

Training Guide - iSupplier

Submit Response to RFI/RFQ



Professional ■ **R**espect ■ **I**ntegrity ■ **D**ynamic ■ **E**xcellence

Submit Response RFI/RFQ

Scope

This procedure explains how supplier will Submit response RFI/RFQ

Notification to Supplier

- a. Supplier User gets notification on their email inviting for Sourcing Event after the RFI/RFQ is Published.
- b. Supplier User can login to the iSupplier Portal to submit the Quote by clicking on the 'Negotiation Details' link.

Oracle Applications Home Page >
You are invited: RFQ 22140 (Source for Qosmio X3000 HP Laptops)

From **OCS, Buyer** Company **RHB Bank**
To **JET LEE** Title **Source for Qosmio X3000 HP Laptops**
Sent **23-May-2013 15:44:07** Number **22140**
Due **27-May-2013 15:47:25**
ID **21054**

Negotiation Preview **May 23, 2013 03:44 pm Hong Kong**
Negotiation Open **May 23, 2013 03:44 pm Hong Kong**
Negotiation Close **May 27, 2013 03:47 pm Hong Kong**
Supplier **E-Unison Stationery Sdn Bhd**
Supplier Site

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

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

Action History

Num	Action Date	Action	From	To	Details
1	23-MAY-2013 15:44:07	Submit	OCS, Buyer	JET LEE	

Response

Note to Buyer

[Return to Worklist](#) Yes No

Login to RHB Homepage

a. Login to RHB Apps.

- Enter User Name
- Enter Password
- Click Login



The screenshot shows the RHB login interface. On the left is a globe graphic. The main area contains a login form with the following elements:

- *User Name:** A text input field containing "oracle". Below it is a small example: "example: michael.james.smith".
- *Password:** A password input field with masked characters "*****". Below it is a small example: "example: 4u99v22".
- Buttons:** "Login" and "Cancel" buttons.
- Links:** "Login Assistance" and "Login User Guide".
- Accessibility:** A dropdown menu currently set to "None".
- Language:** A section labeled "Select a Language:" with "English" selected.

At the bottom of the page, there is a footer with links for "About this Page" and "Privacy Statement" on the left, and a copyright notice "Static warning statement on misuse of computer information. Copyright (c) 2009, Oracle. All rights reserved." on the right.

Login to RHB Homepage

- a. Navigate to “Sourcing Supplier” Responsibility
- b. Click Sourcing Home Page

Oracle Applications Home Page

The screenshot shows the 'Main Menu' with a 'Personalize' button. The menu structure is as follows:

- iSupplier Portal Full Access
 - Home Page
 - Sourcing Supplier** (highlighted with a red box and callout 'a')
 - Sourcing
 - Sourcing Home Page** (highlighted with a red box and callout 'b')
 - Worklist

The screenshot shows the 'Worklist' section with a 'Full List' button. The table below contains the following information:

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP		Vacation Rules		
- Redirect or auto-respond to notifications.				
✓ TIP		Worklist Access		
- Specify which users can view and act upon your notifications.				

Your Company's Open Invitations

a. Select the Negotiation Number

Your Company's Open Invitations					Full List
Supplier Site	Negotiation Number	Title	Type	Time Left	
	22140	Source for Qosmio X3000 HP Lap...	RFQ	3 days 23 hours	

Accept Standard Terms and Conditions

- a. Select the flag 'I have read and accepted the terms and conditions'
- b. Click 'Accept' button to accept terms and conditions

Negotiations

Negotiations >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Terms and Condition - (RHB BANK BERHAD OU)

State terms and condition here.

Please print out and review the T&C as per attachment below. If you choose to accept please sign and send back.

