2016

Responding to Online Tenders & Sending Clarification Messages Guide

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Supplier User Guide – Responding to Online Tenders & Sending Clarification Messages

Dear Valued Supplier,

Welcome to "Sodic eProcurement Portal" user guide.

This user guide will take you through the online tender response process as well as the process of sending clarification messages to the buyer. This process will be delivered through a step-by-step approach.

Simply follow the below steps to successfully respond to tenders floated on the Sodic eProcurement portal.

If you are facing difficulties at any time during the registration process, you can email our help desk for assistance at procurementsupport@sodic.com.

Alternatively you can dial +202 2291 1259 for telephonic support from Sundays to Thursdays 6:00 AM – 3:00 PM (GMT + 2:00) Cairo.

Sincerely,

Sodic Procurement Team

Step 1:

Visit https://eprocurement.sodic.com and log in to your account.
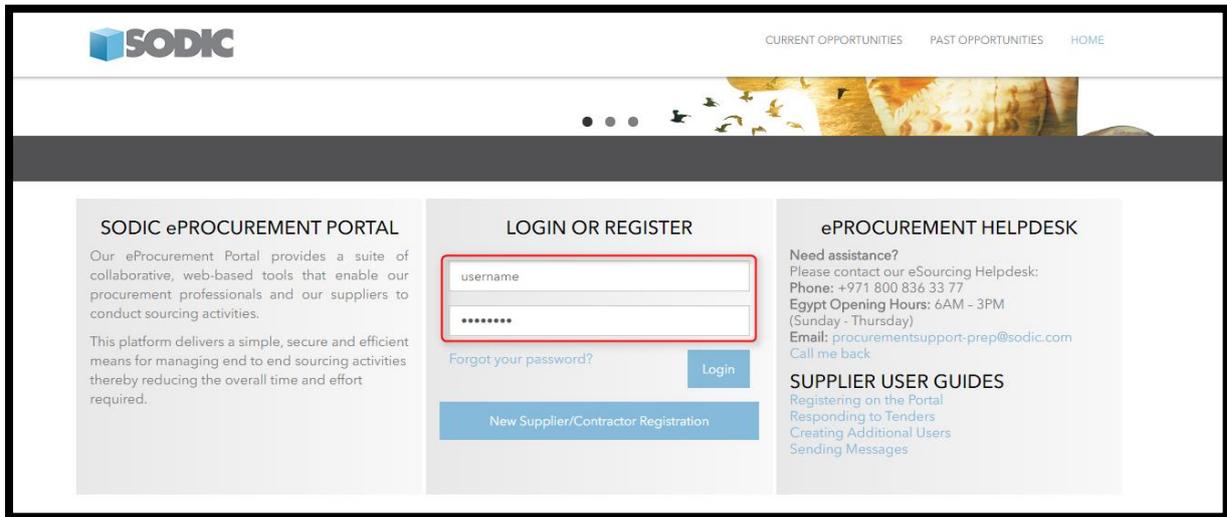
Once you have successfully logged in, you will be directed to the Sodic landing page.

Step 2:

If you have been invited to participate in a request for information (RFI) or a request for quotation (RFQ), please click on the **RFI** or **RFQ** icon.

