

SUPPLIER PORTAL WORK INSTRUCTIONS

Abbreviations

QF – Qatar Foundation

ERP – QF’s internal Enterprise Resource Planning system

PD – QF Procurement Directorate

MFA – Multi Factor Authentication

OTP – One-Time Password

TOTP – Time-based OTP

IDCS – Oracle Identity Cloud Services

IDAM – Oracle Identity & Access Management

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Fusion Login Instructions

First Time Login to ERP


When a user is registered as a contact for the supplier with access to iSupplier portal, you will receive separate emails with your username and password. Please note that the password needs to be changed during the first login.

Registration Email


Qatar Foundation Supplier Collaboration Network: Confirmation of New User Creation Inbox x  

  Tue, Dec 6, 1:06 PM (8 days ago)   

to me ▾



Dear 






By accessing the supplier portal page, you agree to abide by [QF iSupplier user agreement](#) indefinitely until the user credentials are active in our database.

You have been registered with Qatar Foundation to access our Supplier Collaboration Network. You can [log on](#) with the UserName  and with the password that will be sent in a separate e-mail.


Please contact procurementrelations@qf.org.qa for any further assistance.

Thank You.
Qatar Foundation


Qatar Foundation Supplier Collaboration Network: New User creation – additional user credentials. Inbox x  

  Tue, Dec 6, 1:06 PM (8 days ago)   

to me ▾

Dear 

By accessing the supplier portal page, you agree to abide by [QF iSupplier user agreement](#) indefinitely until the user credentials are active in our database.

As a registered User with Qatar Foundation you can access our Supplier Collaboration Network by [logging on](#) with the Password  and the User Login received earlier in a separate e-mail.

When you first log on, you will be required to change password for security purposes. Please contact procurementrelations@qf.org.qa for any further assistance.

Thank You.
Qatar Foundation

Go to the ERP Application Login page - <https://suppliers.qf.org.qa/>

Login / Authentication



Step 1: Enter username that is received in Registration Email.

Step 2: Enter initial login Password

Step 3: Enter Captcha




Step 4: Click Sign In button

<div></div> <div><h3>Welcome!</h3></div> <div><input type="text" value="Email Id"/></div> <div>Forgot Password?</div> <div><input type="button" value="Next"/></div> <div><p>Qatar Foundation (QF) is a non-profit organization that works in education, research, and community development. Together with 50 entities under its umbrella, QF is driving regional innovation and entrepreneurship, fostering social development, and preparing our brightest minds to tackle tomorrow's biggest challenges today.</p></div>	<div><input type="password" value=""/></div> <div><input type="password" value=""/></div> <div>Forgot Password?</div> <div>Captcha</div> <div></div> <div><input type="text" value="F6R4Y4"/></div> <div><input type="button" value="Sign In"/></div> <div><p>OR</p>Back to Login</div>
---	--

Change Password

Step 1: Enter old password & new password twice.

Step 2: Click on Submit

<div><h3>Change Password</h3></div> <div><input type="password" value="Current Password"/></div> <div><input type="password" value="New Password"/></div> <div><input type="password" value="Confirm New Password"/></div> <div><input type="button" value="Submit"/></div> <div><p>OR</p>Back to Login</div>	<div><h3>Change Password</h3></div> <div></div> <div><p>Password Changed Successfully. You will be Redirected Soon..</p></div>
---	---

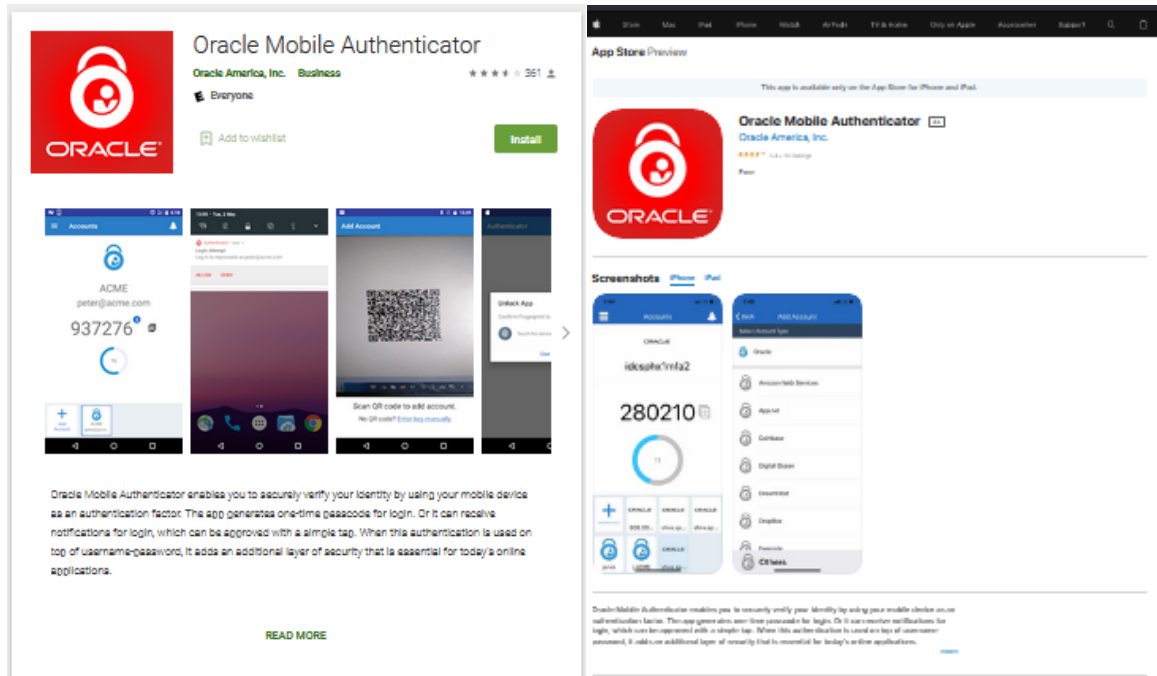
Setup MFA

Enabling 2-Step Verification

Select a Factor

Chose Any One of the above-mentioned methods.

Note: Download the Oracle Mobile Authenticator App from the App store for Time-Based OTP and Push Notification method

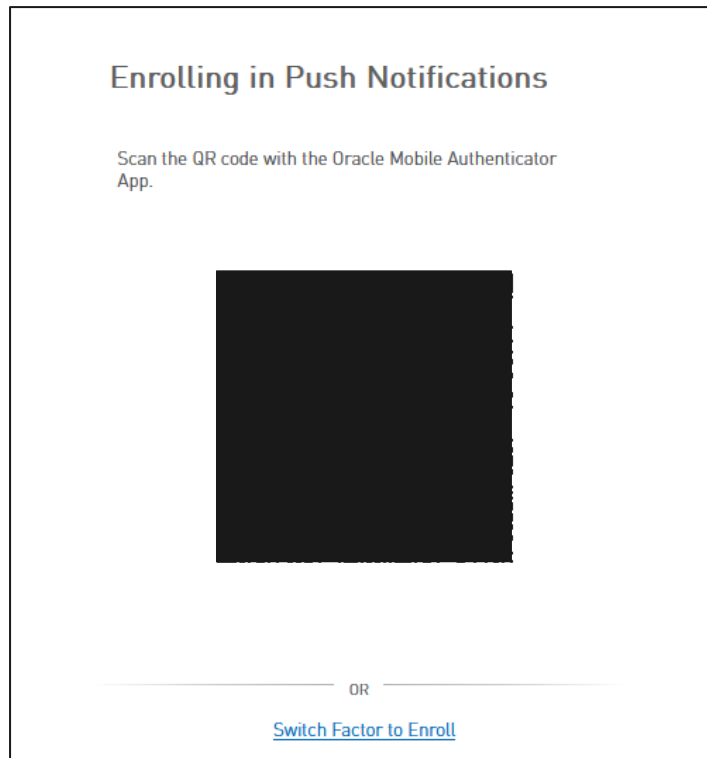


Push Notification Method

Step 1: Open the Oracle Mobile Authenticator App on Mobile.

Step 2: Click on Add Button in Oracle Authenticator App.

Step 3: Scan the QR Code which is visible on your login screen.



Time based OTP (TOTP) Method

Step 1: Open the Oracle mobile Authenticator app on mobile.

Step 2: Click on Add Button In authenticator app.

Step 3: Scan QR code which is visible on your login screen

Step 4: Type the Time-based OTP

Step 5: Click on Enroll Button



Enrolling in Time-based OTP

Scan the QR code with the Oracle Mobile Authenticator App.

Then enter the code you see on your phone's screen in the field below.



Time-based OTP Code

Enroll

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

[Switch Factor to Enroll](#)



OTP over SMS Method

Step 1: Select Country

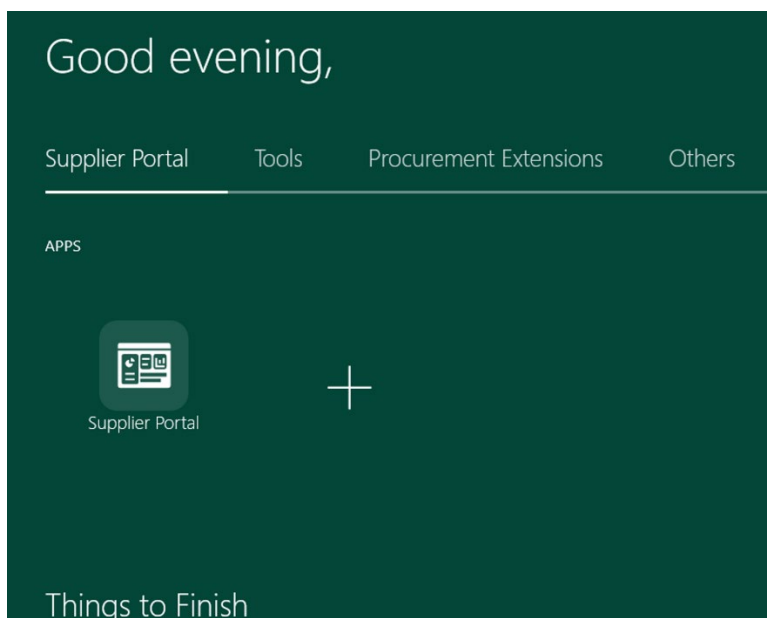
Step 2: Enter Mobile Number and click on Enroll

Step 3: Enter OTP Received on Mobile Number

Step 4: Click On Verify

Enrolling in OTP over SMS	Verifying OTP
<p>Please enter mobile number to send SMS</p> <p>Country Code: <input type="text" value="Algeria (+213)"/></p> <p>Mobile Number <input type="text"/></p> <p><input type="button" value="Enroll"/></p> <p>Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa if any Country Code is Incorrect.</p> <p>OR</p> <p>Switch Factor to Enroll</p>	<p>Please enter OTP code sent to +91XXXXXXXX470</p> <p>OTP <input type="text"/></p> <p><input type="button" value="Verify"/></p> <p>Did not get the SMS? Resend SMS</p> <p>Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.</p> <p>OR</p> <p>Switch Factor to Enroll</p>

User redirected to Fusion console



Second Time Login

Go to the ERP Application Login page - <https://suppliers.qf.org.qa/>



Login / Authentication

Step 1: Enter username received in Registration Email.

Step 2: Enter the New Password (set during the first-time login)

Step 3: Enter Captcha

Step 4: Click Sign In button

Welcome!

Email Id

[Forgot Password?](#)

Next

Qatar Foundation (QF) is a non-profit organization that works in education, research, and community development. Together with 50 entities under its umbrella, QF is driving regional innovation and entrepreneurship, fostering social development, and preparing our brightest minds to tackle tomorrow's biggest challenges today.

Password

[Forgot Password?](#)

Captcha

F6R4Y4

Change

F6R4Y4

Sign In

OR

[Back to Login](#)

Verify MFA

Verify Your Identity using enrolled method

- Using Push Notification

Step 1: Accept Push Notification on Mobile Authenticator

Verifying Push Notification

Notification sent to the authenticator app on the following mobile device:

You must approve it for moving forward.

☐ Set this factor as preferred

☐ Trust this device for 14 days.

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

Choose an alternative authentication method:

TOTP USE THE CODE GENERATED BY THE AUTHENTICATOR APP ON MIA1

SMS SEND A CODE TO MOBILE NUMBER +91XXXXXXX470



- **Using TOTP**

Step 1: Enter OTP Displayed on Mobile Authenticator

Step 2: Click On Verify

Verifying Time-based OTP

Please enter Time-based OTP as displayed in

Time-based OTP Code

☐ Trust this device for 14 days.

Verify

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

[Use an alternative authentication method](#)

- **Using OTP over SMS**

Step 1: Enter OTP Received on Mobile Number

Step 2: Click On Verify

Verifying Push Notification

Notification sent to the authenticator app on the following mobile device:
MI A1

You must approve it for moving forward.

☐ Set this factor as preferred

☐ Trust this device for 14 days.

Note: Kindly contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa in case of any difficulties.

OR

Choose an alternative authentication method:

TOTP

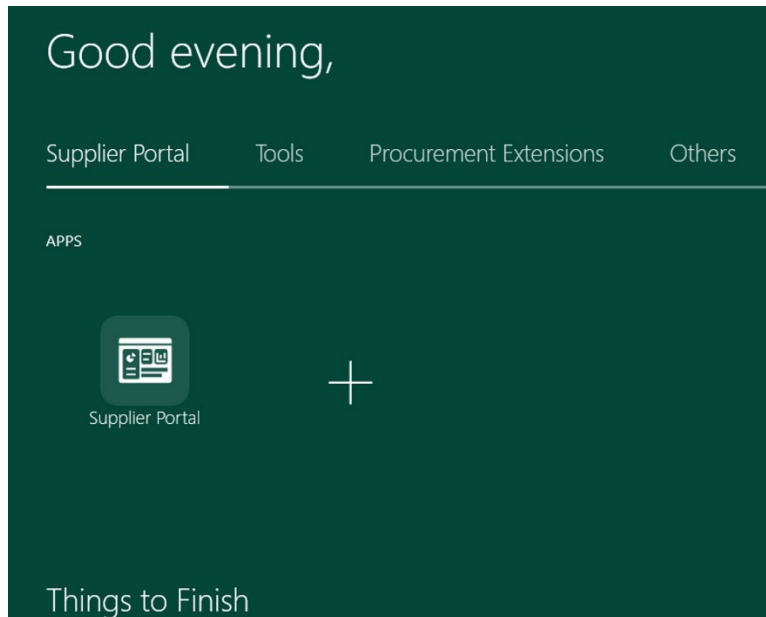
USE THE CODE GENERATED BY THE AUTHENTICATOR APP ON MI A1

SMS

SEND A CODE TO MOBILE NUMBER +91XXXXXXXXX470



User redirected to Fusion console



IDCS Login (Multiple Application Access)

- User visits the URL: <https://login.qf.org.qa/>



IDCS Login / Authentication

Step 1: Enter username received in Registration Email.

