URL	Title	Description	Attached By	Attached Date
عرض. pptx	عرض. pptx		Supplier User	25/03/19 03:28 PM





Go to the “Profile Certificates” section to make sure your certificates are up to date or attached. Click on the pencil to edit the certificate

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

### Create Response (Quote 14001): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 07/04/19 12:46 PM  
Time Zone Arabia Standard Time  
Supplier [REDACTED] CO.

Time Remaining 7 Days 23 Hours Close Date 15/04/19 12:40 PM

#### Section 3. Profile Certificates

Section 3. Profile Certifi...

1. COC Attribute 1
  - OtherBusiness Classification Details Other
2. Commercial Registration Number Attribute
  - Chamber of Commerce
  - OtherBusiness Classification Details 34343
3. Zakat Certificate
  - OtherBusiness Classification Details Other
- \* 4. **I guarantee that all my certificates are up to date**
  - a. Accept





Review the certificates, and update if needed or add more certificates if exist

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

Create Response (Quote 14001): Requirements Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

**Manage Business Classification Details: COC Membership** 07/04/19 12:46 PM  
bia Standard Time  
systems LTD. CO.

Actions View Format + X Freeze Detach Wrap

Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Current	Other	Other	348734		23/04/20				02/04/19

Columns Hidden 1

OK Cancel

Section 3. Profile Ce

- COC Attribute 1
  - OtherBusiness Classi
- Commercial Reg
  - Chamber of Commerce
  - OtherBusiness Classification Details 34343
- Zakat Certificate
  - OtherBusiness Classification Details Other
- \* 4. **I guarantee that all my certificates are up to date**
  - a. Accept



In the 'lines' screen, you can add the price and delivery date in addition, creating alternate

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

Create Response (Quote 11002): Lines

Currency = Saudi Riyal

Time Remaining 2 Days 4 Hours

Close Date 27/03/19 08:22 PM

Last Saved 25/03/19 03:41 PM  
Time Zone Arabia Standard Time

Actions View Format Freeze Detach Wrap

Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Total Score	Response Quantity	UOM	Line Amount	Promised Delivery Date
موقع البرنامج وتحديثه ...		+		MoH.WorkOrder...		546.00		4	Each	2,184.00	21/11/19

Rows Selected 1 Columns Hidden 8

Grand Totals

All response lines except alternate lines are included.

Response Amount 2,184.00



To create an alternate line or addition line, fill in the following fields.  
**Note that:** any field that contains a star is a 'Mandatory' field