The example process that we will follow below assumes that you have been invited to participate in a RFQ
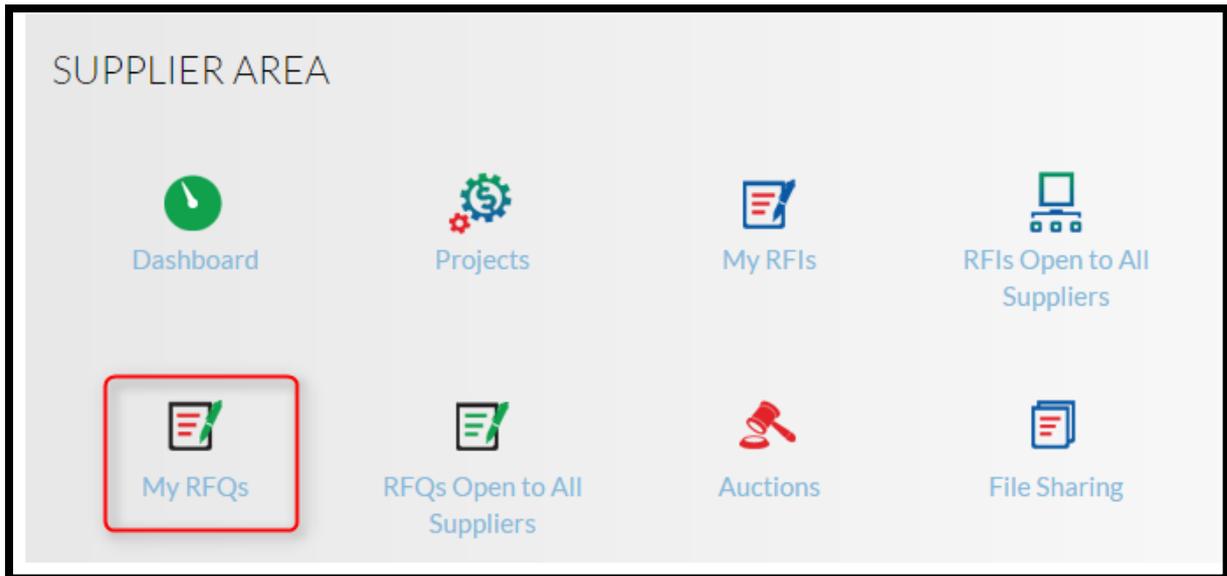
Step 3:

Click on the **RFI/ RFQ** title that you would like to respond to.

Step 4:

Now that you have selected the RFI/ RFQ you will be taken to the RFI/ RFQ Details page.

To start to respond to an RFI/ RFQ click on the **Create Response** button (at the top of the page).
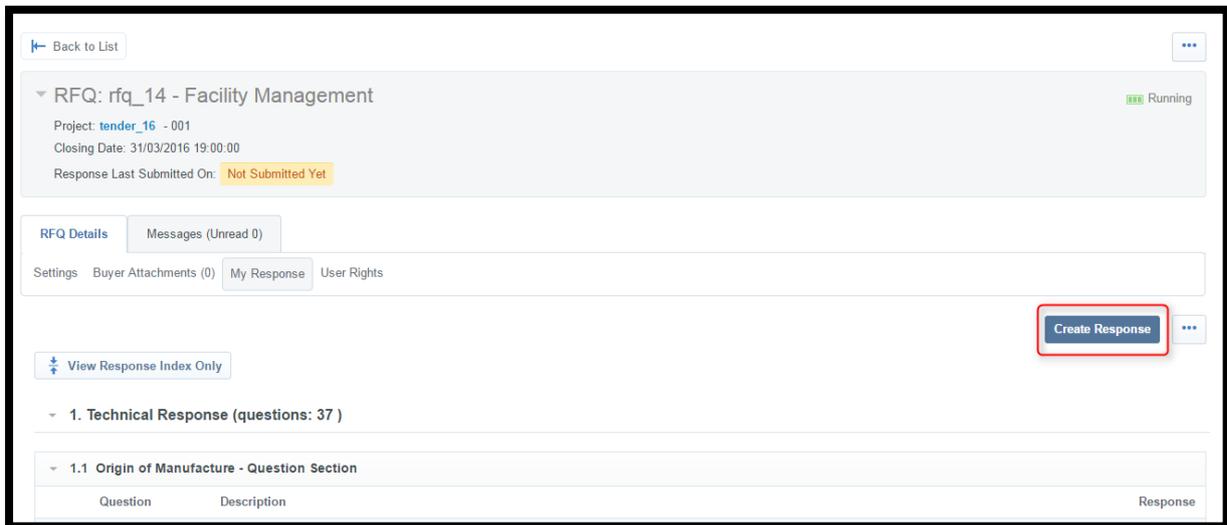
An automated prompt guiding you through the response process will appear. Read the prompt carefully and then, Click on the **OK** button.
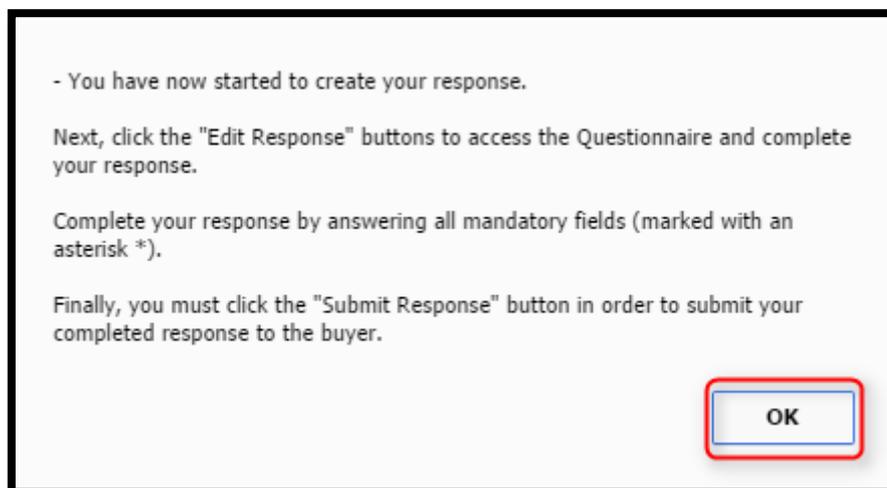
The **My Response** page will now be loaded.