Step 2: Enter your Password

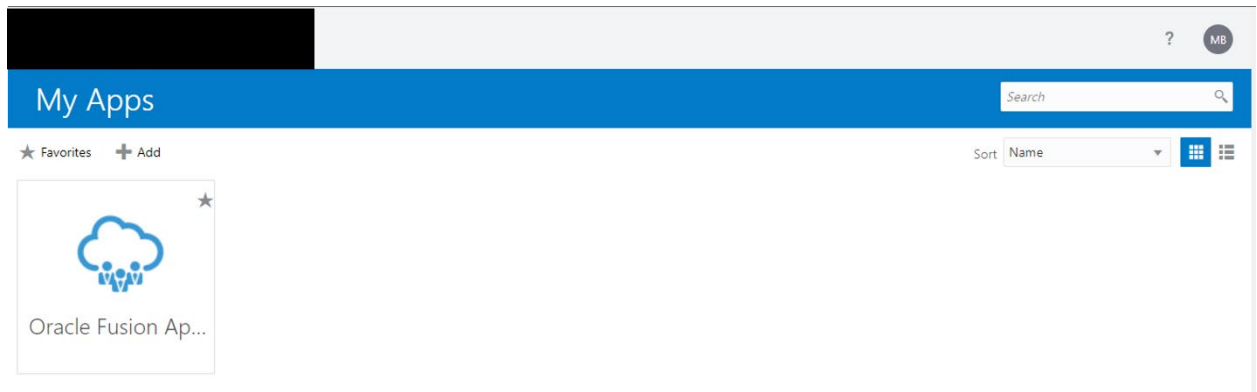
Step 3: Enter Captcha

Step 4: Click Sign In button

 Welcome! Email Id <input type="text"/> Forgot Password? <input type="button" value="Next"/> <p>Qatar Foundation (QF) is a non-profit organization that works in education, research, and community development. Together with 50 entities under its umbrella, QF is driving regional innovation and entrepreneurship, fostering social development, and preparing our brightest minds to tackle tomorrow's biggest challenges today.</p>	<input type="password"/> Password Forgot Password? Captcha  Change <input type="text" value="F6R4Y4"/> <input type="button" value="Sign In"/> OR Back to Login
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IDCS My Apps Page



Users can view the application tiles that they have access to. Click on the relevant tile to access that application.

Multi Factor Authentication (MFA)

Add MFA Options

Login to IDCS (click on the below URL)

- URL: <https://login.qf.org.qa/>

IDCS Login / Authentication

Step 1: Enter username that is received in Registration Email.

Step 2: Enter your Password

Step 3: Enter Captcha

Step 4: Click Sign In button



Go to My Profile

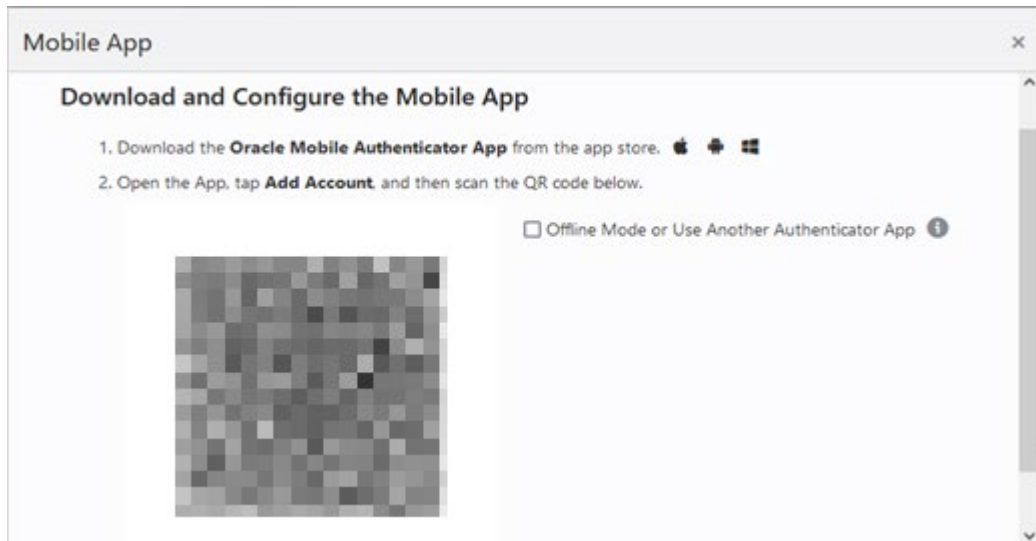
Go to Security Section

Configure MFA

Configure option will be visible for the MFA Factors, which have not been configured yet.

Note: As shown in the screenshot the SMS OTP option was already configured so there is configure button only for Mobile App,

Scan the QR Code using Oracle Mobile Authenticator



Configure Mobile Number for SMS OTP

Reset Password

Step 1: Visit this Fusion login URL: <https://suppliers.qf.org.qa/>

Step 2: Click on forgot password.




Step 3: Enter your Email id

Step 4: Click on Next. Password reset mail is sent to the mail id provided.

<p>Forgot your Password?</p> <p>Please, enter Email Id for password reset.</p> <p>Email Id <input type="text"/></p> <p><input type="submit" value="Submit"/></p> <p>OR</p> <p>Back to Login</p>	<p>Forgot your Password?</p> <p>Password reset email has been sent for username: [REDACTED]</p> <p>If you don't receive an email, this could mean you signed up with a different email address.</p> <p>Incorrect UserName? Fix UserName</p> <p>Did not get the email? Resend email</p>
---	--

Step 5: Click on Password Reset Link in email.



Dear [REDACTED]

On [REDACTED] you requested to reset your password. You must reset your password by clicking on below password reset button.

[Password Reset](#)

Details

If the [Password Reset](#) link doesn't work, please copy and paste the following URL into the address bar of your browser:

[REDACTED]

Important: This link will expire on Friday, December 16, 2022 8:20:55 AM AST. Also, if you don't recognize this message, please contact IT Service Desk at +974 4454 0070 or send an email to itsupport@qf.org.qa.

Regards,
QF Identity Administrator



The screenshot shows a web form for resetting a password. At the top, there is a small Qatar Foundation logo and a black rectangular box. Below this, the heading "Reset your password" is followed by the instruction "Set a password for your user account." The form contains two input fields: "New Password" and "Confirm New Password". At the bottom of the form is a blue button labeled "Reset Password".

Step 6: Enter New Password

Step 7: Confirm New Password

Step 8: Click on Reset Password

Reset MFA

Step 1: Send an email to QF ITSC (itsupport@qf.org.qa) requesting to reset MFA.

Step 2: ITSC will raise a ticket and will be assigned to IDAM Team

Step 3: MFA factor would be Reset.

Step 4: In the next login the user can setup the MFA with the new mobile number or with a different device using Oracle Mobile Authenticator Application. Check the "[Add MFA Options](#)" section above for the detailed steps.

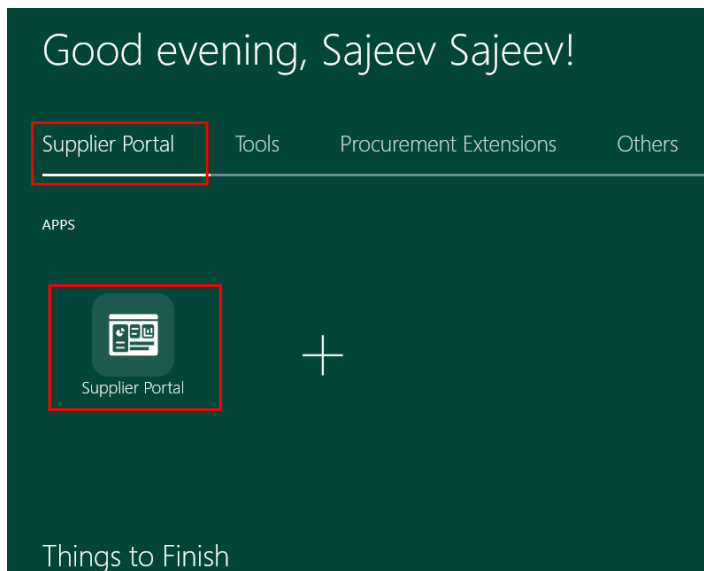


Supplier Profile Change

This section covers guidelines for changing supplier profile information. The process involves the below steps.

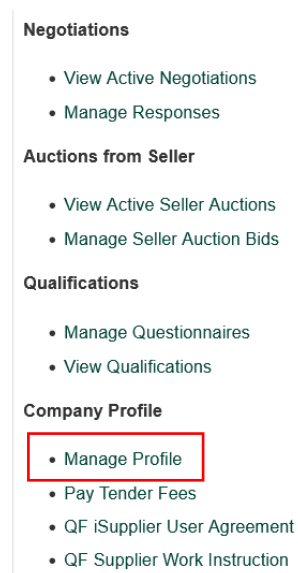
Step 1

Click on the “**Supplier Portal**” tab.



Step 2

Under the “**Company Profile**” tab, click on “**Manage Profile**”.



Step 3

Click “**Edit**” at the top right-hand corner of the succeeding page.

Company Profile ②

Edit Done

Last Change Request 37008
Request Status Canceled

Requested By vasu, sujesh
Request Date 01-Dec-2022

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY
Supplier Number 199
Supplier Type Local Profit-SME

Tax Organization Type Corporation
Status Active
Attachments None

A warning message will appear before getting into the edit page, Click “Yes.”

Company Profile ② Edit Done

Last Change Request 37008 Request Status Canceled Requested By vasu, sujesh Request Date 01-Dec-2022 Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY
Supplier Number 199
Supplier Type Local Profit-SME

Attachments None

Warning
POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?
Yes No

Step 4

On the “Edit Profile Change Request” page, click the “Contacts” tab.

Edit Profile Change Request: 44007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + - Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
UAT_Travel Accounts01@mannai...					✓	Active
Aguinaldo, Poala Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.co...	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✓	Active
Ahmed, Gayaz		UAT_Gayaz.Ahmed@mannai.com.qa			✓	Active

Step 5

Create or edit contacts on the following page by clicking on the relevant icons.

Edit Profile Change Request: 44007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
UAT_Travel Accounts01@mannai...					✓	Active
Aguinaldo, Poala Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.co...	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✓	Active
Ahmed, Gayaz		UAT_Gayaz.Ahmed@mannai.com.qa			✓	Active

Step 6

In Create contact page, Enter First and Last name, and provide contact information like Email, Mobile, and Phone number.

Assign contact addresses and enable 'Request user account' if need access to the supplier portal for this contact person, then click "OK"

Create Contact

Salutation

* First Name Abdul

Middle Name

* Last Name Khadar

Job Title

Administrative contact

Phone

Mobile

Fax

Email abkhadar@mannai.com

Status Active

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
DOHA	P.O.Box: 76,Building No. 72, Zone – 57,East Industrial Stre...		Ordering, Remit to	Active

Columns Hidden 5

User Account

☒ Request user account

Create Another OK Cancel

Step 7

Enter the change description, then click the "Review Changes" button at the upper right-hand corner of the page.

Edit Profile Change Request: 44007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Request for new contact person and user information

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
UAT_Travel Accounts01@mannai...					✓	Active
Aguinaldo, Poala Ernest	Sr. Admin. Asst.	UAT_Poala Aguinaldo@mannai.co...	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✓	Active

Step 8

Verify all the details, then click “Submit”.

Review Changes

Edit Submit Cancel

Change Description

Request for new contact person and user information

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+	Khadar, Abdul	abkhadar@mannai.com				Active	

Columns Hidden 7

Step 9

The system will display a message confirming the change has been submitted for approval Click “OK”.

Company Profile ?

Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 44007

Request Status Pending Approval

Requested By vasu, suresh

Request Date 10-Dec-2022

Change Description Request for new contact person and user information

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY

Supplier Number 199

Supplier Type Local Profit-SME

Confirmation
Your profile change request 44007 was submitted for approval.
OK

Attachments None

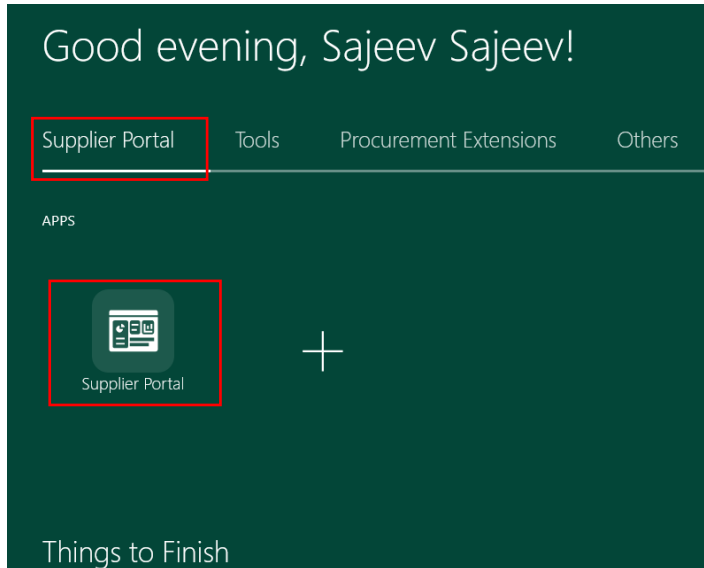


Manage Deliverables

This section covers guidelines to submit the deliverables. The process involves the below steps.

