

SUPPLIER ONLINE BIDDING USER GUIDE




ASHGHAL

قطر تستحق الأفضل
Qatar Deserves The Best

This guide will instruct suppliers through the online bidding process to ASHGHAL. Kindly read the instructions carefully before you apply.

Note: All shown data are for testing purpose only and suppliers have to enter their accurate information when using this electronic form.

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1. LOGIN AND REVIEW TENDER DETAILS

Please follow the following procedures to login and review tender details

STEP 01

- ACTION:**
- ENTER THE DESIRED INFORMATION INTO THE (USERNAME AND PASSWORD) FIELDS.
 - CLICK THE **LOGIN** BUTTON.

*User Name: BANNADURAI@MALOM
 (example: michael.james.smith)

*Password:
 (example: 4u99v23)

Login **Cancel**

Login Assistance

STEP 02

- ACTION:**
- CLICK THE **YOU ARE INVITED:** TENDER PWA/ITC/1/2016/L (DRY RUN ITC 1) LINK.

Worklist

From	Type	Subject	Sent	Due
Public Work Authority Sourcing Publish		You are invited: Tender PWA/ITC/1/2016/L (dry run itc 1)	25-Oct-2016	15-Nov-2016

Full List (1)

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

STEP 03

- ACTION:**
- CLICK THE **TENDER DETAILS** LINK.

Tender Open October 25, 2016 12:38 pm Riyadh
 Tender Close November 15, 2016 01:00 pm Riyadh
 Supplier MALOMATIA
 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.

If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in, Please go to [Tender 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	25-OCT-2016 12:38:29	Submit	محمد يحيى صالح البريدى / Mohamed Yahya S. Abayzidi	BHVANA ANHADURAI	

Response

Note to Buyer



STEP 04

- ACTION:**
- CLICK THE **TENDER DETAILS** LINK.

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
No results found.								

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	PWA/ITC/1/2016/L	dry run itc 1	Tender	20 days 2 hours

Active/Public Tenders

Tender Number

Title

Time Left

No results found.

Tender has been paused. Only draft responses can be created.

Quick Links

Manage View Responses

STEP 05

- ACTION:**
- NOTICE THAT TENDER DOCUMENTS WILL NOT BE VISIBLE UNLESS YOU PAY THE TENDER FEES.
 - CLICK THE **SCROLLBAR**.

Tender: PWA/ITC/1/2016/L

Title: dry run itc 1
 Status: Active (Locked)
 Time Left: 20 days 2 hours
 Tender Type: ITC
 Document Fee: 33333

Tender Status: Limited
 Issue Date: 25-Oct-2016 12:38:25
 Close Date: 15-Nov-2016 13:00:00
[Online Payment For Tender Fees](#)

Header: Lines Contract Contract Terms

Tender Details: long description

Terms

Effective Start Date
 Effective End Date
 Bill To Address: Ashghal Hq Office
 Ship-To Address: Ashghal Hq Office
 FOB

Total Agreement Amount
 Minimum Release Amount
 Payment Terms
 Carrier
 Freight Terms

Currency: Tender Currency: QAR Price Precision: Any

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2. ACKNOWLEDGE PARTICIPATION

Please follow the following procedures to acknowledge participation.

STEP 01

ACTION:
- TO ACKNOWLEDGE YOUR PARTICIPATION,
CLICK THE **GO** BUTTON.

A screenshot of a web interface showing a dropdown menu with the text 'Acknowledge Participation' and a 'Go' button to its right. A green arrow points from the 'Go' button to the text in the action description.

STEP 02

ACTION:
- TO ENTER NOTES,
CLICK IN THE **NOTE TO BUYER** FIELD.

- ENTER THE DESIRED INFORMATION
INTO THE **NOTE TO BUYER** FIELD ENTER
"I WILL PARTICIPATE".

A screenshot of a web form titled 'Acknowledge Participation (Tender PWA/ITC/1/2016/L)'. It contains a radio button for 'Will your company participate?' with 'Yes' selected. Below it is a text area labeled 'Note to Buyer'. A green arrow points from the 'Note to Buyer' field to the text in the action description.

STEP 03

ACTION:
- CLICK THE **APPLY** BUTTON.