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
T&C	File	T&C in MSWord	To Supplier	OCS-JOHN	14-May-2013	One-Time			

* I have read and accepted the terms and conditions

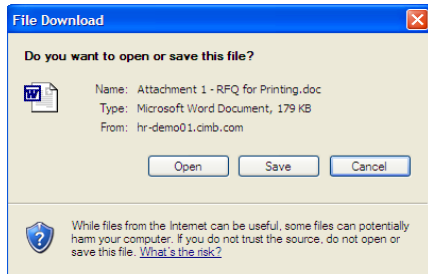
Cancel **Accept**

Negotiation Header

- a. Review negotiation information and assess feasibility
- b. Click to Header, Lines and Controls for details of the negotiation.
- c. Where there is Attachment at Header, click to Attachment. Choose Open or Save. Read the Attachment.

The screenshot shows a negotiation header page. At the top, there are tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' tab is selected and highlighted with a red box and callout 'a'. Below the tabs, the page displays various fields: Title (Source for Qosmio X3000 HP Laptops), Status (Active (Locked)), Time Left (3 days 22 hours), Open Date (23-May-2013 15:44:06), and Close Date (27-May-2013 15:47:25). Other fields include Buyer (OCS, Buyer), Quote Style (Sealed), Outcome Event (Blanket Purchase Agreement), Effective Start/End Dates, Bill-To Address (Finance Department), Ship-To Address (RHB Bank Berhad - Malaysia), Total Agreement Amount, Minimum Release Amount (NET30), Payment Terms, Carrier, and Freight Terms. The RFQ Currency is MYR and Price Precision is Any. There is a 'Notes and Attachments' section with a table of attachments. The first attachment is highlighted with a red box and callout 'b'.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
to supplier	File	to supplier	To Supplier	ORACLE-AFRIZA	02-Sep-2009	Standard			



Header information

- Go to Actions, choose Create Response for RFI / Create Quote for RFQ.
- Title – Description of this negotiation document
- Open Date – Date that you can start to enter bid
- Close Date – Date that this bid will be closed for bidding

Auction: 22122

a

b

Title eBid - Supply of FujiXero Laser CSP4566
Toner
Status Active
Time Left 8 days 6 hours

c

Open Date 21-May-2013 15:55:07
Close Date 31-May-2013 00:00:00

Actions Acknowledge Participation

- Bid Style**
 - Sealed – Both the buyer and suppliers cannot see the responses when they are sealed.
- Description – Detail description of this negotiation document

Header Lines Controls Contract Terms

e

Buyer OCS, Buyer
Bid Style Open

Outcome Blanket Purchase Agreement
Event

f

Description eBid for the supply of FujiXero Laser copier CSP4566 toner for 6 months to offices in Jalan Tun Razak RHB Center.

Header information

- g. **Auction Currency** – The defaulted currency. Price precision indicates the no of decimal.
- h. **Additional Response Currencies** – If the customer allow you to quote in alternate currency

Currency		
Auction Currency MYR		Price Precision 2
Additional Response Currencies		
Response Currency	Currency Description	Price Precision
USD	US Dollar	2

Acknowledge Participation

a. Go to Actions = Acknowledge Participation and click Go

The screenshot shows the 'Negotiations' page for RFQ: 22140. The 'Actions' menu is open, and 'Acknowledge Participation' is selected. A red box highlights the 'Acknowledge Participation' option and the 'Go' button. A yellow callout 'a' points to the 'Go' button. The page displays details for the negotiation, including the title 'Source for Qosmio X3000 HP Laptops', status 'Active (Locked)', and time left '3 days 22 hours'. Other details include the buyer 'OCS, Buyer', quote style 'Sealed', and outcome event 'Blanket Purchase Agreement'. The 'Terms' section shows effective dates, addresses, and payment terms.

b. Click Yes or No to acknowledge participation.

c. Enter Note to Buyer *(You must enter this if your company do not intend to participate)*

d. Click Apply

The screenshot shows the 'Acknowledge Participation (RFQ 22140)' dialog box. A red box highlights the 'Will your company participate?' question, with radio buttons for 'Yes' (selected) and 'No'. A yellow callout 'b' points to the 'Yes' radio button. Another red box highlights the 'Note to Buyer' text area, which contains the text 'We will be submitting out best quote soon.'. A yellow callout 'c' points to the 'Apply' button. The dialog box also has 'Cancel' and 'Apply' buttons at the bottom right.

