

2016

# Responding to Online Tenders & Sending Clarification Messages Guide

**HUMAN**  
DEVELOPMENTS



Sodic eProcurement Portal

<https://eprocurement.sodic.com>

6/1/2016

## 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](mailto:procurementsupport@sodic.com).

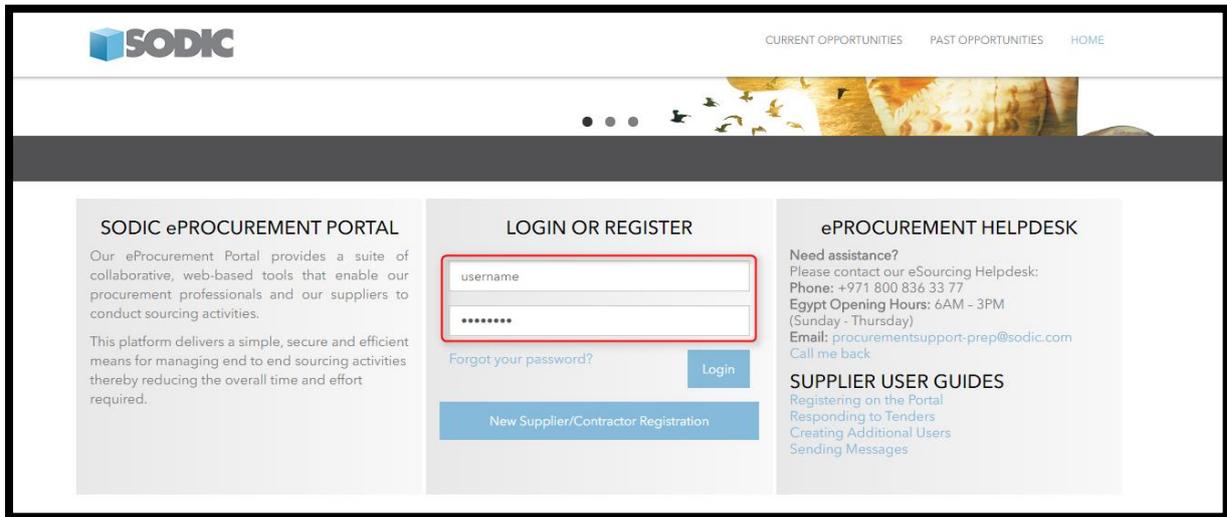
Alternatively you can dial [+202 2291 1259](tel:+20222911259) for telephonic support from Sundays to Thursdays 6:00 AM – 3:00 PM (GMT + 2:00) Cairo.

Sincerely,

**Sodic Procurement Team**

### **Step 1:**

Visit <https://eprocurement.sodic.com> and log in to your account.

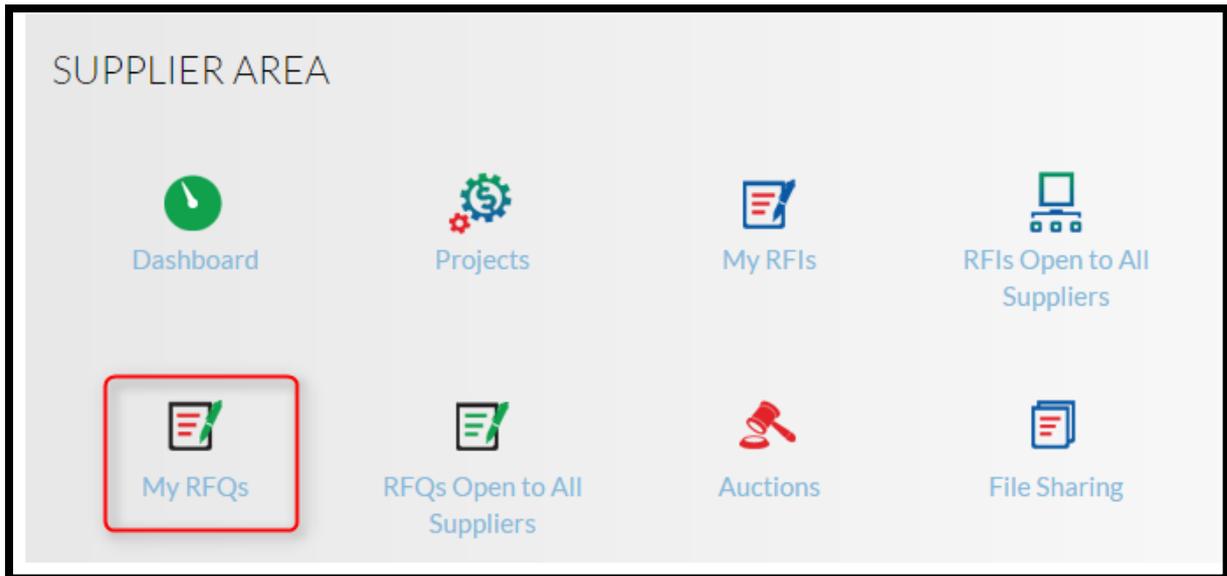


Once you have successfully logged in, you will be directed to the Sodic landing page.