A screenshot of the same web form as in Step 02, but now showing 'Cancel' and 'Apply' buttons at the bottom right. A green arrow points from the 'Apply' button to the text in the action description.



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SCROLL
DOWN



3. PAY TENDER W ONLINE

Please follow the following procedures to pay the tender fees.

STEP
01

ACTION:
- PAYING THE FEES WILL ENABLE YOU TO DOWNLOAD THE TENDER DOCUMENTS.
TO PAY TENDER FEES ONLINE, CLICK THE ONLINE PAYMENT FOR TENDER FEES BUTTON.

The screenshot shows a tender status of 'Limited' with an issue date of 25-Oct-2016 12:38:25 and a close date of 15-Nov-2016 13:00:00. A dropdown menu is set to 'Acknowledge Participation' and a 'Go' button is visible. A button labeled 'Online Payment For Tender Fees' is highlighted with a red box and an arrow pointing to it from the text below.

STEP
02

ACTION:
- SELECT YOUR PREFERRED PAYMENT METHOD.
CLICK THE **MASTERCARD** BUTTON.

The screenshot shows a 'Select your preferred payment method' screen with logos for VISA, American Express, and MasterCard. The MasterCard logo is highlighted with a red box and an arrow pointing to it from the text below.

STEP
03

ACTION:
- NOTICE THAT THE PURCHASE AMOUNT IS STATED AS PER EACH TENDER.
- ENTER THE CARD DETAILS.
- CLICK IN THE / FIELD.

The screenshot shows the 'Enter your card details' form for MasterCard. The purchase amount is QAR 33,333.00. The form includes fields for Card Number, Expiry Date, and Security Code. A red box highlights the Security Code field, and an arrow points to it from the text below.

STEP
04

ACTION:
- ENTER THE DESIRED INFORMATION INTO THE / FIELD. ENTER "17".

The screenshot shows the Security Code field now containing '17'. A red box highlights the field, and an arrow points to it from the text below.

STEP
05

ACTION:
- ENTER THE DESIRED INFORMATION INTO THE 3 DIGITS AFTER THE CARD NUMBER ON THE SIGNATURE PANEL OF YOUR FIELD. ENTER "123".

The screenshot shows the Security Code field now containing '123'. A red box highlights the field, and an arrow points to it from the text below.

STEP
06

ACTION:
- TO CONFIRM PAYMENT, CLICK THE **SUBMIT CARD DETAILS FOR PROCESSING** BUTTON.

The screenshot shows the 'PAY' button at the bottom right of the form highlighted with a red box and an arrow pointing to it from the text below.

STEP
07

ACTION:
- NOTICE THE PAYMENT CONFIRMATION.
TO RETURN TO THE TENDER, CLICK THE **PWA/ITC/1/2016/L** LINK.

The screenshot shows a 'Confirmation' message: 'Payment completed successfully.' Below it is a table of 'Tenderer Paid Tenders' with columns for Document Number, Document Title, Publish Date, Receipt Number, Close Date, and Payment Type. The document number 'PWA/ITC/1/2016/L' is highlighted with a red box and an arrow pointing to it from the text below.

STEP
08

ACTION:
- NOTICE THE TENDER DOCUMENTS ARE NOW AVAILABLE FOR DOWNLOAD.
CLICK THE **SCROLLBAR**.

The screenshot shows the 'Tender: PWA/ITC/1/2016/L' details page. It includes fields for Title, Status, Time Left, Tender Type, and Document Fees. A scrollbar is visible on the right side of the page, highlighted with a red box and an arrow pointing to it from the text below.

STEP
09

ACTION:
- TO DOWNLOAD THE TENDER DOCUMENTS, CLICK THE **AWARD OUTPUT**.
DOCX OBJECT.

The screenshot shows the 'Notes and Attachments' section with a table listing attachments. The attachment 'award output.docx' is highlighted with a red box and an arrow pointing to it from the text below.

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4. ONLINE DISCUSSION

Please follow the following procedures to send clarifications using online discussion.

STEP 01

ACTION:
- CLICK THE ACTIONS LIST.

Tender Status **Limited**
Issue Date **25-Oct-2016 12:38:25**
Close Date **15-Nov-2016 13:00:00**

STEP 02

ACTION:
- TO MAKE INQUIRIES ABOUT THE TENDER BEFORE QUOTE SUBMISSION, CLICK THE ONLINE DISCUSSIONS LIST ITEM.