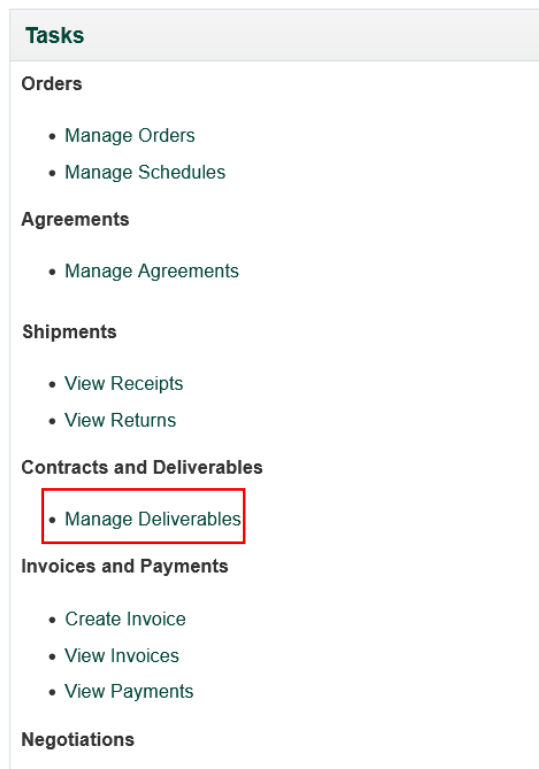
Step 1

Click on the “**Supplier Portal**” tab




Step 2





Under the “**Contracts and Deliverables**” tab, click on “**Manage Deliverables**”.



Step 3

In the “**Manage Deliverables**” page, you can search and review the details of deliverables under the search result.



Manage Deliverables ? Done

Search

Deliverable Name
Starts with

Status
Equals

Due Date
Equals
dd/mm/yyyy

Type
Equals

Document Type
Equals

Document Number
Starts with

Box

Search
Reset
Save...

Saved Search My Deliverables


Search Results





Actions View Format Freeze Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Resource Planning	Open	Contractual	Standard Purchase Order	10024	05/04/2022	UV Contracting Ltd
License details	Open	Contractual	Standard Purchase Order	10024	07/04/2022	UV Contracting Ltd
Project Plan	Submitted	Contractual	Standard Purchase Order	10020	10/04/2022	UV Contracting Ltd

Step 4

Select the line and click **Edit** to submit the deliverables.



Manage Deliverables ? Done

Search

Deliverable Name
Starts with

Status
Equals

Due Date
Equals
dd/mm/yyyy

Type
Equals

Document Type
Equals

Document Number
Starts with

Box

Search
Reset
Save...

Saved Search My Deliverables

Search Results

Actions View Format Edit Freeze Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Resource Planning	Open	Contractual	Standard Purchase Order	10024	05/04/2022	UV Contracting Ltd
License details	Open	Contractual	Standard Purchase Order	10024	07/04/2022	UV Contracting Ltd
Project Plan	Submitted	Contractual	Standard Purchase Order	10020	10/04/2022	UV Contracting Ltd

Step 5

In the “Edit Deliverables” page, click the **Attachments** tab.

Edit Deliverable: License details

Name License details

Type Contractual

Responsible Party Type External

External Party Name UV Contracting Ltd

External Party Contact UV Contact2

Internal Party Name Qatar Foundation

Internal Party Contact Natwar Rajawat

Requester

Status Open

Description

Notes

Details
Attachments
Status History

Due Date

Due Date 07/04/2022

Due Date Description

Period 1 Weeks

When After

Event Contract Active

Notifications

☒ Prior to due date

Period 3 Days

☒ On status change

☒ When deliverable is overdue

☐ Escalate after due date

Step 6

Click “Add (+)” button to attach the required files

Edit Deliverable: License details

Name License details

Type Contractual

Responsible Party Type External

External Party Name UV Contracting Ltd

External Party Contact UV Contact2

Internal Party Name Qatar Foundation

Internal Party Contact Natwar Rajawat

Requester

Status Open

Description

Notes

Details
Attachments
Status History

Actions **View** + ✕

Type	Category	* File Name or URL	Title	Description
No data to display.				

Save and Close **Cancel**

Step 7

Attach the required file and enter the Title and Description

Edit Deliverable: License details

Name License details

Type Contractual

Responsible Party Type External

External Party Name UV Contracting Ltd

External Party Contact UV Contact2

Internal Party Name Qatar Foundation

Internal Party Contact Natwar Rajawat

Requester

Status Open

Description

Notes

?

Details
Attachments
Status History

Actions ▾ View ▾ + X

Type	Category	* File Name or URL	Title	Description
File ▾	Miscellaneous ▾	License file.txt Update...	License-2022	License-2022

<
>

Rows Selected 1

Save and Close
Cancel

Step 8

Change the status to "Submitted" and Save

Edit Deliverable: License details

Name License details

Type Contractual

Responsible Party Type External

External Party Name UV Contracting Ltd

External Party Contact UV Contact2

Internal Party Name Qatar Foundation

Internal Party Contact Natwar Rajawat

Requester

Status Open

Description

Notes

?

Details
Attachments
Status History

Actions ▾ View ▾ + X

Type	Category	* File Name or URL	Title	Description
File ▾	Miscellaneous ▾	License file.txt Update...	License-2022	License-2022

<
>

Rows Selected 1

Save and Close
Cancel

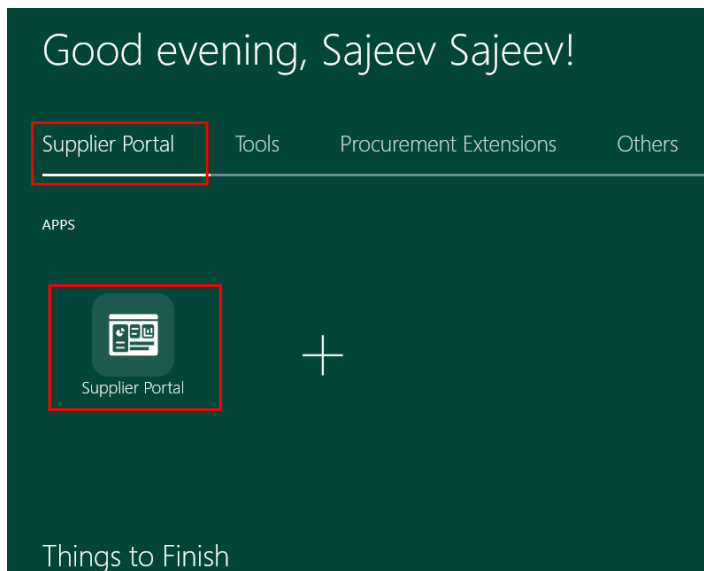


Supplier Acknowledgment Of Agreement

This section covers guidelines for supplier acknowledgment of the agreement. The process involves the below steps.

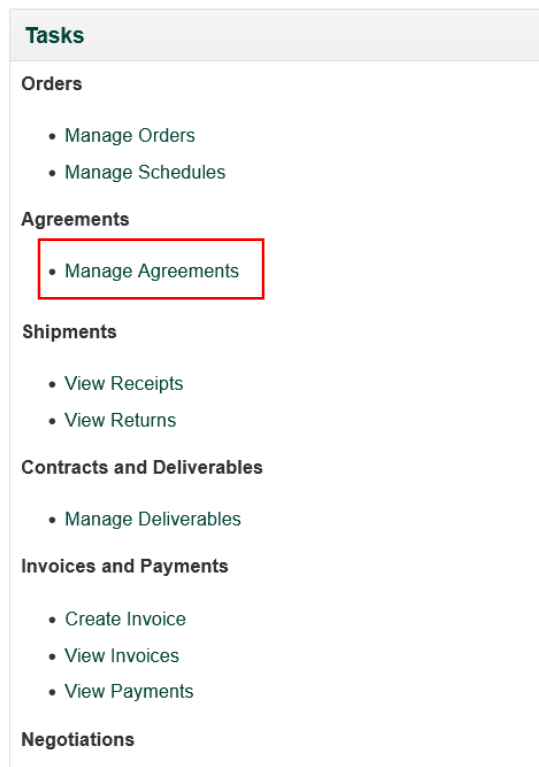
Step 1

Click on the “**Supplier Portal**” tab



Step 2

Under the “**Agreements**” tab, click on “**Manage Agreements**”



Step 3

The system will display a popup dialog box **"Manage Agreements"** Search for the required Blanket Purchase Agreement based on search criteria such as Agreement, Supplier Site, Procurement BU, Status

Manage Agreements ? Done

Headers Lines

Search

Procurement BU

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status Pending Supplier Acknowledgment

Include Closed and Expired Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
No search conducted.										
Columns Hidden 29										

Step 4

Under Search Results, the line depicting the required BPA will appear, **Click on the BPA number.**

Manage Agreements ? Done

Manage Agreements

Headers Lines

Search

Procurement BU

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status Pending Supplier Acknowledgment

Include Closed and Expired Documents No

Search Reset Save...

Search Results

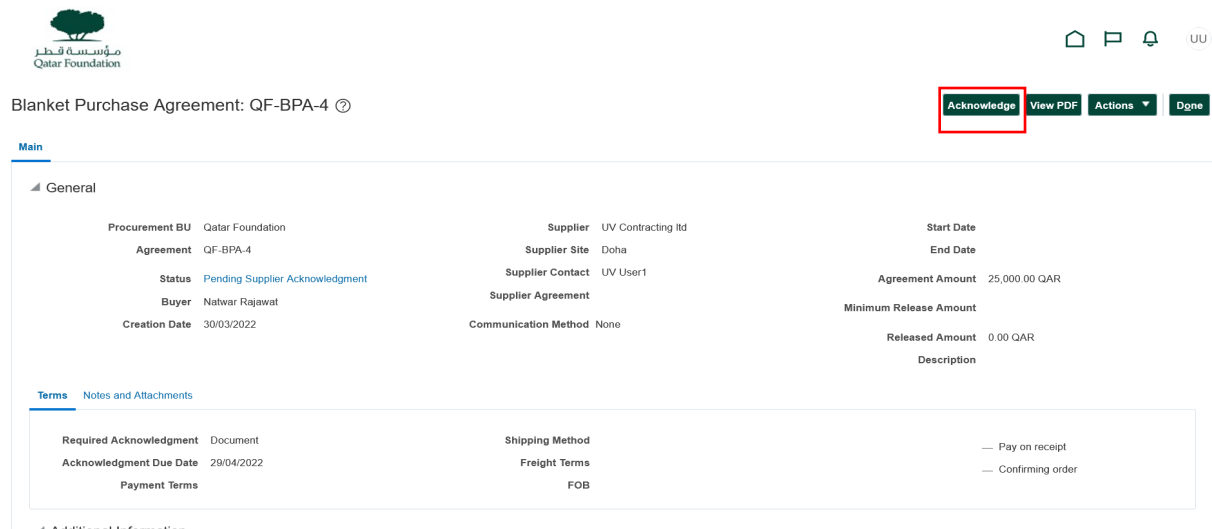
Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
QF-BPA-4		Doha	Natwar Rajawat	25,000.00	0.00	QAR	Pending Su...			30/03/2022
QF-BPA-3		Doha	Natwar Rajawat	125,000.00	0.00	QAR	Pending Su...			30/03/2022

Columns Hidden 29

Step 5

The BPA details page opens. Click on the “**Acknowledge**” button displayed in the upper right-hand corner



Blanket Purchase Agreement: QF-BPA-4

Acknowledge View PDF Actions Dgne

Main

General

Procurement BU: Qatar Foundation
Agreement: QF-BPA-4
Status: Pending Supplier Acknowledgment
Buyer: Natwar Rajawat
Creation Date: 30/03/2022

Supplier: UV Contracting Ltd
Supplier Site: Doha
Supplier Contact: UV User1
Supplier Agreement
Communication Method: None

Start Date
End Date
Agreement Amount: 25,000.00 QAR
Minimum Release Amount
Released Amount: 0.00 QAR
Description

Terms Notes and Attachments

Required Acknowledgment: Document
Acknowledgment Due Date: 29/04/2022
Payment Terms
Shipping Method
Freight Terms
FOB

Step 6

The Acknowledge Document page opens under the “**General**” tab, enter Supplier Agreement notes (Optional)



Acknowledge Document (Blanket Purchase Agreement): QF-BPA-4

View PDF Accept Reject Cancel

Main

General

Procurement BU: Qatar Foundation
Agreement: QF-BPA-4
Status: Pending Supplier Acknowledgment
Buyer: Natwar Rajawat
Creation Date: 30/03/2022
Supplier Agreement

Supplier: UV Contracting Ltd
Supplier Site: Doha
Supplier Contact: UV User1
Supplier Agreement
Communication Method: None

Start Date
End Date
Agreement Amount: 25,000.00 QAR
Minimum Release Amount
Description

Terms Notes and Attachments

Required Acknowledgment: Document
Acknowledgment Due Date: 29/04/2022
Payment Terms
Shipping Method
Freight Terms
FOB

Step 7

Under the “**Terms**” tab, enter Acknowledgment Note (Optional), Click “**Accept**”

Acknowledge Document (Blanket Purchase Agreement): QF-BPA-4

[View PDF](#) [Accept](#) [Reject](#) [Cancel](#)

Main

General

Procurement BU	Qatar Foundation	Supplier	UV Contracting Ltd	Start Date	
Agreement	QF-BPA-4	Supplier Site	Doha	End Date	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Agreement Amount	25,000.00 QAR
Buyer	Natwar Rajawat	Communication Method	None	Minimum Release Amount	
Creation Date	30/03/2022			Description	
Supplier Agreement					

Terms **Notes and Attachments**

Required Acknowledgment	Document	Payment Terms	— Pay on receipt
Acknowledgment Due Date	29/04/2022	Shipping Method	— Confirming order
Acknowledgment Note			
		Freight Terms	FOB

Step 8

The system will display a warning message “The document will be accepted. Do you want to continue?” Click “OK” and then click “Done” The agreement is acknowledged and notification is sent to the buyer .

Warning ×

The document will be accepted. Do you want to continue?
(PO-2055013)

[OK](#) [Cancel](#)

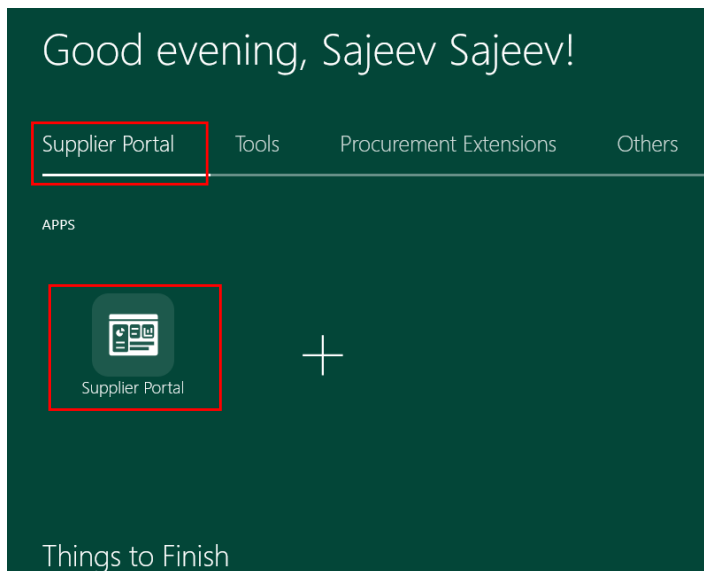


Supplier Acknowledgment To Purchase Order

This section covers guidelines for supplier acknowledgment of the purchase order. The process involves the below steps.