### **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.

The screenshot shows the 'My RFQs' interface with a table of RFQs. The first row is highlighted with a red box.

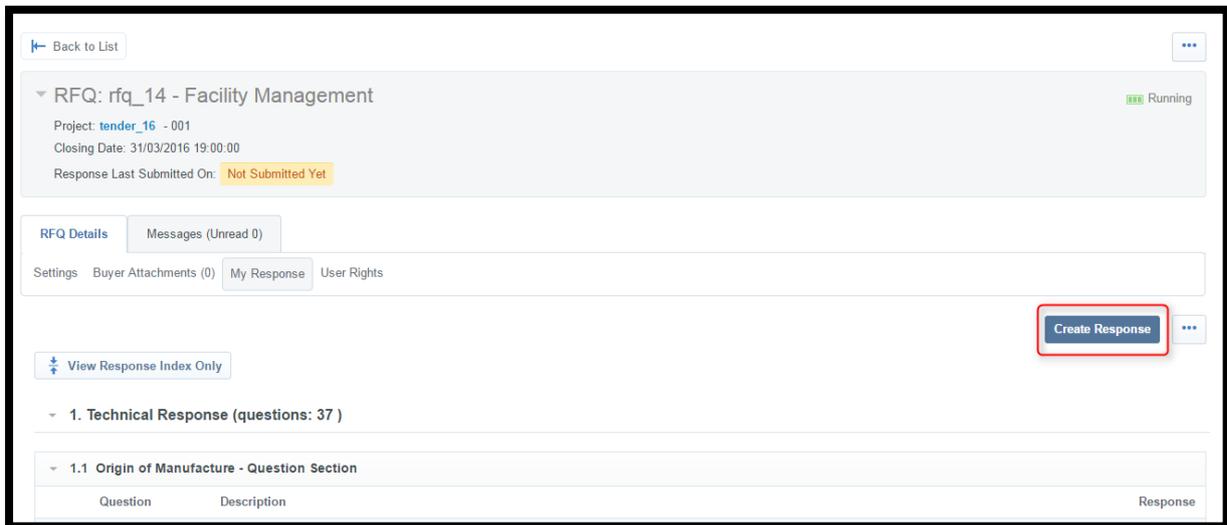
	RFQ Code	RFQ Title	Project Code	RFQ Status	RFQ Closing Date/Time	Buyer Organisation	Response Status
1	rfq_14	Facility Management	tender_16	Running	31/03/2016 19:00	ADMIN ACCOUNT	No Response Prepared
2	rfq_8	Pre UAT RFQ-1	tender_18	Closed: Awarded	23/02/2016 15:56	ADMIN ACCOUNT	Response Successful