Tender Status **Limited**
Issue Date **25-Oct-2016 12:38:25**
Close Date **15-Nov-2016 13:00:00**

STEP 03

ACTION:
- CLICK THE GO BUTTON.

Tender Status **Limited**
Issue Date **25-Oct-2016 12:38:25**
Close Date **15-Nov-2016 13:00:00**



STEP 04

ACTION:
- CLICK THE NEW MESSAGE BUTTON.

Messages Search
Note that the search is case insensitive
Search Message Subject
Search Keyword
Go Clear
Select Message Subject Stage
No results found.
new Message

STEP 05

ACTION:
- CLICK THE SUBJECT FIELD.

Create New Message (Tender PWATC/1/2016/L)
* Indicates required field
* Subject
* Message
Send To: Public Work Authority
Attachments
Add Attachment...

STEP 06

ACTION:
- ENTER THE DESIRED INFORMATION INTO THE SUBJECT FIELD. ENTER "INQUIRY".

Create New Message (Tender PWATC/1/2016/L)
* Indicates required field
* Subject: INQUIRY
* Message
Send To: Public Work Authority
Attachments
Add Attachment...



STEP 07

ACTION:
- CLICK IN THE MESSAGE FIELD.
- ENTER THE DESIRED INFORMATION INTO THE MESSAGE FIELD. ENTER "INSERT QUESTION HERE".
- CLICK THE SEND BUTTON.

Create New Message (Tender PWATC/1/2016/L)
* Indicates required field
* Subject: INQUIRY
* Message: INSERT QUESTION HERE
Send To: Public Work Authority
Attachments
Add Attachment...

STEP 08

ACTION:
- TO RETURN TO THE TENDER, CLICK THE TENDER: [PWA/ITC/1/2016/L](#) LINK.

Messages Search
Note that the search is case insensitive
Search Message Subject
Search Keyword
Go Clear
Select Message Subject Stage Status From To Date
INQUIRY Submission Period Read Annadara, Bhivana Public Work Authority 26-Oct-2016
new Message



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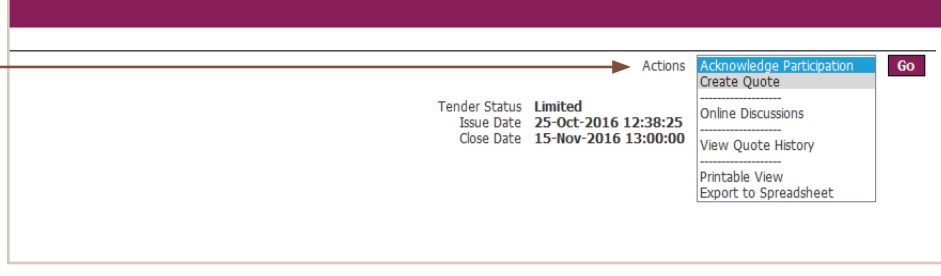


5. CREATE AND SUBMIT QUOTE

Please follow the following procedures to create and submit quotes.

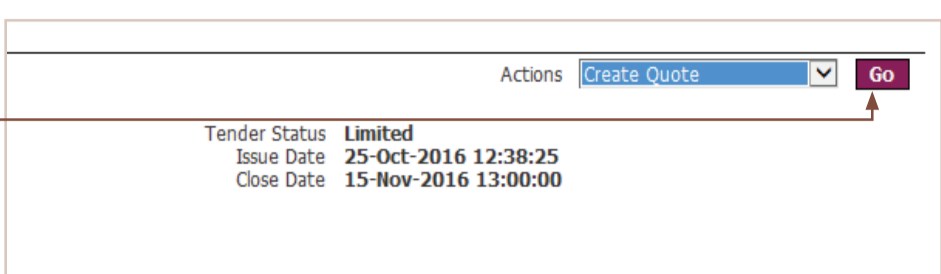
STEP 01

ACTION:
- CLICK THE ACTIONS LIST.
- TO CREATE YOUR OFFER,
CLICK THE CREATE QUOTE LIST ITEM.