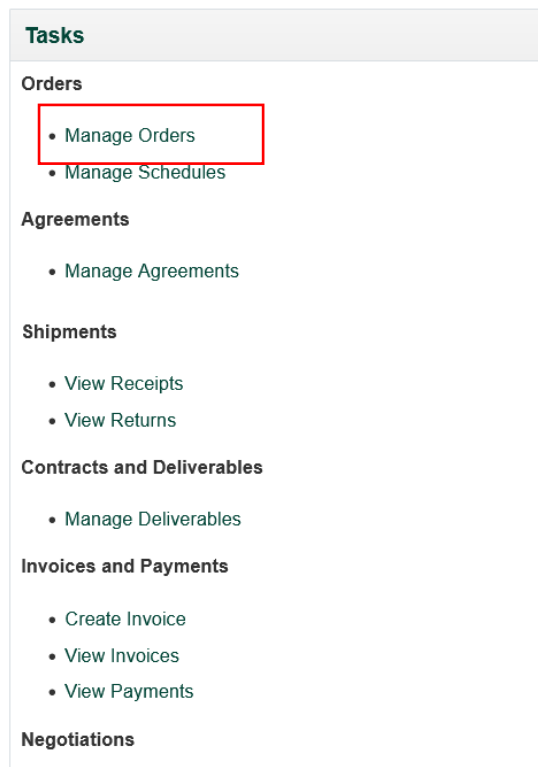
Step 1

Click on the “**Supplier Portal**” tab



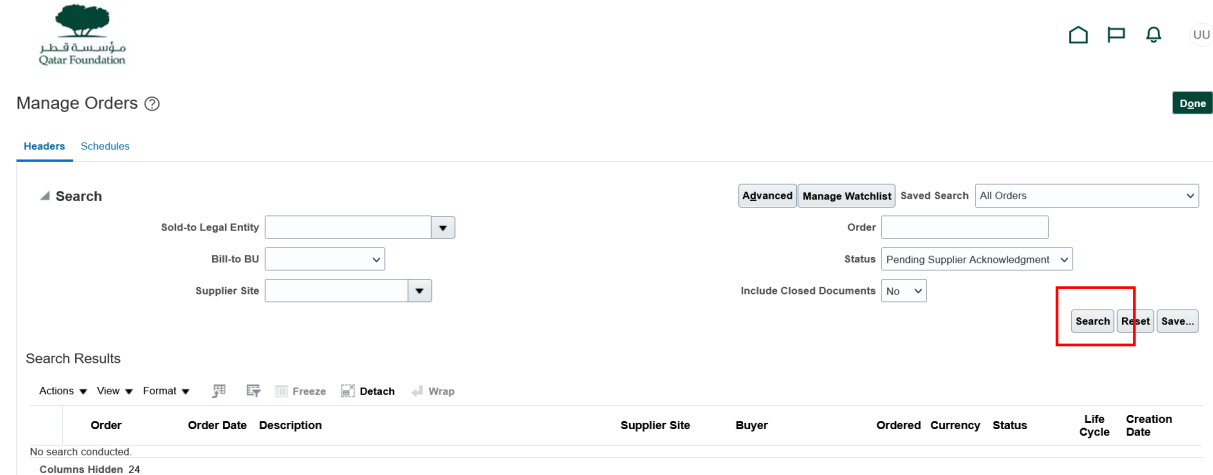
Step 2

Under the “**Orders**” tab, click on “**Manage Orders**”



Step 3

The system will display a popup dialog box **"Manage Orders"** Search for the required Purchase Order based on search criteria such as **Sold-to Legal Entity, Bill-to BU, Supplier Site, Order and Status.**



Manage Orders

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status Pending Supplier Acknowledgment

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

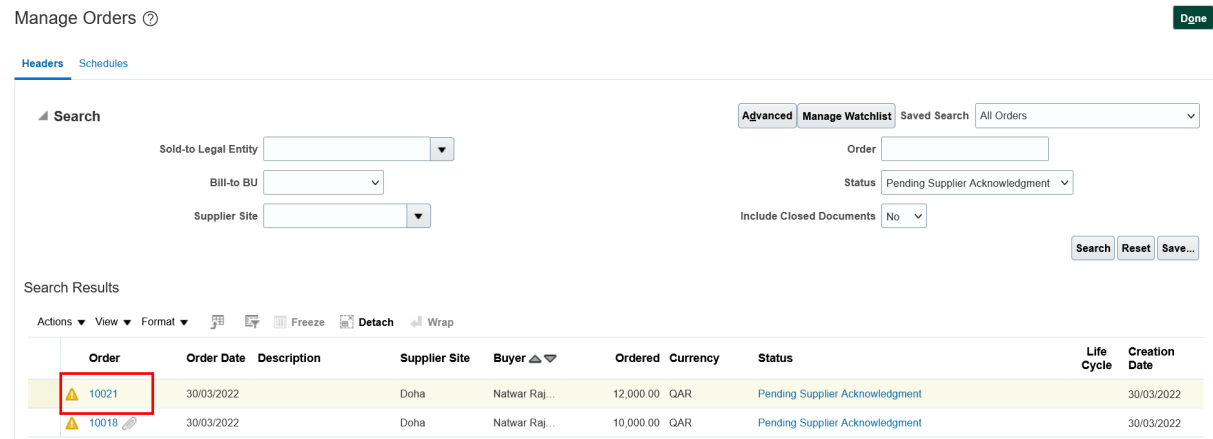
Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									

Columns Hidden 24

Step 4

Under Search Results, the line depicting the required PO will appear

Click on PO number.



Manage Orders

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status Pending Supplier Acknowledgment

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
10021	30/03/2022		Doha	Natwar Raj...	12,000.00	QAR	Pending Supplier Acknowledgment		30/03/2022
10018	30/03/2022		Doha	Natwar Raj...	10,000.00	QAR	Pending Supplier Acknowledgment		30/03/2022

Purchase Order Window Opens

Purchase Order: 10021 ⓘ

Acknowledge View PDF Actions Refresh Done

Main Contract Terms

General

Sold-to Legal Entity

Qatar Foundation

Supplier

UV Contracting ltd

Ordered

12,000.00 QAR

Bill-to BU

Qatar Foundation

Supplier Site

Doha

Description

Order

10021

Supplier Contact

UV User1

Source Agreement

Status

Pending Supplier Acknowledgment

Bill-to Location

Test_QF-HO Location

Supplier Order

Buyer

Natwar Rajawat

Ship-to Location

Test_QF-HO Location

Creation Date

30/03/2022

Terms

Notes and Attachments

Required Acknowledgment

Document

Shipping Method

Acknowledgment Due Date

14/04/2022

Freight Terms

— Pay on receipt

Payment Terms

Net 45

FOB

— Confirming order

Additional Information

Step 5

Click on the “**Acknowledge**” button displayed on the upper right-hand corner.

Purchase Order: 10021 ⓘ

Acknowledge View PDF Actions Refresh Done

Main Contract Terms

General

Sold-to Legal Entity

Qatar Foundation

Supplier

UV Contracting ltd

Ordered

12,000.00 QAR

Bill-to BU

Qatar Foundation

Supplier Site

Doha

Description

Order

10021

Supplier Contact

UV User1

Source Agreement

Status

Pending Supplier Acknowledgment

Bill-to Location

Test_QF-HO Location

Supplier Order

Buyer

Natwar Rajawat

Ship-to Location

Test_QF-HO Location

Creation Date

30/03/2022

Terms

Notes and Attachments

Required Acknowledgment

Document

Shipping Method

Acknowledgment Due Date

14/04/2022

Freight Terms

— Pay on receipt

Payment Terms

Net 45

FOB

— Confirming order

Additional Information

Step 6

The “**Acknowledge Document**” page opens Under “**General**” tab, enter Supplier Order notes (Optional)

Acknowledge Document (Purchase Order): 10021

Accept Reject View PDF Cancel

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	Ordered	12,000.00 QAR
Order	10021	Supplier Site	Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Source Agreement	
Buyer	Natwar Rajawat	Bill-to Location	Test_QF-HO Location	Supplier Order	
Creation Date	30/03/2022	Ship-to Location	Test_QF-HO Location	Communication Method	None

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 45	— Pay on receipt
Acknowledgment Due Date	14/04/2022	Shipping Method		— Confirming order
Acknowledgment Note		Freight Terms	FOB	

Additional Information

Buyer KPI(Amount)	PO Tendering Method	Context Prompt
-------------------	---------------------	----------------

Step 7

Under “**Terms**” tab, enter Acknowledgment Note (Optional),
Click **Accept**

Acknowledge Document (Purchase Order): 10021

Accept Reject View PDF Cancel

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	Ordered	12,000.00 QAR
Order	10021	Supplier Site	Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Source Agreement	
Buyer	Natwar Rajawat	Bill-to Location	Test_QF-HO Location	Supplier Order	
Creation Date	30/03/2022	Ship-to Location	Test_QF-HO Location	Communication Method	None

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 45	— Pay on receipt
Acknowledgment Due Date	14/04/2022	Shipping Method		— Confirming order
Acknowledgment Note		Freight Terms	FOB	

Additional Information

Buyer KPI(Amount)	PO Tendering Method	Context Prompt
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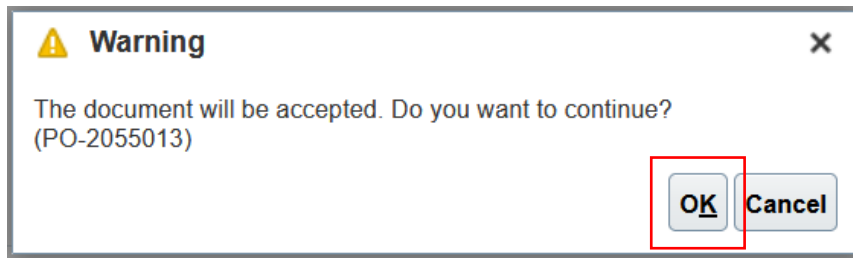


Step 8

The system will display the warning message “The document will be accepted. Do you want to continue?”

Click “OK” and then click “Done”

The Purchase Order is acknowledged and a notification is sent to the buyer

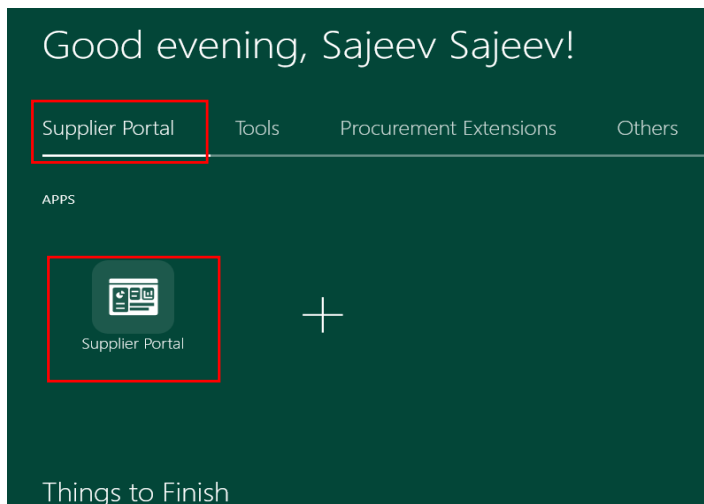


View the Pending Purchase Order Schedule

This section covers guidelines to view pending purchase order schedules. The process involves the below steps.

Step 1

Click on the “Supplier Portal” tab



Step 2

Under the “Orders” tab, click on “Manage Schedules”

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

Step 3

The system will display the dialog box, “**Manage Orders**“ Select “**Schedules**”, then click on the “**Search**” button

Manage Orders ② Done

Headers **Schedules**

Search

Advanced Manage Watchlist Saved Search All Schedules

Sold-to Legal Entity Supplier Site Order Line Description

Supplier Item Ship-to Location Status

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location
No search conducted.													

Under “**Search Results**”, the system will display pending schedule, purchase orders

Manage Orders ② Dgn

Headers Schedules

Search

Sold-to Legal Entry

Supplier Site

Order

Line Description

Advanced | Manage Watchlist | Saved Search | All Schedules

Supplier Item

Ship-to Location

Status

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

	Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Lif Cyc
	10012	Doha	1	Expense Item		1	5	EACH	160.00	800.00	QAR	Closed For...	Test_QF-HO Location	04/04/2022	04/04/2022	
	10013	Doha	1	Expense Item		1	5	EACH	160.00	800.00	QAR	Closed For...	Test_QF-HO Location	04/04/2022	04/04/2022	
	10017	Doha	1	Expense Item		1	4	EACH	1,000.00	4,000.00	QAR	Closed For...	Test_QF-HO Location	05/04/2022	05/04/2022	
	10018	Doha	1	Expense Item		1	10	EACH	1,000.00	10,000.00	QAR		Test_QF-HO Location	05/04/2022	05/04/2022	
	10019	Doha	1	Inventory Item		1	10	EACH	1,000.00	10,000.00	QAR	Open	Test_QF-HO Location	04/04/2022	04/04/2022	
	10019	Doha	2	Expense Item		1	2	EACH	5,000.00	10,000.00	QAR	Open	Test_QF-HO Location		15/04/2022	
			1	Inventory Item		1	10	EACH	1,000.00	10,000.00	QAR	Open	Test_QF-HO Location	04/04/2022	04/04/2022	
			1	Services By Amount		1				12,000.00	QAR	Open	Test_QF-HO Location	04/04/2022	04/04/2022	

⚠ This schedule is overdue.