Total 2

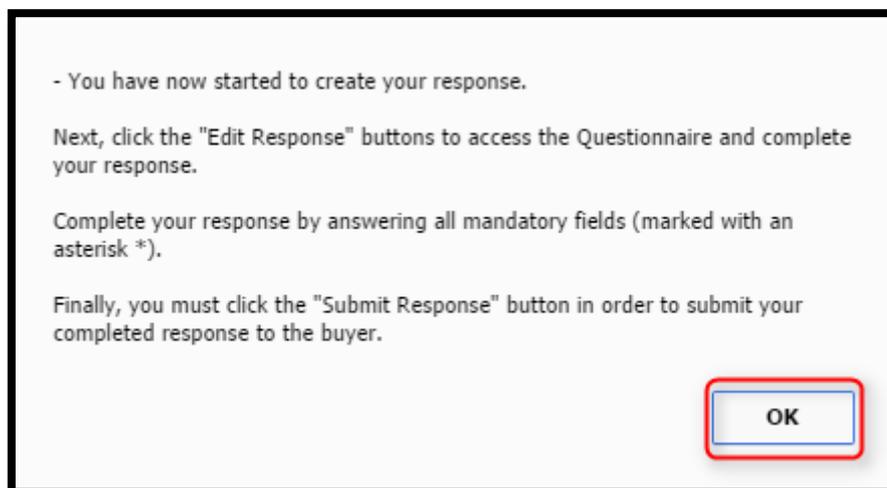
#### **Step 4:**

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

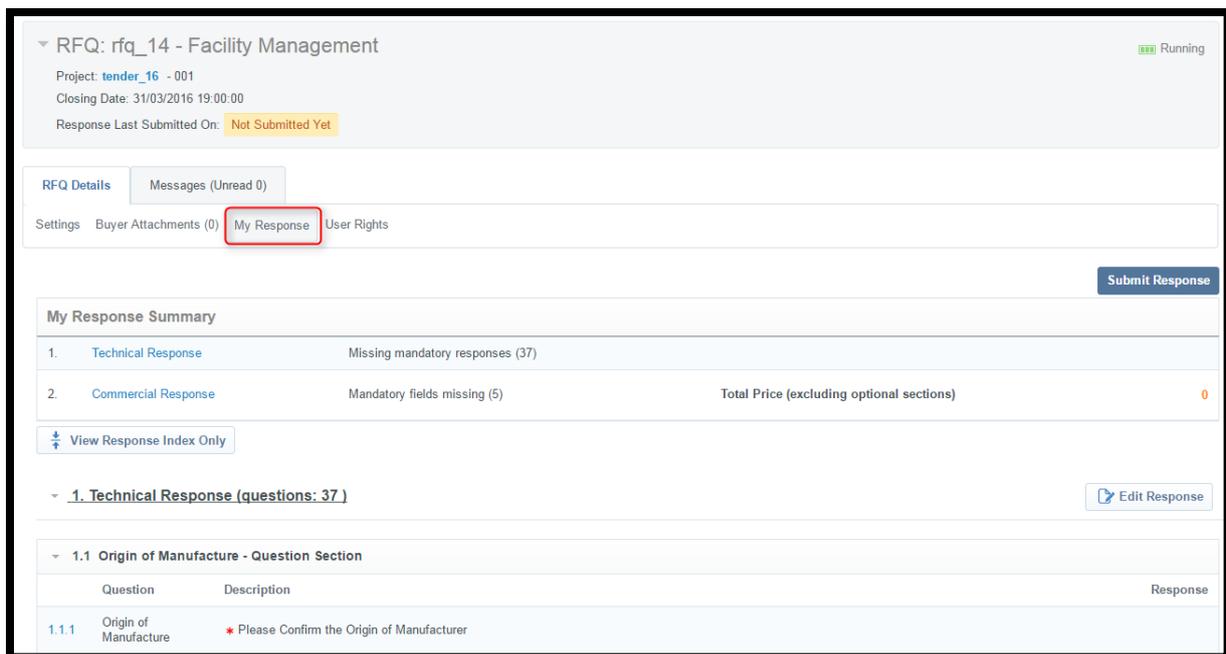
To start to respond to an RFI/ RFQ click on the **Create Response** button (at the top of the page).



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.



RFQ: rfq\_14 - Facility Management Running

Project: tender\_16 - 001  
Closing Date: 31/03/2016 19:00:00  
Response Last Submitted On: Not Submitted Yet

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response User Rights Submit Response

**My Response Summary**

1.	<a href="#">Technical Response</a>	Missing mandatory responses (37)	
2.	<a href="#">Commercial Response</a>	Mandatory fields missing (5)	Total Price (excluding optional sections) <span style="float: right;">0</span>

[View Response Index Only](#)

1. [Technical Response \(questions: 37\)](#) [Edit Response](#)

1.1 [Origin of Manufacture - Question Section](#)

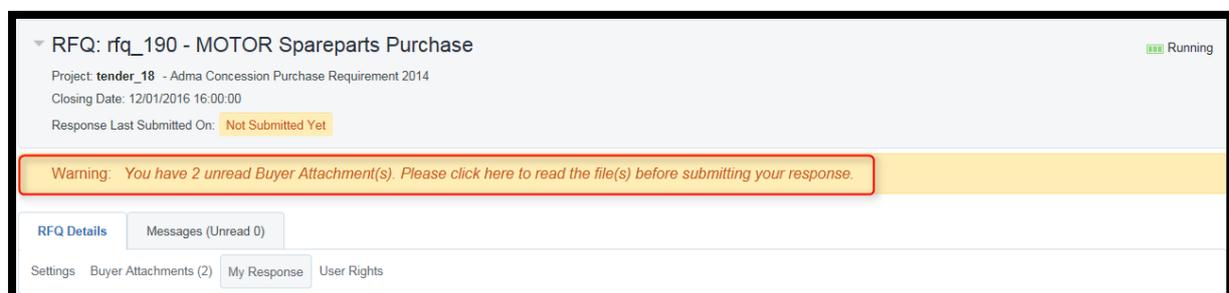
Question	Description	Response
1.1.1	Origin of Manufacture	<span style="color: red;">*</span> Please Confirm the Origin of Manufacturer

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.