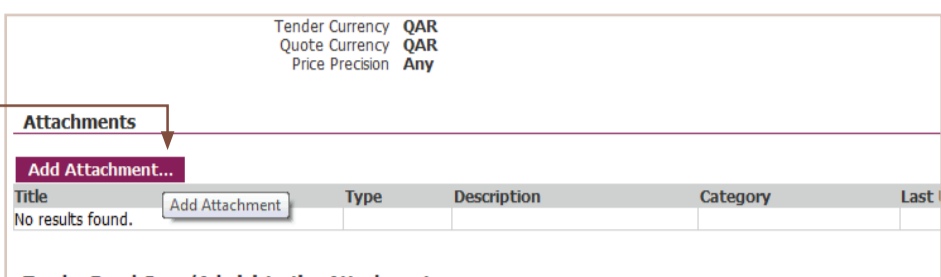
STEP 02

ACTION:
- CLICK THE GO BUTTON.



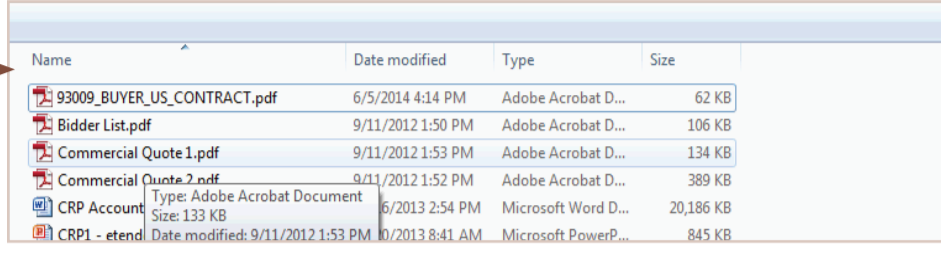
STEP 03

ACTION:
- UPLOAD YOUR OFFER.
CLICK THE ADD ATTACHMENT... BUTTON.



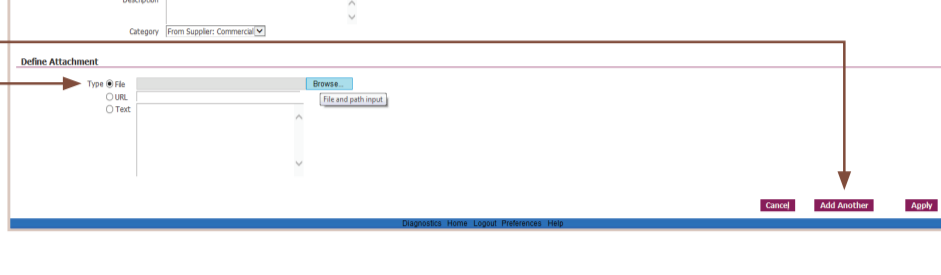
STEP 04

ACTION:
- CLICK IN THE NAME FIELD.



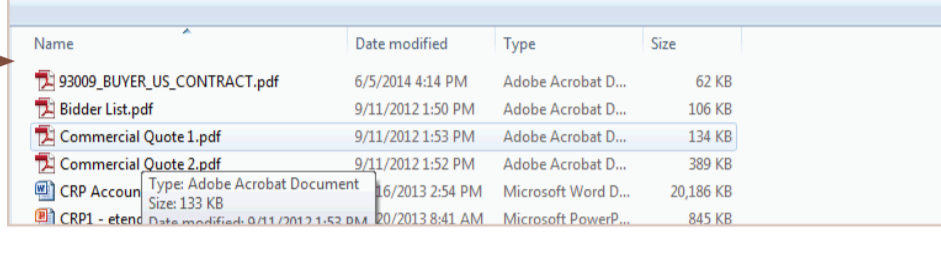
STEP 05

ACTION:
- CLICK THE ADD ANOTHER BUTTON.
- CLICK IN THE TYPE FIELD.