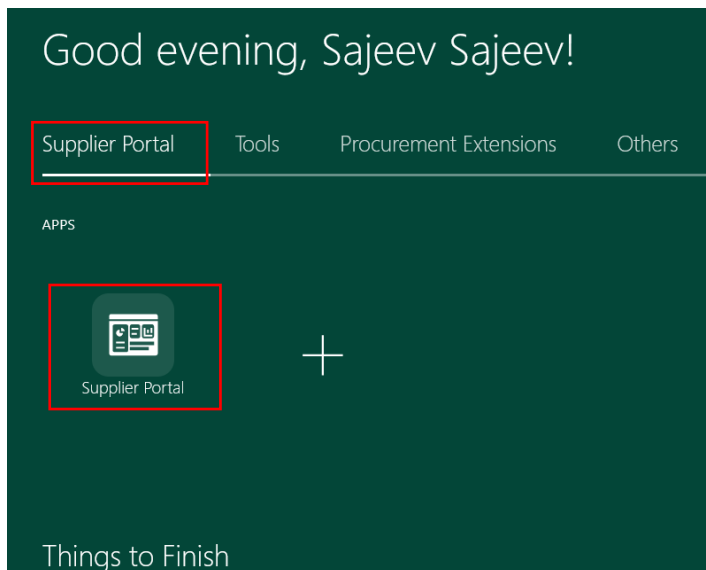
ℹ This schedule has in-transit shipments.

View the Purchase Order Receipt

This section covers guidelines to view purchase order receipts. The process involves the below steps.

Step 1

Click on the “Supplier Portal” tab



Step 2



Under the “**Shipments**” tab, click on “**View Receipts**”

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

Step 3

The system will display the dialog box, “**View Receipts**”

Search for the required receipt based on search criteria such as **Receipt, Organization, Purchase Order, Supplier Item, Shipment, Item, Receipt date.**

View Receipts

Search

Receipt

Organization

Purchase Order

Supplier Item

Shipment

Item

Receipt Date

01/01/2022

19/07/2022

Advanced

Saved Search

All Receipts

Search

Reset

Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	28/03/2022 3.00...	QF Warehouse			10014				Doha
8	28/03/2022 3.00...	QF Warehouse			Multiple				Doha
7	28/03/2022 3.00...	QF Warehouse			10009				Doha
6	28/03/2022 3.00...	QF Warehouse			10008				Doha
21	21/06/2022 3.00...	QF Warehouse			10056				Doha
10	03/04/2022 3.00...	QF Warehouse			10017				Doha

Step 4

Under Search Results, the line reflecting the required receipts will appear

Click on the **receipt number**

View Receipts Done

Search Advanced Saved Search All Receipts ▼

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

** Item

** Receipt Date 01/01/2022 - 19/07/2022

Search Reset Save...

** At least one is required

Search Results

View ▼ 🔍

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	28/03/2022 3.00...	QF Warehouse			10014				Doha
8	28/03/2022 3.00...	QF Warehouse			Multiple				Doha
7	28/03/2022 3.00...	QF Warehouse			10009				Doha
6	28/03/2022 3.00...	QF Warehouse			10008				Doha
21	21/06/2022 3.00...	QF Warehouse			10056				Doha
10	03/04/2022 3.00...	QF Warehouse			10017				Doha

Step 5

Receipt window opens

Verify all details

Receipt: 9 🔍 Social View Transaction History Done

Summary

Supplier UV Contracting Ltd

Packing Slip

Shipment

Waybill

Shipped Date

Bill of Lading

Shipping Method

Note

Number of Supplier Packing Units

Attachments None

Supplier Site Doha

► Additional Information Box

Lines

Actions ▼ View ▼ 🔍

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
1000002	Expense Item	Purchase order	10014	4	0	4	0	EACH		28/03/2022 3.44...

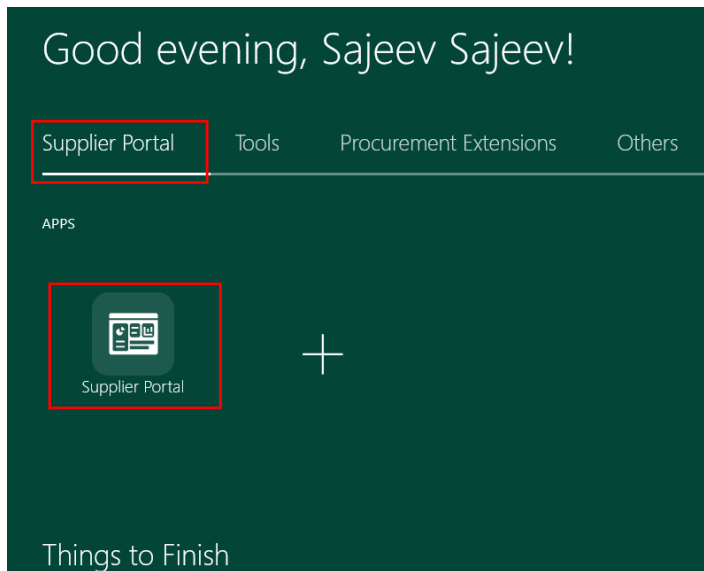


Supplier Invoice Creation

This section covers guidelines of supplier invoice creation. The process involves the below steps.

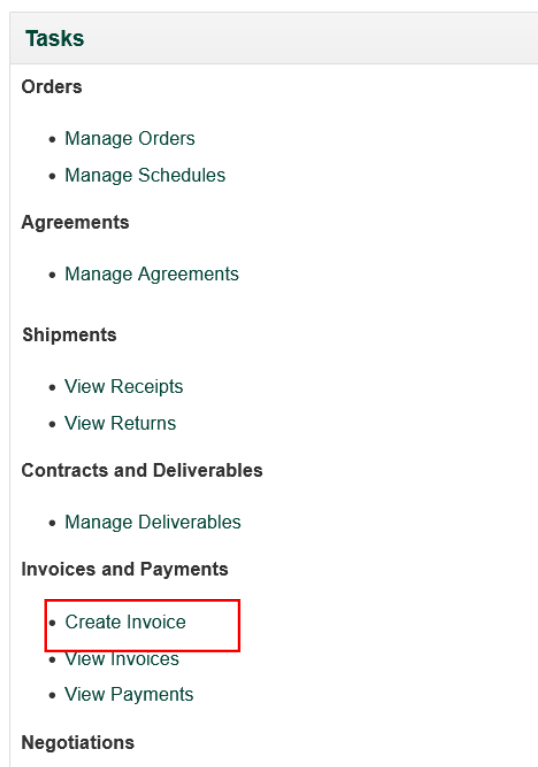
Step 1

Click on the “**Supplier Portal**” tab



Step 2

Under the “**Invoices and Payments**” tab, click on “**Create Invoice**”



Step 3

The system will display a popup dialog box **“Create Invoice”** page.

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

* Identifying PO: [Dropdown] Supplier: UV Contracting Ltd Supplier Site: Address: Supplier Tax Registration Number: [Dropdown] Unique Remittance Identifier: Unique Remittance Identifier Check Digit: [Box]

Remit-to Bank Account: [Dropdown] Please enter the Remit to Bank Account

Taxpayer ID: Description: Attachments: None Tax Control Amount: Payment Currency:

* Number: Invoice Number: * Date: dd/mm/yyyy * Type: Invoice Invoice Currency:

Customer: Customer Taxpayer ID: [Dropdown] Name: Address: [Box]

Lines

View: + - Cancel Line

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
* Number	* Type	* Number	* Line	* Schedule					
No data to display.									
Total									

Step 4

Enter **“Identify PO”** details

Note: The supplier details are defaulted from the PO

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

* Identifying PO: 10015 Supplier: UV Contracting Ltd Supplier Site: Doha Address: Westbay, DOHA, QATAR Supplier Tax Registration Number: [Dropdown] Unique Remittance Identifier: Unique Remittance Identifier Check Digit: [Box]

* Remit-to Bank Account: [Dropdown] Please enter the Remit to Bank Account

Taxpayer ID: Description: Attachments: None Tax Control Amount: Payment Currency: QAR - Qatari Rial

* Number: Invoice Number: * Date: dd/mm/yyyy * Type: Invoice Invoice Currency: QAR - Qatari Rial

Customer: * Customer Taxpayer ID: 987654321 Name: Qatar Foundation Address:

Lines

View: + - Cancel Line

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
* Number	* Type	* Number	* Line	* Schedule					
No data to display.									
Total									

Step 5

Enter the invoice number in the Number field, Date, and Bank account. Also, attach the supporting files.

Create Invoice ?

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO

10015

Supplier

UV Contracting Ltd

Supplier Site

Doha

Address

Westbay, DOHA, QATAR

Supplier Tax Registration Number

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

* Remit-to Bank Account

0798790789079

Please enter the Remit to Bank Account

Taxpayer ID

Description

Attachments

File 1-Bill copy + X

Tax Control Amount

Payment Currency

QAR - Qatari Rial

* Number

INV-110015

Invoice Number

* Date

19/07/2022

* Type

Invoice

Invoice Currency

QAR - Qatari Rial

* Customer Taxpayer ID

987654321

Name

Qatar Foundation

Address

Lines

View

+

-

Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display.											
Total											

Step 6

In “Lines” tab, click Select and “Add” icon.

Create Invoice ?

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO

10015

Supplier

UV Contracting Ltd

Supplier Site

Doha

Address

Westbay, DOHA, QATAR

Supplier Tax Registration Number

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

* Remit-to Bank Account

0798790789079

Please enter the Remit to Bank Account

Taxpayer ID

Description

Attachments

File 1-Bill copy + X

Tax Control Amount

Payment Currency

QAR - Qatari Rial

* Number

INV-110015

Invoice Number

* Date

19/07/2022

* Type

Invoice

Invoice Currency

QAR - Qatari Rial

* Customer Taxpayer ID

987654321

Name

Qatar Foundation

Address

Lines

View

+

-

Cancel Line

Step 7

The system will display a popup dialog box “Select and Add : Purchase orders” , Select the PO by clicking in the row.

After applying, click “OK”

Lines

View ▾ + ✕ Cancel

* Number * Type

No data to display

Summary Tax Lines

View ▾

Line * Regime

No data to display

Totals

Select and Add: Purchase Orders

Search Results

View ▾ [Icon] Detach Select All

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line	Number			
10015	1	1				Inventory Item	Test_QF-HO Location	10
10015	1	1				Inventory Item	Test_QF-HO Location	10

Apply OK Cancel

Note:

Always navigate the cursor to the right side to locate the WCC number within the "Waybill" column in the "Select and Add: Purchase orders" dialog box. This helps prevent incorrect selection of rows before apply.

Unit Price	UOM Name	Packing Slip	Creation Date	Buyer	Waybill
650	EACH		16-Mar-2023	Mr. Niheel Rehman	10015
550	EACH		16-Mar-2023	Mr. Niheel Rehman	10015

Step 8

To save the invoice, click the "Submit" button

Create Invoice ?

Invoice Actions ▾ Save Save and Close Submit Cancel

Identifying PO 10015

Supplier UV Contracting Ltd

Supplier Site Doha

Address Westbay, DOHA, QATAR

Supplier Tax Registration Number

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

* Remit-to Bank Account 0798790789079

Please enter the Remit to Bank Account

Taxpayer ID

Description

Attachments File1-Bill copy ✕

Tax Control Amount

Payment Currency QAR - Qatari Rial

* Number INV-10015

Invoice Number

Date 19/07/2022

Type Invoice

Invoice Currency QAR - Qatari Rial

Customer

Customer Taxpayer ID 987654321

Name Qatar Foundation

Address

Lines

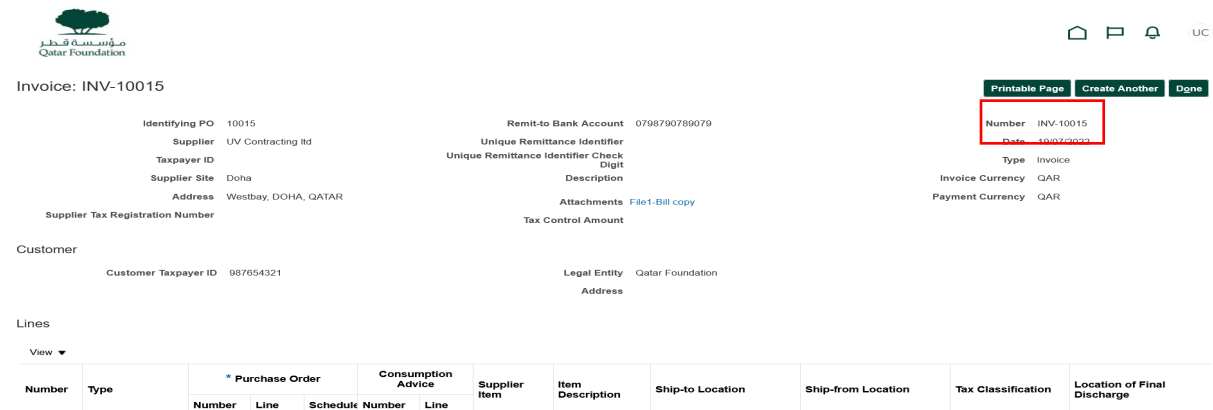
View ▾ + ✕ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
* Number	* Line	* Schedule	Number	Line							
1	Item	10015	1	1			Inventory Item	Test_QF-HO Loca			

Step 9

A confirmation will pop up confirming the submission of the invoice.

The created invoice opens, and a confirmation message of invoice submission will appear once the invoice is successfully submitted.



Invoice: INV-10015

Identifying PO: 10015
Supplier: UV Contracting Ltd
Taxpayer ID: [Redacted]
Supplier Site: Doha
Address: Westbay, DOHA, QATAR
Supplier Tax Registration Number: [Redacted]

Remit-to Bank Account: 0798790789079
Unique Remittance Identifier: [Redacted]
Unique Remittance Identifier Check Digit: [Redacted]
Description: [Redacted]
Attachments: [File1-Bill copy](#)
Tax Control Amount: [Redacted]

Customer Taxpayer ID: 987654321
Legal Entity: Qatar Foundation
Address: [Redacted]

Number: INV-10015
Date: 10/07/2022
Type: Invoice
Invoice Currency: QAR
Payment Currency: QAR

Lines

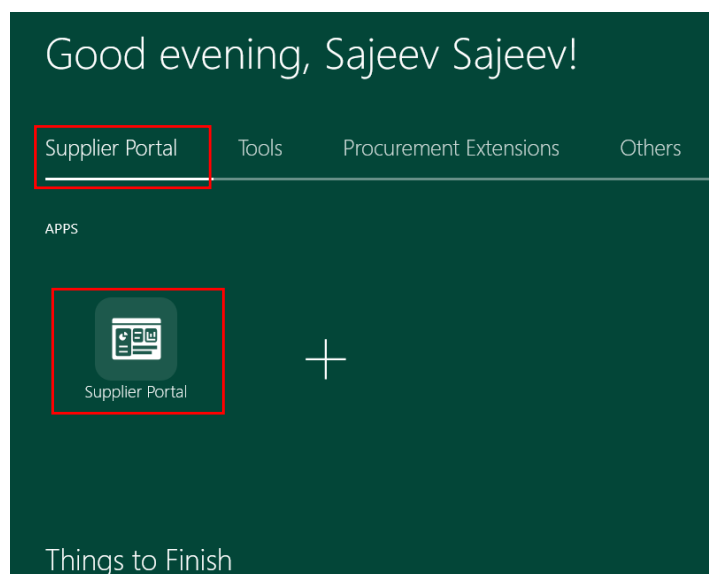
Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
		Number	Line	Schedule Number	Line						

View Invoices

This section covers guidelines to view the created Invoices and their status. The process involves the below steps.