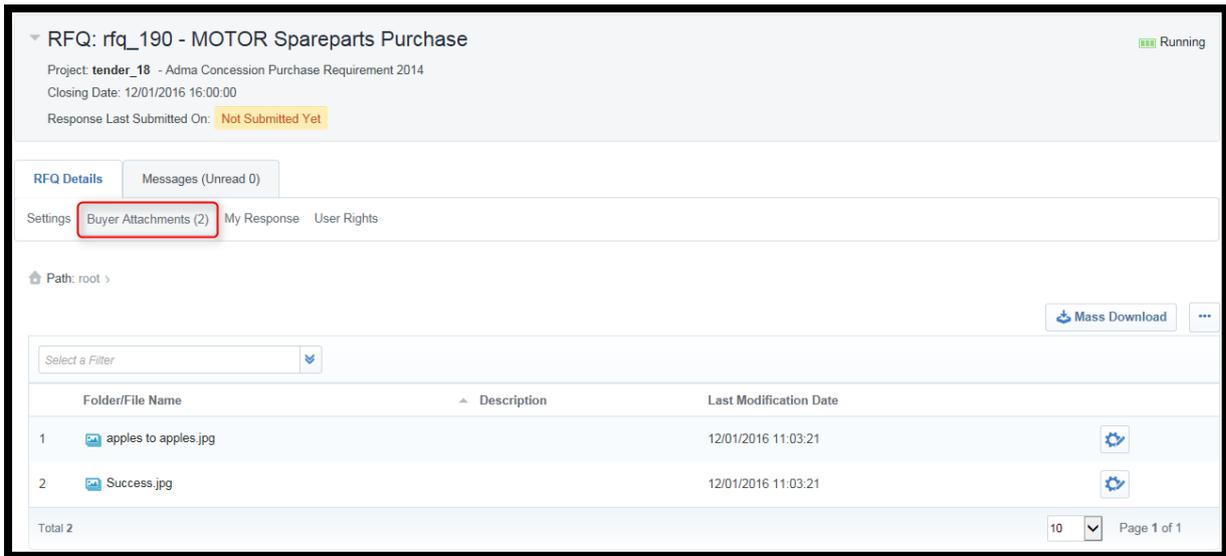
RFQ: rfq\_190 - MOTOR Spareparts Purchase Running

Project: tender\_18 - Adma Concession Purchase Requirement 2014  
Closing Date: 12/01/2016 16:00:00  
Response Last Submitted On: Not Submitted Yet

Warning: You have 2 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (2) My Response User Rights



RFQ: rfq\_190 - MOTOR Spareparts Purchase Running

Project: tender\_18 - Adma Concession Purchase Requirement 2014  
 Closing Date: 12/01/2016 16:00:00  
 Response Last Submitted On: Not Submitted Yet

RFQ Details | Messages (Unread 0)

Settings | **Buyer Attachments (2)** | My Response | User Rights

Path: root >

[Mass Download](#) ...

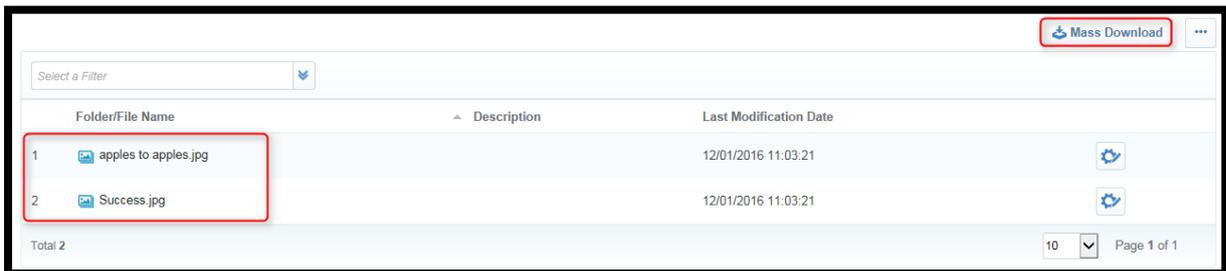
Select a Filter

Folder/File Name	Description	Last Modification Date
1  apples to apples.jpg		12/01/2016 11:03:21
2  Success.jpg		12/01/2016 11:03:21

Total 2 10 Page 1 of 1

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 these can all be downloaded at once by clicking the **Mass Download** button.



[Mass Download](#) ...

Select a Filter

Folder/File Name	Description	Last Modification Date
1  apples to apples.jpg		12/01/2016 11:03:21
2  Success.jpg		12/01/2016 11:03:21

Total 2 10 Page 1 of 1

**Step 6:**

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

RFQ: rfq\_190 - MOTOR Spareparts Purchase Running

Project: tender\_18 - Adma Concession Purchase Requirement 2014  
 Closing Date: 12/01/2016 16:00:00  
 Response Last Submitted On: Not Submitted Yet

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (2) | **My Response** | User Rights

Path: root >

[Mass Download](#) ...