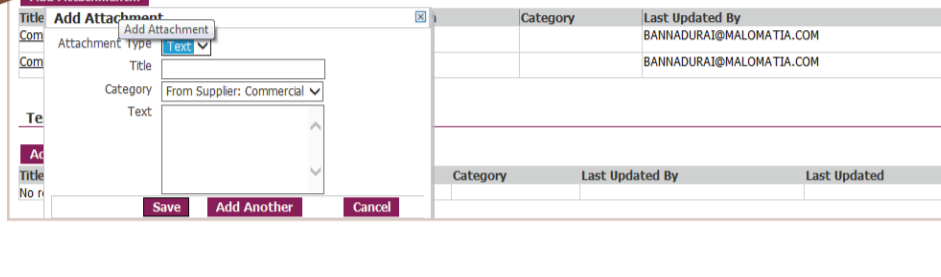
STEP 06

ACTION:
- CLICK IN THE NAME FIELD.



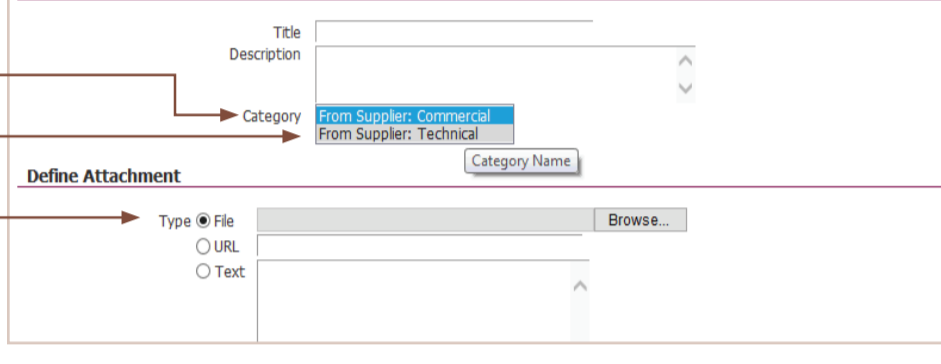
STEP 07

ACTION:
- UPLOAD YOUR OFFER.
CLICK THE ADD ATTACHMENT... BUTTON.



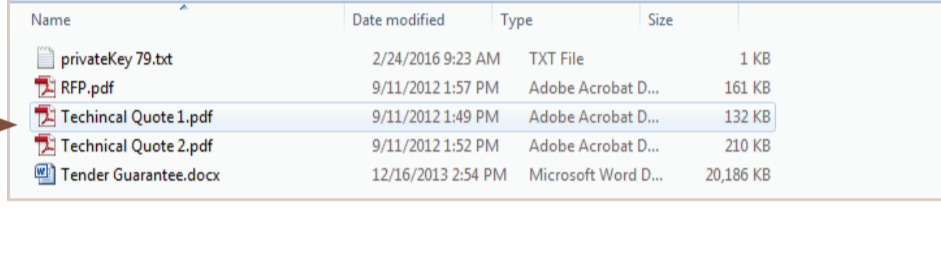
STEP 08

ACTION:
- MAKE SURE YOU ENTER THE RIGHT
CATEGORY FOR YOUR DOCUMENT.
CLICK THE CATEGORY LIST.
- CLICK THE FROM SUPPLIER: TECHNICAL
LIST ITEM.
- CLICK IN THE TYPE FIELD.



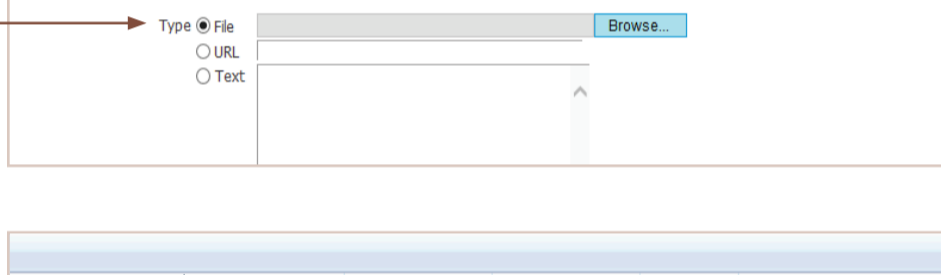
STEP 09

ACTION:
- CLICK IN THE NAME FIELD.