Create Response/ Quote

- a. Go to Actions, choose Create Response for RFI / Create Quote for RFQ.
- b. Click Go

Negotiations
Negotiations >
RFQ: 22140

Title: **Source for Qosmio X3000 HP Laptops**
Status: **Active (Locked)**
Time Left: **3 days 22 hours**

Open Date: **23-May-2013 15:44:06**
Close Date: **27-May-2013 15:47:25**

Buyer: **OCS, Buyer**
Quote Style: **Sealed**
Description:

Outcome Event: **Blanket Purchase Agreement**

Terms

Effective Start Date
Effective End Date
Bill-To Address: [Finance Department](#)
Ship-To Address: [RHB Bank Berhad - Malaysia](#)
FOB

Total Agreement Amount
Minimum Release Amount
Payment Terms: **NET30**
Carrier
Freight Terms

Actions:

Create Response/ Quote

a. Go to Actions, choose Create Response for RFI / Create Quote for RFQ.

b. Click Go button

The screenshot shows the 'Negotiations' page for RFQ: 22140. The title is 'Source for Qosmio X3000 HP Laptops'. The status is 'Active (Locked)' and the time left is '3 days 22 hours'. The open date is '23-May-2013 15:44:06' and the close date is '27-May-2013 15:47:25'. The buyer is 'OCS, Buyer' and the quote style is 'Sealed'. The outcome event is 'Blanket Purchase Agreement'. The terms section includes 'Effective Start Date', 'Effective End Date', 'Bill-To Address' (Finance Department), 'Ship-To Address' (RHB Bank Berhad - Malaysia), 'FOB', 'Total Agreement Amount', 'Minimum Release Amount', 'Payment Terms' (NET30), 'Carrier', and 'Freight Terms'. Callout 'a' points to the 'Actions' dropdown menu, 'b' points to the 'Go' button, and 'c' points to the 'RFQ: 22140' text.

c. Note that system automatically generate a Response Number

d. Enter Bid Valid Until date

e. Enter Reference Number (Optional)

f. Enter Note to Buyer (Optional)

g. Select your Bid Currency if applicable

Create Bid: 15055 (Auction 22122)

The screenshot shows the 'Create Bid' page for Auction 22122. The title is 'eBid - Supply of FujiXero Laser CSP4566 Toner'. The time left is '8 days 6 hours' and the close date is '31-May-2013 00:00:00'. The supplier is 'RED BULL MOVER SERVICES SDN BHD' at 'MYKL 01 - 3 Jalan Wahandin Dua, MY'. The auction currency is 'MYR' and the bid currency is also 'MYR'. The price precision is '2 decimals maximum'. The 'Bid Valid Until' field is empty with a calendar icon. The 'Reference Number' field is empty. The 'Note to Buyer' field is empty. Callout 'd' points to the 'Bid Valid Until' field, 'e' points to the 'Reference Number' field, and 'f' points to the 'Note to Buyer' field. Callout 'g' points to the 'Bid Currency' dropdown menu.

Respond to Header Requirement

- a. Respond to Header Requirements by answering the questions under Quote Value

Negotiations

Negotiations > RFQ: 22140 >
Create Quote: 15073 (RFQ 22140)

Header | **Lines**

Title: [Source for Qosmio X3000 HP Laptops](#)

Supplier: **E-Unison Stationery Sdn Bhd**
RFQ Currency: **MYR**
Quote Currency: **MYR**
Price Precision: **Any**

Quote Valid Until:
(example: 23-May-2013)
Reference Number:
Note to Buyer:

Time Left: **3 days 22 hours**
Close Date: **27-May-2013 15:47:25**

Attachments

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

Requirements

[Expand All](#) | [Collapse All](#)

Focus	Title	Target Value	Quote Value
	Requirements		
	1.1		
	Years in Business		<input type="text"/> (Numeric Value only)
	1.2		
	Nature of Company		<input type="text"/>

Buttons:

Respond to Line Attributes & Price Break

a. Click Update.