Select a Filter

Folder/File Name	Description	Last Modification Date	
1 apples to apples.jpg		12/01/2016 11:03:21	
2 Success.jpg		12/01/2016 11:03:21	

**Step 7:**

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

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (0) | **My Response** | User Rights

[Submit Response](#)

**My Response Summary**

1. Technical Response	Missing mandatory responses (37)	
2. Commercial Response	Mandatory fields missing (5)	Total Price (excluding optional sections) 0

[View Response Index Only](#)

1. Technical Response (questions: 37) [Edit Response](#)

1.1 Origin of Manufacture - Question Section

Question	Description	Response
1.1.1 Origin of Manufacture	* Please Confirm the Origin of Manufacturer	

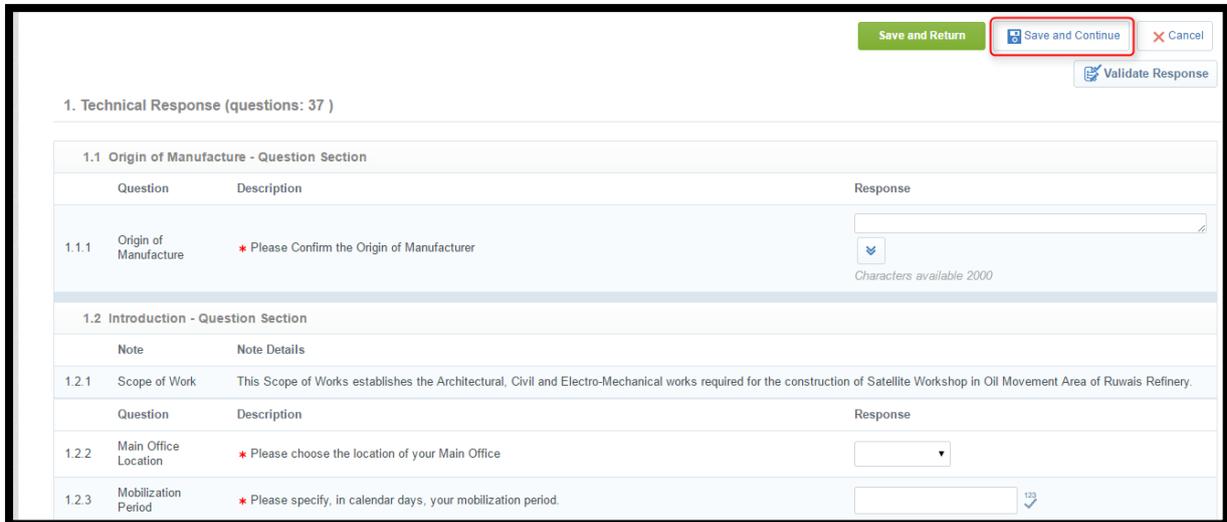
1.2 Introduction - Question Section

Note	Note Details
1.2.1 Scope of Work	This Scope of Works establishes the Architectural, Civil and Electro-Mechanical works required for the construction of Satellite Workshop in Oil Movement Area of Ruwais Refinery.

Question	Description	Response

**Step 8:**

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



1. Technical Response (questions: 37)

1.1 Origin of Manufacture - Question Section

Question	Description	Response
1.1.1	Origin of Manufacture * Please Confirm the Origin of Manufacturer	<input type="text"/> Characters available 2000

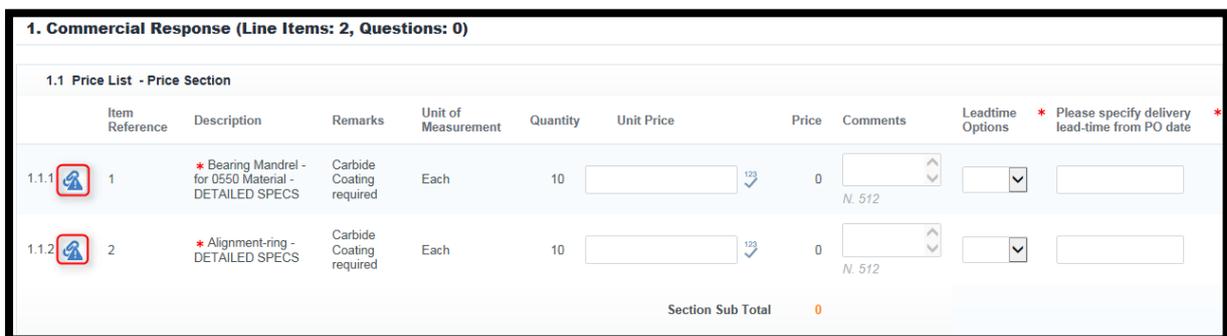
1.2 Introduction - Question Section

Note	Note Details
1.2.1	Scope of Work This Scope of Works establishes the Architectural, Civil and Electro-Mechanical works required for the construction of Satellite Workshop in Oil Movement Area of Ruwais Refinery.

Question	Description	Response
1.2.2	Main Office Location * Please choose the location of your Main Office	<input type="text"/>
1.2.3	Mobilization Period * Please specify, in calendar days, your mobilization period.	<input type="text"/> 123

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.