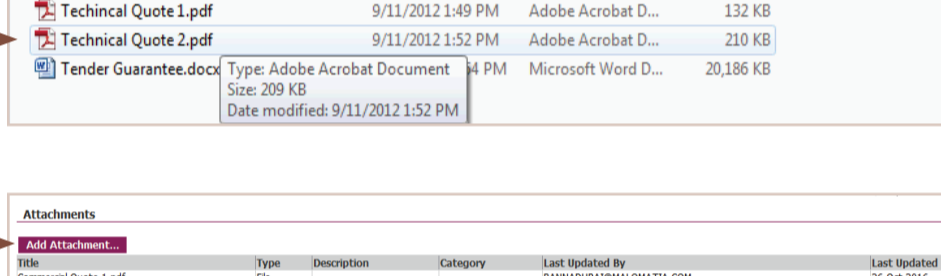
STEP 10

ACTION:
- CLICK IN THE TYPE FIELD.



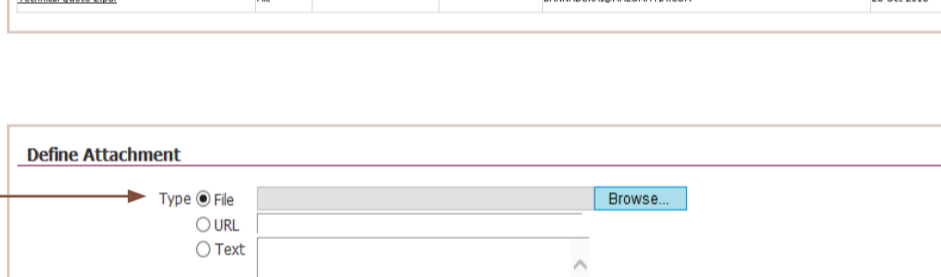
STEP 11

ACTION:
- CLICK IN THE NAME FIELD.



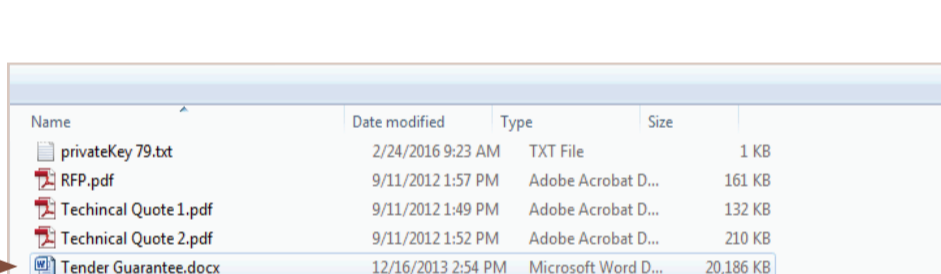
STEP 12

ACTION:
- UPLOAD YOUR TENDER BOND COPY.
CLICK THE ADD ATTACHMENT... BUTTON.



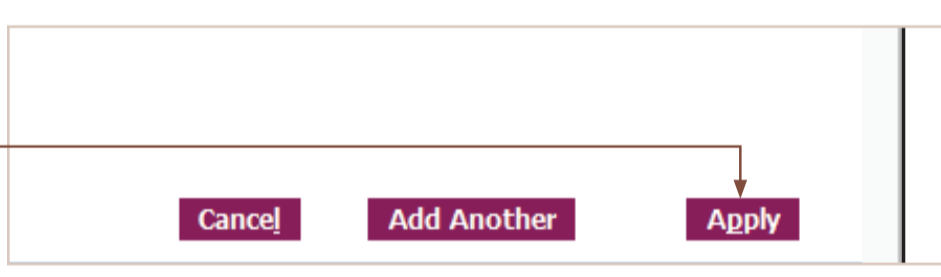
STEP 13

ACTION:
- CLICK IN THE TYPE FIELD.



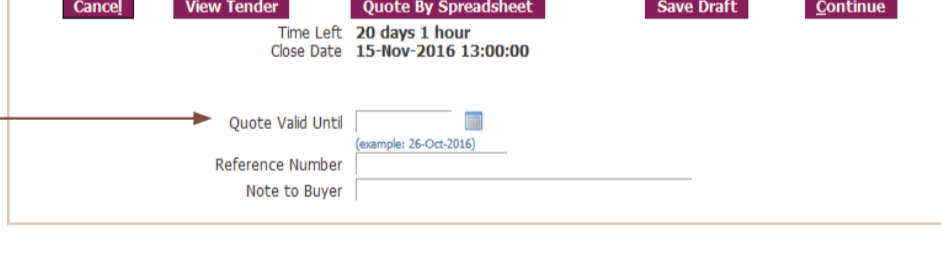
STEP 14

ACTION:
- CLICK IN THE NAME FIELD.