Step 1

Click on the “**Supplier Portal**” tab.



Step 2

Under the “**Invoices and Payments**” tab, click on “**View Invoices**”

Tasks
Orders
<ul style="list-style-type: none">• Manage Orders• Manage Schedules
Agreements
<ul style="list-style-type: none">• Manage Agreements
Shipments
<ul style="list-style-type: none">• View Receipts• View Returns
Contracts and Deliverables
<ul style="list-style-type: none">• Manage Deliverables
Invoices and Payments
<ul style="list-style-type: none">• Create Invoice• View Invoices• View Payments
Negotiations

Step 3

Search for the required invoice based on search criteria such as **Invoice number**, **Purchase order**, **Supplier**

Click “**Search**”

View Invoices

Done

Search

Advanced

Saved Search

All Invoices

** At least one is required

** Invoice Number INV-10015

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

Step 4

Under Search Results, the line reflecting the required invoices will appear.

Click on the **Invoice number**.

View Invoices

Done

Search

Advanced

Saved Search

All Invoices

** At least one is required

** Invoice Number INV-10015

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
INV-10015	19/07/2022	Standard	10015	UV Contracting Ltd	Doha	2,100.00 QAR	2,100.00 QAR	In process		

If any payment has been made for the invoice already, you can refer to it under the “Payment Number” column in the above search result itself.

Step 5

The invoice details window opens, and you can verify the Invoice line and Payment details.



Invoice: INV-10015

Done

Business Unit	Qatar Foundation	Invoice Amount	2,100.00 QAR	Invoice Type	Standard
Legal Entity Name	Qatar Foundation	Unpaid Amount	2,100.00 QAR	Description	
Supplier or Party	UV Contracting Ltd	Payment Currency	QAR	Attachment	File1-Bill copy
Supplier Site	Doha	Tax Control Amount			
Address	Westbay, DOHA, QATAR				
Invoice Date	19/07/2022				

Lines Payments



Items

View   Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants	
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location	
1	2,000.00	Inventory Item	2	1,000	EACH	10015	1	1	26	1			Test_QF-HO Location	

Summary Tax Lines

Shipping and Handling

View   Detach

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	A	Line	Type	Amount
										No shipping and handling	

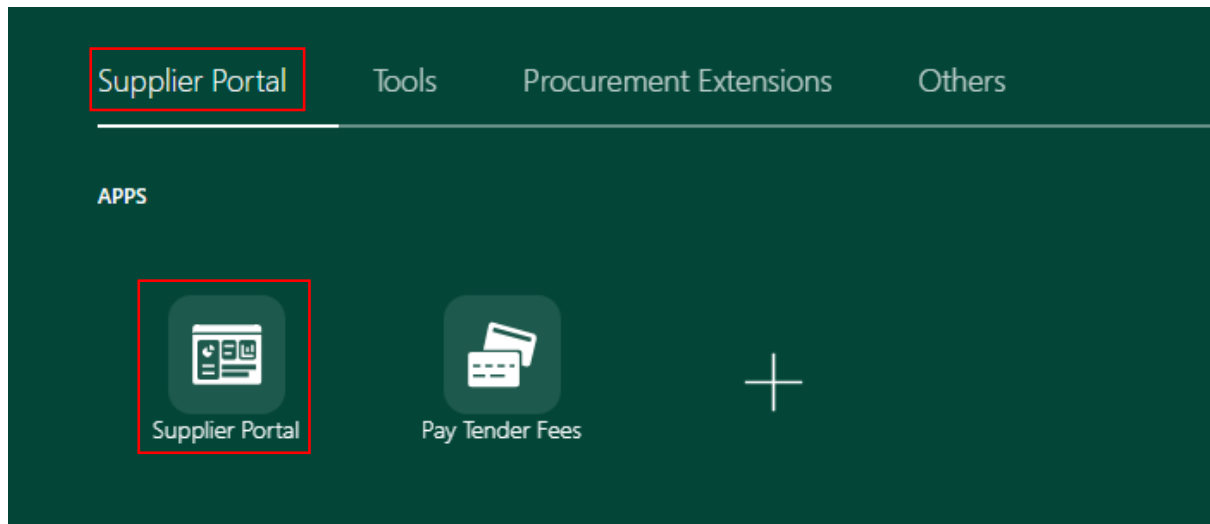


Respond to Negotiation

This section covers guidelines for negotiation response. The process involves the below steps.

Step 1

Click on the “**Supplier Portal**” tab.

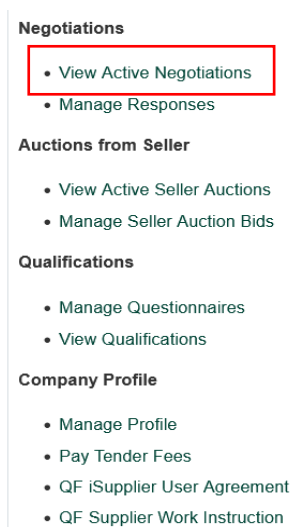


Step 2

Negotiation can be opened from two places to create the **response**.

Option 1:

Under the “**Negotiations**” tab, click on “**View Active Negotiations**”.



Option 2:

Negotiation can be opened from “Requiring Attention” and “Recent Activity” infolets.

The screenshot shows the Oracle Supplier Portal dashboard. The 'Requiring Attention' infolet is highlighted with a red box. It displays a donut chart with a total value of 4. The chart is divided into three segments: Schedules Overdue or Due Today (blue, value 1), Negotiations Closing Soon (green, value 1), and Negotiation Messages (yellow, value 2). A tooltip for the yellow segment shows 'Seven Negotiations Closing Soon' and 'Value: 1'. Other infolets include 'Recent Activity' (Negotiation invitations: 1, Orders opened: 1) and 'Transaction Reports' (Last 30 Days, PO Purchase Amount: 6,13K QAR).

The screenshot shows the Oracle Supplier Portal dashboard. The 'Recent Activity' infolet is highlighted with a red box. It displays a table with the following data:

Activity	Count
Negotiation invitations	1
Orders opened	1

Other infolets include 'Requiring Attention' (donut chart with value 4) and 'Supplier News' (New Alerts to all Companies, Update as of 26-Jul-2023).

Click create response as below.

The screenshot shows the Oracle RFP portal interface. At the top, the header includes the Oracle logo, the RFP ID 'RFQ: QF-RFQ-208', and navigation buttons: 'Message', 'Create Response' (highlighted with a red box), 'Actions', and 'Done'. Below the header, the main content area displays the RFP details: 'Title: Negotiation For Support Services', 'Status: Active (Locked)', 'Open Date: 08-Oct-2023 11:07 AM', 'Close Date: 12-Oct-2023 10:52 AM', and 'Time Remaining: 3 Days 23 Hours'. On the left, a 'Table of Contents' sidebar lists 'Cover Page', 'Overview', 'Requirements', 'Lines', and 'Contract Terms'. The main content area shows the 'Cover Page' with a 'Dear All,' greeting, followed by instructions for proposal submission, tender queries, and proposal submission details. The footer of the cover page includes 'Best Regards' and 'Ummer Raghib'.

Step 3

If multiple open Invitations exists, select the Negotiation to respond from “**Active Negotiations**” page.

The system will display a page “**Active Negotiations.**”

Search for “**Invitation Received**” and select “**Yes**”.

Under Search Results, lines reflecting active negotiations will appear.

The screenshot shows the 'Active Negotiations' page in the Oracle RFP portal. The header includes the Oracle logo, the page title 'Active Negotiations', and navigation buttons: 'Manage Watchlist', 'Saved Search', 'Open Invitations', and 'Done'. Below the header, the search filters are displayed: 'Negotiation' (with a dropdown menu), 'Title' (with a text input), 'Negotiation Close By' (with a date picker), 'Invitation Received' (with a dropdown menu, highlighted by a red box), 'Response Submitted' (with a dropdown menu), and 'Negotiation Open Since' (with a date picker). Below the search filters, the 'Search Results' section is visible, showing a table with columns: 'Negotiation', 'Title', 'Negotiation Type', 'Time Remaining', 'Close Date', 'Your Responses', 'Will Participate', 'Unread Messages', 'View PDF', and 'Response Spreadsheet'. The table contains one row for 'QF-RFQ-208 Negotiation For Support Services' with 'RFP' as the negotiation type, '3 Days 23 Hours' as time remaining, and '12-Oct-2023 10:52 AM' as the close date. The footer of the search results section includes 'Columns Hidden: 4'.

Step 4

Click on the “Acknowledge Participation” tab.

The screenshot shows the Oracle Active Negotiations interface. At the top, there's a search bar and filters for Negotiation, Title, Negotiation Close By, Invitation Received, Response Submitted, and Negotiation Open Since. Below the filters, the 'Acknowledge Participation' tab is highlighted with a red box. The table below shows a single negotiation entry: QF-RFO-298, Negotiation For Support Services, RFO, 3 Days 23 Hours, 12-Oct-2023 19:00, 0, 0, 0. The 'Acknowledge Participation' button is also highlighted with a red box.

Step 5

The system will display a popup dialog box: “Acknowledge Participation”.

Select the Participation “Yes” or “No”, then click “OK”

The screenshot shows the 'Acknowledge Participation' popup dialog box. It has a title bar with a close button. Below the title, there's a section 'Will Participate' with two radio buttons: 'Yes' (selected) and 'No'. Below that, there's a 'Note to Buyer' section with a text area containing the text 'We are interested to participate and respond you shortly.' At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Step 6

To create response, select the Negotiation line and click “**Create Response**”.

ORACLE Active Negotiations

Search

Manage Watchlist Saved Search Closing in Next 7 Days

** At least one is required

** Negotiation

** Title

** Negotiation Close By dd-mm-yyyy

** Invitation Received Yes

Response Submitted

Negotiation Open Since dd-mm-yyyy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
QF-RFQ-208	Negotiation For Support Services	RFQ	2 Days 22 Hours	12-Oct-2023 10:...	2	Yes	0		

Columns Hidden 4

Step 7

The system will display “**Create Response Overview**” page.

Enter the details in the following fields: **Response Valid Until, Reference Number, Note to Buyer**

ORACLE

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 34480): Overview

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 09-Oct-2023 1:54 PM Time Zone Arabia Standard Time

Title Negotiation For Support Services

Close Date 12-Oct-2023 10:52 AM

Time Remaining 2 Days 20 Hours

General

Supplier Procurement Relations

Supplier Site DOHA

Negotiation Currency QAR

Response Currency QAR

Price Precision 2 Decimals Maximum

Response Valid Until dd-mm-yyyy h:mm a

Response Type ☒ Primary ☐ Alternate

Reference Number

Note to Buyer

Attachments None

Attachments : Please click + icon and select **From Supplier Technical** to attach Technical documents and select **From Supplier Commercial** to attach Commercial documents as the screenshot shared below.

Note: Kindly do not attach commercial document in technical section and vice versa. Please select the right list of values for the attachment.

ORACLE

Create Response (Quote 33480): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 08 Oct 2023 11:27 AM
Time Zone Arabia Standard Time

Title Negotiation For Support Services
Close Date 12-Oct-2023 10:52 AM
Time Remaining 3 Days 23 Hours

General

Supplier Procurement R
Supplier Site DOHA
Negotiation Currency GAR
Response Currency GAR
Price Precision 2 Decimals Max
Response Valid Until 00-mm-yyyy R

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	
File	From Supplier	Test Attachment.docx	Update...	Technical Document	Technical Document	Latha Latha
	From Supplier: Commercial					
	From Supplier: Technical					

Rows Selected 1

OK Cancel

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap Pending variables

Name	Description	Value	Clauses
No data to display			

Deliverables

Actions View Format Freeze Wrap

Deliverable Name	Due Date	Status
No data to display		

ORACLE

Create Response (Quote 33480): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 08 Oct 2023 11:27 AM
Time Zone Arabia Standard Time

Title Negotiation For Support Services
Close Date 12-Oct-2023 10:52 AM
Time Remaining 3 Days 23 Hours

General

Supplier Procurement R
Supplier Site DOHA
Negotiation Currency GAR
Response Currency GAR
Price Precision 2 Decimals Max
Response Valid Until 00-mm-yyyy R

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File	No file chosen		Latha Latha
	From Supplier: Commercial				
	From Supplier: Technical				

Rows Selected 1

OK Cancel

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap Pending variables

Name	Description	Value	Clauses
No data to display			

Deliverables

Actions View Format Freeze Wrap

Deliverable Name	Due Date	Status
No data to display		

Click “Next”

Step 8

In the succeeding page, respond to the “Requirement” for both “Technical and Commercial” sections as shown below.

Select “Technical Section”



ORACLE

Create Response (Quote 33480): Requirements

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 08-Oct-2023 11:42 AM
Time Zone Arabia Standard Time

Time Remaining 3 Days 23 Hours Close Date 12-Oct-2023 10:52 AM

Section 1. Technical Section

1. Please submit technical proposal

Technical Proposal

Response Attachments Technical Proposal

Comments

Attached

2. Please provide Tender Bond

Tender Bond

Response Attachments None

Section 1. Technical Section

Section 1. Technical Section

Next

Select “**Commercial Section**” respond and click next.

ORACLE

Create Response (Quote 33480): Requirements

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 08-Oct-2023 11:42 AM
Time Zone Arabia Standard Time

Time Remaining 3 Days 23 Hours Close Date 12-Oct-2023 10:52 AM

Section 2. Commercial Section

1. Please submit Commercial offer

Commercial Proposal

Response Attachments None

Section 2. Commercial Section

Section 2. Commercial Section

Step 9

Enter the **Response Price**, **Response Quantity** and **Promised Delivery Date**.