1. Commercial Response (Line Items: 2, Questions: 0)

1.1 Price List - Price Section

Item Reference	Description	Remarks	Unit of Measurement	Quantity	Unit Price	Price	Comments	Leadtime Options	* Please specify delivery lead-time from PO date *	
1.1.1	* Bearing Mandrel - for 0550 Material - DETAILED SPECS	Carbide Coating required	Each	10	<input type="text"/> 123	0	N. 512	<input type="text"/>	<input type="text"/>	
1.1.2	* Alignment-ring - DETAILED SPECS	Carbide Coating required	Each	10	<input type="text"/> 123	0	N. 512	<input type="text"/>	<input type="text"/>	
Section Sub Total						0				

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.

1.5.20	ARCHITECTURAL WORKS	* CONTRACTOR shall supply and install approved ceramic and /or marble tiling in office, toilets and lockers area floors and skirting and according to specification no. 5601-DGS-AU-057. Workshop area shall have concrete floor with approved anti-skid coatings as manufactured by FOSROC or approved equal.	<input type="button" value="v"/>
1.5.21	ARCHITECTURAL WORKS	* Finished works include painting (internal & external) and installation of suspended false ceilings (in office, toilets and lockers area).	<input type="button" value="v"/>
1.5.22	ARCHITECTURAL WORKS	* All doors and windows shall be made of high grade aluminum section (2mm thick) and shall be double glazed. All windows shall be according to Specification No. 5601-DGS-AU-056.	<input type="button" value="v"/>
1.5.23	ARCHITECTURAL WORKS	* All accessories for doors and windows shall be premium grade heavy duty as manufactured by "Yale" or COMPANY approved equal. The accessories shall be according to the Specification No. 5601-DGS-AU-056.	<input type="button" value="v"/>
1.5.24	ARCHITECTURAL WORKS	* All windows shall be provided with vertical blinds as manufactured by "Sedar" or approved equal.	<input type="button" value="v"/>
1.5.25	ARCHITECTURAL WORKS	* CONTRACTOR shall supply and install COMPANY approved Roof waterproofing system as specified in specification no. 5601-DGS-AU-055.	<input type="button" value="v"/>

[Add/View Attachments](#)

1.6 Additional Attachments Area

*No Attachments*

Click on **Upload New File**.

Edit Mode

Path: root >

[Back to List](#)

[Upload New File](#) ...

Select a Filter

*No results to display*

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)

Edit Mode

[Cancel](#)

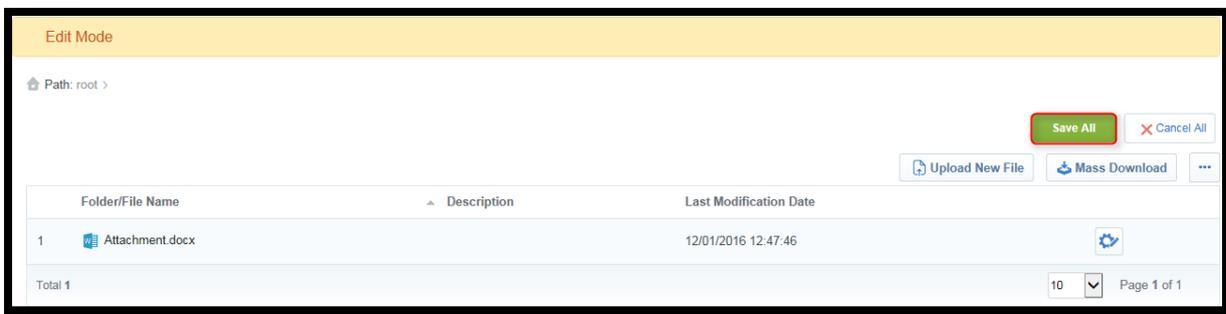
*Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 47 MB but it is recommended that you keep attachments to 2MB or less.*

**Attachments** [Select Files to Upload](#)

#	Type	File Name	Size
<i>Use the button to Upload or DRAG and DROP into this area</i>			

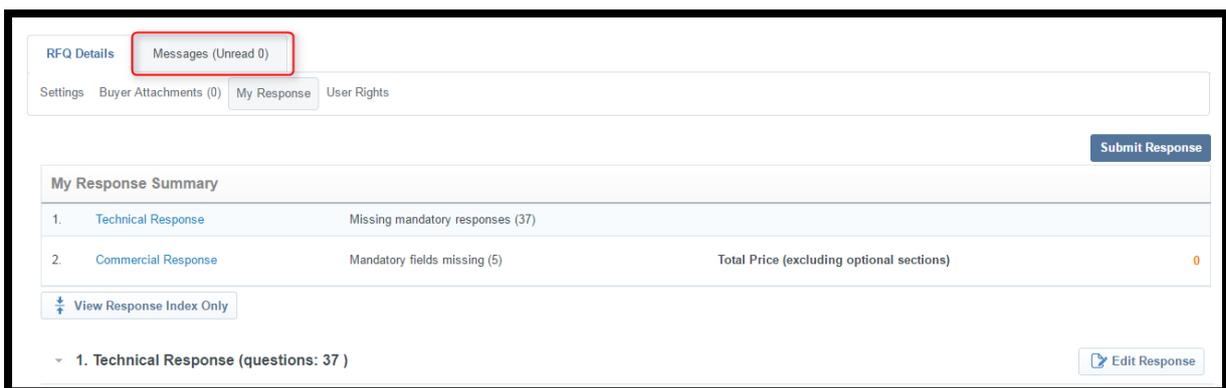


Click on **Save All** to be redirected to My Response page.