From this page you will be able to:

- Access the tender details
- Download attachments from the buyer (if any)
- Upload attachments along with your response
- Communicate with the buyer through the messaging tool
- Submit a response to questions found in the 'Qualification', 'Technical' and 'Commercial' envelopes.

Step 5:

Search for Attachments that may have been uploaded by Sodic from the navigation at the top left of the page by clicking on **Buyer Attachments**. A Warning Message will advise you to view the buyer attachments in the case that you have not done so already.

Once you have been directed to the **Buyer Attachments** page and you wish to download the attachment(s), select the attachment that you would like to download and click on the **File Name**.

If there are multiple attachments theses can all be downloaded at once by clicking the **Mass Download** button.
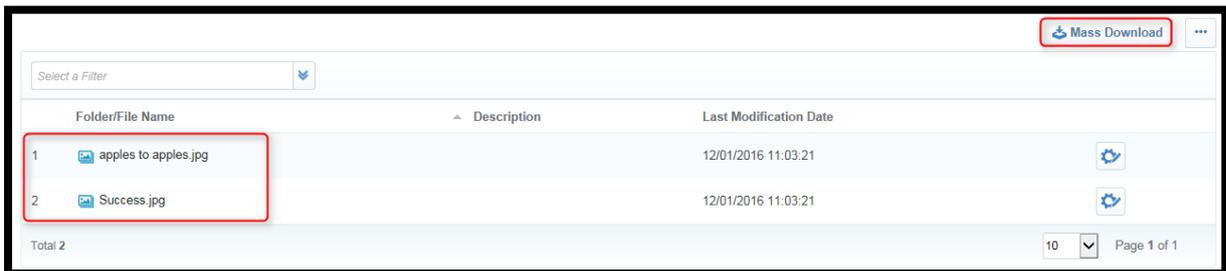
Step 6:

To return to the **My Response** page, click on **My Response** link located under the RFQ Details option list.

Step 7:

To proceed to respond to the RFQ, click on **Edit Response** button (at the right of the page)

Step 8:

The Edit Response button will direct you to a web form that contains the questions which you are required to answer.

Please complete the questionnaire and note that the fields marked with a red asterisk (*) are mandatory.

In some cases, the buyer may upload attachments specific to each line item, therefore, simply click on the attachment icon to download and read the document.

Unsaved changes and updates to your response will be lost; hence, it's highly advisable to save your work/input regularly. To save your response intermittently and continue responding without exiting the page, click on the **Save and Continue** button.

Step 9:

If you wish to upload additional attachment to your response, you may click on **Add/View Attachments**. If this button is not available the buyer has not allowed additional attachments to be uploaded.

Click on **Upload New File**.