Verify all details, then click “**Next**”.

ORACLE

Create Response (Quote 33480): Lines

Currency = Qatar Riyal

Time Remaining: 3 Days 23 Hours

Close Date: 12-Oct-2023 10:52 AM

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	External support for financial transition plan		Consulting (Corporate)		100,000.00	1	Amount	100,000.00	30-Dec-2023

Rows Selected: 1 Columns Hidden: 8

Grand Totals

All response lines are included

Response Amount: 100,000.00

Step 10:

Review all the entered details.

ORACLE

Review Response: Quote 33480

Currency = Qatar Riyal

Time Remaining: 3 Days 22 Hours

Close Date: 12-Oct-2023 10:52 AM

Two stage evaluation

Overview Requirements Lines

General

Supplier: Procurement Relations

Supplier Site: DOKA

Negotiation Currency: QAR

Response Currency: QAR

Price Precision: 2 Decimals Maximum

Response Valid Until:

Response Type: Primary

Reference Number: Note to Buyer

Attachments: Technical Document (1 more...)

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View Pending variables

Name	Description	Value	Classes
No data to display.			

Deliverables

Step 11:

In the “Review” page, click on the “Action” button, then on the “Validate” button to validate.

ORACLE

Review Response: Quote 33480

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

View Negotiation
View Response PDF
Validate

Title Negotiation For Support Services
Close Date 12-Oct-2023 10:52 AM
Time Remaining 3 Days 22 Hours

General

Supplier Procurement Relations
Supplier Site DOHA
Negotiation Currency QAR
Response Currency QAR
Price Precision 2 Decimals Maximum
Response Valid Until

Response Type Primary
Reference Number
Note to Buyer

Attachments Technical Document (1 more...)

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View Pending variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

A confirmation window for validation will pop up.

Click “OK”

ORACLE

Review Response: Quote 33480

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Confirmation

Response 33480 to negotiation OF-RFG-206 was validated without errors.

OK

Title Negotiation For Support Services
Close Date 12-Oct-2023 10:52 AM

General

Supplier Procurement Relations
Supplier Site DOHA
Negotiation Currency QAR
Response Currency QAR
Price Precision 2 Decimals Maximum
Response Valid Until

Response Type Primary
Reference Number
Note to Buyer

Attachments Technical Document (1 more...)

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View Pending variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

Step 12

Click on the “**Submit**” button.

If only **Single response** is allowed in RFQ, the system will display a warning message.

Please ensure all the entered details are correct.

Click “**Yes**” to continue.

Warning
✕

You can submit only one response for this negotiation. Do you want to continue? (PON-2085228)

Yes
No

User will be prompted with a confirmation notification: “The Response (Quote XXX) to negotiation created”.

The screenshot shows the Oracle Active Negotiations interface. A confirmation dialog box is displayed in the center, stating: "The response 33480 to negotiation QF-RFQ-208 was submitted." with an "OK" button highlighted by a red box. The background interface includes search filters, a table of negotiations, and various action buttons. The table shows no results found.

Step 13:

If bidder is suggesting an alternative option that is not in line with QF scope; bidder to submit the alternate response using the "Create Response" option again as below.

There are two options to create alternate response. One way is, to create new response and other way to copy the existing response and edit.

Options to create “**Alternate Responses**”:

Option 1: Choose “create response” as below.

Select negotiation number and click create response.

ORACLE
Active Negotiations

Search

** Negotiation QF-RFQ-208

** Title

** Negotiation Close By dd-mmm-yyyy

** Invitation Received

Response Submitted

Negotiation Open Since dd-mmm-yyyy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
QF-RFQ-208	Negotiation For Support Services	RFQ	1 Day 20 Hours	12-Oct-2023 10:...	4	Yes	0		

Click create.

ORACLE
Active Negotiations

Search

** Negotiation QF-RFQ-208

** Title

** Negotiation Close By dd-mmm-yyyy

** Invitation Received

Response Submitted

Negotiation Open Since dd-mmm-yyyy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
QF-RFQ-208	Negotiation For Support Services	RFQ	1 Day 20 Hours	12-Oct-2023 10:...	4	Yes	0		

Create Response

☐ Copy from an existing response

Existing Response

Create Cancel

Select Response type as “Alternate” as highlighted below.

Follow the same steps from step 6 to step 12 mentioned above to complete the response.

Note: Please note every Technical option should have Commercial Option for alternate response as well.

ORACLE

Create Response (Quote 35481): Overview

Overview Requirements Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10-Oct-2023 2:42 PM
Time Zone: Arabia Standard Time

Title Negotiation For Support Services

Close Date 12-Oct-2023 10:52 AM

Time Remaining 1 Day 20 Hours

General

Supplier Procurement Relations

Supplier Site DOHA

Negotiation Currency QAR

Response Currency QAR

Price Precision 2 Decimals Maximum

Response Valid Until dd-mmm-yyyy h:mm a

Response Type ☐ Primary ☒ Alternate

Reference Number

Note to Buyer

Attachments None

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View Pending variables

Name	Description	Value	Clauses

Option 2: To Copy existing primary response and edit.

(Note: Please note every technical option should have Commercial Option for alternate response as well)

Oracle Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
QF-RFQ-208	Negotiation For Support Services	RFQ	1 Day 20 Hours	12-Oct-2023 10:...	4	Yes	0		

Columns Hidden: 4

Copy existing response and edit as below.

Oracle RFQ: QF-RFQ-208

Messages Create Response Actions Open

Currency: Qatar Riyal Time Zone: Arabia Standard Time

Title: Negotiation For Support Services
Status: Active (Locked)
Open Date: 09-Oct-2023 11:07 AM
Close Date: 12-Oct-2023 10:52 AM
Time Remaining: 3 Days 22 Hours

Table of Contents: Cover Page, Overview, Requirements, Lines, Contract Terms

Cover Page

Dear All,

QF is pleased to invite you to submit your proposal in line with the Terms & Conditions and attached documents. Your proposal should be fully substantiated with, inter alia, all technical and commercial documents required.

Tender Queries

Kindly use the enclosed "Tender Queries Template" for queries and clarification request and send via E-tendering system. All tender related queries should be submitted two days before the bid closing date.

Proposal Submission:

The Proposal to be submitted Technical & Commercial separately through the portal. Due to any reason, if you do not intend to quote, kindly send a regret letter before bid closing date stating a valid reason for not quoting. Kindly acknowledge receipt of this communication for our record.

Best Regards,
Usmer Raghib

Create Response

☒ Copy from an existing response

Existing Response: 33480 Active Primary

Cancel

ORACLE

Quote: 33480 (RFQ QF-RFQ-208)

Currency = Qatari Riyal

Title: Negotiation For Support Services

Two stage evaluation

Response Status: Active

Time Remaining: 1 Day 21 Hours

Close Date: 12-Oct-2023 10:52 AM

Overview Requirements Lines

General

Supplier: Procurement Relations

Supplier Site: DOHA

Supplier Contact: Latha, Latha

Response Currency: QAR

Price Precision: 2 decimals maximum

Response Valid Until:

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View Pending variables

Name Description Value Clauses

Create Response

☒ Copy from an existing response

Existing Response: 33480 Active Primary

Create Cancel

Select "Response Type" as **Alternate**.

Continue the same steps from step 6 to step 12 for alternate response.

ORACLE

Create Response (Quote 35480): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10-Oct-2023 1:53 PM
Time Zone Arabia Standard Time

Title: Negotiation For Support Services

Two stage evaluation

Close Date: 12-Oct-2023 10:52 AM

Time Remaining: 1 Day 20 Hours

General

Supplier: Procurement Relations

Supplier Site: DOHA

Negotiation Currency: QAR

Response Currency: QAR

Price Precision: 2 Decimals Maximum

Response Valid Until: 31-Oct-2023 10:53 AM

Response Type: ☒ Alternate

Reference Number:

Note to Buyer:

Attachments: Commercial Document (1 more...)

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View Pending variables

Name Description Value Clauses

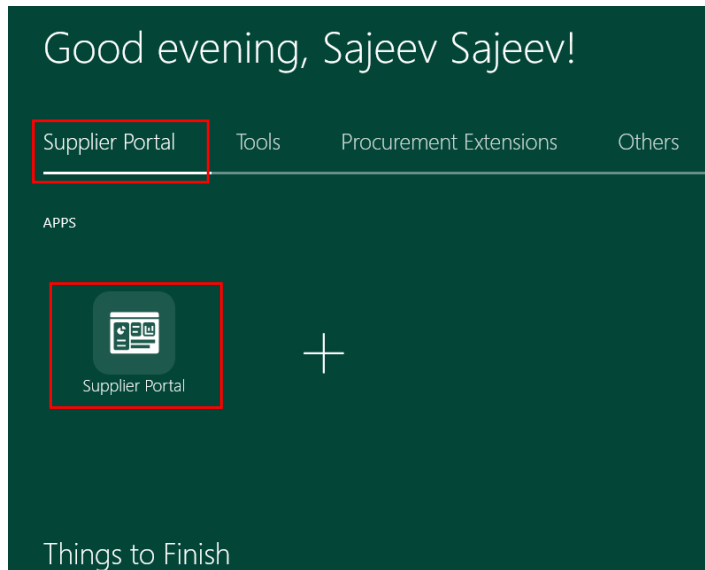


Respond To Qualification Initiation

This section covers guidelines for responding to the qualification questionnaire. The process involves the below steps:

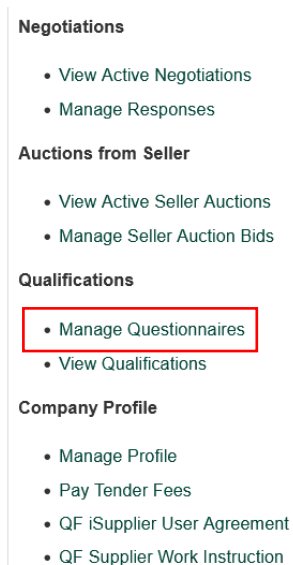
Step 1

Click on the “**Supplier Portal**” tab



Step 2

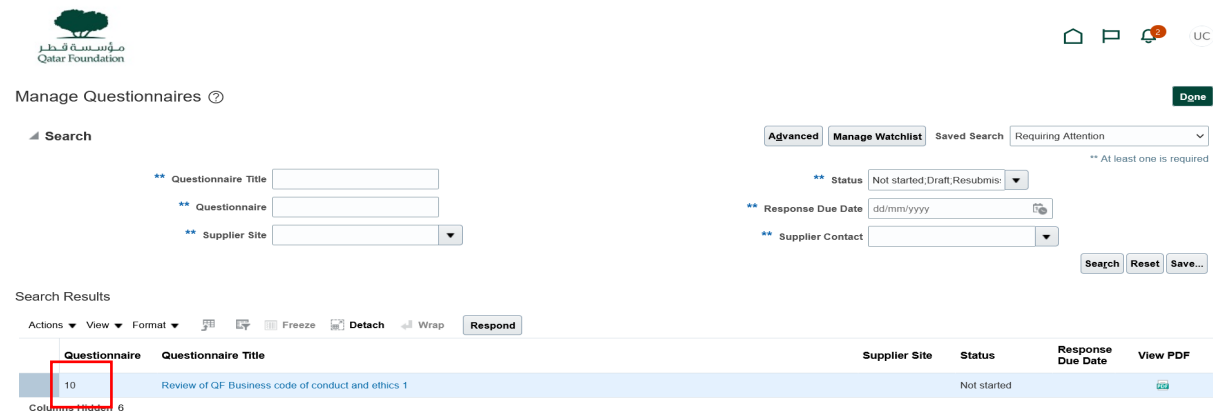
Under the “**Qualification**” tab, click on “**Manage Questionnaires**”



Step 3

The system will display a dialog box “**Manage Questionnaires**”

Search for the required Questionnaire



Manage Questionnaires ②

Search

Questionnaire Title
Questionnaire
Supplier Site

Status: Not started, Draft, Resubmis
Response Due Date: dd/mm/yyyy
Supplier Contact

Search Results

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
10	Review of QF Business code of conduct and ethics 1		Not started		View PDF

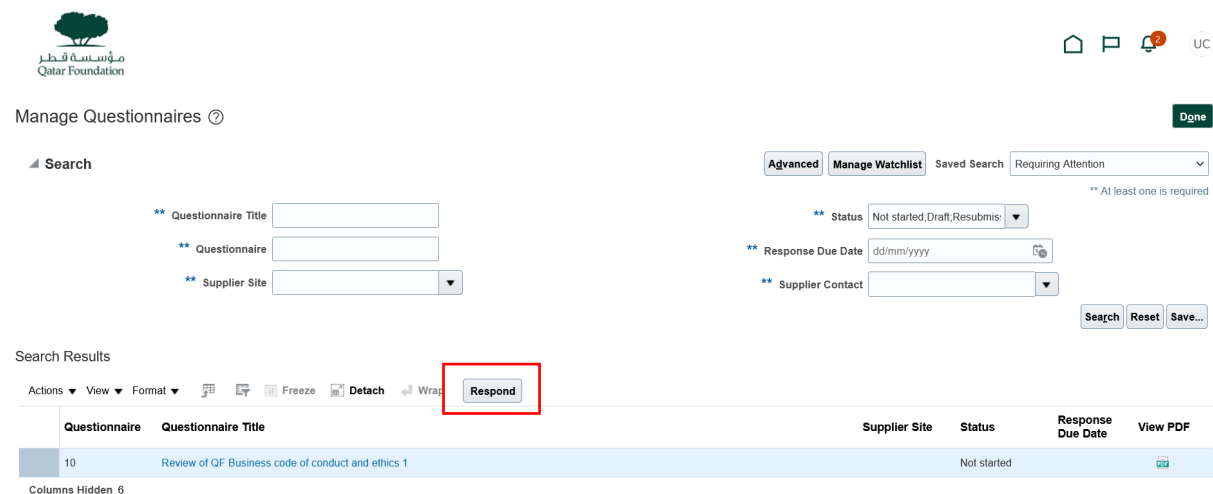
Columns Hidden: 6

Respond

Step 4

Under “**Search Results**”, the line reflecting the required receipts will appear

Select the required Questionnaire line, then click on “**Respond**”



Manage Questionnaires ②

Search

Questionnaire Title
Questionnaire
Supplier Site

Status: Not started, Draft, Resubmis
Response Due Date: dd/mm/yyyy
Supplier Contact

Search Results

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
10	Review of QF Business code of conduct and ethics 1		Not started		View PDF

Columns Hidden: 6

Respond

Questionnaire window opens

Respond to Questionnaire: Review of QF Business code of c... ?

