Registered suppliers user guide for online quote submission

(Short version)

Online quotation submission – Short version

I. Summary – Online Submission of Quotation (Short Version)

1. Login into the Oracle application by clicking on '**Login and View Negotiation Details**' link part of the email notification.

2. Input the **"Username"** and **"Password"**

3. Once logged in click on **'Sourcing Supplier'** > **'Sourcing'** > **'Sourcing Home Page'** in the Main Menu

4. All open RFQs will be under the section **'Your Company's Open Invitations'.** Further there is a **'Search'** option available to search and find any specific RFQ or RFQ number. You can search for the RFQ num in the search area.

5. Select the **'RFQ number or the RFI Number'** that you wish to quote for.

6. Review the RFQ

7. Select **'Create Quote'** from the Actions menu to create a response to the negotiation *(once you are in 'Create Quote' page, you can still review the RFQ by clicking 'View RFQ')*

8. Click the '**Header'** tab to input the below information :

Field	Description	Entry
Quote Currency	List of Values with different currencies will be available to choose from.	Mandatory
Quote Valid Until	Bid Valid Until	Mandatory
Reference Number	Quote Reference No	Optional
Note to Buyer	Any additional comments or note to Buyer	Optional
Delivery Time	Type the number of days or number of weeks (numeric value only)	Mandatory
Delivery Time Type (Days or Weeks)	Choose **Weeks** or **Days** from the LOV	Mandatory
Inco Terms	*Type the relevant Inco Terms or please choose from the List of Values*In case of services choose N/A	Mandatory
Incoterms (Country)	*Type the relevant Inco Terms or please choose from the List of Values	Mandatory
Inco Terms (City)	*Type the relevant Inco Terms or please choose from the List of Values	Optional
Inco Terms (Port)	*Type the relevant Inco Terms or please choose from the List of Values	Optional
Add Attachments	Option to add Attachment (Attachment added in this section will be applicable to all line items of your quotation)	Optional

Note: The 'delivery time' entered in the header will automatically be the defaulted delivery time for every line item you enter the unit price. However, upon entering the unit price, you can change the delivery time for the line items (if required). Delivery time & the promised date in the 'lines' page will be considered for quotation analysis. Please review the quotation carefully before submitting.

9. Requirements section: This section can include Acceptance to LEL General T&Cs, Other Requirements like Inspection requirements etc.

10. Click the '**Lines**' tab. Enter the following;
   - Quote Price (Note : Enter the Quote Price and click on Tab in the below
   - Quote Quantity
   - Promised Date (i.e. delivery date)
   - Delivery Time
   - Delivery Time Type (Days or Weeks)

   - Country of Origin

11. Click on the Update button which takes you to more questions from the Buyers:
   - Attribute (This includes other technical requirements) which needs to be entered
   - Note to Buyer (Optional)
   - Add Attachments (Optional)
   - Click on '**Apply**'

12. Click on '**Continue**' and you will have a preview screen to review all information entered.

13. After reviewing click on '**Submit**'
14. After the submission of the quote, you will receive a confirmation that the quote has been submitted successfully.
15. Until the bid is closed, supplier has the option to revise the quote.

Notes:

a) Multiple quotations can be submitted in the same round before the bid closing date, also the previously quoted quotations will be archived in the system. Lamprell will only be able to Award the latest quote.

b) To Apply Discount- A field called '**Power Quote**' will be available in the top left side of the Lines Tab; this field will appear only once the quote has been submitted once. Once the user inputs the discount percentage, click on '**Recalculate.**'

c) The quotation details will remain intact even after the quote` is submitted; therefore if there is a new round created by the buyer, the supplier need not do necessarily do a re-entry of the entire quotation. User (supplier) may choose to only edit necessary data.

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