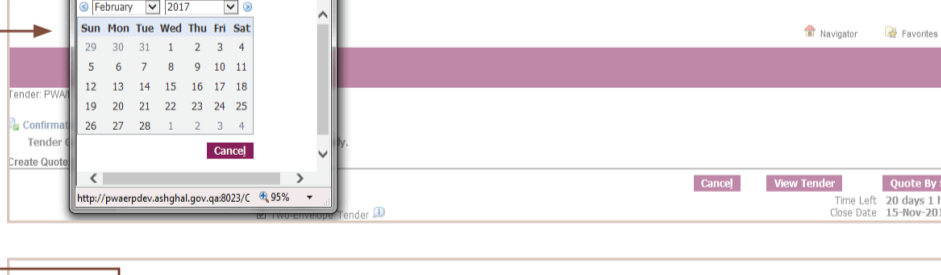
STEP 15

ACTION:
- CLICK APPLY BUTTON.



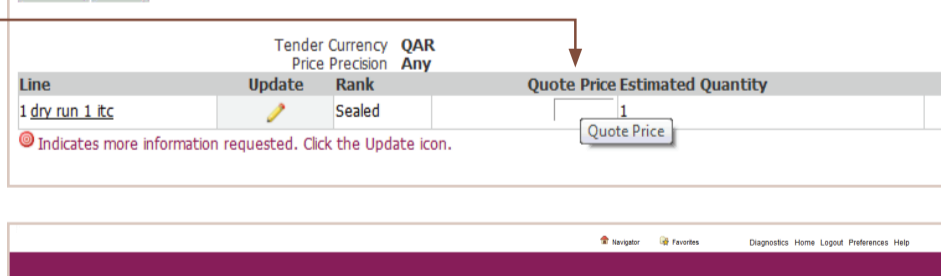
STEP 16

ACTION:
- TO ENTER THE VALIDITY OF YOUR OFFER,
CLICK THE QUOTE VALID UNTIL BUTTON.



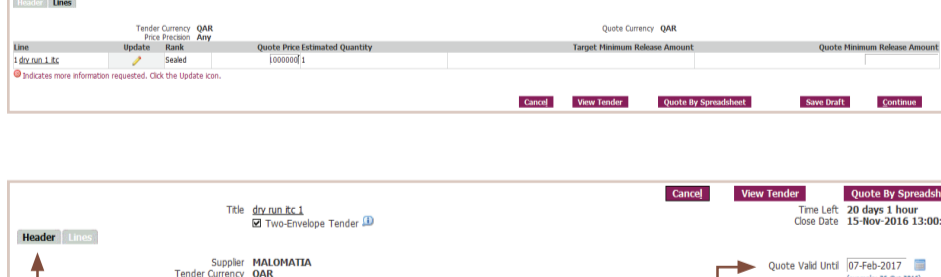
STEP 17

ACTION:
- CLICK THE 7 LINK.



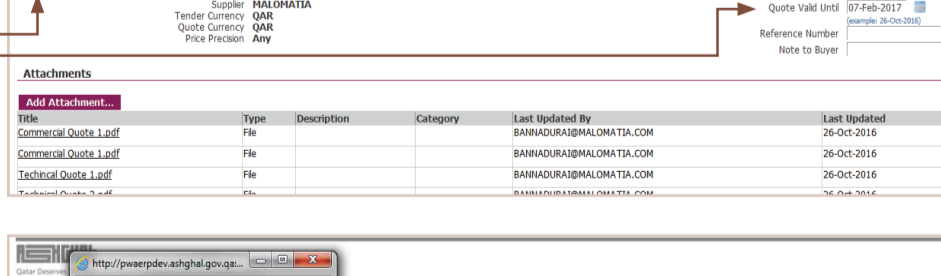
STEP 18

ACTION:
- CLICK THE LINES LINK.
- ENTER YOUR OFFER PRICE CLICK IN
THE QUOTE PRICE FIELD.