Save Save and Close Submit Cancel

Time Zone Arabia Standard Time

Questionnaire

Title Review of QF Business code of conduct and ethics 1
Procurement BU Qatar Foundation
Requested By Sivasooriyan Rajendran

Supplier UV Contracting ltd
Supplier Site
Responder UV Contact2

Status Draft
Due Date
Attachments None

Questions

Progress Section 1. Supplier Registration Questionnaire

Supplier Registration Questionnaire

- * 1. Does your organization have documented policies and procedures?
☐ a. Yes
☒ b. No
- * 2. Does your organization have a written and documented Health, Safety and Environment policy?
☐ a. Yes
☐ b. No
- * 3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Step 5

Under "Questions" section, enter the required responses

Respond to Questionnaire: Review of QF Business code of c... ?

Save Save and Close Submit Cancel

Time Zone Arabia Standard Time
Last Saved 20/07/2022 8.43.AM

Questionnaire

Title Review of QF Business code of conduct and ethics 1
Procurement BU Qatar Foundation
Requested By Sivasooriyan Rajendran

Supplier UV Contracting ltd
Supplier Site
Responder UV Contact2

Status Draft
Due Date
Attachments None

Questions

Supplier Registration Questionnaire

Progress Section 1. Supplier Registration Questionnaire (Completed)

- * 1. Does your organization have documented policies and procedures?
☐ a. Yes
☒ b. No
- * 2. Does your organization have a written and documented Health, Safety and Environment policy?
☐ a. Yes
☒ b. No
- * 3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Box

Step 6

After answering all questions, click **“Save”** and then **“Submit”**

Respond to Questionnaire: Review of QF Business code of c... ?

Save Save and Close Submit Cancel

Time Zone Arabia Standard Time
Last Saved 20/07/2022 8.43 AM

Questionnaire

Title Review of QF Business code of conduct and ethics 1
Procurement BU Qatar Foundation
Requested By Sivasooriyan Rajendran

Supplier UV Contracting Ltd
Supplier Site
Responder UV Contact2

Status Draft
Due Date
Attachments None

Questions

Supplier Registration Questionnaire

Progress

Section 1. Supplier Registration Questionnaire (Completed)

* 1. Does your organization have documented policies and procedures?

☐ a. Yes

☒ b. No

* 2. Does your organization have a written and documented Health, Safety and Environment policy?

☐ a. Yes

☒ b. No

* 3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Box

Supplier Response is submitted Confirmation Response to the questionnaire is submitted.



Confirmation



Response to questionnaire Review of QF Business code of conduct and ethics 1 is submitted.

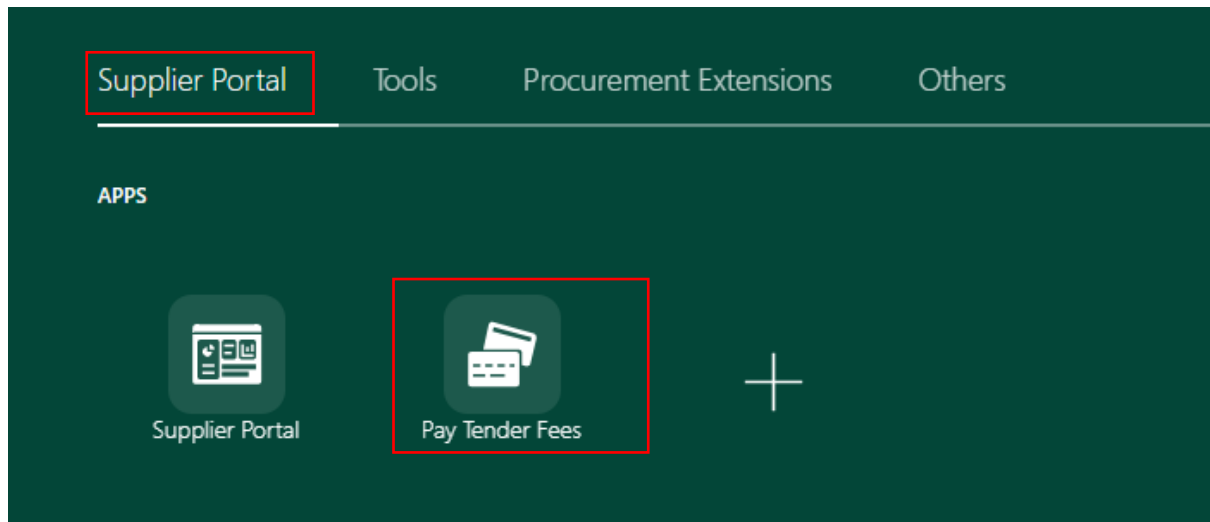
OK

Tender Fees Payment

This section covers guidelines for paying online tender fees. The process involves the below steps:

Step 1

Click on the “**Supplier Portal**” tab → Payment Tender Fees



Step 2

A New window will open for Tender Fees Payment

▼ Pay Tender Fees

Time shown below is Qatar time(GMT+3).

Payment	Negotiation	Negotiation Title	Bid Close Date	Tender Fee Close Date	Negotiation Style	Fees	Fees Paid
Pay Regret	CO-RFQ-54	Supply and delivery of Access Control and Vehicle Gate Barrier spares to QF	06-Aug-2023 02:00 PM	23-Jul-2023 03:30 PM	Public Tender	1000	

Step 3




click “**Pay**” to confirm the dialogue box to get navigated on payment gateway or “**Regret**” to renounce participation.

▼ Pay Tender Fees

Payment	Negotiation	Negotiation Title	Bid Close Date	Tender Fee Close Date	Negotiation Style	Fees	Fees Paid
Pay Regret	QF-RFQ-88	UAT Limited Tender Fe...	30-Dec-2022	30-Dec-2022	Limited Tender	1000	Y
	QF-RFQ-90	UAT Limited Tender Fe...	30-Dec-2022	30-Dec-2022	Limited Tender	1000	

Pay Tender Fees

Time shown below is Qatar time(GMT+3).

Payment	Negotiation	Negotiation Title	Bid Close Date	Tender Fee Close Date	Negotiation Style	Fees	Fees Paid
 Pay	CO-RFQ-81	Supply, Installation and ...	31-Oct-2023 03:00 PM	12-Oct-2023 03:30 PM	Public Tender	1000	
 Pay	QF-RFQ-219	Provision of IT Manage...	15-Nov-2023 02:00 PM	15-Nov-2023 02:00 PM	Public Tender	1000	
 Pay	QF-RFQ-225	Provision of Design, Pr...	05-Nov-2023 02:00 PM	10-Oct-2023 02:00 PM	Public Tender	500	

Tender Fee Payment confirmation

Click Confirm to proceed for the Tender Fee Payment of RFQ#: CO-RFQ-81

Step 4

Enter Payment Details in Gateway Form and Submit to Complete Payment

secureacceptance.cybersource.com/billing

Billing Payment Review Receipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1 *

Address Line 2

City *

Country/Region *

State/Province


Zip/Postal Code

Phone Number *

Your Order


Total amount 1,000.00 QAR

Successful Payment Notification and Receipt Number is Populated.


Confirmation

Payment Success

Payment towards amount of 1000QAR has completed successfully. Reference Id is 6709470969606240904953 and Receipt# TF_55979



Step 5

Fees Paid Status changes as “Y”. “Pay” and “Regret” button is unavailable once action is taken.

Pay Tender Fees

Payment	Negotiation	Negotiation Title	Bid Close Date	Tender Fee Close Date	Negotiation Style	Fees	Fees Paid
	QF-RFQ-88	UAT Limited Tender Fe...	30-Dec-2022	30-Dec-2022	Limited Tender	1000	Y
	QF-RFQ-90	UAT Limited Tender Fe...	30-Dec-2022	30-Dec-2022	Limited Tender	1000	Y

Note : After the Tender Fee Payment, Buyer will add the Supplier to RFQ and the Supplier will receive **email Notification**. Once notified the supplier can download documents and respond to the RFQ.

Notification sample:

Negotiation Invitation

Provision of IT Managed Services Provider (MSP) on Call off basis

Qatar Foundation

From [REDACTED]

RFQ [REDACTED]

Opens [REDACTED]

Closes [REDACTED]

Provision of IT Managed Services Provider (MSP) on Call off basis for 3 years with the option to extend up to 2 years

Accept Invitation

Decline Invitation

Supplier [REDACTED]

Supplier Contact [REDACTED]

Acknowledge By [REDACTED]

You are receiving this notification from company Qatar Foundation because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application.

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 e-mail address: [REDACTED]

Thank you,

[REDACTED]

Accept Invitation

Decline Invitation



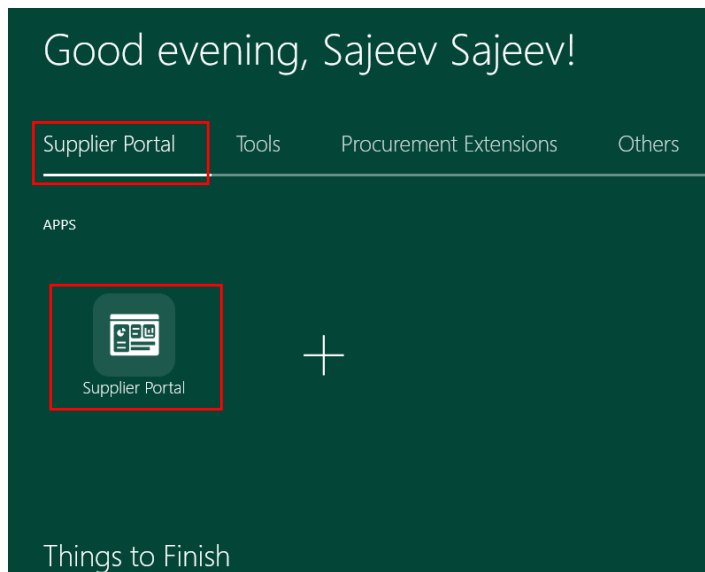
Add Bank Account

This section covers guidelines for adding bank account information. The process involves the below steps.

A separate email notification will be sent to your contact email address regarding the entry of bank account details in the system after approval of your supplier registration. You must add bank account details as instructed in the email.

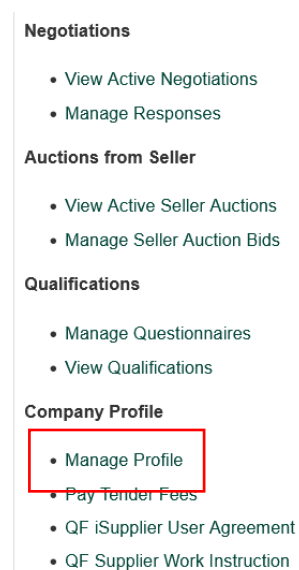
Step 1

Click on the “**Supplier Portal**” tab



Step 2

Under the “**Company Profile**” tab, click on “**Manage Profile**”



Step 3

Click **"Edit"** at the top right-hand corner of the succeeding page

Company Profile ⓘ

Last Change Request 37008
 Request Status Canceled

Requested By vasu, sujesh
 Request Date 01-Dec-2022

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY
 Supplier Number 199
 Supplier Type Local Profit-SME

Tax Organization Type Corporation
 Status Active
 Attachments None

A warning message will appear before getting into the edit page, Click **"Yes"**

Company Profile ⓘ

Last Change Request 37008
 Request Status Canceled

Requested By vasu, sujesh
 Request Date 01-Dec-2022

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY
 Supplier Number 199
 Supplier Type Local Profit-SME

Tax Organization Type Corporation
 Status Active
 Attachments None

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Step 4

On the **"Edit Profile Change Request"** page, click the **"Payments"** tab

Edit Profile Change Request: 61008

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Bank Accounts

Actions View Format + >> Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Num
---------	----------------	------	----------	-----------	----------------------	--------------	-----	-----------	-------------	----------

Step 5

Click on the **create (+)** or the **edit (pencil)** icon to add or end date the existing bank account number

Edit Profile Change Request: 61008

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Bank Accounts

Actions View Format + >> Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Num
---------	----------------	------	----------	-----------	----------------------	--------------	-----	-----------	-------------	----------

Note:

1. If you want to make any changes to your existing bank account, then you need to fill in the "Inactive Date" for the existing bank account and add a new bank account.
2. For any new bank account addition, please attach the bank form at the Organization level provided in the mail along with the Bank letter.

Step 6

In Create Bank Account page, Choose Country and enter bank account details (Bank Account and Bank name, Bank Branch, IBAN, Currency)

Click "OK"

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

Account Number

Bank Name

Bank Branch

☐ Allow international payments

From Date 02-Jan-2023

IBAN

* Currency

Additional Information

In case if Bank and Branch is not available, please fill in the file send over mail and attach to organization level (Please refer PPT send over mail for any clarification)

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

Create Another OK Cancel

The bank account is added under the "Bank Accounts" section

Edit Profile Change Request: 61008

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Bank Accounts

Actions View Format + X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Numt
✓	689709890	QA58DOHB00001234567890A...	QAR	AL AHLI BANK	02-Jan-2023				CITY CENTRE	

Note: If you are unable to find a bank or a bank branch, please contact QF through email and include the filled supplier bank details form that was shared in the email notification.

Step 7

Enter the change description, then click the “Review Changes” button at the upper right-hand corner of the page

Edit Profile Change Request: 61008

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Request to add bank account details

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Bank Accounts

Actions View Format + X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Numt
✓	689709890	QA58DOHB00001234567890A...	QAR	AL AHLI BANK	02-Jan-2023				CITY CENTRE	

Step 8

Verify all the details, then click “Submit”

Review Changes

Edit Submit Cancel

Change Description Request to add bank account details

Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Numt
+	✓	689709890	QA58DOHB00001234567890A...	QAR	AL AHLI BANK	02-Jan-2023			CITY CENTRE	

Step 9

The system will display a message confirming the change has been submitted for approval Click “OK”



Company Profile ?

[Cancel Change Request](#) [Edit](#) [Done](#)

! There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 61008

Requested By vasu, sujesh

Change Description Request to add bank account details

Request Status Pending Approval

Request Date 02-Jan-2023



Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY LLC
Supplier Number 199
Supplier Type Local Profit-SME

Confirmation

Your profile change request 61008 was submitted for approval.

OK

Corporation
Active
None