



Supplier Portal

**Oracle Cloud Procurement  
Platform – User Guide**



# Introduction

This website is the primary online portal for suppliers to participate in online tenders/RFX published by the Emirates Post Group. The entire bidding process is managed online. Equal opportunity in public procurement and nurturing an increasingly dynamic, competitive, and innovative supply chain for the provision of goods and services. The underlying technology and supporting services for the eProcurement Portal are based on the latest updates of the Oracle Fusion application.

This guide provides detailed instructions on how to register on the Emirates Post Group Procurement Platform.

It guides you through Registration, Profile Update, RFQ Response, and Acknowledges a PO.



## **Submitting RFQ/ Tender Response**



# Submitting RFQ/ Tender Response

Click the analytics or Bell Notification to view the RFQ Invitation, you can click Accept/Decline invitation from actions.

The screenshot displays the Supplier Portal interface. On the left, there is a navigation menu with sections: Tasks, Orders (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), Agreements (Manage Agreements), Shipments (Manage Shipments, View Receipts, View Returns), Contracts and Deliverables (Manage Contracts, Manage Deliverables), Negotiations (View Active Negotiations, Manage Responses), and Qualifications (Manage Questionnaires, View Qualifications). The main content area features a 'Requiring Attention' donut chart with a total count of 22. The chart is divided into three segments: a large green segment (Schedules Overdue or Due Today) with a count of 20, a small blue segment (Orders to Acknowledge) with a count of 1, and a small yellow segment (Negotiations Closing Soon) with a count of 1. A red box highlights the yellow segment. Below the chart is a 'Supplier News' section. On the right, a 'Notifications' dropdown menu is open, showing a list of notifications. The first notification is 'FYI Negotiation RFX-10010 (Project - Training Course) Was Closed' from 16 minutes ago, with a 'Dismiss' button. The second is 'ACTION REQUIRED You Are Invited to Negotiation RFX-10010 (Project - Training Course)' from 43 minutes ago, with an 'Actions' dropdown menu containing 'Accept Invitation' (highlighted with a red box) and 'Decline Invitation'. The third is '(REMINDER) ACTION REQUIRED You Are Invited to Negotiation RFX-10005 (Project - Training Course)' with an 'Actions' dropdown menu. The fourth is 'ACTION REQUIRED You Are Invited to Negotiation RFX-10005 (Project - Training Course)' from 1 week ago, with an 'Actions' dropdown menu. The top of the page shows the 'Supplier Portal' header, a search bar, and a user profile icon labeled 'ES'.



# Submitting RFQ/ Tender Response

Select the Respective Notification to review and Create Response. Review the RFQ details and Click “Accept Invitation” to Acknowledge the Participation.

You Are Invited to Negotiation RFX-10010-2 (Project - Training Course)

Actions ▾ [Accept Invitation](#) [Decline Invitation](#)

Negotiation Invitation

## Project - Training Course Emirates Post Enterprise

From [Redacted]

RFQ [RFX-10010-2](#)

Preview 24.Jul.2022 11:13 PM

Opens 24.Jul.2022 11:13 PM

Closes 29.Jul.2022 11:11 PM

Project - Training Course

Supplier  
Supplier Site  
Supplier Contact: **Executive Supplier**  
Acknowledge By 25.Jul.2022 11:13 PM

You are receiving this notification from company Emirates Post Enterprise 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:

Thank you,

24.Jul.2022 11:14 PM

Assigned to **Executive Supplier**

24.Jul.2022 11:14 PM

Submitted by [Redacted]

[RFX-10010-2\\_SUPPLIER.pdf](#)

[View Negotiation](#)

[Create New Response](#)

[Acknowledge Participation](#)





# Submitting RFQ/ Tender Response

The dashboard will identify any required actions and provide a shortcut to any recent activity, such as recent payments. All shortcut views are identified in blue and are hyperlinked.

The screenshot shows the Supplier Portal interface. At the top, there is a dark blue header with a logo on the left and navigation icons (home, list, notifications, user profile) on the right. Below the header, the page title "Supplier Portal" is displayed. A search bar is present with a dropdown menu set to "Orders" and an "Order Number" input field. The main content area is divided into several sections:

- Tasks:** A sidebar menu on the left lists various tasks under categories like Orders, Agreements, Shipments, Contracts and Deliverables, Negotiations, and Qualifications.
- Requiring Attention:** A donut chart showing a total of 21 items. The legend indicates: Negotiations Closing Soon (blue), Orders to Acknowledge (green), and Schedules Overdue or Due Today (yellow).
- Recent Activity:** A table showing activity over the last 30 days. The "Negotiation invitations" row is highlighted with a red border and shows a count of 1. "Orders opened" shows a count of 4.
- Transaction Reports:** A table showing the PO Purchase Amount for the last 30 days, which is 667K AED.
- Supplier News:** A section at the bottom for news updates.