**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.



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.



The screenshot shows a message composition interface. At the top right, there are three buttons: "Send Message" (green), "Save as Draft" (blue), and "Cancel" (red). Below these is a "Message" section with a "Message Classification" dropdown menu set to "(unclassified)". To the right of this is a "Subject" text input field. Below the classification and subject fields is a large text area for the "Message" content. At the bottom left of the form is an "Attachments" section with a small "Attachments" button on the right.

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.



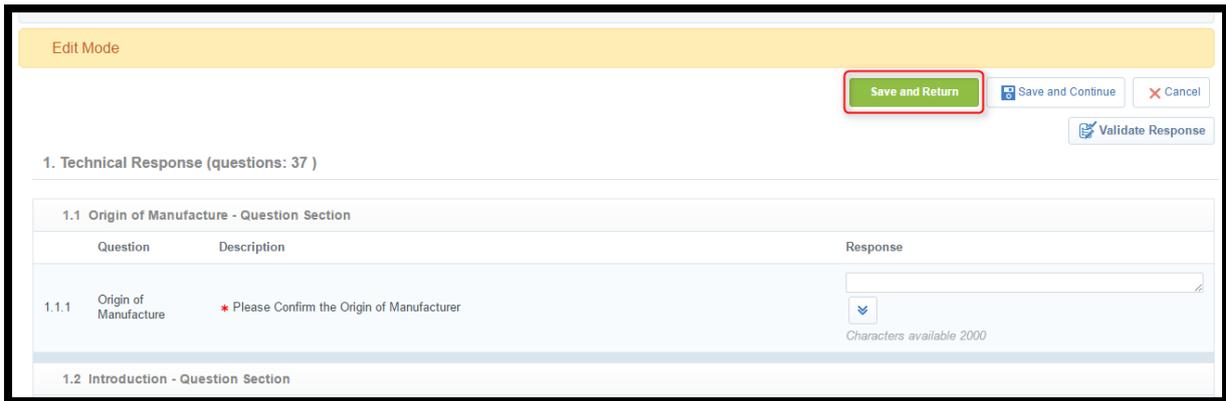
The screenshot shows a navigation bar for message management. It includes tabs for "RFQ Details" and "Messages (Unread 0)". Below these are four buttons: "Create Message", "Received Messages", "Sent Messages", and "Draft Messages". The "Received Messages", "Sent Messages", and "Draft Messages" buttons are highlighted with red boxes.

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:**

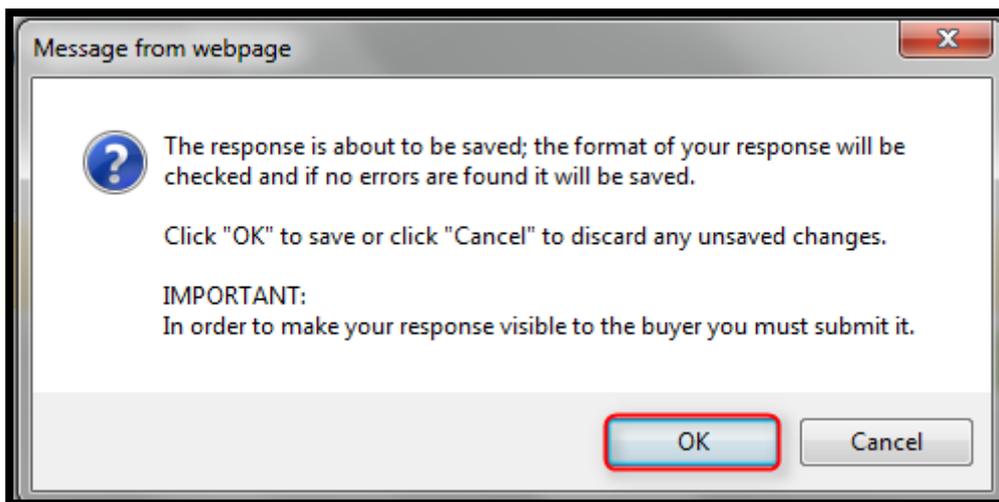
Having completed your response, it is time to submit it to the buyer. When your response is complete, click on the **Save and Return** button (at the top of the page)