Negotiations > RFQ: 22140 >
 Create Quote: 15073 (RFQ 22140)

Title Source for Qosmio X3000 HP Laptops

Time Left 3 days 22 hours
 Close Date 27-May-2013 15:47:25

Header Lines

RFQ Currency MYR
 Price Precision Any
 Quote Currency MYR

Line	Update	Bank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Quote Minimum Release Amount
1 Qosimo Laptop		Sealed			EACH				

Ⓢ Indicates more information requested. Click the Update icon.





b. Respond to required Line Attributes. Click at the Quote Value LOV. You **must** respond when the Attribute Type indicates Required.

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Fixed Lot Multiple	Optional		<input type="text"/> (Numeric Value only)
General	Lead Time (Working Days)	Optional		<input type="text"/> (Numeric Value only)

c. Enter Price Break.

Price Breaks

Response Optional - Suppliers can modify, delete or add price breaks.
 Agreement Release Quantity Non-Cumulative

Ship-To	View Address	Quantity (EACH)	Price or Discount %	Price Effective From	Effective To	Delete
Kuala Lumpur		<input type="text"/>	Price	2000	<input type="text"/>	
Penang		<input type="text"/>	Price	2100	<input type="text"/>	

Add Another Row

Quote Price

- d. Enter Quote Price.
- e. Click Apply

Negotiations

Create Quote 15073: Line 1 (RFQ 22140)

Description	Qosimo Laptop	Close Date	27-May-2013 15:47:25
Unit	EACH	Quote Currency	MYR
Start Price		Rank	Sealed
Target Price		Estimated Total Amount	
Quote Price	<input type="text" value="2000"/>	Target Minimum Release Amount	
Estimated Quantity		Quote Minimum Release Amount	<input type="text"/>

The screenshot shows a software interface for entering a quote. A blue header bar contains the word 'Negotiations'. Below it, the text 'Create Quote 15073: Line 1 (RFQ 22140)' is displayed. The main area is divided into two columns. The left column lists fields: Description (Qosimo Laptop), Unit (EACH), Start Price, Target Price, Quote Price (with a red box around the input field containing '2000'), and Estimated Quantity. A yellow callout bubble with the letter 'e' points to the Quote Price input field. The right column lists: Close Date (27-May-2013 15:47:25), Quote Currency (MYR), Rank (Sealed), Estimated Total Amount, Target Minimum Release Amount, and Quote Minimum Release Amount (with an empty input field). At the bottom right, there are three buttons: 'Cancel', 'Save Draft', and 'Apply'. A yellow callout bubble with the letter 'd' points to the 'Apply' button.

Respond by Spreadsheet

a. Click Quote by Spreadsheet button

Negotiations > RFQ: 22140 >
Create Quote: 15075 (RFQ 22140)

Title [Source for Qosmio X3000 HP Laptops](#)

Cancel View RFQ **Quote By Spreadsheet** Save Draft Continue

Time Left **1 day**
Close Date **28-May-2013 15:13:56**

Supplier **LEVITACUS MOVERS**
RFQ Currency **MYR**
Quote Currency **MYR**
Price Precision **Any**

Quote Valid Until
(example: 27-May-2013)

Reference Number

Note to Buyer

b. Select XML Spreadsheet – Rich Style format

c. Click Export button

d. Save the zip file in local drive

Negotiations

Create Quote 15075: Quote By Spreadsheet (RFQ 22140)

RFQ Currency **MYR**
Quote Currency **MYR**

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format XML Spreadsheet - Rich Style (.xml) **b**
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export **c**