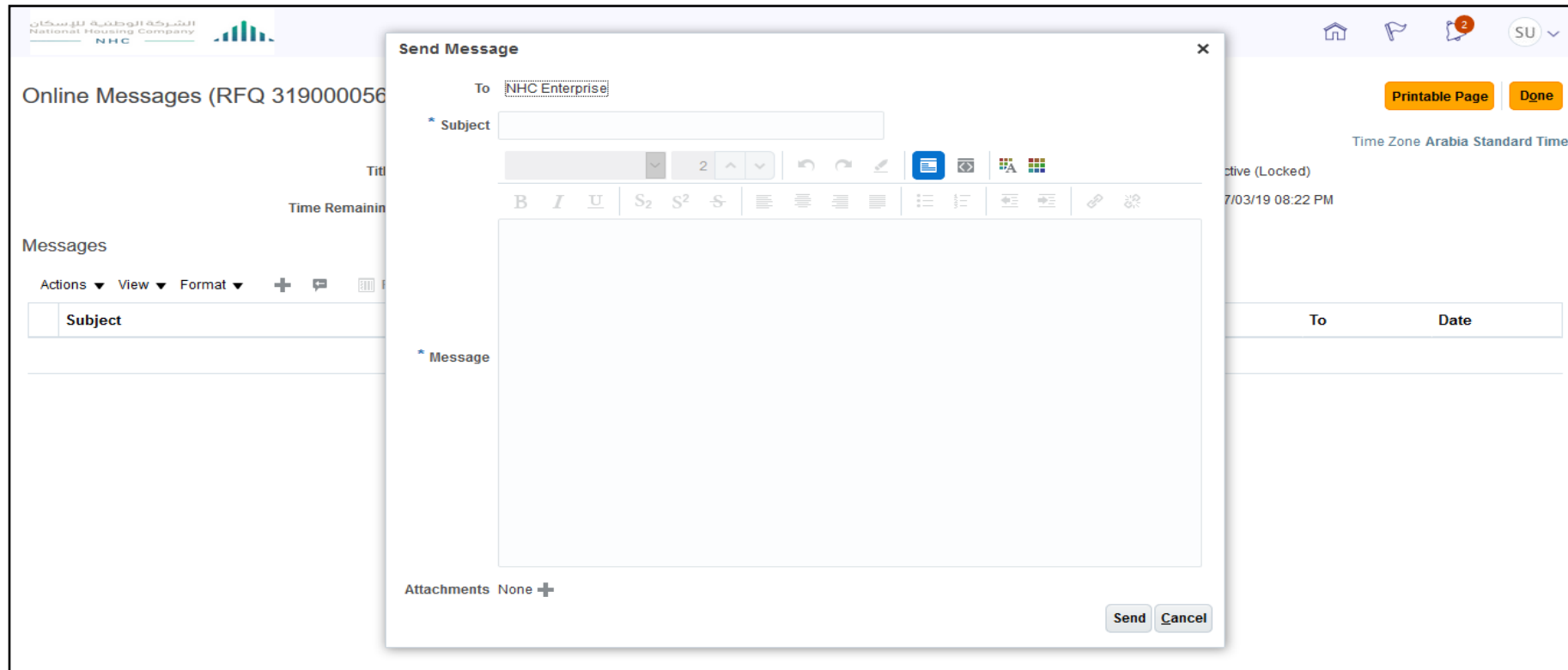
The screenshot displays the 'Lines: Edit Alternate Line: 1-1 (Quote 11002)' interface. The top navigation bar includes the NHC logo and user 'SU'. The main form area is divided into two columns. The left column contains the following fields: 'Negotiation Line' (1), 'Description' (ادارة وصيانة موقع البرنامج وتحديثه), '\* Alternate Line Description' (IOS development), 'Category Name' (MoH.WorkOrders.OtherServ.&Goods), 'Start Price', '\* Response Price' (20,000.00), 'Total Score', 'Target Quantity' (4), '\* Response Quantity' (2), and '\* UOM' (Each). The right column contains: 'Close Date' (27/03/19 08:22 PM), 'Location' (NHC Head Office), 'Requested Delivery Date' (21/11/19), 'Promised Delivery Date' (21/11/19), 'Note to Buyer' (empty text area), and 'Attachments' (None). At the top right, there are buttons for 'Messages', 'Save', 'Save and Close', and 'Cancel', along with a '1-1' dropdown menu and a 'Last Saved 25/03/19 03:50 PM' timestamp.

**Note:**  
Response price is the line unit price





You can use the 'messages' field to communicate with NHC procurement about any inquiries related to the RFX



Finally, In the review screen, you can view the quote total price, and specifications before submitting, then click save and submit

**Review Response: Quote 11002**

Currency = Saudi Riyal

Title Maintenance and development

Close Date 27/03/19 08:22 PM

Time Remaining 2 Days 3 Hours

Last Saved 25/03/19 04:37 PM  
Time Zone Arabia Standard Time

Overview Requirements Lines

**General**

Supplier	Supplier Name	Response Type	Primary
Negotiation Currency	SAR	Reference Number	
Response Currency	SAR	Note to Buyer	
Price Precision	2 Decimals Maximum		
Response Valid Until	04/04/19 08:23 PM	Attachments	None





## Support Email

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





# Thank You

2766 As Sahafah, Riyadh, 13321

[nhc.sa](http://nhc.sa).

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