# Submitting RFQ/ Tender Response

Click "Negotiation Invitation" link to open the RFQ to submit a response. Select the Respective Line & Click "Create Response"

Active Negotiations Done

Time Zone Gulf Standard Time

Search Manage Watchlist Saved Search

\*\* At least one is required

\*\* Negotiation

\*\* Invitation Received Yes

\*\* Title

Response Submitted No

\*\* Negotiation Close By dd.mmm.yyyy

Negotiation Open Since 24.Jun.2022

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
RFx-10010	Project - Training Course	RFQ	6 Days 15 Hours	31.Jul.2022 02:...	0		0		

Columns Hidden 4



# Submitting RFQ/ Tender Response

In the Overview page, enter the “Response Valid Until” date, attachments (Soft copy of quotations), reference and notes if required, then Click “Next”



1 2 3 4  
Overview **Require** Lines Review

Create Response (Quote ): Overview ?

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

Last Saved 24.Jul.2022 11:17 PM  
Time Zone Gulf Standard Time

Title **Project - Training Course** Time Remaining **4 Days 23 Hours**  
Close Date **29.Jul.2022 11:11 PM**

### General

Supplier	
Supplier Site	
Negotiation Currency	AED
Response Currency	AED
Price Precision	2 Decimals Maximum
Response Valid Until	<input type="text" value="05.Aug.2022 02:09 PM"/>

Response Type  Primary  
 Alternate

Reference Number

Note to Buyer

Attachments **20\_2022\_6-1.pdf** + X



# Submitting RFQ/ Tender Response

In the Requirements tab, Select the “Section 1: General” of Technical Stage, then respond against the questionnaire. Please enter responses against all Sections 1, 2 and 3... from drop down button before “Submit”

Overview Requirer Lines Review

1 2 3 4

Create Response (Quote 3001): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 24 Jul 2022 10:44 PM  
Time Zone Gulf Standard Time

Time Remaining 6 Days 15 Hours Close Date 31 Jul 2022 02:08 PM

Section 1: General

1. Do you have the Company Brochure?  
 a. Yes  
 b. No

\* 2. Do you agree on Terms and conditions document provided in RFx?  
 a. Yes  
 b. No

\* Response Attachments None

Comments

Section 1: General

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	At
File	From Supplier	12005-2.pdf Update...	12005-2.pdf		Executive Supplier	24

Rows Selected 1

OK Cancel



# Submitting RFQ/ Tender Response

In the “Lines” page, enter the Response Price & Click “Next” to submit this Response.

Navigation: Home, Flag, 3 Notifications, ES

Progress: 1 - 2 - **3** - 4

Overview | Requiren | **Lines** | Review

Create Response (Quote 3001): Lines ?

Buttons: Messages | Respond by Spreadsheet | Actions | Back | **Next** | Save | Submit | Cancel

Currency = UAE Dirham

Last Saved 24.Jul.2022 10:47 PM  
Time Zone Gulf Standard Time

Time Remaining 6 Days 15 Hours

Close Date 31.Jul.2022 02:08 PM

Line	Description	* Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Al Ain DC Relocation Remove the PO B		+	Building under Cons		1,000.00			1,000.00		

Rows Selected 1 Columns Hidden 5

Grand Totals

All response lines except alternate lines are included.

Response Amount 1,000.00



# Submitting RFQ/ Tender Response

In the Review Page, All the selected details can be reviewed, then Click **“Submit”** button. If you want to save and submit for later, click Save and Close from Save button.

Review Response: Quote

Currency = UAE Dirham

Title Project - Training Course

Close Date 29 Jul 2022 11:11 PM

Time Remaining 4 Days 23 Hours

Last Saved 24 Jul 2022 11:20 PM  
Time Zone Gulf Standard Time

Overview Requirements Lines

General

Supplier

Supplier Site

Negotiation Currency AED

Response Currency AED

Price Precision 2 Decimals Maximum

Response Valid Until 05 Aug 2022 02:09 PM

Response Type Primary

Reference Number

Note to Buyer

**Confirmation**

The response 3001 to negotiation RFx-10010 was submitted.

OK



# Submitting RFQ/ Tender Response

We can find the active negotiations/ responses from Tasks area under “Manage Responses”.

Supplier Portal

Search  Order Number

### Tasks

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - View Receipts
  - View Returns
- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables
- Negotiations**
  - View Active Negotiations
  - Manage Responses
- Qualifications
  - Manage Questionnaires
  - View Qualifications

### Requiring Attention

Category	Count
Orders to Acknowledge	1
Schedules Overdue or Due Today	19

### Recent Activity

Last 30 Days

Orders opened	4
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### Transaction Reports

Last 30 Days

PO Purchase Amount	667K AED
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### Supplier News



# Submitting RFQ/ Tender Response

We can revise or create a new response before RFx Closure. Then follow the same submission actions.

Quote: 3003 (RFQ RFx-10010-2)

Currency = UAE Dirham

Title Project - Training Course

Response Status Active

Time Remaining 4 Days 23 Hours

Close Date 29 Jul 2022 11:11 PM

Messages **Revise** Actions Done

View Response History

**Create Response**

View Response PDF

Overview Requirements Lines

General

Supplier

Supplier Site

Supplier Contact Supplier, Executive

Response Currency AED

Price Precision 2 decimals maximum

Response Valid Until 05 Aug 2022 02:09 PM

Response Type Primary

**Create Response**

Copy from an existing response

Existing Response **3001 Active Primary**

Create Cancel



**Thank You**