Step 2: Import Spreadsheet

Format XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import **Browse...**

Create Quote by Spreadsheet

- e. Unzip the file
- f. Open the xml file using Excel
- g. Prepare and save your quote price.
 - Note that yellow fields are mandatory response fields

Source for Qosmio X3000 HP Laptops

RFQ 22140	Company RHB Bank
Close Date 5/28/2013 15:13	Buyer OCS, Buyer
RFQ Currency MYR	Phone
Quote Currency MYR	Email Buyer@rhb.com.my
Price Precision Any	Supplier LEVITACUS MOVERS
	Supplier Site

Lines

Quote Total (MYR) Cannot be displayed because quantity is not available on all lines

Line	Item, Rev / Job	Start Price	Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Quote Price	Quote Minimum Release Amount	Note to Buyer	Target Price	Category	Job I
1	Qosimo Laptop 432018090001		EACH								43.4320.432018.0	

Price Breaks

Ship-To	Quantity	Effective From	Effective To	Price or Discount %	Price
Kuala Lumpur				Price	
Penang				Price	

Attributes

Title	Target Value	Quote Value
General		
Fixed Lot Multiple		(Numeric Value only)
Lead Time (Working Days)		(Numeric Value only)

Create Quote by Spreadsheet

- h. Select the same import format as what you had exported**
- i. Use the Browse button to locate your quote price file**
- j. Click Import button**

Negotiations

Create Quote 15075: Quote By Spreadsheet (RFQ 22140)

RFQ Currency **MYR**
Quote Currency **MYR**

Step 1:Export Spreadsheet

✓ **TIP** Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format XML Spreadsheet - Rich Style (.xml)
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format XML Spreadsheet (.xml) **h**
 Tab-Delimited (.txt)

File To Import C:\Users\lacinwal\Desкто **Browse...** **i**

Import **j**

[Return to Create Quote:15075 \(RFQ 22140\)](#)

Review and Submit Quote

a. Review Quote Price and Click Continue.

Negotiations > RFQ: 22140 >
Create Quote: 15073 (RFQ 22140)

Title [Source for Qosmio X3000 HP Laptops](#)

Time Left **3 days 22 hours**
Close Date **27-May-2013 15:47:25**

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

RFQ Currency **MYR** Price Precision **Any** Quote Currency **MYR**

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Quote Minimum Release Amount
1 Qosimo Laptop ⓘ		Sealed			2000 EACH				

ⓘ Indicates more information requested. Click the Update icon.

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

b. Click Submit.

Negotiations

Negotiations > RFQ: 22140 >

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 15073: Review and Submit (RFQ 22140)

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

Header

Title **Source for Qosmio X3000 HP Laptops** Time Left **3 days 22 hours**
Supplier **E-Unison Stationery Sdn Bhd** Close Date **27-May-2013 15:47:25**
RFQ Currency **MYR** Quote Valid Until
Quote Currency **MYR** Reference Number
Price Precision **Any** Note to Buyer

Attachments

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

Requirements

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

Details Section

- [Show](#) 1.1
- [Show](#) 1.2

Submit Quote

c. Confirmation Page.

Negotiations

Confirmation
Quote 15073 for RFQ 22140 (Source for Qosmio X3000 HP Laptops) has been submitted.

[Return to Sourcing Home Page](#)

d. Click Return to Sourcing Home Page.

e. You can view your submitted responses under Your Active and Draft Responses section.

Negotiations

Search Open Negotiations

Welcome, Jet Lee.

Your Active and Draft Responses

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

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
15073	Active		22140	Source for Qosmio X3000 HP Laptops	RFQ	3 days 22 hours		0
15003	Active		22054	Test Script056	RFQ	0 seconds		0
15015	Active		22076	sdfsdf	RFQ	0 seconds		0
15012	Draft		22067	test	RFQ	0 seconds		0
15035	Draft		22101	test	RFQ	0 seconds		0

End of Submit Response for RFI/RFQ