Click on **Select Files to Upload** to (browse) the attachment on your local computer or alternatively you can drag and drop the file into the box shown below. Then, click on the **Confirm** button (at the top of the page)

Click on **Save All** to be redirected to My Response page.
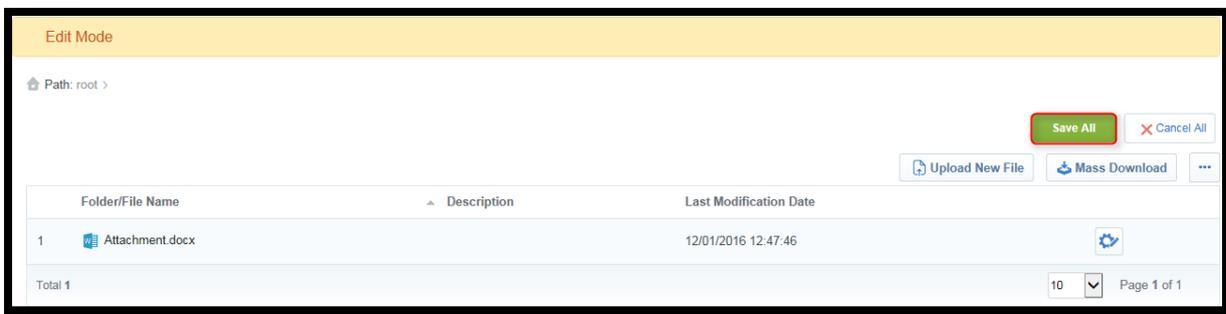
Step 10:

You will also be able to communicate with the buyer for clarifications to the RFI/RFQ by clicking on the **Messages** tab. You can create, send, receive and forward message through this tool.
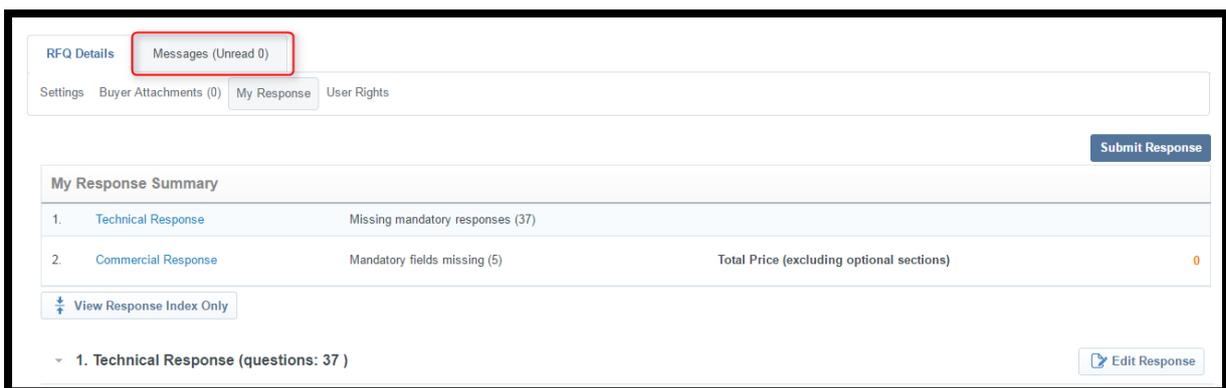
Click on the **Create Message** button to send a message to the buyer.

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Insert the subject and content of the message. If required you may also attach relevant attachments to your message. Once completed click on **Send Message** to send the message to the buyer.

If the buyer responds to your message, you will receive an email alert informing you to login to the portal and view it. Navigate to the relevant RFI/RFQ and review the message by clicking on the **Received Messages** button.

Using the **Forwarded Messages** button will enable you to view the messages you have forwarded. You may send the messages received from buyers to an external email ID.

By clicking on the **Draft Messages** button, you can check saved messages, which you have yet to send.

By Clicking on **Sent Messages** button, you can view the messages that you have previously sent to the buyer.

Step 11:

Having completed your response, it is time to submit it to the buyer. When your response is complete, click on the **Save and Return** button (at the top of the page)
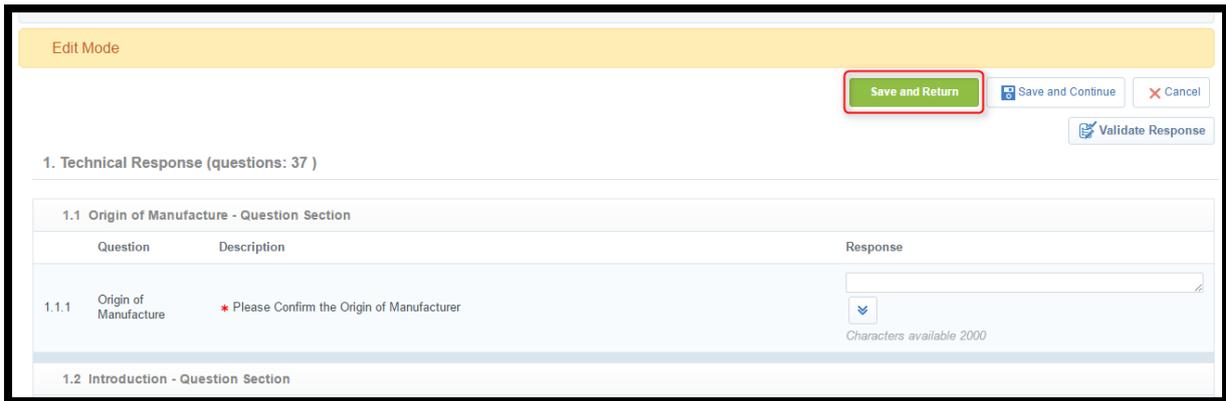
Once you have clicked on **Save and Return**, a prompt message will appear, read the prompt carefully and then, click on the **OK** button
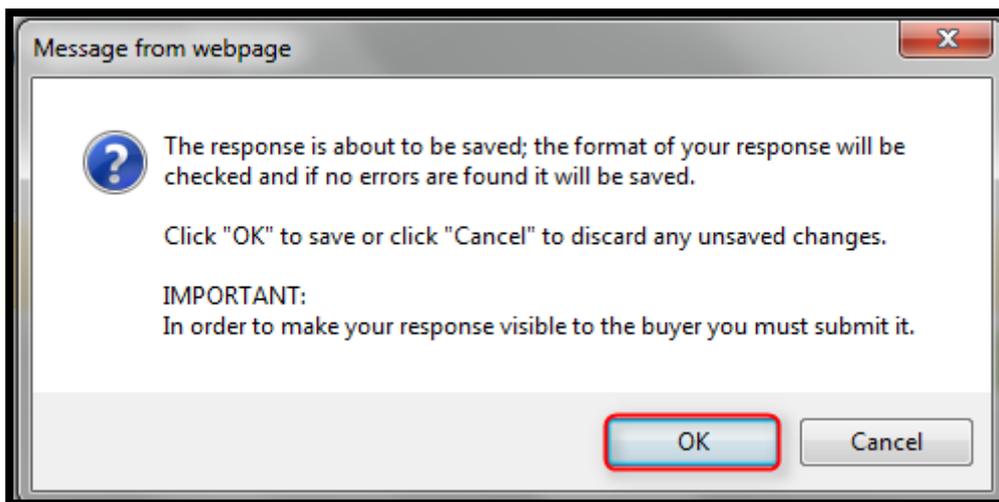
Step 12:

The last step of the process is to submit the completed response so that it will become visible to the buyer. To submit the completed response to the buyer, click on the **Submit Response** button (at the top of the page).
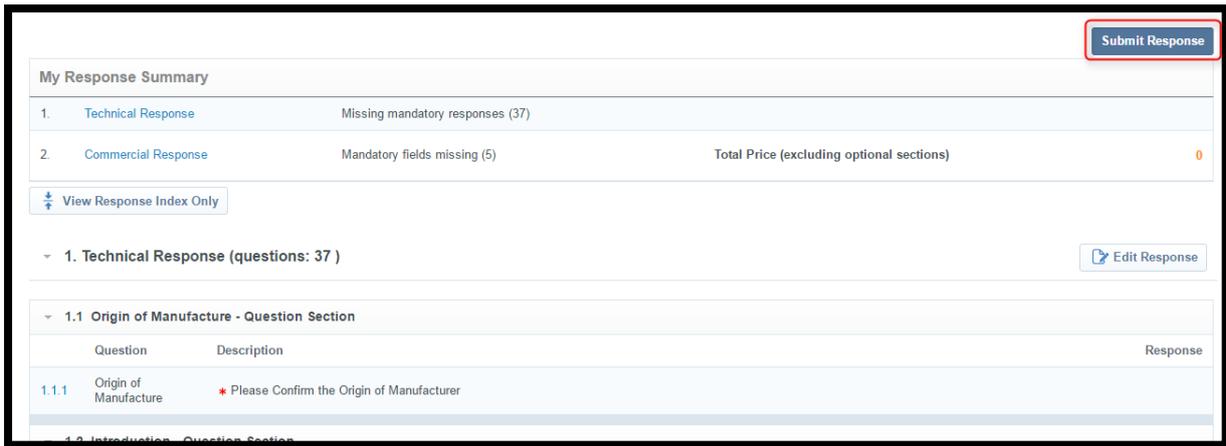
Step 13:

Once you click on **Submit Response** you will receive a reminder message to ensure that your response is complete before submission.
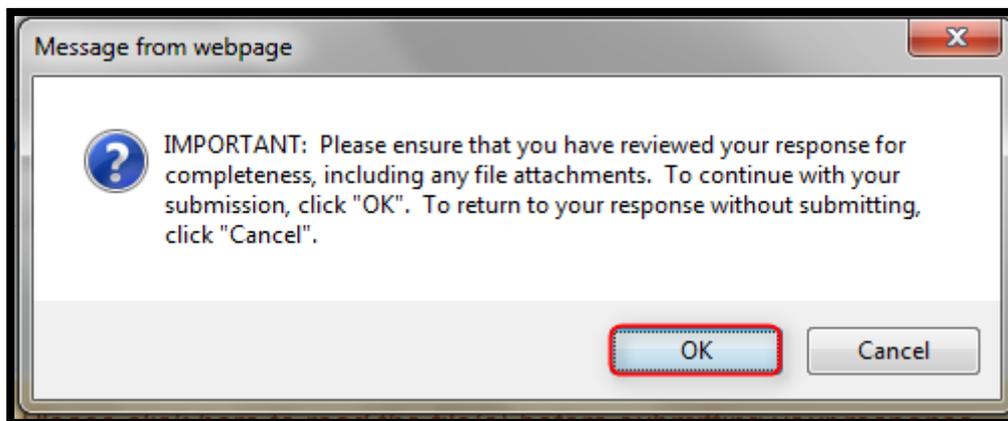
Click **Ok** to receive another message confirming your response submission.
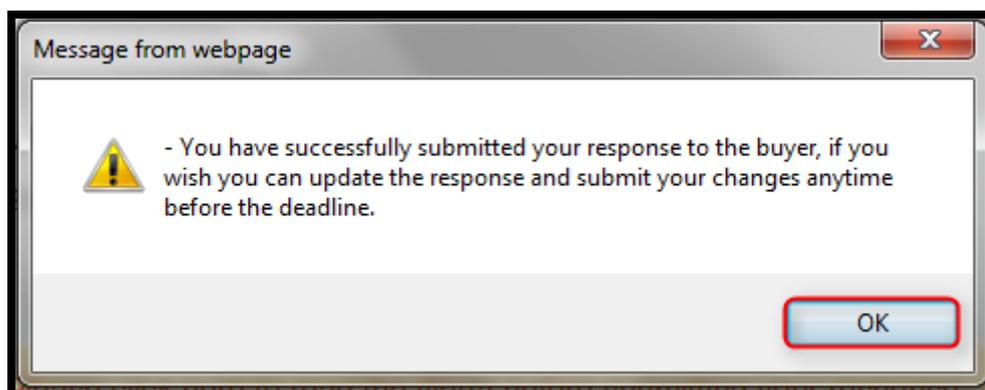
Furthermore, you will receive an email notification from Sodic eProcurement Portal confirming your submission.

Dear Supplier,

This email is to confirm that you have successfully submitted your response to the following RFQ - Request for Quotation on Al Mansoori e-Procurement Portal:

Type: RFQ - Request for Quotation
Code: rfq_190
Title: MOTOR Spareparts Purchase
Date of Response: 12/01/2016 14:15:26 (GMT + 4:00)

To view the details of the RFQ - Request for Quotation and review your response:

- Connect to https://almansoori-prep.tejari.com
- Enter your Username and Password
- Go to RFQ - Request for Quotations
- Click RFQ - Request for Quotation Code rfq_190 to view details of the RFQ - Request for Quotation

To change and resubmit your response to the RFQ - Request for Quotation:

- Click on Edit Response
- Edit your Response as required
- Click Keep Changes to save the response
- Click Submit Changes to send your Response to the buyer

Note:

It is important to submit your response BEFORE the closing date and time specified by Sodic.

This deadline is clearly visible in the RFI/ RFQ setting page as well as in the email that you received when you were invited to tender.

Congratulations, you have just successfully submitted a response to a tender!