1. Technical Response (questions: 37)

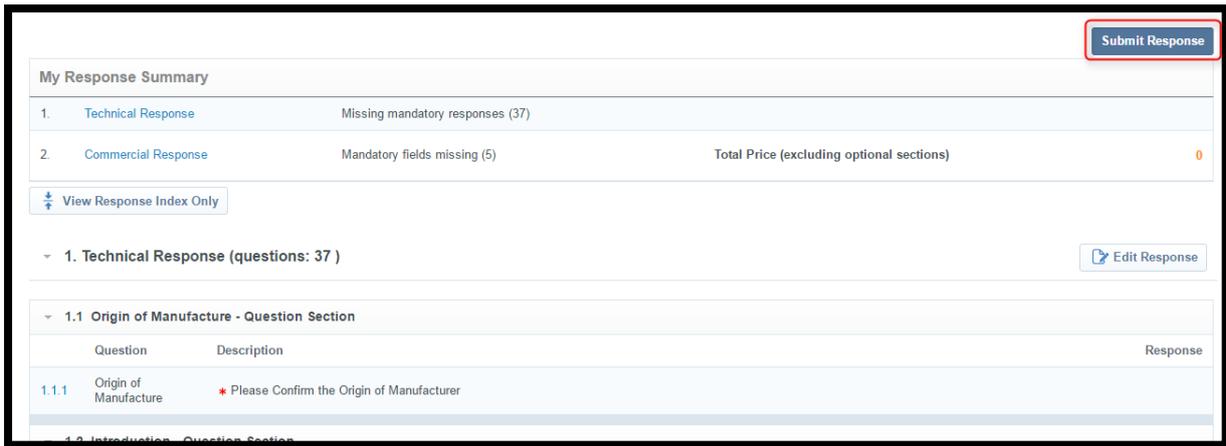
Question	Description	Response
1.1.1	Origin of Manufacture * Please Confirm the Origin of Manufacturer	<input type="text"/> Characters available 2000

Once you have clicked on **Save and Return**, a prompt message will appear, read the prompt carefully and then, click on the **OK** button



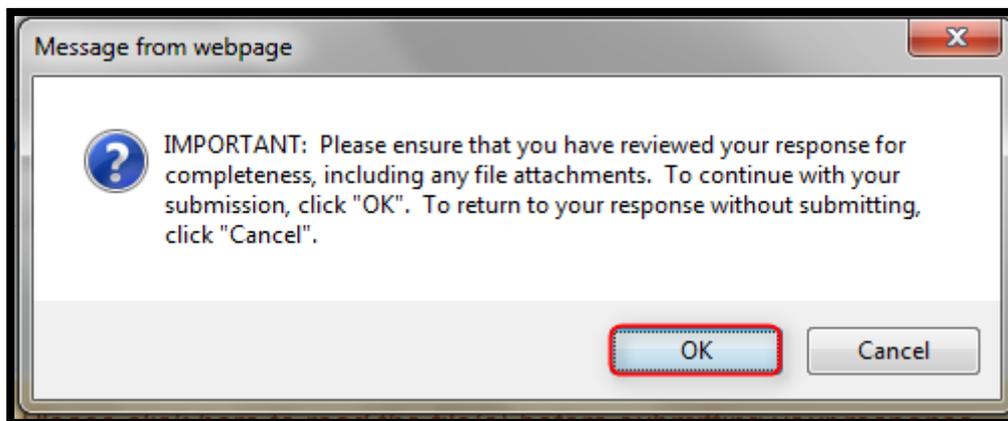
**Step 12:**

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).

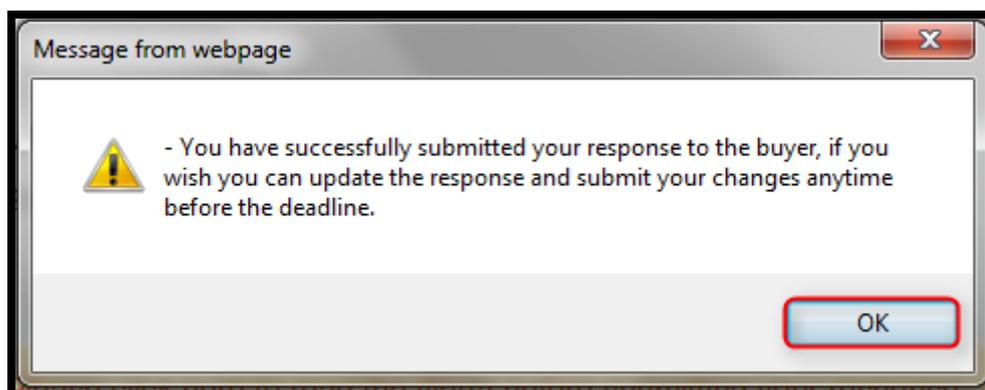


**Step 13:**

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!**