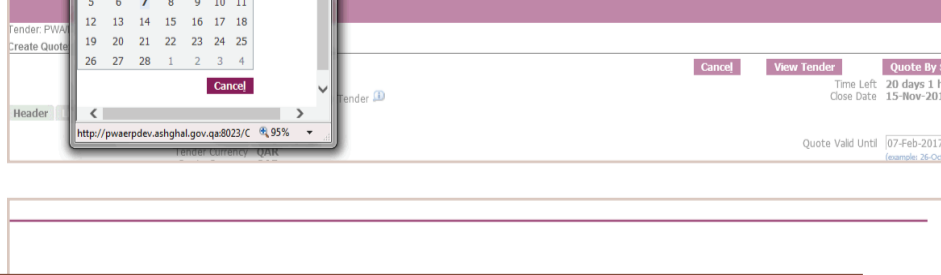
STEP 19

ACTION:
- ENTER THE DESIRED INFORMATION INTO
THE SEALED FIELD. ENTER "11000000".
- CLICK THE CONTINUE BUTTON.



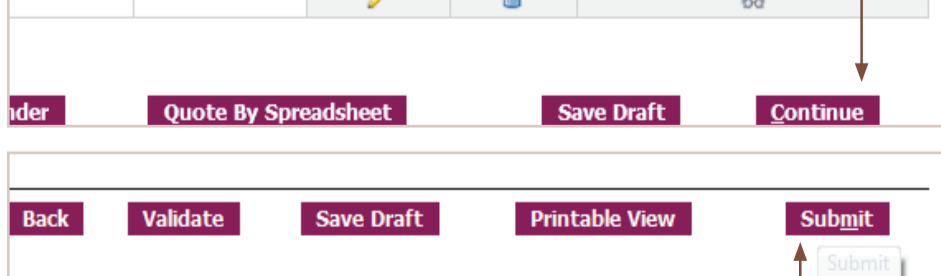
STEP 20

ACTION:
- NOTICE THAT THERE IS A VALIDATION
FOR YOUR VALIDITY OFFER CLICK
THE HEADER LINK.
- CLICK THE QUOTE VALID UNTIL BUTTON.



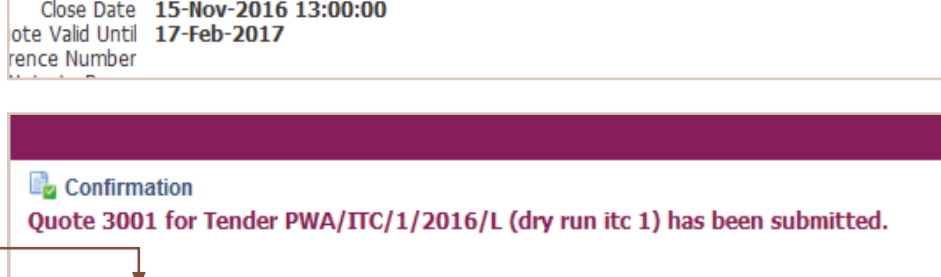
STEP 21

ACTION:
- CLICK THE 17 LINK.



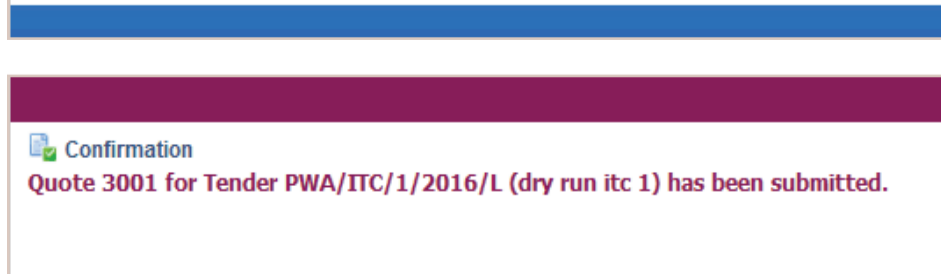
STEP 22

ACTION:
- CLICK THE CONTINUE BUTTON.



STEP 23

ACTION:
- CLICK THE SUBMIT BUTTON.



STEP 24

ACTION:
- CLICK THE
RETURN TO SOURCING HOME PAGE LINK.



STEP 25

ACTION:
- END OF PROCEDURE.



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شكراً لكم.
Thank You.



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